

**DELHI CHARTER TOWNSHIP
COMMITTEE OF THE WHOLE MEETING HELD ON OCTOBER 18, 2016**

The members of the Delhi Charter Township Committee of the Whole met on Tuesday, October 18, 2016 in the Multipurpose Room at the Community Services Center, 2074 Aurelius Road, Holt, MI. Supervisor Davis called the meeting to order at 6:30 p.m.

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

Members Absent: Trustees Jon Harmon, Megan Ketchum

BUSINESS

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

The Board reviewed the September Ingham County Sheriff's Office/Delhi Division Activity Report (ATTACHMENT I).

FIRE DEPARTMENT – SEPTEMBER ACTIVITY REPORT

The Board reviewed the September Fire Department Activity Report (ATTACHMENT II).

Brad Drury, Assistant Chief/Fire Marshall, stated that the Fire Department has purchased hydrogen cyanide antidote kits. The 911 Hero Run and Fire Department Open House were successful.

COMMUNITY DEVELOPMENT DEPARTMENT – SEPTEMBER ACTIVITY REPORT

The Board reviewed the September Community Development Department Activity Report (ATTACHMENT III).

Tracy Miller, Director of Community Development, stated that the official unveiling of the Happy in Holt sculpture will be held on October 24, 2016. The Lansing Economic Area Partnership, who helped fund the project, their project partners from PNC Bank along with the artist, Matt Lincoln will be present.

The final draft of the non-motorized transportation plan update has been reviewed by the Planning Commission at their October 10, 2016 meeting. A public hearing will be held on November 28, 2016; it is anticipated that the plan will be presented to the Board of Trustees at their December 6, 2016 meeting.

Ms. Miller stated that a bid opening is scheduled for November 3, 2016 for the River Pointe Road Improvement project. This is the first project that will be following the new Local Road Improvement Process policy.

The sidewalks along the north side of Holt Road are beginning to be installed as a part of the Holt Road Improvement project.

SUBJECT TO APPROVAL

**DELHI CHARTER TOWNSHIP
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The former Tailor Steel property has been purchased by Pratt Whitney and will be expanding into that location. KTM Industries purchased a building on Jarco Drive and will be relocating their manufacturing business to Delhi Township.

PUBLIC COMMENT – None

ADJOURNMENT

Meeting adjourned at 7:04 p.m.

Date: November 1, 2016

Evan Hope, Township Clerk

Date: November 1, 2016

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. Dennis Hull**DATE:** October 11, 2016**RE:** September 2016 Monthly Report**HIGHLIGHTED CASES AND INCIDENTS:**

9/1/16 Deputies were dispatched to the 4300 block of Dell Rd for a possible overdose. Upon arrival a male subject was unconscious and baily breathing. The subject had overdosed on Heroin. Delhi Fire administered Narcan and subject came out of the overdose. Delhi Fire transported the subject to the hospital for medical treatment.

9/1/16 Deputy Belanger made a traffic stop on a vehicle at Willoughby and Pine Tree because the driver was swerving all over the road and the driver was thought to be intoxicated. It was quickly learned that the driver was not intoxicated but it was evident that he was under the influence of something. The driver did not admit to being under the influence of any controlled substance. The driver gave consent to search the vehicle. Methamphetamine and marijuana was found in the vehicle. The driver then admitted that the substance was his. He was arrested for possession of Methamphetamine and marijuana. He was lodged at ICJ. He is currently out on bond awaiting trial.

9/2/16 Night shift Deputies were dispatched to Holt Jr High on Aurelius Rd for an alarm. Upon checking the school they found an open overhead door. They called for assistance from our K9 unit. Once the K9 arrived they searched the school and found two subjects hiding inside the school. Both were arrested and lodged on Breaking and Entering. The interesting thing about this case is that the two subjects, one 18 yr/old and the other 14 yr/old decided that they wanted to play basketball at 2:00 am in the morning so they went to the school to play. However when they got to the school they realized that they couldn't play basketball because they didn't have a basketball. That is when they decided to check for unlocked doors. They found an overhead door not completely shut so they

went into the school to look for a basketball. They found a basketball in the gym so they decided to play in the gym. When they got tired of playing basketball for 10 minutes they decided they would look around the school. This is when the Deputies found them hiding in the staff lounge and arrested them without any further incident.

9/6/16 Deputy Daza was dispatched to Prestwick Village, the new apartment complex under construction on Cedar St for a larceny of construction equipment. Two generators were taken from the back of a construction vehicle. They were taken sometime over the holiday weekend. The equipment was valued at \$8000.00. At this time we do not have any witnesses or suspects in the case.

9/10/16 Deputy Daza was at the corner of Holt and Cedar and noticed a male subject standing next to a bicycle waiting for the light to change. As he is watching the subject the male subject fell to the ground from the standing position. The male subject is well known by all of our Deputies and most generally is always intoxicated. Today was no different. Deputy Daza immediately activated his overhead patrol light and called for Delhi fire. The subject was bleeding from the forehead and as usual he was uncooperative with Deputy Daza. Medics arrived on scene and checked him for any type of medical condition, they found none. Deputy Daza asked him if he would submit to PBT so we could see what his intoxication level was and as usual he began to yell and swear. He was transported to the hospital by Delhi fire for Detox after he was issued a citation for Disorderly Conduct (public intoxication).

9/21/16 Night shift was dispatched to the 2000 block of burton Ave for an active Domestic Assault in progress. Upon arrival all parties were separated and the suspect was in his bedroom. After all interviews were complete, it was determined that the 26 yr/old suspect had assaulted his older brother and his father. Both the older brother and the father had red lumps on their face and head. The suspect who was highly intoxicated at the time was arrested and lodged at ICJ. He is currently out on bond awaiting trial.

9/27/16 Deputy Jackson was dispatched to the 6100 block of Morgan St for a Hit and Run complaint. Upon arrival Deputy Jackson was met in the driveway by the home owner who reported that he has allowed a female acquaintance of his to store a vehicle of hers in his drive way for the past few months. He said that he has been friends with her for 20 years. As of recently he has noticed her mood and behavior changing. He told Deputy Jackson that she showed up today to retrieve some items from the vehicle that is currently being stored in the driveway. He said when he went out to the driveway to greet her she attempted to run him over with her vehicle she arrived in, 2010 Chevrolet Impala. He was able to get out of her way and was not hit. She then backed out of the driveway and drove into the driveway of the neighbor across the street striking a parked car in the driveway. She then backed out of that driveway and left the area at a high rate of speed. She later returned on foot and got into the vehicle she was storing in the driveway and backed that vehicle into reporting party's garage, knocking the overhead door off the track and breaking the door frame. She then drove away.

Later in the day we received a call from Shroyers towing in reference to a car that is parked on their property that did not belong to them. The car was parked in the area where all the cars that are in the process of being crushed are stored. As it turns out the car was the 2010 Chevrolet Impala the female arrived in on Morgan St. As of today we have been unable to locate her but Deputy Jackson was able to get a 4 count felony warrant for her arrest and she has yet to contact Shroyers Towing about picking up her car that was left on their property.

STATISTICS:

During the month of September, Deputies responded to 352 calls for service (written and blotter complaints). They made 77 arrests of which 33 were self – initiated, and 6 were for OWI. Deputies responded to 27 traffic crashes. Deputies made 388 traffic stops and issued 144 citations. Deputies conducted 242 business/property checks, 55 school contacts, and spent 193.1 hours in Community Policing. Deputies participated in 83.9 hours of training.

Calls for Service

	2014	2015	2016
Sept	390	364	352
Year to Date	1098	1730	3237

Total Arrests

	2014	2015	2016
Sept	233	77	77
Year to Date	793	396	728

Total Self – Initiated Arrests

	2014	2015	2016
Aug	71	221	61
Year to Date	328	415	526

Citations Issued

	2014	2015	2016
July	220	219	144
Year to Date	532	532	1623

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FAX (517) 676-8299

Greg S. Harless
Chief Deputy

Sam Davis
Major

Joel Maatman
Major

TO: Lt. Dennis Hull

FROM: Deputy Matt Hutting #5312

DATE: Wednesday October 5, 2016

RE: September 2016 Monthly Report

STATS:

Complaints:	8
School Checks:	48
Community Policing Hours:	59.2
Training Hours:	40

SCHOOL EVENTS:

On September 1st I worked the first Holt Football game. I attended the hotdog fundraiser prior to the game and made contact with many Holt Public School staff members. A fight broke out at the end of the football game with one HJHS student receiving injuries as a result. The student was turned over to her parents who sought out their own treatment for their student.

On September 6th school started for the traditional school year schedule. I made contact with only three of the schools as I had to start the day with an Assault and Battery investigation.

On September 7th I participated in the Ingham County Health Departments Exercise Plan meeting at Holt High School. The meeting was to further plans regarding a full-scale Place of Disbursement (POD) exercise. The event is to be a mock set-up of a potential biological outbreak and using the High School of a disbursement center for medications and also possible treatment.

On September 16th I assisted Holt Junior High School with their first Lockdown of the year. The

lockdown went down great. There were no major issues to report.

On September 23rd I organized the Ingham County Sheriff's Office patrol aspect of the Holt Homecoming Parade. The parade went well. I led the parade and the turnout appeared to be pretty good. Thanks to the Ingham County Sheriff's Office Motor Unit for their assistance.

On September 23rd I also worked the Holt Homecoming football game and dance. There were several issues that occurred. At the football game a minor fight broke out at the end of the game. No injuries occurred. At the Homecoming dance several issues occurred. A female that was not allowed into the dance snuck in and had to be instructed to leave. The female wanted to attempt to fight with me and with school staff but she was eventually walked out without a major incident occurring. Furthermore several other non-students attempted to sneak in to the dance. Two non-student males initially did not want to leave and began to confront Assistant Principal Billingslea. They eventually were escorted out without incident. Also, a minor altercation developed during the dance between two male students. No punches were thrown and staff was able to separate the subjects without incident.

COMMUNITY POLICING HIGHLIGHTS:

During the month of September I attempted to make myself known as much as possible at several of the schools. I attended the lunch hours of several schools to see and be seen by students and staff. I even sat down with some students and ate lunch with them. Furthermore, I randomly stopped at several schools just to meet staff and discuss any concerns that they may have had.

On September 7th I met with a concerned citizen that was worried about the parking problems at Hope Middle School. The parent had problems with cars parking in many locations where parking was not allowed. I was provided with photos she had taken of the parked vehicles and the problem areas she was concerned with. After a long discussion, I informed her I would meet with Principal Goodman at Hope Middle School and see if there were any solutions that could be developed. I did meet with Principal Goodman and she advised that many steps had already been taken and that she would send out another email to parents about proper drop-off/pick-up procedure.

During the month of September I attempted to patrol several areas around the different schools that have school related parking problems. Problem areas were typically: Maple/Sycamore near Sycamore Elementary, Bond Rd. near Elliott Elementary, Park Lane near Hope Middle School and Laurelwood near Wilcox Elementary.

I spent many hours researching the possibility of obtaining traffic batons for the crossing guards and the walking school bus parents in the school district. On September 27th I received confirmation from Steve Schwartz of the Ingham County Sheriff's Office Mounted Unit that they agreed to obtain and donate 20 traffic batons for the school district.

COMPLAINTS:

During the month of September I responded to 12 calls for service. 8 calls resulted in written complaints. Calls taken included: an Assault and Battery at the HHS football game, a missing child from Washington Woods, a CPS referral from Horizon Elementary, a Civil Dispute/Trespassing at Wilcox Elementary, and several Civil Disputes at Holt High School.

On September 1st I responded to a possible fight at the Holt High School Football game. The

investigation determined that 2 female Holt Junior High students got into a physical altercation behind the grand stands after the end of the football game. A third student, a female Washington Woods student, joined in the altercation. One female received injuries to her face resulting in a bloody nose. The report was sent to the Ingham County Prosecutors Office for their review.

On September 8th I responded to Washington Woods regarding a possible missing child. Upon my arrival several staff members had a portion of the neighborhood to the east of Horizon Elementary cordoned off looking for the student. The student was eventually found sitting on a bench in front of Washington Woods unharmed.

On September 8th I responded to Holt Junior High School to advise them regarding a search warrant that was being executed on Aurelius just north of Sycamore. As a precaution, deputies were placed inside Holt Junior High and Sycamore Elementary. Furthermore, deputies were placed on the exterior of each school during the time the warrant was being executed. Nothing of note occurred.

On September 13th I received information of a possible child abuse case at Horizon Elementary. An investigation was started and the information was turned over to Child Protective Services. The investigation determined no criminal actions had occurred.

On September 14th I responded to Wilcox Elementary regarding trouble with a subject in the parking lot. The investigation determined that a male subject that had transported children to the school had been speaking loudly around students using inappropriate language and was not willing to follow proper drop-off procedures. This subject had caused disturbances several times in the past including urinating in the parking lot. Along with Principal Heuhs, I met with the subject and attempted to comprise an alternate plan to allow the subject to drop off the students without his being a disturbance. The subject was not willing to work with the school and eventually he was served a no trespassing letter. It should be noted that he had to be talked to on several other occasions after my initial contact with him.

On September 15th I responded to a possible fight complaint at Holt High School. The investigation determined that a verbal altercation did occur, however, no assault occurred. Neither party nor their family wanted to seek assault charges.

On September 16th I assisted Dep. Duling and CPS at an address in Windmill trailer park regarding a house that might have had methamphetamine in it. The residence was believed to be the home of several Holt Public School students. While on scene, I attempted to make contact with Holt Junior High to determine if the students had been attending regularly. CPS eventually made contact with the home owner and were allowed entry into the house. No children were at the residence. CPS advised they would investigate the situation further.

On September 19th I stood by at Holt High School while a possible harassment complaint was investigated. The incident involved a video that was posted to facebook by some students. The situation was resolved by the School staff and the parents did not request my presence.

On September 20th I assisted Delhi units regarding a shots fired complaint that occurred in some woods at the south end of Rolling Ridge. I immediately responded to Horizon Elementary and advised Principal Huard of the situation. Dep. Huhn and myself stayed at the school until the situation cleared.

On September 21st I was contacted by Assistant Principal Billingslea that he would need my presence during a parent meeting. The parent was highly agitated with her child. I maintained a presence during the meeting as the parent vocalized several threats to the child. Nothing of note occurred.

On September 23rd I assisted Dep. Duling with a runaway complaint. The student was a Holt High School student and I attempted to obtain information from the school regarding the students' attendance to narrow down the time frame the child was missing. Information was provided to Dep. Duling which assisted him in locating the child.

TRAINING:

During the week of September 26th through September 30th I attended Basic School Resource Officer Training in Troy Michigan. The training was presented by NASRO the National Association of School Resource Officers. The training covered a wide variety of topics such as: The foundations of school-based law enforcement, ethics, the SRO as a guest speaker/mentor, violence and victimization with teens, school culture and environment and the trends that affect them, threat response, school safety and Emergency Operations Plans. The class provided me the opportunity to talk/learn with many other school resource officers and how to better do our job. I was able to hear situations that arose in other school districts that could be a future cause of concern for the Holt Public School District and various ways to deal with those problems. Furthermore, I was provided information on numerous resources that are available to School Resource Officers that can assist in making the job easier.

Respectfully submitted,

Dep. Matt Hutting #5312
Ingham County Sheriff's Office

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Gene L. Wriggelsworth

Sheriff

Allan C. Spyke
Undersheriff

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

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Sam Davis
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Joel Maatman
Major

TO: Lt. Dennis Hull
FROM: Deputy Cheryl Huhn #5430
DATE: 10/04/16
RE: September 2016 Monthly

STATISTICS:

Comm. Policing Hours:	32.5
Complaints taken:	9
Training:	8
Traffic stops:	3
Citations issued:	4
Arrests:	1
Contacts (school):	7
Contacts (business):	12

COMMUNITY POLICING ACTIVITY:

I went to Edward Jones and had a meeting about the specifics of the 9-11 Hero Run with John Bush, Michael Grant, and Lt John Colbeck with Delhi Fire. I went and made contact with Ken at Spartan Barricading to make sure that they would be willing to setup the barricades the day of the race. Prior to the race I briefed with Bob Plesscher and other members of the Motor Division. We went over the course and I gave them there traffic assignments. When the race started I blocked traffic at the intersection of Aurelius and Holt Rd. After the all the participants went past my location I moved and blocked traffic at Holt Rd and Maple St. There were approximately 300 participants during the race.

I assisted Deputy Matt Hutting with traffic control during the Holt Homecoming Parade. I blocked the intersection of Aurelius Rd and Sycamore Rd with my bicycle during the parade.

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 started planning for Trick or Treat in the Park. This is going to take place on October 30th from 2-4 pm at Veteran's Memorial Gardens. Deputy Matt Hutting, Deputy James Rowley and I are making a booth to represent Delhi Division Community Policing. I went to the Meijer Store on S Pennsylvania Ave and applied for a donation. Meijer provided me with a gift card to purchase candy to pass out for the event.

I assisted Rob Dale with maintaining the Ingham County Sheriff's Office // Delhi Division Facebook webpage.

I patrolled the area of Dallas Ave, Summit St, Waston Ave, Michael St, and Hancock for vehicles disobeying the stop signs and speeding through the neighborhood. I was able to collect the data from the speed signs that were placed in the neighborhood. In looking at the data collected it showed the speed, peak hours of traffic, and the amount of traffic. In the morning and evening hours the amount of traffic is substantially more than the rest of the day. The speeds were not as high as what residents in the area thought the estimated speed of traffic coming or going through the area. When I patrolled the area I made traffic stops on anyone I witnessed violating the motor vehicle code.

I attended weekly meetings at 55th District Court for Sobriety Court

I went to Windmill Park and made contact with Tracy and Denise in the office. Tracy advised that there have been multiple issues in the park with juveniles. Tracy advised that there are approximate 7-8 juvenile males that ride their bicycles around the park and hang out at the bus stop. Tracy advised that she has been in contact with most of the involved juvenile's parents. Tracy advised that she has been told by multiple individuals that there is an adult female in the park that is hosting underage parties at her residence. This complaint is still under investigation.

While Deputy Matt Hutting was away for training, I was the contact officer for the Holt Public Schools. I spent several hours at the Holt High School and the Holt Junior High. I went to Woodcreek School in Lansing and served a no trespass letter to a former Holt High School Student that had been causing problems on school property. On homecoming night the female student came to the football game and then had another student sneak her into the school for the homecoming dance. Once inside the school the female started causing problems with other students and then she refused to listen to staff.

I started planning Santa and the Elves 2016. This year the event is going to take place on Thursday December 8th. The Sheriff's Office has been participating in this event for at

least the past 10 years. Deputies dress up as Santa Claus and elves. Deputy James Rowley, Deputy Matt Hutting and I will be going to multiple venues in the Township to spread holiday cheer and pass out candy canes with residents of Delhi Township.

OTHER MATTERS

During the month of September I responded to 9 calls for service. Some of these calls included a larceny, a welfare check, identity theft, assault, malicious destruction of property, vehicle accidents and a probation violation.

On September 6th I took a late larceny complaint at the Delhi Township Office. An employee at Delhi Township Park Department reported that someone drove a vehicle through the fence at the facility on Pine Tree Rd and stole a dump trailer. The trailer was entered into the LEIN system as stolen. No leads on possible suspects.

On September 8th I responded to a malicious destruction of property complaint on Bush Gardens. The complainant reported that he was gone over the weekend and sometime while he was gone someone turned on the garden hose on the backside of his residence. The hose was left on and water was flowing into the window well. The basement of the residence filled with water coming from the window well. No suspects were identified.

On September 9th I took a late larceny complaint at the building site for Prestwick Village. A paint sprayer was taken off from the jobsite over the holiday weekend.

On September 9th went to PAR Rehabilitation Services on Patient Care Drive to assist Ingham County Probation with pickup up an individual with a probation violation warrant. I made contact with the individual in question and he was taken into custody on a valid warrant. I transported the individual to the Ingham County Jail where he was lodged.

On September 19th I took a late fraud complaint that was reported by Adult Protective Services. DeAnn Moreno a case worker with APS reported that an elderly couple went to Bank of America to make a withdrawal from their account for a Publisher's Clearing House scam. The bank manager made contact with the couple and advised them that it was a scam and not to send the money. Instead of getting cash the couple got a money order. Lansing Police Department was called to the bank. LDP Officer's escorted the couple to their residence and again told the couple not to send the check because it was a scam. The couple sent to money order in the mail against all advice that was given to them. I followed up with the couple's son. The son reported that he knew his parents were out the money that they sent. The son lives with his parents and he is in the process of trying to get power of attorney.

On September 20th I took a check welfare complaint. The secretary at Elliott Elementary reported that a 50 year old lady that residences close to the school kept coming to the school to see how her children were doing in their classes. The secretary advised that she knew the female in question very well. The secretary advised that the female was diagnosed with dementia approximately 1 year ago and it is getting worse at a fast rate. I

tried to make contact with the female and no one was at the residence. I located the female walking her dogs down the sidewalk near the school. The female was unable to tell what the date, year or who was the current president of the United States. The female kept giving conflicting statements, the more she spoke. The female did have electricity, water and food at her residence. After I left the residence I made contact with the female's case worker at Adult Protective Services. The caseworker told me that she would be picking the female up in the morning to go to the courthouse for a guardianship hearing. Due to the severity of dementia, the case worker advised that the Judge would be issuing the female a guardian.

On September 21st I took a walk in complaint of identity theft. The reporting party advised someone in Delaware opened a bank account with his personal identification information.

On September 29th I took a late assault complaint at the Delhi Township Office. Two male students at the Holt Junior High got into a fight during lunch hour. I made contact with the victim's parents at the Delhi Office. The parents wanted a report documented in case there were any additional bullying incidents in the future.

On September 30th I took a suspicious situation complaint at the Holt Junior High School. A student was in possession of a small plastic baggie that contained a green leaf substance. The student told other students that it was marijuana. The student was located and he had the plastic baggie tucked in the waistband of his gym shorts. I ran a field test on the green leafy substance and it did not test positive for THC (marijuana). The student was suspended for 10 days for possessing a "look alike substance".

Respectfully submitted,
Deputy Cheryl Huhn #5430

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Undersheriff

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Mason, MI 48854
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Greg S. Harless
Chief Deputy

Sam Davis
Major

Joel Maatman
Major

To: Lieutenant Hull

From: Deputy Rowley 5378

Date: October 5, 2016

Re: September 2016 Monthly Report

Statistics:

- Criminal Complaints: 10**
- Complaint hours: 44.9 hours**
- Accident Reports: 0**
- Abandoned Vehicle Reports: 18**
- Business Community Policing hours: 33.6 hours**
- Training hours: 8.7 hours**
- Blotter Reports: 9**
- Business Checks: 62**
- Liquor Inspections: 9**
- Traffic Stops: 14**
- Citations: 5**
- Motorist Assist: 1**
- Arrests: 2**

I began the month on September 1st with an embezzlement from the Burger King at 2520 E. Jolly Rd. The management reported that an employee had removed money from the safe, opened a sealed money envelope, stole over six hundred dollars, the employee then placed the money into a different sealed money bag. The manager later gave the envelope to another employee who went to deposit the money at a local bank. The bank teller advised the second employee of the contents of the sealed money envelope and that did not match the numbers written on the outside of the envelope. The district manager was notified and retrieved video showing the suspect taking the money from the safe. The suspect had no authorization from management to be in the safe. I addressed the security

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of the safe and other monetary procedures with the district manager who stated there are procedures in place that were not followed by employees. I have forwarded that report to the Ingham County Prosecuting Attorney for the felony charge of Larceny from a Building.

Saturday, September 3rd I was assigned to OWI Enforcement in the Delhi Business District. I recorded twelve traffic stops and issued four citations from this work. I made contact with two subjects on a traffic stop that had valid warrants. One subject was out of pick up range of the other agency and I arrested the other individual and turned them over to the Lansing Police Department on their warrant.

On Tuesday, September 6th I received a complaint of Retail Fraud at the Family Dollar Store 2380 N. Cedar St. The store does not have internal surveillance video. I have no leads to investigate further. I wanted to take a moment to commend the store manager for recognizing the suspect looked suspicious upon entry to the store. The manager stated to me that the man walked in with a back pack on. The manager stated the suspicious part about the back pack was all the pockets were unzipped, to be easily filled with product. The manager also stated when he greeted the man at entry the man would no acknowledge or look at him. The suspect just looked down and away. The manager stated the suspect went directly to the back of the store out of his sight. The manager the finished helping another customer and went to find the suspect. The manager found the suspect kneeling on the floor in the back aisle of the store filling his back pack with cans of food. The suspect then ran out of the store. It was great work by the store manager to recognize all these signs directly at entry to the store.

On Sunday, September 11th, I worked the Hero Run at the corner of Holt/Aurelius Roads in the business district. This important event was well attended and seemed to be accomplished without a hitch. The event brought in attendees from in and out of our community. The event was centered near and around the Holt Aurelius Plaza.

Tuesday, September 13th, I was dispatched to the Burger King on Jolly Rd. regarding a trouble with subject. I made contact with a manager who was in a heated verbal argument with a patron. I spoke with both parties and provided the district manager's telephone

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number for complaint purposes. The patron left the establishment and advised he would follow up with the district manager to lodge a complaint.

That same day I was dispatched to an unwanted subject at the Burger King on N. Cedar St. I made contact with the manager and another patron. The dispute was regarding the money transaction. I provided the district manager's telephone number and also made contact with the district manager to inquire about their procedure regarding the audit for a transaction. The patron advised she would follow up with the district manager regarding the transaction.

On Wednesday, September 14th, I was assigned to a district court probation violation warrant check at 1054 Wentland Dr. I made contact with the suspect who registered a blood alcohol on PBT. I arrested the suspect then transported him to the Ingham County Jail at the direct request of his probation officer.

Thursday, September 15th, I took an embezzlement complaint from Mainstreet Concrete, LLC. 2631 Eaton Rapids Rd. The reporting party stated an employee had taken two concrete jobs, not reported them to the company, then had billed the clients the total price and kept the money while not completing either job. Mainstreet Concrete now has to complete the jobs without the money paid. The suspect employee quit Mainstreet Concrete and the jobs were discovered following his termination. I have completed the warrant packet and forwarded it to the Ingham County Prosecutor for felony embezzlement charges.

September 29th I received an assault complaint from an employee at the McDonalds at 2400 N. Cedar St. I interviewed the reporting party who showed no external signs of the assault and required no medical treatment. I then interviewed the suspect at his residence on Cutter Court in Lansing. I completed a report on the incident and forwarded it to the Ingham County Prosecutors office for review of simple assault. The assault was the suspect waving his hand as the reporting party was pointing at him.

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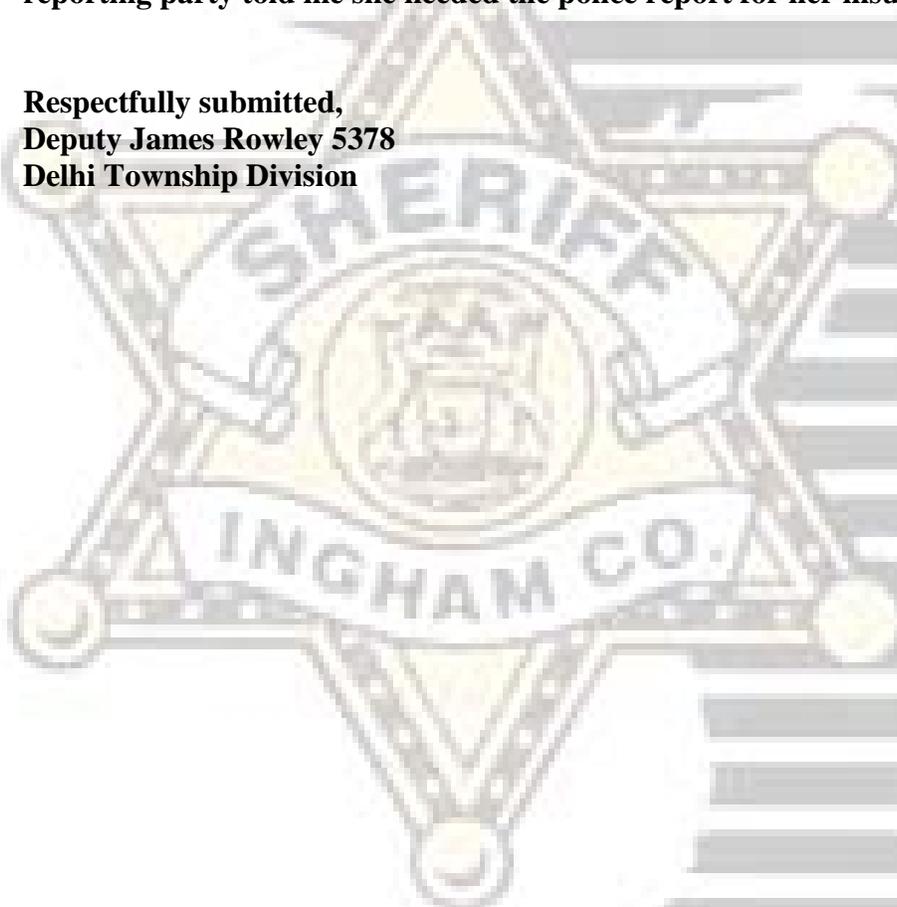
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Joel Maatman
Major

On September 29th, I received a walk in complaint of Larceny at the Delhi Office. The reporting party stated she had some personal items taken from her home. The reporting party told me she had no idea who took them or really when they were taken. The reporting party told me she needed the police report for her insurance company.

**Respectfully submitted,
Deputy James Rowley 5378
Delhi Township Division**



Delhi Township Fire Department Monthly Report

September, 2016

Total Calls

	<i>Delhi</i>	<i>Alaiedon</i>	<i>Total</i>
EMS / Medical	230	0	230
Fire / Rescue	63	0	63
Total Calls	293	0	293
Staff Hours	534.82	0	534.82

Total calls in 2016: 2,412

Total calls for 2015: 3,342

Inspections

Commercial Fire Inspections – 41
Plan Reviews – (including Alaiedon)

Training

267 Personnel participated in 393.75 Hours of Training

Mutual Aid: Given – 21 Received – 12 Auto Aid- 33
Overlapping Calls - 85

Miscellaneous

- Sept 2 Cedar/Aurelius car vs pedestrian MVA
- Sept 11 College/Cedar MVA with extrication
- Sept 20 4000 Blk Pine Dell Kitchen Fire
- Sept 26 1500 Blk Tagalak Building Fire

DELHI CHARTER TOWNSHIP
Department of Community Development

September 2016 Activity Report

New Permits:

<u>Category</u>	<u>DDA Area Permits</u>	<u>Total Permits</u>	<u>Total Inspections</u>
Building	7	73	133
Electrical	7	35	59
Mechanical	9	65	122
Plumbing	10	48	64
Totals	33	221	378

Soil Erosion Permits & APA Projects:

<u>Category</u>	<u>DDA Area Permits</u>	<u>Total Permits/New Projects</u>	<u>Total Inspections</u>
Soil Erosion	2	7	69
Soil Erosion Waivers	1	3	0
APA Projects	0	0	0
Totals	3	10	69

New Code Enforcement Cases:

<u>Category</u>	<u>DDA Area Cases</u>	<u>Total Cases</u>
Building Maintenance	0	3
Fence Violation	0	0
Junk & Debris	2	7
Junk Vehicles	0	0
Miscellaneous	1	3
Noxious Weeds	11	21
Sidewalk Snow	0	0
Sign	1	2
Site Plan	0	0
Yard Parking	0	4
Improper Zoning Use	0	2
Totals	15	42
Total # of Inspections	98	

Rental Program Information:

Number of New Registered Rental Properties	6
Number of Rental Re-inspections	9
Number of Rental Investigations	12
Number of Rental Cycle Inspections	7

Civil Infraction/Abatement Information:

Abatement/Clean-ups	14
<i>Abatement/Clean-up Fees Issued (Year to date)</i>	\$14,372.32
Civil Infractions Issued	12
<i>Civil Infraction Fines Issued (Year to date)</i>	\$6,975.00

DELHI CHARTER TOWNSHIP

Building Permit Details

Permit No.	Property Address	Permit Applicant	Work Description	Estimated Cost	Permit Fee	DDA?
COMMERCIAL MISCELLANEOUS						
PB16-462	2148 DEPOT STREET	ANDERSON, DAN	CONSTRUCT A 30' X 12' SHED ON EXISTING CONCRETE SLAB	\$8,400	\$150.00	
COMMERCIAL MISCELLANEOUS				\$8,400	\$150.00	Total: 1
DECK						
PB16-470	1401 ZEELAND DRIVE #409	VICKERS, TRAMINA	REPAIRING DECK	\$0	\$100.00	
PB16-483	1192 WILDFLOWER DRIVE	COUNTRY VIEW ESTATES LLC	CONSTRUCT A 10' X 14' WOOD DECK	\$0	\$100.00	
DECK				\$0	\$200.00	Total: 2
DEMOLITION						
PB16-446	2690 EATON RAPIDS ROAD	BEAM, BARBARA E	GARAGE DEMOLITION	\$0	\$60.00	
PB16-478	2105 BURTON AVENUE	Michigan Demolition & Excavation, L	DEMO HOUSE ONLY - FOUNDATION TO REMAIN FOR NEW MODULAR HOME	\$0	\$60.00	
PB16-479	1105 GROVENBURG ROAD	JACOB DANIEL SNELLING	DEMOLITION OF STRUCTURE	\$0	\$60.00	
PB16-486	4630 DONCASTER AVENUE	Michigan Demolition & Excavation, L	DEMO DWELLING DUE TO FIRE - FOUNDATION TO STAY	\$0	\$60.00	
DEMOLITION				\$0	\$240.00	Total: 4
FENCE						
PB16-442	5950 CARTAGO DRIVE	SCOTT, LORETTA	INSTALL 2 WOODEN 6' GATES - EAST SIDE OF THE HOUSE THE GATE AND SMALL FENCE WILL SPAN 16' & THE WEST SIDE 9' - 9/28/16 - AMENDED - ADDING ADDITIONAL FENCE ON SIDE AND BACK	\$0	\$60.00	
PB16-476	674 N EDGAR ROAD	HALL, NICOLE O	INSTALL A 4' CHAIN LINK FENCE ALONG THE N & W SIDES OF PROPERTY	\$0	\$60.00	
PB16-481	1945 CROSSROADS DRIVE	DUTTER, DENISE A & ROBERT L	INSTALL A 6' PLASTIC FENCE FROM SW CORNER OF REAR YARD EAST	\$0	\$60.00	
PB16-482	1229 SUMAC LANE					

DELHI CHARTER TOWNSHIP

Building Permit Details

Permit No.	Property Address	Permit Applicant	Work Description	Estimated Cost	Permit Fee	DDA?	# of Permits
			<i>LINK FENCE IN REAR YARD</i>	\$0	\$00.00		
PB16-487	1320 YARROW DRIVE	RANDOLPH, AARON B & NIKITA R	<i>INSTALL A 6' PRIVACY FENCE IN THE REAR YARD</i>	\$0	\$60.00		
PB16-488	1891 SUNSHINE PATH	RANCH LIFE PLASTICS	<i>INSTALL A 60" VINYL FENCE</i>	\$0	\$60.00		
FENCE				\$0	\$360.00		Total: 6
MOBILE HOME IN PARK							
PB16-448	4075 HOLT ROAD # 227	MOBILE AND MODULAR HOMES, INC.	<i>MOBILE HOME SET-UP</i>	\$0	\$180.00		
PB16-489	2700 EATON RAPIDS ROAD #008	MOBILE AND MODULAR HOMES, INC.	<i>MOBILE HOME SET UP</i>	\$0	\$180.00		
PB16-490	2700 EATON RAPIDS ROAD #013	MOBILE AND MODULAR HOMES, INC.	<i>MOBILE HOME SET UP - 1,056 SQ FT</i>	\$0	\$180.00		
PB16-491	2700 EATON RAPIDS ROAD #019	MOBILE AND MODULAR HOMES, INC.	<i>MOBILE HOME SET UP - 1,056 SQ FT</i>	\$0	\$180.00		
PB16-492	2700 EATON RAPIDS ROAD #029	MOBILE AND MODULAR HOMES, INC.	<i>MOBILE HOME SET UP - 1,056 SQ FT</i>	\$0	\$180.00		
PB16-493	2700 EATON RAPIDS ROAD #049	MOBILE AND MODULAR HOMES, INC.	<i>MOBILE HOME SET UP - 1,216 SQ FT</i>	\$0	\$180.00		
PB16-494	2700 EATON RAPIDS ROAD #077	MOBILE AND MODULAR HOMES, INC.	<i>MOBILE HOME SET UP - 1,344 SQ FT</i>	\$0	\$180.00		
PB16-495	2700 EATON RAPIDS ROAD #090	MOBILE AND MODULAR HOMES, INC.	<i>MOBILE HOME SET UP - 1,056 SQ FT</i>	\$0	\$180.00		
PB16-496			<i>MOBILE HOME SET UP - 1,216 SQ FT</i>	\$0	\$180.00		

DELHI CHARTER TOWNSHIP

Building Permit Details

Permit No.	Property Address	Permit Applicant	Work Description	Estimated Cost	Permit Fee	DDA?
	#101	MOBILE AND MODULAR HOMES, INC.				
PB16-497	2700 EATON RAPIDS ROAD #107	MOBILE AND MODULAR HOMES, INC.	MOBILE HOME SET UP - 1,216 SQ FT	\$0	\$180.00	
PB16-498	2700 EATON RAPIDS ROAD #145	MOBILE AND MODULAR HOMES, INC.	MOBILE HOME SET UP - 1,056 SQ FT	\$0	\$180.00	
PB16-499	2700 EATON RAPIDS ROAD #149	MOBILE AND MODULAR HOMES, INC.	MOBILE HOME SET UP - 1,216 SQ FT	\$0	\$180.00	
PB16-500	2700 EATON RAPIDS ROAD #154	MOBILE AND MODULAR HOMES, INC.	MOBILE HOME SET UP - 1,216 SQ FT	\$0	\$180.00	
PB16-501	2700 EATON RAPIDS ROAD #157	MOBILE AND MODULAR HOMES, INC.	MOBILE HOME SET UP - 1,056 SQ FT	\$0	\$180.00	
PB16-502	2700 EATON RAPIDS ROAD #162	MOBILE AND MODULAR HOMES, INC.	MOBILE HOME SET UP - 1,056 SQ FT	\$0	\$180.00	
PB16-503	2700 EATON RAPIDS ROAD #166	MOBILE AND MODULAR HOMES, INC.	MOBILE HOME SET UP - 1,056 SQ FT	\$0	\$180.00	
PB16-504	2700 EATON RAPIDS ROAD #184	MOBILE AND MODULAR HOMES, INC.	MOBILE HOME IN PARK - 1,216 SQ FT	\$0	\$180.00	
PB16-505	2700 EATON RAPIDS ROAD #185	MOBILE AND MODULAR HOMES, INC.	MOBILE HOME SET UP - 1,216 SQ FT	\$0	\$180.00	
PB16-506	2700 EATON RAPIDS ROAD #195	MOBILE AND MODULAR HOMES, INC.	MOBILE HOME SET UP - 1,216 SQ FT	\$0	\$180.00	

DELHI CHARTER TOWNSHIP

Building Permit Details

Permit No.	Property Address	Permit Applicant	Work Description	Estimated Cost	Permit Fee	DDA?	# of Permits
PB16-507	2700 EATON RAPIDS ROAD #211	MOBILE AND MODULAR HOMES, INC.	MOBILE HOME SET UP - 1,056 SQ FT	\$0	\$180.00		
PB16-508	2700 EATON RAPIDS ROAD #214	MOBILE AND MODULAR HOMES, INC.	MOBILE HOME SET UP - 1,232 SQ FT	\$0	\$180.00		
MOBILE HOME IN PARK				\$0	\$3,780.00		Total: 21
RESIDENTIAL ADDITION							
PB16-438	655 GROVENBURG ROAD	MILLER, RICKY L & LISA	ADD 12 X 44 ADDITION TO EXISTING POLE BARN	\$10,032	\$150.00		
PB16-441	837 N AURELIUS ROAD	GETTER, LARRY & FRANCES M	PUTTING UP A CARPORT	\$1,100	\$60.00		
RESIDENTIAL ADDITION				\$11,132	\$210.00		Total: 2
RESIDENTIAL ALTERATION							
PB16-443	4981 WILLOUGHBY ROAD	BASEMENT WINDOW SPECIALIST	INSTALL AN EGRESS WINDOW IN EXISTING BASEMENT WINDOW	\$2,800	\$60.00		
PB16-449	2145 CENTER STREET	CORNELIUS, KEVIN	REMODEL INSIDE OF HOME - NEW INTERIOR WALLS	\$6,000	\$60.00	Y	
PB16-461	4041 KELLER ROAD	CLAUDE E YOUNG JR	BASEMENT BATHROOM REMODEL	\$9,000	\$63.00	Y	
PB16-471	1544 CATALINA DRIVE	COUNTRY VIEW ESTATES LLC	FINISH BASEMENT (BEDROOM/FAMILY ROOM/BATHROOM)	\$11,136	\$84.00		
RESIDENTIAL ALTERATION				\$28,936	\$267.00		Total: 4
RESIDENTIAL DWELLING/GARAGE							
PB16-450	4027 N HARPER ROAD	Giguere Homes	CONSTRUCT A 3,580 SQ FT SINGLE FAMILY DWELLING	\$405,308	\$2,902.00		
PB16-452	3914 SIERRA HEIGHTS	RUSSELL, JOHN	CONSTRUCT A 2,155 SQ FT SINGLE FAMILY DWELLING WITH A DECK	\$202,522	\$1,421.00	Y	
PB16-453	3918 SIERRA HEIGHTS	RUSSELL, JOHN	CONSTRUCT A 2,126 SQ FT SINGLE FAMILY DWELLING WITH DECK	\$188,808	\$1,323.00	Y	

DELHI CHARTER TOWNSHIP

Building Permit Details

Permit No.	Property Address	Permit Applicant	Work Description	Estimated Cost	Permit Fee	DDA?	# of Permits
PB16-455	3808 CALYPSO LANE	MAYBERRY HOMES, INC.	CONSTRUCT A 2,232 SQ FT SINGLE FAMILY DWELLING	\$249,266	\$1,750.00	Y	
PB16-463	4040 PHEASANT RUN	K FEDEWA BUILDERS INC	CONSTRUCT A 1,799 SQ FT SINGLE FAMILY DWELLING	\$210,216	\$1,477.00		
PB16-468	1805 SUNSHINE PATH	KOVAL INC	CONSTRUCT A 3,210 SQ FT SINGLE FAMILY DWELLING	\$367,186	\$2,576.00		
PB16-480	1677 JUNIPER PLACE	ALLEN EDWIN HOMES	CONSTRUCT A 1,789 SQ FT SINGLE FAMILY DWELLING	\$198,463	\$1,393.00		
RESIDENTIAL DWELLING/GARAGE				\$1,821,769	\$12,842.00		Total: 7
RESIDENTIAL MISCELLANEOUS							
PB16-439	2328 CHISHOLM COURT	JIMMERSON ROOFING	TEAR OFF AND RE-ROOF EXISTING DWELLING	\$8,000	\$60.00		
PB16-440	3915 CAMPERDOWN DRIVE	JIMMERSON ROOFING	TEAR OFF AND RE-ROOF EXISTING DWELLING	\$8,000	\$60.00		
PB16-445	5431 HOLT ROAD	HANSON'S WINDOW AND CONSTRUCTION IN	TEAR OFF AND RE-ROOF EXISTING DWELLING	\$8,000	\$60.00		
PB16-447	4715 MILES DRIVE	SHERRIFF-GOSLIN CO	TEAR OFF AND RE-ROOF EXISTING DWELLING	\$8,000	\$60.00		
PB16-451	2159 AUBURN AVENUE	JAY LEE VINCENT	TEAR OFF AND RE-ROOF	\$8,000	\$60.00		
PB16-454	2522 SANIBEL HOLLOW	HOME DIMENSIONS LLC	CONSTRUCT A ROOF OVER EXISTING DECK FOR FUTURE SCREEN ROOM	\$6,000	\$60.00		
PB16-457	1975 WALNUT STREET	HANSON, STEVEN & RHEANNE	TEAR OFF AND RE-ROOF GARAGE ONLY	\$4,000	\$60.00		
PB16-458	4075 HOLT ROAD # 227	RUMSEY & SONS CONSTRUCTION	EXTEND EXISTING CONCRETE PAD	\$0	\$60.00		
PB16-459	1833 TUPELO TRAIL	BRUNETTE EXTERIORS INC	TEAR OFF AND RE-ROOF EXISTING DWELLING	\$8,000	\$60.00		
PB16-460	4810 HARPER ROAD	HANSON'S WINDOW AND CONSTRUCTION IN	TEAR OFF AND RE-ROOF EXISTING DWELLING	\$8,000	\$60.00		

DELHI CHARTER TOWNSHIP

Building Permit Details

Permit No.	Property Address	Permit Applicant	Work Description	Estimated Cost	Permit Fee	DDA?	# of Permits
PB16-464	1908 PERSIMMON PATH	EXTERIORS OF LANSING	TEAR OFF AND RE-ROOF EXISTING DWELLING	\$8,000	\$60.00		
PB16-465	5096 KILLARNEY DRIVE	JIMMERSON ROOFING	TEAR OFF AND RE-ROOF EXISTING DWELLING	\$8,000	\$60.00		
PB16-466	2950 PINE TREE ROAD	JIMMERSON ROOFING	TEAR OFF AND RE-ROOF EXISTING DWELLING	\$8,000	\$60.00		
PB16-467	4388 REXFORD AVENUE	SIMON ROOFING	TEAR OFF AND RE-ROOF	\$8,000	\$60.00		
PB16-469	2556 WILLOWAY LANE	GEKLE BUILDERS INC	TEAR OFF AND RE-ROOF EXISTING DWELLING	\$8,000	\$60.00		
PB16-472	2082 BURTON AVENUE	TILL, DEANA	ADDING A PATIO COVER (SHED ROOF STYLE)	\$1,428	\$60.00		
PB16-473	2247 EIFERT ROAD	ROSS & ASSOCIATES REALTORS LLC	TEAR OFF AND RE-ROOF EXISTING DWELLING	\$8,000	\$60.00		
PB16-474	4649 TOLLAND AVENUE	SRINGER HOMES LLC	TEAR OFF AND RE-ROOF EXISTING DWELLING	\$8,000	\$60.00		
PB16-477	1624 STONEHAVEN DRIVE	C & J CONSTRUCTION	TEAR OFF AND RE-ROOF EXISTING DWELLING	\$8,000	\$60.00		
PB16-484	5105 RUNNYMEDE DRIVE	ELIEFF BROTHERS ROOFING INC	TEAR OFF AND RE-ROOF	\$8,000	\$60.00		
PB16-485	1905 AURELIUS ROAD	EVERDRY WATERPROOFING OF GRAND RAPI	INSTALL AN EGRESS WINDOW & WINDOW WELL	\$7,000	\$60.00		
RESIDENTIAL MISCELLANEOUS				\$146,428	\$1,260.00		Total: 21
RESIDENTIAL STORAGE/GARAGE							
PB16-444	5565 HOLT ROAD	GOODALL CONSTRUCTION CO	POLE BARN ADDITION (24 X 46)	\$20,976	\$150.00		
PB16-456	1776 MEADOW DRIVE	WRIGHT, CLIFFORD & DONNA	CONSTRUCT A 24' X 24' DETACHED GARAGE	\$10,944	\$150.00		
PB16-475	1427 HAPSBURG AVENUE #074	LEONARD, MICHAEL SR. & CORA	CONSTRUCT A CARPORT (ATTACHED TO MOBILE HOME)	\$8,512	\$150.00		
RESIDENTIAL STORAGE/GARAGE				\$40,432	\$450.00		Total: 3

DELHI CHARTER TOWNSHIP

Building Permit Details

Permit No.	Property Address	Permit Applicant	Work Description	Estimated Cost	Permit Fee	DDA?	# of Permits
SIGN							
PS16-024	2380 CEDAR ST 206	JOHNSON SIGN CO	<i>INSTALLING 61.875 SF SIGN FOR PLANET FITNESS</i>	\$0	\$122.00	Y	
PS16-025	2380 CEDAR ST 206	JOHNSON SIGN CO	<i>ADDING 23.69 SF FACE TO EXISTING BUSINESS CENTER SIGN</i>	\$0	\$84.00	Y	
SIGN				\$0	\$206.00	Total: 2	

Totals:	\$2,057,097	\$19,965.00	73
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Permit.DateIssued Between 9/1/2016 12:00:00 AM AND
 9/30/2016 11:59:59 PM
 AND
 Permit.PermitType = Building OR
 Permit.PermitType = Sign

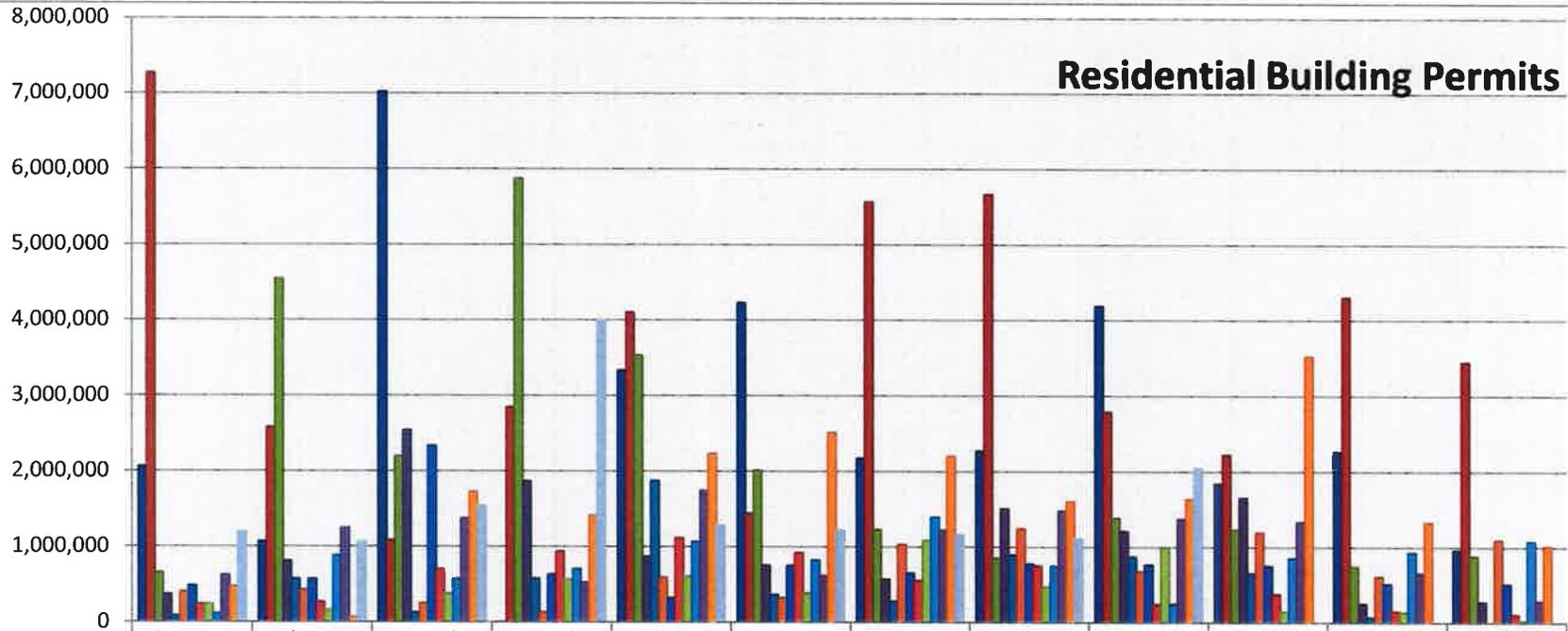
SUMMARY OF CONSTRUCTION VALUES

Year	2010		2011		2012		2013		2014		2015	
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	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	40	\$ 2,009,133.00
Commercial New Structures	3	\$ 1,712,188.00	5	\$3,951,772.00	4	\$906,716.00	1	\$396,560.00	3	\$164,680.00	7	\$ 1,401,179.00
Commercial Sub-Totals	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	47	\$ 3,410,312.00
Deck, Fence, Pool, Residential Misc, Residential Storage/Garage, Demolition, Sign, Sign Business, Sign Grand Openings	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	332	\$ 1,480,872.00
Pre-Manufactured Home, Residential Condo w/Garage, Residential Dwelling, Residential Dwelling/Garage	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	168	\$ 16,725,746.00
Residential Addition, Residential Alteration	51	\$ 1,105,827.00	46	\$ 1,021,182.00	48	\$ 1,055,333.00	46	\$ 774,740.00	47	\$ 984,157.00	50	\$ 1,031,243.00
Residential Multiple Family & Apartment Units	2	\$ 1,237,795.00	3	\$ 3,694,734.00	0	\$ -	3	\$ 4,098,671.00	5	\$ 6,512,129.00	9	\$ 6,982,113.00
Residential Sub-Totals	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	559	\$ 26,219,974.00

2016 Year to date Construction Values:

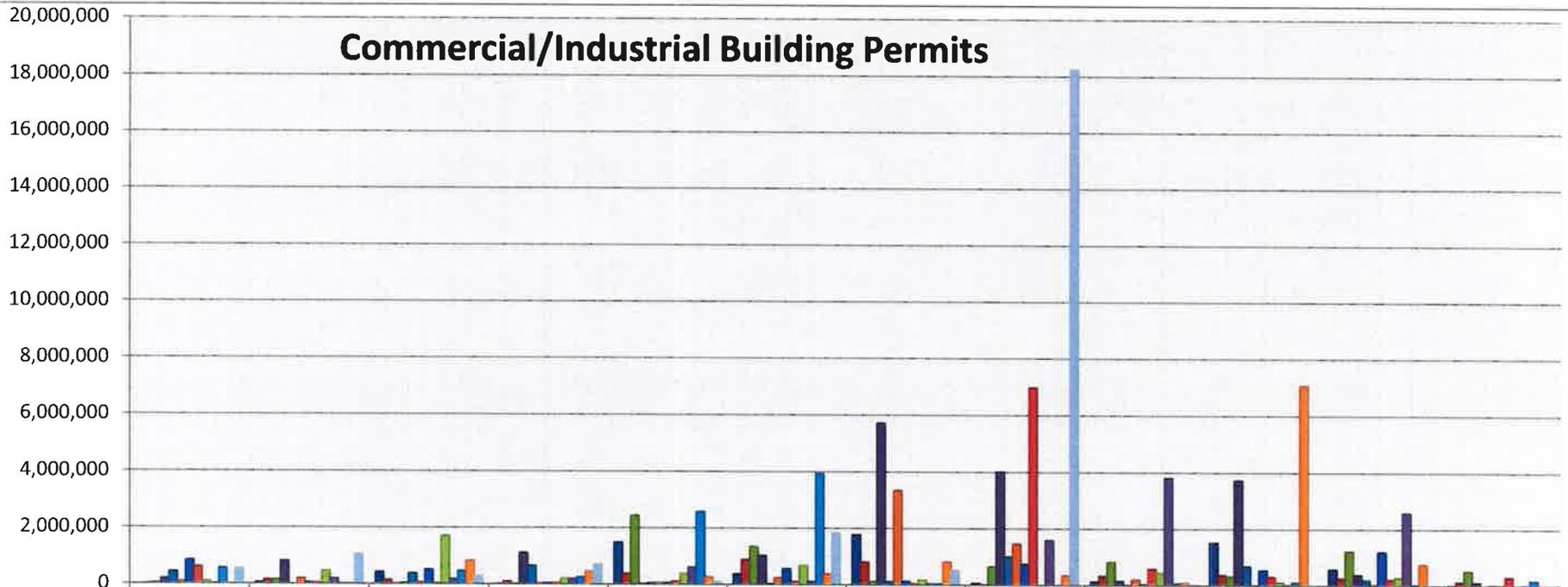
Commercial / Industrial:	\$ 20,612,117.00
Residential:	\$ 12,382,073.00
Total Single Family Homes:	53

Residential Building Permits



	January	February	March	April	May	June	July	August	September	October	November	December
2004	2,057,874	1,061,075	7,018,665	2,409	3,332,125	4,230,009	2,171,175	2,269,297	4,189,316	1,838,373	2,261,219	958,547
2005	7,272,620	2,580,999	1,080,570	2,848,833	4,100,194	1,438,787	5,569,135	5,666,330	2,785,505	2,223,344	4,305,671	3,448,286
2006	653,107	4,544,462	2,200,224	5,876,530	3,533,055	2,016,011	1,231,992	852,573	1,387,170	1,230,662	745,550	881,456
2007	366,901	807,589	2,542,647	1,865,777	870,683	755,569	571,666	1,504,157	1,209,407	1,651,929	251,475	274,952
2008	84,176	576,220	127,628	579,796	1,872,379	368,071	279,260	896,898	873,804	652,707	73,000	0
2009	401,319	425,655	252,651	130,696	589,254	319,608	1,028,683	1,240,799	674,200	1,194,808	611,112	1,094,312
2010	484,464	571,973	2,339,559	633,374	323,160	755,450	656,705	777,918	768,831	750,411	513,137	509,014
2011	241,340	269,142	698,082	931,543	1,110,943	915,267	547,390	748,734	238,720	374,395	148,666	107,068
2012	236,170	162,820	379,179	566,030	604,628	388,176	1,084,941	477,119	991,532	149,082	134,136	22,202
2013	111,336	882,567	574,514	707,082	1,062,191	823,864	1,398,170	741,954	249,737	851,190	927,031	1,076,756
2014	619,352	1,245,681	1,375,802	527,079	1,741,988	617,175	1,218,653	1,475,449	1,379,581	1,336,288	652,830	287,567
2015	472,729	64,520	1,722,61	1,413,740	2,233,484	2,514,933	2,201,461	1,602,344	1,631,603	3,523,446	1,328,880	1,011,212
2016	1,199,949	1,064,658	1,544,657	4,006,459	1,287,596	1,219,799	1,163,792	1,111,073	2,048,697			

Commercial/Industrial Building Permits



	January	February	March	April	May	June	July	August	September	October	November	December
2004	0	40,000	409,002	4,000	1,480,444	359,950	1,773,063	52,425	115,160	1,522,191	566,020	1,000
2005	7,760	140,049	129,496	81,459	358,820	871,298	791,555	8,000	312,938	358,465	247,127	114,525
2006	27,000	138,900	9,000	9,540	2,438,077	1,341,443	106,100	641,986	821,772	313,363	1,209,475	513,940
2007	172,221	808,786	25,206	1,105,534	20,293	1,016,148	5,714,648	4,000,820	134,031	3,722,518	376,371	108,000
2008	421,042	0	370,000	647,000	41,000	25,000	110,000	990,923	9,500	670,442	195,000	0
2009	72,000	178,233	54,600	25,000	41,440	222,525	3,343,047	1,443,417	187,500	8,000	22,000	19,005
2010	834,198	40,992	496,441	32,997	50,000	553,319	117,975	727,220	25,000	536,616	1,192,795	7,740
2011	600,000	35,500	13,000	38,000	92,575	88,000	29,000	6,970,497	571,242	294,317	204,730	301,000
2012	84,908	460,875	1,695,784	195,935	370,500	674,345	165,000	0	427,768	96,584	275,202	0
2013	10,600	173,820	162,018	181,312	600,540	104,400	34,275	1,584,432	3,812,956	18,000	2,584,239	10,000
2014	550,782	225	459,420	240,024	2,575,239	3,936,890	38,000	0	61,350	101,018	23,000	166,580
2015	0	2,500	809,360	424,793	251,362	364,400	796,471	327,106	73,000	7,076,433	740,911	0
2016	544,537	1,036,087	274,000	697,500	93,000	1,836,313	515,452	18,250,952	8,400			

**DELHI CHARTER TOWNSHIP
MINUTES OF REGULAR MEETING HELD ON OCTOBER 18, 2016**

Delhi Charter Township Board of Trustees met in a regular meeting on Tuesday, October 18, 2016 in the Multipurpose Room at the Community Services Center, 2074 Aurelius Road, Holt, Michigan. Supervisor Davis called the meeting to order at 7:30 p.m.

PLEDGE OF ALLEGIANCE

ROLL CALL

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

Members Absent: Trustees Jon Harmon, Megan Ketchum

COMMENTS FROM THE PUBLIC - None

SET/ADJUST AGENDA

Hope moved to add Agenda Item No. 6 – 2016 Township Vehicle Purchases.

A Voice Poll was recorded as follows: All Ayes

Absent: Harmon, Ketchum

MOTION CARRIED

CONSENT AGENDA

- A. Approval of Minutes – Committee Meeting of October 4, 2016
- B. Approval of Minutes – Regular Meeting of October 4, 2016
- C. Approval of Claims – October 11, 2016 (ATTACHMENT I)
- D. Approval of Payroll – October 6, 2016 (ATTACHMENT II)
- E. 2017 Holiday Schedule (ATTACHMENT III)

Warfield moved to approve the Consent Agenda as presented.

A Roll Call Vote was recorded as follows:

Ayes: Davis, Hayhoe, Hope, Sweet, Warfield

Absent: Harmon, Ketchum

MOTION CARRIED

SUBJECT TO APPROVAL

**DELHI CHARTER TOWNSHIP
MINUTES OF REGULAR MEETING HELD ON OCTOBER 18, 2016**

ZONING AND DEVELOPMENT

SPECIAL USE PERMIT NO. 16-280 – THOMPSON’S GARAGE – 1375 N. CEDAR STREET – TAX PARCEL #33-25-05-25-101-011 – AUTO REPAIR AND SERVICE FACILITY

The Board reviewed a memorandum dated October 11, 2016 from Tracy Miller, Director of Community Development (ATTACHMENT IV).

Hayhoe moved to adopt Special Use Permit No. 16-280 for Thompson’s Garage, 1375 N. Cedar, Mason, MI, Tax Parcel # 33-25-05-25-101-011, to permit an auto repair and servicing facility, as recommended by the Planning Commission at their October 10, 2016 meeting.

A Roll Call Vote was recorded as follows:

Ayes: Hayhoe, Hope, Sweet, Warfield, Davis

Absent: Harmon, Ketchum

MOTION CARRIED

SPECIAL USE PERMIT NO. 16-281 – RAY’S DRIVEWAY SEALING – 5822 HARPER ROAD – TAX PARCEL #33-25-05-29-300-030 – CONTRACTOR’S OFFICE

The Board reviewed a memorandum dated October 11, 2016 from Tracy Miller, Director of Community Development (ATTACHMENT V).

Hayhoe moved to adopt Special Use Permit No. 16-281 for Ray’s Driveway Sealing, 5822 Harper Road, Holt, MI, Tax Parcel# 33-25-05-29-300-030, to permit a Contractor’s Office, as recommended by the Planning Commission at their October 10, 2016 meeting.

A Roll Call Vote was recorded as follows:

Ayes: Hope, Sweet, Warfield, Davis, Hayhoe

Absent: Harmon, Ketchum

MOTION CARRIED

NEW BUSINESS

INTERAGENCY CASH TRANSFER AGREEMENT BETWEEN DELHI TOWNSHIP AND MICHIGAN REHABILITATION SERVICES

The Board reviewed a memorandum dated October 12, 2016 from Twp. Mgr. Elsinga (ATTACHMENT VI).

Warfield 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: Sweet, Warfield, Davis, Hayhoe, Hope

Absent: Harmon, Ketchum

MOTION CARRIED

SUBJECT TO APPROVAL

**DELHI CHARTER TOWNSHIP
MINUTES OF REGULAR MEETING HELD ON OCTOBER 18, 2016**

AMENDMENT NO. 1 TO RESOLUTION NO. 2016-020 – CONSUMERS ENERGY CHANGE IN STANDARD STREETLIGHTS CONTRACT – REQUEST NO. 1020982336 - AUDIT OF STREETLIGHTS IN DELHI TOWNSHIP

The Board reviewed a memorandum dated September 29, 2016 Twp. Mgr. Elsinga (ATTACHMENT VII).

Hayhoe moved to adopt Amendment No. 1 to Resolution 2016-020, which approves Consumers Energy Request No. 1020982336 for a change in the Standard Streetlighting Contract between Delhi Township and Consumers Energy which will adjust the Township's streetlight account according to the recent audit conducted by Consumers Energy.

A Roll Call Vote was recorded as follows:

Ayes: Warfield, Davis, Hayhoe, Hope, Sweet

Absent: Harmon, Ketchum

MOTION CARRIED

LATE AGENDA ITEM

2016 TOWNSHIP VEHICLE PURCHASES

The Board reviewed a memorandum dated October 18, 2016 Twp. Mgr. Elsinga (ATTACHMENT VIII).

Sweet moved to approve the purchase of two 2016 GMC Sierra 2500HD 4 x 4 Pickup Trucks from Todd Wenzel Buick GMC through the State of Michigan purchasing program in the total amount of \$77,639.60.

A Roll Call Vote was recorded as follows:

Ayes: Davis, Hayhoe, Hope, Sweet, Warfield

Absent: Harmon, Ketchum

MOTION CARRIED

REPORTS

SUPERVISOR

Supervisor Davis reported that the official unveiling of the Happy in Holt sculpture that will be placed in front of the Community Services Center building, will take place on October 24, 2016.

CLERK

Clerk Hope reported that absentee voter ballots are returning at a steady pace. The Clerk's Office is trying to raise community awareness in reference to absentee voting.

SUBJECT TO APPROVAL

**DELHI CHARTER TOWNSHIP
MINUTES OF REGULAR MEETING HELD ON OCTOBER 18, 2016**

PUBLIC HEARING – 7:45 P.M.

FY 2017 – GENERAL FUND AND SPECIAL REVENUE FUNDS

Hope moved to open the public hearing on the Fiscal Year 2017 General Fund and Special Revenue Funds

A Voice Poll was recorded as follows: All Ayes

Absent: Harmon, Ketchum

MOTION CARRIED

Gail Meredith, Accounting Technician, gave an overview of the proposed 2017 Budgets. Ms. Meredith stated that tax revenues are approximately 36% of the Township's total revenues. Ms. Meredith further stated that revenues are relatively flat, with an increase of 1% expected for 2017. The Township's two largest sources of revenue are expected to remain similar to that of 2016. Ms. Meredith stated that the 2016 Fund Balance is expected to end with an unreserved Fund Balance of 31% of expenditures and transfers out, which is above the 15% level prescribed by Township policy. Ms. Meredith stated that the General Fund transfers out to the Fire Fund are approximately half of the Fire Fund budget.

Mike Hamilton, 4541 Sycamore St., commented on the Fire Fund budget.

Motion to Close Public Hearing – 7:49 p.m.

Hope moved to close the public hearing.

A Voice Poll was recorded as follows: All Ayes

Absent: Harmon, Ketchum

MOTION CARRIED

LIMITED PUBLIC COMMENTS – None

ADJOURNMENT

Meeting adjourned at 7:50 p.m.

Date: November 1, 2016

Evan Hope, Township Clerk

Date: November 1, 2016

C.J. Davis, Supervisor

/af

SUBJECT TO APPROVAL

ACCOUNTS PAYABLE APPROVAL

October 11, 2016

I. Certification of Authorized Signatures: The attached Check Register and Invoice Distribution Report encompass checks dated September 30, & October 11, 2016 numbered 92151 thru 92202 & ACH 4513 thru 4537. Every invoice has a payment authorizing signature(s).

Dated: October 11, 2016

Lora Behnke, Accounting Clerk

II. Certification of Fund Totals:

The attached Invoice Distribution Report and Check Register for checks dated October 11, 2016 show payments made from the following funds:

General Fund	\$	116,857.74
Fire Fund		11,505.23
Police Fund		2,770.00
Water Improvement Fund		2,180.00
Fire Equip. & Apparatus Fund		5,121.49
Downtown Development Fund		9,245.48
Sewer Fund		75,788.20
Trust & Agency Fund		250.00
Current Tax Fund		18,994.76
Grand Total	\$	<u>242,712.90</u>

Includes the following to be reimbursed from separate bank accounts:

Current Tax Fund	\$	18,994.76
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Dated: October 11, 2016

John B. Elsinga, Township Manager

III. Approval for Distribution: I have reviewed the above checks and invoices and all of them should be distributed. All invoices over \$10,000.00 have been approved by general policy or previous motions of the board. (**\$10,635.28 to Alexander Chemical for Calcium Nitrate, \$10,684.50 to Hubbell, Roth & Clark for Ram Trail Phase II Engineering, 2/2/16, ** \$10,526.68 to Thrun Law Firm for September Legal Fees** To Be Approved By Consent))

Dated: October 11, 2016

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 October 18, 2016 a motion was made by _____ and passed by ___ yes votes and ___ no votes (_____ absent) that the list of claims dated October 11, 2016, was reviewed, audited and approved

Evan Hope, Township Clerk

INVOICE GL DISTRIBUTION REPORT FOR DELHI CHARTER TOWNSHIP
 EXP CHECK RUN DATES 09/30/2016 - 10/11/2016

Vendor	Invoice Line Desc	Amount
Fund 101 GENERAL FUND		
Dept 000.00		
BANK OF AMERICA	CANON REFUND FOR OVERCHARGE	(274.70)
CITY OF MASON	FIRE RUN LAMB & SIMMONS	600.00
CITY OF MASON	STANDBY FEE JULY	600.00
CITY OF MASON	STANDBY FEE AUGUST	600.00
MERIDIAN TOWNSHIP FIRE	ALAIEDON STANDBY FEE JULY	1,000.00
MERIDIAN TOWNSHIP FIRE	4 INCIDENTS JULY	3,300.00
MERIDIAN TOWNSHIP FIRE	ALAIEDON STANDBY FEE AUGUST	1,000.00
MERIDIAN TOWNSHIP FIRE	INCIDENTS AUGUST	2,100.00
MARY WOOD	AMBULANCE REFUND	361.79
	Total For Dept 000.00	9,287.09
Dept 171.00 MANAGER		
BANK OF AMERICA	250 BUSINESS CARDS/ELSINGA	46.50
ADP SCREENING & SELECTION SE	SUBSCRIPTION/BACKGROUND CHECKS	31.13
BANK OF AMERICA	PARKING/ELSINGA	4.00
BANK OF AMERICA	MPELR LODGING/THIELEN	338.97
	Total For Dept 171.00 MANAGER	420.60
Dept 191.00 ACCOUNTING		
BANK OF AMERICA	MGFOA LODGING/MEREDITH	321.86
	Total For Dept 191.00 ACCOUNTING	321.86
Dept 215.00 CLERK		
BANK OF AMERICA	250 LETTERHEAD/CLERK	106.90
MICHIGAN.COM	PUBLISHING LEGALS AUGUST	288.56
MICHIGAN.COM	PUBLISHING LEGALS	905.64
	Total For Dept 215.00 CLERK	1,301.10
Dept 228.00 INFORMATION TECHNOLOGY		
DELHI CHARTER TOWNSHIP-I.T.	YELLOW INK CARTRIDGES	23.28
DELHI CHARTER TOWNSHIP-I.T.	YELLOW INK CARTRIDGES	9.20
DELHI CHARTER TOWNSHIP-I.T.	5 INK CARTRIDGES	124.95
DELHI CHARTER TOWNSHIP-I.T.	INK CARTRIDGE	10.99
DELHI CHARTER TOWNSHIP-I.T.	GAGABIT ETHERNET SWITCH	26.00
APPLICATION SPECIALIST KO	MONTHLY HARDWARE & SOFTWARE	3,377.00
ACD.NET, INC.	ACD FIBER MONTHLY	616.00
APPLICATION SPECIALIST KO	SITE LABOR/TREASURER & CLERK	250.00
APEX SOFTWARE	YEARLY SUPPORT APEX/ASSESSING	1,025.00
THOMSON REUTERS	YEARLY SUPPORT FEES	290.00
DELL MARKETING L.P.	NEW SERVER FROM DELL	8,844.61
	Total For Dept 228.00 INFORMATION TECHNOLOGY	14,597.03

Dept 257.00 ASSESSING		
LANSING ICE & FUEL CO	GASOLINE 9/16-30/2016	19.40
BANK OF AMERICA	7 LOGO SHIRTS/FIELD STAFF	166.97
THRUN LAW FIRM, P.C.	LEGAL FEES SEPTEMBER	2,121.20
DELTA CHARTER TOWNSHIP	ASSESSING FEES OCTOBER	2,000.00
VERTALKA & VERTALKA, INC.	MMT APPRAISAL SERVICES	5,500.00
	Total For Dept 257.00 ASSESSING	<u>9,807.57</u>

Dept 262.00 ELECTIONS		
DBI BUSINESS INTERIORS	OFFICE SUPPLIES	97.81
BANK OF AMERICA	9 ROLLS FUTURE VOTER LABELS	63.69
PRINTING SYSTEMS, INC.	5,000 AV SERECY ENVELOPES	450.00
PRINTING SYSTEMS, INC.	25 AV OUTSIDE AIR MAIL ENVELOPES	8.00
PRINTING SYSTEMS, INC.	25 AV INSIDE AIR MAIL ENVELOPES	8.00
PRINTING SYSTEMS, INC.	FREIGHT	102.40
PRINTING SYSTEMS, INC.	2,500 QVF MASTER CARDS	72.50
PRINTING SYSTEMS, INC.	FREIGHT	16.90
HOLT POSTMASTER	POSTAGE MONEY	3,800.00
	Total For Dept 262.00 ELECTIONS	<u>4,619.30</u>

Dept 265.00 BUILDING & GROUNDS		
LANSING ICE & FUEL CO	GASOLINE 9/16-30/2016	125.54
MODEL COVERALL SERVICE	UNIFORMS/ B & G	21.69
MODEL COVERALL SERVICE	UNIFORMS/B & G	21.69
QUALITY FIRST MAID SERVICE	CLEANING SERVICES/CSC	975.00
METRONET LONG DISTANCE	LONG DISTANCE SEPTEMBER	20.83
TDS METROCOM	LOCAL SERVICE SEPTEMBER	1,100.94
BANK OF AMERICA	6 CONCRETE REPAIR EPOXY/CSC	1,463.96
BANK OF AMERICA	8 CONCRETE REPAIR EPOXY/CSC	1,165.60
BOYNTON FIRE SAFETY SERV	EXT. RECHARGE	185.00
WESCO DISTRIBUTION, INC	(2) 20A GE BREAKERS/CSC	24.00
PURE GREEN LAWN & TREE	FERT/WEED CONTROL@CSC	690.00
PURE GREEN LAWN & TREE	FERT/WEED CONTRO/GRUB CONTROL	1,039.00
D & G EQUIPMENT INC	6 BLADES/6 WHL KITS/2 SWITCHES	249.81
TASMANIAN TIRE CO.	TIRE/TRACTOR	148.50
PROGRESSIVE SURVEILLANCE	50% DOWN/SURVELLIANCE SYSTEM/ CSC	4,768.46
	Total For Dept 265.00 BUILDING & GROUNDS	<u>12,000.02</u>

Dept 281.00 STORMWATER		
HUBBELL, ROTH & CLARK, INC	STORMWATER MANAGEMENT PLAN	1,388.88
HTA COMPANIES, INC.	STREET SWEEPING	1,950.00
	Total For Dept 281.00 STORMWATER	<u>3,338.88</u>

Dept 446.00 INFRASTRUCTURE		
HUBBELL, ROTH & CLARK, INC	RIVER POINTE SUBDIVISION PAVING SAD	3,772.80
BOARD OF WATER & LIGHT	STREETLIGHTS	7,754.39
CONSUMERS ENERGY	STREETLIGHTS ACCT#6730	19,424.25
CONSUMERS ENERGY	STREETLIGHTS ACCT#7043	91.48
HUBBELL, ROTH & CLARK, INC	RAM TRAIL PHASE II PLANS & SPEC	10,684.50
HUBBELL, ROTH & CLARK, INC	RAM 2 BURCHFIELD GRANT APPLICATION	1,314.30
	Total For Dept 446.00 INFRASTRUCTURE	<u>43,041.72</u>

Dept 721.00 PLANNING/COMMUNITY DEVELOPMENT		
BANK OF AMERICA	2 WORKPANTS FOR MASTIN	108.00
BANK OF AMERICA	AAA 16 PK DURACELL BATTERIES	14.99
LANSING ICE & FUEL CO	GASOLINE 9/16-30/2016	91.79
THRUN LAW FIRM, P.C.	LEGAL FEES SEPTEMBER	1,191.20
HUBBELL, ROTH & CLARK, INC	3440 DUNCKEL RD KLEIN BROTHERS LLC STI	428.49
HUBBELL, ROTH & CLARK, INC	SPARROW HEALTH STUDY PLAN REVIEW	389.10
METRONET LONG DISTANCE	LONG DISTANCE SEPTEMBER	14.41
VERIZON WIRELESS	CELLULAR SEPTEMBER	10.46
TDS METROCOM	LOCAL SERVICE SEPTEMBER	55.95
MICHIGAN.COM	PUBLISHING LEGALS	139.52
BANK OF AMERICA	CAR WASH/#57	8.00
SCHAFFER'S INC.	MOWING 4590 DEAN	34.50
SCHAFFER'S INC.	MOWING 2125 AURELIUS	51.75
SCHAFFER'S INC.	MOWING 4212 HOLT	34.50
Total For Dept 721.00 PLANNING/COMMUNITY DEVELOPMENT		2,572.66

Dept 752.00 PARKS ADMINISTRATION		
METRONET LONG DISTANCE	LONG DISTANCE SEPTEMBER	0.61
VERIZON WIRELESS	CELLULAR SEPTEMBER	0.83
TDS METROCOM	TELEPHONES/SENIOR CENTER	297.75
TDS METROCOM	LOCAL SERVICE SEPTEMBER	98.12
MSU	PESTICIDE APP EXAM STUDY BOOKS/	77.00
Total For Dept 752.00 PARKS ADMINISTRATION		474.31

Dept 771.00 PARKS		
LANSING ICE & FUEL CO	GASOLINE 9/16-30/2016	767.28
MODEL COVERALL SERVICE	UNIFORM PANTS/PARKS	42.56
MODEL COVERALL SERVICE	UNIFORM PANTS/PARKS	42.56
BANK OF AMERICA	2 AIR RATCHET WRENCHES/2 JACKS/	338.82
MENARDS LANSING SOUTH	TOOLS	375.18
LANSING SANITARY SUPPLY	SOAP, DISPENSERS, SUPPLIES	748.09
AMERICAN RENTALS, INC.	PORTABLE TOILET/VALHALLA	140.00
AMERICAN RENTALS, INC.	PORTABLE TOILET/TRAIL HEAD	140.00
AMERICAN RENTALS, INC.	PORTABLE TOILET/MIDWAY ELEMENTARY	80.00
QUALITY FIRST MAID SERVICE	CLEANING SERVICES/SENIOR CENTER	260.00
SAFETY SYSTEMS, INC	REPAIR SWIPE READER/ SR CENTER	232.00
CONSUMERS ENERGY	ELECTRIC 2074 AURELIUS #PARK	2,668.32
CONSUMERS ENERGY	ELECTRIC 1771 MAPLE	87.59
DELHI CHARTER TOWNSHIP-I.T.	HAND DRYER	267.50
MENARDS LANSING SOUTH	LUMBER	15.67
MENARDS LANSING SOUTH	LUMBER	21.99
PURE GREEN LAWN & TREE	FERT/WEED CONTROL @JR HIGH FIELD	110.00
THE FLOWER GARDEN	FLOWERS	34.10
LOWE'S CREDIT SERVICES	PLANTS	62.29
LOWE'S CREDIT SERVICES	FLOWERS	113.34
MENARDS LANSING SOUTH	FLOWERS/PLANTS	37.89
MENARDS LANSING SOUTH	FLOWERS/PUMPKINS/GLOVES	37.12
BANK OF AMERICA	2 TUBES/4100 TORO	17.98
D & G EQUIPMENT INC	2 PUMP DRIVE BELTS/EXMARK	39.98
SPARTAN DISTRIBUTORS, INC	TUBES/BLADES/HOSE/HUBS/SCREWS/	304.88
SPARTAN DISTRIBUTORS, INC	HISE/2 HUBS/FREIGHT	261.73
FRANKIE D'S AUTO & TRUCK	LO/#66	35.00
THE PARTS PLACE	(2) 40 LB OIL DRY	20.98
ACE HARDWARE	FLY TRAPS/MAINTENANCE	4.49
Total For Dept 771.00 PARKS		7,307.34

Dept 774.00 RECREATION

PIONEER ATHLETICS	30 ATHLETIC FIELD PAINT & SHIPPING	1,496.85
PIONEER ATHLETICS	SPRAY TIP & GUN PAINT LINE	141.90
BANK OF AMERICA	MRPA REGISTRATION/TILMA	40.00
	Total For Dept 774.00 RECREATION	<u>1,678.75</u>

Dept 850.00 OTHER FUNCTIONS

BANK OF AMERICA	1,000 #10 BLANK ENVELOPES	37.60
DBI BUSINESS INTERIORS	OFFICE SUPPLIES	350.60
THRUN LAW FIRM, P.C.	LEGAL FEES SEPTEMBER	3,228.00
RICOH USA, INC.	RICOH MAINT AGREEMENT 8/29 THRU 9/28	113.90
BANK OF AMERICA	WUFOO SUBSCRIPTION 0/26-10/26/2016	9.00
BANK OF AMERICA	GIS WEB HOSTING 9/10-10/9/2016	1.00
BANK OF AMERICA	BUSINESS WEB HOSTING 9/10-12/9/2016	65.85
BANK OF AMERICA	MUSIC SERVICE/CSC	26.95
BANK OF AMERICA	FACEBOOK ADS	750.17
BANK OF AMERICA	FACEBOOK ADS	747.61
BANK OF AMERICA	DONUTS & ROLLS/QTRLY MEETING	30.48
BANK OF AMERICA	REFRESHMENTS/SS PRESENTATION	32.89
BANK OF AMERICA	REFRESHMENTS QTRLY MEETING	27.66
BANK OF AMERICA	NAPKINS/PAPER PLATES/BUDGET	8.08
BANK OF AMERICA	ACA RENEWAL	197.10
SIGNS BY CRANNIE	LED SIGN DIAGNOSIS	255.00
RICOH USA, INC	RICOH MAINTENANCE AGREEMENT/NOV	161.14
RICOH USA, INC	RICOH MAINTENANCE AGREEMENT/NOV	46.48
	Total For Dept 850.00 OTHER FUNCTIONS	<u>6,089.51</u>

Total For Fund 101 GENERAL FUND 116,857.74

Fund 206 FIRE FUND

Dept 336.00 FIRE DEPARTMENT

LANSING ICE & FUEL CO	GASOLINE 9/16-30/2016	750.20
COREY DROLETT	WORK BOOTS/DROLETT	125.00
LANSING UNIFORM CO	SS SHIRTS	219.90
LANSING UNIFORM CO	PANTS	480.00
LANSING UNIFORM CO	BELT	25.00
LANSING UNIFORM CO	JACKET	100.00
LANSING UNIFORM CO	SS SHIRTS	109.95
LANSING UNIFORM CO	NAME TAG	10.00
LANSING UNIFORM CO	NAME TAG SERVICE BAR	12.00
LANSING UNIFORM CO	1 SS PULLOVER SHIRT	85.90
LANSING UNIFORM CO	1 STATION SHIRT	56.95
LANSING UNIFORM CO	BLOUSE COAT	149.95
LANSING UNIFORM CO	LS SHIRT	7.50
LANSING UNIFORM CO	DRESS SHOES	69.95
LANSING UNIFORM CO	BOOTS	149.95
LANSING UNIFORM CO	DRESS PANTS	50.00
BANK OF AMERICA	OFFICE MAX/LOCKBOX FOR AMBO MEDS	23.49
MERIDIAN MEDICAL TECH	CYANOKIT 5G (HYDROXOCOBALAMIN)	2,252.25
BOUND TREE MEDICAL, LLC	MEDICAL SUPPLIES	548.53
LIFEGAS LLC	OXYGEN AND OXYGEN TANK RENTAL	365.95
MOORE MEDICAL, LLC	MEDICAL SUPPLIES & FUEL SURCHARGE	206.71
MOORE MEDICAL, LLC	MEDICAL SUPPLIES	497.00
CALLBACK STAFFING SOLUT	CALLBACK STAFFING OCTOBER	74.40
BIO-CARE, INC.	MASK FIT TEST	25.00

APPLICATION SPECIALIST KO	MONTHLY HARDWARE & SOFTWARE	1,475.00
ACD.NET, INC.	ACD FIBER MONTHLY	182.00
METRONET LONG DISTANCE	LONG DISTANCE SEPTEMBER	5.46
VERIZON WIRELESS	CELLULAR SEPTEMBER	174.52
TDS METROCOM	LOCAL SERVICE SEPTEMBER	41.93
CONSUMERS ENERGY	ELECTRIC 6139 BISHOP	40.71
CONSUMERS ENERGY	GAS 6139 BISHOP	23.71
DELHI CHARTER TOWNSHIP-I.T.	WALL MOUNT RACK	152.63
DELHI CHARTER TOWNSHIP-I.T.	RACK	373.99
ADP SCREENING & SELECTION SE	SUBSCRIPTION/BACKGROUND CHECKS	20.10
BANK OF AMERICA	FLAP JACK/AUTO AID EXPANSION MEET	42.64
BANK OF AMERICA	CITY LIMITS/CHIEF MEETING	27.38
BANK OF AMERICA	LONGHORN/METRO CHIEFS MEETING	14.24
BANK OF AMERICA	FLAP JACK/METRO CHIEFS MEETING	17.00
ACE HARDWARE	6 MISC. MDSE.	1.12
LOWE'S CREDIT SERVICES	STORAGE TOTE/AMBULANCE	1.13
BANK OF AMERICA	NFSA/FIRE PREVENTION WEEK MATERIAL	167.45
PROGRESSIVE SURVEILLANCE TE	50% DOWN/SURVEILLANCE SYSTEM/ CSC	2,348.64
	Total For Dept 336.00 FIRE DEPARTMENT	<u>11,505.23</u>

Total For Fund 206 FIRE FUND 11,505.23

Fund 207 POLICE FUND
Dept 301.00 POLICE
THRUN LAW FIRM, P.C.

LEGAL FEES SEPTEMBER	2,770.00
Total For Dept 301.00 POLICE	<u>2,770.00</u>

Total For Fund 207 POLICE FUND 2,770.00

Fund 211 FIRE EQUIP. & APPARATUS FUND
Dept 339.00 EQUIPMENT & APPARATUS

BANK OF AMERICA	UPS/FIRE TURNOUT GEAR MAINT	17.59
MID MICHIGAN EMERGENCY	MAG. MOUNT MIC. CLIP/VEHICLE	34.00
CRAIG'S AUTO BODY SHOP	BODY WORK FOR 2006 EXPEDITION #577	4,862.90
FRANKIE D'S AUTO & TRUCK	LOF & ROTATE TIRES & BRAKE INSPECT	207.00
	Total For Dept 339.00 EQUIPMENT & APPARATUS	<u>5,121.49</u>

Total For Fund 211 FIRE EQUIP. & APPARATUS FUND 5,121.49

Fund 225 WATER IMPROVEMENT FUND
Dept 536.00 ADMINISTRATION & CONSTRUCTION

TRI-COUNTY REGIONAL	2016 - 2017 DUES	2,180.00
	Total For Dept 536.00 ADMINISTRATION & CONSTRUCTION	<u>2,180.00</u>

Total For Fund 225 WATER IMPROVEMENT FUND 2,180.00

Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY
Dept 728.00 DDA ADMINISTRATION

APPLICATION SPECIALIST KO	MONTHLY HARDWARE & SOFTWARE	118.00
ACD.NET, INC.	ACD FIBER MONTHLY	42.00
C. HOWARD HAAS	AUGUST CELL PHONE REIMBURSEMENT	75.00
METRONET LONG DISTANCE	LONG DISTANCE SEPTEMBER	3.31
TDS METROCOM	LOCAL SERVICE SEPTEMBER	127.23
	Total For Dept 728.00 DDA ADMINISTRATION	<u>365.54</u>

Dept 729.00 DDA MARKETING & PROMOTION		
BANK OF AMERICA	HCC DOMAIN NAME RENEWAL 2 YEARS	48.32
BLOHM CREATIVE PARTNERS	HOLT HOMETOWN FESTIVAL AD	1,015.25
BLOHM CREATIVE PARTNERS	HOMETOWN FESTIVAL THANK YOU AD	769.00
BLOHM CREATIVE PARTNERS	HOLTNOW.COM DIGITAL ADS	373.75
BLOHM CREATIVE PARTNERS	HOLTNOW.COM CONTENT EMAIL	225.00
BLOHM CREATIVE PARTNERS	RAM QTRLY CONVERSION TO ONLINE	6,000.00
BANK OF AMERICA	2 CS MIGHTY MAC CLERANER/SALES TAX & S	140.02
BANK OF AMERICA	REFUND SALES TAX/MICHIGAN CO.	(7.93)
BANK OF AMERICA	4 YARD SIGNS/SALES TAX & SHIPPING	16.53
Total For Dept 729.00 DDA MARKETING & PROMOTION		8,579.94

Dept 903.05 2016 DDA DEVELOPMENT		
THRUN LAW FIRM, P.C.	LEGAL FEES SEPTEMBER	300.00
Total For Dept 903.05 2016 DDA DEVELOPMENT		300.00

Total For Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY 9,245.48

Fund 590 SEWAGE DISPOSAL SYSTEM

Dept 548.00 ADMINISTRATION & OVERHEAD		
THRUN LAW FIRM, P.C.	LEGAL FEES SEPTEMBER	916.28
PROGRESSIVE IMPRESSIONS	OCT - DEC SEWER BILLS POSTAGE	5,500.00
PROGRESSIVE IMPRESSIONS	SEWER BILLS SEPTEMBER	533.54
Total For Dept 548.00 ADMINISTRATION & OVERHEAD		6,949.82

Dept 558.00 DEPT OF PUBLIC SERVICE

LANSING ICE & FUEL CO	GASOLINE 9/16-30/2016	1,060.57
MODEL COVERALL SERVICE	STAFF UNIFORMS/POTW	68.83
MODEL COVERALL SERVICE	STAFF UNIFORMS/MAINTENANCE	52.06
APPLICATION SPECIALIST KO	MONTHLY HARDWARE & SOFTWARE	2,613.00
APPLICATION SPECIALIST KO	LENOVO THINKPAD YOGA 11E 11.6"	1,114.19
ENVIRONMENTAL RESOURCE	QUARTERLY CHECK SAMPLES	852.26
ALEXANDER CHEMICAL CORP	CALCIUM	10,635.28
ALEXANDER CHEMICAL CORP	CRE4DIT	(360.00)
BANK OF AMERICA	SAFETY SHOES/DIORKA	80.95
HUBBELL, ROTH & CLARK, INC	GERNERAL PROFESSIONAL SERVICES	867.54
HUBBELL, ROTH & CLARK, INC	SAW SUMMER INTERN WORK SAW GIS	3,798.60
HUBBELL, ROTH & CLARK, INC	SEWER LEAD INSPECTIONS	1,997.25
HUBBELL, ROTH & CLARK, INC	CONSTRUCTION OBSERVATION	2,086.89
HUBBELL, ROTH & CLARK, INC	SANITARY SEWER REVIEW PRESTWICK	735.15
HUBBELL, ROTH & CLARK, INC	PRESTWICK VILLAGE APARTMENTS	928.62
HUBBELL, ROTH & CLARK, INC	SAW GRANT ADMINISTRATION	6,393.48
HUBBELL, ROTH & CLARK, INC	CONSTRUCTION OBSERVATION	15.60
HUBBELL, ROTH & CLARK, INC	OREILLY AUTO PARTS OBSERVATION	552.00
HUBBELL, ROTH & CLARK, INC	STIMSON DRAIN UTILITY REVIEW CONST	1,645.50
HUBBELL, ROTH & CLARK, INC	WILLOUGHBY ESTATES CONSTRUCTION	1,887.99
HUBBELL, ROTH & CLARK, INC	WILLOUGHBY ESTATES SANITARY SEWER R	1,242.45
HUBBELL, ROTH & CLARK, INC	3440 DUNCKEL RD KLEIN BROTHERS LLC SA	143.40
HUBBELL, ROTH & CLARK, INC	SPARROW HEALTH SYSTEM SEWER REV	186.75
UNITED PARCEL SERVICE	SHIPPING CHARGES	46.00
GRANGER	STREET SPOILS & DRYING BEDS SLUDGE	350.00
METRONET LONG DISTANCE	LONG DISTANCE SEPTEMBER	3.03
ACD.NET, INC.	ACD FIBER MONTHLY	560.00
COMCAST	HIGH SPEED INTERNET/POTW	144.85
COMCAST	HIGH SPEED INTERNET/MAINTENANCE	144.85
TDS METROCOM	LOCAL SERVICE SEPTEMBER	388.42

CONSUMERS ENERGY	ELECTRIC-4000 N MICHIGAN#B	150.21
CONSUMERS ENERGY	ELECTRIC-5961 MC CUE #2723	44.80
CONSUMERS ENERGY	ELECTRIC-1988 WAVERLY	547.99
CONSUMERS ENERGY	GAS-1988 WAVERLY	27.39
BANK OF AMERICA	GRAIN & SALT BLOCK/SHEEP	26.96
SUPERIOR SAW	SCAG BELT	30.83
LOWE'S CREDIT SERVICES	AIR FITTINGS & OIL/POTW DIGESTER	14.17
ACE HARDWARE	PAINT BRUSH & 2 PAINT	65.97
BARNHART & SON, INC.	PINE TREE RD FORCEMAIN INVESTIGAT	3,944.20
BARNHART & SON, INC.	4000 MICHIGAN RD FORCEMAIN INVEST	2,857.34
BARNHART & SON, INC.	SEAL SANITARY MANHOLE GROVENBURG &	301.15
BARNHART & SON, INC.	WEDGE MANHOLES AURELIUS & MCCUE	1,129.36
EVOQUA WATER TECHN	REPLACE DIVERSION WEIR	5,220.00
RS TECHNICAL SERVICES, INC.	REPAIR PUMP #11/POTW	738.60
BARNHART & SON, INC.	WWTP HYDRANT REPAIR	1,796.69
BOYNTON FIRE SAFETY SERV	SPRINKLER INSPECTION/MAINT BLDG.	275.00
BOYNTON FIRE SAFETY SERV	FIRE EXTINGUISHER	117.00
BARNHART & SON, INC.	WWTP GRADE & SEED FIELD	2,680.95
QUALITY FIRST MAID SERVICE	CLEANING SERVICES/MAINTENANCE	260.00
QUALITY FIRST MAID SERVICE	CLEANING SERVICES/POTW	260.00
HARPER INDUSTRIAL CONST	INSTALL/PAINT INLET WEIR #577	3,167.00
BARNHART & SON, INC.	WWTP SLUDGE HAUL	568.05
BANK OF AMERICA	LUNCH/RANES	31.07
BANK OF AMERICA	MWEA REGISTRATION & MEMBERSHIP/	200.00
BANK OF AMERICA	MWEA MEMBERSHIP/HATHAWAY	70.00
BANK OF AMERICA	MWEA REGISTRATION/RANES	130.00
BANK OF AMERICA	MWEA MEMBERSHIP/ADAMS	70.00
BANK OF AMERICA	ESD MEMBERSHIP/DIORKA	119.00
BANK OF AMERICA	ASCE MEMBERSHIP/DIORKA	268.00
BANK OF AMERICA	WEFTEC LUGGAGE/DIORKA	25.00
BANK OF AMERICA	MWEA REGISTRATION/LENON & ACKELS	330.00
BANK OF AMERICA	MWEA REGISTRATION/DE YOUNG & TRIGO	400.00
BANK OF AMERICA	LUNCH/DIORKA	28.02
BANK OF AMERICA	WEFTEC DINNER/DIORKA	34.50
BANK OF AMERICA	WEFTEC DINNER/DIORKA	34.50
BANK OF AMERICA	WEFTEC TAXI SERVICE/DIORKA	41.40
BANK OF AMERICA	WEFTEC BREAKFAST/DIORKA	34.43
BANK OF AMERICA	WEFTEC LODGING/DIORKA	1,500.00
BANK OF AMERICA	WEFTEC BREAKFAST/DIORKA	28.77
BANK OF AMERICA	WEFTEC DINNER/DIORKA	34.50
BANK OF AMERICA	WEFTEC LUGGAGE/DIORKA	25.00
BANK OF AMERICA	WEFTEC BREAKFAST/DIORKA	29.10
BANK OF AMERICA	LUNCH/LENON	31.07
	Total For Dept 558.00 DEPT OF PUBLIC SERVICE	67,923.53
Dept 578.01 CAPITAL IMPROVEMENTS		
HUBBELL, ROTH & CLARK, INC	CONTRACT ADMINISTRATION	779.25
HUBBELL, ROTH & CLARK, INC	CONSTRUCTION OBSERVATION	135.60
	Total For Dept 578.01 CAPITAL IMPROVEMENTS	914.85
	Total For Fund 590 SEWAGE DISPOSAL SYSTEM	75,788.20

Fund 701 TRUST & AGENCY FUND

Dept 000.00

AMES ICE CREAM

REFUND CASH BOND-TRANSIENT LIC

250.00

Total For Dept 000.00

250.00

Total For Fund 701 TRUST & AGENCY FUND

250.00

Fund 703 CURRENT TAX ACCOUNT

Dept 000.00

STATE OF MICHIGAN

DELHI TWP 2016 SET IFT

18,994.76

Total For Dept 000.00

18,994.76

Total For Fund 703 CURRENT TAX ACCOUNT

18,994.76

Total For All Funds:

242,712.90

**DELHI CHARTER TOWNSHIP
FUND TRANSFERS AND PAYROLL APPROVAL
For Payroll Dated October 6, 2016**

I. Certification of Preparation and Distribution

The attached check and payroll registers encompass check numbers: 109371 through 109394 & direct deposits numbers: DD23368 through DD23456. 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: October 6, 2016

Director of Accounting

II. Payroll Report

The October 6, 2016 payroll encompasses the following funds and expenditures:

	Gross Payroll	Payroll Deductions	Net Pay
General Fund	\$79,383.73	\$23,565.35	\$55,818.38
Fire Dept. Fund	53,393.78	17,767.20	\$35,626.58
DDA	4,122.74	968.93	\$3,153.81
Sewer Fund/Receiving	39,275.18	12,374.09	\$26,901.09
Total Payroll	\$176,175.43	\$54,675.57	\$121,499.86
	Township FICA	Township RHS & Pension Plan	Total Deductions & TWP Liabilities
General Fund	\$5,744.41	\$7,614.36	\$36,924.12
Fire Dept. Fund	3,997.51	4,307.44	26,072.15
DDA	140.20	84.76	1,193.89
Sewer Fund/Receiving	2,897.69	4,182.99	19,454.77
Total Payroll	\$12,779.81	\$16,189.55	\$83,644.93

Director of Accounting

III. FUND TRANSFERS

Transfers covering the foregoing payroll were made on October 6, 2016 and identified as follows:

10/06 Net Pay Disbursement in Common Savings (\$121,499.86)

Roy W. Sweet, Treasurer

IV. Board Audit and Approval:

At a regular meeting of the Township Board held on October 18, 2016, a motion was made by _____ and passed by _____ yes votes and _____ no votes(_____ absent) that the payroll dated October 6, 2016 was reviewed, audited, and approved.

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

Evan Hope, Clerk

DELHI CHARTER TOWNSHIP

M E M O R A N D U M

TO: Delhi Township Board Members
FROM: John B. Elsinga, Township Manager
DATE: October 12, 2016
RE: 2017 Holiday Schedule

Attached is a proposed holiday schedule for Delhi Township for the year 2017. Delhi Township observes twelve (12) holidays per year as a paid holiday for full-time employees, in which all Township offices are closed to the public. These holidays are:

- | | |
|---------------------------------|-----------------------------------|
| 1. New Year's Day | 7. Labor Day |
| 2. Martin Luther King Jr.'s Day | 8. Veterans' Day |
| 3. President's Day | 9. Thanksgiving Day |
| 4. Good Friday | 10. Friday after Thanksgiving Day |
| 5. Memorial Day | 11. Christmas Eve Day |
| 6. Independence Day | 12. Christmas Day |

In 2017, Independence Day falls on a Tuesday and it has been suggested, based on past practices, that the Township swap the Good Friday holiday for Monday, July 3, 2017 in addition to Tuesday, July 4, 2017.

This is the only recommended change to the 2017 holiday schedule. If the Board concurs with the proposed schedule, I offer the following motion:

RECOMMENDED MOTION:

To adopt the 2017 Holiday Schedule for Delhi Charter Township (Exhibit A).

Delhi Charter Township

2017 HOLIDAY SCHEDULE

New Year's Day	Monday, January 2, 2017
Martin Luther King Jr.'s Day	Monday, January 16, 2017
President's Day	Monday, February 20, 2017
Memorial Day	Monday, May 29, 2017
Independence Day	Monday & Tuesday July 3 and 4, 2017
Labor Day	Monday, September 4, 2017
Veterans' Day	Friday, November 10, 2017
Thanksgiving	Thursday & Friday, November 23 and 24, 2017
Christmas	Monday & Tuesday December 25 and 26, 2017



Delhi Charter Township
Department of Community Development

MEMORANDUM

MP

TO: John B. Elsinga, Township Manager

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

DATE: October 11, 2016

RE: SUP #16-280 – Thompson’s Garage (1375 N. Cedar)
(33-25-05-25-101-011)

At their meeting on October 10th, the Planning Commission (PC) voted unanimously to recommend approval of a Special Use Permit (SUP) for Thompson’s Garage located at 1375 N. Cedar. The requested SUP is pursuant to Sections 5.10.4(1) of the Zoning Ordinance (ZO), which permits auto repair and service facilities

The applicant intends to purchase the property and open an auto repair shop. The attached staff report provides significant details about the current proposal. The SUP, as recommended by the PC, includes five conditions that will help to ensure that the intent of the ZO is achieved. The PC held a public hearing at the meeting. There were no members of the public which spoke at the hearing. The motion passed by the PC is as follows:

Olsen moved, Goodall seconded, to recommend to the Township Board to the Township Board approval of SUP #16-280 for automotive repair and service pursuant to Section 5.10.4(1) of the Zoning Ordinance for property located at 1375 N. Cedar, Mason, MI (Parcel #33-25-05-25-101-011). The following conditions to apply:

1. *This building and site is legally non-conforming pursuant to Section 6.7 of the Zoning Ordinance. Any changes to the building or site, including those specifically required as conditions of this SUP, must conform to the Zoning Ordinance. The use of this site for automotive repair and servicing is not legally non-conforming.*
2. *The applicant must submit and receive approval for a site plan pursuant to Section 3.3 of the Zoning Ordinance. Specifically, the site plan and all subsequent site improvements must address the following:*
 - *Secondary containment for all oils, chemicals and other potentially hazardous substances.*
 - *Sanitary sewage discharge and storm water discharge from the site.*
 - *Proper parking areas designated for customers and employees.*
 - *Trash/waste must be placed within a fully enclosed dumpster or be stored inside a fully enclosed building.*
 - *Parking and storage of vehicles waiting to be repaired. This must occur either:*
 - i. *on a paved area that is completely enclosed by an 8’ high opaque fence. If this option is selected, the applicant must ensure that no rainwater runoff leaves the parking area unless it is subjected to pre-treatment sufficient to ensure that oil or other contaminants are removed, or*
 - ii. *within a fully enclosed building.*

3. *There shall be no outdoor display of vehicles for sale on the premises.*
4. *Operations must comply with all State of Michigan requirements and licensing.*
5. *Site and business must operate in a manner that is compliant with all Township Ordinances and requirements at all times.*

The Planning Commission has received the "Basis for Determination for Granting a Special Use Permit" and has found that the general and specific standards outlined in Section 8.1.3 have been satisfied and that those findings are accurately reflected in the document entitled "Basis for Determination for SUP#16-280" dated October 5, 2016 and it is fully incorporated into this motion and the official meeting minutes.

ROLL CALL VOTE

AYES: Craig, Goodall, Leaf, Lincoln, Olsen, Zietlow

NAYS: None.

ABSENT: O'Hara, Berry-Smokoski, Harmon

MOTION PASSED.

If you have any additional questions or need more information, please do not hesitate to ask. Otherwise, please forward this information, along with your concurrence, to the Township Board for their consideration and action at the upcoming October 18th meeting. Thank you in advance for your time and attention to this matter.

Recommended Motion to APPROVE:

To adopt Special Use Permit No. 14-280 for Thompson's Garage, 1375 N. Cedar, Mason, MI, Tax Parcel# 33-25-05-25-101-011, to permit an auto repair and servicing facility, as recommended by the Planning Commission at their October 10, 2016 meeting.

-OR-

Recommended Motion to DENY:

To deny Special Use Permit No. 14-280 for Thompson's Garage, 1375 N. Cedar, Mason, MI, Tax Parcel# 33-25-05-25-101-011.

**DELHI CHARTER TOWNSHIP
INGHAM COUNTY, MICHIGAN**

SPECIAL USE PERMIT NO. 16-280

APPLICANT: THOMPSON’S GARAGE, LLC

SPECIAL USE PERMIT ADDRESS: 1375 N. CEDAR, MASON, MI
33-25-05-25-101-011

DATE ADOPTED: OCTOBER 18, 2016

PURPOSE: PERMIT AUTOMOTIVE REPAIR AND SERVICE IN THE C-2:
GENERAL BUSINESS ZONING DISTRICT PURSUANT TO
SECTION 5.10.4(1) OF THE ZONING ORDINANCE

CONDITIONS:

1. This building and site is legally non-conforming pursuant to Section 6.7 of the Zoning Ordinance. Any changes to the building or site, including those specifically required as conditions of this SUP, must conform to the Zoning Ordinance. The use of this site for automotive repair and servicing is not legally non-conforming.
2. The applicant must submit and receive approval for a site plan pursuant to Section 3.3 of the Zoning Ordinance. Specifically, the site plan and all subsequent site improvements must address the following:
 - Secondary containment for all oils, chemicals and other potentially hazardous substances.
 - Sanitary sewage discharge and storm water discharge from the site.
 - Proper parking areas designated for customers and employees.
 - Trash/waste must be placed within a fully enclosed dumpster or be stored inside a fully enclosed building.
 - Parking and storage of vehicles waiting to be repaired. This must occur either:
 - i. on a paved area that is completely enclosed by an 8’ high opaque fence. If this option is selected, the applicant must ensure that no rainwater runoff leaves the parking area unless it is subjected to pre-treatment sufficient to ensure that oil or other contaminants are removed, or
 - ii. within a fully enclosed building.
3. There shall be no outdoor display of vehicles for sale on the premises.
4. Operations must comply with all State of Michigan requirements and licensing.
5. Site and business must operate in a manner that is compliant with all Township Ordinances and requirements at all times.

BASIS OF DETERMINATION: Pursuant to the Michigan Zoning Enabling Act, Act 110 of 2006, as amended, Section 125.3504 (4), conditions imposed by this Special Use Permit are:

(1) Reasonable conditions may be required with the approval of a special land use, planned unit development, or other land uses or activities permitted by discretionary decision. The conditions may include conditions necessary to insure that public services and facilities affected by a proposed land use or activity will be capable of accommodating increased service and facility loads caused by the land use or activity, to protect the natural environment and conserve natural resources and energy, to insure compatibility with adjacent uses of land, and to promote the use of land in a socially and economically desirable manner. Conditions imposed meet all of the following requirements:

(a) Are designed to protect natural resources, the health, safety, and welfare, as well as the social and economic well-being, of those who will use the land use or activity under consideration, residents and landowners immediately adjacent to the proposed land use or activity, and the community as a whole, and

(b) Are related to the valid exercise of the police power and purposes which are affected by the proposed use or activity, and

(c) Are necessary to meet the intent and purpose of the zoning requirements, are related to the standards established in the Zoning Ordinance for the land use or activity under consideration, and are necessary to insure compliance with those standards, and

(2) The conditions imposed with respect to the approval of a land use or activity is recorded in the record of the approval action and remain unchanged except upon the mutual consent of the approving authority and the landowner.

The foregoing Special Use Permit declared adopted on date written above.

Evan Hope, Township Clerk

STATE OF MICHIGAN)

)ss

COUNTY OF INGHAM)

I, the undersigned, the duly qualified Clerk of the Charter Township of Delhi, Ingham County, Michigan, DO HEREBY CERTIFY that the foregoing is a true and complete copy of the proceedings taken by the Township Board at a regular meeting held on the 18th day of October, 2016.

IN WITNESS THEREOF, I have hereunto affixed my official signature this _____ day of October, 2016.

In most cases, Special Use Permits shall be assignable from one party to another, provided, however, that the site, location, and any other restrictions placed on the original Special Use Permit do not change. Assignability of said permit shall be subject to the following requirements and conditions:

- 1. Prior to reassignment of the Special Use Permit to any owner, lessee occupant, or operator, the current permit holder shall notify the Delhi Township Zoning Administrator of his/her intention to assign the permit to a third party.*
- 2. The assignee of the permit shall complete the appropriate application for continued use of the permitted operation.*
- 3. The assignee of the permit shall meet with the Zoning Administrator in an effort to become familiar with all existing requirements of the Special Use Permit. Unless provided elsewhere in Zoning Ordinance No. 39, the new assignee must comply with all Special Use Permit requirements of the current permit holder.*

Approved uses, except seasonal uses, which cease for a period of 180 days are hereby considered abandoned and any such abandonment shall render the Special Use Permit null and void. Seasonal uses which cease for a period of one (1) year must meet the requirements of Zoning Ordinance No. 39 and will require a new Special Use Permit as required in Section 8.1 of the Ordinance. Seasonal uses shall be defined as uses that require or are affected or caused by certain weather availability.

**PLANNING COMMISSION STAFF REPORT
SPECIAL USE PERMIT #16-280, 1375 N. Cedar
October 5, 2016**



Tracy LC Miller, Director
Community Development Department

PROPOSED USE:

The applicant has requested a Special Use Permit (SUP) to allow the service and repair of motor vehicles within the C-2: General Business zoning district pursuant to Section 5.10.4(1) of the Zoning Ordinance (ZO).

DESCRIPTION:

The applicant for this case is Mr. Eric Thompson (Thompson's Garage LLC). According to information submitted with the application materials, Mr. Thompson has a purchase agreement with the property owner (Gillmore Properties LLC). The applicant intends to operate an auto repair facility at the subject location.

CONSIDERATIONS

There are a number of issues that arise while evaluating this type of a land use. Below is an evaluation of the basic ordinance compliance issues and other possible considerations:



1. The site is approximately ½ acre in size and has a few buildings on it that have legal non-conforming status. Figure 1 shows the site.
2. The applicant states that he does not plan to make any significant changes to the buildings or site, but that he intends to make aesthetic changes to improve the appearance of the property. These types of changes can be done without changing the legal non-conforming status. However, any additions or physical modifications to the buildings will be required to conform to the current Zoning Ordinance. While this status does not pose an immediate problem, the applicant must be aware of this status and understand the potential limitations it creates for the site. Legal non-conforming uses are addressed by Section 6.7 of the ZO. A copy of that

section is included as “Appendix A” of this staff report.

3. The applicant will need to submit a site plan pursuant to Section 3.3 of the ZO prior to occupying the facility. The plan will need to address buffer and landscaping requirements, parking, fencing, storm water runoff and secondary containment. Secondary containment for all oils, chemicals, cleaners, etc. must be provided. The ZO requires that a site plan be submitted with an SUP application. The complexity of the site plan is usually related to the proposed use and scale of the proposed use or development. In this case, there is an existing building and site that will need some improvements in order to protect the environment and achieve the intent of the ZO.



4. There is no information presented regarding how and where vehicles that are awaiting repair will be stored on the property. Consistent with past practice and the Zoning Ordinance, this will need to occur in an area that is completely enclosed with an opaque fence and that has a paved surface to catch anything that drips from the vehicles. Alternately, vehicles must be stored inside a completely enclosed building. This SUP does not authorize the display of any vehicles for sale on the property.
5. Figures 2 and 3 show a Google Streetview of the subject site.
6. There have been 3 previous applications for an auto repair/body work SUP for this site. The first was in 1985 and was approved with conditions, but the applicant did not move forward with the project and so the SUP became void.

The second was in 1998. That SUP application was denied because the PC at that time did not feel that an auto-repair facility was consistent with the Cedar Street Corridor Plan and that the site could not conform to the ZO. A copy of those meeting minutes is attached as Appendix B.

The last SUP application was submitted in 2000 and was approved by the PC. The approval included the condition that the applicant must submit and receive approval of a site plan pursuant to Section 3.3 of the ZO. This never occurred and so the SUP became void.

Staff ultimately suggests that the PC require the same at this time, if the SUP is approved. Additional conditions that specifically address the issues raised above should also be included.

RECOMMENDATION

Staff recommends approval of the requested SUP 16-280 to permit an auto service and repair facility in the C-2: General Business district with the following conditions:

1. This building and site is legally non-conforming pursuant to Section 6.7 of the Zoning Ordinance. Any changes to the building or site, including those specifically required as conditions of this SUP, must conform to the Zoning Ordinance. The use of this site for automotive repair and servicing is not legally non-conforming.
2. The applicant must submit and receive approval for a site plan pursuant to Section 3.3 of the Zoning Ordinance. Specifically, the site plan and all subsequent site improvements must address the following:
 - a. Secondary containment for all oils, chemicals and other potentially hazardous substances.
 - b. Sanitary sewage discharge and storm water discharge from the site.
 - c. Proper parking areas designated for customers and employees.
 - d. Trash/waste must be placed within a fully enclosed dumpster or be stored inside a fully enclosed building.
 - e. Parking and storage of vehicles waiting to be repaired. This must occur either:
 - i. on a paved area that is completely enclosed by an 8' high opaque fence. If this option is selected, the applicant must ensure that no rainwater runoff leaves the parking area unless it is subjected to pre-treatment sufficient to ensure that oil or other contaminants are removed, or
 - ii. within a fully enclosed building.
3. There shall be no outdoor display of vehicles for sale on the premises.
4. Operations must comply with all State of Michigan requirements and licensing.
5. Site and business must operate in a manner that is compliant with all Township Ordinances and requirements at all times.

RECOMMENDED MOTION TO APPROVE

Move to recommend to the Township Board approval of SUP #16-280 for automotive repair and service pursuant to Section 5.10.4(1) of the Zoning Ordinance for property located at 1375 N. Cedar, Mason, MI (Parcel #33-25-05-25-101-011). The following conditions to apply:

1. This building and site is legally non-conforming pursuant to Section 6.7 of the Zoning Ordinance. Any changes to the building or site, including those specifically required as conditions of this SUP, must conform to the Zoning Ordinance. The use of this site for automotive repair and servicing is not legally non-conforming.
2. The applicant must submit and receive approval for a site plan pursuant to Section 3.3 of the Zoning Ordinance. Specifically, the site plan and all subsequent site improvements must address the following:
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 - Sanitary sewage discharge and storm water discharge from the site.
 - Proper parking areas designated for customers and employees.
 - Trash/waste must be placed within a fully enclosed dumpster or be stored inside a fully enclosed building.
 - Parking and storage of vehicles waiting to be repaired. This must occur either:
 - i. on a paved area that is completely enclosed by an 8' high opaque fence. If this option is selected, the applicant must ensure that no rainwater runoff leaves the parking area unless it is subjected to pre-treatment sufficient to ensure that oil or other contaminants are removed, or
 - ii. within a fully enclosed building.
3. There shall be no outdoor display of vehicles for sale on the premises.
4. Operations must comply with all State of Michigan requirements and licensing.
5. Site and business must operate in a manner that is compliant with all Township Ordinances and requirements at all times.
6. *LIST ANY CONDITIONS ADDED BY PLANNING COMMISSION HERE, OTHERWISE OMIT FROM MOTION.*

The Planning Commission has received the "Basis for Determination for Granting a Special Use Permit" and has found that the general and specific standards outlined in Section 8.1.3 have been satisfied and that those findings are accurately reflected in the document entitled "Basis for Determination for SUP#16-280" dated October 5, 2016 and it is fully incorporated into this motion and the official meeting minutes.

MOTION TO DENY

Move to recommend to the Township Board denial of SUP #16-280 for an automotive repair and service facility in the C-2: General Business district because the proposal does not comply with the required Basis for Determination Subsection _____ (MUST FILL IN SPECIFIC CITATION).

GENERAL INFORMATION

APPLICANT: Eric Thompson
Thompson's Garage LLC

OWNER OF RECORD: Gilmore Properties LLC
25195 Pine Nut Lane
Brooksville, FL 34601-7005

LOCATION: 1375 N. Cedar Street

PARCEL I.D. NO.: 33-25-05-25-101-0011

ZONING: C-2: General Business

REQUESTED ACTIVITY: Auto Service & Repair

PROPERTY SIZE: ½ acre (+/-)

EXISTING LAND USE: vacant

ADJACENT LAND USE: North: Contractor's Office
South: Personal Residence (fronts on Edgar Road)
East: Total Firearms
West: Undetermined Commercial Structure (?)

ADJACENT ZONING: North: A-1: Agricultural
South: C-2: General Business
East: C-2: General Business
West: C-2: General Business

MASTER PLAN OF DELHI CHARTER TOWNSHIP:

The 2002-2020 *Master Plan of Delhi Charter Township (MP)* shows the subject property as planned for continued commercial land uses on the Future Land Use Map.

CONFORMANCE WITH SECTION 8.1.3:

Prior to action on any SUP application, the Planning Commission shall establish that the general and specific standards and requirements contained in section 8.1.3 have been satisfied. The Planning Commission must review "Basis for Determination for SUP#16-280" dated October 5, 2016 (attached) and make a determination regarding compliance with each finding.

Appendix A: Zoning Ordinance Section 6.7 - Nonconformities

6.7.1 Intent and purpose. It is the intent of this Ordinance to permit the continuance of a lawful use of any building or land existing at the effective date of this Ordinance, although such use of land or structure may not conform with the provisions of this Ordinance.

Further, it is the intent of this Ordinance that nonconformities shall not be enlarged upon, expanded or extended, nor be used as grounds for adding other structures or uses prohibited elsewhere in the same districts. The continuance of all nonconforming uses and structures within Delhi Charter Township shall be subject to the conditions and requirements set forth in this section.

6.7.2 Structural changes or enlargement. The building or land use that is nonconforming shall not be structurally changed, altered or enlarged unless the resultant changed, altered or enlarged building or use conforms to the provisions of this Ordinance for the district in which it is located.

6.7.3 Repair of nonconforming buildings. Nothing in this Ordinance shall prohibit the repair, improvement or modernization of a lawful nonconforming building to correct deterioration, obsolescence, depreciation and wear.

6.7.4 Reconstruction and restoration. Any lawful nonconforming use damaged by fire, explosion, an act of God or by other causes may be restored, rebuilt or repaired, provided that the damage does not exceed more than eighty-five (85) percent of the real valuation of the building, exclusive of land and foundation, and provided that said use be the same or more nearly conforming with the provisions of the district in which it is located.

6.7.5 Discontinuance or abandonment. When any legal nonconforming use has been discontinued for the continuous period of one (1) year or for eighteen (18) months during any three-year period, such discontinuation shall be considered conclusive evidence of an intention to legally abandon the nonconforming use. At the end of this period of abandonment, the nonconforming use shall not be re-established, and any future use shall be in conformity with the provisions of this Ordinance. Prior to termination of a nonconforming use due to abandonment or discontinuation, the township shall provide written notice of its intent to terminate such nonconforming use to the property owner identified in the township's most recent property tax rolls, by personal delivery or by first class mail. Said notice shall provide the date, time and place where and when a public hearing will be held on the question of such abandonment or discontinuance. The public hearing shall be conducted by the township board with a final determination made by the same.

6.7.6 Changing uses. If no structural alterations are made, the board of appeals may authorize a change from one (1) nonconforming use to another nonconforming use, provided the proposed use would be more suitable to the zoning district in which it is located than the nonconforming use which is being replaced. Whenever a nonconforming use has been changed to a more nearly conforming use or to a conforming use, such use shall not revert use or be changed back to a nonconforming or less conforming use.

6.7.7 Prior construction approval. Nothing in this Ordinance shall prohibit the completion of construction and use of a nonconforming building for which a building permit has been issued prior to the effective date of this Ordinance, provided that construction is commenced within sixty (60) days after the date of issuance of the permit and that the entire building shall have been completed according to plans filed with the permit application within one (1) year after the issuance of the building permit.

6.7.8 Termination of nonconforming land uses. The nonconforming uses of land existing at the effective date of this Ordinance where no building is located may be continued, provided that the nonconforming land use shall be terminated and converted to conform with the provisions of the current Zoning Ordinance within three (3) years after the effective date of this Ordinance; and provided further that the nonconforming land use shall not in any way be expanded or extended during this three-year interval, either on the same property or adjoining property.

6.7.9 *Illegal nonconforming uses.* Nonconforming uses of buildings or land existing at the effective date of this Ordinance established without a building permit or not shown on the tax records as a nonconforming use prior to the last official assessment roll, or those nonconforming uses which cannot be approved conclusively as existing prior to the effective date of this Ordinance, shall be declared illegal nonconforming uses and shall be discontinued within a period of three (3) years following the effective date of this Ordinance.

6.7.10 *District changes.* Whenever the boundaries of a district shall be changed so as to transfer an area from one (1) district to another classification, the provisions of this section shall also apply to any existing uses that become nonconforming as a result of the boundary changes.

Appendix B: October 13, 1998 Planning Commission Meeting Minutes

**ACTION ON PUBLIC HEARING - Special Use Permit #98-171 - Edward Wohlscheid
1375 N. Cedar, Mason - Auto repair facility**

Motion by Donaldson, support Keen, to recommend to the Township Board denial of Special Use Permit #98-171 at 1375 N. Cedar, based on the staff report and numerous non-conformities on the site for an auto repair service to exist there.

Commissioner Leduc said he supports the motion based on the fact that it doesn't meet the vision for that area.

Mr. Royston stated he would like it known that Mr. Wohlscheid at one point had auto repair at this facility. He was told it was not permitted without a special use permit; and Mr. Wohlscheid then moved everything out for which he is to be commended because he's trying to comply with ordinance regulations. Ms. Emery has done a lot of footwork on this property to see how it could fit the ordinance.

Commissioner Leaf commented that in addition to being inconsistent with the Master Plan, there are so many other issues connected with this property.

A Roll Call Vote was recorded as follows:

Ayes: Leaf, Heller, Keen, Leduc, Donaldson, Brighton, McCormick

Nays: None

Absent: O'Hara

MOTION CARRIED.



Section 8.1.3 Basis for Determination

SUP #16-280 – 1375 N. Cedar, Mason, MI

Section 8.1.3(1)(a) Be harmonious and in accordance with the general principals and proposals of the Master Plan.

The Future Land Use Map calls for this property to continue to be developed and used for commercial purposes. As the property currently exists, it is not consistent with the overall objectives in terms of promoting economic development and encouraging nonconformities to come into compliance or be mitigated. However, if the conditions placed on the approval are implemented by the applicant, the site would achieve those goals.

Section 8.1.3(1)(b) Be designed, constructed, operated and maintained so as to be harmonious in appearance with the existing or intended character of the general vicinity and that such a use will not change the essential character of the area in which it is proposed.

The conditions placed on the SUP should help to ensure that the automotive service and repair facility is operated in a manner that is harmonious with the appearance of surrounding areas and the character of properties in the vicinity.

Section 8.1.3(1)(c) Not be hazardous or disturbing to existing or future uses in the same general vicinity and will be a substantial improvement to the property in the immediate vicinity and to the community as a whole.

The inclusion of conditions on the approved SUP is expected to mitigate any potential negative impacts that could occur.

Section 8.1.3(1)(d) Be served adequately by essential public services, such as highways, streets, police, fire protection, drainage structures, refuse disposal, water and sewage facilities, or schools.

The property is connected to public sanitary sewer, but not public water. The property has frontage directly on Cedar. It is very likely that storm water and/or sanitary sewer improvements (pre-treatment, sand/oil separators, etc.) will be required during site plan review. The conditions included in the SUP should address any concerns.

Section 8.1.3(1)(e) Not involve uses, activities, processes, materials and equipment or conditions of operation that will be detrimental to any person, property or general welfare by reason of excess production of traffic, noise, smoke, fumes, glare or odors.

See 8.1.3(1)(c) above.

Section 8.1.3(1)(f) be consistent with the intent and purposes of the zoning district in which it is proposed to locate such use.

The C-2: General Business district permits auto repair and service facilities with an approved SUP. The purpose of the SUP is to ensure that conditions can be placed on the specific use to address unique site or building conditions. The conditions recommended for this SUP should ensure that the intent and purpose of the C-2 district are achieved.

Section 8.1.3(1)(g) Be designed to protect natural resources, the health, safety, welfare, and social and economic well-being of those who will use the land use or activity, and the community as a whole.

Provided the SUP conditions are complied with no negative impacts to the health, safety, welfare, etc. as outlined in 8.1.3(1)(g) above are anticipated to occur.

Section 8.1.3(1)(h) Be related to the valid exercise of the police power and purposes which are affected by imposed use of activity.

The Michigan Zoning Enabling Act provides the Township with the ability to require Special Use Permits for those uses that have the possibility of creating unacceptable or difficult circumstances for the community. As such the requirement that the proposed contractor's office receive an approved SUP is a valid exercise of police power.

Section 8.1.3(1)(i) Be necessary to meet the intent and purpose of the zoning ordinance, be related to the standards established in the ordinance for the land use or activity under consideration, and be necessary to insure compliance with those standards.

See 8.1.3(1)(h) above.

Section 8.1.3(2) Conditions and Safeguards: The Planning Commission may impose such additional conditions and safeguards deemed necessary for the general welfare, for the protection of individual property rights and for insuring that the intent and objectives of this Ordinance will be observed. The breach of any condition, safeguard, or requirement shall automatically invalidate the permit granted.

See 8.1.3(1)(g) above.

Section 8.1.3(3) Specific Requirements: The general standards and requirements of the Section are basic to all uses authorized by Special Use Permit. The specific and detailed requirements set forth in the following Sections relate to particular uses and are requirements which must be met by those uses in addition to the foregoing general standards and requirements where applicable.

See 8.1.3(2) above.

Date: October 5, 2016



DELHI CHARTER TOWNSHIP
DEPARTMENT OF COMMUNITY DEVELOPMENT
2074 AURELIUS ROAD HOLT MI 48842
PH: (517) 694-8281 FX: (517) 694-1289

SUP No: 116-280
Fee: \$1,215.00
Rec'd: 9-14-16

SPECIAL USE PERMIT APPLICATION

Property Address: 1375 N CEDAR STREET

Parcel No: 33-25-05-25-101-011 Property Zoning District: C2

Business Name: THOMPSONS GARAGE LLC

Property Owner: GILMORE PROPERTIES LLC

Property Owner's Address: 25195 PINE NUT LANE

City: BROOKSVILLE State: FL Zip: 34601-7005

Ph: (770) 294-7346 Fx: _____ E-mail: Rogerlangilmore@gmail.com

Specific Use for which this permit is requested:

Servicing and repair of motor vehicles

Legal Description of Property:

(DP 3410) Lot 8 supr's plat of Rose mills farm

Please attach the following items to this application;

- Site Plan, Plot Plan, or Development Plan, drawn to scale (1" = 100') including the following;
 - Outline of Property
 - Location of all Abutting Streets
 - Proposed Parking Areas
 - Proposed Curb Cuts
 - Location of All Existing and Proposed Structures and Their Uses
- Preliminary Plans and Specification of the Proposed Development and all Construction
- Written Response to Section 8.1.3 of Delhi Charter Township Ordinance #39 (see attached)

Applicant should be prepared to respond to the following issues during the Public Hearing;

- Parking & Traffic
- Signage
- Landscaping
- Noise
- Hours of Operation
- Pollution Prevention

Affidavit: The undersigned says that he/she is the property owner (or has submitted certification that he/she is an authorized agent for the owner) involved in said permit request, and that the foregoing statements herein contained and information submitted are in all respects true and correct to the best of his/her knowledge or belief. The undersigned also understands that Site Plan Review is required for all Special Use Permit requests. (See Section 3.3.3 of Zoning Ordinance #39 for details). If the use has not commenced within one (1) year from the date of issuance, this permit shall expire and the Zoning Code Enforcement Officer shall so notify the holder in writing. The Township Board shall have the authority to review and attach conditions to any Special Use Permit. If it is proved that the holder of the Permit has failed to comply with any of the requirements contained in Article VIII, after notice has been given, the use for which the permit has been granted must cease within sixty (60) days.

Eric Thompson
Property Owner's Signature

Eric Thompson
Print Name

9-14-16
Date

8.1.3 BASIS FOR DETERMINATION: Before making a recommendation on a special use permit application, the planning commission shall establish beyond a reasonable doubt that the following general standards, as well as the specific standards outlined in each applicable section of this article shall be satisfied:

General Standards: The planning commission shall review each application for the purpose of determining that each proposed use meets the following standards and in addition, shall find adequate evidence that each use on its proposed location will:

- a) Be harmonious with and in accordance with the general principles and proposals of the Master Plan of Delhi Charter Township.

We will be in compliance with the master plan.

- b) Be designed, constructed, operated and maintained so as to be harmonious and appropriate in appearance with the existing or intended character of the general vicinity and that such a use will not change the essential character of the area in which it is proposed.

This is an existing building that will be well maintained.

- c) Not be hazardous or disturbing to existing or future uses in the same general vicinity and will be a substantial improvement to the property in the immediate vicinity and to the community as a whole.

Cosmetic improvements are planned for the building and property.

- d) Be served adequately by essential public facilities and services, such as highways, streets, police, fire protection, drainage structures, refuse disposal, water and sewage facilities and schools.

Curent building and property are adequately served.

- e) Not involve uses, activities, processes, materials and equipment or conditions of operation that will be detrimental to any person, property or general welfare by reason of excessive production of traffic, noise, smoke, fumes, glare or odors.

Traffic will be minimal. Noise will be minimal and only in the building. Smoke, fumes, glare or odors are non existent.

- f) Be consistent with the intent and purposes of the zoning district in which it is proposed to locate such use.

We meet site development requirements listed in section 5.10.5 .

- g) Be designed to protect natural resources; the health, safety and welfare; and the social and economic well being of those who will use the land use or activity and the community as a whole.

We will comply with EPA & OSHA standards.

- h) Be related to the valid exercise of the police power and purposes, which are affected by the imposed use of activity.

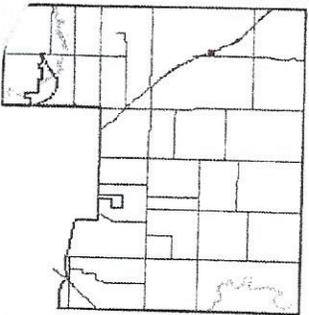
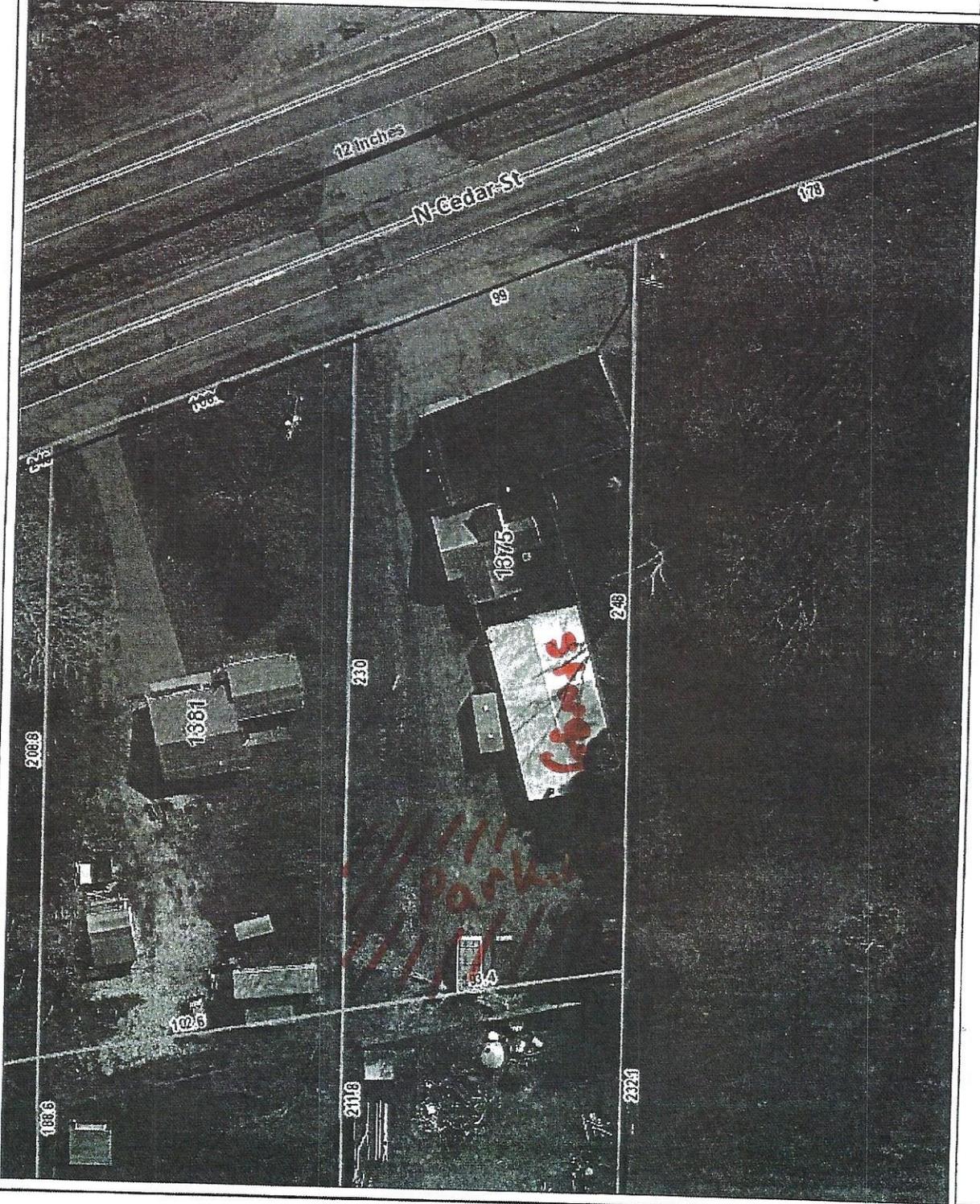
N/A

- i) Be necessary to meet the intent and purpose of the zoning ordinance, be related to the standards established in the ordinance for the land use or activity under consideration and be necessary to insure compliance with those standards.

We meet site development requirements listed in section 5.10.5 .

1375 N CEDAR STREET

Delhi GIS



Legend

- Light Poles
- Fire Hydrants
- Sewer Mains
- Sewer Lines
- Water Mains
- 2 inch
- 3 inch
- 4 inch
- 6 inches
- 8 inches
- 10 inches
- 12 inches
- 14 inches
- 18 INCHES
- Pots
- Lois
- 1 inch = 7.7 feet
- Books
- Facility Sites
- Religious grounds



1 inch = 7.7 feet
Books
Facility Sites



This map is intended for use as general township wide planning and there are no warranties made by the company that produced this map. The township recommends users of this map to confirm the accuracy of the data with the township office. The township is not liable for decisions made with the use of this product.
Map Source: Delhi Charter Township
Map Printed: Wednesday, July 13, 2016



Per the purchase agreement signed by Eric & Lacey Thompson we need Roger Gilmore's permission to apply for a special use permit through Delhi Township for the property address located at 1375 N. Cedar Street, Mason, MI 48854


Roger Gilmore

7-18-16
Date:



Delhi Charter Township
Department of Community Development

MEMORANDUM

MP

TO: John B. Elsinga, Township Manager

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

DATE: October 11, 2016

RE: SUP #16-281 – Ray’s Driveway Sealing – 5822 Harper Road
(33-25-05-29-300-030)

At their meeting on October 10th, the Planning Commission (PC) voted unanimously to recommend approval of a Special Use Permit (SUP) for Ray’s Driveway Sealing located at 5822 Harper Road. The use is a “Contractor’s office” in the A-1: Agricultural zoning district and is permitted by SUP pursuant to Section 5.21.4(19) of the Zoning Ordinance.

The applicant owns, and lives at, the subject site and also runs his asphalt sealing business from the location. The staff report for this request provides additional details. Issuance of the SUP, as recommended by the PC, includes five conditions that will help to ensure that the intent of the ZO is achieved. The PC held a public hearing at the meeting. There were no members of the public who spoke. The motion passed by the PC is as follows:

Craig moved, Goodall seconded to recommend to the Township Board approval of SUP #16-281 for a Contractor’s Office in the A-1: Agricultural Zoning District pursuant to Section 5.21.4(19) of the Zoning Ordinance for property located at 5822 Harper Road (Parcel #33-25-05-29-300-030). The following conditions to apply:

- 1. No retail sales activity is permitted, pursuant to Section 5.21.4(19).*
- 2. All equipment and materials must be kept inside an enclosed building.*
- 3. Only passenger vehicles and trucks licensed for over the road use are permitted to be parked outside. The parking of semi-trailers, panel trucks or similar is not permitted. All parking shall only occur on hard surfaced/gravel areas and comply with the requirements of Section 7.1.13 of the Zoning Ordinance.*
- 4. All waste materials must be properly and legally disposed of and may not be stockpiled or otherwise kept on the property.*
- 5. Equipment shall not be washed or cleaned out on the property.*

The Planning Commission has received the “Basis for Determination for Granting a Special Use Permit” and has found that the general and specific standards outlined in Section 8.1.3 have been satisfied and that those findings are accurately reflected in the document entitled “Basis for Determination for SUP#16-281” dated October 4, 2016 and it is fully incorporated into this motion and the official meeting minutes.

ROLL CALL VOTE

AYES: Craig, Goodall, Leaf, Lincoln, Olsen, Zietlow

NAYS: None.

ABSENT: O'Hara, Berry-Smokoski, Harmon

MOTION PASSED.

If you have any additional questions or need more information, please do not hesitate to ask. Otherwise, please forward this information, along with your concurrence, to the Township Board for their consideration and action at the upcoming October 18th meeting. Thank you in advance for your time and attention to this matter.

Recommended Motion to APPROVE:

To adopt Special Use Permit No. 16-281 for Ray's Driveway Sealing, 5822 Harper Road, Holt, MI, Tax Parcel# 33-25-05-29-300-030, to permit a Contractor's Office, as recommended by the Planning Commission at their October 10, 2016 meeting.

-OR-

Recommended Motion to DENY:

To deny Special Use Permit No. 16-281 for Ray's Driveway Sealing, 5822 Harper Road, Holt, MI, Tax Parcel# 33-25-05-29-300-030.

**DELHI CHARTER TOWNSHIP
INGHAM COUNTY, MICHIGAN**

SPECIAL USE PERMIT NO. 16-281

APPLICANT: RAY'S DRIVEWAY SEALING

SPECIAL USE PERMIT ADDRESS: 5822 HARPER ROAD, HOLT, MI
33-25-05-29-300-030

DATE ADOPTED: OCTOBER 18, 2016

PURPOSE: PERMIT A CONTRACTOR'S OFFICE IN THE A-1: AGRICULTURAL ZONING DISTRICT PURSUANT TO SECTION 5.21.4(19) OF THE ZONING ORDINANCE

CONDITIONS:

1. No retail sales activity is permitted, pursuant to Section 5.21.4(19).
2. All equipment and materials must be kept inside an enclosed building.
3. Only passenger vehicles and trucks licensed for over the road use are permitted to be parked outside. The parking of semi-trailers, panel trucks or similar is not permitted. All parking shall only occur on hard surfaced/gravel areas and comply with the requirements of Section 7.1.13 of the Zoning Ordinance.
4. All waste materials must be properly and legally disposed of and may not be stockpiled or otherwise kept on the property.
5. Equipment shall not be washed or cleaned out on the property.

BASIS OF DETERMINATION: Pursuant to the Michigan Zoning Enabling Act, Act 110 of 2006, as amended, Section 125.3504 (4), conditions imposed by this Special Use Permit are:

(1) Reasonable conditions may be required with the approval of a special land use, planned unit development, or other land uses or activities permitted by discretionary decision. The conditions may include conditions necessary to insure that public services and facilities affected by a proposed land use or activity will be capable of accommodating increased service and facility loads caused by the land use or activity, to protect the natural environment and conserve natural resources and energy, to insure compatibility with adjacent uses of land, and to promote the use of land in a socially and economically desirable manner. Conditions imposed meet all of the following requirements:

- (a) Are designed to protect natural resources, the health, safety, and welfare, as well as the social and economic well-being, of those who will use the land use or activity under

consideration, residents and landowners immediately adjacent to the proposed land use or activity, and the community as a whole, and

(b) Are related to the valid exercise of the police power and purposes which are affected by the proposed use or activity, and

(c) Are necessary to meet the intent and purpose of the zoning requirements, are related to the standards established in the Zoning Ordinance for the land use or activity under consideration, and are necessary to insure compliance with those standards, and

(2) The conditions imposed with respect to the approval of a land use or activity is recorded in the record of the approval action and remain unchanged except upon the mutual consent of the approving authority and the landowner.

The foregoing Special Use Permit declared adopted on date written above.

Evan Hope, Township Clerk

STATE OF MICHIGAN)

)ss

COUNTY OF INGHAM)

I, the undersigned, the duly qualified Clerk of the Charter Township of Delhi, Ingham County, Michigan, DO HEREBY CERTIFY that the foregoing is a true and complete copy of the proceedings taken by the Township Board at a regular meeting held on the 18th day of October, 2016.

IN WITNESS THEREOF, I have hereunto affixed my official signature this _____ day of October, 2016.

Evan Hope, Township Clerk

In most cases, Special Use Permits shall be assignable from one party to another, provided, however, that the site, location, and any other restrictions placed on the original Special Use Permit do not change. Assignability of said permit shall be subject to the following requirements and conditions:

- 1. Prior to reassignment of the Special Use Permit to any owner, lessee occupant, or operator, the current permit holder shall notify the Delhi Township Zoning Administrator of his/her intention to assign the permit to a third party.*
- 2. The assignee of the permit shall complete the appropriate application for continued use of the permitted operation.*
- 3. The assignee of the permit shall meet with the Zoning Administrator in an effort to become familiar with all existing requirements of the Special Use Permit. Unless provided elsewhere in Zoning Ordinance No. 39, the new assignee must comply with all Special Use Permit requirements of the current permit holder.*

Approved uses, except seasonal uses, which cease for a period of 180 days are hereby considered abandoned and any such abandonment shall render the Special Use Permit null and void. Seasonal uses which cease for a period of one (1) year must meet the requirements of Zoning Ordinance No. 39 and will require a new Special Use Permit as required in Section 8.1 of the Ordinance. Seasonal uses shall be defined as uses that require or are affected or caused by certain weather availability.

**PLANNING COMMISSION STAFF REPORT
SPECIAL USE PERMIT #16-281, 5822 Harper Road
October 4, 2016**



Tracy LC Miller, Director
Community Development Department

PROPOSED USE:

The applicant has requested a Special Use Permit (SUP) to allow the operation of a Contractor's Office within the A-1: Agricultural zoning district pursuant to Section 5.21.4(19) of the Zoning Ordinance (ZO). This section reads as follows: *Contractor's Offices: Provided there is no retail business on the site and equipment is kept within a building.*

DESCRIPTION:

The applicant for this case is Mr. Raymond Bollis who is the owner of Ray's Driveway Sealing. Mr. Bollis asserts that he has been running his driveway sealing business from his home, located at 5822 Harper Road, for approximately 10 years. In August Delhi Township Code Enforcement staff received a complaint regarding the condition of the property and the fact that there were many vehicles and equipment being stored on the property and outside of a building. Investigation of the complaint revealed that these conditions did exist and were the result of the applicant's business. Contact was made with the applicant, who has submitting this SUP request as a result and in an effort to become complaint with the Zoning Ordinance.

CONSIDERATIONS

There are a number of issues that arise while evaluating this type of a land use. Below is an evaluation of the basic ordinance compliance issues and other possible considerations:

1. The ZO requires that any equipment and supplies be kept within a fully enclosed building and that there be no retail activity at the site. The applicant has stated that there is no retail component and that all work is completed off-site at specific customer locations. However, there are some pieces of equipment that is currently being stored outside. There are two storage structures on the property. One is a fully enclosed building, while the other is a partially enclosed metal structure which is open on the front. Figures 1 & 2 clearly depict these buildings and the miscellaneous equipment which is on the property and associated with the contractor's office. Of course, any vehicle licensed for on-road use is not considered equipment. The pontoon boat is also not considered business equipment.



Figure 1

- The partially enclosed building does not have a wall/door facing the street. The intent of the ZO is to prevent unauthorized access to equipment, but also to ensure that the use does not become an aesthetic concern. Further, requiring equipment to be kept indoors helps to prevent rain water from running off of the equipment, which minimizes the potential that oils or other chemicals would be washed off and into the soils or ground/surface waters.



- Figure 3 shows the home from Google Streetview (2011), but does not show the storage structures. Review of our historical air photos suggests that the storage buildings appear to have been constructed sometime between 2011 and present day, but no building permits were obtained (>200SF is required).



- Figure 4 shows the subject property and an air photo that was taken in 2015. The adjacent properties are developed for and used for residential purposes, but are also zoned A-1: Agricultural. There is not public sewer or water nearby so homes are served by wells and on-site septic systems. There is a large wetland area located to the north of the subject property. The site is only approximately 1 acre in size.



RECOMMENDATION

Staff recommends approval of the requested SUP 16-281 to permit the operation of a Contractor's Office in the A-1: Agricultural zoning district with the following conditions:

1. No retail sales activity is permitted, pursuant to Section 5.21.4(19).
2. All equipment and materials must be kept inside an enclosed building.
3. Only passenger vehicles and trucks licensed for over the road use are permitted to be parked outside. The parking of semi-trailers, panel trucks or similar is not permitted. All parking shall only occur on hard surfaced/gravel areas and comply with the requirements of Section 7.1.13 of the Zoning Ordinance.
4. All waste materials must be properly and legally disposed of and may not be stockpiled or otherwise kept on the property.
5. Equipment shall not be washed or cleaned out on the property.

RECOMMENDED MOTION TO APPROVE

Move to recommend to the Township Board approval of SUP #16-281 for a Contractor's Office in the A-1: Agricultural Zoning District pursuant to Section 5.21.4(19) of the Zoning Ordinance for property located at 5822 Harper Road (Parcel #33-25-05-29-300-030). The following conditions to apply:

1. **No retail sales activity is permitted, pursuant to Section 5.21.4(19).**
2. **All equipment and materials must be kept inside an enclosed building.**
3. **Only passenger vehicles and trucks licensed for over the road use are permitted to be parked outside. The parking of semi-trailers, panel trucks or similar is not permitted. All parking shall only occur on hard surfaced/gravel areas and comply with the requirements of Section 7.1.13 of the Zoning Ordinance.**
4. **All waste materials must be properly and legally disposed of and may not be stockpiled or otherwise kept on the property.**
5. **Equipment shall not be washed or cleaned out on the property.**
6. ***LIST ANY CONDITIONS ADDED BY PLANNING COMMISSION HERE, OTHERWISE OMIT FROM MOTION.***

The Planning Commission has received the "Basis for Determination for Granting a Special Use Permit" and has found that the general and specific standards outlined in Section 8.1.3 have been satisfied and that those findings are accurately reflected in the document entitled "Basis for Determination for SUP#16-281" dated October 4, 2016 and it is fully incorporated into this motion and the official meeting minutes.

MOTION TO DENY

Move to recommend to the Township Board denial of SUP #16-281 for a Contractor's Office in the A-1: Agricultural district because the proposal does not comply with the required Basis for Determination Subsection _____ (MUST FILL IN SPECIFIC CITATION).

GENERAL INFORMATION

APPLICANT: Raymond Bollis

OWNER OF RECORD: Same as Applicant

LOCATION: 5822 Harper Road

PARCEL I.D. NO.: 33-25-05-29-300-030

ZONING: A-1: Agricultural

REQUESTED ACTIVITY: Contractor's Office

PROPERTY SIZE: 1 +/- acre

EXISTING LAND USE: Residential Home

ADJACENT LAND USE: North: Vacant Wetlands
South: Existing Homes
East: Existing Home
West: Existing Home

ADJACENT ZONING: North: A-1: Agricultural
South: A-1: Agricultural
East: A-1: Agricultural
West: A-1: Agricultural

MASTER PLAN OF DELHI CHARTER TOWNSHIP:

The 2002-2020 *Master Plan of Delhi Charter Township (MP)* shows the subject property as planned for Office land uses on the Future Land Use Map. The contractor's office land use is consistent with this anticipated development pattern.

CONFORMANCE WITH SECTION 8.1.3:

Prior to action on any SUP application, the Planning Commission shall establish that the general and specific standards and requirements contained in section 8.1.3 have been satisfied. The Planning Commission must review "Basis for Determination for SUP#16-281" dated October 4, 2016 (attached) and make a determination regarding compliance with each finding.

Section 8.1.3 Basis for Determination

SUP #16-281 - 5822 Hogsback Road

Section 8.1.3(1)(a) Be harmonious and in accordance with the general principals and proposals of the Master Plan.

The Future Land Use Map calls for this property to continue with Rural Residential land uses. This includes implementation using the A-1: Agricultural zoning district, which requires a minimum lot size of 40,000 SF.

Section 8.1.3(1)(b) Be designed, constructed, operated and maintained so as to be harmonious in appearance with the existing or intended character of the general vicinity and that such a use will not change the essential character of the area in which it is proposed.

The conditions placed on the SUP should help to ensure that the Contractor's Office is operated in a manner that is harmonious with the appearance of surrounding areas and the character of properties in the vicinity.

Section 8.1.3(1)(c) Not be hazardous or disturbing to existing or future uses in the same general vicinity and will be a substantial improvement to the property in the immediate vicinity and to the community as a whole.

The inclusion of conditions on the approved SUP is expected to mitigate any potential negative impacts that could occur.

Section 8.1.3(1)(d) Be served adequately by essential public services, such as highways, streets, police, fire protection, drainage structures, refuse disposal, water and sewage facilities, or schools.

There are no public utilities available to the property, but it has access to Harper Road which is public. Police and fire are expected to be adequate. The conditions placed on the SUP are expected to mitigate any potential negative impacts.

Section 8.1.3(1)(e) Not involve uses, activities, processes, materials and equipment or conditions of operation that will be detrimental to any person, property or general welfare by reason of excess production of traffic, noise, smoke, fumes, glare or odors.

See 8.1.3(1)(c) above.

Section 8.1.3(1)(f) be consistent with the intent and purposes of the zoning district in which it is proposed to locate such use.

The A-1: Agricultural Zoning District provides that Contractor's Offices can be permitted with the issuance of a SUP. The conditions proposed on the SUP are expected to ensure that the land use is consistent with the intent and purpose of the A-1 district.

Section 8.1.3(1)(g) Be designed to protect natural resources, the health, safety, welfare, and social and economic well-being of those who will use the land use or activity, and the community as a whole.

Provided the SUP conditions are complied with no negative impacts to the health, safety, welfare, etc. as outlined in 8.1.3(1)(g) above are anticipated to occur.

Section 8.1.3(1)(h) Be related to the valid exercise of the police power and purposes which are affected by imposed use of activity.

The Michigan Zoning Enabling Act provides the Township with the ability to require Special Use Permits for those uses that have the possibility of creating unacceptable or difficult circumstances for the community. As such the requirement that the proposed contractor's office receive an approved SUP is a valid exercise of police power.

Section 8.1.3(1)(i) Be necessary to meet the intent and purpose of the zoning ordinance, be related to the standards established in the ordinance for the land use or activity under consideration, and be necessary to insure compliance with those standards.

See 8.1.3(1)(h) above.

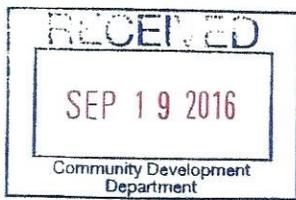
Section 8.1.3(2) Conditions and Safeguards: The Planning Commission may impose such additional conditions and safeguards deemed necessary for the general welfare, for the protection of individual property rights and for insuring that the intent and objectives of this Ordinance will be observed. The breach of any condition, safeguard, or requirement shall automatically invalidate the permit granted.

See 8.1.3(1)(g) above.

Section 8.1.3(3) Specific Requirements: The general standards and requirements of the Section are basic to all uses authorized by Special Use Permit. The specific and detailed requirements set forth in the following Sections relate to particular uses and are requirements which must be met by those uses in addition to the foregoing general standards and requirements where applicable.

See 8.1.3(2) above.

Date: October 4, 2016



DELHI CHARTER TOWNSHIP
DEPARTMENT OF COMMUNITY DEVELOPMENT
2074 AURELIUS ROAD HOLT MI 48842
PH: (517) 694-8281 FX: (517) 694-1289

SUP No: 16-281
Fee: \$1,215.00
Rec'd: 9-19-16

SPECIAL USE PERMIT APPLICATION

Property Address: 5822 Harper Road, Holt, MI 48842

Parcel No: 33-25-05-29-300-030 Property Zoning District: A-1

Business Name: Ray's Driveway Sealing

Property Owner: Raymond Bollis

Property Owner's Address: 5822 Harper Road

City: Holt State: MI Zip: 48842

Ph: 517-930-0498 Fx: _____ E-mail: Jesmic_1@yahoo.com

Specific Use for which this permit is requested:

Operate a contractor's business from home address.

Legal Description of Property:

Please attach the following items to this application;

- Site Plan, Plot Plan, or Development Plan, drawn to scale (1" = 100') including the following:
 - Outline of Property
 - Location of all Abutting Streets
 - Proposed Parking Areas
 - Proposed Curb Cuts
 - Location of All Existing and Proposed Structures and Their Uses
- Preliminary Plans and Specification of the Proposed Development and all Construction
- Written Response to Section 8.1.3 of Delhi Charter Township Ordinance #39 (see attached)

Applicant should be prepared to respond to the following issues during the Public Hearing;

- Parking & Traffic
- Signage
- Landscaping
- Noise
- Hours of Operation
- Pollution Prevention

Affidavit: The undersigned says that he/she is the property owner (or has submitted certification that he/she is an authorized agent for the owner) involved in said permit request, and that the foregoing statements herein contained and information submitted are in all respects true and correct to the best of his/her knowledge or belief. The undersigned also understands that Site Plan Review is required for all Special Use Permit requests. (See Section 3.3.3 of Zoning Ordinance #39 for details). If the use has not commenced within one (1) year from the date of issuance, this permit shall expire and the Zoning Code Enforcement Officer shall so notify the holder in writing. The Township Board shall have the authority to review and attach conditions to any Special Use Permit. If it is proved that the holder of the Permit has failed to comply with any of the requirements contained in Article VIII, after notice has been given, the use for which the permit has been granted must cease within sixty (60) days.

Ray Bollis
Property Owner's Signature

RAY Bollis
Print Name

9-19-16
Date

8.1.3 BASIS FOR DETERMINATION: Before making a recommendation on a special use permit application, the planning commission shall establish beyond a reasonable doubt that the following general standards, as well as the specific standards outlined in each applicable section of this article shall be satisfied:

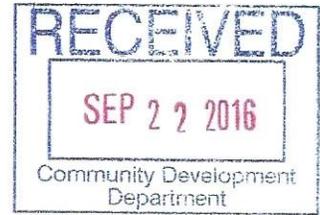
General Standards: The planning commission shall review each application for the purpose of determining that each proposed use meets the following standards and in addition, shall find adequate evidence that each use on its proposed location will:

- a) Be harmonious with and in accordance with the general principles and proposals of the Master Plan of Delhi Charter Township.
- b) Be designed, constructed, operated and maintained so as to be harmonious and appropriate in appearance with the existing or intended character of the general vicinity and that such a use will not change the essential character of the area in which it is proposed.
- c) Not be hazardous or disturbing to existing or future uses in the same general vicinity and will be a substantial improvement to the property in the immediate vicinity and to the community as a whole.
- d) Be served adequately by essential public facilities and services, such as highways, streets, police, fire protection, drainage structures, refuse disposal, water and sewage facilities and schools.
- e) Not involve uses, activities, processes, materials and equipment or conditions of operation that will be detrimental to any person, property or general welfare by reason of excessive production of traffic, noise, smoke, fumes, glare or odors.
- f) Be consistent with the intent and purposes of the zoning district in which it is proposed to locate such use.

- g) Be designed to protect natural resources; the health, safety and welfare; and the social and economic well being of those who will use the land use or activity and the community as a whole.

- h) Be related to the valid exercise of the police power and purposes, which are affected by the imposed use of activity.

- i) Be necessary to meet the intent and purpose of the zoning ordinance, be related to the standards established in the ordinance for the land use or activity under consideration and be necessary to insure compliance with those standards.



Ray Bollis - Owner

5822 Harper Rd., Holt, MI 48842

Phone: (517) 694-0246

Cell: (517) 930-0498

My name is Ray Bollis, I am the owner and operation for Ray's Driveway Sealing and have been I business for over 20 years. I recently received a notice of ordinance violation from Dennis Lerner, Code Enforcement Officer. I spoke with Nicole at Delhi Township and was asked to submit a letter for a special use permit for my business.

I have lived at 5822 Harper road for 10 years and have been operating my business out of my home with no issues. This is a family owned and operated business with myself on every job. There is no actual work conducted at this address. We simply get in the vehicles and leave the house. All work is done in daylight hours only.

My vehicles are registered, insured and maintained by a licensed mechanic. No maintenance is conducted at this property. Daily operations consist of getting in the vehicle and heading to the jobsite, completing the job, coming back and parking the vehicles. My equipment is stored inside the barn. This is a seasonal business that runs from May through October. In 20 years I have had no complaints filed against me or my business. I take pride in the work that I do and also take pride in home ownership and maintain my property with great care.

Thank you,

Ray Bollis

Ray's Driveway Sealing



RECEIVED
SEP 22 2016
Community Development
Department

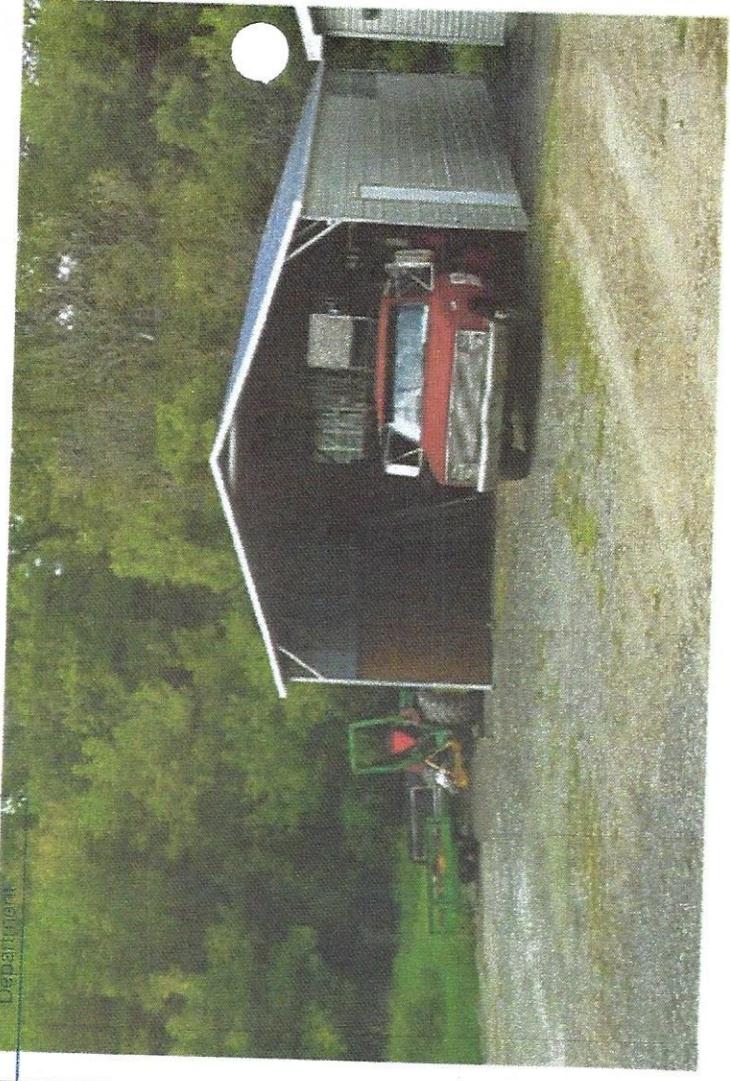


🕒 **Date**
September 21, 2016 4:00 PM

📍 **Location**
No location

☰ **Categories**
Vehicles

📁 **Properties**
Title: 20160921_160040.jpg



DELHI CHARTER TOWNSHIP**MEMORANDUM**

TO: Delhi Township Board Members

FROM: John B. Elsinga, Township Manager

DATE: October 12, 2016

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 2016-2017. This Agreement mirrors the ones approved by the Board for the 2013-2016 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. Delhi Township will receive \$20,250 from the Capital Area Center for Independent Living (CACIL) and transfer only those funds 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: <input type="checkbox"/> Continuation: <input checked="" type="checkbox"/>
AGREEMENT BEGIN AND END DATE: October 1, 2016 to September 30, 2017
FISCAL YEAR APPROPRIATE TO THIS DOCUMENT: 2017
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 1, 2017

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 1, 2016

IV. Audits and Records

The state or local public agency agrees:

- A. To retain all financial and accounting records related to this Agreement through the term of this Agreement and for four years after the latter of termination, expiration, or final payment under this Agreement or any extension ("Audit Period"). If an audit, litigation, or other action involving the records is initiated before the end of the Audit Period, Contractor must retain the records until all issues are resolved.
- 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 1, 2016.

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
<u>ROSANNE RENAUER</u> Printed Name of Signatory (all capital letters)	<u>JOHN ELSINGA</u> Printed Name of Signatory (all capital letters)
<u>District Manager</u> Title	<u>Manager</u> 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

MEMORANDUM

TO: Delhi Township Board Members

FROM: John B. Elsinga, Township Manager

DATE: September 29, 2016

RE: Amendment No. 1 to Resolution No. 2016-020 – Consumers Energy Change in Standard Streetlighting Contract – Request No. 1020982336 – Audit of Streetlights in Delhi Township

Enclosed for your review and consideration is Amendment No. 1 to Resolution No. 2016-020, which amends the results of an audit conducted by Consumers Energy and the subsequent refund to be issued for overpayment.

At the September 20, 2016 Board meeting, the Township Board adopted Resolution No. 2016-020 which adjusted the Township's streetlight account according to an audit conducted by Consumers Energy. Upon receipt of that Resolution, Consumers Energy informed us that the wrong Resolution was inadvertently signed and returned. Consumers had changed the streetlight contract several times through this one year process as maps were continuously updated and verified. While the Township did verify the most recent and accurate maps and streetlight count, the actual resolution and refund information was an outdated one. Therefore, Consumers has provided the Township with the correct Resolution which includes a refund of \$12,613.83.

Therefore, I recommend the Board approve Amendment No. 1 to Resolution No. 2016-020 which adjusts the Township's streetlight account according to the audit conducted by Consumers Energy.

Recommended Motion:

To adopt Amendment No. 1 to Resolution No. 2016-020, which approves Consumers Energy Request No. 1020982336 for a change in the Standard Streetlighting Contract between Delhi Township and Consumers Energy which will adjust the Township's streetlight account according to a recent audit conducted by Consumers Energy.



Jackson Customer Service Center

1955 W Parnall Rd, Jackson, MI 49201 • (800) 477-5050 •

September 1, 2016

Delhi Charter Township

The chart below details the quantity of each wattage size and type of streetlights Delhi Charter Township is currently billed for. It also shows what future bills will reflect as a result of corrections found during the survey of the Company-Owned General Unmetered Lighting (GUL) rate streetlights for Delhi Charter Township.

Type of Light	Watts	Existing Bill	New Bill	Difference	Outdoor Lighting		Total
					Added	Removed	
Medal Halide	175	0	1	1	0	0	1
Mercury Vapor	175	296	262	-34	0	0	-34
Mercury Vapor	250	24	12	-12	0	0	-12
Mercury Vapor	400	18	6	-12	0	0	-12
High Pressure Sodium	100	1045	1148	103	0	0	103
High Pressure Sodium	150	49	59	10	0	0	10
High Pressure Sodium	250	30	22	-8	0	0	-8
High Pressure Sodium	400	37	22	-15	0	0	-15
Outdoor Lighting HPS	250	0	0	0	2	0	2
TOTAL		1499	1532	33	2	0	35

Upon receipt of the signed contract, Consumers Energy will implement the proposed adjustments. If there are additional changes that need to be made, a new calculation will need to be done.

Since the survey demonstrates an overbilling for streetlights by CE, under rules approved by the MPSC, is a refund of the overbilling for 3 years with 7% interest. Consumers Energy will provide the refund as a credit to future streetlight bills for Delhi Charter Township.

Total amount of overcharge: \$11,464.42
 interest on overcharge: \$ 1,149.41
 Total amount to be refunded: \$12,613.83

Approved By: _____
 Gregory T. Obenchain, P.E.
 Principal Lead, Distribution Standards & Materials
 Consumers Energy



**STANDARD LIGHTING CONTRACT
(COMPANY OWNED) FORM 548**

Contract Number: 100000286730

Notification Number: 1020982336

Part I

Effective date of agreement: 9/1/2016

Company:
CONSUMERS ENERGY COMPANY

Customer: Delhi

A Michigan Corporation
ONE ENERGY PLAZA
JACKSON, MI 49201-2357

Customer Type: Charter Township

County: Ingham

ZIP Code: 48842

Lighting Type: General Service Unmetered Lighting Rate GUL, Standard High Intensity Discharge

Initial Term: 1 year(s) beginning with the Effective Date of Agreement stated above.

Part II

TERMS AND CONDITIONS, is attached hereto and is a part of this Agreement. CUSTOMER ACKNOWLEDGES HAVING READ SAID TERMS AND CONDITIONS.

CONSUMERS ENERGY

Customer: Delhi

Customer Type: Charter Township

CE Representative Signature:

Customer Representative Signature:

CE Representative Name:

Print Name: _____

Title: _____

CE Representative Title:

Clerk Attest: _____

Part III

**AMENDMENT NO. 1
RESOLUTION NO. 2016-020**

RESOLVED, that it is hereby deemed advisable to enter into a contract with Consumers Energy Company of Jackson, Michigan, for furnishing lighting service within the Charter Township of Delhi for a period of 1 year(s) and thereafter from year to year, in accordance with the terms of the contract heretofore submitted to and considered by this commission council board; and

RESOLVED, further, that the _____ and the Clerk be and are authorized and directed to execute such contract on the behalf of the Charter Township.

STATE OF MICHIGAN
COUNTY OF Ingham

I, _____, Clerk of the Charter Township of Delhi, do hereby certify that the foregoing resolution was duly adopted by the commission council board of said municipality, at the meeting held on _____.

Dated:

Municipal Customer Type:Charter Township

GENERAL SERVICE UNMETERED LIGHTING RATE GUL, STANDARD HIGH INTENSITY DISCHARGE

<i>Number of Luminaires</i>	<i>Nominal Watts</i>	<i>Luminaire Type</i>	<i>Fixture Type</i>	<i>Fixture Style</i>	<i>Install Remove</i>	<i>Location</i>
1	<u>150</u>	<u>HPS</u>	<u>Cobrahead</u>	<u>Non-Cutoff</u>	<u>Existing</u>	Willoughby Rd at Cedar Park Dr
1	<u>400</u>	<u>HPS</u>	<u>Cobrahead</u>	<u>Non-Cutoff</u>	<u>Existing</u>	Willoughby Rd at S Cedar St
1	<u>175</u>	<u>MV</u>	<u>Cobrahead</u>	<u>Non-Cutoff</u>	<u>Existing</u>	Willoughby Rd at Aurelius St
1	<u>100</u>	<u>HPS</u>	<u>Post Top</u>		<u>Existing</u>	Helmsway Dr at Aurelius St
1	<u>100</u>	<u>HPS</u>	<u>Post Top</u>		<u>Existing</u>	Holloway Rd at College Rd
1	<u>100</u>	<u>HPS</u>	<u>Post Top</u>		<u>Existing</u>	Fernwood Ln & College Rd
1	<u>150</u>	<u>HPS</u>	<u>Cobrahead</u>	<u>Non-Cutoff</u>	<u>Existing</u>	Harper Rd at College Rd
1	<u>150</u>	<u>HPS</u>	<u>Cobrahead</u>	<u>Non-Cutoff</u>	<u>Existing</u>	Hogsback Rd at College Rd
1	<u>150</u>	<u>HPS</u>	<u>Cobrahead</u>	<u>Non-Cutoff</u>	<u>Existing</u>	N Cedar Rd at College Rd
1	<u>100</u>	<u>HPS</u>	<u>Cobrahead</u>	<u>Non-Cutoff</u>	<u>Existing</u>	Howell Rd at College Rd
1	<u>150</u>	<u>HPS</u>	<u>Cobrahead</u>	<u>Non-Cutoff</u>	<u>Existing</u>	Howell Rd at Edgar Rd
1	<u>150</u>	<u>HPS</u>	<u>Cobrahead</u>	<u>Non-Cutoff</u>	<u>Existing</u>	Nichols Rd at Onondaga Rd
1	<u>100</u>	<u>HPS</u>	<u>Cobrahead</u>	<u>Non-Cutoff</u>	<u>Existing</u>	Nichols Rd at Grovenburg Rd
1	<u>150</u>	<u>HPS</u>	<u>Cobrahead</u>	<u>Non-Cutoff</u>	<u>Existing</u>	McCue Rd at Waverly Rd
1	<u>100</u>	<u>HPS</u>	<u>Post Top</u>		<u>Existing</u>	Firell Dr at Waverly Rd
1	<u>250</u>	<u>HPS</u>	<u>Cobrahead</u>	<u>Non-Cutoff</u>	<u>Existing</u>	Holt Rd at Waverly Rd
1	<u>100</u>	<u>HPS</u>	<u>Post Top</u>		<u>Existing</u>	Alamo Dr at Waverly Rd
1	<u>250</u>	<u>MV</u>	<u>Center Suspension</u>		<u>Existing</u>	Bishop Rd at Waverly Rd
1	<u>175</u>	<u>MH</u>			<u>Existing</u>	See attached maps
261	<u>175</u>	<u>MV</u>			<u>Existing</u>	See attached maps
11	<u>250</u>	<u>MV</u>			<u>Existing</u>	See attached maps
6	<u>400</u>	<u>MV</u>			<u>Existing</u>	See attached maps
1,141	<u>100</u>	<u>HPS</u>			<u>Existing</u>	See attached maps
52	<u>150</u>	<u>HPS</u>			<u>Existing</u>	See attached maps
21	<u>250</u>	<u>HPS</u>			<u>Existing</u>	See attached maps
21	<u>400</u>	<u>HPS</u>			<u>Existing</u>	See attached maps

Comments:

Lines 1 through 18 represent lights located on or near the Township border.

**DELHI CHARTER TOWNSHIP
MEMORANDUM**

TO: Delhi Township Board Members
FROM: John B. Elsinga, Township Manager
DATE: October 18, 2016
RE: 2016 Township Vehicle Purchases

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

This year we have budgeted for and need to purchase two (2) vehicles. Vehicles in the fleet will then be rotated from Department of Public Services to other departments such as the Parks Department. Vehicles that have outlived their useful life and are no longer worth repairing will be sent to the State of Michigan auction site as is typical.

To best fit our needs staff is recommending the purchase of two 2016 GMC Sierra 2500HD 4x4 Pickup Trucks in the amount of \$38,819.80 each for a total of \$77,639.60. Both vehicles are being purchased from Todd Wenzel Buick GMC (formerly Red Holman) through the State of Michigan purchasing program. The total cost of these vehicles includes dealer installed safety/caution lighting, snowplows and tailgate spreaders.

Therefore, I recommend the Board approve the purchase of two (2) vehicles from Todd Wenzel Buick GMC through the State of Michigan purchasing program.

Recommended Motion:

To approve the purchase of two 2016 GMC Sierra 2500HD 4x4 Pickup Trucks from Todd Wenzel Buick GMC through the State of Michigan purchasing program in the total amount of \$77,639.60.

TODD WENZEL BUICK GMC

35100 FORD RD
WESTLAND, MI 48185

ALBERT LI

Fleet / Municipal Sales

Ph (734) 721-1144 x 405 Fax (734) 721-5539
aclix@hotmai.com

State of Michigan MiDeal Contract # 071B1300007
MiDeal Spec # 3958-0092

Delhi Township Pricing

(MiDeal Pricing)

2016 GMC Sierra 2500HD Reg Cab 4x4

9500# GVWR	Gas / Auto Trans	Reg Cab w/ Long Box
SPEC 92 - 2016 GMC Sierra 2500HD Reg Cab 4wd		\$ 23,468.00
RTL - MiDeal Dealer Stock Purchase Adjustment		\$ 598.00
QXT - LT265-70R17E All-Terrain Tires		\$ 182.00
H2R - Cloth Seat Trim		\$ 75.00
PCR - Pwr Windows/Htd Mirrors/Remote Keyless Entry		\$ 659.75
VYU - Snow Plow Prep Pkg		\$ 350.35
K4B - Auxiliary 730 CCA Battery		\$ 122.85
Z82 - HD Trailering Pkg w/ Trailer Brake Controller		\$ 774.40
G80 - Locking Rear Differential (Req'd 2015iMY+)		\$ 359.45
UVC - Rear Vision Camera (In Dash Display)		\$ 182.00
		Sub-Total \$ 26,771.80
SBL - Spray-On Bedliner (Under the Rail)		\$ 549.00
		Total \$ 27,320.80 ← Yes

Options:

MLP - Municipal LED Lighting Pkg w/ Backrack	+ \$ 2,952.00	← Yes
B8S - Boss 8' Super Duty Poly Straight Plow	+ \$ 5,826.00	NO
BXT - Boss 8'2" Power-VXT Poly V-Plow	+ \$ 6,676.00	← Yes
BEX - Boss 8' EXT Expandable Steel Plow	+ \$ 7,525.00	NO
BSS - Boss 600 Tailgate Spreader	+ \$ 1,871.00	← Yes

Total = \$38,819.80

X 2 Trucks

\$77,639.60

Prices Quoted are for a MiDeal Dealer Stock Unit.
Available for Immediate Upfitting. Availability Subject to Prior Sale.
FOB Westland, MI
Delivery Available per MiDeal (\$1.00 per mile Roundtrip per Mapquest)

PRICING SUMMARY

PRICING SUMMARY - 2016 Fleet/Non-Retail TK25903 4WD Reg Cab 133.6"

	<u>MSRP</u>
Base Price	\$36,490.00
Total Options:	\$2,110.00
Vehicle Subtotal	\$38,600.00
Advert/Adjustments	\$0.00
Destination Charge	\$1,195.00
GRAND TOTAL	\$39,795.00

Report content is based on current data version referenced. Any performance-related calculations are offered solely as guidelines. Actual unit performance will depend on your operating conditions.

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Customer File:

SELECTED MODEL & OPTIONS

SELECTED MODEL - 2016 Fleet/Non-Retail TK25903 4WD Reg Cab 133.6"

<u>Code</u>	<u>Description</u>
TK25903	2016 GMC Sierra 2500HD 4WD Reg Cab 133.6"

SELECTED VEHICLE COLORS - 2016 Fleet/Non-Retail TK25903 4WD Reg Cab 133.6"

<u>Code</u>	<u>Description</u>
-	Interior: Jet Black/Dark Ash
-	Exterior 1: Summit White
-	Exterior 2: No color has been selected.

SELECTED OPTIONS - 2016 Fleet/Non-Retail TK25903 4WD Reg Cab 133.6"

CATEGORY

<u>Code</u>	<u>Description</u>
BODY CODE	
E63	PICKUP BOX
SUSPENSION PKG	
Z85	SUSPENSION PACKAGE, HANDLING/TRAILERING, HEAVY-DUTY
EMISSIONS	
FE9	EMISSIONS, FEDERAL REQUIREMENTS
ENGINE	
L96	ENGINE, VORTEC 6.0L VARIABLE VALVE TIMING V8 SFI E85-COMPATIBLE, FLEXFUEL
TRANSMISSION	
MYD	TRANSMISSION, 6-SPEED AUTOMATIC, HEAVY-DUTY, ELECTRONICALLY CONTROLLED
GVWR	
GEH	GVWR, 9500 LBS. (4309 KG)
AXLE	
GT5	REAR AXLE, 4.10 RATIO
PREFERRED EQUIPMENT GROUP	
1SA	WORK TRUCK PREFERRED EQUIPMENT GROUP
WHEELS	
PYN	WHEELS, 17" (43.2 CM) STEEL
TIRES	
QXT	TIRES, LT265/70R17E ALL-TERRAIN, BLACKWALL
PAINT SCHEME	
ZY1	PAINT, SOLID
PAINT	
GAZ	SUMMIT WHITE
SEAT TYPE	
AE7	SEATS, FRONT 40/20/40 SPLIT-BENCH, 3-PASSENGER, DRIVER AND FRONT PASSENGER RECLINE

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Customer File:

SELECTED MODEL & OPTIONS

SELECTED OPTIONS - 2016 Fleet/Non-Retail TK25903 4WD Reg Cab 133.6"

CATEGORY

<u>Code</u>	<u>Description</u>
SEAT TRIM	
H2R	JET BLACK/DARK ASH, CLOTH SEAT TRIM
RADIO	
IO3	AUDIO SYSTEM, 4.2" DIAGONAL COLOR DISPLAY, AM/FM STEREO
ADDITIONAL EQUIPMENT	
PCR	SIERRA FLEET CONVENIENCE PACKAGE
VYU	SNOW PLOW PREP PACKAGE
K4B	BATTERY, 730 COLD-CRANKING AMPS, AUXILIARY
KW5	ALTERNATOR, 220 AMPS
Z82	TRAILERING EQUIPMENT
JL1	TRAILER BRAKE CONTROLLER, INTEGRATED
NZZ	UNDERBODY SHIELD, FRAME-MOUNTED SHIELDS
TRW	PROVISION FOR CAB ROOF-MOUNTED LAMP/BEACON
DL8	MIRRORS, OUTSIDE HEATED POWER-ADJUSTABLE
A91	REMOTE LOCKING TAILGATE
A31	WINDOWS, POWER WITH DRIVER EXPRESS UP AND DOWN AND EXPRESS DOWN ON ALL OTHER WINDOWS
AQQ	REMOTE KEYLESS ENTRY
UVC	REAR VISION CAMERA
R9Y	FLEET FREE MAINTENANCE CREDIT
VQ1	FLEET PROCESSING OPTION

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Customer File:

STANDARD EQUIPMENT

STANDARD EQUIPMENT - 2016 Fleet/Non-Retail TK25903 4WD Reg Cab 133.6"

ENTERTAINMENT

- Audio system, 4.2" Diagonal Color Display, AM/FM stereo with USB port and auxiliary jack (Upgradeable to (IOB) 7" diagonal color display radio with IntelliLink. Dynamic guidelines not available on IO3.)
- XM Satellite Radio, delete
- Audio system feature, 4-speaker system on Regular Cab models

EXTERIOR

- Wheels, 17" (43.2 cm) steel includes 17" x 7.5" (43.2 cm x 19.1 cm) steel spare wheel. Spare not included with (ZW9) pickup box delete unless a spare tire is ordered.
- Tires, LT245/75R17E all-season, blackwall
- Wheels, 17" x 7.5" (43.2 cm x 19.1 cm) full-size, steel spare Spare not included with (ZW9) pickup box delete unless a spare tire is ordered. (Requires 17" wheels and tires.)
- Tire carrier lock keyed cylinder lock that utilizes same key as ignition and door (Not included when (ZW9) pickup box delete or (9J4) rear bumper delete is ordered.)
- Bumper, front chrome
- CornerStep, rear bumper (Requires (E63) pickup box.)
- Bumper, rear chrome with bumper CornerSteps (Requires (E63) pickup box.)
- Grille surround, chrome
- Headlamps, high intensity discharge (HID) projector-beam with GMC signature LED lighting
- Lamps, cargo area, cab mounted with switch on center switch bank
- Mirrors, outside manual, Black
- Glass, solar absorbing, tinted
- Door handles, Black
- Tailgate and bed rail protection caps, top
- Tailgate, locking, utilizes same key as ignition and door (Not available with (AQQ) Remote Keyless Entry.)

INTERIOR

- Seats, front 40/20/40 split-bench, 3-passenger, driver and front passenger recline with outboard head restraints and center fold-down armrest with storage. Vinyl has fixed lumbar and cloth has manually adjustable driver lumbar.
- Seat trim, Cloth
- Steering column, manual Tilt-Wheel
- Steering wheel, base
- Floor covering, Graphite-colored rubberized-vinyl
- Instrumentation, 6-gauge cluster featuring speedometer, fuel level, engine temperature, tachometer, voltage and oil pressure
- Driver Information Center, 3.5-inch diagonal monochromatic display provides warning messages and basic vehicle information
- Door locks, power
- Cruise control, steering wheel-mounted
- Air conditioning, single-zone
- Assist handle, front passenger and driver on A-pillars
- OnStar, delete

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Customer File:

STANDARD EQUIPMENT

STANDARD EQUIPMENT - 2016 Fleet/Non-Retail TK25903 4WD Reg Cab 133.6"

MECHANICAL

- Engine, Vortec 6.0L Variable Valve Timing V8 SFI E85-compatible, FlexFuel capable of running on unleaded or up to 85% ethanol (360 hp [268.4 kW] @ 5400 rpm, 380 lb-ft of torque [515.0 N-m] @ 4200 rpm (Does not include E85 capability with (ZW9) pickup box delete.)
- Transmission, 6-speed automatic, heavy-duty, electronically controlled with overdrive and tow/haul mode. Includes Cruise Grade Braking and Powertrain Grade Braking (Requires (L96) Vortec 6.0L V8 SFI engine or (LC8) 6.0L V8 SFI Gaseous engine.)
- Rear axle, 4.10 ratio (Requires (L96) Vortec 6.0L V8 SFI engine or (LC8) 6.0L V8 SFI Gaseous CNG (Compressed Natural Gas) engine.)
- Suspension Package, Handling/Trailer, heavy-duty includes 51mm twin tube shock absorbers and 33mm front stabilizer bar
- Pickup box
- GVWR, 9500 lbs. (4309 kg) (Requires (L96) Vortec 6.0L V8 SFI engine or (LC8) 6.0L V8 SFI Gaseous engine. Not available with TK25943 or TC25903 model.)
- Air cleaner, high-capacity
- Transfer case, with floor-mounted shifter (included with 4WD models only.)
- Differential, heavy-duty locking rear
- Four wheel drive
- Cooling, external engine oil cooler
- Cooling, auxiliary external transmission oil cooler
- Battery, heavy-duty 720 cold-cranking amps/80 Amp-hr, maintenance-free with rundown protection and retained accessory power
- Alternator, 150 amps
- Frame, fully-boxed, hydroformed front section
- Recovery hooks, front, frame-mounted, black
- Cargo tie downs (4), movable upper (Requires (E63) pickup box.) (Not available with (ZW9) pickup box delete.)
- Steering, Recirculating Ball with smart flow power steering system
- Brakes, 4-wheel antilock, 4-wheel disc with DuraLife brake rotors
- Exhaust, aluminized stainless-steel muffler and tailpipe

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Customer File:

STANDARD EQUIPMENT

STANDARD EQUIPMENT - 2016 Fleet/Non-Retail TK25903 4WD Reg Cab 133.6"

SAFETY

- StabiliTrak, stability control system with Proactive Roll Avoidance and traction control includes electronic trailer sway control and hill start assist
- Daytime Running Lamps with automatic exterior lamp control
- Air bags Double Cab and Regular Cab: Frontal Airbags- Driver single stage and Front Passenger dual-stage; Thorax side-impact, seat mounted, both driver and front passenger; Head curtain front and rear outboard seating positions; Passenger Sensing System - Infant only suppression for passenger and passenger seat belt reminder status displayed on overhead console (With (ZW9) pickup box delete on Double and Regular Cab you will get single-stage frontal and thorax side-impact, driver and front passenger, and head curtain side-impact, front and rear outboard seating positions. Always use safety belts and child restraints. Children are safer when properly secured in a rear seat in the appropriate child restraint. See the Owner's Manual for more information.)
- Air bag deactivation switch, frontal passenger-side (Included and only available with (ZW9) Pickup box delete on Double Cab and Regular Cab models only. Note: Crew cab does not receive the air bag deactivation switch when ZW9 package is ordered.)
- Tire Pressure Monitoring System (does not apply to spare tire)

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