



AGENDA
CHARTER TOWNSHIP OF MERIDIAN
TOWNSHIP BOARD – REGULAR MEETING
April 4, 2023 6:00 PM

1. CALL MEETING TO ORDER
2. PLEDGE OF ALLEGIANCE/INTRODUCTIONS
3. ROLL CALL
4. PRESENTATION
 - A. March Board of Review Update
 - B. Township Emergency Siren Update
 - C. Government Finance Officers Association (GFOA) Recognition
 - D. 2022-2023 Deer Management Summary
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 21, 2023 Regular Township Board Meeting
 - C. Bills
 - D. Disposal of Surplus Vehicles
10. QUESTIONS FOR THE ATTORNEY
11. HEARINGS
12. ACTION ITEMS
 - A. Ordinance 2022-16-Sign Ordinance Update-Introduction
 - B. Purchasing Policy Update
 - C. Travel Policy Update
 - D. Resolution in Support of the Meridian Cares About You: Health and Safety Expo
 - E. Corridor Improvement Authority Reappointment
 - F. Downtown Development Authority Appointment
 - G. Resolution in Support of the FY 2024 CPF Application for the Village of Okemos Workforce Housing Mixed-Use Development
13. BOARD DISCUSSION ITEMS
 - A. Ordinance 2023-04 – Rezone 5677 Cade Street – PO to RB
14. COMMENTS FROM THE PUBLIC
15. OTHER MATTERS AND BOARD MEMBER COMMENTS
16. CLOSED SESSION-Motion to go into closed session to discuss a written confidential legal opinion from the township attorney regarding recreational marihuana
17. 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.



To: Board Members 4-D

From: LuAnn Maisner, CPRP
Director of Parks and Recreation

Date: March 29, 2023

Re: 2022-2023 Deer Management Program Final Report

The 2022 Deer Management Program concluded its twelfth year of the volunteer archery program and third year of the firearms cull conducted and managed by the Police Department. The combined archery harvest and the police cull resulted in a total deer harvest of 356 deer.

The ongoing success of this program is due to the effective collaborative efforts of the Township Board and Administration, Departments of Parks and Recreation, Public Works, and Police, volunteer archery hunters, the Michigan Department of Natural Resources Wildlife Division, and the Sportsman Against Hunger Organization.

An important component of the deer management program is the venison donation to local community foodbanks. Thanks to the generosity of Michigan Sportsmen Against Hunger, Meridian Township was able to donate 7,964 lbs. of venison from this program to 14 local food banks and to participating families at the Santa's First Responders Party. The value of the processing fees donated to this year's program by MSAH totaled \$9,262.50.

Attached is the detailed 2022-2023 Deer Management Final Report for your review. A special thanks to the following staff members who lead and managed the successful implementation of this community-wide effort: Stewardship Coordinator, Emma Campbell, Water Department Utility Worker, Mike Ellis, Police Chief, Ken Plaga, Sergeant Andrew McCready, Stewardship Intern, Rebecca Sedam, Utility Workers Dan Inman, Don Cuson, Dan Palacios, James Arnett, D'Destin Kaufman and Derek Bobb.

As a side note, according to the MDNR, a total of 303,061 deer were harvested in the State of Michigan and 4,803 in Ingham County in 2022. There were also a total of 386 reported deer harvests within Meridian Township; 356 were harvested directly through our management program.

Deer Management Final Report
2022 - 2023
March 29, 2023



In 2022, Meridian Township conducted their 12th year of the Deer Management Archery Program. The archery portion of the program operates annually from October 1-January 1. The Meridian Police cull was added to the program in 2021 (January-February) and for the last three years has contributed to the overall success of management objectives.

The Township Board initiated this program in 2010 in response to the continued high number of car-deer collisions and concerns with ongoing destruction of vegetation in parks, land preserves and in residential neighborhoods. Deer management is also imperative to mitigate the return of Chronic Wasting Disease (CWD), which plagued the deer herd in 2015. The reported car/deer accidents have decreased over a ten-year period of 33%, ([2012] 153/103 [2022]) with 2020 reporting the least accidents at 100. Reports from residents regarding landscape destruction and a noticeable reduction in deer browsing damage in parks and preserves demonstrates a level of success while also fostering a healthier deer population. CWD has not been reported since 2016, which indicates the population is healthy enough to combat the disease.

The continued success of this program is a direct result of effective collaborative efforts with the Township Board, Departments of Public Works, Parks and Recreation, and Police, together with volunteer archery hunters, the Michigan Department of Natural Resources Wildlife Division, and the Sportsman Against Hunger Organization. **The culmination of efforts from these entities resulted in 356 deer harvested, 7,964 lbs of venison donated to local food banks for the 2022-2023 management year. There has been a 32% reduction in reported car/deer accidents since 2010.**

Program Overview: Archery Program

1. The Meridian Township Deer Management Program is highly managed and follows all Michigan Department of Natural Resources rules and guidelines in conducting this program.
2. All volunteer hunters must be residents of Meridian Township, submit to a criminal background check, pass an archery proficiency test, and attend the mandatory orientation each year.
3. Parks and Recreation staff provides clear, consistent communication and enforcement of program rules and guidelines throughout the season and communicates daily with program participants.
4. All parks and land preserves remained open to the public during the archery season.
5. DPW staff member, Mike Ellis led and managed the cooler's maintenance as well as conducted venison deliveries four times per week to the processor in Jackson.
6. In addition Mike Ellis contacted and nurtured outstanding relationships with 16 local food banks where he distributed a total of 7,964 pounds of venison throughout both the archery and extended cull seasons. American Sportsman Against Hunger covered all processing costs for donated venison, \$24,700 total for 2022-2023.

Program Overview: Police Cull

1. A Damage and Nuisance Animal Control Permit was obtained from the Michigan Department of Natural Resources. The permit allowed the Police Department to cull 200 deer.
2. The Police Department utilized infrared technology, cameras, thermal imaging and suppressors to conduct the cull.
3. The Police Cull operated during the evening hours once parks and land preserves were closed.
4. No overtime pay was paid to the officers participating in the program.
 - Four DPW staff worked early morning hours, following the evening cull to field dress the deer before delivering them to the processor.
 - 6,052 lbs. of venison was donated from this program to 16 local food banks.

Program Statistics:

2022 Volunteer Archery Deer Management Program

- Conducted under the Michigan Department of Natural Resources “Deer Management Assistance Permit” during the regular archery season of October 1st 2022 - January 1st 2023
- 70 resident volunteer archers participated
- **156** Deer Harvested from 41 Township properties and 22 private properties (*see figure 1 at end of report*)
- **Over 1,900** pounds of venison donated to local food banks (600 more than 2021)
- **7,600 meals** provided locally (1-pound equals 4 meals for 1 person)
- Retail price of amount of venison donated = \$9,500 (based on \$5/pound)
- Estimated **3,600 volunteer hours** served in the field

2022 Police Cull

- Conducted under a Damage and Nuisance Animal Control Permit from the Wildlife Division of the MDNR: January 2, 2023 – February 6, 2023
- **200** deer culled
- **6,052** pounds of venison donated to local food banks
- **24,208** meals provided locally (1-pound equals 4 meals for 1 person)
- Dollar amount of venison donated = \$30,260 (based on \$5/pound)

Total Deer Harvested- 356

Total Donation to Local Food Banks - A total of **7,964 pounds of venison** were donated to the following local Food Banks: (*see figure 2 at the end of report*)

- *Okemos Community Church*
- *Haslett Community Church*

- *Capital Area Community Services*
- *Community Baptist Church of Lansing*
- *Dansville Clothing & Food Bank*
- *St. Jude Catholic Church of Dewitt*
- *Community Baptist Church of Grand Ledge*
- *Santa's First Responders Holiday Party*
- *First Presbyterian Church*
- *St. John's Church of Christ*
- *Haslett Food Bank*
- *Redeemer United*
- *Our Savior Lutheran Food Bank*
- *Williamston Food Bank*
- *Leslie Community Outreach*
- *Mason Food Bank*

2021-2022 Program Cost

Staff Hours Regular- Parks, DPW, Police (12)	~ \$ 70,000.00	(2,100 est. staff hours)
Overtime Costs DPW Field Dressing: (4)	\$ 7,479.91	(210 OT hours)
Permits, Equipment, and Supplies:	\$ 10,036.16	
TOTAL	~ \$ 81,7612.07	

Deer Processing Costs (260 donated deer) \$ 24,700
 (Funded by Sportsmen Against Hunger)

	Total Hunters	Properties Hunted	Archery Harvest	Police Cull	Reported Deer/Car Collisions	Dead Deer Pickup
2011	25	7	43	--	152	--
2012	50	18	90	--	153	--
2013	60	20	127	--	180	--
2014	73	21	150	--	137	--
2015	30	19	63	--	144	--
2016	73	31	73	--	164	--
2017	66	30	80	--	129	--
2018	74	38	57	--	129	--
2019	84	38	88	--	153	--
2020	75	42	176	150	100	46
2021	68	43	130	200	116	85
2022	70	63	156	200	103	134

Dead deer picked up and disposed of by Park Maintenance Staff (not included in totals):

2022 – 134

2023 – 30 (as of 3/29/23)

Summary:

Meridian Township's Deer Management Plan strives to focus on an ecosystems approach by creating co-existence among wildlife, citizens and our suburban/natural communities in a safe and efficient manner. The deer management plan recognizes that the use and enjoyment of deer by residents is highly variable. Selection of deer management methods requires consideration of general concepts and location-specific deer dynamics.

Meridian Township takes their role as an environmental steward seriously and as such, recognizes the need to implement science-based management of our fragile natural resources so that they may remain in perpetuity for future generations.

Figures for 2022 Season:

Figure 1: Total number of deer harvested at a property level. Only includes properties with >1 harvest.

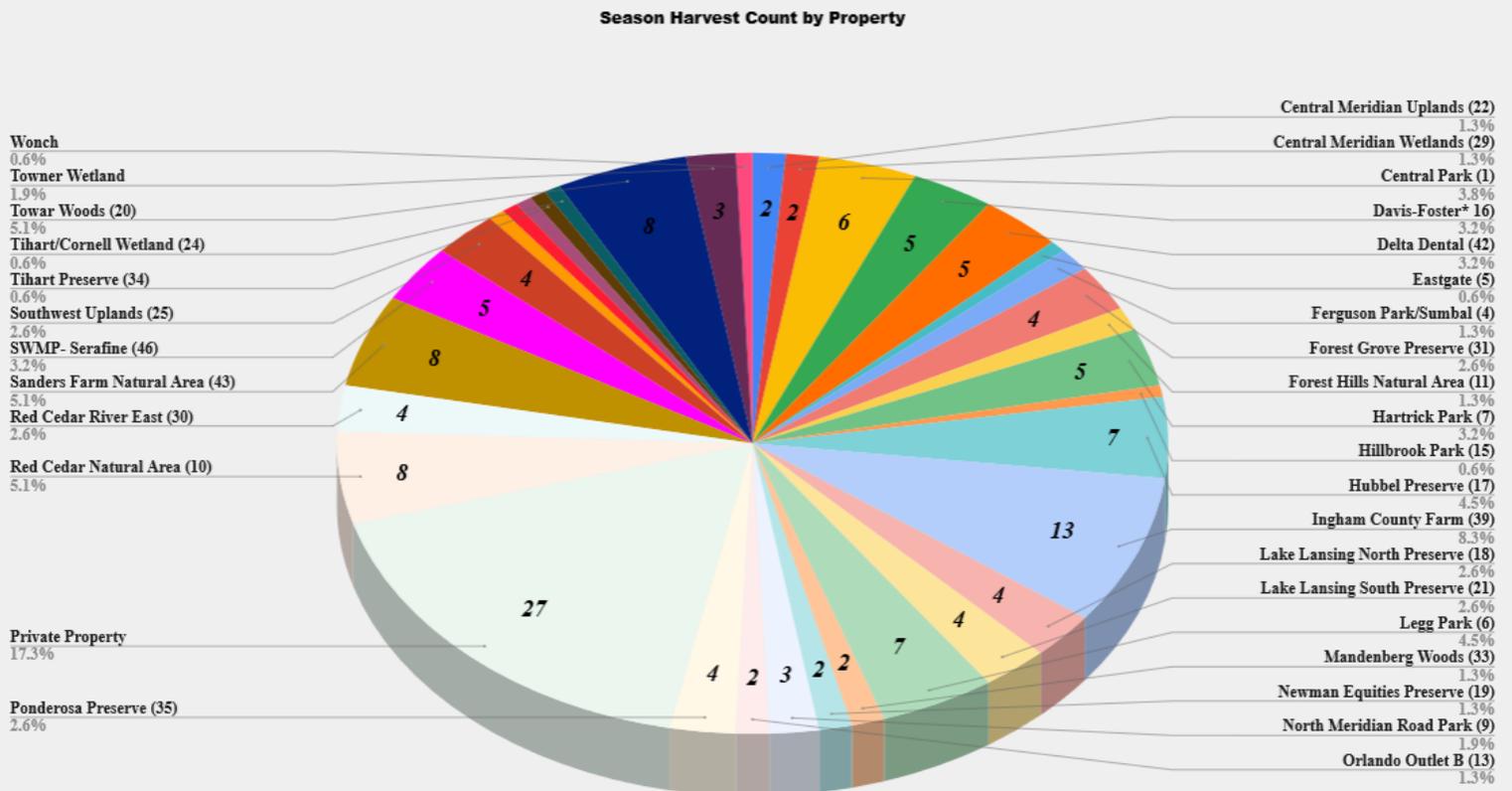


Figure 2: Total number of pounds of venison donated. Green rows correspond with volunteer archery donations. Orange rows correspond with police deer cull donations.

Haslett Comm	Lakeside Chapel	Catholic Comm	Okemos Comm	Capital Area	Dansville	Our Savior	Comm Baptist	Santa's	Williamston	Leslie	First Presbyterian	St. John's	Mason	Cristo Rey	Venison DONATED (lbs)
2022 Volunteer Archery Donations															
100	122		69	120	120			218				120			242
								78				160	140		490
	214	150													338
							100								378
															364
															100
2023 Police Cull Donations															
120	150	150	120		243					230					1,013
			100		250	563	869				250				1,119
	118			100					200	500			100		913
					200						800				1,018
							494								1,000
													495		989

Figures for Multi-year Analysis:

Figure 3: Number of deer harvest per property from 2021 to 2022. Shows a trend about deer movement.

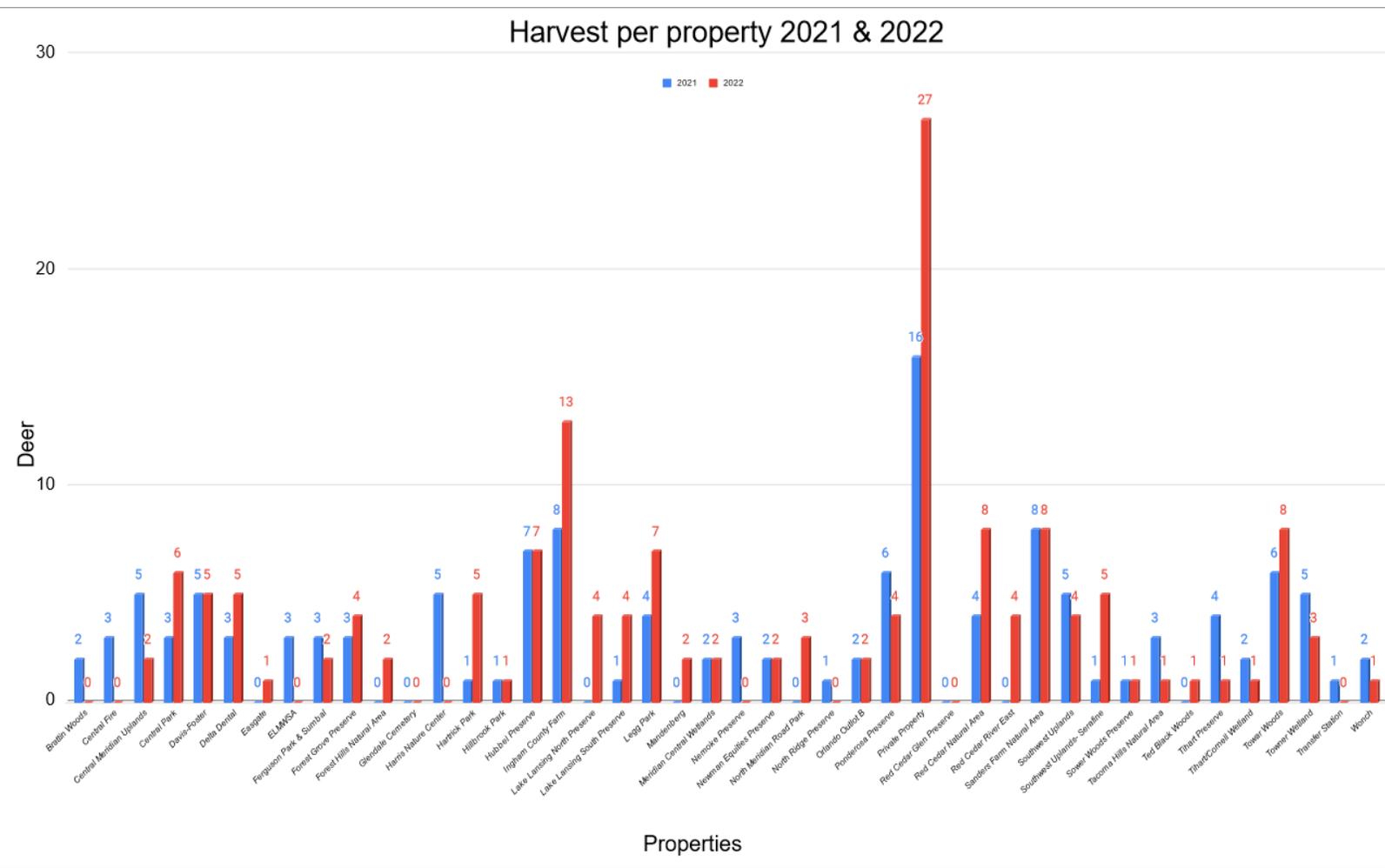
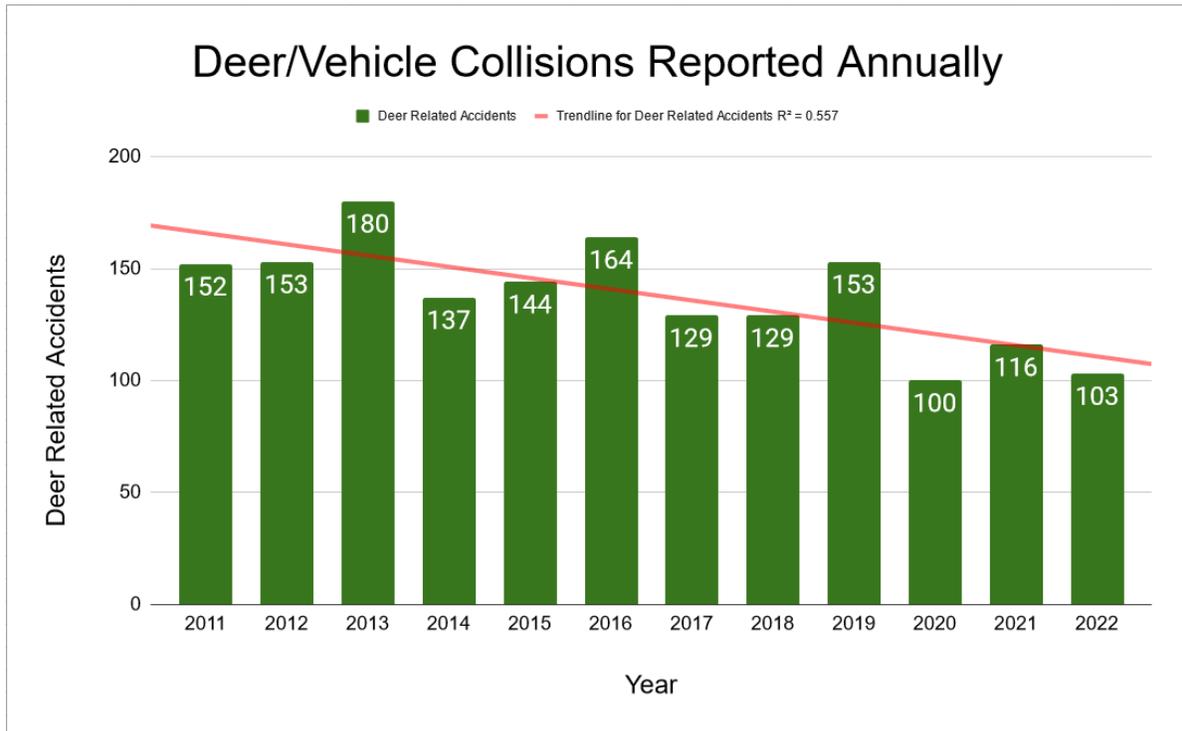


Figure 5: Deer vehicle collisions reported to the township police department annually from 2011-2021.
Disclaimer 2022 statistic was unknown at the time of making this figure.

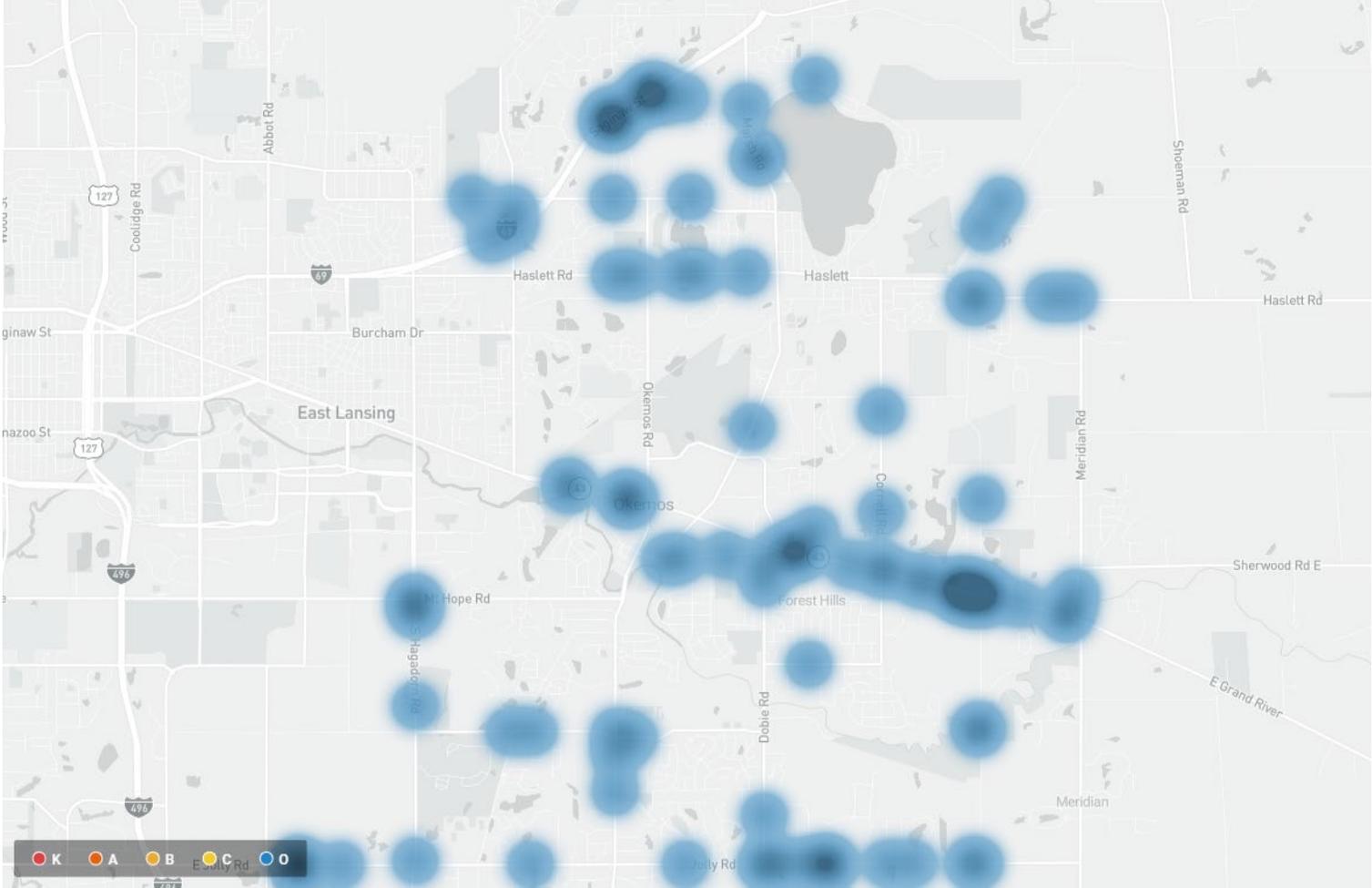


Providing a safe and welcoming, sustainable, prime community.



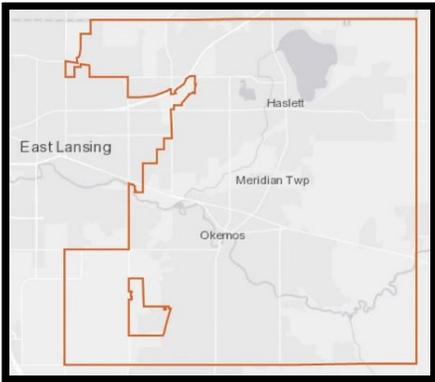
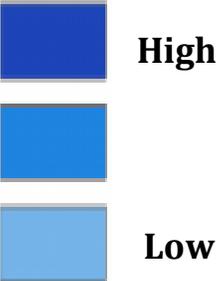
A PRIME COMMUNITY
meridian.mi.us

Meridian Township Deer-Vehicle Collisions (2022)



Legend

Deer-Vehicle Collisions





9.A

**CONSENT AGENDA
BOARD
COMMUNICATIONS
April 4, 2023**



Meridian Township
5151 Marsh Road
Okemos, MI 48864

P 517.853.4000
F 517.853.4096

Township Board:

**Patricia Herring
Jackson**
Township Supervisor

Deborah Guthrie
Township Clerk

Phil Deschaine
Township Treasurer

Scott Hendrickson
Township Trustee

Kathy Ann Sundland
Township Trustee

Marna Wilson
Township Trustee

Courtney Wisinski
Township Trustee

Frank L. Walsh
Township Manager

March 16, 2023

Dear Resident:

As part of Meridian Township's 2022 Local Road Program, roads in your neighborhood received a surface treatment known as "chip and fog". This treatment is applied to roads in relatively good condition to extend the life of the road by protecting the existing asphalt from the damaging effects of water and sunlight. This treatment extends the life of a road 5-7 additional years at about 10-15% of the cost to construct a new road. To put it a different way, this treatment can produce twice the life expectancy per dollar invested than completely reconstructing a road.

Township staff did visit other communities in the Greater Lansing Region in 2021 to investigate this treatment. At that time, staff felt this would work in Meridian Township.

While the treatment may provide a very good return on investment from an engineering standpoint, Township officials are not satisfied with the surface quality of this treatment and the ongoing issues with snow plows knocking the stone loose. We have decided that this treatment does not work well in our community and will be discontinuing it.

We have received a lot of feedback regarding the texture of the surface and the loose stone. Based on this community input, Supervisor Patricia Herring Jackson, Township Manager Frank Walsh, and Deputy Township Manager Dan Opsommer would like to invite you to a community meeting on Thursday, April 6 at 6 p.m. in the Town Hall Room of the Municipal Building, 5151 Marsh Rd, Okemos, MI 48864. The meeting agenda will include:

1. Welcoming Remarks from Supervisor Jackson and Manager Walsh
2. Public Comment
3. Overview of immediate steps being taken by the Township from Deputy Manager Dan Opsommer
4. Overview of additional steps being considered, which may include paving over the existing surface, from Manager Walsh and Deputy Manager Opsommer
5. Questions & Answer Period
6. Public Comment
7. Closing Remarks from Supervisor Jackson and Manager Walsh



We would also like to take this opportunity to update you on the immediate steps the Township is taking to clean up the loose stone now that spring is approaching:

1. Street sweepers will be coming through your neighborhood March 20-24. This is weather dependent as dry conditions are required for street sweeping. We will be doing four passes on each road to thoroughly collect the stone. We have already tested a road to ensure we are able to collect nearly every piece of stone in the roadway.
2. **This letter will not arrive in time and we may get additional snow at the end of March or early April. Therefore, we will be coming back to sweep again from April 10-14. This is weather dependent as dry conditions are required for street sweeping.**

Prior to April 10, residents are encouraged to sweep any stone on their driveway into the road so we can collect it with our street sweeper. Residents are also welcome to rake stone out of their yard and onto the road so our street sweeper can collect it.

Finally, the Township is examining the feasibility of paving over the existing surface of the road, which we will discuss in greater detail at the community meeting on April 6. A lot of electricity and natural resources go into making asphalt. Therefore, demolishing the old asphalt would be a significant waste of asphalt that is in good condition.

As a community that strongly values environmental stewardship, we want to preserve that underlying asphalt as it provides a very strong foundation and is now protected from the harmful effects of water and sunlight. Paving over the existing chip and fog surface will provide further protection from the harmful effects of water and sunlight. Therefore, we are currently examining the feasibility and various cost estimates for paving over top of the existing surface with new asphalt.

We appreciate your time and understanding. If you are not able to join us on April 6, please do not worry. We will mail out another letter announcing future steps that will be taken.

Sincerely,

Dan Opsommer
Deputy Township Manager
Director of Public Works and Engineering



CHARTER TOWNSHIP OF MERIDIAN, INGHAM COUNTY

LEGAL AD NOTICE: Variance Request 23-04
Johnson Sign Co.

WEDNESDAY, April 19, 2023

CHARTER TOWNSHIP OF MERIDIAN
LEGAL NOTICE
Variance Request 23-04
4660 S. Hagadorn Rd.
Public Hearing

Notice is hereby given that the Zoning Board of Appeals of the Charter Township of Meridian will hold a public hearing on Wednesday, April 19, 2023 at 6:30 p.m. in the Meridian Municipal Building, Town Hall Room, 5151 Marsh Road, Okemos, MI, 48864 (phone 517-853-4560) to hear all persons interested in a variance request for a wall sign. Johnson Sign Co. is proposing an additional wall sign in excess of the allowed square footage permitted by ordinance located at 4660 South Hagadorn Road. The subject site is zoned C-2, Commercial.

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

Publish: City Pulse Deborah Guthrie
March 29, 2022 Township Clerk

1 Affidavit, please



FOR IMMEDIATE RELEASE
March 24, 2023

CONTACT: Frank L. Walsh, Township Manager
517.853.4254 | walsh@meridian.mi.us

Okemos and Haslett Named Best Places to Live
Overall Niche Grade of A+ for Both Okemos and Haslett

Meridian Township, MI – Niche has recognized Okemos and Haslett in the 2023 Best Places to Live in Michigan rankings. Okemos was once again ranked at #1, with Haslett ranked at #23.

“We are very proud to be recognized as one of the Best Places to Live in Michigan,” said Township Supervisor Patricia Herring Jackson. “The ranking truly embodies our great schools, diversity, parks, police and fire departments, environmental stewardship, land preserves, and our 45,000 residents commitment to excellence.”

Niche serves as a tool to connect people to potential schools, neighborhoods and workplaces. They have in-depth profiles on every school and college in America, provide reviews of the best cities and neighborhoods to live in, and list the best workplaces based on location.

According to Niche’s website, the Best Places to Live ranking provides a comprehensive assessment of the overall livability of an area. This ranking takes into account several key factors of a location, including the quality of schools, crime rates, housing trends, employment statistics, and access to amenities in an attempt to measure the overall quality of an area.

The Overall Niche Grade for Okemos and Haslett was calculated as an A+, with public schools, housing and job opportunities, and diversity being some of the highest scored categories.

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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.





9.B

**CONSENT AGENDA
PROPOSED BOARD MINUTES
April 4th, 2023**

PROPOSED MOTION:

- (1) Move to approve and ratify the minutes of the Regular Meeting of March 21st, 2023 as submitted.**

ALTERNATE MOTION:

- (1) Move to approve and ratify the minutes of the Regular Meeting of March 21st, 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 21, 2023 **6:00 pm**

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

ABSENT: None

STAFF: Director of Public Works and Deputy Township Manager Opsommer, Community Planning and Development Director Schmitt, IT Director Gebes, Communications Manager Diehl, Finance Director Garber, Chief of Police Plaga, Fire Chief Hamel, Economic Developer Director Clark, Deputy Clerk Lemaster, Township Attorney Matthew Kuschel

1. CALL MEETING TO ORDER

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

2. PLEDGE OF ALLEGIANCE/INTRODUCTIONS

Supervisor Jackson led the Pledge of Allegiance.

3. ROLLCALL

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

4. PRESENTATION

A. 2023 Barn of the Year Award – Brad Brogren, Friends of Historic Meridian

Brad Brogren presented the 2023 Barn of the Year Award given this year to Unruh Family Barn in the Meridian Township Historic Village.

B. Police Re-Accreditation

Chief Plaga Introduced Michigan Association of Police Chiefs Executive Director Robert Stevenson and Deputy Director Ronald Wiles.

Director Stevenson awarded a certificate of re-accreditation to Meridian Township Police Department. He explained that out of 600 police agencies in Michigan, Meridian is the 17th police department in the state to be awarded re-accreditation.

Mr. Wiles explained a Police Department must complete over 800 tasks to achieve this accreditation.

Director Stevenson presented the Accreditation certificate to Chief Plaga.

Chief Plaga thanked his staff for their work in meeting the criteria to attain this re-accreditation.

C. Train Derailment – Crisis Management

Chief Plaga started the presentation on Train Derailment Crisis Management. He spoke of the Township Everbridge Emergency System and how law enforcement plays a role in this system.

Chief Hamel gave a presentation on Train Derailment and Crisis Management and spoke about the Fire Departments role in these situations. He gave statistics on train derailments and the different reasons for them. He explained the different potential hazards of train derailments based on the cargo and the appropriate response to each. He detailed the local emergency response given different scenarios. And spoke of the statewide emergency system that can be utilized. He also gave tips on how to prevent train accidents.

Clerk Guthrie asked if the fire department is training for these situations.

Chief Hamel replied they are.

Treasurer Deschaine spoke about the derailment at East Palestine and thanked chief Hamel for the presentation

5. CITIZENS ADDRESS AGENDA ITEMS AND NON-AGENDA ITEMS

Supervisor Jackson opened public comment at 6:41 PM.

NONE

Supervisor Jackson closed public comment at 6:41 PM.

6. TOWNSHIP MANAGER REPORT

Deputy Manager Opsommer reported a new emergency siren will be installed on Van Atta Rd. in the next week or two, with full siren coverage of the Township being reached in the next three years. He reported 8 miles of road were treated with chip and fog treatment, and unfortunately some of the treatment has been undone due to snow plows, there will be a community meeting on April 6th at 6pm with residents near the roads that have been treated. Many residents have seen a 5% increase in taxable value of their homes due to the rising cost of housing. Juneteenth events will be announced this week. Township Welcome and Wayfinding Sign Project has seen its first sign installed at the Marketplace on the Green. The 2023 Municipal Building maintenance project is underway, information on township services during construction will be mailed out to residents. Okemos Bridge should see southbound traffic returning this week. A Request for Proposal is out for the 2024 local road program, bids are due by March 30th. Flashlight Easter Hunt will be on April 8th and Nancy Moore Park.

Trustee Hendrickson asked if the Chip and Fog Treatment will have any effect on the 2023 Local Road Program.

Deputy Manager Opsommer replied he is not sure at this time.

7. BOARD MEMBER REPORTS OF ACTIVITIES AND ANNOUNCEMENTS

Trustee Wilson

- Attended March 8th Community Resource Meeting
- Attended Senior Center Task Force Meeting last week
- Gun Safety event “Meridian Cares About You: Health and Safety Expo” will be held on May 10th at Market Place on Green which will be hosting many different public safety bodies

Treasurer Deschaine

- Attended March 15th Zoning Board of Appeals
- Attended March 15th CATA Board of Directors Meeting
- Thanked Brad Brogren for his help with historic barn

Clerk Guthrie

- Thanked Brad Brogren for his help with the Unruh Barn
- Attended second year of MAMC last week

Trustee Hendrickson

- The “Meridian Cares About You: Health and Safety Expo” is being partnered with Okemos and Haslett public schools

Trustee Wisinski

- Diversity Equity and Inclusion committee is focusing on the first Meridian Township Pride event
- Attended local St. Patrick’s Day parade with Supervisor Jackson

Supervisor Jackson

- Attended March 15th Corridor Improvement Authority Meeting which now has the authority to create a TIF district

8. APPROVAL OF THE AGENDA

Treasurer Deschaine 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.

Trustee Hendrickson moved to approve the Consent Agenda with one Amendment to the minutes. Seconded by Trustee Wilson.

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

NAYS: None

Motion carried: 7-0

A. Communications

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

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

NAYS: None

Motion carried: 7-0

B. Minutes- March 7, 2023 Regular Township Board Meeting Minutes

Trustee Hendrickson moved to approve and ratify the minutes of the Regular Meeting of March 7th, 2023 as amended. Seconded by Trustee Wilson.

Trustee Hendrickson noted the following correction on page seven under item 12.C.

“Trustee Hendrickson asked for the LOCC meeting minutes to be posted in the Municipal Building Vestibule.” Should read, “Trustee Hendrickson asked for the LOCC meeting minutes to be posted on the Township Website.”

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

NAYS: None

Motion carried: 7-0

C. Bills

Trustee Hendrickson moved to approve that the Township Board approve the Manager’s Bills as follows: Seconded by Trustee Wilson.

Common Cash	\$	719,672.38
Public Works	\$	652,797.60
Trust & Agency	\$	268,334.48
Total Checks	\$	1,640,804.46
Credit Card Transactions	\$	9,696.74
03/02/2023 to 03/15/2023		
Total Purchases	\$	1,650,501.20
ACH Payments	\$	730,551.93

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. Okemos Schools Delegation of Authority for Building Permitting and Inspection

Director Schmitt outlined the Okemos Schools Delegation of Authority for Building Permitting and Inspection for action.

Trustee Wisinski moved 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. Seconded by Clerk Guthrie.

Trustee Wisinski spoke in support of this item.

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

NAYS: None

Motion carried: 7-0

B. Resolution in Support of the FY 2024 CPF Application for the Village of Okemos

Deputy Manager Opsommer outlined the resolution in support of the FY 2024 CPF Application for the Village of Okemos for action.

Treasurer Deschaine moved to adopt the Resolution in support of the Fiscal Year 2024 CPF Application for the Village of Okemos Project. Seconded by Clerk Guthrie.

Treasurer Deschaine spoke in support of this item.

Clerk Guthrie spoke in support of this item.

Trustee Hendrickson spoke in support of this item.

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

NAYS: None

Motion carried: 7-0

C. Resolution in Support of the FY 2024 CPF Application for the Meridian Township Senior Community Center

Trustee Wilson moved to adopt the resolution in support of the Fiscal Year 2024 CPF application for the Meridian Township Senior & Community Center. Seconded by Trustee Hendrickson.

Trustee Wilson spoke in support of this item.

Trustee Hendrickson spoke in support of this item.

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

NAYS: None

Motion carried: 7-0

13. BOARD DISCUSSION ITEMS

A. Purchasing Policy Update

Director Garber outlined the Purchasing Policy Update for discussion.

Trustee Wisinski asked how comfortable Director Garber is with the lack of approval supervisor approval prior to making a purchase.

Director Garber replied that staff can make purchases on township credit cards in similar fashion.

Trustee Wisinski asked if you would need approval to enter purchase orders or if any staff can make a purchase order.

Director Garber replied any staff can make a purchase order.

Trustee Wilson asked if the number of credit card holders have been reduced.

Director Garber replied it has.

Trustee Hendrickson noted his concern with allowing anyone making a purchase without any approval.

Clerk Guthrie thanked director Garber for her work on this. She noted staff currently must sign a personnel policy stating they will use township money ethically. She further noted she does not want to include extra steps for the current purchase order process.

Treasurer Deschaine asked how the framework of this policy was created.

Director Garber replied it's based on staff feedback and previous places she has worked.

Treasurer Deschaine noted it is unlikely that that a staff member would make a purchase without first alerting their supervisor.

Trustee Wisinski asked if one level of preapproval from the manager could be implemented and would support a basic preapproval process.

Clerk Guthrie noted there is an approval process already in place.

Supervisor Jackson asked if this is for credit card purchases and invoiced purchases for less than \$1000.

Director Garber replied it is.

Supervisor Jackson asked if it the purchaser's choice whether to use a credit card or invoice a purchase order.

Director Garber replied it is the purchaser's choice the majority of the time.

Supervisor Jackson asked if these policies were in place during the recent credit card audit.

Director Garber replied they were.

Supervisor Jackson noted there was no issues found during the audit, and that there was only one small change suggested.

Supervisor Jackson asked if the system appeared to work well.

Director Garber replied she is trying to make the purchase order process consistent with the credit card policy.

Supervisor Jackson spoke in support of this item.

Trustee Hendrickson reiterated that he would like supervisor approval before making a purchase to avoid mistakes.

Treasurer Deschaine noted employees don't make purchases without prior approval.

Deputy Manager Opsommer brought up his experience with the current purchase order system and noted each director is signing off on purchases before they are made.

Trustee Wilson asked if any others helped put this policy together.

Director Garber replied much of this policy already existed, but that she did work on it with other Directors.

Trustee Wilson spoke in support of this item.

Supervisor Jackson noted this item should come back in the next meeting for action.

B. Travel Policy Update

Director Garber outlined the Travel Policy Update for discussion. She explained this covers meal rates.

Clerk Guthrie thanked Director Garber for her work on this and asked if the Township Supervisor currently provides travel reimbursements.

Treasurer Deschaine explained as the board answers to the supervisor it makes sense for her to approve the board's reimbursements.

Clerk Guthrie noted that she is not aware if this happens currently.

Clerk Guthrie noted she would like to see meal reimbursements match the federal rates, or the maximum Per Diem of \$59.

Supervisor Jackson asked if there is a reason for the difference in standards between meals and mileage.

Director Garber replied she would investigate.

Trustee Wisinski noted she would like to see meal reimbursements meet the federal guidelines.

Supervisor Jackson stated she would like to see additional information on the meal standards.

The board recessed at 7:50 pm.

The board resumed at 7:58 pm.

C. Ordinance 2022-16 – Sign Ordinance update

Director Schmitt outlined Ordinance 2022-16 Sign Ordinance update for discussion. He noted changes in Professional office district where the allowable size of freestanding signs has gone from 25 to 32 square feet and the allowable size of wall signs has increased from 20 to 30 square feet. In commercial districts any business with street frontage may now have a wall sign and the size of free standing signs has been changed to 38 square feet. Off premise and on premise signs will have different regulation standards. Standards have been added to Section 23 regarding electronic message signs. The last change mentioned is to Section 26 and allows the board to grant a waiver of some sign requirements during construction projects.

Trustee Wisinski thanked Director Schmitt for his work on this ordinance. She asked about the board allowing temp signs during construction.

Director Schmitt replied these waivers would start with planning staff and be brought to the board for approval.

Trustee Wilson asked if there is any regulation over content.

Director Schmitt replied he is doing his best to avoid content regulations.

Trustee Wilson asked about neon signs.

Director Schmitt replied if the sign meets illumination standards it will be allowed.

Treasurer Deschaine asked if the changes to electronic signs allows a non-scrolling message that can only change once every 24 hours for safety purposes.

Director Schmitt replied that is correct.

Treasurer Deschaine asked about murals being allowed to cover an entire side wall of the property and noted his concerns with advertising through a mural.

Supervisor Jackson noted that there are restrictions that do not allow a mural to be used as a business tool.

Attorney Kuschel replied the distinction is between commercial and non-commercial use. He further noted he can look at the mural to make the distinction if it's a painting or an advertisement.

Treasurer Deschaine asked if the wall sign allowance of one square foot of signage per square footage of frontage is still used in this ordinance.

Director Schmitt replied it is.

Treasurer Deschaine asked how wall signs would work in a shared office building.

Director Schmitt replied the business wishing to display a wall sign would have to prove their frontage.

Treasurer Deschaine asked about multi-level frontage.

Director Schmitt replied there is a maximum limit of up to 30 square feet.

Treasurer Deschaine asked if four tenants shared one building and had a free standing sign would they all share the single sign.

Director Schmitt replied that is correct.

Trustee Hendrickson noted the maximum time for temporary signs to be in place is 60 days, he asked what recourse a citizen has against a temporary sign that has exceeded that time limit.

Director Schmitt replied you would first need to alert the Community and Planning Department. Once the department is aware of the sign the 60 day clock would start.

Trustee Hendrickson spoke about candidates handing out signs to supporters during a primary election and leaving them up until the general election leading to a large number of temporary signs being in place for the better part of nine months.

Director Schmitt replied he would have to change the ordinance to address that issue should it happen.

Trustee Hendrickson asked how to identify a sign as a farm stand sign.

Attorney Kuschel replied that would be interpretive work.

Treasurer Deschaine spoke about "We Believe" signs and asked if they would be illegal after being in place for 61 days.

Director Schmitt replied those could be interpreted as an on premise sign which are allowed for longer than 60 days.

Supervisor Jackson asked about residential flags being installed without a building permit.

Director Schmitt replied anything being installed with a footing generally requires a building permit.

Supervisor Jackson asked about commercial zones not allowing signs on the rear of a building.

Director Schmitt replied that is correct. If you do not have frontage you do not get a wall sign, however they may use a freestanding sign.

Trustee Sundland asked if a business has both a front and back entrance, could they have a rear wall sign.

Director Schmitt replied that question may need to be revisited.

Deputy Manager Opsommer noted the Zoning Board of Appeals will generally make an exception if the situation calls for it.

Clerk Guthrie asked if there are requirements for a business to take down their sign if they leave the property.

Director Schmitt replied there is no requirement for a sign be removed with the business.

Clerk Guthrie noted she would like to see language that requires a business remove its sign when it leaves.

Supervisor Jackson asked why section 12(5) doesn't address Clerk Guthrie's previous question.

Attorney Kuschel replied that section only covers non-conforming signs.

Clerk Guthrie asked why the size of a wall sign has been increased from 20 to 30 square feet and freestanding signs have been increase from 25 to 32 square feet.

Director Schmitt replied it's to cover commonly seen variances.

Clerk Guthrie asked why the maximum height of a freestanding sign has been dropped from 16 feet to 6 feet.

Director Schmitt replied office tenants generally don't use 16 foot free standing signs.

Treasurer Deschaine asked if a home based business is permitted a sign.

Director Schmitt replied a home-based business is permitted a non-illuminated of 2 square feet.

Clerk Guthrie asked about garden flags.

Director Schmitt replied garden flags are not currently covered under the ordinance.

Supervisor Jackson noted she is ready for a clean copy of this ordinance.

14. COMMENTS FROM THE PUBLIC

Supervisor Jackson opened public remarks at 8:47 pm.

NONE

Supervisor Jackson closed public remarks at 8:47 pm.

15. OTHER MATTERS AND BOARD MEMBER COMMENTS-NONE

16. ADJOURNMENT

Treasurer Deschaine moved to adjourn. Seconded by Trustee Wisinski.

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

NAYS: None

Motion carried: 7-0

The meeting was adjourned at 8:47 pm.

PATRICIA H. JACKSON,
TOWNSHIP SUPERVISOR

DEBORAH GUTHRIE
TOWNSHIP CLERK



9.C

To: Board Members
From: Amanda Garber, Finance Director
Date: April 4, 2023
Re: Board Bills

Charter Township of Meridian
Board Meeting
4/4/2023

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

COMMON CASH	\$	288,676.14
PUBLIC WORKS	\$	186,067.26
TRUST & AGENCY	\$	1.47

TOTAL CHECKS: \$ 474,744.87

CREDIT CARD TRANSACTIONS 03/16/2023 - 03/29/2023	\$	9,204.78
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TOTAL PURCHASES: \$ 483,949.65

ACH PAYMENTS \$ 962,833.25

03/30/2023 03:35 PM
 User: GRAHAM
 DB: Meridian

INVOICE APPROVAL BY INVOICE REPORT FOR CHARTER TOWNSHIP OF MERIDIAN
 EXP CHECK RUN DATES 04/04/2023 - 04/04/2023
 BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID
 BANK CODE: GF - CHECK TYPE: PAPER CHECK

Vendor Name	Description	Amount	Check #
1. ABIGAIL TITHOF	MILEAGE REIMBURSEMENT	87.77	
2. ABUNDANCE CAFE LLC	FARM MARKET VENDOR	10.00	
3. AIRGAS USA LLC	ORDER #1118579580 OXYGEN FOR AMBULANCES	179.60	
4. ASAP PRINTING	BUSINESS CARDS - CAMPBELL & CARY	52.93	
	BUSINESS CARDS - SPURLOCK	35.90	
	TOTAL	88.83	
5. AT & T	ASE NET - THB - FS91 - 831.000.8214 218	3,763.02	
	MAR 7 2023 TO APR 6 2023 - PRI TEL + 100 MB INT 83	1,226.51	
	TOTAL	4,989.53	
6. AT & T MOBILITY	FEB 7 - MAR 6 2023 - FIRSTNET CELL SERVICE 2873120	72.48	
	MAR 5 - APR 4 2023 - DISPATCH NON-EMERGENCY - 2872	76.28	
	TOTAL	148.76	
7. AUTO VALUE OF EAST LANSING	SHOP SUPPLIES - FLEET REPAIR PARTS	133.14	
	UNIT #145 - FLEET REPAIR PARTS	175.96	
	STOCK - FLEET REPAIR PARTS	13.74	
	2267388 RETURN - FLEET REPAIR PARTS	(643.78)	
	UNIT #104 - FLEET REPAIR PARTS	270.67	
	STOCK SUPPLY - FLEET REPAIR PARTS	311.26	
	UNIT #133 - FLEET REPAIR PARTS	194.54	
	WATER DEPT - FLEET REPAIR PARTS	121.98	
	UNIT #30 - FLEET REPAIR PARTS	21.02	
	UNIT #71 - FLEET REPAIR PARTS	257.36	
	UNIT #71 - FLEET REPAIR PARTS	33.69	
	BATTERY CORES - FLEET REPAIR PARTS	16.00	
	SHOP SUPPLIES - FLEET REPAIR PARTS	189.63	
	STOCK - FLEET REPAIR PARTS	18.77	
	STOCK - FLEET REPAIR PARTS	30.73	
	2267354 RETURN - FLEET REPAIR PARTS	(194.54)	
	SHOP SUPPLIES - FLEET REPAIR PARTS	16.69	
	STOCK - FLEET REPAIR PARTS	122.10	
	2268089 RETURN - FLEET REPAIR PARTS	(455.05)	
	UNIT #52 - FLEET REPAIR PARTS	157.99	
	CORE - FLEET REPAIR PARTS	100.00	
	CREDIT CORES - FLEET REPAIR PARTS	(100.00)	
	UNIT #66 - FLEET REPAIR PARTS	159.97	
	UNIT #66 - FLEET REPAIR PARTS	67.19	
	STOCK - FLEET REPAIR PARTS	48.38	
	CREDIT REF INV 1469373 - FLEET REPAIR PARTS	(70.63)	
	UNIT #122 - FLEET REPAIR PARTS	15.46	
	UNIT #705 - FLEET REPAIR PARTS	71.79	
	UNIT #705 - FLEET REPAIR PARTS	71.79	
	UNIT #663 - FLEET REPAIR PARTS	15.19	
	UNIT #145 - FLEET REPAIR PARTS	108.58	
	SHOP TOOL - FLEET REPAIR PARTS	239.95	
	TOTAL	1,519.57	
8. BARYAMES CLEANERS	02/16/23 TO 03/16/23 - POLICE UNIFORM CLEANING	548.05	
9. BINGHAM ARS INC	ARBITRAGE REBATE COMPLIANCE BOND YR 3 & FEE	900.00	
10. BLUE CROSS BLUE SHIELD OF MICHIGAN	04/01/2023 TO 04/20/2023 PPO RETIREE HEALTH INS	2,791.71	109212
11. BOBCAT OF LANSING	MOTOR POOL - PARKS -REPLACE GLASS ON 686	917.76	

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Vendor Name	Description	Amount	Check #
12. BOUNDTREE MEDICAL	ORDER #104390722 - MEDICAL SUPPLIES	486.71	
	ORDER #104390690 - MEDICAL SUPPLIES	640.00	
	TOTAL	1,126.71	
13. BRD PRINTING, INC	POSTAGE FOR MAILING - 2023 TOWNSHIP RENO PROJECT	3,609.94	109214
	WINDOW & REGULAR ENVELOPES	613.95	
	TOTAL	4,223.89	
14. BREAHA A QUEBBEMAN	9/26/22 - OVRPMT AMBULANCE FEE	19.28	
15. BRIGHTLINE TECHNOLOGIES	WIRING FOR NEW WIFI HOTSPOTS - ALL BUILDINGS 2022	6,247.50	
	MERAKI WIFI	29,000.00	
	TOTAL	35,247.50	
16. C & S FAMILY FARM	FARMERS MARKET	25.00	
17. CDW	CRADLEPOINT VEHICLE MODEMS FOR FIRE/POLICE	2,667.87	
18. COMCAST	MAR 14 2023 TO APR 13 2023 - HOM TV	461.31	
	MAR 20 2023 TO APR 19 2023 - FD DROP	10.76	
	MAR 29 2023 TO APR 28 2023 - PSB 'FREE' DROP	42.28	
	MAR 19 2023 TO APR 18 2023 - SCADA INET	489.06	
	TOTAL	1,003.41	
19. CONSUMERS ENERGY	EMERGENCY UTILITIES - S SALEM	553.89	109216
20. CONSUMERS ENERGY	POLLINATOR PATHWAY LEASE #MI55039INC	25.00	
21. CUMMINS INC	PSB - REPLACEMENT GENERATOR	32,008.00	
22. DBI	MISC FURNITURE/MONITOR ARMS FOR MUNI BLDG RENO	17,955.75	109215
23. DEBORAH GUTHRIE	CLERK ACCREDITED INST - YR 2	89.35	
24. DELL MARKETING LP	DELL LAPTOP LATITUDE 5424 REPLACEMENT BATTERY	94.59	
25. DOUGHNATION BAKERY	FARM MARKET VENDOR	42.00	
26. ELECTRICAL TERMINAL SERVICE	MOTOR POOL - SHOP SUPPLIES	67.59	
27. ENVIRONMENTAL RESOURCES GROUP LLC	JAN 26, 2023 - LEAD TESTING MUNICIPAL BLDG	1,250.00	
28. ESRI INC	3/13/2023 - 3/12/2024 - ENTERPRISE AGREEMENT FEE S	17,000.00	
29. FAHEY SCHULTZ BURZYCH RHODES PLC	MANAGER LEGAL FEES	851.94	109143
	ENFORCEMENT MATTERS LEGAL FEES	515.00	109143
	ADMINISTRATIVE FOIA LEGAL FEES	112.50	109143
	MARIJUANA REGULATION LEGAL FEES	7,122.50	109143
	PUBLIC WORKS LEGAL FEES	1,275.00	109143
	WINSLOW MOBILE HOMES LEGAL FEES	610.00	109143
	EYDE-SIERRA RIDGE LEGAL FEES	742.50	109143
	THE PONDS LEGAL FEES	8,839.50	109143
	COMMUNITY PLANNING & DEVELOPMENT LEGAL FEES	653.75	109143
	FOIA/OMA LEGAL FEES	2,375.62	109143
	HUMAN RESOURCES/LABOR LEGAL FEES	691.61	109143
	PUBLIC WORKS LEGAL FEES	159.74	109143
	TOWNSHIP BOARD LEGAL FEES	1,017.34	109143
	GFS MARKETPLACE LEGAL FEES	175.00	109143
	E&W INVESTMENTS LEGAL FEES	265.00	109143
	AUTOZONE DEVELOPMENT LEGAL FEES	85.00	109143
	TOTAL	25,492.00	

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Vendor Name	Description	Amount	Check #
30. FIRST ADVANTAGE OCCUPATIONAL HEALTH	RANDOM DRUG DRAW COLLECTION FOR CDL DRIVERS	151.82	
31. FORESIGHT GROUP	CREDIT #10 WINDOW ENVELOPES - WATER BILLS	(188.25)	
	WATER BILLS & POSTAGE FOR 3/13/23	548.71	
	TOWNSHIP ENVELOPES - WATER BILLS	715.36	
	TOTAL	1,075.82	
32. HIGHWATER FARMS	FARMERS MARKET	33.00	
33. INGHAM COUNTY HEALTH DEPT	SERVICE CENTER - INGHAM COUNTY SANITARY SURVEY 202	470.00	
34. INGHAM COUNTY ROAD DEPARTMENT	MSU TO LAKE LANSING TRAIL PHASE I CONSTRUCTION	12,428.85	
35. JACOB FARLEY	FARM MARKET VENDOR	84.00	
36. JENNIFER FLOWER	MILEAGE REIMBURSEMENT	35.63	
37. KODIAK EMERGENCY VEHICLES	STOCK PARTS AMBULANCES	546.02	
38. LANSING SANITARY SUPPLY INC	PW - CUSTODIAL SUPPLIES	101.28	
	PW - CUSTODIAL SUPPLIES	265.08	
	FIRE DEPT CLEANING SUPPLIES	362.02	
	PW - CUSTODIAL SUPPLIES	634.19	
	TOTAL	1,362.57	
39. LANSING UNIFORM COMPANY	FIRE UNIFORM ITEMS - MCNALLEY/CUMMINS/SELLEN/KOZLO	1,600.70	
	FIRE UNIFORM ITEMS - CAMPBELL	92.90	
	FIRE UNIFORM ITEMS - ULMAN	229.90	
	FIRE UNIFORM ITEMS - GARELIK	335.75	
	OFFICER BOOTS - TREVINO	379.95	
	FIRE UNIFORM ITEMS - STOCK	279.90	
	TOTAL	2,919.10	
40. LARGE COMPANY INC	SERVICE CENTER PAINTING	2,170.00	
41. LEAK PETROLEUM EQUIPMENT INC	MOTOR POOL - HOIST REPAIRS	647.44	
42. LEXISNEXIS CLAIMS SOLUTIONS INC	2/1/23 - 1/31/24 - IEYTEK ANNUAL MAINT POLICE ECIT	2,003.40	
43. LOGICALIS	MAR 2023 - IT HELP DESK SERVICE	3,345.00	
44. MADISON NATIONAL LIFE INS CO	APRIL 2023 LIFE/DISABILITY INSURANCE	3,658.67	
45. MAYBERRY HOMES	PG#2022-15, PG#2022-05, PG#2022-14, PB#2022-10, PG	3,000.00	
46. MCKESSON MEDICAL-SURGICAL	GOC SOL		
	ORDER #74205703 MFR SUPPLIES	253.53	
47. MICHIGAN CAT	UNIT #6 BACKHOE REPAIRS	5,246.50	
48. MILITAIR CORPORATION	FIRST RESPONDER DOORSTOPS	275.00	
49. MITA	AD BID FOR 2023 RDWAY IMP CRUSHING & HMA OVERLAY	75.00	
50. MORRIES OKEMOS FORD	MOTOR POOL - POLICE - UNIT 680	129.95	
51. MYCOPHILES GARDEN LLC	FARM MARKET VENDOR	59.00	
52. OVERHEAD DOOR OF LANSING	ORDER #43895 - OVERHAED DOOR REPAIRS MULTIPLE BUIL	295.00	
	ORDER #43947 - OVERHAED DOOR REPAIRS MULTIPLE BUIL	412.98	
	TOTAL	707.98	
53. PRO-COMM INC	RADIO MAINTENANCE	120.00	
54. PROGRESSIVE AE	PROF SERV THRU FEB 24, 2023 - LAKE LANSING WATERSH	2,128.68	

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Vendor Name	Description	Amount	Check #
55. PRO-TECH MECHANICAL SERVICES	BUILDINGS - MUNICIPAL - 2ND FLOOR SERVER ROOM	1,021.95	
	PM - MARCH 2023 HVAC SERVICES	4,206.25	
	TOTAL	5,228.20	
56. QUALITY TIRE INC	SCRAP TIRE DISPOSAL	16.00	
	STOCK TIRES	2,378.08	
	TOTAL	2,394.08	
57. RETRACTABLE SCEEN SOLUTIONS INC	RETRACTABLE WIND SCREENS W PAVILION/STAGE MKTPLACE	69,674.00	109145
58. RUTH E RENAUD	01/18/23 - OVRPMT AMBULANCE FEE	20.13	
59. SHAHEEN CHEVROLET INC	MOTOR POOL - REPAIR PARTS - UNIT 663	78.72	
	MOTOR POOL - REPAIR PARTS - UNIT 663	151.30	
	TOTAL	230.02	
60. ST MARTHA CONFERENCE OF	EMERGENCY RENT - D RAYMOND	480.00	109218
	EMERGENCY RENT - K PEGUES	500.00	109218
	EMERGENCY RENT - J MYERS	500.00	109218
	TOTAL	1,480.00	
61. STATE OF MICHIGAN	2023 STORM WATER PERMIT- MS4-INGHAM	500.00	
	REGISTRATION FEE FOR HAZMAT RESPONDER CONFERENCE (300.00	
	SAMPLE #LK56995 - MERIDIAN RD	16.00	
	SAMPLE #LK56996 - VANATTA RD	16.00	
	TOTAL	832.00	
62. SUPREME SANITATION	NANCY MOORE PARK - MAR 2023 PORTABLE TOILET RENTAL	90.00	
	HILLBROOK PARK - MAR 2023 PORTABLE TOILET RENTAL	90.00	
	TOWNER RD PARK - MAR 2023 PORTABLE TOILET RENTAL	90.00	
	TOTAL	270.00	
63. SWAGIT PRODUCTIONS, LLC	MO SERVICES FEB 2023	2,613.75	109146
64. THE HARKNESS LAW FIRM PLLC	FEB/MAR 2023 - PROSECUTION SERVICES	7,098.05	
65. TITUS FARM LLC	FARM MARKET VENDOR	860.00	
66. UDDERLY MAGIC LLC	FARMERS MARKET	204.00	
67. VISUAL EDGE IT, INC	ACCT #ABD-MT02 - COPIER USAGE	338.00	
68. WEST SHORE FIRE INC	SCBA REPAIR AND SUPPLIES, MILEAGE CHARGE	1,533.54	
69. WINSLOW MOBILE HOME PARK	EMERGENCY RENT - #87 E SHEETS	500.00	109217
70. ZOLL MEDICAL CORP	MAR 1 2023 TO FEB 1 2024 - X-SERIES PM, SUPPORT, U	1,400.00	
TOTAL - ALL VENDORS		288,676.14	

03/30/2023 03:35 PM
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INVOICE APPROVAL BY INVOICE REPORT FOR CHARTER TOWNSHIP OF MERIDIAN
EXP CHECK RUN DATES 04/04/2023 - 04/04/2023
BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID
BANK CODE: PWHRZ - CHECK TYPE: PAPER CHECK

Vendor Name	Description	Amount	Check #
1. CITY OF EAST LANSING	APRIL 2023 - SEWER OPERATIONS BILLINGS	181,891.25	
2. DIVERSIFIED NATIONAL TITLE AGENCY	3899 WINDY HEIGHTS DR - WNHE-003899-0000-05	50.05	
3. HYDROCORP	JAN 2023 - CROSS CONNECTION PROG	2,673.00	
4. JACK DOHENY COMPANIES INC	SEWER - NEW EARTH QUACKER TRIGGER HANDLE AND FITTI	146.09	
5. MADISON NATIONAL LIFE INS CO	APRIL 2023 LIFE/DISABILITY INSURANCE	527.69	
6. TIMOTHY MAPLEY	REFUND IRRI - MAGENTA CT	779.18	
TOTAL - ALL VENDORS		186,067.26	

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INVOICE APPROVAL BY INVOICE REPORT FOR CHARTER TOWNSHIP OF MERIDIAN
EXP CHECK RUN DATES 04/04/2023 - 04/04/2023
BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID
BANK CODE: TA - CHECK TYPE: PAPER CHECK

Vendor Name	Description	Amount	Check #
1. MERIDIAN TOWNSHIP DDA	DPP PAYOUT 03/01/2023 TO 03/15/2023	1.47	13407
TOTAL - ALL VENDORS		1.47	

Credit Card Report3/16/2023-3/29/2023

Posting Date	Merchant Name	Amount	Name
2023/03/16	BENNIGANS 5711 MT PLEASAN	\$18.74	DEBORAH GUTHRIE
2023/03/16	PARK PLACE HOTEL	\$723.04	ANDREW MCCREADY
2023/03/16	WAL-MART #2866	\$2.98	LUANN MAISNER
2023/03/16	CITY OF LANSING, MI	\$0.75	ED BESONEN
2023/03/17	AC&E RENTALS INC	\$108.00	LAWRENCE BOBB
2023/03/17	THE HOME DEPOT #2723	\$25.39	LAWRENCE BOBB
2023/03/17	THE HOME DEPOT #2723	\$117.48	TYLER KENNEL
2023/03/17	THE PUBLIC SAFETY STOR	\$247.90	MICHAEL HAMEL
2023/03/17	QUALITY DAIRY 31280027	\$17.07	ANDREW MCCREADY
2023/03/17	THE MINING JOURNAL	\$20.00	MICHELLE PRINZ
2023/03/17	AMAZON.COM*HC77W5QA0 AMZN	\$95.94	MICHELLE PRINZ
2023/03/17	HEARST NEWSPAPERSMIDWEST	\$9.20	MICHELLE PRINZ
2023/03/17	THE HOME DEPOT 2723	\$506.10	CATHERINE ADAMS
2023/03/17	BRIMAR INDUSTRIES	\$181.15	DANIEL OPSOMMER
2023/03/20	THE HOME DEPOT #2723	\$18.58	LAWRENCE BOBB
2023/03/20	THE HOME DEPOT #2723	\$20.34	LAWRENCE BOBB
2023/03/20	THE HOME DEPOT #2723	\$71.73	TYLER KENNEL
2023/03/20	THE HOME DEPOT 2723	\$94.93	RYAN CAMPBELL
2023/03/20	LANSING COMMUNITY COLL	\$180.00	TIMOTHY BOOMS
2023/03/20	LANSING COMMUNITY COLL	\$228.00	TIMOTHY BOOMS
2023/03/20	THE HOME DEPOT #2723	\$5.18	JEFFREY ROMMECK
2023/03/20	ZOOM.US 888-799-9666	\$449.85	STEPHEN GEBES
2023/03/20	GRAND TRAV RESORT	\$340.20	ROBERT MACKENZIE
2023/03/20	AMZN MKTP US*HC17742K0	\$8.95	MICHELLE PRINZ
2023/03/20	AMZN MKTP US*HC0WE9ZY2	\$86.42	MICHELLE PRINZ
2023/03/20	LANSINGSTATE JOURNAL	\$9.99	MICHELLE PRINZ
2023/03/20	FREEP.COM	\$14.99	MICHELLE PRINZ
2023/03/20	GANNETT NEWSRPR CN	\$9.99	MICHELLE PRINZ
2023/03/20	COVERT SCOUTING	\$32.99	ED BESONEN
2023/03/20	MARCOS PIZZA 1235	\$32.67	ALLISON GOODMAN
2023/03/20	MEIJER # 253	\$29.95	ALLISON GOODMAN
2023/03/21	CITY OF LANSING, MI	\$0.75	ED BESONEN
2023/03/22	TRACTOR SUPPLY #1149	\$249.99	LAWRENCE BOBB
2023/03/22	THE HOME DEPOT #2723	\$59.96	LAWRENCE BOBB
2023/03/22	MICHIGAN ASSOCIATION OF P	\$10.00	TIMOTHY SCHMITT
2023/03/22	MARKS LOCK SHOP INC	(\$75.00)	KEITH HEWITT
2023/03/22	MARKS LOCK SHOP INC	\$50.00	KEITH HEWITT
2023/03/22	MARKS LOCK SHOP INC	\$75.00	KEITH HEWITT
2023/03/22	AMZN MKTP US*HC7FA5BN2	\$115.95	MICHELLE PRINZ
2023/03/22	THE HOME DEPOT #2723	(\$2.05)	CATHERINE ADAMS
2023/03/22	THE HOME DEPOT 2723	\$599.84	CATHERINE ADAMS
2023/03/22	CITY OF LANSING, MI	\$0.75	ED BESONEN
2023/03/22	SOLDAN S PET SUPPLIES	\$75.63	ALLISON GOODMAN
2023/03/23	TRACTOR SUPPLY #1149	\$572.91	LAWRENCE BOBB
2023/03/23	SIMPLISAFE	\$307.89	RICHARD GRILLO
2023/03/23	LANSINGSTATE JOURNAL	\$9.99	MICHELLE PRINZ
2023/03/23	CITY OF LANSING, MI	\$1.42	ED BESONEN
2023/03/24	244 AUTO VALUE EAST LANSI	\$61.98	LAWRENCE BOBB
2023/03/24	THE HOME DEPOT #2723	\$18.59	TYLER KENNEL
2023/03/24	QUALITY DAIRY 31280027	\$7.98	ANDREW MCCREADY
2023/03/24	AMZN MKTP US*HC6KG3I72	\$17.49	MICHELLE PRINZ
2023/03/24	THE HOME DEPOT 2723	\$571.74	CATHERINE ADAMS

2023/03/24	CITY OF LANSING, MI	\$0.75	ED BESONEN
2023/03/24	COMCAST	\$185.13	BART CRANE
2023/03/24	MICHIGAN TOWNSHIPS ASS	\$60.00	PHIL DESCHAIINE
2023/03/27	IIMC	\$225.00	DEBORAH GUTHRIE
2023/03/27	HOBBY LOBBY #360	\$52.97	RICHARD GRILLO
2023/03/27	AGA	\$107.50	MICHELLE PRINZ
2023/03/27	AMAZON.COM*H72E12HG1	\$36.78	MICHELLE PRINZ
2023/03/27	AMZN MKTP US*H79OX7QT1	\$72.33	MICHELLE PRINZ
2023/03/27	THE HOME DEPOT #2723	\$13.96	CATHERINE ADAMS
2023/03/27	THE HOME DEPOT #2723	\$75.44	CATHERINE ADAMS
2023/03/27	AMZN MKTP US*HY3Q48LY0	\$39.98	DANIEL OPSOMMER
2023/03/28	GRAINGER	\$108.53	ROBERT MACKENZIE
2023/03/28	GRAINGER	\$557.33	ROBERT MACKENZIE
2023/03/28	AMZN MKTP US*HY5N250T0	\$24.90	MICHELLE PRINZ
2023/03/29	THE HOME DEPOT #2723	\$37.26	TYLER KENNEL
2023/03/29	THE HOME DEPOT #2723	\$11.71	JEFFREY ROMMECK
2023/03/29	TST* BUDDIES PUB AND GRIL	\$37.19	FRANK L WALSH
2023/03/29	COMPLETE BATTERY SOURCE	\$203.66	STEPHEN GEBES
2023/03/29	AMZN MKTP US*HY8EX8GA0 AM	\$6.99	STEPHEN GEBES
2023/03/29	AMZN MKTP US*HY3QS94D1 AM	\$23.98	STEPHEN GEBES
2023/03/29	SQ *MAC MEN COMPUTER & PH	\$149.00	STEPHEN GEBES
2023/03/29	AMZN MKTP US*HY88O1BI0 AM	\$485.40	ROBERT MACKENZIE
2023/03/29	AMZN MKTP US*HY9KR2M10	\$65.00	MICHELLE PRINZ
2023/03/29	THE HOME DEPOT #2723	\$184.68	CATHERINE ADAMS

Total	\$9,204.78
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ACH Transactions

Date	Payee	Amount	Purpose
3/16/2023	Consumers Energy	\$ 37,350.79	Utilities
3/17/2023	ELAN	\$ 16,129.59	Credit Card Payment
3/22/2023	MCT Utilities	\$ 74.60	Water/Sewer
3/23/2023	Alerus	\$ 8,635.65	Employee Health Insurance
3/23/2023	Blue Care Network	\$ 9,217.06	Employee Health Insurance
3/23/2023	ICMA	\$ 48,047.90	Payroll Deductions 03/24/2023
3/24/2023	Nationwide	\$ 7,753.80	Payroll Deductions 03/24/2023
3/24/2023	Various Financial Institutions	\$ 322,926.82	Direct Deposit 03/24/2023
3/24/2023	IRS	\$ 116,080.65	Payroll Taxes 03/24/2023
3/24/2023	State of Michigan	\$ 35,461.52	MI Business Tax
3/29/2023	Blue Care Network	\$ 50,904.53	Employee Health Insurance
3/29/2023	MERS	\$ 310,250.34	Employee Retirement
Total ACH Payments		\$ 962,833.25	

REIMBURSEMENT TO TOWNSHIP:

Date	Employee Name	Amount	Summary of Reimbursement	Transaction Reimbursed
2/27/2023	Ken Plaga	\$4.90	Sales tax charged - Receipt 196848	Training - Meals Sales Tax Charged
3/22/2023	Ken Plaga	\$7.68	Sales tax charges - Receipt 198977	Training - Meals Sales Tax Charged



To: Board Members
From: Dan Opsommer, Deputy Township Manager
Director of Public Works and Engineering
Date: April 4, 2023
Re: Disposal of Surplus Vehicles

The following lists of motor pool vehicles are obsolete and we request Board authorization to sell them at public auction, internet auction, direct sale to another municipality, or by sealed bid:

1. 2013 Ford Expedition EL Multipurpose Vehicle (MPV), VIN # 1FMJK1G56DEF40124
2. 1999 PIERCE MODEL TILT CAB TRUCK, VIN # 4P1CT02S7XA001399

A motion is prepared for Board consideration:

- 1. MOVE TO AUTHORIZE THE DISPOSAL OF THE 2013 FORD EXPEDITION EL MULTIPURPOSE VEHICLE (MPV), VIN # 1FMJK1G56DEF40124, AND THE 1999 PIERCE MODEL TILT CAB TRUCK, VIN # 4P1CT02S7XA001399.**



To: Township Board

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

Date: March 29, 2023

Re: Ordinance 2022-16 – Sign Ordinance Update

Over the past 18 months, the Township Board, Planning Commission, Township Attorneys, and Staff, having been reviewing the sign ordinance for a major overhaul, in light of United States Supreme Court cases from the last decade and changing sign technology and needs. The attached Ordinance 2022-16 is a culmination of that work and incorporates the final changes requested by the Township Board, addressing abandonment of signs.

The Planning Commission and the Township Board raised numerous questions and issues during their reviews of the ordinance and the final draft captures much of that commentary, creating a comprehensive overhaul of Township sign regulations. Staff **recommends approval** of the proposed ordinance at this time to modernize and make more defensible the Township's sign ordinance standards. Staff has provided the following recommended motion and attached resolution to introduce the ordinance.

Move to adopt the resolution approving for introduction Zoning Amendment 2022-16 to amend Article VII of the Zoning Ordinance of the Charter Township of Meridian to update the sign regulations for the Township.

Attachments

1. Resolution to approve Ordinance 2022-16 for introduction
2. Ordinance 2022-16 – Final Version

RESOLUTION TO APPROVE - INTRODUCTION

**Text Amendment 2022-16
Sign Ordinance Update**

RESOLUTION

At a regular meeting of the Township Board of the Charter Township of Meridian, Ingham County, Michigan, held at the Meridian Municipal Building, in said Township on the 4th day of April 2023, at 6:00 p.m., Local Time.

PRESENT: _____

ABSENT: _____

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

WHEREAS, the Township’s sign ordinance has not had a major review and update since 1974; and

WHEREAS, many of the existing guidelines in the ordinance are content based regulations; and

WHEREAS, the 2015 United States Supreme Court case Reed v. Town of Gilbert clarified that content based regulations were not legal in most cases; and

WHEREAS, signage needs and technology have changed for businesses in the nearly 50 years since the sign ordinance was last updated; and

WHEREAS, the Township Board, Planning Commission, Township Attorney, and Staff have crafted an ordinance that maintains Meridian Township’s standards for signage, while allowing flexibility to businesses and property owners; and

WHEREAS, the proposed ordinance removes content base regulations and provides clear guidance going forward for what sign is permitted in what location;

NOW THEREFORE, BE IT RESOLVED THE TOWNSHIP BOARD OF THE CHARTER TOWNSHIP OF MERIDIAN hereby INTRODUCES FOR PUBLICATION AND SUBSEQUENT ADOPTION Ordinance No. 2022-16, entitled “Ordinance to Amend Article 7, Signs and Advertising Structures, of the Charter Township of Meridian Zoning Ordinance to update regulations for signs in the Township.”; and

BE IT FURTHER RESOLVED that the Clerk of the Charter Township of Meridian is directed to publish the Ordinance in the form in which it was adopted.

ADOPTED: YEAS: _____

NAYS: _____

STATE OF MICHIGAN)

) ss

COUNTY OF INGHAM)

I, the undersigned, the duly qualified and acting Clerk of the Township Board of the Charter Township of Meridian, Ingham County, Michigan, DO HEREBY CERTIFY that the foregoing is a true and complete copy of a resolution adopted at a regular meeting of the Township Board on the 4th day of April, 2023.

Deborah Guthrie
Township Clerk

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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, ABANDONED

A sign that is abandoned is any sign, including its supporting structure, placed on a premises for which the use of the premises that was occurring at the time the sign was erected has been discontinued for a period of ninety (90) days or more. A sign for a specific tenant or use in a

1 multi-tenant or multi-use sign is also an abandoned sign notwithstanding the continued use
2 of the majority of the sign or structure. Permanent signs applicable to a business temporarily
3 suspended by a change in ownership or management shall be deemed abandoned if the
4 structure remains vacant for at least ninety (90) days.

5
6 **SIGN, CANOPY**

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

9
10 **SIGN, DEVELOPMENT ENTRY**

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

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

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

18
19 **SIGN, ELECTRONIC MESSAGE**

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

24
25 **SIGN, FREESTANDING**

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

28
29 **SIGN, OFF-PREMISES**

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

34
35 **SIGN, ON-PREMISES**

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

37
38 **SIGN, PROJECTING**

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

41
42 **SIGN, TEMPORARY**

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

45
46 **SIGN, WALL**

1 A sign that is affixed parallel to the wall or window of a building, not projecting above the
2 top wall or beyond the end of the building. For the purposes of this ordinance, signs affixed
3 to the sloping surface of a mansard roof or canopy shall be considered a wall sign.
4

5 **SIGN, WINDOW**

6 A sign that is affixed to a window in a manner that does not create any projection away from
7 the window pane on which the sign is installed.
8

9 **Section 2.** Section 86-368, RR District: One-Family Rural Residential District, is hereby
10 amended at Subsection (b)(2)b.6. to read as follows:
11

- 12 6. There shall be no external evidence of a home occupation except one nonilluminated sign not
13 exceeding two square feet in surface display area and attached flat against the building.
14

15 **Section 3.** Section 86-376, Multiple-Family Residential Districts: RDD, RD, RC, RCC Districts, is
16 hereby amended at Subsection (f)(7) to read as follows:
17

- 18 (7) Signs. Signs shall be installed in accordance with those requirements specified in
19 Article VII of this chapter.
20

21 **Section 4.** Section 86-402, Standards Applying to All Uses, is hereby amended at Subsection (3)
22 to read as follows:
23

- 24 (3) Signs. Signs shall be installed in accordance with those requirements specified in
25 Article VII of this chapter.
26

27 **Section 5.** Section 86-431, MP District: Mobile Home Park District, is hereby amended at
28 Subsection (b)(6) to read as follows:
29

- 30 (6) Signs. Signs shall be installed in accordance with those requirements specified in
31 Article VII of this chapter.
32

33 **Section 6.** Section 86-433, CR District: Commercial Recreation District, is hereby amended at
34 Subsection (d)(5) to read as follows:
35

- 36 (5) Signs. Signs shall be installed in accordance with those requirements specified in
37 Article VII of this chapter.
38

39 **Section 7.** Section 86-434, RP District: Research and Office Park District, is hereby amended at
40 Subsection (c)(4) to read as follows:
41

- 42 (4) Restaurants, without drive-in facilities, open to the general public, provided that the
43 following requirements are met:
44 a. Restaurants may be located in buildings permitted by right in this district or
45 permitted by a special use permit, provided that the building contains a minimum
46 of 75,000 square feet of gross floor area.
47 b. Restaurants under this provision shall be limited to one per building, not to
48 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 86-437, AG District: Agriculture District, Subsection (f), Signs, is hereby deleted in its entirety.

1 **Section 12.** Section 86-681, Purpose, is hereby amended to read as follows:
2

3 The purpose of this Article is to regulate signs within the Township so as to protect public safety,
4 health and welfare; minimize abundance and size of signs to reduce visual clutter, motorist
5 distraction, and loss of sight distance; promote public convenience; preserve property values;
6 support and complement land use objectives as set forth in the Master Plan and this Ordinance; and
7 enhance the aesthetic appearance and quality of life within the Township. The standards contained
8 herein are intended to be content neutral.
9

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

- 13 (1) Recognize that the proliferation of signs is unduly distracting to motorists and nonmotorized
14 travelers, reduces the effectiveness of signs directing and warning the public, causes
15 confusion, reduces desired uniform traffic flow, and creates potential for accidents.
- 16 (2) Prevent signs that are potentially dangerous to the public due to structural deficiencies or
17 disrepair.
- 18 (3) Reduce visual pollution and physical obstructions caused by a proliferation of signs which
19 would diminish the Township's image, property values and quality of life.
- 20 (4) Enable the public to locate goods, services and facilities without excessive difficulty and
21 confusion by restricting the number and placement of signs.
- 22 (5) Prevent placement of signs which will conceal or obscure signs of adjacent uses.
- 23 (6) Protect the public right to receive messages and engage in expressive conduct protected by
24 the First Amendment of the U.S. Constitution.
- 25 (7) The regulations and standards of this Article are considered the minimum necessary to
26 achieve a substantial government interest for public safety, aesthetics, protection of property
27 values, and are intended to be content neutral.
- 28 (8) Prevent signs from conflicting with other allowed land uses.
- 29 (9) Maintain and improve the image of the Township by encouraging signs of consistent size
30 which are compatible with and complementary to related buildings and uses, and
31 harmonious with their surroundings. This includes preventing light trespass onto adjacent
32 properties.
- 33 (10) Regulate portable signs as necessary to avoid negative impacts on traffic safety and
34 aesthetics.
35

36 **Section 13.** Section 86-682, Existing nonconforming signs, is hereby amended to read as follows:
37

- 38 (1) Purpose. It is the intent of this article to permit the continuance of a lawful use of any sign or
39 outdoor advertising structure existing at the effective date of this chapter, although such sign
40 or outdoor advertising structure may not conform with the provisions of this chapter. It is
41 the intent of this article that nonconforming signs and outdoor advertising structures shall
42 not be enlarged upon, expanded or extended. Further, it is the intent of this article that
43 nonconforming signs and outdoor advertising structures shall be gradually eliminated and
44 terminated upon their natural deterioration or accidental destruction. The continuance of all
45 nonconforming signs and outdoor advertising structures within the Township shall be
46 subject to the conditions and requirements set forth in this article.
47
- 48 (2) Structural changes. The faces, supports, or other parts of any lawful nonconforming sign or
49 outdoor advertising structure shall not be structurally changed, altered, substituted, or

1 enlarged unless the resultant changed, altered, substituted, or enlarged sign or outdoor
2 advertising structure conforms to the provision of this chapter for the district in which it is
3 located, except as otherwise provided for in this article.
4

5 (3) Repairs, alterations, and improvements. Nothing in this article shall prohibit the repair,
6 reinforcement, alteration, improvement, or modernizing of a lawful nonconforming sign or
7 outdoor advertising structure; provided, that such repair, reinforcement, alteration,
8 improvement, and modernizing do not exceed an aggregate cost of 30% of the appraised
9 replacement cost thereof, as determined by the Director of Community Planning and
10 Development, unless the subject sign or outdoor advertising structure is changed by such
11 repair, reinforcement, alteration, improvement, or modernizing to a conforming structure.
12

13 (4) Restoration of damage. Any lawful nonconforming sign or outdoor advertising structure
14 damaged by fire, explosion, an act of God, or by other accidental causes may be restored,
15 rebuilt, or repaired; provided, that the estimated expense of reconstruction does not exceed
16 50% of the appraised replacement cost thereof, as determined by the Director of Community
17 Planning and Development.
18

19 (5) Discontinuance or abandonment. Whenever the activity, business, or usage of a primary
20 premises to which a sign is attached or related has been discontinued for a period of 90 days
21 or longer, such discontinuance shall be considered conclusive evidence of an intention to
22 abandon legally the nonconforming sign attached or related thereto. At the end of this period
23 of abandonment, the nonconforming sign shall either be removed or altered to conform with
24 the provisions of this chapter.
25

26 (6) Elimination of nonconforming signs. The Township Board may acquire any nonconforming
27 sign or outdoor advertising structure with or without acquiring the property on which such
28 sign or structure is located by condemnation or other means and may remove such sign or
29 structure.
30

31 (7) Change of Message. Nothing in this section shall prohibit changing of the message of any sign
32 to reflect the change of a business name being advertised by a sign, nor the periodic change
33 of message on any outdoor advertising structure, as long as structural changes are not being
34 made to the sign.
35

36 **Section 14.** Section 86-683 is hereby renamed Administration and is amended to read as follows:
37

38 (1) Review and Approval of Signs. All new or replacement signs for any structure, property, or
39 use shall be reviewed and approved by the Community Planning and Development Director
40 or their designee, unless otherwise specified.
41

42 (2) Review Standards. The Community Planning and Development Director shall review the
43 proposed sign based on the standards found herein.
44

45 (3) Permitting.

46 a. It shall be unlawful to display, erect, relocated, alter, or otherwise change any
47 permanent signs without obtaining a permit.
48

- 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.

(4) Abandoned Signs

- a. Any sign or part of a sign that is an abandoned sign shall be removed within 30 days.
- b. An abandoned sign shall be removed by the owner or lessee of the premises.
- c. If only one tenant or portion of the sign is abandoned, then the portion of the sign which is inaccurate and abandoned shall be removed. The sign structure and the remainder of the sign which is accurate to the remaining tenant(s) and uses on the property may remain notwithstanding the inaccurate portion.
- d. If the owner or lessee fails to remove the sign, the Building Official/Zoning Administrator may initiate civil infraction proceedings under this Code.

Section 15. 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.

- 1 c. If a sign has more than two exterior faces, the sum of the surface area of all the faces
2 shall not exceed twice the specified maximum.
3
- 4 (4) No sign or outdoor advertising structure may have moving parts or moving or flashing lights.
5
- 6 (5) No banners, streamers, or similar devices shall be permitted, unless otherwise specified
7 herein.
8
- 9 (6) No wall sign shall be erected to extend above the top of the wall to which it is attached. No
10 signs shall be mounted on a roof.
11
- 12 (7) All signs shall be installed so as to comply with the Sight Triangle regulations found in Section
13 86-474 of this Ordinance.
14
- 15 (8) Traffic Control Signs. Signs purely for traffic regulation or control within the project may be
16 utilized as required and shall conform to the Michigan Manual of Uniform Traffic Control
17 Devices (MMUTCD). Traffic control signs not listed in the MMUTCD shall be reviewed by the
18 Department of Public Works and Engineering for a determination that the sign is warranted.
19 All such traffic control signs shall not require a permit or count against maximum permitted
20 sign areas for a project but shall be installed on private property.
21
- 22 (9) An additional three-square feet of surface display area shall be permitted for any freestanding
23 sign in any zoning district to accommodate the street number of the structure. The street
24 number shall be placed on the sign in accordance with Chapter **14**, Article **V** of this Code of
25 Ordinances.
26
- 27 (10) Signs shall not revolve or move in any manner.
28
- 29 (11) Any sign that creates a visual or safety hazard may be ordered to be removed by the
30 Director of Community Planning and Development.
31
- 32 (12) Directional Signs. On premises directional signs that aid traffic flow shall be permitted
33 subject to the following:
34
- 35 a. Located a minimum of five (5) feet from any property line.
36 b. Shall be located on private property. No such signs shall be permitted in the public
37 right of way.
38 c. No larger than three (3) square feet.
39 d. No taller than six (6) feet.
40 e. May be illuminated, subject to the standards of this Article.
41 f. The number and location of directional signs shall be subject to the approval of the
42 Director of Community Planning and Development, based on the number of entrances
43 and exits to the site, circulation patterns on site, and the number and location of
44 tenants and buildings on site.
45
- 46 (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 16. 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.

- 1 e. One such sign is permitted at each public entry to a residential development.
2 (2) Signs for Land Uses Other than Single-Family. Where the use of a parcel in a zoning district
3 subject to this Section is primarily other than a single-family dwelling, then wall signs and
4 freestanding signs shall be permitted subject to the following regulations:
5 a. Located at least 10 feet back from any property line.
6 b. No larger than 25 square feet in size.
7 c. No taller than six feet in height.
8 d. Either one wall sign or one freestanding sign is permitted for any use under this
9 Section.
10 e. Any sign under this section must be an On Premises sign.

11 (3) Wall Sign. In addition to the foregoing, one nonilluminated sign not to exceed two square feet
12 in surface display area and attached flat against a building wall is permitted.
13

14 **Section 17.** 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 (1) Wall signs. A permanent sign may be permitted on a building, subject to the following
21 regulations:

- 22 a. Shall be placed flat against the building.
23 b. No individual sign shall be larger than 30 square feet in surface display area.
24 c. Each tenant in a multi-tenant building shall be permitted a maximum of 30 square
25 feet of signage, contiguous with their lease space and no closer than 12 inches to the
26 side of the building line or leased space line.
27 d. Wall signs shall be allowed up to a size equivalent to one square foot for each one
28 lineal foot of building frontage occupied.

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

- 30 a. A freestanding sign shall be permitted in the front yard, located at least 10 feet from
31 the front and side property lines.
32 b. The surface display area of the freestanding sign shall not exceed 32 square feet per
33 side.
34 c. The freestanding sign shall not exceed six (6) feet in height.
35

36 **Section 18.** Section 86-687 is hereby renamed "C-1, C-2, C-3, and CR Commercial Districts", and
37 is amended to read as follows:
38

39 Signs proposed for the C-1, C-2, and C-3 Commercial and CR, Commercial Recreation, zoning districts
40 shall be permitted in accordance with the following regulations.
41

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

- 44 a. One wall sign shall be permitted on each building façade with frontage on a public
45 street.
46 b. In no case shall any tenant have more than one wall sign on a façade.
47 c. No wall sign shall be located on a rear facade.
48 d. Wall signs shall be allowed up to a size equivalent to one square foot for each one
49 lineal foot of building frontage occupied.

- 1 e. In the case of multitenant structures, one wall sign shall be permitted for each tenant
2 having an individual means of public access up to a size equivalent to one square foot
3 for each one lineal foot of building frontage occupied. Tenants shall be permitted
4 signs on each building façade with frontage on a public street.
- 5 f. Where several tenants use a common entrance in a multitenant structure, wall signs
6 shall be permitted for those tenants having an individual means of public access up
7 to a size equivalent to one square foot for each one square foot of building frontage
8 occupied.
- 9 (2) Freestanding signs. A permanent sign, subject to the following regulations:
- 10 a. One freestanding sign per parcel shall be permitted, except a site with 500 feet or
11 more of contiguous frontage on one street and more than one point of access on that
12 street may have one additional free-standing sign. If two freestanding signs are
13 located on a site based on this provision, a minimum of 250 feet shall separate the
14 two signs.
- 15 b. Shall not exceed 16 feet in height.
- 16 c. Shall not exceed 38 square feet in surface display area per side.
- 17 d. Located in the front yard with the leading edge at least 10 feet back from any property
18 line.
- 19 e. Only one freestanding sign shall be permitted for multitenant buildings or shopping
20 centers except as provided in subsection (4)a of this section.
- 21 (3) Service station signs. Recognizing the changing nature of pricing and products for service
22 stations, the following additional regulations apply to signs at any service station.
- 23 a. No signs may be placed onsite other than the permitted maximum wall and
24 freestanding signs, per the provisions of this Article.
- 25 b. In addition to the freestanding signage allowed under the provisions of this Article,
26 an additional 6 square feet of surface display area, per side, may be permitted
27 indicating the price and grade of gasoline for sale, either as an additional wall sign or
28 attached the freestanding sign.
- 29 (4) Projecting signs. Buildings may elect to utilize projecting signs in addition to wall signs. In
30 addition to all wall sign regulations, the following additional regulations shall apply to
31 projecting signs:
- 32 a. Projecting signs shall be no larger than 20 square feet in surface display area per side.
- 33 b. Any projecting sign shall count against the maximum wall sign size permitted for a
34 building façade.
- 35 c. Projecting signs must clear sidewalks by at least eight feet and project no more than
36 four feet from the building.
- 37 d. Projecting signs may extend to the bottom of the eaves of a building.
- 38 e. Projecting signs may be installed vertically or horizontally.
- 39 f. No projecting sign may be displayed unless the building to which it is attached is 20
40 feet or more in width and no projecting sign may be closer than 50 feet to any other
41 projecting sign.
- 42 (5) Drive-Through Accessory Signs. Recognizing the need to provide accessory signage for drive
43 through uses, in addition to the freestanding and directional signs allowed under the
44 provisions of this article, Drive-Through Accessory Signs are permitted at any Drive-Through
45 Business, subject to the following:
- 46 (a) All signage for drive-through businesses shall be approved by the Planning
47 Commission.
- 48 (b) Each drive-through accessory sign shall not exceed seven (7) feet in height.
- 49 (c) Two signs may be permitted for each drive-through lane, as follows:

- 1 i. One sign in the stacking lane shall not exceed sixteen (16) square feet
- 2 ii. One sign at the speaker shall not exceed thirty-two (32) square feet in area.
- 3 (d) The area of the drive-in and drive-through accessory sign is exclusive of the
- 4 structures framing.
- 5 (e) All drive-in and drive-through accessory signs shall be single sided.
- 6 (f) No drive-in and drive-through accessory sign may be located within the front yard.
- 7 (g) The drive-in and drive-through accessory sign may include electronic message
- 8 signage.
- 9 (h) The Planning Commission may consider a modified sign area, subject to the following:
- 10 i. Only one (1) of the drive-in and drive-through accessory signs may be
- 11 increased in area.
- 12 ii. The drive-in and drive-through accessory sign is completely screened from
- 13 the roadway.
- 14 iii. Under no circumstances shall the drive-in and drive-through accessory sign
- 15 exceed forty-eight (48) square feet in area.

16
17 **Section 19.** Section 86-688, RP and I, Research Park, Industrial Districts, is hereby amended to
18 read as follows:

19
20 Signs proposed for the RP, Research and Office, and I, Industrial, zoning districts shall be permitted
21 in accordance with the following regulations.

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

- 24 a. Shall be placed flat against the building.
- 25 b. Such sign shall not exceed 40 square feet.
- 26 c. Each tenant in a multi-tenant building shall be permitted 40 square feet of signage,
- 27 adjacent to their lease space.

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

- 30 a. One freestanding sign shall be permitted per lot in the park.
- 31 b. Shall be setback 25 feet from the front property line.
- 32 c. The surface display area of the freestanding sign shall not exceed 32 square feet.
- 33 d. Maximum height of freestanding signs shall be six (6) square feet.

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

- 37 a. Shall be setback a minimum of 10 feet from the front property line.
- 38 b. Installation shall be in a common area for the development or on private property. No
- 39 such signs shall be installed in the public right of way without express written
- 40 approval of the Ingham County Road Department.
- 41 c. Such signs shall not exceed 50 square feet in surface display area per side.
- 42 d. Such signs shall not exceed six (6) feet in height.

43
44 **Section 20.** Section 86-689 is hereby renamed “AG, Agriculture District” and is amended to read
45 as follows:

46
47 (1) Commercial uses permitted in the agriculture district may have one wall sign placed flat
48 against the main building, in addition to signs permitted elsewhere in this chapter. The

1 surface display area of such sign shall not exceed 25 square feet and the sign shall not project
2 above the cornice or roof line.

3 (2) Temporary signage for farm stands shall be permitted up to six square feet. Such signs shall
4 not be located within 100 feet of an intersection of any two public streets.
5

6 **Section 21.** Section 86-690 is hereby renamed "Temporary Signs" and is amended to read as
7 follows:
8

9 The following temporary signs shall be permitted on all parcels in the Township, in accordance with
10 the regulations herein.
11

12 (1) Off-Premises Temporary Signs. An off-premises temporary sign may be permitted subject to
13 the following regulations:

- 14 a. All off-premises temporary signs shall be installed on private property. No such signs
15 shall be placed in the public right of way without express written authorization of the
16 Ingham County Road Department and the Charter Township of Meridian.
- 17 b. Such off-premises temporary signs shall individually be no larger than eight square
18 feet in size and not exceed twenty-four (24) square feet in size per side in total on the
19 property.
- 20 c. Such temporary signs shall be no taller than four feet in height.
- 21 d. Temporary signs may not be specifically illuminated.
- 22 e. All temporary signs shall be constructed of durable, all-weather materials and shall
23 be designed to remain in place and good repair so long as they remain on display. All
24 temporary signs shall be removed if material shows signs of wear such as fraying,
25 fading, chipping or other physical damage.
- 26 f. The maximum display time for a temporary sign is sixty (60) days. After sixty (60)
27 days, there shall be a gap of at least fourteen (14) days before another temporary sign
28 is installed on the same property.

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

- 31 a. Construction Projects. In an effort to keep the public informed, the following
32 standards shall apply when new construction projects commence:
 - 33 (1) One such sign shall be permitted on any construction site that has received
34 site plan approval or has applied for building permits.
 - 35 (2) Such signs shall not exceed thirty-two (32) square feet in size per side.
 - 36 (3) Such signs shall not exceed eight (8) feet in height.
 - 37 (4) If freestanding, the sign shall be located no closer than 10 feet back of the
38 street right-of-way line.
 - 39 (5) Signs approved under this section shall be permitted for a period of two (2)
40 years or until the final building on the site receives a Certificate of
41 Occupancy, whichever is shorter.
 - 42 (6) On sites utilizing construction fencing, screening fabric on the construction
43 fence may be used in place of a freestanding sign. The screening fabric shall
44 be no larger than the construction fencing, shall be maintained in good
45 condition, and shall be removed when the construction fencing is removed.
- 46 b. Land for Sale or Lease. When all or a portion of a building or land area is listed for
47 lease or for sale, the following additional standards apply:
 - 48 (1) In single-family residential districts, the size of a sign shall be limited to the
49 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 22. 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 23. Section 86-692, is hereby renamed “Sign Illumination” and is amended to read as follows:

1 (1) General standards.

- 2 a. All permanent signs may be illuminated, except as noted herein, subject to the
- 3 approval of the Community Planning and Development Director.
- 4 b. The source of any illumination shall not be directly visible beyond the property lines
- 5 of the parcel on which the sign is installed.
- 6 c. Sign lighting may be internal or external.
- 7 d. All external lighting fixtures being used to illuminate a sign shall face downward only
- 8 and shall be shielded to direct light solely to the sign being illuminated.
- 9 e. No flashing or moving illumination shall be permitted.

10 (2) Illumination standards.

- 11 a. The illumination of all signs shall not exceed 0.3 footcandles above ambient light
- 12 levels based on a measurement taken based on the following formula: Measurement
- 13 distance = $\sqrt{\text{Area of the Sign in square feet} \times 100}$
- 14 b. The illumination of a sign shall be measured with the sign off and then on again, at a
- 15 point as close to practical as possible that is perpendicular to the sign face, at the
- 16 distance determined under the formula above.

17
18 **Section 24.** Section 86-693, is hereby renamed Electronic Message Signs and is amended to read
19 as follows:

20
21 Electronic Message Signs are permitted in the C-1, C-2, C-3, and PO zoning districts, subject to the
22 following regulations:

- 23 (1) Electronic message signs may be permitted by application for and granting of a Special Use
- 24 Permit by the Planning Commission.
- 25 (2) Sign Area. An electronic message sign shall not exceed 25% of the permissible ground sign
- 26 area.
- 27 (3) Dimming Capabilities. All permitted EMCs shall be equipped with a sensor or other device
- 28 that automatically determines the ambient illumination and programmed to automatically
- 29 dim according to ambient light conditions, or that can be adjusted to comply with the 0.3
- 30 footcandle measurements.
- 31 (4) Message Display Requirements.
 - 32 a. The message on an electronic message sign shall not change more than once per 24-
 - 33 hour period.
 - 34 b. When changing messages, the transition shall appear instantaneous, with no
 - 35 transition effects permitted.
 - 36 c. No electronic message sign shall have any flashing, scrolling, traveling, or otherwise
 - 37 moving text or resemble or simulate any warning or danger signal or traffic control
 - 38 device.
- 39 (5) There shall be no audio message, audible sound, or video permitted with any sign permitted
- 40 under this chapter.

41
42 **Section 25.** Section 86-694, Outdoor Advertising Structures, is hereby amended to read as
43 follows:

44
45 Outdoor advertising structures shall be permitted in accordance with the following limitations:

- 46
47 (1) Location. Outdoor advertising structures shall be located only in the I, Industrial, Zoning
- 48 District. Further, such structures shall only be located on properties with direct frontage on
- 49 a principal arterial street, as identified in § 86-367.

- 1 (2) Setbacks. Such structures shall be located in accordance with the setback requirements set
2 forth in § 86-367. No such structure shall be located closer than 660 feet to the right-of-way
3 of a limited access highway.
- 4 (3) Illumination. Outdoor advertising structures in may be illuminated in accordance with the
5 standards found in Section 86-692.
- 6 (4) Maintenance. Outdoor advertising structures shall be adequately maintained. Such
7 maintenance shall include proper alignment of structure, continued readability of message,
8 and preservation of structure with paint or other surface finishing material. If an outdoor
9 advertising structure is not maintained, written notice of any disrepair shall be issued by the
10 Chief Building Inspector to the owner of such structure. If the disrepair is not corrected within
11 30 days, such structure shall be removed at the owner's expense.
- 12 (5) Size. No outdoor advertising structure shall exceed 300 square feet in surface display area
13 per side.
- 14 (6) Required spacing. No outdoor advertising structure shall be located within a distance of 300
15 feet of any other outdoor advertising structure, such distance to be measured along a line
16 parallel to the right-of-way of the highway upon which the outdoor advertising structure
17 fronts.

18
19 **Section 26.** Section 86-695, is hereby renamed Murals and is amended to read as follows:

20
21 Murals are permitted on any commercial property, subject to the following regulations:

- 22 (1) One exterior wall surface of a commercial building may be covered up to 100% by a mural.
- 23 (2) No other signage shall be permitted on the wall where a mural has been painted.
- 24 (3) Illumination is permitted in accordance with the provisions of Chapter 38, Article VII of the
25 Code of Ordinances, Outdoor Lighting.
- 26 (4) A mural shall be kept in good condition and shall be well maintained. In the case of a mural
27 being in disrepair, the mural must either be removed from the wall of the building or repaired
28 within 60 days of written notice from the Township.
- 29 (5) A public safety hazard shall not be created with the installation of a mural.
- 30 (6) Murals are still subject to normal permitting requirements, as outlined in this Article.

31
32
33 **Section 27.** Section 86-697, is hereby created and titled Construction Project Waivers, to read as
34 follows:

35
36 In order to provide adequate visibility and signage to businesses during major construction projects,
37 the Meridian Township Board of Trustees shall have the ability to waive the temporary sign
38 provisions during major construction projects, upon recommendation of the Director of Community
39 Planning and Development. Any waiver under this section shall detail the time period, the maximum
40 dimensions of temporary signs, location(s) for temporary signs, and any other relevant ordinance
41 alteration permitted under the waiver.

42
43 **Section 28.** Validity and Severability. The provisions of this Ordinance are severable and the
44 invalidity of any phrase, clause or part of this Ordinance shall not affect the validity or
45 effectiveness of the remainder of the Ordinance.

46
47 **Section 29.** Repealer Clause. All ordinances or parts of ordinances in conflict therewith are hereby
48 repealed only to the extent necessary to give this Ordinance full force and effect.

1 **Section 30.** Savings Clause. This Ordinance does not affect rights and duties matured, penalties that
2 were incurred, and proceedings that were begun, before its effective date.

3
4 **Section 31.** Effective Date. This Ordinance shall be effective seven (7) days after its publication or
5 upon such later date as may be required under Section 402 of the Michigan Zoning
6 Enabling Act (MCL 125.3402) after filing of a notice of intent to file a petition for a
7 referendum.

8
9 ADOPTED by the Charter Township of Meridian Board at its regular meeting this XXth day of XXXXXX,
10 2023.

11
12
13
14 Patricia Herring Jackson, Township Supervisor

15
16
17 Deborah Guthrie, Township Clerk
18



To: Board Members
From: Amanda Garber, CPA
Finance Director
Date: April 4, 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.

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

"MOVE TO APPROVE THE UPDATED MERIDIAN TOWNSHIP PURCHASING POLICY"

Attachments:

1. Meridian Charter Township Purchasing Policy – Updated March 2023



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.

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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: April 4, 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

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

“MOVE TO APPROVE THE UPDATED MERIDIAN TOWNSHIP TRAVEL AND EXPENSE POLICY”

Attachments:

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



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.



12. D

To: Board Members
From: Patricia Herring Jackson, Township Supervisor
Date: April 4, 2023
Re: Resolution in Support of the Meridian Cares About You: Health and Safety Expo

The Township is announcing a new community event, Meridian Cares About You: Health and Safety Expo. The event will take place outdoors at the Marketplace on the Green on Wednesday, May 10, 2023 from 5:00pm-8:00pm. The event is free to the public and will include booths, speakers, music, giveaways, food and more.

The following motion is proposed:

**MOVE TO ADOPT THE RESOLUTION IN SUPPORT OF THE MERIDIAN CARES ABOUT YOU:
HEALTH AND SAFETY EXPO.**

Attachment:

1. Resolution in Support of the Meridian Cares About You: Health and Safety Expo

I, the undersigned, the duly qualified and acting Clerk of the Township Board of the Charter Township of Meridian, Ingham County, Michigan, DO HEREBY CERTIFY that the foregoing is a true and complete copy of a resolution adopted at a regular meeting of the Township Board on the 4th day of February 2023.

Deborah Guthrie
Meridian Township Clerk



To: Board Members
From: Patricia Herring Jackson, Township Supervisor
Date: March 31, 2023
Re: Corridor Improvement Authority Reappointment

Barry Goetz, current incumbent member of the Corridor Improvement Authority, whose term expired on 2/1/2023 wishes to be reappointed. The Supervisor recommends this reappointment.

The following motions have been prepared for Board consideration:

**MOVE TO REAPPOINT BARRY GOETZ TO THE CORRIDOR IMPROVEMENT
AUTHORITY FOR A 4 YEAR TERM ENDING 12/31/2027.**



To: Board Members
From: Patricia Herring Jackson, Township Supervisor
Date: March 31, 2023
Re: Downtown Development Authority Appointment

Currently, there are six vacancies on the Downtown Development Authority (DDA) and the attached application has been received for review and recommendation.

Don Romain, Chief Operating Officer of Douglas J Companies is interested in filling the seat previously held by Scott Weaver of Douglas J.

The following motions have been prepared for Board consideration:

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

Attachment:

1. Public Service Application

CHARTER TOWNSHIP OF MERIDIAN

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



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

APPLICATION FOR PUBLIC SERVICE

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

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

(*Special conditions restrict eligibility for appointment)

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

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

As business operator & Resident, I have a vested interest in the prosperity and quality of the Okemos community. I have served the DDA as a proxy member and now wish to describe education, experience or training which will assist you if appointed. (Attach resume if available) Continue as an appointed member.

** See attached Resume -*

Name: Don Romain
 Occupation: Chief Operating Officer Place of Employment: Douglas J Companies
 Home Address: 5420 JOY PASS EAST LANSING MI 48823
 Phone: (days) 517-897-4668 (evenings) same E-mail: don.romain@douglasj.com
 Signature: [Signature] Date: 2/9/23

Other than the Downtown Development Authority Board and the Economic Development Corporation, persons appointed to Meridian Township boards and commissions must be a resident and elector (if of voting age) of the Township during the term of office. Excessive absences may be cause for review of appointment.

(PLEASE USE BACK IF NEEDED)

The policy for appointment of candidates to the various public service positions is based on the following criteria: desire to serve, experience, expertise, availability of time to serve, and maintenance of equitable geographic representation. In most instances it will be desirable to develop further information through a personal interview. This application will be retained in township files for two years. Please return this form to the Office of the Clerk, Charter Township of Meridian.

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

Revised: April 13, 2022



DONALD D. ROMAIN

| 5420 Jo Pass, East Lansing MI | (517) 897-4618 | dromain1@comcast.net |
www.linkedin.com/in/don-romain-67530112/

Business executive with broad experience in for-profit and non-profit settings; union and non-represented environments; program development; enterprise growth; business start-up; operational turn-around and restructuring. Track record of achieving organizational goals and strengthening operations. Experienced and effective in leading, developing and motivating people. Relationship based, servant-leadership style.

Specialties: Leadership; team building; high-stakes facilitation; staff development; culture change; business development; strategy development and tactical deployment; operations; staff and customer engagement; relationship leveraging and management.

PROFESSIONAL EXPERIENCE

Douglas J Companies, East Lansing, MI

September 2011-Present

Multi-state industry leader in the salon and spa education industries.

Chief Operating Officer (September 2017 – Present)

Enterprise management. Guidance and coaching of a collaborative Leadership Team of professionals, driving enterprise-wide performance and strategic goal attainment.

Campus Director (July 2015 – August 2017)

Complete administrative oversight for (2) career school campuses, located in East Lansing, MI and Royal Oak, MI. Attention given to student academic experience; staff engagement and location performance metrics.

Corporate Director of Admissions (April 2013 – June 2015)

Driving high performance and exceptional student admission experience at 6 campuses over 3 states through the application of systems, processes, motivation and team support. Focus on data and results oriented accountability to produce goal achievement.

Leadership – Internal Consultant (September 2011 – March 2013)

Providing strategic planning, and tactical support for operations, including market expansion, leadership development programming, process improvement and student financial aid.

Spectrum Health, Grand Rapids, MI

June 2006-March 2011

Spectrum Health Special Care Hospital (June 2006 – April 2011)

51-bed specialty hospital - affiliate of Spectrum Health.

Chief Executive Officer and Administrator

Directed full-scope hospital turn-around resulting in 1st year volume growth of 30%, including; leadership team re-alignment and re-structuring; long range strategic and tactical planning, partnering with physicians, health system leadership and community partners to create mutually beneficial relationships. Strategic focus on; P&L, growth, quality, physician alignment and customer experience metrics.

- Recipient of the 2008 Spectrum Health Synergy Award for Operational Improvement.

Sparrow Health System, Lansing, MI

Nov. 2001-June 2006

Sparrow Specialty Hospital (Jan. 2004 – June 2006)

36-bed specialty hospital affiliate of the Sparrow Health System.

President and Chief Executive Officer

Directed full-scope business start-up of hospital. Provided executive leadership following successful licensure and opening. Achieved census growth to approximately 78% in the first 12 months of operation, resulting in 20% operating margin in fiscal year ending December 2005.

Director - Senior Health (Oct. 2002 - Jan. 2004)

Division of Sparrow Health focused on services for the 65+ population.

Accountable for the operation and development of service line offerings. Engineered collaboration of home care, geriatric primary care and assessment, rehab, health education, hospice, skilled nursing and sub-acute through the coordination of the Sparrow Senior Service Collaborative.

- Project Champion for the development of a Long Term Acute Care Hospital within the Sparrow continuum of care.

Physician Practice Manager - Senior Health Center (Nov. 2001 - Oct. 2002)

Geriatric primary care and assessment

Tri-County Aging Consortium, Lansing, MI

Feb. 1997 – Oct 2001

A quasi-governmental agency involved in the development, administration, funding and monitoring of home and community based healthcare services.

Finance Director

Member of management team administering home and community based healthcare programs. Administer all business operations of Agency. Reporting for various government and private interests, contract development for service providers and sub-grantees of Federal and State funded healthcare programs. Program development for inter-agency operations and service expansion.

Baron's Inc., Lansing, MI

Feb 1988 – Feb 1997

A manufacturer and supplier of products for the home building industry.

Operations Manager (2 manufacturing sites)

EDUCATION

Master of Science in Administration 1996

Central Michigan University

Bachelor of Science in Business Administration 1987

Central Michigan University

CONTINUING EDUCATION

Executive Leadership Institute 2010

University of Michigan

Dale Carnegie 2014

ACTIVITIES / MEMBERSHIPS

(past)

-School Board Member – Okemos School District

-Executive Board Member – National Association of Long-Term Hospitals

-At-Large Member – American Hospital Association – Committee on Governance

-Fellow – American College of Healthcare Executives

-Executive Board member - Sixty-Plus Legal Clinic, Cooley Law School

-Committee member - Long Term Care Collaborative of Ingham, Eaton, and Clinton Counties

-Confirmation Leader – Bethlehem Lutheran Church

-Committee member – Celebrate Downtown Okemos, Meridian Township

-Endowment Committee – Bethlehem Lutheran Church

(current)

-Vice President – Michigan Association of Beauty Professionals

-Parent & Family Board – Alma College



12 G

To: Meridian Township Board Members

From: Amber Clark Neighborhoods & Economic Development Director

Date: April 4, 2023

RE: Resolution in Support of FY2024 CPF Project Name Change & Residential Workforce Housing

Wednesday March 29th, 2023 Director Clark received a request from Representative Slotkin's office to request of the Township board to adopt a resolution to change the designated project name in our CPF application for the redevelopment of our downtown to:

Village of Okemos Workforce Housing and Mixed Use Development

The request is to also include the unit breakdown as presented by the developer that will support the 80%-120% AMI rental rates for years 0-5 and years 6-10. The request to include the information in the formal resolution is derived from Representative Slotkin's office in support of our request to the Community Project Fund. Attached is a draft resolution for your approval.

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 WORKFORCE HOUSING AND MIXED
USE REDEVELOPMENT PROJECT."**

Attachments:

1. Resolution in support of the FY 2024 CPF Application (name amended) Village of Okemos Workforce Housing and Mixed Use Project

At a regular meeting of the Meridian Township Board of the Charter Township of Meridian, Ingham County, Michigan, held at the Township Hall on the ____ day of _____, 2023 at 6:00 p.m., Local Time.

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 full application 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 on March 21 the Economic Development Director Amber Clark submitted the full Community Project Fund request for the Village of Okemos Mixed Use redevelopment project; and

WHEREAS, the Township Board formally adopts the project name as: VILLAGE OF OKEMOS WORKFORCE HOUSING AND MIXED USE DEVELOPMENT PROJECT, the 206 unit redevelopment at Hamilton and Okemos road; and

WHEREAS, a driving component to the development project is the increase in quality housing units that will support incomes of 80%-120% Area Median Income (AMI) for 98 residential units starting in years 0-5 and 49 residential units years 6-10. These rental rates will support much needed housing initiative for a decade or more in downtown Meridian Township; and

NOW THEREFORE BE IT RESOLVED BY THE TOWNSHIP BAORD OF THE CHARTER TOWNSHIP OF MERIDIAN, INGHAM COUNTY, MICHIGAN, the adoption of a new project name as the Meridian Township FY 2024 submission to the Community Project Fund for the Village of Okemos Workforce Housing and Mixed Use Development of the Downtown Development Authority of Meridian Charter Township.

ADOPTED: YEAS:



To: Township Board

From: Brian Shorkey, AICP
Senior Planner

Date: March 31, 2023

Re: Rezoning #23-06 (Worful), rezone the property at 5677 Cade Street from PO (Professional Office) to (RB – Single-Family Residential)

Rezoning 23-06 is a request to rezone a 7,687 square foot parcel located at 5677 Cade Street from PO (Professional Office) to RB (Single Family Residential). The Planning Commission held a public hearing on the rezoning at its meeting on March 13, 2023 and subsequently voted to recommend approval of the request at their regular meeting on March 27, 2023, citing the following reasons:

- The proposed rezoning brings the existing residence into land use conformance and allows the Owner to add an addition to her home.
- The proposed rezoning complies with the 2017 Master Plan’s future land use map.

The staff memorandum outlining the rezoning and draft minutes from the Planning Commission meeting on March 13th at which the rezoning was discussed are attached for the Board’s review.

Township Board Options

The Township Board may approve or deny the proposed rezoning from PO (Professional Office) RB (Single Family Residential). If the Board amends the proposal, the request may be referred back to the Planning Commission for a recommendation. A resolution will be provided at a future meeting.

Attachments

1. Ordinance 23-04 – 5677 Cade Street Rezoning
2. Staff memorandum dated March 9, 2023 with attachments
3. Planning Commission resolution recommending approval dated March 27, 2023



ORDINANCE NO. 2023-04
ORDINANCE AMENDING THE ZONING DISTRICT MAP
OF MERIDIAN TOWNSHIP
PURSUANT TO REZONING #23-06

The Charter Township of Meridian ordains:

Section 1. Amending the Zoning District Map.

A. The Zoning District Map of Meridian Township, as adopted in Section 86-312 of the Code of the Charter Township of Meridian, Michigan, as previously amended, is hereby amended by changing the PO, Professional and Office District symbol and indication as shown on the Zoning District Map, for Parcel #33-02-02-11-304-031, legally described as:

Lot 29 of the Supervisor's Plat of Haslett

to that of RB, Single-Family Residential.

Section 2. Validity and Severability. The provisions of this Ordinance are severable and the invalidity of any phrase, clause or part of this Ordinance shall not affect the validity or effectiveness of the remainder of the Ordinance.

Section 3. Repealer Clause. All ordinances or parts of ordinances in conflict therewith are hereby repealed only to the extent necessary to give this Ordinance full force and effect.

Section 4. Savings Clause. This Ordinance does not affect rights and duties matured, penalties that were incurred, and proceedings that were begun, before its effective date.

Section 5. Effective Date. This Ordinance shall be effective seven (7) days after its publication or upon such later date as may be required under Section 402 of the Michigan Zoning Enabling Act (MCL 125.3402) after filing of a notice of intent to file a petition for a referendum.

Patricia Herring Jackson, Township Supervisor

Deborah Guthrie, Township Clerk



To: Planning Commission

From: Brian Shorkey, AICP, Senior Planner

Date: March 23, 2023

Re: **Rezoning #23006 (Worful), administratively rezone one parcel at 5677 Cade Street from PO (Professional Office) to (RB – Single-Family Residential).**

Jessica Worful (Owner) has requested the rezoning of her property at 5677 Cade Street (Subject Property), from PO (Professional Office) to RB (Single-Family Residential). The Planning Commission held a public hearing for Rezoning #23006 at its March 13, 2023 regular meeting. No major concerns were raised during the discussion of the request and the Planning Commission's straw poll indicated unanimous support. No comments have been received from the public regarding this request.

Planning Commission Options

The Planning Commission may recommend approval or denial of the request, or it may recommend a different zoning designation than proposed by the applicant to the Township Board. A resolution to recommend approval of the request is attached to this memo.

Staff would offer the following motion for the Planning Commission to consider during their review of the proposed rezoning request. Should the Planning Commission have additional reasons for supporting the recommendation, they can be added to the end of the motion.

Move to adopt the resolution to recommend approval of Rezoning #23006 to rezone the Subject Property at 5677 Cade Street from PO (Professional Office) to (RB – Single-Family Residential), for the following reasons:

- The proposed rezoning brings the existing residence into land use conformance and allows the Owner to add an addition to her home.
- The proposed rezoning complies with the 2017 Master Plan's future land use map.

Attachments

1. Resolution recommending approval
2. Staff report from the public hearing, dated March 9, 2023
3. Ordinance Amending the Zoning Ordinance

RESOLUTION TO RECOMMEND APPROVAL

**Rezoning #23006
Worful Rezoning**

RESOLUTION

At a regular meeting of the Planning Commission of the Charter Township of Meridian, Ingham County, Michigan, held at the Meridian Municipal Building, in said Township on the 27th day of March, 2023, at 6:30 p.m., Local Time.

PRESENT:

ABSENT:

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

WHEREAS, Jessica Worful, the owner, has requested the rezoning of an approximately 7,687 square foot parcel located at 5677 Cade Street from PO (Professional Office) to RB (Single Family Residential); and

WHEREAS, the Planning Commission agreed to administratively rezone the applicant's property at their regular meeting on February 13, 2023; and

WHEREAS, the Planning Commission held a public hearing and discussed the rezoning at its regular meeting on March 13, 2023; and

WHEREAS, the proposed rezoning brings the existing land use into zoning conformance; and

WHEREAS, the proposed rezoning conforms with the Meridian Township 2017 Master Plan's Future Land Use map; and

WHEREAS, approving the rezoning would allow the applicant to construct an addition to her home.

NOW THEREFORE, BE IT RESOLVED THE PLANNING COMMISSION OF THE CHARTER TOWNSHIP OF MERIDIAN hereby recommends approval of Rezoning #23006 to rezone the subject property from PO (Professional Office) to RB (Single Family Residential).

ADOPTED: YEAS:

NAYS:

STATE OF MICHIGAN)

) ss

COUNTY OF INGHAM)

I, the undersigned, the duly qualified and acting Chair of the Planning Commission of the Township of Meridian, Ingham County, Michigan, DO HEREBY CERTIFY that the foregoing is a true

**Resolution to Recommend Approval
Rezoning #23006 (Worful Rezoning)
Page 2**

and a complete copy of a resolution adopted at a regular meeting of the Planning Commission on the 27th day of March, 2023.

Mark Blumer
Planning Commission Chair



To: Planning Commission

From: Brian Shorkey, AICP, Senior Planner

Date: March 9, 2023

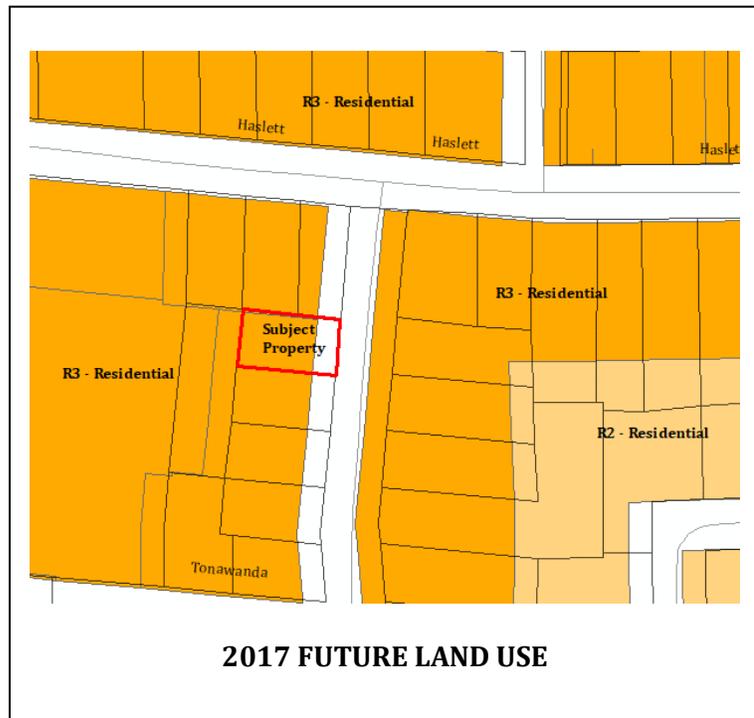
Re: Rezoning #23006006 (Worful), administratively rezone one parcel at 5677 Cade Street from PO (Professional Office) to (RB – Single-Family Residential).

Jessica Worful (Owner) has emailed Staff to request the Township to initiate a rezoning of her property at 5677 Cade Street (Subject Property). The Subject Property is developed as a single-family home, but it is zoned Professional Office (PO). The Subject Property is part of a row of single-family homes fronting on Cade Street, southwest of the intersection of Cade and Haslett Road. The other homes are zoned RB – Single Family Residential. The current PO zoning applies to the property adjacent to the north, which is a chiropractic office.

The Owner discussed her request at the February 13th Planning Commission meeting. At that time, the Planning Commission unanimously voted to initiate an administrative rezoning of the Subject Property according to the Owner’s request.

Future Land Use

The Future Land Use Map from the 2017 Master Plan designates the Subject Property in the R3 – 1.25-3.5 DU/A Future Land Use category. The surrounding properties in all four directions are also designated as R3. According the 2017 Master Plan, the R3 Future Land Use designation correlates with the requested RB zoning designation while the current PO zoning does not. Therefore, the requested rezoning would bring the Subject Property into alignment with the 2017 Master Plan.



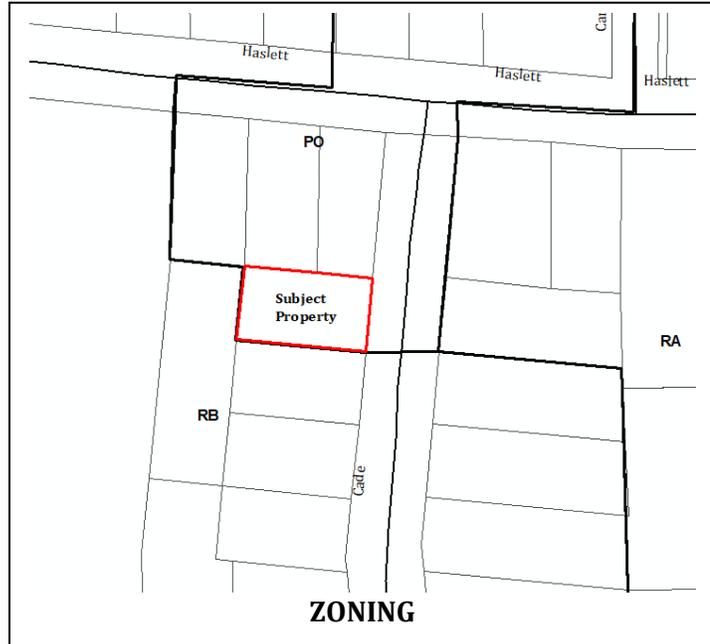
Rezoning #23006 (Worful)
Planning Commission (March 13, 2023)
Page 2

Zoning

The requested RB zoning district requires a minimum of 65 feet of lot width and a minimum lot area of 8,000 square feet. The Subject Property is approximately 65 feet wide and meets the minimum lot width for the requested RB district, although the lot size, 7,687 square feet, is slightly under the minimum lot area for the RB zoning district. This is typical for lots in the area and along Cade Street.

Physical Features

The Subject Property is developed with a single-family residence. This is a non-conforming land use in the current PO zoning district but in conformance with the requested RB zoning district.



Wetlands and Greenspace Plan

The Township Wetland Map depicts no wetlands on the Subject Property. In addition, the Subject Property contains no floodplains. The Township Pathway Plan does not show anything along Cade Street, although a sidewalk exists along the front of the Subject Property along Cade Street and connects the Subject Property to the Township Pathway on Haslett Road. The Township Greenspace Plan does not show any preservation corridors.

Streets & Traffic

No change in the existing traffic pattern is expected from this rezoning.

Utilities

Municipal water and sanitary sewer serve the subject site.

Planning Commission Options

The Planning Commission may recommend approval or denial of the request, or it may recommend a different zoning designation than proposed by the applicant to the Township Board. A resolution will be provided at a future meeting.

Attachments

1. Email from Jessica Worful, dated January 25, 2023.
2. 2021 Meridian Township Zoning Map showing the Subject Property
3. Existing Land Use Map showing the Subject Property
4. Image from Township Parcel Viewer showing the subject property

ORDINANCE NO. 2023-04
ORDINANCE AMENDING THE ZONING DISTRICT MAP
OF MERIDIAN TOWNSHIP
PURSUANT TO REZONING #23-06

The Charter Township of Meridian ordains:

Section 1. Amending the Zoning District Map.

A. The Zoning District Map of Meridian Township, as adopted in Section 86-312 of the Code of the Charter Township of Meridian, Michigan, as previously amended, is hereby amended by changing the PO, Professional and Office District symbol and indication as shown on the Zoning District Map, for Parcel #33-02-02-11-304-031, legally described as:

Lot 29 of the Supervisor's Plat of Haslett

to that of RB, Single-Family Residential.

Section 2. Validity and Severability. The provisions of this Ordinance are severable and the invalidity of any phrase, clause or part of this Ordinance shall not affect the validity or effectiveness of the remainder of the Ordinance.

Section 3. Repealer Clause. All ordinances or parts of ordinances in conflict therewith are hereby repealed only to the extent necessary to give this Ordinance full force and effect.

Section 4. Savings Clause. This Ordinance does not affect rights and duties matured, penalties that were incurred, and proceedings that were begun, before its effective date.

Section 5. Effective Date. This Ordinance shall be effective seven (7) days after its publication or upon such later date as may be required under Section 402 of the Michigan Zoning Enabling Act (MCL 125.3402) after filing of a notice of intent to file a petition for a referendum.

Patricia Herring Jackson, Township Supervisor

Deborah Guthrie, Township Clerk

RESOLUTION TO RECOMMEND APPROVAL

**Rezoning #23006
Worful Rezoning**

RESOLUTION

At a regular meeting of the Planning Commission of the Charter Township of Meridian, Ingham County, Michigan, held at the Meridian Municipal Building, in said Township on the 27th day of March, 2023, at 6:30 p.m., Local Time.

PRESENT:

ABSENT:

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

WHEREAS, Jessica Worful, the owner, has requested the rezoning of an approximately 7,687 square foot parcel located at 5677 Cade Street from PO (Professional Office) to RB (Single Family Residential); and

WHEREAS, the Planning Commission agreed to administratively rezone the applicant's property at their regular meeting on February 13, 2023; and

WHEREAS, the Planning Commission held a public hearing and discussed the rezoning at its regular meeting on March 13, 2023; and

WHEREAS, the proposed rezoning brings the existing land use into zoning conformance; and

WHEREAS, the proposed rezoning conforms with the Meridian Township 2017 Master Plan's Future Land Use map; and

WHEREAS, approving the rezoning would allow the applicant to construct an addition to her home.

NOW THEREFORE, BE IT RESOLVED THE PLANNING COMMISSION OF THE CHARTER TOWNSHIP OF MERIDIAN hereby recommends approval of Rezoning #23006 to rezone the subject property from PO (Professional Office) to RB (Single Family Residential).

ADOPTED: YEAS:

NAYS:

STATE OF MICHIGAN)

) ss

COUNTY OF INGHAM)

I, the undersigned, the duly qualified and acting Chair of the Planning Commission of the Township of Meridian, Ingham County, Michigan, DO HEREBY CERTIFY that the foregoing is a true

**Resolution to Recommend Approval
Rezoning #23006 (Worful Rezoning)
Page 2**

and a complete copy of a resolution adopted at a regular meeting of the Planning Commission on the 27th day of March, 2023.

Mark Blumer
Planning Commission Chair

**CHARTER TOWNSHIP OF MERIDIAN
PLANNING COMMISSION
REGULAR MEETING MINUTES**

DRAFT

**March 13, 2023
5151 Marsh Road, Okemos, MI 48864-1198
517.853.4000, Town Hall Room, 6:30 P.M.**

PRESENT: Chair Blumer, Vice-Chair Trezise, Commissioners Brooks, McConnell, McCurtis, Richards (6:34), Scales, Shrewsbury, Snyder

ABSENT: None

STAFF: Senior Planner Brian Shorkey

1. CALL MEETING TO ORDER

Chair Blumer called the regular meeting to order at 6:30 pm.

2. ROLL CALL

Chair Blumer called the roll of the Planning Commission. Commissioner Richards is absent (arrived at 6:34), all others present.

3. PUBLIC REMARKS

Chair Blumer opened public remarks at 6:31 pm.

NONE

Chair Blumer closed public remarks at 6:31 pm.

4. APPROVAL OF AGENDA

Commissioner Snyder moved to approve the agenda. Seconded by Vice-Chair Trezise.

VOICE VOTE: Motion approved unanimously.

5. APPROVAL OF MINUTES

A. February 27, 2023 Regular Meeting

Vice-Chair Trezise moved to approve the Minutes of the February 27, 2023 Planning Commission Regular Meeting as submitted. Seconded by Commissioner McConnell.

VOICE VOTE: Motion approved unanimously.

6. COMMUNICATIONS

A. Delhi Charter Township – Notice of Draft Master Plan Update

7. PUBLIC HEARINGS

A. REZ #23006 – Worful Rezoning

Commissioner Richards arrived at 6:34 pm.

Senior Planner Shorkey outlined REZ#23006 – Worful Rezoning for public hearing.

Applicant Jessica Worful 5677 Cade St., Haslett MI further outlined REZ#23006 – Worful Rezoning for public hearing.

Commissioner Scales asked how the township deals with the issue of the lot size not meeting the minimum requirement for zoning RB.

Senior Planner Shorkey replied other properties on Cade St. do not meet the minimum 8000 Sq. Ft. requirement. He explained this shouldn't be an issue as long as the applicant's proposed addition meets the setback requirements of this zoning district.

Commissioner Scales asked if the applicant is aware of this.

Ms. Worful replied that she is.

Commissioner McConnell stated he's interested in knowing the amount of non-conforming lots in the township.

Commissioner Scales moved to hold a straw vote on the approval of this rezoning. Seconded by Commissioner McCurtis.

STRAW VOTE: YEAS: Commissioners McConnell, Brooks, Scales, McCurtis, Shrewsbury, Richards, Snyder, Vice-Chair Trezise, Chair Blumer

NAYS: None

Results: 9-0