



AGENDA
CHARTER TOWNSHIP OF MERIDIAN
TOWNSHIP BOARD – SPECIAL MEETING
November 23, 2024 10:00 am

1. CALL MEETING TO ORDER
2. PLEDGE OF ALLEGIANCE/INTRODUCTIONS
3. ROLL CALL
4. CITIZENS ADDRESS AGENDA ITEMS AND NON-AGENDA ITEMS
5. APPROVAL OF AGENDA
6. BOARD DISCUSSION ITEMS
 - A. 2024 Township Community Survey Results
 - B. 2025 Township Board Goal Setting
 - C. Township Board Liaison Appointments
7. COMMENTS FROM THE PUBLIC
8. OTHER MATTERS AND BOARD MEMBER COMMENTS
9. 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 Timothy 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



To: Board Members

From: Timothy R. Schmitt, AICP, Interim Township Manager and Director of Community Planning and Development

Date: November 21, 2024

Re: 2024 Community Survey Results

As part of the Goal Setting process, the Board may wish to reference the 2024 Community Survey results. The survey results can be found [HERE](#) and Staff can provide a hard copy if requested. Previous survey results can be found on the Administration page of the Township’s website, [HERE](#).

Prior to 2021, the Township utilized the National Research Center/International City County Management Association for our community surveys. Starting in 2021, we have utilized Cobalt Community Research, a nonprofit out of Charlotte, MI. In 2027, we will discuss whether or not we will go out to bid again or utilize Cobalt for a third time.



To: Board Members

From: Timothy R. Schmitt, AICP, Interim Township Manager and Director of Community Planning and Development

Date: November 21, 2024

Re: Board Goal Setting

As part of the Board’s retreat and orientation on Saturday, setting goals for the coming year is on the agenda. Attached to this document we have included the current 2024 Top Five Goals, which are the Board’s direct goals, and the 2024 Goals Action Plan, which are the Staff’s goals and objectives for the year. This will help guide development of goals on a go forward basis. Additionally, Staff has listed below the projects that were funded directly in the 2025 Budget, to help guide the discussion.

General Fund:

- Listening Sessions (\$6,000)
- Financial Advisors-Treasurer’s Office (\$25,000)
- Part Time Human Resources staff person (\$26,000)
- The current 32 hour a week, full time, Environmental Programs Coordinator, converted to a 40 hour a week, full time, Project Engineer with an environmental focus. (\$30,162)
- Fencing replacement at the Glendale Cemetery (\$1,600)
- Design for a columbarium at the Cemetery (\$12,500)
- Second Lieutenant in the Police Department (\$5,348)
- Police Equipment needs to be replaced this year, including ballistic vests and shields, speed signs, and ear protection (\$41,100)
- Taser is moving to a subscription based model (\$33,000)
- Police Department offices with extremely office furniture that needs to be replaced. (\$20,000)
- The Stryker Fire contract (\$214,677)
- Prime Meridian magazine to increase the size from 16 to 24 pages. (\$5,263)
- 10% increase to Department’s motor pool contributions (\$126,647)

Park Investments:

- Cricket study (\$100,000)
- Towner Road Park baseball field restoration (\$30,000)
- Okemos Road Trailhead (\$150,000)
- Marshall Park Improvements (\$50,000)
- Inclusive playground at Towner Road Park (\$300,000)
- Ottawa Hills Park playground replacement (\$50,000)
- Red Cedar River log jam cleanup (\$10,000)

Capital Project Fund:

- Service Center generator replacement (\$300,000)
- Historic Village Solar Project (\$80,000)
- Public Safety building painting (\$30,000)



2024

TOP FIVE GOALS

Enhance Public Safety

1. In an effort to bolster our neighborhood patrols and traffic enforcement, our police department will be diligent in their efforts to increase our current number of police officers from 31 to 42. With the increased number of service calls to the fire department, we will increase our budgeted staffing level from 34 to 36 full-time paramedic/firefighters. In addition, we will secure plans and funding to build new dorms at the Central Fire Station. The new dormitory will provide for gender equity as we increase the number of female paramedics.

Community/Senior Center

2. In 2024, Meridian Township shall work in collaboration with professional and community resources, to determine the feasibility of a new multi-generational Community/Senior Center. The community's work shall focus on funding, location, timeline, citizen feedback and amenities. The Township will also seek additional funding from the state and federal community grant programs.

Citizen Outreach and Enhanced Citizen Communication

3. The Meridian Township Board believes there is nothing more important than effective and timely communication with our residents. In 2024, the Township Board and staff will focus on continuing our township-wide Listening Sessions, create the 2024 Citizen Survey & Prime Meridian Magazine, produce monthly Good Morning Meridian newscasts and semi-monthly updates from our communications team.

Diversity, Equity and Inclusion

4. In 2024, expand our DEI training and update our Personnel Handbook and Job Descriptions. We will also focus on events that celebrate the rich diversity of our community.

Environmental, Infrastructure and Recreational Sustainability

5. In 2024, Meridian Township will continue their emphasis on the environment, infrastructure and recreational open spaces. The Township will complete a fifth solar array, seek funding for a second recycling center, enhance wetland protection, complete Phase II of the MSU to Lake Lansing Trail, determine the future use of the Central Park Pavilion and implement Phase I of the water meter replacement program.



2024 GOALS ACTION PLAN

A. INFRASTRUCTURE ENHANCEMENTS

Complete the second phase of the Timberlane Water Main replacement project.

Complete the reconstruction of the County North Lift station.

Begin the first phase of the water meter replacement project. In total, we will replace approximately 9,000 water meters, or 60% of our water meters, that are approaching the end of their battery life over the next 3-5 years.

Complete year four of the Meridian Township Local Road Improvement Plan. Our PASER rating at the end of 2024 shall be a minimum of 5.7.

Work with MDOT to plan and coordinate for the Grand River Ave bridge replacement project between north and south Meridian Rd in 2025.

B. DIVERSITY, EQUITY AND INCLUSION (DEI)

Maintain steady efforts to ensure that Township programs, policies, and procedures are managed and improved through DEI best practices.

Continue to work on updates to the Township's Personnel Handbook.

Offer training opportunities to all Township Staff to provide operational DEI framework for all that we do throughout our employment experience.

Celebrate diversity through programs, events, and increase opportunities for DEI education and unity in a fun, inclusive, and engaging way.

Implement AbleEyes virtual tours of all public buildings in the Township. Virtual tours allow customers to explore beforehand to decrease anxiety, but the tours can also be used by persons with disabilities to explore accessibility beforehand.

C. ECONOMIC DEVELOPMENT

Begin the implementation of the 2023 Master Plan focusing redevelopment efforts to the PICAs of the community. Create an implementation matrix for each PICA with tasks identified that will progress the development timeline to completion.

Continue efforts to bring vitality to Downtown and commence development of the Village of Okemos Project with the assistance of the Meridian Redevelopment Fund, Brownfield Redevelopment Authority and Downtown Development Authority Tax Increment Financing Authority.

Conduct a market, housing, or other analytical research study that will aid the development boards in the community with their decision making. Utilize the updated data to move the needle on stagnant projects sites.

Work cooperatively with the several Meridian Township Boards and Commissions, CBL Property

Management team, Meridian Mall property owners and the Ingham County Drain office to implement development goals, in support of redevelopment of the Meridian Mall.

D. COMMUNITY PLANNING

Develop a Township Affordable Housing Development Policy.

Effectively administer the marijuana licensing and permitting process.

Pilot the concept of “single-page” zoning for single-family properties.

Continue modernizing the zoning ordinance.

Implement MSHDA Community Development Block (CHILL) Grant.

E. ENVIRONMENTAL SUSTAINABILITY

Continue to improve the service drive at the Recycling Center on Lake Drive and reapply for the EGLE grant to construct a new Recycling Center behind the Service Center.

Construct our fifth major solar array at the North Fire Station, which will supply the entire building with 100% renewable energy generation via a 29.71 kW system that will generate 35,255 kWh per year.

With the support of the Environmental Commission, finish developing a plan for the Township to construct and install its first electric vehicle charging stations.

Work with the Environmental Commission to continue educating the community on the importance of protecting our wetlands, natural resources and the Township’s wetland protection ordinance, including the installation of new wetland protection and education signage.

Oversee and administer the 2024 Green Grants Initiative.

Continue active stewardship of parks and land preserves utilizing trained staff and volunteer support through the Meridian Conservation Corp Program.

F. FACILITIES, PARKS AND GROUNDS

Finish constructing Phase II of the MSU to Lake Lansing Trail by July and complete the design of Phase III for bidding and construction in 2025.

Replace the original standby generator at the Public Safety Building and configure the transfer switches to provide emergency power to the entire building to ensure the Police Department has reliable energy supply during emergencies.

Complete the construction and installation of the Township’s new welcome, facility, wayfinding and park signage. This project includes 56 new signs across the Township, with welcome signs at each gateway into Meridian Township, new facility and wayfinding signs at the Municipal Complex, and the construction of all new park signs.

Modernize the interior signage in the Municipal Building and Service Center. Take inventory and establish a plan to modernize the signage in the Public Safety Building and the north and south fire stations.

Complete additional renovations to the Municipal Building and Public Safety Building including new counters, sinks, and faucets, and painting some existing cabinetry.

Establish a site plan for a trail head for the MSU to Lake Lansing Trail, including amenities and parking, at the recently acquired property at the northwest corner of Okemos Road and Gaylord C Smith Court.

Complete the design and begin construction of the park and pathway connections for the newly constructed pathway under the Okemos Road Bridge, including a new accessible kayak launch at Wonch Park.

Replace playground in Marshall Park and renovate/replace pavilion in Central Park.

G. PUBLIC SAFETY

Implement the 2023 Public Safety Township Retention and Recruitment Program.

Provide each officer with additional mobile technology to more efficiently collect evidence and share information with partner agencies while also allowing more time for proactive duties.

Provide the sworn employees with new handguns and enhanced pistol optics that improve public and officer safety through increased accuracy and situational awareness during high-stress encounters.

Because of the severity of the September 2023 thunderstorm, the Township Board made the decision, out of safety for the residents, to install the final four emergency sirens in 2024.

Create, design and build updated bunking area for firefighter/paramedics.

H. TOWNSHIP FINANCES

Maintain a fund balance in the General Fund of at least 25% of annual General Fund expenditures.

Continue our 2017 pledge to voters by investing an additional \$1,500,000 into MERS to help reduce our underfunded pension liability.

Complete the audit of our 2023 fiscal year to assure the public that our finances are being effectively managed.

I. COMMUNITY ENGAGEMENT

Work with Progressive AE Consultants to engage multiple segments of the community to obtain feedback and direction on the new proposed Meridian Community/Senior Center.

Increase the Meridian Township website's Web Content Accessibility Guidelines (WCAG) 2.1 levels and fix issues that make it difficult for people with disabilities to use the website. Achieve Level AA (acceptable compliance).

Implement a year-long 50th anniversary celebration of the Meridian Farmers' Market.

J. RETENTION, RECRUITMENT AND WELL-BEING

Continue to foster teamwork and connection through Township events and gatherings.

Promote creative ideas to spark interest in employees' self-care and activities that promote wellbeing.

Continue ongoing employee incentives that add value to the employee experience, retain employees, and serve as an attractive benefit to future hires.

Continue to offer team incentives such as casual wear, flex time and fully paid health care premiums.



To: Board Members
From: Scott Hendrickson, Township Supervisor
Date: November 23, 2024
Re: Township Board Liaison Appointments

Board members serve as members of, or as liaisons to, the following Boards and Commissions. Due to the recent election, we have vacancies for a Board liaison to the Communications Commission, Land Preservation Advisory Board, Lansing Economic Area Partnership and the Tri-County Regional Planning Commission. At the Board retreat, I would like to discuss with the Board these appointments and other Township Board liaison reappointments.

Communications Commission- meets quarterly last Wednesday at 6pm
Tri-County Regional Planning Commission-meets monthly last Wednesday at 6pm
Land Preservation Advisory Board-meets monthly 2nd Wednesday at 6pm
Lansing Economic Area Partnership-meets bimonthly 2nd Tuesday at 9am

Other internal and external Board liaison assignments, for reappointment for a term ending 11/20/2028, include the following:

Community Resources Commission-	Wilson
Pension Commission-	Wilson
Economic Development Corporation-	Sundland
Election Commission-	Sundland & Trezise
Environmental Commission-	Trezise
Zoning Board of Appeals-	Trezise
Groundwater Management Board-	Deschaine
CATA-	Deschaine
Ingham County Materials Management Planning Commission-	Deschaine