

**DELHI CHARTER TOWNSHIP
MINUTES OF REGULAR MEETING HELD ON NOVEMBER 2, 2021**

Delhi Charter Township Board of Trustees met in a regular meeting on Tuesday, November 16, 2021 in the Multipurpose Room at the Community Services Center, 2074 Aurelius Road, Holt, Michigan. Supervisor Hayhoe called the meeting to order at 7:00 p.m.

PLEDGE OF ALLEGIANCE

ROLL CALL

Members Present: Supervisor John Hayhoe, Clerk Evan Hope, Treasurer Tom Lenard, Trustees Pat Brown, Matt Lincoln, TyJuan Thirdgill, DiAnne Warfield

Members Absent: None

COMMENTS FROM THE PUBLIC – None

CONSENT AGENDA

- A. Approval of Minutes – Committee Meeting of October 19, 2021
- B. Approval of Minutes – Regular Meeting of October 19, 2021
- C. Approval of Claims – October 19, 2021 (ATTACHMENT I)
- D. Approval of Payroll – October 28, 2021 (ATTACHMENT II)

Lincoln moved, Brown supported, to approve the Consent Agenda as presented.

A Roll Call Vote was recorded as follows:

Ayes: Brown, Hayhoe, Hope, Lenard, Lincoln, Thirdgill, Warfield

MOTION CARRIED

NEW BUSINESS

2021 FLEET VEHICLE PURCHASE

The Board reviewed a memorandum dated October 26, 2021 from Sandra Diorka, Director of Public Services (ATTACHMENT III).

Brown moved, Lincoln supported, to approve the purchase of a 2022 Ford Transit 150 XL Van in the amount of \$39,013 and a Ford F-150 Truck in the amount of \$31,784 from Gorno Ford through the State of Michigan MiDeal Program and authorize the sale of the 2011 GMC Savanna Van.

A Roll Call Vote was recorded as follows:

Ayes: Hayhoe, Hope, Lenard, Lincoln, Thirdgill, Warfield, Brown

MOTION CARRIED

SUBJECT TO APPROVAL

**DELHI CHARTER TOWNSHIP
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**RESOLUTION NO. 2021-012 – PETITION INGHAM COUNTY DRAIN COMMISSIONER FOR
BLANDING’S TURTLE DRAIN**

The Board reviewed a memorandum dated October 25, 2021 from Sandra, Diorka, Director of Public Services (ATTACHMENT IV).

Warfield moved, Thirdgill supported, to adopt Resolution No. 2021-012 which petitions the Ingham County Drain Commissioner to layout and designate a drainage district for Blanding’s Turtle Drain.

A Roll Call Vote was recorded as follows:

Ayes: Hope, Lenard, Lincoln, Thirdgill, Warfield, Brown, Hayhoe

MOTION CARRIED

RESOLUTION NO. 2021-013 – FY 2022 GENERAL FUND BUDGET

The Board reviewed a memorandum dated October 27, 2021 from Twp. Mgr. Miller (ATTACHMENT V).

Brown moved, Lenard supported, to adopt Resolution No. 2021-013, which adopts the Delhi Charter Township Fiscal Year 2022 General Fund Budget.

A Roll Call Vote was recorded as follows:

Ayes: Lenard, Lincoln, Thirdgill, Warfield, Brown, Hayhoe, Hope

MOTION CARRIED

RESOLUTION NO. 2021-014 – FY 2022 SEWER FUND BUDGET

The Board reviewed a memorandum dated October 27, 2021 from Twp. Mgr. Miller (ATTACHMENT VI).

Lincoln moved, Warfield supported, to adopt Resolution No. 2021-014, which adopts the Delhi Charter Township Fiscal Year 2022 Sewer Fund Budget.

A Roll Call Vote was recorded as follows:

Ayes: Lincoln, Thirdgill, Warfield, Brown, Hayhoe, Hope, Lenard

MOTION CARRIED

RESOLUTION NO. 2021-015 – FY 2022 FIRE FUND BUDGET

The Board reviewed memorandums dated October 27, 2021 from Twp. Mgr. Miller and Tracy Miller, Director of Community Development (ATTACHMENT VII).

Brown moved, Hope supported, to adopt Resolution No. 2021-015, which adopts the Delhi Charter Township Fiscal Year 2022 Fire Fund Budget.

SUBJECT TO APPROVAL

**DELHI CHARTER TOWNSHIP
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A Roll Call Vote was recorded as follows:

Ayes: Thirdgill, Warfield, Brown, Hayhoe, Hope, Lenard, Lincoln

MOTION CARRIED

RESOLUTION NO. 2021-016 – FY 2022 FIRE EMS EQUIPMENT AND VEHICLE FUND BUDGET

The Board reviewed a memorandum dated October 27, 2021 from Twp. Mgr. Miller (ATTACHMENT VIII).

Warfield moved, Brown supported, to adopt Resolution No. 2021-016, which adopts the Delhi Charter Township Fiscal Year 2022 Fire EMS Equipment and Vehicle Fund Budget.

A Roll Call Vote was recorded as follows:

Ayes: Warfield, Brown, Hayhoe, Hope, Lenard, Lincoln, Thirdgill

MOTION CARRIED

RESOLUTION NO. 2021-017 – FY 2022 POLICE FUND BUDGET

The Board reviewed a memorandum dated October 27, 2021 from Twp. Mgr. Miller (ATTACHMENT IX).

Brown moved, Lenard supported, to adopt Resolution No. 2021-017, which adopts the Delhi Charter Township Fiscal Year 2022 Police Fund Budget.

A Roll Call Vote was recorded as follows:

Ayes: Brown, Hayhoe, Hope, Lenard, Lincoln, Warfield

Nays: Thirdgill

MOTION CARRIED

RESOLUTION NO. 2021-018 – FY 2022 PARKS, TRAILS AND RECREATION FUND BUDGET

The Board reviewed a memorandum dated October 27, 2021 from Twp. Mgr. Miller (ATTACHMENT X).

Lenard moved, Lincoln supported, to adopt Resolution No. 2021-018, which adopts the Delhi Charter Township Fiscal Year 2022 Parks, Trails and Recreation Fund Budget.

A Roll Call Vote was recorded as follows:

Ayes: Hayhoe, Hope, Lenard, Lincoln, Thirdgill, Warfield, Brown

MOTION CARRIED

SUBJECT TO APPROVAL

**DELHI CHARTER TOWNSHIP
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RESOLUTION NO. 2021-019 – FY 2022 WATER IMPROVEMENT FUND BUDGET

The Board reviewed a memorandum dated October 27, 2021 from Twp. Mgr. Miller (ATTACHMENT XI).

Brown moved, Thirdgill supported, to adopt Resolution No. 2021-019, which adopts the Delhi Charter Township Fiscal Year 2022 Water Improvement Fund Budget.

A Roll Call Vote was recorded as follows:

Ayes: Hope, Lenard, Lincoln, Thirdgill, Warfield, Brown, Hayhoe

MOTION CARRIED

RESOLUTION NO. 2021-020 – FY 2022 DEBT SERVICE BUDGET

The Board reviewed a memorandum dated October 27, 2021 from Twp. Mgr. Miller (ATTACHMENT XII).

Lenard moved, Warfield supported, to adopt Resolution No. 2021-020, which adopts the Delhi Charter Township Fiscal Year 2022 Debt Service Budgets.

A Roll Call Vote was recorded as follows:

Ayes: Lenard, Lincoln, Thirdgill, Warfield, Brown, Hayhoe, Hope

MOTION CARRIED

RESOLUTION NO. 2021-021 – FY 2022 DOWNTOWN DEVELOPMENT AUTHORITY FUND BUDGET

The Board reviewed a memorandum dated October 27, 2021 from Twp. Mgr. Miller (ATTACHMENT XIII).

Lincoln moved, Thirdgill supported, to adopt Resolution No. 2021-021, which approves the Fiscal Year 2022 Downtown Development Authority Budget.

A Roll Call Vote was recorded as follows:

Ayes: Lincoln, Thirdgill, Warfield, Brown, Hayhoe, Hope, Lenard

MOTION CARRIED

RESOLUTION NO. 2021-022 – FY 2022 BROWNFIELD REDEVELOPMENT AUTHORITY FUND BUDGET

The Board reviewed a memorandum dated October 27, 2021 from Twp. Mgr. Miller (ATTACHMENT XIV).

Warfield moved, Thirdgill supported, to adopt Resolution No. 2021-022, which approves the Delhi Charter Township Fiscal Year 2022 Brownfield Redevelopment Authority Budget.

SUBJECT TO APPROVAL

**DELHI CHARTER TOWNSHIP
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A Roll Call Vote was recorded as follows:

Ayes: Thirdgill, Warfield, Brown, Hayhoe, Hope, Lenard, Lincoln

MOTION CARRIED

REPORTS

SUPERVISOR

Supervisor Hayhoe reported that the annual Tree Lighting will be held on December 1st, 2021. There will be another brush drop, date to be announced later. Residents can drop their pumpkins off at the recycling center for the sheep to eat.

TREASURER

The Board reviewed a memorandum dated October 27, 2021 from Tom Lenard, Treasurer (ATTACHMENT XV).

Treasurer Lenard gave an overview of Delhi Township Policy No. 117 – Investment Policy.

CLERK

Clerk Hope reported that his office has added the ability for people to make passport appointments online.

TRUSTEES

Trustee Brown reported on various topics and events occurring in the Township.

TOWNSHIP MANAGER

Twp. Mgr. Miller distributed a tentative timeline and steps for a proposed process for Community Based Strategic Planning. This first step would be to complete the National Survey. The survey has been performed in the past. This Statistically accurate survey will enable the Township to draw comparisons and bench mark ourselves against similar communities across the country. The Board can also add about half of a page of custom questions. Twp. Mgr. Miller will select some relevant questions based on the Board's prior goals for the Board to decide on.

Twp. Mgr. Miller would like to recommend the online and paper survey which guarantees an error rate of less than 6%.

By contracting with Polco this year, the Township will receive 2021 pricing for the 2022 year. It was the consensus of the Board to contract with Polco this year.

Dr. Lew Bender will work with the Board in three separate meetings. The first meeting would be to review the data that was collected from the survey and to develop from that data some Board goals and priorities, the next meeting would be a community-based meeting facilitated by Board members to deeper dive into the Board's identified priorities, and the final meeting would be to transition all the data into the final goal setting process.

SUBJECT TO APPROVAL

**DELHI CHARTER TOWNSHIP
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Tricia VanderPloeg, Director of Human Resource, stated that the Blue Cross/Blue Shield insurance renewal for the full time and retired employees is typically brought to the Board in October or November. Ms. VanderPloeg reported that this year's renewal was just received and came in at 31.2 percent; 7.5 percent was budgeted. The Township's insurance broker has conducted additional research and has identified a plan for retirees on Medicare that would save the Township approximately \$190,000; bringing the insurance renewal down to 4.9%. The plan will ensure the retirees on Medicare will not have to change doctors or hospitals, their benefits will stay the same and includes a few added benefits.

The Board concurred that this should be pursued, and that staff would bring formal approval of same to the Board for action at an upcoming meeting.

LIMITED COMMENTS

Mike Hamilton, 4541 Sycamore, Holt, commented on the video recording of Township meetings.

ADJOURNMENT

Meeting adjourned at 7:46 p.m.

Date: November 16, 2021

Evan Hope, Township Clerk

Date: November 16, 2021

John Hayhoe, Supervisor

/am

SUBJECT TO APPROVAL

ACCOUNTS PAYABLE APPROVAL

October 19, 2021

I. Certification of Authorized Signatures: The attached Check Register and Invoice Distribution Report encompass checks dated October 19, 2021 numbered 101640 thru 101701 & ACH 7890 thru 7910. Every invoice has a payment authorizing signature(s).

Dated: October 19, 2021

Jaymie Guzzo, Accounting Clerk

II. Certification of Fund Totals:

The attached Invoice Distribution Report and Check Register for checks dated October 19, 2021 show payments made from the following funds:

General Fund	\$	80,972.32
Fire Fund		30,913.59
Police Fund		2,400.00
Parks, Trails, & Recreation Fund		16,441.20
Fire EMS Equipment & Vehicle		5,127.74
Brownfield Fund		528.00
Downtown Development Fund		4,976.27
Sewer Fund		169,309.06
Local Brownfield Revolving Fund		528.00
Custodial Fund		4,208.06
Current Tax Account		8,222.62
Grand Total	\$	323,626.86

Includes the following to be reimbursed from separate bank accounts:

Current Tax Account	\$	8,222.62
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III. Approval for Distribution: I have reviewed the above checks and invoices and all of them should be distributed. All invoices over \$20,000.00 have been approved by general policy or previous motions of the board.

Tracy Miller, Township Manager

Evan Hope, Township Clerk

Thomas Lenard, Treasurer

IV Board Audit and Approval: At a regular meeting of the Township Board held on November 2, 2021 a motion was made by _____ and passed by ____ yes votes and ____ no votes (____ absent) that the list of claims dated October 19, 2021 was reviewed, audited and approved

Evan Hope, Township Clerk

INVOICE GL DISTRIBUTION REPORT FOR DELHI CHARTER TOWNSHIP
 EXP CHECK RUN DATES 10/06/2021 - 10/19/2021

Vendor	Invoice Desc.	Amount
Fund 101 GENERAL FUND		
Dept 000.00		
BLUE CROSS BLUE SHIELD	RETIREES HEALTH INSURANCE	172.75
	Total For Dept 000.00	172.75
Dept 101.00 LEGISLATIVE		
JPMORGAN CHASE BANK	BUSINESS CARDS - THIRDGILL/LINCOLN	120.00
JPMORGAN CHASE BANK	DEI TRAINING	150.00
	Total For Dept 101.00 LEGISLATIVE	270.00
Dept 172.00 MANAGER		
BLUE CROSS BLUE SHIELD	HEALTH INSURANCE	2,780.58
DELTA DENTAL PLAN OF	DENTAL INSURANCE	342.48
UNUM LIFE INSURANCE COMPANY	DISABILITY INSURANCE	182.54
DBI BUSINESS INTERIORS	OFFICE SUPPLIES	1.75
DBI BUSINESS INTERIORS	OFFICE SUPPLIES	19.91
RICOH USA, INC.	COPY MACHINE MAINT.	28.23
REVORE LAW FIRM P.L.C.	LEGAL FEES	200.00
JPMORGAN CHASE BANK	CONSTANT CONTACT E-NEWS LETTER	930.75
JPMORGAN CHASE BANK	FACEBOOK ADS	149.07
BLUE CROSS BLUE SHIELD	RETIREMENT BENEFITS TO RETIREES	2,762.64
	Total For Dept 172.00 MANAGER	7,397.95
Dept 191.00 ACCOUNTING		
BLUE CROSS BLUE SHIELD	HEALTH INSURANCE	463.42
DELTA DENTAL PLAN OF	DENTAL INSURANCE	36.69
UNUM LIFE INSURANCE COMPANY	DISABILITY INSURANCE	45.28
DBI BUSINESS INTERIORS	OFFICE SUPPLIES	6.64
RICOH USA, INC.	COPY MACHINE MAINT.	9.41
MANER COSTERISAN	ACCOUNTING SERVICES	2,566.00
BLUE CROSS BLUE SHIELD	RETIREMENT BENEFITS TO RETIREES	517.91
JPMORGAN CHASE BANK	LATE FEE	74.59
	Total For Dept 191.00 ACCOUNTING	3,719.94
Dept 215.00 CLERK		
BLUE CROSS BLUE SHIELD	HEALTH INSURANCE	3,614.75
DELTA DENTAL PLAN OF	DENTAL INSURANCE	251.70
UNUM LIFE INSURANCE COMPANY	DISABILITY INSURANCE	132.84
JPMORGAN CHASE BANK	INK CARTRIDGE	113.04
JPMORGAN CHASE BANK	INK PAD REPLACEMENT KIT	18.56
DBI BUSINESS INTERIORS	OFFICE SUPPLIES	19.91
RICOH USA, INC.	COPY MACHINE MAINT.	28.23
REVORE LAW FIRM P.L.C.	LEGAL FEES	100.00
JPMORGAN CHASE BANK	POSTAGE-PASSPORTS	26.35
JPMORGAN CHASE BANK	POSTAGE-PASSPORTS	26.35
JPMORGAN CHASE BANK	POSTAGE-PASSPORTS	26.35
JPMORGAN CHASE BANK	POSTAGE-PASSPORTS	26.35
JPMORGAN CHASE BANK	POSTAGE-PASSPORTS	26.35
JPMORGAN CHASE BANK	CONSTANT CONTACT PASSPORTS & ELECTION	930.75

JPMORGAN CHASE BANK	DOCUMENT SHREDDING	222.51
JPMORGAN CHASE BANK	LED SIGN	85.09
JPMORGAN CHASE BANK	LED SIGN	85.09
VERIZON WIRELESS	CELLULAR	36.01
BLUE CROSS BLUE SHIELD	RETIREMENT BENEFITS TO RETIREES	1,381.32
USA TODAY NETWORK	PUBLISHING/LEGAL NOTICES	1,268.00
JPMORGAN CHASE BANK	POSTAGE MACHINE LEASE	556.77
Total For Dept 215.00 CLERK		8,976.32

Dept 228.00 INFORMATION TECHNOLOGY

BLUE CROSS BLUE SHIELD	HEALTH INSURANCE	1,112.23
DELTA DENTAL PLAN OF	DENTAL INSURANCE	68.77
UNUM LIFE INSURANCE COMPANY	DISABILITY INSURANCE	55.14
DBI BUSINESS INTERIORS	OFFICE SUPPLIES	6.64
RICOH USA, INC.	COPY MACHINE MAINT.	9.41
JPMORGAN CHASE BANK	BROTHER TONER CARTRIDGES	338.00
ACD.NET, INC.	FIBER CHARGES	655.50
APPLICATION SPECIALIST KO	SECURITY MONITORING	67.74
BLUE CROSS BLUE SHIELD	RETIREMENT BENEFITS TO RETIREES	1,381.32
JPMORGAN CHASE BANK	BROTHER PRINTER	347.99
JPMORGAN CHASE BANK	HARD DRIVE	129.99
APEX SOFTWARE	SOFTWARE LICENSE RENEWAL	1,025.00
JPMORGAN CHASE BANK	WEB HOSTING	1.00
JPMORGAN CHASE BANK	WEB HOSTING - BUSINESS	65.85
JPMORGAN CHASE BANK	ADOBE CREATIVE CLOUD SUB	56.17
JPMORGAN CHASE BANK	SALES TAX CREDIT	(3.18)
JPMORGAN CHASE BANK	2 ADOBE ACROBAT LICENSES	595.02
Total For Dept 228.00 INFORMATION TECHNOLOGY		5,912.59

Dept 253.00 TREASURERS

BLUE CROSS BLUE SHIELD	HEALTH INSURANCE	1,112.23
DELTA DENTAL PLAN OF	DENTAL INSURANCE	105.46
UNUM LIFE INSURANCE COMPANY	DISABILITY INSURANCE	87.52
DBI BUSINESS INTERIORS	OFFICE SUPPLIES	26.55
PAPER IMAGE PRINTING CENTRES	TRAILER PARK FORMS	180.51
RICOH USA, INC.	COPY MACHINE MAINT.	37.64
MMTA	MMTA DUES LENARD/TEBEAU	150.00
BRINK'S INCORPORATED	BRINKS SERVICES	18.37
BRINK'S INCORPORATED	BRINKS SERVICES	622.96
BLUE CROSS BLUE SHIELD	RETIREMENT BENEFITS TO RETIREES	1,381.32
KCI	TAX BILL POSTAGE	4,473.00
Total For Dept 253.00 TREASURERS		8,195.56

Dept 257.00 ASSESSING

BLUE CROSS BLUE SHIELD	HEALTH INSURANCE	926.84
DELTA DENTAL PLAN OF	DENTAL INSURANCE	265.01
UNUM LIFE INSURANCE COMPANY	DISABILITY INSURANCE	127.25
DBI BUSINESS INTERIORS	OFFICE SUPPLIES	19.91
RICOH USA, INC.	COPY MACHINE MAINT.	28.23
REVORE LAW FIRM P.L.C.	LEGAL FEES	3,400.00
JPMORGAN CHASE BANK	CON ED WEBINAR- TODD-LOWERY	42.00
JPMORGAN CHASE BANK	FALL SCHOOL TUITION - MCCLELLAND	184.50
JPMORGAN CHASE BANK	FALL SCHOOL LODGING - MCCLELLAND	104.25
JPMORGAN CHASE BANK	MAA LODGING - TOBIAS	78.26
Total For Dept 257.00 ASSESSING		5,176.25

Dept 262.00 ELECTIONS		
JPMORGAN CHASE BANK	ELECTION INSPECTOR SIGN UP	49.99
	Total For Dept 262.00 ELECTIONS	49.99

Dept 265.00 BUILDING & GROUNDS		
BLUE CROSS BLUE SHIELD	HEALTH INSURANCE	3,429.36
DELTA DENTAL PLAN OF	DENTAL INSURANCE	219.62
UNUM LIFE INSURANCE COMPANY	DISABILITY INSURANCE	119.51
MICHIGAN FLEET FUELING	GASOLINE	292.60
MODEL COVERALL SERVICE	UNIFORMS	37.50
FAMILY FARM & HOME	CAUTION TAPE	27.00
HONEYWELL INTERNATIONAL INC	MAINTENANCE AGREEMENT 11/1/21-1/31/22	10,386.61
JPMORGAN CHASE BANK	MUSIC - CSC	26.95
QUALITY FIRST MAID SERVICE	CLEANING SERVICES/CSC	1,050.00
QUALITY FIRST MAID SERVICE	CLEANING SERVICES/SHERIFF	630.00
ACD.NET, INC.	GENERAL FUND CHARGES	749.69
ACD.NET, INC.	LIBRARY CHARGES	81.46
BOARD OF WATER & LIGHT	WATER 2074 AURELIUS	2,225.30
BOARD OF WATER & LIGHT	WATER 2045 CEDAR	143.17
BOARD OF WATER & LIGHT	WATER 2004 AURELIUS	102.68
BYRUM ACE HARDWARE	ROOFING TAR - DDA BUILDING	14.58
FERGUSON ENTERPRISES, INC.	FAUCET VALVES - CSC	95.13
BOYNTON FIRE SAFETY SERVICES	FIRE EXTINGUISHER INSPECTION	46.00
DYER WELL DRILLING & SERVICE	REPAIR WELL/MAPLE RIDGE	2,100.00
HAYHOE ASPHALT PAVING LLC	6139 BISHOP RD (FIRE #2) PARKING PATCH	3,500.00
HTA COMPANIES, INC.	WEED/FEED	120.00
HTA COMPANIES, INC.	WEED/FEED	175.00
HTA COMPANIES, INC.	WEED/FEED - WINTER IRRIGATION	795.00
SCHAFFER'S INC.	TOP SOIL	49.50
PURE GREEN LAWN & TREE	2074 AURELIUS RD. / TOWNSHIP	690.00
PURE GREEN LAWN & TREE	4149 WILLOUGHBY/MAPLE RIDGE	160.00
SOUTHEASTERN EQUIPMENT	SERVICE FOR BACKHOE AT MAPLE RIDGE	1,789.31
SUPERIOR SAW	BELTS FOR LEAF VACUUM	101.04
	Total For Dept 265.00 BUILDING & GROUNDS	29,157.01

Dept 446.00 INFRASTRUCTURE		
CONSUMERS ENERGY	STREETLIGHTS ACCT#7043	107.52
CONSUMERS ENERGY	LED STREETLIGHTS ACCT #9205	17.54
	Total For Dept 446.00 INFRASTRUCTURE	125.06

Dept 721.00 PLANNING/COMMUNITY DEVELOPMENT		
BLUE CROSS BLUE SHIELD	HEALTH INSURANCE	5,746.52
DELTA DENTAL PLAN OF	DENTAL INSURANCE	447.94
UNUM LIFE INSURANCE COMPANY	DISABILITY INSURANCE	183.59
DBI BUSINESS INTERIORS	OFFICE SUPPLIES	39.82
MICHIGAN FLEET FUELING	GASOLINE	152.23
REVORE LAW FIRM P.L.C.	LEGAL FEES	1,900.00
ACD.NET, INC.	COMMUNITY DEVELOPMENT CHARGES	91.06
BLUE CROSS BLUE SHIELD	RETIREMENT BENEFITS TO RETIREES	2,762.64
SPARROW OCC HEALTH SERVICE	PHYSICALS	126.00
JPMORGAN CHASE BANK	ELECTRICAL COUNCIL WEBINAR-KENT	65.00
JPMORGAN CHASE BANK	LED LIGHTS - SCULPTURE AT KELLER/CEDAR	114.44
JPMORGAN CHASE BANK	SONATUBE/FOUNDATION FOR SCULPTURE	130.00
JPMORGAN CHASE BANK	HARDWARE FOR SCULPTURE FOUNDATION	59.66
	Total For Dept 721.00 PLANNING/COMMUNITY DEVELOPMENT	11,818.90

Total For Fund 101 GENERAL FUND	80,972.32
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Fund 206 FIRE FUND

Dept 000.00

CITY OF MASON	MASON STANDBY FEES	636.33
MERIDIAN TOWNSHIP FIRE	MERIDIAN STANDBY FEE/INCIDENT	1,150.66
	Total For Dept 000.00	<u>1,786.99</u>

Dept 336.00 FIRE DEPARTMENT

BLUE CROSS BLUE SHIELD	HEALTH INSURANCE	11,493.04
DELTA DENTAL PLAN OF	DENTAL INSURANCE	1,481.36
UNUM LIFE INSURANCE COMPANY	DISABILITY INSURANCE	880.93
JPMORGAN CHASE BANK	OFFICE SUPPLIES FOR FIRE DEPT	18.64
JPMORGAN CHASE BANK	CATALOGING TABS	74.45
DBI BUSINESS INTERIORS	OFFICE SUPPLIES	26.54
MICHIGAN FLEET FUELING	GASOLINE	1,099.45
REVORE LAW FIRM P.L.C.	LEGAL FEES	400.00
JPMORGAN CHASE BANK	AGENCY LICENSE	200.00
ACD.NET, INC.	FIBER CHARGES	224.25
MEDICAL MANAGEMENT SYSTEMS	AMBULANCE COLLECTION FEES - SEPT	3,964.90
ACD.NET, INC.	FIRE CHARGES	211.21
VERIZON WIRELESS	CELLULAR	150.73
BLUE CROSS BLUE SHIELD	RETIREMENT BENEFITS TO RETIREES	4,834.62
BOARD OF WATER & LIGHT	WATER 6139 BISHOP	45.25
FAT BOYS PIZZA	PIZZA FOR OPEN HOUSE	54.04
JPMORGAN CHASE BANK	POPCORN/FIRE DEPT OPENHOUSE	54.48
JPMORGAN CHASE BANK	EXTRACTION TRAINING LUNCH FOR FIRE DEPT	59.61
JPMORGAN CHASE BANK	COORD FIRE RESPONSE LUNCH	18.85
JPMORGAN CHASE BANK	CERTIFIED FIRE INSPECTOR	1,140.45
JPMORGAN CHASE BANK	IAEM CONFERENCE	750.00
JPMORGAN CHASE BANK	HOTEL ROOM YOUNG/DICKERSON	300.96
JPMORGAN CHASE BANK	CREDIT FOR HOTEL	(135.80)
ROPES THAT RESCUE	STRUCTURAL TOWER RESCUE TUITION	1,225.00
THOMAS STAMATIS	REIMBURSEMENT FOR LODGING FOR TRAINING	283.05
BYRUM ACE HARDWARE	FIRE EXT DEMO	19.99
INTERSTATE SIGN PRODUCTS	ADDRESS SIGNS	250.60
	Total For Dept 336.00 FIRE DEPARTMENT	<u>29,126.60</u>

Total For Fund 206 FIRE FUND 30,913.59

Fund 207 POLICE FUND

Dept 301.00 POLICE

REVORE LAW FIRM P.L.C.	LEGAL FEES	2,400.00
	Total For Dept 301.00 POLICE	<u>2,400.00</u>

Total For Fund 207 POLICE FUND 2,400.00

Fund 208 PARKS, TRAILS, & RECREATION FUND

Dept 752.00 PARKS ADMINISTRATION

BLUE CROSS BLUE SHIELD	HEALTH INSURANCE	2,039.07
DELTA DENTAL PLAN OF	DENTAL INSURANCE	142.15
UNUM LIFE INSURANCE COMPANY	DISABILITY INSURANCE	141.57
DBI BUSINESS INTERIORS	OFFICE SUPPLIES	26.55
RICOH USA, INC.	COPY MACHINE MAINT.	37.62
REVORE LAW FIRM P.L.C.	LEGAL FEES	100.00
ACD.NET, INC.	FIBER CHARGES	103.50
ACD.NET, INC.	PARKS CHARGES MARCH	195.50
VERIZON WIRELESS	CELLULAR	2.23
Total For Dept 752.00 PARKS ADMINISTRATION		2,788.19

Dept 771.00 PARKS

BLUE CROSS BLUE SHIELD	HEALTH INSURANCE	2,780.55
DELTA DENTAL PLAN OF	DENTAL INSURANCE	256.31
UNUM LIFE INSURANCE COMPANY	DISABILITY INSURANCE	167.67
TERRY LYNN POWERS	REIMB FOR SAFETY GEAR/CLOTHING	370.93
MICHIGAN FLEET FUELING	GASOLINE	1,120.74
MODEL COVERALL SERVICE	UNIFORMS	37.50
THE PARTS PLACE	WISE	169.99
QUALITY FIRST MAID SERVICE	CLEANING SERVICES/SENIOR CENTER	280.00
AMERICAN RENTALS, INC.	PORTABLE TOILETS	357.00
BOARD OF WATER & LIGHT	WATER 1750 MAPLE	193.36
BOARD OF WATER & LIGHT	WATER 2108 CEDAR	313.64
BOARD OF WATER & LIGHT	WATER 2074 AURELIUS #PARK	341.55
BOARD OF WATER & LIGHT	WATER 4050 KELLER	218.64
BOARD OF WATER & LIGHT	1694 CEDAR ST	21.41
BOARD OF WATER & LIGHT	WATER 2287 PINE TREE	65.66
CONSUMERS ENERGY	ELECTRIC 1771 MAPLE	134.62
BYRUM ACE HARDWARE	PIPE REPAIR/VALHALLA	2.79
MARK'S LOCK SHOP, INC	KEYS/BATHROOMS	140.00
MENARDS LANSING SOUTH	WOOD	114.95
HAMMOND FARMS SOUTH	BARK/MULCH	39.50
HAYHOE ASPHALT PAVING LLC	PARKS TRAIL AT BRIDGE ON JOLLY WASH OUT	1,100.00
HAYHOE ASPHALT PAVING LLC	2287 PINE TREE RD (PARKS MAINT) PARKING	600.00
PURE GREEN LAWN & TREE	1784 N. AURELIUS / FIELD #1	220.00
PURE GREEN LAWN & TREE	1784 N. AURELIUS / FIELD #1	110.00
PURE GREEN LAWN & TREE	4200 BOND / FIELD #5	145.00
PURE GREEN LAWN & TREE	2287 PINE TREE / BALL FIELD	145.00
PURE GREEN LAWN & TREE	4200 BOND / FIELD #6	175.00
TASMANIAN TIRE CO.	BACK TIRE FOR WAM 1600 #15	15.50
SUPERIOR SAW	SPARK PLUGS - EXMARK	31.92
SUPERIOR SAW	PTO SWITCH	183.84
Total For Dept 771.00 PARKS		9,853.07

Dept 774.00 RECREATION

BRONNER'S CHRISTMAS	MALE CORD END	119.00
BRONNER'S CHRISTMAS	FEMAIL CORD ENDS	119.00
BRONNER'S CHRISTMAS	25 PACK RED LED C7 BULB	480.00

BRONNER'S CHRISTMAS	25 PACK GREEN LED C7 BULB	480.00
BRONNER'S CHRISTMAS	25 PACK COOL WHITE LED C7 BULB	1,440.00
BRONNER'S CHRISTMAS	1,000 FOOT SPOOL OF C7 CORD GREEN AT 15"	550.00
BRONNER'S CHRISTMAS	SHIPPING	111.94
HARMONY RYTHMZ	DJ SERVICES - CRUISE IN	500.00
	Total For Dept 774.00 RECREATION	<u>3,799.94</u>

Total For Fund 208 PARKS, TRAILS, & RECREATION FUND 16,441.20

Fund 211 FIRE EMS EQUIP & VEHICLE FUND

Dept 339.00 EQUIPMENT & APPARATUS

JPMORGAN CHASE BANK	FIRE HELMET- CRIPPEN	330.70
JPMORGAN CHASE BANK	TOWER RESCUE EQUIPMENT	939.00
NORTH BREATHING AIR, LLC	AIR TEST FF EQUIPMENT	520.00
BOUND TREE MEDICAL, LLC	MEDICAL SUPPLIES	54.95
BOUND TREE MEDICAL, LLC	MEDICAL SUPPLIES	1,691.72
LINDE GAS NORTH AMERICA LLC	CYLINDER RENTAL	508.65
BYRUM ACE HARDWARE	REPAIR SUPPLIES	11.56
HOLT AUTO SERVICE CENTER	214 OIL/LUBE/FILTER/TIRE ROTATION	1,071.16
	Total For Dept 339.00 EQUIPMENT & APPARATUS	<u>5,127.74</u>

Total For Fund 211 FIRE EMS EQUIP & VEHICLE FUND 5,127.74

Fund 242 LOCAL BROWNFIELD REVOLVING FUND

Dept 735.00 LOCAL SITE REMEDIATION

FOSTER, SWIFT, COLLINS & SMITH	SEPTEMBER ENVIRONMENTAL LEGAL FEES	528.00
	Total For Dept 735.00 LOCAL SITE REMEDIATION	<u>528.00</u>

Total For Fund 242 LOCAL BROWNFIELD REVOLVING FUND 528.00

Fund 243 BROWNFIELD REDEVELOPMENT AUTH

Dept 733.00 BROWNFIELD ADMINISTRATION

FOSTER, SWIFT, COLLINS & SMITH	SEPTEMBER BROWNFIELD LEGAL	528.00
	Total For Dept 733.00 BROWNFIELD ADMINISTRATION	<u>528.00</u>

Total For Fund 243 BROWNFIELD REDEVELOPMENT AUTH 528.00

Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY

Dept 000.00

CARL PATRICK	WIC PROJECT FRESH	15.00
ROBERT PAUL FALSETTA	WIC PROJECT FRESH	15.00
ROWE FAMILY FARMS, INC	WIC PROJECT FRESH	55.00
	Total For Dept 000.00	<u>85.00</u>

Dept 728.00 DDA ADMINISTRATION

THRUN LAW FIRM, P.C.	LEGAL FEES	1,668.70
THRUN LAW FIRM, P.C.	LEGAL FEES	134.93
ACD.NET, INC.	FIBER CHARGES	51.75
QUALITY FIRST MAID SERVICE	CLEANING SERVICES DDA	140.00
ACD.NET, INC.	DDA CHARGES	143.97
C. HOWARD HAAS	CELL PHONE REIMBURSEMENT/HAAS	75.00
BOARD OF WATER & LIGHT	2150 CEDAR	24.23
BOARD OF WATER & LIGHT	4410 HOLT ROAD	19.37
CONSUMERS ENERGY	ELECTRIC-CHARGING STATIONS 2074 AURELIU	125.57
	Total For Dept 728.00 DDA ADMINISTRATION	<u>2,383.52</u>

Dept 729.00 DDA MARKETING & PROMOTION		
ROWE FAMILY FARMS, INC	PUMPKINS	694.00
SOUND EFX PRODUCTION	AUDIO - HOPS AND BOPS	1,500.00
ACD.NET, INC.	FARM MKT CHARGES	32.87
ACD.NET, INC.	FARM MKT WI-FI	69.95
MENARDS LANSING SOUTH	WEED KILLER/DRILL BIT/STEP LADDER/UTILIT	190.93
JPMORGAN CHASE BANK	2021 ANNUAL REPORT	20.00
Total For Dept 729.00 DDA MARKETING & PROMOTION		2,507.75

Total For Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY 4,976.27

Fund 590 SEWAGE DISPOSAL SYSTEM

Dept 000.00

BLUE CROSS BLUE SHIELD	RETIREMENT BENEFITS TO RETIREES	138.14
DELTA DENTAL PLAN OF	COBRA	36.69
Total For Dept 000.00		174.83

Dept 548.00 ADMINISTRATION & OVERHEAD

REVORE LAW FIRM P.L.C.	LEGAL FEES	1,500.00
BLUE CROSS BLUE SHIELD	RETIREMENT BENEFITS TO RETIREES	2,624.50
Total For Dept 548.00 ADMINISTRATION & OVERHEAD		4,124.50

Dept 558.00 DEPT OF PUBLIC SERVICE

BLUE CROSS BLUE SHIELD	HEALTH INSURANCE	10,102.72
DELTA DENTAL PLAN OF	DENTAL INSURANCE	809.71
UNUM LIFE INSURANCE COMPANY	DISABILITY INSURANCE	564.55
JPMORGAN CHASE BANK	BUBBLE MAILERS - DEPT USE	14.56
MICHIGAN FLEET FUELING	GASOLINE	1,245.63
JPMORGAN CHASE BANK	2 UNIFORM SHIRTS - DIORKA	109.85
MODEL COVERALL SERVICE	STAFF UNIFORMS	33.52
MODEL COVERALL SERVICE	STAFF UNIFORMS	33.52
MODEL COVERALL SERVICE	STAFF UNIFORMS	183.52
MODEL COVERALL SERVICE	STAFF UNIFORMS	57.38
MODEL COVERALL SERVICE	STAFF UNIFORMS	53.77
MODEL COVERALL SERVICE	STAFF UNIFORMS	162.38
ACD.NET, INC.	FIBER CHARGES	690.00
JPMORGAN CHASE BANK	WEBCAM/OFFICE USE	25.99
JPMORGAN CHASE BANK	NVME HARD DRIVE FOR CAMERA TRUCK	119.99
JPMORGAN CHASE BANK	DIPSTICK PRO (IPP)	759.98
AIRGAS USA, LLC	CYLINDER RENTAL	198.10
ENVIRONMENTAL RESOURCE	QUARTERLY CHECK SAMPLES	923.00
ENVIRONMENTAL RESOURCE	SHIPPING AND HANDLING	15.86
HAVILAND PRODUCTS COMPANY	TREATMENT CHEMICALS	4,594.86
ARBORIST SKILLS, INC.	SAFETY TRAINING	845.14
GAWNE TRUCKING, INC.	LAND APPLICATION	45,240.00
GRANGER	SCREENING DEBRIS	399.13
HAMMOND FARMS SOUTH	YARD WASTE DUMP/MTC	49.00
ACD.NET, INC.	SEWER FUND CHARGES	853.86
HAMMOND FARMS SOUTH	BRUSH DROP OFF/SEPTEMBER	140.00
HAMMOND FARMS SOUTH	BRUSH DROP OFF/SEPTEMBER	140.00
HAMMOND FARMS SOUTH	BRUSH DROP OFF/SEPTEMBER	140.00
BOARD OF WATER & LIGHT	WATER 1492 AURELIUS	95.00
BOARD OF WATER & LIGHT	WATER 1492 AURELIUS	214.77
BOARD OF WATER & LIGHT	WATER 3505 HOLT	101.35
BOARD OF WATER & LIGHT	WATER 1988 WAVERLY	176.10
BOARD OF WATER & LIGHT	WATER 4280 DELL	18.40
BOARD OF WATER & LIGHT	WATER 5961 MC CUE	380.02

BOARD OF WATER & LIGHT	ELECTRIC 1870 NIGHTINGALE	150.91
CONSUMERS ENERGY	ELECTRIC 1988 WAVERLY	502.39
CONSUMERS ENERGY	ELECTRIC 5961 MC CUE #2723	59.56
JPMORGAN CHASE BANK	HEAVY DUTY SLINGS	39.48
MICHIGAN COMPANY	CASE OF CENTER PULLS	450.80
MICHIGAN COMPANY	SHIPPING	10.75
WOLVERINE POWER SYSTEMS	NEW THERMOSTAT INSTALLATION	384.90
CATHEY COMPANY	TEXL957 1?4" X 8" RUBBER SKIRT BOARD	161.50
CATHEY COMPANY	FREIGHT	76.62
HONEYWELL INTERNATIONAL INC	MAINTENANCE AGREEMENT 11/1/21-1/31/22	6,924.41
OVERHEAD DOOR CO OF LANSING	REPLACED SPRINGS/BARN DOOR	821.80
QUALITY FIRST MAID SERVICE	CLEANING SERVICES/POTW	512.00
QUALITY FIRST MAID SERVICE	CLEANING SERVICES/MAINTENANCE	420.00
RED CEDAR CONSULTING LLC	ASBESTOES TESTING AT 1368 GROVENBURG	1,850.00
HURST MECHANICAL	BOILER REPAIR	1,313.02
JACK DOHENY SUPPLIES, INC	PANO-2 CAMERA REPAIR	286.00
JACK DOHENY SUPPLIES, INC	MANHOLE ADAPTER REPAIR/CAMERA TRUCK	214.50
UNISON SOLUTIONS, INC.	SYSTEM SERVICE LABOR	3,780.00
UNISON SOLUTIONS, INC.	SYSTEM SERVICE PARTS	370.00
UNISON SOLUTIONS, INC.	TRAVEL AND EXPENSES	1,500.00
JPMORGAN CHASE BANK	VET VISIT (SHEEP)	150.00
JPMORGAN CHASE BANK	SHEEP SUPPLIES/FLY TRAP	72.43
SPARROW OCC HEALTH SERVICE	PHYSICALS	146.00
JPMORGAN CHASE BANK	PAPC RECERTIFICATION-HARRIS	375.00
JPMORGAN CHASE BANK	PAPC RECERTIFICATION-ACKELS	325.00
JPMORGAN CHASE BANK	IPP SEMINAR	150.00
JPMORGAN CHASE BANK	REFERENCE BOOK/WASTEWATER	295.00
TRI-COUNTY REGIONAL	NATIONAL ENVIRONMENTAL MNGMT WEBINAR	590.00
HUBER TECHNOLOGY, INC	HUBER SP4 STRAINPRESS	73,586.00
	Total For Dept 558.00 DEPT OF PUBLIC SERVICE	165,009.73
	Total For Fund 590 SEWAGE DISPOSAL SYSTEM	169,309.06

Fund 701 CUSTODIAL FUND

Dept 000.00

INGHAM COUNTY TREASURER	TRAILER PARK FEES	2,665.00
AFLAC	WITH DEDUCT-AFLAC DISABILITY	542.36
AFLAC	WITH DEDUCT-AFLAC LIFE INSUR	7.62
AFLAC	WITH DEDUCT-AFLAC ACCIDENT INDEMNITY	467.44
AFLAC	WITH DEDUCT-AFLAC SICKNESS INDEMNITY	148.18
AFLAC	WITH DEDUCT-AFLAC CANCER INDEMNITY	340.14
AFLAC	WITH DEDUCT-DISABILITY RIDER	4.08
AFLAC	WITH DEDUCT-AFLAC ACCIDENT RIDER	33.24
	Total For Dept 000.00	4,208.06

Total For Fund 701 CUSTODIAL FUND 4,208.06

Fund 703 CURRENT TAX ACCOUNT

Dept 000.00

MICHIGAN DEPT OF TREASURY DELHI TWP 2021 SET IFT

8,222.62

Total For Dept 000.00 8,222.62

Total For Fund 703 CURRENT TAX ACCOUNT 8,222.62

Total For All Funds: 323,626.86

**DELHI CHARTER TOWNSHIP
FUND TRANSFERS AND PAYROLL APPROVAL
For Payroll Dated October 28, 2021**

I. Certification of Preparation and Distribution

The attached check and payroll registers encompass check numbers: 112731 through 112735 & direct deposits numbers: DD35629 through DD35724. 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

Jaymie Guzzo, Accounting Clerk

The attached Check and Payroll Registers were reviewed. The payroll checks were distributed in accordance with established procedures.

Dated: October 28, 2021

Director of Accounting

II. Payroll Report

The October 28, 2021 payroll encompasses the following funds and expenditures:

	Gross Payroll	Payroll Deductions	Net Pay
General Fund	\$63,657.44	\$21,820.45	\$41,836.99
Fire Dept. Fund	61,990.82	20,284.59	\$41,706.23
Parks & Rec	21,777.17	6,343.78	\$15,433.39
DDA	5,083.95	1,425.17	\$3,658.78
Sewer Fund/Receiving	36,758.33	11,727.22	\$25,031.11
Total Payroll	\$189,267.71	\$61,601.21	\$127,666.50
	Township FICA	Township RHS & Pension Plan	Total Deductions & TWP Liabilities
General Fund	\$4,585.98	\$7,483.00	\$33,889.43
Fire Dept. Fund	4,654.36	6,984.35	31,923.30
Parks & Rec	1,610.12	2,068.10	10,022.00
DDA	197.84	92.45	1,715.46
Sewer Fund/Receiving	2,707.29	3,989.80	18,424.31
Total Payroll	\$13,755.59	\$20,617.70	\$95,974.50

Director of Accounting

III. FUND TRANSFERS

Transfers covering the foregoing payroll were made on October 28, 2021 and identified as follows:

10/28 Net Pay Disbursement in Common Savings: \$127,666.50 + \$4,063.72 H.S.A. EE deductions = \$131,730.22.

Thomas Lenard, Treasurer

IV. Board Audit and Approval:

At a regular meeting of the Township Board held on November 2, 2021, a motion was made by _____ and passed by _____ yes votes and _____ no votes(_____ absent) that the payroll dated October 28, 2021 was reviewed, audited, and approved.

Attachment to Payroll Register

cc: Lenard(1)Vander Ploeg(1)

Evan Hope, Clerk

INTEROFFICE MEMORANDUM

TO: TRACY MILLER, TOWNSHIP MANAGER
FROM: SANDRA DIORKA, DIRECTOR OF PUBLIC SERVICES
SUBJECT: 2021 FLEET VEHICLE PURCHASE
DATE: OCTOBER 26, 2021
COPY TO: RYAN ACKLES; FILE

During the 2021 budget and Capital Improvement Plan processes, the Department of Public Services planned the purchase of one (1) replacement IPP transit van and (1) ½ ton four-wheel drive truck.

Unit 26, the 2011 GMC Savanna 2WD van, will be sold. Unit 2, the 2017 GMC Sierra 1500 Ext Cab 4WD truck, will be passed onto Community Development.

All vehicle pricing is through MIDEAL (State of Michigan purchasing) complete with up-fitting to meet Township specifications as follows:

IPP Van (Replace Unit 26, 2011 GMC Savanna 2WD van)	MSRP	MIDEAL Complete Pkg Price	Amount Budgeted
2022 Ford Transit –150 XL	49,608.00	39,013.00	50,000.00

½ Ton 4WD Truck (Replace Unit 2, 2017 GMC Sierra 1500 Ext Cab 4WD)	MSRP	MIDEAL Complete Pkg Price	Amount Budgeted
2022 Ford F-150 Ext. Cab – 4x4	44,838.00	31,784.00	35,000.00
2022 Ram 150 Tradesman Quad Cab 4x4	36,725.00	33,393.59	35,000.00

Current lead time the truck is 18-20 weeks from receipt of PO. For the van, lead time is 30+ weeks.

I respectfully request you recommend to the Board a motion to approve the acquisition of one (1) 2022 Ford Transit 150 XL van from Gorno Ford for a total price of \$39,013 and one (1) Ford F-150 Ext. Cab – 4x4 from Gorno Ford for a total price of \$31,784. Funds are available in the Department of Public Services Capital Outlay account number 590-558.00-970.000.

Recommended Motion:

To approve the purchase of a 2022 Ford Transit 150 XL Van in the amount of \$39,013 and a Ford F-150 Truck in the amount of \$31,784 from Gorno Ford through the State of Michigan MiDeal Program and authorize the sale of the 2011 GMC Savanna Van.

DATE: 10/11/21 (MID-Roof)

TO: RYAN ACKELS, DELHI TWP.
517-699-3874 (DIRECT) ryan.ackels@delhitownship.com

FROM: JIM AGNEY, GORNO FORD, GOVERNMENT & FLEET SALES
734-671-4033 (DIRECT) jagney@gornoford.com

RE: MiDEAL #VAN-0121(1) **2022MY FORD TRANSIT-150 XL, MID- ROOF Option, 148"WB Option, OXFORD WHITE/EBONY CLOTH, 3.5L V6, 10spd.A/T, AUTOLAMP, 8,670 GVWR, TILT/CRUISE, A/C, SLIDER CURBSIDE DOOR/HINGED REAR DOORS – w/GLASS/GUARDS, PWR.WINDOWS/LOCKS/Htd.MIRRORS, FULL VINYL FLOOR, AM/FMw/CLOCK, UPFITTER SWITCHES, DUAL BATT./H.D. ALT., DRL's, AW H.D. MATS, PWR. DISC BRKSw/ABS, AIR BAGS, 3.73 LTD SLIP AXLE, CARGO LED LIGHTS, LT235/65Rx16E-AS, TPMS, ADVANCE TRACw/ROLL STABILITY CNTRL., VINYL FLOOR, REAR VIEW CAMERA, REVERSE SAFETY BEEPER, SAFETY STEEL BULKHEAD, CONTRACTOR SHELVING & DRAWER PKG., MUNICIPAL SAFETY LIGHT PKG., REAR DIRECTIONAL LED SAFETY ARROW-STICK,**

F.O.B. DELIVERED TO DELHI TWP., MI \$39,013.00
(MSRP = \$49,608.00)

Above quoted price expires November 30, 2021.

Due to current computer chip shortage and other various supply chain issues FORD MOTOR COMPANY has put Govt. Fleet Sales on "allocation" and all orders require a signed quote or P.O. to secure unit. Current lead time to order is estimated at 30 + weeks from receipt of P.O.

Please review, sign and e-mail/fax back or e-mail/fax Purchase Order to Jim Agney.

Customer Signature: 

Thank you,

Jim Agney

This quotation is confidential and privileged and is intended solely for the use of Gorno Ford and Delhi Township.. This quotation is compiled in association with the MiDEAL Contract and intended for use by MiDEAL Members and State of Michigan government agencies stated above. Information/specifications in this quotation have been established by and are intended only for use by the stated parties. This document is not to be disclosed, distributed, used/re-used as a basis for specifications subsequent bids or request(s) for quotation(s) to any other party or bidders other than the intended parties and/or their authorized personnel.

DATE: 10/11/21 **(F-150 Ext. Cab - 4x4)**

TO: RYAN ACKELS, DELHI TWP.
517-699-3874 (DIRECT) (CELL) ryan.ackels@delhitownship.com

FROM: JIM AGNEY, GORNO FORD, GOVERNMENT & FLEET SALES
734-671-4033 (DIRECT) jagney@gornoford.com

RE: **MiDEAL # 4WDL-0073a 2022MY FORD F-150 XL EXT. CAB, 4x4, 6.5'BOX, 145"WB, 3.3L V6, 10 spd. A/T, WHITE/SLATE CLOTH, ESOF, AM/FM/SYNC Bluetooth w/CLOCK, TPMS, 6,480 # GVWR, A/C, TILT CRUISE., DRL'S, FRNT/SIDE AIR BAGS, ADVANCE TRACw/ROLL STAB.CNTRL., 3.73 REG. AXLE, P265/70Rx17, PWR. DISC BRKS.w/ABS,TRAILER SWAY- CNTRL., PWR. WINDOWS/LOCKS/Htd.MIRRORS, DRL'S, REVERSE SENSING, REAR VIEW CAMERA, FACTORY BLACK RUNNING BOARDS, FOG LAMPS'S, CLASS IV REC'VR HITCH, REAR DEF., VINYL FLOOR, PRIVACY GLASS, AUTO-LAMP, ELEC. TRLR. BRK. CNTRLR., ALL WEATHER H.D. RUBBER MATS, SPRAY IN BED LINER, BACK RACKw/ MUNICIPAL SAFETY LIGHT PKG.**

F.O.B. DELIVERED TO DELHI TWP. , MI \$31,784.00
(MSRP = \$44,838.00)

Above quoted price expires November 30, 2021.
2022MY Production begins November 15, 2021.
Current lead time is estimated at 18 - 20 weeks from receipt of P.O.

RECOMMENDED OPTION:

PWR. DRIVER SEAT 350.00
REVERSE SAFETY BEEPER 149.00

Please review, SELECT/OPTIONS, sign and e-mail back or e-mail Purchase Order to Jim Agney.

Customer Signature: 

Thank you,

Jim Agney

This quotation is confidential and privileged and is intended solely for the use of Gorno Ford and Delhi Township . This quotation is compiled in association with the MiDEAL Contract and intended for use by MiDEAL Members and State of Michigan government agencies stated above. Information/specifications in this quotation have been established by and are intended only for use by the stated parties. This document is not to be disclosed, distributed, used/re-used as a basis for specifications subsequent bids or request(s) for quotation(s) to any other party or bidders other than the intended parties and/or their authorized personnel.

INTEROFFICE MEMORANDUM

TO: TRACY MILLER, TOWNSHIP MANAGER
FROM: SANDRA DIORKA, DIRECTOR OF PUBLIC SERVICES
SUBJECT: ESTABLISHMENT OF BLANDING'S TURTLE DRAIN
DATE: OCTOBER 25, 2021
COPY TO: FILE

As you know, development of the southwest corner of Holt and College Roads has been a priority for Delhi Charter Township (Township) since 1995. With development being proposed, it is imperative a public drain be established to allow further development.

Because all land draining to the same outlet does not have the same owner, the Township must be the entity to request establishment of the drainage district and drain. The new drain will be like other public drains in that the Township will be liable for an assessment used to pay the costs to establish, construct, and maintain the drain.

I have worked with the Ingham County Drain Commissioner's office to draft the attached Resolution asking for an Application for Laying Out and Designating a Drainage District to be considered along with the actual Application for Laying Out and Designating a Drainage District. These documents are required to be approved by the Township Board to begin the process of establishing the Blanding's Turtle Drain.

I respectfully request you place the resolution and application on the Board Agenda for approval.

Recommended Motion:

To adopt Resolution No. 2021-012 which petitions the Ingham County Drain Commissioner to layout and designate a drainage district for Blanding's Turtle Drain.

RESOLUTION NO. 2021-012

**APPLICATION FOR LAYING OUT AND DESIGNATING A DRAINAGE DISTRICT
FOR BLANDING'S TURTLE DRAIN**

At a regular meeting of the Delhi Charter Township Board of the Charter Township of Delhi, Ingham County, Michigan, held at the Community Services Center, 2074 Aurelius Road, Holt, Michigan 48842 on Tuesday, the 2nd day of November 2021, at 7:00 p.m.

PRESENT:

ABSENT:

The following Resolution was offered by _____ :

WHEREAS, in 1995 the Downtown Development Authority (DDA) undertook development of the Holloway Plan presenting a future land use vision of the land South of Holt Road and East of South Cedar Street; and

WHEREAS, the Township Planning Commission subsequently adopted this plan as an official part of the Comprehensive Development Plan for Delhi Charter Township; and

WHEREAS, in 2001 the DDA completed construction of the College Road Lift Station to provide sanitary sewer service for future development of the parcels southwest and northwest of the corner of Holt and College Roads; and

WHEREAS, development is proposed on the parcel south and west of the corner of Holt and College Roads; and

WHEREAS, there is no established county drain to provide stormwater management thereby preventing flooding and the dangers it poses to public health.

NOW, THEREFORE, BE IT RESOLVED, Delhi Charter Township does find for reasons of public health an application to lay out and designate a drainage district and a petition to locate, establish and construct a county drain should be filed with the Ingham County Drain Commissioner.

BE IT FURTHER RESOLVED, as a Township liable to assessment for at least a percentage of the total amount assessed for the cost of the proposed drain, the Supervisor and Clerk are duly authorized and directed to execute and submit to the Ingham County Drain Commissioner an application to lay out and designate a drainage district under the provisions of Chapter 3 of the Michigan Drain Code (MCL 280.51-180.54).

AYES:

NAYES:

The foregoing Resolution declared adopted on the date written above.

Evan Hope, Township Clerk

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

I, the undersigned, the duly qualified Clerk for the Charter Township of Delhi, Ingham County, Michigan, DO HEREBY CERTIFY that the foregoing is a true and complete copy of the proceedings taken by the Township Board at a regular meeting held on the 2nd day of November 2021.

IN WITNESS WHEREOF, I have hereunto affixed my official signature this _____ day of November 2021.

Evan Hope, Township Clerk

DELHI CHARTER TOWNSHIP

**APPLICATION FOR LAYING OUT AND DESIGNATING
A DRAINAGE DISTRICT**

BLANDING'S TURTLE DRAIN

To the Ingham County Drain Commissioner:

The undersigned Petitioner is Delhi Charter Township, Ingham County, Michigan. This application has been duly authorized by the governing body of Delhi Charter Township and requests Blanding's Turtle Drain Drainage District be laid out and designated under the provisions of Chapter 3 of Public Act 40 of 1956, as amended.

The Petitioner further shows it is liable for an assessment at large for a percentage of the cost of the proposed drain and Petitioner submits the drain is necessary for the public health of Delhi Charter Township, as set forth in the attached Resolution of the Delhi Charter Township Board of Trustees, which authorizes the filing of this Application.

The tentative location of the proposed Blanding's Turtle Drain is as follows:

A 30 feet wide drain easement in the Northwest 1/4 of Section 19, T3N, R1E, Alaiedon Township, Ingham County, Michigan, being 15 feet on each side of the centerline of said easement described as: Commencing at the Northwest corner of said Section 19; thence S00°18'26"E along the West line of said Section 19 a distance of 386.63 feet to the point of beginning of this centerline description; thence N85°41'32"E 51.24 feet; thence S78°09'33"E 43.22 feet; thence S48°45'12"E 47.62 feet; thence N64°03'05"E 46.31 feet; thence N67°55'10"E 24.34 feet; thence N83°54'07"E 5.62 feet; thence N67°19'51"E 111.46 feet; thence N53°21'56"E 61.04 feet; thence N41°15'41"E 28.05 feet; thence N64°45'46"E 30 feet more or less to the centerline of Sycamore Creek and to the point of ending.

Dated: _____, 2021

By: John Hayhoe
Its: Supervisor

And

By: Evan Hope
Its: Clerk

DELHI CHARTER TOWNSHIP**MEMORANDUM**

TO: Delhi Township Board Members

FROM: Tracy Miller, Township Manager

DATE: October 27, 2021

RE: Resolution No. 2021-013 – FY 2022 General Fund Budget

Enclosed for your review and consideration is Resolution No. 2021-013, which adopts the FY 2022 General Fund Budget.

The Township Manager met with staff earlier this year to discuss the Board's goals and objectives which were then used to help prepare the Township budgets. Then, in September, the Board met to review, discuss and develop the proposed 2022 budget documents. This budget was developed through several public meetings, including a Public Hearing which was held on October 19, 2021. Therefore, I recommend the adoption of the FY 2022 General Fund Budget.

RECOMMENDED MOTION:

To adopt Resolution No. 2021-013, which adopts the Delhi Charter Township Fiscal Year 2022 General Fund Budget.

DELHI CHARTER TOWNSHIP

RESOLUTION NO. 2021-013

**ADOPTING FISCAL YEAR ENDING DECEMBER 31, 2022
GENERAL FUND BUDGET**

At a regular meeting of the Township Board of the Charter Township of Delhi, Ingham County, Michigan held at the Community Services Center, 2074 Aurelius Road, Holt, MI, 48842, on Tuesday, November 2, 2021, at 7:00 P.M.

PRESENT:

ABSENT:

The following resolution was offered by

WHEREAS, the Uniform Budgeting and Accounting Act (Michigan Public Act 2 of 1968, as amended) and/or the Charter Township Act (Michigan Public Act 359 of 1947, as amended) requires, among other things:

- A. That the Township pass a general appropriations act for all funds except custodial, internal service, enterprise, debt service, or capital project funds;
- B. That responsibility for the budget is designated;
- C. That the budget include revenues (by source) and expenditures (by budgetary centers) for the most recently completed fiscal year, estimated revenues and expenditures for the current fiscal year, and estimated revenues and expenditures for the ensuing fiscal year; and
- D. That the budget include amounts of surplus or deficit that have accumulated from prior years, current year, and estimated surplus or deficits for the budget year; and

WHEREAS, the FY 2022 General Fund Budget was presented to the Township Board members on September 1, 2021; and

WHEREAS, the Township Board met and deliberated over the FY 2022 General Fund Budget on September 14, 2021; and

WHEREAS, a public hearing, properly noticed to the public, has been announced and held at the Township Board Meeting held on Tuesday, October 19th, 2021 at 7:00 p.m., and copies of the proposed General Fund Budget having been made available for public inspection; and

WHEREAS, the Township Board desires to appropriate monies for General Fund activities for FY 2022;

NOW, THEREFORE, BE IT RESOLVED BY THE TOWNSHIP BOARD OF THE CHARTER TOWNSHIP OF DELHI, INGHAM COUNTY, MICHIGAN, as follows:

1. The Delhi Charter Township Board adopts the F.Y. 2022 General Fund Budget as itemized in the attached Exhibit A.
2. This budget is an "Activity" budget, and appropriations are made based on the total of the line items in each department or budget activity.
3. The Township Manager as Chief Administrative Officer is designated as responsible for the General Fund Budget and is hereby authorized to make budgetary transfers between General Fund Departmental/Activity Budgets in consultation with the department heads whose budgets are affected and in amounts not to exceed \$10,000 per transfer, with said transfers to be reported to the Board at

its next regular meeting.

4. The Township Treasurer and Director of Accounting are hereby directed to transfer monies from the Sewer Fund to the General Fund for payment of administrative services for fiscal year 2022 in the total amount of \$361,470. These administrative services are performed by General Fund employees and include, but are not limited to, sewer billing and administration, payroll, accounts payable, accounting, personnel functions, clerical and record retention services, and management services. One-fourth of this annual charge shall be transferred at the end of each fiscal year quarter.

The following itemization of accumulated surpluses/use of surpluses are accepted:

GENERAL FUND

01-01-21	Fund Balance	\$10,359,745
2021	Estimated Revenue and Other Sources	8,557,830
2021	Estimated Expenditures and Other Uses	<u>(8,062,190)</u>
12-31-21	Estimated Fund Balance	10,855,385
2022	Budgeted Revenues and Other Sources	8,266,600
2022	Budgeted Expenditures and Other Uses	<u>(9,526,130)</u>
12-31-22	Projected Fund Balance	\$9,595,855

The operating millage to be levied for the General Fund is 4.2641 mills.

Ayes:

Nays:

Absent:

Resolution declared adopted: 11/02/2021.

Evan Hope, Township Clerk

STATE OF MICHIGAN)
)SS
COUNTY OF INGHAM)

I, the undersigned, the duly qualified and acting Township Clerk for the Charter Township of Delhi, Ingham County, Michigan, DO HEREBY CERTIFY that the foregoing is a true and complete copy of certain proceedings taken by the Township Board of said Township at a regular meeting held on the 2nd day of November, 2021.

Evan Hope, Township Clerk

GENERAL FUND REVENUE, EXPENDITURES AND FUND BALANCE

Description	2020 Actual	2021 Budget	2021 Projected	2022 Budget	2023 Forecast	2024 Forecast
Revenue						
Taxes	\$ 3,565,150	\$ 3,624,450	\$ 3,644,810	\$ 3,743,450	\$ 3,807,450	\$ 3,872,730
Licenses and Permits	954,565	352,600	374,160	353,200	353,200	353,200
Grants & Revenue Sharing	2,611,993	2,418,750	2,821,320	2,679,780	2,635,900	2,677,840
Intergovernmental-Local	125,650	148,550	148,550	145,930	143,320	140,700
Charges for services	639,225	543,510	552,310	534,470	546,460	556,610
Other Revenue	1,236,861	527,260	497,980	440,370	440,370	510,370
Fines & Forfeitures	11,044	20,000	20,000	20,000	20,000	20,000
Interest & Rentals	65,736	50,000	7,000	7,000	7,000	7,000
Franchise Fees	500,218	497,800	490,100	342,400	342,400	342,400
Total Revenue	9,710,442	8,182,920	8,556,230	8,266,600	8,296,100	8,480,850
Expenditures						
Legislative	105,741	254,620	319,340	273,460	122,320	124,140
Manager	346,824	574,170	557,170	644,970	595,170	606,660
Accounting	143,462	185,840	175,790	185,880	277,650	222,280
Clerk	285,916	380,250	359,300	418,610	432,100	447,720
Information Technology	238,899	303,550	284,820	313,970	329,630	334,280
Treasurer	264,071	341,150	330,040	396,110	442,500	450,580
Assessing	289,272	397,520	334,860	408,790	415,030	421,290
Elections	246,139	54,550	56,070	190,470	20,050	411,360
Building & Grounds	637,558	766,770	755,480	692,760	718,770	730,330
Stormwater	506,327	593,320	625,690	643,300	658,530	673,400
Infrastructure	476,734	1,082,800	535,800	1,193,930	1,058,380	1,170,190
Community Development	705,779	883,020	823,860	905,200	876,620	901,700
Other Functions	499,339	-	-	-	-	-
Debt Service	330,968	355,510	355,510	354,330	352,930	351,330
Total Expenditures	5,077,028	6,173,070	5,513,730	6,621,780	6,299,680	6,845,260
Other Financing Sources (Uses)						
Sale of Fixed Assets	-	-	1,600	-	-	-
Trans out to Capital Projects Fund	(454,647)	-	-	-	-	-
Transfer Out to Fire Fund	(1,010,885)	(637,060)	(524,860)	(733,550)	(772,490)	(5,811,870)
Transfer Out to Police Fund	(1,613,945)	(1,654,310)	(1,659,960)	(1,696,840)	(1,802,230)	(1,830,100)
Transfer Out to Parks Fund	(12,635)	(356,930)	(363,640)	(473,960)	(263,050)	(479,390)
Total Other Financing Sources (Uses)	(3,092,112)	(2,648,300)	(2,546,860)	(2,904,350)	(2,837,770)	(8,121,360)
Revenues Over (Under) Expenditures	1,541,302	(638,450)	495,640	(1,259,530)	(841,350)	(6,485,770)
Fund Balance, Beginning	<u>8,818,443</u>	<u>10,359,745</u>	<u>10,359,745</u>	<u>10,855,385</u>	<u>9,595,855</u>	<u>8,754,505</u>
*Total Fund Balance, Ending	<u>\$ 10,359,745</u>	<u>\$ 9,721,295</u>	<u>\$ 10,855,385</u>	<u>\$ 9,595,855</u>	<u>\$ 8,754,505</u>	<u>\$ 2,268,735</u>
* Includes Fund Balance set aside for:						
CSC Carpet and Paint		60,000	90,000	120,000	150,000	180,000
Cemetery Improvements		85,000	100,000	115,000	130,000	145,000
Asphalt Replacement/Repair		<u>50,000</u>	<u>100,000</u>	<u>150,000</u>	<u>200,000</u>	<u>250,000</u>
Total Set Aside for Future Capital Outlay		195,000	290,000	385,000	480,000	575,000

DELHI CHARTER TOWNSHIP

MEMORANDUM

TO: Delhi Township Board Members

FROM: Tracy Miller, Township Manager

DATE: October 27, 2021

RE: Resolution No. 2021-014 – FY 2022 Sewer Fund Budget

Enclosed for your review and consideration is Resolution No. 2021-014, which adopts the FY 2022 Sewer Fund Budget.

The Township Manager met with staff earlier this year to discuss the Board's goals and objectives which were then used to help prepare the Township budgets. Then, in September, the Board met to review, discuss and develop the proposed 2022 budget documents. This budget was developed through several public meetings, including a Public Hearing held on October 19, 2021. Therefore, I recommend the adoption of the FY 2022 Sewer Fund Budget.

RECOMMENDED MOTION:

To adopt Resolution No. 2021-014, which adopts the Delhi Charter Township Fiscal Year 2022 Sewer Fund Budget.

DELHI CHARTER TOWNSHIP

RESOLUTION NO. 2021-014

**ADOPTING THE FISCAL YEAR ENDING DECEMBER 31, 2022
SEWER FUND BUDGET**

At a regular meeting of the Township Board of the Charter Township of Delhi, Ingham County, Michigan held at the Community Services Center, 2074 Aurelius Road, Holt, MI., 48842, on Tuesday, November 2, 2021, at 7:00 P.M.

PRESENT:

ABSENT:

The following resolution was offered by

WHEREAS, the Uniform Budgeting and Accounting Act (Michigan Public Act 2 of 1968, as amended) and/or the Charter Township Act (Michigan Public Act 359 of 1947, as amended) recommends, makes provision, or requires, among other things:

- A. That the Township may pass general appropriations act for enterprise funds;
- B. That responsibility for the budget is designated;
- C. That the budget include revenues (by source) and expenditures (by budgetary centers) for the most recently completed fiscal year, estimated revenues and expenditures for the current fiscal year, and estimated revenues and expenditures for the ensuing fiscal year; and

WHEREAS, the Township Board now desires to appropriate monies for Sewer Fund activities for FY 2022;

NOW, THEREFORE, BE IT RESOLVED BY THE TOWNSHIP BOARD OF THE CHARTER TOWNSHIP OF DELHI, INGHAM COUNTY, MICHIGAN, as follows:

1. The Delhi Charter Township Board adopts the FY 2022 Sewer Fund Budget as itemized in the attached Exhibit A.
2. This budget is an "Activity" budget, and appropriations are made based on the total of the line items in each budget activity.
3. The Township Manager is designated as responsible for this Budget and is hereby authorized to make budgetary transfers between Sewer Fund Activity Budgets in consultation with the department heads whose budgets are affected and in amounts not to exceed \$10,000 per transfer, with said transfers to be reported to the Board at its next regular meeting.
4. The Township Treasurer and Director of Accounting are hereby directed to transfer monies from the Sewer Fund to the General Fund for payment of administrative services for fiscal year 2022 in the total amount of \$361,470. These administrative services are performed by General Fund employees and include, but are not limited to, sewer billing and administration, payroll, accounts payable, accounting, personnel functions, clerical and record retention services, and management services. One-fourth of this annual charge shall be transferred at the end of each fiscal year quarter.

Ayes:

Nays:

Absent:

Resolution declared adopted: 11/2/2021

Evan Hope, Township Clerk

STATE OF MICHIGAN)
)SS
COUNTY OF INGHAM)

I, the undersigned, the duly qualified and acting Township Clerk for the Charter Township of Delhi, Ingham County, Michigan, DO HEREBY CERTIFY that the foregoing is a true and complete copy of certain proceedings taken by the Township Board of said Township at a regular meeting held on the 2nd day of November, 2021.

Evan Hope, Township Clerk

SEWER FUND SUMMARY

	2020 Actual	2021 Budget	2021 Projected	2022 Budget	2023 Forecast	2024 Forecast
Revenues						
Licenses and Permits	\$ 499,984	\$ 369,900	\$ 553,500	\$ 522,000	\$ 173,250	\$ 173,250
User Fees	7,021,780	6,982,790	6,925,150	7,372,030	8,178,410	8,609,350
Grants	33,804	31,000	30,500	28,960	2,026,500	23,970
Interest & Rentals	82,814	62,520	14,280	32,110	62,030	13,950
Other	116,656	145,630	141,310	135,220	137,710	140,240
Total Revenues	7,755,038	7,591,840	7,664,740	8,090,320	10,577,900	8,960,760
Expenditures						
Public Works						
Administration	604,441	964,540	980,790	1,001,830	1,044,050	1,088,440
Public Services Operating*	2,865,386	4,614,340	3,430,670	3,987,900	4,011,990	4,256,860
Depreciation/Amortization	2,746,269	-	-	-	-	-
General Obligation Debt**	520,275	2,717,800	2,479,060	2,867,400	2,516,180	2,516,210
Capital Outlay***	-	1,175,630	3,012,180	2,737,000	5,925,500	2,032,500
Total Expenditures	6,736,371	9,472,310	9,902,700	10,594,130	13,497,720	9,894,010
Other Financing Sources						
Sale of Fixed Assets	2,783	4,000	9,500	2,000	10,000	5,000
Capital Contributions	230,195	-	110,190	-	-	-
Transfer In	21,598	-	-	-	-	-
Total Other Financing Sources	254,576	4,000	119,690	2,000	10,000	5,000
Revenues Over (Under) Expenditures	1,273,243	(1,876,470)	(2,118,270)	(2,501,810)	(2,909,820)	(928,250)
Beginning Fund Balance	35,137,349	36,410,592	36,410,592	34,292,322	31,790,512	28,880,692
Ending Fund Balance	\$ 36,410,592	\$ 34,534,122	\$ 34,292,322	\$ 31,790,512	\$ 28,880,692	\$ 27,952,442

The Sewer Fund uses the modified accrual basis for budgeting but the accrual basis for accounting.

*Capital and Replacement expenditures moved from Public services to Capital Outlay:

Budget worksheet total for dept 558.000	4,279,850	5,042,900	4,803,990	4,588,860
Capital Outlay and Replacement expenditures in dept 558.00	(849,180)	(1,055,000)	(792,000)	(332,000)
Dept 558.00 operating expenditures only	3,430,670	3,987,900	4,011,990	4,256,860

Budget worksheet total for dep 578.01	2,163,000	1,682,000	5,133,500	1,700,500
Capital Outlay and Replacement expenditures in dept 558.00	849,180	1,055,000	792,000	332,000
Capital expenditures only	3,012,180	2,737,000	5,925,500	2,032,500

** 2020 Actual General Obligation Debt reflects interest, amortization, and paying agent fees only. Principal payments have been reclassified against the liabilities.

***2020 Actual Capital Outlay is zero because capital outlay has been reclassified from expense to asset.

DELHI CHARTER TOWNSHIP**MEMORANDUM**

TO: Delhi Township Board Members

FROM: Tracy Miller, Township Manager

DATE: October 27, 2021

RE: Resolution No. 2021-015– FY 2022 Fire Fund Budget

Enclosed for your review and consideration is Resolution No. 2021-015, which adopts the FY 2022 Fire Fund Budget.

The Township Manager met with staff earlier this year to discuss the Board's goals and objectives which were then used to help prepare the Township budgets. Then, in September, the Board met to review, discuss and develop the proposed 2022 budget documents. This budget was developed through several public meetings, including a Public Hearing held on October 19, 2021. Therefore, I recommend the adoption of the FY 2022 Fire Fund Budget.

RECOMMENDED MOTION:

To adopt Resolution No. 2021-015, which adopts the Delhi Charter Township Fiscal Year 2022 Fire Fund Budget.

DELHI CHARTER TOWNSHIP

RESOLUTION NO. 2021-015

**ADOPTING FISCAL YEAR ENDING DECEMBER 31, 2022
FIRE FUND BUDGET**

At a regular meeting of the Township Board of the Charter Township of Delhi, Ingham County, Michigan held at the Community Services Center, 2074 Aurelius Road, Holt, MI., 48842, on Tuesday, November 2, 2021 at 7:00 P.M.

PRESENT:

ABSENT:

The following resolution was offered by

WHEREAS, the Uniform Budgeting and Accounting Act (Michigan Public Act 2 of 1968, as amended) and/or the Charter Township Act (Michigan Public Act 359 of 1947, as amended) requires, among other things:

- A. That the Township pass a general appropriations act for all funds, except custodial, internal service, enterprise, debt service, or capital projects funds;
- B. That responsibility for the budget is designated;
- C. That the budget include revenues (by source) and expenditures (by budgetary centers) for the most recently completed fiscal year, estimated revenues and expenditures for the current fiscal year, and estimated revenues and expenditures for the ensuing fiscal year; and
- D. That the budget include amounts of surplus or deficit that have accumulated from prior years, current year, and estimated surplus or deficits for the budget year; and

WHEREAS, the FY 2022 Fire Fund Budget was presented to the Township Board members on September 1, 2021; and

WHEREAS, the Delhi Township Board met and deliberated over the FY 2022 Fire Fund Budget on September 14, 2021; and

WHEREAS, a Public Hearing, properly noticed to the public, has been announced and held at the Township Board meeting on Tuesday, October 19, 2021 at 7:00 p.m., and copies of the proposed Fire Fund Budget have been made available for public inspection; and

WHEREAS, the Township Board now desires to appropriate monies for Fire Fund for FY 2022;

NOW, THEREFORE, BE IT RESOLVED BY THE TOWNSHIP BOARD OF THE CHARTER TOWNSHIP OF DELHI, INGHAM COUNTY, MICHIGAN, as follows:

1. The Delhi Charter Township Board adopts the FY 2022 Special Revenue Fund - Fire Fund Budget as itemized in the attached Exhibit A.
2. This budget is an "Activity" budget, and appropriations are made based on the total of the line items in each budget activity.

3. The Township Manager is designated as responsible for this Budget.

The following itemization of accumulated surpluses/use of surplus is accepted:

FIRE FUND

12-31-21	Projected Fund Balance	51,188
2022	Estimated Revenue and Other Sources	2,919,750
2022	Estimated Expenditures	<u>(2,919,750)</u>
12-31-22	Projected Fund Balance	51,188

The millage to be levied for the Fire Fund is 1.4842 mills.

Ayes:

Nays:

Absent:

Resolution declared adopted: 11/02/2021

Evan Hope, Township Clerk

STATE OF MICHIGAN)
)SS
COUNTY OF INGHAM)

I, the undersigned, the duly qualified and acting Township Clerk for the Charter Township of Delhi, Ingham County, Michigan, DO HEREBY CERTIFY that the foregoing is a true and complete copy of certain proceedings taken by the Township Board of said Township at a regular meeting held on the 2nd day of November, 2021.

Evan Hope, Township Clerk

DELHI CHARTER TOWNSHIP**MEMORANDUM**

TO: Delhi Township Board Members

FROM: Tracy Miller, Township Manager

DATE: October 27, 2021

RE: Resolution No. 2021-016– FY 2022 Fire EMS Equipment and Vehicle Fund Budget

Enclosed for your review and consideration is Resolution No. 2021-016, which adopts the FY 2022 Fire EMS Equipment and Vehicle Fund Budget.

The Township Manager met with staff earlier this year to discuss the Board's goals and objectives which were then used to help prepare the Township budgets. Then, in September, the Board met to review, discuss and develop the proposed 2022 budget documents. This budget was developed through several public meetings, including a Public Hearing held on October 19, 2021. Therefore, I recommend the adoption of the FY 2022 Fire EMS Equipment and Vehicle Fund Budget.

RECOMMENDED MOTION:

To adopt Resolution No. 2021-016, which adopts the Delhi Charter Township Fiscal Year 2022 Fire EMS Equipment and Vehicle Fund Budget.

DELHI CHARTER TOWNSHIP
RESOLUTION NO. 2021-016

**ADOPTING FISCAL YEAR ENDING DECEMBER 31, 2022
FIRE EMS EQUIPMENT AND VEHICLE FUND BUDGET**

At a regular meeting of the Township Board of the Charter Township of Delhi, Ingham County, Michigan held at the Community Services Center, 2074 Aurelius Road, Holt, MI., 48842, on Tuesday, November 2, 2021 at 7:00 P.M.

PRESENT:

ABSENT:

The following resolution was offered by

WHEREAS, the Uniform Budgeting and Accounting Act (Michigan Public Act 2 of 1968, as amended) and/or the Charter Township Act (Michigan Public Act 359 of 1947, as amended) requires, among other things:

- A. That the Township pass a general appropriations act for all funds, except custodial, internal service, enterprise, debt service, or capital projects funds;
- B. That responsibility for the budget is designated;
- C. That the budget include revenues (by source) and expenditures (by budgetary centers) for the most recently completed fiscal year, estimated revenues and expenditures for the current fiscal year, and estimated revenues and expenditures for the ensuing fiscal year; and
- D. That the budget include amounts of surplus or deficit that have accumulated from prior years, current year, and estimated surplus or deficits for the budget year; and

WHEREAS, the FY 2022 Fire EMS Equipment and Vehicle Fund Budget was presented to the Township Board members on September 1, 2021; and

WHEREAS, the Delhi Township Board met and deliberated over the FY 2022 Fire EMS Equipment and Vehicle Fund Budget on September 14, 2021; and

WHEREAS, a Public Hearing, properly noticed to the public, has been announced and held at the Township Board meeting on Tuesday, October 19, 2021 at 7:00 p.m., and copies of the proposed Fire EMS Equipment and Vehicle Fund Budget have been made available for public inspection; and

WHEREAS, the Township Board now desires to appropriate monies for Fire EMS Equipment and Vehicle Fund for FY 2022;

NOW, THEREFORE, BE IT RESOLVED BY THE TOWNSHIP BOARD OF THE CHARTER TOWNSHIP OF DELHI, INGHAM COUNTY, MICHIGAN, as follows:

1. The Delhi Charter Township Board adopts the FY 2022 Special Revenue Fund – Fire EMS Equipment and Vehicle Fund Budget as itemized in the attached Exhibit A.
2. This budget is an "Activity" budget, and appropriations are made based on the total of the line items in each budget activity.

3. The Township Manager is designated as responsible for this Budget.

The following itemization of accumulated surpluses/use of surplus is accepted:

FIRE EMS EQUIPMENT AND VEHICLE FUND

12-31-21	Projected Fund Balance	258,281
2022	Estimated Revenue and Other Sources	436,270
2022	Estimated Expenditures	<u>(416,350)</u>
12-31-22	Projected Fund Balance	278,201

The millage to be levied for the Fire EMS Equipment and Vehicle Fund is 0.4990 mills.

Ayes:

Nays:

Absent:

Resolution declared adopted: 11/02/2021

Evan Hope, Township Clerk

STATE OF MICHIGAN)
)SS
COUNTY OF INGHAM)

I, the undersigned, the duly qualified and acting Township Clerk for the Charter Township of Delhi, Ingham County, Michigan, DO HEREBY CERTIFY that the foregoing is a true and complete copy of certain proceedings taken by the Township Board of said Township at a regular meeting held on the 2nd day of November, 2021.

Evan Hope, Township Clerk

FIRE EMS EQUIPMENT AND VEHICLE FUND SUMMARY

	2020 Actual	2021 Budget	2021 Projected	2022 Budget	2023 Forecast	2024 Forecast
Revenues						
Taxes	\$ 401,114	\$ 412,220	\$ 411,190	\$ 429,020	\$ 437,560	\$ 446,270
Grants and Rev Sharing	15,198	6,190	7,250	7,250	7,250	7,250
Total Revenues	416,312	418,410	418,440	436,270	444,810	453,520
Expenditures						
Public Safety	80,685	163,000	163,000	188,500	189,500	200,000
Capital Outlay	262,000	262,000	1,020,290	-	175,000	-
Debt Service	-	-	-	227,850	227,850	152,190
Total Expenditures	342,685	425,000	1,183,290	416,350	592,350	352,190
Other Financing Sources (Uses)						
Other Financing Sources	-	-	724,070	-	-	-
Sale of Fixed Assets	8,500	-	2,000	-	-	-
Total Other Financing Sources	8,500	-	726,070	-	-	-
Revenues over (under) expenditures	82,127	(6,590)	(38,780)	19,920	(147,540)	101,330
Fund Balance, Beginning	214,934	297,061	297,061	258,281	278,201	130,661
Fund Balance, Ending	\$ 297,061	\$ 290,471	\$ 258,281	\$ 278,201	\$ 130,661	\$ 231,991

DELHI CHARTER TOWNSHIP

MEMORANDUM

TO: Delhi Township Board Members

FROM: Tracy Miller, Township Manager

DATE: October 27, 2021

RE: Resolution No. 2021-017 – FY 2022 Police Fund Budget

Enclosed for your review and consideration is Resolution No. 2021-017, which adopts the FY 2022 Police Fund Budget.

The Township Manager met with staff earlier this year to discuss the Board's goals and objectives which were then used to help prepare the Township budgets. Then, in September, the Board met to review, discuss and develop the proposed 2022 budget documents. This budget was developed through several public meetings, including a Public Hearing held on October 19, 2021. Therefore, I recommend the adoption of the FY 2022 Police Fund Budget.

RECOMMENDED MOTION:

To adopt Resolution No. 2021-017, which adopts the Delhi Charter Township Fiscal Year 2022 Police Fund Budget.

DELHI CHARTER TOWNSHIP

RESOLUTION NO. 2021-017

**ADOPTING FISCAL YEAR ENDING DECEMBER 31, 2022
POLICE FUND BUDGET**

At a regular meeting of the Township Board of the Charter Township of Delhi, Ingham County, Michigan held at the Community Services Center, 2074 Aurelius Road, Holt, MI., 48842, on Tuesday, November 2, 2021 at 7:00 P.M.

PRESENT:

ABSENT:

The following resolution was offered by

WHEREAS, the Uniform Budgeting and Accounting Act (Michigan Public Act 2 of 1968, as amended) and/or the Charter Township Act (Michigan Public Act 359 of 1947, as amended) requires, among other things:

- A. That the Township pass a general appropriations act for all funds, except custodial, internal service, enterprise, debt service, or capital projects funds;
- B. That responsibility for the budget is designated;
- C. That the budget include revenues (by source) and expenditures (by budgetary centers) for the most recently completed fiscal year, estimated revenues and expenditures for the current fiscal year, and estimated revenues and expenditures for the ensuing fiscal year; and
- D. That the budget include amounts of surplus or deficit that have accumulated from prior years, current year, and estimated surplus or deficits for the budget year; and

WHEREAS, the FY 2022 Police Fund Budget was presented to the Township Board members on September 1, 2021; and

WHEREAS, the Delhi Township Board met and deliberated over the FY 2022 Police Fund Budget on September 14, 2021; and

WHEREAS, a Public Hearing, properly noticed to the public, has been announced and held at the Township Board meeting on Tuesday, October 19, 2021 at 7:00 p.m., and copies of the proposed Police Fund Budget have been made available for public inspection; and

WHEREAS, the Township Board now desires to appropriate monies for Police Fund for FY 2022;

NOW, THEREFORE, BE IT RESOLVED BY THE TOWNSHIP BOARD OF THE CHARTER TOWNSHIP OF DELHI, INGHAM COUNTY, MICHIGAN, as follows:

1. The Delhi Charter Township Board adopts the FY 2022 Special Revenue Fund - Police Fund Budget as itemized in the attached Exhibit A.
2. This budget is an "Activity" budget, and appropriations are made based on the total of the line items in each budget activity.
3. The Township Manager is designated as responsible for this Budget.

The following itemization of accumulated surpluses/use of surplus is accepted:

POLICE FUND

12-31-21	Projected Fund Balance	0
2022	Estimated Revenue and Other Sources	3,018,040
2022	Estimated Expenditures	<u>(3,018,040)</u>
12-31-22	Projected Fund Balance	0

The millage to be levied for the Police Fund is 1.4842 mills.

Ayes:

Nays:

Absent:

Resolution declared adopted: 11/02/2021

Evan Hope, Township Clerk

STATE OF MICHIGAN)
)SS
COUNTY OF INGHAM)

I, the undersigned, the duly qualified and acting Township Clerk for the Charter Township of Delhi, Ingham County, Michigan, DO HEREBY CERTIFY that the foregoing is a true and complete copy of certain proceedings taken by the Township Board of said Township at a regular meeting held on the 2nd day of November, 2021.

Evan Hope, Township Clerk

DELHI CHARTER TOWNSHIP**MEMORANDUM**

TO: Delhi Township Board Members

FROM: Tracy Miller, Township Manager

DATE: October 27, 2021

RE: Resolution No. 2021-018– FY 2022 Parks, Trails, and Recreation Fund Budget

Enclosed for your review and consideration is Resolution No. 2021-018, which adopts the FY 2022 Parks, Trails, and Recreation Fund Budget.

The Township Manager met with staff earlier this year to discuss the Board's goals and objectives which were then used to help prepare the Township budgets. Then, in September, the Board met to review, discuss and develop the proposed 2022 budget documents. This budget was developed through several public meetings, including a Public Hearing held on October 19, 2021. Therefore, I recommend the adoption of the FY 2022 Parks, Trails and Recreation Fund Budget.

RECOMMENDED MOTION:

To adopt Resolution No. 2021-018, which adopts the Delhi Charter Township Fiscal Year 2022 Parks, Trails and Recreation Fund Budget.

DELHI CHARTER TOWNSHIP
RESOLUTION NO. 2021-018

**ADOPTING FISCAL YEAR ENDING DECEMBER 31, 2022
PARKS, TRAILS, AND RECREATION FUND BUDGET**

At a regular meeting of the Township Board of the Charter Township of Delhi, Ingham County, Michigan held at the Community Services Center, 2074 Aurelius Road, Holt, MI., 48842, on Tuesday, November 2, 2021 at 7:00 P.M.

PRESENT:

ABSENT:

The following resolution was offered by

WHEREAS, the Uniform Budgeting and Accounting Act (Michigan Public Act 2 of 1968, as amended) and/or the Charter Township Act (Michigan Public Act 359 of 1947, as amended) requires, among other things:

- A. That the Township pass a general appropriations act for all funds, except custodial, internal service, enterprise, debt service, or capital projects funds;
- B. That responsibility for the budget is designated;
- C. That the budget include revenues (by source) and expenditures (by budgetary centers) for the most recently completed fiscal year, estimated revenues and expenditures for the current fiscal year, and estimated revenues and expenditures for the ensuing fiscal year; and
- D. That the budget include amounts of surplus or deficit that have accumulated from prior years, current year, and estimated surplus or deficits for the budget year; and

WHEREAS, the FY 2022 Parks, Trails, and Recreation Fund Budget was presented to the Township Board members on September 1, 2021; and

WHEREAS, the Delhi Township Board met and deliberated over the FY 2022 Parks, Trails, and Recreation Fund Budget on September 14, 2021; and

WHEREAS, a Public Hearing, properly noticed to the public, has been announced and held at the Township Board meeting on Tuesday, October 19, 2021 at 7:00 p.m., and copies of the proposed Parks, Trails, and Recreation Fund Budget have been made available for public inspection; and

WHEREAS, the Township Board now desires to appropriate monies for Parks, Trails, and Recreation Fund for FY 2022;

NOW, THEREFORE, BE IT RESOLVED BY THE TOWNSHIP BOARD OF THE CHARTER TOWNSHIP OF DELHI, INGHAM COUNTY, MICHIGAN, as follows:

1. The Delhi Charter Township Board adopts the FY 2022 Special Revenue Fund – Parks, Trails, and Recreation Fund Budget as itemized in the attached Exhibit A.
2. This budget is an "Activity" budget, and appropriations are made based on the total of the line items in each budget activity.

3. The Township Manager is designated as responsible for this Budget.

The following itemization of accumulated surpluses/use of surplus is accepted:

PARKS, TRAILS, AND RECREATION FUND

12-31-21	Projected Fund Balance	0
2022	Estimated Revenue and Other Sources	1,406,260
2022	Estimated Expenditures	<u>(1,406,260)</u>
12-31-22	Projected Fund Balance	0

The millage to be levied for the Parks, Trails and Recreation Fund is 0.9921 mills.

Ayes:

Nays:

Absent:

Resolution declared adopted: 11/02/2021

Evan Hope, Township Clerk

STATE OF MICHIGAN)
)SS
COUNTY OF INGHAM)

I, the undersigned, the duly qualified and acting Township Clerk for the Charter Township of Delhi, Ingham County, Michigan, DO HEREBY CERTIFY that the foregoing is a true and complete copy of certain proceedings taken by the Township Board of said Township at a regular meeting held on the 2nd day of November, 2021.

Evan Hope, Township Clerk

PARKS, TRAILS, AND RECREATION FUND SUMMARY

	2020	2021	2021	2022	2023	2024
	Actual	Budget	Projected	Budget	Forecast	Forecast
Revenues						
Taxes	\$ 802,266	\$ 824,400	\$ 822,390	\$ 848,900	\$ 865,800	\$ 883,040
Grants & Revenue Sharing	31,052	30,000	38,900	35,000	35,000	35,000
Charges for Services	9,731	57,000	48,400	48,400	48,400	48,400
Other	<u>6,115</u>	<u>60,050</u>	<u>18,100</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Revenues	849,164	971,450	927,790	932,300	949,200	966,440
Expenditures						
Parks Administration	310,121	355,430	373,840	386,020	395,080	404,070
Parks	450,871	710,630	730,930	942,920	739,850	964,440
Recreation	<u>27,789</u>	<u>62,320</u>	<u>62,320</u>	<u>77,320</u>	<u>77,320</u>	<u>77,320</u>
Total Expenditures	788,781	1,128,380	1,167,090	1,406,260	1,212,250	1,445,830
Other Financing Sources (Uses)						
Transfer In from General Fund	12,635	356,930	363,640	473,960	263,050	479,390
Transfers Out	<u>(13,760)</u>	<u>(200,000)</u>	<u>(200,000)</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Other Financing Sources	(1,125)	156,930	163,640	473,960	263,050	479,390
Revenues over (under) expenditures	59,258	-	(75,660)	-	-	-
Fund Balance, Beginning	<u>16,400</u>	<u>75,658</u>	<u>75,658</u>	<u>(2)</u>	<u>(2)</u>	<u>(2)</u>
Fund Balance, Ending	<u>\$ 75,658</u>	<u>\$ 75,658</u>	<u>\$ (2)</u>	<u>\$ (2)</u>	<u>\$ (2)</u>	<u>\$ (2)</u>

DELHI CHARTER TOWNSHIP**MEMORANDUM**

TO: Delhi Township Board Members

FROM: Tracy Miller, Township Manager

DATE: October 27, 2021

RE: Resolution No. 2021-019 – FY 2022 Water Improvement Fund Budget

Enclosed for your review and consideration is Resolution No. 2021-019, which adopts the FY 2022 Water Improvement Fund Budget.

The Township Manager met with staff earlier this year to discuss the Board's goals and objectives which were then used to help prepare the Township budgets. Then, in September, the Board met to review, discuss and develop the proposed 2022 budget documents. This budget was developed through several public meetings, including a Public Hearing held on October 19, 2021. Therefore, I recommend the adoption of the FY 2022 Water Improvement Fund Budget.

RECOMMENDED MOTION:

To adopt Resolution No. 2021-019, which adopts the Delhi Charter Township Fiscal Year 2022 Water Improvement Fund Budget.

DELHI CHARTER TOWNSHIP

RESOLUTION NO. 2021-019

**ADOPTING FISCAL YEAR ENDING DECEMBER 31, 2022
WATER IMPROVEMENT FUND BUDGET**

At a regular meeting of the Township Board of the Charter Township of Delhi, Ingham County, Michigan held at the Community Services Center, 2074 Aurelius Road, Holt, MI., 48842, on Tuesday, November 2, 2021 at 7:00 P.M.

PRESENT:

ABSENT:

The following resolution was offered by

WHEREAS, the Uniform Budgeting and Accounting Act (Michigan Public Act 2 of 1968, as amended) and/or the Charter Township Act (Michigan Public Act 359 of 1947, as amended) requires, among other things:

- A. That the Township pass a general appropriations act for all funds, except custodial, internal service, enterprise, debt service, or capital projects funds;
- B. That responsibility for the budget is designated;
- C. That the budget include revenues (by source) and expenditures (by budgetary centers) for the most recently completed fiscal year, estimated revenues and expenditures for the current fiscal year, and estimated revenues and expenditures for the ensuing fiscal year; and
- D. That the budget include amounts of surplus or deficit that have accumulated from prior years, current year, and estimated surplus or deficits for the budget year; and

WHEREAS, the FY 2022 Water Improvement Fund Budget was presented to the Township Board members on September 1, 2021; and

WHEREAS, the Delhi Township Board met and deliberated over the FY 2022 Water Improvement Fund Budget on September 14, 2021; and

WHEREAS, a Public Hearing, properly noticed to the public, has been announced and held at the Township Board meeting on Tuesday, October 19, 2021 at 7:00 p.m., and copies of the proposed Water Improvement Fund Budget have been made available for public inspection; and

WHEREAS, the Township Board now desires to appropriate monies for Water Improvement Fund activities for the fiscal year 2022;

NOW, THEREFORE, BE IT RESOLVED BY THE TOWNSHIP BOARD OF THE CHARTER TOWNSHIP OF DELHI, INGHAM COUNTY, MICHIGAN, as follows:

1. The Delhi Charter Township Board adopts the FY 2022 Special Revenue Fund - Water Improvement Fund Budget as itemized in the attached Exhibit A.
2. This budget is an "Activity" budget, and appropriations are made based on the total of the line items in

each budget activity.

3. The Township Manager is designated as responsible for this Budget.
4. The following itemization of accumulated surpluses/use of surplus is accepted:

WATER IMPROVEMENT FUND

12-31-21	Projected Fund Balance	\$478,851
2022	Estimated Revenue	132,340
2022	Estimated Expenditures	<u>(77,270)</u>
12-31-22	Projected Fund Balance	\$ 533,921

Ayes:

Nays:

Absent:

Resolution declared adopted: 11/02/2021

Evan Hope, Township Clerk

STATE OF MICHIGAN)
)SS
COUNTY OF INGHAM)

I, the undersigned, the duly qualified and acting Township Clerk for the Charter Township of Delhi, Ingham County, Michigan, DO HEREBY CERTIFY that the foregoing is a true and complete copy of certain proceedings taken by the Township Board of said Township at a regular meeting held on the 2nd day of November, 2021.

Evan Hope, Township Clerk

WATER IMPROVEMENT FUND SUMMARY

	2020 Actual	2021 Budget	2021 Projected	2022 Budget	2023 Forecast	2024 Forecast
Revenues						
Charges for Services	\$ 200,556	\$ 25,000	\$ 54,000	\$ 130,000	\$ 25,000	\$ 25,000
Interest	2,392	3,000	180	180	180	180
Other	<u>2,503</u>	<u>2,500</u>	<u>3,060</u>	<u>2,160</u>	<u>2,160</u>	<u>2,160</u>
Total Revenues	205,451	30,500	57,240	132,340	27,340	27,340
Expenditures						
Other	2,550	2,800	2,800	2,800	2,800	2,800
Debt Service	<u>73,471</u>	<u>73,990</u>	<u>73,990</u>	<u>74,470</u>	<u>-</u>	<u>-</u>
Total Expenditures	76,021	76,790	76,790	77,270	2,800	2,800
Revenues over (under) expenditures	129,430	(46,290)	(19,550)	55,070	24,540	24,540
Fund Balance, Beginning	<u>368,971</u>	<u>498,401</u>	<u>498,401</u>	<u>478,851</u>	<u>533,921</u>	<u>558,461</u>
Fund Balance, Ending	<u>\$ 498,401</u>	<u>\$ 452,111</u>	<u>\$ 478,851</u>	<u>\$ 533,921</u>	<u>\$ 558,461</u>	<u>\$ 583,001</u>

DELHI CHARTER TOWNSHIP**MEMORANDUM**

TO: Delhi Township Board Members

FROM: Tracy Miller, Township Manager

DATE: October 27, 2021

RE: Resolution No. 2021-020– FY 2022 Debt Service Budgets

Enclosed for your review and consideration is Resolution No. 2021-020, which adopts the FY 2022 Debt Service Budgets.

The Township Manager met with staff earlier this year to discuss the Board's goals and objectives which were then used to help prepare the Township budgets. Then, in September, the Board met to review, discuss and develop the proposed 2022 budget documents. This budget was developed through several public meetings, including a Public Hearing which was held on October 19, 2021. Therefore, I recommend the adoption of the FY 2022 Debt Service Budgets.

RECOMMENDED MOTION:

To adopt Resolution No. 2021-020, which adopts the Delhi Charter Township Fiscal Year 2022 Debt Service Budgets.

DELHI CHARTER TOWNSHIP

RESOLUTION NO. 2021-020

**ADOPTING FISCAL YEAR ENDING DECEMBER 31, 2022
DEBT SERVICE BUDGETS**

At a regular meeting of the Township Board of the Charter Township of Delhi, Ingham County, Michigan held at the Community Services Center, 2074 Aurelius Road, Holt, MI, 48842, on Tuesday, November 2, 2021, at 7:00 P.M.

PRESENT:

ABSENT:

The following resolution was offered by:

WHEREAS, the Uniform Budgeting and Accounting Act (Michigan Public Act 2 of 1968, as amended) and/or the Charter Township Act (Michigan Public Act 359 of 1947, as amended) recommends, makes provision, or requires, among other things:

- A. That the Township may pass a general appropriations act for debt service funds;
- B. That responsibility for budget be designated;
- C. That the budget include revenues (by source) and expenditures (by budgetary centers) for the most recently completed fiscal year, estimated revenues and expenditures for the current fiscal year, and estimated revenues and expenditures for the ensuing fiscal year; and

WHEREAS, the Delhi Township Board wishes to adopt Debt Service Budgets for government funds for fiscal management and received the FY 2022 Debt Service Budgets on September 1, 2021; and reviewed and deliberated over the FY 2022 Debt Service Budgets on September 14, 2021; and

WHEREAS, a Public Hearing, properly noticed to the Public, was held at the Township Board meeting on Tuesday, October 19, 2021;

NOW THEREFORE BE IT RESOLVED BY THE TOWNSHIP BOARD OF THE CHARTER TOWNSHIP OF DELHI, INGHAM COUNTY, MICHIGAN, as follows:

1. The Delhi Charter Township Board adopts the FY 2022 Debt Service Budgets for the 2017 Street Improvement Bonds (Fund 852); as itemized in the attached Exhibit A.
2. These are activity budgets, and appropriations are made based on the total of the line items in each budget activity.
3. The Township Manager is designated as responsible for these Budgets.
4. The Township Treasurer is hereby authorized to make all bond payments of principal, interest, and agent paying fees according to the respective bond payment schedules and prior resolutions of the Township Board.

The following itemization of accumulated surpluses/use of surpluses are accepted:

2017 STREET IMPROVEMENT DEBT SERVICE BUDGET

12-31-21	Projected Fund Balance	\$115,162
2022	Estimated Revenue	19,390
2022	Estimated Expenditures	<u>(32,460)</u>
12-31-22	Projected Fund Balance	\$ 102,092

Ayes:

Nays:

Absent:

Resolution declared adopted: 11/2/21.

Evan Hope, Township Clerk

STATE OF MICHIGAN)
)SS
COUNTY OF INGHAM)

I, the undersigned, the duly qualified and acting Township Clerk for the Charter Township of Delhi, Ingham County, Michigan, DO HEREBY CERTIFY that the foregoing is a true and complete copy of certain proceedings taken by the Township Board of said Township at a regular meeting held on the 2nd day of November, 2021.

Evan Hope, Township Clerk

Attachment - Exhibit A

**2017 STREET IMPROVEMENT DEBT SERVICE FUND SUMMARY (852)
2018-2031 (15 YEARS)**

This bond was issued in 2017 to fund improvements to local streets. The revenue for bond payments will come from special assessments paid by the property owners.

	2020 Actual	2021 Budget	2021 Projected	2022 Budget	2023 Forecast	2024 Forecast
Revenues						
Special Assessments	\$ 48,499	\$ 22,310	\$ 23,770	\$ 19,390	\$ 19,380	\$ 19,380
Total Revenues	48,499	22,310	23,770	19,390	19,380	19,380
Expenditures						
Debt Service	28,804	33,170	33,170	32,460	31,750	31,040
Total Expenditures	28,804	33,170	33,170	32,460	31,750	31,040
Revenues over (under) expenditures	19,695	(10,860)	(9,400)	(13,070)	(12,370)	(11,660)
Fund Balance, Beginning	<u>104,867</u>	<u>124,562</u>	<u>124,562</u>	<u>115,162</u>	<u>102,092</u>	<u>89,722</u>
Fund Balance, Ending	<u>\$ 124,562</u>	<u>\$ 113,702</u>	<u>\$ 115,162</u>	<u>\$ 102,092</u>	<u>\$ 89,722</u>	<u>\$ 78,062</u>

<u>Year</u>	<u>Bond Pymt</u>	<u>Est Rev</u>	<u>Exp over Rev</u>	<u>Cash Bal</u>
				94,813 5/17/2021 Cash Balance
2021	3,905	19,882	15,977	110,790
2022	32,455	19,882	(12,573)	98,217
2023	31,745	19,882	(11,863)	86,354
2024	31,035	19,882	(11,153)	75,201
2025	30,325	19,882	(10,443)	64,758
2026	29,615	19,882	(9,733)	55,025
2027	28,905	19,882	(9,023)	46,002
2028	28,195	19,882	(8,313)	37,689
2029	27,485	19,882	(7,603)	30,086
2030	26,775	19,882	(6,893)	23,193
2031	26,065	19,882	(6,183)	17,010
2032	25,355	19,882	(5,473)	11,537

DELHI CHARTER TOWNSHIP

MEMORANDUM

TO: Delhi Township Board Members

FROM: Tracy Miller, Township Manager

DATE: October 27, 2021

RE: Resolution No. 2021-021 – FY 2022 Downtown Development Authority Budget

Enclosed for your review and approval is Resolution No. 2021-021, which approves the FY 2022 Downtown Development Authority Budget. On October 26, 2021, the DDA Board held a public hearing on this proposed budget to hear comments from the public and, subsequently, approved the budget for submittal to the Township Board for approval of the same.

RECOMMENDED MOTION:

To adopt Resolution No. 2021-021, which approves the Fiscal Year 2022 Downtown Development Authority Budget.

DELHI CHARTER TOWNSHIP
RESOLUTION NO. 2021-021

**APPROVING THE FISCAL YEAR ENDING DECEMBER 31, 2022
DOWNTOWN DEVELOPMENT AUTHORITY BUDGETS**

At a regular meeting of the Township Board of the Charter Township of Delhi, Ingham County, Michigan held at the Community Services Center, 2074 Aurelius Road, Holt, MI., 48842, on Tuesday, November 2, 2021, at 7:00 P.M.

PRESENT:

ABSENT:

The following resolution was offered by

WHEREAS, Delhi Township Ordinance No. 80 established the Downtown Development Authority pursuant to Act 197, Public Acts of Michigan, 1975; and

WHEREAS, Section 10 (b) of Ordinance 80 requires that the Downtown Development Authority Board annually prepare a budget and submit same to the Township on the same date that the proposed budget for the Township is required to be submitted to the Township Board of Trustees; and

WHEREAS, the Downtown Development Authority Director submitted its proposed budgets on September 1, 2021 and discussed the DDA Budgets at the Township Budget Workshop held on September 14, 2021; and

WHEREAS, the Downtown Development Authority Board made a motion at its regular meeting held October 26, 2021 to submit the 2022 proposed budgets attached hereto as Exhibit A to the Township Board for approval;

NOW, THEREFORE, BE IT RESOLVED BY THE TOWNSHIP BOARD OF THE CHARTER TOWNSHIP OF DELHI, INGHAM COUNTY, MICHIGAN, as follows:

1. The Delhi Charter Township Board approves the FY 2022 Downtown Development Authority Budget, and the DDA Debt Service Fund as itemized in the attached Exhibits A and B.
2. This approval is for an "Activity" budget, and approval is made based on the total of the line items in each budget activity.
3. This budgets shall be finally adopted by the Downtown Development Authority Board in accordance with the provisions of Michigan Public Act 2 of 1968, as amended, which requires an appropriations act adopting budgets for all Special Revenue Funds and requiring that responsibility for the budget be designated;
4. The Downtown Development Director is designated as responsible for the DDA Budget and is hereby authorized to make budgetary transfers between activity budgets in amounts not to exceed \$10,000 per transfer, with said transfers to be reported to the Board at its next regular meeting. Amendments made by the Downtown Development Authority Board and budget transfers made by the Authority's Director shall be promptly reported to the Township Accounting Department.
5. The Township shall approve subsequent amendments to this budget made by the Downtown Development Authority Board that make a net increase or decrease in 2022 Estimated Use of Fund

Balance

6. The following of accumulated surpluses is approved as outlined in Exhibit A:

DOWNTOWN DEVELOPMENT AUTHORITY

01-01-21	Fund Balance	\$ 4,199,267
2021	Projected Revenue & Other Sources	2,102,630
2021	Projected Expenditures & Other Uses	<u>(2,139,540)</u>
12-31-21	Projected Fund Balance	\$ 4,162,357
2022	Estimated Revenue & Other Sources	\$ 2,149,710
2022	Estimated Expenditures	<u>(1,918,610)</u>
12-31-22	Projected Fund Balance	\$ 4,393,457

AYES:

NAYS:

ABSENT:

RESOLUTION DECLARED ADOPTED: 11/2/2021

Evan Hope, Township Clerk

STATE OF MICHIGAN)

) ss

COUNTY OF INGHAM)

I, the undersigned, the duly qualified and acting Township Clerk for the Charter Township of Delhi, Ingham County, Michigan, DO HEREBY CERTIFY that the foregoing is a true and complete copy of certain proceedings taken by the Township Board of said Township at a regular meeting held on the 2nd of November, 2021

Evan Hope, Township Clerk

DOWNTOWN DEVELOPMENT AUTHORITY FUND SUMMARY

Description	2020 Actual	2021 Budget	2021 Projected	2022 Budget	2023 Forecast	2024 Forecast
Revenues						
Property Taxes	\$ 1,960,263	\$ 1,960,960	\$ 2,044,130	\$ 2,131,800	\$ 2,174,300	\$ 2,217,650
Grants	2,000	2,000	35,910	2,000	-	2,000
Interest and rentals	23,024	14,500	10,000	10,000	9,000	9,000
Other	16,116	2,000	2,900	1,500	1,500	1,500
Total Revenues	2,001,403	1,979,460	2,092,940	2,145,300	2,184,800	2,230,150
Expenditures						
Community and Economic Dev						
Administration	133,485	181,720	166,810	168,280	170,500	172,750
Marketing & Promotion	357,326	187,630	274,250	197,790	195,300	196,580
Other Functions	135,496	-	-	-	-	-
Infrastructure Projects	2,600	160,450	160,450	157,840	155,230	152,620
Capital Outlay	76,108	150,000	59,310	-	-	-
Development Capital Outlay/Improvements	472,342	325,000	372,910	275,000	275,000	275,000
Total Expenditures	1,177,357	1,004,800	1,033,730	798,910	796,030	796,950
Other Financing Sources (Uses)						
Sale of Assets	1,200,000	-	9,690	4,410	1,890	-
Transfer to DDA Debt Service Funds	(1,099,844)	(1,105,810)	(1,105,810)	(1,119,700)	(1,128,630)	(1,132,480)
Total Other Financing Sources (Uses)	100,156	(1,105,810)	(1,096,120)	(1,115,290)	(1,126,740)	(1,132,480)
Revenues over (under) expenditures	924,202	(131,150)	(36,910)	231,100	262,030	300,720
Fund Balance, Beginning	3,275,065	4,199,267	4,199,267	4,162,357	4,393,457	4,655,487
Fund Balance, Ending	\$ 4,199,267	\$ 4,068,117	\$ 4,162,357	\$ 4,393,457	\$ 4,655,487	\$ 4,956,207

DELHI CHARTER TOWNSHIP

MEMORANDUM

TO: Delhi Township Board Members

FROM: Tracy Miller, Township Manager

DATE: October 27, 2021

RE: Resolution No. 2021-022 – FY 2022 Brownfield Redevelopment Authority Budget

Enclosed for your review and approval is Resolution No. 2021-022, which approves the FY 2022 Brownfield Redevelopment Authority Budget. The Brownfield Authority Board held a public hearing on this proposed budget to hear comments from the public and approved the budget on October 26, 2021 for submittal to the Township Board for approval of the same.

RECOMMENDED MOTION:

To adopt Resolution No. 2021-022, which approves the Delhi Charter Township Fiscal Year 2022 Brownfield Redevelopment Authority Budget.

DELHI CHARTER TOWNSHIP

RESOLUTION NO. 2021-022

**APPROVING THE FISCAL YEAR ENDING DECEMBER 31, 2022
BROWNFIELD REDEVELOPMENT AUTHORITY BUDGET**

At a regular meeting of the Township Board of the Charter Township of Delhi, Ingham County, Michigan held at the Community Services Center, 2074 Aurelius Road, Holt, MI., 48842, on Tuesday, November 2, 2021, at 7:00 P.M.

PRESENT:

ABSENT:

The following resolution was offered by

WHEREAS, Delhi Township Resolution No. 2001-167 established the Brownfield Redevelopment Authority pursuant to Act 381, Public Acts of Michigan, 1996; and

WHEREAS, the Uniform Budgeting and Accounting Act (Michigan Public Act 2 of 1968, as amended) requires, among other things:

- A. That the Authority shall prepare and approve a budget for the operation of the Authority
- B. That the responsibility for the budget be designated
- C. That the budget includes revenue (by source) and expenditures (by budgetary centers) for the most recently completed fiscal year, estimated revenues and expenditures for the current fiscal year, and estimated revenues and expenditures for the ensuing fiscal year; and
- D. That the budget include amounts of surplus or deficit that have accumulated from prior years, current year, and estimated surplus or deficits for the budget year; and
- E. That the Township pass a general appropriations act for all funds except trust or agency, internal service, enterprise, debt service, or capital project funds;

WHEREAS, the Brownfield Redevelopment Authority Director submitted its proposed budget on September 1, 2021 and discussed the Budget at the Township Budget Workshop held on September 14, 2021; and

WHEREAS, the Brownfield Redevelopment Authority Board made a motion at its regular meeting held October 26, 2021 to submit the 2022 proposed budget attached hereto as Exhibits A and B to the Township Board for approval;

NOW, THEREFORE, BE IT RESOLVED BY THE TOWNSHIP BOARD OF THE CHARTER TOWNSHIP OF DELHI, INGHAM COUNTY, MICHIGAN, as follows:

1. The Delhi Charter Township Board approves the FY 2022 Brownfield Redevelopment Authority Budget as itemized in the attached Exhibits A & B.
2. This approval is for an "Activity" budget, and approval is made based on the total of the line items in each budget activity.
3. This budget shall be finally adopted by the Brownfield Redevelopment Authority Board in accordance

with the provisions of Michigan Public Act 2 of 1968, as amended, which requires an appropriations act adopting budgets for all Special Revenue Funds and requiring that responsibility for the budget be designated;

4. The following of accumulated surpluses is approved as outlined in Exhibits A & B:

BROWNFIELD REDEVELOPMENT AUTHORITY

12-31-21	Projected Fund Balance	\$64,057
2022	Estimated Revenue	412,480
2022	Estimated Expenditures	<u>(405,000)</u>
12-31-22	Projected Fund Balance	\$ 71,537

LOCAL BROWNFIELD REVOLVING FUND

12-31-21	Projected Fund Balance	\$ 314,214
2022	Estimated Revenue	0
2022	Estimated Expenditures	<u>(1,770)</u>
12-31-22	Projected Fund Balance	\$312,444

5. The Township shall approve subsequent amendments to this budget made by the Brownfield Redevelopment Authority Board that make a net increase or decrease in 2022 Estimated Use of Fund Balance. All other amendments made by the Brownfield Redevelopment Authority Board and budget transfers made by the Authority's Director shall be promptly reported to the Township Accounting Department.

AYES:

NAYS:

ABSENT:

RESOLUTION DECLARED ADOPTED: 11/02/2021

Evan Hope, Township Clerk

STATE OF MICHIGAN)
)ss
COUNTY OF INGHAM)

I, the undersigned, the duly qualified and acting Township Clerk for the Charter Township of Delhi, Ingham County, Michigan, DO HEREBY CERTIFY that the foregoing is a true and complete copy of certain proceedings taken by the Township Board of said Township at a regular meeting held on the 2nd day of November, 2021

Evan Hope, Township Clerk

BROWNFIELD FUND SUMMARY

	2020	2021	2021	2022	2023	2024
	Actual	Budget	Projected	Budget	Forecast	Forecast
Revenues						
Taxes	<u>\$ 376,878</u>	<u>\$ 385,870</u>	<u>\$ 395,300</u>	<u>\$ 412,480</u>	<u>\$ 413,050</u>	<u>\$ 414,600</u>
Total Revenue	376,878	385,870	395,300	412,480	413,050	414,600
Expenditures						
Brownfield-Administration	9,806	20,270	15,270	20,270	20,280	20,280
Remediation	<u>343,475</u>	<u>358,730</u>	<u>369,690</u>	<u>384,730</u>	<u>384,730</u>	<u>384,730</u>
Total Expenditures	353,281	379,000	384,960	405,000	405,010	405,010
Revenues over (under) expenditures	23,597	6,870	10,340	7,480	8,040	9,590
Fund Balance, Beginning	<u>30,120</u>	<u>53,717</u>	<u>53,717</u>	<u>64,057</u>	<u>71,537</u>	<u>79,577</u>
Fund Balance, Ending	<u>\$ 53,717</u>	<u>\$ 60,587</u>	<u>\$ 64,057</u>	<u>\$ 71,537</u>	<u>\$ 79,577</u>	<u>\$ 89,167</u>

LOCAL BROWNFIELD REVOLVING FUND SUMMARY

	2020 Actual	2021 Budget	2021 Projected	2022 Budget	2023 Forecast	2024 Forecast
Revenues						
Grants	\$ 195,697	\$ -	\$ 50,000	\$ -	\$ -	\$ -
Other Revenue	-	-	-	-	-	-
Total Revenue	195,697	-	50,000	-	-	-
Expenditures						
Administration	29,632	15,270	60,270	270	280	280
Remediation	-	20,000	1,500	1,500	1,500	1,500
Total Expenditures	29,632	35,270	61,770	1,770	1,780	1,780
Revenues over (under) expenditures	166,065	(35,270)	(11,770)	(1,770)	(1,780)	(1,780)
Fund Balance, Beginning	159,919	325,984	325,984	314,214	312,444	310,664
Fund Balance, Ending	\$ 325,984	\$ 290,714	\$ 314,214	\$ 312,444	\$ 310,664	\$ 308,884

DELHI CHARTER TOWNSHIP

TREASURER'S OFFICE

2074 Aurelius Road
Holt, MI 48842-6320

Phone (517) 694-0333
treasurers-office@delhitownship.com



To: Delhi Township Board of Trustees

From: Tom Lenard, Township Treasurer

Date: October 27, 2021

The Delhi Township investment policy is included for your review. As a reminder, we are required to invest funds in a manner that is in compliance with Public Act 20 of 1943. Our priorities are to make investment decisions adhering to the highest ethical standards, while emphasizing safety of funds, diversification, liquidity, and return on investments.

If we change the relationship with any of the financial institutions we currently deal with, or add additional institutions, the Township Board has the opportunity to review and approve the changes. Please let me or staff know if you have any questions.

DELHI TOWNSHIP POLICY MANUAL

I. SUBJECT

TOWNSHIP INVESTMENTS

II. PURPOSE

It is the policy of Delhi Charter Township to invest its funds in a manner which will provide the highest investment return with the maximum security while meeting the daily cash flow needs of the Township and comply with all state statues governing the investment of public funds.

III. SCOPE

This investment policy applies to all financial assets of the Township. These assets are accounted for in the funds of the Township and include the general fund, special revenue funds, debt service funds, capital project funds, enterprise funds, internal service funds, trust and agency type funds and any new fund established by the Township.

A. *Pooling of Funds.* Except for cash in certain restricted and special funds, the Township Treasurer may consolidate cash balances from all funds to maximize investment earnings and to increase efficiencies with regard to investment pricing, safekeeping and administration. Investment income will be allocated to the various funds based on their respective participation and in accordance with generally accepted accounting principles.

IV. POLICY

A. Objectives. The primary objectives, in priority order, of the Township's investment activities shall be:

1. *Safety.* Safety of principal is the foremost objective of the investment program. Investments shall be undertaken in a manner that seeks to insure the preservation of capital in the overall portfolio. The Township shall seek to preserve principal by mitigating the two types of risk, credit risk and interest rate risk.

a. **Credit Risk**

The Township will minimize Credit Risk, which is the risk of loss due to the failure of the security issuer or backer, by: limiting investments to the types of securities listed in Section IV(C) of this Investment

Policy Manual; and by pre-qualifying the financial institutions, broker/dealers, intermediaries and advisors with which the Township will do business in accordance with the policies listed in Section IV(K).

The Township will minimize Concentration Credit Risk, which is the risk of loss attributed to the magnitude of the Township's investment in a single issuer, by diversifying the investment portfolio so that the impact of potential losses from any one type of security or issuer will be minimized.

b. Interest Rate Risk

The Township will minimize Interest Rate Risk, which is the risk that the market value of the securities in the portfolio will fall due to changes in market interest rates, by: structuring the investment portfolio so that securities mature to meet cash requirements for ongoing operations, thereby avoiding the need to sell securities on the open market prior to maturity and investing current operating funds primarily in short-term securities, money market mutual funds, or similar investments pools and limiting the average maturity of the portfolio in accordance with this policy.

c. Foreign Currency Risk

The Township is not authorized to invest in investments which have this type of risk.

2. *Diversification.* The investments will be diversified by security type and institution in order that potential losses on individual securities do not exceed the income generated from the remainder of the portfolio.
3. *Liquidity.* The investment portfolio shall remain sufficiently liquid to meet all operating requirements that may be reasonably anticipated.
4. *Return on Investment.* The investment portfolio shall be designed with the objective of obtaining a rate of return throughout the budgetary and economic cycles, taking into account the investment risk constraints and the cash flow characteristics of the portfolio.

- B. Delegation of Authority to Make Investments. Authority to manage the investment program is derived from MCL 41.76. Management responsibility for the investment program is hereby delegated to the Township Treasurer, per MCL 41.76, for the operation of the investment program consistent with this investment policy. Treasurer shall be responsible for procedures that include references to: safekeeping, delivery vs. payment, investment accounting, repurchase agreements, wire transfer agreements, collateral/depository agreements and banking service contracts. No person may engage in an investment transaction except as provided under the terms of this policy. The Township Treasurer shall be responsible for all transactions undertaken and shall establish a system of controls to regulate the activities of subordinate officials. In the absence of the Treasurer, all duties shall be performed by the Deputy Treasurer.

- C. Investments. The Township Treasurer is limited to investments authorized by Act 20 of 1943, as amended, and may invest in the following:
1. Bonds, securities, and other obligations of the United States or an agency or instrumentality of the United States with remaining maturities of five (5) years or less, unless purchased for a Debt Retirement or other long-term investment account. Any Mortgage Backed security shall have an average life of five (5) years or less at the time of purchase. The aggregate dollars of Treasury Inflation Protected Securities may have an average life of five (5) years.
 2. Certificates of deposit of a bank which is a member of the Federal Deposit Insurance Corporation and which is also eligible to be a depository of surplus funds belonging to the Township under sections 5 or 6 of Act No. 105 of the Public Acts of 1855, as amended, being sections 21.145 and 21.146 of the Michigan Compiled Laws. No maturity shall extend beyond five (5) years.
 3. Commercial paper rated at the time of purchase within the two highest classifications by not less than two standard rating services and which matures not more than 270 days after the date of purchase. No more than 25% of the portfolio may be invested in commercial paper, exclusive of assets held in the Trust and Agency accounts.
 4. United States government or federal agency obligation repurchase agreements. Total portfolio investment shall not exceed 25%.
 5. Banker's acceptances of United States Banks. Total portfolio investment shall not exceed 25%.
 6. Mutual funds registered under the investment company act of 1940, title 1 of chapter 686, 54 Stat. 789, 15 U S C 80a-1 to 80a-3 and 80a-4 to 80a-64, with the authority to purchase only investment vehicles that are legal for direct investment by a public corporation. This authorization is limited to securities whose intention is to maintain a net asset value of \$1.00 per share.
 7. Obligations described in subdivisions (a) through (f) if purchased through an interlocal agreement under the urban cooperations act of 1967 (Ex Sess) PA 7, MCL 124.501 to 124.512.
 8. Investment pools organized under the surplus funds investment pool act, 1982 PA 367, 129.11 to 129.118.
- D. Safekeeping and Custody. All security transactions, including collateral for repurchase agreements and financial institution deposits entered into by the Township Treasurer shall be on a cash (or delivery vs. payment) basis. Securities may be held by a third party custodian designated by the treasurer and evidenced by safekeeping receipts as determined by the Treasurer.
- E. Prudence. The standard of prudence to be applied by the Treasurer shall be the "prudent investor" rule, which states:

“Investments shall be made with judgement and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived.”

The Treasurer in exercising due diligence shall be relieved of personal responsibility for an individual security’s performance provided that deviations from expectations are reported in a timely fashion and appropriate action is taken to control adverse developments.

- F. Ethics. The Treasurer shall refrain from personal business activity that could conflict with proper execution of the investment program, or which could impair their ability to make impartial investment decisions. The Treasurer shall disclose to the public any material financial interest in financial institutions that conduct business with the Township, and they shall further disclose any large personal financial/investment positions that could be related to the performance of the Township’s portfolio. The Treasurer shall subordinate his/her personal investment transactions to those of the Township, particularly with regard to the timing of purchases and sales.
- G. Monitoring and adjusting the portfolio. The Treasurer will routinely monitor the contents of the portfolio, the available markets and the relative values of competing instruments, and will adjust the portfolio accordingly.
- H. Internal Controls. The Township shall establish an annual process of independent review by an external auditor. This review will provide internal control by assuring compliance with policies and procedures.
- I. Market Yield (BENCHMARK). The investment portfolio shall be designed with the objective of obtaining a rate of return throughout budgetary and economic cycles, commensurate with the investment risk constraints and the cash flow needs. The Township’s investment strategy is moderately active. Given this strategy, the basis used by the Treasurer to determine whether market yields are being achieved shall be three month Treasury bills as reported in The Wall Street Journal.
- J. Diversification. The Treasurer shall diversify use of investment instruments to avoid incurring unreasonable risks inherent in over-investing in specific instruments, individual financial institutions or maturities. Diversification by instrument shall be subject to limits set in the sections above titled “Investments”.
 - 1. Diversification by Financial Institution shall be as follows:
No more than 25% of the total portfolio in any one institution.
 - 2. Bankers Acceptances:
No more than 10% of the total portfolio in any one institution.
 - 3. Certificates of Deposit - Commercial and Savings Banks:
No more than 50% of the total portfolio in any one institution.
 - 4. Investment Pools:
No more than \$5,000,000.00 in any one institution, exclusive of Trust and Agency.

5. Repurchase Agreements:
No more than 10% of the total portfolio in any one institution.
6. Maturity Scheduling:
Investment maturities shall be scheduled to coincide with projected cash flow needs, taking into account large routine expenditures, as well as considering sizeable blocks of anticipated revenue.

K. Qualified institutions. The Township shall maintain a list of financial institutions which are approved for investment purposes. In addition, if used for investing, a list of approved security broker/dealers selected by creditworthiness will also be maintained. All financial institutions and broker/dealers who desire to become qualified for investment transactions must supply the following as appropriate:

- Audited Financial statement
- Proof of National Association of Securities Dealers Certification
- Proof of state registration
- Completed broker/dealer questionnaire
- Certification of having read and understood and agreeing to comply with the Township's investment policy

An annual review of the financial condition and registration of qualified financial institutions and broker/dealers will be conducted by the Treasurer. All qualified institutions will be approved by the Board of Trustees.

Depositories shall meet the following criteria in addition to any previously mentioned:

1. Assets of at least \$50 Million
2. A Sheshunoff rating of at least 30, or Primary Capital as a percent of Total assets as follows:
 - 5.50% for > - \$500 million total assets
 - 7.00% for \$300 - \$499 million total assets
 - 7.25% for \$100 - \$299 million total assets
 - 7.75% for \$50 - \$99 million total assets
 - 8.50% for < \$50 million total assets

Selection of the depository shall be based on the institution offering the most favorable terms and conditions for the handling of Township funds consistent with requirements previously stated (e.g. diversification).

L. Performance evaluation and reporting. The Treasurer shall produce quarterly reports for the Township Board, listing by fund each investment within the fund. The report shall show the amount of investment, the institution, maturity date and interest rate. A summary of all investments shall be shown at the end of each report, listed by institution and type of investment. A yearly report to the Board shall be provided as required by law.