



AGENDA

CHARTER TOWNSHIP OF
MERIDIAN
TOWNSHIP BOARD
REGULAR MEETING
November 3, 2015
6:00 P.M.



1. CALL MEETING TO ORDER*
2. PLEDGE OF ALLEGIANCE/INTRODUCTIONS
3. ROLL CALL
4. PRESENTATION
 - A. Introduction of Police Officer Aaron McConaughy
5. PUBLIC REMARKS*
6. TOWNSHIP MANAGER REPORT
7. BOARD COMMENTS & REPORTS
8. APPROVAL OF AGENDA
9. CONSENT AGENDA (SALMON)
 - A. Communications
 - B. Minutes – October 20, 2015 Regular Meeting
 - C. Bills
 - D. Transfers to the Tax Roll
 - E. Resolution to Add a Financial Institution
 - F. Ratification of Part-Time Paramedic/Firefighter Appointment
10. QUESTIONS FOR THE ATTORNEY
11. HEARINGS (CANARY)
 - A. Kansas Street Sanitary Sewer, Special Assessment District No. 52
12. ACTION ITEMS (PINK)

**Public Comment

 - A. Rezoning #15050 (Stockwell) – **Final Adoption**
 - B. Rezoning #00150 (St. King) – **Introduction**
 - C. Daniels Drain Improvements
 - D. Ember Oaks/Ponderosa Connection
 - E. 2016 Township Board Meeting Schedule
13. BOARD DISCUSSION ITEMS (ORCHID)

**Public Comment

 - A. Kansas Street Sanitary Sewer, Special Assessment District No. 52
 - B. Smith Drain Study Results
 - C. Personnel Policy Manual – Draft
 - D. Rezoning #15030 (Sumbal)
 - E. Railroad Quiet Zone
 - F. Corridor Improvement Authority (CIA)
14. FINAL PUBLIC REMARKS*
15. FINAL BOARD MEMBER COMMENT
16. ADJOURNMENT
17. POSTSCRIPT – ELIZABETH LEGOFF

*PUBLIC REMARKS (Any topic - 3 minutes per person)

**PUBLIC COMMENT (Agenda item specific - 3 minutes per person)

*Individuals with disabilities requiring auxiliary aids or services should contact the Meridian Township Board by writing or calling the following:
Township Manager Frank L. Walsh, 5151 Marsh Road, Okemos, MI 48864-1198 (517-853-4258) – Ten Day Notice is Required.*

Meridian Charter Township: 5151 Marsh Road, Okemos, MI 48864-1198, (517) 853-4000 Township Hall Room; www.meridian.mi.us

* Appointment of President Pro Tem and/or Temporary Clerk if necessary

Meridian Township exists to create a sustainable community through the most effective use of available resources that achieve the highest quality of life.

TOWNSHIP BOARD REGULAR MEETING COMMUNICATIONS, NOVEMBER 3, 2015

(1) Board Deliberations (BD)

- BD 12D-1 Patrick England, 3670 Stagecoach Drive, Okemos; RE: Forsberg Drive Abandonment
- BD 12D-2 Nick Gavrilides, 3627 Stagecoach Drive, Okemos and Owner/Member, The Soup Spoon Café; RE: Forsberg Road
- BD 12D-3 Dana Gavrilides, 3627 Stagecoach Drive, Okemos; Re: Forsberg Drive Abandonment
- BD 12D-4 Marcia Tanner, 3562 Stagecoach Drive, Okemos; RE: Forsberg Drive Abandonment
- BD 12D-5 Thomas W. Repaskey, Cardinal Financial Consultants, LLC, 4295 Okemos Road, #120, Okemos; RE: Abandonment of Forsberg Drive
- BD 12D-6 Mark Hopper, 3653 Stagecoach Drive, Okemos; RE: Forsberg Drive – Ponderosa Neighborhood
- BD 12D-7 Warren D’Zouza, 3598 Stagecoach Drive, Okemos; RE: Support for Abandonment of Forsberg Drive
- BD 12D-8 Neil and Tammy Story, 3537 Ponderosa Drive, Okemos; RE: Petition to Abandon Forsberg Drive
- BD 12D-9 Kyle MacMillan, 3609 Stagecoach Drive, Okemos; RE: Abandonment of Forsberg Drive

(2) Board Information (BI)

- BI-1 Trustee Angela Wilson; Re: Taxi Authority Updates
- BI-2 Neil R. Bowlby, President, Liaison for Inter-Neighborhood Cooperation, PO Box 40, Okemos; RE: Proposed Grand River Corridor Improvement Authority
- BI-3 Eric W. Ederer, 4446 Seneca, Okemos; RE: Making Sidewalks and Trails Safe for the Blind
- BI-4 Ginger Yang, Owner, LotusVoice Integrative Therapies, LLC, 4994 Park Lake Road, East Lansing; RE: Zoning Amendment #15070 & The Corridor Improvement Authority Initiative

(3) Regional Linkage (RL)

- RL-1 Sandra L. Drago, CEO/Executive Director, Capital Area Transportation Authority, 4615 Tranter Street, Lansing; RE: Meridian Redi-Ride Service

(4) Staff Communication

- SC-1 Mark Kieselbach, Director of Community Planning & Development; RE: ITC Holdings Tree Grant completion

(5) On File in the Clerk’s Office (OF)

Material submitted at the October 20, 2015 Board Meeting

- Ronald Calhoun, 1427 W. Saginaw, East Lansing; RE: Letter of support from the Greater Lansing Housing Coalition for inclusion of affordable housing in MUPUD #15034 (Red Cedar Flats)
- Beth Bechtel, 1165 Cliffdale, Haslett; RE: Article produced by SmartMeterEducationNetwork.com regarding negative health effects of smart utility meters

12D

**CLERK'S OFFICE
BOARD COMMUNICATIONS
NOVEMBER 3, 2015**

Budget Deliberations (BD)

Sandy Otto

From: Christianman129 <Christianman129@yahoo.com>
Sent: Monday, October 26, 2015 9:57 AM
To: Board
Subject: Forsberg Dr Abandonment

To Whom it may Conern:

My name is Patrick England and I live at 3670 Stagecoach Drive in the Ponderosa Estates subdivision. The reason why my Family moved to this location was mainly for the safety of our 2 1/2 year old son. It is in the best interest of Meridian Township and for the safety of the Families of the subdivision that Forsberg Drive be abandoned. Connecting that roadway would greatly increase traffic flow in a neighborhood were there is not a sidewalk. There is also a blind curve closer to Ponderosa Drive. In my past 22 years as a Public Safety Officer this is a SERIOUS safety concern for this neighborhood. Moving forward with the abandonment of Forsberg Dr would allow for more GREEN space for the vast number of wildlife in this area. Abandoning this road is the smart and right choice to be made. Thank You for listening to my Family and my Neighbors concerns in this matter.

Patrick England
3670 Stagecoach Drive
Okemos, MI 48864

Sent from my Verizon Wireless 4G LTE smartphone

NOV 03 2015

BD 67-1

NOV 03 2015

Sandy Otto

From: nick gavrilides <nickgav@yahoo.com>
Sent: Wednesday, October 28, 2015 1:06 PM
To: Board
Subject: Forsberg Rd.

Greetings Board Members,

Nick Gavrilides here, Okemos resident and home owner at 3627 Stagecoach Dr in the Ponderosa subdivision. It is my understanding that you will be given an opportunity on November 3 to publicly and formally voice your support for the abandoning of the stub rd, Forsberg Dr., by Ingham County.

As a voter and resident of the neighborhood effected by this decision, I implore you to stand with your constituents will on this matter.

It has been communicated to you over and over again through neighborhood meet-ups with Trustees and County Commissioners alike, public comments at board meetings and private communications with citizens - we do not want this road connection, now or ever. Virtually no one has stood in support of a road connection.

Help us end this issue for permanently. Stand with the citizens. Now is the time.

Thank you for your support in this matter.

Sincerely,
Nick Gavrilides

Nick Gavrilides
Owner/Member
The Soup Spoon Cafe
517-316-2377
www.soup Spooncafe.com

NOV 03 2015

BY 12D-2

NOV 03 2015

Sandy Otto

From: dana gavrilides <gavrilides_d@yahoo.com>
Sent: Wednesday, October 28, 2015 3:04 PM
To: Board
Subject: Forsberg Dr. Abandonment

Board of Trustees
The Charter Township of Meridian
5151 Marsh Rd.
Okemos Mi 48864

RE: Planned Residential Development #15-97015 (SP Investments LP)

Dear Trustees,

I am writing to you today about my grave concern with the Forsberg Dr. Road development. My home directly borders Forsberg drive. Currently it is a grassy Knoll that the neighborhood uses to obtain access to the nature trails behind our home. It is also used by my three small children to ride their bikes and play.

My Husband and I chose this home 4 years ago specifically because it was located on a dead end road. We moved here from the city and we know what excess traffic on small side streets is like. We could never allow our children outside to ride bikes or play for fear that a reckless driver would hit them. Once we moved to Ponderosa Estates it was a breath of fresh air. Our children can finally go outside and play. They can ride their bikes up and down the street. Exercise is important to us and moving to Ponderosa opened up a way of living that we had been denied living in the city. We know all of our neighbors personally and everyone knows what homes have children. Our neighbors know when they are driving on Stagecoach Dr. that they need to be extra careful because there are children at play. We aren't afraid of who will hurt our children because everyone knows each other.

The development of Forsberg drive will end this tranquil way of living. Increased traffic mere feet from our house will add noise pollution to our extremely quiet neighborhood. It will also add light pollution at night. Our neighborhood has no external lighting on the roads or elsewhere. The entire back of our home is glass. It was designed to bring the natural landscape into the home. With this road will come car lights and noise constantly invading into the main quarters of our home. The development of Forsberg Drive will also increase our anxiety about the safety of our children. We will no longer know the people driving by our children and they will not know us. We will constantly be afraid of distracted drivers, texting and driving, speeding, carelessness and strangers. As a parent I know that the board can connect with this fear.

Our neighborhood was not designed for street safety. There is nowhere to go to escape a driver. Stagecoach drive ends on either side in a deep ditch. I cannot stress enough how dangerous this road connection is for the multiple families that live here, jog here and ride their bikes. Our family is opposed to this plan.

Respectfully
Dana Gavrilides
3627 Stagecoach Dr.
Okemos Mi 48864

NOV 03 2015

BD 127-3

NOV 03 2015

Sandy Otto

From: mdtanner@comcast.net
Sent: Wednesday, October 28, 2015 1:57 PM
To: Board
Subject: Forsberg Drive abandonment

Hello --

I'm writing to you today to ask that your Board abandon the idea of continuing Forsberg Drive to connect the Ponderosa Estates and Ember Oaks subdivisions. The vast majority of those of us living in Ponderosa believe that such a road connection would be detrimental to the lives and the peace of the subdivision inhabitants and would put unnecessary stress on what is, essentially, a rural road.

We have acknowledged that a walking/bike trail between the two subdivisions might enhance the quality of life in both areas, but an auto-bearing traffic road should not be allowed.

Thank you for your consideration in this matter.

Marcia Tanner
3562 Stagecoach Dr. (Ponderosa Estates)
Okemos, Michigan 48864

(517)349-1879

NOV 03 2015

BD 127-4

NOV 03 2015

Sandy Otto

From: Thomas Repaskey <trepaskey@gmail.com>
Sent: Wednesday, October 28, 2015 2:11 PM
To: Board
Subject: Abandonment of Forsberg Drive

My wife and I have lived on Stagecoach Drive for almost 20 years. The great joy of this subdivision is the influence of the cul-de-sac at the end of Stagecoach which causes all traffic to slow, even outsiders. As "insiders" we are acutely aware of the children who have grown up and are growing up on our street and we all look out for their safety.

As you are well aware, there are no sidewalks so small children learn to ride their bikes in the street and many neighbors walk and run in the street as well. We are obviously very concerned that if Forsberg Drive is not abandoned but made to be a through/ connecting street with Ember Oaks, the risk to children and walkers would dramatically increase. Part of this concern deals with the need to turn east on Jolly Road for those families with children attending the Williamston Schools. We feel confident that our outlet onto Jolly will be a safer alternative to some than the proposed outlet for the new Ember Oaks residents, thereby causing some of them to use Forsberg Drive

I know from my many visits to your meetings that most of you strongly favor the cul-de sac arrangement. You were very complimentary to the Grand Rapids builder who is finishing the 18 homes in the Whitehills Lakes (I think I have the name correct) with two 9 home cul-de-sac streets because they represent a safe place for young families to live.

I realize that connecting subdivisions is also an important policy issue. However, we think the value of the cul-de-sac should out-favor the value of connectedness. The cul-de-sac arrangement deals with safety, whereas connectedness deals with convenience. We think that safety trumps convenience. You could have both by making Forsberg Drive a walkway/bikeway and I think residents from both subdivisions would value that approach.

--

Tom

Thomas W. Repaskey, J.D.
Cardinal Financial Consultants, LLC
4295 Okemos Rd. #120
Okemos, MI 48864
866-501-0404
517-347-0404
517-230-0082 cell

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BD 127-5

NOV 03 2015

Sandy Otto

From: Mark E. Hooper <mark.hooper@ahpplc.com>
Sent: Wednesday, October 28, 2015 2:58 PM
To: Board
Subject: Re: Forsberg Drive -- Ponderosa neighborhood

Board of Trustees
Meridian Township

Via e-mail.

Dear Trustees:

It is my hope that the Board place the topic of "Ponderosa Neighborhood application with Ingham County Road Department to abandon Forsberg Drive" on your November 3 agenda. As you are aware, the public hearing on this matter is November 24 with Ingham County. Having an indication of Meridian Township's position on this matter is critical in evaluating the public policy matters of this action.

I wish to affirm the numerous written communications and public remarks comments I have made expressing the opinion that the abandonment of Forsberg Drive (resulting in no motorized traffic) is in the best interests of the Ponderosa residents. The following story indicates why.

In June of this year, my wife and adult daughter were walking on Stagecoach Drive, near the southern curve which turns towards Ponderosa, when they heard a car coming. As experienced residents, they stepped off the road into the grass in order to safely avoid the car.

As the car made the turn, they could tell from the quick swerve of the steering wheel, that the driver had not seen them, and that their appearance had surprised the driver. The driver stopped and greeted them – he was a Meridian Township Police officer. The point of this story is that being a knowledgeable and experienced driver may not be enough to create a safe environment. Had the individuals on the road been younger children, or had the driver been distracted, a different outcome was possible.

Ingham County Commissioner Nolan addressed this Board and related her findings from a meeting with Ponderosa neighbors, when she visited the site and drove the streets to form her opinion. She confirmed the overall concern of the Ponderosa neighbors about the impact of Forsberg Drive carrying traffic from individuals not familiar with the street conditions and blind spots. The concern is not one of few, but of many.

I urge you to vote in support of the petition to abandon Forsberg Drive. Doing so will increase existing Ponderosa resident's sense of a safe environment.

Sincerely,

Mark Hooper
3653 Stagecoach Drive
Okemos, MI

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37 127-6

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Sandy Otto

From: WARREN DSOUZA <antilag200@gmail.com>
Sent: Wednesday, October 28, 2015 2:45 PM
To: Board
Subject: Support of Abandonment of Forsberg Drive
Attachments: Intersection Sight Distance Ponderosa reduced.pdf

Dearest Boart of Trustees,

Thank you for giving me the opportunity to voice some of my concerns regarding the Forsberg Drive issue that would tie into the sub-division that I live on (Ponderosa estates - 3598 Stagecoach Drive). I would like to highlight my concerns regarding this matter and offer my perspective from a civil engineering background. The following description and rational of thought, can be viewed in conjunction with the attached pdf document of the email.

Firstly I am going to tackle something that we call intersection sight distance triangles, the attached pdf documents should highlight my thought process.

For intersections not controlled by signals, which in all three roadways (Ember oaks, proposed developer roadway, and ponderosa), a specific intersection sight triangle is required. The distances of these legs are calculated based on a number of factors which include, speed, decision time and type of maneuver.

We will call Jolly road the major roadway, which I have assumed at having 12' lanes, rural roadway , that does not have a posted speed in this section, which is Typically 55mph. This equates us to using a Design speed of 60mph (This methodology for roadway geometrics and design, is consistent through out the state(Design speed= Posted speed +5mph). Provides a small safety factor.

What this corresponds to is determining the Intersection sight distance along the major roadway.: by this equation $ISD=1.47(Design\ of\ major\ roadway)*Time\ gap\ for\ minor\ road\ vehicle\ to\ enter\ the\ major\ road.$*

To better understand what a time gap it is the time required for a driver, to perceive a situation, make a decision and consequently make an action. For a passenger car has a time of 7.5 secs. a single unit truck as a gap time of 9.5 secs (much like a school bus).. When you plug these values into the equation you get 665' for a car, and 840' for a single unit truck or bus. This is assuming that the major roadway (jolly road) is relatively flat or less than 3% in longitudinal grade. If it exceeds 3% you have to adjust these intersection triangles by a factor, because it takes you longer to make that decision.

See the attached pdf.

As you can see in order for a vehicle or bus to go east from each of the respective roadways, offers it own unique challenges. The biggest factor being grade. and line of sight.

Ember Oaks Road

- *Flat grade, less than 1%*
- *Open sight line, due tree set backs and start of sidewalk*

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3D 12D-7

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Proposed Developer Driveway

- *Grade over 3%,*
- *Close to Vertical Crest curve*
- *Sight line has minor interruption of trees*
- *Tree clearing could have potential issues, due to Indiana bat, long eared bat nesting areas, and might be a wetland.*
- *If sight line is interrupted, potential for vehicles to creep into Jolly Road to see increases, has potential for T-bones and High speed hit.*

Ponderosa Road:

- *Grade around 1-2%*
- *relatively open sight line.*

What does all this mean ? Well people will want to take the path of least resistance, and what they would feel more comfortable with , which would be utilizing either ember oaks or ponderosa road for ingress and egress from the proposed sub division. If I was a bus driver, I would most definitely pick the roadway, which offers me as much perception-decision-action time as possible, to ensure that our beloved little ones are safe and sound on their way to school.

From a Ponderosa subdivision view, this would mean more vehicles coming into our sub to utilize our "safer intersection" Unlike ember oaks, we do not have sidewalks to separate the vehicular traffic, from the pedestrian traffic. Assuming that 30% diversion of vehicles from this subdivision came into ponderosa sub,280 trips would be generated. Our current trips are 96 using the same formula of 6 trips per day per household(which is grossly over estimated).Almost Tripling the traffic on our road. Segregation of pedestrian traffic and vehicular traffic is imperative at this point. Where we would require sidewalks to be placed on our properties. This is no easy task, as along stagecoach drive, there are ditches on either side. These would have to be re-established, along with any compromises that may be made to our drain fields(which most happen to be towards the road). Right of Way from each property owner would need to be acquired to do this, along the entire length of the subdivision, which could get expensive. The speed on Stagecoach drive and ponderosa is posted at 25 mph, I fear that this might require checking into as some of geometry of the roadway as well, is not conducive to such velocities.

I vote to not allow the connection of Forsberg road to ponderosa sub, as the implications of safety at each intersection, non motorized improvements costs to the township would be realized.

Thank you again for taking the time out of your busy schedules, to read my thoughts and rational. If there are matters in my rational that may require clarification or are untoward, I shall be more that amicable in my adjustments.

Sincerely
Warren D'Souza

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BP 12D-1

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Sandy Otto

From: Neil Story <nstory@me.com>
Sent: Wednesday, October 28, 2015 11:48 PM
To: Board
Subject: Petition to Abandon Forsberg Drive

Township Board
Charter Township of Meridian
28 October 2015

Dear Board Members:

My wife, Tammy, and I urge you to support the abandonment of Forsberg Drive.

For more than twenty years the neighbors of Stagecoach Drive and the Ponderosa subdivision have been concerned for their safety from Ember Oaks traffic when that subdivision was to be completed and the Forsberg stub into Ember Oaks was connected.

In 1992 the Township, the developer, and the neighbors agreed to a street configuration (the Forsberg curve) that would have made it very unlikely that street traffic from Ember Oaks would spill over into Stagecoach and Ponderosa. That agreement was memorialized in the 2000 (and still current) Final Preliminary Plat.

The Township Board's recent decision to permit the Preliminary Plat to be revised seems likely to breach that long-standing agreement, and has rekindled neighborhood safety concerns. Our neighbors' letters to you speak of the reasons for those concerns.

We were very interested, then, when the engineer for the developer told the Board that abandoning the stub would better solve the neighbors' concerns, and when the developer's attorney stated that it wouldn't bother him not to have to build out the Forsberg stub.

So the petition for abandonment has been filed, and the neighborhood is looking for the Board's support of that petition before the County Road Department.

I don't think I am alone in feeling that our concern is safety, and not a turning of our backs on a neighboring subdivision. In fact, we would very much favor the roadway becoming a pedestrian/bike connection between the two subdivisions. Socializing, as I am sure we will do, need not only, nor even best, take place by automobile.

Just six weeks ago the US Surgeon General issued a major policy initiative, a "Call to Action to Promote Walking and Walkable Communities" <<http://www.surgeongeneral.gov/library/calls/walking-and-walkable-communities/call-to-action-walking-and-walkable-communities.pdf>>. It sets out walkable communities as a national health priority. This abandonment petition would be the first step in promoting a walkable interconnection between these adjacent subdivisions, and in answering the Surgeon General's call for a walkable community.

Stagecoach Drive is at present walkable because it is a short cul-de-sac street with very low traffic. But as Warren D'Souza's letter to you suggests, exposing the street to additional traffic from a Forsberg connection leaves either of two alternatives. Either the street is left more dangerous and no longer walkable, or the street is made walkable by sidewalks, speed controls, and other very costly measures (if they are even feasible, e.g., likely interference with established drain fields).

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BD 127-8

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Please help the Stagecoach and Ponderosa neighborhood, and their new neighbors in Ember Oaks, to keep walking and to keep safe. We ask for your support of the abandonment petition.

Thank you.

Neil and Tammy Story
3537 Ponderosa Drive

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Sandy Otto

From: Kyle J MacMillan <kylejmacmillan@gmail.com>
Sent: Wednesday, October 28, 2015 3:30 PM
To: Board
Subject: Abandonment of Forsberg Dr.

Hello,

My name is Kyle MacMillan and I currently reside at 3609 Stagecoach Dr. in the Ponderosa Neighborhood. As you have probably received many e-mails in regards to this issue. I would like to further send my support in the partial abandonment of Forsberg Dr.

My background is in architectural design, however I have laid out many site plans/drives/connections etc. As a personal example of a similar situation, I was involved in designing a building that required a thru connection for emergency vehicles. The neighborhood that resided behind this building did not want the commercial and excess traffic entering into their neighborhood. In a joint effort with the local fire jurisdiction we created a pedestrian connection with a "hard" base (basically a gravel path) that was wide enough to fit a fire truck if necessary. To stop all other traffic a gate was put in place with an automated control that only emergency personnel had access too in the event it needed to be opened. We used a system similar to a garage door opener that had both a remote control, and a hard box in the event the remote wasn't accessible during the emergency.

This is one of the few situations I have worked on that I feel would be a better fit than creating a direct connection between the neighborhoods. I understand that in the townships view, the connection would be ideal in terms of emergency situations and maintenance. However I feel in the long run it may cause more issues due to excess traffic into the neighborhood. There are currently no sidewalks or pedestrian paths other than the road, which is already too narrow in certain locations. With an increase in traffic it would pose a risk to the pedestrians that currently use these roads to walk and run on.

I appreciate you taking your time to read my concerns. If you have any further questions or comments please don't hesitate to ask.

Thanks!

Kyle MacMillan

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BD 127-9

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**CLERK'S OFFICE
BOARD COMMUNICATIONS
NOVEMBER 3, 2015**

Board Information (BI)

Sandy Otto

From: Angie Wilson
Sent: Wednesday, October 21, 2015 5:23 AM
To: Frank Walsh; Board; Sandy Otto
Subject: Taxi Authority updates

Dear Board,

Below is the full update of the Greater Lansing Taxi Authority that I prepared for last night's meeting. Please include them in the next meeting packet so that the public has them as well.

Best,

Angie Wilson

Angie Wilson
Trustee, Meridian Township
5151 Marsh Rd.
Okemos, MI 48864
517-898-1373

Greater Lansing Taxi Authority—Meridian Township Board update October 20, 2015

- Designated Lt. Scott Wrigglesworth (ELPD) to serve as the Authority's hearing review officer for all appeals of licensing denials that occur during the 2016 licensing year which concludes on June 30, 2016.
- Assigned fees for ride –sharing networks (Uber) of \$1500/annual to cover costs of compliance audits
- Cab Operator Renewal Update: 30 companies equating to about 140 drivers licensed by Authority. (Not getting push back from cab companies about the 3 driver minimum rule.)
- Amendments made to the Rules and Regulations:
 - Article 2, section C: included language to allow drivers to show clear and convincing evidence that a five panel drug/urinalysis screening is a false positive or that the positive result was the result of prescription medication and the medication would not otherwise interfere with the driver's ability to safely operate a motor vehicle.
 - Article 3, added section U: prohibiting distracted driving including but not limited to cell phones and other electronic devices while vehicle is in motion.
- Reduced the first appeal filing fee to \$100 (previous \$150)
- An Appeal of a denied appeal (this is seen by a magistrate or designee) set at \$500.

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- Appeal Filing fees are based on actual costs to administer the appeals. To appeal a decision of the designee hearing a first appeal can cost over \$1000. It was the thought of the Authority Board to not make the process too onerous and these cases are so few that \$500 was determined to be fair.

I will send Board members the link to the updated version of the Rules and Regulations once the changes have been posted.

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BI-1

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LIAISON FOR INTER-NEIGHBORHOOD COOPERATION



A MERIDIAN TOWNSHIP FEDERATED HOMEOWNER ASSOCIATION

P.O. Box 40 • Okemos, Michigan 48805

October 21, 2015

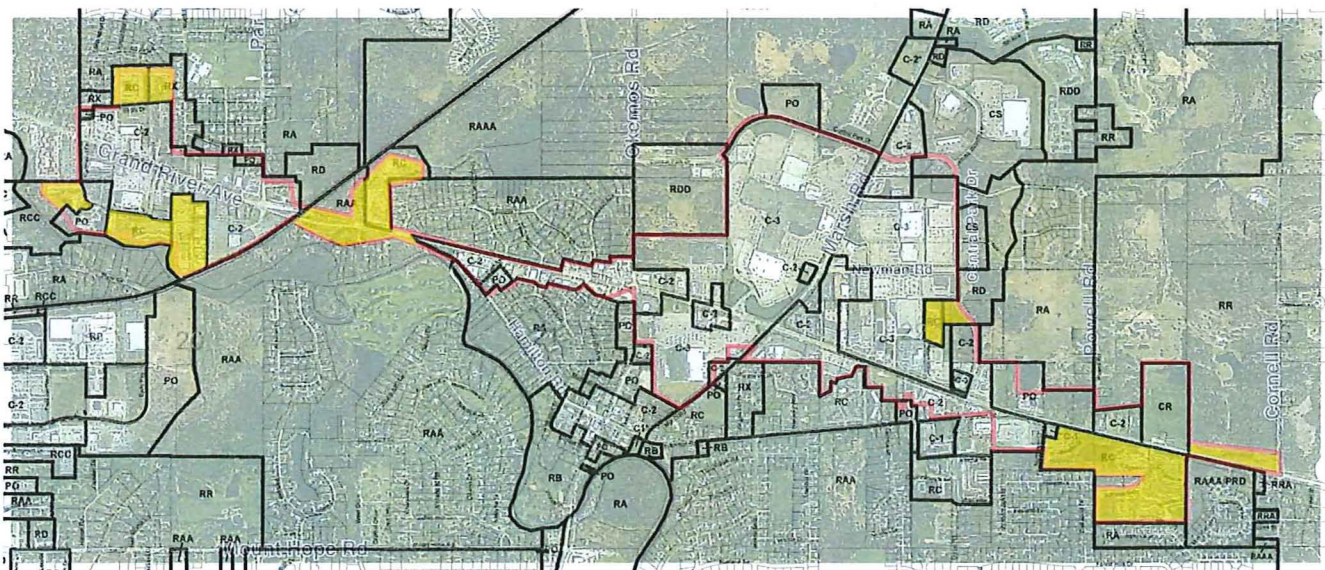
To: Meridian Township Planning Commission
From: Liaison for Inter-Neighborhood Cooperation

Re: Proposed Grand River Corridor Improvement Authority

Dear Meridian Township Planning Commission,

At its October 15th meeting the LINC Board of Directors and others in attendance discussed the proposed Grand River Corridor Improvement Authority. There was unanimous support among our Board for the establishment of a Corridor Improvement Authority (CIA) that would serve as an advisory body to the Township Board and Planning Commission regarding development/redevelopment along Grand River Avenue in Meridian Township. During the course of our discussion, several concerns were voiced, especially regarding the extent of the proposed development area.

Based on the criteria that the EDC used for defining the development area, as stated in memoranda from Associate Planner Peter Menser to the Township Board and more recently to the Planning Commission, it appears that the development area is not being considered a “qualified development area” as defined in Section 3.(d) of Michigan Public Act 288 (Corridor Improvement Authority Act). Rather, the development area appears to be defined by using the criteria set out in Section 5 (Development Area; establishment in municipality; exception; criteria; compliance). One of the criteria, as stated in Section 5.(f) of the Act, is that the development area be “zoned for mixed use that allows high-density residential use.” Comparison of the proposed development area with the Township Zoning Map reveals several areas that do not meet the criterion stated in Section 5.(f). These areas are identified by the yellow shading in the figure below (the proposed development area is delineated by the red outline):



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BI-2

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All of these areas are currently **NOT** zoned to allow mixed use; all but one (the area zoned Industrial along Dawn Avenue) are zoned as residential districts (RAA, RC, RR, RD, or RX) and therefore do not meet the criterion of Section 5.(f) for allowing mixed use. In order to comply with the aforementioned criterion, these areas would need to be rezoned to a category that allows for mixed use, namely Commercial (C-1, C-2, C-3, CS, or CR) or Professional and Office (PO). Although rezoning these areas is fully within the powers of the Township Board, it should be noted that doing so would result in all residential structures and uses within these areas becoming non-conforming structures and uses, severely limiting the ability of property owners to modify or reconstruct (in the event of natural disaster) their dwellings. Given the severe limitations that such rezonings would place on property owners, we recommend that these areas be removed from the proposed development area rather than being rezoned to allow for mixed use and high-density residential use.

We are especially concerned about the inclusion in the development area of any areas east of Northview Drive (just west of the Ponds on the south side of Grand River). The area south of Grand River and east of Northview Drive is clearly not zoned appropriately for inclusion in the development area nor is the small strip of RR-zoned property along the north of Grand River just to the west of Cornell Road. **Although the other properties north of Grand River and between Northview Drive and Cornell Road are appropriately zoned, we believe that inclusion of these areas would encourage more "intense" development in an area that currently has a distinct "rural" quality. If the goal of corridor improvement is to promote "walkability" and high-density residential and business-oriented uses, it doesn't make sense to promote incursion of high-density development into the predominantly rural eastern portion of the Township.**

We hope that you will consider our concerns during your deliberation at the next Planning Commission meeting on October 26th and in your recommendations to the Township Board.

Sincerely,

Neil R. Bowlby, President

NOV 03 2015

BI-2
(page 2 of 2)

NOV 03 2015

Sandy Otto

From: Eric Ederer <ericed@umich.edu>
Sent: Wednesday, October 21, 2015 1:49 PM
To: Board
Subject: Making Sidewalks and Trails Safe for the Blind

Dear Township Board,

Better work need to be done to make sidewalks accessible to people with disabilities--especially the blind. At the intersections Grand River and Dobie, Dobie and Hamilton, and I believe also at Grand River and Marsh; there are sidewalk mini-bumps for a blind person to detect with a cane, but there are no sidewalk mini-bumps on the other side of the street (see enclosed picture). So, the blind person has no clear way to tell if they are on or off the road when crossing. This could lead to a serious accident for a blind person. Oddly, there are sets of mini bumps at some minor street crossings in Meridian Township.

Also, the mini bumps are not be very effective because many of the major intersection crosswalk signals make no sound whatsoever--leaving the blind also with no audio crossing singal. In downtown East Lansing, many crosswalk signals have an audio signal.

I have twice seen the same blind man use the intersections of Grand River and Dobie, and Dobie and Hamilton. He has a friend walk with him to stay safe; he cannot walk these intersections by himself.

Therefore there needs to be:

A review of Meridian sidewalks and trails to check for missing mini-bumps and installation of needed mini-bumps as soon as possible.

An evaluation of crosswalk signals for upgrades to include audio signals usable by the blind. Ideally, these signals would include crossing time and location audio signals.

The beginning of the inclusion of representatives from the blind and other disabilities communities for --better accessibility for all citizens without exception --on Meridian Township sidewalk and trail design.

Thank you for your time.

Sincerely,

Eric W. Ederer, MPH
(517) 420-2002
4446 Seneca
Okemos, MI 48864

NOV 03 2015

BI-3

NOV 03 2015

Sandy Otto

From: Ginger Yang <lotusvoice48823@gmail.com>
Sent: Tuesday, October 27, 2015 11:50 PM
To: Mark Kieselbach; Gail Oranchak
Cc: Board
Subject: Zoning Amendment #15070 & CIA (Corridor Improvement Authority) initiative

Dear Members of Planning Commission,

I am writing to applaud your initiative of amending Section 86-2 Definitions and Section 86-438 Wireless Communication Facilities Overlay District at the meetings on 10/12 & 10/26. It will pave the way of establishing a more sensible cell tower regulations and, at the same time, comply with federal and state laws. Though a seemingly small step, such amendments will allow the Township to have more control over the future proposals of installing cell towers within the boarders of Meridian Township.

During the past Summer, I did my homework diligently and made my case against the SUP #15061, which might have allowed a 90-foot-tall cell tower to be installed on a very conspicuous spot on the Township gateway. I appreciated that you spent your time listening to me and that Board members eventually sustained my appeal. I considered it a triumph not only for myself and my business, but also for this community as a whole. It showed that WE, the local people along with the local government, could take on the big corporates and let them know how WE want their services to be utilized in OUR community. We did it and we should be very proud of ourselves!

However, it is not over yet. Now, it's your turn, the Township planning staff, Planning Commission and the Board, to continue the "cell tower saga". In my humble opinion, Commissioners DeGroff, Jackson, Honicky and Scott-Craig have already had some good layout to start with at the meeting on 10/12, such as issues of shock clock, best engineering practice, control over locations, etc. I am hoping by passing the amendments of Section 86-2 Definitions and Section 86-438 Wireless Communication Facilities Overlay District, we will move further to sketch a workable rule overseeing the future cell tower applications. Here is an article I shared with the Board members at the public hearing on 8/18 Board Meeting . Hope you find it useful.

<http://palaltoonline.com/news/print/2015/07/01/new-rules-approved-for-proposed-cell-towers>

Last but not least, I was also thrilled to see that you unanimously passed the motion of supporting the CIA initiative. Although there were different ideas and concerns among the Commissioners, this is for sure a very good starting point for the promising future development of our Township. By expanding our horizon and working closely with City of East Lansing, Lansing Township and City of Lansing, the Meridian Township would be a viable part for the project, "The Capitol Corridor: A regional vision for Michigan Ave/Grand River Ave". As a Meridian Township resident and business owner, I thank you all for your hard work.

Sincerely Yours

Ginger Yang, MA, MT-BC, LMT
Owner/Therapist
LotusVoice Integrative Therapies, LLC
4994 Park Lake Rd. East Lansing, MI 48823
517-8970714

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BI-21

NOV 03 2015

**CLERK'S OFFICE
BOARD COMMUNICATIONS
NOVEMBER 3, 2015**

Regional Linkage (RL)



CAPITAL AREA TRANSPORTATION AUTHORITY

Patrick D. Cannon, Board Chair • Sandra L. Draggoo, CEO/Executive Director

VIA E-MAIL TRANSMISSION: WALSH@MERIDIAN.MI.US

October 26, 2015

Meridian Charter Township
Board of Trustees
5151 Marsh Road
Okemos, MI 48864

RE: Meridian Redi-Ride Service

Dear Meridian Township Board of Trustees:

At the September 15, 2015, Meridian Township Board meeting, I was asked if I could provide clarification as to the acquisition of vehicles for Meridian Redi-Ride service and an update on ridership and service costs for FY 2013 and FY 2014.

When the Meridian transit millage passed in November 1999, there was particular interest in a redi-ride type service and increased frequency of CATA fixed-route service. Meridian Trustees asked CATA to provide a proposal for expanded service. Coincidentally, CATA had commissioned a Comprehensive Operational Analysis of our entire system and one of the results of this analysis was a recommendation that the new millage be used to fund Redi-Ride service. This recommendation was accepted and millage funds were then paid over to CATA and used by CATA to purchase two buses, built to our specifications, in accordance with our regular procurement procedures. In 2001, Redi-Ride service was expanded because of demand; and CATA provided, out of its fleet, one additional bus for this expansion. In 2004, CATA and Meridian agreed to replace two buses and purchase a third for expansion using Meridian millage funds. This expansion brought the total number of buses used for Meridian Redi-Ride to four on weekdays and two on Saturdays. Since FY 2005, replacement buses were purchased with CATA funds and the proceeds of federal and state grants.

When I spoke to you at that Board of Trustees meeting, there seemed to be an assumption by some Trustees that, in the past, Meridian Township Officials had not been aware of how the service had been structured, but that these decisions had been made by CATA. We went to our files and want to give you the facts. I have enclosed a timeline showing you that Meridian Officials and CATA have met many times and exchanged conversation regarding changes to the service. We hope this information will be helpful to you.

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RL-1

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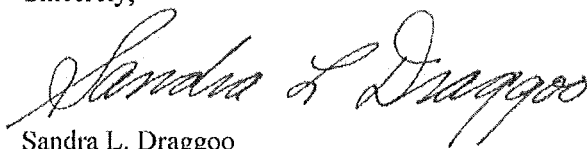
With regard to an update of service and service costs paid by tax revenues, I enclose a chart showing service details for FY 2012 through FY 2014. The information on this updated chart shows what Meridian is actually paying in tax revenue per passenger and per hour for the service. The old charts were confusing in mixing Meridian tax dollars and CATA contributions and costs together. We need to look at the service in terms of what Meridian is paying.

CATA's actual service costs exceeded Meridian tax revenue by \$141,000 in FY 2014. CATA has been willing to pay the difference, because we want to continue the service in partnership with Meridian Township. You are not being charged hourly rates for the service, but are just paying the collected tax revenues for the service.

As a full and integrated public transit agency, CATA provides services ranging from specialized demand response Spec-Tran Service for those with disabilities, Rural Services, and Fixed-Route Services with the support of federal and state grants, ridership fares, Ingham County millage, and CATA's millage. We do our best to provide services with a priority towards meeting public transportation needs. The special Meridian Township transit millage allows CATA to provide the Meridian Redi-Ride in addition to our other services such as those provided by our dedicated CATA operators, maintenance employees and our administrative employees that provide all planning, scheduling and dispatching responsibilities. Many people are dependent on Meridian Redi-Ride and speak highly of this service. We know of its importance and are dedicated to continue to provide the best service possible.

I hope the above and the enclosed information has been helpful to all of you. Please feel free to contact me if I can be of service to you in the future.

Sincerely,



Sandra L. Draggoo
CEO/Executive Director

Enclosures: Meridian Redi-Ride Timeline
Meridian Redi-Ride FY Review

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Meridian Redi-Ride Timeline
October 26, 2015

Date	Event
December 1998 - November 1999	Meridian Township officials and CATA had many conversations about service expansion in Meridian Township. These included discussions regarding modified fixed routes and new Redi-Ride service exclusive to the Township with consideration of various Redi-Ride options. Meridian Township did a survey of its residents on their use of CATA service and how they would use a new Redi-Ride service. Residents overwhelmingly preferred a 4 hour response time from when they book their trip to the pick up time.
November 1999	Meridian Township residents passed a .2 millage to support a Redi-Ride service.
November 1999 - March 2000	CATA provided Meridian Township with service proposals based on the Comprehensive Operational Analysis conducted by CATA. We offered Meridian Township three options for the ten year service plan.
March 2000	CATA orders 2 buses with authorization from Meridian Township to use proceeds from Meridian Township .2 millage revenue.
May 2000	Meridian Township and CATA sign an agreement to provide Redi-Ride service for the 10-year period. Service to operate with 2 buses from 9:00 am to 5:00 pm Monday through Friday. One bus would service Okemos, South, and one bus would service Haslett, North. Customers will be required to transfer between the North and South service at the Meridian Mall or Meijer. Saturday service from 9:00 am - 5:00 pm would begin in November. Under the agreement CATA may reorganize the service for efficiencies, ridership demand and other public transportation considerations.
June 2000	Meridian Township Redi-Ride service Monday through Friday 9:00 am - 5:00 pm begins.
November 2000	Saturday Redi-Ride service from 9:00 am - 5:00 pm begins.
October 2001	CATA requests an amendment to the original agreement to add a Redi-Ride bus from 12:00 pm to 4:00 pm, Monday through Friday and to reduce Saturday service from 2 buses to 1 bus. The additional bus needed to support weekday service was provided by CATA out of its fleet. This service change was approved by Meridian Township Manager.
July 2004	CATA requested service expansion to meet growing demand. Request included addition of 1 bus from 1:00 pm to 5:00 pm, Monday through Friday during the school year and the addition of 1 bus from 10:00 am to 2:00 pm on Saturdays year round. Additionally, CATA requested funding to replace 2 buses and purchase another new bus to support this increased service.
August 2004	Meridian Township and CATA agreed by letter to the July 2004 request for service expansion and to purchase 3 buses (2 for replacement and 1 new bus for expanded service). This expansion brought the number of buses being used for Meridian Redi-Ride to 4 (3 purchased using Meridian Township millage revenue and 1 provided by CATA from its fleet).
April 2007	To meet demand, CATA proposed adding 1 bus from 9:30 am to 11:30 am and from 2:00 pm to 4:00 pm, Monday through Friday when school is in session and adding 2 hours of service on Saturdays year round. Meridian did not respond.
September 2007	CATA told Meridian Township, that into the future, CATA would use federal and state funds, when available, to replace buses for Meridian Township Redi-Ride. CATA explained that the popularity of the service has grown so great that the current level of service is insufficient to handle the demand. CATA offered changes in the criteria for using the service to control demand. Meridian did not approve these changes.
January 2011	Meridian Township requested ideas for enhancing Redi-Ride operation.
February 2011	CATA responds to Meridian Township's request for ideas to expand Redi-Ride Operation. CATA informed Meridian that the revenue generated from the millage was declining and that additional service would not be possible unless additional revenue was secured. CATA suggested restructuring the service to stay within current revenue totals. CATA did not get a response to make any adjustments to Meridian Redi-Ride service.
October 2013	CATA Executive staff met with Meridian Township Manager and Treasurer to discuss the Meridian Redi-Ride service and possible changes.

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MERIDIAN REDI-RIDE SERVICE
 FY 2012 – FY 2014 Review
 Given to Meridian Township Trustees October 26, 2015

MERIDIAN TOWNSHIP

	<u>Vehicle Hours</u>	<u>Ridership</u>	<u>Tax Revenue Received by CATA</u>	<u>Tax Revenue (Cost) Per Hour</u>	<u>Tax Revenue (Cost) Per Passenger</u>
FY 2012	7,841	21,413	\$335,000	\$42.72	\$19.92
FY 2013	7,604	20,303	\$295,000	\$38.80	\$20.41
FY 2014	7,731	19,813	\$298,000	\$38.55	\$22.16

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**CLERK'S OFFICE
BOARD COMMUNICATIONS
NOVEMBER 3, 2015**

Staff Communications (SC)

MEMORANDUM

TO: Township Board

FROM: 
Mark Kieselbach
Director of Community Planning and Development

DATE: October 27, 2015

RE: ITC Holdings Tree Grant completion

On October 8 and 9, 2015, Trees 'N' Scapes completed the installation of twenty trees around portions of the Municipal Complex (see aerial photo). The twenty trees consisted of the following:

- London Planetree (Sycamore) = 5
- Red Sunset Maple = 8
- Harvest Gold Linden = 4
- Bradford Pear = 3

The planting of the twenty trees was made possible through a \$5,000 tree grant from ITC Holdings Corporation.

Attachment

1. Aerial photograph

G:\Community Planning & Development\Planning\BROWN\Letters & Memos\2015\itcgrant.tb2.doc

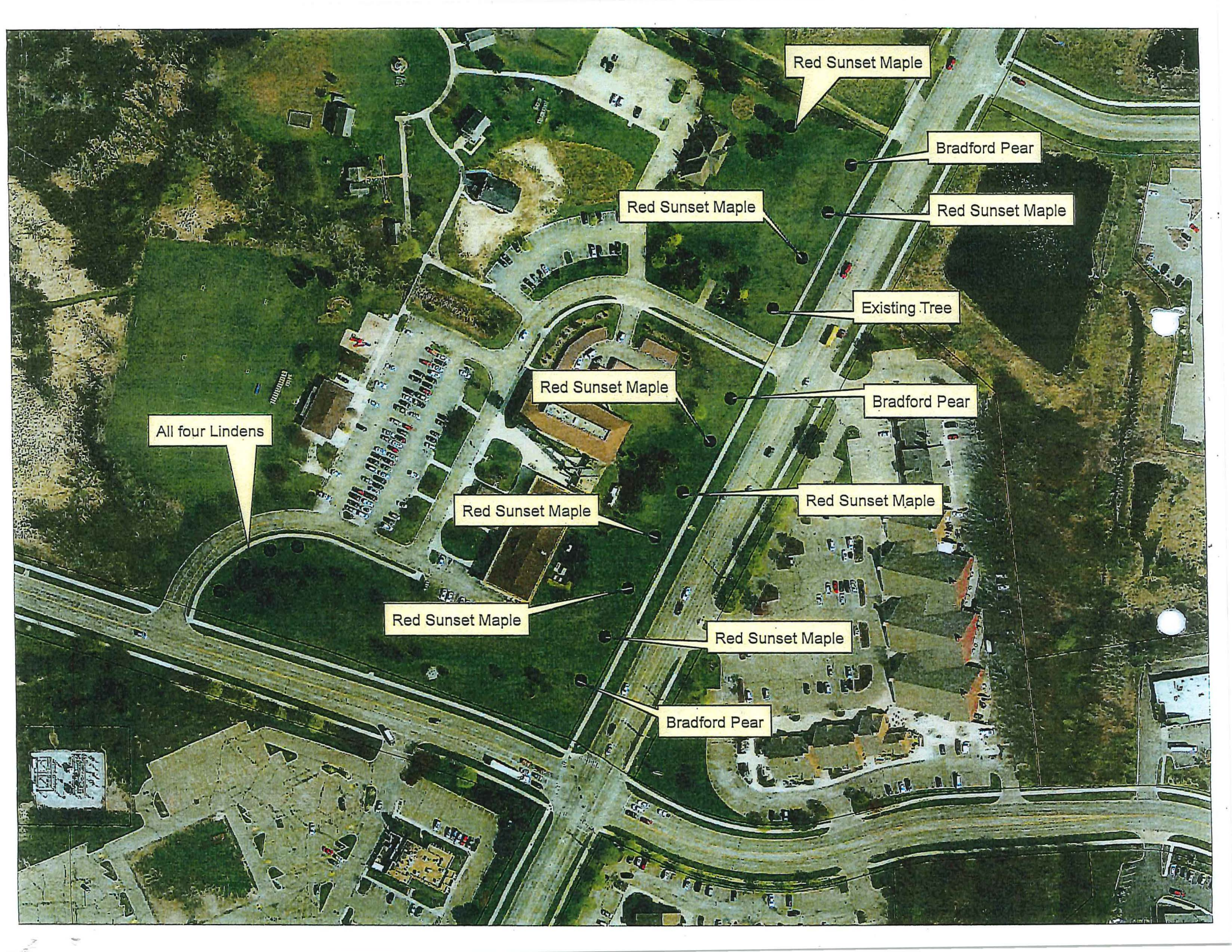
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All five London Planetree/Sycamore



Red Sunset Maple

Bradford Pear

Red Sunset Maple

Red Sunset Maple

Existing Tree

Red Sunset Maple

Bradford Pear

All four Lindens

Red Sunset Maple

Red Sunset Maple

Red Sunset Maple

Red Sunset Maple

Bradford Pear

PROPOSED BOARD MINUTES

PROPOSED MOTION:

Move to approve and ratify the minutes of the October 20, 2015 Regular Meeting as submitted.

ALTERNATE MOTION:

Move to approve and ratify the minutes of the October 20, 2015 Regular Meeting with the following amendment(s): [insert amendments].

**NOVEMBER 3, 2015
REGULAR MEETING**

CHARTER TOWNSHIP OF MERIDIAN
TOWNSHIP BOARD REGULAR MEETING - DRAFT -
5151 Marsh Road, Okemos, MI 48864-1198
853-4000, Town Hall Room
TUESDAY, OCTOBER 20, 2015 6:00 P.M.

PRESENT: Supervisor LeGoff, Clerk Dreyfus, Treasurer Brixie, Trustees Scales, Styka, Veenstra, Wilson
ABSENT: None
STAFF: Township Manager Frank Walsh, Assistant Township Manager/Director of Public Works Derek Perry, Director of Community Planning & Development Mark Kieselbach, Police Chief David Hall, Fire Chief Fred Cowper, Human Resources Director Joyce Marx

1. CALL MEETING TO ORDER

Supervisor LeGoff called the meeting to order at 6:00 P.M.

2. PLEDGE OF ALLEGIANCE/INTRODUCTIONS

Supervisor LeGoff led the Pledge of Allegiance.

3. ROLL CALL

The secretary called the roll of the Board.

4. SPECIAL PRESENTATION

A. MARC Appreciation Resolution-Marsha Madle and Malinda Barr

Treasurer Brixie moved [and read into the record] NOW, THEREFORE, BE IT RESOLVED by the Township Board of the Charter Township of Meridian, Ingham County, Michigan hereby recognizes and celebrates the leadership of Marsha Madle and Malinda Barr in the development of the MARC. The Township Board also recognizes the other many volunteers that were recruited by and contributed to the MARC including but not limited to Craig Allen, Randy Willet, and Thomas Hamp. Further, the Township Board thanks Marsha and Malinda for their years of service and business advocacy and remains committed to supporting entrepreneurialism in Meridian Township.

Seconded by Trustee Veenstra.

Clerk Dreyfus, as Board Liaison to the Meridian Economic Development Corporation, thanked Marsha and Malinda for their dedication and passion towards promoting entrepreneurialism in our community. He noted a creative brainstorming session the three (3) of them engaged in back in 2001 to discuss Township branding and placemaking, demonstrating the many years of thought and effort put towards these goals.

ROLL CALL VOTE: YEAS: Trustees Scales, Styka, Veenstra, Wilson, Supervisor LeGoff, Treasurer Brixie, Clerk Dreyfus

NAYS: None

Motion carried unanimously.

B. Introduction of Full-Time Firefighter Daniel Ackles

Fire Chief Fred Cowper introduced the newest full-time firefighter, Daniel Ackles.

5. PUBLIC REMARKS

Supervisor LeGoff opened Public Remarks.

Beth Bechtel, 1165 Cliffdale, Haslett, requested the Board pass a resolution in support of House Bill 4916, state legislation to allow residents to retain analog utility meters for gas and electricity.

Leonard Provencher, 5824 Buena Parkway, Haslett, addressed the crushed limestone temporary patch to the pathway in front of the Aldi's under construction on Marsh Road as it can cause problems for individuals with disabilities.

Ann Alchin, 5972 Cypress, Haslett, voiced concern with funds which have been diverted to the Okemos Downtown Development Authority (DDA) and use of those funds. She offered figures of how much tax money has been diverted to the DDA, how much has been spent and the debt still owing.

Neil Bowlby, 6020 Beechwood Drive, Haslett, expressed appreciation for Board action on moving Board comments and reports as well as the Township Manager's Report to the beginning of the agenda, referral of the Corridor Improvement Authority (CIA) to the Planning Commission and holding the meeting on Township Goals and Objectives in the evening. He voiced appreciation for the increased sewer cleaning as reported in the Manager's Report for the 3rd quarter. Mr. Bowlby again addressed the issue of hiring employees for a CIA.

Supervisor LeGoff closed Public Remarks.

6. TOWNSHIP MANAGER REPORT

Township Manager Walsh reported on the following:

- Concrete for the new central fire station is being poured before cold weather sets in
- Expectation that the asphalt base for the parking lots will be complete by the end of the week
- Mid to late January, 2016 move-in date
- Central fire station building dedication scheduled for February 1, 2016
- Closing of the MARC sale took place and the Township received \$492,127, of which \$35,000 will be held in abeyance
- Remainder of funds from the sale of the MARC has not been budgeted as revenue in 2016 and their allocation will be a future Board discussion
- Work continues on a significant Haslett project
- All road projects will be completed by week's end, well ahead of last year's schedule
- 2016 employee health care costs are being reviewed, including self-funding through Blue Cross

7. BOARD COMMENTS AND REPORTS

As a result of discussion with the Managing Director of the Ingham County Road Department (ICRD), Trustee Scales requested the Township Manager convey the message to the ICRD that the Board supports the petition by Ponderosa residents to abandon Forsberg Drive. He stated that if this message is received, the ICRD Director has indicated the department will comply with the Township's desire. Trustee Scales added he believed the hearing on Forsberg Drive is scheduled for November 12th ** so Board intent for Forsberg Drive should be sent to the ICRD, including the preference for a walkable trail to be made out of Forsberg Drive.

Trustee Veenstra posed several questions surrounding the abandonment of Forsberg Drive.

Treasurer Brixie suggested the abandonment of Forsberg Drive be placed on the November 3, 2015 agenda.

Trustee Veenstra voiced support for earlier public comment that a resident has the right to choose an analog utility meter. He noted a communication from Dr. Horn addressed the problem of second hand smoke in the common areas of apartment buildings, and believed the Township should pass an ordinance prohibiting smoke in those areas. Trustee Veenstra spoke to another letter from Dr. Horn regarding climate change and requested the Township should do all it can to contribute to energy conservation, including the use of LED lights in any new buildings constructed. He corrected a statement in the third quarter report regarding Planning Commission action on the cell tower located at 4980 Park Lake Road.

Treasurer Brixie reported her attendance at the Ingham County Regional Trails and Parks Plan input session held in Meridian's Town Hall Room on October 15, 2015. She announced the Carriage Hills shopping center has reached an agreement with a new long-term tenant, Spartan Dance Academy. Treasurer Brixie gave a Township update to the Haslett Kiwanis at its meeting this morning and members inquired if the Township would be interested in participating in their Flags over Meridian program, a 20 flag subscription for \$720.00.

** Clerk clarification the date has been set for November 24, 2015**

Trustee Styka reported Trustees Veenstra, Scales and he convened the Redi-Ride subcommittee meeting last week where a date of October 27th at 2:00 P.M. was selected to receive public input to further understand the issues regarding the Redi-Ride and transportation for members of the community. He noted the American Association of Retired Persons (AARP) is also hosting an event dealing with public transportation on Thursday, October 2nd. Trustee Styka indicated a statewide Broadband Conference was held today in Lansing, and will share a brief synopsis of the conference in the near future. He mentioned the numerous Halloween Events sponsored by the Township scheduled for October 24th and October 31, 2015.

Clerk Dreyfus announced the next Meridian Township election will be held on March 8, 2016 for the Presidential Primary. He reported his attendance at a tour for public officials hosted by Granger Landfill building out a new section in an effort to educate officials about the end of the waste stream cycle. Clerk Dreyfus added electricity is generated as part of the process which delivers electricity to 14,000 homes in Lansing. He reported his attendance at Tri County Regional Planning Commission's (TCRPC) Urban Services Management Area (USMA) committee meeting where it was announced there will be a bus tour on November 5th to Frankenmuth, which has one of the state's leading urban services boundaries. Clerk Dreyfus announced there is still time to provide public input on the Ingham County Regional Trails and Parks Plan as ideas generated will be vetted and connected to available funding.

Clerk Dreyfus stated a citizen approached him, with petitions, about developing a quiet zone for the two (2) railroads which pass through Meridian Township. He noted there is a federal process communities must follow in order to implement a quiet zone. Clerk Dreyfus requested quiet zones be placed on the November 3rd agenda as a discussion item.

Trustee Veenstra voiced support for placing quiet zones on the November 3, 2015 agenda as a discussion item. He noted it is extremely difficult to create new landfills, and an alternative is to reduce the amount of trash being generated and ultimately sent to landfills by increasing the rate of recycling. Trustee Veenstra suggested one way to accomplish this is to require recycling be available in all apartment complexes. He reported he has received criticism for the time set for the Redi-Ride subcommittee from 2:00 P.M. until 5:00 P.M. as it prevents residents from attending due to work schedules.

Trustee Wilson announced the Meridian Fire Team won the Great Divide with a winning time of 1 minute, 24 seconds. She offered an update on the Greater Lansing Taxi Authority (GLTA), noting Lt. Scott Wigglesworth from the East Lansing Police Department has been designated as the GLTA'S Hearing Review Officer for all appeals of licensing denials for the 2016 licensing year which ends June 30, 2016. Trustee Wilson reported the GLTA now includes Lansing, East Lansing, Meridian Township, Delhi Township, Delta Township and Lansing Township. She stated there have been both reductions and increases in some of the fees, as well as language updates for clarity during the application process. Trustee Wilson added the Lansing Regional Airport is a non-voting member of the GLTA.

Trustee Scales reported there are "severe" cost overruns being experienced by the ICRD with paving of its roads. He announced October 26th begins temporary bridge repair on Marsh Road, south of Haslett Road, which will entail the closing of one lane in each direction until, approximately, Thanksgiving. Trustee Scales added the permanent bridge repair will take place in 2016. He reported the October 27th Redi-Ride subcommittee meeting from 2:00 P.M. until 5:00 P.M. will allow an opportunity for residents who have not yet weighed in on this issue to voice their opinion to the Township Board.

8. APPROVAL OF AGENDA

Trustee Styka moved to approve the agenda amended as follows:

- Remove Agenda Item #13D: Sale of Township Property Adjacent to 4444 River Glen Drive
- Add Agenda Item #12D: New 2016 Goal Setting Date

Seconded by Treasurer Brixie.

VOICE VOTE: Motion carried unanimously.

9. CONSENT AGENDA

Supervisor LeGoff reviewed the consent agenda.

Treasurer Brixie moved to adopt the Consent Agenda. Seconded by Trustee Styka.

ROLL CALL VOTE: YEAS: Trustees Styka, Scales, Veenstra, Wilson, Supervisor LeGoff,
Treasurer Brixie, Clerk Dreyfus

NAYS: None

Motion carried unanimously.

A. Communications

(1) Board Information (BI)

BI-1 Dr. B. Ray Horn, 2790 Sirhal Drive, Apt. 115, East Lansing; RE: IISD Reporting Summary of the International Conference on Climate Action held October 1-2, 2015 in Hanover, Germany

BI-2 Dr. B. Ray Horn, 2790 Sirhal Drive, Apt. 115, East Lansing; RE: Secondhand smoke at Stratford Place Senior Facility located at 2790 Sirhal Drive, East Lansing

BI-3 Beth Bechtel, 1165 Cliffdale Drive, Haslett; RE: Request for the Meridian Township to pass a resolution in support of House Bill 4916, a bill to allow residents to have the option to keep their utility analog meter

BI-4 Donna Rose, 6207 Cobblers Drive, East Lansing; RE: Comments on the October 6, 2015 Board meeting

BI-5 Ody Norkin, Michigan Flyer LLC, 333 Albert Street, Suite 205, East Lansing; RE: Application for Meridian Redi-Ride Workgroup

BI-6 Donna Rose, 6207 Cobblers Drive, East Lansing; RE: Meridian Township Redi-Ride Committee

(2) Regional Linkage

RL-1 Supervisor LeGoff and Treasurer Brixie; RE: Letter to Ingham County Treasurer Eric Schertzing relative to the transfer of foreclosed property located at 6201 Lake Drive in Meridian Township

Treasurer Brixie moved that the communications be received and placed on file, and any communications not already assigned for disposition be referred to the Township Manager or Supervisor for follow-up. Seconded by Trustee Styka.

ROLL CALL VOTE: YEAS: Trustees Styka, Scales, Veenstra, Wilson, Supervisor LeGoff,
Treasurer Brixie, Clerk Dreyfus

NAYS: None

Motion carried unanimously.

B. Minutes

(1) Treasurer Brixie moved to approve and ratify the minutes of the September 29, 2015 Special Meeting. Seconded by Trustee Styka.

ROLL CALL VOTE: YEAS: Trustees Styka, Scales, Veenstra, Wilson, Supervisor LeGoff, Treasurer Brixie, Clerk Dreyfus

NAYS: None

Motion carried unanimously.

(2) **Treasurer Brixie moved to approve and ratify the minutes of the October 6, 2015 Regular Meeting. Seconded by Trustee Styka.**

ROLL CALL VOTE: YEAS: Trustees Styka, Scales, Veenstra, Wilson, Supervisor LeGoff, Treasurer Brixie, Clerk Dreyfus

NAYS: None

Motion carried unanimously.

C. Bills

Treasurer Brixie moved that the Township Board approve the Manager's Bills as follows:

Common Cash	\$ 728,364.09
Public Works	\$ 335,928.85
Total Checks	\$1,064,292.94
Credit Card Transactions	\$ 9,398.35
Total Purchases	<u>\$1,073,691.29</u>
ACH Payments	<u>\$ 389,161.55</u>

Seconded by Trustee Styka.

ROLL CALL VOTE: YEAS: Trustees Styka, Scales, Veenstra, Wilson, Supervisor LeGoff, Treasurer Brixie, Clerk Dreyfus

NAYS: None

Motion carried unanimously.

(Bill list in Official Minute Book)

D. Disposal of Surplus Vehicle

Treasurer Brixie moved to approve the sale of the following surplus Township vehicle at public auction, internet auction, or by sealed bid:

2001	Ford Explorer	1FMZU72E92UA36323
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Seconded by Trustee Styka.

ROLL CALL VOTE: YEAS: Trustees Styka, Scales, Veenstra, Wilson, Supervisor LeGoff, Treasurer Brixie, Clerk Dreyfus

NAYS: None

Motion carried unanimously.

10. QUESTIONS FOR THE ATTORNEY (None)

11. HEARINGS (None)

12. ACTION ITEMS

Supervisor LeGoff opened Public Remarks.

Ron Calhoun, Meridian Investment Group, 1427 W. Saginaw, East Lansing, spoke in support of MUPUD #15034 and SUP #15121, stating that after Board input, the applicant has added a sidewalk to the Hobby Lobby center, placed additional bicycle parking spaces between the three (3) residential buildings, provided LED lights for the project and with the assistance of the Greater Lansing Housing Coalition, added affordable housing units to the project.

Ken Stockwell, 4277 Okemos Road, Okemos, spoke in support of Rezoning #15050.

Neil Bowlby, 6020 Beechwood Drive, East Lansing, requested Board members refrain from criticizing the applicant for MUPUD #15034 and SUP #15121 regarding the proposed amenities, as they meet the criteria outlined in the Township's Code of Ordinances.

Supervisor LeGoff closed Public Remarks.

A. Mixed Use Planned Unit Development #15034 (Red Cedar Flats)

Treasurer Brixie moved [and read into the record] NOW THEREFORE, BE IT RESOLVED THE TOWNSHIP BOARD OF THE CHARTER TOWNSHIP OF MERIDIAN hereby approves Mixed Use Planned Unit Development (MUPUD) #15034, subject to the following conditions:

1. Approval is based on the Cover Sheet, Amenities Plan, and Proposed Impervious/Pervious Plan, prepared by KEBS, Inc., dated September 1, 2015; Site Rendering Plan (dated September 9, 2015) and Building Elevations (dated July 31, 2015), prepared by Progressive AE, subject to revisions as required.
2. MUPUD #15034 shall be contingent on the approval of Special Use Permit (SUP) #15121.
3. Approval is subject to one or more amenities. Four or more additional unique and extraordinary amenities are required for a density of up to 18 dwelling units per acre. The applicant proposes the following amenities as identified on the Amenities Plan (Sheet 6): rehabilitation of a degraded site; site recycling of trash; foot and bicycle pathways connecting to the Township pathway system; covered bicycle storage on site; outdoor gathering resource; seating plazas visible to the street; and LED exterior lighting. The applicant also offered to provide the following additional enhancements: install an additional 30 covered bicycle parking spaces between the residential buildings (10 spaces per building), for a total of 168 bicycle parking spaces on the site; extend the sidewalk (south of Building 3) to connect the subject site and the adjacent shopping center to the east; LED lighting for interior lighting in the residential units; and four apartment units will be designated as affordable housing units for residents with income below 80 percent of the median income for the area.
4. Waivers shall be granted for those sections of the Code of Ordinances as follows: building setbacks for Building 1 (Section 86-402(1)(b.)) and (Section 86-432(d)(3)b.), a waiver to allow Building 1 (southeast corner) to be located approximately 9.67 feet from the property line (required setback is 15 feet); building setback for Building 2 (Section 86-432(d)(3)c.), a waiver to allow Building 2 (southwest corner) to be located approximately 41.80 feet from a residential district boundary line (required setback is 50 feet); parking area and recycling center setbacks (Section 86-756(14)), waivers to allow the parking area (northeast of Building 1) to be located 5 feet from the east property line; the parking area (southeast of Building 1) to be located zero feet from the north property line; and the recycling center enclosure to be located zero feet from the north property line (the required setback is 15 feet for parking and recycling enclosure); and number of parking spaces (Section 86-755), a waiver to allow a total of 295 motor vehicle parking spaces for the project, and 314 motor vehicle parking spaces are required (with bike parking reduction allowance included).
5. Any future building additions or expansions to the buildings will require modification to the MUPUD #15034 and SUP #15121.

6. Exterior building materials shall be consistent with the preferences of the MUPUD ordinance which include, but are not limited to, wood, brick, clapboards, glass, and stone. Other materials, such as vinyl, aluminum, and other metals shall be avoided. The character and quality of the exterior building materials and general architectural design of the buildings shall be consistent on all four sides of each building.
7. The final building elevations and building materials shall be subject to the approval of the Director of Community Planning and Development.
8. Apartments may be occupied by a family, or, no more than two unrelated persons may occupy the one and two bedroom units; no more than three unrelated persons may occupy the three bedroom units; and no more than four unrelated persons may occupy the four bedroom units.
9. The applicant shall apply for and receive all applicable variances from the Zoning Board of Appeals which may include articulation of the façade every 50 feet; window coverage of the street level façade of a non-residential building (Building 1); and the elimination of curb and gutter in the parking areas.
10. All utility service distribution lines shall be installed underground.
11. The final design of the two recycling enclosures shall be subject to the approval of the Director of Community Planning and Development.
12. Site accessories such as railings, benches, trash and recycling receptacles, exterior lighting fixtures, and bicycle racks shall be of commercial quality, and complement the building design and style. Final design and location shall be subject to the approval of the Director of Community Planning and Development.
 - b. Northwind Drive shall be restriped with 10 foot lanes and bike lanes, consistent with our complete streets policy. Striping shall be maintained annually.
13. Landscaping shall generally comply with the provisions of the Code of Ordinances, including the mixed use planned unit development standards as outlined in Section 86-440(f)(4) and other applicable sections of the Ordinance pertaining to landscaping.
14. Site and building lighting shall comply with Article VII in Chapter 38 of the Code of Ordinances and shall be subject to the approval of the Director of Community Planning and Development, including the height of any new parking lot light poles.
15. A final sign program shall be submitted as part of site plan review and shall be subject to the review and approval of the Director of Community Planning and Development.
16. All mechanical, heating, ventilation, air conditioning, and similar systems shall be screened from view by an opaque structure or landscape material (if at street level) selected to complement the building. Such screening is subject to approval by the Director of Community Planning and Development.
17. The applicant shall combine the three parcels into one tax parcel.

18. The applicant shall obtain all necessary permits, licenses, and approvals from the Michigan Department of Transportation and the Township. Copies of all permits and approval letters shall be submitted to the Department of Community Planning and Development.
19. The utility, grading, and storm drainage, and sidewalk construction plans for the site shall be subject to the approval of the Director of Public Works and Engineering and shall be completed in accordance with the Township Engineering Design and Construction Standards.
20. A copy of the site plan information that exists in a computer format for the development project and construction plans shall be provided to the Township Engineering staff in an AutoCAD compatible format.

Seconded by Trustee Wilson.

Board and applicant's engineer discussion:

- ICRD has allowed striping of streets with ten foot lanes to allow for a small bicycle lane
- Engineer's statement there needs to be a minimum of four (4) feet for a bicycle lane
- Although there is 28 feet for the road, three (3) feet will be lost (18" on each side) for curb and gutter
- Concern that curb and gutter leaves only 2-1/2 feet for a bicycle lane
- Concern with a striped bicycle lane which creates a safety issue for users through use of asphalt for the road and concrete for curb and gutter which creates a "lip" between the two
- Hannah Boulevard is a shared lane and does not contain a striped bicycle lane
- Preference by the applicant's engineer to discuss the issue with both the Township's traffic consultant and the applicant's traffic consultant regarding the proposed width of the bicycle lane
- Only portions of Northwind Drive have curb and gutter and the width of the road fluctuates
- Board member preference for striping of ten (10) foot lanes with sharros
- Board member belief the purpose of the striping with ten (10) foot lanes is to make the cars travel at slower speeds and to make room for bicycles
- There is currently no striping on Northwind Drive
- With the addition of several hundred residents, it is necessary to provide multi-modal transportation opportunities
- Applicant will need to have a discussion with all property owners and traffic consultants on the best way to stripe Northwind Drive
- Suggestion to have only one bike lane on the east side of Northwind Drive

Trustee Veenstra offered the following friendly amendment:

- Amend Condition #12 b. by deleting "bike lanes" and inserting "a bike lane"

The friendly amendment was not accepted by the maker.

Continued Board and applicant's representative discussion:

- Bicycle lane on only one side of the road causes safety issues and bike riders will continually cross the road
- East side also has a sidewalk
- Board member assumption the bike lane would only be used by bicyclists traveling north and those traveling south would use the road

Trustee Scales moved to strike Condition #12b. Seconded by Clerk Dreyfus.

ROLL CALL VOTE: YEAS: Trustees Styka, Scales, Wilson, Treasurer Brixie, Clerk Dreyfus
NAYS: Trustee Veenstra, Supervisor LeGoff
Motion carried 5-2.

Treasurer Brixie moved to add Condition #12b as follows:

- 12b. Northwind Drive shall be restriped with ten (10) foot lanes and bike lanes, or sharros, consistent with our complete streets policy, subject to the approval of the Director of Community Planning and Development. Striping shall be maintained annually.**

Seconded by Trustee Styka.

ROLL CALL VOTE: YEAS: Trustees Styka, Scales, Veenstra, Wilson, Supervisor LeGoff,
 Treasurer Brixie, Clerk Dreyfus
 NAYS: None
 Motion carried unanimously.

Continued Board and staff discussion:

- Continued Board member preference if only one bicycle lane is possible, the lane has arrows on it to establish only one direction of travel for bicyclists
- Board member belief sharros do not accomplish anything
- Appreciation for changes proposed by the developer after listening to previous Board comment (i.e., LED lighting, additional covered bicycle parking and affordable housing)
- Ordinance currently requires curb and gutter in the parking areas
- Applicant has the right to go before the Zoning Board of Appeals to grant a waiver for curb and gutter in the parking areas
- Applicant needs to demonstrate water can be controlled on site without curb and gutter
- Redevelopment of a site requires either lowering the asphalt six (6) inches or raising the rest of the site six (6) inches to butt up against existing ground
- Board member preference to reference the letter of October 1, 2015 in condition #1

Trustee Veenstra offered the following friendly amendment:

- Amend condition #1 to add the letter of October 12, 2015 from Eckhart and Associates

Board and staff discussion:

- Additional conditions proposed in the October 12th letter were referenced in condition #3

The friendly amendment was not accepted by the maker.

Trustee Veenstra offered the following amendment:

- Amend condition #1 to add the letter of October 12, 2015 from Eckhart and Associates

The motion died for lack of a second.

ROLL CALL VOTE: YEAS: Trustees Styka, Scales, Veenstra, Wilson, Supervisor LeGoff,
 Treasurer Brixie, Clerk Dreyfus
 NAYS: None
 Motion carried unanimously.

B. Special Use Permit #15121 (Red Cedar Flats)

Trustee Styka moved [and read into the record] **NOW THEREFORE BE IT RESOLVED THE TOWNSHIP BOARD OF THE CHARTER TOWNSHIP OF MERIDIAN hereby approves of Special Use Permit #15121 (Meridian Investment Group) for a group of four buildings totaling more than 25,000 square feet in gross floor area subject to the following conditions:**

- 1. Approval of the special use permit is in accordance with the Cover Sheet, prepared by KEBS, Inc., dated September 1, 2015 and Building Elevations prepared by Progressive AE, dated July 31, 2015, subject to revisions as required.**

2. **Special Use Permit #15121 is subject to all conditions placed on Mixed Use Planned Unit Development #15034 (Meridian Investment Group, LLC) by the Township.**
3. **The gross square feet of all buildings on the site shall not exceed 125,200 square feet unless the applicant applies for and receives an amendment to Special Use Permit #15121 (Meridian Investment Group, LLC).**

Seconded by Trustee Wilson.

Trustee Veenstra offered the following friendly amendment:

- **Amend the NOW THEREFORE BE IT RESOLVED CLAUSE to delete “of” after the word “approves”**

The friendly amendment was accepted by the maker of the motion.

Board discussion:

- Appreciation to the applicant for making an investment in the Township
- Intent of the applicant to tear down the buildings yet this year

ROLL CALL VOTE: YEAS: Trustees Styka, Scales, Veenstra, Wilson, Supervisor LeGoff,
Treasurer Brixie, Clerk Dreyfus

NAYS: None

Motion carried unanimously.

C. Rezoning #15050 (Stockwell) – Introduction

Trustee Veenstra moved [and read into the record] NOW THEREFORE, BE IT RESOLVED THE TOWNSHIP BOARD OF THE CHARTER TOWNSHIP OF MERIDIAN hereby INTRODUCES FOR PUBLICATION AND SUBSEQUENT ADOPTION Ordinance No. _____, entitled “Ordinance Amending the Zoning District Map of Meridian Township Pursuant to Rezoning Petition #15050” PO (Professional and Office) to C-2 (Commercial).

BE IT FURTHER RESOLVED that the Clerk of the Charter Township of Meridian is directed to publish the Ordinance in the form in which it is introduced at least once prior to the next regular meeting of the Township Board.

Seconded by Trustee Styka.

Board discussion:

- Parcel is located northwest of the intersection of Powell Road and Grand River Avenue
- Township has an excess of PO zoned property within Meridian Township
- Board member preference to label staff reports as “Introduction” when appropriate

ROLL CALL VOTE: YEAS: Trustees Styka, Scales, Veenstra, Wilson, Supervisor LeGoff,
Treasurer Brixie, Clerk Dreyfus

NAYS: None

Motion carried unanimously.

D. New Goal Setting Date

Treasurer Brixie moved to reset the goal setting date to Monday, November 16, 2015 from 10:00 until 2:00 P.M. Seconded by Trustee Wilson.

Board discussion:

- Meetings held during the work day draw a different group of members of the public

CHARTER TOWNSHIP OF MERIDIAN, OCTOBER 20, 2015 REGULAR MEETING *DRAFT*

- Goal setting during the work day allows Department Directors to attend without requiring them to stay after work
- Prioritization of goal setting is an important part of the process
- Issue was thoroughly vetted during the previous Board meeting and a majority of members voted in favor of an evening meeting
- Board should not be scheduling its meetings to accommodate staff members
- Citizens who work second and third shift may wish to attend this meeting during the day
- Board member concern four (4) hours is not sufficient time to thoroughly vet the Board's goals for an entire year
- Board member preference to keep both November 10th day and this proposed date to complete Board discussion on its goal setting
- Board member preference to place a time table on all the goals so each year the Board will consider only the goals placed within that year's timetable
- Reminder that currently, Redi-Ride only runs until 5:00 P.M. and some residents rely on that mode of transportation
- Board member suggestion to commence the goal setting meeting at 3:00 P.M and run into the evening as a compromise and "solution" to day v. evening dilemma

ROLL CALL VOTE: YEAS: Trustee Wilson, Supervisor LeGoff, Treasurer Brixie
NAYS: Trustee Scales, Styka, Veenstra, Clerk Dreyfus
Motion failed 3-4.

Clerk Dreyfus moved to reset the goal setting date for November 16, 2015 from 3:00 P.M. until 9:00 P.M. Seconded by Trustee Scales.

Continued Board discussion:

- One Board member is not available Monday, Wednesday or Friday evenings
- Another Board member cannot meet on November 19th
- Continually pushing this meeting back makes it "out of sync" with the Township Manager's annual performance review

Clerk Dreyfus withdrew his motion.

Clerk Dreyfus moved to reset the goal setting date for November 12, 2015 from 3:00 P.M. until 9:00 P.M. Seconded by Trustee Scales.

Continued Board discussion:

- Preference for the motion to not set an ending time

Clerk Dreyfus modified his motion to the following:

- Reset the goal setting date for Thursday, November 12, 2015 beginning at 3:00 P.M.
- Concern with other committee obligations (which are the business of the Board) which conflict with times being discussed
- Board member preference not to hold multiple meetings on this issue

Clerk Dreyfus withdrew his motion.

Trustee Styka moved to reset the goal setting date for Monday, November 16, 2015 at 10:00 A.M. Seconded by Treasurer Brixie.

ROLL CALL VOTE: YEAS: Trustees Styka, Wilson, Supervisor LeGoff, Treasurer Brixie
NAYS: Trustees Scales, Veenstra, Clerk Dreyfus
Motion carried 4-3.

Continued Board and staff discussion:

- Need for Board members to use best Board practices which include respect for one another

- Board member belief November 16th at 10:00 A.M. was the only date and time which worked for all Board members
- Township Manager belief there will be three (3) additional meetings for the Board to continue work on its goal setting
- Township Manager is voluntarily waiving the November 1st deadline for his evaluation as noted in his contract to allow the Board the time needed to finish its goals

13. BOARD DISCUSSION ITEMS

Supervisor LeGoff opened Public Remarks.

Charles Barbieri, Foster Swift, 313 S. Washington Square, Lansing, legal counsel for The Ponds Cooperative Homes, Inc. requested the Board act on a notice of intent to file a drain petition for improvements of the Daniels Drain.

Cecilia Kramer, 4560 Oakwood, Okemos, President, Forest Hills Homeowners Association, indicated Township staff has some authority in shaping the design and construction of the Daniels Drain and urged great scrutiny. She suggested continual review, throughout the process, focusing efforts to ensure the benefit derived is accurately calculated prior to costs being assessed each homeowner within the drainage district. Ms. Kramer believed there is no other way, from a public policy viewpoint, for the Board to protect the public utility other than approve a notice of intent to file a drain petition for improvements to the Daniels Drain.

Neil Bowlby, 6020 Beechwood Drive, Haslett, offered comments on the draft Personnel Policy. He requested an explanation of the phrase "illegally controlled substance" noted on page 15, inquiring if medical marihuana was considered an illegal drug with regard to the workplace safety policy. Mr. Bowlby noted the Michigan Medical Marihuana Act does not provide an exemption for the use of medical marihuana at work, but does prohibit discipline for use of medical marihuana by qualified medical marihuana patients. He questioned the verbiage of producing prescribed medication in a container labeled by the licensed pharmacist if asked, stating that language should only apply if an employee was taking the medication while at work. Mr. Bowlby also questioned whether a qualified medical marihuana user could not be employed by the Township or a current employee could be fired for failing a random drug test. He, contrary to interpretation by one Board member, did not read the personnel policy to mean possession of cigarettes on Township property was a violation; only that an employee is prohibited from smoking and using tobacco products while at work.

Judith St. King, 5180 Madison Avenue, Okemos, availed herself for Board questions regarding Rezoning #00150.

Supervisor LeGoff closed Public Remarks.

A. Daniels Drain Improvements

Assistant Township Manager/Director of Public Works & Engineering Perry summarized the process to date for possible improvements to the Daniels Drain as outlined in staff memorandum dated October 20, 2015.

Board and staff discussion:

- Issue has been on the agenda seven (7) times
- Board member belief The Ponds Cooperative Homes, Inc. should be assessed the major portion of the cost of the project
- Board member preference for more specificity in the language of the Township's Notice of Intent to File Petition
- Three toll gates in the Chapter 20 drain process: Step 1 (Notice of Intent), Step 7 (after the public hearing) and Step 11 (Drainage Board) of the 20 step process
- Board must hold a public hearing in order to reserve the right to pass along the assessments

It was the consensus of the Board to place this item on for action at the November 3, 2015 meeting.

B. Proposed Mobile Food Vendors Ordinance

Director Kieselbach summarized the proposed mobile food vendors' ordinance as outlined in staff memorandum dated October 15, 2015.

Board and staff discussion:

- Board member belief a fee of \$60 per month currently in the vending ordinance is reasonable
- Board member preference to issue the permit for 120 days
- Board member concern with interpretation of Section 38-297 (1) c. relative to "all persons" with ownership interest in the event the entity is a corporation
- Board member concern Section 38-297 (1) g. is open ended
- Board member preference for the maximum number of mobile food units per parcel to be limited to three (3) in the event of a celebration at Meridian Mall
- Board member preference for the freestanding portable signs to be no more than eight (8) square feet and four (4) feet in height
- Sec. 38-304 (5) should allow a mobile food unit to fly the US flag
- Concern with banning the location of food trucks based on their proximity to existing restaurants
- 120 days is a good license period of time
- Suggestion to include language which requests the name of a responsible party as part of the application (Section 38-297 (1) c.), similar to state licensing laws
- Request for the cost of regulating this ordinance
- Board member belief the maximum number of units varies dependent upon the size of the property with a minimum number of feet between units
- Addition of a recycling receptacle to the required waste receptacle in Section 38-304 (1)
- Preference for hours of operation be defined as 7:00 A.M. until 11:00 P.M.
- Preference for hours of operation be defined as 7:00 A.M. until 10:00 P.M. as many applicable sites have existing special use permits in place
- Concern with the approval being contingent upon the number of required parking spaces as our parking requirements result in spaces which are not utilized
- Board member preference to give the authority to the Director of Community Planning and Development to evaluate the number of units on a per parcel basis
- Board member preference not to force a mobile food vending unit to move
- Board member belief East Lansing's fees are too high
- Vendor has a right to utilize the appeal process to aggrieve a decision or determination by the Director of Community Planning and Development
- Fee schedule should be based on the different types of mobile food unit operations: stationary and mobile
- Flat fees are easier for the Township to enforce
- Need for application fee equity with taxes paid by brick and mortar restaurants
- Length of license v. remaining at the same location
- Shorter license period with an easy renewal process would allow a vendor to test the market
- Mobile food unit v. non-traditional restaurant within a trailer
- Mobile food units utilize the Township's infrastructure without being connected to the normal property tax base
- Mobile food units are a diversity of food choice
- Movement of the mobile food unit allows the owner to have access to different customer bases throughout the area
- Concern with the timing of selecting prime locations for a "permanent" spot
- Board member preference for duration of the license to be limited to 60 or 90 days
- Application fee of \$1,000 would provide parity with brick and mortar restaurants
- Some mobile food units will offer breakfast and should be allowed to start at 6:00 A.M.
- Board member suggestion to add a Special Events section to provide flexibility for the Township
- License period will be different from the fee period
- Board member preference for flexibility in the fee based on the amount of time a vendor operates at a specific location
- Suggestion to increase the appeal notice to ten (10) days to account for slower mail
- Board member preference for the Township to have a similar application fee to East Lansing's because of proximity

- To some extent, the Township needs to allow the business community to take care of some of these issues (e.g., a property owner would not allow a mobile food unit near the location of a tenant who runs a restaurant)
- Suggestion to have a somewhat higher application fee to cover Township costs and lack of property taxes
- Food trucks add interest and diversity to the Township

It was the consensus of the Board to place this item on for continued discussion at a future Board meeting.

C. Personnel Policy Manual – Draft

Director Marx summarized the draft Personnel Policy Manual as outlined in staff memorandum dated October 15, 2015.

Board discussion:

- Board member belief Meridian Township should not ban employees from using medical marijuana since it is legal in the State of Michigan
- Board member concern with the reasonableness of the provision that prescribed medication must be carried in the container labeled by a licensed pharmacist when multiple medications are necessary
- Board member suggestion to provide paid maternity leave for the mother who gives birth
- Board member suggestion to include a provision in the harassment policy when the Supervisor or Township Manager is the harasser
- Appreciation to staff for work on this comprehensive document
- Staff will summarize all comments and questions posed by Board members and distribute to the entire Board
- Board member preference to ban employees from smoking on Township property

It was the consensus of the Board to place this item on for continued discussion at the November 3, 2015 Board meeting.

E. Rezoning #00150 (St. King)

Director Kieselbach summarized the rezoning request as outlined in staff memorandum dated October 16, 2015.

Board discussion:

- Rezoning is appropriate as it fits with other uses in the area
- Township has an abundance of PO zoned land in the Township
- Rezoning would allow the owner to better utilize the space currently not in use

It was the consensus of the Board to place this item on for action at the November 3, 2015 Board meeting.

14. FINAL PUBLIC REMARKS

Supervisor LeGoff opened and closed Public Remarks.

15. FINAL BOARD MEMBER COMMENTS

Trustee Scales announced his 50-10 birthday benefit for the Haslett High School Black Student Union will be held tomorrow evening at Xiao Asian Bistro beginning at 5:30 P.M. He indicated the first \$500 raised will go toward purchasing a seat at the new Haslett High School auditorium.

Trustee Styka encouraged residents to purchase seats for the Haslett High School Performing Arts Center. He also announced Okemos High School is raising funds for new uniforms, and information regarding both these fundraising events are available on their respective websites.

16. ADJOURNMENT

Treasurer Brixie moved to adjourn the meeting. Seconded by Trustee Veenstra.

Without objection, Supervisor LeGoff adjourned the meeting at 9:10 P.M.

ELIZABETH LEGOFF
TOWNSHIP SUPERVISOR

BRETT DREYFUS, CMMC
TOWNSHIP CLERK

Sandra K. Otto, Secretary

Charter Township of Meridian
Board Meeting
11/3/2015

GGOM

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

COMMON CASH	\$ 279,941.17
PUBLIC WORKS	22,264.14
RETAINAGE	
CK#2007 - Great Lakes Fusion/Pathways	4,485.38
CK#2006 - Toebe Construction/Pedestrian Bridge	<u>32,797.70</u>
TOTAL CHECKS:	\$ 339,488.39
CREDIT CARD TRANSACTIONS	11,223.19
TOTAL PURCHASES:	<u>\$ 350,711.58</u>
ACH PAYMENTS	<u>\$ 441,244.87</u>

10/29/2015 09:59 AM
 User: CHAR
 DB: Meridian

INVOICE APPROVAL BY INVOICE REPORT FOR CHARTER TOWNSHIP OF MERIDIAN
 EXP CHECK RUN DATES 11/03/2015 - 11/03/2015
 JOURNALIZED OPEN AND PAID
 BANK CODE: GF - CHECK TYPE: PAPER CHECK
 COMMON CASH

Vendor Name	Description	Amount	Check #
1. HASLETT-OKEMOS ROTARY	4TH QTR DUES-BRIXIE	135.00	
	4TH QTR DUES-HALL	135.00	
	4TH QTR DUES	135.00	
	TOTAL	405.00	
2. ADORAMA	PANASONIC CAMCORDERS	10,617.00	
3. ALLGRAPHICS CORP	KICKBALL CHAMPION SHIRTS	234.00	
	KICKBALL CHAMPIONS SHIRT SETUP FEE	75.00	
	TOTAL	309.00	
4. AMERICAN PLANNING ASSOCIATION	ZONING PUBLICATIONS	95.00	
5. ANDREA URBAN	MILEAGE REIMB	67.85	
6. ASAP PRINTING	FORMS AND PAMPHLET PRINTING	18.63	
	BSKTBALL PROGRAM FLYERS	251.29	
	TOTAL	269.92	
7. AT &T	OCT SERVICE	39.83	
8. AT&T	OCT SERVICE	2,250.49	90797
9. AT&T MOBILITY	OCT SERVICE	52.23	90884
10. B & D ELEVATOR INC.	4TH QTR ELEVATOR MAINT	128.00	
11. BARYAMES CLEANERS	POLICE UNIFORM CLEANING	831.00	
12. BLUE CROSS BLUE SHIELD OF MICHIGAN	NOV PREMIUM-VISION	2,798.91	90886
	NOV PREMIUM	94,350.65	90885
	TOTAL	97,149.56	
13. BRIAN KUSCH	TRAINING AND EQUIP REPAIR-HOM-TV	900.00	
14. CATHEY CO	MOTORPOOL MAINT PARTS/ADAPTORS	428.37	
15. CBI INC	SEPT COPIER MAINT/HNC	21.87	
16. CINTAS CORPORATION #725	MECHANICS UNIFORMS	25.70	
	MECHANICS UNIFORMS	25.70	
	TOTAL	51.40	
17. CITY OF EAST LANSING	SEPT-SHARED ASSESSOR SERVICES	5,052.84	
18. CITY PULSE	TWP NOTICES	74.20	
19. COMCAST CABLE	NOV SERVICE-HNC	162.78	
20. D&G EQUIPMENT INC	REPAIR PARTS	162.98	
21. DARKUS BEASLEY	MILEAGE REIMB-EDITING WORKSHOP	67.85	
22. DBI	OFFICE SUPPLIES	30.58	
	OFFICE SUPPLIES	9.17	
	TOTAL	39.75	

10/29/2015 09:59 AM
 User: CHAR
 DB: Meridian

INVOICE APPROVAL BY INVOICE REPORT FOR CHARTER TOWNSHIP OF MERIDIAN
 EXP CHECK RUN DATES 11/03/2015 - 11/03/2015
 JOURNALIZED OPEN AND PAID
 BANK CODE: GF - CHECK TYPE: PAPER CHECK
 COMMON CASH

Vendor Name	Description	Amount	Check #
23. DELTA DENTAL	NOV PREMIUM	13,038.86	90887
24. DEMMER CENTER	AIR RIFLE CLASS-INSTRUCTORS FEE	42.00	
25. DENNIS GREENMAN	FARM MARKET VENDOR - 10/24	217.00	
26. DIANA TENNES	FARM MARKET VENDOR - 10/24	62.00	
27. DISCOUNT ONE HOUR SIGNS	MAGNETIC RESTROOM CLOSED SIGNS	342.00	
28. ELLEN JONES DILLMAN	VOLUNTEER COORDINATOR FOR 2 RECYCLING EVENTS 2015	500.00	
29. FD HAYES ELECTRIC	UNDER GROUND WIRE RELACEMENT FOR DRIVE LIGHTS 1&3	792.00	
30. FEDEX	SHIPPING CHRGS	14.28	
31. FIRST COMMUNICATIONS	SEPT SERVICE	1,663.38	90799
32. FRONT LINE APPRAISAL INC	COMMERCIAL PROPERTY APPRAISAL	6,500.00	
33. GAYELORD MANKOWSKI	FARM MARKET VENDOR - 10/24	85.00	
34. GRANICUS INC	NOV SERVICE-OPEN PLATFORM/GOV'T TRANSPARENCY	325.00	
	NOV SERVICE-HOM-TV	725.00	
	TOTAL	1,050.00	
35. GREAT LAKES FUSION	HASLETT ROAD PATHWAY 2015 CONTRACT	7,040.10	
36. HASLETT TRUE VALUE	HARDWARE FASTENERS	16.35	
37. HENDERSON GLASS	INSTALL GLASS FOR BACKHOE	160.00	
38. HEWLETT PACKARD CO	SUPPORT RENEWAL- P2000 STORAGE ARRAY /1YR	1,218.72	
39. INTERNATIONAL CODE COUNCIL	ANNUAL DUES	135.00	
40. JEROME J GALLAGHER PH.D.	PRE-EMPLOYMENT EVALUATION-POLICE DEPT	400.00	
41. JESSE WATKINS	REFUND-VENDOR CASH BOND	500.00	
42. JOHN DEERE FINANCIAL	UNLEADED/DIESEL FUEL	16,352.09	90888
43. JOHNSON & ANDERSON INC	CONVERSION OF FLEET SERVICES CMMS TO CITYWORKS	3,595.00	
44. JOHNSON,ROBERTS & ASSOCIATES	PHQ REPORT - POLICE DEPT	78.00	
45. JUDITH HARDIES	ELECTION INSPECTOR	90.00	90800
46. LANSING UNIFORM COMPANY	HONOR GUARD UNIFORMS	3,350.00	
	POLICE UNIFORM PURCHASE	361.25	
	POLICE UNIFORM PURCHASE - BOOTS	149.95	
	TOTAL	3,861.20	
47. LYNN MEIKLE	REIMB-HOM-TV CHAIR	50.30	
48. MACOMB COMMUNITY COLLEGE	TACTICAL OFFICER GTRAINING	1,600.00	
49. MARCUS WOURMAN	BSKTBALL EVALUATIONS	640.00	
50. MEGAN SLIVA	FITNESS INSTRUCTORS FEE	144.00	

10/29/2015 09:59 AM
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 DB: Meridian

INVOICE APPROVAL BY INVOICE REPORT FOR CHARTER TOWNSHIP OF MERIDIAN
 EXP CHECK RUN DATES 11/03/2015 - 11/03/2015
 JOURNALIZED OPEN AND PAID
 BANK CODE: GF - CHECK TYPE: PAPER CHECK
 COMMON CASH

Vendor Name	Description	Amount	Check #
51. MICHIGAN DEMOLITION	WONCH PARK-PAVILLION, PAD, WALKWAY	3,000.00	
	2083 TOWNER RD DEMOLITION	10,000.00	
	TOTAL	13,000.00	
52. MICHIGAN LAKE PRODUCTS	DOCK REPAIR-CENTRAL PARK	1,362.50	
53. MICHIGAN PIPE & VALVE	FLEXSTORM INLET FILTER	710.00	
54. MOLLY HUNSBERGER	FITNESS INSTRUCTOR'S FEE	160.00	
55. MSU POLICE DEPT	3RD QTR OHSP GRANTS	16,243.00	90801
56. NABIL SEIF	FARM MARKET VENDOR - 10/24	38.00	
57. OFFICEMAX	OFFICE SUPPLIES	98.76	
	OFFICE SUPPLIES	98.76	
	OFFICE SUPPLIES	61.60	
	TOTAL	259.12	
58. OVERHEAD DOOR OF LANSING	POLE BARN DOOR - VANATTA RD	152.50	
59. PATRICIA STEVENSON	FARM MRKT VENDOR - 10/24	43.00	
60. PHIL WOLAK	FARM MARKET VENDOR - 10/24	63.00	
61. PIONEER	STAR LINER PAINT SPRAYER	342.35	
62. POSTMASTER	PERMIT #28 RENEWAL-ELECTIONS	225.00	
	PERMIT #27 RENEWAL	225.00	
	TOTAL	450.00	
63. PROFESSIONAL BENEFITS SERVICES INC	NOV FLEX ADMIN SERVICES	126.00	
	NOV PREMIUM	9,209.80	90892
	TOTAL	9,335.80	
64. PROGRESSIVE AE	ENGINEERING SERVICES FOR LAKE LANSING	1,669.28	
65. PURE GREEN	ATHLETIC FIELD WEED AND FEED	1,275.00	
66. SANDRA STONE	FARM MARKET VENDOR - 10/24	107.00	
67. SOLDAN'S FEED & PET SUPPLIES	CANINE SUPPLIES	46.99	
	CANINE SUPPLIES	32.99	
	CANINE SUPPLIES	55.35	
	CANINE SUPPLIES	32.99	
	TOTAL	168.32	
68. SOUTHEASTERN EQUIPMENT CO	CASE BACKHOE REPAIRS	1,233.98	
69. ST MARTHA CONFERENCE OF	CRC - REIMB FOR UTILITY SHUTOFF	200.00	90802
	CRC FUNDS-REIMB/PAST DUE RENT	200.00	90802
	REIMB-RENT/UTILITY P'MTS	395.30	90802
	TOTAL	795.30	

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INVOICE APPROVAL BY INVOICE REPORT FOR CHARTER TOWNSHIP OF MERIDIAN
EXP CHECK RUN DATES 11/03/2015 - 11/03/2015
JOURNALIZED OPEN AND PAID
BANK CODE: GF - CHECK TYPE: PAPER CHECK
COMMON CASH

Vendor Name	Description	Amount	Check #
70. STANDARD ELECTRIC CO	ELECTRIC SUPPLIES /BULBS BALLAST ETC	502.70	
	ELECTRIC SUPPLIES /BULBS BALLAST ETC	262.08	
	LAMPS	4.56	
	TOTAL	769.34	
71. STATE OF MICHIGAN - DEQ	WATER TESTING-N MERIDIAN PARK	16.00	
72. SUPREME SANITATION	PORTABLE TOILET RENTAL-MARSHAL ST PARK	320.00	
	PORTABLE TOILET RENTAL-KINAWA	160.00	
	PORTABLE TOILET RENTAL-HILLBROOK	80.00	
	PORTABLE TOILET RENTAL-HNC	80.00	
	PORTABLE TOILET RENTAL-WILLIAMSTON MS	80.00	
	PORTABLE TOILET RENTAL-WILLIAMSTON ELEM	160.00	
	PORTABLE TOILET RENTAL-BENNETT WOODS	80.00	
	PORTABLE TOILET RENTAL-NEWTON ST	80.00	
	TOTAL	1,040.00	
73. THE HARKNESS LAW FIRM PLLC	LEGAL FEES-UTC	6,715.23	
74. THE HUMAN TRAFFICKING	INVESTIGATOR COURSE REGISTRATION-PAYNE	295.00	
75. THE LINCOLN NAT'L LIFE INS CO	NOV PREMIUM	2,779.07	90891
76. TITUS FARM LLC	PUMPKINS-HNC EVENT	150.00	
77. TOEBE CONSTRUCTION LLC	OKEMOS ROAD PATHWAY BRIDGE 2014 AND 2015	32,579.93	
78. TRAFFIC SAFETY STORE	PARKING BLOCKS	2,591.25	
79. TREES N SCAPES INC	TRESS PLANTED/ITC GRANT	5,000.00	
80. U.S. BANK EQUIPMENT FINANCE	COPIER(7) CONTRACT P'MT	954.00	
81. WEIQIANG CHEN	REFUND-BLDG PERMIT FEE	88.00	
82. WILBUR HOCHSTETLER	FARM MARKET VENDOR - 10/24	191.00	
TOTAL - ALL VENDORS		279,941.17	

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INVOICE APPROVAL BY INVOICE REPORT FOR CHARTER TOWNSHIP OF MERIDIAN
EXP CHECK RUN DATES 11/03/2015 - 11/03/2015
JOURNALIZED OPEN AND PAID
BANK CODE: PW - CHECK TYPE: PAPER CHECK
PUBLIC WORKS

Vendor Name	Description	Amount	Check #
1. BLUE CROSS BLUE SHIELD OF MICHIGAN	NOV PREMIUM	14,856.40	26101
	NOV PREMIUM - VISION	300.75	26102
	TOTAL	15,157.15	
2. CHAMPION WOODS, LLC	NOV SETTLEMENT P'MT	4,100.00	
3. CHRISTOPHER BOEVE	REFUND-OVERP'MT OF FINAL WATER/SEWER BILL	10.80	
4. CLIFF & CARLY HEROLD	REFUND-OVERP'MT OF FINAL WATER/SEWER BILL	139.90	
5. DELTA DENTAL	NOV PREMIUM	1,371.52	26103
6. HASLETT TRUE VALUE HARDWARE	CLAMPS	49.91	
	MAINT SUPPLIES-WATER DEPT	3.99	
	TOTAL	53.90	
7. JOHNSON & ANDERSON INC	UPDATE & ENHANCE TOWNSHIP'S GIS INFO	117.00	
8. MERIDIAN TOWNSHIP DDA	REFUND-OVER CHARGED FOR WATER	249.36	
9. MI-AWWA	WATER DISTRIBUTION CLASS REG-HOUCK	310.00	
	DISTRIBUTION SYSTEM CLASS REG-ARCHIBALD	310.00	
	TOTAL	620.00	
10. SCHROEDER BUILDERS	REIMBURSEMENT FOR OVERPAYMENT OF UTILITY BILL	49.30	
11. THE LINCOLN NAT'L LIFE INS CO	NOV PREMIUM	378.77	26104
12. TRI-COUNTY TITLE AGENCY LLC	REFUND-OVERP'MT OF UTILITY BILLS	16.44	
TOTAL - ALL VENDORS		22,264.14	

CREDIT CARD TRANSACTIONS - October 15 - 28, 2015

<u>Date</u>	<u>Merchant Name</u>	<u>Amount</u>	<u>Name</u>
10/21/15	244 AUTO VALUE EAST LANSI	\$43.74	LAWRENCE BOBB
10/27/15	244 AUTO VALUE EAST LANSI	25.74	KEITH HEWITT
10/21/15	AC&E RENTALS OKEMOS	53.05	KYLE WILKINS
10/25/15	ADOBE	63.58	DARKUS BEASLEY
10/15/15	AMAZON MKTPLACE PMTS	28.44	CATHERINE ADAMS
10/21/15	AMAZON MKTPLACE PMTS	99.98	WADE PRESTONISE
10/21/15	AMAZON MKTPLACE PMTS	86.47	WADE PRESTONISE
10/16/15	AMAZON MKTPLACE PMTS	10.98	DEBORAH GUTHRIE
10/20/15	AMAZON.COM	9.99	CATHERINE ADAMS
10/20/15	AMAZON.COM	7.57	CHRISTOPHER DOMEYER
10/22/15	AMAZON.COM	28.40	CHRISTOPHER DOMEYER
10/17/15	AMAZON.COM AMZN.COM/BILL	43.40	CATHERINE ADAMS
10/26/15	AMAZON.COM AMZN.COM/BILL	18.98	CHRISTOPHER DOMEYER
10/22/15	BEST BUY 00004168	199.99	DEBORAH GUTHRIE
10/26/15	BFT,L.P.	200.00	DENNIS ANTONE
10/22/15	BIGGBY COFFEE #121	40.26	GREGORY FRENGER
10/23/15	BROWNELLS INC	(7.95)	ANDREW MCCREADY
10/22/15	BUILDERS HARDWARE	86.65	PETER VASILION
10/27/15	COMCAST OF LANSING	9.54	KRISTI SCHAEDING
10/15/15	CONCEPTS 800 323 3524	173.72	DENNIS ANTONE
10/21/15	CONSUMERS ENERGY	100.00	DENISE GREEN
10/21/15	CROWN AWARDS INC	88.00	DARCIE WEIGAND
10/21/15	CWC CHEMICAL INC	225.00	JANE GREENWAY
10/22/15	D J*WALL-ST-JOURNAL	86.97	JULIE BRIXIE
10/19/15	DELTA AIR 0067689550838	464.20	WILLIAM PRIESE
10/19/15	DELTA AIR 0067689550839	464.20	WILLIAM PRIESE
10/19/15	FAMILY FARMHOME 8	50.00	JOE VANDOMMELEN
10/25/15	FAMILY FARMHOME 8	118.95	ROBERT MACKENZIE
10/21/15	FIDLAR TECHNOLOGIES	540.33	JOHN HECKAMAN
10/22/15	GRAND TRAV RESORT & SPA	135.45	FREDERICK COWPER
10/19/15	HAMMOND FARMSLANDS	157.74	MIKE ELLIS
10/26/15	HASLETT TRUE VALUE HDW	39.54	KEN PUNG
10/17/15	HASLETT TRUE VALUE HDW	6.99	WILLIAM RICHARDSON
10/19/15	HASLETT TRUE VALUE HDW	12.36	TODD FRANK
10/27/15	HASLETT TRUE VALUE HDW	63.23	TAVIS MILLEROV
10/20/15	HASLETT TRUE VALUE HDW	20.84	TOM OXENDER
10/24/15	INO*USSEARCH.COM/RT	14.95	CAROL HASSE
10/23/15	JUNGLE JANE PROMOTIONS	15.00	ANDREA SMILEY
10/19/15	KOHL'S #0738	104.96	JOE VANDOMMELEN
10/16/15	LAMS INTERNATIONAL	27.00	PETER VASILION
10/16/15	LEOS SPIRITS AND GRUB	22.83	FRANK L WALSH
10/23/15	MAC'S STORAGE CONTAINERS	325.00	WILLIAM PRIESE
10/25/15	MARCOS PIZZA - 1235	71.21	KATHERINE RICH
10/21/15	MARKERTEK VIDEO SUPPLY	796.12	DARKUS BEASLEY
10/22/15	MEIJER #253	15.67	CHRISTOPHER DOMEYER
10/16/15	MEIJER INC #025 Q01	26.96	DARCIE WEIGAND
10/23/15	MEIJER INC #025 Q01	87.42	KATHERINE RICH
10/23/15	MEIJER INC #025 Q01	35.46	KATHERINE RICH

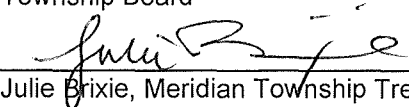
10/15/15	MEIJER INC #025 Q01	3.58	SCOTT DAWSON
10/22/15	MEIJER INC #025 Q01	26.16	SCOTT DAWSON
10/20/15	MEIJER INC #025 Q01	56.28	MICHAEL DEVLIN
10/20/15	MEIJER INC #025 Q01	27.99	CAROL HASSE
10/22/15	MEIJER INC #025 Q01	54.74	WILLIAM PRIESE
10/16/15	MICHIGAN BATTERY EQUIPME	225.00	TODD FRANK
10/19/15	MICHIGAN BATTERY EQUIPME	221.00	TODD FRANK
10/20/15	MICHIGAN SURVEYORS SUPPLY	33.60	JAY GRAHAM
10/28/15	MICHIGAN TOWNSHIPS ASS	1,545.00	CAROL HASSE
10/21/15	MIDWEST POWER EQUIPMEN	102.09	LAWRENCE BOBB
10/23/15	MIDWEST POWER EQUIPMEN	41.96	KEITH HEWITT
10/15/15	OFFICEMAX/OFFICEDEPOT #61	50.27	KATHERINE RICH
10/19/15	OFFICEMAX/OFFICEDEPOT #61	17.17	CHRISTOPHER DOMEYER
10/16/15	OFFICEMAX/OFFICEDEPOT #61	39.87	DENISE GREEN
10/22/15	OKEMOS HARDWARE INC	26.98	LAWRENCE BOBB
10/25/15	OKEMOS HARDWARE INC	33.98	MARK VROMAN
10/16/15	OKEMOS HARDWARE INC	3.96	TODD FRANK
10/23/15	OKEMOS HARDWARE INC	14.99	WILLIAM PRIESE
10/20/15	OKEMOS HARDWARE INC	17.08	KEITH HEWITT
10/22/15	PANERA BREAD #600715	41.28	GREGORY FRENGER
10/20/15	PARKING-LC VERIFONES	6.00	DEBORAH GUTHRIE
10/16/15	PETSMART INC 724	8.50	CATHERINE ADAMS
10/16/15	QUALITY TIRE	108.55	TODD FRANK
10/27/15	RITE AID STORE - 4956	7.90	ANDREA SMILEY
10/19/15	SMARTSIGN	209.85	DENNIS ANTONE
10/19/15	SOLDAN'S FEEDS & PET S	8.94	CATHERINE ADAMS
10/15/15	STATE DEQ WATER TEST	34.00	KATHERINE RICH
10/26/15	SYMPPLICITY CORP	50.00	BRANDIE YATES
10/15/15	TARGET 00003657	375.92	DEBORAH GUTHRIE
10/16/15	THE HOME DEPOT 2723	54.60	LAWRENCE BOBB
10/21/15	THE HOME DEPOT 2723	11.40	LAWRENCE BOBB
10/19/15	THE HOME DEPOT 2723	44.44	DENNIS ANTONE
10/15/15	THE HOME DEPOT 2723	24.85	CHRISTOPHER DOMEYER
10/16/15	THE HOME DEPOT 2723	2.97	PETER VASILION
10/21/15	THE HOME DEPOT 2723	12.92	PETER VASILION
10/26/15	THE HOME DEPOT 2723	4.10	PETER VASILION
10/15/15	THE HOME DEPOT 2723	161.02	TODD FRANK
10/20/15	THE HOME DEPOT 2723	183.21	JANE GREENWAY
10/20/15	THE HOME DEPOT 2723	7.48	ROBERT MACKENZIE
10/24/15	TOP HAT CRICKET FARM INC	23.09	CATHERINE ADAMS
10/22/15	TOYS R US #9287	72.98	WILLIAM PRIESE
10/26/15	U-HAUL JOLLY CEDAR	80.45	DENNIS ANTONE
10/23/15	USA BLUE BOOK	243.89	JOE VANDOMMELEN
10/15/15	VIKTOR INCENTIVES&MEET	110.00	JULIE BRIXIE
10/16/15	WAL-MART #2866	95.93	CATHERINE ADAMS
10/27/15	WAL-MART #2866	186.93	KEN PLAGA
10/27/15	WAL-MART #2866	15.46	KEN PLAGA
10/20/15	WAYFAIR*WAYFAIR	184.95	ANDREA SMILEY
10/19/15	WAYFAIR*WAYFAIR	96.99	DEBORAH GUTHRIE
10/23/15	WW GRAINGER	556.00	ROBERT MACKENZIE
10/20/15	WWW.KOHL.S.COM #0873	158.99	DARKUS BEASLEY
10/20/15	WWW.KOHL.S.COM #0873	158.99	ANDREA SMILEY

\$11,223.19

ACH Transactions
October 15, 2015 - October 28, 2015

<u>Date</u>	<u>Payee</u>	<u>Amount</u>	<u>Purpose</u>
10/16/2015	ICMA	\$ 38,582.66	Payroll Deductions
10/19/2015	Elan	20,664.28	P'mt-Twp Credit Card Purchases
	MCT-PW	556.50	P'mt of Twp Water/Sewer Bills
10/22/2015	Consumers	41,270.01	Sept Utilities/Street Lights
10/28/2015	Various Financial Institutions	340,171.42	Direct Deposit/10/30 Payroll
	Total ACH Payments	<u><u>\$ 441,244.87</u></u>	

MEMORANDUM

To: Township Board
From: 
Julie Brixie, Meridian Township Treasurer
Date: October 29, 2015
Re: Placement of Delinquent Special Assessments, Delinquent Utilities,
Delinquent False Alarms, Unpaid Lot Mowing/Code Violations, Snow Removal
and Misc. Fees on the Winter Tax Roll for 2015.


Listed below are the totals of the delinquent special assessments, delinquent utilities, delinquent false alarms, unpaid lot mowing fees, code violations and snow removal fees that should be authorized for placement on the 2015 Winter Tax Roll for collection. All supporting documents will be on file with the Treasurer's Office.

Water:	Lake Lansing Watershed	\$ 6,035.07
Sewer:	Sewer Benefit	735.88
	Herron Creek Sewer	3,292.15
	Mount Hope Sewer	417.73
	Johnson's Sanitary Sewer	600.00
Sidewalks:	2010 Sidewalk	93.15
	2011 Sidewalk	231.40
	2012 Sidewalk	227.90
	2013 Sidewalk	136.40
	2014 Sidewalk	173.51
Road	Perry Rd Paving	418.76
Delinquent Special Assessment Interest:		3,035.37
Delinquent Utilities:		15,399.52
Unpaid Lot Mowing/Etc.:		4,005.00
Delinquent False Alarms:		1,000.00

"Move to assess the charges identified in the staff memorandum with parcel identification available in the Treasurer's Office dated October 29, 2015 for Delinquent Special Assessments, Utility Bills, False Alarms, Nuisance, Lot Mowing/Code Violation, Snow Removal 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."

MEMORANDUM

TO: Township Board

FROM: 
Julie Brixie, Township Treasurer

DATE: October 29, 2015

RE: Authority to open account

This is a resolution to approve the following institution(s) and/or security broker/dealer(s) for the purpose of depositing and investing Township funds according to our Investment Policy and within PA 20 Guidelines.

Move to adopt a resolution entitled "Authority to Open an Account" at

The Private Bank

RESOLUTION OF CHARTER TOWNSHIP OF MERIDIAN
AUTHORITY TO OPEN ACCOUNT

I hereby certify that I Brett Dreyfus am the duly elected and qualified Clerk and the keeper of the records of Charter Township of Meridian and that the following is a true and complete copy of a resolution duly adopted at a meeting of the Township Board held on _____, and that such resolution shall be in full force and effect, as of _____.

RESOLVED, That _____, ("Bank"), is hereby designated a depository of Charter Township of Meridian and that funds deposited therein may be withdrawn upon checks or other instruments of Charter Township of Meridian ("Township").

RESOLVED FURTHER, That all checks, drafts, notes, withdrawals or orders drawn against said funds shall be signed by Julie Brixie, Township Treasurer, or any two of the following: Elizabeth Ann LeGoff, Supervisor; Frank L. Walsh, Manager; and Brett Dreyfus, Clerk.

RESOLVED FURTHER, That Julie Brixie, Township Treasurer, is authorized to make verbal telephone requests upon the Bank for the purchase of investments (by use of the Personal Identification Number assigned to her if required by the Bank) and in the case of her inability to exercise this function, any two of the following may issue written instructions to the Bank for the purchase of investments: Elizabeth Ann LeGoff, Supervisor; Frank L Walsh, Manager; and Brett Dreyfus, Clerk.

RESOLVED FURTHER, That the Bank is hereby authorized and directed to honor any withdrawals and to pay any checks and other instruments drawn against said funds, to the order of the Treasurer or any two of the above named officials signing and/or countersigning such instruments.

RESOLVED FURTHER, That the above designated officers are hereby authorized to execute, on behalf of the Township, signature cards, or other documents, containing the rules and regulations of the Bank and the conditions under which deposits are accepted, and to agree on behalf of the Township to those rules, regulations, and conditions as amended.

RESOLVED FURTHER, That the Clerk shall certify to the Bank the names, of those holding the offices or positions listed above and shall thereafter as changes in those offices may occur, immediately certify to the Bank a revised list of officers who are authorized to act in accordance with this resolution. Bank may rely on such certifications and shall be indemnified by the Township from and against any claims, expenses, or losses resulting from honoring the signature of any officer so certified, or from refusing to honor any signature not so certified. These resolutions shall remain in force until written notice to the contrary shall have been received by the Bank, but receipt of such notice shall not affect any prior action taken by the Bank in reliance on this resolution or any certification made in connection herewith.

I further certify that the following are the titles, names and genuine signatures of the OFFICERS AUTHORIZED BY THE ABOVE RESOLUTIONS.

<u>NAME and TITLE, SIGNATURE</u>	<u>FACSIMILE SIGNATURE (if used)</u>
Julie Brixie, Treasurer	
Elizabeth Ann LeGoff, Supervisor	
Frank L. Walsh, Manager	
Brett Dreyfus, Clerk	

I hereby certify the above and I have hereunto subscribed my name as Clerk of Meridian Charter Township on _____.

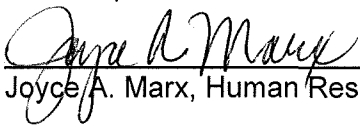
Brett Dreyfus, Township Clerk

386007712
Township's Tax Payer ID#

MEMORANDUM

9. F

TO: Township Board

FROM: 
Joyce A. Marx, Human Resources Director

DATE: October 29, 2015

RE: **Ratification of Part-Time Paramedic/Firefighter Appointment**

The Township Board approved the use of part-time Paramedic/Firefighter personnel to supplement our full-time roster. The program is operating successfully with cooperation from full-time staff.

The following candidate is presented for approval:

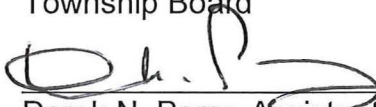
- **Joseph Pontack**
 - Joseph graduated from the Lansing Community College EMT-Basic Program and the Mid-Michigan EMS Paramedic Program.
 - He is a licensed paramedic and has completed Michigan Firefighter I and II. In addition, he holds the following licenses: Advanced Cardiac Life Support, Pediatric Advanced Life Support, Hazmat Operations, Basic Cardiac Life Support, Incident Command System 100, 200, 700, and 800, and National Incident Management System.
 - He has past experience with Clinton Area Ambulance, Ovid-Middlebury Ambulance, and Ovid-Middlebury Fire Department.

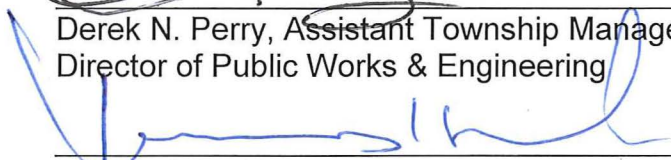
The following motion is for Board approval:

MOVE TO RATIFY THE APPOINTMENT OF JOSEPH PONTACK TO THE POSITION OF PART-TIME PARAMEDIC/FIREFIGHTER.

MEMORANDUM

TO: Township Board

FROM: 
Derek N. Perry, Assistant Township Manager
Director of Public Works & Engineering


Younes Ishraidi, P.E.
Chief Engineer

DATE: October 29, 2015

RE: Kansas Road Public Sanitary Sewer Improvement
Special Assessment District #52

As the Township Board may recall, the Department of Public Works & Engineering received a valid petition to construct sanitary sewer main along Kansas Road to the properties that do not have sanitary sewer available. As required, the petition has been signed by more than 50% (57.18%) of the land area property owners.

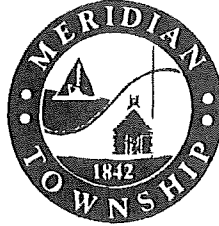
There are currently sixteen parcels along Kansas Road that do not have sanitary sewer available. As requested by the petition signatories, the Township proposes to construct 8" sanitary sewer main from 360 feet north of the centerline of Jolly Road, north approximately 310 feet, and beginning at existing sanitary sewer main at the north end of Kansas Road, south approximately 1,040 feet. Lateral leads to each property will also be installed from the sanitary main to the road right of way.

The proposed special assessment district (see attached map) includes all parcels not currently connected to sanitary sewer. The proposed special assessment district will divide the sanitary sewer cost equally among all parcels. The approximate cost is estimated at \$147,000 (\$9,200/parcel).

The public hearing is to hear comments in favor and/or objections to the construction of the sanitary sewer main, the special assessment, and the special assessment district.

CHARTER TOWNSHIP OF MERIDIAN

Elizabeth Ann LeGoff Supervisor
Brett Dreyfus Clerk
Julie Brixie Treasurer
Frank L. Walsh Manager



Milton L. Scales Trustee
Ronald J. Styka Trustee
John Veenstra Trustee
Angela Wilson Trustee

MERIDIAN TOWNSHIP RESIDENTS

KANSAS ROAD PUBLIC SANITARY SEWER IMPROVEMENT SPECIAL ASSESSMENT DISTRICT #52

NOTICE OF HEARING

TO THE RECORD OWNERS OF, OR PARTIES IN INTEREST IN, THE FOLLOWING PROPERTY CONSTITUTING THE PROPOSED SPECIAL ASSESSMENT DISTRICT:

Located in the SW ¼ of Section 33, Meridian Township, T4N, R1W, Ingham County, Michigan, described as commencing at the SW corner of Section 33, thence North along the West section line 880 ft. to the point of beginning, thence continuing along the West section line 1025 ft., thence east 371 ft. to the west ROW line of Kansas Road, thence North 75 along ROW, thence East 289 ft., thence North 25 ft., thence East 231 ft., thence South 582.15 ft., thence West 33', thence South 1150.25 ft., thence West 437 ft. to the East ROW. line of Kansas Road, thence North along ROW line 161 ft., thence West 198 ft., thence North 451 ft. thence West 225 ft. to point of beginning.


PLEASE TAKE NOTICE that the Township Board of the Charter Township of Meridian, acting on a proper petition signed by the record owners of more than fifty percent (50%) of the total land area above described has determined to make the following described public sanitary sewer improvements: Construct approximately 1350 feet of 8" gravity sanitary sewer, beginning 360 feet north of the centerline of Jolly Road, north approximately 310 feet and beginning at existing sanitary sewer at the north end of Kansas Road, south approximately 1040 feet; including installation of lateral lines from the main to the road right of way to service all parcels in the proposed special assessment district, Section 33, Meridian Township, Ingham County, Michigan, T4N, R1W; and to defray the cost thereof by special assessment equally against the properties specially benefited thereby. Plans and estimates have been prepared and are on file with the Township Clerk for public examination.

TAKE FURTHER NOTICE that the Township Board will meet Tuesday, November 3, 2015, at 6:00 p.m. at the Meridian Township Municipal Building, 5151 Marsh Road, Okemos, MI 48864-1198, for the purpose of hearing objections to the petition, the improvement and the special assessment therefore. The Township Board is also interested in hearing those that favor the proposed project.

To object to the improvements, you or your agent may appear in person at the hearing or you must file your objections in writing with the Township Clerk at or before the time of the hearing.

"FOR PURPOSES OF THIS HEARING, THE AMOUNT TO BE ASSESSED AGAINST YOUR PROPERTY IS ESTIMATED TO BE \$9,200.00"

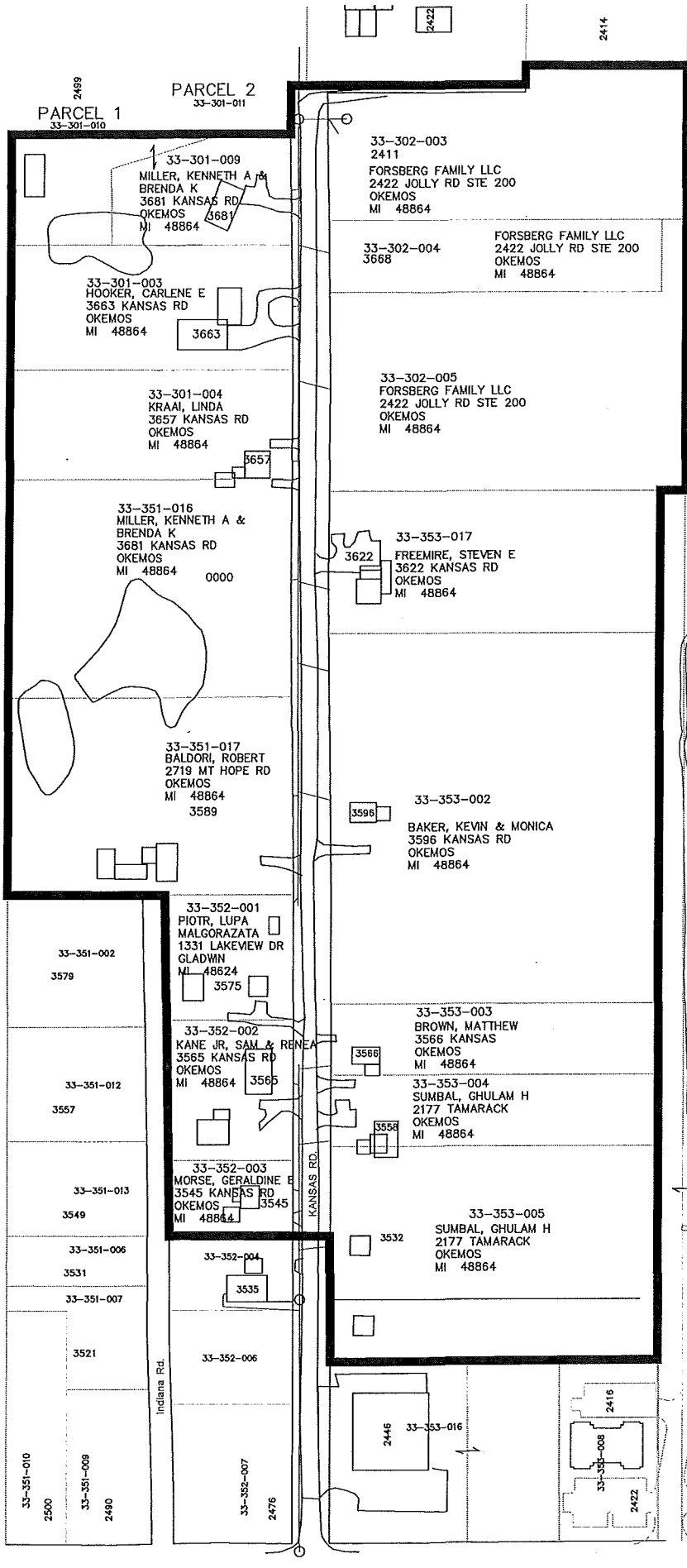
Dated: _____


Brett Dreyfus, CMMO, Township Clerk
Charter Township of Meridian

5151 MARSH ROAD, OKEMOS, MICHIGAN 48864-1198 (517) 853-4000

www.meridian.mi.us





PARCEL 1
33-301-010

PARCEL 2
33-301-011

33-301-009
MILLER, KENNETH A &
BRENDA K
3681 KANSAS RD
OKEMOS MI 48864

33-301-003
HOOKER, CARLENE E
3663 KANSAS RD
OKEMOS MI 48864

33-301-004
KRAAL, LINDA
3657 KANSAS RD
OKEMOS MI 48864

33-351-016
MILLER, KENNETH A &
BRENDA K
3681 KANSAS RD
OKEMOS MI 48864

33-351-017
BALDORI, ROBERT
2719 MT HOPE RD
OKEMOS MI 48864

33-351-002
3579

33-352-001
PIOTR, LUPA
MALGORAZATA
1331 LAKEVIEW DR
GLADWIN MI 48624

33-351-012
3557

33-352-002
KANE JR, SAM & RENE
3565 KANSAS RD
OKEMOS MI 48864

33-351-013
3549

33-352-003
MORSE, GERALDINE E
3545 KANSAS RD
OKEMOS MI 48864

33-351-006
3531

33-351-007

3521

Indiana Rd.

33-352-004
3535

33-352-006

33-352-007
2476

33-302-003
2411
FORSBERG FAMILY LLC
2422 JOLLY RD STE 200
OKEMOS MI 48864

33-302-004
3668
FORSBERG FAMILY LLC
2422 JOLLY RD STE 200
OKEMOS MI 48864

33-302-005
FORSBERG FAMILY LLC
2422 JOLLY RD STE 200
OKEMOS MI 48864

33-353-017
3622
FREEMIRE, STEVEN E
3622 KANSAS RD
OKEMOS MI 48864

33-353-002
3596
BAKER, KEVIN & MONICA
3596 KANSAS RD
OKEMOS MI 48864

33-353-003
BROWN, MATTHEW
3566 KANSAS
OKEMOS MI 48864

33-353-004
SUMBAL, GHULAM H
2177 TAMARACK
OKEMOS MI 48864

33-353-005
3532
SUMBAL, GHULAM H
2177 TAMARACK
OKEMOS MI 48864

2446
33-353-016

2416
33-353-008
2422

NORTH

NO SCALE
DRAWN 10/29/15

KANSAS STREET SANITARY SEWER
ASSESSMENT DISTRICT #52

SMITH DRAIN

JOLLY RD.

**KANSAS ROAD PUBLIC SANITARY SEWER IMPROVEMENT
SPECIAL ASSESSMENT DISTRICT #52**

PROPOSED SPECIAL ASSESSMENT ROLL

Parcel Number/Legal Description	Property Owner/Mailing Address	Proposed Assessment
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3302-02-33-301-003 1.38 Acres	3663 Kansas Road Carlene E. Hooker 3663 Kansas Road, Okemos, MI 48864	\$ 9,200.00
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M33-13-2 Com in W sec line at pt 1595 ft N of SW cor of Sec-E 396ft-N 165 ft-W 396 ft-S 165 ft to beg on SW ¼ of Sec 33, T4N, R1W-1.5 A.

3302-02-33-301-004 1.38 Acres	3657 Kansas Road Linda Kraai 3657 Kansas Road, Okemos, MI 48864	\$ 9,200.00
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M33-13-1 Beg. at pt 1430 ft N of SW cor of Sec-E 396 ft-N 165 ft-W 396 ft-S to beg on SW ¼ of Sec 33, T4N, R1W-1.5 A

3302-02-33-301-009 1.12 Acres	3681 Kansas Road Kenneth A. & Brenda K. Miller 3681 Kansas Road, Okemos, MI 48864	\$ 9,200.00
----------------------------------	---	-------------

Beg @ a pt on W sec ln S 0 deg 36'17"E, 735 ft from the W ¼ cor Sec 33-N 89 deg 44'37"E, 371 ft-S 0 deg 36'17"E, 145 ft-S89 deg 44'37"W, 371 ft-N 0 deg 36'17"W, 145 ft on W sec ln to POB Sec 33, T4N, R1W, 1.23 AC M/L

3302-02-33-302-003 2.04 Acres	2411 Kansas Road Forsberg Family, LLC 2422 Jolly Rd, Ste. 200, Okemos, MI 48864	\$ 9,200.00
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M 33-15 Com at pt 24 rds E & 108 4/7 rds N of SW cor of sec-E 30 rds-N 12 3/7 rds-W 14 rds-S 25 ½ ft, SW'ly to pt 176.61 ft due N of beg-S to beg on SW ¼ of Sec 33, T4N, R1W.

3302-02-33-002-004 0.93 Acres	3668 Kansas Road Forsberg Family, LLC 2422 Jolly Rd, Ste. 200, Okemos, MI 48864	\$ 9,200.00
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M33-16 Com 24 rds E & 102 6/7 rds N of SW cor of Sec-E 28 rds-N 5 5/7 rds-W 28 rds-S 5 5/7 rds to beg on SW ¼ of Sec 33, T4N, R1W-1 A.

3302-02-33-302-005 3.07 Acres	Kansas Road Forsberg Family, LLC. 2422 Jolly Road, Ste. 200, Okemos, MI 48864	\$ 9,200.00
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M 33-17 M 33-18-2 Com 24 rds E & 85 5/7 rds N of SW cor of Sec-E 28 rds-N 17 1/7 rds-W 28 rds-S 17 1/7 rds to beg. Also beg 858 ft E & 1414.31 ft N from SW cor of Sec 33-N 377.08 ft-E 33 ft-S 377.08 ft-W 33 ft to beg on SW ¼ of Sec 33, T4N, R1W.

3302-02-33-351-016 2.50 Acres	Kansas Road Kenneth & Brenda K. Miller 3681 Kansas Road, Okemos, MI 48864	\$ 9,200.00
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That pt of the SW ¼ of Sec 33, T4N, R1W desc as com at the SW cor of Sec 33-Th N 00 deg 22'41"W, 1155 ft along the west ln of said sec to the POB-Th N 00 deg 22'41"W, 275 ft along sd W sec ln-Th E 396 ft parallel with the south ln of Sec-Th S 00 deg 22'41"E, 275 ft parallel with the west ln of Sec 33-Th west 396 ft parallel with the south line of said Sec 33 to the West ln of Sec 33 and the POB Sec 33, T4N, R1W, 2.50 AC M/L

**Kansas Road Public Sanitary Sewer Improvement
Special Assessment District #52
Proposed Special Assessment Roll
Page 2**

Parcel Number/Legal Description	Property Owner/Mailing Address	Proposed Assessment
3302-02-33-351-017 2.50 Acres	3589 Kansas Road Robert Baldori 2719 Mt. Hope Road, Okemos, MI 48864	\$ 9,200.00
Com @ the SW cor Sec 33-Th N 00 deg 22'41"W, 880 ft along the West ln of Sec 33 to the POB-Th N 00 deg 22'41"W, 275 ft along said West ln-Th East 396 ft parallel with the South line of said Sec 33-Th S 00 deg 22'41"E, 275 ft parallel with the West ln of said Sec 33-Th West 396 ft parallel with the South ln of Sec 33 to the West ln of Sec 33 and the POB Sec 33, T4N, R1W.		
3302-02-33-352-001 0.55 Acres	3575 Kansas Road Piotr Lupa & Malgorzata Szum-Lupa 3575 Kansas Road, Okemos, MI 48864	\$ 9,200.00
M 33-20 Beg at pt 12 rds E & 44 rds N of SW cor of Sec-N 9-1/3 rds-E 12 rds-S 9-1/3 rds-W to beg, E 1 rd to be used for road on SW ¼ of Sec 33, T4N, R1W.		
3302-02-33-352-002 0.79 Acres	3565 Kansas Road Sam & Renea Kane Jr. 3565 Kansas Road, Okemos, MI 48864	\$ 9,200.00
M 33-20-3 Beg 12 rds E & 32 rds N of SW cor of Sec-N 12 rds-E 12 rds-S 6 rds-W 12 rds to beg on SW ¼ of Sec 33, T4N, R1W.		
3302-02-33-352-003 0.40 Acres	3545 Kansas Road Geraldine E. Morse 3545 Kansas Road, Okemos, MI 48864	\$ 9,200.00
M 33-20-2 Beg at pt 12 rds E & 26 rds N of SW cor of Sec-N 6 rds-E 12 rds-S 6 rds-W 12 rds to beg on SW ¼ of Sec 33, T4N, R1W.		
3302-02-33-353-002 4.92 Acres	3596 Kansas Road Kevin & Monica Baker 3596 Kansas Road, Okemos, MI 48864	\$ 9,200.00
M 33-19 Com 24 rds E & 44 4/7 rds N of SW cor of Sec 33-N 29 5/7 rds-E 28 rds-S 29 5/7 rds-W 28 rds to beg on SW ¼ of Sec 33, T4N, R1W. 5.20 A.		
3302-02-33-353-003 0.93 Acres	3566 Kansas Road Matthew Brown 3566 Kansas Road, Okemos, MI 48864	\$ 9,200.00
M 33-28 Com 24 rds E & 38 6/7 rds N of SW cor of Sec 33-N 5 5/7 rds-E 28 rds-S 5 5/7 rds-W 28 rds to beg on SW ¼ of Sec 33, T4N, R1W. 1 A.		
3302-02-33-353-004 0.93 Acres	3558 Kansas Road Ghulam H. Sumbal 2177 Tamarack, Okemos, MI 48864	\$ 9,200.00
M 33-29 Com 24 rds E & 33 1/7 rds N of SW cor of Sec-E 28 rds-N 5 5/7 rds-W 28 rds-S 5 5/7 rds to beg on SW ¼ of Sec 33, T4N, R1W- 1 A.		

Kansas Road Public Sanitary Sewer Improvement
Special Assessment District #52
Proposed Special Assessment Roll
 Page 3

Parcel Number/Legal Description	Property Owner/Mailing Address	Proposed Assessment
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3302-02-33-353-005 2.68 Acres	3532 Kansas Road Ghulam H. Sumbal 2177 Tamarack, Okemos, MI 48864	\$9,200.00
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M 33-30 Com 24 rds E & 16 rds N of SW cor of Sec 33-E 28 rds-N 17 1/7 rds-W 28 rds-S 17 1/7 rds to pt of beg exc W 25 ft to be used for road purposes SW 1/4 of Sec 33, T4N, R1W.

3302-02-33-353-017 2.00 Acres	3622 Kansas Road Steven E. Freemire 3622 Kansas Road, Okemos, MI 48864	\$9,200.00
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M 33-18 part of SW 1/4 of Sec 33, T4N, R1W des as: Com 24 rds E & 74 2/7 rds N of SW cor of Sec 33-E 28 rds-N 11 3/7 rds-S 11 3/7 rds to beg. 2 A.

TOTAL ESTIMATED COST	\$147,200.00
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Total Acres 28.12

Signed Acres 16.08 or 57.18%

MEMORANDUM

TO: Township Board

FROM: Mark Kieselbach
Mark Kieselbach
Director of Community Planning and Development

DATE: October 29, 2015

RE: Rezoning #15050 (Stockwell Development Group) - Final Adoption

Attached for the Board's approval is a resolution for final adoption of Rezoning #15050. As directed by the Board, the Clerk has had the proposed ordinance published as required.

Attachment

1. Resolution

ORDINANCE NO. 2015-06
Rezoning #15050
Stockwell Development Group
1510 Grand River Avenue and undeveloped Grand River Avenue
FINAL ADOPTION

RESOLUTION

At a regular meeting of the Township Board of the Charter Township of Meridian, Ingham County, Michigan, held at the Meridian Municipal Building, in said Township on the 3rd day of November 2015, at 6:00 p.m., Local Time.

PRESENT: _____

ABSENT: _____

The following resolution was offered by _____ and supported by _____

WHEREAS, Stockwell Development Group requested the rezoning (Rezoning #15050) of two parcels totaling approximately nine acres located north of Grand River Avenue and west of Powell Road (1510 Grand River and adjacent undeveloped parcel) from PO (Professional and Office) to C-3 (Commercial); and

WHEREAS, the Planning Commission held a public hearing on the rezoning at its August 24, 2015 meeting and recommended rezoning the two parcels from PO (Professional and Office) to C-2 (Commercial) at its meeting on September 14, 2015; and

WHEREAS, the Township Board discussed the rezoning at its meeting on October 6, 2015 and has reviewed the staff and Planning Commission material forwarded under cover memoranda dated October 1, 2015 and October 15, 2015; and

WHEREAS, the subject site is designated in the Office category on the 2005 Master Plan Future Land Use Map; and

WHEREAS, the Planning Commission has received statements about the abundance of unused or under used office space in an around Meridian Township thus the Office designation on the 2005 Master Plan Future Land Use Map is inconsistent with current and future need; and

WHEREAS, The Township's traffic consultant reviewed the applicant's traffic assessment concluding there were no concerns based on the traffic volumes shown in the applicant's traffic assessment; and

WHEREAS, public water and sanitary sewer services are available to serve the site; and

WHEREAS, the preferred location for C-3 (Commercial) zoning is land designated as the Township's Commercial Core on the 2005 Master Plan Future Land Use Map, the leading edge of which is the west side of Central Park Drive, and:

**Resolution to Approve C-2
Rezoning #15050 (Stockwell Development Group)
Page 2**

WHEREAS, C-2 (Commercial) zoning is consistent with parcels of land located east of the subject site on the north side of Grand River Avenue east of Powell Road; and

WHEREAS, the rezoning to C-2 (Commercial) will result in a logical and orderly development pattern for the area of Grand River Avenue between Central Park Drive and Powell Road; and

WHEREAS, the Township Board introduced Rezoning #15050 for publication and subsequent adoption on October 20, 2015.

NOW THEREFORE, BE IT RESOLVED THE TOWNSHIP BOARD OF THE CHARTER TOWNSHIP OF MERIDIAN hereby **FINALLY ADOPTS** Ordinance No. 2015-06, entitled "Ordinance Amending the Zoning District Map of Meridian Township Pursuant to Rezoning Petition #15050" from PO (Professional and Office) to C-2 (Commercial).

BE IT FURTHER RESOLVED that the Clerk of the Charter Township of Meridian is directed to publish the Ordinance in the form in which it is finally adopted at least once prior to the next regular meeting of the Township Board.

ADOPTED: YEAS: _____

NAYS: _____

STATE OF MICHIGAN)
) ss
COUNTY OF INGHAM)

I, the undersigned, the duly qualified and acting Clerk of the Township of Meridian, Ingham County, Michigan, DO HEREBY CERTIFY that the foregoing is a true and a complete copy of a resolution adopted at a regular meeting of the Township Board on the 3rd day of November 2015.

Brett Dreyfus, CMMC
Township Clerk

**ORDINANCE NO. 2015-06
ORDINANCE AMENDING THE ZONING DISTRICT MAP
OF MERIDIAN TOWNSHIP
PURSUANT TO REZONING #15050**

The Charter Township of Meridian ordains:

Section 1. Amending the Zoning District Map.

A. The Zoning District Map of Meridian Township, as adopted in Section 86-312 of the Code of the Charter Township of Meridian, Michigan, as previously amended, is hereby amended by changing the PO (Professional and Office) District symbol and indication as shown on the Zoning District Map, for the property legally described as:

M22-18 BEG 24 RDS S & 321 FT W OF E 1/4 POST OF SEC 22, - W PLL TO 1/4 LINE 421 FT - S PLL TO E LINE OF SAID SEC 442 FT TO CEN LINE OF GRAND RIVER RD - SE'LY ALONG SAID CEN LINE TO PT 321 FT W OF E LINE OF SAID SEC - N'LY PLL TO SAID E SEC LINE TO BEG ON SE 1/4 OF SEC 22, T4N R1W.

to that of the C-2 (Commercial) District, and a corresponding use district is established for the above described property.

B. The Zoning District Map of Meridian Township as adopted in Section 86-312 of the Code of the Charter Township of Meridian, Michigan, as previously amended, is hereby amended by changing the PO (Professional and Office) District symbol and indication as shown on the Zoning District Map, for property legally described as:

M22-19 BEG 24 RDS S OF E 1/4 POST OF SEC 22, - W PLL WITH E & W 1/4 LINE 321 FT - S PLL WITH E LINE OF SAID SEC TO CEN LINE OF GRAND RIVER RD - SE'LY ALONG SAID CEN LINE TO E LINE OF SAID SEC - N'LY ALONG SAID E SEC LINE TO BEG ON SE 1/4 OF SEC 22, T4N R1W - 4 A. M/L.

to that of the C-2 (Commercial) District, and a corresponding use district is established for the above described property.

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

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

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

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

Elizabeth LeGoff, Township Supervisor

Brett Dreyfus, Township Clerk

Legal description confirmed by:

Mark Kieselbach, Director
Community Planning and Development

Stephen O. Schultz, Township Attorney

G:\Community Planning & Development\Planning\REZONINGS (REZ)\2015\REZ #15050 (Stockwell)\REZ 15050 res approve final TB.doc

MEMORANDUM**TO:** Township Board**FROM:** 
Mark Kieselbach
Director of Community Planning and Development
Gail Oranchak, AICP
Principal Planner**DATE:** October 29, 2015**RE:** Rezoning #00150 (St. King), request to rezone 4660 Marsh Road from RC (Multiple Family-Medium Density) to PO (Professional and Office).

Rezoning #00150 is a request to rezone approximately 1.18 acres addressed as 4660 Marsh Road from RC (Multiple Family-Medium Density) to PO (Professional and Office). The Township Board discussed the rezoning at its October 20, 2015 meeting.

Township Board Options

The Township Board may approve or deny the proposed rezoning from RC (Multiple Family-Medium Density) to PO (Professional and Office). If the Board amends the proposal, the case may be referred to the Planning Commission for its recommendation. A resolution consistent with the Planning Commission's recommendation to approve the rezoning is attached.

Attachments

1. Resolution to approve

RESOLUTION TO APPROVE - INTRODUCTION

**Rezoning #00150
Judith St. King
4660 Marsh Road**

RESOLUTION

At a regular meeting of the Township Board of the Charter Township of Meridian, Ingham County, Michigan, held at the Meridian Municipal Building, in said Township on the 3rd day of October 2015, at 6:00 p.m., Local Time.

PRESENT: _____

ABSENT: _____

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

WHEREAS, Judith St. King requested the rezoning (Rezoning #00150) of approximately 1.18 acres located at 4660 Marsh Road from RC (Multiple Family-Medium Density) to PO (Professional & Office) for the purpose of expanding the tenant base from health care to general office uses; and

WHEREAS, the Planning Commission held public hearings regarding the request at its November 27, 2000 and September 14, 2015 meetings; and recommended rezoning 4660 Marsh Road from RC (Multiple Family-Medium Density) to PO (Professional and Office) at its meeting on September 28, 2015; and

WHEREAS, the Township Board discussed the rezoning at its meeting on October 20, 2015 and has reviewed the staff and Planning Commission material forwarded under cover memorandums dated October 16, 2015 and October 29, 2015; and

WHEREAS, the subject site is designated in the Office category on the 2005 Master Plan Future Land Use Map; and

WHEREAS, rezoning 4660 Marsh Road to PO (Professional & Office) is compatible with existing and primarily non-residential uses (eye care clinic, church, and an office building) on the east side of Marsh Road and undeveloped commercial land on the south side of Marsh Road; and

WHEREAS, the proposed rezoning is consistent with the 2005 Master Plan's Goal 3 and associated objectives to maintain the viability of existing Township businesses; and

WHEREAS, the site is served by public utilities and services; and

WHEREAS, the proposed rezoning to PO (Professional & Office) would represent a logical and orderly development pattern along this segment of Marsh Road; and

**Resolution to Approve PO
Rezoning #00150 (St. King)
Page 2**

WHEREAS, PO (Professional & Office) zoning at this location is consistent with those transitional land uses identified in the 2005 Master Plan (office and multiple-family), which provide a step-down buffer to single-family residential from existing and future commercial uses to the north.

NOW THEREFORE, BE IT RESOLVED THE TOWNSHIP BOARD OF THE CHARTER TOWNSHIP OF MERIDIAN hereby **INTRODUCES FOR PUBLICATION AND SUBSEQUENT ADOPTION** Ordinance No. _____, entitled "Ordinance Amending the Zoning District Map of Meridian Township Pursuant to Rezoning Petition #00150" from RC (Multiple Family-Medium Density to PO (Professional and Office).

BE IT FURTHER RESOLVED that the Clerk of the Charter Township of Meridian is directed to publish the Ordinance in the form in which it is introduced at least once prior to the next regular meeting of the Township Board.

ADOPTED: YEAS: _____

NAYS: _____

STATE OF MICHIGAN)
) ss
COUNTY OF INGHAM)

I, the undersigned, the duly qualified and acting Clerk of the Township of Meridian, Ingham County, Michigan, DO HEREBY CERTIFY that the foregoing is a true and a complete copy of a resolution adopted at a regular meeting of the Township Board on the 3rd day of November 2015.

Brett Dreyfus, CMMC
Township Clerk

ORDINANCE NO. _____
ORDINANCE AMENDING THE ZONING DISTRICT MAP
OF MERIDIAN TOWNSHIP
PURSUANT TO REZONING #00150

The Charter Township of Meridian ordains:

Section 1. Amending the Zoning District Map.

A. The Zoning District Map of Meridian Township, as adopted in Section 86-312 of the Code of the Charter Township of Meridian, Michigan, as previously amended, is hereby amended by changing the RC (Multiple Family-Medium Density) District symbol and indication as shown on the Zoning District Map, for the property legally described as:

A parcel of land in the southeast $\frac{1}{4}$ of Section 21, T4N, R1W, Meridian Township, Ingham County, Michigan, being a part of Supervisor's Plat No. 1 of Okemos, as recorded in Liber 7 of plats, Page 40 of the Ingham County Records; the boundary for zoning purposes only being described as beginning at the Northerly most corner of Hamilton House condominiums; thence S35°03'15"W along the Westerly line of said condominiums 95.32 feet; thence S04°16'45"E continuing along said westerly line 175.83 feet; thence S86°00'00"W 106.36 feet to the East line of lot 25 of said Supervisor's Plat No. 1 of Okemos; thence N04°16'45"W along said East line 33.00 feet to the Northeast corner of said Lot 25; thence S86°00'00"W along the North line of said Lot 25 a distance of 75.02 feet; thence N10°46'01"W 182.92 feet to the centerline of Marsh Road; thence N56°29'59"E along said centerline 169.02 feet; thence S71°22'00"E 124.80 feet to the point of beginning.

to that of the PO (Professional and Office) District, and a corresponding use district is established for the above described property.

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

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

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

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

Elizabeth LeGoff, Township Supervisor

Brett Dreyfus, Township Clerk


Legal description confirmed by:

Mark Kieselbach, Director
Community Planning and Development

Stephen O. Schultz, Township Attorney

MEMORANDUM

TO: Township Board

FROM: 
Derek N. Perry, Assistant Township Manager
Director of Public Works & Engineering

DATE: November 3, 2015

RE: Daniels Drain

As directed by the Township Board, a Notice of Intent to File Petition and associated Resolution for the Daniels Drain project are attached for your review and potential adoption.

The Township Attorney, Stacy Hissong, has reviewed the documents and will be in attendance at the Tuesday night Township Board meeting to respond to questions and concerns of the Township Board.

STATE OF MICHIGAN
CHARTER TOWNSHIP OF MERIDIAN
COUNTY OF INGHAM

DANIELS DRAIN
NOTICE OF INTENT TO FILE PETITION

Pursuant to Section 463 and 489a of the Michigan Drain Code of 1956, as amended, the Township Board of the Charter Township of Meridian has determined that part of the land in the Township may be especially benefited by the Daniels Drain improvements project so that a special assessment, fee, or charge may be levied by the Charter Township of Meridian against benefited parcels under Section 490; therefore, the Township Board gives the Ingham County Drain Commissioner Notice of Intent to file a petition under Section 463 of the Drain Code of 1956, as amended, and requests that the Ingham County Drain Commissioner delineate a proposed drainage district for a drain project affecting an area in portions of the Charter Township of Meridian.

This Notice of Intent is authorized and sent pursuant to a Resolution of the Township Board adopted at its regular meeting of _____, 2015, a copy of which is attached.

CHARTER TOWNSHIP OF MERIDIAN

By: Brett Dreyfus, CMMC
Its: Clerk

DANIELS DRAIN

A RESOLUTION TO PETITION PURSUANT TO CHAPTER 20 OF ACT 40 OF THE PUBLIC ACTS OF 1956, AS AMENDED, REGARDING THE DANIELS DRAIN

At a regular meeting of the Township Board of the Charter Township of Meridian, Ingham County, Michigan, held at the Meridian Municipal Building in said Township on the _____ day of _____m 2015 at 6:00 p.m., local time.

PRESENT: _____

ABSENT: _____

WHEREAS, the Charter Township of Meridian, Michigan, is a Michigan Charter Township ("Township"); and

WHEREAS, the Township acting by and through its legislative body, the Township Board, recognizes that it is necessary for the public health to clean out, relocate, widen, deepen, straighten, tile, extend, add branches, add lands, relocate along the highway, and/or install devices to purify the flow of the Daniels Drain pursuant to Chapter 20 of Public Act 40 of 1956, as amended, and that this maintenance and improvement work is required at this time due to flooding, pollution, siltation, and other impairment of the Daniels Drain or parcels within the Daniels Drain, resulting in pollution and other impairment of the waters of the state and natural resources; and

WHEREAS, a portion of the lands to be benefited by the Daniels Drain are located within the Township; and

WHEREAS, the Township recognizes that it may be subject to assessment to pay for a percentage of the cost of the Drain; and

WHEREAS, the Township has determined that a portion of the lands in the Township may be especially benefitted by the proposed Daniels Drain improvement so that a special assessment, fee, or charge may be levied against benefitted parcels under Section 490 of the Michigan Drain Code; and

NOW THEREFORE, BE IT RESOLVED BY THE CHARTER TOWNSHIP OF MERIDIAN, MICHIGAN AS FOLLOWS:

Section 1. Pursuant to Section 489a(109a) of the Michigan drain code, as soon as practical following this meeting, the Township Clerk shall forward to the Ingham County Drain

Commissioner via registered mail a copy of this Resolution and the Township's Notice of Intent to File Petition under Section 463 of the Michigan Drain Code.

Section 2. The Township shall notice and the Township Board shall conduct a meeting to hear objections to the proposed drain project or special assessment in compliance with the provisions of Section 489a of the Michigan Drain Code.

Section 3. Following the meeting held by the Township Board, the Township Clerk shall bring the matter back before the Township Board.

ADOPTED: YEAS: _____

NAYS: _____

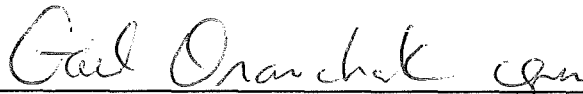
STATE OF MICHIGAN)
) ss
COUNTY OF INGHAM)

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 __ day of _____, 2015.

Brett Dreyfus, CMMC, Clerk
Meridian Charter Township

MEMORANDUM**TO:** Township Board**FROM:**


Mark Kieselbach
Director of Community Planning and Development


Gail Oranchak, AICP
Principal Planner

DATE: October 29, 2015**RE:** Forsberg Drive Abandonment

The Ingham County Road Department has received a petition to abandon Forsberg Drive, an unimproved 60-foot wide public right-of-way located in the first phase of The Ponderosa subdivision. In accordance with Public Act 283 of 1909, Public Highways and Private Roads, a public hearing has been scheduled for November 24, 2015. The act states if the county abandons Forsberg Drive, the township has first priority to retain the road.

As a stub street, Forsberg Drive extends from the intersection with Stagecoach Drive approximately 280 feet west terminating at the plat boundary. Two platted lots with frontage on Stagecoach Dr. abut the right-of-way. The Ponderosa subdivision is located on the north side of Jolly Road, west of Van Atta Road. A total of 63 RR (Rural Residential) zoned lots make up the three phases of The Ponderosa subdivision. Lots meet or exceed the 200 feet of lot width and 40,000 square feet of lot area requirements of the zoning district.

On July 18, 2000, the Township Board approved the Ember Oaks subdivision preliminary plat, the eastern boundary of which abuts The Ponderosa subdivision at the location of Forsberg Drive. Preliminary plat approval was based on the plan received on July 7, 2000 showing the Forsberg Drive right-of-way being used to connect the two subdivisions as part of internal road circulation in both subdivisions and providing an alternative to Jolly Road. Subsequent extensions of the preliminary plat have been approved without revising the street layout. While three phases of the Ember Oaks subdivision have received final plat approval and lots are being developed, several phases, primarily on the east side of the plat, have yet to go through the final plat review process. Prior to preliminary plat review, the Ember Oaks site was rezoned RR with a Planned Residential Overlay for 159 lots on approximately 230 acres.

Section 62-2 (3) and (4) of the Township Land Division Ordinance adopted in 2006 address the "continuity of the street system" and "street connections." Both sections promote connections while taking into consideration physical attributes such as grades, water bodies, wetlands, and lot configuration; and service attributes such as response time for emergency vehicles; access for garbage pick-up, snow removal and postal service; school bus safety, schedules and routing needs; reduction of congestion along collector streets and arterials; and projected traffic

Forsberg Drive Abandonment

October 29, 2015

Page 2

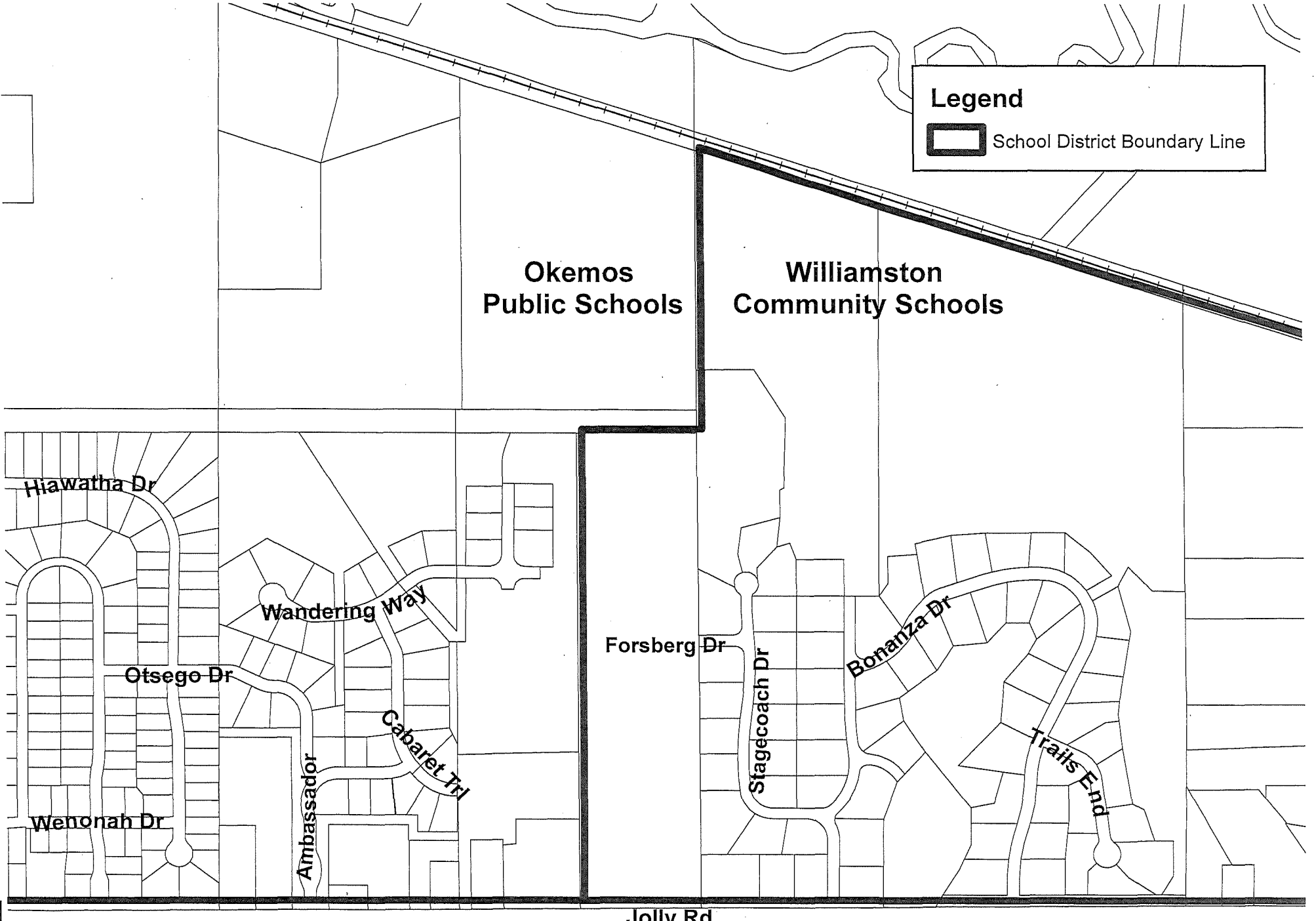
volumes and compatibility with adjacent developments. While the Land Division Ordinance had not been adopted in 2000 when the Ember Oaks preliminary plat was originally approved, the then Township Subdivision Regulations called for the same connectivity between subdivisions resulting in the extension of Otsego Drive to connect Ember Oaks with the Hiawatha Park subdivision to the west.

A resolution supporting the proposed abandonment of Forsberg Drive has been provided for the Board's consideration.


Attachments

1. School District Map
2. Ember Oaks proposed street layout
3. Land Division Ordinance Section 62-2 (3) and (4)
4. Resolution

G:\Community Planning & Development\Planning\Forsberg Drive Abandonment Memo 10-29-15.docx



Legend

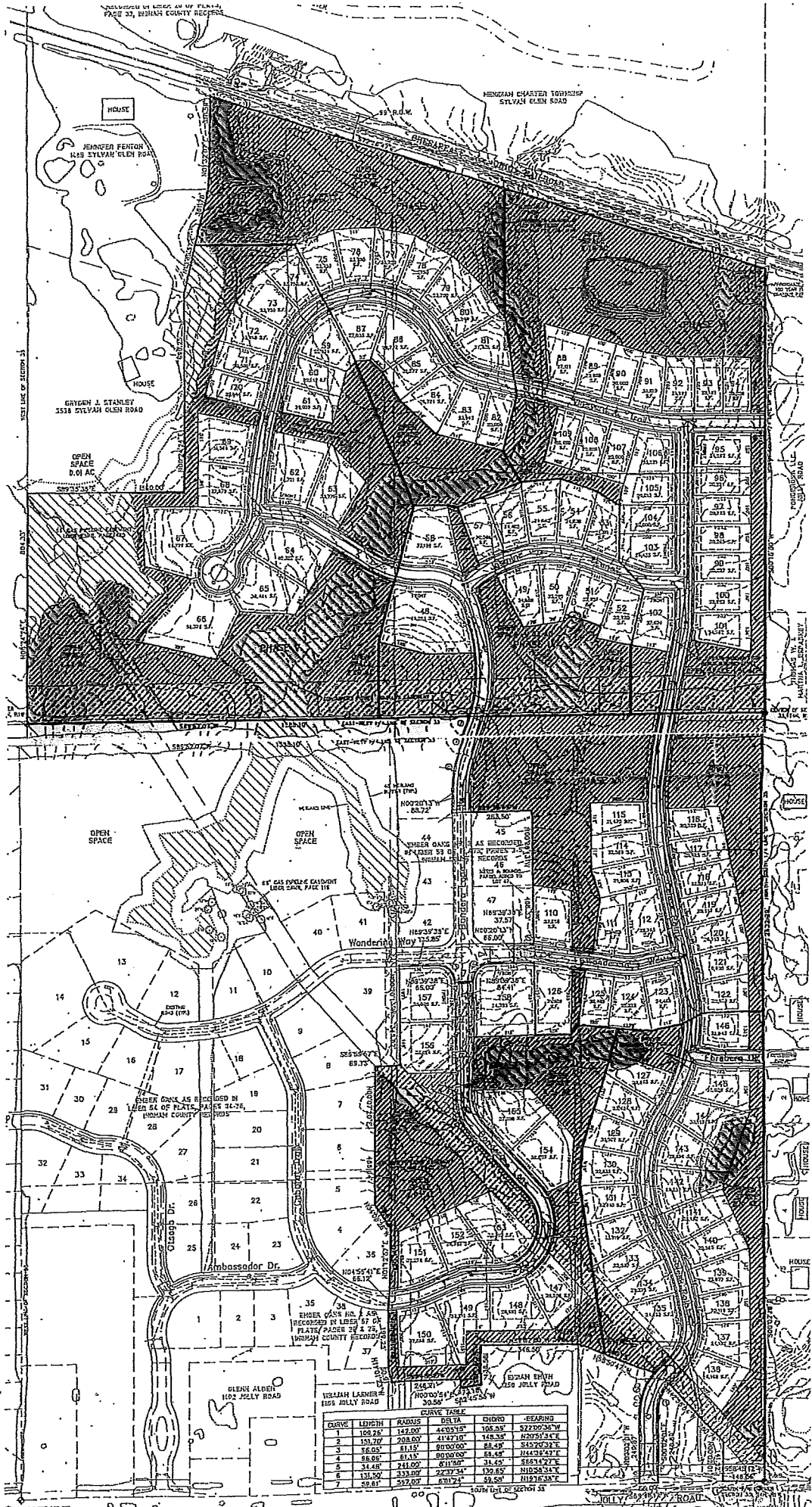
 School District Boundary Line

**Okemos
Public Schools**

**Williamston
Community Schools**



Source: Ingham County Intermediate School District



CURVE TABLE

CURVE	LENGTH	RADIUS	DELTA	CHORD	BEARING
1	108.25'	147.00'	46.0345°	108.25'	S72.00°30'W
2	151.77'	208.00'	47.1210°	145.38'	N02°00'00"E
3	85.00'	81.18'	80.0000°	85.49'	S45°00'00"E
4	95.00'	61.15'	80.0000°	88.45'	N44°00'00"E
5	34.48'	241.00'	8.1110°	31.45'	S85°00'00"E
6	131.50'	133.00'	22.7734°	120.85'	N10°00'00"E
7	80.81'	257.00'	6.9121°	80.80'	N10°00'00"E

Chapter 62. Land Division

Article III. Design Standards

§ 62-62. Streets.

(3)

Continuity of street system. The arrangement of streets shall provide for the continuation of existing streets from adjacent areas into new subdivisions, unless otherwise approved by the Township Board due to documented environmental constraints or where the abutting street system is not deemed capable of safely handling additional traffic volumes. Where adjacent vacant areas are zoned or planned for development similar to the proposed subdivision, streets shall be extended to the boundary line of the tract to make provision for the future street connections. The proprietor shall demonstrate the proposed stub street is the most reasonable location for extension into the adjacent lands, in consideration of factors including, but not limited to grades, water bodies, wetlands and lot configuration.

(4)

Street connections. The proposed subdivision street layout shall discourage use by through traffic, except where a continuation of streets to adjacent properties is deemed desirable by the Township and the Ingham County Road Commission. In determining the need for such connections, the following issues shall be considered:

(a)

The need for adequate access for service and response time for emergency vehicles.

(b)

Adequate and convenient access for garbage pick-up, snow removal, and postal delivery services.

(c)

School bus safety, schedules, and routing needs.

(d)

The impacts such connections may have on reducing congestion along collector streets and arterials.

(e)

The projected traffic volumes and the compatibility with adjacent developments.

**FORSBERG DRIVE
PUBLIC ROAD RIGHT-OF-WAY
ABANDONMENT**

RESOLUTION

At the regular meeting of the Township Board of the Charter Township of Meridian, Ingham County, Michigan, held at the Meridian Municipal Building, in said Township on the 3rd day of November 2015, at 6:00 p.m., Local Time.

PRESENT: _____

ABSENT: _____

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

WHEREAS, The Ingham County Road Department has received a petition to abandon the public road right-of-way known as Forsberg Drive and dedicated for public use as part of The Ponderosa subdivision; and

WHEREAS, the abandonment of a public road right-of-way is governed by state statute MCL 224.18, Public Act 283 of 1909, as amended; and

WHEREAS, the Ingham County Board of Commissioners has scheduled a public hearing on November 24, 2015 to gather input on the proposed abandonment of Forsberg Drive; and

WHEREAS, the Township Board wishes to support the petitioners' request for the abandonment of Forsberg Drive.

NOW, THEREFORE, BE IT RESOLVED THE TOWNSHIP BOARD OF THE CHARTER TOWNSHIP OF MERIDIAN hereby supports the petition for abandonment of the public road right-of-way known as Forsberg Drive located in The Ponderosa subdivision.

BE IT FURTHER RESOLVED that the Clerk of the Charter Township of Meridian is directed to forward a signed copy of this resolution to the Ingham County Board of Commissioners and the Ingham County Road Department prior to the public hearing scheduled for November 24, 2015.

ADOPTED: YEAS: _____

NAYS: _____

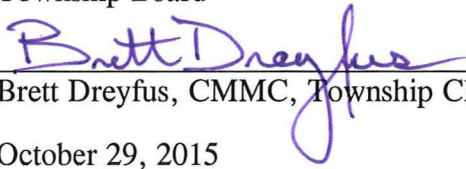
Forsberg Drive
Public Road ROW
Abandonment
Page 2

STATE OF MICHIGAN)
) ss
COUNTY OF INGHAM)

I, the undersigned, the duly qualified and acting Clerk of the Charter Township of Meridian, Ingham County, Michigan, DO HEREBY CERTIFY that the foregoing is a true and a complete copy of a resolution adopted at a regular meeting of the Township Board on the 3rd day of November 2015.

Brett Dreyfus, CMMC
Township Clerk

MEMORANDUM

TO: Township Board
FROM: 
Brett Dreyfus, CMMC, Township Clerk
DATE: October 29, 2015
RE: 2016 Regular Board Meeting Schedule

The attached 2016 Proposed Regular Board Meeting Schedule is submitted to the Township Board in compliance with Board Policy 3.1.3.a. such that:

- i. The establishment of the meeting schedule is the Board's Responsibility.
- ii. The meeting schedule is subject to Board Policies (as discussed below) and through its Rules & Procedures (**Rule 2.1** - Township Board Meetings).

Please note the August 4th meeting scheduled for Thursday deviates from the regular Tuesday date based on state elections.

The following motion is proposed:

Move to adopt the 2016 Township Board Meeting Schedule Resolution.

sko

Attachment

2016 TOWNSHIP BOARD MEETING SCHEDULE

RESOLUTION

At a regular meeting of the Township Board of the Charter Township of Meridian, Ingham County, Michigan, held at the Meridian Municipal Building, in said Township on the 3rd day of November, 2015 at 6:00 p.m., local time.

PRESENT: _____

ABSENT: _____

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

WHEREAS, the Township Board desires to announce the time, date, and place of all regular meetings of the Board, pursuant to MCL 42.7; and

WHEREAS, the Township Board deems the 2016 regular meeting schedule sufficient to uphold the Board's Policies and Procedures, and advance its Global Ends.

NOW, THEREFORE, BE IT RESOLVED by the Township Board of the Charter Township of Meridian, Ingham County, Michigan that the Township Board adopts its regular 2016 meeting schedule as follows:

Tuesday, January 5, 2016	6:00 P.M. Regular Meeting
Tuesday, January 12, 2016	6:00 P.M. Joint Meeting (Township Boards and Commissions)
Tuesday, January 26, 2016	6:00 P.M. Regular Meeting
Tuesday, February 2, 2016	6:00 P.M. Regular Meeting
Tuesday, February 16, 2016	6:00 P.M. Regular Meeting
Tuesday, March 1, 2016	6:00 P.M. Regular Meeting
Tuesday, March 15, 2016	6:00 P.M. Regular Meeting
Thursday , March 24, 2016	6:00 P.M. Joint Meeting (School Districts and Local Governments)
Tuesday, April 5, 2016	6:00 P.M. Regular Meeting
Tuesday, April 19, 2016	6:00 P.M. Regular Meeting
Tuesday, May 3, 2016	6:00 P.M. Regular Meeting
Tuesday, May 17, 2016	6:00 P.M. Regular Meeting
Tuesday, June 7, 2016	6:00 P.M. Regular Meeting
Tuesday, June 21, 2016	6:00 P.M. Regular Meeting
Tuesday, July 5, 2016	6:00 P.M. Regular Meeting
Tuesday, July 19, 2016	6:00 P.M. Regular Meeting
Thursday , August 4, 2016	6:00 P.M. Regular Meeting
Tuesday, August 16, 2016	6:00 P.M. Regular Meeting
Tuesday, September 6, 2016	6:00 P.M. Regular Meeting (Proposed Budget Hearing & Deliberations)
Tuesday, September 20, 2016	6:00 P.M. Regular Meeting
Tuesday, October 4, 2016	6:00 P.M. Regular Meeting
Tuesday, October 18, 2016	6:00 P.M. Regular Meeting
Tuesday, November 1, 2016	6:00 P.M. Regular Meeting

Township Board 2016 Meeting Schedule
Page 2

Tuesday, November 15, 2016 6:00 P.M. Regular Meeting
Tuesday, December 6, 2016 6:00 P.M. Town Hall Meeting
Tuesday, December 13, 2016 6:00 P.M. Regular Meeting

2. Each of the above meetings shall be held at the specified time in the Town Hall Room of the Meridian Municipal Building, 5151 Marsh Road, Okemos, Michigan (517) 853-4000, unless changed and noticed in accordance with MCL 15.265.
3. A summary of this resolution stating date, place, and time shall be posted in the Meridian Municipal Building within ten (10) days after the first regularly scheduled meeting of the year in accordance with MCL 15.265.

ADOPTED: YEAS: _____
 NAYS: _____

Resolution declared adopted.

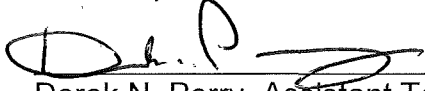
STATE OF MICHIGAN)
) ss
COUNTY OF INGHAM)

I, the undersigned, the duly qualified and acting Clerk of the Township of Meridian, Ingham County, Michigan, DO HEREBY CERTIFY that the foregoing is a true and a complete copy of a resolution adopted at a regular meeting of the Township Board on the 3rd day of November, 2015.

Brett Dreyfus, CMMC, Township Clerk

MEMORANDUM

TO: Township Board

FROM: 
Derek N. Perry, Assistant Township Manager
Director of Public Works & Engineering

DATE: November 3, 2015

RE: Smith Drain

As requested by the Township Board at its September 15, 2015 Township Board meeting, the Ingham County Drain Commissioner (ICDC) has prepared potential cost estimates for the previously discussed Smith Drain project. On Tuesday evening, November 3, 2015, representatives of the ICDC will be in attendance to present the potential costs to the Township Board for discussion.

In addition, we have attached a petition and resolution that would be required to be approved by the Township Board for the project to move forward. Representatives of the ICDC and our drain specialist attorney, Stacy Hissong, will be available to answer questions on the documents.

SMITH DRAIN

**PETITION FOR THE CONSOLIDATION OF DRAINAGE DISTRICTS
AND FOR CLEANING OUT, RELOCATING, WIDENING, DEEPENING,
STRAIGHTENING, TILING, EXTENDING, PROVIDING STRUCTURES,
ADDING LANDS NOT WITHIN THE EXISTING DRAINAGE DISTRICTS,
ADDING BRANCHES AND RELIEF DRAINS, RELOCATING
ALONG A HIGHWAY, ADDING STRUCTURES AND MECHANICAL DEVICES THAT
WILL PROPERLY PURIFY OR IMPROVE THE FLOW, ADDING PUMPING
EQUIPMENT NECESSARY TO ASSIST OR RELIEVE THE FLOW AND FOR THE
CONSOLIDATION OF DRAINS PURSUANT TO CHAPTERS 8 AND 19 OF THE
MICHIGAN DRAIN CODE OF 1956, AS AMENDED**

To the Ingham County Drain Commissioner:

The undersigned petitioner, Meridian Charter Township, located within Ingham County, Michigan, hereby petitions pursuant to Chapter 19 of the Michigan Drain Code of 1956, as amended, for the consolidation of the following Drainage Districts, all located within Alaiedon Township, Meridian Charter Township, and the City of Lansing, in Ingham County, Michigan:

- Smith Drain Drainage District
(located in Sections 27-29 and 32-34 of Meridian Charter Township, Sections 3-5 and 8-10 of Alaiedon Township, Sections 3-4 of the City of Lansing)
- Sunwind Branch of the Smith Drain Drainage District (located in Sections 28-29 and 32-33 of Meridian Charter Township)
- Jolly - Okemos Drain Drainage District (located in Section 33 of Meridian Charter Township)
- Smith, Jolly Oak Branch Drain Drainage District
(located in Section 33 of Meridian Charter Township)
- Smith, Hiawatha Lakes Branch 7 Drain Drainage District
(located in Section 33 of Meridian Charter Township)
- Turtle Crossing Drain Drainage District
(located in Sections 32 -33 of Meridian Charter Township)

The consolidated drainage district is to be known as the Smith Consolidated Drain Drainage District.

Meridian Charter Township also petitions pursuant to Chapter 8 of the Michigan Drain Code of 1956, as amended, for the cleaning out, relocating, widening, deepening, straightening, tiling, extending, providing structures, adding lands not within the existing drainage districts, adding branches and relief drains, relocating along a highway, adding structures and mechanical devices that will properly purify or improve the flow, adding pumping equipment necessary to assist or relieve the flow

and for the consolidation of the following drains, all located and established within Alaiedon Township, Meridian Charter Township, and the City of Lansing, in Ingham County Michigan:

- Smith Drain
- Sunwind Branch of the Smith Drain
- Jolly - Okemos Drain
- Smith, Jolly Oak Branch Drain
- Smith, Hiawatha Lakes Branch 7 Drain
- Turtle Crossing Drain

The consolidated drain is to be known as the Smith Consolidated Drain.

The petitioner is a municipality that will be liable to assessments at large for at least a percentage of the total amount to be assessed for the cost of the proposed consolidated Drain. This petition has been authorized by Meridian Charter Township's governing body. A copy of the Resolution of Meridian Charter Township is attached hereto.

Your petitioner further shows that the established drains need maintaining and improving and such drains and drainage districts need consolidating for efficiency and cost savings. Consolidation of the Drains and Drainage Districts, and maintenance and improvement of the consolidated Drain are conducive to the public health, convenience and welfare.

MERIDIAN CHARTER TOWNSHIP

As authorized by its governing body

Elizabeth LeGoff, Township Supervisor

On: _____, 2015

Brett Dreyfus, CMMC, Township Clerk

MERIDIAN CHARTER TOWNSHIP

SMITH DRAIN

**RESOLUTION TO FILE COUNTY DRAIN PETITION
PURSUANT TO CHAPTERS 8 AND 19 OF THE MICHIGAN DRAIN CODE OF 1956,
AS AMENDED**

At a Regular Meeting of the Township Board of Trustees, of Meridian Charter Township, Ingham County, Michigan, held at 5151 Marsh Rd., Okemos, Michigan 48864 on _____, the _____ day of _____, 2015, at _____ p.m.

PRESENT: _____

ABSENT: _____

The following Resolution was offered by Trustee _____.

WHEREAS, Meridian Charter Township recognizes that it is necessary for the public health, convenience and welfare to consolidate the following Drainage Districts, all located and established within Alaiedon Township, Meridian Charter Township and the City of Lansing, in Ingham County, Michigan:

- Smith Drain Drainage District
(located in Sections 27-29 and 32-34 of Meridian Charter Township, Sections 3-5 and 8-10 of Alaiedon Township, Sections 3-4 of the City of Lansing)
- Sunwind Branch of the Smith Drain Drainage District (located in Sections 28-29 and 32-33 of Meridian Charter Township)
- Jolly - Okemos Drain Drainage District (located in Section 33 of Meridian Charter Township)
- Smith, Jolly Oak Branch Drain Drainage District
(located in Section 33 of Meridian Charter Township)
- Smith, Hiawatha Lakes Branch 7 Drain Drainage District
(located in Section 33 of Meridian Charter Township)
- Turtle Crossing Drain Drainage District
(located in Sections 32 -33 of Meridian Charter Township)

The consolidated drainage district is to be known as the Smith Consolidated Drain Drainage District.

WHEREAS, Meridian Charter Township also recognizes that it is also necessary for the public health, convenience or welfare to maintain, improve and consolidate the following Drains, all or a portion of which are located and established within Alaiedon Township, Meridian Charter Township, and the City of Lansing, in Ingham County, Michigan:

- Smith Drain
- Sunwind Branch of the Smith Drain
- Jolly - Okemos Drain
- Smith, Jolly Oak Branch Drain
- Smith, Hiawatha Lakes Branch 7 Drain
- Turtle Crossing Drain

The consolidated drain is to be known as the Smith Consolidated Drain.

WHEREAS, lands to be benefited by the maintenance, improvement and consolidation are located within Alaiedon Township, Meridian Charter Township and the City of Lansing; and

WHEREAS, Meridian Charter Township recognizes that it will be subject to assessment to pay for a percentage of the costs of the consolidated Drain at large.

NOW, THEREFORE BE IT RESOLVED THAT, pursuant to Chapters 8 and 19 of Public Act 40 of 1956, as amended, a petition for the consolidation of the Smith Drain Drainage District; Sunwind Branch of the Smith Drain Drainage District; Jolly - Okemos Drain Drainage District; Smith, Jolly Oak Branch Drain Drainage District; Smith, Hiawatha Lakes Branch 7 Drain Drainage District, and the Turtle Crossing Drain Drainage District is authorized to be executed by Meridian Charter Township, and that the Supervisor and Clerk are authorized to sign all documents necessary to effectuate the intent of this petition. The consolidated drainage district shall be known as the Smith Consolidated Drain Drainage District.

BE IT FURTHER RESOLVED THAT, pursuant to Chapters 8 and 19 of Public Act 40 of 1956, as amended, a petition for the cleaning out, relocating, widening, deepening, straightening, tiling, extending, providing structures, adding lands not within the existing drainage districts, adding branches and relief drains, relocating along a highway, adding structures and mechanical devices that will properly purify or improve the flow, adding pumping equipment necessary to assist or relieve the flow and for the consolidation of the Smith Drain; the Sunwind Branch of the Smith Drain; the Jolly - Okemos Drain; the Smith, Jolly Oak Branch Drain; the Smith, Hiawatha Lakes Branch 7 Drain; and the Turtle Crossing Drain, is also authorized to be executed by Meridian Charter Township; and that the Supervisor and Clerk are authorized to sign all documents necessary to effectuate the intent of this petition. The consolidated drain shall be known as the Smith Consolidated Drain.

BE IT FURTHER RESOLVED that the Clerk shall forward a copy of this Resolution to the Ingham County Drain Commissioner and file the petition for the consolidation of the Drains

and Drainage Districts and for the maintenance and improvement of the consolidated Drain, as permitted under Public Act 40 of 1956, as amended.

AYES:

NAYS:

ABSENT:

The foregoing Resolution declared adopted on the date written above.

Brett Dreyfus, CMMC, Township Clerk

STATE OF MICHIGAN }
 }ss
COUNTY OF INGHAM }

I, the undersigned, the duly qualified Clerk of Meridian Charter Township, Ingham County, Michigan, DO HEREBY CERTIFY that the foregoing is a true and complete copy of the proceedings taken by the Township Board at a regular meeting held on the ____ day of _____, 2015.

IN WITNESS THEREOF, I have hereunto affixed my official signature this ____ day of _____, 2015.

Brett Dreyfus, CMMC, Township Clerk

MEMORANDUM

TO: Township Board

FROM: 
Joyce A. Marx, Human Resources Director

DATE: October 30, 2015

RE: **Charter Township of Meridian Personnel Policy Manual Updated Draft**

The current draft of the Charter Township of Meridian Personnel Policy Manual replaces the draft provided on October 1, 2015.

Responses to all Board Member questions previously submitted and those most recently documented at the October 20, 2015 Board meeting, have been provided in writing to all Board Members. These responses are for your review and to prepare for discussion at the November 3, 2015 Board meeting.

We are in the final stages of completion. The next goal is to present a final draft to the Unions for review and then report back to the Board at the November 17, 2015 Board Meeting. Again, given the importance of the Personnel Policy Manual, placement on the December 1, 2015 agenda for Board action is needed for a January 1, 2016 implementation.

Attachment: Personnel Policy Manual Draft, October 29, 2015

Charter Township of Meridian

Personnel Policy Manual

DRAFT

October 29, 2015

THE CHARTER TOWNSHIP OF MERIDIAN PERSONNEL POLICY MANUAL

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THE CHARTER TOWNSHIP OF MERIDIAN PERSONNEL POLICY MANUAL

I. WELCOME AND INTRODUCTION

Welcome to the Charter Township of Meridian (also referred to as “Meridian Township” and the “Township”). As an employee of the Township, your mission is to serve the people of the community in a friendly, respectful, dedicated, and effective manner so they may fully enjoy an attractive, clean, safe, secure, and enriching environment. All employees contribute to making Meridian Township a community of choice.

The primary purpose of this manual is to introduce new employees to the work rules, policies, procedures, and benefit plans that cover all Township employees, as well as to serve as a reference for current employees. It is also intended to serve as a communication tool for promoting positive employee relations by providing comprehensive information to employees regarding their employment. This manual does not and cannot provide a policy for every situation that may arise; rather, it is designed to give an overall understanding of Township policies.

This Policy Manual supersedes any and all prior practices and policies of the Township, oral or written. Any and all statements and policies herein are subject to unilateral change in whole or in part by the Township at any time. The Township retains the right to change, modify, suspend, interpret, or cancel in whole or in part any of the published or unpublished Personnel Policies or Procedures of the Township without advance notice, in its sole discretion as approved by the Township Board. Recognition of these rights of the Township is a term and condition of employment and of continued employment.

This manual, or any other written or verbal communication by the Township, is not intended as and does not create a contract of employment, either expressed or implied, and does not constitute contracted obligations between the Township and employees unless specifically addressed in a formal employment contract or collective bargaining agreement (CBA). Where such documents specifically differ from these policies, then the applicable provision(s) of the subject agreement shall govern.

No person, other than the Township Manager as authorized by the Township Board, has the authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the provisions of this manual.

A. Severability

If one or more provisions of this manual are superseded by or become in conflict with a formal employment contract, collective bargaining agreement, insurance plan document, federal, state, or local law, or if a provision is determined by a court of competent jurisdiction to be unenforceable or void, then the balance of the manual shall remain in effect.

B. Distribution and Revisions

A copy of this manual will be provided to each employee, who will be required to sign a standard form certifying his/her receipt and review of the manual.

Revisions or updates to the manual will be provided to all employees in either paper form, by email, or by other electronic communication such as posting on the Township website. Employees are expected to review all changes and updates and remain knowledgeable of all current personnel policies. Periodically, employees may be required to sign an update form that they have received and reviewed the manual and changes in policy.

II. EQUAL EMPLOYMENT OPPORTUNITY (EEO) STATEMENT AND NON-DISCRIMINATION POLICY

Meridian Township is firmly committed to non-discriminatory employment practices, including with respect to disabilities, for all employees and applicants for employment. The Township will comply with all federal, state, and local laws with respect to the employment relationship. The goal of the Township is to provide a positive work environment that demonstrates respect for human differences and guarantees that all employees are treated with dignity, respect, and professionalism.

Every employee has an obligation to promote an inclusive workplace free from discrimination in all employment activities. Management is responsible and accountable to identify and correct any discriminatory actions and to ensure that non-discrimination policies are followed. The Township is responsible to take prompt and immediate remedial action to maintain a work environment that is free of unlawful discrimination, harassment, intimidation, or retaliation.

Employees are expected to immediately bring forth any concerns about discrimination, retaliation, or harassment in any form, to the attention of management and the Human Resources (HR) Director. All allegations are taken seriously and management is responsible to immediately report concerns to the Human Resources Director for a prompt response and investigation. Please refer to specific employment policies contained in this manual that address compliance.

The Township has an Open Door Policy in effect and employees are encouraged to bring concerns and issues forward for discussion with any member of management, including the Human Resources Director and the Township Manager. The Township encourages employees to make suggestions and provide feedback for mutual understanding and quick resolution.

A. Meridian Township Human Relations Ordinance Article I. In General, Section 30-1 Intent

It is the intent of the Township that no person be denied equal protection of the laws; nor shall any person be denied the enjoyment of his or her civil or political rights or be discriminated against or harassed because of actual or perceived race, color, religion, national origin, sex, age, height, weight, condition of pregnancy, marital status, physical or mental limitation, disability, source of income, familial status, education association, sexual orientation, gender identity or expression, or HIV status.

B. Open Door Policy

It is the Township's desire to provide good working conditions and maintain harmonious working relationships among employees, as well as between employees and management, because doing so helps to ensure the orderly and efficient operation of Township business. In order to correct any work-related problems, the Township must be fully informed about them. Therefore, the Township has an "open door" policy. You are encouraged to discuss concerns or suggestions with your Department Head. If you believe that your Department Head has not, or cannot, adequately address the situation, you are encouraged to discuss it with the Human Resources Director and/or the Township Manager. This procedure should in no way foreclose the direct discussions Department Heads have always had on an informal basis with employees.

III. EMPLOYMENT

A. At-Will Employment

All employees (with the exception of previously approved employment agreements) are considered at-will, unless a different status is conferred by a collective bargaining agreement or a specific employment agreement. This means that the employment relationship is for an indefinite period of time and can be terminated at any time, with or without cause and with or without notice by you or the Township. The provisions in this policy manual supersede any and all contrary representations that have been made by either the Township or you. No employee, supervisor, member of management, or other person except the Township Manager, in writing, and approved by the Township Board, has the authority to enter into any employment agreement on behalf of the Township for any specified period of time, pursuant to any particular conditions or to make any agreement contrary to the terms expressed here and in this manual.

B. Training Period

Up to the first six (6) months of employment (please see specific training period designations in individual collective bargaining agreements (CBA's) for clarification) is considered to be a period of training. This training period provides intensive training efforts and frequent feedback and written evaluations at 30-60-90 day and six (6) month intervals. You are encouraged to ask questions and seek additional help during this period to better understand your job expectations, policies, procedures, and goals of the department and Township.

C. 182-Day Limitations Period for Employment-Related Claims

As a condition of employment, you agree not to commence any action, claim, or suit relating to your employment or termination of employment against the Township more than 182 days after the date you knew or should have known that a claim existed or later than the applicable limitations period established by law, whichever is less. Your written acknowledgement of these policies is also your written agreement to this limitation.

D. Hours of Work

Township Administrative offices (Municipal Building and Public Safety Building) operate on a regular eight (8) hour day, forty (40) hour work week, Monday through Friday, from 8:00 a.m. to 5:00 p.m. The Service Center operates on a regular eight hour day, forty (40) hour work week, Monday through Friday, from 7:30 a.m. to 4:30 p.m. In the interest of efficiency or special situation, a Director may deviate from the above prescribed hours, with the approval of the Township Manager.

It is the responsibility of the Director to assure that employees work the required hours and that any absences are properly accounted for on absence forms, which are forwarded to the Human Resources Department/Payroll.

E. Time Reporting

The workweek covers seven consecutive days beginning on Saturday at 12:01 a.m. and ending on Friday at 12:00 midnight. The usual workweek period is 40 hours.

Overtime is defined as hours worked by an hourly or non-exempt employee in excess of 40 hours in a workweek and should be recorded to the nearest quarter of an hour. Overtime must be approved in advance by the Director to whom the employee reports.

Employees will submit their bi-weekly timesheets as required by their Director. Each employee is to maintain an accurate daily record of his or her hours worked. All absences from work schedules should be appropriately recorded.

F. Flexible Work Schedule and Temporary Flexible Work Hours

Flexible work schedules are those that vary from the regular work schedule of the Township. Prior approval from the department Director must be obtained before use of a flexible work arrangement. Adjustments to an employee's regular work schedule may be altered on a permanent basis or for an extended period of time, however, the revised schedule must continue to support the operational needs of the department and the Township. In the event of work schedule changes, a plan for continued fulfillment of work expectations, including how communications with co-workers, customers, and the Director will occur and how to handle departmental needs that arise during the employee's absence, must be addressed. Due to the nature of the work being performed, some options may not be available to all employees.

A permanent or long term work schedule adjustment must be approved, in writing, by the Director and Human Resources Director. All permanent work schedule alterations will be documented in the personnel file and the information provided to payroll for accurate record keeping. Flexible work schedule adjustments may be revised or revoked by the Director, Human Resources Director, or Township Manager as needed.

Flexible work hours are temporary changes in an employee's regular work schedule in order to adjust for an unplanned, short-notice, or special circumstance. When an unforeseen event or special circumstance occurs, the Director may approve an adjustment to the employee's schedule that may include altering the start and/or end time, or reducing an unpaid lunch period to allow for work hours to total no more than 8 hours in a workday. For unanticipated use of leave time, the Director may approve leave time to be used during flexible work hours. Although a late arrival or leave early may still be considered tardiness, the employee can, with the Director's approval, work additional time on that day or sometime that week to make up the missed time.

G. Lunch, Rest Periods and Breaks

The schedule of lunch periods and breaks at Meridian Township is set by the employee's supervisor or Director with the goal of providing the least possible disruption to Township operations.

Employee lunch periods are important to employee productivity and employee health. Full-time employees will be provided an unpaid one (1) hour lunch break. The lunch period will not be included in the total time of work per day. Part-time employees working a minimum of six (6) hours

per day will be provided an unpaid one-half (1/2) hour lunch break. Non-exempt employees are to be completely relieved of all job duties while on lunch breaks.

Non-exempt employees are permitted a 15-minute rest break for each four hours of work as scheduled or permitted by their supervisor or Director. Non-exempt employees on rest breaks are not required to clock in and clock out because this time is considered "time worked" and is compensable.

H. Impermissible Use of Meal Period and/or Rest Breaks

Neither the lunch period nor rest break(s) may be used to account for an employee's late arrival or early departure or to cover time off for other purposes. For example, rest breaks may not be accumulated to extend a meal period and rest breaks may not be combined to allow a one half hour break.

I. Emergency Closings

In cases where a Township office is ordered to be closed because of inclement weather, a state of emergency, natural disaster, or other order by the Township Manager, all regularly scheduled employees will receive their regular pay based upon hours scheduled to be worked that day. If an employee has a pre-approved scheduled day off, he or she shall not receive an additional day off or additional pay for the day of the emergency closing.

Declared closures may not apply to "essential employees" such as Police, Fire, Public Works, and others as designated by the Township Manager.

J. Anniversary Date

For all purposes regarding the Township, including but not limited to, pay and longevity benefits, an employee's anniversary date is defined as the day (day/month/year) work began as a regular full-time or regular part-time employee for the Township.

K. Performance Evaluations

The Human Resources Director shall prepare a system for evaluating the work performance of all employees. The primary purpose of the employee performance evaluation is to inform employees on how well they are doing their work and how they can improve their work performance. Employees will sign the evaluation form as an indication that the evaluation was made, but not to necessarily indicate agreement with the rating.

Employees will typically be evaluated annually by their immediate supervisors, however, the Human Resources Director and management may participate in employee evaluations. The Township endeavors to provide all employees with an evaluation at least once per calendar year and the Township retains the right to evaluate employees more than once per calendar year. Copies of all performance evaluations will be given to evaluated employees, as well as the Human Resources Department to retain in employee personnel files. Employees wishing to appeal their performance evaluations must contact the Human Resources Director within five (5) days after

receiving their performance evaluation. The Human Resources Director will handle appeals on a case-by-case basis and will retain any additional documentation regarding the performance evaluation appeal.

L. Promotions

Township management may choose to promote Township employees on the basis of factors such as, but not limited to, positive performance evaluations, merit, and terms in individual collective bargaining agreements. A promotion is defined as a change to a position in a class having a higher salary range than the class from which the employee left. When employees are promoted to a position in a higher class, their annual salary shall be increased by an amount as determined in the salary range. The new rate of pay becomes effective upon the date of promotion; the next step increase (if applicable) will occur one year from the promotion date. All provisions contrary to this policy in any employee's collective bargaining agreement shall prevail and be applied to covered collective bargaining agreement employees.

M. Personnel Files/ Data Changes

The Township keeps personnel files on all employees. Personnel files may include job applications and related hiring documents, training records, performance documentation, salary history, and other employment records. Personnel files are the property of the Township. Because personnel files contain confidential information, the only people who can see them are people with a legitimate business reason. If employees wish to review their own file, employees will need to contact the Human Resources Director. Once a request is received by the Human Resources Department, it will be documented in writing and an appointment will be set up within five (5) working days for the employee to review their file. Employees may review their file only when a representative of the Human Resources Department is also present. Copies of the file may be requested, and the Township may charge a reasonable copying fee to the employee. Documents will be copied and issued to the employee within five (5) working days.

It is important for the Township to have certain personal information about employees in personnel records. Employees must notify the Township Human Resources Department as soon as there is a change to their mailing address, telephone number, marital status, dependents' information, educational accomplishments, emergency contacts, and other possibly related information. Personal data will be stored by the Human Resources Department in a confidential manner.

N. Social Security Number Privacy and Protection

Meridian Township values privacy and will take all necessary steps to ensure compliance with the provisions of the Michigan Social Security Number Privacy Act. To protect employee personal information, the Township will not use Social Security numbers to identify employees. However, Social Security numbers may be included in job applications and forms sent by mail.

The Township will not:

- Publicly post or publicly display employee Social Security numbers.

- Require employees to send their Social Security number over the Internet, unless the connection is secure or the Social Security number is encrypted.
- Require employees to use their Social Security number to access an Internet Website, unless a password or unique personal identification number or other authentication device is also required to access the Internet Website.
- Print employee Social Security numbers on any mailed materials, unless state or federal law requires the Social Security number to be on the document that is mailed.

The Township will continue to collect, use, or release Social Security numbers as required by state or federal law, and may use Social Security numbers for Township identification or authorization purposes.

If you have questions about this policy, please contact the Human Resources Director.

O. Layoffs and Recalls

This policy shall govern all recalls and layoffs of Township employees who are not covered by a recall or layoff procedure in a collective bargaining agreement. Language in any of the collective bargaining agreements regarding layoff and recall procedures of covered Township employees shall prevail and be applied over any conflicting language in this policy. In the event of a reduction in force, consideration will be given to the quality of each employee's past performance, the need for the service, and the employee's seniority in that classification, in determining which employees will be retained. Employees to be laid off will be notified at the earliest date possible of that decision, but not less than 14 calendar days' notice will be given.

All layoffs and recalls of positions will be based upon the Township's operational needs and financial position. Employee employment history, performance and job related qualifications, abilities as determined by the Township, and seniority may also be considered in making layoff and recall determinations.

P. Internal Vacancies

When there is an internal vacancy, the Township will post the position both internally and externally through the "all employees" e-mail notification system and listings on the Township website. External advertisements will be posted on the iApplicant system and all other sources as necessary. Postings will be maintained for seven (7) workdays or as defined in collective bargaining agreements. Internal and external requests to interview are received simultaneously. The Township will attempt to schedule interviews with internal candidates first, however, internal and external candidates may be interviewed during the same time period. Internal candidates will be required to submit a resume and cover letter to the Human Resources Director for consideration. Such materials must be submitted by the interview deadline or the employee will not be considered an applicant.

The interview process may include Supervisors, Managers, Directors, and Human Resources. If necessary, candidates will be called back for a second interview. The overall most qualified candidate, as determined by the Township, will be selected.

When hiring or undergoing a promotional procedure specified in a collective bargaining agreement, all provisions of the CBA shall prevail and be applied first should they conflict with the hiring procedures stated above.

Prior to a conditional job offer, the Township will conduct a criminal background check, driving record check, and reference checks. In addition, a post-offer physical examination including a drug screen will be conducted by Township selected medical professionals. Where appropriate, certain positions require a more complete background and credit history check. In addition, employees who possess certain licenses will be subject to on-going tests for drugs and alcohol use. Certain jobs require different essential functions, therefore, physical examinations are customized to evaluate abilities to perform the essential functions of a particular job. A successful candidate will be notified by the Human Resources Department and an official start date will be determined at that time.

Q. Orientation for New Employees

An orientation with Human Resources will be scheduled the first day of employment. New employees will be required to submit documentation necessary for the I-9 process (Immigration and Naturalization through Homeland Security) to verify legal status to work in the Township. Paperwork including W-4s for federal withholdings, state and local withholdings, internet policy guidelines, insurance documents, authorization for direct deposit of paychecks, and other necessary documents will be completed at orientation with Human Resources.

R. Hiring of Family/Relatives

The Township permits the employment of qualified individuals who are related to a current employee provided that a supervisory/subordinate relationship does not exist as a result of that employment.

Family/relatives includes spouse, child, father, mother, sister, brother, step-parents, step-siblings, half-siblings, mother or father in-law, son or daughter in-law, grandparents, grandchildren, and brother or sister in-law.

If an employee is involved in a dating relationship and works in the same area/department, it may cause difficulties at work. A dating relationship is a relationship that may casually lead to a consensual romantic or sexual relationship. If two employees become relatives, or start a dating relationship and one of them supervises the other, the one who is the supervisor is required to tell Human Resources about the relationship. The Township will then ask the two employees to decide which one of them is to be transferred to another available position. If they do not make that decision within 30 calendar days or there is no other available position, the Township will decide which one will be transferred or, if necessary, terminated from employment.

There may also be situations when there is a conflict or the potential for conflict because of the relationship between employees, even if there is no direct reporting relationship or authority involved. In that case, the Township may separate the employees by reassignment or termination of employment.

S. Employment Classification Categories

Meridian Township has established the following classifications for employees:

- **Regular, full time:** Employees who are not in a temporary status and who are regularly scheduled to work a full-time schedule of 40 hours per week. Generally, these employees are eligible for the full benefits package, subject to the terms, conditions, and limitations of each benefits program.
- **Regular, part time:** Employees who are not in a temporary status and who are regularly scheduled to work less than the full-time schedule. These employees are eligible for pro-rated leave time and holiday pay. Depending on the number of hours worked over the course of a year, these employees may also be eligible for health insurance coverage.
- **Temporary, full time:** Employees who are hired as interim replacements to temporarily supplement the workforce or to assist in the completion of a specific project and who are temporarily scheduled to work a schedule for a limited duration. Employment beyond any initially stated period does not in any way imply a change in employment status.
- **Temporary, part time:** Employees who are hired as interim replacements to temporarily supplement the workforce or to assist in the completion of a specific project and who are temporarily scheduled to work less than a full-time schedule for a limited duration. Employment beyond any initially stated period does not in any way imply a change in employment status.
- **Seasonal Workers/Interns:** Employees who are hired as interim workers during the summer months, or on a limited work schedule throughout the year, for a limited duration. Temporary and/or seasonal workers are not eligible for Township benefits.

All employees are also designated as either nonexempt or exempt under state and federal wage and hour laws. The following is intended to help employees understand their employment classification.

Nonexempt employees are employees whose work is covered by the Fair Labor Standards Act (FLSA). They are NOT exempt from the law's requirements concerning minimum wage and overtime.

Exempt employees are generally managers or professional, administrative, or technical staff who ARE exempt from the overtime provisions of the FLSA. Exempt employees hold jobs that meet the standards and criteria established under the FLSA by the U.S. Department of Labor.

T. Background and Reference Checks

To ensure that individuals who join Meridian Township are well qualified and to ensure that we maintain a safe and productive work environment, it is our policy to conduct pre-employment background checks on all applicants who are considered for employment. Background checks may include verification of any information on the applicant's resume or application form, a driving record check, a criminal background check, and in certain positions, a credit report.

All offers of employment are conditional based on a successful background check. All background checks are conducted in compliance with the Federal Fair Credit Reporting Act, the Americans with Disabilities Act, and state and federal privacy and anti-discrimination laws. Reports are kept confidential and are only viewed by individuals involved in the hiring process.

The Township also reserves the right to conduct a background check for current employees to determine eligibility for promotion or reassignment in the same manner as described above.

U. Progressive Discipline

Every employee has the duty and the responsibility to be aware of and abide by existing rules and policies. Employees also have the responsibility to perform his/her duties to the best of his/her ability and to the standards as set forth in his/her job description or as otherwise established.

Meridian Township supports the use of progressive discipline to address issues such as poor work performance or misconduct. The Township's progressive discipline policy is designed to provide a corrective action process to improve and prevent a recurrence of undesirable behavior and/or performance issues. The Township's progressive discipline policy has been designed consistent with Township values, Human Resources best practices, and employment laws.

The Township believes it is important to make sure that all employees are treated fairly and that disciplinary actions are prompt, consistent, and impartial. The major purpose of a disciplinary action is to correct the problem, prevent it from happening again, and prepare the employee for satisfactory performance in the future. This policy describes the procedure for administering fair and consistent discipline for unsatisfactory conduct or performance at the Township. Any language regarding disciplinary procedures governing covered employees in collective bargaining agreements contrary to this policy shall prevail over the language of this policy.

Disciplinary action may be any of the following four types:

- 1) Verbal warning
- 2) Written warning
- 3) Suspension with or without pay
- 4) Termination of employment

When deciding which discipline to impose, the Township will administer disciplinary actions on a case-by-case basis depending on how severe the problem is and how often it has happened. There may be circumstances when one or more levels of discipline are bypassed. In many cases, progressive discipline means that the Township will normally take action through a warning for a first offense, with more significant discipline for later offenses, up to and including termination.

In very serious situations, some types of employee problems may justify either a suspension, or, in extreme situations, termination of employment without going through the progressive discipline. Employees should consult this Personnel Policy Manual and the Township's and their department's work rules and expectations to understand the impact of these guidelines. Meridian Township reserves the right to determine the appropriate level of discipline for any inappropriate conduct, including verbal and written warnings, suspension with or without pay, demotion and termination.

By using progressive discipline, however, the goal is that most employee problems can be corrected at an early stage, benefiting both the employee and the Township.

The Township retains the right to retain any documents related to employee disciplinary actions in employee personnel files in accordance with all applicable federal, state, and local laws.

V. Separation of Employment

Separation of employment can occur for several different reasons.

- **Voluntary Resignation:** Although the Township hopes employment will be a mutually rewarding experience, varying circumstances cause employees to voluntarily resign. Resigning employees must provide two weeks' notice, in writing, to facilitate a smooth transition. Management reserves the right to provide an employee with two weeks' pay in lieu of notice in situations where job or business needs warrant such action. If an employee provides less than two weeks' notice, the employee is disqualified from any payout for accrued vacation or other leave payments and the Township may deem the individual to be ineligible for rehire depending on the circumstances regarding the notice given.
- **Retirement:** Employees who wish to retire are required to notify their Director and the Human Resources Department in writing at least one (1) month before the planned retirement date.
- **Job Abandonment:** Employees who fail to report to work or contact their supervisor for three (3) consecutive workdays will be considered to have abandoned their job and voluntarily quit without notice, effective at the end of their normal shift on the third day. The Supervisor will notify the Human Resources Department at the expiration of the third workday and initiate the paperwork to document the employee's termination. Employees who are separated due to job abandonment are ineligible to receive accrued benefits and are ineligible for rehire.
- **Termination:** Except as may be provided in a collective bargaining agreement or by contract, employees are employed on an at-will basis and the Township retains the right to terminate an employee at any time.

Employees covered by a collective bargaining agreement may be subject to different separation of employment procedures than stated in this policy and are advised to refer to individual collective bargaining agreements for separation of employment procedures.

Health insurance terminates the last day of the month of employment, unless an employee requests immediate termination of benefits. Information for Consolidated Omnibus Budget Reconciliation (COBRA) continued health coverage will be provided.

W. Exit Interview

All Township employees who terminate employment with the Township are encouraged to take part in an exit interview. Exit interviews will take place with the Human Resources Director. The Human Resources Director will coordinate the time and dates of all exit interviews.

The Township utilizes exit interviews to assess outgoing employee experiences while working for the Township. The Township may utilize some information discovered during exit interviews to improve employment practices at the Township.

The separating employee must return all company property at the time of separation, including credit cards, uniforms, Township cell phones, keys, computers, identification cards, etc.

X. Rehire

Employees who leave the Township in good standing may be considered for reemployment. An application must be submitted to the Human Resources Department, and the applicant must meet all minimum qualifications and requirements of the position.

Supervisors must obtain approval from the Human Resources Director or designee prior to rehiring a former employee. Rehired employees begin benefits just as any other new employee. Previous tenure will not be considered in calculating longevity, leave accruals, or any benefits unless approved in advance by the Township Manager.

An applicant or employee who was terminated for violating policy or who resigned in lieu of termination from employment is not eligible for rehire.

IV. WORKPLACE SAFETY

A. Drug-Free Workplace

Meridian Township has a longstanding commitment to provide a safe and productive work environment. Alcohol and drug abuse pose a threat to the health and safety of employees and to the security of our equipment and facilities. For these reasons, Meridian Township is committed to the elimination of drug and/or alcohol use and abuse in the workplace.

Meridian Township prohibits all employees from manufacturing, distributing, dispensing, possessing, or using an illegal drug in or on Township premises or while conducting Township business. This prohibition applies to medical marijuana. Employees are also prohibited from misusing legally prescribed or over-the-counter (OTC) drugs.

The policy outlines the practice and procedure designed to correct instances of identified alcohol and/or drug use in the workplace. This policy applies to all employees and all applicants for employment of the Township. The Human Resources Department is responsible for administration of the drug and alcohol policy.

B. Employee Assistance and Drug-Free Awareness

Illegal drug use, abuse of legal medications, and alcohol misuse have a number of adverse health and safety consequences. Information about those consequences and sources of help for drug/alcohol problems are available from the Human Resources Department, which can make referrals and assist employees with drug/alcohol problems.

The Township will assist and support employees who voluntarily seek help for such problems before becoming subject to discipline and/or termination under this or other policies. Such employees may be allowed to use accrued paid time off, be placed on leaves of absence, referred to treatment providers, and otherwise be accommodated as required by law. Such employees will be required to document that they are successfully following prescribed treatment and to take and pass follow-up tests if they hold jobs that are safety sensitive or that require driving or if they have violated this policy previously.

Employees should report to work fit for duty and free of any adverse effects of illegal drugs or alcohol. This policy does not prohibit employees from the lawful use and possession of prescribed medications. Employees must, however, consult with their doctors about the medications' effect on their fitness for duty and ability to work safely and promptly disclose any work restriction to their supervisor. In some positions, employees will not be permitted to return to work if they have restrictions. The Human Resources Department will make the final determination regarding return to work restrictions. The following work rules apply to all employees:

- Whenever employees are working, are operating any Township vehicle, are present on Township premises, or are conducting related work off-site, they are prohibited from:
 - Using, possessing, buying, selling, manufacturing, or dispensing an illegal drug (which includes possession of drug paraphernalia).

- Being under the influence of alcohol or an illegal drug or abusing over-the-counter drugs.
- The presence of any detectable amount of any illegal drug or illegally controlled substance in an employee's body while performing Township business or while in a Township facility or vehicle is prohibited.
- Meridian Township will not allow any employee to perform their duties while taking prescribed drugs that are adversely affecting the employee's ability to safely and effectively perform his or her job duties. Employees taking a prescribed medication must carry it in the container labeled by a licensed pharmacist and be prepared to produce it if asked.
- Any illegal drugs or drug paraphernalia will be turned over to the appropriate law enforcement agency and may result in criminal prosecution.

C. Required Testing

The Township retains the right to require the following tests:

- **Pre-employment:** All applicants must pass a drug test after receiving an offer of employment. Refusal to submit to testing will result in disqualification for further employment consideration.
- **Reasonable Suspicion:** Employees are subject to testing based on observation of apparent workplace use, possession, or impairment by a supervisor. The Human Resources Department must be consulted before sending an employee for reasonable suspicion testing.
- **Random Drug and Alcohol:** Employees in safety-sensitive positions requiring a CDL are subject to random testing as required by the U.S. Department of Transportation.
- **Post-accident:** Employees may be subject to testing when they cause or contribute to accidents that damage a company vehicle, machinery or equipment, and/or result in an injury to themselves or another employee requiring off-site medical attention. In any of these instances, the investigation and subsequent testing will take place immediately or within two (2) hours at the clinic, urgent care, emergency room, or hospital.
- **Follow-up:** Depending on the circumstances and the employee's work history/record, the Township may offer an employee who violates this policy or tests positive the opportunity to return to work on terms acceptable to the Township, which could include follow-up drug testing at various times and frequencies for a minimum of one (1) year.

D. Consequences

Applicants who fail to take a valid drug test or who test positive will not be hired. Employees who fail to cooperate in required tests or who use, possess, buy, sell, manufacture, or dispense an illegal drug in violation of this policy are subject to termination. If an employee tests positive for alcohol or illegal drug use in violation of this policy, the employee will be subject to discipline up to and including termination.

Employees will be paid for regularly scheduled work hours when they are sent for alcohol/drug testing and during any paid suspension pending the results of the drug/alcohol test. After the results of a test are received, a date/time will be scheduled to discuss the results of the test. This meeting will include a member of management, union (if applicable), and the Human Resources Department. Should the results prove to be negative, the employee will be informed and reinstated without loss of pay.

E. Confidentiality

Information and records relating to test results, drug and alcohol dependencies, and medical explanations provided to the Human Resources Department shall be kept confidential to the extent required by law and maintained in secure files separate from regular personnel files.

F. Workplace Bullying

Meridian Township defines bullying as “repeated inappropriate behavior, either direct or indirect, whether verbal, physical, or otherwise, conducted by one or more persons against another or others, at the place of work and/or in the course of employment.” Such behavior violates Meridian Township’s Code of Conduct, which clearly states that all employees will be treated with dignity and respect.

The purpose of addressing bullying is to communicate to all employees, including Supervisors, Managers, and Directors, that the Township will not tolerate bullying behavior. Employees found in violation will be disciplined up to and including termination.

Bullying may be intentional or unintentional. However, it must be noted that where an allegation of bullying is made, the intention of the alleged bully is irrelevant and will not be given consideration when administering discipline. As in sexual harassment, it is the effect of the behavior upon the individual that is more important. The following are examples of bullying behavior:

- **Verbal bullying:** Slandering, ridiculing, or maligning a person or his/her family; persistent name calling that is hurtful, insulting, or humiliating; using a person as the butt of jokes; abusive and offensive remarks.
- **Cyber bullying:** The same definition of verbal bullying, including cyber threats and harassment.
- **Physical bullying:** Pushing, shoving, kicking, poking, tripping, assault, or threat of physical assault; damage to a person’s work area or property.
- **Gesture bullying:** Nonverbal threatening gestures or glances that convey threatening messages.
- **Exclusion:** Socially or physically excluding or disregarding a person in work-related activities.

G. Violence in the Workplace

All employees, residents, and vendors must be treated with courtesy and respect at all times. Employees are expected to refrain from conduct that may be dangerous to others.

The Township encourages employees to bring their disputes to the attention of their supervisors and the Human Resources Department before a situation escalates.

Conduct that threatens, intimidates, or coerces another employee, resident, or a vendor will not be tolerated. Township resources may not be used to threaten, stalk, or harass anyone at the workplace or outside the workplace. The Township handles threats coming from an abusive personal relationship as it does other forms of violence.

Indirect or direct threats of violence, incidents of actual violence, and suspicious individuals or activities should be reported as soon as possible to supervisory personnel, Human Resources, or the Police Department. When reporting a threat or incident of violence, the employee should be as specific and detailed as possible. Employees should not place themselves in danger during an incident.

Employees should promptly inform the Human Resources Department of any protective or restraining order that they have obtained that lists the workplace as a protected area. Employees are encouraged to report safety concerns with regards to domestic violence. Meridian Township is committed to supporting victims of domestic violence. The Township will not retaliate against employees making good-faith reports.

Meridian Township will promptly and thoroughly investigate all reports of threats of violence or incidents of actual violence, and of suspicious individuals or activities. The identity of the individual making a report will be protected as much as possible. In order to maintain workplace safety and the integrity of its investigation, the Township may suspend employees suspected of workplace violence or threats of violence, either with or without pay, pending investigation.

Anyone found to be responsible for threats of or actual violence or other conduct that is in violation of these guidelines will be subject to disciplinary action up to and including termination of employment.

H. Safety

It is the responsibility of each employee to conduct all tasks in a safe and efficient manner complying with all federal, state, and local safety and health regulations and Township standards, and with any special safety concerns for use in a particular area.

Although most safety regulations are consistent throughout each department, each employee has the responsibility to identify and familiarize her/himself with the emergency plan for his/her working area. Each facility shall have posted an emergency plan detailing procedures in handling emergencies such as fire, weather-related events, and medical crises.

It is the responsibility of the employee to complete an Incident and Accident Report within 24 hours for each safety and health incident/accident that occurs by an employee or that the employee witnesses. Failure to report such an incident/accident may result in employee disciplinary action up to and including termination.

The Human Resources Department and Township shall have the responsibility to develop and the authority to implement the safety and health program in the interest of a safer work environment.

I. Right to Know

Meridian Township adheres to all applicable Michigan Occupational Safety and Health Administration (MIOSHA), federal, state, and local regulations concerning workplace safety. Township employees shall be informed of what hazardous substances are in the workplace and shall also be trained how to properly work with these substances, label these substances as appropriate, and document these substances. Employees who have concerns regarding the Township's workplace safety guidelines are encouraged to contact supervisory personnel, Managers, Directors, or the Human Resources Director.

J. Smoke-Free Workplace

It is the policy of Meridian Township to prohibit smoking and use of tobacco products on all Township premises. Smoking is defined as the "act of lighting, smoking, or carrying a lighted or smoldering cigar, cigarette, or pipe of any kind, including e-cigarettes." Tobacco products include chewing tobacco, all smoked tobacco products, and all other forms of smokeless tobacco products.

The smoke-free workplace policy applies to

- All areas of Township buildings.
- All Township-sponsored off-site conferences and meetings.
- All vehicles owned or leased by the Township.
- All visitors to the Township premises.
- All contractors and consultants and/or their employees working on Township premises.
- All employees, temporary employees, interns, seasonal workers, and visitors.

Smoking and use of tobacco products is only permitted in parking lots that are at least 50 feet from any municipal building including, but not limited to, the Township Hall, the Public Safety Building, the Service Center, and all Fire Stations. Meridian Township is not required to give employees any additional breaks for smoking other than the breaks granted to employees outlined in this Personnel Policy Manual. Littering after the use of smoking and tobacco products (including cigarette butts) will not be tolerated on any Township property and offenders may be subject to disciplinary action up to and including termination.

V. WORKPLACE EXPECTATIONS

A. Code of Conduct/ Workplace Etiquette and Work Rules

The Township has a strong commitment to providing an inclusive, non-discriminatory, and professional workplace. Employees of different backgrounds and perspectives add unique insights to the workplace and help foster innovation while providing great value to the Township.

The Township serves its residents best when functioning as a strong team. As such, the Township expects that staff from all departments, at every level of the Township, treat each other as respected and valuable colleagues. To promote an inclusive and well-functioning workplace, the Township requires employees to act in a professional and courteous manner to each other and the public. Although it is impossible to create an all-encompassing list of prohibited behaviors, below is a list of examples of unacceptable workplace behaviors that may result in discipline up to and including termination.

- Falsification of timekeeping records and any employment application statements.
- Any discourteous treatment of the public, other Township employees or officials, or residents.
- Working under the influence of alcohol, illegal drugs, or medical marihuana.
- Possession, distribution, sale, transfer, or use of alcohol or illegal drugs or medical marihuana in the workplace, while on duty, or while operating employer-owned vehicles or equipment.
- Theft in any form is not acceptable.
- Fighting or threatening violence in the workplace.
- Violation of safety or health rules.
- Sexual or other unlawful harassment or discrimination.
- Extensive absenteeism or any absence without notice.
- Unauthorized use of employer telephones, mail system, Internet, or computer networks.
- Unauthorized use of employee personal telephones, Internet, or computers during work hours.
- Unauthorized disclosure of confidential Township information.
- Unsatisfactory performance or conduct including insubordination.
- Abuse of Township property.
- Violation of personnel policies, Township ordinances, department rules, or federal, state, or local laws.

In general, the Township expects that common sense, professionalism, and general decency will govern personal conduct. Please contact the Human Resources Director if you have any questions regarding the Township's Code of Conduct.

B. Confidentiality

Employees at the Township may overhear or have knowledge of confidential information from various sources (e.g. residents, businesses, etc.). It is the Township's policy that all information employees receive should be considered confidential unless the context clearly indicates otherwise. Confidential information will not be disclosed to external parties or to other employees without a legitimate business reason. If a Township employee has any questions about whether information is considered confidential, he/she should check with his or her supervisor, Director, or the Human Resources Director.

This policy is to alert employees to the need for discretion at all time and is not intended to inhibit normal Township communications.

All inquiries from the media should be referred to the Township Manager, Chief of Police, EMS/Fire Chief, or the Communications Director as applicable.

C. Conflicts of Interest

Township employees must avoid any relationship or activity that might impair, or even appear to impair their ability to make objective and fair decisions when performing their jobs. At times, an employee may be faced with situations in which actions taken on behalf of the Township may conflict with the employee's own personal interest. Township property, information, or business opportunities may not be used for personal gain.

Listed below are examples of conflicts of interest, but not limited to:

- Obtaining outside employment that may impair an employee's Township work responsibilities.
- Hiring family members or closely related persons.
- Serving as a board member or elected official for an outside organization.
- Accepting gifts, discounts, favors, or services from a business based on one's status as a Township employee.

D. Gifts and Favors

No elected or appointed official or employee shall solicit directly or indirectly or accept any gift, whether in the form of service, loan, thing, or promise, from any person, firm, or corporation, in order to influence his/her Township decision-making.

E. Outside Employment

Employees may engage in outside employment in accordance with the following limitations. In no case shall outside employment conflict with or impair work responsibilities to the Township. Outside employment is defined as any paid employment a Township employee participates in outside of their Township work responsibilities.

Any full-time employee desiring to participate in outside employment must obtain written permission from his/her Director and the Human Resources Director prior to beginning his/her outside employment. Unless granted expressed written permission from the Director and Human Resources Director, a Township employee shall not be allowed to engage in any outside employment while on a paid or unpaid leave of absence from the Township where benefits may be maintained.

Employees engaged in outside or supplemental employment shall:

- Not use Township facilities as a source of referral for private customers or clients.
- Not be engaged in outside employment during the employee's regularly scheduled working hours.
- Not use the name of the Township or any Township agency as a reference or credential in advertising or soliciting customers or clients.
- Not use any Township supplies, facilities, staff, or equipment, including computers or technology, with any outside employment or private practice.
- Maintain a clear separation of outside or supplemental employment from activities performed for the Township.
- Not cause any incompatibility, conflict of interest, or any possible appearance of a conflict of interest.

The Township shall not be liable, either directly or indirectly, for any activities performed by an employee participating in outside employment. Additionally, the Township retains the right to review and change any decisions granting a Township employee permission to obtain or participate in outside employment while employed by Township.

F. Attendance and Punctuality

Attendance and punctuality are critical to the service the Township provides to its residents. Therefore, employees are expected to be on time and present at work when able. Patterns of absenteeism or tardiness may result in discipline even if the employee has not yet exhausted available paid time off. Absences due to illnesses or injuries that qualify under the Family and Medical Leave Act (FMLA) will not be counted against an employee's attendance record. Medical documentation within the guidelines of the FMLA may be required in these instances. Vacation and personal leave must be scheduled with one's supervisor in advance. Sick leave may be used in the case emergency or sudden illness without prior scheduling.

Not reporting to work and not calling to report the absence is a no-call/no-show and is a serious matter. The first instance of a no-call/no-show will result in not less than a written warning. The second separate offense may result in more serious discipline up to termination of employment. **A no-call/no-show lasting three days will be considered job abandonment and will be deemed an employee's voluntary resignation of employment.**

G. Attire and Grooming

As public servants, it is important for all employees to project a professional image while at work by being appropriately attired. Meridian Township employees are expected to be neat, clean, and well-groomed while on the job. Clothing must be consistent with the standards for a business environment and must be appropriate to the type of work being performed. Employees in Township departments required to wear uniforms must do so and apply by all uniform policies implemented by the specific department.

The Township is confident that employees will use their best judgement regarding attire and appearance. Management reserves the right to determine appropriateness. Any employee who is improperly dressed will be counseled or in some cases may be sent home to change clothes.

Examples of unprofessional attire include but are not limited to:

- Sweatpants, leggings, yoga pants, exercise wear (spandex), shorts, and any pants or jeans that are worn or that have tears or holes.
- Beachwear, crop tops, clothing showing midriff, tops with spaghetti straps, and sleeveless t-shirts.
- Any clothing with a printed message, slogan, political message/endorsement, picture, or art depicting drugs, alcohol, sex, weapons, violence, or anything that is obscene, disrespectful, or offensive.

In keeping with appropriate attire and grooming, the Township allows reasonable self-expression through personal appearance unless it conflicts with an employee's ability to perform his or her position effectively or it is regarded offensive or harassing towards co-workers, residents or others with whom the Township conducts business.

The Township permits employees to wear jewelry or to display tattoos at the workplace with the following guidelines. Factors that management will consider to determine whether jewelry or tattoos may pose a conflict with an employee's job or work environment include:

- Personal safety of self or others.
- Productivity or performance expectations.
- Offensiveness to co-workers, customers, residents, vendors, or others in the workplace based on racial, sexual, religious, ethnic, or other characteristics or attributes of a sensitive or legally protected nature.
- Customer or resident complaints.

If management determines an employee's jewelry or tattoos may present such a conflict, the employee will be encouraged to identify appropriate options, such as removal of excess or offensive jewelry, covering of tattoos, or other reasonable means to resolve the conflict.

H. Electronic Communication and Internet Use

The following guidelines have been established for using the Internet, Township-provided cell phones, and e-mail in an appropriate, ethical, and professional manner:

- All technology systems used by the Township (telephones, facsimile machines, photocopiers, computers, printers, voice mail, e-mail systems, and other technology) are for Township business purposes and are provided to further our goals and service to the public. Employees must use common sense and adhere to appropriate work behavior when using the Township's technology systems.
- Any personal use of personal communication devices should be limited in duration and frequency so that it does not interfere with the employee's work responsibility or adversely affect the productivity of the employee or the employee's co-workers.
- Internet, company-provided equipment (e.g., cell phone, laptops, computers), and services may not be used for transmitting, retrieving, or storing any communications of a defamatory, discriminatory, harassing, or pornographic nature.
- The following actions are forbidden: using disparaging, abusive, profane, or offensive language; creating, viewing, or displaying material that might adversely or negatively reflect upon the Township or be contrary to the Township's best interests; and engaging in any illegal activities, including piracy, hacking, extortion, blackmail, copyright infringement, and unauthorized access of any computers and Township-provided equipment such as cell phones and laptops.
- Employees may not copy, retrieve, modify, or forward copyrighted materials, except with permission or as a single copy reference only.
- Employees should not open suspicious e-mails, pop-ups, or downloads. Employees may not install hardware or software, or engage in any other sort of file downloading or uploading without permission of the Township Manager, or his or her designee. Contact IT with any questions or concerns to reduce the release of viruses or to contain viruses immediately.
- Internal and external e-mails are considered to be public records and may be subject to discovery in the event of litigation and to the Freedom of Information Act (FOIA). Be aware of this possibility when sending e-mails within and outside the Township.

I. Right to Monitor

All Township-supplied technology and Township-supplied work records belong to the Township and not to the employee. The Township may routinely monitor the use of Township-supplied technology. Inappropriate or illegal use or communications may be subject to disciplinary action up to and including termination of employment.

J. Inspection

Meridian Township reserves the right to inspect all portions of its premises for drugs, alcohol, or other contraband. All employees may be asked to cooperate in inspections of their persons, work

areas, and property that might conceal drugs, alcohol, or other contraband. Employees who possess such contraband or refuse to cooperate in such inspection are subject to appropriate discipline up to and including termination.

K. Solicitation, Distribution, and Posting of Materials

Except with respect to protected labor relations activities, Meridian Township prohibits the solicitation, distribution, and posting of material on or at Township property by an employee or non-employee, except as may be permitted by this policy. The sole exceptions to this policy are Township-sponsored programs related to Meridian Township's activities.

Provisions: Except for protected labor relations activity,

- Non-employees may not solicit employees or distribute literature of any kind on Township premises at any time.
- Employees may only admit non-employees to work areas with management approval or as part of a Township-sponsored program. These visits should not disrupt workflow. An employee must accompany the non-employee at all times. Former employees are not permitted in Township workspaces unless on official business or invited by management. Protected labor relations activities are not permitted during scheduled working hours in the workplace unless prior approval is received.
- Employees may not solicit other employees during work times, except in connection with a Township-approved or sponsored event.
- Employees may not distribute literature of any kind during work times or in any work area at any time, except in connection with a Township-sponsored event, or approved by the Township Manager.
- The posting of material or electronic announcements are permitted with approval from the Township Manager or the Human Resources Department.

Violations of this policy should be reported to the Human Resources Department and are subject to disciplinary actions up to and including termination of employment.

L. Employee Travel and Reimbursement

Employees will be reimbursed for reasonable expenses and applicable IRS mileage reimbursements incurred in connection with Township Manager approved travel on behalf of the Township.

M. Use of Township Equipment

The use of Township equipment for other than official Township business is strictly prohibited.

N. Township Vehicles

Vehicles are authorized for use in conjunction with official duties or while in service only, unless otherwise specified within Department policy, subject to review and approval of the Township Manager, or by Township Board action.

All other Township vehicles, assigned or pool vehicles, will be used for official business only. Trips for personal business, other than breaks when the employee is in the field, will not be permitted. Employees shall not permit persons to drive Township vehicles who are not approved to do so.

All vehicles will be operated in accordance with applicable federal, state, and local traffic laws. Operators are responsible for reasonable vehicle maintenance checks (gas, oil, fluid levels, tires, unusual operation symptoms, noises, interior and exterior cleaning, etc.) and reporting vehicle problems to the Township mechanic.

Employees who receive a moving violation(s) may have the use of Township vehicles restricted by the Township Manager and may be subject to discipline.

O. Energy Efficient Workplace

Meridian Township is committed to raising awareness among employees on how to make better energy saving choices during the workday. The following list, although not all inclusive, will assist in making the Township a more green work environment:

- Make energy efficiency a habit.
- Lights will be turned off in employee offices, restrooms, storage areas, etc., when not occupied.
- Unplug unused electrical devices.
- Turn off computers overnight.
- Limit printer use and reduce paper usage.
- Use less electricity wherever possible.
- Utilize the recycle bins throughout the workplace.

VI. TIME OFF/LEAVES OF ABSENCE

A. Holiday Pay

Meridian Township recognizes paid holidays each year:

- New Year's Day
- Martin Luther King Jr. Day
- Good Friday (4 hours)
- Memorial Day
- Independence Day
- Labor Day
- Veterans Day
- Thanksgiving Day
- Day After Thanksgiving
- Christmas Eve
- Christmas Day
- New Year's Eve

Should a holiday fall on a weekend, the holiday will be observed on the work day closest to the holiday.

To qualify for holiday pay, employees must report to work on his/her regularly scheduled work day immediately preceding and immediately after his/her scheduled holiday, unless he/she is on vacation or is otherwise excused by his/her supervisor, except that holiday pay will not be paid to an employee who is on a leave of absence of one (1) week or more during which the holiday falls.

If an employee terminates his/her employment, he/she will not receive pay for holidays occurring after the last day worked.

Time off may be granted by the Township Manager to employees who desire to observe a religious holiday that is not recognized by the Township.

B. Vacation

All full-time and part-time employees are eligible for vacation leave benefits. Part-time employees working 20 to 29 hours per week will earn vacation on a pro-rated basis. For purposes of vacation leave, full-time employees are those working over 30 hours per week. Vacation accrual begins on the first day of the month following the hire date for full-time or permanent part-time employment. Vacation is accrued according to the schedule in this policy. Vacation can be used only after an employee has completed six months of continuous employment. Vacation leave will not be earned during an unpaid leave of absence.

To schedule vacation time, employees should submit a completed leave form to the employee's supervisor at least two weeks before the requested leave (refer to collective bargaining units for clarification).

Employees must ensure that they have enough accrued leave available to cover the dates requested. Requests will be approved based on a number of factors, including department operating and staffing requirements. The supervisor should return the leave request to the employee within three business day of the date it is submitted indicating that the request has been approved or denied. If the request for vacation leave is denied, the supervisor should provide an appropriate reason on the form returned to the employee.

Non Union Personnel Vacation Benefits Schedule

Each full-time employee shall accumulate vacation monthly up to a maximum of 25 working days (200 hours). The Township Manager may waive the maximum accumulation of vacation time upon written request of the employee. Vacation shall be earned according to the following schedule of continuous and completed years of service:

- Start through 4 years = 8 hours per full month worked
- 5 years through 9 years = 10 hours per full month worked
- 10 years and over = 14 hours per full month worked

Regular part-time employees earn vacation in a pro-rated amount.

If employment is terminated, accrued unused vacation leave earned through the last day of active employment will be paid at the employee's base rate of pay at termination.

C. Personal Leave

Personal leave days are made available to provide for pressing personal business which cannot be conveniently scheduled on the employee's time off. Each full-time employee shall be allowed three (3) paid personal leave days (24 hours) each calendar year with full pay and pro-rated if the employee is employed for less than one year. Regular, part-time employees receive pro-rated hours based on hours worked. Paid personal leave days must be used by the end of the calendar year. Personal leave may not be changed to sick or vacation leave, and shall not be cumulative. Personal leave also may not be used in conjunction with regularly established vacation periods and may not be scheduled consecutively at the end of the calendar year. Unused leave will be forfeited at the end of the calendar year.

D. Sick Leave

All regular full-time employees accrue sick leave beginning on the first day of the month following the employee's first day of work after hire for a maximum of 12 days per year. Regular, part-time employees accrue sick leave the first day of the month following the employee's first day of work after hire in a pro-rated amount using the full-time total of 12 days per year and the average number of hours the part-time employee works per week. Leave can be accumulated up to a total of one hundred ten (110) working days.

Employees may use sick leave if their presence is needed at home because of the illness of a member of their immediate family or they have a medical appointment of a routine or preventative nature. "Immediate family" is defined as parents, spouse, children, stepchildren, and any family members

living in the employee's household or any other relative for whom the employee is legally responsible for as a dependent or guardian.

Directors may require substantiation of sick leave as they deem necessary, including a certificate from a physician or an examination by a physician duly appointed by the Township. If such examination is required, the Township will pay the cost if not covered by insurance.

Sick leave may not be used during a vacation period or immediately before or after a vacation or holiday, unless substantiated by a doctor's certificate.

Upon separation of employment, the employee shall receive payment of 1/4 of his/her accumulated sick leave which is paid into the employee's ICMA/RHS account, provided at least two (2) weeks written notice of separation is given by the employee, and providing no abuse of sick leave takes place during the final two (2) weeks of his/her employment. Employees who are terminated by the Township due to misconduct are not entitled to any payout for unused sick leave and all such leave is forfeited. Employees who retire shall receive payment for one-half of his/her accumulated sick leave, which shall be paid into the employee's ICMA/RHS account, provided the employee has given the Township 30 days prior notice of retirement.

Employees who have accumulated 500 or more hours of unused sick leave at the beginning of any calendar year, have the option to sell back to the Township up to forty hours of sick leave at the end of the calendar year. Payment shall be based on the employee's current hourly rate of pay as of December 31 of that year.

E. Bereavement Leave

An employee who wishes to take time off due to the death of an immediate family member should notify his or her supervisor immediately.

Paid bereavement leave is granted according to the following schedule:

- Employees are allowed three days of paid leave in the event of the death of the employee's spouse, child, father, father-in-law, mother, mother-in-law, brother, sister, brother-in-law, sister-in-law, son-in-law, daughter-in-law, stepfather, stepmother, stepbrother, stepsister, stepson, stepdaughter, grandparent, grandchild, or spouse's grandparent. Based on extenuating circumstances, a Director, the Human Resources Director, or the Township Manager may grant leaves in excess of three days for bereavement.
- Employees are allowed one day of paid leave in the event of death of the employee's aunt, uncle, nephew, or niece.

F. Jury Duty

Upon receipt of notification from the state or federal courts of an obligation to serve on a jury, employees must notify their supervisor and provide him/her with a copy of the jury summons. The Township will pay a regular full-time and regular part-time employee his/her regular straight time rate which he/she would have earned if working. If jury duty ends before an employee's scheduled shift ends, he/she may either return to work or take personal or vacation leave for the remainder of

the day. In order to receive payment, an employee must give the Township at least two (2) days' prior notice that he/she has been summoned for jury duty, shall furnish satisfactory evidence that he/she reported for or performed jury duty on the day(s) for which he/she claims payment, and submit a copy of the payments received for jury duty less mileage paid.

G. Election Leave

Employees who are chosen to serve as an election official at polling sites will be permitted to take required time off to serve in this capacity. It is incumbent on employees who are chosen to act as election officials to notify their supervisor or Director a minimum of seven (7) days in advance of the need for time off in order to accommodate the necessary rescheduling of work periods. Time engaged as an election official should be reported and coded appropriately on timekeeping records.

H. Military Leave of Absence

Meridian Township is committed to protecting the job rights of employees absent on military leave. In accordance with federal and state law, it is the Township's policy that no employee or prospective employee will be subjected to any form of discrimination on the basis of that person's membership in or obligation to perform service for any of the Uniformed Services of the United States. Specifically, no person will be denied employment, reemployment, promotion, or other benefit of employment on the basis of such membership. Furthermore, no person will be subjected to retaliation or adverse employment action because such person has exercised his or her rights under applicable law or company policy. If any employee believes that he or she has been subjected to discrimination in violation of company policy, the employee should immediately contact Human Resources.

Employees taking part in a variety of military duties are eligible for benefits under this policy. Such military duties include leaves of absence taken by members of the Uniformed Services, including Reservists and National Guard members, for training, periods of active military service and funeral honors duty, as well as time being spent being examined to determine fitness to perform such service.

Employees requesting leave for military duty should contact the Human Resources Department to request leave as soon as they are aware of the need for leave.

I. Lactation/Breastfeeding

For up to one year after a child's birth, any employee who is breastfeeding her child will be provided reasonable break times as needed to express breast milk for her baby. The Township will designate a private room for this purpose. Breaks of more than 20 minutes in length will be unpaid, and the employee should indicate this break period on her time record.

VII. BENEFITS

For more information regarding benefits programs, please contact the Human Resources Department or refer to the Township Summary Plan Descriptions, which were provided to employees upon hire. In the event of a conflict between the provisions of this Manual and the terms of any insurance or plan document, the insurance or plan document shall apply.

A. Medical and Dental Insurance

The Township currently offers regular full-time employees regularly scheduled to work a minimum of 30 hours per week enrollment in medical and dental insurance coverage options in effect the first day of the month following their first day of work after hire.

Insurance elections are fixed for the remainder of the plan year. Changes in family status, as defined in the Plan document, allow employees to make midyear changes in coverage consistent with the family status change. Please contact the Human Resources Department to determine if a family status change qualifies under the Plan document and IRS regulations.

During open enrollment, employees may change medical, dental, and vision elections for the following year. An employee may refuse medical insurance coverage at his/her will. Such refusal must be documented in writing and submitted to the Human Resources Department. NOTE: if employees waive coverage considered affordable and the minimum essential under the Patient Protection and Affordable Care Act ("ACA"), they will not qualify for government credits and subsidies to purchase individual health insurance on the Marketplace. Employees should be aware of the individual responsibility requirement under the ACA. If employees refuse the offer of the Employer's health coverage and do not obtain coverage on their own, they will be subject to a penalty.

The Township will pay an employee \$375.00 per month if medical coverage is refused, but an employee waiving coverage must acknowledge that the Township has offered him or her affordable minimum essential coverage, as defined under the ACA and that he or she understands the consequences of the waiver of coverage.

The Township reserves the right to change insurance carriers and terms and conditions of insurance coverage at any time with the goal that the fundamental provisions of the coverage will not be changed.

The Human Resources Department is available to answer benefits plan questions and assist in enrollment as needed.

B. Flexible Spending Account

The Township currently offers an employee-funded flexible spending account (FSA) to regular full-time employees. Plan participants may elect an annual amount of flexible dollars to pay for eligible health care expenses, including medical or dental insurance deductibles, copayments, and out-of-pocket costs for vision care and other types of care.

If eligible medical or dental expenses are less than the elected annual amount of flex dollars for that calendar year, the balance may be held over to use for 2 months 15 days in the next calendar year. Claims must be submitted by March 31 for the previous calendar year to be applied to that balance.

C. Group Life Insurance

The Township provides regular full-time employees an employer-paid basic group term life policy along with an accidental death and dismemberment policy. Each policy pays a death benefit equal to the employee's salary to the next multiple of \$1,000, subject to the terms of the policy as to an age reduction in benefits and other terms.

D. Long-Term Disability Benefits

The Township offers regular full-time employees who are regularly scheduled to work a minimum of 30 hours per week a non-contributory long-term disability (LTD) base plan. This non-contributory base plan provides for monthly LTD benefits of 60% of basic monthly earnings to a pre-determined maximum benefit less any other offsets. Eligible employees are automatically enrolled as of the first day of the calendar month following their first date of work after hire. Long-term disability coverage terminates on the last day of employment.

Please direct any questions about long-term disability benefits to the Human Resources Department.

E. Pension Plans

Please refer to any applicable Collection Bargaining Agreement.

F. Retirement

- **401(a) Defined Contribution Plan:** The Township offers a contribution plan, requiring employee contributions and Township contributions, for eligible employees.
- **457 Deferred Compensation Plan:** Available to eligible employees.

The benefits are outlined in the plan documents which are available in the Human Resources Department. Please direct any questions about retirement benefits to the Human Resources Department.

G. Workers' Compensation Benefits - Coordination with Township Benefits

An employee who receives compensation under the Michigan Workers' Compensation Act may supplement workers' compensation benefits with the use of sick leave but only to the extent that the sick leave, together with workers' compensation benefits, does not result in regular take home

pay that exceeds what the employee would have received for working his or her regular shift. An employee will not accrue additional vacation, sick leave, personal leave, or holiday pay while receiving workers' compensation. The Township will provide health, dental and vision insurance benefits equivalent to those received by active employees for up to a total of six (6) months while an employee is on a leave covered by workers' compensation.

H. CARES Employee Assistance Program (EAP)

Through the CARES employee assistance program, the Township provides confidential access to professional counseling services. The EAP, available to all employees, offers problem assessment, short-term counseling and referral to appropriate community and private services. This service is provided on behalf of the Township by Sparrow Health System.

The EAP is confidential and is designed to safeguard an employee's privacy and rights. Contacts to and information given to the EAP counselor may be released to the Township only if requested by the employee in writing. There is no cost for an employee to consult with an EAP counselor. If further counseling is necessary, the EAP counselor will outline community and private services available. The counselor will also let employees know whether any costs associated with private services may be covered by their health insurance plan. Costs that are not covered are the responsibility of the employee.

I. COBRA

Eligible employees shall have the right to continue group health coverage for themselves and their dependents when they terminate employment at the Township. Such coverage is subject to the provisions of the COBRA laws and will be at the employee's expense.

Employees who terminate their employment with the Township or who experience another qualifying event under the provisions of the COBRA law will be advised of their rights by the Township.

VIII. COMPENSATION

A. Overtime Pay

Non-exempt employees who work more than 40 hours in a workweek will be paid time and one half for all hours worked over 40 in a workweek.

Employees who anticipate the need for overtime to complete their work must notify their supervisor in advance and obtain approval before working hours that extend beyond their normal schedule.

B. Compensatory Time

Non-exempt employees paid at an overtime rate for hours worked over 40 in a workweek may elect to receive compensatory time to be used for additional time off. Time worked over 40 hours in a workweek will be eligible for compensatory time if the additional time worked is approved in advance by the Director or Human Resources Director. Compensatory time is earned at the rate of one and one-half hour for each hour worked over 40 hours in a workweek. Accumulated compensatory time may be taken off only upon approval of the Director or Human Resources Director. Compensatory time may not be used before or after a scheduled vacation or a holiday.

An employee may not carry over more than forty (40) hours of compensatory time from one calendar year to the following calendar year. If it is not convenient to grant the use of compensatory time prior to the end of a calendar year, the Township Manager, in his or her sole discretion, may pay an employee for such compensatory time as he or she determines appropriate.

C. Longevity

The Township will pay longevity pay to employees according to the following schedule of continuous and completed years of service:

- 5 through 9 years = \$320
- 10 through 13 years = \$640
- 14 through 17 years = \$960
- Over 17 years = \$1280

Longevity payments must be earned (as of the end of five (5) years and paid in the first pay period thereafter) of any calendar year. For the purposes of computation, years of service shall be measured from the last date of continuous employment with the Township. Elected Officials are not eligible to receive longevity payments. Pro-rated longevity payments shall be made to an employee at retirement or to an employee who is currently, or has been, on an unpaid leave within the previous year who is otherwise eligible for longevity.

IX. UNLAWFUL HARASSMENT POLICY

A. Objective

The objective of the Township in implementing and enforcing this policy is to define workplace harassment, prohibit it in all forms, provide procedures for lodging complaints about conduct that violates this policy, investigate claims of unlawful harassment, and carry out appropriate disciplinary measures in the case of violations.

B. Scope

This policy applies to all employees, Full-Time, Part-Time, Seasonal, Interns, and Volunteers of the Township, as well as for citizens, vendors, visitors, or contracted employees. All employees, including Supervisors, Managers, and Directors will be subject to discipline, up to and including termination, for any violation of this Policy.

C. Workplace Harassment

The Township expects employees to respect the dignity and rights of others. Consistent with our policy of equal employment opportunity, harassment or discrimination in the workplace based on a race, color, ancestry, religion, sex, sexual orientation, national origin, age, physical or mental disability, citizenship status, veteran status, gender identity or expression or any other characteristic protected by applicable law (workplace harassment, including cyber harassment and cyber sexual harassment) will not be tolerated. It is the Township's policy that all employees are responsible for assuring that the workplace is free from discrimination and unlawful harassment against any employee, including sexual harassment and harassment on the basis of their protected characteristics. Actions, words, jokes, or comments based on or ridiculing an individual's protected characteristic will not be tolerated. Any employee found in violation of this policy will be subject to disciplinary action, up to and including termination.

D. Defining Sexual Harassment

Sexual harassment is unwelcome conduct of a sexual nature that is sufficiently persistent or offensive to unreasonably interfere with an employee's job performance or creates an intimidating, hostile, or offensive working environment. Sexual harassment is defined by the Equal Employment Opportunity Commission Guidelines as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when, for example: a) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, b) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or c) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Under Title VII of the Civil Rights Act of 1964, there are two types of sexual harassment: a) quid pro quo and b) hostile work environment. Sexual harassment can be physical and psychological in nature. An aggregation of a series of incidents can constitute sexual harassment even if one of the

incidents considered on its own would not be harassing. Employees are prohibited from sexually harassing other employees whether or not the incidents of harassment occur on Township premises and whether or not the incidents occur during working hours. Meridian Township adheres to all federal, state, and local laws applying to sexual harassment including Michigan's Elliot-Larsen Civil Rights Act.

E. Examples of Prohibited Conduct

Though sexual harassment encompasses a wide range of conduct, some examples of specifically prohibited conduct include the following:

- Physical assaults of a sexual nature, such as rape, sexual battery, molestation, or attempts to commit these assaults, and intentional physical conduct that is sexual in nature, such as touching, pinching, patting, grabbing, brushing against another employee's body, or poking another employee's body.
- Unwelcome sexual advances, propositions, or other sexual comments, such as sexually oriented gestures, noises, remarks, jokes, or comments about a person's sexuality or sexual experience.
- Preferential treatment or promises of preferential treatment to an employee for submitting to sexual conduct, including soliciting or attempting to solicit any employee to engage in sexual activity for compensation or reward.
- Sexual or discriminatory displays or publications anywhere in the Township workplace.
- Retaliation for sexual harassment complaints.

F. Complaint Resolution Procedures

1. Employees

If an employee believes that he or she has been subjected to unlawful harassment on the basis of sex or any other protected characteristic or any unwelcome attention on the basis of a protected characteristic, he or she may address the situation directly and immediately to the harasser, if possible. If the inappropriate conduct does not cease, or if the employee is unable to or is uncomfortable with addressing the alleged harasser directly, he or she must report the incident to his or her own supervisor or manager and the Human Resources Director. If the alleged harassment complaint is directly related to an employee's Supervisor, Manager or Director, the employee may report the incident to the Human Resources Director, Township Manager, or any other Director or Supervisor.

It is important to report any and all concerns of unlawful harassment or inappropriate conduct to the Human Resources Director or a supervisor/director as soon as possible, but no later than 182 days from the initial event. Management must be made aware of the situation so that it can conduct an immediate and impartial investigation and take appropriate action to remediate or prevent the prohibited conduct from continuing.

To initiate a formal investigation into an alleged violation of this policy, employees are asked to provide a statement about the alleged misconduct to the Human Resources Director. The Human Resources Director may assist the complainant in completing or documenting the statement.

To ensure the prompt and thorough investigation of a complaint of unlawful harassment, the complainant should provide as much of the following information as is possible:

- The name, department, and position of the person or persons allegedly engaging the harassment.
- A description of the incident(s), including the date(s), location(s), and the presence of any witnesses.
- The effect of the incident(s) on the complainant's ability to perform his or her job, or on other terms or conditions of his or her employment.
- The names of the other individuals who might have been subject to the same or similar harassment.
- Any other information the complainant believes to be relevant to the harassment complaint.

2. *Directors, Managers, and Supervisors*

Directors, Managers, and Supervisors must deal expeditiously and fairly with allegations of unlawful harassment within their departments whether or not there has been a written or formal complaint. They must:

- Take all complaints or concerns of alleged or possible harassment or discrimination seriously no matter how minor or who is involved.
- Ensure that harassment or inappropriate sexual oriented conduct is immediately reported to the Human Resources Director or Human Resources Department (also referred to as "Human Resources") so that a prompt investigation can occur.
- Take appropriate action to prevent retaliation or prohibited conduct from recurring during and after any investigations or complaints.

Directors, Managers and Supervisors who knowingly allow and tolerate unlawful harassment or retaliation, including the failure to immediately report such conduct to Human Resources, are in violation of this policy and subject to discipline up to and including termination.

3. *Human Resources*

The Human Resources Director is responsible for:

- Ensuring that both the individual filing the complaint and the allegedly accused individual are aware of the seriousness of a harassment complaint.
- Explaining this policy and investigation procedures to the complainant and the respondent.
- Exploring informal means of resolving harassment complaints.

- Arranging for and conducting an investigation of the alleged harassment and the preparation of a written report.
- Submitting a written report summarizing the results of the investigation and making recommendations to the Township Manager.
- Notifying the complainant and the accused of the corrective actions to be taken, if any, and administering those actions.

G. Confidentiality

In order to protect the interests of all involved, confidentiality will be maintained to the extent practicable and deemed appropriate by the Township. The Human Resources Director shall take adequate steps to ensure that the complainant is protected from retaliation during the period of the investigation. All the information pertaining to a harassment complaint or investigation is maintained by the Human Resources Director.

H. Discipline

Employees who violate this policy are subject to appropriate discipline. If an investigation results in finding that this policy has been violated, the mandatory minimum discipline is a written reprimand. The discipline for very serious or repeat violations is termination of employment.

Y. FAMILY AND MEDICAL LEAVE ACT (FMLA) POLICY

A. About

The function of this policy is to provide Township employees with a general description of their FMLA rights. In the event of any conflict between this policy and the applicable law, employees will be afforded all rights required by law.

If you have any questions, concerns, or disputes related to this policy, you must contact the Human Resources Director in writing.

B. General Provisions

Under this policy, Meridian Charter Township will grant up to 12 weeks (or up to 26 weeks of military caregiver leave to care for a covered service member with a serious injury or illness) during a 12-month period to eligible employees. The leave may be paid, unpaid, or a combination of paid and unpaid leave, depending on the circumstances of the leave and as specified in this policy.

C. Eligibility

To qualify to take family or medical leave under this policy, the employee must meet all of the following conditions:

- 1) The employee must have worked for the Township for 12 months or 52 weeks. The 12 months or 52 weeks need not have been consecutive. Separate periods of employment will be counted, provided that the break in service does not exceed seven (7) years. Separate periods of employment will be counted if the break in service exceeds seven (7) years due to National Guard or Reserve military service obligations or when there is a written agreement, including a collective bargaining agreement, stating the employer's intention to rehire the employee after the service break. For eligibility purposes, an employee will be considered to have been employed for an entire week even if the employee was on the payroll for only part of a week or if the employee is on leave during the week.
- 2) The employee must have worked at least 1,250 hours during the 12-month period immediately preceding the commencement of the leave. The 1,250 hours do not include time spent on paid or unpaid leave. Consequently, these hours of leave will not be counted in determining the 1,250 hours eligibility test for an employee under FMLA.

D. Types of Leave Covered

To qualify as FMLA leave under this policy, the employee must be taking leave for one of the reasons listed below:

- 1) The birth of a child and in order to care for that child.
- 2) The placement of a child for adoption or foster care and to care for the newly placed child.
- 3) To care for a spouse, child, or parent with a serious health condition.
- 4) The serious health condition (described below) of the employee.

An employee may take leave because of a serious health condition that makes the employee unable to perform the functions of the employee's position.

A serious health condition is defined as a condition that requires inpatient care at a hospital, hospice, or residential medical care facility, including any period of incapacity or any subsequent treatment in connection with such inpatient care or a condition that requires continuing care by a licensed health care provider.

This policy covers illnesses of a serious and long-term nature, resulting in recurring or lengthy absences. Generally, a chronic or long-term health condition that would result in a period of three consecutive days of incapacity with the first visit to the health care provider within seven (7) days of the onset of the incapacity and a second visit within 30 days of the incapacity would be considered a serious health condition. For chronic conditions requiring periodic health care visits for treatment, such visits must take place at least twice a year. Pregnancy (including pre-natal medical appointments, incapacity due to related sickness, and medical required bedrest) is also covered. Employees with questions about what illnesses are covered under this FMLA policy or under the Township's sick leave policy are encouraged to consult with the Human Resources Director.

If an employee takes paid sick leave for a condition that progresses into a serious health condition and the employee requests unpaid leave as provided under this policy, the Township may designate all or some portion of related leave taken as leave under this policy, to the extent that the earlier leave meets the necessary qualifications.

- 5) Qualifying exigency leave for families of members of the National Guard or Reserves or of a regular component of the Armed Forces when the covered military member is on covered active duty or called to covered active duty.

The qualifying exigency must be one of the following:

- a. Short-notice deployment
- b. Military events and activities
- c. Child care and school activities
- d. Financial and legal arrangements
- e. Counseling
- f. Rest and recuperation
- g. Post-deployment activities
- h. Additional activities that arise out of active duty, provided that the employer and employee agree, including agreement on timing and duration of the leave.

Eligible employees are entitled to FMLA leave to care for a current member of the Armed Forces, including a member of the National Guard or Reserves, or a member of the Armed Forces, the National Guard or Reserves who is on the temporary disability retired list, who has a serious injury or illness incurred in the line of duty on active duty for which he or she is undergoing medical treatment, recuperation, or therapy; or otherwise in outpatient status; or otherwise on the temporary disability retired list. Eligible employees may not take leave under this provision to care for former members of the Armed Forces, former members of the National Guard and Reserves, and members on the permanent disability retired list.

In order to care for a covered service member, an eligible employee must be the spouse, son, daughter, or parent, or next of kin of a covered service member. Any employee with specific eligibility questions should seek assistance from the Human Resources Department.

E. Amount of Leave

An eligible employee can take up to 12 weeks for the FMLA circumstances (1) through (5) above under this policy during any 12-month period. The Township will measure the 12-month period as a rolling 12-month period measured forward from the date an employee uses any leave under this policy.

An eligible employee can take up to 26 weeks for the FMLA circumstance military qualifying exigencies during a single 12-month period. For this military caregiver leave, the Township will measure the 12-month period as a rolling 12-month period measured forward. FMLA leave already taken for other FMLA circumstances will be deducted from the total of 26 weeks available.

If a husband and wife both work for the Township and each wishes to take leave for the birth of a child, adoption or placement of a child in foster care, or to care for a parent (but not a parent "in-law") with a serious health condition, the husband and wife may only take a combined total of 12 weeks of leave. If a husband and wife both work for the Township and each wishes to take leave to care for a covered injured or ill service member, the husband and wife may only take a combined total of 26 weeks of leave.

F. Employee Status and Benefits during Leave

While an employee is on leave, the Township will continue the employee's health benefits during the leave period at the same level and under the same conditions as if the employee had continued to work.

If the employee chooses not to return to work for reasons other than a continued serious health condition of the employee or the employee's family member or a circumstance beyond the employee's control, the Township may require the employee to reimburse the Township the amount it paid for the employee's health insurance premium during the leave period.

The Township shall have no obligation to pay health care premiums for the employee on unpaid leave for any time after the employee's approved FMLA absence from work. Employees may continue insurance coverages at their own expense during approved, unpaid leave of absence. An employee will not accumulate sick or vacation leave, nor be paid for holidays which may fall during the unpaid leave period.

If the employee does not continue these payments, the Township may discontinue coverage during the leave. If the Township maintains coverage, the Township may recover the costs incurred for paying the employee's share of any premiums, whether or not the employee returns to work. The Township will provide 15 calendar days' notice prior to the employee's loss of coverage.

G. Employee Status after Leave

In order to return to work an employee who takes leave under this policy will be asked to provide a fitness for duty without restrictions from the health care provider. This requirement will be included in the Township's response to the FMLA request. Generally, an employee who takes FMLA leave will be able to return to the same position or a position with equivalent status, pay, benefits and other employment terms. The position will be the same or one which is equivalent in terms of pay, benefits and working conditions. The Township may choose to exempt certain key employees from this requirement and not return them to the same or similar position.

H. Use of Paid and Unpaid Leave

An employee who is taking FMLA leave because of the employee's own serious health condition or the serious health condition of a family member must use all paid sick leave prior to the use of personal and vacation leave. FMLA leave will be unpaid except that employees must exhaust any accumulated sick leave time as compensation during the FMLA leave. FMLA leave will run concurrently with all paid sick leave that must be exhausted or that is voluntarily taken, all workers compensation leave and all long-term disability leaves. An employee who is using military FMLA leave for a qualifying exigency must use all paid sick leave prior to being eligible for unpaid leave. An employee using FMLA military caregiver leave must also use all paid sick leave prior to being eligible for unpaid leave.

I. Intermittent Leave or a Reduced Work Schedule

Township employees may take FMLA leave in 12 consecutive weeks, may use the leave intermittently (take time when needed over the year) or, under certain circumstances, may use the leave to reduce the workweek or workday, resulting in a reduced hour schedule. In all cases, the leave may not exceed a total of 12 workweeks (or 26 workweeks to care for an injured or ill service member over a 12-month period). In all cases, the leave must be qualified leave under the FMLA.

The Township may temporarily transfer an employee to an available alternative position with equivalent pay and benefits if the alternative position would better accommodate the intermittent or reduced schedule, in instances of when leave for the employee or employee's family member is foreseeable and for planned medical treatment, including recovery from a serious health condition or to care for a child after birth or placement for adoption or foster care.

For the birth, adoption or foster care of a child, the Township and its employees must mutually agree to a schedule before any employee may take the leave intermittently or work a reduced hour schedule. Leave for birth, adoption or foster care of a child must be taken within one year of the birth or placement of the child.

If an employee is taking leave for a serious health condition or because of a serious health condition of a family member, the employee should try to reach agreement with the Township before taking intermittent leave or working a reduced hour schedule. If this is not possible, then the employee must prove that the use of the leave is medically necessary.

J. Certification for the Employee's Serious Health Condition/ Family Member/ Qualifying Military Exigency

The Township will require certification for an employee's/family member's serious health condition or qualifying exigency. The employee must respond to such a request within 15 calendar days of the request or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of continuation of leave. Medical certification will be provided using the U.S. Department of Labor (DOL) Certification of Health Care Provider for Employees/Family Members Serious Health Condition and the DOL Certification of Qualifying Exigency.

The Township may directly contact the employee's health care provider for verification or clarification purposes using a health care professional, a Human Resources employee, leave administrator, or management official. The Township will not use the employee's direct supervisor for this contact. Before the Township makes this direct contact with the health care provider, the employee will be given an opportunity to resolve any deficiencies in the medical certification. In compliance with HIPAA Medical Privacy Rules, the Township will obtain the employee's permission for clarification of individually identifiable health information.

The Township has the right to ask for a second opinion if it has reason to doubt the certification. The Township will pay for the employee to get a certification from a second doctor, which the Township will select. The Township may deny FMLA leave to an employee who refuses to release relevant medical records to the health care provider designated to provide a second or third opinion.

If necessary to resolve a conflict between the original certification and the second opinion, the Township will require the opinion of a third doctor. The Township and the employee will mutually select the third doctor, and the Township will pay for the opinion. This third opinion will be considered final. The employee will be provisionally entitled to leave and benefits under the FMLA policy pending the second or third medical opinion.

K. Recertification

The Township may request recertification for the serious health condition of an employee or the employee's family member, or military/family service member no more frequently than every 30 days unless circumstances have changed significantly, or if the Township receives information casting doubt on the reason given for the absence, or if the employee seeks an extension of the leave.

L. Procedure for Requesting FMLA Leave

All employees requesting FMLA leave must provide verbal or written notice of the need for the leave to the Human Resources Department. Within five (5) business days after the employee has provided this notice, the Human Resources Department will complete and provide the employee with the DOL Notice of Eligibility and Rights.

When the need for the leave is foreseeable, the employee must provide the Township with at least 30 days' notice. When an employee becomes aware of a need for FMLA leave less than 30 days in advance, the employee must provide notice of the need for the leave either the same day or the next business day. When the need for FMLA leave is not foreseeable, the employee must comply with the Township's usual and customary notice and procedural requirements for requesting leave, absent unusual circumstances.

M. Designation of FMLA Leave

Within five (5) business days after the employee has submitted the appropriate certification form, the Human Resources Department will complete and provide the employee with a written response to the employee's request for FMLA leave using the DOL Designation Notice.

N. Intent to Return to Work from FMLA Leave

The Township may require an employee on FMLA leave to report periodically on the employee's status and intent to return to work.

Prior to returning to work, an employee must provide a fitness for duty release from the physician.

XI. REASONABLE ACCOMMODATION/ AMERICANS WITH DISABILITIES ACT (ADA) AND AMENDMENTS ACT (ADAAA) POLICY

A. Reasonable Accommodation/ Americans with Disabilities Act (ADA)

The Americans with Disabilities Act (ADA), the State of Michigan's Persons With Disabilities Civil Rights Act, and Meridian Charter Township's Human Relations ordinance provide an opportunity for greater economic security for a significant number of citizens by providing Equal Employment Opportunity (EEO) protection for achieving and maintaining employment. The Township strives to demonstrate its commitment to this concept by requiring the removal of unnecessary and artificial barriers to employee selection and work access and by maintaining an orderly and structured process for working with employees in an interactive process to make reasonable accommodations that allow an otherwise qualified individual with a disability to perform the essential functions of a job assignment. It is the policy of the Township to provide reasonable accommodations in employment to qualified individuals with disabilities unless the accommodation would impose an undue hardship on Township operations or would change the essential functions of the position. Retaliation against an individual with a disability for using this policy is prohibited.

B. Notification and Medical Documentation

In general, it is the responsibility of an applicant or employee with a disability to inform the Human Resources Director that a need for an accommodation exists or that some adjustment or change is needed to perform the essential function of a job because of limitations caused by a disability. A reasonable accommodation refers to change or adjustment in the job or the work environment that allows a qualified employee with a disability to perform the essential functions of his or her job. While it has been our experience that supervisors and employees often informally work through issues surrounding limitations caused by a disability, this policy has been developed to provide a formal process through which the employee notifies the Human Resources Director for assistance.

Generally speaking, any request for an accommodation should be made in writing within 182 days or sooner after you know or reasonably should have known of the need for accommodation.

When the Human Resources Director is so notified, the Human Resources Department initiates the interactive process with the individual by requesting the employee to identify what accommodations are requested (if known) and to provide appropriate medical documentation. A form for accommodation requests (to be supported by medical documentation) is available from Human Resources. Employees can also provide requests in another format so long as the necessary information is provided.

Appropriate medical documentation should:

1. Describe the nature, severity, and duration of the employee's impairment.
2. Describe the activity or activities that the impairment limits.
3. Describe the extent to which the impairment limits the employee's ability to perform any specific employment activity or activities.
4. Substantiate the need for accommodation and makes suggestions, if reasonably possible, for any specific accommodations.

Employees seeking accommodation will be notified if their documentation is insufficient. In obtaining this information, employees are cautioned that the Township is not requesting nor should the employee provide part of his or her medical documentation any genetic information regarding the employee or a family member protected by the Genetic Information Nondiscrimination Act (GINA).

C. Interactive Process

Once a request has been made and appropriate medical documentation supporting the need for accommodation has been provided, then the circumstances will be addressed on a case-by-case basis. This process may encompass one or more of the following steps or other efforts not listed below that are reasonably needed to determine where an applicant's or employee's needs can be met through the reasonable accommodation process:

- Job analysis, job description review, and review of any other relevant data regarding job requirements and functions.
- Consultations with the appropriate supervisor and Human Resources, and others as necessary, to define possible accommodation that might be reasonably necessary to permit or allow an otherwise qualified person with a disability to participate in the screening process in the case of applicants, or to perform the job assignment under consideration for employees.
- Applicant accommodation requests will be handled by Human Resources in conjunction with the selection manager.
- Among the points to be addressed in the analysis are whether, based on the information available, the employee is otherwise qualified to perform the essential job functions; the physical and/or mental work requirements; physical barriers, if any, based on the work location; the effect of accommodations on related jobs or individuals; any possible threats to the health/safety of the person with a disability or to others in the work place; any undue hardship on the Township in providing the accommodation; and estimated dollar costs (if any) to accomplish the desired accommodation.

All applicants and employees are expected to cooperate in the interactive process. As part of the process, employees should also remember that the Township is not obligated to and will not provide personal use items needed in accomplishing daily activities, such as eye glasses or hearing aids, but will consider work-specific equipment, such as but not limited to, voice-activated software or adaptive technology where appropriate.

D. Decision on Accommodation and Recordkeeping

Once the interactive process is complete and a decision is made regarding accommodations, the employee will be notified by Human Resources. The employee will also be notified if/when documentation needs to be renewed or updated.

Human Resources will also produce the decision in writing and document it in the employee's confidential medical file. The supervisor is responsible for providing support in completing appropriate written documentation to Human Resources. Information regarding an employee's disability and requests for accommodations will be kept confidential and shared with others only if they have a legitimate business reason to know.

E. Terms Used in This Policy

- **Disability:** A physical or mental impairment that substantially limits one or more major life activities of the individual, a record of such an impairment, or being regarded as having such an impairment.
- **Major life activities:** Term includes caring for oneself, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating and working.
- **Major bodily functions:** Term includes physical or mental impairment such as any physiological disorder or condition, cosmetic disfigurement or anatomical loss affecting one or more body systems, such as neurological, musculoskeletal, special sense organs, respiratory (including speech organs), cardiovascular, reproductive, digestive, genitourinary, immune, circulatory, hemic, lymphatic, skin and endocrine. Also covered are any mental or psychological disorders, such as intellectual disability (formerly termed "mental retardation"), organic brain syndrome, emotional or mental illness and specific learning disabilities.
- **Substantially limiting:** In accordance with the ADAAA final regulations, the determination of whether an impairment substantially limits a major life activity requires an individualized assessment, and an impairment that is episodic or in remission may also meet the definition of disability if it would substantially limit a major life activity when active. Some examples of these types of impairments may include epilepsy, hypertension, asthma, diabetes, major depressive disorder, bipolar disorder, and schizophrenia. An impairment, such as cancer that is in remission but that may possibly return in a substantially limiting form, is also considered a disability under US Equal Employment Opportunity Commission (EEOC) final ADA Amendments Act of 2008 (ADAAA) regulations.

- **Direct threat:** A significant risk to the health, safety or well-being of individuals with disabilities or others when this risk cannot be eliminated by reasonable accommodation.
- **Qualified individual:** An individual who, with or without reasonable accommodation, can perform the essential functions of the employment position that such individual holds or desires.
- **Reasonable accommodation:** Includes any changes to the work environment and may include making existing facilities readily accessible to and usable by individuals with disabilities, job restructuring, part-time or modified work schedules, telecommuting, reassignment to a vacant position, acquisition or modification of equipment or devices, appropriate adjustment or modifications of examinations, training materials or policies, the provision of qualified readers or interpreters, and other similar accommodations for individuals with disabilities.

F. Appeals

If the employee disagrees with the accommodation selected or has been denied an accommodation to which the employee believes he/she is entitled to, the employee may appeal the decision to the Township Manager within twenty (20) working days of the date of the decision.

XII. SOCIAL MEDIA POLICY

A. Introduction

In order to provide residents timely information about activities, news, and events regarding Meridian Township, the Township may administer various social media accounts. The Township also acknowledges and honors employees' rights to have their own personal social media accounts.

To promote an inclusive work environment, the Township has developed a policy for official Meridian Township social media accounts. The Township has also drafted guidelines for employees to consider while using their own personal social media accounts. If there are any questions regarding this policy, please feel free to contact the Human Resources Director.

B. "Official" Township Social Media Accounts

An official Township social media account is defined as a social media account representing the Township in an official capacity (e.g. a social media account representing the Police Department). The Township retains the rights to alter any employee's access to any social media platform at the workplace and to also republish or re-use any content posted on an official Township social media account. Although not all-encompassing, the following is a list of Township regulations regarding employee use of official Township social media accounts.

- **Approval** – The creation of any official Township social media accounts must be approved by the Township Manager or by a designated appointee of the Township Manager.
- **Adherence to Departmental Policies** – Township departmental guidelines regarding official Township social media accounts may not usurp the Township Social Media Policy. However, employees must adhere to any additional official Township social media policies set by their department. Additionally, employees operating official Township social media accounts must adhere to all Information Technology (IT) policies.
- **Identification** – When relevant, all employees representing the Township on an official Township social media account, must identify themselves by name and role within the Township.
- **Confidential Information** – Operators of official Township social media accounts shall not share any confidential Township information including, but not limited to, pending Township litigation or personnel matters.
- **Obscene Content** – Although not an all-encompassing list, Township employees operating official Township social media accounts shall not share any content that is deemed harassing, libelous, defamatory, discriminatory, pornographic, or any material which may cause a hostile work environment.
- **Endorsements** – Employees operating official Township social media accounts shall not, without prior written approval from the Township Manager or by a designated appointee of the Township Manager, share any content that endorses political candidates, political causes, ballot proposals, or businesses and services.

- **Usage** – Content posted by operators of official Township social media accounts shall not be a substitute for any public notice requirements mandated by federal, state, or local law.
- **Intellectual Property** – Official Township social media accounts shall adhere to all federal and state laws that govern intellectual property including, but not limited to, copyright and trademark protections.
- **Document Storage** – All official Township social media content shall adhere to existing Township electronic document storage procedures and all Township Freedom of Information Act (FOIA) policies and procedures.
- **Right to Monitor** – Operators of official Township social media accounts shall have the right to monitor all content shared by these accounts as well as content contributed by the public. Additionally, operators have the right to remove content contributed by the public if deemed vulgar, harassing, or threatening. Threats or harassing material shall be reported to the proper law enforcement agency.
- **Press Requests** – Meridian Township honors employees’ rights to speak to the press. However, the Township asks employees operating official Township social media accounts to consider forwarding all requests from the media or press to a supervisor or the Communications Department.
- **Work Responsibilities** – Operators of official Township social media accounts shall only use these accounts for work-related purposes. Excessive use of non-work related use of social media platforms during work hours is subject to discipline.

C. Personal Social Media Use

Meridian Township respects employees’ rights to express themselves through social media and additionally adheres to all provisions in Michigan’s Internet Privacy Protection Act. *However, all content shared by Meridian Township employees on their personal social media accounts should be considered public and permanent, and may be monitored by the Township.*

Personal social media use is considered as employees using social media on their own personal accounts, not representing the Township in an official capacity. Although not all-encompassing, the following is a list of guidelines for an employee to consider when using personal social media.

- **Identification** – If an employee of Meridian Township identifies themselves as an employee of Meridian Township on a personal social media account, the employee should note that the account is non-official.
- **Disclaimer Recommendation** – Employees who identify themselves as Township employees on personal social media accounts may want to consider posting a disclaimer on their account stating, “The views and opinions expressed here are the views of the writer and do not necessarily reflect the views and opinions of Meridian Charter Township.”
- **Be Respectful** - Always be fair and courteous to fellow employees, the public, vendors or people who work on behalf of the Township. Also, keep in mind that you are more likely to resolve work-related complaints by speaking directly with your co-workers or by utilizing our Open Door Policy than by posting complaints to a social media outlet. Nevertheless, if you decide to post complaints or criticism, avoid using statements, photographs, video or audio that reasonably could be viewed as malicious, obscene, threatening or intimidating, that disparage co-workers, customers, associates or suppliers, or that might constitute harassment or bullying.
- **Obscene Content** – Township employees should refrain from publicly sharing obscene content on personal social media accounts (as defined in the “Official” Township Social Media Accounts).
- **Confidential Information** – Township employees may not publicly share confidential Township information on personal social media accounts (as defined in the “Official” Township Social Media Accounts).
- **Use of Township Logos** – Township employees may not use any Township logos on their personal social media accounts without the expressed written permission by the Township Manager or by a designated appointee of the Township Manager.

XIII. Military Leave Policy (USERRA)

Meridian Charter Township values its employees who also serve in the military. It is the policy of Meridian Charter Township to comply with the Uniformed Services Employment and Reemployment Act of 1994 (USERRA), as revised, and applicable state laws that protect job rights and benefits for veterans and members of the reserves. The laws cover all persons serving in the Army, Navy, Marine Corps, Air Force, Coast Guard, Public Health Service commissioned corps, and the reserve components of these services, and the National Guard.

USERRA provides protection to employees who are absent from work for active duty, active duty for training, initial active duty for training, funeral honors duty, inactive duty training, full-time National Guard duty under federal direction, and a period for which a person is absent from a position of employment for the purpose of an examination to determine the fitness of the person to perform any of those duties. In addition, also protected are those in service in the commissioned corps of the Public Health Service, those attending a military service academy, and those participating in a ROTC active or inactive duty training program. Covered service also includes an employee's service as an intermittent disaster-response appointee upon activation of the National Disaster Medical System (NDMS) or as a participant in the authorized NDMS training program. Finally, in times of war or national emergency, the President has the authority to designate any category of persons called into the country's service at such times as a service member covered by USERRA's rights and protections.

A. Notice Required

An employee taking leave provided in USERRA (or appropriate commanding officer of the employee) must provide as much advance written or oral notice as possible of the need for leave, unless impossible because of military necessity or otherwise impracticable or unreasonable. Consistent with the Department of Defense recommendations, the Township requests at least thirty (30) days' notice.

B. Documentation

An employee taking leave provided in USERRA is required to provide documentation confirming his or her military service for leave that is longer than thirty (30) days. The Township requests that employees provide documentation for all leave taken under USERRA.

C. Confirmation of Service

An employee taking leave provided in USERRA must provide the name and contact information of his or her commanding officer. The Township reserves the right provided in USERRA to contact the commanding officer of an employee to confirm the service related to any leave.

D. Employment and Pay

Upon presentation by a regular full-time employee of compensation records identifying the date of and payment made for the training program, the Township shall pay the difference between the compensation received for the training and the compensation that would have been received

had the regular full-time employee worked as scheduled for up to ten (10) working days annually. In the event that the annual training required for an employee exceeds the ten (10) days specified above, the additional days shall be granted as a leave of absence without pay (or charged against the employee's accumulated vacation leave, if requested by the employee).

E. Reemployment

Under USERRA, an employee is entitled to reemployment upon separation from military leave, if the employee:

- Was honorably discharged or terminated from service;
- Was employed in a position for which there was an expectation of continued employment;
- Has not been absent for duty in the military for longer than a cumulative period of five years, unless involuntarily retained in the military;
- Reported to work or notified his or her supervisor of an intention to return to work, at the proper time, as indicated within this policy.

Period of Service	Required Employee Action	When Action Must Be Taken
1 – 30 days	Report to work	(1) On the next regularly scheduled work shift on the first full calendar day after service ended, plus the time for safe transportation back to his/her residence and eight hours of rest – OR – (2) As soon as possible after the eight hour rest period, if, through no fault of the employee, it would be impossible or unreasonable to report within the time described in (1)
31 – 180 days	Notify his or her supervisor in writing of the employee's intent to return to work	Within 14 calendar days (Unless impossible or unreasonable through no fault of the employee, then the next first full calendar day that submitting the request becomes possible)
181+ days	Submit a written request for reemployment	Within 90 days after completing service

This policy may not address all issues concerning your rights during military leave. If issues arise that are not addressed in this policy, the Township will abide by USERRA and other applicable laws. Should you have any questions or require further information, please see the Human Resources Director.

THE CHARTER TOWNSHIP OF MERIDIAN PERSONNEL POLICY MANUAL

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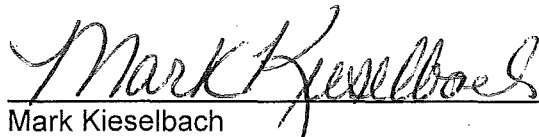
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MEMORANDUM

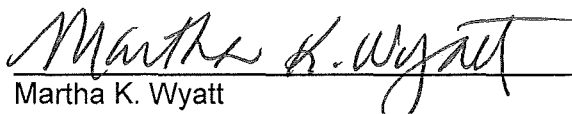
TO: Township Board

FROM:



Mark Kieselbach

Director of Community Planning and Development



Martha K. Wyatt

Associate Planner/Landscape Architect

DATE: October 29, 2015

RE: Rezoning #15030 (Ghulam H. Sumbal), request to rezone approximately 1.4 acres located at 1998 Jolly Road from RR (Rural Residential) to RA (Single Family-Medium Density)

The applicant, Ghulam H. Sumbal, has requested the rezoning of a 1.4 acre parcel located at 1998 Jolly Road from RR (Rural Residential) to RA (Single Family-Medium Density). Two single-family dwellings are located on the subject site, though only one is occupied due to the lack of public utilities to the second dwelling.

The Planning Commission held a public hearing on the rezoning request at their regular meeting on July 27, 2015. The applicant subsequently added a condition to the rezoning request in his letter dated August 13, 2015, with a voluntary offer of a condition which would allow the property to remain RR (Rural Residential) if the applicant should be unsuccessful in obtaining a variance from the Zoning Board of Appeals to allow a shared driveway to serve both dwellings.

A second public hearing was held at the Planning Commission's regular meeting on September 28, 2015. During the public hearing the Planning Commission discussed options for a second access drive to the site such as another driveway from Jolly Road or a private access drive from Summergate Lane on a parcel of land that is part of the Hiawatha Lakes subdivision. The Planning Commission also noted concerns with the conditional rezoning request where the property would revert back to RR (Rural Residential) if a variance is not granted by the Zoning Board of Appeals for a shared driveway.

On October 12, 2015 the Planning Commission voted 7-1 to recommend approval of the request to rezone approximately 1.4 acres from RR (Rural Residential) to RA (Single Family-Medium Density), citing the following reasons for its decision:

1. The subject site is designated in the Residential 1.25 to 3.5 dwelling units per acre classification on the 2005 Master Plan Future Land Use Map.
2. The proposed rezoning to RA (Single Family-Medium Density) is consistent with the 2005 Future Land Use Map designation of 1.25 to 3.5 dwelling units per acre.
3. Properties surrounding the subject site are zoned RA (Single Family-Medium Density).

4. Rezoning 1998 Jolly Road to RA (Single Family-Medium Density) is consistent with the existing uses located east, west, and north of the site.
5. Public utilities and services are available to serve the site.

Township Board Options

The Township Board may approve or deny the proposed rezoning from RR (Rural Residential) to RA (Single Family-Medium Density). A resolution will be provided at a future meeting.

Attachments

1. Staff memorandums dated September 24, 2015 and October 8, 2015
2. Planning Commission minutes dated September 28, 2015 (public hearing) and October 12, 2015 (decision)

**Rezoning #15030
(Ghulam H. Sumbal)
September 24, 2015**

APPLICANT: Ghulam H. Sumbal
1998 Jolly Road
Okemos, MI 48864

STATUS OF APPLICANT: Owner

REQUEST: Rezone to RA (Single Family-Medium Density) with a condition which would allow the property to remain zoned RR (Rural Residential) if a variance is not obtained for a shared driveway.

CURRENT ZONING: RR (Rural Residential)

LOCATION: 1998 Jolly Road

AREA OF SUBJECT SITE: 1.4 acres

EXISTING LAND USE: Two single-family residences

**EXISTING LAND USES
IN AREA:**
North: Single-family residences
South: Single-family residences and Agriculture
East: Hiawatha Elementary School
West: Single-family residences

CURRENT ZONING IN AREA:
North: RA (Single Family, Medium Density)
South: Alaeidon Township
East: RA (Single Family-Medium Density)
West: RA (Single Family-Medium Density)

**FUTURE LAND USE
DESIGNATION:** Residential 1.25-3.5 dwelling units per acre

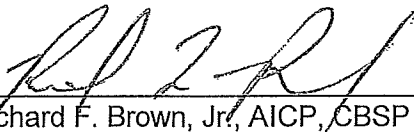
FUTURE LAND USE MAP:
North: Residential 1.25-3.5 dwelling units per acre
South: Alaeidon Township
East: Residential 1.25-3.5 dwelling units per acre
West: Residential 1.25-3.5 dwelling units per acre

CHARTER TOWNSHIP OF MERIDIAN

MEMORANDUM

TO: Planning Commission

FROM:


Richard F. Brown, Jr., AICP, CBSP
Associate Planner

DATE: September 24, 2015

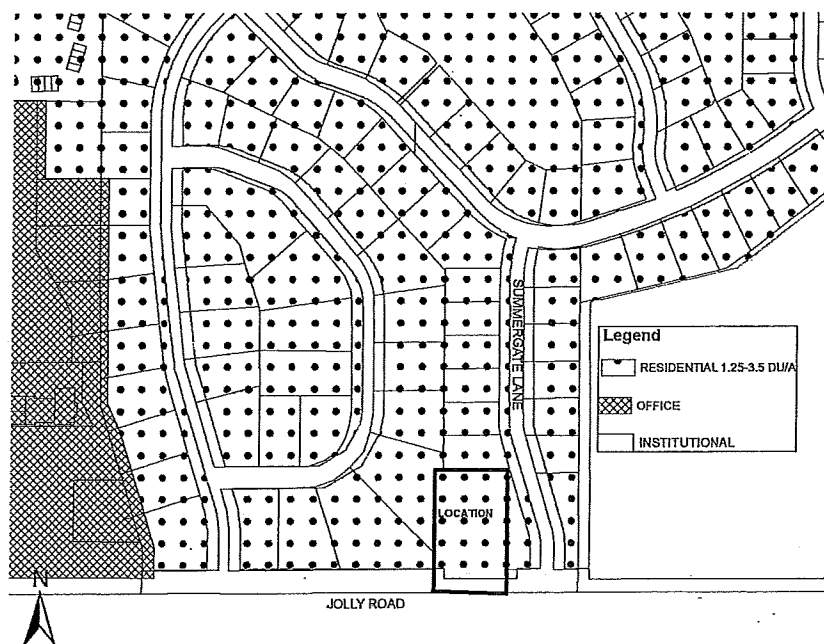
RE: Rezoning #15030 (Ghulam H. Sumbal) request to rezone approximately 1.4 acres located at 1998 Jolly Road from RR (Rural Residential) to RA (Single Family-Medium Density)

Ghulam H. Sumbal has requested the rezoning of a 1.4 acre parcel located at 1998 Jolly Road from RR (Rural Residential) to RA (Single Family-Medium Density). Two single-family dwellings are located on the subject site, though only one is occupied due to the lack of public utilities to the second dwelling. The Planning Commission recommended approval of Mr. Sumbal's request at its August 10, 2015 meeting. Subsequently, the applicant indicated he preferred having just one driveway serve the site and submitted a letter on August 13, 2015 requesting the rezoning be reconsidered with a condition included which would allow the property to remain RR (Rural Residential) if he should be unsuccessful in obtaining a variance to allow a shared driveway.

Master Plan

The 2005 Master Plan designates the subject site and all surrounding parcels in Meridian Township in the Residential 1.25 to 3.5 dwelling units per acre category.

FUTURE LAND USE MAP

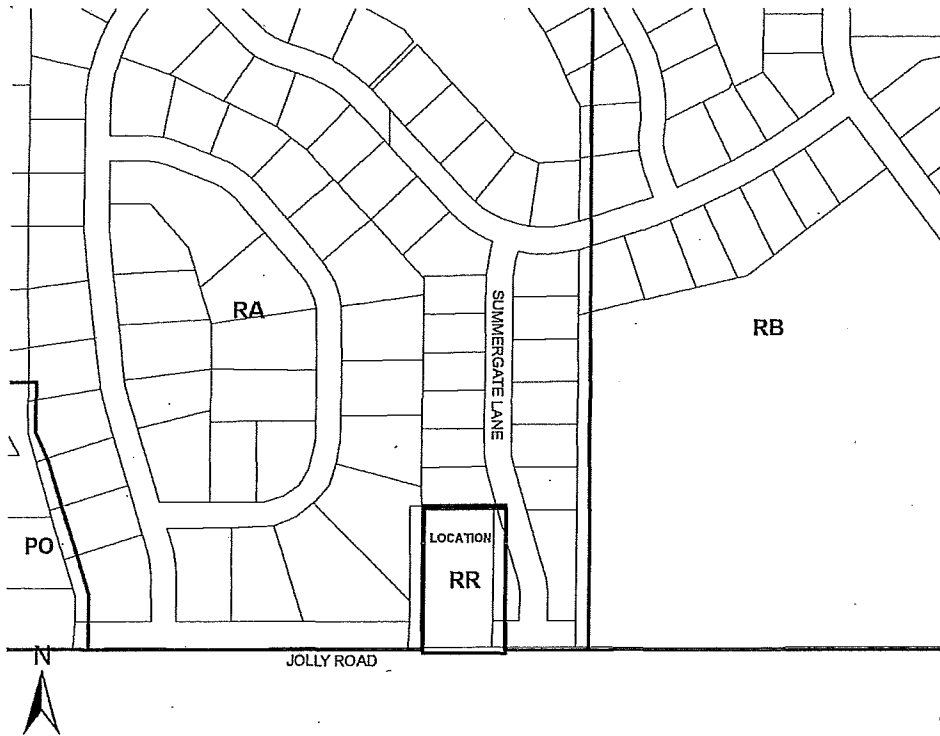


Zoning

The subject site is zoned RR (Rural Residential). From a review of past zoning maps, it appears the subject site has remained RR (Rural Residential) since 1960. Data on the standards for the existing and proposed zoning are provided in the following chart:

ZONING DISTRICT	LOT AREA	LOT WIDTH
RR (Rural Residential)	40,000 sq. ft.	200 ft.
RA (Single Family-Medium Density)	10,000 sq. ft.	80 ft.
1998 Jolly Road	60,984 sq. ft.	198 ft. on Jolly Road

ZONING MAP



Physical Features

The subject site is 1.4 acres in size and contains two single-family dwellings. Details regarding the structures are provided in the following chart:

STRUCTURE	YEAR BUILT	SQUARE FEET	FLOORS
Dwelling 1	1955	2,412	1 story+ basement
Dwelling 2	1955	828	1 story

Elevations on the site vary between 919 feet above mean sea level in the northwest corner to 927 feet above mean sea level in the southeast portion of the site.

No regulated wetlands, 100-year floodplain, or other natural features identified by the Greenspace Plan exist on the subject site.

AERIAL PHOTO



Soils

The following predominant soil types are found at the subject site:

SOIL ASSOCIATION	SLOPE	SEVERE LIMITATIONS
MaB – Marlette fine sandy loams	2 to 6 percent	Low strength
MaC – Marlette fine sandy loams	6 to 12 percent	Low strength
OsC – Oshtemo sandy loam	6 to 12 percent	Cutbanks cave and slope

Source: Soil Survey of Ingham County, Michigan 1992.

Streets and Traffic

Access to the site is available from Jolly Road. Jolly Road is classified as a Minor Arterial as shown on the map titled Street Setbacks and Service Drives, Section 86-367 in the zoning

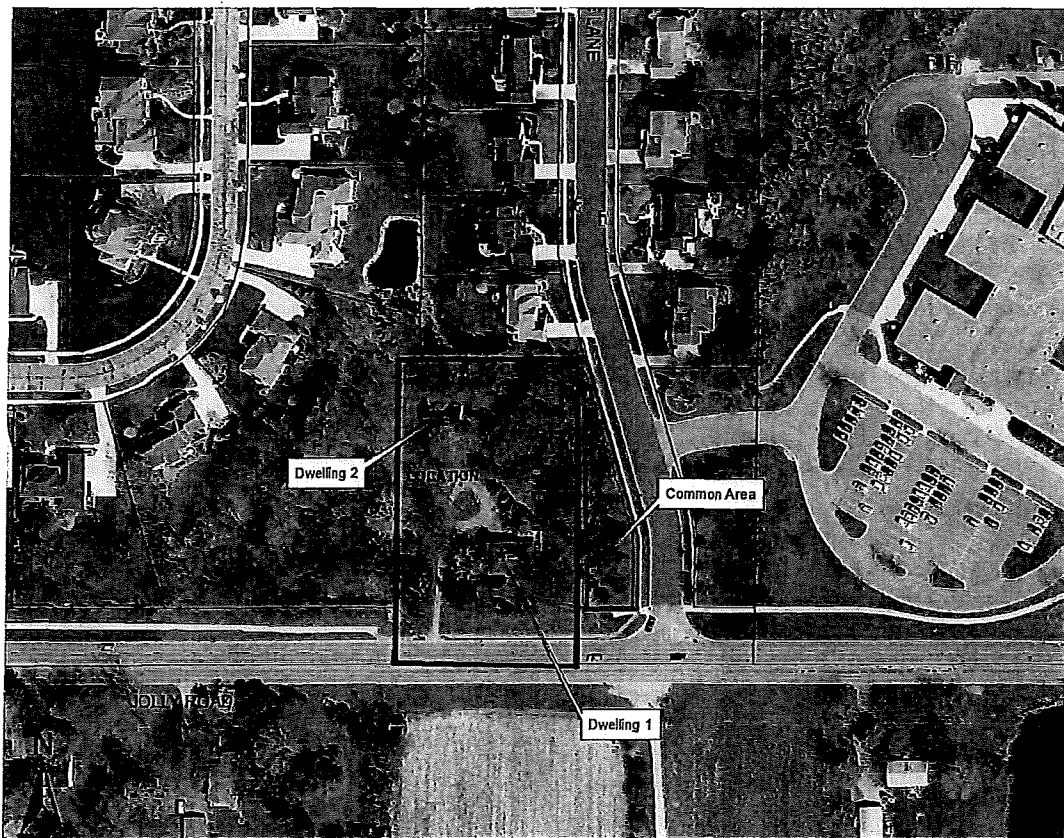
ordinance. Jolly Road consists of two eastbound and two westbound lanes. An asphalt pathway crosses the frontage of the subject site linking completed segments of concrete pedestrian/bicycle pathways on either side. The asphalt pathway is scheduled to be replaced by a traditional concrete pedestrian/bicycle pathway.

Utilities

Public sanitary sewer and water are available to the subject site. Dwelling 1 is currently served by both, while future service is available for Dwelling 2 should it be established on a separate parcel of land.

Staff Analysis

Two single-family dwellings on the same parcel of land is prohibited by current regulations within both the RR (Rural Residential) and the RA (Single Family-Medium Density) zoning districts. The applicant has approached staff in the past about potentially splitting the subject site into east and west parcels to better conform to the Code of Ordinances.



Under RR (Rural Residential) zoning, such a land division would be impossible without variances due to the site dimensions (198 feet wide x 330 feet deep) not complying with the minimum lot width of 200 feet along a public road and minimum lot area of 40,000 square feet. Meanwhile under the proposed RA (Single Family-Medium Density) zoning, there is the potential for both resulting parcels to be in compliance for lot width (80 feet) and for lot area (10,000 square feet).

REZ #15030 (Sumbal)
Planning Commission (9/24/2015)
Page 5

Planning Commission Options

The Planning Commission may recommend approval or denial of the request or it may recommend a different zoning designation to the Township Board. A resolution will be provided for a future meeting.

Attachments

1. Application and supporting materials

CHARTER TOWNSHIP OF MERIDIAN
DEPARTMENT OF COMMUNITY PLANNING AND DEVELOPMENT
5151 MARSH ROAD, OKEMOS, MI 48864
PHONE: (517) 853-4560, FAX: (517) 853-4095

REZONING APPLICATION

Part I, II and III of this application must be completed. Failure to complete any portion of this form may result in the denial of your request.

Part I

A. Owner/Applicant GUILAM H SUMBAL
Address of applicant 1998 JOLLY RD. OKEMOS, MI 48864
Telephone: Work 517-753-8481 Home 517-321-9808
Fax _____ Email _____

If there are multiple owners, list names and addresses of each and indicate ownership interest. Attach additional sheets if necessary. If the applicant is not the current owner of the subject property, the applicant must provide a copy of a purchase agreement or instrument indicating the owner is aware of and in agreement with the requested action.

B. Applicant's Representative, Architect, Engineer or Planner responsible for request:
Name / Contact Person _____
Address _____
Telephone: Work _____ Home _____
Fax _____ Email _____

C. Site address/location 1998 JOLLY RD.
Legal description (Attach additional sheets if necessary) _____
Parcel number 33-02-02-34-300 Site acreage _____

D. Current zoning R.R -002 Requested zoning RA

E. The following support materials must be submitted with the application:

1. Nonrefundable fee.
2. Evidence of fee or other ownership of the subject property.
3. A rezoning traffic study prepared by a qualified traffic engineer based on the most current edition of the handbook entitled *Evaluating Traffic Impact Studies: A Recommended Practice for Michigan Communities*, published by the State Department of Transportation, is required for the following requests:
 - a. Rezoning when the proposed district would permit uses that could generate more than 100 additional directional trips during the peak hour than the principal uses permitted under the current zoning.
 - b. Rezoning having direct access to a principal or minor arterial street, unless the uses in the proposed zoning district would generate fewer peak hour trips than uses in the existing zoning district.
(Information pertaining to the contents of the rezoning traffic study will be available in the Department of Community Planning and Development.)
4. Other information deemed necessary to evaluate the application as specified by the Director of Community Planning and Development.

Part II

REASONS FOR REZONING REQUEST

Respond only to the items which you intend to support with proof. Explain your position on the lines below, and attach supporting information to this form.

A. Reasons why the present zoning is unreasonable:

- 1) There is an error in the boundaries of the Zoning Map, specifically: ALL RESIDENTIAL LOTS SURROUNDING THE PROPERTY ARE ZONED RA
- 2) The conditions of the surrounding area have changed in the following respects: THE LOTS DEVELOPED AROUND THE PROPERTY ARE RA
- 3) The current zoning is inconsistent with the Township's Master Plan, explain: SAME AS ABOVE #1 & 2
- 4) The Township did not follow the procedures that are required by Michigan laws, when adopting the Zoning Ordinance, specifically: _____
- 5) The Township did not have a reasonable basis to support the current zoning classification at the time it was adopted; and the zoning has exempted the following legitimate uses from the area: _____
- 6) The current zoning restrictions on the use of the property do not further the health safety or general welfare of the public, explain: _____

B. Reasons why the requested zoning is appropriate:

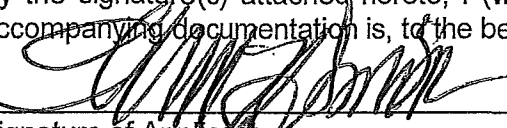
- 1) Requested rezoning is consistent with the Township's Master Plan, explain: _____
- 2) Requested rezoning is compatible with other existing and proposed uses surrounding the site; specifically: ALL PROPERTIES SURROUNDING ARE RA
- 3) Requested rezoning would not result in significant adverse impacts on the natural environment; explain: IT WOULD NOT CHANGE IMPACT ON ENVIRONMENT;
- 4) Requested rezoning would not result in significant adverse impacts on traffic circulation, water and sewer systems, education, recreation or other public services, explain: ONE EXTRA FAMILY WOULD NOT HAVE MUCH OF AN IMPACT
- 5) Requested rezoning addresses a proven community need, specifically: I WILL DEPART 5 FEET FROM MY FRONT YARD TO MOVE SIDE WALK FURTHER FROM BUSY ROAD
- 6) Requested rezoning results in logical and orderly development in the Township, explain: THERE IS ALREADY EXIST HOME ON THE PROPERTY
- 7) Requested rezoning will result in better use of Township land, resources and properties and therefore more efficient expenditure of Township funds for public improvements and services, explain: THE EXISTING HOME WOULD NOT BE WASTED. INSTEAD IT WILL GENERATE MORE PROPERTY TAX

Part III

I (we) hereby grant permission for members of the Charter Township of Meridian's Boards and/or Commissions, Township staff member(s) and the Township's representatives or experts the right to enter onto the above described property (or as described in the attached information) in my (our) absence for the purpose of gathering information including but not limited to the taking and the use of photographs.

Yes No (Please check one)

By the signature(s) attached hereto, I (we) certify that the information provided within this application and accompanying documentation is, to the best of my (our) knowledge, true and accurate



Signature of Applicant

6/10/15

Date

Type/Print Name

Fee: \$700.00

Received by/Date: Paul Orndorff 6/10/15

A meeting of the Planning Board of
The Municipality was held on
July 27, 2015 on my application
on rezoning of my property
located at 1998 Tully Road
(Zoning # (5030) from R8 TO
R4 so that I could use the
second home.

The existing drive serve
both houses. With the lot
split, it will be almost
impossible to have another
drive to the main house, hence
the existing drive will be in
western lot.

As I indicated the Board
meeting, the only way I would
to rezone my property, if I am
allowed to use the existing drive
for both houses, please approve
the zoning conditionally so that
I can use the second home.
Thank you PTO

8/13/15

Call of Duty
GUILAMTH, SUMBAWA
7998 2011 X 2d
OR BMS, H 48864
517-381 9808

FOR: Mr. Jay Duquette

CERTIFIED SURVEY MAP

LIBER

6 PG 811

LEGAL DESCRIPTION: That part of the SW 1/4 of Section 34 and the SE 1/4 of Section 33, T4N, R1W, Meridian Township, Ingham County, Michigan described as: Beginning at the SE corner of said Section 33; thence S89°52'14"W 66.00 feet along the South line of said Section 33; thence N00°23'20"W 330.00 feet parallel with the East line of said Section 33; thence N89°52'14"E 66.00 feet parallel with said South line to a point on said East Section line; thence N89°51'20"E 132.00 feet parallel with the South line of said Section 34; thence S00°23'20"W 330.00 feet to a point on said South line of Section 34; thence S89°51'20"W 132.00 feet along said South line of Section 34 to the point of beginning; containing 1.500 acres more or less and subject to the rights of the public in Jolly Road.

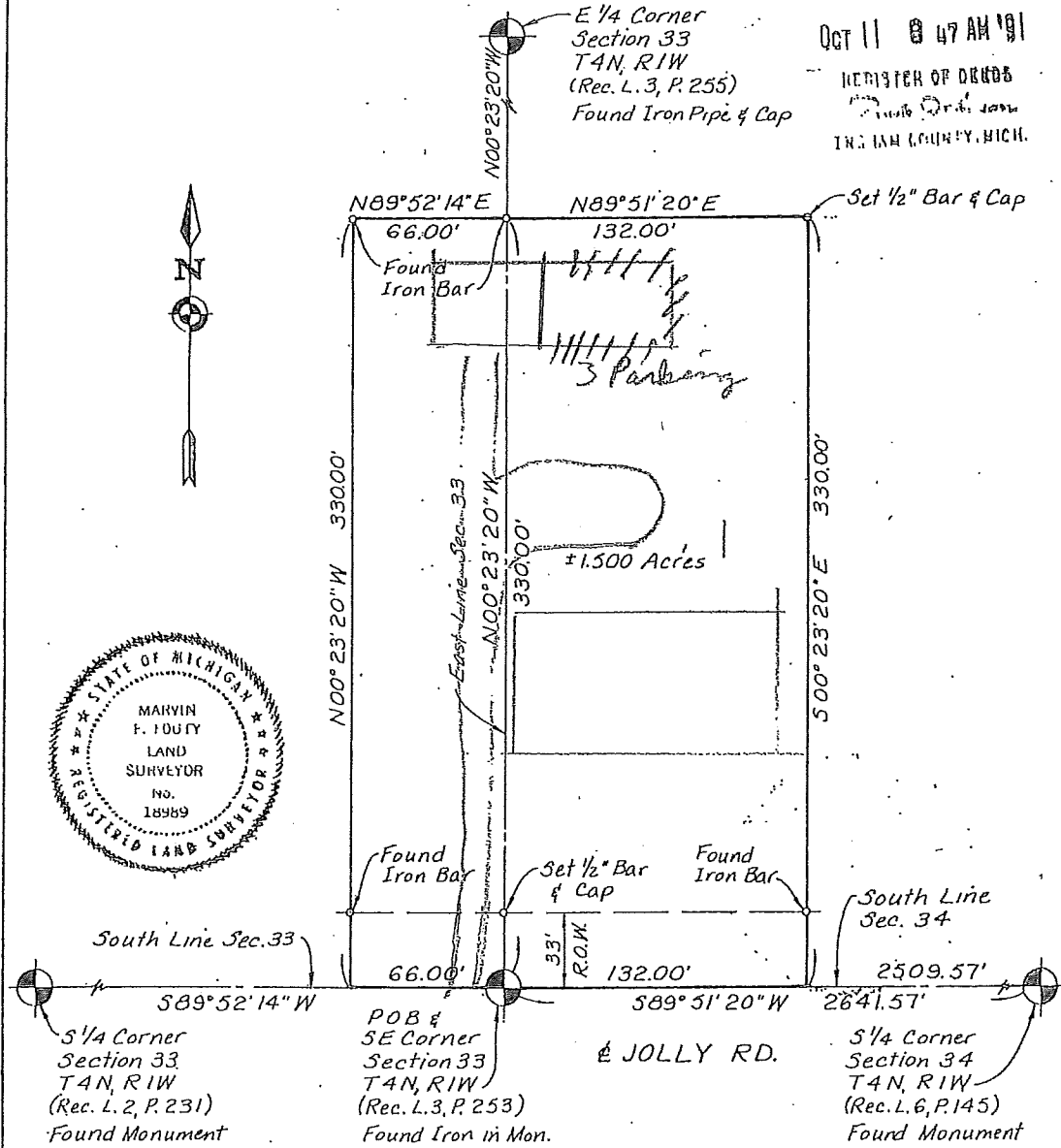
I hereby certify to the parties named hereon that we have surveyed the property described hereon and that we have found or set permanent markers at all corners of said parcel as shown. I further certify that this survey complies with the requirements of Public Act 132 of 1970 and was performed with an error of closure no greater than a ratio of 1 in 5000.

RECORDED

OCT 11 @ 47 AM '91

REGISTER OF DEEDS
 State of Michigan
 INGHAM COUNTY, MICH.

34-300-002



PROJ. NO. 656 DATE 3-1-89 SCALE: 1" = 60'
 FIELD BY: DH DRAWN BY: TCP SHEET 1 OF 1
 1108
 REGISTERED LAND SURVEYOR NO. 18989


MARVIN F. FOUTY, P.C.
 LAND SURVEYING & MAPPING
 1551 Haslett Road
 P.O. Box 707
 Haslett, Michigan 48840
 Phone: 517-339-1263

CHARTER TOWNSHIP OF MERIDIAN

MEMORANDUM

TO: Planning Commission

FROM:


Gail Oranchak, AICP
Principal Planner

DATE: October 8, 2015

RE: Rezoning #15030 (Ghulam H. Sumbal) request to rezone approximately 1.4 acres located at 1998 Jolly Road from RR (Rural Residential) to RA (Single Family-Medium Density)

On September 28, 2015, the Planning Commission held a public hearing regarding Ghulam H. Sumbal's request to rezone 1.4 acres at 1998 Jolly Road from RR (Rural Residential) to RA (Single Family, Medium Density) with a voluntary offer of a condition which would allow the property to remain RR (Rural Residential) if the applicant should be unsuccessful in obtaining a variance to allow a shared driveway. Two existing single-family homes dating from 1955 are located on the subject site.

Planning Commission Options

The Planning Commission may recommend approval or denial of the request or it may recommend a different zoning designation to the Township Board. A resolution to approve has been provided.

Attachments

1. Resolution to approve

RESOLUTION TO APPROVE

**Rezoning #15030
Ghulam H. Sumbal
1998 Jolly Road**

RESOLUTION

At a regular meeting of the Planning Commission of the Charter Township of Meridian, Ingham County, Michigan, held at the Meridian Municipal Building, in said Township on the 12th day of October, 2015, at 7:00 p.m., Local Time.

PRESENT: _____

ABSENT: _____

The following resolution was offered by _____ and supported by _____

WHEREAS, Ghulam H. Sumbal requested the rezoning (Rezoning #15030) of approximately 1.4 acres located at 1998 Jolly Road from RR (Rural Residential) to RA (Single Family-Medium Density) with a voluntary offer of a condition which would allow the property to remain RR (Rural Residential) if the applicant should be unsuccessful in obtaining a variance to allow a shared driveway; and

WHEREAS, the Planning Commission held a public hearing and discussed the request at its September 28, 2015 meeting; and

WHEREAS, the Planning Commission reviewed the staff material forwarded under cover memorandums dated September 24, 2015 and October 8, 2015; and

WHEREAS, the subject site is designated in the Residential 1.25 to 3.5 dwelling units per acre classification on the 2005 Master Plan Future Land Use Map; and

WHEREAS, the proposed rezoning to RA (Single Family-Medium Density) is consistent with the 2005 Future Land Use Map designation of Residential 1.25 to 3.5 dwelling units per acre; and

WHEREAS, properties surrounding the subject site are zoned RA (Single Family-Medium Density); and

WHEREAS, rezoning 1998 Jolly Road to RA (Single Family-Medium Density) is consistent with the existing uses located east, west, and north of the subject site; and

WHEREAS, public utilities and services are available to serve the site.

NOW THEREFORE, BE IT RESOLVED THE PLANNING COMMISSION OF THE CHARTER TOWNSHIP OF MERIDIAN hereby recommends approval of Rezoning #15030 to rezone approximately 1.4 acres located at 1998 Jolly Road from RR (Rural Residential) to RA (Single Family-Medium Density) with a voluntary offer of a condition which would allow the property to remain RR (Rural Residential) if the applicant should be unsuccessful in obtaining a variance to allow a shared driveway.

**Resolution to Approve
Rezoning #15030 (Ghulam H. Sumbal)
Page 2**

ADOPTED: YEAS: _____

NAYS: _____

STATE OF MICHIGAN)
) ss
COUNTY OF INGHAM)

I, the undersigned, the duly qualified and acting Chair of the Planning Commission of the Township of Meridian, Ingham County, Michigan, DO HEREBY CERTIFY that the foregoing is a true and a complete copy of a resolution adopted at a regular meeting of the Planning Commission on the 12th day of October 2015.

John Scott-Craig
Planning Commission Chair

CHARTER TOWNSHIP OF MERIDIAN
PLANNING COMMISSION
REGULAR MEETING MINUTES
September 28, 2015

APPROVED

5151 Marsh Road, Okemos, MI 48864-1198
853-4000, Town Hall Room, 7:00 P.M.

PRESENT: Commissioners Cordill, Commissioner DeGroff, Commissioner Deits, Honicky, Ianni,
Jackson, Scott-Craig, Tenaglia, Van Coevering
ABSENT: None
STAFF: Principal Planner Oranchak

1. Call meeting to order

Chair Scott-Craig called the regular meeting to order at 7:02 P.M.

2. Approval of agenda

Commissioner DeGroff moved to approve the agenda. Seconded by Commissioner Jackson.

VOICE VOTE: Motion carried unanimously.

3. Approval of Minutes

Commissioner Cordill moved to approve the Work Session Minutes and Regular Meeting Minutes of September 14, 2015. Seconded by Commissioner Ianni.

VOICE VOTE: Motion carried unanimously.

4. Public Remarks

Chair Scott-Craig opened the floor for public remarks.

Dr. William Miller, 627 Earliglow Lane, Haslett, noted he has revised the application for Rezoning #00150 (St. King), but was unable to obtain a statement from the real estate broker relative to six potential tenants who had to be turned away because their business did not fit the special use permit criteria for medical office.

Chair Scott-Craig closed public remarks.

5. Communications

A. Robert J. Deans, 2191 Clinton, Okemos; RE: SUP #15-14051 (Parks and Recreation Dept.)

6. Public hearings

A. Rezoning #15030 (Sumbal), request to rezone approximately 1.4 acres addressed as 1998 Jolly Road from RR (Rural Residential) to RA (Single Family, Medium Density) with the offer of a condition to retain RR zoning if a variance for a shared driveway is not granted by the Zoning Board of Appeals (ZBA)

Chair Scott-Craig opened the public hearing at 7:08 P.M.

- Introduction by the Chair (announcement of procedures, time limits and protocols for public participation and applicants)
- Summary of subject matter
Principal Planner Oranchak summarized the rezoning request as outlined in staff memorandum dated September 24, 2015.
- Applicant
Ghulam Sumbal, 1998 Jolly Road, Okemos, stated there is a need for the shared drive in order to use the second home at the rear as there is no frontage on Summergate Lane. He indicated he did not believe the Ingham County Road Department would give him another curb cut on Jolly Road as the property is too steep.
- Planning Commission discussion:
Chair Scott-Craig inquired if the Planning Commission previously voted on this issue.

Principal Planner Oranchak responded it was previously recommended for approval by the Planning Commission, but the applicant wanted to amend his original application to provide for a shared drive.

Commissioner Tenaglia voiced support for the request of a shared driveway for both residences.

Commissioner Jackson voiced opposition to the request for a shared driveway to service both structures as the Township has an ordinance which prohibits more than one family residence on a single parcel. She believed the property needs to be split and it would require another drive for the applicant to use the second structure, even with approval of the rezoning request.

Commissioner Ianni believed resolution to this issue could be accomplished with approval of a variance from the ZBA and then an easement from one section of the property to another to use the shared driveway.

Commissioner DeGroff asked for the policy rationale behind only one home on a single parcel.

Principal Planner Oranchak replied she believed it was created to avoid conflicts between adjacent homeowners which may arise when there are shared situations, particularly when one of the two homeowners was not involved in the original decision to have a shared driveway. She believed the issue in this case is that the Township will not extend public utilities to the second house unless it is on a separate parcel as that would be a violation of the zoning ordinance which, subsequently, places the applicant in a "catch 22" situation.

Commissioner DeGroff reiterated that even if the applicant was granted the rezoning to RA, he would not be able to obtain public utilities to the second structure.

Principal Planner Oranchak responded public utilities would not be extended to the second structure until the land division was approved, but the land division can't move forward unless the zoning is changed.

Commissioner DeGroff inquired as to what would be the advantage to the applicant in now requesting that in the event the variance is not approved by the ZBA, the RR zoning designation is retained.

Principal Planner Oranchak replied it was the applicant's personal request.

Commissioner DeGroff indicated in the current situation, policy rationale behind the rule will not be implicated; but in the future, it could be a problem if one of the residences is sold.

Commissioner Honicky believed it made the most sense to approve a land division and then have an easement for the second residence in order to use the shared driveway.

Commissioner Deits believed the Ingham County Road Department (ICRD) would have an opinion on the two (2) driveways so close together.

Principal Planner Oranchak stated the ICRD would take issue with two (2) driveways close together on a road with a 45 mile per hour speed limit. She noted the ICRD would ultimately need to issue a permit for the second driveway and she was uncertain how the department would address this matter. She affirmed that if there is a shared driveway, there must be an easement to ensure that both parties have a legal right to use the driveway.

Commissioner Deits asked who owns the "wedge" piece of property to the east of the subject property.

Principal Planner Oranchak responded it is owned by the subdivision, which precludes a driveway entrance for the second structure off Summergate Lane.

Commissioner Deits inquired if the subdivision has refused to consider the situation.

Principal Planner Oranchak replied the applicant would need to be asked if he has approached the subdivision.

Mr. Sumbal explained the driveway is on the back of the house and even if there was a driveway off Summergate Lane, the current driveway would need to be used to reach the garage. He explained a situation with the Township which he believes should be given careful consideration.

Commissioner Van Coevering stated the driveway to the east on Summergate Lane is the driveway into Hiawatha Elementary School and could be a significant conflict point.

Commissioner Cordill asked where the garage was located.

Mr. Sumbal responded the garage is under the house and must be accessed by traveling around the home to the rear.

Commissioner Cordill stated she did not understand why something could not be worked out with the homeowners association.

Mr. Sumbal replied it is very close to the curb and both at the beginning and end of the school day there are 15-20 cars parked there, which would make it difficult for him to access the drive.

Commissioner Cordill recalled a recent circumstance for two homes located on one parcel located in the northwest corner of the Township that only had one driveway and asked staff to expound on that situation.

Principal Planner Oranchak stated the Township approved a zoning amendment which allowed the second home on a parcel 50 acres or more.

Commissioner Deits stated the aerial photograph in the packet designates the space as a common area which suggests it is in the plat as an amenity.

Principal Planner Oranchak added it is within the plat.

Commissioner Deits acknowledged that if a driveway is placed across this common area, it no longer is an amenity, and the subdivision would likely need to obtain a revision of the subdivision plat, an act which seems to be impractical.

Commissioner Jackson recapped the circumstances around the Planning Commission's previous approval of the rezoning request.

Principal Planner Oranchak reminded Commissioners the applicant must go through the process for a land division after the rezoning in order to divide the parcel into two RA zoned pieces of property and make both homes conforming.

Commissioner Jackson inquired if there was a private road provision to allow a single drive to serve two houses.

Principal Planner Oranchak responded private roads were allowed in the past, but not encouraged or approved today unless part of a planned unit development (PUD) and are the responsibility of the homeowners association.

Commissioner Ianni believed this rezoning request is no different than what was previously approved, other than the condition if the shared driveway is not approved, the parcel will retain its RR zoning designation.

Commissioner Jackson indicated this is different than the previous request.

Commissioner DeGroff noted the only difference is the Planning Commission is now weighing in on the shared driveway question this time, which was not previously addressed. He believed one drive would be better for traffic reasons and inquired if there was policy rationale which would be better for the community to only have one drive for both houses.

Principal Planner Oranchak stated the explanation of why one driveway should be permitted is an argument for the applicant to offer before the ZBA.

Commissioner DeGross indicated the one driveway per parcel is within Township ordinance, but the issue before the Planning Commission is an uncommon circumstance and not precedent setting.

Commissioner Cordill inquired if the applicant has approached the ZBA with his request.

Principal Planner Oranchak replied he has not, but came back to staff and submitted this conditional rezoning request.

Commissioner Cordill believed the applicant is short-circuiting the process by requesting this conditional rezoning and is requesting the Planning Commission reverse its previous approval.

Commissioner Deits agreed the applicant is attempting to have some type of leverage with the ZBA, but believed it will be ineffective. He indicated the subject parcel will be zoned either RR (which it currently is) or RA (which the Planning Commission previously approved). He voiced his comfort in approving this request.

Commissioner Van Coevering agreed with Commissioner Deits. She believed an additional curb cut off Summergate Lane would make no sense especially when school commences in the morning and dismisses in the afternoon.

Commissioner Jackson added the Planning Commission made a decision to rezone from RR to RA based on assessment of the community and what was appropriate zoning policy in this situation. She believed it relevant that the previous discussion demonstrated it made more sense to rezone the parcel to RA and "stands behind" the Planning Commission's original decision on the rezoning. Commissioner Jackson was not supportive of the condition which would revert the parcel back to RR zoning if a variance is not granted for the shared driveway.

Chair Scott-Craig closed the public hearing at 7:40 P.M.

7. Unfinished Business

- A. Rezoning #00150 (St. King), request to rezone 4660 Marsh Road from RC (Multiple Family, Medium Density) to PO (Professional and Office)

Commissioner DeGross moved [and read into the record] NOW THEREFORE, BE IT RESOLVED THE PLANNING COMMISSION OF THE CHARTER TOWNSHIP OF MERIDIAN hereby recommends approval of Rezoning #00150 to rezone approximately 1.18 acres located at 4660 Marsh Road from RC (Multiple Family-Medium Density) to PO (Professional & Office). Seconded by Commissioner Cordill.

Planning Commission discussion:

- No good arguments against rezoning this parcel
- Rezoning would allow additional tenants who do not fit the criteria for medical office
- Area has changed and rezoning to PO would not have an adverse impact to neighboring properties
- Rezoning would broaden the tenant base

[Commissioner Cordill left the room at 9:08 P.M.]

- B. Rezoning #15040 (Mayberry Homes), request for conditional rezoning of approximately 25.5 acres located on the east side of Powell Road from RR (Rural Residential) and CR (Commercial Recreation) to RAA (Single Family-Low Density. Decision the same night as the hearing.

Commissioner Jackson moved to suspend Planning Commission Bylaw 6.4a to consider Rezoning #15040 the same night as the public hearing. Supported by Commissioner Tenaglia.

VOICE VOTE: Motion carried unanimously.

Commissioner Deits moved [and read into the record] NOW THEREFORE, BE IT RESOLVED THE PLANNING COMMISSION OF THE CHARTER TOWNSHIP OF MERIDIAN hereby recommends approval of Rezoning #15040 to rezone approximately 25.5 acres located on the east side of Powell Road, north of Grand River Avenue from RR (Rural Residential) and CR (Commercial Recreation) to RAA (Single Family Low Density) with the voluntary offer to condition the rezoning on not more than one dwelling unit per acre. Seconded by Commissioner Jackson.

[Commissioner Cordill reentered the room at 9:10 P.M.]


Planning Commission discussion:

- Planning Commission oversight of the community septic system v. sewer will take place during the plat process

ROLL CALL VOTE: YEAS: Commissioners Cordill, DeGroff, Deits, Honicky, Jackson, Ianni, Tenaglia, Van Coevering, Chair Scott-Craig

NAYS: None

Motion carried unanimously.

- 
- C. Rezoning #15030 (Sumbal), request to rezone approximately 1.4 acres addressed as 1998 Jolly Road from RR (Rural Residential) to RA (Single Family, Medium Density) with the offer of a condition to retain RR zoning if a variance for a shared driveway is not granted by the Zoning Board of Appeals

Commissioner DeGroff moved [and read into the record] NOW THEREFORE, BE IT RESOLVED THE PLANNING COMMISSION OF THE CHARTER TOWNSHIP OF MERIDIAN hereby recommends approval of Rezoning #15030 to rezone approximately 1.4 acres located at 1998 Jolly Road from RR (Rural Residential) to RA (Single Family-Medium Density) with a voluntary offer of a condition which would allow the property to remain RR (Rural Residential) if the applicant should be unsuccessful in obtaining a variance to allow a shared driveway. Seconded by Commissioner Ianni.

Planning Commission discussion:

- No imposition on surrounding landowners if the land remains zoned RR
- Condition requested respects the wishes of the applicant
- Importance of individuals who donate land to the Township "playing by the rules"
- Inquiry if the shared driveway issue can be resolved prior to the rezoning

- If the parcel is not rezoned and not split, there is no reason for the Zoning Board of Appeals to consider the variance
- Inquiry if a RR parcel is taxed at a lower rate than RA
- One Commissioner voted previously on the rezoning request for reasons which had nothing to do with the driveway
- Allowing this condition would make the Planning Commission's original decision on this rezoning capricious

ROLL CALL VOTE: YEAS: Commissioners DeGroff, Deits, Honicky, Ianni, Tenaglia, Van Coevering, Chair Scott-Craig

NAYS: Commissioners Cordill, Jackson

Motion carried 7-2.

8. Other Business (None)

9. Township Board, Planning Commission officer, committee chair, and staff comment or reports

Commissioner Deits reported a special meeting of the Downtown Development Authority (DDA) was held last week to discuss the design of the project proposed for the site currently occupied by the former central fire station and the Meridian Area Resource Center (MARC) building. He stated there will be the customary public input phases for the proposed mixed use planned unit development (MUPUD). Commissioner Deits also conveyed considerable discussion ensued about the Celebrate Downtown Okemos Event and there was general agreement to approve the idea of reimbursement to the Township for staff time required to manage the event. He noted whether this will become a Meridian wide event is still "up in the air."

Chair Scott-Craig reported his attendance at the Environmental Commission meeting where there was one wetland use permit on the agenda which the Planning Commission will probably see next month. He announced a public meeting on Ingham County's Regional Trails and Parks Plan will be held on Thursday, October 15, 2015 at 6:30 P.M. in the Township Hall.

A. Future Projects/New Applications

Zoning Amendment #15080 (Township Board) Amendment to Section 86-473 Street Trees

B. Update of Ongoing Projects

i. Site Plans Received

1. Site Plan Review #15-08 (Auto Zone), construct a 7,381 square foot building for auto parts sales

ii. Site Plans Approved - None

10. Public remarks


Chair Scott-Craig opened and closed public remarks.

11. Adjournment

Chair Scott-Craig adjourned the regular meeting at 10:24 P.M.

MEMORANDUM

TO: Township Board

FROM: 
Mark Kieselbach
Director of Community Planning and Development

DATE: October 29, 2015

RE: Railroad Quiet Zone

Staff has been researching the issue of a railroad quiet zone since 2005 when the Federal Railroad Administration (FRA) first allowed the establishment. The original memorandum written by staff in 2006 outlines the process for establishing a quiet zone and a follow up memorandum written by staff in 2013 have been attached for the Board's review. An information guide for a quiet zone from the FRA has also been attached.

If the Board decides to move ahead with establishing a quiet zone, staff can provide additional information.


Attachments

1. January 18, 2015 Staff Memorandum without attachments
2. July 1, 2013 Staff Memorandum without attachments
3. MDOT Quiet Zones
4. FRA Information Guide

CHARTER TOWNSHIP OF MERIDIAN

MEMORANDUM

TO: Mark Kieselbach
Director of Community Planning and Development

FROM: 
Gail Oranchak, AICP
Senior Planner

DATE: January 18, 2006

RE: Train Horn Whistle Rule

The Federal Railroad Administration's **Final Train Horn Whistle Rule** became effective June 24, 2005. It allows communities to establish and maintain quiet zones where sounding train whistles is banned. For communities that do not adopt quiet zones, the new rule establishes a maximum train horn volume and reduces the amount of time the horn is sounded.

To establish a new quiet zone a community must identify an area at least ½ mile long where horns will be silenced at all crossings and then send a Notice of Intent to create a New Quiet Zone or a New Partial Quiet Zone by certified mail, return receipt requested to all railroads operating over the public highway-rail grade crossing within the quiet zone, the State agency responsible for highway and road safety and the State agency responsible for grade crossing safety.

The comment period is 60-days after the date on which the Notice of Intent was mailed. The comment period may terminate early if written comments or written responses of no comment are received from each party. The Rule specifically states the elements that must be included in the notice of intent such as US DOT National Highway-Rail Guide Crossing Inventory number and the street or highway name of each public, private and pedestrian crossings contained within the quiet zone both at grade and grade-separated, the time period during which train horn restrictions would be imposed, a brief explanation of the tentative plans for implementing improvements within the quiet zone, community contact information and the list of names and addresses of each party notified.

The public authority establishing the Quiet Zone must file a Grade Crossing Inventory Form with the Federal Railway Authority (FRA) for all crossings within the Quiet Zone to reflect current conditions determined by inspection.

To qualify for designation as a Quiet Zone, each public crossing in the quiet zone must have active warning devices comprising both flashing lights and gates. Power out indicators and constant warning time circuitry (unless existing conditions would prevent the proper operation of the constant warning time circuitry). At least one audible warning bell for pedestrians is also required.

Private crossings must have cross-bucks and "Stop" signs on both approaches to the crossing and must have diagnostic team review and be treated according to the team's recommendations. The state agency responsible for grade crossing safety and all affected railroads must be invited to participate in the diagnostic review.

Final Train Horn Whistle Rule
Mark Kieselbach
January 18, 2006

Highway approaches to every public and private crossing must have an advanced warning sign (in accordance with the MUTCD) that advises motorists that train horns are not sounded at the crossing.

Each pedestrian crossing must be reviewed by a diagnostic team and equipped or treated in accordance with the recommendations of the diagnostic team. The public authority establishing the Quiet Zone must invite the State agency responsible for grade crossing safety and all affected railroads to participate in the diagnostic review. At a minimum, pedestrian crossings must be equipped with signs that conform to the MUTCD advising pedestrians that train horns are not sounded at the crossing.

The requirements for a public authority designated quiet zone have been met and FRA approval is not required if one or more Supplementary Safety Measures (SSM's) identified in Appendix A of the Rule are installed at each public crossing in the quiet zone (this is in addition to the requirement for flashing lights and gates at every public crossing). Examples of SSM's include four quadrant gates, medians or channelization devices at gated crossings, paired one-way streets, temporary closures (nighttime closures), use of photo-enforcement technology. Notice of Quiet Zone Establishment shall be sent and the quiet zone implemented in accordance with the Rule.

If SSM's are not installed, FRA approval is required. A risk evaluation must be completed and measures to enhance safety proposed, implemented and approved by the FRA. A Quiet Zone Risk Index (QZRI), Nationwide Significant Risk Threshold (NSRT) and Risk Index with Horn (RIWH) are used to establish necessary improvements. Once approved by the FRA, the public authority distributes the Notice of Quiet Zone Establishment

The Notice of Quiet Zone Establishment is sent by certified mail, return receipt requested to all railroads operating over the public highway-rail grade crossing within the quiet zone, the highway or traffic control authority, the law enforcement authority with jurisdiction over motor vehicle traffic at the quiet zone crossings, landowners with control over any private crossings within the quiet zone, the State agency responsible for highway and road safety, the State agency responsible for grade crossing safety, and the FRA Associate Administrator.

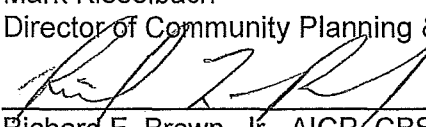
Notification must be mailed no later than 21 days before the date on which train horns are scheduled to cease sounding or no earlier than 60 days after the Notice of Intent was mailed unless notice affirms written comments have been received from each party that received the Notice of Intent. The Notification must identify crossings the Quiet Zone applies to by both US DOT National Highway-Rail Grade Crossing Inventory Number and by street or highway name, clearly cite the regulatory provision that provides the basis for establishing the Quiet Zone, FRA notification of approval if applicable, time period during which restrictions apply, Grade Crossing Inventory Form reflecting conditions before SSM implemented, Grade Crossing Inventory Form reflecting SSM' in place upon establishment of the Quiet Zone, other items as deemed necessary by the applicable section of the code.

The attached Charts—3, 4A, 4B, and 4C—show the processes for creating a Quiet Zone. Charts 4A, 4B, and 4C refer to Quiet Zones that require FRA approval because alternate safety measures are being employed instead of the SSM's listed in Appendix A.

CHARTER TOWNSHIP OF MERIDIAN

MEMORANDUM

TO: Mark Kieselbach
Director of Community Planning & Development

FROM: 
Richard F. Brown, Jr., AICP, CBSP
Associate Planner

DATE: July 1, 2013

RE: Establishing train whistle/horn quiet zones

As noted in Principal Planner Oranchak's memorandum dated, January 18, 2006, the Federal Railroad Administration's (FRA) Final Train Horn/Whistle Rule became effective on June 25, 2005. Her memorandum provides an excellent summary of the rule and the process for establishing a quiet zone. Instead of reiterating each point, here is an update since the time of that memorandum's preparation.

Michigan's train horn/whistle standards: Contact – Nikki Johnson (517) 339-0939

- The standards are administered by the Michigan Department of Transportation.
- MDOT's routine participation in quiet zone establishment is limited to tracking and inspecting public crossings. The primary role is to inspect the placement of any railroad safety devices at public crossings to ensure compliance with Part 8C of the Michigan Manual of Uniform Traffic Control Devices (MMUTCD).
- To date, no communities in Michigan have established quiet zones. The reason(s) are largely due to cost, as adding gates to existing flashers can cost upwards of \$200,000 per crossing. These upgrades and roadway signage are the community's responsibility.
- Two communities; Durand and Iron Mountain have pre-rule quiet zones that were grandfathered in.
- Ms. Johnson provided links to the FRA's page as well as the Quiet Zone Calculator page which is filled out to establish a quiet zone. A copy of the page is attached.

<http://www.fra.dot.gov/Page/P0104>

<http://safetydata.fra.dot.gov/quiet/>

Federal Railroad Administration: Contact – Tammy Wagner (312) 353-6203, ext.149

- The quiet zone and areas between quiet zones (if applicable) must be a minimum of one-half mile long and all crossing must have the minimum appropriate protective measures required by the rule.

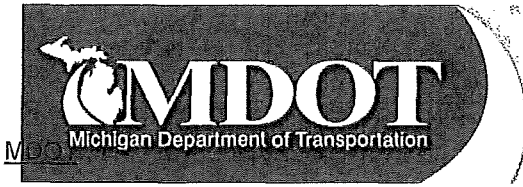
- A quiet zone may include one or more consecutive public, private and pedestrian crossings.
- Flashing-light signals, half-roadway gates, constant-warning-time circuitry, and appropriate signage are required for all public crossings.
- Additional minimum qualifying conditions are determined by the level of risk, as calculated by the FRA.

Meridian Township:

- Along the CSX tracks, necessary signalization exists for meeting the FRA rule at all public crossing except Hulett Road and Meridian Road. However, new signals which meet FRA standards are to be installed at Meridian Road within the next several weeks. Once installed at Meridian Road, a quiet zone could be established for a relatively small cost (primarily street signage) from Okemos Road east to the Township line at Meridian Road.
- According to Ms. Johnson, due to the larger amount of rail traffic along the CN tracks, the standards are greater and may take additional effort and expense to establish a quiet zone.
- To designate a quiet zone, the Township must notify MDOT, the FRA, and the impacted railroad(s). Sufficient time must be given for the designation to filter through the system, allowing the railroad to install the necessary signage along the tracks and for the Township to install signs at crossing noting that train horns will not be sounding. As long as the quiet zone is consistent with the Quiet Zone Calculator, it may be designated by the community. A separate pre-approval is not required from MDOT or the FRA.
- I have established an account on the Quiet Zone Calculator website and put myself on the e-mail list for any updates to the FRA rules related to quiet zones and train noise.

Attachments

1. Memorandum dated January 18, 2006
2. Email from Nikki Johnson of MDOT
3. Quiet Zone Calculator opening page
4. Inventory updating instructions for quiet zones



[Railroad Crossings](#)

[Crossing Safety](#) [Crossing Maintenance](#) [Crossing Inventory](#)
[Motorist Safety Tips](#) [Crossing Eliminations](#) [New](#)
[Crossings](#) [Quiet Zones](#)

Quiet Zones

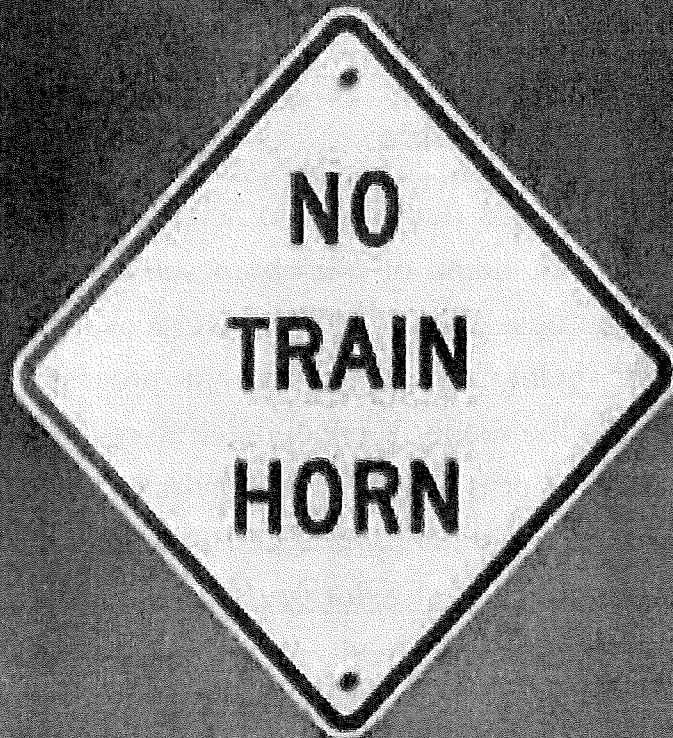
Effective June 24, 2005, the Federal Railroad Administration's (FRA) train horn rule allows road authorities to establish "quiet zones," prohibiting the routine use of train horns on a designated section of rail line. Road authorities must establish the quiet zone through a designation or application process with the FRA.

MDOT's routine participation in quiet zone establishment is limited to tracking and inspecting public crossings. The primary role is to inspect the placement of any railroad safety devices at public crossings to ensure compliance with Part 8C of the Michigan Manual of Uniform Traffic Control Devices (MMUTCD).

Road authorities are required by the FRA to keep the Division informed throughout the process. Once the Division is notified of a pending establishment, an on-site inspection will be performed to ensure there are no MMUTCD deficiencies prior to quiet zone establishment.

FRA's Required Conditions

- At least one-half mile long
 - Can include one or more consecutive public, private and pedestrian crossings
 - Flashing-light signals, half-roadway gates and constant-warning-time circuitry for all public crossings
 - Additional minimum qualifying conditions are determined by the level of risk, as calculated by the FRA
-
- MDOT Contact
[Nikkie Johnson](#), Project Manager
517-335-0939
 - Federal requirements for train horns at crossings



GUIDE TO THE QUIET ZONE ESTABLISHMENT PROCESS

AN INFORMATION GUIDE

Federal Railroad Administration

1200 New Jersey Avenue S.E.

Washington, DC 20590

Telephone: 202-493-6299

www.fra.dot.gov

Federal Railroad Administration

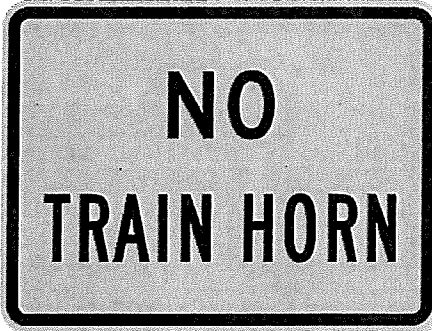
Highway-Rail Crossing and Trespasser Programs Division

Follow FRA on [Facebook](#) and [Twitter](#)

Purpose of the Guide

This brochure was developed to serve as a guide for local decision makers seeking a greater understanding of train horn sounding requirements and how to establish quiet zones. Its purpose is to provide a general overview and thus does not contain every detail about the quiet zone establishment process. For more detailed and authoritative information, the reader is encouraged to review the official regulations governing the use of locomotive horns at public highway-rail grade crossings and the establishment of quiet zones that are contained in 49 CFR Part 222. A copy of the rule can be downloaded or printed at <http://www.fra.dot.gov/eLib/Details/L02809>.

About Quiet Zones



FRA is committed to reducing the number of collisions at highway-rail grade crossings, while establishing a consistent standard for communities who opt to preserve or enhance quality of life for their residents by establishing quiet zones within which routine use of train horns at crossings is prohibited.

Federal regulation requires that locomotive horns begin sounding 15–20 seconds before entering public highway-rail grade crossings, no more than one-quarter mile in advance. Only a public authority, the governmental entity responsible for traffic control or law enforcement at the crossings, is permitted to create quiet zones.

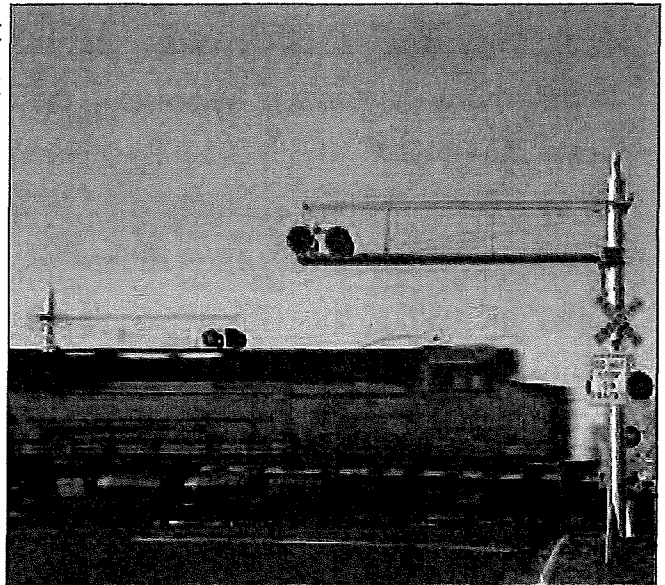
A quiet zone is a section of a rail line at least one-half mile in length that contains one or more consecutive public highway-rail grade crossings at which locomotive horns are not routinely sounded when trains are approaching the crossings. The prohibited use of train horns at quiet zones only applies to trains when approaching and entering crossings and does not include train horn use within passenger stations or rail yards. Train horns may be sounded in emergency situations or to comply with other railroad or FRA rules even within a quiet zone. Quiet zone regulations also do not eliminate the use of locomotive bells at crossings. Therefore, a more appropriate description of a designated quiet zone would be a “reduced train horn area.”

Communities wishing to establish quiet zones must work through the appropriate public authority that is responsible for traffic control or law enforcement at the crossings.

Historical Context

Historically, railroads have sounded locomotive horns or whistles in advance of grade crossings and under other circumstances as a universal safety precaution. Some States allowed local communities to create whistle bans where the train horn was not routinely sounded. In other States, communities created whistle bans through informal agreements with railroads.

In the late 1980's, FRA observed a significant increase in nighttime train-vehicle collisions at certain gated highway-rail grade crossings on the Florida East Coast Railway (FEC) at which nighttime whistle bans had been established in accordance with State statute. In 1991, FRA issued Emergency Order #15 requiring trains on the FEC to sound their horns again. The number and rate of collisions at affected crossings returned to pre-whistle ban levels.



In 1994, Congress enacted a law that required FRA to issue a Federal regulation requiring the sounding of locomotive horns at public highway-rail grade crossings. It also gave FRA the ability to provide for exceptions to that requirement by allowing communities under some circumstances to establish "quiet zones."

The Train Horn Rule became effective on June 24, 2005. The rule set nationwide standards for the sounding of train horns at public highway-rail grade crossings. This rule changed the criteria for sounding the horn from distance-based to time-based. It also set limits on the volume of a train horn. The rule also established a process for communities to obtain relief from the routine sounding of train horns by providing criteria for the establishment of quiet zones. Locomotive horns may still be used in the case of an emergency and to comply with Federal regulations or certain railroad rules.

Public Safety Considerations

Because the absence of routine horn sounding increases the risk of a crossing collision, a public authority that desires to establish a quiet zone usually will be required to mitigate this additional risk. At a minimum, each public highway–rail crossing within a quiet zone must be equipped with active warning devices: flashing lights, gates, constant warning time devices (except in rare circumstances) and power out indicators.

In order to create a quiet zone, one of the following conditions must be met

1. ***The Quiet Zone Risk Index (QZRI) is less than or equal to the Nationwide Significant Risk Threshold (NSRT)*** with or without additional safety measures such as Supplementary Safety Measures (SSMs) or Alternative Safety Measures (ASMs) described below. The QZRI is the average risk for all public highway-rail crossings in the quiet zone, including the additional risk for absence of train horns and any reduction in risk due to the risk mitigation measures. The NSRT is the level of risk calculated annually by averaging the risk at all of the Nation’s public highway-rail grade crossings equipped with flashing lights and gates where train horns are routinely sounded.
2. ***The Quiet Zone Risk Index (QZRI) is less than or equal to the Risk Index With Horns (RIWH)*** with additional safety measures such as SSMs or ASMs. The RIWH is the average risk for all public highway-rail crossings in the proposed quiet zone when locomotive horns are routinely sounded.
3. ***Install SSMs at every public highway-rail crossing.*** This is the best method to reduce to reduce risks in a proposed quiet zone and to enhance safety.

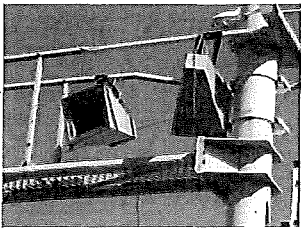
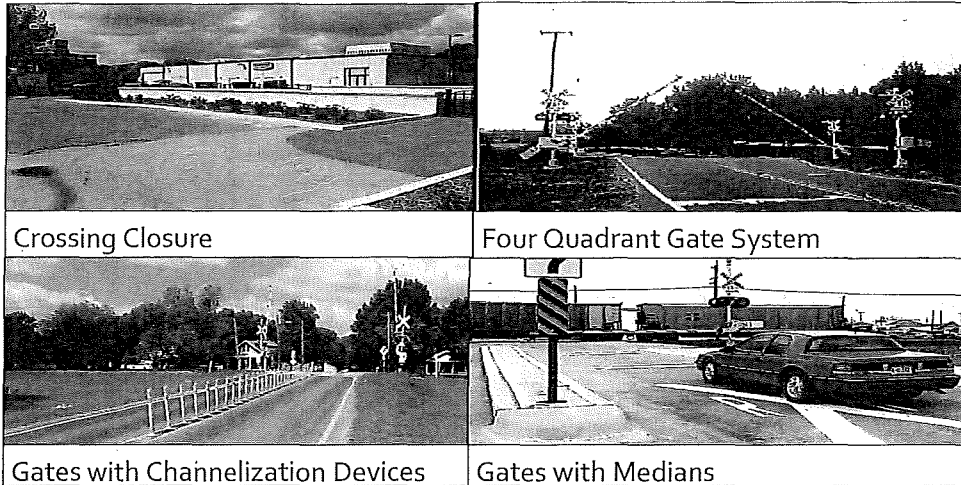
SSMs are pre-approved risk reduction engineering treatments installed at certain public highway-rail crossings within the quiet zone and can help maximize safety benefits and minimize risk. SSMs include: medians or channelization devices, one-way streets with gates, four quadrant gate systems, and temporary or permanent crossing closures. Examples of SSMs are shown on the next page.

ASMs are safety systems, other than SSMs, that are used to reduce risk in a quiet zone. ASMs typically are improvements that do not fully meet the requirements to be SSMs and their risk reduction effectiveness must be submitted in writing and approved by FRA.

FRA strongly recommends that all crossings in the quiet zone be reviewed by a diagnostic team: A diagnostic team typically consists of representatives from the public authority, railroad, and State agency responsible for crossing safety and FRA grade crossing managers.

Public Safety Considerations continued

Examples of SSMs



Wayside Horns The train horn rule also provides another method for reducing the impact of routine locomotive horn sounding when trains approach public highway-rail grade crossings. A wayside horn may be installed at highway-rail grade crossings that have flashing lights, gates, constant warning time devices (except in rare circumstances), and power out indicators. The wayside horn is positioned at the crossing and will sound when the warning devices are activated. The sound is directed down the roadway, which greatly reduces the noise footprint of the audible warning. Use of wayside horns is not the same as establishing a quiet zone although they may be used within quiet zones.

Cost Considerations

The enabling Federal statute did not provide funding for the establishment of quiet zones. Public authorities seeking to establish quiet zones should be prepared to finance the installation of SSMs and ASMs used. Costs can vary from \$30,000 per crossing to more than \$1 million depending on the number of crossings and the types of safety improvements required.

Legal Considerations

The courts will ultimately determine who will be held liable if a collision occurs at a grade crossing located within a quiet zone, based upon the facts of each case, as a collision may have been caused by factors other than the absence of an audible warning. FRA's rule is intended to remove failure to sound the horn as a cause of action in lawsuits involving collisions that have occurred at grade crossings within duly established quiet zones.

The Quiet Zone Establishment Process

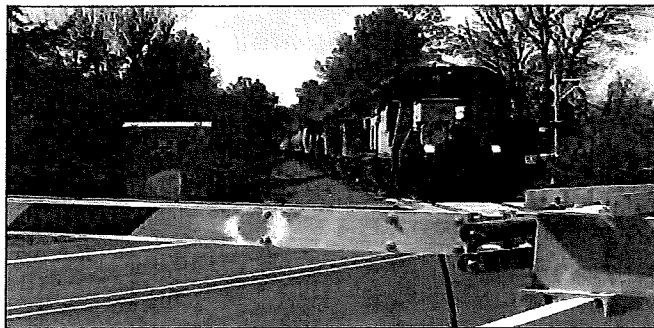
Under the Train Horn Rule, only public authorities are permitted to establish quiet zones. Citizens who wish to have a quiet zone in their neighborhood should contact their local government to pursue the establishment of a quiet zone. The following is a typical example of the steps taken to establish a quiet zone:

1. **Determine** which crossings will be included in the quiet zone. All public highway-rail crossings in the quiet zone must have, at a minimum, an automatic warning system consisting of flashing lights and gates. The warning systems must be equipped with constant warning time devices (except in rare circumstances) and power out indicators. The length of the quiet zone must be at least one-half mile in length.
2. **Identify** any private highway-rail grade crossings within the proposed quiet zone. If they allow access to the public or provide access to active industrial or commercial sites, a diagnostic review must be conducted and the crossing(s) treated in accordance with the recommendations of the diagnostic team.
3. **Identify** any pedestrian crossings within the proposed quiet zone and conduct a diagnostic review of those crossings too. They also must be treated in accordance with the diagnostic team's recommendations. *NOTE:* While it is not required by the regulations, FRA recommends that every crossing within a proposed quiet zone be reviewed for safety concerns.
4. **Update** the U.S. DOT Crossing Inventory Form to reflect current physical and operating conditions at each public, private, and pedestrian crossing located within a proposed quiet zone.
5. **Provide** a Notice of Intent (NOI) to all of the railroads that operate over crossings in the proposed quiet zone, the State agency responsible for highway safety and the State agency responsible for crossing safety. The NOI must list all of the crossings in the proposed quiet zone and give a brief explanation of the tentative plans for implementing improvements within the quiet zone. Additional required elements of the NOI can be found in 49 CFR 222.43(b). The railroads and State agencies have 60 days in which to provide comments to the public authority on the proposed plan.
6. **Alternative Safety Measures** – If ASMs are going to be used to reduce risk, an application to FRA must be made. The application must include all of the elements provided in 49 CFR 222.39(b)(1) and copies of the application must be sent to the entities listed in 49 CFR 222.39(b)(3). They will have 60 days to provide comments to FRA on the application. FRA will provide a written decision on the application typically within three to four months after it is received.

The Quiet Zone Establishment Process continued

7. **Determine** how the quiet zone will be established using one of the following criteria: (Note that Options 2 through 4 will require the use of the FRA Quiet Zone Calculator available at <http://safetydata.fra.dot.gov/quiet/>.)

1. Every public highway-rail crossing in the proposed quiet zone is equipped with one or more SSMs.
2. The Quiet Zone Risk Index (QZRI) of the proposed quiet zone is less than or equal to the Nationwide Significant Risk Threshold (NSRT) without installing SSMs or ASMs.
3. The QZRI of the proposed quiet zone is less than or equal to the Nationwide Significant Risk Threshold (NSRT) after the installation of SSMs or ASMs.
4. The QZRI of the proposed quiet zone is less than or equal to the Risk Index with Horns (RIWH) after the installation of SSMs or ASMs.



8. **Complete** the installation of SSMs and ASMs and any other required improvements determined by the diagnostic team at all public, private, and pedestrian crossings within the proposed quiet zone.

9. **Ensure** that the required signage at each public, private, and pedestrian crossing is installed in accordance with 49 CFR Sections 222.25, 222.27, and 222.35, and the standards outlined in the Manual on Uniform Traffic Control Devices. These signs may need to be covered until the quiet zone is in effect.

10. **Establish** the quiet zone by providing a Notice of Quiet Zone Establishment to all of the parties that are listed in 49 CFR Section 222.43(a)(3). Be sure to include all of the required contents in the notice as listed in 49 CFR Section 222.43(d). The quiet zone can take effect no earlier than 21 days after the date on which the Notice of Quiet Zone Establishment is mailed.

*****Appendix C to the Train Horn Rule provides detailed, step by step guidance on how to create a quiet zone.*****

Required Documentation

Public authorities interested in establishing a quiet zone are required to submit certain documentation during the establishment process. FRA has provided checklists for the various documents that can be found at <http://www.fra.dot.gov/Elib/Details/L03055>.

FRA's Regional Grade Crossing Managers are available to provide technical assistance. A State's department of transportation or rail regulatory agency also may be able to provide assistance to communities pursuing quiet zones.

Public authorities are encouraged to consult with the agencies in their State that have responsibility for crossing safety. Some States may have additional administrative or legal requirements that must be met in order to modify a public highway-rail grade crossing.

Role of Railroads

Communities seeking to establish a quiet zone are required to send a Notice of Intent and a Notice of Quiet Zone Establishment to railroads operating over the public highway-rail grade crossings within the proposed quiet zone. Railroad officials can provide valuable input during the quiet zone establishment process and should be included on all diagnostic teams. Listed below are links to the Class I Railroads and Amtrak.

<u>BNSF Railway (BNSF)</u>	<u>Canadian Pacific (CP)</u>
<u>CSX Transportation (CSX)</u>	<u>Norfolk Southern (NS)</u>
<u>Canadian National (CN)</u>	<u>Union Pacific (UP)</u>
<u>Kansas City Southern (KCS)</u>	<u>Amtrak (ATK)</u>

FINAL NOTE

The information contained in this brochure is provided as general guidance related to the Quiet Zone Establishment Process and should not be considered as a definitive resource. FRA strongly recommends that any public authority desiring to establish quiet zones take the opportunity to review all aspects of safety along its rail corridor. Particular attention should be given to measures that prevent trespassing on railroad tracks since investments made to establish a quiet zone may be negated if the horn has to be routinely sounded to warn trespassers.

POINTS OF CONTACT

General Questions:

Inga Toye, 202-493-6305

Debra Chappell, 202-493-6018

Ron Ries, 202-493-6285

Regional Contacts

Region 1 Connecticut, Maine, Massachusetts, New Hampshire, New Jersey,
New York, Rhode Island, and Vermont

1-800-724-5991

Region 2 Delaware, Maryland, Ohio, Pennsylvania, Virginia, West Virginia,
and Washington, D.C.

1-800-724-5992

Region 3 Alabama, Florida, Georgia, Kentucky, Mississippi, North Carolina,
South Carolina, and Tennessee

1-800-724-5993

Region 4 Illinois, Indiana, Michigan, Minnesota, and Wisconsin

1-800-724-5040

Region 5 Arkansas, Louisiana, New Mexico, Oklahoma, and Texas

1-800-724-5995

Region 6 Colorado, Iowa, Kansas, Missouri, and Nebraska

1-800-724-5996

Region 7 Arizona, California, Nevada, and Utah

1-800-724-5997

Region 8 Alaska, Idaho, Montana, North Dakota, South Dakota, Oregon,
Washington, and Wyoming

1-800-724-5998



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Telephone: 202-493-6299

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September 2013

MEMORANDUM

TO: Township Board

FROM: *Peter Menser*

Peter Menser
Associate Planner

DATE: October 30, 2015

RE: Corridor Improvement Authority (CIA)

The Township Board discussed the Meridian Economic Development Corporation (EDC) Corridor Improvement Authority (CIA) initiative at its September 15, 2015 and October 6, 2015 meetings. At the October 6, 2015 meeting, the Township Board requested the Planning Commission to review the CIA and provide feedback within 30 days. The Planning Commission discussed the CIA at its October 12, 2015 work session and October 26, 2015 regular meeting.

The Planning Commission offered general support for the concept of a CIA along with the following suggestions:

- Rearrange the proposed CIA boundaries to run from Northwind Drive at the west and the golf driving range at the east.
- Consider adding the downtown Okemos area into the CIA.

Staff will review the CIA state act in detail to ensure the CIA boundary complies with the state act criteria prior to the Township Board adopting a resolution of intent to establish a CIA. The boundary will be revised if it does not meet the criteria in the state act.

The next step in the CIA process is to adopt a resolution declaring intent to establish a CIA. The resolution must include a date for a public hearing on the adoption of a CIA. It must also designate the boundaries of the CIA.