



2018

Annual Report

Charter Township of Meridian



Meridian Township

5151 Marsh Road
Okemos, MI
48864
517.853.4000



meridian.mi.us

TOWNSHIP BOARD MEMBERS

Ronald J. Styka, Supervisor

Brett Dreyfus, Clerk

Julie Brixie, Treasurer

*resigned on December 7, 2018

Phil Deschaine, Trustee

*appointed Township Treasurer on December 7, 2018

Patricia Herring Jackson, Trustee

Dan Opsommer, Trustee

Kathy Ann Sundland, Trustee





To: Board Members

From: Frank L. Walsh, Township Manager

Date: February 1, 2019

Re: 2018 Annual Report

The Meridian Township Management Team is pleased to present you with the Township's 2018 Annual Report. The enclosed report of departmental activities is meant to satisfy the requirements of the Charter Township Act and provide our residents with a complete overview of 2018 operations. This report is a compilation of activities provided by each department.

Distribution of the Annual Report is limited to those individuals on boards and commissions who specifically request a copy. A copy of this report will be on file in the Clerk's Office, both libraries and posted on the Township's site at www.meridian.mi.us.

Please feel free to contact me should you have any questions regarding this report. We will continue our efforts in 2019 to work as a team united in spirit for the betterment of our 42,000 Township residents.

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2018

GOALS ACTION PLAN

- A.** Complete the following initiatives, as promised to Brianne Randall-Gay and our community:
 - 1.** Community-wide sexual assault training
 - 2.** Department-wide criminal sexual conduct training
 - 3.** Review and analysis of criminal sexual conduct cases

- B.** Create and adopt additional tools to assist in the redevelopment of our core commercial areas including the Four Corners of Okemos and the Downtown Haslett.

- C.** Develop a comprehensive plan to fund our deteriorating local road system.

- D.** Implement a Township sponsored solar array and foster enacting timely components of the recently adopted Climate Sustainability Plan.

- E.** Determine the appropriate course of action regarding medical marijuana.

- F.** Solidify our plans with the Meridian Mall for the construction of a new Farmers' Market on Central Park Drive.

- G.** Achieve Redevelopment Ready Community (RRC) Certification through the Michigan Department of Economic Development (MEDC).

- H.** Continue to maximize recruiting and networking efforts to achieve increased diversity in our workforce.

- I.** Implement a plan to provide a comprehensive emergency siren program throughout the Township and expand our efforts to lower our Fire Insurance Rating through the Insurance Services Organization (ISO) from a 4 to 3.

- J.** Enhance our recently developed website to maximize exposure and provide timely information.

- K.** Develop a plan to continue to offer a curbside public transportation service beyond 2019.

Meridian Township

2018 Action Plan Overview

- A. Complete the following initiatives, as promised to Brianne Randall-Gay and our community.**
- 1. Community-wide sexual assault training**
 - 2. Department-wide criminal sexual conduct training**
 - 3. Review and analysis of criminal sexual conduct cases**

As noted in my cover letter, Meridian Township made the decision to make significant amends with Nassar survivor Brianne Randall-Gay. We did so in the best interest of Brianne, the other 300 plus survivors, and our residents. The reflection allowed us to look in the rear view mirror and establish tollgates to never duplicate what happened in 2004.

- B. Create and adopt additional tools to assist in the redevelopment of our core commercial areas including the Four Corners of Okemos and the Downtown Haslett.**

The Township Board adopted a MUPUD zoning amendment for building height and density for specific target areas in the Okemos and Haslett PICAs which allows for the development types outlined in the Master Plan.

The Township also formally adopted the Redevelopment Fund for defined Okemos and Haslett districts. This fund can be applied for by developers to assist in the viability of their development project.

The establishment of the Township's Brownfield Redevelopment Authority should allow for more speed and less expensive approvals for projects throughout the Township.

The third and fourth quarters have been spent revising the Downtown Development Authority's (DDA) Tax Increment Financing (TIF) Plan. The DDA hired a consulting team to assist with this process. The Plan is complete and was approved for final adoption on December 4, 2018. The Capital Area Transportation Authority (CATA), the Capital Region Airport Authority (CRAA) and Ingham County have agreed to participate. Lansing Community College (LCC) and Capital Area District Library (CADL) meetings are scheduled for mid-December. We feel confident with LCC and have concerns about CADL. Overall, we feel this DDA TIF Plan update will be the bridge, along with involvement of the Department of Environmental Quality (DEQ), to make the Village of Okemos contamination and infrastructure clean up possible. The goal is vertical construction in 2019.

- C. Develop a comprehensive plan to fund our deteriorating local road system.**

We estimate that we need to allocate \$3.5 million per year to get all of our 147 miles of paved local roads to a Pavement Surface Evaluation and Rating (PASER) condition rating of 8 (good) within a 10-year period. Our 2019 budget has \$1,000,000 dedicated for local roads. The Transportation Commission has been discussing the issue for several months and will be making a recommendation on how to proceed to the Township Board in January of 2019.

- D. Implement a Township sponsored solar array and foster enacting timely components of the recently adopted Climate Sustainability Plan.**

CBS Solar completed the installation of the \$53,000 solar panel array in the fall of 2018. The 20 KW panel will generate up to 8% of the Municipal Buildings electric needs each year. In the spring of 2019, landscaping will be installed as part of this Township Climate Sustainability project.

E. Determine the appropriate course of action regarding medical marijuana.

The Township Board began discussing medical marijuana in August 2018. The staff provided two draft ordinances for Commercial Medical Marijuana Facilities. A non-zoning ordinance which would establish the process for obtaining a permit, operational requirements and penalties and a zoning ordinance that establishes six overlay districts where a Commercial Medical Marijuana Facility could be allowed by special use permit. A lottery system would be used to select the order an applicant could submit for a special use permit. The Township attorney has addressed the questions related to the taxing of medical marijuana and the impacts of recreational marijuana on Commercial Medical Marijuana Facilities. Ordinance language for the three review criteria which includes the issue of residency and the lottery system is being developed.

F. Solidify our plans with the Meridian Mall for the construction of a new Farmers' Market on Central Park Drive.

The concept of a public/private partnership with Meridian Mall was widely accepted, but details to this project have been many. A property trade agreement with Milmar Mall, LLC for the 2.43-acre parcel along Central Park Drive has been approved pending the rezoning of the 4-acre Township parcel. The Cross-Access Agreement with CBL Properties is currently under review by our attorney which will allow us use of their parking lot. The Land Transfer Agreement will be executed by the end of 2018. Funding for the project has been secured with \$980,000 from sources including non-profits, foundations, and Township funds. Design and engineering for the project is underway with plans to bid the project in early 2019 and construct in the spring/summer of 2019. A groundbreaking ceremony will be planned early next year with project completion in 2019.

G. Achieve Redevelopment Ready Community (RRC) Certification through the Michigan Department of Economic Development (MEDC).

The MEDC recognized Meridian Township as a Redevelopment Ready Certified Community in October 2018 with a ceremony held on November 16, 2018. Meridian is the 29th community in Michigan to become certified and the first Township to do so. Being a certified community will allow developers, land and business owners and Township entities to compete for state funding for project which would not otherwise be available to Meridian-based development initiatives.

H. Continue to maximize recruiting and networking efforts to achieve increased diversity in our workforce.

We had a very successful year and collaborative effort in recruiting and hiring diverse candidates across the Township: Four (4) full time Police Officers; One (1) full time Firefighter/Paramedic; One (1) Systems Administrator in the IT Department; and One (1) Administrative Assistant in the Community Planning and Development Department. Our Human Resources Department represented Meridian Township at three (3) Career Fairs in 2018: MSU Diversity Career Fair, LCC Spring Career Fair and MSU Summer Intern Career Fair.

I. Implement a plan to provide a comprehensive emergency siren program throughout the Township and expand our efforts to lower our Fire Insurance Rating through the Insurance Services Organization (ISO) from a 4 to 3.

Working with West Shore Services, the state of Michigan authority on warning sirens, a plan was developed in 2017 that consisted of 10 locations that would support complete coverage to notify all our residents during severe weather events. Eight years of the plan is remaining (one siren per year) at a cost of approximately \$21,850 per year (Total project cost of \$174,800). In July and August, all ISO required documents were completed and submitted in September. As of November 2018, the

Meridian Township rating was officially lowered to a 3 rating. This will support the possibility of lower insurance in the Township.

J. Enhance our recently developed website to maximize exposure and provide timely information.

In 2018, the biggest enhancement was updating the website to be ADA compliant. All Content Management System (CMS) users were trained on how to create documents and upload to meet ADA compliance. The Parks and Recreation sections, Go Green! Recycling section and various other pages were redesigned and enhanced by creating user friendly buttons for easier access to subpages and increased visibility. A new Economic Development section was created for the Redevelopment Ready Community efforts and Economic Development Department.

K. Develop a plan to continue to offer a curbside public transportation service beyond 2019.

During 2018, the Transportation Commission met twice with representatives from Capital Area Transportation Authority (CATA) to discuss improvements to Redi-Ride. Out of those discussions the Redi-Ride service was expanded to include Costco, Bath Meijer, MSU Clinical Center, College Fields and the East Lansing Aquatic Center. The original service agreement with CATA from 2000 was updated. The hours of operation for Redi-Ride were also expanded from 7:30 a.m. to 6:30 p.m. Monday through Friday. The Transportation Commission is currently working on a recommendation for the Redi-Ride millage.

ACCOUNTING AND BUDGETING



The Department of Accounting and Budgeting is responsible for all aspects of the Township's accounting system. The Department maintains the general ledger, processes outgoing payments through the accounts payable system, approves purchase orders, processes utility billing transactions, prepares and monitors the budget, coordinates the pension board meeting, coordinates grant accounting, and is the coordinating department for the annual financial audit.

The Community Resources Program (CRP) functions to ensure that the human infrastructure within the community remains strong and vital. To that end, the program strives to help residents by developing, coordinating, and promoting local resources. In 2018, existing programs continued to be modified or expanded to meet community needs.

Information, referral, or emergency assistance was provided to Township residents for various services on an as-needed basis. 1,122 requests were received and included, but were not limited to, emergency assistance for shelter, utilities, furniture, food, clothing, transportation, food baskets, or other issues. Requests for assistance came from 509 households.

Year	Number of Households Served
2014	470
2015	491
2016	488
2017	436
2018	509

2018 DEPARTMENT GOALS AND ACTION PLAN

Work on the Online Payment Processing System

A contract with Invoice Cloud has been approved. This vendor will help the Township implement a more user friendly online system with many more options for payment. The implementation timeline will be 6 to 8 weeks from the start of the project.

Review and Update Purchasing Policy

We continue to review the current policy and have reviewed other purchasing policies. Our goal is to have a draft before the board next year.

Continue to Seek Opportunities to Reduce Overall Operating Expenses

All purchases are reviewed and monitored and all major contracts are looked at for cost savings.

Continue to Seek Opportunities to Reduce our MERS and Other Post-Employment Benefits (OPEB) Debt

The Township continues to pay additional money into the MERS system to reduce our overall debt. The OPEB costs were reevaluated with an updated actuarial report. The Finance Director along with the HR Director and HR Specialist attended the annual MERS conference to gain a better idea of available options and tools for future contract negotiations.

Support the Efforts to Raise \$10,000 for Meridian Cares

As of December 1, 2018, we have raised over \$14,000 for Meridian Cares. The money was raised from several fundraisers and generous donations from utility customers.

TEAM MEMBERS

Miriam Mattison, Director
Dawn Hudecek, Bookkeeper
Deanne Muliatt, Bookkeeper
Danielle Hughes, Bookkeeper

Darla Jackson, Human Services Specialist

ADMINISTRATION



The Township Manager works directly with the Township Board and the various departments of Meridian Township. The Manager is responsible for overseeing the day-to-day operations of the Township - budget preparation and administration, human resources, public service, public safety, public works, parks and recreation, and community relations. The Department Directors report directly to the Township Manager.

Numerous activities and projects were accomplished in 2018 under the leadership of the Township Manager's office:

- Coordinated the 2018 Goals and Objectives process
- Continued to seek opportunities to reduce overall operating costs
- Development and oversight of the Township's 2019 Budget
- Continued the efforts to enhance economic development in the Township
- Created a diversity and inclusion strategy supported by leadership and employee involvement to maintain a well-rounded workforce
- Attended the monthly meetings of the Okemos Downtown Development Authority and the Economic Development Corporation
- Continued our collective efforts to foster an environment that is welcoming, diverse and inclusive
- Created a community-wide criminal sexual conduct awareness program
- Hired new Chief of Police and Fire Chief
- Improved our ISO fire rating
- Produced a 10% increase in our MERS Pension Fund
- Constructed the Township's first solar array
- Set aside \$400,000 in funding for the relocation of the Farmers' Market

TEAM MEMBERS

Frank L. Walsh, Township Manager
Derek N. Perry, Assistant Township Manager/Director of Public Works & Engineering
Michelle Prinz, Executive Assistant

ASSESSING DEPARTMENT

The Assessing Department is responsible for establishing assessments of taxable property for the equitable distribution of the property tax burden in accordance with Michigan's General Property Tax Act and other applicable statutes. The Assessing Department's responsibilities include creating the annual assessment roll, maintaining ownership records and property descriptions for taxing purposes, processing Personal Property Statements and personal property exemption requests, and inspecting existing property and new construction for property tax purposes. Taxable values established by the Assessing Department annually are used by the Township Treasurer to produce property tax bills for property within the Township.

2018 TOP TEN TAXPAYERS

2018 TOP TEN TAXPAYERS (BY TAXABLE VALUE)					
RANK	TAXPAYER	PROPERTY TYPE	REAL PROPERTY TAXABLE VALUE	PERSONAL PROPERTY TAXABLE VALUE	TOTAL TAXABLE VALUE
1	MERIDIAN MALL, LP	RETAIL	\$31,743,137	\$435,500	\$32,178,637
2	CONSUMERS ENERGY COMPANY	UTILITY	\$1,024,057	\$23,778,700	\$24,802,757
3	C150 2929 HANNAH LOFTS, LLC	APARTMENTS	\$20,997,066	\$0	\$20,997,066
4	EAST LANSING I, LLC	APARTMENTS	\$14,089,370	\$0	\$14,089,370
5	EAST LANSING ATHLETIC CLUB, INC.	HEALTH CLUB	\$9,148,364	\$743,300	\$9,891,664
6	TBG CENTRAL, LLC	APARTMENTS	\$9,729,619	\$0	\$9,729,619
7	BRANDYWINE CREEK II, LLC	APARTMENTS	\$8,526,120	\$0	\$8,526,120
8	TBG CLUB MERIDIAN, LLC	APARTMENTS	\$8,179,900	\$0	\$8,179,900
9	ACC OP, LLC	APARTMENTS	\$7,968,386	\$0	\$7,968,386
10	MIMG LXIV NEMOKE TRAILS SUB, LLC	APARTMENTS	\$7,217,558	\$0	\$7,217,558

2018 VALUE SUMMARY

PROPERTY CLASS	PARCEL COUNT	SEV	TV
Agricultural	2	640,100	353,113
Commercial	675	453,968,000	401,492,892
Industrial	44	3,790,000	3,174,649
Residential	13,128	1,449,022,500	1,290,896,562
Personal	1,853	64,575,200	64,575,200
Exempt	341	0	0
TOTALS:	16,043	1,971,995,800	1,760,492,416

2018 DEPARTMENT GOALS AND ACTION PLAN

Defend Tax Appeals with Vigor

Currently, there are nine parcels under appeal in the Entire Tribunal Division of the Michigan Tax Tribunal. For 2018 to date, six appeals have been resolved, with two of those appeals being withdrawn by the Petitioners. The taxable value of pending 2018 appeals is less than 0.85 percent of the Township's tax base. Efforts are being made to determine which of the pending cases can be resolved without a trial and which, if any, may need to be defended at trial.

Conduct Annual Assessment/Re-Inspection of Taxable Properties

Approximately 670 residential parcels were re-inspected as part of this program in 2018. The project included the hiring, training, and supervision of intern labor and resulted in the enhanced accuracy of assessing records for the parcels involved in the program to be used for 2019 assessments.

2018 Board of Review Members

Martha Bashore (alternate)	Diane Galbraith
Xavier Durand-Hollis	Charles Hagen (alternate)
Bertice Ellis	Sonya Pentecost
Deborah Federau	Benjamin Louagie

TEAM MEMBERS

David Lee, Assessor
Jennifer Flower, Appraiser
Angela Ryan, Assessing Clerk
Dawn Wozniak, Appraiser
David Upchurch, Appraiser (retired in 2018)

CLERK'S OFFICE



RESPONSIBILITIES AND 2018 ACTIVITY

The responsibilities of the Meridian Township Clerk are largely set by state statute and include: Election Administration – responsible for all local, state, federal and school board elections; maintaining voter registration files; serving as an officer and voting member of the Meridian Township Board; keeper of official Township records; minutes preparation for the Township Board and Zoning Board of Appeals; updating and maintaining the Code of Ordinances Book and online directory; publishing all legal notices; maintaining the Township general ledger; preparing warrants for checks; reviewing invoices & receipts, serving as Township Freedom of Information Act Coordinator; providing Notary Public services; providing an information and referral service for Township citizens, and other administrative and municipal services.

BOARDS AND COMMISSIONS MEMBER LISTS

The Clerk's Office maintains the member lists for all official Meridian Township Boards, Commissions, Committees, Authorities, and various public bodies.

CODE OF ORDINANCES ONLINE

The Clerk's Office is responsible for the codification and publication of Township ordinances. This includes publishing all ordinances in a single binder (with copies distributed to appropriate staff and public officials), checking new ordinances for compliance with Michigan law, and completion of updates for both the full Code of Ordinances Book and the smaller zoning portion of the Ordinance Book.

A high priority of the Clerk was to transition our Codebook to a comprehensive online system that was user-friendly and easy-to-navigate. Meridian Township's ordinances can now be easily accessed through a link on the Township website. Users can enter queries using simple keyword searches and then review a list of results in a format similar to Google search results. The online codebook allows users to quickly find the ordinances they are seeking and makes it easy to print out relevant sections. The online code is updated periodically; new and changed ordinances are merged into the Ordinance Book on an annual basis.

ELECTION ADMINISTRATION

The Electronic Poll Book (EPB) is designed to automate the voter verification and ballot tracking functions carried out by election inspectors at the polls on Election Day. The application also supports the automatic uploading of voter history into the QVF (Qualified Voter File) following the election.

Michigan's Qualified Voter File (QVF) continues to be recognized around the nation for its innovative use of technology to enable efficient statewide voter registration data. The statewide file contains computerized signatures to efficiently assist in validating identity prior to issuing absentee ballots as well as other signature checking requirements. The QVF tracks voters through daily changes to Michigan's Driver License file and simultaneously transfers the information to Meridian Township where it is reviewed, verified and files updated.

The Clerk's Office registers new voters and manages address changes, cancellations, absentee ballots, overseas voting, and the issuance of voter registration cards. Other duties related to election administration include: preparation, publication and posting of all public notices, performing accuracy testing on tabulators and Voter Assistance Terminals, supervising the set-up and logistics for each polling location, providing information related to polling locations, processing ballots, transmitting election data to the County Clerk, and determining preliminary election results. Duties also involve confidential storage and disposal of ballots and other election-related materials as directed by State of Michigan statutes.

The Clerk conducted an extensive recruitment campaign to encourage a variety of citizens to become Election Inspectors. Seeking diversity in age, culture, and technology proficiency, we recruited over 40 new workers in 2018, bringing the total to 140+ Election Inspectors (election workers) that staff the polling locations in our 19 voting precincts. Our office provides several days of training for all election inspectors, including hands-on practice with the Electronic Poll Book and various election equipment.

The Clerk conducted a number of voter registration drives in the Township, including Haslett High School, the Meridian campus of Lansing Community College, and a number of adult care, senior facilities, and medical rehabilitation facilities.

The Clerk conducted an outreach program to seniors in our community, educating voters on the benefits of signing up to be placed on the Meridian Township Permanent Absentee Voter List. All voters on the list are automatically mailed an Application for Absentee Voter Ballot before every election. A postcard was mailed to all seniors that were registered voters, and a response card was attached that citizens could mail back to be placed on the list. As a result of the outreach program, the Permanent Absentee Voter List nearly doubled – from 3,200 to over 6,200 voters.

The use of Absentee Ballot Counting Boards (AVCB) is now a critical component of ballot processing during elections. The AVCB greatly improves efficiency in handling and processing absentee ballots during high-turnout elections, while maintaining strict privacy and security protocols to preserve the integrity of the secret ballot. Because absentee ballots are no longer processed at precincts on Election Day, Election Inspectors at voting locations are freed up from having to handle and process AV ballots, resulting in voters spending less time in line.

A new high-speed tabulator that can better handle folded ballot stock was purchased to address the increasing number of absentee ballots. It was employed for the first time in the November 2018 General Election. It worked very well, with much fewer paper jams and ballot-reading errors than the previous tabulator being used to process absentee ballots.

The Clerk's Office entered into an informal partnership with Michigan State University Usability & Accessibility Research and designated our community as an informal "beta test site" for research on voting accessibility issues. This MSU office is part of a national group establishing technology standards for voting equipment for people with disabilities. The Clerk has been in discussions with disability rights advocates and citizens regarding improvements needed to the Voter Assistance Terminal (VAT), a ballot-marking device that has issues with ergonomics, navigation, and user-satisfaction.

Six (6) laptop computers were purchased, and in 2019 we will be rolling out a pilot program of using dual laptops to process voters at three of the busiest precincts in our community. We will be testing out the procedural and technical changes needed to implement this new technology, which should result in significantly faster checking of voter records and ballot issuance.

2017 ELECTIONS CONDUCTED IN MERIDIAN TOWNSHIP

August 8, 2018 Primary Election

Election Results:

<http://cl.ingham.org/Portals/CL/ElectionNight/August2018/OfficialSummaryReportAugust2018.pdf>

November 7, 2018 General Election

Election Results:

<http://cl.ingham.org/Portals/CL/ElectionNight/Nov2018/OfficialSummaryReportNovember2018.pdf>

FREEDOM OF INFORMATION (FOIA) COORDINATOR

The Clerk is the Freedom of Information Act (FOIA) Coordinator for Meridian Township.

The purpose of the Freedom of Information Act (Public Act 442 of 1976) is to allow citizens access to information about the priorities, deliberations, and decisions made by their government. The FOIA supports full disclosure of certain public records, unless a statutory exemption allows an agency or unit of government to deny disclosure. The Act details specific actions and timetables that public bodies must follow in order to remain in compliance.

Under sweeping changes in FOIA law enacted by the State legislature in 2015, the Clerk was responsible for writing and disseminating new, comprehensive Township FOIA policies which were compliant with new State of Michigan policies. The Township Board adopted the FOIA Procedures & Guidelines presented by the Clerk, which went into effect July 1, 2015. All Meridian Township FOIA forms and documents are available on the Township website and at the Township Municipal Building.

The Clerk's Office responded to seventy-three (73) FOIA requests during 2018.

LEGAL NOTICES AND POSTING OF OFFICIAL TOWNSHIP MEETINGS

Several hundred legal and public notices, advising residents of upcoming meeting dates, agendas, information for public hearings, proposed resolutions, and ordinance changes were published or posted during 2018.

NEIGHBORHOOD ASSOCIATIONS CONTACT LIST

The Clerk's Office maintains a list of Neighborhood Associations that contains contact names, addresses, and phone numbers. This list is very useful to residents, business owners, township staff, public officials and others who may need to reach out to homeowners throughout our community. The list was updated and "scrubbed" for duplication and out-of-date information, including identifying condominium and homeowner associations in new developments.

NOTARY SERVICE

The Clerk's Office has Notary Public service available to residents. By the end of 2018, all members of the Clerk's Office have served the public as qualified Notary Publics, providing numerous citizens with notary services at no cost. Due to increased staff costs, and the increased number of banks that refer their customers to Meridian Township to get their documents notarized, discussions in 2018 will likely lead to a recommendation in 2019 to continue to provide free notary services to Township residents, but to charge a fee to non-residents to recover some expenses.

PETITION SIGNATURE VALIDATION PROCESS

The Clerk's Office carries the responsibility to verify and validate petition signatures received for school board candidates, all local candidates for public office, as well as, periodic referendum and annexation petitions.

TOWNSHIP BOARD MEETING PACKETS & MINUTES/COMMUNICATION

The Clerk's Office coordinates the preparation and distribution of Township Board Meeting packets twice per month on the Friday before meetings, and for Special Board meetings as well. Township Board meetings are recorded and minutes prepared by the Clerk's staff. The Clerk's Office also digitizes the Board packet and uploads the document to the Township website to make them available to the public. The Clerk worked to add oversized documents (such as buildingsite plans and blueprints) to the Meridian Township website so citizens could access all relevant documents used by the Board in its deliberations. The Clerk's Office is responsible for handling communications to the Board from various stakeholders.

TOWNSHIP CEMETERY OVERSIGHT

There were 21 lot sales and 38 burials during 2018. The Clerk's Office responds to genealogical inquiries by referencing the original 11" x 18" leather bound books used to track cemetery records. In 2018 the Clerk's Office participated in a comparative analysis of software options for Cemetery Software Management.

TOWNSHIP MAIL SERVICE

The Clerk's Office processes incoming mail and distributes it to appropriate departments. The Clerk's Office works with the U.S. Postal Service to ensure each department is using the most cost-effective method for all mailings. Since 2013, the Clerk's Office has utilized a new mail processing system that provides additional digital features with more accurate scale functions, resulting in faster throughput and increased efficiency.

TOWNSHIP RECORDS MANAGEMENT

Evaluation of our record keeping needs, status, priorities, retention periods, and storage options (both paper and electronic) is an ongoing process. Each year the Clerk's Office reviews and updates record management procedures. We have placed emphasis on continually building efforts to permanently preserve records as well as increase the efficiency through which records may be retrieved. Some voter records are now digitally scanned and stored, freeing up valuable space and allowing faster voter data retrieval.

ZONING BOARD OF APPEALS

Clerk's Office staff records and prepares the minutes for Zoning Board of Appeals meetings.

CLERK'S ACTIVITIES

- Chair of the Meridian Township Election Commission
- Election Official for Haslett and Okemos Schools
- Member of Tri-County Region Planning Commission: Urban & Rural Services Management Committee
- Member of Regional Groundwater Management Board
- Member, Capital Area Municipal Clerks Association
- Member, Michigan Association of Municipal Clerks

In 2015, the Township Clerk graduated from a comprehensive three (3) year training program and attained the designation of Certified Michigan Municipal Clerk (CMMC). Instruction for the official Clerk certification program is provided by Central Michigan University in partnership with the Michigan Association of Municipal Clerks.

TEAM MEMBERS

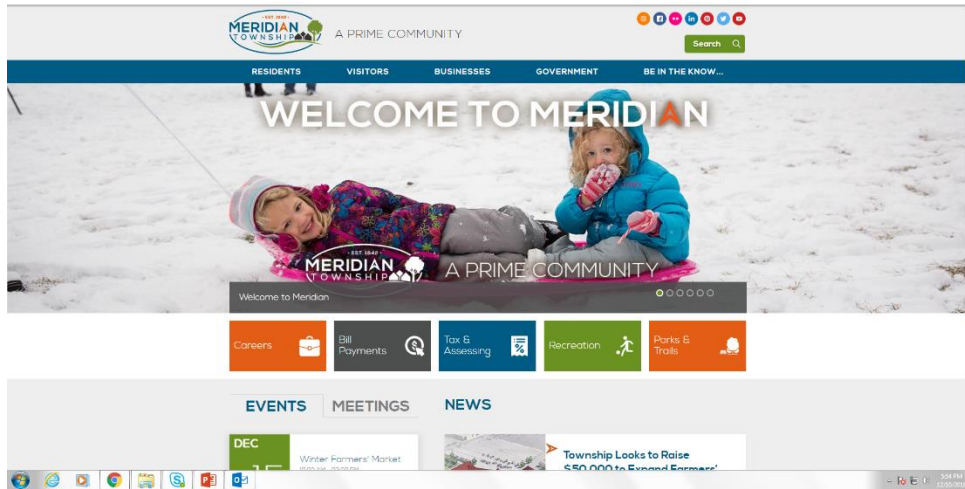
Brett Dreyfus, Township Clerk, CMMC (Certified Michigan Municipal Clerk)

Robert Cwierniewicz, Deputy Clerk and Assistant to the Clerk

Riley Millard, Administrative Assistant II

Rebekah Kelly, Records Technician II

COMMUNICATIONS



The highest priority of the Communications Department is to provide residents with increased access to transparency in governance through relevant information and in a timely fashion through multimedia platforms including web, digital and print. The Communications Department of Meridian Township serves these main functions:

Serves as the Public Information Office (PIO) for emergency situations as outlined in the Meridian Township Emergency Plan. Provides effective communications that meet Township goals and objectives as well as provides transparency in governance through a variety of methods to share ideas and information and understand the needs of the residents as outlined in the Community Engagement Plan. Responds to website and social media inquiries in a timely fashion. Provides staff support to the Communications Commission.

Oversees Video Service Agreements between Meridian Township and video service providers, Metro Act Permitting, Distributed Antennae Systems (DAS) and compliance including providing assistance to Township video cable subscribers with any unresolved ongoing disputes with video service provider(s). Serves as the Local Franchise Authority for nine Public, Educational and Governmental (PEG) Channels in Meridian Township; HOMTV, CAMTV, Haslett School Channel, Okemos School Channel, East Lansing Channel, three MSU channels and an LCC channel.

Provides marketing and promotion services to increase the visibility and stature of Meridian Township as a Prime Community. Strategically market and communicate to better highlight township services, activities and events to inform the public and stakeholders.

Operates and produces all content for HOMTV, the government access television station which appears on Comcast cable service. Operates CAMTV, the public access channel which appears on Comcast and AT&T U-verse. Operates a multimedia television internship training program for all areas of journalism, production, social media and promotion. The goals of the program are to provide hands-on real world training while providing information to Township residents.

2018 DEPARTMENT GOALS AND ACTION PLAN

Create/Find Additional Revenue Sources

The HOMTV Program Sponsorship Opportunities and HOMTV Alumni Giving Program were developed in an effort to create additional revenue sources to financially support the operations of HOMTV as approved by the Communications Commission in 2017. In 2019, staff will create and implement Marketing and Campaign Strategies for both in an effort to secure sponsors and funding. Grant research and expansion of video production services were also conducted in 2018 as additional revenue sources.

Develop Video Archive System & Integrate into Current System

The Township Board approved \$75,000 for 2018 to develop and integrate a video archive system. The new archiving and storage system was installed and staff training took place at the end of August. Nearly 52 Terabytes of digital data and 189 Terabytes of tapes and DVDs will need to be digitized, labeled and tagged into the new system. Processes, procedures and a timeline are being developed to further move this project into the execution phase in 2019.

Adopt Social Media Policy

The purpose of developing a social media policy is to provide staff the necessary tools to represent the township on social sites and be the 'township voice' according to the newly adopted brand standards. The Meridian Township Social Media Policies and Procedures relate to internet use and social networking.

As with other aspects of the Internet, authorized employee social media use must be for the purposes of Township business and support the Charter Township of Meridian's vision and mission statements approved by the Meridian Township Board. Use of social media shall be in accordance with the approved Meridian Township Personnel Policies.

Consider Updating "Welcome to Meridian" Signage

Staff worked on an overall design with Parks, Engineering and Economic Development Departments for external signage at Park entries, Municipal Properties and Corridor entryways. A recommended plan of action for external and internal branded signage is expected for 2019.

Meridian Township Criminal Sexual Conduct (CSC) Initiatives

HOMTV provided live coverage of the Township Press Conferences as well as follow-up interviews and stories. HOMTV hosted a Public Forum focusing on the "Red Flag Behavior of Sexual Offenders and Meridian Township's CSC Efforts" with an expert panel. Staff assisted Brianne Randall-Gay with the production of her sexual assault survivor statement and with the launch of the Meridian CSC Facebook Fan page. In 2019, those efforts will continue to be communicated.

Website & Social Media Management

In 2018 the biggest enhancement was updating the website to be ADA compliant. All CMS users were trained on how to create and upload documents to meet ADA compliance. The Parks and Recreation sections, Go Green! Recycling section and various other pages were redesigned and enhanced by creating user friendly buttons for easier access to subpages and increased visibility. A new Economic Development section was created for the Redevelopment Ready Community efforts and Economic Development Department.

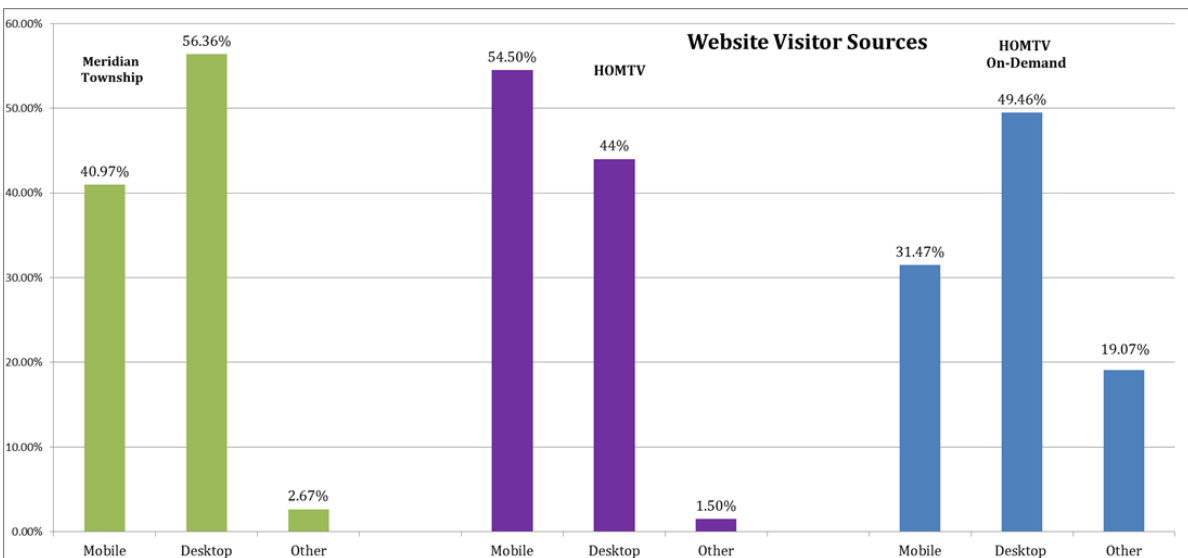
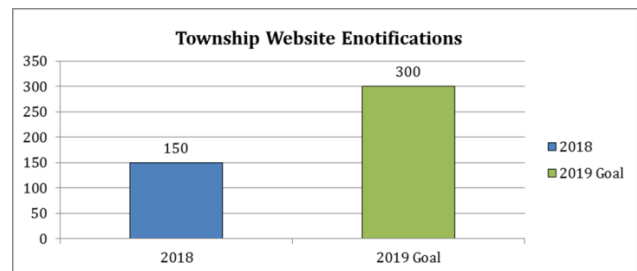
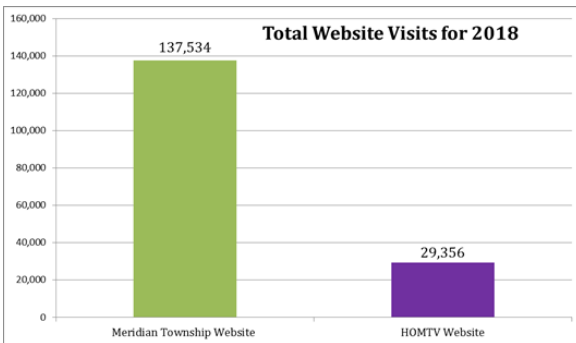
The Communications department oversees the content development and engagement across 31

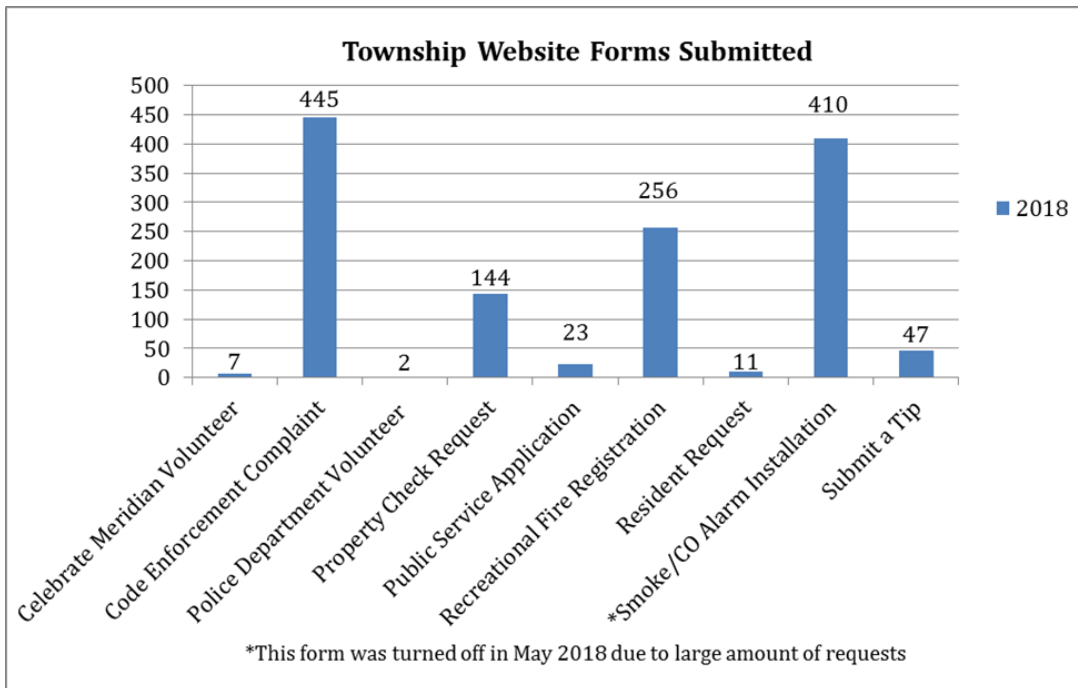
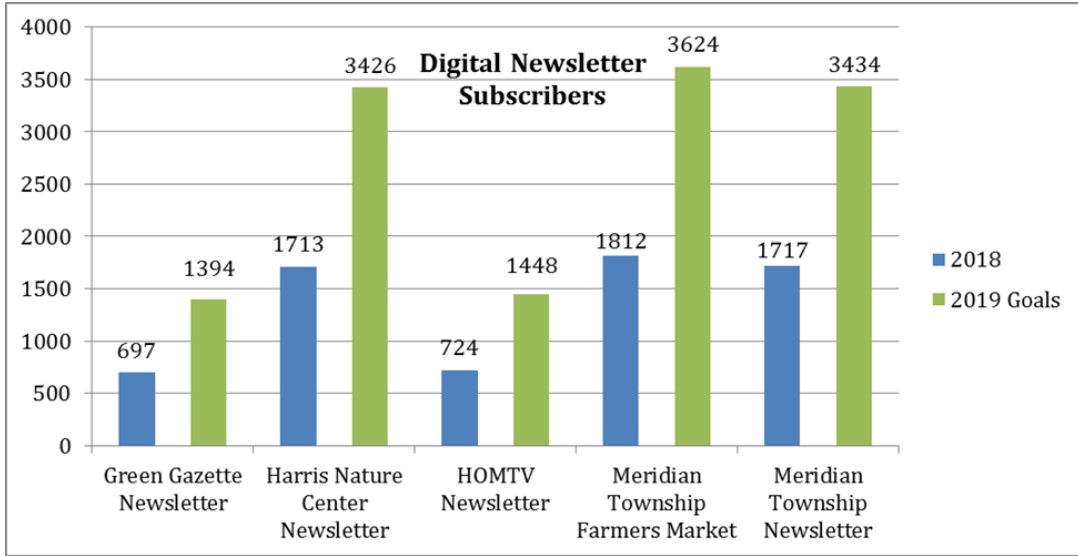
different social media accounts. In 2018, the Downtown Okemos Facebook page became the Michigan Economic Development page. This change was to focus on economic development efforts in all core

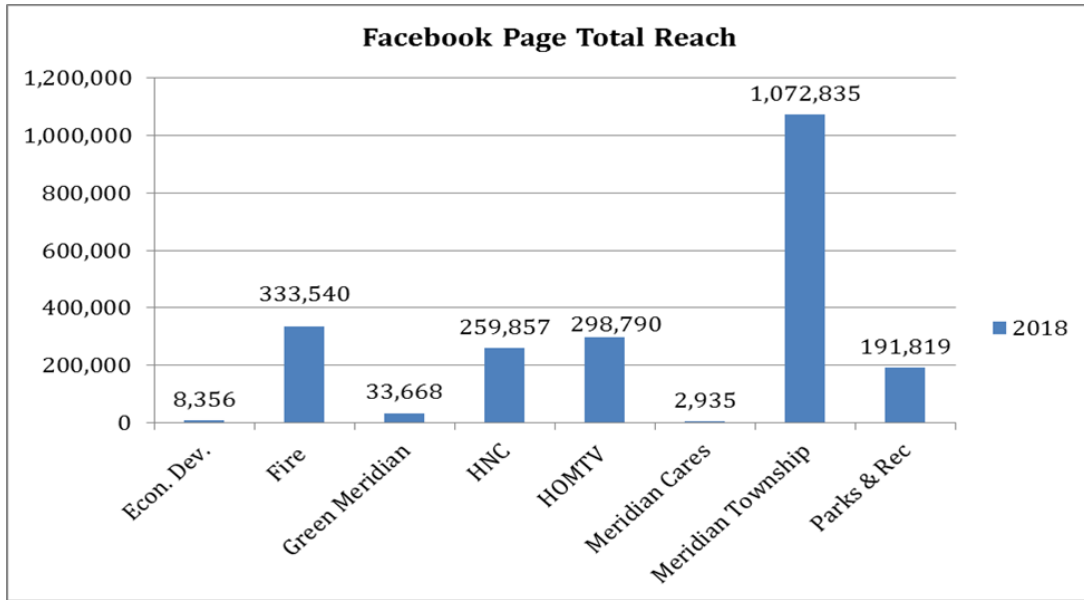
business districts Township-wide, not just in Downtown Okemos.

Digital Analytics

HOMTV’s digital traffic grew over 300% and Meridian Township’s website traffic increased by 29%. The social videos took off with HOMTV’s Facebook videos being watched 700% more than in 2017 and Meridian Township’s 187% over 2017. This is showing us that our audience is going to our social pages and websites for information and how crucial social video is to relaying information and educating the public.







Enhance HOMTV Programming

HOMTV began live streaming Township Press Conferences, Township Emergency Communications, Inside Okemos Athletics Show, Meridian News Now News Show daily newscast and the Open Line Call-In Program on Facebook. The live weekly news show was increased to each week day. HOMTV partnered with the Okemos School District to co-produce and host Inside Okemos Athletics. HOMTV partnered with the Friends of Historic Meridian to produce and host the Reflections program. In 2019, we look to launch a Chinese news program.

HOMTV partnered with the Capital Area District Libraries (CADL) on a new project for their annual Summer Reading Program. The project called “Summer Reading Reporters”, involving a pseudo TV station called “SRTV”, provided kids ages 8-14 a chance to get in front of the camera and report on activities related to their Summer Reading Program. HOMTV interns and staff worked with youth in the field and in the studio covering some of CADL’s Summer Reading activities at the Haslett and Okemos library branches.

HOMTV added new graphic elements to all shows. This system allows HOMTV to more streamline the process to create and work with graphical show elements in a live format. It also allows more creative use of Chroma-key (also known as “green screen”) effects and motion backgrounds.

HOMTV Internship Program

Forty-Eight (48) interns participated in HOMTV’s multimedia television internship program with a total of 7 paid interns and freelance employees. The interns contributed approximately 17,135 hours, produced more than 612 stories and promo/PSAs, covered approximately 50 Township events and served as crew as well as on-air talent for 538 programs and 65 Township meetings.

For the first time, HOMTV offered the opportunity for an Okemos High School student to do a Work Study for the 2018-2019 school year. The student primarily operates the audio board during the live Inside Okemos Athletics program on Wednesdays, as well as assists with other control room, archiving project and studio operations.

Awards

HOMTV received an Alliance for Community Media (ACM) 1st place national award for "Overall Excellence in Governmental Access Programming. HOMTV received an Honorable Mention for "Government Access Station Web Site" in the 2018 National Association of Telecommunications Officers and Advisors (NATOA) Government Programming National Awards Competition.

HOMTV has also received awards from ACM's Central States Region 2018 Philo Festival of Media Arts Competition including a 1st Place Public Service Announcement Category in the Student Division, Finalist in the Newscast Category for the "Special Report: Housing in Meridian" program and a Finalist in the Overall Excellence in Combined P.E.G. Access Category.

MEMBERS OF THE CABLE COMMUNICATIONS COMMISSION IN 2018

Walter Benenson, Chair
Tunga Kiyak, Vice Chair
Leslie Charles, Commissioner
Andrew Lathrop, Commissioner
Kevin Thatcher, Commissioner
Patrick Crowley, Alternate Commissioner
Eric Langdon, Alternate Commissioner

TEAM MEMBERS

Deborah Guthrie, Communications Director/Public Information Officer
Brandie Yates, HOMTV Executive Producer/Internship Coordinator
Andrea Smiley, Administrative Assistant II
Roy Kellerman, Studio TV Production Manager
Ben Makulski, Video Programmer
Erin Cornett, Part-time Social Media Specialist
Lynn Meikle, Freelance Media/Print Publications/Graphics

COMMUNITY PLANNING AND DEVELOPMENT



During 2018, the Department of Community Planning and Development continued to provide quality service to the community related to permit applications, zoning updates, building inspections, code enforcement, and rental housing. In addition to working closely with Township residents, business owners and leaders on a day-to-day basis, staff provided ongoing services to various Boards, Commissions, and Committees, including the following:

- ✓ Township Board
- ✓ Planning Commission
- ✓ Zoning Board of Appeals
- ✓ Building Board of Appeals
- ✓ Environmental Commission
- ✓ Transportation Commission
- ✓ Brownfield Redevelopment Authority

2018 DEPARTMENT GOALS AND ACTION PLAN

Redevelopment of Haslett and Downtown Okemos

In May, the Township Board adopted an ordinance (Zoning Amendment #18020) related to residential density and building height in Mixed Use Planned Unit Development (MUPUD) projects located in downtown Okemos and downtown Haslett.

The Economic Development Director and Planning staff met several times with an owner of the Haslett Village Square shopping center property. The owner is working on plans for a mixed use project that includes townhouses, single family residences, apartments, and commercial space.

Adopt Form Based Code

The draft form based code was completed by the consultant. Staff is reviewing areas along Grand River Avenue where the code could be implemented.

Begin Meridian 2020 Master Plan Review/Update

The Planning Commission has begun its review of the Future Land Use Map (FLUM) from the 2017

Master Plan and will proceed on a section-by-section basis until the entire map has been reviewed and updated. From there, the Planning Commission will review the 2017 Master Plan and identify sections that will need updating in 2020. The goal is not to develop a new plan but to instead update specific sections as needed. The official update to the plan will not occur until 2020 unless immediate changes or errors are identified.

Amend Outdated/Outmoded Ordinance: MUPUD, Parking, Signs

The Township Board approved an amendment to the Mixed Use Planned Unit Development (MUPUD) ordinance for residential density and building height in the downtown Okemos and downtown Haslett areas. The Planning Commission has established a subcommittee to review the MUPUD ordinance.

Further Establish Brownfield Redevelopment Authority (BRA)

The BRA adopted a policy and procedures document at its meeting on September 26, 2018 that will guide the BRA in its review of brownfield proposals. The next steps are completion of a draft reimbursement agreement and local brownfield revolving fund policy.

Optimize Community Planning & Development (CP&D) Website

Zoning, building, and rental housing permit applications have been uploaded to the Township website. Several other documents have also been uploaded, including the adopted 2017 Master Plan, draft form-based code ordinance, and fees schedules. A checklist for commercial and residential building permit applicants has been added to assist in submitting a complete application.

Update all Applications, Making them Easier to Use

Staff has begun reviewing the components of current applications and looking at applications used in other communities. Part of the update will include an analysis of the application submittal requirements as noted in the Code of Ordinances to ensure those items are included on the application for any given development process. In addition to content and formatting, brand standards will also be applied as part of the updates. Staff is also working on developing a process to inform building permit applicants about special inspections that may be required under the Building Code.

Develop Guides for all CP&D Processes

As part of the RRC initiative, planning staff created a guide documenting internal staff review processes which included flowcharts identifying the steps in the development process along with corresponding timelines. The Director of Community Planning and Development is working on establishing a code enforcement reporting policy to ensure all complaints are entered appropriately in the database system and assigned accordingly.

Develop Intern Training Ground with MSU Planning Interns

A sophomore from MSU's Planning program was hired in May and served as a summer intern through August. The intern spent time researching and developing policy updates to the zoning ordinance and Master Plan implementation. The ultimate goal is to establish an ongoing relationship with MSU for seasonal interns and incorporate the position into MSU's planning program.

Review and Update Planning, Building, and Rental Housing Procedures/Processes

As part of the RRC initiative, planning staff created a guide documenting internal staff review processes which included flowcharts identifying the steps in the development process along with corresponding timelines. Staff is also evaluating multiple family projects that have recently been completed or are under construction to determine the workload on the two part-time rental

inspectors. With the increased number of rental dwelling units the need for an additional part-time inspector or full-time inspector may be warranted.

Adopt 2015 International Property Maintenance Code

The Township Board adopted the 2015 International Property Maintenance Code (IPMC) with Township amendments on September 4, 2018. The adoption of the 2015 IPMC is consistent with the Township Board’s adoption of the 2015 Michigan Building Code and the 2015 Michigan Residential Code.

Building Permits – 887 (Residential – 693, Commercial – 194)

Mechanical, Electrical, Plumbing Permits – 2,643

Code Enforcement Complaints – 1,071

Planning Cases:

Rezoning – 13	Site Plan Review requests – 17
Special Use Permits – 11	Land Divisions – 10
Commercial Planned Unit Developments – 1	Variance requests – 20
Mixed Use Planned Unit Developments – 2	Section 61 Reviews – 3
Planned Unit Developments – 1	Zoning Amendments – 2

2018 COMMISSION AND BOARD MEMBERS

(* indicates former member)

PLANNING COMMISSION

Dante Ianni, Chair	John Scott-Craig, Vice-Chair
Holly Cordill, Secretary	David Premoe
Kenneth Lane	Alisande Shrewsbury
Gerald Richards	Peter Trezise
	Emily Stivers

ZONING BOARD OF APPEALS

Brian Beauchine, Chair	Carol Ohlrogge
Rico Rios	Kenneth Lane
Patricia Herring Jackson	Alexia Mansour (Alternate)
	Monique Field-Foster (Alternate)

ENVIRONMENTAL COMMISSION

Bill McConnell, Chair	James E. Jackson, Vice-Chair
J. James Kielbaso	John Sarver
Lise Schools*	Susan Masten
Ben Holland*	Kirk Lapham
Marina Ionescu*	Don Dickman*
	Aparna Krishnamurthy

TRANSPORTATION COMMISSION

Chris Hackbarth, Chair
Phil Deschaine
Christine Beavers
Jon Kolbasa

Tim Potter, Vice Chair
Karla Hudson
Steven Vagnozzi

BROWNFIELD REDEVELOPMENT AUTHORITY

James E. Jackson
John Matuszak*
John Scott-Craig, Chair
Jade Sims

Joyce Van Coevering
Frank L. Walsh
Chris Buck*
Jeff Theuer, Vice Chair

BUILDING BOARD OF APPEALS

Charles Wallin, Chair
Pete Potterpin, Vice-Chair
David Premoe

TEAM MEMBERS

Mark Kieselbach, Director
Marcie Barnum, Administrative Assistant I***
Silva Brownlee, Administrative Assistant I
Keith Chapman, Assistant Planner*
John Heckaman, Chief Building Inspector
Frank Christmas, Rental Housing Inspector
Kevin Reed, Rental Housing Inspector
Deborah Budzynski, Administrative Assistant II

Angela Ryan, Administrative Assistant II**
Peter Menser, Principal Planner
Justin Quagliata, Assistant Planner
Mackenzie Dean, Assistant Planner
Ron Rau, Building Inspector
Mike Wall, Building Inspector*
Joe Wade, Code Enforcement Officer

*indicates staff left position in 2018

**indicates a transfer to Assessing Department in 2018

***indicates a transfer to Police Department in 2018

ECONOMIC DEVELOPMENT



Michigan's 1st Township Awarded Redevelopment Ready Certification

The Economic Development Department is designed to implement many aspects of the Township Master Plan. The Township is committed to building a sustainable and vibrant community where businesses thrive and residents have a variety of local shopping, dining and housing options.

The Meridian Township Economic Development team is here to help with starting or expanding your business, providing feedback on a development project and engaging with residents, business owners and land owners on new ideas.

The Economic Development Director works closely with the Township business-related volunteer boards & commissions: the Downtown Development Authority, the Economic Development Corporation, the Corridor Improvement Authority and assists the Planning Department with the Brownfield Redevelopment Authority.

2018 DEPARTMENT GOALS AND ACTION PLAN

Redevelopment Ready Communities Certification

The MEDC recognized Meridian Township as a Redevelopment Ready Certified Community in October 2018 with a ceremony held on November 16, 2018. Meridian is the 29th community in Michigan to become certified and the first Township to do so.

Redevelopment Fund

The Redevelopment Fund was approved by the Township Board on August 21, 2018 and is live on the Township website. The fund for 2019 is set at \$700,000 and can be disbursed as grants or loans to help development projects occur in defined portions of the Okemos and Haslett PICA's defined in the 2017 Master Plan. Developers have been alerted and we expect applications in 2019.

Revitalize the PICA Districts Referenced in the Master Plan

Downtown Okemos currently has had the most energy. In addition to the MUPUD zoning amendment for building height and density and the establishment of the redevelopment fund for defined Okemos and Haslett districts, the Township staff has been deeply engaged with the True North development team and the Douglas J ownership regarding a three-block redevelopment project. Traffic has been studied and an approved plan is in place by the ICRD. Consumers has presented an updated cost to raise the power lines and is prepared to do their work to allow for the development project. The 3rd and 4th quarters have been spent revising the DDA's TIF plan. The Township Board adopted the TIF Plan at its December 4, 2018 meeting. Lansing Community College (LCC) joined the Township, Ingham County, Capital Area Transportation Authority (CATA), and the Capitol Regional Airport Authority (CRAA) in the cause with full support in mid-December. Capital Area District Libraries (CADL) unfortunately elected to not participate. In the end, the DDA has commitments to capture nearly 95% of all it could, which in the end is a victory. Overall we feel this DDA TIF Plan update will be the bridge, along with involvement of the DEQ, to make the Village of Okemos contamination and infrastructure clean up possible to allow for demolition, clean-up and the beginnings of vertical construction in 2019. This is fantastic new and the result of many hours of work completed by a host of talented people.

Haslett still needs a spark. Shoptown appears to have no plans for transformational redevelopment since they are virtually 100% occupied. We are in litigation with Shoptown regarding the Haslett Marathon project as well. The Haslett Commerce Center is also very well occupied as it currently stands. A recent conversation with the Principles at NAI Mid-Michigan renewed their interest in potentially making some changes to the Commerce Center due to the Redevelopment Fund and MUPUD revision, but this will not be a fast process. The real opportunity is, and has always been, the Haslett Village Square. Martin Property Development, led by Van Martin and Jason Brunette – their Director of Property Development – have shown the Township some rough concept plans throughout the summer and as recently as October. In the fall it was announced that Van Martins other entity, CBRE-Martin, is breaking ties with the CBRE brand effective January 1, 2019, reverting back to Martin Commercial Properties. This time sensitive transition has been a major undertaking for his entire team which may be causing delays of the project. They have not been clear in their communication of the status of the project and we don't expect to hear much until after the New Year.

Carriage Hills has vacancies owned by DTN. Township staff has a great relationship with the DTN team and discussions have been had about ideas to revitalize this underutilized property. They are more than agreeable to reinventing the area, but are struggling to find quality tenants and an overall identity for the center. The Walnut Hills summary judgement helps the demographic and population nearby, but it will take a while for that population to actually move in and demand nearby services. In addition, DTN has two other large development projects in Township going through the approval process outside of Carriage Hills.

Business Attraction & Retention Plan

There have been numerous meetings, engagements and ribbon cuttings with local businesses in the Township. A defined list of the various business districts has been completed along with a map of each. Staff, along with the CIA, EDC and DDA are working to compile business cards and contacts for each. The data is currently stored in a 3-ring binder that can be accessed by Township staff. In addition, the CIA has created an online survey that will be distributed to all of the businesses within the CIA boundaries in early 2019, asking for their input on various redevelopment ideas, the status of their business, 5-year forecast for their business and employee counts among other data. Once this has been done, staff hopes to utilize this survey process to solicit more feedback Township-wide. Staff is also vetting online platforms to store the contact information electronically so a variety of departments can quickly access select business by geography or by industry. This platform will

ideally serve as a place for any staff member to put time stamped notes of all communication with that particular entity.

Board Recruiting (plus Engagement & Training)

The EDC and CIA are fully staffed. The DDA still has vacancies, but the members we have are engaged and robust. Members of all boards have been given 3-ring binders to assist in their organization and preparedness. Attendance is tracked, board chairs are well chosen and meetings provide real value. Members have attended volunteer meetings, ribbon cuttings and other events which demonstrates a real connection to their role within the Township.

Website

The website has undergone many revisions in 2018. The Economic Development page has been created and the Community Planning & Development page contains dozens of useful documents and helpful links for the development community to find and learn from. There will always be additional revision to be made, but the progress has been significant.

DOWNTOWN DEVELOPMENT AUTHORITY

Susan Fulk, Chair

Peter Campbell

Bill Cawood

Renee Korrey, Vice-Chair

Ronald J. Styka, Township Supervisor

James Spanos, Secretary/Treasurer

Will Randle

Scott Weaver

ECONOMIC DEVELOPMENT CORPORATION

Jade Sims, Chair

Julie Brixie, Township Treasurer, Ex-Officio

Phil Deschaine, Township Board Liaison

Frank L. Walsh, Township Manager

Shawn Dunham

Brenda Chapman

Dave Ledebuhr, Vice-Chair

Kimberly Thompson

Tom Conway

Adam Carlson

Joel Conn

Kathy Sundland, Board Liaison (Nov. 18)

CORRIDOR IMPROVEMENT AUTHORITY

Chris Nugent, Chair

Ron Styka, Township Supervisor

Barry Goetz

Jeff Ross

Eric Foster

Kellie Johnson, Vice Chair

Bruce Peffers

Chris Rigterink

Brian Jones

TEAM MEMBER

Chris Buck, Economic Development Director

Michelle Prinz, Executive Assistant

EMS/FIRE DEPARTMENT



Station 93 - Engine, Ladder, Ambulance, Safety Trailer, District 1 Mass Casualty Trailer
Engine carries "Jaws of Life"



Station 91 - ALS Engine, Ambulance, Command Vehicle, Reserve Ambulance, Engine carries "Jaws Of Life". Rescue (Confined space, water rescue, air Fill). Squad utility truck.



Station 92 - Engine, Ambulance, water rescue boat. (Engine Carries "Jaws of Life")

Serving our community with Pride, Integrity and Professionalism since 1929.

The Meridian Township Fire Department (MTFD) led by Chief Michael Hamel, is happy to play a part in the Meridian Township mission by promoting a vibrant, safe, healthy and inclusive community that provides opportunity for personal and economic growth for residents, businesses and visitors. Ultimately, we will provide our citizens with a safe and healthy community. We will do this by continually supporting our daily operations with the highest levels of training and the best equipment to do our job. We will continue to look at and evaluate collaboration and shared service opportunities with our partners in Ingham County. Current evaluation of our infrastructure will support our operation in an effective and safe manner. Our infrastructure's key locations will support reaching required response times within our Township.

OUR MISSION

Our mission is to provide efficient, dependable, and professional services to the citizens of Meridian Township. Our values are to educate and to provide caring, compassionate service with excellence and dignity. Our vision is to exceed the expectations of the community by proactively responding to the established priorities and needs.

As a result of this mission, MTFD has developed into a multi-faceted department responsible for providing a wide range of emergency and non-emergency services. MTFD constantly strives to fulfill our mission being a "Full Service Department" providing emergency response to all phases of emergencies. The department responds to a 10-year average of 4500 emergency incidents annually and is the third busiest department in Ingham County.

We staff three fire stations with 32 suppression firefighters, and an additional four fire department members that make up Fire Administration.

- Administration
 - Chief
 - Administrative Assistant II
 - Training/EMS Chief
 - Fire Inspector
- Fire Inspector
 - Arson Investigation
 - Plan Review
 - Safety Inspections
 - Fire Prevention Education

➤ Training

- Provides EMS, fire safety and fire prevention and other safety education to Township employees and the community.
- Provides superior and proactive training to the members of the MTFD to develop and retain a staff of 32 full time employee
- Emergency Medical Calls
- Structure Fires
- Vehicle Extrications
- Water & Ice Rescue
- Hazardous Materials
- Building Inspections
- Public Education
- Technical Rescue
 - Rope Rescue
 - Trench Rescue
 - Collapse Rescue
 - Confined Space Rescue

➤ Suppression

Provides quick response and action to reduce or eliminate real or perceived emergencies.

MTFD is also a leader coordinating and continually supporting shared services that will provide increased protection to our citizens as well as our firefighters. We have instituted and joined efforts with all fire departments in Ingham County as listed below:

- Metro Chiefs Committee
- Metro Shared Services Committee
- Metro Training Consortium
- Ingham 911 Advisory Committee
- Ingham County Tanker Task Force
- Ingham County Chiefs Committee
- Metro Technical Rescue Team
- Metro Hazmat Response Team
- Metro Arson Investigation Team
- Metro AVI Response Team
- Ingham County Office of Emergency Management
- Automatic Aid for Structure fires from East Lansing and Williamston (NIESA) Fire Department
- Automatic Aid into Alaiedon Township with Mason and Delhi Township Fire Departments

The fire department has participated for many years with five local fire departments (Delhi Township, Delta Township, East Lansing, Lansing, and Lansing Township) working on regional efforts such as fire response, technical rescue, Hazardous material response, joint purchasing, and training. In 2018, these metro fire departments were able to utilize the Competitive Grant Assistance Program (CGAP) to purchase CPR compression machines, EKG monitors, do Blue Card and AVI training.

Meridian Township Fire Department, working with Delhi Township Fire, East Lansing Fire, and Williamston Fire (NIESA), established Automatic Aid for fire response that will support efforts to meet NFPA minimum response standards with the sole reason to protect the safety of our firefighters while fighting a fire.

In 2018, the Meridian Township Fire Department had many accomplishments that supported a fire department that continues to be a leader in the state. Over the past 10 years, MTFD has seen an overall increase of 43% in our annual call volume. This includes a 52% increase in fire and 41%

increase in EMS incidents over the same time period (see Table 1). Since the 2010 Census, the Township has grown in population by approximately 7.5 % US Census estimates Meridian Township at 42,636 as of July 1, 2018. This increase has been a direct result of a decreased populations in cities and an increase in populations of Townships, of which Meridian Township being in the top for communities with significant population increases in the State. With many proposed developments over the next few years the Township will continue to grow in population.

2018 DEPARTMENT GOALS AND ACTION PLAN

Add two additional Firefighters

In 2017, Meridian Township residents voted to support the fire department with a millage adding two firefighters to our daily staffing. These two additional firefighters were hired in January of 2018 supporting our robust emergency response to an increased emergency call volume.

Install 1,250 Combination Smoke/CO Alarms as part of the FEMA grant

In 2017, Meridian Fire was awarded an Assistance to Firefighters Grant (AFG) to install a total of 2,500 combination smoke carbon monoxide alarms in resident homes over two years. A total of 1,261 detectors have been installed in 281 homes. Although FEMA funding will end in August, it is our intent to continue this program by future grant proposals and Township support.

Install Additional Outdoor Warning Sirens

The Meridian Township Fire Department has committed to a five-year plan to install outdoor warning sirens to support the protection of our citizens. This year, a new siren was installed at Wonch Park near the center of the Township. There are currently a total of seven sirens with an eighth budgeted for 2019. As the Township continues to grow so does the protection for our citizens.

Inventory Fire Department Safety Equipment

While maintain a strong budget it's important to stay fiscally smart while evaluating the operation of the fire department. All equipment was inventoried and evaluated for safety, life expectancy, and replacement. We then created replacement schedules that supports NFPA 1971 & MISOHA Part 74 for Personal Protective Equipment such as structural firefighting clothing, saws, hose, SCBA, and tools. We then developed a five-year plan supporting a long term replacement schedule for fire equipment.

Lower the Township's ISO Rating

After months of planning and documentation The Meridian Township Fire Department is proud to have received a reduction in our ISO (Insurance Services Office) from a 4 to a 3 Public Protection Classification (PPC), effective March 1, 2019. This grading schedule plays an important role in the underwriting process at insurance companies. ISO documents state that most insurers – including the largest ones – use PPC information for underwriting and calculating premiums for residential, commercial and industrial properties.

ISO is a third party independent agency that evaluates a fire department water system, record keeping, training, staffing, and our communications systems. The results are rated on a scale from one to ten (one being the best). The PPC classification system assigns a number grade from 1 – 10 to 49,010 communities across the United States. An ISO Class 1 represents an exemplary fire suppression program, and Class 10 indicates that the area's fire suppression program does not meet the ISO's minimum criteria. In August of 2018 working with ISO the Meridian Township Fire Department completed a Public Protection Class (PPC) survey. The PPC program evaluates communities according to a uniform set of criteria based on nationally recognized standards developed by the National Fire Protection Association and the American Water Works Association.

The following community features are evaluated:

- **Emergency Communications**

A maximum of 10 points of a community’s overall score is based on how well the fire department receives and dispatches fire alarms. The field representatives evaluate:

- the communications center, including the number of tele communicators
- computer-aided dispatch (CAD) facilities
- dispatch circuits and how 911 centers notify firefighters of the emergency

- **Fire Department**

A maximum of 50 points of the overall score is based on the fire department distribution of fire companies, pump testing regularly and inventories each engine and ladder company’s equipment. ISO also reviews the fire company records to determine factors such as:

- type and extent of training provided to fire company personnel
- number of people who participate in training
- firefighter response to emergencies
- maintenance and testing of the fire department’s equipment

- **Water Supply**

A maximum of 40 points of the overall score is based on the community’s water supply. This part of the survey focuses on whether the community has sufficient water supply for fire suppression beyond daily maximum consumption. ISO surveys all components of the water supply system including fire hydrant inspections and frequency of flow testing.

Table 1 shows details of MTFD’s emergency requests for service over the last 10 years with an overall increase of 43%. Fire incidents have increased by 52% and EMS incidents have increased by 41% in the same period. This correlates with population growth, Medicare and Medicaid changes, Affordable Care Act, decreased number of primary care physicians, aging population, mental health, Opioids epidemic, and preventative care.

10 Year Incident Count			
Year	Fire Incidents	EMS Incidents	Total Incidents
2009	649	2,987	3,636
2010	588	3,490	4,078
2011	532	3,711	4,243
2012	600	3,847	4,447
2013	737	3,619	4,356
2014	714	3,683	4,397
2015	623	3,884	4,507
2016	925	4,028	4,953
2017	1,181	3,988	5,169
2018	991	4226	5,217

In 2018 MTFD responded to several different types of fire incidents. Unattended kitchen cooking continues to be the most frequent cause of fire within the Township and the United States. (see Table 2). Due to an aging population and an increase in the building of new senior living facilities and nursing homes, the most frequent request for service is for falls (see Table 3).

Incident Type	Count
Fire, other	2
Building fire	27
Fires in structures other than in a building	1
Cooking fire, confined to container	29
Chimney or flue fire, confined to chimney or flue	1
Trash or rubbish fire, contained	1
Passenger vehicle fire	9
Camper or recreational vehicle (RV) fire	1
Natural vegetation fire, other	2
Brush, or brush and grass mixture fire	7
Grass fire	3
Outside rubbish fire, other	2
Outside rubbish, trash or waste fire	4
Dumpster or other outside trash receptacle fire	3
Outside equipment fire	1
Cultivated trees or nursery stock fire	1

Complaint Type	Count
Falls	705
Sick Person	668
Breathing Problem	339
Chest Pain (Non-Traumatic)	269
Medical Alarm	240
Medical Emergencies	228
Abdominal Pain/Problems	214
Unconscious / Syncope / Near-Syncopal	202
MVC / Transportation Incident	168
Traumatic Injury	141
Average Age of all Patients 61 years old	

Fire Chief Michael Hamel

The Meridian Township Fire Department has a long history of providing a high level of fire and rescue services to the community. Our men and women are highly trained and professional individuals that place their lives on the line every day to keep the Township safe. It is my goal as the Fire Chief to continue to work closely with our community to identify risk and mitigate those potential hazards that impact life and property while tasking our firefighters to rise and meet new

MTFD TEAM MEMBERS

FIRE CHIEF

Michael Hamel

ADMINISTRATION

Bill Priese, Training/EMS Chief Kristen Cole, Administrative Assistant II
Tavis Millerov, Fire Inspector

BATTALION CHIEFS

Mark Vroman Ken Phinney

CAPTAINS

Bill Richardson Derek Burcham
Matt Walters

LIEUTENANTS

Paul Cullimore Al Diaz
Jason Everest Rudy Gonzales
Dennis Schrier Ryan Campbell
Jeff Rommeck

FIREFIGHTERS

Brian Pennell John McDermott
Jason Hillard Bob Caretti
Mark Klem Sam Weber
Eddie Dennis RJ Lewis
Erik Sellen Dustin Farhat
TJ Booms Dan Ackles
Chris Johnson Corey Pant
Justin Adair Amanda Arnett
Bradley Beaver (resigned Nov. 18) Chuck Malesko
Nathan Lafayette Anthony Kozlowski

HUMAN RESOURCES



The Human Resources Department is responsible for multiple employment related matters including labor relations and contract negotiations, staffing, diversity and inclusion initiatives, payroll, personnel record keeping, benefits administration, pension administration, risk management, legal compliance, personnel policy manual administration and skill-based training programs.

2018 DEPARTMENT GOALS AND ACTION PLAN

Collective Bargaining Agreements for January 1, 2016 – December 31, 2019

Settlements carried over into 2018 due to binding 312 Arbitration:

POAM Arbitration award issued December 13, 2017 with a ratified contract February 2018.

CCLP Arbitration award issued March 2, 2018 with a ratified contract May, 2018.

Reduction of Grievances

For Calendar year 2018, with the exception of the MTFFA, we are experiencing less complaints.

POAM – two (2) grievances received, both rescinded by the Union for no violation of the contract.

MTFFA – Four (4) 2017 carryover grievances to 2018; one (1) arbitration settlement with a positive outcome for the Township; one (2) rescinded by the Union; one (1) settled in favor of the Township.

Four (4) grievances received in 2018 – One (1) held in abeyance – Township position is that it is a non-bargaining issue with no contract violation which the Township will force to arbitration. The Union has been silent on this matter. One (1) rescinded by Union; One (1) settled; One (1) newly filed grievance moved to arbitration in 2019.

Professional Non-Supervisors – One (1) insufficient grievance submitted and withdrawn.

Administrative Professionals – One (1) insufficient grievance submitted and withdrawn.

Maintain Diveristy Initiatives

We celebrate a very successful year in improving our workforce diversity within the Township. This is due to a collaborative effort and outreach networking approach to recruiting. Attending the Career Fairs is providing more visibility and professional networking, particularly for our Police and Fire Departments. We are moving in the right direction with our current EEO statistics reflecting 12% minority (race) utilization and 38% female utilization in our current workforce. Director Marx continues to attend Diversity workshops provided by Michigan State University and LEAP Executive Leadership workshops.

Loss Prevention

The Township-Wide Safety Committee is bringing more awareness to our "Safety First" objective and to encourage employees to be aware of and prevent accidents due to unsafe practices. We are seeing reduced recordable injuries. Outdoor and indoor cameras were installed as a protection for employees and residents visiting the Municipal Building in the event of a workplace incident. This was a collaborative effort as a result of a grant awarded by the MTA PAR program (Property and Liability Insurance) to fund the cost of the cameras. With the installation assistance of our IT Department, we have cameras recording visible front and side entrances to the Municipal Building 24 hours a day, seven days a week.

Healthcare

The self-insured product (BCN-Blue Care Network and BCBSM-Blue Cross Blue Shield Michigan) continues to save the Township money. For another year, our numbers came in under the PA 152 calculations allowing for health coverage to be provided at no premium cost for BCN insurance. There is a nominal employee premium sharing cost for BCBSM coverage. The Human Resources Team negotiated two (2) new cost savings plans: (1) a comparable replacement vision plan projected to potentially save up to \$15,000 per year and (2) a comparable replacement for Life and Long Term Disability (LTD) insurances projected to save up to \$8,000 per year. The Township benefit package provides top of the line coverages.

Property and Liability Insurance

Requests for Proposals for the Township's Property & Liability Insurance coverage covering January 1, 2019 - December 31, 2019 were sent to six recipients and posted on the Township website as well. Three (3) proposals were received; two (2) of which were selected to make presentations to the Review Committee comprised of HR Director Marx, Finance Director Mattison and Trustee Patricia Herring Jackson. The proposal criteria offered an opportunity for proposers to include a 2-year price extension for a three (3) year rate guarantee with adjustments only to be made in cases of exposure changes or excessive losses. The Review Committee's final recommendation was to continue with the current insurer, David Chapman Agency based on our relationship, customer service, experience, commitment to a three year rate and cost.

TEAM MEMBERS

Joyce A. Marx, Human Resources Director
Carol Hasse, Human Resources Specialist/Payroll
Michelle Prinz, Executive Assistant

2018 EQUAL EMPLOYMENT OPPORTUNITY COMMISSION REPORT

Job Categories		Number of Employees by Job Categories														Total
		Race/Ethnicity														
		Hispanic or Latino		Not-Hispanic or Latino												
				Male						Female						
		Male	Female	White	Black or African American	Native Hawaiian or Other Pacific Islander	Asian (non Hispanic or Latino)	American Indian or Alaska Native	Two or More Races	White	Black or African American	Native Hawaiian or Other Pacific Islander	Asian	American Indian or Alaska Native	Two or More Races	
Executive/Senior Level Officials and Managers		0	0	8	0	0	0	0	0	5	0	0	0	0	0	13
Mid Level Officials and Managers		0	0	4	0	0	1	0	0	2	0	0	0	0	0	7
Professionals		0	0	12	0	0	0	0	0	12	0	0	0	0	0	24
Technicians		0	0	1	0	0	1	0	0	0	0	0	0	0	0	2
Protective Service Workers		3	0	59	1	0	0	1	1	11	1	0	0	0	0	77
Administrative Support Workers		0	0	13	2	0	2	0	0	37	5	0	4	0	1	64
Craft Workers		0	0	2	0	0	0	0	0	0	0	0	0	0	0	2
Service Maintenance Workers		1	0	18	0	0	0	0	0	0	0	0	0	0	0	19
TOTAL		4	0	117	3	0	4	1	1	67	6	0	4	0	1	208

2018 APPLICANT DATA REPORT

Job Categories		Number of Applicants (Report employees in only one category)														Total Col A-N
		Race/Ethnicity														
		Hispanic or Latino		Not-Hispanic or Latino												
				Male						Female						
		Male	Female	White	Black or African American	Native Hawaiian or Other Pacific Islander	Asian	American Indian or Alaska Native	Two or More Races	White	Black or African American	Native Hawaiian or Other Pacific Islander	Asian	American Indian or Alaska Native	Two or More Races	
		A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
Executive/Senior Level Officials and Managers	1.1	1	0	57	5	0	0	0	2	7	1	0	0	0	1	74
Mid Level Officials and Managers	1.2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
First Level Officials and Managers	1.2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Professionals	2	2	2	42	4	0	1	0	2	5	1	0	0	0	2	61
Technicians	3	14	4	143	25	0	18	0	12	89	21	0	16	2	5	349
Sales Workers	4	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Administrative Support Workers	5	2	12	38	3	0	2	0	4	134	16	0	6	2	2	221
Craft Workers	6	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Operatives	7	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Laborers and Helpers	8	1	1	40	2	1	0	1	1	30	0	0	0	0	1	78
Service Workers	9	0	0	14	3	0	0	0	0	8	1	0	0	0	2	28
Other		0	0	4	0	0	1	0	1	7	0	0	0	0	0	13
TOTAL	10	20	19	338	42	1	22	1	22	280	40	0	22	4	13	824

INFORMATION TECHNOLOGY



METHODOLOGY FOR OPERATIONAL IMPERATIVES

1. Highest priority is given to core infrastructure stability and keeping existing services and resources operating at optimum performance and availability.
2. Resolution of emergent end-user issues related to technology is an important function that all Department personnel spend a significant time addressing.
3. Training initiatives are utilized in cases where staff resources are recognized to be deficient in the use of available technology or additional expertise would increase employee productivity.
4. Remaining resources are committed to replacing technology that is still functioning, but aging, and at end of useful life.

2018 DEPARTMENT GOALS AND ACTION PLAN

Axon In-Car Camera Replacements

Twenty-four cameras were replaced in twelve police cars to bring all police field video collection devices into the same system. The project was started in early 2018, substantially completed in May of 2018, and has been being fine-tuned through the remainder of the year. The approximate cost of the hardware replacement was \$25,000.

Implementation of Windows 10 LTSB Workstation Replacements

After evaluation of the Professional versions of Windows 10, The IT team selected the Long Term Service Branch of the operating system as the standard to be used across Township networked computers. A basic image was prepared, and used to complete rollout of approximately 50 computer devices across all Township operations. This project cost was approximately \$70,000 and completed in the fourth quarter of the year.

Telephone System Renovation

Township telephone systems were in desperate need of renovation. However, when proposals were taken in late 2017, the assessment was that it would be cheaper to replace the existing system, rather upgrade the existing infrastructure. Maintenance costs to maintain the previously deployed Cicso system were on the order of \$20,000/year, while the ShoreTel option was cheaper to implement, and hand an ongoing cost closer to \$5,000/year. The total project cost is approximately \$130,000, and is

being completed in the second quarter of 2019.

Hardware for Cartegraph

The technology team purchased and deployed 12 new iPad devices for in-field use with the new Cartegraph work-order management system. This was at a cost of approximately \$4,000, and was completed in the second quarter of 2018.

Server & Certificates for ArcGIS Online

In addition to hardware purchases for field workers, Information Technology Staff worked with other internal departments & Cartegraph to set up secure connections between our local data sources and the ArcGIS online services that make Meridian Township GIS information available to the Internet. Because of existing Data Center licensing options the only costs associate with this was the purchase of a public trusted certificate at the cost of approximately \$100/year.

Portable Backup Equipment for Sewer Camera Infrastructure

The Department of Information Technology provided the Department of Public Works with a new portable drive enclosure that can move sewer video files from the video truck back to the network. This system is also being used to evaluate long term data storage and data transfer needs and appropriate solutions.

Staff Training

The Department of Information Technology has been working with employees to improve knowledge across the board, but a special emphasis was placed on Microsoft Windows Server 2016, with over \$3,000 of training taking place in the fourth quarter.

TEAM MEMBERS

Stephen Gebes, Director of Information Technology

Gregory Akin, System Administrator I

Matt MacFadden, System Administrator I

PARKS AND RECREATION



Towner Road Park Ribbon Cutting- September 2018

In 2018, the Parks and Recreation Department continued their dedication to make Meridian Township a more vital and vibrant place to live through programs, special events, and development, protection, and management of publicly-owned parks, grounds and natural areas. This was accomplished through the dedicated efforts of the Park Commission, Land Preservation Advisory Board, a professional and enthusiastic staff of 15 full-time parks and recreation employees, numerous part-time and seasonal staff, and many passionate volunteers from the community working in concert to manage 910 acres of parkland, 76 miles of pedestrian/bicycle pathway, 20 miles of nature trails, the Harris Nature Center, Snell-Towar Recreation Center, Meridian Senior Center, year-around Farmers' Market, Meridian Historical Village, 85 acres of Township grounds, 968-acres of land preserves, two (2) cemeteries, and a wide variety of community recreation programs, special events and senior activities.

MERIDIAN TOWNSHIP'S PARK AND RECREATION DEPARTMENT CONSISTS OF THE FOLLOWING DIVISIONS

- **Parks** - .6667 mill (2014-2025) Park Millage, General Fund, fees and charges, grants, volunteer support, donations
- **Recreation** - 1/3 of 1/10th mill Community Services Millage (2012-2021), General Fund, fees and charges, volunteer support and donations
- **Land Preservation** - .33 mill Land Preservation Millage (2010-2019), volunteers
- **Meridian Senior Center** - .133 mill Community Services Millage (2012-2021), Okemos Public Schools, fees and charges, and volunteers
- **Meridian Historical Village** - Managed by the volunteer non-profit organization Friends of Historic Meridian and is funded through grants, donations, fees and charges, and a small General Fund contribution
- **Farmers' Market** - Vendor Fees (self-sustaining)
- **Harris Nature Center** - Park Millage, fees and charges.
- **Snell-Towar Recreation Center** - General Fund, donations, and grants
- **Deer Management Program** - Park Millage, Land Preservation Millage, and General Fund
- **Cemeteries** - Fees and charges, General Fund

- **Pedestrian Bicycle Pathway Millage** - .33 Mills (2016-2027), grants

2018 DEPARTMENT GOALS AND ACTION PLAN

Engineer and bid new footbridge and bathroom building project in Meridian Historical Village and the Central Meridian Regional Trail Connector Project through Central Park

The Park Commission approved a master plan for Central Park in 2014 and construction of these projects will start the implementation process of that plan. Grant assistance was sought and awarded for these three projects from the Michigan Natural Resources Trust Fund and the Land and Water Conservation Fund. Project agreements were executed in May with the DNR and Wolverine Engineering and Surveyors were hired to provide design and engineering services for both projects. Surveys and wetland reports were completed, as well as, new sewer plans created for the Historical Village. Preliminary plans were reviewed by the Park Commission in December before being submitted to the DNR for approval. Construction is slated for 2019.

Construct Dog Park in Nancy Moore Park and Central Park South

Two sites have been identified as locations for fenced off-leash areas for small and large dogs. The Small Dog Park will be located in Nancy Moore Park. The entry area has been paved and park fenced for opening in 2019. The Dog Park for large dogs (30lbs+) will be constructed in Central Park South in 2019 in conjunction with the Central Meridian Regional Trail Connector Project. Additional parking is being added in Central Park South in the spring.

Engineer and Construct Phase I of Marketplace on the Green at Meridian Mall

The concept of a public/private partnership with Meridian Mall was widely accepted, but details to this project have been many. A property trade agreement with Milmar Mall, LLC for 2.43-acres along Central Park Drive will be executed along with a cross-access agreement with CBL Properties for use of their parking lot will be executed in early 2019. Funding for the project has been secured with \$980,000 from sources including non-profits, foundations, donations and Township funds. Fundraising efforts continued into early 2019 in coordination with the Michigan Economic Development Corporation and Patronicity to raise and additional \$100,000. Design and engineering for the project is underway for the entire project with plans to bid the work in early 2019 and construct in 2019. A groundbreaking ceremony will be planned in early 2019.

Complete Construction of Towner Road Park

Towner Road Park construction was completed in 2018 with amenities including two full-size soccer/lacrosse fields, two ball diamonds, six pickleball courts, 1/3 mile paved looped walking trail, restroom, pavilion and parking lot. The ribbon-cutting ceremony was held in September in conjunction with the Will Goodale Memorial Kickball Tournament. Organized play on the athletic fields will begin in the spring of 2019.

Expand Parking Lot at North Meridian Road Park

The current parking lot is insufficient for usage especially on soccer weekends. Plans were finalized with the Engineering Department. The paving project was awarded this fall for paving in early spring of 2019.

Pave Eastgate Park Parking Lot

In the past, the dirt parking lot at Eastgate Park on Meridian Road has had to be closed during the wettest times of the year due to muddy conditions and potholes. This summer the lot was paved which will now allow for year-around use of the park and trails in Meridian Riverfront Park.

Complete Design and Installation of Trailhead and Directional Signage in Parks

The goal of this project was to make our parks more welcoming, informative and easier to navigate to increase park usage. All the parks' trails were GPS marked, uploaded to a Google-based smartphone app called "All Trails", new trailhead and directional signs were designed and installed, and new paper maps created, all following the Townships' new brand standards. A total of ten parks were completed in 2018.

Another twelve signs are on order for delivery by the end of the year and the remaining two signs are in the design phase. The remaining signs are scheduled for installation in 2019.

Purchase and Install New Park Signs Utilizing New Township Logo

This activity was moved to 2019 to design new signs for parks incorporating new Township Brand Standards A replacement program will be implemented based on the condition of existing signs over the next few years.

Construct Patio/Courtyard Improvements at the Meridian Senior Center

The Meridian Senior Center located at Chippewa Middle School in Okemos, is funded in part by a Township-wide millage and also by Okemos Public Schools. A small outdoor patio and grassy courtyard exist at the Center but has historically been under-utilized. Plans for the area include a small paved loop pathway, ornamental trees, raised garden containers, benches, retractable awning, and outdoor seating. Planning and implementation for this project has been collaborative with Okemos Schools, the Senior Center Advisory Board, and Township staff. The trees have been planted and the paved path project was awarded for completion in the spring of 2019. The awning will be installed in the spring together with new site furnishings with a ribbon cutting planned for summer of 2019.

Successfully plan and implement the 2018 Celebrate Meridian event as well as other special events throughout the year

The Celebrate Meridian Festival occurred on June 30, 2018 this year in extreme heat, but was still a very successful event. A total of twelve special events were conducted this year with a total of over 18,000 participants.

Continue Implementation of the Deer Management Program (8th year)

A total of 79 volunteer hunters participated in the 2018 Deer Management Program on 39 properties beginning on October 1-January 1. A total of 57 deer were harvested during the 2018 program.

Continue Implementation of Recreation Programs for Youth, Adults and Seniors

Providing recreation services to our residents creates a connection with government, other participants as well as to our community. Programs were offered for persons of all ages and abilities including exercise and enrichment programs for seniors, environmental education classes and team sports for adults and youth, as well as, our ever-popular Sporties for Shorties. "Coach Mike" sure knows how to engage the pre-kindergarten crowd! Over 8,000 people participated in recreation programs in 2018.

Investigate New Software and Web-Based Options to Improve Cemetery Services

In collaboration with the Clerk's Office and IT Department, we researched companies to provide improved recordkeeping and an online interface. Firms made presentations and bids were received. Pontem Software is the company that staff recommends as their service provider for Cemetery Records Management.

PARK COMMISSION

The Meridian Township Park Commissioners are elected to 4-year terms and have the responsibility of setting policy and direction for the acquisition, development, and maintenance of parks. In 2017, they held nine (9) regular meetings, one (1) special meeting, one (1) joint meeting with the Township Board and other Township Boards and Commissions and one (1) joint meeting with the Land Preservation Board. Mark Stephens was re-appointed as the Park Commission's representative to the Land Preservation Advisory Board.

PARK COMMISSION MEMBERS

Michael McDonald, Chair
Amanda Lick, Vice Chair
Mark Stephens
Annika Brixie Schaetzl
Richard Baker (resigned March 2017)
Courtney Wisinski (appointed June 2017)

LAND PRESERVATION PROGRAM

Description of the Land Preservation Program

The Meridian Township Land Preservation Advisory Board members are appointed to 4-year terms with a two term limit. The LPAB has the responsibility of advising staff in implementing the land preservation program. The program was developed to preserve lands and waters that provide valuable habitat for native plants and animals, protect air and water quality, add aesthetic value, and enhance public enjoyment of the outdoors. To date, 968 acres have been acquired in 22 preserves located throughout the Township. Strong efforts have been made to implement stewardship plans lead by full-time stewardship coordinator Kelsey Dillon. The Board held eight (8) regular meetings, and conducted four (4) site visits to properties and is staffed by Senior Parks and Land Management Coordinator, Jane Greenway and Stewardship Coordinator Kelsey Dillon.

Highlights:

- New Acquisitions for 2018
 - Ponderosa Preserve 89 acres
 - Nemoke Preserve 14 acres
 - Mandenberg Preserve – 4.7 acres
- 4 new Land Preserve signs installed on recent acquisitions
- Boundary marker Posts installed in five preserves
- 12 restoration projects were completed in 7 preserves

TEAM MEMBERS

LuAnn Maisner, Director of Parks and Recreation
Robin Faust, Administrative Assistant II
Michael Devlin, Parks and Recreation Specialist
Darcie Weigand, Parks and Recreation Specialist
Katherine (Kit) Rich, Senior Park Naturalist/HNC Coordinator
Catherine (Kati) Adams, Senior Park Naturalist
Jane Greenway, Senior Parks and Land Management Coordinator
Kelsey Dillon, Park Naturalist/Stewardship Coordinator
Dennis Antone, Facilities Superintendent
Matt Foreman, Parks & Grounds Maintenance Lead Worker
Keith Hewitt, Utility Worker
Benjamin McCann, Utility Worker
Larry Bobb, Utility Worker
Don Cuson, Utility Worker
Joshua Cannon, Utility Worker
Cherie Wisdom, Meridian Senior Center Coordinator
Courtney Caltrider, Meridian Senior Center Assistant
Corey Patrick-Farmers' Market Manager

Seasonal Staff: Interns

Delaney Bennett
Corey Patrick
Brittany Warrick

Parks and Grounds Seasonal Staff (May – Sept):

- Tobias Bepler
- Brendan Binge
- Derm Carkin
- Andrew-Joseph Howaniec
- Grant Montague (June-Aug)
- Jack Rosenbrook

Park Ranger (May – September):

- Reece Watrich

Assistant Park Naturalists:

- Allison Goodman (Jan-Dec 2018)
- Rachel McDaniel (Jan-Dec 2018)
- Alicia Olsen (Jan-Dec 2018)
- Kira Ferguson (May-Oct 2018)
- Jamie Andrews (Jan-Dec 2018)
- Audra Francis –(May – Dec 2018)
- Jacey Jackard – (April – Dec 2018)

Fitness Over-50 Program Fitness Instructors:

- Molly Hunsberger-Nevins
- Leah Traciak (September-December)

POLICE DEPARTMENT



The Meridian Township Police Department is committed to establishing and maintaining partnerships in our community; and with understanding, cooperation and equality; we strive to enhance the quality of life and protect the rights of our community.

CORE VALUES

COMPASSION

We care for and empathize with our fellow human beings.

COURAGE

We face danger to ensure the safety of others. We will stand up for what is right. We will be brave when others may not. We strive to eliminate fear through our actions.

EXCELLENCE

We employ those who strive to achieve a higher standard. We listen to our employees and the members of our community to continually improve our effectiveness and reliability. We strive to exceed community and professional expectations.

FAIRNESS

We will treat all individuals impartially. We will act in a just manner. We appreciate different points of view. We exercise discretion appropriately.

INTEGRITY

We will fulfill our mission in its entirety using sound principles, honesty and sincerity.

RESOURCEFULNESS

We can be relied upon for help and support. We have the ability to deal with situations effectively. We build on our mutual experiences to effectively resolve problems.

RESPECT

We value the rights and beliefs of others. We are courteous. We treat others as we expect to be treated. We appreciate diversity.

WORK ETHIC

We are self-motivated and self-directed. We do what is asked and strive to achieve expectations. We hold ourselves to a higher standard.

2018 DEPARTMENT GOALS AND ACTION PLAN

Begin State Accreditation through the Michigan Association of Chiefs of Police

Review of state accreditation was done and due to the retirement of the two command level personnel (The Chief of Police and a Captain), accreditation efforts were pushed back to 2019. Funding has been secured in the 2019 budget to continue with accreditation completion.

Continue Efforts to Reduce Workers Compensation and Lawsuits Claims

Department wide training was conducted on risk management with an emphasis on reduction of risk exposure. The Department is also an active participant in the Township wide safety committee. Legal training is ongoing within the Department making current best practices and legal issues the forefront of Department daily operations.

Implement New State Accreditation and Training Software

Power DMS software has been installed and is operational. All Police Department general orders are now uploaded and accessible via mobile application or online access. Department wide training on use of the application has begun and further training will be conducted in 2019.

Migrate to Cloud Based Digital Evidence Storage and Management

All in-car and body worn camera videos are now stored on a cloud based server. Digital photographs and 911 recordings are also stored and managed using a cloud based service. This cloud based approach reduces the need to download audio/video evidence and enhances access to those who need this information.

Upgrade Evidence Management and Tracking Hardware

New evidence tracking hardware has been upgraded to include a computer tablet allowing for remote evidence management. New barcode scanning equipment and printers have also been added to replace failing equipment.

Work Diligently Toward Full Staffing (41)

The Department is currently staffed at 39 with an additional candidate in the background investigation phase. Interviews are scheduled for December 2018 to fill the last position.

Continue Collective Efforts to Foster an Environment that is Welcoming, Diverse and Inclusive

The Department attended two diversity job fairs to recruit a more diverse work force, one at Wayne State University and the other at Michigan State University. The Department hired two minority officers and one female officer in 2018. The Department is also a member and participates in the Advocates and Leaders for Police and Community Trust (ALPACT). The Department regularly attends and participates in race relations forums held by MSU.

Continue to Seek Opportunities to Reduce Overall Operating Costs

The Department leverages online quotes to insure purchasing costs are controlled and the most economical price is obtained. Scheduling hours have also been adjusted to alleviate overtime during high calls for service times.

Sponsor a Candidate to the Mid-Michigan Police Academy

The Department sponsored an officer to the Mid-Michigan Police Academy in 2018 and that officer is now a solo performing officer for the Township.

Renew the Contract for Police Services with Williamstown Township

The contract for police services to Williamstown Township was renewed in November of 2018. The new contract is now for a three year period and includes incremental increases to cover rising labor costs.

In 2018, there were 18,588 calls for service (excluding traffic stops 5,504).

2018 Written Reports	
Alarms	771
Traffic Crashes	847
All Other	5,183
Total	6,801

Yearly Comparisons

Written Reports

2015	2016	2017	2018
6,427	6,332	6,282	6,801

Calls for Service

2015	2016	2017	2018
17,254	18,364	17,545	18,588

Arrests

2015	2016	2017	2018
765	700	559	577

Citations

	2015	2016	2017	2018
Citations Issued	2,366	2,272	1,752	1,922
Total # of Charges	2,743	2,768	2,188	2,379

TRAFFIC SAFETY

The Meridian Township Police Department views traffic safety as an important key to keeping the community safe. The Department works with the Ingham County Roads Department and the State Highway Department to address road design related concerns. Officers take enforcement in areas identified as directed patrols based on complaints from citizens. Additionally, the two speed trailers and one speed sign are utilized to educate motorists regarding speed-related safety concerns.

Three of our officers provide car seat inspections at the Department. A total of 58 inspections were completed in 2018. Officers also participated in the Safe Kids Event at the Ingham County Human Services Building in August and offered inspections at the annual Halloween Open House at the police Department in October.

TRAFFIC CRASH INVESTIGATION TEAM

Traffic crashes involving fatal or potentially fatal injuries require investigators with specialized training and equipment. Area law enforcement agencies have committed personnel to a regional crash investigation team. On-duty team members are called to assist participating agencies with potentially fatal crash investigations. This effort has increased the experience of the investigators while reducing overtime costs for the Departments.

VOLUNTEERS

Two Volunteer Parking Enforcement personnel provided a total of 131 volunteer hours in 2018. They issued 72 Warnings, 15 Fire Lane Citations, and 137 Handicap Citations. The total number of citations was 187 for the year. The Department does not require payment of handicap citations when the disabled person shows that he/she had a permit that was not displayed. Our concern is to keep the spaces available for those who have permits, not collecting fines from persons with disabilities.

COMMUNITY POLICE OFFICERS

Community policing is an important element of fulfilling our Mission Statement and effectively serving the community. Officers are in regular contact with their neighborhood leaders and residents to improve communication and build trust with the community. The officers contact the leader a minimum of once per month to check in and provide the leader with information on crimes that have occurred and upcoming events.

National Night Out is an annual event to promote community partnerships with law enforcement. Officers attended twenty-six events with some locations receiving a visit from McGruff the Crime Dog, the police motorcycle, canine teams, fire trucks and ambulances.

ADULT CROSSING GUARDS

The Police Department hires, trains, and manages the six adult school crossing guards for the schools in the township. The guards are supervised by the School Resource Officers.

CANINE TEAM

The Department has one canine that is trained for article searches, building searches, narcotics detection, and tracking. Officer Tobias and Yukon are also assigned to the Ingham Regional Special Response Team (IRSRT) and assist the team with perimeter security and tracking. Area Departments request and/or provide mutual aid from canine when they either do not have a canine on duty or they do not have a team on the Department. The canine team did 328.5 hours of monthly training, 40 hours of annual training totaling 368.5 hours. In addition, Officer Tobias and Yukon trained with the IRSRT for 57 hours of monthly training and 36 hours annually for 93 total. In 2018, canine Uby retired after 6 years of service, leaving only one canine for the department.

SPECIAL RESPONSE TEAM

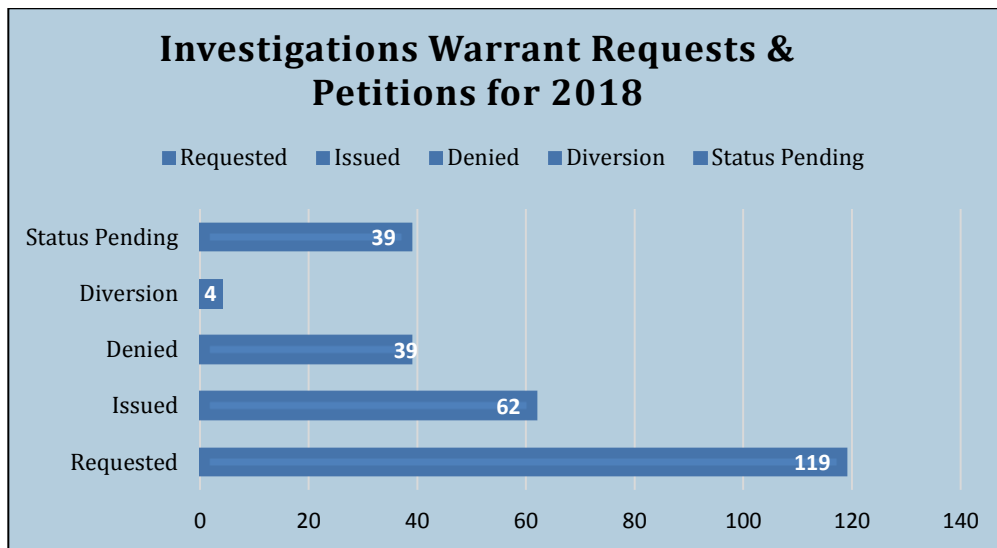
The Ingham Regional Special Response Team (IRSRT) is comprised of personnel from the Ingham County Sheriff's Department, East Lansing Police Department, MSU Police Department, and Meridian Township Police Department. The team is called upon by agencies when a tactical team is needed to respond. Meridian Township commits three officers and one sergeant to the team. Meridian Township Officers received 528 hours of regular monthly training and 180 hours of annual training. This totals 708 hours of yearly training. IRSRT had 13 call outs in 2018.

IRSRT also has a Negotiator Team comprised of hostage negotiators. The negotiators are not activated unless the situation dictates a need for negotiators. Meridian Township has two officers and one command officer assigned to the team.

SCHOOL AND COMMUNITY RESOURCE UNIT

The School and Community Resource Unit is comprised of two officers who work with the Haslett and Okemos Public Schools. The officers provide a number of services to the schools in an effort to provide a safe environment for children to learn. The officers also assist with a number of community events and provide DARE and other classroom instruction.

The officers assist with several community events focused on children in the community, including the “Shop with a Cop” program. In 2018, 15 students in our districts were chosen to participate in the program. The School Resource Officers then work with the participants, provide necessary documentation to the event organizers, and volunteer their time to shop with the students.



COURT SERVICES

The Court Services Officer (CSO) processes criminal complaints and submits them to the Ingham County Prosecutors Office and the Township Attorney to request arrest warrants and juvenile petitions.

COURT SERVICES	2015	2016	2017	2018
Arraignments	248	273	215	154
Subpoenas Served	896	952	842	832
Personal Protection Orders	37	38	67	38
Warrant Requests	524	641	522	605
Warrants Signed by CSO	485	418	431	429
Twp. Attorney Requests	214	212	177	188
Total Petition Requests	74	74	152	134
Retail Fraud Requests	300	342	319	332
OWI Requests	64	60	80	66
Assault Requests	62	60	62	48
Assault Requests-Domestic	133	137	144	175
Larceny/Fraud Requests	30	87	76	95
Narcotics Requests	49	53	75	75

TRAINING

Under the direction of the Chief of Police, the Training Sergeant oversees all training for the Department. The Department provided employees with 5,603.90 hours of training in 2018. This was an increase of 447.75 hours from 2017.

The in-service training program consists of monthly training for all sworn employees, periodic roll call videos, policy tests, quarterly firearms sessions, and computer based instruction. The external training program utilizes universities and private providers to handle specialized training outside

the scope of the Department trainers. The Department strives to remain at the forefront of progressive policing by acknowledging the importance of both continuing education to retain current skills and the acquisition of new knowledge for officers to expand their skill base.

MID-MICHIGAN POLICE ACADEMY

The Training Sergeant is also assigned as a Coordinator for Lansing Community College’s Mid-Michigan Police Academy. Coordinators work closely with the recruits for the seventeen-week academy. Besides being involved in the development of future police officers, the Department gains the ability to monitor the Academy for potential employees

20th CITIZENS’ ACADEMY

The Department hosts a ten-week Citizens’ Academy that meets once a week for three hours in the fall. This academy exposes the attendees to police operations and procedures. Twelve citizens from Meridian and Williamstown Townships participated in 2018.

12th YOUTH CITIZENS’ ACADEMY

The Department hosts a seven-week Youth Academy that meets once a week for two hours in the spring. The students learn about police work while being able to experience hands-on activities. Ten students from the Haslett, Okemos, Lansing, and Bath school districts attended the Academy in 2018.

WILLIAMSTOWN TOWNSHIP POLICE SERVICES

The Meridian Township Police Department provides law enforcement services to Williamstown Township. The 2017-18 contract arranges for Williamstown Township to compensate Meridian Township \$216,723.00 per calendar year and \$56.17 per hour outside of the 80 hours of weekly patrol for emergency and non-emergency responses.

Williamstown Township Statistics				
	2015	2016	2017	2018
Written Reports	370	379	381	384
Calls for Service	1508	1546	1616	1769
Calls for Service (excluding traffic stops)	1111	1103	1226	1239
Arrests	21	11	12	20
Citations Issued	162	159	73	101
Total Number of Charges	186	175	89	120

Written Reports				
	2015	2016	2017	2018
Alarms	53	68	66	61
Traffic Crashes	128	127	115	116
All Other	189	184	200	207
Total	370	379	381	384

MTPD TEAM MEMBERS

CHIEF

David Hall**
Ken Plaga

CAPTAIN

Greg Frenger**

LIEUTENANTS

Brad Bach
Rick Grillo

SERGEANTS

Lana Howell**
Scott Dawson
Bart Crane
Andrew McCready
Edward Besonen
Chris Lofton
Jason Clements
Brian Canen

OFFICERS BY SENIORITY

Kelly Blask**
Kristi Lysik
Paul Rambo
Dave Metts
Judy Hood**
Christina Scaccia
Jeff Adams
Curt Squires
Brett Reed
Erin Linn
Andrew Tobias
Kyle Royston
Andrew Tobias
Rebecca Payne
Kevin Harvey
Mark Divney
Michael Hagbom
Bryan LeRoy
Doug Strouse
Aaron McConaughy
Dan King
Adam Slavick
Stephanie Lewis
Ian Mandernack
Kolby Casady
Lerico White
Megan Klein*
Austin Dietz*
Blaine Anderson*
Lorenzo Velasquez
Antonio Trevino*
Kyle Cornell*

CIVILIAN PERSONNEL

Cindy Cummings, Records Supervisor**
Kristi Schaeding, Administrative Assistant
Lynne Bach, Records Technician
Lori Hagan, Records Technician
Diane Helferich , Records Technician***
Marcie Barnum, Records Technician*
Jennifer Ramsey, Records Technician*

CADETS

Andrew Braska ***
Marissa Fura
Sean Rasmussen***
Allison Akins*
Bailey Gosen***
Evan Buckner*
Matthew Kristufek
Mike Scott***
Maryam Masood
Jacob Scarvey*
Dhospina Qipo*
Jennah Wilson*
Tuval Vaknin***
* *Hired in 2018*
** *Retired in 2018*
*** *Resigned in 2018*

PUBLIC WORKS & ENGINEERING



Charter Township of Meridian Code of Ordinances: Chapter 2, Article 1

A Department of Public Works shall be created and the department shall be headed by the Director of Public Works and Engineering. The department shall be responsible for all matters relating to the management, maintenance, and operation of all the physical properties of the Township. This department shall have exclusive control of the construction, maintenance, and operation of the Township sewers and water mains, the operation of Township dumps and landfills, the operation and maintenance of the cemetery, and the maintenance of all Township facilities.

2018 DEPARTMENT GOALS AND ACTION PLAN

Complete the Installation of Water Main on Sirhal/Jo Don Drive and Grand River Avenue

The water main replacement project on Sirhal/Jo Don and the water main extension project on Grand River Avenue were completed by the contractor, Mauldon Brothers Construction in November. Both are in service and providing public water to our utility customers.

Grand River Sewer Interceptor Repairs

The critical rehabilitation lining to the 36" and 48" sanitary sewer interceptor mains and the rehabilitation work to the manholes along the interceptor main and the river crossing siphon have been completed. Layne Inliner performed the Interceptor work and Insituform Technologies completed the manhole work along Grand River and Northwind Drive.

East Lansing Water Reclamation Reuse Facility (WRRF) Project

Second phase construction is proceeding on schedule. The wet spring initially caused some delays, but vertical construction is well underway. The third phase of the project will focus on design, bidding and construction on the solids handling portion of the project at the facility. Design is about 95% completed. The third phase will include a small digester, which reflects our commitment to our sustainability plan and its goal to reduce energy costs at the WRRF.

MSU to Lake Lansing Trail Project

We have received confirmation from MDOT that we have secured the last piece of necessary funding for the 3 million dollar, MSU to Lake Lansing Phase 1 pathway segment. MDOT will be providing 1.7 million as a Transportation Alternatives Program (TAP) grant for the project. The remaining funding for the project will be provided from the already awarded Ingham County Trail Millage at \$950,000 and the Meridian Pathway Millage at \$350,000. Funding for construction has been designated for year 2020.

Ingham County Trail Millage Projects

Multiple bridge and trail repairs and replacements were completed in 2018. The Pine Lake Drain bridge replacement on the Inter-Urban pathway has been installed and the paving was completed on several portions of the pathway. The installation of a push button signal (RRFB) at the Okemos Road and Inter-Urban pathway was also substantially completed by the end of the year.

In addition to the bridge and pathway work, we also received funding from the County Parks and Trail millage in the amount of \$975,000 to construct the boardwalk between Central Park Drive and the Service Center (Gaylord C. Smith Drive). We are currently soliciting bids for the project and anticipate completing the pathway gap in 2019.

We also recently submitted a funding application for phase 2 of the MSU to Lake Lansing Trail project. This portion will be built from Park Lake Road to Okemos Road through the Rysberg Land Preservation property. We are requesting funding in the amount of \$645,000 from the County towards the \$860,000 project.

2018 Local Road Program

The following roads were selected for work in 2018: Island Lake from Meadow Woods to White Hills Lake, Sleepy Hollow east and west south of Lake Lansing, Cade from Biscayne to Haslett, Biscayne from Woodville to Buckingham, Hallendale from Biscayne to Franklin, Jo Pass from Burcham to Quarry, Burcham from East Hidden Lake to Jo Pass, Starboard from Shoals to Cornell, Woodfield from Riverwood to Sugar Maple, White Owl from Woodfield to Woodfield and Sheldrake from Roxbury to Belding. The associated curb and gutter work was completed, but we determined that the asphalt paving needed to be pushed to 2019 because of contractor delays and the onset of colder weather. The only exception was Sleepy Hollow Lane, as the paving on this road did get completed in the fall.

RR Quiet Zone Project

We are currently working with OHM Advisors to assist us with the development of a feasibility and engineering study for the potential implementation of a quiet zone in the Township. OHM Advisors were the consultants used by the City of Battle Creek to implement their multi-million dollar project they funded with municipal bonds. As part of their services, they are reviewing the preliminary report authored by Abonmarche and making recommendations on how best to proceed in Meridian Township if funding is allocated. Recent work included communication with the CSX RR, CN RR and MDOT regarding required constant warning time circuitry and signalization upgrade plans.

2020 Census

Our Team continues to work with the Federal Government on preparing and providing the needed maps and addresses for a successful 2020 census. They have not requested any new information since the summer of 2018.

Complete the Facility Repairs and Projects Funded in the 2018 Budget

The air conditioning condensing unit and coil as well as the heat boiler controller were replaced in the Public Safety Building in 2018. In addition, three overhead doors were replaced at the Service Center, the Service Center rear lot was sealed, the Police Department impound lot was repaved, a vehicle exhaust system at the south fire station was installed and the concrete walkway and drainage at the rear of the Municipal Building was repaired.

Conduct a Comprehensive Organizational Review of the Public Works Department Operations and Programs

The review was completed in the summer of 2018, and it is recommended that as personnel changes occur through attrition, that the Department Divisions and oversight, reflect the Department of Public Works ordinance (Article 1, Chapter 2). In addition to this review, the Department began implementation of the Cartegraph OMS work management system. This work order software is GIS centric and allows work to be tasked against the Townships assets and provides field personnel with up-to-date maps of the Township's public utilities. Continued implementation and enhancements will occur in 2019.

Operation and Maintenance Highlights

In 2018, our dedicated field crew completed 3,290 MISS DIG requests, repaired 33 water service breaks and 15 water main breaks, replaced 8 fire hydrants, cleaned 101,253 feet of sanitary sewer main, televised 37,044 feet of sewer main, cleaned 25 lift stations, completed 421 vehicle maintenance and repair requests, and completed 83 facility maintenance requests.

TEAM MEMBERS

The Public Works Department has twenty five (25) full-time employees, three (3) part-time employees, and several interns; and is organized into the following divisions: Administration, Engineering, Water and Sewer Utilities, Facilities and Environmental Programs.

Administration

Derek N. Perry	Assistant Township Manager Director of Public Works & Engineering
Denise Green	Administrative Assistant II
Tiffany Coleman	Administrative Assistant I

Engineering

Younes Ishraidi, P.E., C.F.M.	Chief Engineer
Nyal Nunn, C.F.M.	Senior Project Engineer
Jay Graham	Records Manager
Cara Maney	GIS Specialist
David Liviskie	Engineering Technician
Archie Virtue	Engineering Aide (part-time, resigned June 2018)
Hussein Khanjar	Engineering Aide (part-time, resigned August 2018)
Yafeng Jiang	Engineering Intern (part-time, resigned January 2019)
Megan Connelly	Engineering Intern (part-time, May-August 2018)

Water and Sewer Utilities

Chad Houck	Water Lead Utility Worker
Mike Ellis	Water Utility Worker
Dan Palacios	Water Utility Worker
James Arnett	Water Utility Worker
David Lester	Water Utility Worker
Tom Oxender	Water Utility Worker
D'Destin Kaufmann	Water Utility Worker
Robert Stacy	Water Utility Worker
Rob MacKenzie	Sewer Lead Utility Worker
Kyle Fogg	Sewer Utility Worker
Dan Inman	Sewer Utility Worker
Tyler Kennell	Sewer Utility Worker

Derrick Bobb

Sewer Utility Worker

Facilities

Dennis Antone

Facilities Superintendent

Rick Vasilion

Building Lead Utility Worker

Todd Frank

Lead Mechanic

Jim Hansen

Mechanic

Environmental Programs

LeRoy Harvey

Environmental Programs Coordinator (PT)

TREASURER'S OFFICE



The Treasurer's Office is required by law to receive and take charge of all funds belonging to the Township and those funds to be distributed to other taxing authorities. These collections are primarily real estate and personal property taxes, but also include fines, licenses, permits, deposits, bonds, and fees. Included in this responsibility is the accurate accounting of all funds. The Treasurer is also required to pay out funds to local school districts. In Meridian Township, these include Okemos, Haslett, East Lansing, Williamston, Ingham Intermediate Schools, and Lansing Community College. Other governmental units also receive tax money from Meridian Township according to each taxing authority's millage. Temporary surplus funds are invested prudently with the emphasis on the safety of the principal as required by state law.

On December 7, 2018 Treasurer Julie Brixie resigned her position as Township Treasurer to take her seat as the State Representative for the 69th district (Meridian Township & East Lansing). On this same day Trustee Phil Deschaine was sworn in as Treasurer, following his appointment by the Township Board.

During the calendar year 2018, the Treasurer's Office reported:

- Total property taxes collected and processed in 2018 = \$97,411,904.19
- Total other receipts collected and processed in 2018 = \$11,333,498.37
- Total delinquent personal property taxes collected in 2018 for the 2013 to 2017 tax years is \$93,684.78
- Five new bankruptcies/receiverships in 2017. Fifteen active prior year bankruptcies
- Delinquent personal property bankruptcies owing \$10,770.46
- The Treasurer (Brixie) collaborated with Delhi Township in the statutory cancellation of delinquent personal property taxes
- The Treasurer (Brixie) assisted with various Tax Tribunal cases
- Taxpayers can receive free tax information on their own property by using the Township website (www.meridian.mi.us) or calling the Treasurer's Office at (517) 853-4140

- The Treasurer (Brixie & Deschaine) continued offering the ACH payment option for taxes
- The Treasurer (Brixie) served as a Township Board member and attended semimonthly meetings. This responsibility includes deliberation and voting on all Board actions
- The Treasurer (Brixie) presented periodic reports to the Township Board on Township investments and collections
- The Treasurer (Brixie & Deschaine) served the Meridian Economic Development Corporation (EDC) as treasurer and attended monthly meetings to report finances and provide input on development projects
- The Treasurer (Brixie) served as Chair of the EDC's Global Initiative, exploring economic development opportunities related to the international population in our community
- The Treasurer (Brixie) served on the Land Preservation Advisory Board
- The Treasurer (Deschaine) served on the Transportation Commission
- The Treasurer (Brixie & Deschaine) attended weekly Rotary Club meetings in order to improve communications between the Township and the business community
- The Treasurer (Brixie) served as a member of the Meridian Township Pension Board, which meets periodically to oversee its financial condition
- The Treasurer (Brixie) served as a member of the Tri-County Planning Commission including subcommittees of Transportation and By-laws
- The Treasurer (Brixie & Deschaine) attended monthly MABA meetings in order to facilitate communication between the Township and the business community
- The Treasurer (Brixie) served on the Capital Area Treasurer's Group
- The Treasurer (Brixie & Deschaine) assisted the Finance Director with approval of paperwork for audit purposes

TEAM MEMBERS

Phil Deschaine, Treasurer (Nov. 18)
 Mary Ann Groop, Deputy/Assistant to the Treasurer
 Stephaney Guild, Bookkeeper
 Julie Brixie, Past Treasurer