



AGENDA
CHARTER TOWNSHIP OF MERIDIAN
TOWNSHIP BOARD – REGULAR MEETING
March 21, 2023 6:00 PM

1. CALL MEETING TO ORDER
2. PLEDGE OF ALLEGIANCE/INTRODUCTIONS
3. ROLL CALL
4. PRESENTATION
 - A. 2023 Barn of the Year Award-Brad Brogren, Friends of Historic Meridian
 - B. Police Re-Accreditation
 - C. Train Derailment – Crisis Management
5. CITIZENS ADDRESS AGENDA ITEMS AND NON-AGENDA ITEMS
6. TOWNSHIP MANAGER REPORT
7. BOARD MEMBER REPORTS OF ACTIVITIES AND ANNOUNCEMENTS
8. APPROVAL OF AGENDA
9. CONSENT AGENDA
 - A. Communications
 - B. Minutes-March 7, 2023 Regular Township Board Meeting
 - C. Bills
10. QUESTIONS FOR THE ATTORNEY
11. HEARINGS
12. ACTION ITEMS
 - A. Okemos Schools Delegation of Authority for Building Permitting and Inspections
 - B. Resolution in Support of the FY 2024 CPF Application for the Village of Okemos
 - C. Resolution in Support of the FY 2024 CPF Application for the Meridian Township Senior Community Center
13. BOARD DISCUSSION ITEMS
 - A. Purchasing Policy Update
 - B. Travel Policy Update
 - C. Ordinance 2022-16 – Sign Ordinance Update
14. COMMENTS FROM THE PUBLIC
15. OTHER MATTERS AND BOARD MEMBER COMMENTS
16. ADJOURNMENT

All comments limited to 3 minutes, unless prior approval for additional time for good cause is obtained from the Supervisor. Appointment of Supervisor Pro Tem and/ or Temporary Clerk if necessary. Individuals with disabilities requiring auxiliary aids or services should contact the Meridian Township Board by contacting: Township Manager Frank L. Walsh, 5151 Marsh Road, Okemos, MI 48864 or 517.853.4258 - Ten Day Notice is Required.

Meeting Location: 5151 Marsh Road, Okemos, MI 48864 Township Hall
Providing a safe and welcoming, sustainable, prime community.



A PRIME COMMUNITY
meridian.mi.us

RAILWAY INCIDENT RESPONSE

4.D

Emergency Response Information Used in the First 30 Minutes of a Rail Accident

Train documents or placards
Train documents contain information about what specific hazardous materials are on the train and their location, and may provide supplemental emergency response information for these materials beyond what is in the ERG. Responders may also read placards on the sides of rail cars to help identify hazardous materials.

Emergency Response Guidebook (ERG)
The ERG is a guide for first responders during the initial phase of a hazardous materials transportation incident. The ERG provides information on the characteristics of hazardous materials, potential health hazards, protective measures, and general concerns that a responder will face when trying to safely protect the community and environment.

Hopper Car Dry Bulk (140)

Box Car Mixed Cargo (111)

Pressure Tank Car Compressed Liquefied Gases (117)

Low Pressure Tank Car Liquids (131)

REPORTING MARKS & CAR NUMBER
LOAD LIMIT (POUNDS OR KG)
EMPTY WEIGHT OF CAR
PLACARD HOLDER
TANK TEST & SAFETY VALVE TEST INFORMATION
CAR SPECIFICATION
COMMODITY NAME *
TC PERMIT NUMBER

REPORTING MARKS & CAR NUMBER
CAPACITY IN GALLONS OR LITERS
PLACARD HOLDER *

540 x 513

HAZMAT HAZARDOUS MATERIAL PLACARDS SIGNS

8,018 x 4,000



History of Derailment in US

- ▶ Average 3 per day (1100 annually)
 - ▶ 44% decrease since 2000
 - ▶ 1978 over 8,000
- ▶ Causes of derailments
 - ▶ Suicide
 - ▶ Vehicles in crossings
 - ▶ Mechanical
 - ▶ 1/2 of accidents occur at unprotected crossings
 - ▶ Mechanical failure
 - ▶ Human Error
 - ▶ Speedy Trains





MERIDIAN TOWNSHIP HAS TWO RAILWAYS
THAT DIVIDE THE TOWNSHIP INTO 3
SECTIONS:

- CN (NORTHERN RAIL)
- CSX (SOUTHERN RAIL)

- ▶ Daily Train traffic and type of materials transported:
 - ▶ CN – about 20 trains per day
 - ▶ CSX – 5-6 trains per day
- ▶ Both carry a variety of substances from gasses, liquids, solids.
- ▶ Variety of fuels (liquid and compressed gas)
- ▶ 52 separate placarded substances make up 90% what is transported through the township between both rail providers
- ▶ Substances have potential for fire, explosive, health hazards, and environmental hazards.



Hazardous Materials Warning Placards

Actual placard size: at least 250 mm (9.84 inches) on all sides

CLASS 1 Explosives

§172.522
§172.523
§172.524
§172.525

CLASS 2 Gases

§172.528
§172.530
§172.532
§172.540

CLASS 3 Flammable Liquid and Combustible Liquid

§172.542
§172.544

CLASS 4 Flammable Solid, Spontaneously Combustible, and Dangerous When Wet

§172.546, §172.547, §172.548

CLASS 5 Oxidizer & Organic Peroxide

§172.550, §172.552

CLASS 6 Poison (Toxic) and Poison Inhalation Hazard

§172.504(f)(1)(i), §172.554, §172.555

CLASS 7 Radioactive

§172.556

CLASS 8 Corrosive

§172.558

CLASS 9 Miscellaneous

§172.560

Dangerous

§172.521

* For Divisions 1.1, 1.2, or 1.3, enter division number and compatibility group letter, when required; placard any quantity. For Divisions 1.4, 1.5, and 1.6, enter compatibility group letter, when required; placard 454 kg (1,001 lb) or more.

For NON-FLAMMABLE GAS, OXYGEN (compressed gas or refrigerated liquid), and FLAMMABLE GAS, placard 454 kg (1,001 lb) or more gross weight. For POISON GAS (Division 2.3), placard any quantity.

For FLAMMABLE, placard 454 kg (1,001 lb) or more. GASOLINE may be used in place of FLAMMABLE placard displayed on a cargo tank or portable tank transporting gasoline by highway. Placard combustible liquid transported in bulk. See §172.504(f)(2) for use of FLAMMABLE placard in place of COMBUSTIBLE. FUEL OIL may be used in place of COMBUSTIBLE on a cargo or portable tank transporting fuel oil not classed as a flammable liquid by highway.

For FLAMMABLE SOLID and SPONTANEOUSLY COMBUSTIBLE, placard 454 kg (1,001 lb) or more. For DANGEROUS WHEN WET (Division 4.3), placard any quantity.

Organic Peroxide, Transition 2011 (rail, vessel, and aircraft) 2014 (highway)

Placard any quantity

For RADIOACTIVE, placard any quantity

For CORROSIVE, placard 454 kg (1,001 lb) or more.

Not required for domestic transportation. A bulk packaging containing a Class 9 material must be marked with the appropriate ID number displayed on a Class 9 placard, an orange panel, or a white square-on-point display.

A freight container, unit load device, transport vehicle, or rail car which contains non-bulk packages with two or more categories of hazardous materials that require different placards specified in Table 2 (§172.504(e)) may be placarded with DANGEROUS placards instead of the specific placards required for each of the materials in Table 2. However, when 1,000 kg (2,205 lb) or more of one category of material is loaded at one loading facility, the placard specified in Table 2 must be applied.

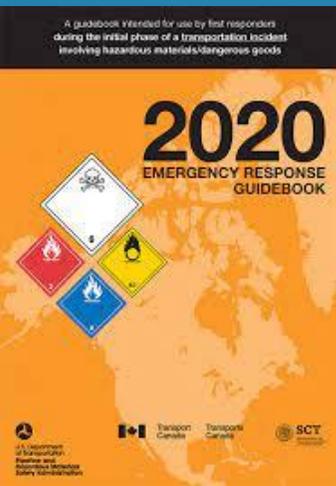
Limited Quantity Marking

§172.315(a)(2)
(Vessel transport only)

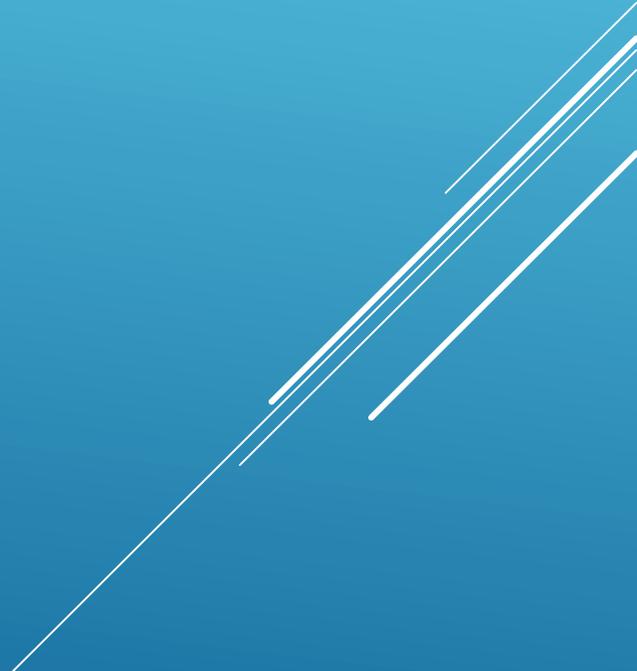


TYPES OF RAILCARS ON RAILWAYS:

- PRESSURIZED TANK CARS
- NON-PRESSURIZED/ LOW PRESSURE TANK CAR (GENERAL SERVICE)
- NON-PRESSURIZED/ LOW PRESSURE TANK CAR (FOR FLAMMABLE LIQUIDS)
- BOX CARS (GENERAL FREIGHT, MAY CARRY SMALL QUANTITIES OF HAZARDOUS MATERIALS)
- HOPPER CARS (BULK COMMODITIES AND CARGO - COAL, ORE, CEMENT, AND SOLID GRANULAR PRODUCT)



IMPACTS OF HAZARDOUS MATERIAL INCIDENTS/RELEASE

- ▶ Fire,
 - ▶ Explosive
 - ▶ Toxic exposure
- 
- A decorative graphic consisting of several parallel white lines of varying lengths and orientations, located in the bottom right corner of the slide.

EVACUATION/SHELTER IN PLACE

- Minor incident
- Shelter in place
- Evacuation

- Dependent on severity of incident, weather conditions, chemicals, fire and more.
 - ▶ Dependent on Situation
 - ▶ Materials
 - ▶ Leaks
 - ▶ Fire
 - ▶ Risk to Population

NOTIFICATIONS/ALERTING

- ▶ Dispatch
- ▶ Everbridge
- ▶ Ingham County Office of Emergency Management
- ▶ MSPEMHSD

OPT – IN – TODAY



<https://bit.ly/EverbridgeSignup>

- Meridian Twp.
 - <https://www.meridian.mi.us/>
 - <https://www.meridian.mi.us/about-us/departments/police>
 - <https://www.meridian.mi.us/about-us/departments/fire>
- Ingham County Emergency Management
 - https://sh.ingham.org/courts_and_sheriff/sheriffs_office/emergencymanagement.php
- Download Everbridge Mobile App
 - <https://apps.apple.com/us/app/everbridge/id565859420>



EVACUATION PLAN

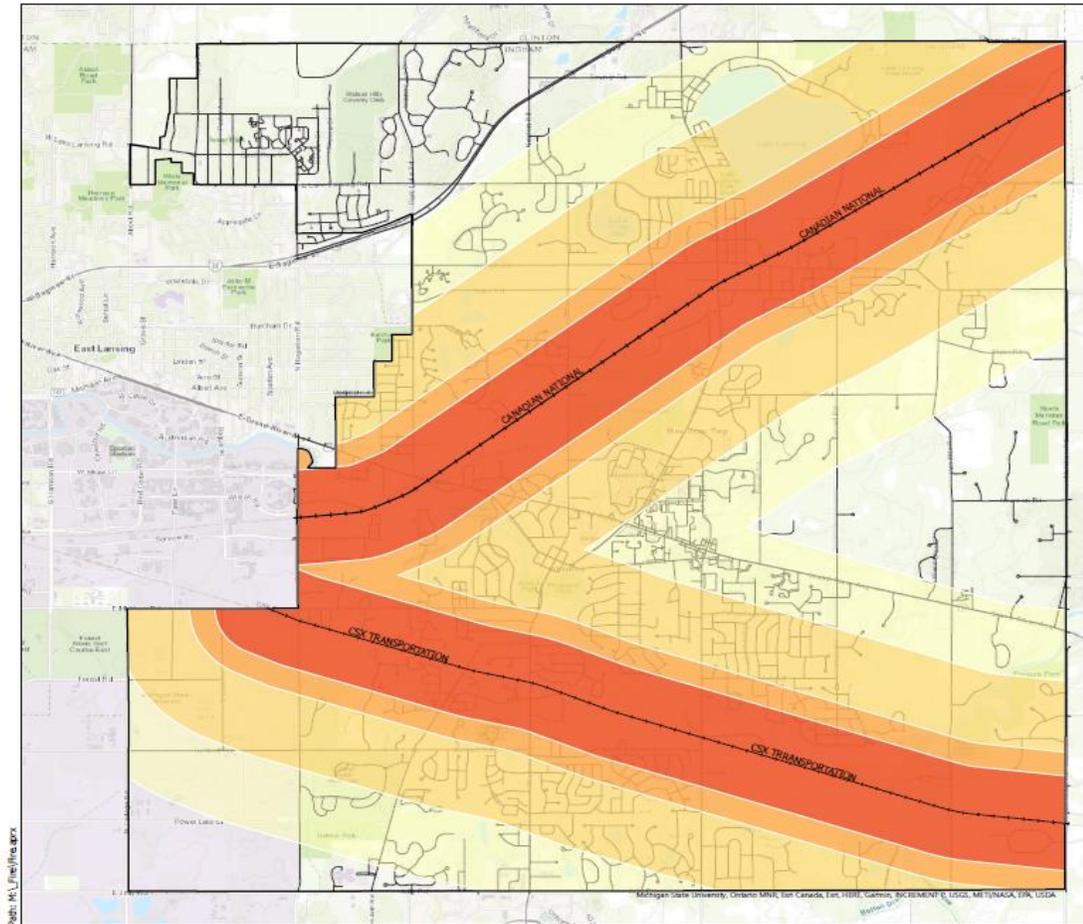
- Based on Chemical
- Utilize ERG Book
- Shipping Papers
- Continual assessment
 - Air monitoring
 - Progression of incident
 - Weather

Railroad Fire Evacuation Zones

- Legend**
- 1/3 Mile Evacuation Area
 - 1/2 Mile Evacuation Area
 - 1 Mile Evacuation Area
 - 1 & 1/2 Mile Evacuation Area
 - Railroads
 - Streets
 - Township Boundary



0 1 2 Miles

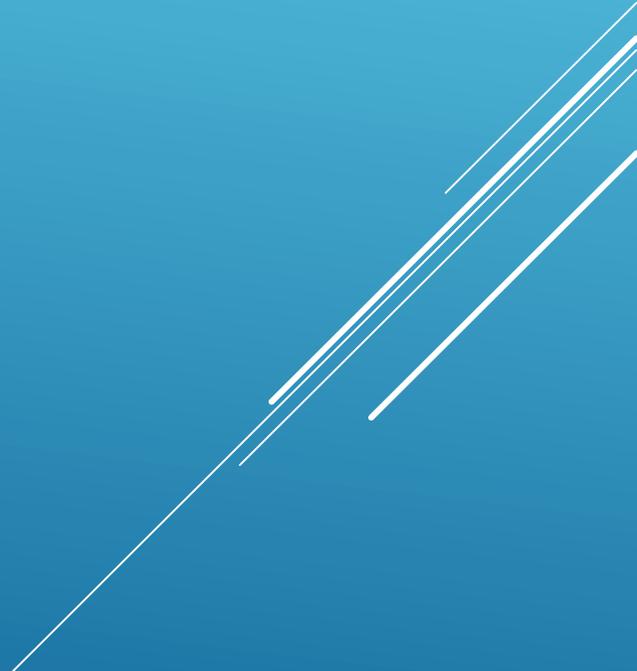


Scale: 1:30,000

LOCAL RESPONSE

- Initial Response and Agency Support
 - Meridian Fire
 - Meridian Police
 - Metro Lansing Hazmat Team
 - Additional Resources through MIMABAS
- Notifications (Local and State)
 - Rail Provider
 - Ingham County EM
 - Drain Commission
 - Michigan Dept. of Environment Great Lake and Energy (EGLE-RRD)
 - LARA
 - Chemtrec (Emergency Call Center)
 - Young's Environmental
 - MSPEMHSD

TIPS ON HOW TO PREVENT A TRAIN ACCIDENTS FROM OCCURRING

- ▶ Always assume a track is in use.
 - ▶ Never stop on a railroad track.
 - ▶ Never enter a train tunnel or cross a trestle where you can get trapped without escape if a train enters.
 - ▶ Never drive around lowered gates. Never walk down or play on a train track.
 - ▶ Never try to race or beat a train.
 - ▶ Always look both ways before crossing a track.
 - ▶ Understand that trains are wider than the track they're on.
 - ▶ (For truck drivers) Lift your trailer jacks in the up position so that your truck doesn't get stuck on track.
 - ▶ Realize it can take a train traveling 55 mph up to a mile to come to a complete stop.
- 



9.A

**CONSENT AGENDA
BOARD
Communications
March 21, 2023**



To: Frank Walsh, Township Manager & Amanda Garber, Finance Director
From: Bernadette Blonde, Accountant
Date: March 2, 2023
Re: 4th Quarter Internal Audit for Credit Card Purchases

As part of the Credit Card Policy and Best Practices approved by the board in November of 2022 an audit was conducted during February 22nd – February 28th 2023 by the Finance Department.

64 purchases out of 342 were selected for our testing sample. Our sample was determined by randomly choosing one or two transactions per card holder depending on the amount of transactions during this time period. All were found to be in accordance with our purchasing policy and for business related activities.

35 employees were contacted with a site visit or an email if a site visit was not necessary. During the audit Glendale Cemetery, Central Fire Station, Service Center, Municipal Building and the Public Safety Building were visited.

Any memberships, licenses, and dues were collaborated with proof of membership or proof of the license purchased. For lunches all municipal employees or board members that were listed as attending were contacted and confirmed that they did attend and provided the business purpose. For any subscriptions or programs that were purchased, these were confirmed by logging in each programs portal and providing information on how many users were available and how many employees are currently using the program(s). All departments were able to physically show items listed on each receipt and provide explanation of where that item is stored in a township building and what the purpose that item has.

The only item to note is that no inventory system was noticed for items purchased by the Motorpool Department. I would recommended inventory tracking to control over/under ordering leading to managing costs more efficiently.



FOR IMMEDIATE RELEASE
March 6, 2023

CONTACT: LuAnn Maisner, Parks and Recreation Director
517.853.4604 | maisner@meridian.mi.us

Friends of Historic Meridian Receive 2023 Barn of the Year Award
Award Presented at the Michigan Barn Preservation Network's Annual Conference



Meridian Township, MI – The Michigan Barn Preservation Network awarded the Friends of Historic Meridian with the 2023 Barn of the Year Award at the Michigan Barn Preservation Network's Annual Conference on March 4, 2023, in East Lansing.

The Friends of Historic Meridian were presented the award for the Unruh Barn, which is located within the Meridian Historical Village. The Unruh Barn was originally built during the 1870s on the east side of Marsh Road, just south of Tihart Road. The Eyde family then donated the building to the Meridian Historical Village in 1991, where it was relocated and restored.

"I'm thrilled to accept this award on behalf of the Friends of Historic Meridian," said Friends of Historic Meridian President Brad Brogren. "The Unruh Barn is a special part of the Meridian Historical Village, and we are honored to have been chosen."

The Barn of the Year Program annually honors barns that support the Michigan Barn Preservation Network's mission to preserve Michigan's agricultural heritage. The award serves to recognize barn owners who have made an extra effort to maintain or restore historic barns.

"The Park Commission is very proud of the Meridian Historical Village and the work of the Friends of Historic Meridian. The Unruh Barn, together with the other adjacent historical structures, continues to serve as a vital source of education and preservation of our community's heritage," stated Meridian Township Park Commission Chair Mary Nardo Farris.

The Friends of Historic Meridian operate and maintain the buildings within the Meridian Historical Village, sponsor a variety of community events in the Village, offer building rentals and provide tours for students and others.

For more information about the Meridian Historical Village, please contact 517.347.7300 or visit <https://www.meridianhistoricalvillage.org>.

###

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.



From: [Swope, Chris](#)
To: [Board](#)
Cc: LaVella.Todd@lbwl.com; [Calvin Jones](#); [Jackson, Brian](#)
Subject: Board of Water & Light appointment
Date: Tuesday, March 7, 2023 1:44:38 PM

Dear Board of Trustees,

As you may be aware, the Lansing City Charter provides for regional representation on the Board of Water and Light. Meridian, Delhi, DeWitt, and Lansing Townships share a position which rotates on an annual basis. It is Meridian Township's time to appoint a non-voting member of the Board of Water & Light Board of Commissioners. The term is July 1, 2023 to June 30, 2024.

The specific Charter provision is below:

The Board of Water and Light Board Members shall include three non-voting advisory members representing utility customer communities outside the City of Lansing. Each non-voting advisory member shall be a Board of Water and Light customer, shall reside in and be appointed by the governing body of the municipality. One member shall represent the City of East Lansing and shall serve a term of four (4) years commencing July 1. One member shall represent Delta Township and shall serve a term of four (4) years commencing July 1. One member shall be at-large and shall represent the remaining municipalities and shall serve a term of one (1) year commencing July 1. The at-large representative shall serve on a rotating annual basis and be appointed by the governing body of the following municipalities in succession: Meridian Township, Delhi Township, DeWitt Township and Lansing Township. Except as provided herein, Section 2-103, Section 5-105, or State law, the provisions of this Charter shall not apply to the non-voting advisory members of the Board of Water and Light.

Once the Board of Trustees has appointed someone, please provide their contact information to me to LaVella Todd. I will need to administer the Oath of Office. Ms. Todd is the Corporate Secretary of the Board of Water and Light.

Let me know if you have any questions.

Sincerely,



Chris Swope, CMMC/MMC
Lansing City Clerk
124 W. Michigan Ave, 9th Floor
Lansing, MI 48933-1695

Main: (517) 483-4131
Direct: (517) 483-4130
Fax: (517) 377-0068
chris.swope@lansingmi.gov
www.lansingmi.gov/clerk
www.facebook.com/LansingClerkSwope

CONFIDENTIALITY NOTICE: This email contains information from the sender that may be CONFIDENTIAL,

LEGALLY PRIVILEGED, PROPRIETARY or otherwise protected from disclosure. This email is intended for use only by the person or entity to whom it is addressed. If you are not the intended recipient, any use, disclosure, copying, distribution, printing, or any action taken in reliance on the contents of this email, is strictly prohibited. If you received this email in error, please contact the sending party by replying in an email to the sender, delete the email from your computer system and shred any paper copies of the email you printed.

From: [The White House](#)
To: [Deborah Guthrie](#)
Subject: Response to Your Message
Date: Wednesday, March 8, 2023 8:37:22 PM



March 8, 2023

Dear Deborah,

Gun violence in America is an epidemic that has plagued our Nation for far too long. Thank you for writing to me about this challenge, which has devastated countless families and communities.

Mass murderers use guns to rampage places where we live, learn, work, and pray. Suicides have risen across the Nation, which account for more than half of all gun deaths in America. Each time Jill and I visit grief-stricken loved ones, they have one message for us: Do something. Finally, our Nation did just that when I signed into law the most meaningful gun safety legislation in thirty years.

The Bipartisan Safer Communities Act funds crisis intervention, including red-flag laws that keep guns out of the hands of people who are a danger to themselves and others. It finally closes the “boyfriend loophole,” ensuring that those who assault their dating partners cannot buy or own a gun. It also requires enhanced background checks for young people under age 21 and makes gun trafficking and straw purchasing federal crimes. In addition, this law provides historic funding for addressing the youth mental health crisis in our Nation and supporting anti-violence programs.

This new law builds on the actions my Administration has already taken to rein in the proliferation of homemade and modified guns, collect data about firearms trafficking, and implement a zero-tolerance policy for rogue gun dealers who willfully violate federal laws.

I know there is so much more work to do, and I will never give up. I will continue to urge Congress to reinstate the ban on assault weapons and high-capacity magazines, expand and strengthen background checks, and repeal the liability shield that often protects gun manufacturers from being sued for the death and destruction caused by their weapons.

For those we’ve lost, for those we can save, and for the Nation we love, I hope you will join me and the majority of Americans—including gun owners—in this fight.

Sincerely,



If you wish to receive regular email updates from the White House, please [click here](#). You may also follow President Biden and the White House on [Facebook](#), [Instagram](#), [Twitter](#), and [YouTube](#).

[White House Website](#) | [Privacy Policy](#) | [Contact the White House](#)

EAST LANSING – MERIDIAN WATER AND SEWER AUTHORITY
2470 BURCHAM DRIVE – EAST LANSING, MICHIGAN 48823
PHONE: (517) 337-7535 FAX: (517) 337-7240

Agenda

East Lansing-Meridian Water and Sewer Authority

March 16, 2023

11:00 A.M.

BOARD OF TRUSTEES

NICOLE MCPHERSON
Chair

DAN OPSOMMER
Vice-Chair

CHUCK PETERSON
Secretary

BRADLEY BROGREN
Trustee

JAMES CLELAND
Trustee

JAMES ECKLUND
Trustee

•

JUSTIN GUIGAR
Treasurer

•

JOEL MARTINEZ
Operator/Manager

1. Roll call.
2. Approval of minutes of the February 16, 2023 meeting,
A. Motion to approve.
3. Communications.
4. Public Comments.
5. Treasurer's Report.
6. Preliminary Budget for fiscal 2023/24 Draft 1
7. Long Term Planning update.
8. Manager's Report.
A. Expenditure list (Motion to acknowledge).
9. Other Business.
10. Adjournment.



9.B

**CONSENT AGENDA
PROPOSED BOARD MINUTES
March 21th, 2023**

PROPOSED MOTION:

- (1) Move to approve and ratify the minutes of the Regular Meeting of March 7th, 2023 as submitted.**

ALTERNATE MOTION:

- (1) Move to approve and ratify the minutes of the Regular Meeting of March 7th, 2023 with the following amendment(s):[insert amendments]**

CHARTER TOWNSHIP OF MERIDIAN
REGULAR MEETING TOWNSHIP BOARD 2023 **-DRAFT-**
5151 Marsh Road, Okemos MI 48864-1198
517.853.4000, Township Hall Room
TUESDAY, March 07, 2023 **6:00 pm**

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

ABSENT: None

STAFF: Township Manager Walsh, Community Planning and Development Director Schmitt, IT Director Gebes, Communications Manager Diehl, Finance Director Garber, Human Resources Director Tithof, Chief of Police Plaga, Economic Developer Director Clark, EMS/Training Chief Booms

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

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

4. PRESENTATION-NONE

5. CITIZENS ADDRESS AGENDA ITEMS AND NON-AGENDA ITEMS

Supervisor Jackson opened public comment at 6:01 PM.

NONE

Supervisor Jackson closed public comment at 6:02 PM.

6. TOWNSHIP MANAGER REPORT

Manager Walsh spoke about the upcoming renovations and explained the building will be shut down on April 24th, however about 80% of residents will still be able to be served in the Town Hall room as staff members from Treasury, Assessing, Building, and Engineering, will be stationed in the Town Hall Room. The rest of staff will be stationed at the Public Safety Building, the Service Center and building next to 24|2 Church, while Communications will operate from the HOMTV studio. He also noted the framework of the new community signs are currently being installed, and the signs themselves should be in place soon.

7. BOARD MEMBER REPORTS OF ACTIVITIES AND ANNOUNCEMENTS

Trustee Wilson

- Attended February 28th Community Center Taskforce meeting
- Potentially co-hosting a gun safety community event with Okemos Schools, and potentially Haslett Schools

Treasurer Deschaine

- Attended February 24th Michigan Township Association Meeting on Wind and Solar Ordinances
- Attending March 1st Capital conference on legislative affairs
- Attending February 28th Community Center Task Force Meeting
- All taxes were due by March 1st, if you have not paid your taxes at this time please contact the County Treasurers Office at 517-676-7220

Clerk Guthrie

- Attended March 1st Environmental Commission meeting
- Attended Michigan Township Association conference covering next year's elections
- Attended two informational broadband meetings last week
- Attended Michigan Barn Preservation Network conference
- The Diversity, Equity, and Inclusion committee is working on the Meridian Pride Event

Supervisor Jackson

- Spoke in support of Trustee Wilson and Hendrickson's plan to potentially co-host a gun safety event with the local schools
- Attended Michigan Township Association conference
- Attended Tri-County Regional Planning Commission Board of Directors meeting last week

8. APPROVAL OF THE AGENDA

Trustee Wilson moved to approve the agenda as presented. Seconded by Trustee Wisinski.

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.

Treasurer Deschaine moved to approve the Consent Agenda as presented with one Amendment to the minutes. Seconded by Trustee Hendrickson.

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

NAYS: None

Motion carried: 7-0

A. Communications

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

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

NAYS: None

Motion carried: 7-0

B. Minutes- February 21st, 2023 Regular Township Board Minutes and February 28, 2023 Special Township Board Minutes

Treasurer Deschaine moved to approve and ratify the minutes of the Regular Meeting of February 21st, 2023 and the Special Meeting of February 28, 2023 as presented. Seconded by Trustee Hendrickson.

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

NAYS: None

Motion carried: 7-0

C. Bills

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

Common Cash	\$	557,785.35
Public Works	\$	271,043.31
Trust & Agency	\$	<u>22,442.94</u>
Total Checks	\$	851,271.60
Credit Card Transactions	\$	5,589.85
02/16/2023 to 03/01/2023		
Total Purchases	\$	<u>856,861.45</u>
ACH Payments	\$	<u>900,270.23</u>

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

NAYS: None

Motion carried: 7-0

D. Celebrate Meridian Liquor License Application

Treasurer Deschaine moved to approve the Parks & Recreation request to apply for one-day liquor license from the Michigan Liquor Control Commission (MLCC) for the Celebrate Meridian event on June 24, 2023. Seconded by Trustee Hendrickson.

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

NAYS: None

Motion carried: 7-0

E. Celebrate Meridian Outdoor Gathering Permit

Treasurer Deschaine moved to approve the Outdoor Assembly License for the Celebrate Meridian Festival to be held on June 23, 2023 and June 24, 2023 in Central Park and Marketplace on the Green. Seconded by Trustee Hendrickson.

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

NAYS: None

Motion carried: 7-0

F. Meridian Pride Event Liquor License Application

Treasurer Deschaine motion to approve the Meridian Township DEI committee request to apply for one-day liquor license from the Michigan Liquor Control Commission (MLCC) for the Meridian Township Pride Day Event on August 26, 2023. Seconded by Trustee Hendrickson.

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

NAYS: None

Motion carried: 7-0

G. Township Board Regular meeting Change-Local Schools & Governments

Treasurer Deschaine moved to set a date of Thursday, April 27, 6:00 pm as the date for the annual local government/school board regional meeting to be hosted by Meridian Township. Seconded by Trustee Hendrickson.

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

NAYS: None

Motion carried: 7-0

H. Resolution in Support of Meridian Pride Event-DEI Committee

Treasurer Deschaine moved to approve the resolution in support of Meridian Pride Event. Seconded by Trustee Hendrickson.

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-NONE

12. ACTION ITEMS

- A. Ordinance 2023-01 – Rezone 1642 Lake Court – RB to RCC, with a Conditional Rezoning Agreement-Final Adoption

Director Schmitt outlined Ordinance 2023-01 for final Adoption. He noted staff would recommend approval of this ordinance at this time.

Trustee Hendrickson moved to adopt the resolution approving Ordinance 2023-01, an ordinance to rezone the property at 1642 Lake Court (Parcel ID number 33-02-02-10-207-032) from RB, One-Family High Density Residential, and C-1, Neighborhood Service, to RCC, Multiple-Family Residential, subject to a condition of rezoning limiting development on the lot to 12 dwelling units. Seconded by Trustee Wilson.

Trustee Hendrickson Spoke in support of this item as it is an infill project.

Trustee Wilson spoke in support of this item as surrounding properties are zoned similarly.

Treasurer Deschaine spoke in support of this project as it is entirely replacing blighted buildings.

Supervisor Jackson asked if the property extends to the corner of Marsh Rd. and Lake Lansing Rd.

Director Schmitt replied this property is just off that corner, behind the commercial building.

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

NAYS: None

Motion carried: 7-0

B. Haslett Village Square Commercial Rehabilitation Exemption Application

Director Clark outlined the Haslett Village Square Commercial Rehabilitation Exemption Application for action. She noted this is the last formal approval the board will need to give on this project.

Trustee Wisinski moved it be resolved by the Township Board of Meridian Charter Township be and hereby is granted a Commercial Rehabilitation Exemption for the real property, excluding land, located in Commercial Rehabilitation District, Haslett Village Square Commercial Rehabilitation District No. 1 at 1655 and 1621 Haslett Road, Haslett, MI 48840, for a period of 10 years, beginning December 31, 2023, and ending December 30, 2033 pursuant to The provisions of PA 210 of 2005, as amended. Seconded by Trustee Wilson.

Trustee Wisinski spoke in support of this item.

Trustee Wilson spoke in support of this item and noted this is the first time the township has taken advantage of the Commercial Rehabilitation Exemption.

Treasurer Deschaine spoke in support of this project and asked if the developer will receive the lowered tax rate for the full 10 years even if the project is completed sooner.

Director Clark replied that is correct.

Trustee Hendrickson asked if this is a phased project and if some parts of the project will be completed long before the estimated completion date.

Director Clark replied that is correct.

Treasurer Deschaine asked if there is a date for the demolition of the old L&L store in the adjacent plaza.

Director Clark there is not at this time.

Supervisor Jackson asked Director Clark to describe the major aspects of the project.

Director Clark replied this is the southwest corner of the intersection of Haslett Rd. and Marsh Rd. It will be about 19.5 acres and will included about 21,000 sq. ft. of non-residential space in two commercial buildings on the property. 290 housing units will be available ranging from studio to three bedrooms units, as well as several townhouses.

Supervisor Jackson noted this is the last step the township and board are responsible for. She asked if the only thing the township is waiting on is the approval of the brownfield plan at the State level.

Director Clark replied that is correct.

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

NAYS: None

Motion carried: 7-0

C. Findings of Local Compensation Commission (LOCC)

Director Tithof outlined the findings of the Local Officials Compensation Commission. She noted an 8% wage increase has been recommended for Township Board Members for the remainder of this year, and a 3% increase next year. She further noted the wage for Park Commissioners has not changed.

Treasurer Deschaine noted these increases appear to be similar to wage increases offered to township employees.

Director Tithof replied the employee raises were considered by the Local Officials Compensation Commission.

Trustee Hendrickson asked for the LOCC meeting minutes to be posted in the Municipal Building Vestibule.

The Township Board found no issue with the recommendation from the LOCC.

D. Building Lease-242 Church

Manager Walsh outlined the Building Lease of 242 Church for action. He noted the building being leased is a non-church facility.

Treasurer Deschaine moved to approve the Township Manager's recommendation to lease 2630 Bennett Road in an amount not to exceed \$19,000 and authorize Supervisor Jackson and Clerk Guthrie to sign the lease as presented. Seconded by Trustee Wisinski.

Treasurer Deschaine spoke in support of this item.

Trustee Wisinski spoke in support of this item.

Manager Walsh noted this lease had been previously budgeted for, and funding will not be taken from the general fund to pay for it.

Trustee Wilson asked if residents will be able to call township staff who are no longer located at the municipal building.

Manager Walsh replied they will.

Trustee Hendrickson asked if the renovation will impact the Brightline project.

Director Gebes explained this will set back the Brightline project roughly three weeks.

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

NAYS: None

Motion carried: 7-0

E. Firefighter Contract 2023-2026

Manager Walsh outlined the 2023-2026 Firefighter Contract for action.

Trustee Hendrickson moved to approve the Township Manager's recommendation to approve the attached wage increase as presented, including an extension of the current employment contract with the Meridian Township Fire Fighters Association through December 31, 2026. Seconded by Trustee Wilson.

Trustee Hendrickson spoke in support of this item.

Trustee Wilson spoke in support of this item.

EMS/Training Chief Booms thanked the board and staff for their work on this contract.

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

NAYS: None

Motion carried: 7-0

F. Community Conversation-Village of Okemos

Manager Walsh outlined the Community Conversation with the developers of the Village of Okemos Project.

Trustee Wilson moved to set the public meeting for the Village of Okemos project update to May 9, 2023 at 6:00pm at the Township Hall or an alternative location to be announced. Seconded by Clerk Guthrie.

Trustee Wilson spoke about disappointment in the developer not attending with township residents on the agreed upon date.

Clerk Guthrie spoke about her disappointment in the developer not attending with township residents on the agreed upon date.

Treasurer Deschaine spoke about his disappointment in the developer not attending with township residents on the agreed upon date.

Trustee Hendrickson spoke about his disappointment in the developer not attending with township residents on the agreed upon date.

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

NAYS: None

Motion carried: 7-0

G. Stryker ALS 360 Program

Director Garber outlined the Stryker ALS 360 Program for action. She explained this is a 10 year contract with new replacement equipment being given to the township after five years.

EMS/Training Chief Booms further outlined the Stryker ALS 360 Program for action.

Treasurer Deschaine asked if there have been any offers similar to this from any other companies.

EMS/Training Chief Booms replied not that he is aware of.

Treasurer Deschaine asked if the fire department's experience with Stryker has been positive.

EMS/Training Chief Booms replied they make good equipment and he has not heard any complaints in his career.

Trustee Hendrickson asked if the township would get to keep the old equipment after the five year replacement.

Director Garber replied Stryker would take back the old equipment from the first five years of the contract.

Trustee Hendrickson asked what the life span of a power cot is when purchased outright.

EMS/Training Chief Booms replied he is not sure of the life span of a power cot, but when purchasing the power cot outright the township would become fully responsible for maintenance of the power cot.

Trustee Hendrickson stated that he would like to see the current cost of equipment upkeep before he fully supports this.

Manager Walsh noted that he had gone over the costs with Chief Hamel and feels confident this is a worthwhile purchase. He further noted the past annual payment of \$250,000 used towards the purchase of a new ladder truck, which has now been payed off, will be used to pay for this contract.

Clerk Guthrie asked what the current yearly maintenance cost of Fire Department equipment is.

Director Garber replied it varies as there are multiple multiyear contracts active.

Clerk Guthrie asked if this contract would put all of the contracts together.

Director Garber replied that is correct.

Clerk Guthrie asked how many ambulances the township currently has.

EMS/ Training Chief Booms replied there are five.

Clerk Guthrie asked if one ambulance would not use one of the four power cots.

EMS/Training Chief Booms replied the fifth ambulance is a back-up ambulance that isn't used unless needed. He also noted the fact that Stryker will maintain all of the equipment in this contract would eliminate some of the stress of finding a 3rd party mechanic.

Clerk Guthrie asked if the contract could be amended.

Director Garber replied that she believed it could.

Trustee Wisinski asked if the township currently pays about \$150,000 more a year than what the Stryker program would cost.

Director Garber replied that is an estimate based on maintenance timing.

Trustee Wisinski asked if equipment breaks would it be covered under the Stryker contract.

Director Garber replied it would.

Trustee Wisinski asked if there is a cost to cancelling the Fire Departments current contracts.

Director Garber was not able to answer at this time.

Trustee Wisinski asked if this contract would assist in scheduling maintenance.

EMS/Training Chief Booms replied it would.

Treasurer Deschaine moved to approve the recommendation from the Finance Director and Fire Chief to enter into the Stryker ALS 360 program and to transfer ARPA funds in the amount of \$214,677 originally earmarked for the Stryker Power Cots to cover the first year payment for the Stryker ALS 360 program. Seconded by Trustee Wisinski.

Treasurer Deschaine spoke in support of this item as it will reduce stress, and should decrease costs.

Trustee Hendrickson spoke in support of this item as it should reduce costs.

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

NAYS: None

Motion carried: 7-0

H. Resolution Celebrating Women's History Month

Supervisor Jackson outlined the resolution celebrating Women's History Month.

Trustee Wilson moved to approve the Resolution celebrating Women' History Month. Seconded by Trustee Sundland.

Trustee Wilson spoke in support of this item.

Trustee Sundland spoke in support of this item.

Trustee Wisinski read the resolution in its entirety.

Treasurer Deschaine spoke in support of this item.

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. Okemos School Delegation of Authority for Building Permitting and Inspections

Director Schmitt outlined Okemos School Delegation of Authority for Building Permitting and inspections. He currently estimates this project will generate \$788,000 in building permit revenue over the next five years should the township enter into this agreement.

Trustee Hendrickson asked about increases to staff work load should the township enter into this agreement.

Director Schmitt replied staff is confident this project can be absorbed into current workloads.

Treasurer Deschaine asked how much of the permit revenue would be paid out during plan review.

Director Schmitt replied it should be under 10%.

Treasurer Deschaine noted this could be quite burdensome on the township and he would like to be sure residential inspections will not be delayed as a result of this agreement.

Director Schmitt replied that will not be the case.

Trustee Wilson spoke in support of this item because of the amount of revenue it brings in.

Trustee Wisinski asked what the alternative to using the states multiplier are.

Director Schmitt replied the township could use its own multiplier but it wouldn't be cost effective for the schools.

Trustee Wisinski asked if having township building inspectors will help keep the project moving due to its close proximity.

Director Schmitt replied that it would.

Supervisor Jackson asked if this is a contract between the school board and the township.

Director Schmitt replied technically the township and the school board would be jointly applying to the state to allow the permits of the project to be submitted locally.

Supervisor Jackson asked how long the project would last.

Director Schmitt replied it's currently scheduled to be an eight year construction project, with five years of permitting.

Trustee Hendrickson asked if that state ever declines these applications.

Director Schmitt replied that he believes the state cannot say no as long as the minimum requirements of the application are met.

Clerk Guthrie asked if this a five year or eight year agreement.

Director Schmitt replied this agreement must be renewed annually, but the township should only generate permit revenue during the first five years and possibly early into the sixth year.

Clerk Guthrie asked if this would generate roughly \$100,000 a year.

Director Schmitt replied roughly \$125,000.

Clerk Guthrie asked if the township must hire another inspector to keep up with workloads the permit revenue would cover that cost.

Director Schmitt replied that he does not anticipate that issue, but that revenue would cover the cost of another inspector.

14. COMMENTS FROM THE PUBLIC

Supervisor Jackson opened Public Remarks at 8:10 pm.

NONE

Supervisor Jackson closed Public Remarks at 8:10 pm.

15. OTHER MATTERS AND BOARD MEMBER COMMENTS

Trustee Wisinski asked if 25% of staff are women.

Manager Walsh replied the police department is 30% women, and the majority of directors are women as well.

Supervisor Jackson asked the board if they would like to hold a study session to discuss the sign ordinance.

Treasurer Deschaine spoke in support of holding a study session to discuss the sign ordinance.

Manager Walsh suggested deciding the study session date at the next board meeting.

16. ADJOURNMENT

Supervisor Jackson adjourned the meeting at 8:15 pm.

PATRICIA H. JACKSON,
TOWNSHIP SUPERVISOR

DEBORAH GUTHRIE
TOWNSHIP CLERK



9.C

To: Board Members
From: Amanda Garber, Finance Director
Date: March 21, 2023
Re: Board Bills

Charter Township of Meridian
Board Meeting
3/21/2023

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

COMMON CASH	\$	719,672.38
PUBLIC WORKS	\$	652,797.60
TRUST & AGENCY	\$	268,334.48

TOTAL CHECKS: \$ 1,640,804.46

CREDIT CARD TRANSACTIONS

03/02/2023 - 03/15/2023

\$ 9,696.74

TOTAL PURCHASES: \$ 1,650,501.20

ACH PAYMENTS

\$ 730,551.93

03/16/2023 02:38 PM
 User: GRAHAM
 DB: Meridian

INVOICE APPROVAL BY INVOICE REPORT FOR CHARTER TOWNSHIP OF MERIDIAN
 EXP CHECK RUN DATES 03/21/2023 - 03/21/2023
 BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID
 BANK CODE: GF - CHECK TYPE: PAPER CHECK

Vendor Name	Description	Amount	Check #
1. 56-A DISTRICT COURT	K. LERMA - BOND RECEIPT	200.00	109141
2. A T & T	FEB 28 - MAR 27, 2023 BUSINESS FIBER INTERNET	179.83	
3. AIRGAS USA LLC	OXYGEN FOR AMBULANCES	618.37	
	OXYGEN FOR AMBULANCES	141.09	
	TOTAL	759.46	
4. ASAP PRINTING	BUSINESS CARDS - PARKS/FARMERS MARKET	74.43	
5. AT & T	MARCH 2023 - ACCT #831-000-8214-218 FS91 CONNECTIO	3,811.94	
6. AT & T	FEB 2 - MAR 1, 2023 HVAC @THB 517.347.1710 201 4	52.14	
	FEB 2 - MAR 1, 2023 PSB FAX 517 347-4285 924 0	52.17	
	FEB 2 - MAR 1, 2023 THB HVAC 517 347.6021 564 8	385.28	
	FEB 2 - MAR 1, 2023 - PSB FAX - 517 347 6826 173 5	53.62	
	TOTAL	543.21	
7. AT&T	MARCH 2023 LEGACY TELEPHONE 517.349.1200	33.85	
8. AYERS BASEMENT SYSTEMS	1600 PIKE ST - CANCELLED BLDG PERMIT 50% REFUND	57.50	
9. BECKS PROPANE	GLENDALE - PROPANE DELIVERY 3/3/2023	371.63	
10. BOARD OF WATER & LIGHT	1/1/2023 - 1/31/2023 & 2/1/2023 - 3/1/2023 STREETL	1,475.63	
11. BRIDGET CANNON	MILEAGE REIMB	10.61	
12. BULL ENTERPRISES	FEB 2023 JANITORIAL SERVICES	8,477.00	
13. CINTAS CORPORATION #725	02/01/2023 - MECHANICS UNIFORM CLEANING	32.31	
	02/08/2023 - MECHANICS UNIFORM CLEANING	32.31	
	02/15/2023 - MECHANICS UNIFORM CLEANING	32.31	
	02/22/2023 - MECHANICS UNIFORM CLEANING	32.31	
	TOTAL	129.24	
14. COCM	J.HECKAMAN;R.RAU;J.HINES 2023 MEMBERSHIP/CONFERENC	735.00	
15. COMCAST	MAR 1, 2023 TO MAR 31 2023 - INT+TV @THB	532.18	
	MAR 1 2023 TO MAR 28 2023 INT TV TEL @ HNC	216.39	
	MAR 1 2023 TO MAR 28 2023 PSB 'FREE' DROP	32.28	
	MAR 16 2023 TO APR 15 2023 FIRE #91 TV + INET	161.85	
	FEB 19 2023 TO MAR 18 2023 - SCADA INET	146.85	
	TOTAL	1,089.55	
16. DANIEL STEPHENS	MSU TO LAKE LANSING PHASE 1 DRONE FOOTAGE (PRE-CON	399.00	
17. FIRST COMMUNICATIONS	FEB 2023 ANALOG TELEPHONE LINES-3142216	1,445.21	
18. FORESIGHT GROUP	WATER BILLS/POSTAGE 2/28/2023	458.29	
19. GABRIEL, ROEDER, SMITH & COMP	GASB STATEMENT NOS 74 & 75 AND PA 202 REPORTING	7,275.00	
20. GRAND TRAVERSE PIE COMPANY	EMPLOYEE FUN FRIDAY LUNCH	939.35	
21. GRANGER	MUN BLDG ACCT #17334070 RECYCLING	86.96	
	HNC ACCT #10159300 RUBBISH DISPOSAL SERVICES	215.43	
	TWN HALL ACCT #1106100 RUBBISH	130.68	
	GC SMITH ACCT #1106200 RUBBISH	166.95	
	S. FIRE ACCT #1106300 RUBBISH	91.65	
	C. FIRE ACCT #2509750 RUBBISH	107.32	
	TOTAL	798.99	

03/16/2023 02:38 PM
 User: GRAHAM
 DB: Meridian

INVOICE APPROVAL BY INVOICE REPORT FOR CHARTER TOWNSHIP OF MERIDIAN
 EXP CHECK RUN DATES 03/21/2023 - 03/21/2023
 BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID
 BANK CODE: GF - CHECK TYPE: PAPER CHECK

Vendor Name	Description	Amount	Check #
22. GREAT LAKES INTERIOR & DESIGN	BLINDS/SHADES - PUBLIC SAFETY BUILDING	1,128.00	
23. HASLETT-OKEMOS ROTARY	2023 1ST QTR. DUES - K. PLAGA	145.00	
24. INGHAM COUNTY DRAIN COMMISSIONER	2022 AT LARGE & PETITION DRAIN WORK	532,539.64	
	2023 REMY CHANDLER INTERCOUNTY DRAIN SPECIAL ASSES	12,127.66	
	TOTAL	544,667.30	
25. INGHAM COUNTY REGISTER OF DEEDS	REGISTER COLLINWOOD OF MERIDIAN W MCT 2771 NORTHWI	30.00	
26. JACK DOHENY COMPANIES INC	MOTOR POOL - WATER VACTOR REPAIR PARTS	381.39	
27. JOHN HECKAMAN	2023 WORK BOOTS REIMB	135.00	
28. JOHNSON, ROBERTS & ASSOCIATES INC	OFFICER CANDIDATE TEST	17.50	
29. LAFONTAINE AUTOMOTIVE GROUP	WHEEL & ARM ASSEMBLY REPAIR PARTS	1,289.90	
	VALVE ASSEMBLY REPAIR PARTS	8.68	
	VALVE ASSEMBLY REPAIR PARTS	17.36	
	TOTAL	1,315.94	
30. LANGUAGE LINE SERVICES	FEB 2023 ACCT #9020508339 - INTERPRETATION SERVICE	12.30	
31. LANSING UNIFORM COMPANY	SRT UNIFORM ITEMS - BESONEN/SLAVICK/VELASQUEZ	1,279.70	
	FIRE UNIFORM ITEMS - CARETTI	119.90	
	FIRE UNIFORM ITEMS - LAFAYETTE	179.85	
	UNIFORM ITEMS - LEWIS	420.65	
	UNIFORM ITEMS - MCDERMOTT	159.95	
	UNIFORM ITEMS - HAVILAND	267.80	
	SRT UNIFORM ITEMS - SQUIRES	474.90	
	UNIFORM ITEMS - GONZALES	149.95	
	OFFICER BOOTS - HEINEMANN/MARTIN/AKERS	629.85	
	OFFICER UNIFORMS - STROUSE/SQUIRES	244.85	
	TOTAL	3,927.40	
32. LARGE COMPANY INC	25% DEPOSIT - MUNICIPAL BLDG PAINTING	25,034.00	109142
33. LEAK PETROLEUM EQUIPMENT INC	MOTOR POOL - HOIST REPAIR	991.09	
	FUEL ISLAND - BI ANNUAL FILTER CHANGE	385.51	
	TOTAL	1,376.60	
34. LEXISNEXIS RISK DATA MGT LLC	2/1/2023 - 2/28/2023 - DATA SERVICES	200.00	
35. MACQUEEN EMERGENCY GROUP	ORDER #010138 - ADAPTER FOR LADDER TRUCK	667.00	
36. MANNIK AND SMITH	PROF SERVICES THRU FEB 24, 2023	25,688.25	
37. MAX R	MEMORIAL BENCH IN MEMORY OF BILL CAMBRAY - INDIAN	1,872.00	
38. MAYBERRY HOMES	1492 SIVLERSTONE WAY - PERF GUAR REIMB	500.00	
	PERF GUAR REFUND REQUESTS: 1482/1491 SILVERSTONE	1,000.00	
	TOTAL	1,500.00	
39. MEDICAL MANAGEMENT SYSTEMS OF	FEB 2023 COLLECTION FEE FROM AMBULANCE BILLINGS	9,149.88	
40. MIDWEST TREE SERVICE	TREE REMOVAL ON 2/6/2023 - TED BLACK WOODS	4,166.00	
	TREE TRIMMING 2/18/2023 - OTTAWA HILLS PARK	700.00	
	TREE REMOVAL - MSU TO LAKE LANSING TRAIL PHASE II	22,385.00	
	TOTAL	27,251.00	

03/16/2023 02:38 PM
 User: GRAHAM
 DB: Meridian

INVOICE APPROVAL BY INVOICE REPORT FOR CHARTER TOWNSHIP OF MERIDIAN
 EXP CHECK RUN DATES 03/21/2023 - 03/21/2023
 BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID
 BANK CODE: GF - CHECK TYPE: PAPER CHECK

Vendor Name	Description	Amount	Check #
41. MIKE DEVLIN	REIMB ICE RINK/MARKETPLACE PURCHASES	126.96	
42. MORRIES OKEMOS FORD	UNIT #667 - REPAIR	159.50	
	UNIT #122 - REPAIR	1,684.21	
	TOTAL	1,843.71	
43. MY GREEN MICHIGAN LLC	CAN LINERS FOR FARMERS MARKET	82.00	
44. ODP BUSINESS SOLUTIONS LLC	CHAIRS FOR TOWN HALL DAIS	4,279.93	
45. OKEMOS COMMUNITY EDUCATION	BASKETBALL LEAGUE REFEREE FEES	570.00	
46. OVERHEAD DOOR OF LANSING	ORDER #43757 SERVICE CENTER - OVERHEAD DOOR REPAIR	546.88	
	ORDER #43758 - N FIRE - OVERHEAD DOOR REPAIRS	418.80	
	TOTAL	965.68	
47. PHOENIX SAFETY OUTFITTERS	ORDER #204510 - REPAIR PARTS	3,053.12	
48. PRO-COMM INC	SHIPPING RADIO REPAIR (RADIO: 756CWK4644)	15.00	
49. PRO-TECH MECHANICAL SERVICES	MUNICIPAL BLDG - 2ND FLOOR SERVER ROOM	1,166.60	
	BUILDINGS - SERVICE CENTER - CO2 CHECK	180.00	
	TOTAL	1,346.60	
50. PUBLIC AGENCY TRAINING COUNCIL	A SLAVICK - 4/10/2023 TO 04/14/2023 - TRAINING	595.00	
51. RANDY'S TIRE & TOWING	CALL #9624 STOCK #7687977 - TOWING SERV 3/17/2021	449.00	
	CALL #9623 STOCK #7687954 - TOWING SERV 3/17/2021	449.00	
	TOTAL	898.00	
52. SPARROW OCCUPATIONAL	FEB 2023 EMPLOYEE PHYSICALS	838.00	
53. STAPLES	ACCT #1101401 - OFFICE SUPPLIES	901.43	
54. STATE OF MICHIGAN	2023 SUMMER DAY CAMP PROG & SITE LICENSE RENEWALS	100.00	
	1/1/2023 - 3/31/2023 - QA ASSESSMENT - AMBULANCE (2,566.46	
	TOTAL	2,666.46	
55. SUNBELT RENTALS, INC	FLOOR SCRUBBER RENTAL 2X PER MO - MARKETPLACE ICE	250.47	
56. SVCICC	2023 MADCAD REGISTRATION FOR JOHN HECKAMAN	285.00	
57. SWAGIT PRODUCTIONS, LLC	MARCH 2023 EASE MANAGED SERV	2,613.75	
58. TASTE THE LOCAL DIFFERENCE	TASTE THE LOCAL DIFFERENCE AD	85.00	
59. TEAM FINANCIAL GROUP	CUST #40035014 - MARCH 2023	2,499.47	
60. ULINE	ORDER #83206467 - A-FRAME BARRICADES	1,007.00	
	ORDER #83206467 - 40 TRAFFIC CONES	1,199.06	
	ORDER #83206467 - FOLDING TABLES & DOLLIES	2,959.14	
	TOTAL	5,165.20	
61. USA SOFTBALL OF MICHIGAN	2023 HOLOGRAMS	103.00	
62. VARIPRO BENEFIT ADMINISTRATORS	APRIL 2023 MEDICARE SUPPLEMENT	14,865.30	
63. VERIZON CONNECT	02/01/23-02/28/23 VEHICLE DATA UPLINK - MERI007	1,311.39	
64. WASTE MANAGEMENT	3/1/23-3/31/23 - CUST ID#22-04156-63005	548.63	

03/16/2023 02:38 PM
User: GRAHAM
DB: Meridian

INVOICE APPROVAL BY INVOICE REPORT FOR CHARTER TOWNSHIP OF MERIDIAN
EXP CHECK RUN DATES 03/21/2023 - 03/21/2023
BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID
BANK CODE: GF - CHECK TYPE: PAPER CHECK

Vendor Name	Description	Amount	Check #
TOTAL - ALL VENDORS		719,672.38	

03/16/2023 02:38 PM
User: GRAHAM
DB: Meridian

INVOICE APPROVAL BY INVOICE REPORT FOR CHARTER TOWNSHIP OF MERIDIAN
EXP CHECK RUN DATES 03/21/2023 - 03/21/2023
BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID
BANK CODE: PWRZ - CHECK TYPE: PAPER CHECK

Vendor Name	Description	Amount	Check #
1. ATA NATIONAL TITLE GROUP	UB REFUND ACCOUNT: RSLN-002751-0000-02	189.75	
2. BOOG, PATRICK	UB REFUND ACCOUNT: COPP-004431-0000-05	63.25	
3. CITY OF EAST LANSING	MARCH 2023 - SEWER OPERATIONS BILLINGS	181,891.25	
	MARCH 2023 - ELMWSA OPERATING & INTERCONNECT & DEB	297,403.75	
	TOTAL	<u>479,295.00</u>	
4. DAN PALACIOS	2023 CDL LICENSE REIMB	65.00	
5. FERGUSON WATERWORKS #3386	WATER METER PARTS FOR INSTALLATIONS	23,800.00	
	WATER METER PARTS FOR INSTALLATIONS	146,200.00	
	TOTAL	<u>170,000.00</u>	
6. GAO, JIAN	OVRPMT WATER/SEWER FINAL BILL - NASS-004858-0000-0	126.50	
7. HYDROCORP	FEB 2023 - INSP & REPORTING SERV - CROSS CONNECTIO	2,673.00	
8. JACK DOHENY COMPANIES INC	CAMERA VALVE ADAPTER	350.34	
9. PEGGY HALPIN	FINAL WATER SEWER	22.54	
10. TRANSNATION TITLE	FINAL WATER/SEWER CRLA-001915-0000-03	12.22	
TOTAL - ALL VENDORS		652,797.60	

03/16/2023 02:37 PM
User: GRAHAM
DB: Meridian

INVOICE APPROVAL BY INVOICE REPORT FOR CHARTER TOWNSHIP OF MERIDIAN
EXP CHECK RUN DATES 03/21/2023 - 03/21/2023
BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID
BANK CODE: TA - CHECK TYPE: PAPER CHECK

Vendor Name	Description	Amount	Check #
1. INGHAM COUNTY LAND BANK			
	6200 COLUMBIA - WINTER 2022 LAND BANK CAPTURE	3,194.25	13402
	6198 COLUMBIA WINTER 2022 LAND BANK CAPTURE	5,138.22	13403
	TOTAL	8,332.47	
2. INGHAM COUNTY TREASURER			
	33-02-02-03-181-015 MARSH & 33-02-02-25-276-003 GR	41.08	13404
3. MERIDIAN TOWNSHIP BROWNFIELD			
	#3 ELEVATION SUMMER/WINTER 2022 TAX	220,563.13	13405
4. MERIDIAN TOWNSHIP DDA			
	SUMMER/WINTER 2022 TAX COLLECTION	39,397.80	13406
TOTAL - ALL VENDORS		268,334.48	

Credit Card Report 3/2/2023-3/15/2023

Posting Date	Merchant Name	Amount	Name
2023/03/02	THE HOME DEPOT #2723	\$49.96	CHRISTOPHER JOHNSON
2023/03/02	LANSING CENTER LOTS TIBA	\$10.00	FRANK L WALSH
2023/03/02	SIMPLISAFE	\$307.89	RICHARD GRILLO
2023/03/02	THE HOME DEPOT 2723	\$86.64	LUANN MAISNER
2023/03/02	HONEYBAKED HAM 1709-P2PE	\$166.96	MICHELLE PRINZ
2023/03/02	THE HOME DEPOT 2723	\$211.40	CATHERINE ADAMS
2023/03/02	CITY OF LANSING, MI	\$0.97	ED BESONEN
2023/03/02	LANSING CENTER LOTS TIBA	\$10.00	PHIL DESCHAIINE
2023/03/02	FILMFREEWAY.COM	\$229.99	SAMANTHA DIEHL
2023/03/03	MEIJER # 025	\$17.95	ANDREW MCCREADY
2023/03/03	3986 ALL-PHASE	\$257.80	KEITH HEWITT
2023/03/03	PITNEY BOWES PI	\$82.99	MICHELLE PRINZ
2023/03/03	THE HOME DEPOT #2723	\$11.88	CATHERINE ADAMS
2023/03/03	CITY OF LANSING, MI	\$1.20	ED BESONEN
2023/03/06	THE HOME DEPOT 2723	\$560.52	LAWRENCE BOBB
2023/03/06	THE HOME DEPOT #2723	\$64.98	LAWRENCE BOBB
2023/03/06	THE HOME DEPOT #2723	\$46.98	ROBERT STACY
2023/03/06	THE PUBLIC SAFETY STOR	\$347.06	MICHAEL HAMEL
2023/03/06	PANERA BREAD #600715 P	\$29.77	MICHAEL HAMEL
2023/03/06	COVERT SCOUTING	\$49.99	ANDREW MCCREADY
2023/03/06	GFS STORE #1901	\$13.47	MICHELLE PRINZ
2023/03/06	MORNING STAR PUBLISHING	\$14.00	MICHELLE PRINZ
2023/03/06	SOLDAN S PET SUPPLIES	\$47.98	CATHERINE ADAMS
2023/03/06	THE H HOTEL	\$264.18	DANIEL OPSOMMER
2023/03/07	HEARST NEWSPAPERSMIDWEST	\$11.96	MICHELLE PRINZ
2023/03/07	CITY OF LANSING, MI	\$0.75	ED BESONEN
2023/03/07	COMCAST	\$165.01	BART CRANE
2023/03/08	THE HOME DEPOT #2723	\$24.98	ROBERT STACY
2023/03/08	ELAVON *SERVICE FEE	\$0.31	ROBERT MACKENZIE
2023/03/08	SEC OF STATE BRANCH 228	\$15.00	ROBERT MACKENZIE
2023/03/08	SOLDAN S PET SUPPLIES	\$10.74	CATHERINE ADAMS
2023/03/08	TOP HAT CRICKET FARM INC	\$64.53	CATHERINE ADAMS
2023/03/08	CITY OF LANSING, MI	\$1.87	ED BESONEN
2023/03/09	THE HOME DEPOT 2723	\$98.03	LAWRENCE BOBB
2023/03/09	AC&E RENTALS INC	\$31.37	ROBERT STACY
2023/03/09	HASLETT TRUE VALUE HARDW	\$3.89	TYLER KENNEL
2023/03/09	THE HOME DEPOT #2723	\$12.50	TYLER KENNEL
2023/03/09	THE HOME DEPOT #2723	\$37.97	TYLER KENNEL
2023/03/09	HASLETT TRUE VALUE HARDW	(\$15.98)	KYLE FOGG
2023/03/09	HASLETT TRUE VALUE HARDW	\$23.97	KYLE FOGG
2023/03/09	SHANTY CREEK RESORTS -	\$159.17	ANDREW MCCREADY
2023/03/09	HOLIDAY INN GRAND RAPIDS	(\$16.68)	FRANK L WALSH
2023/03/09	CITY LIMITS	\$23.00	FRANK L WALSH
2023/03/09	LITTLE CAESARS 3441-0008	\$62.90	LUANN MAISNER
2023/03/09	KROGER #793	\$14.46	LUANN MAISNER
2023/03/09	FUN EXPRESS	\$1,794.36	LUANN MAISNER
2023/03/09	3986 ALL-PHASE	\$411.75	KEITH HEWITT
2023/03/09	AMZN MKTP US*H52NT49G1	\$21.03	MICHELLE PRINZ
2023/03/09	THE HOME DEPOT 2723	\$328.76	CATHERINE ADAMS
2023/03/09	PAYPAL *CANVAPTYLIM	\$119.40	SAMANTHA DIEHL
2023/03/10	THE HOME DEPOT #2723	\$6.71	KYLE FOGG
2023/03/10	QUALITY DAIRY 31280027	\$15.62	ANDREW MCCREADY

2023/03/10	THE HOME DEPOT #2723	\$50.93	JACOB FLANNERY
2023/03/10	AMZN MKTP US*H511N7WK2	\$113.97	ROBERT MACKENZIE
2023/03/10	NORTH GRAND RAMP TIBA	\$9.00	LUANN MAISNER
2023/03/10	AMZN MKTP US*HG7AW5F61	\$74.22	MICHELLE PRINZ
2023/03/10	AMZN MKTP US*H54N31W82	\$16.67	MICHELLE PRINZ
2023/03/10	CITY OF LANSING, MI	\$0.75	ED BESONEN
2023/03/13	THE HOME DEPOT #2723	\$124.92	TYLER KENNEL
2023/03/13	COMPLETE BATTERY SOURCE	\$25.46	JACOB FLANNERY
2023/03/13	KROGER #409	\$94.40	ASHLEY WINSTEAD
2023/03/13	ELKAY SALES INC	\$183.00	ROBERT MACKENZIE
2023/03/13	AMZN MKTP US*H54UR3W92	\$105.00	MICHELLE PRINZ
2023/03/13	AMZN MKTP US*HG3D71O82	\$33.64	MICHELLE PRINZ
2023/03/13	MICHIGAN TOWNSHIPS ASS	\$240.00	PHIL DESCHAIINE
2023/03/14	NFPA NATL FIRE PROTECT	\$180.00	MICHAEL HAMEL
2023/03/14	COMFORT INN & SUITES	\$577.50	DEBORAH GUTHRIE
2023/03/14	COTTAGE INN PIZZA - OK	\$102.93	ASHLEY WINSTEAD
2023/03/14	COMPLETE BATTERY SOURCE	\$47.39	CHRISTOPHER JOHNSON
2023/03/14	AMZN MKTP US	(\$16.67)	MICHELLE PRINZ
2023/03/14	AMZN MKTP US*HG1EV51K2	\$161.91	MICHELLE PRINZ
2023/03/14	AMZN MKTP US*HG2727PY2	\$177.08	MICHELLE PRINZ
2023/03/14	DETROITNEWS.COM	\$11.99	MICHELLE PRINZ
2023/03/14	ALLTRAILS	\$29.99	CATHERINE ADAMS
2023/03/14	CITY OF LANSING, MI	\$0.75	ED BESONEN
2023/03/14	STATE MI EGLE MIENVIRO	\$51.00	DANIEL OPSOMMER
2023/03/14	WAL-MART #2866	\$21.40	ALLISON GOODMAN
2023/03/15	THE HOME DEPOT #2723	\$22.97	LAWRENCE BOBB
2023/03/15	NFPA NATL FIRE PROTECT	\$150.00	MICHAEL HAMEL
2023/03/15	GRAND TRAVERSE PIE COM	\$140.91	ASHLEY WINSTEAD
2023/03/15	JONES & BARTLETT LEARNING	\$91.86	TIMOTHY BOOMS
2023/03/15	MEIJER # 025	\$28.95	JEFFREY ROMMECK
2023/03/15	MARKS LOCK SHOP INC	\$40.00	KEITH HEWITT
2023/03/15	TRAVERSE CITY RECORD EAGL	\$17.99	MICHELLE PRINZ
2023/03/15	TRACTOR SUPPLY #1149	\$419.97	CATHERINE ADAMS
2023/03/15	SOLDAN S PET SUPPLIES	\$10.74	ALLISON GOODMAN
2023/03/15	MEIJER # 253	\$44.18	ALLISON GOODMAN

Total	\$9,696.74
-------	------------

ACH Transactions

Date	Payee	Amount	Purpose
3/3/2023	Blue Care Network	\$ 113,515.56	Employee Health Insurance
3/7/2023	Inv Cloud	\$ 3,333.65	Utility Transaction Fees
3/8/2023	First American	\$ 2,893.29	Employee Vision Insurance
3/8/2023	Blue Care Network	\$ 22,057.08	Employee Health Insurance
3/10/2023	Nationwide	\$ 8,984.87	Payroll Deductions 03/10/2023
3/10/2023	Various Financial Institutions	\$ 339,076.43	Direct Deposit 03/10/2023
3/10/2023	IRS	\$ 123,222.92	Payroll Taxes 03/10/2023
3/13/2023	ICMA	\$ 48,254.30	Payroll Deductions 03/10/2023
3/13/2023	MCT Utilities	\$ 1,295.55	Water/Sewer
3/13/2023	Delta Dental	\$ 14,337.50	Employee Dental Insurance
3/14/2023	Consumers Energy	\$ 31,747.39	Utilities
3/15/2023	Gallagher Benefit Services	\$ 6,500.00	Employee Health Insurance
3/15/2023	Blue Care Network	\$ 15,333.39	Employee Health Insurance
Total ACH Payments		\$ 730,551.93	



To: Township Board

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

Date: March 14, 2023

Re: Okemos Schools Delegation of School Plan Review and Inspection Authority

At the March 7th Township Board meeting, discussion occurred on the potential for the Meridian Township Building Department to handle the building plan review and building inspection for all the projects under the recently approved Okemos Schools bond issuance. Under Michigan law, plan review and building inspection are done through the Department of Licensing and Regulatory Affairs Bureau of Construction Codes. With no action by the Township and the School Board, all of the fees for these permits will be remitted to the State. There is a provision in State law that allows the school district to ask for delegation of authority to a local unit of government, allowing the local municipality to do plan review and all inspections for the construction of the school facilities. This would bring all of the building permit fees to the local municipality. In this scenario, both the district and municipality have to countersign a request to the State to delegate that authority, on an annual basis. Meridian Township has a similar agreement in place currently with East Lansing schools for Donley Elementary. The Okemos School District has signed the agreement for their entire district, a copy of which is attached.

As Staff previously indicated, the construction expected under this agreement represents approximately \$788,000 in building permit revenue over the next five years for the township. If we do not enter into the agreement, we will see \$0 of revenue from the bond construction. Staff is confident that we can absorb the workload while degrading our existing service and we have already begun reaching out to third party plan reviewers for the plan review portion of the project, similar to what we did with Donley Elementary. At this time, Staff would **recommend approval** of the Delegation of Authority and would recommend authorizing the Township Manager to sign the form. Staff offers the following motion for the Township Board to consider when discussing how to proceed with this item:

Motion to authorize the Township Manager to sign and submit the request to the Michigan Department of Licensing and Regulatory Affairs for delegation of school plan review and inspection authority for the Okemos School District to the Charter Township of Meridian Building Department

Attachments

1. Delegation of Authority Form

Request for Annual Delegation of School Plan Review and Inspection Authority to a Local Unit of Government Enforcing Agency
 Michigan Department of Licensing and Regulatory Affairs
 Bureau of Construction Codes
 P.O. Box 30254, Lansing, MI 48909
 Phone: 517-241-9303 / E-Mail: lara-bcc-asd@michigan.gov
 www.michigan.gov/bcc

Authority: 2016 PA 407 Penalty: Failure to provide information may result in the denial of your request.	LARA is an equal opportunity employer/program. Auxiliary aids, services and other reasonable accommodations are available upon request to individuals with disabilities.
---	--

SCHOOL DISTRICT				
NAME OF SCHOOL DISTRICT				COUNTY
Okemos Public Schools				Ingham
ADDRESS				
4406 Okemos Rd				
CITY	STATE	ZIP CODE	TELEPHONE NUMBER (Include Area Code)	FAX NUMBER (Include Area Code)
Okemos	MI	48864	(517) 706-5000	(517) 347-6235
PRIMARY CONTACT PERSON		TITLE	E-MAIL ADDRESS	
John Hood		Superintendent	john.hood@okemosk12.net	

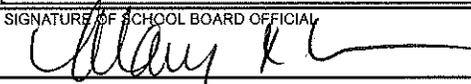
Each local government enforcing agency in which facilities of the school district are located must complete this application attesting to the agreement with the information contained in this application. (Attach additional sheets if necessary)

LOCAL UNIT OF GOVERNMENT / CODE ENFORCING AGENCY				
NAME OF LOCAL UNIT OF GOVERNMENT				COUNTY
ADDRESS				
CITY	STATE	ZIP CODE	TELEPHONE NUMBER (Include Area Code)	FAX NUMBER (Include Area Code)
	MI			
PRIMARY CONTACT PERSON		TITLE	E-MAIL ADDRESS	

By checking the boxes below you are certifying the following:

- The governmental subdivision and the enforcing agency are qualified by experience or training to administer and enforce this act and the code and all related acts and rules
- Pursuant to MCL 338.851(b)(5) this form is to certify that full-time code officials, inspectors and plan reviewers registered under the skilled trades regulation act, 2016 PA 407, MCL339.5101 to 339.6133, will conduct plan reviews and inspections of school buildings.
- Agency personnel are provided as necessary
- Administrative services are provided
- Timely field inspection services will be provided
- Plan review services are provided

Certification by School District and Local Government Enforcing Agency - In the sections below, provide the signature of the school board and the local government authorized to enforce construction codes in which school facilities are located. **Note:** A local government not authorized to enforce the state construction codes does not qualify for delegation of school plan review and inspection authority.

SIGNATURE AND CERTIFICATION OF SCHOOL BOARD PRESIDENT		
I hereby certify the information contained in this application is accurate and that I am duly authorized to sign on behalf of the parties listed in this application. I further certify adherence to all applicable laws and rules under the delegation of authority.		
NAME OF SCHOOL BOARD OFFICIAL (Please Print)	NAME OF LOCAL SCHOOL DISTRICT	
Mary Gebara	Okemos Public Schools	
SIGNATURE OF SCHOOL BOARD OFFICIAL	DATE	
	2/13/2023	

SIGNATURE AND CERTIFICATION OF LOCAL UNIT OF GOVERNMENT	
I hereby certify the information contained in this application is accurate and that I am duly authorized to sign on behalf of the parties listed in this application. I further certify adherence to all applicable laws and rules under the delegation of authority.	
NAME AND TITLE OF LOCAL UNIT OF GOVERNMENT OFFICIAL (Please Print)	NAME OF LOCAL UNIT OF GOVERNMENT (enforcing agency)
SIGNATURE OF LOCAL UNIT OF GOVERNMENT OFFICIAL	DATE



To: Board Members

From: Amber Clark, Director of Neighborhoods & Economic Development
Dan Opsommer, Deputy Township Manager
Director of Public Works and Engineering

Date: March 21, 2023

Re: Resolution in support of the FY 2024 CPF Application for the Village of Okemos Project

Today, Tuesday, March 21, the Township applied to Congresswoman Elissa Slotkin’s office to help fill the funding gap for the Village of Okemos project.

The Township’s two applications are among 20 finalists that are competing for CPF funding. Fifteen of the 20 finalist projects will be awarded funding. We expect the 15 projects to be announced in April.

The application window for this grant is very narrow. We just learned that we were a finalist on Wednesday, March 15. While the applications were due today at Noon, Rep. Slotkin’s staff stated they would accept resolutions from the Township Board tomorrow morning given that this is the first opportunity the Township Board has had to adopt a resolution.

The following motion has been prepared for the Board’s consideration:

“MOVE TO ADOPT THE RESOLUTION IN SUPPORT OF THE FISCAL YEAR 2024 CPF APPLICATION FOR THE VILLAGE OF OKEMOS PROJECT.”

Attachments:

1. Resolution in support of the FY 2024 CPF Application for the Village of Okemos Project

**RESOLUTION IN SUPPORT OF THE FY 2024 CPF APPLICATION FOR THE
VILLAGE OF OKEMOS**

At a regular meeting of the Township Board of the Charter Township of Meridian, Ingham County, Michigan, held at the Meridian Township Municipal Building, 5151 Marsh Road, Okemos, Michigan 48864-1198, (517) 853-4000, on Tuesday, March 21, 2023, at 6:00 p.m.

PRESENT: _____

ABSENT: _____

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

WHEREAS, continued efforts to support the redevelopment of the downtown are a priority for Meridian Township; and

WHEREAS, the residents and business owners of Meridian Township in 2006 requested focused efforts of the Township and Township Board to restore the commercial district of the Downtown Development Authority to a viable commercial core, specifically focusing on redevelopment of the intersection of Hamilton and Okemos road; and

WHEREAS, the Community Projects Fund is a federally appropriated grant funding source offered through the executive leadership of Representative Elissa Slotkin. These grants are selected through a congressionally directed application process annually since 2021; and

WHEREAS, the Economic Development Director submitted on behalf of Meridian Township Downtown Development Authority a request for support through the Community Project Fund on March 9th with a one page description of the Village of Okemos project; and

WHEREAS, Meridian Township was notified Wednesday March 14th at 9:01 pm that the project request has been accepted to proceed to the full application submission process with the Community Projects Fund; and

WHEREAS, the Economic Development Director Amber Clark submitted the full Community Project Fund request for the Village of Okemos redevelopment on Tuesday March 21, 2023,

NOW, THEREFORE, BE IT RESOLVED BY THE TOWNSHIP BOARD OF THE CHARTER TOWNSHIP OF MERIDIAN, INGHAM COUNTY, MICHIGAN, MOVES TO ADOPT A RESOLUTION IN SUPPORT OF THE FY 2024 CPF APPLICATION FOR THE VILLAGE OF OKEMOS PROJECT.

ADOPTED:

YEAS: _____

NAYS: _____

Resolution declared adopted.

STATE OF MICHIGAN)

)ss.

COUNTY OF INGHAM)

I, the undersigned, the duly qualified and acting Clerk of the Charter Township of Meridian, Ingham County, **DO HEREBY CERTIFY**, that the foregoing is a true and complete copy of proceedings taken by the Township Board at a regular meeting held on Tuesday, March 21, 2022.

Deborah Guthrie, Township Clerk
Charter Township of Meridian



To: Board Members

**From: Dan Opsommer, Deputy Township Manager
Director of Public Works and Engineering**

Date: March 21, 2023

**Re: Resolution in support of the FY 2024 CPF Application for the Meridian
Township Senior & Community Center**

Today, Tuesday, March 21, the Township applied to Congresswoman Elissa Slotkin’s office for funding for the construction of a new Senior & Community Center.

The Township’s two applications are among 20 finalists that are competing for CPF funding. Fifteen of the 20 finalist projects will be awarded funding. We expect the 15 projects to be announced in April.

The application window for this grant is very narrow. We just learned that we were a finalist on Wednesday, March 15. While the applications were due today at noon, Rep. Slotkin’s staff stated they would accept resolutions from the Township Board tomorrow morning given that this is the first opportunity the Township Board has had to adopt a resolution.

The following motion has been prepared for the Board’s consideration:

“MOVE TO ADOPT THE RESOLUTION IN SUPPORT OF THE FISCAL YEAR 2024 CPF APPLICATION FOR THE MERIDIAN TOWNSHIP SENIOR & COMMUNITY CENTER.”

Attachments:

1. Resolution in support of the FY 2024 CPF Application for the Meridian Township Senior & Community Center

**RESOLUTION IN SUPPORT OF THE FY 2024 CPF APPLICATION FOR THE
MERIDIAN TOWNSHIP SENIOR & COMMUNITY CENTER**

At a regular meeting of the Township Board of the Charter Township of Meridian, Ingham County, Michigan, held at the Meridian Township Municipal Building, 5151 Marsh Road, Okemos, Michigan 48864-1198, (517) 853-4000, on Tuesday, March 21, 2023, at 6:00 p.m.

PRESENT: _____

ABSENT: _____

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

WHEREAS, This project is one of the Township’s top three goals for 2023, as adopted by the Township Board on December 6, 2022; and

WHEREAS, This is one of the Township’s top three goals because the Township Board and Administration are focusing on what we can do at the local level to help support the mental and physical health of our residents in this post-pandemic world; and

WHEREAS, A new Senior & Community Center is greatly needed in Meridian Township as our existing Senior Center will be lost when Okemos Public Schools demolishes Chippewa Middle School, where the current facility is located; and

WHEREAS, According to the 2020 Census, 16% of the Township’s population is age 65 or older, while the Ingham County average is only 14.4%; and

WHEREAS, Meridian Township is also home to a higher percentage of children than Ingham County as a whole. Persons under the age of 18 represent 21.5% of the Township’s population, while the Ingham County average is 19.7%; and

WHEREAS, This Senior & Community Center will provide a place for the entire community to come together and participate in recreation, arts and community-based programs; and

WHEREAS, The facility will have specialized programing for persons 55 and older, but will have activities for residents of all ages to connect with one another; and

WHEREAS, Our vision is a bustling facility with people of all ages; from older adults, to young families, to children attending after school,

NOW, THEREFORE, BE IT RESOLVED BY THE TOWNSHIP BOARD OF THE CHARTER TOWNSHIP OF MERIDIAN, INGHAM COUNTY, MICHIGAN, MOVES TO ADOPT A RESOLUTION IN SUPPORT OF THE FY 2024 CPF APPLICATION FOR THE MERIDIAN TOWNSHIP SENIOR & COMMUNITY CENTER.

ADOPTED:

YEAS: _____

NAYS: _____

Resolution declared adopted.

STATE OF MICHIGAN)

)ss.

COUNTY OF INGHAM)

I, the undersigned, the duly qualified and acting Clerk of the Charter Township of Meridian, Ingham County, **DO HEREBY CERTIFY**, that the foregoing is a true and complete copy of proceedings taken by the Township Board at a regular meeting held on Tuesday, March 21, 2023.

Deborah Guthrie, Township Clerk
Charter Township of Meridian



To: Board Members
From: Amanda Garber, CPA
Finance Director
Date: March 21, 2023
Re: Purchasing Policy Update

To improve efficiencies related to the approval and payment of small purchases less than \$1,000, it is recommended that the Board adopt an updated purchasing policy.

This updated purchasing policy will assist the Township staff in approving and processing payment for small purchases less than \$1,000 in a more efficient manner.

Currently, for purchases less than \$1,000, a credit card can be used or a purchase order must be requested. If a purchase order is requested:

1. The purchase order request is entered into the Purchase Order application
2. The purchase order request goes through an electronic approval path (Supervisor, Department Director, Accounts Payable, Accounting, and Finance Director)
3. If the Finance Director approves the purchase order request, the purchase order is created
4. Once the purchase order is created, the Department may order the item or service
5. The item or service is then requested from the vendor
6. The item is shipped or service performed
7. The Township receives an invoice for the item or service
8. The invoice goes through the accounts payable approval process (Supervisor, Department Director, Accounting, and Finance Director)
9. If the Finance Director approves the invoice, the invoice is paid by Accounts Payable

Based on feedback from multiple Departments, we believe the approval and payment process for small purchases could be more efficient. With this recommended policy change, purchases less than \$1,000 can be paid by credit card or receive an invoice that would be approved through the accounts payable process. If an invoice is requested:

1. The item or service is requested from the vendor
2. The item is shipped or service performed
3. The Township receives an invoice for the item or service
4. The invoice goes through the accounts payable approval process (Supervisor, Department Director, Accounting, and Finance Director)
5. If the Finance Director approves the invoice, the invoice is paid by Accounts Payable

In addition to the small purchases change, there were also some small wording and formatting updates to the Purchasing Policy.

Memo to Township Board
March 21,2023
Re: Purchasing Policy Update
Page 2

Attachments:

1. Meridian Charter Township Purchasing Policy Changes
2. Meridian Charter Township Purchasing Policy – Updated March 2023



Meridian Township ~~Procurement~~ Purchasing Policy

Purpose

- A. The purpose of this policy is to establish transparent and standard guidelines of the procurement function for the Charter Township of Meridian in coordination with established governmental best practices.
- B. The policy shall ensure the best overall value for the Township in the acquisition of goods and services through competition among qualified vendors. Policy adherence shall result in financial accountability and efficient use of funds.
- C. The policy shall be utilized for every expenditure by Meridian Township regardless of the funding source.
- D. This policy provides the process for the efficient means of disposal of surplus real and personal property.

Authority

- A. This policy is designed to serve as a guide for all purchases by Charter Township of Meridian employees and elected officials for the Township. All purchases are ultimately the responsibility of the Township Manager, and may be approved or disapproved by ~~him/her or his/her~~ their designee, in accordance with the provision of this policy and the limitations of the Township budget. The interpretation of the requirements contained herein and any revision to this policy shall be made by the Township Board.
- B. The Finance Department shall serve as the principal procurement administrator for the Township and shall be responsible for the execution of procurement in accordance with this policy, as well as the management and disposal of surplus property. The Finance Department shall work cooperatively with departments in making determinations relative to procurements. The Finance Department shall adopt any necessary rules and procedures with respect to procurement and shall ensure their consistent application.
- C. The Charter Township of Meridian utilizes a decentralized purchasing system with individual Department Directors responsible for the actual purchasing for their departments. Department Directors must anticipate and plan for the purchasing needs of their departments. All purchases must be budgeted and properly documented. The procedure and documentation will vary depending upon the nature of the purchase as defined within this policy.

Ethical Standards and Professional Conduct

- A. The Charter Township of Meridian's decentralized purchasing system provides for responsive support to departments, and empowers Department Directors to procure their department's requirements timely and with minimal impediments. The Township places a high degree of trust in their employees with regard to proper purchasing ethics. Decentralized purchasing requires those employees in the approval and purchasing process to adhere to high ethical standards when engaged in purchasing tasks to ensure the integrity of township government and protect township assets. As such these employees must, at all times, avoid the appearance of impropriety and unethical conduct.
- B. Ethical Standards and Professional Conduct are detailed in the Purchasing Procedures Manual.

This expands on the following examples that are listed as a quick guide. Employees may not:

- a. Disclose, for financial gain for the employee's grandparent, parent, parent-in-law, stepparent, sibling, spouse, child, or stepchild (Immediate Family), any confidential information that is not available to members of the general public.
 - b. Engage in or agree to engage in, for financial gain of the employee's Immediate Family, any business transaction or private arrangement that accrues from or is based on the employee's official position or on confidential information gained by reason of the employee's position.
 - c. Solicit, accept, or agree to accept anything under any circumstances that could reasonably be expected to influence the manner in which the employee performs work or makes decisions.
 - d. Make available any consideration, treatment, advantage, or favor beyond that which is generally granted or made available to others under similar circumstances.
 - e. Represent or act as an agent for any private interests, whether for compensation or otherwise, in any transaction in which the township has a direct and substantial interest and which could reasonably be expected to result in a conflict between the employee's private interest's and official township responsibilities.
 - f. Exercise any decision-making authority of the Township regarding any purchasing with respect to any business or entity in which the employee or a member of the employee's Immediate Family has any financial interest.
- C. An employee may accept *advertising items* (contractor or vendor promotional items that contain contractor or vendor logo) that have a fair market value of less than \$20.00. The aggregate fair market value of any advertising items must not exceed \$80.00 in any three-month period. The \$80.00 limit is an aggregate cap across all advertising items, from any combination of contractors or vendors. Any item that does not have a company logo on it is considered a gift and cannot be accepted.
- D. All purchasing tasks, regardless of dollar amount, shall adhere to the listed standards and conduct. The Finance Department shall assist any employee with any questions in this regard.

Table of Contents

Chapter 1. Quick Reference Chart 3

Chapter 2. Small Purchases 4

 2.1. Purchases Less Than \$1,000

 2.2. Purchases or Contracts Between \$1,000 - \$4,999

Chapter 3. Competitive Purchases 5

 3.1. Request for Quotation: \$5,000 - \$24,999

 3.2. Purchases or Contracts \$25,000 +

 3.2.A. All Purchases and Contracts \$25,000+

~~3.2.B. Invitation for Bid (IFB): \$25,000 +~~

 3.2.C. Request for Proposal (RFP): \$25,000 +

Chapter 4. Exceptions to Competitive Purchases 10

 4.1. Cooperative Procurement

 4.2. Sole Source Procurement

 4.3. Emergency Procurement

Chapter 5. Purchasing Types 12

 5.1 Purchase Order

 5.1.A Blanket Purchase Orders

 5.2 Electronic Purchase Requisition and Purchase Order System

 5.3 PCard System

~~5.4 Construction Contracts & Purchase Orders~~

Chapter 6. General Guidelines..... 15

 6.1 Fund Availability

 6.2 Purchase of Unbudgeted Capital Outlay Items

Chapter 7. Disposal of Property 18

Chapter 1. Quick Reference Chart

	Amount (\$) or Type	Documents Required or Condition for Use	PCard ¹ & AP.Net Processing	Requisition & Purchase Order ²	Written Quote ³	Sealed Bid or Proposal	Manager Approval	Department Director Approval
Small Purchases	\$0 - \$999		YES or RQ/PO	YES or PCard				YES
	\$1,000 - \$4,999	Verbal Quote Record from 2 sources or 2 emailed quotations	YES or RQ/PO	YES or PCard	YES			YES
Competitive Purchases	\$5,000 - \$24,999 Request for Quotation (RFQ)	Written Quotation from 3 sources.		YES	YES			YES
	\$25,000 + Request For Bid (RFP)	When vendors are needed to develop or propose ideas or solutions to fulfill a need.		YES	YES	YES		YES
Exceptions to	Cooperative Procurement (e.g. SourceWell, MiDeal)	When a joint purchase with another governmental unit can be made or when the Board determines that the public interest will be best served without competitive bidding.		YES	YES ≥\$5,000		YES	YES
	Sole Source Procurement	When only 1 vendor can meet requirements.		YES	YES ≥\$5,000		YES	YES
	Emergency Procurement	When Township Manager directs as such.		YES	YES ≥\$5,000		YES	YES

Purchases may not be artificially divided such that lower levels of approval may be obtained.

¹Up to individual PCard limits. ~~Thereafter a requisition is to be created.~~

²Requisition to be completed and purchase order created before order is placed. Purchase Order number to be included on all vendor invoices.

³Written quote includes Verbal Quote Record, RFQ, ~~IFB~~, and RFP. Written quote number of bidders waived for Emergency Procurement

Chapter 2. Small Purchases

Preface: Any purchase less than \$5,000 shall be considered a Small Purchase. Small Purchases do not require a sealed bid or sealed proposal.

Required Approvals: All Small Purchases shall be approved by the Supervisor and Department Director.

Section 2.1. Purchases Less Than \$1,000

- A. Departments may make purchases less than \$1,000 without securing competitive quotes. Professional conduct and fiduciary duty of course still apply.
- B. Either PCard transactions (up to individual PCard limits) or ~~Requisition & Purchase Order transactions are acceptable~~ invoice entered into the Accounts Payable (AP.Net) application.

Section 2.2. Purchases or Contracts Between \$1,000 - \$4,999

- A. Additional Required Approvals & Documentation: Purchases and Contracts within this range shall require either a verbal quotation or email quote from two sources.
- B. Verbal quotations shall be transcribed on the available Verbal Quotation Record. Vendors submitting emailed quotations shall include all the mandatory information requested on the Verbal Quotation Record. Received quotation shall be made part of the purchasing electronic file.
- C. Either PCard transactions (up to individual PCard limits) or Requisition & Purchase Order transactions are acceptable.

Chapter 3. Competitive Purchases

Preface: Any purchase of \$5,000 or greater shall be considered a Competitive Purchase and is further distinguished by amount. A purchase between \$5,000 - \$24,999 shall require three written quotes. A purchase of \$25,000 or greater shall require a sealed bid. Request for Quotation (RFQ) and Request for Proposals (RFP) shall all qualify as Competitive Purchases. Board approval is not required to issue an RFQ, ~~IFB~~, or RFP.

- A. **Required Approvals & Documentation:** All Competitive Purchases require a Purchase Requisition and a Purchase Order to effect a purchase. Competitive Purchases shall be approved by the Department Director.
- B. **Specifications and Advertisement:** The solicitation for quotes, bids, and proposals shall include a clear and accurate description of the requirements of the goods or services to be procured. The description should not contain features that unduly restrict competition. The performance requirements of a solicitation may be described by stating “brand name or equivalent” to convey functionality without requiring the specific brand. Solicitations for sealed bids shall be sent to prospective bidders, placed with trade sources, and posted on the township website.
- C. **Evaluation & Final Award:** All written quotes, bids, and proposals shall be technically evaluated and vendor responsibility shall be assessed. No criteria may be used in quote/bid/proposal evaluations that are not set forth in the solicitation. Also, failure of a vendor to supply information in connection with an inquiry may result in a determination of non-responsibility. The Township Manager reserves the right to accept or reject any and/or all quotes, bids, or proposals, to award the contract to other than the lowest bidder, to accept any or all alternates, to waive irregularities and/or informalities, and in general to make the award in any manner deemed by it, in its sole discretion, to be in the best interest of the Township. Quotes, bids and proposals will be available to the public after an award is made.

Section 3.1. Request for Quotation (RFQ): \$5,000 - \$24,999

- A. **Additional Required Documentation:** Comparative, written quotes are required from vendors for products and services except when the Department Director and Purchasing Manager determine that no advantage to the Township would result from acquiring multiple quotes, or when the purchase is for the acquisition of professional services from pre-qualified providers.
- B. Request for Quotation from prospective vendors may be made in person, by telephone, by written communication, or through an e-procurement system; however, the vendor’s response must be written as specified.

- C. Quote Evaluation and Final Award: Quote evaluation will normally be executed by the Purchasing Manager with technical approval from the end-user. A purchase shall be made from the vendor who quotes the best overall value while meeting specifications.

Section 3.2. Purchases or Contracts \$25,000 +

Preface: Purchases or Contracts that are \$25,000 or greater will require a sealed Request for Proposal (RFP). The requirements below apply to the RFP. The RFP have additional unique requirements that shall be followed. The Conditions for Use statements will dictate when to use a RFP and the additional requirements for each are documented in Sections 3.2.B., and 3.2.C., respectively.

Section 3.2.A. All Purchases and Contracts \$25,000 +

- A. Solicitation Advertisement, Distribution, Posting, and Acceptance: Sealed Bids/proposals shall be solicited from a reasonable number of known, qualified, prospective vendors by distributing electronic and/or written notices, placed with trade sources, and posted on the township website. Bids/proposals shall be unconditionally accepted without alteration or correction.
- B. Bid Opening: Bids/proposals shall be opened publicly at the Township Hall and at the time designated in the notice requesting the bid/proposal. Minimally, a representative from the Clerk's office and a representative from the using department shall be present during the Bid Opening.
- C. Correction or Withdrawal of Bid/Proposal: Prior to Bid Opening, corrections or withdrawals of bids/proposals are permitted through written or e-mail notice to the initiating office. After award, if an awarded vendor alleges a mistake, the vendor must request in writing that the award be terminated or modified. The Board or designee may reject the request and hold the vendor to the awarded contract. The Board or designee may do otherwise when the mistake is alleged in writing and evidence of the mistake is clear and convincing. All decisions shall be documented through a written determination by the Board or designee.

- D. Failure to Execute a Contract: Security deposits shall be retained by the Township until a contract is awarded and signed by the selected vendor. If the selected vendor fails/refuses to enter into the proposed contract and/or fails to file a required bond within ten (10) Township business days after signing such contract, the deposit accompanying the bid shall be forfeited to the Township. The Board shall then consider the interests of the public when determining to award the contract to a different qualified bidder or re-post the solicitation.

Section 3.2.B. Request for Proposal (RFP): \$25,000 +

In addition to the requirements in the Chapter 3 Preface and in Section 3.2.A., the following procedures apply to sealed RFP's.

- A. Condition for Use: A Request for Proposal (RFP) is issued when
- There exists a complex need that is difficult to specify and the need may be expressed as a statement or scope of work to be done along with criteria to evaluate responses from potential vendors.
 - Requirements for the RFP are not clearly known and are qualitative rather than quantitative.
 - When supplier selection is being made based on a combination of non-price factors.
- B. Bid Opening: The amount of each proposal, the vendor name, and relevant information shall be recorded; however, only the vendor name shall be revealed to the public.
- C. Correction or Withdrawal of Proposal: Mistakes in proposals after bid opening and prior to award have little impact since discussions and corrections to proposals are permitted.

Chapter 4. Exceptions to Competitive Bid

Preface: Some procurements are exempt from competitive bidding. Utilize the Conditions for Use descriptions to determine if a purchase is exempt.

A. Required Approvals & Documentation: When exempt from competitive bidding, Department Director approval is required. Board approval is required for purchases and contracts as listed.

Section 4.1. Cooperative Purchase

A. Condition for Use: For purchases which meet one of the following criteria:

1. When the Board determines that the public interest and cost effectiveness will be best served by purchase from or joint purchase with another unit of government.
2. When cooperative contracts exist:
 - a. Michigan Department of Technology, Management and Budget (Member #:890) MiDeal www.michigan.gov/dtmb/0,5552,7-358-82550_85753---,00.html
 - b. Sourcewell (Formerly NJPA) (Member #: 5167) www.sourcewell-mn.gov
 - c. Other governmental entities contracts offered as cooperatives and of value to the Township.

B. Final Award: The Township may award a contract to a public entity or approved vendor of the cooperative contract. When applicable, an award will be made by complying with the terms of the stated cooperative contract.

Section 4.2. Sole Source Purchase

A. Conditions for Use: For purchases or contracts that the Department Director determines in writing, after a good faith review of potential vendors, that there is only one vendor for the required product or service, especially when the procurement is for a product that is a part of a system in which selection of an alternative brand would alter the ability of the using department to operate and/or maintain the system.

B. Sole Source Vendors: A list of current sole source vendors shall be kept by the Finance Department. The list shall include the sole source determination from the using Department which must be re-established every three years.

Section 4.3. Emergency Purchase

When an event occurs that is a threat to public health, maintenance of an essential Township service, welfare of persons or public property, or the security of the Township or its interests, the Township Manager in cooperation with the Township Supervisor, or in the Manager's absence, the Finance Director, may authorize purchases. The emergency need not be officially declared. Failure to plan does not constitute an emergency.

CHAPTER 5. Purchasing Types

Preface: The Township utilizes both Purchase Orders and PCard transactions to conduct business with vendors. Each have unique approval paths and usages.

A. Required Approvals & Documentation: Department Director approval is required for all purchases. Purchase Orders first require an approved purchase requisition, PCard transactions require approval post transaction.

Section 5.1. Purchase Order

A purchase order is the approval of a purchase for a specific item(s), from a specific vendor, at a specific rate. A purchase requisition is the departmental approval document to create a purchase order. Any significant change in the purchase order may void that purchase order, and the employee making the significant change in the purchase order may be held liable for that purchase. A significant change is a change in vendor, item(s) being purchased, or a change in price of greater than five percent (5%).

Section 5.1.A Blanket Purchase Order

- A. Blanket Purchase Orders: For some items, such as small hardware supplies, auto parts, or small plumbing supplies, which are purchased in large volume (as a class of item not as a specific item), a blanket purchase order may be placed with a vendor. The blanket purchase order eliminates the need to get a purchase order for each specific item purchased from the vendor. Department Directors are responsible for approving all invoices from purchases made on a blanket purchase order by their department.
- B. Employees making purchases either on a blanket purchase order shall submit to the Accounting Department a record of the purchase which shall include the same information as an invoice.

Section 5.2 Electronic Purchase Requisition and Purchase Order System

- A. Purpose: The electronic purchase requisition and purchase order system is designed to provide a method to screen and approve requests for purchase (purchase requisitions), to encumber available funds in the appropriate ledger accounts, to record the disbursement of funds, and keep track of purchases to be delivered (purchase orders). Purchase requisitions and purchase orders are to be used for all purchases, except **purchases less than \$1,000**, procurement card purchases, and emergency needs as authorized by the Township Manager. Failure of an employee to secure approval for a purchase may result in that employee being held liable for that purchase.
- B. Guidelines: The purchase requisition is a request for a purchase. If the requisition is approved, a purchase order will be authorized and created. If not, the requisition will be returned to the department making the request. The purchase order is the authorization to make a purchase.
- C. Exceptions: Under normal circumstances, no purchase orders will be issued without a

completed purchase requisition. In situations where an unforeseen need for services, supplies, or materials arises, such as the need for emergency repairs on vehicles or complications in the course of normal maintenance, purchase requisitions may be approved by the Department Director. The Township Manager may, at ~~his/her~~ **their** discretion, establish authorization levels for Department Director for approving such purchases. After the emergency purchase has concluded, the electronic requisition shall be completed, along with a note that a purchase has been made, and sent through the approval process for a purchase order to be created. The Department Director will approve the invoice for payment.

- D. Changes in Purchase Orders: If for any reason, a significant change must be made in a purchase order after it has been received by an employee, that employee must notify the Finance Director. A significant change shall be defined as a change that:
 - a. Switches the purchase order from one vendor to another vendor
 - b. Changes the item being ordered (i.e. from roofing nails to finishing nails)
 - c. Changes the price of the purchase order by more than 5% or price estimated on the purchase requisition.
- E. Failure of an employee to notify the **Finance** Director's Office of a significant change in the purchase order may result in that employee being held liable for that purchase.
- F. Completion of Transaction: When an order has been filled, it is the responsibility of the Department Director to have the shipment or services requested inspected to ensure the proper quantity and quality of goods or services have been received.
- G. Invoices: An invoice is an itemized listing of quantities and charges for the purchase of supplies, materials, equipment, or services which have been furnished to the Township. An invoice is the means by which the vendor informs the purchaser of his obligation and it should contain the same basic information as the purchase order plus any conditions imposed by the vendor, such as discounts, time of expected payment, etc.
- H. Prompt processing of invoices for the settlement of obligations is very important because it may favorably affect the relationship between the purchaser and the vendor. An invoice should contain:
 - a. Purchase Order Number
 - b. Date of order
 - c. Date of delivery
 - d. Destination of delivery (building where shipped and who received it, if signed delivery)
 - e. Itemized list of materials or services rendered
 - f. Quantities, prices (both in unit and total), terms and any
 - g. Quantities, prices (both in unit and total), terms and any

Section 5.3. PCard

Purpose: The purpose of a purchasing card (also known as a procurement card or PCard) program is to provide an efficient, cost-effective method of purchasing and paying for small-dollar purchases. This program is used as an alternative to traditional requisitioning and purchase order process.

- A. The ~~{~~Township Manager or designee (Finance Director)~~}~~ is responsible for issuing, accounting for, monitoring, retrieving and generally overseeing compliance with the Township's procurement card policy.

- B. Township procurement cards may be used only by an officer or employee of the Township for the purchase of goods or services for the official business of the Township.
 - C. An official or employee who is issued a procurement card is responsible for its protection and custody. If a procurement card is lost or stolen, the {Township Manager or designee (Finance Director)} shall be notified. The entity issuing the lost or stolen procurement card shall be immediately notified to cancel the card.
 - D. An officer or employee issued a procurement card shall return the procurement card to {Township Manager or designee (Finance Director)} upon termination of ~~his or her~~ their employment or service with the Township.
 - E. Each employee shall sign an agreement that the employee has received and read a copy of the PCard policy.
 - F. Officers and employees who use a Township procurement card in a manner contrary to this policy shall be subject to disciplinary action, including possible termination of employment, reimbursement to the Township for unauthorized expenditures, legal action or criminal liability.
-

Chapter 6. General Guidelines

Section 6.1. Fund Availability

- A. The Finance Director, or designee, shall certify that sufficient funds will be available for payment of a Purchase Order, contract or other agreement for purchases of \$5,000 and greater.
- B. In the case of a purchase order, contract, or other agreement that requires periodic payments in future fiscal years for the furnishing of a continuing service or the leasing of property, such certification need not cover those payments which will be due in future fiscal years. This exception shall not apply to a contract for purchase of construction being financed by an installment contract.

Section 6.2 Purchase of Unbudgeted Capital Outlay Items

- A. Capital Items Under \$5,000: Items of Capital Outlay not specifically authorized by Township Board approval may be purchased upon the approval of the Manager only if the cost of the unbudgeted Capital Outlay item is equal to or less than Five Thousand Dollars (\$5,000).
- B. Transfer to Other Line Items Within Activity: Amounts authorized for Capital Outlay by the Township Board may not be transferred to other line items within an Activity Budget without Township Board approval.
- C. Transfer between Activity Budgets: Amounts authorized for Capital Outlay by the Township Board may not be transferred to other Activity Budgets without Township Board approval.
- D. Related Activity Budget Policies: These actions shall replace all other existing policies relating to the purchase of Capital Outlay or Transfers within or between Activity Budgets.

CHAPTER 7. Disposal of Surplus Property

Whenever any Township property, real or personal, is no longer needed for Township or public purposes, the property may be disposed in accordance with this provision, except where the property is restricted by law.

A. Authority to Dispose of Surplus Property

1. Per Article IX, Section 18 of the Michigan Constitution and MCL 41.2(3) the Township “may not give away public property without a consideration”. “Consideration” must be something of sufficiently fair value”. The Township has the express legal authority to sell or lease property which has value that is no longer needed for public purposes. The Township also has the implied power to throw away property that is no longer needed and that has no value. The Township has no legal authority to make a gift or donation of the property to any individual or entity, public or private.
2. The Board or designee, in consultation with the Department Director, shall make the initial determination as to whether the surplus property has any value, or is without value.
3. The Board or designee is authorized to determine the permissible method of disposing of surplus Township property. The Township Board or designee, as the legislative or executive body of the Township government, is the judge of what constitutes “fair value”.
4. Surplus property that is used for trade-in purposes for new, similar or like items, is considered surplus property with value and can be disposed of to the vendor during the purchase and receiving process. The value received from the purchase process will be considered the value of the surplus property.

B. Methods for Disposal of Surplus Property without value

1. Surplus property without value shall be discarded or thrown away. Exceptions are items that could be recycled.
2. Surplus property shall not be “given away” to employees or the general public.

C. Methods for Disposal of Surplus Property with value

1. Disposal of surplus property with value shall be consistent with the fiduciary duty of public officials. In general, the sale of surplus property will be accomplished through online auction sites, such as Repocast, govdeal.com and eBay.

D. Unsold Surplus Property: If property with value remains unsold after reasonable attempts to obtain cash for the item, it may be discarded or thrown away.

E. Records: Records regarding the disposition of the property are to be on file in **the Accounting Department**.

F. Real Property: Real Property is real estate and buildings owned by the Township. All Board of Trustee members shall, on the behalf of the constituents, have the right and the responsibility to thoroughly review all information relating to real property prior to any decision regarding its sale. Township Real Property:

1. Should not be sold when facts have been established that support prohibiting such sales;
2. Should not be sold when there have been no facts established that support consummating such sales;
3. May be sold when full fact-finding, with transparency to the Board and the public, demonstrates a compelling need to do so.





MERIDIAN CHARTER TOWNSHIP PURCHASING POLICY

Purpose

The purpose of this policy is to establish transparent and standard guidelines of the procurement function for the Charter Township of Meridian in coordination with established governmental best practices.

The policy shall ensure the best overall value for the Township in the acquisition of goods and services through competition among qualified vendors. Policy adherence shall result in financial accountability and efficient use of funds.

The policy shall be utilized for every expenditure by Meridian Township regardless of the funding source.

This policy provides the process for the efficient means of disposal of surplus real and personal property.

Authority

This policy is designed to serve as a guide for all purchases by Charter Township of Meridian employees and elected officials for the Township. All purchases are ultimately the responsibility of the Township Manager, and may be approved or disapproved by their designee, in accordance with the provision of this policy and the limitations of the Township budget. The interpretation of the requirements contained herein and any revision to this policy shall be made by the Township Board.

The Finance Department shall serve as the principal procurement administrator for the Township and shall be responsible for the execution of procurement in accordance with this policy, as well as the management and disposal of surplus property. The Finance Department shall work cooperatively with departments in making determinations relative to procurements. The Finance Department shall adopt any necessary rules and procedures with respect to procurement and shall ensure their consistent application.

The Charter Township of Meridian utilizes a decentralized purchasing system with individual Department Directors responsible for the actual purchasing for their departments. Department Directors must anticipate and plan for the purchasing needs of their departments. All purchases must be budgeted and properly documented. The procedure and documentation will vary depending upon the nature of the purchase as defined within this policy.

Ethical Standards and Professional Conduct

The Charter Township of Meridian's decentralized purchasing system provides for responsive support to departments and empowers Department Directors to procure their department's requirements timely and with minimal impediments. The Township places a high degree of trust in their employees with regard to proper purchasing ethics. Decentralized purchasing requires those employees in the approval and purchasing process to adhere to high ethical standards when engaged in purchasing tasks to ensure the integrity of township government and protect township assets. As such these employees must, at all times, avoid the appearance of impropriety and unethical conduct.

Ethical Standards and Professional Conduct are detailed in the Purchasing Procedures Manual. This expands on the following examples that are listed as a quick guide. Employees may not:

- a. Disclose, for financial gain for the employee's grandparent, parent, parent-in-law, stepparent, sibling, spouse, child, or stepchild (Immediate Family), any confidential information that is not available to members of the general public.
- b. Engage in or agree to engage in, for financial gain of the employee's Immediate Family, any business transaction or private arrangement that accrues from or is based on the employee's official position or on confidential information gained by reason of the employee's position.
- c. Solicit, accept, or agree to accept anything under any circumstances that could reasonably be expected to influence the manner in which the employee performs work or makes decisions.
- d. Make available any consideration, treatment, advantage, or favor beyond that which is generally granted or made available to others under similar circumstances.
- e. Represent or act as an agent for any private interests, whether for compensation or otherwise, in any transaction in which the township has a direct and substantial interest and which could reasonably be expected to result in a conflict between the employee's private interest's and official township responsibilities.
- f. Exercise any decision-making authority of the Township regarding any purchasing with respect to any business or entity in which the employee or a member of the employee's Immediate Family has any financial interest.

An employee may accept *advertising items* (contractor or vendor promotional items that contain contractor or vendor logo) that have a fair market value of less than \$20.00. The aggregate fair market value of any advertising items must not exceed \$80.00 in any three-month period. The \$80.00 limit is an aggregate cap across all advertising items, from any combination of contractors or vendors. Any item that does not have a company logo on it is considered a gift and cannot be accepted.

All purchasing tasks, regardless of dollar amount, shall adhere to the listed standards and conduct. The Finance Department shall assist any employee with any questions in this regard.

Table of Contents

Chapter 1. Quick Reference Chart.....	5
Chapter 2. Small Purchases.....	6
2.1. Purchases Less Than \$1,000	
2.2. Purchases or Contracts Between \$1,000 - \$4,999	
Chapter 3. Competitive Purchases.....	7
3.1. Request for Quotation: \$5,000 - \$24,999	
3.2. Purchases or Contracts \$25,000+	
3.2.A. All Purchases and Contracts \$25,000+	
3.2.B. Request for Proposal (RFP): \$25,000+	
Chapter 4. Exceptions to Competitive Purchases.....	10
4.1. Cooperative Procurement	
4.2. Sole Source Procurement	
4.3. Emergency Procurement	
Chapter 5. Purchasing Types.....	12
5.1. Purchase Order	
5.1.A. Blanket Purchase Orders	
5.2. Electronic Purchase Requisition and Purchase Order System	
5.3. PCard System	
Chapter 6. General Guidelines.....	15
6.1. Fund Availability	
6.2. Purchase of Unbudgeted Capital Outlay Items	
Chapter 7. Disposal of Property.....	16

Chapter 1. Quick Reference Chart

	Amount (\$) or Type	Documents Required or Condition for Use	PCard ¹ & AP.Net Processing	Requisition & Purchase Order ²	Written Quote ³	Sealed Bid or Proposal	Manager Approval	Department Director Approval
Small Purchases	\$0 - \$999		YES					YES
	\$1,000 - \$4,999	Verbal Quote Record from 2 sources or 2 emailed quotations	YES or RQ/PO	YES or PCard	YES			YES
Competitive Purchases	\$5,000 - \$24,999 Request for Quotation (RFQ)	Written Quotation from 3 sources.		YES	YES			YES
	\$25,000 + Request For Bid (RFP)	When vendors are needed to develop or propose ideas or solutions to fulfill a need.		YES	YES	YES		YES
Exceptions to	Cooperative Procurement (e.g. SourceWell, MiDeal)	When a joint purchase with another governmental unit can be made or when the Board determines that the public interest will be best served without competitive bidding.		YES	YES ≥\$5,000		YES	YES
	Sole Source Procurement	When only 1 vendor can meet requirements.		YES	YES ≥\$5,000		YES	YES
	Emergency Procurement	When Township Manager directs as such.		YES	YES ≥\$5,000		YES	YES

Purchases may not be artificially divided such that lower levels of approval may be obtained.

¹Up to individual PCard limits.

²Requisition to be completed and purchase order created before order is placed. Purchase Order number to be included on all vendor invoices.

³Written quote includes Verbal Quote Record, RFQ, and RFP. Written quote number of bidders waived for Emergency Procurement

Chapter 2. Small Purchases

Preface: Any purchase less than \$5,000 shall be considered a Small Purchase. Small Purchases do not require a sealed bid or sealed proposal.

Required Approvals: All Small Purchases shall be approved by the Supervisor and Department Director.

Section 2.1. Purchases Less Than \$1,000

Departments may make purchases less than \$1,000 without securing competitive quotes. Professional conduct and fiduciary duty of course still apply.

Either PCard transactions (up to individual PCard limits) or invoice entered into the Accounts Payable (AP.Net) application.

Section 2.2. Purchases or Contracts Between \$1,000 - \$4,999

Additional Required Approvals & Documentation: Purchases and Contracts within this range shall require either a verbal quotation or email quote from two sources.

Verbal quotations shall be transcribed on the available Verbal Quotation Record. Vendors submitting emailed quotations shall include all the mandatory information requested on the Verbal Quotation Record. Received quotation shall be made part of the purchasing electronic file.

Either PCard transactions (up to individual PCard limits) or Requisition & Purchase Order transactions are acceptable.

Chapter 3. Competitive Purchases

Preface: Any purchase of \$5,000 or greater shall be considered a Competitive Purchase and is further distinguished by amount. A purchase between \$5,000 - \$24,999 shall require three written quotes. A purchase of \$25,000 or greater shall require a sealed bid. Request for Quotation (RFQ) and Request for Proposals (RFP) shall all qualify as Competitive Purchases. Board approval is not required to issue an RFQ or RFP.

Required Approvals & Documentation: All Competitive Purchases require a Purchase Requisition and a Purchase Order to effect a purchase. Competitive Purchases shall be approved by the Department Director.

Specifications and Advertisement: The solicitation for quotes, bids, and proposals shall include a clear and accurate description of the requirements of the goods or services to be procured. The description should not contain features that unduly restrict competition. The performance requirements of a solicitation may be described by stating “brand name or equivalent” to convey functionality without requiring the specific brand. Solicitations for sealed bids shall be sent to prospective bidders, placed with trade sources, and posted on the township website.

Evaluation & Final Award: All written quotes, bids, and proposals shall be technically evaluated and vendor responsibility shall be assessed. No criteria may be used in quote/bid/proposal evaluations that are not set forth in the solicitation. Also, failure of a vendor to supply information in connection with an inquiry may result in a determination of non-responsibility. The Township Manager reserves the right to accept or reject any and/or all quotes, bids, or proposals, to award the contract to other than the lowest bidder, to accept any or all alternates, to waive irregularities and/or informalities, and in general to make the award in any manner deemed by it, in its sole discretion, to be in the best interest of the Township. Quotes, bids and proposals will be available to the public after an award is made.

Section 3.1. Request for Quotation (RFQ): \$5,000 - \$24,999

Additional Required Documentation: Comparative, written quotes are required from vendors for products and services except when the Department Director and Purchasing Manager determine that no advantage to the Township would result from acquiring multiple quotes, or when the purchase is for the acquisition of professional services from pre-qualified providers.

Request for Quotation from prospective vendors may be made in person, by telephone, by written communication, or through an e-procurement system; however, the vendor’s response must be written as specified.

Quote Evaluation and Final Award: Quote evaluation will normally be executed by the Purchasing Manager with technical approval from the end-user. A purchase shall be made from the vendor who quotes the best overall value while meeting specifications.

Section 3.2. Purchases or Contracts \$25,000 +

Preface: Purchases or Contracts that are \$25,000 or greater will require a sealed Request for Proposal (RFP). The requirements below apply to the RFP. The RFP have additional unique requirements that shall be followed. The Conditions for Use statements will dictate when to use a RFP and the additional requirements for each are documented in Sections 3.2.B., and 3.2.C., respectively.

Section 3.2.A. All Purchases and Contracts \$25,000 +

Solicitation Advertisement, Distribution, Posting, and Acceptance: Sealed Bids/proposals shall be solicited from a reasonable number of known, qualified, prospective vendors by distributing electronic and/or written notices, placed with trade sources, and posted on the township website. Bids/proposals shall be unconditionally accepted without alteration or correction.

Bid Opening: Bids/proposals shall be opened publicly at the Township Hall and at the time designated in the notice requesting the bid/proposal. Minimally, a representative from the Clerk's office and a representative from the using department shall be present during the Bid Opening.

Correction or Withdrawal of Bid/Proposal: Prior to Bid Opening, corrections or withdrawals of bids/proposals are permitted through written or e-mail notice to the initiating office. After award, if an awarded vendor alleges a mistake, the vendor must request in writing that the award be terminated or modified. The Board or designee may reject the request and hold the vendor to the awarded contract. The Board or designee may do otherwise when the mistake is alleged in writing and evidence of the mistake is clear and convincing. All decisions shall be documented through a written determination by the Board or designee.

Failure to Execute a Contract: Security deposits shall be retained by the Township until a contract is awarded and signed by the selected vendor. If the selected vendor fails/refuses to enter into the proposed contract and/or fails to file a required bond within ten (10) Township business days after signing such contract, the deposit accompanying the bid shall be forfeited to the Township. The Board shall then consider the interests of the public when determining to award the contract to a different qualified bidder or re-post the solicitation.

Section 3.2.B. Request for Proposal (RFP): \$25,000 +

In addition to the requirements in the Chapter 3 Preface and in Section 3.2.A., the following procedures apply to sealed RFP's.

Condition for Use: A Request for Proposal (RFP) is issued when

- a. There exists a complex need that is difficult to specify and the need may be expressed as a statement or scope of work to be done along with criteria to evaluate responses from potential vendors.
- b. Requirements for the RFP are not clearly known and are qualitative rather than quantitative.
- c. When supplier selection is being made based on a combination of non-price factors.

Bid Opening: The amount of each proposal, the vendor name, and relevant information shall be recorded; however, only the vendor name shall be revealed to the public.

Correction or Withdrawal of Proposal: Mistakes in proposals after bid opening and prior to award have little impact since discussions and corrections to proposals are permitted.

Chapter 4. Exceptions to Competitive Bid

Preface: Some procurements are exempt from competitive bidding. Utilize the Conditions for Use descriptions to determine if a purchase is exempt.

Required Approvals & Documentation: When exempt from competitive bidding, Department Director approval is required. Board approval is required for purchases and contracts as listed.

Section 4.1. Cooperative Purchase

Condition for Use: For purchases which meet one of the following criteria:

1. When the Board determines that the public interest and cost effectiveness will be best served by purchase from or joint purchase with another unit of government.
2. When cooperative contracts exist:
 - a. Michigan Department of Technology, Management and Budget (Member #: 890) MiDeal www.michigan.gov/dtmb/0,5552,7-358-82550_85753---,00.html
 - b. Sourcewell (Formerly NJPA) (Member #: 5167) www.sourcewell-mn.gov
 - c. Other governmental entities contracts offered as cooperatives and of value to the Township.

Final Award: The Township may award a contract to a public entity or approved vendor of the cooperative contract. When applicable, an award will be made by complying with the terms of the stated cooperative contract.

Section 4.2. Sole Source Purchase

Conditions for Use: For purchases or contracts that the Department Director determines in writing, after a good faith review of potential vendors, that there is only one vendor for the required product or service, especially when the procurement is for a product that is a part of a system in which selection of an alternative brand would alter the ability of the using department to operate and/or maintain the system.

Sole Source Vendors: A list of current sole source vendors shall be kept by the Finance Department. The list shall include the sole source determination from the using Department which must be re-established every three years.

Section 4.3. Emergency Purchase

When an event occurs that is a threat to public health, maintenance of an essential Township service, welfare of persons or public property, or the security of the Township or its interests, the Township Manager in cooperation with the Township Supervisor, or in the Manager’s absence, the Finance Director, may authorize purchases. The emergency need not be officially declared. Failure to plan does not constitute an emergency.

CHAPTER 5. Purchasing Types

Preface: The Township utilizes both Purchase Orders and PCard transactions to conduct business with vendors. Each have unique approval paths and usages.

Required Approvals & Documentation: Department Director approval is required for all purchases. Purchase Orders first require an approved purchase requisition, PCard transactions require approval post transaction.

Section 5.1. Purchase Order

A purchase order is the approval of a purchase for a specific item(s), from a specific vendor, at a specific rate. A purchase requisition is the departmental approval document to create a purchase order. Any significant change in the purchase order may void that purchase order, and the employee making the significant change in the purchase order may be held liable for that purchase. A significant change is a change in vendor, item(s) being purchased, or a change in price of greater than five percent (5%).

Section 5.1.A Blanket Purchase Order

Blanket Purchase Orders: For some items, such as small hardware supplies, auto parts, or small plumbing supplies, which are purchased in large volume (as a class of item not as a specific item), a blanket purchase order may be placed with a vendor. The blanket purchase order eliminates the need to get a purchase order for each specific item purchased from the vendor. Department Directors are responsible for approving all invoices from purchases made on a blanket purchase order by their department.

Employees making purchases either on a blanket purchase order shall submit to the Accounting Department a record of the purchase which shall include the same information as an invoice.

Section 5.2 Electronic Purchase Requisition and Purchase Order System

Purpose: The electronic purchase requisition and purchase order system is designed to provide a method to screen and approve requests for purchase (purchase requisitions), to encumber available funds in the appropriate ledger accounts, to record the disbursement of funds, and keep track of purchases to be delivered (purchase orders). Purchase requisitions and purchase orders are to be used for all purchases, except purchases less than \$1,000, procurement card purchases, and emergency needs as authorized by the Township Manager. Failure of an employee to secure approval for a purchase may result in that employee being held liable for that purchase.

Guidelines: The purchase requisition is a request for a purchase. If the requisition is approved, a purchase order will be authorized and created. If not, the requisition will be returned to the department making the request. The purchase order is the authorization to make a purchase.

Exceptions: Under normal circumstances, no purchase orders will be issued without a completed purchase requisition. In situations where an unforeseen need for services, supplies, or materials arises, such as the need for emergency repairs on vehicles or complications in the course of normal maintenance, purchase requisitions may be approved by the Department Director. The Township Manager may, at their discretion, establish authorization levels for Department Director for approving such purchases. After the emergency purchase has concluded, the electronic requisition shall be completed, along with a note that a purchase has been made, and sent through the approval process for a purchase order to be created. The Department Director will approve the invoice for payment.

Changes in Purchase Orders: If for any reason, a significant change must be made in a purchase order after it has been received by an employee, that employee must notify the Finance Director. A significant change shall be defined as a change that:

- a. Switches the purchase order from one vendor to another vendor
- b. Changes the item being ordered (i.e. from roofing nails to finishing nails)
- c. Changes the price of the purchase order by more than 5% or price estimated on the purchase requisition.

Failure of an employee to notify the Finance Director's Office of a significant change in the purchase order may result in that employee being held liable for that purchase.

Completion of Transaction: When an order has been filled, it is the responsibility of the Department Director to have the shipment or services requested inspected to ensure the proper quantity and quality of goods or services have been received.

Invoices: An invoice is an itemized listing of quantities and charges for the purchase of supplies, materials, equipment, or services which have been furnished to the Township. An invoice is the means by which the vendor informs the purchaser of his obligation and it should contain the same basic information as the purchase order plus any conditions imposed by the vendor, such as discounts, time of expected payment, etc.

Prompt processing of invoices for the settlement of obligations is very important because it may favorably affect the relationship between the purchaser and the vendor. An invoice should contain:

- a. Purchase Order Number
- b. Date of order
- c. Date of delivery
- d. Destination of delivery (building where shipped and who received it, if signed delivery)
- e. Itemized list of materials or services rendered
- f. Quantities, prices (both in unit and total), terms and any
- g. Quantities, prices (both in unit and total), terms and any

Section 5.3. PCard System

Purpose: The purpose of a purchasing card (also known as a procurement card or PCard) program is to provide an efficient, cost-effective method of purchasing and paying for small-dollar purchases. This program is used as an alternative to traditional requisitioning and purchase order process.

- a. The Township Manager or designee (Finance Director) is responsible for issuing, accounting for, monitoring, retrieving and generally overseeing compliance with the Township's procurement card policy.
- b. Township procurement cards may be used only by an officer or employee of the Township for the purchase of goods or services for the official business of the Township.
- c. An official or employee who is issued a procurement card is responsible for its protection and custody. If a procurement card is lost or stolen, the Township Manager or designee (Finance Director) shall be notified. The entity issuing the lost or stolen procurement card shall be immediately notified to cancel the card.
- d. An officer or employee issued a procurement card shall return the procurement card to Township Manager or designee (Finance Director) upon termination of their employment or service with the Township.
- e. Each employee shall sign an agreement that the employee has received and read a copy of the PCard policy.
- f. Officers and employees who use a Township procurement card in a manner contrary to this policy shall be subject to disciplinary action, including possible termination of employment, reimbursement to the Township for unauthorized expenditures, legal action or criminal liability.

Chapter 6. General Guidelines

Section 6.1. Fund Availability

The Finance Director, or designee, shall certify that sufficient funds will be available for payment of a Purchase Order, contract or other agreement for purchases of \$5,000 and greater.

In the case of a purchase order, contract, or other agreement that requires periodic payments in future fiscal years for the furnishing of a continuing service or the leasing of property, such certification need not cover those payments which will be due in future fiscal years. This exception shall not apply to a contract for purchase of construction being financed by an installment contract.

Section 6.2 Purchase of Unbudgeted Capital Outlay Items

Capital Items Under \$5,000: Items of Capital Outlay not specifically authorized by Township Board approval may be purchased upon the approval of the Manager only if the cost of the unbudgeted Capital Outlay item is equal to or less than Five Thousand Dollars (\$5,000).

Transfer to Other Line Items Within Activity: Amounts authorized for Capital Outlay by the Township Board may not be transferred to other line items within an Activity Budget without Township Board approval.

Transfer between Activity Budgets: Amounts authorized for Capital Outlay by the Township Board may not be transferred to other Activity Budgets without Township Board approval.

Related Activity Budget Policies: These actions shall replace all other existing policies relating to the purchase of Capital Outlay or Transfers within or between Activity Budgets.

CHAPTER 7. Disposal of Surplus Property

Whenever any Township property, real or personal, is no longer needed for Township or public purposes, the property may be disposed in accordance with this provision, except where the property is restricted by law.

Authority to Dispose of Surplus Property

- a. Per Article IX, Section 18 of the Michigan Constitution and MCL 41.2(3) the Township “may not give away public property without a consideration”. “Consideration” must be something of sufficiently fair value”. The Township has the express legal authority to sell or lease property which has value that is no longer needed for public purposes. The Township also has the implied power to throw away property that is no longer needed and that has no value. The Township has no legal authority to make a gift or donation of the property to any individual or entity, public or private.
- b. The Board or designee, in consultation with the Department Director, shall make the initial determination as to whether the surplus property has any value, or is without value.
- c. The Board or designee is authorized to determine the permissible method of disposing of surplus Township property. The Township Board or designee, as the legislative or executive body of the Township government, is the judge of what constitutes “fair value”.
- d. Surplus property that is used for trade-in purposes for new, similar or like items, is considered surplus property with value and can be disposed of to the vendor during the purchase and receiving process. The value received from the purchase process will be considered the value of the surplus property.

Methods for Disposal of Surplus Property without value

- a. Surplus property without value shall be discarded or thrown away. Exceptions are items that could be recycled.
- b. Surplus property shall not be “given away” to employees or the general public.

Methods for Disposal of Surplus Property with value

- a. Disposal of surplus property with value shall be consistent with the fiduciary duty of public officials. In general, the sale of surplus property will be accomplished through online auction sites, such as Repocast, govdeal.com and eBay.

Unsold Surplus Property: If property with value remains unsold after reasonable attempts to obtain cash for the item, it may be discarded or thrown away.

Records: Records regarding the disposition of the property are to be on file in the Accounting Department.

Real Property: Real Property is real estate and buildings owned by the Township. All Board of Trustee members shall, on the behalf of the constituents, have the right and the responsibility to thoroughly review all information relating to real property prior to any decision regarding its sale. Township Real Property:

- a. Should not be sold when facts have been established that support prohibiting such sales;
- b. Should not be sold when there have been no facts established that support consummating such sales;
- c. May be sold when full fact-finding, with transparency to the Board and the public, demonstrates a compelling need to do so.



To: Board Members
From: Amanda Garber, CPA
Finance Director
Date: March 21, 2023
Re: Travel and Expense Policy Update

To improve controls surrounding Township travel expenses, it is recommended that the Board adopt an updated travel and expense policy.

This updated travel and expense policy will assist the Board and employees with more consistency and guidance for travel-related expenses.

The changes the Township is seeking to establish with this updated policy and guidance are:

- Elimination of cash advances for travel purposes
- Updated meal reimbursement rates to match current practice
- Clarification of meal reimbursement rates (reimbursement per meal versus per diem rate for overnight travel)
- Clarification of receipt documentation to be provided to the Township
- Including maps of travel routes and documentation of conference or training location with mileage reimbursement requests
- Elimination of petty cash reimbursements for mileage reimbursement requests under \$30

Attachments:

1. Meridian Charter Township Travel and Expense Policy Changes
2. Meridian Charter Township Travel and Expense Policy – Updated March 2023

MERIDIAN CHARTER TOWNSHIP TRAVEL EXPENSE POLICY

Purpose

It is the policy of Meridian Charter Township to reimburse employees and appointed or elected officials for necessary and reasonable expenses incurred in performing their duties.

Official's Business

Reimbursement includes travel expenses to job-related conferences and trainings. Mileage for travel to Township Board and Commission meetings, fundraisers, business grand openings, and similar events, are not eligible for reimbursement. The Township Supervisor shall approve the reimbursable expenses for Township Board and Commission members. The Township Manager shall approve the reimbursable expenses of the Township Supervisor ~~and Township employees.~~ **The Township Manager and/or Finance Director shall approve the reimbursable expenses of Township employees.**

Authorization and Reimbursement Procedure

~~Travel must be approved in advance.~~ For overnight travel, a Travel and Expense Report form must ~~also~~ be completed and submitted to the Department Director and Township Manager for approval **in advance**. All travel expenses are to be submitted within 30 calendar days of the event. All travel expenses incurred are to be included on the Travel and Expense Report. The Travel and Expense Report must be accompanied by original **and itemized** receipts. The Department Director and Finance Director will review the final expenses and reserve the right to withhold reimbursement if there is reason to believe that the expenses are inappropriate. Travel and Expense Reports not submitted within the 30 calendar days may be reimbursed after review by the Township Manager.

Personal Funds

Personal funds expended for Township business may be reimbursed under this policy. The Department Director, Township Manager, and/or the Finance Director reserve the right to deny reimbursement of personal expenditures not in compliance with this policy.

Vacation in Conjunction with Official Township Business Travel

With Township business travel, vacation time may not be included as part of a reimbursable Township business trip. Submitted receipts shall not include charges for personal time, such as extended hotel stays.

No Reimbursement for Non-employees or Officials

There is no reimbursement of expenses for Non-Township employees or officials who accompany Township employees or officials on Township business trips.

Township Credit Cards

A Township credit card should be used to pay approved travel-related costs whenever possible. All Township credit card charges, with original **and itemized** receipts are to be included on the Travel and Expense Report.

Permissible Prepaid Expenses

The Township may issue prepayments for transportation, lodging, or registration. These prepayments also may be paid using a Township credit card.

Registration Fees not Pre-Paid

If a conference or training fee was not prepaid for by the Township, these fees will be reimbursed, including business-related meals or events that are part of the conference or training registration. Original **and itemized** receipts to support the payment(s) are required. If the conference or training does not provide a receipt, then a cancelled check, credit card slip, statement, or documentation that the amount was paid is required for reimbursement.

~~**Travel Advances**~~

~~Cash advances for the purpose of travel for approved Township business may be authorized by the Township Manager. The eligible individual must repay the Township for any advances in excess of the approved travel expenses within 14 calendar days.~~

Meal Reimbursements

~~A daily maximum of up to \$39.00 is reimbursable for approved overnight travel where meals otherwise are not included in conference fees or hotel rates. A daily reimbursement where overnight travel is not required is as follows: Breakfast \$7.50; Lunch \$12.50; Dinner \$19.00 including gratuities.~~

Meals are reimbursable for approved non-overnight and overnight travel where meals otherwise are not included in conference fees or hotel rates. The meal reimbursement amount, including gratuities, is \$13.00 for Breakfast, \$16.00 for Lunch, and \$22.00 for dinner; with a daily maximum of \$51.00.

Mileage Reimbursement

Whenever possible, a Township vehicle should be used for Township business travel. If no Township vehicle is available, or if an employee chooses to drive a personal vehicle, the approved mileage will be reimbursed at the applicable Internal Revenue Service (IRS) mileage rate. All employees must have a valid driver's license and auto insurance coverage for personal vehicles.

Personal vehicle mileage reimbursement covers only those miles ~~incurred above and beyond the employee's commute to~~ from the employee's assigned Township offices to the destination and back. Reimbursement requests should indicate the Township business purpose of the request, ~~and include~~ the points of travel, and the miles eligible for reimbursement. Supporting documentation such as a map of the travel route and conference or training registration/agenda/confirmation (including the location) must be attached with the mileage reimbursement request. The reimbursement rate is determined annually in January using the business rate per mile as established by the ~~Internal Revenue Service IRS~~.

When mileage is incurred in conjunction with out-of-town travel, it should be reported on the Travel and Expense Report along with all other travel related expenses.

When mileage is incurred for approved local or single day travel the Mileage Reimbursement Request ~~Form~~ must be filled out and approved by the Department Director ~~and Finance Director~~. Mileage ~~Reimbursement Requests~~ should be filled out as mileage is incurred. For frequent travel, the form must be completed on at least a monthly basis. ~~If the total reimbursement request is \$30.00 or less it can be paid out of petty cash. If the total reimbursement is greater than \$30.00, a check request will be processed through the Accounts Payable Department. The approved Mileage Reimbursement Request must be attached to the approved petty cash form or the Hand Check Requisition Form.~~ Reimbursement will be processed through the Accounts Payable Department.

Non-reimbursable Items

Alcohol is not to be included on any receipts being submitted for reimbursement, including charges to a Township credit card. Personal expenses incurred while on Township business travel will not be reimbursed. Commuting between ~~work~~ the employee's designated Township office and home, parking tickets, moving violations, and other fines will not be reimbursed.

Exceptions

Requests for exceptions to this policy must be submitted in writing to the Township Manager for approval.

Taxation

Determining which travel expense reimbursements are taxable is outside the scope of the Meridian Charter Township Travel and Expense Policy. This policy does not increase, lessen, or eliminate any tax liability imposed by the ~~Internal Revenue Service~~ IRS. Reimbursements are subject to tax reporting and withholding based on applicable tax regulations. For guidance on the appropriate tax treatment of expense reimbursements please refer to the ~~Internal Revenue Service~~ IRS Guidelines or personal accountant.



MERIDIAN CHARTER TOWNSHIP TRAVEL AND EXPENSE POLICY

Purpose

It is the policy of Meridian Charter Township to reimburse employees and appointed or elected officials for necessary and reasonable expenses incurred in performing their duties.

Official's Business

Reimbursement includes travel expenses to job-related conferences and trainings. Mileage for travel to Township Board and Commission meetings, fundraisers, business grand openings, and similar events, are not eligible for reimbursement. The Township Supervisor shall approve the reimbursable expenses for Township Board and Commission members. The Township Manager shall approve the reimbursable expenses of the Township Supervisor. The Township Manager and/or Finance Director shall approve the reimbursable expenses of Township employees.

Authorization and Reimbursement Procedure

For overnight travel, a Travel and Expense Report form must be completed and submitted to the Department Director and Township Manager for approval in advance. All travel expenses are to be submitted within 30 calendar days of the event. All travel expenses incurred are to be included on the Travel and Expense Report. The Travel and Expense Report must be accompanied by original and itemized receipts. The Department Director and Finance Director will review the final expenses and reserve the right to withhold reimbursement if there is reason to believe that the expenses are inappropriate. Travel and Expense Reports not submitted within the 30 calendar days may be reimbursed after review by the Township Manager.

Personal Funds

Personal funds expended for Township business may be reimbursed under this policy. The Department Director, Township Manager, and/or the Finance Director reserve the right to deny reimbursement of personal expenditures not in compliance with this policy.

Vacation in Conjunction with Official Township Business Travel

With Township business travel, vacation time may not be included as part of a reimbursable Township business trip. Submitted receipts shall not include charges for personal time, such as extended hotel stays.

No Reimbursement for Non-employees or Officials

There is no reimbursement of expenses for Non-Township employees or officials who accompany Township employees or officials on Township business trips.

Township Credit Cards

A Township credit card should be used to pay approved travel-related costs whenever possible. All Township credit card charges, with original and itemized receipts are to be included on the Travel and Expense Report.

Permissible Prepaid Expenses

The Township may issue prepayments for transportation, lodging, or registration. These prepayments also may be paid using a Township credit card.

Registration Fees not Pre-Paid

If a conference or training fee was not prepaid for by the Township, these fees will be reimbursed, including business-related meals or events that are part of the conference or training registration. Original and itemized receipts to support the payment(s) are required. If the conference or training does not provide a receipt, then a cancelled check, credit card slip, statement, or documentation that the amount was paid is required for reimbursement.

Meal Reimbursements

Meals are reimbursable for approved non-overnight and overnight travel where meals otherwise are not included in conference fees or hotel rates. The meal reimbursement amount, including gratuities, is \$13.00 for Breakfast, \$16.00 for Lunch, and \$22.00 for dinner; with a daily maximum of \$51.00.

Mileage Reimbursement

Whenever possible, a Township vehicle should be used for Township business travel. If no Township vehicle is available, or if an employee chooses to drive a personal vehicle, the approved mileage will be reimbursed at the applicable Internal Revenue Service (IRS) mileage rate. All employees must have a valid driver's license and auto insurance coverage for personal vehicles.

Personal vehicle mileage reimbursement covers only those miles from the employee's assigned Township office to the destination and back. Reimbursement requests should indicate the Township business purpose of the request, the points of travel, and the miles eligible for reimbursement. Supporting documentation such as a map of the travel route and conference or training registration/agenda/confirmation (including the location) must be attached with the mileage reimbursement request. The reimbursement rate is determined annually in January using the business rate per mile as established by the IRS.

When mileage is incurred in conjunction with out-of-town travel, it should be reported on the Travel and Expense Report along with all other travel related expenses.

When mileage is incurred for approved local or single day travel the Mileage Reimbursement Request Form must be filled out and approved by the Department Director and Finance Director. Mileage reimbursement requests should be filled out as mileage is incurred. For frequent travel, the form must be completed on at least a monthly basis. Reimbursement will be processed through the Accounts Payable Department.

Non-reimbursable Items

Alcohol is not to be included on any receipts being submitted for reimbursement, including charges to a Township credit card. Personal expenses incurred while on Township business travel will not be reimbursed. Commuting between the employee's designated Township office and home, parking tickets, moving violations, and other fines will not be reimbursed.

Exceptions

Requests for exceptions to this policy must be submitted in writing to the Township Manager for approval.

Taxation

Determining which travel expense reimbursements are taxable is outside the scope of the Meridian Charter Township Travel and Expense Policy. This policy does not increase, lessen, or eliminate any tax liability imposed by the IRS. Reimbursements are subject to tax reporting and withholding based on applicable tax regulations. For guidance on the appropriate tax treatment of expense reimbursements please refer to the IRS Guidelines or personal accountant.



To: Township Board

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

Date: March 16, 2023

Re: Ordinance 2022-16 – Sign Ordinance Update

The Planning Commission and Community Planning and Development Staff, aided by the Township Attorneys, have been working on an overhaul to our sign ordinance for the better part of a year. Staff previously provided this draft to the Township Board in December and January to begin discussions on the ordinance changes.

This is a major update to the ordinance, in light of Supreme Court of the United States cases from the past five years. It affects nearly every aspect of the sign ordinance but does not make major changes to the sizes and heights of signs currently permitted. The major changes include:

- Removal of nearly every reference to the message on the sign, except in limited circumstances where the Township Attorneys determined the wording was acceptable. This was the main reason for the proposed amendment.
- Substantial updates to our definitions, to clarify terms that were previously undefined.
- Adding to the Purpose section, making the ordinance more defensible in the event of a legal challenge.
- Clarification and consolidation of language throughout the ordinance for consistency purposes.
- Small increases to the size of signs permitted in the PO, Professional and Office district, along with a corresponding reduction in the height of signs permitted.
- Consolidation of standard in the Commercial district for freestanding signs.
- Complete overhaul of how temporary signs are handled in the Township. This is one of the larger changes from an administration perspective and will give clarity on how to handle these signs, which take on many forms.
- The addition of a ‘Construction Project Waiver’ whereby the Township Board can waive the sign standards on a temporary basis for temporary signage during major construction projects, such as the Grand River construction we saw last year.

Staff is prepared to discuss any of the changes in the proposed draft, which has been recommended for approval by the Planning Commission, after review by a Planning Commission subcommittee, the Township Attorney, and the full Planning Commission. We look forward to getting this new ordinance in place after the Township Board’s review and approval.

Attachments

1. Ordinance 2022-16 – Sign Ordinance Update – REDLINED
2. Ordinance 2022-16 – Sign Ordinance Update – Clean

ORDINANCE NO. XXX

AN ORDINANCE TO AMEND ARTICLE 7, SIGNS AND ADVERTISING STRUCTURES, OF THE CHARTER TOWNSHIP OF MERIDIAN ZONING CODE TO UPDATE REGULATIONS FOR SIGNS IN THE TOWNSHIP

THE CHARTER TOWNSHIP OF MERIDIAN ORDAINS:

Section 1. Section 86-2, Definitions, is hereby amended in the following locations to modify and add the following definitions as follows:

BANNER

Any removable fabric, cloth, paper, or other non-rigid material, installed in a temporary fashion on a building, property, or other site amenity, and not enclosed in a frame.

CANOPY

An overhanging shelter extending outward from a building ~~in excess of two feet. Signs may be erected on canopies, provided that they do not extend above the roof line or cornice.~~ A parapet wall is not a canopy.

~~FREESTANDING SIGN~~

~~A structure erected for the purpose of advertising a business or activity on the same parcel. Such structures shall not be attached to a building which may be located on the same parcel. Such a sign may also be known as a pylon sign.~~

FLAG

A sign consisting of a piece of durable fabric or similar material, anchored along one side and attached to a permanent, freestanding pole or attached to a building.

MAJOR CONSTRUCTION PROJECT

As used in this Article, a Major Construction Project shall be any infrastructure project or major redevelopment of an existing property that has a direct impact on five (5) or more adjacent businesses.

MURAL

Any graphic design, such as, but not limited to, a mosaic, picture, scene, or diagram painted on any ~~exterior wall of a building~~ which does not contain any brand name, product name, logo, trademark, trade name, identifiable commercial representation, or any other commercial message or advertising, whether by spelling, abbreviating, depiction, or otherwise.

OUTDOOR ADVERTISING STRUCTURES

Those permanent signs and billboards, ~~permanent or portable,~~ which may be erected for the purposes of advertising businesses ~~located within the Township and which are may or may not be not located~~ on the same parcel, ~~as the business which they advertise.~~

SIGN

A ~~name, identification, description,~~ display, or illustration which is affixed to, painted on, or otherwise located or set represented indirectly upon a building, structure, or piece of land parcel, ~~or lot~~ and which directs attention to an object, place, product, activity, person,

1 institution, organization, or business and which is visible from any public street, sidewalk,
2 alley, park, public property or from other private property, but not including signs which are
3 directed at persons within the premises of the sign owner.

4
5 **SIGN, CANOPY**

6 A sign that is displayed or affixed flat on the surface of a canopy and does not extend beyond
7 the limits of the canopy. Such signs are considered wall signs for the purpose of regulation.

8
9 **SIGN, DEVELOPMENT ENTRY**

10 A freestanding sign that is installed at the road entrance(s) to a development to identify the
11 overall development project, rather than individual businesses or uses within the
12 development.

13
14 **SIGN, DRIVE-THROUGH ACCESSORY**

15 A permanent sign installed adjacent to a drive through lane to facilitate ordering and
16 communications to onsite customers.

17
18 **SIGN, ELECTRONIC MESSAGE**

19 A sign or portion of a sign that displays an electronic image using changing lights or similar
20 forms of electronic display to form a message. This includes, but is not limited to, television
21 screens, plasma screens, digital screens, flat screens, LED or LCD displays, flipper matrix,
22 and holographic displays.

23
24 **SIGN, FREESTANDING**

25 A sign that is attached to a self-supporting structure other than a building. The support
26 structure shall be placed in or below the ground and not attached to any other structure.

27
28 **SIGN, OFF-PREMISES**

29 A sign that displays a message directing attention to a business, product, service, profession,
30 commodity, activity, event, person, institution or other commercial message which is
31 generally conducted, sold, manufactured, produced, offered, or occurs elsewhere than on the
32 premises where the sign is located.

33
34 **SIGN, ON-PREMISES**

35 A sign that is not an off-premises sign.

36
37 **SIGN, PROJECTING**

38 A sign that is affixed in a non-parallel manner to the wall of a building, extending outward
39 from the building.

40
41 **SIGN, TEMPORARY**

42 A sign that is installed for a limited period of time and intended to be removed within a time
43 period as specific herein.

44
45 **SIGN, WALL**

46 A sign that is affixed parallel to the wall or window of a building, not projecting above the
47 top wall or beyond the end of the building. For the purposes of this ordinance, signs affixed
48 to the sloping surface of a mansard roof or canopy shall be considered a wall sign.

1 **SIGN, WINDOW**

2 A sign that is affixed to a window in a manner that does not create any projection away from
3 the window pane on which the sign is installed.

4
5 **Section 2.** Section 86-368, RR District: One-Family Rural Residential District, is hereby
6 amended at Subsection (b)(2)b.6. to read as follows:
7

- 8 6. There shall be no external evidence of a home occupation except one nonilluminated sign not
9 exceeding two square feet in surface display area and attached flat against the building, ~~in~~
10 ~~accordance with the sign regulations specified in § 86-685 of the Code of Ordinances.~~

11
12 **Section 3.** Section 86-376, Multiple-Family Residential Districts: RDD, RD, RC, RCC Districts, is
13 hereby amended at Subsection (f)(7) to read as follows:
14

- 15 (7) Signs. ~~Signs identifying any of the permitted uses in this district~~ shall be installed in
16 accordance with those requirements specified in Article VII of this chapter.
17

18 **Section 4.** Section 86-402, Standards Applying to All Uses, is hereby amended at Subsection (3)
19 to read as follows:
20

21 (3) ~~Signs, flags, and banners.~~

22 a. Signs. Signs ~~identifying any of the permitted uses in this district~~ shall be installed in accordance
23 with those requirements specified ~~in the schedule outlined~~ in Article VII of this chapter.

24 ~~(1) Flags and banners. No flags, banners, streamers, or similar devices shall be permitted in these~~
25 ~~districts except as follows: a maximum of two flags or banners, in any combination, containing no~~
26 ~~commercial message, of a size no larger than 60 square feet for a United States flag or 24 feet~~
27 ~~square feet for all other flags or banners shall be permitted on each site in this district. Flagpoles~~
28 ~~may be illuminated. Illumination, if present, shall be from the base of the structure upon which~~
29 ~~the flag or banner is flown. Placement of flags and banners shall be limited to the following~~
30 ~~locations:~~

31 ~~1.—On a building facade. Flags and banners may be flown from a staff projecting at an~~
32 ~~upward angle from a building wall. Flags and banners displayed from staffs shall be~~
33 ~~positioned with the lowest point of the flag, banner, or staff a minimum of 10 feet~~
34 ~~above the surrounding grade, sidewalk, or pavement whichever is higher. The flag,~~
35 ~~banner, or staff shall extend no more than five feet above the roofline.~~

36 ~~2.—On a pole. A maximum of one flag pole shall be permitted per site. A maximum of two~~
37 ~~flags or banners may be flown from the flagpole with the lowest portion of any flag or~~
38 ~~banner being a minimum of 15 feet above the ground when draped along the flagpole.~~
39 ~~All flagpoles shall be set back a minimum of 10 feet from the street right-of-way lines.~~
40 ~~The height of the flagpole shall not exceed a maximum of 40 feet. No flagpole shall be~~
41 ~~installed without obtaining a building permit. The location or placement of the~~
42 ~~flagpole is subject to the approval of the Director of Community Planning and~~
43 ~~Development. All flagpoles shall be designed or engineered for commercial~~
44 ~~applications and constructed of commercial grade materials and shall be properly~~
45 ~~maintained by the property owner.~~

46
47 **Section 5.** Section 86-431, MP District: Mobile Home Park District, is hereby amended at
48 Subsection (b)(6) to read as follows:
49

1 (6) Signs, ~~Signs shall be installed in accordance with those requirements specified in Article VII~~
2 ~~of this chapter pertaining exclusively to the mobile home park are permitted in accordance~~
3 ~~with the provisions of Subsection 86-685(d).~~

4
5 **Section 6.** Section 86-433, CR District: Commercial Recreation District, is hereby amended at
6 Subsection (d)(5) to read as follows:
7

8 (5) Signs. Signs ~~identifying any of the permitted uses in this district~~ shall be installed in
9 accordance with those requirements specified in Article VII of this chapter. ~~No banners,~~
10 ~~flags, streamers, or similar devices for advertising or promotional purposes shall be~~
11 ~~permitted.~~

12
13 **Section 7.** Section 86-434, RP District: Research and Office Park District, is hereby amended at
14 Subsection (c)(4) to read as follows:
15

- 16 (4) Restaurants, without drive-in facilities, open to the general public, provided that the
17 following requirements are met:
18 a. Restaurants may be located in buildings permitted by right in this district or permitted
19 by a special use permit, provided that the building contains a minimum of 75,000 square
20 feet of gross floor area.
21 b. Restaurants under this provision shall be limited to one per building, not to exceed 10%
22 of the building's gross floor area.
23 c. Restaurants under this provision shall only be accessible from within the principal use or
24 building; direct outside entrances to restaurants shall not be allowed.
25 ~~d. There shall be no exterior wall signs or freestanding signs indicating a restaurant use~~
26 ~~within a building located in the research park district.~~
27 e.d. Restaurants shall provide off-street parking for a restaurant use in addition to the off-
28 street parking required for the principal use.
29

30 **Section 8.** Section 86-434, RP District: Research and Office Park District, is hereby amended at
31 Subsection (f)(7) to read as follows:
32

33 (7) Signs. Signs ~~identifying any of the permitted uses in this district~~ shall be installed in
34 accordance with those requirements specified in Article VII of this chapter. ~~No banners,~~
35 ~~flags, streamers, or similar devices for advertising or promotional purposes shall be~~
36 ~~permitted.~~

37
38 **Section 9.** Section 86-435, I District: Industrial District, is hereby amended at Subsection (f)(6)
39 to read as follows:
40

41 (6) Signs. Signs ~~identifying any of the permitted uses in this district~~ shall be installed in
42 accordance with those requirements specified in Article VII of this chapter. ~~No banners,~~
43 ~~flags, streamers, or similar devices for advertising or promotional purposes shall be~~
44 ~~permitted.~~

45
46 **Section 10.** Section 86-437, AG District: Agriculture District, is hereby amended to read as
47 follows:
48

49 (a) [UNCHANGED]

1 (b) [UNCHANGED]

2 (c) [UNCHANGED]

3 (d) Permitted accessory uses and structures. The following accessory uses and structures shall
4 be permitted by right in the agriculture district.

5 (1) Temporary or seasonal sales of items produced on the farm, not including products
6 requiring manufacturing or mechanical processing.

7 (2) Temporary or seasonal roadside sales of items produced on the farm, subject to the
8 following provisions:

9 a. A farm sales stand shall be setback 25 feet from a road pavement edge.

10 b. Only one farm sales stand shall be permitted for every 600 feet of frontage.

11 c. Such farm sales stand shall not be located within 100 feet of the intersection of the
12 right-of-way lines of any two public streets.

13 d. ~~Signage shall be permitted in accordance with the standards found in Article VII, Signs
14 and Advertising Structures. One sign per farm sales stand shall be permitted. The
15 surface display area shall not exceed six square feet.~~

16 e. ~~No sign advertising a farm sales stand shall be located within 100 feet of the
17 intersection of the right of way lines of any two public streets.~~

18 (3) Home occupations, subject to the provisions of Subsection 86-368(b)(2).

19 (4) Temporary buildings associated with construction of permanent buildings. Such
20 buildings shall be removed upon the completion or abandonment of the construction
21 work and before issuance of an occupancy permit.

22 (5) Barns, silos, equipment storage, and similar structures customarily incidental to the
23 permitted principal use and structures.

24 (6) Manure storage incidental to the raising of farm animals, provided no such storage area
25 shall be permitted within 200 feet of any other zoning district boundary.

26 (e) [UNCHANGED]

27 ~~(f) Signs.~~

28 ~~(1) The following signs shall be permitted for all uses in the agriculture district, in accordance
29 with Article VII of this chapter:~~

30 a. ~~Sale or lease of property signs.~~

31 b. ~~Home occupations.~~

32 c. ~~Temporary political signs.~~

33 ~~(2) Commercial uses permitted in the agriculture district may, in addition to the above signs,
34 have one sign placed flat against the main building. The surface display area of such sign
35 shall not exceed 25 square feet and the sign shall not project above the cornice or roof
36 line.~~

37
38 **Section 11.** Section 86-681, Purpose, is hereby amended to read as follows:

39
40 ~~It is the purpose of this article to regulate the size, placement, and general appearance of all manner
41 of privately owned signs and outdoor advertising structures in order to promote the public health,
42 safety, morals, convenience, and general welfare, as well as the stated purposes of this chapter. These
43 purposes include the enhancement of the aesthetic desirability of the environment and the reduction
44 of hazards to life and property in the Township.~~

45
46 The purpose of this Article is to regulate signs within the Township so as to protect public safety,
47 health and welfare; minimize abundance and size of signs to reduce visual clutter, motorist
48 distraction, and loss of sight distance; promote public convenience; preserve property values;
49 support and complement land use objectives as set forth in the Master Plan and this Ordinance; and

1 enhance the aesthetic appearance and quality of life within the Township. The standards contained
2 herein are intended to be content neutral.

3
4 These objectives are accomplished by establishing the minimum amount of regulations necessary
5 concerning the size, placement, construction, illumination, and other aspects of signs in the Township
6 so as to:

- 7 (1) Recognize that the proliferation of signs is unduly distracting to motorists and nonmotorized
8 travelers, reduces the effectiveness of signs directing and warning the public, causes
9 confusion, reduces desired uniform traffic flow, and creates potential for accidents.
- 10 (2) Prevent signs that are potentially dangerous to the public due to structural deficiencies or
11 disrepair.
- 12 (3) Reduce visual pollution and physical obstructions caused by a proliferation of signs which
13 would diminish the Township's image, property values and quality of life.
- 14 (4) Enable the public to locate goods, services and facilities without excessive difficulty and
15 confusion by restricting the number and placement of signs.
- 16 (5) Prevent placement of signs which will conceal or obscure signs of adjacent uses.
- 17 (6) Protect the public right to receive messages and engage in expressive conduct protected by
18 the First Amendment of the U.S. Constitution.
- 19 (7) The regulations and standards of this Article are considered the minimum necessary to
20 achieve a substantial government interest for public safety, aesthetics, protection of property
21 values, and are intended to be content neutral.
- 22 (8) Prevent signs from conflicting with other allowed land uses.
- 23 (9) Maintain and improve the image of the Township by encouraging signs of consistent size
24 which are compatible with and complementary to related buildings and uses, and
25 harmonious with their surroundings. This includes preventing light trespass onto adjacent
26 properties.
- 27 (10) Regulate portable signs as necessary to avoid negative impacts on traffic safety and
28 aesthetics.

29
30 **Section 12.** Section 86-682, Existing nonconforming signs, is hereby amended to read as follows:

- 31
32 (1) Purpose. It is the intent of this article to permit the continuance of a lawful use of any sign or
33 outdoor advertising structure existing at the effective date of this chapter, although such sign
34 or outdoor advertising structure may not conform with the provisions of this chapter. It is
35 the intent of this article that nonconforming signs and outdoor advertising structures shall
36 not be enlarged upon, expanded or extended. Further, it is the intent of this article that
37 nonconforming signs and outdoor advertising structures shall be gradually eliminated and
38 terminated upon their natural deterioration or accidental destruction. The continuance of all
39 nonconforming signs and outdoor advertising structures within the Township shall be
40 subject to the conditions and requirements set forth in this article.
- 41
42 (2) Structural changes. The faces, supports, or other parts of any **lawful** nonconforming sign or
43 outdoor advertising structure shall not be structurally changed, altered, substituted, or
44 enlarged unless the resultant changed, altered, substituted, or enlarged sign or outdoor
45 advertising structure conforms to the provision of this chapter for the district in which it is
46 located, except as otherwise provided for in this article.
- 47
48 (3) Repairs, alterations, and improvements. Nothing in this article shall prohibit the repair,
49 reinforcement, alteration, improvement, or modernizing of a lawful nonconforming sign or

1 outdoor advertising structure; provided, that such repair, reinforcement, alteration,
2 improvement, and modernizing do not exceed an aggregate cost of 30% of the appraised
3 replacement cost thereof ~~as of the effective date of this chapter~~, as determined by the Director
4 of Community Planning and Development, unless the subject sign or outdoor advertising
5 structure is changed by such repair, reinforcement, alteration, improvement, or modernizing
6 to a conforming structure. ~~Nothing in this article shall prohibit the periodic change of~~
7 ~~message on any outdoor advertising structure.~~
8

9 (4) Restoration of damage. Any lawful nonconforming sign or outdoor advertising structure
10 damaged by fire, explosion, an act of God, or by other accidental causes may be restored,
11 rebuilt, or repaired; provided, that the estimated expense of reconstruction does not exceed
12 50% of the appraised replacement cost thereof, as determined by the Director of Community
13 Planning and Development.
14

15 (5) Discontinuance or abandonment. Whenever the activity, business, or usage of a primary
16 premises to which a sign is attached or related has been discontinued for a period of 90 days
17 or longer, such discontinuance shall be considered conclusive evidence of an intention to
18 abandon legally the nonconforming sign attached or related thereto. At the end of this period
19 of abandonment, the nonconforming sign shall either be removed or altered to conform with
20 the provisions of this chapter.
21

22 (6) Elimination of nonconforming signs. The Township Board may acquire any nonconforming
23 sign or outdoor advertising structure with or without acquiring the property on which such
24 sign or structure is located by condemnation or other means and may remove such sign or
25 structure.
26

27 ~~(6)~~(7) Change of Message. Nothing in this section shall prohibit changing of the message of
28 any sign to reflect the change of a business name being advertised by a sign, nor the periodic
29 change of message on any outdoor advertising structure, as long as structural changes are
30 not being made to the sign.
31

32 **Section 13.** Section 86-683 is hereby renamed Administration and is amended to read as follows:
33

34 (1) Review and Approval of Signs. All new or replacement signs for any structure, property, or
35 use shall be reviewed and approved by the Community Planning and Development Director
36 or their designee, unless otherwise specified.
37

38 (2) Review Standards. The Community Planning and Development Director shall review the
39 proposed sign based on the standards found herein.
40

41 (3) Permitting.
42

43 a. It shall be unlawful to display, erect, relocated, alter, or otherwise change any
44 permanent signs without obtaining a permit.

45 b. After the issuance of a permit by the Township, it shall be unlawful to change, alter,
46 modify, or otherwise deviate from the approved permit, without first amending the
47 permit or applying for a new permit.

1 c. An application for a permit shall be made in writing on forms furnished by the
2 Township.

3 d. The application for a permit shall include the following information:

4 i. The name, address, and telephone number of the person requesting the sign
5 permit.

6 ii. The name, address, and telephone number of the contractor installing the
7 sign.

8 iii. The location by street address where the sign is proposed to be installed.

9 iv. Site plan and elevation drawings of the proposed sign, drawn to scale,
10 including the location of the proposed sign on the property and/or building,
11 the location of any existing signs on the property and/or building, the
12 dimensions of the proposed sign, the construction materials proposed for the
13 sign, and the method of lighting for the sign.

14 v. An application for, and all necessary information, an electrical permit for all
15 signs with electrical connections.

16 vi. The signature of the owner or the owner's authorized agent.

17 vii. The value of the sign being installed.

18 a.e. The replacement of only the sign face, with no other structural, electrical, or other
19 physical changes to the sign, shall not require a permit.

20 ~~The provisions of this article shall be enforced in the manner provided elsewhere in this chapter.~~

21
22 **Section 14.** Section 86-684 is hereby renamed Regulations for Signs in All Districts and is
23 amended to read as follows:

24
25 (1) Any sign not expressly permitted in a district is prohibited in such district.

26
27 (2) Commercial signs and advertising structures shall be located on the premises to which the
28 sign is accessory, unless otherwise specified herein, may be permitted for identification of
29 premises, for providing information relative to the functions of the premises, or for
30 advertising with the particular limitations for use as specified in this article. In this article,
31 whenever a maximum surface display area per side of any sign or advertising structure is
32 specified, such surface display area shall be computed as follows:

33
34 (3) Whenever a maximum surface display area per side of any sign or advertising structure is
35 specified, such surface display area shall be computed as follows:

36
37 a. If a sign has only one exterior face, the surface display area of that face shall not
38 exceed the specified maximum.

39 b. If a sign has two exterior faces, the surface display area of each face shall not exceed
40 the specified maximum.

41 c. If a sign has more than two exterior faces, the sum of the surface area of all the faces
42 shall not exceed twice the specified maximum.

43
44 (4) No sign or outdoor advertising structure may have moving parts or moving or flashing lights.

45
46 (5) No banners, streamers, or similar devices shall be permitted, unless otherwise specified
47 herein.

48

1 (6) No wall sign shall be erected to extend above the top of the wall to which it is attached. No
2 signs shall be mounted on a roof.

3
4 (7) All signs shall be installed so as to comply with the Sight Triangle regulations found in Section
5 86-474 of this Ordinance.

6
7 (8) Traffic Control Signs. Signs purely for traffic regulation or control within the project may be
8 utilized as required and shall conform to the Michigan Manual of Uniform Traffic Control
9 Devices (MMUTCD). Traffic control signs not listed in the MMUTCD shall be reviewed by the
10 Department of Public Works and Engineering for a determination that the sign is warranted.
11 All such traffic control signs shall not require a permit or count against maximum permitted
12 sign areas for a project but shall be installed on private property.

13
14 (9) An additional three-square feet of surface display area shall be permitted for any freestanding
15 sign in any zoning district to accommodate the street number of the structure. The street
16 number shall be placed on the sign in accordance with Chapter 14, Article V of this Code of
17 Ordinances.

18
19 (10) Signs shall not revolve or move in any manner.

20
21 (11) Any sign that creates a visual or safety hazard may be ordered to be removed by the
22 Director of Community Planning and Development.

23
24 (12) Directional Signs. On premises directional signs that aid traffic flow shall be permitted
25 subject to the following:

26
27 a. Located a minimum of five (5) feet from any property line.

28 b. Shall be located on private property. No such signs shall be permitted in the public
29 right of way.

30 c. No larger than three (3) square feet.

31 d. No taller than six (6) feet.

32 e. May be illuminated, subject to the standards of this Article.

33 f. The number and location of directional signs shall be subject to the approval of the
34 Director of Community Planning and Development, based on the number of entrances
35 and exits to the site, circulation patterns on site, and the number and location of
36 tenants and buildings on site.

37
38 (13) Window signs. Window signs shall be permitted subject to the following:

39 a. A window sign shall be installed on the inside of a window or on the exterior of a
40 window, so as not to project from the window pane on which the sign is painted or
41 affixed.

42 b. No ~~not exceed~~ more than 40% of the surface area of the window may be used for
43 window signs. ~~in which they are displayed.~~

44 c. The total amount of ~~W~~window signages shall not exceed 10% of the building face of
45 which the window is a part.

46
47 (14) Flags. Flags shall be permitted on any property, without a sign permit, subject to the
48 following:

- a. A maximum of two flags shall be permitted on any property in a RR, RAAA, RAA, RA, RB, or RX district.
- b. A maximum of one flag shall be permitted on any property in any other type of district.
- c. Any flag shall be no larger than 24 square feet.
- d. No part of any flag shall be hung or erected in any manner so as to visually obstruct or project into the public right-of-way, unless written permission from the Michigan Department of Transportation or the Ingham County Road Department has been granted.
- e. Flagpoles shall be subject to the following:
 - i. All flagpoles shall be setback from all property lines by a distance equal to the height of the flagpole.
 - ii. No flagpole shall exceed 40 feet in height.
 - iii. Flagpoles may be illuminated, subject to the standards in this Ordinance.
 - iv. No flagpole shall be installed without obtaining a building permit.

(15) A protected message of any type may be substituted, in whole or in part, for the message displayed on any sign which is already legal or legal nonconforming without consideration of message content. Such substitution of message may be made without any additional approval or permitting, provided that the message substitution makes no changes to the physical structure of the sign. The purpose of this provision is to prevent any inadvertent favoring of commercial speech over protected non-commercial speech, or favoring of any particular protected non-commercial speech over any other protected non-commercial speech. Message substitution is a continuing right and may be exercised any number of times, in whole or in part. Message substitution applies only to speech which is within the protection of the First Amendment to the U.S. Constitution and corresponding provisions of the Michigan Constitution.

Section 15. Section 86-685, Signs in Residential Districts, is hereby amended to read as follows:

Signs proposed for the RR, RAAA, RAA, RA, RB, RX, RD, RDD, RC, RCC, RN, PRD, and MP zoning districts shall be permitted in accordance with the following regulations.

(1) Generally. Any sign not expressly permitted in a residential district is prohibited in such district. Development Entry Sign. A permanent sign may be permitted at each entrance to a residential development, subject to the following regulations:

- a. Located at least 10 feet back from the front property line.
- b. Installed in a common area for a development or on private property. No such signs shall be installed in the public right of way without express written approval of the Ingham County Road Department.
- c. No larger than 32 square feet in size.
- d. No taller than six feet in height.
- e. One such sign is permitted at each public entry to a residential development.

(2) Signs for Land Uses Other than Single-Family. Where the use of a parcel in a zoning district subject to this Section is primarily other than a single-family dwelling, then wall signs and freestanding signs shall be permitted subject to the following regulations:

- a. Located at least 10 feet back from any property line.
- b. No larger than 25 square feet in size.
- c. No taller than six feet in height.

1 d. Either one wall sign or one freestanding sign is permitted for any use under this
2 Section.

3 e. Any sign under this section must be an On Premises sign.

4 (3) Wall Sign. In addition to the foregoing, one nonilluminated sign not to exceed two square feet
5 in surface display area and attached flat against a building wall is permitted.

6 ~~(1)~~

7 ~~(2) RR, RA, RAA, RX, and RB residential districts. Signs in single-family residential districts shall~~
8 ~~be permitted subject to the following limitations:~~

9 ~~(1) Sale or lease of property. One nonilluminated sign advertising the sale or lease of the lot~~
10 ~~or building not exceeding six square feet in surface display area per side on any one lot,~~
11 ~~such sign being placed no closer to the street line than 1/2 the required yard depth.~~

12 ~~(2) Home occupation. One nonilluminated sign announcing a home occupation or~~
13 ~~professional service not to exceed two square feet in surface display area and attached~~
14 ~~flat against a building wall.~~

15 ~~(3) Subdivision. One nonilluminated, temporary sign advertising a recorded subdivision or~~
16 ~~development, not to exceed 50 square feet and not to exceed 20 feet in height. Such sign~~
17 ~~shall require a building permit which shall authorize use of the sign for a period not to~~
18 ~~exceed two years.~~

19 ~~(4) Development entry. A permanent structure, which may be illuminated, may be permitted~~
20 ~~at each entrance to a development and shall be located at least 10 feet back of the street~~
21 ~~right-of-way line. Development entry signs shall be no larger than 32 square feet in~~
22 ~~surface display area. A sign on such structures may include only the names of the~~
23 ~~development and the developer, and the sign and structure shall be harmonious and~~
24 ~~appropriate in appearance with the existing and intended character of the general~~
25 ~~vicinity.~~

26 ~~(5) Temporary political signs. Not more than one temporary political sign shall be permitted~~
27 ~~per candidate per lot, whether the lot is developed or undeveloped. Temporary political~~
28 ~~signs are not permitted in the street rights-of-way. Such sign shall be no larger than eight~~
29 ~~square feet in surface display area per side. On a corner lot, not more than one temporary~~
30 ~~political sign per candidate may be placed along each of the streets upon which the corner~~
31 ~~lot has frontage.~~

32 ~~(3) RDD, RD, RC, RN and RCC and multiple-family residential districts. Signs in multiple-family~~
33 ~~residential districts shall be permitted subject to the following limitations:~~

34 ~~(1) Sale or lease of property. One nonilluminated sign advertising the sale or lease of the lot~~
35 ~~or building not exceeding six square feet in surface display area per side on any lot, such~~
36 ~~sign being placed no closer to the street right-of-way line than 1/2 the required yard~~
37 ~~depth.~~

38 ~~(2) Development entry. A permanent structure, which may be illuminated, may be permitted~~
39 ~~at each entrance to a development and shall be located at least 10 feet back from the street~~
40 ~~right-of-way line. Development entry signs shall be no larger than 32 square feet in~~
41 ~~surface display area. A sign on such structures shall be limited to the name of the~~
42 ~~development and the telephone number to be called for leasing information.~~

43 ~~(3) Signs. Signs purely for traffic regulation or control within the project may be utilized as~~
44 ~~required and shall conform to the Michigan Manual of Uniform Traffic Control Devices.~~

45 ~~(4) Temporary political signs. Not more than one temporary political sign shall be permitted~~
46 ~~per candidate per lot, whether the lot is developed or undeveloped, Temporary political~~
47 ~~signs are not permitted in the street rights-of-way. Such sign shall be no larger than eight~~
48 ~~square feet in surface display area per side. On a corner lot, not more than one temporary~~

1 political sign per candidate may be placed along each of the streets upon which the corner
2 lot has frontage.

3 ~~(4) MP mobile home park residential districts. Signs in mobile home park districts shall be~~
4 ~~permitted subject to the following limitations:~~

5 ~~(1) Development entry. A permanent structure which may be illuminated may be permitted~~
6 ~~by Planning Commission approval; provided, that, signs on such structure may include~~
7 ~~only the name of the development and the developer and the sign and structure shall be~~
8 ~~harmonious and appropriate in appearance with the existing and intended character of~~
9 ~~the general vicinity and with the community as a whole.~~

10 ~~(2) Signs. Signs purely for traffic regulation and direction within mobile home parks may be~~
11 ~~utilized as required and shall conform to the Michigan Manual of Uniform Traffic Control~~
12 ~~Devices.~~

13
14 **Section 16.** Section 86-686, Professional and Office districts, is hereby amended to read as
15 follows:

16
17 Signs proposed for the Professional and Office zoning district shall be permitted in accordance with
18 the following regulations.

19
20 ~~Signs in the professional and office districts shall be permitted subject to the following limitations.~~
21 ~~Any sign not expressly permitted is prohibited.~~

22 ~~(1) Signs shall pertain exclusively to the business within the building.~~

23 ~~(2)(1) Wall signs. A permanent sign may be permitted on a building, subject to the following~~
24 ~~regulations:~~

25 ~~a. One wall sign shall be permitted, Shall be placed flat against the building.~~

26 ~~b. A wall sign shall not exceed No individual sign shall be larger than 20-30 square feet~~
27 ~~in surface display area.~~

28 ~~c. Each tenant in a multi-tenant building shall be permitted a maximum of 30 square~~
29 ~~feet of signage, contiguous with their lease space and no closer than 12 inches to the~~
30 ~~side of the building line or leased space line.~~

31 ~~b.d. Wall signs shall be allowed up to a size equivalent to one square foot for each one~~
32 ~~lineal foot of building frontage occupied.~~

33 ~~(3)(2) Freestanding signs. A permanent sign subject to the following regulations:~~

34 ~~a. One freestanding sign shall be permitted and shall be located in the front yard, with~~
35 ~~the leading edge located at least 10 feet from the front and side property lines back of~~
36 ~~the street right-of-way line.~~

37 ~~b. The surface display area of the freestanding sign conveying the business carried on~~
38 ~~the premises shall not exceed 25-32 square feet per side. An additional three square~~
39 ~~feet of surface display area of the freestanding sign shall be set aside to accommodate~~
40 ~~the street number of the structure. The street number shall be placed on the sign in~~
41 ~~accordance with Chapter 14, Article V of this Code of Ordinances.~~

42 ~~c. The freestanding sign shall not exceed 16-six (6) feet in height.~~

43 ~~d. The freestanding sign shall not be located within 20 feet of the intersection of the~~
44 ~~access drive and the street right-of-way line.~~

45 ~~e. Signs identifying a parcel's entrance or exit or other internal circulation or directional~~
46 ~~information shall be permitted, provided the surface display area does not exceed six~~
47 ~~square feet in size, is no higher than three feet, and does not display any identifiable~~
48 ~~logo or business name. The number and location of directional signs shall be subject~~
49 ~~to the approval of the Director of Community Planning and Development.~~

1 (4) The source of illumination for such signs shall not be visible beyond the property lines of the
2 parcel or lot upon which the sign is located.

3 (5) No wall sign shall be erected to extend above the top of the wall to which it is attached. No
4 signs shall be mounted on a roof.

5 (6) Not more than one temporary political sign shall be permitted per candidate per lot, whether
6 the lot is developed or undeveloped. Temporary political signs are not permitted in the street
7 rights-of-way. Such sign shall be no larger than eight square feet in surface display area per
8 side. On a corner lot, not more than one temporary political sign per candidate may be placed
9 along each of the streets upon which the corner lot has frontage.

10 (7) One nonilluminated sign advertising the sale or lease of the lot or building not exceeding 16
11 square feet in surface display area per side may be permitted. Such sign shall be placed no
12 closer than 10 feet back of the street right-of-way line and shall have a maximum height of
13 eight feet. If such sign is placed parallel to the street which it fronts, it may be located as close
14 as one foot back of the street right-of-way line.

15
16 **Section 17.** Section 86-687 is hereby renamed “C-1, C-2, C-3, and CR Commercial Districts”, and
17 is amended to read as follows:

18
19 Signs proposed for the C-1, C-2, and C-3 Commercial and CR, Commercial Recreation, zoning districts
20 shall be permitted in accordance with the following regulations.

21 ~~Signs in commercial districts shall be permitted subject to the following limitations. Any sign not~~
22 ~~expressly permitted is prohibited;~~

23 ~~Signs shall pertain exclusively to the business carried on within the building.~~

24 ~~Signs may be illuminated but no flashing or moving illumination shall be permitted, except as~~
25 ~~otherwise expressly provided for under this article. The source of illumination shall not be~~
26 ~~visible beyond the property lines of the parcel on which the sign is located. Neon signs shall~~
27 ~~be permitted. Signs shall not revolve or move in any manner.~~

28 (1) Wall signs. A permanent sign may be permitted on a building, subject to the following
29 regulations:

30 a. One wall sign shall be permitted on each building façade with frontage on a public
31 street, and may be located flat against the building's front facade or parallel to the
32 front facade on a canopy. For businesses with frontage on more than one public street,
33 two signs may be permitted.

34 b. In no case shall any tenant have more than one wall sign be located on a facade façade.
35 a.c. and n No wall sign shall be located on a rear facade.

36 b.d. Wall signs shall be allowed up to a size equivalent to one square foot for each one
37 lineal foot of building frontage occupied.

38 e.e. In the case of multitenant structures, one wall sign shall be permitted for each tenant
39 having an individual means of public access up to a size equivalent to one square foot
40 for each one lineal foot of building frontage occupied. Tenants shall be permitted
41 signs on each building façade with frontage on a public street.

42 d.f. Where several tenants use a common entrance in a multitenant structure, wall signs
43 shall be permitted for those tenants having an individual means of public access up
44 to a size equivalent to one square foot for each one square foot of building frontage
45 occupied.

46 ~~e. No wall sign shall be erected to extend above the top of the wall to which it is attached.~~
47 ~~No signs shall be mounted on a roof.~~

48 (2) Freestanding signs. A permanent sign, subject to the following regulations:

1 a. One freestanding sign per parcel shall be permitted, except a site with 500 feet or
2 more of contiguous frontage on one street and more than one point of access on that
3 street may have one additional free-standing sign. If two freestanding signs are
4 located on a site based on this provision, a minimum of 250 feet shall separate the
5 two signs.

6 ~~b. The freestanding sign shall convey only the business name, the primary product or
7 service, and the property address.~~

8 ~~c.b. Freestanding signs shall not exceed 16 feet in height.~~

9 ~~d.c. Freestanding signs greater than five feet in height shall not exceed 2838 square feet
10 in surface display area per side.~~

11 ~~e. Surface display area for freestanding signs five feet or less in height shall comply with
12 the following:~~

Structure Size (square feet)	Permitted Surface Display Area per Side (square feet)
Structures with a gross floor area of 25,000 or less	28
Structures over 25,000 but less than 150,000	38
Structures over 150,000	43

13 ~~f. Three square feet of every freestanding sign shall be set aside to accommodate the
14 street number of the structure. The street number shall be placed on the sign in
15 accordance with Chapter 14, Article V of this Code of Ordinances.~~

16 ~~g.d. The freestanding sign shall be located in the front yard with the leading edge at least
17 10 feet back of the street right-of-way line from any property line.~~

18 ~~h. Freestanding signs shall not be located within 20 feet of the intersection of the access
19 drive and the street right-of-way line.~~

20 ~~i.e. Only one freestanding sign shall be permitted for multitenant buildings or shopping
21 centers except as provided in subsection (4)a of this section.~~

22 ~~j. Signs purely for traffic regulation and direction may be utilized as required and shall
23 conform to the Michigan Manual of Uniform Traffic Control Devices.~~

24 ~~k. Signs identifying a parcel's entrance and exit shall be permitted, provided the surface
25 display area does not exceed six square feet in size, is no higher than three feet, and
26 does not display any identifiable logo or business name.~~

27 (3) Service station signs. Recognizing the changing nature of pricing and products for service
28 stations, the following additional regulations apply to signs at any service station.

29 a. No signs may be placed onsite other than the permitted maximum wall and
30 freestanding signs, per the provisions of this Article. Notwithstanding any of the
31 provisions of this article:

32 b. In addition to the freestanding signage allowed under the provisions of this Article,
33 an additional 6 square feet of surface display area, per side, may be permitted
34 indicating the price and grade of gasoline for sale, either as an additional wall sign or
35 attached the freestanding sign.

36 a. A two-sided sign indicating only price and grade of gasoline as shown on the pumps,
37 either side not exceeding 12 square feet in surface display area, may be permanently
38 attached to the parcel's freestanding sign support mechanism.

39 b. There shall be no signs located on fuel pump islands except those constituting an
40 integral part of the pump itself or those required by state law or regulation.

41 c. There shall be no signs attached to light standards.

1 d. ~~There shall be no signs attached to fuel pump canopies except those identifying self-~~
2 ~~service and full-service pumps, in which case the maximum size shall be six square~~
3 ~~feet in surface display area per message.~~

4 (3) ~~Temporary political signs. Not more than one temporary political sign shall be permitted per~~
5 ~~candidate per lot, whether the lot is developed or undeveloped. Temporary political signs are~~
6 ~~not permitted in the street rights-of-way. Such sign shall be no larger than eight square feet~~
7 ~~in surface display area per side. On a corner lot, not more than one temporary political sign~~
8 ~~per candidate may be placed along each of the streets upon which the corner lot has frontage.~~

9 (4) ~~Sale or lease of property. One nonilluminated sign advertising the sale or lease of the lot or~~
10 ~~building not exceeding 16 square feet in surface display area per side may be permitted. Such~~
11 ~~sign shall be placed no closer than 10 feet back of the street right-of-way line and shall have~~
12 ~~a maximum height of eight feet. If such a sign is placed parallel to the street which it fronts, it~~
13 ~~may be located as close as one foot back of the street right-of-way line.~~

14 (5)(4) ~~Projecting signs. One projecting sign may be permitted in lieu of a freestanding sign~~
15 ~~if the building to which it is attached is Buildings located closer than 10 feet to the street right-~~
16 ~~of-way line may elect to utilize projecting signs in addition to wall signs. In addition to all wall~~
17 ~~sign regulations, the following additional regulations shall also apply to projecting signs:~~

18 a. ~~Projecting signs shall be no larger than 20 square feet in surface display area per side.~~
19 ~~Any projecting sign shall count against the maximum wall sign size permitted for a~~
20 ~~building façade.~~

21 b. ~~Projecting signs must clear sidewalks by at least eight feet and project no more than~~
22 ~~four feet from the building or one-third the width of the sidewalk, whichever is less.~~

23 c. ~~Projecting signs must be pinned away from the wall at least six inches.~~

24 d. ~~Projecting signs are not permitted at the intersection of corners except at right angles~~
25 ~~to a building front. When a building faces two streets, then one sign per side may be~~
26 ~~allowed.~~

27 e.c. ~~Projecting signs may extend to the bottom of the eaves of a building.~~

28 f.d. ~~Projecting signs may not extend above the second story. Projecting signs may be~~
29 ~~installed vertically or horizontally.~~

30 e. ~~No projecting sign may be displayed unless the building to which it is attached is 20~~
31 ~~feet or more in width and no projecting sign may be closer than 50 feet to any other~~
32 ~~projecting sign.~~

33 (5) ~~Drive-Through Accessory Signs. Recognizing the need to provide accessory signage for drive~~
34 ~~through uses, in addition to the freestanding and directional signs allowed under the~~
35 ~~provisions of this article, Drive-Through Accessory Signs are permitted at any Drive-Through~~
36 ~~Business, subject to the following:~~

37 (a) ~~All signage for drive-through businesses shall be approved by the Planning~~
38 ~~Commission.~~

39 (b) ~~Each drive-through accessory sign shall not exceed seven (7) feet in height.~~

40 (c) ~~Two signs may be permitted for each drive-through lane, as follows:~~

41 i. ~~One sign in the stacking lane shall not exceed sixteen (16) square feet~~

42 ii. ~~One sign at the speaker shall not exceed thirty-two (32) square feet in area.~~

43 (d) ~~The area of the drive-in and drive-through accessory sign is exclusive of the~~
44 ~~structures framing.~~

45 (e) ~~All drive-in and drive-through accessory signs shall be single sided.~~

46 (f) ~~No drive-in and drive-through accessory sign may be located within the front yard.~~

47 (g) ~~The drive-in and drive-through accessory sign may include electronic message~~
48 ~~signage.~~

49 (h) ~~The Planning Commission may consider a modified sign area, subject to the following:~~

1 i. Only one (1) of the drive-in and drive-through accessory signs may be
2 increased in area.

3 ii. The drive-in and drive-through accessory sign is completely screened from
4 the roadway.

5 i.iii. Under no circumstances shall the drive-in and drive-through accessory sign
6 exceed forty-eight (48) square feet in area.

7 ~~(6) Temporary grand opening signs. Temporary grand opening signs may be permitted for a~~
8 ~~period not to exceed 15 days for those businesses which are new to a particular location. The~~
9 ~~following additional regulations shall also apply to temporary grand opening signs:~~

10 a. ~~One grand opening sign may be permitted on the site of the business. The sign shall~~
11 ~~be no larger than 35 square feet in surface display area per side.~~

12 b. ~~Grand opening signs shall be located no closer than 10 feet back of the street right-of-~~
13 ~~way.~~

14 c. ~~Wind-blown devices, such as pennants, spinners, and streamers, shall also be allowed~~
15 ~~on the site of the business advertising a grand opening for the fifteen-day-time period~~
16 ~~designated for the grand opening sign.~~

17 ~~(7) Time and temperature signs. Time and temperature signs shall be permitted subject to the~~
18 ~~following regulations:~~

19 a. ~~Time and temperature signs may take the form of wall, freestanding, or projecting~~
20 ~~signs subject to the conditions which apply to each of these classifications.~~

21 b. ~~Time and temperature signs may be no larger than 25 square feet per side in surface~~
22 ~~display area. The surface display area of a time and temperature sign shall not be~~
23 ~~debited against the total surface display area allowed for other signs on the site.~~

24 ~~(8) Changing and traveling message signs.~~

25 a. ~~Changing and traveling message signs may be permitted by application for and~~
26 ~~granting of a special use permit by the Planning Commission.~~

27 b. ~~A special use permit shall not be required to automatically update the price of motor~~
28 ~~vehicle fuel on a free-standing sign in accordance with § 86-687(5)a titled "Service~~
29 ~~station signs." Such signs shall not flash, travel, or move in any way.~~

30 ~~(9)(1) Window signs. Window signs shall not exceed more than 40% of the surface area of~~
31 ~~the window in which they are displayed. Window signs shall not exceed 10% of the building~~
32 ~~face of which the window is a part.~~

33 ~~(10) A-frame sign. One portable A-frame sign shall be permitted per business. The~~
34 ~~following additional regulations shall also apply to A-frame signs:~~

35 a. ~~A-frame signs shall not exceed three feet in height and six square feet in surface~~
36 ~~display area per side.~~

37 b. ~~A-frame signs shall be located so as to provide a minimum of three feet of public~~
38 ~~passage on the sidewalk or pathway upon which the sign is placed, if applicable. No~~
39 ~~driveways, doorways, walkways or handicap ramps shall be blocked by the sign.~~

40 c. ~~A-frame signs shall not be located farther than five feet from the primary entrance of~~
41 ~~the business.~~

42 d. ~~Each A-frame sign shall be removed and stored indoors after business hours.~~

43 e. ~~A-frame signs shall not be attached to a building or any structure, including, but not~~
44 ~~limited to, benches, trash receptacles, bicycle racks and light poles.~~

45 f. ~~A-frame signs may have limited illumination for safety purposes upon approval by~~
46 ~~the Director of Community Planning and Development.~~

47 g. ~~The sign and structure shall be harmonious and appropriate in appearance with the~~
48 ~~existing and intended character of the general vicinity.~~

49 ~~(11) Signs for reserved parking spaces.~~

1 a. ~~The allowed maximum number of signs used to designate parking spaces reserved~~
2 ~~for specific purposes shall be determined by the amount of usable floor area occupied~~
3 ~~by a business (see Figure 1).~~

Figure 1

Usable Floor Area Occupied (square feet)	Number of Signs Permitted
Less than 2,500	2
2,501 to 5,000	4
5,001 to 10,000	6
Greater than 10,000	8

4 b. ~~Each sign may be either free standing or wall mounted and shall designate no more~~
5 ~~than one parking space each.~~

6 c. ~~The size of each sign shall not exceed 18 inches high by 12 inches wide (1.5 square~~
7 ~~feet) and shall be mounted no lower than 60 inches and no higher than 70 inches to~~
8 ~~the ground, as measured from the bottom of the sign.~~

9 d. ~~Any logo or business name displayed shall cover no more than one third of the area~~
10 ~~of the sign.~~

11 ~~(12) Murals.~~

12 a. ~~A mural shall be allowed on one exterior wall surface of a commercial building.~~

13 b. ~~A mural may cover up to 100% of the one exterior wall on which the mural is painted.~~

14 c. ~~No other signage shall be permitted on the wall where a mural has been painted.~~

15 d. ~~A mural may be illuminated in accordance with the provisions of Chapter 38,~~
16 ~~Article VII of the Code of Ordinances, outdoor lighting.~~

17 e. ~~A mural shall be kept in good condition and shall be well maintained. In the case of a~~
18 ~~mural being in disrepair, the mural must either be removed from the wall of the~~
19 ~~building or repaired within 60 days of written notice from the Township.~~

20 f. ~~A mural shall not create a public safety hazard.~~

21 ~~(13) Temporary signs for outdoor sports facilities. Temporary signs for outdoor sports~~
22 ~~facilities shall be permitted subject to the following limitations:~~

23 a. ~~Temporary signs shall be permitted in the C-3 zoning district for privately owned and~~
24 ~~operated athletic clubs and health spas with outdoor athletic and recreation facilities.~~

25 b. ~~Signs shall not exceed 32 square feet in size.~~

26 c. ~~Signs shall be affixed to the perimeter fencing associated with the outdoor sport~~
27 ~~activity, such as, but not limited to, a field, pool, or court.~~

28 d. ~~The top of the sign shall be placed on the perimeter fencing associated with the sport~~
29 ~~activity, no higher than six feet, as measured from the adjacent grade.~~

30 e. ~~Signs shall be placed so as to face inward to the field of play or sport activity.~~

31 f. ~~The back of the signs shall be a solid, uniform color or a type of block-out fabric shall~~
32 ~~be attached behind the sign.~~

33 g. ~~Signs shall be temporary and shall be installed no earlier than April 1 and removed~~
34 ~~by November 30 each year.~~

35 h. ~~Signs shall be nonilluminated.~~

36 i. ~~Signs shall be constructed of durable material and maintained in good condition.~~

37
38 **Section 18.** Section 86-688, RP and I, Research Park, Industrial Districts, is hereby amended to
39 read as follows:
40

1 Signs proposed for the RP, Research and Office, and I, Industrial, zoning districts shall be permitted
2 in accordance with the following regulations.

3 Signs in research park and industrial districts shall be permitted subject to the following limitations.
4 Any sign not expressly permitted is prohibited.

5 (1) Wall signs. A permanent sign may be permitted on a building, subject to the following
6 regulations:

7 a. Shall be placed flat against the building.

8 b. Such sign shall not exceed 40 square feet.

9 c. Each tenant in a multi-tenant building shall be permitted 40 square feet of signage,
10 adjacent to their lease space.

11 (1) Limitations. All limitations governing signs in commercial districts shall apply, except that
12 the maximum permitted surface display area shall be 40 square feet per side.

13 (2) Freestanding signs. A permanent sign may be permitted on each lot in a research or industrial
14 park, subject to the following regulations:

15 a. One freestanding sign shall be permitted per lot in the park.

16 b. Shall be setback 25 feet from the front property line.

17 c. The surface display area of the freestanding sign shall not exceed 32 square feet.

18 d. Maximum height of freestanding signs shall be six (6) square feet.

19 (3) Development Entry Sign. In addition to the freestanding sign allowance for each lot, one
20 permanent sign may be permitted at one entrance to a research or industrial park
21 development, subject to the following regulations:

22 a. Research or industrial parks may have one freestanding sign identifying the
23 development. Shall be setback a minimum of 10 feet from the front property line.

24 b. near one entrance to the park. Installation shall be in a common area for the
25 development or on private property. No such signs shall be installed in the public
26 right of way without express written approval of the Ingham County Road
27 Department.

28 c. Such signs shall not exceed 50 square feet in surface display area per side.

29 a.d. Such signs and shall not exceed not be higher than four-six (6) feet in height, above
30 the ground. Such signs shall be at least 25 feet from any street line and may be
31 illuminated, provided the source of the illumination is not visible beyond the property
32 lines of the parcel.

33 (2) Temporary political signs. Not more than one temporary political sign shall be permitted per
34 candidate per lot, whether the lot is developed or undeveloped. Temporary political signs are
35 not permitted in the street rights-of-way. Such sign shall be no larger than eight square feet
36 in surface display area per side. On a corner lot not more than one temporary political sign
37 per candidate may be placed along each of the streets upon which the corner lot has frontage.

38 (3) Temporary signs for outdoor sports facilities. Temporary signs for outdoor sports facilities
39 shall be permitted subject to the following limitations:

40 a. Temporary signs shall be permitted in the RP zoning district for privately owned and
41 operated health and physical fitness facilities with outdoor athletic and recreation
42 facilities.

43 b. Signs shall not exceed 32 square feet in size.

44 c. Signs shall be affixed to the perimeter fencing associated with the outdoor sport
45 activity, such as, but not limited to, a field, pool, or court.

46 d. The top of the sign shall be placed on the perimeter fencing associated with the sport
47 activity, no higher than six feet, as measured from the adjacent grade.

48 e. Signs shall be placed so as to face inward to the field of play or sport activity.

- ~~f. The back of the signs shall be a solid, uniform color or a type of block-out fabric shall be attached behind the sign.~~
- ~~g. Signs shall be temporary and shall be installed no earlier than April 1 and removed by November 30 each year.~~
- ~~h. Signs shall be nonilluminated.~~
- ~~i.a. Signs shall be constructed of durable material and maintained in good condition.~~

Section 19. Section 86-689 is hereby renamed “AG, Agriculture District” and is amended to read as follows:

~~Signs for institutions for human care, churches, educational or social institutions, and public utility buildings shall be permitted subject to the following limitations:~~

- ~~(1) All limitations governing signs in professional and office districts shall apply. Variations for special situations may be granted by the Board of Appeals in accordance with Article II, Division 7 of this chapter.~~
- ~~(2) Permitted surface display area. Freestanding signs for nonresidential uses shall not exceed 25 square feet in surface display area.~~

- (1) Commercial uses permitted in the agriculture district may have one wall sign placed flat against the main building, in addition to signs permitted elsewhere in this chapter. The surface display area of such sign shall not exceed 25 square feet and the sign shall not project above the cornice or roof line.
- (2) Temporary signage for farm stands shall be permitted up to six square feet. Such signs shall not be located within 100 feet of an intersection of any two public streets.

Section 20. Section 86-690 is hereby renamed “Temporary Signs” and is amended to read as follows:

~~Except as otherwise expressly provided for under this article, no sign or outdoor advertising structure may have moving parts or moving or flashing lights. The source of illumination for any sign shall not be visible beyond the property lines of the parcel on which the sign is located.~~

The following temporary signs shall be permitted on all parcels in the Township, in accordance with the regulations herein.

- (1) Off-Premises Temporary Signs. An off-premises temporary sign may be permitted subject to the following regulations:
 - a. All off-premises temporary signs shall be installed on private property. No such signs shall be placed in the public right of way without express written authorization of the Ingham County Road Department and the Charter Township of Meridian.
 - b. Such off-premises temporary signs shall individually be no larger than eight square feet in size and not exceed twenty-four (24) square feet in size per side in total on the property.
 - c. Such temporary signs shall be no taller than four feet in height.
 - d. Temporary signs may not be specifically illuminated.
 - e. All temporary signs shall be constructed of durable, all-weather materials and shall be designed to remain in place and good repair so long as they remain on display. All temporary signs shall be removed if material shows signs of wear such as fraying, fading, chipping or other physical damage.

1 f. The maximum display time for a temporary sign is sixty (60) days. After sixty (60)
2 days, there shall be a gap of at least fourteen (14) days before another temporary sign
3 is installed on the same property.

4 (2) On-Premises Temporary Signs. The following standards shall apply to On-Premises
5 Temporary Signs:

6 a. Construction Projects. In an effort to keep the public informed, the following
7 standards shall apply when new construction projects commence:

8 (1) One such sign shall be permitted on any construction site that has received
9 site plan approval or has applied for building permits.

10 (2) Such signs shall not exceed thirty-two (32) square feet in size per side.

11 (3) Such signs shall not exceed eight (8) feet in height.

12 (4) If freestanding, the sign shall be located no closer than 10 feet back of the
13 street right-of-way line.

14 (5) Signs approved under this section shall be permitted for a period of two (2)
15 years or until the final building on the site receives a Certificate of
16 Occupancy, whichever is shorter.

17 (6) On sites utilizing construction fencing, screening fabric on the construction
18 fence may be used in place of a freestanding sign. The screening fabric shall
19 be no larger than the construction fencing, shall be maintained in good
20 condition, and shall be removed when the construction fencing is removed.

21 b. Land for Sale or Lease. When all or a portion of a building or land area is listed for
22 lease or for sale, the following additional standards apply:

23 (1) In single-family residential districts, the size of a sign shall be limited to the
24 size standards of a normal temporary sign.

25 (2) In multi-family residential and non-residential districts, the size of a sign
26 shall be no larger than 16 square feet per side or thirty-two (32) square feet
27 total.

28 (3) Such signs shall be no taller than six (6) feet in height.

29 (4) Such signs shall be setback a minimum of five (5) feet from the property
30 line.

31 (5) Such signs shall be removed within seven (7) days of the closing of the sale
32 or lease of a property or portion of property.

33 c. Grand Openings. To support new businesses when they open in the Township, an
34 additional temporary sign may be permitted, subject to the standards in subsection
35 (1) above and the following standards:

36 (1) The maximum size of a sign under this section may be 40 square feet.

37 (2) A sign under this section may be installed once the Certificate of Occupancy
38 is issued for the space and must be removed 45 days later.

39 (3) The maximum height of a sign under this section is six feet.

40 d. Other On-Premises Temporary Signs.

41 (1) On-Premises Temporary Signs not expressly permitted under this section
42 may be allowed under the permitting provisions of Section 86-683(3) of this
43 Article.

44 (2) Other On-Premises Temporary Signs must be harmonious and appropriate
45 in appearance with the existing or intended character of the general vicinity.

46 (3) Other On-Premises Signs under this subsection shall not exceed 24 square
47 feet in total and shall be removed after 60 days, except on good cause shown
48 by the applicant.

1 **Section 21.** Section 86-691, is hereby renamed “Permitted Portable Signs” and is amended to read
2 as follows:

3
4 ~~All signs larger in area than six square feet, including signs on buildings, shall require a building
5 permit.~~

6 In order to provide businesses opportunities for pedestrian-scale signage, near the entrances to their
7 businesses, while preventing sign clutter along Township thoroughfares, Portable Signs shall be
8 permitted subject to the following:

9 (1) One portable sign shall be permitted per tenant in the PO, C-1, C-2, C-3, and CR Districts.

10 (2) Portable signs shall not exceed nine (9) square feet per side or a total of eighteen (18) square
11 feet.

12 (3) The maximum height of portable signs shall be four and one-half (4.5) feet.

13 (4) All portable signs may only be displayed during regular business hours and must be stored
14 indoors.

15 (5) Portable signs shall be located within five (5) feet of the primary business entrance.

16 (6) Buildings located directly adjacent to the public right-of-way may place a portable sign on the
17 adjacent sidewalk, with approval of the Ingham County Road Department, provided that a
18 minimum of five (5) feet of unobstructed pedestrian access is maintained. Sufficient space
19 shall also be provided to allow car doors to open when adjacent to on-street parking.

20 (7) No portable sign shall occupy or obstruct the use of any fire lane, required off-street parking
21 space, driveway, doorway, or handicap ramp.

22 (8) A-frame signs shall not be attached to a building or any structure, including, but not limited
23 to, benches, trash receptacles, bicycle racks and light poles.

24
25 **Section 22.** Section 86-692, is hereby renamed “Sign Illumination” and is amended to read as
26 follows:

27
28 ~~One sign announcing the names of architects, engineers, and/or contractors of a building under
29 construction, alteration, or repair and announcing the character of the building enterprise or the
30 purpose for which the building is intended may be allowed, provided such sign shall not exceed 32
31 square feet in surface display area per side. Such sign may be a flat wall sign or freestanding with a
32 maximum height of eight feet above grade. If freestanding, the sign shall be located no closer than 10
33 feet back of the street right-of-way line.~~

34
35 (1) General standards.

36 a. All permanent signs may be illuminated, except as noted herein, subject to the
37 approval of the Community Planning and Development Director.

38 b. The source of any illumination shall not be directly visible beyond the property lines
39 of the parcel on which the sign is installed.

40 c. Sign lighting may be internal or external.

41 d. All external lighting fixtures being used to illuminate a sign shall face downward only
42 and shall be shielded to direct light solely to the sign being illuminated.

43 e. No flashing or moving illumination shall be permitted.

44 (2) Illumination standards.

45 a. The illumination of all signs shall not exceed 0.3 footcandles above ambient light
46 levels based on a measurement taken based on the following formula: Measurement
47 distance = $\sqrt{\text{Area of the Sign in square feet} \times 100}$

b. The illumination of a sign shall be measured with the sign off and then on again, at a point as close to practical as possible that is perpendicular to the sign face, at the distance determined under the formula above.

Section 23. Section 86-693, is hereby renamed Electronic Message Signs and is amended to read as follows:

Electronic Message Signs are permitted in the C-1, C-2, C-3, and PO zoning districts, subject to the following regulations:

(1) Electronic message signs may be permitted by application for and granting of a Special Use Permit by the Planning Commission.

(2) Sign Area. An electronic message sign shall not exceed 25% of the permissible ground sign area.

(3) Dimming Capabilities. All permitted EMCs shall be equipped with a sensor or other device that automatically determines the ambient illumination and programmed to automatically dim according to ambient light conditions, or that can be adjusted to comply with the 0.3 footcandle measurements.

(4) Message Display Requirements.

a. The message on an electronic message sign shall not change more than once per 24-hour period.

b. When changing messages, the transition shall appear instantaneous, with no transition effects permitted.

c. No electronic message sign shall have any flashing, scrolling, traveling, or otherwise moving text or resemble or simulate any warning or danger signal or traffic control device.

(4)(5) There shall be no audio message, audible sound, or video permitted with any sign permitted under this chapter.

~~Temporary signs may be permitted for a period not to exceed 15 cumulative days in a calendar year for purposes of advertising charitable or community events held on Township owned property with Township permission. Such signs shall be located no closer than 10 feet back of the street right-of-way line and shall be no larger than 35 square feet in surface display area per side. Such signs may be illuminated, but no flashing or moving illumination shall be permitted. Such signs shall be permitted in all zoning districts.~~

Section 24. Section 86-694, Outdoor Advertising Structures, is hereby amended to read as follows:

Outdoor advertising structures shall be permitted ~~in I districts~~ in accordance with the following limitations:

(1) Location. Outdoor advertising structures shall be located only in the I, Industrial, Zoning Districts. Further, such structures shall only be located on properties immediately with direct frontage adjacent to a principal arterial streets, as so identified in § 86-367. Such structures shall be located in accordance with the setback requirements set forth in § 86-367. No such structure shall be located closer than 660 feet to the right of way of a limited access highway.

1 ~~(1)(2)~~ Setbacks. Such structures shall be located in accordance with the setback
2 requirements set forth in § 86-367. No such structure shall be located closer than 660 feet to
3 the right-of-way of a limited access highway.

4 ~~(2)(3)~~ Illumination. Outdoor advertising structures in ~~I-districts~~ may be illuminated,
5 provided that the source of such illumination is not visible beyond the property lines of the
6 parcel upon which the structure is located, in accordance with the standards found in Section
7 86-692.

8 ~~(3)(4)~~ Maintenance. Outdoor advertising structures ~~located in I districts~~ shall be adequately
9 maintained. Such maintenance shall include proper alignment of structure, continued
10 readability of message, and preservation of structure with paint or other surface finishing
11 material. If an outdoor advertising structure is not maintained, written notice of any disrepair
12 shall be issued by the Chief Building Inspector to the owner of such structure. If the disrepair
13 is not corrected within 30 days, such structure shall be removed at the owner's expense.

14 ~~(4)(5)~~ Size. No outdoor advertising structure ~~located in an I district~~ shall exceed 300 square
15 feet in surface display area per side.

16 ~~(5)(6)~~ Required spacing. No outdoor advertising structure ~~located in an I district~~ shall be
17 located within a distance of 300 feet of any other outdoor advertising structure, such distance
18 to be measured along a line parallel to the right-of-way of the highway upon which the
19 outdoor advertising structure fronts.

20
21 **Section 25.** Section 86-695, is hereby renamed Murals and is amended to read as follows:

22
23 ~~Unless a different time limit is specified, all temporary signs shall be removed within five days after~~
24 ~~the event to which they relate occurs.~~

25
26 Murals are permitted on any commercial property, subject to the following regulations:

27
28 ~~(1) One exterior wall surface of a commercial building may be covered up to 100% by a mural.~~

29 ~~(2) No other signage shall be permitted on the wall where a mural has been painted.~~

30 ~~(3) Illumination is permitted in accordance with the provisions of Chapter 38, Article VII of the~~
31 ~~Code of Ordinances, Outdoor Lighting.~~

32 ~~(4) A mural shall be kept in good condition and shall be well maintained. In the case of a mural~~
33 ~~being in disrepair, the mural must either be removed from the wall of the building or repaired~~
34 ~~within 60 days of written notice from the Township.~~

35 ~~(5) A public safety hazard shall not be created with the installation of a mural.~~

36 ~~(6) Murals are still subject to normal permitting requirements, as outlined in this Article.~~

37
38 **Section 26.** Section 86-697, is hereby created and titled Construction Project Waivers, to read as
39 follows:

40
41 In order to provide adequate visibility and signage to businesses during major construction projects,
42 the Meridian Township Board of Trustees shall have the ability to waive the temporary sign
43 provisions during major construction projects, upon recommendation of the Director of Community
44 Planning and Development. Any waiver under this section shall detail the time period, the maximum
45 dimensions of temporary signs, location(s) for temporary signs, and any other relevant ordinance
46 alteration permitted under the waiver.

1 **Section 27.** Validity and Severability. The provisions of this Ordinance are severable and the
2 invalidity of any phrase, clause or part of this Ordinance shall not affect the validity or
3 effectiveness of the remainder of the Ordinance.
4

5 **Section 28.** Repealer Clause. All ordinances or parts of ordinances in conflict therewith are hereby
6 repealed only to the extent necessary to give this Ordinance full force and effect.
7

8 **Section 29.** Savings Clause. This Ordinance does not affect rights and duties matured, penalties that
9 were incurred, and proceedings that were begun, before its effective date.
10

11 **Section 30.** Effective Date. This Ordinance shall be effective seven (7) days after its publication or
12 upon such later date as may be required under Section 402 of the Michigan Zoning
13 Enabling Act (MCL 125.3402) after filing of a notice of intent to file a petition for a
14 referendum.
15

16 ADOPTED by the Charter Township of Meridian Board at its regular meeting this XXth day of XXXXXX,
17 2022.
18

19
20
21 Patricia Herring Jackson, Township Supervisor
22

23
24
25 Deborah Guthrie, Township Clerk

ORDINANCE NO. 2022-16

AN ORDINANCE TO AMEND ARTICLE 7, SIGNS AND ADVERTISING STRUCTURES, OF THE CHARTER TOWNSHIP OF MERIDIAN ZONING CODE TO UPDATE REGULATIONS FOR SIGNS IN THE TOWNSHIP

THE CHARTER TOWNSHIP OF MERIDIAN ORDAINS:

Section 1. Section 86-2, Definitions, is hereby amended in the following locations to modify and add the following definitions as follows:

BANNER

Any removable fabric, cloth, paper, or other non-rigid material, installed in a temporary fashion on a building, property, or other site amenity, and not enclosed in a frame.

CANOPY

An overhanging shelter extending outward from a building. A parapet wall is not a canopy.

FLAG

A sign consisting of a piece of durable fabric or similar material, anchored along one side and attached to a permanent, freestanding pole or attached to a building.

MAJOR CONSTRUCTION PROJECT

As used in this Article, a Major Construction Project shall be any infrastructure project or major redevelopment of an existing property that has a direct impact on five (5) or more adjacent businesses.

MURAL

Any graphic design, such as, but not limited to, a mosaic, picture, scene, or diagram painted on any wall which does not contain any brand name, product name, logo, trademark, trade name, identifiable commercial representation, or any other commercial message or advertising, whether by spelling, abbreviating, depiction, or otherwise.

OUTDOOR ADVERTISING STRUCTURES

Those permanent signs and billboards which may be erected for the purposes of advertising businesses which may or may not be located on the same parcel.

SIGN

A display or illustration which is affixed to, painted on, or otherwise located or set upon a building, structure, or piece of land, which directs attention to an object, place, product, activity, person, institution, organization, or business and which is visible from any public street, sidewalk, alley, park, public property or from other private

property, but not including signs which are directed at persons within the premises of the sign owner.

SIGN, CANOPY

A sign that is displayed or affixed flat on the surface of a canopy and does not extend beyond the limits of the canopy. Such signs are considered wall signs for the purpose of regulation.

SIGN, DEVELOPMENT ENTRY

A freestanding sign that is installed at the road entrance(s) to a development to identify the overall development project, rather than individual businesses or uses within the development.

SIGN, DRIVE-THROUGH ACCESSORY

A permanent sign installed adjacent to a drive through lane to facilitate ordering and communications to onsite customers.

SIGN, ELECTRONIC MESSAGE

A sign or portion of a sign that displays an electronic image using changing lights or similar forms of electronic display to form a message. This includes, but is not limited to, television screens, plasma screens, digital screens, flat screens, LED or LCD displays, flipper matrix, and holographic displays.

SIGN, FREESTANDING

A sign that is attached to a self-supporting structure other than a building. The support structure shall be placed in or below the ground and not attached to any other structure.

SIGN, OFF-PREMISES

A sign that displays a message directing attention to a business, product, service, profession, commodity, activity, event, person, institution or other commercial message which is generally conducted, sold, manufactured, produced, offered, or occurs elsewhere than on the premises where the sign is located.

SIGN, ON-PREMISES

A sign that is not an off-premises sign.

SIGN, PROJECTING

A sign that is affixed in a non-parallel manner to the wall of a building, extending outward from the building.

SIGN, TEMPORARY

A sign that is installed for a limited period of time and intended to be removed within a time period as specific herein.

SIGN, WALL

A sign that is affixed parallel to the wall or window of a building, not projecting above the top wall or beyond the end of the building. For the purposes of this ordinance, signs affixed to the sloping surface of a mansard roof or canopy shall be considered a wall sign.

SIGN, WINDOW

A sign that is affixed to a window in a manner that does not create any projection away from the window pane on which the sign is installed.

Section 2. Section 86-368, RR District: One-Family Rural Residential District, is hereby amended at Subsection (b)(2)b.6. to read as follows:

- 6. There shall be no external evidence of a home occupation except one nonilluminated sign not exceeding two square feet in surface display area and attached flat against the building.

Section 3. Section 86-376, Multiple-Family Residential Districts: RDD, RD, RC, RCC Districts, is hereby amended at Subsection (f)(7) to read as follows:

- (7) Signs. Signs shall be installed in accordance with those requirements specified in Article VII of this chapter.

Section 4. Section 86-402, Standards Applying to All Uses, is hereby amended at Subsection (3) to read as follows:

- (3) Signs. Signs shall be installed in accordance with those requirements specified in Article VII of this chapter.

Section 5. Section 86-431, MP District: Mobile Home Park District, is hereby amended at Subsection (b)(6) to read as follows:

- (6) Signs, Signs shall be installed in accordance with those requirements specified in Article VII of this chapter.

Section 6. Section 86-433, CR District: Commercial Recreation District, is hereby amended at Subsection (d)(5) to read as follows:

- (5) Signs. Signs shall be installed in accordance with those requirements specified in Article VII of this chapter.

Section 7. Section 86-434, RP District: Research and Office Park District, is hereby amended at Subsection (c)(4) to read as follows:

- (4) Restaurants, without drive-in facilities, open to the general public, provided that the following requirements are met:
- a. Restaurants may be located in buildings permitted by right in this district or permitted by a special use permit, provided that the building contains a minimum of 75,000 square feet of gross floor area.
 - b. Restaurants under this provision shall be limited to one per building, not to exceed 10% of the building's gross floor area.
 - c. Restaurants under this provision shall only be accessible from within the principal use or building; direct outside entrances to restaurants shall not be allowed.
 - d. Restaurants shall provide off-street parking for a restaurant use in addition to the off-street parking required for the principal use.

Section 8. Section 86-434, RP District: Research and Office Park District, is hereby amended at Subsection (f)(7) to read as follows:

- (7) Signs. Signs shall be installed in accordance with those requirements specified in Article VII of this chapter.

Section 9. Section 86-435, I District: Industrial District, is hereby amended at Subsection (f)(6) to read as follows:

- (6) Signs. Signs shall be installed in accordance with those requirements specified in Article VII of this chapter.

Section 10. Section 86-437, AG District: Agriculture District, is hereby amended to read as follows:

(a) [UNCHANGED]

(b) [UNCHANGED]

(c) [UNCHANGED]

(d) Permitted accessory uses and structures. The following accessory uses and structures shall be permitted by right in the agriculture district.

(1) Temporary or seasonal sales of items produced on the farm, not including products requiring manufacturing or mechanical processing.

(2) Temporary or seasonal roadside sales of items produced on the farm, subject to the following provisions:

- a. A farm sales stand shall be setback 25 feet from a road pavement edge.
- b. Only one farm sales stand shall be permitted for every 600 feet of frontage.
- c. Such farm sales stand shall not be located within 100 feet of the intersection of the right-of-way lines of any two public streets.
- d. Signage shall be permitted in accordance with the standards found in Article VII, Signs and Advertising Structures.

(3) Home occupations, subject to the provisions of Subsection 86-368(b)(2).

- (4) Temporary buildings associated with construction of permanent buildings. Such buildings shall be removed upon the completion or abandonment of the construction work and before issuance of an occupancy permit.
 - (5) Barns, silos, equipment storage, and similar structures customarily incidental to the permitted principal use and structures.
 - (6) Manure storage incidental to the raising of farm animals, provided no such storage area shall be permitted within 200 feet of any other zoning district boundary.
- (e) [UNCHANGED]

Section 11. Section 86-681, Purpose, is hereby amended to read as follows:

The purpose of this Article is to regulate signs within the Township so as to protect public safety, health and welfare; minimize abundance and size of signs to reduce visual clutter, motorist distraction, and loss of sight distance; promote public convenience; preserve property values; support and complement land use objectives as set forth in the Master Plan and this Ordinance; and enhance the aesthetic appearance and quality of life within the Township. The standards contained herein are intended to be content neutral.

These objectives are accomplished by establishing the minimum amount of regulations necessary concerning the size, placement, construction, illumination, and other aspects of signs in the Township so as to:

- (1) Recognize that the proliferation of signs is unduly distracting to motorists and nonmotorized travelers, reduces the effectiveness of signs directing and warning the public, causes confusion, reduces desired uniform traffic flow, and creates potential for accidents.
- (2) Prevent signs that are potentially dangerous to the public due to structural deficiencies or disrepair.
- (3) Reduce visual pollution and physical obstructions caused by a proliferation of signs which would diminish the Township's image, property values and quality of life.
- (4) Enable the public to locate goods, services and facilities without excessive difficulty and confusion by restricting the number and placement of signs.
- (5) Prevent placement of signs which will conceal or obscure signs of adjacent uses.
- (6) Protect the public right to receive messages and engage in expressive conduct protected by the First Amendment of the U.S. Constitution.
- (7) The regulations and standards of this Article are considered the minimum necessary to achieve a substantial government interest for public safety, aesthetics, protection of property values, and are intended to be content neutral.
- (8) Prevent signs from conflicting with other allowed land uses.
- (9) Maintain and improve the image of the Township by encouraging signs of consistent size which are compatible with and complementary to related buildings and uses, and harmonious with their surroundings. This includes preventing light trespass onto adjacent properties.
- (10) Regulate portable signs as necessary to avoid negative impacts on traffic safety and aesthetics.

Section 12. Section 86-682, Existing nonconforming signs, is hereby amended to read as follows:

- (1) Purpose. It is the intent of this article to permit the continuance of a lawful use of any sign or outdoor advertising structure existing at the effective date of this chapter, although such sign or outdoor advertising structure may not conform with the provisions of this chapter. It is the intent of this article that nonconforming signs and outdoor advertising structures shall not be enlarged upon, expanded or extended. Further, it is the intent of this article that nonconforming signs and outdoor advertising structures shall be gradually eliminated and terminated upon their natural deterioration or accidental destruction. The continuance of all nonconforming signs and outdoor advertising structures within the Township shall be subject to the conditions and requirements set forth in this article.
- (2) Structural changes. The faces, supports, or other parts of any lawful nonconforming sign or outdoor advertising structure shall not be structurally changed, altered, substituted, or enlarged unless the resultant changed, altered, substituted, or enlarged sign or outdoor advertising structure conforms to the provision of this chapter for the district in which it is located, except as otherwise provided for in this article.
- (3) Repairs, alterations, and improvements. Nothing in this article shall prohibit the repair, reinforcement, alteration, improvement, or modernizing of a lawful nonconforming sign or outdoor advertising structure; provided, that such repair, reinforcement, alteration, improvement, and modernizing do not exceed an aggregate cost of 30% of the appraised replacement cost thereof, as determined by the Director of Community Planning and Development, unless the subject sign or outdoor advertising structure is changed by such repair, reinforcement, alteration, improvement, or modernizing to a conforming structure.
- (4) Restoration of damage. Any lawful nonconforming sign or outdoor advertising structure damaged by fire, explosion, an act of God, or by other accidental causes may be restored, rebuilt, or repaired; provided, that the estimated expense of reconstruction does not exceed 50% of the appraised replacement cost thereof, as determined by the Director of Community Planning and Development.
- (5) Discontinuance or abandonment. Whenever the activity, business, or usage of a primary premises to which a sign is attached or related has been discontinued for a period of 90 days or longer, such discontinuance shall be considered conclusive evidence of an intention to abandon legally the nonconforming sign attached or related thereto. At the end of this period of abandonment, the nonconforming sign shall either be removed or altered to conform with the provisions of this chapter.

(6) Elimination of nonconforming signs. The Township Board may acquire any nonconforming sign or outdoor advertising structure with or without acquiring the property on which such sign or structure is located by condemnation or other means and may remove such sign or structure.

(7) Change of Message. Nothing in this section shall prohibit changing of the message of any sign to reflect the change of a business name being advertised by a sign, nor the periodic change of message on any outdoor advertising structure, as long as structural changes are not being made to the sign.

Section 13. Section 86-683 is hereby renamed Administration and is amended to read as follows:

(1) Review and Approval of Signs. All new or replacement signs for any structure, property, or use shall be reviewed and approved by the Community Planning and Development Director or their designee, unless otherwise specified.

(2) Review Standards. The Community Planning and Development Director shall review the proposed sign based on the standards found herein.

(3) Permitting.

- a. It shall be unlawful to display, erect, relocated, alter, or otherwise change any permanent signs without obtaining a permit.
- b. After the issuance of a permit by the Township, it shall be unlawful to change, alter, modify, or otherwise deviate from the approved permit, without first amending the permit or applying for a new permit.
- c. An application for a permit shall be made in writing on forms furnished by the Township.
- d. The application for a permit shall include the following information:
 - i. The name, address, and telephone number of the person requesting the sign permit.
 - ii. The name, address, and telephone number of the contractor installing the sign.
 - iii. The location by street address where the sign is proposed to be installed.
 - iv. Site plan and elevation drawings of the proposed sign, drawn to scale, including the location of the proposed sign on the property and/or building, the location of any existing signs on the property and/or building, the dimensions of the proposed sign, the construction materials proposed for the sign, and the method of lighting for the sign.
 - v. An application for, and all necessary information, an electrical permit for all signs with electrical connections.
 - vi. The signature of the owner or the owner's authorized agent.

- vii. The value of the sign being installed.
- e. The replacement of only the sign face, with no other structural, electrical, or other physical changes to the sign, shall not require a permit.

Section 14. Section 86-684 is hereby renamed Regulations for Signs in All Districts and is amended to read as follows:

- (1) Any sign not expressly permitted in a district is prohibited in such district.
- (2) Commercial signs and advertising structures shall be located on the premises to which the sign is accessory, unless otherwise specified herein.
- (3) Whenever a maximum surface display area per side of any sign or advertising structure is specified, such surface display area shall be computed as follows:
 - a. If a sign has only one exterior face, the surface display area of that face shall not exceed the specified maximum.
 - b. If a sign has two exterior faces, the surface display area of each face shall not exceed the specified maximum.
 - c. If a sign has more than two exterior faces, the sum of the surface area of all the faces shall not exceed twice the specified maximum.
- (4) No sign or outdoor advertising structure may have moving parts or moving or flashing lights.
- (5) No banners, streamers, or similar devices shall be permitted, unless otherwise specified herein.
- (6) No wall sign shall be erected to extend above the top of the wall to which it is attached. No signs shall be mounted on a roof.
- (7) All signs shall be installed so as to comply with the Sight Triangle regulations found in Section 86-474 of this Ordinance.
- (8) Traffic Control Signs. Signs purely for traffic regulation or control within the project may be utilized as required and shall conform to the Michigan Manual of Uniform Traffic Control Devices (MMUTCD). Traffic control signs not listed in the MMUTCD shall be reviewed by the Department of Public Works and Engineering for a determination that the sign is warranted. All such traffic control signs shall not require a permit or count against maximum permitted sign areas for a project but shall be installed on private property.
- (9) An additional three-square feet of surface display area shall be permitted for any freestanding sign in any zoning district to accommodate the street number of the

structure. The street number shall be placed on the sign in accordance with Chapter **14**, Article **V** of this Code of Ordinances.

- (10) Signs shall not revolve or move in any manner.
- (11) Any sign that creates a visual or safety hazard may be ordered to be removed by the Director of Community Planning and Development.
- (12) Directional Signs. On premises directional signs that aid traffic flow shall be permitted subject to the following:
 - a. Located a minimum of five (5) feet from any property line.
 - b. Shall be located on private property. No such signs shall be permitted in the public right of way.
 - c. No larger than three (3) square feet.
 - d. No taller than six (6) feet.
 - e. May be illuminated, subject to the standards of this Article.
 - f. The number and location of directional signs shall be subject to the approval of the Director of Community Planning and Development, based on the number of entrances and exits to the site, circulation patterns on site, and the number and location of tenants and buildings on site.
- (13) Window signs. Window signs shall be permitted subject to the following:
 - a. A window sign shall be installed on the inside of a window or on the exterior of a window, so as not to project from the window pane on which the sign is painted or affixed.
 - b. No more than 40% of the surface area of the window may be used for window signs.
 - c. The total amount of window signage shall not exceed 10% of the building face of which the window is a part.
- (14) Flags. Flags shall be permitted on any property, without a sign permit, subject to the following:
 - a. A maximum of two flags shall be permitted on any property in a RR, RAAA, RAA, RA, RB, or RX district.
 - b. A maximum of one flag shall be permitted on any property in any other type of district.
 - c. Any flag shall be no larger than 24 square feet.
 - d. No part of any flag shall be hung or erected in any manner so as to visually obstruct or project into the public right-of-way, unless written permission from the Michigan Department of Transportation or the Ingham County Road Department has been granted.
 - e. Flagpoles shall be subject to the following:

- i. All flagpoles shall be setback from all property lines by a distance equal to the height of the flagpole.
- ii. No flagpole shall exceed 40 feet in height.
- iii. Flagpoles may be illuminated, subject to the standards in this Ordinance.
- iv. No flagpole shall be installed without obtaining a building permit.

(15) A protected message of any type may be substituted, in whole or in part, for the message displayed on any sign which is already legal or legal nonconforming without consideration of message content. Such substitution of message may be made without any additional approval or permitting, provided that the message substitution makes no changes to the physical structure of the sign. The purpose of this provision is to prevent any inadvertent favoring of commercial speech over protected non-commercial speech, or favoring of any particular protected non-commercial speech over any other protected non-commercial speech. Message substitution is a continuing right and may be exercised any number of times, in whole or in part. Message substitution applies only to speech which is within the protection of the First Amendment to the U.S. Constitution and corresponding provisions of the Michigan Constitution.

Section 15. Section 86-685, Signs in Residential Districts, is hereby amended to read as follows:

Signs proposed for the RR, RAAA, RAA, RA, RB, RX, RD, RDD, RC, RCC, RN, PRD, and MP zoning districts shall be permitted in accordance with the following regulations.

- (1) Development Entry Sign. A permanent sign may be permitted at each entrance to a residential development, subject to the following regulations:
 - a. Located at least 10 feet back from the front property line.
 - b. Installed in a common area for a development or on private property. No such signs shall be installed in the public right of way without express written approval of the Ingham County Road Department.
 - c. No larger than 32 square feet in size.
 - d. No taller than six feet in height.
 - e. One such sign is permitted at each public entry to a residential development.
- (2) Signs for Land Uses Other than Single-Family. Where the use of a parcel in a zoning district subject to this Section is primarily other than a single-family dwelling, then wall signs and freestanding signs shall be permitted subject to the following regulations:
 - a. Located at least 10 feet back from any property line.
 - b. No larger than 25 square feet in size.
 - c. No taller than six feet in height.
 - d. Either one wall sign or one freestanding sign is permitted for any use under this Section.
 - e. Any sign under this section must be an On Premises sign.

- (3) Wall Sign. In addition to the foregoing, one nonilluminated sign not to exceed two square feet in surface display area and attached flat against a building wall is permitted.

Section 16. Section 86-686, Professional and Office districts, is hereby amended to read as follows:

Signs proposed for the Professional and Office zoning district shall be permitted in accordance with the following regulations.

- (1) Wall signs. A permanent sign may be permitted on a building, subject to the following regulations:
- a. Shall be placed flat against the building.
 - b. No individual sign shall be larger than 30 square feet in surface display area.
 - c. Each tenant in a multi-tenant building shall be permitted a maximum of 30 square feet of signage, contiguous with their lease space and no closer than 12 inches to the side of the building line or leased space line.
 - d. Wall signs shall be allowed up to a size equivalent to one square foot for each one lineal foot of building frontage occupied.
- (2) Freestanding signs. A permanent sign subject to the following regulations:
- a. A freestanding sign shall be permitted in the front yard, located at least 10 feet from the front and side property lines.
 - b. The surface display area of the freestanding sign shall not exceed 32 square feet per side.
 - c. The freestanding sign shall not exceed six (6) feet in height.

Section 17. Section 86-687 is hereby renamed “C-1, C-2, C-3, and CR Commercial Districts”, and is amended to read as follows:

Signs proposed for the C-1, C-2, and C-3 Commercial and CR, Commercial Recreation, zoning districts shall be permitted in accordance with the following regulations.

- (1) Wall signs. A permanent sign may be permitted on a building, subject to the following regulations:
- a. One wall sign shall be permitted on each building façade with frontage on a public street.
 - b. In no case shall any tenant have more than one wall sign on a façade.
 - c. No wall sign shall be located on a rear facade.
 - d. Wall signs shall be allowed up to a size equivalent to one square foot for each one lineal foot of building frontage occupied.
 - e. In the case of multitenant structures, one wall sign shall be permitted for each tenant having an individual means of public access up to a size equivalent to one square foot for each one lineal foot of building frontage occupied. Tenants shall be permitted signs on each building façade with frontage on a public street.

- f. Where several tenants use a common entrance in a multitenant structure, wall signs shall be permitted for those tenants having an individual means of public access up to a size equivalent to one square foot for each one square foot of building frontage occupied.
- (2) Freestanding signs. A permanent sign, subject to the following regulations:
- a. One freestanding sign per parcel shall be permitted, except a site with 500 feet or more of contiguous frontage on one street and more than one point of access on that street may have one additional freestanding sign. If two freestanding signs are located on a site based on this provision, a minimum of 250 feet shall separate the two signs.
 - b. Shall not exceed 16 feet in height.
 - c. Shall not exceed 38 square feet in surface display area per side.
 - d. Located in the front yard with the leading edge at least 10 feet back from any property line.
 - e. Only one freestanding sign shall be permitted for multitenant buildings or shopping centers except as provided in subsection (4)a of this section.
- (3) Service station signs. Recognizing the changing nature of pricing and products for service stations, the following additional regulations apply to signs at any service station.
- a. No signs may be placed onsite other than the permitted maximum wall and freestanding signs, per the provisions of this Article.
 - b. In addition to the freestanding signage allowed under the provisions of this Article, an additional 6 square feet of surface display area, per side, may be permitted indicating the price and grade of gasoline for sale, either as an additional wall sign or attached the freestanding sign.
- (4) Projecting signs. Buildings may elect to utilize projecting signs in addition to wall signs. In addition to all wall sign regulations, the following additional regulations shall apply to projecting signs:
- a. Projecting signs shall be no larger than 20 square feet in surface display area per side. Any projecting sign shall count against the maximum wall sign size permitted for a building façade.
 - b. Projecting signs must clear sidewalks by at least eight feet and project no more than four feet from the building.
 - c. Projecting signs may extend to the bottom of the eaves of a building.
 - d. Projecting signs may be installed vertically or horizontally.
 - e. No projecting sign may be displayed unless the building to which it is attached is 20 feet or more in width and no projecting sign may be closer than 50 feet to any other projecting sign.
- (5) Drive-Through Accessory Signs. Recognizing the need to provide accessory signage for drive through uses, in addition to the freestanding and directional signs allowed under the provisions of this article, Drive-Through Accessory Signs are permitted at any Drive-Through Business, subject to the following:
- (a) All signage for drive-through businesses shall be approved by the Planning Commission.
 - (b) Each drive-through accessory sign shall not exceed seven (7) feet in height.

- (c) Two signs may be permitted for each drive-through lane, as follows:
 - i. One sign in the stacking lane shall not exceed sixteen (16) square feet
 - ii. One sign at the speaker shall not exceed thirty-two (32) square feet in area.
- (d) The area of the drive-in and drive-through accessory sign is exclusive of the structures framing.
- (e) All drive-in and drive-through accessory signs shall be single sided.
- (f) No drive-in and drive-through accessory sign may be located within the front yard.
- (g) The drive-in and drive-through accessory sign may include electronic message signage.
- (h) The Planning Commission may consider a modified sign area, subject to the following:
 - i. Only one (1) of the drive-in and drive-through accessory signs may be increased in area.
 - ii. The drive-in and drive-through accessory sign is completely screened from the roadway.
 - iii. Under no circumstances shall the drive-in and drive-through accessory sign exceed forty-eight (48) square feet in area.

Section 18. Section 86-688, RP and I, Research Park, Industrial Districts, is hereby amended to read as follows:

Signs proposed for the RP, Research and Office, and I, Industrial, zoning districts shall be permitted in accordance with the following regulations.

- (1) Wall signs. A permanent sign may be permitted on a building, subject to the following regulations:
 - a. Shall be placed flat against the building.
 - b. Such sign shall not exceed 40 square feet.
 - c. Each tenant in a multi-tenant building shall be permitted 40 square feet of signage, adjacent to their lease space.
- (2) Freestanding signs. A permanent sign may be permitted on each lot in a research or industrial park, subject to the following regulations:
 - a. One freestanding sign shall be permitted per lot in the park.
 - b. Shall be setback 25 feet from the front property line.
 - c. The surface display area of the freestanding sign shall not exceed 32 square feet.
 - d. Maximum height of freestanding signs shall be six (6) square feet.
- (3) Development Entry Sign. In addition to the freestanding sign allowance for each lot, one permanent sign may be permitted at one entrance to a research or industrial park development, subject to the following regulations:
 - a. Shall be setback a minimum of 10 feet from the front property line.
 - b. Installation shall be in a common area for the development or on private property. No such signs shall be installed in the public right of way without express written approval of the Ingham County Road Department.
 - c. Such signs shall not exceed 50 square feet in surface display area per side.

- d. Such signs shall not exceed six (6) feet in height.

Section 19. Section 86-689 is hereby renamed “AG, Agriculture District” and is amended to read as follows:

- (1) Commercial uses permitted in the agriculture district may have one wall sign placed flat against the main building, in addition to signs permitted elsewhere in this chapter. The surface display area of such sign shall not exceed 25 square feet and the sign shall not project above the cornice or roof line.
- (2) Temporary signage for farm stands shall be permitted up to six square feet. Such signs shall not be located within 100 feet of an intersection of any two public streets.

Section 20. Section 86-690 is hereby renamed “Temporary Signs” and is amended to read as follows:

The following temporary signs shall be permitted on all parcels in the Township, in accordance with the regulations herein.

- (1) Off-Premises Temporary Signs. An off-premises temporary sign may be permitted subject to the following regulations:
 - a. All off-premises temporary signs shall be installed on private property. No such signs shall be placed in the public right of way without express written authorization of the Ingham County Road Department and the Charter Township of Meridian.
 - b. Such off-premises temporary signs shall individually be no larger than eight square feet in size and not exceed twenty-four (24) square feet in size per side in total on the property.
 - c. Such temporary signs shall be no taller than four feet in height.
 - d. Temporary signs may not be specifically illuminated.
 - e. All temporary signs shall be constructed of durable, all-weather materials and shall be designed to remain in place and good repair so long as they remain on display. All temporary signs shall be removed if material shows signs of wear such as fraying, fading, chipping or other physical damage.
 - f. The maximum display time for a temporary sign is sixty (60) days. After sixty (60) days, there shall be a gap of at least fourteen (14) days before another temporary sign is installed on the same property.
- (2) On-Premises Temporary Signs. The following standards shall apply to On-Premises Temporary Signs:
 - a. Construction Projects. In an effort to keep the public informed, the following standards shall apply when new construction projects commence:
 - (1) One such sign shall be permitted on any construction site that has received site plan approval or has applied for building permits.
 - (2) Such signs shall not exceed thirty-two (32) square feet in size per side.
 - (3) Such signs shall not exceed eight (8) feet in height.

- (4) If freestanding, the sign shall be located no closer than 10 feet back of the street right-of-way line.
 - (5) Signs approved under this section shall be permitted for a period of two (2) years or until the final building on the site receives a Certificate of Occupancy, whichever is shorter.
 - (6) On sites utilizing construction fencing, screening fabric on the construction fence may be used in place of a freestanding sign. The screening fabric shall be no larger than the construction fencing, shall be maintained in good condition, and shall be removed when the construction fencing is removed.
- b. Land for Sale or Lease. When all or a portion of a building or land area is listed for lease or for sale, the following additional standards apply:
- (1) In single-family residential districts, the size of a sign shall be limited to the size standards of a normal temporary sign.
 - (2) In multi-family residential and non-residential districts, the size of a sign shall be no larger than 16 square feet per side or thirty-two (32) square feet total.
 - (3) Such signs shall be no taller than six (6) feet in height.
 - (4) Such signs shall be setback a minimum of five (5) feet from the property line.
 - (5) Such signs shall be removed within seven (7) days of the closing of the sale or lease of a property or portion of property.
- c. Grand Openings. To support new businesses when they open in the Township, an additional temporary sign may be permitted, subject to the standards in subsection (1) above and the following standards:
- (1) The maximum size of a sign under this section may be 40 square feet.
 - (2) A sign under this section may be installed once the Certificate of Occupancy is issued for the space and must be removed 45 days later.
 - (3) The maximum height of a sign under this section is six feet.
- d. Other On-Premises Temporary Signs.
- (1) On-Premises Temporary Signs not expressly permitted under this section may be allowed under the permitting provisions of Section 86-683(3) of this Article.
 - (2) Other On-Premises Temporary Signs must be harmonious and appropriate in appearance with the existing or intended character of the general vicinity.
 - (3) Other On-Premises Signs under this subsection shall not exceed 24 square feet in total and shall be removed after 60 days, except on good cause shown by the applicant.

Section 21. Section 86-691, is hereby renamed “Permitted Portable Signs” and is amended to read as follows:

In order to provide businesses opportunities for pedestrian-scale signage, near the entrances to their businesses, while preventing sign clutter along Township thoroughfares, Portable Signs shall be permitted subject to the following:

- (1) One portable sign shall be permitted per tenant in the PO, C-1, C-2, C-3, and CR Districts.
- (2) Portable signs shall not exceed nine (9) square feet per side or a total of eighteen (18) square feet.
- (3) The maximum height of portable signs shall be four and one-half (4.5) feet.
- (4) All portable signs may only be displayed during regular business hours and must be stored indoors.
- (5) Portable signs shall be located within five (5) feet of the primary business entrance.
- (6) Buildings located directly adjacent to the public right-of-way may place a portable sign on the adjacent sidewalk, with approval of the Ingham County Road Department, provided that a minimum of five (5) feet of unobstructed pedestrian access is maintained. Sufficient space shall also be provided to allow car doors to open when adjacent to on-street parking.
- (7) No portable sign shall occupy or obstruct the use of any fire lane, required off-street parking space, driveway, doorway, or handicap ramp.
- (8) A-frame signs shall not be attached to a building or any structure, including, but not limited to, benches, trash receptacles, bicycle racks and light poles.

Section 22. Section 86-692, is hereby renamed “Sign Illumination” and is amended to read as follows:

(1) General standards.

- a. All permanent signs may be illuminated, except as noted herein, subject to the approval of the Community Planning and Development Director.
- b. The source of any illumination shall not be directly visible beyond the property lines of the parcel on which the sign is installed.
- c. Sign lighting may be internal or external.
- d. All external lighting fixtures being used to illuminate a sign shall face downward only and shall be shielded to direct light solely to the sign being illuminated.
- e. No flashing or moving illumination shall be permitted.

(2) Illumination standards.

- a. The illumination of all signs shall not exceed 0.3 footcandles above ambient light levels based on a measurement taken based on the following formula:
Measurement distance = $\sqrt{\text{Area of the Sign in square feet} \times 100}$
- b. The illumination of a sign shall be measured with the sign off and then on again, at a point as close to practical as possible that is perpendicular to the sign face, at the distance determined under the formula above.

Section 23. Section 86-693, is hereby renamed Electronic Message Signs and is amended to read as follows:

Electronic Message Signs are permitted in the C-1, C-2, C-3, and PO zoning districts, subject to the following regulations:

- (1) Electronic message signs may be permitted by application for and granting of a Special Use Permit by the Planning Commission.
- (2) Sign Area. An electronic message sign shall not exceed 25% of the permissible ground sign area.
- (3) Dimming Capabilities. All permitted EMCs shall be equipped with a sensor or other device that automatically determines the ambient illumination and programmed to automatically dim according to ambient light conditions, or that can be adjusted to comply with the 0.3 footcandle measurements.
- (4) Message Display Requirements.
 - a. The message on an electronic message sign shall not change more than once per 24-hour period.
 - b. When changing messages, the transition shall appear instantaneous, with no transition effects permitted.
 - c. No electronic message sign shall have any flashing, scrolling, traveling, or otherwise moving text or resemble or simulate any warning or danger signal or traffic control device.
- (5) There shall be no audio message, audible sound, or video permitted with any sign permitted under this chapter.

Section 24. Section 86-694, Outdoor Advertising Structures, is hereby amended to read as follows:

Outdoor advertising structures shall be permitted in accordance with the following limitations:

- (1) Location. Outdoor advertising structures shall be located only in the I, Industrial, Zoning District. Further, such structures shall only be located on properties with direct frontage on a principal arterial street, as identified in § **86-367**.
- (2) Setbacks. Such structures shall be located in accordance with the setback requirements set forth in § **86-367**. No such structure shall be located closer than 660 feet to the right-of-way of a limited access highway.
- (3) Illumination. Outdoor advertising structures in may be illuminated, in accordance with the standards found in Section 86-692.
- (4) Maintenance. Outdoor advertising structures shall be adequately maintained. Such maintenance shall include proper alignment of structure, continued readability of message, and preservation of structure with paint or other surface finishing material. If an outdoor advertising structure is not maintained, written notice of any disrepair shall be issued by the Chief Building Inspector to the owner of such structure. If the disrepair is not corrected within 30 days, such structure shall be removed at the owner's expense.
- (5) Size. No outdoor advertising structure shall exceed 300 square feet in surface display area per side.

- (6) Required spacing. No outdoor advertising structure shall be located within a distance of 300 feet of any other outdoor advertising structure, such distance to be measured along a line parallel to the right-of-way of the highway upon which the outdoor advertising structure fronts.

Section 25. Section 86-695, is hereby renamed Murals and is amended to read as follows:

Murals are permitted on any commercial property, subject to the following regulations:

- (1) One exterior wall surface of a commercial building may be covered up to 100% by a mural.
- (2) No other signage shall be permitted on the wall where a mural has been painted.
- (3) Illumination is permitted in accordance with the provisions of Chapter 38, Article VII of the Code of Ordinances, Outdoor Lighting.
- (4) A mural shall be kept in good condition and shall be well maintained. In the case of a mural being in disrepair, the mural must either be removed from the wall of the building or repaired within 60 days of written notice from the Township.
- (5) A public safety hazard shall not be created with the installation of a mural.
- (6) Murals are still subject to normal permitting requirements, as outlined in this Article.

Section 26. Section 86-697, is hereby created and titled Construction Project Waivers, to read as follows:

In order to provide adequate visibility and signage to businesses during major construction projects, the Meridian Township Board of Trustees shall have the ability to waive the temporary sign provisions during major construction projects, upon recommendation of the Director of Community Planning and Development. Any waiver under this section shall detail the time period, the maximum dimensions of temporary signs, location(s) for temporary signs, and any other relevant ordinance alteration permitted under the waiver.

Section 27. 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 28. 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 29. 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 30. 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 XXXXXX, 2022.

Patricia Herring Jackson, Township Supervisor

Deborah Guthrie, Township Clerk