



**AGENDA**  
CHARTER TOWNSHIP OF MERIDIAN  
TOWNSHIP BOARD – REGULAR MEETING  
December 14, 2021 6:00 PM

---

1. CALL MEETING TO ORDER
2. PLEDGE OF ALLEGIANCE/INTRODUCTIONS
3. ROLL CALL
4. PRESENTATION
  - A. Okemos High School Boys Soccer Team State Champions
  - B. 2021-2022 Township Goals
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-December 7, 2021 Regular Meeting
  - C. Bills
10. QUESTIONS FOR THE ATTORNEY
11. HEARINGS (CANARY)
12. ACTION ITEMS (PINK)
  - A. Special Use Permit #21-00-011–2763 Grand River Avenue – Consumers Credit Union – Modification of Special Use Permit for Buildings Greater than 25,000 Square Feet
  - B. Williamstown Township Police Contract
  - C. 4<sup>th</sup> Quarter Budget Amendments
  - D. 2022 Township Goals
  - E. Board and Commission Reappointments
13. BOARD DISCUSSION ITEMS (ORCHID)
  - A. Poverty Exemption Guidelines
14. COMMENTS FROM THE PUBLIC
15. OTHER MATTERS AND BOARD MEMBER COMMENTS
16. CLOSED SESSION- Township Manager 2021 Performance Review-Motion to go into a closed session to discuss the Township Manager’s annual performance review under MCL 15.268(a), based on the Township Manager’s request for a closed meeting. (This motion requires a simple majority roll call vote.)
17. Township Manager Performance Review and Contract
18. 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



9A

**CONSENT AGENDA  
BOARD  
COMMUNICATIONS  
December 14, 2021**



FOR IMMEDIATE RELEASE  
December 3, 2021

**Media Contact:** Brandie Yates  
Executive Producer  
[yates@meridian.mi.us](mailto:yates@meridian.mi.us)  
517.853.4208

**Virtual 'Dear Santa' Program Returns to HOMTV**  
*HOMTV Helps Make Magical Family Memories for the Holidays*

**OKEMOS, MI** – Santa is coming to town in a holiday program on HOMTV. Once again this year, local children will have the opportunity to send in their holiday wishes and questions to the North Pole and have Santa respond to them on television.

'Dear Santa' features multiple family friendly activities including a holiday craft, story and sing-along. Children and parents are encouraged to record a video message to Santa sharing their Christmas wish or asking a holiday-themed question.

"We had such a great response from the community when we launched this program last year, we thought we should continue spreading holiday cheer again this year," said HOMTV Executive Producer Brandie Yates. "Our 'Dear Santa' program provides families with another option to make memories with Santa from the comfort of their own homes."

To submit your free video message to Santa:

- Record your child(ren)'s message using a camera or cell phone. The message should include the child's first name, age and Christmas wish or question to Santa. For best video quality, record the message horizontally in a well-lit, quiet area.
- Email your video to [homtv@meridian.mi.us](mailto:homtv@meridian.mi.us).
- Include "Dear Santa Submission" in the subject line of the email.
- **Send in your video message by 11:00 pm on Sunday, December 12.**
- Videos must be 1 minute or less in length.

As an alternative to sending a video message, families can also submit letters to Santa in an email. The letters would then be read out loud within the televised program.

**'Dear Santa' will air on HOMTV, Comcast Channel 21 beginning Tuesday, December 21.** Airtimes will be posted on HOMTV's website. For those who live outside the viewing area, the program will also be available to view on-demand at [www.homtv.net](http://www.homtv.net). Video clips from the program, including message submissions, may also be shared on HOMTV's Facebook page, YouTube Channel and other social media platforms.

By sending in a submission, parents grant HOMTV permission to use the video message across multiple outlets including airing on the HOMTV channel, website and social media accounts.

###

---

HOMTV is Meridian Township's award-winning Government Access Channel televising exclusive gavel-to-gavel coverage of Township meetings, community news and original programming.





November 11, 2021

Ms. Brandie Yates, Communications Manager  
Meridian Township  
5151 Marsh Road  
Okemos, MI 48864

RE: Important Information—Price Changes

Dear Ms. Yates,

At Comcast, we are always committed to delivering the entertainment and services that matter most to our customers in Meridian, as well as exciting experiences they won't find anywhere else. We are also focused on making our network stronger in order to meet our customers' current needs and future demands. As we continue to invest in our network, products, and services, the cost of doing business rises. Rising programming costs, most notably for broadcast TV and sports, continue to be the biggest factors driving price increases. While we absorb some of these costs, these fee increases affect service pricing. As a result, starting January 1, 2022, prices for certain services and fees will be increasing, including the Broadcast TV Fee and the Regional Sports Network Fee. Please see the enclosed Customer Notice for more information.

We know you may have questions about these changes. Please feel free to contact me at 734-359-2077 if you have any questions.

Sincerely,

A handwritten signature in black ink, appearing to read "Ben Miller", is written over a white background.

Benjamin Miller  
Director, External Affairs  
Comcast, Heartland Region  
1401 E. Miller Rd.  
Lansing, MI 48911

Enclosure

# Important information regarding your Xfinity services and pricing

Effective January 1, 2022

<b>Xfinity TV</b>	<b>Current</b>	<b>New</b>
Digital Starter	\$62.45	\$65.45
Entertainment	\$15.00	\$17.00
Choice TV Select	\$30.00	\$32.50
Choice TV Select - - with TV Box (Flex upgrade)	\$37.50	\$41.00
Broadcast TV Fee	\$15.10	\$16.90
Regional Sports Fee	\$9.10	\$9.50
Service to Additional TV	\$7.50	\$8.50

<b>Xfinity Internet</b>	<b>Current</b>	<b>New</b>
Connect	\$56.00	\$59.00
Connect More	\$76.00	\$79.00
Fast	\$86.00	\$89.00
Superfast	\$96.00	\$99.00
Ultrafast	\$106.00	\$109.00
Gigabit Extra	\$116.00	\$119.00

<b>Xfinity Equipment</b>	<b>Current</b>	<b>New</b>
TV Box	\$7.50	\$8.50



November 4, 2021

Ms. Brandie Yates, Communications Manager  
Meridian Township  
5151 Marsh Road  
Okemos, MI 48864

RE: Programming Advisory

Dear Ms. Yates:

We are committed to keeping you and our customers informed about changes to Xfinity TV services. As part of that ongoing commitment to keep you informed, we wanted to update you on the following:

Effective December 31, 2021, NBC Sports Network (NBCSN) will cease operations.

Also, pursuant to P.A. 480 of 2006, Section 9 (4), Comcast Cable's local operating entity hereby reports that Comcast does not deny access to services to any group of potential residential subscribers because of the race or income of the residents in the local area. A similar report has been filed with the Michigan Public Service Commission.

Please feel free to contact me at 734-359-2077 if you have any questions.

Sincerely,

A handwritten signature in black ink, appearing to read "Ben Miller", written over a light blue horizontal line.

Benjamin Miller  
Director, External Affairs  
Comcast, Heartland Region  
1401 E. Miller Rd.  
Lansing, MI 48911



**CHARTER TOWNSHIP OF MERIDIAN, INGHAM COUNTY**

**LEGAL AD NOTICE: Rezoning #21070**

**5114 Jo Don Drive – New China of Michigan**

---

**CHARTER TOWNSHIP OF MERIDIAN  
LEGAL NOTICE**

**Rezoning #21070 – 5114 Jo Don Drive, New China of Michigan**

The Township Board at its regular meeting on December 7, 2021 approved for final adoption Rezoning #21070, a request to rezone the north half of an approximately 0.42-acre parcel located at 5114 Jo Don Drive, from RCC (Multiple Family-maximum 34 dwelling units per acre) to RB (Single Family, High Density). The parcel identification number for the property that is rezoned is #33-02-02-17-377-003.

Materials related to the rezoning request may be examined at the Department of Community Planning and Development, 5151 Marsh Road, Okemos, Michigan 48864-1198 (517.853.4560) between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday.

**Publish: Towne Courier  
December 19, 2021**

**Deborah Guthrie  
Township Clerk**

**1 Affidavit, please**



**CONSENT AGENDA  
PROPOSED BOARD MINUTES  
December 14, 2021**

**PROPOSED MOTION:**

- (1) Move to approve and ratify the minutes of the Regular Meeting of December 7, 2021, as submitted.**

**ALTERNATE MOTION:**

- (1) Move to approve and ratify the minutes of the Regular Meeting of December 7, 2021 with the following amendment(s):**

**[insert amendments]**

CHARTER TOWNSHIP OF MERIDIAN  
REGULAR MEETING TOWNSHIP BOARD 2021 **-DRAFT-**  
5151 Marsh Road, Okemos MI 48864-1198  
517.853.4000, Township Hall Room  
TUESDAY, December 7, 2021 **6:00 pm**

PRESENT: Supervisor Styka(Arrived 6:05), Clerk Guthrie, Treasurer Deschaine, Trustees Opsommer, Wisinski, Sundland

ABSENT: Trustee Jackson

STAFF: Township Manager Walsh, Deputy Manager Perry, Fire Chief Hamel, Community Planning and Development Director Schmitt, IT Director Gebes, Chief of Police Plaga, Communications Manager Yates, Multimedia Staff Samantha Diehl, Marketing and Public Relations staff Andrea Smiley

1. CALL MEETING TO ORDER

Clerk Guthrie called the meeting to order at 6:02 pm.

**Treasurer Deschaine moved to have Trustee Opsommer serve as Supervisor Pro-Tem for the meeting. Supported by Trustee Wisinski.**

VOICE/HAND VOTE Motion Passed 5-0

2. PLEDGE OF ALLEGIANCE/INTRODUCTIONS

Trustee Opsommer led the Pledge of Allegiance.

A moment of silence was held in honor of the members of Oxford community.

3. ROLLCALL

Clerk Guthrie called the roll of the Board.

Supervisor Styka is attending remotely from his home in Meridian Township due to health issues.

Supervisor Styka asked to remove item 16 from the agenda tonight.

4. PRESENTATION

A. Recognition of HOMTV National Awards

Clerk Guthrie spoke about the history of HOMTV and congratulated Communications staff on their awards.

Manager Yates presented the awards received by HOMTV.

B. Montessori Radmoor School Green Grant-Davis Coye

Davis Coye gave a presentation on the Green Grant awarded to Montessori Radmoor School. He described how the money has been used to improve the school environment. He thanked the board for the opportunity given to the school.

Trustee Wisinski and Clerk Guthrie discussed the presentation with Davis Coye

5. CITIZENS ADDRESS AGENDA ITEMS AND NON-AGENDA ITEMS

Supervisor Styka opened public remarks at 6:22 pm

NONE

Supervisor Styka closed public remarks at 6:22 pm

6. TOWNSHIP MANAGER REPORT

Township Manager Walsh reported the Lake Lansing to MSU Pathway Project received a \$300,000 grant through the MDR trust fund. With all grants the total cost of the project to the township is about \$300,000. The deer cull archery season continues until December 31<sup>st</sup>. The Township Board and staff will be in a goal setting meeting on Saturday, December 11<sup>th</sup>. The local road program for 2021 has been completed. The streets not worked on at this point will be worked on in 2022. A list of the roads to be worked on in 2022 will be provided to the board December 14<sup>th</sup>.

7. BOARD MEMBER REPORTS OF ACTIVITIES AND ANNOUNCEMENTS

Trustee Sundland

- Attended Economic Development Corporation meeting on December 2<sup>nd</sup> where the focus was setting the meeting calendar for 2022 and a joint meeting with Meridian Area Business Association.

Trustee Wisinski

- Attended Environmental Commission meeting last Wednesday. The focus being on 2022 goals and presenting those goals to the Township Board.
- The Groundwater Management Board 2022 goal setting is tomorrow December 8<sup>th</sup>.

Treasurer Deschaine

- Attended Downtown Development Authority meeting yesterday December 6<sup>th</sup>
- Attending swearing in of Police Sergeant Curtis Squires
- Attended LEAP art grant unveiling November 19<sup>th</sup>
- Attended ribbon cutting for the new ice rink at the market place
- As of last week Michigan has more cases per capita than any other state
- Thanked HOMTV intern Courtland Jenkins for his work

8. APPROVAL OF AGENDA

**Treasurer Deschaine moved to approve the agenda with an amendment removing item 16. Manager Evaluation. Seconded by Trustee Wisinski.**

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

NAYS: None

Motion carried: 6-0

9. CONSENT AGENDA

Supervisor Styka reviewed the Consent Agenda.

**Trustee Wisinski moved to approve the Consent Agenda as presented. Seconded by Trustee Sundland.**

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

NAYS: None

Motion carried: 6-0

A. Communications

**Trustee Wisinski moved that the communications not already assigned for disposition be referred to the Township Manager or Supervisor for follow-up. Seconded by Trustee Sundland.**

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

NAYS: None

Motion carried: 6-0

B. Approval of Minutes – November 16, 2021

**Trustee Wisinski moved to approve and ratify the minutes of November 16, 2021 as presented. Seconded by Trustee Sundland.**

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

NAYS: None

Motion carried: 6-0

C. Bills

**Trustee Wisinski moved to approve that the Township Board approve the Manager's Bills as follows: Seconded by Trustee Sundland.**

<b>Common Cash</b>	<b>\$</b>	<b>543,643.20</b>
<b>Public Works</b>	<b>\$</b>	<b>494,378.92</b>
<b>Trust &amp; Agency</b>	<b>\$</b>	<b><u>9,120.34</u></b>
<b>Total Checks</b>	<b>\$</b>	<b>1,047,142.46</b>
<b>Credit Card Transactions</b>	<b>\$</b>	<b>12,478.81</b>
<b>11/12/2021 to 12/01/2021</b>		
<b>Total Purchases</b>	<b>\$</b>	<b><u>1,059,621.27</u></b>
<b>ACH Payments</b>	<b>\$</b>	<b><u>1,008,794.88</u></b>

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

NAYS: None

Motion carried: 6-0

C. Ratification of New Police Officer Appointment

**Trustee Wisinski moved to ratify the appointment of Joshua Lakey to the position of Police Officer contingent upon successful completion of those items stipulated in the conditional offer of employment. Seconded by Trustee Sundland**

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

NAYS: None

Motion carried: 6-0

E. Silverstone Estates Public Streetlighting Improvement Resolution #5

**Trustee Wisinski moved to approve the Silverstone Estates Public Streetlighting Improvements Special Assessment District #427 - Resolution #5, which approves the final special assessment roll, adopts the amount of \$2, 211.36 (\$100.52/lot) as the first year assessment and the amount of \$687 .12 (\$31.24/lot) (subject to adjustment) as the annual assessment thereafter. Seconded by Trustee Sundland.**

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

NAYS: None

Motion carried: 6-0

10. QUESTIONS FOR THE ATTORNEY – NONE

11. HEARINGS - NONE

12. ACTION ITEMS

- A. Rezoning #21-070-5114 Jo Don Drive-Rezone north half of property from RCC, Multiple Family-Maximum 34 dwelling units per acre, to RB, Single-Family, High Density-**Final Adoption**

**Trustee Opsommer moved to adopt the resolution approving for final adoption Rezoning #21070, an ordinance to rezone the north half of an approximately 0.42-acre parcel located at 5114 Jo Don Drive from RCC (Multiple Family-maximum 34 dwelling units per acre) to RB (Single Family-High Density). Seconded by Clerk Guthrie.**

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

NAYS: None

Motion carried: 6-0

- B. Mixed Use Planned Unit Development Ordinance Update-**Final Adoption**

**Treasurer Deschaine moved to adopt the resolution approving for final adoption Ordinance 2021-07, a zoning ordinance amendment to Article 4, District Regulations, of the Charter Township of Meridian Zoning Code to update the Zoning Ordinance to update the Mixed Use Planned Unit Development (MUPUD) regulations. Seconded by Trustee Wisinski.**

Treasurer Deschaine asked what feedback Director Schmitt has received on this Ordinance.

Director Schmitt replied that initial feedback has been positive.

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

NAYS: None

Motion carried: 6-0

- C. Boards and Commissions Reappointment

Supervisor Styka outlined the Boards and Commissions Reappointment.

**Trustee Opsommer moved to approve the reappointments as provided in the Township Board Packet. Seconded by Trustee Wisinski.**

**Trustee Opsommer Move to reappoint Peter Potterpin, David Premoe, and Charles Wallin to the Building Board of appeals for a 3 year term ending 12/31/2024. Seconded by Trustee Wisinski.**

**Trustee Opsommer Move to reappoint John Matuszak and Joyce Van Coevering to the Brownfield Redevelopment Authority for a 3 year term ending 12/31/2024. Seconded by Trustee Wisinski.**

**Trustee Opsommer Move to reappoint Suzanne Brouse, Kathleen Langhals, and Angie Wilson to the Community Resource Commission for a 2 year term ending 12/31/2023. Seconded by Trustee Wisinski.**

**Trustee Opsommer Move to reappoint Eric Foster to the corridor improvement authority for a 4 year term ending 12/31/2025. Seconded by Trustee Wisinski.**

**Trustee Opsommer Move to reappoint Bill Cawood and Peter Campbell to the Downtown Development Authority for a 4 year term ending 2/1/2025. Seconded by Trustee Wisinski.**

**Trustee Opsommer Move to reappoint Frank Walsh to the Economic Development Corporation for a 6 year term ending 12/31/2027. Seconded by Trustee Wisinski.**

**Trustee Opsommer Move to reappoint tom Frazier, Kendra Grasseschi, and Luca Wisinski (student alternate) to the Environmental Commission for a 3 year term ending 12/31/2024. Seconded by Trustee Wisinski.**

**Trustee Opsommer Move to reappoint James Ecklund to the East Lansing-Meridian Water & Sewer Authority for a 3 year term ending 12/31/2024. Seconded by Trustee Wisinski.**

**Trustee Opsommer Move to confirm the Supervisory's reappointment of David Premoe, Gerald Richards, and Mark Blumer to the Planning Commission for a 3 year term ending 12/31/2024. Seconded by Trustee Wisinski.**

**Trustee Opsommer Move to confirm the Supervisor's reappointment of Joshua Robertson, Tim Potter, and Bob Lovell to the Transportation Commission for a 2 year term ending 12/31/23. Seconded by Trustee Wisinski.**

**Trustee Opsommer Move to reappoint Alexia Mansour to the Zoning Board of Appeals for a 3 year term ending 12/31/2024. Seconded by Trustee Wisinski.**

Trustee Wisinski asked how the terms are decided for each individual board and commission.

Supervisor Styka stated some are decided by state law, and some are decided by the board.

Treasurer Deschaine asked Clerk Guthrie how many positions on the boards and commissions were currently vacant.

Clerk Guthrie replied that she would get that number to him later.

The board members each thanked the members of the township boards and commissions for their service to the community.

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

NAYS: None

Motion carried: 6-0

### 13. BOARD DISCUSSION ITEMS

#### A. Williamstown Township Police Contract

Chief Plaga outlined the Williamstown Township Police Contract for discussion.

Trustee Wisinski asked about the difference between 40 and 80 patrol hours and what services are provided in those hours.

Chief Plaga explained the township dedicates an officer to patrolling the streets, traffic enforcement, neighborhood policing and vacation property checks and other day to day non dispatch services. He further explained that billing Williamstown for 80 hours is equivalent to providing two full time officers, while billing for 40 is only providing one.

Treasurer Deschaine asked if the hourly rate is higher than previous years.

Chief Plaga stated he worked with Director Mattison on coming up with the cost to Williamstown Township. He explained the new rate is reflective of costs to the township incurred by the recruitment of new officers and detailed services that would be provided and removed. Overall the per hour rate is higher than previous years.

#### B. Poverty Exemption Guidelines

Supervisor Styka outlined Poverty Exemption Guidelines.

Trustee Opsommer further outlined Poverty Exemption Guidelines for discussion. He stated he would like to increase the 100% poverty exemption multiplier from 1.35 to 1.85, while increasing the multiplier on asset limit from 1.35 to 2.25. He would also like to see a category for a 50% poverty exemption for households that fall above a 1.85 multiplier but below a 2, and an asset multiplier of 2.5.

Treasurer Deschaine stated the current numbers are out of date. He stated he would like to see an exact number for what this is going to cost the township and the schools. He asked if the state would reimburse the township for the cost it would incur.

Trustee Opsommer replied the state would not.

Trustee Opsommer stated Williamstown Township has eligibility for up to two times the federal guidelines. He asked how many homes qualify there and found that four households had applied this year. He expects 26-34 households to apply in Meridian. In Pittsfield 13 households have applied for poverty exemption this year. He further stated this item would predominately help people who received their home through inheritance and have very little income.

Treasurer Deschaine asked if purchasing a home under land contract would qualify.

Trustee Opsommer was no able to give a full answer at this time.

Trustee Wisinski asked why Scio had a 14 multiplier.

Trustee Opsommer replied he believes they wanted people to pass the threshold for assets.

Trustee Wisinski asked what his thoughts were to not include a 25% bracket when others did.

Trustee Opsommer stated he wanted the exemption to be more impactful to the households that qualify.

Trustee Wisinski asked if the exemption would be renewed annually.

Trustee Opsommer replied yes.

Trustee Opsommer asked if Manager Walsh had anything to add.

Manager Walsh stated he had a lot of discussion with staff, and if the board's goal is to make this exemption applicable to more people then this item is moving in the right direction.

C. Special Use Permit #21-00-011-2763 Grand River Avenue – Consumers Credit Union – Modification of Special Use Permit for Buildings Greater than 25,000 Square Feet

Director Schmitt outlined Special Use Permit #21-00-011-2763 for discussion.

Trustee Opsommer asked if this is a land lease agreement.

Nick Lutes representative of Bosch Architecture stated it will be a purchase.

Trustee Opsommer asked how to implement this with the service drives parallel to Grand River Rd.

Director Schmitt stated form-based codes and service drives are in opposition to each other and this would be something to look at going forward.

Clerk Guthrie thanked the applicant for working with the township's planners. She asked if one more accessible parking space could be added. She further asked how going forward with form-based code would affect current developers.

Director Schmitt replied that current developers are still adhering to existing codes.

Treasurer Deschaine asked if the Planning Commission took into account that form based code would go against with the township's goals for this area.

Director Schmitt replied they had.

Supervisor Styka asked if form based code drafts have been shown to applicants.

Director Schmitt replied no but there have been discussions on the topic.

Trustee Wisinski asked what components the Planning Commission took into account when meeting with the applicant.

Director Schmitt replied that parking was on the forefront of the Planning Commission's mind as well as keeping traffic in the back and side of the building.

Trustee Wisinski asked what would go against form-based code.

Director Schmitt replied having a frontage road for vehicle traffic.

Trustee Wisinski asked the applicant why they didn't put the drive through all the way to the front of the property.

Applicant's representative replied it was due to the drive through and access around the back of the building.

Trustee Opsommer stated he would like to keep the service drive consistent across Grand River Rd. He asked the dimensions of the front patio.

Applicant replied it's about 10 ft. from the front door to the curb, and about 20-25 ft. as it goes west.

Clerk Guthrie asked where the sign is going to be located.

The applicant was not able to give a complete answer at this time, but stated he would have an answer at the next meeting.

Clerk Guthrie asked what the traffic count is expected to be.

Applicant guessed about 50 cars a day.

Clerk Guthrie asked Director Perry if MDOT is looking at the traffic signal in that area.

Deputy Manager Perry stated if they are he is not aware of it.

#### 14. COMMENTS FROM THE PUBLIC

Supervisor Styka Opened Public Remarks at 7:45 pm.

NONE

Supervisor Styka Closed Public Remarks at 7:45 pm.

15. OTHER MATTERS AND BOARD MEMBER COMMENTS

Treasurer Deschaine stated Tax bills were mailed last week. If you have not received your bill please call the Treasurer's office at 517.853.4140.

16. ~~CLOSED SESSION- Township Manager 2021 Performance Review- Motion to go into a closed session to discuss the Township Manager's annual performance review under MCL 15.268(a), based on the Township Manager's request for a closed meeting. (This motion requires a simple majority roll call vote.)~~

17. ADJOURNMENT

**Trustee Wisinski moved to adjourn. Seconded by Treasurer Deschaine.**

VOICE/HAND VOTE: Motion carried 6-0

**Supervisor Styka adjourned the meeting at 7:47 pm.**

---

RONALD J. STYKA,  
TOWNSHIP SUPERVISOR

---

DEBORAH GUTHRIE  
TOWNSHIP CLERK



9.C

To: Board Members  
From: Miriam Mattison, Finance Director  
Date: December 7, 2021  
Re: Board Bills

Charter Township of Meridian  
Board Meeting  
12/14/2021

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

COMMON CASH	\$	263,793.11
PUBLIC WORKS	\$	32,429.31
TRUST & AGENCY	\$	13.70

TOTAL CHECKS: \$ 296,236.12

CREDIT CARD TRANSACTIONS

12/02/2021 to 12/08/2021

\$ 4,554.66

TOTAL PURCHASES: \$ 300,790.78

ACH PAYMENTS

\$ 594,784.51

12/09/2021 11:04 AM  
 User: GRAHAM  
 DB: Meridian

INVOICE APPROVAL BY INVOICE REPORT FOR CHARTER TOWNSHIP OF MERIDIAN  
 EXP CHECK RUN DATES 12/14/2021 - 12/14/2021  
 BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID  
 BANK CODE: GF

Vendor Name	Description	Amount	Check #
1. AIRGAS GREAT LAKES	ORDER #110557937 - MEDICAL OXYGEN	111.07	
2. ALLGRAPHICS CORP	DPW LOGO UNIFORM SHIRTS	189.50	
3. AMERICAN PLANNING ASSOCIATION	MEMBERSHIP FOR BRIAN SHORKEY (1/1/22-12/31/22)	497.00	
4. AMERICAN RENTALS	09/21/2021 - 10/21/2021 PORTABLE TOILET RENTAL - T	60.00	
	10/21/2021 - 11/21/2021 PORTABLE TOILET RENTAL - T	60.00	
	11/21/2021 - 12/21/2021 - PORTABLE TOILET RENTAL -	60.00	
	TOTAL	180.00	
5. AUTO VALUE OF EAST LANSING	NOV 2021 FLEET REPAIR PARTS	22.32	
	NOV 2021 FLEET REPAIR PARTS	175.08	
	NOV 2021 FLEET REPAIR PARTS	340.14	
	NOV 2021 FLEET REPAIR PARTS	49.44	
	NOV 2021 FLEET REPAIR PARTS	503.64	
	NOV 2021 FLEET REPAIR PARTS	65.00	
	NOV 2021 FLEET REPAIR PARTS	9.79	
	NOV 2021 FLEET REPAIR PARTS	(65.00)	
	NOV 2021 FLEET REPAIR PARTS	13.98	
	NOV 2021 FLEET REPAIR PARTS	503.64	
	NOV 2021 FLEET REPAIR PARTS	9.59	
	NOV 2021 FLEET REPAIR PARTS	41.88	
	NOV 2021 FLEET REPAIR PARTS	100.98	
	NOV 2021 FLEET REPAIR PARTS	2.22	
	CREDIT MEMO INV 1430291	(100.98)	
	UNIT #87 - NOV 2021 FLEET REPAIR PARTS	82.58	
	NOV 2021 FLEET REPAIR PARTS	36.09	
	NOV 2021 FLEET REPAIR PARTS	27.49	
	NOV 2021 FLEET REPAIR PARTS	11.78	
	NOV 2021 FLEET REPAIR PARTS	350.00	
	TOTAL	2,179.66	
6. AVALON TECHNOLOGIES INC	VCENTER SERVER REPAIR & ESXI HOST UPGRADE	3,541.50	
7. BARYAMES CLEANERS	11/24/21 DRY CLEANING - M. HAMEL	21.40	
8. BETTY RECTOR	OVRPMT AMBULANCE FEE ON 02/02/21	491.07	
9. BLACKBURN MFG CO	PAINT FOR WATER AND PATHWAY LOCATION	47.52	
10. BOARD OF WATER & LIGHT	11/01/2021 - 12/01/2021 STREETLIGHT SERVICE	615.81	
11. BRK PRODUCTIONS	HOMTV SERVER ROOM & CONTROL ROOM ENGINEERING / STA	1,000.00	
12. CAPITOL CITY RIFLE CLUB	2022 MEMBERSHIP RENEWAL - C. SQUIRES	80.00	
	2022 MEMBERSHIP - K. ROYSTON	80.00	
	2022 MEMBERSHIP - A. MCCREARY	80.00	
	2022 MEMBERSHIP - K. PLAGA	80.00	
	2022 MEMBERSHIP - J. CLEMENTS	80.00	
	2022 MEMBERSHIP - D. KING	80.00	
	TOTAL	480.00	
13. CGS SAFETY TRAINING INC	TRENCHING & SHORING TRAINING FOR DPW	977.27	
14. DBI	OFFICE SUPPLIES	9.38	

Vendor Name	Description	Amount	Check #
15. FAHEY SCHULTZ BURZYCH RHODES PLC		386.52	
	PROF SERVICES THROUGH NOV 28, 2021 - LEGAL FEES	5,342.50	
	PROF SERVICES THRU NOV 28, 2021 - LEGAL FEES	76.00	
	PROF SERVICES THRU NOV 28, 2021 - LEGAL FEES	67.50	
	PROF SERVICES THRU NOV 28, 2021 - LEGAL FEES	405.00	
	PROF SERVICES THRU NOV 28, 2021 - LEGAL FEES	806.00	
	PROF SERVICES THRU NOV 28, 2021 - LEGAL FEES	437.50	
	PROF SERVICES THRU NOV 28, 2021 - LEGAL FEES	19.00	
	PROF SERVICES THRU NOV 28, 2021 - LEGAL FEES	227.50	
	PROF SERVICES THRU NOV 28, 2021 - LEGAL FEES	1,789.50	
	PROF SERVICES THRU NOV 28, 2021 - LEGAL FEES	650.00	
	PROF SERVICES THRU NOV 28, 2021 - LEGAL FEES	3,452.50	
	PROF SERVICES THRU NOV 28, 2021 - LEGAL FEES	625.00	
	PROF SERVICES THRU NOV 28, 2021 - LEGAL FEES	112.50	
	PROF SERVICES THRU NOV 28, 2021 - LEGAL FEES	812.50	
	PROF SERVICES THRU NOV 28, 2021 - LEGAL FEES	887.55	
	PROF SERVICES THRU NOV 28, 2021 - LEGAL FEES	128.84	
	PROF SERVICES THRU NOV 28, 2021 - LEGAL FEES	1,364.73	
	PROF SERVICES THRU NOV 28, 2021 - LEGAL FEES	2,810.58	
	PROF SERVICES THRU NOV 28, 2021 - LEGAL FEES	171.78	
	PROF SERVICES THRU NOV 28, 2021 - LEGAL FEES	489.24	
	TOTAL	<u>21,062.24</u>	
16. FIRE SERVICE MANAGEMENT			
	W/O #21486 - FIRE GEAR CERTIFICATION/CLEANING	1,058.55	
	W/O #21553 - FIRE GEAR CERTIFICATION/CLEANING	1,257.30	
	TOTAL	<u>2,315.85</u>	
17. GO GREEN LANDSCAPES LLC			
	LANDSCAPE RESTORATION RELATED TO LOCAL ROAD PROG	4,912.00	
18. H.C. BERGER COMPANY			
	COPIER USAGE	925.14	
19. IDNETWORKS IDENTIFICATION			
	FINGERROLL LIVESCAN MAINTENANCE	3,495.00	
20. INGHAM COUNTY REGISTER OF DEEDS			
	EASEMENTS FOR DPW RECORDED AT INGHAM COUNTY	30.00	
21. INGHAM COUNTY TREASURER			
	MI TAX TRIBUNAL TAXABLE VALUE CHANGE ORDERS PRIOR	7,854.09	
22. JEFFORY BROUGHTON			
	RADIO MAINTENANCE/PARTS/EQUIPMENT	75.00	
23. JENKS BROTHERS PLBG & HTG INC			
	MECHANICAL PERMIT CANCELLED 50% REFUND	62.50	
24. JOHNSON SIGN COMPANY			
	OVERPAYMENT OF SIGN PERMITS	125.00	
25. KEBS INC			
	GROUNDS - NORTH FIRE - SURVEY	700.00	
26. KMI ROAD MAINTENANCE			
	2021 CONCRETE REPAIR PROGRAM	30,716.40	
	2021 CONCRETE REPAIR PROGRAM	3,025.00	
	TOTAL	<u>33,741.40</u>	
27. LANSING SANITARY SUPPLY INC			
	GROUNDS/BUILDINGS - SIDEWALK SALT	1,227.99	
28. LANSING UNIFORM COMPANY			
	UNIFORM ITEMS - J HARRISON	568.45	
	UNIFORM NAME TAGS - J HARRISON	17.50	
	TOTAL	<u>585.95</u>	
29. LOGICALIS			
	OCT 2021 MONTHLY RECURRING/PRC QUOTE 2021 SERVICE	3,345.00	
30. LOPEZ CONCRETE CONSTRUCTION			
	SHAW STREET CONNECTOR- MSU TO LAKE LANSING PATHWAY	27,685.80	

Vendor Name	Description	Amount	Check #
31. MCKESSON MEDICAL-SURGICAL	GOC SOL		
	ORDER #53246721 AMBULANCE SUPPLIES/EQUIPMENT	354.72	
	ORDER #53246721 AMBULANCE SUPPLIES/EQUIPMENT	1,547.91	
	TOTAL	1,902.63	
32. MEDICAL MANAGEMENT SYSTEMS	OF		
	2021 COLLECTION FEE FOR AMBULANCE BILLINGS	6,932.36	
	NOV 2021 COLLECTION FEE FOR AMBULANCE BILLINGS	6,932.36	
	TOTAL	13,864.72	
33. MEI TOTAL ELEVATOR SERVICES			
	CONTRACT 754127 - ELEVATOR SERV - MI14617/MI27847	463.84	
34. MERIDIAN TOWNSHIP BROWNFIELD			
	2020 SETTLEMENT - ADDL BROWNFIELD CALCULATION OFF	864.78	
35. MERIDIAN TOWNSHIP RETAINAGE			
	2021 LOCAL ROAD PROGRAM - REHAB AND RESURFACING	4,434.49	
36. MICHIGAN PAVING			
	2021 LOCAL ROAD PROGRAM - REHAB AND RESURFACING	84,255.29	
37. MIKE DEVLIN			
	PORTABLE SPEAKER REIMBURSEMENT	99.99	
38. OAKLAND COMMUNITY COLLEGE			
	OFFICER TRAINING	1,500.00	
39. OKEMOS POINTE LLC			
	REFUND 80% - 7 BLDG PERMIT APP FEES: \$1,484 JOB	1,484.00	
40. PEOPLEFACTS LLC			
	NOV 2021 EMPLOYEE PRE-EMPLOYMENT CREDIT CHECKS	54.94	
41. PITNEY BOWES			
	09/30/2021 - 12/29/2021 LEASE FOR POSTAGE MACHINE	943.65	
42. PROGRESSIVE AE			
	PROF SERVICES THRU OCT 29 2021 LAKE LANSING WATERS	3,547.73	
43. PRO-TECH MECHANICAL SERVICES			
	WORK ORDER #39886 - HVAC REPAIRS	932.41	
	W/O #39885 HVAC REPAIRS	280.00	
	TOTAL	1,212.41	
44. QUALITY TIRE INC			
	STOCK - MOTOR POOL TIRES	1,045.52	
45. RALPH W. MACKENZIE			
	OVRPMT AMBULANCE FEE ON 07/26/2021	98.21	
46. RAPID FLUSH			
	PUMP OUT SEPTIC TANK AT HARRIS NATURE CENTER	460.00	
47. RECLAIMED BY DESIGN			
	NOV 2021 MONTHLY OPERATION OF RECYCLING CENTER	2,000.00	
	DEC - 2021 MONTHLY OPERATION OF RECYCLING CENTER	2,000.00	
	TOTAL	4,000.00	
48. ROWERDINK AUTOMOTIVE PARTS			
	UNIT #135 FLEET REPAIR PARTS NOV 2021	36.15	
	UNIT #667 FLEET REPAIR PARTS 2021	18.60	
	STOCK FLEET REPAIR PARTS NOV 2021	40.08	
	SHOP SUPPLIES FLEET REPAIR PARTS NOV 2021	43.92	
	UNIT 612 FLEET REPAIR PARTS NOV 2021	186.78	
	UNIT #612 FLEET REPAIR PARTS NOV 2021	73.07	
	STOCK FLEET REPAIR PARTS NOV 2021	160.24	
	UNIT #87 FLEET REPAIR PARTS NOV 2021	241.92	
	UNIT #28 FLEET REPAIR PARTS NOV 2021	105.25	
	UNIT #13 FLEET REPAIR PARTS NOV 2021	168.72	
	UNIT #135 FLEET REPAIR PARTS NOV 2021	20.14	
	UNIT #135 FLEET REPAIR PARTS NOV 2021	36.15	
	TOTAL	1,131.02	
49. SCHAEFFER'S SPECIALIZED LUBRICANTS			
	MOTOR POOL - ENGINE OIL	1,184.70	
50. SME			
	SERVICES SEPT 27 2021 TO OCT 31 2021 - BASELINE EA	9,800.00	
51. SPARROW OCCUPATIONAL			
	NOV 2021 PRE-EMPLOYMENT & FITNESS FOR DUTY PHYSICA	1,674.50	

12/09/2021 11:04 AM  
User: GRAHAM  
DB: Meridian

INVOICE APPROVAL BY INVOICE REPORT FOR CHARTER TOWNSHIP OF MERIDIAN  
EXP CHECK RUN DATES 12/14/2021 - 12/14/2021  
BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID  
BANK CODE: GF

Vendor Name	Description	Amount	Check #
52. STAPLES	OFFICE SUPPLIES	421.49	
53. SVCICC	2022 SVCICC MEMBERSHIP JOHN HECKAMAN	15.00	
	2022 SVCICC MEMBERSHIP FOR RON RAU	15.00	
	2022 SVCICC MEMBERSHIP FOR JOHN HINES	15.00	
	TOTAL	<u>45.00</u>	
54. SWAGIT PRODUCTIONS, LLC	NOV 2021 VIDEO STREAMING SERVICE HOMTV	2,613.75	
55. TASC	1ST QTR 1/1/2022 TO 3/31/22 COBRA ADMINISTRATION	328.50	
56. VARIPRO BENEFIT ADMINISTRATORS	MONTHLY FLEX ADMINISTRATION 2021	153.00	
57. VERIZON WIRELESS	OCT 24, 2021 - NOV 23, 2021 - MONTHLY SERVICES	3,488.21	
58. WEST SHORE FIRE INC	SCBA FILL MAINTENANCE	247.71	
	SCBA FIRE REPAIRS	429.90	
	JOB #6211475 - 2021 ALERT SIREN MAINTENANCE	3,400.00	
	TOTAL	<u>4,077.61</u>	
59. ZACHARY FENNER	REIMB FOR WORK BOOTS	158.99	
TOTAL - ALL VENDORS		263,793.11	

12/09/2021 11:04 AM  
User: GRAHAM  
DB: Meridian

INVOICE APPROVAL BY INVOICE REPORT FOR CHARTER TOWNSHIP OF MERIDIAN  
EXP CHECK RUN DATES 12/14/2021 - 12/14/2021  
BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID  
BANK CODE: PWHZ

Vendor Name	Description	Amount	Check #
1. ADAM PLOTNICK	OVR PMT WATER/SEWER BILLS - BUTTONWOOD DR	50.00	
2. ALLGRAPHICS CORP	DPW LOGO UNIFORM SHIRTS	1,368.50	
3. ANNMARIE STAFFORD	OVR PMT WATER/SEWER BILLS - ROYAL OAK DRIVE	56.35	
4. AUSTIN SIMPSON	OVR PMT WATER/SEWER BILLS - BIRCH ROW DR	17.09	
5. BELL TITLE CO	OVR PMT WATER/SEWER BILLS - HAMA RUTHERFORD AVE	33.83	
6. BLACKBURN MFG CO	PAINT FOR WATER AND PATHWAY LOCATION	761.80	
7. CAPITAL ASPHALT LLC	BITUMINOUS REPAIR CONTRACT 2020	11,111.35	
8. CGS SAFETY TRAINING INC	TRENCHING & SHORING TRAINING FOR DPW	1,172.73	
9. CICLEY VAUTER	OVR PMT WATER/SEWER BILLS	10.82	
10. DIVERSIFIED NATIONAL TITLE	AGENCY		
	OVR PMT WATER/SEWER BILLS - ZHANG SEBEWAING DRIVE	83.73	
11. HYDROCORP	CROSS CONNECTION CONTROL PROGRAM SERVICES- 2021	2,430.00	
12. INGHAM COUNTY REGISTER OF DEEDS	EASEMENTS FOR DPW RECORDED AT INGHAM COUNTY	90.00	
13. JANET KRIBS	OVR PMT WATER/SEWER BILLS - DANBURY EAST	37.46	
14. JOHN PETERSON	OVR PMT WATER/SEWER BILLS - FOX HOLLOW DR	41.35	
15. K & H CONCRETE CUTTING INC	WATER - JOLLY ROAD REPAIR - SAWCUTTING	928.80	
16. KMI ROAD MAINTENANCE	2021 CONCRETE REPAIR PROGRAM	1,750.65	
	2021 CONCRETE REPAIR PROGRAM	8,490.00	
	TOTAL	10,240.65	
17. MISS DIG SYSTEM	2022 ANNUAL MISS DIG MEMBERSHIP FEE	3,561.88	
18. MOHAMMAD ALMOTAWA	OVR PMT WATER/SEWER BILLS - BRENTWOOD AVE	12.91	
19. VERIZON WIRELESS	OCT 24, 2021 - NOV 23, 2021 WIRELESS SERVICES	420.06	
TOTAL - ALL VENDORS		32,429.31	

12/09/2021 11:03 AM  
User: GRAHAM  
DB: Meridian

INVOICE APPROVAL BY INVOICE REPORT FOR CHARTER TOWNSHIP OF MERIDIAN  
EXP CHECK RUN DATES 12/14/2021 - 12/14/2021  
BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID  
BANK CODE: TA

Vendor Name	Description	Amount	Check #
1. ATA MARTIAL ARTS	STC ORDER REVISED 2021 SUMMER TAX OVRPMT	13.70	13233
TOTAL - ALL VENDORS		13.70	

**Credit Card Report 12/2/2021-12/8/2021**

<b>Posting Date</b>	<b>Merchant Name</b>	<b>Amount</b>	<b>Name</b>
2021/12/03	THE HOME DEPOT 2723	\$402.44	LAWRENCE BOBB
2021/12/06	MIDWEST POWER EQUIPMENT	\$89.53	LAWRENCE BOBB
2021/12/06	MARKS LOCK SHOP INC	\$210.00	LAWRENCE BOBB
2021/12/06	THE HOME DEPOT #2723	\$29.96	LAWRENCE BOBB
2021/12/06	THE HOME DEPOT #2723	\$25.92	LAWRENCE BOBB
2021/12/02	EXOTIC AUTOMATION&SUPPLY	\$249.02	JIM HANSEN
2021/12/06	THE HOME DEPOT #2723	\$11.77	TYLER KENNEL
2021/12/03	MITA, INC.	\$75.00	NYAL NUNN
2021/12/07	DOMINO'S 1206	\$90.88	SAMANTHA DIEHL
2021/12/03	MAGNETSONTHECHEAP.COM	(\$22.56)	ANDREW MCCREADY
2021/12/02	AMZN MKTP US*6750Y0XP3	\$21.59	ALLISON GOODMAN
2021/12/02	AMZN MKTP US*CS98Z7MP3	\$269.08	ALLISON GOODMAN
2021/12/06	SOLDAN S PET SUPPLIES	\$10.14	ALLISON GOODMAN
2021/12/06	THE HOME DEPOT #2723	\$59.94	ALLISON GOODMAN
2021/12/06	THE HOME DEPOT #2723	\$29.94	ALLISON GOODMAN
2021/12/03	THE HOME DEPOT #2723	\$108.91	EMMA CAMPBELL
2021/12/03	HASLETT TRUE VALUE HARDW	\$29.78	JACOB FLANNERY
2021/12/02	THE HOME DEPOT #2723	\$16.39	JACOB FLANNERY
2021/12/03	LIFELOC TECHNOLOGIES	\$175.00	KRISTI SCHAEING
2021/12/07	LANGUAGE LINE	\$8.40	KRISTI SCHAEING
2021/12/07	LEXISNEXIS EPIC	\$150.00	KRISTI SCHAEING
2021/12/06	FACEBK DF2QV879U2	\$75.00	ANDREA SMILEY
2021/12/07	FLICKR.COM	\$59.99	ANDREA SMILEY
2021/12/02	THE HOME DEPOT #2723	\$19.20	MIKE ELLIS
2021/12/07	HASLETT TRUE VALUE HARDW	\$31.95	MIKE ELLIS
2021/12/07	WAL-MART #2866	\$20.99	MIKE ELLIS
2021/12/06	EATON FARM COOP MASON	\$355.57	MIKE ELLIS
2021/12/06	THE HOME DEPOT #2723	\$63.98	MIKE ELLIS
2021/12/02	GRAINGER	\$17.14	ROBERT MACKENZIE
2021/12/04	ELKAY	\$183.00	ROBERT MACKENZIE
2021/12/05	AMZN MKTP US*MN04K6MX3	\$119.99	ROBERT MACKENZIE
2021/12/02	AMAZON.COM*OJ0759U53	\$49.92	LUANN MAISNER
2021/12/02	MICHIGAN RECREATION & PAR	\$150.00	DEREK PERRY
2021/12/03	MIDWEST POWER EQUIPMENT	\$266.39	KEITH HEWITT
2021/12/03	MIDWEST POWER EQUIPMENT	\$9.95	KEITH HEWITT
2021/12/07	WESCO - # 3255	\$152.67	KEITH HEWITT
2021/12/08	AMZN MKTP US	(\$56.99)	MICHAEL DEVLIN
2021/12/02	MSU BAKERS ONLINE	\$67.50	MICHELLE PRINZ
2021/12/06	FSP*MORTON'S FINE CATERIN	\$435.00	MICHELLE PRINZ
2021/12/07	AMAZON.COM*KR4E828A3	\$47.28	MICHELLE PRINZ
2021/12/06	MICHIGAN TAX TRIBUNAL	\$25.00	MICHELLE PRINZ
2021/12/02	MIDWEST POWER EQUIPMENT	\$14.28	WILLIAM PRIESE
2021/12/04	ZORO TOOLS INC	\$237.44	WILLIAM PRIESE
2021/12/02	WEST MARINE #400	\$53.93	CATHERINE ADAMS
2021/12/06	FORESIGHT GROUP LLC	\$47.30	CATHERINE ADAMS
2021/12/03	THE HOME DEPOT #2723	\$67.05	DAVID LESTER
<b>Total</b>		<b>\$4,554.66</b>	

ACH Transactions

Date	Payee	Amount	Purpose
12/2/2021	Blue Care Network	\$ 99,205.23	Employee Health Insurance
12/3/2021	ICMA	\$ 39,389.24	Payroll Deductions 12/03/2021
12/3/2021	Nationwide	\$ 4,652.87	Payroll Deductions 12/03/2021
12/3/2021	Various Financial Institutions	\$ 302,715.24	Direct Deposit 12/03/2021
12/3/2021	IRS	\$ 112,999.36	Payroll Taxes 12/03/2021
12/3/2021	State of Michigan	\$ 16,398.42	MI Bus Tax
12/7/2021	Invoice Cloud	\$ 1,442.30	Utility Transaction Fees
12/7/2021	Eyemed	\$ 2,188.57	Employee Vision Insurance
12/8/2021	Blue Care Network	\$ 15,626.61	Employee Health Insurance
12/8/2021	Health Equity	\$ 166.67	Employee Health Savings Contribution
<b>Total ACH Payments</b>		<b>\$ 594,784.51</b>	



12.A

**To: Township Board**

**From: Timothy R. Schmitt, AICP  
Community Planning and Development Director**

**Date: December 9, 2021**

**Re: Special Use Permit #21-00-011 – 2763 Grand River Avenue – Consumers Credit Union – Group of buildings greater than 25,000 square feet**

---

At the December 7<sup>th</sup> meeting, the Township Board held an initial review of the request from Consumers Credit Union to construct a 2,153 square foot credit union building. The project requires a Special Use Permit approval, as it is located on the Hobby Lobby site, which was initially approved for a SUP in 2000 to allow construction of buildings larger than 25,000 square feet on the site. The Township Board raised no major concerns at the meeting, but did ask for information on any proposed ground sign for the project. The initial rendering of the sign is attached. The signs for the project are still subject to formal review and approval prior to any installation.

The Township Board may approve or deny the proposed special use permit. Given the relatively small nature of the request, the size of the building, and the changes that were made by the applicant to meet the Planning Commission's design requests, Staff would **recommend approval** of the request, as outlined in the attached resolution for approval.

**Attachments**

1. Resolution for approval
2. Draft sign information requested by Board
3. Overall site plan

**RESOLUTION TO APPROVE**

**Special Use Permit #21-00-011  
Consumers Credit Union  
2763 Grand River Avenue**

**RESOLUTION**

At a regular meeting of the Township Board of the Charter Township of Meridian, Ingham County, Michigan, held at 5151 Marsh Road, Okemos, MI 48864 on the 14<sup>th</sup> day of December 2021, at 7:00 p.m., Local Time.

PRESENT: \_\_\_\_\_  
\_\_\_\_\_

ABSENT: \_\_\_\_\_

The following resolution was offered by \_\_\_\_\_ and supported by \_\_\_\_\_.

WHEREAS, Consumers Credit Union has requested a special use permit to construct a 2,153 square foot financial institution 2763 Grand River Avenue; and

WHEREAS, the site is appropriately zoned C-2, Commercial, for the use being proposed and a special use permit is required for constructing a building or group of buildings totaling more than 25,000 square feet in gross floor area; and

WHEREAS, the site on which the proposed credit union is being built has previously received Special Use Permit approval for a building larger than 25,000 square feet for the entire site; and

WHEREAS, the Planning Commission held a public hearing at its regular meeting on October 15, 2021 and voted to recommend approval at its meeting on November 8, 2021; and

WHEREAS, the Township Board discussed the proposal its regular meeting on December 7, 2021 and has reviewed staff material forwarded under a cover memorandums dated December 2, 2021 and December 9, 2021; and

WHEREAS, the proposed addition of 2,153 square feet of commercial space to the group of buildings larger than 25,000 square feet will not be adverse or damaging to public health, safety, or welfare; and

WHEREAS, the proposed project is consistent with the general standards for granting a special use permit found in Section 86-126 of the Code of Ordinances; and

NOW THEREFORE, BE IT RESOLVED THE TOWNSHIP BOARD OF THE CHARTER TOWNSHIP OF MERIDIAN hereby approves Special Use Permit #21-00-011, subject to the following conditions:

1. Approval is granted in general accordance with the Overall Special Use Plan by Bosch Architecture, dated October 29, 2021.
2. Approval of the Special Use Permit for the site is subject to all existing conditions placed on the site through Special Use Permit #00-011, approved on February 9, 2001.

- 3. Any future building additions or revisions to the site layout will require amendments to the Special Use Permit.

ADOPTED: YEAS: \_\_\_\_\_

\_\_\_\_\_

NAYS: \_\_\_\_\_

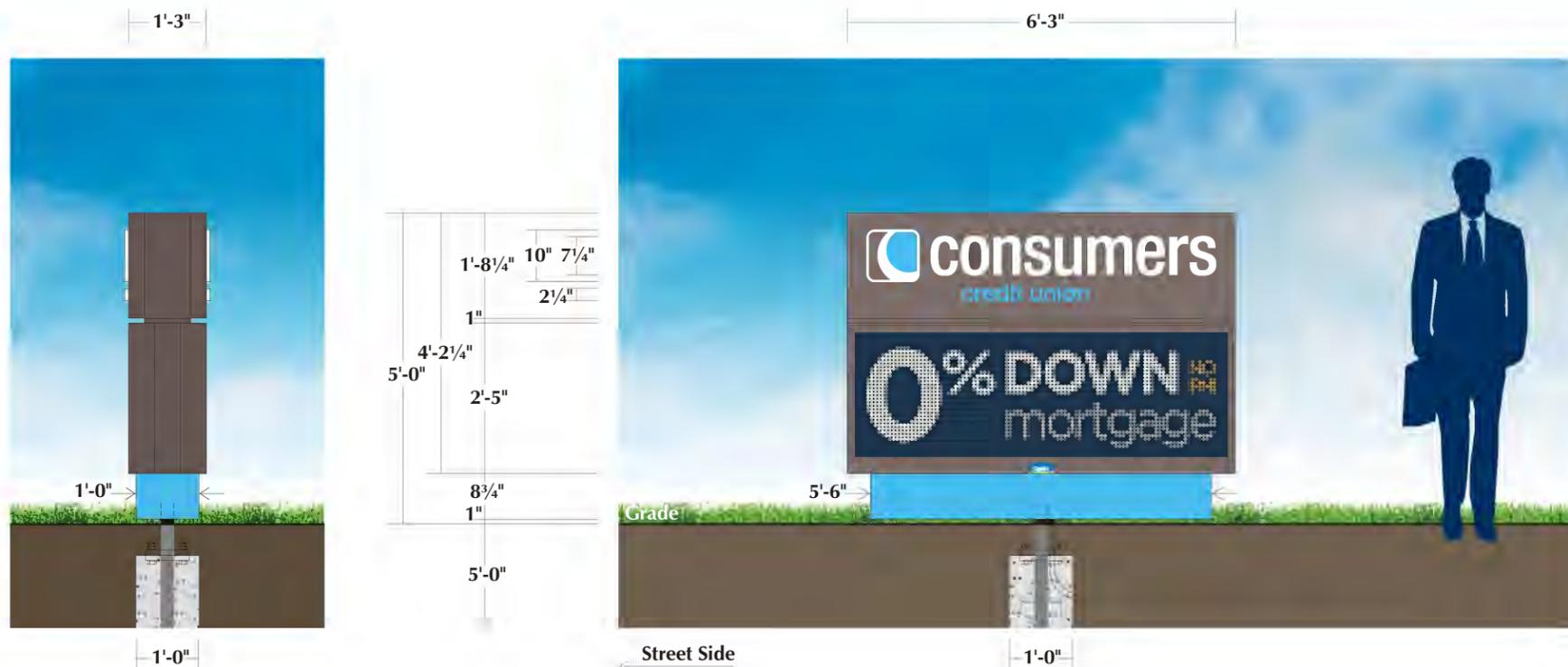
STATE OF MICHIGAN )

) ss

COUNTY OF INGHAM )

I, the undersigned, the duly qualified and acting Clerk of the Township Board of the Charter Township Meridian, Ingham County, Michigan, DO HEREBY CERTIFY that the foregoing is a true and a complete copy of a resolution adopted at a regular meeting of the Township Board on the 14<sup>th</sup> day of December, 2021.

\_\_\_\_\_  
Deborah Guthrie  
Township Clerk



**Double Faced Illuminated Monument Sign**

**I.D. Sign Cabinet**

S.A. Double filler with 1 3/4" retainers.  
1" Aluminum reveal.  
Paint with GripGard EFX semi-gloss enamel.

**Faces**

Precision routed .100 aluminum backed with 3/4" white push-thru acrylic.  
Applied pressure sensitive vinyl.

**LED Message Center**

Custom WatchFire 8mm full color LED message centers.  
.063 Aluminum filler.  
Paint with GripGard EFX semi-gloss enamel.

**Illuminated Cladding**

8 3/4" Tall, .118 white polycarbonate.  
Applied pressure sensitive vinyl

**Electrical/Illumination**

White LEDs powered by low voltage power supplies.  
Toggle disconnect.  
1" Rigid electrical conduit.

**Support/Foundation**

2 1/2" x 2 1/2" x .250 Steel support tube.  
8 1/2" x 8 1/2" x 1" Steel plate.  
1'-0" x 5'-0" Augered concrete footing.

**Note:** Breaker lock to be installed at service panel per National Electric Code 600.6(A1), 110.25.



Night Time View



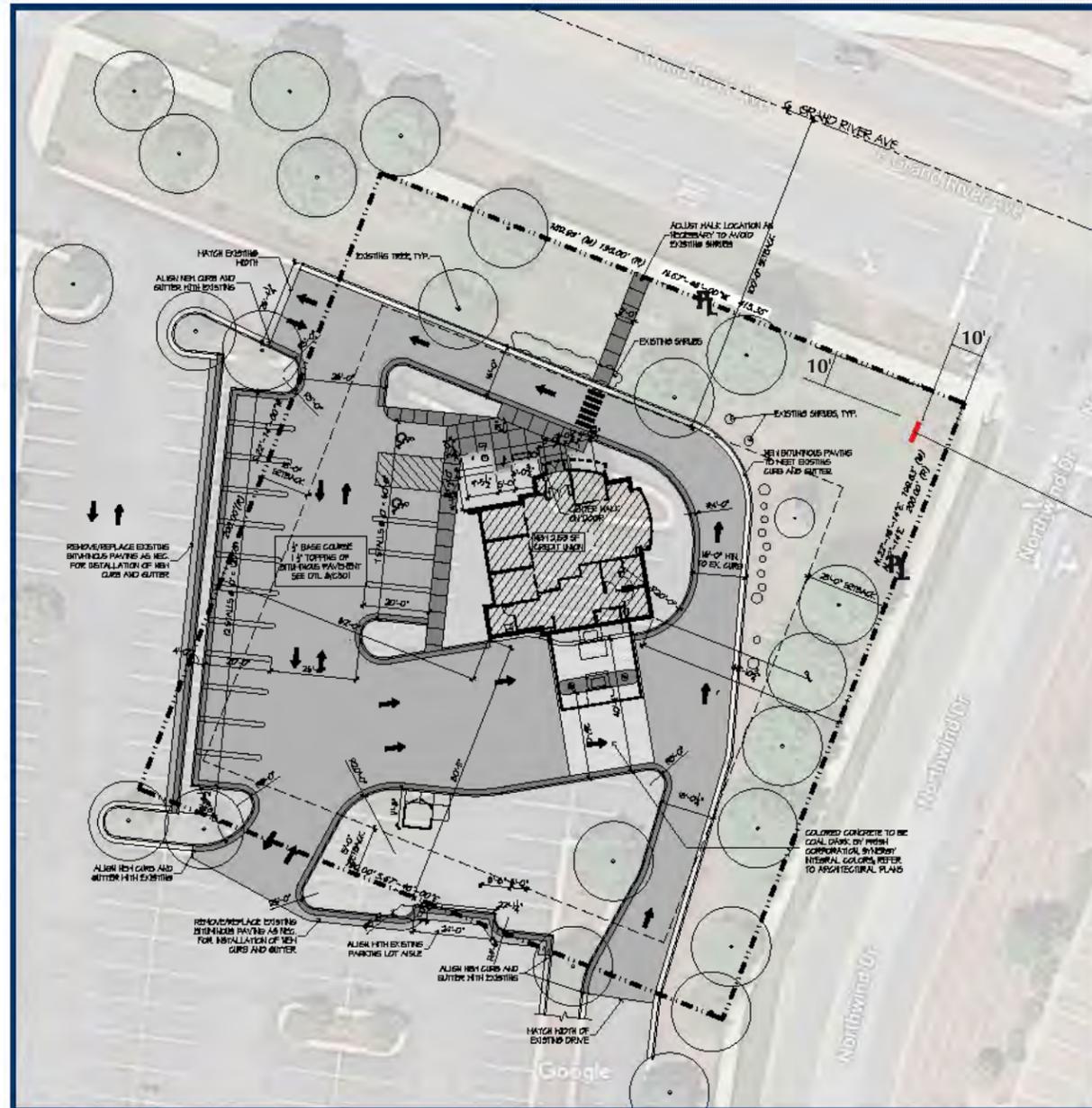
Square Footage	
Sign #1	4'-2 1/4" x 6'-3" = 26.17 Sq.Ft.
	Allowed = 28.00 Sq.Ft.



This sign is intended to be installed in accordance with the requirements of Article 600 of the National Electrical Code and/or other applicable local codes. This includes proper grounding and bonding of the sign.

Sign #1 — Double Faced Illuminated Monument Sign

Scale: 3/8" = 1'-0"

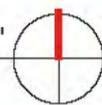


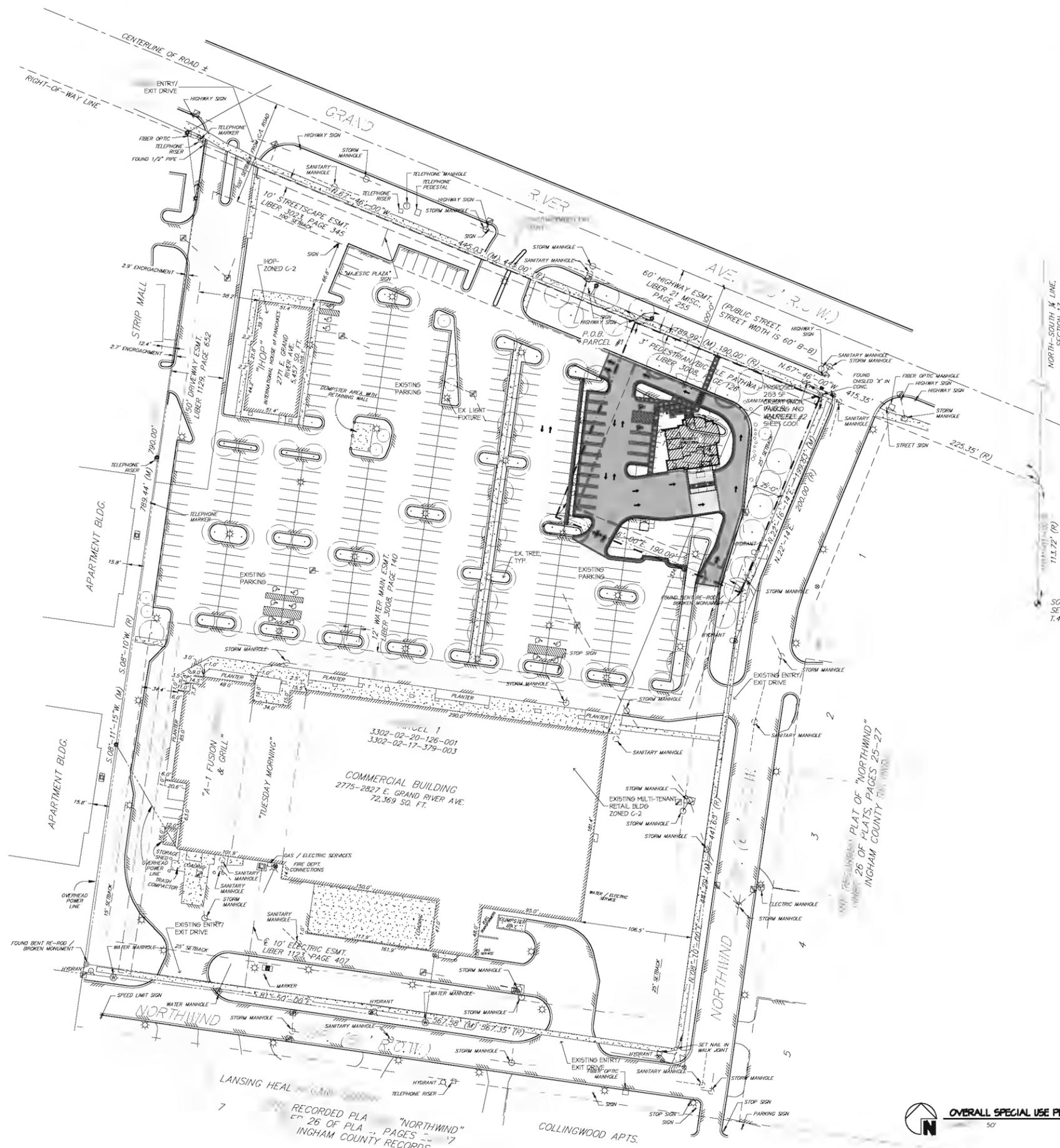
Sign #1  
(10' setback)

Notes:

Site Plan

Scale: 1" = 50'-0"

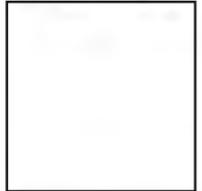




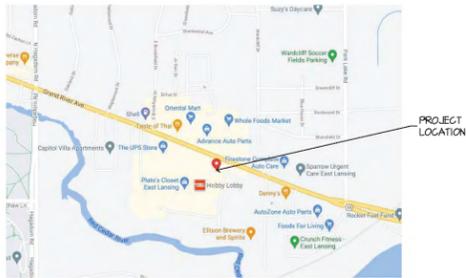
**SITE INFORMATION**

1. PARCEL ADDRESS: 2163 GRAND RIVER AVE. (AS) (LANSING # 48823) (P.L. 11-18-03)
2. DEVELOPER: CONSUMERS EAST LANSING (P.O. BOX 14000, EAST LANSING, MI 48823)
3. DESIGNER: BOSCH ARCHITECTURE ENGINEERING INTERIOR DESIGN (8065 VINEYARD PARKWAY, KALAMAZOO, MI 49009) (269) 321-5151
4. PROJECT: CONSUMERS EAST LANSING
5. ZONING: C-2 COMMERCIAL (ENTIRE SITE)
6. PROJECT AREA: 9.41 ACRES
7. PROJECT CODE: 20074C000
8. PROJECT SURFACE: EXISTING SURFACE
9. PROJECT TYPE: COMMERCIAL
10. PROJECT DATE: 05/2007

**Consumers East Lansing**  
 2763 Grand River Avenue  
 East Lansing, Michigan 48823



**OVERALL SPECIAL USE PLAN**



**LEGAL DESCRIPTION:**

OLD REPUBLIC NATIONAL TITLE INSURANCE COMPANY,  
COMMITMENT NO. 623691

PARCEL #1:  
Commencing at a point on the Southern line of East Grand River Avenue (Old US 16) N67°-46'N, 415.35 Feet from the intersection of the Southern line of said East Grand River Avenue (Old US 16) and the North-South 1/4 line of Section 11, T4 N-R1 W, Meridian Township, Ingham County, Michigan, thence along the Southern line of East Grand River (Old US 16) N67°-46'N, 445.00 Feet, thence S08°-10'N, 710.00 Feet, thence S21°-30'E, 561.35 Feet, thence N03°-10'E, 441.65 Feet, thence N67°-46'N, 190.00 Feet, thence N22°-14'E, 200.00 Feet to the point of beginning.

PP: #3302-02-20-126-001  
PP: #3302-02-11-314-003

Property commonly known as:  
2763 East Grand River Avenue,  
East Lansing, Michigan

AND

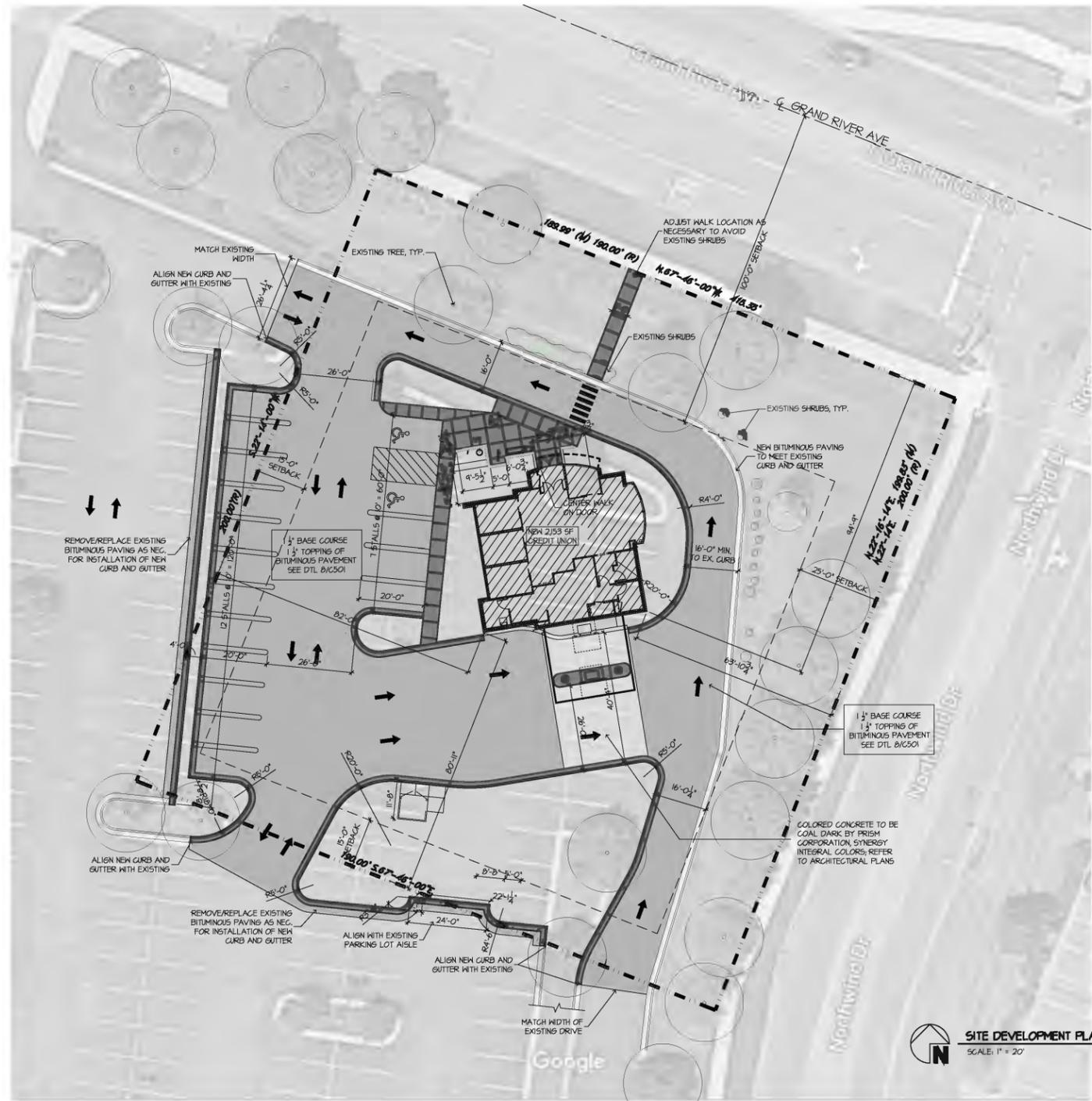
PARCEL #2:  
Part of the Southwest 1/4 of Section 11, T4 N-R1 W, Meridian Township, Ingham County, Michigan, described as commencing at the center point of Section 11, said point lying on the Southern line of East Grand River Avenue (US-16); thence along the Southern line of E. Grand River Ave. (US-16), N67°-46'-00"N, 225.35 Feet to the Point of Beginning, thence along the Southern line of East Grand River Ave. N67°-46'-00"N, 190.00 Feet; thence S22°-14'-00"E, 200.00 Feet; thence S67°-46'-00"E, 190.00 Feet; thence N22°-14'-00"E, 200.00 Feet to the point of beginning.

PP: #3302-02-11-314-004

Property commonly known as:  
2763 East Grand River Avenue,  
East Lansing, Michigan

**CONCRETE/BITUMINOUS SURFACE KEY**

- BITUMINOUS SURFACE
- CONCRETE SURFACE
- COLORED CONCRETE SURFACE  
"COAL DARK" BY PRISM
- DECORATIVE PAVERS (4/C50)



**SITE DEVELOPMENT PLAN**  
SCALE: 1" = 20'

GEN CONTR WILL PROVIDE NECESSARY SOIL BORINGS AS DIRECTED BY MERIDIAN TOWNSHIP. GEN CONTR WILL ALSO PROVIDE PERMEABILITY TESTS IF REQUIRED. WHICH WILL INCLUDE GROUNDWATER INFORMATION.

ALL PAVEMENT MARKINGS AND TRAFFIC SIGNS MUST CONFORM TO THE STANDARDS SET FORTH IN THE CURRENT EDITION OF THE MICHIGAN MANUAL OF UNIFORM TRAFFIC CONTROL DEVICES.

REQUIRED LANDSCAPE IS SHOWN ON LANDSCAPE PLAN. SEE LOOI FOR PLANTING DETAILS.

APPROPRIATE PERMITS TO BE OBTAINED FROM THE MERIDIAN TOWNSHIP.

AN EMERGENCY KNOX BOX FOR FIRE DEPARTMENT ACCESS WILL BE PROVIDED IF REQUIRED. KNOX BOX LOCATION TO BE DETERMINED UPON SUBMITTAL OF BUILDING PLANS, IF REQUIRED.

A FIREFIGHTER RIGHT-TO-KNOW AND HAZARDOUS MATERIALS RIGHT TO KNOW FORMS TO BE SUBMITTED PRIOR TO ISSUANCE OF A BUILDING PERMIT, IF REQUIRED.

**SITE INFORMATION**

- PARCEL ADDRESS: 2763 GRAND RIVER AVE, EAST LANSING, MI 48823  
PIN: 11-314-004
- OWNER: CONSUMERS CREDIT UNION  
1200 ELM VALLEY DRIVE  
KALAMAZOO, MI 49004
- ARCHITECT: BOSCH ARCHITECTURE  
8065 VINEYARD PKWY  
KALAMAZOO, MI 49004  
(269) 321-5151
- SURVEY: SPICER GROUP
- ZONING: ORIGINAL: C5  
CURRENT: C-2 COMMERCIAL
- PROPOSED LAND USE: CREDIT UNION
- OVERALL SITE AREA: 9.41 ACRES
- CREDIT UNION SITE AREA: 0.812 ACRES
- OVERALL LAND USE PERCENT (%):  
PVIOUS SURFACE: OPEN: 25.2%  
IMPERVIOUS SURFACE: EX: MAX: 82.5%  
BUILD: 19.4%  
PAVEMENT: 55.4%  
CU LAND USE PERCENT (%): BUILDING: 5.7%  
IMPERVIOUS: 46.9%  
OPEN: 47.4%
- REQUIRED SETBACKS: FRONT: 100' FROM CENTERLINE OF ROAD  
FRONT (NORTHWIND): 25' FROM ROW  
SIDE: 15' MIN.  
REAR: 15' MIN.
- BUILDING TYPE(S): 2153 SF CREDIT UNION
- MAXIMUM BUILDING HEIGHT: 35' MAXIMUM  
27' ACTUAL
- REQUIRED PARKING:  
CREDIT UNION: MINIMUM OF (3) STALLS REQUIRED PER 1000 GFA / MAX OF (4) STALLS REQUIRED PER 1000 GFA; PLUS (B) VEHICLE STACKING SPACE AT ATM AND EACH DRIVE UP WINDOW.  
CREDIT UNION: 2153 SF / 1000 \* 3 = 6 MIN. STALLS SPACES / 2153 SF / 1000 \* 4 = 9 MAX. STALLS  
SHOPPING CENTER: MINIMUM OF (4) STALLS REQUIRED PER 1000 GFA / MAX OF 4.5 STALLS PER 1000 GFA  
12364 SF / 1000 \* 4 = 284 MIN. STALLS  
12364 SF / 1000 \* 4.5 = 326 MAX. STALLS  
HOP RESTAURANT: (1) STALL REQUIRED PER 315 USEABLE SF  
5435 SF \* 80% = 4348 SF  
4348 SF / 315 = 16 STALLS REQUIRED  
TOTAL REQUIRED PARKING:  
411 STALLS MINIMUM / 451 MAXIMUM  
336 PROVIDED
- REQUIRED BIKE PARKING: (1) BIKE PARKING STALL PER (10) VEHICULAR SPACES, MIN. OF 2 SPACES REQ. MAX. 4 VEHICULAR STALLS REQ. / 10 = 1 BIKE PARKING SPACE REQ.; 2 BIKE PARKING SPACES PROVIDED
- LANDSCAPING: SEE LOOI  
BUILDING PERIMETER LANDSCAPING: MIN. AREA OF 4' \* PERIMETER OF THE BLDG. IN FEET LOCATED AT THE BLDG. OR ELSEWHERE ON SITE  
204 LF \* 4 = 816 SF OF PERIMETER LANDSCAPING REQUIRED  
1052 SF OF PERIMETER LANDSCAPING PROVIDED  
PARKING LOT LANDSCAPING:  
200 SF OF LANDSCAPED AREA REQUIRED FOR EACH (10) PARKING SPACES  
345 SPACES / 10 = 34.5 \* 200 SF = 6900 SF OF LANDSCAPED AREA REQUIRED  
15123.96 SF OF LANDSCAPED AREA PROVIDED  
(2) CANOPY TREES REQUIRED PER EVERY (10) PARKING SPACES  
345 SPACES / 10 = 34.5 \* 2 = 64 TREES REQUIRED  
(66) TREE PROVIDED IN EXISTING PARKING LOT  
(4) TREES REMOVED PER PROPOSED LAYOUT  
(1) NEW TREES PROPOSED  
(64) TOTAL TREES PROVIDED
- LEGAL DESCRIPTION: SEE THIS SHEET
- OCC. CLASSIFICATION: B - BUSINESS
- CONSTRUCTION TYPE: 5B
- ALL SITE PARKING STRIPING, ARROWS, CROSSWALKS AND LINES TO BE YELLOW PAINT. ALL BARRIER FREE MARKINGS, LINES AND SYMBOLS TO BE BLUE.

**GENERAL NOTES (SITE WORK)**

- SITE PREPARATION:  
a. ALL EROSION AND SEDIMENTATION CONTROL MEASURES SHALL BE PERFORMED BY THE CONTRACTOR IN COMPLIANCE WITH PART 91 OF PUBLIC ACT 451 OF 1994.  
b. EXISTING TOPSOIL SHALL BE STRIPPED FROM THE CONSTRUCTION AREA AND STOCKPILED AS INSTRUCTED BY THE G.C. FOR LATER USE.
- EARTHWORK:  
a. CALL MISS DIG AT 1-800-482-7111 BEFORE BEGINNING EXCAVATION.  
b. EXCAVATION SHALL BE LEVEL TO EXACT DEPTHS AND DIMENSIONS INDICATED ON DRAWINGS.  
c. CONSTRUCTION OF FOUNDATIONS AND SLABS-ON-GRADE WILL BE ON COMPACTED FILL IN MOST AREAS. LAYERED COMPACTION SHALL BE PERFORMED TO A MINIMUM DENSITY OF 95 MAXIMUM DRY DENSITY AS DETERMINED BY ASTM DESIGNATION D-1557 VALUES.  
d. PLACE A MIN. 6 INCHES OF BANK RUN SAND COMPACTED TO 98% OF MAXIMUM DENSITY UNDER ALL FLOOR SLABS ON GRADE.  
e. SOIL TESTING WILL BE CONTRACTED AND PAID FOR BY THE GENERAL CONTRACTOR.  
f. SITE SHALL BE FINE GRADED BEFORE PLACING TOP SOIL OR GRANULAR BASE MATERIAL.  
g. EXTERIOR SURFACE DRAINAGE SHALL BE AWAY FROM BUILDINGS, 3/8 10'-0" OUT FROM BLDG.  
h. THE CONTRACTOR SHALL VERIFY ALL EXISTING AND NEW GRADES PRIOR TO COMMENCEMENT OF ANY WORK. THIS OFFICE SHALL NOT BE HELD RESPONSIBLE FOR ANY MISSING OR ERRONEOUS INFORMATION.

**Consumers East Lansing**  
 2763 Grand River Avenue  
 East Lansing, Michigan 48823

ISSUED
2021-09-24 SPECIAL USE SUBMITTAL
2021-10-29 REVISED PER PC MEETING



COOL



**To: Board Members**  
**From: Frank Walsh, Township Manager and Ken Plaga, Chief of Police**  
**Date: December 2, 2021**  
**Re: Contract Renewal for Police Services with Williamstown Township**

---

For the past decade, Meridian Township has partnered with our neighbors to provide police services to Williamstown Township. The agreement has allowed for the two communities to develop an excellent working relationship beyond public safety.

The current three year agreement expires on December 31, 2021. The main obstacle in simply renewing the current agreement is recruiting and retaining police officers. Meridian Township is not unique in our challenge to recruit qualified law enforcement candidates. Our 2022 budget appropriates funding for 41 sworn officers. Today, we are hovering around a team of 35 police officers. With a lean staff of 35, we are simply unable to continue offering our neighbors 80 hours of weekly enforcement. Given our strong relationship, we did not want to terminate our police services contract.

Over the past month, we have met with Supervisor Wanda Bloomquist to discuss what options are available to us given our staffing challenges. Through mindful conversations, we were able to draft a plan that allows us to reduce our commitment to 40 hours of coverage per week. We also provided language that doesn't close the door to returning to 80 hours of protection. As we discussed with Supervisor Bloomquist, our future coverage is based on our ability to recruit and retain qualified personnel. Recently, the Township Board took an extremely bold step and increased police wages from the contractual obligated 2% to 3.5% in 2022. We are approaching the nationwide shortage of law enforcement officers with unbridled energy. We will continue to serve and protect our community and our neighbors.

The 2022-2024 proposed contract authorizes Williamstown Township to compensate Meridian Township \$141,802.00 for calendar year 2022, \$146,056.06 for calendar year 2023 and \$150,437.74 for calendar year 2024. Additional per hour compensation outside the 40 hours of weekly patrol for emergency and non-emergency responses is also included in the contract.

The following motion is proposed for Board consideration:

**MOVE TO APPROVE THE AGREEMENT TO CONTINUE PROVIDING LAW ENFORCEMENT SERVICES TO WILLIAMSTOWN TOWNSHIP BEGINNING JANUARY 1, 2022 THROUGH DECEMBER 31, 2024 FOR EMERGENCY AND NON-EMERGENCY RESPONSES OUTSIDE THE 40 HOURS OF WEEKLY PATROL AND TO AUTHORIZE THE SUPERVISOR AND CLERK TO SIGN THE AGREEMENT.**

**Attachment:**

1. Proposed Williamstown Township Agreement for Law Enforcement Services

## AGREEMENT FOR LAW ENFORCEMENT SERVICES

**THIS AGREEMENT**, effective January 1, 2022, is made and entered by and between **CHARTER TOWNSHIP OF MERIDIAN**, 5151 Marsh Road, Okemos, MI 48864 (“Meridian”) and **WILLIAMSTOWN TOWNSHIP**, 4990 North Zimmer Road, Williamston, MI 48895 (“Williamstown”).

**WHEREAS**, Williamstown desires to secure certain law enforcement services from Meridian; and

**WHEREAS**, Meridian agrees to provide Williamstown with those law enforcement services as outlined below.

**NOW THEREFORE**, in consideration of the mutual covenants hereinafter contained, IT IS HEREBY AGREED as follows:

**1. Services to be Provided by Meridian.** Meridian shall provide Williamstown general law enforcement services by Police Officers (“Officers”) including, but not limited to, police patrol services, emergency and non-emergency response services to all dispatch calls, and additional police services, including without limitation the enforcement of applicable state statutes and regulations and Williamstown ordinances. These law enforcement services shall be provided as follows:

- A. Meridian will provide Williamstown forty (40) hours of police patrol coverage within Williamstown per week, according to a variable schedule or schedules approved by the Williamstown Supervisor. The schedule or schedules may be modified from time to time as agreed upon between Meridian and Williamstown.
- B. In the event an Officer assigned on shift to Williamstown is reassigned by Meridian to work outside Williamstown, and has not been replaced by another Officer, Williamstown shall be credited with compensatory time, which shall be used as mutually agreed upon by Meridian and Williamstown. The Williamstown Supervisor will be notified of all reassignments and the amount of hours taken from Williamstown.
- C. Meridian will provide emergency and non-emergency response by Officers to all dispatch calls within Williamstown 24 hours per day, seven days each week.
- D. Meridian will provide Williamstown additional police services as summarized in the attached Exhibit A.

**2. Cooperation and Enforcement of Williamstown Ordinances.** Meridian and its Officers shall cooperate with Williamstown officials in the enforcement of Williamstown ordinances. Williamstown shall be responsible for the prosecution and legal costs required in ordinance matters and shall provide the necessary prosecutorial support to adjudicate such cases.

**3. Equipment to be Provided by Meridian.** Meridian shall provide and maintain at its expense motor vehicles to be used for police protection and patrol within Williamstown and any and all uniforms, weapons, radios, and general police equipment to be used by Officers assigned to duty in Williamstown.

**4. Insurance.** Meridian shall provide all insurance for the motor vehicles and Officers used in the performance of the services described in the Section 1 of this Agreement, including without limitation all automobile, liability, health care workers’ compensation and other insurance coverage for any Officers and vehicles assigned to duty in Williamstown. “Insurance”, insofar as vehicles and Officers are concerned, means the coverage provided by Meridian as of January 1, 2011. If such coverage is discontinued or modified for any reason, Meridian shall notify Williamstown. Meridian will add Williamstown as an additional insured on Meridian’s general liability and automobile policies. Williamstown will add Meridian as an additional insured to Williamstown’s general liability policy.

**5. Compensation.** It is expressly understood that Williamstown shall pay Meridian the sum for calendar year depending on the agreed upon hours of police patrol coverage. See chart below. Additional per hour compensation for emergency and non-emergency response by Officers to all dispatch calls within Williamstown is listed below as Non Patrol Hours Rate.

<b>Patrol Hours</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>
80 weekly hours of patrol	\$283,604.00	\$292,112.12	\$300,875.48
40 weekly hours of patrol	\$141,802.00	\$146,056.06	\$150,437.74
20 weekly hours of patrol	\$70,901.00	\$73,028.03	\$75,218.87
Non Patrol Hours Rate	\$67.65	\$69.68	\$71.77
Quarterly Maximum Billable Hours	\$27,060	\$27,872	\$28,708

Meridian will invoice Williamstown quarterly at the end of each calendar quarter for the amount of actual emergency and non-emergency response by Officers to dispatch calls within Williamstown and additional police services approved by Williamstown under this Agreement during that quarter. The amounts due Meridian during the period covered by this Agreement shall be paid in quarterly installments, with payments due by the 15<sup>th</sup> day of the month following the end of a quarter. All payments shall be made payable to Meridian and submitted to the Meridian Treasurer’s Office.

**6. Reports.** Meridian shall provide Williamstown a monthly written report concerning the law enforcement services provided under this Agreement. At the request of Williamstown, Meridian will provide an Officer or supervisory personnel to orally present reports not less than quarterly on law enforcement services under this Agreement to the Williamstown Township Board or Williamstown Police Advisory Committee.

7. **Employment Status of Officers Assigned to Williamstown.** The Officers assigned to Williamstown are and shall remain employees of Meridian and shall be under Meridian's supervision, direction and control.

8. **Meridian Responsible for Management.** Meridian shall be solely responsible for the management of the Officers assigned to Williamstown under this Agreement. Management shall be construed to include, but not be limited to, determining priority of investigation; determining what constitutes a life threatening emergency; determining the specific personnel to be assigned to Williamstown; determining job duties and assignments; and determining the adequacy of motor vehicles deployed. Meridian will consult with Williamstown on routine or special matters as deemed appropriate.

9. **Emergency Removal of Officers.** Meridian reserves the right to remove any Officer who is otherwise assigned to Williamstown for emergencies that might exist within Meridian, subject to Section 1 B of this Agreement.

10. **Nondiscrimination.** In carrying out the terms of this Agreement, the parties shall adhere to all applicable federal, state and local laws, regulations and policies prohibiting discrimination. The parties shall not discriminate against persons to receive services under this Agreement or against an employee or applicant for employment with respect to hire, tenure, terms, conditions or privileges of employment, or a matter directly or indirectly related to employment, because of race, color, religion, national origin, age, sex, sexual orientation, disability that is unrelated to the individual's ability to perform the duties of a particular job or position, height, weight, marital status or political affiliation or beliefs.

11. **Agreement Does Not Affect Collective Bargaining Agreements.** The provisions of this Agreement shall not be construed as in any way affecting the collective bargaining agreement covering Meridian Officers including, but not limited to, the adding or subtracting of provisions.

12. **Communication.** It is agreed by the parties that prompt and timely resolution of issues and/or concerns is vital to the success of this Agreement. Therefore, the parties agree that the following steps will be utilized:

- A. The Williamstown Supervisor will meet regularly with the Meridian Police Chief for the purposes of resolving issues and/or concerns.
- B. The Williamstown Police Advisory Committee will meet as needed, at the request of the Chair of the Committee, or the Meridian Police Chief, for the purpose of communications and public feedback concerning activities of the Officers assigned to Williamstown.
- C. If issues and/or concerns cannot be resolved in either of the above mentioned forums in a timely manner, then the Williamstown Supervisor, Clerk and Treasurer will meet with the Meridian Police Chief and Manager to pursue resolution.

**13. Waivers.** No failure or delay on the part of any of the parties to this Agreement in exercising any right, power or privilege hereunder shall operate as a waiver thereof nor shall a single or partial exercise of any right, power or privilege preclude any other or further exercise of any other right, power or privilege.

**14. Modification of Agreement.** Modifications, amendments or waivers of any provision of this Agreement may be made only by the written mutual consent of the parties hereto.

**15. Assignment or Subcontracting.** The parties to this Agreement may not assign, subcontract or otherwise transfer their duties and/or obligations under this Agreement without express mutual written consent.

**16. Non-Third Party Beneficiary Contract.** This Agreement is not intended to be a third party beneficiary contract and confers no rights on anyone other than the parties hereto.

**17. Disregarding Titles.** The titles of the sections set forth in this Agreement are inserted for the convenience of reference only and shall be disregarded when construing or interpreting any of the provisions of this Agreement.

**18. Complete Agreement.** This Agreement contains all the terms and conditions agreed upon by the parties, and no other agreements, oral or otherwise, regarding the subject matter of this Agreement or any part thereof shall have any validity or bind any of the parties and any prior agreements shall be null and void.

**19. Agreement Period and Termination.** This Agreement shall be in effect from January 1, 2022, through December 31, 2024, and shall automatically renew unless either party provides one hundred eighty (180) days prior written notice of nonrenewal. Either Meridian or Williamstown may, with or without cause, terminate this Agreement at any time upon one hundred eighty (180) days prior written notice to the other party. In the event this Agreement is terminated prior to December 31, 2024, Williamstown shall pay Meridian as set forth in Section 5 the total sum due for services performed by the Officers assigned to Williamstown up to the effective date of termination.

**20. Invalid Provisions.** If any clause or provision of this Agreement is rendered invalid or unenforceable because of any State or Federal statute or regulation or ruling by any tribunal of competent jurisdiction, that clause or provision shall be null and void, and any such invalidity or unenforceability shall not affect the validity or enforceability of the remainder of this Agreement. It shall be considered to be deleted and the remainder of this Agreement shall not be affected thereby. Where the deletion of the invalid provision would result in the illegality and/or unenforceability of this Agreement, this Agreement shall be considered to have terminated as of the date in which the provision was rendered invalid or unenforceable.

**21. Certification of Authority to Sign Agreement.** The people signing on behalf of the parties certify by their signatures that they are duly authorized to sign this Agreement on behalf of said parties and that this Agreement has been authorized by said parties.

THE FOLLOWING AUTHORIZED REPRESENTATIVES OF THE PARTIES HAVE EXECUTED THIS AGREEMENT AS OF THE DAY AND YEAR FIRST ABOVE WRITTEN.

CHARTER TOWNSHIP OF MERIDIAN	WILLIAMSTOWN TOWNSHIP
By: _____ Supervisor Date	By: _____ Supervisor Date
By: _____ Clerk Date	By: _____ Clerk Date

**EXHIBIT A**

Meridian currently provides the following additional police services to its residents. These services will also be provided to Williamstown residents, subject to Meridian’s decision to continue to provide these services to its residents.

- Investigations Unit – Five investigators available for major crimes and specialized investigations.
- Sex Offender Registry – Monitor and verify sex offender registrations.
- Court Service Officer – This position, assigned to investigations, processes warrant requests keeping patrol officers on the road.
- Records Unit – Civilian staff transcribes reports, responds to requests for reports and are keepers of all records. Records staff members are trained to respond to freedom of information requests.
- Training – All sworn officers receive nearly 40 hours of in-service training each year. Additionally, many officers receive specialized training off site.
- Crime Scene Investigators receive additional training to process crime scenes.
- Accident Investigation Team – Several officers have received additional training to investigate more serious and fatal traffic crashes.
- In-Car Video – Each patrol vehicle is equipped with video recording equipment used for its evidentiary value and verifying officer performance.
- Body worn cameras for each officer.
- Supervision – Patrol supervisor on duty at all times.
- Community Policing – Individual officers are assigned specific neighborhoods to develop communication between the Department and the community.
- Neighborhood Watch – The Department encourages neighborhoods to be active in crime prevention initiates by organizing neighborhoods to be eyes and ears.
- Medical First Responders – Officers are licensed at a Medical First Responder level. Officers are available to respond to medical calls to assist NIESA ambulance. Medical First Responders may have a quicker response to begin treatment or may be available when the ambulance is unavailable.
- Automatic External Defibrillators – AEDs are carried in patrol cars.

- Property Checks – Officers will check residential properties for security when the homeowner is away on vacation on request.
- Citizens Academy and Youth Academy – Each academy is held once per year allowing citizens to learn more about the Department and law enforcement in the community.
- Community Leader Meeting – Community leader meetings are held three times a year. It is an opportunity for police and our community to discuss community issues, crimes and trends.
- National Night Out – This celebration, held the first Tuesday in August, encourages citizens to be organized against crime. Neighborhoods are encouraged to have neighborhood activities including ice cream socials, picnics, or, at a minimum, have their porch light on and meet their neighbors.
- Traffic Initiative – The Department takes an active effort in reducing traffic crashes, thus, reducing injuries and fatalities.
- Citizen Satisfaction Surveys – Monthly surveys are sent to individuals who have used police services. Each one is reviewed by the Chief. The surveys provide valuable feedback on the Department's performance.
- Special Response Team – The Department participates with East Lansing, Michigan State University and other departments on a special response tactical team for special response situations. This would be available to Williamstown Township.
- Written Reports – Criminal reports are completed in the patrol vehicle on an in-car computer. This reduces the amount of time the officer spends in the office.
- Citizen Complaint Process – All citizen complaints are thoroughly investigated with a follow-up correspondence to the citizen. Appropriate action is taken if necessary. Most citizen complaints are not sustained or are unfounded.
- Patrol officers are encouraged to do their own follow-up investigations when possible. Neighborhoods are canvassed on serious crimes. Patrol supervisors review investigative efforts to ensure thorough investigations are conducted.
- The Department has used satellite offices and would use Williamstown Township's office as a location to meet with residents.
- Everbridge.net – Technology used to inform citizens of crime, crime trends, community alerts, and bulletins.



**To: Board Members**  
**From: Miriam Mattison, Finance Director**  
**Date: December 13, 2021**  
**Re: 2021 Year End Budget Amendment Request**

---

The 2021 Year End Amended Budget is attached. It reflects the recommended Budget amendments that are detailed in Exhibit A. These amendments result from revenue and expenditures that were unknown during the original budget process.

Amendments to the 2021 General Fund include revenue increases for State Revenue Sharing (\$350,000), recycling revenue (\$6,900), and reimbursements (\$67,500) along with a payback from the Parks Fund for 2020 Transfer (\$50,000). Expenditure requests are from Treasurer for pension, recycling event, Police for overtime and operating supplies, Fire for special equipment need for the new fire engine that will reduce the transfer into the Motor Pool fund totaling \$57,000.

The projected Fund Balance for the General Fund is computed as follows:

Fund Balance at 12/31/20 per audit	\$10,263,785
Original Budgeted Use of Fund Balance 2021	(967,875)
1 <sup>st</sup> Qtr. budget amendments	<u>(391,310)</u>
2 <sup>nd</sup> Qtr. budget amendments	347,200
3 <sup>rd</sup> Qtr. budget amendments	(96,100)
4 <sup>th</sup> Qtr. Budget amendments	417,400
Projected Use of Fund Balance	<u>(\$690,085)</u>
Projected Fund Balance at 12/31/21	<u>\$9,573,700</u>
Fund Balance/Average Monthly Expenditures	<u>4.88</u>

Amendments to the Special Funds consists of a Parks Fund transfer back to General Fund (\$50,000), requests from the Community Needs Fund for use of \$4,600. The Sewer Fund for addition to the fund balance from increased connection fees offset with salaries and refunds totaling (\$7,700). The Motor Pool for use of fund of \$18,700 from the reduction of transfer in from the Fire purchases.

The following motion is proposed:

**MOVE TO APPROVE THE YEAR EBD 2021 BUDGET AMENDMENTS WITH AN INCREASE IN BUDGETED FUND BALANCE FOR THE GENERAL FUND IN THE AMOUNT OF \$417,400 WHICH PROJECTS A USE OF FUND BALANCE OF \$690,085. BASED ON 2020 RESULTS, THE PROJECTED FUND BALANCE AT DECEMBER 31, 2021 WILL BE \$9,573,700.**

**Attachment:**

1. Year End 2021 Budget Amendment Financial Information

Year End Budget Amendments  
2021 Budget  
Charter Township of Meridian

Department	Amount	Explanation	Account
<b>GENERAL FUND</b>			
<b>Revenue</b>			
State Revenue Sharing	\$350,000.00	Higher than anticipated	101-000.000-574.000
Recycling Revenue	\$6,900.00	Higher than anticipated	101-000.000-647.040
Reimbursements - Police	\$5,000.00	Higher than anticipated	101-000.000-676.020
Reimbursements - Fire	\$8,500.00	Higher than anticipated	101-000.000-676.030
Reimbursements - Insurance	\$22,000.00	Higher than anticipated	101-000.000-676.040
Reimbursements - School Security	\$32,000.00	Higher than anticipated	101-000.000-676.300
Transfer In	\$50,000.00	Higher than anticipated - Payback from Park Fund	101-000.000-699.000
	<u>\$474,400.00</u>		
<b>Expenditures</b>			
<b>General Government</b>			
Treasurer - Pension	5,600.00	Higher than anticipated - Staffing Changes	101-170.253-717.000
Recycling - Special Projects	3,400.00	Higher than anticipated - offset by revenue received at recycling event	101-170.272.888.500
Police - Overtime	20,000.00	Higher than anticipated	101-300.301-706.000
Police - Overtime - School Security	24,000.00	Higher than anticipated - Offset by increased revenue	101-300.301.706.040
Police Operating Supplies	4,000.00	Higher than anticipated	101-300.301-728.000
Fire - Special Equipment	18,700.00	Additional equipment fro new truck - offset by transfer out	101-300.336-726.000
Operating Transfer out	-18,700.00	Transfer to Motor Pool lowered by the special equipment	101-965.966-995.009
<b>Total General Government</b>	<b>57,000.00</b>		
<b>Total Expenditures for General Fund</b>	<b><u>57,000.00</u></b>		
<b>Net to (from) Fund Balance</b>	<b><u>\$417,400.00</u></b>		
<b>SPECIAL REVENUE FUNDS</b>			
<b>Park Fund</b>			
<b>Revenue -</b>			
<b>Expenditures -</b> Operating Transfer Out	50,000.00	Pay back 2020 borrowing from GF	208-965-966-995.000
<b>Net from Fund Balance</b>	<b><u>-50,000.00</u></b>		
<b>Community Needs Fund</b>			
<b>Revenue - Donations - HRC Emer Services</b>	2,500.00	Higher than anticipated	272-000.000-674.060
<b>Revenue - Donations - Redi Ride</b>	1,250.00	Higher than anticipated	272-000.000-674.065
<b>Revenue - Holiday Baskets</b>	2,900.00	Higher than anticipated	272-000.000-674.076
<b>Expenditures -</b> Emergency Fund	5,000.00	Higher than anticipated	272-000.000-956.070
<b>Expenditures -</b> Holiday Baskets	5,000.00	Higher than anticipated	272-000.000-956.073
<b>Expenditures -</b> Redi Ride	1,250.00	Higher than anticipated	272-000.000-956.075
<b>Net from Fund Balance</b>	<b><u>-4,600.00</u></b>		
<b>Sewer</b>			
<b>Revenue - Connection Fees</b>	100,000.00	Higher than anticipated	590-000.000-644.000
<b>Expenditures -</b> Administration Salaries	13,500.00	Higher than anticipated	590-440.441-701.000
<b>Expenditures -</b> Health Insurance	1,400.00	Higher than anticipated	590-440.441-715.000
<b>Expenditures -</b> Pension	2,400.00	Higher than anticipated	590-440.441-717.000
<b>Expenditures -</b> Refunds	75,000.00	Not budgeted	590-440.441-964.000
<b>Net to Fund Balance</b>	<b><u>\$7,700.00</u></b>		
<b>Motor Pool</b>			
<b>Revenue - Rentals - Public Safety Vehicles</b>	-18,700.00	Money for special equipment purchaes new Fire Engine	661-000.000-667.500
<b>Net from Fund Balance</b>	<b><u>-18,700.00</u></b>		

\* Previously approved by the Township Board



12. D

**To: Board Members**  
**From: Frank Walsh, Township Manager**  
**Date: December 10, 2021**  
**Re: 2022 Township Goals**

---

Through a meaningful and collaborative effort, the Board and staff have developed a vision for 2022 and beyond. The framework of those discussions is depicted below with the presentation of the 2022 Action Plan. On Tuesday evening, our team will provide an overview of 2021 & 2022.

Our team anticipates another successful year of providing exemplary customer service to our 45,000 residents.

The following motion is proposed for Board consideration:

**MOVE TO APPROVE THE 2022 MERIDIAN TOWNSHIP ACTION PLAN AS DEVELOPED BY THE TOWNSHIP BOARD AND ADMINISTRATION.**

**Attachment:**

1. 2022 Draft Township Goals



# 2022

## GOALS ACTION PLAN- DRAFT

---

### **A. INFRASTRUCTURE ENHANCEMENTS**

Work with Ingham County to facilitate a successful replacement of the Okemos Road Bridge. Place an emphasis on traffic control in the adjacent neighborhoods.

Complete year three of the Meridian Township Local Road Improvement Plan. Our PASER rating at the end of 2022 shall be a minimum of 5.50.

Work jointly with the Michigan Department of Transportation to minimize the impacts of the Okemos Road/Grand River Avenue Enhancement Project.

Determine the financial feasibility of implementing of a Railroad Quiet Zone in the northern portion of the Township.

Continue to work with Ingham County officials to determine the most effective process to enhance the community's Broadband.

### **B. DIVERSITY, EQUITY AND INCLUSION**

Continue to work with Michigan State University, and the Michigan Department of Civil Rights, to foster a workplace that adheres to the highest standards of diversity, equity and inclusion.

Update the Township's 2015 Personnel Handbook with an emphasis on building equity for all.

Continue to offer DEI training opportunities across the organization on a regular basis.

### **C. ECONOMIC DEVELOPMENT**

Continue our efforts to bring vitality to the Village of Okemos with the assistance of the Meridian Redevelopment Fund, Brownfield Redevelopment Authority and Downtown Development Authority Tax Increment Financing Authority. Continue our efforts to revitalize downtown Haslett with the Pine Village development. Assistance available shall include the Brownfield Redevelopment Authority and the Meridian Redevelopment Authority.

Work cooperatively with the Michigan Economic Development Corporation (MEDC) and the Meridian Township Economic Development Corporation (EDC) to recertify our Redevelopment Ready Community (RRC) status.

Work in partnership with CBL Properties to forge a plan to accommodate a Meridian Mall Commercial Planned Unit Development.

#### **D. COMMUNITY PLANNING**

With the support of the Planning Commission, Township Board and residents, formulate a process to update the Township's 2017 Master Plan supporting green infrastructure.

In a cooperative manner with our Parks Commission, and the Department of Natural Resources, develop a 2022-2026 Parks and Recreation Master Plan.

Develop a policy, criteria and procedure for expanding public art.

Create a structure to broaden our affordable housing opportunities.

#### **E. ENVIRONMENTAL SUSTAINABILITY**

With the support of the Environmental Commission, develop a site and implementation for the Township's fourth solar project with a goal of 100% solar energy by 2035.

Work with the Environmental Commission to create a successful Wetland Campaign and Green Projects Initiative.

Create consistent enforcement of our wetland ordinance.

Continue to place a significant emphasis on community recycling events and improvements to Meridian's Recycling Center.

#### **F. FACILITIES, PARKS AND GROUNDS**

In cooperation with our Information Technology (IT) consultant, use our budgeted resources to bring substantial enhancements to our township's IT infrastructure.

Construct Phase I and II of the MSU to Lake Lansing Regional Pathway.

Demolish house on Okemos Road in preparation of building support facilities for the MSU-Lake Lansing Trail.

Improve capacity and safety by expanding parking at North Meridian Road Park and Central Park South

To improve water quality at Central Park South pond, install two Floating Natural Purification Islands planted with live vegetation.

#### **G. PUBLIC SAFETY**

Continue our commitment to implementing bold recruiting methods to maintain a police force of 41 and firefighter/paramedic of 34.

Purchase a new 2023 Pumper to replace Engine 93 built in 1999

Review and update our accreditation through the Michigan Association of Police Chiefs.

## **H. TOWNSHIP FINANCES**

Continue our 2017 pledge to voters by investing an additional \$1,500,000 into MERS to help reduce our underfunded pension liability.

Implement a thorough process for the distribution of the \$4,500,000 American Rescue Plan (ARP) funds.

## **I. COMMUNITY ENGAGEMENT**

Promote new features and build awareness for added functionality of the newly refreshed Township website. Encourage additional use of the Township's online services.

Strengthen and reinvigorate community support of the Township's brand through a multitude of platforms: Prime Meridian Magazine, new Township signage, digital channels and additional print materials.

Enhance the Town Hall Room audio and visual equipment to improve meeting room capabilities and better serve multimedia usage.

Foster an effective education plan regarding the Community Services Millage.

## **J. RETENTION, RECRUITMENT AND WELL-BEING**

Focus on implementing the 2022 Township Retention and Recruitment Program.

Develop creative ways to focus on and improve the team's well-being.

In an effort to foster teamwork, continue to offer programs and events such as team picnics, holiday parties and Lugnuts games.



12. E

**To: Board Members**  
**From: Ronald J. Styka, Township Supervisor**  
**Date: December 10, 2021**  
**Re: Board and Commission Reappointments**

---

Please see attached list of current incumbent candidates whose terms expire on 12/31/2021. These incumbent candidates have been contacted and wish to be reappointed for an additional term. The Supervisor recommends these reappointments.

The following motions have been prepared for Board consideration:

**MOVE TO REAPPOINT MIKE NEVELLS AND BRIAN SEIPEL TO COMMUNICATIONS COMMISSION FOR A 3 YEAR TERM ENDING 12/31/2024.**

**MOVE TO CONFIRM THE SUPERVISOR'S REAPPOINTMENT OF KARLA HUDSON TO THE TRANSPORTATION COMMISSION FOR A TWO YEAR TERM ENDING 12/31/23.**



**To: Board Members**  
**From: Dan Opsommer, Township Trustee**  
**Date: December 14, 2021**  
**Re: Poverty Exemption Guidelines**

---

During the Board's December 7 meeting, several questions were raised and discussed. Here are the responses to those questions in writing:

**1. Would a home purchased under land contract qualify?**

Yes, it is considered ownership under state law. The most recent public act, PA 253 of 2020, specifically mentions land contracts in Sec. 7u, Subdivision (2)(d). This answer was provided by Township Assessor Ashley Winstead.

Land contracts and mortgages are both forms of real estate financing. Land contracts are privately financed contracts held by property owner who is selling to another individual, meaning the owner of the home is acting as the lender by allowing the buyer to pay them over time based on the terms of the land contract. The seller effectively is extending credit in the form of the value of the home to the buyer. Mortgages are extended through banks and mortgage brokers.

Land contracts generally are governed by individual state laws, whereas mortgages are heavily regulated at the federal level and somewhat at the state level.

**2. What was the fiscal impact under the Township's 2020 poverty exemption, which used a 1.35 multiplier?**

Fourteen households qualified for the poverty exemption in 2020. The total taxable value of these 14 homes was \$794,832, or \$56,774 per home on average. Remember that taxable value is half or less than half of the market value of the home. So the market value of these fourteen homes is \$113,548 or more on average.

The total revenue impact to the township was \$8,305. The total revenue impact across all taxing jurisdictions was \$41,700.

The property taxes Meridian Township levies is less than 20% of the total tax bill our residents receive. Other taxing jurisdictions include: Ingham County, our school districts, Ingham ISD, CATA, CADL, LCC, CRIA.

**3. What would the revenue impact be under the proposed income and asset limits from the previous meeting in 2022? Here is a similar community that we can use to**

**Memo to Township Board**  
**December 14, 2021**  
**Re: Poverty Exemption Guidelines**  
**Page 2**

**extrapolate the revenue impact here in Meridian Township under the proposed increases in income and asset limits:**

Williamstown Township allows households to qualify for a partial exemption up to 2 times the federal guidelines, just as our proposed policy provides for. Williamstown Township has received 3-4 applications this year. Our community is roughly 8.8 times larger in terms of population. Therefore, we should expect to see 26-35 households qualify.

If these households average 65,000 in taxable value (market value of \$130,000 or more), the revenue impact to the Township would be \$17,651 to \$23,761. The revenue impact to all taxing jurisdictions would be \$88,631 to \$119,311.

**4. Our Township Assessor has also provided the following example for revenue impact under the proposed income and asset limits the Board is discussing, which uses the estimate of 30 households being eligible and a slightly higher estimated average taxable value of \$75,000:**

“From my understanding the Board would like to know the estimated financial impact of increasing these guidelines. Although we have no perfect way to determine how many additional households will qualify and apply, it is likely the average taxable value (TV) will increase. Currently, the average TV is 56,773, if this increases to 75,000 and we have 30 applicants the Township (revenue) impact would be \$23,500 and a total impact of \$118,000 (across all taxing jurisdictions).”

However, it is difficult to forecast the revenue impact. Unlike the Michigan Department of Treasury, we do not have good data on household income for our residents as we do not administer an income tax.

There are also concerns about implementation as it relates to verifying higher assets limits. Township staff will have to develop new procedures for verifying income and assets of residents who apply as they won't be able to rely as heavily on eligibility of state and federal programs as they do today.

**In having further conversations with Township staff, I have revised my proposal and offer it for the Board's discussion and deliberation this evening:**

The revised proposal that staff and I developed is to continue offering a 100% property tax exemption to households at or below 1.35 times the federal guidelines for income and asset limits:

**Memo to Township Board**  
**December 14, 2021**  
**Re: Poverty Exemption Guidelines**  
**Page 3**

<b>2022 Income Limits for 100% Exemption (1.35 times the federal guidelines)</b>		<b>2022 Asset Limits for 100% Exemption (1.35 times the federal guidelines)</b>	
<b>Size of Family Unit</b>	<b>Maximum Total Household Income</b>	<b>Size of Family Unit</b>	<b>Maximum Total Household Assets</b>
1	\$17,388	1	\$17,388
2	\$23,517	2	\$23,517
3	\$29,646	3	\$29,646
4	\$35,775	4	\$35,775
5	\$41,904	5	\$41,904
6	\$48,033	6	\$48,033
7	\$54,162	7	\$54,162
8	\$60,291	8	\$60,291
For each additional person	\$6,129	9 persons or more	\$6,129

I further propose creating a second tier for 50% property tax exemptions to households above the limits above, but at or below 1.85 times the federal guidelines for income and asset limits (this is 37% increase in the multiplier used for current income and asset limits):

<b>2022 Income Limits for 50% Exemption (1.85 times the federal guidelines)</b>		<b>2022 Asset Limits for 50% Exemption (1.85 times the federal guidelines)</b>	
<b>Size of Family Unit</b>	<b>Maximum Total Household Income</b>	<b>Size of Family Unit</b>	<b>Maximum Total Household Assets</b>
1	\$23,828	1	\$23,828
2	\$32,227	2	\$32,227
3	\$40,626	3	\$40,626
4	\$49,025	4	\$49,025
5	\$57,424	5	\$57,424
6	\$65,823	6	\$65,823
7	\$74,222	7	\$74,222
8	\$82,621	8	\$82,621
For each additional person	\$8,399	9 persons or more	\$8,399

**Memo to Township Board**  
**December 14, 2021**  
**Re: Poverty Exemption Guidelines**  
**Page 4**

This will allow us to determine how many households apply and how many qualify under this proposed expansion of our poverty exemption.

The Board and staff can then assess the data next year in December and January to identify the true revenue impact of this expanded eligibility.

At that time, the Township could explore any number of options, including but not limited to:

- This expanded universe could be offered a 100% exemption rather than a 50% property tax exemption,
- A third tier could be created up to 2 times the federal guidelines providing for a 25% property tax exemption, and/or
- A combination of both.

**Attachments**

1. Memo from the Board's December 7, 2021 Board Packet outlining the proposed income and asset limits for the Township's 2022 Poverty Exemption Guidelines
2. The Township's 2021 Poverty Exemption Guidelines



**To: Board Members**  
**From: Dan Opsommer, Township Trustee**  
**Date: December 3, 2021**  
**Re: Poverty Exemption Guidelines**

State law, MCL 211.7u, requires the governing body of Meridian Township to establish policies and guidelines, which the local assessing unit will use to determine whether to grant poverty exemptions from property taxes. Among the policies the Township Board sets are the asset and income thresholds for eligibility.

Under state law, the Township cannot set income and asset limits below the federal poverty guidelines. However, we can and are currently going above the federal guidelines.

The federal poverty guidelines are updated annually. Here are the 2021 and 2022 guidelines:

2021 Federal Poverty Guidelines		2022 Federal Poverty Guidelines	
Size of Family Unit	Poverty Guidelines	Size of Family Unit	Poverty Guidelines
1	\$12,760	1	\$12,880
2	\$17,240	2	\$17,420
3	\$21,720	3	\$21,960
4	\$26,200	4	\$26,500
5	\$30,680	5	\$31,040
6	\$35,150	6	\$35,580
7	\$39,640	7	\$40,120
8	\$44,120	8	\$44,660
For each additional person	\$4,480	For each additional person	\$4,540

**Memo to Township Board**  
**December 3, 2021**  
**Re: Poverty Exemption Guidelines**  
**Page 2**

Meridian Township currently allows households with income and assets at or below 135% of the federal poverty guidelines to be eligible for the poverty exemption:

<b>Meridian Township's 2021 Income Standards</b>		<b>Meridian Township's 2021 Asset Standards</b>	
<b>Size of Family Unit</b>	<b>Poverty Guidelines</b>	<b>Size of Family Unit</b>	<b>Poverty Guidelines</b>
1	\$17,226	1	\$17,226
2	\$23,274	2	\$23,274
3	\$29,322	3	\$29,322
4	\$35,370	4	\$35,370
5	\$41,418	5	\$41,418
6	\$47,453	6	\$47,453
7	\$53,514	7	\$53,514
8	\$59,562	8	\$59,562
For each additional person	\$6,048	9+	\$65,610

Other communities increase their income and asset limits higher than our 1.35 multiplier to help provide affordable housing for those who need it. For example, most cities and townships in Washtenaw County use multipliers ranging from 1.67 to 2.2. These local units also have far higher asset limits than we currently do. Refer to the table on page 4.

The Board has long expressed an interest in providing more affordable housing in the Township. Increasing our income limits to twice the federal guidelines is a great way to help low- and moderate-income families live in Meridian Township.

To give an example, a family of three with assets worth more than \$29,322 does not currently qualify in Meridian Township, regardless of how little they make each year. A family that has lost

**Memo to Township Board**  
**December 3, 2021**  
**Re: Poverty Exemption Guidelines**  
**Page 3**

employment shouldn't be disqualified simply because they have a 401K with very modest retirement savings in it. Therefore, I would recommend that we increase the asset limits higher than the income limits.

Under state law, we can grant 100%, 50% and 25% exemptions to property taxes for eligible households. I recommend granting 100% exemptions to all households with incomes at or below 1.85 times the federal guidelines and assets at or below 2.25 times the federal guidelines:

<b>Recommended 2022 Income Limit for 100% Exemption 1.85 times the federal guidelines</b>		<b>Recommended 2022 Asset Limit for 100% Exemption 2.25 times the federal guidelines</b>	
<b>Size of Family Unit</b>	<b>Maximum Total Household Income</b>	<b>Size of Family Unit</b>	<b>Maximum Total Household Assets</b>
1	\$23,828	1	\$28,980
2	\$32,227	2	\$39,195
3	\$40,626	3	\$49,410
4	\$49,025	4	\$59,625
5	\$57,424	5	\$69,840
6	\$65,823	6	\$80,055
7	\$74,222	7	\$90,270
8	\$82,621	8	\$100,485
For each additional person	\$8,399	9 persons or more	\$110,700

I further recommend that we grant a 50% exemption to property taxes for households with income above 1.85 times the federal guidelines or assets above 2.25 times federal guidelines, but with income at or below 2 times the federal guidelines and assets at or below 2.5 times the federal guidelines:

**Memo to Township Board**  
**December 3, 2021**  
**Re: Poverty Exemption Guidelines**  
**Page 4**

<b>Recommended 2022 Income Limit for 50% Exemption 2 times the federal guidelines</b>		<b>Recommended 2022 Asset Limit for 50% Exemption 2.5 times the federal guidelines</b>	
<b>Size of Family Unit</b>	<b>Maximum Total Household Income</b>	<b>Size of Family Unit</b>	<b>Maximum Total Household Assets</b>
1	\$25,760	1	\$32,200
2	\$34,840	2	\$43,550
3	\$43,920	3	\$54,900
4	\$53,000	4	\$66,250
5	\$62,080	5	\$77,600
6	\$71,160	6	\$88,950
7	\$80,240	7	\$100,300
8	\$89,320	8	\$111,650
For each additional person	\$9,080	9 persons or more	\$123,000

Here is a table comparing Meridian Township’s 2021 income and asset limits to similar communities that are suburbs of a major state university:

<b>2021 Poverty Exemption Guideline Comparison</b>					
<b>Local unit with link to their 2021 guidelines</b>	<b>Income Limit for 1 Person</b>		<b>Asset Limit for 1 Person</b>		<b>100%, BoR Discretion, or a prescribed phasing schedule</b>
	<b>Multipli er</b>	<b>Maximum Income</b>	<b>Multipli er</b>	<b>Maximum Assets</b>	
2021 Meridian Township	1.35	\$17,226	1.35	\$17,226	100%

**Memo to Township Board**  
**December 3, 2021**  
**Re: Poverty Exemption Guidelines**  
**Page 5**

Scio Township	2.00	\$25,520	14.00	\$178,640	Board of Review selects 100%, 50% and 25% based on each application
Pittsfield Township	1.85	\$23,606	1.96	\$25,000	Board of Review selects 100%, 50% and 25% based on each application
City of Dexter	2.20	\$28,072	14.00	\$178,640	Board of Review selects 100%, 50% and 25% based on each application
City of Ann Arbor	2.20	\$28,072	3.92	\$50,000	Board of Review selects 100%, 50% and 25% based on each application
City of Chelsea	1.85	\$23,606	1.96	\$25,000	100%
City of Saline	1.81	\$23,107	1.96	\$25,000	Board of Review selects 100%, 50% and 25% based on each application
Augusta Township	1.66	\$21,200	1.96	\$25,000	Board of Review selects 100%, 50% and 25% based on each application
Ypsilanti Township	1.67	\$21,350	1.96	\$25,000	Board of Review selects 100%, 50% and 25% based on each application
Manchester Township	1.81	\$23,107	1.96	\$25,000	Board of Review selects 100%, 50% and 25% based on each application
Superior Township	1.72	\$22,000	1.57	\$20,000	Board of Review selects 100%, 50% and 25% based on each application
Webster Township	2.00	\$25,520	N/A	See link.	Board of Review selects 100%, 50% and 25% based on each application

**Memo to Township Board**  
**December 3, 2021**  
**Re: Poverty Exemption Guidelines**  
**Page 6**

Williamstown Township 2020	2.00	\$25,520	1.96	\$25,000	In 2020, it was 100% exemption at or below 2 times the federal guidelines.
Williamstown Township 2021	2.00	\$25,520	1.96	\$25,000	A prescribed phasing of 100% (at or below federal guidelines), 50% (at or below 1.5 times federal guidelines) and 25% (at or below 2 times federal guidelines).

Based on a review of Ingham County local units of government, most don't use a multiplier and just use the federal guidelines. Williamstown Township is one of the few exceptions. These local units may not know what authority they have under state law to set their income and asset limits above the federal guidelines. This policy will make Meridian a leader in Ingham County, similar to the communities listed above from Washtenaw County.

The Township's 2021 Poverty Exemption Guidelines are included in the packet below for additional information and context.



**MERIDIAN TOWNSHIP ASSESSING DEPARTMENT**  
**5151 MARSH RD**  
**OKEMOS, MI 48864**

## **POVERTY EXEMPTION GUIDELINES**

### **POVERTY EXEMPTION REQUIREMENTS**

MCL 211.7u requires the governing body of Meridian Township to establish policies and guidelines, which the local assessing unit will use to determine whether to grant poverty exemptions.

In order to qualify for the poverty exemption, the applicant must meet ***all*** of the tests set by Meridian Township. Meridian Township Poverty Exemption Policies and Guidelines are available to the public. The Board of Review shall follow the Policies and Guidelines when granting or denying a poverty exemption. The standards applicable at the time of the application shall be equally applied to each applicant in the Township.

The Poverty Exemption Policies and Guidelines include Income Standards and Maximum Asset Standards set by Meridian Township, which are used to determine whether a poverty exemption should be granted. Income Standards may not be set lower than the federal poverty income standards.

A poverty exemption may not be granted to property owned by a corporation.

### **PARTIAL POVERTY EXEMPTIONS:**

A partial poverty exemption is an exemption of only a part of the taxable value of the property rather than the entire taxable value. The local assessing unit has the authority to grant a partial poverty exemption.

### **FILING FOR THE POVERTY EXEMPTION**

An Applicant must do all of the following ***on an annual basis to apply for a poverty exemption:***

1. Own and occupy the property for which the exemption is requested.
2. File an application with the Township Supervisor, Township Assessor, or Township Board of Review after January 1, but before the day prior to the last day of the Board of Review on a form provided by the local assessing unit.
3. Provide proof of household income by submitting a complete and signed copy of the following, if required to file:
  - Most recent Michigan Homestead Property Tax Credit Claim (MI 1040 CR)
  - Most recent Federal Income Tax return (1040), if you are required to file federal income tax, for all occupants of the home
  - Copy of Applicant's driver's license

Income verification for all persons in the home on the property. Income includes, but is not limited to the following sources:

- a. Money wages and salaries before deductions

- b. Net receipts from non-farm self-employment. These include receipts from a person's business, professional enterprise, or partnership, after deductions for business expenses.
  - c. Regular payments from social security, railroad retirement, unemployment compensation, strike benefits from union funds, workers' compensation, veterans' payments, public assistance including but not limited to Family Independence Program (FIP), Supplemental Security Income (SSI), Emergency Assistance money payments, and non-federally funded General Assistance of General Relief money payments.
  - d. Alimony, child support and military family allotment or other regular support from an absent family member or someone not living in the household.
  - e. Private pensions, government employee pensions, military retirement pay and regular insurance or annuity payments.
  - f. College or university scholarships, grants, fellowships and assistantships.
4. Produce a deed, land contract, or other evidence of ownership of the property for which an exemption is requested.
  5. Meet Meridian Township Poverty Income Standards described in these Guidelines. Describe special circumstances that may affect the application.
  6. Meet Meridian Township Maximum Asset Standards.
  7. Submit a complete and accurate Poverty Exemption Application. The Application and all requested documents must be given to the Township Supervisor, Township Assessor, or Board of Review after being reviewed by the Human Services Department.

For purposes of the Poverty Exemption Application Applicants are subject to investigation of their entire financial and property records by Meridian Township to verify information given or statements made to the Supervisor, Assessor, Board of Review, or Human Services Department concerning a poverty exemption application.

Under the Freedom of Information Act, all records submitted to the Board of Review are public record potentially subject to disclosure to the public.

Any willful misstatements or misrepresentations made on an Application for Poverty Exemption may constitute perjury, which under law is a felony punishable by fine or imprisonment.

A claimant may request a poverty exemption and appeal the property's assessment to the Board of Review at their March, July, or December meeting.

#### **MERIDIAN TOWNSHIP POVERTY INCOME AND ASSET STANDARDS**

To be eligible for a poverty exemption in Meridian Township, the household income and assets owned by all those living in the household that is the subject of the Application may NOT exceed 135% of the Federal Poverty Level for the year. For the purpose of this Application, the household assets do not include the value of the home or the immediate home site.

## **Recommended documentation checklist**

Copies of the following documents are recommended as applicable for all persons living in the home when applying for a poverty exemption.

### **Identification:**

- Driver's license or State of Michigan ID

### **Proof of Income:**

- Most recent federal and state income tax returns with attachments or signed affidavit for all persons who were not required to file federal or state income tax returns
- Most recent Michigan Homestead Property Tax Credit Claim
- Social Security benefit award letter for previous year (if lost, call 800.772.1213)
- Veterans Benefits statement
- Michigan Department of Human Services benefits, including the Family Independence Plan (FIP), cash assistance, state disability, and Food Assistance Plan (FAP)/Bridge Card benefits
- Income from employment
- Profit and Loss statement for the previous calendar year, if self-employed
- Worker's compensation
- Unemployment benefits
- Income from renters or boarders
- Farm income
- Alimony or child support
- Documentation of college or university scholarships, grants, fellowships, and assistantships

### **Household expenses:**

- Mortgage payment or lease statements for the previous calendar year
- Homeowner's insurance for the previous calendar year
- Heat and electric bills for past 12 months (if lost, call Consumers Energy at 800.477.5050 or Lansing Board of Water and Light at 517.702.6006)

### **Assets:**

- Bank and/or credit union statements for all savings, checking, draft, and money market accounts or shared accounts dated within 30 days and all statements for the previous calendar year
- Uncashed checks, drafts, and warrants
- Certificates of deposit: statement from financial institution or the certificate itself
- Money held by others: written statement from person holding funds
- Withdrawals of bank deposits and borrowed money
- Gifts, loans, lump-sum inheritances, and one-time insurance payments
- Long term care trust fund: written statement from facility
- Gaming/lottery winnings
- Stocks, bonds: written statement from broker or company
- Lump sum and accumulated benefits
- Vehicles – title, proof of insurance, registration, loan statement, or payment book to any cars, trucks, snowmobiles, campers, boats, farm equipment, motorcycles, and trailers
- Real estate or property: property tax assessment or certified statement of value or county records (primary residence/homestead excluded)
- Most recent pension and/or Individual Retirement Account (IRA) statement and all statements for the previous calendar year for all accounts
- Burial assets and life insurance: all statements for the previous calendar year
- Documentation of other assets of value: jewelry, antiques, artworks, equipment, etc.

***This is not an exhaustive list. Further documentation may be requested at the discretion of the Assessing Department.***

**2021 MERIDIAN TOWNSHIP POVERTY EXEMPTION PROGRAM**  
**INCOME AND ASSET STANDARDS**

<u>Number of persons residing in the principal residence</u>	<u>Maximum Total Household Income</u>
1 person	\$17,226
2 persons	\$23,274
3 persons	\$29,332
4 persons	\$35,370
5 persons	\$41,418
6 persons	\$47,466
7 persons	\$53,514
8 persons	\$59,562
Each additional person	\$6,048

<u>Number of persons residing in the principal residence</u>	<u>Maximum Total Value of Household Assets</u>
1 person	\$17,226
2 persons	\$23,274
3 persons	\$29,332
4 persons	\$35,370
5 persons	\$41,418
6 persons	\$47,466
7 persons	\$53,514
8 persons	\$59,562
9 persons or more	\$65,610

## Application for MCL 211.7u Poverty Exemption

This form is issued under the authority of the General Property Tax Act, Public Act 206 of 1893, MCL 211.7u.

MCL 211.7u of the General Property Tax Act, Public Act 206 of 1893, provides a property tax exemption for the principal residence of persons who, by reason of poverty, are unable to contribute toward the public charges. This application is to be used to apply for the exemption and must be filed with the Board of Review where the property is located. This application may be submitted to the city or township the property is located in each year on or after January 1.

**To be considered complete, this application must:** 1) be completed in its entirety, 2) include information regarding all members residing within the household, and 3) include all required documentation as listed within the application. Please write legibly and attach additional pages as necessary.

<b>PART 1: PERSONAL INFORMATION</b> — Petitioner must list all required personal information.				
Petitioner's Name			Daytime Phone Number	
Age of Petitioner	Marital Status	Age of Spouse	Number of Legal Dependents	
Property Address of Principal Residence		City	State	ZIP Code
<input type="checkbox"/> Check if applied for Homestead Property Tax Credit		Amount of Homestead Property Tax Credit		
<b>PART 2: REAL ESTATE INFORMATION</b>				
List the real estate information related to your principal residence. Be prepared to provide a deed, land contract or other evidence of ownership of the property at the Board of Review meeting.				
Property Parcel Code Number		Name of Mortgage Company		
Unpaid Balance Owed on Principal Residence	Monthly Payment	Length of Time at this Residence		
Property Description				
<b>PART 3: ADDITIONAL PROPERTY INFORMATION</b>				
List information related to any other property owned by you or any member residing in the household.				
<input type="checkbox"/> Check if you own, or are buying, other property. If checked, complete the information below.			Amount of Income Earned from other Property	
1	Property Address	City	State	ZIP Code
	Name of Owner(s)	Assessed Value	Date of Last Taxes Paid	Amount of Taxes Paid
2	Property Address	City	State	ZIP Code
	Name of Owner(s)	Assessed Value	Date of Last Taxes Paid	Amount of Taxes Paid

**PART 4: EMPLOYMENT INFORMATION** — List your current employment information.

Name of Employer			
Address of Employer	City	State	ZIP Code
Contact Person	Employer Telephone Number		

**PART 5: INCOME SOURCES**

List all income sources, including but not limited to: salaries, Social Security, rents, pensions, IRAs (individual retirement accounts), unemployment compensation, disability, government pensions, worker's compensation, dividends, claims and judgments from lawsuits, alimony, child support, friend or family contribution, reverse mortgage, or any other source of income, for all persons residing at the property.

Source of Income	Monthly or Annual Income (indicate which)

**PART 6: CHECKING, SAVINGS AND INVESTMENT INFORMATION**

List any and all savings owned by all household members, including but not limited to: checking accounts, savings accounts, postal savings, credit union shares, certificates of deposit, cash, stocks, bonds, or similar investments, for all persons residing at the property.

Name of Financial Institution or Investments	Amount on Deposit	Current Interest Rate	Name on Account	Value of Investment

**PART 7: LIFE INSURANCE** — List all policies held by all household members.

Name of Insured	Amount of Policy	Monthly Payments	Policy Paid in Full	Name of Beneficiary	Relationship to Insured

**PART 8: MOTOR VEHICLE INFORMATION**

All motor vehicles (including motorcycles, motor homes, camper trailers, etc.) held or owned by any person residing within the household must be listed.

Make	Year	Monthly Payment	Balance Owed

<b>PART 9: HOUSEHOLD OCCUPANTS</b> — List all persons living in the household.				
First and Last Name	Age	Relationship to Applicant	Place of Employment	\$ Contribution to Family Income

<b>PART 10: PERSONAL DEBT</b> — List all personal debt for all household members.					
Creditor	Purpose of Debt	Date of Debt	Original Balance	Monthly Payment	Balance Owed

<b>PART 11: MONTHLY EXPENSE INFORMATION</b>			
The amount of monthly expenses related to the principal residence for each category must be listed. Indicate N/A as necessary.			
Heating	Electric	Water	Phone
Cable	Food	Clothing	Health Insurance
Garbage	Daycare	Car Expense (gas, repair, etc.)	
Other (type and amount)	Other (type and amount)	Other (type and amount)	
Other (type and amount)	Other (type and amount)	Other (type and amount)	

**NOTICE:** Per MCL 211.7u(2)(b), federal and state income tax returns for all persons residing in the principal residence, including any property tax credit returns, filed in the immediately preceding year or in the current year must be submitted with this application. Federal and state income tax returns are not required for a person residing in the principal residence if that person was not required to file a federal or state income tax return in the tax year in which the exemption under this section is claimed or in the immediately preceding tax year.

**PART 11: POLICY AND GUIDELINES ACKNOWLEDGMENT**

The governing body of the local assessing unit shall determine and make available to the public the policy and guidelines used for the granting of exemptions under MCL 211.7u. In order to be eligible for the exemption, the applicant must meet the federal poverty guidelines published in the prior calendar year in the Federal Register by the United States Department of Health and Human Services under its authority to revise the poverty line under 42 USC 9902, or alternative guidelines adopted by the governing body of the local assessing unit so long as the alternative guidelines do not provide income eligibility requirements less than the federal guidelines. The policy and guidelines must include, but are not limited to, the specific income and asset levels of the claimant and total household income and assets. The combined assets of all persons must not exceed the limits set forth in the guidelines adopted by the local assessing unit.

The applicant has reviewed the applicable policy and guidelines adopted by the city or township, including the specific income and asset levels of the claimant and total household income and assets.

**PART 12: CERTIFICATION**

I hereby certify to the best of my knowledge that the information provided in this form is complete, accurate and I am eligible for the exemption from property taxes pursuant to Michigan Compiled Law, Section 211.7u.

Printed Name	Signature	Date
--------------	-----------	------

**This application shall be filed after January 1, but before the day prior to the last day of the local unit's December Board of Review.**

**Decision of the March Board of Review may be appealed by petition to the Michigan Tax Tribunal by July 31 of the current year. A July or December Board of Review decision may be appealed to the Michigan Tax Tribunal by petition within 35 days of decision. A copy of the Board of Review decision must be included with the petition.**

Michigan Tax Tribunal  
 PO Box 30232  
 Lansing MI 48909  
  
 Phone: 517-335-9760  
 E-mail: [taxtrib@michigan.gov](mailto:taxtrib@michigan.gov)