



**AGENDA**  
CHARTER TOWNSHIP OF MERIDIAN  
TOWNSHIP BOARD – REGULAR MEETING  
January 10, 2023 6:00 PM

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1. CALL MEETING TO ORDER
2. PLEDGE OF ALLEGIANCE/INTRODUCTIONS
3. ROLL CALL
4. PRESENTATION
5. CITIZENS ADDRESS AGENDA ITEMS AND NON-AGENDA ITEMS
6. TOWNSHIP MANAGER REPORT
7. BOARD MEMBER REPORTS OF ACTIVITIES AND ANNOUNCEMENTS
8. APPROVAL OF AGENDA
9. CONSENT AGENDA
  - A. Communications
  - B. Minutes-December 13, 2022 Regular Township Board Meeting
  - C. Bills
  
10. QUESTIONS FOR THE ATTORNEY
11. HEARINGS
12. ACTION ITEMS
  - A. 1673 Haslett Road Brownfield Plan Amendment
  - B. Ordinance 2022-15 Daycare Regulation Update-Introduction
  - C. Board & Commission Appointments
  - D. Supervisor Pro-Tem Appointment
  - E. Township Auditing Services
  - F. Senior Center/Community Center Task Force
  
13. BOARD DISCUSSION ITEMS (ORCHID)
  - A. Township Emergency Plan Update
  - B. Amendment to the Resolution Establishing the Corridor Improvement Authority
  - C. Continuity of Operations Plan
  
14. COMMENTS FROM THE PUBLIC
15. OTHER MATTERS AND BOARD MEMBER COMMENTS
  
16. CLOSED SESSION - Move to enter closed session (1) pursuant to MCL 15.268(1)(h) and MCL 15.243(1)(g) to discuss a confidential written legal opinion from the Township Attorney regarding the Associated Building Contractors prevailing wages litigation, and (2) pursuant to MCL 15.268(1)(e) to consult with the Township Attorney regarding trial or settlement strategy in that litigation (two-thirds roll call vote required pursuant to MCL 15.267(1)).
  
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  
Providing a safe and welcoming, sustainable, prime community.



9.A

**CONSENT AGENDA  
BOARD  
COMMUNICATIONS  
January 10, 2023**

**From:** Charles Kotz

**Date:** January 1, 2023 at 3:29:41 PM CST

**To:** Board <Board@meridian.mi.us>

**Subject:** Tree Preservation Ordinance- please add to Board meeting packet

Dear Board-

The lack of a meaningful Tree Preservation ordinance in Meridian Township has resulted in a loss of countless mature trees that cannot be replaced. I have attached, for your reference, the City of Ann Arbor guidelines that they established years ago, for residents and developers elucidation.

I am hopeful that the Board does not continue to ignore the need for a Tree Preservation Ordinance in Meridian Township.

Finally, the Board needs to fund a Township Certified Arborist or Forester to enforce the ordinance, once enacted. Enforcement and future development review without this expert will be impossible.

Sincerely,

Charles Kotz  
1282 Silverwood Dr.

<https://www.a2gov.org/departments/forestry/Pages/default.aspx>

Sent from my iPhone



FOR IMMEDIATE RELEASE  
January 3, 2023

CONTACT: LuAnn Maisner, Director of Parks and Recreation  
517.853.4604 | [maisner@meridian.mi.us](mailto:maisner@meridian.mi.us)

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**Meridian Township Winter Farmers' Market Moves to Meridian Mall**  
*Stay Warm While Shopping for Farm, Food and Crafts*

**Meridian Township, MI** – Join the Meridian Township Farmers' Market as they continue the winter season indoors at the Meridian Mall (1982 W Grand River Ave, Okemos) starting Saturday, January 7, 2023, from 10:00 am to 2:00 pm in the JC Penney corridor (next to Launch and H&M).

Attendees can browse a variety of locally home grown and homemade goods that are sure to satisfy shoppers and bring warm feelings during the cold months. There will be 25 – 30 vendors attending, including new and returning favorites.

The Winter Farmers' Market is open on the first and third Saturdays of the month, January – March, from 10:00 am to 2:00 pm.

Supplemental Nutrition Assistance Program (SNAP) recipients can use their Michigan Bridge Card at the Farmers' Market. Double Up Food Bucks are also accepted all year round.

For additional information, please contact Meridian Township Farmers' Market Manager, Tom Cary at 517.712.2395 or email [farmersmarket@meridian.mi.us](mailto:farmersmarket@meridian.mi.us). The complete vendor list is located at [www.meridian.mi.us/FarmersMarket](http://www.meridian.mi.us/FarmersMarket) and is updated every Wednesday by 12:00 pm.

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**Kiwanis Club of Haslett-Okemos Donates \$9,760 to Harris Nature Center**  
*New Play Equipment to be Purchased for Nature Exploration Area*



**Meridian Township, MI** – On January 3, 2023, the Kiwanis Club of Haslett-Okemos presented a check to the Harris Nature Center Foundation in the amount of \$9,760.00. This donation will be used to purchase a dragonfly seesaw for the Nature Exploration Area at Harris Nature Center.

“The Kiwanis Club of Haslett-Okemos has a long history of supporting the Harris Nature Center,” said Kiwanis President Thomas Moore. “It truly is a treasure for our residents and is a part of what makes Meridian Township a prime community. Our club is honored to continue supporting the Harris Nature Center in its efforts to educate, entertain and engage our youth.”

The club has been supporting the Harris Nature Center since 1997 with projects such as a bench construction and installation, construction of a screened-in porch, landscaping work, as well as funding for the purchase of a flagpole, laptop computer, projector and much more.

“You really can’t put a dollar value on the amount of support the Kiwanis Club of Haslett-Okemos has provided to the Harris Nature Center and to the Parks and Recreation Department as a whole,” stated LuAnn Maisner, Parks and Recreation Director. “They are a dedicated group of generous, hard-working and motivated members who put the community first.”

For more information about the Harris Nature Center, call 517.349.3866 or email [hnc@meridian.mi.us](mailto:hnc@meridian.mi.us).

###

# JANUARY

CONNECT  
LEARN  
CONSERVE



# STEWARDSHIP

## STEWARDSHIP SATURDAYS 9:30 AM - 12 PM

These workdays occur every other Saturday year round.

- January 14th, Harris Nature Center, bittersweet removal
- January 28th, Hartrick Park, Invasive shrub removal

## SEED SORTING PARTY: Native seed processing

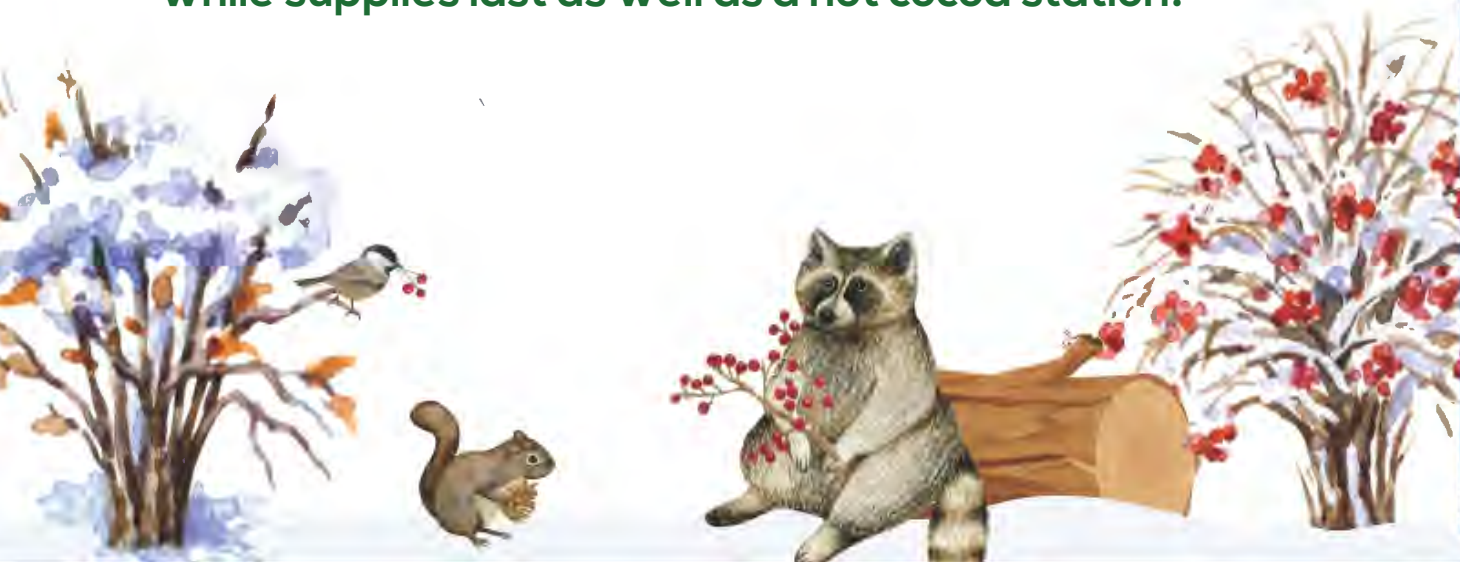
- This is a great indoor activity! Sit & chat as we prepare native seeds for their new year of growth! We will have a movie playing, popcorn, & hot cocoa for extra coziness!

## WEEKDAY WARRIORS: Bi-weekly, 1 - 3 PM

- Workdays may be subject to last minute changes due to weather, and size of volunteer group
- January 19th, Nancy Moore Park, Invasive shrub removal

## TRAILSIDE ECOLOGY: Night Hike Edition

- Join us for a second night hike at Red Cedar Glen Preserve! We will head out at dusk & listen for local owls, which are often sighted at this preserve & are in their breeding season. We will have red lights available for use while supplies last as well as a hot cocoa station!



**\*ALL EVENTS ARE WEATHER DEPENDENT & MAY BE CANCELLED THE DAY OF**

S	M	T	W	T	F	S
1 <i>Happy New Year!</i>	2 OFFICES CLOSED	3	4	5	6	7 SEED SORTING PARTY 1-3 PM
8	9	10	11	12	13	14 STEWARDSHIP SATURDAY 9:30-12 PM
15	16 OFFICES CLOSED	17 TRAILSIDE ECOLOGY 5 - 6:30 PM	18	19 WEEKDAY WARRIORS 1-3 PM	20	21
22	23	24	25 SEED SORTING PARTY 5 - 7 PM	26	27	28 STEWARDSHIP SATURDAY 9:30-12 PM
29	30	31	1 FEB	2 WEEKDAY WARRIORS 1-3 PM	3	4

PLEASE CONTACT EMMA AT [ECAMPBELL@MERIDIAN.MI.US](mailto:ECAMPBELL@MERIDIAN.MI.US), OR 517.853.4614

# FEBRUARY

CONNECT  
LEARN  
CONSERVE



# STEWARDSHIP

## STEWARDSHIP SATURDAYS 9:30 AM - 12 PM

These workdays occur every other Saturday year round.

- February 11th, Sumbal Preserve, Invasive shrub removal
- February 25th, Legg Park, Invasive shrub removal

## SEED SORTING PARTY: Native seed processing

- This is a great indoor activity! Sit & chat as we prepare native seeds for their new year of growth! We will have a movie playing, popcorn, & hot cocoa for extra coziness!

## WEEKDAY WARRIORS: Bi-weekly, 1 - 3 PM

- Workdays may be subject to last minute changes due to weather, and size of volunteer group
- February 2nd, Nancy Moore Park, World Wetlands Day!
- February 16th, Red Cedar Natural Area, Invasive shrub removal

## TRAILSIDE ECOLOGY: Winter Thaw Edition

- Join us at Lake Lansing North Preserve to observe the thaw of winter. We will look for fungi, nests, berries, and signs of wildlife activity. Some wildlife will just be stirring from a quiet winter, while others will be full swing into courtship rituals!



**\* ALL EVENTS ARE WEATHER DEPENDENT & MAY BE CANCELLED THE DAY OF**

S	M	T	W	T	F	S
			1	2 WEEKDAY WARRIORS 1-3 PM	3	4
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19	20 OFFICES CLOSED	21 TRAILSIDE ECOLOGY 5-6:30 PM	22	23	24	25 STEWARDSHIP SATURDAY 9:30-12 PM
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**PLEASE CONTACT EMMA AT ECAMPBELL@MERIDIAN.MI.US, OR 517.853.4614**



**FOR IMMEDIATE RELEASE**  
**December 13, 2022**

**CONTACT:** Amber Clark, Neighborhoods & Economic  
Development Director  
517.853.4568 | [clark@meridian.mi.us](mailto:clark@meridian.mi.us)

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### **Meridian Township Awarded \$25,000 “Match on Main” Grant**

*Douglas J Salon to Receive Grant Funding Match from Downtown Development Authority*

**Meridian Township, MI** – The Michigan Economic Development Corporation (MEDC) has announced Meridian Township as one of 35 communities selected for this round of “Match on Main” grants.

MEDC’s “Match on Main” program provides funding to communities that participate as a select community in the Michigan Main Street program or are a Certified Redevelopment Ready Community. The communities, who receive the grant funding from the MEDC, in turn award matching grants of up to \$25,000 to eligible businesses seeking support.

In August 2022, Meridian Township’s Downtown Development Authority (DDA) met to review an application submitted by Douglas J Salon. The DDA unanimously supported the project proposal for adequate updates to the current site. The DDA will provide a 10% match to Douglas J Salon in addition to the \$25,000 “Match on Main” grant from the MEDC. The enhancements to the Douglas J Salon will attract new employees, clients and support revitalization in the core district known as Downtown Okemos.

“As a 53+ year, Meridian Township based, family-owned business, we are deeply grateful for being awarded the Match on Main grant. The grant will help our local business sustain the high standard of service and guest experience we pride ourselves on,” state Scott Weaver, Douglas J owner. “We are additionally humbled and appreciative that Meridian Township is providing the 10% match for this grant. It is encouraging to witness Meridian Township investing in and alongside its community partners.”

Meridian Township is eligible to participate in the MEDC’s “Match on Main” program due to the Township’s active status as a Certified Redevelopment Ready Community. Redevelopment Ready Communities is a program offered through the MEDC to encourage communities to create development practices that create efficient development strategies state-wide. The “Match on Main” program requires a 10% grant match from the awarded communities, which Meridian Township’s DDA will cover.

“On behalf of the DDA, we are very excited that our community was selected to receive a Match on Main grant, and in particular, one that will support one of our Downtown Development Authority businesses, the Douglas J Salon,” stated Thomas Stanko, DDA Chair. “We are equally excited to support the grant match of \$2500 to fully leverage this opportunity for a local business.”

For more information about the “Match on Main” grant and the Township’s process, please contact Amber Clark, Neighborhoods & Economic Development Director at [clark@meridian.mi.us](mailto:clark@meridian.mi.us).

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**FOR IMMEDIATE RELEASE**  
**December 13, 2022**

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

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## **Meridian Township Deer Management Efforts Continue in 2023**

*Deer Cull Planned for January through February*

**Meridian Township, MI** – Meridian Township Police are preparing to conduct a deer cull from January 1 to February 28, 2023, as part of the Township’s Deer Management Program. The deer cull will take place in select Township parks, land preserves and on private property with consent.

Meridian Township Police Officers will use firearms to perform the deer cull during the evening and overnight hours when parks are closed. Signs will be posted to notify the public. Police will conduct targeted culling at sites that are pre-selected due to their suitability for a safe and controlled culling of the deer herd. The parks will remain open for use from dawn to dusk.

“This program is done in an effort to protect our community members from injury and property damage resulting from car/deer traffic crashes,” said Meridian Township Police Chief Ken Plaga. “Our community has a number of hotspots in this regard. We anticipate that a targeted culling of herds along these areas will greatly reduce the danger of injury to people in our community and costs resulting from property damage due to these crashes.”

The deer cull plan was developed in response to continued complaints from residents to reduce deer-related incidents, as well as support biological diversity in natural areas. The deer will be processed, and venison donated to local food banks. Funding for the deer processing will come from the Michigan Sportsmen Against Hunger organization. The goal is to cull approximately 200 deer.

The Township Board approved the deer cull in December 2020 as a tool to reduce the local over-population of white-tailed deer. The Michigan Department of Natural Resources (DNR) issued the Meridian Township Police a Damage and Nuisance Animal Control Permit to implement the cull. The permit allows for a controlled cull outside of the regular hunting season and has exceptions to hunting rules.

For questions or concerns about the deer cull, call the Meridian Township Police at 517.853.4800. Residents can visit [www.meridian.mi.us/DeerManagement](http://www.meridian.mi.us/DeerManagement) for more information about the Township’s deer management efforts to date.

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FOR IMMEDIATE RELEASE  
December 22, 2022

**CONTACT:** Dan Opsommer, Deputy Township Manager  
517.281.6034 | [opsommer@meridian.mi.us](mailto:opsommer@meridian.mi.us)

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### **Knob Hill Apartment Fire Update**

*How Residents Can Support Families Impacted by Knob Hill Fire*

**Meridian Township, MI** – Meridian Township has been in constant contact with DTN Management as they work with the American Red Cross and other community organizations to help support the families impacted by the fire at Knob Hill Apartments.

At this time, Meridian Township asks that residents do not deliver any additional supplies to the Holiday Inn Express & Suites where the residents are being housed or to the Township itself.

For those still wishing to help, the Township asks that you consider making a monetary donation to help ensure all the families and children impacted will be able to celebrate the holiday season as many gifts and other holiday supplies were lost in the fire. If you are able, please consider donating to the Meridian Cares Emergency Needs Fund. All donations will go towards presents and other essentials the families need this holiday season.

Donations can be made online at:

[www.paypal.com/donate/?cmd=s-xclick&hosted\\_button\\_id=69JH84KLASD92](https://www.paypal.com/donate/?cmd=s-xclick&hosted_button_id=69JH84KLASD92).

“I want to thank the community and region for the outpouring of support and unparalleled generosity,” said Township Manager Frank L. Walsh. “Being on the ground has been heartbreaking. Again, thank you to our first responders. Your work saves lives. We truly appreciate the support we are receiving from multiple police, fire and EMS agencies across the region.”

For additional information, please contact Deputy Township Manager Dan Opsommer at [opsommer@meridian.mi.us](mailto:opsommer@meridian.mi.us).

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FOR IMMEDIATE RELEASE  
December 21, 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 to Pay Off Central Fire Station in 2025**  
*Strong Revenue Excels Payoff by Three Years*

**Meridian Township, MI** – In 2012, Meridian Township voters approved a 15-year .2 mill levy to finance the construction of the new Central Fire Station. In 2013, the final bond payment was slated for 2028. Due to higher than expected revenue, Township officials have announced plans to pay off the debt three years early in 2025. This accelerated payoff will save taxpayers over \$822,000 in principal and interest costs.

“We are pleased to be in a position to pay off our debt early and save our taxpayers an additional three years of bond payments,” said Township Supervisor Patricia Herring Jackson. “Over the past few years, we have increased the number of paramedics on staff, purchased new ambulances and fire trucks and built a new fire station. The Township Board is fully committed to providing our firefighter/paramedics the necessary equipment to provide exemplary customer care.”

The Central Fire Station was constructed in 2016 and is located at 5000 Okemos Road.

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FOR IMMEDIATE RELEASE  
December 22, 2022

CONTACT: Mike Hamel, Fire Chief  
517.853.4704 | [hamel@meridian.mi.us](mailto:hamel@meridian.mi.us)

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## Meridian Township Police Investigate Structure Fire at Knob Hill Apartments

*One person suffered fatal injuries in the fire*

**MERIDIAN TOWNSHIP, MI** — On December 21, 2022 at 11:02 a.m., Meridian Township Police were dispatched to assist the Meridian Township Fire Department with a structure fire at Knob Hill Apartments located at 2300 Knob Hill Drive. Upon arrival, the building was engulfed in flames. MTPD officers worked with firefighters to notify residents of the fire and assisted residents in evacuating the building. A second attached building, 2314 Knob Hill, also caught fire and the residents were evacuated. Both structures suffered significant damage.

During recovery efforts a person was located deceased inside one of the buildings. Efforts to identify the deceased are ongoing. Investigators are working to determine the origin and the cause of the fire.

Individuals looking to donate to the victims of the fire may contact Meridian Cares by visiting <https://www.meridian.mi.us/community/get-involved/meridian-cares>. Please include a note that any donation made is for Knob Hill Apartments.

Meridian Township Police and Fire Departments were assisted by the Ingham County Sheriff's Department, the Mason Fire Department, the East Lansing Fire Department, the Lansing Township Fire Department, NIESA Fire Department, the Lansing Fire Department, and Consumers Energy. The American Red Cross also assisted displaced residents at the scene and CATA provided a bus as a warming area for displaced residents.

The investigation of this case is ongoing. Anyone who has information regarding this incident is requested to contact the Meridian Township Fire Department at 517-853-4716, the Meridian Township Police Department at 517.853.4800 or submit an anonymous tip through the Department's social media sites.

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**From:** Robert Varela  
**Sent:** Tuesday, December 20, 2022 5:33 PM  
**To:** Board <Board@meridian.mi.us>  
**Subject:** RE: SESAC License - Meridian Township

Hello,

I wanted to follow up with you all again regarding the SESAC License for Meridian Township. Please let me know if you have any questions about the license or would like to discuss it further. Otherwise, please fill out the license and send it back to me at your earliest convenience.

Meridian Township does not currently have authorization to use music from SESAC's repertory as part of a public performance as required by the U.S. Copyright Law. It is also required by the U.S. Copyright Law that businesses and/or municipalities need to obtain a public performance license prior to using copyrighted music as part of a public performance.

This is why it is important that we discuss the SESAC License for Meridian Township. Please let me know if you have any questions about that or would like to discuss further. Otherwise, we look forward to your completed license and payment.

Thanks,  
Robert

**Robert Varela**  
Licensing Account Representative  
35 Music Square East  
Nashville, TN 37203

*This email does not contain legal advice or opinions. You should obtain independent legal counsel before applying any information provided to you in this message to your specific circumstances. If you've received this email by mistake, we'd appreciate it if you would reply to let us know, and then delete the email.*

**From:** Robert Varela  
**Sent:** Monday, November 28, 2022 1:06 PM  
**To:** [board@meridian.mi.us](mailto:board@meridian.mi.us)  
**Subject:** RE: SESAC License - Meridian Township

Hello,

I wanted to follow up on my last email regarding the SESAC License for Meridian Township. Have you had a chance to review the license so far?

If you have any questions about the license or would like to discuss it further, please let me know at your earliest convenience. Otherwise, we look forward to your completed license and payment.

Thanks,  
Robert

**From:** Robert Varela  
**Sent:** Friday, November 4, 2022 2:15 PM  
**To:** [board@meridian.mi.us](mailto:board@meridian.mi.us)  
**Subject:** SESAC License - Meridian Township

Hello,

I wanted to reach out regarding the SESAC Music License for Meridian charter Township. As you may already know, SESAC is a Performing Rights Organization. Under U.S. Copyright Law, the owner/operator of a business or municipality using copyrighted music is required to obtain proper licensing authorizations prior to any music use.

With a SESAC Performance License, Meridian charter Township will have permission to use hundreds of thousands of SESAC affiliated songs. Licensing requirements extend to all sorts of music sources, including: DJs, live bands, karaoke, smartphones and mobile devices, CDs, radio, TV and internet streaming. This includes music uses such as background music in municipal buildings, dance classes at parks and rec, any town parades, or music used at other such events hosted by the township.

Additional information on music licensing can be found at the following links:

U.S. Copyright Office website: <http://www.copyright.gov/title17/>  
SESAC website: [www.sesac.com](http://www.sesac.com).

- The Better Business Bureau's "Music in the Marketplace:" <https://www.bbb.org/all/musicinthemarketplace>
- SESAC "Frequently Asked Questions:" <https://www.sesac.com/business-owners/licensing-faqs>

I have attached the license here for your review. If you have any questions about the license or would like to discuss it further, please let me know at your earliest convenience. Otherwise, we look forward to your completed license and payment. You can also obtain the license online by going to [www.sesac.com/getalicense](http://www.sesac.com/getalicense) if that is easier for you.

Best Regards,  
Robert

**From:** whitewi5

**Sent:** Wednesday, December 14, 2022 2:41 PM

**To:** Amber Clark <clark@meridian.mi.us>; Board <Board@meridian.mi.us>

**Subject:** Master Plan, Match on Main grant

It's good to see the Meridian Township 2022 Master Plan seeks to enhance the viability of Township businesses and promote efficient and sustainable growth. Economic development is the bedrock of any community.

There is a major disconnect though between the Township Master Plan and the DDA Integrated Plan, which the Master Plan cites as a guide for redevelopment in the old downtown. The DDA plan urges preservation of the historic buildings, but they were mostly torn down for the original Douglas J project. The DDA plan was completely ignored, with none of its recommendations followed. The idea that this plan is viable for future development is problematic.

The 2022 Master Plan should either change that reference, or the DDA Integrated Plan revised again, which was poorly done when the DDA district was expanded in 2009. At the least, "the downtown Okemos area" is poorly defined. Many residents are not familiar with that and would argue it should include the commercial area at the Marsh Road and Grand River intersection – the real "Main Street" of the community.

Ironically, the Match on Main grant will help the single business most responsible for ten years of vacant buildings in old downtown Okemos. There was no help for the three other 30-year heritage businesses that were evicted in 2012 to make room for the failed Douglas J project that was mistakenly approved by the Township, without proper analysis or standard development agreements. Forcing businesses to close is the opposite of basic Economic Development tenets, which start with maintaining existing business.

As with any planning document, goals are only as good as the people on the boards who are charged with implementing them. It might help if the planning documents are in sync.

Thank you for addressing this issue.

Will Tyler White

Meridian Township DDA founding member

Meridian Township 2017 Master Plan:

Upgrade commercial areas.

STRATEGIES:

1. Participate in regional efforts to redevelop the Grand River corridor, such as the Grand River Corridor Improvement Authority, and incorporate results where appropriate.

2. Improve and enhance the Haslett Road commercial area while maintaining its traditional character

**3. Encourage redevelopment of the downtown Okemos area using the Downtown Development Authority (DDA) Integrated Plan as a guide.**

## **DDA Integrated Plan 2009**

### Downtown Character

Trees along the street, in the medians and within the parking areas have the ability to improve both the pedestrian scale and the aesthetic quality of the downtown. Street lighting that echoes the character of the area also brings a sense of care and interest to the surroundings.

**The downtown itself has an historic character that needs to be strengthened and maintained. This includes attention toward buildings such as the Hamilton Building, the Masonic Temple, and the Travelers Club Building.**



**From:** Charles Kotz

**Sent:** Wednesday, December 21, 2022 11:09 AM

**To:** Deborah Guthrie <guthrie@meridian.mi.us>

**Cc:** Board <Board@meridian.mi.us>

**Subject:** Re: Meridian Township Receives Honorable Mention as a Bicycle Friendly Community

Hi Deborah:

I sincerely hope that Meridian Township does not use this “Honorable Mention” in any of its promotional literature, or on its website to mislead the public regarding the conditions for bicyclists in Meridian Township. The bottom line is that people do not ride bikes for transportation in the Township, because it is simply too dangerous. There are no bike lanes, or other means of safely riding in the Township. If one wants to put their bike on their car, and unload their bike at a trail, that is an option. But it is not safe to attempt to ride on the streets to one of the short trails.

Happy Holidays!

Charles Kotz



FOR IMMEDIATE RELEASE  
December 21, 2022

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

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*Strong Revenue Excels Payoff by Three Years*

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FOR IMMEDIATE RELEASE  
December 22, 2022

CONTACT: Dan Opsommer, Deputy Township Manager  
517.281.6034 | [opsommer@meridian.mi.us](mailto:opsommer@meridian.mi.us)

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### **Knob Hill Apartment Fire Update**

*How Residents Can Support Families Impacted by Knob Hill Fire*

**Meridian Township, MI** – Meridian Township has been in constant contact with DTN Management as they work with the American Red Cross and other community organizations to help support the families impacted by the fire at Knob Hill Apartments.

At this time, Meridian Township asks that residents do not deliver any additional supplies to the Holiday Inn Express & Suites where the residents are being housed or to the Township itself.

For those still wishing to help, the Township asks that you consider making a monetary donation to help ensure all the families and children impacted will be able to celebrate the holiday season as many gifts and other holiday supplies were lost in the fire. If you are able, please consider donating to the Meridian Cares Emergency Needs Fund. All donations will go towards presents and other essentials the families need this holiday season.

Donations can be made online at:

[www.paypal.com/donate/?cmd=s-xclick&hosted\\_button\\_id=69JH84KLASD92](https://www.paypal.com/donate/?cmd=s-xclick&hosted_button_id=69JH84KLASD92).

“I want to thank the community and region for the outpouring of support and unparalleled generosity,” said Township Manager Frank L. Walsh. “Being on the ground has been heartbreaking. Again, thank you to our first responders. Your work saves lives. We truly appreciate the support we are receiving from multiple police, fire and EMS agencies across the region.”

For additional information, please contact Deputy Township Manager Dan Opsommer at [opsommer@meridian.mi.us](mailto:opsommer@meridian.mi.us).

###

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  
December 22, 2022

CONTACT: Mike Hamel, Fire Chief  
517.853.4704 | [hamel@meridian.mi.us](mailto:hamel@meridian.mi.us)

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## Meridian Township Police Investigate Structure Fire at Knob Hill Apartments

*One person suffered fatal injuries in the fire*

**MERIDIAN TOWNSHIP, MI** — On December 21, 2022 at 11:02 a.m., Meridian Township Police were dispatched to assist the Meridian Township Fire Department with a structure fire at Knob Hill Apartments located at 2300 Knob Hill Drive. Upon arrival, the building was engulfed in flames. MTPD officers worked with firefighters to notify residents of the fire and assisted residents in evacuating the building. A second attached building, 2314 Knob Hill, also caught fire and the residents were evacuated. Both structures suffered significant damage.

During recovery efforts a person was located deceased inside one of the buildings. Efforts to identify the deceased are ongoing. Investigators are working to determine the origin and the cause of the fire.

Individuals looking to donate to the victims of the fire may contact Meridian Cares by visiting <https://www.meridian.mi.us/community/get-involved/meridian-cares>. Please include a note that any donation made is for Knob Hill Apartments.

Meridian Township Police and Fire Departments were assisted by the Ingham County Sheriff's Department, the Mason Fire Department, the East Lansing Fire Department, the Lansing Township Fire Department, NIESA Fire Department, the Lansing Fire Department, and Consumers Energy. The American Red Cross also assisted displaced residents at the scene and CATA provided a bus as a warming area for displaced residents.

The investigation of this case is ongoing. Anyone who has information regarding this incident is requested to contact the Meridian Township Fire Department at 517-853-4716, the Meridian Township Police Department at 517.853.4800 or submit an anonymous tip through the Department's social media sites.

###

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**From:** "Harris, Judi"  
**Date:** December 24, 2022 at 1:07:21 PM EST  
**To:** Township Board <Townshipboard@meridian.mi.us>  
**Subject:** American Red Cross and Okemos Fire update

Dear Meridian Township Board,

I wanted to give you a quick update on the American Red Cross response to the tragic apartment fire in Okemos this week. This is the status:

- After receiving the first call Wednesday afternoon 12/21/22, the Red Cross Disaster Action Team (DAT) members immediately started to meet residents at the Knob Hill Apartments clubhouse. DAT members collected preliminary information and assessed emergency needs.
- DTN Management provided lodging at the Holiday Inn Express to all affected the residents. Red Cross volunteers spent all day Thursday collecting data on residents who had moved to the Holiday Inn Express and contacted all others by phone to make arrangements for recovery casework.
- By the end of the day Thursday, DAT responders had opened many cases in-person and others due to the inclement weather and the desire to not have residents or Red Cross volunteers traveling on dangerous roads. Red Cross volunteers have been working to meet disaster-caused needs directly as well as with referrals to other agencies which can help. They have helped survivors

replace medications and durable medical equipment lost in the fire. There was a sense of urgency due to the approaching storm. -

- The Red Cross DAT members who responded came from as far north as St. Johns, from Jackson in the south and Grand Ledge in the west.
- Pending the Medical Examiner's report, it's likely that the Red Cross Integrated Care Condolence Team will reach out to the family of the deceased to support and care during their grieving process.

We were overjoyed to see the many donations that have come to these families from Meridian Township and the whole community. We are grateful to be able to provide these important services to this generous and compassionate community.

I will continue to update you about this situation. If you have any questions or need any further information, please do not hesitate to reach out.

Happiest of holidays to you and yours.

---

**Judi Harris**

*Executive Director*

**American Red Cross Mid-Michigan Chapter**

1800 E. Grand River

Lansing, MI 48912

Cell: (517) 599-1568

[judi.harris@redcross.org](mailto:judi.harris@redcross.org)



Give Something  
that Means Something®



**GIVE NOW**



FOR IMMEDIATE RELEASE  
December 27, 2022

CONTACT: Mike Hamel, Fire Chief  
517.853.4704 | [hamel@meridian.mi.us](mailto:hamel@meridian.mi.us)

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**Meridian Township Police Investigate Structure Fire at Knob Hill Apartments - Update**  
*One person suffered fatal injuries in the fire*

**MERIDIAN TOWNSHIP, MI** — On December 21, 2022 at 11:02 a.m., Meridian Township Police were dispatched to assist the Meridian Township Fire Department with a structure fire at Knob Hill Apartments located at 2300 Knob Hill Drive. Upon arrival, the building was engulfed in flames. MTPD officers worked with firefighters to notify residents of the fire and assisted residents in evacuating the building. A second attached building, 2314 Knob Hill, also caught fire and the residents were evacuated. Both structures suffered significant damage.

During recovery efforts a person was located deceased inside one of the buildings. The deceased was identified as 52 year-old Raymond Naseef of Okemos. Investigators are working to determine the origin and the cause of the fire.

Individuals looking to donate to the victims of the fire may contact Meridian Cares by visiting <https://www.meridian.mi.us/community/get-involved/meridian-cares>. Please include a note that any donation made is for Knob Hill Apartments.

Meridian Township Police and Fire Departments were assisted by the Ingham County Sheriff's Department, the Mason Fire Department, the East Lansing Fire Department, the Lansing Township Fire Department, NIESA Fire Department, the Lansing Fire Department, and Consumers Energy. The American Red Cross also assisted displaced residents at the scene and CATA provided a bus as a warming area for displaced residents.

The investigation of this case is ongoing. Anyone who has information regarding this incident is requested to contact the Meridian Township Fire Department at 517-853-4716, the Meridian Township Police Department at 517.853.4800, or submit an anonymous tip through the Department's social media sites.

###

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9.B

**CONSENT AGENDA  
PROPOSED BOARD MINUTES  
JANUARY 10, 2022**

**PROPOSED MOTION:**

- (1) Move to approve and ratify the minutes of the Regular Meeting of December 13th, 2022 as submitted.**

**ALTERNATE MOTION:**

- (1) Move to approve and ratify the minutes of the Regular Meeting of December 13th, 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  
517.853.4000, Township Hall Room  
TUESDAY, December 13, 2022 **6:00 pm**

PRESENT: Supervisor Jackson, Clerk Guthrie, Treasurer Deschaine, Trustees Hendrickson, Sundland, Wilson, Wisinski

ABSENT: None

STAFF: Township Manager Walsh, Assistant Township Manager and Director of Public Works Opsommer, Chief of Police Plaga, Fire Chief Hamel, Community Planning and Development Director Schmitt, IT Director Gebes, Finance Director Garber, Communications Manager Diehl, Assessor Winstead, Parks and Recreation Director Maisner

1. CALL MEETING TO ORDER

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

2. PLEDGE OF ALLEGIANCE/INTRODUCTIONS

Supervisor Jackson led the Pledge of Allegiance.

3. ROLLCALL

Deputy Clerk Lemaster called the roll of the Board. All board members are present.

4. PRESENTATION

A. 242 Community Church Recognition

Chief Plaga and Supervisor Jackson gave a presentation recognizing members of 24/2 church for the Big Give in which 100 volunteers came and repainted the Police Department commons area and replacing their refrigerator.

Pastor Chad Cronin spoke about their love for serving their community through "The Big Give" program.

Pastor Cronin was given a plaque in recognition for his contribution.

B. Introduction of New Full Time Firefighter/Paramedic

Chief Hamel introduced new full time Firefighter/Paramedic Andrew to the board.

Andrew Zaleski thanked the board for this opportunity to serve the community.

C. Introduction of Five New Police Officers

Chief Plaga introduced five new Police Officers Danny Mora, Jacob Gonzales, Natalie Tyndall, Brent Spence, and Sarah Hubbard.

Each new officer thanked the board for the opportunity to serve the community.

5. CITIZENS ADDRESS AGENDA ITEMS AND NON-AGENDA ITEMS

Supervisor Jackson opened public comment at 6:13 PM.

NONE

Supervisor Jackson closed public comment at 6:13 PM.

6. TOWNSHIP MANAGER REPORT

Manager Walsh reported there are currently only two open positions in Meridian Township. The Sign Project is moving forward and should be completed in February. Meeting MSU President Woodruff with Jackson. Meeting with Portage Township Manager Pat McGinnis on working with local malls. Township offices will be closing on Friday, December 16<sup>th</sup> at noon for holiday appreciation party. The Okemos Rd. Bridge is moving forward and should be completed in January. The intersection of Grand River Ave. and Okemos Rd. should reopen any day. Diversity, Equity, and Inclusion Committee is meeting in January to create an action plan. The Police Department reaccreditation assessment has been completed and the results will be in soon. Met with Okemos Board of Education and will soon meet with the Haslett Public School board in January.

7. BOARD MEMBER REPORTS OF ACTIVITIES AND ANNOUNCEMENTS

Treasurer Deschaine

- Thanked Manager Walsh, Chief Hamel, and Chief Plaga for meeting staffing goals

Trustee Wisinski

- Environmental Commission has been working on its Climate Sustainability Plan in conjunction with the Master Plan
- Meeting with Groundwater Management Board tomorrow for ground water sampling

8. APPROVAL OF THE AGENDA

**Trustee Wilson moved to approve the agenda as presented. Seconded by Treasurer Deschaine.**

VOICE VOTE: YEAS: Supervisor Jackson, Clerk Guthrie, Treasurer Deschaine, Trustees Hendrickson, Sundland, Wilson, Wisinski

NAYS: None

Motion carried: 7-0

9. CONSENT AGENDA

Supervisor Jackson reviewed the Consent Agenda.

**Trustee Hendrickson moved to approve the Consent Agenda as presented with one Amendment to the minutes. Seconded by Clerk Guthrie.**

ROLL CALL VOTE: YEAS: Supervisor Jackson, Clerk Guthrie, Treasurer Deschaine, Trustees Hendrickson, Sundland, Wilson, Wisinski

NAYS: None

Motion carried: 7-0

A. Communications

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

ROLL CALL VOTE: YEAS: Supervisor Jackson, Clerk Guthrie, Treasurer Deschaine, Trustees Hendrickson, Sundland, Wilson, Wisinski

NAYS: None

Motion carried: 7-0

B. Minutes- December 6, 2022 Regular Township Board Minutes

**Trustee Hendrickson moved to approve and ratify the minutes of the Regular Meeting of December 6<sup>th</sup>, 2022 as amended. Seconded by Clerk Guthrie.**

**Trustee Hendrickson noted during the meeting of December 6<sup>th</sup> items 13.C, 13.D, and 13.F were combined, not items 13.C, 13.D, and 13.E as were noted in the minutes of December 6<sup>th</sup> 2022.**

ROLL CALL VOTE: YEAS: Supervisor Jackson, Clerk Guthrie, Treasurer Deschaine, Trustees Hendrickson, Sundland, Wilson, Wisinski

NAYS: None

Motion carried: 7-0

C. Bills

**Trustee Hendrickson moved to approve that the Township Board approve the Manager's Bills as follows: Seconded by Clerk Guthrie.**

<b>Common Cash</b>	<b>\$</b>	<b>208,012.85</b>
<b>Public Works</b>	<b>\$</b>	<b>104,737.73</b>

<b>Trust &amp; Agency</b>		<b>\$</b>	<b><u>0.00</u></b>
	<b>Total Checks</b>	<b>\$</b>	<b>312,750.58</b>
<b>Credit Card Transactions</b>		<b>\$</b>	<b>4,327.91</b>
<b>12/01/22 to 12/05/2022</b>			
	<b>Total Purchases</b>	<b>\$</b>	<b><u>317,078.49</u></b>
<b>ACH Payments</b>		<b>\$</b>	<b><u>505,039.51</u></b>

ROLL CALL VOTE: YEAS: Supervisor Jackson, Clerk Guthrie, Treasurer Deschaine, Trustees Hendrickson, Sundland, Wilson, Wisinski

NAYS: None

Motion carried: 7-0

10. QUESTIONS FOR THE ATTORNEY –NONE

11. HEARINGS

A. 1673 Haslett Road Brownfield Plan Amendment

Director Schmitt outlined 1673 Haslett Road Brownfield Plan Amendment for public hearing.

Supervisor Jackson opened the public hearing at 6:26 pm.

No public commented during this public hearing.

Supervisor Jackson closed the public hearing at 6:27 pm.

12. ACTION ITEMS

A. SUP 22-091 – Grand Reserve – Buildings Greater than 25,000 sq. ft.

Director Schmitt outlined SUP 22-091 – Grand Reserve – Buildings Greater than 25,000 sq. ft. for action. He noted this case will be heard at Zoning Board of Appeals next week.

**Treasurer Deschaine moved to adopt the resolution approving the request from Newman Equities, LLC to build 86 structures, totaling more than 25,000 square feet on the properties between Central Park Drive and Powell Road. The property is zoned RD, Multiple Family Residential, subject to a conditional rezoning agreement. Seconded by Trustee Wisinski.**

Treasurer Deschaine spoke in support of this item.

Trustee Wisinski spoke in support of this item.

Trustee Hendrickson asked what would happen if the ZBA denied the variance request.

Director Schmitt replied if the development requires a major redesign it will come back to the board.

Trustee Wilson noted the Fire Marshall concern of no street parking should be looked at during site plan review.

Supervisor Jackson noted street parking was a condition of rezoning and would not be covered as part of the Special Use Permit.

ROLL CALL VOTE: YEAS: Clerk Guthrie, Treasurer Deschaine, Trustees Hendrickson, Sundland, Wilson, Wisinski, Supervisor Jackson

NAYS: None

Motion carried: 7-0

#### B. Capital Projects Fund

Manager Walsh outlined the Capital Projects Fund for action. He explained this money will be using for the Municipal Building improvements and Public Safety Building improvements.

**Trustee Wisinski moved to approve the creation of the meridian township capital projects fund effective 1/1/23 in the amount of \$3,500,000 and appropriating \$1,200,000 as outlined in the December 9, 2022 memorandum. Seconded by Clerk Guthrie.**

Trustee Wisinski spoke in support of this item.

Clerk Guthrie spoke in support of this item.

Treasurer Deschaine spoke in support of this item and noted it may be easy to overspend during this period of inflation.

ROLL CALL VOTE: YEAS: Treasurer Deschaine, Trustees Hendrickson, Sundland, Wilson, Wisinski, Supervisor Jackson, Clerk Guthrie

NAYS: None

Motion carried: 7-0

#### C. American Rescue Plan Funding

Manager Walsh outlined the American Rescue Plan Funding for Action.

**Trustee Hendrickson moved to \$18,509 in ARP funds to the senior and community center feasibility to the line item. Supported by Trustee Wilson.**

ROLL CALL VOTE: YEAS: Treasurer Deschaine, Trustees Hendrickson, Sundland, Wilson, Wisinski, Supervisor Jackson, Clerk Guthrie

NAYS: None

Motion carried: 7-0

**Trustee Hendrickson moved to approve the appropriation of \$1,988,000 in American Rescue Plan (ARP) funds as outlined in the Township Manager's December 9, 2022 memorandum. As indicated, ARP fund not dispersed by June 30, 2025 shall automatically rollover to fund Meridian Township local roads. Seconded by Trustee Wisinski.**

Clerk Guthrie spoke in support of this item.

Trustee Wisinski spoke in support of this item.

ROLL CALL VOTE: YEAS: Trustees Hendrickson, Sundland, Wilson, Wisinski,  
Supervisor Jackson, Clerk Guthrie, Treasurer Deschaine

NAYS: None

Motion carried: 7-0

#### D. Pension Stabilization Fund

Manager Walsh outlined the Pension Stabilization Fund for action. He noted this fund is to be set aside to make pension payments should the township find itself struggling to make these payments in the future.

**Treasurer Deschaine moved to approve the Township Manager's recommendation to create a pension stabilization fund on 1/1/23 in the amount of \$2,000,000. The funds are earmarked to support the township's efforts to meet our MERS Pension Annual Required Contribution (ARC) with a 5% estimated rate of return. Seconded by Trustee Wilson.**

Treasurer Deschaine spoke in support of this item. He noted the market has been down this year. He asked if this and capital project fund should have interest follow this fund or roll into the general fund. He recommended it stay with the current fund.

Manager Walsh noted he would like to hear input from the Finance Director on that question.

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

NAYS: None

Motion carried: 7-0

#### E. Federal Policies and Procedures

Director Garber outlined Federal Policies and Procedures for action. She overviewed the guidelines and procedures in the manual

**Trustee Wilson moved to approve the Meridian Township Federal Policies and Procedures Manual. Seconded by Trustee Wisinski.**

Trustee Wilson spoke in support of this item.

Trustee Wisinski spoke in support of this item.

VOICE VOTE: YEAS: Supervisor Jackson, Clerk Guthrie, Treasurer Deschaine, Trustees Hendrickson, Sundland, Wilson, Wisinski

NAYS: None

Motion carried: 7-0

#### F. 4<sup>th</sup> Quarter Budget Amendments

Director Garber outlined the 4<sup>th</sup> Quarter Budget Amendments for action. She listed the line items found in the budget amendments as noted in the packet.

**Trustee Hendrickson moved to approve the 4<sup>th</sup> Quarter 2022 Budget Amendments with an increase in budgeted fund balance for the General Fund in the amount of \$1,313,215 which projects an addition to fund balance of \$847,812. Based on 2021 results, the projected fund balance at December 31, 2022 will be \$14,013,328. Seconded by Trustee Wilson.**

Trustee Hendrickson spoke in support of this item and noted the current fund balance is over 50% of expenditures.

Trustee Wilson spoke in support of this item.

Treasurer Deschaine noted an extra quarter million in ambulance revenue.

Chief Hamel noted Medicare has increased their rates, and the department has revamped its reporting process.

ROLL CALL VOTE: YEAS: Trustees Wilson, Wisinski, Supervisor Jackson, Clerk Guthrie, Treasurer Deschaine, Trustees Hendrickson, Sundland

NAYS: None

Motion carried: 7-0

#### G. Resolution to Call the Central Fire Station Unlimited Tax General Obligations Bonds

Assistant Manager Opsommer outlined the Resolution to Call the Central Fire Station Unlimited Tax General Obligations Bonds for action. He noted due to unforeseen revenues the township should pay down 2027, 2028 and partial 2026 tonight.

**Trustee Wilson move to adopt the Resolution authorizing partial redemption of Unlimited Tax General Obligation Bonds, series 2013. Seconded by Trustee Hendrickson.**

Trustee Wilson spoke in support of this item.

Trustee Hendrickson spoke in support of this item.

Treasurer Deschaine asked if there is a prepayment penalty.

Assistant Manager Opsommer replied there is not.

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

NAYS: None

Motion carried: 7-0

13. BOARD DISCUSSION ITEMS

A. 1673 Haslett Road Brownfield Plan Amendment

Director Schmitt outlined 1673 Haslett Road Brownfield Plan Amendment for discussion. He explained the breakdown of tax capturing.

Trustee Wisinski asked if taking the portion out will require a brownfield plan for the remainder.

Director Schmitt replied that section was approved as a brownfield previously.

Trustee Wisinski asked if contamination had moved to the new location.

Director Schmitt replied they are two separate issues.

Treasurer Deschaine asked if this would begin in 2023.

Director Schmitt replied it would.

B. Ordinance 2022-15 Daycare Regulation Update

Director Schmitt outlined Ordinance 2022-15 Daycare Regulation Update for discussion. The only change in this ordinance is the law has changed from between 6 and 14.

Treasurer Deschaine asked how many child care facilities exist in the township.

Director Schmitt replied there are 12 child care homes in the township and 6 group child care homes in the township.

Trustee Wilson noted this brings us into state law and must be done.

Supervisor Jackson asked if the township could enforce this.



Director Schmitt replied the township could enforce this through Special Use Permits.

Trustee Wisinski noted it's currently difficult to find good childcare and is in support of this Ordinance.

Trustee Hendrickson spoke in support of this item but noted the adult to child ratio change isn't necessarily a good thing.

14. COMMENTS FROM THE PUBLIC

Supervisor Jackson opened Public Remarks at 7:19 pm.

NONE

Supervisor Jackson closed Public Remarks at 7:19 pm.

15. OTHER MATTERS AND BOARD MEMBER COMMENTS

Treasurer Deschaine

- Santa's First responder takes place this Saturday, led by Captain Rick Grillo. The Rotary Club contributed \$3,000 to this event.

Clerk Guthrie

- This meeting's packet will be updated with the new memo from Manager Walsh

Trustee Hendrickson

- Wished all happy holidays

16. ADJOURNMENT

**Supervisor Jackson adjourned the meeting at 7:22 pm.**

---

PATRICIA H. JACKSON,  
TOWNSHIP SUPERVISOR

---

DEBORAH GUTHRIE  
TOWNSHIP CLERK



9.C

**To: Board Members**  
**From: Amanda Garber, Finance Director**  
**Date: January 6, 2023**  
**Re: Board Bills**

**Charter Township of Meridian  
Board Meeting  
1/10/2023**

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

<b>COMMON CASH</b>	<b>\$</b>	<b>1,009,333.47</b>
<b>PUBLIC WORKS</b>	<b>\$</b>	<b>37,547.89</b>
<b>TRUST &amp; AGENCY</b>	<b>\$</b>	<b>29,055.29</b>

**TOTAL CHECKS: \$ 1,075,936.65**

**CREDIT CARD TRANSACTIONS**

**12/06/2022 - 01/04/2023 \$ 24,122.37**

**TOTAL PURCHASES: \$ 1,100,059.02**

**ACH PAYMENTS \$ 2,000,213.72**

01/05/2023 03:24 PM  
 User: GRAHAM  
 DB: Meridian

INVOICE APPROVAL BY INVOICE REPORT FOR CHARTER TOWNSHIP OF MERIDIAN  
 EXP CHECK RUN DATES 01/10/2023 - 01/10/2023  
 BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID  
 BANK CODE: GF - CHECK TYPE: PAPER CHECK

Vendor Name	Description	Amount	Check #
1. 2/42 COMMUNITY CHURCH	RENTAL POLLING LOCATION AUG/NOV 2022 ELECTIONS	400.00	108579
	FACILITY USE POLICE TRAINING FOR 2023	120.00	
	TOTAL	520.00	
2. AGAPE ORGANICS	FARM MARKET VENDOR	25.00	
3. AIRGAS GREAT LAKES	ORDER 1115928117 - OXYGEN FOR AMBULANCES	168.68	108580
	11/1/22 TO 11/30/22 - OXYGEN FOR AMBULANCES	627.24	108580
	OXYGEN FOR AMBULANCES - 11/1/2022 TO 11/30/2022	58.34	108580
	TOTAL	854.26	
4. ALLGRAPHICS CORP	HOMTV LOGO ITEMS	234.00	108581
	2022 EMPLOYEE APPRECIATION SWEATSHIRTS	4,910.57	108581
	LOGO WEAR FOR PARKS & RECREATION STAFF	439.00	
	TOTAL	5,583.57	
5. AMANDA WILSON & DEREK SAUNDERS	BLDG 2314 APT 17 - KNOB HILL FIRE DONATION	3,730.26	108664
6. AMERICAN HOME FITNESS	SPIRIT CE850 ELLIPTICAL AND SHIPPING/DELIVERY FEE	3,488.99	108582
	BLDG 2300 APT 8 - KNOB HILL FIRE DONATION	3,730.26	108665
8. ANDREA PATTISON	BLDG 2300 APT 14 - KNOB HILL FIRE DONATION	1,865.13	108666
9. ANTHONY CURRIER	BLDG 2314 APT 1 - KNOB HILL FIRE DONATION	1,865.13	108667
	BLDG 2314 APT 18 - KNOB HILL FIRE DONATION	3,730.26	108668
10. ANTHONY RECCA	BLDG 2314 APT 18 - KNOB HILL FIRE DONATION	3,730.26	108668
11. APEX SOFTWARE	1/1/23 - 12/31/23 SOFTWARE RENEWAL - SKETCH FOR AS	1,680.00	108583
12. ASAP PRINTING	TOWNSHIP THANK YOU CARDS	59.21	
	BUSINESS CARDS (CAMPBELL, GONZALES, ROMMECK, DIAZ)	94.54	
	TOTAL	153.75	
13. AT & T	NOV 2 - DEC 1, 2022 - THB HVAC 517 347.6021 564 8	372.90	108584
	PRI TEL + 100 MB INT 831-001-1392 886 517.853.4000	1,211.06	108651
	TOTAL	1,583.96	
14. AT & T	LEGACY TELEPHONE NUMBERS - 517.349.1200 - 019 096	32.79	108652
	NOV 28 - DEC 27 2022 - BUSINESS FIBER INTERNET	179.83	108586
	NOV 2 - DEC 1, 2022 - HVAC @THB 517.347.1710 201 4	49.68	108585
	NOV 2 - DEC 1 2022 - PSB FAX 517 347-4285 924 0	50.67	108585
	NOV 2 - DEC 1, 2022 - PSB FAX 517 347 6826 173 5	52.29	108585
	TOTAL	365.26	
15. AT & T MOBILITY	DISPATCH NON-EMERGENCY - 287252740666 - 517.332.65	76.14	108653
	NOV 7 TO DEC 6 2022 - FIRST NET 22 CELL SERVICE 28	72.48	108653
	TOTAL	148.62	
16. AXON ENTERPRISE, INC	POLICE AXON IN-CAR BLUETOOTH ADAPTER	31.30	108587
	AXON BODY 2/3 DOUBLE MOLLE MOUNT	250.50	
	TOTAL	281.80	
17. B & H PHOTO-VIDEO	HOMTV VIDEO PRODUCTION EQUIPMENT	124.20	108588

01/05/2023 03:24 PM  
 User: GRAHAM  
 DB: Meridian

INVOICE APPROVAL BY INVOICE REPORT FOR CHARTER TOWNSHIP OF MERIDIAN  
 EXP CHECK RUN DATES 01/10/2023 - 01/10/2023  
 BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID  
 BANK CODE: GF - CHECK TYPE: PAPER CHECK

Vendor Name	Description	Amount	Check #
18. BANNASCH WELDING INC	MOTOR POOL - PARKS - SNOW PLOW CUTTING EDGES	1,029.00	108589
	MOTOR POOL - REPAIR PARTS UNIT 68	569.98	108589
	SNOW PLOW FOR NEW WATER VEHICLE	7,388.80	
	TOTAL	8,987.78	
19. BARYAMES CLEANERS	11/18/22 - 12/16/22 - POLICE UNIFORM CLEANING	405.00	108590
20. BECKS PROPANE	12-08-2022 - PROPANE HNC	347.28	108591
	GLENDALE - PROPANE 12-12-2022	565.80	108591
	TOTAL	913.08	
21. BHASKARA S. CHATARASUPALLI &	BLDG 2314 APT 3 - KNOB HILL FIRE DONATION	3,730.26	108669
22. BLUE CROSS BLUE SHIELD OF MICHIGAN	01-01-2023 TO 01-31-2023 COVERAGE PERIOD	5,025.07	108592
23. BOUNDTREE MEDICAL	ORDER # 104150081 - MEDICAL SUPPLIES FOR AMBULANCE	90.72	108593
	ORDER #104150081 - MEDICAL SUPPLIES FOR AMBULANCES	294.27	108593
	ORDER #104177607 - MEDICAL SUPPLIES FOR AMBULANCES	1,147.53	108654
	MEDICAL SUPPLIES - ORDER #104207963	527.99	
	TOTAL	2,060.51	
24. BOYNTON FIRE SAFETY SERVICE	TOWER REC CENTER - 2022 ANNUAL FIRE EQUIPMENT INSP	45.00	108655
	TRANSFER STATION - 2022 ANNUAL FIRE EQUIPMENT INSP	73.00	108655
	S. CENTER - 2022 ANNUAL FIRE EQUIPMENT INSPECTIONS	450.00	108655
	PUBLIC SAFETY - 2022 ANNUAL FIRE EQUIPMENT INSPECT	230.00	108655
	TWP ADMIN - 2022 ANNUAL FIRE EQUIPMENT INSPECTIONS	278.00	108655
	GLENDALE - 2022 ANNUAL FIRE EQUIPMENT INSPECTIONS	45.00	108655
	HISTORIC VILLAGE - 2022 ANNUAL FIRE EQUIPMENT INSP	45.00	108655
	HNC - 2022 ANNUAL FIRE EQUIPMENT INSPECTIONS	45.00	108655
	TOTAL	1,211.00	
25. BRD PRINTING, INC	OFFICE OF CLERK #10 MAIL ENVELOPES	147.73	108594
26. BRIANNA NELSON	BLDG 2300 APT 7 - KNOB HILL FIRE DONATION	1,865.13	108670
27. BRIGHTLINE TECHNOLOGIES	BRIGHTLINE QUICKHELP IMPLEMENTATION SERVICES	2,400.00	108595
	ETHERNET MERAKI SWITCHES	35,000.00	
	TOTAL	37,400.00	
28. BRITTANEY & CHRISTOPHER D'HAENE	BLDG 2300 APT 2 - KNOB HILL FIRE DONATION	3,730.26	108671
29. BRK PRODUCTIONS LLC	TOWN HALL ROOM AUDIO/VISUAL UPGRADES PROJECT - HOM	1,710.00	
30. BROWNELLS INC	COLT M4 - ACCT 32200175265	872.49	108596
31. BRUNETTE HOME IMPROVEMENT INC	80% REFUND - PB22-0893 - BUCKINGHAM RD	276.00	108597
32. BULL ENTERPRISES	NOV 2022 - JANITORIAL SERVICES	8,477.00	108598
	JANITORIAL SERV TWP BLDGS DEC 2022	8,477.00	
	TOTAL	16,954.00	
33. C & S FAMILY FARM	FARMERS MARKET	88.00	
34. CAREY GRAY	BLDG 2314 APT 12 - KNOB HILL FIRE DONATION	1,865.13	108672
35. CATA	REDIRIDE VALUE PUNCH PASSES	600.00	108599

Vendor Name	Description	Amount	Check #
36. CDW	CISCO MERAKI SYSTEM MANAGER LICENSES 3 YR 2022-202	455.10	
	ADOBE ANNUAL RENEWAL 12/9/2022-12/8/2023	15,982.35	
	TOTAL	16,437.45	
37. CGS SAFETY TRAINING INC	UTILITY WORKER TRAINING - FORKLIFT CERTIFICATION	729.00	108600
38. CHANG HA CHOI & EUNHYE HAN	BLDG 2300 APT 17 - KNOB HILL FIRE DONATION	3,730.26	108673
39. CHARLIE FANTA	MOUNTED PILEATED WOODPECKER - HNC	370.00	108601
40. CHURCH OF THE NAZARENE	RENTAL POLLING LOCATION AUG 2022 ELECTION	200.00	108602
41. CINZORI FARMS LLC	FARM MARKET VENDOR	208.00	
42. CITY OF EAST LANSING	4TH QTR 2022 MEP REVENUE	56,289.28	
43. CITY PULSE	TWP NOTICES - 11/16/2022	224.00	
	9/7/2022 - ADVERTISING	138.75	108603
	09/28/2022 - ADVERTISING	101.75	108603
	10/04/2022 - ADVERTISING	95.09	108603
	10/19/2022 - ADVERTISING	460.65	108603
	10/26/2022 - ADVERTISING	253.08	108603
	11/09/2022 - ADVERTISING	245.68	108603
	11/23/2022 - ADVERTISING	130.24	108603
	ACCT #1350 - ADVERTISEMENT ON 12/14/2022	239.02	
	TWP NOTICES ADVERTISEMENTS ON 12/21/2022	424.39	
	TWP NOTICES - 12/28/2022	112.85	
	TOTAL	2,425.50	
44. COMCAST	DEC 14 2022 - JAN 13 2022 - HOM TV	446.41	108656
	DEC 16 2022 - JAN 15 2023 - FIRE #91 TV + INET	166.85	108604
	DEC 20 2022 TO JAN 19 2023 - FD 'FREE' DROP	9.11	108604
	TOTAL	622.37	
45. CONSUMERS ENERGY	ACCT #1000-9642-5390 A BRYANT - EMERGENCY UTILITI	493.53	108648
46. CONWAY SHIELD INC	ORDER #0400977 - HELMETS, GLOVES, BAGS	50.51	108605
	ORDER 0400977 TURNOUT GEAR & SHIPPING CHARGE	103.99	108605
	FIREFIGHTER SHIELDS	200.50	
	TOTAL	355.00	
47. CROSSROADS ASSEMBLY OF GOD	RENTAL POLLING LOCATION AUG/NOV 2022 ELECTIONS	400.00	108606
48. CSA SERVICE SOLUTIONS	COT REPAIR/PARTS	1,014.76	108607
49. CULLIGAN WATER CONDITIONING	WATER SOFTENER SALT HNC	20.28	108608
50. DAE KWAN KO & HYUN SEUNG LEE	BLDG 2314 APT 16 - KNOB HILL FIRE DONATION	3,730.26	108674
51. DALE & AUBREY SAMPSON	BLDG 2314 APT 2 - KNOB HILL FIRE DONATION	3,730.26	108675
52. DAVID CHAPMAN AGENCY	2023 INSURANCE FOR TWP	288,020.00	108609
53. DEBORAH GUTHRIE	REIMB ELECTION STAFF BKFST - USED PERSONAL CC	306.57	
54. DELL MARKETING LP	DELL LAPTOP LATITUDE 5424 REPLACEMENT BATTERY	73.69	
55. DIANA TENNES	FARM MARKET VENDOR	146.00	
56. DIEMER'S FARM & GREENHOUSE LLC	FARM MARKET VENDOR	294.00	
57. DLT SOLUTIONS LLC	2023RAPID RECOVERY ANNUAL RENEWAL	2,418.70	108610

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58. DOUGHNATION BAKERY	FARM MARKET VENDOR	48.00	
59. EDDIE & TAMARA VILLAVICENCIO	BLDG 2300 APT 18 - KNOB HILL FIRE DONATION	3,730.26	108676
60. ERIN WHITE	BLDG 2300 APT 13 - KNOB HILL FIRE DONATION	3,730.26	108677
61. FAITH LUTHERAN CHURCH	RENTAL POLLING LOCATION AUG/NOV 2022 ELECTIONS	400.00	108611
62. FBI NATIONAL ACADEMY ASSOCIATES INC	FBINAA NATIONAL 2023 DUES - K PLAGA	115.00	108657
63. FIRST COMMUNICATIONS	12/1/22 - 12/31/22 - ANALOG TELEPHONE LINES-314221	1,435.61	108612
64. FISHBECK, THOMPSON, CARR & HUBER	PROF SERVICES RENDERED THROUGH 9/30/22	1,014.35	108613
65. FORESIGHT GROUP	11/30/2022 - WATER BILLS AND POSTAGE	1,622.49	108614
	WATER BILLS & POSTAGE 12/15/2022	526.43	
	WATER BILLS & POSTAGE 12/31/2022	1,364.56	
	VEHICLE STICKERS - UNIT #131 & UNIT #695	454.76	108614
	SIGNS - ICE SKATE RINK	161.24	108614
	24 DOGS ON LEASH SIGNS FOR TRAILS	398.39	
	TOTAL	4,527.87	
66. GABRIEL, ROEDER, SMITH & COMP	1/1/22 TO 12/31/22 - BENEFIT COMMUNICATIONS PROJEC	420.00	
67. GALLAGHER BENEFIT SERVICES, INC	DEC 2022 HEALTH INS CONSULTING FEES	2,741.69	108615
68. GRAMPAS PASTYS LLC	FARM MARKET VENDOR	62.00	
69. GRANGER	HNC - RUBBISH & RECYCLING DISPOSAL SERV	202.63	108616
	DEC 2022 - TOWN HALL & PSB - RUBBISH DISPOSAL SERV	120.77	108616
	DEC 2022 - GAYLORD C SMITH CT - RUBBISH & RECYCLIN	142.50	108616
	DEC 2022 - S. FIRE - RUBBISH & RECYCLING DISPOSAL	80.28	108616
	DEC 2022 - ACCT #2509750 - RUBBISH & RECYCLING DIS	94.01	108616
	DEC 2022 - ACCT #2814500 - RUBBISH & RECYCLING DIS	142.74	108616
	DEC 2022 - SEASONAL TRASH SERVICE IN PARKS	36.40	108616
	DEC 2022 - ACCT 17334070 - RECYCLING DISPOSAL SER	86.96	108616
	TOTAL	906.29	
70. GREAT LAKES INTERIOR & DESIGN	OFFICE CHAIR	498.00	
71. H&R ELECTRICAL CONTRACTORS LLC	INSTALL ELECTRIC HEATER IN MARKETPLACE OFFICE ROOM	900.00	108658
	UPGRADE ELECTRICAL CAPACITY AT MARKETPLACE	6,200.00	108658
	TOTAL	7,100.00	
72. HAMMOND FARMS	CREDIT PAID INVOICE TWICE	(64.00)	108617
	CRUSHED CONCRETE & PRO SOIL - PARK MAINT/LARGE DOG	161.25	108617
	PRO SOIL - PARK MAINTENANCE & LARGE DOG PARK	146.00	108617
	TOTAL	243.25	
73. HASLETT COMMUNITY CHURCH	RENTAL POLLING LOCATION AUG/NOV 2022 ELECTIONS	400.00	108618
74. HASLETT PUBLIC SCHOOLS	MAINT REIMB 4TH QTR 2022	4,434.39	
75. HEIDI LAFARGUE	TUITION REIMBURSEMENT	4,500.00	108619
76. HUBBEL, ROTH & CLARK INC	PERIOD ENDING DEC 10, 2022 - FIELD/CONTRACT ADMIN	8,638.33	
77. INGHAM COUNTY REHAB FACILITY	RENTAL POLLING LOCATION AUG/NOV 2022 ELECTIONS	400.00	108620
78. INGHAM COUNTY ROAD DEPARTMENT	PHASE I MSU TO LL DEPOSIT FOR TAP GRANT & ADMIN	205,000.00	
79. INGHAM COUNTY TREASURER	SWITCHED ETHERNET CONNECTION TO INGHAM COUNTY 2022	6,192.25	

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80. JACOB FARLEY	FARM MARKET VENDOR	133.00	
81. JANET'S LLC	FARM MARKET VENDOR	37.00	
82. JEAN S. FIERKE	FARMERS MARKET	45.00	
83. JEFFORY BROUGHTON	RADIO REPAIRS/EQUIPMENT/INSTALLS	1,250.00	
84. JENNIFER CLARK	BLDG 2314 APT 8 - KNOB HILL FIRE DONATION	3,730.26	108678
85. JOAN GRAY	BLDG 2314 APT 6 - KNOB HILL FIRE DONATION	3,730.26	108679
86. JOEL ALCANTARA	BLDG 2300 APT 6 - KNOB HILL FIRE DONATION	3,730.26	108680
87. JOHNSON, ROBERTS & ASSOCIATES INC	OFFICER CANDIDATE TEST - SLOAN	17.50	
88. JON DON APARTMENTS	ADJ TO POWELL ROAD PROPERTY	159.17	
89. JOSHUA YEAGER	BLDG 2300 APT 12 - KNOB HILL FIRE DONATION	1,865.13	108681
90. JOWEL GRICE	BLDG 2300 APT 15 - KNOB HILL FIRE DONATION	1,865.13	108682
91. JUSTIN VALDEZ	BLDG 2314 APT 12 - KNOB HILL FIRE DONATION	1,865.13	108683
92. JUSTIN VESCHE	BLDG 2300 APT 15 - KNOB HILL FIRE DONATION	1,865.13	108684
93. KCI	JOB #167891 - PERSONAL PROPERTY MAILINGS	492.17	
94. LAFOUNTAINS ALL NATURAL BEEF	FARM MARKET VENDOR	711.00	
95. LANSING SANITARY SUPPLY INC	11-28-2022 ORDER - BUILDINGS - CUSTODIAL SUPPLIES	96.72	108621
	CLEANING SUPPLIES	181.49	
	TOTAL	278.21	
96. LANSING UNIFORM COMPANY	UNIFORM ITEMS - K HINTZE	119.90	108622
	UNIFORM ITEMS - KING	299.90	108622
	UNIFORM ITEMS - SPENCE	149.90	108622
	UNIFORM ITEMS - HUBBARD/GONZALES/MORA/SPENCE/TYNDA	2,903.00	108622
	MISC UNIFORM ITEMS FOR OFFICERS	687.75	108622
	OFFICERS MISC UNIFORM ITEMS	2,722.00	108622
	BOOTS - MCCONAUGHY	209.95	108622
	UNIFORM ITEMS - CPT ROMMECK	60.00	108622
	UNIFORM ITEMS - CAMPBELL	100.00	108622
	UNIFORM ITEMS - Z SILVER	310.75	108622
	UNIFORM ITEMS - CPT DIAZ	60.00	108622
	BOOTS - SGT TOBIAS	319.95	
	UNIFORM ITEMS - ORDER #47941	492.85	
	UNIFORM ITEMS - ORDER #47941	1,496.40	
	FIRE UNIFORM ITEMS - R GONZALES	100.00	
	TOTAL	10,032.35	
97. LOGICALIS	DEC 2022 IT HELP DESK SERV	3,345.00	108623
98. LUNGHAMER FORD OF OWOSSO, LLC	MOTOR POOL - REPLACE UNIT 104	32,509.00	108624
99. MADISON NATIONAL LIFE INS CO	JANUARY 2023	3,352.71	108659
100 MAMA C'S SAUCES	FARMERS MARKET	8.00	
101 MANNIK AND SMITH	PROF SERVICES THRU NOV 25, 2022 - LOCAL ROAD PROG	11,443.19	108625
	PROF SERVICES THRU NOV 25, 2022 - PRELIM DESIGN &	14,906.13	108625
	TOTAL	26,349.32	
102 MARYANN SEDAO	FARM MARKET VENDOR	20.00	

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103 MCKESSON MEDICAL-SURGICAL	GOC SOL ORDER #83722010 - MFR SUPPLIES - STAT PADS	378.39	
104 MEDICAL MANAGEMENT SYSTEMS	OF DEC 2022 COLLECTION FEES AMBULANCE BILLINGS	8,002.03	108626
105 MEGAN GRAHAM	BLDG 2314 APT 1 - KNOB HILL FIRE DONATION	1,865.13	108685
106 MERIDIAN CHARTER TOWNSHIP	2022 WINTER TAX BILL - E. LAKE DR 2022 WINTER TAX BILL - 6201 W LAKE DR 2022 WINTER TAX BILL - 6105 MARSH RD 2022 WINTER TAX BILL - RUTHERFORD AVE 2022 WINTER TAX BILL - 6146 PORTER AVE 2022 WINTER TAX BILL - 6166 POLLARD AVE 2022 WINTER TAX BILL - 5682 SCHOOL ST TOTAL	50.54 46.60 481.10 45.26 226.35 29.45 25.93 905.23	
107 MERIDIAN COMMUNITY BAND	2023 MCT STIPEND	1,700.00	
108 MERIDIAN TOWNSHIP	TRANSFER FLEX CHECKING 12/15/2022 TRANSFER FLEX CHECKING 12/30/2022 TOTAL	406.76 406.66 813.42	108627 108660
109 MI GREAT LAKES FISH COMPANY	FARM MARKET VENDOR	101.00	
110 MIDWEST POWER EQUIPMENT	MOTOR POOL - FIRE - ETHANOL FREE GASOLINE BATTERY POWERED TRIMMER AND BACKPACK BLOWER FOR PA TOTAL	79.19 3,370.00 3,449.19	108628
111 MIKAYLIN PERPIGNANI	BLDG 2300 APT 7 - KNOB HILL FIRE DONATION	1,865.13	108686
112 MINHWA LEE & SANGBUM PARK	BLDG 2300 APT 10 - KNOB HILL FIRE DONATION	3,730.26	108687
113 MOHAMMED ALHEJAILI &	BLDG 2314 APT 15 - KNOB HILL FIRE DONATION	3,730.26	108688
114 MONICA PETERS	FARMERS MARKET	48.00	
115 MUNICIPAL EMERGENCY SERVICES INC	LEATHERMAN TOOLS	970.00	
116 MYCOPHILES GARDEN LLC	FARM MARKET VENDOR	47.00	
117 MYUNGJAE PARK & YONGIK KWON	BLDG 2300 APT 11 - KNOB HILL FIRE DONATION	3,730.26	108689
118 NEW HOPE CHURCH	RENTAL POLLING LOCATION AUG/NOV 2022 ELECTIONS	400.00	108629
119 NIKOLLE SIMMON	BLDG 2314 APT 9 - KNOB HILL FIRE DONATION	3,730.26	108690
120 OKEMOS LIBRARY	RENTAL POLLING LOCATION AUG/NOV 2022 ELECTIONS	400.00	108630
121 OKEMOS MARATHON	11/20/2022 - TOWING TOWED VEHICLES TOWED CHEVY VEHICLE LIC #DLQ1316 03/14/2022 - TOWING 08/16/2022 TOWING LOCKOUT ORDERED - 04/05/2022 RED CEDAR FLATS TOWED HYUNDAI ELANTRA LIC #EGM5918 TOWED CHEVY EQUINOX LIC #DLN909 11/17/2022 - TOWING 11/18/2022 - TOWING TOWED DODGE AVENGER LIC #5AVOY 06/03/2022 - PD - MOTORCYCLE GASOLINE 07/14/2022 - PD - MOTORCYCLE GASOLINE 08/02/2022 - PD - MOTORCYCLE GASOLINE TOTAL	75.00 227.00 292.00 167.00 83.00 65.00 248.00 248.00 91.00 145.00 303.00 15.73 23.01 21.87 2,004.61	108661 108661 108661 108661



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122 OLIVIA BECKER	BLDG 2314 APT 14 - KNOB HILL FIRE DONATION	1,865.13	108691
123 OVERHEAD DOOR OF LANSING	ORDER #42331 - OVERHEAD DOOR REPAIR	2,342.96	108631
	BUILDINGS - SOUTH FIRE STATION	304.00	
	TOTAL	2,646.96	
124 PAMELA SIMON	BLDG 2300 APT 9 - KNOB HILL FIRE DONATION	3,730.26	108692
125 PARKER-ARNTZ PLMBNG & HTING, INC	REFUND PERMIT CANCELLED - NORTHWIND DR	155.00	108632
	50% REFUND - 4972 NORTHWIND DR	140.00	108633
	TOTAL	295.00	
126 PATRICIA STEVENSON	FARM MRKT VENDOR	16.00	
127 PEILEI FAN	BLDG 2300 APT 16 - KNOB HILL FIRE DONATION	3,730.26	108693
128 PEOPLEFACTS LLC	DEC 2022 PRE-EMPLOYMENT CREDIT CHECKS	16.67	
129 PITNEY BOWES	INK AND TAPE SUPPLIES FOR POSTAGE MACHINE	858.46	
130 PRINT MAKERS SERVICE INC	DEC 2022 KIP COPIER METER CHARGES	13.37	
131 PRINTING SYSTEMS INC	ELECTION SUPPLIES - ACCT 2808	1,298.53	108634
	NOTICE OF VOTER CANCELLATION RESPONSE CARD	378.34	108634
	TAX FORMS ACCT #2050	305.40	
	TOTAL	1,982.27	
132 PRO-TECH MECHANICAL SERVICES	BUILDINGS - DEC 2022 HVAC SERVICES	135.00	
	BUILDINGS - 2022 HVAC PM SERVICES	4,206.25	
	TOTAL	4,341.25	
133 PRO-TECH SECURITY SALES	5 CUSTOM BALLISTIC VESTS	6,155.00	
	ORDER #S01274 - RADIO HEADSETS/CABLES	3,382.00	
	TOTAL	9,537.00	
134 RED CEDAR CHURCH	RENTAL POLLING LOCATION AUG/NOV 2022 ELECTIONS	400.00	108635
135 REDWOOD LANDSCAPING	LANDSCAPING REPAIR & RESTORE	6,000.00	
136 RIVER WOODALL	BLDG 2300 APT 12 - KNOB HILL FIRE DONATION	1,865.13	108694
137 ROB ANTCLIFF	SOCCER CLINIC FALL 2022	300.00	108636
138 ROBERT LEE PORRITT JR	HASLETT BASKETBALL CLINIC - FALL 2022	250.00	
139 ROD ST CHARLES	BLDG 2300 APT 3 - KNOB HILL FIRE DONATION	3,730.26	108695
140 SAFETY KLEEN	MOTOR POOL -SERVICE PARTS WASHER	451.86	108637
141 SAFETYDECALS.COM	CHEVRON SAFETY DECAL - UNIT 700	841.00	
142 SALEM ROGERS	BLDG 2300 APT 4 - KNOB HILL FIRE DONATION	3,730.26	108696
143 SAMANTHA GARDNER	BLDG 2314 APT 4 - KNOB HILL FIRE DONATION	3,730.26	108697
144 SEAN O'CONNER & NICOLE WRIGHT	BLDG 2314 APT 11 - KNOB HILL FIRE DONATION	3,730.26	108698
145 SHAUN ANTAL	BLDG 2300 APT 14 - KNOB HILL FIRE DONATION	1,865.13	108699
146 SHERWIN WILLIAMS CO	BUILDINGS - POLICE - PAINT FOR VOLUNTEERS @ 242 CH	820.10	
147 SOLDAN'S FEED & PET SUPPLIES	CANINE DOG FOOD SUPPLIES	79.99	

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148 SPARROW OCCUPATIONAL	NOV 2022 PRE EMPLOYMENT EXAMS	1,106.50	108638
149 SPARTAN DISTRIBUTORS	CREDIT - REPAIR PARTS UNIT 70	(234.00)	108639
	MOTOR POOL - PARKS - REPAIR PARTS UNIT 70	120.32	108639
	REPAIR PARTS UNIT 70	2,500.19	108639
	TOTAL	2,386.51	
150 SPARTAN FENCE	FENCE INSTALLATION - HILLBROOK PARK	3,400.00	108640
	SPLIT RAIL FENCE REPL - HARTRICK PARK & HNC	3,778.61	108662
	TOTAL	7,178.61	
151 SPARTAN LAWN CARE INC	OCT 2022 - LAWN MOWING	62.40	108641
152 ST LUKE LUTHERAN CHURCH	RENTAL POLLING LOCATION AUG/NOV 2022 ELECTIONS	400.00	108642
153 ST MARTHA CONFERENCE OF	EMERGENCY RENT - S MCINTIRE	400.00	108649
154 ST THOMAS AQUINAS PARISH	EMERGENCY RENT - M PHILLIPS	500.00	108578
	EMERGENCY RENT - A. SANCHEZ	500.00	108650
	TOTAL	1,000.00	
155 STATE OF MICHIGAN	10-1-2022 - 12-31-2022 - QAAP ASSESSMENT	2,566.46	108643
156 STEVEN SCHOTT	REIMB FOR PARAMEDIC UNIFORM ITEMS	63.93	
157 SUPREME SANITATION	TOWNER RD PARK DEC 2022 - PORTABLE TOILET RENTAL	90.00	
	HILLBROOK PARK DEC 2022 - PORTABLE TOILET RENTAL	90.00	
	NANCY MOORE PARK DEC 2022 - PORTABLE TOILET RENTAL	90.00	
	TOTAL	270.00	
158 SWAGIT PRODUCTIONS, LLC	VIDEO STREAMING SERVICE HOMTV	2,613.75	
159 TARGET SOLUTIONS LEARNING LLC	2023 TSCHECKIT-FIRE VEHICLES/FIRE STATIONS	1,993.68	
	2023TSMANTEES/TSPREMIER/TSLEARN	4,429.29	
	TOTAL	6,422.97	
160 TEAM FINANCIAL GROUP	COPIER CONTRACT - DEC 2022	1,471.50	
161 TELAL ABASS & THOWIBA MOHAMED	BLDG 2314 APT 5 - KNOB HILL FIRE DONATION	3,730.26	108700
162 TELEFLEX LLC	ACLS TRAINING SUPPLIES (EZ-IO & STABILIZER)	1,150.00	
	ACLS TRAINING SUPPLIES SHIPPING CHARGE	15.50	
	TOTAL	1,165.50	
163 THE CHEESE PEOPLE OF GRAND RAPIDS	FARM MARKET VENDOR	87.00	
164 THE HARKNESS LAW FIRM PLLC	DEC 2022 - PROSECUTION SERVICES	6,710.05	
165 THE RAPID GROUP LLC	4 QTR 2022 - SHREDDING TWP DOCUMENTS	65.00	108644
166 TRISHA FUNK	BLDG 2314 APT 14 - KNOB HILL FIRE DONATION	1,865.13	108701
167 UDDERLY MAGIC LLC	FARMERS MARKET	79.00	
168 USA TODAY NETWORK	ACCT 155614 - NOV 1 - NOV 30 2022 - ADS	468.00	108645
169 VARIPRO BENEFIT ADMINISTRATORS	JAN 2023 - FLEX ADMINISTRATION	14,404.79	108646
	01/01/23 TO 03/31/23 - FSA & HRA RUN-OUT FEES	450.00	108646
	TOTAL	14,854.79	

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BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID  
BANK CODE: GF - CHECK TYPE: PAPER CHECK

Vendor Name	Description	Amount	Check #
170 VERIZON WIRELESS	NOV 24 - DEC 23 2022 - ACCT #686304174-00001	2,552.31	
171 WASTE MANAGEMENT	12/01/22 - 12/31/22 - GAYLORD C SMITH DEER PROG DU	194.67	108647
172 WEST SHORE FIRE INC	FILL STATION REPAIRS ON 12/30/22	548.00	
173 WILSON FARM FRESH MEATS	FARMERS MARKET	120.00	
174 ZOLL DATA SYSTEMS INC	CAD INTERFACE & FIRE RMS 2023 MAINT - 1/1/2023 TO	2,739.00	108663
TOTAL - ALL VENDORS		1,009,333.47	

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 DB: Meridian

INVOICE APPROVAL BY INVOICE REPORT FOR CHARTER TOWNSHIP OF MERIDIAN  
 EXP CHECK RUN DATES 01/10/2023 - 01/10/2023  
 BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID  
 BANK CODE: PWRZ - CHECK TYPE: PAPER CHECK

Vendor Name	Description	Amount	Check #
1. BLACKBURN MFG CO	WATER BASED BLUE PAINT FOR MISS DIG STAKING	577.00	29191
2. BRIAN DYKE	REIMB DAMAGED MAILBOX - WATER MAIN EXTENSION	450.09	29192
3. CARL SCHLEGEL INC	TKTS 1063637/1063655/5054536/5054579 - WATER - SAN	1,024.27	29193
	TKTS 1063637/1063655/5054536/5054579 - WATER - SAN	2,402.41	29193
	TOTAL	3,426.68	
4. CGS SAFETY TRAINING INC	UTILITY WORKER TRAINING - FORKLIFT CERTIFICATION	972.00	29194
5. CUMMINS INC	SEWER - CHAMPION WOODS LIFT STATION - GENERATOR RE	2,990.86	29195
6. DIVERSIFIED NATIONAL TITLE AGENCY	OVRPMT WATER/SEWER - WDSO-001083-0000-01	79.16	29196
7. EJ USA, INC.	WATER - HYDRANT REPAIR PARTS	400.00	29197
8. FERGUSON WATERWORKS #3386	WATER - INSTALLATION PARTS	708.00	29198
9. GALLAGHER BENEFIT SERVICES, INC	DEC 2022 HEALTH INS CONSULTING FEES	508.31	29199
10. GIGUERE HOMES INC.	REIMB PERF GUAR - 5088 CHAGGAL	1,673.00	29200
11. HYDROCORP	NOV 2022 - CROSS CONNECTION CONTROL PROG SERV	2,673.00	29201
12. JACK DOHENY COMPANIES INC	SEWER - FIBERGLASS POLES FOR CLEANING OUT MANHOLES	274.89	29202
13. K & H CONCRETE CUTTING INC	10" GSS W/O CLEANUP- HAMILTON/OKEMOS RD - WATER MA	504.00	
	WATER - SASW CUT - HAMILTON/OKEMOS RD - WATER MAIN	200.00	
	TOTAL	704.00	
14. KULANTHAIVELU, ARAVIND	OVRPMT FINAL WATER/SEWER - TAOS CIRCLE	120.00	29203
15. MADISON NATIONAL LIFE INS CO	JAN 2023 - ACCT #102753800000000	483.57	29205
16. MAYNARD, NATHANIEL	OVRPMT WATER/SEWER - HIAW-003663-0000-02 - DOBIE R	103.50	29204
17. PERCEPTIVE CONTROLS	IGNITION SCADA SOFTWARE SUPPORT - 2023 ANNUAL PMT	2,645.10	
18. SHUJIAN SHI	UB refund for account: GDRV-002494-0000-	240.48	29206
19. UTILITY TECHNOLOGIES LLC	WATER - LEAK DETECTOR	18,092.00	
20. VERIZON WIRELESS	NOV 24 - DEC 23 2022 - ACCT #686304174-00001	426.25	
TOTAL - ALL VENDORS		37,547.89	

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DB: Meridian

INVOICE APPROVAL BY INVOICE REPORT FOR CHARTER TOWNSHIP OF MERIDIAN  
EXP CHECK RUN DATES 01/10/2023 - 01/10/2023  
BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID  
BANK CODE: TA - CHECK TYPE: PAPER CHECK

Vendor Name	Description	Amount	Check #
1. ABSTRACT TITLE	2022 TAX - 4232 SARAN DR	1,102.54	13361
2. BERNARD & SUSAN GUGGEMOS	2022 TAX - 5964 YORK WAY	2,715.94	13362
3. CATHERINE LEIN & KENNETH ZIELINSKI	2022 TAX - 2121 BUTTERNUT DR	2,398.58	13363
4. CORELOGIC CENTRALIZED REFUNDS	6263 SKYLINE DR - OVRPMT WINTER 2022 TAXES	2,870.41	13372
	2022 TAX - 1896 BIRCHWOOD DR	2,739.05	13364
	2022 TAX - 4400 CALGARY BLVD	2,662.96	13364
	TOTAL	8,272.42	
5. ELIZABETH WILLIAMS	COLUMBIA ST - OVRPMT WINTER 2022 PROP TAX	80.70	13373
6. EMMELYN & JAMES MCKILLIPS	2022 TAX - 2185 DONOVAN PL	2,001.35	13365
7. HARISHA RAMAIAH	COPPER CREEK DR - WINTER 2022 PROP TAXES OVRPMT	15.90	13374
8. INGHAM COUNTY PARKS	2022 TAX - 1608 LAKE LANSING RD	1,936.34	13366
9. JOHN R. OCONNELL III	2022 TAX - 2075 TOWNER RD	1,487.29	13367
10. KATHIANN HOUSE	OKEMOS RD - WINTER 2022 PROP TAXES OVRPMT	87.22	13375
11. MERIDIAN TOWNSHIP DDA	DPP PAYOUT 12.01.2022 TO 12.15.2022	5.68	13371
12. NAVY FEDERAL CREDIT UNION	2022 TAX - 6112 W LONGVIEW DR	5,558.20	13368
13. PARTNERS TITLE INSURANCE	2022 TAX - 5832 MONTEBELLO AVE	2,698.19	13369
14. RAZAN MONAM MOEEN	2022 TAX - 6056 PORTER AVE	601.25	13370
15. WILLIAM CONANT	SHAW ST - OVRPMT WINTER 2022 PROP TAX	93.69	13376
TOTAL - ALL VENDORS		29,055.29	

**Credit Card Report 12/6/2022-1/4/2023**

<b>Posting Date</b>	<b>Merchant Name</b>	<b>Amount</b>	<b>Name</b>
2022/12/06	LANGUAGE LINE	\$30.99	RICHARD GRILLO
2022/12/06	UNIBELL PVC	\$349.00	YOUNES ISHRAIDI
2022/12/06	PAYPAL *BWMSTRAININ	\$165.00	YOUNES ISHRAIDI
2022/12/06	PANERA BREAD #600715 O	\$132.09	LUANN MAISNER
2022/12/06	AMZN MKTP US*3L53V0L33 AM	\$307.96	CATHERINE ADAMS
2022/12/06	CITY OF LANSING, MI	\$0.75	ED BESONEN
2022/12/07	THE HOME DEPOT 2723	\$83.43	TIMOTHY BOOMS
2022/12/07	CORNWELL HACKERT TOOLS	\$65.37	TODD FRANK
2022/12/07	MI STATE POLICE PMTS	\$60.00	RICHARD GRILLO
2022/12/07	AMZN MKTP US*FH2NZ3T03	\$144.26	ROBERT MACKENZIE
2022/12/07	AMZN MKTP US*M20DX8OE3	\$34.90	MICHELLE PRINZ
2022/12/07	DOMINO'S 1206	\$44.72	SAMANTHA DIEHL
2022/12/07	LEIGHTRONIX	\$99.00	SAMANTHA DIEHL
2022/12/07	SOLDAN S PET SUPPLIES	\$10.74	ALLISON GOODMAN
2022/12/08	MENARDS LANSING SOUTH MI	\$64.68	LAWRENCE BOBB
2022/12/08	MENARDS LANSING SOUTH MI	\$539.00	LAWRENCE BOBB
2022/12/08	THE HOME DEPOT 2723	\$98.00	TYLER KENNELL
2022/12/08	WAL-MART #2866	\$1,000.00	ANDREW MCCREADY
2022/12/08	FLICKR.COM	\$71.99	ANDREA SMILEY
2022/12/08	LEXISNEXIS EPIC	\$150.00	RICHARD GRILLO
2022/12/08	3986 ALL-PHASE	\$612.50	ROBERT MACKENZIE
2022/12/08	WAL-MART #2866	\$400.00	KEN PLAGA
2022/12/08	MENARDS LANSING SOUTH MI	\$990.08	CATHERINE ADAMS
2022/12/08	CITY OF LANSING, MI	\$0.75	ED BESONEN
2022/12/08	PETSMART # 0724	\$103.92	ALLISON GOODMAN
2022/12/09	GILLETTES INTERSTATE RV I	\$31.17	LAWRENCE BOBB
2022/12/09	THE HOME DEPOT #2723	\$14.55	LAWRENCE BOBB
2022/12/09	244 AUTO VALUE EAST LANSI	\$28.98	ROBERT STACY
2022/12/09	THE HOME DEPOT #2723	\$26.84	TYLER KENNELL
2022/12/09	CALEDONIA FARMERS ELEVATO	\$375.97	MIKE ELLIS
2022/12/09	EXOTIC AUTOMATION&SUPPLY	\$146.68	TODD FRANK
2022/12/09	PANERA BREAD #600715 P	\$10.98	RICHARD GRILLO
2022/12/09	HASLETT TRUE VALUE HARDW	\$15.06	KEITH HEWITT
2022/12/09	PETSMART # 0724	(\$25.98)	ALLISON GOODMAN
2022/12/12	THE HOME DEPOT #2723	\$19.93	ROBERT STACY
2022/12/12	THE HOME DEPOT #2723	\$737.88	MICHAEL HAMEL
2022/12/12	COMPLETE BATTERY SOURCE	\$24.96	RYAN CAMPBELL
2022/12/12	KROGER #793	\$32.45	RYAN CAMPBELL
2022/12/12	THE HOME DEPOT #2723	\$41.98	RYAN CAMPBELL
2022/12/12	CATHEY CO	\$262.24	JACOB FLANNERY
2022/12/12	WAL-MART #2866	\$49.98	MIKE ELLIS
2022/12/12	THE HOME DEPOT 2723	\$98.66	MIKE ELLIS
2022/12/12	OFFICEMAX/OFFICEDEPT#3379	\$55.87	RICHARD GRILLO
2022/12/12	CANCUN MEXICAN GRILL OKEM	\$25.25	RICHARD GRILLO
2022/12/12	ASCE PURCHASING	\$283.00	YOUNES ISHRAIDI
2022/12/12	ELKAY SALES INC	\$183.00	ROBERT MACKENZIE
2022/12/12	ANNA'S HOUSE OKEMOS	\$250.00	MICHELLE PRINZ
2022/12/12	AMAZON.COM*YL4QQ30V3 AMZN	\$29.71	MICHELLE PRINZ
2022/12/12	AMAZON.COM*SD7Y68MV3 AMZN	\$32.60	MICHELLE PRINZ
2022/12/12	FSP*PLAYMAKERS	\$250.00	MICHELLE PRINZ
2022/12/12	TOM'S FOOD	\$250.00	MICHELLE PRINZ
2022/12/12	OLD CHCG PIZZA AND TAP RM	\$250.00	MICHELLE PRINZ

2022/12/12	MORNING STAR PUBLISHING	\$14.00	MICHELLE PRINZ
2022/12/12	T & D CONEY GRILL	\$250.00	MICHELLE PRINZ
2022/12/12	AMZN MKTP US*CO1ZX8LX3	\$169.60	MICHELLE PRINZ
2022/12/12	AMZN MKTP US*PO4JY8C93	\$25.94	MICHELLE PRINZ
2022/12/12	AMZN MKTP US*OU5L50NM3	\$25.61	MICHELLE PRINZ
2022/12/12	AMZN MKTP US*VF6C31W93	\$33.34	MICHELLE PRINZ
2022/12/12	BEST BUY 00004168	\$499.99	CATHERINE ADAMS
2022/12/12	QUALITY DAIRY 31280027	\$52.44	BART CRANE
2022/12/12	JETS PIZZA - MI-053 - MOT	\$136.03	BART CRANE
2022/12/12	SOLDAN S PET SUPPLIES	\$67.98	ALLISON GOODMAN
2022/12/13	AC&E RENTALS INC	\$31.37	TYLER KENNEL
2022/12/13	STATE OF MI MIDEAL	\$230.00	ROBERT MACKENZIE
2022/12/13	SQ *HASLETT/OKEMOS ROTARY	\$145.00	KEN PLAGA
2022/12/13	AMZN MKTP US*IP94E54V3	\$25.99	MICHELLE PRINZ
2022/12/14	AC&E RENTALS INC	\$108.00	LAWRENCE BOBB
2022/12/14	THE HOME DEPOT 2723	\$327.13	LAWRENCE BOBB
2022/12/14	MARATHON PETRO70995	\$20.00	MICHAEL HAMEL
2022/12/14	LARRY CUSHION TROPHIES	\$60.00	RICHARD GRILLO
2022/12/14	TST* BUDDY'S PIZZA - OKEM	\$250.00	MICHELLE PRINZ
2022/12/14	AMZN MKTP US*NN2QM18H3	\$116.90	MICHELLE PRINZ
2022/12/14	STATE MI EGLE MIENVIRO	\$510.00	DANIEL OPSOMMER
2022/12/14	ERIE CUSTOM SIGNS	\$159.19	SAMANTHA DIEHL
2022/12/14	SOLDAN S PET SUPPLIES	\$10.74	ALLISON GOODMAN
2022/12/15	MIDWEST POWER EQUIPMENT	\$193.30	LAWRENCE BOBB
2022/12/15	THE HOME DEPOT 2723	\$228.48	LAWRENCE BOBB
2022/12/15	THE HOME DEPOT #2723	\$128.12	LAWRENCE BOBB
2022/12/15	OLD CHCG PIZZA AND TAP RM	\$19.94	FRANK L WALSH
2022/12/15	OLD CHCG PIZZA AND TAP RM	\$20.67	FRANK L WALSH
2022/12/15	TRAVERSE CITY RECORD EAGL	\$17.99	MICHELLE PRINZ
2022/12/16	THE HOME DEPOT 2723	\$201.29	TYLER KENNEL
2022/12/16	BEST BUY 00004168	\$41.98	KYLE FOGG
2022/12/16	THE HOME DEPOT #2723	\$17.94	TIMOTHY BOOMS
2022/12/16	USA BLUE BOOK	\$117.46	ROBERT MACKENZIE
2022/12/19	THE HOME DEPOT 2723	\$327.46	LAWRENCE BOBB
2022/12/19	THE HOME DEPOT #2723	\$153.60	TYLER KENNEL
2022/12/19	SNAPON TOOLS	\$81.40	TODD FRANK
2022/12/19	THE MINING JOURNAL	\$20.00	MICHELLE PRINZ
2022/12/19	GFS STORE #1901	\$61.46	MICHELLE PRINZ
2022/12/19	FREEP.COM	\$9.99	MICHELLE PRINZ
2022/12/19	LANSINGSTATE JOURNAL	\$9.99	MICHELLE PRINZ
2022/12/19	AMAZON.COM*6T8KG96G3	\$494.75	MICHELLE PRINZ
2022/12/19	COVERT SCOUTING	\$32.99	ED BESONEN
2022/12/19	AMZN MKTP US*EQ0OB40D3 AM	\$54.44	DANIEL OPSOMMER
2022/12/19	MEIJER # 253	\$47.07	ALLISON GOODMAN
2022/12/20	ZOOM.US 888-799-9666	\$434.85	STEPHEN GEBES
2022/12/20	GRAINGER	\$284.15	ROBERT MACKENZIE
2022/12/21	STATE OF MI EMS	\$25.00	TIMOTHY BOOMS
2022/12/21	THE HOME DEPOT 2723	\$100.94	YOUNES ISHRAIDI
2022/12/21	AMAZON.COM*JY2NG5OA3 AMZN	\$66.49	ROBERT MACKENZIE
2022/12/21	MEIJER # 025	\$13.47	LUANN MAISNER
2022/12/21	THE HOME DEPOT #2723	\$66.32	LUANN MAISNER
2022/12/21	CROWN AWARDS INC	\$4.49	MICHELLE PRINZ
2022/12/21	AMZN MKTP US*2F0019L33	\$101.94	MICHELLE PRINZ
2022/12/21	PANTONE LLC	\$238.49	DANIEL OPSOMMER
2022/12/21	SOLDAN S PET SUPPLIES	\$10.14	ALLISON GOODMAN

2022/12/21	PETSMART # 0724	\$18.57	ALLISON GOODMAN
2022/12/22	THE HOME DEPOT #2723	\$66.79	TYLER KENNELL
2022/12/22	JETS PIZZA - MI-053 - MOT	\$115.43	MICHAEL HAMEL
2022/12/22	COVERT SCOUTING	\$23.66	ANDREW MCCREADY
2022/12/22	WAL-MART #2866	\$15.94	MIKE ELLIS
2022/12/22	THE HOME DEPOT #2723	\$141.98	CATHERINE ADAMS
2022/12/23	THE HOME DEPOT #2723	\$49.92	MIKE ELLIS
2022/12/23	SIMPLISAFE	\$307.89	RICHARD GRILLO
2022/12/23	AC&E RENTALS INC	\$77.00	LUANN MAISNER
2022/12/23	SUNBELT RENTALS #315	\$251.47	LUANN MAISNER
2022/12/23	GFS STORE #1901	\$179.86	LUANN MAISNER
2022/12/23	MEIJER # 025	\$46.52	LUANN MAISNER
2022/12/23	BEST BUY 00004168	\$959.92	KEN PLAGA
2022/12/23	HEARST NEWSPAPERSMIDWEST	\$9.20	MICHELLE PRINZ
2022/12/23	AMZN MKTP US*BL5U24SN3	\$11.00	MICHELLE PRINZ
2022/12/23	LANSINGSTATE JOURNAL	\$9.99	MICHELLE PRINZ
2022/12/23	MEIJER # 025	\$843.54	DANIEL OPSOMMER
2022/12/23	MEIJER # 025	\$221.43	DANIEL OPSOMMER
2022/12/26	CATHEY CO	\$72.60	ROBERT STACY
2022/12/26	BEST BUY 00004168	\$899.92	KEN PLAGA
2022/12/26	THE HOME DEPOT #2723	\$75.34	KEN PLAGA
2022/12/26	COMCAST	\$160.70	BART CRANE
2022/12/26	THE HOME DEPOT 2723	\$319.80	DANIEL OPSOMMER
2022/12/26	DICK'S CLOTHING&SPORTING	\$1,780.00	DANIEL OPSOMMER
2022/12/26	FACEBK YAY8UKF9U2	\$21.47	SAMANTHA DIEHL
2022/12/27	AMZN MKTP US*OO4VV5E53	\$30.99	MICHELLE PRINZ
2022/12/27	AMZN MKTP US*9S0E00AS3	\$15.78	MICHELLE PRINZ
2022/12/27	AMZN MKTP US*QK1C52DQ3	\$35.89	MICHELLE PRINZ
2022/12/28	BEST BUY 00004168	(\$129.99)	KEN PLAGA
2022/12/28	BEST BUY 00004168	(\$439.96)	KEN PLAGA
2022/12/28	AMAZON.COM*II16Q0W93 AMZN	\$31.96	MICHELLE PRINZ
2022/12/28	PANTONE LLC	(\$13.50)	DANIEL OPSOMMER
2022/12/29	THE HOME DEPOT #2723	\$3.98	ROBERT STACY
2022/12/29	MIDWEST POWER EQUIPMENT	\$60.55	MICHAEL HAMEL
2022/12/29	WAL-MART #2866	\$73.76	JACOB FLANNERY
2022/12/29	DELTA CHARTER TOWNSHIP	\$390.00	TIMOTHY BOOMS
2022/12/29	SP FATHEAD, LLC	\$228.92	RICHARD GRILLO
2022/12/29	THE HOME DEPOT #2723	\$29.80	DAN PALACIOS
2022/12/29	SOLDAN S PET SUPPLIES	\$16.78	CATHERINE ADAMS
2022/12/29	MEIJER # 025	(\$47.75)	DANIEL OPSOMMER
2022/12/29	MEIJER # 025	(\$12.53)	DANIEL OPSOMMER
2022/12/29	WEB*NETWORKSOLUTIONS	\$58.98	SAMANTHA DIEHL
2022/12/30	COVERT SCOUTING	\$49.99	ANDREW MCCREADY
2022/12/30	WALGREENS #11286	\$17.98	RICHARD GRILLO
2023/01/02	OPENTIMECLOCK	\$25.00	STEPHEN GEBES
2023/01/02	MEIJER # 025	\$50.80	RICHARD GRILLO
2023/01/02	AMZN MKTP US*HT25V6FQ3	\$73.38	MICHELLE PRINZ
2023/01/02	AMZN MKTP US*A27VC5ME3	\$475.04	DANIEL OPSOMMER
2023/01/02	MEIJER # 253	\$21.11	ALLISON GOODMAN
2023/01/04	244 AUTO VALUE EAST LANSI	\$17.98	TYLER KENNELL
2023/01/04	CITY OF LANSING, MI	\$0.75	ED BESONEN
2023/01/04	WWW.FLIPSNACK.COM	\$420.00	SAMANTHA DIEHL

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Total	\$24,122.37
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ACH Transactions

Date	Payee	Amount	Purpose
12/6/2022	Invoice Cloud	\$ 1,901.40	Utility Transaction Fees
12/6/2022	Various Financial Institutions	\$ 24,760.97	Direct Deposit 12/16/2022
12/8/2022	Health Equity	\$ 126.25	Employee Health Savings Account
12/9/2022	Various Financial Institutions	\$ 609.00	Direct Deposit 12/16/2022
12/12/2022	MCT Utilities	\$ 1,132.70	Water/Sewer
12/12/2022	Consumers Energy	\$ 50,043.20	Utilities
12/12/2022	Delta Dental	\$ 13,933.07	Employee Dental Insurance
12/14/2022	Blue Care Network	\$ 19,785.28	Employee Health Insurance
12/15/2022	ICMA	\$ 43,289.12	Payroll Deductions 12/15/2022
12/16/2022	Nationwide	\$ 5,566.13	Payroll Deductions 12/15/2022
12/16/2022	IRS	\$ 105,271.64	Payroll Taxes 12/16/2022
12/16/2022	Various Financial Institutions	\$ 294,271.64	Direct Deposit 12/16/2022
12/19/2022	ELAN	\$ 25,974.78	Credit Card Payment
12/22/2022	Consumers Energy	\$ 8,603.42	Utilities
12/22/2022	MCT Utilities	\$ 185.00	Water/Sewer
12/23/2022	Blue Care Network	\$ 36,775.82	Employee Health Insurance
12/28/2022	Blue Care Network	\$ 73,307.41	Employee Health Insurance
12/29/2022	MERS	\$ 771,224.23	Employee Retirement
12/29/2022	ICMA	\$ 45,278.55	Payroll Deductions 12/30/2022
12/30/2022	Alerus	\$ 10,030.54	Employee Health Insurance
12/30/2022	Nationwide	\$ 6,446.14	Payroll Deductions 12/30/2022
12/30/2022	First American	\$ 1,505.43	Employee Vision Insurance
12/30/2022	State of Michigan	\$ 49,405.30	MI Business Tax
12/30/2022	IRS	\$ 104,568.12	Payroll Taxes 12/30/2022
12/30/2022	Various Financial Institutions	\$ 295,271.28	Direct Deposit 12/30/2022
1/4/2023	Blue Care Network	\$ 10,947.30	Employee Health Insurance
<b>Total ACH Payments</b>		<b><u>\$ 2,000,213.72</u></b>	

**REIMBURSEMENT TO TOWNSHIP:**

<b>Employee Name</b>	<b>Amount</b>	<b>Summary of Reimbursement</b>	<b>Transaction Reimbursed</b>
Frank Walsh	\$14.80	Old Chicago - Managers Lunch Overage of \$14.80	11/23/2022 - Old Chicago Managers Lunch
Frank Walsh	\$3.94	Old Chicago - Managers Lunch overage of \$3.94	12/14/2022 - Old Chicago Managers Lunch - Frank
Frank Walsh	\$4.67	Old Chicago - Managers Lunch overage of \$4.67	12/14/2022 - Old Chicago Managers Lunch with Amanda
Bart Crane	\$7.70	Jet's Pizza - Sales Tax Refunded - \$7.70	12/10/2022 - Shop with a cop event pizza for volunteers and attendees. Jet's refunded sales tax on transaction.
Deborah Guthrie	\$15.92	State Side Deli - Sales Tax Refunded Receipt #185392	11/07/2022 - Food for Election Staff. State Side refunded sales tax
Deborah Guthrie	\$2.88	Hungrie Howies - Sales Tax Refunded Receipt #185390	11/04/2022 - Food for Election staff. Hungrie Howies refunded sales tax.
Deborah Guthrie	\$13.50	Bread Bites - Sales Tax Refunded Receipt #185343	11/04/2022 - Food for Election staff. Bread Bites refunded sales tax.
Deborah Guthrie	\$2.16	Panera - Sales Tax Refunded Receipt #185548	11/05/2022 - Food for Election staff. Panera refunded sales tax.
Deborah Guthrie	\$6.54	Panera - Sales Tax Refunded Receipt #185391	11/05/2022 - Food for Election staff. Panera refunded sales tax.



**To: Township Board**

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

**Date: December 27, 2022**

**Re: 1673 Haslett (American House of Meridian) – Brownfield Plan**

The Township Board held a public hearing for the first amendment to the American House of Meridian brownfield plan at its meeting on December 13, 2022. At that meeting, there was discussion from the Board regarding the inclusion of the neighboring property in the original plan and its removal in this proposed amendment, but no major concerns were raised and the board was generally supportive of the plan as presented. Previously, the Meridian Township Brownfield Redevelopment Authority discussed the brownfield plan and voted to recommend it for approval.

The brownfield plan proposes only Local capture. There is no State of Michigan involvement in this project. Total capital investment in the project is currently estimated to be approximately \$33,000,000. A total tax increment revenue (TIR) of \$1,244,299 would be created over the proposed 4 years of the plan. Of that TIR amount, \$1,119,869 is available for developer reimbursement of eligible costs, as long as the funds exist. If the project does not generate enough TIR, the reimbursement will be lower. If the TIR is higher than estimates, the developer may be reimbursed sooner. The remaining funds will go towards local administration (\$62,215) and the local brownfield revolving loan fund (\$62,215).

The proposed plan meets the technical requirements under PA 381 (Brownfield Redevelopment Financing Act) for approval of a Brownfield Plan. The remaining decision point is for the Township Board to make a determination that the project meets a “public purpose.” Public purpose is undefined in PA 381. The Act references the Natural Resources and Environmental Protection Act (NREPA, Act 451 of 1994), where public purpose is referenced throughout, but again, not specifically defined. In the NREPA, there are multiple references to environmental protection and remediation programs and natural resource protection. Public purpose appears to be intentionally left to the local unit of government to determine in their specific circumstance.

As Staff has previously stated, a public purpose may include:

- The cleaning up of former contamination in the ground on the site, which could have a negative impact on groundwater.
- Removal of asbestos from the site, which can inhibit the future use of a building
- Redevelopment of a functionally obsolete and blighted building from the property, which prevents the economically viable use of the property
- Increased development activity in one of the Township’s Potential Intensity Change Areas from the Comprehensive Plan
- Any other item the Township Board determines is a public purpose of the project.

After review, Staff would **recommend approval** of the proposed first amendment to the Brownfield Plan for American House of Okemos, 1673 Haslett Road. If approved by the Township Board, one of the next steps will be updating the reimbursement agreement, outlining how the Brownfield plan

will be implemented. A resolution for approval is attached for the Township Board's review and the following motion is provided for use.

**Move to adopt the resolution approving the first amendment to the Brownfield Plan for the American House of Meridian project at 1673 Haslett Road, with a total increment revenue to be captured not to exceed \$1,244,299 (\$1,119,869 maximum to the developer) over a 4-year capture period.**

**Attachments**

1. Resolution to approve the first amendment to the American House of Meridian Brownfield Plan
2. Brownfield Plan Amendment 1 for American House of Meridian, prepared by Triterra, dated November 17, 2022

**RESOLUTION TO APPROVE**

**American House of Meridian (First Amendment)  
1673 Haslett Road**

**RESOLUTION**

At a regular meeting of the Township Board of the Charter Township of Meridian, Ingham County, Michigan, held at the Meridian Municipal Building, on the 10<sup>th</sup> day of January 2023, at 6:00 p.m., Local Time.

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

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

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

WHEREAS, Hudson Haslett, LLC has previously received approval of for a Brownfield Plan covering the property at 1673 Haslett Road and the adjacent property at 1655 Haslett Road, allowing for reimbursement of eligible costs through tax increment revenue created from development at the site; and

WHEREAS, Hudson Haslett, LLC, has proposed an amendment to the originally approved plan which would remove the property at 1655 Haslett Road from the plan, update the eligible activity costs with current information, and adjust the tax increment revenue capture timeline based on the updated activity costs and project value; and

WHEREAS, the Meridian Township Brownfield Redevelopment Authority discussed the brownfield plan and voted to recommend approval to the Township Board at its meeting on November 17, 2022; and

WHEREAS, the Township Board held a public hearing on the plan at its meeting on December 13, 2022, as required by the Brownfield Redevelopment Financing Act; and

WHEREAS, the proposed brownfield plan constitutes a public purpose under the Brownfield Redevelopment Financing Act, Public Act 381 of 1996, specifically in that it will clean up historic contamination from a drycleaner on the site, remove hazardous asbestos within the existing buildings, and redevelop a functionally obsolete shopping area, bringing economic activity to the area; and

WHEREAS, the proposed plan meets the requirements for a brownfield plan as established in Section 13 and 13b of Public Act 381 and the property included in the Plan was determined to be a Facility or is a directly adjacent property, which is permitted under the Act; and

WHEREAS, the proposed method of financing the costs of the eligible activities are reasonable and necessary to carry out the purposes of Public Act 381; and

WHEREAS, the proposed eligible activities are reasonable and necessary to adequately address brownfield conditions on the site and provide protection to public health, safety and the environment; and

**Resolution to Approve  
American House of Meridian, Brownfield Plan – Amendment 1  
Page 2**

WHEREAS, the proposed brownfield plan is capped at \$1,244,299 over an 4 year capture period, with the Meridian Township Brownfield Redevelopment Authority capturing a maximum of \$62,215 for administration and \$62,215 for the Local Brownfield Revolving Fund (LBRF), with the remaining tax increment revenue created being available for reimbursement to the developer, based on the actual costs of eligible activities, not to exceed \$1,119,869; and

WHEREAS, the amount of captured taxable value estimated to result from the adoption of the plan is reasonable and is expected to be created, if the development proceeds as expected; and

WHEREAS, the Township Board of the Charter Township of Meridian supports the intent of the brownfield plan to facilitate the redevelopment and restoration of environmental and economic viability to the parcel included in the plan.

NOW THEREFORE, BE IT RESOLVED THE TOWNSHIP BOARD OF THE CHARTER TOWNSHIP OF MERIDIAN hereby approves the First Amendment to the American House of Meridian Brownfield Plan, subject to the following conditions.

1. Approval is in accordance with the brownfield plan prepared by Triterra, with a date of November 17, 2022.

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

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

STATE OF MICHIGAN )

) ss

COUNTY OF INGHAM )

I, the undersigned, the duly qualified and acting Clerk of the Township Board of the Charter Township Meridian, Ingham County, Michigan, DO HEREBY CERTIFY that the foregoing is a true and a complete copy of a resolution adopted at a regular meeting of the Township Board on the 10<sup>th</sup> day of January 2023.

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

**MERIDIAN TOWNSHIP  
BROWNFIELD REDEVELOPMENT AUTHORITY**

***BROWNFIELD PLAN  
AMENDMENT 1***

**American House of Meridian Township  
1673 Haslett Road  
Haslett, Michigan 48840**

Meridian Township Brownfield Redevelopment Authority  
1515 Marsh Road  
Okemos, Michigan 48864  
Contact: Timothy R. Schmitt  
Director of Community Planning and Development  
[schmitt@meridian.mi.us](mailto:schmitt@meridian.mi.us)  
Phone: 517-853-4576

Prepared By:  
Triterra  
1305 S. Washington Avenue, Suite 102  
Lansing, Michigan 48910  
Contact: Dave Van Haaren  
[dave.vanhaaren@triterra.us](mailto:dave.vanhaaren@triterra.us)  
Phone: 517-853-2152

November 17, 2022

Approved by the Meridian Township BRA on \_\_\_\_\_, 2022  
Approved by the Meridian Charter Township Board of Trustees on \_\_\_\_\_, 2022

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**TABLES**

- Table 1: Brownfield Eligible Activities
- Table 2: Tax Increment Revenue Capture Estimates
- Table 3: Tax Increment Revenue Reimbursement Allocation Table

**ATTACHMENTS**

- Attachment A: ALTA/NSPS Land Title Survey and Legal Description



## **1.0 PROJECT SUMMARY**

<b>Project Name:</b>	American House of Meridian
<b>Developer:</b>	Hudson Haslett, LLC (the “Developer”) One Towne Square, Suite 1600 Southfield, Michigan 48076 Timothy McCafferty and Laura Hester
<b>Property Location:</b>	1673 Haslett Road and 1659 Raby Road Haslett, Michigan 48840
<b>Parcel Information:</b>	33-02-02-10-401-007
<b>Type of Eligible Property:</b>	“Facility”
<b>Project Description:</b>	A redevelopment of the subject property located at 1673 Haslett Road in Meridian Charter Township.

A Brownfield Plan was adopted by Meridian Charter Township on September 22, 2020. This is the first amendment to the Brownfield Plan. The purpose of the amendment is to: 1) remove the adjacent parcel located at 1655 Haslett Road (33-02-02-10-401-005) and eligible activities associated with said parcel, 2) update/realign proposed eligible activity costs based on current redevelopment plans, and 3) adjust the proposed tax increment revenue (TIR) capture schedule based on the current project timeline.

The project includes the demolition of an approximately 23,415- square foot, single-story multi-tenant commercial building located at 1673 Haslett Road. The developer will construct a four-story, 149,799 square foot, mixed-use building consisting of a senior apartment building with a total of 132 residential units and 9,283 square feet of leasable commercial space. A new parking lot and site improvements will be constructed on the east, south, and west sides of the building.

Brownfield eligible activities include environmental assessment, due care and Environmental response activities, asbestos surveys, asbestos abatement activities, demolition, and preparation and implementation of a Brownfield Plan.

**Total Capital Investment:** Total capital investment is estimated at \$33,000,000 of which \$1,119,869 is currently proposed for Brownfield Reimbursement to the Developer.

**Estimated Job Creation/Retention:** The redevelopment is anticipated to generate 55 new full-time equivalent (FTE) jobs.

**Duration of Plan:** The duration of this Brownfield Plan is 7 years and includes 4 years of Tax Increment Revenue (TIR) capture for: 1) reimbursement to the Developer for eligible activities, 2) BRA administration of the Plan and 3) deposits into the BRA's Local Brownfield Revolving Fund (LBRF).

**Total Captured Tax Increment Revenue:** \$1,244,299

<b>Distribution of New Taxes Paid</b>	
Developer Reimbursement	\$1,119,869
<b><i>Sub-Total Developer Reimbursement</i></b>	<b><i>\$1,119,869</i></b>
State Brownfield Revolving Fund	\$0
BRA Plan Administrative Fees	\$62,215
Local Brownfield Revolving Fund (LBRF)	\$62,215
<b><i>Sub-Total Administrative Fees, LBRF Deposits</i></b>	<b><i>\$124,430</i></b>
<b>Grand Total</b>	<b><i>\$1,244,299</i></b>

## **2.0 INTRODUCTION AND PURPOSE**

The Meridian Township Brownfield Redevelopment Authority (the “Authority” or “BRA”), duly established by resolution of the Meridian Charter Township Board of Trustees (the “Township”), pursuant to the Brownfield Redevelopment Financing Act, Michigan Public Act 381 of 1996, MCLA 125.2651 et. seq., as amended (“Act 381”), is authorized to exercise its powers within Meridian Charter Township, Michigan.

A Brownfield Plan was adopted by Meridian Charter Township on September 22, 2020. This is the first amendment to the Brownfield Plan. The purpose of the amendment is to:

1. remove the adjacent parcel located at 1655 Haslett Road (33-02-02-10-401-005) and eligible activities associated with said parcel,
2. update/realign proposed eligible activity costs based on current redevelopment plans, and
3. adjust the proposed tax increment revenue (TIR) capture schedule based on the current project timeline.

The proposed redevelopment will only be economically viable with the support and approval of the brownfield redevelopment incentives described herein.

### 3.0 ELIGIBLE PROPERTY INFORMATION

This Plan is presented to support the Developer in the redevelopment of the subject property situated on the south side of Haslett Road in Haslett, an unincorporated community in Meridian Charter Township, Ingham County, Michigan (the “property”). The location of the property is depicted on Figure 1.

The property is fully defined in the following table and in Attachment A.

Eligible Property		
Address	Tax ID	Basis of Eligibility
1673 Haslett Road	33-02-02-10-401-007	“Facility”

The property is zoned C-2, Commercial District and is located within the Meridian Charter Township.

The property is surrounded by undeveloped land and active commercial property. Property layout and boundaries are depicted on Figure 2. The legal description of the property is included in Attachment A.

The property is considered an “eligible property” as defined by Act 381, Section 2 because: (a) the property was previously utilized as a commercial property; (b) the property is a “facility” as the term is defined by Part 201 of Michigan’s Natural Resources and Environmental Protection Act (“NREPA”), P.A. 451 of 1994, as amended. Figure 3 depicts environmental impact on the property.

#### **4.0 PROPOSED REDEVELOPMENT**

The Project includes the demolition of one commercial building and the construction of a new approximately 149,799 square foot, four-story mixed-use building.

The new building will include 9,283 square feet of business retail units on the first floor and a total of 132 senior residential units, a leasing office, lobby, and residential community kitchen and dining areas. A new parking lot will be constructed along the east, south, and west sides of the building. The development will include 139 parking spaces.

The total anticipated investment into the redevelopment project is estimated at \$27,000,000 in hard costs of construction and \$33,000,000 in total cost, minus acquisition. The development will result in the redevelopment of one contaminated parcel, and removal of one blighted and functionally obsolete building on the property. This development will dramatically improve the appearance of the property. The Project will significantly increase density to the area and provide additional support to existing retail establishments in the township, as well as create jobs.

The improvements to the property will be permanent and significantly increase the taxable value of the property. These improvements will also assist in increasing the property values of the neighborhood.

The Project would not be possible without financial support through Brownfield tax increment financing (TIF) and other local incentives outlined in Section 6.12.

The redevelopment is anticipated to generate 55 new full-time equivalent jobs.

## **5.0 BROWNFIELD CONDITIONS**

The existing building on the 1673 Haslett Road parcel was constructed in 1985 and has since been used for various commercial purposes, including offices, retail, and restaurants. According to historical documents, a dry cleaner operated on the property from at least 1990 to 2001. At least one underground storage tank (UST) once used for the storage of dry-cleaning product (i.e. chlorinated cleaning solvent) was reported to have existed on the parcel. The UST may have been removed from the ground or abandoned onsite. Subsurface investigations conducted on the property in 1996 and 2020 identified various volatile organic compounds (VOCs), including tetrachloroethene, in soil above the Michigan Department of Environment, Great Lakes, Energy (EGLE) Part 201 Residential Generic Cleanup Criteria (GCC). The parcel therefore meets the definition of a “facility”, as defined by Section 20101(s) of PA 451, Part 201, as amended. In addition, soil gas samples collected from the parcel in June 2020 revealed various VOCs above method detection limits, including tetrachloroethene above the Media-Specific Recommended Indoor Air Screening Levels (RIASLs), which indicates a vapor encroachment condition on the property. Refer to Figure 3 to review environmental impact at the 1673 Haslett Road parcel.

**6.0 BROWNFIELD PLAN**

**6.1 Description of Costs to Be Paid with Tax Increment Revenues and Summary of Eligible Activities**

The Developer will be reimbursed with the new local taxes levied by the Project for the costs of eligible activities necessary to support redevelopment of the property. The activities that are intended to be carried out at the property are considered “eligible activities” as defined by Sec 2 of Act 381. Brownfield eligible activities proposed by the Developer include EGLE pre-approved activities, EGLE due care activities, EGLE environmental response activities, asbestos assessment and abatement activities, demolition, and preparation and implementation of the Brownfield Plan.

The costs of eligible activities included in, and authorized by, this Plan will be reimbursed with incremental local tax revenues generated by the property and captured by the BRA, subject to any limitations and conditions described in this Plan and the terms of a Reimbursement Agreement between the Developer and the Authority (the “Reimbursement Agreement”). This Plan is a “Local-only” Plan and does not include or propose capture of state tax revenues for reimbursement to the Developer. The total cost of activities eligible for Developer reimbursement from tax increment revenues is projected to be \$1,244,299. The eligible activities are summarized below:

<b>Summary of Eligible Activities</b>	
<b>EGLE Eligible Activities</b>	<b>Cost</b>
Pre-Approved Activities	\$8,810
Due Care Activities	\$488,225
Environmental Response Activities	\$140,220
<b>Total Environmental Eligible Activities</b>	<b>\$637,255</b>
<b>MSF Eligible Activities</b>	<b>Cost</b>
Asbestos and Lead Activities	\$18,050
Demolition	\$193,800
<b>Total Non-Environmental Eligible Activities</b>	<b>\$211,850</b>
Contingency (15%) *	\$122,039
Brownfield Plan Preparation	\$20,500
Brownfield Application Fees	\$10,000
Brownfield Plan Implementation	\$9,500
Interest (5% simple)	\$108,725
<b>Total Eligible Cost for Reimbursement</b>	<b>\$1,244,299</b>

\* Contingency calculation excludes costs for pre-approved activities, asbestos survey, Brownfield Plan preparation and implementation.

A detailed breakdown in eligible activities is provided in Table 1, Brownfield Eligible Activities.

The costs listed above are estimated and may increase or decrease depending on the nature and extent of unknown conditions encountered on the property. The actual cost of those eligible activities encompassed by this Plan that will qualify for reimbursement from tax increment revenues captured by the BRA shall be governed by the terms of a Reimbursement Agreement. No costs of eligible activities will be qualified for reimbursement except to the extent permitted in accordance with the terms and conditions of the Reimbursement Agreement and Section 2 of Act 381 of 1996, as amended (MCL 125.2652). The Reimbursement Agreement and this Plan will dictate the total cost of eligible activities subject to payment. As long as the total cost limit described in this Plan is not exceeded, line item costs of eligible activities may be adjusted within Environmental eligible activities and Non-Environmental eligible activities after the date this Plan is approved by the Meridian Charter Township Board of Trustees.

**6.2 Estimate of Captured Taxable Value, Tax Increment Revenues and Impact of Tax Increment Financing on Taxing Jurisdictions**

The costs of eligible activities included in, and authorized by, this Plan will be reimbursed with incremental local tax revenues generated by the property and captured by the BRA.

The base taxable value for this Plan is \$287,900, which is based on the following.

Eligible Property – Base Taxable Value		
Address	Tax ID	2020 Taxable Value
1673 Haslett Road	33-02-02-10-401-007	\$287,900
TOTAL		\$287,900

The projected new taxable value is phased over 3 years with an estimated taxable value of \$15,950,000 in 2025. The actual taxable value will be determined by the Township Assessor after the development is completed. It is estimated that the BRA will capture tax increment revenues from 2023 through 2026 for BRA administrative fees and for deposits into the BRA’s Local Brownfield Revolving Fund (LBRF).

The following table presents a summary of the new tax revenues generated by the taxing jurisdictions whose millage is subject to capture by the BRA under this Plan. These are estimations based on the residential and commercial components of the proposed redevelopment.



<b>Projected Impact to Taxing Jurisdictions</b>			
<b>Taxing Unit</b>	<b>New Taxes to Taxing Units*</b>	<b>New Taxes for BRA Administration, LBRF Deposits, and Developer Reimbursement</b>	<b>Total New Taxes</b>
School Operating	\$597,334		\$597,334
State Education	\$199,111		\$199,111
Haslett School Debt	\$276,433		\$276,433
Road Improvement Debt	\$64,476		\$64,476
Fire Station Debt	\$6,637		\$6,637
Veterans Relief Fund		\$1,088	\$1,088
Land Preservation		\$3,319	\$3,319
Farmland Preservation		\$4,629	\$4,629
Community Services		\$4,921	\$4,921
CATA Redi Ride		\$6,564	\$6,564
ISD Operating		\$6,617	\$6,617
Animal Control		\$7,941	\$7,941
Elder Care		\$9,936	\$9,936
Pathways		\$10,978	\$10,978
Potter Park Zoo		\$16,546	\$16,546
Parks/Trails		\$16,546	\$16,546
Juvenile Justice		\$19,855	\$19,855
Public Transportation		\$19,871	\$19,871
Police Protection		\$19,964	\$19,964
Health Services		\$20,844	\$20,844
Fire Protection		\$21,036	\$21,036
Parks/Recreation		\$21,892	\$21,892
Airport Authority		\$23,196	\$23,196
Jail/Justice		\$28,128	\$28,128
911 System		\$28,151	\$28,151
ISD Vocational		\$42,872	\$42,872
Police/Fire		\$49,018	\$49,018
Library		\$51,530	\$51,530
School Building/Site		\$65,415	\$65,415
CATA		\$99,207	\$99,207
LCC		\$125,082	\$125,082

<b>Projected Impact to Taxing Jurisdictions</b>			
<b>Taxing Unit</b>	<b>New Taxes to Taxing Units*</b>	<b>New Taxes for BRA Administration, LBRF Deposits, and Developer Reimbursement</b>	<b>Total New Taxes</b>
Operating		\$137,977	\$137,977
ISD Spec ED		\$157,245	\$157,245
County Operating		\$223,930	\$223,930
<b>Total</b>	<b>\$1,143,990 (47.90%)</b>	<b>\$1,244,299 (52.10%)</b>	<b>\$2,388,289</b>

Impact to specific taxing jurisdictions is further presented in Table 2, Tax Increment Revenue Capture Estimates, and a schedule of tax increment revenue is presented in Table 3, Tax Increment Revenue Allocation Table.

The captured incremental taxable value and associated tax increment revenue will be based on the actual increased taxable value from all real and personal taxable improvements on the property as determined by the Township Assessor and the actual millage rates levied by the various taxing jurisdictions during each year of the plan. The actual tax increment captured will be based on taxable value set through the property assessment process by the local unit of government and the millage rates set each year by the taxing jurisdictions.

### **6.3 Method of Financing Plan Costs and Description of Advances by the Municipality**

The Developer is ultimately responsible for financing the costs of its specific eligible activities included in this Plan. The BRA will not advance any funds to finance the Developer eligible activities described in this Plan. All Plan financing commitments and activities and cost reimbursements authorized under this Plan shall be governed by the Reimbursement Agreement. The inclusion of eligible activities and estimates of costs to be reimbursed in this Plan is intended to authorize the BRA to fund such reimbursements. The amount and source of any tax increment revenues that will be used for purposes authorized by this Plan, and the terms and conditions for such use and upon any reimbursement of the expenses permitted by the Plan, will be provided solely under the Reimbursement Agreement contemplated by this Plan.

Reimbursements under the Reimbursement Agreement shall not exceed the cost of eligible activities and reimbursement limits described in this Plan.

The BRA will capture 5% of the new local taxes per year for the duration of the Plan to cover its cost to administer the Plan. The LBRA will also deposit 5% of the new local taxes captured per year for the duration of the Plan for deposit into its LBRF. Total deposits into the LBRF will not exceed the sum total equivalent of 5 years of local tax increment revenue.

#### **6.4. Maximum Amount of Note or Bonded Indebtedness**

Eligible activities are to be financed by the Developer. The BRA will not incur any note or bonded indebtedness to finance Brownfield eligible activities outlined in this Plan.

#### **6.5 Duration of Brownfield Plan**

The duration of this Plan is projected to be 7 years including 4 years of tax capture starting in 2023. Total TIR capture for Developer reimbursement is estimated at 4 years.

The property will become a part of this Plan on the date this Plan is approved by the governing body. In no event shall the duration of the Plan exceed 35 years following the date of the resolution approving the Plan, nor shall the duration of the tax capture exceed the lesser of the period authorized under subsections (4) and (5) of Section 13 of Act 381 or 30 years, except as authorized by those subsections or other provisions of Act 381. Further, in no event shall the beginning date of the capture of tax increment revenues be later than five years after the date of the resolution approving the Plan.

#### **6.6 Legal Description, Property Map, Property Characteristics and Personal Property**

An ALTA/NSPS Land Title Survey and legal description of the property is provided in Attachment A.

The subject property includes all tangible personal property that now or in the future comes to be owned or installed on the property by the Developer or occupants.

#### **6.7 Estimates of Residents and Displacement of Families**

No occupied residences are involved in the redevelopment, no persons reside at the property, and no families or individuals will be displaced as a result of this development.

#### **6.8 Plan for Relocation of Displaced Persons**

No persons will be displaced as a result of this development. Therefore, a Plan for relocation of displaced persons is not applicable and is not needed for this Plan.

#### **6.9 Provisions for Relocation Costs**

No persons will be displaced as result of this development, and no relocation costs will be incurred. Therefore, provision for relocation costs is not applicable and is not needed for this Plan.

**6.10 Strategy for Compliance with Michigan’s Relocation Assistance Law**

No persons will be displaced as result of this development. Therefore, no relocation assistance strategy is needed for this Plan.

**6.11 Description of the Proposed Use of Local Brownfield Revolving Fund**

The BRA has established a LBRF. LBRF monies will not be used to finance or reimburse eligible activities incurred by the Developer as described in this Plan.

The LBRA will capture 5% of new local taxes generated from the property per year for the duration of the Plan for deposit into the BRA’s its LBRF. Total deposits into the LBRF will not exceed the sum total equivalent of 5 years of local tax increment revenue.

**6.12 Other Material that the Authority or Governing Body Considers Pertinent**

The Authority and the Township, as the governing body, in accordance with the Act, may amend this Plan in the future in order to fund additional eligible activities associated with the Project or subject property described herein.

## **FIGURES**

**Figure 1: Property Location Map**

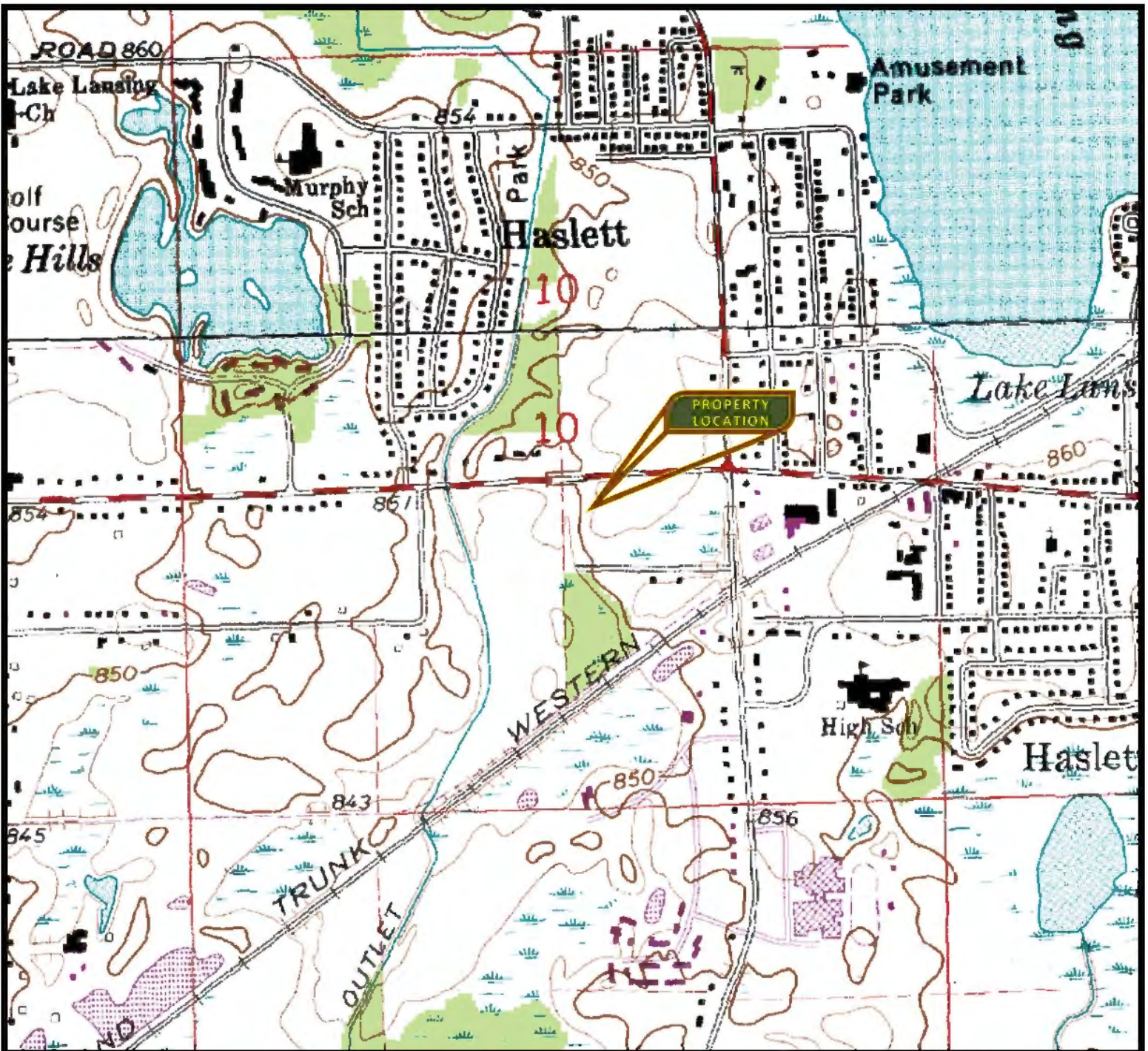
**Figure 2: Eligible Property Boundary Map**

**Figure 3: Soil Sample Locations with Analytical Results**

**Figure 4: Soil Gas Sample Locations & Analytical Results**

**Figure 5: Soil and Soil Gas Exceedances**

**Figure 6: Utility Plan**



**FIGURE 1**  
**PROPERTY LOCATION**

1673 Haslett Road

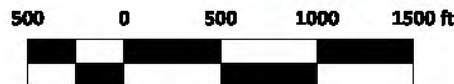
HASLETT, MICHIGAN 48840

INGHAM COUNTY  
T4N, R1W, SECTION 10

PROJECT NUMBER: 19-2321

ADAPTED FROM MI GEOGRAPHIC DATA LIBRARY DRG

**TRI TERRA**



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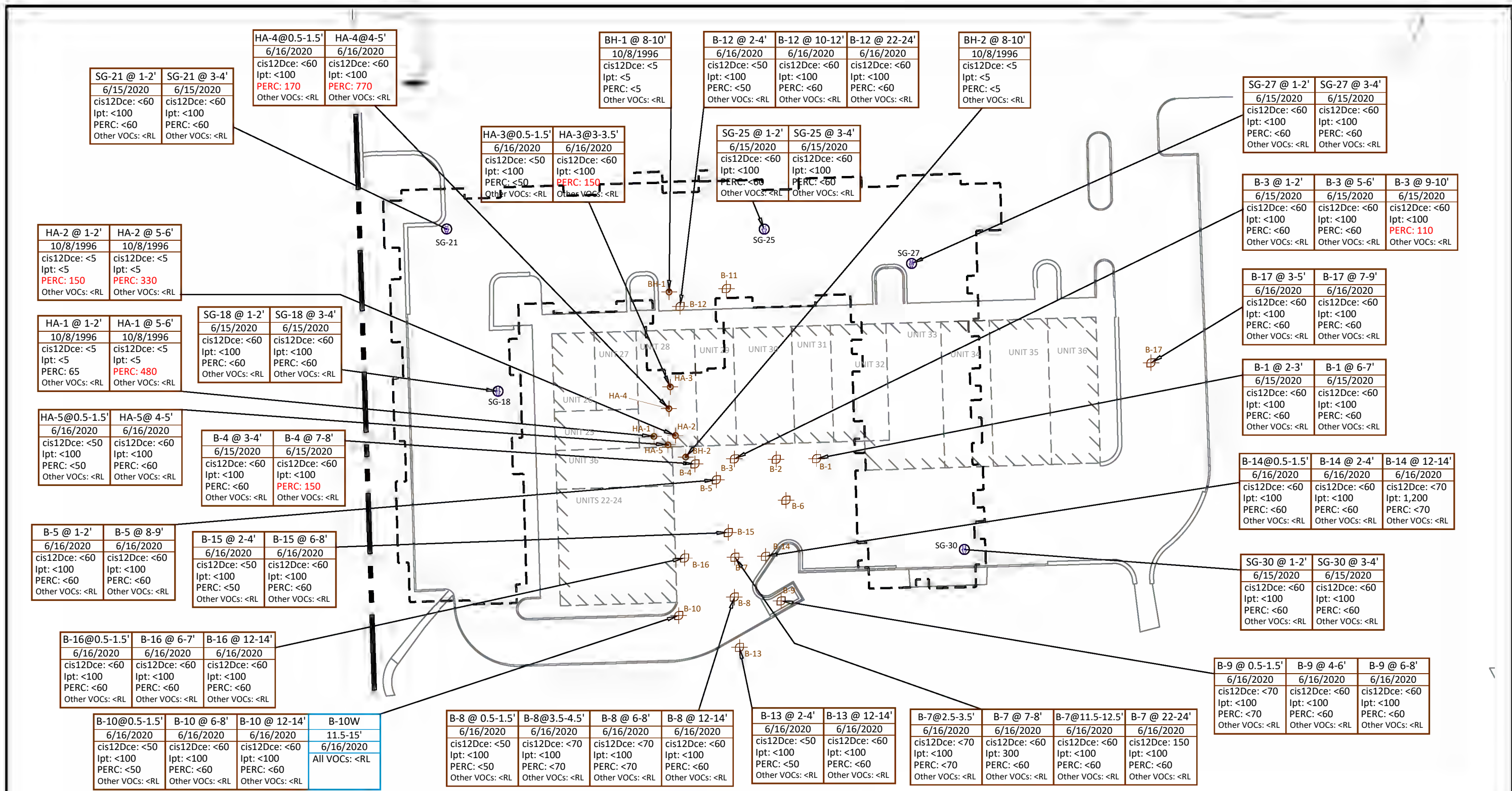
**FIGURE 2**

**ELIGIBLE PROPERTY BOUNDARY**

**PROJECT NUMBER 19-2321**

**1673 HASLETT ROAD**  
**HASLETT, MICHIGAN 48840**

**CREATED BY: CJZ**  
**8/5/2022**



SG-21 @ 1-2' 6/15/2020 cis12Dce: <60 lpt: <100 PERC: <60 Other VOCs: <RL	SG-21 @ 3-4' 6/15/2020 cis12Dce: <60 lpt: <100 PERC: <60 Other VOCs: <RL
---	---

HA-4@0.5-1.5' 6/16/2020 cis12Dce: <60 lpt: <100 PERC: 170 Other VOCs: <RL	HA-4@4-5' 6/16/2020 cis12Dce: <60 lpt: <100 PERC: 770 Other VOCs: <RL
--	--

BH-1 @ 8-10' 10/8/1996 cis12Dce: <5 lpt: <5 PERC: <5 Other VOCs: <RL
---

B-12 @ 2-4' 6/16/2020 cis12Dce: <50 lpt: <100 PERC: <50 Other VOCs: <RL	B-12 @ 10-12' 6/16/2020 cis12Dce: <60 lpt: <100 PERC: <60 Other VOCs: <RL	B-12 @ 22-24' 6/16/2020 cis12Dce: <60 lpt: <100 PERC: <60 Other VOCs: <RL
--	--	--

BH-2 @ 8-10' 10/8/1996 cis12Dce: <5 lpt: <5 PERC: <5 Other VOCs: <RL
---

SG-27 @ 1-2' 6/15/2020 cis12Dce: <60 lpt: <100 PERC: <60 Other VOCs: <RL	SG-27 @ 3-4' 6/15/2020 cis12Dce: <60 lpt: <100 PERC: <60 Other VOCs: <RL
---	---

HA-2 @ 1-2' 10/8/1996 cis12Dce: <5 lpt: <5 PERC: 150 Other VOCs: <RL	HA-2 @ 5-6' 10/8/1996 cis12Dce: <5 lpt: <5 PERC: 330 Other VOCs: <RL
---	---

HA-3@0.5-1.5' 6/16/2020 cis12Dce: <50 lpt: <100 PERC: <50 Other VOCs: <RL	HA-3@3-3.5' 6/16/2020 cis12Dce: <60 lpt: <100 PERC: 150 Other VOCs: <RL
--	--

SG-25 @ 1-2' 6/15/2020 cis12Dce: <60 lpt: <100 PERC: <60 Other VOCs: <RL	SG-25 @ 3-4' 6/15/2020 cis12Dce: <60 lpt: <100 PERC: <60 Other VOCs: <RL
---	---

B-3 @ 1-2' 6/15/2020 cis12Dce: <60 lpt: <100 PERC: <60 Other VOCs: <RL	B-3 @ 5-6' 6/15/2020 cis12Dce: <60 lpt: <100 PERC: <60 Other VOCs: <RL	B-3 @ 9-10' 6/15/2020 cis12Dce: <60 lpt: <100 PERC: 110 Other VOCs: <RL
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HA-1 @ 1-2' 10/8/1996 cis12Dce: <5 lpt: <5 PERC: 65 Other VOCs: <RL	HA-1 @ 5-6' 10/8/1996 cis12Dce: <5 lpt: <5 PERC: 480 Other VOCs: <RL
--	---

SG-18 @ 1-2' 6/15/2020 cis12Dce: <60 lpt: <100 PERC: <60 Other VOCs: <RL	SG-18 @ 3-4' 6/15/2020 cis12Dce: <60 lpt: <100 PERC: <60 Other VOCs: <RL
---	---

B-17 @ 3-5' 6/16/2020 cis12Dce: <60 lpt: <100 PERC: <60 Other VOCs: <RL	B-17 @ 7-9' 6/16/2020 cis12Dce: <60 lpt: <100 PERC: <60 Other VOCs: <RL
--	--

HA-5@0.5-1.5' 6/16/2020 cis12Dce: <50 lpt: <100 PERC: <50 Other VOCs: <RL	HA-5@ 4-5' 6/16/2020 cis12Dce: <60 lpt: <100 PERC: <60 Other VOCs: <RL
--	---

B-4 @ 3-4' 6/15/2020 cis12Dce: <60 lpt: <100 PERC: <60 Other VOCs: <RL	B-4 @ 7-8' 6/15/2020 cis12Dce: <60 lpt: <100 PERC: 150 Other VOCs: <RL
---	---

B-1 @ 2-3' 6/15/2020 cis12Dce: <60 lpt: <100 PERC: <60 Other VOCs: <RL	B-1 @ 6-7' 6/15/2020 cis12Dce: <60 lpt: <100 PERC: <60 Other VOCs: <RL
---	---

B-14@0.5-1.5' 6/16/2020 cis12Dce: <60 lpt: <100 PERC: <60 Other VOCs: <RL	B-14 @ 2-4' 6/16/2020 cis12Dce: <60 lpt: <100 PERC: <60 Other VOCs: <RL	B-14 @ 12-14' 6/16/2020 cis12Dce: <70 lpt: <1200 PERC: <70 Other VOCs: <RL
--	--	---

B-5 @ 1-2' 6/16/2020 cis12Dce: <60 lpt: <100 PERC: <60 Other VOCs: <RL	B-5 @ 8-9' 6/16/2020 cis12Dce: <60 lpt: <100 PERC: <60 Other VOCs: <RL
---	---

B-15 @ 2-4' 6/16/2020 cis12Dce: <50 lpt: <100 PERC: <50 Other VOCs: <RL	B-15 @ 6-8' 6/16/2020 cis12Dce: <60 lpt: <100 PERC: <60 Other VOCs: <RL
--	--

SG-30 @ 1-2' 6/15/2020 cis12Dce: <60 lpt: <100 PERC: <60 Other VOCs: <RL	SG-30 @ 3-4' 6/15/2020 cis12Dce: <60 lpt: <100 PERC: <60 Other VOCs: <RL
---	---

B-9 @ 0.5-1.5' 6/16/2020 cis12Dce: <70 lpt: <100 PERC: <70 Other VOCs: <RL	B-9 @ 4-6' 6/16/2020 cis12Dce: <60 lpt: <100 PERC: <60 Other VOCs: <RL	B-9 @ 6-8' 6/16/2020 cis12Dce: <60 lpt: <100 PERC: <60 Other VOCs: <RL
---	---	---

B-10@0.5-1.5' 6/16/2020 cis12Dce: <50 lpt: <100 PERC: <50 Other VOCs: <RL	B-10 @ 6-8' 6/16/2020 cis12Dce: <60 lpt: <100 PERC: <60 Other VOCs: <RL	B-10 @ 12-14' 6/16/2020 cis12Dce: <60 lpt: <100 PERC: <60 Other VOCs: <RL	B-10W 11.5-15' 6/16/2020 All VOCs: <RL
--	--	--	---

B-8 @ 0.5-1.5' 6/16/2020 cis12Dce: <50 lpt: <100 PERC: <50 Other VOCs: <RL	B-8@3.5-4.5' 6/16/2020 cis12Dce: <70 lpt: <100 PERC: <70 Other VOCs: <RL	B-8 @ 6-8' 6/16/2020 cis12Dce: <70 lpt: <100 PERC: <70 Other VOCs: <RL	B-8 @ 12-14' 6/16/2020 cis12Dce: <60 lpt: <100 PERC: <60 Other VOCs: <RL
---	---	---	---

B-13 @ 2-4' 6/16/2020 cis12Dce: <50 lpt: <100 PERC: <50 Other VOCs: <RL	B-13 @ 12-14' 6/16/2020 cis12Dce: <60 lpt: <100 PERC: <60 Other VOCs: <RL
--	--

B-7@2.5-3.5' 6/16/2020 cis12Dce: <70 lpt: <100 PERC: <70 Other VOCs: <RL	B-7 @ 7-8' 6/16/2020 cis12Dce: <60 lpt: 300 PERC: <60 Other VOCs: <RL	B-7@11.5-12.5' 6/16/2020 cis12Dce: <60 lpt: <100 PERC: <60 Other VOCs: <RL	B-7 @ 22-24' 6/16/2020 cis12Dce: 150 lpt: <100 PERC: <60 Other VOCs: <RL
---	--	---	---

**CONSTITUENTS LEGEND**

**VOLATILES (VOCs)**  
 cis12Dce: cis-1,2-Dichloroethylene  
 lpt: Isopropyltoluene  
 PERC: Tetrachloroethylene

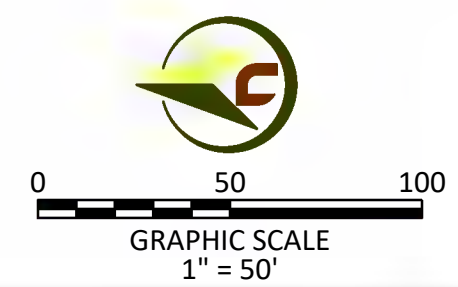
<RL: Result was below the laboratory reporting limits.

**NOTES**

1. Soil concentrations are in µg per kg (ppb).
2. GW concentrations are in µg per L (ppb).
3. All exceedances are highlighted in red.

**SYMBOLS LEGEND**

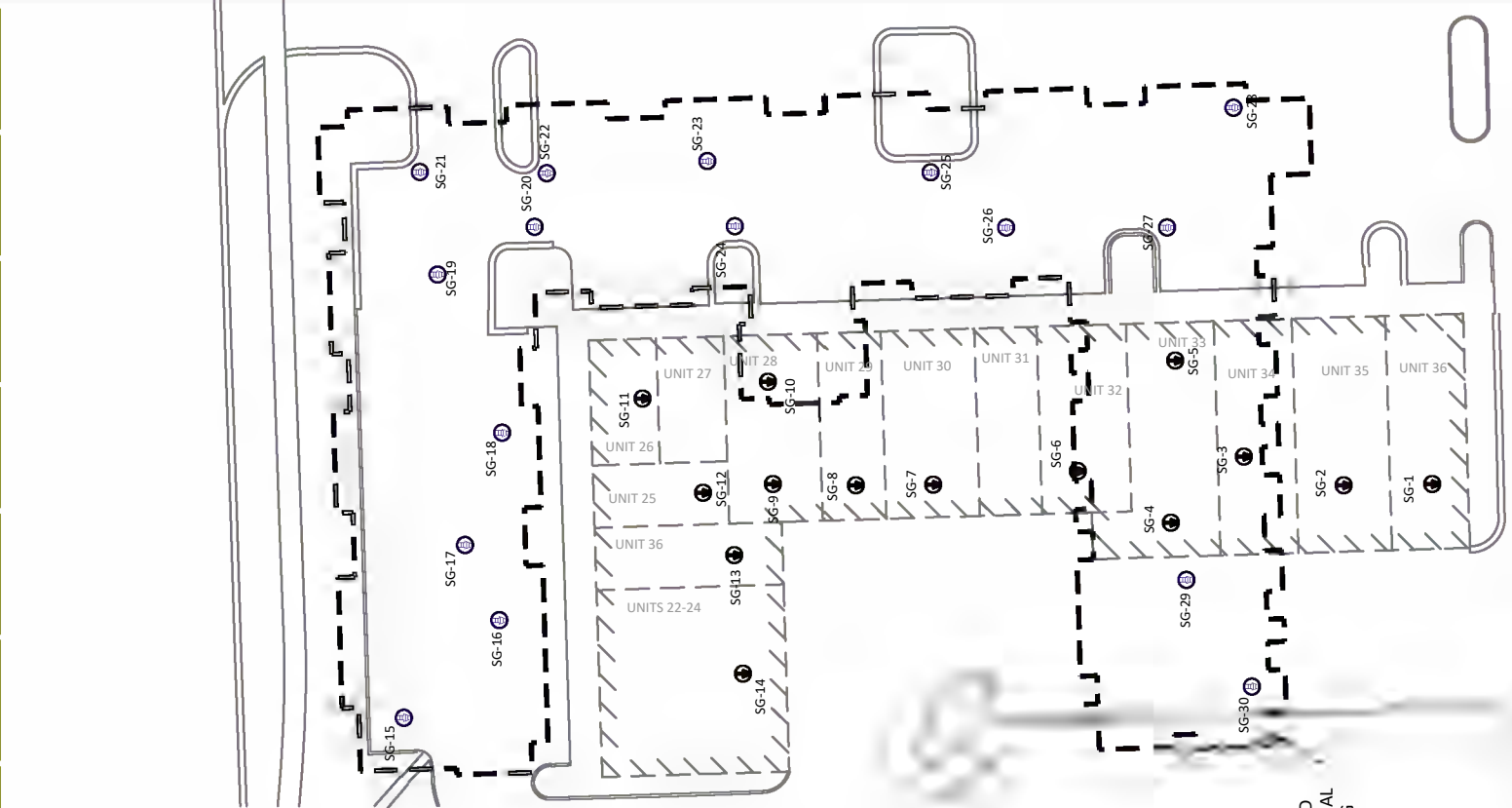
- SB-4 ⊕ SOIL BORING LOCATION
- HA-4 ⊙ SOIL SAMPLE LOCATION



 1305 South Washington, Suite 102, Lansing, MI 48910 Phone: 517-702-0470 Fax: 517-702-0477 www.triterra.us		<b>SOIL SAMPLE LOCATIONS WITH ANALYTICAL RESULTS</b>  1673 HASLETT ROAD & 1659 RABY ROAD HASLETT, MICHIGAN 48840	
Diagram is for illustrative purposes only. Exact locations of items shown on figure may vary slightly.		PROJECT NUMBER: 20-2340-05      FIGURE 3	
DATE: 7/18/2020	DRAWN BY: JWJ		
DATE: 8/9/2022	REVISED BY: JWJ		



SG-1 6/15/2020 DMK: 62 B: <6.4 CS2: <16 CE: <5.3 CL: <9.8 CMA: <4.1 Cyhex: <6.9 DCDFMA: 5,375 130dcb: <12 EIOH: 87 E: <8.7 Hep: 16 Hex: 182 2Hxn: <20 IPA: <49 MEK: <29 MIBK: <20 N: <10 PP: <100 124TMB: <45 135TMB: <9.8 224TMP: <9.3 PERC: <14 THF: <5.9 T: <19 TCE: <11 TCFMA: <11 VC: <5.1 X: <30 Others: <RL	SG-2 6/15/2020 DMK: 170 B: <16 CS2: <16 CE: <5.3 CL: <9.8 CMA: <4.1 Cyhex: <6.9 DCDFMA: 2,530 130dcb: <12 EIOH: 87 E: <8.7 Hep: 16 Hex: 182 2Hxn: <20 IPA: <49 MEK: <29 MIBK: <20 N: <10 PP: <100 124TMB: <45 135TMB: <9.8 224TMP: <9.3 PERC: <14 THF: <5.9 T: <19 TCE: <11 TCFMA: <11 VC: <5.1 X: <30 Others: <RL	SG-3 6/16/2020 DMK: 290 B: <19 CS2: <16 CE: <5.3 CL: <9.8 CMA: <4.1 Cyhex: <17 DCDFMA: 1,330 130dcb: <12 EIOH: 140 E: <8.7 Hep: 25 Hex: 35 2Hxn: <20 IPA: <49 MEK: <29 MIBK: <20 N: <10 PP: <86 124TMB: <9.8 135TMB: <9.8 224TMP: <9.3 PERC: <14 THF: <5.9 T: <53 TCE: <11 TCFMA: <11 VC: <5.1 X: <35 Others: <RL	SG-4 6/15/2020 DMK: <640 B: <96 CS2: <220 CE: <79 CL: <150 CMA: <62 Cyhex: <100 DCDFMA: 9,000 130dcb: <18 EIOH: <640 E: <130 Hep: <120 Hex: <110 2Hxn: <20 IPA: <660 MEK: <29 MIBK: <20 N: <160 PP: <1,200 124TMB: <150 135TMB: <150 224TMP: <140 PERC: <200 THF: <88 T: <110 TCE: <11 TCFMA: <11 VC: <5.1 X: <35 Others: <RL	SG-5 6/15/2020 DMK: <48 B: <6.4 CS2: <16 CE: <5.3 CL: <9.8 CMA: <4.1 Cyhex: <6.9 DCDFMA: 1,700 130dcb: <12 EIOH: <47 E: <8.7 Hep: <29 Hex: <70 2Hxn: <20 IPA: <49 MEK: <29 MIBK: <20 N: <10 PP: <86 124TMB: <9.8 135TMB: <9.8 224TMP: <9.3 PERC: <20 THF: <5.9 T: <75 TCE: <11 TCFMA: <11 VC: <5.1 X: <26 Others: <RL	SG-6 6/15/2020 DMK: 170 B: <16 CS2: <16 CE: <5.3 CL: <9.8 CMA: <4.1 Cyhex: <17 DCDFMA: 1,890 130dcb: <12 EIOH: 280 E: <17 Hep: <29 Hex: <46 2Hxn: <20 IPA: <49 MEK: <29 MIBK: <20 N: <21 PP: <89 124TMB: <15 135TMB: <9.8 224TMP: <9.3 PERC: <27 THF: <88 T: <45 TCE: <11 TCFMA: <11 VC: <5.1 X: <35 Others: <RL	SG-7 6/15/2020 DMK: 120 B: <16 CS2: <16 CE: <5.3 CL: <9.8 CMA: <4.1 Cyhex: <6.9 DCDFMA: 2,200 130dcb: <18 EIOH: <47 E: <13 Hep: <21 Hex: <110 2Hxn: <20 IPA: <74 MEK: <29 MIBK: <20 N: <31 PP: <86 124TMB: <9.8 135TMB: <9.8 224TMP: <9.3 PERC: <450 THF: <5.9 T: <38 TCE: <11 TCFMA: <11 VC: <5.1 X: <17 Others: <RL	SG-8 6/15/2020 DMK: <740 B: <96 CS2: <250 CE: <79 CL: <150 CMA: <62 Cyhex: <100 DCDFMA: 1,600 130dcb: <18 EIOH: <680 E: <130 Hep: <120 Hex: <110 2Hxn: <20 IPA: <660 MEK: <29 MIBK: <20 N: <160 PP: <1,200 124TMB: <150 135TMB: <150 224TMP: <140 PERC: <1,900 THF: <88 T: <110 TCE: <11 TCFMA: <170 VC: <77 X: <390 Others: <RL	SG-9 + DUP. 6/16/2020 DMK: <640 B: <96 CS2: <220 CE: <79 CL: <150 CMA: <62 Cyhex: <100 DCDFMA: 2,000 130dcb: <180 EIOH: <680 E: <130 Hep: <120 Hex: <110 2Hxn: <20 IPA: <660 MEK: <29 MIBK: <20 N: <160 PP: <1,200 124TMB: <150 135TMB: <150 224TMP: <140 PERC: <1,900 THF: <88 T: <190 TCE: <160 TCFMA: <170 VC: <77 X: <390 Others: <RL	SG-10 6/16/2020 DMK: <620 B: <96 CS2: <220 CE: <79 CL: <150 CMA: <62 Cyhex: <100 DCDFMA: 4,100 130dcb: <180 EIOH: <620 E: <130 Hep: <120 Hex: <110 2Hxn: <20 IPA: <660 MEK: <29 MIBK: <20 N: <160 PP: <1,100 124TMB: <150 135TMB: <150 224TMP: <140 PERC: <1,400 THF: <88 T: <110 TCE: <160 TCFMA: <170 VC: <77 X: <350 Others: <RL	SG-11 6/15/2020 DMK: 120 B: <16 CS2: <16 CE: <5.3 CL: <9.8 CMA: <4.1 Cyhex: <10 DCDFMA: 2,650 130dcb: <12 EIOH: <47 E: <8.7 Hep: <25 Hex: <35 2Hxn: <20 IPA: <49 MEK: <29 MIBK: <20 N: <10 PP: <86 124TMB: <9.8 135TMB: <9.8 224TMP: <9.3 PERC: <88 THF: <5.9 T: <190 TCE: <11 TCFMA: <17 VC: <5.1 X: <26 Others: <RL	SG-12 6/15/2020 DMK: 310 B: <35 CS2: <16 CE: <5.3 CL: <9.8 CMA: <4.1 Cyhex: <52 DCDFMA: 623 130dcb: <12 EIOH: <47 E: <78 Hep: <100 Hex: <270 2Hxn: <20 IPA: <49 MEK: <29 MIBK: <20 N: <16 PP: <179 124TMB: <15 135TMB: <9.8 224TMP: <9.3 PERC: <480 THF: <5.9 T: <60 TCE: <11 TCFMA: <28 VC: <5.1 X: <110 Others: <RL	SG-13 6/15/2020 DMK: 740 B: <96 CS2: <16 CE: <5.3 CL: <9.8 CMA: <4.1 Cyhex: <24 DCDFMA: 811 130dcb: <12 EIOH: <89 E: <17 Hep: <100 Hex: <270 2Hxn: <20 IPA: <49 MEK: <29 MIBK: <20 N: <16 PP: <179 124TMB: <15 135TMB: <9.8 224TMP: <9.3 PERC: <180 THF: <5.9 T: <60 TCE: <11 TCFMA: <28 VC: <5.1 X: <35 Others: <RL	SG-14 6/15/2020 DMK: 48 B: <6.4 CS2: <16 CE: <5.3 CL: <9.8 CMA: <4.1 Cyhex: <6.9 DCDFMA: 2,790 130dcb: <12 EIOH: <47 E: <8.7 Hep: <82 Hex: <70 2Hxn: <20 IPA: <49 MEK: <29 MIBK: <20 N: <10 PP: <86 124TMB: <9.8 135TMB: <9.8 224TMP: <9.3 PERC: <14 THF: <5.9 T: <75 TCE: <11 TCFMA: <11 VC: <5.1 X: <26 Others: <RL
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PROPOSED  
COMMERCIAL  
BUILDING

**CONSTITUENTS LEGEND**

- VOLATILES (VOCs)**  
DMK: Acetone  
B: Benzene  
CS2: Carbon disulfide  
CE: Chloroethane  
CL: Chloroform  
CMA: Chloromethane  
Cyhex: Cyclohexane  
DCDFMA: Dichlorodifluoromethane  
13Dcb: 1,3-Dichlorobenzene  
EIOH: Ethanol  
E: Ethylbenzene  
Hep: Heptane  
Hex: Hexane  
2Hxn: 2-Hexanone  
IPA: Isopropyl Alcohol  
MEK: 2-Butanone (MEK)  
MIBK: 4-Methyl-2-pentanone (MIBK)  
N: Naphthalene  
PP: Propylene  
124TMB: 1,2,4-Trimethylbenzene  
135TMB: 1,3,5-Trimethylbenzene  
224TMP: 2,2,4-Trimethylpentane  
PERC: Tetrachloroethene  
THF: Tetrahydrofuran  
T: Toluene  
TCE: Trichloroethene  
TCFMA: Trichlorofluoromethane  
VC: Vinyl chloride  
X: Xylenes, Total



<RL: Result was less than the laboratory reporting limits.

**NOTES**

- Soil concentrations are in µg per kg (ppb).
- Groundwater concentrations are in µg per L (ppb).
- All exceedances are highlighted in red.

**SYMBOLS LEGEND**

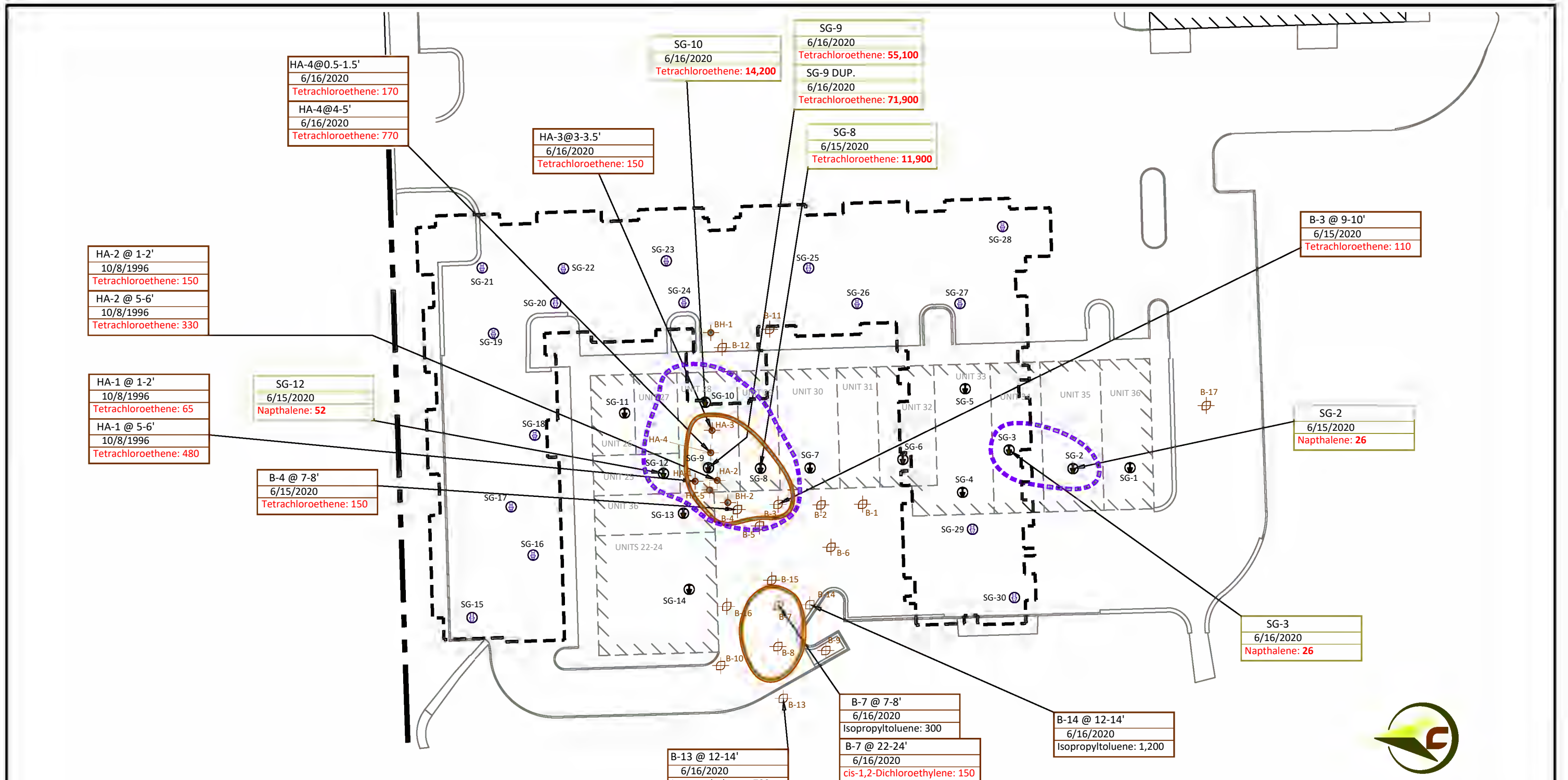
- SUB-SLAB VAPOR PIN LOCATION
- VAPOR SCREEN LOCATION

**TRITERRA**  
1305 South Washington, Suite 102, Lansing, MI 48910  
Phone: 517-702-0470 Fax: 517-702-0477  
www.triterra.us

Diagram is for illustrative purposes only. Exact locations of items shown on figure may vary.

DATE: 7/21/2020	DRAWN BY: JWJ
DATE: 8/9/2022	REVISED BY: JWJ

<b>VAPOR SAMPLE LOCATIONS W/ ANALYTICAL RESULTS</b>	
1673 HASLETT ROAD & 1659 RABY ROAD HASLETT, MICHIGAN 48840	
PROJECT NUMBER:	20-2340-05
FIGURE	4



HA-4@0.5-1.5'  
6/16/2020  
Tetrachloroethene: 170

HA-4@4-5'  
6/16/2020  
Tetrachloroethene: 770

HA-3@3-3.5'  
6/16/2020  
Tetrachloroethene: 150

SG-10  
6/16/2020  
Tetrachloroethene: 14,200

SG-9  
6/16/2020  
Tetrachloroethene: 55,100

SG-9 DUP.  
6/16/2020  
Tetrachloroethene: 71,900

SG-8  
6/15/2020  
Tetrachloroethene: 11,900

HA-2 @ 1-2'  
10/8/1996  
Tetrachloroethene: 150

HA-2 @ 5-6'  
10/8/1996  
Tetrachloroethene: 330

B-3 @ 9-10'  
6/15/2020  
Tetrachloroethene: 110

HA-1 @ 1-2'  
10/8/1996  
Tetrachloroethene: 65

HA-1 @ 5-6'  
10/8/1996  
Tetrachloroethene: 480

SG-12  
6/15/2020  
Napthalene: 52

SG-2  
6/15/2020  
Napthalene: 26

B-4 @ 7-8'  
6/15/2020  
Tetrachloroethene: 150

SG-3  
6/16/2020  
Napthalene: 26

B-13 @ 12-14'  
6/16/2020  
Isopropyltoluene: 700

B-7 @ 7-8'  
6/16/2020  
Isopropyltoluene: 300

B-7 @ 22-24'  
6/16/2020  
cis-1,2-Dichloroethylene: 150

B-14 @ 12-14'  
6/16/2020  
Isopropyltoluene: 1,200

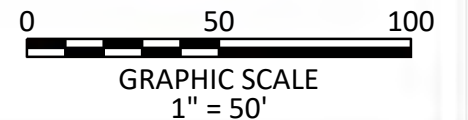
**SYMBOLS LEGEND**

- SB-4 SOIL BORING LOCATION
- HA-4 SOIL SAMPLE LOCATION
- SUB-SLAB VAPOR PIN LOCATION
- VAPOR SCREEN LOCATION

- ESTIMATED EXTENT OF SOIL GAS IMPACT
- ESTIMATED EXTENT OF SOIL IMPACT
- PROPOSED BUILDING LOCATION

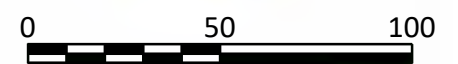
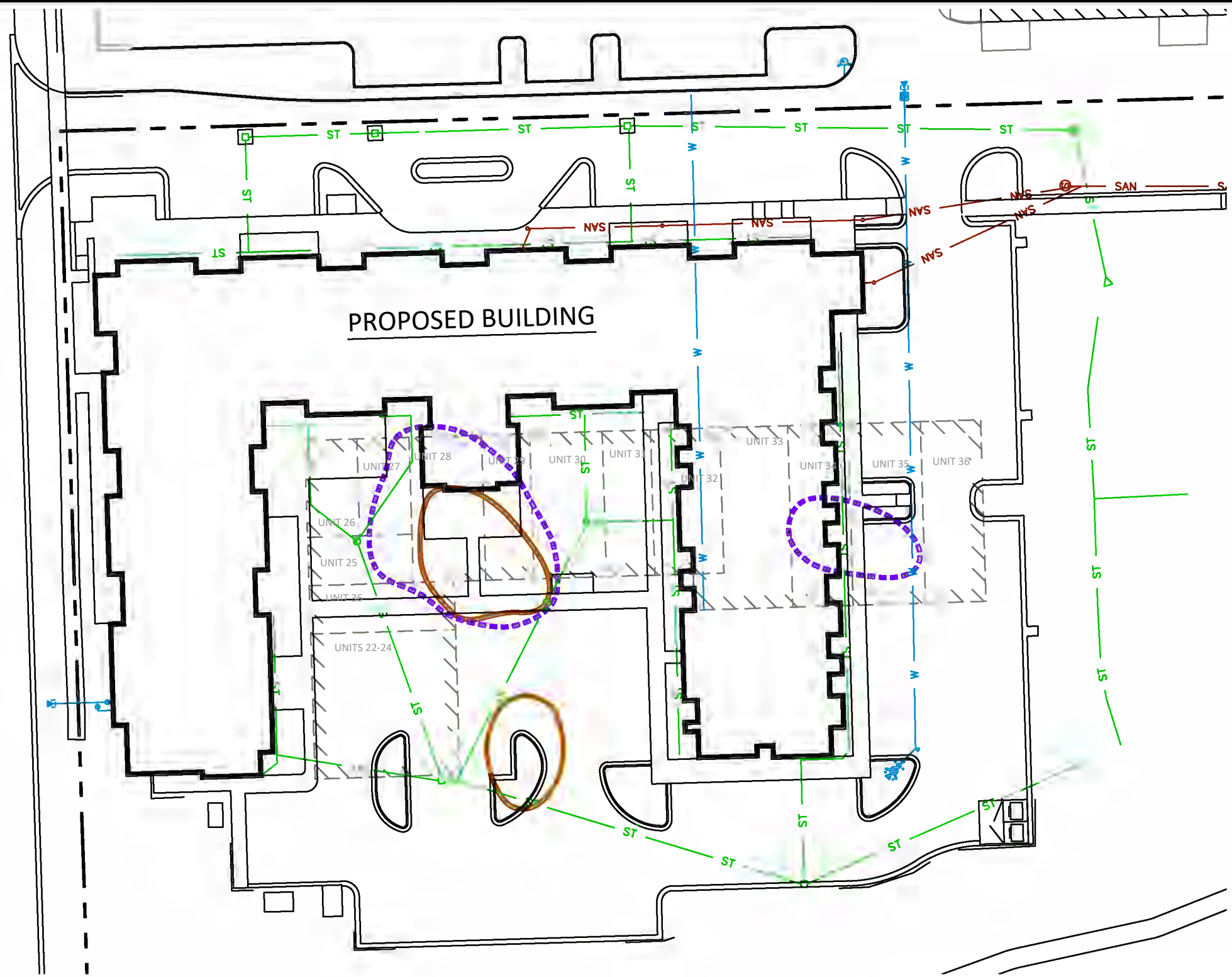
**NOTES**

1. Soil concentrations are in  $\mu\text{g}$  per kg (ppb).
2. Soil Gas concentrations are in  $\mu\text{g}$  per  $\text{m}^3$  (ppb).
3. All exceedances are highlighted in red.



<p>1305 South Washington, Suite 102, Lansing, MI 48910 Phone: 517-702-0470 Fax: 517-702-0477 www.triserra.us</p>		<p><b>SOIL AND SOIL GAS EXCEEDANCES</b></p>	
<p>Diagram is for illustrative purposes only. Exact locations of items shown on figure may vary slightly.</p>		<p>1673 HASLETT ROAD HASLETT, MICHIGAN 48840</p>	
DATE: 2/27/2022	DRAWN BY: JWJ	PROJECT NUMBER: 19-2321	FIGURE 5
DATE: 2/27/2022	REVISED BY: JWJ		

HASLETT ROAD



GRAPHIC SCALE  
1" = 50'

**SYMBOLS LEGEND**

- - - - - ESTIMATED EXTENT OF SOIL GAS IMPACT
- ESTIMATED EXTENT OF SOIL IMPACT
- W — PROPOSED WATER SERVICE
- ST — PROPOSED STORM SEWER
- SAN — PROPOSED SANITARY LEAD

**TRITERRA**

1305 South Washington, Suite 102, Lansing, MI 48910  
Phone: 517-702-0470 Fax: 517-702-0477  
www.triterra.us

Diagram is for illustrative purposes only. Exact locations of items shown on figure may vary slightly.

DATE: 7/5/2022  
DATE: 7/5/2022

DRAWN BY: JWL  
REVISED BY: JWL

**UTILITY PLAN**

1673 HASLETT ROAD  
HASLETT, MICHIGAN 48840

PROJECT NUMBER: 19-2321

FIGURE 6

## **TABLES**

**Table 1: Brownfield Eligible Activities**

**Table 2: Tax Increment Revenue Capture Estimates**

**Table 3: Tax Increment Revenue Reimbursement Allocation Table**

**Table 1  
Brownfield Eligible Activities  
1673 Haslett Road  
Haslett, MI**

ELIGIBLE ACTIVITIES	NO. OF UNITS	UNIT TYPE	UNIT RATE	ESTIMATED TOTAL COST	REIMBURSEMENT ALLOCATION		
					DEQ ACTIVITIES	MSF ACTIVITIES	LOCAL-ONLY ACTIVITIES
<b>EGLE ELIGIBLE ACTIVITIES</b>							
<b>Pre-Approved Activities</b>							
Phase I Environmental Site Assessments	2	EA	\$ 2,100	\$ 4,200			\$ 4,200
Phase II Site Investigations (10% of EPA Grant)	1	LS	\$ 4,000	\$ 4,000			\$ 4,000
Baseline Environmental Assessments (10% of EPA Grant)	1	LS	\$ 360	\$ 360			\$ 360
Due Care Planning to meet Compliance with Section 2017a (10% of EPA Grant)	1	LS	\$ 250	\$ 250			\$ 250
<b>Due Care Activities</b>							
Environmental Soil Management Plan (SMP)	1	LS	\$ 5,250	\$ 5,250			\$ 5,250
Documentation of Due Care Compliance (DDCC)	1	LS	\$ 5,000	\$ 5,000			\$ 5,000
Gas Vapor Mitigation System - Design	1	LS	\$ 16,000	\$ 16,000			\$ 16,000
Gas Vapor Mitigation System - Installation	38,525	SF	\$ 6.70	\$ 258,275			\$ 258,275
Gas Vapor Mitigation System - Oversight & Testing	38,525	SF	\$ 1.49	\$ 57,500			\$ 57,500
Engineering Controls - Stormwater Management Controls	1	LS	\$ 10,000	\$ 10,000			\$ 10,000
Engineering Controls - Gaskets on Waterlines	1	LS	\$ 6,700	\$ 6,700			\$ 6,700
Soil Management - Transportation and Disposal (Non-Hazardous)	2,000	CY	\$ 45	\$ 90,000			\$ 90,000
Due Care - Environmental Project Management and Oversight	1	LS	\$ 12,000	\$ 12,000			\$ 12,000
Due Care - Soft Costs including Bidding, Contractor Procurement, Oversight	1	LS	\$ 27,500	\$ 27,500			\$ 27,500
<b>Environmental Response Activities</b>							
Excavation and Loading of Hazardous Soils / Importing and Placing Engineered Fill	200	CY	\$ 40	\$ 8,000			\$ 8,000
Transportation of Hazardous Soils	280	TN	\$ 75.00	\$ 21,000			\$ 21,000
Waste Profiling Fees	1	LS	\$ 250.00	\$ 250			\$ 250
Disposal of Hazardous Soils	280	TN	\$ 297.75	\$ 83,370			\$ 83,370
Engineered Backfill	200	CY	\$ 20.00	\$ 4,000			\$ 4,000
Env. Response - Environmental Project Management and Oversight	1	LS	\$ 15,000	\$ 15,000			\$ 15,000
Env. Response - Soft Costs including Bidding, Contractor Procurement, Oversight	1	LS	\$ 8,600	\$ 8,600			\$ 8,600
<b>EGLE ELIGIBLE ACTIVITIES SUB-TOTAL</b>				<b>\$ 637,255</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 637,255</b>
<b>MSF ELIGIBLE ACTIVITIES</b>							
<b>Asbestos and Lead Activities</b>							
Asbestos - Survey/Assessment (10% of EPA Grant)	1	LS	\$ 450	\$ 450			\$ 450
Asbestos - Abatement	1	LS	\$ 16,500	\$ 16,500			\$ 16,500
Asbestos Abatement - Soft Costs	1	LS	\$ 1,100	\$ 1,100			\$ 1,100
<b>Subtotal Asbestos and Lead Activities</b>				<b>\$ 18,050</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 18,050</b>
<b>Demolition</b>							
Demolition - Building & Site	1	LS	\$ 182,000	\$ 182,000			\$ 182,000
Demolition - Soft Costs	1	LS	\$ 11,800	\$ 11,800			\$ 11,800
<b>Subtotal Demolition Activities</b>				<b>\$ 193,800</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 193,800</b>
<b>MSF ELIGIBLE ACTIVITIES SUB-TOTAL</b>				<b>\$ 211,850</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 211,850</b>
<b>MSF AND EGLE ELIGIBLE ACTIVITIES SUB-TOTAL</b>				<b>\$ 849,105</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 849,105</b>
Contingency (15%)				\$ 122,039	\$ -	\$ -	\$ 122,039
Brownfield Plan Preparation	1	LS	\$ 20,500	\$ 20,500			\$ 20,500
Brownfield Application Fees	2	EA	\$ 5,000	\$ 10,000			\$ 10,000
Brownfield Plan Implementation	1	LS	\$ 9,500	\$ 9,500			\$ 9,500
Interest (5%, simple)				\$ 108,725			\$ 108,725
<b>TOTAL ELIGIBLE COST FOR REIMBURSEMENT</b>				<b>\$ 1,119,869</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,119,869</b>
State Brownfield Revolving Fund				\$ -			
BRA Administrative Fees				\$ 62,215			
Local Brownfield Revolving Fund (LBRF)				\$ 62,215			
<b>GRAND TOTAL</b>				<b>\$ 1,244,299</b>			
					0.00%	0.00%	100.00%

**NOTES:**  
 These costs and revenue projections should be considered approximate estimates based on expected conditions and available information.  
 It cannot be guaranteed that the costs and revenue projections will not vary from these estimates.  
 Costs for Phase I ESAs, Phase II ESAs, Asbestos Surveys, Brownfield Plan are excluded from contingency calculation.

**Table 2**  
**Tax Increment Revenue Capture Estimates**  
**1673 Haslett Road**  
**Haslett, MI**

Estimated Taxable Value (TV) Increase Rate: 1% per year		2023	2024	2025	2026
Plan Year (Original Plan Adopted in 2020)	Capture Year	4	5	6	7
		1	2	3	4
Base Taxable Value (TV)		\$ 287,900	\$ 287,900	\$ 287,900	\$ 287,900
Estimated New TV		\$ 2,000,000	\$ 7,212,100	\$ 15,662,100	\$ 15,818,721
Incremental Difference (New TV - Base TV)		\$ 1,712,100	\$ 6,924,200	\$ 15,374,200	\$ 9,174,705

School Capture (Not-Captured)		Millage Rate		2023	2024	2025	2026
School Operating	18.0000			\$ 30,818	\$ 124,636	\$ 276,736	\$ 165,145
State Education Tax (SET)	6.0000			\$ 10,273	\$ 41,545	\$ 92,245	\$ 55,048
<b>School Total:</b>	<b>24.0000</b>	<b>39.03%</b>		<b>\$ 41,090</b>	<b>\$ 166,181</b>	<b>\$ 368,981</b>	<b>\$ 220,193</b>

Local Capture		Millage Rate		2023	2024	2025	2026
Veterans Relief Fund	0.0328			\$ 56	\$ 227	\$ 504	\$ 301
Land Preservation	0.1000			\$ 171	\$ 692	\$ 1,537	\$ 917
Farmland Preservation	0.1395			\$ 239	\$ 966	\$ 2,145	\$ 1,280
Community Services	0.1483			\$ 254	\$ 1,027	\$ 2,280	\$ 1,361
CATA Redi Ride	0.1978			\$ 339	\$ 1,370	\$ 3,041	\$ 1,815
ISD Operating	0.1994			\$ 341	\$ 1,381	\$ 3,066	\$ 1,829
Animal Control	0.2393			\$ 410	\$ 1,657	\$ 3,679	\$ 2,196
Elder Care	0.2994			\$ 513	\$ 2,073	\$ 4,603	\$ 2,747
Pathways	0.3308			\$ 566	\$ 2,291	\$ 5,086	\$ 3,035
Potter Park Zoo	0.4986			\$ 854	\$ 3,452	\$ 7,666	\$ 4,575
Parks/Trails	0.4986			\$ 854	\$ 3,452	\$ 7,666	\$ 4,575
Juvenile Justice	0.5983			\$ 1,024	\$ 4,143	\$ 9,198	\$ 5,489
Public Transportation	0.5988			\$ 1,025	\$ 4,146	\$ 9,206	\$ 5,494
Police Protection	0.6016			\$ 1,030	\$ 4,166	\$ 9,249	\$ 5,520
Health Services	0.6281			\$ 1,075	\$ 4,349	\$ 9,657	\$ 5,763
Fire Protection	0.6339			\$ 1,085	\$ 4,389	\$ 9,746	\$ 5,816
Parks/Recreation	0.6597			\$ 1,129	\$ 4,568	\$ 10,142	\$ 6,053
Airport Authority	0.6990			\$ 1,197	\$ 4,840	\$ 10,747	\$ 6,413
Jail/Justice	0.8476			\$ 1,451	\$ 5,869	\$ 13,031	\$ 7,776
911 System	0.8483			\$ 1,452	\$ 5,874	\$ 13,042	\$ 7,783
ISD Vocational	1.2919			\$ 2,212	\$ 8,945	\$ 19,862	\$ 11,853
Police/Fire	1.4771			\$ 2,529	\$ 10,228	\$ 22,709	\$ 13,552
Library	1.5528			\$ 2,659	\$ 10,752	\$ 23,873	\$ 14,246
School Building/Site	1.9712			\$ 3,375	\$ 13,649	\$ 30,306	\$ 18,085
CATA	2.9895			\$ 5,118	\$ 20,700	\$ 45,961	\$ 27,428
LCC	3.7692			\$ 6,453	\$ 26,099	\$ 57,948	\$ 34,581
Operating	4.1578			\$ 7,119	\$ 28,789	\$ 63,923	\$ 38,147
ISD Spec ED	4.7384			\$ 8,113	\$ 32,810	\$ 72,849	\$ 43,473
County Operating	6.7479			\$ 11,553	\$ 46,724	\$ 103,744	\$ 61,910
<b>Local Total:</b>	<b>37.4956</b>	<b>60.97%</b>		<b>\$ 64,196</b>	<b>\$ 259,627</b>	<b>\$ 576,465</b>	<b>\$ 344,011</b>
<b>Total Capturable Taxes:</b>	<b>61.4956</b>	<b>100.00%</b>		<b>\$ 105,287</b>	<b>\$ 425,808</b>	<b>\$ 945,446</b>	<b>\$ 564,204</b>

Non-Capturable Millages		Millage Rate		2023	2024	2025	2026
Haslett SchoolDebt	8.3300			\$ 14,262	\$ 57,679	\$ 128,067	\$ 76,425
Road Improvement Debt	1.9429			\$ 3,326	\$ 13,453	\$ 29,871	\$ 17,826
Firestation Debt	0.2000			\$ 342	\$ 1,385	\$ 3,075	\$ 1,835
<b>Total Non-Capturable Taxes:</b>	<b>10.4729</b>			<b>\$ 17,931</b>	<b>\$ 72,516</b>	<b>\$ 161,012</b>	<b>\$ 96,086</b>

Notes:

Total New Taxes	Pass-Through	Captured
\$ 597,334	\$ 597,334	\$ -
\$ 199,111	\$ 199,111	\$ -
<b>\$ 796,445</b>	<b>\$ 796,445</b>	<b>\$ -</b>

\$ 1,088	\$ -	\$ 1,088
\$ 3,319	\$ -	\$ 3,319
\$ 4,629	\$ -	\$ 4,629
\$ 4,921	\$ -	\$ 4,921
\$ 6,564	\$ -	\$ 6,564
\$ 6,617	\$ -	\$ 6,617
\$ 7,941	\$ -	\$ 7,941
\$ 9,936	\$ -	\$ 9,936
\$ 10,978	\$ -	\$ 10,978
\$ 16,546	\$ -	\$ 16,546
\$ 16,546	\$ -	\$ 16,546
\$ 19,855	\$ -	\$ 19,855
\$ 19,871	\$ -	\$ 19,871
\$ 19,964	\$ -	\$ 19,964
\$ 20,844	\$ -	\$ 20,844
\$ 21,036	\$ -	\$ 21,036
\$ 21,892	\$ -	\$ 21,892
\$ 23,196	\$ -	\$ 23,196
\$ 28,128	\$ -	\$ 28,128
\$ 28,151	\$ -	\$ 28,151
\$ 42,872	\$ -	\$ 42,872
\$ 49,018	\$ -	\$ 49,018
\$ 51,530	\$ -	\$ 51,530
\$ 65,415	\$ -	\$ 65,415
\$ 99,207	\$ -	\$ 99,207
\$ 125,082	\$ -	\$ 125,082
\$ 137,977	\$ -	\$ 137,977
\$ 157,245	\$ -	\$ 157,245
\$ 223,930	\$ -	\$ 223,930
<b>\$ 1,244,299</b>	<b>\$ -</b>	<b>\$ 1,244,299</b>
<b>\$ 2,040,744</b>	<b>\$ 796,445</b>	<b>\$ 1,244,299</b>

<b>\$ 2,388,289</b>	<b>\$ 1,143,990</b>	<b>\$ 1,244,299</b>
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**Table 3**  
**Tax Increment Revenue Reimbursement Allocation Table**  
**1673 Haslett Road**  
**Haslett, MI**

Developer/City Projected Reimbursement	Proportionality	School & Local Taxes	Local-Only Taxes	Total
State	0.0%	\$ -	\$ -	\$ -
Local	100.0%	\$ -	\$ 1,119,869	\$ 1,119,869
<b>TOTAL</b>		\$ -	\$ 1,119,869	\$ 1,119,869
EGLE	0.0%	\$ -		
MSF	0.0%	\$ -		

Estimated Total Years of Plan:	<b>7</b>
--------------------------------	----------

Administrative Fees & Loan Funds*	
State Brownfield Revolving Fund	\$ -
BRA Administrative Fees	\$ 62,215
Local Brownfield Revolving Fund	\$ 62,215

\* During the life of the Plan

Plan Year (Original Plan Adopted in 2020) Capture Year	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	TOTALS
	4	5	6	7	8	9	10	11	12	13	14	15	16	
<b>Available Tax Increment Revenue (TIR)</b>														
Total State Tax Capture Available	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Capture for State Brownfield Revolving Fund (3 mills of SET) (25-Yrs)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
State TIR Available for Reimbursement to Developer	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Local Tax Capture Available	\$ 64,196	\$ 259,627	\$ 576,465	\$ 344,011	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Capture for BRA Administrative Fees (5%)	\$ 3,210	\$ 12,981	\$ 28,823	\$ 17,201	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 62,215
Capture for Local Brownfield Revolving Fund (LBRF) (5% of available Local TIR)	\$ 3,210	\$ 12,981	\$ 28,823	\$ 17,201	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 62,215
Local TIR Available for Reimbursement to Developer	\$ 57,777	\$ 233,664	\$ 518,818	\$ 309,610	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total State &amp; Local TIR Available for Reimbursement to Developer</b>	\$ 57,777	\$ 233,664	\$ 518,818	\$ 309,610	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>DEVELOPER</b>	Beginning Balance													
	\$ 1,119,869	\$ 1,062,093	\$ 828,428	\$ 309,610	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
MSF Eligible Activities	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
State Tax Reimbursement	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Local Tax Reimbursement	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
EGLE Eligible Activities	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
State Tax Reimbursement	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Local Tax Reimbursement	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
LOCAL-ONLY Activities	\$ 1,119,869	\$ 1,062,093	\$ 828,428	\$ 309,610	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Local-Only Tax Reimbursement	\$ -	\$ 57,777	\$ 233,664	\$ 518,818	\$ 309,610	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,119,869
<b>TOTAL ANNUAL DEVELOPER REIMBURSEMENT</b>	\$ -	\$ 57,777	\$ 233,664	\$ 518,818	\$ 309,610	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>LOCAL BROWNFIELD REVOLVING FUND (LBRF)</b>														
State	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Local	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
														\$ 1,244,299

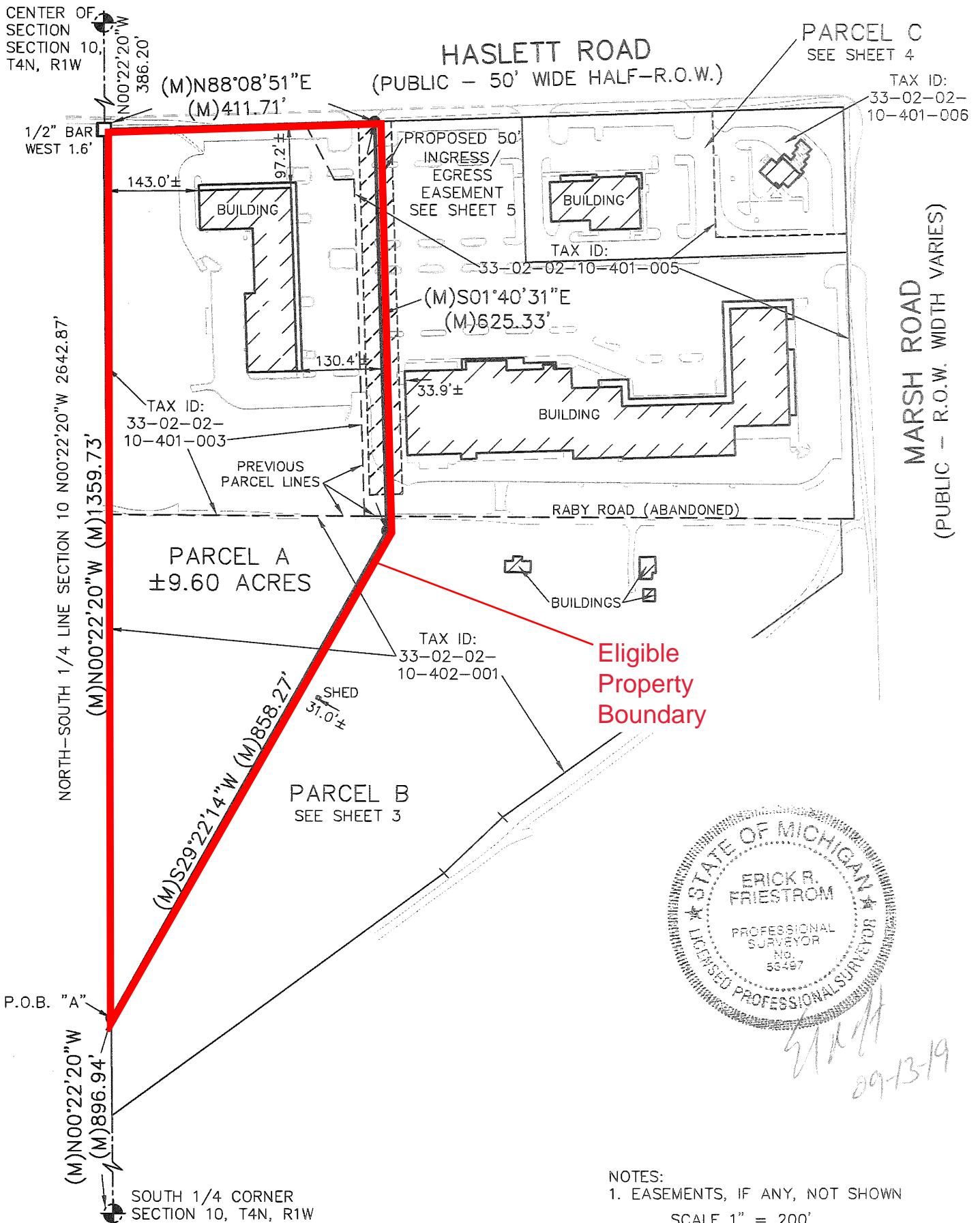
**ATTACHMENT A**

**Certified Boundary Survey and Legal Descriptions**



# CERTIFIED BOUNDARY SURVEY PARCEL A DETAIL

FOR: CYPRESS PARTNERS, LLC  
HASLETT VILLAGE SQUARE, LLC



*ERIK R. FRIESTROM*  
09-13-19

### LEGEND

- (M) = Measured Distance
- (R) = Record Distance
- = Set 1/2" Bar with Cap
- = Found Bar & Cap #53497 Unless Noted
- = Survey Boundary Line
- = Distance Not to Scale
- ✕ = Fence
- ←0.0'± = Denotes Distance to the Survey Line

All Dimensions are in Feet and Decimals Thereof.



	<b>KEBS, INC.</b> KYES ENGINEERING BRYAN LAND SURVEYS
	2116 HASLETT ROAD, HASLETT, MI 48840 PH. 517-339-1014 FAX. 517-339-8047 13432 PRESTON DRIVE, MARSHALL, MI 49068 PH. 269-781-9800 FAX. 269-781-9805
DRAWN BY <b>SSF</b>	SECTION <b>10, T4N, R1W</b>
FIELD WORK BY <b>NAW</b>	JOB NUMBER:
SHEET <b>2 OF 8</b>	<b>95688.BND</b>

# CERTIFIED BOUNDARY SURVEY

(Continued from Page 6)

and that we have found or set, as noted hereon, permanent markers to all corners and angle points of the boundaries of said parcels and that the more particular legal descriptions of said parcels are as follows:

**PARCEL A:** "Eligible Property"

A parcel of land in the Southeast 1/4 of Section 10, T4N, R1W, Meridian Township, Ingham County, Michigan, the surveyed boundary of said parcel described as: Commencing at the South 1/4 corner of said Section 10; thence N00°22'20"W along the North-South 1/4 line of said Section 10 a distance of 896.94 feet to the point of beginning of this description; thence continuing N00°22'20"W along said North-South 1/4 line 1359.73 feet to the South right-of-way line of Haslett Road, said South line being South of and 50.00 feet measured perpendicularly to the centerline of Haslett road; thence N88°08'51"E along said South line 411.71 feet; thence S01°40'31"E 625.33 feet; thence S29°22'14"W 858.27 feet to the point of beginning; said parcel containing 9.60 acres more or less; said parcel subject to all easements and restrictions if any.

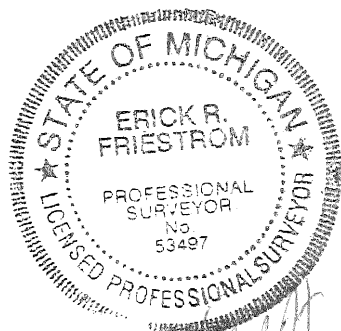
**PARCEL B:**


A parcel of land in the Southeast 1/4 of Section 10, T4N, R1W, Meridian Township, Ingham County, Michigan, the surveyed boundary of said parcel described as: Commencing at the South 1/4 corner of said Section 10; thence N00°22'20"W along the North-South 1/4 line of said Section 10 a distance of 746.99 feet to the point of beginning of this description; thence continuing N00°22'20"W along said North-South 1/4 line 149.95 feet; thence N29°22'14"E 858.27 feet; thence N01°40'31"W 625.33 feet to the South right-of-way line of Haslett Road, said South line being South of and 50.00 feet measured perpendicularly to the centerline of Haslett road; thence N88°08'51"E along said South line 224.29 feet; thence S01°25'28"E parallel with the West right-of-way line of Marsh Road 222.14 feet; thence N88°08'51"E parallel with said South line 488.95 feet to the West right-of-way line of Marsh Road, said West line being West of and 60.00 feet measured perpendicularly to the centerline of Marsh Road; thence along said West line S01°25'28"E 407.01 feet to the centerline of former Raby Road and a jog in the West right-of-way line of said Marsh Road; thence N89°45'31"W along said centerline and jog in right-of-way 20.01 feet to a point being West of and 80.00 feet measured perpendicularly to the centerline of Marsh Road; thence S01°25'28"E along said West line 83.28 feet to the Northerly line of a Consumers Energy tower line easement; thence along said Northerly line the following three courses: S54°02'30"W 638.21 feet, S46°14'05"W 124.14 feet; S53°35'08"W 628.79 feet to the point of beginning; said parcel containing 16.54 acres more or less; said parcel subject to all easements and restrictions if any.

**Parcel C:**

A parcel of land in the Southeast 1/4 of Section 10, T4N, R1W, Meridian Township, Ingham County, Michigan, the surveyed boundary of said parcel described as: Commencing at the South 1/4 corner of said Section 10; thence N00°22'20"W along the North-South 1/4 line of said Section 10 a distance of 2256.67 feet to the South right-of-way line of Haslett Road, said South line being South of and 50.00 feet measured perpendicularly to the centerline of Haslett road; thence N88°08'51"E along said South line 636.00 feet to the point of beginning; thence N88°08'51"E continuing along said South line 488.95 feet to the West right-of-way line of Marsh Road, said West line being West of and 60.00 feet measured perpendicularly to the centerline of Marsh Road; thence S01°25'28"E along said West line 222.14 feet; thence S88°08'51"W parallel with said South line 488.95 feet; thence N01°25'28"W parallel with said West line 222.14 feet to the point of beginning; said parcel containing 2.49 acres more or less; said parcel subject to all easements and restrictions if any.

(Continued on Page 8)



	<b>KEBS, INC.</b>	<b>KYES ENGINEERING BRYAN LAND SURVEYS</b>
	2116 HASLETT ROAD, HASLETT, MI 48840 PH. 517-339-1014 FAX. 517-339-8047 13432 PRESTON DRIVE, MARSHALL, MI 49068 PH. 269-781-9800 FAX. 269-781-9805	
DRAWN BY	SSF	SECTION 10, T4N, R1W
FIELD WORK BY	NAW	JOB NUMBER:
SHEET	7 OF 8	95688.BND

**ATTACHMENT B**

**December 3, 2020, BEA Acknowledgment Letter**



GRETCHEN WHITMER  
GOVERNOR

STATE OF MICHIGAN  
DEPARTMENT OF  
ENVIRONMENT, GREAT LAKES, AND ENERGY  
LANSING DISTRICT OFFICE



LIESL EICHLER CLARK  
DIRECTOR

December 3, 2020

**ACKNOWLEDGEMENT OF RECEIPT OF A BASELINE ENVIRONMENTAL  
ASSESSMENT**

**BEA ID:** 33010087-BEA-1

**Legal Entity:** Hudson Haslett LLC, 280 West Maple Road, Suite 230, Birmingham,  
Michigan 48009

**Property Address:** 1673 Haslett Road, Haslett, Ingham County

On November 19, 2020, the Michigan Department of Environment, Great Lakes, and Energy (EGLE) received a Baseline Environmental Assessment (BEA) dated October 26, 2020, for the above legal entity and property. This letter is your acknowledgement that EGLE has received and recorded the BEA. EGLE maintains an administrative record of each BEA as received.

This BEA was submitted pursuant to Section 20126(1)(c) of Part 201, Environmental Remediation, and/or Section 21323a(1)(b) of Part 213, Leaking Underground Storage Tanks, of the Natural Resources and Environmental Protection Act, 1994 PA 451, as amended (NREPA). A BEA is submitted for the purpose of establishing an exemption to liability for a new owner or operator of property that has been demonstrated to be a facility or property as defined by Section 20101(1)(s) of Part 201, Environmental Remediation, and/or property as defined by Section 21303(d) of Part 213, Leaking Underground Storage Tanks, of the NREPA. Pursuant to Sections 20126(1)(c) and 21323a(1)(b), the conditions of this exemption require the legal entity to disclose the BEA to a subsequent purchaser or transferee of the property.

The BEA is only for the legal entity and property identified in the BEA and on the BEA Submittal Form. Each new legal entity that becomes the owner or operator of this facility must submit their own BEA.

EGLE is not making any findings about the adequacy of the submittal or whether the submitter is liable or is eligible to submit. The submitted BEA does not alter liability with regard to a subsequent release, threat of release, or exacerbation of existing conditions that is the responsibility of the legal entity submitting the BEA.

The legal entity, as the owner and/or operator of a facility or property, may have Due Care responsibilities under Section 20107a of Part 201, Environmental Remediation, and/or Section 21304c of Part 213, Leaking Underground Storage Tanks, of the NREPA. The legal entity may also have responsibility under applicable state and federal laws, including, but not limited to, Part 201, Environmental Remediation; Part 111, Hazardous

Waste Management; Part 211, Underground Storage Tank Regulations; Part 213, Leaking Underground Storage Tanks; Part 615, Supervisor of Wells, of the NREPA; and the Michigan Fire Prevention Code, 1941 PA 207, as amended.

Pursuant to Section 20112a(6) of Part 201, Environmental Remediation, the property(s) identified in the BEA will be placed on the inventory of facilities, which is updated daily and posted on EGLE's website: <https://secure1.state.mi.us/FacilitiesInventoryQueries>.

Authorized signature:



---

David LaBrecque, District Supervisor  
Lansing District Office  
Remediation and Redevelopment Division  
Michigan Department of Environment, Great Lakes, and Energy  
525 West Allegan Street  
P.O. Box 30242  
Lansing, Michigan 48909  
517-285-7889  
labrecqued@michigan.gov

Enclosure  
cc: Triterra



**To:** Board Members

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

**Date:** December 28, 2022

**Re:** Text Amendment 2022-15 – Daycare Regulations Update

---

At the December 13, 2022 Township Board meeting, the Board Members discussed Ordinance 2022-15, which would update the permitted number of children in family and group child care homes, consistent with recently adopted State law. Currently, up to six children are permitted in a family child care home and 12 group child care home. Public Act 106 of 2022 updated these limits to 7 and 14 respectively. The ordinance has previously been reviewed by the Planning Commission, who held a public hearing on the change and recommended that the Township Board adopt the changes.

The Planning Commission, during their review of the ordinance, raised no major concerns. At the Township Board meeting, no major concerns were raised. Staff **recommends approval** of the proposed ordinance at this time to allow additional day care options for Meridian Township residents, consistent with the PA 106 of 2022. Staff has provided the following recommended motion and attached resolution to introduce the ordinance.

**Move to adopt the resolution approving for introduction Zoning Amendment 2022-15 to amend the Zoning Ordinance of the Charter Township of Meridian at Section 86-2 to update the definitions of Family Child Care Home and Group Child Care Home, increasing the number of children permitted in each category to be consistent with State law.**

#### **Attachments**

1. Resolution to approve Ordinance 2022-15 for introduction
2. Ordinance 2022-15 – Final Version

**RESOLUTION TO APPROVE - Introduction**

**Text Amendment 2022-15  
Daycare Regulations**

**RESOLUTION**

At a regular meeting of the Township Board of the Charter Township of Meridian, Ingham County, Michigan, held at the Meridian Municipal Building, in said Township on the 10<sup>th</sup> day of January, 2023, at 6:00 p.m., Local Time.

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

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

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

WHEREAS, the current zoning ordinance contains definitions of Family Child Care Home and Group Child Care Home, limiting the number of children that can be present on site to 6 and 12 respectively; and

WHEREAS, Public Act 106 of 2022 allows for operators of Family Child Care Homes and Group Child Care Homes to apply to the State of Michigan to increase their occupancy to 7 and 14 respectively; and

WHEREAS, the Township’s Zoning Ordinance needs to be update to match the State of Michigan’s allowances for Family Child Care Homes and Group Child Care Homes; and

WHEREAS, the Planning Commission reviewed the matter at their October 24, 2022 meeting and recommended approval of the proposed amendment; and

WHEREAS, the Township Board reviewed the matter at their January 13, 2022 and had no major concerns; and

NOW THEREFORE, BE IT RESOLVED THE TOWNSHIP BOARD OF THE CHARTER TOWNSHIP OF MERIDIAN hereby INTRODUCES FOR PUBLICATION AND SUBSEQUENT ADOPTION Ordinance No. 2022-15, entitled “Ordinance to Amend the Zoning Ordinance of the Charter Township of Meridian at Section 86-2, Definitions, to update day care definitions to be in compliance with recent state law changes”; and

BE IT FURTHER RESOLVED that the Clerk of the Charter Township of Meridian is directed to publish the Ordinance in the form in which it is introduced at least once prior to the next regular meeting of the Township Board.

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

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





ORDINANCE NO. 2022-15

AN ORDINANCE TO AMEND THE ZONING ORDINANCE OF THE CHARTER TOWNSHIP OF MERIDIAN AT SECTION 86-2, DEFINITIONS, TO UPDATE DAY CARE DEFINITIONS IN COMPLIANCE WITH RECENT STATE LAW CHANGES

THE CHARTER TOWNSHIP OF MERIDIAN ORDAINS:

Section 1. Section 86-2, Definitions, is hereby amended at the following locations to read as follows:

FAMILY CHILD CARE HOME

A single-family dwelling in which not more than seven minor children, who are not related to an adult member of the household by blood, marriage, or adoption, are given care and supervision for periods of less than 24 hours a day, for more than four weeks during a calendar year, unattended by a parent or legal guardian.

GROUP CHILD CARE HOME

A single-family dwelling in which more than seven, but not more than 14, minor children, who are not related to an adult member of the household by blood, marriage, or adoption, are given care and supervision for periods of less than 24 hours a day for more than four weeks during a calendar year, unattended by a parent or legal guardian.

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 seven (7) days after its publication or upon such later date as may be required under Section 402 of the Michigan Zoning Enabling Act (MCL 125.3402) after filing of a notice of intent to file a petition for a referendum.

ADOPTED by the Charter Township of Meridian Board at its regular meeting this XXth day of XXXXXXX, 2022.

Patricia Herring Jackson, Township Supervisor

Deborah Guthrie, Township Clerk



**To: Board Members**  
**From: Patricia Herring Jackson, Township Supervisor**  
**Date: January 6, 2023**  
**Re: Appointments to Boards and Commissions**

---

Below are my recommendations for appointments to the Township Board and Commission vacancies.

The Board of Review has 1 full time vacancy and 1 part time vacancy.

The following motion has been prepared for Board consideration:

**MOVE TO APPOINT KATHY BIRCHEN AND BRANDON BROOKS TO THE BOARD OF REVIEW FOR A TERM ENDING 12/31/24.**

The Community Resources Commission has four vacancies.

The following motion has been prepared for Board consideration:

**MOVE TO APPOINT KAREN WEBSTER AND NARENDRA TURIMELLA TO THE COMMUNITY RESOURCES COMMISSION FOR A TERM ENDING 12/31/24.**

The Local Officials Compensation Commission has two vacancies.

The following motions have been prepared for Board consideration:

**MOVE TO APPOINT JOYCE VAN COEVERING TO THE LOCAL OFFICIALS COMPENSATION COMMISSION FOR A YEAR TERM ENDING 12/31/23.**

**MOVE TO APPOINT STEVEN VAGNOZZI TO THE LOCAL OFFICIALS COMPENSATION COMMISSION FOR A YEAR TERM ENDING 12/31/26.**

The Downtown Development Authority has five vacancies.

The following motion has been prepared for Board consideration:

**MOVE TO APPOINT ANGELA WRIGHT TO THE DOWNTOWN DEVELOPMENT AUTHORITY FOR A TERM ENDING 12/31/25.**

The Planning Commission has three vacancies.

The following motion has been prepared for Board consideration:



**MOVE TO APPROVE THE APPOINTMENT MADE BY SUPERVISOR PATRICIA HERRING JACKSON OF MILTON SCALES TO THE PLANNING COMMISSION FOR A TERM ENDING 12/31/24.**

**MOVE TO APPROVE THE APPOINTMENT MADE BY SUPERVISOR PATRICIA HERRING JACKSON OF JAMES MCCURTIS TO THE PLANNING COMMISSION FOR A TERM ENDING 12/31/25.**

**MOVE TO APPROVE THE APPOINTMENT MADE BY SUPERVISOR PATRICIA HERRING JACKSON OF BRANDON BROOKS TO THE PLANNING COMMISSION FOR A TERM ENDING 12/31/23.**

The Transportation Commission has one vacancy.

The following motion has been prepared for Board consideration:

**MOVE TO APPOINT MYRON FRIERSON TO THE TRANSPORTATION COMMISSION FOR A 2 YEAR TERM ENDING 12/31/24.**

**Attachment:**

1. Public Service Applications

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

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

This position fits what I do on a daily basis and have been a real estate salesperson and then a broker for a total of 30 years. My experience and my education would be an asset to the township

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

I was a registered nurse prior to my real estate career. I have many real estate designations which empower me to make accurate decisions and research appropriate topics. I am a Certified Residential Specialist, a Graduate of Real Estate Institute, an Accredited Buyers Representative, a Certified Negotiation Expert, am Quality Service Certified, have an e-PRO designation, have my brokers license and am certified to teach real estate classes and Continuing Education. Resume upon request

(Attach resume if available)

[Kathy Birchen resume.pdf](#)

\* Full Name  
Kathy Birchen

\* **Occupation**  
Real Estate Associate Broker

\* **Place of Employment**  
BHHS Tomie Raines REALTORS

\* Home Address  
4389 Heartwood RD  
Okemos 48864

\* Phone (Day)  
517.719.1900

\* Phone (Evening)  
517.719.1900

\* **Email**  
kbirchen@tomieraines.com

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

\* **Date and Time**  
10/24/2022

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.

Submission # 1847589  
IP Address 73.18.188.100  
Submission Recorded On 07/27/2022 8:47 PM  
Time to Take Survey 34 minutes, 36 seconds

Page 1

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

Assessing Board of Review \*  
Communications Commission \*  
Corridor Improvement Authority \*  
Economic Development Corporation  
Planning Commission

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

1. My wife, daughter, and I live here and plan to stay here for a long time. We bought our first house here in 2017. I want to contribute my skills for the betterment of the township, which we benefit so greatly from. 2. I have always wanted to be involved in local public service, but never lived in one place long enough to commit to it. Now that my family has settled, I want to get involved. 3. I care deeply about equitable and good government and want to contribute my skills to that end.

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

1. I am an expert in governance and communications policy (PhD from MSU). These skills would be valuable on the communications commission specifically. 2. I have been a professor, researcher at Consumers Energy, consultant with Public Sector Consultants. Each of these experiences have given me experience in variety of policy domains that could be useful to the planning commission and EDC. 3. Homeowner, runner, and resident, I frequent the businesses on the Corridor Improvement Authority.

**(Attach resume if available)**

Brandon Brooks resume.pdf

**Full Name**

Brandon Brooks

**\*Occupation**

Data Scientist

**\*Place of Employment**

Advantasure

**Home Address**

4993 Mohawk Road  
Okemos 48864

**Phone (Day)**

740.707.6592

**Phone (Evening)**

740.707.6592

**\*Email**

brandonbrooks1@gmail.com

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

Brandon Brooks

**\*Date and Time**

07/27/2022

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.

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

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

Interested in supporting of the underserved in our community through the township programs.

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

Prior elder care community programming and fundraising for the Medical Care Facility Foundation. With Ingham Medical Center, responsible for auxiliary fundraising and volunteer management to support hospital services.

(Attach resume if available)

\*\*SKIPPED\*\*

**\* Full Name**

Karen Webster

**\* Occupation**

Retired Community Development Director

**\* Place of Employment**

Retired Ingham County Medical Care Facility, Okemos

**\* Home Address**

2433 S. Wild Blossom Court  
East Lansing 48823

**\* Phone (Day)**

517.388.1384

**\* Phone (Evening)**

517.388.1384

**\* Email**

Kannwebster201@gmail.com

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

Karen A, Webster

**\* Date and Time**

10/31/2022

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.

# CHARTER TOWNSHIP OF MERIDIAN

Patricia Herring Jackson Supervisor  
 Deborah Guthrie Clerk  
 Phil Deschaine Treasurer  
 Frank L. Walsh Manager



Scott Hendrickson Trustee  
 Kathy Ann Sundland Trustee  
 Marna Wilson Trustee  
 Courtney Wisinski Trustee

## APPLICATION FOR PUBLIC SERVICE

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

- |   |   |
|---|---|
| <input type="checkbox"/> Assessing Board of Review*   | <input type="checkbox"/> Elected Officials Compensation Commission* |
| <input type="checkbox"/> Board of Water and Light Representative*                           | <input type="checkbox"/> Environmental Commission                   |
| <input type="checkbox"/> Brownfield Redevelopment Authority*                                | <input type="checkbox"/> Lake Lansing Watershed Advisory Committee* |
| <input type="checkbox"/> Building and/or Fire Board of Appeals and Building Hearing Officer | <input type="checkbox"/> Land Preservation Advisory Board           |
| <input type="checkbox"/> Capital Area Transportation Authority (C.A.T.A).                   | <input type="checkbox"/> Park Commission (elected/appointed)        |
| <input type="checkbox"/> Communications Commission*   | <input type="checkbox"/> Pension Trustees                           |
| <input type="checkbox"/> Community Resources Commission                                     | <input type="checkbox"/> Planning Commission                        |
| <input type="checkbox"/> Corridor Improvement Authority*                                    | <input type="checkbox"/> Township Board (elected/appointed)         |
| <input type="checkbox"/> Downtown Development Authority*                                    | <input type="checkbox"/> Transportation Commission*                 |
| <input type="checkbox"/> East Lansing-Meridian Water & Sewer Authority                      | <input type="checkbox"/> Zoning Board of Appeals                    |
| <input type="checkbox"/> Economic Development Corporation                                   | <input type="checkbox"/> Other                                      |

(\*Special conditions restrict eligibility for appointment)

Indicate areas not included above which may warrant special attention or study that are of interest to you:

Summarize your reasons for applying for this type of public service:

Describe education, experience or training which will assist you if appointed. (Attach resume if available)

Name: \_\_\_\_\_  
 Occupation: \_\_\_\_\_ Place of Employment: \_\_\_\_\_  
 Home Address: \_\_\_\_\_  
 Phone: (days) \_\_\_\_\_ (evenings) \_\_\_\_\_ E-mail \_\_\_\_\_  
 Signature \_\_\_\_\_ Date \_\_\_\_\_

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(PLEASE USE BACK IF NEEDED)

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FOR OFFICE USE ONLY				
Date Received		Distro:	Application #	
Registered Voter:	Y / N			
Date Appointed:				

Revised: April 24, 2017



# NARENDRA TURIMELLA, P.M.P

## TECHNOLOGY DELIVERY LEAD SENIOR MANAGER

2553 SOPHIEA PKWY,  
OKEMOS, MI 48864

TURIMELLA@GMAIL.COM

517-775-3889

### OBJECTIVE

Volunteer with 15+ years of experience serving various organizations in Meridian Township area. Passion for community service has led me to help hundreds of locals. I am confident that my qualifications and desire to serve will contribute to Meridian Township Public Service.

### EDUCATION —

Masters in Software  
Engineering Administration  
from Central Michigan  
University

Bachelors in Electrical and  
Electronics Engineering from  
Nagarjuna University, India

### VOLUNTEER EXPERIENCE

*2013 – To Date*

Location Coordinator • SiliconAndhra Manabadi

*2005 – 2014*

President • Treasurer • Lansing Telugu Association

*2022 – To Date*

Advisory Board Member • Lansing Telugu Association

Responsible for teaching Foreign Language Telugu to hundreds of students for the past 9 years. Responsible for organizing several cultural and religious events for local Indian community. Responsible for fund raising for various volunteer events.

### KEY SKILLS —

Project Management  
Leadership  
Budget Planning  
Planning  
Community Service

### PROFESSIONAL EXPERIENCE

*2019 – To Date*

*Accenture Technology Delivery Lead • Department of Treasury*

*2005 – 2019*

*Accenture Technology Delivery Lead • Department of Health and Human Services*

### LEADERSHIP

PMP Certified Project Management Professional with experience managing ~\$50M IT Projects and 60 to 100 staff members.

### REFERENCES

[Available upon request.]



NOV 15 2022

# CHARTER TOWNSHIP OF MERIDIAN

Patricia H. Jackson  
Deborah Guthrie  
Phil Deschaine  
Frank L. Walsh

Supervisor  
Clerk  
Treasurer  
Manager



Courtney Wisinski  
Scott Hendrickson  
Marna Wilson  
Kathy Ann Sundland

Trustee  
Trustee  
Trustee  
Trustee

## APPLICATION FOR PUBLIC SERVICE

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

- |   |                                     |  |
|---|-------------------------------------|--|
| <input type="checkbox"/> Assessing Board of Review*   | <input checked="" type="checkbox"/> | Elected Officials Compensation Commission* |
| <input type="checkbox"/> Board of Water and Light Representative*                           | <input type="checkbox"/>            | Environmental Commission                   |
| <input type="checkbox"/> Brownfield Redevelopment Authority*                                | <input type="checkbox"/>            | Lake Lansing Watershed Advisory Committee* |
| <input type="checkbox"/> Building and/or Fire Board of Appeals and Building Hearing Officer | <input type="checkbox"/>            | Land Preservation Advisory Board           |
| <input type="checkbox"/> Capital Area Transportation Authority (C.A.T.A.)                   | <input type="checkbox"/>            | Park Commission (elected/appointed)        |
| <input type="checkbox"/> Communications Commission*   | <input type="checkbox"/>            | Pension Trustees                           |
| <input type="checkbox"/> Community Resources Commission                                     | <input type="checkbox"/>            | Planning Commission                        |
| <input type="checkbox"/> Corridor Improvement Authority*                                    | <input type="checkbox"/>            | Township Board (elected/appointed)         |
| <input type="checkbox"/> Downtown Development Authority*                                    | <input type="checkbox"/>            | Transportation Commission*                 |
| <input type="checkbox"/> East Lansing-Meridian Water & Sewer Authority                      | <input type="checkbox"/>            | Zoning Board of Appeals                    |
| <input type="checkbox"/> Economic Development Corporation                                   | <input type="checkbox"/>            | Other                                      |

(\*Special conditions restrict eligibility for appointment)

Indicate areas not included above which may warrant special attention or study that are of interest to you:

Summarize your reasons for applying for this type of public service:

Describe education, experience or training which will assist you if appointed. (Attach resume if available)

Name: Joyce Van Coevering

Occupation: Retired Place of Employment: \_\_\_\_\_

Home Address: 5882 Okemos

Phone: (days) 517-243-2511 (evenings) \_\_\_\_\_ E-mail jvc5530@comcast.net

Signature Joyce Van Coevering Date 11/15/2022

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.

(PLEASE USE BACK IF NEEDED)

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Registered Voter:	Y/N			
Date Appointed:				



NOV 15 2022

# CHARTER TOWNSHIP OF MERIDIAN

Patricia H. Jackson  
Deborah Guthrie  
Phil Deschaine  
Frank L. Walsh

Supervisor  
Clerk  
Treasurer  
Manager



Courtney Wisinski  
Scott Hendrickson  
Marna Wilson  
Kathy Ann Sundland

Trustee  
Trustee  
Trustee  
Trustee

## APPLICATION FOR PUBLIC SERVICE

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

- Assessing Board of Review\*
- Board of Water and Light Representative\*
- Brownfield Redevelopment Authority\*
- Building and/or Fire Board of Appeals and Building Hearing Officer
- Capital Area Transportation Authority (C.A.T.A.)
- Communications Commission\*
- Community Resources Commission
- Corridor Improvement Authority\*
- Downtown Development Authority\*
- East Lansing-Meridian Water & Sewer Authority
- Economic Development Corporation
- Elected Officials Compensation Commission\*
- Environmental Commission
- Lake Lansing Watershed Advisory Committee\*
- Land Preservation Advisory Board
- Park Commission (elected/appointed)
- Pension Trustees
- Planning Commission
- Township Board (elected/appointed)
- Transportation Commission\*
- Zoning Board of Appeals
- Other

(\*Special conditions restrict eligibility for appointment)

Indicate areas not included above which may warrant special attention or study that are of interest to you:

Summarize your reasons for applying for this type of public service:

Describe education, experience or training which will assist you if appointed. (Attach resume if available)

Name: Steven Vagnozzi  
 Occupation: Retired Place of Employment: State of Michigan  
 Home Address: 2144 Woodfield Rd  
 Phone: (days) 5179271118 (evenings) 5179271118 E-mail svagnozzi@comcast.net  
 Signature Steven Vagnozzi Date 11/15/22

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

(PLEASE USE BACK IF NEEDED)

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Registered Voter:	Y / N			
Date Appointed:				



# CHARTER TOWNSHIP OF MERIDIAN

Ronald J. Styka  
Brett Dreyfus  
Julie Brixie  
Frank L. Walsh

Supervisor  
Clerk  
Treasurer  
Manager



Phil Deschaine  
Patricia Herring Jackson  
Dan Opsommer  
Kathy Ann Sundland

Trustee  
Trustee  
Trustee  
Trustee

## APPLICATION FOR PUBLIC SERVICE

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

- |  |   |
|--|---|
| <input type="checkbox"/> Assessing Board of Review*  | <input type="checkbox"/> Elected Officials Compensation Commission* |
| <input type="checkbox"/> Board of Water and Light Representative*                              | <input type="checkbox"/> Environmental Commission                   |
| <input type="checkbox"/> Brownfield Redevelopment Authority*                                   | <input type="checkbox"/> Lake Lansing Watershed Advisory Committee* |
| <input type="checkbox"/> Building and/or Fire Board of Appeals and<br>Building Hearing Officer | <input type="checkbox"/> Land Preservation Advisory Board           |
| <input type="checkbox"/> Capital Area Transportation Authority (C.A.T.A.)                      | <input type="checkbox"/> Park Commission (elected/appointed)        |
| <input type="checkbox"/> Communications Commission*  | <input type="checkbox"/> Pension Trustees                           |
| <input type="checkbox"/> Community Resources Commission  | <input type="checkbox"/> Planning Commission                        |
| <input type="checkbox"/> Corridor Improvement Authority*                                       | <input type="checkbox"/> Township Board (elected/appointed)         |
| <input checked="" type="checkbox"/> Downtown Development Authority*                            | <input type="checkbox"/> Transportation Commission*                 |
| <input type="checkbox"/> East Lansing-Meridian Water & Sewer Authority                         | <input type="checkbox"/> Zoning Board of Appeals                    |
| <input type="checkbox"/> Economic Development Corporation                                      | <input type="checkbox"/> Other                                      |

(\*Special conditions restrict eligibility for appointment)

Indicate areas not included above which may warrant special attention or study that are of interest to you:

Summarize your reasons for applying for this type of public service:

Describe education, experience or training which will assist you if appointed. (Attach resume if available)

Name: Angela Wright  
 Occupation: Bank Manager Place of Employment: Independent Bank  
 Home Address: 519 Marcy Ave Lansing MI 48917  
 Phone: (days) 517-257-8324 (evenings) 517-1043-3071 E-mail: AWright@ibcp.com  
 Signature: Angela Wright Date: 10/24/22

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.

(PLEASE USE BACK IF NEEDED)

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FOR OFFICE USE ONLY				
Date Received		Distro:	Application #	
Registered Voter:	Y / N			
Date Appointed:				

Revised: April 24, 2017



# CHARTER TOWNSHIP OF MERIDIAN

Patricia Herring Jackson Supervisor  
 Deborah Guthrie Clerk  
 Phil Deschaine Treasurer  
 Frank L. Walsh Manager



Courtney Wisinski  
 Scott Hendrickson  
 Marna Wilson  
 Kathy Ann Sundland

Trustee  
 Trustee  
 Trustee  
 Trustee

## APPLICATION FOR PUBLIC SERVICE

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

- |   |   |
|---|---|
| <input type="checkbox"/> Assessing Board of Review*   | <input type="checkbox"/> Elected Officials Compensation Commission* |
| <input type="checkbox"/> Board of Water and Light Representative*                           | <input type="checkbox"/> Environmental Commission                   |
| <input type="checkbox"/> Brownfield Redevelopment Authority*                                | <input type="checkbox"/> Lake Lansing Watershed Advisory Committee* |
| <input type="checkbox"/> Building and/or Fire Board of Appeals and Building Hearing Officer | <input type="checkbox"/> Land Preservation Advisory Board           |
| <input type="checkbox"/> Capital Area Transportation Authority (C.A.T.A.)                   | <input type="checkbox"/> Park Commission (elected/appointed)        |
| <input type="checkbox"/> Communications Commission*   | <input type="checkbox"/> Pension Trustees                           |
| <input type="checkbox"/> Community Resources Commission                                     | <input checked="" type="checkbox"/> Planning Commission             |
| <input type="checkbox"/> Corridor Improvement Authority*                                    | <input type="checkbox"/> Township Board (elected/appointed)         |
| <input type="checkbox"/> Downtown Development Authority*                                    | <input type="checkbox"/> Transportation Commission*                 |
| <input type="checkbox"/> East Lansing-Meridian Water & Sewer Authority                      | <input type="checkbox"/> Zoning Board of Appeals                    |
| <input type="checkbox"/> Economic Development Corporation                                   | <input type="checkbox"/> Other                                      |

(\*Special conditions restrict eligibility for appointment)

Indicate areas not included above which may warrant special attention or study that are of interest to you:

Summarize your reasons for applying for this type of public service:

See Attached

Describe education, experience or training which will assist you if appointed. (Attach resume if available)

See Attached

Name: Milton L. Scales

Occupation: Retired Law Enforcement Chief Place of Employment: Michigan Department of Law Enforcement

Home Address: 1534 Downing Street Haslett, Michigan 48840

Phone: (days) (517) 410-0231 (evenings) (517) 410-0231 E-mail MLScales@gmail.com

Signature Milton L. Scales Date July 18, 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.

(PLEASE USE BACK IF NEEDED)

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. Please return this form to the Office of the Clerk, Charter Township of Meridian.

FOR OFFICE USE ONLY				
Date Received		Distro:	Application #	
Registered Voter:	Y / N			
Date Appointed:				

Form 100 (April 1, 2022)



## **Milton L. Scales**

**REASON FOR APPLYING:** Given a second chance at life, I want to utilize my unique skill set and experience to help improve my community.

**EDUCATION, EXPERIENCE, and TRAINING:** B.S. in Community Development; M.S.A. in Public Administration. Served as Township Planning Commissioner; Elections Commissioner; elected Meridian Township Board Member; and appointed Ingham County Road Commissioner.

Milton fought against the odds in 2012 to become the first person of color elected to the Meridian Township Board. As a Township Trustee, Milton served faithfully and effectively for four years and never missed a single board meeting. Having previously served as an Ingham County Road Commissioner and Meridian Planning Commissioner after retiring from a thirty-year career in State Government, Milton continues to give back to our community.

Milton works hard mentoring students in local public schools. He has resided in Meridian Township for nearly 22 years. He served 33 years in law enforcement, retiring in 2010 as Chief of the Department of Environmental Quality Criminal Enforcement Office, after an initial career as a Detroit Police Officer.

Educationally, Milton earned a Master of Science in (Public) Administration and a Bachelor of Science in Community Development from Central Michigan University. He has an Associate Degree in Business Management and Criminal Justice from Lansing Community College, where he was selected the 2013 Distinguished Alumni. He also completed a graduate Fellowship in the Michigan Political Leadership Program (MPLP) at Michigan State University, where he served as their alumni chair for five years. He taught political science at Saginaw Valley State University and guest lectured numerous times at Cooley Law School, MSU, U of M and Eastern Michigan University.

Locally, Milton served on the director boards of Big Brother, Big Sister; Fight Crime: Invest in Kids; Highfields, Inc.; and he is a proud member of the Phi Beta Sigma Fraternity, Inc. and numerous other boards and commissions.

Currently Milton is the President of the local Phi Beta Sigma Education Fund. Milton is the founder of M.L. Scales and Associates, LLC, a full-service consulting firm located in Meridian Township. This firm specializes in leadership development, environmental and political consulting, and strategy. Their client list includes Michigan State University, University of Michigan, and Judges Clinton Canady, Donald Allen and Paula Manderfield.

Submitter DB ID 14274  
IP Address 52.14.90.44  
Submission Recorded On 07/27/2022 4:35 PM  
Time to Take the Survey 51 minutes, 28 secs.

Page 1



## Public Service Application Form

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

**\*Special conditions restrict eligibility for appointment**

1.

**Planning Commission**

2. **Occupation:**

Communications consultant at MESSA

3. **Indicate areas not included above which may warrant special attention or study that are of interest to you:**

I think all of the areas that need special attention or study are included above. I have no further suggestions that may warrant special attention or study.

4. **Describe education, experience or training which will assist you if appointed:**

When I was in my late teens and early 20's, I helped manage my father's properties in the Chicago area, which is where I'm from originally. I attended planning and zoning commission meetings in Bellwood, IL in order to understand the issues of growth, residential planning and housing in our community. We had a vested interest in the community at that time because of the residential properties I helped my father manage.

A few years after I graduated from the University of Iowa with a B.A. in journalism and mass communication, I moved to Okemos in 2001 and was a reporter at the Lansing State Journal. Among other areas of government and education, I primarily covered Meridian Township Government my entire career at the local newspaper. I attended all of the trustee meetings and covered various zoning and planning stories including the inception of Walmart's plans to build and open in Okemos, the mixed use zoning for apartment and commercial buildings, the discussion and decision to remove a mobile home park on Grand Avenue which is now Whole Foods, and preserving the township's green space through its land preservation program. I have a great deal of experience with these areas because not only did I cover these kind of stories when I was at the journal from 2001 to 2004, but because I live here and I care about what happens in my community. The decisions our boards and commissions make are vital and I have a full appreciation of that responsibility. I understand that our township is growing. I want to be a part of that planning and decision making process to help our community thrive.

5. **Contact Information:**

**Name:** James McCurtis

**Occupation:** Communications consultant

**Place of Employment:** MESSA

**Home Address:** 335 Chimney Oaks Drive

**Phone (days):** 517-243-4567

**Phone (evenings):** 5173811996

**Date:** 07/27/2022

**Email:** jmccurtis@sbcglobal.net

6. **Attach Resume**

Resume is attached

7. **Attach Cover Letter**

335 Chimney Oaks Dr  
Okemos, MI 48864  
July 27, 2022

Meridian Township Municipal Building  
5151 Marsh Road  
Okemos, MI 48864

To whom it may concern:

I am applying to serve on the Meridian Township Planning Commission because I want to use my experience to help guide the township in the exciting new development.

I have some experience in property management. As a reporter for the Lansing State Journal, I covered many Meridian Township commission and board meetings concerning zoning, property management, roads and infrastructure. As a former state employee, I also understand how funding works because I managed a budget of more than \$50 million for the Division of Crime Victim Services.

Our township is in the middle of exciting times with the growth and development of new subdivisions, businesses and apartment complexes. Simultaneously, we are experiencing many challenges with infrastructure that needs repair, including our roads and bridges. I want to serve as a planning commissioner to help the commission effectively manage our development. While the township evolves, we must ensure our growth remains strategic and manageable for our residents and business owners.

The planning commission plays a vital role in the township's development because the decisions the commission makes impact our residents.

I have lived in Meridian Township for more than 20 years and care about our community. I am raising my three children in Okemos and want to serve the commission for them and others who are here now and who will be here in the future.

Please consider my request for an appointment with the Meridian Township Planning Commission.

I appreciate your consideration. I hope to speak with you soon.

Sincerely,

James McCurtis Jr.

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

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

My work experience with the Michigan Department of Transportation (MDOT) will provide a unique perspective to the Commission. As a retired MDOT executive I have extensive experience directing financial and contracting policies and procedures related to transportation activities. My experience would help the Commission work with transportation partners to create a multi-modal transportation network responsive to the needs of the township.

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

I worked for the State of Michigan over 42 years and retired in March 2019. For last 16 years of my career, I was the Bureau Director of the Bureau of Finance and Administration for the Michigan Department of Transportation. As bureau director, provided strategic direction for the department's financial management, contracting and internal administrative services. I have experience working with local governments, FHWA and industry groups on financial, contracting and project planning activities

(Attach resume if available)

[Myron G Frierson bio 2020.docx](#)

\* Full Name  
Myron Frierson

\* Occupation  
Retired

\* Place of Employment  
Retired

\* Home Address  
2162 Woodfield  
Okemos 48964

\* Phone (Day)  
517.719.7230

\* Phone (Evening)  
517.719.7230

\* Email  
m.frierson@comcast.net

\* Please type your name in the box below as a digital signature  
Myron G. Frierson

\* Date and Time  
10/20/2022

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.



## Myron G. Frierson - Bio

Myron G. Frierson worked for the State of Michigan over 42 years and retired in March 2019. For last 16 years of his career he was the Bureau Director of the Bureau of Finance and Administration for the Michigan Department of Transportation. The bureau has three divisions, Accounting Services, Contract Services and Financial Operations. As bureau director, provided strategic direction for the department's financial management, contracting and internal administrative services. Advised department leadership on budget development strategies, including ensuring the department matches all federal aid. Worked with FHWA and industry groups on financial and contracting policies and procedures. Emphasized in each of the bureau's diverse areas of responsibility the importance of providing customers with timely and cost-effective service. In this capacity; developed bond financing strategies, emphasized monitoring capital program financial needs, improved contracting practices, and directed staff to partner with internal and external customers.

### Key professional accomplishments:

Led 18 debt financing transactions totaling over \$3.7 billion. In 2017, refunded \$697.7 million in bonds and realized \$136.2 million in present value savings. Directed a nearly \$1.4 billion debt portfolio.

Developed policies and procedures for Canadian government to reimburse MDOT for costs associated for the construction of the Gordie Howe International Bridge

Served on financial selection sub-committees for \$4.4 billion Gordie Howe International Bridge and \$1.4 billion I-75 Segment 3 public private partnerships.

Revised contracting policies and procedures to ensure a fair and efficient contracting process. These and other actions allowed the bureau to efficiently take bids on over 767 construction projects valued at \$1.6 billion in fiscal year 2018.

Created the department's accounting service center that provides accounting services to four state departments. Resulting in more standardize accounting operations and reduced costs.

While Real Estate Division administrator served as the department's lead negotiator for property condemnation and outdoor advertising program statutory changes. Was a member of the AASHTO Subcommittee on Right-of-Way and Utilities and participated on an international scan team identifying best practices for right of way acquisition.

Graduated from Michigan State University with a BA degree in accounting. Is a certified public accountant.

Currently, serves on the Lansing Kappa Alpha Psi Foundation and Uplift Our Youth Foundation boards of directors.

Lives in Okemos, Michigan with his wife, Terrilyn, and have two adult children.



**To: Board Members**  
**From: Patricia Herring Jackson, Township Supervisor**  
**Date: January 6, 2023**  
**Re: Appointment of Supervisor Pro Tem**

---

Over the past several years, the Board has recommended naming a Supervisor Pro Tem in advance to simplify the process in case one is needed. The original proposal was to make one year appointments and rotate it through the Trustees.

It is time to appoint a Trustee as Supervisor Pro Tem for 2023.

The following motion has been prepared for Board consideration:

**MOVE THAT THE BOARD APPOINT, THROUGH DECEMBER 31, 2023, \_\_\_\_\_  
TO ACT AS SUPERVISOR PRO TEM AT ANY MEETING OF THE TOWNSHIP BOARD  
WHEREIN THE SUPERVISOR IS ABSENT.**



**To: Board Members**  
**From: Frank L. Walsh, Township Manager**  
**Date: December 28, 2022**  
**Re: Township Auditing Services**

---

For the past five years, Meridian Township has retained auditing services from Yeo and Yeo. Currently, we are serviced out of the Alma office. Prior to Yeo and Yeo, we contracted with the local auditing firm of Andrews Hooper Pavlik (AHP). Our contract with Yeo & Yeo expired on December 31, 2022. The question before the governing body is, "Who will conduct our 2022 Audit?"

We have requested a quote from Yeo & Yeo. Their quote is attached.

The cost of our 2021 Audit was \$45,000. If the Board opts to continue with Yeo & Yeo for one year, the firm is requesting a 5% increase for 2022 equating to \$47,250. If the Board opts for a new three year contract, the township would see a 3% increase per year equaling \$46,359 (2022), \$47,750 (2023) and \$49,175 (2024). Conversely, in 2016 our annual auditing agreement with AHP was \$50,000.

The services we received from AHP were excellent. The services provided by Yeo & Yeo have been solid. Yeo & Yeo's 2022 service was remarkable. Given our situation in April 2022, we leaned heavily on Yeo & Yeo. You can disregard the single audit component. We are not sure if we will require a single audit in 2022.

We are looking for your guidance on how you wish to move forward. Given the timing, I've prepared three motions for your consideration.

**MOVE TO BEGIN A PROCESS TO REQUEST PROPOSALS FOR ANNUAL AUDITING SERVICES. THE TOWNSHIP MANAGER AND FINANCE DIRECTOR ARE DIRECTED TO PROVIDE THE BOARD WITH THREE QUOTES AT THE FEBRUARY 7, 2022 BOARD MEETING.**

**MOVE TO APPROVE A ONE YEAR AUDITING SERVICES AGREEMENT WITH YEO & YEO IN THE AMOUNT OF \$47,250 AND AUTHORIZE THE TOWNSHIP MANAGER TO SIGN THE ATTACHED CONTRACT.**

**MOVE TO APPROVE A THREE YEAR AUDITING SERVICES AGREEMENT WITH YEO & YEO IN THE AMOUNT OF \$46,350 (2022), \$47,750 (2023) AND \$49,175 (2024) AND AUTHORIZE THE TOWNSHIP MANAGER TO SIGN THE ATTACHED CONTRACT.**



800.968.0010 | yeoandyeo.com

December 19, 2022

Frank Walsh  
Meridian Township  
5151 Marsh Road  
Okemos, MI 48864

Dear Frank,

It is our pleasure to submit a proposal to audit the financial statements of Meridian Township. The following are extension options.

One-Year Extension		
	Financial Audit	Single Audit*
December 31, 2022	\$47,250	\$6,000

Three-Year Extension		
	Financial Audit	Single Audit*
December 31, 2022	\$46,350	\$6,000
December 31, 2023	\$47,750	\$6,000
December 31, 2024	\$49,175	\$6,000

\*The single audit fee includes one major program. Additional major programs will be \$3,000 per program.

The implementation of GASB Statements will be at standard hourly rates dependent on the level of activity that the Township has related to the GASB Statements. Many GASB Statements will not require any additional work, while GASB Statements such as No. 87 and 96 may require additional efforts.

We look forward to continuing our mutually beneficial relationship.

If you should have any questions, please do not hesitate to contact me.

Sincerely,

Yeo & Yeo PC  
CPAs and Business Consultants

Ali N. Barnes, CPA  
Principal

Meridian Township  
Audit Extension Quote  
December 19, 2022

**RESPONSE:** Meridian Township has approved:

\_\_\_\_ One-year extension

\_\_\_\_ Three-year extension

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_



**To: Board Members**  
**From: Frank L. Walsh, Township Manager**  
**Date: December 28, 2022**  
**Re: Senior Center/Community Center Task Force**

---

Back in 2001, author Jim Collins wrote an interesting book titled “Good to Great.” The premise of the book focused on the steps companies could implement to take their business from “Good to Great.” Following the release of the book, many municipalities adopted the same principles to their local communities. That is, local leaders began setting “audacious” goals to take their communities to the next level.

As you consider the same process in Meridian Township, you must first ask yourself “What is missing?” What audacious goals could we embark on to take Meridian Township from “Great to Unparalleled?” After a recent visit to the new City of Portage, Michigan Senior and Community Center, it’s pretty clear that our focus should be on enhancing our current senior center. Our current senior center is located in a former classroom at Chippewa School. Under the highly effective leadership of Director Cherie Wisdom, we’ve been able to provide a welcoming senior center. However, our space is extremely limited, the location is not centrally located and the parking is an issue. In addition, the former classroom does not lend itself to offering sizeable community events. Our community would benefit from a Community Center.

Recently, the Township Board adopted their goals for 2023. One of the top three goals is to carefully study the need, cost and feasibility of fostering the development of a new Senior/Community Center. The Board directed the newly created task force to bring back their recommendations in December 2023. The process may include seeking a major donor to help fund the potential cost.

As noted, the first step is to create a task force to study the feasibility. After speaking with Supervisor Jackson, we recommend the creation of a small task force to begin the discussions on feasibility, funding, location and timelines. A year from now, if the Board chooses to move forward, I would suggest we create a much broader task force focused primarily on the design of the building.

**MOVE TO CREATE A MERIDIAN TOWNSHIP SENIOR CENTER/COMMUNITY CENTER TASK FORCE TO CONSIST OF TOWNSHIP SUPERVISOR JACKSON, TREASURER DESCHAINE, TRUSTEE WILSON, MANAGER WALSH, DIRECTOR SCHMITT, DIRECTOR MAISNER AND DIRECTOR WISDOM. THE TASK FORCE IS HEREBY REQUESTED TO RETURN WITH THEIR RECOMMENDATIONS BY DECEMBER 1, 2023.**



**To: Board Members**  
**From: Michael Hamel, Fire Chief**  
**Date: January 5, 2023**  
**Re: Support Emergency Operations Plan Update**

---

The Township's Support Emergency Operations Plan has been updated. The plan contains critical information that supports responding to and recovering from emergencies and/or disasters inside the Township as required by Michigan State Police Emergency Management and Homeland Security Division Pub. 204. Furthermore, when specific emergency circumstances arise, the updated plan will qualify the Township for disaster assistance.

Updates to the Support Emergency Operations Plan are listed below:

- Promulgation Document
- Supervisor change
- Department and distribution name changes
- Succession changes

Attachment: Updated Support Emergency Operations Plan

# Charter Township of Meridian, Michigan

## Support Emergency Operations Plan

**An all-hazards plan supporting the Ingham County Emergency Operations Plan, for use in the event of disaster or severe emergency of natural, human, wartime, technological or terrorism origin.**

January 1, 2023





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## Promulgation Statement

Officials of the Township of Meridian, in conjunction with Ingham County and the State of Michigan Emergency Management Agencies, have developed this Support Emergency Operations Plan that will enhance the local emergency response capability.

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

---

Patricia Herring Jackson  
Township of Meridian Supervisor  
Chief Executive Official

---

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 response procedures.

The Support EOP will use a graduated response strategy that is 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 assists 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 Supervisors 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 to the NIMS using the guidance provided by the Department of Homeland Security (DHS).

**This plan supersedes all previous plans.**

**Records of Revisions**

The following is a list of revisions made to the Support EOP. This chart tracks revisions made to the plan and shall be documented on the chart below.

<b>Date</b>	<b>Reason for Revision</b>	<b>Page Numbers</b>	<b>Revised By</b>
1/21/2020	Rewrite plan to meet required format	All	Chief Hamel, Chief Plaga, Sgt. Besonen
8/15/2020	Director Change HR	5, 6, 11	Chief Hamel
1/10/2021	Law Enforcement title correction	25	Chief Hamel
1/10/2021	Public Health successor added	28	Chief Hamel
7/1/2021	Community Planning and Development Director name change	6, 11	Chief Hamel
9/1/2021	Police Chief alternate/Succession	11, 24	Chief Hamel
12/1/21	Damage Assessment alternate/ Succession	20, 21	Chief Hamel
11/1/22	Promulgation Document Supervisor change, dept. and Distribution name changes, succession changes	3,6,11,23,24 27,28,31,33	Chief Hamel

### Record of Distribution

The following is a list of the individual and facilities provided a copy of the Support EOP in order to conduct the assigned tasks addressed in this plan.

Title of Recipient	Name of Recipient	Agency/Department	Date	Number of Copies
Supervisor	Patricia Herring Jackson	Township Board		
Manager	Frank Walsh	Township Administration		
Deputy Manager	Dan Opsommer	Township Administration		
Police Chief	Ken Plaga	Police Chief		
Fire Chief	Michael Hamel	Fire Chief		
Director	Abby Tithof	Human Resources		
Director	Amanda Garber	Finance		
Director	Tim Schmitt	Community Planning & Development		
Director	LuAnn Maisner	Parks & Recreation		
		Human Services		
EM Coordinator	Sgt. Robert Boerkoel	Ingham County		

## **Basic Plan**

### **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. This Support Emergency Operations Plan (EOP) 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 also 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, 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/EMSHD)**
- 4. Support Emergency Operations Plan Guide, Pub. 204 (MSP/EMSHD)**

### **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 between municipal government, 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. The plan will be

implemented, tested through exercises and maintained in accordance with the standards and currentness 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 Townships preparedness and response strategies, and functional annexes that describe the actions, roles and responsibilities of participating organizations.

#### **IV. Situation Overview**

- A.** The Township of Meridian has taken various preparedness and incident management steps to enhance capabilities in responding to incidents including:
  - 1.** The mitigation of potential hazards
  - 2.** Identification of emergency response agencies and mechanism that will protect life and property before, during and after an emergency.
  - 3.** Tasking departments, agencies, organizations, and individuals with specific functions and responsibilities relative to emergency operations. Assigned tasks are explained in further detail under “Assignment of Responsibilities”.
- B.** Integration with the Ingham County EOP, County Hazard mitigation plan, and Township policies.
- C.** Community Profile: The Charter Township of Meridian is located in northwest Ingham County. The community has a population of approximately 43,318 residents. The Township consists primarily of residential homes. In addition, there are many senior care centers, a large central commercial corridor, and many rental units due to the close proximity of Michigan State University. The Township’s industry includes Meridian Mall and Delta Dental Insurance Headquarters, employing and attracting thousands of people.
- D.** Hazard and threat analysis: According to the County’s Hazard Mitigation Plan, the community is most vulnerable to many common hazards such as but not limited to fire, hazardous material, severe weather, flooding, transportation, and pandemics. More information regarding hazard vulnerability can be found in the Tri-County’s Regional Hazard Mitigation Plan (2015).
- E.** Relationship between Charter Township of Meridian and Ingham County Emergency Management Program:

Emergency management and response are primarily local responsibilities. However, disasters and emergencies can exhaust the resources and capabilities of local governments. Therefore, the Township of Meridian has chosen to incorporate into the Ingham County Emergency Management Program. To coordinate the emergency management related matters with the County Emergency Management Program, the Township of Meridian has appointed the Fire Chief to serve as the Emergency Management Liaison. The Emergency Management Liaison facilitates communication and coordination between the Township of Meridian and Ingham County, and is the local point of contact for the County Emergency Management Coordinator.

## **V. Planning Assumptions**

- A.** The proper implementation of this plan will result in saved lives, incident stabilization, and property protection in the Township of Meridian.
- B.** Some incidents occur with enough warning, planning time, that necessary notification can be issued to ensure the appropriate level of preparation. Other incidents occur with no advanced warning.
- C.** Depending upon the severity and magnitude of the situation, local resources may not be adequate to deal with an incident. It may be necessary to request assistance through mutual aid agreement, private sector, volunteer organization, and/or county, state and federal resources. When provided, these will supplement, not substitute for, relief provided by local jurisdictions.
- D.** All emergency response agencies within the Township of Meridian that have been tasked in the plan are considered to be available to respond to emergency incidents. Agencies will work to save lives, protect property, relieve human suffering, sustain survivors, stabilize the incident, repair essential facilities, restore services and protect the environment.
- E.** When a jurisdiction receives a request to assist another jurisdiction, reasonable actions will be taken to provide the assistance as requested.
- F.** Emergency planning is a work-in-progress; the Support EOP is consistently reviewed and updated.
- G.** During an emergency or disaster, parts of the plan may need to be improvised or modified, if necessary, based on the situation.

## **VI. Concept of Operations**

- A.** Activation of the Support EOP and declaration of a local state of emergency:

When a threat is perceived, the Emergency Management Liaison activates the Support EOP and the local Emergency Operations Center (EOC) to facilitate activities that ensure the safety of the people, property and environment. Pursuant to 1976 PA 390, as amended, the Supervisor designated by Meridian Township may declare a local state of emergency for Meridian Township if circumstances indicate that the occurrence or threat of widespread or severe damage, injury, or loss of life or property exists. In the absence of the Supervisor pursuant to the local legislation, the Township Manager or designee is authorized to declare a local state of emergency. Upon a local declaration, PA 390 authorizes the Chief Executive Official to issue directives as to travel restrictions on local roads. To facilitate activities that ensure the safety of people, property and environment, a local declaration also activates this Support EOP and the Townships Emergency Operations Center (EOC). A local state of emergency shall not be continued or renewed for a period in excess of seven (7) days except with the consent of the governing body of the municipality.



- B.** The following procedures are conducted and coordinated with the county in response to an incident:
- 1.** The Emergency Management Liaison will perceive the threat, assess the hazard and ensure that the elected officials and executive group and County Emergency Management Coordinator are notified of the situation.
  - 2.** Departments assess the nature and scope of the emergency or disaster.
  - 3.** If the situation can be handled locally, the following guidelines are used:
    - i.** The Emergency Management Liaison advises the Manager and coordinates all local emergency response actions.
    - ii.** The Emergency Management Liaison will activate the EOC. The EOC is located at the Central Fire Station, 5000 Okemos Road, Okemos. If this location is unavailable, an alternate EOC location will be decided by the Executive group.
    - iii.** The Township Supervisor declares a local state of emergency. The Emergency Management Liaison notifies the County EMC and forwards the declaration to the County Emergency Management Program.
    - iv.** Emergency response departments are notified by the Emergency Management Liaison to report to the EOC through telephone, smart messaging, and Everbridge.
    - v.** The Township Manager directs departments to respond to the emergency in accordance with the guidelines outlined in this plan and its annexes, and issues directives as to protective actions and travel restrictions on local roads.
    - vi.** The Emergency Management Liaison keeps the County Emergency Management Coordinator informed of the situation and actions taken.
- C.** If the emergency is beyond local control, Township resources become exhausted, or special resources are needed, county assistance is requested through the County Emergency Management Coordinator.
- D.** If county assistance is requested, the County Emergency Management Coordinator assesses the situation and makes a recommendation on the type and level of assistance. The county will also take the following steps:
- 1.** Activate county EOC and EOP
  - 2.** Respond with county resources
  - 3.** Activate Mutual Aid to supplement county resources
  - 4.** Notify MSP/EMHSD District Coordinator
  - 5.** Make incident information available to MSP/EMHSD and statewide agencies via the Michigan Critical Incident Management System (MI CIMS) online platform, by submitting and maintaining applicable MI CIMS boards and logs.
- E.** If the county resources and capabilities are exhausted, the county requests the Governor to declare a State of Emergency or State of Disaster in accordance with procedures set forth in 1976 PA 390, as amended. If the emergency occurs solely within the confines of the Township of Meridian, the county shall not request state assistance or the Declaration of a State of Disaster or Emergency unless requested to do so by the Township of Meridian Supervisor.

## VII. Organization and Assignment of Responsibilities

### A. Emergency Management Organization

1. The Charter Township of Meridian emergency management organization consists of eight (8) departments responsible for conducting activities in response to emergencies within the community. These eight (8) departments have been assigned to ten (10) specific emergency functions that the municipality has identified necessary in order to provide an effective response to secure the safety of people, property, and the environment. Each department is responsible for implementing pre-disaster activities to help prevent and/or prepare for various hazards that the community is vulnerable to such as: chronic diseases, flooding, hazardous material spills, inclement weather, tornadoes, and public disturbance; a complete list can be found in the County's Hazard Mitigation Plan/Analysis. Prevention and preparedness activities include: awareness training, exercising, hygienic practices to prevent spreading of infectious diseases, stockpiling equipment, and educating people to care for themselves in an emergency.
2. The Manager serves as the incident manager for municipal coordination. At his/her side includes the Emergency Management Liaison and six (6) department contacts.
3. The table lists the functions, assigned departments, primary point of contact, and phone number.

Function	Department	Primary Contact	Phone
Direction and Control	Township Administration	Frank Walsh	
Fire Services	Fire Department	Michael Hamel	
Law Enforcement	Police Department	Ken Plaga	
Warning and Communications	Fire Department	Michael Hamel	
Public Information	Communications Department	Frank Walsh	
Damage Assessment	Building Department	John Heckaman	
Public Works	Public Works	Dan Opsommer	
Emergency Medical Services	Fire Department	TJ Booms	
Human Services	Human Services	Mary McGinnis	
Finance	Accounting & Budgeting	Amanda Garber	

4. The following is a list of the 2<sup>nd</sup> and 3<sup>rd</sup> alternates for each department identified in the plan to maintain the emergency tasks assigned.

Department	2 <sup>nd</sup> Alternate	3 <sup>rd</sup> Alternate	
Township Administration	Dan Opsommer	Abby Tithof	
Fire Department	Ryan Campbell	Rudy Gonzales	
Police Department	Rick Grillo	Bart Crane	
Communications Department	Samantha Diehl	Andrea Smiley	
Building Department	Ron Rau	Tim Schmitt	
Public Works	Rob MacKenzie	Younes Ishraidi	
Human Services	Abby Tithof	Carol Hasse	

5. The Township of Meridian maintains several fulltime departments. All departments contribute to the safety and welfare of the community. Each department employs qualified emergency personnel and maintains equipment that can be used in emergency response. A list of resources available for utilization during incidents can be requested through the Emergency Management Liaison. If resource needs exceed the capabilities of Meridian Township, the Supervisor may activate mutual aid agreements and pre-disaster contracts, or it may become necessary to request county assistance.

**B. Responsibilities:**

1. The following guidelines are general to the municipality, all agencies, and individuals who have an assigned responsibility in responding to an emergency within the community and coordinated by Meridian Township.
  - i. Report to the local emergency operations center when activated for scheduled exercises or disasters, or delegate another individual to staff the Emergency Operations Center (EOC) and implement the plan.
  - ii. Implement mutual aid agreements or contracts with other organizations to supplement local resources that have been exhausted.
  - iii. Ensure compliance with this plan and the County EOP, and any pertinent procedures and documents issued, which impact the provision of emergency services in the municipality.
  - iv. Train department emergency personnel in emergency management functions and NIMS/Incident Command System (ICS) concepts.
  - v. Assist in the development, review and maintenance of the plan and of the County EOP.
  - vi. Develop and maintain standard operating procedures for specific functions or actions identified in the plan.
  - vii. Maintain a list of resources available by the departments.
  - viii. Protect records and other resources deemed essential for continuing government functions and each department's emergency operations in accordance to procedures and policies.
  - ix. Train personnel in emergency management functions and NIM/ICS concepts.
  - x. Participate in the review and update of this emergency operations plan, in accordance to a schedule identified by the Municipal Emergency Management Liaison and the County EMC.
  - xi. Conduct pre-disaster public awareness activities including education classes, self-care guidelines, communications plans, and protocols.
  - xii. Make recommendations to the Manager regarding protective actions.
  - xiii. Continuously conduct emergency planning activities as it is a work-in-progress, periodically reviewing and updating.
  - xiv. All emergency response departments are considered available to respond.
2. The annexes attached to this plan further describe ten emergency support functions and their associated responsibilities in mitigation, preparedness, prevention, response and recovery. Annexes include the organization that are responsible for carrying out the emergency functions, and assign tasks associated with each function.

## **VIII. After Action Report**

The After Action Reports are an essential part of the recovery phase of an emergency. Every declared state of emergency will have a Post Incident Analysis (PIA) completed with involvement from all the following assigned functions: Direction, Control, and Coordination, Fire Services, Law Enforcement, Warning and Communications, Public Information, Damage Assessment, Public Works, Emergency Medical Services, Human Services and Finance. The recovery phase allows the Township to recognize strengths and weaknesses to adjust training, exercising and potential policy changes.

## **Annexes**

### **Annexes Overview**

The annexes attached to the Basic Plan describe all-hazard functions and include the roles and responsibilities that each department should consider during an emergency for which the Support EOP has been activated. Each annex contains the departments responsible for carrying out a function, their assigned tasks, and the concept of operations.

The annexes attached to this plan include the following functions if assistance is requested; the County EMC assesses the situation and makes recommendations on the type/level of assistance. The County will also take the following steps:

- 1)** Activate the County EOC.
  - 2)** Activate the County EOP/Emergency Action Guidelines.
  - 3)** Respond with County resources as requested.
  - 4)** Activate mutual aid agreements.
  - 5)** Coordinate County resources with municipal resources.
  - 6)** Notify MSP/EMHSD District Coordinator.
  - 7)** Develop a jurisdiction situation report and a damage and injury assessment report and submit to the MSP/EMHSD.
  - 8)** Assist the municipality with prioritizing and allocating resources.
- 
- a)** If County resources are exhausted, the County makes a request to the Governor to declare a state of emergency or state of disaster in accordance with procedures set forth in PA 390 of 1976, as amended. The County shall not request state assistance or a declaration of a state of disaster or a state of emergency unless requested to do so by the Meridian Township Manager if the situation occurs solely within the confines of the municipality.
  - b)** If state assistance is requested, the MSP/EMHSD District Coordinator, in conjunction with the County EMC and Municipal Emergency Management Liaison, assess the disaster or emergency and recommends the necessary resources that are required for its prevention, mitigation, or relief efforts.
  - c)** After completing the assessment, the MSP/EMHSD District Coordinator immediately notifies the State Director of MSP/EMHSD of the situation.
  - d)** The State Director of MSP/EMHSD notifies the Governor and makes recommendations.
  - e)** If state assistance is granted, procedures are followed in accordance to the Michigan Emergency Management Plan and the County EOP.

## Annex A: Direction, Control, and Coordination

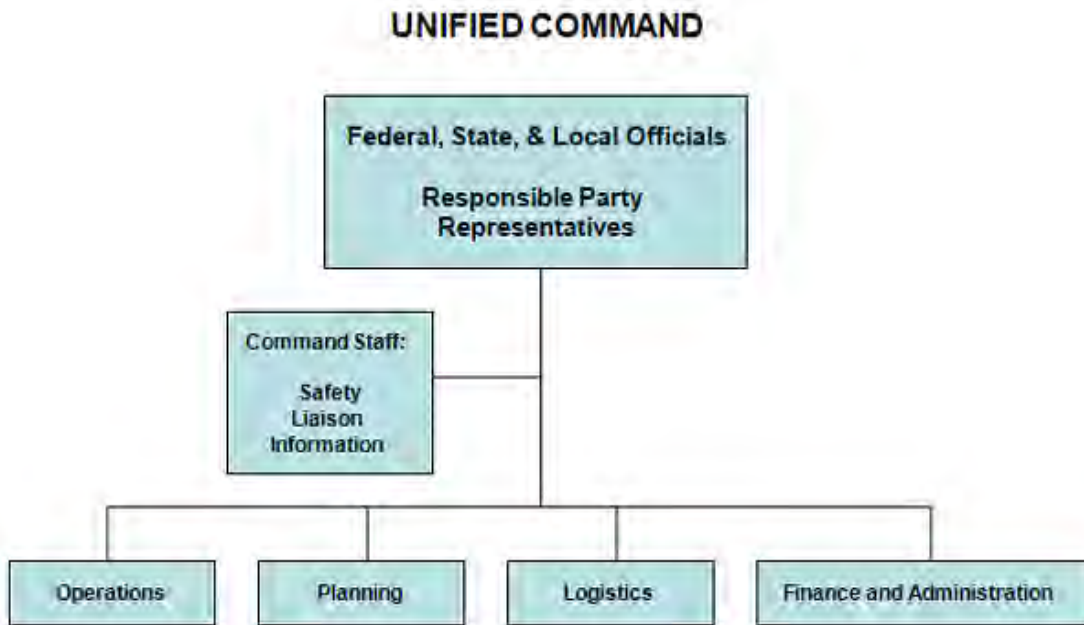
The Direction, Control, and Coordination function is responsible for the activation, organization and operation of the local EOC, the facilitation of the incident management, response, and recovery efforts, and coordination with the County Emergency Management Program.

Direction, Control, and Coordination officials will maintain and coordinate emergency management and response activities with the Direction, Control and Coordination function at the County level.

### Direction, Control, and Coordination Checklist

	Report to the EOC, when activated, for scheduled exercises and disasters, or delegate another representative from the agency to staff the EOC and implement the plan.
	<b>EOC Operations</b>
	Activate the EOC and ensure that appropriate staff is notified
	Establish a system of coordination, such as ICS, within the EOC. (Field operations at the ICP are required to Utilize ICS.
	Maintain administrative materials for the EOC, i.e., pencils, paper, maps, and status boards
	Ensure copies of the Support EOP and EOC guidelines are available to EOC staff
	Determine if EOC security is needed
	<b>Local Authority</b>
	Direct and coordinate response activities in accordance with this plan, including prioritizing allocation of scarce resources
	Relieve jurisdiction employees of normal duties and temporarily reassign them to emergency duties, and employ temporary workers, as necessary
	Declare a local state of emergency
	Issue directives as to travel restrictions on municipal roads
	Recommend appropriate protective measures to ensure the health and safety of people and property
	<b>Assistance to Other Agencies</b>
	Ensure all resources are made available for response
	Formulate specific assistance requests to adjacent jurisdictions and the county
	Active MAA/MOUs and contracts with other jurisdictions and organizations
	Provide aid to other communities as provided by MAA/MOU's
	Ensure staff maintains logs of actions taken and financial records

**Figure 1. ICS Incident Management Structure**



**Direction, Control, and Coordination**

The following is responsible for this annex:

DEPARTMENT	TITLE OF CONTACT
Township Administration	Township Manager

The line of succession for the CEO for representing the Direction, Control, and Coordination function during a response to an emergency or disaster situation is:

TITLE	DEPARTMENT

The line of succession for the Emergency Management Liaison for representing the Direction, Control, and Coordination function during a response to an emergency or disaster situation is:

TITLE	AGENCY
Fire Chief	Fire Department
Police Chief	Police Department

The CEO and Emergency Management Liaison are responsible for reporting and delegating an individual from their department to report to the EOC during scheduled exercises or emergencies to coordinate and represent the Direction, Control, and Coordination function.

SIGNATURE OF MANAGER	DATE

Frank L. Walsh

SIGNATURE OF EMERGENCY MANAGEMENT LIAISON	DATE

Michael R. Hamel



## Annex B: Communication and Warning

The Communication and Warning function is responsible for alerting and notification of Key Officials, receiving and disseminating warning and critical emergency information to the public, and the establishment, maintenance, and coordination of communication protocols and links between the EOC and other incident departments.

The Communications and Warning official will maintain liaison and coordinate emergency management and response activities with the Communication and Warning functions at the County level.

### Communications and Warning Checklist

	Report to the EOC, when activated, for scheduled exercises and disasters, or delegate another representative from the Township to staff the EOC and implement the plan
	<b>Communication Link</b>
	Ensure lines of communication have been established between all departments represented in the Meridian Township EOC, their department offices and their staff at the incident site. Available channels for established communications includes (communication channels, e.g. telephone, cell phone, radios etc.)
	Coordinate communications between municipal and county EOC. Available channels for establishing communications include (communication channels, e.g. telephone, cell phone, radios etc.)
	Establish communications links with the adjacent communities and higher levels of government
	Coordinate warning frequencies and procedures with adjacent communities and other government agencies
	<b>Disaster warning and information</b>
	Activate public warning systems when instructed to do so by CEO or Emergency Management Liaison. Warning methods include (warning methods, e.g., sirens, door-to-door notification, Everbridge, etc.)
	Ensure that warning messages received through the Law Enforcement Information Network (LEIN), National Warning System (NAWAS), Emergency Alert System (EAS), National Weather Service, or other verifiable means are issued in a timely manner.
	Determine which facilities are endangered by the incident and contact those facilities. Ensure they are contacted when protective actions are rescinded
	Notify Special locations (e.g., schools, hospitals, nursing homes, major industry, institutions, and places of public assembly)
	Ensure that public warning systems provide notification to residents with access and functional needs, such as the elderly, hearing impaired, non-English speakers, individuals with mobility limitations, etc.
	<b>Official notification</b>
	Ensure that all necessary officials have been notified and/or updated about the incident
	Notify neighboring jurisdictions of impending hazard and hazardous situations when instructed to do so by the Manager or Emergency Management Liaison.

### Communication and Warning

The following department is responsible for this annex:

Department	Title of Contact
Fire	Fire Chief

The line of succession for representing the Communications and Warning function during a response to an emergency or disaster situation is:

Title	Department
Chief	Law Enforcement

The Township Manager is responsible for reporting or delegating another individual from the Township to report to the EOC during scheduled exercises or emergencies to coordinate and represent the Communication and Warning Function.

SIGNATURE OF COMMUNICATIONS AND WARNING OFFICIAL	DATE

Michael R. Hamel

## Annex C: Damage Assessment

The Damage Assessment (DA) function is concerned with the process of documenting damage from the emergencies in the Township. Information gathered may be used to determine the extent of damage and 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.

The Damage Assessment Official will maintain liaison and coordinate emergency management and response activities with the DA function at the county level.

### Damage Assessment Checklist

	Report to the EOC, when activated, for scheduled exercises and disasters, or delegate another from the agency to staff the EOC and implement the plan
	<b>Damage assessment</b>
	Maintain current list of DA field team members
	Maintain damage assessment field team supplies for contingency purposes, i.e., MSP/EMHSD Pub 901 Michigan Damage Assessment Handbook, blank forms, flashlights, cameras, pencils, paper, maps, IPAD, Tablet, and Tough Book.
	Activate DA field teams
	Collect both public and private damage assessment information
	Record initial information on damages from first responders (Windshield surveys)
	Augment DA field teams, as the situation dictates
	<b>Dissemination of DA information</b>
	Provide an initial DA to EOC staff
	Provide and verify DA information to the Manager
	Prominently display DA information in the EOC, include maps, situation updates and assessment data
	Provide the PIO with current DA information for release to the public
	Provide DA data to the Emergency Management Liaison. The Emergency management Liaison will forward information to the County EMP for submission in MI CIMS
	<b>Logistics</b>
	Maintain a status list of requesting resources
	Compile and maintain a record of expenditures for personnel, equipment, supplies, etc.

### Damage Assessment

The following agency is responsible for this annex:

Department	Title of Contact
Community Planning & Development	Director

The line of succession for the CEO for representing the Damage Assessment function during a response to an emergency or disaster situation is:

TITLE	DEPARTMENT

John Heckaman	Community Planning & Development
Ron Rau	Community Planning & Development
Tavis Millerov	Fire Marshal

The individual responsible for reporting and delegating an individual from their department to report to the EOC during scheduled exercises or emergencies to coordinate and represent the Damage Assessment function.

SIGNATURE OF DAMAGE ASSESSMENT OFFICIAL	DATE

## Annex D: Fire Services

The Fire Service function is concerned with detecting and suppressing rural and urban fires, EMS, Hazardous materials, and any of these that result from, or occur coincidentally with, an incident response.

The Fire Service Official will maintain liaison and coordinate emergency management and response activities with the Fire Services function at the County Level.

### Fire Services Checklist

	Report to the EOC, when activated, for scheduled exercises and disasters, or delegate another representative from the agency to staff the EOC and implement the plan.
	<b>Response activities</b>
	Coordinate fire response and search and rescue activities with appropriate personnel at the County Emergency Management program, including assistance to regional special teams such as Region 1 Technical Response teams (USAR/HAZMAT/AVI)
	Respond to hazardous materials spills
	Coordinate with the County EMC and the State of Michigan in the decontamination of affected citizens and emergency workers after exposure to CBRNE hazards
	Assist in searching for bombs and explosive in connection with terrorism or weapons of mass destruction (WMD) events as directed by Law enforcement
	<b>Assistance to other agencies</b>
	Advise EOC staff about fire and rescue activities
	Provide communication and other logistical supplies, as needed
	Assist with evacuations
	Assist in Damage Assessment operations
	Assist in warning the population. Loud speakers on fire vehicles or door-to-door warning may be utilized
	Assist in salvage operations and debris clearance

### Fire Services

The following agency is responsible for this annex:

Department	Title of Contact
Fire	Fire Chief

The line of succession for the CEO for representing the Fire Service function during a response to an emergency or disaster situation is:

TITLE	DEPARTMENT
Battalion chief	Fire
Battalion Chief	Fire
Fire Inspector	Fire

The individual responsible for reporting and delegating an individual from their department to report to the EOC during scheduled exercises or emergencies to coordinate and represent the Fire services.

SIGNATURE OF FIRE SERVICES OFFICIAL	DATE

Michael R. Hamel

## Annex E: Law Enforcement

The Law Enforcement function is concerned with ensuring the safety of all citizens, maintaining law and order, protecting public and private property and providing protection for essential industries, supplies and facilities.

The Law Enforcement will maintain liaison and coordinate emergency management and response activities with the Law Enforcement function at the county level.

### Public Safety Checklist

	Report to the EOC, when activated, for scheduled exercises and disasters, or delegate another from the department to staff the EOC and implement the plan.
	<b>Response activities</b>
	Provide security and access control at critical facilities and incident sites
	Implement any curfew ordered by the governor or CEO.
	Enforce evacuation orders and assist in evacuations.
	Ensure prisons and jails are notified of potential threat and determine whether proper safety and security precautions are being taken.
	Investigate incident and provide intelligence information to county, state and federal officials.
	Enforce evacuation orders and assist in evacuations.
	<b>Transportation</b>
	Secure unusable roads. (use fire services and public works for support, if necessary)
	Identify routes that need barricades and signs. Request necessary assistance from Public works
	Ensure vehicles on evacuation routes are removed. If necessary, request that Public Works agencies move vehicles off the road. Maintain record of where vehicles are being taken.
	Coordinate with the Ingham county Road Commission or Public Works in rerouting traffic and putting the appropriate signs in place.
	<b>Assistance to other agencies</b>
	Assist Warning function in warning the public, when necessary
	Assist the medical examiner with mortuary services
	Assist families isolated by the effects of the disaster

The following agency is responsible for this annex:

Department	Title of Contact
Police	Police Chief

The line of succession for director for representing the Law Enforcement function during a response to an emergency or disaster situation is:

TITLE	DEPARTMENT
Captain	Police
Captain	Police

The individual responsible for reporting and delegating an individual from their department to report to the EOC during scheduled exercises or emergencies to coordinate and represent the Law Enforcement function.

SIGNATURE OF LAW ENFORCEMENT OFFICIAL	DATE

Ken Plaga



## Annex F: Public Works

The Public Works function is responsible for conducting pre- and post-incident assessments; ensuring critical services are met through existing contracts, providing technical assistance and engineering expertise and construction management, providing emergency repair of damaged public infrastructure and critical facilities, and the clearing of debris from public roads.

The Public Works Official will maintain liaison and coordinate emergency management and response activities with the Public Works function at the county level.

### Public Works Checklist

	Report to the EOC, when activated, for scheduled exercises and disasters, or delegate another from the department to staff the EOC and implement the plan
	<b>Response activities</b>
	Coordinate debris removal activities
	Coordinate activities designed to control the flow of floodwater
	<b>Damage assessment</b>
	Provide engineering expertise to inspect public structures and determine if they are safe to use
	Provide DA information for roads, bridges, buildings, infrastructure, etc. to DA function
	<b>Transportation</b>
	Provide barricades and signs for road closures and boundary identification (to include activating MAA/MOU's if additional barricades are needed)
	Provide technical expertise in road weight limits, road capacity, etc., to determine whether evacuation routes are adequate for traffic flow
	Notify law enforcement of location(s) of disabled vehicles
	Contact appropriate Michigan Department of Transportation (MDOT) and county transportation officials to request travel restrictions on state and county roads, if necessary
	<b>Assistance to other agencies</b>
	Assist in identifying access control areas
	Assist with urban search and rescue activities, if necessary
	Maintain contact with local utilities to determine the extent and cause of damage and outages. Report this information and restoration schedules to EOC
	Coordinate with Utility companies in the restoration of essential services
	<b>Logistics</b>
	Provide vehicles and personnel to transport essential goods, such as food and medical supplies, when directed by the EOC
	In conjunction with public health, help identify sources of potable water
	Assist in identifying and obtaining the appropriate construction equipment to support disaster response and recovery operations
	Provide emergency generators and lighting

The following agency is responsible for this annex:

Department	Title of Contact
Public Works	Deputy Manager / Director of Public Works

The line of succession for director for representing the Public Works function during a response to an emergency or disaster situation is:

TITLE	DEPARTMENT

The individual responsible for reporting and delegating an individual from their department to report to the EOC during scheduled exercises or emergencies to coordinate and represent the Public works function.

SIGNATURE OF PUBLIC WORKS OFFICIAL	DATE

Dan Opsommer

## Annex G: Public Health and Medical Services

The Public Health and Medical Services function is responsible for assessing public health and medical needs, health surveillance, and provision of medical care personnel, supplies and equipment.

The Public Health and Medical Services Official will maintain liaison and coordinate emergency management and response activities with the Public Health and Medical Services function at the county level.

### Public Health and Medical Services Checklist

	Report to the EOC, when activated, for scheduled exercises and disasters, or delegate another representative from the department to staff the EOC and implement the plan
	<b>Patient Care</b>
	Coordinate with medical providers and shelter managers to staff medical personnel at shelters
	Identify the transportation resources and personnel needs to transport disaster survivors to temporary care centers
	Provide transportation of patients to hospitals with transfer of patients
	Ensure identification and notification of disaster survivors and emergency responders in need of crisis counseling and/or debriefing
	Coordinate the monitoring of disaster survivors and emergency responders for exposure to chemical, radiological, or biological contaminants, and assist in their decontamination.
	<b>Public Health</b>
	If necessary, identify a site for a temporary morgue. Note: The medical examiner is responsible for identifying the deceased. Law enforcement and EMS may provide additional support in collecting and transporting
	Assist with animal and pet control and support the County Animal Control Unit in the quarantine and disposal of diseased animals

The following agency is responsible for this annex:

Department	Title of Contact
Fire	EMS/Training Chief

The line of succession for director for representing the Public Health and Medical Services function during a response to an emergency or disaster situation is:

TITLE	DEPARTMENT
EMS/Training Chief	Fire

The individual responsible for reporting and delegating an individual from their department to report to the EOC during scheduled exercises or emergencies to coordinate and represent the Public Health and Medical Services function.

SIGNATURE OF PUBLIC HEALTH AND MEDICAL SERVICES OFFICIAL	DATE

Tj Booms

## Annex H: Public Information

The Public Information function ensures accurate, coordinated, timely, and accessible information is disseminated to governments, media, the general public, and the private sector throughout the prevention, preparedness, mitigation, response, and recovery phases of disasters and emergencies.

The Public Information Official will maintain liaison and coordinate emergency management and response activities with the Public Information function at the county level.

	Report to the EOC, when activated, for scheduled exercises and disasters, or delegate another representative from the department to staff the EOC and implement the plan
	<b>Pre-disaster public education</b>
	Assist the Emergency Management Liaison in developing educational materials on the hazards facing the community and explaining what people can do to protect themselves to recover from incidents
	Ensure that written materials are developed for non-English speaking individuals or others who require FNSS
	<b>Disaster warning and information</b>
	Develop and release updated Emergency Alert System (EAS) messages based on incoming information
	Document which EAS messages have been delivered over radio and television
	Ensure that accurate information is disseminated describing such items as the locations of shelter, missing persons information hotline, volunteer hotline, rumor control hotline, etc.
	Distribute prepared public education materials
	<b>Media Coordination</b>
	Establish and maintain contact with the EOC and/or the ICP
	Prepare press releases and ensure that all press releases and official information is reviewed by Township Manager or designee
	Verify that information is accurate before releasing it to the media
	Schedule media briefings
	Establish a Public Information Center as the central point from which municipal news releases are issued at (location determined during emergency)
	Assist the county in establishing a Joint Information Center (JIC; the JIC can be used by agency representatives for releasing information to the news media
	Coordinate public information activities with the County PIO and the JIC
	Schedule interviews between Elected officials etc.
	Monitor all forms of media, both traditional and social, for rumors, and address rumors as soon as possible

### Public Information

The following agency is responsible for this annex:

Department	Title of Contact
Communications	Township Manager

The line of succession for director for representing the Public Information function during a response to an emergency or disaster situation is:

TITLE	DEPARTMENT
Director	Communications

The individual responsible for reporting and delegating an individual from their department to report to the EOC during scheduled exercises or emergencies to coordinate and represent the Public Information function.

SIGNATURE OF PUBLIC INFORMATION OFFICIAL	DATE

Frank L. Walsh

## Annex I: Finance

The Finance function is responsible for managing all financial aspects of an incident. Documentation of all expenditures and donations associated with the declared state of emergency

The Finance Official will maintain liaison and coordinate emergency management and response activities with the finance functions at the county level.

	Report to the EOC, when activated, for scheduled exercises and disasters, or delegate another representative from the department to staff the EOC and implement the plan
	Disaster Related Needs
	Responsible for contracts with vendors, leases, and fiscal agreements associated with emergency
	Responsible for ensuring the accurate recording of daily personnel time and compliance with agency time recording policies.
	Ensures the proper identification of all equipment and personnel requiring payment; records all costs data; analyzes and prepares estimated of incident costs; and maintains accurate records of incident costs.

The following agency is responsible for this annex:

Department	Title of Contact
Accounting & Budgeting	Finance Director

The line of succession for representing the Finance function during a response to an emergency or disaster situation is:

TITLE	DEPARTMENT

The individual responsible for reporting and delegating an individual from their department to report to the EOC during scheduled exercises or emergencies to coordinate and represent the Finance function.

SIGNATURE OF FINANCE OFFICIAL	DATE

Amanda Garber

## Annex J: Mass Care, Emergency Assistance, Housing, and Human Services

This function is concerned with issues related to the provision of mass care, emergency assistance, housing, and human services to disaster survivors, including those that require FNSS, throughout the prevention, preparedness, mitigation, response, and recovery phases of disasters and emergencies.

The Mass Care, Emergency Assistance, Housing, and Human Services Official will maintain liaison and coordinate emergency management and response activities with the Mass Care functions at the county level.

### Mass Care, Emergency Assistance, Housing, and Human Services Checklist

	Report to the EOC, when activated, for scheduled exercises and disasters, or delegate another representative from the department to staff the EOC and implement the plan
	<b>Disaster-related needs</b>
	Coordinate activities of municipal departments that provide mass care and human services
	Coordinate with Ingham county Emergency Management, the American Red Cross and other agencies to distribute food, water, and clothing, and meet other basic needs of disaster survivors and emergency responders
	Coordinate to provide transportation for disaster survivors and emergency responders
	Arrange for the provision of crisis counseling to disaster survivors and emergency responders
	Coordinate procedures for the tracking go family members and reunification of families
	Identify and account for personal property that may be lost during a disaster
	Coordinate with the County EOC to establish procedures for the registration and management of volunteers and donations
	Coordinate with agencies in the community that work with individuals with access and functional needs to ensure disaster related needs are met.
	<b>Protective action</b>
	Coordinate the provision of transportation for evacuation
	Provide staff and resources to manage open shelters
	Coordinate care for individuals at shelters and for those who have been sheltered-in-place
	Determine whether shelters must be opened long or short-term
	Provide guidance/policies for the care of household pets that are brought to shelters by evacuees (only service animals are allowed into ARC shelters)
	Pre-identified shelter locations include: 5000 Okemos Road

The following agency is responsible for this annex:

Department	Title of Contact
Human Services	Human Services Specialist

The line of succession for director for representing the Mass Care, Emergency Assistance, Housing, and Human Services function during a response to an emergency or disaster situation is:

TITLE	DEPARTMENT

The individual responsible for reporting and delegating an individual from their department to report to the EOC during scheduled exercises or emergencies to coordinate and represent the Mass Care, Emergency Assistance, Housing, and Human Services function.

SIGNATURE OF MASS CARE, EMERGENCY ASSISTANCE, HOUSING, AND HUMAN SERVICES OFFICIAL	DATE

Mary McGinnis



**MERIDIAN TOWNSHIP VULNERABLE POPULATIONS**

<b>NAME</b>	<b>ADDRESS</b>	<b>PHONE</b>
BICKFORD COTTAGE	3830 OKEMOS RD	517-507-3965
BROOKDALE MERIDIAN	5250 MARSH RD	517-803-2678
BROOKDALE SENIOR LIVING	5346 MARSH RD	517-381-8700
CARRIAGE LANE APARTMENTS	3882 DOBIE RD	517-349-1643
GRANGE ACRES	MARSH & HILLCURVE	517-339-9321
HOME SWEET HOME TOO	5917 EDSON	517-339-7278
INGHAM COUNTY EXTENDED CARE	3860 DOBIE RD	517-381-6100
MARSH POINTE	5895 MARSH RD	517-339-0440
MARQUETTE (HOLIDAY RETIREMENT)	5968 PARK LAKE	517-339-1532
MEDILODGE OF CAMPUS AREA	2815 NORTHWIND	517-332-0817
MEDILODGE OF OKEMOS	5211 MARSH RD	517-319-1400
MERIDIAN STRATFORD PLACE	2790 SIRHAL	517-333-2472
NEW LIFE ASSISTED LIVING CENTER	5905 EDSON	517-339-3677
NEW LIFE ASSISTED LIVING CENTER	2077 HASLETT	517-339-2390
SAFE HAVEN ASSISTED LIVING	981 JOLLY (ALAIEDON)	517-574-4579
WILLOWS AT OKEMOS	4830 CENTRAL PARK	517-349-3600

**Human Services:  
Resources and Support Services**

<b>TRANSPORTATION RESOURCES</b>	<b>TYPE</b>
Information provided at the EOC	

<b>SHELTERS</b>	<b>MAXIMUM OCCUPANCY</b>
Information provided at the EOC	

<b>FOOD AND FAMILY CARE RESOURCES</b>	<b>TYPE OF SERVICE</b>
Information provided at the EOC	

<b>SPECIAL/FUNCTIONAL NEEDS CARE SERVICES</b>	<b>TYPE OF SERVICE</b>
Information provided at the EOC	

<b>HOUSING FOR ADDITIONAL EMERGENCY WORKERS</b>	<b>TYPE OF SERVICE</b>
Information provided at the EOC	
Local Fire Stations	housing
Local Shelters	housing
Willows at Okemos - background checks required prior to placement	housing

Annex K: After Action Report Template



**TOWNSHIP  
OF  
MERIDIAN**

[Pick the date]

**[Year]**

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## EXPLANATION OF TERMS

### *Examples:*

AAR	After Action Report
CAD	Computer Aided Dispatch
DA	Damage Assessment
EOC	Emergency Operations Center
IC	Incident Command
ICS	Incident Command System
MTFD	Meridian Township Fire Department
MTPD	Meridian Township Police Department
NIMS	National Incident Management System
OEM	Office of Emergency Management
PSD	Public Service Department
PIO	Public Information Officer

## INTRODUCTION

*Include brief synopsis of incident here.*

Sequence of events:

*Include detailed sequence of events here, if available.*

## AFTER ACTION REPORT OVERVIEW

This report is a compilation of information from the different departments/organizations and staff who participated in the response to *[list incident/exercise/event here]*. The information was gathered by *[list departments here and various sources of information for the report]*

The recommendations in this AAR should be viewed with considerable attention to the needs for the safety of Meridian Township. In some cases, departments may determine that the benefits of implementation are insufficient to outweigh cost. In other cases, departments may identify alternative solutions that are more effective. However, each department should review the recommendations and determine the most appropriate action and time needed for implementation.

The issues addressed in this AAR are being requested to be reviewed and thoroughly examined for the appropriation of needed resources to ensure the functions of incident response; stabilization and notification are efficient and effective.

### **Incident Overview:**

Township of Meridian – *[Insert incident/exercise/event location here]*

### **Duration:**

*[Insert incident/exercise /event time]*

### **Sponsor:**

*[Insert Sponsor here, if applicable]*

### **Funding Source:**

*[Insert funding source here or if no funding, insert “No funding allocated”]*

### **Focus (Check appropriate area(s) below):**

- Prevention:
- Response
- Recovery
- Other

### **Classification (Check appropriate area(s) below):**

- Unclassified
- For Official Use Only (FOUO)
- By Invitation Only

### **Activity or Scenario (Check appropriate area(s) below):**

- Fire
- Severe Weather
- Flood
- Hazardous Material Release
- Bomb Threat
- Medical Emergency
- Power Outage
- Evacuation
- Lockdown
- Special Event
- Exercise/Drill
- Other

**Location:**

*[Insert incident/exercise/event location here]*

**Participating Organizations:**

*[Insert organizations here]*

**STRENGTHS**

*List strengths here.*

**AREAS OF IMPROVEMENT**

*List Areas of Improvement here.*

**RECOMMENDATIONS**

*List Recommendations here.*

**CONCLUSION AND NEXT STEPS**

*Insert Conclusion here.*

## IMPROVEMENT PLANNING MATRIX

### IMPROVEMENT PLANNING MATRIX

<u>Area of Improvement</u>	<u>Improvement Action</u>	<u>Responsible Party/Areas</u>	<u>Targeted Completion Date</u>	<u>Status</u>
1)				
2)				
3)				
4)				
5)				
6)				
7)				
8)				
9)				
10)				
11)				
12)				
13)				
14)				
15)				
16)				
17)				
18)				



**To: Corridor Improvement Authority Members**

**From: Neighborhoods & Economic Development Director Amber Clark**

**Date: January 10, 2022**

**RE: Amendment to the Resolution Establishing the Corridor Improvement Authority**

---

### **Summary**

The request before the Township Board is to amend the resolution establishing the Corridor Improvement Authority of 2017. In the resolution the Township Board restricted the CIA from pursuit of a tax increment financing. To date the CIA has no formal funding mechanism and therefore cannot finance any projects or improvements to enhance the corridor. The authority is focused on creating programs and projects that invigorate the streetscape and build partnerships among corridor property owners. Our recommendation to the Township Board is to amend the resolution to provide the CIA with the financial ability to carry out their mission.

### **History**

April 17, 2016 the Township Board adopted a resolution establishing the Corridor Improvement Authority. After several public meetings and public hearing the Board established the CIA to address the Township goal of encouraging thriving economy, preservation of commercial areas, and increase coordination between municipalities for the Grand River corridor. This was heavily related to the Tri-County discussion to establish a Bus rapid transit. The BRT was not supported by enough voters and the conversation has lessened. To date Grand River Ave remains the dominant commercial area in the Township.

Retail establishments pursue Grand River; many focused on sites east of Park Lake. Meridian Township established a CIA that expands Grand River from E. Brookfield Drive to Cornell. In addition it includes the Meijer complex and north on Marsh Road to Kelly's Consignment. This is our largest commercial district in the Township. The goal at establishment was to create an opportunity to formally coordinate the vision of the Tri- County Planning Commission. In addition it would continue support of our most active commercial retail area, and Meridian Mall. 2022, post pandemic we are now focused on public improvements for Grand River which may include adequate drainage solutions and support of redevelopment of Meridian Mall. Our relationship with CBL Property Management grants us the opportunity to prepare any available incentives to address redevelopment of the site. Meridian Mall's future will be to adapt to the new economy. Shoppers do not utilize the Mall as a place to hang out and window shop. Most of us do that online. The Mall in order to accommodate the new world must adapt their space to something flexible and with multiple uses. It is the opinion of the CIA body and Economic development director that the best resource to active the CIA is a TIF. This is the best step to be prepared to assist the Meridian Mall with a new concept. It will allow the CIA and Township access to funding to finance public pedestrian improvements and support additional drainage updates if necessary.

PA 280 of 2005 and PA 57 of 2018 require compliance criteria for a CIA. The Municipality agreeing to allow for mixed use that includes high density residential, and modify the Masterplan to provide for walkable nonnotarized interconnections throughout the development area. Our request to the Board is to consider amending the resolution to active the CIA body to meet their goals. The CIA has





very little recourse to do anything without a TIF.

### **Budgetary Considerations**

Tax Increment Financing is a public financing mechanism that supplements development, infrastructure and improvements in a specified area. The “tax” is diverted from public taxing jurisdictions like County, CATA, CADL, Capital Region Airport, local schools, Meridian Township, and LCC. These entities forgo tax growth in order to invest in public improvements that will increase the overall activity, value and economy of the area. The TIF is established for a period of time no longer than 20 years (unless extended). Should the Township and the other tax jurisdictions support the creation of a TIF, the CIA would have access to funding in support of public improvements. The CIA would create a TIF plan, a formal plan specifying how the captured tax increase will be invested in the district. An annual report is created and publicly reviewed before submitted to the State. Much like a DDA the CIA can operate, the difference with the CIA is the allotment of local school taxes in the captured revenue.

### **Attachments:**

Adopted Resolution Establishing Corridor Improvement Authority

CIA District Map

Copy of Letter from MDOT related to Public Improvements

**RESOLUTION TO APPROVE**

**Corridor Improvement Authority**

**RESOLUTION**

At a regular meeting of the Township Board of the Charter Township of Meridian, Ingham County, Michigan, held at the Meridian Municipal Building, in said Township on the 26th day of April 2016, at 6:00 p.m., Local Time.

PRESENT: Supervisor LeGoff, Clerk Dreyfus, Treasurer Brixie, Trustees Scales, Styka,  
Veenstra

ABSENT: Trustee Wilson

The following resolution was offered by Treasurer Brixie and supported by Trustee Styka.

WHEREAS, Public Act 280 of 2005, the Corridor Improvement Authority Act, provides for the establishment of a corridor improvement authority (CIA) and prescribes the duties and administration of a CIA; and

WHEREAS, the Meridian Township Economic Development Corporation (EDC) at their August 6, 2015 meeting approved a motion to request the Township Board to adopt a resolution of intent to establish a Corridor Improvement Authority (CIA) along Grand River Avenue and begin the public notice process; and

WHEREAS, the Planning Commission discussed the establishment of a CIA at its meetings on October 12, 2015 and October 26, 2015 and voted 7-0 at its October 26, 2015 meeting to recommend the Township Board adopt a resolution of intent to create a CIA; and

WHEREAS, the Township Board discussed the establishment of a CIA at its meetings on September 15, 2015, October 6, 2015, November 17, 2015, December 8, 2015, and January 26, 2016, and at its meeting on December 8, 2015 voted to adopt a resolution of intent to create a CIA; and

WHEREAS, the Township Board held a public hearing on the establishment of a CIA at its meeting on January 26, 2016; and

WHEREAS, pursuant to Section 6 of Public Act 280 of 2005 (MCL 125.2876), a minimum 60-day waiting period was observed between the day of the public hearing on January 26, 2016 and the Township Board consideration of approving the CIA on April 26, 2016.

WHEREAS, establishing a CIA addresses the goals identified in Township Board Policy #1.3(3), to encourage a thriving economy and preservation of existing commercial areas; and

WHEREAS, establishing a CIA will provide additional opportunities to increase the coordination and collaboration between adjoining municipalities to develop and achieve a vision for the Grand River Corridor.

NOW THEREFORE, BE IT RESOLVED THE TOWNSHIP BOARD OF THE CHARTER TOWNSHIP OF MERIDIAN hereby approves the establishment of a CIA and designates as the development area the real property as depicted on the attached map (Exhibit A) and associated legal description (Exhibit B) subject to the following condition:

4.26.16  
#12C

**Resolution to Approve  
Corridor Improvement Authority  
Page 2**

1. The CIA shall not pursue tax increment financing (TIF) or similar financing under a different name utilizing tax capture for as long as the CIA is in existence.

BE IT FURTHER RESOLVED the Clerk of the Charter Township of Meridian is directed to file the resolution with the Secretary of State and to publish the resolution at least once in a newspaper of general circulation in the Township.

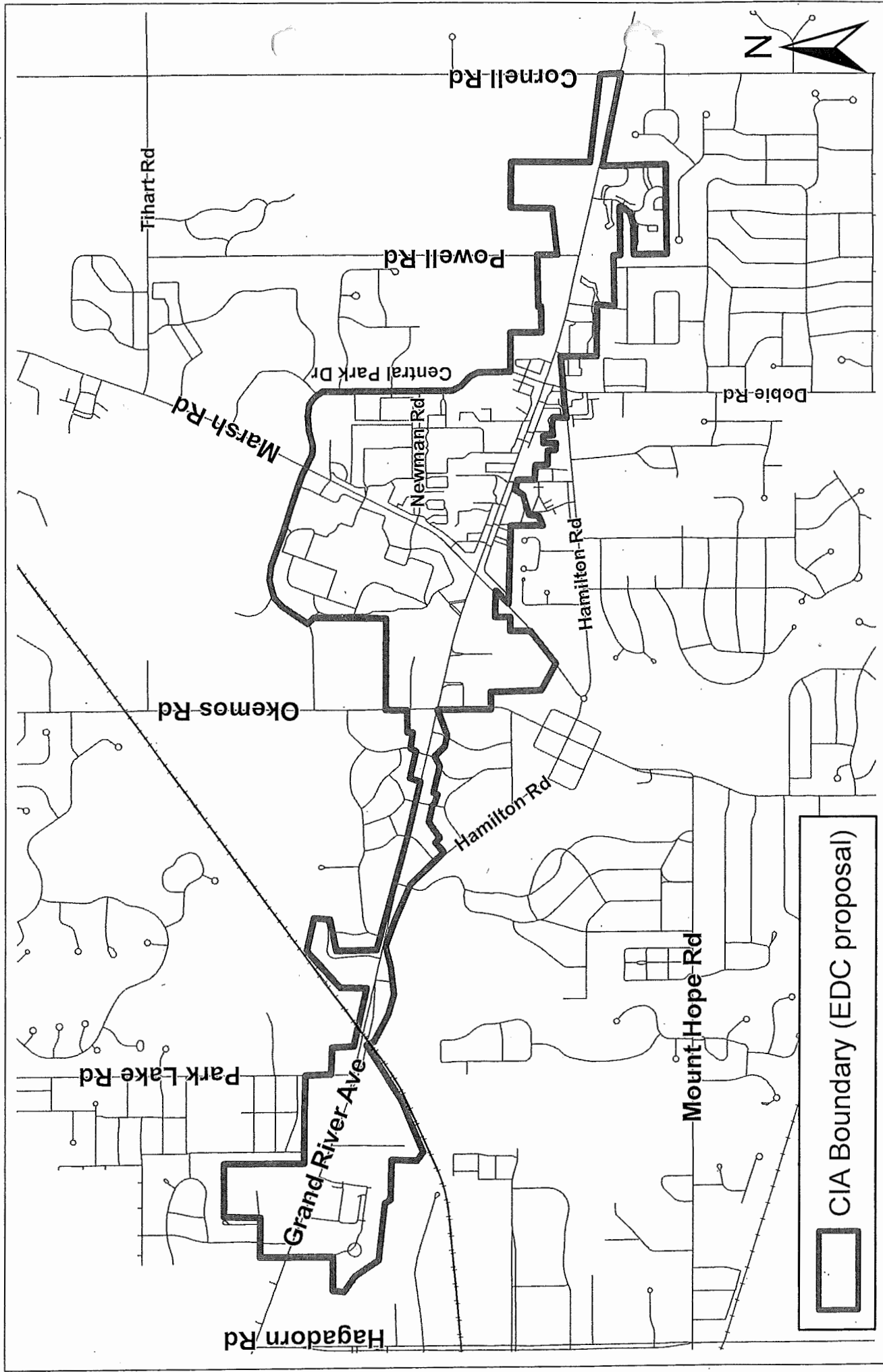
ADOPTED: YEAS: Trustees Scales, Styka, Veenstra, Wilson, Supervisor LeGoff,  
Clerk Dreyfus, Treasurer Brixie  
NAYS: None

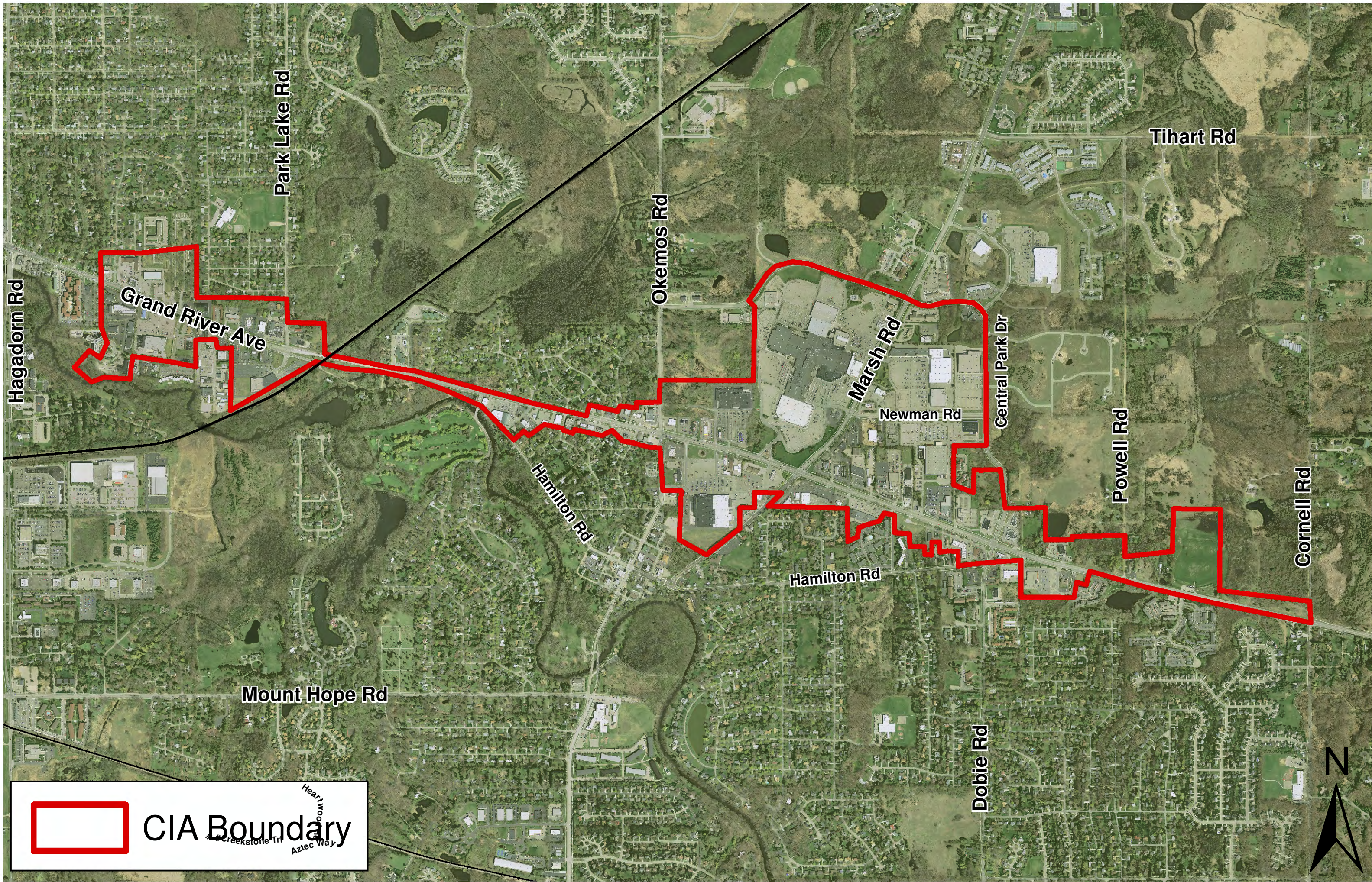
STATE OF MICHIGAN     )  
  ) ss  
COUNTY OF INGHAM    )

I, the undersigned, the duly qualified and acting Clerk of the Township of Meridian, Ingham County, Michigan, DO HEREBY CERTIFY that the foregoing is a true and a complete copy of a resolution adopted at a regular meeting of the Township Board on the 26th day of April, 2016.

  
Brett Dreyfus, CMMC  
Township Clerk

# EXHIBIT A





Hagadorn Rd

Park Lake Rd

Tihart Rd

Grand River Ave

Okemos Rd

Marsh Rd

Newman Rd

Central Park Dr

Hamilton Rd

Powell Rd

Cornell Rd

Hamilton Rd

Mount Hope Rd

Dobie Rd



CIA Boundary

Hearlwood  
Creekstone Tr  
Aztec Way





STATE OF MICHIGAN  
DEPARTMENT OF TRANSPORTATION  
LANSING

GRETCHEN WHITMER  
GOVERNOR

PAUL C. AJEGBA  
DIRECTOR

October 21, 2020

Jeffrey Ross, Chair  
Corridor Improvement Authority

Steve Vagnozzi, Chair  
Meridian Transportation Commission

**Re: M-43 (Grand River Avenue) Improvements – Milling and Resurfacing Project**

Dear Mr. Ross and Mr. Vagnozzi,

On behalf of the Michigan Department of Transportation (MDOT) Lansing Transportation Service Center (TSC), I want to thank the Charter Township of Meridian Corridor Improvement Authority (CIA) and the Transportation Commission (MTC) for the letter dated August 25, 2020 and for forwarding the CIA's and MTC's requests regarding the M-43 (Grand River Avenue) corridor.

The TSC has reviewed the CIA's and MTC's requested improvements for the M-43 (Grand River Avenue) corridor in relation to our upcoming project, and MDOT has the following comments regarding the requests:

- The addition of signalized pedestrian crosswalks at three locations along the project limits:
  - The request of new pedestrian crosswalks within the project limits is being reviewed by MDOT. However, due to MDOT's funding and project timeline constraints, local participation may be requested to accommodate any midblock crossings as part of the current project. MDOT will contact the Township to discuss findings of midblock crossing feasibility.
- The addition of bicycle lanes on Grand River from Park Lake Road east to Oak Pointe Court:
  - The addition of bicycle lanes will not be considered with this project. Due to the nature of the road work, primarily resurfacing as opposed to reconstruction and widening, the current roadway width does not provide adequate width or separation for bicycle lanes adjacent to vehicle traffic. A further study investigating the feasibility of bicycle lanes can be completed by the Township in consultation with MDOT.
- The addition of more street lighting from Park Lake Road east to Dobie Road:
  - The Department does not fund the installation or maintenance street (low level) lighting along our trunkline routes. Freeway lighting is the only type of lighting that MDOT owns, operates, and maintains. MDOT can consider the installation of locally-funded lighting with this project as a non-participating item utilizing the selected contractor. MDOT and the Township can have further discussions of this possible coordination.

- A reduced speed limit of 35mph:
  - The establishment of speed limits on the state highway system is the joint responsibility of the State Police (MSP) and MDOT. When a review is made to determine a reasonable speed limit, several factors are considered. These include the number and types of traffic crashes occurring, the number and speeds of vehicles through the area, and the roadway's physical conditions, including the alignment, surface, and the number of intersections and driveways.
  - The primary factor used in establishing a realistic speed limit is the nationally recognized method using the 85th percentile speed of the existing traffic. This is the speed at or below which 85 percent of the motorists travel. In general, motorists will travel at a speed they believe to be reasonable and proper and experience shows that 85 percent of the traffic stream will adhere to properly established speed limits. It is possible that speed limits may be raised depending on the results of the speed study.
  - There is a popular misconception that lowered speed limits will result in improved safety. Arbitrarily installing a lower speed limit produces two distinct groups of drivers - those attempting to observe the limit and those driving at a speed they feel is reasonable and prudent. The difference in driving speeds may result in actually increasing crashes due to tailgating, improper passing, and reckless driving.
  - MDOT is willing to request a review of the speeds on M-43 in conjunction with the MSP, but we will require a resolution from the Township Board in order to proceed with the study. The resolution must state that the Township is in agreement with any and all changes to the speed limit as determined by MSP and MDOT and will support any changes identified. Please note that the speed limit review would be conducted for all state trunklines in the Township, and would not be limited to the area of concern.
  
- Traffic Signal at Montrose Avenue:
  - The TSC will work with the Department's Signals Unit to perform a signal study for this intersection. It may not be feasible to incorporate signal work into this project's schedule. However, if a signal is warranted, a future date for a signal project can be established and discussed with the Township at that time.

At MDOT, we value local effort to provide integrated transportation systems for all users and appreciate the opportunity to work with you. Should you have any questions regarding the information provided in this letter, please feel free to reach out to me using my phone number or email address included below.

Best Regards,

*Miranda Spare*

Miranda Spare  
Cost and Scheduling Engineer  
Lansing Transportation Service Center  
Michigan Department of Transportation  
Email: SpareM@michigan.gov  
Work: 517-243-4051

Cc:

CIA Members

MTC Members

Derek Perry, Deputy Township Manager/Director of Department of Public Works

Mark Kieselbach, Director of Community Planning & Development

MDOT: G. Losch, K. Martin, M. Davis Jr.





**To: Board Members**  
**From: Michael Hamel, Fire Chief**  
**Date: January 5, 2023**  
**Re: Township Continuity of Operations Plan**

---

A continuity of operations (COOP) plan is a document intended to guide Meridian Township operations during emergencies. The COOP plan identifies the Township's mission essential functions (MEFs) and the key responsibilities and personnel responsible for carrying out the MEFs during periods of significant disruption. By maintaining the MEFs in these emergency situations, the Township can continue to function at a minimally acceptable level to provide the services outlined in its Mission Statement.

Meridian Township's COOP plan consists of the Basic Plan, a comprehensive 30-page document that covers the entire Township, along with a Functional Annex and Support Plan for each department or responsibility area.

Attachments:

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



# Continuity of Operation – Basic Plan

**Management only/**

1/1/2023



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**Document Revision**

Revision No.	Revision Date	Submitted By	Approved By	Modifications

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## **BASIC PLAN**

### **I. PROMULGATION STATEMENT**

Meridian Township’s mission is "providing a safe and welcoming, sustainable, prime community." To accomplish this mission, Meridian Township must ensure its operations are performed efficiently with minimal disruption, especially during an emergency. This document provides planning and program guidance for implementing the Township’s Continuity Plan to ensure the organization can conduct its essential missions and functions under all threats and conditions.

The Township Manager, or designee, will determine when to activate the Continuity of Operations Plan (COOP) and assemble the Management Team, and upon activation, these members will deploy. Key Township personnel who are relocated under this plan are collectively known as the COOP Implementation Group. Upon arrival, continuity personnel will establish an operational capability and perform essential functions within 12 hours from the time of the activation of the Continuity Plan until normal operations are resumed.

**Patricia Herring Jackson**  
**Township of Meridian Supervisor**  
**Chief Executive Official**



## II. ANNUAL REVIEW

Annually, Meridian Township shall review its Continuity of Operations Basic Plan and make required updates or changes to any component or supporting element that can include:

- Continuity of Operations Plan (COOP) Basic Plan Sections:
  - III. Purpose, Scope, Situations, Assumptions and Objectives
  - IV. Concept of Operations
  - V. Direction, Control and Coordination
  - VI. Intelligence
  - VII. Communications
  - VIII. Budget
  - IX. Annexes
    - Continuity of Operations Plan (COOP) Functional Annexes
    - Continuity of Operations Plan (COOP) Support Plans
- Essential Functions
- Continuity Facilities' Suitability and Functionality
- Continuity Facilities' MOA/MOU
- Crisis Communications' Plan Ability to Fully Support Mission Essential Functions

### Functional Annex and Support Plan

Once a year, the Township Department Directors responsible for implementing a specific COOP Functional Annex or Support Plan should submit verification that their Annex or Support Plan reflects the current needs of the specific responsibility area supporting the Meridian Township COOP. All departments are encouraged to keep hard copies of their specific Functional Annex for COOP usage.

## III. PURPOSE, SCOPE, SITUATIONS, ASSUMPTIONS AND OBJECTIVES

### A. PURPOSE

The purpose of this Continuity of Operation Plan (COOP) is to provide a platform to guide employees of Meridian Township in their responsibility to maintain mission essential functions (MEF) during a time of emergency or significant disruption. The concept of COOP is to identify these MEFs, key personnel, infrastructures and facilities that can be engaged to support the MEFs, allowing the Township to function at a minimally acceptable level to provide the services outlined in the Meridian Township Mission Statement. While the severity and consequences of an emergency cannot be predicted, effective COOP contingency planning can minimize the impact on the Township's essential services provided to the community.

### B. SCOPE

This Continuity of Operations Plan, with Functional Annexes and Support Plans, directs functions, operations and resources necessary to ensure the continuation of Meridian Township's essential functions in the event normal operations are disrupted or threatened with disruption, with or without warning. This plan applies to all Township personnel at all facilities/locations. All employees shall be familiar with COOP policies

and procedures, applicable Annexes, Support Plans and their respective continuity roles and responsibilities.

### **C. SITUATION OVERVIEW**

A comprehensive and integrated continuity capability will enhance the credibility of the Meridian Township posture and enable a rapid and effective response to, and recovery from, an emergency. Further, continuity planning should assume that the Township will not receive a warning of an impending emergency.

The Township has evaluated its daily operating facilities for known and potential risks; this evaluation is consistent with the Ingham County Office of Emergency Management Hazard and Vulnerability Assessment. From that document, the Township developed this plan for the following potential hazards:

- Natural: flood, wind, storm, snow, ice, pandemic or other
- Manmade – accidental: accident (vehicle, train, plane), chemical release, fire, damage/loss of critical infrastructure or other
- Manmade – intentional: civil unrest, attack, sabotage, terrorism, security breach, cyber-attack or other

### **D. PLANNING ASSUMPTIONS**

This COOP with Functional Annexes and Support Plans is based on the following assumptions:

- An emergency condition may disrupt mission essential functions (MEF) of Meridian Township.
- An emergency may disrupt personnel, processes, infrastructure or the work environment.
- An emergency may require the relocation of the Township’s essential functions.
- An emergency may require provisionally providing services in a non-traditional fashion.
- Each potentially impacted responsibility (department) has developed a Functional Annex that identifies a COOP Implementation Group (CIG) to facilitate continuity of their mission essential functions (MEF).
- Support Plans have been developed to aid in the restoration of critical infrastructure for MEF; the preferred method is to remain at the home facility either by restoring MEF infrastructure or alternative options.
- In the event relocation is warranted, each department has identified continuity facilities to support the CIG and the continuation of the Township’s MEF.
- COOP targets restoration of MEF within 24 hours from the time the Continuity Plan is activated for potentially up to a 30-day period or until normal operations can be resumed.
- Not all employees of the Township will be engaged when the COOP is activated; depending on circumstances, some employees may be directed to other support roles or to remain at their offices or homes.
- Other Township operations that are unaffected and available to provide

support activities to continuity operations will be directed by the Township Manager and Management Team.

People are critical to the operations of Meridian Township. Selecting the right people for implementing an emergency plan is vitally important, and this is especially true in a crisis. Leaders are needed to set priorities and keep focus. During a continuity event, emergency employees and other special categories of employees will be activated by the Management Team to perform assigned response duties. One such category is continuity personnel. With respect to continuity personnel, the Township through its specific departments has:

- Identified and designated those positions and personnel it judges to be critical to organization operations in any given emergency as continuity personnel. A roster of continuity positions is maintained by the applicable Functional Annex or Support Plan and is found in the appendices of this document.
- Identified and documented its continuity personnel. Continuity personnel possess the skills necessary to perform essential functions and supporting tasks. A roster of continuity personnel is maintained in each Functional Annex or Support Plan and is found in the appendices to this plan.
- Officially informed all continuity personnel of their roles or designations by providing documentation in the form of a responsibility area specific Functional Annex.
- Ensured continuity personnel participate in the organization’s continuity training and exercising program.

## **E. OBJECTIVES**

The Meridian Township COOP objectives are:

1. Reducing the loss of life and minimizing property damage and loss.
2. Ensuring that the Township can perform its identified mission essential functions under all conditions.
3. Executing a successful order of succession with accompanying authorities in the event a disruption renders that organization’s leadership unable, unavailable or incapable of assuming and performing their responsibilities of office.
4. Reducing or mitigating disruptions to operations.
5. Ensuring there are facilities from where employees can perform mission essential functions.
6. Protecting personnel, facilities, equipment, records and other assets critical to the performance of essential functions in the event of a disruption.
7. Achieving the organization’s timely and orderly recovery from an emergency.
8. Ensuring and validating continuity readiness through a dynamic and

integrated continuity Test, Training, and Exercise (TT&E) program and operational capability.

9. Ensuring service reliability with minimal disruption to residents.

## **F. SECURITY AND PRIVACY STATEMENT**

This document is confidential and for official use only. Distribution of the COOP, Functional Annexes or Support Plans in whole or part is limited to those personnel who need to know the information to implement the plan successfully. It is not to be released without prior approval of the Township Manager; portions of the plan contain information that if made public could endanger the lives and privacy of employees, compromise the security of essential equipment, services and systems of Meridian Township or otherwise impair its ability to carry out essential functions.

## **IV. CONCEPT OF OPERATIONS**

### **A. PHASE I: READINESS & PREPAREDNESS**

The Township will participate in the full spectrum of readiness and preparedness activities to ensure personnel can continue mission essential functions in an all-hazard/threat environment. The Meridian Township readiness activities are divided into two key areas:

- Organization readiness and preparedness
- Staff readiness and preparedness

#### **Organization Readiness and Preparedness**

The Township will conduct assessments as to hazards and vulnerabilities that would threaten the continued operations of essential functions provided to the community. From these assessments, the Township will assess cost/benefit mitigation options (engineering, policy, training and exercising). The Township will incorporate, exercise and test hazard/threat warning systems consistent with the crisis communications plan.

#### **Staff Readiness and Preparedness**

Township personnel will prepare for a continuity event and plan for what to do in an emergency. People are critical to the operations of the Township. Selecting the right people for implementing an emergency plan is vitally important, and this is especially true in a crisis.

The Township encourages and supports employees in developing a “Family Support Plan” to increase personal and family preparedness. The [www.do1thing.com](http://www.do1thing.com) and [www.ready.gov](http://www.ready.gov) websites provide guidance for developing a Family Support Plan; included is the importance of this type of planning and providing documentation that can be tailored to meet family-specific planning requirements.

### **Readiness and Preparedness – Functional Annex**

Each identified Township department will create and maintain a Functional Annex specific to the mission essential functions (MEF) of that department; this document will be entered into and function as an Appendix to the Basic Plan. In addition to the MEF, each Functional Annex will identify contact lists, essential records and equipment, critical infrastructure and other information needed for COOP implementation. To assist the COOP Implementation Group, the Appendices will also have checklists, flow charts and a “Go Kit”; a typical “Go Kit” shall contain those items listed in Appendix 14 of the department-specific Functional Annex.

COOP Implementation Group personnel are responsible for implementing the specific Functional Annex whether relocating to the continuity facility or enhancing existing infrastructure at the home location; pre-positioning of COOP kits with the Functional Annex are encouraged both at the home location and the identified continuity facility.

### **Readiness and Preparedness – Support Plan**

Responsibility areas that directly support the infrastructure necessary to provide mission essential functions will create Support Plans detailing the infrastructure and logistical support necessary to carry out the mission essential functions in all Functional Annexes. Since infrastructure and logistical support will most likely be requested by multiple departments and involve multiple supporting disciplines, a Facilities Management Task Force should be established; this will aid in identifying, prioritizing, coordinating and implementing the necessary infrastructure support.

Because infrastructure and logistics are critical to the restoration of MEFs, support plans have been developed for specific buildings, Information Technology, Human Resources, Facilities and Security.

### **Readiness and Preparedness – Training/Exercising**

The Township will conduct the following continuity readiness and preparedness activities:

- COOP training, exercising and drills
- First aid training
- CPR training
- Automatic External Defibrillator (AED) training
- ICS/NIMS training/exercising
- Fire extinguisher training

## **B. PHASE II: INITIAL ACTIONS**

### **Incident/Event/Threat**

- Employees should immediately initiate the appropriate Emergency Action

Guide applicable for their function.

- Supervisory personnel should make an initial assessment and the appropriate notifications per the Township Crisis Communications Plan.
- Activate Township Manager/Management Team conference for direction.
- Provide situational awareness.
- What has happened, what actions have been initiated and what is the impact of these actions; is the situation escalating, stabilized or de-escalating?
- What will happen; what mission essential business functions are disrupted?
- Identify critical staff; is there a deficiency?
- Identify a Facility Liaison for each impacted facility for situational status updates.
- Trigger for COOP: Are there mission essential functions that are threatened or cannot be completed? If yes, activate COOP.
- Activate appropriate COOP Functional Annexes and/or Support Plans to ensure the ability to maintain mission essential operational capability at the normal facility or at a continuity facility with minimal disruption to operations as described in the following sections.

### **Meridian Township Mission Essential Functions (MEF)**

The Township’s MEFs are based on its mission and role in the support of continued Township services to ensure the well-being of the community served. We exist to provide government services. Emergency first responders and water are addressed in other plans specific to those processes.

The priorities for continuity of operations within the Township are as follows (the priority list may be re-evaluated to match the precipitating incident or event):

1. Administration/Human Resources
2. Human Services
3. Accounting & Budget
4. Communications/HOM-TV
5. Clerk’s Office
6. Treasurer’s Office
7. Historical Village
8. Nokomis Learning Center
9. Assessing
10. Community Planning
  - 10.1 Planning Division
  - 10.2 Building Division
  - 10.3 Rental Housing
  - 10.4 Code Enforcement
11. Information Technology (support all)
12. Public Works
  - 12.1 Engineering
  - 12.2 Water Distribution Maintenance
  - 12.3 Sewer System Maintenance
13. Facilities Maintenance (support all)
  - 13.1 Building Maintenance
  - 13.2 Vehicle & Equipment Maintenance
  - 13.3 Recycling Center
14. Parks & Recreation
  - 14.1 Grounds Maintenance
  - 14.2 Glendale Cemetery
  - 14.3 Snell Tower Recreation Center
  - 14.4 Harris Nature Center
  - 14.5 Land Preservation
15. Police Department
  - 15.1 Investigations
  - 15.2 Records Division
16. Fire Department
17. Emergency Management

### **Decision Process Matrix**

Based on the type and severity of the emergency, the Township Continuity of Operations Plan (COOP) may be activated by one of the following methods:

- The Township Manager, or a designated successor, may initiate COOP activation for the entire organization, or any part of the organization, based on an emergency or threat directed at the organization.
- The Management Team may initiate COOP activation for the entire organization, or any part of the organization, based on an emergency or threat directed at the organization.

COOP activation is a scenario-driven process that allows flexible and scalable responses to the full spectrum of all hazards/threats that could disrupt operations with or without warning and during work or non-work hours. COOP activation will not be required for all emergencies or disruptions since other actions may be more appropriate.

The decision to activate the Meridian Township COOP and/or take any related actions will be tailored for the situation and based on projected or actual impact and whether there is warning. To support the decision-making process once the COOP is activated, the Manager and Management Team will use the decision matrix below.



**Decision Matrix**

<b>Decision Matrix for Continuity Plan Implementation</b>		
	<b>Work Hours</b>	<b>Non-Work Hours</b>
<b>Event with Warning</b>	<ul style="list-style-type: none"> <li>• Is the threat aimed at the facility, personnel, infrastructure or surrounding area?</li> <li>• Is the threat aimed at organization personnel?</li> <li>• Are employees unsafe remaining in the facility and/or area?</li> <li>• Will the threat damage or cause loss of infrastructure?</li> </ul>	<ul style="list-style-type: none"> <li>• Is the threat aimed at the facility, personnel, infrastructure or surrounding area?</li> <li>• Is the threat aimed at organization personnel?</li> <li>• Is there loss of critical infrastructure?</li> <li>• Who should be notified of the threat?</li> <li>• Is it safe for employees to return to work the next day?</li> </ul>
<b>Event Without Warning</b>	<ul style="list-style-type: none"> <li>• Which facilities/departments are affected?</li> <li>• Are personnel affected? Have personnel safely evacuated or are they sheltering-in-place?</li> <li>• What are instructions from first responders?</li> <li>• What essential functions/infrastructures are impacted?</li> <li>• How soon must the organization be operational?</li> </ul>	<ul style="list-style-type: none"> <li>• Is the facility/departments affected?</li> <li>• What are instructions from first responders?</li> <li>• Is it safe for personnel to report to work?</li> <li>• What essential functions/infrastructures are impacted?</li> <li>• How soon must the priority operations be restored?</li> </ul>

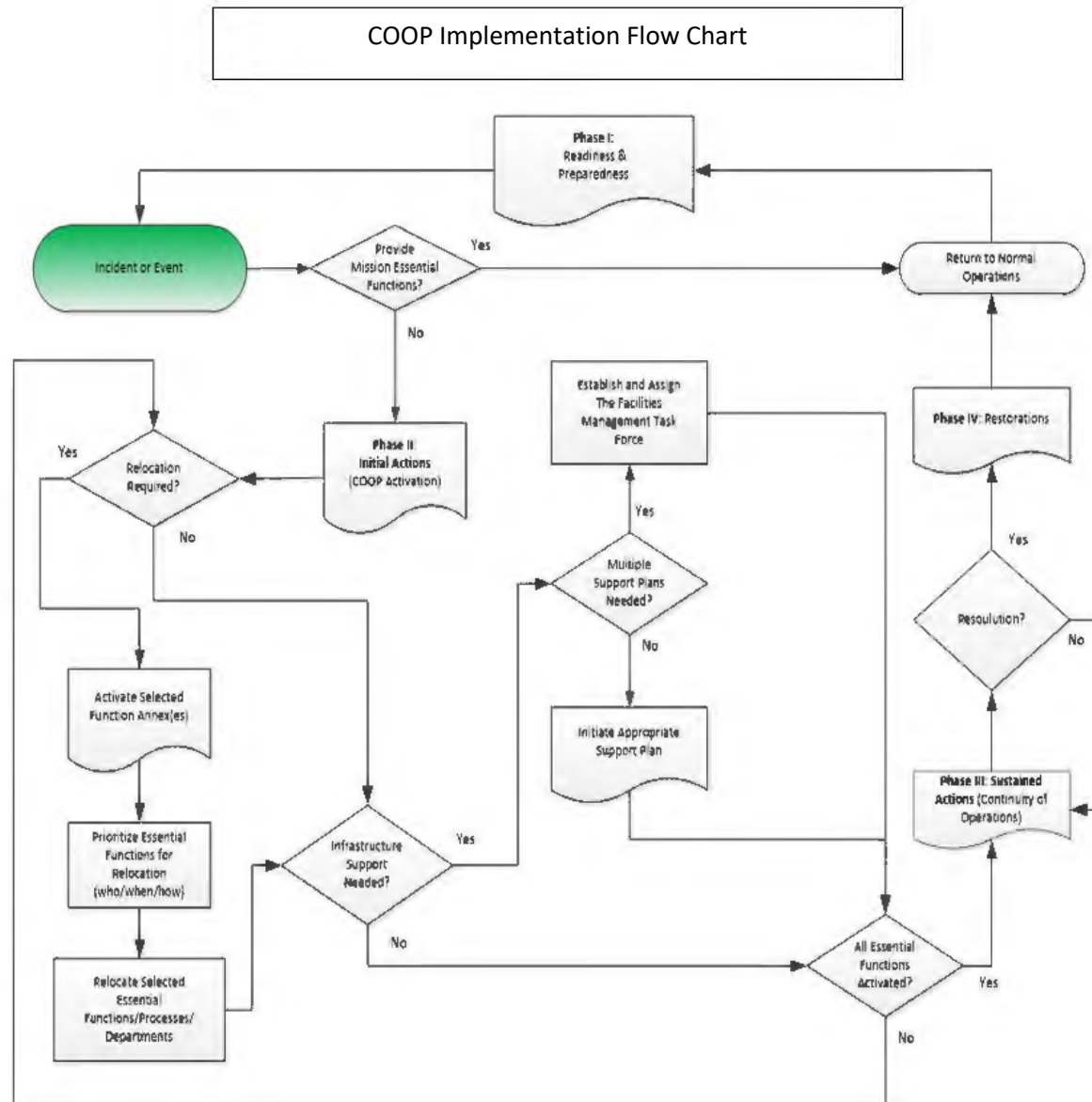


Figure 1

## Alert and Notification Procedures

Communications to Meridian Township personnel during COOP activation will follow the Township Crisis Communication Plan. As the decision authority, the Township Manager will be kept informed of the threat environment using this template. The Manager will evaluate all available information relating to:

1. Direction and guidance from the Management Team
2. The health and safety of personnel
3. The ability to execute essential functions
4. Changes in threat advisories
5. Intelligence reports
6. The potential or actual effects on communications systems, information systems, office facilities, and other vital equipment
7. The expected duration of the emergency

Before an event, personnel of the Township will monitor advisory information, including the information provided from the Ingham County Emergency Operations Center, Michigan State Police Emergency Management Division, MICIMS, Everbridge, local and national news media, weather sources or other. In the event normal operations are interrupted or an incident appears to be imminent, the Township will take the following steps to communicate the organization's operating status with all staff:

1. The expected duration of the emergency
2. The Township Manager will notify the Management Team for activation of the Emergency Management Plan.
3. The Management Team will then notify key personnel to activate the COOP Implementation Group(s) for the specific continuity functions determined to be the priority; other functions determined to be a lesser priority will be activated as resources are available or the situation dictates.
4. Communications will implement the Township Crisis Communications Plan for notifications as directed by the Township Manager and/or Management Team.

Upon the decision to activate the COOP, Communications will notify all Township personnel, as well as affected interdependent entities, with information regarding continuity activation status, operational and communications status and the anticipated duration. These entities include:

- Continuity facilities and COOP Implementation Groups with information regarding continuity activation, relocation status and the anticipated duration
- The Township Management Team and other applicable elements/entities with information regarding continuity activation status, continuity facility, operational and communication status and the anticipated duration of relocation
- All Township employees with instructions and guidance regarding the continuity activation
- The Township Board and other boards/groups as necessary via the

Township Manager who is responsible for notifying and updating them

It is important that the Township keeps all staff, especially individuals not identified as continuity personnel, informed and accounted for during a continuity event. The Township has established the Crisis Communication Plan that includes procedures for contacting employees. Accounting for employees in the event of an emergency will be coordinated by HR/Human Resources.

- Each department’s employees are expected to remain in contact with their Director/Manager/Supervisor consistent with the Crisis Communications Plan during any facility closure or relocation situation.
- The Township ensures staff is aware of, and is familiar with, Human Resources guidance to continue essential functions during an emergency.

**COOP Process**

Once the COOP is activated and continuity personnel are notified, the Township will take steps to re-establish critical processes/infrastructure or will decide to relocate continuity personnel and Essential Records to the appropriate continuity facilities as necessary. Continuity personnel will deploy/relocate as directed to perform essential functions and other continuity-related tasks. During COOP operations, only MEFs are staffed; not all employees of a specific department may be requested for continuity operations.

Emergency procedures during work hours with or without a warning will be implemented as follows:

- Continuity personnel, including COOP Implementation Group personnel, if applicable, will deploy at the home facility or depart to the designated continuity facility.
- Non-continuity personnel present at the primary operating facility or another location will receive instructions from their manager/supervisor. In most scenarios, non-continuity personnel will be directed to proceed to their homes or another Township facility to wait for instructions.
- At the time of notification, if available, information will be provided regarding safety precautions and routes to use for the primary and continuity operating facilities.

Emergency procedures during non-working hours with or without a warning will be implemented as follows:

- COOP Implementation Group, if applicable, will assemble and deploy as instructed, either at the normal facility or to a designated continuity facility.
- Continuity personnel will, when directed by the CIG, report to the assigned continuity function or facility.
- Non-continuity personnel will be notified to remain at their residence or

other designated facility to wait for further instructions.

Non-continuity personnel may be required to replace or augment continuity personnel during activation. These activities will be coordinated by HR on a case-by-case basis. Non-continuity personnel will remain available to replace or augment continuity personnel, as required.

Once in place, the Management Team will direct the Township’s non-continuity personnel to move to another facility, duty location or to their homes until further notice.

In the event of activation of the COOP, the Township may need to procure necessary personnel, equipment and supplies that are not already in place for continuity operations. The Township Manager maintains the authority for emergency procurement; instructions for these actions are found in the Township Purchasing Policy.

### **Records and Retention**

The protection and access to Essential Records is essential during a continuity event, thus enabling the Township to perform the MEFs. “Essential Records” refers to any information system and application, electronic and hard copy documents, references and records, including confidential or sensitive data, needed to support MEFs during a continuity event. HR is responsible for maintaining control of all Essential Records for Support Plans.

Within 24 hours of activation, continuity personnel at the continuity facility for the Township should have access to the appropriate media for accessing Essential Records, including:

- Electronic versions of Essential Records
- Supporting information systems and data
- Internal and external email and email archives
- Paper copies of Essential Records

### **C. PHASE III: SUSTAINED ACTIONS (CONTINUITY OF OPERATIONS)**

Upon activation of the COOP, the Township will continue to operate at its primary operating facility unless infrastructure deficiencies or dangerous conditions dictate relocation to a continuity facility. Once ordered to cease operations by the Township Manager, essential functions will transfer to a continuity facility.

When activated, Logistics support will supply assistance in this transfer to COOP operations and the Planning team will provide planning to coordinate all actions being taken and establish a COOP Incident Action Plan, to be approved by the Township Manager, for each operational period (See Figure 2). The Township should ensure that the continuity plan can be operational within 24 hours of plan activation.

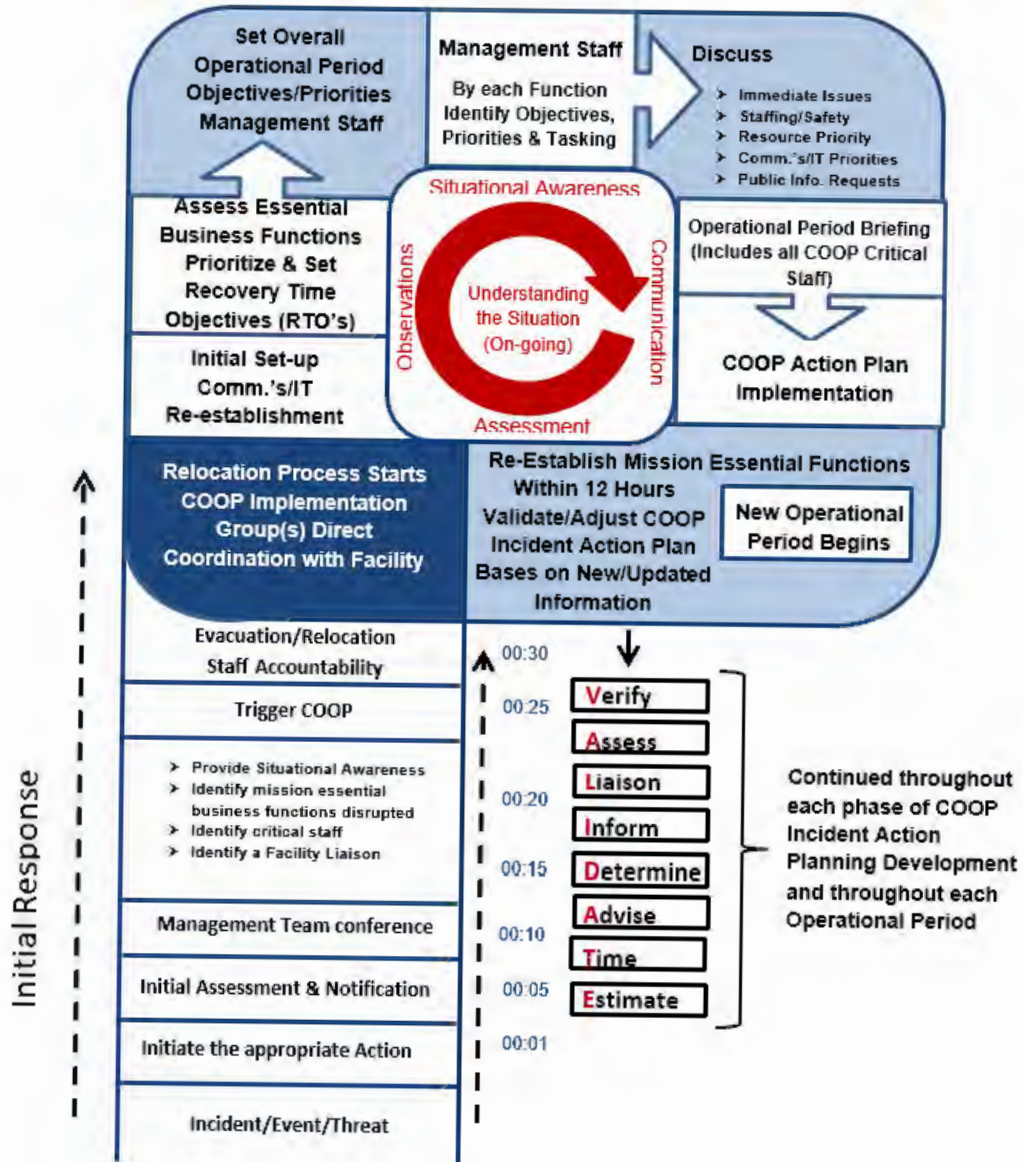


Figure 2

The COOP Implementation Group (CIG) will first be assigned to the continuity operation and should prepare the site for the arrival of the continuity personnel. Upon arrival, the CIG will:

- Identify the COOP Implementation Group Leader
- Assign personnel for check-in and accountability of all COOP Implementation Group personnel
- Contact continuity facility point of contact
- Conduct an initial safety check of the continuity facility to ensure Township personnel safety
- Provide a safety briefing to identify hazards and to provide an orientation for fire, weather or active violence procedures in the continuity facility
- Request law enforcement if circumstances dictate
- Ensure infrastructure systems, such as power, heating, ventilating and air conditioning, are functional
- Prioritize and assign duties for COOP Implementation Group
- Address telephone inquiries from COOP Implementation Group and continuity personnel
- Ensure infrastructure system integrity for Information Technology (IT) needs such as data, software and equipment
- Immediately report to the Management Team any unsafe or unacceptable conditions that may warrant relocation to another facility
- Once the continuity facility is minimally prepared, request the notification of continuity personnel to report; give the specific location or person to report to for check-in once arriving at the facility
- Create and assign a check-in process, security briefing and general briefing for continuity personnel prior to arrival
- As the continuity personnel arrive, the COOP Implementation Group Leader will oversee in-processing to ensure accountability and safety
- Attempt to contact any continuity personnel who fail to arrive at the continuity facility within a reasonable time; if unable to make contact, advise HR immediately
- Monitor the status of the Township's personnel and resources

Continuity personnel arriving for continuity operations will:

- Report immediately upon arrival at the continuity facility to the directed location, person or Security for check-in and in-processing
- Receive a briefing with all applicable safety instructions, general instructions and equipment

- Report to their respective workspace as directed
- Retrieve pre-positioned information and activate specialized systems or equipment
- Continue the Township’s essential functions
- Prepare and disseminate instructions and reports, as required
- Comply with any additional continuity reporting requirements with the Township
- Immediately report any safety issues encountered

A requirement of continuity personnel is to account for all Township personnel. The Township will use the following processes to account for all personnel:

- Each Functional Annex and Support Plan has contact information for the COOP Implementation Group and identified continuity personnel; in addition, each department maintains a contact list for all employees assigned to that area.
- The Functional Annex, Support Plan and department contact list should be used for primary accountability.
- The Township Human Resources Department shall be utilized as the secondary point for employee accountability/contact lists.
- The Township Human Resources Department shall be responsible to notify family members, next of kin and emergency contacts.
- During continuity operations, the Township may need to acquire necessary personnel until normal operations can be resumed; the Township Manager maintains the authority for emergency acquisition found in the Meridian Township Purchasing Policy in the Emergency Procurement section; HR will have assigned these personnel to the specific continuity area for primary accountability.

## **V. DIRECTION, CONTROL AND COORDINATION**

During activation of this Continuity Plan, the Township Manager maintains responsibility for control and direction of the Township. The Township will follow the directions laid out in the Township Emergency Support Plan.



**Continuity Responsibilities**

Position	Responsibilities
Township Manager	<ul style="list-style-type: none"> <li>• Provide strategic leadership and overarching policy direction for the continuity program</li> <li>• Implement the Continuity Plan when necessary, or when directed by a higher authority</li> <li>• Update and promulgate orders of succession and delegations of authority</li> <li>• Ensure adequate funding is available for emergency operations</li> <li>• Ensure all organization components participate in continuity exercises</li> <li>• Update Continuity Plan annually</li> </ul>
Communications	<ul style="list-style-type: none"> <li>• Update telephone annually or as needed</li> <li>• Conduct alert and notification tests</li> <li>• Notify all personnel that the emergency or threat of emergency has passed and advise personnel of actions required in the recovery process</li> </ul>
HR	<ul style="list-style-type: none"> <li>• Communicate to non-COOP employees for accountability, availability and providing updated information through Public Affairs</li> <li>• Assist in tracking all HR-related personnel needs</li> <li>• Develop procedures, as necessary, for restructuring staff</li> <li>• Provide a point of contact for non-COOP (unassigned) employees</li> <li>• Deal with all employee tracking and reporting issues</li> </ul>
EM	<ul style="list-style-type: none"> <li>• Manage the operation and Liaison to Ingham County and Management Team</li> <li>• Develop and lead continuity training</li> <li>• Plan continuity exercises</li> <li>• Document areas for improvement in the corrective action plan (CAP) and develop a remedial action plan</li> <li>• Maintain After-Action Review (AAR) and CAP documentation</li> </ul>
COOP Implementation Group	<ul style="list-style-type: none"> <li>• Receive direction from the Department Director, Management Team or Manager</li> <li>• Facilitate the shift from normal operations into COOP operations</li> <li>• Coordinate the setup of relocated workspace for COOP personnel, needed support and technology for continuation of mission essential functions</li> <li>• Direct and assist COOP personnel transitioning into relocated COOP workspaces</li> </ul>

<p>Continuity Personnel</p>	<ul style="list-style-type: none"> <li>• Be prepared to deploy and support organization essential functions in the event of Continuity Plan implementation</li> <li>• Provide current contact information to Manager</li> <li>• Be familiar with continuity planning and know individual roles and responsibilities in the event of Continuity Plan activation</li> <li>• Participate in continuity training and exercises as directed</li> <li>• Have a telework agreement for this position, if applicable</li> </ul>
<p>Non-Continuity Personnel</p>	<ul style="list-style-type: none"> <li>• Be prepared to deploy and support organization essential functions in the event that replacement personnel are needed</li> <li>• Provide current contact information to the Management Team and Manager</li> <li>• Participate in continuity training and exercises as directed</li> </ul>
<p>Management Team Planning</p>	<ul style="list-style-type: none"> <li>• Prioritize and set a timeline for the return to normal operation facilities</li> <li>• Serve as the Recovery Manager for all phases of the recovery process</li> <li>• Develop a plan for additional activities associated with the Recovery Phase</li> </ul>
<p>Management Team Logistics</p>	<ul style="list-style-type: none"> <li>• Coordinate a return of personnel, equipment and documents to the primary operating facility or a move to a temporary or new permanent primary operating facility</li> <li>• Follow the priority-based plan and schedule for the phase-down and return of personnel, functions and equipment</li> <li>• Develop recovery plans based on the incident and facilities within 2 to 4 hours of plan activation</li> </ul>
<p>Facilities Management Task Force</p>	<ul style="list-style-type: none"> <li>• Operating under Logistics, verify that all systems, HVAC and lighting, communications, and other required capabilities are available and operational</li> <li>• Develop space allocation and facility requirements</li> </ul>
<p>Law Enforcement</p>	<ul style="list-style-type: none"> <li>• Conduct appropriate security assessments to determine building suitability</li> <li>• Assist in the physical security of work sites</li> <li>• Provide technology for access and security monitoring</li> <li>• Liaison with local law enforcement</li> <li>• Make security recommendations</li> </ul>

<p>Safety</p>	<ul style="list-style-type: none"> <li>• Conduct appropriate safety and health assessments to determine building suitability</li> <li>• Make health and safety recommendations</li> <li>• Provide relevant health and safety information to employees</li> </ul>
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**D. PHASE IV: RESTORATION/RECOVERY**

During the recovery phase of an emergency relocation, Facilities initiate and coordinate operations to salvage, restore and recover the Township primary operating mode after receiving approval from the General Manager:

- The Township Planning Team, or designee, will serve as the Recovery Manager for all phases of the recovery process.
- Each Township’s subcomponent will designate a recovery point-of-contact (POC) to work with the Recovery Team, update office personnel on developments regarding recovery and provide names of recovery POCs to the Planning Team during morning and afternoon briefings.

During continuity operations, Facilities Maintenance should determine the status of the primary operating facilities affected by the event. Upon obtaining the status of the facility, Facilities Maintenance will determine the feasibility to repair the primary operating facility or acquire a new/temporary facility. Should Facilities Maintenance decide to repair the facility or infrastructure, Facilities has the responsibility of supervising the repair process and keeping the Management Team notified of the status of repairs, including estimated timelines on repairs.

Restoration will commence when the Township Manager or other authorized person ascertains that the emergency has ended and is unlikely to reoccur. This determination should be in coordination with other applicable authorities. Once authorized, the Management Team will coordinate the recovery process through one, or a combination of, the following options depending on the situation:

- Direct the continued operations while still in a continuity facility or mode.
- Direct the Planning Group to prioritize and set a timeline for the return to normal operations.
- Direct Logistics to have Facilities Management facilitate the coordinated return of the displaced sub-components, per the developed plan, to the primary operating mode or facility and an orderly return to normal operations.
- Begin to establish normal operations at the current location, another Township facility or a new location.
- Terminate operations, remove added Township infrastructure and vacate the continuity facility as applicable.

Prior to relocation to the primary operating mode or another facility:

- Security and Safety teams will conduct appropriate security, safety and health assessments to determine building suitability.
- Facilities Management will verify that all systems, HVAC, lighting, technology, communications and other required capabilities are available and operational.
- The Facilities Management Task Force will develop space allocation and facility requirements.
- The final determination will be made by Facilities Maintenance that the department is fully capable of accomplishing all essential functions and operations at the new or restored primary operating facility before operations terminate in the continuity mode.
- Communications will notify all personnel that the emergency or threat of emergency has passed and advise personnel of the actions required in the recovery process.
- The Facilities Director will coordinate with the Township and/or other applicable facility management groups to obtain office space for recovery, if the primary operating facility is uninhabitable.
- The HR Director will develop procedures, as necessary, for restructuring staff.
- The Management Team will develop a plan for additional activities associated with the Recovery Phase (Figure 2 Planning P).

Upon verification that the required capabilities are available, operational and fully capable of accomplishing all essential functions and operations at the new or restored Township facility, the Management Team will coordinate a return of personnel, equipment and documents to the primary operating mode or a move to a temporary or new permanent primary operating facility. The phase-down and return of personnel, functions and equipment will follow the priority-based plan and schedule; the Planning Group will develop recovery plans based on the incident and facilities within 2 to 4 hours of plan activation.

The impacted departments or functions will continue to operate in continuity mode until ordered to cease operations by Township Manager. At that time, essential functions will transfer to the primary operating facility or mode. The Township has developed plans to instruct personnel on how to resume normal operations as outlined below; the Township will develop resumption plans based on the incident and facility within 2 to 8 hours of recovery plan activation.

The Department will identify any records affected by the incident. In addition, Finance and Administration will effectively transition or recover Essential Records and databases, as well as other records that had not been designated as Essential Records; Enterprise Content Management will develop Essential Records transition and recovery plans based on the incident and facility within 2 to 8 hours of plan activation.

When the continuity personnel, equipment, and documents are in place at the new or restored primary operating facility, the remaining Township staff at the continuity facility will transfer essential functions, cease operations and deploy to the new or restored primary operating facility or mode. The COOP Implementation Group will oversee the orderly transition of all Township functions, personnel, equipment and records from continuity mode to a new or restored primary operating mode or facility. The Human Resources Department will develop a process for receiving and processing employee claims during the continuity event, including processing Human Resources claims such as workers' compensation, compensation for injuries, overtime pay, etc.

The EM shall conduct an After-Action Review (AAR) once back in the normal operating mode. The EM is responsible for initiating and completing the AAR, and all subsets within the Township shall provide input to the report. The AAR will address the effectiveness of the continuity plans and procedures, identify areas for improvement, document these in the Township corrective action program (CAP) and then develop a remedial action plan as soon as possible after the recovery. The EM is responsible for documenting areas for improvement in the COOP and developing a remedial action plan. In addition, the AAR will identify which, if any, records were affected by the incident and will work with the Management Team to ensure an effective transition or recovery of Essential Records, databases and other records that had not been designated as Essential Records.

## VI. ANNEXES

### FUNCTIONAL ANNEXES

The Functional Annexes add information and direction to the Basic Plan for specific Responsibility Areas within the Township. These annexes should clearly describe the MEFs and the processes, roles and responsibilities that the subdivision carries out before, during and after any emergency to maintain the MEFs. While the Basic Plan provides overarching information relevant to the Continuity Plan, the annexes focus on specific responsibilities, tasks and operational actions that pertain to the department/location/operational elements to the Continuity Plan. These annexes also establish preparedness targets (e.g., training, exercises, equipment checks and maintenance) that facilitate achieving function-related goals and objectives during emergencies and disasters.

Each Functional Annex should have:

- Implementation Checklists (boilerplate template) – APPENDIX 1 Functional Annex
- Entries
- List of Mission Essential Functions and Priority
- Vital Records, Systems and Equipment
- Orders of Succession/Delegations of Authority
- Identified Alternate Facilities and Requirements
- Travel Routes to COOP Facilities
- Modes of Communication
- Department Specific Go Kit

- Contact/Rapid Recall List
- Functional Annex Implementation Flow Chart (boilerplate template)

## **SUPPORT PLANS**

The Support Plans add specific information and direction to the Basic Plan and enhance the implementation of the Functional Annex such as infrastructure and services (IT, communications, software, logistics, etc.) and building features. These support plans should clearly describe the policies, processes, roles and responsibilities that the subdivision carries out before, during and after any emergency that directly support implementation of the functional annexes. While the Functional Annex provides overarching information relevant to the department of function, the Support Plans focus on specific responsibilities, tasks and operational actions that pertain to a specific infrastructure or general need utilized by multiple Functional Annexes. These plans also establish preparedness targets (e.g., training, exercises, equipment checks and maintenance) that facilitate achieving support-related goals and objectives during emergencies and disasters.

Each Support Plan should include:

- Vital Systems & Equipment, Departments Impacted and Priority
- Summary of Resource Requirements for Essential Functions
- Contact List (Rapid Recall List)
- Support Plan Implementation Procedures Checklist
- Travel Routes to Facility





# [ \_\_\_\_\_ ] COOP Functional Annex

**Management only**

**Department Specific Plan**

Portions of this document may be exempt from disclosure per the Michigan Freedom of Information Act, MCL 15.243 (FOIA)  
1/1/2023

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**DOCUMENT REVISION**

Revision No.	Revision Date	Submitted By	Approved By	Modifications

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## RESPONSIBILITY AREAS COVERED WITHIN THIS COOP SUPPORT PLAN

<b>Responsibility Area</b>	<b>Address</b>	<b>Point of Contact (Title, Name)</b>

The above listed individuals are responsible for maintaining and implementing this Meridian Township COOP Functional Annex for the [ ] Department.

Signature

Date

The Line of Succession for representing the Department during COOP activation:

<b>Title</b>	<b>Department</b>
1. Director	[ ]

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## BASIC PLAN OVERVIEW

Meridian Township has developed a Basic Continuity of Operations Plan (COOP) to ensure that essential services can continue to be provided to the public even when Township infrastructure is damaged or inaccessible. Essential (or COOP) functions, personnel, records and equipment have been identified, and alternate operation sites have been chosen. COOP plans may be implemented when:

- (1) An occupied facility is evacuated
- (2) A significant loss of infrastructure causes the inability to accomplish mission essential functions
- (3) When conditions outside the facility are such that personnel are unable to return safely to work
- (4) When a facility or part of the infrastructure is damaged or destroyed
- (5) When illness or disaster limits the attendance of employees reporting to work affecting the ability to accomplish mission essential functions of Meridian Township.

The Township Executive Team will direct the activation, coordination, implementation and management of the Meridian Township COOP. This plan is designed to reinstate operations within 24 hours and sustain them for at least 30 days. Specific Functional Annexes and Support Plans support the implementation of the Township COOP.

- The Functional Annex is a document that guides specific areas, such as a department, in re-establishing essential services that support the Meridian Township mission.
- The Support Plan is a document that addresses the infrastructure needed to implement the Functional Annex. This includes status and sustainment of buildings, records, personnel, information technology (IT), safety and necessary logistics that are needed to carry out the essential functions to meet the Meridian Township mission.

## COOP FUNCTIONAL ANNEX

This document is a Functional Annex to the Meridian Township COOP Basic Plan and was developed to provide details into responsibility areas, such as departments, in re-establishing those essential functions supporting the Township's mission. When directed by the Executive Team, this Functional Annex should be used as guidance to establish continuity in this department.

These activities may include direction of personnel, relocation to an alternate site and re-establishing/sustaining critical systems and vital records so that mission essential functions may continue. The level and manner of support needed to continue essential functions is dependent on the nature of the incident or event. This Functional Annex describes the essential needs to support continuation of essential functions for the [ ] Department.

Key personnel from this department have been identified in order to implement the Functional Annex and to maintain the identified mission essential functions; this group is known as the COOP



Implementation Group. This COOP Implementation Group is designed for, and intended to, lead the facilitation of COOP transition and sustained operations. The scope of the COOP Implementation Group is to facilitate restoration of this responsibility area's mission essential functions by coordinating the re-establishment of critical infrastructure even if the physical transition to a pre-identified location is warranted. The COOP Implementation Group is supported by multiple Emergency Support Groups necessary for establishing or re-establishing critical functions that enable continuity of essential services identified by the Township.

This document ensures the [ ] Department is capable of supporting the essential missions and functions of Meridian Township under all threats and conditions, with or without warning.

#### **A. PHASE I: READINESS & PREPAREDNESS**

[ ] will create and maintain this Functional Annex as necessary to direct specific actions supporting continuity of mission essential functions pertinent to the responsibility area during continuity operations. Continuity personnel are responsible for using this Functional Annex as a guide when COOP has been implemented by the Township. A checklist (Appendix 1), identification of mission essential functions (Appendix 2), lists of vital records, systems and equipment/protection methods (Appendix 3 & 4), orders of succession (Appendix 5), delegation of authority (Appendix 6), identification of alternate facilities, requirements and travel routes to the alternate facilities (Appendix 8, 9 & 10), modes of communication (Appendix 11), an implementation flow chart (Appendix 12) and a list of continuity personnel/rapid call list (Appendix 14) have been developed and included at the end of this Functional Annex. The Functional Annex also includes a "Go Kit" (Appendix 13) for guidance to the COOP Implementation Group if relocation is warranted; these appendices can be securely pre-positioned with other essential equipment at the identified continuity facility.

#### **B. PHASE II: INITIAL ACTIONS**

If an emergency arises, the first actions are to provide for life safety using the building-specific Emergency Action Guidelines (EAGs). The next action is to preserve vital records and systems within the Township.

Continuity Plan activation is authorized by the Township Manager, or their designee, and is an event/situation-driven process that allows flexible and scalable responses to the full spectrum of all-hazards/threats that could disrupt operations with or without warning and during work or non-work hours.

Continuity Plan activation, full or partial, will not be required for all emergencies or disruptions, since other actions may be more appropriate. The decision to activate a specific department's COOP and related actions will be tailored for the situation and based on projected or actual impact and whether or not there is warning. To facilitate COOP transition, key department personnel will use the department's COOP Functional Annex and applicable Support Plans during the process.

#### **Functional Annex Implementation Process**

Once the Continuity Plan is activated by the Executive Team, the [ ] Department will notify and assemble the COOP Implementation Group. The COOP Implementation Group shall retrieve the [ ] COOP Functional Annex,

then assess the current and future situation, make the appropriate decisions if relocation is immediately necessary and then begin COOP implementation. If infrastructure repairs can be made in a reasonable timeframe by activation of applicable Support Plans, relocation may not be needed; the decision to relocate must be based on hazards to personnel, current state of infrastructure and ability to access Essential Records; if for any reason these conditions cannot be assured then transition to a continuity facility may be necessary.

The [ ] COOP Implementation Group will take all appropriate measures to assure that the [ ] Department is able to perform its mission essential functions and other continuity-related tasks whether operating from the home facility or a continuity facility. If relocation is necessary, directions to continuity facilities are included as part of the Functional Annex in Appendix 10.

Emergency procedures during work hours with or without a warning will be implemented as follows:

- Continuity personnel, including COOP Implementation Group personnel, if applicable, will depart to the designated continuity facility from the primary operating facility or current location.
- Non-continuity personnel present at the primary operating facility or another location will receive instructions from Human Resources. In most scenarios, non-continuity personnel will be directed to proceed to their homes or other Township facilities to wait for further guidance.
- At the time of notification, if available, information will be provided regarding safety precautions and routes to use when leaving the primary operating facility.

Emergency procedures during non-working hours with or without a warning will be implemented as follows:

- COOP Implementation Group personnel, if applicable, will deploy to the designated continuity facility from their current location.
- Continuity personnel will depart to the assigned continuity facility from their current location.
- At the time of notification, if available, information will be provided regarding safety precautions and routes to use when leaving the primary operating facility.

Non-continuity personnel may be required to replace or augment continuity personnel during activation. These activities will be coordinated by the Human Resources Office with the replacement staff on a case-by-case basis. Non-continuity personnel will remain available to replace or augment continuity personnel, as required.

Human Resources will direct the Township's non-continuity personnel to move to another facility or duty station or return home until further notice.

In the event of an activation of the Continuity Plan, the Township may need to procure necessary personnel, equipment and supplies that are not already in place for continuity operations on an emergency basis. The Township Manager maintains the authority for emergency procurement. Instructions for these actions are found in the Meridian Township Purchasing Policy.

### C. PHASE III: SUSTAINED ACTIONS (CONTINUITY OPERATIONS)

Upon activation of the Continuity Plan, [ ] will continue to operate at its primary operating facility until ordered to cease operations by the COOP Implementation Team using face to face, direct phone contact, radio contact or via the Crisis Communications Plan. At that time, essential functions will transfer to the continuity operations.

The [ ] COOP Implementation Group will oversee the transition to continuity operations and, if relocation is required, will be first to arrive at the continuity facility to prepare the site for the arrival of the continuity personnel. The COOP Implementation Group will:

- Ensure the facility is safe for Township employees
- Ensure that infrastructure systems, such as power and heating, ventilating and air conditioning are functional
- Prepare check-in duty stations for continuity staff arrival
- Address telephone inquiries from CIG and non-CIG staff

As continuity personnel arrive, the COOP Implementation Group will conduct in-processing to ensure accountability. In-processing procedures will include:

- Checking identification against the continuity roster
- Assigning a work station/location
- Completing emergency contact information
- Updating employee contact information such as cell phone
- Safety orientation
- Situation status briefing
- Identifying the person to whom continuity personnel directly report during continuity operations

In addition, all personnel supporting the COOP implementation at the continuity facility such as IT, facilities maintenance or other Township personnel must be identified.

Upon arrival at the continuity facility, personnel assigned to support the COOP functions will:

- Report immediately to the location instructed for check-in and in-processing
- Receive all applicable instructions and equipment
- Report to their respective workspace as instructed
- Retrieve pre-positioned information and activate specialized systems or equipment
- Monitor the status of department personnel and resources
- Continue department essential functions
- Prepare and disseminate instructions and reports, as required
- Comply with any additional continuity reporting requirements
- Notify family members, next of kin and emergency contacts of preferred contact methods and information

A requirement of continuity personnel is to account for all Township personnel. The Township will use the following processes to account for all personnel:

- Department Employee List (Appendix 14)
- Manager List
- Physical Head Count
- Everbridge with Positive Confirmation

#### **D. PHASE IV: RESTORATION (RETURN TO NORMAL OPERATIONS)**

Restoration/recovery will commence when the Township Manager or other authorized person ascertains that the emergency has ended and is unlikely to reoccur. Once authorized, the Executive Team will coordinate the restoration process through one or a combination of the following options depending on the situation:

- Direct the continued operations from the continuity facility
- Direct the Facilities Management Task Force to coordinate the restoration of the displaced sub-components, per the developed plan, to the primary operating facility
- Direct the return to normal operation facilities
- Begin normal operations from another Township facility or new location.

The Township's affected departments or functions will continue to operate at the continuity facility until ordered to cease operations by the Executive Team. Upon verification that the required capabilities are available and operational at the new or restored facility, the phase-down and return of personnel, functions and equipment will follow the priority-based plan and schedule developed by the Executive Team.

## **APPENDICES**

**APPENDIX 1 – Implementation Checklists**

**APPENDIX 2 – Essential Functions and Priority Summary of Resource Requirements for Essential Functions**

**APPENDIX 3 – Vital Records, Systems and Equipment**

**APPENDIX 4 – Vital Records, Systems and Equipment Protection Methods**

**APPENDIX 5 – Orders of Succession**

**APPENDIX 6 – Delegation of Authority**

**APPENDIX 7 – Summary of Resource Requirements for Essential Functions**

**APPENDIX 8 – Identified Alternate Facilities**

**APPENDIX 9 – Requirements for Alternate Facilities**

**APPENDIX 10 – Travel Routes to COOP Facilities**

**APPENDIX 11 – Modes of Communication**

**APPENDIX 12 – Implementation Flow Chart**

**APPENDIX 13 – Go Kits**

**APPENDIX 14 – Contact/Rapid Recall List**



# Essential Systems, Departments Impacted and Priority

## COOP Support Plan Appendix 1

Essential functions/departments within the building. Briefly describe functions and why they are essential, assign a priority number giving higher numbers to functions that can be inoperable for longer periods of time (example: 1 - Essential [within 12 hours], 2 - Priority [within 24 hours], 3 - Important [can typically wait 24 hours but not more than 72] or 4 - Delayed [can typically be delayed past 72 hours]. More than one function may have comparable priority and the same priority number may be assigned to multiple functions. The goal is to identify functions to be operating first in case resources are not available for all functions to be operating immediately. A recovery time objective (RTO) should be noted indicating the period of time for essential functions to be recovered after an interruption.

Department	Essential System	Impact of System Failure	Priority	RTO

Portions of this document may be exempt from disclosure per the Michigan Freedom of Information Act, MCL 15.243 (FOIA) CONFIDENTIAL – NOT TO BE REPRODUCED WITHOUT EXPRESSED PERMISSION



# Department Needs Vital Systems & Equipment

Systems (networks and servers) and equipment that are necessary to support essential functions for up to thirty days. Indicate any special capabilities, amount and a recovery time objective (RTO) for essential functions to be recovered after an interruption.

Function / Department	Computers / Printers	Intranet / Server Access	Phone	HVAC	Other



# This should be all building systems

## Vital Building Systems & Equipment

### COOP Support Plan

### Appendix 3

Vital Systems & Equipment	Main Control / Access Point	Maintenance Frequency	Current Protection Method(s)	Back-Up During Emergency	Vendor Contacts





# Building or Facility Support Plan

## Summary of Resource Requirements for Essential Functions

### COOP Support Plan

#### Appendix 4

This is a summary of resource requirements for essential functions in a single worksheet using information gathered in Appendix #1, 2, and 3.

Essential Function	Essential Personnel & Back-Up	Vendor & External Contact	Vital Records	Equipment	Systems	RTO



# Building or Facility Support Plan Personnel Contact List (Rapid Recall List)

## COOP Support Plan Appendix 5

The Personnel Contact List contains critical telephone numbers to support COOP operations (this information may also be available in another facility or department's COOP Annex or in the main Meridian COOP Plan).

Employee Cascade List	Email Address	Work #	Home #	Cellular or Pager #
<b>Vendor Contacts</b>				



# Building or Facility Support Plan COOP Plan Implementation Procedures Checklist

Activation & Relocation			
Item	Task	Task Assigned To	Date & Time Completed
1	Receive notification of event		
2	If necessary, conduct evacuation		
3	Conduct a headcount of personnel		
4	If necessary, contact emergency responders (Fire, Police, EMS)		
5	Ensure that safety measures are put into effect		
6	Contact Consumers for shutting down utilities to limit further damage		
7	Direct and assist emergency personnel, as required		
8	Activate the building Continuity of Operations Support Plan		
9	Assemble supporting elements required for re-establishing and performing essential functions at the alternate location: <ul style="list-style-type: none"> <li>▪ Vital files, records, and databases</li> <li>▪ Critical software</li> <li>▪ Critical equipment</li> </ul>		
10	Assist as directed in location and preserving remaining documents required for performance of all other essential functions at the alternate location		
11	Initiate external communication for applicable outside contacts		
12	Prepare designated communications and other equipment for relocation		
13	Take appropriate preventive measures to protect other communications and equipment that will not be relocated		
14	Make computer connectivity and telephone line transfers to designated alternate location		
15	Develop detailed status of situation for Management Team		
16	Organize personnel and account for support personnel		
17	Develop shift rotations		
18	Determine status of essential functions		
19	Develop status report		
20	Prioritize essential functions for restoration		



# Building or Facility Support Plan COOP Plan Implementation Procedures Checklist

Reconstitution			
	Task	Task Assigned To	Date & Time Completed
<b>1</b>	Resume operations		
<b>2</b>	Appoint logistics manager		
<b>3</b>	Inventory and salvage usable equipment, materials, records, and supplies from destroyed facility, if applicable		
<b>4</b>	Survey condition of office building and determine feasibility of salvaging, restoring, or returning to original offices when emergency subsides or is terminated		
<b>5</b>	Develop long-term reconstitution and recovery plans		
<b>6</b>	Track status and restoration efforts of all essential functions		
<b>7</b>	Conduct transition of all functions, personnel, and equipment from alternate location back to designated facility		
<b>8</b>	Determine loss of the building's inventory for insurance report		
<b>9</b>	Schedule initial review meeting with clients, public, and vendors to hold a briefing		
<b>10</b>	Develop and communicate a press release		



# Building or Facility Support Plan

## Travel Routes to This Facility

# COOP Support Plan

## Appendix 7

Normal operation is daily access and egress. Alternate route is when a road closure causes a blockage of the normal access routes to this facility. The re-route is for blockage caused by a large community incident or event that forces a major shift in access and egress to this facility.

Route	Status	Route to Access?
North	Primary	
	Alternate	
	Re-Route	
South	Primary	
	Alternate	
	Re-Route	
East	Primary	
	Alternate	
	Re-Route	
West	Primary	
	Alternate	
	Re-Route	

Notes/Comments/Additional Instruction



# Facility Risk and Vulnerability Assessment

A Facility Risk and Vulnerability Assessment is an evaluation of the facility risks and vulnerabilities that have the potential for consequences of property damage, business interruption, or human injury.

Note: This worksheet is completed for each key location/building/department by the person responsible for facility maintenance either within the agency or the building itself.

- Risk Level: H - applies at all times; M - applies only some of the time; L - rarely applies
- Vulnerability: H - impact to the operations will be great if the event did occur; M - impacts some of the operations, but not all of the operations; L - minimal impact to operations

### Facility Risk Overview – Air Conditioning

Risk Overview	Risk Y/N	Risk Level	Vulnerability	Description or Comment
Are the air conditioning system and the power supply separate from the rest of the facility?				
Is there back-up air conditioning available?				
Are switches easily accessible?				

### Facility Risk Overview – Electrical and Telecommunications

Risk Overview	Risk Y/N	Risk Level	Vulnerability	Description or Comment
Are there back-up power sources available to the facility? Please specify.				
Is there an emergency lighting system for the facility?				
Is the facility protected against power surges?				
Are generators and transformers located in hazard-prone areas (i.e. a basement that floods)?				
Do alternate voice and data transmission services exist?				
Is there a shutdown checklist provided in case of emergency?				



# Facility Risk and Vulnerability Assessment

Facility Risk Overview – Facility Access Control				
Risk Overview	Risk Y/N	Risk Level	Vulnerability	Description or Comment
Are there procedures to guard against vandalism, sabotage, and unauthorized intrusion?				
Are there windows that can be broken to gain access to the facility?				
Are there procedures for personnel to handle unauthorized intruders?				
Are there procedures for personnel to handle bomb threats?				
Are there procedures for personnel to handle notification of local law enforcement?				
Are security devices checked and tested on a regular basis?				
Are there access controls to the facility during regular hours?				
Are there access controls to the facility during off hours?				
Facility Risk Overview – Fire Exposure				
Risk Overview	Risk Y/N	Risk Level	Vulnerability	Description or Comment
Are the areas surrounding the facility protected from fire? Please specify.				
Are the flooring and ceiling materials non-combustible?				
Can the walls in the facility resist the spread of fire?				
Can the doors in the facility resist the spread of fire?				
Can the partitions in the facility resist the spread of fire?				



# Facility Risk and Vulnerability Assessment

Facility Risk Overview – Fire Exposure (Continued)				
Risk Overview	Risk Y/N	Risk Level	Vulnerability	Description or Comment
Can the floors in the facility resist the spread of fire?				
Can the furniture in the facility resist the spread of fire?				
Can the window coverings in the facility resist the spread of fire?				
Does the facility have adequate automatic fire extinguishing systems?				
Are flammable or otherwise dangerous materials and activities prohibited from the facility and surrounding areas?				
Are paper and other supplies stored in open areas in the facility?				
Is there fire and smoke detection equipment in the facility?				
Are portable fire extinguishers in suitable locations?				
Are clear and adequate fire instructions clearly posted?				
Are the fire alarm switches clearly visible, unobstructed, and easily accessible at points of exit?				
Can the fire alarm be activated manually?				
Is there an emergency evacuation exit different from the main entrance or exit?				
Is there an evacuation plan posted?				
Does emergency power shut down the air conditioning?				
Is fire and smoke detection equipment checked and tested on a regular basis? How often?				





# Facility Risk and Vulnerability Assessment

Facility Risk Overview – Fire Exposure (Continued)				
Risk Overview	Risk Y/N	Risk Level	Vulnerability	Description or Comment
Can emergency crews easily gain access to the facility?				
Are fire drills held on a regular basis? How often?				
Facility Risk Overview – General Housekeeping				
Risk Overview	Risk Y/N	Risk Level	Vulnerability	Description or Comment
Is the facility kept clean and orderly?				
Are food and beverages confined to a designated area?				
Is smoking banned in the facility?				
Is there adequate lighting for all areas?				
Facility Risk Overview – Organization and Personnel				
Risk Overview	Risk Y/N	Risk Level	Vulnerability	Description or Comment
Are personnel responsible for facility security?				
Have recovery teams for the facility been selected in the event of a disaster?				
Are there mail or package handling procedures posted? (e.g. chemical or biological or explosives)				
Facility Risk Overview – Natural Disaster Exposures				
Risk Overview	Risk Y/N	Risk Level	Vulnerability	Description or Comment
Are personnel aware of the wind tolerance of the facility?				
Is the facility in or near a flood plain?				
Are flood mitigation procedures in place?				
Is all electrical equipment grounded for protection against lightning?				



# Facility Risk and Vulnerability Assessment

Facility Risk Overview – Water Damage				
Risk Overview	Risk Y/N	Risk Level	Vulnerability	Description or Comment
Are documents, records, and equipment stored above ground and protected from flooding?				
Are lower facility rooms protected from leaks in overhead water pipes?				
Is there protection against accumulated rainwater or leaks in the rooftop?				
Are floor level electrical junction boxes protected?				
Facility Risk Overview – Access To and From Facilities				
Risk Overview	Risk Y/N	Risk Level	Vulnerability	Description or Comment
Is the primary access route threatened by flooding?				
Is the primary access route threatened by severe weather?				
Is the primary access route threatened by civil public gathering/civil unrest?				
Is the primary access route threatened by other influences?				
Is the alternate access route threatened by flooding?				
Is the alternate access route threatened by severe weather?				
Is the alternate access route threatened by civil public gathering/civil unrest?				
Is the alternate access route threatened by other influences?				
Is the re-route access route threatened by flooding?				



# Facility Risk and Vulnerability Assessment

**Facility Risk Overview – Access To and From Facilities (Continued)**

Risk Overview	Risk Y/N	Risk Level	Vulnerability	Description or Comment
Is the re-route access route threatened by severe weather?				
Is the re-route access route threatened by civil public gathering/civil unrest?				
Is the re-route access route threatened by other influences?				



# Meridian Township Continuity of Operation Plan (COOP) Overview



# What is COOP

- Continuity of Operations Plan
  - Identifies Mission Essential Functions (MEFs)
    - Essential to meet the overall mission of the Township under other than normal operating conditions
    - Ways to accomplish MEF's by alternate methods or locations
  - Identifies Responsibilities
    - “COOP Implementation Team”
    - “Continuity Personnel”



# COOP Basic Plan

- Purpose
  - To provide a platform to guide the Meridian Twp. during a time of emergency or significant disruption in maintaining mission essential functions (MEF).
  - To identify these MEF's, key personnel, infrastructures and facilities that can be engaged to support the MEF's allowing the Township to function at a minimally acceptable level to provide the services outlined in the Meridian Twp. Mission Statement.
  - While the severity and consequences of an emergency cannot be predicted, effective COOP contingency planning can minimize the impact on the township's essential services provided to the community.
- Situation Overview
  - Natural; flood, wind, storm, snow, ice, pandemic or other Manmade-Accidental; accidental (vehicle, train, plane), chemical release, fire, damage/loss of critical infrastructure, or other Manmade-Intentional; civil unrest, attack, sabotage, terrorism, security breach, cyber-attack or other



# COOP Basic Plan

## Planning Assumptions

This COOP Plan with Functional Annexes and Support Plans are based on the following assumptions:

- Emergency conditions may disrupt mission essential functions (MEF) of the Township.
  - personnel, processes, infrastructure or the work environment.
  - may require the relocation or providing services in a non-traditional fashion.
- Each potentially impacted Responsibility Area (RA) will developed a:
  - Functional Annex to facilitate their mission essential functions (MEF) and/or a
  - Support Plan to aid in the restoration of critical infrastructure for MEF
- In the event relocation is warranted, each RA will identify continuity facilities.
- COOP targets restoration of MEF within 12 hours from the time the Continuity Plan is activated for potentially up to a 30-day period or until normal operations can be resumed
- Not all employees of Meridian Twp. will be engaged when the COOP is activated;
  - depending on circumstances some employees may be directed to other support roles or to remain at their homes.
- Unaffected township functions that are available to provide support activities to the continuity operations will be directed by the Manager or the Management Team.



# COOP Basic Plan

## Objectives

The Meridian Twp. COOP objectives are:

- Reducing the loss of life and minimizing property damage and loss.
- Ensuring that the township can perform its identified mission essential functions under all conditions.
- Executing a successful order of succession with accompanying authorities in the event a disruption renders that organization's leadership unable, unavailable, or incapable of assuming and performing their authorities and responsibilities of office.
- Reducing or mitigating disruptions to operations.
- Ensuring there are facilities from where employees can perform mission essential functions.
- Protecting personnel, facilities, equipment, records, and other assets critical to the performance of essential functions in the event of a disruption.
- Achieving the organization's timely and orderly recovery from an emergency.
- Ensuring and validating continuity readiness through a dynamic and integrated continuity Test, Training, and Exercise (TT&E) program and operational capability.
- Ensuring service reliability with minimal disruption to our customers.





# COOP Basic Plan

## **Concept of Operation:**

PHASE I: READINESS & PREPARDNESS

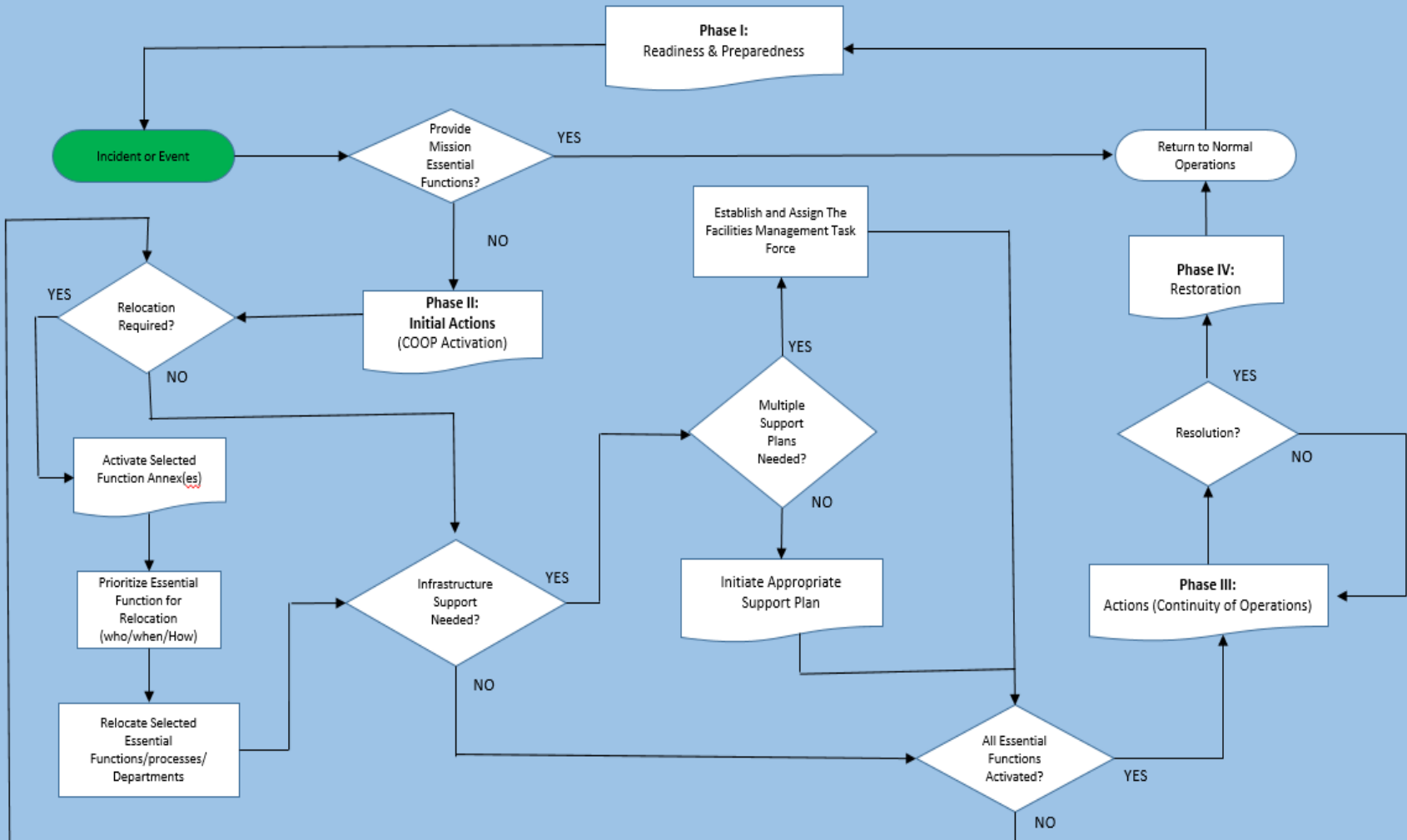
PHASE II: INITIAL ACTIONS

PHASE III: SUSTAINED ACTIONS (CONTINUITY OF OPERATIONS)

PHASE IV: RESTORATION/RECOVERY

# COOP Basic Plan

COOP Basic Plan  
Implementation Flow Chart





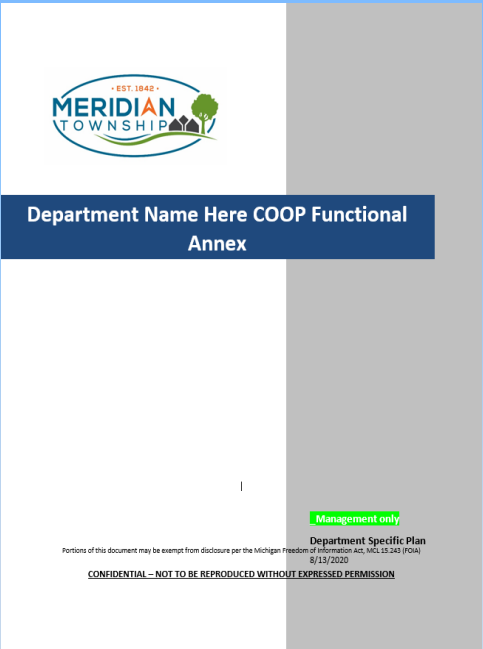
# Meridian Township Mission Essential Functions

**The priorities for continuity of operations within the Township are as follows (the priority list may be re-evaluated to match the precipitating incident or event):**

Administration  
Information Technology (to support all)  
Human Resources  
Accounting & Budgeting  
Communications  
Clerk Office  
Treasurers Office  
Assessing

Community Planning & Development  
Information Technology  
Public Works  
Facilities Maintenance  
Parks & Recreation  
Police  
Fire

# Meridian COOP Design

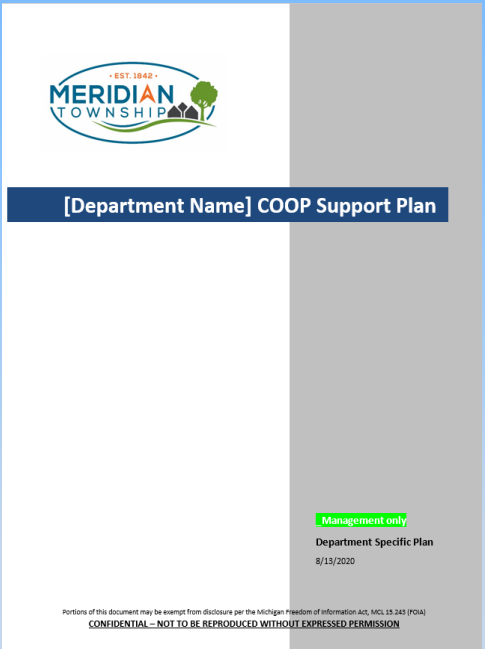


RA Specific Functional Annex



Basic Plan is General to the entire Meridian Township organization

- Used by the Management Team
- Assigns Responsibilities under COOP



Support Plan

# COOP Functional Annex

- RA's (Departments) Covered in this Functional Annex
- Basic Plan Overview
- Concept of Operation
  - PHASE I: READINESS & PREPARDNESS
  - PHASE II: INITIAL ACTIONS
  - PHASE III: SUSTAINED ACTIONS (CONTINUITY OF OPERATIONS)
  - PHASE IV: RESTORATION/RECOVERY
- Appendices

MERIDIAN TOWNSHIP COOP – [ enter department name here ] – Functional Annex January 2023

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**RESPONSIBILITY AREAS COVERED WITHIN THIS COOP SUPPORT PLAN**

Responsibility Area	Address	Point of Contact (Title, Name)

The above listed individuals are responsible for maintaining and implementing this Meridian Township COOP Functional Annex for the [ enter department name here ] Department.

[ Signature ]  
Signature

[ Date ]  
Date

The Line of Succession for representing the Department during COOP activation:

Title	Department
1. Director	[ enter department name here ]




# COOP Functional Annex

- **APPENDIX 1 - Implementation Checklists**
- **APPENDIX 2 - Mission Essential Functions (MEF) Description & Priority**
- **APPENDIX 3-4 - Vital Records, Systems and Equipment, Protection Methods**
- **APPENDIX 5 - Orders of Succession**
- **APPENDIX 6 - Delegations Of Authority**
- **APPENDIX 7 - Summary of Resource Requirements for Essential Functions**
- **APPENDIX 8 - Identified Alternate Facilities**
- **APPENDIX 9 - Requirements for Alternate Facilities**
- **APPENDIX 10 - Travel Routes to COOP Facilities**
- **APPENDIX 11 - Modes of Communication**
- **APPENDIX 12 - Implementation Flow chart**
- **APPENDIX 13 - Go Kits**
- **APPENDIX 14 - Contact (Rapid Recall List)**

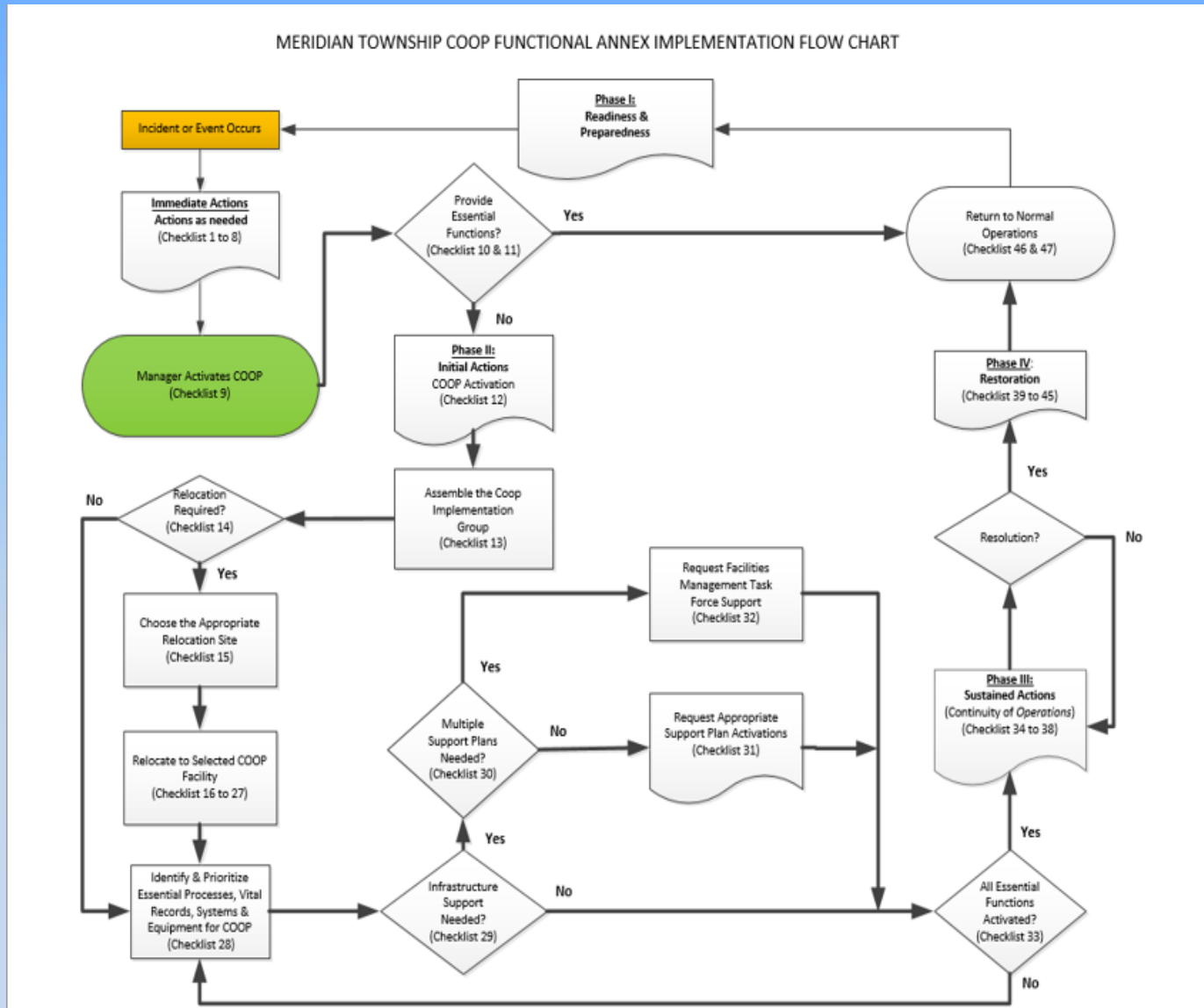
# COOP Functional Annex

- APPENDIX 1- Implementation Checklist

		Human Resources	COOP Functional Annex
		COOP Plan Implementation Procedures Checklist	Appendix 1 Page 1
Initial Actions			
Item	Task	Task Assigned To	Date & Time Completed
1	Receive notification of incident or event		
2	Consult the Emergency Action Guidelines (EAG)		
3	Conduct a headcount of personnel		
4	If necessary, contact 911 (Fire, Police, EMS)		
5	Ensure that safety measures are put into effect		
7	Direct and assist emergency personnel, as required		
8	If needed, invoke succession of leadership <b>(Appendix 6)</b>		
Activation & Relocation			
Item	Task	Task Assigned To	Date & Time Completed
9	Received notification from Township Management Team to activate the Continuity of Operations Support Plan		
10	Assess elements required for performing essential functions at current location: <b>(Appendix 2, 3, &amp; 4)</b> <input type="checkbox"/> Vital files, records, and databases <input type="checkbox"/> Critical software <input type="checkbox"/> Critical equipment		
11	After this assessment are mission essential functions able to be safely conducted at home facility? If no go to <b>12</b> ; if yes go to <b>46</b>		
12	Initiate COOP Implementation Group (CIG) notification using Rapid Recall List <b>(Appendix 14)</b>		
13	Hold department's response meeting with CIG at a safe predetermined site		
14	Assess required operational infrastructure to determine if specific aspects of the infrastructure can be repaired or is physical relocation needed; if relocation is required go to <b>15</b> , if not go to <b>28</b>		
15	Select the appropriate relocation facility and plan for relocation <b>(Appendix 8)</b>		

# COOP Functional Annex

- APPENDIX 14 – Implementation Flow Chart







# COOP Support Plan

The Support Plan is a document that addresses the infrastructure needed to implement the Functional Annex. This will include;

- Status and sustainment of buildings
- Records management
- Personnel, (HR)
- Information technology (IT)
- Safety
- Logistics necessary to meet the Townships mission essential functions



QUESTIONS?