



**AGENDA**  
CHARTER TOWNSHIP OF MERIDIAN  
TOWNSHIP BOARD – REGULAR MEETING  
June 4, 2024 6:00 PM

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1. CALL MEETING TO ORDER
2. PLEDGE OF ALLEGIANCE/INTRODUCTIONS
3. ROLL CALL
4. PRESENTATION
5. CITIZENS ADDRESS AGENDA ITEMS AND NON-AGENDA ITEMS
6. INTERIM TOWNSHIP MANAGER REPORT
7. BOARD MEMBER REPORTS OF ACTIVITIES AND ANNOUNCEMENTS
8. APPROVAL OF AGENDA
9. CONSENT AGENDA
  - A. Communications
  - B. Minutes-May 21, 2024 Regular Township Board Meeting
  - C. Bills
10. QUESTIONS FOR THE ATTORNEY
11. HEARINGS
12. ACTION ITEMS
  - A. Township Trustee Appointment
  - B. Appointment of Supervisor Pro-Tem
  - C. Resolution Recognizing Pride Month
  - D. Resolution in Recognition and Celebration of Juneteenth
  - E. Resolution Supporting National Flag Day
13. BOARD DISCUSSION ITEMS
  - A. Listening Session Planning
  - B. Township Legal Services Contract
  - C. Recommended 2025 Budget Schedule
14. COMMENTS FROM THE PUBLIC
15. OTHER MATTERS AND BOARD MEMBER COMMENTS
16. ADJOURNMENT

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

Meeting Location: 5151 Marsh Road, Okemos, MI 48864 Township Hall

Providing a safe and welcoming, sustainable, prime community.

A PRIME COMMUNITY  
meridian.mi.us



9.A

**CONSENT AGENDA  
BOARD  
COMMUNICATIONS**

**From:** Meridian Township, MI <[webmaster@meridian.mi.us](mailto:webmaster@meridian.mi.us)>

**Sent:** Wednesday, May 22, 2024 3:58 PM

**To:** webmaster <[webmaster@meridian.mi.us](mailto:webmaster@meridian.mi.us)>

**Subject:** \*NEW SUBMISSION\* Contact Us

You have a new online form submission.

Note: all answers displaying "\*\*\*\*\*" are marked as sensitive and must be viewed after your login.

*Please feel free to contact us with any comments or questions. Someone will contact you.*

*What is your first and last name?*

Jim Anthony

*Where can we email a response?*

\*\*\*\*\*

*What is your phone number?*

\*\*\*\*\*

*What is your address?*

\*\*\*\*\*

East Lansing, 48823

Michigan

*Comments*

Earlier in the year, I was told that residents were participating in no mow May to help the bees and other wildlife. I just received a lawn maintenance violation on 21 May. I have mowed my lawn but I am wondering why Meridian Township, a progressive community, is not participating in no mow May. Please forward this inquiry to the township council so that it can be discussed in a public forum. Thank you. Goodcheer! Jim

*Would you like to be contacted regarding your comments?*

Yes

*Do you have a preferred contact method?*

Please reply by email address

Thank you,

**From:** Logan Graves <[REDACTED]>

**Sent:** Wednesday, May 29, 2024 10:21 AM

**To:** Board <[Board@meridian.mi.us](mailto:Board@meridian.mi.us)>

**Subject:** Bus Stop Hazard

Hello, there is a potential hazard regarding a bus stop outside of Benson Hills that I'd like to make you aware of. The bus stop sits outside of the entrance of the apartment complex and it obstructs the view of drivers exiting because the bus stop hides oncoming traffic and on top of that the stop is on a hill furthering the hazardous nature of it. We might be wondering if there's a way to remove the bus stop, move it to a new location, or replace the fogged glass.

S RD CLOSED  
N INTER-URBAN  
& HASLETT RD  
ING 3-13-2024



S RD CLOSED  
N INTER-URBAN  
& HASLETT RD  
ING 3-13-2024



**From:** Udpa, Satish <[REDACTED]>  
**Sent:** Wednesday, May 29, 2024 11:38 AM  
**To:** Board <[Board@meridian.mi.us](mailto:Board@meridian.mi.us)>  
**Cc:** Udpa, Lalita <[REDACTED]>  
**Subject:** Marijuana Dispensary Center

Dear Members of the Meridian Township Board,

I am given to understand that an application for establishing a marijuana dispensary center at the intersection of Okemos and Jolly roads is under consideration. My wife and I, long-term residents of Okemos, have serious concerns about establishing such a dispensary in our township. We are both concerned about the negative impact that such a center would have on our community. We believe considerations such as the adverse impact on traffic patterns at what is already viewed as a dangerous intersection, the resulting decrease in property values and the potential for additional criminal activities should compel you to deny the application.

My wife sincerely hope you take our concerns into account as you deliberate the issue and decide to lean towards maintaining the quality of life in our neighborhood. We thank you for your service to the community.

Sincerely,

Satish Udpa

[REDACTED] Lane  
Okemos, MI 48864

From: Jeremy Wells <[REDACTED]>

Sent: Wednesday, May 29, 2024 8:33 PM

To: Board <[Board@meridian.mi.us](mailto:Board@meridian.mi.us)>

Subject: Opposed to Marijuana Dispensary at the corner of Okemos and Jolly

I am strongly opposed to allowing a marijuana dispensary in Okemos. More specifically one at the intersection of Okemos and Jolly roads.

Jeremy Wells  
Okemos Resident



**From:** Michelle Prinz

**Sent:** Thursday, May 30, 2024 7:28 PM

**To:** Dan Opsommer <[REDACTED]>; Deborah Guthrie <[REDACTED]>; Kathy Ann Sundland <[REDACTED]>; Marna Wilson <[REDACTED]>; Peter Trezise <[REDACTED]>; Phil Deschaine <[REDACTED]>; Scott Hendrickson <[REDACTED]>; Tim Schmitt <[REDACTED]>

**Subject:** Communications for June 4, 2024 Board Packet

Township Board,

I wanted to reach out to you regarding the investigation into inappropriate conduct of the former Township Manager and my specific experience as one of the witnesses in the investigation. Thanks in advance for reading my concerns. Please know all of my comments come to you as a concerned resident and 8 year employee of the Township. I know the Township can do better than the examples below.

I'm extremely disappointed that I've waited from January 2024 – May 29, 2024 to receive any confirmation of the seven emails I had sent the investigator, following my in person interview in December 2023, of the retaliation I had received from both the former Manager and Supervisor. According to the Township Personnel Policy, "The Township is responsible to take prompt and immediate remedial action to maintain a work environment that is free of unlawful discrimination, harassment, intimidation, or retaliation." Based on the lack of response from township legal team, investigator and the Township Board, I was not protected against retaliation. Instead, I endured a hostile work environment for **eight** months. In the response I received this week, our legal counsel stated to me "we of course collectively hope to not have a similar scenario in the future." **"HOPING" IS NOT A SOLUTION.** ***What is the Township Board going to do to acknowledge the discourteous treatment of the Township employees? As the leadership of the Township, what will you do to heal the relationships with staff and ensure this process of no communication and no transparency never happens again with any workplace situation?***

On May 7, 2024, I requested the township counsel assist me in viewing the investigation report because I felt like it was an important step in my healing journey. I received no response again. **Three** weeks later, on May 29, I sent a follow up email and then I received the first response. In the email, it was stated that "The report is a privileged document. Unless the Board votes to waive its attorney-client privilege. The Board believes holding firm on this demonstrates that employees can trust confidentiality will be maintained if a situation like this ever comes up again." If the Board isn't willing to make the investigation public that the public paid over \$24,000 for; then I would suggest that disclosing the information to the witnesses would be a reasonable option. Due to the length of the investigation and how it has been handled with no communication, I have zero confidence that what I've told and written proof that I shared with the investigator were actually included in the report. ***May I even see the portion of the report that is about me?***

I would like to conclude with a Policy from the Township Board Policy Manual. Please respond to my questions in a reasonable time frame. I appreciate your open communication on this issue and working together to serve the residents best as a strong team.

**2.2 POLICY TITLE: STAFF TREATMENT**

With respect to treatment of paid and volunteer staff, the Township Management may not cause or allow conditions that are unfair, undignified, disorganized, or unclear.

Sincerely,

Michelle Prinz  
Executive Assistant

**From:** Scott Hendrickson

**Sent:** Friday, May 31, 2024 10:11 AM

**To:** Michelle Prinz; Dan Opsommer; Deborah Guthrie; Kathy Ann Sundland; Marna Wilson; Peter Trezise; Phil Deschaine; Tim Schmitt

**Subject:** Re: Communications for June 4, 2024 Board Packet

Good Morning Michelle,

Thank you for your comments and your feedback.

I acknowledge that the last few months have been very difficult on everyone. I appreciate your speaking your truth, as I know that is not easy.

To be clear, in order to maintain the integrity of the independent investigation, the Township Board was never aware of the identities of any employee who contributed to the report. Some could be inferred from the incidences described, but it was still purely speculation.

Attorney Hudson was tasked with conducting the investigation and that included reviewing any reported retaliation as a result of participating in the report, verifying whether it was unlawful retaliation, and reporting conduct that rose to the level of unlawful retaliatory conduct by Manager Walsh. She reviewed your emails, even though she did not respond to you. And, as Attorney Mills informed you, she informed the Board of any developments outside of her interviews that warranted follow-up.

You asked what the Board would do to acknowledge discourteous treatment. It is my belief that the Board made its feelings clear on the acceptability of discourteous treatment of employees by its decision to move on from former Manager Walsh.

With respect to how we heal and better communicate with staff: I refer you to my email to all staff of May 10th. The first three things we will be doing to start that work include reviewing our policies and procedures to better lay the ground rules for the Manager and staff, conducting a transparent and open search for the next Township Manager, and bringing staff feedback directly into the process of evaluating the Manager on an annual basis.

With regard to the release of the report, as I stated in my email of May 10th and as Attorney Mills stated in her letter to you on May 29th, the Board has not authorized the waiver of our right to attorney-client privilege. And I expect that that will not change.

I respect your desire to see the report. I certainly would too, if I were in your shoes. Unfortunately, this is a request I do not expect will be granted. As I have said, the Board must retain the confidence of every employee and former employee who contributed to that report under the condition of anonymity. Not every contributor to the report feels like you do. To release it and violate that trust would ensure that no one would ever speak up again, because they couldn't trust that their story would be protected. However, I want to underscore that it is certainly my goal to ensure better lines of communication between the staff and the Board, while respecting that the Township Manager is meant to be our liaison.

Again, I thank you for your candor. Please feel free to reach out any time.

Sincerely,

**Scott Hendrickson**

Supervisor, Meridian Township

**From:** Robert Schikorra <[REDACTED]>  
**Sent:** Thursday, May 30, 2024 7:59 AM  
**To:** Board <[Board@meridian.mi.us](mailto:Board@meridian.mi.us)>; [schimitt@meridian.mi.us](mailto:schimitt@meridian.mi.us)  
**Subject:** Special Use Permit 24009- Weed Store Jolly/Okemos

Meridian Township Planning Commission & Township Board

I am a homeowner in the Hiawatha Lakes/Spring Lake neighborhood. I rarely get involved in the business of the township, but I am writing to let you know that both myself and my wife are vehemently opposed to the approval of this special use permit.

I cannot find any justification in my mind that the increased tax revenue will justify the hard and soft costs of allowing this permit to be approved.

I find the number of weed stores in the Lansing metro area to be ridiculous oversaturated. In Addition, many of the stores provide delivery service via online purchase.

I do not understand how this approval contributes to our standing as a Prime Community. I also did not understand how the approval of this permit would serve the majority of taxpayers who have funded the townships goals with their hard earned dollars.

Both my wife and I will be signing the petition opposing the approval and we will be watching the actions of the leaders of our community.

I see this I see this as a defining moment in the leadership of our township. I applaud the bold actions that communities like Williamston and others have taken against these types of retail establishments in effort to protect their communities. My hope is that all of you have the same level of courage

Sincerely, Robert and Paula Schikorra.

RECEIVED

MAY 24 2024

Meridian Township  
Clerk's Office

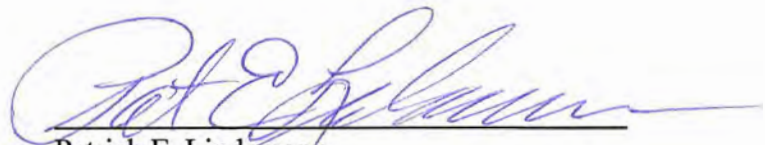
**NOTIFICATION OF MUNICIPALITIES**  
(Section 280.72 of Public Act 40 of 1956, as amended)

TO THE CLERK OF MERIDIAN CHARTER TOWNSHIP:

This is to notify you that on May 20, 2024, a Board of Determination ordered and determined that the location, establishment, and construction of the Unruh Drain is necessary and conducive to the public health, convenience, or welfare.

You are further notified that Meridian Charter Township is liable to pay a percent of the cost of construction of the drain by reason of benefits at large for public health.

Dated: May 22, 2024



Patrick E. Lindemann  
Ingham County Drain Commissioner

Attachment: Order of Public Health Benefit Determination

Certified Mailing Number: 7019 2970 0000 9296 5219

Date Mailed: 5-22-24

**INGHAM COUNTY DRAIN COMMISSIONER**

**UNRUH DRAIN**

**ORDER OF PUBLIC HEALTH BENEFIT DETERMINATION**

*WHEREAS*, a petition, dated April 16, 2024, has been made and filed with the Ingham County Drain Commissioner for the location, establishment, and construction of the Unruh Drain under the provisions of Chapter 4 of Public Act 40 of 1956, as amended; and

*WHEREAS*, the petition was authorized by the governing body of Meridian Charter Township; and

*WHEREAS*, the Board of Determination, at a meeting held on May 20, 2024, by a majority vote of the Board, determined that the proposed location, establishment, and construction of the Unruh Drain is necessary and conducive to the public health, convenience, or welfare; and

*NOW, THEREFORE*, the location, establishment, and construction of the Unruh Drain having been determined to be necessary and conducive to the public health, convenience, or welfare, I do hereby determine that the location, establishment, and construction of the Unruh Drain shall benefit public health in the following cities, townships, and villages that shall be liable for an at-large assessment:

- Meridian Charter Township

Dated: May 22, 2024



Patrick E. Lindermann  
Ingham County Drain Commissioner



**FOR IMMEDIATE RELEASE**  
**May 22, 2024**

**CONTACT:** Deborah Guthrie, Township Clerk  
517.853.4324 | [guthrie@meridian.mi.us](mailto:guthrie@meridian.mi.us)

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**Meridian Township Celebrates Memorial Day**  
*Special Service to Honor Those Who Served*

**Meridian Township, MI** – Meridian Township carries on the tradition of honoring and paying respect to those who have served in the military. A Memorial Day Service will be held on Monday, May 27 at 11:00 am at Glendale Cemetery (2500 Mount Hope Road, Okemos).

During the ceremony, the Meridian Community Band will be providing musical tribute selections, local Scout troops will lead the Color Guard, and special presentations will be given by United States Navy Veteran Joy Rimpau and St. Luke Lutheran Senior Pastor Trevor Sutton.

- WHAT:** Meridian Township Memorial Day Service
- WHEN:** Memorial Day – Monday, May 27, 2024, at 11:00 am
- WHERE:** Glendale Cemetery, 2500 Mt. Hope Road, Okemos
- WHO:** Open to the public

“I come from a long line of veterans who served, my son served in the Marines for 10 years and now serves in Army,” stated Meridian Township Clerk Deborah Guthrie. “The important oath our family members, friends, and neighbors commit to putting their lives on the line to protect our freedoms is not only an oath we should recognize and respect every day, but especially on Memorial Day.”

For questions, contact the Meridian Township Clerk’s Office at 517.853.4300.

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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.





CHARTER TOWNSHIP OF MERIDIAN, INGHAM COUNTY

LEGAL AD NOTICE: Variance Request 24-05  
2731 Grand River Ave.

WEDNESDAY, June 19, 2024

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CHARTER TOWNSHIP OF MERIDIAN  
LEGAL NOTICE  
Variance Request 24-05  
2731 Grand River Avenue  
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, June 19, 2024 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 from Meridian Retail Management II LLC. The applicant is proposing to construct a restaurant with a drive-through that does not meet the perimeter landscape buffer, minimum landscape island width, and building landscaping width requirements at 2731 Grand River Avenue. 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](mailto:chapman@meridian.mi.us), or at the public hearing.

**Publish:**                      **City Pulse**                      **Deborah Guthrie**  
   **May 29, 2024**                      **Township Clerk**

1 Affidavit, please





**CHARTER TOWNSHIP OF MERIDIAN, INGHAM COUNTY**

**LEGAL AD NOTICE: Variance Request 24-06  
2233 Grand River Ave.**

**WEDNESDAY, June 19, 2024**

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**CHARTER TOWNSHIP OF MERIDIAN  
LEGAL NOTICE  
Variance Request 24-06  
2233 Grand River Avenue  
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, June 19, 2024 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 from Tyler & Emily Dawson. The applicant is proposing to construct a deck addition that does not meet required side yard setbacks to a nonconforming building at 2233 Grand River Avenue. 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](mailto:chapman@meridian.mi.us), or at the public hearing.**

**Publish: City Pulse Deborah Guthrie  
May 29, 2024 Township Clerk**

**1 Affidavit, please**



**CHARTER TOWNSHIP OF MERIDIAN, INGHAM COUNTY**

**LEGAL AD NOTICE: Variance Request 24-07**

**V/L Lake Lansing Road**

**WEDNESDAY, June 19, 2024**

**CHARTER TOWNSHIP OF MERIDIAN**

**LEGAL NOTICE**

**Variance Request 24-07**

**V/L Lake Lansing Rd. (Tax ID #06-378-026)**

**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, June 19, 2024 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 from Consumers Energy. The applicant is proposing to construct a new building that does not meet required setbacks and a fence that exceeds permitted height at V/L Lake Lansing Rd. (Tax ID #06-378-026). The subject site is zoned RB, Single Family High Density.

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](mailto:chapman@meridian.mi.us), or at the public hearing.

**Publish:**

**City Pulse**

**May 29, 2024**

**Deborah Guthrie**

**Township Clerk**

**1 Affidavit, please**



**CONSENT AGENDA  
PROPOSED BOARD MINUTES**

**PROPOSED MOTION:**

- (1) Move to approve and ratify the minutes of the Regular Meeting of May 21, 2024 as submitted. (1)**

**ALTERNATE MOTION:**

- (1) Move to approve and ratify the minutes of the Regular Meeting of May 21, 2024 with the following amendment(s):[insert amendments]**

CHARTER TOWNSHIP OF MERIDIAN  
REGULAR MEETING TOWNSHIP BOARD -DRAFT-  
5151 Marsh Road, Okemos MI 48864-1198  
517.853.4000, Township Hall Room  
Tuesday, May 21, 2024, 6:00 pm

PRESENT: Supervisor Hendrickson, Clerk Guthrie, Treasurer Deschaine, Trustee Sundland,  
Trustee Trezise, Trustee Wilson

ABSENT: NONE

STAFF: Acting Township Manager Opsommer, Director Gebes,

1. CALL MEETING TO ORDER

Supervisor Hendrickson called the May21, 2024, Regular Township Board meeting to order at 6:00 pm.

2. PLEDGE OF ALLEGIANCE/INTRODUCTIONS

Supervisor Hendrickson led the Pledge of Allegiance.

3. ROLL CALL

Clerk Guthrie called the roll of the Board. Supervisor Hendrickson, Clerk Guthrie, Treasurer Deschaine, Trustee Sundland, Trustee Trezise, and Trustee Wilson present at 6:00 pm.

4. PRESENTATION

5. CITIZENS ADDRESS AGENDA ITEMS AND NON-AGENDA ITEMS

Supervisor Hendrickson opened comments from the public at 6:02 pm.

Emily Stivers, candidate for Meridian Township Clerk, introduced herself to the community.

Dr. Clara Regal, Township resident, spoke against SUP #24009, objecting to the type of business the SUP applicant plans to conduct.

Dr. David Pawsat, Township resident, spoke against marijuana use and the location of the dispensary proposed by SUP #24009 applicant.

Debra Dantus, Township resident and licensed social worker, spoke against marijuana dispensaries and marijuana use. Asked Board to collaborate on mental health support for youth.

Jeff Colchin, Township resident, expressed concern that the proximity of his business to the proposed marijuana dispensary would cause his business to close because of federal laws. Also expressed concern about armed security at a different dispensary.

Supervisor Hendrickson closed comments from the public at 6:20 pm.

## 6. INTERIM TOWNSHIP MANAGER REPORT

Acting Township Manager Opsommer gave updates about the following:

- Reminded the public that the Township offices are closed on Memorial Day.
- Three listening sessions are scheduled for June 11<sup>th</sup>, 25<sup>th</sup>, & 27<sup>th</sup>.
- Trustee vacancy applications are due May 22<sup>nd</sup>.
- Acknowledged Director Clark and her team for their work on American House development.
- Marshall Park waiting for turf to arrive.
- Celebrate Meridian is June 28<sup>th</sup> and 29<sup>th</sup>.
- Progress is being made on Phase II of MSU to Lake Lansing trail construction.
- The local road program started in March and will be about 35% complete with the 2024 projects.
- Thanked Director Massie for her work on interior signage updates in Township buildings
- The audit presentation will be on June 18<sup>th</sup> Board agenda.
- Tentative date of June 28<sup>th</sup> for dedication of the Ron Styka Memorial Pathway.

In response to Treasurer Deschaine's questions about current road repairs

- Concrete joint repairs are being made by the contractor to correct issues at Grand River and Okemos Rd.
- The Drain Commission added fill material on their project on Okemos Rd.
- ELMWSA water main project on Okemos Rd progresses and the road will temporarily be open before closing the Haslett and Okemos Rd intersection for several weeks.

In response to Board questions about developments, Director Clark was invited to the podium

- Consumers Energy is doing a residential gas update along Hamilton.
- Coffee retail is planned for the corner of Grand River and Hamilton.

## 7. BOARD MEMBER REPORTS OF ACTIVITIES AND ANNOUNCEMENTS

Clerk Guthrie announced the Memorial Day Celebration at Glendale Cemetery. She noted that local businesses are promoting the MSU to Lake Lansing trail. She attended the American House ribbon cutting. Thanked Director Massie for the updated signage project

Treasurer Deschaine reported that CATA ridership is up by 20% year-to-date and Meridian Redi-Ride is up by 22%. CATA has received a grant for micro-transport systems. Reminded residents to contact Kiwanis Club if they would like to participate in Flags Over Meridian.

Trustee Wilson reported that the Senior & Community Center Task Force met with users at the Senior Center to hear user input. The consultant is taking that input under advisement and will redevelop the plan to incorporate user ideas.

Supervisor Hendrickson attended the Block Party at Bennett Woods. Has begun reviewing the process for appointing people to Boards and Commissions and is working with Human Resources Director and other stakeholders to update how the Board conducts managerial reviews.

Trustee Trezise gave an update on the Personnel Policy Review Committee which is currently reviewing the Personnel Policy Manual and will be asking employees for their input.

## 8. APPROVAL OF AGENDA

**Trustee Wilson moved to approve the agenda. Supported by Trustee Sundland.**

**VOICE VOTE: YEAS: Supervisor Hendrickson, Clerk Guthrie, Treasurer Deschaine, Trustee Sundland, Trustee Trezise, Trustee Wilson**

**NAYS: NONE**

**Motion carried: 6-0**

9. CONSENT AGENDA

Supervisor Hendrickson listed the items on the agenda.

**Trustee Wilson moved to approve the Consent Agenda. Supported by Treasurer Deschaine.**

**ROLL CALL VOTE YEAS: Supervisor Hendrickson, Clerk Guthrie, Treasurer Deschaine, Trustee Sundland, Trustee Trezise, Trustee Wilson**

**NAYS: NONE**

**Motion carried: 6-0**

10. QUESTIONS FOR THE ATTORNEY

NONE

11. HEARINGS

12. ACTION ITEMS

A. Township Trustee Appointment Review Committee

Supervisor Hendrickson introduced the item.

Trustee Wilson, Clerk Guthrie, and Trustee Sundland expressed their interest in sitting on this committee.

Trustee Wilson clarified that the applicant will serve temporarily because the window has closed for candidates to be on the upcoming ballot.

**Trustee Trezise moved that the Township Board adopts the "Process for Appointing a New Township Trustee" Including the appointment of Trustee Sundland, Clerk Guthrie, and Trustee Wilson as the Application Review Committee and adopts the "Application for Meridian Township Trustee Candidate Questionnaire". Supported by Treasurer Deschaine.**

**VOICE VOTE YEAS: Supervisor Hendrickson, Clerk Guthrie, Treasurer Deschaine, Trustee Sundland, Trustee Trezise, Trustee Wilson**

**NAYS: NONE**

**Motion carried: 6-0**

B. Election Commission Appointment

Clerk Guthrie introduced the item and proposed Trustee Trezise for the appointment.

**Clerk Guthrie moved to appoint Township Trustee Trezise to the Meridian Township Election Commission. Supported by Treasurer Deschaine.**

**VOICE VOTE YEAS: Supervisor Hendrickson, Clerk Guthrie, Treasurer Deschaine, Trustee Sundland, Trustee Trezise, Trustee Wilson**

**NAYS: NONE**

**Motion carried: 6-0**

C. Interim Township Manager Contract

Supervisor Hendrickson introduced the item and briefly listed the provisions in the contract. Interim Director Schmitt is unable to be present, however has stated that he will accept the position.

**Trustee Wilson moved to approve the Interim Township Manager Employment Agreement effective April 21, 2024 with Timothy R. Schmitt and direct the Clerk and Supervisor to execute the agreement on behalf of the Township. Supported by Treasurer Deschaine**

**VOICE VOTE YEAS: Supervisor Hendrickson, Clerk Guthrie, Treasurer Deschaine, Trustee Sundland, Trustee Trezise, Trustee Wilson**

**NAYS: NONE**

**Motion carried: 6-0**

D. Whitehills Lakes South #1 – Streetlight SAD Resolution 1 & 2 (Hearing for June 18, 2024)

Acting Township Manager Opsommer reviewed the process for adopting Special Assessment Districts, then gave an overview of the Whitehills Lakes South #1 streetlight SAD.

**Treasurer Deschaine moved to approve the Whitehills Lakes South #1 Public Streetlighting Improvement Special Assessment District #428 – Resolution #1 ordering plans to be prepared showing the streetlighting improvement location, and the estimate of cost; and Resolution #2, filing the plans showing the improvement, location and estimate of cost with the Clerk’s Office, tentatively declaring intention to install and maintain four (4) LED white bulb, tradition w/cut-off streetlights and defray the cost of installation, operation and maintenance by Special assessment against the 13 benefitting lots, and setting a Public Hearing for Tuesday, June 18, 2024. Supported by Clerk Guthrie.**

**ROLL CALL VOTE**      **YEAS: Supervisor Hendrickson, Clerk Guthrie, Treasurer Deschaine, Trustee Sundland, Trustee Trezise, Trustee Wilson**

**NAYS: NONE**

**Motion carried: 6-0**

- E. Whitehills Lakes Subdivision #7 – Streetlight SAD Resolution 1 & 2 (Hearing for June 18, 2024)

Deputy Township Manager Opsommer gave an overview of the Whitehills Lakes Subdivision #7 streetlight SAD.

**Trustee Wilson moved to approve the Whitehills Lakes South #7 Public Streetlighting Improvement Special Assessment District #429 – Resolution #1 ordering plans to be prepared showing the streetlighting improvement location, and the estimate of cost; and Resolution #2, filing the plans showing the improvement, location and estimate of cost with the Clerk’s Office, tentatively declaring intention to install and maintain two (2) LED streetlights, white bulb, acorn fixtures w/cut-off and black fluted poles and defray the cost of installation, operation and maintenance by Special assessment against the six (6) benefitting lots, and setting a Public Hearing for Tuesday, June 18, 2024. Supported by Trustee Trezise.**

**ROLL CALL VOTE**      **YEAS: Supervisor Hendrickson, Clerk Guthrie, Treasurer Deschaine, Trustee Sundland, Trustee Trezise, Trustee Wilson**

**NAYS: NONE**

**Motion carried: 6-0**

13. BOARD DISCUSSION ITEMS

- A. Township Manager Search Process

Acting Township Manager Opsommer presented the timeline for the search process for a New Township Manager. He highlighted two main points, asking the Board if they would like to put out an RFP to hire a search firm and feedback on processes they would like to include in the proposed process.

Board Members spoke in support of hiring a search firm. Clerk Guthrie asked about the scope of the contract and when staff will be asked for input. Acting Manager Opsommer answered that Interim Manager Schmitt has not added that detail, however it would be valuable for the Board to have discussions about what they would like to include in the search process.

Board Members spoke in support of holding a public meeting for residents to meet the candidates selected for interview.

- B. MSHDA Affordable Housing TIF





Supervisor Hendrickson opened comments from the public at 8:48 pm

Supervisor Hendrickson closed comments from the public at 8:48 pm

15. OTHER MATTERS AND BOARD MEMBER COMMENTS

Supervisor Hendrickson expressed his opinion that the Trustee Appointment Review Committee not interview any candidates who will appear on the August Ballot for the trustee office, that the voters have their say at the ballot box.

16. CLOSED SESSION – Regarding the lawsuit of *The Charter Township of Meridian v West Shore Fire, Inc., E-One, Inc, and REV Group, Inc.* now pending in the Ingham County Circuit Court as Case No:24-0175-CB

At 8:50 pm the board moved to enter Closed Session

**Treasurer Deschaine moved to go into closed session to consult with the Township's attorney regarding trial and settlement strategy in connection with said pending litigation since an open meeting would have a detrimental financial impact on the litigation position of the Township. Seconded by Clerk Guthrie.**

**ROLL CALL VOTE      YEAS: Supervisor Hendrickson, Clerk Guthrie, Treasurer Deschaine, Trustee Sundland, Trustee Trezise, Trustee Wilson**

**NAYS: NONE**

**Motion carried: 6-0**

At 8:51 Supervisor Hendrickson asked for a 5 minute recess.

At 8:56 pm Closed Session resumed.

At 9:15 pm Open Session resumed.

17. ADJOURNMENT

**Trustee Trezise moved to adjourn. Seconded by Trustee Wilson.**

**VOICE VOTE      YEAS: Supervisor Hendrickson, Clerk Guthrie, Treasurer Deschaine, Trustee Sundland, Trustee Trezise, Trustee Wilson**

**NAYS: NONE**

**Motion carried: 6-0**

**The meeting adjourned at 9:15 pm.**

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Scott Hendrickson  
Township Supervisor

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Deborah Guthrie  
Township Clerk



To: Board Members  
From: Dante Ianni, Finance Director  
Date: June 4, 2024

Charter Township of Meridian  
Board Meeting  
6/4/2024

MOVED THAT THE TOWNSHIP BOARD APPROVE THE TOWNSHIP  
INVOICES/EXPENSES AS FOLLOWS:

COMMON CASH	\$	830,556.23
PUBLIC WORKS	\$	414,349.37
TRUST & AGENCY	\$	39.60
	TOTAL CHECKS:	\$ 1,244,945.20
CREDIT CARD TRANSACTIONS 05/16/2024 to 05/29/2024	\$	10,781.67
	TOTAL PURCHASES:	\$ <u>1,255,726.87</u>
ACH PAYMENTS	\$	<u>592,731.31</u>

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 EXP CHECK RUN DATES 06/04/2024 - 06/04/2024  
 BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID  
 BANK CODE: GF - CHECK TYPE: PAPER CHECK

Vendor Name	Description	Amount	Check #
1. A & L LOCKSMITHS LLC	BUILDINGS - POLICE DOOR REHAB/LOCKS	1,247.00	
2. A T & T	MAY 15 - JUN 14 2024 - INTERNET S1	195.25	112140
3. AIS CONSTRUCTION EQUIPMENT	UNIT #6 - HYDRAULIC PARTS	344.26	
4. ALEX & ALLISON REPP	FARMERS MARKET VENDOR	28.00	
5. ALLEGRA PRINT & IMAGING	SENIOR CENTER TRI FOLD BROCHURE MAILING	2,871.15	
6. AMBER KEMP	FARMERS MARKET	10.00	
7. APRIL HOARD	FARMERS MARKET	8.00	
8. ARBITERPAY TRUST ACCOUNT	2024 SPRING SEASON UMPIRE PAYMENTS	5,910.00	
9. ASAP PRINTING	POSTAGE - THREE JUNE 2024 TOWNSHIP BOARD LISTENING	3,985.95	112136
10. ASHLEY WINSTEAD	ANGELA RYAN CON ED	25.00	
11. AUTO VALUE OF EAST LANSING	RETURN AIR FILTER- FLEET REPAIR PARTS	(35.68)	
	ALTERNATOR - FLEET REPAIR PARTS	70.00	
	FIRE #150 - FLEET REPAIR PARTS	39.99	
	#7 WATER - FLEET REPAIR PARTS	11.88	
	UNIT #145 FIRE - FLEET REPAIR PARTS	178.86	
	STOCK - FLEET REPAIR PARTS	23.76	
	CORE ALTERNATOR/SOUND PADS - FLEET REPAIR PARTS	(202.70)	
	UNIT #76 PARKS - FLEET REPAIR PARTS	814.98	
	UNIT #708 & #709 PARKS - FLEET REPAIR PARTS	133.54	
	UNIT #708 & 709 PARKS - FLEET REPAIR PARTS	53.94	
	UNIT #91 PARKS - FLEET REPAIR PARTS	129.99	
	GARAGE SUPPLY - FLEET REPAIR PARTS	25.95	
	GARAGE SUPPLY - FLEET REPAIR PARTS	14.18	
	BATTERY CORE - FLEET REPAIR PARTS	18.00	
	UNIT #30 WATER - FLEET REPAIR PARTS	18.79	
	UNIT #663 FIRE - FLEET REPAIR PARTS	95.12	
	TOTAL	1,390.60	
12. AXON ENTERPRISE, INC	AXON BODY WORN CAMERA AND STORAGE PLAN - YEAR 2	37,949.21	
13. BARKHAM & CO	APRIL/MAY 2024 - BICYCLE/PEDESTRIAN PATHWAY MOWING	5,400.00	
14. BOYNTON FIRE SAFETY SERVICE	FIRE EXTINGUISHER RECHARGE	105.00	
	C FIRE - FIRE SUPPRESSION SYSTEM REPAIRS	450.00	
	N FIRE - FIRE SUPPRESSION SYSTEM REPAIRS	760.00	
	FIRE SUPPRESSION SYSTEM REPAIRS	375.00	
	S FIRE STATION - BACKFLOW PREVENTER INSTALL SPRINK	11,700.00	
	TOTAL	13,390.00	
15. BREAD BITES LLC	FARMERS MARKET	10.00	
16. BRIAN PENNELL	REIMB LUMBER FOR TRAINING TRAILER	169.68	
17. BSN SPORTS	BATTING TEES YOUTH BASEBALL	568.84	
18. C & S FAMILY FARM	FARMERS MARKET VENDOR	12.00	
19. CARL SCHLEGEL INC	SAND FOR MARSHALL PARK / WATER DEPARTMENT	752.40	
20. CDW	CHECK SCANNERS TREASURER'S OFFICE	4,772.16	
	AIRTIME 2 WIRELESS HDMI ADAPTER POLICE DEPARTMENT	1,114.14	
	USB MINI TO USB C CABLE - PUBLIC WORKS	11.86	
	TOTAL	5,898.16	

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Vendor Name	Description	Amount	Check #
21. CINTAS CORPORATION #725	5/15/24 - MECHANICS UNIFORMS	48.07	
	5/21/24 MECHANICS UNIFORMS	48.07	
	TOTAL	96.14	
22. CITY PULSE	TWP NOTICES 5/22/2024	446.59	
	5/29/2024 - FARMERS MARKET AD	273.60	
	TOTAL	720.19	
23. COMCAST	JUN 2024 - INTERNET + TV M1	547.69	112141
	MAY 29 - JUN 28 2024 - TELEPHONE + INTERNET S2	248.73	112138
	MAY 29 - JUN 28 2024 - TV P1	32.01	112138
	MAY 19 - JUN 18 2024 - INTERNET SCADA	257.90	112138
	TOTAL	1,086.33	
24. CONSUMERS ENERGY	LEASE FOR OKEMOS/HULETT PATHWAY	526.71	
25. CONWAY SHIELD INC	FIRE HELMETS, QTY: 3	1,170.37	
	6" SHIELDS (QTY: 3) & SHIPPING	164.86	
	TOTAL	1,335.23	
26. CRYSTAL FLASH	MOTOR POOL - ACCT 97833 - FLEET FUEL	18,122.23	112137
27. DESIGNS BY NATURE	SPRING 2024 NATIVE PLANT SALE VENDOR AT HNC	4,411.50	
28. DOUGHNATION BAKERY	FARM MARKET VENDOR	32.00	
29. EPIC SPORTS INC	MINOR LEAGUE HATS YOUTH BASEBALL	1,261.80	
30. FEDEX	INV #8-394-24712-1/30/2024 & INV #8-436-38406-3/12	66.69	
31. FEEDERS SUPPLY COMPANY LLC	K-9 DOG SUPPLIES	152.72	
32. FORESIGHT GROUP	WATER BILLS 5/21/2024 AND POSTAGE	590.00	
33. FRIEDLAND INDUSTRIES INC	SHEET IRON/CORRUGATED CARDBOARD RECYCLING PICKUP	216.60	
34. GAME TIME	REPLACEMENT PLAY FEATURE AT ORLANDO PARK	9,632.38	
	MG24196 - MARSHALL PARK PLAYGROUND EQUIPMENT	64,677.90	
	TOTAL	74,310.28	
35. GANNETT MEDIA CORP	LEGAL ADS 4/9/2024 & 4/11/2024	567.85	
36. GOODYEAR COMMERCIAL TIRE	UNIT 30 VACTOR TIRE REPAIR	757.89	
37. GRAMPAS PASTYS LLC	FARM MARKET VENDOR	10.00	
38. GRANGER	MAY 2024 - ACCT 1106200 - SERVICE CENTER - RUBBISH	339.20	
39. HAMMOND FARMS	LIME PELLETS/MULCH - PARKS AND PATHWAY MAINTENANCE	49.00	
40. HASLETT PUBLIC SCHOOLS	MAINT REIMB - 2ND QTR APRIL/MAY/JUNE 2024	4,434.39	
41. HAWORTH INC	TREASURER/UB AREA CUBICLE FURNITURE	694.75	
	TREASURER/UB AREA CUBICLE FURNITURE	737.58	
	TOTAL	1,432.33	
42. HEARTY GREENS LLC	FARMERS MARKET	10.00	
43. HERBERT L CONFER JR	FARM MARKET VENDOR	63.00	
44. HIGHWATER FARMS	FARMERS MARKET	18.00	

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45. INGHAM COUNTY FIRE CHIEFS ASSOC	NFPA 1021 FIRE OFFICER II COURSE (HAVILAND)	50.00	
46. J.J. KELLER & ASSOCIATES, INC	LABOR LAW POSTERS	432.16	
47. JACOB FARLEY	FARM MARKET VENDOR	59.00	
	FARM MARKET VENDOR	86.00	
	TOTAL	145.00	
48. JOHNSON SIGN COMPANY	INTERNAL SIGNAGE - MUN BLDG, PSB & SERV CENTER	16,500.00	
49. KEVIN COSGROVE	FARMERS MARKET	7.00	
	FARMERS MARKET	42.00	
	TOTAL	49.00	
50. KIMS COUNTRY KITCHEN	FARM MARKET VENDOR	23.00	
	FARM MARKET VENDOR	20.00	
	TOTAL	43.00	
51. KODIAK EMERGENCY VEHICLES	UNIT 700 - KUSSMAUL AUTO EJECT COVER	63.92	
52. LANSING SANITARY SUPPLY INC	BUILDINGS - 5/20/24 CUSTODIAL SUPPLIES	966.41	
	BUILDINGS - FIRE - 5/20/24 CUSTODIAL SUPPLYS	697.28	
	BUILDINGS - 5/24/24 CUSTODIAL SUPPLIES	51.65	
	TOTAL	1,715.34	
53. LANSING WELDING INC	MOTOR POOL - VACTOR WATER TANK REPAIR - UNIT #30	1,094.00	
54. LEAK PETROLEUM EQUIPMENT INC	MECHANICS BAY GREASE AND OIL HOSE REELS	3,416.51	
55. LITTLE HOUSE LANDSCAPES LLC	ASTERS FOR LAND STEWARSHIP PROGRAM	351.00	
56. LOPEZ CONCRETE CONSTRUCTION	2024 CONCRETE REPAIR CONTRACT	116,779.98	
57. MACALLISTER RENTAL	4/24/24 - 5/22/24 - FRONT END WHEEL LOADER RENTAL	6,427.00	
58. MADISON NATIONAL LIFE INS CO	JUNE 2024 - 102753800000000 - LIFE/DISABILITY INSU	3,842.23	112142
59. MANNIK AND SMITH	PROF SERV THRU APRIL 26, 2024 - 2023 LOCAL ROAD PR	2,667.75	
60. MCDANIELS SALES COMPANY	COUNTERS FOR PSB LOBBY, LOCKER ROOMS	6,279.84	112143
61. MERIDIAN TOWNSHIP RETAINAGE	MI PAVING - 2024 LOCAL ROAD PROG CRUSHING & RESURF	15,832.06	
	LOPEZ CONCRETE - 2024 CONCRETE REPAIR CONTRACT	12,975.56	
	TOTAL	28,807.62	
62. MI GREAT LAKES FISH COMPANY	FARMERS MARKET VENDOR	94.00	
	FARMERS MARKET VENDOR	132.00	
	TOTAL	226.00	
63. MICHIGAN PAVING	2024 LOCAL ROAD PROGRAM CRUSHING AND RESURFACING C	300,809.21	
64. MICHIGAN TOWNSHIP ASSOCIATION	MTA ANNUAL DUES 07/01/2024-06/30/2025	8,776.63	
65. MID MICHIGAN EMERGENCY EQUIPMENT	ELECTRICAL WORK/SUPPLIES MOUNT/INSTALL RADIO IN CO	2,105.54	
	UPFITTING 2024 FORD UNIT #723	8,756.31	
	TOTAL	10,861.85	
66. MOSQUITO MOB	4/18/2024 & 5/16/2024 - MOSQUITO TREATMNT PARKS/BU	796.00	
67. MSU VETERINARY MEDICAL CENTER	K-9 VETERINARY SERVICES APRIL 2024	95.40	

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Vendor Name	Description	Amount	Check #
68. NIELSEN COMMERCIAL CONSTRUCTION CO	CENTRAL PARK PAVILION RENOVATION PROJECT	44,671.71	
69. NORTHERN MI CODE OFFICIALS ASSOC	2024 MADCAD SUBSCRIPTION FOR TOWNSHIP	450.00	112145
	2024 MEMBERSHIP - HINES, RAU, HECKAMAN	600.00	112144
	TOTAL	1,050.00	
70. NORTHSIDE SERVICE	PULLED TRAINING TRAILER OUT OF HOLE AT PSB	600.00	
71. OKEMOS MARATHON	TOWING SERVICES	69.00	
	BLACK GMC ACADIA - TOW BILL - GRAYSTONE/SOWER ROAD	69.00	
	BLACK CHRYSLER ASPEN - TOW BILL - SOWER ROAD CONST	130.00	
	1/17/2024 - UNIT #129 GASOLINE	46.53	
	TOTAL	314.53	
72. ON DEMAND MOSQUITO MAN INC	ROUND 2/3 WEED CONTROL & FERTILIZER BUILDINGS AND	5,510.00	
73. OVERHEAD DOOR OF LANSING	S FIRE STATION - OVERHEAD DOOR REPAIR	3,277.30	
	SERVICE CENTER - NEW GARAGE DOOR OPENER - DOOR #2	2,200.00	
	TOTAL	5,477.30	
74. PRINTING SYSTEMS INC	AUGUST AV SECRECY SLEEVES	1,417.76	
	INV PC-228816/PC-231441/PC-231522/PC-231935	3,563.73	
	TOTAL	4,981.49	
75. PRO-COMM INC	XE RSM REPLACEMENT CABLES (QTY: 6)	615.20	
76. PRO-TECH MECHANICAL SERVICES	W/O 54253 - PUBLIC SAFETY - HVAC ISSUES	135.00	
77. QUALITY TIRE INC	SEWER UNIT #99 TIRES	360.70	
78. REBEKAH KELLY	REIMB LUNCH MAMC TRAINING 4/18/24	16.00	
79. SARAH BROWN	FARMERS MAREKT	5.00	
	FARMERS MARKET	3.00	
	TOTAL	8.00	
80. SHAHEEN CHEVROLET INC	FIRE - UNIT 663 HEADLAMP	384.42	
81. SHILA KIANDER	TRAINING - FLOWER/HUGHES/RYAN	75.00	
82. SHROYERS TOWING INC	TOWING FIRE TRUCK FOR REPAIRS	875.00	
	TOW UNIT 138-ENGINE 93	875.00	
	TOTAL	1,750.00	
83. SME	PROF SERV APR 1 2024 TO MAY 5 2024 - 2024 MISC TES	2,000.00	
	PROF SERV APR 1 2024 TO MAY 5 2024 - 2023 MISC TES	2,000.00	
	TOTAL	4,000.00	
84. SPARTAN DISTRIBUTORS	STOCK MOWER PARTS - UNITS #70, #79, #689	2,753.60	
85. ST THOMAS AQUINAS PARISH	EMERGENCY MORTGAGE ASSISTANCE	500.00	112139
86. STRYKER MEDICIAL	KNEE PAD/MAT FOR AMBULANCE, QTY: 2	901.26	
	MEDICAL SUPPLIES	1,275.04	
	SENSORS - MEDICAL SUPPLIES	498.68	
	TOTAL	2,674.98	

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Vendor Name	Description	Amount	Check #
87. SUPREME SANITATION	5/1/2024 - 5/31/2024 - HILLBROOK PARK - PORTABLE T	90.00	
	5/1/2024 - 5/31/2024 - BENNETT WOODS SCHOOL - PORT	90.00	
	5/1/2024 - 5/31/2024 - NEWTON ST - PORTABLE TOILET	90.00	
	5/1/2024 - 5/31/2024 - EASTGATE PARK - PORTABLE TO	90.00	
	5/1/2024 - 5/31/2024 - MARKETPLACE - PORTABLE TOIL	180.00	
	TOTAL	540.00	
88. T MOBILE	4/21/24-5/20/24 - CELLULAR 517.980.0920	30.23	
89. THE CHEESE PEOPLE OF GRAND RAPIDS	FARM MARKET VENDOR	9.00	
	FARM MARKET VENDOR	33.00	
	TOTAL	42.00	
90. THE HARKNESS LAW FIRM PLLC	MAY 2024 PROSECUTING FEES	6,666.67	
91. THE SHYFT GROUP USA, INC	ENGINE #150 - BRAKE REPAIRS	15,167.93	
92. TITUS FARMS LLC	FARM MARKET VENDOR	264.00	
93. TRI-COUNTY EM CONTROL AUTHORITY	BLS RED BAG FOR AMBULANCE	15.00	
94. TRIPP'S COLLISION EAST LANSING	REPAIRS TO 684 - INTERCEPTOR 128	18,146.00	
95. UNIQUE INTERIORS	PAINTING INTERIOR OF S FIRE	1,500.00	
	PAINTING INTERIOR OF S FIRE	6,500.00	
	TOTAL	8,000.00	
96. VERIZON WIRELESS	APR 24 - MAY 23 2024 MOBILE SERVICES 686304174-000	2,643.45	
97. WHEN THE PROJECT LLC	SENERIO BASED SOFTWARE	2,032.00	
98. WILSON FARM FRESH MEATS	FARMERS MARKET VENDOR	75.00	
	FARMERS MARKET VENDOR	51.00	
	TOTAL	126.00	
TOTAL - ALL VENDORS		830,556.23	



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Vendor Name	Description	Amount	Check #
1. BARNHART & SON	2080 GRAND RIVER - GATE VALVE	6,500.00	
2. CARL SCHLEGEL INC	SAND FOR MARSHALL PARK / WATER DEPARTMENT	250.80	
3. DENISE GREEN	REIMB 3 CERTIFIED MAILINGS & IAAP 2024 MEMBERSHIP	278.97	
4. E T MACKENZIE CO	2024 COUNTY PARK WEST SEWER REPLACEMENT PROJECT	115,106.58	
5. FERGUSON WATERWORKS #3386	REPL 1 1/2" METERS - 2339 - 2341 JOLLY	886.13	
	WATER - CUSTOMER INSTALLATION PARTS	1,541.76	
	WATER - CUSTOMER INSTALL 1" METERS	2,969.64	
	TOTAL	5,397.53	
6. HAMMOND FARMS EAST	PRO SOIL LAWN MIX - SITE RESTORATION -10 YARDS	190.00	
7. MADISON NATIONAL LIFE INS CO	JUNE 2024 - 10275380000000 - LIFE/DISABILITY INSU	532.96	29683
8. MAULDON BROTHERS CONSTRUCTION LLC	2023 TIMBERLANE WATER MAIN REPLACEMENT CONTRACT	3,750.00	
9. MERIDIAN TOWNSHIP RETAINAGE	SCARLETT EXCAV - 2024 BLUE HAVEN DR WATER MAIN REP	13,401.40	
	SCARLETT EXCAV - 2024 BLUE HAVEN DR WATER MAIN REP	2,730.35	
	TOTAL	16,131.75	
10. MICHAEL LOVE	REIMB PARKING AWWA CONF - 2/6/24 & 2/7/24	25.00	
11. SCARLETT EXCAVATING	2024 BLUE HAVEN DR WATER MAIN REPLACEMENT CONTRACT	120,612.60	
	2024 BLUE HAVEN DR WATER MAIN REPLACEMENT CONTRACT	130,165.65	
	TOTAL	250,778.25	
12. SME	PROF SERV MAR 4 2024 TO MAR 31 2024 - 2024 MISC TE	4,021.93	
	PROF SERV APRIL 1 2024 TO MAY 5 2024 - 2024 MISC T	1,317.25	
	PROF SERV APR 1 2024 TO MAY 5 2024 - 2023 MISC TES	5,648.57	
	PROF SERV APR 1 2024 TO MAY 5 2024 - 2024 MISC TES	2,791.61	
	TOTAL	13,779.36	
13. USA BLUE BOOK	LIFT STATION REPAIRS- FLOAT SWITCH & SUBMERSIBLE L	752.93	
	GREEN LIFT STATION - FLOAT SWITCH	217.90	
	TOTAL	970.83	
14. VERIZON WIRELESS	APR 24 TO MAY 23 2024 MOBILE SERVICES 686304174-00	657.34	
TOTAL - ALL VENDORS		414,349.37	

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Vendor Name	Description	Amount	Check #
1. NOMAD ANGLERS	REFUND OVERPAYMENT DPP 90-528-540	39.60	
TOTAL - ALL VENDORS		39.60	

### Credit Card Report 5/16/2024 to 5/29/2024

Transaction Date	Transaction Merchant Name	Transaction Amount	Account Name
5/22/2024	MIDWEST POWER EQUIPMENT	\$63.96	LAWRENCE BOBB
5/21/2024	THE HOME DEPOT #2723	\$165.80	LAWRENCE BOBB
5/23/2024	THE HOME DEPOT 2723	\$202.34	LAWRENCE BOBB
5/23/2024	THE HOME DEPOT #2723	\$6.96	LAWRENCE BOBB
5/23/2024	SITEONE LANDSCAPE SUPPLY,	\$31.10	ROBERT STACY
5/23/2024	THE HOME DEPOT #2723	\$44.35	ROBERT STACY
5/20/2024	THE HOME DEPOT #2723	\$135.48	TYLER KENNEL
5/22/2024	THE HOME DEPOT #2723	\$49.02	TYLER KENNEL
5/23/2024	THE HOME DEPOT #2723	\$132.43	TYLER KENNEL
5/23/2024	THE HOME DEPOT #2723	\$9.88	TYLER KENNEL
5/24/2024	THE HOME DEPOT #2723	\$8.97	TYLER KENNEL
5/21/2024	FEDEX OFFIC40600004069	\$11.99	MICHAEL HAMEL
5/21/2024	FEDEX274923336697	\$15.39	MICHAEL HAMEL
5/23/2024	COMPLETE BATTERY SOURCE	\$37.44	RYAN CAMPBELL
5/19/2024	JETS PIZZA - MI-053 MOTO	\$117.77	RUDY GONZALES
5/17/2024	GRAND TRAV RESORT	(\$200.00)	DEBORAH GUTHRIE
5/23/2024	GRAND TRAV RESORT	(\$170.00)	DEBORAH GUTHRIE
5/28/2024	USPS PO 2542300840	\$204.00	ASHLEY WINSTEAD
5/21/2024	COSTCO WHSE#1277	\$38.44	CHRISTOPHER JOHNSON
5/22/2024	HASLETT TRUE VALUE HARDW	\$11.99	THOMAS BAKER
5/22/2024	THE HOME DEPOT 2723	\$218.00	THOMAS BAKER
5/20/2024	MEIJER # 025	\$5.38	MIKE DEVLIN
5/16/2024	NFPA NATL FIRE PROTECT	\$180.00	BRIAN PENNELL
5/23/2024	AC&E RENTALS INC	\$27.72	BRIAN PENNELL
5/24/2024	THE HOME DEPOT #2723	\$179.86	BRIAN PENNELL
5/24/2024	STATE SIDE DELI	\$16.96	MELISSA MASSIE
5/17/2024	GALLS	\$163.00	CURT SQUIRES
5/17/2024	GALLS	\$306.96	CURT SQUIRES
5/16/2024	WILDTYPE DESIGN NATIVE P	\$228.57	COURTNEY WISINSKI
5/16/2024	IN *N & M CATERING	\$375.00	COURTNEY WISINSKI
5/17/2024	THE HOME DEPOT #2723	\$175.08	COURTNEY WISINSKI
5/17/2024	THE HOME DEPOT #2723	\$27.76	COURTNEY WISINSKI
5/20/2024	THE HOME DEPOT 2723	\$343.29	COURTNEY WISINSKI
5/23/2024	MEIJER # 025	\$40.64	COURTNEY WISINSKI
5/23/2024	QUALITY DAIRY#31	\$59.13	COURTNEY WISINSKI
5/23/2024	QUALITY DAIRY#31	\$3.98	COURTNEY WISINSKI
5/24/2024	OFFICEMAX/OFFICEDEPT#3379	\$46.84	COURTNEY WISINSKI
5/24/2024	OFFICEMAX/OFFICEDEPT#3379	\$52.86	COURTNEY WISINSKI
5/24/2024	THE HOME DEPOT #2723	\$22.60	COURTNEY WISINSKI
5/19/2024	ZOOM.US 888-799-9666	\$449.85	STEPHEN GEBES
5/23/2024	DMI* DELL K-12/GOVT	\$254.98	STEPHEN GEBES
5/27/2024	AMAZON.COM*5U5T11XE3	\$64.95	STEPHEN GEBES
5/16/2024	AMZN MKTP US*ZA3SV2OX3	\$271.80	RICHARD GRILLO
5/19/2024	AMAZON.COM*Z97SX7V13	\$212.96	RICHARD GRILLO
5/19/2024	AMZN MKTP US*QD92K5YW3	\$39.56	RICHARD GRILLO
5/19/2024	AMZN MKTP US*9641V1JN3	\$41.87	RICHARD GRILLO
5/21/2024	4IMPRINT, INC	\$603.00	RICHARD GRILLO
5/25/2024	AMZN MKTP US*J99933L93	\$9.07	RICHARD GRILLO
5/28/2024	AMZN MKTP US*5Y81F67M3	\$233.22	RICHARD GRILLO
5/28/2024	MICHIGAN ASSOC OF CHIEFS	\$115.00	RICHARD GRILLO
5/19/2024	AMAZON.COM*O68TI1FV3	\$110.08	ROBERT MACKENZIE
5/20/2024	HAMMOND FARMS E LANSING	\$310.00	ROBERT MACKENZIE
5/20/2024	AMZN MKTP US*4M1828IY3	\$310.62	ROBERT MACKENZIE

5/21/2024	AMZN MKTP US*4M7YB9ZA3	\$426.24	ROBERT MACKENZIE
5/20/2024	HAMMOND FARMS E LANSING	\$310.00	KEITH HEWITT
5/20/2024	HAMMOND FARMS E LANSING	\$310.00	KEITH HEWITT
5/18/2024	LANSINGSTATE JOURNAL	\$11.99	MICHELLE PRINZ
5/18/2024	FREEP.COM	\$19.99	MICHELLE PRINZ
5/18/2024	AMZN MKTP US*008DO5PT3	\$98.57	MICHELLE PRINZ
5/19/2024	AMZN MKTP US*FX7GH94O3	\$43.16	MICHELLE PRINZ
5/19/2024	AMZN MKTP US*QN78I4FI3	\$71.94	MICHELLE PRINZ
5/21/2024	AMAZON MAR* 114-720172	\$177.89	MICHELLE PRINZ
5/20/2024	AMZ*WSJBARRONSMW	\$2.00	MICHELLE PRINZ
5/21/2024	AMZN MKTP US*P64JT6M63	\$80.83	MICHELLE PRINZ
5/23/2024	AMZN MKTP US*Y93F845D3	\$23.14	MICHELLE PRINZ
5/28/2024	AMZN MKTP US*EZ0PM91N3	\$54.44	MICHELLE PRINZ
5/16/2024	HOME CITY ICE	\$410.00	CATHERINE ADAMS
5/16/2024	AMZN MKTP US*YB74A13Z3	\$19.00	CATHERINE ADAMS
5/18/2024	AMZN MKTP US*HJ7CP3J43	\$187.30	CATHERINE ADAMS
5/18/2024	AMZN MKTP US*R98SD1PB0	\$93.57	CATHERINE ADAMS
5/22/2024	FORESIGHT GROUP LLC	\$52.50	CATHERINE ADAMS
5/24/2024	AMZN MKTP US*4M42P9N63	\$415.90	CATHERINE ADAMS
5/24/2024	USA ARCHERY	\$35.00	CATHERINE ADAMS
5/17/2024	COVERT SCOUTING	\$32.99	ED BESONEN
5/16/2024	HILTON ADVPURCH8002367113	\$182.78	ED BESONEN
5/21/2024	THE HOME DEPOT 2723	\$238.98	DAVID LESTER
5/19/2024	AMZN MKTP US*YL26E6U73	\$299.98	BART CRANE
5/21/2024	THE HOME DEPOT #2723	\$11.25	BART CRANE
5/24/2024	COMCAST	\$208.21	BART CRANE
5/22/2024	SHUTTERFLY, INC.	\$386.96	SAMANTHA DIEHL
5/25/2024	FACEBK* 4HJZ75LBJ2	\$1.89	SAMANTHA DIEHL
5/17/2024	MEIJER STORE #025	\$53.35	ALLISON GOODMAN
5/24/2024	MEIJER # 253	\$32.57	ALLISON GOODMAN
5/17/2024	THE HOME DEPOT #2723	\$71.35	DAN PALACIOS
<b>TOTAL</b>		<b>\$10,781.67</b>	

### ACH Transactions

Date	Payee	Amount	Purpose
5/16/2024	Blue Care Network	\$ 6,451.06	Employee Health Insurance
5/17/2024	Alerus	\$ 53,944.84	Payroll Deductions 05/17/2024
5/17/2024	Nationwide	\$ 9,440.92	Payroll Deductions 05/17/2024
5/17/2024	IRS	\$ 122,775.30	Payroll Taxes 05/17/2024
5/17/2024	Various Financial Institutions	\$ 347,498.82	Direct Deposit 05/17/2024
5/17/2024	ELAN	\$ 23,891.37	Credit Card Payment
5/20/2024	Gallagher Benefit Services	\$ 3,250.00	Employee Health Insurance
5/23/2024	Blue Care Network	\$ 25,479.00	Employee Health Insurance
<b>Total ACH Payments</b>		<b>\$ 592,731.31</b>	



**To: Board Members**  
**From: Scott Hendrickson, Township Supervisor**  
**Date: June 4, 2024**  
**Re: Appointment of New Township Trustee**

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With the recent appointment of Township Trustee Scott Hendrickson as our new Township Supervisor, we have a vacant Trustee position.

The Board received 8 outstanding applicants prior to the May 22<sup>nd</sup> deadline. On Wednesday, May 29<sup>th</sup> the committee of Clerk Guthrie, Trustee Sundland, and Trustee Wilson narrowed the field to three candidates. Further, the Board directed Human Resources Director Abby Tithof to schedule public interviews on Tuesday, June 4<sup>th</sup>. The interviews are scheduled to begin at 4:00 PM in the Town Hall Room. The three candidates' are James Etherton, James McCurtis and Jeffrey Romback.

Following the interviews, the Board is planning to appoint one Trustee during their 6:00 PM Board meeting.

The following motions have been prepared for Board consideration:

**MOVE TO APPOINT \_\_\_\_\_ TO FILL A VACANCY AS MERIDIAN TOWNSHIP TRUSTEE FOR A TERM ENDING NOVEMBER 20, 2024.**

**Attachment:**

1. Township Trustee Applications

\* 1. I am interested in service on one or more of the following public bodies as checked below:  
Township Board (elected/appointed)

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

am deeply invested in Meridian Township, having been a resident since 2008. My long-term commitment to our community has fueled my desire to contribute to its growth and success. I want to ensure that our local governance remains transparent, accountable, and forward-thinking. As a Township Trustee, I can use my dedication and passion to help shape a vibrant future for all residents of Meridian Township.

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

I hold extensive experience as an IT Manager, responsible for P/L oversight and staff supervision. My role has involved drafting and implementing policies and procedures to ensure operational efficiency. I have a solid background in strategic planning, budget management, and team leadership. My professional expertise, coupled with my educational background in IT and management, equips me with the skills necessary to serve effectively as a Township Trustee.

(Attach resume if available)  
[Eherton James 2024 1q.docx](#)

\* Full Name  
James eherton

\* Occupation  
IT Vendor Manager

\* Place of Employment  
Bon Secours Mercy Health

\* Home Address  
1624 pontchartrain dr  
Okemos 48864

\* Phone (Day)  
517.755.0601

\* Phone (Evening)  
517.755.0601

\* Email  
James.etherton@gmail.com

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

\* Date and Time  
05/17/2024

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

# James Etherton

Okemos, MI 48864

- [James.Etherton@gmail.com](mailto:James.Etherton@gmail.com)  
(517)-755-0601
- 

## Senior IT Leader

- *Top-performing IT Leader with over 10+ years of leadership in ServiceNow with focus on CMDB, ITAM, ITOM, Discovery, ITSM management and vendor/contract management experience.*

### AREAS OF EXPERTISE

- Dynamic leadership in daily execution of IT functions—service and configuration management, infrastructure, new technologies, service desk, as well as hardware, software, and datacenter operations maintenance and support.
- Skilled at project scoping with cross-functional teams to understand priorities, architect technical roadmaps, and deliver technical solutions.
- Excellent communicator with high technical acumen and trusted partner to senior leaders advising on long- and short-term technology strategies, trends, as well as risks and mitigations.

### PROFICIENCIES

*Core:* IT Service Management Delivery, Stakeholder Strategic Management, IT Asset Management (hardware and software), M&A Integration management, Disaster Recovery, Project Management, Process Improvements, Team Leading, Cross-Team Collaboration, Strategic Planning, Business Processes, Cloud Service Delivery Integration, Vendor and Contract Management service delivery.

*Technical:* ServiceNow, Flexera, Remedy, Siebel, Microfocus, HP, Landesk, Snow, Qualys, ITMS, Microfocus, SQL, SharePoint, Oracle, VB Scripting, Ansible, Zabbix, OMI, NNMI, Tableau

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## Professional Experience

**Bon Secure Mercy Health** (Nov 2021- Current)

### **Vendor and Contract Manager IT Vendor and Contract Manager**

Responsible for the management of daily operations for the Vendor and Contract management office of the CIO. Developed all processes to manage the Lifecycle of the VMO.

### **Manager of IT Asset and configuration Management**

Manages the day-to-day delivery of the software and configuration management service including oversight of the service delivery team and serves as the primary point of contact for software audit response. Delivery of a holistic ITOM service delivery model including discovery, and service mapping in the ServiceNow platform.

*Key Achievements:*

- Successfully implemented a new IT asset management system that streamlined the IT asset management process and improved efficiency. 15 days from kickoff to deployment success.

...Continued...



# James Etherton

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Page Two

- Lead a team of configuration management professionals successfully delivering a robust CMDB maintaining system of CI's relationships for improved ITSM services.
- Reduced or kept flat IT asset spend by implementing more efficient and cost-effective IT asset management practices.
- Managed software license compliance across organizations, while implementing governing processes around compliance audit-related activities
- Improved IT asset compliance with industry regulations by implementing a comprehensive IT asset management program.

## **Opentext**

### **Senior Global Asset & Configuration Manager (3/2016 – Nov 2021)**

Managed two global IT teams delivering IT configuration management, CMDB, and hardware/software management aligned with ITIL v3 best practices. Create ITSM metrics, service cost models, and IT budgets. Deescalate and troubleshoot customer incidents.

#### *Key Achievements:*

- Successfully managed configuration of 80K devices within 62 datacenters.
- Integrated a software asset management system, resulting in zero audit penalties, a 20% improvement in release management, and 30% reduction in hardware and software costs.
- Drove configuration and service mapping improvements, reducing Mean Time to Restore (MTTR) during major incidents by 20%.
- Delivered Cloud service integration with ITSM processes managing cross functional teams including full stack developers, ITSM analysts, architecture teams and cloud engineers, security and audit compliance dept. Managing testing and use case requirements, designing escalation process, developed and delivered training and managed resources to complete project.

Linium Solutions, New York, NY

### **IT Business Process Consultant (4/2015 – 4/2016)**

Delivered multiple concurrent end-to-end ServiceNow solutions for client, building custom technical implementation plans and roadmaps, allocating resources, optimizing business processes, managing vendors, and overseeing implementations and post-deployment support. Directed clients through maturity process of ITSM and ITAM using ITSM toolsets. Executed maturity assessment—ISO20000, ITIL 2011, ITSM Capability, ITAM.

#### *Key Achievements:*

- Spearheaded a migration of IT asset data into an IT Asset Management system.
- Facilitated IT optimization assessments and developed process improvements aligned with industry standards and frameworks.

Delta Dental of Michigan, Lansing, MI

### **Configuration Systems & Assets Management Systems Lead (11/2008 – 4/2015)**

Managed the Configuration Management Database (CMDB) system to maintain and upgrade software and hardware lifecycle. Create ITIL and ITAM framework to mitigate risk and drive down costs. Oversaw ordering, receiving, recording, reporting, and disposal of all IT hardware and software.

#### *Key Achievements:*

- Created a contract management policy to standardize risk mitigation and contract language.
- Established Key Performance Indicators (KPIs) to ensure adherence to quality standards, as well as operational metric and report writing templates to enable continuous overall improvement.
- Partnered with finance teams to develop financial tracking metrics to predict cost increases.
- Improved vendor contract management by building a vendor management scorecard system comprised of tiered vendor contract evaluations.
- Conducted organization-wide ITIL v3 awareness training as ITIL Subject Matter Expert (SME).

*Career Note: Worked earlier as a Community Development and College Instructor at the United States Peace Corps from 10/2005 - 11/2006 and as a Senior Technical Support Lead & Systems Licensing & Compliance Manager for Jackson National Life Insurance from 1/2008 to 11/2008 and 9/1998 to 10/2005.*

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## **Education and Training**

Olivet College, Olivet, MI  
**Bachelor of Arts in History and Music**

*Coursework Taken:*

Western Michigan University, Kalamazoo, MI

**Graduate Studies in History**

— Certifications —

ITIL Expert v3 | ISO 20000 | ServiceNow System Administrator

Agile Scrum Master | Certified Data Center Associate | Prince2

— Publications —

*Measuring Your Success: KPIs to Measure and Showcase Doing a Good Job*

ITAK International Association of IT Asset Managers, December 2013

*Getting More from the CDMB—Supporting the ITAM Program with a CMDB*

ITAK International Association of IT Asset Manager, July 2013

*Is it Time for Mandating Software Pricing Transparency?*

ITAM Review (itassetmanagement.net) 2023

\* 1. I am interested in service on one or more of the following public bodies as checked below:  
Township Board (elected/appointed)

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

The Township Board of Trustees is a critical component for the growth, development and delivery of services of Meridian Township. I want to help make an impact as a trustee by making strategic decisions on the budget, zoning, planning and development of our township. I plan to listen to our residents, analyze all information that comes before the board and make sound decisions that are best for the township.

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

I covered Meridian Township for three years when I was a reporter at the Lansing State Journal. That experience taught me about the zoning, planning and budget processes. I served on the Meridian Township Planning Commission for more than a year. As a planning commissioner, I was involved in several matters including zoning, special use permits and the township's master plan. I also serve on the township's Zoning Board of Appeals and I have served on the township's Transportation Commission.

(Attach resume if available)

James' Resume 2024.doc

**\* Full Name**

James McCurtis

**\* Occupation**

Communications consultant

**\* Place of Employment**

MESSA

**\* Home Address**

335 Chimney Oaks Drive  
OKEMOS 48864

**\* Phone (Day)**

517.243.4567

**\* Phone (Evening)**

517.381.1996

**\* Email**

jmccurtisjr@gmail.com

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

James McCurtis Jr.

**\* Date and Time**

05/22/2024

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## **James L. McCurtis Jr.**

335 Chimney Oaks Dr.  
Okemos, Michigan 48864  
Home (517) 381-1996 · Cell (517) 243-4567  
*jmccurtis@sbcglobal.net*

### **EDUCATION**

- 2002-2005**      **DAVENPORT UNIVERSITY**      **LANSING, MI**  
Master of Business Administration degree with a concentration in marketing.
- Aug. 1992-  
Dec. 1996**      **UNIVERSITY OF IOWA**      **IOWA CITY, IA**  
Bachelor of Arts degree in journalism with a minor in African American World Studies.

### **EXPERIENCE**

- Jan. 2023-  
Present**      **MERIDIAN TOWNSHIP PLANNING COMMISSION**  
*Planning Commissioner*  
Members of the commission serve in an advisory and administrative role relating to land use and development. Commission prepares the Township's master plan, hears and decides special use permits and make recommendations on amendments to the zoning ordinance. As a member of the planning commission, also serve on the Transportation Commission and the Zoning Board of Appeals.
- Jan. 2022-  
Present**      **MICHIGAN EDUCATION SPECIAL SERVICES ASSOCIATION (MESSA)**  
*Communications Consultant*      **EAST LANSING, MI**  
Responsible for the development and coordination of communications strategies, public relations, media, materials, and crisis programs to support MESSA Field Representatives, MEA UniServ Directors, coordinating councils and local associations in areas where retaining MESSA or securing new business is a critical issue.
- Dec. 2010-  
Present**      **MICHIGAN DEPARTMENT OF HEALTH AND HUMAN SERVICES**  
*Crime Victim Services Commission Manager*      **LANSING, MI**  
Provide management oversight of administering statewide direct services and state and federal grant programs for crime victims. Implement and evaluate agency programs as provided by statute or as directed by the department. Oversee the design and monitoring of internal management reporting systems and procedures designed to provide consistent agency response regarding stated policy and practice, development of criteria and instruments for measuring program effectiveness, reporting of potential or actual problem areas to the department, and recommending required changes.
- Nov. 2007-  
Dec. 2010**      **MICHIGAN DEPARTMENT OF COMMUNITY HEALTH**      **LANSING, MI**  
*Public Information Officer*  
Served as the official department spokesperson. Responded to media inquiries, shared information from the department with media outlets, stakeholders and the general public. Promoted the department's newsworthy events to the public and to the media. Ensured that open lines of communication were always maintained with all stakeholders, state offices, media and the public.
- Jan. 2007-  
Nov. 2007**      *Special Assistant to the Director/Public Relations Liaison*  
Speech writer for the director of the Michigan Department of Community Health. Responsible for producing press releases, talking points, editorials, media relations and message development.

**MICHIGAN OFFICE OF THE GOVERNOR** **LANSING, MI**  
**June 2007-  
Aug. 2007** *Appointments Specialist*  
Received a three-month assignment from the Governor's Office to appoint qualified applicants to various boards within the Michigan Department of Community Health.

**STATE HOUSE DEMOCRATIC COMMUNICATIONS** **LANSING, MI**  
**Feb. 2005-  
Jan. 2007** *Writer/Analyst*  
Writer for ten state representatives based in Wayne and Lenawee counties. Coordinated press conferences and responsible for writing press releases, talking points, speeches, editorials and newsletters. Researched various topics within state Legislature.

**LANSING STATE JOURNAL** **LANSING, MI**  
**March 2001-  
Feb. 2005** *General Assignment Reporter*  
Covered elementary, secondary and higher education; police and fire; and Meridian Township

**IOWA CITY PRESS-CITIZEN** **IOWA CITY, IA**  
**May 2000-  
March 2001** *Assistant Assignment Editor*  
Managed a team of eight reporters, edited articles daily, assigned stories and assisted reporters in developing story ideas for Gannett-owned daily newspaper.

**July 1999-  
May 2000  
1997-1998** *Reporter*  
Covered business; and elementary, secondary and higher education.

**KWWL-TV** **WATERLOO, IA**  
**July 1998-  
July 1999** *Reporter - Cedar Rapids Bureau*  
Wrote, shot, edited and voiced stories to air live or taped for evening and morning newscasts for NBC affiliate.

#### **AWARDS AND COMMUNITY SERVICE**

- Meridian Township Zoning Board of Appeals 2024
- Meridian Township Planning Commission 2023
- Meridian Township Transportation Commission 2023
- Board of Directors for Capital Area United Way (2020-present)
- The Lansing Branch NAACP – second vice president (2020-2022); communications chair (2020-present)
- The Turning Point of Lansing mentor/elder for 7<sup>th</sup>-12<sup>th</sup> grade young men (2020-present); Board of Directors (2023-present)
- Greater Lansing Mobile Food Bank volunteer (2012-present)
- Greater Lansing Area Dr. Martin Luther King Jr. Holiday Commission (2011-2021)
- Area Director of Alpha Phi Alpha Fraternity Inc. Kappa Delta Lambda Chapter (2012-2021).
- Tutored and mentored sixth graders for Shabazz Academy Public Charter School (2006-2017)
- Readers are Leaders/March is Reading Month (2006-present)
- Meals on Wheels volunteer for the Tri-County Office of Aging (2003-2007).
- Big brother for Big Brothers Big Sisters of Greater Lansing (2002-2003; 2005-2009).
- Tutored fourth graders in reading for Capital Area Youth Alliance (2002).
- Runner-up for Gannett Well-Done Award for Public Service reporting (1998).
- Third place in best news story (class D2 division) from Iowa Newspaper Association (1998).

\* 1. I am interested in service on one or more of the following public bodies as checked below:  
Township Board (elected/appointed)

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

I want to utilize my background and experience to make Meridian Township a better place to live and work today and each and everyday. As awesome as Meridian Township is, it has incredible room to grow. It's a unique opportunity.

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

Political Science and Criminal Justice Degrees from Saginaw Valley State. 3 years in policy and planing in Lansing while running committees representing 13 health plans. President of my HOA and a local Charity.

(Attach resume if available)

[Jeff Romback's Resume 05022024.doc](#)

\* **Full Name**

Jeffrey Romback

\* **Occupation**

VP, Strategic Business Operations

\* **Place of Employment**

McLaren Health Plan

\* **Home Address**

1591 Birchwood Drive  
Okemos 48864

\* **Phone (Day)**

248.258.2952

\* **Phone (Evening)**

248.255.2952

\* **Email**

jromback@gmail.com

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

Jeff Romback

\* **Date and Time**

05/11/2024

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# Jeff Romback

1591 Birchwood, Okemos, MI 48864 — [jromback@gmail.com](mailto:jromback@gmail.com) — 248-255-2952

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**Professional Statement:** A strategic thinking, goal-driven leader who excels under pressure and can effectively lead teams of internal and external stakeholders. Possesses the professionalism and business acumen to excel in any leadership position with measureable success delivering value to the organization and its clients.

## **Work Experience:**

### **March 2021 – Present, Vice President, Strategic Business Operations McLaren Health Plan**

- Responsible for strategic growth in the Individual/Marketplace, Medicare, and Medicaid markets through improved infrastructure and strategic partnerships.
- Leader of four departments, Sales, Communications, Medicaid Relations, Medicare Advantage Sales, and Strategic Business Operations which grew to meet market demands.
- Launched a Medicare Advantage Product in two states, Michigan and Indiana, and exceeded the enrollment of the last three Medicaid-primary health plans to enter the Michigan market.

### **April 2017 – March 2021, Deputy Director, Policy and Planning, Michigan Association of Health Plans**

- Liaison between Member Plans and State Government Officials in Regulatory Agencies and Legislature regarding Individual and Commercial Insurance policies.
- Staffed and led Innovation, Competition, and Exchange (ICE) Committee and Public Relations Committees with focused efforts on the Michigan Insurance Marketplace and the Employer/Group Market.
- Championed marketplace-wide initiatives to decrease healthcare costs, increase administrative efficiency, and improve healthcare in the State of Michigan through Policy.

### **February 2016—January 2017, Director, Compliance and Process Controls CareTech Solutions**

- Design, document, publish, implement, and maintain compliance programs, policies and procedures for service operations related to Healthcare Information Technology for 53 clients.
- Maintain accurate and reliable knowledgebase information, updating policies as necessary.
- Develop a rigorous test and control process to facilitate analysts' administration of client-specific and organizational security and compliance policies.
- Review contracts, confirming all guidelines and service level agreements are accurately incorporated into policy.
- Lead an international staff of 16 high-level compliance, knowledge management, and quality assurance team members.

### **June 2015—October 2015, Employee Benefits Department Operations Manager and Compliance Director Brown & Brown Insurance**

- Led a team of 20 account managers, benefit analysts, agents, and customer service representatives to coordinate and streamline the mission of our department.
- Acted as internal operations liaison with our corporate office to maintain compliance with policies and procedures both locally and corporately.
- Communicated complex compliance requirements to internal and external clients.

# Jeff Romback

- Strategically planned, developed, and executed the corporate vision and program to become nationwide Office of the Year, which included sales development, retention, and marketing.

## **November 2013—June 2015, Assistant Vice President, Compliance and Communications, NGS CoreSource**

- Developed business programs to achieve strategic business goals to increase compliance and reduce risk and developed key compliance metrics for senior leadership.
- Supervised a staff of 11 whose responsibilities included plan design, management and compliance with state, federal (CMS), and health care reform (Affordable Care Act) mandates for our self-funded, Employee Retirement Income Security Act of 1974 (ERISA), TPA clients.
- Amended and created operational policies for staffs in two locations—Detroit, MI and Columbus, OH.
- Maintained full regulatory compliance with internal and external claim procedures with state, federal, Medicare, and Medicaid regulations, including resolution and processing.
- Acted as subject matter expert for all nine CoreSource locations on ACA, Health Care Reform, ERISA, HIPAA and self-funding, and responded to state regulators and regulatory agencies regarding compliance and claims matters.
- Acted as liaison between NGS CoreSource, and Corporate and outside counsel for all legal matters.

## **October 2012—November 2013, Appeals and Grievance Team Lead, Blue Cross Blue Shield**

- Supervised and led a staff of eight Appeals and Grievance coordinators who independently made benefit decisions on medical, dental and vision claims.
- Communicated with Department of Labor/ERISA employee groups to make benefit decisions based on group documents and policies.
- Drafted compliance documents for department based on DOL/ERISA, HIPAA, PA250, NCQA and ACA requirements.
- Managed the grievance and Complaint Team in order to increase customer satisfaction and provide written responses to their issues.
- Developed plans for appeals, complaints, and grievances as well as design of Michigan Health Insurance Exchange (Qualified Health Plans).

## **October 2011—October 2012, Appeals and Grievance Coordinator, Blue Cross Blue Shield**

- Researched and decided member-filed appeals, issued written decisions, and facilitated discussion of revision of benefits and policies governing correct reimbursement.
- Operated within the guidelines and maintained compliance with regulations established by the Department of Labor and Public Acts 250 and 350.
- Applied appropriate and internal, external and clinical reviews regarding benefit and health care issues.
- Collaborated and negotiated with regulatory agencies and departments in order to maintain compliance and identify trends and patterns regarding member issues.
- Responsible for many projects where extensive communication and interface was required between executives, Blue Cross Blue Shield, and large corporate accounts to solve and prevent a wide range of issues.

## **Education**

**B.A. Public Administration and Criminal Justice, Saginaw Valley State University  
Associates Degree, Philosophy/Ethics**

**J.D. Thomas M Cooley Law School**



# Jeff Romback

## Certifications and Memberships

**Certified Health Care Reform Specialist**—American Healthcare Congress

**Certified in Healthcare Compliance (CHC)** – Health Care Compliance Association

**Lean Six Sigma Black Belt (Healthcare Focus)** – Management and Strategy Institute

**Registered Employee Benefits Consultant (REBC)** – National Association of Health Underwriters

**Certified Knowledge Manager**—Knowledge Management Institute

**Member** - American Society for Quality

**Personal Statement:** A resume can never substitute for an interview. I look forward to meeting with you at a time of your convenience. Feel free to contact me either by phone at 248-255-2952, or by email at [jromback@gmail.com](mailto:jromback@gmail.com). I look forward to meeting with you.



**To: Board Members**  
**From: Supervisor Scott Hendrickson**  
**Date: May 28, 2024**  
**Re: Appointment of Supervisor Pro Tem**

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

With my appointment to the Supervisor role, the Supervisor Pro Tem position has become vacant for 2024. It is time to appoint someone to act as Supervisor Pro Tem in for the remainder of 2024.

**MOTION: I move that the Board appoint, through November 21, 2024, Trustee Peter Trezise to act as Supervisor Pro Tem at any meeting of the Township Board wherein the Supervisor is absent and may act with the statutory authority of Township Supervisor, when specifically delegated that authority by the Supervisor in writing.**



**To: Board Members**  
**From: Scott Hendrickson, Township Supervisor**  
**Date: May 22, 2024**  
**Re: Resolution Recognizing June 2024 as Pride Month in Meridian Township**

---

Michigan has been at the forefront of advancing civil rights for LGBTQ+ people beginning with the nation's first non-discrimination ordinance passed in 1972 in East Lansing and the nation's first Civil Rights Commission to independently recognize that discrimination "because of sex" includes sexual orientation and gender identity in 2018.

Michigan celebrates LGBTQ+ individuals during this month, and we also recognize the important work that must be done across intersections to create a more equitable state for all identities.

Meridian Township has taken significant action in the past decade to update our policies and procedures, and to find new ways to celebrate our LGBTQ+ population. The attached resolution delineates such the formal actions taken over the last ten years and commemorates our formal honoring of Pride Month in June of 2024.

A motion is prepared for Board consideration:

**MOVE TO APPROVE THE RESOLUTION RECOGNIZING JUNE 2024 AS PRIDE MONTH IN MERIDIAN TOWNSHIP.**

Attachment:

1. 2024 Pride Month Recognition Resolution

**RESOLUTION RECOGNIZING JUNE 2024 AS PRIDE MONTH IN MERIDIAN TOWNSHIP**

At a regular meeting of the Township Board of the Charter Township of Meridian, Ingham County, Michigan, held on the 4th day of June, 2024, at 6:00 p.m. local time.

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

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

**WHEREAS**, Michigan is home to an estimated 373,000 residents who identify as lesbian, gay, bisexual, transgender, and queer (LGBTQ+); and,

**WHEREAS**, Meridian Township’s LGBTQ+ residents contribute to the fabric of our society, hold positions in every sector of our economy, and live in every corner of our state; and,

**WHEREAS**, Michigan has been at the forefront of advancing civil rights for LGBTQ+ people beginning with the nation's first non-discrimination ordinance passed in 1972 in East Lansing and the nation's first Civil Rights Commission to independently recognize that discrimination "because of sex" includes sexual orientation and gender identity in 2018; and,

**WHEREAS**, At a regular meeting of the Township Board on the 16th day of September, 2003, the Meridian Township Board voted unanimously to amend the policy of the Meridian Township Police Department to respect and protect the dignity and constitutional rights of ALL persons, and to perform its law enforcement functions in a manner that does not violate those rights; and,

**WHEREAS**, On the 8th day of May, 2013, Officials from East Lansing, Meridian Township, Delhi Township and Delta Township launched the One Capitol Region coalition at a press conference at the state Capitol announcing plans to push for LGBTQ+ nondiscrimination ordinances; and,

**WHEREAS**, At a regular meeting of the Township Board on the 10th day of July, 2013 the Meridian Township Board voted unanimously to amend their internal policies to prohibit discrimination based on sexual orientation or gender identity; and,

**WHEREAS**, At a regular meeting of the Township Board on the 2nd day of October, 2013 the Meridian Township Board of Trustees voted unanimously to amend the Meridian Township human rights ordinance to prohibit discrimination in housing and public accommodations; and,

**WHEREAS**, during the COVID-19 pandemic, LGBTQ+ individuals and communities faced unique challenges, including higher rates of self-reported underlying health conditions, according to a report released by the Centers for Disease Control and Prevention, and experiencing higher rates of job loss compared to non-LGBTQ+ individuals; and,

**WHEREAS**, Meridian Township’s economic vitality depends upon welcoming people of diverse backgrounds, ending discrimination, and attracting and retaining top talent from around the world; and,

**WHEREAS**, Meridian Township must continue to support the rights of every citizen to experience equality and freedom from discrimination, and recognize the continued need for education and awareness to end discrimination and prejudice; and,

**WHEREAS**, At a regular meeting of the Township Board on the 6th Day of December, 2016, the Meridian Township Board voted unanimously to stand against hate and discrimination and affirm that Michigan should be a welcoming state for all recognizing that, at every level of American society, refugees, immigrants, and people of all backgrounds contribute to our democracy, condemning any attacks on, harassment of, or intimidation of individuals or places of worship that are based on race, ethnicity, immigration or refugee status, religion, sexual orientation, gender identity or expression, or other social identities; and,

**WHEREAS**, On the 26<sup>th</sup> day of August, 2023, Meridian Township held its first annual Pride Celebration to celebrate and honor our Township's LGBTQ+ population and their contributions; and,

**WHEREAS**, Meridian Township celebrates LGBTQ+ individuals during this month, and we also recognize the important work that must be done across intersections to create a more equitable community for all identities; and,

**WHEREAS**, June 2024 is the 55th anniversary of the Stonewall Uprising in New York City, which is recognized as a catalyst for the modern LGBTQ+ Civil Rights Movement with the first stone being thrown by Marsha P. Johnson, a trans woman of color;

**NOW, THEREFORE, BE IT RESOLVED BY THE TOWNSHIP BOARD OF THE CHARTER TOWNSHIP OF MERIDIAN, INGHAM COUNTY, MICHIGAN**, That the members of the Meridian Township Board encourage everyone to take a stance against discrimination and reject violence toward LGBTQ+ individuals; to promote self-affirmation, dignity, and equality; and to continue to work toward building a community that promotes diversity, liberty, and justice for all.

ADOPTED:

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

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

Resolution declared

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 June 2024.

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



**To: Board Members**  
**From: Scott Hendrickson, Township Supervisor**  
**Date: May 22, 2024**  
**Re: Resolution in Recognition and Celebration of Juneteenth**

---

Juneteenth celebrates America’s commitment to liberty and equality in accordance with the Constitution of the United States, along with the Emancipation Declaration, issued by President Lincoln on September 22, 1862, and later became effective on January 1, 1863 and the 13<sup>th</sup> Amendment to the Constitution which abolished slavery, ratified by Congress on December 6, 1865.

A motion is prepared for Board consideration:

**MOVE TO APPROVE THE RESOLUTION IN RECOGNITION AND CELEBRATION OF JUNETEENTH.**

Attachment:

1. Resolution in Recognition and Celebration of Juneteenth

**RESOLUTION IN RECOGNITION AND CELEBRATION OF JUNETEENTH**

At a regular meeting of the Township Board of the Charter Township of Meridian, Ingham County, Michigan, held on the 4th day of June, 2024, at 6:00 p.m. local time.

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

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

**WHEREAS**, Juneteenth is the oldest celebration of the emancipation of African-American slaves, and is so named for the June 19, 1866 adoption of Black Independence Day in Galveston, Texas; and,

**WHEREAS**, Juneteenth celebrates America’s commitment to liberty and equality in accordance with the Constitution of the United States, along with the Emancipation Declaration, issued by President Lincoln on September 22, 1862, and later became effective on January 1, 1863 and the 13th Amendment to the Constitution which abolished slavery, ratified by Congress on December 6, 1865; and,

**WHEREAS**, the history of African-Americans is a study of resilience for the plight of slavery in our history, and today, for the over 45 million people in forced labor and other forms of human trafficking; and,

**WHEREAS**, Juneteenth was established as a federal holiday in 2021 and a State of Michigan holiday in 2023; and,

**WHEREAS**, On the 26<sup>th</sup> of April, 2022, the Meridian Township Board established Juneteenth as a paid holiday for Meridian Township, as part of the ongoing efforts of the Meridian Township Diversity, Equity, and Inclusion Committee’s work; and,

**WHEREAS**, In 2023, Meridian Township held its first annual Juneteenth Celebration for its residents to great success; and,

**WHEREAS**, the Meridian Township Board encourages the entire community, region, state and country to celebrate Juneteenth;

**NOW, THEREFORE, BE IT RESOLVED BY THE TOWNSHIP BOARD OF THE CHARTER TOWNSHIP OF MERIDIAN, INGHAM COUNTY, MICHIGAN**, that the Meridian Township Board recognizes, adopts and proclaims this Resolution to underscore the freedom with dignity of every human being. As a governmental body, we oppose and reject any form of oppression and pledge to support our residents, churches and organizations working to achieve social justice, genuine equality and protect the human rights for all people of Meridian Township.

ADOPTED:

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

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

Resolution declared

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 4<sup>th</sup> day of June 2024.

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Deborah Guthrie  
Meridian Township Clerk





**To: Board Members**  
**From: Scott Hendrickson, Township Supervisor**  
**Date: May 22, 2024**  
**Re: Resolution Supporting National Flag Day 2024**

---

National Flag Day celebrates the adoption of the Flag of the United States of America, which was made official flag in 1777. The current United States Flag was first raised on July 4, 1960 over Fort McHenry National Historic Site. Each year, the Meridian Township Board celebrates and recognizes National Flag Day. The Board further recognizes and participates in the Flags over Meridian program that is organized by the Kiwanis of Haslett-Okemos which places and collects US Flags before several major holidays, including Flag Day and serves as a fundraiser for that organization.

A motion is prepared for Board consideration:

**MOVE TO APPROVE THE RESOLUTION SUPPORTING NATIONAL FLAG DAY 2024.**

Attachment:

1. Resolution Supporting National Flag Day 2024

**RESOLUTION SUPPORTING NATIONAL FLAG DAY 2024**

At a regular meeting of the Township Board of the Charter Township of Meridian, Ingham County, Michigan, held on the 4th day of June, 2024 at 6:00 p.m. local time.

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

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

**WHEREAS**, National Flag Day celebrates the adoption of the Flag of the United States of America, a resolution made by the Continental Congress of the Stars and Stripes as the official flag of the United States on June 14, 1777; and,

**WHEREAS**, on June 14, 1777, the Congress took a break from writing the Articles of Confederation to pass a resolution stating, “The Flag of the United States will be 13 stripes, alternate red and white and that the Union is 13 stars, white in a blue field, representing a new constellation.”; and,

**WHEREAS**, in 1916 President Woodrow Wilson officially marked the anniversary by establishing Flag Day with an official Presidential Proclamation; and,

**WHEREAS**, 30 years later, the United States Congress issued an Act of Congress to establish National Flag Day in 1946; and,

**WHEREAS**, on August 21, 1959, President Eisenhower issued an Executive Order establishing the design of the 50 star flag which was first officially raised over Fort McHenry National Historic Site on July 4, 1960; and,

**WHEREAS**, National Flag Day has always had a strong connection to our nation, our schools, and the communities they serve; and,

**WHEREAS**, recognizing the National Flag and National Flag Day endeavors to increase respect, educate, and recognize the United States Flag; and,

**WHEREAS**, the Meridian Township Board is asking residents and Veteran’s groups across our township to make a special effort this Flag Day to prominently display an American Flag; and,

**WHEREAS**, the Meridian Township Board recognizes and commits to participating in the Kiwanis of Haslett-Okemos Flags over Meridian program; and,

**WHEREAS**, the Meridian Township Board is proud to support and recognize National Flag Day, June 14, 2024;

**NOW, THEREFORE, BE IT RESOLVED, BY THE TOWNSHIP BOARD OF THE CHARER TOWNSHIP OF MERIDIAN, INGHAM COUNTY, MICHIGAN**, that the Meridian Township Board commits to continue participating in the Flags Over Meridian program to increase respect, awareness, and honor for the United States Flag, and

**FURTHERMORE**; that the Meridian Township Board will join with the National Flag Foundation in proudly celebrating National Flag Day by displaying the United States Flag of

America at its Township owned Municipal Buildings and encouraging businesses and residents across Meridian Township to do the same this National Flag Day, June 14, 2024.

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 4<sup>th</sup> day of June 2024.

\_\_\_\_\_

Deborah Guthrie  
Meridian Township Clerk



**To: Board Members**  
**From: Scott Hendrickson, Township Supervisor**  
**Date: May 22, 2024**  
**Re: Memorandum for 2024 Listening Session Planning**

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In 2023, the Meridian Township Board held 6 listening sessions throughout the community and heard from hundreds of residents regarding topics of interest to them and also provided the Board an opportunity to make residents aware of many key issues that the Township Board was working on.

Due to the success of the sessions, the Board expressed an interest in continuing to hold them into the future. With many forthcoming issues of interest, including the Village of Okemos Project, development at the Haslett Village Square, and the possible establishment of a Community and Senior Center, the time is ripe for the Board to bring these issues to the public for more listening sessions to obtain feedback and hear from our residents.

The Board has scheduled 3 listening sessions in the month of June, on June 11<sup>th</sup>, 25<sup>th</sup>, and 27<sup>th</sup> at from 6:00 p.m. to 7:30 p.m. in the Town Hall room at Township Hall. Mailings have gone out to all residents of the Township with 1/3 being invited to each meeting. It is incumbent on the Board to discuss how we plan to facilitate these sessions in an orderly fashion and to hear from residents on the issues that they care about, and to update them on our key initiatives that we wish to receive feedback on.

The areas that I hope to get feedback on include: Who will moderate each session? What topics do we wish to include on the agenda that we need feedback on? Who would we like from staff to be present in case of questions?

I am presenting some proposed thoughts as a part of this memo that are meant to stimulate the discussion but am hoping to obtain Board input on this.

**Proposed Moderators:**

June 11: Deborah Guthrie, Marna Wilson

June 25: Scott Hendrickson, Kathy Sundland

June 27: Phil Deschaine, Peter Trezise

**Listening Session Agenda Topics**

1. Welcome and Introductions
2. Community/Senior Center Project
3. Economic Development/Revitalization Efforts

**Memo to Township Board**  
**May 22, 2024**  
**Re: Listening Session Planning**  
**Page 2**

4. Police Update
5. Local Road/Road Construction Updates
6. Questions/Discussions from Residents

**Suggested Staff**

- Interim Manager Tim Schmitt
- Deputy Manager Dan Opsommer
- Police Chief Rick Grillo

Thank you for your feedback and attention to this matter!



**To:** Board Members  
**From:** Timothy R. Schmitt, *AICP*, Interim Township Manager and Community Planning and Development Director  
**Date:** May 30, 2024  
**Re:** Legal Counsel Contract & Continuing Legal Services

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The Township’s current agreement with Fahey, Schultz, Burzych and Rhodes (FSBR) for Township Attorney services is set to expire on July 1<sup>st</sup>. A copy of the current agreement is attached. This agreement includes all Township legal services, with the exception of prosecutorial services, which are handled by The Harkness Law Firm. The contract with FSBR was originally put in place through an RFP process in 2015 and extended twice, for three years each, in 2018 and 2021.

Staff has been reviewing the matter since late April and determined that there is not enough time to go through a full RFP process and potentially transition to a new law firm before the expiration of our current agreement. Therefore, we approached FSBR regarding a potential third extension to their agreement. Two options were broached, one to extend the agreement for one year to 2025, putting in place an opportunity for the new Board and Manager to go through a robust RFP and review process right away. The second option would be to extend the agreement for three years, providing for stability during the upcoming transition to a new Board and Manager, with an eye towards an RFP in 2027.

Staff is comfortable with either approach and is seeking the Township Board’s input, prior to finalization of the extension. We look forward to discussing this matter with the Board on Tuesday night.

**Attachment:**

1. Fahey, Schultz, Burzych and Rhodes Township Agreement

May 20, 2021

Ron Styka, Township Supervisor  
Charter Township of Meridian  
5151 Marsh Road  
Okemos MI 48840

Dear Supervisor Styka:

**Re: Renewal Engagement as Township Attorneys**

We are very appreciative that the Township Board of the Charter Township of Meridian (the "Township") has elected to renew its engagement with Fahey Schultz Burzych Rhodes PLC to continue serving as your Township Attorneys for an additional period of three (3) years, beginning July 1, 2021. This letter confirms our representation.

Manager Walsh will be our Firm's primary contact for the Township and I will be the primary attorney responsible for our Firm's representation of the Township. Except as otherwise stated in this letter, the terms of our agreement are described in the enclosed Standard Terms, which are incorporated in this letter.

The basic services we will provide the Township are covered by a monthly flat fee of \$5,750 in the first year, increasing to \$6,000 in the second year and \$6,250 in the third year of this renewal term. This flat fee is in exchange for full access to our time, review and advice regarding the routine, day-to-day legal matters that the Township encounters, as generally outlined in the table below:

<b>Examples of Flat Fee Matters</b>	<b>Examples of Hourly Fee Matters</b>
<p><i>Review and advice on:</i></p> <ul style="list-style-type: none"><li>• Liability or potential litigation matters and claim letters.</li><li>• Any subpoena, summons, complaint, or claim served on you.</li></ul>	<p>Prosecution, defense and settlement of litigation, including civil matters and ordinance prosecution.</p> <p>Appearance in court or at depositions or court-related conferences, preparing pleadings, motions, and briefs, etc.</p>



<ul style="list-style-type: none"> <li>• Purchase or sale of Township property.</li> <li>• Employment and labor relations matters, including contract and employment policy interpretation or application, employment postings, job descriptions, and agreement review.</li> <li>• Zoning, land use, and code enforcement matters.</li> <li>• Ordinances and ordinance amendments proposed for adoption by Township Board.</li> <li>• Public works, utility and contract matters.</li> </ul> <p><i>Attendance at:</i></p> <ul style="list-style-type: none"> <li>• Township Board meetings as requested by the Township Board or Manager, scheduled to accommodate items of legal concern on the agenda.</li> <li>• Township staff and external meetings, as requested by the Manager.</li> </ul>	<p>Litigation of zoning matters, land use matters, and ordinance matters, etc.</p> <p>Defending or prosecuting matters at the MDCR, EEOC, MERC, UIA, DOL, MERS, or other government agencies, arbitrations or courts.</p> <p>Serving as lead negotiator or representative in collective bargaining, employment action defense, and grievance procedures and hearings.</p> <p>Closing or drafting of final contracts and documents for the purchase or sale of Township property or real estate.</p> <p>Drafting new ordinances or ordinance revisions.</p> <p>Drafting contracts or special assessment documents for public works projects.</p> <p>Scheduled office hours at Township Hall.</p>
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Whether a particular matter is covered by the scope of the monthly flat fee will be handled with common sense, mutual agreement, mutual respect, and fairness to both the Township and the firm. The firm and the Township will periodically meet and discuss the workings of this flat fee arrangement, including its cost effectiveness for both the Township and the firm. The terms of the flat fee may be renegotiated at any time, at the initiative of either the Township or the firm.

Matters not covered by the flat fee will be billed at hourly rates for the time incurred by each member of our professional staff on behalf of the Township. Although our hourly rates for other townships currently range up to \$325 per hour, for the Township our hourly rates will be capped at \$225 per hour in the first year, \$230 per hour in the second year, and \$235 per hour in the third year of this renewal period. The Township will be billed the



lower of the capped rate or the standard hourly rate for any member of our professional staff.

As a matter of disclosure to the Township, Manager Walsh's son-in-law, Kyle O'Meara, who is employed as an associate attorney with the firm, will not at any time work on Meridian Township matters.

We are excited about the opportunity to continue representing the Township as your Township Attorneys. Although this engagement letter is intended to cover the three-year renewal period, we would be delighted to discuss future renewals on terms that are mutually agreeable to the Township and the firm.

We appreciate the confidence you have in us and look forward to working with you. If you have any questions about this letter, please do not hesitate to call me. If you agree with the above, please return a signed copy of this letter so we can continue to represent the Township's interests.

Sincerely,



**WILLIAM K. FAHEY**  
**MEMBER**

Acknowledged and Agreed:

By:   
\_\_\_\_\_  
Ron Styka, Township Supervisor

Dated: June \_\_, 2021

## STANDARD TERMS OF ENGAGEMENT

Thank you for retaining **Fahey Schultz Burzych Rhodes PLC** ("Firm") for legal services. These **Standard Terms** govern our engagement unless otherwise stated in your engagement letter or by the Rules of Professional Conduct. Please review these **Standard Terms** carefully and retain them in your files. If you have any questions about our legal representation or invoices, please contact your primary attorney promptly.

- 1. SCOPE OF OUR SERVICES.** Our engagement letter states specific matter(s) where we represent you and the scope of our services, which can only be varied by express written agreement. Our services do not include tax advice unless specified in the engagement letter. If you request opinions of law or outcomes, our opinions are limited by known facts and law at the time our opinion is rendered, subject to factors unknown or beyond our control. We use our best professional judgment, but cannot guarantee any outcome.
- 2. PRIMARY ATTORNEY.** The primary attorney responsible for your representation may use other attorneys, paralegals or non-legal professionals with the Firm in the exercise of professional judgment. Attorneys outside the Firm may be consulted to serve as legal advisors to the Firm based on their licensed status in other jurisdictions or expertise in particular legal specialties.
- 3. CLIENT.** The Firm will provide representation only to the person(s) or entity identified in our engagement letter. In matters for corporations, partnerships and other legal entities, unless otherwise agreed in writing, our representation does not extend to officers, directors, employees, shareholders, partners, members, individuals or any affiliates (such as parent, sister or subsidiary corporations).
- 4. OUR FEES.** Unless other arrangements are made, we will bill for our legal services at our standard hourly rates, which are available on request. Hourly rates are subject to periodic review and adjustment at least annually. On request, we provide estimates of our anticipated fees on a matter when, in our professional judgment, they can be made; but unless we agree in writing to perform a specific service for a fixed fee, an estimate will not represent a maximum, minimum or agreed fee. We may also consider the following factors as appropriate to submit invoices in excess of our standard hourly rates: novelty and difficulty of the question involved; skill requisite to perform the legal services; likelihood that acceptance of a particular matter will preclude other representation; fee customarily charged in the locality for similar services; risk assumed by the Firm in performing certain types of work; amount involved and results obtained; and any time limitations imposed by the Client or by other circumstances.
- 5. COSTS.** In addition to hourly rates, you must reimburse us for costs such as filing and recording, experts and expert witnesses, deposition transcripts, overnight or special delivery service, certified mail, and lodging (all without any mark-up). These costs will not include copies we make in-house, regular US postage, faxes or other costs that we typically consider as overhead. We submit costs in excess of \$1,500.00 by third parties to you for direct payment.
- 6. INVOICES.** We will invoice you at the beginning of each month for hourly rates and costs. Payment within 30 days is expected, and we may charge you interest of 1% per month on accounts not paid within 30 days. Invoices can be paid by check (to Fahey Schultz Burzych Rhodes PLC), cash, money order or electronic transfer (ACH). If you have questions on any invoice, contact your primary attorney as soon as possible.



**7. RETAINERS.** Unless otherwise stated in the engagement letter, we may withdraw amounts from a retainer at any time as necessary to satisfy unpaid invoices. If the retainer becomes insufficient to cover past due invoices or falls below the agreed amount, you will be required to replenish the retainer. Any portion of the retainer remaining after all legal services have been paid for will be refunded to you.

**8. CONFLICTS OF INTEREST.** We try to identify existing and potential conflicts at the outset of any engagement. We may ask you to sign a conflict waiver prior to an engagement. Other clients or prospective clients may ask us to seek a conflict waiver from you to represent them, but that doesn't mean we will represent you less zealously. If a conflict arises or appears after we begin an engagement, we will do our best to address and resolve the conflict consistent with our professional responsibilities. We will not represent any other client on a matter where we represent you unless you expressly agree and we can do so under the Rules of Professional Conduct. We may represent another client who is one of your market competitors.

**9. INSURANCE COVERAGE.** You must determine if you are covered by insurance for liability or legal expenses. Please notify your insurer(s) of any claim or potential claim and our involvement as soon as possible. Please inform us if you have insurance coverage for the matter(s) for which we are retained. With your approval and cooperation of your insurer(s), we can work with or serve as assigned insurance counsel as appropriate.

**10. TERMINATION OF REPRESENTATION.** You may terminate our representation at any time, with or without cause. We may terminate your representation if you fail to pay us any amount invoiced, fail to cooperate with us, or we determine that your representation would violate the Rules of Professional Responsibility or be impractical. Termination of the representation does not relieve you of the obligation to pay for legal services we provided prior to termination or need to provide for orderly transfer to your new counsel. On termination of representation for any reason, we will return your papers, documents and other property to you at your request, but may retain a copy for our own files. If any unpaid invoices are owed to us, we may retain your documents if they are subject to a lien. When we complete the work for which you retained us, our representation will end. Any further or additional work will be subject to these **Standard Terms** unless otherwise expressly agreed in writing.

**11. RECORDS RETENTION.** Subject to the above, we will return your materials at the end of the engagement. After the engagement, in accordance with these **Standard Terms**, applicable law and the Rules of Professional Conduct, we will hold your files for seven (7) years, when they may be destroyed. We will attempt to notify you before destroying any files and may charge you to dispose of or retain your files.

**12. ELECTRONIC DATA COMMUNICATION AND STORAGE.** We may communicate with you and others by email or fax, send data over the Internet, store electronic data via computer software applications hosted remotely on the Internet, or allow access to data through third-party vendors' secured portals or clouds. Electronic data confidential to your matters(s) may be transmitted or stored using these methods. In using these data communication and storage methods, the Firm will make a reasonable effort to keep such communications and data secure in accordance with our obligations under applicable laws and professional standards. You agree that we have no control over the unauthorized interception or breach of any communications or data once it has been sent or has been subject to unauthorized access, notwithstanding all reasonable security measures employed by us or our third-party vendors.

Please contact your primary attorney if you have any questions regarding these **Standard Terms**.



**To: Board Members**  
**From: Timothy R. Schmitt, AICP, Interim Township Manager**  
**Date: June 4, 2024**  
**Re: Recommended 2025 Budget Schedule**

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Below you will find the recommended 2025 Township Budget Schedule.

**2025 Budget Schedule**  
Meridian Township

May 24	M-Team Budget Priorities to Interim Township Manager/Finance Director
June 18	Board Meeting-Budget Priorities Discussion
June 28	ALL Budgets Due to Finance Director
July 8-July 26	Management Review of Requests and Individual Discussions
July 29	Directors Discussion
August 8	Board Meeting-Notice for Budget Public Hearing & 2 <sup>nd</sup> Budget Priorities Discussion
August 27	Recommended Budget Distributed to Board
September 3	Board Meeting – Budget Deliberations and Public Hearing
September 17	Board Meeting -Final Adoption of Budget
September 24	Special Board Meeting (if needed)-Final Adoption of Budget
Quarterly	Review and Approve Budget Amendments

A motion is prepared for Board consideration:

**MOVE TO APPROVE THE 2025 TOWNSHIP BUDGET SCHEDULE, AS PRESENTED.**