



**AGENDA**  
CHARTER TOWNSHIP OF MERIDIAN  
TOWNSHIP BOARD – SPECIAL MEETING  
February 22, 2022 5:30 pm

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1. CALL MEETING TO ORDER
2. PLEDGE OF ALLEGIANCE/INTRODUCTIONS
3. ROLL CALL
4. CITIZENS ADDRESS AGENDA ITEMS AND NON-AGENDA ITEMS
5. APPROVAL OF AGENDA
6. BOARD ACTION ITEMS
  - A. Supervisor Appointment Process
  
7. COMMENTS FROM THE PUBLIC
8. OTHER MATTERS AND BOARD MEMBER COMMENTS
9. 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



**To: Board Members**  
**From: Frank L. Walsh, Township Manager**  
**Date: February 18, 2022**  
**Re: Township Supervisor Search Process**

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It is with a heavy heart that I submit this memo to you.

Due to the loss of Supervisor Styka, the Township Board faces the very unfortunate task of filling the Supervisor’s seat. Ron Styka was a tremendous gentleman and community leader. His legacy will live on in Meridian Township. At some point in the near future, we will announce plans to permanently honor Supervisor’s Styka’s profound public service.

Under State law, the Township Board has 45 days to fill the vacant seat. As of Tuesday’s special board meeting, we will have 38 days to appoint a new Supervisor. I’ve laid out a schedule for you to consider adopting that meets the state guidelines. The Board has two options before them. First, the Board can consider the attached schedule and begin the search for a new Supervisor. By the following the schedule, the Board would appoint a new Supervisor on March 22. The Board may also consider a second option. That is, the Board could appoint one of their current members to fill the seat of Supervisor. If the Board appoints a current Trustee, this would open up two Trustee seats. Hence, the Board could use the current Trustee appointment process to select both new Trustees on March 15.

Please consider your options and provide direction to the administration.

Motions for Township Board Consideration:

**MOVE THAT THE TOWNSHIP BOARD ADOPTS THE “PROCESS FOR APPOINTING A NEW TOWNSHIP SUPERVISOR” AND ADOPTS THE “APPLICATION FOR MERIDIAN TOWNSHIP SUPERVISOR CANDIDATE QUESTIONAIRRE”.**

**Or**

**MOVE TO APPOINT \_\_\_\_\_ AS MERIDIAN TOWNSHIP SUPERVISOR EFFECTIVE IMMEDIATELY.**

**Attachments:**

1. Process for Appointing a New Township Supervisor
2. Application for Township Supervisor

# **Process for Appointing a New Township Supervisor**

**February 22, 2022**

The proposed schedule is as follows:

## **February 22, 2022**

The Township Board will have a special meeting at 5:30pm to approve the process.

## **February 23, 2022**

On Wednesday, February 23<sup>rd</sup>, the township announces the vacancy and requests that interested individuals submit a letter of interest, with resume and 3 professional references by Wednesday, March 9, 2022 at 4:00 P.M. Applications must be filed with Abby Tithof, Human Resources.

## **March 10, 2022**

On Thursday, March 10<sup>th</sup>, each committee member is provided with copies of candidate applications.

## **March 15, 2022**

On Tuesday, March 15<sup>th</sup>, the search committee convenes 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 22, 2022**

On Tuesday, March 22<sup>nd</sup>, the Board shall convene a Special Board meeting at 6:00 P.M. for the purpose of interviewing the finalists. The selection of a new Township Supervisor shall be placed on the agenda under Action. The newly appointed Supervisor will be sworn in as soon as possible and attend the April 12<sup>th</sup> Board meeting.

APPLICATION FOR MERIDIAN TOWNSHIP SUPERVISOR

CANDIDATE QUESTIONNAIRE

Please return this application along with your resume, cover letter and three (3) references to:

ABBY TITHOF, HUMAN RESOURCES DIRECTOR  
MERIDIAN TOWNSHIP MUNICIPAL BUILDING  
5151 MARSH ROAD  
OKEMOS, MICHIGAN, 48864

**Completed applications must be received by 4:00 P.M. Wednesday, March 9, 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 16, 2022.**

1. Please confirm that you are available to be interviewed at the Meridian Township Board meeting to be held at 6:00 PM, on March 22, 2022.
2. In your opinion what are the best qualities of Meridian Township and the areas that need improvements?
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 Supervisor 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. One of the main responsibilities as Township Supervisor is chairing the Board meetings. Please share any experience you have in chairing meetings.
  
8. In 200 words or less, please provide the Township Board with the reason that you are seeking the Township Supervisor's position.