

CHARTER TOWNSHIP OF MERIDIAN
TOWNSHIP BOARD REGULAR MEETING - **DRAFT** -
POLICY GOVERNANCE REVIEW
5151 Marsh Road, Okemos, MI 48864-1198
349-1200, Town Hall Room
SATURDAY, MARCH 22, 2003, **8:00 A.M.**

MH GR

MK BH

CHANGE HEADER

PRESENT: **Supervisor McGillicuddy, Clerk Helmbrecht, Treasurer Hunting, Trustees Brixie, Stier, Such, Woiwode**

ABSENT: **None**

STAFF: **Township Manager Gerald Richards, Director of Community Planning & Development Mark Kieselbach, Director of Engineering & Public Works Ray Severy, Police Chief Gary Gibbons, EMS/Fire Chief Fred Cowper, Personnel Director/Assistant Manager Paul Brake, Director of Finance Diana Hasse, Director of Parks & Recreation LuAnn Maisner, Director of Assessing Suzanne Decocq, Computer Specialist Stephen Gebes, Attorney Mike Woodworth**

1. CALL MEETING TO ORDER
Supervisor McGillicuddy called the meeting to order at A.M.

2. PUBLIC REMARKS
Supervisor McGillicuddy opened Public Remarks.

Supervisor McGillicuddy closed Public Remarks.

3. POLICY GOVERNANCE DISCUSSION

4. PUBLIC REMARKS
Supervisor McGillicuddy opened Public Remarks.

Supervisor McGillicuddy closed Public Remarks.

5. ADJOURNMENT
Supervisor McGillicuddy adjourned the meeting at P.M.

SUSAN MCGILLICUDDY
TOWNSHIP SUPERVISOR

MARY M. G. HELMBRECHT
TOWNSHIP CLERK

Paul J. Cassidy, Secretary

Proofing Sheet:

1. Spell Check
2. Check for the occurrence of Absent Members' names
Check for full 7-member count on votes (7-0, 6-1, 5-2, 4-3)
3. Check for common typo switch of "be" & "by"
4. Check for vs. rather than v. or v

**TOWNSHIP BOARD MEETING MINUTES
STYLE SHEET**

A)

A.M.:

Appears in capital letters in formal documents.

Act 425 Agreements

city of Lansing: Adopted [November 3, 1999 Agenda Item #23C](#). may otherwise be generally described as the "Governor's Club" or "Governor's Collection"

city of East Lansing Adopted [July 26, 2002 Agenda Item #4](#) to cover two areas including some city property creating a bar to annexation

- the "Patterson property¹."

Appeal Format:

- See SUP Appeal Procedure

Assessing Stipulation:

moved that the Township Assessor be authorized to sign a Tax Tribunal stipulation with _____ on the following [personal/real](#) property:

<u>YEAR</u>	<u>DOCKET NO.</u>	<u>ADDRESS OF PROPERTY</u>
YYYY	#####	
<u>Assessment/Taxable</u>	YYYY	####,####/###,###
	YYYY	####,####/###,###
	YYYY	####,####/###,###
<u>Proposed Asmt/Taxable</u>	YYYY	####,####/###,###
	YYYY	####,####/###,###
	YYYY	####,####/###,###

Seconded by.

City of:

The Manager prefers the capitalization of City of XX rather than the current usage of the lower case "c"

Final Adoption Resolutions:

moved [and read the resolution into the record] THEREFORE, BE IT RESOLVED, BY THE TOWNSHIP BOARD OF THE CHARTER TOWNSHIP OF MERIDIAN, the Township Board hereby Finally Adopts Ordinance No. 20XX-XX, entitled "Ordinance Amending the Code of Ordinances of the Charter Township of Meridian, Michigan, by"

Fractions:

Simple fractions are spelled with a hyphen and represented numerically in parentheses:

¹ Property designated as "Zone 5" in the Act 425 Agreement with the City of East Lansing, Adopted [July 26, 2002 Agenda Item #4](#)

CHARTER TOWNSHIP OF MERIDIAN, REGULAR MEETING, MARCH 18, 2003 *DRAFT*

one-third (1/3); one-half (1/2); three-eighths (3/8)

G)

Governor's Club - See Governor's Collection

Governor's Collection - Development on Hulett Road subject to Act 425 Agreement² with city of Lansing

H)

Header:

Regular Meeting: "TOWNSHIP BOARD REGULAR MEETING, MONTH DAY, YEAR
(DRAFT/APPROVED)"

Special Meeting: "TOWNSHIP BOARD SPECIAL MEETING, MONTH DAY, YEAR
(DRAFT/APPROVED)"

I)

Introduction Resolution:

moved [and read the resolution into the record] THEREFORE, BE IT RESOLVED, BY THE TOWNSHIP BOARD OF THE CHARTER TOWNSHIP OF MERIDIAN, the Township Board hereby Introduces for Publication and Subsequent Adoption Ordinance No. __ - , entitled "Ordinance Amending the Code of Ordinances of the Charter Township of Meridian, Michigan, by"

M)

-metes and bounds = A non-platted parcel

Minutes Amendments

page #, Agenda Item #XXA (Item), para #, bullet/line #:

Change " " to " "

Add " "

Strike " "

N)

Netzlöff Farm REZ #02010 (Township Board), Approximately 126 Acres from RR (Rural Residential) to RA (Single Family-Medium Density)

Numbers:

- A) Integers between 2 and 99 inclusive, should be spelled out with the number following in parenthesis i.e. "two (2)"
- B) If the number indicates a quantity of something that can be expressed as a symbol (e.g. feet, square feet, inches), then the number and symbol for the item should be expressed together. i.e. "two feet (2)"
- C) Compound numbers are hyphenated when written: twenty-four.

P)

P.M.:

Appears in capital letters in formal documents.

Page Numbering:

- A) Located at center bottom
- B) Appears as "PAGE #"
- C) Page 1 does not have the page number printed

Public Comments:

A) Listed as Name, Address, topic, opposition or favor

i.e.: "Jim James, 1300 Berl Ives Drive, Haslett, spoke in opposition to the income tax."

B) Persons speaking on hearing topics should have their comments printed with more details in a summary of statements and reasons for their position. A reference should be made to the statement in public hearing.

² Act 425 with Lansing Adopted November 3, 1999 Agenda Item #23C

CHARTER TOWNSHIP OF MERIDIAN, REGULAR MEETING, MARCH 18, 2003 *DRAFT*

i.e.: "Jim James, 1300 Berl Ives Drive, Haslett, spoke in favor of Rezoning #00001. (See Item #300.A.(20))"

Public Remarks:

- Supervisor McGillicuddy opened and closed Public Remarks.
- (No Public Present)

Questions for the Attorney

Short description of question: (Agenda Item [#8 \(Questions for the Attorney\)](#))

Q. question.

A. answer.

R)

REPORTS/BOARD COMMENT

1) Task Force Names (Regularly Changed)

- Briarwood/Van Atta Task Force - Trustee Woiwode's
- Van Atta Task Force - Trustee Brixie's

2) Treasurer's Report

- Treasurer Hunting reported the collection of over \$xxx,000 from delinquent multi-year or pre-2000 personal property taxes. He thanked the taxpayers for their cooperation.
- Treasurer Hunting reported the deadline for winter tax payments is due in the Treasurer's Office by February 14, 2003 at 5:00 P.M. without interest added.

Roll Call Vote:

A) Use the following format:

ROLL CALL VOTE: YEAS: Trustees One, Two, Three, Four, Supervisor Meridian,
Clerk Charter, Treasurer Township

NAYS: None

Motion carried unanimously.

B) If motion was not unanimous (See Terms & Spellings above) then:

ROLL CALL VOTE: YEAS: Trustees One, Supervisor Meridian, Clerk Charter,
Treasurer Township

NAYS: Trustees Two, Three, Four

Motion carried: 4-3.

C) Page breaks within the paragraph are not permitted

D) Titles and Last names should not contain a carriage return

S)

-"Smith Property" - 3725 & 3747 Okemos Road Commonly cited rezoning referendum case:
Rezoning #95090 (Smith)

Spacing:

A) Minutes are done single space

B) Double space when:

1) Stepping up hierarchy

2) Between paragraphs

3) Before Motions

4) Between equivalent hierarchy if there is discussion or action taken

Special Use Permit Appeal Procedure:

A. Appeal of SUP #xxxxx (Applicant)

Supervisor McGillicuddy opened the hearing at _____ P.M.

Director Kieselbach introduced the appeal as outlined in the staff memorandum.

APPELLANTS

Name, address, (representing appellant (if other than appellant)); stated the reasons for the appeal as follows:

- xxx

APPELLEE

(If there is a 3rd party appellee)

Name, address, (representing appellee (if other than appellee)), stated the reasons for affirming the approval of the SUP as follows:

- xxxxx

PLANNING COMMISSION

Planning Commissioner XXXXXX spoke in support of the Planning Commission's decision as follows:

- XXXXXX

BOARD DISCUSSION

APPELLANT'S REBUTTAL

Name, address, (representing the appellants (if other than the appellant), rebutted the applicants statements as follows:

- XXXXX

APPLICANT'S REBUTTAL

Name, address, (representing the appellee (if other than the appellee), rebutted the appellant's statements as follows:

- XXXXX

Supervisor McGillicuddy closed the hearing at _____ P.M.

Special Use Permit Hearing Procedure:

A. SUP #xxxxxx (Applicant)

Supervisor McGillicuddy opened the hearing at _____ P.M.

Director Kieselbach introduced the appeal as outlined in the staff memorandum

APPLICANT

Name, address, (representing appellant (if other than appellant)); stated the reasons for the special use permit request as follows:

- xxx

PUBLIC

Supervisor McGillicuddy opened the floor to interested members of the public.

Supervisor McGillicuddy closed the floor to the public.

BOARD DISCUSSION

APPLICANT'S FINAL REMARKS

Name, address, (representing the appellee (if other than the appellee), made the following final remarks:

- XXXXX

Supervisor McGillicuddy closed the hearing at _____ P.M.

Spellings:

A. capital: Stock of accumulated goods
capitol: Building(s) in which the functions of state government are carried out

B. council: a group elected or appointed as an advisory or legislative body
counsel: advise

C. cul-de-sac

U)

-Unanimous = Defined as the full complement of the body voting fully either Yeah or Neah. If there are any members absent to a meeting, then by definition there is no possibility of a unanimous vote.

V)

Verses: abbreviated as vs. rather than v.

Voice Vote:

A) Use the following format:

VOICE VOTE: Motion carried unanimously.

B) If motion was not unanimous (See Terms & Spellings above) then:

VOICE VOTE: Motion carried: 5-0.

Z)

Zoning Amendments

PUD Revamp: ZA #01090 (Planning Commission) Submitted to the Board and never taken up.