



AGENDA
CHARTER TOWNSHIP OF MERIDIAN
TOWNSHIP BOARD – REGULAR MEETING
November 12, 2024 6:00 PM

1. CALL MEETING TO ORDER
2. PLEDGE OF ALLEGIANCE/INTRODUCTIONS
3. ROLL CALL
4. PRESENTATION
 - A. Pancake Breakfast Presentation
 - B. Volunteers of the Year Recognition
 - C. Senior/Community Center Task Force Update
 - D. Warning Sirens
 - E. Tribute of Appreciation for Clerk Deborah Guthrie
 - F. Tribute of Appreciation for Trustee James McCurtis
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-October 15, 2024 Regular Township Board Meeting
 - C. Bills
 - D. Township Board Special Meeting -Retreat-Set a Date
 - E. Memorandum of Understanding with Ingham County for Fire Emergency Boat Launch
 - F. Investment Report for 3rd Quarter 2024
 - G. Resolution in Support of Small Business Saturday
 - H. Resolution in Support of Native American History Month
 - I. Placement of Delinquent Special Assessments, Delinquent Utilities, Delinquent False Alarms, Unpaid Lot Mowing/Code Violations and Misc. Fees on the Winter Tax Roll for 2024
10. QUESTIONS FOR THE ATTORNEY
11. HEARINGS
12. ACTION ITEMS
 - A. Williamstown Township Police Agreement
 - B. PA 152 Health Care Costs
 - C. Township Manager Performance Review Process
 - D. CATA Redi-Ride Millage
13. BOARD DISCUSSION ITEMS
14. COMMENTS FROM THE PUBLIC
15. OTHER MATTERS AND BOARD MEMBER COMMENTS
16. ADJOURNMENT

All comments limited to 3 minutes, unless prior approval for additional time for good cause is obtained from the Supervisor. Appointment of Supervisor Pro Tem and/ or Temporary Clerk if necessary. Individuals with disabilities requiring auxiliary aids or services should contact the Meridian Township Board by contacting: 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: Christian & Beth Ann Bechtel <[REDACTED]>
Sent: Thursday, November 7, 2024 11:22 AM
To: SCC Taskforce <[REDACTED]>; Board <[REDACTED]>
Subject: FYI Williamston Senior Center Open House & 2 Questions

Dear Meridian Township Senior Center Task Force Members and Board Members,

I have some information to share and 2 questions. First, I will ask my 2 questions. Could some or all of the Meridian Township Senior Center Task Force Members and Board Members attend this upcoming December 7, 2024 Open House at the new Williamston Area Senior Center (WASC) location? See online newsletter weblink #3 and details below. In addition, Could the Meridian Township Senior Center Task Force Members and Board Members also arrange a private informational tour of this new Williamston Area Senior Center (WASC) location with their WASC Executive Director Julie Rudd? Again, see Julie's contact details below.

Second, here is the FYI. Per WASC Executive Director Julie Rudd, this new location for the Williamston Area Senior Center (WASC) is a 8,500 sq. ft. building with 7 acres of land with purchase price of \$1,015,000, which is funded from the **current** Ingham County Elder Services Millage (\$750,000) and Williamston Area Senior Center (WASC) raised donations/saving account (\$375,000).

In addition, per WASC Executive Director Julie Rudd, their renovations will occur in phases over time as donations come in, and their plan is to be in this new location by the end of 2024 after their initial renovation. Also, please note per Julie, their Senior Center hours are Monday thru Thursday from 9am-3pm with potential to **Rent** their new facility location out on weekends. See weblinks below:

1. Williamston Senior Center at Ingham County Board of Commissioners Meeting (04-10-2024)

<https://www.fox47news.com/neighborhoods/east-lansing-okemos/williamston-senior-center-receives-funds-to-grow>

2. Ingham County Board of Commissioners Meeting Minutes (04-09-2024) (pages 26-37) (WASC Resolution Passes 8-4-3)

[https://docs.ingham.org/4.9.2024%20BOC%20Minutes%20-%20Final%20\(Approved\).pdf](https://docs.ingham.org/4.9.2024%20BOC%20Minutes%20-%20Final%20(Approved).pdf)

Also, FYI, here below is that online weblink for the newly posted bi-monthly newsletter for the Williamston Senior Center which publicly announces their upcoming Open House at their new location on Saturday, December 7, 2024 from 12-4 p.m. Again, see below details and this newsletter weblink, **specifically pages 3, 4, and 7** detailing their upcoming December 7, 2024 Open House.

3. Williamston Senior Center Online Bi-Monthly Newsletter for November-December 2024 (pages 3, 4, & 7)

https://www.williamstonseniorcenter.org/_files/ugd/616466_5cd0c3ce09cb4af98dbbdddfe2992d223.pdf

What: New Williamston Senior Center Open House
When: Saturday, December 7, 2024 from 12:00-4:00 p.m.
Where: New Williamston Senior Center
500 Williamston Center Road
Williamston, MI 48895
Contact: Executive Director Julie Rudd
Current Phone Number: 517-655-5173
E-Mail Address: williamstonseniorctr@gmail.com
Website: <https://www.williamstonseniorcenter.org>
Weekday Hours: Monday-Thursday, 9:00am-3:00pm

Thank you for your time and consideration,
Beth Bechtel
Haslett, Michigan

From: Dan Opsommer <[REDACTED]>
Sent: Thursday, November 7, 2024 5:51 PM
To: Charles Kotz <[REDACTED]>
Cc: Board <Board@meridian.mi.us>
Subject: RE: Meridian Township- Safe Bike Transportation - Include in packet

Hi Charles,

My apologies for the delay in responding to your email on November 1. This project was designed before my time at the Township, so I can't speak to what conversations occurred during that phase of the project. I do know that there would be some significant challenges with adding protected bike lanes to the Ingham County Road Department's (ICRD) Mount Hope Road Diet project. One challenge is that the ICRD has already entered into a contract with a contractor. The ICRD also likely has a deadline for their existing grant funding for this. I'm not certain what the terms of their grant are, but I can certainly inquire.

The other challenge would be funding and property rights for adding protected bike lanes. Either the Township, or the ICRD, would have to secure additional funding to widen the road. Widening the road would require moving the existing Consumers Energy utility poles, which would require easements from property owners (the existing Consumers Energy poles are generally right on the edge of the road right-of-way); moving the existing pathway, which would also likely require additional easements. It took the Township many decades to obtain easements from all of the property owners on Mount Hope Rd, which is why gaps in the pathway system were filled in over time. There is still one gap on the north side due to some property owners being unwilling to grant easements.

The Township has added 2.7 miles of 10'-wide, off-road paved trails in the past 3 years (i.e. Phases I and II of the MSU to Lake Lansing Trail and the southern leg of the Hartrick Okemos/Ronald J. Styka Memorial Trail). We had 3 miles of off-road paved trails prior to these projects being completed, so we have nearly doubled our miles of off-road paved trails in the past several years and are currently working through land acquisition for Phase III of the MSU to Lake Lansing Trail, which will provide an additional 2.15 miles of off-road paved trails. We are also working on the Eastern Third Regional Trail as well, which is longer than the MSU to Lake Lansing Trail. Here is a recent presentation that summarizes these projects: [Friends of the Lansing River Trail - 9.18.24.pptx](#).

MDOT will be demolishing the existing bridge on Grand River Ave between the north and south Meridian Road intersections in 2025 and constructing a new bridge with protected bike lanes and 7' wide pedestrian sidewalks on both sides of the bridge deck.

Please let us know if you have any questions.

Thanks,

Dan Opsommer

Deputy Township Manager

Director of Public Works & Engineering opsommer@meridian.mi.us

Work: 517.853.4440 | Fax: 517.853.4099 5151 Marsh Road | Okemos, MI 48864

From: Charles Kotz <[REDACTED]>

Sent: Thursday, November 7, 2024 4:53 PM

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

Subject: Fwd: Meridian Township- Safe Bike Transportation - Include in packet

Dear Board-

I am forwarding an e-mail that I sent to Dan Opsommer, regarding safe biking strategies that are being implemented in communities throughout the U. S.— My interest is in seeking to promote the idea of the Mt. Hope road diet as a safe corridor for bike commuters. Protected bike lanes, (with barriers), will encourage bicyclists to use this route as an alternative to driving their cars to MSU. Without protected lanes, people will, rightly, consider this too dangerous. Please take a look at the attachment. Why squander this opportunity to make a safe commuter option for bicyclists?

Sincerely,

Charles Kotz

Sent from my iPhone

Begin forwarded message:

From: Charles Kotz <[REDACTED]>

Date: November 1, 2024 at 8:33:10 AM EDT

To: Dan Opsommer <[REDACTED]>

Subject: Bike Projects Are Benefiting Communities Nationwide | PeopleForBikes

Hello Dan:

I am forwarding information regarding communities around the country that are making their roads safe for bicyclists. I recall that a recently conducted survey of Meridian Township residents showed a very high interest in making our community “bicycle friendly”. In fact, the Township Board had listed as a 2023 goal making Meridian Township eligible for Bronze Status certification from the League of American Bicyclists. I believe they gave us the lowly “honorable mention”, which was widely trumpeted by the Township, at that time. Since then, the whole idea seems to have been scrapped.

I hope that Meridian Township residents will one day be able to safely ride through the Township on their bicycles, without fearing for their lives. The Mt. Hope road diet project should have protected bike lanes. What a great opportunity to finally have a safe corridor for bike commuters to MSU! Please take a look at the impressive efforts that other communities are making.

Sincerely,

Charlie Kotz

<https://www.peopleforbikes.org/news/bike-projects-benefiting-communities?eid=135383>

EAST LANSING – MERIDIAN WATER AND SEWER AUTHORITY

2470 BURCHAM DRIVE – EAST LANSING, MICHIGAN 48823

PHONE: (517) 337-7535 FAX: (517) 337-7240

Agenda

October 17, 2024

11:00 A.M.

BOARD OF TRUSTEES

DAN OPSOMMER
Chair

RON LACASSE
Vice-Chair

BRADLEY BROGREN
Secretary

JAMES CLELAND
Trustee

JAMES ECKLUND
Trustee

BROCK HOWARD
Trustee

JUSTIN GUIGAR
Treasurer

JOEL MARTINEZ
Operator/Manager

1. Roll call.
2. Approval of minutes of the September 19, 2024 meeting.
Motion to approve.
3. Approval of minutes of the October 2, 2024 meeting.
Motion to approve.
4. Communications.
5. Public Comments.
6. Treasurer's Report.
7. Long Term Planning update.
A. Review Compensation Policy for Private Well Outage.
8. Manager's Report.
A. Expenditure list (Motion to acknowledge).
9. Other Business.
10. Adjournment.



GRETCHEN WHITMER
GOVERNOR

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



PHILLIP D. ROOS
DIRECTOR

October 16, 2024

To Whom It May Concern:

SUBJECT: Department of Environment, Great Lakes, and Energy (EGLE)
Site-Specific Review Determination Letter Copy

Please note that you are receiving a copy of this Site-Specific Review (SSR) Determination Letter because the EGLE is required to notify you when an SSR determination has been made in your water management area.

Any questions regarding this SSR please feel to contact me by phone at 517-285-3253 or by email at MilneJ@Michigan.gov.

Sincerely,

A handwritten signature in black ink that reads "James F. Milne".

James F. Milne, Supervisor
Water Use Assessment Unit
Geologic Resources Management Division
517-285-3253

Enclosure



GRETCHEN WHITMER
GOVERNOR

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



PHILLIP D. ROOS
DIRECTOR

October 16, 2024

VIA EMAIL

C/o Coe Emens
Ingham County Parks Department
121 East Maple Street
Mason, Michigan 48854

Dear Ingham County Parks Department:

**SUBJECT: Michigan Department of Environment, Great Lakes, and Energy (EGLE)
Site-Specific Review (SSR) 9559-202410-47**

This letter is in response to your request for an SSR of a proposed large quantity withdrawal located in Section 02 of Meridian Township, Town 04N, Range 01W, Ingham County. Under Part 327, Great Lakes Preservation, of the Natural Resources and Environmental Protection Act, 1994 PA 451, as amended, all new large quantity withdrawals are prohibited from causing an adverse resource impact (ARI) to the surface waters of the state.

EGLE examined all reasonably available information and determined that the withdrawal is not likely to cause an ARI, and you are hereby authorized to proceed with making the withdrawal. The withdrawal has been verified a Zone A withdrawal in the unnamed watershed (ID 21549) in the tributary below the Pine Lake Outlet subbasin, which is classified as a warm stream. Please be advised that this determination is a presumption contingent upon the withdrawal conditions specified below and may be rebutted by a preponderance of evidence that the withdrawal has caused or is causing an ARI.

Based on information provided through the Water Withdrawal Assessment Tool, and communication with your representative, the proposed withdrawal is registered with the following parameters:

Source:	Groundwater
<u>Location</u>	
Latitude:	42.764233°
Longitude:	-84.394179°
Capacity:	850 gallons per minute

October 16, 2024

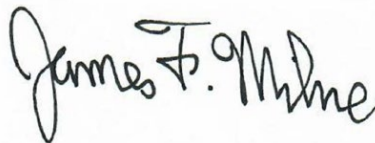
Pumping Frequency:	Intermittent
Pumping Months:	November - December
Pumping Days:	7
Pumping Hours:	24
Depth to the Top of the Screen Interval:	30 feet

The registration number is Reg.9559-202410-47; a copy of the registration receipt is enclosed. Please be aware that you, or your well installer, should obtain all permits and authorizations required by other federal, state, and local regulations in addition to contacting your local environmental health department to obtain all necessary authorizations or permits prior to installing the irrigation well. You are advised to require your well driller to inform you of any potential alterations to the construction of your withdrawal (e.g., well depth, screened interval, pump installation, or location). If the actual construction or operation characteristics for this withdrawal vary from what is registered, please contact Marian Maier, Geologic Resources Management Division (GRMD), at 517-331-2762; MaierM3@Michigan.gov or EGLE,GRMD, P.O. Box 30256, Lansing, Michigan 48909-7756, to obtain approval to proceed pursuant to Subsection 32706b(5) of Part 327.

Please notify Marian Maier when this temporary construction dewatering project is complete so that EGLE can close the registration and adjust the total amount of available water in the Pine Lake Outlet subbasin.

If you have questions regarding this letter, please contact me by phone at 517-285-3253 or by email at MilneJ@Michigan.gov.

Sincerely,



James F. Milne, Supervisor
Water Use Assessment Unit
Geologic Resources Management Division
517-285-3253

Enclosure

cc/enc: Jack Hughes

cc: Ingham County Health Department
Ingham County Drain Commissioner
Ingham County Conservation District
Ingham County Clerk
Mid-Michigan District Health Department, Clinton County

Ingham County Parks Department

Page 3

October 16, 2024

Clinton County Drain Commissioner

Clinton County Conservation District

Clinton County Clerk

Williamston Township Clerk, Ingham County

Meridian Township Clerk, Ingham County

City of East Lansing Clerk, Ingham County

Bath Township Clerk, Clinton County

Abigail Eaton, Department of Agriculture and Rural Development

Jay Wesley, Michigan Department of Natural Resources

Laura Mathews, EGLE

Jeff Pierce, EGLE

Marian Maier, EGLE



FOR IMMEDIATE RELEASE
October 14, 2024

CONTACT: Samantha Diehl, Communications Manager
517.853.4378 | diehl@meridian.mi.us

Celebrate Halloween in Meridian Township

Several Family-Friendly Activities Offered for Season of Spooky Fun

Meridian Township, MI – Throughout late October, Meridian Township will host several events and activities to celebrate the Halloween season with fun for the whole family. The following Halloween events will take place:

Halloween Spooktacular (Register at recreation.meridian.mi.us)

- Tuesday, October 29 | 5:30 pm – 7:30 pm at Marketplace on the Green (1995 Central Park Drive, Okemos)

Families are encouraged to dress in costume and enjoy trick-or-treating, live music, dancing, games, crafts with CADL, pumpkin picking, pumpkin smashing, and more. The cost is \$7 per child and registration is required.

“Howl”oween Dog Pawties (Register at recreation.meridian.mi.us)

- Non-Member Dog Party - Monday, October 21 | 6:30 pm – 8:00 pm at the Large Dog Park (1990 Central Park Drive, Okemos)
- Large Dog Park Party – Tuesday, October 22 | 6:30 pm – 8:00 pm at Large Dog Park
- Small Dog Park Party – Wednesday, October 23 | 6:30 pm to 8:00 pm at the Small Dog Park (1960 Gaylord C. Smith Court, Haslett)

Celebrate the spooky season with fellow dog lovers. Dogs can enjoy toys, treats, costumes, a dog pawrade, and a costume contest. Get your picture taken with a fun Halloween backdrop, play a game of “musical sits” and other fun activities. The cost is \$5 per dog and registration is required.

Police Department Halloween Open House

- Saturday, October 26 | 10:00 am – 1:00 pm at the Police Department (5151 Marsh Road, Okemos)

Get a behind-the-scenes look at what it takes to be a police officer! Kids will get to sit in a patrol car, tour the Police Department, meet McGruff the Crime Dog, and enjoy cider, donuts, and candy. Space is limited, so a set number of families will be able to enter the Police Department building at a time.

Trick-or-Treating

- Thursday, October 31 | 6:00 pm – 8:00 pm

Township officials remind residents to follow safety precautions if participating in Halloween-related activities. For more Halloween event information, visit the Meridian Township website at meridian.mi.us/Calendar.

###

The community of Meridian Township is in close proximity to the Michigan State Capitol and Michigan State University. The Township serves the community through exceptional services, beneficial amenities and an outstanding quality of life. It is a welcoming community that celebrates quality education, recreation and lifestyles.





FOR IMMEDIATE RELEASE
October 23, 2024

CONTACT: Deborah Guthrie, Clerk
517.853.4300 | guthrie@meridian.mi.us

Meridian Township Clerk's Office to Begin Early Voting on October 26
Nine Consecutive Days of Early Voting Available for Residents

Meridian Township, MI –Before Election Day on Tuesday, November 5, registered voters will have the opportunity to vote early at an in-person voting location.

Below are the details for qualified, verified, and registered voters in Meridian Township who wish to take advantage of early voting:

- WHAT:** Early voting in Meridian Township.
- WHO:** All qualified, verified, registered voters in Meridian Township.
- WHEN:** Nine consecutive days for eight hours each day (8:00 am – 5:00 pm) beginning Saturday, October 26 and ending Sunday, November 3.
- WHERE:** Meridian Township Municipal Building Town Hall Room (5151 Marsh Road, Okemos, MI 48864).

An early voting site operates similarly to a polling location that voters would use on Election Day. Early voters will be issued a ballot where they will cast their vote and insert it into the tabulator. Voters can also insert their absentee ballot into the vote tabulator at the early voting site.

All voters, including voters with disabilities, have the right to vote in person at an early voting site, polling location, or by using a standard absentee ballot. Accessible curbside voting is available, and interested voters can visit www.meridian.mi.us/vote for more information.

Voters looking to check their registration status can do so at www.michigan.gov/vote.

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FOR IMMEDIATE RELEASE
October 28, 2024

CONTACT: Scott Hendrickson, Township Supervisor
517.853.4050 | hendrickson@meridian.mi.us

New Warning Sirens to Promote Safety for All Meridian Township Residents
Outdoor Warning Siren Project Wraps Up Two Years Early

Meridian Township, MI – Meridian Township has concluded its outdoor warning siren installation project, which brings the total number of sirens in the Township to 16.

In 2018, the Meridian Township Board set a goal to include all Township residents within the coverage area of an outdoor warning siren by the year 2026. In 2024, the Board allotted funds to complete the project two years ahead of schedule.

"The installation of these warning sirens marks the completion of a decade-long endeavor to provide total coverage to Meridian Township in the case of an emergency," said Township Supervisor Scott Hendrickson. "In an emergency, every second counts and these sirens will help to save lives, giving our residents more warning that they need to get to safety."

Meridian Township uses outdoor warning sirens to alert residents of tornadoes, flash floods, extremely high winds, and other severe weather conditions. This multi-year goal was put in place for the protection of residents previously living in areas without warning siren coverage.

The outdoor warning sirens can be found throughout the Township at the following locations: Academic Way, Harris Nature Center, the Lodges of East Lansing, Wonch Park, Marshall Park, Bennett Woods Elementary, the Township Pump Building, Park Lake Road & East Lake Lansing Road, Van Atta Road & Grand River Avenue, Cornell Road, Green Road, Lake Lansing Road near Towar Gardens, North Meridian Park, and all three Meridian Township fire stations.

A copy of the outdoor warning sirens map can be found at: <https://www.meridian.mi.us/about-us/departments/fire/warning-sirens>.

For additional information or questions about the outdoor warning sirens, please contact the Meridian Township Fire Department at 517.853.4700.

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FOR IMMEDIATE RELEASE
October 29, 2024

CONTACT: Courtney Wisinski, Director of Parks and Recreation
517.853.4600 | wisinski@meridian.mi.us

Meridian Township Winter Farmers' Market to Begin in November
Winter Market to Run from November through April

Meridian Township, MI – Shop local at the Meridian Township Farmer's Market as it continues into the winter season.

The Farmers' Market will be held **OUTDOORS** at the Marketplace on the Green Pavilion (1995 Central Park Drive, Okemos) from 10:00 am to 2:00 pm on the following Saturdays in November:

- November 2, 2024
- November 9, 2024
- November 16, 2024
- November 23, 2024

Beginning Saturday, November 30, the Farmers' Market will move **INDOORS** to the JCPenney corridor of the Meridian Mall (1982 W. Grand River Avenue, Okemos). The market will run from 10:00 am to 2:00 pm through April. Leading up to Christmas, the market will be held every Saturday. In the new year, the market will be held on the first, third, and fifth Saturdays of each month through the end of April.

The indoor market days are as follows:

- November 30, 2024
- December 7, 2024
- December 14, 2024
- December 21, 2024
- January 4, 2025
- January 18, 2025
- February 1, 2025
- February 15, 2025
- March 1, 2025
- March 15, 2025
- March 29, 2025
- April 5, 2025
- April 19, 2025

Market guests can browse products from a variety of local farms, bakeries, and kitchens, as well as crafts and gifts.

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

For additional information, please contact Meridian Township Farmers' Market Manager, Tom Cary, at 517.712.2395 or email farmersmarket@meridian.mi.us. The complete vendor list for each week is located at www.meridian.mi.us/FarmersMarket and is updated before each market.

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FOR IMMEDIATE RELEASE
November 1, 2024

CONTACT: Deborah Guthrie, Clerk
517.853.4300 | guthrie@meridian.mi.us

Meridian Township Voters' Guide to 2024 Election Day
Eligible Residents Encouraged to Participate in General Election

Meridian Township, MI – With Election Day approaching on November 5, the Meridian Township Clerk's Office is reminding residents about how to participate in the general election.

REGISTER TO VOTE

Any qualified resident not registered to vote can do so in-person at the Meridian Township Clerk's Office (5151 Marsh Road, Okemos) through Election Day until 8:00 pm with proof of eligibility and residency. Proof of eligibility includes being a Michigan resident at the time they register, as well as being a resident of Meridian Township for at least 30 days. Proof of residency includes a Michigan's driver's license, current utility bill, bank statement, paycheck or government check, or another government document.

Voters looking to check their registration status can do so at www.michigan.gov/vote.

VOTING OPTIONS

1. **Early Voting** | Early voting is available from 8:00 am to 5:00 pm in the Town Hall Room of the Meridian Township Municipal Building (5151 Marsh Road, Okemos) through Sunday, November 3. All qualified voters can mark a ballot and deposit the ballot in a tabulator during early voting. Voters must bring a valid ID. If voters do not have their ID, they must sign an affidavit before casting their vote
2. **Absentee Voting** | Absentee ballots must be received by 8:00 pm on Election Day to be counted. Absentee ballots can be tabulated at the early voting site, deposited into one of four Meridian Township drop boxes, or tabulated at the polls on Election Day.
 - a. The deadline for voters who have lost their absentee ballot or who have not yet received their ballot in the mail can submit a written request to spoil that ballot and receive a new absentee ballot **by mail** is Friday, November 1 by 5:00 pm.
 - b. The deadline to request an absentee ballot **in person** at the Clerk's Office is Monday, November 4 by 4:00 pm.
 - c. The deadline for voters who have lost their absentee ballot or not yet received their ballot in the mail to submit a written request to spoil their absent voter ballot and receive a new absent voter ballot in person at the Clerk's Office is Monday, November 4 by 4:00 pm.
3. **Voting In-Person on Election Day** | If voting in-person on Election Day, voters must bring a valid ID to their voting precinct. Valid IDs on Election Day include a Michigan driver's license or state ID, a driver's license or personal ID card issued by another state, a federal, state, county, or local government-issued photo ID, a U.S. passport, a military ID with photo, a student ID with a photo from a high school or accredited institution of higher learning, or a tribal ID card with a photo. If voters do not have their ID, they must sign an affidavit before casting their vote. Voters can find their voting precinct at www.michigan.gov/vote.

-more-

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FOR IMMEDIATE RELEASE
November 1, 2024

CONTACT: Deborah Guthrie, Clerk
517.853.4300 | guthrie@meridian.mi.us

FREE CATA RIDES

Capital Area Transportation Authority (CATA) will offer voters free rides to early voting, as well as free rides to polling sites on Election Day. To ride free of charge, voters simply inform their driver that they are going to vote. No ID or proof of voter registration is required to ride for free.

All voters, including voters with disabilities, have the right to vote in person at an early voting site, polling location, or by using a standard absentee ballot. Accessible curbside voting is available, and interested voters can call 517.853.4300 for more information.

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CHARTER TOWNSHIP OF MERIDIAN, INGHAM COUNTY

LEGAL AD NOTICE: Special Use Permit #24027

(Consumers Energy)

THURSDAY, November 7, 2024

**CHARTER TOWNSHIP OF MERIDIAN
LEGAL NOTICE
Special Use Permit #24027 (Consumers Energy)
Public Hearing**

Notice is hereby given that the Director of Community Planning and Development of the Charter Township of Meridian will hold a public hearing on Thursday, November 7, 2024 at 2:00 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 an amended special use permit. Consumers Energy is proposing to expand the existing mobile pad and remove a 160 square foot equipment shed at their facility located at 5180 Cornell Road. The approximate 26.86 acre site is zoned RR (Rural Residential).

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.

Comments may be sent prior to the public hearing by writing to the Planning Commission, Charter Township of Meridian, 5151 Marsh Road, Okemos, Michigan, 48864, by phone at phone 517-853-4560, or by email at shorkey@meridian.mi.us. Comments may also be given in person at the public hearing.

Publish: City Pulse
October 23, 2024

Deborah Guthrie
Township Clerk

1 Affidavit, please



9.B

**CONSENT AGENDA
PROPOSED BOARD MINUTES**

PROPOSED MOTION:

- (1) Move to approve and ratify the minutes of the Regular Meeting of October 15, 2024 as submitted. (1)**

ALTERNATE MOTION:

- (1) Move to approve and ratify the minutes of the Regular Meeting of October 15, 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, October 15, 2024, 6:00 pm

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

ABSENT: None

STAFF: Interim Manager Schmitt, Director Gebes, Director Tithof, Chief Grillo, Director Tithof, and Fire Marshal Millerov

1. CALL MEETING TO ORDER

Supervisor Hendrickson called the October 15, 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 McCurtis, Trustee Wilson, Trustee Sundland and Trustee Trezise present at 6:00 pm.

4. PRESENTATION

NONE

5. CITIZENS ADDRESS AGENDA ITEMS AND NON-AGENDA ITEMS

NONE

6. INTERIM TOWNSHIP MANAGER REPORT

Interim Manager Schmitt gave updates about the following:

- We have received the building permit for demolition and construction of the former Bank of America building near Trader Joe's. It will be a coffee shop with a drive thru.
- All the local road work is wrapping up for the year.
- All emergency sirens have been installed and we now have full coverage in the Township.
- DEI training for Staff is taking place. The first round occurred today.

7. BOARD MEMBER REPORTS OF ACTIVITIES AND ANNOUNCEMENTS

Treasurer Deschaine stated that today he attended the second meeting of the Ingham County Materials Management Committee and was elected Chair. This committee will update Ingham

County communities' recycling center plans over the next three years. He is attending the Level 1 Assessor training this week.

Trustee Wilson reported she attended the Community Resources Commission last week. They are working on holiday baskets for low income residents.

Clerk Guthrie stated we have received nearly 41% of the absentee ballots that were issued. There are four drop boxes for absentee ballots including the Haslett and Okemos Libraries, Municipal Building outside and inside. Reminder to sign up at Michigan.gov/vote if you wish to receive e-notifications regarding your ballot.

Trustee Trezise mentioned he attended the Heritage Festival last weekend.

Supervisor Hendrickson remarked that on Sunday, October 6th he attended the Fire Prevention Open House. Thanks to the Fire Department for the event. Attended the Downtown Development Authority on October 7th and there was not quorum for the meeting.

8. APPROVAL OF AGENDA

Trustee Wilson moved to approve the Agenda. Supported by Trustee Trezise.

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

NAYS: NONE

Motion carried: 7-0

9. CONSENT AGENDA

Supervisor Hendrickson listed the items on the agenda.

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

Trustee Wilson inquired if Okemos Schools is sharing the cost for the change in Consumers Energy lighting on item 9E. Interim Manager Schmitt will follow up on the question.

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

NAYS: NONE

Motion carried: 7-0

10. QUESTIONS FOR THE ATTORNEY

NONE

11. HEARINGS

NONE

12. ACTION ITEMS

- A. Township Manager National Search Process-Set a Date for Candidate Interviews & Reception

Supervisor Hendrickson proposed setting a date of Tuesday, December 3rd starting at 1:30pm to schedule public interviews for the final candidates and at 5:00pm on that day, schedule a public reception/meet and greet with the candidates. The application deadline is October 30th. A closed session will be held on November 26th to determine the finalists for the December 3rd interviews.

Trustee Trezise moved to suspend the rules to set a date for interviews of the Township Manager. Supported by Trustee Wilson.

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

NAYS: NONE

Motion carried: 7-0

Trustee Trezise moved to set a date of Tuesday, December 3, 2024 starting at 1:30 pm to schedule public interviews for the final Township Manager candidates and a public reception for the candidates from 5:00 pm-6:00 pm. Supported by Treasurer Deschaine.

Clerk Guthrie questioned what the Board would do if there are no candidates. Supervisor Hendrickson mentioned the Board does meet on November 12th and in that event may choose to extend the deadline for applications.

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

NAYS: NONE

Motion carried: 7-0

13. BOARD DISCUSSION ITEMS

- A. Special Use Permit #24-18 - Okemos Gateway LLC – 1614 West Grand River Avenue

Interim Manager Schmitt described this as a recreational marijuana facility. The property is currently vacant and is 2.4 acres. It is located just to the east of Central Park Drive on the north side of Grand River Avenue. It is zoned C-2 and is in the marijuana business overlay district. This applicant did receive their medical marijuana license, but did not start construction due to COVID-19 pandemic. The Board did approve this applicant for a recreational marijuana license. The Planning Commission did hold the public hearing in

September with no comments and did vote unanimously for approval at their September 29, 2024 Planning Commission meeting.

Trustee McCurtis asked for clarification that this will be a recreational facility. Interim Manager Schmitt said yes the plans are for recreational marijuana.

Treasurer Deschaine asked if another applicant could apply for medical marijuana in this zone. Interim Manager Schmitt stated this applicant has both the medical and recreational licenses. If in the future, they gave up their medical license, the Board would need to open a window to accept applications for that license. Treasurer Deschaine asked how long the applicant has to act on this project. Interim Manager Schmitt said they have a maximum of two years to commence operations. Discussion regarding the possible cost of construction being in the \$2-\$3 million range.

Supervisor Hendrickson inquired regarding the 53 parking spaces mentioned in the Special Use Permit (SUP), but on the site diagram it only shows 20 spaces. Interim Manager Schmitt stated it should be 20 parking spaces and he will have them update the SUP.

Trustee Wilson questioned the number of parcels on the property. Interim Manager Schmitt responded there are three parcels owned by the applicant, but the parcel to be developed is 2.4 acres.

Clerk Guthrie asked if there is an existing structure on the property. Interim Manager Schmitt confirmed there is currently a home on the property. Discussion that the application needs to be updated.

Trustee McCurtis mentioned the application seems as if it was rushed and it has a lot of grammatical and mathematical errors.

Treasurer Deschaine suggested the item be on the next Board agenda for discussion again with the updated application and action the following meeting.

Clerk Guthrie stated the number of employees/shifts worked and hours of operation in the application is incomplete and needs to be updated.

Trustee Wilson asked if there are any plans for outside sales or curbside and there has not been that request. Discussion regarding the applicant having no odors outside of the building.

Supervisor Hendrickson states part one of the application could use some retooling regarding the deficiencies discussed. The Board agreed to bring the item back to the November 12, 2024 for discussion again. Interim Manager Schmitt will have the applicant update the application.

B. PA 152 Health Care Costs

Interim Manager Schmitt gave background information on PA 152 relating to the Township's health care costs. For several years, the Township has been under the hard cap and the Board has reallocated funds to the employees' health savings accounts (HSA). Employees, over the last eight years, have received approximately \$2,080 per family for their health savings account. This year the Township is over the hard cap. The Township now needs to consider opting out of PA 152 for \$134,000 and whether or not the Board

wishes to direct Staff to develop a funding mechanism for the HSAs. Not opting out means the gap in funding would be passed along to the employees.

Director Tithof explained Gallagher Health Benefits reviewed our health insurance as they do each year and discovered we were over the hard cap. The breakdown of the employee costs per pay period that would be passed along to the employee would be the following: single \$16.60, double \$39.85 and family \$49.81. There is a possibility that we could fall under the hard cap next year, as the calculation is done annually

Kathy Burns from Gallagher Health Benefits explained that PA 152 is a State law that has been in place since 2012. She discussed that each year it needs to be Board discussion weather the Township chooses to opt out of PA 152 or go to an 80/20 plan.

Discussion about why the State increase was only 0.2% for this year. DJ MacAloon from Gallagher stated that this is the lowest increase since its inception and this comes following the highest increase of 4.1% last year.

Treasurer Deschaine recused himself from the conversation because he is personally impacted by both items.

Supervisor Hendrickson asked how much we have been under the hard cap in the last few years. He asked how much we have contributed to the HSAs in the past five years and what the Township costs are for single, double and family premiums for 2025. Ms. Burns from Gallagher will follow up on that tomorrow.

Director Tithof recommended that the Board consider opting out of PA 152 and fund the employees' health insurance costs at the next meeting. The Board is in agreement. There was discussion about revisiting the HSA contribution.

Supervisor Hendrickson mentioned in the future if we are consistently over the hard cap, we might want to discuss the options with the Unions of contributing a fixed amount to the HSAs if employees are paying a portion of the health care premiums.

C. Memorandum of Understanding with Ingham County for Fire Emergency Boat Launch

Fire Marshal Millerov stated the Township would like to relocate its rescue boat to Lake Lansing South Park during Parks season (April-October). If there is a water emergency, chances are it would be at Lake Lansing.

Trustee Trezise mentioned it is a no cost agreement and a benefit for the safety of our community. He sees no issue with this agreement.

Supervisor Hendrickson agrees that he sees no issue with the agreement as presented and suggests it be brought back at the next Board meeting under consent on the agenda.

D. Opioid Settlement Funds

Chief Grillo presented an overview of the opioid settlement funds that came from class action lawsuits from large pharmaceutical distributors. To date Meridian Township has received \$70,000. We will receive \$258,000 over 15 years. The funds can be used for treatment, equipment and education related to opioid use. Chief described equipment uses of the funds could include TruNarc, a handheld narcotic identifier, GovApp to communicate with the public, AEDs, DARE, and outreach/tents for education.

Trustee Wilson asked about the Department's priorities. Chief mentioned the handheld narcotic identifier and the GovApp would be the top priorities.

Trustee Trezise asked about the fees for the GovApp. Chief stated the app is free to download and the public would opt in to whatever notifications they wish to receive. The Communications Department is in favor of the app. It would be \$20,000 to purchase the app and \$5,000 annually to maintain.

14. COMMENTS FROM THE PUBLIC

Josh Nahum, Township resident, showed his support for the completion of Phase 1 and 2 of the MSU to Lake Lansing pathway. He requested signage to show the entrance and exits of the pathway.

15. OTHER MATTERS AND BOARD MEMBER COMMENTS

Supervisor Hendrickson mentioned he agrees with Mr. Nahum's comment and has reached out to our Staff in the Parks and Public Works Departments on the issue.

16. ADJOURNMENT

Trustee Wilson moved to adjourn. Seconded by Trustee McCurtis.

VOICE VOTE

YEAS: Supervisor Hendrickson, Clerk Guthrie, Treasurer Deschaine, Trustee McCurtis, Trustee Wilson, Trustee Trezise, and Trustee Sundland

NAYS: NONE

Motion carried: 7-0

The meeting adjourned at 7:41 pm.

Scott Hendrickson
Township Supervisor

Deborah Guthrie
Township Clerk



9.C

To: Board Members
From: Tim Schmitt, Interim Township Manager
Date: November 12, 2024

Charter Township of Meridian
Board Meeting
11/12/2024

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

COMMON CASH	\$	1,292,224.07
PUBLIC WORKS	\$	495,498.69
TRUST & AGENCY	\$	-
	TOTAL CHECKS:	\$ 1,787,722.76
CREDIT CARD TRANSACTIONS		
10/09/2024 to 11/06/2024	\$	28,334.85
	TOTAL PURCHASES:	<u>\$ 1,816,057.61</u>
ACH PAYMENTS	\$	<u>1,926,433.48</u>

INVOICE APPROVAL BY INVOICE REPORT FOR CHARTER TOWNSHIP OF MERIDIAN
 EXP CHECK RUN DATES 11/12/2024 - 11/12/2024
 BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID
 BANK CODE: GF53 - CHECK TYPE: PAPER CHECK

Vendor Name	Description	Amount	Check #
1. 54-B DISTRICT COURT	ONEAL/BLACK - CASE 23-0832 - OCA 2358101708	500.00	113336
2. A T & T	OCT 28 - NOV 27 2024 - INTERNET M1	205.24	
	OCT 5 - NOV 4 2024 - INTERNET F3	149.00	113256
	OCT 7 - NOV 6 2024 - INTERNET F2	149.00	113256
	OCT 7 - NOV 6 2024 - INTERNET P1	195.25	113256
	OCT 9 - NOV 8 2024 - INTERNET F1	195.25	113256
	OCT 15 - NOV 14 2024 - INTERNET S1	195.25	113256
	TOTAL	1,088.99	
3. ABIGAIL TITHOF	REIMB COFFEE DEI TRAINING	94.95	
	REIMB COFFEE FOR DEI TRAINING	40.98	
	TOTAL	135.93	
4. ABONMARCHE	PROF SERV THRU 7/31/2024 - MILL & FILL CONTRACT -	3,390.40	113258
5. ACME SPORTS INC	RIFLE PURCHASE PROGRAM-VANDERMOLEN	1,541.98	113332
6. AIS CONSTRUCTION EQUIPMENT	ACCT 55963 - REPAIRS TO VACTOR TRUCK - UNIT 693	3,782.43	
7. ALLGRAPHICS CORP	FITNESS OVER 50 T SHIRTS	524.00	113301
	2 INVOICES - HASLETT OKEMOS REVERSIBLE JERSEYS	8,979.00	113301
	2024 ADULT SPORTS VOLLEYBALL CHAMPS MERCH	491.00	
	2024 ADULT SPORTS SOFTBALL CHAMPS MERCH	527.00	
	TOTAL	10,521.00	
8. ALLISON N. CRAYTON	AMBULANCE OVERPAYMENT 9/4/23	105.00	
9. AT & T	SEP 11 - OCT 10 2024 - INTERNET ASE 8310008214218	3,763.02	113259
	OCT 7 - NOV 6 2024 - TELEPHONE + INTERNET M1 83100	1,250.05	113259
	TOTAL	5,013.07	
10. AT & T MOBILITY	OCT 5 - NOV 4 2024 - WIRELESS 287252740666 517.332	76.47	113260
	SEP 7 - OCT 6 2024 - FIRSTNET 287312082574 517.331	173.06	113250
	TOTAL	249.53	
11. AUSTIN HAMILTON	REFUND FOR DENIED BUILDING PERMIT APP	280.00	
12. AUTO VALUE OF EAST LANSING	SHOP SUPPLY - FLEET REPAIR PARTS	5.79	
	SHOP SUPPLY - FLEET REPAIR PARTS	23.37	
	PARKS #152 - FLEET REPAIR PARTS	631.99	
	PARKS #152 - FLEET REPAIR PARTS	95.74	
	SHOP SUPPLY - FLEET REPAIR PARTS	106.72	
	SHOP SUPPLY - FLEET REPAIR PARTS	20.99	
	SHOP SUPPLY - FLEET REPAIR PARTS	161.64	
	PARKS #152 - FLEET REPAIR PARTS	147.98	
	PARKS #152 - FLEET REPAIR PARTS	154.78	
	FIRE #150 - FLEET REPAIR PARTS	73.08	
	ECOAT CALIPERS - FLEET REPAIR PARTS	120.00	
	ECOAT CALIPERS - FLEET REPAIR PARTS	110.00	
	FIRE #140 - FLEET REPAIR PARTS	38.80	
	BLDG & GROUNDS #649 - FLEET REPAIR PARTS	358.36	
	CALIPER CORE CREDIT - FLEET REPAIR PARTS	(230.00)	
	TOTAL	1,819.24	
13. AXON ENTERPRISE, INC	TASERS - ACCT 125118	31,151.12	113302
	PRO LICENSE BUNDLE X3 TERM ENDS 12/31/2024	379.08	113302
	TOTAL	31,530.20	

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Vendor Name	Description	Amount	Check #
14. A-Z GUTTERS LLC	2024 GUTTER INSTALLATION AT THE OKEMOS LIBRARY	4,725.00	113257
15. BACH ELETRIC LLC	PERMIT CANCELLED AFTER BEING ISSUED, 50% REFUND	72.50	
16. BARKHAM & CO	OCT 2024 - BICYCLE/PEDESTRIAN PATHWAY MOWING	5,400.00	113303
17. BECKS PROPANE	10/22/2024 DELIVERY PROPANE - 2500 MT HOPE - GLEND	203.19	
	10/22/2024 DELIVERY - PROPANE HNC	308.21	
	TOTAL	511.40	
18. BLUE CROSS BLUE SHIELD OF MICHIGAN	11/1/2024 - 11/30/2024 - PPO RETIREE HEALTH INSURA	2,206.24	113261
19. BOARD OF WATER & LIGHT	10/01/24 - 10/31/24 - STREETLIGHT SERVICE	838.96	113338
	9/1/24 - 9/30/24 STREETLIGHT SERVICE	796.00	113262
	TOTAL	1,634.96	
20. BOBCAT OF LANSING	PARKS - UNIT #55 GLASS DOOR	590.55	113263
	PARKS - UNIT #56 - OIL & FILTERS	222.93	
	TOTAL	813.48	
21. BOUNDTREE MEDICAL	ORDER 105599425 - MEDICAL SUPPLIES	6.90	113304
	ORDER 105643371 - MEDICAL SUPPLIES	3,695.94	113304
	ORDER #105677267 - AMBULANCE MEDICAL SUPPLIES	1,431.16	
	TOTAL	5,134.00	
22. BRIDGET CANNON	OCTOBER 2024 MILEAGE REIMBURSENT	31.89	
23. BRIGHTLINE TECHNOLOGIES	OCT 2024 BRIGHTLINE QUICKHELP SUBSCRIPTION	1,421.00	113264
	OCT 2024 BRIGHTLINE HPE 36M II SUBSCRIPTION	3,424.00	113264
	OCT 2024 DROPSUITE BUSINESS BACKUP + EMAIL ARCHIVI	848.00	113264
	OCT 2024 - AUVIK NETWORK & SAAS MONITORING & MANAG	1,055.00	113264
	ACRONIS BACKUP SERVER	22,786.50	113264
	TOTAL	29,534.50	
24. CARLISLE WORTMAN ASSOC	PERIOD ENDING 8/31/2024 - PLAN REVIEW BID PKG 3B -	742.50	113265
	PERIOD END 9/30/2024 - FINAL PLAN REVIEW OF CHIPPE	405.00	113265
	TOTAL	1,147.50	
25. CDW	4 IPADS	1,383.96	
	ADOBE ACROBAT PRO LICENSE THRU 12/09/2024	9.46	
	TOTAL	1,393.42	
26. CEDAR CREEK APARTMENTS	LUCKETT - EMERGENCY RENT ASSISTANCE	246.00	113251
27. CINTAS CORPORATION #725	10/9/24 MECHANICS UNIFORMS	52.93	113305
	10/16/24 - MECHANICS UNIFORMS	52.93	113305
	TOTAL	105.86	
28. CITY PULSE	9/25/2024 - TWP NOTICES	683.02	113266
29. CMP DISTRIBUTORS INC.	GLOCK AMMUNITION/MAGAZINES - ACCT 1281	820.00	
	AMMUNITION - ACCT 1281	998.00	
	RIFLE PURCHASE PROGRAM-LOFTON	1,560.75	113333
	TOTAL	3,378.75	

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Vendor Name	Description	Amount	Check #
30. COMCAST	NOV 2024 - INTERNET + TV M1	538.84	113268
	OCT 29 - NOV 28 2024 - TELEPHONE + INTERNET S2	249.96	113268
	OCT 29 - NOV 28 2024 - TV P1	32.01	113268
	OCT 19 - NOV 18 2024 - INTERNET SCADA	257.90	113268
	TOTAL	1,078.71	
31. COMCAST	OCT 14 - NOV 13 2024 - INTERNET + TV HOMTV	463.77	113267
32. CONSUMERS ENERGY	ACCT 1030-3330-0478 - TANNER - EMERGENCY UTILITY A	321.98	113252
	CENTRAL PARK/NEWMAN - STREETLIGHT INSTALL	3,428.00	113306
	HULETT/LUPINE & LOON - STEETLIGHT INSTALL	5,139.95	113306
	TOTAL	8,889.93	
33. CONSUMERS ENERGY	ACCT 1030-2647-2474 - SALEM - EMERGENCY UTILITY AS	310.94	113253
	ACCT 1030-1781-3249 - EMERGENCY UTILITY ASSISTANCE	272.89	113269
	TOTAL	583.83	
34. CREATIVE FINANCIAL STAFFING LLC	WK ENDING 10/13/2024 - UTILITY BILLING TEMP STAFFI	1,159.40	
	WK ENDING 10/20/2024 - UTILITY BILLING TEMP STAFFI	1,084.60	
	WK ENDING 10/27/2024 - UTILITY BILLING TEMP STAFFI	1,452.62	
	TOTAL	3,696.62	
35. CREATIVE TOUCH MONOGRAMMING	LOGO SWEATSHIRTS POLICE DEER CULL - DPW WORKERS	236.00	
36. CRYSTAL FLASH	ACCT #97833 - FLEET FUEL	14,353.33	113339
37. CUNNINGHAM-LIMP	BLDG PERMIT CANCELLED, 80% REFUND	280.00	
38. D & K TRUCK CO	MOTOR POOL - SEWER - UNIT 693	63.72	113270
39. DANIEL STEPHENS	FALL 2024 DRONE FOOTAGE	500.00	113337
40. DAVID CHAPMAN AGENCY	9/10/24 COLLISION - DEDUCTIBLE REIMBURSEMENT	500.00	113271
41. DEANNE MULIETT	2024 MCAT TRAINING MILEAGE/MEAL REIMBURSEMENT	76.12	
42. DESIGNS BY NATURE	FALL 2024 NATIVE PLANT SALE HNC	812.00	
43. DINGES FIRE COMPANY	CUST ID 15472 - NFPA GEAR - FIREFIGHTER BOOTS	2,450.00	
44. EDGEWOOD VILLAGE APARTMENTS	EMERGENCY RENT ASSISTANCE	291.00	113334
45. EDWARD BESONEN	REIMB PHYSICAL SECURITY TRAINING	6.78	
46. ELECTRICAL TERMINAL SERVICE	SHOP SUPPLIES	58.43	
47. FIRE HOUSE INNOVATIONS LI INC	TRAINING TOOL - MULTI-FORCE DOOR (AFG GRANT ITEM)	7,865.00	
48. FORESIGHT GROUP	WATER BILLS 10/21/2024 & POSTAGE	553.86	113307
	DECALS FOR 3 FIRE DEPARTMENT VEHICLES	3,318.74	113307
	DECALS FOR FIRE PREVENTION VEHICLE	1,918.74	113307
	PERMIT SIGN REQUEST DENIED, 80% REFUND	120.00	
	TOTAL	5,911.34	
49. FRANK LOWDEN WALSH	CONSULTING CONTRACT SERVICES THRU DECEMBER 31, 202	9,278.25	
50. FRIENDS OF HISTORIC MERIDIAN	REIMB HERITAGE FEST VINTAGE BASEBALL GAME PIZZA/LU	59.45	113308
51. GRAMPAS PASTYS LLC	FARM MARKET VENDOR	27.00	113272

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Vendor Name	Description	Amount	Check #
52. GRANGER	OCT 2024 - ACCT NO 17334070/17342460 MUN BLDG & PS	86.96	113273
	OCT 2024 - ACCT NO 17349880 - SERVICE CENTER RECYC	31.02	113273
	OCT 2024 ACCT 1106100/2706910 TOWNHALL & PS RUBBIS	136.55	113273
	OCT 2024 - ACCT NO 1106200 - SERVICE CENTER - RUBB	339.20	113273
	OCT 2024 - ACCT 1106300 - S FIRE - RUBBISH DISPOSA	94.68	113273
	OCT 2024 - ACCT NO. 2509750 - C. FIRE - RUBBISH SE	129.83	113273
	TOTAL	818.24	
53. GUARDIAN TITLE AGENCY	2024 PROP TAX OVERPAYMENT REFUND	9.18	113296
54. HALT FIRE INC	MOTOR POOL - FIRE - UNIT 138 ENGINE 93	1,991.35	113274
	MOTOR POOL - FIRE - UNIT 138 ENGINE 93	488.08	113274
	TOTAL	2,479.43	
55. HAMMOND FARMS	DUMP FEE - BRUSH FOSTER-DAVIS PRESERVE	73.50	113309
	WOOD VALLEY/GREEN - BRUSH DUMP FEE	105.00	113310
	STRAW FOR HALLOWEEN PARKS EVENTS	87.00	113311
	PARKS AND PATHWAY MAINTENANCE SUPPLIES	18.00	113312
	STRAW FOR DOG PARK HALLOWEEN EVENT	21.75	113313
	DUMP FEE - GARDEN TRIMMINGS FROM TRIANGLE PROPERTY	28.50	
	TOTAL	333.75	
56. HARPER HOME SERVICES OF MICHIGAN	LABOR & MATERIALS - CARPORT REPAIR (DAMAGED BY MED	999.00	113297
57. HASLETT-OKEMOS ROTARY	4TH QTR 2024 - P. DESCHAIINE ROTARY DUES	160.00	
58. HIGH CALIBER KARTING INC	RENTAL ON 12/13/2024 - TWP HOLIDAY EVENT	250.00	
59. HUBBEL, ROTH & CLARK INC	AMEND #1 - PROF SERV TO SEPT 14 2024 - FIELD & CON	14,706.30	113275
	AMEND #1 - PROF SERV TO SEPT 14 2024 - FIELD & CON	39,235.71	113275
	AMEND #1 - PROF SERV TO SEPT 14 2024 - FIELD & CON	5,221.61	113275
	PROF SERV ENDING OCT 12 2024 - MSU/LL PH. 1 - TRAI	5,312.00	
	TOTAL	64,475.62	
60. HUTSON INC	PARKS - UNIT #72 BELT	191.40	113276
61. INGHAM COUNTY ROAD DEPARTMENT	MSU TO LAKE LANSING TRAIL PHASE I CONSTRUCTION	26,794.72	113277
	MSU TO LAKE LANSING TRAIL PHASE I CONSTRUCTION	3,600.00	113277
	MSU TO LAKE LANSING TRAIL PHASE I CONSTRUCTION	524,233.43	113277
	TOTAL	554,628.15	
62. INGHAM COUNTY SHERIFF DEPT	SRT TRAINING LAB - 2024	2,017.50	
63. INTERNATIONAL CODE COUNCIL	2/5/24 TO 2/6/25 - MEMBERSHIP RENEWAL FOR THE TOWN	170.00	113278
64. INTERNATIONAL CONTROLS & EQUIP	SMALL DOG PARK KEY FOBS	1,538.00	
65. JACK AKERS	REIMB EMERGENCY VEHICLE OPERATOR TRAINING	120.30	
66. JAMES W. POLLACK	AMBULANCE OVERPAYMENT 8/14/23	25.00	
67. JEFF DEHAN	2024 REFUND OVERPAYMENT	170.06	113298
68. JEFFORY BROUGHTON	REMOVE RADIO OLD FIRE MARSHAL VEHICLE & STATION 93	175.00	
69. JESSICA WORTLEY-ADLER	2024 PROP TAX OVERPAYMENT	18.13	113299

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INVOICE APPROVAL BY INVOICE REPORT FOR CHARTER TOWNSHIP OF MERIDIAN
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Vendor Name	Description	Amount	Check #
70. KCI	9/30/24-10/4/24 BALLOT MAILING	150.15	113314
	NOV 2024 - PURPLE AV BALLOT RETURN ENVELOPES	3,449.26	113314
	NOV 2024 - AV APP PRINTING AND MAILING	3,824.77	113314
	TOTAL	7,424.18	
71. KIMBALL MIDWEST	ORDER 531772MW - SHOP SUPPLIES	581.35	
	ORDER 531892MW - SHOP SUPPLIES	184.00	
	TOTAL	765.35	
72. LAFONTAINE AUTOMOTIVE GROUP	UNIT 670 - PARKS - HANDLE ASY AND LATCH	123.32	113315
	UNIT 653 - ENGINEERING - TPMS SENSOR KIT	220.76	
	MOTOR POOL - POLICE - WATER PUMP REPAIRS TO #661	1,821.10	113279
	TOTAL	2,165.18	
73. LANSING SANITARY SUPPLY INC	BUILDINGS - 9/25/24 CUSTODIAL SUPPLIES	735.98	113280
	10/21/24 BUILDINGS - FIRE - CUSTODIAL SUPPLIES	594.26	
	FIRE STATION CLEANING SUPPLIES	626.25	
	TOTAL	1,956.49	
74. LANSING UNIFORM COMPANY	FIRE UNIFORMS (BOOMS)	69.95	113316
	FIRE UNIFORMS (SLABBEKOORN)	69.95	113316
	CLASS A FIRE UNIFORMS - BROWN/CARR/CUMMINS/IRELAND	2,249.10	113316
	POLICE UNIFORM ITEMS - ALLEN/STROUSE	471.20	
	STOCK UNIFORM ITEMS	318.00	113316
	UNIFORM ITEMS - BESONEN/SQUIRES/SLAVICK/VELASQUEZ	519.60	113316
	FIRE UNIFORM SHIRT - CONNERS	89.95	
	TOTAL	3,787.75	
75. LEAK PETROLEUM EQUIPMENT INC	BUILDINGS - SERVICE CENTER - AIR COMPRESSOR REPAIR	2,026.63	
	FUEL TANK SENSOR REPAIR	194.00	
	TOTAL	2,220.63	
76. LEGACY HEATING AND AIR LLC	OVERPMT FOR PERMIT, REQUEST \$30 REFUND	30.00	
77. LILITH A. WINDERLICH	AMBULANCE OVERPAYMENT 01/27/24	260.00	
78. LINCOLN'S TOUCH LLC	POLICE - VEHICLE DETAIL - UNIT 678	250.00	113317
79. MADISON NATIONAL LIFE INS CO	NOV 2024 LIFE/DISABILITY INSURANCE	3,880.07	113281
80. MARILYN E. PATERSON	AMBULANCE OVERPAYMENT 8/16/24	115.29	
81. MAULDON BROTHERS CONSTRUCTION LLC	2023 TIMBERLANE WATER MAIN REPLACEMENT CONTRACT	164,407.50	
82. MERIDIAN TOWNSHIP RETAINAGE	2023 TIMBERLANE WATER MAIN REPLACEMENT CONTRACT	12,467.50	
83. MI IMAGERY LLC	OVERPMT BLDG PERMIT SIGN, \$25 REFUND	25.00	
84. MICHIGAN PAVING	2024 LOCAL ROAD PROGRAM CRUSHING AND RESURFACING C	20,813.50	
	2024 LOCAL ROAD PROGRAM CRUSHING AND RESURFACING C	3,312.00	
	2024 LOCAL ROAD PROGRAM CRUSHING AND RESURFACING C	13,837.75	
	TOTAL	37,963.25	
85. MICHIGAN POLICE EQUIPMENT CO	RIFLE PURCHASE PROGRAM-STROUSE	2,324.00	113335
86. MICHIGAN SEPTIC LLC	JOB #1525-4 - PUMP OUT PIT TOILETS - HNC	383.00	113318
87. MICHIGAN TOWNSHIP ASSOCIATION	WEBINAR REGISTRATION	25.00	113319

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Vendor Name	Description	Amount	Check #
88. MID MICHIGAN EMERGENCY EQUIPMENT	ANTENNA WORK ON VEHICLES	591.16	113320
	UPFITTING/REPAIRS UNIT 720 - SUPERVISOR PATROL CA	11,732.79	113320
	TOTAL	12,323.95	
89. MORRIES OKEMOS FORD	FIRE UNIT #700 WHEEL ALIGNMENT	120.89	113282
90. MORRISON INDUSTRIAL EQUIPMENT	WATER #21 FORKLIFT SERVICE	226.08	113321
	WATER #21 FORKLIFT SERVICE	780.91	113321
	TOTAL	1,006.99	
91. MOSQUITO MOB	JUNE 2024 - MOSQUITO TREATMENT - PARKS/BLDGS/GROUN	1,866.50	113322
	JULY 2024 - MOSQUITO/TICK TREATMENT	1,866.50	113322
	AUG 2024 - MOSQUITO/TICK TREATMENT	1,866.50	113322
	SEPT 2024 - MOSQUITO/TICK TREATMENT	1,866.50	113322
	TOTAL	7,466.00	
92. MY GREEN MICHIGAN LLC	NOVEMBER 2024 COMPOST SERVICE	177.00	
93. MYERS PLUMBING	OWNER/CONTRACTOR CANCELLED - 50% REFUND	62.50	
94. OAKLAND COMMUNITY COLLEGE	PASEP24 - EVO INSTRUCTOR TUITION - SEPT 2024	675.00	113323
95. OVERHEAD DOOR OF LANSING	C. FIRE STATION - 10/7/24 OVERHEAD DOOR REPAIR	551.38	113324
	SERVICE CENTER - 10/8/24 OVERHEAD DOOR REPAIR	797.90	113324
	S FIRE STATION - OVERHEAD DOOR REPAIR	2,350.20	
	TOTAL	3,699.48	
96. PERRY D. CURTIS	10/18/24 - COURT/CASE REVIEW - PEOPLE V HRUSKA	625.00	113325
97. PHIL DESCHAIINE	2024 MILEAGE REIMBURSEMENT	180.77	
	REIMB CERT PUBLIC FUNDS INVESTMENT MANAGER TRAININ	160.68	
	TOTAL	341.45	
98. PRINTING SYSTEMS INC	HORIZON BANK - PAYROLL CHECKS PRINTING	131.01	113326
99. PROGRESSIVE AE	PROF SERVICES THRU OCT 25 2024 - LAKE LANSING SAD	510.80	
100 PRO-TECH SECURITY SALES	SALES ORDER #SO3680 - 2 BALLISTIC VESTS	2,733.00	113327
	SALES ORDER #SO3732 - 1 BALLISTIC VEST	1,379.00	113327
	TOTAL	4,112.00	
101 PURITY CYLINDER GASES INC	ACCT 46494 - MEDICAL OXYGEN	133.39	
102 QUALITY TIRE INC	TIRES - FIRE #663	765.48	113283
103 RECLAIMED BY DESIGN	4TH QTR 2024 - RECYCLING CENTER	6,000.00	113284
104 REDWOOD LANDSCAPING	OCTOBER 2024 TOWNSHIP MOWING FOR CODE ENFORCEMENT	510.00	113285
	OCTOBER 2024 - MOWING- CODE ENFORCEMENT	118.00	
	TOTAL	628.00	
105 REGIONAL ALLIANCE FOR FIREFIGHTER	1/1/25 TO 12/31/25 - RAFT MEMBERSHIP RENEWAL	1,400.00	113328
106 ROB GARROD	REFUND OVRCHG BLDG PERMIT - GRAND OPENING SIGN	25.00	113329
107 ROBINSON CAPITAL MANAGEMENT LLC	7/1/24 TO 7/31/24 - INVESTMENT ADVISORY FEES	2,083.33	
108 ROLLS MECHANICAL	CONTRACTOR REQUESTED WRONG PERMIT FOR JOB- 80% REF	216.00	

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Vendor Name	Description	Amount	Check #
109 ROWERDINK AUTOMOTIVE PARTS	FIRE UNIT #663 BRAKE REPAIR PARTS	917.93	113286
	FIRE UNIT 663 - REPAIR PARTS	498.44	113286
	PARKS #652 FLEET REPAIR PARTS & STOCK PARTS	254.00	113286
	TOTAL	1,670.37	
110 SA SMITH PAVING & TRUCKING INC	2024 ASPHALT SPOT REPAIR CONTRACT - PATHWAY AND LR	10,077.36	
111 SAFETY KLEEN	SERVICE PARTS CLEANER	444.93	
112 SALLY GARROD	FALL 24 NATIVE PLANT SALE - HNC	100.00	
113 SHIRLEY M. LOCATELLI	AMBULANCE OVERPAYMENT 5/12/24	270.00	
114 SPALDING DEDECKER ASSOCIATES	PROF SERV APRIL 1 TO APRIL 28 2024 - LOCAL RD PROG	2,707.06	113287
	PROF SERV APRIL 1 TO APRIL 28 2024 - LOCAL RD PROG	56,129.00	113289
	PROF SERV APRIL 29 TO MAY 26 2024 - LOCAL RD PROG	21,472.08	113288
	PROF SERV JAN 1 TO JAN 28 2024 - LOCAL RD PROG ENG	19,500.00	113290
	PROF SERV AUG 26 2024 TO SEPT 29 2024 - LOCAL RD P	5,353.50	
	PROF SERV AUG 26 2024 TO SEPT 29 2024 - LOCAL RD P	2,516.00	
	PROF SERV AUG 26 2024 TO SEPT 29 2024 -2025 LOCAL	38,477.00	
	TOTAL	146,154.64	
115 SPARTAN DISTRIBUTORS	UNIT 689 - REPAIR PARTS	253.61	
	UNIT 70 - REPAIR PARTS	197.32	
	TOTAL	450.93	
116 ST MARTHA CONFERENCE OF	EMERGENCY RENT ASSISTANCE	350.00	113254
	EMERGENCY RENT ASSISTANCE	479.00	113254
	EMERGENCY RENT ASSISTANCE	500.00	
	EMERGENCY RENT ASSISTANCE	300.00	113291
	EMERGENCY RENT ASSISTANCE	400.00	
	EMERGENCY RENT ASSISTANCE	400.00	
	TOTAL	2,429.00	
117 ST THOMAS AQUINAS PARISH	EMERGENCY RENT ASSISTANCE	400.00	113255
	EMERGENCY RENT ASSISTANCE	500.00	113292
	EMERGENCY RENT ASSISTANCE	500.00	
	EMERGENCY RENT ASSISTANCE	250.00	
	TOTAL	1,650.00	
118 STATE OF MICHIGAN	WATER TESTING AT N MERIDIAN RD PARK & HNC	33.00	113330
	WATER TESTING N MERIDIAN RD PARK & HNC	33.00	113330
	2025 ANNUAL FEE NONCOMMUNITY PUBLIC WATER - HNC	137.42	
	2025 NONCOMMUNITY PUBLIC WATER SUPPLY - N MERIDIAN	137.42	
	TOTAL	340.84	
119 STRYKER MEDICIAL	BALANCE LESS CREDIT - AMBULANCE MEDICAL SUPPLIES	59.78	
	BILL TO: 20108019 - MEDICAL SUPPLIES	118.96	
	BILL TO: 20108019 - MEDICAL SUPPLIES	929.10	
	TOTAL	1,107.84	

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Vendor Name	Description	Amount	Check #
120 SUPREME SANITATION	10/01/24 TO 10/31/24 - BENNETT WOODS SCHOOL - PORT	90.00	113331
	10/01/24 TO 10/31/24 - MARKETPLACE - PORTABLE TOIL	180.00	113331
	10/01/24 TO 10/31/24 - NEWTON ST - PORTABLE TOILET	90.00	113331
	10/01/24 TO 10/31/24 - HILLBROOK PARK - PORTABLE T	90.00	113331
	10/01/24 TO 10/31/24 - NANCY MOORE PARK - PORTABLE T	90.00	113331
	10/01/24 TO 10/31/24 - TOWNER RD PARK - PORTABLE T	90.00	113331
	10/1/24 TO 10/31/24 - EASTGATE PARK - PORTABLE TOI	90.00	113331
	TOTAL	720.00	
121 THE HARKNESS LAW FIRM PLLC	OCT 2024 PROSECUTING FEES	6,704.58	
122 THE SHYFT GROUP USA, INC	MOTOR POOL - FIRE - ENGINE #150	1,277.80	113293
	MOTOR POOL - FIRE - ENGINE #150	1,283.42	
	TOTAL	2,561.22	
123 TIMOTHY & TAMARA PEARL	2024 REFUND OVERPAYMENT	170.06	113300
124 TOP NOTCH TREE CARE	TREE REMOVAL RIVER CLEANUP 3998 VAN ATTA ROAD	2,046.00	
125 TOWN & COUNTRY PLUMBING & HEATING	PERMIT CANCELLED - 100% REFUND DUE TO ENTRY ERROR	125.00	
126 VARIPRO BENEFIT ADMINISTRATORS	2024 RETIREE MEDICARE SUPPLEMENT	16,241.60	
127 VERIZON CONNECT	SEPT 2024 - VEHICLE DATA UPLINK MERI007	1,246.63	113294
128 VERIZON WIRELESS	SEPT 24 TO OCT 23 2024 WIRELESS MOBILE SERVICES 68	2,484.97	
129 VISUAL EDGE IT, INC	COPIER USAGE	77.58	
130 VREDEVOOGD HEATING & COOLING	OVERPMT MECHANICAL PERMIT, REFUND	29.50	
131 WASTE MANAGEMENT	10/1/24 - 10/31/24 - GAYLORD C SMITH - DUMPSTER SE	287.23	113295
132 WILDTYPE DESIGN	2 TREES DONATED BY JOSHUA DALMAN FOR HILLBROOK PAR	144.00	
	DAVIS FOSTER BLACK LOCUST MANAGEMENT PROJECT	8,700.00	
	TOTAL	8,844.00	
TOTAL - ALL VENDORS		1,292,224.07	

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Vendor Name	Description	Amount	Check #
1. ALLGRAPHICS CORP	LOGO WEAR FOR ENGINEERING	333.62	29871
2. BLACKBURN MFG CO	ORDER #0719330-O - PAINT STAKING WATER/SEWER FOR M	1,141.00	29872
	ORDER #0719328-P - FLAGS STAKING WATER/SEWER FOR M	1,896.91	29872
	TOTAL	3,037.91	
3. CHICAGO TITLE OF MICHIGAN	OVER PMT FINAL WATER/SEWER	49.80	29850
4. CITY OF EAST LANSING	ELMWSA OPERATING, INTERCONNECT & DEBT SHARING AUG-	377,461.25	29873
5. COMFORT INN	OVRPMT WATER BILL	6.33	29851
6. CUMMINS INC	GENERTOR - COUNTY PARK LIFT STATION	32,107.80	
	9/25/2024 - CHAMPION WOODS LS - GENERATOR PM	373.77	29852
	TOTAL	32,481.57	
7. DAVID BOES	CROOKED CREEK RD - OVERPMT WATER/SEWER	355.72	29853
8. DIVERSIFIED NATIONAL TITLE AGENCY	3703 TAOS - OKEMOS - WATER/SEWER OVERPAYMENT	256.76	29854
9. EJ USA, INC.	WATER - HYDRANT 5" X 4 1/2" ADAPTER	325.00	29855
10. FERGUSON WATERWORKS #3386	MISC INSTALL PARTS & OPERATING SUPPLIES	595.10	29874
	CUSTOMER INSTALL PARTS & OPERATING SUPPLIES	916.00	29874
	CUSTOMER INSTALL PARTS - SERVICE T'S	699.60	
	3/4 IN. QUICK JOINT X METER SWIVEL BRASS BALL VALV	1,320.12	29874
	WATER - INSTALLATION PARTS	1,816.60	
	INSTALLATION PARTS - 1" PIT REG	1,603.08	29874
	INSTALLATION PARTS - 3/4 RUB YOKE END GASKETS	289.99	29874
	INSTALLATION - REPLACEMENT T10 R900 5/8X3/4" PIT	2,137.44	29874
	METER READER ROOF ANTENNA BASE	137.97	29874
	CUSTOMER INSTALL - 2" BRASS CURB VALVES	1,045.28	
	CUSTOMER INSTALL - 2" BRASS METER ANGLE BALL FLANG	1,793.04	
	WATER - R900'S	1,760.76	
	TOTAL	14,114.98	
11. GREGG'S WOOD PRODUCTS	WOOD STAKES - MARKING UTILITIES	570.00	
12. HAMMERSMITH EQUIPMENT COMPANY	SEWER - MANHOLE TOP HOOKS	94.00	29856
13. HEARTWOOD HOMEOWNERS ASSN	2571 DUSTIN - OKEMOS - WATER/SEWER OVERPAYMENT	1,612.80	29857
14. HYDROCORP	SEPT 2024 CROSS CONNECTION PROGRAM SERVICES CONTRA	2,735.00	29858
15. INGHAM COUNTY REGISTER OF DEEDS	RECORDING 3 WATER EASMENT W. OF CHILIES & OLIVE GA	90.00	29859
16. JACK DOHENY COMPANIES INC	VACTOR RUBBER SEAL & TIGER TAIL - HD	44.68	
	SEWER - OPERATING SUPPLIES - TIGER TAIL	63.63	
	TOTAL	108.31	
17. JAKE SCOTT BRADLEY	OVERPMT WATER/SEWER BILL	69.24	29860
18. LING LE	OVERPAYMENT WATER BILL	39.10	29861
19. MACALLISTER RENTAL	MIDEAL CONTRACT # 24000000165 WATER - WACKER PLAT	12,192.00	29862
20. MADISON NATIONAL LIFE INS CO	NOV 2024 LIFE/DISABILITY INSURANCE	538.20	29863
21. MAULDON BROTHERS CONSTRUCTION LLC	2023 TIMBERLANE WATER MAIN REPLACEMENT CONTRACT	7,050.00	29864
	2023 TIMBERLANE WATER MAIN REPLACEMENT CONTRACT	7,075.00	
	TOTAL	14,125.00	

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Vendor Name	Description	Amount	Check #
22. MIDWEST POWER EQUIPMENT	10/08/2024 CONCRETE SAW REPAIR	62.98	29865
23. NANCY KNIGHT	OVERPMT WATER/SEWER	42.16	29866
24. PLUMMER'S ENVIRONMENTAL SERVICES	2024 WATER SERVICE LINE PHYSICAL VERIFICATION CONT	11,400.00	29867
25. POLLARD WATER	WATER - HYDRANT MALE GATE VALVES	1,472.64	29868
26. SCARLETT EXCAVATING	2024 BLUE HAVEN DR WATER MAIN REPLACEMENT CONTRACT	11,000.00	29869
27. STATE OF MICHIGAN	2025 COMMUNITY PUBLIC WATER SUPPLY ANNUAL FEE	10,508.57	
28. TITLE RESOURCE AGENCY	GREENWOOD DR - OKEMOS - OVRPMT WATER/SEWER	56.80	29870
29. VERIZON WIRELESS	SEPT 24 - OCT 23 2024 WIRELESS MOBILE SERVICES 686	358.95	
TOTAL - ALL VENDORS		495,498.69	

Credit Card Report 10/09/2024 - 11/06/2024

Transaction Date	Account Name	Transaction Amount	Transaction Merchant Name
10/21/2024	LAWRENCE BOBB	\$36.47	THE HOME DEPOT #2723
10/29/2024	LAWRENCE BOBB	\$128.96	THE HOME DEPOT #2723
11/1/2024	LAWRENCE BOBB	(\$115.00)	THE HOME DEPOT #2723
11/4/2024	LAWRENCE BOBB	\$95.36	THE HOME DEPOT #2723
10/14/2024	ROBERT STACY	\$14.50	HAMMOND FARMS E LANSING
11/5/2024	ROBERT STACY	\$49.90	COTTAGE INN PIZZA - OK
10/11/2024	TYLER KENNEL	\$240.00	CERTIFIED TRAINING INSTIT
10/22/2024	TYLER KENNEL	\$19.17	THE HOME DEPOT #2723
11/1/2024	TYLER KENNEL	\$10.00	SQ *MARKS LOCK AND SAFE,
10/14/2024	MICHAEL HAMEL	\$100.00	IN *WASHTENAW AREA MUTUAL
11/1/2024	MICHAEL HAMEL	\$13.74	FEDEX OFFIC40600004069
11/5/2024	MICHAEL HAMEL	\$159.70	IMS ALLIANCE
11/5/2024	MICHAEL HAMEL	\$248.00	CLIA LABORATORY PROGRAM
10/16/2024	DEBORAH GUTHRIE	\$184.89	GFS STORE #1901
10/21/2024	DEBORAH GUTHRIE	\$11.99	SIGNUPGENIUS
10/21/2024	DEBORAH GUTHRIE	\$166.40	GFS STORE #1901
10/26/2024	DEBORAH GUTHRIE	\$72.86	MARCOS PIZZA 1235
10/28/2024	DEBORAH GUTHRIE	\$204.10	SADDLEBACK BBQ
10/27/2024	DEBORAH GUTHRIE	\$437.97	OFFICEMAX/OFFICEDEPT#3379
10/29/2024	DEBORAH GUTHRIE	\$1,032.55	OFFICEMAX/OFFICEDEPT#3379
10/29/2024	DEBORAH GUTHRIE	\$180.53	JIMMY JOHNS - 90055 - MOT
10/29/2024	DEBORAH GUTHRIE	\$444.55	JIMMY JOHNS - 90055 - MOT
10/29/2024	DEBORAH GUTHRIE	\$526.42	JIMMY JOHNS - 90055 - MOT
10/31/2024	DEBORAH GUTHRIE	\$440.73	STATE SIDE DELI
10/31/2024	DEBORAH GUTHRIE	\$495.60	STATE SIDE DELI
11/2/2024	DEBORAH GUTHRIE	\$16.95	ZOOM.US 888-799-9666
11/2/2024	DEBORAH GUTHRIE	\$750.00	CARTRIDGE WORLD
11/2/2024	DEBORAH GUTHRIE	\$258.17	JIMMY JOHNS - 90055 - ECO
11/3/2024	DEBORAH GUTHRIE	\$291.75	OFFICEMAX/OFFICEDEPT#3379
11/3/2024	DEBORAH GUTHRIE	\$94.70	JIMMY JOHNS - 90055 - ECO
11/4/2024	DEBORAH GUTHRIE	\$78.69	PARADISE BIRYANI POINTE
11/4/2024	DEBORAH GUTHRIE	\$133.08	GFS STORE #1901
11/4/2024	DEBORAH GUTHRIE	\$14.97	GFS STORE #1901
11/5/2024	DEBORAH GUTHRIE	\$91.39	SQ *BLUE OWL COFFEE EL LL
10/10/2024	JACOB FLANNERY	\$19.87	THE HOME DEPOT #2723
10/22/2024	JACOB FLANNERY	\$30.81	THE HOME DEPOT #2723
11/4/2024	JACOB FLANNERY	\$119.00	THE HOME DEPOT #2723
10/10/2024	ASHLEY WINSTEAD	\$860.00	COSTAR GROUP INC
10/14/2024	CHRISTOPHER JOHNSON	\$119.37	COSTCO WHSE#1277
10/20/2024	CHRISTOPHER JOHNSON	\$14.94	THE HOME DEPOT #2723
10/29/2024	CHRISTOPHER JOHNSON	\$59.97	COSTCO WHSE#1277
10/28/2024	CHRISTOPHER JOHNSON	\$79.96	THE HOME DEPOT #2723
10/16/2024	THOMAS BAKER	\$248.38	THE HOME DEPOT #2723
10/23/2024	THOMAS BAKER	\$189.99	TRACTOR SUPPLY #1149
10/28/2024	THOMAS BAKER	\$40.61	THE HOME DEPOT #2723
10/18/2024	MIKE DEVLIN	\$63.76	COSTCO WHSE#1277
10/22/2024	MIKE DEVLIN	\$124.25	AMAZON MKTPL*O36YY7E83
10/22/2024	MIKE DEVLIN	\$116.21	MEIJER # 025
10/25/2024	MIKE DEVLIN	\$51.93	MEIJER # 025
10/27/2024	MIKE DEVLIN	\$81.89	AMAZON MKTPL*LW2036YU3
10/25/2024	MIKE DEVLIN	\$30.38	THE HOME DEPOT #2723
10/25/2024	MIKE DEVLIN	\$50.16	THE HOME DEPOT #2723
10/14/2024	BRIAN PENNELL	\$25.11	THE HOME DEPOT #2723

10/22/2024	BRIAN PENNELL	\$25.00	STATE OF MI EMS
10/11/2024	COURTNEY WISINSKI	\$39.98	MIDWEST POWER EQUIPMENT
10/17/2024	COURTNEY WISINSKI	\$59.59	QUALITY DAIRY#31
10/17/2024	COURTNEY WISINSKI	\$3.98	QUALITY DAIRY#31
10/18/2024	COURTNEY WISINSKI	\$10.50	HAMMOND FARMS E LANSING
10/18/2024	COURTNEY WISINSKI	\$10.50	HAMMOND FARMS E LANSING
10/25/2024	COURTNEY WISINSKI	\$74.75	WALGREENS #11286
10/28/2024	COURTNEY WISINSKI	\$49.99	CROWDPURR.COM PLAN
10/28/2024	COURTNEY WISINSKI	\$61.26	QUALITY DAIRY#31
10/28/2024	COURTNEY WISINSKI	\$3.98	QUALITY DAIRY#31
10/29/2024	COURTNEY WISINSKI	\$58.93	MEIJER # 025
10/29/2024	COURTNEY WISINSKI	\$100.00	DNR LANSING CSC RSS
10/29/2024	COURTNEY WISINSKI	\$100.00	DNR LANSING CSC RSS
10/29/2024	COURTNEY WISINSKI	\$100.00	DNR LANSING CSC RSS
10/29/2024	COURTNEY WISINSKI	\$100.00	DNR LANSING CSC RSS
10/29/2024	COURTNEY WISINSKI	\$100.00	DNR LANSING CSC RSS
10/29/2024	COURTNEY WISINSKI	\$10.64	COSTCO WHSE#1277
10/31/2024	COURTNEY WISINSKI	\$9.98	MEIJER # 025
10/18/2024	KATIE LOVE	\$30.97	AMAZON MKTPL*KT0K91CE3
10/31/2024	KATIE LOVE	\$4,263.20	MEIJER GC
11/4/2024	KATIE LOVE	\$70.00	MEIJER # 025
10/22/2024	TAVIS MILLEROV	\$236.16	INT'L CODE COUNCIL INC
10/31/2024	MIKE ELLIS	\$14.56	THE HOME DEPOT #2723
11/4/2024	MIKE ELLIS	\$190.00	PESTED.COM, LLC
10/15/2024	TODD FRANK	\$158.51	EXOTIC AUTOMATION&SUPPLY
10/29/2024	TODD FRANK	\$250.25	CORNWELL HACKERT TOOLS
11/4/2024	TODD FRANK	\$11.96	HASLETT TRUE VALUE HARDW
11/5/2024	TODD FRANK	(\$0.33)	HASLETT TRUE VALUE HARDW
11/5/2024	TODD FRANK	\$5.82	HASLETT TRUE VALUE HARDW
10/16/2024	STEPHEN GEBES	\$226.49	FUSION IT, LLC
10/17/2024	STEPHEN GEBES	\$149.99	BEST BUY 00004168
10/19/2024	STEPHEN GEBES	\$449.85	ZOOM.US 888-799-9666
10/11/2024	RICHARD GRILLO	\$13.98	AMAZON MKTPL*IB4FX86U3
10/14/2024	RICHARD GRILLO	\$19.99	LANSINGSTATE JOURNAL
10/17/2024	RICHARD GRILLO	\$10.00	WAL-MART #2866
10/17/2024	RICHARD GRILLO	\$87.40	WAL-MART #2866
10/17/2024	RICHARD GRILLO	\$92.52	WAL-MART #2866
10/24/2024	RICHARD GRILLO	\$79.95	LYNN CARD COMPANY
10/26/2024	RICHARD GRILLO	\$574.14	QUALITY DAIRY#31
10/26/2024	RICHARD GRILLO	\$98.68	AMZN MKTP US*UZ1KR3XW3
10/29/2024	RICHARD GRILLO	\$160.00	SQ *HASLETT/OKEMOS ROTARY
10/31/2024	RICHARD GRILLO	\$159.80	AMAZON RETA* CY9776DG3
11/1/2024	RICHARD GRILLO	\$27.41	MEIJER # 253
10/10/2024	YOUNES ISHRAIDI	\$22.14	FEDEX OFFIC40600004069
10/10/2024	YOUNES ISHRAIDI	\$60.00	MTU-CASHIERS OFFICE WEB
10/10/2024	YOUNES ISHRAIDI	\$95.00	EGLD DW TRAIN AND CERT
10/14/2024	YOUNES ISHRAIDI	\$20.00	MTU-CASHIERS OFFICE WEB
11/4/2024	YOUNES ISHRAIDI	\$459.00	STATE MI EGLD MIENVIRO
10/16/2024	KEITH HEWITT	\$12.38	GRAINGER
10/16/2024	KEITH HEWITT	\$183.71	GRAINGER
10/15/2024	KEITH HEWITT	\$121.38	THE HOME DEPOT #2723
10/10/2024	MICHELLE PRINZ	\$15.95	AMZN MKTP US*HH77R9Y73
10/10/2024	MICHELLE PRINZ	\$18.30	AMZN MKTP US*O17LW4ZQ3
10/14/2024	MICHELLE PRINZ	\$14.99	DETROITNEWS.COM
10/14/2024	MICHELLE PRINZ	\$46.82	AMAZON MKTPL*MK96A8JN3

10/14/2024	MICHELLE PRINZ	\$224.95	AMAZON MKTPL*EU0V90443
10/15/2024	MICHELLE PRINZ	\$57.98	AMAZON MKTPL*MO3E10BU3
10/15/2024	MICHELLE PRINZ	\$629.40	AMAZON MKTPL*PY0FL9V33
10/18/2024	MICHELLE PRINZ	\$11.37	AMAZON MARK* 8727R2NE3
10/17/2024	MICHELLE PRINZ	\$11.05	AMZN MKTP US*AV4CD00J3
10/17/2024	MICHELLE PRINZ	\$14.86	AMZN MKTP US*SX4O03JH3
10/17/2024	MICHELLE PRINZ	\$14.86	AMZN MKTP US*0Q60F2G83
10/17/2024	MICHELLE PRINZ	\$50.58	AMAZON.COM*CT8TA56R3
10/19/2024	MICHELLE PRINZ	\$54.43	AMAZON MARK* EJ92W90E3
10/18/2024	MICHELLE PRINZ	\$82.40	AMZN MKTP US*ZZ8IQ1XG0
10/18/2024	MICHELLE PRINZ	\$19.99	FREEP.COM
10/18/2024	MICHELLE PRINZ	\$19.99	LANSINGSTATE JOURNAL
10/18/2024	MICHELLE PRINZ	\$19.49	AMAZON MKTPL*RW5D260N3
10/18/2024	MICHELLE PRINZ	\$31.50	AMZN MKTP US*LS1O39IJ3
10/19/2024	MICHELLE PRINZ	\$83.90	AMAZON.COM*WD2CF9H03
10/19/2024	MICHELLE PRINZ	\$255.07	AMAZON MKTPL*LO6H36GM3
10/21/2024	MICHELLE PRINZ	\$185.95	AMAZON MKTPL*TJ9LX9KG3
10/22/2024	MICHELLE PRINZ	\$153.63	AMZN MKTP US*R50RH5XA3
10/24/2024	MICHELLE PRINZ	\$256.32	AMAZON MARK* 5T6T308A3
10/24/2024	MICHELLE PRINZ	\$222.01	AMAZON MKTPL*HY4Q86383
10/25/2024	MICHELLE PRINZ	\$26.98	ASANA.COM
10/25/2024	MICHELLE PRINZ	\$24.98	AMAZON MKTPL*A07XD2GK3
10/27/2024	MICHELLE PRINZ	\$99.66	AMAZON MKTPL*YN8DL0063
10/28/2024	MICHELLE PRINZ	\$311.64	AMAZON MKTPL*SC2GE05N3
10/31/2024	MICHELLE PRINZ	\$25.00	MICHIGAN TOWNSHIPS
11/1/2024	MICHELLE PRINZ	\$225.00	YOURMEMBERSHIP
11/2/2024	MICHELLE PRINZ	\$532.50	TST* NOTHING BUNDT CAKES
11/1/2024	MICHELLE PRINZ	\$197.54	AMAZON.COM*RO1CL8U83
10/16/2024	CATHERINE ADAMS	\$59.28	TOP HAT CRICKET FARM INC
10/18/2024	CATHERINE ADAMS	\$44.00	AMAZON.COM*ST78423N3
10/22/2024	CATHERINE ADAMS	\$216.33	AMAZON MKTPL*LB3SQ2WJ3
11/5/2024	CATHERINE ADAMS	\$68.95	ACORN NATURALISTS
10/17/2024	ED BESONEN	\$32.99	COVERT SCOUTING
10/23/2024	ED BESONEN	\$984.00	NEXTLEVEL TRAINING
10/24/2024	ED BESONEN	\$990.00	BEAR CREEK BALLISTICS C.
10/24/2024	ED BESONEN	\$397.14	HOLIDAY INN EXPRESS
10/18/2024	DAVID LESTER	\$79.55	THE HOME DEPOT #2723
10/10/2024	BART CRANE	\$189.99	BEST BUY 00004168
10/15/2024	BART CRANE	\$10.17	SEC OF STATE ESERVICES
10/15/2024	BART CRANE	\$10.00	INGHAM COUNTY CLERK OTC
10/15/2024	BART CRANE	\$2.00	AMS*SERVICE FEE 204042
10/18/2024	BART CRANE	\$100.00	A1 DETAILING & CUSTOMS
10/24/2024	BART CRANE	\$176.87	COMCAST
11/5/2024	BART CRANE	\$84.00	TALOGY, LLC
11/5/2024	BART CRANE	\$84.00	TALOGY, LLC
10/10/2024	PHIL DESCHAINE	\$31.98	TST*BUDDYS PIZZA - OKEM
10/14/2024	PHIL DESCHAINE	\$16.35	MEIJER STORE #174
10/15/2024	PHIL DESCHAINE	\$16.49	MEIJER # 174
10/23/2024	PHIL DESCHAINE	\$51.66	TST* JOE'S ON JOLLY
11/2/2024	DANIEL OPSOMMER	\$376.25	TITANHQ
10/14/2024	SAMANTHA DIEHL	\$13.66	CRYSTAL MOUNTAIN RESOR
10/15/2024	SAMANTHA DIEHL	\$14.50	ARBYS 5418
10/23/2024	SAMANTHA DIEHL	\$188.99	VISTAPRINT
10/24/2024	SAMANTHA DIEHL	\$50.00	FACEBK *AHS2WD4CJ2
10/25/2024	SAMANTHA DIEHL	\$18.20	FACEBK *9KGRXD4CJ2

10/29/2024	SAMANTHA DIEHL	\$31.80	FACEBK *XL4RQFUBJ2
10/28/2024	SAMANTHA DIEHL	\$30.00	PAYPAL *ACM CSREGON AC
10/14/2024	ALLISON GOODMAN	\$73.74	WAL-MART #2866
10/14/2024	ALLISON GOODMAN	\$91.96	FEEDERS SUPPLY COMPANY #4
10/14/2024	ALLISON GOODMAN	\$2.99	MEIJER # 025
10/21/2024	ALLISON GOODMAN	(\$69.72)	WAL-MART #2866
10/21/2024	ALLISON GOODMAN	\$94.45	WAL-MART #2866
10/21/2024	ALLISON GOODMAN	\$47.96	WAL-MART #2866
10/11/2024	ROBERT MACKENZIE	\$257.58	AMAZON MKTPL*N35398L63
10/18/2024	ROBERT MACKENZIE	\$757.98	WWW.PUTCO.COM
10/26/2024	ROBERT MACKENZIE	\$240.00	CERTIFIED TRAINING INSTIT

TOTAL

\$28,334.85

ACH Transactions

Date	Payee	Amount	Purpose
10/9/2024	Inv Cloud	\$ 3,402.25	Water/Sewer
10/10/2024	Horizon	\$ 586.37	Account Service Fees
10/10/2024	Blue Care Network	\$ 18,375.94	Employee Health Insurance
10/10/2024	Consumers Energy	\$ 337.83	Utility Transaction Fees
10/10/2024	Blue Care Network	\$ 18,375.94	Employee Health Insurance
10/15/2024	MCT Utilities	\$ 923.90	Water/Sewer
10/17/2024	ELAN	\$ 30,297.64	Credit Card Payment
10/18/2024	Consumers Energy	\$ 54,568.40	Utility Transaction Fees
10/18/2024	MCT Utilities	\$ 7,486.25	Water/Sewer
10/18/2024	Alerus	\$ 53,994.33	Payroll Deductions 10/18/2024
10/18/2024	Nationwide	\$ 10,204.86	Payroll Deductions 10/18/2024
10/18/2024	MERS	\$ 466,455.33	Employee Retirement
10/18/2024	Various Financial Institutions	\$ 357,772.11	Direct Deposit 10/18/2024
10/18/2024	IRS	\$ 126,622.36	Payroll Taxes 10/18/2024
10/21/2024	MI Treasury	\$ 39,314.75	Payroll Taxes 10/04/2024 and 10/18/2024
10/23/2024	Fifth Third Bank	\$ 2,000.00	Transfer from Horizon to 5/3rd - Payroll ACH
10/23/2024	Blue Care Network	\$ 24,716.35	Employee Health Insurance
10/23/2024	MCT Utilities	\$ 733.76	Water/Sewer
10/27/2024	Blue Care Network	\$ 22,296.58	Employee Health Insurance
10/30/2024	Blue Care Network	\$ 23,421.26	Employee Health Insurance
10/31/2024	Wageworks	\$ 93.00	Employee Health Savings
11/1/2024	Alerus	\$ 56,507.81	Payroll Deductions 11/01/2024
11/1/2024	IRS	\$ 129,659.59	Payroll Taxes 11/01/2024
11/1/2024	Various Financial Institutions	\$ 367,291.83	Direct Deposit 11/01/2024
11/1/2024	Nationwide	\$ 10,400.91	Payroll Deductions 11/01/2024
11/4/2024	Blue Care Network	\$ 75,506.12	Employee Health Insurance
11/7/2024	Blue Care Network	\$ 25,088.01	Employee Health Insurance
Total ACH Payments		\$ 1,926,433.48	



9. D

To: Board Members
From: Scott Hendrickson, Township Supervisor
Date: November 12, 2024
Re: Set Special Board Meeting-November 23, 2024

The Board has indicated they wish to hold a special meeting to provide an orientation for the two new Board members along with discussing the 2025 Township goals.

The following motion is proposed for Board consideration:

MOVE TO ADD A SPECIAL BOARD MEETING ON SATURDAY, NOVEMBER 23, 2024 AT 10:00AM FOR THE PURPOSES OF DISCUSSING TOWNSHIP GOALS AND CONDUCTING A BOARD ORIENTATION.



To: Board Members
From: Michael R. Hamel, Fire Chief
Date: November 6, 2024
Re: Memorandum of Understanding with Ingham County for Fire Emergency Boat Launch

Attached for review is a Memorandum of Understanding to moor the Fire Department's emergency boat at Ingham County's Lake Lansing Park South in Haslett. The boat is currently stored at the Meridian Township Police Department. Currently, when an emergency necessitates use of the boat at Lake Lansing, additional personnel are required to tow the boat from Meridian Township Police Department to Lake Lansing; however depending on daily staffing levels, additional personnel may not be immediately available for this purpose. Due to the urgent nature of water emergencies at Lake Lansing, Ingham County will allow the department to moor the boat at Lake Lansing Park South.

The Memorandum of Understanding states that Ingham County will allow the Township to moor its emergency boat during the park's open season, and the Township will have 24-hour access to the boat while it is stored at the park. There are no storage fees or compensation payable from Meridian Township to Ingham County under this agreement. The agreement will renew automatically on July 1st each year.

The following motion is proposed for Board consideration:

MOVE TO APPROVE THE MEMORANDUM OF UNDERSTANDING AND AUTHORIZE THE TOWNSHIP SUPERVISOR TO SIGN THE AGREEMENT.

Attachment: Memorandum of Understanding



**MEMORANDUM OF UNDERSTANDING
BETWEEN THE CHARTER TOWNSHIP OF MERIDIAN
AND INGHAM COUNTY**

MEMORANDUM OF UNDERSTANDING

The Charter Township of Meridian (the “Township”) and Ingham County, on behalf of the Ingham County Parks Department (the “County”), hereby enter into the following Memorandum of Understanding (MOU).

WHEREAS, the Township requires a space to moor its Fire Department emergency boat on Lake Lansing; and

WHEREAS, the County has available space for mooring the Township’s boat at Lake Lansing Park South, 1621 Pike Street, Haslett, MI 48840 (“Park”); and

WHEREAS, the County is willing to permit the Township to moor its boat at Lake Lansing Park South under the terms and conditions set forth herein.

NOW, THEREFORE, the parties mutually agree as follows:

ARTICLE I: DUTIES AND RESPONSIBILITIES OF THE PARTIES

- 1.1 Provision of Space. The County will provide suitable space on the premises of Lake Lansing Park South for the Township to moor its emergency boat. The space will be available during the times of year when Lake Lansing Park South is open to the public. During those seasons and times of the year when the Park is open, the space is made available to the Township for 24-hours each day.
- 1.2 Access. The County will allow Township officials and employees free and unimpeded access, ingress and egress to and from the space provided to moor the Township’s emergency boat. Township officials shall have access to the space and the Township’s emergency boat even if the Park is otherwise closed to the general public at any particular or specific time of day or night.

ARTICLE II: COMPENSATION

- 2.1 Fees. No compensation shall be paid by the Township to the County. To the extent consideration is required, each Party acknowledges and accepts the mutual promises as provided in this MOU.

ARTICLE III: MUTUAL REPRESENTATIONS OF THE TOWNSHIP AND THE COUNTY

- 3.1 No Agency Relationship. The parties agree that the relationship between the Township and the County shall not be a joint venture, partnership, or other form of agency, and that neither party shall be the agent of the other.
- 3.2 Liability. All liability, loss, or damage as a result of claims, demands, costs, or judgments arising out of or in any way related to this MOU shall be the responsibility

of the Township, and not the responsibility of the County, if the liability, loss, or damage is caused by, or arises out of, the actions or failure to act on the part of the Township, its officers, employees, or agents. Nothing herein shall be construed as a waiver of any governmental or other immunity that the Township, its officers, employees, or agents may have by law, statute, rule, regulation, or other authority.

All liability, loss, or damage as a result of claims, demands, costs, or judgments arising out of or in any way related to this MOU shall be the responsibility of the County, and not the responsibility of the Township, if the liability, loss, or damage is caused by, or arises out of, the actions or failure to act on the part of the County, its officers, employees or agents. Nothing herein shall be construed as a waiver of any governmental or other immunity that the County, its officers, employees, or agents may have by law, statute, rule, regulation, or other authority.

ARTICLE IV: TERM AND TERMINATION

- 4.1 Term of Agreement. The term of this MOU shall begin on July 1, 2024, and shall remain in effect through June 30, 2025, and shall thereafter automatically renew for successive one-year periods, unless terminated according to Section 4.2.
- 4.2 Termination of Agreement. This MOU may be terminated by either party with or without cause upon thirty (30) calendar days' written notification to the other party, or immediately upon the mutual written agreement of the parties.

ARTICLE V: GENERAL TERMS

- 5.1 Notice. Any notice given under any provision of this MOU shall have been sufficiently given if delivered in person or sent by registered or certified mail, postage and charges prepaid, or by email to the address of the Parties as set forth below. Either Party may change its address for purposes of this MOU by giving the other Party notice. Unless otherwise required by the MOU, notices under this Agreement shall be directed to the following persons:

To County:

Tim Morgan, Parks Director
Ingham County Parks Department
121 E. Maple St., Suite 102
Mason, MI 48854
tmorgan@ingham.org

To Township:

c/o Courtney Wisinski
Parks & Recreation Director
Meridian Charter Township
5151 Marsh Rd.
Okemos, MI 48864
wisinski@meridian.mi.us and
townshipboard@meridian.mi.us

- 5.2 Severability. If any provision of this MOU is held to be illegal or unenforceable, that provision shall be considered severed from this MOU and shall not affect the legality or enforceability of the remaining provisions of this MOU unless either party is unable to perform without the severed provision or unless the omission would destroy the intent of the parties.
- 5.3 Governing Law. This MOU shall be governed by the laws of the State of Michigan.
- 5.4 Entire Agreement. This MOU constitutes the entire Agreement of the parties concerning the County providing space for mooring the Township's emergency boat. This MOU shall supersede all previous communications, representations, or agreements, either verbal or written, between the parties concerning this subject matter.
- 5.5 Waiver. Waiver of any part of this MOU shall not be a waiver of any other part, nor shall any waiver of a breach of this Agreement in whole or in part constitute a waiver of any other succeeding breach.
- 5.6 Amendments. No amendment or modification to this MOU shall be effective unless it is in writing and signed by both parties. Amendments to this MOU shall be effective as of the date stipulated therein.
- 5.7 Assignability. Neither party may assign its rights or obligations under this MOU except with the written consent of the other party. Any attempted assignment in violation of this provision shall be null and void.
- 5.8 Reference Headings. Headings used in this MOU are for convenience of reference only and shall not be used to interpret this MOU.
- 5.9 No Third-Party Rights. This MOU is intended solely for the benefit of the parties, and it shall not be construed to create any benefits for or rights in any other person or entity, including users of the park, employees, contractors, and their representatives.

- 5.10 Force Majeure. Neither party shall be deemed to have defaulted or failed to perform hereunder if the party's inability to perform or default shall have been caused by an event or events beyond its control and without the fault of the party, including, without limitation, acts of state or federal government, pandemic, embargoes, fire, flood, explosions, acts of God, or a public enemy, strikes, labor disputes, vandalism, or civil riots.
- 5.11 Insurance. The Township shall maintain appropriate general liability insurance, workers' compensation insurance, automobile insurance, and professional liability insurance for the duration of this MOU and will provide a copy of the policy limits and certificates of insurance upon request of the County.
- 5.12 Nondiscrimination. The Township, as required by law and/or Ingham County's Equal Opportunity Employment/Nondiscrimination Policy, shall not discriminate against an employee or applicant for employment with respect to hire, tenure, terms, conditions or privileges of employment, or a matter directly or indirectly related to employment because of race, color, religion, national origin, age, sex, sexual orientation, gender identity or expression, disability that is unrelated to the individual's ability to perform the duties of a particular job or position, height, weight, marital status or political affiliation. The Township shall adhere to all applicable Federal, State and local laws, ordinances, rules and regulations and policies prohibiting discrimination, including, but not limited to, the following:
- A. The Elliott-Larsen Civil Rights Act, 1976 PA 453, as amended.
 - B. The Persons with Disabilities Civil Rights Act, 1976 PA 220, as amended.
 - C. Section 504 of the Federal Rehabilitation Act of 1973, P.L. 93-112, 87 Stat. 355, as amended, and regulations promulgated thereunder.
 - D. The Americans with Disabilities Act of 1990, P.L. 101-336, 104 Stat 327 (42 USC §12101 et seq.), as amended, and regulations promulgated thereunder.

Breach of this Section 5.12 shall be regarded as a material breach of this MOU.

IN WITNESS WHEREOF, the Parties have signed this MOU effective as of the dates set forth below.

COUNTY OF INGHAM

By: _____ Date _____
Ryan Sebolt, Chairperson
County Board of Commissioners

CHARTER TOWNSHIP OF MERIDIAN

By: _____ Date _____
Scott Hendrickson, Township Supervisor



To: Board Members
From: Phil Deschaine, Treasurer
Date: November 8, 2024
Re: Third Quarter 2024 Investment Report

Attached is the Meridian Township’s third-quarter 2024 Investment Report in a new format.

The report was designed with our financial advisory firm, Robinson Capital. This report presents our investment data in a more graphical format.

You will also find new information in this new report including **maturity distribution** over the next five years, **cash flow** over the next twelve months, and **sector allocation, average yields** (earnings), and **average coupon** (interest rates).

Your feedback on this new format is welcome and needed for me to continue to refine the new report to make it more readable and understandable for the Board and our 45,000 residents.

ROBINSON FUNDS

R ROBINSON | CAPITAL

THIRD QUARTER 2024 INVESTMENTS REPORT

MERIDIAN TOWNSHIP

October 31, 2024

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TRANSACTIONS | FIXED INCOME. 5

HOLDINGS | FIXED INCOME 7

HOLDINGS | FIXED INCOME DETAILS 9

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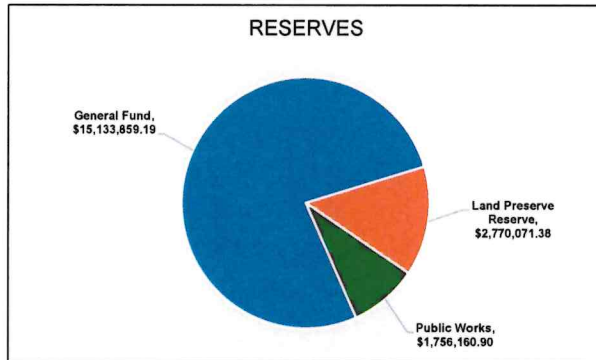
IMPORTANT DISCLOSURES 14

MERIDIAN TOWNSHIP SUMMARY

As of Sept. 30, 2024

QUARTERLY PORTFOLIO CHARACTERISTICS

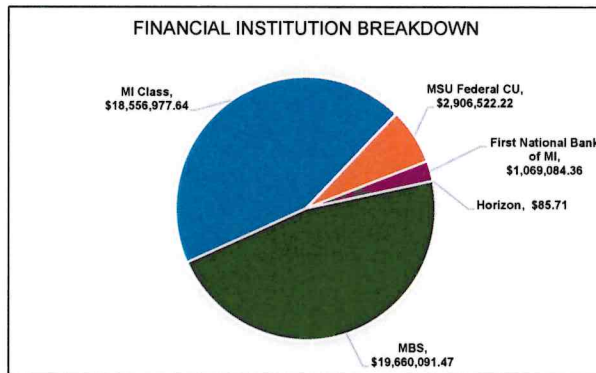
PORTFOLIO MARKET VALUE	\$42,192,791
NUMBER OF HOLDINGS	15
PURCHASE YIELD	4.33%
YIELD TO MATURITY	4.33%
ESTIMATED ANNUAL INCOME	\$1,430,969
AVERAGE COUPON	2.19%
AVERAGE MATURITY (Yrs)	1.52
AVERAGE CREDIT RATING	AA+



CASH BALANCE

Q2 2024		
	Amount	Yield
Morgan Stanley Money Market Func	\$207,494.00	4.98%
MI CLASS	\$27,968,157.74	5.42%
MSUFCU	\$794,689.62	3.00%
HORIZON	\$216,586.56	1.80%
Total	\$29,186,927.92	5.32%

Q3 2024		
	Amount	Yield
Morgan Stanley Money Market Func	\$342,097.79	4.58%
MI CLASS	\$18,556,977.64	4.98%
MSUFCU	\$800,633.38	3.00%
HORIZON	\$85.71	1.80%
Total	\$19,699,794.52	4.89%



PORTFOLIO OVERVIEW | FIXED INCOME

Portfolio Characteristics

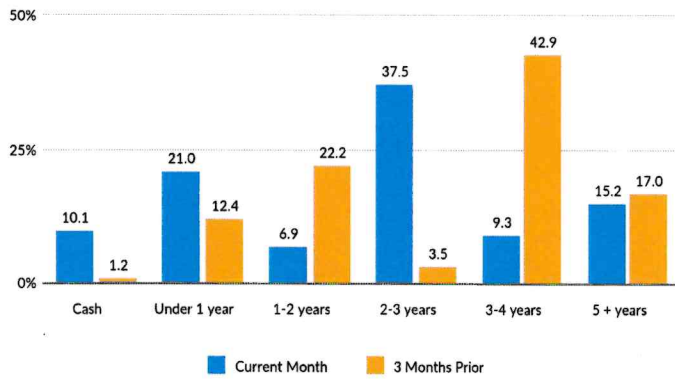
(10/31/2024)

Portfolio Market Value	\$20,391,310.91
Number of Holdings	12
Yield to Maturity	4.03%
Yield to Maturity at Cost	23.40%
Estimated Annual Income	\$412,102.63
Average Coupon	2.19%
Average Years to Maturity	2.61
Average Credit Rating	

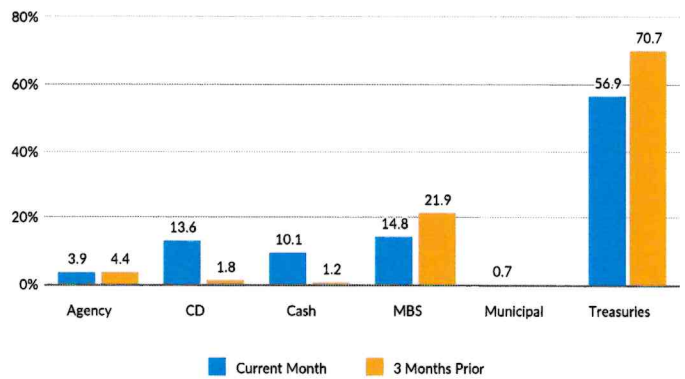
Credit Quality Breakdown

No data to display

Maturity Distribution (%)

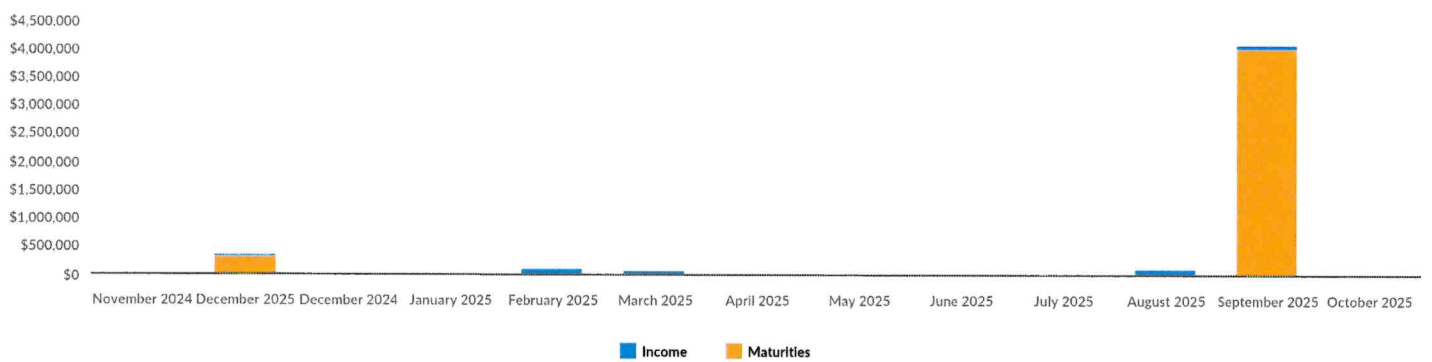


Sector Allocation (%)



CASH FLOW | FIXED INCOME

Cash Flow Over Next 12 Months



Month-Year	Income	Maturities	Total Amount
November 2024	\$5,870	\$0	\$5,870
December 2024	\$13,284	\$330,000	\$343,284
January 2025	\$8,925	\$0	\$8,925
February 2025	\$98,210	\$0	\$98,210
March 2025	\$68,291	\$0	\$68,291
April 2025	\$11,245	\$0	\$11,245
May 2025	\$8,283	\$0	\$8,283
June 2025	\$11,396	\$0	\$11,396
July 2025	\$8,810	\$0	\$8,810
August 2025	\$95,755	\$0	\$95,755
September 2025	\$70,923	\$4,000,000	\$4,070,923
October 2025	\$11,110	\$0	\$11,110
Total	\$412,103	\$4,330,000	\$4,742,103

Maturities do not reflect call options

TRANSACTIONS | FIXED INCOME

CUSIP	Description	Current Units	Trade Date	Settle Date	Price	Principal	Accrued Interest	Total Amount	Net Realized Gain/Loss
Buy									
594654XU4	MICHIGAN ST HSG DEV AUTH SINGLE FAMILY MTG REV	150,000.00	10/03/2024	10/17/2024	\$100.00	\$150,000.00	--	\$150,000.00	--
Total Buy	--	--	--	--	--	\$150,000.00	--	\$150,000.00	--
Custody Fee									
CCYUSD	US DOLLAR	(15.09)	10/08/2024	10/08/2024	--	\$15.09	--	\$15.09	--
CCYUSD	US DOLLAR	(1.21)	10/08/2024	10/08/2024	--	\$1.21	--	\$1.21	--
CCYUSD	US DOLLAR	(21.81)	10/08/2024	10/08/2024	--	\$21.81	--	\$21.81	--
CCYUSD	US DOLLAR	(125.89)	10/08/2024	10/08/2024	--	\$125.89	--	\$125.89	--
Total Custody Fee	--	--	--	--	--	\$164.00	--	\$164.00	--
Interest									
3140HVYK4	FN BL4313	--	10/01/2024	10/01/2024	--	\$1,920.83	--	\$1,920.83	--
3140HYAD0	FN BL6303	--	10/01/2024	10/01/2024	--	\$3,632.08	--	\$3,632.08	--
3138LKSL7	FN AN7150	--	10/01/2024	10/01/2024	--	\$1,836.03	--	\$1,836.03	--
3140HYAD0	FN BL6303	--	10/01/2024	10/01/2024	--	\$252.67	--	\$252.67	--
3130APGT6	FEDERAL HOME LOAN BANKS	--	10/28/2024	10/28/2024	--	\$2,875.00	--	\$2,875.00	--
32110YUG8	First National Bank of America	--	10/30/2024	10/30/2024	--	\$1,808.22	--	\$1,808.22	--
32110YUJ2	First National Bank of America	--	10/30/2024	10/30/2024	--	\$698.63	--	\$698.63	--
Total Interest	--	--	--	--	--	\$13,023.46	--	\$13,023.46	--
Maturity									
3138LKSL7	FN AN7150	--	10/01/2024	10/01/2024	\$100.00	\$892,000.00	--	--	\$892,000.00
Total Maturity	--	--	--	--	--	\$892,000.00	--	--	--
Money Market Funds									
61747C608	MORG STAN I LQ:GV ADV	--	10/01/2024	10/01/2024	--	\$6.27	--	\$6.27	--
61747C608	MORG STAN I LQ:GV ADV	--	10/01/2024	10/01/2024	--	\$43.77	--	\$43.77	--
61747C608	MORG STAN I LQ:GV ADV	--	10/01/2024	10/01/2024	--	\$1,109.64	--	\$1,109.64	--
61747C608	MORG STAN I LQ:GV ADV	--	10/01/2024	10/01/2024	--	\$111.27	--	\$111.27	--
Total Money Market Funds	--	--	--	--	--	\$1,270.95	--	\$1,270.95	--
Principal Paydown									

TRANSACTIONS | FIXED INCOME

CUSIP	Description	Current Units	Trade Date	Settle Date	Price	Principal	Accrued Interest	Total Amount	Net Realized Gain/Loss
3138LK5L7	FN AN7150	(892,000.00)	10/01/2024	10/01/2024	--	\$892,000.00	--	\$892,000.00	--
Total Principal Paydown		--	--	--	--	\$892,000.00	--	\$892,000.00	--

HOLDINGS | FIXED INCOME

CUSIP	Quantity	Description	Coupon Rate	Final Maturity	Blended Rating	Yield to Maturity at Cost	Yield to Worst	Price	Market Value	% of Market Value
Cash										
61747C608	930,128.65	MORG STAN I LQ:GV ADV	4.52%	10/31/2024	--	--	4.52%	\$1.00	\$930,128.65	4.56%
61747C608	2,062.83	MORG STAN I LQ:GV ADV	4.53%	10/31/2024	--	--	4.52%	\$1.00	\$2,062.83	0.01%
CCYUSD	892,000.00	Receivable	0.00%	10/31/2024	NR	--	0.00%	\$1.00	\$892,000.00	4.37%
61747C608	211,272.26	MORG STAN I LQ:GV ADV	4.53%	10/31/2024	--	--	4.52%	\$1.00	\$211,272.26	1.04%
61747C608	14,764.46	MORG STAN I LQ:GV ADV	4.53%	10/31/2024	--	--	4.52%	\$1.00	\$14,764.46	0.07%
Total Cash	1,158,228.20	--	4.52%	--	--	--	4.52%	--	\$1,158,228.20	5.94%
CD										
32110YUJ2	1,000,000.00	First National Bank of America	0.85%	09/30/2026	--	121.67%	4.03%	\$94.15	\$941,535.58	4.62%
32110YUG8	2,000,000.00	First National Bank of America	1.10%	09/29/2028	--	143.23%	4.62%	\$87.43	\$1,748,750.52	8.58%
48128UHQ5	90,000.00	JPMorgan Chase Bank, National Association	1.20%	07/31/2030	--	120.93%	3.97%	\$85.86	\$77,549.00	0.38%
Total CD	3,090,000.00	--	1.02%	--	--	135.27%	4.40%	--	\$2,767,835.10	14.19%
Treasuries										
9128285C0	4,000,000.00	UNITED STATES TREASURY	3.00%	09/30/2025	--	3.79%	4.35%	\$98.80	\$3,962,424.45	19.43%
9128282R0	8,000,000.00	UNITED STATES TREASURY	2.25%	08/15/2027	--	3.53%	4.15%	\$95.05	\$7,641,902.17	37.48%
Total Treasuries	12,000,000.00	--	2.51%	--	--	3.62%	4.22%	--	\$11,604,326.62	59.51%
Agency										
3130AQA37	330,000.00	FEDERAL HOME LOAN BANKS	1.00%	12/30/2024	--	1.00%	4.60%	\$99.40	\$329,135.11	1.61%
3130APGT6	500,000.00	FEDERAL HOME LOAN BANKS	1.15%	10/28/2026	--	1.15%	4.37%	\$93.91	\$469,612.92	2.30%
Total Agency	830,000.00	--	1.09%	--	--	1.09%	4.47%	--	\$798,748.02	4.10%
MBS										
3140HYAD0	2,300,000.00	FN BL6303	1.90%	05/01/2030	--	4.04%	4.73%	\$87.29	\$2,011,368.55	9.86%
3140HYAD0	160,000.00	FN BL6303	1.90%	05/01/2030	--	0.00%	4.73%	\$87.29	\$139,921.29	0.69%
3140HVYK4	1,000,000.00	FN BL4313	2.31%	09/01/2031	--	3.70%	4.80%	\$86.79	\$869,890.66	4.27%
Total MBS	3,460,000.00	--	2.01%	--	--	3.75%	4.75%	--	\$3,021,180.51	15.49%
Municipal										
594654XU4	150,000.00	MICHIGAN ST HSG DEV AUTH SINGLE FAMILY MTG REV	4.05%	12/01/2027	--	4.05%	4.33%	\$99.17	\$148,992.46	0.73%
Total Municipal	150,000.00	--	4.05%	--	--	4.05%	4.33%	--	\$148,992.46	0.76%

HOLDINGS | FIXED INCOME

CUSIP	Quantity	Description	Coupon Rate	Final Maturity	Blended Rating	Yield to Maturity at Cost	Yield to Worst	Price	Market Value	% of Market Value
Grand Total	21,580,228.20	--	2.19%	--	--	23.40%	4.16%	--	\$20,391,310.91	100.00%

HOLDINGS | FIXED INCOME DETAILS

CUSIP	Quantity	Description	Coupon Rate	Final Maturity	Purchase Date	Settle Date	Total Adjusted Cost	Market Value	Market Value + Accrued	Unrealized Gain/Loss
Cash										
CCYUSD	892,000.00	Receivable	0.00%	10/31/2024	--	--	\$892,000.00	\$892,000.00	\$892,000.00	\$0.00
61747C608	14,764.46	MORG STAN I LQ:GV ADV	4.53%	10/31/2024	--	--	\$14,764.46	\$14,764.46	\$14,764.46	\$0.00
61747C608	211,272.26	MORG STAN I LQ:GV ADV	4.53%	10/31/2024	--	--	\$211,272.26	\$211,272.26	\$211,272.26	\$0.00
61747C608	930,128.65	MORG STAN I LQ:GV ADV	4.52%	10/31/2024	--	--	\$930,128.65	\$930,128.65	\$930,128.65	\$0.00
61747C608	2,062.83	MORG STAN I LQ:GV ADV	4.53%	10/31/2024	--	--	\$2,062.83	\$2,062.83	\$2,062.83	\$0.00
Total Cash	2,050,228.20	--	2.55%	--	--	--	\$2,050,228.20	\$2,050,228.20	\$2,050,228.20	\$0.00
CD										
32110YUJ2	1,000,000.00	First National Bank of America	0.85%	09/30/2026	09/30/2021	09/30/2021	\$621,566.27	\$941,489.00	\$941,535.58	\$319,922.73
32110YUG8	2,000,000.00	First National Bank of America	1.10%	09/29/2028	04/12/2024	04/12/2024	\$266,437.77	\$1,748,629.97	\$1,748,750.52	\$1,482,192.21
48128UHQ5	90,000.00	JPMorgan Chase Bank, National Association	1.20%	07/31/2030	07/31/2020	07/31/2020	\$38,813.86	\$77,273.82	\$77,549.00	\$38,459.96
Total CD	3,090,000.00	--	1.02%	--	--	--	\$926,817.89	\$2,767,392.79	\$2,767,835.10	\$1,840,574.91
Treasuries										
9128285C0	4,000,000.00	UNITED STATES TREASURY	3.00%	09/30/2025	09/13/2022	09/14/2022	\$3,971,902.35	\$3,951,875.00	\$3,962,424.45	(\$20,027.35)
9128282R0	8,000,000.00	UNITED STATES TREASURY	2.25%	08/15/2027	09/14/2022	09/15/2022	\$7,729,724.72	\$7,603,750.00	\$7,641,902.17	(\$125,974.72)
Total Treasuries	12,000,000.00	--	2.51%	--	--	--	\$11,701,627.07	\$11,555,625.00	\$11,604,326.62	(\$146,002.07)
Agency										
3130AQ37	330,000.00	FEDERAL HOME LOAN BANKS	1.00%	12/30/2024	12/30/2021	12/30/2021	\$330,000.00	\$328,025.94	\$329,135.11	(\$1,974.06)
3130APG6	500,000.00	FEDERAL HOME LOAN BANKS	1.15%	10/28/2026	12/01/2021	12/01/2021	\$500,000.00	\$469,565.00	\$469,612.92	(\$30,435.00)
Total Agency	830,000.00	--	1.09%	--	--	--	\$830,000.00	\$797,590.94	\$798,748.02	(\$32,409.06)
MBS										
3140HYAD0	160,000.00	FN BL6303	1.90%	05/01/2030	04/17/2024	04/17/2024	\$0.00	\$139,668.62	\$139,921.29	\$139,668.62
3140HYAD0	2,300,000.00	FN BL6303	1.90%	05/01/2030	04/27/2022	04/28/2022	\$2,078,815.66	\$2,007,736.47	\$2,011,368.55	(\$71,079.19)
3140HVYK4	1,000,000.00	FN BL4313	2.31%	09/01/2031	10/28/2019	10/28/2019	\$929,184.45	\$867,905.80	\$869,890.66	(\$61,278.65)
Total MBS	3,460,000.00	--	2.01%	--	--	--	\$3,008,000.11	\$3,015,310.89	\$3,021,180.51	\$7,310.78
Municipal										
594654XU4	150,000.00	MICHIGAN ST HSG DEV AUTH SINGLE FAMILY MTG REV	4.05%	12/01/2027	10/03/2024	10/17/2024	\$150,000.00	\$148,756.50	\$148,992.46	(\$1,243.50)
Total Municipal	150,000.00	--	4.05%	--	--	--	\$150,000.00	\$148,756.50	\$148,992.46	(\$1,243.50)

HOLDINGS | FIXED INCOME DETAILS

CUSIP	Quantity	Description	Coupon Rate	Final Maturity	Purchase Date	Settle Date	Total Adjusted Cost	Market Value	Market Value + Accrued	Unrealized Gain/Loss
Grand Total	21,580,228.20	--	2.19%	--	--	--	\$18,666,673.27	\$20,334,904.33	\$20,391,310.91	\$1,668,231.06

INCOME / EXPENSE | FIXED INCOME

Current Month

Beginning Total Market Value	\$19,660,121.42
Contributions	\$0.00
Withdrawals	(\$164.00)
Realized Gains	\$892,000.00
Unrealized Gains	(\$196,842.15)
Interest	\$14,294.41
Change In Accrued Income	\$21,901.23
Ending Total Market Value	\$20,391,310.91

3 Month Summary

Beginning Total Market Value	\$17,872,270.70
Contributions	\$0.00
Withdrawals	(\$1,000,502.62)
Realized Gains	\$892,000.00
Unrealized Gains	\$2,513,476.55
Interest	\$197,912.39
Change In Accrued Income	(\$83,846.12)
Ending Total Market Value	\$20,391,310.91



To: Board Members
From: Scott Hendrickson, Township Supervisor
Date: November 12, 2024
Re: Resolution in Support of Small Business Saturday

Meridian Township celebrates our local small businesses and the contributions they make to our local economy and community. This year, Small Business Saturday is November 30, 2024. The attached resolution has been drafted for the Township Board to give public recognition for Small Business Saturday.

The following motion is proposed for Board consideration:

MOVE TO ADOPT THE ATTACHED RESOLUTION IN SUPPORT OF SMALL BUSINESS SATURDAY.

Attachment:

1. Resolution in Support of Small Business Saturday

RESOLUTION IN SUPPORT OF SMALL BUSINESS SATURDAY

At a regular meeting of the Township Board of the Charter Township of Meridian, Ingham County, Michigan, held on the 12th day of November 2024, at 6:00 pm local time.

PRESENT: _____

ABSENT: _____

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

WHEREAS, the Charter Township of Meridian celebrates our local small businesses and the contributions they make to our local economy and community; and

WHEREAS, according to the United States Small Business Administration, there are 34.7 million small businesses in the United States, small businesses represent 99.7% of firms with paid employees, small businesses are responsible for 61.1% of net new jobs created since 1995, and small businesses employ 45.9% of the employees in the private sector in the United States; and

WHEREAS, 68 cents of every dollar spent at a small business in the United States stays in the local community and every dollar spent at small businesses creates an additional 48 cents in local business activity as a result of employees and local businesses purchasing local goods and services; and

WHEREAS, 59% of US consumers were aware of Small Business Saturday and shopped or ate at a small, independently owned retailer or restaurant on Small Business Saturday 2023; and

WHEREAS, the Charter Township of Meridian celebrates the contributions of all of our local businesses, today we remit special attention to our small business owners that create jobs, boost our local economy, and preserve our communities; and

WHEREAS, advocacy groups, as well as public and private organizations, across the country have endorsed the Saturday after Thanksgiving as Small Business Saturday; and

NOW, THEREFORE, BE IT RESOLVED BY THE TOWNSHIP BOARD OF THE CHARTER TOWNSHIP OF MERIDIAN, INGHAM COUNTY, MICHIGAN, that November 30, 2024 will be Small Business Saturday.

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 12th day of November 2024.

Deborah Guthrie, Clerk
Charter Township of Meridian



To: Board Members
From: Deborah Guthrie, Township Clerk
Date: November 12, 2024
Re: Resolution in Support of Native American Heritage Month

Meridian Township wishes to recognize the month of November 2024 as “National Native American Heritage Month” and to recognize the Friday after Thanksgiving as “Native American Heritage Day” in accordance with section 2(10) of the Native American Heritage Day Act of 2009 (Public Law 111-33; 123 Stat. 1923).

The following motion is proposed for Board consideration:

MOVE TO ADOPT THE ATTACHED RESOLUTION IN SUPPORT OF NATIVE AMERICAN HERITAGE MONTH.

Attachment:

1. Resolution in Support of Native American Heritage Month

RESOLUTION IN SUPPORT OF NATIONAL NATIVE AMERICAN HERITAGE MONTH

At a regular meeting of the Township Board of the Charter Township of Meridian, Ingham County, Michigan, held on the 12th day of November 2024, at 6:00 pm local time.

PRESENT: _____

ABSENT: _____

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

WHEREAS, from November 1- November 30, the United States celebrates National Native American Heritage Month; and

WHEREAS, National Native American Heritage Month is an opportunity to consider and recognize the contributions of Native Americans to the history of the United States; and

WHEREAS, Native Americans are descendants of the original, Indigenous inhabitants of what is now the United States; and

WHEREAS, the Census Bureau estimates that—(1) in 2020, there were 9,666,058 individuals of American Indian and Alaska Native descent in the United States; and (2) in 2019, there were 607,010 individuals of Native Hawaiian descent in the United States; and

WHEREAS, Native Americans maintain vibrant cultures and traditions and hold a deeply rooted sense of community; and

WHEREAS, Native Americans have moving stories of tragedy, triumph, and perseverance that need to be shared with future generations; and

WHEREAS, Native Americans speak and preserve Indigenous languages, which have contributed to the English language by being used as names of individuals and locations (i.e. Okemos in Meridian Township) throughout the United States; and

WHEREAS, Congress has consistently reaffirmed support for Tribal self-governance and self-determination policies for Native American communities and the commitment of the United States to improving the lives of all Native Americans by—(1) enhancing health care and law enforcement resources; and (2) improving the housing and socioeconomic status of Native Americans; and

WHEREAS, Congress has recognized the contributions of the Iroquois Confederacy and the influence of the Iroquois Confederacy on the Founding Fathers in the drafting of the Constitution of the United States with the concepts of—(1) freedom of speech; (2) the separation of governmental powers; and (3) the system of checks and balances between the branches of government; and

WHEREAS, with the enactment of the Native American Heritage Day Act of 2009 (Public Law 111-33;123 Stat. 1922), Congress—(1) reaffirmed the government-to-government relationship between the United States and Native American governments; and (2) recognized the important contributions of Native Americans to the culture of the United States; and

WHEREAS, Native Americans have made distinct and important contributions to the United States and the rest of the world in many fields, including the fields of agriculture, environmental stewardship, wayfinding, medicine, music, dance, language, and art; and

WHEREAS, contemporary applications of traditional knowledge systems of Native Americans have expanded scientific, environmental, and intercultural understanding; and

WHEREAS, Native Americans have distinguished themselves as inventors, entrepreneurs, spiritual leaders, and scholars; and

WHEREAS, The Nokomis Cultural Heritage Center is a non-profit Native American Cultural Center located at the Meridian Historical Village, dedicated to the preservation and presentation of Anishinaabe culture. For nearly two decades they have been working to teach the people of the State of Michigan about Anishinaabe (Ojibwa, Odawa and Potawatomi) arts, culture and history; and

WHEREAS, the people of the United States, the State of Michigan and Meridian Township have reason to honor the great achievements and contributions of Native Americans and their ancestors; and

NOW, THEREFORE, BE IT RESOLVED BY THE TOWNSHIP BOARD OF THE CHARTER TOWNSHIP OF MERIDIAN, INGHAM COUNTY, MICHIGAN, joins with The Nokomis Cultural Heritage Center:

- (1) to recognize the month of November 2024 as “National Native American Heritage Month”;
- (2) to recognize the Friday after Thanksgiving as “Native American Heritage Day” in accordance with section 2(10) of the Native American Heritage Day Act of 2009 (Public Law 111-33; 123 Stat. 1923); and
- (3) to urge the people of Meridian Township to observe National Native American Heritage Month and Native American Heritage Day with ongoing support, appropriate programs and activities including new visits to Nokomis Cultural Heritage Center.

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 12th day of November 2024.

Deborah Guthrie, Clerk
Charter Township of Meridian



To: Board Members
From: Phil Deschaine, Treasurer
Date: November 7, 2024
Re: Placement of Delinquent Special Assessments, Delinquent Utilities, Delinquent False Alarms, Unpaid Lot Mowing/Code Violations and Misc. Fees on the Winter Tax Roll for 2024

Listed below are the totals of the delinquent special assessments, delinquent utilities, delinquent false alarms, unpaid lot mowing fees and code violation fees that the Board must authorize for placement on the 2024 Winter Tax Roll for collection. All supporting documents are on file with the Treasurer’s Office.

Water:	Lake Lansing Watershed	\$	7,290.69
	Grand River Water Main	\$	6,928.80
Sewer:	Kansas Rd. Sanitary Sewer	\$	1,304.99
Sidewalks:	2021 Sidewalk	\$	833.28
	2022 Sidewalk	\$	1,048.10
Paving:	Powell Rd Public Improvement	\$	3,606.82
Drains:	Daniels Drain	\$	7,748.91
Delinquent Utilities:		\$	17,043.35
Delinquent False Alarms:		\$	925.00
Unpaid Lot Mowing/Etc:		\$	11,821.00

“Move to assess the charges identified I the staff memorandum with parcel identification available in the Treasurer’s Office dated November 1, 2024 for delinquent Special Assessments, Utility Bills, False Alarms, Nuisance, Lot Mowing/Code Violation, and Misc. Fees as a tax lien against the subject properties as authorized by Michigan Compiled Laws (MCL) 41.727, 41.728, and Meridian Township Ordinance Code Sections 58-32, 58-33, 78-98, 78-155, 46-5, 82-27, 18-1, and 18-15”



To: Township Board
From: Rick Grillo, Chief of Police
Date: November 8, 2024
Re: Williamstown Township Police Agreement

Meridian Township Police Department has provided law enforcement services to Williamstown Township since 2011. Williamstown Township continues to be pleased with the law enforcement services Meridian provides. The current contract is set to expire on December 31, 2024. Our Department met with Williamstown Township officials to discuss the contract renewal proposal to provide law enforcement services to Williamstown Township for 2025–2027.

Due to past staffing issues, MTPD reduced the number of dedicated patrol hours to Williamstown Township to 40 hours per week. As staffing has increased, Williamstown Township has requested 60 hours of dedicated patrol time per week. The new contract specifies MTPD must have a minimum of 37 sworn solo-performing officers to provide 60 hours of dedicated patrol time. When MTPD is below 37 solo-performing officers, the number of hours of dedicated patrol decreases to 40 hours per week.

Assuming MTPD has 37 solo-performing officers, the 2025–2027 contract authorizes Williamstown Township to compensate Meridian Township \$254,991.98 for calendar year 2025, \$262,641.73 for calendar year 2026 and \$270,520.99 and calendar year 2027. Additional per hour compensation outside the 60 hours of weekly patrol for emergency and non-emergency responses is also included in the contract. The Department recommends renewal of the contract to provide police services to Williamstown Township.

The following motion is proposed for Board consideration:

MOVE TO APPROVE THE AGREEMENT TO CONTINUE PROVIDING LAW ENFORCEMENT SERVICES TO WILLIAMSTOWN TOWNSHIP BEGINNING JANUARY 1, 2025 THROUGH DECEMBER 31, 2027 FOR EMERGENCY AND NON-EMERGENCY RESPONSES OUTSIDE THE 60 HOURS OF WEEKLY PATROL AND TO AUTHORIZE THE SUPERVISOR AND CLERK TO SIGN THE AGREEMENT.

Attachment:

1. Williamstown Township Agreement for Law Enforcement Services

AGREEMENT FOR LAW ENFORCEMENT SERVICES

THIS AGREEMENT, effective January 1, 2025, is made and entered by and between **CHARTER TOWNSHIP OF MERIDIAN**, 5151 Marsh Road, Okemos, MI 48864 (“Meridian”) and **WILLIAMSTOWN TOWNSHIP**, 4990 North Zimmer Road, Williamston, MI 48895 (“Williamstown”).

WHEREAS, Williamstown desires to secure certain law enforcement services from Meridian; and

WHEREAS, Meridian agrees to provide Williamstown with those law enforcement services as outlined below.

NOW THEREFORE, in consideration of the mutual covenants hereinafter contained, IT IS HEREBY AGREED as follows:

1. Services to be Provided by Meridian. Meridian shall provide Williamstown general law enforcement services by Police Officers (“Officers”) including, but not limited to, police patrol services, emergency and non-emergency response services to all dispatch calls, and additional police services, including without limitation the enforcement of applicable state statutes and regulations and Williamstown ordinances. These law enforcement services shall be provided as follows:

- A. Meridian will provide Williamstown forty (40) hours of police patrol coverage within Williamstown per week from January 1, 2025 until March 31, 2025, according to a variable. The schedule may be modified from time to time as agreed upon in writing between Meridian and Williamstown.
- B. Meridian will provide Williamstown sixty (60) hours of police patrol coverage within Williamstown per week from April 1, 2025 until December 31, 2027, according to a variable schedule. The schedule may be modified from time to time as agreed upon in writing between Meridian and Williamstown.
- C. Should staffing levels for Meridian drop below 36 solo performing officers, Meridian may reduce the number of hours of police patrol coverage to forty (40) until staffing levels exceed 36 solo performing officers at which time Meridian will resume sixty (60) hours of police patrol coverage.
- D. In the event an Officer assigned on shift to Williamstown is reassigned by Meridian to work outside Williamstown, and has not been replaced by another Officer, Williamstown shall be credited with compensatory time, which shall be used as mutually agreed upon by Meridian and Williamstown. The Williamstown Supervisor will be notified of all reassignments and the amount of hours taken from Williamstown.

- E. Meridian will provide emergency and non-emergency response by Officers to all dispatch calls within Williamstown 24 hours per day, seven days each week.
- F. Meridian will provide Williamstown additional police services as summarized in the attached Exhibit A.

2. Cooperation and Enforcement of Williamstown Ordinances. Meridian and its Officers shall cooperate with Williamstown officials in the enforcement of Williamstown ordinances. Williamstown shall be responsible for the prosecution and legal costs required in ordinance matters and shall provide the necessary prosecutorial support to adjudicate such cases.

3. Equipment to be Provided by Meridian. Meridian shall provide and maintain at its expense motor vehicles to be used for police protection and patrol within Williamstown and any and all uniforms, weapons, radios, and general police equipment to be used by Officers assigned to duty in Williamstown.

4. Insurance. Meridian shall provide all insurance for the motor vehicles and Officers used in the performance of the services described in the Section 1 of this Agreement, including without limitation all automobile, liability, health care workers’ compensation and other insurance coverage for any Officers and vehicles assigned to duty in Williamstown. “Insurance”, insofar as vehicles and Officers are concerned, means the coverage provided by Meridian as of January 1, 2011. If such coverage is discontinued or modified for any reason, Meridian shall notify Williamstown. Meridian will add Williamstown as an additional insured on Meridian’s general liability and automobile policies. Williamstown will add Meridian as an additional insured to Williamstown’s general liability policy.

5. Compensation. It is expressly understood that Williamstown shall pay Meridian the sum for calendar year depending on the agreed upon hours of police patrol coverage. See chart below. Additional per hour compensation for emergency and non-emergency response by Officers to all dispatch calls within Williamstown is listed below as Non Patrol Hours Rate.

Patrol Hours	2025 (13%)	2026 (3%)	2027 (3%)
80 weekly hours of patrol	\$339,989.29	\$350,188.97	\$360,694.64
60 weekly hours of patrol	\$254,991.98	\$262,641.73	\$270,520.99
40 weekly hours of patrol	\$169,994.65	\$175,094.49	\$180,347.32
Non Patrol Hours Rate	\$81.10	\$83.53	\$86.04
Quarterly Maximum Billable Hours	\$32,440	\$33,413	\$34,416

Meridian will invoice Williamstown quarterly at the end of each calendar quarter for the amount of actual emergency and non-emergency response by Officers to dispatch calls within Williamstown and additional police services approved by Williamstown under this Agreement

during that quarter. The amounts due Meridian during the period covered by this Agreement shall be paid in quarterly installments, with payments due by the 15th day of the month following the end of a quarter. All payments shall be made payable to Meridian and submitted to the Meridian Treasurer's Office.

6. **Reports.** Meridian shall provide Williamstown a monthly written report concerning the law enforcement services provided under this Agreement. At the request of Williamstown, Meridian will provide an Officer or supervisory personnel to orally present reports not less than quarterly on law enforcement services under this Agreement to the Williamstown Township Board or Williamstown Police Advisory Committee.

7. **Employment Status of Officers Assigned to Williamstown.** The Officers assigned to Williamstown are and shall remain employees of Meridian and shall be under Meridian's supervision, direction and control.

8. **Meridian Responsible for Management.** Meridian shall be solely responsible for the management of the Officers assigned to Williamstown under this Agreement. Management shall be construed to include, but not be limited to, determining priority of investigation; determining what constitutes a life threatening emergency; determining the specific personnel to be assigned to Williamstown; determining job duties and assignments; and determining the adequacy of motor vehicles deployed. Meridian will consult with Williamstown on routine or special matters as deemed appropriate.

9. **Emergency Removal of Officers.** Meridian reserves the right to remove any Officer who is otherwise assigned to Williamstown for emergencies that might exist within Meridian, subject to Section 1 B of this Agreement.

10. **Nondiscrimination.** In carrying out the terms of this Agreement, the parties shall adhere to all applicable federal, state and local laws, regulations and policies prohibiting discrimination. The parties shall not discriminate against persons to receive services under this Agreement or against an employee or applicant for employment with respect to hire, tenure, terms, conditions or privileges of employment, or a matter directly or indirectly related to employment, because of race, color, religion, national origin, age, sex, sexual orientation, disability that is unrelated to the individual's ability to perform the duties of a particular job or position, height, weight, marital status or political affiliation or beliefs.

11. **Agreement Does Not Affect Collective Bargaining Agreements.** The provisions of this Agreement shall not be construed as in any way affecting the collective bargaining agreement covering Meridian Officers including, but not limited to, the adding or subtracting of provisions.

12. **Communication.** It is agreed by the parties that prompt and timely resolution of issues and/or concerns is vital to the success of this Agreement. Therefore, the parties agree that the following steps will be utilized:

- A. The Williamstown Supervisor will meet regularly with the Meridian Police Chief for the purposes of resolving issues and/or concerns.

- B. The Williamstown Police Advisory Committee will meet as needed, at the request of the Chair of the Committee, or the Meridian Police Chief, for the purpose of communications and public feedback concerning activities of the Officers assigned to Williamstown.
- C. If issues and/or concerns cannot be resolved in either of the above mentioned forums in a timely manner, then the Williamstown Supervisor, Clerk and Treasurer will meet with the Meridian Police Chief and Manager to pursue resolution.

13. Waivers. No failure or delay on the part of any of the parties to this Agreement in exercising any right, power or privilege hereunder shall operate as a waiver thereof nor shall a single or partial exercise of any right, power or privilege preclude any other or further exercise of any other right, power or privilege.

14. Modification of Agreement. Modifications, amendments or waivers of any provision of this Agreement may be made only by the written mutual consent of the parties hereto.

15. Assignment or Subcontracting. The parties to this Agreement may not assign, subcontract or otherwise transfer their duties and/or obligations under this Agreement without express mutual written consent.

16. Non-Third Party Beneficiary Contract. This Agreement is not intended to be a third party beneficiary contract and confers no rights on anyone other than the parties hereto.

17. Disregarding Titles. The titles of the sections set forth in this Agreement are inserted for the convenience of reference only and shall be disregarded when construing or interpreting any of the provisions of this Agreement.

18. Complete Agreement. This Agreement contains all the terms and conditions agreed upon by the parties, and no other agreements, oral or otherwise, regarding the subject matter of this Agreement or any part thereof shall have any validity or bind any of the parties and any prior agreements shall be null and void.

19. Agreement Period and Termination. This Agreement shall be in effect from January 1, 2025, through December 31, 2027, and shall automatically renew unless either party provides one hundred eighty (180) days prior written notice of nonrenewal. Either Meridian or Williamstown may, with or without cause, terminate this Agreement at any time upon one hundred eighty (180) days prior written notice to the other party. In the event this Agreement is terminated prior to December 31, 2027, Williamstown shall pay Meridian as set forth in Section 5 the total sum due for services performed by the Officers assigned to Williamstown up to the effective date of termination.

20. Invalid Provisions. If any clause or provision of this Agreement is rendered invalid or unenforceable because of any State or Federal statute or regulation or ruling by any

- In-Car Video – Each patrol vehicle is equipped with video recording equipment used for its evidentiary value and verifying officer performance.
- Body worn cameras for each officer.
- Tasers for each officer, giving us an intermediary tool for less lethal force
- Police canines – Our canine program assists road patrol with search and rescue, tracking of offenders, locating property and other items, community engagement, narcotics investigations, and as a less lethal force option when necessary
- Supervision – Patrol supervisor on duty at all times.
- Community Policing – Individual officers are assigned specific neighborhoods to develop communication between the Department and the community.
- Neighborhood Watch – The Department encourages neighborhoods to be active in crime prevention initiatives by organizing neighborhoods to be eyes and ears.
- Basic Life Support– Officers are licensed at a Basic Life Support level. Officers are available to respond to medical calls to assist NIESA ambulance. Our officers may have a quicker response to begin treatment or may be available when the ambulance is unavailable.
- Automatic External Defibrillators – AEDs are carried in patrol cars.
- Naloxone – Officers carry Naloxone and are trained to administer the drug in the case of a suspected opioid overdose.
- Speed Signs and a Speed Trailer – Multiple speed signs can be deployed on roadways to educate the public on speed limits as well as conduct speed surveys to determine if / when motorists are speeding in certain areas
- Property Checks – Officers will check residential properties for security when the homeowner is away on vacation on request.
- Senior Watch Program – Seniors and others living alone who are enrolled in this program are contacted by the police department either in person or by phone regularly to ensure they are safe.
- Citizens Academy and Youth Academy – Each academy is held once per year allowing citizens to learn more about the Department and law enforcement in the community.
- Community Leader Meeting – Community leader meetings are held three times a year. It is an opportunity for police and our community to discuss community issues, crimes and trends.
- National Night Out – This celebration, held the first Tuesday in August, encourages citizens to be organized against crime. Neighborhoods are encouraged to have neighborhood activities including ice cream socials, picnics, or, at a minimum, have their porch light on and meet their neighbors.
- Traffic Initiative – The Department takes an active effort in reducing traffic crashes, thus, reducing injuries and fatalities.
- Telehealth Program – Individuals experiencing mental health crisis can be put in touch directly with a counselor from Community Mental Health for immediate assistance using our iPads.
- MLEAC Accredited Agency – Meridian Township Police Department is the 19th agency in the state and the first agency in mid-Michigan to achieve recognition as an accredited agency and retains this status on an annual basis.

- Citizen Satisfaction Surveys – Monthly surveys and digital surveys are sent to individuals who have used police services. Each one is reviewed by the Chief. The surveys provide valuable feedback on the Department’s performance.
- Special Response Team – The Department participates with East Lansing, Michigan State University and other departments on a special response tactical team for special response situations. This would be available to Williamstown Township.
- Written Reports – Criminal reports are completed in the patrol vehicle on an in-car computer. This reduces the amount of time the officer spends in the office.
- Citizen Complaint Process – All citizen complaints are thoroughly investigated with a follow-up correspondence to the citizen. Appropriate action is taken if necessary. Most citizen complaints are not sustained or are unfounded.
- Patrol officers are encouraged to do their own follow-up investigations when possible. Neighborhoods are canvassed on serious crimes. Patrol supervisors review investigative efforts to ensure thorough investigations are conducted.
- The Department has used satellite offices and would use Williamstown Township’s office as a location to meet with residents.
- Rave Emergency Alerts– Technology used to inform citizens of crime, crime trends, community alerts, and bulletins.



To: Township Board
From: Abigail Tithof, Human Resources Director
Date: November 12, 2024
Re: PA152 Exemption Resolution

As a follow up to the Township employee benefits discussion held by the Township Board on October 15, 2024, the following motion has been prepared for the Board's consideration:

MOVE TO APPROVE THE RESOLUTION TO ADOPT THE ANNUAL EXEMPTION OPTION (Section 8) AS SET FORTH IN 2011 PUBLIC ACT 152, THE PUBLICLY FUNDED HEALTH INSURANCE CONTRIBUTION ACT

Attachment:

1. November 12, 2024 PA152 Exemption Resolution

**RESOLUTION TO ADOPT THE ANNUAL EXEMPTION OPTION AS SET FORTH IN 2011
PUBLIC ACT 152, THE PUBLICLY FUNDED HEALTH INSURANCE CONTRIBUTION ACT**

At a regular meeting of the Township Board of the Charter Township of Meridian, Ingham County, Michigan, held at 5151 Marsh Road, Okemos, MI 48864 on the 12th day of November 2024, at 6:00 p.m., Local Time.

PRESENT: _____

ABSENT: _____

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

WHEREAS, 2011 Public Act 152 (the "Act") was passed by the State Legislature and signed by the Governor on September 24, 2011;

WHEREAS, the Act contains three options for complying with the requirements of the Act;

WHEREAS, the three options are as follows:

- 1) Section 3 - "Hard Caps" Option - limits a public employer's total annual health care costs for employees based on coverage levels, as defined in the Act;
- 2) Section 4 - "80%/20%" Option - limits a public employer's share of total annual health care costs to not more than 80%. This option requires an annual majority vote of the governing body;
- 3) Section 8 - "Exemption" Option - a local unit of government, as defined in the Act, may exempt itself from the requirements of the Act by an annual 2/3 vote of the governing body;

WHEREAS, Meridian Charter Township has decided to adopt the annual Exemption option as its choice of compliance under the Act;

NOW, THEREFORE, BE IT RESOLVED that Meridian Charter Township elects to comply with the requirements of 2011 Public Act 152, the Publicly Funded Health Insurance Contribution Act, by adopting the annual Exemption option for the medical benefit plan coverage year January 1, 2025 through December 31, 2025.

ADOPTED: YEAS: _____

NAYS: _____



To: Township Board
From: Scott Hendrickson, Township Supervisor
Date: November 12, 2024
Re: Manager Review Process

Among the many policies and procedures that could use an update is the manner by which the Township Manager receives an annual performance review. In the past, the Board each completed a short form and provided commentary on the Manager's performance that is summarized by the Township Supervisor and presented. This process does not include any input from the Staff, who ultimately and operationally work with the Township Manager to achieve the ends of the Township's goals.

As such, I have begun the process of crafting a more thorough review process that includes evaluations from staff as well as evaluations from Board Members and a draft of the policy can be found in this agenda item.

The basic premise is that a number of employees will be chosen randomly each September and will complete an evaluation form of the Township Manager. This is to be done anonymously and provided to the HR Director who will present the forms to the Board prior to their completion of the evaluation of the Manager. The Township Board will be able to use these documents as well as their own experiences with Manager to complete their evaluation forms (which may also be getting a face lift during this process) and send them in to be compiled.

Rather than summarizing, the Township Supervisor will draft an executive summary of the reviews and the entire packet (including the Executive Summary, the Manager Review Document from each Board Member, and the Employee's Reviews) will be presented for final approval by the Board in November for their consideration.

I believe this is a more transparent review process, which includes employee feedback, reduces the possibility that remarks or critiques will be misconstrued during summarization, and gives the Board increased information from the staff prior to their review of the Township Manager.

I present this draft for the Board's consideration with the hope to gain insight into whether the Board approves of the direction, and with the hope that we might move this forward for implementation as early as this year.

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

MOVE TO APPROVE THE MANAGER REVIEW PROCESS AS PRESENTED AND ADOPT THE TOWNSHIP MANAGER REVIEW FORM AS PRESENTED.

Attachment:

1. Township Manager Performance Review Process and Evaluation Form

Proposed Manager Review Process

OVERVIEW

The goal of this process is to obtain the most accurate review possible of the Township Manager's performance over a year-long period. It is the Board's wish to do so in such a way that incorporates the reviews of the Board Members, and the feedback of the Township Manager's direct reports, other Township employees, and Board and Commission volunteers.

The deadline to complete the process of reviewing the Township Manager's performance should be on or before November 20th each year so that the current Board can review the managers performance in each of the years reviewed. Doing so will also give Boards time to consume the final report and consider its findings during years in which the Manager's contract must be negotiated or renegotiated.

Parties involved in the execution of this process will include the HR director, the Township Supervisor, members of the Township Board, and any union employees, non-union employees, and Boards and Commission volunteers selected to provide feedback on the performance of the Manager.

PROCEDURAL OUTLINE

1. One week prior to the second Township Board Meeting in September, the Director of Human Resources shall furnish to the Township Supervisor lists of employees and/or Boards and Commissions Volunteers that have been anonymized and assigned numbers.
 - a. *NOTE: If possible, if an employee/volunteer has reviewed the Township Manager in the last 4 years, they are to be excluded from the list of possible reviewers.*
 - b. The lists shall be subdivided as follows:
 - i. Boards and Commission Members
 1. *NOTE: This is to exclude the members of the Township Board*
 - ii. Non-Union Director Employees (MTEAM Members)
 1. *NOTE: This is to exclude the Township Manager*
 - iii. Administrative Professionals Bargaining Unit Members (TPOAM)
 - iv. Non-Supervisory Professionals Bargaining Unit Members (TPOAM) & Supervisory Professionals Bargaining Unit Members (TPOAM)
 - v. Public Works and Parks and Recreation Bargaining Unit Members (TPOAM)
 - vi. Police Officers Bargaining Unit Members (POAM)
 - vii. Police Command Bargaining Unit Members (CCLP)
 - viii. Firefighters Bargaining Unit Members (IAFF)
2. From these lists, the following number of anonymized respondents will be selected by the Township Supervisor:
 - a. Boards and Commissions: 2
 - b. Non-Union Directors: 2
 - c. Administrative Professionals: 1
 - d. Non-Supervisory Professionals: 2
 - e. Professional Supervisors: 1
 - f. Public Works and Parks and Recreation: 2
 - g. Police Officers: 2
 - h. Police Command: 1

- i. Firefighters: 2
3. The Director of Human Resources will notify the selected employees of their selection as those who will offer feedback and will provide the Township Manager/Employee Review Form, as approved by the Township Board.
 - a. NOTE: If an employee is unavailable due to leave of absence or other compelling reason, another employee will be selected by the Township Supervisor from the anonymized list of the same group.
4. The selected employees shall complete their Township Manager/Employee Review Form and return it to the Director of Human Resources by the first meeting of the Township Board in October.
5. The Director of Human Resources will provide the raw responses to the Township Supervisor and retain a copy.
6. The Township Supervisor shall collate the responses and provide them to the Township Board and copy the Director of Human Resources prior to the Board's second meeting in October.
 - a. NOTE: The Township Supervisor may format the results and responses but may not alter them.
7. The Director of Human Resources shall place on the agenda of the Township Board's second meeting in October a discussion to review the Manager Review Process and shall provide the Township Board/Manager Review Form, as approved by the Township Board, and the employee responses, as received from the Supervisor.
8. By November 1st, the Township Board shall complete their Township Board/Manager Review Forms and return them to the Township Supervisor and the Director of Human Resources.
9. The Township Supervisor shall collate the responses and may format the results and responses but may not alter them.
10. The Township Supervisor shall write an Executive Summary of the Township Manager Review that incorporates the reviews of the employees, Boards and Commissions members, and Township Board Members.
11. The Township Supervisor shall place on the agenda of the Township Board's first meeting in November an item for discussion and shall present the compiled Township Manager Review.
 - a. This agenda item will include a packet containing the following:
 - i. The Supervisor's Executive Summary
 - ii. The Township Board/Manager Review Forms from each Board Member
 - iii. The Township Manager/Employee Review Forms from each reviewer
12. The Township Supervisor shall place on the agenda of the Township Board's second meeting in November an item for action, and the Board shall on whether to accept the Township Manager's Annual Review.



Completed Evaluation due to HR by: _____

Date Evaluation Received in HR: _____

Township Manager Performance Evaluation

Name of Township Manager: _____

Evaluator Name & Signature: _____

Evaluation Period: _____ to _____

INSTRUCTIONS

This evaluation form contains ten categories of evaluation criteria. Each category contains a statement to describe a behavior standard in that category. For each statement, use the following scale to indicate your rating of the township manager's performance.

5 = Excellent (almost always exceeds the performance standard)

4 = Above average (generally exceeds the performance standard)

3 = Average (generally meets the performance standard)

2 = Below average (usually does not meet the performance standard)

1 = Poor (rarely meets the performance standard)

Any item left blank will be interpreted as a score of "3 = Average"

This evaluation form also contains a provision for entering narrative comments, including an opportunity to enter responses to specific questions and an opportunity to list any comments you believe appropriate and pertinent to the rating period.

- ✓ Leave all pages of this evaluation form attached.
- ✓ Initial each page.
- ✓ Sign and date the cover page.
- ✓ On the date space of the cover page, enter the date the evaluation form was submitted.

All evaluations presented prior to the deadline identified on this cover page will be summarized into a performance evaluation to be presented by the Township Board to the Township Manager as part of the agenda for the meeting dated _____.

PERFORMANCE CATEGORIES & SCORING

1. INDIVIDUAL CHARACTERISTICS

- _____ Diligent and thorough in the discharge of duties, "self-starter"
- _____ Exercises good judgment consistently
- _____ Displays enthusiasm, cooperation, and adaptability
- _____ Mental and physical stamina appropriate for the position
- _____ Exhibits composure, appearance and attitude appropriate for the position

Add the values from above and enter the subtotal _____ ÷ 5 = _____ score for this category

2. PROFESSIONAL SKILLS AND STATUS

- _____ Maintains knowledge of current developments affecting the practice of local government management
- _____ Demonstrates a capacity for innovation and creativity
- _____ Anticipates and analyzes problems to develop effective approaches for solving them
- _____ Willing to try new ideas proposed by governing body members and/or staff
- _____ Sets a professional example by handling affairs of the public office in a fair and impartial manner

Add the values from above and enter the subtotal _____ ÷ 5 = _____ score for this category

3. RELATIONS ELECTED MEMBERS OF THE GOVERNING BODY

- _____ Carries out directives of the body as a whole as opposed to those of any one member or group
- _____ Sets meeting agendas that reflect the guidance of the governing body and avoids unnecessary involvement in administrative actions
- _____ Disseminates complete and accurate information equally to all members in a timely manner
- _____ Assists by facilitating decision making without usurping authority
- _____ Responds well to requests, advice, and constructive criticism

Add the values from above and enter the subtotal _____ ÷ 5 = _____ score for this category

4. POLICY EXECUTION

- _____ Implements governing body actions in accordance with the intent of board
- _____ Supports the actions of the governing body after a decision has been reached, both inside and outside the organization
- _____ Understands, supports, and enforces local government's laws, policies, and ordinances
- _____ Reviews ordinance and policy procedures periodically to suggest improvements to their effectiveness
- _____ Offers workable alternatives to the governing body for changes in law or policy when an existing policy or ordinance is no longer practical

Add the values from above and enter the subtotal _____ ÷ 5 = _____ score for this category

5. REPORTING

- _____ Provides regular information and reports to the governing body concerning matters of importance to the local government, using the township charter as guide
- _____ Responds in a timely manner to requests from the governing body for special reports
- _____ Takes the initiative to provide information, advice, and recommendations to the governing body on matters that are non-routine and not administrative in nature
- _____ Reports produced by the manager are accurate, comprehensive, concise and written to their intended audience
- _____ Produces and handles reports in a way to convey the message that affairs of the organization are open to public scrutiny

Add the values from above and enter the subtotal _____ ÷ 5 = _____ score for this category

6. CITIZEN RELATIONS

- _____ Responsive to requests from citizens
- _____ Demonstrates a dedication to service to the community and its citizens
- _____ Maintains a nonpartisan approach in dealing with the news media
- _____ Meets with and listens to members of the community to discuss their concerns and strives to understand their interests
- _____ Gives an appropriate effort to maintain citizen satisfaction with Township services

Add the values from above and enter the subtotal _____ ÷ 5 = _____ score for this category

7. STAFFING

- _____ Recruits and retains competent personnel for staff positions
- _____ Applies an appropriate level of supervision to improve any areas of substandard performance
- _____ Stays accurately informed and appropriately concerned about employee relations
- _____ Professionally manages the compensation and benefits plan
- _____ Promotes training and development opportunities for employees at all levels of the organization

Add the values from above and enter the subtotal _____ ÷ 5 = _____ score for this category

8. SUPERVISION

- _____ Encourages heads of departments to make decisions within their jurisdictions with minimal Township manager involvement, yet maintains general control of operations by providing the right amount of communication to the staff
- _____ Instills confidence and promotes initiative in subordinates through supportive rather than restrictive controls for their programs while still monitoring operations at the department level
- _____ Develops and maintains a friendly and informal relationship with the staff and work force in general, yet maintains the professional dignity of the Township Manager’s office
- _____ Sustains or improves staff performance by evaluating the performance of staff members at least annually, setting goals and objectives for them, periodically assessing their progress, and providing appropriate feedback
- _____ Encourages teamwork, innovation, and effective problem-solving among the staff members

Add the values from above and enter the subtotal _____ ÷ 5 = _____ score for this category

9. FISCAL MANAGEMENT

- _____ Prepares a balanced budget to provide services at a level directed by board
- _____ Makes the best possible use of available funds, conscious of the need to operate the local government efficiently and effectively
- _____ Prepares a budget and budgetary recommendations in an intelligent and accessible format
- _____ Ensures actions and decisions reflect an appropriate level of responsibility for financial planning and accountability
- _____ Appropriately monitors and manages fiscal activities of the organization

Add the values from above and enter the subtotal _____ ÷ 5 = _____ score for this category

