



**AGENDA**  
CHARTER TOWNSHIP OF MERIDIAN  
TOWNSHIP BOARD – REGULAR MEETING  
February 15, 2022 6:00 PM

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1. CALL MEETING TO ORDER
2. PLEDGE OF ALLEGIANCE/INTRODUCTIONS
3. ROLL CALL
4. PRESENTATION
  - A. Introduction of New Police Officer-Kyle Cornell
  - B. American Rescue Plan (ARP) Funding Presentation
  - C. 2021 Township Annual Report
  - D. Special Acknowledgement-Dan Opsommer
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 (SALMON)
  - A. Communications
  - B. Minutes-January 25, 2022 Regular Meeting
  - C. Bills
  - D. Ratification of Two New Firefighter/Paramedics
  - E. Quarterly Treasurer's Report
10. QUESTIONS FOR THE ATTORNEY
11. HEARINGS (CANARY)
12. ACTION ITEMS (PINK)
  - A. Meridian Redevelopment Fund Grant Committee
  - B. Corridor Improvement Authority Reappointment
  - C. Zoning Board of Appeals Appointments
  - D. Board Liaison Appointments to the Transportation Commission and Land Preservation Advisory Board
  - E. Waiver of Personnel Handbook Section P
13. BOARD DISCUSSION ITEMS (ORCHID)
  - A. Township Damage Assessment Plan
  - B. Harkness Law Firm Contract
  - C. Township Trustee Appointment Process
  - D. Fire Ordinance Update
  - E. Community Services Millage
14. COMMENTS FROM THE PUBLIC
15. OTHER MATTERS AND BOARD MEMBER COMMENTS
16. CLOSED SESSION- Motion to go into closed session to discuss a written confidential legal opinion from the township attorney regarding the Winslow Mobile Home Park
17. ADJOURNMENT

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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





# 2021

## Annual Report

Charter Township of Meridian



### Meridian Township

5151 Marsh Road  
Okemos, MI  
48864  
517.853.4000

# TOWNSHIP BOARD MEMBERS

**Ronald J. Styka, Supervisor**

**Deborah Guthrie, Clerk**

**Phil Deschaine, Treasurer**

**Courtney Wisinski, Trustee**

**Patricia Herring Jackson, Trustee**

**Dan Opsommer, Trustee**

**Kathy Ann Sundland, Trustee**





**To: Board Members**

**From: Frank L. Walsh, Township Manager**

**Date: February 10, 2022**

**Re: 2021 Annual Report**

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The Meridian Township Management Team is pleased to present you with the Township's 2021 Annual Report. The enclosed report of departmental activities is meant to satisfy the requirements of the Charter Township Act and provide our residents with a complete overview of 2021 operations. This report is a compilation of activities provided by each department.

A copy of this report will be on file in the Clerk's Office, both libraries and posted on the Township's website at [www.meridian.mi.us](http://www.meridian.mi.us).

Please feel free to contact me should you have any questions regarding this report. We will continue our efforts in 2022 to work as a team united in spirit for the betterment of our 45,000 Township residents.

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2021

## GOALS ACTION PLAN

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**A. Maintain unparalleled customer service and public safety throughout the Global COVID-19 Pandemic. Be mindful of the struggle facing our Meridian business community during COVID-19, develop and implement creative programs to assist our partners.**

In addition to the business grants that the township graciously provided, the entire Meridian Team was mindful of the need to continue providing exemplary customer service through and beyond COVID. Meridian Township has a reputation for caring and compassionate customer service. After all, how many other Michigan communities approve a local tax to help their fellow residents who struggle to cover necessities?

Our COVID HOTLINE continued into 2021. Our state association of Michigan local government leaders has asked Meridian Township to lead a statewide keynote on how we cared for our team during the pandemic. Our goal is to continue to be leaders in Michigan regardless of the crisis or need.

**B. Continue progress on the Meridian Township Sustainability Plan goal of 100% renewable energy use for Township facilities by 2035 by installing an additional 120kW of photovoltaic panels on Township property. Upon installation of the additional 120 kW panels in 2021, we will be at 60% of the required 300kW needed in combination with energy efficiency measures and renewable energy provider purchases to meet the 100% goal.**

In the summer of 2021, the Township completed the installation of a 142 kW DC flat panel system on the roof of the Service Center. In a typical year, on average, we anticipate the 142 kW system to generate 100% of the electrical usage of the Service Center. The systems generation statistic and history can be viewed on our Township website.

Based on the baseline electric usage year of 2018, the Township has seen considerable energy purchase requirements go down as significant capital investments into solar panels and energy efficient systems has been made at several Township Buildings. The Municipal Building, Service Center and the South Fire Station can now boast a 59% power purchase reduction requirement from the baseline year. Future capital investments and energy reduction projects such as the office light conversion to LED's completed in 2021 and budgeted for in 2022 will continue the progress made towards reaching the goals outlines in the Township Sustainability Plan.



**C. Develop a Diversity, Equity and Inclusion Plan with specific goals and objectives.**

The Township continues to implement its DEI mission statement into the practices and culture of the organization. In January, we incorporated the Board-approved Non-Discrimination in Hiring Policy into our Personnel Policy Manual, and in August, our leadership and Trustees participated in a 4-hour virtual DEI training presented by the Michigan Department of Civil Rights. We are currently working with MSU, LCC, and other DEI-specialized training entities in order to plan and offer regular training to leadership and staff in the upcoming year and beyond.

**D. Culminate our decade long effort to redevelop Downtown Okemos and Haslett with vertical construction.**

The Village of Okemos, LLC development remains a priority for the departments to fulfill through efficient partnerships. The first action taken was to remove the blight that stood in place of our downtown. Through the use of the Meridian Redevelopment Fund (MRF) the Village of Okemos developers came to the Township with an application requesting the use of the funds toward sheeting and shoring. The request was approved by the Meridian Economic Development Corporation (EDC) and the Township Board with incentives to complete demolition before the end of the spring season.

By February, all of the previously blighted buildings were removed to usher in the new development. The successful completion of this portion of the project proves the Township's ability to work as a financial partner with a developer to bring the community updated spaces.



Soon after the arrival of our new Community Planning & Development Director Tim Schmitt, the developer submitted a request for an amendment to their approved Mixed Use Planned Unit Site Plan. This second amendment was requested to phase residential development on Ardmore and reduce the commercial suites on Hamilton road. The Township Board and community were not in support of a reduced commercial space downtown and phased development to begin on Ardmore. Director Schmitt acknowledged the financial climate and did approve a reduction in the height of the buildings from five stories to four. He also approved the removal of the surface parking deck. The developer will be held to a concept that includes at least 32,000 sq. ft. of commercial first-floor space and no more than 200 residential units. These changes keep the overall look and feel of the development close to the original proposal. It also allows for the developer to gain the financial support of private lenders as the financial risk was reduced.

A funding gap may exist and could be supported by the State of Michigan through the Michigan Economic Development Corporation (MEDC). The Village of Okemos project could begin to see construction in 2022 if the previously mentioned approvals are given by March of 2022. It is the sole focus of the staff to work closely with the Village of Okemos LLC team, MEDC staff, Downtown Development Authority (DDA) stakeholders, BRA stakeholders, Township Board Members, and our residents to support a start date by June 2022.

One development upgrade in the Haslett PICA is the Haslett Marathon at 1619 Haslett Road. This site is the only centrally located gas station in the Haslett School District. It is a “service station” concept as patrons can buy gas and have repairs/maintenance completed on their vehicles. This unique construction project allowed the business owner to stay open during construction.



The Township worked with the developer to allow for demolition and construction permits to be issued concurrently. Demolition of gas tanks, surface parking, and other pavement made way for the new building construction. Members of the community were shocked by the placement of the new building and its height. It reminded our staff that many community members do not know the vision of the Board and the Planning Commission calls for the intersection of Marsh and Haslett roads to become urban “downtowns”. Working with the Communications Team, we developed short videos for the public to understand the reasons behind the design. The recent Haslett Market Study indicates a desire for more upscale retail for residents in the area. The updates at the Haslett Marathon will include take-out food options with quality car maintenance services. The project is an estimated \$1 million dollars with \$300,000 in brownfield reimbursement for site contamination.



Pine Village Senior Community is an approved four story Mixed Use Planned Unit Development (MUPUD) with approximately 10,000 sq. ft. of commercial space and 132 residential units. This year the cost of construction skyrocketed to over 30% higher than average costs. Developers that did not have specific material and labor contracts pre-COVID-19, opted to wait out the spike in materials. In May, the Pine Village team also submitted a request to amend their MUPUD. The approved change allowed the developer to rearrange the entrance to the site from Haslett Road and also made a small adjustment to the floor plan. With a rebound in the cost of materials within the last quarter of the year, the Pine Village Development Team is successfully moving forward. Director Schmitt and the Planning Team continue to review their construction design details. In a recent instance, the Pine Village Development Team redesigned the communal dining space to allow for residents to spread out and provide “social distancing”. The design adjustment was made by the Development Team, as they consider life with COVID-19.



The Pine Village Development has an approved Brownfield Plan that incorporates reimbursement to the developer for eligible activities. The total \$2,595,332 of eligible reimbursement included \$472,160 in interest if the demolition of 1637 Haslett road was completed by November 1, 2021. The deadlines for the interest incentive were missed and the developer is prepared to move ahead with the project without the interest. The Community Planning and Economic Development Departments are confident that demolition for 1637 Haslett road will begin in 2022 with vertical construction to begin in early spring 2022. There is a partial approval for demolition of 1655 Haslett road for the L&L building only with the Hudson Senior Development Team. The demolition of that property will be considered when a new proposed project for Haslett Village Square is approved.

**E. Implement the second year of our Local Road Enhancement Program by improving a minimum of 15 miles of local roads.**

The second year of the 10-year program provided funding for an additional resurfacing of almost 9 miles of local roads in the Township.

Of the 8.87 miles of roads slated for work, the following were completed during the 2021 construction season: Skyline (North of Margate), Kingcross, Shaw, Potter, Edson, Colby, Park (Lake Lansing), Cliffdale, White Ash, Buckingham, Sapphire, Sequoia, Comanche, Cochise, Tomahawk, Lagoon, Wausau, Osage, Seneca, Ivywood, Mistywood, Silverwood, Shortwood, Oakwood, Indian Glen, Mojave, Farm Meadows, Cherrywood, Butternut, Conifer Circle, Autumnwood, Timberview, Fairhills, and Rainbow Court. Because of the delays caused by excess precipitation this construction season, Pine Hollow, Mereford, Fenwick and Overglen will be completed in the spring of 2022.



The work affected many of our residents all summer, and we appreciate their patience and understanding as we worked to complete our second year of work of the 10-year program. In addition to the rehabilitation and resurfacing work, our preservation program is ready to commence in the spring of 2022 and will provide 7.61 miles of crack filling and 1.5 miles of cape sealing work. These two types of preservation work will allow our “good” roads to last longer by slowing their deterioration. Funding for this preventative maintenance program is provided from the Township General Fund to allow all of the road bond revenue to go towards reconstruction and resurfacing work.

The resulting rehabilitation and preventative maintenance work this year allowed our local road network Pavement Surface Evaluation and Rating (PASER) to go from 4.48 in 2019 to 5.37 at the completion of all the identified 2020 program work.



In addition to our local road program, Ingham County also provided several paving overlay projects in the Township. Work included the resurfacing of Van Atta Road south of the bridge, a section of Cornell Road by Haslett Road, Towar Avenue and Coleman Road.

The Hagadorn Road resurfacing project from Mt. Hope to the Red Cedar Bridge was also completed in 2020.



**F. Develop a comprehensive plan to facilitate access to affordable Broadband across the entire Township.**

In cooperation with Ingham County, we will be participating in a broadband assessment and planning project using Merit Network Inc. as a consultant. According to our partners at Ingham County, our first project team meeting will commence in December and continue into 2022. The primary work will focus on quantifying internet availability and demand in Meridian Township and the greater Ingham County. Funding for the project is being provided by Ingham County.

**G. Complete Phase 1 and 2 of the MSU to Lake Lansing Pathway and review the Pathway Master Plan.**

Phase one and phase two of the MSU to Lake Lansing pathway is being prepared for bidding this winter. Significant surveying and engineering were required in the development of these projects. Phase 1 is the more difficult of the two, as it includes a river crossing and skirts difficult terrain and required the acquisition of two parcels requiring environmental due diligence work.

All funding for both phases one and two have been secured, and we look forward to starting construction in 2022.



Phase IIb, which was a project to widen the pathway along Okemos Road from the Service Center to the Inter Urban, was completed in 2021.



The Shaw Street connector was also constructed this year in conjunction with the local road-paving program. This connector will provide a route from the future MSU-Lake Lansing Phase III section in downtown Haslett to Lake Lansing South Park. Preliminary design for Phase III is underway as we look to secure the necessary land and funding for the final phase of the project.



As part of the pathway work, several RRFB's were installed for safer pedestrian crossing at Central Park, and Haslett/Van Atta. Two additional RRFB's will also be installed at Hagadorn/Shaw and on Okemos Road yet this year.

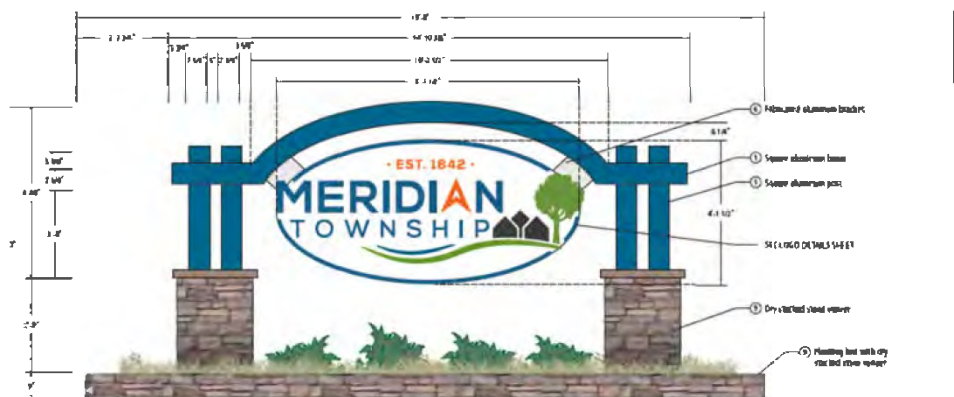
The Pathway Master Plan was also updated for the next five years this summer. The plan was presented to several Boards and Commissions with final adoption by the Township Board this summer. The 2021 Pathway Master Plan can be found on the website.

**H. Further our branding efforts with the addition of new “Welcome to Meridian Township” signage.**

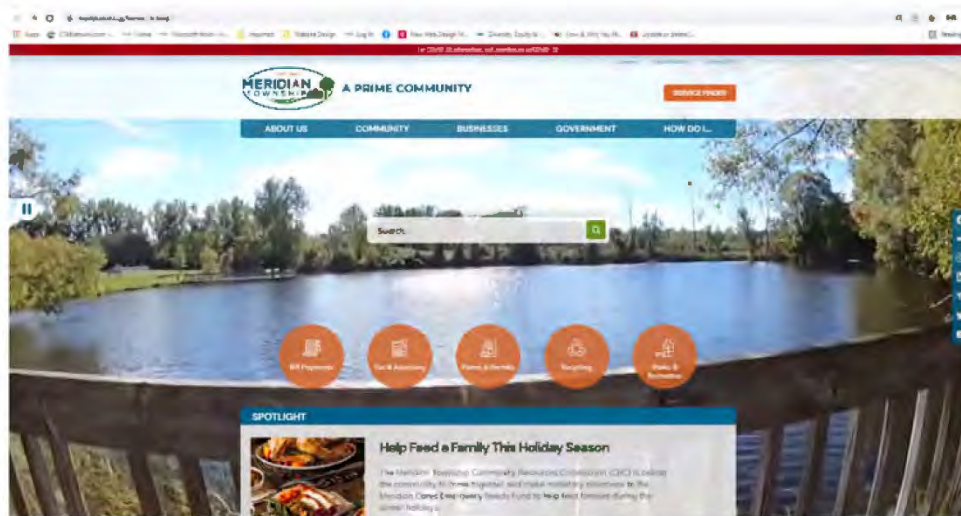
This year, Corbin Design assisted the Township with the development of a signage master plan that is based upon the Township logo and brand standards. This new sign plan will be used by our Team to purchase and install new community signage for all of our properties and buildings moving forward.



In the spring of 2022, we will be installing two new monument signs at the entrances to the Municipal Building, new Municipal Complex wayfinding signage to assist our visitors, and four new gateway signs for our Township along our major roads leading into the community. New signs for the Meridian Township Park System are also proposed. The new signs will create a consistent community image.



**I. Work with Granicus to upgrade the design of our Meridian Township website to improve functionality, as well as, give a new look and experience to site visitors.**



Industry standard states a website should be re-evaluated and revamped every 2-3 years, the previous Township website was launched in 2017. The Township Website Redesign Project initially began in 2020 with an internal audit of website content. In April 2021, the Granicus Project Manager and Communications staff started the Innovator Redesign Implementation Timeline with the Discovery/Consulting Phase of the project. Website traffic tracking utilizing heat maps and analytical data was the baseline for layout and design decisions. The Graphic Design, Development, Content Migration and Soft Launch Phases of the project took several months to complete. The redesigned website was launched and live to the public on November 15. The goal of the website refresh is to strengthen the Township's online presence and includes a new look and experience for site visitors. Added features and modified navigation provides community members with improved functionality and encourage additional use of the Township's online services such as live web forms, online payments and the new Service Finder component. The website remains mobile friendly and responsive. Accessibility enhancements have also been made and will continue to be addressed in the future. The website redesign has been undertaken as part of an existing contract with the Township's website host, Granicus, at minimal cost to the Township. The Communications Department will continue to work on streamlining content and making improvements to the site's navigation in the weeks and months to come

**J. Fulfill our promises made to voters in 2017 by allocating enhanced pension payments to MERS and maintaining 73 emergency responders.**

Back in 2017, our residents overwhelmingly approved a 1.483 mill levy to support additional police officers, paramedics, the purchase of a new ladder truck and paying down our pension liability. We promised voters we would increase our police ranks to 41, fire to 32, purchase a new ladder truck in 2021 and contribute an additional \$1,500,000 per year to eradicate our unfunded pension liabilities.

After four years of receiving the additional tax revenue, we have increased our police ranks to 41, fire to 34, ordered a \$950,000 ladder truck and contributed on average \$1,850,000 per year to unfunded pension liabilities. Not only have we kept our promise, we have well surpassed our lofty goals. While MERS suggest we use a 7.35% rate of return, Meridian Township will continue to pay down our MERS unfunded pension liability by using a 5.35% rate of return. Our target remains 100% funding.

# ACCOUNTING AND BUDGETING



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

Meridian Cares functions to ensure that the human infrastructure within the community remains strong and vital. To that end, the program strives to help residents by developing, coordinating, and promoting local resources.

Information, referral, or emergency assistance was provided to Township residents for various services on an as-needed basis. 802 requests were received and included, but were not limited to, emergency assistance with housing, utilities, furniture, food, clothing, transportation, and holiday food baskets. Requests for assistance came from 439 households. Need for financial assistance fluctuated greatly, due to the availability of other assistance, such as pandemic unemployment and federally funded rental assistance.

Year	Number of Households Served	Funding Spent
2016	488	\$9,810
2017	436	\$8,475
2018	509	\$10,589
2019	465	\$16,855
2020	398	\$18,311
2021	439	\$38,307

## 2021 DEPARTMENT GOALS AND ACTION PLAN

### **2020 Township Audit**

The annual audit was completed by Yeo & Yeo CPA's & Business Consultants. The audit was given a clean review. With the 2020 audit, we implemented GASB Statement No. 84 Fiduciary Activities. A single audit was required for the 2020 fiscal year because the Township received Federal Grant funds in excess of \$750,000. This audit was also performed by YEO & YEO and the Township was given a clean review as well. This single audit will be required for the next few years.

The Township submitted its 2019 audited financial reports to the Government Finance Officers Association (GFOA) and was awarded the Certificate of Achievement for Excellence in Financial Reporting for the 2019 audit.

### **2022 Budget**

The 2022 budget was presented to the Township Board on September 7, 2021 and approved at the

September 21<sup>st</sup> Board meeting. The budget is showing a use of \$2.4 million in use of the General Fund, but the Township will still have a strong expected fund balance of \$8.5 million.

**State of Michigan New Chart of Accounts**

The State of Michigan has updated its Uniform Chart of Accounts. All local units of Government must adopt the new chart of accounts. This must be adopted for all units with a September 30, 2021 fiscal year end or after. With the help of BS&A and the IT department we have made the necessary changes to the Townships chart of accounts. The new accounts were implemented on Thursday November 11<sup>th</sup>. The Veterans Day holiday made it easier to make the necessary changes with most of the staff out of the office.

**Federal Grants**

In May of 2021, we received Federal Grant funding for the Public Safety and Public Health Payroll Reimbursement Program (PSPHPR) in the amount of \$915,715.20. This was a CARES Grant to offset first responder pay during COVID.

In October of 2021, we received the first half of the American Rescue Plan Act (ARPA). The first half of the plan payment was \$2,260,631.50. We will receive the second payment of the same amount in October of 2022.

**TEAM MEMBERS**

Miriam Mattison, Director  
Bernie Faulkner, Accountant  
Christina Weber, Bookkeeper  
Korissa Freier, Bookkeeper  
Kimberly Graham, Account Payable Clerk  
Darla Jackson, Human Services Specialist

# ADMINISTRATION



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

Numerous activities and projects were accomplished in 2021 under the leadership of the Township Manager's office:

- Coordinated the 2021 Goals and Objectives process.
- Continued to seek opportunities to reduce overall operating costs.
- Development and oversight of the Township's 2022 Budget.
- Continued our COVID-19 hotline and unparalleled customer service to serve the community during the pandemic.
- Began Police Tele-Health Mental Health Program and Fire Paramedic Sponsorship Program.
- Following the retirement of Mark Keiselbach, we were fortunate to select Tim Schmitt as our new Community Planning and Development Director. Tim brings energy, passion and customer service to our team.
- With Dave Lee's resignation, we were able to recruit and bring Ashley Winstead to her new role as Assessor. Ashley brings energy and strategic thinking to our team.
- Under the Board's direction, we were able to provide create food pantries for our residents.
- Accepted \$2,260,631 in American Rescue Plan (ARP) Funding.
- Attended the monthly meetings of the Okemos Downtown Development Authority and the Economic Development Corporation.
- Continued our collective efforts to foster an environment that is welcoming, diverse and inclusive.
- Facilitated the Copper Creek groundbreaking.
- Conducted the 2021 Citizen Survey.
- Installed our third Solar Array.
- Reconstruction and resurfacing of nine miles of local roads and eight miles of preventative maintenance.
- Launched an updated Township Web Site.
- Created the IT Assessment Plan.



## TEAM MEMBERS

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

# ASSESSING

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

## 2021 TOP TEN TAXPAYERS

2021 TOP TEN TAXPAYERS (BY TAXABLE VALUE)					
RANK	TAXPAYER	PROPERTY TYPE	REAL PROPERTY TAXABLE VALUE	PERSONAL PROPERTY TAXABLE VALUE	TOTAL TAXABLE VALUE
1	CONSUMERS ENERGY COMPANY	UTILITY	\$967,024	\$31,286,800	\$32,253,824
2	C150 2929 HANNAH LOFTS, LLC	APARTMENTS	\$21,354,700	\$375,900	\$21,730,600
3	MERIDIAN MALL, LP	RETAIL	\$15,996,662	\$417,800	\$16,414,462
4	EAST LANSING I, LLC	APARTMENTS	\$14,907,458	\$0	\$14,907,458
5	EAST LANSING ATHLETIC CLUB, INC.	HEALTH CLUB	\$9,679,556	\$1,585,900	\$11,265,456
6	TEG CENTRAL, LLC	APARTMENTS	\$10,294,561	\$0	\$10,294,561
7	BRANDYWINE CREEK II, LLC	APARTMENTS	\$9,021,180	\$0	\$9,021,180
8	TEG CLUB MERIDIAN, LLC	APARTMENTS	\$8,584,372	\$0	\$8,584,372
9	ACC OP, LLC	APARTMENTS	\$8,431,064	\$0	\$8,431,064
10	OKEMOS POINTE I, LLC	APARTMENTS	\$7,941,419	\$0	\$7,941,419

## 2021 VALUE SUMMARY

<b>PROPERTY CLASS</b>	<b>PARCEL COUNT</b>	<b>SEV</b>	<b>TV</b>
Commercial	670	490,322,400	412,320,112
Industrial	41	4,481,000	3,757,071
Residential	13,227	1,681,532,500	1,427,589,370
Personal	1,706	70,840,500	70,840,500
Exempt	356	0	0
<b>TOTALS:</b>	<b>16,000</b>	<b>2,247,176,400</b>	<b>1,914,507,053</b>

## 2021 DEPARTMENT GOALS AND ACTION PLAN

### **Defend Tax Appeals with Vigor**

At the end of 2021, there were 13 parcels under appeal in the Entire Tribunal Division of the Michigan Tax Tribunal. Eight appeals were resolved during 2021. The taxable value in contention for pending 2021 appeals is just 0.41 percent of the Township's tax base. Efforts are being made to determine which of the pending cases can be resolved without a trial and which, if any, may need to be defended at trial.

### **Conduct Annual Assessment/Re-Inspection of Taxable Properties**

Although inspections conducted by full-time Assessing Department staff continued for new home construction, etc., the annual re-inspection program involving selected areas of the Township and conducted using intern labor was suspended for 2021 due to the presence of COVID-19 in the community.

## 2021 Board of Review Members

Martha Bashore (alternate)	Diane Galbraith
Xavier Durand-Hollis	Terrance Warren (alternate)
Bertice Ellis	Sonya Pentecost
Deborah Federau	Lanny Brunette

## TEAM MEMBERS

Ashley Winstead, Assessor  
Jennifer Flower, Appraiser II  
Angela Ryan, Appraiser II  
Danielle Hughes, Assessing Clerk

# CLERK'S OFFICE



## RESPONSIBILITIES AND 2021 ACTIVITY

The Clerk's Office responsibilities are largely set by state statute and include but are not limited to; Election Administration, Freedom of Information Coordinator, Record Retention, Township Notices, Fiduciary Responsibilities, updates to the Code of Ordinances, and maintaining official Township Cemetery records. The Clerk's Office also provides free Notary services to the public.

## BOARDS AND COMMISSIONS MEMBER LISTS

The Clerk's Office maintains and updates the member list for all the Townships Boards and Commissions. Through the collaborative efforts with Township Supervisor Styka, Executive Assistant Michelle Prinz, Clerk's Office staff and Communication's Department staff, the discrepancies with the board and commission membership list and the method for processing public service applications has been addressed.

## CODE OF ORDINANCES -CODIFICATION

The Clerk's Office is responsible for the codification and publication of Township Ordinances. This includes publishing all ordinances internally and with Municipal Code. In 2021, six were sent to Municipal Code for codification. Through collaborative efforts of the Community Planning and Development and Clerk's Office Staff, a shared ordinance numbering system will be implemented in 2022.

## ELECTION ADMINISTRATION AND 2021 ELECTIONS IN MERIDIAN TOWNSHIP

The Clerk's Office is also responsible for preparation, publication and posting of all public notices pertaining to elections, performing public accuracy testing on all tabulators, logistics for all polling locations, processing ballots, and transmitting election data to the County Clerk.

In 2021 the Clerk's office election voting records included:

- Maintained (by hand) Voter Cards (Master Cards) and Voter Identification Cards for 33,139 registered voters. The scanned voter records and Master Cards are updated on a daily basis

- Registered 1,060 new voters and transferred 1,821 voters into the Township
- Updated 9,669 voter records in the voter data base which included 7,794 manual changes.
- Canceled 1,988 voter Master Card records which were digitally scanned and stored, freeing up valuable space and allowing faster voter data retrieval

Meridian Township held one election on May 4, 2021 for the Okemos Public Schools Operating Millage Renewal Proposal.

May 4th – 4,496 registered voters cast their ballot

- 209 residents applied to be added to the permanent absentee voter list increasing the absent voter list to 16,032 residents
- 143 New Voters Registered 14 Days Prior to the Election
- 4,024 Absentee Ballots were issued
- 3,405 Absentee Ballots were returned (84.62%)
- 5 Overseas Ballots were issued
- 191 Absentee Voter Ballots were issued in the Clerk’s Office the Monday prior to Election Day
- 332 Absentee Voter Ballots were issues in the Clerk’s Office on Election Day

The Clerk’s Office restructured some of the polling locations to ensure better spacing for election workers to comply with the Township’s goal of keeping everyone safe and meet ADA compliance. There were four (4) temporary polling location changes. On Election Day, the Clerk and Deputy Clerk visited each polling location and received recommendations from the inspectors and resident for proposed changes to the polling locations for the next election. Polling site inspectors and residents commented that these site visits were not performed by the Clerk’s predecessor.

To prepare for the May Election, the Clerk’s Office had four (4) permanent employees and six (6) temporary employees who worked in the office. For five (5) days, 15 additional inspectors assisted with stuffing the absent voter ballots. On Election Day, 61 election inspectors were at 11 polling locations and 15 election inspectors were participating on the Absent Voter Counting Board. Normally, each polling location is by staff 6-7 inspectors but due to COVID, there were three (3) to four (4) people per polling location. Election workers were supplied with masks, gloves, face shields, and hand sanitizer.

In an effort to address school safety concerns and the layout of the polling locations, staff met with the school administrator at each polling location and the Superintendents for their recommendations for the May election. During these discussions, staff worked with school officials to address relocating the polling locations out of the elementary schools and to eventually move all polling locations out of the schools to address school safety concerns.

A Process Improvement Plan was developed and our election training was revised in 2021 from a Post-Election Audit of the November 2020 Election by the Secretary of State. The Post-Election Audit is a training tool and it was noted that there were 16 areas of discrepancy with the November 2020 Election and recommendations for improvements were offered. Clerk Guthrie implemented an improvement plan which resulted in the May 2021 Post-Election Audit noting only one (1) area of discrepancy which has already been addressed.

### PETITION SIGNATURE VALIDATION PROCESS

On Monday, July 26, 2021 at 3:00 pm, 175 petition sheets were filed with the Meridian Township Clerk’s Office to put a ballot question on the November 2, 2021 election. A supplemental filing was received at 2:00 pm on Tuesday, July 27, 2021. During the preliminary inspection, the petition sheets were visually reviewed for completeness and accuracy by the Clerk’s Office. This inspection was performed while the filer was present. A receipt was signed by the official who received the filing and notarized.

Immediately after completing the preliminary inspection, the voter registration status of each signer was checked to determine if he or she was registered in the jurisdiction named in the heading of the petition on the date that the petition was signed. As quickly as possible following the receipt of the initial filing, the review and final determination was completed by the Meridian Township Clerk's Office at 11:00 am on Wednesday, July 28, 2021.

Each signature on each petition was reviewed, as required, for compliance with Michigan election law. These checks were made using master cards and the Qualified Voter File (QVF). Of the 1,460 petition signatures, our office verified 1,297 valid signatures; exceeding the required number of valid signatures needed (equal to at least 5% of the November 2018 total votes cast for governor in the Township) to place a ballot question on the November 2, 2021 ballot. Our office then submitted the petition to the Township Attorney's.

### **FREEDOM OF INFORMATION (FOIA)**

The Clerk's Office responded to 79 Freedom of Information requests filed with the Clerk's office during 2021. Although 100+ Police FOIAs come through the Clerk's office, this information is not included in our number since the Police Department has their own logging system for their FOIA requests.

### **LEGAL NOTICES AND POSTING OF OFFICIAL TOWNSHIP MEETINGS AND MINUTES**

The Clerk's Office is tasked with submitting legal notices to the newspaper for publication. Notices are done to meet the Open Meetings Act requirements advising members of the community of upcoming meetings, hearings as well as changes in resolutions and ordinances. Legal notices are submitted to the local paper, posted online and the posted in Township Lobby. Township Board and other boards and commissions minutes are published on the Township website and copies are kept in the Clerk's Office and/or responsible department for the public's inspection. The Clerk's Office submitted 78 legal notices for publication for a total cost of \$8,204.20.

### **NOTARY SERVICES AND OATHS OF OFFICES**

During 2021, the Clerk's office performed 98 notarial services, and 70 oaths of office for public service and police and fire appointments. A majority of area banks and other institutions are cutting back on the types of notary services they are providing to customers which has increased the number of services from our office. This year we adopted Michigan Township's Association's recommendation reappointments that the oath must be taken before performing the duties of the office. The oath of office must be taken whenever one of the officials is originally elected or appointed, and every time the official is reelected or reappointed. This is true for both elected officials and those appointed to fill a vacancy.

Taking the oath tends to lend credibility to the position to which a person has just been appointed or assigned. It also provides an opportunity to create a "paper trail" for the township board to the date of appointment and, therefore, to the expiration date of that person's appointment so the board knows when to make future appointments.

### **TOWNSHIP CEMETERY RECORD KEEPING**

Meridian Township oversees two cemeteries with Glendale cemetery being the most active. In 2021, there were 41 burials, 47 lot sales, 10 re-issued cemetery lot certificates (ownership confirmed) and 22 cemetery lot ownership transfers (ownership confirmed). The recordkeeping management is handled by the Clerk's Office and the grounds maintenance is handled by the Department of Public Works. With the hiring of a new deputy clerk, a review of the current process of record keeping and coordination with the Department of Public Works, staff will be making recommendations for improvements including new software and an assessment of the cemetery rates.

## **TOWNSHIP RECORDS MANAGEMENT**

With the relocation of a majority of the Township department records to the former Haslett Library site, evaluation of the Township's record keeping needs, status, priorities, retention periods, and storage options (both on paper and electronically) is an ongoing process. Emphasis has been placed on continually building efforts to permanently preserve records as well as increase the efficiency through which records may be retrieved. Clerk's staff is currently safeguarding records digitally and with backup documents on external hard drives for all of the boards, commissions and departments documents. As an example in 2021, the Clerk's Office stored 32 sets of Township Board meeting packets, minutes and agendas along with 67 resolutions. Staff is also working with the Archives of Michigan to store the older records permanently.

## **2021 ELECTION COMMISSION**

Clerk Deborah Guthrie  
Trustee Kathy Ann Sundland  
Trustee Courtney Wisinski

## **TEAM MEMBERS**

Deborah Guthrie, Township Clerk  
Robin Faust, Deputy Clerk and Assistant to the Clerk  
Zack Lemaster, Administrative Assistant II  
Rebekah Kelly, Records Technician II

# COMMUNICATIONS



The highest priority of the Communications Department is to provide residents with an increased access to transparency in governance with relevant information in a timely fashion. The Department is responsible for coordinating a strategic and comprehensive effort to inform the public of the Township's goals, plans, activities and events through various multimedia platforms including web, digital and print. The Department ensures that all media and communications successfully reaches their intended audience. Other main functions of the Communications Department includes serving as the Local Franchise Authority for nine Public, Educational and Governmental (PEG) Channels in Meridian Township, overseeing the operations and production for HOMTV (Government Access Channel) and CAMTV (Public Access Channel), operating a multimedia television internship training program and providing staff support to the Township's Communications Commission.

## 2021 DEPARTMENT GOALS AND ACTION PLAN

### **Upgrade and Refresh Township Website**

Industry standard recommends a website should be re-evaluated and revamped every 2-3 years, the previous Township website was launched in 2017. The Township Website Redesign Project initially began in 2020 with an internal audit of website content. In April 2021, the Granicus Project Manager and Communications staff started the Innovator Redesign Implementation Timeline with the Discovery/Consulting Phase of the project. Website traffic tracking utilizing heat maps and analytical data was the baseline for layout and design decisions. The Graphic Design, Development, Content Migration and Soft Launch Phases of the project took several months to complete. The redesigned website was launched and live to the public on November 15. The goal of the website refresh is to strengthen the Township's online presence and includes a new look and experience for site visitors. Added features and modified navigation provides community members with improved functionality and encourage additional use of the Township's online services such as live web forms, online payments and the new Service Finder component. The website remains mobile friendly and responsive. Accessibility enhancements have also been made and will continue to be addressed in the future. The website redesign has been undertaken as part of an existing contract with the Township's website host, Granicus, at minimal cost to the Township. The Communications Department will continue to work on streamlining content and making improvements to the site's navigation into 2022.

### **Implement New Strategic Communications & Marketing Plan**

The Strategic Communications and Marketing Plan was developed as a foundation for all communications and marketing activities and to assist with meeting the needs of the other departments of the Township. The Communications Department has implemented new task management web-based software, ClickUp, to assist with team collaboration efforts, as well as streamline marketing and communications processes. The team continues to work with staff



from multiple departments on planning marketing needs. As part of the new strategic plan, the Department will launch a marketing and communications ticket system in 2022.

### **Expand Branding**

The Communications Team continues to expand Township Branding through the use of branded graphics on social media, branded flyers and a new branded digital newsletter. With the launch of the redesigned Township website, the team also redesigned the Meridian Happenings digital newsletter to have the same look. The team has worked with multiple departments on branded promotional campaigns, including Parks & Recreation, Green Meridian and Economic Development to name a few. The Canva web-based software has been recommended to other departments as a way to collaborate on graphics, signage, etc. A new logo was also created for the Harris Nature Center to incorporate the Township branded colors and the Communications staff is working on a new Farmers' Market logo. Expanding branding both internally and externally is an ongoing process and will continue into 2022.

### **Onboarding Training Videos**

The Communications Department worked with both the Meridian Township Police and Fire Departments to film and produce training videos for staff. Utilizing HOMETV production equipment and editing software, staff recorded a radio system training video with EMS/Training Chief Bill Priese to not only be used for staff within the Meridian Township Fire Department, but for all fire departments in Ingham County. The training video recorded with Police Captain Rick Grillo was a non-escalation and de-escalation customer service training that will be used internally for all Meridian Township employees. Staff will continue to work with the Human Resources Department on recording staff training videos for onboarding of new employees. The goal is to compile a library of training videos that could be utilized within a new Intranet that would be accessible for all employees as a tool of internal communications and onboarding.

### **CAMTV Community Access Channel**

The goal was to re-evaluate the purpose of the CAMTV Community Access Channel and to strengthen programming and participation of community producers. Staff discovered the encoder, which sends the CAMTV signal to AT&T was no longer functioning. In order to comply with the AT&T Franchise Agreement and stream CAMTV to approximately 17 communities on the AT&T U-verse system, it was imperative for an emergency purchase to replace the HD encoder and restore the channel signal. The new encoder was installed in summer 2021. In addition to installing the encoder, staff revised the CAMTV Operating Policies & Procedures Manual, which had not been updated since April 18, 2012. Majority of the changes included updating the technical requirements, omitting obsolete information, adding Diversity, Equity and Inclusion (DEI) language and mirroring principles from the PBS Editorial Standards and Practices as it pertains to Programming Content Requirements. The Communications Commission approved the changes to the policies at the December 8, 2021 meeting.

### **Investigate & Implement HOMETV Podcast**

To capture additional audiences and increase awareness of HOMETV, staff has been investigating setting up a HOMETV podcast. The first program of the HOMETV podcast will be called "Township Today". The podcast program will cover the biggest topics happening in Meridian Township and include viewpoints from people on both sides of the topics/issues. The software platform to host the podcast has been chosen and HOMETV is working with the company to secure final pricing. HOMETV plans to launch the new podcast with the first program in 2022.

### **HOMETV Server Room Reconfiguration**

Throughout 2021, staff worked with the IT Department and a local engineer on reconfiguring the HOMETV Server Room. Training was also included in this project on the workflow and troubleshooting of equipment. Old equipment and approximately 52 cables that were no longer

needed were removed from the racks in the HOMTV Server Room to make way for new equipment and/or proper equipment maintenance. Progress has been made after unnecessary equipment was removed and remaining cables were properly coiled. The equipment that was removed was recycled and any equipment not recycled will be sold. In 2022, staff will continue to remove old equipment and cables, as well as label them properly and create new schematics for the updated station operations workflow.

### **Digital Conversion into HOMTV Video Archive System**

The HOMTV Video Archive Project was relaunched in 2021 after a pause in 2020 due to staff changes. New equipment was purchased to properly convert DVDs and VHS tapes into a digital format. The archiving progress was restructured to archive the data more efficiently. Instead of ingesting more footage into the EditShare system, it was decided the best approach would be to enter the metadata for shows already in the EditShare system. This means that staff goes through and labels who appears in each episode, the date it aired, who crewed the episode and any other pertinent information that should be logged. To date, staff has completed entering metadata for 36 episodes of Beyond the Badge, 116 episodes of All Access Sports and 57 episodes of Open Line. Once the metadata is finished for all existing shows in EditShare, then staff will continue with the digitization of tapes, DVDs, etc. In addition to that, staff has also cleaned up the EditShare system. This includes deleting files no longer needed and reorganizing how files are stored and what folders they belong to. Staff has also trained 3 interns on how to enter metadata and the process for tracking the project's progress. Each show has a spreadsheet that categorize the episodes by year. Each column shows the episode number, the date and the runtime. Once staff has finished entering the metadata for an episode, it is highlighted in pink to signify its completion. The digital conversion into the HOMTV Video Archive System is making progress, but will be an ongoing project in the coming years.

### **Additional HOMTV Revenue Sources**

The Communications team launched two t-shirt fundraisers to generate additional revenue for HOMTV and the department. Through the use of [bonfire.com](https://bonfire.com), the team set up two separate t-shirt fundraisers; one for the community - HOMTV Proud Supporter and the other for HOMTV Alumni - HOMie4life. Supporters can select their item and color and the team receives a kickback for every item purchased. Staff will continue seeking additional revenue sources for HOMTV including encouraging HOMTV Alumni members to give back to current HOMTV interns.

### **Marketing Analytics**

The Communications Department oversees the content development and engagement of 2 websites and 21 different social media accounts across multiple platforms, including Facebook, Twitter, Instagram, LinkedIn, Flickr, YouTube and Nextdoor. Nextdoor is the newest platform, added in June 2019, but has generated the greatest reach. The team continues to analyze each platform's content and community engagement.

### **Website Performance Summary**

- **Meridian Township Website Traffic 2021** - The Meridian Township website saw 3.6 million page views in 2021, compared to 884,451 page views in 2020. Send by GovDelivery is the new service used through Granicus to provide eNotification emails to Township website users who subscribed to website updates. There are 559 subscribers. The Township sends approximately 50 bulletins via per month. Those notifications receive a 93.9% engagement rate of people opening the email or clicking on the links in the email.
- **HOMTV Website Traffic 2021** - HOMTV.net saw 71,831 page views in 2021 with 33,159 users visiting the site. According to the HOMTV website add-on app called AddThis, 15,000 visitors to the HOMTV website are from direct

searches, 11,000 from referring domains and 6,400 from social sources. The largest referring domain for HOMTV's website came from Google while the top social source came from Facebook.

### **Social Media Performance Summary**

During 2021, staff continued to monitor the social platforms for content engagement; posting content and information that the community could relate to. Staff is also looking at the type of content to post to the different platforms rather than posting the same content on all platforms. The Communications Department has so many outlets to share information that not all content has to be posted to social media. In October 2021, the team's social media scheduling software added a scheduling planner, which recommends the best time to post according to trends and history.

- **Facebook** – The Communications Team manages seven Facebook pages for the Township with direct responsibility over Meridian Township, HOMTV and CAMTV pages, and indirect responsibility for the other six, which consist of the Fire Department, Parks & Recreation, Farmers' Market, Harris Nature Center pages. Meridian Township's total Facebook likes year-end 2021 equaled 6,855 with an increase of 478 likes compared to year-end (this number may be higher as a result of Facebook moving from "Likes" to "Followers"). Total Facebook followers year-end 2021 equaled 7.5K. HOMTV's total Facebook likes year-end 2021 equaled 2,171 with an increase of 137 likes compared to year-end 2020 (this number may be higher due to Facebook switching from "Likes" to "Followers"). Total Facebook followers year-end 2021 equaled 2.4K
- **Twitter** – The Communications Team manages only two Twitter accounts: one for the Township and one for HOMTV. Meridian Township's Total Twitter followers year-end 2021 equaled 3,187. HOMTV's Total Twitter followers for year-end 2021 equaled 1,784.
- **Instagram** – The Communications Team manages two Instagram accounts: one for the Township and one for HOMTV and assists with the Harris Nature Center and Farmers' Market accounts. Meridian Township's total Instagram followers year-end 2021 equaled 1901, an increase of 255 over year-end 2020. HOMTV's total Instagram followers year-end 2021 equaled 474, which is an increase of 75 over year-end 2020.
- **LinkedIn** – The Communications Team manages a LinkedIn account for Meridian Township and HOMTV. Meridian Township's total LinkedIn followers year-end 2021 equaled 586, an increase of 72 new followers compared to 2020. HOMTV's total LinkedIn followers year-end 2021 equaled 1204, an increase of 11 new followers compared to 2020.
- **NextDoor** – This is the team's greatest performing platform with the greatest reach to the community. Total members from the community at year-end 2021 equaled 11,482 out of 22,355 households in the Township. An increase of 1,612 residents that have joined Nextdoor since 2020.
- **YouTube** – Staff manages two YouTube channels: one for HOMTV and one for the Township. HOMTV's total video views for year-end 2021 equaled 1,718. Total subscribers year-end 2021 equaled 505, which is an increase of 121

compared to year-end 2020. Due to the increased virtual offerings by multiple Township Departments, the Meridian Township YouTube Channel has been reactivated. Total video views for year-end 2021 equaled 306. Total subscribers year-end 2021 equaled 309, which is an increase of 215 compared to year-end 2020.

- **Constant Contact** – The Communications Team sends out a weekly e-Newsletter, Meridian Happenings, using Constant Contact. In November 2021, the team launched a new branded design of the newsletter. Currently, we have 10.5K contacts with an open rate of 52%, while the industry average is 24%. This percent remains high because the newsletter is shared on our social platforms and sent to contacts that have stated they want to receive information about the Township. The newsletter is our second best means of communicating information to residents.

### **Print & Fundraising Summary**

- **Prime Meridian Magazine** – The 2021 edition of the Prime Meridian Magazine publication was produced and arrived in homes in the spring. Due to costs associated with printing and mailing, the Prime Meridian Magazine will be an annual publication moving forward. Additional marketing materials in a digital format will supplement the magazine content throughout the year.
- **Township Flyers** – Staff continues to create flyers for events, entrance doors and restroom doors as a way to reach more people about Township information and events through foot-traffic.
- **Fundraisers** - A new fundraiser for Meridian Cares began in March 2021. Staff designed a t-shirt with the Meridian Cares logo and promoted to the community, Township staff, and Township Board and Commission members to purchase in support of the Meridian Cares program. To date, the t-shirt fundraiser through Bonfire has raised \$595.57. Meridian Cares shopping bags were also designed and sold at the Meridian Township Farmers' Market. Staff continues to assist with promotional efforts for other Meridian Cares events and fundraisers, including the annual Coat Drive, No Shave November, Holiday Giving Tree and Holiday Food Baskets.

### **HOMTV Programming**

HOMTV produced and aired a total of 60 regular programs, 75 live Township meetings (many held virtually via Zoom or in a hybrid format) and over 500 stories, social media videos and promos in 2021. Each month, HOMTV expanded program offerings on the channel of both returning and new shows including: All About Animals, Your Choice 2021 May Special Election Coverage, Meet Your Elected Officials, Summer Concert Series, HOM Entertainment, Back to School Series, Dear Santa and Virtual View. HOMTV provided live event coverage of the Township's Police Investigation Press Conference, Election Risk-Limiting Audit, MDOT Public Meeting on the M-43 (Grand River Avenue) Project and Art Sculpture Reveal & Ribbon Cutting Ceremony. In February 2021, HOMTV also hosted a Virtual Intern Appreciation and Golden Tape Awards Ceremony to celebrate the commitment and hard work of the 2020 HOMTV Interns. The ceremony keynote speaker was an alumni member who was a reporter in Guam. Conducting the event via Zoom allowed for this alumni member to take part in the celebration.

### **CAMTV Programming**

CAMTV currently has a total of 7 programs and 5 active producers who are creating content to air on CAMTV. In 2021, 50 different episodes were aired on the channel. Additional marketing efforts will take place at the start of 2022 to add more producers and create digital marketing for the channel.

### **HOMTV Internship Program**

Twenty-six (26) interns participated in HOMTV's multimedia television internship program in 2021. The interns contributed approximately 9,000 hours producing approximately 500 online articles and more than 500 videos. Due to the COVID-19 Pandemic, some of the internship program was completed virtually or in a hybrid format. However, the interns were still able to get some hands-on experience and training in person in the HOMTV facilities. This included crewing and anchoring multiple Meridian News Now shows, interview programs, live meetings and event coverage.

### **Awards**

In 2021, HOMTV received two national awards and one regional award. The Alliance for Community Media (ACM) recognized HOMTV as a 1st place national award winner in the 2021 Hometown Media Awards Competition. For four years in a row, HOMTV has received the "Overall Excellence in Governmental Access" award from ACM. This year was in the \$300,000 - \$600,000 budget-based division. The Overall Excellence awards recognize access organizations for their overall operational activities and programming efforts. The National Association of Telecommunications Officers and Advisors (NATOA) awarded HOMTV a national first place award in the 2021 Government Programming Awards for the Meridian Live Coverage of the November 17, 2020 Township Board Meeting in the "Public/Community Meetings" category. The Government Programming Awards recognize excellence in broadcast, cable, multimedia and electronic programming produced by local government agencies. HOMTV also received a Finalist recognition from the ACM Central States Regional Philo Festival of Media Arts in the "Professional Documentary" category for the First Female Eagle Scouts: Troop 164 Special Feature. The ACM Central States Region includes stations in Michigan, Indiana, Ohio and Kentucky.

### **MEMBERS OF THE CABLE COMMUNICATIONS COMMISSION IN 2021**

Tunga Kiyak, Chair  
Walter Benenson, Vice Chair  
Leslie Charles, Commissioner  
Mike Nevells, Commissioner  
Brian Seipel, Commissioner  
Vacant, Alternate Commissioner  
Rita Adhi, Alternate Commissioner  
Deborah Guthrie, Township Board Liaison

### **TEAM MEMBERS**

Brandie Yates, Communications Manager  
Andrea Smiley, Marketing & Public Relations Specialist  
Samantha Diehl, Multimedia Production & Operations Specialist

# COMMUNITY PLANNING AND DEVELOPMENT



Despite the ongoing COVID-19 Pandemic, 2021 was one of the busiest years on record for the Department of Community Planning and Development. The Department continued to provide excellent public service to the community through building permits and inspections, site plan review, public engagement and education, code enforcement, and rental housing inspections. The Department works closely with residents, businesses, property owners, and provides Staff support to the following Boards and Commissions:

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

## 2021 DEPARTMENT GOALS AND ACTION PLAN

### **Serve as an active partner in redeveloping the Village of Okemos and Downtown Haslett.**

The Village of Okemos project had two minor amendments to their MUPUD approved by Staff in 2021. The plans continue to evolve towards construction and Staff is expecting site plans submittal in late January. The Downtown Haslett plans also underwent a minor amendment to their MUPUD approval. The site plan for that project has been approved and Staff is expecting a building permit submittal in the next couple of months. Along with the Neighborhoods and Economic Development Director, Staff continues to meet regularly with the development teams for both projects, in an effort to move these two redevelopment opportunities forward.

### **Finalize the draft of the Form Based Code for the western portion of Grand River Avenue.**

The Planning Commission and Township Board have been discussing this concept for several years. Although no major progress has been made this year, Staff is currently analyzing how to move this forward or if there are alternatives that will get us to the same end goal of higher quality development in the West Grand River Avenue corridor.

### **Begin the review of the Future Land Use Map as part of the overall review and possible update to the Master Plan.**

The Master Plan for the Township will begin in 2022, five years after the adoption of our current plan and consistent with the State enabling legislation. Staff is recommending slightly reworking this goal for the Planning Commission to focus on in 2022. By focusing on the existing land use, the Planning Commission can determine areas that need to be studied further

and wait for public input to talk about the Future Land Use in the Township.

**Revise the sign ordinance so that it is content neutral.**

Staff has started work on this major ordinance overhaul, with a 50% draft having been circulated to the Planning Commission subcommittee working on this item. We expect to finalize the language this winter for the Planning Commission and Township Board's review and ultimate adoption.

**Continue to assist the Planning Commission with the review of the Mixed Use Planned Unit Development Ordinance.**

The overhaul of this ordinance, which has been discussed for years and has been under active review for over 12 months, was completed late in 2021. The Township Board adopted the proposed changes and Staff has already had conversations with potential developers that proposed to utilize the ordinance. This was a monumental overhaul to the Township's zoning ordinance structure.

**Provide the Rental Housing Inspectors with tablets and create an interactive inspection checklist to streamline inspection reporting.**

The rental inspectors will be on tablets in the near future, as our focus initially was getting tablets for the building inspectors. The checklist has been created and is being used as a hard copy, pending making it digital in BS&A. We plan to make this transition complete in 2022.

**Evaluate the need for an additional Rental Housing Inspector.**

After some staff changes, a request was made to the Township Manager to convert one of the part time rental inspectors over to a full-time role. This was granted and we have filled the role. We are now using this additional manpower to catch up on inspections that have been postponed or delayed as a result of the COVID-19 pandemic.

**Provide the Building Inspectors with laptops to better facilitate working, communicating, and meeting remotely.**

The Building inspectors have been outfitted with tablets, which have made entering inspection results and following up on issues much easier. We will continue to utilize technology as best we can to improve our operations.

**Continue the discussion with the City of Mason to provide increased building services and evaluate the cost and staffing needed for the Township to provide additional services.**

In the summer, Staff from Mason and Meridian Township finalized a new building services contract outlining the terms of the service that we provide to Mason. After legal review, both communities adopted the new contract and we are currently operating under it. Both parties agreed that we will hold costs the same at this time, but reevaluate in the upcoming years.

**Work with the City of East Lansing on improvements to scheduling, reporting inspection results, and communication relating to mechanical, electrical, and plumbing permits.**

In late summer, Staff from East Lansing and Meridian Township came together for an 'all hands' meeting to discuss our processes and how to improve them. As a result of that meeting, we were able to fix a long-standing issue with reporting inspection results, which has substantially improved our customer service. East Lansing is currently hiring a new plumbing inspector, but the East Lansing Building Official worked with us to ensure that there was no gap in coverage and we have navigated COVID-19 fueled inspection cancelations effectively.

**Continue to monitor and update permit applications used by the Department.**

Staff was unable to take a deep dive into this goal, due to the Staff changes that hit the Department. We plan on carrying this over to the 2022 goals, with the addition of reviewing our full fee structure as well.

## 2021 COMMISSION AND BOARD MEMBERS

(\* indicates former member)

### PLANNING COMMISSION

Scott Hendrickson, Chair  
Peter Trezise, Vice-Chair  
Jerry Richards, Secretary  
David Premoe  
Holly Cordill

Alisande Shrewsbury  
Bill McConnell  
Mark Blumer  
Christina Snyder

The Planning Commission had a busy year in 2021. Public Hearings were held and recommendations made on five different rezoning requests and ten Special Use Permit requests. These included the major redevelopment at Kansas and Jolly Road for the new Sparrow Health standalone Emergency Room and the new Consumers Credit Union building in front of Hobby Lobby on Grand River Avenue. Additionally, the Planning Commission reviewed and recommended approval on two text amendments, one of which was a complete overhaul of the MUPUD ordinance, which was the culmination of a year's worth of work by Staff and the Commission.

### ZONING BOARD OF APPEALS

Alexia Mansour, Chair  
Monique Field-Foster, Vice-Chair  
Dan Opsommer, Township Board Representative  
Scott Hendrickson, Planning Commission Representative

\*Don Kulhanek  
\*Alex Newman  
\*Brian Shorkey

The Zoning Board of Appeals heard a total of 15 different requests in 2021. Four were existing commercial structures, four were for new construction of commercial structures, and the remaining seven were existing residential homes where changes were being sought. The Board also recognized that there were some requests that had become reoccurring and have asked Staff to propose ordinance amendments to address some of these concerns in 2022.

### TRANSPORTATION COMMISSION

Steven Vagnozzi, Chair  
Bob Lovell, Vice-Chair  
Dan Opsommer, Township Board Representative  
Joyce Van Coevering

Karla Hudson  
Tim Potter  
Joshua Robertson

The Transportation Commission met jointly with the East Lansing Transportation Commission regarding the Towar and Lake Lansing intersection reconstruction that is coming in the Ingham County Road Department's budget. They approved a resolution regarding the non-motorized access for the site and will continue to work with East Lansing on the project in 2022. The Commission discussed extensively the coming work to Okemos Road and Grand River Avenue and will continue these conversations before construction begins in 2022. They also approved a resolution in support of the MSU to Lake Lansing pathway extension that is coming in 2022. Overall, the Commission has taken every opportunity to support non-motorized access throughout the Township and will continue to do so moving forward.

### BROWNFIELD REDEVELOPMENT AUTHORITY

Jeff Theuer, Chair  
James E. Jackson, Vice-Chair  
Brenda Chapman

Joyce Van Coevering  
Frank L. Walsh  
John Matuszak



David Premoe

The Brownfield Redevelopment Authority issued the first reimbursement payments for the first Phase of the Elevation at Okemos Point project. Construction began on the Haslett Marathon project, which was approved in 2020, for a Brownfield. Additionally, construction is progressing on the 2360 Jolly Road project, with reimbursements expected to begin in 2022.

### **BUILDING BOARD OF APPEALS**

Charles Wallin  
Pete Potterpin  
David Premoe

The Building Board of Appeals did not need to meet in 2021, but stands ready should make building code issues arise in the year to come.

### **TEAM MEMBERS**

(\* indicates staff person left position in 2021)

Timothy R. Schmitt, AICP, Director of Community Planning and Development  
John Heckaman, Chief Building Inspector  
Debbie Budzynski, Administrative Assistant II  
Ron Rau, Senior Building Inspector  
John Hines, Senior Building Inspector  
Frank Christmas, Rental Housing Inspector  
Joe Wade, Rental Housing Inspector  
Zachary Fenner, Code Enforcement Officer  
Keith Chapman, Assistant Planner  
Brian Shorkey, AICP, Senior Planner

\* John Martin, Building Inspector

\*Kevin Reed, Rental Housing Inspector

\*Peter Menser, Principal Planner

\*Mark Kieselbach, Director of Community Planning and Development

\*DeKeea Quinney-Davis, Administrative Assistant I

# ECONOMIC DEVELOPMENT



## 2021 DEPARTMENT GOALS AND ACTION PLAN

### **Potential Intensity Change Area (PICA) Redevelopment**

Meridian Township's Economic Development vision to support the redevelopment of our Potential Intensity Change Areas (PICA's) remained the priority in 2021. The Okemos PICA, designated at the intersections of Okemos/Hamilton and through the Downtown Development Authority, is actively pursuing a major redevelopment first approved in 2018. Mitigating financial costs have delayed the project brought to us by the "Village of Okemos LLC" team. At the beginning of 2021, the Meridian Township Board worked with the developer to remove the blight that existed on the properties to propel the project forward. Working alongside the Michigan Department of Environment Great Lakes and Energy (EGLE), we may see the project through to site plan approval. The project is eligible for Brownfield Development reimbursement, Downtown Development reimbursement and local funding from the Meridian Redevelopment Fund. The Township has met every responsibility to the developer for the project as approved. The next steps lie with the developer to meet the Township's requirements for site plan approval, applications to the Brownfield and Downtown Development Authorities along with various other funding mechanisms for construction to begin. The expectation is for a fully commercialized corridor on Hamilton Road supported by the residents of the two blocks. 200 residential units should create 3 full-time jobs for leasing, maintenance and property management. Also, additional full-time positions as retailers and leases take over boutique spaces.

The Haslett PICA, designated at the intersections of Haslett/Marsh Roads, has also seen an extreme delay in progress for the approved Pine Village redevelopment at 1673 Haslett Road. Pine Village is a 55+ independent senior community complex with an approved mixed-use planned unit development approved for the site. Approximately 10,000 sq. ft. of non-residential space will occupy the first floor with three additional stories above the first floor for residents of Pine Village. The site will include a pathway connection to the interurban and other amenities to support independent living at a centralized location. Pine Village saw delays connected with COVID-19 and the cost of construction. The project has an approved Brownfield reimbursement to clean up long-standing contamination at the site. We anticipate demolition in the first quarter of 2022 to lead the way for vertical construction activities in late summer. These projected start dates are heavily related to weather and availability of labor. 149 units for an independent facility like this should support 3-4 full-time positions. Varying positions to support residents like transportation, food service, and other activities.

The Haslett Marathon successfully completed demolition of the old gas tanks and of service station building through a phased demolition. COVID-19 is a standard in our lives now; in order to maintain staff for as long as possible, the Township worked with the developer to allow for demolition and construction to occur simultaneously at the site. Some residents voiced initial opposition to the new rehabilitated site due to its proximity to the road, the height of the building and their perception of its impact on traffic. Much of the Marathon building shell is complete with windows and doors recently installed. Full time staff will be maintained at this location. A mechanic, front staff and additional part time staff are expected. A great update to property in Haslett, one of the first in over 30 years.

**Downtown Development Authority**

The Downtown Development Authority (DDA) of Meridian Township, referred to by many as “downtown Okemos” holds nostalgia for some in the community. Others are eager to see a thriving and bustling commercial area where people can see and be seen. One major stint in the growth of the DDA was a debt owed to the Township for streetlights and the loss of a tax tribunal in 2012. In May 2021, a unanimous vote of support from the Township Board forgave the remaining \$125,000 debt. The DDA now unsaddled with a monthly payment can invest their established dollars into the businesses in the district. The forgiveness of the debt propelled the DDA body a decade into the future by relieving them of the additional cost. The DDA is now considering the creation of programs to support “Match on Main” or other incentivizing programs for small businesses.

**Meridian Economic Development Corporation (MEDC)**

Members of the Meridian EDC expressed several targeted goals for 2021 to support the Township. Our first action was in response to COVID-19 for the second round of small business grants issued by the EDC. Small businesses that met the eligibility criteria were awarded up to \$7,000 to support their establishments through the pandemic shutdown. The Meridian Redevelopment Fund, a fund created from the proceeds of the sale of the MARC building, were used to support the issuance of grants for eligible approved applicants. A selection committee of Township Board Members, Township Manager, and Economic Department Staff reviewed each application. The Meridian EDC is proud of its collaborative efforts to support our small business community.

In 2021, the Meridian EDC included the “Meridian Motorfest”, the first annual car show hosted at High Caliber Karting at Meridian Mall, as a part of our annual community celebrations. The 2021 community survey commissioned by the Township saw an outcry from the public for more activities and engagement. The Meridian EDC also supported additional funding for the LEAP Public Art Communities Grant to commission “Sow” our newest community art piece at Marketplace on the Green. The \$5,000 supported the installation and finishing’s for the piece.

It was also the priority of the Meridian EDC to launch the first Freedom Fest, Meridian Township Juneteenth celebration. Juneteenth in the past was a celebration hosted by black organizations nationwide. In 2005, Governor Granholm designated Juneteenth a holiday in Michigan. At that time, many communities in the State began hosting community celebrations to honor the true end of slavery in America. In 2021, the federal government declared Juneteenth a National Independence Day, a federal holiday for us all. The Meridian EDC was overjoyed we had already planned a community scavenger hunt to bring general awareness of the holiday and its importance to the story of America.

**Corridor Improvement Authority (CIA)**

The Corridor Improvement Authority (CIA) prioritized its focus to implement a vision for the Grand River Corridor in 2021. This commission, established in 2017, concentrates on what improvements can be instituted on Grand River Avenue to make it easier to traverse regardless of what mode of transportation you use. Grand River Avenue has the highest density and traffic in our community. This corridor is predominantly commercial retail and the CIA has the direction to incentivize its future as a walkable corridor. The Michigan Department of Transportation (MDOT) notified the Township of its

plans for the reconstruction of M-43 Grand River Avenue in 2022. The CIA alongside the Transportation Commission engaged with MDOT with a request for updates to be made to M-43 during this reconstruction project. MDOT agreed to the installation of three pedestrian crossings along Grand River Avenue. The construction project will fall on an 18-month cycle and will include coordination between MDOT and the Ingham County Drain office as updates to the Meijer and Grettenberger drains are made. The installation of the crosswalks will occur as construction phases occur, with the eastern portion of M-43 completed first. The crosswalks will be located 4900, 2900, and 1800 blocks of Grand River Avenue in the median of the 5 lane road.

The redevelopment of 2010 W Grand River from Burger King to Buddy's Pizza is a long-awaited project. The start and stop of the pandemic, changes to the site plan, and increased requirements of the Drain Office were the only incremental setbacks to this project. An impact to the restaurant industry besides equipment (typically ordering specialized items like coolers, appliances, etc.) is the availability of labor. This will impact the opening of this and other like establishments. Buddy Pizza should support 3-4 full time positions.

**New Businesses**

Meridian is a Prime community. Ranked number 1 by Niche Magazine in 2021 by size and sheer magnitude of excellence. It is not just numbers that make Meridian a celebrated and sought after community. The care, quality and quantity of our Parks. The high functioning local schools and the financial stability of Meridian combined, is a reason for the 10% increase in population in a decade. Meridian welcomed 40 new single families to the community with the addition of the single family homes. Meridian also welcomed 11 new businesses with a ribbon cutting or promotional event. These services we offer free of charge to any new or expanding business in the Township. Our smart attitude toward small business support and efficient development is what makes Meridian a prime community for development.

**DOWNTOWN DEVELOPMENT AUTHORITY**

Renee Korrey, Chair  
Peter Campbell, Secretary/Treasurer  
Bill Cawood  
Sue Fulk, Vice-Chair  
Ronald J. Styka, Township Supervisor

James Spanos  
Will Randle  
Scott Weaver  
James Raynak  
Thomas Stanko

**ECONOMIC DEVELOPMENT CORPORATION**

Kim Thompson, Chair  
Phil Deschaine, Township Treasurer, Ex-Officio  
Kathy Sundland, Township Board Liaison  
Frank L. Walsh, Township Manager/Secretary  
Shawn Dunham  
Brenda Chapman, Vice-Chair

Dave Ledebuhr  
Mikhail Murshak  
Tom Conway  
Adam Carlson  
Joel Conn

**CORRIDOR IMPROVEMENT AUTHORITY**

Chris Nugent  
Ron Styka, Township Supervisor  
Barry Goetz  
Jeff Ross, Vice-Chair

Kellie Johnson  
Bruce Peffers  
Chris Rigterink  
Eric Foster, Chair

## TEAM MEMBERS

Amber Clark, Economic Development & Neighborhoods Director  
Michelle Prinz, Executive Assistant

# FIRE/EMS



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



Station 91-ALS Engine, Ambulance, Command Vehicle, Reserve Ambulance, Ambulance Engine Carries "Jaws of Life", Rescue (confined space, water rescue)



Station 92-Engine, Ambulance, Boat, "Jaws of Life"

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

It is my honor and privilege to serve the residents, employees, Manager, and Board of Meridian Township as their Fire Chief, working alongside 36 well-trained and highly skilled professional firefighters, fire officers and administrative staff members. Together, we provide high-quality emergency, prevention and risk-reduction, education and emergency response to more than 43,000 residents within our 32 square-mile response area. We are pleased to present our 2021 Annual Report.

While the role of the fire service has significantly changed and increased in complexity over the years, our commitment to serving the community to the best of our ability remains steadfast and focused. Meridian Township is a highly diverse community, and your Fire Department team is a dedicated group of professionals who consistently provide exceptional service.

I would like to express my appreciation to the Township Board, Manager, union leadership and employees of the Township for their collaboration and willingness to work for the long-term good of the Township and the residents we serve. This continual cooperation supports our ability to provide the best possible services. We continually evaluate and maintain a strong fiscal position to create a fiscally sustainable path forward that supports our ability to enhance the delivery of essential emergency and risk reduction services.

We would be remiss not to acknowledge our community. We are blessed to have incredibly strong support from the community, and we do not take this support for granted.

## OUR MISSION

Each year the Fire Department evaluates its programs and service delivery models to ensure cost effectiveness and efficiency, but more importantly, to ensure it can meet the emergency service, prevention and risk-reduction needs of the Township.

- Our mission is to provide efficient, dependable and professional services to the residents of Meridian Township.
- Our values are to educate and provide caring, compassionate service with excellence and dignity.

- *Our vision* is to exceed the expectations of the community by proactively responding to the established priorities and needs.

The Meridian Township Fire Department (MTFD) is a full-service organization providing fire, rescue and emergency medical services to a community of 43,916 residents across 32 square miles. Three stations are strategically located to provide timely responses to residents and visitors alike. Three dual-paramedic staffed advanced life support ambulances deliver emergency medical care at the highest pre-hospital level. The Department also provides fire prevention, code enforcement, plan review and fire safety related programming. The Department is an active member of the Metro-Lansing Technical Rescue and Hazardous Materials Teams. These teams respond to high-risk, low-frequency incidents involving confined spaces, trenches, bodies of water, high/low angle rescues, chemical/gas releases and structural collapses. Each department member is committed to serving the community with excellence through the delivery of outstanding customer service.

Over the past two years, the Department has learned the importance of adaptability and flexibility to meet the needs of its firefighters, the Township and residents while maneuvering through the challenges of the global COVID-19 pandemic. In 2020, the COVID-19 pandemic reduced call volume by an estimated 10%; however, in 2021 the total call volume was 13.8% higher than 2020 and 2.8% higher than 2019. Additionally, EMS calls in 2021 (4627) increased by 18.4% over 2020 and 9.7% over 2019.

### **Fire Prevention**

The Fire Marshal is dedicated to the goal of reducing the number and impact of fire-related incidents within the Township of Meridian. This is accomplished through a comprehensive fire inspection program, plan review, testing of new construction and fire protection systems, and investigation of all fires that occur within the Township. The Fire Marshal is also invested and involved in the fire and life safety education programs that are provided by the department.

Fire inspections are conducted in businesses on an annual basis. Scheduling is based on the risk posed by the building's occupants or operation (for example, a restaurant or theater has a greater inherent risk than a physician's office). These inspections are based on adopted codes and Township ordinances.

The Fire Marshal conducts plan reviews of new construction site plans to ensure compliance with fire safety codes. This includes fire access, fire hydrants, sprinkler systems, fire alarms, location of fire department connections and any other issues which could affect fire department response.

The Fire Marshal investigates all fires and explosions for the purpose of establishing cause and origin. Fires are classified in one of four ways: accidental, incendiary, natural and undetermined. An accidental fire is a fire in which the cause does not involve an intentional human act to ignite or spread fire into an area where the fire should not be. Conversely, an intentional fire is a fire that is caused by an intentional human act to ignite fire where it should not be. A natural fire is caused without direct human intervention, and an undetermined fire is where the fire's cause cannot be proven to an acceptable level of certainty.

In 2021, the Fire Marshal completed 64 plan reviews of construction projects, 75 fire inspections, 57 fire alarm inspections, and 71 fire sprinkler inspections. Additionally, 24 fire investigations in the Township and four additional supporting our mutual aid partners.

### **Training**

The Training Division has many charges. Foremost among these is the continual facilitation of the

ongoing training needs of the second busiest fire department in Ingham County. All firefighters are dually trained in emergency medicine and firefighting. All employees are state licensed paramedics and subject to strict training requirements outlined by the State of Michigan. Firefighters are held to state-mandated standards in highly technical areas, each with their associated training requirements. Some areas of training include firefighting tactics and strategy, emergency driving, hazardous materials, ice and water rescue, extrication, confined space operations and medical care for the sick and injured.

Training was conducted this year despite the coronavirus still having a grasp on society and affecting the ways the department could interact with each other. The Fire Department completed over 3,100 hours of training collectively in-person and online. Team members worked with four probationary members who are currently in the process of completing their probationary training objectives and a fifth firefighter/paramedic who successfully completed all probationary objectives in 2021. Probationary objectives take 120+ hours to complete. All staff members completed training in the following areas:

- Cultural Competency Training
- New Ingham County Wide Radio System
- Hazardous Communications
- Back Injury Prevention
- HIPAA
- Bloodborne Pathogens
- Ice Water Rescue Training
- Active Violence Incident Response
- MS4 Stormwater Protection Training
- Hydrant Connections
- Ladders
- Vehicle Extrication
- Apparatus Driving
- SCBA

Many team members received training in Pediatric Medication Administration, Emergency Vehicle Driving, Pediatrics, Patient Care Reports, and other EMS & Fire topics. Eight people completed Cardio-Pulmonary Resuscitation (CPR) and Advanced Cardiac Life Support (ACLS). Three members completed Fire Inspector Training which was one week in length and required many hours of studying. Twelve team members successfully renewed their paramedic licenses and completed Tri-County testing. Team members continued to train in incident command utilizing the Blue Card Command System.

The EMS/Training Division secured a state trauma grant in the amount of \$3,850 which paid for new traffic safety vests and pelvic splints for each medical unit. The Citizens Assistance Program served six residents with obtaining Meals on Wheels, gaining financial assistance, and accessing additional medical assistance. The First Responder COVID-19 Testing Program continued to be utilized by over 400 first responders to date and is still actively engaged with first responders. The department worked in conjunction with other METRO departments to complete live firefighting drills at a vacant Burger King. This training provided simulated fire conditions for crews to make entry and complete fire control, search and rescue of victims and command and control of the fire scene. Training and full implementation was completed for a new emergency radio system that covers the entire county. The Training Division continued to train Harris Nature Center Staff in CPR & First Aid, as well as, provide continuing education to Meridian Township Police Department.

## **Fire Operations**

The Operations subdivision is composed of shift operations and broken down into individual firefighting and EMS companies which perform the day-to-day public safety activities for Meridian Township. The members that comprise Operations are divided into two shifts (Red and Black) and work a 24-hour on/24-hour off/24-hour on/72-hour off shift. A Battalion Chief fulfills the role of Shift Commander and supervises each shift. The Shift Commanders handle daily staffing issues and the scheduling of training and other activities for their shift. They also act as the liaison between the shift



and the Fire Administration. The Battalion Chiefs are responsible for command and control of most emergency incidents in the Township.

The Township fire districts are geographically divided into three districts each containing one fire station. The three fire stations are strategically located to support quicker response. Each station has an ambulance and fire engine. The department also has a ladder truck and other specialized response vehicles.

Each individual fire company is made up of a Company Officer (usually a Lieutenant) who supervises two Firefighter/Medics. The Company Officer is responsible for the supervision and safety of the company members assigned to them at all times. The Company Officer is also responsible for all reports and communications relating to the operation of their company.

2021 demonstrated once again that Meridian Township Fire did much more than respond to emergency medical calls and residential structure fires. We are an all-hazards fire department that also responds to significant motor vehicle accidents and a variety of rescues and fires that present unusual hazards for the community. While responding to emergencies is the priority of the Operations Division, personnel also spend their time completing required training classes, conducting station tours for the public and maintaining the stations, apparatus and equipment. In 2021, this was all completed with the added challenge of keeping the community and crews safe while in the midst of a worldwide pandemic.

Below is a table showing total fire and EMS incidents over a ten-year period from 2012-2021 (Fig. 1). Figures 2 and 3 show the number of fire (Fig. 2) and medical (Fig. 3) calls Meridian Township Fire Department responded to in 2021 categorized by dispatch type. The final chart compares total EMS calls by month in 2020 and 2021 (Fig. 4).

<b>10 Year Incident Count-Fig 1</b>			
<b>Year</b>	<b>Fire Incidents</b>	<b>EMS Incidents</b>	<b>Total Incidents</b>
2012	600	3,847	4,447
2013	737	3,619	4,356
2014	714	3,683	4,397
2015	623	3,884	4,507
2016	925	4,028	4,953
2017	1,181	3,988	5,169
2018	991	4,226	5,217
2019	1217	4,220	5,437
2020	875	4031	4906
<b>2021</b>	<b>963</b>	<b>4627</b>	<b>5590</b>

<b>Confirmed Fire Responses Dispatch Type-Fig 2</b>	
HAMIN – Hazmat	3
FBURN – Illegal burns	36
FSTRUC – Residential Structure fire	73

FMAJOR - Commercial Building fire	4
FSTILL - Smoke Investigation	58
FALARMS - Fire Alarms	324
FBRUCH - Brush Fire	25
CAR/ Dumpster fire	124
UTILF - Utility Poll fire / wires down	72
Stuck in elevator	4

**Medical Responses Dispatch Type-Fig 3**

MED - Start EMD	1346
MEDIC - Medical response	362
MEDICA - Alpha response	708
MEDICB - Bravo response	233
MEDICC - Charlie response	656
MEDICD - Delta response	610
MEDICE - Echo response	50
PIACCF - Injury Accident	130
CITAST - Fallen and can't get up	432
DROWN - Lake or river	2
PINNIN vehicle accident	20
UNKACCF - Unknown Injury accident	32
MUTAMB - Mutual Aid medical	367
SHOOTF - Med/Fire response	1

<b>EMS Calls by Month</b>	<b>2020</b>	<b>2021</b>
<b>January</b>	385	416
<b>February</b>	351	364
<b>March</b>	329	449
<b>April</b>	234	398
<b>May</b>	270	479
<b>June</b>	281	486
<b>July</b>	312	479
<b>August</b>	326	496
<b>September</b>	336	518
<b>October</b>	343	542
<b>November</b>	348	477
<b>December</b>	331	485

Fig. 4

## 2021 DEPARTMENT GOALS AND ACTION PLAN

### **Outdoor Warning Sirens**

In 2021, MTFD continued the project to install emergency warning sirens throughout the Township protecting residents from severe weather and other emergencies. The year 2021 marked tenth siren installed near Lake Lansing and Park Lake roads. In 2022 an eleventh, outdoor warning siren will be installed in the area of Tihart and Cornell Roads. The goal is to finish installation of the remaining five sirens by 2026.

### **Fire Department Safety Equipment**

Since 2018, the department has worked hard to be fiscally responsible by managing the budget while evaluating the operation of the Fire Department. A portion of aging equipment has been replaced, prompting implementation of an annual five-year replacement schedule to support fiscal sensibility now and in future budget years. The five-year plan is updated annually and includes replacement schedules supporting NFPA 1971 and MIOSHA Part 74 Personal Protective Equipment such as structural firefighting clothing, saws, hose, SCBA, tools and more, as well as NFPA 1901, which includes vehicle replacement schedules for ambulances, engines and command vehicles.

In 2021, the department was able to meet equipment needs by purchasing structural firefighting gear, hose, saws, SCBA cylinders, rope equipment, positive pressure fan and COVID-19 personal protective equipment.

### **Utility Terrain Vehicle (UTV)**

In 2021, the department acquired a UTV supporting brush fire response within the Township and Ingham County. In early 2021, the Township had over 45 acres of brush fires due to the dry weather. This vehicle functions off road and has a water tank, pump, hose and equipment to stop brush fires from spreading.

### **Department Policies**

In 2018, a goal was set to update all Standard Operational Guides and Standard Operational Procedures that are obsolete or outdated. In 2021, eight operational polices and one COVID-19 policy were updated.

- Employee Discipline
- Sick Leave Usage
- Trade Time
- Leave Time
- Returning From Extended Absence
- Advanced Life Support Medical Vehicle Equipment Removal
- Motor Vehicle Accident Investigation
- Limited Duty
- COVID-19 Exposure

In 2021, a Continuity of Operation Plan (COOP) was developed and is currently out for review. This plan will outline each Township department's roles and responsibilities during emergencies. COOP document drafts developed in 2021 include:

- Meridian COOP Basic Plan
- Meridian COOP Functional Annex
- Meridian COOP Support Plan

Additionally, a Damage Assessment Plan was developed to formalize a process for performing damage assessment during large scale disasters. This is key to documenting critical infrastructure losses that may result in federal dollar reimbursement.

The COOP and Damage Assessment draft plans will be submitted to the Township Manager for review in the first quarter of 2022.

### **Grants**

MTFD received a 2020 Assistance to Firefighters Grant (FEMA) in the amount of \$48,201 for the purchase of ANSI reflective safety vests, air bags, battery operated submergible struts. This equipment will be instrumental during extrications to protect firefighters with reflective vests and disentangle victims trapped in their vehicle.

### **Recruiting**

Over the past two years, the department has evaluated and instituted ways to recruit and retain professional firefighters. There is a substantial shortage of paramedics in Michigan which has created staffing issues for many private ambulance services and fire-based ambulance services. Maneuvering through this challenging time has prompted the department to come up with creative ways to recruit and fill vacant positions. In 2021, a part-time EMT/firefighter was hired and is being sponsored to attend a paramedic course with a guaranteed job starting in January 2023. Moving forward, a plan was developed to hire EMTs full time and send them to paramedic school. Being a service that only hires qualified paramedics, this process changes the way the department hires and operates, so more planning is expected as we move forward with implementation.

## MTFD TEAM

### **FIRE CHIEF**

---

Michael Hamel

### **ADMINISTRATION**

---

Bill Priese, Training/EMS Chief

Tavis Millerov, Fire Marshal

Christine Cassidy, Admin Asst. II

### **BATTALION CHIEFS**

---

Mark Vroman

Ken Phinney

### **CAPTAINS**

---

Bill Richardson

Ryan Campbell

Rudy Gonzales

### **LIEUTENANTS**

---

John McDermott\*\*

Jason Hillard

Jason Everest

Chris Johnson

Jeff Rommeck

TJ Booms

Al Diaz

### **FIREFIGHTERS**

---

Brian Pennell

Corey Pant

Eddie Dennis

Amanda Arnett

Erik Sellen

Chuck Malesko

Benjamin Haviland\*

Nate Lafayette

Bob Caretti

Tony Kozlowski

Sam Weber

Don Carr

RJ Lewis

Tyler McNalley

Dustin Farhat

Angela Kohls

Dan Ackles

Steven Garelik

Joseph Harrison\*

### **Retirements**

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Paul Cullimore

### **Resignations**

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**Promotions**

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John McDermott

**PART-TIME FIREFIGHTERS**

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Anne Marie Cavalcante

Kayla Crim (Paramedic Student)

*\*Hired in 2020    \*\* Promoted in 2021    \*\*\* Vacancy*

# HUMAN RESOURCES



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

## 2021 DEPARTMENT GOALS AND ACTION PLAN

### **COVID-19**

Since March of 2020, the Township has diligently worked to provide service to residents and continue operations to the extent permitted while in the midst of the COVID-19 global pandemic. The Township implemented a Safe Work from Home Program from November 2020 through May 2021, for employees whose work could, at least in part, be completed at home due to necessity caused by the pandemic. The Township continues to serve our residents without interruption. Serving in its capacity as COVID-19 Workplace Coordinator, HR maintains its connection with leadership and employees, to ensure that necessary steps and precautions are followed to ensure safety while working and serving our community. We have been fortunate for the support and assistance from our Fire Chief and EMS Training Chief, for their ongoing assistance and providing COVID-19 testing for our first responders.

### **Labor Relations**

The Township successfully negotiated 3-year contracts (2020-2022) with four units: Department of Public Works, Administrative Professional Employees, Professional Non-Supervisory Employees and Professional Supervisory Association and 5-year contracts (2020-2024) with three units: Police Command (CCLP), Police Patrol (POAM) and Fire (MTFFA). We return to the table for negotiations with the four units whose contracts are up for renewal at the end of 2022.

### **Diversity, Equity, and Inclusion Initiatives**

A Task Force consisting of [3] Board Trustees and [3] Township Leaders, including the HR Director, has been designated to implement the Township's Diversity, Equity, and Inclusion (DEI) mission, "To Promote and Support a Diverse, Equitable, and Inclusive Workforce Through Training, Evaluation, and Action." Ongoing group meetings and surveys have taken place since the creation of the Task Force, including reporting to the Board and providing updates on the Township's forward momentum and results. Half-day leadership Zoom training was led by the Michigan Department of Civil Rights in August 2021, and Township-wide training programs are under development, to be offered on a perpetual basis to keep our goals and actions in alignment. The DEI Task Force is working together to establish a web-based dashboard to capture and measure our actions and progress.

### **Employee Health Insurance Benefits**

The self-insured Blue Care Network (BCN) product has provided savings to the Township even with rising healthcare costs. The Township calculations continued to remain under the PA 152 Hard Cap allowing for no employee premium cost sharing for BCN insurance. Calculations under the hard cap provided an opportunity for a Health Savings Account (HSA) deposit for those employees with BCN coverage. There is a nominal employee premium cost sharing for the alternative option for Blue Cross Blue Shield Michigan insurance. Our Township team works in partnership with Gallagher Healthcare Benefits Consultants, to closely monitor actual expenses versus maximum expected costs throughout the benefit year and will continue to do so in order to ensure maximum cost effectiveness.

### **Personnel Policy Manual**

The Personnel Policy Manual is set to undergo a review process to cover periodic updates and to ensure compliance with the latest employment law and and collective bargaining agreement terms.

### **Loss Prevention**

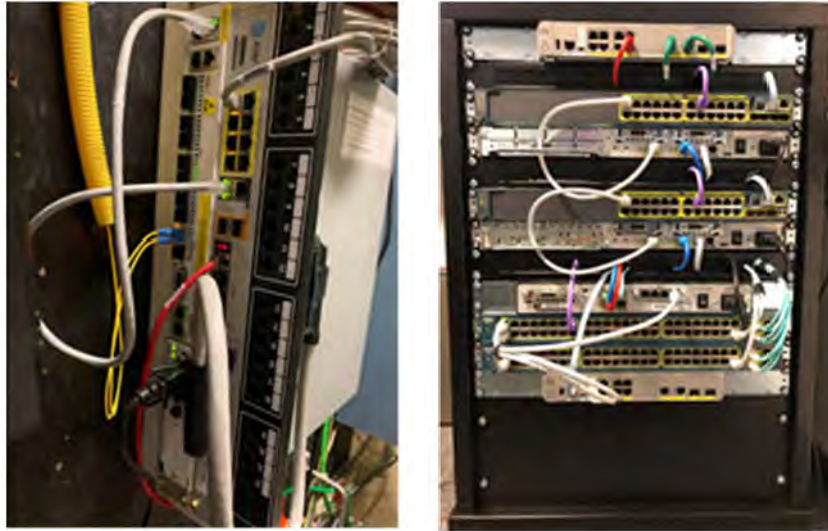
Human Resources conducted its annual meeting with Michigan Municipal League's Loss Prevention Department to ensure that we are maintaining our excellent safety practices. Detailed incident reports with direct follow-up investigations continue to reduce repeat injuries. For employees with lost work time, mandated specific re-training is conducted upon return to work. All township vehicles are equipped with COVID-19 prevention-related supplies, as well as, first aid safety kits in case of an emergency. As we continue to do our best to get through the pandemic together, we lean towards electronic/virtual communications in order to keep workers connected and informed, and hope to resume in-person training for such things as CPR, AED, and other safety-related topics in the not-too-distant future.

## **TEAM MEMBERS**

Abigail Tithof, Human Resources Director  
Carol Hasse, Human Resources Administrator  
Michelle Prinz, Executive Assistant



# INFORMATION TECHNOLOGY



## METHODOLOGY FOR OPERATIONAL IMPERATIVES

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

## 2021 DEPARTMENT GOALS AND ACTION PLAN

The Department's primary goal continues to be to support Township Board established Goals to the greatest extent possible. While successful in this endeavor, there were many other new important initiatives that were prominent throughout 2021. These included, but were not limited to, bringing on a new third party consultant for a comprehensive IT evaluation, expansion of work-from-home services in response to increasing COVID-19 infection numbers, installation of numerous switched ethernet and other DS-1 circuit replacements throughout our facilities, and the rollout of a third party help-desk service. Also paramount for 2021, was the orientation and training initiatives for the Network Technician positions. In addition to these general efforts, here are a few of the specific accomplishments from 2021:

### **Technology Evaluation and Planning**

The Technology Team worked with Administration to select a vendor to do a complete evaluation of the aging technology infrastructure deployed across Township facilities. Policies, network design, and existing infrastructure were carefully examined throughout the final months of 2021. IT staff produced a myriad of documentation and worked with the selected consultant, Brightline to evaluate network health and determine next best steps. Survey results, and recommended project lists for 2022 are expected in February 2022.

### **Installation of Mobile Workstations and Remote Access Machines for Staff**

After a successful program in 2020, the technology team replaced more traditional mini-tower workstations with docking workstations for key positions throughout the organization. In cases where sensitive information was processed, this project included extension of the existing FIPS 140-2 standard encryption required for some of the connections used on these devices in the Police Records and Investigation work areas.

### **Deploy Hardware to Support Resident's Privacy and Mental Health**

In response to COVID-19, the IT Department worked with the Police Department to purchase and configure Teams enabled tablets to allow trained psychologists to confer directly with at-risk patients at the point an officer recognizes the need for additional support.

### **Expansion of Cellular Services**

IT staff worked with end-user departments to determine need and expanded our inventory of 4G and 5G cellular systems to support enhanced work from home systems even in locations that lacked high performance wired Internet Service Providers.

### **Continued Expansion of Cloud-Based Assets**

IT staff worked with end user Departments to increase utilization of OneDrive, SharePoint, Teams, Zoom and other applications to support virtual operations. These activities will continue over all of 2022.

### **Launched Helpdesk**

As part of the restructuring of the Department, IT has established a relationship with a third party company that can respond to requests for technical support 24 hour a day, 366 days a year. This new relationship allowed IT employees to triage technology issues. This in turn is helping to increase productivity during regular work hours while simultaneously reducing after-hours activities of departmental employees.

### **Established Relationships with Third Party Network Engineering Services**

IT staff worked with Avalon CDW-G and Logicalis consulting services to expand knowledge of Network Technicians as they perform activities related to Desktop, Server, and Network projects undertaken throughout 2021.

### **Routine Items**

The Department serviced over 400 requests for service throughout the year and managed a network with over 1,000 nodes, including security and backup services.

## **TEAM MEMBERS**

Stephen Gebes, Director of Information Technology  
Kristen Cole, Network Technician  
Kamic Jok, Network Technician

# PARKS AND RECREATION



## 2021 DEPARTMENT GOALS AND ACTION PLAN

### **Marketplace on the Green**

Marketplace on the Green is quickly becoming a popular destination in our community as it hosted the Farmers' Market, Wednesday Summer Concert Series and a new Artificial Ice Rink. Thanks to a financial contribution from Delta Dental, a Skate Lending Program was implemented which provides multiple pairs of skates for people to use to enhance participation. The facility was rented multiple times for events such as Haslett High School's Homecoming Dance, an Indian Cultural Celebration, to name a few. Working in partnership with Department of Neighborhood and Economic Development Director Clark, we were awarded a grant from Lansing Economic Area Partnership (LEAP) and proudly cut the ribbon on a new art installation SOW by local artist, Dane Porter! A drainage issue was also resolved in the playground area.

### **Central Park Grant Projects: Central Meridian Regional Trail Connector and Gateway Walkway and Restroom in Historical Village**

Implementation of the Central Park Master Plan continued in 2021 with completion of the Central Meridian Regional Trail Connector 1/3 mile paved trail, boardwalk and fishing dock in Central Park South. A new restroom building, kiosk, and trailhead amenities were added in the Meridian Historical Village. Funding for these projects were provided through the Michigan Natural Resources Trust Fund (MNRTF), the Land and Water Conservation Fund (LWCF) and the Park Millage.

### **5280 Okemos Road**

The Township acquired a two-acre parcel at 5280 Okemos Road. This new two-acre site will serve as the new face for Nancy Moore Park, as well as, a hub for the upcoming MSU to Lake Lansing Trail. Site plans for development will be finalized in 2022. Funding for this acquisition was provided by the Michigan Natural Resources Trust Fund and Park Millage.

## **Five Year Parks and Recreation Master Plan Update 2022-2026**

The Michigan Department of Natural Resources requires communities to have a plan on file to qualify for state and federal grant funding. Staff undertook this update in house that included updating all the base information, census data, as well as, seeking community input. The completed plan consists of 120 pages with an additional 422 pages in the appendices. The plan was approved by the Park Commission, adopted by the Township Board and submitted to the DNR by the February 1, 2022 deadline.

### **Nokomis Roof Replacement**

Assisted Nokomis with funding roof repairs and new shingles for their roof. After obtaining quotes, Jimmerson Roofing completed the project.

### **Parks and Pathway Maintenance**

Ongoing maintenance each year includes:

Mowing, tree trimming and cleaning up downed trees from storms, emptying park trash, plowing and salting lots and sidewalks, chipping Christmas trees, mulching garden beds, maintaining ball fields, trail maintenance, playground maintenance, dog park maintenance, general park clean-up, pavilion maintenance and cleaning, cleaning and maintaining park restrooms, watering DDA and Meridian Garden Club flower beds in the summer, event set-up and take down, repairing pathways, maintaining irrigation at various locations, installing and maintaining the DDA snowflakes in downtown Okemos in the winter, installing new bricks in the HNC Patio, raising and lowering flags when necessary and maintaining the new ice rink on a daily basis.

Special Projects in 2021 included:

- Transplanted the elm tree at the Historical Village to allow it more room to grow
- Renovated the gazebo in the Historical Village
- Painted the restrooms at Wonch and Ferguson Parks
- Assisted the Buildings/Ground Department with the kitchenette renovation at Town Hall
- Made much needed trail improvements in Central Park and Legg Park
- Built a new moleh play feature in the Nature Exploration Area at HNC equipped with a tunnel and slide
- Repaired the floor and added carpet to the new HNC classroom
- Removed 85 dead deer from pathways and roads
- Removed and poured new concrete at the front of the Harris Nature Center building in order to make the front entrance accessible
- Installed new door controllers for the front doors at HNC making them accessible by push button
- Installed a new railing along the footbridge in Eastgate Park
- Installed a new bike pump at Marketplace on the Green – donated by Leonard Provencher
- Installed new benches at Marshall Park, Nancy Moore Park, Triangle Property and Small Dog Park
- Installed a new sign/kiosk at Meridian Historical Village
- Worked with ReLeaf to plant 14 trees at Central Park South
- Completed the trailhead sign project by installing the final signs and trail markers at Central Park South, Central Park and Nancy Moore Park
- Installed the new synthetic ice rink at Marketplace on the Green

### **Harris Nature Center (HNC) Facility/Programming Report**

The Harris Nature Center building received a beautiful facelift in 2021. Improvements included: a new trailside restroom building, new pavilion, new elevated 16 foot x 16 foot accessible bird viewing platform, a new concrete front walk, new ADA electric doors, and a wetlab renovation. Despite the pandemic, HNC staff made great efforts to offer programs to engage the public with the natural world while still keeping people safe. HNC participated in MSU's Annual Science Festival by offering virtual programs to school groups from all over the United States. In Michigan, we reached as far as Bay City and in the U.S. we presented to a school from as far away as Missouri! The Nature Center welcomed a new Eastern Screech Owl to the educational exhibits and collaborated with MSU and their Conservation Stewards Program where a group of students transplanted several native meadow species to the habitat surrounding the

new Observation Deck along the trails at HNC. Quick Facts: • Hosted two weeks of Annie’s Big Nature Lesson with 71 students • 2,588 drop-in visitors • 2,627 total program participants • 525 summer camp participants

### **Farmers’ Market Report**

The Farmers’ Market continues to be a bright spot for our residents and visitors alike. The Market operated a total of 59 days in 2021 (41 Saturdays and 18 Wednesdays). The new home at Marketplace on the Green has assisted greatly with enhanced parking, accessibility, space and social opportunities. The Wednesday markets from July-October hosted free live music concerts from 6:00pm-9:00pm with food trucks and entertainment on Saturdays, as well. Quick Facts: 130 unique vendors • 62 new vendors • Total Customers: 95,218 people • Food assistance utilized at the Market: Total= \$48,210 (doubled from 2020).

### **Senior Center**

The Meridian Senior Center, located at Chippewa Middle School, provides for the educational, enrichment and social needs of adults aged 55 and over. The Senior Center operation is a partnership between Meridian Township and Okemos Public Schools.

The Senior Center Staff operated virtual programs from January – April and began in-person activities in May. A wide variety of programs and events (644) hosted almost 2,000 participants. The three most popular activities included Fitness and Exercise; Education and Lifelong Learning, and Health and Wellness. Quick Facts: • 29 new members this year • 536 total members.

### **Deer Management – 11<sup>th</sup> Year**

The Parks and Recreation Department placed and managed 75 hunters on 1,600 acres of parks and land preserves (41 properties) during the 2021 Deer Management Archery Program, as well as, on seven private properties. The total deer harvested by the archers was 128.

The first Police Department firearms cull took place from January – March, 2021 with a total of 150 deer harvested. All the deer harvested from both programs were processed and donated to area food banks thanks to a partnership with Michigan Sportsman Against Hunger.

### **Youth Sports and Events**

- Youth flag football – 221 students; Youth baseball/softball- 475; Youth soccer- 392; Adult sports- 28 teams; Senior exercise-150
- Sporties for Shorties – 420 (3-5 year olds)
- Howl-o-ween Event at Dog Park – 34 dogs and Owners; Halloween at the Market- 650 children
- Drive Thru Santa 32 vehicles and 100+ participants

## **PARK COMMISSION**

The Meridian Township Park Commissioners are elected to 4-year terms and have the responsibility of setting policy and direction for the acquisition, development, and maintenance of parks.

## **PARK COMMISSION MEMBERS**

Mary Nardo Farris, Chair  
Ami Van Antwerp, Vice Chair  
Mark McDonald  
Mark Stephens  
Amanda Lick

## **LAND PRESERVATION AND STEWARDSHIP PROGRAM**

### **Volunteer and Meridian Conservation Corps (MCC) Accomplishments**

The Meridian Conservation Corps consists of 185 total members (50 new members in 2021) who

volunteered 1,047 hours. Planting a Native Meridian launched in May 2021. While removing invasive species is a top stewardship priority, planning native species in their place is just as important. Quick Facts: 220 native trees planted • 150 native flower plugs planted • thousands of seeds collected. The Invasive Species Strike Team works hard throughout the season to bring stewardship to as many parks and preserves as possible, removing invasive species to open up habitat for native plants, wildlife, and insects. Quick Facts: • 1,000 pounds of invasive species removed • 30 stewardship work days • 19 species of invasive plants managed and mapped with GIS. This year marked the start of annual neighborhood cleanups that will continue to grow and include more Township areas. This is the start of a partnership between residents, local businesses and the Township to create a cleaner, safer and more sustainable community. 3,160 pounds of litter removed from pathways, parks, and preserves in the Township.

### **Love a Park Day**

34 volunteers worked across six Township parks (Ferguson Park, Hartrick Park, Hillbrook Park, Nancy Moore Park, Orlando Park, and Wonch Park) to clean up park sign gardens and plant flowers.

### **Community Connection with Michigan State University**

We worked with Dr. David Rothstein, Dr. David MacFarlane and Ingham County Parks Staff to offer students of the Forestry Field Studies Course to gain real experience developing management plans for land managers. We will continue to collaborate annually with Dr. John Paskus' Community Sustainability Course to engage students in the field management of invasive species, and public outreach; 10-15 students participate each year.

### **Wetland Education and Restoration Program**

The goal of this program is to expand the community's knowledge of ecosystem services wetlands provide, Township ordinances and state regulations for wetland protection, as well as, local restoration efforts and conservation. A wetland education letter and brochure was sent out to 1,460 residents in the fall of 2021. The program launched on February 2, 2021 on World Wetlands Day. Wetland Walks were offered the first Wednesday of every month, to tour Township wetlands.

### **Community Education and Outreach (Presentations, Trainings, & Workshops)**

- Virtual Invasive Species Training Webinar, January; 38 participants
- Meridian Garden Club, Virtual Invasive Species Training, February
- Invasive Species Field Training Workshop, March; 27 participants
- MSU Science Festival Presenter for Invasive Species Outreach Applications & Resources, April; 20 participants
- Lansing League of Women Voters Presenter on Environmental Benefits of Planting Native, May; 36 participants
- Conservation Stewards Program Presenter on Wetland Conservation & Restoration, October; 25 participants

### **LAND PRESERVATION ADVISORY BOARD MEMBERS**

Jamie Hiller, Chair  
Steve Thomas, Vice-Chair  
Yu Man Lee  
Chanelle Russ

Kris Parnell  
Kendra Grasseschi, Environmental Commission Liaison  
Dan Opsommer, Township Board Liaison  
Mark Stephens, Park Commissioner Liaison

### **TEAM MEMBERS**

#### **Administration**

LuAnn Maisner  
Bridget Cannon  
Michael Devlin  
Jane Greenway

Director of Parks and Recreation  
Administrative Assistant II  
Parks and Recreation Specialist  
Senior Parks and Land Management Coordinator

Emma Campbell  
Kati Adams  
Tom Cary

Land Stewardship Coordinator  
Parks, Pathways and Land Preservation Superintendent  
Farmers' Market Manager

**Harris Nature Center**

Kati Adams  
Allison Goodman  
Annica Brocker  
Lauren Colby  
Audra Francis  
Bryce Usiak

Parks and Land Preservation Superintendent  
Park Naturalist  
Assistant Park Naturalist  
Assistant Park Naturalist  
Assistant Park Naturalist  
Assistant Park Naturalist

**Parks, Land Preservation and Pathways**

Kati Adams  
Larry Bobb  
Traverse Fuller  
Josh Cannon  
Dan Inman  
Tom Baker  
Troy Goodwin

Parks and Land Preservation Superintendent  
Parks, Land Preservation & Pathways Maintenance Lead  
Utility Worker  
Utility Worker  
Utility Worker  
Utility Worker  
Utility Worker

**Meridian Senior Center**

Cherie Wisdom  
Courtney Caltrider

Center Coordinator  
Administrative Assistant

# POLICE



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

## CORE VALUES

### **COMPASSION**

We care for and empathize with our fellow human beings.

### **COURAGE**

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

### **EXCELLENCE**

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

### **FAIRNESS**

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

### **INTEGRITY**

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

### **RESOURCEFULNESS**

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

### **RESPECT**

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



treated. We appreciate diversity.

**WORK ETHIC**

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

In 2021, there were 17,211 calls for service (excluding traffic stops 3,646).

<b>2021 Written Reports</b>	
Alarms	545
Traffic Crashes	786
All Other	3,677
<b>Total</b>	<b>5,008</b>

**Yearly Comparisons**

**Written Reports**

<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>
6,801	6,421	4,963	<b>5,008</b>

**Calls for Service**

<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>
18,588	18,552	16,228	<b>17,211</b>

**Arrests**

<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>
577	563	402	<b>554</b>

**Citations**

	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>
Citations Issued	1,922	2,096	1,517	<b>1,711</b>
<b>Total # of Charges</b>	<b>2,379</b>	<b>2,857</b>	<b>1,888</b>	<b>2,279</b>

**Traffic Safety**

Meridian Township Police Department views traffic safety as an important key to keeping the community safe. The Department works with the Ingham County Road Commission and the State Highway Department to address road design related concerns. Officers take enforcement in areas identified as directed patrols based on complaints from citizens. A speed trailer and speed signs are used to complete traffic studies regarding speed-related safety concerns and traffic counts, as well as, educate motorists, and can be deployed in locations identified by citizens as areas of concern. This year we completed 39 directed patrols and 19 traffic surveys.

Due to COVID restrictions, the number of car seat inspections was lower than previous years as nine (9) car seat inspections were completed, two of those inspections identified faulty seats that needed to be replaced.

### **Traffic Crash Investigation Team**

Traffic crashes involving fatal or potentially fatal injuries require investigators with specialized training and equipment. Area law enforcement agencies have committed personnel to the Ingham Regional Crash Investigation Team (IRCIT). On-duty team members are called to assist participating agencies with potentially fatal crash investigations. This effort has increased the experience of the investigators while reducing overtime costs for the Departments. In 2021, the Department requested the regional crash investigation team four (4) times, while providing assistance on six (6) instances outside of the Township.

<b>Meridian Township Deer Involved Collision Data</b>			
<b>Year</b>	<b>Injury Involved</b>	<b>No Injury Involved</b>	<b>Total</b>
2018	2	125	127
2019	3	150	153
2020	5	157	162
<b>2021</b>	<b>4</b>	<b>125</b>	<b>129</b>

### **Volunteers**

We are thankful that we were able to have our Halloween open house this year. To limit the amount of people in the building at one time, our volunteer was able to greet the visitors, check them in, and keep them spread out until they could enjoy the open house. We are still looking to find additional volunteers to assist with our parking program.

### **Community Police Officers**

Community Policing is the cornerstone of all our actions and interactions. From the first day of employment until the day they retire, officers are assigned to specific neighborhoods to participate in community activities, communicate directly with citizens, and form relationships, so that our community trusts and understands our Department.

Our largest community event is National Night Out which is an annual event to promote community partnerships with law enforcement and take a stand against crime. Officers visit nearly 30 neighborhoods that have gatherings to promote safety throughout the community. The 2021 event was a large success as communities sought to come together after a difficult year.

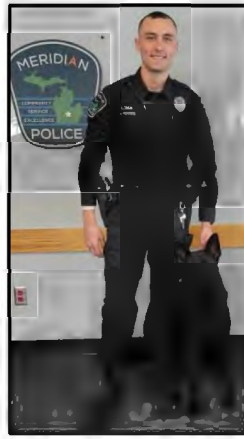
National Faith & Blue Weekend is based on the premise that strong communities are built on mutual respect, trust and understanding. Law enforcement entities and faith-based groups are key pillars of a local community, and when they work together, neighborhoods thrive. The Department worked with several local faith based organizations to have small gatherings during the event weekend.

### **Adult Crossing Guards**

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

### **Canine Team**

In 2021, the Department maintained one K9 Team, Ofc. Anderson and K9 Ares, that is trained in article searches, area searches, building searches, narcotics detection and tracking. Surrounding Departments request or provide mutual aid from K9 Teams when they either do not have one on-duty or do not have one at their Department. Ofc. Anderson and K9 Ares completed 455.5 hours of monthly maintenance training, as well as, certifying nationally through the National Association of Professional Canine Handlers (NAPCH) at the yearly seminar.



2021 Canine Team Activity Numbers	
Calls Handled By Meridian's Canine Team	25
Calls Handled By Other Departments	11
Call Outs To Other Departments	14
<b>Total Calls For Service</b>	<b>50</b>
Activity Type	
Ingham Regional SRT	0
Article Search	7
Area Search	1
Building Search	5
Narcotics Search	19
School Sweeps (OHS/HHS/ELHS)	0
Tracking	25
Demonstrations	3
Other Use	0
<b>Total</b>	<b>60</b>

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

### Special Response Team

The Ingham Regional Special Response Team (IRSRT) is comprised of personnel from the Ingham County Sheriff's Department, East Lansing Police Department, MSU Police Department, and Meridian Township Police Department. The team is called upon by agencies when a tactical team is needed to respond. Meridian Township commits three officers and one sergeant to the team. Meridian Township Officers received 444 hours of regular monthly training and 224 hours of annual training. This totals 668 hours of yearly training. IRSRT had eight activations in 2021.

### School and Community Resource Unit

The School and Community Resource Unit is comprised of two officers who work with the Haslett and Okemos Public Schools. The officers provide a number of services to the schools in an effort to provide a safe environment for children to learn. The officers also assist with a number of community events. Unfortunately, no classes were held in 2021, but the officers still visited schools when allowed to.

The officers participated in "No Senior without Christmas" event. This is a Tri-County TRIAD program. There were 400 holiday baskets distributed to the tri-county elderly residents. Meridian Township delivered 28 of those.

Meridian Township held their own virtual "Shop with a Cop" event. The officers worked with school counselors and 9 area students participated. The officers worked in conjunction with Walmart, Jets

Pizza of Haslett, the Haslett Okemos Rotary Foundation, and the Patrol Officer’s Union.

**Investigations Unit**

The Investigations Unit is overseen by the Services Division Commander. The Investigations Sergeant handles the day-to-day activities of the unit. The unit generally consists of a sergeant, four investigators, and a Court Services Officer (CSO). Personnel are selected to serve in the unit for a three-year term. Extensions may be granted to the investigators based on experience within the unit and the needs of the Department.

Investigators are assigned criminal complaints including, but not limited to homicides, sexual assaults, robberies, child abuse, home invasions, embezzlements, larcenies, and death investigations. Cases are considered closed when a suspect has been identified and the prosecutor has reviewed the case and recommended charges, or all investigative options have been exhausted. Crimes against persons are given greater priority than crimes against property.

The table below shows the Investigations Unit assigned a total of 279 complaints in 2021.

<b>Complaints Assigned Per Year</b>	
2018	467
2019	504
2020	351
<b>2021</b>	<b>279</b>

**Court Services**

The Court Services Officer (CSO) is responsible for tracking and processing criminal complaints and submitting them to the Ingham County Prosecutors Office or Township Attorney for warrant requests and juvenile petitions. The CSO is also responsible for the registration and address verification of sex offenders in the township.

<b>COURT SERVICES</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>
Subpoenas Served	832	692	729	<b>328</b>
Personal Protection Orders	38	41	43	<b>40</b>
Warrant Requests	605	614	581	<b>787</b>
Warrants Signed by CSO	429	378	362	<b>251</b>
Twp. Attorney Requests	188	144	113	<b>93</b>
Total Petition Requests	134	102	39	<b>50</b>
Retail Fraud Requests	332	234	190	<b>145</b>
OWI Requests	66	62	61	<b>69</b>
Assault Requests	48	42	47	<b>127</b>
Assault Requests-Domestic	175	180	151	<b>138</b>
Larceny/Fraud Requests	95	82	70	<b>48</b>
Narcotics Requests	75	20	10	<b>16</b>

**Records Unit**

The Records Unit is led by the records unit supervisor who is responsible for the day-to-day activities of the unit. The Records Unit consists of a supervisor, a full-time technician, and a part-time technician. Their duties include, but are not limited to, preparing criminal reports for prosecution, reporting crimes to the state, organization of all police records, and FOIA requests. The unit compiles statistics from a variety of databases and provides the information to department staff, the Township Manager, and the

Township Board. Background checks, handgun registration, copies of traffic crash and police reports can be obtained through the Records Unit.

Annual Crime Reporting Summary	2018	2019	2020	2021	% Change 2020-2021
Murder/Non-Negligent Manslaughter	0	1	1	0	-100%
Rape and Attempted Rape	58	70	51	62	22%
Robbery	15	12	12	10	-17%
Aggravated Assault	41	37	39	35	-10%
<b>Total Part 1 Violent Crime</b>	<b>114</b>	<b>120</b>	<b>103</b>	<b>107</b>	<b>4%</b>
Burglary	115	96	88	64	-27%
Larceny	864	935	749	611	-18%
Vehicle Theft	21	52	44	56	27%
Arson	3	4	0	6	600%
<b>Total Part 1 Property Crime</b>	<b>1,000</b>	<b>1,106</b>	<b>881</b>	<b>737</b>	<b>-16%</b>
<b>Total Part 1 Offenses</b>	<b>1,086</b>	<b>1,220</b>	<b>984</b>	<b>844</b>	<b>-14%</b>
OWI Arrests (Liquor or Drugs)	72	63	53	69	30%
Traffic Accident – Roadway	916	847	588	785	34%

### Training

Under the direction of the Chief of Police, the Training Sergeant oversees all training for the Department. The Department provided employees with 4,610 hours of training in 2021. It included some of the following:

- In-Service: 1,741 hours (this includes cultural competency, de-escalation training, mental health/PRT training)
- External: 2,337 hours
- Firearms: 312 hours

The in-service training program consists of monthly training for all sworn employees, periodic roll call videos, policy tests, quarterly firearms sessions, and computer based instruction. The external training program utilizes universities and private experts to handle specialized training outside the scope of the Department trainers. The Department strives to remain at the forefront of progressive policing by acknowledging the importance of both continuing education to retain current skills and the acquisition of new knowledge for officers to expand their skill base.

### Accreditation

In February 2020, the Department became the first police agency in mid-Michigan to gain full accreditation status from the Michigan Law Enforcement Accreditation Commission (MLEAC). Accreditation is a progressive and time-proven way of assisting law enforcement to improve performance and service to the community. It is the voluntary adoption of the best practices in law enforcement and requires a constant evaluation of the professional objectives set forth by the MLEAC. Accreditation status acknowledges the implementation of conceptually sound written directives, policies, procedures, and training.

The department is assessed every three years by the MLEAC and must prove compliance with the standards each year. The next on-site assessment will take place at the end of 2022.

### Mid-Michigan Police Academy

The Services Division Commander is assigned as a coordinator for the Mid-Michigan Police Academy which is hosted by Lansing Community College. As a coordinator, the Services Division Commander

works closely with the recruits in training and career development. The coordinator also has the unique position of monitoring the recruit's individual progress and identifying potential candidates for employment at Meridian Township Police Department (MTPD).

In 2021, MTPD sponsored two recruits through the 108<sup>th</sup> session of the Mid-Michigan Police Academy. Megan and Maggie Cole were serving MTPD as police cadets and were given sponsorships. Both graduated and are currently assigned to the Patrol Division as officers.

**23<sup>rd</sup> Citizens' Academy**

The Department hosted a ten-week Citizens' Academy that meets once a week for three hours in the fall. This academy exposes the attendees to police operations and procedures. We were able to hold one this year! The department initially had 16 enrollees and graduated 11. We received great feedback and look forward to holding it again next year.

**15<sup>th</sup> Youth Citizens' Academy**

The Department hosts a seven-week Youth Academy that meets once a week for two hours in the spring. The students learn about police work while being able to experience hands-on activities. The Department did not host a Youth Academy in 2021 due to the COVID-19 pandemic.

**Property Room Report**

The Quartermaster maintains the property room. Activity involving the property room in 2021 included:

- 1,868 items entered as evidence.
- 470.58 pounds of narcotics incinerated from the Prescription Drug Drop Off Box.
- 45 firearms sent to the Michigan State Police for destruction.

The Department processed 190 abandoned vehicles in 2021.

**Citizen Satisfaction Survey**

A total of 1,200 citizen satisfaction surveys were mailed to victims and complainants involved in traffic accidents and other calls for service in Meridian and Williamstown Township. Surveys are used as a tool to monitor customer satisfaction with the Department's services. In 2021, a total of 241 surveys were returned. The 20% response rate decreased compared to 2020.

**Citizen Satisfaction Survey for Sworn Personnel**

Category	Rating of Excellent/Good
Helpfulness	97%
Friendliness	98%
Knowledge	96%
Quality of Service	96%
Professional Conduct	96%
Response Time	95%

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

Category	Rating of Excellent/Good
Helpfulness	78%
Friendliness	78%
Knowledge	78%
Quality of Service	78%

Professional Conduct	79%
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*\*Not all questions generated a response.*

## 2021 DEPARTMENT GOALS AND ACTION PLAN

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

**Maintain accreditation and meet newly added standards through the Michigan Association of Chiefs of Police and the Michigan Law Enforcement Accreditation Commission while preparing for our 2022 onsite assessment.**

Though no new standards were introduced this year, it is anticipated that the use of force standard will be updated with the best practices in law enforcement. In anticipation of this change, MTPD updated our Use of Force General Order to reflect the best practices as set forth by the International Association of Chiefs of Police. The Department continues to prepare for our on-site evaluation, which will occur in December of 2022.

**Work diligently toward full staffing (41) and provide opportunities that promote employee retention.**

Since December of 2020, the Department has hired six officers. Four of these officers were former MTPD cadets and three were sponsored by the Township through the Mid-Michigan Police Academy. New committees have been formed including a social media committee, a uniform committee, and a health and wellness committee with the goal of incentivizing officers to stay at the Department. A retention committee was also formed that will meet regularly to discuss ideas on how to retain employees. The Department is currently staffed with 36 sworn officers. There are three qualified candidates currently in the hiring process.

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

Of the ten most recently hired officers, six are female. Conditional offers have been extended and accepted by three officer candidates. One is a white female, one is a black male, and one is a white male. Two of these candidates meet the requirements to be sponsored by the Township through the Mid-Michigan Police Academy in January 2022. Two police cadet candidates have passed the background investigation and will be hired by MTPD in November. One is a black female and the other is a white male. All MTPD officers attended a three-hour training on implicit bias in June of 2021. Officer Megan Miller was assigned to the investigations unit.

**Prepare staff for succession due to retirements or promotions through training and mentoring.**

- Sergeant Andrew Tobias and Sergeant Brian Canen attended MSU School of Criminal Justice First Line Supervision in September.
- Sergeant Chris Lofton graduated from the MSU School of Criminal Justice School of Staff and Command.
- Lieutenant Rick Grillo was promoted to Captain and Sergeant. Bart Crane was promoted to Lieutenant.
- Officer Mike Hagbom was promoted to Sergeant.
- Officers Ian Mandernack and Lorenzo Velasquez were trained as Field Training Officers.

**Assist the Parks Department with the deer management efforts to reduce property damage and traffic crashes.**

In 2021, the Meridian Township Police Department participated in a deer cull during the months of January and February. During that time, 150 deer were harvested. The cull led to a five year low in traffic crashes involving deer. The number of crashes involving deer on average from 2015-2019 was 114 (2020 was not used as a comparable due to the reduced traffic pattern). The number of crashes involving deer in 2021 was 106, a 7% reduction.

**Implement new technology to improve our ability to operate remotely during an emergency or pandemic situation.**

MTPD was awarded over \$20,000 through the Coronavirus Emergency Supplemental Funding Grant. Through grant funding, web cameras were added to most desktop computers throughout the Department. Laptop computers were purchased for the employees in the records unit, as well as, the investigations unit. These laptops allowed for work to be completed remotely. LogMeIn licenses were purchased for the records unit, the administrative assistant, and the investigations unit allowing them to access their computers remotely.

**Work toward implementation of the new countywide public safety radio networks to enhance communications and operations.**

- All patrol cars have been outfitted with the new radio system.
- All officers have been issued new radios and have received training in their use.
- Special radio equipment has been purchased for use by our motorcycle units and members of our Special Response Team.
- New radio system allows for encryption when transmitting sensitive information and for use statewide when traveling outside of our jurisdictional boundary.
- The radio system has gone active countywide and is being used by all public safety providers for emergency services.

**WILLIAMSTOWN TOWNSHIP POLICE SERVICES**

The Meridian Township Police Department provides law enforcement services to Williamstown Township. The 2019-2021 contract arranges for Williamstown Township to compensate Meridian Township \$234,316.00 for calendar year 2021 and \$58.41 per hour outside of the 80 hours of weekly patrol for emergency and non-emergency responses.

<b>Williamstown Township Statistics</b>				
	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>
Written Reports	384	323	285	280
Calls for Service	1769	1451	1304	1506
Calls for Service (excluding traffic stops)	1239	1038	1043	1143
Arrests	20	17	8	12
Citations Issued	101	170	115	95
Total Number of Charges	120	204	132	111

<b>Written Reports</b>				
	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>
Alarms	61	52	31	29
Traffic Crashes	116	107	102	105
All Other	207	164	152	146
<b>Total</b>	<b>384</b>	<b>323</b>	<b>285</b>	<b>280</b>



## MTPD TEAM MEMBERS

### **CHIEF**

Ken Plaga

### **ASSISTANT CHIEF**

Brad Bach\*\*

### **CAPTAIN**

Richard Grillo

### **LIEUTENANT**

Bart Crane

### **SERGEANTS**

Edward Besonen

Curt Squires

Andrew McCready

Andrew Tobias

Chris Lofton

Jason Clements

Brian Canen

Mike Hagbom\*\*\*

### **OFFICERS BY SENIORITY**

Christina Scaccia

Jeff Adams

Kyle Royston

Rebecca Payne

Bryan LeRoy

Doug Strouse

Aaron McConaughy

Dan King

Adam Slavick

Ian Mandernack

Lerico White\*\*\*

Megan Miller

Austin Dietz

Blaine Anderson

Lorenzo Velasquez

Antonio Trevino

Jaclyn Allen

David Reinke

Wes Talbot

Jordan Kuhn\*\*\*

Sierra Alvarado

Megan Heinemann

Meghan Cole\*

Maggie Cole\*

Bryant Martin\*

Taya Catherwood\*

### **CIVILIAN PERSONNEL**

Kristi Schaeding, Administrative Assistant

Lynne Bach, Records Supervisor\*\*

Lori Hagan, Records Technician

Alycia Boik, Records Technician\*

Jennifer Ramsey, Records Technician\*

Heidi LaFargue, Records Technician\*

### **CADETS**

Maryam Masood\*\*\*

Maxwell Bland

Lucas Parker

Elicia Giachino

Natalie Tyndall

Baylie Kaiser

Sarah Hubbard\*

Cassidy Forbes\*

Sophia Canine\*\*\*

Cody Vogt\*

\*Hired in 2021

\*\*Retired in 2021

\*\*\*Resigned in 2021

# PUBLIC WORKS DEPARTMENT



**Know what's below.  
Call before you dig.**

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

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

## 2021 DEPARTMENT GOALS AND ACTION PLAN

### **Water**

The budgeted 16-inch valve replacement project was rebid in November. The first bid process received only one interested party and was outside our engineering estimate. The valve replacement project is related to the Grand River water main project being completed as part of the MDOT Grand River rehabilitation and resurfacing project in 2022.

The water distribution team completed that annual fall hydrant-flushing program in November.

Design specifications for the north tower coating project are completed and the work will be bid out

this winter. The work will commence in the spring of 2022 and include the placement of the Township logo on the storage tank face.

The Dobie Road Booster improvements are currently in design and require coordination with our ELMWSA and Lansing BWL partners. We anticipate construction and implementation of this project to occur in 2022.

The Engineering team spent considerable time on the water main design, submittals to EGLE and coordination for both Sparrow and MDOT projects.

### **Sanitary Sewer**

The Shoal and Whitehills Lake Lift Station standby generator projects were completed this year.

The Sewer rehabilitation project for the Lake Lansing area sewer rehabilitation project is delayed until 2022.

The City of East Lansing is currently reviewing our design for the Towar Garden meter replacement project. That project is expected to commence in 2022.

A new Georgetown Sewer Payback agreement was finalized and approved in 2021.

Since 2014, we have continued to collaborate with the City of East Lansing and Michigan State University on improvements to the WRRF. These completed and ongoing projects have resulted in significant operational, safety and environmental improvements.

### **Buildings and Grounds**

In the spring of 2021, the Municipal Building HVAC project was completed.

The Municipal Building exterior doors and locks were replaced.

LED office light conversions at the Public Safety Building were completed.

New Drinking fountains with water bottle fills were installed in all Township facilities.

The Municipal Building second floor breakroom was updated and improved.

A new Township Trustee office was created in the Municipal Building.

The Township property at Mack and Reynolds had a new fence installed.

The South Fire Station had new HVAC controls installed.

The Service Center had an on-demand water heater installed.

The Township property at Marsh/Lake and Reynolds has new concrete pathways and benches installed.

### **Sidewalk Order to Maintain project in the Heritage Hills and Briarwood West neighborhoods.**

This project is underway and expected to be completed in the spring of 2022. Several sidewalks squares will need to be replaced as they were damaged by a walker and their dog.

### **Other**

The Powell Road paving special assessment project was completed. The paving and curb plan was modified to protect two mature oak trees and to date, has been successful.

The Silverstone Streetlight Special Assessment District was completed.

Significant planning and design efforts occurred this year with representatives of the MDOT, the Ingham County Road Department, and the Ingham County Drain Commissioner on upcoming 2022 road and drain projects.

The first part of the Daniels Drain Special Assessment District was started this year. Final assessments will be set in 2022.

Solicitation of a new Lake Lansing Environmental Consultant was completed. The consultant is used to develop a management plan for Lake Lansing and is funded with the Lake Lansing Special Assessment District.

An updated facility master plan was created for the existing Recycling Center. The plan was used to submit an EGLE grant application, but we were not successful in receiving an award in 2021. The grant will be revised and resubmitted in 2022.

A Wetland education brochure was created and mailed to over 1,000 households in Meridian.

Two electronic recycling events were held in 2021.

Negotiations on a new electric franchise agreement with the Lansing Board of Water and Light commenced in 2021. Negotiations are still ongoing.

The coordination of two Consumers Electrical line clearance projects with our residents occurred in 2021.

A comprehensive IT Network Assessment was undertaken in 2021.

Additional work was completed on the RRQZ for the CN RR line that crosses the Township. Additional work will occur in 2022, including the potential implementation of the project.

The Township participated in an electrical vehicle/fleet analysis funded by Consumers Energy. The final report will be available in 2022.

### **Operation and Maintenance Highlights in 2021**

<b>Activity</b>	<b>Task(s) completed</b>
Emergency After-hour responses	282
MISS DIG (811) utility locate requests	5,903
Water service installs	6
Water service repairs	18
Water main repairs	18
Water valve repairs	8
Hydrant repairs, relocations	10
Hydrants flushed	319
Meter installations	412
Meter register replacements	326
Meter pit installations, repairs	6
Sewer incident responses	83
Lift station wet-well cleanings completed	30

Sanitary sewer main jetted-cleaned	87,011 feet
Sanitary sewer main televising and inspection	15,303 feet
Glendale Cemetery burials	50
Vehicle and Equipment repair requests	683
Facility maintenance requests	214
Soil Erosion permit inspections	362
Utility permits inspections	341
Development plan reviews	199
Pathway and sidewalk permit inspections	45
New pathway added to system	2,708 feet
New water main added to system	760 feet
New sanitary sewer added to system	294 feet

### ENVIRONMENTAL COMMISSION

John Sarver, Chair  
 Anna Colby, Vice-Chair  
 William McConnell  
 J. James Kielbaso  
 Courtney Wisinski, Township Board Liaison

Kendra Grasseschi  
 Valerie Lafferty  
 James E. Jackson  
 Tom Frazier  
 Luca Wisinski, Student

### TEAM MEMBERS

#### **Administration**

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

#### **Engineering**

Younes Ishraidi, P.E., C.F.M. Chief Engineer  
 Nyal Nunn, C.F.M. Senior Project Engineer  
 Jay Graham Records Manager  
 Michael Love Engineering Technician  
 Tom Westerfield Engineering Technician  
 Madison Murphy Engineering Intern (PT)  
 Michael Hayward Engineering Intern (PT)  
 Owne Rokita Engineering Intern (PT)

#### **Geographic Information Systems**

Cara Maney GIS Specialist

#### **Environmental Programs**

LeRoy Harvey Environmental Programs Coordinator (PT)

#### **Public Works Superintendent**

Rob MacKenzie

#### **Water Utility**

Robert Stacy Lead Utility Worker  
 Mike Ellis Utility Worker  
 David Lester Utility Worker  
 Dan Palacios Utility Worker

D'Destin Kaufmann  
Derrick Bobb  
Ben McCann  
James Arnett

Utility Worker  
Utility Worker  
Utility Worker  
Utility Worker

**Sewer Utility**

Jacob Flannery  
Kyle Fogg  
Don Cuson  
David Borowicz

Lead Utility Worker  
Utility Worker  
Utility Worker  
Utility Worker

**Buildings, Grounds and Cemetery**

Tyler Kennel  
Keith Hewitt

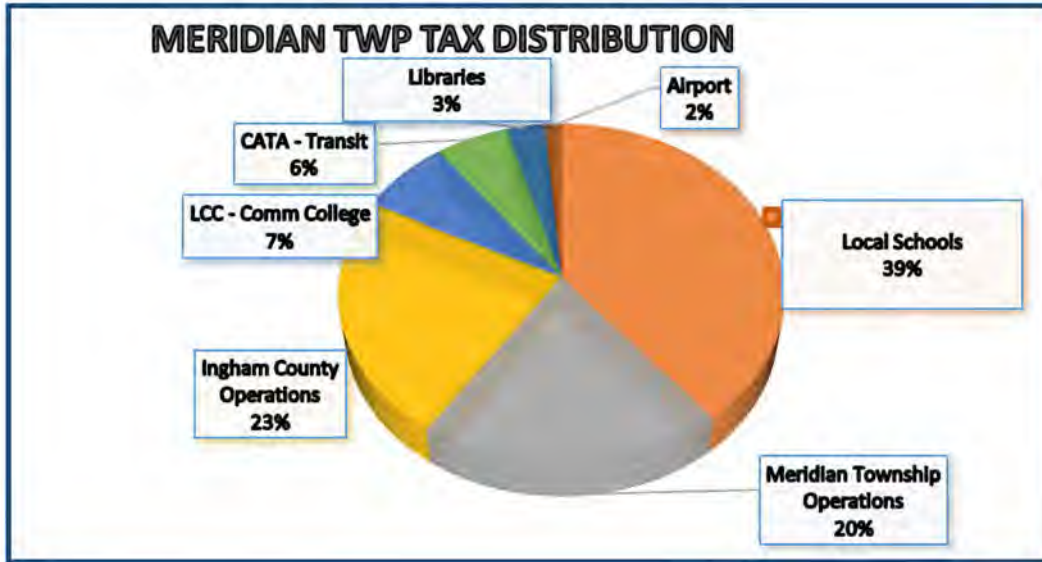
Lead Utility Worker  
Utility Worker

**Motor Pool**

Todd Frank  
Jim Hansen

Lead Mechanic  
Mechanic

# TREASURER'S OFFICE



This past year of 2021 was another very challenging year for virtually everyone in our community due to the spread of the COVID-19 pandemic.

In the Treasurer's office, we continued working with our 44,000 residents to be accommodating to all with our collection of tax and utility payments. While water shut offs resumed in the Summer of 2021, we worked with all our delinquent payers to avoid shut offs.

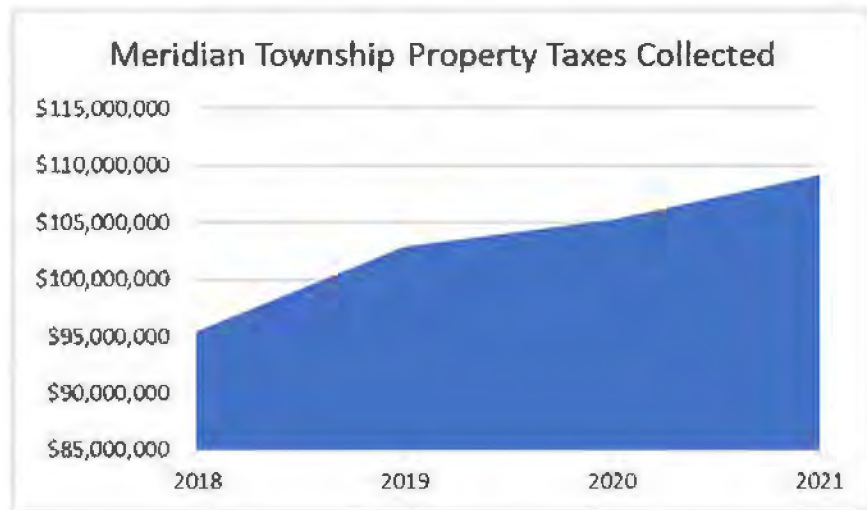
In 2021 the Treasurer's office provided our residents with access to many services without having to set foot in our buildings.

The Treasurer's Office is required by law to receive and take charge of all funds belonging to the Township and those funds to be distributed to other taxing authorities. These collections are primarily real estate and personal property taxes, but also include fines, licenses, permits, deposits, bonds, and fees.

The Treasurer is required to pay out funds to local school districts. In Meridian Township, these include the Okemos School District, Haslett School District, East Lansing School District, Williamston School District, Ingham Intermediate Schools, and Lansing Community College. Other governmental units also receive tax money from Meridian Township according to each taxing authority's millage. Temporary surplus funds are invested prudently with the emphasis on the safety of the principal as required by state law.

During the calendar year 2021, the Treasurer's Office reported:

- Total property taxes collected and processed in 2021 were \$109,131,271. This is up \$3.9 million from the \$105,219,167 collected in 2020 and up \$6.2 million from \$102,919,241 collected in 2019.

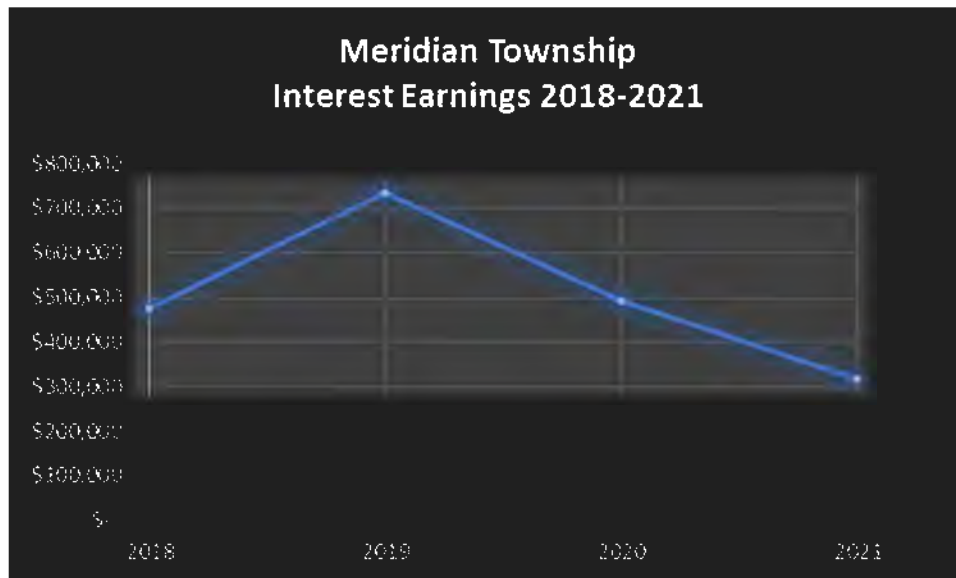


These receipts were distributed to our local school districts, Ingham County, Lansing Community College (LCC), Capital Area Transit Authority (CATA), Capital Area District Library (CADL) and the Capital Region Airport Authority (CRAA). Meridian Township operations received approximately 20% of the tax collection in 2021.

Non-tax receipts in 2021 totaled \$20,869,800. These receipts include federal grants, revenue sharing from the State of Michigan, along with other permits, and fees. Also included in this is four million in Road Bonds that matured to pay for our 2021 Local Road Improvement Program. In 2020, \$13,436,311 was collected in non-tax receipts.

- Total delinquent personal property taxes collected in 2021 was \$95,808, up from \$38,216 collected in 2020.
- There were no new bankruptcies/receiverships filed by businesses in Meridian Township in 2022, down from ten bankruptcies in 2020. At the end of 2021, \$36,219 in delinquent personal property taxes due to bankruptcies were owed, compared to \$37,198.27 in 2020. At the end of 2021, \$4,262.61 was written off as uncollectable for years 2014 and 2015 through an Ingham County Circuit Court judgement.
- Investment income for 2021 was \$318,515 in earnings from all investments. This is down from the \$492,180 in investment income in 2020, \$733,404 earned in 2019, and comparable to the 476,676 earned in 2018. Since the onset of the COVID-19 pandemic, rates for certificates of deposits and money market investments have remained very low. In April of 2020, dividend rates fell to .15% (15 basis points) where they remained throughout 2021.





- The Treasurer’s staff worked with the Finance Director to continue to implement our new on-line payment system, Invoice Cloud. The Invoice Cloud on-line payments portal provides more options for electronic payments for our residents, without any additional costs to our tax and utility payers. In the past year, the move to Invoice Cloud in 2019 saved Meridian Township over \$50,000 in bank fees and other costs associated with the previous on-line payment system.
- The Treasurer invested the 2019 Meridian Road Bond proceeds of \$10,804,047 in 12 certificates of deposit with maturity dates matching the expected payouts for road work over the first three years of the Meridian Township road improvement plan.
- The Treasurer served as a Township Board member and attended semi-monthly meetings, and presented quarterly and special reports to the Township Board on investments, collections and expenditures.
- In 2020 the Treasurer’s staff worked closely with other Township departments and organizations:
  - Assisted the assessor with various Tax Tribunal property tax appeal cases.
  - Assisted the Finance Director with approval of paperwork for audit purposes.
  - Served on the Meridian Township Pension Board.
  - Assisted the Meridian Brownfield Redevelopment Authority (BRA).
  - Served as the Treasurer of the Meridian Economic Development Corporation (EDC).
  - Board Member of the Capital Area Transit Authority (CATA).
  - Member of the two service clubs: Rotary and Kiwanis Clubs of Haslett & Okemos.
  - Board Member of the Capital Area Treasurers Association (CAT).

Residents can receive free tax information on their own property by using the Township website ([www.meridian.mi.us](http://www.meridian.mi.us)) or calling the Treasurer’s Office at (517) 853-4140

### TEAM MEMBERS

Phil Deschaine, Treasurer  
Deanne Muliatt, Deputy/Assistant to the Treasurer  
Stephaney Guild, Bookkeeper



**CONSENT AGENDA  
BOARD COMMUNICATIONS  
FEBRUARY 16, 2022**



FOR IMMEDIATE RELEASE  
January 24, 2022

CONTACT: LeRoy Harvey, Environmental Programs Coordinator  
517.853.4466 | [harvey@meridian.mi.us](mailto:harvey@meridian.mi.us)

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## **Meridian Township Announces 'Green Grants' for Local Schools and the Community** *Grants Offered to Support Green Infrastructure Related Projects*

**Meridian Township, MI** – Meridian Township continues to support green infrastructure projects throughout the community. Township officials have allocated \$10,000 for additional green grants in 2022 to be administered by the Meridian Township Environmental Commission.

Green infrastructure includes vegetation, soils and other elements and practices to restore the natural processes required to manage water and create healthier urban environments. The Environmental Commission is prioritizing projects in the Okemos and Haslett school districts, but also expanding the program to also consider proposals from residents, businesses and neighborhood organizations.

Eligible proposals include those involving one or more types of green infrastructure, examples listed below:

- Native plants, shrub and/or tree planting
- Buffer zones/natural vegetation buffers
- Rain gardens/bioswales
- Green roofs/living walls
- Outdoor classrooms/gathering spaces
- Natural shorelines
- Permeable pavement
- Wetland preservation
- Stormwater management
- Alternative energy
- Food, composting and/or gardens
- Habitat protection and restoration
- See more ideas at [www.greenschoolyards.org](http://www.greenschoolyards.org)

In 2021, two local schools were awarded green grants from the Township. Haslett Middle School was awarded is developing an 'Outdoor Learning Lab' in a neglected courtyard of their complex. The Montessori Radmoor School in Okemos was awarded funds to make improvements to 'The Pathway to Discovery', which is a trail that encircles their Greenhouse and Vegetable, Fruit and Herb Gardens that the students plant, maintain and harvest.

Letters of interest for grant funds are due by January 30. Simple project proposals can be emailed to [harvey@meridian.mi.us](mailto:harvey@meridian.mi.us). Grants are expected to be awarded in April 2022. For additional details visit the Meridian Township website at [www.meridian.mi.us/GreenMeridian](http://www.meridian.mi.us/GreenMeridian).

###

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





FOR IMMEDIATE RELEASE  
January 24, 2022

**CONTACT:** Rick Grillo, Police Captain  
517.853.4800 | [grillo@meridian.mi.us](mailto:grillo@meridian.mi.us)

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### **Meridian Township Police Department Donates to Meridian Cares**

*'No Shave November' Fundraiser Raises \$2,925 for Emergency Needs Fund*

**Meridian Township, MI** — The Meridian Township Police Department participated in a 'No Shave November' fundraiser in 2021 and raised \$2,925 to help seniors, families and children with emergency needs in Meridian Township.

The fundraiser was held during the months of November and December 2021. Meridian Township Police Officers donated to Meridian Cares in order to participate. Residents were also encouraged to help and make a donation in an Officer's name.

"No Shave November is a great morale booster for our officers and we get to help our community in a unique way. We know the money goes to a great cause so everyone is eager to pitch in," stated Meridian Township Police Captain Rick Grillo. "Police Chief Ken Plaga told us if we exceeded our fundraising from last year, we could keep the beards until the New Year. Everyone rallied around that and we shattered last year's amount!"

The Meridian Cares Emergency Needs Fund helps families stay warm in the winter when facing a shut off notice, helps families keep their homes when facing an eviction notice and helps provide necessary money for emergency transportation services.

According to the data from the 2020 U.S. Census, approximately 12.1% or 5,300 people in Meridian Township live below the poverty level. The Meridian Cares Emergency Needs Fund helps families and individuals in financial need in Meridian Township.

For more information about the program, visit [www.meridian.mi.us/MeridianCares](http://www.meridian.mi.us/MeridianCares).

###

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





CHARTER TOWNSHIP OF MERIDIAN, INGHAM COUNTY

LEGAL AD NOTICE: Special Use Permit #22-021  
(Silverleaf Planned Unit Development)

MONDAY, February 14, 2022

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CHARTER TOWNSHIP OF MERIDIAN  
LEGAL NOTICE  
Special Use Permit #22-021  
(Silverleaf Planned Unit Development)  
Public Hearing

Notice is hereby given that the Planning Commission of the Charter Township of Meridian will hold a public hearing on Monday, February 14, 2022 at 7:00 p.m. in the Meridian Municipal Building, Town Hall Room, 5151 Marsh Road, Okemos, MI, 48864 (phone 517-853-4560) to hear all persons interested in a special use permit request for a floodplain fill. Bennett Road Holding, LLC is proposing to construct the first three phases of an approved Planned Unit Development (#20014) on Bennett Road. The project will include the construction of a detention basin that requires the excavation of 14,100 cubic yards and 2,900 cubic yards of fill for the installation of a 27-inch storm pipe through two floodplains. The subject site is zoned RAA (Residential).

Information may be examined at the Department of Community Planning and Development, 5151 Marsh Road, Okemos, Michigan 48864-1198, between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday. Written comments may be sent prior to the public hearing to the Planning Commission, Charter Township of Meridian, 5151 Marsh Road, Okemos, Michigan, 48864, or by email to [planningcommission@meridian.mi.us](mailto:planningcommission@meridian.mi.us), or at the public hearing.

Publish: Towne Courier  
January 30, 2022

Deborah Guthrie  
Township Clerk

1 Affidavit, please



**CHARTER TOWNSHIP OF MERIDIAN, INGHAM COUNTY**

**LEGAL AD NOTICE: Special Use Permit #22011**

**(M-78 Highway, Parcel ID# 03-102-013)**

**MONDAY, February 14, 2022**

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**CHARTER TOWNSHIP OF MERIDIAN  
LEGAL NOTICE  
Special Use Permit #22011  
(M-78 Highway, Parcel ID# 03-102-013)  
Public Hearing**

Notice is hereby given that the Planning Commission of the Charter Township of Meridian will hold a public hearing on Monday, February 14, 2022 at 7:00 p.m. in the Meridian Municipal Building, Town Hall Room, 5151 Marsh Road, Okemos, MI, 48864 (phone 517-853-4560) to hear all persons interested in a special use permit (SUP) request from M & J Management, LLC. The applicant is requesting to construct a 31,355 square foot Industrial building at a vacant parcel on M-78 Highway, Parcel ID #03-102-013. The approximate 5-acre subject site is zoned I (Industrial).

Information may be examined at the Department of Community Planning and Development, 5151 Marsh Road, Okemos, Michigan 48864-1198, between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday. Written comments may be sent prior to the public hearing to the Planning Commission, 5151 Marsh Road, Okemos, Michigan, 48864, or by email to [planningcommission@meridian.mi.us](mailto:planningcommission@meridian.mi.us), or at the public hearing.

**Publish:** Towne Courier  
January 30, 2022

**Deborah Guthrie**  
Township Clerk

**1 Affidavit, please**



**AGENDA**  
CHARTER TOWNSHIP OF MERIDIAN  
ZONING BOARD OF APPEALS MEETING  
February 16, 2022 6:30 pm

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1. CALL MEETING TO ORDER
2. APPROVAL OF THE AGENDA
3. CORRECTIONS, APPROVAL AND RATIFICATION OF MINUTES
  - A. Wednesday, December 8, 2021
4. COMMUNICATIONS
5. UNFINISHED BUSINESS
6. NEW BUSINESS

**A. ZBA CASE NO. 22-01-19-1 (2075 Grand River Avenue), Frank Gawdun, 1743 East McNair Drive Ste. 200, Tempe, AZ 85283**

DESCRIPTION: 2075 Grand River  
TAX PARCEL: 21-276-014  
ZONING DISTRICT: C-3 (Commercial)

The variance requested is to construct a drive-thru canopy in the rear yard setback at 2075 Grand River.

**B. ZBA CASE NO. 22-02-16-1 (5000 Okemos Road), Michigan Department of Transportation, 2700 Port Lansing Road, Lansing, MI 48906**

DESCRIPTION: 5000 Okemos Road  
TAX PARCEL: 21-226-012  
ZONING DISTRICT: RDD (Multiple Family, 5 dwelling units per acre)

The variance requested is to construct a floodplain compensating cut in the wetland setback at 5000 Okemos Road.

**C. ZBA CASE NO. 22-02-16-2 (4887 & 4893 Dawn Avenue), Dawn Avenue Associates, LLC, 4893 Dawn Avenue, East Lansing, MI 48823**

DESCRIPTION: 4887 & 4893 Dawn Avenue  
TAX PARCEL: 20-202-008 & 20-202-007  
ZONING DISTRICT: I (Industrial)

The variance requested is to create three parcels that do not meet the minimum lot area and lot width requirements at 4887 & 4893 Dawn Avenue.

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Variance requests may be subject to change or alteration upon review of request during preparation of the staff memorandum. Therefore, Sections of the Code of Ordinances are subject to change. Changes will be noted during public hearing meeting.

Individuals with disabilities requiring auxiliary aids or services should contact the Meridian Township Board by contacting: Assistant Planner Keith Chapman, 5151 Marsh Road, Okemos, MI 48864 or 517.853.4580 - Ten Day Notice is Required.  
Meeting Location: 5151 Marsh Road, Okemos, MI 48864 Township Hall



**AGENDA**  
CHARTER TOWNSHIP OF MERIDIAN  
ZONING BOARD OF APPEALS MEETING  
February 16, 2022 6:30 pm

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**D. ZBA CASE NO. 22-02-16-3 (2090 Grand River Avenue), Johnson Sign Company, 2240 Lansing Avenue, Jackson, MI 49202**

DESCRIPTION: 2090 Grand River Avenue  
TAX PARCEL: 21-226-003  
ZONING DISTRICT: C-2 (Commercial)

The variance requested is to install a wall sign that exceeds the maximum square footage requirement at 2090 Grand River.

7. OTHER BUSINESS
  - A. Election of 2022 Officers
  - B. ZBA Criteria Ordinance Update
8. PUBLIC REMARKS
9. BOARD MEMBER COMMENTS
10. ADJOURNMENT

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Variance requests may be subject to change or alteration upon review of request during preparation of the staff memorandum. Therefore, Sections of the Code of Ordinances are subject to change. Changes will be noted during public hearing meeting.

Individuals with disabilities requiring auxiliary aids or services should contact the Meridian Township Board by contacting:  
Assistant Planner Keith Chapman, 5151 Marsh Road, Okemos, MI 48864 or 517.853.4580 - Ten Day Notice is Required.  
Meeting Location: 5151 Marsh Road, Okemos, MI 48864 Township Hall





**CHARTER TOWNSHIP OF MERIDIAN, INGHAM COUNTY**

**LEGAL AD NOTICE: Special Use Permit #22031  
(Michigan Department of Transportation)**

**MONDAY, February 14, 2022**

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**CHARTER TOWNSHIP OF MERIDIAN  
LEGAL NOTICE  
Special Use Permit #22031  
(Michigan Department of Transportation)  
Public Hearing**

**Notice is hereby given that the Planning Commission of the Charter Township of Meridian will hold a public hearing on Monday, February 14, 2022 at 7:00 p.m. in the Meridian Municipal Building, Town Hall Room, 5151 Marsh Road, Okemos, MI, 48864 (phone 517-853-4560) to hear all persons interested in a special use permit request for a floodplain fill. Michigan Department of Transportation is proposing a compensating cut in the 100-year floodplain at 5000 Okemos Road to elevate Okemos Road.**

**Information may be examined at the Department of Community Planning and Development, 5151 Marsh Road, Okemos, Michigan 48864-1198, between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday. Written comments may be sent prior to the public hearing to the Planning Commission, Charter Township of Meridian, 5151 Marsh Road, Okemos, Michigan, 48864, or by email to [planningcommission@meridian.mi.us](mailto:planningcommission@meridian.mi.us), or at the public hearing.**

**Publish: Lansing State Journal  
January 31, 2022**

**Deborah Guthrie  
Township Clerk**

**1 Affidavit, please**



FOR IMMEDIATE RELEASE

January 31, 2022

CONTACT: Derek N. Perry, Deputy Township Manager  
517.853.4440 | [perry@meridian.mi.us](mailto:perry@meridian.mi.us)

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## Meridian Township Reveals Proposed 2022 Local Road Construction Plan

*Rehabilitation Work and Preventative Maintenance Work to begin this May*

**Meridian Township, MI** – The Meridian Township Proposed 2022 Local Road Construction Plan was presented to the Township Board at their January 25, 2022 meeting. The proposed plan is subject to final costs yet to be determined by actual bid pricing. Subject to contract approvals, paving is expected to begin in May 2022.

The 2022 plan includes 6.84 miles of rehabilitation work as well as 3.74 miles of cape seal work. The Meridian Township Department of Public Works (DPW) and its consultants will manage and oversee the entire process including bidding, inspection and construction of the local roadwork as well as coordinating any other planned utility projects. The asphalt contractor and the concrete contractor have yet to be determined, as bidding of the project will occur next month. The concrete curb, gutter and ramp work will take place first, with the asphalt paving to follow. Several notices will be sent out to all the impacted properties prior to the roadwork, with additional individual notices being handed out to residences where concrete work will occur.

The Meridian Township local roads to be resurfaced in 2022 are listed below:

- Crest
- Royal Oak
- Sunhollow Court
- Wilder
- Wilder Court
- Oak Park Trail
- Woodwind Trail
- Wild Ginger Trail
- Carlton
- Bayshore
- Hallendale
- Buckingham
- Quarry
- Jessalee Circle
- Lampen
- Raphael
- Amber
- Blue Haven
- Blue Haven Court
- Timberlane
- Linden
- West Sundwind
- Windy Heights
- Aeolian
- Sandlewood
- Thistlewood
- Cimarron
- Yosemite
- Sashabaw
- Creekview Terrace
- Chippendale Circle
- Splice Circle
- Wharf
- Mizzen
- Huron Hill

The Meridian Township local roads receiving preventative maintenance crack sealing work and cape seal work are listed below:

- Haversham Drive
- Chantilly Lane
- Thames Drive
- Picadilly Drive
- Downing Street
- Maumee Drive
- Apache Drive
- Shawnee Trail
- Kewanee Way
- Birchwood Drive
- Elmwood Drive
- Arbor Drive

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





**FOR IMMEDIATE RELEASE**

January 31, 2022

**CONTACT:** Derek N. Perry, Deputy Township Manager  
517.853.4440 | [perry@meridian.mi.us](mailto:perry@meridian.mi.us)

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The total 2022 road budget is \$3,950,000, with \$3.5 million coming from the 10-year local road bond approved by voters in August 2019. All \$3.5 million in 2022 will be used for the rehabilitation work that will focus on the poorest condition roads in the system. The remaining funding will come from the Ingham County Road Department (ICRD) and the Township General Fund to provide for the preventative maintenance work needed to preserve existing “good” pavement. For updates on road construction projects, visit the Township website at [www.meridian.mi.us/TownshipProjects](http://www.meridian.mi.us/TownshipProjects).

###

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**FOR IMMEDIATE RELEASE**  
**January 31, 2022**

**CONTACT:** Phil Deschaine, Treasurer  
517.853.4140 | [deschaine@meridian.mi.us](mailto:deschaine@meridian.mi.us)

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### **Winter Property Tax Bills are Due February 14**

*Meridian Township Residents Have Several Options Available to Pay Their Bill*

**Meridian Township, MI** – Meridian Township winter property taxes are due on February 14, 2022. Residents have several options to pay their bill. Payments are accepted in person at the Treasurer's Office during business hours between 8:00 am and 5:00 pm Monday – Friday. Please note that USPS post-marks are not accepted as proof of payment.

Residents can also pay their tax bills via mail, the 24-hour White Drop Box located outside the Meridian Township Municipal Building (5151 Marsh Road, Okemos), automatic bill payment or online at [www.meridian.mi.us/BillPayments](http://www.meridian.mi.us/BillPayments). There is no fee if paying online using a checking or savings account. An additional fee will only be charged when using a credit card or debit card.

When paying in person, residents are encouraged to bring the entire bill with them to expedite the payment process. If using the drop box or mail, residents should include their stub with payment.

“Please remember that local mail goes to Grand Rapids for sorting then comes back to the Lansing region for delivery, so the USPS takes days longer than in the past,” stated Phil Deschaine, Meridian Township Treasurer.

Payments must be received in the Treasurer's Office by Monday, February 14, or a 1% late fee will be charged. On March 1, delinquent property taxes are turned over to the Ingham County Treasurer.

For more information about taxes or other Township services, please visit the Meridian Township website at [www.meridian.mi.us/TreasurersOffice](http://www.meridian.mi.us/TreasurersOffice) or contact Township Treasurer Phil Deschaine at 517.853.4140.

###

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**From:** [Emma Campbell](#)  
**Cc:** Wetland Walks Field Series!  
**Subject:** Monday, January 31, 2022 2:28:57 PM  
**Date:** [Wetland Walks - Marketing Flyer.pdf](#)  
**Attachments:** [corps events banner.png](#)  
[IMG 1155 \(3\).jpg](#)



I am very excited to announce that we will be launching a new field series called Wetland Walks! As part of the new Meridian Wetland Education & Restoration Program, tours will be offered the first Wednesday of every month featuring wetlands in the Township. Celebrate World Wetlands Day by taking a winter walk in one of our most well-known wetlands at Nancy Moore Park. Please see below for details on the topic for each walk or check our Township calendar online. (All walks run from 5-6:30 pm)

**1. February 2, (World Wetlands Day) Nancy Moore Wetland**

- a. Meridian Township Service Center, 2100 Gaylord C. Smith Court, Haslett, MI
- b. Description: Celebrate World Wetland Day with Land Stewardship Coordinator, Emma Campbell, and tour the Nancy Moore Wetland for an intro into wetland ecology!

**2. March 2, Tihart Preserve**

- a. Tihart Preserve located on the North side of Tihart road between Cornell and Van Atta Road.
- b. Description: Meet at Tihart Preserve to observe the effect agriculture has on wetlands historically, and how we can begin to restore & conserve them.

**3. April 6, Lake Lansing North Preserve**

- a. Meet at the Alternate Trailhead Lake Lansing Park North, 1001 Wild Ginger Trail, Haslett, MI.
- b. Description: Meet at Lake Lansing North Preserve to explore the springtime stirring of Vernal Pools, some of our smallest and most precious wetlands!

**4. May 4, Davis-Foster Preserve**

- a. Davis Foster Preserve, located at 5120 Van Atta Rd., Okemos MI.
- b. Explore one of the Township's most valuable & diverse wetlands! We will

talk about the biodiversity a healthy wetland can bring to an area, as well as the effects of prescribed burning on restoration efforts.

Some food for thought....

Historically, Meridian has lost 57% of its original wetlands due to agriculture, development, pollution, and invasive species. Being a part of the Meridian Conservation Corps is a GREAT way to start getting involved in wetland conservation and I will keep you up to date on all events and resources in the Township. Now is also a good time to say thanks to those volunteers who removed over 3,000 pounds of trash from Tihart-Cornell Wetland Preserve this past year! (picture attached)

If you would like to know more about wetlands and how to conserve them, please click the link below:

[Meridian Township Wetland Protection Webpage](#)



**Emma Campbell**  
she/her/hers  
Land Stewardship Coordinator  
Parks and Recreation  
[ecampbell@meridian.mi.us](mailto:ecampbell@meridian.mi.us)

W 517.853.4614 | F 517.853.4099

2100 Gaylord C. Smith Court | Haslett, MI 48864

[meridian.mi.us](http://meridian.mi.us)



**FOR IMMEDIATE RELEASE**  
**February 2, 2022**

**CONTACT:** Frank L. Walsh, Township Manager  
517.853.4254 | [walsh@meridian.mi.us](mailto:walsh@meridian.mi.us)

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## **Meridian Township Closes Early Due to Inclement Weather**

*Township Offices will Re-Open on Thursday, February 3*

**Meridian Township, MI** – The Meridian Township Emergency Management Team has determined that due to inclement weather and the potential for dangerous driving conditions, the Township will suspend operations for today, February 2. Township buildings will close at 12:00 pm.

All public meetings, including the Environmental Commission Meeting, have been canceled for this evening.

Closed today: Township Municipal Building, Meridian Service Center (Parks and Recreation), Harris Nature Center and Meridian Senior Center. Updates will be posted on the Township website and on social media.

Township offices are expected to reopen at 8:00 am on Thursday, February 3.

The winter storm warning issued by the National Weather Service in Grand Rapids for Ingham County is in effect with heavy snow accumulations and 8 to 12 inches are expected through Thursday evening.

The Township requests vehicles to stay off the streets to assist with ongoing road clearing efforts and snow removal.

###

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FOR IMMEDIATE RELEASE  
February 9, 2022

CONTACT: Frank L. Walsh, Township Manager  
517.853.4254 | [walsh@meridian.mi.us](mailto:walsh@meridian.mi.us)

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**Meridian Township Announces New Assistant Township Manager**  
*Township Trustee Joins Team in Key Leadership Role*

**Meridian Township, MI** – Today, Meridian Township Manager Frank L. Walsh officially named Township Trustee Dan Opsommer as the new Assistant Township Manager.

Opsommer currently serves as the Chief of Staff to 69th District State Representative Julie Brixie, D-Meridian Township, and has served on the Township Board as a Trustee and Supervisor Pro Tem.

“With the departure of Deputy Manager Perry to the City of Marshall, our team faced a difficult task of replacing such a key leader within our group. Our focus was on recruiting a candidate who knows and resides in Meridian Township, can handle multiple projects at one time, offers a proven record of problem solving and understands that customer service is paramount,” stated Manager Walsh. “Dan Opsommer has an impeccable record of service to our 45,000 residents and our team is proud to announce we landed our #1 recruit.”

Meridian Township Supervisor Ronald J. Styka shared in Manager Walsh’s comments.

“While I’m truly appreciative of Trustee Opsommer’s stalwart service on the Township Board, I’m equally as supportive of the decision to appoint Dan to this key leadership role. Dan will carry on the outstanding performance from Derek N. Perry,” stated Supervisor Styka.

Prior to his service on the Township Board, Opsommer served as a member of the Planning Commission.

“It has been an honor to serve our residents over the past 6 years and I’m excited to continue that public service in this new role,” stated Trustee Opsommer. “Deputy Township Manager Perry has done an exemplary job and I will look to make sure we have a seamless transition. I look forward to working with our team to ensure our residents, school districts and businesses receive excellent customer service. The Township Board has set ambitious goals for our community this year and I’m ready to help us achieve them collectively.”

The Meridian Township Board will announce the timeline for appointing a new Township Trustee to fulfill the remainder of Trustee Opsommer’s term, ending in 2024, at the February 15 board meeting.

###

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## CHARTER TOWNSHIP OF MERIDIAN, INGHAM COUNTY

**LEGAL AD NOTICE: Request for Proposals  
Pedestrian/Bicycle Pathway Maintenance  
Deadline: March 15, 2022 - 5 pm**

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### CHARTER TOWNSHIP OF MERIDIAN

### **AMENDED REQUEST FOR PROPOSALS PEDESTRIAN/BICYCLE PATHWAY MAINTENANCE**

Meridian Township Department of Parks and Recreation is requesting proposals for professional services for the performance of mowing, trimming and related grounds maintenance work, as needed. Services include, but may not be limited to, providing and furnishing all necessary labor, tools, equipment, material, and transportation required to perform and complete mowing, trimming, and landscaping services, as well as lawn restoration, as needed by the Township, in a workmanlike and timely manner.

RFP submissions are due by March 15, 2022 at 5 pm at the Meridian Township Clerk's Office, 5151 Marsh Road, Okemos. The RFP is available for review at the Meridian Municipal Building, Parks and Recreation Office, 2100 Gaylord Smith Court, Haslett and online at [www.meridian.mi.us](http://www.meridian.mi.us).

Questions to Kati Adams, Parks/Land Preservation Superintendent / [kadams@meridian.mi.us](mailto:kadams@meridian.mi.us) / 517.853.4616

**Publish: Towne Courier  
February 20, 2022**

**Deborah Guthrie  
Township Clerk**

**1 Affidavit, please**



FOR IMMEDIATE RELEASE  
February 8, 2022

CONTACT: Frank L. Walsh, Township Manager  
517.853.4254 | [walsh@meridian.mi.us](mailto:walsh@meridian.mi.us)

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## **Meridian Township Deputy Manager Takes on New Leadership Role**

*Derek N. Perry Named New City Manager for the City of Marshall, Michigan*

**Meridian Township, MI** – On Monday, February 7 Meridian Township Deputy Manager, Derek N. Perry, was formally named as the new City Manager for the City of Marshall, Michigan. Perry had previously served at the City of Marshall from 2003 to 2006 as the Deputy Director of Utilities and Infrastructure. It is expected that Perry will officially begin his duties in Marshall on February 21.

“I’ve very much enjoyed my 7 years in Meridian Township and want to thank Manager Walsh, the Township Board, the entire Meridian team and residents for their support. Serving the residents of Meridian Township has been nothing short of an honor,” stated Deputy Manager Perry.

“Derek’s departure will leave a huge void in our operations. I recruited Derek to be my Assistant City Manager in St. Joseph and further recruited him back in 2015 to Meridian Township,” stated Frank L. Walsh, Meridian Township Manager. “Derek’s customer service skills are unmatched and he is a tremendously kind and compassionate guy. I’m happy for him to secure his new position in Marshall. Marshall is gaining a 5-Star recruit.”

Perry has worked in several communities and governmental organizations over the past 23 years and brings a wide range of community management and public service experience. He holds a Master’s Degree in Public Administration (MPA) from Western Michigan University, as well as a Bachelor of Science Degree in Forestry from Michigan Technological University. He joined the Meridian Township team on March 16, 2015 as the Assistant Township Manager and Director of Public Works & Engineering.

“As we move forward, we have a bevy of projects in front of us. In about a week, the Okemos Road Bridge demolition project gets underway. There is no time to waste in filling this void. Derek informed me back in October that he was applying for the Marshall position. I’ve had four months to contemplate this day. After months of reflection, tomorrow morning I’m prepared to name our new Assistant Township Manager,” added Manager Walsh. “Derek leaves us much better than he found us. I wish him unparalleled success in Marshall.”

###

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**From:** [Dan Opsommer](#)  
**To:** [Board](#); [Deborah Guthrie](#)  
**Cc:** [Frank Walsh](#); [Abigail Tithof](#)  
**Subject:** Letter of Resignation - Effective Immediately  
**Date:** Sunday, February 13, 2022 9:04:12 AM  
**Attachments:** [Letter of Resignation - Trustee Opsommer - 2.13.22.pdf](#)  
[Outlook-namp3shl.png](#)

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Dear Clerk Guthrie, Supervisor Styka and Board Members:

It has been wonderful serving with you and the previous Township Board over the past 5 years. I am honored to have had the opportunity to serve our residents on the Township Board and the pleasure of serving with each of you.

Effective immediately, I am resigning from the office of township trustee. In accordance with the statutory requirements (MCL 168.367), I am delivering my signed letter of resignation (see attached) to the Township Clerk's office to be filed.

Please let me know if you have any questions.

Sincerely,

Dan Opsommer  
Cell: 517.281.6034



**A Prime Community**

[Meridian.mi.us](http://Meridian.mi.us)

[Facebook.com/MeridianTownship](https://Facebook.com/MeridianTownship)

[Twitter.com/MeridianTwp](https://Twitter.com/MeridianTwp)



**A PRIME COMMUNITY**

February 13, 2022

Meridian Township Board  
Attn: Clerk Deborah Guthrie  
5151 Marsh Rd  
Okemos, MI 48864

Dear Clerk Guthrie, Supervisor Styka and Board Members:

It has been wonderful serving with you and the previous Township Board over the past 5 years. I am honored to have had the opportunity to serve our residents on the Township Board and the pleasure of serving with each of you.

Effective immediately, I am resigning from the office of township trustee. In accordance with the statutory requirements (MCL 168.367), I am delivering my letter of resignation to the Township Clerk's office to be filed.

As you all know, some professional opportunities had recently opened up that I was pursuing. Then, the opportunity to continue serving Meridian Township in a different capacity presented itself as well. While I'm sad to be leaving the Township Board, I am very excited to have the opportunity to continue working with all of you as the new assistant township manager and director of public works and engineering.

Deputy Township Manager Perry has done an exemplary job of serving our community. I recognize that I have big shoes to fill and will work tirelessly to make sure we have a seamless transition. I look forward to working with the Board, directors, and all of our staff to ensure our residents receive excellent customer service. The Township Board has set ambitious goals for our community this year and I'm ready to help us achieve them collectively.

Please let me know if you have any questions regarding my resignation.

Sincerely,

Dan Opsommer  
Meridian Township Trustee

Cc: Meridian Township Manager Frank L. Walsh and Director of Human Resources Abby Tithoff





**CONSENT AGENDA  
PROPOSED BOARD MINUTES  
FEBRUARY 15, 2022**

**PROPOSED MOTION:**

- (1) Move to approve and ratify the minutes of the Regular Meeting of January 25, 2022, as submitted.**
- (2) Move to approve and ratify the minutes of the Regular Meeting of January 25, 2022, as submitted.**

**ALTERNATE MOTION:**

- (1) Move to approve and ratify the minutes of the Regular Meeting of January 25, 2022 with the following amendment(s):**
- (2) Move to approve and ratify the minutes of the Regular Meeting of January 25, 2022 with the following amendment(s):**

**[insert amendments]**

CHARTER TOWNSHIP OF MERIDIAN  
REGULAR MEETING TOWNSHIP BOARD 2022 **-DRAFT-**  
5151 Marsh Road, Okemos MI 48864-1198  
853-4000, Township Hall Room  
TUESDAY, January 25<sup>th</sup>, 2022 **6:00 pm**

PRESENT: Clerk Guthrie, Treasurer Deschaine, Trustees Jackson, Opsommer, Wisinski, Sundland

ABSENT: Supervisor Styka

STAFF: Township Manager Walsh, Fire Chief Hamel, Chief of Police Plaga, Community Planning and Development Director Schmitt, Human Resources Director Tithof, IT Director Gebes, Parks and Recreation Director Maisner, Economic Development Director Clark

1. CALL MEETING TO ORDER

Clerk Guthrie called the meeting to order at 6:04 pm.

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

ROLL CALL VOTE: YEAS: Trustees Sundland, Wisinski, Opsommer, Jackson, Treasurer Deschaine, Clerk Guthrie  
NAYS: None

Motion carried: 6-0

2. PLEDGE OF ALLEGIANCE/INTRODUCTIONS

Supervisor Pro-Tem Opsommer led the Pledge of Allegiance.

3. ROLL CALL

Clerk Guthrie called the roll of the Board.

All members present except Supervisor Styka.

4. PRESENTATION

A. 2022 Township Local Roads Program

Deputy Manager Perry provided an overview of the 2021 Local Roads Program and a look forward to the 2022 Local Roads Program. This is year three of the ten year program. In 2021, 8.87 miles of road were resurfaced and 9.11 miles of road were preserved. In 2022, the plan is to resurface 6.84 miles of road and preserve 3.74 miles of road.

5. CITIZENS ADDRESS AGENDA ITEMS AND NON-AGENDA ITEMS

Supervisor Pro-Tem Opsommer opened public remarks at 6:34 pm

Craig Patterson, 115 Huron St. Mackinaw City; Support Woodward Way PILOT

Supervisor Pro Tem Opsommer closed public remarks at 6:34 pm

6. TOWNSHIP MANAGER REPORT

Manager Walsh reported the following items:

- Annual Deer Cull-265 deer total; 63 to go for our goal
- Black History Month-working on an event to celebrate current and past achievements
- Prime Meridian Magazine will be coming out in the next 6 weeks
- Met with Okemos Superintendent John Hood regarding the Senior Center
- Staff had a DEI training through Michigan State University
- Bonding on years 4, 5, and 6 of the Local Road Program
- Annual Report will be presented at the February 15<sup>th</sup> Board meeting
- Directors Clark and Schmitt are working with a developer for the remaining acres of the Haslett Village Square Project
- Concerns regarding the ice at the new ice rink, a potential fix was applied to the ice this week
- Congratulations to Director Gebes for his 30 year anniversary on Thursday

7. BOARD MEMBER REPORTS OF ACTIVITIES AND ANNOUNCEMENTS

Clerk Guthrie reported the following items:

- Attended a webinar regarding election security risks
- Attended the Okemos School Board meeting and they announced the new school mascot, the wolves
- Attended the Friends of Okemos Library meeting; Sale on March 5-6
- Meridian Conservation Corp is having an event this Saturday, January 29<sup>th</sup> at Ted Black Woods
- Attended the Park Commission meeting and impressed with the five year Parks Plan

Treasurer Deschaine reported the following items:

- Held a Capital Area Treasurer Association training
- Attended the DEI training through Michigan State University

Trustee Wisinski reported the following items:

- National Wetland Day is February 2<sup>nd</sup>, doing a wetland protection education program
- Request for proposals for \$10,000 in Green Grants were distributed to the schools yesterday
- Environmental Commission is working on the five year Sustainability Plan Update

Trustee Opsommer reported the following:

Recap on the Open Meetings Act at the State level to allow for remote meetings. After December 31<sup>st</sup> you can only participate remotely if you are on active duty with the military. There are other bills on the table to try to allow remote meetings further. He states that other State committees are meeting virtually for discussion purposes only without voting virtually.

8. APPROVAL OF AGENDA

Supervisor Pro-Tem Opsommer offered the following changes to the agenda. Move item 12D- Poverty Exemption Guidelines to after the approval of the agenda and move item 12J- Woodward Way PILOT to the top of the action items.

**Treasurer Deschaine moved to approve the agenda, as amended. Seconded by Trustee Jackson.**

VOICE VOTE: YEAS: Clerk Guthrie, Treasurer Deschaine, Trustees Jackson, Opsommer, Sundland, Wisinski

NAYS: None

Motion carried: 6-0

9. CONSENT AGENDA

Supervisor Pro-Tem Opsommer reviewed the Consent Agenda.

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

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

NAYS: None

Motion carried: 6-0

10. QUESTIONS FOR THE ATTORNEY – NONE

11. HEARINGS-NONE

12. ACTION ITEMS

A. Appointment of Supervisor Pro-Tem

**Treasurer Deschaine moved that the Board appoint, through December 31, 2022, Trustee Jackson to act as Supervisor Pro-Tem at any meeting of the Township Board wherein the Supervisor is absent. Seconded by Trustee Wisinski.**

Treasurer Deschaine and Trustee Wisinski spoke in support of Trustee Jackson serving as Supervisor Pro-Tem.

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



NAYS: None

Motion carried: 6-0

B. Township Manager Performance Review

**Trustee Wisinski moved to approve the 2021 Township Manager's performance review as presented. The review document shall be forwarded to the Human Resource office for proper filing. Seconded by Trustee Jackson.**

Treasurer Deschaine and Trustee Jackson stated that the evaluation was easy to do and the Board expressed their high level of satisfaction with the Manager.

Supervisor Pro-Tem Opsommer read the summary of the performance review.

Trustee Wisinski reported on the Manager's excellent customer service on a holiday.

Manager Walsh thanked the Board for the evaluation and stated he enjoys the people he works with and loves his job.

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

NAYS: None

Motion carried: 6-0

C. Township Manager Employment Agreement-Amendment

Supervisor Pro-Tem Opsommer stated the following:

Based on an annual performance review, on December 14, 2021, the Township Board unanimously approved extending the Township Manager's contract through December 31, 2024.

The approved language under Section 5 (C) states that "the Employer shall provide the Township Manager an annual payment of \$8,300 into a Health Savings Account (HSA)." Given the Manager's annual salary of \$148,910, the 6% equates to an annual payment of \$8,934.60. The maximum annual HSA contribution allowed under federal guidelines is \$8,300. Therefore, the approved contractual amount exceeds federal guidelines.

The contract amendment to Section 5 (C) would change the 6% to the lower amount of \$8,300, which would meet federal guidelines for annual HSA contributions.

**Trustee Jackson moved to amend the January 1, 2022-December 31, 2024 Township Manager's contract to modify section 5 (c) by eliminating "an annual payment of 6%" to "an annual payment of \$8,300." Seconded by Trustee Wisinski.**

Clerk Guthrie offered a friendly amendment to change the “annual payment of \$8,300” to the “annual payment of the maximum allowed,” in case the maximum changes.

Supervisor Pro-Tem Opsommer stated we do update the contract annually so there will be an opportunity to look at this again next year.

Clerk Guthrie offered to remove her amendment and mentioned that this might be something to consider for the future.

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

NAYS: None

Motion carried: 6-0

#### D. Poverty Exemption Guidelines

**Trustee Jackson moved to approve the 2022 income and asset limits for 100% and 50% Poverty Exemptions as follows: households with income and assets at or below 1.35 times the federal guidelines are eligible for a 100% exemption; households with income or assets above 1.35 times the federal guidelines, but with income and assets at or below 1.85 times the federal guidelines are eligible for 50% exemptions. Seconded by Trustee Wisinski.**

Supervisor Pro-Tem Opsommer explained that this is a scaled down version that was discussed at the previous meeting.

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

NAYS: None

Motion carried: 6-0

#### E. Communications Commission Appointment

**Trustee Sundland moved to approve the appointment of Lisa Whiting Dobson to the Communications Commission for a term ending 12/31/2024. Seconded by Trustee Jackson.**

Trustee Sundland remarked that Ms. Dobson has an excellent background in digital media and will be an excellent addition to the Communications Commission.

Clerk Guthrie mentioned that Ms. Dobson has been working with the HOMTV Internship Program for years and helped to rewrite the program years ago.

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

NAYS: None

Motion carried: 6-0

F. Board of Review Appointments

Supervisor Pro-Tem Opsommer thanked Diane Federau and Martha Bashore for their service to the Communications Commission.

**Treasurer Deschaine moved to approve the appointment of Michael Nussdorfer to the Board of Review for a term ending 12/31/2022. Seconded by Trustee Jackson.**

**Treasurer Deschaine moved to approve the appointment of Christopher Silker to the Board of Review, as an alternate, for a term ending 12/31/2022. Seconded by Trustee Jackson.**

Treasurer Deschaine stated the essential function of the Board of Review is for citizens to address any issues with their property taxes.

Supervisor Pro-Tem Opsommer mentioned that the Township does have openings on Boards and Commissions, including the Zoning Board of Appeals. If citizens are interested, please go to the Township website and fill out an application for public service.

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

NAYS: None

Motion carried: 6-0

G. 5-Year Parks & Recreation Master Plan 2022-2026

Director Maisner presented the draft plan of the Township Parks and Recreation Master Plan 2022-2026. In order to maintain eligibility for state and federal grants administered through the Michigan Department of Natural Resources (MDNR), communities must have a Parks and Recreation Master Plan on file and updated every five years. This document serves as a planning tool for future development opportunities based on community input, current uses and future trends.

**Trustee Wisinski moved to approve the attached resolution of support to adopt the Meridian Township Parks and Recreation Master Plan 2022-2026 as a guideline for improving Parks and Recreation facilities and services for the residents of Meridian Township and to authorize its submission to the Michigan Department of Natural Resources for state and federal grant eligibility. Seconded by Clerk Guthrie.**

Trustee Wisinski congratulated Director Maisner on her excitement, her staff, Park Commission, and residents. Also, mentioned the improvements in accessibility and new signage at the Parks. Discussion was had on hosting smaller cultural events during COVID-19.

Discussion about the need to get the second recreation position back that the department had pre-COVID-19 as programming needs increase.

Clerk Guthrie echoed Trustee Wisinski's comments. Discussion was had regarding accessibility in Parks. Recommendation regarding doing push notifications on Facebook for Parks events.

Treasurer Deschaine stated the last five years have been outstanding and thanks to Director Maisner and the Park Commission.

Trustee Jackson congratulated Director Maisner, Staff and the Park Commission on the Plan and the involvement of residents.

Supervisor Pro-Tem Opsommer thanked Director Maisner and Chief Plaga regarding the deer management program. Discussion regarding future growth of the Farmers' Market vendors, restroom facilities at Hillbrook Park, and additional pickleball courts.

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

NAYS: None

Motion carried: 6-0

#### H. Resolution Commemorating Black History Month

**Trustee Wisinski moved to approve the resolution commemorating black history month. Seconded by Treasurer Deschaine.**

Trustee Wisinski made a suggestion that the Township adopt activities for black history month.

Treasurer Deschaine read the following part of the resolution:

WHEREAS, Since 2015, the Meridian Township Board has adopted a recurring commitment to increased diversity in all aspects of Township function, and specifically in it's "Board Goals and Objectives"; and

WHEREAS, In November 2016, Patricia Herring Jackson, became the first African American female elected to the Township Board, as a Trustee.

NOW, THEREFORE, BE IT RESOLVED BY THE TOWNSHIP BOARD OF THE CHARTER TOWNSHIP OF MERIDIAN, INGHAM COUNTY, MICHIGAN, that Meridian Township commemorates Black History Month to pay tribute to the generations of African Americans who struggled with adversity and to celebrate the accomplishments, contributions, and history of African Americans.

Manager Walsh stated that the staff is working on a plan for activities to commemorate black history month.

Supervisor Pro-Tem Opsommer mentioned that diversity has been a focus for the Township and we have made great strides in diversity, specifically with the Police Department.

VOICE VOTE: YEAS: 6

NAYS: None

Motion carried: 6-0

I. Resolution to Approve Ballot Language

Manager Walsh stated the resolution has been approved by counsel and reviewed by Clerk Guthrie. This involves the August 2, 2022 ballot language on recreational marihuana.

**Treasurer Deschaine moved to approve the attached Resolution that the following ballot language be placed on the August 2, 2022 regular election ballot by the Ingham County Clerk. Seconded by Clerk Guthrie.**

**CHARTER TOWNSHIP OF MERIDIAN  
INITIATION OF ORDINANCE TO  
PROHIBIT ADULT-USE MARIHUANA ESTABLISHMENTS**

**Shall the Charter Township of Meridian, under the authority of Section 6, Subsection 1 of the Michigan Regulation and Taxation of Marihuana Act, Initiated Law 1 of 2018 (“MRTMA”), MCL 333.27956.1, adopt the following initiated ordinance that completely prohibits adult-use (also known as “recreational”) marihuana establishments as defined in Section 3(i) of MRTMA, MCL 333.27953(i), within the boundaries of the Township: “All adult-use (also known as ‘recreational’) marihuana establishments as defined in Section 3(i) of the Michigan Regulation and Taxation of Marihuana Act, Initiated Law 1 of 2018, are prohibited within the boundaries of the Charter Township of Meridian.”**

Yes \_\_\_\_

No \_\_\_\_

Trustee Deschaine mentioned that this was brought by a citizens’ group and not by the Board.

Clerk Guthrie mentioned her office will verify signatures and get it to Ingham County. Also, the paragraph numbers were the only thing that changed. The August 2, 2022 is designated as a regular election because we had nothing on the November 2021 ballot.

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

NAYS: None

Motion carried: 6-0

J. Woodward Way PILOT

**Trustee Wisinski moved to adopt the resolution to grant tax exempt status with Payment in Lieu of Taxes (PILOT) for the housing project known as Woodward Way. Seconded by Trustee Jackson.**

Director Schmitt stated that nothing has changed with the project that was approved in 2019, but they are in need of the extension due to COVID-19 delays. Mr. Patterson expressed his thanks to the Board for all the support for this project.

Trustee Jackson asked what is the expected completion date for the project. Mr. Patterson stated they are hopeful for a late December completion.

Treasurer Deschaine and Supervisor Pro-Tem Opsommer stated this project will be a great addition for affordable family housing in our community.

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

NAYS: None

Motion carried: 6-0

K. Nomination of Trustee Herring Jackson-Ingham County Broadband Task Force

**Trustee Wisinski moved to appoint Trustee Patricia Herring Jackson to serve as Meridian Township's representative on the Ingham County Broadband Task Force. The appointment is contingent of approval of Ingham County Officials. Seconded by Treasurer Deschaine.**

Manager Walsh stated that Supervisor Styka did submit a letter to Ingham County and Meridian Township was the first community to respond. Trustee Jackson has an interview scheduled on February 1<sup>st</sup> with Ingham County.

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

NAYS: None

Motion carried: 6-0

13. BOARD DISCUSSION ITEMS

A. Redevelopment Ready Communities (RRC) Recertification

Director Clark stated that MEDC announced an update to the RRC program that aligns with the Township's update to the Master Plan. The updated program has a new series of requirements for communities to remain fully engaged in the RRC program. Included in the packet is the instructional brief provided by MEDC that notes the Best Practice Criteria to maintain an active RRC status by 2023.

Treasurer Deschaine commented on the original certification process. Director Clark is confident that the recertification process will be complete in two years.

Trustee Jackson asked if this process is still worthwhile to pursue. Directors Clark and Schmitt mentioned that the MEDC may be of assistance on a variety of Township projects and will be looking for communities to be RRC certified to get assistance. It is well worth the time and will help us to market our development sites. Also, much of the information will be included in our Master Plan. Trustee Jackson expressed concern over required zoning changes as part of the RRC recertification process.

B. Township Emergency Plan Update

Fire Chief Hamel stated this is just the annual update in names for the Plan. Clerk Guthrie mentioned her concern for emergency plans related to Election Day. Chief Hamel mentioned that would not be a part of this Plan, but rather, a Special Event Plan for Election Day.

**Clerk Guthrie moved to suspend the rules to approve the Township Emergency Plan Update, as presented. Seconded by Treasurer Deschaine.**

VOICE VOTE: YEAS: 6  
NAYS: None  
Motion carried: 6-0

**Trustee Jackson moved to approve the Township Emergency Plan Update, as presented. Seconded by Clerk Guthrie.**

ROLL CALL VOTE: YEAS: Treasurer Deschaine Trustees Jackson, Opsommer, Wisinski, Sundland, Clerk Guthrie  
NAYS: None  
Motion carried: 6-0

14. COMMENTS FROM THE PUBLIC-NONE

15. OTHER MATTERS AND BOARD MEMBER COMMENTS

Treasurer Deschaine mentioned on February 4, 2022 the Xavier DeGroat Autism Foundation is hosting a launch event at Meridian Mall.

16. ADJOURNMENT

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

VOICE/HAND VOTE: Motion carried 6-0

**Supervisor Pro-Tem Opsommer adjourned the meeting at 8:59 pm.**

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DAN OPSOMMER,  
SUPERVISOR PRO-TEM

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DEBORAH GUTHRIE  
TOWNSHIP CLERK



To: Board Members  
From: Miriam Mattison, Finance Director  
Date: February 10, 2022

Charter Township of Meridian  
Board Meeting  
2/15/2022

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

COMMON CASH	\$	798,354.58
PUBLIC WORKS	\$	307,794.07
TRUST & AGENCY	\$	6,652.65

TOTAL CHECKS: \$ 1,112,801.30

CREDIT CARD TRANSACTIONS

01/20/22 to 02/09/2022

\$ 20,005.52

TOTAL PURCHASES: \$ 1,132,806.82

ACH PAYMENTS

\$ 1,558,400.22



Vendor Name	Description	Amount	Check #
1. ABIGAIL TITHOF	DECEMBER 2021 MILEAGE REIMBURSEMENT	32.75	
2. ABSOLUTE SECUTIRY & INVESTIGATIONS	AVIGILON STANDARD NVR 2 YR EXTENDED WARRANTY PSB C	1,920.00	
3. AIRGAS GREAT LAKES	ORDER #1107095839 MEDICAL OXYGEN	157.38	
4. ALLGRAPHICS CORP	HASLETT BASKETBALL SHIRTS	1,243.50	
5. ARROW TREE APARTMENTS	RENT FOR R. ALANIZ	892.00	106599
6. ASAP PRINTING	POLICE BROCHURE PRINTING AND FORMS	531.47	
	TOWNSHIP BUSINESS CARDS - D. OPSOMMER	45.12	
	TOTAL	576.59	
7. AT & T	ASE NET - THB - FS91 - 831.000.8214 218	2,401.44	
8. AT & T	PRI TEL + 100 MB INT 831-001-1392 886 517.853.4000	1,822.51	
9. AT & T	JAN 2022 - LEGACY TELEPHONE - 517.349.1200	30.88	
	JAN 2 - FEB 1, 2022 - HVAC @THB	49.03	
	JAN 2 - FEB 1, 2022 - PSB FAX	51.27	
	JAN 2 - FEB 1, 2022 - THB HVAC	142.27	
	JAN 2 - FEB 1, 2022 - PSB FAX	43.09	
	JAN 2 - FEB 1, 2022 - DS-1 TO FIRE#92	337.20	
	JAN 2 TO FEB 1, 2022 - THB DS1 TO COEL	365.20	
	TOTAL	1,018.94	
10. AT & T MOBILITY	DISPATCH NON-EMERGENCY - 287252740666 - 517.332.65	76.13	
11. AUSTIN DIETZ	REIMB FOR LUNCH WHILE AT TRAINING	12.50	
12. AUTO VALUE OF EAST LANSING	UNIT #52 OIL - FLEET REPAIR PARTS	29.16	
	UNIT #130 ENGINE MOUNT - FLEET REPAIR PARTS	70.79	
	UNIT #135 CLUTCH - FLEET REPAIR PARTS	73.99	
	UNIT #134 GRILLE ASSEMBLY - FLEET REPAIR PARTS	300.00	
	MOTOR POOL - FLEET REPAIR PARTS	289.00	
	STOCK MOTOR POOL - FLEET REPAIR PARTS	474.76	
	FOG LIGHT UNIT #55 - FLEET REPAIR PARTS	11.78	
	COMBO WR. UNIT #58 - FLEET REPAIR PARTS	26.19	
	RADIATOR CAP UNIT #58 - FLEET REPAIR PARTS	6.39	
	SHOP SUPPLIES MOTOR POOL - FLEET REPAIR PARTS	653.70	
	LAMP KIT UNIT #135 - FLEET REPAIR PARTS	49.26	
	TAIL ASSEMBLY SET UNIT #117 - FLEET REPAIR PARTS	660.00	
	FINAL CHG AF UNIT #150 - FLEET REPAIR PARTS	55.78	
	UNIT #135 - FLEET REPAIR PARTS	27.76	
	GEAR WRENCH - FLEET REPAIR PARTS	19.99	
	AIR FILTER PANEL UNIT #132 - FLEET REPAIR PARTS	8.89	
	SHOP SUPPLIES - FLEET REPAIR PARTS	45.79	
	TOTAL	2,803.23	
13. AXON ENTERPRISE, INC	TASER CARTIDGES	4,154.00	
	3 TASER DEVICES AND BATTERIES	6,078.33	
	TOTAL	10,232.33	
14. BANNASCH WELDING INC	MOTOR POOL - PARKS - REPAIRS FOR SNOW PLOW ON UNIT	26.75	
15. BARNUM AND TENNY EAST	MOTOR POOL - POLICE - UNIT # 678 REPAIRS AFTER DEE	4,621.44	
16. BARYAMES CLEANERS	JAN 2022 - POLICE UNIFORM CLEANING	204.40	
	DEC 2021 - POLICE UNIFORM CLEANING	303.00	
	TOTAL	507.40	

02/10/2022 11:40 AM  
User: GRAHAM  
DB: Meridian

INVOICE APPROVAL BY INVOICE REPORT FOR CHARTER TOWNSHIP OF MERIDIAN  
EXP CHECK RUN DATES 02/15/2022 - 02/15/2022  
BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID  
BANK CODE: GF

Vendor Name	Description	Amount	Check #
17. BECKS PROPANE	GLENDALÉ - PROPANE 2/1/2022	442.15	106603
18. BOARD OF WATER & LIGHT	01/01/2022 TO 02/01/2022 STREETLIGHT SERVICE	622.78	
19. BULL ENTERPRISES	JANITORIAL SERVICES JAN 2022	8,477.00	
20. CDW	GETAC A140 POLICE CAR COMPUTERS FOR 2022 FLEET UPG	127.80	
21. CINTAS CORPORATION #725	MOTOR POOL - MECHANICS UNIFORMS	28.87	
	01/12/12022 - MOTOR POOL - MECHANICS UNIFORMS	28.87	
	01/19/2022 - MOTOR POOL - MECHANICS UNIFORMS	28.87	
	01/26/2022 - MOTOR POOL - MECHANICS UNIFORMS	28.87	
	TOTAL	115.48	
22. COMCAST	JAN 14 2022 TO FEB 13 2022 - HOM TV	323.41	
	FEB 1 2022 TO FEB 28 2022 - INT+TV @THB	452.43	
	JAN 29 2022 TO FEB 28 2022 - INT TV TEL @ HNC	225.83	
	COMCAST PD - JAN 29, 2022 TO FEB 28, 2022	27.33	
	JAN 20 2022 TO FEB 19 2022 - FD 'FREE' DROP	17.12	
	JAN 19 2022 TO FEB 18 2022 - SCADA INET	151.85	
	TOTAL	1,197.97	
23. CONSUMERS ENERGY	PMT UTILITIES E. GREEN	581.86	106586
	UTILITIES FOR D. OWENS	964.29	106600
	TOTAL	1,546.15	
24. CREATIVE TOUCH	LOGO EMBROIDERY FOR POLICE UNIFORMS	547.00	
	EMBROIDERY DEER MGT SWEATSHIRTS DPW CREW	125.00	106601
	TOTAL	672.00	
25. DETROIT SALT CO	GROUNDS AND PARKS - BULK ROCK SALT JANUARY 2022	2,807.12	
26. EMPLOYEE RESEARCH GROUP	DEI TRAINING ON JAN 24, 2022	600.00	
27. ESRI INC	ESRI GIS SOFTWARE RENEWAL 03/27/2022 TO 03/26/2023	16,309.00	

Vendor Name	Description	Amount	Check #
28. FAHEY SCHULTZ BURZYCH RHODES PLC	LEGAL FEES - JAN 2022	483.77	
	JAN 2022 - LEGAL FEES	503.50	
	LEGAL FEES - JAN 2022	67.50	
	LEGAL FEES - JAN 2022	830.00	
	LEGAL FEES - JAN 2022	84.00	
	LEGAL FEES - JAN 2022	720.00	
	JAN 2022 - LEGAL FEES	972.00	
	LEGAL FEES - JAN 2022	258.00	
	LEGAL FEES - JAN 2022	67.50	
	JAN 2022 - LEGAL FEES	1,819.50	
	JAN 2022 - LEGAL FEES	5,022.00	
	LEGAL FEES - JAN 2022	1,953.00	
	JAN 2022 - LEGAL FEES	3,133.50	
	JAN 2022 - LEGAL FEES	2,970.00	
	LEGAL FEES - JAN 2022	194.94	
	LEGAL FEES - JAN 2022	828.85	
	JAN 2022 - LEGAL FEES	227.43	
	JAN 2022 - LEGAL FEES	64.98	
	LEGAL FEES - JAN 2022	751.60	
	JAN 2022 - LEGAL FEES	2,090.19	
	JAN 2022 - LEGAL FEES	1,592.01	
	JAN 2022 - LEGAL FEES	3,644.50	
	LEGAL FEES - JAN 2022	1,057.00	
	LEGAL FEES - JAN 2022	45.00	
	LEGAL FEES - JAN 2022	109.00	
	LEGAL FEES - JAN 2022	131.50	
	LEGAL FEES - JAN 2022	356.50	
	LEGAL FEES - JAN 2022	67.50	
	LEGAL FEES - JAN 2022	67.50	
	LEGAL FEES - JAN 2022	356.50	
	LEGAL FEES - JAN 2022	365.00	
	LEGAL FEES - JAN 2022	1,351.50	
	LEGAL FEES - JAN 2022	342.50	
	LEGAL FEES - JAN 2022	67.50	
	TOTAL	32,595.77	
29. FIRST COMMUNICATIONS	01/01/2022 TO 01/31/2022 - ANALOG TELEPHONE LINES	1,451.38	
30. FISHBECK, THOMPSON, CARR & HUBER	FOR SERVICES THRU 01/21/2022 - WUP18-04	39.00	
	PROFESSIONAL SERVICES THRU 01/21/2022	116.25	
	PROF SERVICES THRU 1/21/2022 SILVERLEAF WUP	465.00	
	TOTAL	620.25	
31. FORESIGHT GROUP	WATER BILLS & POSTAGE 01/15/2022	495.68	
	WATER BILLS AND POSTAGE FOR 2/1/2022	1,709.02	
	TOTAL	2,204.70	
32. FRONTLINE MEDICAL	AMBULANCE COT MAINTENANCE/PARTS	750.60	
33. GALLAGHER BENEFIT SERVICES, INC	JANUARY 2022 HEALTH INS CONSULTING FEES	2,741.69	106587
	FEB 2022 HEALTH INS CONSULTING FEES	2,741.69	
	TOTAL	5,483.38	
34. GLADSTONE PRINTING	PAPER FOR PRINTING ASSESSMENTS	55.00	

Vendor Name	Description	Amount	Check #
35. GRANGER	JAN 2022 RECYCLING DISPOSAL SERVICES	86.96	
	JAN 2022 RECYCLING DISPOSAL SERVICES	17.50	
	1ST QTR 2022 RUBBISH DISPOSAL SERVICES	79.80	
	FEB 2022 - RUBBISH DISPOSAL SERVICES	114.33	
	FEB 2022 RUBBISH DISPOSAL SERVICES	256.98	
	FEB 2022 RUBBISH & RECYCLING DISPOSAL SERVICES	74.26	
	FEB 2022 RUBBISH DISPOSAL SERVICES	87.00	
	TOTAL	716.83	
36. H.C. BERGER COMPANY	COPIER USAGE - DEC 2021	176.81	
	COPIER USAGE JANUARY 2022	353.62	
	TOTAL	530.43	
37. HISTORICAL	FRIENDS OF HISTORIC MERIDIAN MAINT EXPENSES 2021	3,000.00	
38. INGHAM COUNTY HEALTH DEPT	INGHAM COUNTY POLLUTION PRVENTION PROG 2022-23	230.00	
39. INGHAM COUNTY TREASURER	10/1/20-09/30/21 TRI-COUNTY REG PLANNING COMMISSIO	20,185.00	106588
40. INTERNATIONAL ASSOCIATION OF CHEIFS	2022 MEMBERSHIP DUES	190.00	
41. JACOB FARLEY	FARM MARKET VENDOR	20.00	
42. JARED RHEIN	OVRPMT AMBULANCE ACCT #003342	42.00	
43. JEWELL RICHARDS	OVRPMT AMBULANCE FEE ACCT #002366	86.01	
44. JIMMERSON ROOFING	NOKOMIS COMPLETE TEAR-OFF & RE-ROOF/NEW COMM'L GUT	30,000.00	
45. KCI	POSTAGE PREPAYMENT	5,954.20	106602
	ASSESSING STATEMENTS MAILING	462.09	106589
	TOTAL	6,416.29	
46. KMI ROAD MAINTENANCE	2021 CONCRETE REPAIR PROGRAM	753.25	
47. KODIAK EMERGENCY VEHICLES	UNIT #135 - KODIAK PARTS	104.34	
48. LAFOUNTAINS ALL NATURAL BEEF	FARM MARKET VENDOR	101.00	
49. LANSING SANITARY SUPPLY INC	CLEANING SUPPLIES	60.72	
50. LANSING UNIFORM COMPANY	UNIFORM ITEMS - SQUIRES/CLEMENTS	157.40	
	UNIFORM ITEMS - ACKER	444.70	
	BOOTS - ACKER	199.95	
	J. ROMMECK - UNIFORM ITEMS	370.70	
	R. LEWIS - UNIFORM ITEMS	167.85	
	R. CARETTI - UNIFORM ITEMS	536.55	
	VROMAN/PHINNEY/KOZLOWSKI - UNIFORM ITEMS	689.45	
	UNIFORMS - KOHLS/DIAZ/LAFAYETTE/GENTNER	1,298.90	
	TOTAL	3,865.50	
51. LOGICALIS	JAN 2021 SERVICE DESK & PCR SERVICE NOW LICENSES	3,345.00	
52. MADISON NATIONAL LIFE INS CO	FEB 2022 LIFE/DISABILITY INSURANCE	3,231.42	106590
53. MAMA C'S SAUCES	FARMERS MARKET VENDOR	32.00	

Vendor Name	Description	Amount	Check #
54. MCKESSON MEDICAL-SURGICAL	GOC SOL		
	CPAP SYSTEM MEDICAL SUPPLIES/EQUIPMENT	1,546.80	
	MISC MEDICAL SUPPLIES/EQUIPMENT	11.65	
	MISC MEDICAL SUPPLIES/EQUIPMENT	1,061.00	
	CATHETER MEDICAL SUPPLIES/EQUIPMENT	11.70	
	PEDIATRIC SENSOR MEDICAL SUPPLIES/EQUIPMENT	290.00	
	PEDIATRIC SENSOR MEDICAL SUPPLIES/EQUIPMENT	(290.00)	
	TOTAL	2,631.15	
55. MEDICAL MANAGEMENT SYSTEMS OF	2022 COLLECTION FEE FROM AMBULANCE BILLINGS	8,883.33	
56. MERIDIAN TOWNSHIP	TRANSEER FLEX CHECKING 01/28/2022	611.93	106591
	TRANSFER FLEX CHECKING 02/11/2022 PAYROLL	611.91	
	TOTAL	1,223.84	
57. MERIDIAN TOWNSHIP RETAINAGE	2021 LOCAL ROAD PROGRAM - REHAB AND RESURFACING	5,867.45	
58. MI GREAT LAKES FISH COMPANY	FARM MARKET VENDOR	50.00	
59. MICHIGAN ASSOCIATION OF PLANNING	MARCH 21 & 22, 2022 - REG WORKSHOP PLANNING & ZON	80.00	
60. MICHIGAN MUNICIPAL LEAGUE	POLICY #5000880-21	30,753.02	
61. MICHIGAN PAVING	2021 LOCAL ROAD PROGRAM - REHAB AND RESURFACING	111,481.49	
62. MICHIGAN POLICE EQUIPMENT CO	AMMO FOR DEER MANAGEMENT	1,450.00	
63. MIDWEST POWER EQUIPMENT	BACK PACK BLOWER & BED EDGER ATTACHMENT	656.48	
64. MYCOPHILES GARDEN LLC	FARM MARKET VENDOR	91.00	
65. NAPA	NEW PIG MAT PADS	260.38	
66. OFILIA DIAZ	FARM MARKET VENDOR	27.00	
67. ORKIN, 551-LANSING, MI	JAN 2022 SET UP PEST CONTROL HNC	300.00	
	BAT, MICE & SQUIRREL PEST CONTROL & SEAL BLDG EXTE	7,150.00	
	5151 MARSH RD - PEST TREATMENT 2022	1,463.04	
	GAYLORD C SMITH - PEST TREATMENT	956.16	
	2022 MONTHLY PEST CONTROL AT HARRIS NATURE CENTER	1,094.40	
	TOTAL	10,963.60	
68. OVERHEAD DOOR OF LANSING	OVERHEAD DOOR REPAIRS 01/31/2022	527.08	
69. PALMER CONSTRUCTION	OVERPAYMENT BLDG PERMIT- BELDING CT	10.00	
70. PRO-TECH MECHANICAL SERVICES	REPAIRS - PSB	2,439.09	
71. QUALITY TIRE INC	MOTOR POOL TIRES - STOCK ORDER	1,179.85	
	MOTOR POOL TIRES - STOCK ORDER	638.64	
	TOTAL	1,818.49	
72. RANDY L. TYLER	OVRPMT AMBULANCE FEE ACCT #003391	785.51	
73. RAPID FLUSH	QUARTERLY PUMP OUT PIT TOILETS - HARRIS NATURE CEN	375.00	
74. RECLAIMED BY DESIGN	FEB 2022 OPERATION OF RECYCLING CENTER	2,000.00	
75. RM ELECTRIC INC	RRFB SYSTEMS FOR OKEMOS ROAD AND HAGADORN ROAD	21,316.40	

Vendor Name	Description	Amount	Check #
76. ROWERDINK AUTOMOTIVE PARTS	MOTOR POOL - FLEET REPAIR PARTS JAN 2022	144.18	
	MOTOR POOL - FLEET REPAIR PARTS - JAN 2022	144.18	
	MOTOR POOL - FLEET REPAIR PARTS JAN 2022	70.87	
	MOTOR POOL - FLEET REPAIR PARTS - JAN 2022	94.62	
	JAN 2022- MOTOR POOL - FLEET REPAIR PARTS	100.73	
	JAN 2022 - MOTOR POOL - FLEET REPAIR PARTS	192.15	
	JAN 2022 - MOTOR POOL - FLEET REPAIR PARTS	77.04	
	JAN 2022 - MOTOR POOL - FLEET REPAIR PARTS	103.78	
	JAN 2022 - MOTOR POOL - FLEET REPAIR PARTS	21.24	
	JAN 2022 - MOTOR POOL - FLEET REPAIR PARTS	6.19	
	JAN 2022 - MOTOR POOL - FLEET REPAIR PARTS	342.37	
	JAN 2022 - MOTOR POOL - FLEET REPAIR PARTS	100.32	
	JAN 2022 - MOTOR POOL - FLEET REPAIR PARTS	74.20	
	MOTOR POOL - FLEET REPAIR PARTS JAN 2022	(100.32)	
	TOTAL	1,371.55	
77. SAFETY SYSTEMS INC	1/31/2022 SERVICE CALL ALARM AT HISTORICAL VILLAGE	125.00	
78. SOCIAL NEWS DESK INC	01/01/22 TO 12/31/22 - SOCIAL MEDIA SOFTWARE RENEW	2,265.00	
79. SPARROW OCCUPATIONAL	JAN 2022 OCCUPATIONAL HEALTH PHYSICAL EXAMINATIONS	766.50	
80. SPARTAN DISTRIBUTORS	UNIT #79 TORO MOWER REPAIR PARTS	1,330.28	
	UNIT #79 TORO MOWER REPAIR PARTS	405.78	
	UNIT #79 TORO MOWER REPAIR PARTS	72.12	
	MOTOR POOL - PARKS - TORO MOWER REPAIR PARTS UNIT	55.91	
	TOTAL	1,864.09	
81. SPICER GROUP	DANIELS DRAIN ASSESSMENT ROLL PROF SERV THRU DEC 2	472.50	
82. ST THOMAS AQUINAS PARISH	REIMB RENT PMT FOR M. ANDERSON	1,000.00	106592
83. STRYKER MEDICIAL	LUCAS CPR DEVICE AND BATTERY	985.68	
84. SUPREME SANITATION	PORT-A-JOHNS HILLBROOK PARK - JAN 2022	90.00	
	PORT-A-JOHNS NANCY MOORE PARK - JAN 2022	90.00	
	PORT-A-JOHNS MARKETPLACE - JAN 2022	90.00	
	PORT-A-JOHNS SKATE RINK - JAN 2022	90.00	
	PORT-A-JOHNS TOWNER ROAD PARK - JAN 2022	90.00	
	TOTAL	450.00	
85. SUTPHEN CORPORATION	ORDER #HS-7460 - DEPOSIT CUSTOM PUMPER	112,500.00	
86. SVCICC	MADCAD USER FEE ONLINE ACCESS TO CODES AND STANDAR	255.00	106593
87. T MOBILE	JAN 2022 SERVICES	29.96	
88. TDS	01/28/22 - 02/27/22 - PRI & ANALOG SERVICES	1,594.11	
89. TEAM FINANCIAL GROUP	JAN 2022 - COPIER CONTRACT	1,471.50	
90. THE BANK OF NEW YORK MELLON	MERIDIAN TWP 2013 UTGO BONDS PMT	256,231.25	
91. THE CHEESE PEOPLE OF GRAND RAPIDS	FARM MARKET VENDOR	30.00	
92. THE HARKNESS LAW FIRM PLLC	LEGAL FEES-UTC - 2021	28.50	106594
	LEGAL FEES-UTC - 2022	6,666.67	106594
	TOTAL	6,695.17	
93. TOTAL COMFORT HEATING & AIR INC	REFUND TO CONTRACTOR OVRPMT MECHANICAL PERMIT	10.00	
94. UNEMPLOYMENT ISURANCE AGENCY	2021 REIMBURSING EMPLOYER CHARGES	560.48	106595

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DB: Meridian

INVOICE APPROVAL BY INVOICE REPORT FOR CHARTER TOWNSHIP OF MERIDIAN  
EXP CHECK RUN DATES 02/15/2022 - 02/15/2022  
BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID  
BANK CODE: GF

Vendor Name	Description	Amount	Check #
95. VALBRIDGE PROPERTY ADVISORS	BROOKDALE APPRAISAL REPORT	5,000.00	106596
96. VARIPRO BENEFIT ADMINISTRATORS	MARCH 2022 RETIREE MEDICARE SUPPLEMENT	13,950.07	
97. VERIZON CONNECT	5/1/2021 TO 5/31/2021 VEHICLE DATA UPLINK - MERI07	1,359.96	
	12/01/21 - 12/31/21 - VEHICLE DATA UPLINK - MERI07	1,359.96	
	TOTAL	2,719.92	
98. VERIZON WIRELESS	SERVICES FROM DEC 23 2021 TO DEC 31 2021	936.14	
	1/01/2022 TO 1/23/2022 ACCOUNT #686304174-0001	2,691.39	
	TOTAL	3,627.53	
99. WASTE MANAGEMENT	01/01/22 - 01/31/22 - ANIMAL CARCASS REMOVAL DUMPS	163.97	106597
	02/01/22 TO 02/28/22 - ANIMAL CARCASS REMOVAL DUMP	297.13	
	TOTAL	461.10	
100 WEST MICHIGAN INTERNATIONAL	MOTOR POOL - FIRE - UNIT 150	201.92	
	MOTOR POOL - WATER - VACTOR REPAIR PART - UNIT #30	26.23	
	TOTAL	228.15	
101 WILSON FARM FRESH MEATS	FARM MARKET VENDOR	147.00	
102 WIRE WORKS INC	OVRPMT ELECTRICAL PERMIT	29.50	
103 ZOLL DATA SYSTEMS INC	01/01/2022 - 12/31/2022 - FIRE RMS ANNUAL RENEWAL	2,490.00	
TOTAL - ALL VENDORS		798,354.58	

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INVOICE APPROVAL BY INVOICE REPORT FOR CHARTER TOWNSHIP OF MERIDIAN  
 EXP CHECK RUN DATES 02/15/2022 - 02/15/2022  
 BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID  
 BANK CODE: PWHZ

Vendor Name	Description	Amount	Check #
1. CARL SCHLEGEL INC	TICKET #1058120/1058121 - WATER - SAND	2,228.85	
2. DIVERSIFIED NATIONAL TITLE AGENCY	OVRPMT SEWER/WATER - KOALA DR	22.54	
3. FERGUSON WATERWORKS #3386	WATER - METER ORDER #6 2021 - AND MISC REGISTERS	1,728.64	
	WATER - METER ORDER #6 2021 - AND MISC REGISTERS	1,832.20	
	WATER - CUSTOMER INSTALLATION SUPPLIES	3,352.50	
	WATER - CUSTOMER INSTALLATION SUPPLIES	2,600.00	
	TOTAL	9,513.34	
4. FISHBECK, THOMPSON, CARR & HUBER	THRU 01/21/2022 - WATER & WASTEWATER ENGINEERING C	2,147.00	
5. GALLAGHER BENEFIT SERVICES, INC	JANUARY 2022 HEALTH INS CONSULTING FEES	508.31	28884
	FEB 2022 HEALTH INS CONSULTING FEES	508.31	
	TOTAL	1,016.62	
6. GEALENE BACON	OVR PMT SEWER/WATER BILL - EASTWAY DR	169.05	
7. GRANGER CONSTRUCTION	REIMB FOR 1775 CENTRAL PARK MSUFUCU SEC	1,494.95	
8. HYDROCORP	CROSS CONNECTION CONTROL PROGRAM SERVICES- JAN 202	2,430.00	
9. KMI ROAD MAINTENANCE	2021 CONCRETE REPAIR PROGRAM	340.00	
10. LEAVITT & STARCK EXCAVATING, INC	TEMPORARY CONCRETE PLACEMENT METHODIST STREET	3,002.84	
11. MADISON NATIONAL LIFE INS CO	FEB 2022 LIFE/DISABILITY INSURANCE	420.80	28885
12. MERIDIAN TOWNSHIP	OVRPMT WATER - APACHE DR	72.09	
13. MICHIGAN MUNICIPAL LEAGUE	POLICY #5000880-21	3,529.98	
14. MIKE ELLIS	MILEAGE FOR MISS DIG CONFERENCE JAN 18&19 2022 IN	91.46	
15. MUNI WORTH INNOVATIONS INC	2022 UTILITY RATE ANALYSIS SOFTWARE AND SERVICE- M	7,485.00	
16. STATE OF MICHIGAN	MDOT M-43 WATER MAIN INSTALL PROJ JOB113491CON; 11	273,000.00	
17. TESTPOINTE LIVING CENTERS	OVRPMT WATER BILL - WOODLEAF CT	23.81	
18. TIM HORTON'S	OVRPMT WATER BILL - OKEMOS RD	265.80	
19. VERIZON WIRELESS	12/23/2021 TO 12/31/2021 ACCOUNT #686304174-0001	108.90	
	1/01/2022 TO 1/23/2022 ACCOUNT #686304174-0001	313.09	
	TOTAL	421.99	
20. WILL RANDLE	OVRPMT SEWER/WATER BILLS - DOBIE RD	112.70	
21. ZHENG XIAOYUN	OVRPMT FINAL SEWER/WATER BILLS - HEATHER DR	5.25	
TOTAL - ALL VENDORS		307,794.07	



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INVOICE APPROVAL BY INVOICE REPORT FOR CHARTER TOWNSHIP OF MERIDIAN  
EXP CHECK RUN DATES 02/15/2022 - 02/15/2022  
BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID  
BANK CODE: TA

Vendor Name	Description	Amount	Check #
1. ANHIRRON ENTERPRISES LLC			
	OVRPMT SUMMER 2021 PROP TAXES - INNKEEPERS CT	1,830.99	13268
	OVRPMT SUMMER 2021 PROP TAXES - MAPLE RIDGE RD #23	1,021.50	13268
	OVRPMT SUMMER 2021 PROP TAXES - MAPLE RIDGE RD #32	1,035.79	13268
	OVRPMT SUMMER 2021 PROP TAXES - KANSAS RD	791.50	13268
	TOTAL	4,679.78	
2. CAPITAL REAL ESTATE TAX SERVICE			
	COBBLERS DR #100 - 2021 TAX PRE REINSTATED	499.66	13270
3. GENEVA CAPITAL LLC			
	STATE TAX COMMISSION ORDER DOCKET #154-21-0209	1,106.62	13269
4. INGHAM COUNTY TREASURER			
	MARSH/GR RIVER WINTER 2021 LAND BANK BROWNFIELD CA	40.52	13265
5. JOAN JONCKHEERE			
	OVRPMT WINTER 2021 PROP TAX - SEQUOIA TRAIL	9.00	13266
6. NATIONALLINK LP			
	OVRPMT WINTER 2021 PROP TAX - WOOD VALLEY DR	317.07	13267
TOTAL - ALL VENDORS		6,652.65	

**Credit Card Report 1/20/2022-2/09/2022**

<b>Posting Date</b>	<b>Merchant Name</b>	<b>Amount</b>	<b>Name</b>
2022/01/20	THE HOME DEPOT #2723	\$122.88	LAWRENCE BOBB
2022/01/20	THE HOME DEPOT #2723	\$57.87	LAWRENCE BOBB
2022/01/20	AC&E RENTALS INC	\$28.30	KYLE FOGG
2022/01/20	THE HOME DEPOT #2723	\$4.25	KYLE FOGG
2022/01/20	MICHIGAN ASSOC OF CHIEFS	\$330.00	ANDREW MCCREADY
2022/01/20	MICHIGAN ASSOC OF CHIEFS	\$100.00	KRISTI SCHAEDING
2022/01/20	AMZN MKTP US*SM1UE5C43	\$47.90	KRISTI SCHAEDING
2022/01/20	HASLETT TRUE VALUE HARDW	\$38.96	TODD FRANK
2022/01/20	WEST MICHIGAN INTERNATION	\$566.68	TODD FRANK
2022/01/20	ZOOM.US 888-799-9666	\$514.85	STEPHEN GEBES
2022/01/20	BEST BUY 00004168	\$34.99	STEPHEN GEBES
2022/01/20	SOARING EAGLE HOTEL	\$147.06	DENISE GREEN
2022/01/20	ZORO TOOLS INC	\$215.10	WILLIAM PRIESE
2022/01/20	PAS*PASSPT LANSING PR	\$0.75	ED BESONEN
2022/01/21	KENDALL ELECTRIC INC	\$74.22	KYLE FOGG
2022/01/21	COVERT SCOUTING	\$54.99	ANDREW MCCREADY
2022/01/21	MICHIGAN TOWNSHIPS ASS	\$25.00	ROBIN FAUST
2022/01/21	FLEETPRIDE476	\$635.61	TODD FRANK
2022/01/21	AMAZON.COM*QQ0AS2WK3 AMZN	\$290.39	ROBERT MACKENZIE
2022/01/21	AMAZON.COM*UG4I54TK3 AMZN	\$80.03	ROBERT MACKENZIE
2022/01/21	AMZN MKTP US*XZ6B80093	\$41.03	ROBERT MACKENZIE
2022/01/21	THE HOME DEPOT #2723	\$180.89	KEITH HEWITT
2022/01/21	THE HOME DEPOT #2723	\$71.01	KEITH HEWITT
2022/01/21	MICHIGAN MUNICIPAL LEAGUE	\$825.00	MICHELLE PRINZ
2022/01/21	AMZN MKTP US*CY63A7YK3	\$54.95	MICHELLE PRINZ
2022/01/21	SOARING EAGLE HOTEL	\$17.97	DENISE GREEN
2022/01/21	PAS*PASSPT LANSING PR	\$2.32	ED BESONEN
2022/01/21	PAS*PASSPT LANSING PR	\$0.75	ED BESONEN
2022/01/21	PST*TWO WAY DIRECT INC	\$109.18	ED BESONEN
2022/01/24	AC&E RENTALS INC	\$143.34	LAWRENCE BOBB
2022/01/24	THE HOME DEPOT #2723	\$26.67	LAWRENCE BOBB
2022/01/24	WESCO - # 3255	\$57.40	TYLER KENNEL
2022/01/24	SOLDAN S PET SUPPLIES	\$88.97	ALLISON GOODMAN
2022/01/24	PETSMART # 0724	\$11.98	ALLISON GOODMAN
2022/01/24	WAL-MART #2866	\$76.62	ALLISON GOODMAN
2022/01/24	MEIJER # 253	\$24.57	ALLISON GOODMAN
2022/01/24	MIDWEST POWER EQUIPMENT	\$28.79	EMMA CAMPBELL
2022/01/24	STATE OF MI EMS	\$25.00	WILLIAM RICHARDSON
2022/01/24	HASLETT TRUE VALUE HARDW	\$21.89	TODD FRANK
2022/01/24	IN *NATL ASSN OF TELECOMM	\$270.00	BRANDIE YATES
2022/01/24	FEDEX 289003884346	\$25.06	STEPHEN GEBES
2022/01/24	THE HOME DEPOT #2723	\$18.45	KENNITH PHINNEY
2022/01/24	3986 ALL-PHASE	\$50.89	KEITH HEWITT
2022/01/24	THE HOME DEPOT #2723	\$55.97	KEITH HEWITT
2022/01/24	LANSINGSTATE JOURNAL	\$9.99	MICHELLE PRINZ
2022/01/24	AMZN MKTP US*UB8V303F3	\$198.78	MICHELLE PRINZ
2022/01/24	WPSG, INC.	(\$30.01)	WILLIAM PRIESE
2022/01/24	SAV-A-JAKE INTERNATION	\$314.94	WILLIAM PRIESE
2022/01/24	THE HOME DEPOT #2723	\$39.70	DAVID LESTER
2022/01/25	AMZN MKTP US*ZI9UJ1HU3	\$55.96	ALLISON GOODMAN
2022/01/25	AMZN MKTP US*1H6HO4603	\$25.13	ALLISON GOODMAN
2022/01/25	IN *JOHNSON, ROBERTS, & A	\$17.50	KRISTI SCHAEDING

2022/01/25	AMZN MKTP US*SO15G4WQ3	\$72.86	KRISTEN COLE
2022/01/25	CDW GOVT #Q506432	\$491.79	STEPHEN GEBES
2022/01/25	AMZN MKTP US*IP0V37OV3	\$137.81	MICHELLE PRINZ
2022/01/25	FORESIGHT GROUP LLC	\$48.00	DENISE GREEN
2022/01/25	ADOBE ACROPRO SUBS	\$15.89	DENISE GREEN
2022/01/25	HOLIDAY INN FOSSIL CREEK	(\$560.01)	BART CRANE
2022/01/26	CATHEY CO	\$196.36	ROBERT STACY
2022/01/26	THE HOME DEPOT #2723	\$38.97	ROBERT STACY
2022/01/26	MGFOA MEMBERSHIP DUES	\$120.00	MIRIAM MATTISON
2022/01/26	MEIJER # 210	\$9.00	ANDREW MCCREADY
2022/01/26	SOLDAN S PET SUPPLIES	\$10.14	ALLISON GOODMAN
2022/01/26	HASLETT TRUE VALUE HARDW	\$57.98	JACOB FLANNERY
2022/01/26	HASLETT TRUE VALUE HARDW	\$62.03	MIKE ELLIS
2022/01/26	VEHICLE ACCESSORIES - LA	\$122.00	TODD FRANK
2022/01/26	ADOBE ACROPRO SUBS	\$14.99	DEREK PERRY
2022/01/26	MIDWEST POWER EQUIPMENT	\$122.07	KEITH HEWITT
2022/01/26	AMZ*WSJBARRON'S	\$4.00	MICHELLE PRINZ
2022/01/26	PAS*PASSPT LANSING PR	\$0.97	ED BESONEN
2022/01/27	THE HOME DEPOT #2723	\$63.97	ROBERT STACY
2022/01/27	MGFOA REGISTRATION FEE	\$125.00	MIRIAM MATTISON
2022/01/27	MGFOA REGISTRATION FEE	\$155.00	MIRIAM MATTISON
2022/01/27	MICHIGAN ASSOCIATION OF P	\$60.00	ROBIN FAUST
2022/01/27	DIESEL EQUIPMENT SALES	\$1,498.94	TODD FRANK
2022/01/27	LIND ELECTRONICS	(\$8.22)	STEPHEN GEBES
2022/01/27	LIND ELECTRONICS	\$158.70	STEPHEN GEBES
2022/01/27	USPS PO 2569800864	\$7.38	CAROL HASSE
2022/01/27	IN *ARTISTIC BRONZE INC.	\$475.00	LUANN MAISNER
2022/01/27	THE HOME DEPOT #2723	\$3.58	KEITH HEWITT
2022/01/27	AMAZON.COM*YM6S52TH3	\$12.38	MICHELLE PRINZ
2022/01/27	JONES & BARTLETT LEARNING	\$13.47	WILLIAM PRIESE
2022/01/27	BIG CHEESE RODENT FACTORY	\$249.00	CATHERINE ADAMS
2022/01/28	THE HOME DEPOT #2723	\$159.76	LAWRENCE BOBB
2022/01/28	SEC OF STATE ESERVICES	\$20.29	JIM HANSEN
2022/01/28	PANERA BREAD #600715 O	\$66.42	MICHAEL HAMEL
2022/01/28	COVERT SCOUTING	\$54.99	ANDREW MCCREADY
2022/01/28	THE UPS STORE 811	\$14.72	JACOB FLANNERY
2022/01/28	MIDWEST POWER EQUIPMENT	\$24.96	JACOB FLANNERY
2022/01/28	MICHIGAN WATER ENVIORNMEN	\$125.00	DEREK PERRY
2022/01/28	AMAZON.COM*J318N0UZ3	\$17.71	MICHELLE PRINZ
2022/01/28	OFFICEMAX/OFFICEDEPT#3379	\$28.28	DAVID LESTER
2022/01/28	MICHIGAN POLICE EQUIPMENT	\$270.00	BART CRANE
2022/01/31	THE HOME DEPOT #2723	\$59.25	LAWRENCE BOBB
2022/01/31	THE HOME DEPOT 2723	\$220.18	TYLER KENNEL
2022/01/31	AMZN MKTP US*OL3VH5PE3	\$225.15	KRISTEN COLE
2022/01/31	3986 ALL-PHASE	\$350.00	ROBERT MACKENZIE
2022/01/31	CATHEY CO	\$201.12	KEITH HEWITT
2022/01/31	WESCO - # 3255	\$25.78	KEITH HEWITT
2022/01/31	THE HOME DEPOT #2723	\$29.97	KEITH HEWITT
2022/01/31	DICK'S CLOTHING&SPORTING	\$159.93	MICHAEL DEVLIN
2022/01/31	AWWA.ORG	\$238.00	DENISE GREEN
2022/01/31	AMZN MKTP US*0J5237KS3 AM	\$30.98	CATHERINE ADAMS
2022/01/31	PAS*PASSPT LANSING PR	\$0.75	ED BESONEN
2022/01/31	THE HOME DEPOT #2723	\$26.74	DAVID LESTER
2022/02/01	FERGUSON WTRWRKS #3386	\$264.73	ROBERT STACY
2022/02/01	PAYPAL *MICHIGANSTO	\$450.00	NYAL NUNN

2022/02/01	MARKS LOCK SHOP INC	\$71.00	KYLE FOGG
2022/02/01	B&H PHOTO 800-606-6969	\$59.95	SAMANTHA DIEHL
2022/02/01	USPS PO 2569800864	\$9.05	BRIDGET CANNON
2022/02/01	TRACTOR SUPPLY #1149	\$19.99	JACOB FLANNERY
2022/02/01	AMAZON.COM*BZ64S4VL3	\$199.03	KRISTI SCHAEDING
2022/02/01	OPENTIMECLOCK	\$25.00	KRISTEN COLE
2022/02/01	SEAT SPECIALISTS	\$69.94	TODD FRANK
2022/02/01	IN *NATL ASSN OF TELECOMM	\$875.00	BRANDIE YATES
2022/02/02	HASLETT TRUE VALUE HARDW	\$13.52	JIM HANSEN
2022/02/02	COVERT SCOUTING	\$54.99	ANDREW MCCREADY
2022/02/02	MICHIGAN MUNICIPAL LEAGUE	\$55.00	ROBIN FAUST
2022/02/02	MIDWEST POWER EQUIPMENT	\$16.99	KEITH HEWITT
2022/02/02	AMAZON.COM*FG31Q5N93	\$398.79	MICHAEL DEVLIN
2022/02/02	AMZN MKTP US*U01B49JS3	\$80.15	DENISE GREEN
2022/02/02	EGLE OP TRAIN AND CERT	\$95.00	DENISE GREEN
2022/02/02	EGLE OP TRAIN AND CERT	\$95.00	DENISE GREEN
2022/02/02	SOLDAN S PET SUPPLIES	\$10.14	CATHERINE ADAMS
2022/02/02	PAS*PASSPT LANSING PR	\$0.75	ED BESONEN
2022/02/02	PAS*PASSPT LANSING PR	\$0.52	ED BESONEN
2022/02/03	USPS PO 2569800864	\$7.38	NYAL NUNN
2022/02/03	MEIJER # 025	\$19.98	DEBBIE BUDZYNSKI
2022/02/03	STAPLS7349382420000001	\$212.60	STEPHEN GEBES
2022/02/03	ULINE *SHIP SUPPLIES	\$264.49	WILLIAM PRIESE
2022/02/04	JOHNSON SIGN COMPANY	\$150.00	DEBBIE BUDZYNSKI
2022/02/04	THE HOME DEPOT #2723	\$9.97	KYLE FOGG
2022/02/04	B&H PHOTO 800-606-6969	\$118.94	SAMANTHA DIEHL
2022/02/04	LANGUAGE LINE	\$7.35	KRISTI SCHAEDING
2022/02/04	LANSING PARKING RAMP TIBA	\$9.00	DEREK PERRY
2022/02/04	AMZN MKTP US*RO7YH5YU3	\$23.99	MICHELLE PRINZ
2022/02/04	INDUSTRIALSAFETY.COM	\$395.62	CATHERINE ADAMS
2022/02/07	B&H PHOTO 800-606-6969	\$78.00	SAMANTHA DIEHL
2022/02/07	SOLDAN S PET SUPPLIES	\$13.99	ALLISON GOODMAN
2022/02/07	THE AUTOMATIC FIRE ALARM	\$25.00	TAVIS MILLEROV
2022/02/07	PAYPAL *MFIS	\$30.00	TAVIS MILLEROV
2022/02/07	PAYPAL *MICH IAAI	\$20.00	TAVIS MILLEROV
2022/02/07	MEIJER # 253	(\$14.02)	MICHAEL DEVLIN
2022/02/07	MEIJER # 253	\$14.00	MICHAEL DEVLIN
2022/02/07	MEIJER # 253	\$31.92	MICHAEL DEVLIN
2022/02/07	DICK'S CLOTHING&SPORTING	\$174.00	MICHAEL DEVLIN
2022/02/07	THE HOME DEPOT #2723	\$43.97	WILLIAM PRIESE
2022/02/07	THE HOME DEPOT #2723	\$114.09	WILLIAM PRIESE
2022/02/07	THE HOME DEPOT #2723	\$54.61	DAVID LESTER
2022/02/08	B&H PHOTO 800-606-6969	\$59.98	SAMANTHA DIEHL
2022/02/08	LEXISNEXIS EPIC	\$150.00	KRISTI SCHAEDING
2022/02/08	CDW GOVT #R856733	\$557.16	KRISTEN COLE
2022/02/08	MEIJER # 025 FUEL	\$20.00	FRANK L WALSH
2022/02/08	AMZN MKTP US*948333UU3	\$39.88	MICHELLE PRINZ
2022/02/08	AMZN MKTP US*PG5X93MR3	\$249.50	CATHERINE ADAMS
2022/02/08	AMZN MKTP US*MK7E486Y3	\$50.51	CATHERINE ADAMS
2022/02/08	PAS*PASSPT LANSING PR	\$0.75	ED BESONEN
2022/02/09	THE HOME DEPOT 2723	\$95.74	LAWRENCE BOBB
2022/02/09	GRAINGER	\$24.76	ROBERT STACY
2022/02/09	COVERT SCOUTING	\$39.98	ANDREW MCCREADY
2022/02/09	NATIONAL REGISTRY EMT	\$85.00	ANDREW MCCREADY
2022/02/09	IN *JOHNSON, ROBERTS, & A	\$35.00	KRISTI SCHAEDING

2022/02/09	MI STATE POLICE PMTS	\$150.00	KRISTI SCHAEDING
2022/02/09	KIMBALL MIDWEST PAYEEZY	\$236.07	TODD FRANK
2022/02/09	EBAY O*17-08236-69499	\$88.74	ROBERT MACKENZIE
2022/02/09	MIDWEST POWER EQUIPMENT	\$17.98	KEITH HEWITT
2022/02/09	IN *REGIONAL ALLIANCE FOR	\$445.00	WILLIAM PRIESE
2022/02/09	IN *REGIONAL ALLIANCE FOR	\$445.00	WILLIAM PRIESE
2022/02/09	ZORO TOOLS INC	\$175.36	WILLIAM PRIESE
2022/02/09	SOLDAN S PET SUPPLIES	\$10.14	CATHERINE ADAMS

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Total	\$20,005.52
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ACH Transactions

Date	Payee	Amount	Purpose
1/10/2022	Delta Dental	\$ 13,890.99	Employee Dental Insurance
1/11/2022	Consumers Energy	\$ 49,786.04	Utilities
1/12/2022	Blue Care Network	\$ 27,178.08	Employee Health Insurance
1/12/2022	Consumers Energy	\$ 1,254.15	Utilities
1/12/2022	MCT Utilities	\$ 541.63	Water/Sewer for MCT
1/14/2022	ICMA	\$ 60,197.32	Payroll Deductions 01/14/2022
1/14/2022	Nationwide	\$ 6,603.18	Payroll Deductions 01/14/2022
1/14/2022	IRS	\$ 132,677.57	Payroll Taxes 01/14/2022
1/14/2022	Various Financial Institutions	\$ 340,291.57	Direct Deposit 01/14/2022
1/14/2022	State of Michigan	\$ 18,778.09	MI Bus Tax
1/18/2022	ELAN	\$ 29,500.56	Credit Card Payment
1/24/2022	MCT Utilities	\$ 884.85	Water/Sewer for MCT
1/26/2022	Blue Care Network	\$ 66,695.93	Employee Helath Insurance
1/27/2022	MERS Purchase	\$ 309,768.98	Employee Retirement
1/28/2022	ICMA	\$ 39,795.27	Payroll Deductions 01/28/2022
1/28/2022	Nationwide	\$ 5,335.16	Payroll Deductions 01/28/2022
1/28/2022	Alerus	\$ 3,885.24	Employee Health Insurance
1/28/2022	IRS	\$ 98,841.26	Payroll taxes 01/28/2022
1/28/2022	Various Financial Institutions	\$ 275,676.11	Direct Deposit 01/28/2022
1/28/2022	State of Michigan	\$ 14,724.27	MI Bus Tax
1/29/2022	Blue Care Network	\$ 17,980.93	Employee Health Insurance
2/1/2022	Health Equity	\$ 2,083.18	Employee Health Savings Contribution
2/2/2022	Blue Care Network	\$ 28,504.33	Employee Health Insurance
2/9/2022	Invoice Cloud	\$ 1,375.75	Utility Transaction Fees
2/9/2022	Blue Care Network	\$ 12,149.78	Employee Health Insurance
	<b>Total ACH Payments</b>	<b>\$ 1,558,400.22</b>	



**To: Board Members**  
**From: Michael Hamel, Fire Chief**  
**Date: February 9, 2022**  
**Re: Ratification of Two New Paramedic/Firefighters**

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Jared Gentner, from Adrian, graduated from the Paramedic Program at the HVA Center for EMS Education in 2014. He has worked for Madison Township Fire Department and Mercy Life Flight Transport Network recently. He is licensed at the Paramedic level for the State of Michigan and holds Fire Fighter I & II certification. In addition, he is certified in Michigan Emergency Vehicle Operation Course (EVOC), Advanced Cardiac Life Support (ACLS), and Pediatric Advanced Life Support (PALS) and also has earned certifications in AHA Health Care Provider, Tactical Emergency Casualty Care (TECC) Provider and Instructor, Tactical Combat Casualty Care Provider, Michigan HAZMAT Operations, Michigan FFTC NIMS ICS for the Fire Service, Health Safety Officer, Incident Safety Officer, Strategies and Tactics and Education Methodology, Rope Rescue Operations, and Confined Space Operations.

Michael Weber, from St. Johns, started working for Clinton Area Ambulance Service Authority in 2013 and St. Johns Fire Department in 2014. He is licensed at the Paramedic level for the State of Michigan and holds Fire Fighter I & II certification. In addition, he is certified in Specialty Care Transport and SARTECH II.

**Move to authorize the Fire Department to appoint Jared Gentner and Michael Weber to Full-Time Paramedic/Firefighter.**



**To: Board Members**  
**From: Phil Deschaine, Treasurer**  
**Date: January 14, 2022**  
**Re: Fourth Quarter 2021 Investment Report**

---

Attached is the fourth quarter of 2021 report listing the current fixed and non-fixed Meridian Township investments, transfers and the financial institutions that are holding these investments.

The only significant financial moves this quarter was the sale of the last road bond for 2021 (\$1,000,000) on 10/29/2021, and the reinvestment of Land Preserve Reserve bonds (\$330,000) on 12/30/2021.

Interest returns for the quarter and year were down from the last two years. For 2021, interest income was \$318,515 in earnings from all investments. This is down for the \$492,180 in investment income in 2020, \$733,404 earned in 2019, and comparable to the \$476,676 earned in 2018, \$733,404 earned in 2019, and comparable to the \$476,676 we earned in 2018.



12/31/2021

**CURRENT FIXED MATURITY INVESTMENTS**

<b>Maturity</b>	<b>Fund</b>	<b>Investment</b>	<b>Principal</b>	<b>Purc Date</b>	<b>Int. Rate</b>	<b>Certificate</b>
10/01/23	general fund	FNMA (MBS)	399,824.74	07/30/19	2.03%	3138LFWK0
04/01/25	general fund	FNMA (MBS)	2,053,220.37	08/12/19	2.85%	3138L9L26
07/31/30	general fund	JP Morgan Chase (MBS)	90,000.00	07/31/20	1.24%	48128UHQ5
09/30/26	general fund	First Natl Bk Amer (MBS)	<u>1,000,000.00</u>	09/23/21	0.86%	32110YUJ2
			<b>3,543,045.11</b>			
04/01/25	land preserve	FNMA (MBS)	<u>146,658.60</u>	08/12/19	2.85%	3138L9L26
			<b>146,658.60</b>			
10/01/24	land pres res	FNMA (MBS)	904,354.20	07/30/19	2.47%	3138LK5L7
09/01/31	land pres res	FNMA (MBS)	1,030,840.00	10/28/19	2.305%	3140HVYK4
10/28/26	land pres res	Federal Home Ln (MBS)	500,000.00	10/28/21	1.150%	3130APGT6
12/30/24	land pres res	Federal Home Ln (MBS)	<u>330,000.00</u>	12/30/21	1.100%	3130AQA37
			<b>2,765,194.20</b>			
09/29/28	public works	First Natl Bk Amer (MBS)	<u>2,000,000.00</u>	9/23/2021	1.100%	32110YUG8
			<b>2,000,000.00</b>			
07/06/22	road imp	MSUFCU	1,039,878.70	03/06/20	2.145%	C0
08/06/22	road imp	MSUFCU	1,039,878.70	03/06/20	2.145%	C1
09/06/22	road imp	MSUFCU	1,039,878.70	03/06/20	2.145%	C2
10/06/22	road imp	MSUFCU	<u>815,428.58</u>	03/06/20	2.145%	C3
			<b>3,935,064.68</b>			
<b>Total Fixed Investments \$</b>			<b>12,389,962.59</b>			

## CURRENT NON-FIXED INVESTMENTS

12/31/2021

PURCH. DATE	FUND	ACCOUNT NUMBER	INVESTMENT	PRINCIPAL	CURRENT RATE	INVESTMENT TYPE
08/01/02	GF	RMB-005463	MBS	\$ -	0.00%	money market
05/12/08	GF	0289-0001	MI Class	\$ 6,652,147.99	0.0393%	pooled funds
12/23/21	GF	0289-E001	MI Class	\$ 3,000,067.45	0.1656%	pooled funds
05/20/09	GF	367213-06	MSU Fed. CU	\$ 5.00	0.00%	savings
05/28/09	GF	367213-26	MSU Fed. CU	\$ 758,467.47	0.20%	money market
<b>Total</b>				<b>\$ 10,410,687.91</b>		
08/01/02	LP	RMB-007923	MBS	\$ -	0.00%	money market
05/12/08	LP	0289-0006	MI Class	\$ 1,706,960.72	0.0393%	pooled funds
<b>Total</b>				<b>\$ 1,706,960.72</b>		
08/01/02	LP-R	RMB-008103	MBS	\$ -	0.00%	money market
01/16/09	LP-R	7602000113	Horizon	\$ 209,531.09	0.22%	money market
05/12/08	LP-R	0289-0008	MI Class	\$ -	0.00%	pooled funds
<b>Total</b>				<b>\$ 209,531.09</b>		
08/01/02	PM	RMB-008145	MBS	\$ -	0.00%	money market
09/30/08	PM	0289-0007	MI Class	\$ 5.36	0.0393%	pooled funds
<b>Total</b>				<b>\$ 5.36</b>		
08/01/02	SF	RMB-007907	MBS	\$ -	0.00%	money market
<b>Total</b>				<b>\$ -</b>		
12/01/09	PA	RMB-027657	MBS	\$ -	0.00%	money market
<b>Total</b>				<b>\$ -</b>		
02/08/13	TA	0289-0003	MI Class	\$ -	0.00%	pooled funds
<b>Total</b>				<b>\$ -</b>		
08/01/02	WF	RMB-007915	MBS	\$ -	0.00%	money market
05/22/09	WF	0289-0005	MI Class	\$ 513,800.82	0.0393%	pooled funds
<b>Total</b>				<b>\$ 513,800.82</b>		
03/09/17	BP	0289-0009	MI Class	\$ 424,508.08	0.0393%	pooled funds
<b>Total</b>				<b>\$ 424,508.08</b>		
03/09/17	RDS	0289-0010	MI Class	\$ -	0.00%	pooled funds
<b>Total</b>				<b>\$ -</b>		
12/6/2019	RDIMP	RMB-039025	MBS	\$ -	0.00%	money market
<b>Total</b>				<b>\$ -</b>		
<b>Total Non-Fixed Investments</b>				<b>\$ 13,265,493.98</b>		
<b>Total Fixed and Non-Fixed Investments</b>				<b>\$ 25,655,456.57</b>		

**FIXED MATURITY INVESTMENT TRANSACTIONS FOR OCTOBER - DECEMBER 2021**

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<b>10/9/2021</b>	<b>ROAD DEBT IMPROVEMENT</b>		
	First National Bank CD matured to Horizon checking	\$	1,026,458.56
<b>10/9/2021</b>	<b>ROAD DEBT IMPROVEMENT</b>		
	Interest received on First National Bank CD maturing	\$	1,490.50
<b>10/25/2021</b>	<b>GENERAL FUND</b>		
	Principal payment received on MBS agency fund	\$	741.89
<b>10/25/2021</b>	<b>GENERAL FUND</b>		
	Principal payment received on MBS agency fund	\$	3,275.54
<b>10/25/2021</b>	<b>LAND PRESERVATION</b>		
	Principal payment received on MBS agency fund	\$	233.97
<b>10/31/2021</b>	<b>ROAD DEBT IMPROVEMENT</b>		
	Monthly interest received on 4 MSU CD's	\$	7,130.22
<b>11/26/2021</b>	<b>GENERAL FUND</b>		
	Principal payment received on MBS agency fund	\$	706.78
<b>11/26/2021</b>	<b>GENERAL FUND</b>		
	Principal payment received on MBS agency fund	\$	3,067.41
<b>11/26/2021</b>	<b>LAND PRESERVATION</b>		
	Principal payment received on MBS agency fund	\$	219.10
<b>11/30/2021</b>	<b>ROAD DEBT IMPROVEMENT</b>		
	Monthly interest received on 4 MSU CD's	\$	6,912.78
<b>12/1/2021</b>	<b>LAND PRESERVATION RESERVE</b>		
	Purchased Agency Fund at MBS	\$	500,000.00
<b>12/6/2021</b>	<b>LAND PRESERVATION RESERVE</b>		
	MBS Bond called early	\$	329,000.00
<b>12/6/2021</b>	<b>LAND PRESERVATION RESERVE</b>		
	Interest received on called MBS Bond	\$	2,639.21

<b>12/25/2021</b>	<b>GENERAL FUND</b>		
	Principal payment received on MBS agency fund	\$	745.99
<b>12/25/2021</b>	<b>GENERAL FUND</b>		
	Principal payment received on MBS agency fund	\$	3,295.91
<b>12/25/2021</b>	<b>LAND PRESERVATION</b>		
	Principal payment received on MBS agency fund	\$	235.42
<b>12/30/2021</b>	<b>LAND PRESERVATION RESERVE</b>		
	Purchased agency fund at MBS	\$	330,000.00
<b>12/31/2021</b>	<b>ROAD DEBT IMPROVEMENT</b>		
	Monthly interest received on 4 MSU CD's	\$	7,155.80

**NON FIXED INVESTMENT TRANSACTIONS FOR OCTOBER - DECEMBER 2021**

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<b>10/25/2021</b>	<b>GENERAL FUND</b>		
	Ach'd funds from MBS money market to Horizon Checking	\$	9,550.24
<b>10/25/2021</b>	<b>LAND PRESERVATION</b>		
	Ach'd funds from MBS money market to Horizon Checking	\$	581.33
<b>10/25/2021</b>	<b>LAND PRESERVATION RESERVE</b>		
	Ach'd funds from MBS money market to Horizon Checking	\$	3,756.87
<b>10/29/2021</b>	<b>GENERAL FUND</b>		
	Withdrawal from MI Class General Fund account to Horizon Checking	\$	1,000,000.00
<b>11/26/2021</b>	<b>GENERAL FUND</b>		
	Ach'd funds from MBS money market to Horizon Checking	\$	10,902.64
<b>11/26/2021</b>	<b>LAND PRESERVATION</b>		
	Ach'd funds from MBS money market to Horizon Checking	\$	577.47
<b>11/26/2021</b>	<b>LAND PRESERVATION RESERVE</b>		
	Ach'd funds from MBS money market to Horizon Checking	\$	3,679.73

**12/23/2021 GENERAL FUND**

Transfer from MI Class GF account to MI Class GF Edge account \$ 3,000,000.00

**12/31/2021 GENERAL FUND**

Ach'd funds from MBS money market to Horizon Checking \$ 10,255.82

**12/31/2021 LAND PRESERVATION**

Ach'd funds from MBS money market to Horizon Checking \$ 581.71

**12/31/2021 LAND PRESERVATION RESERVE**

Ach'd funds from MBS money market to Horizon Checking \$ 5,396.08

**12/31/2021 PUBLIC WORKS**

Ach'd funds from MBS money market to Horizon Checking \$ 5,484.93

<b>Bank</b>	<b>Amount Fixed</b>	<b>Amount Non-Fixed</b>	<b>Total Investment</b>
Horizon		\$ 209,531.09	\$ 209,531.09
MBS	\$ 8,454,897.91	\$ -	\$ 8,454,897.91
MI Class	\$ -	\$ 12,297,490.42	\$ 12,297,490.42
Commercial Bank		\$ -	\$ -
MSU Federal CU	\$ 3,935,064.68	\$ 758,472.47	\$ 4,693,537.15
First Nat'l Bank of Amer	\$ -		\$ -
Independent	\$ -		\$ -
PNC	\$ -		\$ -
Totals	\$ 12,389,962.59	\$ 13,265,493.98	\$ 25,655,456.57
% of total investment	48.29367412	51.70632588	100

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

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



**To: Board Members**  
**From: Amber Clark, Neighborhoods and Economic Development Director**  
**Date: February 15, 2022**  
**Re: Meridian Redevelopment Fund Grant Committee for Village of Okemos Request No. 2**

---

The Economic Development Corporation (EDC) of Meridian Township is authorized as an advisory committee to review applications to the Meridian Redevelopment Fund (MRF) for completion and integrity for the use of the public funds. The Meridian Redevelopment Fund is a fund created to support the redevelopment of the Potential Intensity Change Areas (PICAs) as described in our Master Plan. The redevelopment of what we refer to as the Haslett or Okemos PICAs is a priority for the Township to remove blight, increase the property tax base, provide a thriving commercial corridor, support a walkable community, and enhance our natural spaces.

Meridian Township Economic Development Corporation held a Special Meeting Tuesday, February 15, 2022 at 7:30 am to review and discuss the introduction of the second application to the MRF for the Village of Okemos development. The request from the Village of Okemos, LLC, is focused primarily in offsite street infrastructure improvements on Ardmore, Liverance, Hamilton and Okemos Roads.

The application requests a grant in the amount of \$3,286,262 for eligible costs. At their special meeting, the EDC voted in support of the Village of Okemos LLC, No. 2 Redevelopment Fund request and asked that the Township Supervisor appoint two Township Trustees to serve on the Village of Okemos LLC Redevelopment Fund Grant Committee.

The following motion is proposed for Board consideration:

**MOVE TO SUPPORT THE REQUEST FROM THE MERIDIAN ECONOMIC DEVELOPMENT CORPORATIONS FOR THE TOWNSHIP SUPERVISOR TO APPOINT TOWNSHIP TRUSTEES \_\_\_\_\_ AND \_\_\_\_\_ TO THE VILLAGE OF OKEMOS, LLC REDEVELOPMENT FUND GRANT COMMITTEE.**



12. B

**To: Board Members**  
**From: Ronald J. Styka, Township Supervisor**  
**Date: February 11, 2022**  
**Re: Corridor Improvement Authority Reappointment**

---

Bruce Peffers, current incumbent member of the Corridor Improvement Authority, whose term expired on 2/1/2022 wishes to be reappointed. The Supervisor recommends this reappointment.

The following motions have been prepared for Board consideration:

**MOVE TO REAPPOINT BRUCE PEFFERS TO THE CORRIDOR IMPROVEMENT  
AUTHORITY FOR A 4 YEAR TERM ENDING 2/1/2026.**





**To: Board Members**  
**From: Ronald J. Styka, Township Supervisor**  
**Date: September 3, 2022**  
**Re: ZBA Appointments**

---

Under the statutes, the Supervisor appoints, subject to the Board’s approval, the members of the Zoning Board of Appeals (ZBA). There is currently one full time vacancy on the ZBA. Mr. Koenig is interested in serving. As a new resident of Meridian Township (since Feb 2021) and a professional urban planner, he wishes to join the Zoning Board of Appeals in order to give back to the community and serve the public interest. He has served on the Planning Commission and ZBA in the past for the City of Rockford, MI.

Board members serve as members of, or as liaisons to, Boards and Commissions. With the departure of Trustee Opsommer from the Township Board, the ZBA is in need of a Board representative. I am recommending Treasurer Deschaine serve on the ZBA.

The following motions have been prepared for Board consideration:

**MOVE TO APPROVE THE APPOINTMENT MADE BY SUPERVISOR STYKA OF JAMES KOENIG TO THE ZONING BOARD OF APPEALS FOR A TERM ENDING 12/31/2022.**

**MOVE TO APPROVE THE APPOINTMENT MADE BY SUPERVISOR STYKA OF PHIL DESCHAINE, AS TOWNSHIP BOARD REPRESENTATIVE, TO THE ZONING BOARD OF APPEALS FOR A TERM ENDING 12/31/2024.**

**Attachment:**

1. Public Service Application

Submission # 1436896  
IP Address 73.145.128.252  
Submission Recorded On 01/27/2022 4:46 PM  
Time to Take Survey 21 minutes, 50 seconds

Page 1

**1. I am interested in service on one or more of the following public bodies as checked below: ?**

Zoning Board of Appeals

**\*2. Summarize your reasons for applying to do this type of service**

As a newer resident of Meridian Township (since Feb 2021) and a professional urban planner, I wish to join the Zoning Board of Appeals in order to give back to my community and serve the public interest. I have been appointed to a Planning Commission and ZBA in the past (City of Rockford, MI) and wish to perform this service again. I feel this would be a great opportunity to allow me to continue to use my knowledge and background in planning.

**\*3. Describe education, experience or training which will assist you if appointed.**

I have a B.S. in Geography from Eastern Michigan University (2001) and a Master of City and Regional Planning from The Ohio State University (2007). I am a member of the American Planning Association and its professional affiliation, the American Institute of Certified Planners. I am a current professional planner specializing in transportation but have worked in community develop./land use and environmental planning as well.

**(Attach resume if available)**

Koenig\_Resume.pdf

**Full Name**

James Koenig

**\*Occupation**

Senior Transportation Planning Manager

**\*Place of Employment**

Tri-County Regional Planning Commission

**Home Address**

1952 Wilder Court  
Haslett 48840

**Phone (Day)**

941.716.1608

**Phone (Evening)**

941.716.1608

**\*Email**

jimkoenig366@gmail.com

**\*Please type your name in the box below as a digital signature**

Jim Koenig

**\*Date and Time**

01/27/2022

Other than the Downtown Development Authority Board and the Economic Development Corporation, persons appointed to Meridian Township boards and commissions must be a resident and elector (if of voting age) of the Township during the term of office. Excessive absences may be cause for review of appointment. The policy for appointment of candidates to the various public service positions is based on the following criteria: desire to serve, experience, expertise, availability of time to serve, and maintenance of equitable geographic representation. In most instances it will be desirable to develop further information through a personal interview. This application will be retained in township files for two years.

## JAMES R. KOENIG, AICP

### SUMMARY OF QUALIFICATIONS

- Comprehensive knowledge of land use and transportation planning principles.
- Project management experience in administering local, regional, and statewide transportation planning processes.
- Experience in land use planning/community development, primarily in city government.
- Demonstrated ability to work collaboratively with the public and forge working relationships and partnerships with regulatory agencies, local governments, and community stakeholders.
- In-depth ability to prepare and present oral and written reports and graphic presentations addressing social, environmental, and community impacts of plans and projects.
- Strong research and analytical skills, and proficient in Microsoft Office and ESRI ArcGIS software.

### CERTIFICATION

Member of the American Planning Association and its profession affiliation, the American Institute of Certified Planners since 2010 (Certification # 024478)

### WORK HISTORY

#### **SENIOR TRANSPORTATION PLANNING MANAGER, CITY OF LANSING, MI**

February 2021 to Present

- Coordinate management systems (pavement, safety, and congestion) to identify, prioritize, improve, and evaluate current conditions of the transportation system.
- Conduct performance-based needs analyses, develop technical content, and monitor implementation of investment strategies that address deficiencies as identified in the region's long-range transportation plan.
- Serve as regional resource on best practices and effective transportation procedures for planning professionals, provide technical assistance, training, and education to local agencies and planning partners.
- Prepare administrative and technical reports, correspondence, and studies and make presentations regarding program activities.

#### **SENIOR PLANNER, CITY OF SARASOTA, FL**

February 2018 to February 2021

- Planned, developed, and conducted special studies relative to maintaining, updating, and implementing the city's comprehensive plan, historic preservation activities, public art program, and potential zoning code text amendments.
- Provided technical assistance and assisted in the development of workforce/attainable housing initiatives and programs such as inclusionary zoning and linkage fees.
- Developed and/or supervised the development of various statistical analyses and planning studies for the maintenance of the comprehensive plan and other planning programs.
- Prepared comprehensive plan amendment analyses and comprehensive plan consistency reviews and conferred with governmental officials and the general public.

- Supervised, planned, directed, and reviewed the work of planners and other lower level positions as assigned to specific projects and activities.

**PLANNER, CITY OF VENICE, FL**

February 2016 to February 2018

- Reviewed petition applications for residential, commercial, and industrial developments.
- Reviewed building permit applications and recommended needed changes based on the city’s Land Development Regulations and related policies and procedures.
- Prepared analyses and reports for land development petitions including comprehensive plan amendments, zoning text amendments, rezones, site plans, variances, conditional use permits, and subdivision approvals.
- Advised builders, developers, and property owners about land development requirements.
- Processed business tax receipt applications and coordinated payment of tax receipts.

**SENIOR TRANSPORTATION PLANNER, MICHIGAN DEPARTMENT OF TRANSPORTATION, LANSING, MI**

April 2012 to February 2016

- Participated in and administered the continuing, cooperative, and comprehensive (3-C) multi-modal transportation planning process within urbanized areas.
- Assisted metropolitan planning organizations (MPOs) in the development, review, and approval of federally-required documents including the Unified Planning Work Program, Transportation Improvement Program, and long-range Metropolitan Transportation Plan.
- Conducted federal certification process in cooperation with the Federal Highway Administration and Federal Transit Administration.
- Managed the \$40 million statewide Rural Transportation Program through coordination of rural projects within the Statewide Transportation Improvement Program.
- Managed the \$2 million statewide Small Urban Program serving urban areas with a population of 5,000 to 50,000 involving municipal, county, and transit agencies.

**TRANSPORTATION PLANNER, WILBUR SMITH ASSOCIATES, INC., LANSING, MI**

April 2007 to October 2011

- Developed traffic impact analyses, corridor studies, public involvement plans and outreach activities, and coordinated transit plans to evaluate existing and future transportation networks.
- Prepared environmental documentation to satisfy federal National Environmental Policy Act (NEPA) requirements.
- Development GIS data layers and graphics for technical reports and public involvement activities.

**EDUCATION**

**MASTER, CITY AND REGIONAL PLANNING, THE OHIO STATE UNIVERSITY, COLUMBUS, OH, 2007**  
**BACHELOR OF SCIENCE, GEOGRAPHY, EASTERN MICHIGAN UNIVERSITY, YPSILANTI, MI, 2001**

**VOLUNTEERING**

Appointed member of the City of Rockford (MI) Planning Commission and Board of Zoning Appeals from 2010 to 2012.



**To: Board Members**  
**From: Ronald J. Styka, Township Supervisor**  
**Date: February 11, 2022**  
**Re: Board Liaison Appointments to the Transportation Commission and Land Preservation**

---

Board members serve as members of, or as liaisons to, Boards and Commissions. With the departure of Trustee Opsommer from the Township Board, the positions below need a Board representative. For discussion purposes, these are my recommendations for Board member assignments among the boards and commissions:

2022-2024 Proposed Appointments

Land Preservation Advisory Board-  
Transportation Commission-

Courtney Wisinski  
Kathy Sundland

At Tuesday's meeting we will review & determine who will serve in these capacities going forward.

The Board must approve appointments to these positions.

**MOVE TO APPROVE THE APPOINTMENT MADE BY SUPERVISOR STYKA OF COURTNEY WISINSKI, AS BOARD LIAISON, TO THE LAND PRESERVATION ADVISORY BOARD FOR A TERM ENDING 12/31/2024.**

**MOVE TO APPROVE THE APPOINTMENT MADE BY SUPERVISOR STYKA OF KATHY SUNDLAND, AS BOARD LIAISON, TO THE TRANSPORTATION COMMISSION FOR A TERM ENDING 12/31/2024.**



**To: Board Members**  
**From: Frank L. Walsh, Township Manager**  
**Date: February 15, 2022**  
**Re: Waiver of Personnel Handbook Section P**

---

As you may recall, once I learned of Deputy Manager Perry’s interest in the City of Marshall, I quickly realized that the success of many of our 2022 projects were in limbo. The closing of Okemos Road, the Grand River M-43 Project, the MSU-Lake Lansing Pathway and our annual Local Roads Program all faced a serious setback without proper oversight and leadership.

Over the past four months, I gave great attention to how to fill the void in our leadership team. Naturally, my first inclination was to begin a statewide recruitment. However, out of respect to the City of Marshall, and Manager Perry, my hands were tied in initiating the recruitment until the process was official. This past Monday, February 7, the Marshall City Council completed their five month recruitment process. Therefore, we are now free to begin a recruitment that is likely to take into May. It didn’t take long for me to realize that while the timing is good for Marshall, it presented a burden on Meridian Township. The vast number of projects that must get off the ground before April moved me to look at the vacancy through a different lens.

Back in December/January, I chose to look inward. Is there someone currently on our team that could easily ascend to the Assistant Township Manager position? Do we have a potential leader at our doorstep who has proven customer service and project management skills, knows the community, has an impeccable work ethic and is a resident? Do we have a top-notch candidate who our team knows and would advocate for? Is there a candidate who knows the community’s issues and the Board trusts to lead?

Every question I asked myself took me in the direction of one leader. It is Dan Opsommer. While waiting for Marshall to act, I put plans in place to post the position in accordance with **Section P Internal Vacancies** of the Meridian Township Personnel Policy Manual. On Monday, January 10, Human Resource Director Abigail Tithof and I were prepared to post the position both internally and externally. However, after much reflection on transparency and being forthright, I gathered our leadership team and informed them that any process at this point would be a “window dressing” and a “facade.” Simply put, after weighing our options, I made a decision to offer the position to Mr. Opsommer. I believe that offering a “process” after having made a selection would be highly inappropriate and a complete waste of time.

Page 1 of the Personnel Policy Manual states that “The Township retains the right to change, modify, suspend, interpret, or cancel in whole or in part any of the published or unpublished Personnel Policies or Procedures of the Township without advance notice, in its sole discretion as approved by the Township Board. Recognition of these rights of the Township is a term and condition of employment and of continued employment.” I’m herby requesting that the Township

**Memo to Township Board**  
**February 15, 2022**  
**Re: Waiver of Personnel Handbook Section P**  
**Page 2**

Board approve of my decision to offer the position of Assistant Township Manager/Director of Public Works to Dan Opsommer and forgo an internal and external posting. If the Board wishes for me to post the position in accordance with the Personnel Policy Manual, it will simply delay my selection by one week. My decision to appoint Dan Opsommer will not be impacted by your decision. Please keep in mind, within the timeline in Marshall, the soonest I could have posted the position would have been February 8.

Motion for Township Board's Consideration:

**MOVE TO APPROVE THE TOWNSHIP MANAGER'S RECOMMENDATION TO FORGO POSTING THE POSITION OF ASSISTANT TOWNSHIP MANAGER/DIRECTOR OF PUBLIC WORKS AS DESCRIBED IN SECTION P OF THE MERIDIAN TOWNSHIP PERSONNEL POLICY MANUAL. THE PURPOSE OF THIS MODIFICATION IS TO ALLOW FOR ONE WEEK OF OVERLAP BETWEEN THE OUTGOING DEPUTY TOWNSHIP MANAGER AND THE INCOMING ASSISTANT TOWNSHIP MANAGER. FURTHER, THIS APPOINTMENT WILL ALLOW THE NEWLY APPOINTED ASSISTANT TOWNSHIP MANAGER AN OPPORTUNITY TO IMMEDIATELY BEGIN OVERSEEING PROJECT MANAGEMENT SUCH AS THE LONG TERM CLOSURE OF OKEMOS ROAD.**



**To: Board Members**  
**From: Michael Hamel, Fire Chief**  
**Date: February 10, 2022**  
**Re: Township Damage Assessment Plan**

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In our Support Emergency Operations Plan, we recognize that a Damage Assessment Plan should be developed to support required documentation for cost recovery from Michigan or FEMA if a declaration is indicated.

Damage assessment is the systematic process of determining and appraising the nature and extent of the loss, suffering, or harm resulting from a disaster or emergency. Damage assessment is concerned with determining what happened, when, where, and how, and who is affected. Damage assessment is crucial because of its direct relationship to organized action by response personnel. Without this organized system for gathering, evaluating, and disseminating information, managing the response and recovery effort will be difficult.

The Township's Damage Assessment Plan has been developed as Annex C of the Support Emergency Operations Plan.

Attachment: Meridian Township Damage Assessment Plan



# Charter Township of Meridian, Michigan

## Annex C: Damage Assessment Plan of the Support Emergency Operations Plan

January 1, 2022



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## Promulgation Document

Officials of the Township of Meridian, in conjunction with Ingham County and the State of Michigan Emergency Management Agencies, have developed a Support Emergency Operations Plan to enhance the local emergency response capability. As part of this plan, Appendices 1 and 2 outline the damage assessment process.

This plan, when properly used and updated, will assist local government officials in accomplishing their primary responsibility of protecting lives and property in their community. This plan and its provisions will become official when the section below has been signed and dated by the Chief Executive Official (Supervisor) of the Township of Meridian.

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Ronald J. Styka  
Township of Meridian Supervisor  
Chief Executive Official

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Date

## Approval and Implementation

The Support Emergency Operations Plan, referred to in this document as the Support EOP, describes how Meridian Township will handle emergencies in cooperation with the Ingham County Emergency Management Program. The Support EOP assigns responsibilities to agencies for coordinating emergency response activities before, during, and after any type of emergency or disaster. The Support EOP does not contain specific instructions as to how each department will respond to an emergency; these can be found in the plan annexes or separate standard operating procedures.

The goal of the Support EOP is to coordinate emergency response efforts to save lives, reduce injuries, and preserve property. The Support EOP addresses emergency issues before and after an emergency, but its primary goals are to assemble, mobilize and coordinate a team of responders that can respond to any emergency, and describe response procedures in relation to the county's response procedures.

The Support EOP will use a graduated response strategy in proportion to the scope and severity of an emergency. The Township of Meridian will plan, prepare, and activate resources for local emergencies that affect the local area and/or widespread disasters that affect the entire state and/or nation.

The Meridian Township Local Planning Team (LPT) developed this Support EOP. The LPT consists of key departments covering emergency functions such as law enforcement, fire, public works, and others as needed. The team works to establish and monitor programs, reduce the potential for hazard events in the Township through planning, review, and training, and assist the Ingham County Office of Emergency Management Program in developing and maintaining the County EOP.

The current Township of Meridian Supervisor must sign the support EOP each time it is updated, with the exception of the following activities:

1. Minor updates (e.g. changing system names, grammar, spelling, or layout changes)
2. Updates to the annexes

The following individuals may update these activities in the plan without the Supervisor's signature:

1. Township Manager
2. Emergency Management Liaison
3. Department head responsible for an annex

Homeland Security Presidential Directive (HSPD) 5 facilitates a standard management approach to major incidents, the National Incident Management System (NIMS). NIMS is administered as part of the National Response Framework (NRF), which integrates the federal government into a single, all-discipline and all-hazards plan. NIMS will provide a nationwide approach that enables federal, state, tribal, and local government agencies to "work effectively and efficiently together to prepare for, respond to, and recover from domestic incidents, regardless of cause, size or complexity." This Support EOP has integrated NIMS concepts, including the Incident Command System (ICS), and language to help incident management operate in accordance with NIMS using the guidance provided by the Department of Homeland Security (DHS).

***This plan supersedes all previous plans.***

### Record of Revisions

The following is a list of revisions made to the Support EOP and annexes. This chart tracks revisions made this plan annually or as needed.

Date	Reason for Revision	Page Numbers	Revised By



## Damage Assessment

The following agencies are responsible for this damage assessment team.

**Agency**

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**COMMUNITY PLANNING AND DEVELOPMENT**

The Director of Community Planning & Development, Timothy Schmitt, is responsible for coordinating and representing all agencies responsible for damage assessment during a community-wide response to an emergency or disaster situation.

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**Department Director**

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**Date**

The line of succession for representing the damage assessment agencies during a response to an emergency or disaster situation is:

<b>Title</b>	<b>Department</b>	<b>Phone</b>
<b>1. Timothy Schmitt</b>	<b>Community Planning &amp; Development</b>	<b>853-</b>
<b>2. John Heckaman</b>		<b>853-</b>
<b>3. Ron Rau</b>		<b>853-</b>
<b>4. Tavis Millerov</b>		<b>853-</b>

## I. Purpose

Meridian Township has elected to be incorporated into the Ingham County Emergency Management Program. By becoming part of the County Emergency Management Program, Meridian Township and Ingham County have certain responsibilities to each other. The Support Emergency Operations Plan (EOP) was developed in accordance with Section 19 of the Michigan Emergency Management Act (Public Act 390 of 1976, as amended). Activation of this plan at the beginning of a disaster or emergency establishes eligibility to receive state assistance for disaster-related expenses incurred during a State of Emergency or Disaster declared by the Governor, for which federal assistance is unavailable.

## II. Scope

The Charter Township of Meridian Support EOP is an adaptable document that can be applied to all hazards. Due to the unique nature of emergencies, it may become necessary to deviate from the contents of the plan when responding to an incident. Departments that have been assigned supporting roles in this plan have developed and will maintain policies that provide systematic instructions for accomplishing their assigned functions. Meridian Township conducts additional activities, such as personnel training, participation in exercises, public information, land-use planning, etc., to support emergency preparedness, mitigation, and response efforts. To facilitate emergency management operations, Meridian Township continues to implement the NIMS.

### A. Authority of local officials during an emergency:

1. Emergency Management Act PA 390 of 1976, as amended
2. Meridian Township, Local Emergency Management Resolution
3. Meridian Township, adoption of Support EOP
4. Executive Directive No. 2005-09, the state adoption of the NIMS
5. The Robert T. Stafford Disaster Relief and Emergency Assistance Act

### B. References used to develop this Support EOP:

1. National Incident Management System (NIMS)
2. National Response Framework (NRF)
3. Michigan Emergency Management Plan (MEMP), Michigan State Police, Emergency Management and Homeland Security Division (MSP/EMHSD)
4. Support Emergency Operations Plan Guide, Pub. 204 (MSP/EMHSD)
5. MSP/EMHSD Pub. 901 Michigan Damage Assessment Handbook

## III. Plan Development and Maintenance

To ensure that this Support EOP addresses the needs of the community and is consistent with the Ingham County EOP, this document was developed in a cooperative, whole community effort among municipal government, the local community, and the County Emergency Management Program. The Support EOP is updated after every change of the municipal CEO or update to the County EOP. After the plan is adopted by resolution of the Charter Township of Meridian Board



and approved by the Supervisor, it is forwarded to the County Emergency Management Program. This plan will be implemented, tested through exercises, and maintained in accordance with the current standards of the Ingham County EOP.

This plan has been provided to all municipal departments, local elected officials, the County Emergency Management Program, and all agencies tasked with the document. It includes this Basic Plan, which provides an overview of the Township's preparedness and response strategies, and functional annexes that describe the actions, roles, and responsibilities of participating organizations.

#### IV. Damage Assessment Annex

The damage assessment (DA) annex attached to the Basic Plan describes all-hazard functions and includes the roles and responsibilities that each department should consider during an emergency for which the Support EOP has been activated. This annex identifies the departments responsible for carrying out this function, their assigned tasks, and the concept of operations.

The damage assessment function is concerned with the process of documenting damage from emergencies in the Township. Information gathered may be used to determine the extent of damage and the impact on the community resulting from an incident to justify future federal funding, declarations of emergency, and disaster proclamations. An accurate damage assessment is a necessary part of the recovery phase and determines qualification for state and federal disaster aid.

#### V. Damage Assessment

Damage assessment is defined as the systematic process of determining and appraising the nature and extent of the loss, suffering, or harm resulting from a disaster or emergency. Damage assessment is concerned with determining **what** happened, **when**, **where**, and **how**, and **who** is affected. Damage assessment is crucial because of its direct relationship to organized action by response personnel. Effective organized action requires knowledgeable decision-making based on accurate information. Unless an organized system for gathering, evaluating, and disseminating information has been set up, managing the response and recovery effort will be difficult.

There are numerous reasons why it is important to develop a strong damage assessment capability:

- To obtain timely, accurate, and comprehensive information on the incident
- To facilitate timely and effective decision making
- To enable the public to be quickly and accurately informed
- To aid in the prioritization of limited resources
- To provide a basis for justifying the need for assistance, and to develop assistance requests
- To facilitate rapid and effective response and recovery efforts

For these and other reasons, development and maintenance of a strong damage assessment capability should be a top priority for local emergency management jurisdictions and their support jurisdictions.

### **A. Creating an Effective Damage Assessment Organization**

Incidents may affect many different facets of a community; therefore, the collection of assessment information involves many sources in order to obtain a complete picture of the situation. Creating an effective damage assessment organization is the most important step in developing a damage assessment capability. This can best be accomplished by assigning personnel from the various organizations involved to support this activity and developing adequate damage assessment procedures for the assigned personnel.

An important point to consider when developing a damage assessment capability is the assignment of personnel who are normally not operational during a disaster or emergency to support this activity. Because damage assessment takes place concurrently with and in support of other response and recovery activities, operational heads and other disaster workers probably will not have the time to actively support damage assessment activities. Suitable personnel for assignment to the damage assessment function might be individuals that do not already have an established emergency response role, such as the municipal assessor, planning director, building inspector, or support staff from these departments at the local government level.

*On-Site Inspection Teams.* On-site damage inspection teams are an essential element of the damage assessment team function. These teams assist in:

- Documenting the nature, scope, magnitude, and location of damage and impacts
- Verifying information and reports received from other sources

Two different types of teams should be formed – one to survey private damage to homes and one to survey public damage (e.g., bridges, roads, schools, etc.). Team assignments can be made in a variety of ways. This includes making assignments by zones or districts or having teams in each political subdivision or department. At the local government level, assessors, planners, engineers, building inspectors, and local realtors are good choices for on-site inspection teams because of their knowledge of community facilities, property values, building construction, and engineering. American Red Cross (ARC) and/or Community Emergency Response Team (CERT) personnel, as well as personnel from other volunteer and/or community-based organizations may also be able to assist in on-site inspections.

### **B. Planning and Training**

Training for all damage assessment personnel should be provided as soon as possible after assignments are made, and then on an annual basis. Damage assessment personnel should also be actively involved in the development and maintenance of damage assessment standard operating procedures, including provisions for notification, staff augmentation, message flow, data collection, compilation, analysis, reporting, mapping, information plotting/display, and communications with field personnel. These operating procedures should support and implement the general operational guidelines for damage assessment found in the jurisdiction or entity's Emergency Operations Plan.

Damage assessment information is vital in assisting key personnel in making important decisions regarding response and recovery operations. In certain situations, the damage assessment personnel may also be activated to perform pre-incident assessments (e.g., to plot rising flood levels). Having damage assessment personnel work out of the EOC ensures they can interface with key decision makers and, through established communications links, response personnel at the incident scene. If an EOC is not utilized for an incident, provisions should be made for a work station at or near the alternate coordination facility, such as a Command Post, where communications links are available and issues can be coordinated with on-scene personnel.

Damage assessment personnel are also responsible for organizing the on-site inspection teams to conduct more detailed damage surveys and for determining the various sources from which information must be collected. They may be requested to provide regular updated reports with verified damage information to the jurisdiction's Public Information Officer (for release to the media), the Ingham County EOC Planning Section, and to the Chief Executive and affected department heads.

### **C. Information Collection, Compilation, Analysis, Synthesis, and Reporting**

The State is dependent upon local government to provide complete, accurate, and timely assessment information. The MSP/EMHSD must ascertain as early as possible whether or not state resources should be committed to assist local authorities so that adequate alerting and activation of state forces can be accomplished. Accurate damage assessment information must be collected, compiled, analyzed, synthesized, and reported in a timely manner by local government if the nature, scope, magnitude, severity, and expected duration of the incident are to be known. In addition, this information serves as the basis for requesting federal disaster relief assistance, including a request from the Governor to the President (through FEMA) for a major disaster or emergency declaration under Public Law 93-288, as amended (Robert T. Stafford Disaster Relief and Emergency Assistance Act).

A number of agencies and organizations may have to provide assessment information in order to obtain a complete picture of the total individual, private, public, and agricultural damage sustained. Counties collect, compile, and submit assessment information from county agencies, as well as those cities, villages, and townships that are part of the County Emergency Management Program.

1. *Field Surveys.* On-site inspection teams should be dispatched to survey damaged areas as soon as it is safe to do so after the occurrence of the incident. These teams have two major functions:
  - a. To survey private damage (e.g., homes and businesses)
  - b. To survey public damage (e.g., bridges, roads, schools, etc.).

Generally, this necessitates that two separate but concurrent surveys be taken (one for private damage and one for public damage).

2. *Damage Survey Worksheets.* Damage Survey Worksheets (Appendix 1) should be

used for surveying both private damage and public damage. A common damage classification system and set of instructions, based on the current FEMA Damage Assessment Operations Manual, are included to assist on-site inspection teams in documenting damage (Appendix 2). Damage information should be recorded on a Damage Survey Worksheet and a map. In addition, the on-site inspection teams should also take photographic or video image of the damage. The completed worksheets, maps, and photography must be submitted in a timely manner for compilation, analysis, synthesis, and reporting. Depending on site conditions, inspection teams may also be required to estimate the amount of disaster debris generated or to report on the occurrence of fallen or damaged trees that may be a safety concern.

3. *Damage Assessment Reports.* The local jurisdiction working with the Ingham County EOC, in conjunction with the on-site damage assessment teams, compiles assessment information on the MI CIMS Damage Assessment board and EM Program Status board. If incident conditions allow, the Damage Assessment board information must be entered into the MI CIMS, in final format, within 3 days (72 hours) of incident occurrence. If incident conditions (e.g., lingering floodwaters) do not allow for submittal of final assessment information within 3 days, then an initial report must be submitted within 3 days and the final assessment report submitted within 7 days of incident occurrence. In rare cases, earlier submittal may be essential to ensure that the jurisdiction is eligible for the full range of assistance for which it may be entitled. The Damage Assessment and EM Program Status boards should be updated if additional damage is discovered or revisions are required.
4. *Mapping Damaged Areas.* A map (or maps) should be created outlining the locations of both public and private damage. If both types of damage can be clearly depicted on one map, then one map should be electronically submitted to MSP/EMHSD.
5. *Disaster Photography.* Whenever possible, on-site inspection teams should make a photographic or video record of the damage at the time the information is being gathered so that the damage can be fully documented before the cleanup begins. It is recommended that each damage site be shot from three different positions to ensure proper image documentation. Those positions include a “context” image, a “curbside” image, and a “close-up” image (Appendix 3).

#### **D. Seeking State and Federal Assistance**

1. *Michigan Rapid Impact Assessment Team Assistance.* The Michigan Rapid Impact Assessment Team (MRIAT), composed of functional-area experts from ten State of Michigan departments/agencies, was formed to improve the State’s capabilities to determine the nature, scope, magnitude, anticipated duration, and severity of emergencies and disasters. The MRIAT can be activated to work in partnership with affected local governments to rapidly assess damage and impact to, and the resource needs of, citizens and communities. The MRIAT can serve many roles, including advisor, technical information source, liaison, organizer,

and advocate. The nature and extent of the MRIAT role will depend on the incident, as well as the needs, desires, and capabilities of the community. The MRIAT is intended to be a supplemental assessment resource to local jurisdictions. It will not serve as a substitute for a good assessment effort by the community.

The MRIAT will only be activated for those situations that, in the opinion of the MSP/EMHSD and/or the Governor’s Office, warrant state assistance in assessing damage, impacts, and resource needs. Generally, MRIAT involvement will be limited to those situations that are:

- a. “Highly problematic” from a technical standpoint
- b. Large-scale or widespread in nature
- c. “High profile” due to intense citizen and/or media interest

*Most emergencies and smaller disasters do not fall into one of those categories.*

The MRIAT will work side-by-side, in partnership with local officials, in assessing damage and impacts. The MRIAT will link up with the community’s existing damage assessment teams and they will jointly conduct assessment operations in the field. The MRIAT will not come into a community to “take over” assessment operations and responsibilities. It can, however, under the appropriate circumstances, assist and coordinate with local officials in conducting a rapid assessment of the situation.

2. *Preliminary Damage Assessment.* If the Governor requests or intends to request a Presidential declaration, a Joint Preliminary Damage Assessment (PDA) will be conducted to determine if the situation warrants federal assistance. A Joint PDA is intended to validate already reported damage information, not identify additional damages. Damage assessment teams (composed of representatives of the federal government, state government, and the affected local jurisdiction) are dispatched to the incident scene to survey and confirm the damage and impacts reported by the affected local jurisdiction(s) and the State of Michigan. The local representatives on the team must be thoroughly familiar with the area and knowledgeable about the damage and impacts incurred.

The MSP/EMHSD will work closely with the affected local jurisdiction to identify those rare situations where a PDA should be conducted prior to the receipt and compilation of the final local damage assessment reports. The MSP/EMHSD will NOT recommend a PDA unless the situation clearly warrants it. Conducting a PDA is a time-consuming and expensive venture for all involved parties (FEMA, State, and the affected local jurisdiction). A PDA is called for only in those situations where there is a likelihood that a Presidential declaration may result.

3. *Roles of State and Local Representatives during the PDA.* Roles and responsibilities of state and local representatives during a Joint PDA with FEMA include:
  - a. *State Representatives.* The primary roles and responsibilities for state representatives during the PDA include:

- Establish and maintain communication with local or county emergency managers conducting damage assessments
  - Provide technical or subject matter expertise to local or county damage assessments as necessary
  - Support IA and PA programmatic lead efforts to ensure that information provided by local or county damage assessment coordinators is verified in some manner, and that impacted jurisdictions are ready to receive Joint PDA teams
  - Host the PDA teams and create team assignments
  - Ensure specific instructions and applicable forms are sent to affected jurisdictions
  - Establish an operational strategy, schedules, and reporting requirements in conjunction with the FEMA PDA Coordinator and IA/PA team leads
  - Provide an overview of state conditions
  - Assist in providing for and coordinating logistical needs (e.g., transportation, facilities, equipment, etc.)
  - Identify and confirm local contacts
  - Identify an External Affairs Representative to serve as the primary point of contact for media inquiries
  - Coordinate with local representatives to schedule interviews and field assessments with potential PA applicants
  - Provide state maps, if needed
  - Reassign state members to different teams or locations, as required
  - Provide other pertinent information related to unmet needs caused by the disaster
  - Coordinate with FEMA officials regarding state, tribal (as applicable), and local concurrence regarding the degree of damage and impacts caused by the disaster, and the team findings
- b. *Local Representatives.* The primary roles and responsibilities for local representatives on the PDA teams include:
- Identify and train personnel to assess damage to homes according to criteria defined by FEMA
  - Provide copies of initial assessments performed at the local level and report to the State (include Damage Survey Worksheets and maps or lists of damaged areas)
  - Arrange for local representatives on each of the IA/PA assessment teams
  - Guide and accompany PDA teams to damage sites, as necessary
  - Coordinate with potential PA applicants so they are prepared to schedule and attend the PA PDA briefing and interview

- Determine the routes the team will take to assess the damaged/affected areas in the most timely and efficient manner possible
- Ensure and confirm that all damaged areas are surveyed during the Joint PDA
- Assist the state and federal team member(s) in providing required information
- Provide demographic information, and include populations that may have greater needs such as functional and/or access needs, low income populations, the elderly, or the unemployed
- Serve as an expert on local issues, needs, concerns, and conditions
- Provide information on cultural or unique considerations of the affected community
- Provide impact statement information to state or tribal government as requested
- Provide insurance information for damaged areas and indicate how the information was derived (e.g., door-to-door surveys, local insurance companies, estimates based on demographic and housing information, etc.)
- Discuss team findings regarding the degree of damage and impacts caused by the disaster with state and tribal (as applicable) team members
- Coordinate with federal, state, and tribal (as applicable) team members regarding local media and public information issues

## **VI. Meridian Township Damage Assessment Team**

This plan defines the Community Planning & Development (CPD) roles and responsibilities prior to, during, and after the occurrence of a disaster. The objective of this plan is to provide basic direction for the CPD to respond should a disaster strike. This plan is designed to ensure the continuity of communications and services during and after the occurrence of a disaster. In the absence of other verbal or written directives, the Support EOP and this annex will establish procedures to follow during a disaster.

Depending on the type and scope of the disaster, the Emergency Management (EM) Liaison and team coordinator will determine if the damage assessment teams need to be deployed. The coordinator and the team leaders will assemble at Central Fire Station or elsewhere, as directed. The team leaders will receive deployment assignments from the team coordinator. The team coordinator will establish a communication link with the EM Liaison at the Central Fire Station.

Function	Department	Primary Contact
Teams Coordinantor	Community Planning & Development	
<b>Team # 1</b>		
Team Leader	CPD SR. Building Inspector	
Team Member	CPD Building Inspector	
Team Member	Electrical Inspector	
Team Member	Mechanical Inspector	
Team Member	Plumbing Inspector	
<b>Team # 2</b>		
Team Leader	CPD Code Enforcement Officer	
Team Member	CPD Rental Inspector	
Team Member	CPD Rental Inspector	
Team Member		
Team Member		
Team Member		

Table #1: Damage Assessment Teams

**Damage Assessment Team Contact List**

Function	Department	Primary Contact	Phone
EM Liasion (Fire Chief)	Fire	Michael Hamel	
Damage Assessment Department Director	Community Planning and Development	Timothy Schmitt	
Damage Assessment Team Coordinantor	Community Planning and Development – Chief Building Inspector	John Heckaman	
Damage Assessment	Community Planning and Development – Building Inspector	Ron Rau	
Damage Assessment	Fire Marshal	Tavis Millerov	
Damage Assessment	Community Planning and Development – Building Inspector	John Hines	
Damage Assessment	Community Planning and Development – Rental Housing Inspector – Part-Time	Frank Christmas	
Damage Assessment	Community Planning and Development – Rental Housing Inspector – Full - Time	Joe Wade	
Damage Assessment	Community Planning and Development – Code Enforcement officer	Zachary Fenner	
Alternate Team	Delhi Charter Township	Elizabeth Tobias	
Alternate Team	City of East Lansing	Scott Weaver	
Alternate Team	Ingham County Office of Emergency Management	Robert Boerkoel	
Alternate Team	Lansing Office of Emergency Management	William Engelter	

Table 2: Damage Assessment Team Contact List. *This document is confidential and should not be distributed.*

**A. Damage Assessment Team Deployment**

Preliminary damage assessment must take place as soon as possible after a disaster strikes. This formal process is referred to as “Windshield Surveys.” First responders, including public



works, complete these surveys. Windshield surveys give general characteristics of critical infrastructure damage and geographic locations. This process helps define the most critical areas where damage assessment teams should concentrate their efforts (Appendix 4).

Within 12 to 36 hours after the windshield surveys are compiled, the Director of Community Planning & Development will assist the EM Liaison in establishing the boundaries of the disaster areas. Damage assessment teams will be directed to conduct preliminary inspections in the affected geographic areas of the Township. As soon as possible after preliminary inspections are completed, a follow-up inspection shall be made on a house-to-house, building-to-building basis to determine the extent of damage to each structure.

**Damage assessment teams should follow the Post Disaster Damage Assessment Activities Three Stage Process below.**

### Post Disaster Damage Assessment Activities

<b>Stage One</b>
CPD Manager or designee will establish contact with EM Liaison, assemble and direct CPD damage assessment teams
Assist in establishing the boundaries of the affected geographic areas
Assist in developing mapping of the affected areas
If needed, the CPD Manager may request assistance from other Township departments to support damage assessment
If needed, the CPD Manager may request assistance from damage assessment teams from other jurisdictions
Confirm appropriate forms for all team members
Confirm appropriate personal protective equipment is worn by all team members
<b>Stage Two</b>
Evaluate preliminary windshield surveys
Initiate preliminary inspections of all structures in disaster area <ul style="list-style-type: none"> <li>a. Determine exact geographic area</li> <li>b. Preliminary statistics (number of damaged structures/infrastructure)</li> <li>c. Immediate hazards</li> </ul>
Confirm all buildings in the affected area have been assessed, posted/marked indicating degree of damage and/or if they are safe for occupancy
Help secure and direct contractors for emergency debris cleanup and building demolition. Work in consultation with other departments in the Township.
Keep EM Liaison informed of all team progress, cleanup, and demolition
<b>Stage Three</b>
Work with Communications to develop a press release (Appendix 5) notifying citizens and contractors of procedures for: <ul style="list-style-type: none"> <li>a. Permits</li> <li>b. Registration of contractors (confirming credibility and legitimacy)</li> </ul>
Assign inspectors to follow up on repair inspections for work permits issued
Organize and maintain accurate files and records for reference
Coordinate with utility companies on service turn-ons (as needed) <ul style="list-style-type: none"> <li>a. Consumers</li> <li>b. DTE</li> <li>c. BWL</li> <li>d. East Lansing – Meridian Water &amp; Sewer Authority</li> </ul>
Assist the EM Liaison in preparing disaster loss estimates

Table 3: Three Stages of Damage Assessment

**B. Safety**

Damage assessment teams should be aware of their surroundings at all times. Use caution when driving thorough impacted areas. Be aware of hazards (downed electrical lines, damaged roads, and debris).

If the incident is a possible or suspected terrorist event, sabotage, or other crime, take extra precautions:

1. Do not touch or move debris
2. Take extra care to identify sites
3. Be aware of the potential for secondary devices
4. Notify first responders of any discoveries (law enforcement)

## Appendix 1: Damage Assessment Team Worksheets

### Appendix 1.1 Damage Survey Worksheet

#### Damage Survey Worksheet (Blank template for field use)

Type of Disaster / Survey Date:	County:
Street Name or Location:	Local Jurisdiction:
Team Conducting Survey:	Damage Type (Public or Private):

Address or General Location	Degree of Damage	Type of Structure	Flood Level in Feet: B=basement F=first floor		Description of Damage <small>(Include cost estimate for public facility damage. Include insurance coverage estimate for damage, if available / applicable. An alternative would be to use a simple alphabetic code for insurance coverage - e.g., N = no insurance; U = under insured; I = fully insured.)</small>	Latitude / Longitude <small>(if possible)</small>
			B	F		
	0 1 2 3					
<b>TOTALS:</b>						

**NOTE:** After the survey is completed, this worksheet should be **RETAINED** locally for reference and follow-up by federal and state officials. It is recommended that **SEPARATE WORKSHEETS** be used, wherever possible, to survey public and private damage.

Damage Classification	Damage:		Flood Depth:	
	Conventionally Built Structures	Manufactured (Mobile) Structure	Conventionally Built Structures	Manufactured (Mobile) Structure
<b>INACCESSIBLE</b>	The property cannot be accessed safely through reasonable methods and therefore cannot be assessed.			
<b>AFFECTED (0)</b>	Minimal damage to exterior of the home or non-essential basements. Residents can remain in the structure.	Home has suffered cosmetic damage only. Damage to outbuildings and detached structures.	Any water line in the crawl space or basement when essential living space or mechanical components are not damaged or submerged.	No damage affecting habitability; cosmetic damage only.
<b>MINOR DAMAGE (1)</b>	Structure sustained damage that does not affect structural integrity. For example, nonstructural damage to roof, interior or exterior walls.	Home is damaged and requires minimal repairs. There is no structural damage.	Water line below 18 inches in essential living spaces (bedroom, kitchen, etc.) or damage to mechanical components (furnace, water heater, HVAC, etc.).	Water line is below home's floor system but skirting or HVAC may be impacted. Visible water line below floor system.
<b>MAJOR DAMAGE (2)</b>	Home sustained significant structural damage and requires extensive repairs. For example, failure of structural elements of roof, walls or foundation	Residence has sustained structural or significant damage that requires extensive repairs. For example, the home has been displaced from the foundation.	Water line 18 inches above floor in essential living space, a water line above electrical outlets, or water line on first floor when basement is completely full.	Water has impacted floor system (to include belly board insulation, ductwork, and subflooring), or visible water line above the floor system.
<b>DESTROYED (3)</b>	Home is a total loss or damaged to such an extent that repair is not feasible.	Residence is a total loss. For example, if the frame is bent, twisted or otherwise compromised, roof covering is missing, the roof's structural ribbing has collapsed.	Complete failure of two or more major structural components. For example, collapse of basement walls, foundation, walls, or roof.	Water has compromised the living compartment

**TYPE OF STRUCTURE:** S – Single Family Home (Primary Residence); M – Manufactured (Mobile) Home (Primary Residence); A – Apartment / Rental Unit (Rental Residence); V – Vacation Home / Cottage (Secondary Residence); B – Business (For-Profit Organization); NPO – Non-Profit Organization (Not-For-Profit Organization); P – Public Facility (Also indicate the type of structure by name)



## Appendix 2: Damage Classification Matrix

### Appendix 2.1 Degree of Damage Categories

#### Damage Survey Considerations: Degree of Damage Categories (cont.)

#### Damage Classification: Rapid Evaluation Matrix

Damage Classification	Definition	Flood Damage examples (Conventionally built homes)	Flood Damage examples (Manufactured homes)	Non-Flood Damage examples (Conventionally built homes)	Non-Flood Damage examples (Manufactured homes)
0 – AFFECTED	Minimal damage to exterior and/or contents of home.	<ul style="list-style-type: none"> <li>Any water line in crawl space or basement when essential living space or mechanical components are not damaged or submerged.</li> </ul>	<ul style="list-style-type: none"> <li>No damage affecting habitability; cosmetic damage only.</li> </ul>	<ul style="list-style-type: none"> <li>Partial missing shingles or siding.</li> <li>Cosmetic damage such as paint discoloration or loose siding.</li> <li>Broken screens.</li> <li>Gutter damage and debris.</li> <li>Damage to an attached structure, such as a porch, carport, garage, or outbuilding with non-commercial use.</li> <li>Damage to landscaping, retaining walls, or downed trees that do not affect access to residence.</li> </ul>	<ul style="list-style-type: none"> <li>The frame of the dwelling is not bent, twisted or otherwise compromised, and no structural components have been damaged.</li> </ul>
1 – MINOR DAMAGE	Damages that do not affect structural integrity of residence.	<ul style="list-style-type: none"> <li>Water line up to 18 inches in an essential living space.</li> <li>Damage to mechanical components (e.g., furnace, boiler, water heater, HVAC, etc.)</li> </ul>	<ul style="list-style-type: none"> <li>Water line is below the floor system.</li> <li>Skirting or HVAC is impacted.</li> </ul>	<ul style="list-style-type: none"> <li>Nonstructural damage to roof components over essential living space.</li> <li>Nonstructural damage to interior wall components.</li> <li>Nonstructural damage to exterior components.</li> <li>Multiple small vertical cracks in foundation.</li> <li>Damage to chimney, including tilting, cracks or separation from residence.</li> <li>Damage to mechanical components.</li> <li>Damage or contamination of private well or septic system.</li> </ul>	<ul style="list-style-type: none"> <li>No structural damage and residence has not been displaced from foundation.</li> <li>Nonstructural components have sustained damage.</li> <li>Skirting or HVAC is impacted.</li> </ul>
2 – MAJOR DAMAGE	Significant structural damages requiring extensive repairs.	<ul style="list-style-type: none"> <li>Water line above 18 inches in an essential living space.</li> <li>Water line above electrical outlets.</li> <li>Water line on first floor of residence when basement is completely filled.</li> </ul>	<ul style="list-style-type: none"> <li>Water has come into contact with floor system.</li> <li>Residence has been displaced from foundation and other structural components have been damaged.</li> </ul>	<ul style="list-style-type: none"> <li>Failure or partial failure to structural elements of the roof over required rooms.</li> <li>Failure or partial failure to structural elements of the walls.</li> <li>Failure or partial failure to foundation, to include crumbling, bulging, collapsing, horizontal cracks of more than two inches, and shifting of the residence on the foundation by more than six inches.</li> </ul>	<ul style="list-style-type: none"> <li>Residence has been misplaced from the foundation and other structural components have been damaged.</li> </ul>
3 – DESTROYED	Residence is a total loss or repair is not feasible.	<ul style="list-style-type: none"> <li>Complete failure of two or more structural components (e.g., collapse of basement walls, foundations, walls, roof)</li> </ul>	<ul style="list-style-type: none"> <li>The residence is a total loss.</li> </ul>	<ul style="list-style-type: none"> <li>Only foundation remains.</li> <li>Immediate demolition or removal required because of disaster-related damage or confirmed imminent danger.</li> </ul>	<ul style="list-style-type: none"> <li>The frame of the residence is bent, twisted or otherwise compromised.</li> <li>Residence is missing the roof covering or the structural ribbing for the majority of the roofing system has collapsed.</li> </ul>

## Appendix 2.2 Inaccessible

### Damage Survey Considerations: Degree of Damage Categories (cont.)

**INACCESSIBLE:** Structures that cannot be reached by reasonable means due to disaster-related loss of access and for which damages cannot clearly be viewed from a safe vantage point at the time of the assessment should be considered inaccessible. Structures can be inaccessible due to damage to bridges, roads that are severely eroded, washed out, flooded or blocked by mudslides, etc. If structures can be safely reached through alternative routes, they should not be considered inaccessible.

If the damage is viewable from a safe vantage point, a damage level should be assigned. Individual apartment units that are not habitable due to damage to lower floors should also be included in the assessment.



### EXAMPLES OF INACCESSIBLE STRUCTURES:



## Appendix 2.3 0 – Affected

### Damage Survey Considerations: Degree of Damage Categories (cont.)

**0 – AFFECTED:** Structure has minimal damage, is habitable / usable, and requires mostly cosmetic repairs to return it to pre-disaster condition. Examples: partial missing shingles or siding, cosmetic damage such as paint discoloration or loose siding, broken screens, gutter damage and debris, damage to attached structures (porches, carports, garages, non-commercial outbuildings, etc.), downed trees that do not affect access to structure, and damage to landscaping and retaining walls. For flooding, the structure can be considered **AFFECTED** if there is any water line in the crawl space or basement (when essential living space or mechanical components are not damaged or submerged). Structures with minor access problems due to flooding can also be considered **AFFECTED**.

Non-flood disasters for manufactured (mobile) homes: The home's frame is not bent, twisted, or otherwise compromised, and no structural components of the home have been damaged (i.e., windows, doors, wall coverings, roof, bottom board insulation, ductwork, and/or utility hook-up).

Flood disasters for manufactured (mobile) homes: This category includes residences with cosmetic damage only that do not affect habitability. It also applies to residences with damage to a porch, carport, garage, and/or an outbuilding.



### EXAMPLES OF AFFECTED STRUCTURES (0):



## Appendix 2.4 1 – Minor Damage

### Damage Survey Considerations: Degree of Damage Categories (cont.)

**1 – MINOR DAMAGE:** Encompasses a wide range of damages that do not affect structural integrity. Examples of minor damage: Nonstructural damage to roof components over essential living spaces, nonstructural damage to interior walls (including drywall and insulations), nonstructural damage to exterior components, multiple small vertical cracks in the foundations, damage to chimney, damage to mechanical components (furnace, water heater, boiler, HVAC, etc.), damage or disaster related contamination of private wells or septic systems. For flooding, a structure can be considered to have sustained **MINOR DAMAGE** if there is a water line of up to 18 inches in an essential living space, or there is water damage to mechanical components of the home.

Non-flood damage to manufactured (mobile) homes: The home's frame is not bent, twisted, or otherwise compromised, and it has not been displaced from the foundation. However, other structural components of the home have sustained minor damage (i.e., windows, doors, wall coverings, roof, bottom board insulation, ductwork, and/or utility hook-up).

Flood damage to manufactured (mobile) homes: The water line is below the home's floor system but the skirting or HVAC may be impacted.



### EXAMPLES OF STRUCTURES WITH MINOR DAMAGE (1):



## Appendix 2.5 2 – Major Damage

### Damage Survey Considerations: Degree of Damage Categories (cont.)

**2 – MAJOR DAMAGE:** Structure has sustained significant damage or requires extensive repairs before it can be made habitable again. Damage involves substantial failures of the structural elements of the roof over required rooms, failures of the structural elements of walls, and failures to the foundation (including crumbling, bulging, collapsing, horizontal cracks of more than two inches, and shifting of the residence on the foundation of more than six inches). For flood disasters, 18 inches or more of water in essential living spaces, water that covers electrical outlets, or any water line on the first floor if a basement is completely full can be considered **MAJOR DAMAGE**. For dwellings in this category, at least one photo should be stored.

Non-flood damage to manufactured (mobile) homes: The structure suffered significant damage that requires extensive repairs, or has been displaced from the foundation.

Flood damage to manufactured (mobile) homes: Water has impacted the floor system, and/or the mobile home has been displaced from the foundation and other structural components have been damaged.

### EXAMPLES OF STRUCTURES WITH MAJOR DAMAGE (2):



## Appendix 2.6 3 – Destroyed

### Damage Survey Considerations: Degree of Damage Categories (cont.)

**3 – DESTROYED:** Structure is a total loss or damaged to such an extent that repair is not feasible. What is left will have to be bulldozed off or dismantled for new construction. Any one of the following conditions of a structure may constitute a classification of DESTROYED: Complete failure of two or more structural components (e.g., collapse of basement walls, foundation, load-bearing walls, or roof), only the foundation remains, structure is in imminent threat of collapse because of disaster-related damage or confirmed imminent danger (e.g., impeding landslides, mudslides, or sinkholes).

Non-flood damage to manufactured (mobile) homes: The frame of the home must be bent, twisted, or otherwise compromised. The home is missing the roof or the structural ribbing has collapsed for the majority of the roof system.

Flood damage to manufactured (mobile) homes: The home is a total loss.

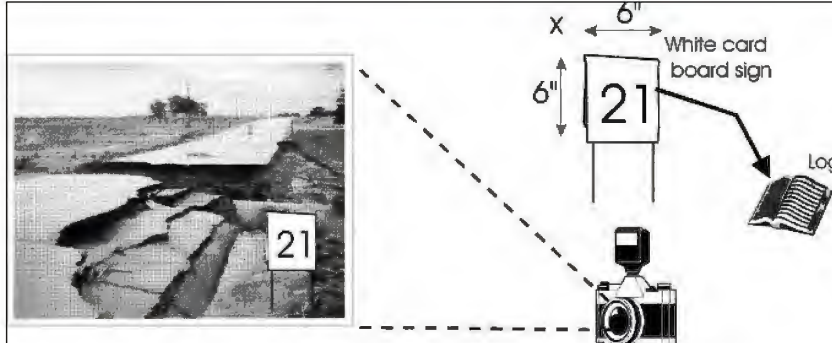
### EXAMPLES OF DESTROYED STRUCTURES (3):





## Appendix 3: Photography Guidelines

### Guidelines for Disaster Photography



Each disaster site should be photographed from a minimum of three different positions to ensure proper image documentation.

**Step 2: Context Image.** The context image will show the damaged site in relationship to other surrounding structures and land uses. In other words, this image would be shot from a distance such that the site in question, plus the immediate surrounding properties, can be easily viewed within the frame. Such an image would provide the “big picture” of where the site sits in relationship to everything around it. For example:



### Guidelines for Disaster Photography

**Step 3: Curbside Image.** The curbside image will show the damaged site as it would appear if you were standing in front of it in the street. The site should fill the image frame from edge to edge. For some sites, it may be necessary to stand a little further back than curbside to obtain the proper edge to edge image, but the principle remains the same. This image should contain only the site, and not the surrounding properties. This image will provide a mid-range view of the damage at the site. For example:



**Step 4: Close-Up Image.** The close-up image will show the damaged site, or portion of the site, as it would appear if you were standing directly in front of it, approximately 5' - 15' away. This image would be particularly useful in highlighting specific details of the damage, such as focusing on a damaged doorway to a building or a hole in a roadway. In some cases, more than one close-up image will be necessary to adequately portray the damage. For example:



## Appendix 4: First Responder Worksheets

### Appendix 4.1 Windshield Surveys

### WINDSHIELD SURVEY FORM

Area Surveyed: \_\_\_\_\_  
*(Area name or street boundaries)*

Unit ID: \_\_\_\_\_ Date/Time: \_\_\_\_\_

**Record the number of properties in each category:**

<b>Private Property</b>	<b>Destroyed</b>	<b>Major</b>	<b>Minor</b>	<b>Affected</b>	<b>Inaccessible (could not eval)</b>
Businesses					
Single Family					
Multi-Family					
Mobile Home					

<b>Public Property</b>	<b>Destroyed</b>	<b>Major</b>	<b>Minor</b>	<b>Affected</b>	<b>Inaccessible (could not eval)</b>
Bridges					
Fire/Police Bldg					
Hospital					
Nursing Home					
Public Bldg					
Roads					
Schools					
Utility					
Water supply					
Wastewater					
Other					

**Notes:**

**Appendix 4.2  
Wind Damage**



Meridian Township

Jan 2020

**WIND DAMAGE - WINDSHIELD SURVEY FORM**

Area Surveyed: \_\_\_\_\_  
*(Area name or street boundaries)*

Date: \_\_\_\_\_

Driver: \_\_\_\_\_

Start Time: \_\_\_\_\_

Mileage Start: \_\_\_\_\_

Observer: \_\_\_\_\_

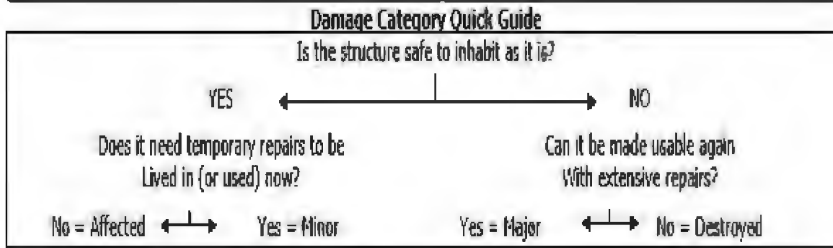
End Time: \_\_\_\_\_

Mileage End: \_\_\_\_\_

Record the number of properties in each category:

Address Block	Trees in Yard	Trees on House	Trees in Roadway	Wires down	Bldg Damage Affec/Min/Maj/Des	Inaccessible (could not evaluate)

NOTES:



Return this form to the Township Emergency Management Liaison



## Appendix 5: News Release Template

This news release should be distributed to the Township Manager (PIO) for release to radio, television, and newspapers immediately after the disaster to warn residents of the following:

1. Damage areas
2. When damage assessment teams will be deployed
3. Restoration timelines, if available
4. To check a contractor's credentials before agreeing to have work performed

### CONTRACTOR NEWS RELEASE RECOMMENDATION

*During recovery from the recent (name the disaster), all contractors engaged in any repair work or rebuilding performed within Meridian Township in the affected area must register at (location). All citizens and residents of Meridian Township please be informed that the purpose of this requirement is to screen out possible opportunists from taking advantage of the current situation. A separate screening procedure will be set up to verify all newly registered contractors. Furthermore, residents are warned: do not sign blank contracts; do not agree to have work performed without seeing the contractor's registration card; and do not contract for repair work or alterations not authorized by Meridian Township Community Planning & Development.*



13. B

**To: Board Members**  
**From: Frank L. Walsh, Township Manager**  
**Date: February 15, 2022**  
**Re: Harkness Law Firm Contract**

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Please review the attached February 3, 2022 letter authored by The Harkness Law Firm, PLLC.

Dating back to 2010, Meridian Township and Mr. Harkness have worked together on prosecution services. Since 2015, Mr. Harkness has owned and operated his own Meridian Township based law firm. The current contract will terminate on April 30, 2022, unless the Board chooses to extend the contract for an additional three years. Section 28 (Page 7) of the current contract allows the Board to extend the agreement.

The options in front of the Board include seeking a Request For Proposals (RFP) or extend the contract by implementing Section 28. Mr. Harkness has offered to extend the contract with no increase over each of the three years. Chief Plaga will be in attendance should you have any questions regarding the past and ongoing performance of the Harkness Firm.

If the Board chooses to solicit bids, we should get started immediately as to have our potentially new prosecutor in place by May 1, 2022. Please let me know if you have any questions.

**Attachments:**

1. The Harkness Law Firm, PLLC Letter
2. Current Harkness Law Firm Contract
3. Current Staff Resumes

# The Harkness Law Firm, PLLC

4121 Okemos Rd., Suite 17  
Okemos, MI 48864  
(517) 381-2461

February 3, 2022

Mr. Frank Walsh  
Township Manager  
Meridian Charter Township  
5151 Marsh Rd.  
Okemos, MI 48864

RE: Township Prosecution Contract

Mr. Walsh:

Please find this correspondence as it relates to the above referenced matter.

As you are already aware, the contract between The Harkness Law Firm, PLLC and Meridian Township for prosecution services is set to expire at the end of April 2022. For the reasons set forth below, I am asking that Meridian Township consider renewal of the current contract with the Harkness Law Firm, PLLC pursuant to Section 28 of the existing contract. (Ex 1). The renewal would maintain the current rate of eighty thousand (\$80,000.00) dollars per year for another three (3) years.

If you recall, The Harkness Law Firm PLLC has represented Meridian Township in criminal matters since April 2015 when we were selected by the Township Board following competitive bids. Since that time our office has continued to grow, thrive, and expand our municipal practice. As it relates to municipal representation, we have represented Meridian Township since 2015 (as the Harkness Law Firm, PLLC) (Bodwin & Associates from 2010 to 2015), the City of Albion since 2011, the City of Eaton Rapids since 2017, Leoni Township as Special Council since 2019, and Clarence Township since January 2022.

Meridian Township continues to be one of our most valued clients. As you are aware, our office is a Meridian Township based firm. My wife and I are Township residents and homeowners and intend to remain here. As a resident of Meridian Township, the contract with Meridian Township continues to be very personal to me as I view it as an opportunity to help protect the community in which I reside. I have worked with the Township, and more specifically the Meridian Township Police Department for over a decade. Over the years our office has developed an excellent working relationship with the police department, as well as the administrative staff of the Township. We continue to enjoy the relationship of mutual trust, respect, and professionalism that we have developed with the Township. Additionally, we have provided, and continue to

# The Harkness Law Firm, PLLC

4121 Okemos Rd., Suite 17

Okemos, MI 48864

(517) 381-2461

provide, excellent representation to Meridian. Below are a few of our firm's key statistics for Meridian Township:

1. In my tenure as township prosecutor, I have reviewed and authorized over 1350 warrant requests, with approximately 400 of those being reviewed during the current contract;
2. Warrant requests are returned to the police department within 48 hours and frequently in less than 24 hours;
3. During the term of the current contract we have closed over 922 cases for Meridian Township;
4. Our office has achieved and continues to maintain a perfect jury trial record;
5. Our office oversees the Meridian Township Diversion Program where we give first-time retail fraud and minor in possession offenders an opportunity to avoid criminal convictions by diverting prosecution in favor of community service, fines, and restitution;
6. We have drafted additional ordinance crimes to further expand the areas of local prosecution, allowing the Township to recoup additional fines and costs, at no additional cost to the Township. We hope to have these ordinances before the board for consideration in the near future;
7. Our statistic of having over 95% of persons charged with civil violations or criminal offenses in Meridian Township be ultimately convicted remains intact;
8. We routinely provide legal advisory opinions to the Meridian Police to keep them apprised of important changes in Michigan law and make ourselves available for officer questions both during the work day and after hours;
9. We provide monthly reports to the police department on the status of cases;
10. Our office annually presents to the Meridian Township Citizens Academy on criminal law and the legal system;
11. Individually, I have been selected by Super Lawyers Magazine as a rising star for Municipal law every year since 2018;
12. Individually, I maintained an AV Preeminent peer rating by Martindale-Hubbell since 2018;

Our office intends to continue to maintain those statistics moving forward. Our attorneys and staff also regularly participate in continuing legal education through the Institute of Continued Legal Education and the Prosecuting Attorneys Association of Michigan and we intend to continue to do so as there are constantly new developments in the law. Our firm has also continued to maintain memberships in professional organizations that provide updates on key changes in the law such as the Michigan Association of Municipal Attorneys and the International Municipal Lawyers Association. I have attached our current staffs' resumes to this correspondence for your reference (Ex 2).

In addition to our representation, our office also enjoys being actively involved in community organizations, including, but not limited to, the Meridian Area Business Association and the



# The Harkness Law Firm, PLLC

4121 Okemos Rd., Suite 17

Okemos, MI 48864

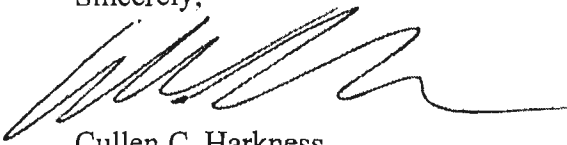
(517) 381-2461

Haslett-Okemos Rotary Club. We also remain committed to our continued support of community and Township events as we view our community involvement essential to our continued growth and success.

Given our history of professional excellence in representing Meridian Township to date and our community involvement, I would ask that you consider renewal of our contract.

I sincerely appreciate your consideration of this matter. Should you have any questions, please do not hesitate to contact me.

Sincerely,

A handwritten signature in black ink, appearing to read 'C. Harkness', with a long horizontal flourish extending to the right.

Cullen C. Harkness

Managing Member

The Harkness Law Firm, PLLC

Enc

# EXHIBIT 1

RETAINER AGREEMENT FOR PROSECUTION OF UNIFORM TRAFFIC CODE,  
MOTOR VEHICLE CODE, AND OTHER SPECIFIED ORDINANCES,  
ADMINISTRATION OF RETAIL FRAUD AND MINOR IN POSSESSION DIVERSION  
PROGRAMS, FORFEITURE OF PROPERTY SEIZED PURSUANT TO THE  
MICHIGAN CONTROLLED SUBSTANCES ACT AND PUBLIC ACT 236 OF 1961  
(OMNIBUS FORFEITURE)

The Charter Township of Meridian, Ingham County, State of Michigan ("the Township") with offices located at 5151 Marsh Road, Okemos, Michigan 48864-1198, and The Harkness Law Firm, PLLC ("the Contractor"), with offices at 4121 Okemos Rd., Suite 17, Okemos, MI 48864, agree as follows:

1. The Township agrees to retain the contractor to represent the Township as an attorney to prosecute certain violations of the Township Code of Ordinances as specified below.
2. The Township further agrees to retain the contractor to represent the Township as an attorney to oversee and administer the diversion program which has been instituted for offenders who commit the crime of Retail Fraud Third, have no prior criminal record, and otherwise meet the requirements of the diversion program.
3. The Township further agrees to retain the contractor to represent the Township as an attorney to oversee and administer the diversion program which has been instituted for offenders who commit the crime of Minor in Possession, have no prior criminal record, and otherwise meet the requirements of the diversion program.
4. The Township agrees to retain the Contractor to represent the Township as an attorney to forfeit property seized by the Meridian Township Police Department as a result of violations of the Michigan Controlled Substances Act, Public Act 236 of 1961 (Omnibus Forfeiture), and any other applicable forfeiture statute as authorized by the Township.
5. The Township agrees to retain the Contractor to represent the Township as an attorney to oversee and administer any later adopted and authorized diversion program for offenders who violate applicable local ordinances.
6. SCOPE OF SERVICES:
  - a. Prosecute traffic violations of Township Code Chapter 74 and the Uniform Traffic Code and the Michigan Vehicle Code as adopted by the Township.
  - b. Prosecute violations of Township Code Chapter 50.

- c. Assist the Township Police Department with preparation of appearance and complaint tickets.
- d. Review modifications to the Uniform Traffic Code and Michigan Vehicle Code and assist the Township with revisions to Chapter 74 and Chapter 50 of the Township Code.
- e. Submit monthly detailed reports to the Township Police Department summarizing the disposition of all cases and identifying the total monthly hours spent in prosecution and related services.
- f. Work with District Court Judges to assure efficient court scheduling of Township cases to contain costs.
- g. Provide advice to the Police Chief on methods for improving the cost efficiency of enforcing and prosecuting violations of Township Code Chapter 74, Township Code Chapter 50, and the Uniform Traffic Code and Michigan Vehicle Code as adopted by the Township.
- h. Evaluate cost recovery opportunities authorized by State statute for violations of Township Code Chapter 74, Township Code Chapter 50, and the Uniform Traffic Code and Michigan Vehicle Code as adopted by the Township.
- i. Represent the Township in appeals to the Circuit Court for violations of Township Code Chapter 74, Township Code Chapter 50, and the Uniform Traffic Code and Michigan Vehicle Code as adopted by the Township.
- j. Review police reports and advise Township Police Department regarding probable cause determinations and preparation of summons and complaints where neither an appearance ticket nor warrant is issued.
- k. Review police reports regarding retail fraud third violations to determine eligibility for the Meridian Township Diversion Program, which has been instituted for the crime of Retail Fraud Third violations.
- l. Prepare and issue the summons and complaints for the charge of Retail Fraud Third wherein the Defendant does not qualify for diversion or fail to successfully complete it.
- m. Meet with the Retail Fraud Third Defendants who are eligible for diversion, go over the necessary agreements and requirements of the program, and monitor the file to make sure the Defendant successfully completes the requirements of the program, including having paid the necessary fees to the Township.

- n. Send out all necessary correspondence/notification to the Defendants, Police Department, and Victim regarding the defendants' participation in the Retail Fraud Diversion Program.
- o. Review police reports regarding Minor in Possession violations to determine eligibility for the Meridian Township Diversion Program, which has been instituted for the crime of Minor in Possession violations.
- p. Prepare and issue the summons and complaints for the charge of Minor in Possession wherein the Defendant does not qualify for diversion or fail to successfully complete it.
- q. Meet with the Minor in Possession Defendants who are eligible for diversion, go over the necessary agreements and requirements of the program, and monitor the file to make sure the Defendant successfully completes the requirements of the program, including having paid the necessary fees to the Township.
- r. Send out all necessary correspondence/notification to the Defendants, Police Department, and Victim regarding the defendants' participation in the Minor in Possession Diversion Program.
- s. Review police reports regarding incidents where property subject to forfeiture has been seized.
- t. Prepare and issue the summons and complaints for the commencement of a judicial forfeiture action when necessary.
- u. Review and authorize, in conjunction with the Meridian Township Police Department, the seizure of property subject to seizure under the Michigan Controlled Substances Act and Omnibus Forfeiture Statute.
- v. Review and authorize, in conjunction with the Meridian Township Police Department, settlement agreements and releases of liability for seized property.
- w. In conjunction with the Meridian Township Police Department, conduct negotiations for settlement with property claimants;
- x. Send out all necessary correspondence/notification to the Claimants, Police Department, prosecuting officials, lien holders, and other parties with an interest in the seized property.
- y. Appear and represent the Township in any judicial forfeiture action arising out of property seized pursuant to the Michigan Controlled Substances Act and Omnibus Forfeiture Statute.

- z. Appeals by the Township to the Circuit Court as requested by the Chief of Police for cases and/or services described in paragraph 5 of this agreement.
  - aa. All litigation in the Court of Appeals, Supreme Court or federal courts for cases and/or services described in paragraph 6 of this Agreement.
  - bb. Legal research as requested by the Township and not included under paragraph 6 above.
  - cc. Ordinance and policy drafting as requested by the Township.
  - dd. Review police reports regarding ordinance violations to determine eligibility for later adopted diversion programs. Meet with the Defendants who are eligible for later adopted diversion programs, go over the necessary agreements and requirements of the program, and monitor the file to make sure the Defendant successfully completes the requirements of the program, including having paid the necessary fees to the Township.
7. The Contractor shall be compensated by the Township as follows:
- a. A retainer of six thousand six hundred sixty-six and 66/100 Dollars per month (\$6,666.66/month) shall be paid monthly for services rendered pursuant to paragraphs 1, 2, 3, 4 and 5 above.
  - b. The Contractor shall bill in detail for and be reimbursed at cost for all out-of-pocket expenses incurred in pursuit of Township business including filing fees, postage, witness fees, service of process and computerized legal research charges.
8. The Contractor shall exercise full authority under MCL 41.187 to prosecute violations of the Township ordinances as set forth above, to countersign the certificates of jurors and witnesses, to authorize Complaints and Warrants for Arrest, and to perform such duties as are necessarily incidental to the prosecution of ordinance violations.
9. In the event of a conflict of interest, the Contractor may refuse to accept the representation of the Township on any particular matter and in that event shall immediately advise the Township and request the Township appoint another attorney to prosecute such matters.
10. The Township shall provide for document and record storage.
11. The Township shall provide personnel and procedures for response to document requests by defendants and defense attorneys.

12. The Township shall provide all necessary reports and documents to the Contractor in a timely manner.
13. All case files, including letters, notes, pleadings, briefs, memoranda and other documents prepared by the Contractor and filed in particular cases, and all reports required to be prepared under this agreement shall become and shall remain Township property. Any and all articles, software programs, forms, procedures, systems, trade secrets or other forms of intellectual property created or assembled by the Contractor that do not pertain directly and exclusively to particular case files or to reports required to be prepared under this agreement shall remain the sole and exclusive property of the Contractor.
14. It is expressly understood and agreed that the Contractor is retained by the Township as an independent contractor for the performance of the services required by this agreement. The Contractor shall in no way be deemed to be and shall not hold himself out as an employee of the Township and shall not be entitled to any benefits of the employees and officials of the Township, such as, but not limited to, health, accident, and life insurance, paid sick or vacation leave, and pension. The Contractor shall be responsible for payment of all applicable taxes including income and FICA and FUTA to the proper federal, state and local governments, at no additional cost to the Township.
15. The Contractor shall not assign, subcontract or otherwise transfer his duties and/or obligations under this agreement, except to persons in his employ approved by the Township.
16. In the event that the Contractor uses employees, he shall be solely responsible for their supervision as well as for their acts, omissions or negligence. The Contractor shall be solely responsible for payment of all compensation due to his employees for services rendered under this agreement and for payment of all applicable taxes including, but not limited to, income, FICA and FUTA taxes, to the proper federal, state and local governments, at no additional cost to the Township.
17. The contractor and all subcontractors performing work under this Contract shall not discriminate 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, including, but is not limited to, pregnancy, childbirth, or a medical condition related to pregnancy or childbirth that does not include nontherapeutic abortion not intended to save the life of the mother, height, weight, marital status, source of income, familial status, educational association, sexual orientation, gender identity or expression, HIV status, physical or mental limitation, disability, including but not limited to or a disability that is unrelated to the individual's ability to perform the duties of a particular

job or position. A breach of this covenant shall be regarded as a material breach of the contract.

18. The attorney shall comply with the Michigan Workers' Disability Compensation Act (WDC Act). If the Contractor acquires employees or he, himself, becomes an employee of a partnership or corporation within the meaning of the WDC Act, he shall provide the Township with either proof that he has acquired Workers' Compensation Insurance as required by the WDC Act, or that an exclusion form has been properly filed with the Bureau of Workers' Disability Compensation.
19. The Contractor shall maintain professional liability (malpractice) insurance in the amount of One Million Dollars (\$1,000,000.00) per claim and One Million Dollars (\$1,000,000.00) aggregate. In the event that the Contractor utilizes employees to perform services under this agreement, the Contractor shall ensure that such employees are covered by professional liability insurance in the amount specified.
20. The Contractor shall provide the Township Manager and Clerk with a certificate of insurance confirming the acquisition of the professional (malpractice) liability insurance required by the above section. The certificate of insurance shall contain a provision stating that the coverage afforded under the policy will not be changed or cancelled until at least thirty (30) days prior written notice has been provided directly to the Township by the carrier.
21. The Township may conduct an evaluation of the services performed by the Contractor. The Contractor shall provide the Township with such reasonable reports, records, and other information relating to the services performed under this agreement as the Township may require from time to time and/or to conduct its review or to verify that the services have been properly performed. Contractor shall attend such meetings and answer such questions as the Township Board or Township Supervisor or Township Manager or Township Police Chief may reasonably require regarding the services performed, without additional compensation.
22. No failure or delay on the part of either of the parties of 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.
23. Modifications, amendments or waivers of any provision of this agreement may be made only by the written mutual consent of the parties hereto.
24. This agreement contains all the terms and conditions agreed upon by the parties hereto and no other agreements, oral or otherwise, regarding the

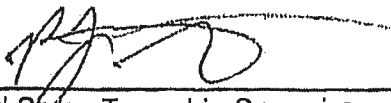


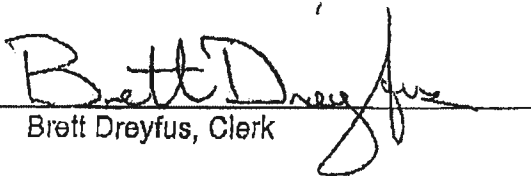
subject matter of this agreement or any part thereof shall have any validity or bind either of the parties hereto.

25. If any provision of this agreement is held to be invalid 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 declared invalid.
26. The term of this agreement shall be from May 1, 2019, through April 30, 2022, unless renewed by mutual written agreement of the parties as set forth in paragraph 28 or terminated according to its terms.
27. This agreement may be terminated by either party during its term upon thirty (30) days prior written notice.
28. The Township and the Contractor may, by mutual agreement, exercise an option to extend this agreement for three (3) additional years from May 1, 2022 to April 30, 2025. All terms and conditions shall remain in effect through the period of such renewal unless modified in writing by the parties.

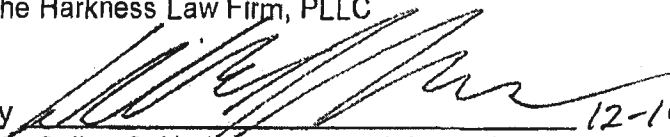
Thus, the parties have caused this agreement to be signed by their duly authorized agents this 10th day of December, 2018.

CHARTER TOWNSHIP OF MERIDIAN,  
COUNTY OF INGHAM, STATE OF MICHIGAN

By   
\_\_\_\_\_  
Ronald Syka, Township Supervisor

By   
\_\_\_\_\_  
Brett Dreyfus, Clerk

The Harkness Law Firm, PLLC

By   
\_\_\_\_\_  
Cullen C. Harkness, Managing Member 12-10-18

# EXHIBIT 2

**Cullen C. Harkness**  
4121 Okemos Rd., Ste. 17  
Okemos, MI 48864  
Phone: (517) 381-2461  
Cullen@harknesslawpllc.com

## EDUCATION

**Western Michigan University – Thomas Cooley Law School, Lansing, MI (August, 2004 to December, 2007)**

- Juris Doctoral, Litigation Concentration (December, 2007)
- Awarded Honors Scholarship for Academics (August, 2004)
- Dean's List

**Indiana University, Bloomington, IN (August, 2000 to May, 2004)**

- Bachelor of Arts in Political Science
- Awarded Indiana University Faculty Award for Academics for four years
- Dean's List

## BAR ADMISSIONS

**United States Supreme Court, 2018**

**United States District Court, Western District of Michigan, 2008**

**Michigan, 2008**

## LEGAL EXPERIENCE

**The Harkness Law Firm, PLLC, Managing Member, Okemos, MI (April, 2015 to Present)**

Responsible for client development, managing own docket, drafting pleadings, motions, briefs, attending hearings, serving as Meridian Township Prosecutor, serving as Albion City Attorney, serving as Eaton Rapids City Attorney, serving as Township Attorney for Clarence Township, serving as Special Counsel for Leoni Township, serving as a circuit court case evaluator for multiple counties, conducting trials, drafting and arguing appeals, and completing research.

**Bodwin & Associates, P.C., Associate Attorney, East Lansing, MI (October, 2010 to April 2015)**

Responsible for client development, managing own docket, drafting pleadings, motions, briefs, attending hearings, serving as Meridian Twp. Prosecutor, serving as Albion City Attorney, completing research.

**Law Office of Gerald A. Gordinier, Contract Attorney, Rochester, MI (September, 2008 to October, 2010)**

Responsible for interacting with clients, drafting motions, completing research, attending case evaluations, hearings, pre-trial conferences, and administering informal estates.

**The Harkness Law Firm, PLLC, Managing Member, Lansing, MI (May, 2008 to October, 2010)**

Responsible for representing clients in District and Circuit Courts, drafting pleadings, attending hearings, pre-trial conferences, completing research, developing a client base, and managing the daily operations of a law firm. Practice areas included: criminal, family, estate planning/administration and general civil litigation.

**Cardelli, Lanfear & Buikema, P.C., Legal Clerk, Royal Oak / Grand Rapids, MI (May, 2007 to December, 2007)**

Responsible for completing research, drafting memos, motion briefs, pleadings, and complaint analyses.

## PROFESSIONAL AND CIVIC ASSOCIATIONS

**International Municipal Lawyers Association, Associate Member, Okemos, MI (July 2018 to Present)**

**State of Michigan – Attorney Discipline Board, Hearing Attorney, Ingham County, MI (February 2018 to Present)**

**Eaton County Circuit Court, Commercial Case Evaluator, Charlotte, MI (November 2017 to Present)**

**Ingham County Circuit Court, Commercial Case Evaluator, Lansing, MI (June 2017 to Present)**

**Meridian Area Business Association, Member, Okemos, MI (February 2012 to Present), Board Member / Board Counsel (January 2016 to December 2019)**

**Haslett-Okemos Rotary Club – Okemos, MI, Member, (February 2012 to Present)**

**Michigan Association of Municipal Attorneys, Member**, Okemos, MI (August 2011 to Present)

**Indiana University Alumni Association, Member**, Bloomington, IN (May 2004 to Present)

**Delta Kappa Epsilon Fraternity – Indiana University**, Bloomington, IN (Alumnus)

### SPEAKING ENGAGEMENTS

**Western Michigan University – Thomas Cooley Law School – Law Office Management**, Lansing, MI (March 2019)

**State Bar of Michigan – Controlled Substance Forfeiture**, Traverse City, MI (October 2018)

**Ingham County Bar Association – Controlled Substance and Omnibus Forfeiture**, Lansing, MI (March 2015, April 2018)

**Meridian Township Citizen’s Academy – Criminal Law and the Legal System**, Okemos, MI (2010-2019), (2021)

### CERTIFICATIONS

**Evidential Breath Test Operator (Class II)** – Michigan State Police, Marshall, MI, (May 2017)

**Litigation** – Western Michigan University – Cooley Law School, Lansing, MI, (December 2007)

### APPELLATE OPINIONS

*People of Meridian Township v Jason Banas*, unpublished per curiam opinion, decided (February 22, 2018) (No. 338298), *lv den* 503 Mich 861, 917 NW2d 377 (2018), *recon den* 503 Mich 951, 922 NW2d 346 (2019)

*In re Forfeiture of \$11,377*, unpublished per curiam opinion, decided (July 14, 2015) (No. 321641)

### PROFESSIONAL RECOGNITION

**AV Preeminent Peer Review Rating**, Martindale-Hubbell (November 2018), (2019), (2020), (2021)

**Client Champion Award, Platinum Level**, Martindale-Hubbell (August 2018), (2019), (2020), (2021)

**Selectee, Michigan Rising Stars (Municipal Law)**, Super Lawyers Magazine (May 2018), (2019), (2020), (2021)

**Elite Service Award**, ARAG Legal Insurance, (2017)

### CONTINUING LEGAL EDUCATION

**Criminal Law Update 2020, Michigan Case Update**, ICLE, Ann Arbor, MI (February 2021)

**Traffic Safety Legal Update**, PAAM, Webinar, Lansing, MI (January 2020)

**Recreational Adult-Use Marijuana Legalization**, ICLE, Ann Arbor, MI (December 2019)

**Datamaster DMT & Breath Alcohol Training for Prosecutors**, Michigan State Police, Dimondale, MI (July 2019)

**Adult Use Marijuana Rules**, MML, Ann Arbor, MI (July 2019)

**Body-Worn Camera Videos and 911 Calls in Criminal Cases**, ICLE, Ann Arbor, MI (July 2019)

**Under the Influence of Cannabis**, PAAM, East Lansing, MI (January 2019)

**Drunk and Drugged Driving Update 2018**, ICLE, Ann Arbor, MI (September 2018)

**Expert Witness Examination**, NITA, Boulder, CO (July 2018)

**Michigan Open Meetings Act**, MML, Ann Arbor, MI (June 2018)

**Civil Asset Forfeiture**, ICLE, Ann Arbor, MI (May 2018)

**Criminal Law Update 2018**, ICLE, Ann Arbor, MI (May 2018)

**Ethics Update 2017**, ICLE, Ann Arbor, MI (December 2017)

**Drunk and Drugged Driving Update 2017**, ICLE, Ann Arbor, MI (November 2017)

**Exhibits Demonstration**, ICLE, Ann Arbor, MI (September 2017)  
**Advanced OWI Prosecution**, PAAM, Midland, MI (August 2017)  
**Collateral Consequences of Criminal Convictions**, ICLE, Ann Arbor, MI (July 2017)  
**Criminal Law Update 2017**, ICLE, Ann Arbor, MI (July 2017)  
**Evidential Breath Test Operation**, Michigan State Police, Marshall, MI (May 2017)  
**Overview of Drug and OWI Forfeiture Laws**, PAAM, Lansing, MI (March 2017)  
**Regulating Medical Marijuana Facilities**, Michigan State University, East Lansing, MI (February 2017)  
**Nuts and Bolts of OWI Investigations and Prosecutions**, PAAM, Port Huron, MI (February 2016)

**References available upon request**



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Feb. 2015-Aug. 2017

51<sup>st</sup> District Court

Waterford, MI

**Deputy Clerk - Probation**

- Effectively assisted the probation officers in managing approximately 300 varying probation cases
- Computed data into computer systems such as LEIN (Law Enforcement Information Network), JDW (Judicial Data Warehouse), DCCMIS (Drug Court Case Management Information System), and JIS (Judicial Information System)
- Investigated sensitive information pertaining to specific persons and case files paying close attention to patterns of conflict
- Analyzed testing habits and treatment attendance
- Administered and analyze urine analyses
- Composed clear and concise court documents such as *Summons Appointments*, *Notices to Appear* and *Terms of Probation*

Sept. 2013-Dec. 2013

51<sup>st</sup> District Court

Waterford, MI

**Probation Intern**

- Scheduled and mediated reviews of individuals on probation
- Maintained a working knowledge of DSSC, JIS, and LEIN in addition to computing JASAE and NEEDS Assessments
- Performed Pre-Sentence Interviews and offer terms of probation recommendation to Judge's Kuhn and Switalski
- Assisted Probation Officers Reid, Larkin and Booth with clerical tasks such as filing documents, writing court summons and documenting probation violations
- Verified probationer's support group, counseling and PBTs/U.A. logs by cross-referencing online databases with the person's own documentation

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**Education**

Aug. 2017- May 2020

Michigan State University - College of Law

East Lansing, MI

Sept. 2010- May 2014

Oakland University- Bachelor of Arts

Rochester, MI

**Oakland University**

Major - Criminal Justice; Minor - Sociology

- Cum Laude, Department Honors
- GPA 3.53
- Dean's List - 2012/2013
- Dean's List - 2013/2014

**Michigan State University - College of Law**

Juris Doctorate

- Juris Prudence Award – Negotiations

# J. Maxwell Habermann, BS, CP

4121 Okemos Road, Suite 17

Okemos, MI 48864

Ph: (517) 381-2461

Email: max@harknesslawpllc.com

## EMPLOYMENT

### Certified Paralegal/Office Manager

Okemos, MI

*Harkness Law Firm, PLLC*

May 2015 – present

- Maintain docket schedules for the Meridian Township Prosecutor, Albion City Attorney, and City of Eaton Rapids Prosecuting Attorney by: providing defense attorneys with appropriate discovery, maintaining prosecution files, contacting the court regarding hearing schedules, sending subpoenas to witnesses and officers, and maintaining the docket calendars
- Answer phone calls and questions from current and prospective clients, maintain filing and office organization, draft and serve pleadings on parties, and manage office supplies
- Meridian Township Diversion Coordinator: Send correspondence to defendants, retailers, and the Meridian Township Police Department when an individual is eligible for diversion; maintain the Defendant's files and ensure they complete requirements for participation; keep up the diversion calendar; and, maintain random substance abuse testing schedule

### Paralegal

East Lansing, MI

*Bodwin & Associates, PC*

January 2014 – May 2015

- Was the Legal Assistant for the Managing Partner and provided him with critical support related to Personal Injury Defense: managed client files, answered phones, responded to inquiries from current and potential clients, requested insurance PIP files, answered document production requests, scheduled depositions, and scheduled mediations
- Drafted pleadings, proofs of service, correspondence, notices, subpoenas, motions with briefs in support, filed documents with the court, served documents on parties, and maintained internal filing
- Managed dockets for the Meridian Township Prosecuting Attorney and the Albion City Attorney and scheduled appointments for Township Diversion program

### Paralegal Internship

East Lansing, MI

*Bodwin & Associates, PC*

August 2013 – December 2013

- Assisted staff and attorneys with drafting pleadings, completed legal research via Westlaw, communicated with clients and court personnel, and drafted correspondence
- Became familiar with file maintenance, procedures for mailing and service of legal documents, issuing subpoenas, and court procedure

## EDUCATION

Certified Paralegal through NALA

July 2016 – Present

Lansing Community College

Lansing, Michigan

Post-Bachelor Paralegal Certificate Program (ABA Accredited)

December 2013

Presidents List – Summer 2012, Spring 2013

Grand Valley State University

Allendale, MI

Bachelor of Science, Criminal Justice

August 2010





**To: Board Members**  
**From: Ronald J. Styka, Township Supervisor**  
**Date: February 15, 2022**  
**Re: Township Trustee Search Process**

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With the appointment of Township Trustee Dan Opsommer to Assistant Township Manager, the Board must now conduct a selection process for a new Trustee. The effective date of his resignation as Trustee was February 13, 2022. If the Township Board wishes to fill the position, they must do so by Wednesday, March 30, 2022. Please see the attached outline for appointing a new Township Trustee. I'm suggesting to name a three member Application Review Committee consisting of Trustee Sundland, Trustee Jackson and Trustee Wisinski.

The application period will be two weeks, with pre-screening on February 16, 2022. Interviews will be held from 5:00 PM – 6:00 PM, preceding our March 15, 2022 Board meeting.

Motion for Township Board Consideration:

**MOVE THAT THE TOWNSHIP BOARD ADOPTS THE “PROCESS FOR APPOINTING A NEW TOWNSHIP TRUSTEE” INCLUDING THE APPOINTMENT OF TRUSTEES JACKSON, WISINSKI, AND SUNDLAND AS THE APPLICATION REVIEW COMMITTEE, AND ADOPTS THE “APPLICATION FOR MERIDIAN TOWNSHIP TRUSTEE CANDIDATE QUESTIONNAIRE”.**

**Attachments:**

1. Process for Appointing a New Township Trustee
2. Application for Township Trustee

# **Process for Appointing a New Township Trustee**

## **February 15, 2022**

With the appointment of Township Trustee Dan Opsommer to Township Assistant Manager, the Board must now conduct a selection process for a new Trustee. The effective date of his resignation as Trustee was February 13, 2022. If the Township Board wishes to fill the position, they must do so Wednesday, March 30, 2022.

The proposed schedule is as follows:

### **February 15, 2022**

At its February 15<sup>th</sup> Board meeting, the Board reviews Supervisor's proposed process for replacement.

On Tuesday, February 15<sup>th</sup>, at its regular meeting, the Board adopts Supervisor's proposed process for replacement including the selection of Trustee Sundland, Trustee Jackson and Trustee Wisinski as the three member search committee.

### **February 16, 2022**

On Wednesday, February 16<sup>th</sup> the township announces the vacancy and requests that interested individuals submit a letter of interest, with resume and 3 professional references by Friday, March 4, 2022 at 4:00 P.M. Applications must be filed with Abigail Tithof, Human Resources Director.

### **March 4, 2022**

On Friday, March 4<sup>th</sup> each committee member is provided with copies of candidate applications.

### **March 8, 2022**

On Tuesday, March 8<sup>th</sup> at 4:00 P.M. the search committee convenes a special meeting to review the applicants. The committee selects the Top applicants for interviews. Candidates are notified of their interview schedule by the Township Manager. Interviews shall be scheduled 30 minutes apart and consist of 8-10 questions.

### **March 15, 2022**

On Tuesday, March 15<sup>th</sup> the Board shall convene their regular Board meeting at 5:00 P.M. for the purpose of interviewing the finalists. The selection of a new Township Trustee shall be placed on the agenda under Action. The newly appointed Trustee will be sworn in as soon as possible and attend the April 12<sup>th</sup> Board meeting.

APPLICATION FOR MERIDIAN TOWNSHIP TRUSTEE  
CANDIDATE QUESTIONNAIRE

Please return this application along with your resume, cover letter and three (3) references to:

ABIGAIL TITHOF, HUMAN RESOURCES DIRECTOR  
MERIDIAN TOWNSHIP MUNICIPAL BUILDING  
5151 MARSH ROAD  
OKEMOS, MICHIGAN, 48864

**Completed applications must be received by 4:00 P.M. Friday, March 4, 2022.** We prefer applications to be emailed to [tithof@meridian.mi.us](mailto:tithof@meridian.mi.us). **Incomplete applications will be disqualified. Candidates selected for an interview will be notified by Wednesday, March 9, 2022.**

1. Please confirm that you are available to be interviewed at the Meridian Township Board meeting to be held at 5:00 PM, on March 15, 2022.
2. Please share your understanding or knowledge of municipal finances, budgeting and auditing.
3. Please share your community activities and volunteerism in the community over the past 5-10 years.
4. A significant amount of your time will be allocated to Township Board responsibilities, such as planning, zoning, budgeting, re-zonings, land use, economic development, labor negotiations and audit review. Please share with us your experience with, and understanding of, the aforementioned responsibilities.
5. The position of township trustee is an elected position, and the holder of the office must reside within the township. How long have resided in Meridian Township?

6. Have you ever served on a Board or Commission for Meridian Township? Please be specific.
  
7. Have you ever served as an elected official? Please be specific.
  
8. In 200 words or less, please provide the Township Board with the reason that you are seeking the Township Trustee's position.



**To:** Township Board

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

**Date:** February 10, 2022

**Re:** Text Amendment #2022-01 – Fire Hydrant Hose Connection Ordinance

Text Amendment #2022-01 is an ordinance update initiated by Staff to address fire hydrant hose connection standards in the Township. It codifies longstanding policy that when an upgrade is done to a building, the nearest hydrant is also updated to ensure proper fire protection. The cost to make these upgrades is generally in the hundreds of dollars and is therefore not a financial burden to a property or business owner. Planning, Fire, and Engineering all believe this will bring clarity to the standard and ensure that commercial fire protection is enhanced going forward.

**Township Board Options**

The Township Board may approve or deny the proposed text amendment to the Fire Hydrant Hose Connection standards. A resolution for action will be provided at a future meeting.

**Attachments**

1. Draft Fire Hydrant Hose Connection Ordinance

ORDINANCE NO. 2022-01

AN ORDINANCE TO AMEND SECTION 78-29, FIRE SPRINKLER SYSTEMS AND FIRE HYDRANTS, OF THE CHARTER TOWNSHIP OF MERIDIAN CODE OF ORDINANCES TO ADD STANDARDS FOR FIRE HYDRANT HOSE CONNECTIONS

THE CHARTER TOWNSHIP OF MERIDIAN ORDAINS:

Section 1. Section 78-29, Fire Sprinkler Systems and Fire Hydrants, is hereby amended to read as follows:

(a) Where pipes are provided for fire protection on any premises or where hose connections for fire apparatus are provided, no water shall be taken through such opening or hose connection for any purpose other than for extinguishing fires, except for the purpose of testing such fire equipment. No such test of fire equipment may be conducted, unless a special permit is first secured from the Township Fire Chief.

(b) Fire hydrants may be opened and used only by Township personnel or by such persons as may be specifically authorized by the Township. No person shall, in any manner, obstruct or prevent free access to any fire hydrant by placing or storing temporarily or otherwise any object or materials of any kind within 20 feet of any fire hydrant.

(c) Upon renovation of any non-residential building, the nearest hydrant immediately adjacent to real property under renovation shall be upgraded during the renovation to the current hydrant/hose connection standard, as promulgated by the Meridian Township Fire Department. In the case of a hydrant where the hose connection point is unable to be upgraded, the hydrant shall be replaced to be in compliance with the promulgated standard.

Section 2. Validity and Severability. The provisions of this Ordinance are severable and the invalidity of any phrase, clause or part of this Ordinance shall not affect the validity or effectiveness of the remainder of the Ordinance.

Section 3. Repealer Clause. All ordinances or parts of ordinances in conflict therewith are hereby repealed only to the extent necessary to give this Ordinance full force and effect.

Section 4. Savings Clause. This Ordinance does not affect rights and duties matured, penalties that were incurred, and proceedings that were begun, before its effective date.

Section 5. Effective Date. This Ordinance shall be effective thirty (30) days following the date of publication.

ADOPTED by the Charter Township of Meridian Board at its regular meeting this XXth day of XXXXXXXX, 2022.

Ronald J. Styka, Township Supervisor

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



**To: Board Members**  
**From: Frank L. Walsh, Township Manager**  
**Date: February 15, 2022**  
**Re: Community Services Millage**

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Back in 2002, Meridian Township voters approved a .1 mill Community Services proposal. The original proposal sought to provide funding for recreation, senior center and human services. The 10 year millage expired in 2012. In 2012, the Township Board chose to seek an increase from .1 to .15 mill. Again, the voters supported the proposal. Twenty years have passed since the original approval. On December 31, 2022, the current levy will expire. On Tuesday evening, the Board will consider several options regarding the continuation of the millage. This year, the .1483 levy equates to \$282,000. Please note, due to the Headlee Rollback, the previously approved .15 levy is now adjusted to .1483. The reduction in annual funds from .15 to .1483 is \$3,600.

The breakdown is as follows:

Meridian Senior Center 57%

Meridian Parks & Recreation 27%

Meridian Human Services 16%

The first question before the Board is whether or not to continue the millage. If the Board supports the continuation, do we seek a renewal or an increase? I asked our team most affected by the millage (Parks & Recreation Director LuAnn Maisner, Human Services Coordinator Darla Jackson & Senior Center Director Cherie Wisdom) to meet and determine the current funding vs. future needs. The three leaders agreed to recommend a renewal instead of an increase. The other issue is to seek the renewal or increase in August or November.

To reiterate the three questions in front of the Township Board are as follows:

1. Should Meridian Township continue to seek funding for Community Services?
2. Should the Township Board seek a renewal of the .1483, request a Headlee Override or ask voters to increase the millage?
3. Should the request be placed on the August 2022 or November 2022 ballot?

Please let me know if you have any questions.

**Attachment:**

1. Recreation Human Services Senior Center Millage Language 2012



COUNTY

JUVENILE MILLAGE RENEWAL QUESTION

For the purpose of funding the continuing operation and enhancement of Ingham County's capacity to detain and house juveniles who are delinquent or disturbed, and to operate new and existing programs for the treatment of such juveniles, at the same millage level previously approved by the voters in 2002 and in 2006 shall the constitutional limitation upon the total amount of taxes which may be assessed in one (1) year upon all property within the County of Ingham, Michigan, previously increased by up to 60/100 (0.60) of one mill, \$ 0.60 per thousand dollars of state taxable valuation, be continued and renewed for a period of five years (2012-2016) inclusive. If approved and levied in full, this millage will raise an estimated \$3,922,213 for juvenile housing and programming purposes in the first calendar year of the levy based on taxable value.

YES ←
NO ←

EMERGENCY TELEPHONE SERVICE (911 SERVICE) MILLAGE RENEWAL QUESTION

For the purpose of renewing funding for a comprehensive countywide 911 Emergency Telephone and Dispatch System at the same millage level previously approved by the voters in 1996, 2000, 2004 and in 2008, shall the Constitutional limitation upon the total amount of taxes which may be assessed in one (1) year upon all property within the County of Ingham, Michigan, previously increased by up to 0.8500 mills, \$0.85 per \$1,000 of taxable value, be continued and renewed for a period of four (4) years (2012-2015) inclusive? If approved and levied in full, this millage will raise an estimated \$ 5,556,468 for the countywide 911 Emergency Telephone and Dispatch System in the first calendar year of the levy based on taxable value.

YES ←
NO ←

PUBLIC TRANSPORTATION SYSTEM FOR ELDERLY AND DISABLED MILLAGE QUESTION

For the purpose of continuing funding for a transportation system to be used primarily by elderly and disabled persons in Ingham County, shall the Constitutional limitation upon the total amount of taxes which may be assessed in one (1) year upon all property within the County of Ingham, Michigan, be increased by up to 12/100 (0.12) of one (1) mill, \$0.12 per thousand dollars of state taxable valuation, for a period of four (4) years (2012-2015) inclusive. If approved and levied in full, this Millage will raise an estimated additional \$784,000 for the transportation system in the first calendar year of the levy based on state taxable valuation.

YES ←
NO ←

TOWNSHIP

ROAD REPAIR MILLAGE RENEWAL PROPOSITION

Shall the currently authorized millage rate limitation on the amount of taxes which may be levied against all property in the Charter Township of Meridian, Ingham County, Michigan (currently scheduled to expire at the end of the 2013 calendar year), be renewed at 0.25 mills (\$0.25 on each \$1,000 of taxable value), to be disbursed to the Charter Township of Meridian to provide funding for the preservation, maintenance and resurfacing of roads within the Township for a period of ten (10) years, 2014 to 2023, inclusive? The estimate of the revenue that the Township would collect from this 0.25 mill renewal in the first year (if levied in 2014) is approximately \$390,000.

YES ←
NO ←

Aug 7, 2012

MERIDIAN TOWNSHIP ZONING AMENDMENT

On March 1, 2011 the Township Board adopted Zoning Ordinance Amendment #2011-01 which amended the Township Zoning Map to rezone a parcel of land at 4133 Okemos Road, Okemos from RA (Single Family-Medium Density) to PO (Professional and Office).

This parcel is located generally west of Okemos Road, north of Bennett Road and south of Sower Boulevard with a specific legal description of

M28-46 & 28-47 S 150 FT OF E 660 FT OF NE 1/4 OF SW 1/4 OF SEC. 28, T4N R1W EXC. E 50 FT. THEREOF.

Do you wish to approve this Zoning Ordinance Amendment?

YES ←
NO ←

PROPOSAL TO PROVIDE CONTINUED AND INCREASED FUNDING FOR SENIOR CITIZEN, RECREATION & HUMAN SERVICES PROGRAMS THROUGHOUT THE TOWNSHIP

Shall the currently authorized millage rate limitation on the amount of taxes which may be levied against all property in the Charter Township of Meridian, Ingham County (1) be renewed at 0.1 mills (\$0.10 on each \$1,000 of taxable value) to be disbursed to the Charter Township of Meridian to provide funding for senior citizen, recreation and human services programs throughout the Township; and (2) be increased 0.05 mills (\$0.05 on each \$1,000 of taxable value) to be disbursed to the Charter Township of Meridian to provide increased funding for senior citizen programs throughout the Township, both for a period of ten (10) years, 2012 to 2021 inclusive? The estimate of the revenue the Township would collect from this 0.15 mill renewed and new millage in the first year (if approved and levied in the 2012 calendar year) is approximately \$233,000.

YES ←
NO ←