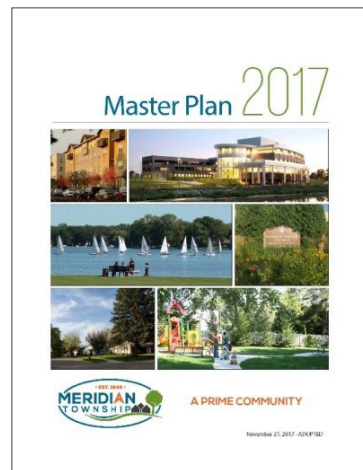




Meridian Township 2017 Annual Report



5151 Marsh Road
Okemos, MI 48864-1198
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meridian.mi.us



TOWNSHIP BOARD MEMBERS

Ronald J. Styka, Supervisor

Brett Dreyfus, Clerk

Julie Brixie, Treasurer

Phil Deschaine, Trustee

Patricia Herring Jackson, Trustee

Dan Opsommer, Trustee

Kathy Ann Sundland, Trustee





4. A

To: Board Members
From: Frank L. Walsh, Township Manager
Date: February 2, 2018
Re: 2017 Annual Report

The Meridian Township Management Team is pleased to present you with the Township's 2017 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 2017 operations. This report is a compilation of activities written by staff from 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 2018 to work as a team united in spirit for the betterment of our 42,000 Township residents.

TABLE OF CONTENTS

ACCOUNTING and BUDGETING	1
ADMINISTRATION	2
ASSESSING	3
CLERK'S OFFICE	6
COMMUNICATIONS	11
COMMUNITY PLANNING and DEVELOPMENT	26
COMMUNITY RESOURCES	34
EMS/FIRE DEPARTMENT	37
HUMAN RESOURCES.....	50
INFORMATION TECHNOLOGY.....	53
PARKS and RECREATION	56
POLICE DEPARTMENT.....	79
PUBLIC WORKS and ENGINEERING	107
TREASURER'S OFFICE.....	123

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.

GENERAL ACCOUNTING

- Maintained financial records for all Township Funds
- Received the Certificate of Achievement for Excellence in Financial Reporting from the Government Finance Officers Association for 2016
- Monitored financial condition to assure compliance with the Policy Governance Manual
- Coordinated the annual financial audit for the year ended December 31, 2016
- Coordinated the bid for new contract for auditing services for 2017-2020
- Provided assistance to the Township Manager and departments in preparing the 2018 recommended budget as well as 2017 budget amendments
- Complied with evolving state requirements regarding transparency to remain eligible for statutory state shared revenue
- Contracted actuarial services for Other Post-Employment Benefits (OPEB)

ACCOUNTS PAYABLE

- Processed and paid all invoices for the Township with 2,702 checks totaling \$12.4 million from the common cash account, 462 checks totaling \$8.2 million from the public works account, and 246 checks totaling \$38.2 million through the trust and agency account
- Recorded 2,584 credit card transactions totaling approximately \$359,900
- Issued over 450 purchase orders totaling \$5.3 million

UTILITY BILLING

- Calculated, printed, mailed, and receipted payments of water and sewer bills for approximately 12,300 customers. This involved uploading/downloading hand-held reading equipment on a regular rotating scheduled basis and issuing a monthly average of 4,500 bills. Invoices represented over 1,218,085,000 gallons of metered water totaling approximately \$9.8 million for water/sanitary services in 2017
- Processed over 2,970 utility work orders for meter changes, final bills, or to confirm a meter reading
- Processed approximately 15,800 on-line utility payments totaling \$2,153,878 by ACH or credit card. The Township has 2,014 customers enrolled in monthly electronic bill pay. Electronic payments are also accepted on an as needed basis for those customers not enrolled
- Redesigned the utility bill to be more customer friendly and save on postage costs

TEAM MEMBERS

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

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 2017 under the leadership of the Township Manager's office:

- Coordinated the 2017 Goals and Objectives process
- Continued to seek opportunities to reduce overall operating costs
- Worked with the Ingham County Road Department on the 2017 Local Roads Program
- Development and oversight of the Township's 2018 Budget
- Continued the efforts to enhance economic development in the Township
- Hired Economic Development Director
- 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
- Finalized adoption of the 2017 Master Plan
- Ratified five collective bargaining agreements and implement a decisive global strategy to eliminate our pension debt as outlined in the 2015 Municipal Employees' Retirement System (MERS) actuarial study
- Implemented a comprehensive Township wide branding strategy and new website
- Continued our collective efforts to foster an environment that is welcoming, diverse and inclusive
- Developed and implemented a plan that affords the community an opportunity to fund our exemplary police and fire departments at an appropriate level
- Provided the requisite information to the Township Board for final consideration of adopting the Meridian Township Brownfield Redevelopment Plan & Authority

TEAM MEMBERS

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

ASSESSING DEPARTMENT

RESPONSIBILITIES AND 2017 ACTIVITY

Routine Tasks:

- Maintained parcel records and created new records for property splits
- Tracked all building permits and added new value to the assessment roll
- Processed all recorded deeds and property transfer affidavits
- Reviewed sales studies for level of assessment ratio determination
- Appraised all taxable real and personal property in the Township
- Maintained assessing data pertinent to each parcel
- Held meetings for the March, July, and December Boards of Review
- Prepared defenses for appeals to the State Tax Commission and the Michigan Tax Tribunal
- Prepared the annual assessment roll and mailed notification of value changes to taxpayers
- Prepared required forms for the State of Michigan and Ingham County
- Calculated the millage rates and rollback factors for the Township
- Compiled various millage rates from the taxing authorities to levy property taxes; authorized the levy of taxes by the Township
- Kept informed of legislation pertaining to property assessment and other issues affecting local government
- Explained assessment practices, property tax law, and Township policies to taxpayers
- Administered principal residence exemptions
- Performed land and building sketches in the assessing software
- Updated photos of real property parcels with digital photographs

Special Projects:

- Conducted an annual field review (i.e., reinspection) of properties for accuracy in assessing
- Conducted an Assessor's Review to provide an informal appeal opportunity to property owners

TEAM MEMBERS

David Lee, Assessor
Jennifer Flower, Appraiser
Marti Townsend, Assessing Clerk
David Upchurch, Appraiser

2017 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	\$31,090,243	\$193,500	\$31,283,743
2	CONSUMERS ENERGY COMPANY	UTILITY	\$1,003,777	\$19,913,200	\$20,916,977
3	C150 2929 HANNAH LOFTS, LLC	APARTMENTS	\$20,565,197	\$0	\$20,565,197
4	EAST LANSING I, LLC	APARTMENTS	\$13,799,579	\$0	\$13,799,579
5	EAST LANSING ATHLETIC CLUB, INC.	HEALTH CLUB	\$8,960,200	\$729,400	\$9,689,600
6	TEG CENTRAL, LLC	APARTMENTS	\$9,529,500	\$0	\$9,529,500
7	MICHIGAN PROPERTIES III, LLC	APARTMENTS	\$9,436,685	\$0	\$9,436,685
8	BRANDYWINE CREEK II, LLC	APARTMENTS	\$8,350,755	\$0	\$8,350,755
9	ACC OP, LLC	APARTMENTS	\$7,804,492	\$0	\$7,804,492
10	TEG CLUB MERIDIAN, LLC	APARTMENTS	\$7,176,660	\$0	\$7,176,660

2017 VALUE SUMMARY

PROPERTY CLASS	PARCEL COUNT	SEV	TV
Agricultural	3	852,800	482,810
Commercial	674	419,163,900	381,137,259
Industrial	44	3,714,800	3,056,888
Residential	13,121	1,407,397,524	1,242,176,396
Personal	1,714	61,227,800	61,227,800
Exempt	330	0	0
TOTALS:	15,886	1,892,356,824	1,688,081,153

2017 BOARD OF REVIEW ACTIVITY

PROPERTY CLASS	MARCH APPEALS	JULY CORRECTIONS	DECEMBER CORRECTIONS
Agricultural	0	0	0
Commercial/Industrial	7	2	1
Residential	73	66	40
Personal	26	2	1
Poverty/Veteran's Exemptions	23	11	9
Principal Residence Exemptions	0	25	15

2017 Board of Review Members

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

CLERK'S OFFICE

RESPONSIBILITIES AND 2017 ACTIVITY

The responsibilities of the Meridian Township Clerk are largely set by state statute and include: election administration; 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, Planning Commission, and Zoning Board of Appeals; updating the Code of Ordinances Book; publishing all legal notices; maintaining the Township general ledger; preparing warrants for checks; serving as official Freedom of Information Act Coordinator; providing Notary Public services; providing an information and referral service for Township citizens, and a multitude of additional duties and responsibilities.

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.

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 completed the transition to General Code Corporation for the codification and publication of Township ordinances. Traditional services provided include 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 new 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 upon the effective date of new ordinances; 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. The Michigan Department of State's Bureau of Elections provided laptop computers (one per precinct) free of charge to cities and townships for this program.

Michigan's Qualified Voter File (QVF) continues to be recognized around the nation for its innovative use of technology for effective, efficient statewide voter registration data. The statewide file contains computerized signatures to ease the cumbersome process of checking signatures 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 accepted.

The Clerk's Office registers new voters and manages address changes, cancellations, absentee ballots, overseas voting, and the issuance of voter registration cards. Numerous other duties related to election administration include: preparation, publication and posting of all public notices, performing state-mandated accuracy testing on tabulators and Automarks, 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. The Clerk's Office recruits and manages a corps of election inspectors (election workers) that staff the polling locations in our 19 voting precincts, and the office provides state-mandated training for all election inspectors, including hands-on practice with the Electronic Poll Book and election equipment. Duties also involve confidential storage and disposal of ballots and other election-related documents and materials as directed by State of Michigan statutes.

In 2016, the Clerk's Office carefully initiated a new election procedure with the introduction of Absentee Ballot Counting Boards (AVCB). These Boards improve 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.

Retirements brought staff changes to the Clerk's Office. A new Administrative Assistant was brought on board, as well as a new Deputy Clerk. Robert Cwierniewicz was previously Clerk for the City of Hamtramck and has an extensive background in election management.

In 2017, the State of Michigan allocated funds for local municipalities to upgrade their election equipment. The Clerk applied for a grant through the Bureau of Elections and was awarded approximately \$150,000 to purchase new election equipment for Meridian Township. The equipment consisted of new scanning tabulators, and new Voter Assistance Terminals that are used as voting access devices for people with disabilities. The technology was successfully deployed in the August 2017 Special Election and again in the November 2017 General Election.

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.

2017 ELECTIONS CONDUCTED IN MERIDIAN TOWNSHIP

May 2, 2017 Millage Election: Haslett Public Schools

Haslett Public Schools Operating Millage Renewal Proposal

Shall the currently authorized millage rate limitation of 21.4477 mills (\$21.4477 on each \$1,000 of taxable valuation) on the amount of taxes which may be assessed against all property, except principal residence and other property exempted by law, in Haslett Public Schools, Ingham, Clinton and Shiawassee Counties, Michigan, be renewed for a period of 20 years, 2018-2037, inclusive, to provide funds for operating purposes; the estimate of the revenue the school district will collect if the millage is approved and levied in 2018 is approximately \$2,000,000 (this is a renewal of millage that will expire with the 2017 tax levy and will not be levied in excess of the statutorily authorized levy limitation)?

YES: 1420
NO: 240

August 8, 2017 Millage Election: Meridian Township

Charter Township of Meridian Police and Fire Protection Millage

Shall the Charter Township of Meridian impose an increase of up to 1.483 mills (\$1.483 per \$1,000 of taxable value) in the tax limitation imposed under Article IX, Sec. 6 of the Michigan Constitution and levy it for ten (10) years, 2017 through 2026 inclusive, to provide police and fire protection, which increase

would raise an estimated \$2,497,738 in 2017?

YES: 3490
NO: 2135

November 7, 2017 Millage Election: Ingham County

Establishing Separate Tax Limitations for Ingham County, The Townships, and The Intermediate School District

Shall separate tax limitations be established for an indefinite period, or until altered by the voters of the county for the County of Ingham and the townships and the intermediate school district within the county, the aggregate of which shall not exceed 8.0 mills as follows:

	Mills
County of Ingham	6.8
Townships	1.0
Intermediate School District	<u>0.2</u>
<u>Total</u>	8.0

NO: 2425
YES: 2309

[Millage failed in Meridian Township but passed County-wide]

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 forty-eight (48) FOIA requests during 2017.

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 2017.

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" in 2016 for duplication and out-of-date information; a questionnaire was sent to all existing neighborhood associations to update contact information and add email and web addresses. In an effort to broaden our database, research was undertaken to

identify new and previously unknown neighborhood organizations including condominium and homeowner associations in recently developed subdivisions.

NEWSPAPER/HISTORY CLIPPING BOOK

The Clerk's Office continued to provide the clipping service from The State Journal, Towne Courier, and some State News and City Pulse articles relating to Meridian Charter Township activities. The Newspaper Clipping service commenced in the early 1960's, and clippings are complete through mid-2017.

NOTARY SERVICE

The Clerk's Office has Notary Public service available to residents. During 2017, members of the Clerk's Office served the public as qualified Notary Publics, providing numerous citizens with notary services at no cost.

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 AND MINUTES

The Clerk's Office coordinates the Township Board Meeting packets twice per month on the Friday before meetings. 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 Site Plans and blueprints) to the Meridian Township website so citizens could access all relevant documents used by the Board in its deliberations.

TOWNSHIP CEMETERY OVERSIGHT

There were 4 lot sales and 24 burials during 2017. As a historical note, the newest section of the Glendale Cemetery was opened in April 2002, with the first burial in that section occurring in March 2003. Riverside Cemetery, while no longer available for burial, continues to be maintained by the Township. During the year 2004, cemetery records were entered into a new cemetery computer program created by the Township's Information Technology Department. The Clerk's Office responds to genealogical inquiries by referencing the original 11" x 18" leather bound books used to track cemetery records.

TOWNSHIP MAIL SERVICE

The Clerk's Office is vigilant in efforts to work 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 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.

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

TEAM MEMBERS

Brett Dreyfus, Township Clerk, CMMC (Certified Michigan Municipal Clerk)
Robert Cwierniewicz, Deputy Clerk and Assistant to the Clerk
Maggie Rodgers-Sanders, Administrative Assistant II
Rebekah Kelly, Records Technician II

COMMUNICATIONS

NARRATIVE

The Communications Department of Meridian Township serves eight main functions:

1. Oversees the Video Service Uniform Agreements between Meridian Township and video service providers, including overseeing Metro Act Permits and handling video rights of way issues.
2. Serves as the Public Information Office (PIO) for emergency situations as outlined in the Meridian Township Emergency Plan.
3. Manages and provides external communications through video, print, social media, the Township and HOMTV websites, third party websites, press releases, press conferences and other forms of communications.
4. Provides services for marketing and promotions of Township-wide events, grand openings, ribbon cuttings, check presentations, fundraisers, including the Meridian Cares Program and sponsorships for Township events.
5. 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.
6. Operates an intensive multimedia television internship program, which focuses on training in all areas of journalism, production, social media and promotion. The HOMTV Internship Program strives to provide information to Township residents, which provides a tremendous amount of hands-on real world experience for current students or those looking to gain experience.
7. Provides assistance to Township video cable subscribers with any unresolved ongoing disputes with video service provider(s).
8. Provides staff support to the Communications Commission.

MEMBERS OF THE CABLE COMMUNICATIONS COMMISSION IN 2017

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

2017 DEPARTMENT GOALS AND ACTION PLAN

DAS Strategic Plan Formulation and Implementation

2017 began with a DAS Study Session for the Meridian Township Board for implementing and forming a strategy for DAS in Meridian Township. With newly elected board members, a study session was

necessary to bring new members up to speed on DAS. A DAS Committee met to review documents to be approved by the Board. On June 20, 2017 the Meridian Township Board approved a DAS and Small Cell Policy, DAS and Small Cell Franchise Agreement and DAS and Modified DAS Metro Agreement.

Township Branding Campaign

The new brand messaging was introduced to the public in February, 2017. Brand messaging has been rolled into the new website design. The Communications Marketing staff is working with other departments on redesigning flyers, brochures and other documents that will be added to the website. Staff is also working on a plan for internal and external signage, including working with the Parks Department on meeting brand standards for new trail head signs and assisting with new signage at the parks in the future.

New Township and HOMTV Website Launch

In September 2017, the Township launched a new website design integrating the new Township brand image and messaging throughout the site. It showcases a vibrant new brand and image of Meridian Township, provides a more user friendly navigation and easy search abilities, including being more user friendly. Now residents and visitors alike can have easy access to Township services, get local business and development information, sign up for e-notifications and register for events. Staff is working on additional site enhancements, services and features, including ADA compliance and facility reservations. In order to meet ADA compliance, an audit evaluation was conducted by the website company (at no cost) to see where the site needed additional information. Staff has been undergoing training and one on one consulting to take proper measures to ensure a compliant site. Staff is focused on website compliance as a top priority. The Communications Department is conducting internal document and website ADA compliance with team members who upload photos and documents to maintain the compliancy standard.

On March 8, 2017, HOMTV launched a new website with improved video integration and a mobile friendly responsive design, which allows residents to view articles and videos from any device. New website features also include: closed captioning for archived on demand Township meetings, story and program search capability and visitor account accessibility to increase viewer engagement.

HOMTV Online Video Transition Project

This project was completed with the transfer of 10 years' worth of video on demand programs to a new online video service provider. Switching providers significantly increased the streaming quality and reliability. Online video quality has been enhanced from standard definition to high definition and now includes closed captioning for archived on demand Township meetings. The new provider also delivers tagging and indexing of meeting agendas, which was previously conducted in-house.

Closed Captioning Services on HOMTV

In January 2017, HOMTV began providing closed captioning of all Township Board, Park Commission, Zoning Board of Appeals, Planning Commission and Environmental Commission meetings available on demand. HOMTV is one of three Michigan Public Education Government (PEG) Channels providing these services and the only one offering these services for all government meetings being broadcast. Most PEG channels do not provide this service. It is not required by the Federal Communications Commission (FCC) for PEG channels to provide closed captioning, but the Township feels strongly in having this be provided to its residents and HOMTV is happy to have this as an additional programming service to accommodate a more inclusive audience.

175th Anniversary Celebration

What A Wonderful 175th Anniversary Celebration! The Communications Team planned, organized and implemented the 175th Anniversary events. While the 175th Anniversary Celebration of events is not the core function of the department, it was a core part of Meridian Township in 2017. We had a successful 175th Anniversary as a direct result of over 200 local businesses, organizations, non-profits, volunteers and staff supporting and participating in the celebration. This has truly been an amazing year celebrating and engaging with the community. We were able to raise over \$95,000 in financial

sponsorships and over \$100,000 of in-kind donations from our generous donors, which was enough to fully fund the yearlong celebration, as well as give back to the community.

13 local charities benefited from the 175th Anniversary Celebration and the sponsorships:

\$1,000	Haslett and Okemos Boy Scout Troops	Pancake Breakfast
\$ 300	MDA	Pancake Breakfast
\$ 227	Meridian Garden Club	Garden Club Benefit Night
\$2,010	Harris Nature Center Foundation	Turtle Toast Gala
\$1,800	Meridian Senior Center	Senior Brunch Tribute
\$5,000	Friends of Ingham County Parks	Fun In the Sun Day
\$1,500	Haslett Athletic Boosters	Gus Macker
\$1,500	Okemos Athletic Boosters	Gus Macker
\$1,400	Friends of Historic Meridian	175 th Kickoff & Guided Tours
\$2,900	Meridian Cares	Old Chicago Fundraiser
\$4,000	Haslett-Okemos Rotary	Historical Village
\$1,335	WTC Memorial Quilt	9/11 WTC Quilt Display

On behalf of Meridian Township, the Communications Department held four (4) check presentation media events; Haslett & Okemos Boy Scout Troops, Haslett and Okemos Athletic Boosters and the Friends of Ingham County Parks for money raised from sponsors and the designated events. Photos from the check presentations were added to Flickr and the Township social media.

Special Events:

Kickoff Celebration & Fireworks – December 31
 Enactment Day & Birthday Bash Fundraiser at Old Chicago – February 16
 Pancake Breakfast – March 14
 Meridian Garden Club Benefit Night – May 20
 Yoga In the Park – June 21
 Fun In the Sun at Lake Lansing – June 16
 Independence Day & Food Truck Rally – July 1
 Gus Macker Event – July 15 & 16
 Turtle Toast Gala – July 22
 Rock the Block! Carriage Hills Shopping Center – August 12
 Senior Brunch Tribute – August 22
 Rock the Block! Douglas J – August 26
 Taste of Meridian - Yearlong

Sponsorships/Fundraising totals:

Kickoff Celebration - \$ 8,000 Financial; \$24,500 In-Kind
 Celebrate Meridian - \$10,000 Financial (*Does not include sponsorships from Parks & Rec)
 Banner Sponsors - \$2,200 Financial
 Food Truck Rally - \$3,120 Financial; \$1,000 In-Kind
 Enactment Day - \$406 Financial; \$250 In-Kind
 Pancake Breakfast - \$1,850 Financial; \$2,285 In-Kind
 Fun In the Sun - \$11,000 Financial; \$3,100 In-Kind
 Gus Macker - \$37,300 Financial; \$48, 300 In-Kind
 Turtle Toast Gala - \$2010 Financial (ticket sales, live auction and wine tasting)
 Rock the Block! Carriage Hills - \$1,525 Financial; \$9,340 In-Kind
 Senior Brunch Tribute - \$1,800 Financial; \$5,000 In-Kind
 Rock the Block! Douglas J - \$175 Financial; \$15,000 In-Kind
 9/11 WTC Quilt Memorial Display - \$1,335 Financial; \$3,900 In-Kind
 Taste of Meridian - \$1,575 Financial
 Special Events Guide Advertising - \$7,530 Financial
 Gusette Event Guide Advertising - \$395 Financial

Misc. Sponsorships/Sales - \$5225 Financial; \$6,500 In-Kind

Media Relations:

With the 175th Anniversary Celebration planned, the Communications Department strengthened all Marketing, Promotions and Media Relations strategies. In 2017, the department created additional video promotions; PSA's and print materials to include advertising for local businesses, organizations and non-profits generating additional sponsorship dollars. The department partnered with local radio for live coverage appearances on shows and at fundraisers to cross-promote the events. The video promos and PSA's were repurposed for Marketing Campaigns on Google Adwords, Pre-roll on local news stations websites and on social media. The department continued to cross-promote all events on social media with all businesses, organizations and non-profits generating excitement and interest within the community.

WEBSITE AND SOCIAL MEDIA MANAGEMENT

The Communications department oversaw 3 websites (Meridian Township, HOMTV, and Meridian Celebrates 175). Website management included developing and implementing content for pages, creating graphics and producing images. The department also monitored web traffic and web performance, oversaw training for Township employees to become website users and answered inquiries from staff and website visitors.

On September 27th, the Communications Department launch the new Meridian Township website. Since September the department has worked to make the website ADA compliant using the correct key words on images as and documents.

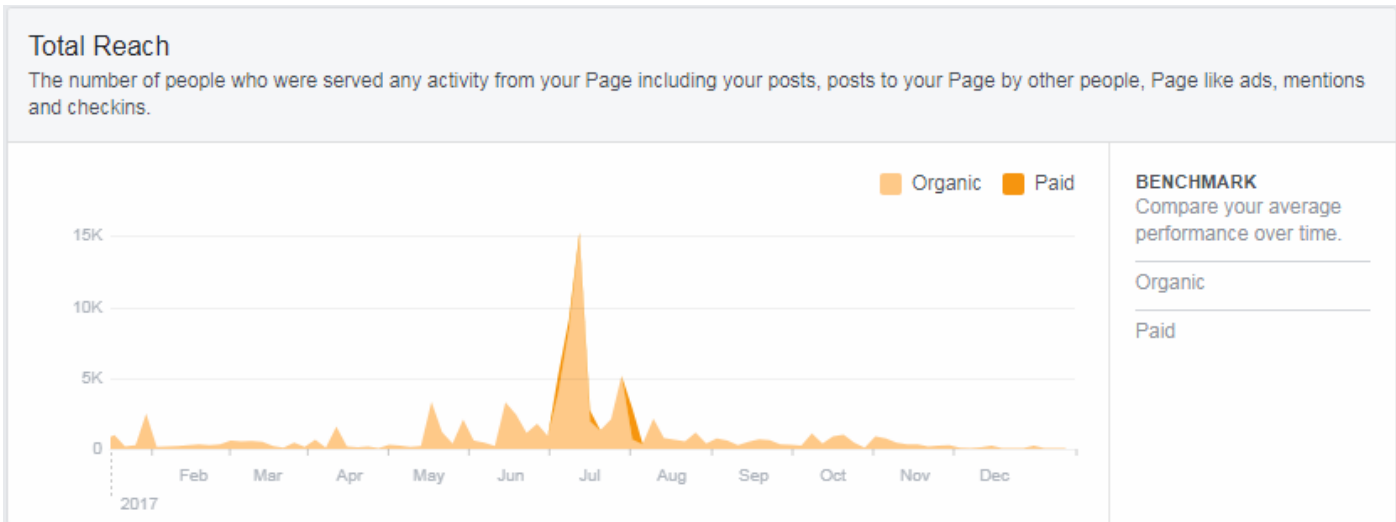
The Communications department acts as a change agent planning, developing, and deploying relevant and engaging content across 25 different social media accounts.

- 10 Facebook accounts (Meridian Township, HOMTV, Green Meridian, Meridian Township Parks & Recreation, Meridian Senior Center, Meridian Township Fire Department, CAMtv, Downtown Okemos, Meridian Cares, Meridian Celebrates 175 Years)
- 2 Facebook groups (HOMTV Alumni, HOMTV Interns)
- 6 Twitter accounts (Meridian Township, HOMTV, Green Meridian, Meridian Township Parks & Recreation, Meridian Township Fire Department, Michigan NATOA)
- 2 Instagram accounts (Meridian Township, HOMTV)
- 2 Flickr accounts (Meridian Township, HOMTV)
- 1 Pinterest account (Meridian Township)
- 2 YouTube channels (Meridian Township, HOMTV)
- 2 LinkedIn company pages (Meridian Township, HOMTV)
- 1 LinkedIn group (HOMTV Alumni)
- 1 LinkedIn showcase page (Harris Nature Center)
- 2 Wordpress Blogs (HOMTV News, Manager's Perspective)

Meridian Celebrates 175 Facebook

For the 175th Anniversary of Meridian Township, the Communications Department created the Meridian Celebrates 175 Facebook page. This page provided information about 175th special events including Celebrate Meridian, Fun in the Sun Day, The Food Truck Rally and the Rock the Block series. Special 175th programs such as Taste of Meridian, showcased local businesses and their support of 175 years of the Township. The department also shared historical facts and photos to document the rich history of Meridian. The Facebook page also featured media coverage on the Township's anniversary milestones. Over 2017 the Meridian Celebrates 175 Facebook page reached over 83,650 people ending with a total of 827 followers.

The Food Truck Rally Facebook event reached a total of 352,778 people which was unsolicited, no paid advertisement was used. The Communications Department posted on the event 31 times providing event information, marketing participating Food Trucks and providing live event updates for attendees. As a result of the social efforts the Food Truck Rally brought in over 30,000 visitors to Meridian Township. The event had over 9,600 people engage with commenting, sharing, and likes.



Website and Social Media Inquiries

On a regular basis the Communications Department responds to Website and Social Media inquiries through the communications email address and social media private messaging and comments.

The Communications Department responds to questions about a variety of Meridian Township topics including (but not limited to) Township news, local construction, street lighting, road closures, local businesses, upcoming Township projects, election information, yard waste and trash pick-up.

Social Campaigns

Social Media campaigns are the heart of social media content. Throughout 2017 the Communications Department oversaw 6 social media/marketing campaigns, providing daily content for various social accounts. By utilizing social media campaigns marketing efforts can have an increase in targeting and measurability for the brand, fundraiser, event, etc. Social media campaigns call for action from users, can be promoted across multiple platforms, and can help monitor performance.

Fight Fats, Oils, and Grease (FOG)

The campaign was coordinated with the Green Meridian Recycling team and ran from November 22nd through December 20th. The goal was to educate residents about the dangers and effects of having fats, oils, and grease poured down household drains. The communications department utilized social media and email marketing to raise awareness. Campaign efforts included an informational feature in the Meridian Monitor Summer 2017 and a feature on the Social Campaigns page of the Meridian Township website. An on-air PSA was created by HOMTV and featured on the cover of the Green Meridian fanpage. Combinations of 5 Facebook postings were created on the Township and the Green Meridian fan pages, 8 tweets on the Township Twitter Page, and a video posting on the Township Instagram account. The campaign was featured in the Meridian Township newsletter on November 28th, receiving the most link click’s by readers at 18% and on December 5th, receiving link clicks from 15.6% of readers. The campaign in total reached over 2,000 people on the Meridian Township Facebook and 300 people on the Green Meridian Facebook page.

Meridian Trails

Meridian Trails was a social media campaign coordinated with the Parks and Recreation Department that ran from July 29th through August 19th. It was created to encourage the use and

versatility of the Township trails and incorporated the hashtag #meridiantrails. Campaign efforts included an informational feature in the Meridian Monitor Summer 2017 edition, promotional videos shared on the HOMTV channel and the Parks and Recreation social media pages, as well as an infographic for social sharing. A total of 8 Facebook and 8 Twitter postings were created. The campaign was featured in the Meridian Township newsletter on August 8th, receiving link clicks with 3.6% of readers. The Campaign in total reached 3,296 people on the Parks and Recreation Facebook page.

Taste of Meridian

The Taste of Meridian campaign, in conjunction with the Township's 175th Anniversary celebration and the Taste of Meridian food and drink tour was a yearlong campaign overseen by three Social Media/Promotions interns. It incorporated the hashtag #TasteofMeridian, was featured in the 175th Special Events Guide and included promotion videos shared on the HOMTV channel. Each participating restaurant was highlighted on the Meridian Celebrate 175 Facebook page and the Meridian Township Twitter page over a 2 week time period. Featurettes included behind the scenes video footage, facts about each participating restaurant and promotions of the program's stamp card. Each restaurant was also given Taste of Meridian promotional materials including 1 poster, a 175th Anniversary sticker, Taste of Meridian participation cards and the Special Event Guides. The Taste of Meridian Social campaign had over 70 social postings between Facebook and Twitter, and had over 5,200 video views on Facebook, Instagram and YouTube and reached over 34,000 people throughout the year.

Fire Department Throwback Thursday

The Throwback Thursday social media campaign was coordinated with the Meridian Township Fire Department that ran from March 2nd through October 26th. It was created to celebrate the many years and dedication of the brave firefighters in the Township and incorporated the hashtag #throwbackthursday. Campaign efforts included archived historical photos of previous fires in the Township, old fire stations and memorable images of retired firefighters and chiefs for social sharing. A total of 19 Facebook and 19 Twitter postings were created. The Campaign in total reached 20,222 people on the Meridian Township Fire Department Facebook page.

MARKETING AND PROMOTIONS

Print Publications

The Communications Department develops all publications for the Township and the HOMTV Alumni Group; including writing, editing and print layout/style. In 2017, the publications consisted of the Special Events Guide, the Parks & Rec Family Fun Guide, the Meridian Monitor Spring/Summer edition, the Gus Macker Gusette, the Senior Center Newsletter, the new Prime Meridian Magazine Winter edition and four (4) quarterly HOMTV Alumni Scoops. The department also created posters and flyers for all the Township 175th Anniversary events and various Township departments/entities events.

Graphics

In 2017, the Communications Department created and/or redeveloped over **600 graphics** for Township departments/entities for Print Publications and more, Township Website design, Millage Campaign materials, the Township Master Plan, Township Branding standards and the Township's 175th Anniversary events.

Press Releases

The Communications Department wrote **157 press releases** for various departments including HOMTV, Parks and Recreation, Fire, Police, Treasurer's Office and Clerk's Office. More than 75% of press releases sent were covered by local media outlets online, newspapers, newsletters and radio on-air interviews.

Ribbon Cuttings and Special Ceremonies

The Communications Department covered a total of 19 ribbon cuttings. Coverage includes: photography of each event and an album on the Township's Flickr account, social media postings on designated Township Facebook/Twitter accounts and Township Instagram, feature in the Meridian Township weekly newsletter, it may include a HOMTV news article as well as audio and video of the event to be featured on the HOMTV channel. Coverage of Ribbon Cutting ceremonies builds a strong relationship with local businesses in the Township which in turn helps the economic growth in the community.

The Communications Department also covered 5 swearing-in ceremonies, and 12 various dedications, ground breakings and special ceremonies. Coverage also included photography of each event and an album on the Township's Flickr account, social media postings on designated Township Facebook/Twitter accounts and Township Instagram, feature in the Meridian Township weekly newsletter. By celebrating ceremonies and milestones in Meridian Township on various social media platforms, we have the ability to share positive Prime Community impacts with a larger audience.

HOMTV Media Sponsorships

In 2017, five (5) in-kind media sponsorship agreements were created for event coverage throughout the community on HOMTV and CAMTV. As a media sponsor, HOMTV and CAMTV, offers a number of services at no charge, such as press releases, promotions, social media posts, news story coverage, interviews and mentions in programs.

- Alzheimer's Association (expanded media sponsorship across multiple events throughout the year) – valued at \$4,462.50
- American Heart Association "Greater Lansing Heart Walk" – valued at \$2,681.25
- Lansing 5:01(multiple events – summer 2017) – valued at \$500
- Michigan Parkinson Foundation "I Gave My Sole for Parkinson's" – valued at \$2,006.25
- Michigan State University (MSU) Safe Place "Race for the Place" – valued at \$1,255.00

HOMTV co-sponsored the Michigan Student Broadcast Awards Ceremony & Luncheon for \$500 at the Michigan Association of Broadcasters (MAB) "Great Lakes Broadcasting Conference & Expo" (GLBC) on March 8, 2017.

HOMTV also sponsored several Meridian Township 175th Anniversary Events providing promotion and coverage as a media sponsor as well as a \$500 Court Sponsor of the Gus Macker event.

HOMTV

HOMTV Control Room/Studio Updates

The HOMTV Control Room was updated to replace a newswriting software system that was obsolete. The new software and hardware allows for writing, editing and searching scripts, as well as compatibility with other upgraded equipment within the Control Room. This software is used by all interns and production staff and is integral in assembling and organizing content for programs.

HOMTV Programming

HOMTV partnered with CCTV (Capital Community Television) in Salem, Oregon to broadcast their LIVE stream of the Solar Eclipse called "Salem Eclipse 2017" on the channel and HOMTV.net on August 21, 2017. Salem, Oregon was in the path of the totality of the Solar Eclipse.

In recognition of the 175th Anniversary, HOMTV launched a new program called "Throwback Thursday", featuring HOMTV interviews, programs and broadcasts bringing new life to the archived program relating it to news and events happening today. Former HOMTV programs; "Who's Who" and "Reflections" also returned with new studio sets, new guests and a new host. "Who's Who" features

influential leaders in the community and previously aired from 1985 to 1991. “Reflections” is a talk show reflecting on the Township’s history with residents, business owners and Township employees and previously aired from 1992 to 1999. In 2018, HOMTV will partner with the Friends of Historic Meridian to host and produce the “Reflections” program.

Live Event Coverage on HOMTV

- New Year’s Eve & 175th Anniversary Kickoff Celebration
- Gus Macker Press Conference
- Meridian Township Brand Launch
- Meridian Township Enactment Day Event
- Fun In The Sun at Lake Lansing
- Celebrate Meridian

HOMTV continued use of a TVU pack which provided LIVE audio and video on-air with only a small amount of latency. The TVU pack was also utilized to broadcast the Park Commission meeting off-site at the Central Fire Station on July 25, 2017.

HOMTV began providing Facebook Live Streaming of events to reach a larger audience on social media. Post meeting reports after Meridian Township televised meetings were also streamed live on the HOMTV Facebook page.

HOMTV AND CAMTV PRODUCTION TOTALS

NUMBER OF NEW HOMTV PROGRAMS AIRED DURING EACH MONTH

<i>Program</i>	<i>Jan</i>	<i>Feb</i>	<i>Mar</i>	<i>April</i>	<i>May</i>	<i>June</i>	<i>July</i>	<i>Aug</i>	<i>Sept</i>	<i>Oct</i>	<i>Nov</i>	<i>Dec</i>	<i>Total</i>	<i>Hours</i>
All Access	0	2	2	2	0	0	0	0	0	1	0	0	8	03:32:31
Beyond the Badge	0	1	1	1	1	1	1	1	0	0	1	0	8	03:05:58
Coffee Break	0	1	1	2	1	1	1	0	5	0	0	1	12	03:15:35
Community Connection	0	0	0	0	1	0	0	0	1	0	0	0	2	0:50:01
Meridian News Now	1	1	3	2	1	1	2	1	0	1	1	0	14	06:04:51
HOM Entertainment	0	1	1	1	1	1	1	1	1	1	1	1	11	04:27:36
HOMTV Promo	0	4	1	5	3	12	6	1	3	3	2	0	54	0:10:45
Reflections	0	0	0	0	1	0	1	1	0	0	0	0	3	01:28:25
Topical Promo	3	5	7	7	2	3	4	4	1	2	3	2	43	0:26:30
Senior Living	1	1	1	1	1	1	1	1	1	1	1	1	12	04:49:35
Special Features	1	1	1	1	0	1	1	2	2	1	1	0	12	03:38:54
Special Report	0	1	1	1	0	1	1	1	0	0	0	1	7	03:13:43
Throwback Thursday	3	3	3	3	3	2	1	1	3	1	2	2	27	14:52:28
Who’s Who	0	0	0	0	2	0	0	0	0	0	0	1	3	01:16:40
Open Line	0	0	0	0	0	0	1	1	0	0	0	0	2	01:55:15
<i>Monthly Totals</i>	9	21	22	26	17	24	21	15	17	11	12	9	218	53:08:47

NUMBER OF NEW CAMTV PROGRAMS AIRED DURING EACH MONTH

<i>Program</i>	<i>Jan</i>	<i>Feb</i>	<i>Mar</i>	<i>April</i>	<i>May</i>	<i>June</i>	<i>July</i>	<i>Aug</i>	<i>Sept</i>	<i>Oct</i>	<i>Nov</i>	<i>Dec</i>	<i>Total</i>	<i>Hours</i>
Battle of Ideas	2	1	2	1	1	3	1	2	3	4	2	2	21	23:59:34
Democracy Now	3	2	0	0	1	2	2	2	2	3	2	1	20	19:58:54
Event Coverage	0	0	0	0	0	1	1	0	0	3	0	0	5	01:56:52
Inspirational Corner	1	2	4	2	2	1	1	1	0	1	1	1	17	06:19:42
Peril’s for Pedestrians	1	4	1	3	2	0	0	0	2	3	2	1	19	11:10:47
Poetree-n-Motion	2	2	2	2	2	1	2	2	1	1	1	2	20	08:40:30
Promos/PSA’s	0	0	0	0	0	0	0	0	0	0	0	0	0	0:00:00
UM Wolverine Caucus	0	0	2	1	2	0	1	0	0	0	2	1	9	07:38:15
<i>Syndicated Special Features</i>	1	0	0	0	0	0	1	0	1	0	0	0	3	00:20:00
<i>Monthly Totals</i>	10	11	11	10	10	8	9	7	9	15	9	8	114	80:04:34

LIVE TOWNSHIP MEETING COVERAGE DURING EACH MONTH

Meridian Live Programs	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total	Hours
Township Board	3	2	3	2	2	2	2	2	2	2	2	2	26	67:24:00
Planning Commission	2	2	2	2	1	1	1	2	1	2	2	1	19	31:20:42
Environmental Commission	0	2	2	1	2	1	1	1	0	2	0	0	11	12:42:53
Zoning Board of Appeals	2	1	2	1	2	2	2	2	0	2	0	0	12	16:39:29
Park Commission	1	1	1	0	0	1	1	0	1	0	1	0	7	09:25:52
<i>Monthly Totals</i>	8	8	10	6	7	7	7	7	8	7	7	4	75	137:32:56

ALL PROGRAMS GRAND TOTAL	407
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DIGITAL ANALYTICS

Swagit On-Demand

2,600 new people viewed Video On Demand in the last year, which is an increase of 655.2% over 2016. We also had 7,400 returning clicks, an 844.8% increase over 2016. They stay on the home page for around 7 minutes before navigating to the video they are seeking. The bounce rate is a 22.05% which shows that 22.05% of people whom view the page click to another link within the Video On Demand.



Facebook Videos

In 2017, HOMTV's Facebook account was used for showing live video and promotional videos. Those videos accumulated 16,000 views, which was up 94.6% from 2016.

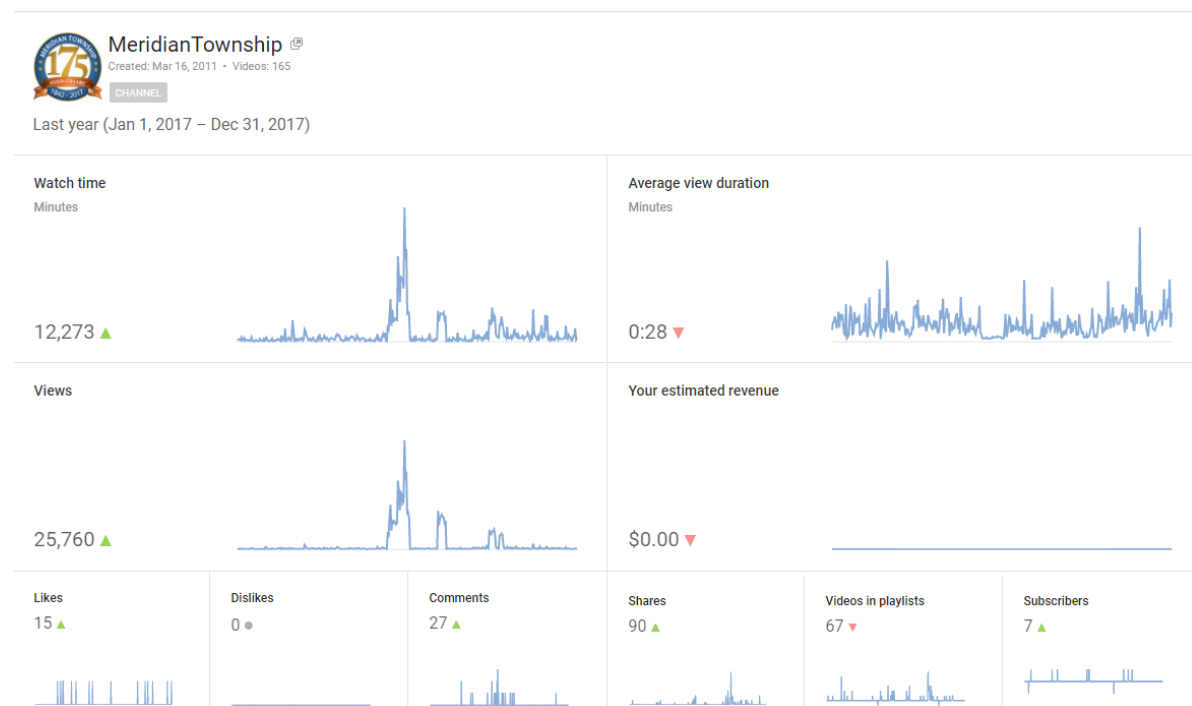


Meridian Township's Facebook had 52,600 views from live video and promotional spots, which was up 171% from 2016.

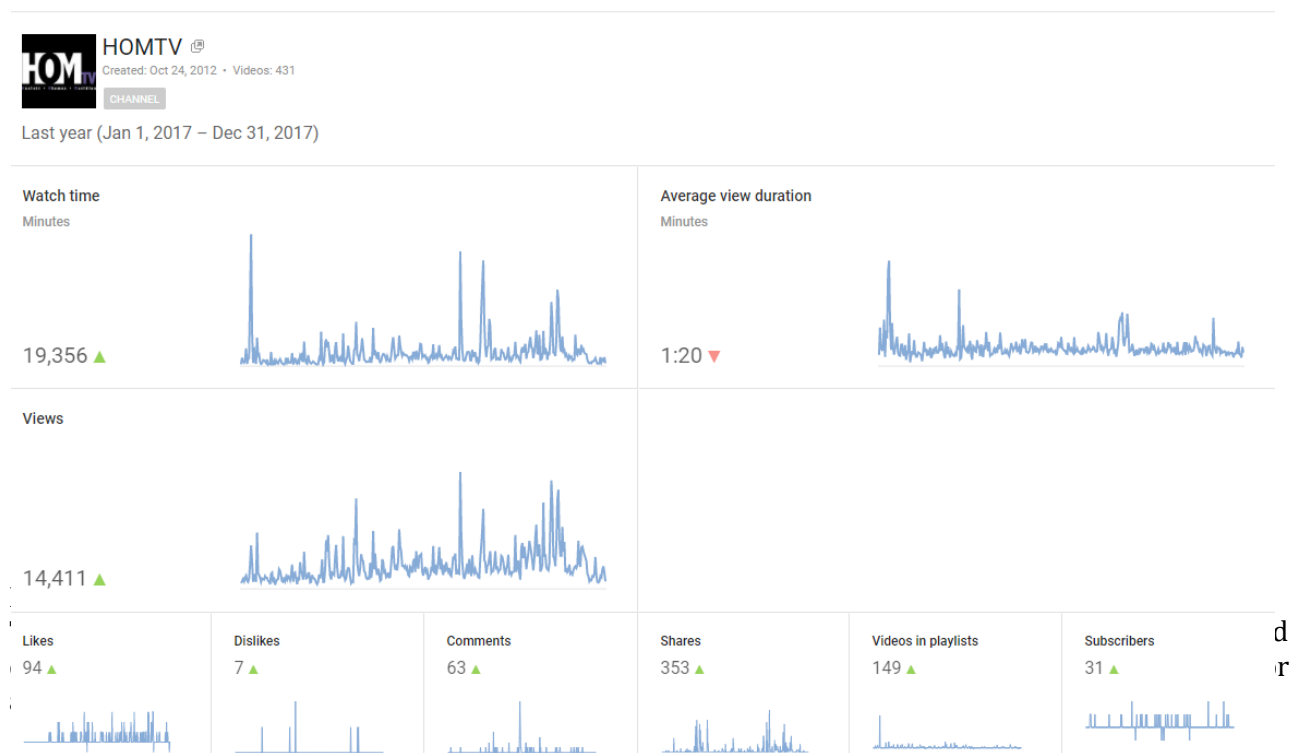


YouTube

Meridian Township's YouTube gained 7 subscribers and had over 25,000 views.



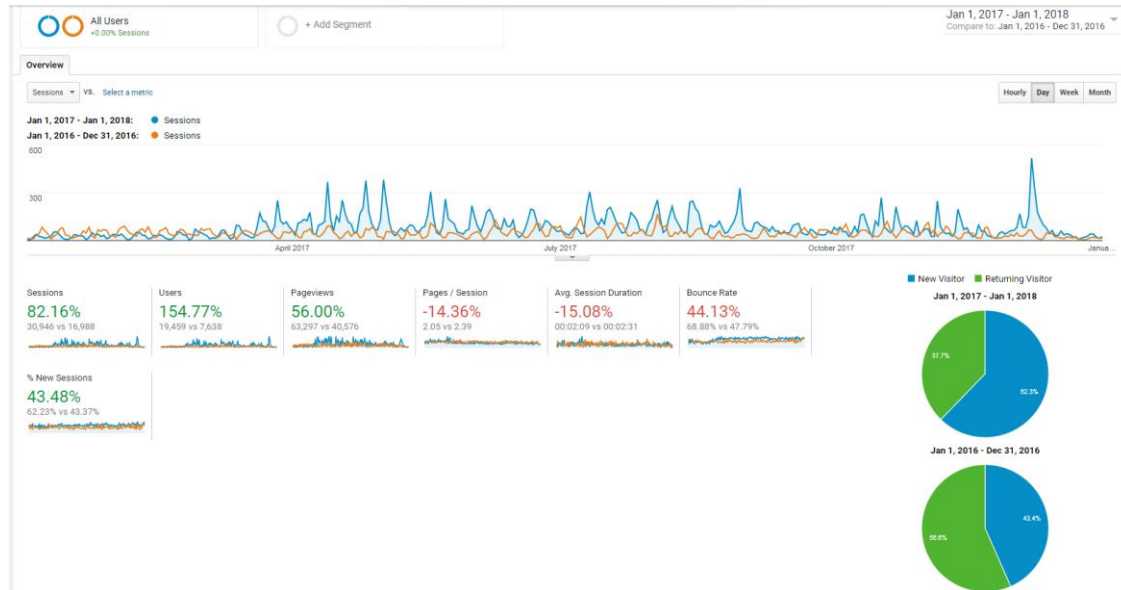
HOMTV's YouTube gained 31 subscriber's and accumulated over 14,000 views in 2017.



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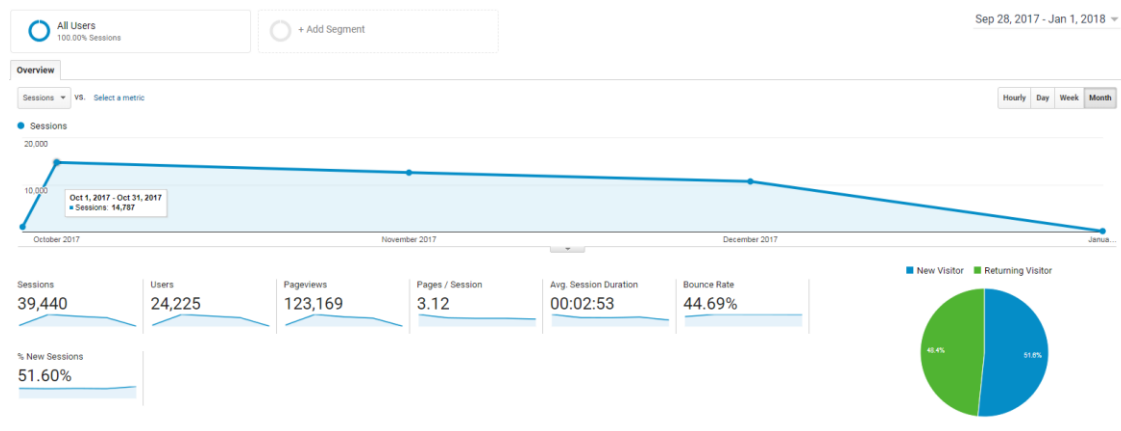
HOMTV Website

HOMTV.net received over 30,000 visitors, an 82% increase over 2016 with over 63,000 page views, a 56% increase over 2016. In 2017, there was a decrease in new visitors; however a large increase of returning visitors, showing people are coming back after viewing the website once.



Meridian Township Website

The new website, Meridian.mi.us, launched in September 2017 and has received over 39,000 visitors and the average time that a visitor views a page is 2 minutes and 53 seconds.



When not visiting meridian.mi.us directly, our visitors mostly come from facebook.

Source	Acquisition			Behavior				Conversions		
	Sessions	% New Sessions	New Users	Bounce Rate	Pages / Session	Avg. Session Duration	Goal Conversion Rate	Goal Completions	Goal Value	
	4,120 % of Total: 10.45% (39,440)	55.63% Avg for View: 51.60% (7.81%)	2,292 % of Total: 11.26% (20,352)	61.77% Avg for View: 44.69% (38.21%)	2.85 Avg for View: 3.12 (6.74%)	00:03:23 Avg for View: 00:02:53 (17.03%)	0.00% Avg for View: 0.00% (0.00%)	0 % of Total: 0.00% (0)	\$0.00 % of Total: 0.00% (\$0.00)	
1. m.facebook.com	1,385 (33.62%)	75.88%	1,051 (45.86%)	83.61%	1.31	00:00:26	0.00%	0 (0.00%)	\$0.00 (0.00%)	
2. facebook.com	688 (16.70%)	34.59%	238 (10.38%)	51.45%	4.45	00:08:34	0.00%	0 (0.00%)	\$0.00 (0.00%)	
3. l.facebook.com	327 (7.94%)	44.65%	146 (6.37%)	61.16%	2.79	00:03:20	0.00%	0 (0.00%)	\$0.00 (0.00%)	
4. lansing.org	233 (5.66%)	63.95%	149 (6.50%)	47.21%	2.76	00:00:58	0.00%	0 (0.00%)	\$0.00 (0.00%)	
5. mpffu.org	161 (3.91%)	86.34%	139 (6.06%)	68.94%	1.69	00:00:24	0.00%	0 (0.00%)	\$0.00 (0.00%)	
6. t.co	100 (2.43%)	69.00%	69 (3.01%)	81.00%	1.63	00:00:54	0.00%	0 (0.00%)	\$0.00 (0.00%)	
7. duckduckgo.com	99 (2.40%)	40.40%	40 (1.75%)	42.42%	3.01	00:02:29	0.00%	0 (0.00%)	\$0.00 (0.00%)	
8. hncfoundation.org	99 (2.40%)	19.19%	19 (0.83%)	23.23%	10.20	00:15:48	0.00%	0 (0.00%)	\$0.00 (0.00%)	
9. lm.facebook.com	89 (2.16%)	67.42%	60 (2.62%)	60.67%	2.33	00:01:08	0.00%	0 (0.00%)	\$0.00 (0.00%)	
10. news.google.com	72 (1.75%)	52.78%	38 (1.66%)	72.22%	1.69	00:00:29	0.00%	0 (0.00%)	\$0.00 (0.00%)	

Show rows: 10 Go to: 1 1 - 10 of 135

This report was generated on 1/24/18 at 10:12:22 AM - Refresh Report

PRODUCTION SERVICES

None in 2017, looking to increase in 2018. The Communications Commission approved updated rates and production packages on April 12, 2017 to attract more organizations to utilize the offered production services.

COMPLETED REQUESTS/INQUIRIES

The Communications Department continues to assist other Township Departments/Entities with AV Equipment Setups, Staff Photos, Brand Standards - including document formatting and Website updates - including adding/changing content on pages and calendars, forms, names, graphics and uploading, linking and naming documents.

HOMTV INTERNSHIP PROGRAM

As a direct result of her internship and the connections she has made, Production Intern Rita Cripe is an excellent example of how the HOMTV Internship Program opens doors for interns and alumni members to opportunities in the multimedia television industry. Rita was the first HOMTV intern to be asked to assist Fox 47's production of Lansing's "Silver Bells in the City" event by running camera. Fox 47 contacted HOMTV looking for someone with field production knowledge and skills to help them during their live coverage and Rita was the perfect fit. HOMTV's hands-on training program prepares interns for any type of position in the multimedia television industry and provides them with valuable real-world experience. Rita has also been hired by the City of Mason to televise their city meetings which was an opportunity presented through the connection she made with Meridian Township Deputy Clerk Robert Cwierniewicz.

In 2017, 62 interns participated in HOMTV's multimedia television internship program with a total of 9 paid interns and freelance employees. The average number of interns and freelance employees per semester during 2017 was 20. The program had 17 interns and freelance employees from 2016 continue on in 2017. The interns contributed approximately 15,340 hours, produced more than 500 stories and promo/PSAs, covered approximately 50 Township events and served as crew as well as on-air talent for 218 programs and 75 Township meetings. HOMTV received 80 applications, interviewed 40 prospective interns and accepted 29 first time interns. The Department also hosted 3 job shadows in 2017.

HOMTV Recruitment Fairs/Events (13)

- Michigan State University (MSU) Diversity Career Fair (1/18/17)
- Saginaw Valley State University Summer Job & Internship Fair (1/31/17)
- Alma College Internship & Summer Job Fair (2/8/17)
- MSU CAS (Communications Arts & Sciences) Connect Fair (2/10/17)
- Lansing Community College (LCC) Job & Internship Fair (2/21/17)
- MSU Business Career Course (BUS 102) Networking Mixer (2/28/17)
- Michigan Association of Broadcasters (MAB) Great Lakes Broadcasting Conference Career & Networking Fair (3/8/17)
- MSU Summer Job & Internship Fair (3/14/17)
- MSU Undergraduate Communication Association (UCA) Meeting (3/20/17)
- Central Michigan University BCA Career Fair (3/25/17)
- MSU Earn, Learn & Intern Career Fair (9/6/17)
- Alma College Fall Career Fair (9/29/17)
- MAB Broadcasting Career Builder Conference (11/10/17)

HOMTV Alumni

Once an intern successfully completes their first "Rookie" semester of the HOMTV Internship Program,

they become an alumni member of the program. HOMTV is proud of where their alumni members begin and continue their careers in the multimedia television industry. In 2017, 16 HOMTV alumni members entered into the television/marketing industry with part-time, full-time careers or internships directly after leaving the HOMTV Internship Program:

- Kendall Ashman – Reporting Intern for Fox 2 News in Detroit, MI
- Rachel Bidock – College Associate Intern for Fox News in Washington, DC
- Jamie Chiu - Production Assistant for Community Television Network in Ann Arbor, MI
- Adriana Cotero - News Reporter/Anchor for KSPN2 in Saipan, CNMI (U.S. Commonwealth Northern Mariana Islands)
- Camille Douglas – News Intern for ABC 12 WJRT in Flint, MI
- Julie Dunmire – Reporter at KELOLAND TV in Sioux Falls, SD
- Brittany Flowers – Digital Content Intern at Fox 47 News/WSYM in Lansing, MI
- Amber Howard – Afternoon Host for MacDonal Broadcasting 1320 WILS Talk Radio in Lansing, MI
- Shannon Kelly – Multimedia Journalist at WIFR 23 News in Rockford, IL
- Natalie Kerwin – Production Assistant for Big Ten Network (BTN) Student U in East Lansing, MI
- Brian Loftus – Production Assistant for Big Ten Network (BTN) Student U in East Lansing, MI
- Mandy MacPherson – Productions Assistant for Porch Swing Productions in Nashville, TN
- Chloe Reynolds – Videographer for Michigan Creative in Lansing, MI
- Rachael Schuit – Reporter/Producer at WILX-TV News 10 in Lansing, MI
- Kelsey Trotter – Communications Fellow with the Democratic Legislative Campaign Committee (DLCC) in Washington, DC
- Andrea Urban - Weekend Sports Anchor/Weekday Sports Reporter for KIFI-KIDK in Idaho Falls, ID

AWARDS

HOMTV received Third Place for Best Promotional Video titled “Ballot Meridian 2016 Election Coverage Promo” in the category for Event/Program Promotion in the 2017 NATOA Government Programming Awards. Regionally, HOMTV took First Place for “Ballot Meridian Primary Election Night” in the category of Political Awareness, as well as Finalist for “HOMTV Overall Excellence” in the category of Combined PEG Access in this year’s 2017 Philo Festival of Media Arts Competition.

SPEAKING ENGAGEMENTS/CERTIFCATIONS/SEMINARS

Deborah Guthrie, Communications Director/PIO/175th Anniversary Coordinator:

- MIACM At-large Board member
- MINATOA Chair
- Social Media Presentation – Michigan Townships Association

Brandie Yates, HOMTV Executive Producer & Internship Coordinator:

- Committee Member: MAB Marketing & Communications Committee Meeting (5/25/17)

Andrea Smiley, Administrative Assistant/175th Special Event Coordinator:

- 175th Business Sponsorship Receptions
- GLCVB Website Module Training for posting to 3rd Party Websites
- CTA Recertification

Erin Cornett, Social Media Specialist:

- GLCVB Website Module Training for posting to 3rd Party Websites
- CTA Certification
- Speed Interview Networking – MAB Conference
- MSU Business & Bagels – Bringing Your A Game to Work
- Lansing 5:01 Annual Business Sponsor Recap Session

Ben Makulski, Video Programmer:

- FOG Seminar/Training – Lansing

TEAM MEMBERS

Deborah Guthrie, Communications Director, Public Information Officer
Brandie Yates, HOMTV Executive Producer and Internship Coordinator
Andrea Smiley, Administrative Assistant II and 175th Special Events
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 2017, 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
- ✓ Downtown Development Authority
- ✓ Economic Development Corporation
- ✓ Transportation Commission
- ✓ Corridor Improvement Authority
- ✓ Brownfield Redevelopment Authority

PLANNING DIVISION

In 2017, the Planning Division staff members were involved in a variety of projects:

- Provided dependable staff assistance to the Planning Commission, Zoning Board of Appeals, Township Board, Environmental Commission, Economic Development Corporation, Transportation Commission, Corridor Improvement Authority, Brownfield Redevelopment Authority and Downtown Development Authority.
- Prepared reviews for rezonings, special use permits, platted subdivisions, planned unit developments, mixed use planned unit developments, commercial planned unit developments, commission reviews, zoning amendments, variance requests, wetland use permits, code interpretations, land clearing permits, site plan reviews for building permits, assignment of addresses, land division requests, and zoning ordinance code enforcement.
- Continued to review the zoning ordinance to identify outdated and conflicting regulations and continued to prepare amendments to specific sections.
- Coordinated with multiple departments in the preparation of the 2018-2023 Capital Improvement Program.
- Spearheaded a variety of special projects such as the Master Plan update.
- Represented Township interests through the Tri-County Regional Planning Commission as a member of the Capital Area Regional Transportation Subcommittee (CARTS); served on Shaping the Avenue, working on a form base code for the Grand River/Michigan Avenue corridor, assisted with the Health Impact Assessment/Analysis project; served on the East Lansing/Meridian Wellhead Protection Committee.

PLANNING COMMISSION

- Reviewed one zoning amendment, two rezonings, 10 special use permits, one mixed use planned unit development, one wetland use permit, 15 site plans and 16 commission reviews.
- Reviewed and approved the 2017 Master Plan.
- Adopted revised Planning Commission Bylaws.

ENVIRONMENTAL COMMISSION

- Hosted seven Green Theme presentations.
- Reviewed and recommended approval of the Sustainability and Climate Action Plan.
- Reviewed and offered suggestions to the Planning Commission and Township Board on the Master Plan update.
- Reviewed and provided recommendations on wetland use permit requests.

DOWNTOWN DEVELOPMENT AUTHORITY (DDA)

- Provided financial support for the Celebrate Meridian event.
- Displayed banners and snowflakes on streetlights.
- Spearheaded an outreach campaign to initiate involvement in DDA activities.
- Continued maintenance of streetscape.
- Initiated support for MUPUD Ordinance amendment calling for increased density in an effort to encourage development at the four corners of the Okemos PICA in the master plan.

ECONOMIC DEVELOPMENT CORPORATION (EDC)

- Implemented a matching grant with the Haslett Education Foundation to fund two 3D printers for their elementary schools totaling \$1,800.
- Initiated, advocated for, recruited and launched the Corridor Improvement Authority (CIA).
- Provided leadership in establishing the Brownfield Redevelopment Authority.
- Pledged financial support for the Farmers' Market relocation.
- Added support to the DDA's request for removing the density cap in the MUPUD ordinance to spur development in specific areas within the Haslett and Okemos PICAs as defined in the Master Plan.
- Researched and provided updated sign ordinance language to the Planning Commission.
- Agreed to the Township Manager's request to administrate the newly created Meridian Redevelopment Fund.

CORRIDOR IMPROVEMENT AUTHORITY (CIA)

- Established bylaws.
- Developed agenda framework and meeting rhythm.
- Educated and advocated for the vision of the adoption of Form Based Code as presented by the Shaping the Avenue consultants.

TRANSPORTATION COMMISSION

- Meet with representatives from CATA, MDOT, Ingham County Road Department, Michigan Public Transportation Association and Township Police, Parks and Engineering Departments.
- Presentations on Redi-Ride services, railroad Quiet Zones, 2017-2018 MDOT projects, 2017-2018 Ingham County Road Department projects, Township non-motorized system, Complete Streets and Traffic, Pedestrian and Cyclist Safety Issues.
- Held a public hearing on the proposed road diet for Lake Lansing Road.
- Made Recommendations to the Township Board on establishing a new agreement with CATA for Redi-Ride service, installing audible signals as part of the Jolly/Okemos intersection improvements, establishing railroad Quiet Zones and support for the road diet on Lake Lansing Road.

BROWNFIELD REDEVELOPMENT AUTHORITY (BRA)

- Held first organization meeting and elected officers.
- Participated in brownfield training session led by MDEQ staff.
- Adopted bylaws.

- Interviewed and selected consultant to review brownfield projects.
- Considered policies and procedures to guide brownfield review process.

2017 COMMISSION AND BOARD MEMBERS

(* indicates former member)

PLANNING COMMISSION MEMBERS

Dante Ianni, Chair
Holly Cordill, Secretary
Kenneth Lane
Gerald Richards

John Scott-Craig, Vice-Chair
Brett DeGroff*
Samantha Baruah*
Christine Tenaglia*
David Premoe

ZONING BOARD OF APPEALS MEMBERS

Brian Beauchine, Chair
Rico Rios (Alternate)
Patricia Herring Jackson

Emily Stivers, Vice-Chair
Carol Ohlrogge
Kenneth Lane
Danielle Ballard (Alternate)*

ENVIRONMENTAL COMMISSION

Bill McConnell, Chair
J. James Kielbaso
Lise Schools*
Ben Holland
Marina Ionescu

James E. Jackson, Vice-Chair
John Sarver
Susan Masten
Don Dickman*

DOWNTOWN DEVELOPMENT AUTHORITY

James Raynak, Chair
Demetrios James Spanos
Bill Cawood
Renee Korrey
Ronald J. Styka, Township Supervisor

Sherry Fisher, Vice-Chair
Will Randle
Scott Weaver
Susan Fulk

ECONOMIC DEVELOPMENT CORPORATION

Jade Sims, Chair
Brixie, Township Treasurer, Ex-Officio
Phil Deschaine, Township Board Liaison
Walsh, Township Manager
Shawn Dunham
David Olson*
Tom Conway
Mikhail Murshak
Adam Carlson

Dave Ledebuhr, Vice-Chair Julie
Malinda Barr*
Joshua Hundt* Frank L.
Adam Carlson
Mark Epolito, Jr.*
Lynda Rowlee*
Joel Conn
Kim Thompson

TRANSPORTATION COMMISSION

Chris Hackbarth, Chair
Phil Deschaine
Christine Beavers
Jon Kolbasa

Tim Potter, Vice Chair
Karla Hudson
Steven Vagnozzi

CORRIDOR IMPROVEMENT AUTHORITY

Chris Nugent, Chair
 Ron Styka, Township Supervisor
 Barry Goetz
 Todd Huhn
 Mark Epolito, Sr.*

Kellie Johnson, Vice Chair
 Bruce Peffers
 Chris Rigterink
 Brian Jones

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

The following table illustrates comparative levels of planning permit applications between 2015 and 2017.

PLANNING CASES			
Type	2015	2016	2017
Zoning Amendments	2	1	1
Rezoning	7	7	2
Special Use Permits/Conditional Use Permits	24	13	10
Plats (Preliminary / Final)	1	1	1
Commission Reviews	4	8	16
PUD / PRD / MUPUD / CPUD*	8	1	1
Site Plan Reviews	23	23	15
Land Clearing Permits	4	2	0
Wetland Use Permits/Wetland Delineation Verification	11	13	8
Variances	24	29	17
TOTAL	108	98	71

* Planned Unit Development (PUD) / Planned Residential District Overlay (PRD) / Mixed Use Planned Unit Development (MUPUD) / Commercial Planned Unit Development (CPU)

BUILDING DIVISION

In 2017, the Building Division processed 992 building permits and completed approximately 3,393 building permit inspections. Mechanical, electrical, and plumbing plan review and inspections were conducted on 2,350 permits by the contracted inspectors from the City of East Lansing.

The Building Division has continued to provide plan review and inspection services for the City of Mason. A total of 252.75 hours of plan review and inspections occurred.

The following table illustrates the comparative building activity and permitting for new construction in the Township for the past three years:

PERMITS			
Type	2015	2016	2017
Single family permits	78	61	76
Value of single family permits	\$22,526,896	\$19,982,959	\$25,448,593
Multiple family permits	1	9	3
Value of multi-family permits	\$970,000	\$6,467,300	\$4,275,154
Commercial permits	7	5	14
Value of commercial permits	\$6,450,000	\$7,603,000	\$29,360,911
Sign permits	72	91	73
Other permits (all other types)	748	895	2,066
Total permits	906	986	2,139
Value of construction	\$52,842,879	\$60,921,746	\$74,290,718
Permit fees	\$480,262	\$520,747	\$731,083
Mechanical, Electrical & Plumbing Permits issued	1,969	1,861	2,350
Mechanical, Electrical & Plumbing fees	\$432,385*	\$425,919*	\$435,187

* The Township portion of MEP permit fees collected is approximately 50% of the permit fees collected, per contractual agreement with the City of East Lansing.

The major commercial, office, industrial, multi-family, and institutional buildings receiving building permits in 2017 were as follows:

1.	Ingham County Health Facility	3860 Dobie Road	New Const.	\$5,965,000
2.	Marriott Courtyard Hotel	3545 Meridian Crossing	New Const.	\$7,212,529
3.	The Elevations	2398 Jolly Road	New Const.	\$2,304,468
4.	The Elevations	2398 Jolly Road	New Const.	\$2,304,468
5.	The Elevations	2398 Jolly Road	New Const.	\$2,013,702
6.	The Elevations	2398 Jolly Road	New Const.	\$2,013,702
7.	The Elevations	2398 Jolly Road	New Const.	\$2,013,702
8.	The Elevations	2398 Jolly Road	New Const.	\$1,880,203
9.	The Elevations	2398 Jolly Road	New Const.	\$1,880,203
10.	Interior Restaurant Build Out	5000 Northwind Dr.	Remodel	\$1,334,000
11.	JC Penney	1982 W. Grand River	Remodel	\$400,000
12.	Gliders	2076 Towner Rd.	New Const.	\$324,000
13.	Interior Office Space Build Out	5000 Northwind Dr.	Remodel	\$245,000
14.	The Elevations (multi-building)	2398 Jolly Rd.	New Const.	\$188,934
15.	Culver's	5140 Times Square	Remodel	\$180,700

RENTAL HOUSING

In 2017, there were approximately 893 individual rental units in the Township and over 912 rental safety inspections completed. There were 40 new rental registrations approved for single-family homes and condominiums and 47 rental registrations were removed or canceled.

CODE ENFORCEMENT

Code enforcement duties were shared among the Community Planning and Development, Public Safety, and Public Works and Engineering Departments with the majority of the complaints investigated by the Code Enforcement Officer. In 2017, the combined staff responded to over 804 recorded complaints and performed approximately 1,698 site visits.

The categories and number of complaints are listed below:

2017 Code Enforcement	
Building Permit/Code	33
Building Maintenance-Exterior	27
Building Maintenance - Interior	24
Commercial Vehicle/Trailer	5
Dangerous Building	2
Fence	4
Floodplain	0
Home Occupation	6
Landscape Maintenance	5
MEP Permit/Code	3
Motor Vehicle	84
Noise	2
Nuisance	218
Occupancy	7
Outdoor Lighting	0
Parking in Street	1
Parking Lot Maintenance	5
Parking on Grass	90
Recreational Vehicle/Trailer	14
Rental Registration	31
Setbacks	6
Sidewalk Obstruction	12
Sight Triangle	2
Signs/Banners	26
Street Numbers	9
Tall Grass/Vegetation	169
Temporary Sales	0
Wetland	1
Zoning	21
TOTAL	804

TEAM MEMBERS

Mark Kieselbach, Director of Community Planning and Development
Chris Buck, Economic Development Director
Angela Ryan, Administrative Assistant II
Marcie Barnum, Administrative Assistant I
Peter Menser, Principal Planner
Ben Motil, Associate Planner/Economic Development Coordinator*
Jennifer Quinlivan, Assistant Planner*
Keith Chapman, Assistant Planner
John Heckaman, Chief Building Inspector
Richard Bolek, Senior Building Inspector*
Mike Wall, Building Inspector
Frank Christmas, Rental Housing Inspector
Kevin Reed, Rental Housing Inspector
Steve McGuire, Code Enforcement Officer*
Joe Wade, Code Enforcement Officer

*indicates staff left position in 2017

COMMUNITY RESOURCES

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 2017, existing programs continued to be modified or expanded to meet community needs.

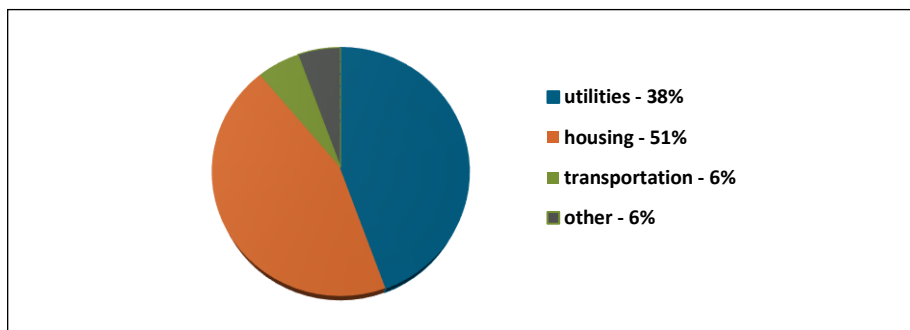
GENERAL

Information, referral, or emergency assistance was provided to Township residents for various services on an as-needed basis. 1,060 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 436 households.

Year	Number of Households Served
2013	475
2014	470
2015	491
2016	488
2017	436

EMERGENCY SERVICES

Township residents received either direct assistance or referrals to appropriate programs. Many residents that requested assistance reported that their bills fell behind due to job loss, underemployment, or medical reasons. 39 households were assisted by the CRC Needs Fund, the majority (35) requesting housing or utility assistance. Additional requests included medication, transportation, identification, and furniture.



In 2017, \$8,475 of CRC Needs Funding was used for emergency services and \$34,744 was leveraged from partnering agencies. Staff teamed up with representatives of the following organizations to provide emergency services: 55th District Court Eviction Diversion Program, Advent House Ministries, Capital Area Community Services, Capital Area Michigan Works!, Christian Services, Community Mental Health, EVE, Haven House, Greater Lansing Food Bank affiliates, Greater Lansing Housing Coalition, Ingham County Department of Veteran Affairs, Ingham County Housing Commission, Lansing Community College, Legal Services of South Central Michigan, Michigan Department of Human Services, Michigan Rehabilitation Services, MSU Rental Housing Clinic, St. Vincent Catholic Charities, the Salvation Army, the Societies of St. Vincent de Paul at St. Martha Parish and St. Thomas Aquinas Parish, the St. Vincent de Paul Thrift Store, Tri-County Office on Aging, Volunteers of America, and several local churches.

COMMUNITY OUTREACH

- Worked closely with local agencies that provide programs that benefit Township residents and attended meetings of human services providers
- Met with a variety of stakeholders, including landlords, subsidized housing management, food pantries, churches, and schools
- Spoke at various service club, church, and community organization meetings
- Served as secretary on the Meridian Senior Center Advisory Board
- Worked with Blondie's Barn to promote a free community Thanksgiving dinner

POVERTY EXEMPTION PROGRAM

Assisted in evaluating the financial status, eligibility, and resources for 5 households who applied for the Charter Township of Meridian Poverty Exemption.

FUNDRAISING

Fundraising Events:

- Five Meridian Cares events were held throughout the year, which raised a total of \$5,842.66
- Other donations totaled \$6,315.82

BACK TO SCHOOL

- Coordinated delivery of back to school breakfast food baskets for children in 20 families
- Delivered 19 backpacks to low-income children

HOLIDAY FOOD BASKETS

- Easter - connected 20 low-income Meridian Township resident families with a local church that provided food baskets
- November and December - worked with 15 sponsors that provided food to 249 households
- December - Worked with a local church to provide food baskets to 20 households with school-age children to fill the gap during holiday break, when they would otherwise have received free lunch

BE A SANTA TO A SENIOR

HomeInstead Senior Care and several local human services agencies teamed up to seek donated gifts to low-income seniors and adults with disabilities during the 2017 holiday season, including 20 from the CRP.

MISCELLANEOUS PROGRAMS

- Ambulance Waiver Program: In 2017, the Community Resources Commission reviewed 3 applications for an ambulance waiver
- Meridian Township Website: Created and maintained the CRP division
- Consumers Energy Consumers Affordable Resource for Energy (CARE) Program: Worked with Jackson County United Way to enroll 34 area households in the program, which allows low-income Consumers Energy customers to have reduced utility bills for a year and to have their outstanding balance gradually forgiven
- Grange Acres Community Garden: Worked with gardeners to help expand and update their community garden, which is maintained by approximately 25 residents

- Michigan Bridges: Assisted 5 residents in applying for Michigan Department of Human Services benefits
- Collected coats for the St. Luke Lutheran Church Coat Bank and Toys for Tots

TEAM MEMBER

Darla Jackson, Human Services Specialist

EMS/FIRE DEPARTMENT

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

In 2017, the Fire Department continued to provide comprehensive fire, rescue, and paramedic ambulance service to Township residents. The Department continued to receive numerous “Thank You” notes from residents throughout the year. Fire Chief Frederick Cowper managed the Department of 33 full-time and 2 part-time staff. The number of part-time staff decreased dramatically due to an improving economy and a nationwide shortage of paramedics. However, the Department was blessed to have their first ever Administrative Intern. The Department said farewell to Chief Cowper when he retired at the end of the year though he remains in a consulting role focusing on warning sirens, part-time recruitment, and the ISO review.

This year the Department received a new ambulance in October. It was inspected by the State of Michigan and placed into service in November. It meets the new standards for occupant safety and is equipped with a powered stair chair meant to reduce back injuries. All staff was trained on the vehicle’s new safety features, driving and operations, equipment orientation, and also drove a road course.

A new heart monitor and an automatic CPR compression machine were received as part of the Michigan Competitive Grant Assistance Program (CGAP) awarded for Active Violence Incidents with our regional partners. An additional 4 heart monitors were purchased to replace aging, outdated, and unsupported 15-year-old devices. All staff were trained by the manufacturer.

The second and final round of new fire gear for fifteen personnel was received and has been placed into service. The gear was purchased to maintain NFPA personal protection equipment guidelines. It is lighter, more flexible, and offers improved thermal protections than the old models.

A new thermal imaging camera was purchased to replace an out of service unit.

The Department purchased five new 4-gas detectors to replace aging and out of date units. Prior to being placed in service, all department personnel were trained on the operation and calibration of the new units.

The Department took delivery of a new, electric positive pressure exhaust fan that replaced two older fans. This new fan offers greater flexibility and does not expel exhaust gases into residences which we are ventilating.

Additional fire gear storage racks were purchased for the new Central Station.

The Department continued to participate in several regional efforts. The Greater Lansing Shared Services Fire Initiative continued to meet on a bimonthly basis throughout the year.

Chief Cowper held positions on the Lansing Community College Fire Science & Fire Academy Advisory Board as well as its Paramedic Program Advisory Board. Chief Cowper also represented the Department on the Ingham County 9-1-1 Dispatch Advisory Board. He was the Township’s Emergency Manager and the Director of Fire & Rescue Resources for the Ingham County Emergency Operations Center. Lastly, Chief Cowper represented the Michigan Association of Fire Chiefs (MAFC) on the Michigan Joint Fire Service Legislative Council overseen by the State Fire Marshal.

The Department responded to 1,181 fire and 3,988 ambulance runs. Fire responses nearly doubled while ambulance responses slightly decreased from the previous year. The significant increase in fire responses was due to requests for citizen assists being categorized differently (as a service call instead of an EMS/rescue), an increase in service calls/good intents/false alarms, and as well as

many smoke/CO alarm installations. MTFD continued to cover fire services for the northern portion of Alaiedon Township responding to twenty-five incidents as part of the agreement.

FIRE PREVENTION DIVISION

In fall, the Department was awarded a smoke/carbon monoxide alarm installation grant from the Assistance to Firefighters Grant through FEMA. Inspector Millerov single-handedly installed approximately 300 alarms in 70 homes. The request form was made available to homeowners on the Township's new website. Hundreds of requests for alarms were received.

Fire Inspector Millerov attended the National Fire Academy in May for Electrical Fire Investigation alongside Police Officer Erin Linn as part of an ongoing partnership for fire investigation.

This year, the 4th of July fireworks show was held on the evening of July 1st following the Township's Celebrate Meridian event and new food truck rally. Inspector Millerov developed a food truck inspection process. Fire Department personnel inspected each truck to ensure a safe event.

There were numerous construction plans reviewed for compliance with the fire code. Sprinkler tests, fire alarm tests, emergency lighting tests, and commercial cooking hood suppression system tests were conducted during the year. Some of the major projects were:

1. Chick-fil-A
2. Holiday Inn Express
3. Chamberlain Place Condos
4. Target Photovoltaic Array
5. Portnoy and Tu, DDS
6. Taste of Thai
7. Red Cedar Flats - ongoing
8. Marriott Courtyard - ongoing
9. The Elevation - ongoing
10. Great Lakes Interiors - ongoing
11. Ingham County Medical Care Facility - ongoing

Fire investigations were conducted on all significant fire losses during the year to identify trends or problem areas. The largest single fire loss for the year was caused by careless burning, the second largest was caused by careless cooking, and the third largest was caused by an unknown vehicle failure. No fire fatalities occurred in 2017.

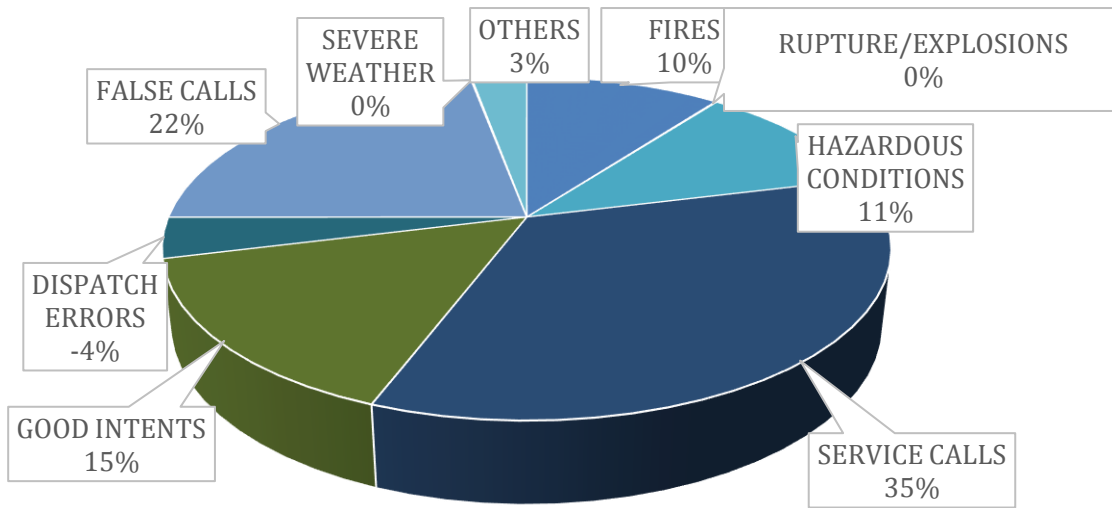
The number of fires for the year increased, but the fire loss decreased significantly to \$171,902 which is significantly lower than the 10-year average of approximately \$1.3 million. The value of property saved in 2017 was \$36,290,961.

Staff performed one fire watch for Rock the Block in Carriage Hills Shopping Center in August.

In 2017, the Fire Department provided fire safety education to all ages, elementary students through elderly. Staff also attended many community events as requested.

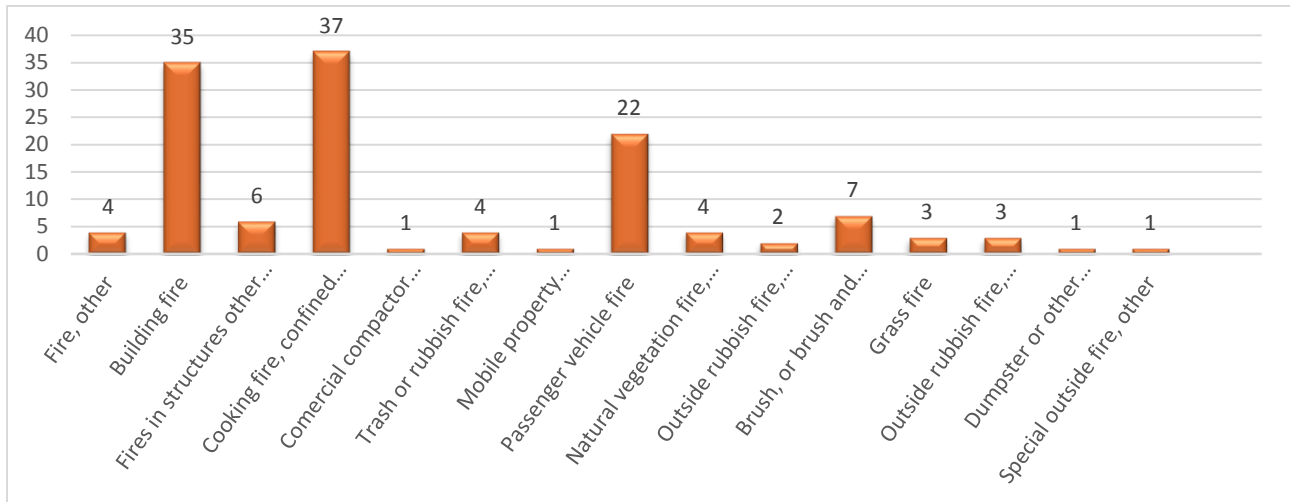
The second annual Fire Department Fire Prevention Open House was held at the new central fire station on October 14th. All children received a fire prevention themed gift bag with coordinating handouts. Visitors spent time touring the station and gaining hands-on experiences with the fire apparatus.

FIRE ALARM CATEGORIES



	# of Incidents
<u>FIRES</u> Damage of property by burning	132
<u>RUPTURE/EXPLOSIONS</u> Excessive heat, scorch burns with no ignition	1
<u>HAZARDOUS CONDITIONS</u> Chemical spills, utility problems, gas leaks, wires down	138
<u>SERVICE CALLS</u> Unauthorized burning, water removal, assist police, lock out	443
<u>GOOD INTENTS</u> No incident found, legal burning, smoke scare, canceled en route.	196
<u>DISPATCH ERRORS</u> An incident number with no incident	-49
<u>FALSE CALLS</u> Including malicious as well as accidental	282
<u>SEVERE WEATHER</u> Natural disasters	1
<u>OTHERS</u> School programs, parades	37
TOTAL	1,181

FIRES BY INCIDENT TYPE



Incident Type Per NFIRS	Incident Count
Fire, other	4
Building fire	35
Fires in structures other than a building	6
Cooking fire, confined to container	37
Commercial compactor fire, confined to rubbish	1
Trash or rubbish fire, contained	4
Mobile property (vehicle) fire, other	1
Passenger vehicle fire	22
Natural vegetation fire, other	4
Brush, or brush and grass mixture fire	7
Grass fire	3
Outside rubbish fire, other	3
Dumpster or other outside trash receptacle fire	1
Outside rubbish, trash, or waste fire	2
Special outside fire, other	2
TOTAL FIRES	132

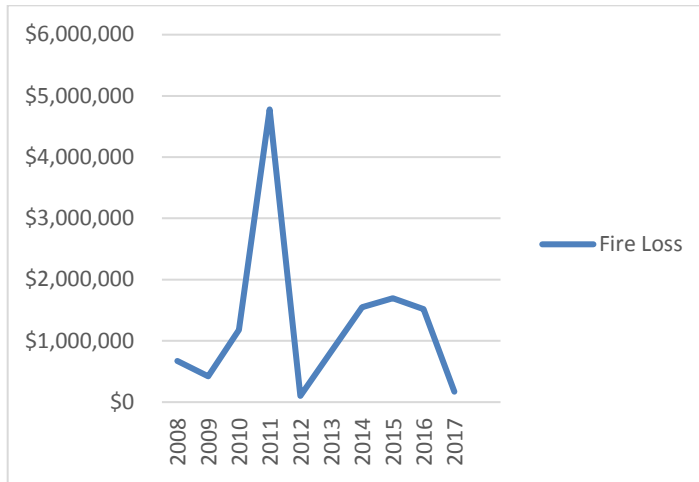
FIRE LOSS OVER \$500

Date of Fire	Incident #	Address	Type of Fire	Estimated Loss
2/23/17	17-0755	2140 Haslett	Lightning Strike	\$3,500
3/26/17	17-1237	2838 E. Grand River	Dryer	\$1,000
4/7/17	17-1407	961 Jolly	Garage	\$55,000
5/10/17	17-1823	2317 Taos	Kitchen	\$525
5/13/17	17-1863	5984 Bois Ile	Apartment Building	\$17,500
5/27/17	17-2059	2053 Ashland	Oven	\$600
5/27/17	17-2065	4382 Okemos	Apartment	\$37,500

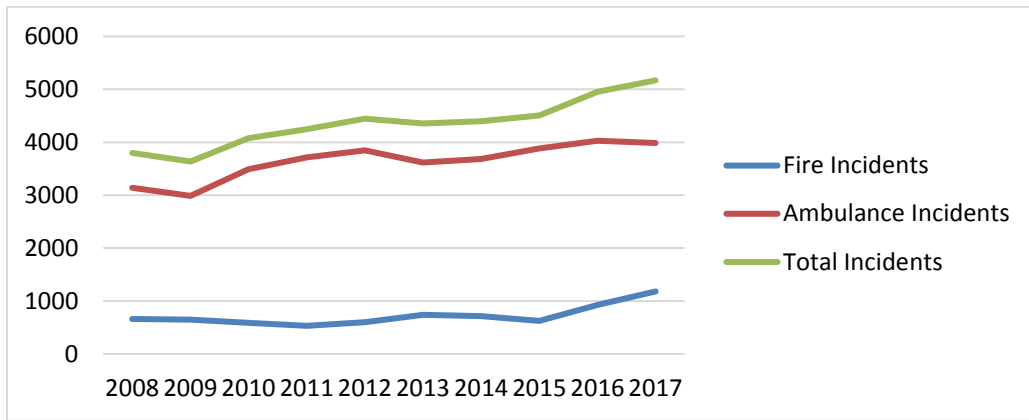
6/5/17	17-2200	3450 Okemos	Vehicle	\$2,050
6/27/17	17-2491	5938 Bois Ile	Balcony	\$7,000
7/9/17	17-2663	2929 Hannah	Kitchen Stovetop	\$500
8/9/17	17-3091	6162 Hermandad	Townhouse	\$600
8/23/17	17-3285	1938 W. Grand River	Restaurant	\$10,050
9/21/17	17-3708	2112 La Mer	Townhouse	\$1,000
9/29/17	17-3835	1615 Lake Lansing	Fence	\$800
11/29/17	17-4733	5185 White Tail	House	\$2,500
12/28/17	17-5170	6197 Pollard	Garage & Vehicles	\$30,512

10 YEAR FIRE LOSS

Year	Fire Loss
2008	\$673,100
2009	\$422,300
2010	\$1,178,850
2011	\$4,779,590
2012	\$101,750
2013	\$821,097
2014	\$1,548,860
2015	\$1,693,895
2016	\$1,520,020
2017	\$171,902



10 YEAR INCIDENT COUNT



Year	Fire Incidents	Ambulance Incidents	Total Incidents
2008	662	3,137	3,799
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

TRAINING & EMS DIVISION

In 2017, Training/EMS Training/EMS Chief Bill Priese continued to administer the Training and EMS Division. There were over 3,200 hours of fire and EMS training accounted for during the year. In addition, many hours were spent training new part-time employees.

Twelve personnel completed online Blue Card Command Certification with five also completing the three day simulation lab. In addition, several firefighters are continuing to work towards completing the online training. This effort is a Fire Shared Services initiative with all Metro area fire departments.

In cooperation with the District 1 Regional Medical Response Coalition (D1RMRC), MTFD participated in annual Casualty Transport System (CTS) and communication exercises. Monthly tests are also performed to minimize radio failures during regional emergencies. MTFD also continued to house and maintain one of six medical response trailers owned by District 1. Training/EMS Chief Priese attended District 1 Trauma 2 Train-the-Trainer Active Violence Hemorrhage Control course in November.

The Fire Department was able to complete yearly hose testing and ladder testing in-house. Crews worked throughout the year to complete this task of service testing all fire hose and ladders. This testing meets the NFPA testing standards and helps to assure that nothing will break or fail during fire ground operations.

Towards the goal of making Meridian Township a Fire/EMS safe community, multiple interviews for HOM-TV were conducted and Facebook and Twitter accounts were continued.

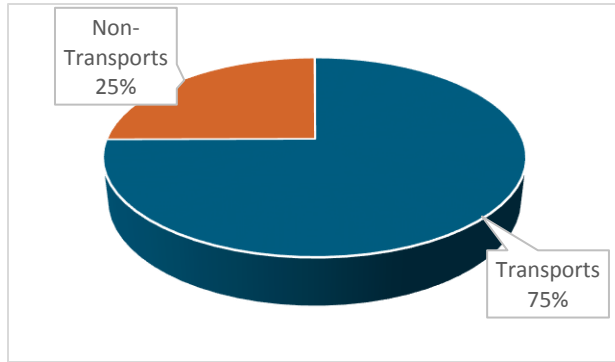
Training/EMS Chief Priese continued as the Metro Lansing EMS Consortium Coordinator. This group combines to provide continuing EMS education for all the metro partners. Training/EMS Chief Priese also functioned as the lead of the metro training chiefs and served as the Chair of the Tri-County Agency Directors. In addition, he was elected to the Tri-County Board of Directors for a three year term as Agency Director's Representative.

The Department had 14 members relicensed as Paramedics and 16 recertified in Advanced Cardiac Life Support. Additionally, 11 Medical First Responders from the Police Department were recertified and continuing education training was provided for them. MTFD had one license audit by the State of Michigan that was successfully completed. Additionally, the agency license was renewed.

Battalion Chief Vroman and Captain Walters were able to attend advanced training classes held at the National Fire Academy in Emmetsburg, Maryland. The National Fire Academy is the premier training institution for the development of future leaders in the fire service. Training/EMS Chief Priese attended the Maryland Fire and Rescue Institute's week long National Fire Service Staff and Command course designed for aspiring chief officers.

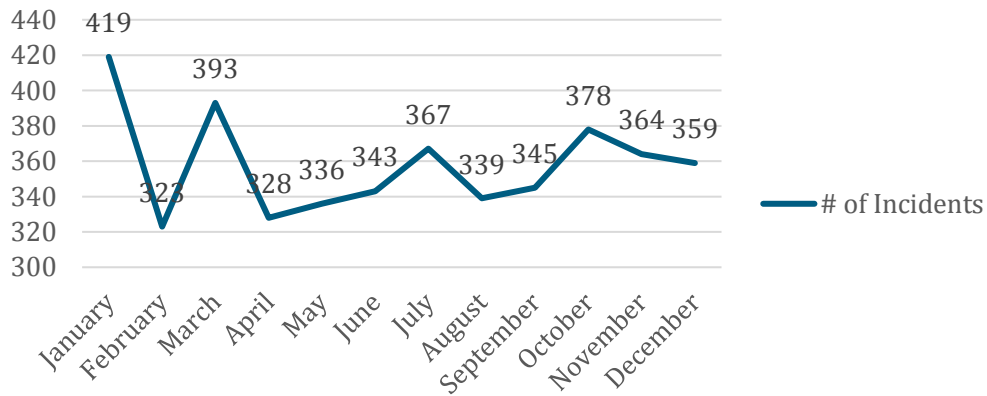
The Citizen's Assistance Program (CAP) assists citizens in connecting with proper resources such as social services. In 2017, five citizens were referred to this program for assistance and all received follow-up from Training/EMS Chief Priese. Three residents were referred to the Ingham County Pathways to Better Health.

AMBULANCE CONTACTS



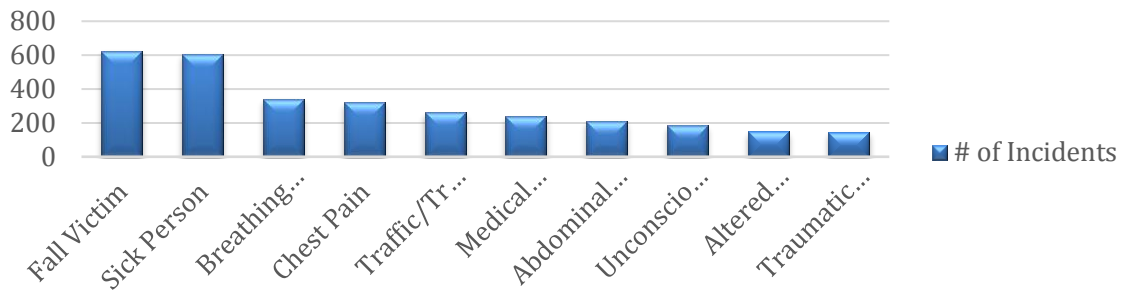
	# of Incidents	% of Incidents
Transports	3,213	74.83%
Non-Transports	1,081	25.18%
Ambulance Contacts	4,294	100%

EMS INCIDENT COUNT BY MONTH

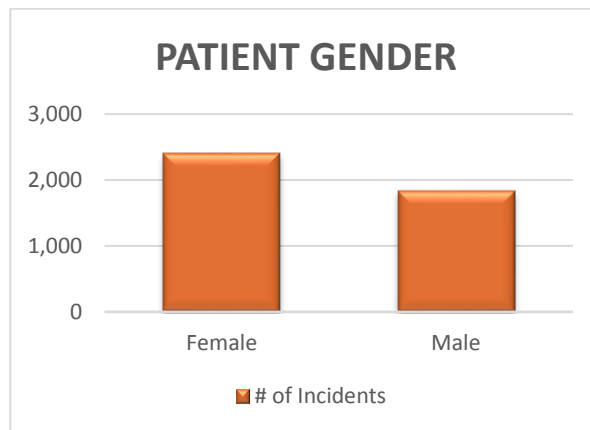


Month	# of Incidents	% of Incidents
January	419	9.76%
February	323	7.52%
March	393	9.15%
April	328	7.64%
May	336	7.82%
June	343	7.99%
July	367	8.55%
August	339	7.89%
September	345	8.03%
October	378	8.80%
November	364	8.48%
December	359	8.36%

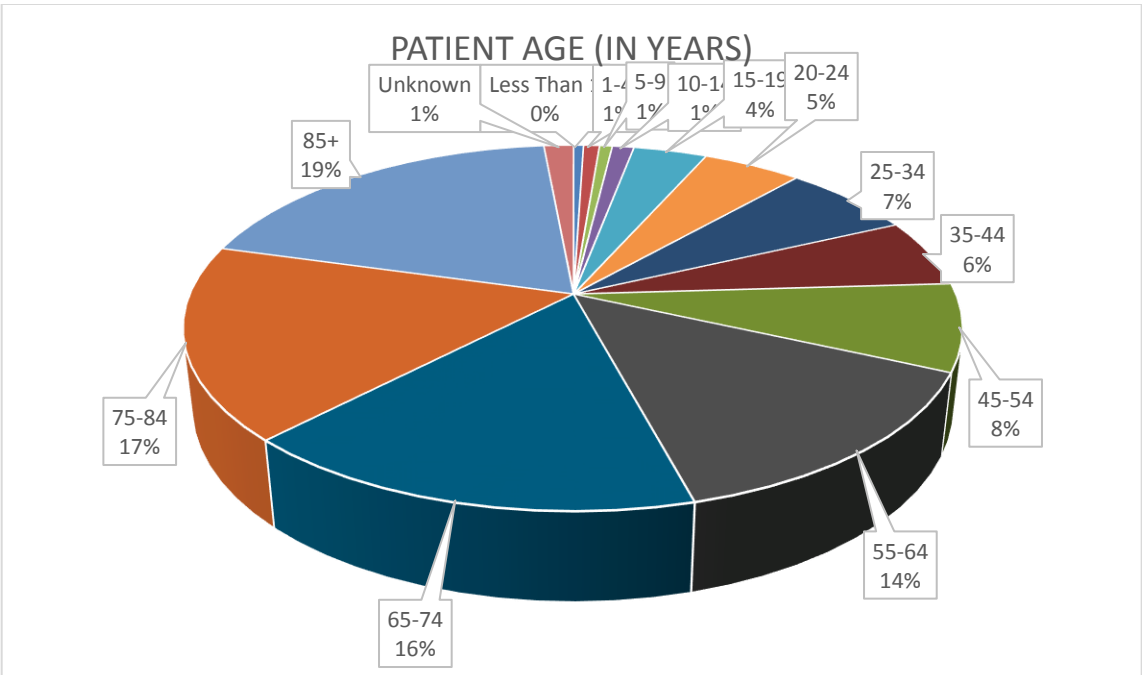
TOP TEN EMS DISPATCH REASONS



Top 10 EMS Dispatch Reasons		# of Incidents	% of Incidents
1.	Fall Victim	711	16.56%
2.	Sick Person	592	13.79%
3.	Breathing Problem	366	8.52%
4.	Chest Pain	316	7.36%
5.	Traffic/Transportation Accident	280	6.52%
6.	Medical Alarm	218	5.08%
7.	Abdominal Pain	217	5.05%
8.	Unconscious/Fainting	191	4.45%
9.	Altered Mental Status	148	3.45%
10.	Traumatic Injury	147	3.42%

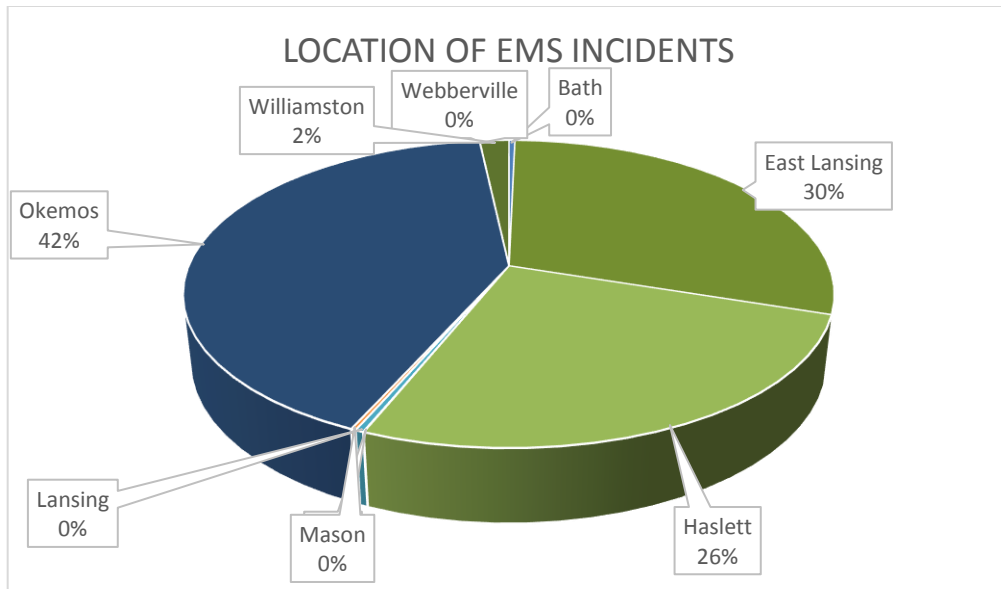


Patient Gender	# of Incidents	% of Incidents
Female	2,405	56.01%
Male	1,835	42.73%
Not Indicated on Report	54	1.26%

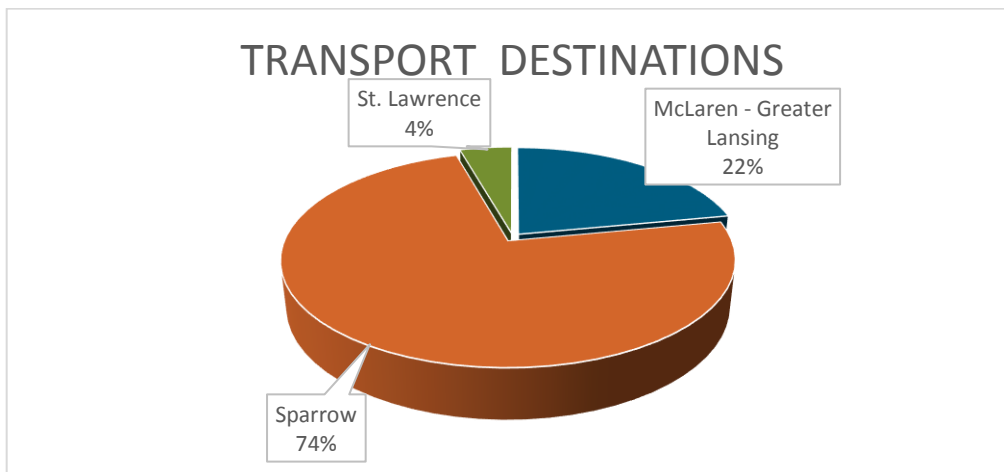


Patient Age	# of Incidents	% of Incidents
Less Than 1	21	0.49%
1-4	34	.79%
5-9	27	.63%
10-14	46	1.07%
15-19	156	3.63%
20-24	210	4.89%
25-34	281	6.54%
35-44	258	6.01%
45-54	331	7.71%
55-64	604	14.07%
65-74	704	16.39%
75-84	736	17.14%
85+	823	19.17%
Unknown	63	1.47%

Average Patient Age: 62

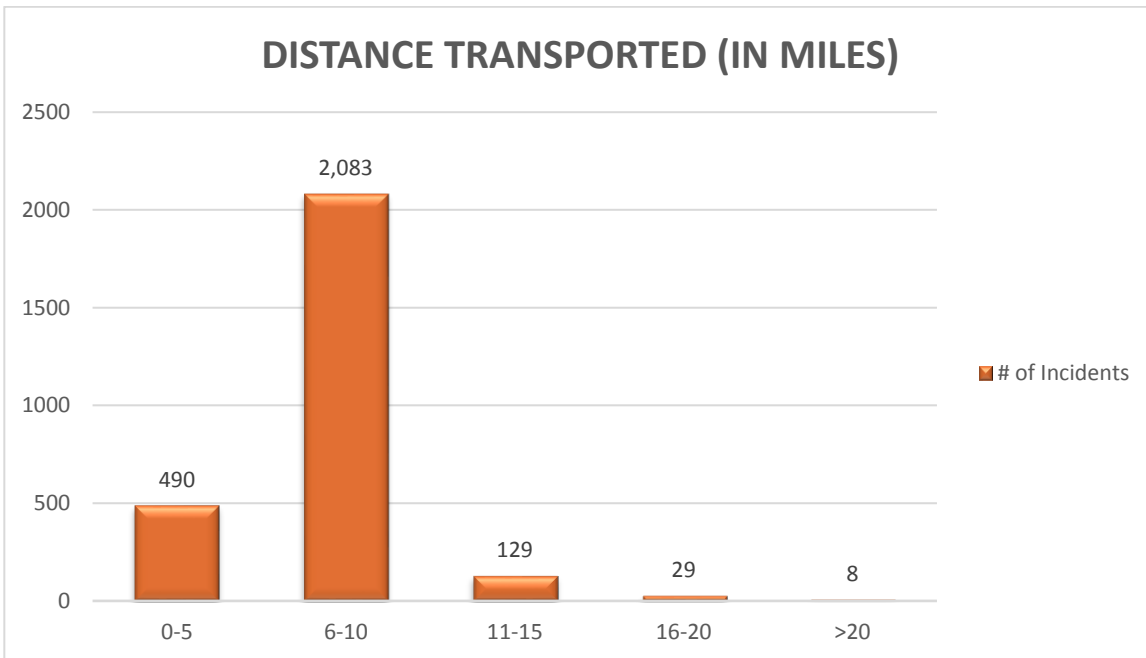


Location	# of Incidents	% of Incidents
Bath	15	0.35%
East Lansing	1,274	29.67%
Haslett	1,121	26.11%
Holt	1	0.02%
Lansing	15	0.35%
Mason	9	0.21%
Okemos	1,784	41.55%
Webberville	1	0.02%
Williamston	74	1.72%



Destination	# of Incidents	% of Incidents
McLaren - Greater Lansing	577	13.61%
Sparrow	2,444	57.63%
St. Lawrence	129	3.04%

* Percentages are of total incidents, including non-transporters



Distance Transported (in Miles)	# of Incidents	% of Incidents
0-5	490	11.41%
6-10	2,083	48.51%
11-15	129	3.00%
16-20	29	0.68%
>20	8	0.19%

Average Distance Transported: 7 Miles

*Percentages are of total incidents, including non-transporters

MTFD TEAM MEMBERS

FIRE CHIEF

Fred Cowper

ADMINISTRATION

Bill Priese, Training/EMS Chief
Tavis Millerov, Fire Inspector

Kristen Cole, Administrative Assistant II

BATTALION CHIEFS

Mark Vroman

Ken Phinney

CAPTAINS

Bill Richardson
Matt Walters

Derek Burcham

LIEUTENANTS

Paul Cullimore
Jason Everest
Dennis Schrier
Jeff Rommeck

Al Diaz
Rudy Gonzales
Ryan Campbell

FIREFIGHTERS

Brian Pennell
Jason Hillard
Mark Klem
Eddie Dennis
Erik Sellen
Kelly Trentin
Chris Johnson
Justin Adair
TJ Booms

John McDermott
Bob Caretti
Sam Weber
RJ Lewis
Dustin Farhat
Dan Ackles
Corey Pant
Amanda Arnett
Chuck Malesko

PART-TIME FIREFIGHTERS

Sam Gwinn**
Anthony Kozlowski**
Ben Mihora**
Brett Moore**

Robbie Schmedinghoff**
Bradley Beaver+
Nathan Lafayette+

ADMINISTRATIVE INTERN

Zack Etzin

+ *Hired in 2017*

++ *Promoted in 2017*

* *Retired in 2017*

** *Resigned in 2017*

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. The following is a list of significant accomplishments and activities for the Human Resources team during 2017.

- In response to employee requests for health care coverage options, the HR Benefits Team (Director Marx, HR Assistant Carol Hasse and Finance Director Miriam Mattison) together with the Township Benefits Consultants, Ballard Benefit Works, Inc., worked diligently to negotiate 2018 comparable options allowing for the first time, a choice for health care coverage. Blue Cross Blue Shield (BCBS) PPO and Blue Care Network of Michigan (BCN) HMO were selected. Informational meetings and communication in partnership with the Employee Healthcare Coalition (one representative from each bargaining unit and one representative from the non-union group), continued throughout the bidding and selection process. Both programs maintained excellent coverage, however, under the PA 152 Calculations, only BCN coverage allowed for no paycheck contribution with a continued Township Health Savings Account (HSA) deposit for covered employees. The BCBS coverage, which offered more flexibility in provider services, required a paycheck contribution with no Township Health Savings Account (HSA) deposit. The Township maintains self-insured status and continues to experience overall health care cost savings.

Required Affordable Care Act (ACA) reports were completed by the established federal and state deadlines in compliance with PA 152. New ACA/IRSA reporting requires employer paid healthcare costs be listed on W2 forms and separate 1095C forms (listing employee and dependents covered for self-insured plans) be mailed to employees and to the IRS.

- Throughout 2017, in-depth conversations and meetings with the Municipal Employees' Retirement System (MERS) continued to review updated information and actuarial reports to assess the growing unfunded pension liability
- Five (5) of the seven (7) new collective bargaining agreements were settled with effective contract dates January 1, 2017-December 31, 2019. Two (2) unsettled contracts (Police Patrol and Police Command) moved forward to binding 312 arbitration with decisions projected for late November, 2017 (POAM) and late January, 2018 (Police Command)
- One Michigan Department of Civil Rights/EEOC complaint (resident complaint), handled by Township Attorney resulting in a dismissal
- HR Director Marx continues to actively participate in the LEAP (Lansing Economic Area Partnership) Leadership Diversity Initiative Workgroup. Supervisor Styka and Trustee Jackson also participated in Diversity Star Event- Essential Strategies for Diversity and Inclusion
- Director Marx attended Part 2 of the Inclusion and Anti-Bias Racial Healing Seminar presented by Michigan State University Police
- Represented the Township at the annual Michigan State University Diversity Career Fair
- Director Marx set objectives and formalized the Township-wide Safety Committee including responsibilities for committee members. The Safety Committee is made up of volunteer employees from every department to facilitate open communication and loss prevention involvement. The 2018 focus will be to develop a comprehensive Workplace Violence Policy and Implementation Plan, and provide continued on-site education programs to meet

MIOSHA training requirements for Hazard Communication. Mandatory Active Shooter Training was facilitated by the Police Department to kick off the year. Director Marx attended “Workplace Violence Prevention Best Practices-Policies, OSHA and Legal Exposures” full day seminar and distributed all information to the Safety Committee as an example to utilize in the Township program. Meetings are held monthly and periodic informational newsletters are sent to all employees. Designated committee members review newly designed incident reports, investigate work-related injuries to evaluate the cause(s) and provide agreed upon follow-up training to prevent repeat injuries. AED/CPR/First Aid certification courses continue to be provided across the Township. The overall goal continues to be “Safety First” to decrease work-related injuries and near misses

- Throughout the year numerous personnel record keeping and reporting requirements were met. Other responsibilities include annual open enrollment processes for healthcare, medical/dental/vision insurance renewals for both active employees and retirees, OSHA 300A reporting and posting notices/compliance, Payroll record-keeping and timely processing of W2’s for Federal, State, and Local tax returns, processing MERS Retirement requests, and preparation and participation in the Township annual audits. (All reports completed by Carol Hasse, HR Specialist)
- Scheduled semi-annual employee meetings with ICMA Retirement Client Services Specialists
- Health and Wellness - Conducted an annual employee flu shot clinic. Continued relationship with Sparrow Hospital “CARES” Employee Assistance Program at no cost to employees

2017 EMPLOYEE RECOGNITION

- To replace the Township picnic, a second successful outing at the Lansing Lugnuts Baseball game was well received and enjoyed by all
- A “Shout Out” peer employee recognition program continued through third quarter. Numerous summer “bring your own lunch” outdoor events, and a newly initiated “tailgate” party for a favorite sports team were well received
- A Walking for Fitness summer program encouraged employees to join in for a walk and quick lunch at local venues

2017 LABOR RELATIONS SUMMARY

- Received eight (8) grievances from MTFFA-IAFF (Firefighters) - two (2) of which were withdrawn, three (3) settled, and three (3) moved to arbitration. Arbitration dates scheduled for January, February and March, 2018
- Received one (1) grievance from the DPW which was withdrawn
- Received one (1) grievance from Police Command (POAM) which was incorporated into the 312 arbitration. Decision yet to be determined

2017 WORKERS’ COMPENSATION REPORTED INCIDENTS

Documented and posted Safety/Workers’ Compensation injuries as required. There were 54 reported incidents; 18 of which were recordable injuries for OSHA reporting; one (1) lost time injury only.

FAMILY AND MEDICAL LEAVE (FMLA) REQUESTS

Seventeen (17) Family and Medical Leave requests were processed during the 2017 calendar year .

2017 LONG TERM DISABILITY CLAIMS

Four (4) Long Term Disability Claims were processed during calendar year 2017.

2017 EMPLOYMENT STATISTICS

Hiring: 14-full time employees, 5 part-time employees.

Terminations: 20 voluntary quits, 3 retirements, 2 involuntary

2017 EQUAL EMPLOYMENT OPPORTUNITY COMMISSION REPORT

Job Categories	Number of Applicants (Report employees in only one Race/Ethnicity)														
	Hispanic or Latino														Total Columns A-N
	Male	Female	White	Black or African American	Native Hawaiian or Other Pacific	Asian	American Indian or Alaska Native	Two or More Races	White	Black or African American	Native Hawaiian or Other Pacific	Asian	American Indian or Alaska Native	Two or More Races	
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	
Executive/Senior Level Officials and Managers	0	0	9	0	0	0	0	1	0	0	0	0	0	0	11
Mid Level Officials & Managers	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
First Level Officials & Professionals	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Technicians	3	1	83	1	1	2	1	0	44	4	0	1	1	1	154
Sales Workers	9	4	190	22	1	23	3	10	116	34	0	18	0	5	435
Administrative Support Workers	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Craft Workers	5	6	70	12	0	1	1	3	104	13	0	4	2	3	224
Operatives	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Laborers and Helpers	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Service Workers	0	2	31	2	0	3	0	0	31	1	0	0	0	2	72
Other	4	0	44	5	0	0	1	2	6	2	0	0	0	0	64
TOTAL	1	1	10	0	0	0	0	0	7	0	0	0	0	0	19
TOTAL	22	14	437	53	2	29	6	16	309	54	0	23	3	11	979

TEAM MEMBERS

Joyce A. Marx, Human Resources

Director

Carol Hasse, Human Resources

Specialist/Payroll

Michelle Prinz, Executive Assistant

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.

These activities are intended to benefit the organization as a whole to the extent that they enhance the ability to function and perform duties in support of the Township Board Goals and Objectives and essential services.

STAFF RESOURCES

In 2017, the Department of Information Technology leveraged two full time employees for the entire year, and a full time GIS Specialist from January through September. In October Management made the decision transfer the GIS Specialist position from Information Technology to the Department of Public Works. The current technology team is still in a training and growth phase, but continues to provide technology services to the entire Township operation.

NOTABLE CHANGES IN 2017

For 2017, the Department of Information Technology experienced some changes to scope of influence. The most significant change was the transfer of GIS Specialist position to the Department of Public Works. In most other regards, mission, operations, policies, Goals & Objectives remained substantially similar to previous years.

ACTIVE TECHNOLOGY INITIATIVES FOR 2017

Most significantly, Department projects focused on training of new staff members, planning for renovation of the Township VOIP telephone system across our six primary facilities, and planning for enhancement to the Township Hall Wi-Fi system.

Additionally, the technology team assisted in the establishment of new network resources to facilitate deployment of Axon body mounted cameras for our Police Department.

Finally, staff played a key role in establishing a plan to move to faster, but less expensive, connections to our remote locations.

The following sections give more detail with respect to Department specific accomplishments and routine services provided throughout 2017.

SPECIFIC IT ACCOMPLISHMENTS IN 2017

- Staff performed over 450 service calls for our estimated 1,000 network nodes throughout our six (6) primary Township facilities
- Staff took proposals for replacement of our aging telephone system, and completed preliminary work for replacement in 2018
- Staff replaced 6 workstations, 1 printer, and 1 network switch throughout the year
- Staff assisted with continuing updates to the Police Department's Records Management System, Field Based Reporting System, and in-car ticketing and crash reporting software to improve workflow, insight into managed data, and keep operations efficient
- Staff assisted the Police Department with the deployment of the Axon Body Camera system in early 2017, and initiated establishment of updated assets to replace existing in-car camera system with Axon in-car cameras in early 2018
- Staff assisted the Fire Department with various map products helpful in response to emergency calls throughout the response area
- Staff assisted the Assessing Department with hardware and network services supporting the March Board of Review
- Staff assisted the Department of Accounting & Budgeting in support of the 2016 and 2017 audit processes
- Staff coordinated training sessions for Microsoft Office applications, Microsoft SQL reporting services, applications used for parcel and tax management, and other desktop applications used throughout the organization
- Staff coordinated access to internal systems for various application vendors employed by the Township
- Staff assisted the Clerk's office with the purchase of 6 computers to support election activities
- Staff assisted the Clerk's office with connection of the postal meter to the US Postal Service
- Staff assisted the Clerk's Office with secure access to the Qualified Voter file maintained and deployed in conjunction with the State of Michigan
- Staff assisted the Clerk's Office with connection to the County Clerk's Office for the transfer of election information in support of election activities
- Staff assisted the Office of the Assessor with the export of their data sets for one outside vendor
- Staff assisted with cleanup related to several security events within several Township operations
- Staff assisted in the management of cellular telephones and wireless data services employed by various Township departments
- Staff assisted the Communications Department in support of video streaming services for both the HOMTV and CAMTV live streams
- Staff provided computers, projectors, and Internet access in support of various meetings throughout the organization
- Staff provided limited support to Ingham County during a significant security event

ROUTINE FUNCTIONS

- Maintain and enhance the Township Local Area Network at three facilities on the main campus and those established at three remote facilities
- Maintain and enhance the Township Wide Area Networks utilized to consolidate all of the Township Local Area Networks
- Manage interconnections with other governmental organizations and outside entities
- Maintain and enhance the Township Network File/Print/Application/Voice Servers
- Maintain, enhance, and replace Township end user computers and printers
- Provide secure access to the Township's electronic resources from Township facilities in support of normal Township operations

- Provide secure access to the Township's electronic resources from remote sites in support of normal Township operations
- Oversaw the maintenance of all software and performed updates as required
- Provide expert support and consultation to end users and departments in the on-going operation of various technologies used in the execution of their operations
- Provide design services for specialty programming used to enhance operations and services executed by end users and departments
- Provide Geographic Information Systems services to Township operations
- Provide training services to further enhance existing investments in technology. This includes classes, programs, and other opportunities to learn about existing technology-related systems
- Maintain, enhance, and provide expert services for all technology-related projects conducted within Township operations
- Provide data and system backup services for all Township technology resources
- Coordinate technology-related professional and contractual services on behalf of the Township with external consultants and vendors
- Represent the Township's technology related interests when working with external entities
- Complete regular updates to the security profiles used to protect 200 network servers, workstations, and connected devices across our network
- Manage licenses for software applications and services used throughout the organization

TEAM MEMBERS

Stephen Gebes, Director of Information Technology
Gregory Akin, System Administrator I
Benjamin Hook, System Administrator II
Doug VanderHult, GIS Specialist (resigned in 2017)
Vacant, Computer Support Intern

PARKS AND RECREATION



In 2017, 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, 864.2-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), 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

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

PARKS

Towner Road Park

Located in Haslett, this park began construction in late spring and due to weather delays, will continue through spring of 2018. The park contains athletic fields, walking paths, pavilion, restrooms, pickleball courts, and parking. A ribbon cutting is tentatively scheduled for September of 2018.

Harris Nature Center

- **Beaver Lodge** -Local architect David VanderKlok, Studio Intrigue, has designed and built a new amenity for the Nature Exploration Area, a Beaver Lodge replica. He has donated his time, skills and money to design and construct an oversized beaver lodge structure comprised of all natural materials. The project will be completed in the spring of 2018.
- **Boulder Garden** - This new educational exhibit is located in the center island that includes large boulders with signage that identifies various indigenous rocks to Michigan.
- **Generator** - In preparation of future power outages, a new building generator was installed.
- **Well** - earlier this year, water quality testing alerted us to the need to drill a new well. This work was completed in late spring.
- **Replaced parking lot lights** with LED lighting.
- **New split-rail fence was installed** around the Nature Exploration Area as an Eagle Scout Project led by Kaden Bartlett.

Interpretive Signage in the Historical Village

The Haslett Okemos Rotary Club is funding six new interpretive signs for the Historical Village that artistically describe life in the late 1800's and the history of the structures located in the Village. They will be installed in the spring of 2018.

Mobile Tool Shed

Funded by the Capital Community Foundation through a \$6,500 grant, this trailer is being used to support various park and land preserve volunteer projects.

Art

- **Three “Disco Fish” sculptures** were donated to the Park Commission from the Meridian Township DDA this year. Time and funds were expended to repair and reinforce them before they were installed at Wonch Park.
- **Community Mural** painted during the 2017 “Celebrate Meridian” event was installed in Hillbrook Park in the fall. This makes the second mural to be installed in our parks. A new mural is scheduled for creation during this years’ Celebrate Festival.



Farmers’ Market Relocation Project: Progress has been made with creating a public – private partnership with CBL Properties for moving forward with “Marketplace on the Green” pavilion and amenities. CBL is in the process of developing the land lease and staff has been working to obtain funding for the project from multiple sources. The proposed location is located along the greenspace near Studio C on Central Park Drive.

MERIDIAN TOWNSHIP PARK TRAILS

Completed New Trailhead Signs for the Following Parks:

- Ted Black Woods
- North Meridian Road Park
- Tacoma Hills Park
- Hartrick Park
- Brattin Woods
- Forest Hills Park
- Meridian Riverfront Park (Eastgate, Harris & Legg)



Installed New Signs and Trail Markers in Ted Black Woods

Completed New Print Maps for Ted Black Woods

Began Working with Cara Maney on Interactive Map of Township Parks for the Website

Uploaded the following trail systems to the AllTrails app:

- Ted Black Woods
- North Meridian Road Park
- Brattin Woods
- Hillbrook Park
- Harris Nature Center
- Eastgate Park
- Hartrick Park

2018 Projection

- Install the remaining signs that are completed along with trail markers and print maps
- Complete Central Park (includes Nancy Moore & Central Park South), Towner Road Park, Wonch Park, Sander Farm and Hillbrook Park signs, trail markers, installation and print maps
- Begin trail updates and upgrades in all parks where needed
- Finish loading remaining parks onto the AllTrails app

GRANTS AWARDED FOR UPCOMING PROJECTS

The Township has been very successful with its search for financial support for infrastructure improvements and acquisition. Funding that has been committed includes:

Michigan Natural Resources Trust Fund

- Central Meridian Regional Trail Connector (central park) \$279,500
- Pavilion at Harris Nature Center \$50,000
- Pavilion North Meridian Road Park \$50,000
- Ponderosa Land Preserve Acquisition (90-acres) \$450,000

Land and Water Conservation Fund

- Historical Village footbridge + restroom building \$150,000
- Composting Restroom System at HNC \$50,000

Ingham County Parks and Trails Millage

- The Big Fix – surface and bridge improvements \$663,000
- Phase I of MSU-Lake Lansing \$950,000

Farmers' Market Relocation Project

- Capital Region Community Foundation \$ 75,000
- Consumers Energy foundation \$ 25,000
- Meridian EDC \$ 10,000
- Haslett-Okemos Kiwanis Club \$100,000

DEER MANAGEMENT PROGRAM

2017 was the seventh year for the Deer Management Program that runs from October 1 through January 1 each year. A total of 66 volunteer hunters were assigned to 30 Township and county-owned properties. This highly managed program requires each volunteer hunter to first apply for consideration, complete a criminal background check, participate in an archery proficiency test at the MSU Demmer Center and participate in a program orientation. Communication is an important element in the success of this program. A Meridian Deer Management Facebook page was created to encourage communication between hunters, emailing. All hunters were required to report all harvests to Jane Greenway (Parks and Land Management Coordinator), or Nick Wing (Parks and Recreation Intern) that included the following information: date harvested, sex, and CWD Survey Tag Number. Each deer head was submitted to the MDNR check-station for CWD testing. None of the deer harvested in the Meridian Deer Management Program tested positive for CWD.

Since the discovery of Chronic Wasting Disease in May 2015, many elements of the original program have been impacted. The donation of venison to local food banks has been suspended and baiting is no longer permitted. Finding willing processors has also been a challenge the last three years.

TOTAL DEER HARVESTED for the 2017 program: 80.

RECREATION AND SPECIAL EVENTS

Family Winter Fun Weekends

Over 2,000 people participated in the following events in January and February: Polar Bear 5K Run/Walk; Family Moonlight Sledding at North Meridian Road Park; Moonlight Skiing and Snowshoeing; Howl at the Moon; cross country ski and snowshoe classes; Winter Wonderland at Harris Nature Center; “Meridian Swims” at Michigan Athletic Club; and target practice training at the Demmer Center (18 events).

Chinese New Year Event

Provided assistance to the Greater Lansing Chinese Association in presenting the 2017 Chinese New Year Celebration in Meridian Mall on February 11 from 1:00pm-4:30pm. The event included a Lion Parade, entertainment, activity booths, fashion show, and games. Approximately 2,000 attended. 2017 was the year of the rat.

“Celebrate Meridian” Festival – Independence Day Celebration

The event this year was coordinated with the Township’s 175th Anniversary Celebration on Saturday, July 1 and welcomed over 30,000 visitors to the community. The event included musical entertainment, dance performances, arts and crafts fair, business fair, farmers’ market, children’s game area, dancing, beer and wine tent, car show, pet adoption, Heritage Festival, food truck rally, and fireworks. On Friday, June 30, 135 runners participated in the 5K race through Central Park.



Meridian Arts & Crafts Marketplace

The Market consisted of 20-25 crafters and artisans from the Greater Lansing Area featuring a wide variety of items. The Marketplace was hosted on the fourth Sunday from June through September from 11 am – 4 pm and was managed by volunteer Market Coordinator, Sheryl Stephens.

Fishing in Meridian

Hosted family fishing event in June in conjunction with Michigan DNR Free Fishing Weekend with a record number of participants: 66 youth and 88 adults. The event was held in the Historical Village pond in Central Park.



Youth and Adult Sports

- **Okemos K - 8th Grade youth soccer:** A total of 943
 - Spring season: 569
 - Fall season: 374
- **Okemos K - 6th Grade youth flag football program:** A total of 98 participants
- **Haslett K - 5th Grade Youth Recreation Association (HYRA) youth sports programs:**
 - Haslett K-1 soccer: 114
 - Haslett K-6th basketball: 257
 - Haslett flag football: 111
 - Haslett t-ball: 77
- **1st-8th Grade Youth Recreation Baseball & Softball Programs:**
 - Haslett Softball Program: 37
 - Okemos Softball Program: 93
 - Haslett Baseball Program: 119
 - Okemos Baseball Programs: 128
- **Sporties for Shorties:** 230 (4,5 and 6 year olds)
- **Adult Kickball Leagues** (summer & fall): 29 teams 352 participants



- **Adult Softball Leagues** (summer): 21 teams
- **4 on 4 Sand Volleyball Leagues** (summer & fall): 33 teams, 165 participants
- **Adult Golf Clinics/Classes/Leagues:**
 - Meridian Sun Ladies Night Out Leagues & Clinics: 43 participants
 - Meridian Sun Junior Golf Leagues: 118 participants
 - Meridian Sun Tee Fore Toddlers Classes: 45 participants Meridian Sun Golf Wednesday Night Drop-In Program: 6-8 couples per week/15-week
- **Pickleball Clinics at Hillbrook Park:** Six (6) pickleball clinics were provided for 26 participants (youth, adult and seniors) from July –September. Open play was offered on Monday, Wednesdays and Fridays from 9-11am and Thursday evenings.
- **Senior Exercise Program in the Meridian Mall:** 113 registered participants. The program meets three days per week year-round.
- Provided recreation administrative services to the City of **Williamston** under a contractual agreement for the following youth sports programs:

○ Softball:	70
○ Baseball:	59
○ Tee ball:	58
○ Flag football:	69
○ Basketball:	203



Williamston Recreation Services Agreement

This agreement was renewed from 2017 to 2019 for the following sports: flag football, k-3rd grade basketball, baseball, softball and t-ball. Tackle football, cheerleading and 4th -8th grade basketball were removed from the new contract and are now operated by the athletic boosters in Williamston.

Park Ranger Program

Continues to be an asset in assisting park users during evening hours and weekends. Park Rangers were on duty from mid-May to mid-September. This program has been very successful in providing positive interaction and assistance to park visitors. The program was first implemented in 2001.

Pavilion Rentals

147 reservations (131/2016; 44 Farmers’ Market dates; four (4) Crafters’ Marketplace dates; one (1) Celebrate Meridian-Independence Day Celebration; 51 CSA produce pick-up dates; four (4) races; four (4) baseball, softball and kickball tournaments.

people attended classes and programs. Together, a total 18,116 people visited the HNC in 2017.

2017 Programs	Number of Programs	Number of Participants
Educational School Programs	202	4,432
Additional Education Programs	41	1,904
Nature Camps	60	381
Children's Public Programs	49	472
Adult Public Programs	25	277
General Public Programs	28	512
Winter Wonderland Event	1	200
Halloween Adventures Event	1	975
Building Rentals/Uses	50	1,686

Points of Interest concerning HNC programs:

- Hosted in Annie's Big Nature Lesson (ABNL) which brings school classes out to the nature center for a week long emersion in nature education. Twelve (12) classes participated in ABNL in 2017.
- Outreach Programs increased a bit as we took nature programs to adult groups such as Senior Centers and Independent Living Homes, and to children in preschool, elementary school and middle school, as well as the Ingham County Youth Center.
- Our annual Halloween Adventures event broke all of its attendance records on a beautiful October day when 975 children and adults attended the event over the course of the day.
- In celebration of the HNC 20th Anniversary, held a Birthday Bash event for families, attended by 56 people, and a Turtle Toast Gala attended by 82 people and raising \$1430 for the Harris Nature Center Foundation projects.
- Partnered with the Capital Area Audubon Society to lead three (3) bird walks during the spring, bringing 15 people into three (3) different parks and preserved areas of the Township.
- Partnered with Michigan State University as part of their annual Science Festival. We offered a free Explore Nature Open House which was attended by 75 people.
- Partnered with the Arbor Day Foundation as part of their annual Arbor Day Celebration at the Potter Park Zoo. We presented a program on Skins and Skulls to 280 school children.
- Partnered with Be a Tourist in Your Own Town which encouraged 102 people to come out and discover the Harris Nature Center.
- HNC staff participated in five (5) local elementary school Science Fairs to promote HNC and its programs.

Community Volunteers supported the *Harris Nature Center* in many ways in 2017:

- There were seven (7) Stewardship Mornings with 44 people volunteering their time to enhance HNC and Meridian Riverfront Park with projects such as pulling invasive plants, maintaining gardens, spreading woodchips and trimming trails.
- David Vanderklok of Studio [intrigue] and staff spent weeks building the Beaver Lodge Playhouse feature of the Nature Exploration Area.
 - Two (2) work days were held with 22 volunteers harvesting, trimming and moving the saplings for the central portion of the Beaver Lodge.
 - Three (3) work events were held for volunteers to cut 775 non-skid pads to go on the glass deck of the Beaver Lodge. Four (4) volunteers from the Okemos Independent Bank, four (4) volunteers from the MSU Campus Lions and members of the Meridian Township Grounds Team and Parks and Recreation Team all contributed their time and cutting prowess.
 - The Beaver Lodge Playhouse will be finished in 2018.



- Nine (9) volunteers upgraded the rock perimeter the Michigan Fossil Dig feature of the Nature Exploration Area with larger boulders.
- Kaden Bartlett, Boy Scout Troop 96 completed his Eagle Scout project by building a split rail fence around the east and south sides of the Nature Exploration Area.
- Three (3) retired geologists volunteered their time to locate, secure funding and deliver 15 geologic specimens, creating a new exhibit, the Boulder Garden.
- The Lansing Oar and Paddle Club attempted their annual river clearing project in the fall, but was thwarted by high water levels.



- Dr. Evelyn Cudel continued to maintain the herb garden on the west side of the HNC building.
- Sixteen (16) teens volunteered as Junior Counselors during Summer Nature Camp, contributing 297 volunteer hours.
- Volunteer instructor Rosemary Buscetta designed and taught The Magic of Fairy House Building for 17 participants.
- Six (6) volunteers from the MSU Kappa Delta Pi created the pumpkin piñatas for the Halloween Adventures games area.
- Four (4) members of the Lansing Derby Vixens volunteered as fire tenders at the Halloween Adventures event.
- Tom (Okemos Public Library) and Carla Shilts volunteered at Halloween Adventures as Sir Read-A-Lot and Lady Read-A-Lot in authentic attire.
- 75 volunteers helped with HNC's major events by baking treats, manning the games area, directing traffic, reading stories, leading crafts, selling tickets, helping visitors with equipment, demonstrating activities, and organizing the refreshment table.
- Students from the MSU Department of Community Engagement and Sustainability designed a Geology Website for HNC to make educational information on the Boulder Garden available to the public.

Staff promoted HNC programs through print, radio, television, web site, and social media:

- HNC programs appeared in various local newspapers over 8 times each month including photographs and newspaper web sites.
- Staff was interviewed 34 times on radio and television.
- Maintained the HNC portion of the Township Web Site.
- Maintained the HNC's Facebook page and Twitter account in order to promote the HNC via social media. HNC finished the year with 1850 fans on Facebook and 670 followers on Twitter.
- Created four (4) HNC newsletters which were emailed to 1,700 interested people.

Services provided by the Harris Nature Center in 2017:

- Provided 40 cross-country ski rentals and 17 snowshoe rentals to the public (not including the use of equipment during the Winter Wonderland event).
- Prepared the All-Terrain Wheelchair for use by one (1) visitor.
- Promoted recycling at the HNC by providing a bin for water bottles in the building, replacing polystyrene cups with paper cups at all major events, posting the Green Gazette and providing recycling information to HNC visitors.
- Coordinated an ongoing program to fight invasive plants in the parks with 112 volunteers working over five different days. 36 bags (1,080 pounds) of garlic mustard were removed from Meridian Riverfront Park.
- Honored 135 groups and individuals for volunteer efforts and support of the HNC at the 2017 Nature Friends Barbecue in June.
- HNC operations were supported by two (2) full-time Senior Park Naturalists, and four (4) quarter-time Assistant Naturalists, with these programs taught by outside instructors:
 - Two (2) photography classes taught by Ron St. Germain.

- One (1) garden class taught by Vern and Sue Stephens.
- One (1) adult class taught by Rosemary Buscetta.
- Three (3) bird watching walks led by Capital Area Audubon Society members
- Two (2) Nordic Walking classes taught by Eric Ederer



Improvements to the Harris Nature Center in 2017:

- The HNC Foundation (HNCF) began working on the Beaver Lodge feature in the Nature Exploration Area with the architectural drawings and funding for the project provided by David Vanderklok of Studio [intrigue] Architects. It is anticipated that this project will be finished in 2018.
- The HNCF granted fifteen (15) school bus scholarships, allowing 697 students to participate in educational nature programs at HNC.
- Developed and implemented the Boulder Garden Exhibit.
- Developed four (4) new live animal exhibits, including the Honeybee Exhibit and Eastern Screech Owl Exhibit. Also, developed new educational exhibit titled Forest Phantoms: Common Birds We Seldom See.
- Six (6) people participated in the Adopt an Animal donation program. This program was designed to encourage the public to become more invested in the live animal exhibits and to raise funds to help care for them. \$500 was donated in 2017.
- Staff received first aid, CPR and active shooter training.



FARMERS' MARKET

Christine Miller completed her tenth year as Market Manager.

The **spring market** was held on Saturdays from 8:00am to 2:00pm, May 7 to June 25, with a total of 54 vendors.

Year	2010	2011	2012	2013	2014	2015	2016	2017
Annual Vendors	28	27	35	37	38	37	36	36
Daily Vendors	18	18	18	13	13	19	31	18

The **summer market** was held on Saturdays from 8:00am to 2:00pm and on Wednesdays from 8:00am to 2:00pm during the months of July through October, with a total of 64 vendors.

Year	2010	2011	2012	2013	2014	2015	2016	2017
Annual Vendors	30	31	38	43	42	40	36	38
Daily Vendors	25	26	21	16	19	26	36	26

The **Thanksgiving Market** was held on November 25 especially for fresh turkey pick up. A total of 29 vendors participated in this event.

Year	2010	2011	2012	2013	2014	2015	2016	2017
Number of Vendors	19	23	29	23	20	25	27	29

In partnership with the Meridian Mall, **the Winter Farmers' Market** began on Saturday, December 4, 2010. The Market is held in the JC Penney Corridor. The Winter Farmers' Market was held once a month during the 2010/2011 market and increased to two times a month during the 2011/2012 market. The market has accepted SNAP since 2012, and starting 2015 participated in the Double Up Food Bucks (DUFb) Program as well.

Year	12/2011 to 4/2012	12/2012 to 4/2013	12/2013 to 4/2014	12/2014 to 4/2015	12/2015 to 4/2015	12/2016 to 4/2016	12/2017 only
Number of Vendors	40	27	39	38	48	42	41
Number of Dates	10	10	10	10	10	10	2

“Music at the Market” was held on 26 Saturdays and 17 Wednesdays.

Weekly E-Newsletter, Twitter posts and Facebook postings for communication with customers began in 2011.

Year	2012	2013	2014	2015	2016	2017
Email addresses	1,300	1,428	1,507	1,717	1,830	2,000
Facebook			2,217	3,107	4,384	5,172
Instagram followers					77	180

In 2012, the market began accepting the Michigan Bridge Card, Double Up Food Bucks (DUFb), and continued the WIC Project Fresh coupons and Senior Market Fresh coupons. Many of the vendors also began accepting credit card payments at their booths. In 2017, the Bridge Card acceptance and DUFb program created 49 new customers and an additional \$11,357 in revenue.

PARKS, GROUNDS, AND CEMETERY DIVISION



- Ended the year with 38 interments and 8 grave sales at Glendale Cemetery.
- Replaced retaining wall and added new fencing along front of Glendale Cemetery.
- In 2017, approximately 190 trees were chipped at the Nancy Moore Park location.
- Work Orders Completed:
 - 148- Parks
 - 3 - Land Preserves
 - 54 - Glendale Cemetery
 - 53 - Pedestrian-Bicycle Pathway System
 - 258 Total
- Covered and capped trailhead markers and posts with white vinyl at North Meridian Road Park.
- Contracted for mosquito control at the Township Hall, Farmers' Market, Historical Village, Nancy Moore Park and Fire Stations. This effort will be continued in 2018.

Much of the yearly activity consists of **routine functions** for the maintenance of the Townships'

parks and facilities.

- Mulching flower beds and at base of trees.
- Ski and Snowshoe Equipment: In December, moved equipment into the Harris Nature Center and in March move, equipment back into storage.
- Installed (and removed) holiday decorations at Township Hall and other Township sites and along Okemos Rd.
- Snow removal in 30 Township parking areas including township facilities, libraries and parks and along pathways (total 78 miles of pathway).
- Plowed, shoveled, salted and checked for ice at all Township sites.
- Christmas Tree Recycling – chipped trees in January.
- Dumped trash and placed dog waste bags in Township parks (twice a week at all locations).
- Maintained salt barrels at crosswalks throughout the Township.
- Hung banners at corner of Marsh and Central Park Drive and over Hamilton Road on a weekly basis.
- Deer removal from roadway and pathways as needed.
- Cold patched in Township parking areas.
- Assisted Building Maintenance crew with repairs.
- Spring/summer/fall equipment: Bring in from storage, clean, and repair as needed.
- Winter Equipment: Clean, repair and move into storage.
- Playground safety inspections
- Prepare athletic fields by aerating, rolling, seeding, field design and layout, spray fence lines, install and repair soccer equipment, hang nets, install bases, and clean sand volleyball courts, etc.).
- Prepare 17 park sites for opening after April 1st with general clean up, picnic table inventory and repairs, trash barrel inventory, repairs and ordering, clean and repair grills, open restrooms and make necessary repairs, hang cables in Central Park pavilion for Farmers' Market vendors, install new safety surface material at all play structures.
- Spring clean-up in both cemeteries.
- Mow, trim pathways, trails and sidewalks (clean, clear, brush hog, trim bushes and tree limbs, etc.).
- Township garden areas, Grand River Bus Stop, Transfer Station, Township Hall, Public Safety Building (begin spring cleaning with trimming, removing dead plants and debris, spreading mulch, spray areas for weeds as needed, etc.).
- Okemos Library (assist with annual spring clean-up, deliver and spread mulch, trim and remove brush, limbs and other debris, repair areas as requested).
- Remove salt barrels from crosswalks throughout the Township and reorder if necessary for end of year.
- Site preparations for four (4) softball/baseball tournament weekend events in Nancy Moore and Hartrick Parks.
- Winterize Township Parks: In November, close and winterize restroom facilities, gather and stack picnic tables, remove athletic equipment (goals, bases, nets, etc.).
- Inventory of sports nets (basketball, soccer, tennis) and repair and/or order new if necessary.
- Spring/summer/fall equipment: Clean, repair if needed and put into storage.
- Salt Barrels: Inventory and repair and/or order new if necessary.



SPECIAL EVENT SET UP

Assist with site preparation and cleanup, delivery and installation of equipment, and other work orders as required specific to each event and on occasion and on-hand the day of the event:

- HNC ski classes, Family Winter Sports Weekend; Polar Bear 5K Run/Walk; Moonlight Sledding, Winter Wonderland at HNC (January-February)
- Fishing Derbies (February and June): Clean area and bring extra trash barrels for the events.
- Three (3) Family Moonlight Sledding events: Inspect the hill, deliver firewood, fire rings, generators, lights, extra barrels, inspect hill
- Starlight ski and snowshoe events at HNC (cleaned and cleared trail, set up lights).
- Chinese New Year: site preparation and clean up
- Recycling Events: two events were held at Chippewa Middle School; area was cleaned; brought extra trash barrels, tables and signage
- Wildflower Festival and Native Plant Sale at HNC: Cleaned and cleared trail, erected signage, cleaned overflow parking area
- Meridian Garden Club Plant Sale (May): Cleaned Central Park pavilion and surrounding area; install green tarp walls; arrange picnic tables and their spring and fall garden clean-up events
- Memorial Day Ceremony at Glendale Cemetery (clear debris, erect fallen headstones, spread mulch around flower bed areas, mow and trim, set up for ceremony)
- Fireworks Celebration/Celebrate Meridian: Erect banners, additional trash and recycle barrels, barricades clean up food truck rally.
- Elections: Deliver, set up, take down and store equipment for all elections
- Halloween Adventures at HNC (October): Pick up and return trailer used for hayrides, purchase hay, clean and clear trails, mow area used for pumpkin patch and overflow parking, erect tents and banners, deliver wood to fire pit
- Christmas in the Village (December): String lights in tree, clean area, clear and salt sidewalks through the Village and from parking areas, extra trash barrels, erect signage. (Event canceled due to severe weather in 2016)
- Field preparation took place from April through November
 - Youth Baseball
 - Adult Softball
 - Adult Kickball
 - Youth Softball
 - Youth Soccer
 - Youth Flag Football

Mowing and Trimming

April through November at 43 locations of approximately 215- acres per mow. This activity took place at least once a week and at peak times in some places, twice per week. Mowing and trimming also was conducted along a majority of the bicycle pedestrian pathway.

Parks and Ground Maintenance Staff

- Lead Worker in Parks and Grounds Maintenance Division: Matt Foreman. This position leads the work of four full-time Utility Workers and numerous seasonal staff.
- All Utility Workers attended the following training sessions: CPR; Fork Truck Operator; MDOT Traffic Control; Lock Out/Tag Out; Personal Protect; Storm Water Management.

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, 864.2 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, Stewardship Coordinator Kelsey Dillon.



Notable 2017 Accomplishments

- Over 250 volunteers donated 600 hours of their time on stewardship activities in the land preserves in 2017.
- Thirteen land preserves were part of the 2017 Deer Management Program. 80 total deer were harvested from October 1 – January 1 during the regular archery season. The USDA Sharpshooters will return to the parks and land preserves in early 2018 in an effort to curtail the chronic wasting disease.
- Garlic Mustard was removed in several preserves as part of the Stewardship Network’s Garlic Mustard Challenge.
- Treated invasive plants in numerous preserves.
- All 2017 projects in the Towar Woods Land Preserve were funded by a \$5,000 grant that the Towar Community Concerns committee (TC3) received from the Capital Area Community Foundation.

2017 Acquisitions

- Linn Acquisition – This is a 91 acre property located at Van Atta/Tihart. Purchase price was \$600,000.
- Serafine Acquisition – This is a 15 acre property located on Mt. Hope, east of Hagadorn. It is adjacent to the Southwest Meridian Uplands Preserve. Purchase price was \$162,500.
- Mitroka Acquisition – This is a 2 acre property located adjacent to the Towar Woods Preserve The property was donated.

Ongoing Acquisitions

- Ponderosa – 89 acres located north of Bonanza Drive, south and adjacent to Legg Park. Acquisition Breakdown: Sale Price: \$ 1,225,000; Grant Amount \$ 450,000; Donation from Seller \$ 225,000; Funds from Land Preservation Fund \$ 550,000

- Mandenberg – 4.5 acres on Hamilton Road, along the Red Cedar River. Agreed purchase price is \$63,000.



- Green Road – 4+ acre property that is still under review.
- **Towar Woods** - Efforts continued in restoring a seven-acre portion of the Towar Woods Preserve that was previously filled with invasive shrubs. Work included 5 acres of invasive shrub clearing by a contractor, 150 native hardwood trees planted and herbicide treatment of invasive species across the entire 125 acre preserve.

project at the Davis Foster Land Preserve. The students made seed balls and threw them into a previously burned area to enhance the forbs in the restored grasslands. Continued with controlled burn program – 4 acres burned in April 2017.

- **SW Meridian Uplands** - A seven-acre in the Southwest Meridian Uplands Preserve was seeded with native forb seed in the second step of a prairie restoration project.

Land Preservation Advisory Board Members

Jim Mayes, Chair

Jim Kielbaso, Vice Chair & Environmental Commission Liaison

Julie Brixie Township Board Liaison

Mark Stephens, Park Commission Liaison

Roland Harmes, Resident Member

Margo Smith, Resident Member

Yu Man Lee, Resident Member

Jaimie Hiller, Resident Member

DEPARTMENT COMMUNICATIONS

- **Family Fun Guide** – This 62-page brochure markets all divisions of the Parks and Recreation Department including other township news and serves as a snapshot of the culture and quality of life we experience here in our community. A total of 22,000 copies were direct mailed to each address in the Township in January promoting activities throughout the year. This was the second year that the Family Fun Guide became an annual publication verses semi-annual. Numerous local real estate companies also requested copies for their use in marketing our community. The Meridian Monitor was utilized as a reminder for upcoming programs and activities throughout the year.
- **Prime Meridian Magazine** –During the budget process, it was decided to combine the Parks and Recreation Department “Family Fun Guide” and the “Meridian Monitor” to form the Prime Meridian Magazine. This new publication will be distributed three times per year. The first issue was distributed in December.
- **ActiveNet On-line Registration** – We began this method of registration in 2007 and it has streamlined processes for registration, class lists, team roster development, communication with participants and promotion of future programs. To date, the Township has **20,758** customers enrolled in *ActiveNet*.

MERIDIAN SENIOR CENTER

The Meridian Senior Center provides for the educational, enrichment and social needs of adults aged 55 and over for all older adults in the Township. This program is a joint effort between Meridian Township and Okemos Public Schools. Cherie Wisdom is the Senior Center Coordinator.

In 2017, 2,617 programs were conducted with 13,485 participants (1,804 were guests). The three most popular programs were:

- Games (with 4,092 participants)
- Fitness and exercise (with 3,419 participants)
- Congregate meal program (with 2,259 participants.)



The Senior Center ended 2017 with 463 members

A total of 33 volunteers contributed a total of 1,525.9 hours

2017 End of Year Report to Township			
Program Category	Occurrences	Attendance	
Arts	30	165	
Clubs	11	110	
Coffee/Social	257	564	
Community Outreach	8	48	
Computer /Tech.	29	118	
Congregate Meals	93	2,259	
Cultural Events	2	0	
Education Events	64	466	
Fitness/Exercise	408	3,419	
Focus Group	1	3	
Fundraiser	2	150	
Games	789	4,092	
Health Screening	100	594	
Information/Resource	496	77	
Intergenerational	8	31	
Legal Services	10	33	
Media	270	661	
Meeting	11	52	
Special Events	15	426	
Off-Site Events	6	10	
Tax Assistance	7	207	
Total	2,617	13,485	

MERIDIAN HISTORICAL VILLAGE

The Village, founded and operated by the Friends of Historic Meridian, is a living history museum – a place where visitors can experience what life was like over 100 years ago. The seven (7) historical buildings provide a wonderful setting in which to experience life of an early mid-Michigan settler.

Following is a summary of the activities the Village conducted in 2017:

- The Village office was open Tuesday through Thursday from 9 am to 2 pm (except December-February and July). The office was closed from December 15 - January 31.
- The Village was open for walk-through tours on Saturdays from 10 am to 2 pm from May

through October, coinciding with the Farmers' Market open hours.

- Thirty schools toured the Village in 2017 with a total of 2,709 students in grades K through 4. All tours were conducted by one or more of our 20 school docents and two staff members.
- A week-long morning day camp was held in August with 13 campers (grades 3-6).
- Twelve board meetings were held with two (2) specifically dedicated to long-range planning. The Annual Membership Meeting was held on Sunday, November 12th, and LuAnn Maisner served as the speaker sharing the master plans for changes to Central Park.

Special events

- The Friends participated in the kick-off ceremony for the Townships' 175th anniversary on February 16th.
- The special events committee set up and hosted quilt displays during the month of March at both the Okemos and Haslett libraries.
- Be A Tourist In Your Own Town was held on June 3rd with 150-175 visitors and included a Scottish Highlander re-enactment club practicing drills for the public.
- The Heritage Festival was moved to July 1st to coincide with the Celebrate Meridian event and included two Civil War clubs who camped overnight and "waged a skirmish" the day of the event.
- The Friends sponsored a walking tour of the old Haslett area on August 20th and of the old Okemos area on September 17th.
- Halloween in the Village was held on October 28th with over 500 visitors, and tours of two cemeteries were held on October 29th.
- Christmas in the Village was held on December 10th and attracted between 500 - 750 visitors.



Members/Attendance/Wedding Totals

- Total number of Friends of Historic Meridian members: 177 (173/2016) (195/2015) (201/2014)
- Number of wedding rentals in 2017: 13 (6/2016; 8/2015; 11/2014; 22/2013)

Brad Brogren was President of the Friends of Historic Meridian Board of Directors. Staff consisted of Executive Director Jane Rose, Education Coordinator Melissa Andresen until June, and Assistant to the Director Holly Cordill beginning in September.

2017 VOLUNTEERS

Living Generously. This is how we best describe the following list of volunteers. It is evident the personal commitment so many of our residents have to making our community special for everyone. The commitment of time, money, and knowledge continues to strengthen the ties between residents, businesses and government making Meridian Township very special place to live.

To honor of all our 2017 park volunteers, a tree will be planted in the Meridian Historical Village with a recognition plaque containing a QR Code linked to our website that lists all the volunteer projects for the year to serve as a lasting memory for all.



Meridian Garden Club—Successfully dedicated the Plant it Pink Garden for Breast Cancer awareness, planted and maintained gardens in the Historical Village, the gardens in front of the Municipal Building and Claire Twohy Memorial Garden in Central Park – Helen Tanner/Founding President, Jodie Szalankiewicz/President

projects - Teri Banas/President, Shari Middlewood/Vice President, Chris Decker/Treasurer, Anne Perkins/Secretary; and board members: Patty Cotter, Diane Robinson, Simar Pawar and Peter Menser

Haslett Beautification Association—Planted and maintained gardens in Haslett green spaces and engaged youth in meaningful beautification

Friends of Historic Meridian—Efforts toward growth and sustainability of the Meridian Historical Village and provided meaningful education programs and community events for youth and families – Jane Rose, Executive Director

Meridian Senior Center Advisory Board—Provided input, direction and program support for the Meridian Senior Center - Peggy Frish/President, Jack Whitmeyer/Vice President, Darla Jackson/Secretary, Betsy Bricker, Richard Fox, Gen Healy, Kristen Campbell/Ingham County Care Facility, Matt Prinz/Chippewa Middle School teacher

Harris Nature Center Foundation— Jim Buscetta/President, Nancy Parmenter/Vice President, Barb Kissling/Treasurer, Rachel McDaniel/Secretary, June Hicks, Julie Moore, Martha (Patty) Robbins, Roxanne Truhn, and Nora Thompson

Haslett Kiwanis Club—Participated in two locations for the annual Love A Park Day

Kiwanis Club of Okemos—Solicited giftcards from local businesses for the Harris Nature Center Silent Auction and donated money for a new flagpole at Towner Road Park

Haslett-Okemos Rotary— Sponsored the new interpretive signs in the Historical Village

Helen and Howard Tanner—Honorary directors of the Harris Nature Center Foundation

Red Cedar Kid's 4-H Club—Received training and monitored a vernal pool in a park for the Mid-Michigan monitoring program for a year; Elisabeth Baumann/Teen Leader, Maggie Callender/Member, Greta Gmazel/Member, Harmony Gmazel/Leader and Nature Study co-leader, Becky Callender/Volunteer Leader), Krista Baumann/Volunteer Leader, Jean Fierke/Nature Study co-leader



MSU Global Day of Service—Students and staff from MSU removed the invasive species Autumn Olive at the Davis Foster Land Preserve

Earth Day—Okemos Daisy Scouts and staff from Okemos Goldfish Swim School planted flowers and cleaned up Nancy Moore Park

Love A Park Day—Hillbrook and Orlando Parks – Haslett Kiwanis Club, Meridian Democrats, Bobby Dubyne, Township Board member Phil Deschaine; Harris Nature Center – Okemos Kiwanis Club,

Haslett-Okemos Rotary Club, Treasurer Julie Brixie, Meridian Democrats; Hartrick Park – Martha Hentz and Chris Buck with families; Sander Farm – Larry Hennessey; Forest Hills Natural Area – Forest Hills Neighborhood Association; Ferguson Park- Haslett Scout Troop #265 and Lansing Young Professionals Kiwanis Club; Wonch Park- Williamston Girl Scout Troop

Vernal Pool Volunteers—Attended a presentation, training and monitored a vernal pool over the course of 2017: Leslie Kuhn (lead organizer for Ingham county properties), Jim Hewitt, Jeff Potter,



Margo Smith, Elaine Fischhoff, Michael Fields, Cathryn Fields, Jan Derksen, Chris Leodler, John Leodler, Bri Krauss, Nicholas Stevenson, Ken Rosenman, Roger Webster, Becca Blundell, Karrie Korroch, Julie Walker, Joe Walker, Clara Bratton, Abigail King, Steve Hensel, Marion Gorton, Ralph Gorton, Ellen Link, Julia O'Connor, Jacqueline Stewart, Aaron Davis, Richard Baker, Hannah Lundin, Katie Gorman, Cindy Drier, Samantha Courtney, John Cox, Emma Jakobcic, Pat Witte, Tim Buckley, Travis Coon, Sara Huetteman, Chelsea Taylor, Rachelle Roake, Wendy Koerner, Jacqueline Stewart, Therese Nugent, Julie Hupp, Amy O'Brien, Michael Sanders, Mary

Hennessey, Katherine Neils, Eckhart Dersch, Jean Fierke, Corey Lucas, Julia O'Connor, Deborah Harris, and the Red Cedar Kid's 4-H Club

Eckhart Dersch—Provided reports on parks throughout the Township identifying maintenance needs

Larry Hennessey—Cleaned and monitored the bluebird boxes in Sander Farm Preserved Natural Area and Tacoma Hills Natural Area

Georganne Withey—Fitness Over-50 Program Coordinator at the Meridian Mall

Kelly Colflesh—Assisted with annual Meridian Fishing event



Leslie Kuhn and Jim Hewitt—Treated invasive Phragmites and Japanese Knotweed across the Township; Mapping, permitting, owner contact and treatments. Mid-Michigan coordinators of the Stewardship Network.

Dave Reicosky and Julie Taliber—Helped with the planting and continued maintenance the Monarch Garden at Hartrick Park

Ellen Passage and Mary Ann Peterson—Cleaned and maintained the Paul Peterson Memorial at Nancy Moore Park

Lansing Oar and Paddle Club—Continued stewardship of the Red Cedar River

Steve Thomas & Sower Woods Neighbors—Regularly maintained Sower Woods Land Preserve by removing invasive species and planting native forbs

Frank Hatfield & Sylvan Glen Neighbors—Removed invasive Autumn Olive from Red Cedar Glen Land Preserve

Gene Wasserman—Maintenance, monitoring and reporting of Bluebird boxes in Meridian Riverfront Park and Hartrick Park

Kaden Bartlett—Completed his Eagle Scout project by building a split rail fence around the east and

south sides of the Nature Exploration Area at the Harris nature Center (Boy Scout Troop 96)

Steve Wilson, Ron Elowski, Bob Reszck- Raised funds and organized the Boulder Garden Exhibit

Studio [intrigue] Architects—David Vanderklok, Anna Breithaupt, Mackenzie Parsons - Raised funds, designed and built Beaver Lodge Playhouse

Capital Area Audubon Association - Clara Bratton and Bruce Cohen volunteered as leaders for bird walks

Rosemary Buscetta—Volunteer instructor, prepared and taught the *Magic of Fairy House Building* event

Gerry and Gaelen McNamara- Long time generous donors and supporters of the Harris Nature Center

Steve DeBrabander—Cleared and maintained trail at Brattin Woods Park

Robert and Nancy Smith—Trails and pathways trash removal in Central Park

Towar Woods Preserve: Cleared invasive plants, planted 175 trees, conducted activities to reduce deer damage to trees and cleaned up trash: Dave Caszatt, Donald Dickman, Nick Sanchez, Sandy Davis, Bobbie Davis, Cathie and Max Lindquist, Dave Wearsch, Jim Kielbaso, Margo Smith, Rick Loftus, Matt and Leah Jones with three kids, Mary, Maria & Adriana Flores, Mary Fielding, Mark and Paula Frantz with two sons, Shelby Schueller, Tom and David W., Andy Tobias with daughter, and Tammy Black

Haslett Boy Scout Troop 265—Scouts and parents planted native white oak trees at the Northridge Land Preserve; members participated in Love A Park Day; members ran the bike valet at the Celebrate meridian event

Bennett Woods Elementary School—90 first grade students extended the certified Monarch garden at Hartrick Park by adding new forbs

Chippewa Middle School—Hartrick Park: students grew flowers in their greenhouse and donated them to be planted in the Monarch garden

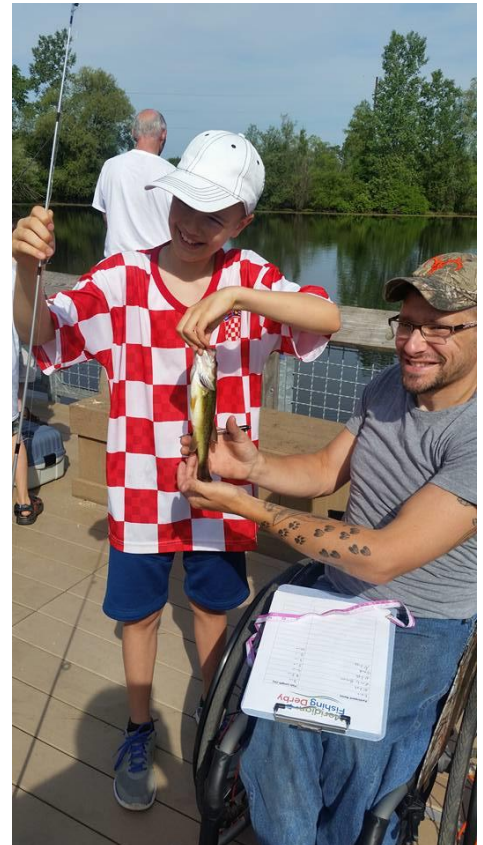
Murphy Elementary School—Davis Foster Seed Ball Project: 90 fifth grade students enhanced the grassland at Davis Foster by creating native seed balls; Lake Lansing North tree planting: students planted 32 native hardwood trees on Arbor Day

Brian Van Order (Michigan Demolition and Excavation, Inc.) —Contributions of time, expertise, equipment for many park projects including the boulder project at the Harris Nature Center

Joe Pennoni (Rapid Tree Removal)—Contributions of time, expertise, equipment for many park projects

Outdoor Expressions—Staff and their families helped with the annual Arbor Day tree planting; went above and beyond on work in land preserve

2017 Deer Management Program—80 deer were harvested in the annual program; participating



hunters: Michael Meade, Robert Pairolero, Peter Glendinning, Jeremy Kapalla, Scott McDonald, Cam Haskins, Billy Haskins, Austin Nelson, Trevor Arnold, Lee Colony, Samer Naser, Scott Vercruysse, Ray Nachreiner, Mike Ellis, Matthew Delong, Margaret Delong, Martin Shoenmaker, Chad Houck, Justin Cook, Ben Cummings, Thomas Porter, Robert Alexander, Matt Prinz, TJ Flagg, Scott Davis, Donald Floyd, Brent Raymond, Don Cuson, Ken Phinney, Brain Weir, Dan Smith, Gabe Griffith, Tom Cannon, Ryan Holem, Andreas Quintas, Thomas Forton, Chris Heathcock, Matthew Addy, Jon Mayes, Ryan Brzak, Larry Harb, Kim Emery, Chad Stewart, Branden VanLancker, Sean McKinley, Steve Davich, Christopher Wilcox, Kenton Sweckard, Alan Franklin, Dan Pekrul, Neil Ambinder, Conlan Adams, Ken Plaga, Andrew Taylor, Tom Taylor, Jacob Taylor, Dwight Cook, Kevin Thatcher, Charlie Otlewski, Robert Fortino, Chad Stemen, Kenneth Thompson, Derek Proulx, Jeff Speer, Stephen Moore, Tim Buckley, and Matt Wesener.

2017 VOLUNTEER TOTALS

	<u>VOLUNTEERS</u>	<u>HOURS</u>	<u>VALUE</u> <u>(@\$24.14/hr)</u>
Parks/Land Preserves	462	5,529	\$133,470
Recreation	435	19,362	\$467,398
Harris Nature Center	135	1,225	\$29,572
Meridian Historical Village	72	1,625	\$39,228
Meridian Senior Center	33	1,526	\$36,838
Deer Management Program	80	3,250	\$78,455
2016 TOTALS	1,217	32,517	\$784,646

COMMUNITY OF PARTNERS

The Meridian Township Parks and Recreation Department makes it a priority to engage local businesses and organizations in its daily operations. Our goal is to create win-win opportunities with these partnerships to increase their exposure and customer engagement as well as assist us in the delivery of quality programs and special events for the community. Below is a list of community partners:

- A Perfect Ten Nails & Spa
- Art Unlimited
- Arbor Day Foundation
- Bath Township
- Blue Gill Grill
- BRD Printing
- Capellini Salon
- Capital Area Audubon Society
- Capital Region Community Foundation
- City Limits East Bowling Center
- Cooperative Invasive Species Management Area (CISMA)
- Consumers Energy
- Courtesy Ford Okemos
- Culver's of Okemos
- Dean Transportation
- Delta Dental of Michigan
- Dick's Sporting Goods
- Douglas J Salon & Spa
- Eastside Soccer Club
- Eastside Tax and Accounting
- East Lansing Department of Parks, Recreation and Arts
- Edgewood Village Town Homes and Apartments
- Ellison Brewery and Spirits
- Embassy Transportation LLC
- The Eyde Company – George Eyde Family
- Fahey, Schultz, Burzych, Rhodes, PLC
- Friends of Historic Meridian
- Friends of Meridian Pathways
- Friends of the Red Cedar River
- Goldfish Swim School Okemos
- Graff Chevrolet Okemos
- Greater Lansing Chinese Association
- Greg Darrow & Sons @Water Hauling
- The Harkness Law Firm PLLC
- Harris Nature Center Foundation
- Haslett Beautification Association
- Haslett Community Education
- Haslett/Okemos Kiwanis Club
- Haslett/Okemos Rotary Club

- Haslett Schools
- Haslett Youth Baseball Association
- Heat N Sweep
- The Home Depot
- HOMTV
- Independent Bank of Okemos
- Ingham County Parks
- Ingham County Medical Care and Rehab Facility
- Lansing Oar and Paddle Club
- Lansing Derby Vixens
- Lansing Parks and Recreation Department
- McKearney Asphalt
- Meridian Area Business Association
- Meijer
- Meridian Mall
- Meridian Plumbing
- Meridian Economic Development Corporation
- Meridian Township Police, Fire and Public Works Departments
- Meridian Township Citizens' Recycling Advisory Committee
- Meridian Sun Golf Club
- Meridian Garden Club
- Michigan Athletic Club
- Michigan Demolition and Excavation
- Michigan Department of Natural Resources
- Michigan Native Association (MNA)
- Michigan Natural Features Inventory (MNFI)
- Michigan Plumbing
- Michigan Recreation and Park Association
- Michigan State University
 - Department of Community Engagement and Sustainability
 - Grand Learning Network
 - Project Fish
 - Department of Asian Studies
 - Chinese Student Committee
 - Chinese Faculty Club
 - Chinese Students Scholars Association
 - Chinese School
 - Chinese Undergraduate Students Association
- Confucius Institute
- Office for International Students and Scholars
- Science Festival
- Tourism and Recreation Club
- Kappa Delta Pi Fraternity
- Mid-Michigan Stewardship Network
- Mid-Michigan Environmental Action Council
- Mosquito Squad
- MSU Demmer Center
- MSU Federal Credit Union
- Playmakers
- Nokomis Learning Center
- Okemos Ace Hardware
- Okemos Animal Hospital
- Okemos Auto Collection
- Okemos Community Education
- Okemos Marathon
- Okemos Public Schools
- Okemos Baseball Club
- Okemos Soccer Club
- Okemos and Haslett Libraries
- Okemos and Haslett Boy Scouts and Girl Scouts
- Okemos Masons
- Pruess Pets
- Ralya Elementary School
- Riverside Cat Hospital
- Russell Builders, Inc.
- Dr. Maureen Sander
- Schupan Recycling
- St. Luke Lutheran Church
- Studio [intrigue] Architects
- Studio C
- Supreme Sanitation
- Taiwanese Association of Greater Lansing
- Tom's Food Center
- Towar Community Concerns Committee (TC3)
- City of Williamston
- WLNZ Radio/TV
- Whole Foods Market of East Lansing
- Wood's Marathon

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, Parks and Grounds Maintenance Utility Worker
Benjamin McCann, Utility Worker
Ryan Moore, Utility Worker (January-June)
Michael (Jessie) Hanson, Utility Worker (January-August)
Derrick Bobb, Utility Worker (July-August)
Don Cuson, Utility Worker
Joshua Cannon, Utility Worker
Cherie Wisdom, Meridian Senior Center Coordinator
Courtney Caltribe, Meridian Senior Center Assistant
Christine Miller-Farmers' Market Manager

Seasonal Staff:

Jill Gasche (May-August)
Nicklaus Wing (June-December)

Parks and Grounds Seasonal Staff (May – Dec):

- Tobias Bepler
- Brendan Binge
- Derm Carkson
- Andrew-Joseph Howaniec
- Zachary Reid
- Grant Montague (June-Aug)

Park Ranger (May – September):

- Reece Watrich

Assistant Park Naturalists:

- Allison Goodman (Jan-Dec 2017)
- Rachel McDaniel (Jan-Dec 2017)
- Alicia Olsen (Jan-Dec 2017)
- Sierra McWilliams (Jan-Oct 2017)
- Sarah Randall (April-Aug 2017)
- Kira Ferguson (May-Aug 2017)
- Jamie Andrews (Oct-Dec 2017)

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.

MTPD TEAM MEMBERS

CHIEF

David Hall

ASSISTANT CHIEF

Ken Plaga

CAPTAIN

Greg Frenger

SERGEANTS

Lana Howell
Scott Dawson
Brad Bach
Bart Crane

Andrew McCready
Richard Grillo
Edward Besonen

OFFICERS BY SENIORITY

Kelly Blask
Kristi Lysik
Paul Rambo
Dave Metts
Judy Hood
Christina Scaccia
Jeff Adams
Curt Squires
Brett Reed
Erin Linn
Brian Canen
Charles Glumb **
Andrew Tobias
Christopher Lofton
Kyle Royston
Rebecca Payne

Kevin Harvey
Mark Divney
Jason Clements
Michael Hagbom
Bryan LeRoy
Adam Stebbins ***
Doug Strouse
Aaron McConaughy
Dan King
Adam Slavick
Tori Klewicki-McNutt ***
Loudore Brutus * ***
Stephanie Lewis *
Ian Mandernack *
Kolby Casady *
Lerico White *

CIVILIAN PERSONNEL

Cindy Cummings, Records Supervisor	Lynne Bach, Records Technician
Kristi Schaeding, Administrative Assistant	Lori Hagan, Records Technician
Chris Domeyer, Property Technician ***	Diane Helferich , Records Technician*

CADETS

Andrew Braska *	Brian Kolke ***
Marissa Fura *	Mike Scott
Sean Rasmussen	Maryam Masood
Emily Eaton ***	Matthew Greydanus* ***
Ashley Stombaugh ***	Katrina Hines * ***
Grant Thelen ***	

* *Hired in 2017*

** *Retired in 2017*

*** *Resigned in 2017*

ADMINISTRATION

The Chief of Police is the head of the Department. The two distinct divisions under the Chief of Police are the Services Division and the Uniform Division. The Services Division is commanded by the Assistant Chief and the Uniform Division is commanded by a Captain.

UNIFORM DIVISION

The Uniform Division personnel includes a captain, 6 sergeants, and 27 officers. Within the division, there is the Road Patrol, Canine Unit and the School and Community Resource Unit. Road patrol personnel provide 24-hour patrol services to Meridian Township and Williamstown Township. Patrol officers are assigned to four platoons that work twelve-hour shifts with a sergeant on duty at all times. The canine unit personnel work twelve-hour shifts that overlap the hours of the platoons. Community Resource Officers are assigned to platoons when schools are not in session.

In 2017, there were 17,545 calls for service (excluding traffic stops 4,865). Of those calls, 6,282 were written police reports and 559 were arrests. Officers issued 1,752 citations with a total number of 2,188 charges. Each citation can include up to three charges.

2017 Written Reports	
Alarms	912
Traffic Crashes	916
All Other	4,454
Total	6,282

YEARLY COMPARISONS

Written Reports

2014	2015	2016	2017
6,308	6,427	6,332	6,282

Calls for Service

2014	2015	2016	2017
13,551	17,254	18,364	17,545

Arrests

2014	2015	2016	2017
855	765	700	559

Citations

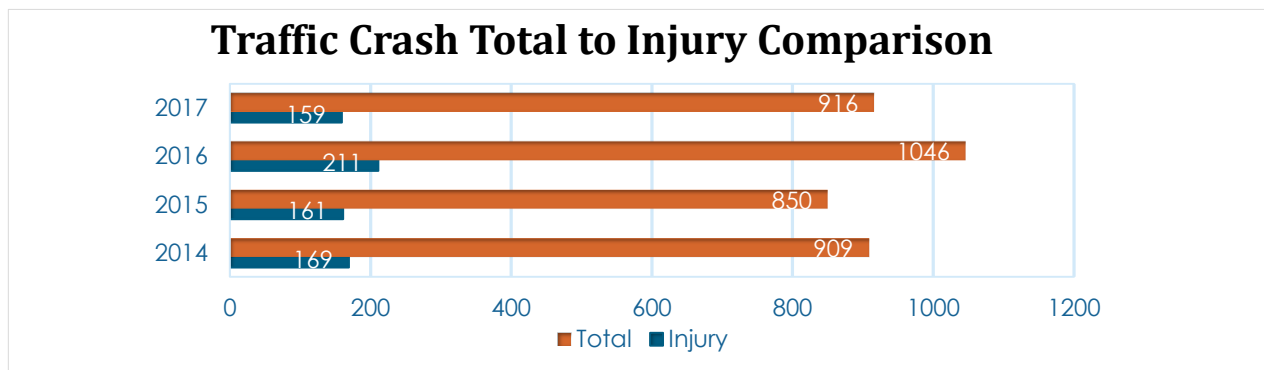
	2014	2015	2016	2017
Citations Issued	2,618	2,366	2,272	1,752
Total # of Charges	2,979	2,743	2,768	2,188

Calls for Service As Received From Dispatch			
911 Hang Up	97	Obscene	13
Abandoned Vehicle	37	OIWarrant	58
Accident Non-Traffic	1	Operating Under Influence of Drugs	48
Admin	820	Ordinance Violation	14
Alarm	966	Parking Complaint	132
Animal Call	198	Party Complaint	34
Arson	1	Police Assist	162
Assault	124	Personal Injury Accident	96
Attempt to Locate	89	Personal Protection Order	27
Bar Check	31	Peace Officer Complaint	26
Bomb Threat	1	PININL – Accident with Entrapment	4
Burglary	111	PBT – Preliminary Breath Test	14
Chase-Pursuit	1	Private Property Accident	34
Child Abuse/Neglect	45	Pick up Property	134
Check ID	1	Property Damage Accident	889
Civil Disturbance	115	Prostitute	1
Community Meeting	11	Prowler	7
Crossing Guard	14	Person Requiring Treatment	28
Crowd Control	0	Runaway	87
Criminal Sexual Conduct	30	Reckless Driving	397
Deliver Message	17	Repossession	26
Disorderly Conduct	0	Retail Fraud	383
DOA	6	Robbery	11
Dog Complaint	230	Security Check	154
Domestic Assault	93	Shooting	0
Drown in Moving Water	0	Shots Fired	40
Drugs	80	Special Assignment	252
Drunk	13	Stalking	21
Escort – Bank Escort	1	Subpoena Service	112
Fight	108	Subject Down	2
Fire Assist	562	Suicide	44
Fireworks Complaint	48	Suspicious Situation/Person/Vehicle	1,309
Follow-up	755	Threat	95
Foot Patrol	40	Traffic Control	73
Fraud	306	Transport	104
Harassment	90	Trash / Littering Complaint	14
Hazzard – Road	343	Trespass	28
Hit and Run	143	Trouble With Subject	320
Inmate – Transfer	3	Test – Test CAD call	1
Juvenile	116	Unlawfully Driving Away An Automobile	49
K9 – Assist	19	Unknown Injury / Accident	33
Kidnapping	1	Unwanted Person	155
Larceny	482	Unwanted Trouble	112
Liquor Law Violations	6	Utility / Wires Down	74
Lock Out	20	Vehicle ID Check	17
Malicious Destruction of Property	194	Visual/Vacation Property Check	388
Medical Assist	3,665	Warrant Arrest	105
Missing Person	64	Weapon Violation	17
Motorist Assist	271	Welfare Check	632
Neighbor Complaint	59		
Noise	341		
TOTAL CALLS FOR SERVICE: 17,545 *			

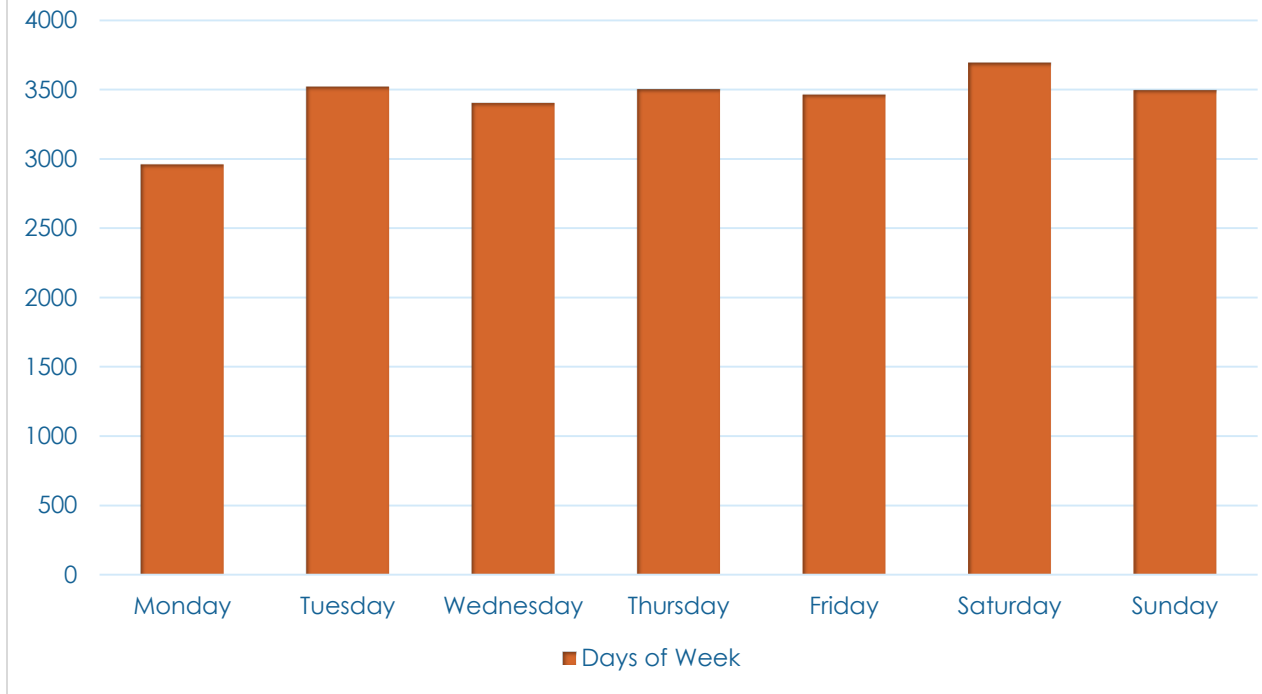
*Call-for-service numbers include any agency who took action within the Township borders. Ingham 911 dispatch was unable to filter out other agencies.

Offenses in 2017			
Alarm Response	912	K9 Search/Training	65
Arson	3	Larceny	423
Assault	231	Liquor Law/Violations	21
Building Code Violation	0	Medical First Responder	623
Burglary	112	Miscellaneous Non-Criminal Offense	599
Commercialized Sex/Prostitution	0	Motor Vehicle Theft	21
Conservation	0	Murder	1
Criminal Sexual Conduct	32	Negligent Homicide/Manslaughter	0
Damage to Property	167	Obscenity	8
Disorderly Conduct	8	Obstructing Justice	321
Embezzlement	27	Obstructing Police	15
Extortion	4	Ordinance Violation	4
Family Abuse / Neglect / Other	9	OUI of Liquor of Drugs	72
Fire Assist	3	Peeping Tom	0
Fireworks	1	Public Peace Other	6
Forgery / Counterfeiting	35	Retail Fraud	387
Fraud	291	Robbery	18
Health and Safety	17	Sex Offense (Other)	3
Hit and Run Motor Vehicle Accident	9	Stolen Property	19
Immigration	0	Threat to Burn/Bomb	6
Incapacitated / Mental Health	107	Traffic Civil	1,103
Intimidation / Stalking	91	Traffic Criminal	196
Investigation / Inspection (Non-Criminal)	384	Trespass	84
Invasion of Privacy (other)	1	Violation of Controlled Substance	98
Juvenile Offenses / Runaway	59	Weapons Offense	9
Kidnap	4		
TOTAL OFFENSES REPORTED: 6,609			
<i>*Some written reports have multiple offenses</i>			

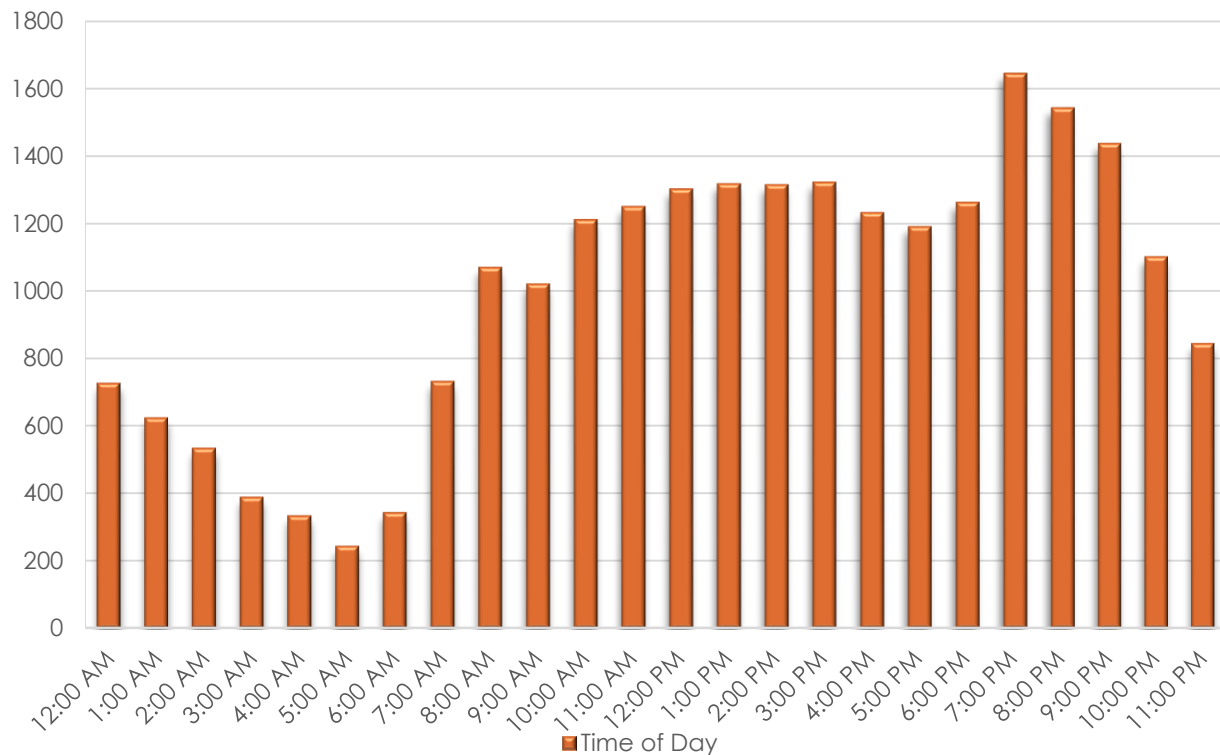
Crash investigations in Meridian Township totaled 916 in 2017. This was a decrease of 130 from the previous year. Crashes are classified as personal injury, property damage (no injuries) and hit and run crashes. Injuries can fall into several categories, ranging from the simple complaint of pain, to those that are life threatening or even fatal. There were 159 crashes with injured occupants and 755 crashes with no injuries. There was one fatal crash in 2017 in Meridian Township.



Calls For Service By Day of Week



Calls For Service By Hour of Day



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 Road Commission 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. In addition, enforcement is concentrated on high traffic crash locations and seatbelt enforcement through grant-funded patrols. Educating the public on traffic safety is achieved through the Citizens' Academy, Youth Citizens' Academy, HOMTV stories, and School Resource Officer classes. Additionally, the speed trailer and speed sign are utilized to educate motorists regarding speed-related safety concerns.

Two of our officers provide car seat inspections at the Department. A total of 195 inspections were completed in 2017. 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. The team was formed in 2014 and is called the Ingham County Regional Crash Investigation Team. The team members conduct training, share specialized equipment, and provide technical assistance with equipment and software programs. 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.

One crash resulted in a fatality in Meridian Township in 2017. The crash occurred at the intersection of Grand River Avenue and Cornell Road. A vehicle traveling east on Grand River Avenue initiated a left turn to head north on Cornell Road when it was struck by a vehicle traveling west on Grand River Avenue. A passenger in the at-fault vehicle was able to walk to an ambulance at the time of the crash, but died five days later in the hospital. The case will be reviewed by the Ingham County Prosecutor.

The managed deer harvest program entered the seventh year in Meridian Township. The program was an effort to reduce the population in the community. The Department of Natural Resources began culling deer in 2015 after Chronic Wasting Disease was discovered in Meridian Township. The Police Department assists in administering both efforts. The Police Department also provides data regarding traffic collisions involving deer to look for correlations between the deer population and collisions involving deer.

Meridian Township Deer Involved Collision Data			
Year	Injury Involved	No Injury Involved	Total
2009	1	151	152
2010	1	137	138
2011	2	150	152
2012	2	151	153
2013	4	176	180
2014	4	133	137
2015	5	139	144
2016	5	159	164
2017	4	122	126

VOLUNTEERS

We are fortunate to have three volunteers who assist the Department on a regular basis. One volunteer helps with the annual Halloween Open House by greeting and organizing the visitors as they arrive in the lobby of the police Department. She has assisted with the event for the past five years.

Parking law enforcement is important to keep fire lanes open for emergency vehicles and handicap spaces free for disabled citizens to use. Two Volunteer Parking Enforcement personnel provided a total of 328 volunteer hours in 2017. They issued 199 Warnings, 55 Fire Lane Citations, and 306 Handicap Citations. The total number of citations was 361 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. They also seek information on concerns from the neighborhood.

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, and fire trucks and ambulances.

ADULT CROSSING GUARDS

The Police Department hires, trains, and manages the six adult school crossing guards for the six schools in the Township. The guards are supervised by the School Resource Officers. The Lansing Area Safety Council provides annual training before school starts and hosts an annual dinner at the end of the school year.

The Adult Crossing Guards are dedicated to ensuring young people safely cross streets on their way to and from school. They also serve as our eyes and ears for traffic safety and deter crime against the young people walking before and after school.

CANINE TEAM

The Department has canines that are trained for article searches, building searches, narcotics detection, and tracking. The two canine teams are staffed by Officer Erin Linn with Uby and Officer Andrew Tobias with Yukon. Officer Tobias and Yukon are also assigned to the Special Response Team (S.R.T.) and assist the team with perimeter security and tracking. The canine teams are assigned to work hours that overlap the patrol shift in an effort to maximize the use of the teams. Area Departments request and/or provide mutual aid from canine teams when they either do not have a canine on duty or they do not have a team on the Department.

2017 Canine Team Activity Numbers	
Calls Handled By Meridian's Canine	73
Calls Handled By Other Departments	4
Call Outs To Other Departments	36
Total Calls For Service	113
Activity Type	
Area Search	2
Article Search	6
Building Search	2
Demonstrations	16
Felony Stop	2
Narcotics Search	53
Other	3
Security Check	7
Track	22
Total	113

*A canine call may include more than one activity type.

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. In 2017, the team was activated for eleven events including making entry on high-risk search warrants, security for the M.S.U. Homecoming Parade, high-profile prisoner transport, and an area search for two armed robbery suspects.

The Meridian Township Police requested the team in July to locate two suspects involved in the Medawar Jewelry Store robbery. Officers responded to the call, set up a perimeter, and observed the suspects near a perimeter point. The suspects were hiding in a large wooded area at Okemos Road and Gayelord C. Smith Drive. IRSRT was called to conduct an area search and the team located the suspects within minutes of beginning the search.

IRSRT also has a Negotiator Team comprised of hostage negotiators. The negotiators are not activated unless the situation dictates a need for negotiators. The Negotiator Team was called upon to assist with three suicidal subject calls in 2017. All three situations were resolved with the individual surrendering.

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.

The continuation of our commitment to working with the schools is very important to our Department. The officers are regularly contacted for assistance by answering questions and concerns from principals, counselors, social workers, teachers, and other staff. Both officers teach the DARE curriculum and TEAM curriculum in the schools. In addition to teaching classes, the officers provide other services to the schools. The officers respond to criminal complaints, participate in lockdown drills, assist with fire and tornado drills, and assist with canine searches. They assist with traffic concerns on school property and on roads near the schools, interacting at school crosswalks, fill in as crossing guards, and conduct traffic enforcement in school zones. Both Haslett and Okemos schools have science fairs that officers attend and give demonstrations on the importance of science in law

enforcement. The Okemos Schools invited the School Resource Officer to give a presentation to parents regarding “vaping” and drugs.

The officers assist with several community events focused on children in the community. These events reinforce the importance of positive interactions with law enforcement in their lives. The events include the annual Halloween Open House at the Police Department, and the Lansing Area Safety Council’s annual Safety Picnic at Hawk Hollow Park. The School Resource Officers help with “Shop with a Cop” and the annual Mankowski/Meridian Christmas Party for children. Children are selected to participate in Shop with a Cop with the assistance of the school staff. 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.

The elderly in our community are also an important part of our community events. Officers participate in the monthly Tri-County TRIAD meetings. They also assist in the planning of the annual “No Senior without a Christmas.” In 2017, the group delivered 350 Christmas Baskets to seniors in need throughout the Lansing area. Officer Scaccia is also on the Project Lifesaver Committee which is working toward implementing a device that provides GPS Tracking for emergency responders to locate persons with dementia, epilepsy, Alzheimer’s disease, autism, Down Syndrome and related illnesses.

Number of Classes Held in 2017	
D.A.R.E	268
T.E.A.M.	56
Other Presentations	90
Total for 2016	409

SERVICES DIVISION

The Services Division provides the following function to the Uniform Division: Records Management, Hiring and Recruitment, Investigations and Property and Evidence Management. These functions are conducted by the following units that make up the Services Division, Investigations Unit, Records Unit, Cadet Unit and the Property Technician.

INVESTIGATIONS UNIT

Personnel are selected to serve in the Investigations Unit for a three-year assignment. Extension may be granted based rotation to keep experienced officers as part of the team. The Investigations Unit includes a sergeant, four officers investigating cases and a Court Services Officer (CSO). The Investigators are assigned cases that require specialized training, significant resources, and additional follow-up. Investigators are required to be on-call one weekend per month and attend specialized training related to their position. The CSO is assigned to be the liaison with prosecutors, township attorney and courts. The CSO is also responsible for sex offender registration and verification.

One Investigator was temporarily assigned to Special Operations Division/Drug team with the Lansing Police Department and assisted one day a week doing undercover buys and search warrants. This assignment allow the investigator to bring valuable experience to use in the Department.

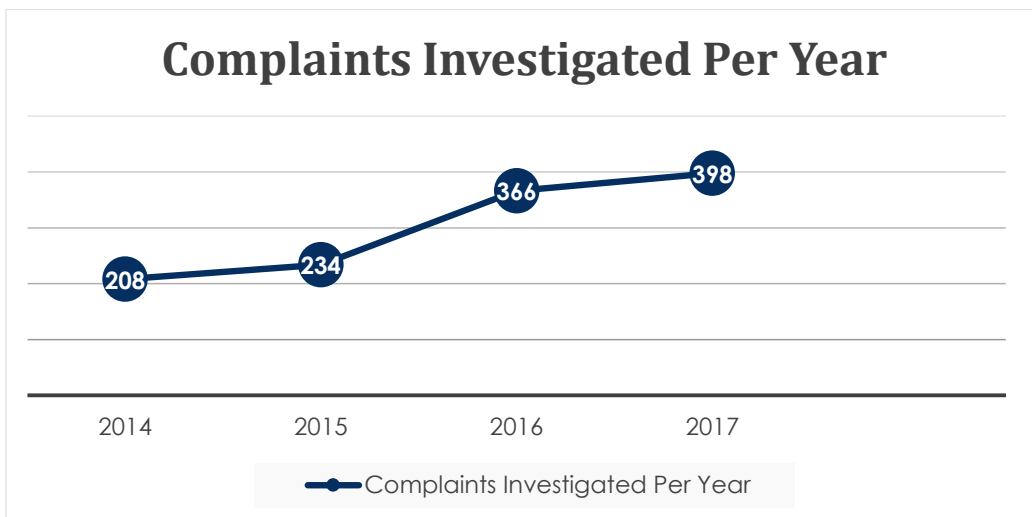
The Investigations Unit supervisor coordinates resources during large investigations, monitors investigators and the CSO during their daily assignments. The Sergeant also reviews reports and assigns follow-up investigations. Reports written by the Uniform Division are reviewed and those with sufficient solvability potential are assigned to the Investigators. The victims of crimes that lack any investigative leads are notified by letter that the case is not being investigated; however, the case may be reopened if new information develops. In 2017, there were 299 letters sent to victims in Meridian Township. The Sergeant also reviews all crimes involving the area schools. These cases involve crime

on school property, on a school bus, at a school-sponsored event, within 1,000 feet of a school, or if it poses a significant threat to students, staff, or school property. These crimes are reported to the schools. In 2017, there were 22 notifications sent to Okemos, 28 to Haslett, 0 to East Lansing Schools and 1 notice to Williamston Schools.

The four officers are assigned to investigate criminal complaints including but not limited to homicides, sexual assaults, robberies, child abuse, elderly abuse, home invasions, embezzlements, larcenies and death investigations. Cases are closed when a suspect is identified and the prosecutor authorizes charges, or all investigative efforts have been exhausted. Crimes against persons are given greater priority than crimes involving theft.

Complaints Assigned Per Year	
2014	208
2015	234
2016	366
2017	398

The above table shows the Investigations Unit assigned a total of 398 complaints in 2017.



The table below lists the types of offenses investigated. The number of complaints is lower than the number of “offenses” because a single complaint may include more than one crime or offense.

Crime	2014	2015	2016	2017
Homicide	0	1	0	2
Kidnap	0	0	1	1
Criminal Sexual Conduct	17	25	31	40
Robbery	6	3	6	18
Assault/Stalking	18	13	13	24
Arson	2	1	0	1
Extortion	0	1	2	2
Burglary	18	75	48	62
Larceny	45	48	139	97
Unlawful Driving Away Auto	6	12	5	19
Forgery	2	12	9	13
Fraud	61	46	59	67
Embezzlement	3	9	6	6
Stolen Property	3	2	1	2
Malicious Destruction of Property	2	3	2	32
Retail Fraud	26	10	11	23
Drugs	3	2	7	12
Sex Offenses	4	3	3	0
Obscene Material	2	6	4	6
Child Abuse	4	4	2	3
Liquor Law Violation	2	0	1	0
Obstructing Police	1	0	3	0
Obstructing Justice	1	0	0	0
Weapons Offense	1	0	2	2
Public Peace	3	1	0	0
Hit & Run Accident	0	2	1	2
Health and Safety	0	0	2	0
Invasion of Privacy	0	0	0	2
Conservation	0	0	0	4
Juvenile Runaway	1	3	2	5
Traffic Offenses	1	14	1	0
Juvenile Violation	5	0	2	0
Civil Custody	0	6	2	0
Motor Vehicle Accidents	0	2	2	0
Suspicious Situations	3	0	9	11
General Assist	2	12	1	2
Death Investigations	10	12	20	35
Missing Persons	2	0	2	5
TOTAL	254	328	399	498

In 2017, the Investigations Unit continued to investigate 72 offenses from 2016, while 398 offenses were assigned, 225 were cleared, 152 were inactivated, and 72 will continue to be investigated in 2018.

2017 Complaint Dispositions	
Continued from 2016	72
Assigned in 2017	398
Cleared in 2017	225
Inactivated in 2017	152
Continued in 2018	72

When an investigation is completed and reviewed for charges, the Investigator is responsible for forwarding the warrant request to the Ingham County Prosecutor’s Office (ICPO). In 2017, the Investigators submitted 103 requests for warrants and petitions to the ICPO.

Investigations Warrant Requests & Petitions for 2017			
	Felony	Misdemeanor	Totals
Requested	71	32	103
Issued	40	15	55
Denied	4	1	5
Diversion	4	0	4
Status Pending	23	16	39



A total of \$198,052.00 worth of stolen property was recovered in 2017. The majority of the recovered stolen property was returned to the victims.

The Investigations Unit participates in several boards and task forces. Most meetings are held monthly to discuss cases of concern or interest, problem solving, creating countywide protocol, and to share information on suspects and trends. The Investigators participate in weekly area detective meetings to discuss current crimes, share intelligence, and foster working relationships between agencies. Some of the boards and task forces include:

- Elderly Death Review Board
- Child Death Review Board
- Capital Area Sexual Assault Response Team
- Pediatric Subcommittee for Abuse and Sexual Assault
- Michigan Association of Check Investigators

- Tri-County Loss Prevention
- Crime Stoppers
- Tri-County Sex Offender Task Force
- Small Talk Children’s Assessment Center
- MSU Sexual Assault Discussion Panel
- Mental Health Task Force

Noteworthy investigations for 2017 include:

- A robbery involving two victims and a large amount of merchandise stolen and recovered. Suspects were arrested and awaiting trial.
- A double homicide. The suspect was located and taken into custody. He is awaiting trial.
- High profile criminal sexual assault.
- Numerous area businesses were broken into and multiple jurisdictions worked the case.
- Armed robberies of area businesses. Suspect was located and taken into custody. Suspect was charged federally.
- Armed robbery of a local business. Suspect arrested.
- Meridian Police had an incident involving threats of terrorism. Suspects was arrested and charged.
- Several large scale investigations into larceny from autos.
- A suspect was apprehended in committing over 15 malicious destructions of property over a several month period.
- A threats complaint involving a local school. Suspect was identified.

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. The CSO swears to warrants, arraigns prisoners, attends juvenile hearings, serves subpoenas, delivers citations to the court, and collects bond money and delivers it to the court. Registered Sex Offenders report to the CSO as required by law. The CSO schedules sex offender address verifications on a regular basis. The CSO investigates Sex Offender Registry Act violations and submits those complaints to the Ingham County Prosecutor’s Office for arrest warrants.

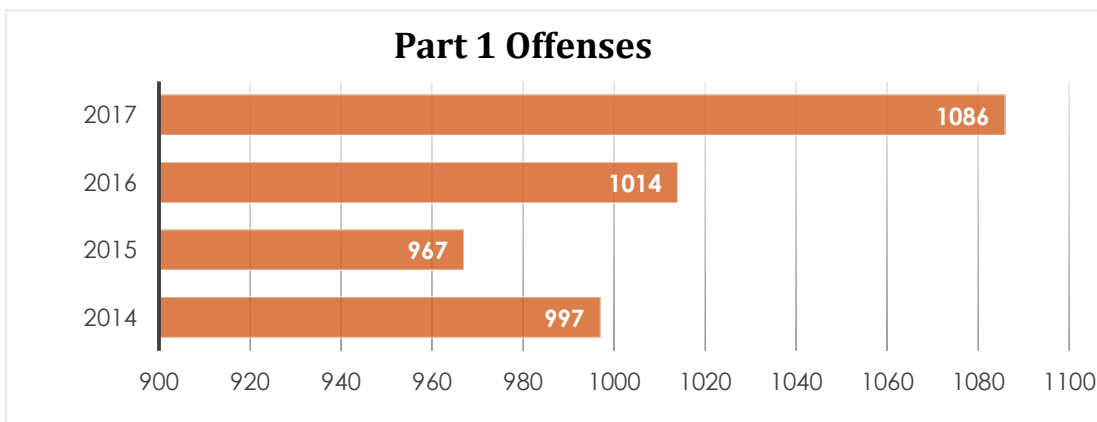
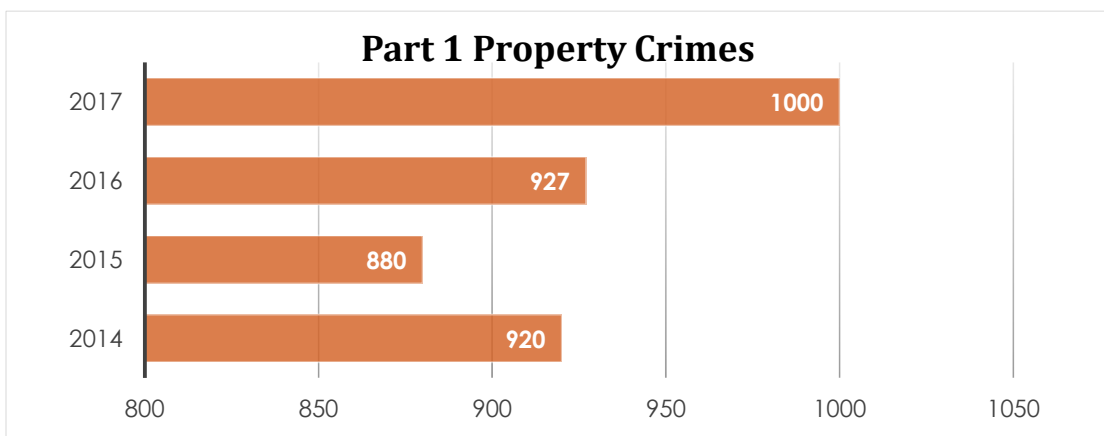
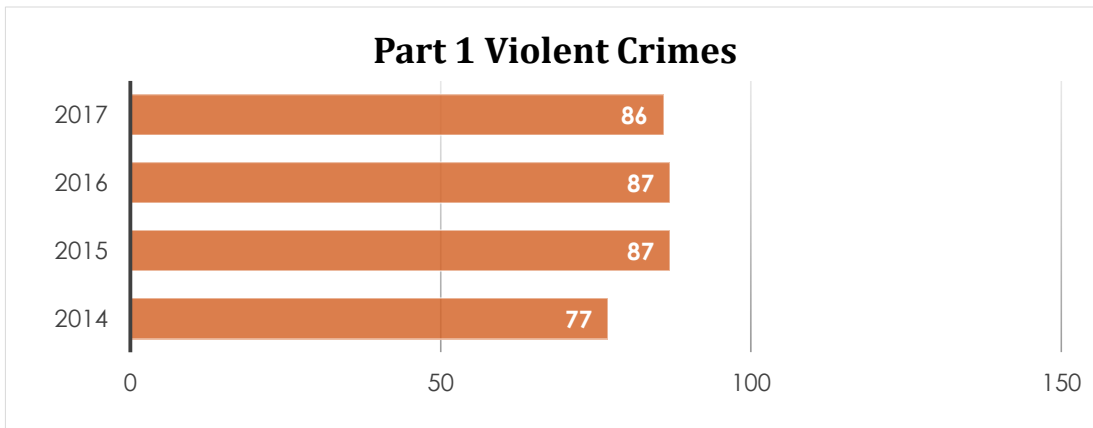
COURT SERVICES	2014	2015	2016	2017
Arraignments	257	248	273	215
Subpoenas Served	953	896	952	842
Personal Protection Orders	51	37	38	67
Warrant Requests	574	524	641	522
Warrants Signed by CSO	533	485	418	431
Twp. Attorney Requests	173	214	212	177
Total Petition Requests	97	74	74	152
Retail Fraud Requests	355	300	342	319
OWI Requests	77	64	60	80
Assault Requests	62	62	60	62
Assault Requests-Domestic	144	133	137	144
Larceny/Fraud Requests	63	30	87	76
Narcotics Requests	36	49	53	75

RECORDS UNIT

The Records Unit provides services for the police records of both Meridian and Williamstown Township. The staff consists of a supervisor, two full time technicians, and one part time technician. The records staff support the Uniform Division and the Investigations Unit by processing criminal reports, arrest reports, crash reports, citations, warrant requests, and other related documents. The staff processes reports to be forwarded to the Ingham County Prosecutor’s Office, Township Attorney’s Office and appropriate Courts. Records personnel also enter, modify, and cancel conditional bonds, and personal protection orders in the Law Enforcement Information Network (LEIN). Crime reports are transmitted to the Michigan Incident Crime Reporting system (MICR) for submission to the FBI. The MICR submissions are validated for accuracy and then submitted to the Federal Bureau of Investigations for their annual publication of “Crime in the U.S.”

Records also assist the public by responding to FOIA requests, processing insurance company requests for reports, processing background checks, assisting with sex offender registrations, processing “License to Purchase Pistol” applications/registrations and answering the overflow of incoming calls to the Township. In addition to these functions, the staff maintains several databases for statistical reports, which are provided to the Department staff, the Township Manager, Township Board members and posted on social media. The Records Unit is compliant with the Retention and Disposal General Schedule #11 for Local Law Enforcement Agencies.

Annual Crime Reporting Summary	2014	2015	2016	2017	% Change 2016-2017
Murder/Non-Negligent Manslaughter	0	1	0	1	100%
Rape and Attempted Rape	24	23	35	32	-9%
Robbery	14	15	11	18	64%
Aggravated Assault	39	48	41	35	-15%
Total Part 1 Violent Crime	77	87	87	86	-1%
Burglary	152	145	104	112	8%
Larceny	748	715	801	864	8%
Vehicle Theft	15	20	18	21	17%
Arson	5	1	4	3	-25%
Total Part 1 Property Crime	920	880	927	1,000	8%
Total Part I Offenses	997	967	1014	1086	7%
OWI Arrests (Liquor or Drugs)	81	63	58	72	24%
Traffic Accident – Roadway	909	904	1046	916	-12%



TRAINING

Under the direction of the Chief of Police, the Training Sergeant oversees all training for the Department. The Department provided employees with 5,166.15 hours of training in 2017. This was an increase of 493.4 hours from 2016.

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.

The Department receives training funds from the Township through the budget process and from the State of Michigan, through Public Act 302. The State of Michigan funds Public Act 302 through an assessment on traffic citations issued in the State.

In an effort to contain costs and increase the flexibility of the training program, the Department endeavors to have as many officers as possible trained as instructors for specific training topics. Thus, the Department can train officers using an in-house instructor and avoid the expense of off-site training.

The Department actively seeks opportunities to host training and allow officers to attend the hosted training programs without cost. In 2017, the Department was able to provide Legal Update training for sworn officers for only \$255 each. The \$2,000 instructor cost for this training was almost completely covered by inviting area departments to participate for a small fee.

MID-MICHIGAN POLICE ACADEMY

The Training Sergeant is 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. Meridian Township's association with the Police Academy helps ensure that we maintain an active role in shaping the future of law enforcement in the Mid-Michigan.

Meridian Township's participation earns scholarship money for the Department. This scholarship money is being used to send Officer Candidate Lorenzo Velasquez to the academy in January 2018.

19TH CITIZENS' ACADEMY

Every fall, the Department hosts a ten-week Citizens' Academy that meets once a week for three hours. This academy exposes the attendees to police operations and procedures. Fifteen citizens from Meridian and Williamstown Townships participated in 2017.

12TH YOUTH CITIZENS' ACADEMY

Every spring, the Department hosts a seven-week Youth Academy that meets once a week for two hours. Nine students from Haslett, Okemos, and Bath school districts attended the Academy in 2017.

PROPERTY ROOM REPORT

Waste to Energy / Incinerator

- Over 3,820 pounds of illegal drugs, confidential shredding, evidence and other miscellaneous material were destroyed.
- Also included in this destruction was over 225 pounds of material from the Prescription Drop-off Box, containing 15 pounds of prescription medication.
- This cost the Department only \$203.40.

Firearms

- Twenty-three firearms were destroyed at the Michigan State Police Forfeited Weapons Unit.

Forensics

- 220 items were taken to the MSP Forensic Lab for analysis.

Submission and Destruction of Evidence



- With the completion of case disposition sheets, 21 bags of evidence containing drugs, drug paraphernalia, and prescription drugs from secured evidence drug lockers were destroyed.
- The total number of items destroyed in 2017 was 307 items.

CITIZEN SATISFACTION SURVEY

A total of 1,200 citizen satisfaction surveys were mailed to victims and complainants involved in traffic accidents and other calls for service in Meridian and Williamstown Township. Surveys are used as a tool to monitor customer satisfaction with the department’s services. In 2017, a total of 233 surveys were returned. The 19% response rate was an increase as compared to 2016.

Citizen Satisfaction Survey for Sworn Personnel

Category	Rating of Excellent/Good
Helpfulness	97%
Friendliness	98%
Knowledge	98%
Quality of Service	97%
Professional Conduct	98%
Response Time	93%

Rating of Emergency and Non-Emergency Dispatch Service (Ingham 911 Dispatch)

Category	Rating of Excellent/Good
Helpfulness	67%
Friendliness	68%
Knowledge	64%
Quality of Service	64%
Professional Conduct	65%

**Not all questions generated a response*

CITIZEN SERVICE COMPLAINT SUMMARY

The Department investigated seventeen formal citizen service complaints during 2017. Below is a summary of the findings.

- 1 Sustained – Sufficient evidence exists to support the allegation and further action will be taken.
- 0 Not Sustained – Insufficient evidence exists to either support or disproves the allegation.
- 2 Exonerated – The incident occurred but was lawful or proper.
- 0 Unfounded – The alleged actions or events did not in fact occur.

AWARDS

2017 Officer of the Year – Brian Canen, is celebrated for being with the Department for sixteen years. In 2015, he was part of the team that investigated and arrested a registered sex offender for the sexual assault of two children. An aspect of this case that has been overshadowed by the courtroom attack on the

prosecutor, is his commitment to the case and the victims of this crime. As the criminal trial was concluding, the defendant attacked the prosecuting attorney with a shiv. His quick, decisive, and effective response to the attack saved the prosecutor from serious injury or death. He was recognized for that event and received a Citation for Valor. It is also a recognition of his dedication to the investigation along with kindness and caring for the children in this case. His work in this case was outstanding and he was recognized as the Officer of the Year.

Citation for Valor – Officer Brian Canen responded to a sexual assault that had occurred involving two young children. Using exemplary teamwork, brought a previously convicted sex offender to justice. The assailant pled not guilty and trial was held. Officer Canen were at the prosecutor’s table when the suspect reached into his sleeve and pulled out a shiv. The assailant lunged toward the prosecutor and he quickly reacted. He made contact with him as he was striking out with his weapon, narrowly missing the prosecutor. Because of his response, he was able to take the assailant to the ground and restrained him. Officer Canen’s immediate, self-less and courageous response saved the prosecutor and others from serious injury and possible death.

Meritorious Service – Officer Kevin Harvey responded to a 911 hang-up call. He arrived on scene and dispatch heard someone shout, “He has a gun and will blow his head off.” He was able to determine that the subject did not have a weapon, and used non-lethal force to take the subject into protective custody. He used good tactics, remained calm, and made sound split-second decisions to bring this tense incident to a successful close.

Meritorious Service – Officer Erin Linn was on routine patrol of an apartment complex. She overheard a smoke alarm as she drove by and stopped to investigate. She observed smoke and noticed a strong smell of food burning. She forced entry to the apartment. The apartment was filled with smoke, and she was able to get the dogs and occupant out safely. Her actions potentially saved the resident’s life, her dogs’ lives, and limited damage to the property.

Life Saving Certificate – Officer Bryan LeRoy responded to the City of Williamston to assist with a man who was down and not breathing. He and others performed CPR for over 10 minutes while awaiting the ambulance. A pulse was re-established on the patient and he was turned over to paramedics for transport to the hospital. We recognized Officer LeRoy for his life saving efforts.

Letter of Commendation – Cadet Michael Scott performed a routine walkthrough of the Police Department. He noticed a suspicious object in the interview room: a wad of toilet paper stuck in an electrical outlet. It was discovered to be crack cocaine concealed by a suspect. If not for his attention and integrity, this illegal substance could have fallen into the wrong hands and caused serious harm.

Unit Citation for Professional Excellence – Sergeant Bart Crane and Officers Kyle Royston, Mark Divney, Doug Strouse and Adam Slavick were dispatched to two men with guns confronting a victim at his home. The victim was forced into his residence and robbed of personal possessions. Both suspects were taken into custody. Due to the quick, calm response by officers, two dangerous criminals were apprehended without injury to anyone involved.

Unit Citation for Professional Excellence – Sergeant Rick Grillo, Officers Kevin Harvey, Bryan LeRoy, Adam Stebbins, Aaron McConaughy and Dan King were dispatched to a vehicle pursuit that entered the city of Williamston. Officers located the vehicle shortly thereafter abandoned in a ditch and preserved the scene. The East Lansing Police canine team was called to assist. Officers set up a perimeter and the canine team tracked and located the three suspects. The officers at the scene exemplified excellent team work.

Unit Citation for Professional Excellence – Sergeant Ed Besonen, Officers Erin Linn, Kyle Royston, Doug Strouse and Curt Squires responded to an accident on Hulett Road. While enroute to the scene, dispatch

advised that a witness observed the driver exit his vehicle and run south. Officers handled the crash and tracked the suspect in two separate areas. Officers set up perimeter points and apprehended the suspect. The platoon persevered through many obstacles to successfully locate a suspect.

Unit Citation for Professional Excellence – Cadets Michael Scott, Sean Rasmussen, Emily Eaton, Ashley Stombaugh, Brian Kolke and Administrative Assistant Kristi Schaeding created an action plan for a fundraising event to benefit the Mankowski Holiday Party for disadvantaged children. The idea of the police Department hosting a charity basketball game vs the fire Department took shape. Everyone worked together as a team to make the event a huge success and were instrumental in collecting over \$4,600 for needy children.

CITIZEN AWARDS

Life Saving Certificate – Dr. Michael James, Randee Bonk, Zach Wozniak, Cody Nebeker, Kristen Monroe, Sherry Corwin and Deb Zynda were exercising at the Michigan Athletic Club when a person collapsed and suffered from cardiac arrest. Because they were all willing to become involved, the patient received the help they needed to save their life.

Life Saving Certificate – Marti Hatz and her husband Jon went to bed, and she noticed his breathing did not seem normal and he suddenly stopped breathing. Marti called 911, and began CPR as instructed by Brad Richman. Officer Kevin Harvey arrived on scene and they performed CPR together until his pulse was detected. This incident exemplifies outstanding teamwork among different agencies and citizens in a time of crisis.

Certificate of Appreciation – Deb Scutt and Pattie Thayer who are both from the Victim Advocates of the Ingham County Sheriff's Office, assisted a family in a great time of need. Their 13 year old son died on the railroad tracks in Haslett. They responded and spent considerable time with the family and supported the officers during an extremely tough incident. We appreciated their service to the citizens of the Township.

Certificate of Appreciation – Michael and Krissann Kelly volunteered 607.5 hours for parking enforcement in 2016. During their patrols, they issued 621 handicap violations, 87 fire lane violations, and 338 warnings. We thanked them for their dedicated service.

Certificate of Appreciation – Marilyn Lieber organized a group of friends and acquaintances who met regularly to raise money for special causes. For the past two years, their group raised over \$4,000 for the Mankowski Holiday Party for underprivileged children. Their gift of fundraising is appreciated, as is their dedication to the children of Meridian Township.

Certificate of Appreciation – Todd Nault responded to the scene of a large tree blocking Okemos Road after a windstorm. He cleared the tree and opened the roadway and responded to two other locations where trees were blocking roads. His selfless donation of time and resources freed up emergency responders to attend to more serious incidents.

Certificate of Appreciation – Crossing Guard William Venuti was honored for his dedication to the safety and well-being of the children of the Township. We appreciated his excellent service to all residents of Meridian Township.

Certificate of Appreciation – Crossing Guards Deborah Jablonski, John Quaine, Marcia Knapp-Stoll, Moira Venuti, Nikitha Robinson and William Venuti were honored for their commitment and dedication to the children of Meridian Township.

SOCIAL MEDIA

The Department is committed to having an online presence using Facebook, Twitter and Blogger.com. The Department has solved crimes that would most likely have remained unresolved without the teamwork of the Department and residents made possible through social media. Numerous retail fraud suspects have been identified by posting security footage. Most of the cases that involve an unknown suspect are posted to our social media accounts.

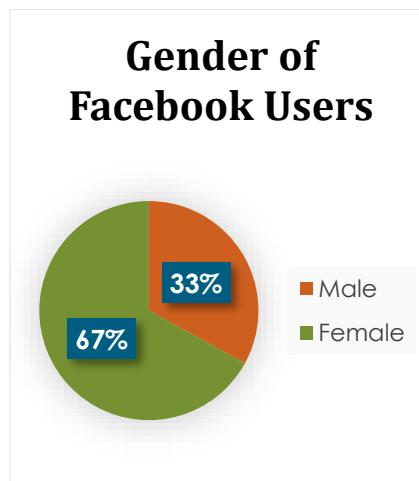
The Department's blog includes press releases, crime prevention tips, and helpful links for the community (i.e., animal control, school district personnel) which together has contributed to our overall goal of maintaining closer communications with the public.

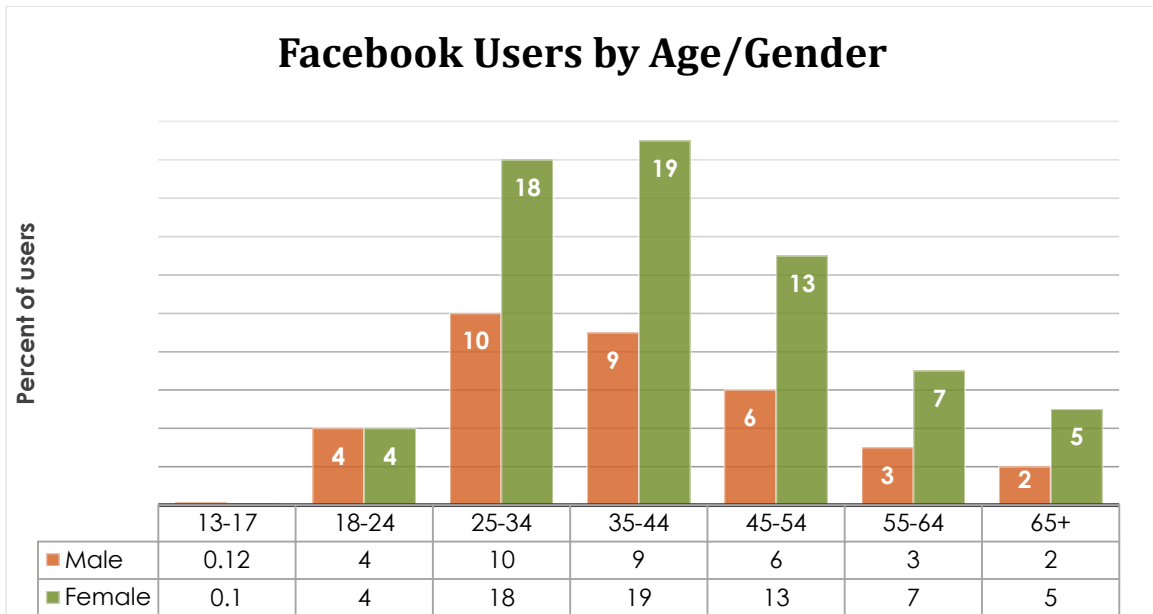
NIXLE

The Police Department has transitioned away from Nixle. We currently utilize the Everbridge Alerts system, which is under the control of Ingham County Central Dispatch to disseminate information.

FACEBOOK

Facebook offers the greatest return on time invested. The 5,040 people who "Like" our page is up from the 3,934 who did in 2016. Facebook has been helpful in many areas including the identification of suspects, distributing traffic alerts and the posting of wanted persons. The Department also uses its Facebook platform to engage the community in discussions. The following charts depict gender and age demographics of our Facebook page users in 2017.



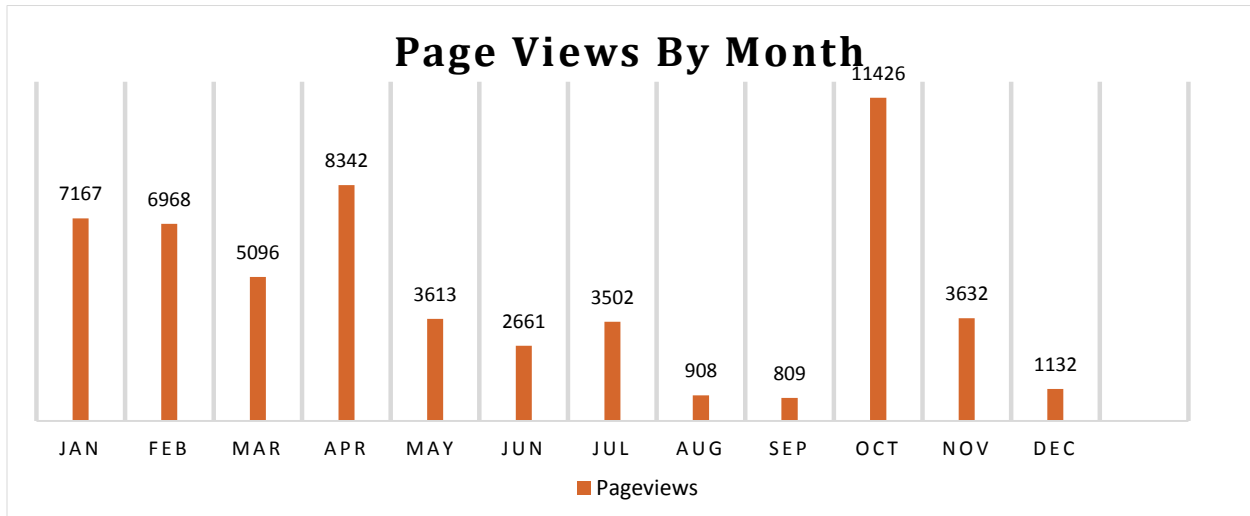


TWITTER

There are 2,315 individuals that follow the Department's Twitter page.

BLOG

- 456,059 total page views since April of 2011
- Our information continues to be viewed in many countries (including Great Britain, Canada, Russia, Turkey, India, Australia, and others)
- Internet traffic to our blog is originating from various sources outside of our sites, such as Google.
- Highest viewed posts of 2017 continue to be posts seeking suspect identity information.



POLICE DEPARTMENT 2017 GOAL BASED ACCOMPLISHMENTS

In conjunction with the Township Manager, the Department establishes goals to help in the delivery of law enforcement services. Many of our goal accomplishments and other activities are listed as follows:

Take immediate steps to reduce the number of workers compensation claims and lawsuits against the Township.

The Department made the decision to begin state accreditation through the Michigan Association of Chiefs of Police. The first step toward accreditation is to provide funds in the 2018 budget for anticipated costs. Included in the costs are accreditation standards, training and testing web-based software to track progress. Accreditation helps ensure the Department maintains expected standards on high liability issues. Administration is actively involved in the monthly safety committee meeting promoting good safety practices within the Department. The Department developed a risk management training program and presented it to officers. The training was presented to reduce the likelihood of injuries, citizen complaints and civil litigation.

Continue our collective efforts to foster an environment that is welcoming, diverse and inclusive.

The Department participated in Advocates and Leaders for Police and Community Trust (ALPACT) and other community groups and training including The Hate Crimes Conference and racial healing. In an effort to diversify the Department, staff made recruiting visits to Lansing Community College, Delta, Mott and Grand Valley police academies. A Department representative attended job fairs at Michigan State University and Wayne State University sponsored by the National Organization of Black Law Enforcement Executives.

Implement body worn cameras for the Department.

Body worn cameras were purchased and implemented in the first quarter of 2017. The cameras have been fully implemented and meeting expectations.

Implement a mapping program for plotting calls-for-service online for citizens' inquiries.

Citizens now have access to map plotted calls-for-service on the Department's website.

Design a new Department patch and vehicle branding design.

The Police Advisory Committee dedicated considerable time in designing a new patch and vehicle design. Both designs follow Township branding expectations and were implemented in 2017.

Continue to seek opportunities to reduce overall operating costs.

The Department consistently uses Amazon Prime for purchasing, saving money through discounts and shipping costs. The Department uses schedule adjustments to reduce cost on training and special event overtime. A jump shift is used to help cover calls-for-service at shift change reducing overtime. Limited-duty officers are scheduled to help cover shift change and heavier call loads to reduce overtime. Hiring of replacement cadets was postponed to stay within budget.

Develop a plan that affords the community an opportunity to fund our exemplary police and fire Departments at an appropriate level.

A millage (1.483) was approved by the voters in 2017 for legacy cost reduction, additional police and fire personnel and equipment.

Take a leadership role in finalizing the police Department's 2017-2019 collective bargaining agreement.

The Chief participated with other township staff members in negotiating a contract with the two police unions.

Serve as staff to the Township's Transportation Commission.

The Chief served as staff to the Meridian Transportation Commission.

Additional Accomplishments:

- Purchased equipment that enhanced the safety of officers during active violence situations.
- Provided a safe and secure environment for three major community events.
- The Department administered the Office of Highway Safety and Planning grant for four agencies to improve traffic safety by increasing enforcement for drunk driving, seatbelt and distracted driving.
- Participated in the countywide property retention and management workgroup facilitated by the Ingham County Prosecutor's Office, to develop evidence-handling recommendations.
- Participated in a countywide Ingham 911 dispatch effort to upgrade Nixle to a more robust system.
- Continue to work with the Department of Natural Resources and the Parks and Recreation Department on efforts to curb chronic wasting disease in the deer population.
- Acquired and implemented digital still photography equipment in all the patrol vehicles to assist in evidence collection.

WILLIAMSTOWN TOWNSHIP POLICE SERVICES



The Meridian Township Police Department has provided law enforcement services to Williamstown Township since 2011. 2017 was the seventh year of contracted services. In the fall of 2016, Williamstown Township renewed their contract for 2017-18 years. Meridian Police provides 80 hours of patrol time weekly and responds to calls at an hourly rate outside the 80 hours. 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				
	2014	2015	2016	2017
Written Reports	381	370	379	381
Calls for Service	1322	1508	1546	1616
Calls for Service (excluding traffic stops)	990	1111	1103	1226
Arrests	24	21	11	12
Citations Issued	111	162	159	73
Total Number of Charges	128	186	175	89

Written Reports				
	2014	2015	2016	2017
Alarms	62	53	68	66
Traffic Crashes	102	128	127	115
All Other	217	189	184	200
Total	381	370	379	381

Williamstown Township Deer Involved Collision Data			
Year	Injury Involved	No Injury Involved	Total
2009	2	66	68
2010	0	50	50
2011	1	69	70
2012	0	70	70
2013	1	72	73
2014	2	68	70
2015	1	67	68
2016	1	76	77
2017	1	63	64

Calls for Service As Received from Dispatch			
911 Hang Up	5	Natural Death	0
Abandoned Vehicle	5	Noise	9
Admin	19	Obscene	0
Alarm	79	Ordinance Violation	4
Animal Call	49	Operating While Intoxicated	9
Arson	0	OUID	0
Assault	4	Park	2
Assist	0	Peace	3
Attempt to Locate	6	Personal Injury Accident	15
Attempt Warrant Pickup	5	Personal Protection Order	1
Bar Check	0	Pickup Property	6
Break In	14	Police Assist	4
Canine Assist	1	Private Property Accident	1
Check Area	0	Property Check	33
Check Subject	0	Property Damage Accident	90
Check Vehicle	0	Prowler	0
Civil	11	Reckless Driving	49
Community Meeting	2	Robbery	1
Criminal Sexual Conduct	0	Runaway	3
Deliver Message/Death Notification	1	School Walk Through	0
DOA	1	Security Check	32
Domestic	2	Shots	5
Drugs	2	Sex Offender Registration Violation	0
Driving While License Suspended	0	Special Assignment	23
Family/Neglect	0	Subpoena Service	5
Fight	3	Suicide	0
Fire Assist	43	Suspicious Situation/Person/Vehicle	82
Fireworks	7	Threat	3
Follow-up	50	Traffic Hazard	0
Fraud	16	Traffic Stop	390
General / Non-Criminal	22	Train	0
Harassment	9	Transport	0
Hazard/Road	54	Trash / Littering Complaint	4
Hit and Run	7	Trespass	4
Juvenile	3	Trouble With Subject	18
Larceny	20	Unlawfully Driving Away An Automobile	5
Liquor Law Inspection/Violation	1	Unknown Injury / Accident	2
Lost Property	0	Unwanted Person	3
Malicious Destruction	11	Utility / Wires Down	26
Medical Assist	272	Vehicle Impound	0
Mental	1	Warrant Arrest/Attempt	5
Missing Person	4	Weapon Violation	1
Minor In Possession	0	Welfare Check	30
Motorist Assist	19		
TOTAL CALLS FOR SERVICE: 1,616 *			

*Call-for-service numbers include any agency who took action within the Township borders. Ingham 911 dispatch was unable to filter out other agencies.

Offenses in 2017			
Alarm Response	66	K9 Search/Training	1
Animal Complaint	1	Larceny	18
Arson	0	Liquor Violations	1
Assault	8	Littering	1
Assist Other Agency	1	Medical First Responder	56
Burglary	16	Miscellaneous Non-Traffic-Offense	5
City Ordinance	1	Missing Person	0
Conservation	0	Motor Vehicle Theft	3
Criminal Sexual Conduct	1	Natural Death	4
Damage to Property	6	Noise	1
Disorderly Conduct	0	Obstructing Justice	7
Embezzlement	1	Obstructing Police	2
Family Abuse/Neglect/Other	0	OUI of Liquor of Drugs	4
Fraud	25	Public Peace	1
Harassing Communication	6	Sex Offender/Fail to Comply	1
Health and Safety	0	Suicide	2
Hit and Run Motor Vehicle Accident	1	Traffic Civil	116
Incapacitated/Mental Health	4	Traffic Criminal	6
Intimidation/Stalking	2	Trespass	3
Investigation/Inspection (Non-Criminal)	25	Violation of a Controlled Substance	4
Juvenile	3	Weapons Offense	1
Total Offenses Reported 404			
*Written reports may have multiple offenses			

**Williamstown Township
2017 Annual Crime Reporting Summary
Part 1 Offenses and OUIL/OUID Arrests & Traffic Accidents**

<i>Part 1 Offenses:</i>	2014	2015	2016	2017	% Change 2016-2017
Murder/Non-Negligent Manslaughter	0	0	0	0	0%
Rape and Attempted Rape	2	1	2	1	-50%
Robbery	0	0	0	0	0%
Aggravated Assault	6	2	3	2	-33%
Total Part 1 Violent Crime	8	3	5	3	-40%
Burglary	11	3	5	16	220%
Larceny	13	9	15	18	20%
Vehicle Theft	1	1	1	3	200%
Arson	0	1	0	0	0%
Total Part 1 Property Crime	25	14	21	37	76%
Total Part 1 Offenses	33	17	26	40	54%
OUIL / OUID	9	10	5	4	-20%
Traffic Accidents	102	128	127	116	-9%

A total of 116 traffic crashes were investigated in 2017. Of those, 25 crashes involved personal injury to people and 91 crashes resulted in property damage without any injuries. One person was killed in a motorcycle crash in September on Green Road . The 64 crashes involving deer previously noted in this report are also included in the 116 total crashes in 2017.

INVESTIGATIONS UNIT

During 2017, 2 cases were continued from the previous year, 20 reports were assigned, 14 reports were cleared, 7 reports were inactivated, and 3 will continue to be investigated in 2018. The victims of crimes that lack any investigative leads are notified by letter that the case is not being investigated; however, the case may be reopened if new information develops.

2017 Report Dispositions	
Assigned	20
Cleared	14
Inactivated	7
Continued in 2018	3

The following chart shows the types and individual number of offenses that occurred in Williamstown Township and were investigated by Meridian Township Investigators.

Offense	2017
Criminal Sexual Conduct	1
Threats/Other	0
Home Invasion	4
Larceny - Theft from Building	6
Larceny - Theft from Motor Vehicle	3
Larceny-Other	1
Death Investigations	1
Possession of drugs	0
Fraud	2
Intimidation/Stalking	1
Attempt Suicide	1
Total Offenses Investigated	20

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.

BUDGET

The Department was responsible for a budget of over thirteen and a half million dollars (\$13,641,087) in 2017. Major program areas included: Watershed Management, Building Maintenance, Recycling, Capital Outlay, Local Roads, Pathways, Township Improvements, Public Water Utility, Public Sanitary Sewer Utility, and the Motor Pool (Fleet Services).

2017 MAJOR GOALS

Complete the replacement of the water main on Ardmore Street and install new water main on Towner Road.

Both water mains have been installed and are in service. The Ardmore water main was a replacement project on a line that had reached the end of its service life and was experiencing multiple breaks. The Towner Road water main allowed us to loop an area for hydraulic and water quality purposes along Towner Road as well as provide water service to Towner Road Park and adjacent businesses and homes in that area.

Complete an asset management program for the water system as required by the MDEQ.

The final report and GIS data has been completed and submitted to the MDEQ. The asset management program includes an asset inventory, level of service expectations and goals, asset condition assessment and criticality, revenue structure and capital improvement project planning.

Develop and implement a cul-de-sac (dead end) flushing program for the water system.

The new flushing program was implemented the week of October 16, 2017. The purpose of the program was to improve water quality of all of our dead-end water mains in the system. Over the course of 4 days over 321 dead-end hydrants were flushed.

Complete the last phase of the SCADA improvements for the sanitary sewer lift station control system.

The SCADA project has been completed. All 29 lift-stations received new radio and telemetry and the communication logic has been improved at the sites. In addition to the lift-station work, the Service Center interface and control was also upgraded.

Complete the third phase of the sanitary sewer asset management (SAW) program.

The SAW program is complete and the final report has been submitted to the State of Michigan. Our consultants presented an overview and the results of the three year grant program to the Township Board on September 19, 2017.

Continue to actively participate and represent the Township with the ongoing and proposed improvements at the East Lansing Waste Water Treatment Plant.

Second phase construction is ongoing and we have received the final report on the bio-solids study. This

report investigated options to best dispose of the solid wastes generated at the plant. The third phase of the project will focus on design, bidding and construction on the solids handling portion of the project at the facility.

Complete the Mt. Hope Pathway gap project, the County Trail millage funded pathway and bridge repair projects, the installation of a RRFB at the Inter-Urban and Okemos intersection and the MSU to Lake Lansing Trail feasibility study as required by MDOT.

The Mt. Hope Pathway gap project and the small gap on Jolly Road have been completed. The Ingham County Trail millage repair work will be bid this fall and will include winter pedestrian bridge work and spring asphalt pathway repairs in 2018. The MDOT application for the installation of a RRFB at the Interurban and Okemos Road crossing has been submitted and we are awaiting a response to our application. The MSU-Lake Lansing Trail feasibility study to secure TAP funding from the MDOT is in its final phase. The final stakeholder meeting occurred on November 15, 2017, and an electronic survey was also used to gather additional input. MDOT is currently reviewing the draft report and providing comments.

Renew the expiring Lake Lansing Special Assessment District (SAD) for ongoing stewardship of the Lake.

The Lake Lansing SAD project has been completed and will provide funding for the management and improvement of the water quality of the Lake. The new Special Assessment District will run from 2018 to 2027 and will generate approximately \$90,000 each year for those activities.

Complete the 2017 Local Road program.

The 2017 Local Road paving program has been completed. The following neighborhood streets received work in 2017: Woodwind Trail, Woodside, East Hidden Lake, Whistler, Chippewa, Ardmore, Birchwood, Alderwood, Satinwood, Heartwood and Dustin for a total of 2.88 miles.

Develop a comprehensive pavement asset management plan for the Township road network in cooperation with the Ingham County Road Department.

Our consultant has completed the ratings of the road system and a draft report has been prepared. Staff is currently reviewing and the final report will be utilized to develop a long-term strategy to fund and maintain the approximately 150 miles of local roads (neighborhood) in the Township.

Implement the identified improvements and repairs in the Facility Capital Master Plan including the repaving of the Okemos Library parking lot and the removal of the fuel tanks at the Service Center.

The Okemos Library parking lot paving project was completed in the spring on 2017. The Service Center fuel tank project is also complete. Township Departments began fueling at the Service Center on Monday, September 25th. The Service Center facility exterior and interior painting project has been completed.

Work with MDOT to make repairs to the Pathway along Grand River between Algonquin Drive and Mohawk Drive.

MDOT has confirmed that the earliest they will start a repair in that area to stabilize the ground/slope will be two years away based on their scheduling and funding constraints. The short-term repair was completed in September. The repair consisted of additional gravel, geo-fabric and asphalt to make it functional and safe for use over the next 2 years until we can coordinate with MDOT on a permanent solution.

Continue our collective efforts to foster an environment that is welcoming, diverse and inclusive.

The DPW Team is proud of our ongoing efforts to provide a welcoming, diverse and inclusive place to work and as a team provide essential services to our residents.

Continue to seek opportunities to reduce overall operating costs.

Our Team continues to examine ways to improve efficiency and reduce costs on an ongoing basis. A detailed analysis of our current operations, programs and activities will occur in 2018.

Develop the Marsh Road triangle property in conjunction with the Haslett Beautification Association.

The Haslett Beautification Association has developed a plan for the property, which was presented to the Township Board on December 12, 2017. The new landscaping will include a new planting bed at the southern point of the property and will include an abstract sailing sculpture as well. A drinking fountain will also be part of the improvements to service all of the walkers, runners and bikers that circle the lake all summer. Meridian Township continued providing watering services for the flower beds in the downtown district of Haslett in 2017.

DIVISION OPERATION AND MAINTENANCE REVIEW- REPORT OF ACTIVITIES

Engineering

Major responsibilities of the Engineering Division include: Overseeing activities related to replacements, additions and extensions of the existing sanitary sewer system and the water distribution system; construction and repair of the pathway system and sidewalks; planning, design, and construction of capital improvement projects; administering the Soil Erosion & Sedimentation Control (SESC) Program as a Municipal Enforcing Agency (MEA); administering the Lake Lansing Special Assessment District, and assisting with the administration of FEMA's Floodplain Program for the Township. The Chief Engineer is the Division head and provides quality control for Township construction plans and specifications, review of developers' plans, and division correspondence.

All water main, sanitary sewer, pedestrian/bicycle pathway, sidewalk, and SESC plans for private developments are reviewed to ensure they meet current Township standards. The Engineering Division also inspects and tests the completed facilities prior to acceptance as part of the Township system. This division is also involved in administering the fat, oil, grease (FOG) control program to ensure proper operation of the sanitary collection system and implementing the water system's cross-connection program, as required by the MDEQ.

Activities for special assessment districts are coordinated through this division, including defining the district, preliminary estimate and design, preparation of petitions, computation of areas to determine if signatures are sufficient, spreading of assessments, final design, construction inspection, and preparation of the final assessment roll. In addition to special assessment districts for sanitary sewer and water mains, Engineering also coordinates activities for districts requesting street lights, sidewalks, street paving, and other public improvements.

This division, along with an advisory committee, administers the Lake Lansing Watershed Management Special Assessment District. Major activities include water quality monitoring and weed control. 2017 was the tenth year of the ten year special assessment district (2008 - 2017).

The Engineering division enforces sidewalk code violations throughout the year to ensure safe and convenient use of the non-motorized system in the township.

This division cooperates with the Ingham County Road Department regarding road improvements, and with the Ingham County Drain Commission regarding storm drain improvements and drainage problems.

The Engineering Division prepares construction plans and specifications and oversees all design and construction of sanitary sewer and water main replacement and rehabilitation projects, sidewalk repairs, and pedestrian/bicycle pathways. Also, provides engineering support to other departments.

PEDESTRIAN/BICYCLE PATHWAY

New Pathway Construction

Closed a gap in the pathway system by installing 2,745 feet of pathway along the south side of Mt. Hope Road, between Maumee Drive & Okemos Road.

Completed replacement of approximately 300' of undersized pathway section along Jolly Road from Summergate Lane to the east. The work also included replacing the old timber retaining wall with 150' of

segmental retaining wall.

Started preliminary survey and design for construction of a pathway gap along the east side of Marsh Road between Lake Drive and Mack Avenue. This project was prompted by the recent beatification project of the triangle shaped property at 6201 Lake Drive. The pathway project will provide a safe to access to the property by non-motorized travelers.

The following sections of pathway were constructed by private developers during the year: 310 feet of replacement 7' wide concrete pathway along the east side of Park Lake Road, immediately south of Saginaw (BL-69); and 260 feet of new 7' wide concrete pathway along the south side of Saginaw (BL-69), immediately east of Park Lake Road; all constructed as part of the Costco development. 740 feet of 8' wide, off-road concrete pathway, connecting Kalorama Way with Chaggal Lane; this section was constructed as part of the Georgetown IV development. 330 feet of 7' wide concrete pathway along the east side of Waterlily Lane, from Jolly Oak Road to Farrins Parkway; this section was constructed as part of the Holiday Inn Express development. 130 feet of 7' wide concrete pathway along the east side of Marsh Road, between Haslett Road and Lake Drive; this section was constructed as part of the Eye Care Associates of Haslett.

Existing Pathway Repair

1,461 square feet of concrete pathway were replaced at various locations throughout the system.

Nine pathway ramps were replaced at various locations. All ramps were replaced in conjunction with the local road resurfacing program. The work was completed to ensure the safety of our pathways and to meet ADA requirements.

Coordinated work also occurred to provide temporary repair for a deteriorating pathway section located on the north side of Grand River Avenue between Mohawk Road and Montrose Avenue. The temporary fix included geo-fabric supported fill and asphalt. The permanent repair for this area will be coordinated with MDOT as part of rehab road work anticipated in 2020 at the earliest.

Grants

Prepared construction plans and documents and bid out a contract for the rehabilitation and replacement of seven trail bridges. The project construction will be funded by the Ingham County Trail Millage. Construction will take place in 2018.

Began preparation of a contract for the rehabilitation of seven trail sections, throughout the Pathway and Park systems, which will utilize funds received from the Ingham County Trail Millage; bidding and construction will take place in 2018.

Received funding approval from the Ingham County Trail Millage for \$950,000 or 75% of the local match for the MSU to Lake Lansing Trail, Phase I project. The associated Feasibility Study was substantially completed for the MSU to Lake Lansing Trail, Phase I. The study was required by MDOT for consideration of grant funding.

Worked closely with the Parks Department to apply for funding from the Ingham County Trail Millage for replacement of a failing trail bridge on the Raby Road Extension Trail, and for the installation of a boardwalk along Okemos Road, connecting Central Park Drive with Gaylord C. Smith Ct.

SIDEWALKS

Order to Maintain

Residential sidewalk repairs were completed in the following areas: Briarwood #4; Crestwood #3; Cornell Woods #1, 2, 4, 6, North & South; Country Place #2 & 3; Heritage Hills & Heritage Hills #3 & #4; Whispering Oaks; Whitehills Lakes & Whitehills Lakes #2, 3, 4, & 6; Whitehills Woods #2, 3, & 5; Wilkshire #2; Wood Ridge; Wood Valley; and 4507 Cornell Road. These areas are located in the following Sections: 3, 4, 5, 8, 12, 23, and 26 of the Township. Approximately 1,737 square feet, and one ramp were repaired or upgraded to meet ADA standards. A special assessment district was established to help pay for the sidewalk work. 27 neighborhood ramps were also replaced at various locations in conjunction with the local road resurfacing

program.

LOCAL ROADS

Engineering staff coordinated closely with the Ingham County Road Department to address sanitary sewer, water, and pathway issues within the limits of the following ICRD projects: Jolly Road & Okemos Road Intersection (2018); Jolly Road: Dobie Road to Meridian Road (2018); Haslett Road: CN RR to Van Atta Road (possible 2018); Lake Lansing Road: Hagadorn Road to BL-69 (2019), Towner Road: Marsh Road to BL-69 (2019).

MISCELLANEOUS PROJECTS AND ACTIVITIES

Engineering staff coordinated funding from the developer and several builders to help pay for the construction of a storm system to mitigate flooding along backyards south of Olmstead Circle in Central Park Estates. The plan and installation was coordinated with the Drain Commissioner's office, and the work has been substantially completed except for surface restoration.

Staff coordinated investigation and ultimate correction of sewage discharge into the storm system for a house on Aztec Way. The Township was notified of the problem by the Drain Commissioner's office. The corrective work involved re-routing the interior plumbing of the sanitary line.

Continued work with the Ingham County Drain Commissioner's Office and their consultant on the Nemoka Drain project.

SANITARY SEWER SYSTEM

Township Projects

Staff finalized the Special Assessment District (SAD) for the Kansas Street sanitary system, Sanitary SAD #52.

Staff established and finalized a Special Assessment District (SAD) to fund the installation of sanitary and water systems in the Sleepy Hollow Subdivision, and sanitary system for nearby parcels on Lake Lansing and Newton Roads. Engineering staff completed all aspects of design, permits' procurement, bidding, and contracting for sanitary and water systems. As part of the construction contract, East & West Sleepy Hollow Lanes will be reconstructed with funding from the Township's road millage and county matching local street funds. The construction project will take place in 2018.

Engineering staff began coordination with consultant firm FTC&H for the rehabilitation of four high-priority sanitary sewer repairs identified by the Township's recent Stormwater, Asset Management, and Wastewater (SAW) Grant report. Construction will take place in 2018.

Six high-priority defects were discovered in the sanitary sewer system by the Township Sewer Team. The Engineering and Sewer Teams coordinated with an outside contractor to complete all six repairs: Edson St at Haslett Rd; 4816 Ardmere; 2472 Hawthorne; Okemos Rd at Gaylord C. Smith Ct; Haslett Rd at Ridgeway Dr; 5118 Park Lake.

Private Developments

Engineering staff oversaw the extension, including review, approval of plans, and field inspection of installation, of the following public sanitary sewer mains: 1,889 feet of 8 inch sanitary sewer for the Costco site; 912 feet of 8 inch sanitary sewer in Georgetown Subdivision #4; 272 feet of 8 inch sanitary sewer servicing Red Cedar Flat development; and 1,175 feet of 8 inch sanitary sewer in Whitehills Lakes South #2.

Administered the fat, oil, grease, and grit interceptor policy for eight new restaurants and automotive service facilities. This task involved review of plumbing plans, field inspection of related plumbing, preparing maintenance agreements, and handing out awareness brochures.

PUBLIC WATER SYSTEM

Township Projects

Oversaw the replacement of 1,120 feet of 8 inch water main along Ardmore Avenue between Grand River Avenue and Kent Street.

Oversaw the installation of 2,873 feet of 12 inch water main along Saginaw (BL-69) and Towner Road, from Newton Road to 1998 Towner.

Staff received a valid petition to extend municipal water along Grand River Avenue to the general area of Van Atta Road & Grand river Avenue. A special Assessment District was established to fund the installation of the water main, with construction scheduled for early spring of 2018.

Engineering staff started all aspects of design, permit procurement, bidding, contracting, and project management of the following water main projects: New water main for the Sleepy Hollow subdivision; Jo Don & Sirhal water main replacement, upgrading an old water main loop from East Brookfield Drive; and the Grand River Avenue water main extension, from Wellington Drive east to the Red Cedar Evangelical Free Church.

Private Development

Engineering staff oversaw the extension -, including review, approval of plans, and field inspection of installation - of the following public water mains: 462 feet of 8 inch water main for the Chic-Fil-A site at 2075 Grand Rive Avenue; 1,737 feet of 8 inch, and 3,080 feet of 12 inch water main for the Costco site; 221 feet of 8 inch water for the Eye Care Associates of Haslett site – 5700 Marsh Road; 1,764 feet of 8 inch water main in Georgetown #4; 192 feet of 8 inch water main for the Holiday Inn Express site – 2350 Jolly Oak Road; 1,222 feet of 8 inch water main for the Red Cedar Flats site 164 feet of 8 inch water main at 2076 Towner (Office Furniture Store); and 1,686 feet of 8 inch water main in Whitehills Lakes South #2.

Administered the Cross connection program which included plan review, field inspection, and completion of maintenance agreements. In 2017 there were four new back-flow prevention devices (BFPs).

LAKE LANSING WATERSHED MANAGEMENT

The Special Assessment District to fund management of the Lake Lansing Watershed was administered for year ten of the ten-year Special Assessment District (2008-2017).

As part of the Lake Management Plan, the following activities were completed:

Water Quality Sampling

In 2017, samples were collected from Lake Lansing and from tributary streams in spring and late summer. During the sampling period, phosphorus levels were generally low or moderate with the exception of the deepest samples in late summer which were high. Water clarity was low to moderate in spring and late summer. Algae growth was low in spring and summer.

Nuisance Aquatic Plant Control

In 2017, only three acres of milfoil that required; the relatively small area of milfoil is a result of the lake-wide application of fluridone in 2016. Twenty three acres of the lake were treated for the exotic plant curly-leaf pondweed. In mid-July, 42 acres of the lake were harvested to control nuisance native plant growth.

Public Education and Outreach

The Lake Lansing Advisory Committee's consultant produced an 8-minute video that provides information on the Advisory Committee's work over the past ten years to improve conditions in Lake Lansing (Figure 1). The fourth annual aquatic invasive species "Landing Blitz" was held at the Lake Lansing public boat launch on July 1 to raise awareness about preventing the spread of aquatic invasive

species (AIS) through recreational boating and related activities.

SOIL EROSION AND SEDIMENTATION CONTROL (SESC) PROGRAM

The Engineering Division has the responsibility to administer and enforce all SESC requirements for all private projects and developments within the Township’s jurisdiction. The Engineering staff processed 320 SESC permit applications in 2017.

STREETLIGHTS

The Bennett Village #2 streetlight Special Assessment District #424 has been finalized. Accordingly, Consumers’ Energy installed three streetlights along Turning Leaf Lane.

In response to a petition to provide street lighting for Georgetown #3, a special assessment district has been established, and 21 streetlights have been approved for installation.

A petition was received at the end of 2017 to provide street lighting for Whitehills Lakes #7. A special Assessment district to pay for the installation and maintenance of the streetlights will be established in 2018, upon verification of the petition’s validity.

FLOODPLAIN PROGRAM

Engineering staff continued the process to allow the Township to join FEMA’s Community Rating System (CRS). By joining the CRS Program, Township residents who need flood insurance will be given discounts on their flood insurance premiums.

PRIVATE INFRASTRUCTURE REVIEW AND INSPECTION

Engineering staff made 168 trips for sewer and water service connections and repairs.

Engineering staff reviewed, documented, and followed up on 109 utility permits for private utility company work.

Engineering staff reviewed, documented, and followed up on 57 pathway and sidewalk permits.

The following is a summary of additions to the Township non-motorized and utility infrastructure:

	Township	Builders & Developers	2017 Total	System Total
Pathway	0.52 mi.	0.252 mi.	0.772 mi.	75.57 mi.
Water	0.544 mi.	1.994 mi.	2.538 mi.	171.66 mi.
Sanitary		0.805mi.	0.805 mi.	148.87 mi.

STORMWATER MANAGEMENT

The Chief engineer continued to meet with several other municipalities comprising the Greater Lansing Regional Committee (GLRC) for Stormwater Management to address the requirements from the U.S. Environmental Protection Agency for the National Pollutant Discharge Elimination System (NPDES) Storm Water Phase II. In April, as required by MDEQ, we reapplied for the NPDES MS4 Permit Coverage. One significant new requirement for the new permit is compliance with the newly established Total Maximum Daily Load (TMDL) for E. coli for the Red Cedar River. Member of the GLRC will coordinate compliance with TMDL rule as much as possible.

As part of the MS4 permit requirements Township personnel participated in training for construction sites run off control in July.

The Township purchased 200 “key-chain” pet waste bag dispensers which will be distributed at public events to promote collection of pet waste. This is part of the GLRC’s public education and participation efforts, which is a key requirement for the MS4 permit.

PUBLIC WATER AND SANITARY SEWER UTILITIES

- Repaired or replaced 10 water meter pits
- Installed 12 new water services
- Repaired or replaced 130 curb boxes
- Repaired or replaced 5 curb stops
- Retired 5 water services
- Repaired or replaced 5 gate valves
- Repaired or replaced 42 valve boxes
- Repaired or replaced 12 fire hydrants
- Repaired or replaced 21 water service breaks
- Repaired 12 water main breaks
- Implemented a dead end hydrant flushing program (321 hydrants flushed)
- Investigated 29 possible water leaks
- Investigated 5 low water pressure complaints
- Drained north and south water towers for mud valve replacement
- Replaced outdoor lights at north water tower with new LED lights
- Completed 6 pool fills
- Set 99 new meters
- Responded to 889 water meter service calls
- Performed 1,920 individual meter reads
- Responded to 4 water quality complaints
- Responded to 263 after hour emergency calls
- Started a long multi-year project of putting all curb box locations on GPS
- Responded and located underground utilities for over 8,000 Miss Dig requests
- Exercised and inspected gate valves in sections 1, 2, 25, and 26
- Exercised and inspected all 16” gate valves (70) in system
- Performed monthly water shut offs for nonpayment of utility bills
- Read water meters monthly
- Conducted routine ground maintenance at water towers as needed. (Mowing/snow removal)
- Delivered bulk mail monthly
- Cleaned and maintained vehicles, equipment and Service Center
- Attended ongoing training for education and licensing requirements
- Attended trainings for CPR, general worker safety and Confined Space
- Assisted Lansing Board of Water and Light (BWL) with the Marsh Rd. interconnect test

- Completed inspection and review for all County and Township construction projects
- Worked with Engineering team on upcoming water projects
- Assisted the Parks/Grounds and Sewer Maintenance Teams on numerous projects
- Assisted Motor Pool mechanics with equipment repairs and maintenance
- Assisted Facility Team with building maintenance and repair work orders
- Moved equipment and conducted detail inventory for the Service Center painting project

Public Water Usage (gallons)

	2013-2014	2014-2015	2015-2016	2016-2017
Water purchased from the East Lansing Meridian Water & Sewer Authority (ELMWSA)	1,104,246,000	888,539,000	951,586,000	1,011,715,000
Water purchased from Lansing Board of Water & Light (BWL)	272,062,000	246,858,000	260,622,000	293,140,000
Total Gallons	1,376,308,000	1,135,397,000	1,212,208,000	1,304,855,000
Average Gallons per Day	3,770,707	3,110,677	3,321,117	3,574,945

- Responded to 56 emergency sewer calls. 32 private and 12 public mainline restrictions
- Responded to 21 SCADA notifications on lift stations
- Repaired manholes castings that were damaged from winter maintenance
- Raised manholes castings that were buried below grade
- Continued GPS work for manholes and sewer structures
- Worked with Consultants on SAW grant project through its completion
- Worked with contracted companies on SCADA plc/radio change over project
- Continued weekly lift station checks and repairs
- Cleaned lift stations and completed extensive fall check list of panels
- Continued checking and flushing problem manholes and sewer mains
- Conducted weekly lift station checks and made repairs as required
- Continued odor control program at Central Lift Station
- Cleaned approximately 201,000 feet of sanitary sewer line
- Root cut approximately 3,000 feet of sanitary sewer line
- Televised approximately 121,000 feet of sanitary sewer line
- Cleaned and televised sewer in vicinity of future local road construction projects
- Cleared and mowed water and sewer utility easements
- Conducted routine ground maintenance at lift stations as needed (Mowing/snow removal)
- Ordered supplies for sewer preventative maintenance projects
- Cleaned and maintained vehicles, equipment and Service Center
- Attended ongoing training for education and licensing requirements
- Attended trainings for CPR, general worker safety and Confined Space
- Completed inspection and review for all County and Township construction projects
- Worked with Engineering team on upcoming sewer projects
- Assisted the Parks/Grounds and Water Maintenance Teams on numerous projects
- Assisted Motor Pool mechanics with equipment repairs and maintenance
- Assisted Facility Team with building maintenance and repair work orders
- Moved equipment and conducted detail inventory for the Service Center painting project

Sanitary Sewer Usage (gallons)

	2013/2014	2014/2015	2015/2016	2016/2017
Main Lift Station	784,380,000	723,236,000	774,596,000	834,805,000
Central Lift Station	428,481,000	423,463,000	454,477,000	452,635,000
East End Lift Station	55,233,500	45,595,400	45,906,300	64,649,500
Towar Gardens Flow Meter	187,759,000	258,150,000	162,260,000	263,910,000
Campus Hill Apartments	3,301,000	3,476,000	3,416,000	3,827,000
Small Acres Lane	168,000	168,000	168,000	252,000
Wardcliff, L. Lansing, Park Lake, G.River, Northwind & Dawn Ave. (south), zone 4	59,405,000	53,569,000	52,435,000	58,820,000
Heritage Hills	9,792,000	12,220,000	12,851,000	12,581,000
Hagadorn Rd., River Terrace, Hannah Blvd., Eyde Pkwy.	34,957,000	32,088,000	34,786,000	33,832,000
Dawn Ave. (north), The Greens, & Skyline Court	5,693,000	4,477,000	4,394,000	5,709,000
Total Gallons	1,566,169,500	1,556,442,400	1,545,289,300	1,731,020,500
Average Gallons per Day	4,290,875	4,264,226	4,233,669	4,742,521

FACILITIES

- Completed removal of underground fuel tanks at the Service Center
- Completed installation of new 12,000 gallon aboveground fuel tank at the Service Center
- Upgraded fuel card system to chip key system
- Continued fuel site monitoring and mitigation activities
- Installed new fencing at the Service Center police impound lot
- Completed the exterior and interior paint of the Service Center facility
- Continued with all routine room setups, election setups and supply delivery operations
- Replaced fire suppression piping in the Public Safety Building
- Repaired damaged walls to Public Safety Carport structures
- Installed new electric service for the Central Fire Station Alert System
- Replaced parking lot and drive lights with LED fixtures at Harris Nature Center
- Completed 630 emergency and routine vehicle and equipment repair work orders
- Sold at auction six surplus vehicles and/or equipment generating \$37,441.30 in revenue
- Purchased and prepared for service 3 utility police interceptors, 1 Ford transit van, 1 sewer camera utility truck, 1 Fire Rescue ambulance, 1 backhoe w/grapple bucket, 1 utility dump trailer and 1 Ford f-250 pickup truck
- Upgraded L-3 Mobile Vision Transmitter Cables

RECYCLING

Three **community recycling events** were held in 2017 in partnership with 40+ local businesses, 200+ volunteers, two high schools, and several neighborhood and community groups. The total for these events:

- **111,586 lbs. electronics recycled** (almost twice the amount as 2016)
Meridian helped set a World Record for electronics recycled in one day (multiple locations)
- 4557 cans of latex paint reclaimed
- 12 cu. yards of documents shredded/recycled
- **174 bicycles reconditioned/donated**
- 4 large trucks filled with clothing, shoes, household items re-used and recycled
- 40 mattresses recycled
- **60 cubic yards of metal recycled**
- **Freon reclaimed from 130 appliances**
- 250 lbs. of old medicines safely incinerated
- **3 cu. yards of packing peanuts re-used & 800 egg cartons re-used**
(**BOLD** represent an *increase* from prior year)

In addition, Meridian Township collaborated on several other popular recycling and outreach events including RecycleRama, MSU Home and Landscape Expo, Household Hazardous Waste Collections, and a Regional Tire Collection.

The **Meridian Recycling Center** remains one of the only staffed community recycling centers in the Greater Lansing region. The Center received over 10,000 visits from residents, contractors, businesses, and nonprofits around the region. The Center opened 6 days a week helping recycle over almost 2 million pounds (1,945,500 lbs) of materials including electronics, cardboard (60 tons), plastic (26 ton), polystyrene (8 tons), yard waste (3000 cu. yards), metal (25 tons), glass, and paper (100 tons). In addition, over 100 items of furniture were refurbished.

The Center also processed several hundred cubic yards of trash and yard waste from streets, parks, roads etc. Residential trash was also accepted for \$2/30 gal bag, providing an affordable option for residents. Compactable and non-compactable waste was accepted in partnership with Granger, offering a convenient option for residents. Staff also continued coordination with USDA to help reduce chronic wasting disease in wildlife and wetland preservation with MDEQ. Major improvements were made to the drive and driveway which contributed to increase use of the Recycling Center.

Curbside recycling was offered every other week to Granger customers residing in single unit households (four or fewer units). Approximately 68% of eligible Granger customers have a recycling container (cart or bin). This represents approximately 60% of Meridian's total single unit households. The quantity of recycled materials continued to grow with the availability of single stream recycling and the more convenient yellow-topped 96 gallon recycling carts. Over 2,204,000 pounds of recyclables were collected street-side during 2017 (up from 2,094,300 lbs in 2016). This amount is likely to rise with the addition of container glass in 2018.

Twelve issues of the **Green Gazette** were published (<http://recycle.meridian.mi.us/news>).

Green events and practices were promoted through HOM-TV and other local media outlets. Staff wrote and distributed press releases and news stories. Hundreds of information requests were filled. A recycling website was maintained with information on "where to take what, when, and how." This "Recyclopedia" can be found here: <http://recycle.meridian.mi.us/factsheets.htm>.

A "Green Team" formed to help guide recycling improvements in the Township. This Team is prioritizing

apartment recycling, curbside recycling, and events.

ENERGY, WATER AND SUSTAINABILITY

A **Sustainability and Climate Action Plan** to help inspire, guide, and track energy, water, waste, dollar, and pollution savings. The Team is assisting with implementation of this Plan. See more at <http://www.meridian.mi.us/government/township-projects>

Staff provided reports to the Environmental Commission about progress in recycling, energy, and other environmental improvements underway in the Township, including talks at their “Green Theme” presentations.

Energy efficiency improvements installed in 2011 help Meridian avoid over \$20,000 in energy costs and related pollution each year. Since this time, Meridian has saved over \$300,000 – An entire year of facility-related energy expenditures. Staff continue to explore energy and cost saving improvements as part of Meridian’s Capital Improvement Plan. Additional information can be found at <http://recycle.meridian.mi.us/energy>

The solar panels on Harris Nature Center have produced approximately 2500 kWh of power since its installation.

All local restaurants were sent an extensive brochure (water-resistant for posting in kitchens) on **reduce fats, oils, and grease** (FOG). The information is geared to help reduce clogs from FOG entering sewer systems and causing other problems such as sewage overflows, health hazards, water pollution, and property damage. Sewer overflows can damage property and force restaurants to close until properly cleaned (costly in lost income, property repair/restoration, negative press, etc.). See more on this at <http://recycle.meridian.mi.us/fog/>

Meridian’s Energy Team helped with a Solar Open House and promotion of a large solar array at a local church.

Meridian participated in the Local First Mid-Michigan Initiative. Meridian Township is the first local government to join this group which supports locally-owned small businesses in the region. Staff ongoing weeding and mulching improvements on the “**Hidden River Roundabout**” in partnership with Mid-Michigan Environmental Action Council, Ingham County Road Department, neighborhood groups. This project helps reduce run-off, control pollution, attract pollinators, and build neighborhood involvement and pride. More at <http://recycle.meridian.mi.us/roundabout>

COMMUNITY GARDENS

The following report is adapted from the Garden Project’s 2017 Report.

Meridian Township provided support to local community gardens through a partnership with the Greater Lansing Food Bank’s “Garden Project.” Together, we supported 10 community gardens with plant starts, seeds, and many other important resources to help our gardeners be successful in growing food for their families. This report highlights some of the impacts this partnership has made possible at each of these gardens.

Okemos International Garden at Central/Cedar Creek

The spring weather cooperated and Okemos Public Schools provided the garden an early till for Okemos International Garden, allowing the garden to open for the season on May 17th. Because of increased demand, the garden increased the number of gardening plots they offered from 24 to 48 with each plot offering

approximately 200 square feet of garden space. Garden Project & Meridian supported the infrastructure improvements. Staff worked to maintain the new garden fence GP built last fall by grading, mowing, and controlling poison ivy. Okemos International gardeners were active users of the Garden Project Resource Center, accessing 25 seed packets per gardener and weekly, free plant distributions. Garden Project also provided on-site registration, garden plotting and assignments, as well as hosting volunteers to help with spring and fall clean-ups.

Marsh Pointe Garden

Marsh Pointe's new Garden Leader, Carol, is known for being active, passionate, and knowledgeable. Garden Project worked with her to set a site revitalization plan for the season and coordinated a Michigan State University (MSU) volunteer group to visit the garden early in the season. The MSU group "adopted" Carol and the Marsh Pointe gardeners, revisiting them later in the season for a follow up work day. Garden Project supported improved infrastructure at the garden this year by providing tilling for an overgrown area of the garden that will now be maintained as a central gathering space.

Edgewood Village Community Garden

Garden Project (GP) provided tools, over 100 plant starts, and 160 seed packets this season to gardeners at Edgewood Village Community Garden. GP also provided spring tilling and multiple site consultations this season to help them consider improvements to their garden, including adding a new compost station and moving their hoop house. Garden Project coordinated multiple volunteer groups to visit Edgewood this season. Their Garden Leader reported early in the spring that they had only one AmeriCorps member this year instead of the three members they usually host. Because of this, they fell a bit behind early in the season. Still, they managed to get good participation from their gardeners and even grow a few plots for donations at local pantries. Edgewood Village Community Center uses their garden to teach health and nutrition to their youngest residents. The local Public Broadcasting Station (PBS), WKAR, featured their work in a WKAR Cares segment, which can be viewed [here](#). Edgewood Village was the host for this year's Fall Harvest Potluck on September 21st. Over 50 gardeners and community members braved the rain to attend.



Harvest Potluck Gathering

Grange Acres

Garden Project helped Grange Acres protect their crops from rabbits this year, because they were beginning to have problems last year. Garden Project purchased 500 feet of rabbit fence and coordinated a group of volunteers from the Michigan State Police Department to come and install it on a work day this spring. Garden Project continued the tradition of hosting VIP open hours at the GP Resource Center for residents to pick up free seeds and plants this spring. GP also provided 10 yards of Hammond Farm's "Closed Loop" compost blend for their gardens. Grange Acres also has new leadership this year, with their long-time resident and Garden Leader taking a much-needed break to enjoy the garden as a gardener.



Grange Acres

Wardcliff Garden

For the first time this year, Wardcliff gardeners could grow their fresh fruits and vegetables without fear of deer eating their crops. They now have the protection of a new, 10-foot tall deer fence. They had only a disintegrating plastic fence before this, which had been zip-tied together over the last couple of seasons. Wardcliff Garden’s new Garden Leader expressed their gratitude with a note “We’re so happy with the fence at Wardcliff. Thank you for working on making this happen. The other week we wrapped a 2ft wide roll of chicken wire around the outside perimeter and attached it with zip ties, this should keep the rabbits out.” In addition to the new fence, GP also purchased and delivered straw for the gardeners to use. This is important to help with weed suppression and water conservation.



Wardcliff Garden

Northwind Community Garden

Gardeners at Northwind Community Garden have steadily relied on water access from the East Lansing Food Cooperative (ELFCO) building next door, to supplement during dry times, when there hasn’t been water in the catchment system. With the sale of the ELFCO building to a new owner in the spring, gardeners were unsure if the garden would still have water access going into the growing season. Fortunately, the new owner is supportive of the garden, and organic farming in general. They have continued to provide water for the gardeners. GP provided straw bales for the gardeners as well as 12 yards of Hammond Farm’s “Closed Loop” compost blend.



Northwind Community Garden

St. Paul Lutheran Church

The garden at St. Paul Lutheran Church continued into their third growing season this year. While Interactions with Garden Project were minimal, garden leaders continued to receive resource emails from us listing support options ranging from volunteer groups, improvement funds, seeds, plants, trainings and more. St. Paul grows their garden for donation. Roughly 500 pounds of fresh fruits and vegetables are harvested for their food pantry each year.



St. Paul Lutheran Church

Haslett Middle School

Garden Project staff have not had contact with Haslett Middle School Garden this season. Stephanie Chandel continues to teach there and receives our Garden Leader resource emails.

Kinawa Middle School & Chippewa Middle School

Kinawa was the site of an abandoned garden until this year. It was “left to the weeds,” in the words of one mother. This past winter, a group of parents came together to form a garden leadership committee. They decided to rehab the garden and operate it as a community garden. To support their first season as Kinawa Community Garden, GP provided funding for mesh fencing to keep out wildlife. GP also provided lumber and hardware for building four raised beds and for reinforcing existing raised beds that were in disrepair. One of the leadership members attended a Garden Leader Support Night at the Garden Project Resource Center in April. GP also continues to support the science program at Chippewa with seeds in the spring.

St Luke's Lutheran Church, God's Glory Garden

God's Glory Garden at St. Luke's Lutheran Church became part of the Garden Project network this season. They are in their third season of growing, primarily for donation at local pantries, but also with opportunities for community members to grow their own food. God's Glory Garden was originally two separate ministries. Last fall, St Luke's joined with the congregation at Christ Lutheran Church in downtown Lansing to become one congregation. They also combined their garden ministries with hopes to plan educational opportunities around food preservation and gardening in the future. This year, Garden Project provided a donation of sunflower seeds to St. Luke's this spring for their #500years500sunflowers project.

More on the community gardens at <http://recycle.meridian.mi.us/garden>.

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 (PT)
Hussein Khanjar	Engineering Aide (PT)
Lucas Driesenga	Engineering Intern (PT, ended April 2017)
Yafeng Jiang	Engineering Intern (PT)
Catherine Webb	Engineering Intern (PT, summer 2017)
Devin Weerasinghe	Engineering Intern (PT, summer 2017)
Allison Hartman	Engineering Intern (PT)

Water and Sewer Utilities

Larry Bobb	Water Lead Utility Worker
Mike Ellis	Water Utility Worker
Dan Palacios	Water Utility Worker
Chad Houck	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)
Ellen Dillman	Volunteer Coordinator
Meridian Energy Advisory Team	

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.

During the calendar year 2017, the Treasurer's Office reported:

- Total property taxes collected and processed in 2017 = \$100,688,977.65
- Total other receipts collected and processed in 2017 = \$13,708,340.53
- Total delinquent personal property taxes collected in 2017 for the 2012 to 2016 tax years = \$35,974.39
- Eight new bankruptcies/receiverships in 2017. Seven active prior year bankruptcies
- Delinquent personal property bankruptcies owing \$34,424.39
- Total tax collected from delinquent and active bankruptcies in 2017 = \$5,977.12
- The Treasurer collaborated with Delhi Township in the statutory cancellation of delinquent personal property taxes
- The Treasurer 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 continued offering the ACH payment option for taxes
- The Treasurer served as a Township Board member and attended semimonthly meetings. This responsibility includes deliberation and voting on all Board actions
- The Treasurer presented periodic reports to the Township Board on Township investments and collections
- The Treasurer served the Meridian Economic Development Corporation (EDC) as treasurer and attended monthly meetings to report finances and provide input on development projects

- The Treasurer served as Chair of the EDC's Global Initiative, exploring economic development opportunities related to the international population in our community
- The Treasurer served on Global Lansing for LEAP
- The Treasurer served on the Land Preservation Advisory Board
- The Treasurer attended weekly Rotary Club meetings in order to improve communications between the Township and the business community
- The Treasurer served as a member of the Meridian Township Pension Board, which meets periodically to oversee its financial condition
- The Treasurer served as a member of the Tri-County Planning Commission including subcommittees of Transportation and By-laws
- The Treasurer attended monthly MABA meetings in order to facilitate communication between the Township and the business community
- The Treasurer served on the Capital Area Treasurer's Group
- The Treasurer assisted the Finance Director with approval of paperwork for audit purposes

TEAM MEMBERS

Julie Brixie, Treasurer
Mary Ann Groop, Deputy/Assistant to the Treasurer
Stephaney Guild, Bookkeeper