



AGENDA

CHARTER TOWNSHIP OF MERIDIAN TOWNSHIP BOARD – VIRTUAL MEETING

April 13, 2021 6:00 PM

1. CALL MEETING TO ORDER
 2. PLEDGE OF ALLEGIANCE/INTRODUCTIONS
 3. ROLL CALL
 4. PRESENTATION
 - A. Introduction of New Firefighter/Paramedic-Gavin Ulman
 5. CITIZENS ADDRESS AGENDA ITEMS AND NON-AGENDA ITEMS
 6. TOWNSHIP MANAGER REPORT
 7. BOARD MEMBER REPORTS OF ACTIVITIES AND ANNOUNCEMENTS
 8. APPROVAL OF AGENDA
 9. CONSENT AGENDA
 - A. Communications
 - B. Minutes-March 16, 2021 Virtual Regular Board Meeting
 - C. Bills
 - D. Quarterly Treasurer's Report
 - E. Annual Arbitrage Report
 - F. School Tax Collection Agreements
 - G. Resolution of Support for Community Project Funding Application
 10. QUESTIONS FOR THE ATTORNEY
 11. HEARINGS (CANARY)
 12. ACTION ITEMS (PINK)
 - A. 2021 Citizen Survey
 - B. Expansion of Redi-Ride Services
 - C. National Child Abuse Prevention Month Resolution
 - D. Sexual Assault Awareness Month Resolution
 13. BOARD DISCUSSION ITEMS (ORCHID)
 - A. Zoning Amendment #21010 (Township Board) amend the Code of Ordinances to require Township Board approval of a special use permit for motor vehicle sales and service establishments and automobile dealerships in the C-2 and C-3 (Commercial) zoning district
 - B. Utility Shut-off Extension
 - C. 4th of July Fireworks
 14. COMMENTS FROM THE PUBLIC
 15. OTHER MATTERS AND BOARD MEMBER COMMENTS
 16. ADJOURNMENT
-

All comments limited to 3 minutes, unless prior approval for additional time for good cause is obtained from the Supervisor.
Appointment of Supervisor Pro Tem and/ or Temporary Clerk if necessary.

Individuals with disabilities requiring auxiliary aids or services should contact the Meridian Township Board by contacting:
Township Manager Frank L. Walsh, 5151 Marsh Road, Okemos, MI 48864 or 517.853.4258 - Ten Day Notice is Required.
Meeting Location: 5151 Marsh Road, Okemos, MI 48864 Township Hall (VIRTUAL MEETING)



9A

**CONSENT AGENDA
BOARD COMMUNICATIONS
APRIL 13, 2021**

From: [Ron Styka](#)
To: [Board](#); [Frank Walsh](#); [Derek Perry](#)
Subject: Fwd: Thank You and Broadband Access Committee
Date: Wednesday, March 31, 2021 5:08:06 PM

FYI

Sent from my iPhone

Begin forwarded message:

From: "Duimstra,Scott" <duimstras@cadl.org>
Date: March 31, 2021 at 11:37:11 AM EDT
To: Ronald Styka <styka@meridian.mi.us>
Subject: **Thank You and Broadband Access Committee**

Supervisor Styka,

I wanted to reach out and thank you for last night's meeting. It was wonderful to hear from regional partners and get a chance to see what projects we can all work on. Last night you mentioned reaching out to you if we'd be interested in working on some type of committee or task force for increasing broadband internet access in our area. CADL would love to take part.

Thank you,
Scott

Scott Duimstra
Executive Director
Pronouns: he, him, his
Capital Area District Libraries - Administration
401 S. Capitol Avenue, Lansing, MI 48933
517-367-0813 | duimstras@cadl.org
www.cadl.org | Twitter: www.twitter.com/cadl | Facebook:
www.facebook.com/cadlibrary

From: [Kay Kay](#)
To: [Board](#)
Subject: recreational/adult use marijuana
Date: Wednesday, March 31, 2021 5:09:01 PM

Dear board members,

Thank you for your service during such difficult times. I listened with great interest to the meeting relating to recreational marijuana . I am opposed to these licenses at this time. After hearing the arguments pro and con, I heard nothing compelling, certainly no information that there is an unmet need, and no real evidence that these would enhance our community in any way. For example, the argument that these establishments are safe because there are so many levels of security rings quite hollow. Whatever necessitates that level of security must be addressing some level of threat. No other nearby business requires it. THE idea that it will be more expensive than street provisions, so kids won't be able to afford it, just shouts that we will have a continuing demand for illegal supplies . Disposable income is disposable income. If people in the township spend more on cannabis, it is by necessity that they will buy less of something else, so some other businesses will suffer corresponding losses. If the goal is to make meridian township a destination spot for marijuana, I do not support that, either. There is no doubt, tomato analogy aside, that persons under the influence are less safe behind the wheel. East Lansing, my former home, has the niche covered to handle local demand. Let them have it. We should continue to be known for great schools and other amenities. I thank you for considering my opinions. Kay Biddle

--

Kay Biddle
(Shout out to FOIA readers)

From: [Dan Opsommer](#)
To: [Frank Walsh](#); [Ron Styka](#); [Board](#); [Derek Perry](#)
Subject: Ingham County Proposing a New Revolving Fund that could help with broadband
Date: Thursday, April 1, 2021 2:10:31 PM
Attachments: [21March31BoardLeadership.pdf](#)
[Outlook-sfwhznkc.png](#)

Hi Everyone,

Through various conversations with Ingham County, their current plan to appropriate their initial ARPA funds includes setting aside \$11.55 million to establish a revolving fund to partner with townships, cities and villages to address critical infrastructure needs, including: broadband, water/sewer systems, plant upgrades and homeowner systems.

Thank you, Manager Walsh for working with Controller Todd on this. Commission Stivers also worked very hard to have broadband projects included in this revolving fund.

Flip to the last page of the attached packet for Ingham County's preliminary ARPA allocation plan.

Please let me know if you have any questions.

Thanks,

Dan Opsommer
Meridian Township Trustee
Supervisor Pro Tem
Cell: 517.281.6034



A Prime Community

Meridian.mi.us

Facebook.com/MeridianTownship

Twitter.com/MeridianTwp

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Meridian Township Trustee
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INGHAM COUNTY BOARD OF COMMISSIONERS

CHAIRPERSON
BRYAN CRENSHAW

VICE-CHAIRPERSON
DERRELL SLAUGHTER

VICE-CHAIRPERSON PRO-TEM
RANDY MAIVILLE



*P.O. Box 319,
Mason, Michigan 48854
Telephone (517) 676-7200
Fax (517) 676-7264*

BOARD LEADERSHIP WILL MEET ON WEDNESDAY, MARCH 31, 2021 AT 6:00 PM. THIS MEETING WILL BE HELD VIRTUALLY <https://ingham.zoom.us/j/82749088407>

Agenda

Call to Order
Approval of the [August 12, 2020](#) Minutes
Additions to the Agenda
Limited Public Comment

1. [American Rescue Plan Act](#) of 2021 - Discussion

Public Comment
Adjournment

A QUORUM OF THE BOARD OF COMMISSIONERS WILL BE IN ATTENDANCE

BOARD LEADERSHIP MEETING

August 12, 2020

Draft Minutes

Members Present: Celentino, Crenshaw, Grebner, Koenig (arrived at 6:11 p.m.), Maiville, Morgan, Naeyaert, Polsdofer, Sebolt, Slaughter, Stivers, Tennis, and Trubac.

Members Absent: Schafer.

Others Present: Jared Cypher, Gregg Todd, Teri Morton, Michael Townsend, Jill Bauer, Becky Bennett, Alan Fox, Rick Terrill, Elizabeth Noel, and Michael Tanis.

The meeting was called to order by Chairperson Crenshaw at 6:00 p.m. virtually via Zoom in accordance with the Governor's Executive Order 2020-154 regarding the Open Meetings Act.

Approval of the June 4, 2020 Minutes

MOVED BY COMM. NAEYAERT, SUPPORTED BY COMM. SEBOLT, TO APPROVE THE MINUTES OF THE JUNE 4, 2020 BOARD LEADERSHIP MEETING.

THE MOTION TO APPROVE THE MINUTES CARRIED UNANIMOUSLY. Absent: Commissioners Koenig and Schafer.

Additions to the Agenda

None.

Limited Public Comment

None.

1. Update on Controller's Recommended Budget

Gregg Todd, County Controller designate, thanked the Commissioners for the opportunity to lead Ingham County. He stated that he and the Controller's Office had worked hard to put together a recommended budget to the Commissioners, and tried to be flexible with the uncertainty of the County's revenue for FY2021.

Jared Cypher, interim County Controller, presented the update on the Controller's Recommended Budget to the Board of Commissioners.

Chairperson Crenshaw asked for an explanation of the \$300,000 related to the Strategic Planning Initiative Funds.

Interim Controller Cypher stated that the funds were reflected every year because it was part of the Board of Commissioners' Z List, and was not something that the Controller's Office allocated money to.

Chairperson Crenshaw asked, knowing the County experienced a budget deficit, if the County would not have a Z List in the FY2021 budget. He further asked if that was discussed, so that a Department could come to ask, for example, for a vehicle or position since those costs were being reduced.

Interim Controller Cypher stated that he did not recall discussing Z List funds, but rather discussed the Contingency Fund, which talked about later in the presentation.

Interim Controller Cypher continued his presentation to the Board of Commissioners.

Commissioner Koenig arrived at 6:11 p.m.

Commissioner Celentino asked if the expense of \$847,901 for Employee Concessions was the amount of concessions that employees took in 2020 or the amount received if employees took concessions in 2021.

Interim Controller Cypher stated that it was based on if employees took concessions in 2021. He further stated that if there were employee concessions this year, they could be credited toward the 2021 number.

Interim Controller Cypher stated that he recommended continued discussions with the Collective Bargaining Units.

Commissioner Celentino asked if that included the furloughs that employees took this year.

Interim Controller Cypher stated that the furloughs taken this year were part of the Work Share Program. He further stated that the program was a win-win situation for employees and the County because the County received the savings while employees received an additional \$600 per week.

Interim Controller Cypher continued his presentation to the Board of Commissioners.

Chairperson Crenshaw asked if he had discussions with Departments who were to hold selected vacant positions open in FY2021.

Interim Controller Cypher stated that he had discussions with all of the affected Departments.

Interim Controller Cypher continued his presentation to the Board of Commissioners.

Chairperson Crenshaw stated that thought the Z List was more disposable than the Contingency Fund because if there was a major item that needed to be fixed, the County had the Contingency Fund available to allocate those funds. He further stated that he wondered how the Commissioners felt about the Z List.

Commissioner Sebolt stated that he agreed with Chairperson Crenshaw. He further stated that he would rather see a Contingency Fund of \$300,000 than a Z List of \$300,000, and while the Board of Commissioners liked having control over budgeting items due to the Z List, in tight budgeting times, he would rather go with the Controller Recommended Budget and not have a Z List.

Discussion.

Interim Controller Cypher continued his presentation to the Board of Commissioners.

Commissioner Grebner asked what the amount was being put in the budget for attrition.

Teri Morton, Deputy Controller, stated that the Controller's Office was budgeting \$1.5 million in attrition. She further stated that it was less of a change in the amount being budgeted for attrition, but rather a different way of looking at it.

Commissioner Grebner asked if that amount was by Department or Countywide.

Ms. Morton stated that the amount was Countywide because it varied between Departments but the trend was consistent from year-to-year.

Commissioner Grebner asked if he was correct that the Controller's Office was not eliminating the budgeting use of fund balance, but rather rethinking it to talk about attrition.

Controller Designate Todd stated that, for example, when a County had a budget that was 80 to 90 percent personnel related, the County would not have full employment throughout the year. He further stated that, in the past, Ingham County had shown an increase in revenue to address that rather than showing a reduction in the expense.

Commissioner Grebner stated that this reflected Controller Designate Todd's new philosophies he brought to the County, and the only argument against it was rooted in history. He further stated that he did not hear dramatic change, but rather the changing of the ways balances moved, which he thought was fine.

Commissioner Maiville asked if he was correct that the Controller's Office did not want to increase the use of the General Fund balance.

Ms. Morton stated that those were the uses of the Health Fund and Clinic Fund balances.

Commissioner Maiville asked, in terms of the vacant positions, if the revenue shortfall was not as bad as calculated, if there was a priority of order to fill the selected vacant positions. He

further asked if the Circuit Court Technology Liaison was part of the IT Department. Ms. Morton stated that the Circuit Court Technology Liaison was part of the Circuit Court.

Interim Controller Cypher stated that the Controller's Office had not discussed a priority of order to fill the selected vacant positions, but would begin to be restored if the revenues were realized.

Commissioner Stivers asked for clarification of the repurposing of millage funding, in particular the Elder Persons Millage. She stated that her concern was that if the County would be funding programs for elders at the current level instead of increasing funding to eliminate waiting lists, as the County had promised voters.

Interim Controller Cypher stated that the Elder Persons Millage generated about 0.3 mills, which would generate about \$2.4 million. He further stated that the Controller's Office proposal was to use \$103,000 of that fund, so \$2.3 million would still be available for that programming.

Commissioner Naeyaert stated that, similar to the previous question, there had been discussions in the past about not using the Trails and Parks Millage for other expenses. She further stated that she was worried about using the \$103,000 from the Elder Persons Millage, and she wondered if there had been discussions with the Tri-County Office on Aging as to how that would affect them.

Interim Controller Cypher stated that he would talk to Marion Owen, Tri-County Office on Aging, in more detail about the proposal. He further stated that he anticipated that she would be fine with the funding of Meals on Wheels through the millage, but questioned the dues portion of that.

Interim Controller Cypher stated that, in terms of the Trails and Parks Millage funding, that was a large portion of the millage to fund the operations of the Parks, but it was a millage-eligible expense and would avoid further cuts to the County. He further stated that it was not an ideal long-term strategy, and if he had it his way, the County would put the Parks on a glide path to General Fund funding in the future as revenue increased.

Ms. Morton stated that, at the end of 2019, the Animal Control Shelter Millage Fund had a balance of \$700,000 and the building had been completed, so there were funds to support two Animal Care Specialist positions. She further stated that the millage would be up for renewal in 2021, but it would not affect what was currently planned.

Commissioner Naeyaert stated that she was trying to move past the idea that the County was leveraging rather than robbing the millages that were passed. She further stated that it worried her for future in terms of taking from the millages when communities planned to have those amounts of money available.

Commissioner Stivers stated that she agreed with Commissioner Naeyaert.

Chairperson Crenshaw asked about the Animal Control Shelter Millage, and that he thought the

idea was that operations eventually would be sustained by the millage and not have any General Fund positions, once the building was paid off.

Ms. Morton stated that the six-year millage paid for the debt service and added additional staff, but there were no plans to replace the current staff.

Chairperson Crenshaw asked Commissioner Grebner about the millage's original intent was around the funding of positions and operations.

Commissioner Grebner stated that the vote on millages was never clear except for the language on the ballot. He further stated that the drafting of the Animal Control Shelter Millage occurred while he was not on the Board of Commissioners.

Commissioner Grebner stated that he guessed that different Commissioners had different views, similar to the Trails and Parks Millage. He further stated that it was clear that if a person voted for the Animal Control Shelter Millage, the Animal Control would have a new building, additional enforcement and care.

Commissioner Grebner stated that it was up to the Board of Commissioners to decide what to do, and the Commissioners may have a moral feeling about what was right or wrong, but he did not think that any lawyer would tell the Board of Commissioners that they could not do something because of what was said in a millage. He further stated that the Board of Commissioners was almost unconstrained.

Commissioner Koenig asked how long the Equalization Deputy Director position had been vacant and how much it cost.

Discussion.

Commissioner Koenig stated that she thought the position had not been filled for two years.

Ms. Morton stated that was a reason why the Controller's Office thought they should not budget for the position anymore because of the hard time they had had filling it. She further stated that the amount was \$106,000.

Commissioner Koenig stated that she thought the Equalization Department had been fine without the position.

Commissioner Maiville stated that he thought the two Animal Care Specialist positions had been augmented. He further stated that he was under the impression that this would be sunset once it was done and because he thought the County had added more positions than was anticipated.

Commissioner Grebner stated that the Commissioners were seeing that Controller Designate Todd was shaping the County into what he thought were the right way of doing things, and he

may be right. He further stated that he wanted to explain the things he had heard tonight, and while he did not necessarily disagree, he wanted to point out what he thought was being changed.

Commissioner Grebner explained to the Board of Commissioners the philosophies he thought were being changed in terms of the County budget.

Commissioner Grebner stated that the County had never leased equipment or bonded for minor capital goods because it always seemed like a bad idea. He further stated that, at this moment of 1.5 percent interest, it was hard to argue that it was a bad idea.

Commissioner Grebner stated that one of the things that would happen was the County would be shifting a long-term bad idea by deciding to borrow for capital goods other than real estate. He further stated that the County had always borrowed for real estate, but not for copiers, desks, or other capital goods.

Ms. Morton listed the items the County wanted to bond for.

Ms. Morton stated that the list of items the County wanted to bond for were long-term capital, and when the time comes to bond, the Controller's Office had it budgeted for ten years, but could consider a five-year bond.

Commissioner Grebner stated that those items were quasi-real estate, and that he did not feel bad since it was not as if the County was borrowing at six percent. He further stated that the County's normal budget process was to look at each Department and to remove one or two positions, but all of the Departments would later get most or all of those positions back.

Commissioner Grebner stated that, for this budget, the County would not do that over a budget process of three months, but instead keep their present positions and acknowledge that positions that were ever removed was through transforming a vacant position into another position, and then eliminating that position.

Commissioner Grebner stated that it would result in fewer tears at the budget hearings. He further stated that the Board of Commissioners decided what to do by doing it rather than by adopting, for example, a five-year plan.

Commissioner Grebner stated that the Board of Commissioners discover whom they were through 8-to-6 votes, and that side that won turned out to be right because they had eight votes. He further stated that there was a deep question as to whether his philosophy would uphold or not.

Commissioner Grebner stated that the State of Michigan chiseled the County every year, and the County's expenditures increased faster than their revenue because of their limitation of taxing real estate, but that was a declining fraction of people's wealth. He further stated that the County always tried to cover more with the same amount of funds, but it never worked.

Commissioner Grebner stated that the County was increasing the real estate tax level, and the reason to worry about it was not that the voter's would begin to reject it, but that total real estate millage level was close to 4 percent of the value of property in Ingham County, and that distorted property values. He further stated that the County should get away from it, but cannot because the Michigan Legislature had taken away all of the County's abilities to tax.

Commissioner Grebner stated that it was not a good thing long-term to continue to raise property taxes because they were distorting property values and making it so people do not want to own real estate, but would rather own stock or patent rights.

Chairperson Crenshaw stated that he wanted to discuss the Z List versus the Contingency Fund.

Commissioner Grebner stated that question was whether the Board of Commissioners wanted to rubber stamp the Controller's Recommended Budget, or make their own decisions. He further stated that if the Board of Commissioners had no funds to play with, then none of the Departments would care about what the Commissioners thought as far as the budget.

Commissioner Grebner stated that, for the Board of Commissioners to have influence, the Z List used to be \$600,000 with a smaller budget. He further stated that the Z List used to be 1 percent of the total budget, but was now one-third of a percentage of the total.

Commissioner Grebner stated that the County had about 1,400 positions in the General Fund, so to talk about the ability for the Board of Commissioners to add three positions or to fund a grant, it was not a lot of money but had real power. He further stated that if the Board of Commissioners took it away from themselves, the Commissioners would find themselves like other counties, for example, Washtenaw County and Wayne County.

Commissioner Grebner stated that if the Commissioners did not want to have fights about the budget, he suggested eliminating the Z List and the Board of Commissioners would never have that again in the future. He further stated that it was not a direct trade-off with the Contingency Fund because it was being merged into the previously named Budget Use of Fund Balance.

Chairperson Crenshaw stated that he did not mean to suggest the permanent elimination of the Z List, but for the FY2021 budget and to look at it again for the FY2022 budget.

Commissioner Naeyaert stated that Commissioner Grebner made the argument for her to eliminate the Z List. She further stated that, since she joined the Board of Commissioners, the Commissioners had discussed a year like 2021 and it was now here.

Commissioner Naeyaert stated that the Board of Commissioners would have to make serious decisions about things. She further stated that Controller Designate Todd had done a great job and looked forward to the new words and methods he used.

Commissioner Naeyaert stated that, while she appreciated the history of the County, she believed that new ways of doing things was best, such as bonding for much needed

technological upgrades because there was no other way the County get those items, as many other municipalities do.

Commissioner Naeyaert stated that eliminating the Z List this year was another way of being fiscally responsible.

Commissioner Polsdofer stated that Commissioner Naeyaert made good points. He further stated that trimming the Z List for one fiscal year was a good thing to do.

Commissioner Polsdofer stated that he wanted to see the County rebound and to see increased revenue, but the County needed to have measures to protect the critical needs of constituents and the Z List seemed like an easy item to strike to see significant savings.

Commissioner Tennis stated that he was puzzled because what Commissioner Grebner said was the opposite of what the last two Commissioners said. He further stated that the Z List was a procedural scheme that the County brilliantly created so that it did not have the County spending additional funds that it would otherwise.

Commissioner Tennis stated that the Z List asked the Controller and Departments to cut additional funds or make recommendations of what else could be cut, and then the Board of Commissioners added it back. He further stated that it gave the Board of Commissioners the ability to prioritize where some of the cuts occurred.

Commissioner Tennis stated that it was not saving the County any money to eliminate the Z List but it took away the ability for the Board of Commissioners to make small changes to the budget. He further stated that it was the same amount of money to spend, but a different way of looking at how the decisions were made to get there.

Commissioner Tennis stated that the Z List made it possible for the Board of Commissioners not to have to rewrite the entire budget. He further stated that there would be pressures placed upon the Commissioners to make changes to whatever was proposed, and having some money for the Board of Commissioners takes away the requirement of removing money from one Department to give to another Department.

Chairperson Crenshaw asked if he was correct that no positions that were asked were cut from the Departments, with the exception of positions put on hold.

Interim Controller Cypher stated that no filled positions were eliminated in this budget.

Ms. Morton stated that the only positions that were eliminated were the two vacant Corrections Clerk positions, as the Sheriff had offered that up as a reduction scenario.

Commissioner Naeyaert stated that she was clear as to what Commissioner Grebner said, but she turned what he said into a reason to support the elimination of the Z List. She further stated that there would be continued discussion about the budget whether or not the Board of Commissioners had the Z List.

Commissioner Naeyaert stated that she was uncomfortable with the use of tapping into the millage funds, and hoped to have future discussions about that.

Commissioner Polsdofer stated that he wanted to be clear that he supported the Z List being added back in the following fiscal year. He further stated that as the Board of Commissioners looked to FY2022, he did not necessarily support doling out money. He further stated that he may want to withhold the Z List until FY2023, and he thought it did have a valuable role, but based on the pending deadline, this seemed more logical.

Commissioner Slaughter stated that supported the Z List. He further stated that it seemed like the Board of Commissioners did not trust themselves to make the right decisions around the Z List.

Commissioner Slaughter stated that he trusted the Board of Commissioners to make the tough decisions around the Z List.

Discussion.

Commissioner Grebner stated that, in response to Commissioner Tennis, one-third of a percent was not a small amount. He further stated that the Board of Commissioners could not move funds from a Department, but rather invent new revenues.

Commissioner Grebner stated that he was in favor of keeping the Z List because it meant that the Board of Commissioners was important in the process. He further stated that if it was removed this year, he did not know how he would have the votes to restore it next year.

Commissioner Sebolt stated that, after Commissioner Tennis spoke, he was now in favor of keeping the Z List. He further stated that hopefully it would be used more how he thought it should be, in terms of using it less for staffing and more for programs.

Commissioner Sebolt stated that he was uncomfortable with major shifts in how millage funds were going, as that was something people came back to the Board of Commissioners about that a new millage did not enhance what was being done but instead replaced the General Fund. He further stated that he did not want that to become a practice for Ingham County, and so he wanted to shift away from millage funds as much as possible with additional revenues.

Commissioner Celentino stated that he was in favor of keeping the Z List in.

Commissioner Morgan stated that he agreed with Commissioner Sebolt and supported leaving the Z List in. He further stated that Commissioners were elected to be the voice of constituents, and so it was important for the Board of Commissioners to have the ability to maintain influence over the budget process.

Commissioner Trubac stated that, with the process last year, it was constructive and valuable. He further stated he liked that it gave the Board of Commissioners influence over the budget process, and so he supported continuing the Z List.

Commissioner Trubac stated that he agreed with Commissioner Sebolt in terms of not wanting to use millage funds in the way discussed tonight to be normalized. He further stated that it was an extraordinary year and wanted to revisit the idea soon.

Commissioner Koenig stated that it was one thing to not agree with the use of millage funds to replace General Fund expenditures, and these were conversations that had been discussed with the Trails and Parks Millage. She further stated that it was another thing of doing the painful process of saying that if that was not done, there would need to be cuts.

Commissioner Koenig stated that the shifting of funds from the Trails and Parks Millage was a big thing, and it concerned her once the amount used got past the 50 percent mark.

Commissioner Koenig asked about the previous discussions of budgeting for the MSU Extension Office. She further asked how much their budget was.

Discussion.

Interim Controller Cypher stated that the County had an agreement with the MSU Extension Office for services. He further stated that the County bought services from this regional model of MSU Extension, which was between \$300,000 and \$400,000 per year.

Interim Controller Cypher stated that the total budget for MSU Extension was about \$500,000. He further stated that if the County eliminated MSU Extension, there were three filled positions that were County employees.

Commissioner Koenig stated that, in the future, she wanted the history of how MSU Extension developed.

Commissioner Grebner explained the history and consequence of the Juvenile Justice Millage and the Trails and Parks Millage.

Commissioner Morgan asked if the Controller's Office could prepare scenarios if the Board of Commissioners elected not to use special millage funds to fill gaps in the General Fund because he shared concerns that once that door opened, it would not close.

Discussion.

Chairperson Crenshaw stated that he thought the consensus from the Commissioners about the Z List was split, and so it would stay in the budget process. He further stated that as it went through the liaison and Finance Committees for recommendation to the Board of Commissioners, a further conversation could be had.

Commissioner Celentino asked why the Controller's Office was not using reserve funds rather than going to employees for concessions. Commissioner Celentino stated that employees were always willing to help the County solve their financial difficulties, but with the current pandemic, he wondered if the County could eliminate any concessions.

Controller Designate Todd stated that he took responsibility for that because he had recommended not using any of the funds balance in the General Fund, but realized it was being used for other funds. He further stated that the employee concession number started at \$1.2 million, and kept dwindling down the number as they found other places to cut.

Controller Designate Todd stated that about \$400,000 of the employee concessions was the Sick Leave Payout, so the Controller's Office wanted to look at that and earlier retirement incentives. He further stated that he recognized furloughs were tough and did not want to look at doing it. Controller Designate Todd stated that if the County was talking about working in a pandemic and being responsible employers, he did not think incentivizing employees not to use sick leave was a good way to move forward. He further stated that the Controller's Office could look at using reserve funds.

Commissioner Celentino stated that if there was something that could be done to help employees to avoid concessions at this time, he would be in favor of it.

Commissioner Koenig stated that he wanted to thank the staff and Controller Designate Todd for all of their work. She further stated that, with all things considered, this did not look as painful to her.

Chairperson Crenshaw stated that, to reiterate, Commissioner Morgan asked for a budget scenario with the elimination of the use of millage funds and Commissioner Celentino asked for the elimination of employee concessions and replacing it with the use of fund balance.

Chairperson Crenshaw asked how the budget books would be presented to the Commissioners.

Michael Townsend, Budget Director, stated that they were going to present the budget books in a similar way as they had in the past. He further stated that it would be online and be able to go by sections and by Department.

Chairperson Crenshaw asked how the budget hearings would be run in a virtual setting.

Mr. Townsend stated that the Budget Office had not thought about it, but Zoom had the capability for Departments to be on the meeting. He further stated that he would get that information to the Commissioners as soon as possible.

Interim Controller Cypher stated that a simple solution would be to use the "raise your hand" feature on Zoom, and those who were happy with the budget recommendation could raise their hand, be called on, express their support, and then leave the Zoom meeting.

Commissioner Morgan asked the Controller's Office to share the budget book files as a PDF that was OCR compatible, so that the Commissioners could find strings of text without reading every page when quickly finding something.

Chairperson Crenshaw stated that he wanted to thank the Controller's Office and Controller

Designate Todd for the presentation. He further stated that the Commissioners had a challenge ahead of them, and the Commissioners would have to listen to the Departments and make the best recommendations for the County.

Public Comment

None.

Adjournment

The meeting was adjourned at 7:36 p.m.

TO: Board of Commissioners, Board Leadership Meeting
FROM: Gregg Todd, Controller
DATE: March 15, 2021
SUBJECT: American Rescue Plan Act of 2021 Proposals

The American Rescue Plan Act of 2021 (ARP) provides funding to units of local government to; *mitigate the fiscal effects stemming from the public health emergency with respect to the Coronavirus Disease (COVID-19)*. Ingham County is to receive \$56.7 million (estimate) in funding from the ARPA (cities and townships will receive separate funds).

The existing guidelines in the ARPA are as follows:

- 1) **Funding Disbursement** – First Tranche (50%) within 60 days of bill enactment. Second Tranche (50%) not earlier than 12 months after the date of First Tranche payment.
- 2) **Use of Funds Deadline** – December 31, 2024.
- 3) **Eligibility** –
 - a. To respond to the public health emergency with respect to COVID-19 or its negative economic impacts, including assistance to households, small businesses, or aid to impacted industries such as tourism, travel, and hospitality;
 - b. To respond to workers performing essential work during the COVID-19 public health emergency by providing premium pay to eligible workers* that are performing such essential work, or by providing grants to eligible employers that have eligible workers who perform essential work;
 - c. For the provision of government services to the extent of the reduction in revenue due to the COVID-19 public health emergency relative to revenues collected in the most recent full fiscal year prior to the emergency;
 - d. To make necessary investments in water, sewer, or broadband infrastructure.
 - e. Pension Funds contributions are specially identified as not eligible.
- 4) **Transfer Authority** – funds may be transferred to private nonprofit organizations, a public benefit corporation involved in the transportation of passengers or cargo or a special-purpose unit of State or local government.
- 5) **Reporting** – provide to Treasury Secretary periodic reports providing a detailed accounting of the uses including such other information as the Secretary may require.
- 6) **Recoupment** – failure to comply with requirements shall require repayment in amount equal to amount of funds used in violation to requirements.
- 7) **Regulations** – The Treasury Secretary shall have the authority to issue such regulations as may be necessary or appropriate.

Please see attached spreadsheet of proposed funding options for the ARP funds. While the federal regulations have not been finalized, these proposals fit within the eligibility categories listed above.

American Rescue Plan Funding Proposals March 25, 2021**Revenue****Tranche 1 May 2021 - May 2022** \$ **28,355,172****Expense**

		Description
Premium Pay Benefit	\$ 2,100,000	Work share pay for non-eligible essential workers during COVID and premium pay for other essential non-remote working employees
IT Upgrades for Remote Work/Connectivity	\$ 250,000	Upgrades/Wireless at Park facilities, Fairground, other remote facilities
Health Department	\$ 2,691,000	Expanded vaccination clinics, mobile vaccination/testing, contact tracing
Small Business Rescue Grants	\$ 11,000,000	Administered by LEAP (includes Overhead/Administration)
Assistance to Residents	\$ 6,500,000	Administered by Capital Area Community Services; debt counseling, direct aid, behavioral health services, etc. (includes Overhead/Admin.)
Mortgage Assistance	\$ 1,000,000	Administered by Capital Area Housing Partners (includes Overhead/Administration)
Property Tax Forbearance (2020 delinquent taxes)	\$ 1,500,000	Administered by Treasury Office
Tourism/Travel/Hospitality	\$ 1,400,000	Direct payment to GLCVC lost revenue due to COVID
Scholarship Program	\$ 500,000	Focus on low income in layoff susceptible professions
Marketing	\$ 300,000	Promote Ingham County
Additional Staffing (2 full time)	\$ 140,000	Finance Dept/Treasury

Total Tranche 1 Expense \$ **27,381,000****Tranche 1 Net** \$ **974,172****Revenue****Tranche 2 May 2022 - Dec 2024** \$ **28,355,172****Expense**

		Description
Revenue Reimbursement	\$ 7,000,000	Lost revenue for years 2020-2021
Housing Trust Fund	\$ 9,000,000	Administered by Land Bank (includes Overhead/Administration)
Property Tax Forbearance (2021 delinquent taxes)	\$ 1,500,000	Administered by Treasury
Sewer/Water/Broadband Revolving Loan Fund	\$ 11,550,000	Partner with townships, cities to address critical water/sewer needs including plant upgrades and homeowner systems
Additional Staffing (same as Tranche 1 for years 2-3)	\$ 280,000	Finance Dept/Treasury

Total Tranche 2 Expense \$ **29,330,000****Tranche 2 Net** \$ **(974,828)****ARP Final** \$ **(656)**

EAST LANSING – MERIDIAN WATER AND SEWER AUTHORITY

2470 BURCHAM DRIVE – EAST LANSING, MICHIGAN 48823

PHONE: 517-337-7535 – FAX 517-337-7240

Agenda

East Lansing-Meridian Water and Sewer Authority

April 15, 2021

11:00 A.M.

BOARD OF TRUSTEES

DEREK PERRY
Chair

SCOTT HOUSE
Vice-Chair

CHUCK PETERSON
Secretary

BRADLEY BROGREN
Trustee

JIM CLELAND
Trustee

JIM ECKLUND
Trustee

•

JILL FELDPAUSCH
Treasurer

•

CLYDE DUGAN
Operator/Manager

1. Roll call.
2. Approval of minutes of the March 18, 2021 meeting.
A. Motion to approve.
3. Communications.
4. Public Comments.
5. Treasurer's Report.
6. Preliminary Budget for fiscal 2021/22 Draft 3.
7. Award Chemical Supplier for fiscal 2021/22.
A. Motion to Award.
8. Resolution 2021-4-1.
A. Motion to Tentatively Award Construction Contractor for Filter Additions/Controls upgrade project.
9. Resolution 2021-4-2.
A. Motion to Authorize Issuance of Water Supply System Junior Lien Revenue Bonds, Series 2021.
10. Long Term Planning update.
11. Manager's Report.
A. Expenditure list (Motion to acknowledge).
12. Other Business.
13. Adjournment.

EAST LANSING – MERIDIAN WATER AND SEWER AUTHORITY

2470 BURCHAM DRIVE – EAST LANSING, MICHIGAN 48823

PHONE: 517-337-7535 FAX 517-337-7240

BOARD OF TRUSTEES MEETING NOTICE OF ELECTRONIC AND TELEPHONIC MEETING

Please take notice that the Board of Trustees of the East Lansing – Meridian Water and Sewer Authority (“Authority Board”) will hold a public meeting at 11:00 AM, on Thursday, April 15, 2021 by convening the Authority Board through remote electronic access as provided in this Notice. Proceedings conducted at this meeting are pursuant to the provisions of the Ingham County Local State of Emergency declaration, Res #21-138 and the Meridian Township Local State of Emergency declaration, dated February 2, 2021.

1. The Authority Board is meeting electronically to address necessary business operations and allow ongoing work to sustain and protect the lives of the residents of its constituent municipalities.
2. This meeting is being held electronically to comply with federal, state and local agency recommendations to cease in-person public assemblies, self-quarantine, and help prohibit the spread of COVID-19. The Authority Board recognizes its continuing responsibility for needed decision-making and will conduct this meeting in a manner that effectuates as fully as possible the purposes of the Open Meetings Act.
3. Individuals are encouraged to participate in the meeting electronically, including providing public comment, either through prior e-mail correspondence, online audio-conferencing, and telephone comments.
4. For those seeking to participate electronically through online video or audio-conferencing, participants can access the electronic meeting through the following link: <https://zoom.us/j/572589791>, Password 2470, or by calling 1 (646) 558-8656, Meeting ID 572 589 791, Password 2470. Participants may use any device that supports the video-conferencing app or when prompted after clicking the link, choose to join the meeting through a default browser, if applicable. For those who choose to access through the video-conference app, you will be prompted to download the app to participate.
5. To participate in public comment during the virtual meeting, upon entering the meeting indicate you wish to take part in public comment in the chat, or verbally if on the phone or audio-conferencing. You’ll be called upon by the Chairperson during the Public Comment section or other appropriate sections of the meeting. When directed by the Chairperson, please call (517) 349-1232 to make your comments. Members of the public are allowed three minutes to speak. You can then return to the meeting as before
6. Questions and comments may be submitted prior to the meeting by email to cdugan@elmwsa.com. Emails to that address relevant to this meeting will be distributed to the Authority Board.
7. Further information and materials related to this meeting can be requested by contacting cdugan@elmwsa.com or (517) 337-7535 Ext. 1.
8. Persons with disabilities needing accommodations for effective participation in the meeting should contact the Authority Manager at (517) 337-7535 Ext. 1 or through the Michigan Relay Center at 7-1-1 (TDD) at least twenty-four (24) hours in advance of the meeting to request visual, hearing, technological, or other assistance.
9. If you are unable to access the meeting due to technical difficulties, please contact Director of IT, Stephen Gebes; (517) 853-4222; geb@meridian.mi.us. Every effort will be made to help you participate in the meeting.



FOR IMMEDIATE RELEASE
March 26, 2021

CONTACT: Tavis Millerov, Fire Inspector
517.853.4720 | millerov@meridian.mi.us

UPDATE: Burn Ban Lifted in Meridian Township
Fire Department Reminds Residents to Obtain Burning Permits

Meridian Township, MI – Effective immediately, the Burn Ban that was put into effect Thursday, March 18 has been lifted in Meridian Township.

“While we are lifting the burn ban at this point, we do still want the public to exercise caution while burning with respect to wind conditions,” stated Meridian Township Fire Inspector Tavis Millerov.

Residents should be careful with any activities that could potentially lead to a wildfire such as outdoor grilling, smoking materials, chain saws and all-terrain vehicles. These have the potential to throw a spark and ignite a dangerous and destructive fire. It is never permissible to burn garbage, leaves, brush, grass clippings or building materials in the Township.

The Meridian Township Fire Department reminds residents that they must have a burn permit on file with the Fire Department in order to conduct any Recreational or Rural Residential burning. Burn permits are valid for one year at no cost:

Recreational Fire Permits: The purpose of the recreational fire pit is to cook food or to gather around for ceremony or pleasure. A recreational fire is a below ground-level hole, with non-combustible sides, that can contain a fire. To obtain a Recreational Fire Permit, register online at <http://bit.ly/MTRecreationalFirePermit>.

Rural Residential (RR) Open Burning Permits: Most properties in the Township are eligible only for a Recreational Fire Permit due to the zoning and size of the parcel. Properties zoned rural residential (RR) AND over 1 acre in size are eligible for both permits. Open burning is limited to only those materials that grow on the lot. To obtain a permit for RR Open burning, please call Station 91 at 517.853.4791 and request a permit on the day you would like to burn. If the conditions are appropriate, Fire Department personnel will come to the location of the proposed fire and inspect the site. If the site is approved, a permit will be issued for that year.

For questions or concerns, please contact the Meridian Township Fire Department non-emergency number at 517.853.4700. If it is an emergency, please dial 911.

For more information and the latest updates, please visit www.meridian.mi.us/Fire or follow the Meridian Township Fire Department on Facebook at www.facebook.com/MeridianTwpFD.

###

The community of Meridian Township is in close proximity to the Michigan State Capitol and Michigan State University. The Township serves the community through exceptional services, beneficial amenities and an outstanding quality of life. It is a welcoming community that celebrates quality education, recreation and lifestyles.

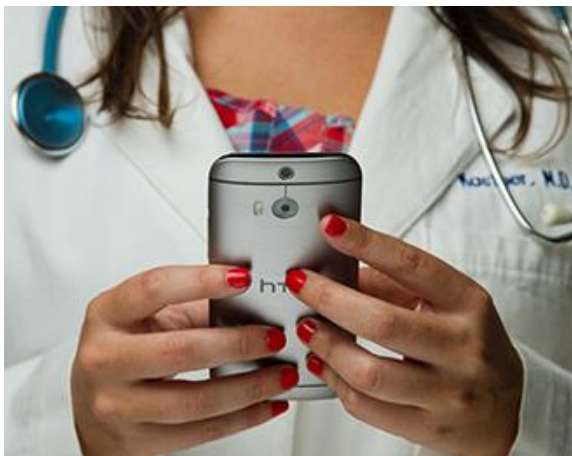




Meridian Township Fire Department Reminds Residents to Obtain Burning Permits

The Burn Ban in Meridian Township was lifted on March 26. The Meridian Township Fire Department reminds residents that they must have a burn permit on file in order to conduct any Recreational or Rural Residential burning.

Permit Registration



Meridian Cares Promotes Mental Health
Resources Available to Residents

[More Information](#)



HNC at MSU Science Festival
Virtual Wildlife Encounters

[Event Details](#)



Township Offices Closed 1/2 Day
Observance of Good Friday

[Learn More](#)

Restaurant Revitalization Fund
Assistance Available for Restaurants

[Learn More](#)



Career Opportunities in Meridian
Seasonal, Part Time and Full Time Positions

[Apply Today](#)



Farmers' Market Vendors & Pre-Ordering
April 3 Farm, Food & Crafts Market

[Vendor Information](#)

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Careers



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[MDHHS Ramps Up COVID-19 Testing and Vaccinations](#)

[Meridian Township Clerk Discusses Upcoming May Special Election](#)



Your Choice  2021
Special Election Coverage

Women's History Month Series: Township Department Leader Interviews



*Celebrating
our
Women
Leaders*

#WomensHistoryMonth

MERIDIAN TOWNSHIP

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CONTACT: Kati Adams, Harris Nature Center Coordinator
517.349.3866 | kadams@meridian.mi.us

Harris Nature Center Announces Summer Day Camps
Register Your Kids to Connect with Nature This Summer

Meridian Township, MI - The Harris Nature Center (HNC), located at 3993 Van Atta Road in Meridian Township will begin offering a variety of summer day camps for kids from preschool through 6th grade. Kids will have the opportunity to connect with nature beginning June 22 and running through August 12, 2021. This year, kids can choose between one-day, two-day or four-day day camps. The fees vary, depending on the length of the camp, but all campers will receive a camp T-shirt.

All camps will allow the kids' time to explore nature, meet the resident wildlife and experience a connection with nature that can only happen outdoors. Masks will be required indoors and when 6-feet of social distancing cannot be maintained outside.

"This year, we'll be offering shortened sessions in an effort to keep kids safe," said Harris Nature Center Coordinator Kati Adams. "All camps will be held outdoors as much as the weather will permit and group sizes will be kept very small in order to allow for proper social distancing."

Each week there will be different topics available for the campers. Participants will choose from either a morning or an afternoon session, as there will not be any full-day options this year. Visit the Harris Nature Center webpage, meridian.mi.us/HNC for a full description of the Summer Day Camps available or call the nature center at 517.349.3866 to receive a camp brochure.

Residents are also encouraged to follow the Harris Nature Center on social media at facebook.com/HarrisNatureCenter and instagram.com/harrisnaturecenter.

###



CONTACT: Kati Adams, Harris Nature Center Coordinator
517.349.3866 | kadams@meridian.mi.us

Harris Nature Center Foundation Hosts Virtual Fundraiser
Painting Nature Event Supports Exploration Area Upgrades

Meridian Township, MI – The Harris Nature Center Foundation is inviting artists of all ages and skill levels to a virtual fundraiser, Painting Nature: Tyco the Turtle to support the Harris Nature Center (HNC). Registrants can paint alongside a professional artist from Paint Your Poison via an interactive Zoom event on Saturday, April 24 from 4:00 pm to 6:00 pm, or receive a link to the recorded session to paint on their own.

“Harris Nature Center Foundation wants to be ready to support engaging programming once we can celebrate nature together again,” stated HNC Foundation Board Member Alexa Warwick, Ph.D. “Tyco was the first resident wildlife to be housed at the Center, so it’s fitting that his image will help painters of all levels connect with nature in a fun, creative way.”

Each \$40 painting kit provides \$15 to the foundation to support upgrades to the Nature Exploration Area, a play-scape for kids and two “Music in Nature” public events at HNC. The Foundation funds programs, exhibits and capital improvements to enrich HNC visitor experiences.

Harris Nature Center Coordinator Kati Adams said, “During the Zoom session we’ll answer questions about the Center, our new nature and wildlife observation deck that’s barrier free and our resident wildlife.”

To register and purchase painting kits, visit www.paintyourpoison.com/events/2021/hnc. Doubling the Foundation donation is optional by adding \$15 at checkout. Registration deadline dates are Saturday, April 17, for kits to be mailed for a fee and Wednesday, April 21, for kits to be picked up at locations within Meridian Township.

For more information or help registering, contact Paint Your Poison at 517.220.0058, email info@paintyourpoison.com or call the Harris Nature Center at 517.349.3866.

###



Harris Nature Center Announces Summer Day Camps

The Harris Nature Center in Meridian Township will begin offering a variety of summer day camps for kids from preschool through 6th grade. Kids will have the opportunity to connect with nature beginning June 22, 2021.

[Learn More](#)



New Burn Ban Issued
Dry Conditions & High Winds Fuel for Fire

[More Information](#)

Powell Road Construction
Ingham County Road Updates

[More Details](#)



Upcoming Public Hearings
Public Comment Encouraged from Residents

[Hearing Details](#)



2021 May Special Election Approaches
Township Outlines Voter Information

[Election Information](#)



Shuttered Venue Operators Grant
Emergency Assistance for Local Businesses

[Learn More](#)



MCC Trailblazers Workday
Trail Maintenance & Invasive Removal

[Workday Details](#)

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Events



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[April is National Child Abuse Prevention Month](#)

[Township Board Opposes Parole of Convicted Murderer](#)



TOWNSHIP BOARD
MARCH 30, 2021 JOINT VIRTUAL MEETING
11c. RESOLUTION TO PAROLE BOARD IN OPPOSITION TO GRANTING PAROLE 1

Your Choice 2021: Okemos Public Schools Proposals

Your Choice  2021
Special Election Coverage

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**CONSENT AGENDA
PROPOSED BOARD MINUTES
APRIL 13, 2021**

PROPOSED MOTION:

- (1) Move to approve and ratify the minutes of the the Virtual Regular Meeting of March 16, 2021, as submitted.**

ALTERNATE MOTION:

- (1) Move to approve and ratify the minutes of the the Virtual Regular Meeting of March 16, 2021 with the following amendment(s):**

[insert amendments]

CHARTER TOWNSHIP OF MERIDIAN
TOWNSHIP BOARD VIRTUAL REGULAR MEETING **-DRAFT-**
5151 Marsh Road, Okemos MI 48864-1198
517.349.1232, Virtual Meeting via Zoom
TUESDAY, MARCH 16, 2021 **6:00 pm.**

PRESENT: Supervisor Styka, Clerk Guthrie, Treasurer Deschaine, Trustees Jackson, Opsommer, Sundland (arrived at 6:22 pm) Wisinski

ABSENT: None

STAFF: Township Manager Walsh, Director of Public Works Perry, Fire Chief Hamel, Community Planning and Development Director Kieselbach, Information Technology Director Gebes, Parks and Recreation Director Maisner, Finance Director Mattison, Human Resources Director Tithof, Economic Development and Neighborhoods Director Clark, Communications Manager Yates, Principal Planner Menser

1. CALL MEETING TO ORDER

Supervisor Styka called the meeting to order at 6:00 pm.

2. PLEDGE OF ALLEGIANCE/INTRODUCTIONS

Supervisor Styka led the Pledge of Allegiance.

3. ROLL CALL

Clerk Guthrie called the roll of the Board.

4. PRESENTATIONS

A. Michigan Independent Citizens Redistricting Commission (MICRC)

MC Rothborn, Commissioner, offered a history of MICRC, process and purpose of public hearings on any redistricting plan, summarized the eight (8) criteria of a redistricting plan and necessity for public comment at redistricting@michigan.gov. To learn about the process, visit www.michigan.gov/MICRC.

Discussion:

- MICRC is seeking relief from the November deadline in order to include the census data and to coordinate with the Secretary of State. They plan is to be fair and make well informed choices

5. CITIZENS ADDRESS AGENDA ITEMS AND NON-AGENDA ITEMS

Supervisor Styka opened public remarks at 6:19 pm

None

Supervisor Styka closed public remarks at 6:20 pm.

6. TOWNSHIP MANAGER REPORT

Manager Walsh reported

- Chief Plaga reported they are working cooperatively with Eaton, Ingham and Clinton Counties Community Mental clinicians to offer a program on their tablets to provide assist to a citizen who is experiencing a mental or emotional health crisis. This program has already been used today.
- Proposed Jolly Road Rezoning – The rezoning was heard by the Planning Commission on March 8, a recommendation will be made on March 22 and before the Board for consideration in early April
- Prime Meridian Magazine – thank Communication Department for publishing the magazine that was recently mailed out
- Okemos was ranked the 6th Best Place to Live in the Nation by the Niche
- Large Dog Park – is temporarily closed
- Acknowledge Deputy Township Manager Perry 6th year anniversary with the Township
- Acknowledge the retirement of Director Kieselbach who has served the Township 41 years
- Deer Management Program – The Cull Deer Phase has been completed and program reached its goal

7. BOARD MEMBER REPORTS AND ANNOUNCEMENTS

Treasurer Deschaine:

- Attended EDC Meeting on March 4
- Will be attending the Capital Area Transit Authority board meeting on March 17
- Will be attending the Brownfield Redevelopment Authority Meeting (BRA) on March 18; disbursed the first official payout of an eligible reimbursement request to the BRA

Trustee Wisinski:

- Environmental Commission has received five (5) green grant applications; will be reviewing applications by March 21 and then announce the awards
- Attended Ground Water Management Board Training on March 16; overview on protecting ground water along with past and future projects

Trustee Jackson:

- Attending Michigan Municipal League Conference on March 16 & 17; discussing the Michigan Recovery Act, receipt and use of funds; how Townships' should manage COVID issues including remote meetings, vaccinations and meeting with the public; and Representative Brixie spoke on how Township Officials can related to the legislature and how Townships can move their issues forward

Supervisor Styka announced HOMTV is having issues with X-finity and attendees will need to stream through Facebook or YouTube.

Trustee Opsommer:

- Transportation Commission will be meeting on Thursday and hold a public hearing on Phase III MSU to Lake Lansing Pathway and will also review the Pathway Master Plan to consider updates

Clerk Guthrie:

- Election Inspectors Inquiries – received over 100 responses from volunteers to assist with the upcoming Special Election from preparing and mailing out ballots on March 17, working

the precincts and to correct the absent voter ballot application that were printed incorrectly by the company (see item under Communications).

Supervisor Styka:

- Heard a presentation from Congresswoman Sloktin's representative on the American Rescue Plan Act and the Treasury is working on the funding.

8. APPROVAL OF AGENDA

Trustee Jackson moved to approve the revised agenda as presented. Seconded by Treasurer Deschaine.

ROLL CALL VOTE: YEAS: Trustees Opsommer, Sundland, Wisinski, Supervisor Styka, Clerk Guthrie, Treasurer Deschaine, Trustee Jackson

NAYS: None

Motion carried: 7-0

9. CONSENT AGENDA

Supervisor Styka reviewed the consent agenda.

Treasurer Deschaine moved to approve the Consent Agenda as presented. Seconded by Trustee Jackson.

ROLL CALL VOTE: YEAS: Trustees Opsommer, Sundland, Jackson, Treasurer Deschaine, Clerk Guthrie, Supervisor Styka, Trustee Wisinski

NAYS: None

Motion carried: 7-0

A. Communications

Treasurer Deschaine the communications not already assigned for disposition be referred to the Township Manager or Supervisor for follow-up. Seconded by Trustee Jackson.

ROLL CALL VOTE: YEAS: Trustees Opsommer, Sundland, Jackson, Treasurer Deschaine, Clerk Guthrie, Supervisor Styka, Trustee Wisinski

NAYS: None

Motion carried: 7-0

B. Approval of Minutes – February 23, 2021 Virtual Special Meeting and March 2, 2021 Virtual Regular Meeting

Treasurer Deschaine moved to approve and ratify the minutes of the February 23, 2021 Virtual Special Meeting and March 2, 2021 Virtual Regular Meeting, as submitted. Seconded by Trustee Jackson.

ROLL CALL VOTE: YEAS: Trustees Opsommer, Sundland, Jackson, Treasurer Deschaine, Clerk Guthrie, Supervisor Styka, Trustee Wisinski

NAYS: None

Motion carried: 7-0

C. Bills

Treasurer Deschaine moved to approve that the Township Board approve the Manager's Bills as follows: Seconded by Trustee Jackson.

Common Cash	\$ 185,767.84
Public Works	\$ 4,133.20
Trust & Agency	<u>\$ 4,806.09</u>
Total Checks	\$ 194,707.13
Credit Card Transactions	\$ 6,516.02
02/18/2021-02/24/2021	
Total Purchases	<u>\$ 201,223.15</u>
ACH Payments	<u>\$ 6,404.79</u>

ROLL CALL VOTE: YEAS: Trustees Opsommer, Sundland, Jackson, Treasurer Deschaine, Clerk Guthrie, Supervisor Styka, Trustee Wisinski

NAYS: None

Motion carried: 7-0

D. Grant Submission – Towner Road Park Playground

Treasurer Deschaine moved to approve the attached resolution supporting submission of a grant application to the Federal Land and Water Conservation Fund for a Multi-Generational Exercise/Play Space in Towner Road Park in the amount of \$350,000 with fifty percent (50%) of the project cost (\$175,000) funded by the Park Millage. Seconded by Trustee Jackson.

ROLL CALL VOTE: YEAS: Trustees Opsommer, Sundland, Jackson, Treasurer Deschaine, Clerk Guthrie, Supervisor Styka, Trustee Wisinski

NAYS: None

Motion carried: 7-0

E. Regular Board Meeting Date Change Due to Special Election

Treasurer Deschaine move to amend the Township Board Meeting Schedule by rescheduling the May 4, 2021 Township Board regular meeting to Thursday, May 6, 2021 at 6 pm. Seconded by Trustee Jackson.

ROLL CALL VOTE: YEAS: Trustees Opsommer, Sundland, Jackson, Treasurer Deschaine, Clerk Guthrie, Supervisor Styka, Trustee Wisinski

NAYS: None

Motion carried: 7-0

10. QUESTIONS FOR THE ATTORNEY – NONE

11. HEARINGS - NONE

12. ACTION ITEMS

A. 6503 Park Lake Road Open Space Easement

Director Kieselbach outlined the Open Space Easement request, the approval process and the termination process.

Trustee Opsommer move to adopt the resolution approving the local open space easement between David and Joan Jackson (NJ Halmich Sod Nurseries, Inc.) and the Charter Township of Meridian for the property located at 6503 Park Lake Road and the Township prepare an easement consistent with the terms, conditions and restrictions authorized by Park 361 of Natural Resources and Environmental Protection Act 451 of the Public Acts of 1994 (Section 324.36101 to 324.36116 of Michigan Compiled Laws annotated). Seconded by Trustee Wisinski.

ROLL CALL VOTE: YEAS: Trustees Sundland, Opsommer, Jackson, Treasurer Deschaine, Clerk Guthrie, Supervisor Styka, Trustee Wisinski

NAYS: None

Motion carried: 7-0

B. Resolution Recognizing Autism Awareness Month

Trustee Opsommer moved to approve the resolution recognizing April 2021 as Autism Awareness Month in Meridian Township as follows:

WHEREAS, Autism refers to a range of conditions characterized by challenges with social skills, repetitive behaviors, speech, and nonverbal communication, as well as by unique strengths and differences. In 2013, the American Psychiatric Association merged four previously distinct diagnoses into one umbrella diagnosis of autism spectrum disorder (ASD). These included autistic disorder, childhood disintegrative disorder, pervasive developmental disorder-not otherwise specified (PDD-NOS) and Asperger syndrome. It is the result of a neurological disorder that affects the normal functioning of the brain that is believed to be caused by genetic and environmental factors; and

WHEREAS, Families living with autism face unique challenges and frequently experience significant financial costs for specialized education and support services. The uniqueness of each

individual with autism makes the experience of living with autism different for each family; and

WHEREAS, Autism is a lifelong condition and the necessary support and treatment changes as people on the spectrum move through major life phases. Their quality of life depends not only upon the foundation that is provided in childhood, but on ongoing supports that are specific to the educational, medical, social, recreational, family, and employment needs of the individual; and

WHEREAS, Autism knows no racial, ethnic, social boundaries, family income, lifestyle, or educational levels, and can affect any family and any child; and

WHEREAS, Autism is the fastest-growing developmental disability in the United States; and

WHEREAS, In 2020, the CDC reported that approximately 1 in 54 children in the United States is diagnosed with ASD, according to 2016 data. Research also shows that boys are four times more likely to be diagnosed with autism than girls; and

WHEREAS, April 2021 is National Autism Awareness Month;

NOW, THEREFORE, BE IT RESOLVED, BY THE TOWNSHIP BOARD OF THE CHARTER TOWNSHIP OF MERIDIAN, INGHAM COUNTY, MICHIGAN, that the members of the Meridian Township Board declare April 2021 as Autism Awareness Month in Meridian Township.

Seconded by Clerk Guthrie

ROLL CALL VOTE: YEAS: Treasurer Deschaine, Trustees Jackson, Opsommer, Sundland, Wisinski, Clerk Guthrie, Supervisor Styka

NAYS: None

Motion carried: 7-0

C. Capital Area District Library Appointment

Trustee Jackson moved to approve the reappointment of Sandra Drake to the Capital Area District Library for a term ending April 15, 2023. Seconded by Treasurer Deschaine.

Discussion:

- Asked for future update from Ms. Drake along with Librarians Betsy Hull, Okemos Branch and Tom Moore, Haslett Branch

ROLL CALL VOTE: YEAS: Clerk Guthrie, Supervisor Styka, Trustees Wisinski, Sunland, Opsommer, Jackson, Treasurer Deschaine,

NAYS: None

Motion carried: 7-0

D. Environmental Commission Appointments

Trustee Wisinski move to approve the appointment of Anna Colby to the Environmental Commission for a term ending 12/31/2022 and move to approve the appointment of Kenda Grasseschi to the Environmental Commission for a term ending 12/31/2021. Seconded by Trustee Jackson.

ROLL CALL VOTE: YEAS: Treasurer Deschaine, Clerk Guthrie, Supervisor Styka, Trustees Jackson, Opsommer, Sundland, Wisinski

NAYS: None

Motion carried: 7-0

E. Resolution on COVID-19 Relief Funding for School Districts

Trustee Opsommer move to approve the resolution in support of our School Communities and call on the Michigan Legislature to appropriate all Federal COVID-19 Relief Funding without undue burden on school districts. Seconded by Trustee Jackson.

Trustee Opsommer summarized the resolution.

ROLL CALL VOTE: YEAS: Trustees Jackson, Opsommer, Sundland, Wisinski, Treasurer Deschaine, Supervisor Styka, Clerk Guthrie

NAYS: None

Motion carried: 7-0

F. Resolution Honoring the Honorable Frank J. Kelley

Supervisor Styka summarized the resolution.

Clerk Guthrie move to approve the resolution honoring the life, public service, and enduring legacy of the Honorable Frank J. Kelley, Michigan's 50th Attorney General. Seconded by Trustee Wisinski.

ROLL CALL VOTE: YEAS: Trustees Jackson, Opsommer, Treasurer Deschaine, Clerk Guthrie, Supervisor Styka, Trustees Sundland, Wisinski

NAYS: None

Motion carried: 7-0

13. BOARD DISCUSSION ITEMS

A. 2021 Citizen Survey

Director Clark stated the Township performs a citizen survey every three (3) years and the last survey was conducted in 2018 by a national research service from Boulder, Colorado. The previous survey cost was approximately \$15,000 and it was a traditional three-part mailing to 1,600

residents. Part One asked if the resident wanted a paper copy or preferred to take the survey on-line. The second part was a reminder the survey was being sent out. The third part was to mail out the paper copy or coupon to take the survey on-line. During research, Staff received two recommendations for conducting the survey. Since the two companies had very different methods for conducting a survey, staff is recommending a request for proposals (RFP) be advertised to receive additional quotations from expert organizations that can assist with the creation, implementation and analysis of a community survey. If the RFP is sent out immediately, Director Clark stated the deadline could be Friday, March 19 with a recommendation for review at the Board's next meeting. With respect to the survey timeline, it will be requested in the RFP.

Discussion:

- The previous survey began in September and results were received the following January
- Director Clark stated she reached out to the national research center for a quote. The previous company is under new ownership; their starting cost is \$20,000 and are offering a different platform for conducting a survey.

Board consensus to conduct the RFP and place this item on the next Board meeting agenda.

B. Expansion of Redi-Ride Services

Supervisor Styka stated concerns were expressed regarding access to recreational marihuana by the residents. Treasurer Deschaine suggested the Redi-Ride services be expanded to include access to Pleasantrees East Lansing facility at 1950 Merritt Road, East Lansing. Trustee Opsommer has also proposed expanding the services to include five (5) additional locations (see list in packet).

Discussion:

- Treasurer Deschaine asked to also include Burcham Hills Retirement Center, 2700 Burcham Drive, East Lansing

Board consensus to place this item on the next Board meeting agenda.

C. Recreational Marihuana

Discussion:

- Suggestion was made to postpone discussion on recreational marihuana until the citizen survey results have been received.
- Suggestion was made to discuss issues of safety, impact to the schools and neighborhoods, and obtain feedback from medical professionals, educators and law enforcement as it pertains to the Zoning and Non-Zoning Ordinances that would monitor and control recreational marihuana
- Suggestion was made to discuss social equity, the Township Attorney's recommendations in the February 16th and March 2nd meeting packets and possible fee reductions
- Township Attorney Kuschel summarized the possible litigation risks, use of a scoring system, rules of co-location

Board consensus to place this item on the next Board meeting agenda.

14. COMMENTS FROM THE PUBLIC

Supervisor Styka Opened Public Remarks at 9:03 pm.

Robert Baldori, 2719 Mt Hope Rd, Okemos, MI 48864, spoke in support of the ability of medical and recreational adult-use marihuana in Meridian Township. Both uses are required for a facility to be financially viable.

Joyce VanCoevery, 5882 Okemos Road, Okemos, suggested the Board complete the citizen survey before taking further action on recreational marihuana.

Marc Santucci, 5909 Blythefield drive, East Lansing, stated he is working with a company who is applying for a medical marihuana permit but cannot be viable with medical marihuana alone. They plan to proceed with their site plan and support including recreational marihuana.

Supervisor Styka Closed Public Remarks at 9:11 pm.

15. OTHER MATTERS AND BOARD MEMBER COMMENTS -NONE

16. CLOSED SESSION

Treasurer Deschaine move to go into closed session to discuss a written confidential legal opinion from the township attorney concerning payment of prevailing wages. Seconded by Trustee Jackson

ROLL CALL VOTE: YEAS: Clerk Guthrie, Treasurer Deschaine, Trustees Jackson, Opsommer, Sundland, Wisinski, Supervisor Styka

NAYS: None

Motion carried: 7-0

The Township Board entered closed session at 9:12 pm.

Trustee Opsommer move to go back into Open Session. Seconded by Treasurer Deschaine

ROLL CALL VOTE: YEAS: Clerk Guthrie, Treasurer Deschaine, Trustees Jackson, Opsommer, Sundland, Wisinski, Supervisor Styka

NAYS: None

Motion carried: 7-0

The Township Board returned to open session at 9:46 pm

Supervisor Styka proposed the following:

Move to adopt, in accordance with the Michigan Administration Procedures Act and State Law, the Guidelines for Voluntary Agreements with contractors for construction, maintenance and repair services provided directly to the Township as attached to the materials.

Trustee Jackson move the proposed motion and it was seconded by Trustee Wisinski

Discussion:

- This is a minor change of moving from a policy to a guideline. The Township will still provide for a prevailing wage on all Township projects at or in excess of \$50,000 on the RFP and are in solidarity with the labor unions across the region and state. This is the Township's commitment to support jobs that provide a living wage, secure retirement and good benefits

ROLL CALL VOTE: YEAS: Trustees Sundland, Wisinski, Treasurer Deschaine, Supervisor Styka, Trustees Jackson, Opsommer, Clerk Guthrie

NAYS: None

Motion carried: 7-0

17. ADJOURNMENT

Trustee Opsommer moved to adjourn. Seconded by Treasurer Deschaine

VOICE/HAND VOTE: Motion carried 7-0.

Supervisor Styka adjourned the meeting at 9:51 pm.

RONALD J. STYKA,
TOWNSHIP SUPERVISOR

DEBORAH GUTHRIE,
TOWNSHIP CLERK



9.C

To: Board Members
From: Miriam Mattison, Finance Director
Date: April 13, 2021
Re: Board Bills

Charter Township of Meridian
Board Meeting
4/8/2021

MOVED THAT THE TOWNSHIP BOARD APPROVE THE MANAGER'S
BILLS AS FOLLOWS:

COMMON CASH	\$	228,471.85
PUBLIC WORKS	\$	78,919.58
TRUST & AGENCY	\$	2,496.81
TOTAL CHECKS:	\$	309,888.24
CREDIT CARD TRANSACTIONS 03/25/2021-04/07/2021	\$	10,725.07
TOTAL PURCHASES:	\$	<u>320,613.31</u>
ACH PAYMENTS	\$	<u>784,243.93</u>

04/08/2021 10:46 AM
 User: GRAHAM
 DB: Meridian

INVOICE APPROVAL BY INVOICE REPORT FOR CHARTER TOWNSHIP OF MERIDIAN
 EXP CHECK RUN DATES 04/14/2021 - 04/14/2021
 BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID
 BANK CODE: GF

Vendor Name	Description	Amount	Check #
1. 56-B DISTRICT COURT	CASH BOND - #2192601013	150.00	104834
2. ABSOLUTE ENVIRONMENTAL SOLUTIONS	50% DEPOSIT - SOLAR PROJECT - ROOF MOUNTED 100KW A	146,976.00	
3. AIRGAS GREAT LAKES	MEDICAL OXYGEN	120.40	
4. AMERICAN RENTALS	PORTABLE TOILET TRANSFER STATION - 03/21/21 THRU 0	60.00	
5. APPLICANT PRO	ANNUAL USER FEE 03/16/21 TO 03/15/22 - ONLINE APPL	1,095.00	104831
6. AT & T	ETHERNET DATA - THB - FS91 - ACCT #831-000-8214 21	1,067.42	
7. AUTO VALUE OF EAST LANSING	SHOP TOOLS - BLK PLAS CREEPER	83.99	
	UNIT #8 - FUEL TANK CAP & IMPACT ADAPTER	10.88	
	UNIT #10 FUEL FILTER	14.30	
	KWIK CARDED REPAIR PARTS	13.18	
	UNIT 49 REPAIR PARTS	699.42	
	SHOP SUPPLY REPAIR PARTS MARCH 2021	41.90	
	UNIT #94 OIL FILTER	8.24	
	UNIT #94 AW46 HYDRUALIC	213.56	
	E-91 SEALED BEAM	20.18	
	UNIT #49 ANCO BLADE	8.19	
	UNIT #105 DEFOG TAB ADHESIVE	12.09	
	CREDIT MEMO SIDE MIRROR/GASKET/STUD PKG	(205.47)	
	UNIT #76 AIR FILTER	43.30	
	UNIT #64 AIR FILTER	15.77	
	UNIT #77 MISC REPAIR PARTS	110.43	
	AIR FILTER	35.51	
	PIN BRK TOOL	45.39	
	TPMS BAND	22.59	
	UNIT #659 FLEET REPAIR PARTS	60.83	
	RETURNED REPAIR PARTS MARCH 2021	(22.59)	
	UNIT #659 REPAIR PARTS	4.09	
	TOTAL	1,235.78	
8. AVI SYSTEMS INC	961644 - MERIDIAN TWP - HOMTV - 2021 MAINTENANCE	10,588.00	
9. BLACKBURN MFG CO	PAINT FOR STAKING	170.40	
10. BOARD OF WATER & LIGHT	MARCH 1, 2021 TO APRIL 1, 2021 STREETLIGHT SERVICE	625.36	
11. BOBCAT OF LANSING	UNIT #75 TOOL CAT BROOM REPLACEMENT	741.68	
12. BRINK WOOD PRODUCTS, INC	CERTIFIED PLAYGROUND MULCH FOR LARGE DOG PARK	825.00	
13. COMCAST	TV + INET - SERVICES FROM APRIL 1, 2021 TO APRIL 3	402.39	
14. CONSUMERS ENERGY	POLLINATOR PATHWAY LEASE #MI55039INC	25.00	
15. CUMMINS INC	INSPECT W/2 HR LOAD BANK - MUNICIPAL BLDG	724.92	
	INSPECT W/2 HR LOAD BANK - SERVICE CENTER	721.89	
	TOTAL	1,446.81	
16. DBI	OFFICE PAPER	131.60	
	OFFICE PAPER - ENGINEERING	98.70	
	OFFICE PAPER - ENGINEERING	98.70	
	OFFICE PAPER - TREASURER'S OFFICE	98.70	
	PACKING TAPE - CLERKS OFFICE	36.03	
	TOTAL	463.73	
17. DEANTHONY J JONES	REIMB OF AMBULANCE FEE	200.00	
18. FIRST AMERICAN ADMINISTRATORS	MARCH 2021 EYEMED VISION EXPENSES	1,335.82	

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Vendor Name	Description	Amount	Check #
19. GALLAGHER BENEFIT SERVICES, INC	APRIL 2021 MONTHLY HEALTHCARE CONSULTING FEE	2,723.53	
20. GRANICUS	MERIDIAN TWP WEBSITE REDESIGN - MILESTONE 1 OF 4	1,600.00	
21. HALT FIRE INC	EXHAUST REPAIRS - FIRE VEHICLES UNITS 137 & 138	1,106.27	
22. HASLETT PUBLIC SCHOOLS	MAINTENANCE REIMBURSEMENT FOR JAN/FEB/MAR-2021	4,434.39	
23. JEFFORY BROUGHTON	REPAIR & TEST P7100 RADIO - SN3723	760.00	
	INSTALL NEW AMP & TEST	549.95	
	TOTAL	1,309.95	
24. KOLBY CASADAY	MEALS REIMB - EVIDENCE TECH SCHOOL 03/08/21 TO 03/	73.31	
	MEALS REIMB - EVIDENCE TECH SCHOOL 03/01/21 TO 03/	101.13	
	TOTAL	174.44	
25. LAKEVIEW APARTMENTS	PAYMENT OF RENT	825.00	104832
26. LANSING SANITARY SUPPLY INC	MISC CUSTODIAL SUPPLIES	297.87	
27. LANSING UNIFORM COMPANY	UNIFORM - E. SELLEN	179.85	
28. LARGE COMPANY INC	REDO WALLS - UPSTAIRS BREAKROOM, TRUSTEE OFFICE, G	294.00	
29. LAWSON PRINTERS	BUSINESS CARDS - L HARVEY	65.00	
30. MAHO	APRIL 15 2021 SEMINAR REGISTRATION - J WADE	40.00	104835
31. MAYBERRY HOMES	RFND PERMITS CANCELLED 1586 BELVEDERE	285.00	
32. MCKESSON MEDICAL-SURGICAL	GOC SOL		
	AMBULANCE SUPPLIES/EQUIPMENT	12.62	
	AMBULANCE SUPPLIES/EQUIPMENT	27.90	
	AMBULANCE SUPPLIES/EQUIPMENT	53.92	
	AMBULANCE SUPPLIES/EQUIPMENT	1,245.47	
	AMBULANCE SUPPLIES/EQUIPMENT	13.16	
	AMBULANCE SUPPLIES/EQUIPMENT	13.18	
	AMBULANCE SUPPLIES/EQUIPMENT	565.52	
	AMBULANCE SUPPLIES/EQUIPMENT	710.00	
	AMBULANCE SUPPLIES/EQUIPMENT	11.57	
	AMBULANCE SUPPLIES/EQUIPMENT	27.90	
	AMBULANCE SUPPLIES/EQUIPMENT	147.16	
	TOTAL	2,828.40	
33. MELANIE ALESSA	MILEAGE REIMBURSEMENT TO PRECINCT SITES	12.88	
34. MERIDIAN AREA BUSINESS ASSOC	2021 MEMBERSHIP RENEWAL - TREASURER DESCHAIINE	150.00	
35. MERIDIAN TOWNSHIP	TRANSFER FLEX CHECKING 04/09/2021 PAYROLL	370.23	
36. MERIDIAN TOWNSHIP PETTY CASH	100FT ROPE FOR FIRE GEAR	9.97	
	POSTAGE REIMB TO MAIL COMPUTER EQUIP FOR REPAIRS	10.10	
	REIMB FOR OFFICE SUPPLIES - PENS	27.48	
	TOTAL	47.55	
37. MERRILL FORD	UNIT #102 REPAIRS/PARTS MARCH 2021	31.49	
	UNIT #13 REPAIRS/PARTS MARCH 2021	270.88	
	FORD FLEET REPAIRS & PARTS MARCH 2021 - UNIT #13	25.00	
	TOTAL	327.37	
38. MICHAEL GRAHAM	RFND CANCELLED ELECTRICAL PERMIT - MI VEGAN FOOD T	55.00	
39. MID MICHIGAN EMERGENCY EQUIPMENT	POLICE INTERCEPTORS UPFITTING	9,858.48	

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40. MIDWEST POWER EQUIPMENT	COMMERCIAL COMBO POWER TOOL FOR PARKS AND OIL	360.12	
41. NIAGARA VIDEO CORPORATION	REPLACEMENT ENCODER CAMTV CHANNEL SIGNAL	5,813.55	
42. OVERHEAD DOOR OF LANSING	OVERHAED DOOR REPAIR - GLENDALE	297.82	
43. POSTMASTER	POSTAGE FOR MAY 4TH SPECIAL ELECTION BALLOTS	502.09	104776
	BRM PERMIT #9004500	245.00	104833
	BUSINESS REPLY PERMIT MERIDIAN TWP	1,000.00	104833
	TOTAL	1,747.09	
44. PRAT LLC	TRAINING FOR POLICE AND FIRE DEPTS.	3,886.00	
45. PROGRESSIVE AE	LK LANSING WATERSHED MGT - PROF SERVICES THRU JAN	2,665.00	
	LK LANSING WATERSHED MGT - PROF SERVICES THRU MARC	2,133.75	
	TOTAL	4,798.75	
46. PRO-TECH MECHANICAL SERVICES	HVAC REPAIRS PSB - WORK ORDER #38108	450.38	
47. ROWERDINK AUTOMOTIVE PARTS	GASKET SET & FILTER ASY	17.24	
	SPARKPLUGS	23.68	
	CAPASY FUEL TANK FILLER	11.59	
	ARMASY - FRONT SUSPENSION	163.80	
	ARMASY FRONT SUSPENSION/HIGH RESER/CORE CHARGE/COR	387.30	
	BRAKE LINING KIT & ROTOR ASSEMBLY	240.45	
	SPINDLER OD CONNECTING	73.58	
	ELEMENT & GASKET KIT	3.43	
	BATTERY CORE RETURN	(14.00)	
	BRAKE PADS AND ROTOR ASSEMBLY	317.96	
	ROTOR	138.48	
	ELEMENT A/CL	32.54	
	WIPER BLADE ASSEMBLY	18.32	
	BRAKE PADS & ROTOR ASSEMBLY	317.96	
	STARTER MOTOR ASSEMBLY & CORE CHARGE	180.26	
	STARTER MOTOR ASSEMBLY CORE RETURN	(35.00)	
	FRONT SUSPENSION ARM ASSEMBLY	299.46	
	HIGH RESERVE/CORE CHARGE/CORE RETURN	195.00	
	HIGH RESERVE/CORE/BATTERY HIGH RESERVE RETURNS	(97.50)	
	BRAKE LINING KIT & BRAKE ROTOR ASSEMBLY	248.75	
	RAD & CAP SURGE TANK ASSEMBLY	116.16	
	ROTOR	138.48	
	BATTERY/CORE CHARGE/BATTERY CORE RETURN	87.24	
	BRAKE ROTOR ASSEMBLY & BRAKE PADS & ROTOR	487.90	
	OIL FILTER ASSEMBLY	76.68	
	TOTAL	3,429.76	
48. SHI YICHUN	REIMB DMG TO VEHICLE BY FD - S YICHUN	703.65	
49. SPARROW OCCUPATIONAL	MARCH 2021 PRE-EMPLOYMENT & FITNESS FOR DUTY PHYSI	186.00	
	MARCH 2021 PRE-EMPLOYMENT & FITNESS FOR DUTY PHYSI	565.00	
	TOTAL	751.00	
50. SPARTAN FENCE	FIX FENCE AND GATES AT GLENDALE CEMETERY	800.00	
51. SPENCER MANUFACTURING	UNIT # 663 SIREN MOUNT	299.40	
52. STATE OF MICHIGAN	MDHHS - QA ASSESSMENT - AMBULANCE - 01-01-2021 TO	2,382.80	
53. TDS	TELEPHONE & PRI SERVICE - SERVICES FROM 03/28/2021	1,613.62	
54. TEAM FINANCIAL GROUP	COPER LEASE MARCH 2021	1,471.50	

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Vendor Name	Description	Amount	Check #
55. THE BANK OF NEW YORK MELLON	BOND INTERST & PRINCIPAL/TAS/IMMS#533526 - APRIL 9	250.00	
56. VARIPRO BENEFIT ADMINISTRATORS	FLEX ADMINISTRATION MARCH 2021	153.00	
57. VERIZON WIRELESS	SERVICES FROM FEB 23 2021 TO MARCH 22 2021	3,833.57	
58. WASTE MANAGEMENT	ANIMAL CARCASS REMOVAL DUMPSTER (DEAD DEER PROG) -	132.29	
59. WOLBERS POSSEHN POOLS	REFUND NEW PERMIT RECEIVED	180.00	
60. ZOLL MEDICAL CORP	NEW ZOLL HEART MONITOR AND BATTERIES	603.55	
TOTAL - ALL VENDORS		228,471.85	

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Vendor Name	Description	Amount	Check #
1. AMROCK INC-CHASE TWO	OVRPMT FINAL SEWER BILL - BUTTERNUT DR OKEMOS, MI	34.63	
2. BLACKBURN MFG CO	PAINT FOR STAKING	1,107.60	
3. CUMMINS INC	INSPECTION W/2 HR LOAD BANK - PORTABLE (SEWER)	635.89	
	INSPECT LOAD BANK - G890252967 - PORTABLE (SEWER)	635.89	
	TOTAL	1,271.78	
4. DIVERSIFIED NATIONAL TITLE AGENCY	OVRPMT FINAL WATER BILL - VENTURA PLACE	33.81	
5. FELICIA L. MALLORY	REIMB INVISIBLE FENCE REPAIR - WATER MAIN BREAK HA	103.62	
6. FERGUSON WATERWORKS #3386	MISC PARTS CUSTOMER INSTALLATIONS MARCH 2021	73,763.95	
	MISC PARTS CUSTOMER INSTALLATION MARCH 2021	50.22	
	TOTAL	73,814.17	
7. FIRST AMERICAN ADMINISTRATORS	MARCH 2021 EYEMED VISION EXPENSES	167.06	
8. GALLAGHER BENEFIT SERVICES, INC	APRIL 2021 MONTHLY HEALTHCARE CONSULTING FEE	526.47	
9. HUNGRY HOWIES	OVRPMT FINAL SEWER/WATER BILLS - HASLETT ROAD	286.75	
10. LTG HASLETT LLC PARTNERS	OVR PMT SEWER/WATER BILLS - HASLETT RD SUITE 31	61.35	
	OVRPMT FINAL SEWER/WATER BILLS - HASLETT RD SUITE	252.94	
	TOTAL	314.29	
11. SEILER INSTRUMENT & MFG CO INC	M04228 REPAIRS	300.00	
12. SHARIF HUSSEIN	REFUND 2ND WATER METER INSTALLATION - DUNMORROW DR	363.00	
13. TECH SMITH CORP	OVRPMT FINAL SEWER/WATER - WOODLAKE DR BLDG C	99.91	
14. TRI-COUNTY TITLE AGENCY LLC	OVRPMT WATER/SEWER BILLS - BELDING COURT	110.00	
15. VERIZON WIRELESS	SERVICES FROM FEB 23 2021 TO MARCH 22 2021	386.49	
TOTAL - ALL VENDORS		78,919.58	

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Vendor Name	Description	Amount	Check #
1. MERIDIAN TOWNSHIP DDA	2020 WINTER DPP TAX COLLECTION	2,461.59	13114
2. STATE OF MICHIGAN	PRE DENIAL INTEREST PAYOUT	35.22	13113
TOTAL - ALL VENDORS		2,496.81	

Credit Card Report 3/25/2021-4/7/2021

Posting Date	Merchant Name	Amount	Name
2021/03/25	THE HOME DEPOT 2723	\$87.83	TYLER KENNEL
2021/03/25	FORESIGHT GROUP INC	\$131.82	KRISTI SCHAEDING
2021/03/25	AMZN MKTP US*J98UU3N23	\$66.55	KRISTI SCHAEDING
2021/03/25	AMAZON.COM*WL8D07K43 AMZN	\$38.97	MICHELLE PRINZ
2021/03/25	ADOBE ACROPRO SUBS	\$15.89	DENISE GREEN
2021/03/25	ZORO TOOLS INC	\$72.60	WILLIAM PRIESE
2021/03/26	THE HOME DEPOT #2723	\$28.88	LAWRENCE BOBB
2021/03/26	KIMBALL MIDWEST PAYEEZY	\$786.98	TODD FRANK
2021/03/26	EAST COAST GLOVE AND SUPP	\$558.90	ROBERT MACKENZIE
2021/03/26	ADOBE ACROPRO SUBS	\$14.99	DEREK PERRY
2021/03/26	AMZN MKTP US*IV3JL9EX3	\$28.98	MICHELLE PRINZ
2021/03/29	MIDWEST POWER EQUIPMENT	\$83.42	LAWRENCE BOBB
2021/03/29	THE HOME DEPOT #2723	\$51.32	LAWRENCE BOBB
2021/03/29	THE HOME DEPOT #2723	\$62.38	LAWRENCE BOBB
2021/03/29	COMPLETE BATTERY SOURCE	\$21.65	KYLE FOGG
2021/03/29	THE HOME DEPOT #2723	(\$17.98)	RYAN CAMPBELL
2021/03/29	CHECKROOM NV	\$300.00	ANDREA SMILEY
2021/03/29	ADVANCE AUTO PARTS #8999	\$24.83	TODD FRANK
2021/03/29	MORRISON INDUSTRIAL EQ	\$192.71	TODD FRANK
2021/03/29	THE HOME DEPOT #2723	\$52.90	DAVID LESTER
2021/03/29	AMAZON.COM*VC62E6853	\$73.92	ROBERT MACKENZIE
2021/03/29	GRAINGER	\$136.54	ROBERT MACKENZIE
2021/03/29	HASLETT TRUE VALUE HARDW	\$10.99	DAN PALACIOS
2021/03/29	HASLETT TRUE VALUE HARDW	\$1.49	DAN PALACIOS
2021/03/29	THE HOME DEPOT #2723	\$42.94	DAN PALACIOS
2021/03/29	STATE OF MI EMS	\$25.00	KENNITH PHINNEY
2021/03/29	AMAZON.COM*RX09V7AQ3 AMZN	\$35.78	MICHELLE PRINZ
2021/03/29	AMZN MKTP US*972RR95C3	\$338.80	MICHELLE PRINZ
2021/03/29	AMZN MKTP US*D82LV28O3	\$20.36	CATHERINE ADAMS
2021/03/29	MMTA	\$295.00	PHIL DESCHAIINE
2021/03/30	D & G EQUIPMENT INC	\$590.48	TODD FRANK
2021/03/30	D & G EQUIPMENT INC	\$638.79	TODD FRANK
2021/03/30	AMZN MKTP US*7A88G9CB3	\$12.99	MICHELLE PRINZ
2021/03/30	TOM'S FOOD	\$2.00	CATHERINE ADAMS
2021/03/30	AMZN MKTP US*5R4S36AO3	\$70.98	CATHERINE ADAMS
2021/03/30	AMZN MKTP US*174320913	\$43.82	CATHERINE ADAMS
2021/03/31	THE HOME DEPOT #2723	\$40.08	LAWRENCE BOBB
2021/03/31	THE HOME DEPOT #2723	\$19.94	KYLE FOGG
2021/03/31	BRIMAR INDUSTRIES	\$1,146.68	KRISTI SCHAEDING
2021/03/31	PETSMART # 0724	\$168.97	CATHERINE ADAMS
2021/03/31	SOLDANS FEEDS & PET S	\$16.74	CATHERINE ADAMS
2021/04/01	JACK DOHENY COMPANIES	\$42.59	ROBERT STACY
2021/04/01	GOVERNMENT FINANCE OFFIC	\$250.00	MIRIAM MATTISON
2021/04/01	THE HOME DEPOT #2723	\$25.20	TYLER KENNEL
2021/04/01	CDW GOVT #B121825	\$70.00	KRISTEN COLE
2021/04/01	FLEETPRIDE476	\$528.94	TODD FRANK
2021/04/01	AMERICAN PUBLIC WORKS	\$240.00	YOUNES ISHRAIDI
2021/04/01	HAMMOND FARMSLANDSCAPE SU	\$60.00	DAVID LESTER
2021/04/01	HAMMOND FARMSLANDSCAPE SU	\$207.50	KEITH HEWITT
2021/04/01	FEDEX 785371171900	\$24.16	WILLIAM PRIESE
2021/04/02	AMZN MKTP US*AQ4CL6HW3 AM	\$21.99	KRISTEN COLE
2021/04/02	OFFICEMAX/OFFICEDEPT#3379	\$61.63	ROBIN FAUST

2021/04/02	LANSINGSTATE JOURNAL	\$9.99	MICHELLE PRINZ
2021/04/02	MICHIGAN TOWNSHIPS ASS	\$159.00	MICHELLE PRINZ
2021/04/02	AMZN MKTP US*3J9N460W3	\$65.36	CATHERINE ADAMS
2021/04/02	THE HOME DEPOT 2723	\$292.20	CATHERINE ADAMS
2021/04/05	THE HOME DEPOT #2723	\$105.12	LAWRENCE BOBB
2021/04/05	THE HOME DEPOT #2723	\$21.38	RYAN CAMPBELL
2021/04/05	COMCAST	\$317.62	ANDREA SMILEY
2021/04/05	MIDWEST POWER EQUIPMENT	\$5.00	MARK VROMAN
2021/04/05	MORRISON INDUSTRIAL EQ	\$512.48	TODD FRANK
2021/04/05	AMAZON.COM*2O8PQ1160 AMZN	\$99.96	STEPHEN GEBES
2021/04/05	AMZN MKTP-US*VG3LT2HP3	\$68.38	JANE GREENWAY
2021/04/05	THE HOME DEPOT #2723	\$14.44	DAN PALACIOS
2021/04/05	AMAZON.COM*L16S52QH3	\$25.26	MICHELLE PRINZ
2021/04/05	PIONEER ATHLETICS	\$158.42	CATHERINE ADAMS
2021/04/05	THE HOME DEPOT #2723	\$44.20	CATHERINE ADAMS
2021/04/06	MI STATE POLICE PMTS	\$150.00	KRISTI SCHAEDING
2021/04/06	PSI SERVICES LLC	\$75.00	RICHARD GRILLO
2021/04/06	PSI SERVICES LLC	\$75.00	RICHARD GRILLO
2021/04/06	ALRO STEEL CORP	\$39.42	DAN PALACIOS
2021/04/06	MIDWEST POWER EQUIPMENT	\$242.28	KEITH HEWITT
2021/04/07	THE HOME DEPOT #2723	\$59.94	LAWRENCE BOBB
2021/04/07	THE UPS STORE 0811	\$10.76	ROBERT STACY
2021/04/07	COMPLETE BATTERY SOURCE	\$21.21	KYLE FOGG
2021/04/07	SCHAEFFERMANUFACTUR	\$176.59	TODD FRANK
2021/04/07	SOLDANS FEEDS & PET S	\$10.14	CATHERINE ADAMS
2021/04/07	THE HOME DEPOT 2723	\$98.00	CATHERINE ADAMS

Total	\$10,725.07
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ACH Transactions

Date	Payee	Amount	Purpose
3/25/2021	Nationwide	\$ 4,831.91	Payroll Deductions 03/26/2021
3/26/2021	ICMA	\$ 36,193.52	Payroll Deductions 03/26/2021
3/26/2021	Various Financial Institutions	\$ 264,754.26	Direct Deposit 03/26/2021
3/26/2021	State of MI	\$ 28,107.59	MI Bus Tax
3/26/2021	IRS	\$ 95,825.30	Payroll Taxes 03/26/2021
3/30/2021	MERS Purchase	\$ 286,818.43	Employee Retirement
3/30/2021	Alerus	\$ 2,243.30	Payroll Deductions 03/26/2021
3/31/2021	Health Equity	\$ 666.68	Employee Health Savings Contribution
3/31/2021	Blue Care Network	\$ 51,622.99	Employee Health Insurance
4/7/2021	Delta Dental	\$ 13,179.95	Employee Dental Insurance
	Total ACH Payments	<u>\$ 784,243.93</u>	



9.D

TOWNSHIP BOARD MEETING

April 8, 2021

TREASURER'S REPORT

Collections

Distributions

Investments

**DELINQUENT PERSONAL PROPERTY TAX COLLECTION TOTALS FOR 2016,
2017, 2018, 2019 & 2020 TAX YEARS**

COLLECTED IN 2020	\$	38,215.68
COLLECTED IN 2021	\$	80,365.07
TOTAL REMAINING COLLECTIBLE (TO 04-07-2021)	\$	62,365.80

TOTAL 2020 TAX YEAR COLLECTIONS \$ 108,115,829.71

2020 TAX YEAR DISTRIBUTION TOTALS

STATE EDUCATION TAX	\$	11,115,675.14
HASLETT SCHOOLS	\$	5,829,785.70
OKEMOS SCHOOLS	\$	16,932,352.81
WILLIAMSTON SCHOOLS	\$	396,050.39
EAST LANSING SCHOOLS	\$	2,249,854.38
INGHAM INTERMEDIATE SCHOOL DISTRICT	\$	11,544,176.00
INGHAM COUNTY	\$	21,874,865.41
MERIDIAN TOWNSHIP ADMIN	\$	1,055,161.06
MERIDIAN OPERATING	\$	7,572,377.49
MERIDIAN SPECIAL MILLAGES	\$	11,471,786.35
INGHAM CO LANDBANK-BROWNFIELD ELEVATION DDA	\$	255,129.98
CATA	\$	5,459,116.85
CADL	\$	2,836,018.08
AIRPORT	\$	1,272,965.28
LCC	\$	6,880,079.55
TOTAL DISTRIBUTION:	\$	106,745,394.47

3/31/2021

CURRENT FIXED MATURITY INVESTMENTS

Maturity	Fund	Investment	Principal	Purc Date	Int. Rate
04/30/21	general fund	First Nat'l Bank of Amer	1,083,789.43	03/30/18	2.82%
09/23/21	general fund	Independent	1,042,683.16	09/23/19	1.95%
10/01/23	general fund	FNMA (MBS)	400,152.72	07/30/19	2.03%
04/01/25	general fund	FNMA (MBS)	2,066,179.87	08/12/19	2.85%
10/01/27	general fund	DDA Loan	124,500.00	08/05/10	3.00%
07/31/30	general fund	JP Morgan Chase (MBS)	90,000.00	07/31/20	1.20%
			4,807,305.18		
04/01/25	land preserve	FNMA (MBS)	147,584.28	08/12/19	2.85%
			147,584.28		
10/01/24	land pres res	FNMA (MBS)	892,000.00	07/30/19	2.47%
07/01/25	land pres res	FNMA (MBS)	480,305.46	09/09/19	2.60%
06/05/30	land pres res	JP Morgan Chase (MBS)	329,000.00	06/05/20	1.60%
09/01/31	land pres res	FNMA (MBS)	1,000,000.00	10/28/19	2.305%
			2,701,305.46		
07/02/21	twp imp rev	Commercial Bank	412,493.25	7/2/2019	2.05%
			412,493.25		
07/27/21	water	Horizon	2,000,000.00	07/27/19	2.15%
			2,000,000.00		
06/10/21	road imp	Independent	1,006,286.10	03/10/20	0.62%
09/11/21	road imp	PNC	1,003,012.36	03/11/20	0.30%
10/09/21	road imp	First Nat'l Bank of Amer	1,017,513.86	03/09/20	1.74%
07/06/22	road imp	MSUFCU	1,023,223.16	03/06/20	2.17%
08/06/22	road imp	MSUFCU	1,023,223.16	03/06/20	2.17%
09/06/22	road imp	MSUFCU	1,023,223.16	03/06/20	2.17%
10/06/22	road imp	MSUFCU	802,368.01	03/06/20	2.17%
			6,898,849.81		
Total Fixed Investments \$			16,967,537.98		

CURRENT NON-FIXED INVESTMENTS

3/31/2021

PURCH. DATE	FUND	INVESTMENT	PRINCIPAL	CURRENT RATE	INVESTMENT TYPE
08/01/02	GF	MBS	\$ -	0.00%	money market
05/12/08	GF	MI Class	\$ 11,049,789.17	0.0484%	pooled funds
05/20/09	GF	MSU Fed. CU	\$ 5.00	0.00%	savings
05/28/09	GF	MSU Fed. CU	\$ 757,325.53	0.20%	money market
		Total	\$ 11,807,119.70		
08/01/02	LP	MBS	\$ -	0.00%	money market
05/12/08	LP	MI Class	\$ 1,706,569.56	0.0484%	pooled funds
		Total	\$ 1,706,569.56		
08/01/02	LP-R	MBS	\$ -	0.00%	money market
01/16/09	LP-R	Horizon	\$ 209,212.07	0.22%	money market
05/12/08	LP-R	MI Class	\$ -	0.00%	pooled funds
		Total	\$ 209,212.07		
08/01/02	PM	MBS	\$ -	0.00%	money market
09/30/08	PM	MI Class	\$ 5.36	0.00%	pooled funds
		Total	\$ 5.36		
08/01/02	SF	MBS	\$ -	0.00%	money market
		Total	\$ -		
12/01/09	PA	MBS	\$ -	0.00%	money market
		Total	\$ -		
02/08/13	TA	MI Class	\$ -	0.00%	pooled funds
		Total	\$ -		
08/01/02	WF	MBS	\$ -	0.00%	money market
05/22/09	WF	MI Class	\$ 513,683.36	0.0484%	pooled funds
		Total	\$ 513,683.36		
03/09/17	BP	MI Class	\$ 424,410.77	0.0484%	pooled funds
		Total	\$ 424,410.77		
03/09/17	RDS	MI Class	\$ -	0.00%	pooled funds
		Total	\$ -		
12/6/2019	RDIMP	MBS	\$ -	0.00%	money market
		Total	\$ -		
Total Non-Fixed Investment:			\$ 14,661,000.82		
Total Fixed and Non-Fixed Investments			\$ 31,628,538.80		

FIXED MATURITY INVESTMENT TRANSACTIONS FOR MARCH 2021

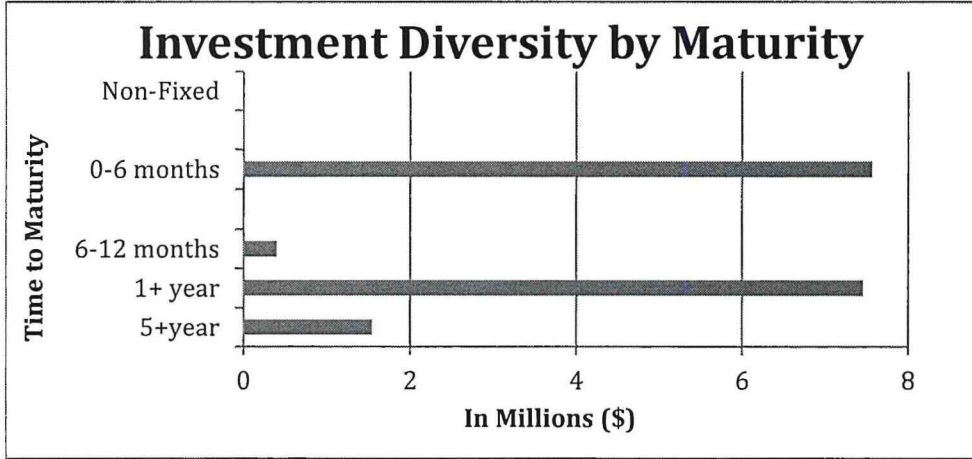
3/4/2021	ROAD DEBT IMPROVEMENT		
	Redeemed Citizens CD early	\$	1,001,350.00
3/11/2021	ROAD DEBT IMPROVEMENT		
	Interest earned on PNC CD	\$	230.77
3/25/2021	LAND PRESERVATION		
	Principal payment received on MBS agency fund	\$	260.50
3/25/2021	LAND PRESERVATION RESERVE		
	Principal payment received on MBS agency fund	\$	942.48
3/25/2021	GENERAL FUND		
	Principal payment received on MBS agency fund	\$	803.11
3/25/2021	GENERAL FUND		
	Principal payment received on MBS agency fund	\$	3,646.99
3/31/2021	ROAD DEBT IMPROVEMENT		
	Monthly interest received on 4 MSU CD's	\$	7,041.18
3/31/2021	ROAD DEBT IMPROVEMENT		
	Quarterly interest received on First National CD	\$	4,346.90
3/31/2021	GENERAL FUND		
	Quarterly interest received on First National CD	\$	7,649.15

NON-FIXED INVESTMENT TRANSACTIONS FOR MARCH 2021

3/12/2021	GENERAL FUND		
	Ach'd funds from Horizon Checking to MI Class money market	\$	3,000,000.00
3/26/2021	LAND PRESERVATION		
	Closed Flagstar savings account	\$	262,152.14
3/30/2021	GENERAL FUND		
	Ach'd funds from Horizon Checking to MI Class money market	\$	2,000,000.00

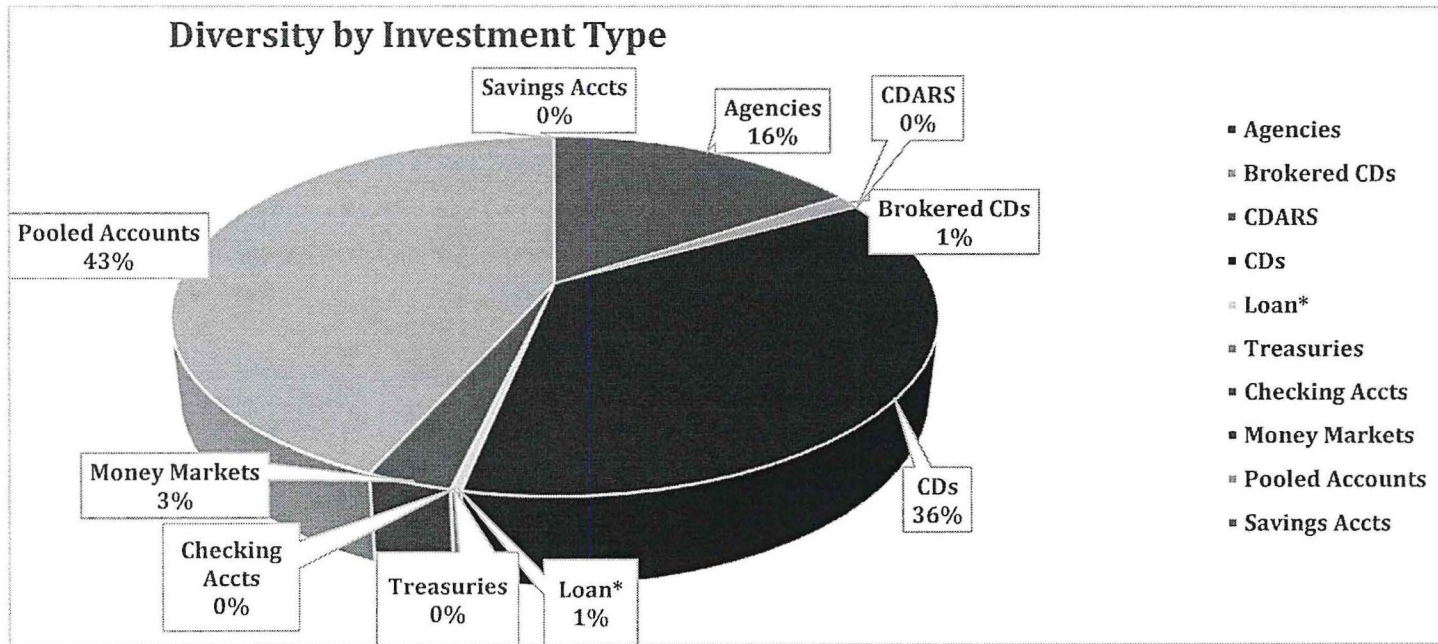
3/31/2021	GENERAL FUND		
	Ach'd funds from MBS money market to Horizon Checking	\$	9,671.28
3/31/2021	LAND PRESERVATION		
	Ach'd funds from MBS money market to Horizon Checking	\$	588.22
3/31/2021	LAND PRESERVATION RESERVE		
	Ach'd funds from MBS money market to Horizon Checking	\$	5,393.83

Investment Report Charter Township of Meridian



Current Investment Portfolio Size

Certificate of Deposits	\$ 11,437,815.65
CDARS	\$ -
Brokered CD's	\$ 419,000.00
Agencies	\$ 4,986,222.33
Loan*	\$ 124,500.00
Treasuries	\$ -
Money Markets	\$ 966,537.60
Checking Accts	\$ -
Savings Accts	\$ 5.00
Pooled Funds	\$ 13,694,458.22
	\$ 31,628,538.80



* Not an official investment but reflected for tracking purposes.

Bank	Amount Fixed	Amount Non-Fixed	Total Investment
Horizon	\$ 2,000,000.00	\$ 209,212.07	\$ 2,209,212.07
MBS	\$ 5,405,222.33	\$ -	\$ 5,405,222.33
MI Class	\$ -	\$ 13,694,458.22	\$ 13,694,458.22
Commercial Bank	\$ 412,493.25	\$ -	\$ 412,493.25
MSU Federal CU	\$ 3,872,037.49	\$ 757,330.53	\$ 4,629,368.02
DDA Loan	\$ 124,500.00	\$ -	\$ 124,500.00
First Nat'l Bank of Amer	\$ 2,101,303.29		\$ 2,101,303.29
Independent	\$ 2,048,969.26		\$ 2,048,969.26
PNC	\$ 1,003,012.36		\$ 1,003,012.36
Totals	\$ 16,967,537.98	\$ 14,661,000.82	\$ 31,628,538.80
% of total investment	53.64629105	46.35370895	100

Each investment institution has received and signed the Meridian Charter Township Investment Policy and Agreement to Comply.

The signed agreement specifies that they are adhering to Public Act 20.



To: Board Members
From: Phil Deschaine, Township Treasurer
Date: April 2, 2021
Re: Annual Arbitrage Report

At the advice of Baird Inc., our bond counsel for our road improvement bonds, we have hired Bingham Arbitrage Rebate Services Inc. to complete our annual arbitrage report. At the end maturity date of these bonds, October 1, 2023, Meridian Township will be required to submit an arbitrage rebate payment to the Internal Revenue Service. This arbitrage rebate will be for any revenues we have received in excess of the interest and expense we have incurred issuing these bonds.

For the first year, ending October 1, 2020, the excess earnings were \$13,298.14. We can therefore expect a total rebate filing of around \$40,000 on October 1st 2023. This amount has been reported to our Finance Director Miriam Mattison and will be tracked every year as a liability until it is paid.

Attached is the full report for your review.

Attachment:

1. Arbitrage Rebate Compliance Report-Bond Year One



\$11,100,000.00
Charter Township of Meridian
Township of Ingham, State of Michigan
General Obligation Unlimited Tax Bonds
Series 2019

Arbitrage Rebate Compliance Report
Bond Year One

Evaluation Date: October 1, 2020



1506 West Main Street
 Richmond, VA 23220
 Phone (804) 288-5312
 www.bingham-ars.com

March 11, 2021

Mr. Phil Deschaine
 Treasurer
 Meridian Township
 5151 Marsh Road
 Okemos, MI 48864

RE:

\$11,100,000
 Charter Township of Meridian
 Township of Ingham, State of Michigan
 General Obligation Unlimited Tax Bonds
 Series 2019

Dear Phil,

Bingham Arbitrage Rebate Services, Inc. ("Bingham") has completed the requested arbitrage rebate calculation (ARC) with respect to the above-referenced bond issue.

This evaluation covers the period of time from November 19, 2019 to October 1, 2020, bond year one of the first installment computation period. The yield on the bond issue and the amount to be rebated are as follows (and as set forth on the attached schedules, respectively):

<u>PROJECT</u>	<u>BOND YIELD</u>	<u>AMOUNT TO BE REBATED</u>
Meridian Township Series 2019	1.2708814%	
Arbitrage Rebate Calculation, Ending October 1, 2020		<u>\$ 13,298.14</u>
Total Arbitrage Rebate Liability Accruing:		<u>\$ 13,298.14</u>

The Charter Township of Meridian, Michigan (the "Township") is accruing an arbitrage rebate liability as of October 1, 2020 with regards to the above-referenced bond issue. This amount applies only through the first annual computation (cumulative from the date of issue) and does not represent the amount, which may be due as of the first installment and final maturity date of the Series 2019 Bonds, October 1, 2023.

Purpose of the Bonds

The Series 2019 General Obligation Unlimited Tax Bonds (the "Series 2019 Bonds") were issued for the purpose of providing funds to a) defray all or part of cost acquiring and constructing, improving, repairing, and maintaining the Township streets; and b) pay certain expenses incurred in connection with the issuance of the Series 2019 Bonds (Non-Arbitrage and Tax Compliance Certificate page 1).

Manner of Calculation

The calculations were made in accordance with our understanding of Section 148 of the Internal Revenue Code of 1986, as amended (the "Code"), and the Regulations. "Regulations" means the applicable Treasury Regulations promulgated under Section 148 of the Code in proposed, temporary, or final form and as amended, including Treasury Regulations Sections 1.148-1 through 1.148-11. Proposed regulations are "applicable" only if, in the event they are adopted in final form, such regulations would apply to the Bonds.

We used the information provided to Bingham by the Township to prepare the calculations contained herein without auditing or verifying such information.

Bond Yield Calculation

1. The exact yield on a fixed yield issue is calculated using a "30/360" day model with semi-annual compounding. "Yield" is that rate of interest which, when used to discount all conditionally payable payments of principal, interest, and fees of qualified guarantees on the Bonds, at the same discount rate, produces a present value equal to the initial aggregate issue price of the Bonds.

2. None of the Series 2019 Bonds subject to redemption (i) are subject to optional redemption within five years after the closing date, (ii) are issued at an issue price that exceeds the stated redemption price at maturity by more than one-fourth of one percent multiplied by the product of the stated redemption price at maturity and the number of complete years to the first optional redemption date, or (iii) bear interest at increasing interest rates (U.S. Treasury Regulations Section 1.148-4(b)(3)(i)&(ii)).

3. Bingham has verified that the Township has not purchased any bond insurance or entered into any other financial guaranty that could be included in the yield calculation as a qualified guarantee (U.S. Treasury Regulations Section 1.148-4(f)).

4. Bingham has verified that the Township has not entered into a swap or other hedge contract that could be included in the bond yield calculation as a qualified hedge (U.S. Treasury Regulations Section 1.148-4(h)(1)).

Bingham has verified the Series 2019 bond yield to be 1.2708814% (Non-Arbitrage and Tax Compliance Certificate page 3).



Arbitrage Rebate Calculation

5. All of the moneys on deposit and any accrued interest income earned on the date of evaluation are treated as receipts on that date.

6. All receipts and payments occurring on or prior to the date of evaluation, as well as the calculated receipts on that date are future valued to the date of evaluation using the yield on the bonds for that period. The future value is calculated using a "30/360" day model with semi-annual compounding, taking the dates of receipts and payments from the ledgers and statements provided by the Township.

7. The future value of the receipts is subtracted from the future value of the payments. The resulting balance is the amount to be rebated.

8. The Series 2019 Bonds were eligible for either the Eighteen-Month or the Two-Year Spending Exception (Non-Arbitrage and Tax Compliance Certificate Exhibit A-2). The Series 2019 Bonds did not meet the spend-down requirements for either spending exception. Therefore, the Series 2019 Bonds required the arbitrage rebate calculation in full.

9. An exception applies when required semi-annual spend-down percentages are met. If one of the spend-down percentages is missed, then that portion of the issue no longer qualifies for exemption and will require the arbitrage rebate calculation. These exceptions are as follows:

EIGHTEEN MONTH SPENDING EXCEPTION

Within Six Months of Closing	15%
Within Twelve Months of Closing	60%
Within Eighteen Months of Closing	100%

TWO-YEAR CONSTRUCTION EXCEPTION

Within Six Months of Closing	10%
Within Twelve Months of Closing	45%
Within Eighteen Months of Closing	75%
Within Twenty-Four Months of Closing	100%

10. In order to be eligible for the Two-Year Spending Exception, an issue must be a construction issue of governmental bonds, 501(c)(3) bonds, or private activity bonds for a governmentally owned facility (U.S. Treasury Regulations Section 1.148-7(f)(1)). In addition, at least 75% of the available construction proceeds must be used for construction expenditures within the meaning of Section 148(f)(4)(C) of the Internal Revenue Code.

11. The Project and Cost of Issuance proceeds required the arbitrage rebate calculation. On the date of closing, the Project and Cost of Issuance proceeds were deposited into the Township's General Fund. It was necessary to follow such amounts for arbitrage compliance purposes. Bingham applied a conservative method of tracing the Series 2019 bond proceeds while outstanding within the General Fund and subsequent investments of bond proceeds.

Other Bond Related Matters

12. The Bond Payment Fund is not included in the arbitrage rebate calculation since it is a qualified bona fide debt service fund (Non-Arbitrage and Tax Compliance Certificate pages 2-3). A bona fide debt service fund is used primarily to achieve a proper matching of revenues with debt service payments within each bond year and is depleting properly each bond year (Internal Revenue Code Section 148(f)(4)(A)(ii) and U.S. Treasury Regulations Section 1.148-1(b)).

13. Other than the funds mentioned above, there are no pledged funds reasonably expected to be used directly or indirectly to pay principal of or interest on the Bonds or which are pledged as security for the Bonds that would require the arbitrage rebate calculation. In addition, there is no agreement in place, which requires the Township to maintain a particular level or Reserve for the direct or indirect benefit of the bond holders (Non-Arbitrage and Tax Compliance Certificate page 3).

14. On the last day of each bond year during which there are amounts allocated to gross proceeds of an issue that are subject to the rebate requirement, and on the final maturity date, an annual computation credit is allocated to the arbitrage rebate calculation (U.S. Treasury Regulations Sections 1.148-3(d)(1)(iv) & 1.148-3(d)(4)). For each bond year ending after January 1, 2007, the Internal Revenue Service provides an inflation adjustment to the annual computation credit due to the cost of living, which is based on the consumer price index. One credit is given within the Series 2019 arbitrage rebate calculation.

15. The evaluation date for arbitrage rebate purposes is October 1 (Non-Arbitrage and Tax Compliance Certificate Exhibit A-4). The first installment and final evaluation date will be October 1, 2023. If an arbitrage rebate payment is due to the Internal Revenue Service for the Series 2019 Bonds, it would be due 60 days from the first installment and final evaluation date (U.S. Treasury Regulations Section 1.148-3(g)).

16. As part of an active records retention policy, the IRS does require the arbitrage rebate reports to be kept on file as proof of compliance. Bingham recommends the report be kept on file for at least six years from the final principal payment date.

Excess Investment Yield Calculation

17. The U.S. Treasury Regulations require that any capital project investment held beyond the three-year temporary period must be yield restricted to the bond yield, plus .125%. Any amount earned over the limit must be paid to the Internal Revenue Service in the form of a "yield reduction payment." Such payment is similar to an arbitrage rebate payment and is paid in the same manner and with the same frequency as arbitrage rebate; within 60 days of the fifth bond year (U.S. Treasury Regulations Section 1.148-5(c)(1) & (2)). Only one payment is made to the Internal Revenue Service, either an arbitrage rebate payment or a yield reduction payment.

18. The three-year temporary period will end on November 19, 2022 (U.S. Treasury Regulations Section 1.148-2(e)(2)). Following this date, the composite yield on any outstanding capital project investments should not exceed the bond yield by more than .125% (U.S. Treasury Regulations Section 1.148-2(d)(2)(i)). If the yield on the outstanding investments does exceed the bond yield plus .125%, a yield reduction payment can be made to satisfy the arbitrage rebate requirements.

19. If applicable, Bingham will begin the excess investment yield calculation for the Series 2019 as of the end of the fourth bond year, or October 1, 2023. For this current bond year calculation, the excess investment yield calculation does not apply.

Summary

The scope of our engagement was limited to preparing the attached schedules for the specified period without verifying that the investments were purchased, sold, or otherwise disposed of at market price nor that any payments were made to any party other than the United States of America to reduce the yield on any investment.

Please be advised we believe that the method we use in making the calculations is consistent with the provisions of Section 148(f) of the Internal Revenue Code of 1986, as amended; and the Final U.S. Treasury Regulations Sections 1.148-1 through 1.148-11 issued on June 19, 1993 and amended on May 9, 1997. We are providing our professional opinion that the calculations comply with its provisions. However, we are not attorneys and we are not providing a legal opinion that the interest on the referenced issue of bonds is now or was ever excludable from gross income of the recipients thereof for purposes of federal income taxation.

In preparing this Arbitrage Rebate Calculation, Bingham is not acting as a municipal advisor or fiduciary. Nothing herein is intended to be, and nothing herein should be construed as, advice within the meaning of Section 15B of the Securities Exchange Act of 1934.

If you have any questions or comments, please feel free to contact me at (804) 888-6392. It is a pleasure to work with Meridian Township and we will contact you regarding the second bond year arbitrage rebate calculation in the coming months. Thank you for choosing Bingham.

Very Truly Yours,

BINGHAM ARBITRAGE
REBATE SERVICES, INC.

Andre Barrett Jr.

Andre Barrett Jr.
Account Manager, Arbitrage Rebate Services

Attachments



\$11,100,000
Charter Township of Meridian
County of Ingham, State of Michigan
General Obligation Unlimited Tax Bonds
Series 2019

Summary of Calculations

Bond Year One Evaluation Date: **October 1, 2020**
(November 9, 2019 to October 1, 2020)

Bond Yield: **1.2708814%**

Arbitrage Rebate Calculation

<u>Fund</u>	<u>Arbitrage Rebate Liability</u>
Computation Credits	(\$1,760.00)
Construction Fund	\$9,345.99
CD Investments	\$5,712.15
	<hr/>
Total Arbitrage Rebate Liability (100%):	<u><u>\$13,298.14</u></u>
	<hr/>
Total Arbitrage Rebate Liability Accruing:	<u><u>\$13,298.14</u></u>

Sources & Uses

\$11,100,000
Charter Township of Meridian
County of Ingham, State of Michigan
General Obligation Unlimited Tax Bonds
Series 2019

Sources and Uses

Total Source of Funds:

Series 2019 Par Amount	\$ 11,100,000.00
Original Issue Premium	\$ 880,482.25
Total	<u>\$ 11,980,482.25</u>

Total Use of Funds:

Construction Fund	\$ 11,863,455.05
Costs of Issuance Proceeds	\$ 107,310.00
Underwriter's Discount	\$ 9,717.20
Total	<u>\$ 11,980,482.25</u>

Bond Yield Calculation

\$11,100,000
 Charter Township of Meridian
 County of Ingham, State of Michigan
 General Obligation Unlimited Tax Bonds
 Series 2019

Bond Yield Calculation

Date	Principal	Coupon	Yield	Dollar Price	Interest	Total Principal & Interest	Present Value	Cumulative PV
04/01/2020				-	203,500.00	203,500.00	202,556.90	202,556.90
10/01/2020	3,050,000	5.000%	1.240%	3,148,484.50	277,500.00	3,327,500.00	3,291,165.68	3,493,722.59
04/01/2021				-	201,250.00	201,250.00	197,795.60	3,691,518.18
10/01/2021	3,165,000	5.000%	1.250%	3,383,258.40	201,250.00	3,366,250.00	3,287,578.59	6,979,096.77
04/01/2022				-	122,125.00	122,125.00	118,517.75	7,097,614.52
10/01/2022	3,360,000	5.000%	1.270%	3,711,657.60	122,125.00	3,482,125.00	3,357,934.56	10,455,549.08
04/01/2023				-	38,125.00	38,125.00	36,533.12	10,492,082.20
10/01/2023	1,525,000	5.000%	1.300%	1,737,081.75	38,125.00	1,563,125.00	1,488,400.05	11,980,482.25
Totals	\$ 11,100,000			\$ 11,980,482.25	1,204,000.00	\$ 12,304,000.00	\$ 11,980,482.25	

Dated Date: 11/19/2019
 Delivery Date: 11/19/2019

Bond Yield: **1.2708814%**

Arbitrage Rebate Calculation Bond Year One

Evaluation Date: October 1, 2020

\$11,100,000
Charter Township of Meridian
County of Ingham, State of Michigan
General Obligation Unlimited Tax Bonds
Series 2019

Computation Credits

Evaluation Date: 10/01/2020		Bond Yield: 1.2708814%	
Computation Period	Date	Computation Credit (i)	Future Value of Computation Credit @ Evaluation Date
Computation Credit, Bond Year One (ii)		(1,760.00)	(1,760.00)
Totals		(1,760.00)	(1,760.00)

Surplus at Evaluation Date **(\$1,760.00)**

- (i) Annual computation credit [U.S. Treasury Regulations Section 1.148-3(d)(1)(iv)].
- (ii) Computation credit inflation adjustment [U.S. Treasury Regulations Section 1.148-3(d)(4)].

\$11,100,000
Charter Township of Meridian
County of Ingham, State of Michigan
General Obligation Unlimited Tax Bonds
Series 2019

Evaluation Date:		10/01/2020		Bond Yield:		1.2708814%	
Date	General Fund Investments	General Fund Income	Future Value of Investments @ Evaluation Date	Future Value of Income @ Evaluation Date			
11/19/2019	11,100,765.05		11,223,316.98	-			
11/30/2019	9,877.84	9,877.84	9,983.03	9,983.03			
12/06/2019	(3,985,829.94)		(4,027,423.23)	-			
12/31/2019	12,677.27	12,677.27	12,798.75	12,798.75			
01/01/2020	(416.00)		(419.97)	-			
01/31/2020	9,645.01	9,645.01	9,727.16	9,727.16			
02/21/2020	3,992,220.38		4,023,247.80	-			
02/21/2020	10,844.78		10,929.07	-			
02/29/2020	12,241.44	12,241.44	12,332.67	12,332.67			
03/06/2020	(3,784,147.40)		(3,811,545.20)	-			
03/09/2020	(1,000,000.00)		(1,007,133.82)	-			
03/10/2020	(2,000,000.00)		(2,014,196.76)	-			
03/10/2020	(1,000,000.00)		(1,007,098.38)	-			
03/11/2020	(1,000,000.00)		(1,007,062.94)	-			
03/11/2020	(1,000,000.00)		(1,007,062.94)	-			
03/13/2020	(75.00)		(75.52)	-			
03/17/2020	(27,479.80)		(27,668.05)	-			
03/26/2020	(500.00)		(503.27)	-			
03/26/2020	(1,250.00)		(1,258.16)	-			
03/26/2020	(2,000.00)		(2,013.06)	-			
03/26/2020	(11,032.68)		(11,104.74)	-			
03/26/2020	(40,246.06)		(40,508.93)	-			
03/26/2020	(40,577.60)		(40,842.63)	-			
03/26/2020	(125,047.32)		(125,864.07)	-			
03/31/2020	707.57	707.57	712.09	712.09			
04/21/2020	(27,246.50)		(27,400.34)	-			
04/30/2020	93.91	93.91	94.41	94.41			
05/14/2020	(24,368.00)		(24,485.76)	-			
05/31/2020	99.74	99.74	100.17	100.17			
06/03/2020	(1,000,000.00)		(1,004,161.12)	-			
06/03/2020	(89.00)		(89.37)	-			
06/04/2020	(1,466.40)		(1,472.45)	-			
06/04/2020	(1,500.00)		(1,506.19)	-			
06/11/2020	(75,901.29)		(76,195.67)	-			
06/19/2020	1,002,005.67		1,005,608.77	-			
06/19/2020	(8,638.21)		(8,669.27)	-			
06/30/2020	186.41	186.41	187.01	187.01			
07/01/2020	(52,233.35)		(52,399.04)	-			
07/01/2020	(280,817.05)		(281,707.85)	-			
07/01/2020	(14,779.84)		(14,826.72)	-			
07/01/2020	(129,072.60)		(129,482.04)	-			
07/01/2020	(226,088.23)		(226,805.42)	-			
07/01/2020	(11,304.41)		(11,340.27)	-			
07/01/2020	(14,341.40)		(14,386.89)	-			

\$11,100,000
Charter Township of Meridian
County of Ingham, State of Michigan
General Obligation Unlimited Tax Bonds
Series 2019

Evaluation Date: 10/01/2020		Bond Yield: 1.2708814%		
Date	General Fund Investments	General Fund Income	Future Value of Investments @ Evaluation Date	Future Value of Income @ Evaluation Date
07/08/2020	226,088.23		226,749.56	-
07/08/2020	(214,783.82)		(215,412.08)	-
07/15/2020	(3,009.00)		(3,017.06)	-
07/15/2020	(24,228.99)		(24,293.88)	-
07/15/2020	(504.85)		(506.20)	-
07/15/2020	(23,400.00)		(23,462.67)	-
07/15/2020	(112,844.41)		(113,146.61)	-
07/15/2020	(5,939.18)		(5,955.09)	-
07/15/2020	(2,600.00)		(2,606.96)	-
07/28/2020	(29,588.55)		(29,654.22)	-
07/28/2020	(66,209.00)		(66,355.95)	-
07/28/2020	(743.50)		(745.15)	-
07/28/2020	(1,557.29)		(1,560.75)	-
07/31/2020	102.71	102.71	102.93	102.93
08/06/2020	(1,470.00)		(1,472.85)	-
08/12/2020	(64.00)		(64.11)	-
08/12/2020	(4,165.34)		(4,172.53)	-
08/18/2020	1,002,167.51		1,003,685.13	-
08/18/2020	(615,508.97)		(616,441.06)	-
08/25/2020	(27,600.17)		(27,635.16)	-
08/26/2020	(1,195.20)		(1,196.67)	-
08/26/2020	(46,200.91)		(46,257.85)	-
08/26/2020	(408.56)		(409.06)	-
08/26/2020	(7,762.71)		(7,772.28)	-
08/26/2020	(74,692.50)		(74,784.55)	-
08/26/2020	(228,798.49)		(229,080.47)	-
08/31/2020	169.86	169.86	170.05	170.05
09/30/2020	0.15	0.15	0.15	0.15
10/01/2020	(170.01)		(170.01)	-
			-	-
Totals	\$0.00	\$45,801.91	\$36,862.41	\$46,208.40
				\$36,862.41
				\$9,345.99
(i) Includes uncollected balances and prorated earnings.				

\$11,100,000
Charter Township of Meridian
County of Ingham, State of Michigan
General Obligation Unlimited Tax Bonds
Series 2019

Evaluation Date:		10/01/2020	Bond Yield:		1.2708814%
Date	CD Investments	CD Income	Future Value of Investments @ Evaluation Date	Future Value of Income @ Evaluation Date	
12/06/2019	1,987,679.36	(2,472.53)	2,008,421.37	(2,498.33)	
12/06/2019	1,985,956.58	(9,721.47)	2,006,680.61	(9,822.92)	
02/20/2020	(1,987,679.36)	4,848.71	(2,003,198.04)	4,886.57	
02/20/2020	(1,985,956.58)	13,735.73	(2,001,461.81)	13,842.97	
02/20/2020	-	3,152.47	-	3,177.08	
02/20/2020	-	7,692.31	-	7,752.37	
03/06/2020	784,147.40	-	789,824.75	-	
03/06/2020	1,000,000.00	-	1,007,240.15	-	
03/06/2020	1,000,000.00	-	1,007,240.15	-	
03/06/2020	1,000,000.00	-	1,007,240.15	-	
03/09/2020	1,000,000.00	-	1,007,133.82	-	
03/10/2020	1,000,000.00	-	1,007,098.38	-	
03/10/2020	1,000,000.00	-	1,007,098.38	-	
03/10/2020	1,000,000.00	-	1,007,098.38	-	
03/11/2020	1,000,000.00	-	1,007,062.94	-	
03/11/2020	1,000,000.00	-	1,007,062.94	-	
03/31/2020	5,782.00	5,782.00	5,818.95	5,818.95	
04/11/2020	263.01	263.01	264.59	264.59	
04/30/2020	6,681.72	6,681.72	6,717.32	6,717.32	
05/11/2020	246.64	246.64	247.86	247.86	
05/31/2020	6,916.61	6,916.61	6,946.12	6,946.12	
06/03/2020	1,000,000.00	-	1,004,161.12	-	
06/10/2020	851.09	851.09	854.42	854.42	
06/11/2020	254.92	254.92	255.91	255.91	
06/19/2020	(1,000,000.00)	2,005.67	(1,003,595.89)	2,012.88	
06/30/2020	11,246.99	11,246.99	11,283.06	11,283.06	
07/11/2020	246.77	246.77	247.47	247.47	
07/31/2020	7,113.65	7,113.65	7,128.94	7,128.94	
08/18/2020	(999,744.95)	2,422.56	(1,001,258.90)	2,426.23	
08/31/2020	7,126.29	7,126.29	7,134.07	7,134.07	
09/11/2020	255.12	255.12	255.30	255.30	
09/30/2020	11,313.67	11,313.67	11,314.07	11,314.07	
(i) 10/01/2020	(3,830,870.92)	225.13	(3,830,870.92)	225.13	
(i) 10/01/2020	(1,008,790.74)	48.62	(1,008,790.74)	48.62	
(i) 10/01/2020	(1,000,666.67)	5.56	(1,000,666.67)	5.56	
(i) 10/01/2020	(1,000,000.00)	3,530.56	(1,000,000.00)	3,530.56	
(i) 10/01/2020	(1,001,521.51)	164.63	(1,001,521.51)	164.63	
(i) 10/01/2020	(1,000,851.09)	1,108.37	(1,000,851.09)	1,108.37	
			-	-	
Totals	\$0.00	\$85,044.80	\$79,615.64	\$85,327.79	
Less Future Value of Investments				\$79,615.64	
Surplus at Evaluation Date				<u>\$5,712.15</u>	
(i) Includes uncollected balances and prorated earnings.					



To: Board Members
From: Phil Deschaine, Township Treasurer
Date: April 8, 2021
Re: Adopt Tax Collection Requests and Agreements for 2021

East Lansing, Okemos, Williamston, Haslett and Ingham Intermediate School Districts, have requested and authorized the Township to collect their summer/winter taxes according to mutual agreement.

Copies of the tax collection agreements are on file and available for anyone who wishes review.

Move that the Township Board approve the “2021 Tax Collection Requests and Agreements” for East Lansing, Okemos, Williamston, Haslett and Ingham Intermediate School Districts.



9. G.

To: Township Board Members
**From: Derek N. Perry, Deputy Township Manager
Director of Public Works & Engineering**
Date: April 8, 2021
Re: Community Project Funding Application Resolution of Support

This year the Appropriations Committee of the US House of Representatives will implement a new Community Project Funding (CPF) initiative to allow Members of Congress to directly address the most significant needs of the communities they represent. Members of Congress will be allowed to submit 10 qualified, local projects to the Appropriations Committee for consideration of targeted federal funds. CPF is available to state, local, tribal, and territorial governments. In addition, only projects with evidence of strong support from the community will be considered, and evidence of community support and community need is required as part of the application.

As identified in our Township Master Plan and subsequent annual Action Plans, the redevelopment of downtown Okemos is a high priority for the community. An important and integral component is the reconstruction and associated improvements of Okemos Road. To that end, the Township and the Ingham County Road Department are submitting a joint CPF application for \$6.975 Million under the Department of Transportation- Local Transportation Priorities category.

As required of the program, an initial letter of interest was sent on Friday, April 9, 2021 (attached). The formal application is to be submitted by April 16, 2021 to US Representative Elissa Slotkin, US House District 8, which includes Ingham County. Rep. Slotkin is also a member of the House Appropriations Committee.

As part of the application, we are requesting the adoption and inclusion of the attached Resolution of Support by the Township Board. Ingham County will be adopting a similar resolution at their next County Board of Commissioners meeting.

Proposed motion:

“Move to adopt the Okemos Road CFP Application Resolution of Support as presented.”

**OKEMOS ROAD RECONSTRUCTION AND IMPROVEMENTS
COMMUNITY PROJECT FUNDING APPLICATION
RESOLUTION OF SUPPORT**

At a regular meeting of the Township Board of the Charter Township of Meridian, Ingham County, Michigan, held virtually using the Zoom web conferencing application, in said Township on the 13th day of April 2021 at 6:00 p.m., Local Time.

PRESENT: _____

ABSENT: _____

The following resolution was offered by _____ and supported by _____:

WHEREAS, This year the Appropriations Committee of the US House of Representatives will implement a new Community Project Funding (CPF) initiative to allow Members of Congress to directly address the most significant needs of the communities they represent including state, local, tribal, and territorial governments; and

WHEREAS, Members of Congress will be allowed to submit up to 10 qualified, local projects to the Appropriations Committee for consideration for CPF federal funding; and

WHEREAS, only projects with evidence of strong support from the community will be considered, and evidence of community support and community need is required as part of the application; and

WHEREAS, Meridian Township and the Ingham County Road Department (ICRD) has a major county road improvement project described below recommended for submission for CPF funding consideration to US Representative Elissa Slotkin, US House District 8, including Ingham County, Member of the House Appropriations Committee; and

WHEREAS, Meridian Township has been working with a developer to redevelop and revitalize the downtown blocks of the Okemos area west of Okemos Road, north and south of Hamilton Road with several mixed use, multi-story tall buildings and associated parking, street level retail and dining, and residential units above. A traffic study was done for the proposed development which recommended adding a center left turn lane on Okemos Road throughout the downtown Okemos area-- south of Clinton Street through Hamilton Road to north of Methodist Street and allow currently prohibited left turns with signals at these intersections to accommodate the traffic expected to be generated by the development. Okemos Road carries approximately 20,000 vehicles per day north of Hamilton Road and 30,000 south of Hamilton Road; and

WHEREAS, the Township and the ICRD is working with the Ingham County Drain Office and MDOT to improve drainage and raise the elevation of the Okemos Road - Grand River Ave. (M-43) intersection to alleviate relatively frequent flooding at this location.

WHEREAS, the overall project would include reconstruction of Okemos Road from south of Hamilton Road to north of Grand River Ave. (M-43). The expected cost of the overall project is roughly \$6,975,000. The minimum 20% local match, \$1,395,000, would be split between ICRD and Meridian Township. The 80% federal CPF share would be \$5,580,000; and



Meridian Township
5151 Marsh Road
Okemos, MI 48864

P 517.853.4000
F 517.853.4096

Township Board:

Ronald J. Styka
Township Supervisor

Deborah Guthrie
Township Clerk

Phil Deschaine
Township Treasurer

**Patricia Herring
Jackson**
Township Trustee

Dan Opsommer
Township Trustee

Kathy Ann Sundland
Township Trustee

Courtney Wisinski
Township Trustee

Frank L. Walsh
Township Manager

April 8, 2021

Representative Elissa Slotkin
1100 W. Saginaw St. Suite 3A
Lansing, MI 48915

Subject: Meridian Township/Ingham County Roads CPF Application

Dear Representative Slotkin:

In 2017, after hundreds of hours of public meetings and significant community input, the Meridian Township Board adopted its updated Master Plan. As with all Master Plans, it created a future vision for land use, development, preservation of open-space, housing, transportation and utilities.

In addition, the plan identified three core areas in the Township that were in desperate need of redevelopment efforts. The 43,318 residents of the Township were unified and clear in their comments that these unique areas need to be made a priority.

In response, the Township Board identified redevelopment of those areas as a top goal, and directed the Township administration to develop a plan to spur their revitalization.

One such priority redevelopment area is the historical downtown of Okemos. It is located at the intersection of Okemos Road and Hamilton Road and is colloquially called "the Four Corners" by the residents of the community. Although the area has a designated DDA, this redevelopment mechanism was not enough to drive development on its own and empty, dilapidated buildings began to grow and diminish the appearance of the community.

With clear direction from the Township Board and strong community support, the Township created its own local Brownfield Redevelopment Authority, completed enrollment in the MEDC Redevelopment Ready Communities Program, and modified its Mixed-use Planned Unit Development ordinance to create additional development flexibility. All of these efforts were the culmination of the goal and desire to create a prime redevelopment location.

As a result, a developer has come forward with a transformative development for the area. We are fortunate that the developer understands the historical importance of the "Four Corners" and spent considerable time holding design meetings, soliciting public input and garnering robust support for the new project. The two-block plan will re-create the former Village of Okemos by bringing retail, restaurant, commercial, office and residential uses, adding over 120+ fulltime jobs, expanding an existing downtown business and adding over \$100 million in new capital investment to the downtown.



To support this redevelopment effort, it is clear that Okemos Road needs to be reconstructed and improved as part of the overall redevelopment effort. Okemos Road not only provides access to the development, it is the primary north-south connector between I-96 and M-43 (Grand River Avenue) in the Township, and carries in excess of 30,000 cars per day. The reconstruction of Okemos Road is not only warranted, but it will certainly have a significant positive impact on our residents, and those visiting our community and neighboring Michigan State University.

Our request for the Community Project Funding program will be a joint application to reconstruct and improve Okemos Road, with submission by the Ingham County Road Department under the Department of Transportation- Local Transportation Priorities category. The project will involve the reconstruction of approximately 3,000 feet of Okemos Road and include the widening and addition of center left-turn lanes on Okemos Road, the installation of dual left-turn lanes at Hamilton Road, traffic signal installation and modernization at 3 intersections and significant stormwater improvements. The total project is estimated at \$6.975 Million and the local cost-share FHWA requirements have been identified and secured by both Meridian Township and Ingham County.

We appreciate the opportunity to submit this project for funding, and look forward to discussions with you and your team on the upcoming formal application and process.

Respectfully,

Derek N. Perry
Deputy Township Manager
Director of Public Works & Engineering
perry@meridian.i.us

William Conklin
Managing Director
Ingham County Road Department
WConklin@ingham.org



To: Meridian Township Board Members

From: Amber Clark
Neighborhoods & Economic Development Director

Derek N. Perry, Deputy Township Manager
Director of Public Works & Engineering

Date: April 9, 2021

RE: 2021 Citizen Survey

Meridian Township board conducts a citizen survey every three years to better engage with residents on programs and services offered by the Township. Meridian Township selected the National Research Center (NRC) of Boulder, Colorado to conduct these surveys, with the last survey completed in 2018. The cost of the survey was just under \$15,000 and included the traditional three part mailing to 1,600 residents. There was an option for the 1600 selected residents to take the survey online, through the use of a special coupon code sent by mail. Township Board approved staff to submit a Request for Proposal to receive additional quotations from expert organizations that can assist Meridian Township with the creation, implementation and analysis of our community survey.

On Friday April 2, 2021 the Economic Development Department received the following bid proposals for the project:

1. Cobalt Community Research
2. National Research Center

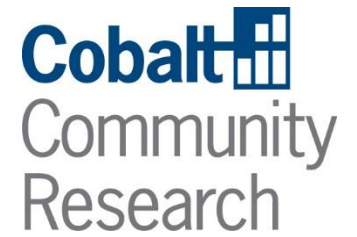
Based on their ability to perform the work requested, reference checks and pricing we are recommending that the bid is awarded to Cobalt Community Research in the amount of \$17,975.

Recommendation

- **Move to approve the 2021 Community Survey creation, implementation and analysis with Cobalt Community Research for costs not to exceed \$17,975. Authorize Township Manager to create and sign the contract.**

Attachments:

Meridian Township 2021 Community Survey RFP
Cobalt Community Research Proposal

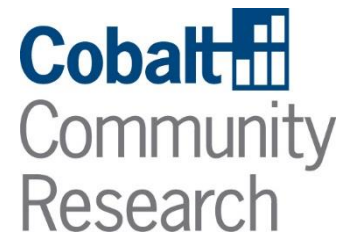


Proposal for Meridian Township MI

COMMUNITY ENGAGEMENT STUDY

MARCH 29, 2021 | COBALT COMMUNITY RESEARCH, 501C3





March 29, 2021

Amber Clark
Neighborhoods & Economic Development Director
5151 Marsh Road
Okemos, MI 48864

Dear Ms. Clark and the evaluation committee:

We are pleased to submit this proposal for the Township's Resident Study. We are deeply interested in working with the Township on this project, especially given the special challenges and opportunities communities face as they work to recover from COVID-19, build stronger unity and alignment, and move the community forward. As a well-respected community near Michigan State University with smart, well-educated Residents, the Township has special need for thoughtful community engagement to understand the needs and priorities of its Residents. In a time when many people in our communities feel divided, isolated, and stressed, the opportunity to share their experiences to help the Township move forward helps build trust and optimism. Collecting the data in an inclusive, credible way provides important guidance to help the community rise stronger, measure success, and build context for smart decisions and greater alignment.

Cobalt was created in 2007 to facilitate research and benchmarking for local units of government across the United States. As a 501c3 not-for-profit organization, our mission is to provide high-quality metrics, research, and education to help communities thrive as changes emerge in the social, demographic, and economic landscape. Since our creation, we have worked with numerous governmental, non-profit, and private-sector organizations to provide actionable data and analysis using multi-modal techniques that leverage first-class mail, online, phone/text, and location-based technology. We have deep experience working on a broad range of topics, including marijuana regulation, public safety, trail/pathway improvement, internet access, and more.

Please consider this proposal to be a starting point. We are committed to being flexible and responsive to ensure you have the information you need to guide your planning and priority setting in this dynamic time.

I look forward to working with you.

Sincerely,

William SaintAmour
Executive Director, Cobalt Community Research

wsaintamour@cobaltcommunityresearch.org
PO Box 416
Charlotte, MI 48813
877.888.0209

PROJECT INTRODUCTION

People want to be proud of their hometown. People want to see their Township do the right things, the smart things. But it's hard to get people to agree about what those things actually are. As a local leader, balancing needs and optimizing available resources is a daunting effort for even the most capable professionals. There is too much to do and not enough time, money, or skilled staff to do it.

And still, local leaders and staff dare to advance the unfinished work of the community – through kindness, sweat, and careful prioritization. Cobalt was created to help.

Community engagement in partnership with Cobalt helps the Township build consensus on how to optimize time, talent, and funding. We do this through credibility, context, and clarity.

Cobalt works with your community to craft a flexible, custom solution to meet your specific needs. Many of our question structures have been used by numerous communities, but we will work with you on any question customization you need to ensure that your questions are clear and unbiased. In addition, we pull a true random sample of Residents to ensure the sample is representative of your population. While Cobalt weights the responses when needed, we also provide a proprietary thermal mapping approach that allows the voices of individual demographic groups to be clearly heard in the noise of the data, and it helps you quickly see patterns of where performance and preference scores are higher or lower, and where there is consensus or disagreement between individual groups. This lets you have more insightful decisions and be more deliberate in inviting groups to provide more perspective and be heard. Demographic questions are flexible to meet community needs, and they often include age, gender, length of residency, household composition, work location, education, ethnicity, geographic location, and more. Cobalt also supports a wide variety of languages, including Spanish, Arabic, Japanese, French, Hindi, and more. Cobalt can provide latitude/longitude coordinates of survey results to support GIS applications.

Each year, Cobalt conducts an annual random survey of residents in thousands of communities across the United States to create our fresh, representative benchmarking indices. This information offers important context. By partnering with Cobalt, the Township will have access to more than 80 benchmarks based on these surveys to help the Township optimize resources and programs based on impact and relative performance to the benchmarks. Each benchmark can be filtered by demographic factors such as age, educational level, gender, work location, household composition, income, and more. In addition, Cobalt has learned that not all standardized benchmarking questions work for every community. The Township can eliminate any benchmarking questions that are not useful, and the Township may add any number of custom questions to ensure the information received from Residents is on target and actionable. The indices most often used by Cobalt partners include comparison with the representative sample of similarly-sized communities at the state, regional, and national levels. These benchmarks are included in our program fees.

While data are helpful, how the data are analyzed and presented help the Township build shared understanding and consensus. Clarity is key to communication and alignment. Cobalt's data visualizations convey not only performance, but our data models also show the strength that each question's relationship to overall satisfaction and the outcomes that flow from it: remaining in the community, recommending it to others, volunteering, encouraging a business to start up in the community, funding potential future services/amenities, and supporting current elected leaders. Cobalt also can provide thematic mapping of the community and other map-based analysis when needed.

In addition to questions that measure Residents' experiences in the community, partnering with Cobalt allows communities to add a wide range of actionable questions relevant to the unique challenges the community is working through. Examples include marijuana regulation, budget priorities, bond/millage development and support, community branding, park planning, economic development, and many more. Questions from past surveys also may be included to continue the measurement of trends captured in these past efforts. The Township also may include open-ended comments to better clarify the perspectives and ideas of Residents, and to give Residents an opportunity to share using their own words. Surveys are not distributed until the Township has approved it, at which point Cobalt carefully reviews proofs and finalizes layout for online and print versions.

Cobalt recommends a random sample of 1,500 or 2,000 Residents collected in a multi-modal approach. Typically, these are drawn from Township’s databases such as voter registration, utility lists, licensing, etc., although commercial lists can be provided by Cobalt when needed. The random sample is a mechanism that ensures that the Residents invited to participate mirror the overall population in the Township. We will send an initial wave with a cover letter and postage-paid envelope, and respondents will have the option to complete the survey by paper or complete the survey online. A second wave will then go out to those who have not responded. We will use a unique survey ID to preserve survey validity by ensuring individuals only reply once, and to minimize the number of respondents who receive a duplicate mailing. In addition, we will provide a link to the survey that the Township can share with all Residents after the random sample is mailed. This allows all Residents to share their ideas even if they are not part of the representative random sample. Sample and non-sample responses are kept separate.

Typical response rates are 20 to 40 percent, which results in a margin of error of +/- 5% with a 95% confidence. If the Township would like to have a larger number of responses, then Cobalt will work with them to develop the sample strategy that best meets the Township’s needs. Below are sample sizes required to meet various margin of error targets. Sample size has a significant effect on project costs.

Sample Size	Expected Response	Margin of Error
1,200	240-480	+/- 6.3-4.4 percent
1,500	300-600	+/- 5.6-4.0 percent
2,000	400-800	+/- 4.9-3.4 percent
5,000	1,000-2,000	+/- 3.1-2.1 percent
25,000	5,000-10,000	+/- 1.3-0.85 percent

PROJECT STEPS

Step 1 – Kick-off Discussions:

The research project begins with a kickoff meeting to identify key areas of exploration, potential policy changes, and other challenges and opportunities that can be addressed through the engagement project. At this meeting, the Township identifies the point person who will be the main point of contact between the Township and Cobalt to coordinate internal survey reviews, meeting times, etc.

This preliminary step aims at refining the objectives, scope, timeline, and key deliverables for the project. Informational needs are confirmed. Customized question needs are identified. The distribution methodology details will be finalized during this step.

Step 2 – Questionnaire Development:

Following the kickoff meeting, Cobalt prepares Township-branded “straw versions” of the survey(s) based on the kickoff meeting discussion and Cobalt’s past projects. Cobalt will develop questions to be modified, deleted, and added to the questionnaires, which will be provided and discussed with the project lead to ensure questions included in the surveys are aligned with community needs. In addition, the structure of custom questions generally follow structures used in other communities. As a result, custom questions require minimal pretesting. If custom questions are significantly different from past question structures, Cobalt will pretest survey questions with individuals who do not work for the Township or for Cobalt to ensure clarity.

Cobalt and the Township iterate through survey versions to develop a finalized version with which the Township is comfortable. Following question development and approval, the surveys go through copy editing and final layout. A final production schedule is created and shared with the Township to coordinate communication and ensure appropriate staff are aware of when the project will be in the field. Translations, if part of the project, are also prepared and made available both online and on paper. Cobalt has conducted surveys in Spanish, Arabic, Hindi, Japanese, and Albanian, and Cobalt is experienced in arranging quality translations in other languages if needed.

Step 3 – Survey Deployment:

The questionnaires will be administered to a random sample of Residents to mirror the characteristics of the community. Cobalt recommends collecting the surveys through two waves using a mail survey and a Township-branded online portal. The Township also may add phone/text-based invitations/reminders to further enhance response rates, which is more effective and affordable than a postcard approach. Approximately ten to twelve days after the initial wave, non-respondents receive a second reminder letter with another copy of the survey, cover letter and postage paid envelope. Cobalt will use a unique survey ID to ensure valid responses and to manage reminders.

The online portal also will let Residents who are not part of the sample to share their feedback, and the sample responses and the non-sample responses are kept separate to preserve the statistical integrity of the data. The non-sample responses are shared with the Township as a row in the crosstab reports. This approach not only preserves the random nature of the sample for statistical purposes, but it also provides an avenue for various organizations to invite their members to share their feedback as well. Common examples often include Chambers of Commerce, service groups such as Rotary, friends of the parks or library, etc.

Cobalt does not recommend providing incentives to participate in the survey such as cash or a drawing. While these types of incentives have been shown to improve response rates, the quality of response suffers, as respondents simply “straight line” the questions to receive the incentive. One incentive that we do encourage, however, is early access to the survey results once they are presented to appropriate Township staff and leadership.

Cobalt recommends that the Township reaches out to the community to improve response. Cobalt will support the outreach effort by sharing wording and campaign ideas if the Township’s communication team so desires.

Deployment and data collection are generally completed within 6 weeks. Data are coded by industry professionals utilizing current technology and robust quality control to ensure accuracy. Data scrubbing of final results ensures duplicate responses, multiple responses from the same individual, and responses from invalid survey ID numbers are removed.

Step 4 – Modeling & Analysis:

Cobalt will analyze the data and will also use American Customer Satisfaction Index-based methodology if appropriate based on final questions to quantify the relationships between the various elements of the surveys. Each survey will have a summary report in MS PowerPoint.

While the sampling methodology will be representative of the Township’s diverse demographic characteristics, response patterns vary by client and demographic group. Cobalt addresses this through a thermally mapped cross tabulation of the data that shows the responses of each demographic cohort for each question in the survey, thus ensuring that the voices of these cohorts are not lost. In addition, overall results are weighted if needed to better match Township demographics. In addition, individual responses (anonymous) are provided by Cobalt in MS Excel. This may include latitude and longitude to support the Township’s GIS efforts. Results from prior surveys can be included to provide comparisons over time. Thematic maps also may be created based on which types of analysis are needed.

The Township will be able to benchmark Cobalt’s standardized benchmarking questions against the Cobalt indices compiled from hundreds of similarly-sized communities in the state, region, and the United States. Responses also can be benchmarked for overall satisfaction to current Federal and private sector organization scores measured as part of the ACSI and with the Net Promoter Score (NPS). The Township may also request integration of resident responses with Experian’s Mosaic segmentation tool. The 5 largest segments will be included in the crosstab report.

Step 5 – Reporting:

A review of the draft report and overview of all report components are provided to the project lead and key staff prior to report finalization. Initial findings will be communicated to the project lead and other key decision makers by web conference. In addition to the web conference meeting, Cobalt will schedule additional conversations and presentations to Township staff and boards as needed, and we can create a recording of the presentation upon request. The Township

may request in-person meetings if appropriate. The presentations will take place at a time and date mutually agreed upon.

Cobalt also will provide 12 bound copies and an electronic copy PDF of the final report including but not limited to:

- Executive Summary
- Survey Background
- Copy of Survey Instrument
- Profile of Respondents
- Overview of the Survey
- Content description and summary of each survey topic/question
- Statistical analysis of survey results including graphs, raw data and any other information beneficial to the report

PROJECT OVERALL TIMELINE

Week 1:	Week 2:	Week 3:	Week 4:	Week 5:	Week 6:	Week 7:	Week 8:	Week 9:
Schedule initial kickoff meeting to identify key questions, options, and areas of exploration	Project lead to review a straw-model survey instrument and return edits to Cobalt	Finalize survey instrument, approval, and schedule production	Survey in field*	Wave 1 responses compiled; wave 2 in production; data entry begins	Survey in field	Data entry completed, analysis begins	Analysis and reports developed	Project lead reviews draft reports; final presentation of results scheduled

**Depends on timing of Township approval*

ABOUT THE FIRM – WHY COBALT?

Cobalt has been very active in providing non-profit community research services to local units of government across the United States. What do Cobalt partners say to communities considering partnering with us?

- *“The in-depth data analysis and feedback has been extremely helpful. We have been able to focus on the areas that drive results and improve processes.”*
- *“I would recommend Cobalt.”*
- *“We love you. (We already say it to other communities!)”*
- *“A local government reached out to me recently to ask about partnering with Cobalt. I highly endorsed your services based on your responsiveness.”*
- *“Do it!”*
- *“Cobalt is responsive to requests and meeting our organization’s time frames. Utilizing Cobalt now for many years, we have great trend lines from our annual statistically valid citizen survey.”*
- *“Cobalt provides very high-quality services at reasonable costs.”*

Topics covered in the surveys include custom topics related to areas as diverse as marijuana regulation to housing needs. Benchmarking questions include questions that include public safety, parks, local economy, events, transportation infrastructure library, shopping/dining, public trust, communications, and customer service. Cobalt provides research services that comply with generally accepted research principals and comply with the requirements of national services such as the ACSI.

In addition, projects and services will be led by Cobalt staff who have been certified by the Marketing Research Association’s Professional Researcher Certification (PRC) program, which is endorsed by major national and international research organizations such as the AMA (American Marketing Association), the ARF (Advertising Research Foundation), CMOR (Council of Marketing and Opinion Research), IMRO (Interactive Marketing Research Organization), MRII (Marketing Research Institute International), the RIVA Training Institute and the Burke Institute.

Key differentiators:

- As a 501c3, Cobalt provides a more value-rich solution that requires minimal staff effort at a favorable cost.
- Cobalt's questions are very flexible. All questions can be modified, any question can be deleted, and there is no limit on the number of custom questions you can add to ensure your needs are met.
- Cobalt provides benchmarking indices compiled annually from residents in thousands of communities. Benchmarking to a firm's prior clients creates a bias, as the client communities do not represent all communities, especially if the client data are many years old. Cobalt ensures the indices are both representative and annually refreshed.
- Cobalt benchmarks also allow broader comparison to hundreds of companies, industries, and sectors through our relationship with the people behind the internationally-respected University of Michigan's American Customer Satisfaction Index (ACSI) and also the Net Promoter Score (NPS).
- Cobalt's analysis goes well beyond simple data summaries to tease out key drivers of satisfaction and outcome behaviors such as remaining in the community, recommending it to others, volunteering, community image, etc. This makes the data more immediately actionable.
- Cobalt is committed to inclusive research. Our analysis ensures that the voices of all groups within the community are clearly presented. This supports greater sensitivity to all the needs of the community and how experiences, priorities, and preferences are consistent or are different for each group.
- Cobalt's mission is research and education, and our commitment to our partners continues long after the final reports are delivered. Other firms may charge annual fees for you to have access to your data or to ask additional questions.

PROJECT TEAM

The project lead will be William SaintAmour. William serves as Executive Director of Cobalt Community Research. He also has served as the Agency Services Operations Director in the State of Michigan Department of Management and Budget; the Board, Legislative and Legal Affairs Business Process Owner in the Michigan Office of Retirement Services; the Research Director in the Municipal Employees' Retirement System of Michigan; and ADP. He has worked in the research and communications fields over 30 years. (William also has participated in volunteer events spreading wood chips on Meridian Township walking trails.)

Mr. SaintAmour earned an executive leadership certificate from the University of Michigan Ross Business School, a master's from Michigan State University, and a bachelor's from the University of Michigan in Dearborn. He has Certificates of Achievement in Public Plan Policy in employee health and employee pensions and received the Professional Researcher Certificate from the Marketing Research Association. Mr. SaintAmour also holds a Master Planner Certificate from Michigan State University.

Mr. SaintAmour will be the point of contact for the City in this project, and he will oversee production, analysis, and reporting. Mr. SaintAmour also will present the results and recommendations.

Research support will be provided by Kyle Mumford and Madison Hummel.

Mr. Mumford serves as a business analyst and lead marketing adviser of Cobalt Community Research. As a recent graduate, he worked in social media and sponsor event coordinating for Northern Michigan University athletics. Mr. Mumford earned a bachelor's degree with honors in marketing from Northern Michigan University. He served two years as Co-president for the student chapter of the American Marketing Association. He earned a finalist podium for marketing strategy while attending ICC New Orleans in March 2019. He served under the Dean of Student Advisory Council and held positions in Secretary, Treasurer, Public Relations, and Fundraising for Tau Kappa Epsilon.

Ms. Hummel serves as lead communications analyst of Cobalt Community Research. A recent graduate of Northern Michigan University, she has worked on projects in both the private and public sectors. Ms. Hummel earned a bachelor's degree with high honors with Dean's list qualifications in communications with a marketing concentration. She runs her own agricultural business rehabilitating horses, and she also manages other successful business ventures. Her volunteer

opportunities involve everything from homeless shelters to marathons, with a particular interest in event coordination. Her managerial experience working with a team of over 35 associates over 1,000 hours of group instruction provides important insights into outreach opportunities revealed in the data.

Production/mailing will be provided by ASAP Printing in Okemos, MI. ASAP Printing started in 1994 and ensures that every project is executed with exceptional quality and customer care. ASAP is skilled at implementing print and variable data mailings that perform. They are the production partner for nearly all of Cobalt's projects that include a printing/mailing element.

Analysis will be conducted by both Cobalt and the CFI Group, based in Ann Arbor, if appropriate for the questions selected by the Township. Since 1988, CFI Group has delivered customer experience measurement and business insights from its Ann Arbor, Michigan headquarters and a network of global offices. As a founding partner of the American Customer Satisfaction Index (ACSI), CFI Group is the only company within the United States licensed to apply customized ACSI methodology in both the federal government and private sectors. Using this patented technology and top research experts, CFI Group uncovers the operational drivers and impact of customer and citizen experience. Organizations measured by the ACSI include PepsiCo, Frontier Communications, Apple, Google, and United Health. You can learn more at CFIgroup.com and theACSI.org.

REFERENCES

In the last three years, Cobalt has provided services to the following municipalities. All projects included random sampling, benchmarking to regional and national benchmarks, and the development of custom questions to assist with planning, prioritizing and budgeting. Typical project costs per survey range from \$16,000 to \$29,000.

City of Royal Oak, Michigan

(Citizen survey projects in 2013, 2015, 2017, 2019, 2020; Marijuana Policy Study in 2019)

Judy Davids, Community Engagement Specialist

211 South Williams Street

Royal Oak, Michigan 48067

judyd@romi.gov

(248) 246-3201

Southeast Michigan Council of Governments

(Numerous member, policy, and employee survey projects, including marijuana opinion poll in 2019)

Mike Spence, Governmental Government Effectiveness

1001 Woodward Avenue, Suite 1400

Detroit, Michigan 48226

Spence@semcog.org

(313) 402-9380

City of Troy, Michigan

(Citizen survey project in 2021, Business Survey Project in 2021, Library Millage Project in 2020)

Robert Bruner, Assistant City Manager

500 W Big Beaver Rd.

Troy, MI 48084

Bob.Bruner@troymi.gov

(248) 524-3326

City of Walla Walla, Washington

(Citizen survey projects in 2013, 2014, 2015, 2016, 2017, 2018, 2019, 2020)

Nabiel Shawa, City Manager

15 North 3rd Avenue

Walla Walla, WA 99362

nshawa@wallawallawa.gov

(509) 527-4423

Cobalt is a unique non-profit organization offering affordable, scientifically rigorous research and analysis to local governments across the United States. It offers deep experience with engagement research, priority development, specialized topic exploration and benchmarking. A full list of our partner communities and firms can be found at <https://www.cobaltcommunityresearch.org/partners--participants.html>.

PROFESSIONAL FEES AND EXPENSES

Cobalt provides several options to help ensure this proposal meets the needs of the Township. All options include mailed and online survey development, printing, first class postage for two mailings to the sample, postage-paid business reply envelopes, data entry, analysis, reports, online meetings, presentation of results, and 12 printed copies of the full report.

Option Features	Foundational	Enhanced	Advanced
Choice of survey evaluations: resident, public safety, business community, parks and recreation, special purpose, bond, millage, policy, communications, employee, etc.	1 included	1 included	2 included
Number of pages	Up to 4 (two sheets of paper, front and back)	Up to 6 (three sheets of paper, front and back)	Up to 6 (three sheets of paper, front and back)
Community-branded online response portal	Included	Included	Included
Postage and production of two waves of mailed survey with postage-paid return envelopes	1,200 included	1,500 included	2,000 included
Thermal-mapped crosstabs	Included	Included	Included
Summary report	Included	Included	Included
Driver analysis	Included	Included	Included
Benchmarking (when applicable)	Included	Included	Included
Inclusion of non-sample respondents	Included	Included	Included
Community360™ metrics report	Not Included	Included	Included
Anonymized raw data with latitude/longitude	Not included	Included	Included
Total Fixed Fee:	\$15,000	\$16,975	\$17, 975

Additional Options:

1. Eliminate first-class mailings and invite residents through mechanisms such as utility bill inserts, newsletter call-to-action, or other communication channels used by the Township: \$3,500 savings from option prices noted in the options above.
2. Increase in sample size (for 2 waves of surveys): \$2/additional resident
3. Additional survey within 12 months of this completed project: \$1,000 savings on fixed fees noted in the options above.
4. Translations of survey in addition to English: Additional \$795 per translation per instrument
5. Append Mosaic Experian™ psychographic categories to thermal-mapped cross tabs and raw data for greater marketing insights and outreach options (enhanced and advanced options only): \$575
6. Add phone/text message broadcast to sample to improve response rates: \$575
7. Onsite presentation: Standard milage/parking plus \$1,500 per diem if overnight trip is requested by Township

APPENDIX 1: CONTRACTUAL TERMS AND CONDITIONS

1. TERM OF CONTRACT

The contract shall be effective as of the date this agreement is signed by both parties. Unless terminated earlier as set forth in Section 5 below, the contract shall remain in full force and effect for twelve (12) months (the "Initial Term"). If these Terms and Conditions contradict those agreed to in the Canton Charter City (Partner) Terms and Conditions, then the Partner's Terms and Conditions control.

2. COBALT' RESPONSIBILITIES

Cobalt shall provide the Services described in the Statement of Work in accordance with the terms and conditions of this Agreement. In the course of providing the Services, Cobalt shall deliver to Partner all deliverables arising from or related to the Services and agreed upon by the parties. Each Supplemental Statement of Work entered into by the parties shall be numbered sequentially (e.g. Statement of Work #1, etc.) and shall not be binding until signed by the authorized representative of each party. In the event of a conflict between any signed Statement of Work and this Agreement, the terms and conditions of this Agreement shall prevail. Any change in the scope of Services and Fees shall be agreed upon in writing by the parties.

Cobalt will assume responsibility for all contractual activities whether or not Cobalt performs them. Cobalt is the sole point of contact with regard to contractual matters, including payment of any and all charges resulting from the contract. The Partner reserves the right to interview key personnel assigned by Cobalt to this project and to recommend reassignment of personnel deemed unsatisfactory by the Partner. Cobalt may delegate any duties under this contract to a subcontractor. If any part of the work is subcontracted, Cobalt shall identify upon written request the proposed subcontractor by firm name, address and contact person, and provide the Partner with a complete description of all work to be subcontracted together with descriptive information about the subcontractor's organization and ability to perform the work. Cobalt is responsible for ensuring that subcontractors adhere to all applicable provisions of the contract.

3. CONFIDENTIALITY

Cobalt and the partner shall treat all information provided by one another as confidential. Except in the course of, and as necessary to, providing services pursuant to this agreement, neither party shall disclose any confidential information without the other party's consent, unless required by law. Prior to any such disclosure, if not otherwise prohibited by law, the party required to disclose shall notify the other party at least 5 days prior to the date that it intends to make such disclosure. Confidential information includes any and all documents, materials and information (whether oral or written, including electronic media format), including but not limited to member and resident data, client lists, fee schedules, and statements of policies, procedures, and business methods.

"Data", as used in this Section 3, means the information contained in assessment responses received from Partner's residents or members, but not the assessments themselves. The Partner agrees that identity information about individual assessment respondents will not be returned to the Partner to protect the confidentiality of the individuals who responded to the assessment. In addition, the Partner agrees to protect individual identities by protecting any data or analysis of data that allows individual identities to be determined. "Measurements", as used in this Section, means the deliverables to be delivered to Partner by Cobalt under any particular Statement of Work. The Partner shall own the Data and Measurements. Partner hereby grants to Cobalt and to CFI Group USA, LLC ("CFI") a perpetual, non-exclusive, royalty free, fully paid-up, worldwide license, with the right to sublicense, to use such Data and Measurements in the performance of the Services and in the creation of indices which are compiled from aggregated Data and Measurements (the "Aggregated Indices"). The Aggregated Indices will contain Partner's Data and Measurements; however, the Aggregated Indices will not contain individually identifiable data regarding Partner or its residents/members and will not allow a user thereof to ascertain or otherwise isolate data regarding the Partner or its residents or members. Cobalt and CFI shall not publish or disclose to any third-party Partner's individual Data or Measurements without the prior written consent of Partner. Partner shall have no ownership interest in the Aggregated Indices. Cobalt and CFI has the right to use Partner's name in describing the participants of the Aggregated Indices. In addition, Cobalt and CFI has the right to use the Partner's name in identifying best-in-class organizations that produce high satisfaction levels.

4. LIMITATION OF LIABILITY

Cobalt warrants that it shall provide the Services in a diligent and workmanlike manner and shall employ due care and attention in providing the Services. However, Partner agrees that Cobalt shall not be liable on account of any errors, omissions, delays, or losses unless caused by Cobalt's gross negligence or willful misconduct. In no event shall either party be liable for indirect, special, or consequential damages. In no event shall the total aggregate liability of either party for any claims, losses, or damages arising under this agreement and services performed hereunder exceed the total charges paid to Cobalt during the term, even if the party has been advised of the possibility of such potential claim, loss, or damage. The foregoing limitation of liability and exclusion of certain damages shall apply regardless of the success or effectiveness of other remedies.

5. MODIFICATION AND CANCELLATION

The contract may not be modified, amended, extended, or augmented, except by a writing executed by the parties. Any change in services requested by the Partner may result in price changes by Cobalt. In the event that revised prices are not acceptable to the Partner, the contract may be canceled. Either party with 30-business days' written notice to the other may cancel the contract for any reason. In the event of cancellation by either party, the Partner shall be responsible for all fees due and payable under the contract as of the date of notice of termination.

6. GOVERNING LAW AND ARBITRATION

The contract shall be governed by and construed in accordance with the laws of the State of Michigan. In the event of any dispute, claim, question, or disagreement arising from or relating to the contract or the breach thereof, the parties shall use their best efforts to settle the

dispute, claim, question, or disagreement. To this effect, they shall consult and negotiate with each other in good faith and, recognizing their mutual interests, attempt to reach a just and equitable solution satisfactory to both parties.

7. PRICE AND PAYMENT TERMS

The Partner shall pay the fees identified in any Statement of Work(s) executed by the parties. Unless otherwise agreed to in a Statement of Work, Cobalt shall invoice Partner for Services at the beginning of the Term and upon delivery of results. Payment from the Partner shall be due within 30 days of the date of the invoice. Adjustment for any billing errors or Partner credits shall be made monthly. Cobalt may apply a monthly delinquency charge on amounts not paid within 30 days of the date of the Partner's receipt of the invoice, which charge shall be equal to five percent (5%) of any unpaid amount. Partner agrees to pay any applicable taxes and any travel costs and professional fees that Cobalt may incur from Partner-requested travel.

8. ASSUMPTIONS

Partner shall provide contact data unless provision of such data is assigned to Partner in the statement of work.

Cobalt's typical response rates for residential surveys is between 20-40 percent, and typically 10-20 percent for business surveys. Cobalt cannot guarantee assessment response levels; however, a minimum of 320 completed assessments is typically required for accurate analysis. Cobalt (or the Partner if the Partner is mailing the assessment) will automatically conduct reminder mailings to ensure a minimum of 320, which provides a confidence interval of approximately +/- 5% with a 95% confidence. Cobalt shall bill and the Partner agrees to pay all printing and mailing fees associated with a mailing, including postage.

The Partner is responsible for prompt review and response to draft questions and research materials, and the Partner is responsible for prompt approval to release such research materials. If the Partner fails to notify Cobalt of project status or provide the contact data or approval or edits to research materials within 90 days of receipt from Cobalt, the Partner agrees to pay Cobalt 50% of the remaining fees, and the project will go into an "inactive" status. The Partner has an additional 90 days to reactivate the project. If the project is not reactivated in that time, the project will be closed, and future work will be charged as a new project.

All research is subject to imprecision based on scope, sampling error, response error, etc. Assessment results have an overall margin of error, and the margin of error for subdivided data varies by question and is higher. All research is designed to reduce uncertainty, but it can never eliminate it. The Partner must evaluate all information thoroughly and independently and balance it with other sources of information, legal requirements, safety standards, and professional judgment before taking action based on research information.

9. TECHNICAL APPROACH

Cobalt will provide research services that comply with generally accepted research principles. In addition, projects and services will be led by Cobalt staff in a manner consistent with the Market Research Association's Professional Researcher Certification (PRC) program, which is endorsed by major national and international research organizations such as the AMA (American Marketing Association), the ARF (Advertising Research Foundation), CMOR (Council of Marketing and Opinion Research), IMRO (Interactive Marketing Research Organization), MRII (Marketing Research Institute International), the RIVA Training Institute and the Burke Institute.

10. ACCEPTANCE OF TERMS AND CONDITIONS

The failure of a party to insist upon adherence to any term of the contract shall not be considered a waiver or deprive the party of the right thereafter to insist upon strict adherence to that term, or any other term, of the contract. Each provision of the contract shall be deemed to be severable from all other provisions of the contract and, if one or more of the provisions of the contract shall be declared invalid, the remaining provisions of the contract shall remain in full force and effect.

11. NOTICE

Any notice required or permitted to be made or given by either party hereto pursuant to this Agreement shall be in writing and shall be deemed effective if sent by such party to the other party by mail, overnight delivery, postage or other delivery charges prepaid, to the addresses set forth above, and to the attention of the Executive Director for Cobalt and Partner's designated contact person. Either party may change its address by giving notice to the other party stating its desire to so change its address.

12. SURVIVAL.

Sections 3, 4, 6 and this Section 12 shall survive the termination of this Agreement.

SAMPLES ON THE FOLLOWING PAGES

Attached you will find the survey instruments for several Cobalt projects:

- Royal Oak, MI Marijuana Policy Study
- SEMCOG Marijuana Policy Study
- Burnsville, MN Residential Survey
- Royal Oak, MI Residential Survey

Some helpful links are below:

- Link to Royal Oak Marijuana Policy Study results: <https://www.romi.gov/DocumentCenter/View/24112/Marijuana-Survey-Summary-Report?bidId=>
- Link to Royal Oak's broader resident study (note, we are currently wrapping up the City's 2020/21 survey): <https://www.romi.gov/DocumentCenter/View/19281/City-of-Royal-Oak-2017-Summary-Report-December-4-2017?bidId=>
- Example of benchmarking questions: <https://www.romi.gov/DocumentCenter/View/19353/2017-Benchmarks?bidId=>
- Listing of partner communities: <https://www.cobaltcommunityresearch.org/partners--participants.html>
- Example of Community360™ Report: <https://drive.google.com/file/d/10nEOh0jxhqb5uMN9vm3mw4BCQusv7QrE/view>



Proposal for:

**Charter Township of Meridian, MI
2021 Community Survey**

April 2, 2021

Thank you for the opportunity to submit this proposal.

For the past 25+ years we have been helping public agencies bring the voice of their stakeholders into decision-making processes. We have developed high quality systems to gather input to inform decisions and then continue to collect data to measure performance and adjust programs and processes to improve outcomes.

We developed and maintain the most comprehensive benchmark database of resident opinion which enables us to compare your results to the nation, your region, your state and/or cities of similar size of other features. We create custom surveys for local governments, but also highly recommend The National Community Survey™ for performance management needs.

We have a deep bench of talent with long-term expertise in survey research, sampling, economic analysis, and public health; backed by an in-house team of software engineers. Polco was developed to quickly deploy and analyze surveys online, providing the agility to gather critical information from community stakeholders throughout the nation. We have created tools for governments, economic development organizations and nonprofits to measure community livability.

In partnership with Polco/NRC, Meridian Township will be able to bring the voice of residents into your decision making processes while also advancing on three important fronts:

- Enhancing and making your survey results more shareable with interactive online reports
- Elevating your communication with your residents through the use of Polco to build and continually engage with an ever growing panel of constituents
- Continuing to evolve survey methodologies to lower costs while making the process more enjoyable and engaging for respondents

We hope to have the opportunity to discuss the possibilities further.
Please do not hesitate to contact us with questions!

Damema Mann
Polco | National Research Center
damema@polco.us 303-226-6983




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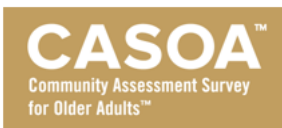
Qualifications

National Research Center (NRC) merged with Polco in 2019, becoming a wholly owned subsidiary. Together we are setting a new standard for survey research; combining extensive content and survey research expertise with technical capabilities for greater communication and innovation.



 Polco was founded in 2015 by Nick Mastronardi and Alex Pedersen out of a passion for public service and a desire for civil, constructive conversations about the decisions that affect communities to support good government. They were inspired to use their experience working at some of the world's best tech companies to build a platform to provide communities around the country with better ways to engage their stakeholders - and stakeholders with a better way to share feedback, thoughts, and innovative ideas.

The result is a civic engagement and data visualization platform where residents, business owners and other stakeholders can provide real-time input by answering short questions or longer surveys. Respondents can easily participate on their schedule, helping broaden feedback beyond the most passionate or engaged who are willing to take the time to write, call or attend meetings. The platform was designed to build panels of registered respondents who can be surveyed over time, with their confidentiality and privacy guaranteed. Results can be viewed in real time.



With a focus on research for government agencies, NRC literally wrote books on how to conduct surveys and how to ensure the results matter.

Over the past 25 years, we have conducted more than 1,000 surveys of residents, businesses and employees for local governments and other public service agencies. These surveys have been used extensively in performance measurement, budgeting, goal setting and strategic planning. We innovated methods to benchmark survey results across the nation to provide context for our clients as they dig into their own results.

We have been developing high quality surveys and national databases to measure community livability, assess residents' needs, and evaluate the impacts of governmental programs. These include The National Community Survey™; which assesses resident sentiment and satisfaction with key service areas and programs; The National Business Survey™, which measures business health and

trends; and the Community Assessment of Older Adults™, which assesses how friendly an area is for older adults.

This expertise combined with the power of Polco, a robust digital engagement platform developed to quickly deploy and analyze surveys, provides the technical skill and agility to gather critical information from community stakeholders to assess and monitor. The most comprehensive benchmarks on resident opinion

With over 25 years of work we had developed the largest database of current comparative resident opinion of any firm. The database comprises perspectives gathered in surveys from over 600 jurisdictions across the country whose residents evaluated local government services. Conducted with typically no fewer than 400 residents per jurisdiction, opinions represent over 30 million Americans.

With Polco you will gain a strong foundation of performance measurement while adding outreach options both to get information from residents and share findings with them. The survey effort would be used not only for the important information it gathers, but also to build a standing panel of residents to give real-time input on hot-topics and other timely research efforts.

Proposed Approach

Choosing a Survey Mode of Administration

One of the first steps in conducting a survey is to choose the mode of survey administration. A mailed survey, when compared to a phone survey, will maximize the amount of data that can be collected because the cost per completed mailed survey is close to half the cost of a properly completed phone survey. That means that for the same cost, more Meridian Township residents can participate in the survey and the margin of error will shrink. A mail survey also can include more questions than are typically tolerated by respondents via phone and no one has their dinner interrupted.



Another important advantage of a mailed survey is the geographic precision and associated coverage (or inclusivity) allowed by mail. Telephone survey methods are facing increasingly difficult methodological hurdles as cell phone use increases and landlines are abandoned by more households. With mail we can promise you that virtually 100% of housing units in Meridian Township will be included in the sampling “frame,” meaning that they all will have a known probability to be chosen for the survey. The same promise cannot be made for a telephone-based survey. Additionally, response rates by phone are significantly lower than those by mail. Pew Research estimated: “The percentage of households in a sample that are successfully interviewed – the response rate – has fallen dramatically. At Pew Research, the response rate of a typical telephone survey was 36% in 1997 and is just 9% today.” This research was from 2012, so average response rates are likely lower today; in our experience, between 3% and 7%. Based on Polco/NRC’s experience for the mail resident survey we propose to conduct for you, we estimate a response rate between 15% and 25%.

Many entities are exploring the idea of conducting web-based surveys. We offer this option through Polco/NRC’s online engagement platform. In fact, the approach recommended by our

team of experts includes a combination of the traditional mailed hard copy survey and a mailed invitation to an online survey. In addition, we encourage the Township to post a separate link to the survey that can be completed by any resident who would like to voice their opinion. We recommend that this opportunity be publicized after the “scientific” survey (probability sample) recipients have received their mailings, to cut down on confusion about which survey they should complete. The results for the open-participation version of the survey are tracked separately from the scientific version.

Choosing a Survey Product

We feel that the resident survey project could be developed using our turn-key benchmark survey product, The National Community Survey™ (The NCS™). We have conducted The NCS for Meridian Township several times (in 2003, 2006, 2009, 2012, 2015, and 2018) and we welcome the opportunity to continue our successful partnership with the Township.

In addition to our past work for Meridian Township, The NCS has been the survey tool of choice for more than 500 communities across the country and is the only resident survey tool endorsed by the International City/County Management Association (ICMA) and the National League of Cities (NLC). It has the advantage of being a cost-efficient, scientific tool for measuring citizen engagement and opinion. The NCS is a semi-customizable survey based on standardized question items and sets. The NCS starts from a base of questions that ask respondents about the quality of local government services. The overall focus is on community livability, so other questions relate to the characteristics of the community that contribute to quality of life, as well as residents’ experiences and engagement in community life. The level of standardization of this survey product makes it possible to provide benchmark comparisons for each standard item.

The NCS also offers many options for modifying the standard service in terms of the mailing size, including custom questions. We understand that the Township is seeking guidance in developing custom questions in several topic areas; including recreational marijuana and the deer cull program. We have provided cost estimates for the Polco Performance Plan as well as a number of a la carte items, including an expanded section for custom questions, based on our understanding of Meridian Township’s needs. We are happy to work with you to modify the a la carte items and associated costs if desired.

Developing the Survey Instrument

Broadly, The NCS measures a community’s “livability.” Many definitions have been made for community livability, including one from the Partners for Livable Communities, calling it “the sum of the factors that add up to a community’s quality of life.” Staff at Polco/NRC examined the extensive research that has been done about community livability and many of the models used to describe the components of livable communities. Ten facets of community livability were distilled from our synthesis of this research: Economy; Mobility; Community Design; Utilities; Safety; Natural Environment; Parks and Recreation; Health and Wellness; Education, Arts and Culture; and Inclusivity & Engagement. The NCS questionnaire includes individual items that act as indicators of community quality within each of the ten facets. The NCS reporting is organized around the ten facets.

The online version of The NCS is equivalent to a five-page survey instrument, which includes about 4.5 pages of standardized questions that cover the above facets and demographic questions (used for weighting the data and for providing crosstabulations).

There is room for about a half of a page for optional custom questions. We have also added the option for Meridian Township to include an additional full page of custom questions - so 1 and a half total pages will be allotted to the Township's specific needs. Over the years, hundreds of custom questions have been asked on The NCS, addressing many common concerns such as budget issues, growth and more. You will have access to our extensive library of questions, vetted by Polco/NRC experts, available on the Polco platform. We have developed questions regarding marijuana policy and other hot button issues for hundreds of communities across the US. Polco/NRC survey scientists will help develop questions for Meridian Township in order to ensure the questions are wording neutrally and clearly; and that they will yield actionable data.

All questions will not be considered final until approved by the Township. Polco/NRC carefully reviews proofs of all survey materials as part of our quality assurance process.

Due to the proprietary nature of our surveys, we typically do not provide them for review until under contract. You can see examples of past survey work and reporting by using the links provided in the reference section of this proposal.

Selecting Survey Participants

All households within Meridian Township would be eligible to receive a survey. Polco has tested list sources and knows that those from the United States Postal Service (USPS) provide the best representation of all households in a specific geographic location. The lists are updated every three months. We will geocode the location of each address to assure it is within Meridian Township's limits. In addition, we can further geocode the sample to identify meaningful geographic subgroups within the Township, if desired.

The 95% confidence interval (or "margin of error") quantifies the "sampling error" or precision of the estimates made from the survey results. It indicates that in 95 of 100 surveys conducted with similar methods, for a particular item, a result would be found that is within a certain range if everyone in the population of interest was surveyed. Survey researchers like to talk about sampling error, because it is easy to quantify. However, there are other sources of error that cannot be quantified and might have more influence. The practical difficulties of conducting any resident survey may introduce other sources of error in addition to sampling error. Despite the best efforts to boost participation and ensure potential inclusion of all households, some selected households will decline participation in the survey (referred to as non-response error) and some eligible households may be unintentionally excluded from the listed sources for the sample (referred to as coverage error). Coverage error is very low for this survey, as the USPS delivery sequence file is used to select addresses, which has nearly complete coverage of all households.

To get an overall 95% confidence interval of $\pm 5\%$, or at least 350 completed households, we recommend selecting 2,700 households to receive the survey invitations. A $\pm 3\%$ margin of error would require about 900 responses or about 4,200 mailed survey invitations. Pricing for both of these options is detailed in the cost options section of this proposal. A $\pm 1\%$ margin of error is not generally feasible or practiced at a local government level, and requires 4,500 or more completed surveys ($\pm 1.46\%$ at 4,500 for results where about 50% of respondents choose the option) and about 40,000 mailed invitations. We do not recommend incurring the additional costs to reach a $\pm 1\%$ margin of error, it's not necessary to do so to achieve

accurate and reliable results.

Mailing materials will utilize Township logos and letterheads and will be signed by the Mayor or other visible elected official or staff member to add legitimacy to the effort. The simplified survey URL can be entered into any browser on an Internet-capable device, including mobile phones, tablets and computers.

The list of addresses will be processed for certification and verification. Polco uses CASS™/NILA software that relies on the USPS National Directory information to verify and standardize the address elements and assign each a complete, nine-digit zip code where possible.

While the Township will be conducting the survey with a random, scientific selection of households, officials may still want to hear from everyone in the community. To this end, we include an open participation option once the random survey has been in the field for at least a few weeks.

Public Outreach

Polco recommends that Meridian Township conduct public outreach in advance of the survey to boost response among selected households, with the added benefit of boosting residents' trust in local officials. This trust will accrue by conveying Township leaders' interest in listening to its residents. Polco will support the communications effort by giving feedback on your plan, press releases and other publicity wording, if your communication team so desires. We have samples of communications plans our clients have developed that we can share with the Township. We can also help you with ideas for publicizing the open participation survey. We have developed social media kits and template tools for your use to help maximize outreach and participation.

Survey Processing

Completed hard copy surveys will be returned via postage-paid business reply envelopes to Polco and reviewed and "cleaned" as necessary. (For example, respondents selecting more categories than permitted will have their choices randomly reduced to the appropriate number for entry into the dataset.) Range checks as well as other forms of quality control also are performed. We have found that very little cleaning is needed on most surveys due to our expertise in question construction and survey formatting. Returned questionnaires will be scanned electronically (and stored for later review, as needed) and entered into an electronic dataset. This dataset will be subject to a data entry protocol of "key and verify," in which survey data are entered twice into an electronic dataset and then compared. Discrepancies are evaluated against the original survey form and corrected. Data from the web surveys are automatically entered into an electronic dataset, downloaded, cleaned as necessary and then merged with the data from the mail survey to create one complete dataset.

Analysis of Survey Results: Weighting the Data

The first step in preparing the resident data for analysis will be to weight the data to reflect the demographic profile of the residents of Meridian Township. Weighting is a best practice in survey research to adjust for potential non-response bias and ensure that the demographic characteristics of the survey respondents mirror the overall population. In general, residents with certain characteristics (for example: those who are older or homeowners) are more likely to participate in surveying. Weighting allows us to increase or decrease the weight of each

respondent to mimic as closely as possible the demographic profile of Meridian Township as described by the U.S. Census and American Community Survey (ACS) data. The weighting variables to be considered will be all those demographics included on the survey. Additionally, Polco has extensive experience with complex weighting schemes required with targeting specific geographic subareas.

Analysis of Survey Results: Analyzing Survey Responses

For quantitative analysis of the surveys, we rely on IBM Statistical Package for the Social Sciences (SPSS), R, Python, and Tableau. We believe that analysis must be replicable and leave a clear path.

In addition to providing a full set of responses to each survey question, our online reporting includes interactive charts that show cross tabulations by geographic area and respondent characteristics, as well as comparisons of results against benchmark communities. We will also be able to seamlessly provide trends from the previous surveys we have conducted for Meridian Township in 2003, 2006, 2009, 2012, 2015, and 2018 to the 2021 results.

The data and reports will undergo a thorough quality assurance review. We will audit the original data files and our statistical syntax/analysis files, compare automatically generated output to the formatted output in the report and data check all numbers and text prior to submitting the reports. This will ensure the data analyses are correct and staff, the media and the public will trust the results.

Benchmarking

Polco conducts and collects the most current resident surveys from jurisdictions across the country; we have the largest database of comparative resident opinion of any firm, containing over 600 comparison communities across the nation. The Polco Performance Plan costs include comparisons to the national benchmarks. Should Meridian Township wish to add optional custom benchmark sets, Polco's benchmark database contains communities that range widely in size, location and other features, so we can easily create benchmarks to make comparisons to the entire nation or a subset, such as all jurisdictions in a region or population range among other factors.

Reporting

Reports and presentations must serve staff and Township Board members, appointed boards and commissions as well as the lay public and must be documents that the media can understand and find robust should they wish to press their credibility. These are challenges we accept enthusiastically.

Reporting for The NCS is online on Polco. This allows for interactive displays of your survey results - for ease of exploring and sharing. The reports include an executive summary, explanation of methods and breakdowns of results by ward and respondent characteristics. Comparisons to the previous surveys we have conducted for Meridian Township (2003, 2006, 2009, 2012, 2015, 2018) as well as to national benchmarks are also included, and comparisons to custom benchmarks can be purchased. The reports can also be downloaded in PDF form.

If desired, NRC/Polco can have 12 bound copies of the reports created at the local FedEx location in Okemos. Costs for this have been included as a line item in the cost options

section of this proposal.

Presentation of Results

We believe in making results interesting and straightforward in our presentations. Our presentations are attractive and visually intuitive; typically 20-30 minutes in length. We recommend having 15-30 minutes following the presentation portion for questions, depending on your preferences. A remote or in-person presentation by Polco adds a great degree of confidence in the independence and reliability of your findings. Whether presenting to staff or the Township Board, the credibility of the presentation rests as much on the response to questions from the audience as on the summary of the slides. This is where the benefit of the reputation, education and experience of the Polco team will be especially helpful to providing you the credibility and trust that top level managers expect.

If health considerations allow, we can present the results in-person. If the presentation needs to be done remotely, we can either pre-record the presentation and be present online or by phone to answer questions, or we can present the results using the Township's virtual platform of Zoom, or any other virtual platform.

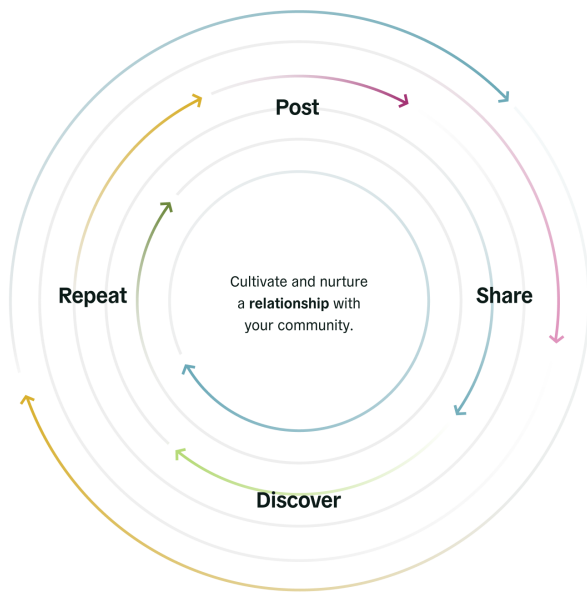
Polco Online Engagement Platform

If Polco is awarded the Community Survey project, the online surveys will be hosted on Polco. We will create a profile with the Township's branding for hosting your surveys. The contract will include a one-year subscription at the Performance Plan level. After the one year mark, the Township can renew the Performance plan tier to maintain all the functionality and conduct another iteration of The NCS to measure progress or choose a different benchmark survey to conduct.

You needn't let community input and dialogue conclude with the survey. On Polco you can continue to evolve highlighted areas for improvement through follow-up online verified surveys, policy polls and focus groups with real-time online dashboards which show the demographic/geographic variation of participation levels and resident opinion.

The Polco platform makes meaningful community engagement not only possible, but enjoyable. Our suite of tools were developed by top-notch software engineers, public policy experts and civic engagement thought-leaders. Polco's state-of-the-art features allow local governments to poll residents on important community topics. Local leaders get organized data, dashboards, and maps in real-time.

Your subscription also includes access to our library of surveys on the most common topics our clients need feedback on. The surveys are vetted by our experts and pre-loaded and ready to easily add to your jurisdiction's profile.



In a digital landscape where bots and fraud can threaten accurate survey results, we are sometimes concerned that people will respond more than once (stuff the ballot box) or that non-residents will respond in rates that skew the results. Polco's registration and verification process was developed both to combat these issues. These processes help ensure your stakeholders and community members can have confidence in your survey results.

And even more importantly, while safeguarding data, registration also allows you to build a panel of respondents to easily reconnect with for your next research project or quickly ping about hot topics when they come up.

With Polco you can choose to require registration for any or all of your surveys. With registration, respondents enter their name and zip code to be able to submit their response. Once they are registered for your profile, Polco compares this information to publicly available voter registration records. This further helps ensure that participants are residents of the jurisdiction (beyond providing a zip code), and that they don't vote more than once per poll (already partly mitigated by providing an email address). It also appends demographic information from the voter file to the resident's registration information - making it possible to have crosstabulations of your results by demographics on your Polco profile.

It is important that respondents are aware of this registration requirement and the benefits that come with it. A necessary best practice for a longer survey is to include language for residents about why we have registration, how we ensure privacy, and make sure the requirement is outlined before they start the survey.

As mentioned, all registered respondents are notified when you post new surveys. This makes outreach efforts easier as you won't have to start from scratch when promoting each new survey. Plus, with verified panels, residents don't have to repeatedly enter their information to take a survey.

References

Town of Erie, CO

Services Provided:

Polco/NRC conducted The National Community Survey™ (The NCS) for the Town of Erie in 2013, 2015, 2017, 2019, the 2021 survey is scheduled to go into the field in April. Polco/NRC worked with Town staff in 2015 to develop a set of questions regarding retail marijuana sales in Erie.

Reports and more information: <https://www.erieco.gov/970/Community-Survey>

Contact: Amber Luttrell, Communications and Marketing Manager

Phone: 303-926-2763

Email: aluttrell@erieco.gov

City of Novi, MI

Services Provided:

Polco/NRC conducted The National Community Survey™ (The NCS) for the City of Novi in 2006, 2008, 2010, 2012, 2014, 2016, 2018, and 2020.

Reports and more information:

[https://www.cityofnovi.org/Community/National-Citizens-Survey-Results-\(Citizen-Percepti.aspx](https://www.cityofnovi.org/Community/National-Citizens-Survey-Results-(Citizen-Percepti.aspx)

Contact: Sheryl Walsh, Director of Communications

Phone: 248-735-5628

Email: swalsh@cityofnovi.org

City of Ann Arbor, MI

Services Provided:

Polco/NRC conducted The National Community Survey™ (The NCS) for the City of Ann Arbor in 2007, 2008, 2013, 2015, 2018, and 2020.

Reports and more information:

<https://www.a2gov.org/departments/communications/Pages/Citizen-Survey.aspx>

Contact: Lisa Wondrash, Communications Director

Phone: 734.794.6152

Email: lwondrash@a2gov.org

Jackson County, MI

Services Provided: Polco/NRC conducted The National Community Survey™ (The NCS) for Jackson County in 2009, 2011, 2013, 2015, 2017, and 2019. Additionally, Polco/NRC has also conducted The National Employee Survey™ (The NES) for Jackson County in 2015, 2017, 2019, and 2021.

Reports and more information:

<https://www.mijackson.org/933/National-Citizen-Survey-Results>

Contact: Debra Kubitskey, Assistant County Administrator

Phone: 517-768-6623

Email: dkubitskey@co.jackson.mi.us

Additional references available upon request.

Project Timeline

These dates reflect our standard timelines, and are subject to change, based on contract award date, etc. We are happy to further discuss the Township’s timing needs and provide other options if needed.

Task	Date
Project begins after contract is awarded	04/16/21
Program Manager sends The NCS survey instrument for review	04/16/21
Send Program Manager items needed for mailing materials (logo, signature, phone number, letterhead)	04/23/21
Send Program Manager GIS boundary files	04/23/21
Send Program Manager drafts of optional custom questions to add to the survey	04/23/21
Mailing materials and survey instrument are finalized	05/14/21
Polco prints mailing materials and programs survey online	05/14/21
Initial postcard invitations are mailed	05/21/21
Reminder postcard invitations and Wave 1 are mailed	05/28/21
Wave 2 is mailed	06/04/21
Open-participation survey begins	06/25/21
Data collection closes	07/09/21
Survey analysis and report writing	07/09-08/06/21
Report links are emailed to Meridian Township	08/06/21
Presentation or results to Township (typically at least three weeks after reports have been delivered)	TBD

Cost Options

Our benchmark products are sold through our subscription plans, we have outlined our recommended base plan and add on options below.

Option 1: Approximate margin of error of plus or minus 5%

Proposed Services	QTY	Unit Price	Total
<p>Polco Performance Plan (Level 2)</p> <p>All Polco Premium Features are available to you during your subscription term to engage with your target audiences. Respondents answer questions via Polco's civic surveying and engagement platform which includes real time results and the option to have respondents verified against voter lists. As participants respond they become part of your community's digital panel available for follow up questions, surveys, polls, and other engagement.</p> <p>The Performance plan includes 1 benchmark survey per 12-month period. Your online report will include comparisons to our National Benchmarks, and demographic and geographic comparisons (if response is sufficient by subgroup). Our client success team will guide your benchmark survey process to ensure smooth implementation.</p> <p>Level 2</p> <p>A representative sample of residents (or other appropriate stakeholders) will be invited to complete the survey to ensure statistically significant response and results. We will use statistically appropriate methodologies to garner community-wide representativeness with at least a 6% margin of error (4-6% is typical and meets best practices for performance measurement, about 250-450 responses) per local jurisdiction. The invitations will contain an introduction outlining the importance of the survey and instructions for completing it. To supplement this effort, the client will be asked to participate in outreach efforts with guidance on best practices from Polco. Responses will be statistically weighted to ensure the best representation of your community (or stakeholder group, if applicable).</p>	1	\$15,500	\$15,500
<p>The NCS - One and ½ Pages of Custom Questions</p> <p>Based on the Township's list of custom topics (e.g., marijuana, deer cull program, Village of Okemos, etc.), we recommend that the equivalent of one and ½ pages of custom questions be added. This cost includes question development, programming, and associated hard costs.</p>	1	\$6,600	\$6,600

<p>12 Bound Copies of the Reports Meridian Township requested 12 bound copies of the reports be provided. We can have them printed and bound at the FedEx Office location in Okemos, if needed.</p>	12	\$360	\$360
<p>Presentation of Results A senior Polco staff member will make one presentation of survey results to staff, Council, Boards, or other appropriate groups. This will be conducted in-person or on Zoom or another appropriate technology (that is feasible for both parties and suits the purpose). For this presentation, we use Microsoft® PowerPoint as a visual aid and a copy of the slideshow is shared with your staff for internal use.</p>	1	\$3,650	\$3,650
Total Proposed Budget: Option 1			\$26,110

Option 2: Approximate margin of error of plus or minus 3%

Proposed Services	QTY	Unit Price	Total
<p>Polco Performance Plan (Level 2) All Polco Premium Features are available to you during your subscription term to engage with your target audiences. Respondents answer questions via Polco's civic surveying and engagement platform which includes real time results and the option to have respondents verified against voter lists. As participants respond they become part of your community's digital panel available for follow up questions, surveys, polls, and other engagement.</p> <p>The Performance plan includes 1 benchmark survey per 12-month period. Your online report will include comparisons to our National Benchmarks, and demographic and geographic comparisons (if response is sufficient by subgroup). Our client success team will guide your benchmark survey process to ensure smooth implementation.</p> <p>Level 3 A representative sample of residents (or other appropriate stakeholders) will be invited to complete the survey to ensure statistically significant response and results. We will use statistically appropriate methodologies to garner community-wide representativeness with at least a 6% margin of error (4-6% is typical and meets best practices for performance measurement, about 250-450 responses) per local jurisdiction. The invitations will contain an introduction outlining the importance of the survey and instructions for completing it. To supplement this effort, the client will be asked to participate in outreach efforts with guidance on best practices from Polco. Responses will be statistically weighted to ensure the best representation of your community (or stakeholder group, if applicable).</p>	1	\$19,900	\$19,900

<p>The NCS - One and ½ Pages of Custom Questions Based on the Township’s list of custom topics (e.g., marijuana, deer cull program, Village of Okemos, etc.), we recommend that the equivalent of one and ½ pages of custom questions be added. This cost includes question development, programming, and associated hard costs.</p>	1	\$6,600	\$6,600
<p>12 Bound Copies of the Reports Meridian Township requested 12 bound copies of the reports be provided. We can have them printed and bound at the FedEx Office location in Okemos, if needed.</p>	12	\$360	\$360
<p>Presentation of Results A senior Polco staff member will make one presentation of survey results to staff, Council, Boards, or other appropriate groups. This will be conducted in-person or on Zoom or another appropriate technology (that is feasible for both parties and suits the purpose). For this presentation, we use Microsoft® PowerPoint as a visual aid and a copy of the slideshow is shared with your staff for internal use.</p>	1	\$3,650	\$3,650
<p>Total Proposed Budget: Option 2</p>			<p>\$30,510</p>



To: Board Members
From: Dan Opsommer, Township Trustee
Date: April 9, 2021
Re: Expansion of Redi-Ride Services

At our last meeting, the Meridian Township Board discussed the merits of requesting that CATA expand Meridian Redi-Ride service beyond our Township borders to the facilities list below.

This proposed expansion of Redi-Ride service locations is similar to the expansion the Board requested of CATA in February of 2018 for the Bath Meijer, Costco, the MSU Clinical Center, College Fields, and the East Lansing Aquatic Center.

Entity/Organization	Type/Use	Address
Autism Centers of Michigan	Medical	2549 Jolly Rd #380, Okemos, MI 48864
Lansing Urgent Care - Haslett	Medical	16945 Marsh Rd, Haslett, MI 48840
Gilden Woods Early Care and Preschool - Haslett	Daycare	16955 Marsh Rd, Haslett, MI 48840
Monticello's Market & Butcher Block	Grocery	16912 Marsh Rd, Haslett, MI 48840
Hope Network Neuro Rehabilitation – East Lansing	Medical	2775 E Lansing Dr, East Lansing, MI 48823
Pleasantrees East Lansing	Medical	1950 Merritt Rd, East Lansing, MI 48823

A motion is prepared for the Board’s consideration:

MOVE TO REQUEST THAT CATA EXPAND MERIDIAN REDI-RIDE TO INCLUDE THE FOLLOWING SERVICE LOCATIONS: AUTISM CENTERS OF MICHIGAN, LANSING URGET CARE – HASLETT, GILDEN WOODS EARLY CARE AND PRESCHOOL – HASLETT, MONTICELLO’S MARKET & BUTCHER BLOCK, HOPE NETWORK NEURO REHABILITATION – EAST LANSING AND PLEASANTREES EAST LANSING.



To: Board Members
From: Deborah Guthrie, Clerk
Date: April 9, 2021
Re: National Child Abuse Prevention Month

National Child Abuse Prevention Month, also known as Child Abuse Prevention Month in America is an annual observance in the United States dedicated to raising awareness and preventing child abuse. A report of child abuse is made every 10 seconds.

April has been designated Child Abuse Prevention Month in the United States since 1983. U.S. President Barack Obama continued that tradition, and in 2016 issued a Presidential proclamation stating: "During National Child Abuse Prevention Month, we recommit to giving every child a chance to succeed and to ensuring that every child grows up in a safe, stable, and nurturing environment that is free from abuse and neglect."

Small Talk Children's Advocacy Center, a Nationally-Accredited Children's Advocacy Center, partner's with medical professionals, law enforcement, government agencies, and other non-profits to center children in the child abuse investigation process including the Meridian Township Police Department.

On April 10, Small Talk worked with volunteers and the Meridian Township Parks and Recreation Department to plant pinwheel gardens at the Marketplace in the Green, Meridian Historical Village and at the solar panels on the corner of Marsh and Central Park Drive in Meridian Township.

On Saturday, April 17, Small Talk will be at the Meridian Farmers Market where they will be sharing information on the prevention of child abuse.

In recognizing April of 2021 as National Child Abuse Prevention Month, we help support awareness and the prevention of child abuse which helps to create a more welcoming community. The Meridian Township Police Department has a specially trained investigator that conducts and coordinates all of our sexual assault reports. The Police Department also conducts annual training for the public on the recognition of behaviors in children that are victims of abuse and sexual assault. Meridian Township has specifically establish in the Township's Personnel Policy Manual *Workplace Expectations*, that any type of sexual or other unlawful harassment or discrimination by employees of the Township will not be tolerated and should be reported immediately to the Human Resources Department.

A motion is prepared for Board consideration:

MOVE TO APPROVE THE RESOLUTION RECOGNIZING APRIL 2021 AS CHILD ABUSE PREVENTION MONTH IN MERIDIAN TOWNSHIP.

RESOLUTION

At a regular meeting of the Township Board of the Charter Township of Meridian, Ingham County, Michigan, held virtually during the COVID-19 global pandemic, 517.853.4000, on Tuesday, April 13, 2021 at 6:00 pm.

PRESENT:

ABSENT:

The following resolution was offered by ____ and supported by _____

WHEREAS, one in four girls and one in six boys will be sexually abused before they turn the age of 18.

WHEREAS, a report of child abuse is made every 10 seconds.

WHEREAS, in 2020, Small Talk Children's Advocacy Center in East Lansing provided 159 forensic interviews to child victims of abuse to share their stories, and 1,388 counseling sessions to help children heal from their abuse; and

WHEREAS, Small Talk coordinates a team of professionals in Ingham and Eaton counties to bring healing and justice to families; and

WHEREAS, these trusted partners include local law enforcement, prosecutors, medical professionals, and children's protective services workers; and

WHEREAS, Small Talk is a Nationally-Accredited Children's Advocacy Center who partner's with medical professionals, law enforcement, government agencies, and other non-profits to center children in the child abuse investigation process including the Meridian Township Police Department; and

WHEREAS, the Meridian Township Police Department has a specially trained investigator that conducts and coordinates all of our sexual assault reports. The department also conducts annual training for the public on the recognition of behaviors in children that are victims of abuse and sexual assault; and

WHEREAS, child abuse is still a taboo topic, we celebrate Child Abuse Prevention Month in April with blue pinwheel gardens to educate the public and raise awareness of this issue.

WHEREAS, Small Talk worked with volunteers and the Meridian Township Parks and Recreation Department to plant pinwheel gardens in Meridian Township on April 10, 2021 at the Marketplace on the Green, on the corner of Marsh and Central Park at the solar panels, and in the Meridian Historical Village for the Pinwheels for Prevention Awareness campaign; and

WHEREAS, we are counting on these dedicated professionals and our community to honor those children who use their voices to heal, and those whose voices are still unheard; and

NOW, THEREFORE, BE IT RESOLVED BY THE TOWNSHIP BOARD OF THE CHARTER TOWNSHIP OF MERIDIAN, INGHAM COUNTY, MICHIGAN, hereby proclaim April 2021 as Child Abuse Prevention Month in Meridian Township.

ADOPTED: YEAS:

NAYS:

The resolution

STATE OF MICHIGAN)
) ss.
COUNTY OF INGHAM)

I, the undersigned, the duly qualified and acting clerk of the Charter Township of Meridian, Ingham County, Michigan, **DO HEREBY CERTIFY** that the foregoing is a true and complete copy of proceedings taken by the Township Board at a regular meeting held on Tuesday, April 13, 2021.

Deborah Guthrie, Clerk
Charter Township of Meridian



12.D

To: Board Members
From: Deborah Guthrie, Clerk
Date: April 9, 2021
Re: Resolution Recognizing Sexual Assault Awareness Month

Sexual Assault Awareness Month is a National campaign to raise public awareness about sexual assault and educate communities and individuals on how to prevent sexual violence. It is observed in April annually.

In a recent Proclamation from President Biden, he stated “Sexual assault, at its core, is a devastating abuse of power. It is the responsibility of each of us to stand up and speak out against it, not only to improve the laws and services available to survivors, but also to change the culture and attitudes that allow sexual assault to proliferate.”

Sexual Assault Awareness Month 2021 theme is “We Can Build Safe Online Spaces” and in Meridian Township the Police Department has a specially trained investigator that conducts and coordinates all of our sexual assault reports. The Police Department also conducts annual training for the public on the recognition of behaviors in children that are victims of abuse and sexual assault.

Meridian Township has specifically establish in the Township’s Personnel Policy Manual *Workplace Expectations*, that any type of sexual or other unlawful harassment or discrimination by employees of the Township will not be tolerated and should be reported immediately to the Human Resources Department.

A motion is prepared for Board consideration:

MOVE TO APPROVE THE RESOLUTION RECOGNIZING SEXUAL AWARENESS MONTH IN MERIDIAN TOWNSHIP.

RESOLUTION TO APPROVE

RECOGNIZING APRIL 2021 AS SEXUAL
ASSAULT AWARENESS MONTH IN MERIDIAN TOWNSHIP

RESOLUTION

At a regular meeting of the Township Board of the Charter Township of Meridian, Ingham County, Michigan, held virtually during the COVID-19 global pandemic, 517.853.4000, on Tuesday, April 13, 2021 at 6:00 pm.

PRESENT:

ABSENT:

The following resolution was offered by ____ and supported by _____

WHEREAS, nationally one in three women and one in four men will experience some form of sexual assault in their lifetime; and

WHEREAS, due to the unprecedented challenges presented by the COVID-19 pandemic, including mandatory stay-at-home orders, the needs of sexual assault victims have become even more complex and challenging;

WHEREAS, according to a March 2020 survey by the National Alliance to End Sexual Violence of more than 600 rape crisis programs, 89 percent of those programs need emergency stimulus funding to respond to requests from survivors for support and emergency assistance;

WHEREAS, Sexual Assault Awareness Month draws attention to the fact that sexual violence is widespread and has implications for every community member; and

WHEREAS, there is compelling evidence that we can be successful in reducing sexual violence through prevention education, increased awareness, and holding perpetrators who commit acts of violence responsible for their actions; and

WHEREAS, We must work together to educate our community about what can be done to prevent sexual assault and how to support survivors; and

WHEREAS, Anyone can be a leader in preventing and ending sexual violence. As employers, educators, parents, and friends, we all have an obligation to uphold the basic principle that every individual should be free from violence and fear; and

WHEREAS, the Meridian Township Police Department has a specially trained investigator that conducts and coordinates all of our sexual assault reports. The department also conduct annual training for the public on the recognition of behaviors in children that are victims of abuse and sexual assault; and

Resolution to Approve
Resolution Recognizing April 2021 As
Sexual Assault Awareness Month in Meridian Township
Page 2

WHEREAS, Meridian Township has specifically establish in the Township’s Personnel Policy Manual *Workplace Expectations*, that any type of sexual or other unlawful harassment or discrimination by employees of the Township will not be tolerated and should be reported immediately to the Human Resources Department; and

WHEREAS, Sexual Assault Awareness Month 2021 theme is “We Can Build Safe Online Spaces,” Sexual harassment, assault, and abuse can happen anywhere, including in online spaces. As we connect online, we can learn how to practice digital consent, intervene when we see harmful content or behaviors, and ensure that online spaces — whether they be workspaces, classrooms, social media platforms, or otherwise — are respectful and safe.

NOW THEREFORE, BE IT RESOLVED, that the Meridian Township Board, on behalf of all residents of Meridian Township, does hereby proclaim the month of April 2021, as Sexual Assault Awareness Month in Meridian Township, to keep our community members safe from this crime and to stand with survivors and victims of sexual assault.

ADOPTED: YEAS:

NAYS:

The resolution

STATE OF MICHIGAN)
) ss.
COUNTY OF INGHAM)

I, the undersigned, the duly qualified and acting clerk of the Charter Township of Meridian, Ingham County, Michigan, **DO HEREBY CERTIFY** that the foregoing is a true and complete copy of proceedings taken by the Township Board at a regular meeting held on Tuesday, April 13, 2021.

Deborah Guthrie, Clerk
Charter Township of Meridian



To: Township Board

From: Mark Kieselbach, Director of Community Planning and Development

Date: April 8, 2021

Re: **Zoning Amendment #21010 (Township Board)**, amend Code of Ordinances to require Township Board approval of special use permits for motor vehicle sales and service establishments and automobile dealerships in the C-2 and C-3 (Commercial) zoning districts.

The Township Board on January 5, 2021 initiated a zoning amendment to require Township Board approval of special use permits for motor vehicle sales and service establishments and automobile dealerships in the C-2 and C-3 (Commercial) zoning districts. The proposed amendment would continue to allow new car dealerships in C-2 by special use permit but the final decision on the special use permit would be made by the Township Board. In the C-3 zoning district new and used car dealerships would be allowed by special use permit subject to Township Board approval, which are currently allowed by right. The proposed zoning amendment includes changes to Sections 86-2, 86-404, and 86-405 and the addition of a new Section 86-660 that outlines the special use permit process for motor vehicle sales and service, new automobile dealerships, and used automobile dealerships. This section contains the application and process for departmental, Planning Commission, and Township Board Review. In addition to applying to new dealerships, this ordinance will require that any expansion of existing dealerships receive special use permit approval from the Township Board.

The Planning Commission held a public hearing on the proposed amendment at its meeting on February 22, 2021 and on March 8, 2021 voted to recommend approval, citing the following reason for their decision:

- The proposed zoning amendment will provide for expanded review of new and used car dealerships and the expansion of existing dealerships in the Township.

Staff memorandums outlining the proposed zoning amendment and the minutes from the Planning Commission meetings where the amendment was discussed are attached for the Board's review.

Township Board Options

The Township Board may approve or deny the proposed zoning amendment. If the Board amends the proposal, the amendment may be referred back to the Planning Commission for a recommendation. A resolution will be provided at a future meeting.

Zoning Amendment #21010 (Township Board)
Township Board (April 13, 2021)
Page 2

Attachments

1. Staff memorandums dated February 18, 2021 and March 5, 2021 with attachments.
2. Resolution recommending approval.
3. Planning Commission minutes dated February 22, 2021 (public hearing) and March 8, 2021 (decision).
4. Draft amendment dated March 4, 2021.

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To: Planning Commission

From: Peter Menser, Principal Planner

Keith Chapman, Assistant Planner

Date: February 18, 2021

Re: Zoning Amendment #21010 (Township Board), amend Code of Ordinances to require Township Board approval of special use permits for motor vehicle sales and service establishments and automobile dealerships in the C-2 and C-3 (Commercial) zoning districts.

The Township Board initiated a zoning amendment regarding car dealerships at its meeting on January 5, 2021. Currently, new car dealerships are allowed by special use permit subject to Planning Commission approval in the C-2 (Commercial) zoning district and new or used car dealerships are allowed by right in the C-3 (Commercial) zoning district. The proposed amendment would continue to allow new car dealerships in C-2 by special use permit but the final decision on the special use permit would be made by the Township Board. In the C-3 zoning district new and used car dealerships would be allowed by special use permit subject to Township Board approval.

The proposed zoning amendment includes changes to Sections 86-2, 86-404, and 86-405 and the addition of a new Section 86-660 that outlines the special use permit process for motor vehicle sales and service, new automobile dealerships, and used automobile dealerships. This section contains the application and process for departmental, Planning Commission, and Township Board Review. In addition to applying to new dealerships, this ordinance will require that any expansion of existing dealerships receive special use permit approval from the Township Board.

After reviewing the current ordinance staff is suggesting the following changes to address the directive from the Board and also to clarify the terms in the ordinance:

- New definitions for New Automobile Dealership, Used Automobile Dealership, and Motor Vehicle.
- Replacement with the term "Car" and replacement with the more generic term "Automobile."
- Addition of standards applying to new and used automobile dealerships in C-3 regarding minimum lot size and body shop/sales.
- Addition of new section that requires special use permit approval for the use of any building, land or portion thereof for motor vehicle sales and service establishments, new automobile dealerships, and used automobile dealerships.

Planning Commission Options

The Planning Commission may recommend approval as written, recommend approval of a revised version, or recommend denial of the proposed zoning amendment. A resolution will be provided at a future meeting.

Attachments

1. Draft ordinance language dated February 1, 2021.
2. December 8, 2020 Township Board Meeting Minutes.

Chapter 86 Zoning
Article I In General
Section 86-2 Definitions

AUTOMOBILE DEALERSHIP, NEW – The use of any building, land or portion thereof for the display, sale or lease of new automobiles, trucks or vans.

AUTOMOBILE DEALERSHIP, USED – The use of any building, land or portion thereof for the display, sale or lease of new automobiles, trucks or vans.

MOTOR VEHICLE – Any self-propelled vehicle designed primarily for transportation of persons or goods along public streets, roads or other public ways.

Chapter 86 Zoning
Article IV District Regulations
DIVISION 3 Commercial, Retail, and Business Districts C-1, C-2, & C-3
Section 86-404 C-2 Commercial District

(a) – (d) Remains as written

(e) Uses permitted by special use permit

(1)– (15) Remains as written

(16) New automobile ~~car~~ dealerships, subject to the following:

a. Minimum lot size: four acres.

b. Vehicle service and repair and used car sales shall be permitted ancillary uses to the principal new car sales use.

c. Body shops shall not be a permitted ancillary use.

(17) Remains as written

Chapter 86 Zoning
Article IV District Regulations
DIVISION 3 Commercial, Retail, and Business Districts C-1, C-2, & C-3
Section 86-405 C-3 Commercial District

(a) – (b) Remains as written

(c) Uses permitted by right.

(1) - (8) Remains as written

~~(9) Motor vehicle sales and service establishments, provided the outdoor area is paved and properly drained. Dismantled or inoperative vehicles, if stored on-site, shall be within a wholly enclosed building or outside provided the area is enclosed by a solid fence. In addition to the requirements of Subsection 86-402(1)b, uses in this category shall be set back a minimum of 50 feet along side and rear property lines adjacent to other nonresidential uses.~~

(10) - (13) Remains as written

(d) Remains as written

(e) Uses permitted by special use permit.

(1) - (14) Remains as written

(15) Motor vehicle sales and service establishments, provided the outdoor area is paved and properly drained. Dismantled or inoperative vehicles, if stored on-site, shall be within a wholly enclosed building or outside provided the area is enclosed by a solid fence. In addition to the requirements of Subsection 86-402(1)b, uses in this category shall be set back a minimum of 50 feet along side and rear property lines adjacent to other nonresidential uses.

(16) New automobile dealerships, and used automobile dealerships, subject to the following:

a. Minimum lot size: four acres.

b. Vehicle service and repair and used car sales shall be permitted ancillary uses to the principal new car sales use.

c. Body shops shall not be a permitted ancillary use.

Chapter 86 Zoning

Article VI Special Use Requirements and Restrictions

Section 86-660 Motor vehicle sales and service establishments, new automobile dealerships and used automobile dealerships.

(a) Purpose. The use of any building, land or portion thereof for motor vehicle sales and service establishments, new automobile dealerships, and used automobile dealerships shall require a special use permit due to impact such development has upon adjacent property owners, neighborhoods and public infrastructure. The requirements of this section apply to any such type of use.

(b) Application and departmental reviews.

(1) Application. The application for a special use permit shall be submitted to the Director of Community Planning and Development in accordance with § 86-124.

(2) Departmental reviews. The applicant's plan shall be reviewed by the Township Department of Community Planning and Development, the Township EMS/Fire Department, the Township Police Department, the Township Engineer, the county drain commissioner, and the county road commission or the state department of transportation, whichever road agency has jurisdiction over roads in the immediate vicinity, in order to ensure that public utilities, road, and other infrastructure systems are or will be adequate to support the proposed development.

(c) Review process. Upon determination that the application is complete, the Director of Community Planning and Development shall initiate a review process in accordance with Article II, Division 4 of this chapter, subject to all hearings and other provisions set forth therein, as applicable, except the final decision on the special use permit shall be made by the Township Board.

(1) Planning Commission action. The Planning Commission after holding a public hearing shall make a recommendation to the Township Board. In making a recommendation the Planning Commission shall follow the review criteria in § 86-126 and may recommend conditions in accordance with § 86-127.

(2) Township Board action. Following review of the Planning Commission's recommendation and record, the Township Board may deny, approve, or approve with conditions an application for a special use permit. Prior to making a decision on a special use permit, the Township Board may hold a public hearing on the request. Notice of the public hearing shall be given in the same manner as outlined in § 86-65 of the Code of Ordinances.

(d) Amendments. Any amendments to an approved special use permit shall be in accordance with § 86-129 and subject to the approval of the Township Board.



To: Planning Commission

From: Peter Menser, Principal Planner
Keith Chapman, Assistant Planner

Date: March 5, 2021

Re: Zoning Amendment #21010 (Township Board), amend Code of Ordinances to require Township Board approval of special use permits for motor vehicle sales and service establishments and automobile dealerships in the C-2 and C-3 (Commercial) zoning districts.

The Planning Commission discussed Zoning Amendment #21010 at its last meeting on February 22, 2021. After discussing the proposed amendment the Planning Commission agreed to consider a resolution to recommend approval at its next meeting on March 8, 2021. The only changes to the text of the draft ordinance since the public hearing was to replace the word “new” with “used” in the definition of Used Automobile Dealership.

At the public hearing the Planning Commission requested information on the types of special use permits and the related approving body. Currently, all special use permits except those for buildings or groups of buildings greater than 25,000 square feet in size or commercial medical marihuana facilities are subject to approval by the Planning Commission. Those include non-residential uses in residential districts, work in the floodplain, drive-in/drive-through uses, non-stealth cell towers, mobile home parks, and a variety of commercial uses such as funeral homes, hospitals, light manufacturing, gasoline stations, hotels, storage facilities, and adult bookstores, among various others. Special use permits for buildings or groups of buildings greater than 25,000 square feet in size or commercial medical marihuana facilities are reviewed by the Planning Commission but are subject to final approval from the Township Board.

Planning Commission Options

The Planning Commission may recommend approval as written, recommend approval of a revised version, or recommend denial of the proposed zoning amendment. A resolution to recommend approval of the proposed zoning amendment is provided.

- **Motion to adopt the resolution recommending approval of Zoning Amendment #21010 in accordance with the revised draft ordinance language dated March 4, 2021.**

Attachments

1. Resolution to recommend approval.
2. Draft ordinance language dated March 4, 2021.

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RESOLUTION TO RECOMMEND APPROVAL

**Zoning Amendment #21010
Township Board**

RESOLUTION

At the regular meeting of the Planning Commission of the Charter Township of Meridian, Ingham County, Michigan, held virtually using the Zoom web conferencing application, in said Township on the 8th day of March, 2021 at 7:00 p.m., Local Time.

PRESENT: _____

ABSENT: _____

The following resolution was offered by _____ and supported by _____.

WHEREAS, the Township Board, at its meeting on January 5, 2021, initiated a zoning amendment to require Township Board approval of special use permits for motor vehicle sales and service establishments and automobile dealerships in the C-2 and C-3 (Commercial) zoning districts; and

WHEREAS, the proposed zoning amendment adds new definitions for New Automobile Dealership, Used Automobile Dealership, and Motor Vehicle, adds standards applying to new and used automobile dealerships in C-3 regarding minimum lot size and body shop/sales, and adds a new section that requires special use permit approval for the use of any building, land or portion thereof for motor vehicle sales and service establishments, new automobile dealerships, and used automobile dealerships; and

WHEREAS, the Planning Commission held a public hearing on the proposed zoning amendment at its regular meeting on February 22, 2021 and reviewed staff material forwarded under cover memorandums dated February 18, 2021 and March 5, 2021; and

WHEREAS, the proposed zoning amendment will provide for vigorous review of new and used car dealerships and the expansion of existing dealerships in the Township.

NOW THEREFORE BE IT RESOLVED THE PLANNING COMMISSION OF THE CHARTER TOWNSHIP OF MERIDIAN hereby recommends approval of Zoning Amendment #21010, to require Township Board approval of special use permits for motor vehicle sales and service establishments and automobile dealerships in the C-2 and C-3 (Commercial) zoning districts. The recommendation is in accordance with the revised draft ordinance language dated March 4, 2021.

ADOPTED: YEAS: _____

NAYS: _____

STATE OF MICHIGAN)
COUNTY OF INGHAM)

) ss

Zoning Amendment #21010 (Township Board)

March 8, 2021

Page 2

I, the undersigned, the duly qualified and acting Chair of the Planning Commission of the Charter Township of Meridian, Ingham County, Michigan, DO HEREBY CERTIFY that the foregoing is a true and complete copy of a resolution adopted at a regular meeting of the Planning Commission on the 8th day of March, 2021.

Scott Hendrickson
Planning Commission Chair

G:\Community Planning & Development\Planning\ZONING AMENDMENTS (ZA)\2021\Zoning Amendment 21010 (Township Board)\ZA 21010 resolution to rec approval PC.docx

Chapter 86 Zoning
Article I In General
Section 86-2 Definitions

AUTOMOBILE DEALERSHIP, NEW – The use of any building, land or portion thereof for the display, sale or lease of new automobiles, trucks or vans.

AUTOMOBILE DEALERSHIP, USED – The use of any building, land or portion thereof for the display, sale or lease of used automobiles, trucks or vans.

MOTOR VEHICLE – Any self-propelled vehicle designed primarily for transportation of persons or goods along public streets, roads or other public ways.

Chapter 86 Zoning
Article IV District Regulations
DIVISION 3 Commercial, Retail, and Business Districts C-1, C-2, & C-3
Section 86-404 C-2 Commercial District

(a) – (d) Remains as written

(e) Uses permitted by special use permit

(1)– (15) Remains as written

(16) New automobile ~~car~~ dealerships, subject to the following:

a. Minimum lot size: four acres.

b. Vehicle service and repair and used car sales shall be permitted ancillary uses to the principal new car sales use.

c. Body shops shall not be a permitted ancillary use.

(17) Remains as written

Chapter 86 Zoning
Article IV District Regulations
DIVISION 3 Commercial, Retail, and Business Districts C-1, C-2, & C-3
Section 86-405 C-3 Commercial District

(a) – (b) Remains as written

(c) Uses permitted by right.

Draft ordinance language

March 4, 2021

Page 2

(1) – (8) Remains as written

~~(9) Motor vehicle sales and service establishments, provided the outdoor area is paved and properly drained. Dismantled or inoperative vehicles, if stored on-site, shall be within a wholly enclosed building or outside provided the area is enclosed by a solid fence. In addition to the requirements of Subsection 86-402(1)b, uses in this category shall be set back a minimum of 50 feet along side and rear property lines adjacent to other nonresidential uses.~~

(10) – (13) Remains as written

(d) Remains as written

(e) Uses permitted by special use permit.

(1) – (14) Remains as written

(15) Motor vehicle sales and service establishments, provided the outdoor area is paved and properly drained. Dismantled or inoperative vehicles, if stored on-site, shall be within a wholly enclosed building or outside provided the area is enclosed by a solid fence. In addition to the requirements of Subsection 86-402(1)b, uses in this category shall be set back a minimum of 50 feet along side and rear property lines adjacent to other nonresidential uses.

(16) New automobile dealerships, and used automobile dealerships, subject to the following:

a. Minimum lot size: four acres.

b. Vehicle service and repair and used car sales shall be permitted ancillary uses to the principal new car sales use.

c. Body shops shall not be a permitted ancillary use.

Chapter 86 Zoning

Article VI Special Use Requirements and Restrictions

Section 86-660 Motor vehicle sales and service establishments, new automobile dealerships and used automobile dealerships.

(a) Purpose. The use of any building, land or portion thereof for motor vehicle sales and service establishments, new automobile dealerships, and used automobile dealerships shall require a special use permit due to impact such development has upon adjacent property owners, neighborhoods and public infrastructure. The requirements of this section apply to any such type of use.

(b) Application and departmental reviews.

(1) Application. The application for a special use permit shall be submitted to the Director of Community Planning and Development in accordance with § 86-124.

(2) Departmental reviews. The applicant's plan shall be reviewed by the Township Department of Community Planning and Development, the Township EMS/Fire Department, the Township Police Department, the Township Engineer, the county drain commissioner, and the county road commission or the state department of transportation, whichever road agency has jurisdiction over roads in the immediate vicinity, in order to ensure that public utilities, road, and other infrastructure systems are or will be adequate to support the proposed development.

(c) Review process. Upon determination that the application is complete, the Director of Community Planning and Development shall initiate a review process in accordance with Article II, Division 4 of this chapter, subject to all hearings and other provisions set forth therein, as applicable, except the final decision on the special use permit shall be made by the Township Board.

(1) Planning Commission action. The Planning Commission after holding a public hearing shall make a recommendation to the Township Board. In making a recommendation the Planning Commission shall follow the review criteria in § 86-126 and may recommend conditions in accordance with § 86-127.

(2) Township Board action. Following review of the Planning Commission's recommendation and record, the Township Board may deny, approve, or approve with conditions an application for a special use permit. Prior to making a decision on a special use permit, the Township Board may hold a public hearing on the request. Notice of the public hearing shall be given in the same manner as outlined in § 86-65 of the Code of Ordinances.

(d) Amendments. Any amendments to an approved special use permit shall be in accordance with § 86-129 and subject to the approval of the Township Board.

**CHARTER TOWNSHIP OF MERIDIAN
PLANNING COMMISSION
REGULAR MEETING MINUTES**

February 22, 2021

Meeting held virtually using the Zoom web conferencing application

7:00 P.M.

PRESENT: Commissioners McConnell, Hendrickson, Cordill, Shrewsbury, Premoe, Snyder, Blumer, Trezise, and Richards

STAFF: Director of Community Planning & Development Mark Kieselbach, Principal Planner Peter Menser, Information Technology Director Stephen Gebes, and Multimedia Producer Samantha Diehl

1. CALL MEETING TO ORDER

Chair Hendrickson called the regular meeting to order at 7:00 P.M.

2. PUBLIC REMARKS – NONE

3. APPROVAL OF AGENDA

Commissioner Cordill moved to approve the agenda.

Seconded by Commissioner McConnell.

VOICE VOTE: Motion approved unanimously.

4. APPROVAL OF MINUTES

A. February 8, 2020 Regular Meeting

Commissioner McConnell moved to approve the minutes.

Seconded by Commissioner Blumer.

A friendly amendment was made to erase Commissioner Blumer’s comments noted in the adjournment section as he was able to download the ordinance during another attempt.

VOICE VOTE: Motion approved unanimously.

5. COMMUNICATIONS

A. Chair Hendrickson noted two communication items were received and included in the packet.

6. PUBLIC HEARINGS



A. Zoning Amendment #21010 (Township Board), amend the Code of Ordinances to require Township Board approval of special use permits for motor vehicle sales and service establishments and automobile dealerships in the C-2 and C-3 (Commercial) zoning districts.

Chair Hendrickson opened the public hearing at 7:04 p.m.

Principal Planner Menser provided an overview of the Zoning Amendment request. The proposed amendment would continue to allow new vehicle dealerships in C-2 by special use permit but the final decision on the special used permit would be made by the Township Board. In the C-3 zoning district new and used vehicle dealerships would be allowed by special use permit subject to Township Board approval. The ordinance would also require any expansion of existing dealerships receive special use permit approval from the Township Board.

Trustee Opsommer stated he and Supervisor Styka brought the discussion to the Township Board when historical content was reviewed regarding the ordinance in 2007 surrounding the request by Williams Auto Dealership on Jolly Road to expand their business. At the time of the request the property was in C-3 zoning district and they requested to rezone some property to C-2 in order to expand the dealership. The Township Board was not in favor of rezoning and elected into the zoning ordinance to allow the Planning Commission to permit the dealership to expand in C-2. He further noted that in the Master Plan adopted in 2017, the focus is on transforming most of the C-3 zoning into a more traditional town center and walkable corridor and the auto dealerships conflict with the overall mission in the Master Plan.

Public Comments:

None

Planning Commission Discussion:

- According to Trustee Opsommer the final decision would be moved from the Planning Commission to the Township Board due to greater oversight of intensive development patterns and special use permits.
- The last time auto dealerships within the zoning ordinance were amended was in 2007 and at that time C-3 was a use by right and no ability to operate an auto dealership existed in C-2.
- According to Trustee Opsommer another consideration for change is because of what happened with the LaFontaine Dealership and how they abandoned the community after getting the special use permit, clear cutting the trees on the site near Powell Road and Grand River Avenue, and looking at how vast C-2 is along the corridor and how many undeveloped sites exist currently.
- According to Trustee Opsommer intensive development requires strict oversight by the Township Board when dealing with a volume of development over 25,000 square feet and impervious surface space of a vehicle dealership.
- It was noted Section 86-2 definitions for New and Used Automobile Dealerships is identical word for word. Principal Planner Menser stated this was an error and he would review the draft language and revise the wording.
- New dealerships are allowed in C-2 zoning districts and only used vehicle dealerships are allowed in C-3 zoning districts.
- The 2007 amendment has only been used once for Williams Auto Dealership.
- The three auto dealerships were all built by use by right.

The ordinance amendment was split into two sections for the straw poll. The first straw poll indicated the Planning Commission would be in support of recommending approval of a revised version of the proposed zoning amendment. The second straw poll was more difficult but narrowly in support of the change in the approval process from the Planning Commission to the Township Board. A resolution will be provided for the March 8, 2021 Planning Commission meeting and additional conversation will take place.

Trustee Opsommer asked if staff could provide a list of special use permits for the next meeting. They include drive-thru windows, flood plain work, assisted living facilities and auto dealerships which have the greatest impact on development. Principal Planner Menser noted he would provide the information for further discussion.

Chair Hendrickson closed the public hearing at 7:41 p.m.

7. UNFINISHED BUSINESS - NONE

8. OTHER BUSINESS

A. 1999 Saginaw Highway

Principal Planner Menser provided an overview of the letter included in the packet from Mr. James Phillipich, Owner of The Meridian Company and noted the business owner is looking for rezoning guidance from the Planning Commission relating to future business growth.

Planning Commission Discussion:

- The Planning Commission noted a disclaimer to offer their opinions but not an approval.
- The current use map is consistent with surrounding uses and rezoning seems appropriate for the suggested changes.
- The C-2 zoning is surrounded by industrial zoning currently and is considered split zoning. Rezoning makes sense.
- Amending the property as C-2 could have unintended consequences in the future like what is currently being discussed regarding Zoning A #21010.
- There is a small area near The Meridian Company that is a 0.42 acre site that would remain commercial. We would not want to negatively impact the existing business in order to help another business.

Principal Planner Menser stated he would follow up with Mr. Phillipich and thanked the Planning Commission for their feedback.

B. Mixed Use planned Unit Development (MUPUD) ordinance review.

Principal Planner Menser mentioned the sub-committee met on February 16, 2021 and focused their meeting on amenities and density topics. A revised draft will be presented at the March 8, 2021 Planning Commission meeting for review and consideration.

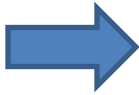
9. REPORTS AND ANNOUNCEMENTS

A. Township Board update.

A straw poll indicated the Planning Commission would be in support of the Special Use Permit #21011. A resolution will be provided at the next meeting on March 22, 2021.

Chair Hendrickson closed the public hearing at 8:31 p.m.

7. UNFINISHED BUSINESS



A, Zoning Amendment #21010 (Township Board), amend the Code of Ordinances to require Township Board approval of special use permits for motor vehicle sales and service establishments and automobile dealerships in the C-2 and C-3 (Commercial) zoning districts.

Principal Planner Menser referenced page 71 in the packet includes the staff memo. The only changes to the text of the draft ordinance since the public hearing were to replace the word “new” with “used” in the definition of Used Automobile Dealership. In addition, clarification was made regarding the special use permits requiring final approval from the Township Board after a review by the Planning Commission and the requests include buildings greater than 25,000 square feet in size and commercial medical marijuana facilities.

Planning Commission Discussion:

- The ordinance is changing to add a secondary step to approving new auto dealerships.
- No permissions have been changed in C-2 and C-3 by Special Use Permits. Advisory by Planning Commission and final decision will be made by the Township Board.
- The minimum lot area standards are the same for both districts.
- The resolution applies the review is more rigorous (procedural or looking at the development differently).
- Perhaps change the wording from rigorous to expanded review.
- The review may be more vigorous and not rigorous since the standards are not changing.
- Similar to the Township Board dealing with buildings greater than 25,000 sq feet, other important criteria discussion include significant ground cover and water surface permeability issues so added input is good by the Township Board.

Commissioner Trezise moved to adopt the resolution recommending approval of Zoning Amendment #21010 in accordance with the revised draft ordinance language dated March 4, 2021. Supported by Commissioner McConnell.

Request to tweak the resolution wording in the fourth WHEREAS paragraph to be changed from rigorous to expanded review.

A friendly amendment was made by Commissioner Trezise.

VOICE VOTE: Motion approved unanimously.

ROLL CALL VOTE:

YAYS: Commissioner Trezise, McConnell, Cordill, Shrewsbury, Richards, Blumer, Snyder and Chair Hendrickson.

NAYS: Commissioner Premoe

MOTION CARRIED: 8-1

8. OTHER BUSINESS - NONE

Chapter 86 Zoning
Article I In General
Section 86-2 Definitions

AUTOMOBILE DEALERSHIP, NEW – The use of any building, land or portion thereof for the display, sale or lease of new automobiles, trucks or vans.

AUTOMOBILE DEALERSHIP, USED – The use of any building, land or portion thereof for the display, sale or lease of used automobiles, trucks or vans.

MOTOR VEHICLE – Any self-propelled vehicle designed primarily for transportation of persons or goods along public streets, roads or other public ways.

Chapter 86 Zoning
Article IV District Regulations
DIVISION 3 Commercial, Retail, and Business Districts C-1, C-2, & C-3
Section 86-404 C-2 Commercial District

(a) – (d) Remains as written

(e) Uses permitted by special use permit

(1)– (15) Remains as written

(16) New automobile ~~car~~ dealerships, subject to the following:

a. Minimum lot size: four acres.

b. Vehicle service and repair and used car sales shall be permitted ancillary uses to the principal new car sales use.

c. Body shops shall not be a permitted ancillary use.

(17) Remains as written

Chapter 86 Zoning
Article IV District Regulations
DIVISION 3 Commercial, Retail, and Business Districts C-1, C-2, & C-3
Section 86-405 C-3 Commercial District

(a) – (b) Remains as written

(c) Uses permitted by right.

Draft ordinance language

March 4, 2021

Page 2

(1) – (8) Remains as written

~~(9) Motor vehicle sales and service establishments, provided the outdoor area is paved and properly drained. Dismantled or inoperative vehicles, if stored on-site, shall be within a wholly enclosed building or outside provided the area is enclosed by a solid fence. In addition to the requirements of Subsection 86-402(1)b, uses in this category shall be set back a minimum of 50 feet along side and rear property lines adjacent to other nonresidential uses.~~

(10) – (13) Remains as written

(d) Remains as written

(e) Uses permitted by special use permit.

(1) – (14) Remains as written

(15) Motor vehicle sales and service establishments, provided the outdoor area is paved and properly drained. Dismantled or inoperative vehicles, if stored on-site, shall be within a wholly enclosed building or outside provided the area is enclosed by a solid fence. In addition to the requirements of Subsection 86-402(1)b, uses in this category shall be set back a minimum of 50 feet along side and rear property lines adjacent to other nonresidential uses.

(16) New automobile dealerships, and used automobile dealerships, subject to the following:

a. Minimum lot size: four acres.

b. Vehicle service and repair and used car sales shall be permitted ancillary uses to the principal new car sales use.

c. Body shops shall not be a permitted ancillary use.

Chapter 86 Zoning

Article VI Special Use Requirements and Restrictions

Section 86-660 Motor vehicle sales and service establishments, new automobile dealerships and used automobile dealerships.

(a) Purpose. The use of any building, land or portion thereof for motor vehicle sales and service establishments, new automobile dealerships, and used automobile dealerships shall require a special use permit due to impact such development has upon adjacent property owners, neighborhoods and public infrastructure. The requirements of this section apply to any such type of use.

(b) Application and departmental reviews.

(1) Application. The application for a special use permit shall be submitted to the Director of Community Planning and Development in accordance with § 86-124.

(2) Departmental reviews. The applicant's plan shall be reviewed by the Township Department of Community Planning and Development, the Township EMS/Fire Department, the Township Police Department, the Township Engineer, the county drain commissioner, and the county road commission or the state department of transportation, whichever road agency has jurisdiction over roads in the immediate vicinity, in order to ensure that public utilities, road, and other infrastructure systems are or will be adequate to support the proposed development.

(c) Review process. Upon determination that the application is complete, the Director of Community Planning and Development shall initiate a review process in accordance with Article II, Division 4 of this chapter, subject to all hearings and other provisions set forth therein, as applicable, except the final decision on the special use permit shall be made by the Township Board.

(1) Planning Commission action. The Planning Commission after holding a public hearing shall make a recommendation to the Township Board. In making a recommendation the Planning Commission shall follow the review criteria in § 86-126 and may recommend conditions in accordance with § 86-127.

(2) Township Board action. Following review of the Planning Commission's recommendation and record, the Township Board may deny, approve, or approve with conditions an application for a special use permit. Prior to making a decision on a special use permit, the Township Board may hold a public hearing on the request. Notice of the public hearing shall be given in the same manner as outlined in § 86-65 of the Code of Ordinances.

(d) Amendments. Any amendments to an approved special use permit shall be in accordance with § 86-129 and subject to the approval of the Township Board.



13. B.

To: Township Board Members
**From: Derek N. Perry, Deputy Township Manager
Director of Public Works & Engineering**
Date: April 8, 2021
Re: Water Shutoff Moratorium Extension

In December of 2020, Governor Whitmer signed SB 241 into law. This placed a moratorium on water shutoffs by a public water supply and was a condition of an executive order that was issued by the Governor at the beginning of the COVID-19 pandemic. Under SB 241, the State of Michigan mandated moratorium on water shutoffs expired on March 31, 2021.

Most recently, the Centers for Disease Control and Prevention (CDC) extended their temporary eviction moratorium through June 30, 2021. While the moratorium is in effect, tenants may be protected from eviction, subject to certain conditions, but it provides no mandate to suspend water shutoffs.

In regards to the Township, Ordinance Chapter 78 (Utilities) requires that the Department of Public Works (DPW) enforce the collection of charges for water service to any premise connected to the public water supply. While it does allow service discontinuance for collection, it does not mandate that it be used by the DPW. It should be noted that even with the moratorium, the utility bill and late penalties still accrue. If not paid, the amount owed is placed on the Township tax roll at the end of the year.

Fortunately, the need to waive water shutoffs due to the COVID-19 pandemic has been negligible in our community. Based on an analysis of our typical shutoff list count, we did not encounter any significant increase of non-payment accounts per billing cycle.

Because the CDC eviction moratorium and the Meridian Township Local State of Emergency are still in effect, and the incidence of COVID in Michigan continues to rise, we are recommending that we continue with the water shutoff moratorium until June 30, 2021 and return to our normal billing and collection procedures on July 1, 2021.

Proposed motion when considered for ACTION:

“Move to direct the Department of Public Works to suspend the use of water shutoffs for non-payment until June 30, 2021.”



13. C

To: Board Members
From: Frank L. Walsh
Date: April 9, 2021
Re: 4th of July Fireworks

As you are aware, Meridian Township is well-known for presenting a July 4 community fireworks show. Unfortunately, over the past few years, our show has been interrupted by arid conditions and COVID-19.

We have reached a point where we need to make a decision on whether to offer a July 4 event. Obviously, we are not suggesting a comprehensive Celebrate Meridian weekend.

The question before you is “shall Meridian Township allocate \$20,000 to present a fireworks show on Sunday, July 4, 2021”?

We look forward to your deliberation.