



AGENDA
CHARTER TOWNSHIP OF MERIDIAN
TOWNSHIP BOARD – REGULAR MEETING
January 25, 2022 6:00 PM

1. CALL MEETING TO ORDER
 2. PLEDGE OF ALLEGIANCE/INTRODUCTIONS
 3. ROLL CALL
 4. PRESENTATION
 - A. 2022 Township Local Roads Program

 5. CITIZENS ADDRESS AGENDA ITEMS AND NON-AGENDA ITEMS
 6. TOWNSHIP MANAGER REPORT
 7. BOARD MEMBER REPORTS OF ACTIVITIES AND ANNOUNCEMENTS
 8. APPROVAL OF AGENDA
 9. CONSENT AGENDA
 - A. Communications
 - B. Minutes
 - (1) December 11, 2021 Special Meeting
 - (2) December 14, 2021 Regular Meeting
 - C. Bills
 - D. MDOT M-43 Water Main Replacement Contract
 - E. Greater Lansing Area Regional Stormwater Agreement Renewal
 - F. 6013 Greenman – Lot 10 Oak Grove Heights
 - G. Ratification of New Police Officer Appointment

 10. QUESTIONS FOR THE ATTORNEY
 11. HEARINGS (CANARY)
 12. ACTION ITEMS (PINK)
 - A. Appointment of Supervisor Pro-Tem
 - B. Township Manager Performance Review
 - C. Township Manager Employment Agreement-Amendment
 - D. Poverty Exemption Guidelines
 - E. Communications Commission Appointment
 - F. Board of Review Appointments
 - G. 5-Year Parks & Recreation Master Plan 2022-2026
 - H. Resolution Commemorating Black History Month
 - I. Resolution to Approve Ballot Language
 - J. Woodward Way PILOT
 - K. Nomination of Trustee Herring –Jackson Ingham County
Broadband Task Force

 13. BOARD DISCUSSION ITEMS (ORCHID)
 - A. Redevelopment Ready Communities (RRC) Recertification
 - B. Township Emergency Plan Update

 14. COMMENTS FROM THE PUBLIC
 15. OTHER MATTERS AND BOARD MEMBER COMMENTS
 16. ADJOURNMENT
-

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



Local Road Program

Local Road Program

MDOT and Ingham County- Road Ownership

Public Act 51 funding \$0.00

County allocation \$172,500

General Fund transfer \$280,000

Voter approved road bond \$3.5 million

Local Road Program

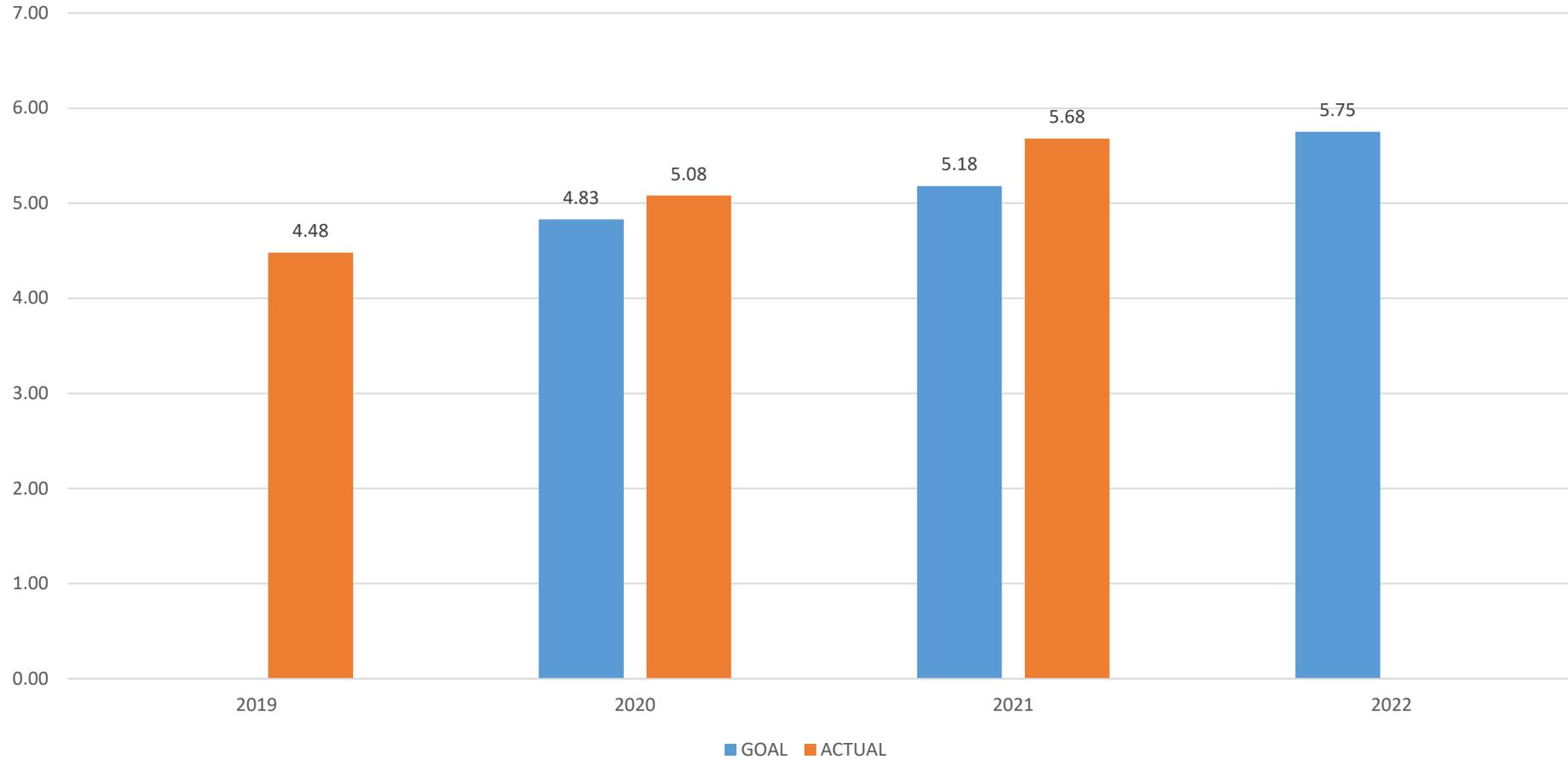
147 miles of LOCAL roads

10 year plan

Goal of PASER of 8

Asset Management

PASER PROGRESS



2021 REVIEW

**8.87 Miles of Resurfacing
(Whitehills Neighborhood)**

9.11 Miles of Preservation

17.98 Miles Total

2021 REVIEW



2022 PROGRAM



2022 Rehab-Resurface



6.84
Miles

2022 Rehab-Resurface

- Crest
- Royal Oak
- Sunhollow Court
- Wilder
- Wilder Court
- Oak Park Trail
- Woodwind Trail
- Wild Ginger Trail
- Carlton
- Bayshore
- Hallendale
- Buckingham
- Quarry
- Jessalee Circle
- Lampen
- Raphael
- Amber
- Blue Haven
- Blue Haven Court
- Timberlane
- Linden
- West Sundwind
- Windy Heights
- Aeolian
- Sandlewood
- Thistlewood
- Cimarron
- Yosemite
- Sashabaw Cul-de-sac
- Creekview Terrace CDS
- Chippendale Circle
- Splice Circle
- Wharf
- Mizzen
- Huron Hill

2022 Cape Seal



**3.74
Miles**

2022 Cape Seal

- Haversham Drive
- Chantilly Lane
- Thames Drive
- Picadilly Drive
- Downing Street
- Maumee Drive
- Apache Drive
- Shawnee Trail
- Kewanee Way
- Birchwood Drive
- Elmwood Drive
- Arbor Drive

Local Road Program

2022 Plan Summary

Rehabilitation-Resurfacing	6.84 miles
Preservation- Cape Seal	3.74 miles
<u>Total 2022 Local Road Work</u>	<u>10.58 miles</u>
PASER at the end of 2022	5.75

Schedule

Survey

Ongoing

Design

Ongoing

Bidding

Late February 2022

Construction

May, 2022

Substantial completion

September 30, 2022



**CONSENT AGENDA
BOARD
COMMUNICATIONS
January 25, 2022**



CHARTER TOWNSHIP OF MERIDIAN

2022 BOARDS AND COMMISSIONS SCHEDULE SUMMARY

<p>Township Board 6:00 pm – Town Hall Room January 11, 18, 25 July 12, 26 February 1, 15 August 4, 16 March 1, 15, 29 September 6, 20 April 12, 26 October 4, 18 May 3, 17 November 3, 15 June 7, 21 December 6, 13</p>	<p>Park Commission 4:30 pm – Service Center January 11 July 12 February 8 August 9 March 8 September 13 April –No Meeting October 11 May 10 November 8 June 14 December -- No meeting</p>
<p>Board of Review March 8 -10 am – Administrative Conference Room March 14 – 10 am-12 pm & 1– 5 pm Administrative Conference Room & 2nd Floor Conference Room March 15 - 6-9pm – Administrative Conference Room & 2nd Floor Conference Room March 16 – 10 am-12 pm & 1-5 pm – Administrative Conference Room & 2nd Floor Conference Room July 19– 10 am – 2nd floor Conference Room December 13 – 10 am – 2nd Floor Conference Room</p>	<p>Brownfield Development Authority 8:00 am – Town Hall Room January 20 July 21 February 17 August 18 March 17 September 15 April 21 October 20 May 19 November 17 June 16 December 15</p>
<p>Corridor Improvement Authority 6:00 pm – Central Fire Station January 19 July 20 February 16 August 17 March 16 September 21 April 20 October 19 May 18 November 16 June 15 December 14</p>	<p>Communications Commission 6:00 pm – Town Hall Room March 16 June 15 September 21 December 14 - 6:00 pm - Community Room/Central Fire Station</p>
<p>Community Resources Commission 7:00 pm – Admin. Conference Room January 5 June 8 February 2 July 13 March 9 September 14 April 13 October 12 May 11 November 9</p>	<p>Downtown Development Authority 7:30 am – Town Hall Room January 3 July 11 February 7 August 1 March 7 September 12 April 4 October 3 May 2 November 7 June 6 December 5</p>
<p>Economic Development Corporation 7:30 am – Town Hall Room January 6 July 7 February 3 August 4 March 3 September 1 April 7 October 6 May 5 November 3 June 2 December 1</p>	<p>Environmental Commission 7:00 pm - TBA January 5 July 6 February 2 August 3 March 2 September 7 April 6 October 5 May 4 November 2 June 1 December 7</p>
<p>Land Preservation 6:00 pm – Service Center/TBA January 12 July 13 February – no meeting August 10 March 9 September 14 April – no meeting October – no meeting May 11 November 9 June 8 December – no meeting</p>	<p>Planning Commission 7:00 pm – Town Hall Room January 10, 24 July 11, 25 February 14, 28 August 8, 22 March 14, 28 September 12, 26 April 11, 25 October 10, 24 May 9, 23 November 14 June 13, 27 December 12</p>
<p>Transportation Commission 6:00 pm – Central Fire Station January 20 July 21 March 17 September 15 May 19 November 15</p>	<p>Zoning Board of Appeals 6:30 pm – Town Hall Room January 19 July 20 February 16 August 17 March 16 September 21 April 20 October 19 May 18 November 16 June 15 December 21</p>

** This calendar reflects scheduled meetings as of the first of the year, 2022. Township Board will be hosting a joint meeting of all boards on commissions on January 25, 2022. Please note, meetings may be added/canceled throughout the month with appropriate notice. For an up to date calendar, visit www.meridian.mi.us. Prepared by the Meridian Township Clerk's Office, Deborah Guthrie, Township Clerk, 5151 Marsh Road, Okemos, MI 48864 | 517.853.4300



Patrick E. Lindemann

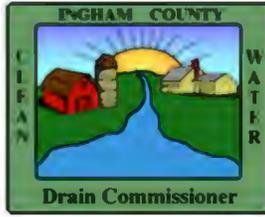
Ingham County Drain Commissioner

PO Box 220
707 Buhl Avenue
Mason, MI 48854-0220

Phone: (517) 676-8395

Fax: (517) 676-8364

<http://dr.ingham.org>



Carla Florence Clos
Deputy Drain Commissioner

Paul C. Pratt
Deputy Drain Commissioner

Angie Cosman
Chief of Engineering and Inspection

Sheldon Lewis
Administrative Assistant

January 4, 2021

ROAD CLOSURE NOTIFICATION

NORTHVIEW DRIVE

Starting on Monday, January 10, 2022, as part of the Daniels Drain construction project, the Ingham County Drain Commissioner will close Northview Drive just south of Grand River Ave. to through traffic to install a box culvert underneath the roadway to replace the existing storm sewer.

It is anticipated that the road closure will be in effect from
Monday, January 10th to Friday, January 21st, 2022

We apologize for any inconvenience this may cause and thank you for your patience.

For any further questions or concerns please contact:

Mitch Walton, Construction Inspector.....(616) 560-9049

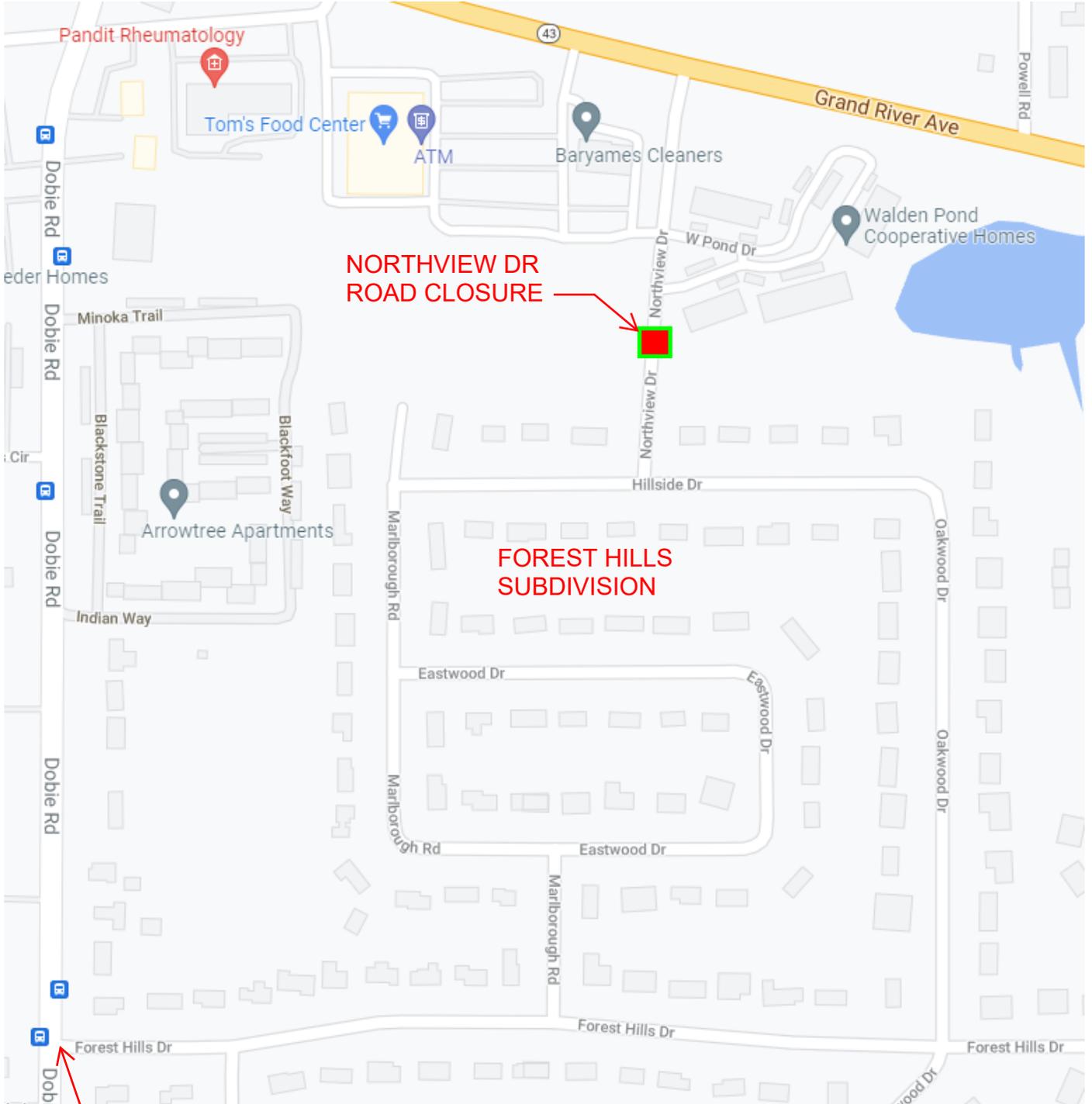
Kyle Smith, Project Engineer.....(734) 904-9356

Brian J. Cenci, PE, Senior Project Manager.....(517) 449-3478

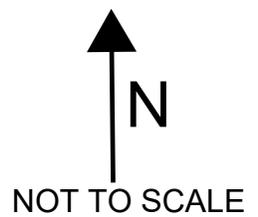
ICDC Office.....(517) 676-8395

(SEE MAP ON NEXT PAGE)

LOCATION MAP



ACCESS FOREST
HILLS SUBDIVISION
FROM FOREST
HILLS DR



From: Xavier DeGroat
To: Special Advertising Section, Meridian Mall
Subject: Ribbon Cutting Ceremony Flyer
Date: Tuesday, January 9, 2024 11:49:42 am

Please see the attached and fill fire to use!



COME SUPPORT THE XAVIER DEGROAT AUTISM FOUNDATION



RIBBON-CUTTING CEREMONY

FRIDAY, FEBRUARY 4 AT 6:30 PM

East end of Meridian Mall Room 713 – Next to Schuler Books

SPECIAL GUESTS KIYERRA LAKE & JORMA DURAN FROM WLNS TV 6 NEWS

Join the Grand Opening of the Xavier DeGroat Autism Foundation Museum & Gift Store. It's FREE in support of autism awareness and educating the community.

"WE ARE MERIDIAN" - XAVIER DEGROAT (PRESIDENT & CEO)

"Xavier is relentless and very persistent and that's what I love about him as he actually gets things done"
- Coach Mel Tucker



1982 W GRAND RIVER RD | OKEMOS, MI 48864

From: [Charles Kotz](#)
To: [Board](#)
Subject: HOMEGROWN NATIONAL PARK - The Township needs to promote this
Date: Friday, January 14, 2022 1:24:37 PM

Dear Board-

It amazes me how the suburban esthetic still dominates here in the Township, i.e., acres of sterile, fertilized and pesticide soaked grass lawns.

It is time to re-evaluate this practice, to benefit our bird and pollinator species.

Please see the attached-

Sincerely,

Charlie Kotz
1282 Silverwood Dr.
<https://homegrownnationalpark.org/>

Sent from my iPhone

Proposed Amendments to the Ingham County Sanitary Code Chapter 2- Onsite Sewage Treatment Systems

January 27, 2022

3:30 PM

Zoom meeting

<https://us06web.zoom.us/j/88042560862?pwd=UzZrSVEwRlIZaUVlWk5CT1VjbVNWQT09>

Interested persons and members of the public are invited to participate in this virtual meeting to ask questions and provide comments.

Current Ingham County Sanitary Code can be viewed at:
<https://www.ingham.org/bc/Ordinances/sanitary%20code%202.pdf>

To RSVP: (517) 887-4506 or cmerz@ingham.org

**Proposed Amendments to the
Ingham County Sanitary Code Chapter 2-
Onsite Sewage Treatment Systems**

**January 27, 2022
Agenda**

1. Introductions
2. Why update the Sanitary Code?
3. Chapter 2 Updates
4. Questions and Answers
5. Next meeting
6. Adjourn

*If you would like a copy of the updated Chapter 2 of the sanitary code, please email cmerz@ingham.org

*Any additional questions please call or email Meredith Gregory (517) 887-4527, mgregory@ingham.org

EAST LANSING – MERIDIAN WATER AND SEWER AUTHORITY
2470 BURCHAM DRIVE – EAST LANSING, MICHIGAN 48823
PHONE: 517-337-7535 – FAX 517-337-7240

Agenda

East Lansing-Meridian Water and Sewer Authority

December 16, 2021

11:00 A.M.

BOARD OF TRUSTEES

DEREK PERRY
Chair

NICOLE MCPHERSON
Vice-Chair

CHUCK PETERSON
Secretary

BRADLEY BROGREN
Trustee

JIM CLELAND
Trustee

JIM ECKLUND
Trustee

•

JILL FELDPAUSCH
Treasurer

•

CLYDE DUGAN
Operator/Manager

Note: This meeting will be held at the Hannah Community Center
819 Abbot Rd., East Lansing, MI 48823

1. Roll call.
2. Approval of minutes of the November 18, 2021 meeting.
A. Motion to approve.
3. Approval of minutes of the December 1, 2021 special meeting.
A. Motion to approve.
4. Communications.
5. Public Comments.
6. Treasurer's Report.
7. Long Term Planning update.
8. Manager's Report.
A. Expenditure list (Motion to acknowledge).
9. Other Business.
10. Adjournment.

EAST LANSING – MERIDIAN WATER AND SEWER AUTHORITY
2470 BURCHAM DRIVE – EAST LANSING, MICHIGAN 48823
PHONE: 517-337-7535 FAX 517-337-7240

East Lansing and Meridian Township

Water System Advisory Council

COUNCIL MEMBERS
2021

DEREK PERRY

NICOLE MCPHERSON

CHUCK PETERSON

BRADLEY BROGREN

JAMES CLELAND

JAMES ECKLUND

BROCK HOWARD

Agenda:

Date: December 16, 2021
Location: Hannah Center, Banquet Room
819 Abbot Road
East Lansing, MI 48823
Convene: 12:00 Noon

- I. Call to Order**
- II. Introductions**
- III. Election of Officials**
- IV. Agenda Overview**
- V. Water System Briefings**
 - a. City of East Lansing**
 - b. Meridian Charter Township**
 - c. ELMWSA**
- VI. Public Awareness Campaign**
 - a. Discussion**
- VII. Public Comment**
- VIII. Future Meetings**
- IX. Adjourn**



FOR IMMEDIATE RELEASE
December 13, 2021

CONTACT: LeRoy Harvey, Environmental Programs Coordinator
517.853.4466 | harvey@meridian.mi.us

Meridian Township Offers Christmas Tree Disposal

Residents Encouraged to Recycle Holiday Decor

Meridian Township, MI – Meridian Township will be accepting Christmas trees for recycling from December 26, 2021 to January 31, 2022 at Nancy Moore Park (1960 Gaylord C. Smith Court, Haslett). Trees can be dropped off at no charge dawn to dusk.

Trees should be free of:

- Wire
- Metal Bracing
- Nails
- Plastic Bags
- Rope
- Christmas Garland

**Wreaths are not accepted.*

Trees and other yard waste can also be recycled at the Meridian Township Recycling Center (5976 E. Lake Drive, Haslett) operated by Reclaimed By Design. There is a fee of \$5-\$10, depending upon the size. No lights, metal, wire or decorations will be accepted. Artificial trees are also accepted for a \$5 charge.

Winter hours for the Recycling Center are:

- Monday and Friday: 2:00 pm to 5:00 pm
- Tuesday, Wednesday and Thursday: 10:00 am to 5:00 pm
- Saturday: 10:00 am to 4:00 pm

Visit www.reclaimedbydesign.com for holiday hours and possible closings due to weather conditions.

For more information, visit www.meridian.mi.us/GreenMeridian.

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From: [Meridian Township, MI](#)
To: [Deborah Guthrie](#)
Subject: Daniel Drain assessment
Date: Tuesday, December 14, 2021 8:26:53 PM

Message submitted from the <Meridian Township, MI> website.

Site Visitor Name: Cheri Meyer
Site Visitor Email: Meyer22@comcast.net

We are writing to protest the assessment against our property for the Daniels drain project. We do not believe that we will be benefiting from the project. The township petitioned the drain commissioner to construct this project however it was not needed for our property. Therefore we don't understand why we are being assessed and such a great amount. Thank you. Cheri and Jon Meyer

Annual Summer Tax Resolution Okemos Public Schools

A regular meeting of the Board of Education of the Okemos Public Schools, Okemos, Michigan, was held in the Community Conference Room of the administration building on 13th day of December 2021 at seven (7:00) o'clock in the evening (P.M.).

The meeting was called to order at 7:00 in the evening (P.M.) by President Dean Bolton.

Present: Dean Bolton, Katie Cavanaugh, Mary Gebara, Vincent Lyon-Callo, Andy Phelps and Jayme Taylor

Absent: Melanie Lynn

The following preamble and resolution were offered by member Katie Cavanaugh and supported by member Mary Gebara.

WHEREAS, this board of education previously adopted a resolution to impose a summer property tax levy to collect one-half of annual school property taxes, including debt service and sinking funds, upon property located within the school district and continuing from year to year until specifically revoked by the Okemos Board of Education.

NOW THEREFORE BE IT RESOLVED THAT:

1. This Board of Education, pursuant to 1976 PA 451, as amended (Revised School Code), hereby invokes for 2022 its previously adopted ongoing resolution imposing a summer tax levy of one-half of annual school property taxes, including debt service and sinking funds, upon property located within the school district and continuing from year to year until specifically revoked by this board of education, and requests each city and/or township in which this district is located (and in which a local school district or city is concurrently imposing a summer tax levy) to collect those summer taxes.
2. The Superintendent or designee is authorized and directed to forward to the governing body of each city and/or township in which this district is located (and in which a local school district or city is concurrently imposing a summer tax levy) a copy of this board's resolution imposing a summer property tax levy on an ongoing basis and a copy of this resolution requesting that each such city and/or township agree to collect the summer tax levy for 2022 in the amount specified in this resolution. Such forwarding of the resolutions and the request to collect the summer tax levy shall be performed so that they are received by the appropriate governing bodies before January 1, 2022.
3. Pursuant to and in accordance with Section 1613(1) of the Revised School Code, the Superintendent, Assistant Superintendent, or designee is authorized and directed to negotiate on behalf of this district with the governing body of each city and/or township in which the district is located for the reasonable expenses for collection of this district's summer tax levy

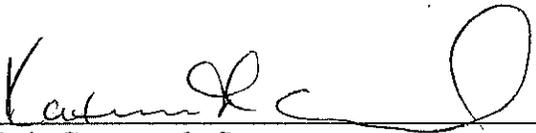
that the city and/or township may bill under MCL 380.1611 or MCL 380.1612. Any such proposed agreement shall be brought before this board for its approval or disapproval.

4. All resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution are hereby rescinded.

Ayes: Bolton, Cavanaugh, Gebara, Lyon-Callo, Phelps and Taylor

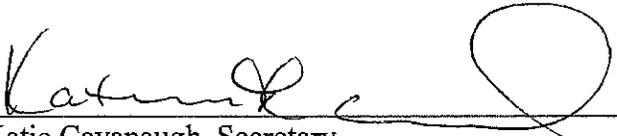
Nays: Members

Resolution declared adopted.



Katie Cavanaugh, Secretary
Okemos Board of Education

The undersigned, duly qualified and acting Secretary of the Board of Education of the Okemos Public School District, hereby certifies that the foregoing constitutes a true and complete copy of a resolution adopted by said board of education at a regular meeting held on December 13, 2021, the original of which is part of the board's minutes. The undersigned further certifies that notice of the meeting was given to the public pursuant to the provisions of the "Open Meetings Act" (1976 PA 267, as amended).



Katie Cavanaugh, Secretary
Okemos Board of Education

Annual Summer Tax Resolution

Williamston Community Schools, Ingham County, Michigan (the "District")

A regular meeting of the board of education of the District (the "Board") was held:

- in the Williamston Middle School Multi-Purpose Room, 3845 Vanneter Rd, Williamston, MI 48895, within the boundaries of the District,
- electronically through Zoom with identification number 851 2192 7353 ____

on the 7th day of December, 2020, at 7 o'clock in the p.m. (the "Meeting")

The Meeting was called to order by Scott Gaffner, President.

Present: Members Scott Gaffner, Nancy Deal, Christopher Lewis, Barah Belanger, Julie Conley, Amanada Hathaway Frattarelli, Jeff West

Absent: Members None

The following preamble and resolution were offered by Member Christopher Lewis and supported by Member Jeff West:

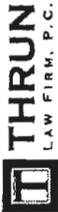
WHEREAS, this Board previously adopted a resolution to impose a summer tax levy to collect 50% of annual school property taxes, including debt service, upon property located within the District and continuing from year-to-year until specifically revoked by the Board.

NOW, THEREFORE, BE IT RESOLVED THAT:

1. The Board, pursuant to 1976 PA 451, as amended (the Revised School Code), invokes for 2021 its previously adopted ongoing resolution imposing a summer tax levy of one-half of annual school property taxes, including debt service, upon property located within the District and continuing from year-to-year until specifically revoked by the Board and requests that each city and/or township in which the District is located collect those summer taxes.

2. The Superintendent or designee is authorized and directed to forward to the governing body of each city and/or township in which the District is located a copy of this Board's resolution imposing a summer property tax levy on an ongoing basis and a copy of this resolution requesting that each such city and/or township agree to collect the summer tax levy for 2021 in the amount specified in this resolution. Such forwarding of the resolutions and the request to collect the summer tax levy shall be performed so that they are received by the appropriate governing bodies before January 1, 2021.

3. Pursuant to and in accordance with Section 1613(1) of the Revised School Code, the Superintendent or designee is authorized and directed to negotiate on behalf of the District with the governing body of each city and/or township in which the District is located for the reasonable expenses for collection of the District's summer tax levy that the city and/or township may bill under MCL 380.1611 or MCL 380.1612. Any such proposed agreement shall be brought before this Board for its approval or disapproval.



4. All resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution be and the same are hereby rescinded.

Ayes: Members Amanda Hathaway Frattarelli, Julie Conley, Jeff West,
Christopher Lewis, Nancy Deal, Sarah Belanger, Scott Gaffner

Nays: Members None

Resolution declared adopted.

SARAH M. BELANGER
Secretary, Board of Education

The undersigned duly qualified and acting Secretary of the Board of Education of Williamston Community Schools, Ingham County, Michigan, hereby certifies that the foregoing constitutes a true and complete copy of a resolution adopted by the Board at the Meeting, the original of which is part of the Board's minutes. The undersigned further certifies that notice of the Meeting was given to the public pursuant to the provisions of the "Open Meetings Act" (Act 267, Public Acts of Michigan, 1976, as amended).

Sarah M. Belanger
Secretary, Board of Education

IFK/keh



FOR IMMEDIATE RELEASE
December 20, 2021

CONTACT: Frank L. Walsh, Township Manager
517.853.4254 | walsh@meridian.mi.us

Meridian Township Awards 5th Annual Archie Virtue Excellence Award
Employees Recognized for Commitment and Dedication to Community

Meridian Township, MI – On Thursday, December 16, Meridian Township awarded Senior Project Engineer Nyal Nunn as the recipient of the 2021 Archie Virtue Excellence Award (AVEA).



“I was very fortunate to work alongside Archie for almost a decade, where I was able to observe his dedication and selflessness every single day,” said Nyal Nunn, senior project engineer. “I continuously strive to live up to his example in order to serve this exceptional community, so it is a great honor to receive the Archie Virtue Excellence Award.”

Nyal celebrated 11 years with Meridian Township in September 2021. He received the award for his hard work and dedication to the Township and the residents he serves as a Senior Project Engineer for the Public Works Department. Finalists for the award included Chrissy Scaccia (Police), Carol Hasse (Human Resources), Denise Green (Public Works), Kristen Cole (Information Technology), Chris Johnson (Fire), Brandie Yates (Communications) and Jennifer Flower (Assessing).

“The Archie Virtue Award is given to an individual who exemplifies unparalleled pride, passion and performance through their work in Meridian Township,” stated Township Manager Frank L. Walsh. “Nyal Nunn is an outstanding team member. Nyal serves the public in an exemplary manner. He cares about his hometown and we are thankful for his service.”

In 2017, Meridian Township began the AVEA honoring Meridian Township employee, Archie Virtue. He was known for his long term commitment to Meridian Township, his extremely positive attitude and unparalleled work ethic. Archie was an employee of Meridian Township for 57 years; retiring in June 2018. Archie passed away in November 2018. He was beloved by all who knew him and will be missed greatly.

The Township created the AVEA to honor non-salaried employees who exemplify Archie’s work ethic, positive attitude and a real commitment to the residents.

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FOR IMMEDIATE RELEASE
December 20, 2021

CONTACT: Frank L. Walsh, Township Manager
517.853.4254 | walsh@meridian.mi.us

Meridian Township Offices to Close on Fridays in January and February 2022
4-Day Work Week Implemented for Employee Mental Health, Recruitment and Retention

Meridian Township, MI – Beginning in January 2022, Meridian Township officials will implement a temporary 4-day work week for non-emergency employees. For the first two months of 2022, Township buildings, including Harris Nature Center, will be closed to the public on Fridays.

“Taking into account the ravaging mental health effects of COVID-19, Meridian Township has chosen to offer our team a respite. Beginning on January 7, and continuing through February 25, Township offices will close on Fridays. I’m confident, as we care about our team, our customer service will remain unparalleled,” said Township Manager Frank L. Walsh.

Community members are encouraged to continue utilizing digital options for assistance, including the Township’s website, email or phone. Non-emergency personnel will be unavailable to answer inquiries on the days Township offices are closed. The 24-Hour White Drop Box located outside the Municipal Building (5151 Marsh Road, Okemos) is also available for correspondence, utility bills and property tax payments. The Meridian Township Police, Fire and medical response team operations will not be affected. For water and sewer utility emergencies, please call 517.349.0010.

Friday Closures:

- January 7
- January 14
- January 21
- January 28
- February 4
- February 11
- February 18
- February 25

Holiday Closures:

- Monday, January 17 – Martin Luther King Jr. Day
- Monday, February 21 – Presidents Day

Township buildings will reopen to the public on Fridays beginning in March 2022. For more information, visit the Meridian Township website at www.meridian.mi.us.

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CHARTER TOWNSHIP OF MERIDIAN, INGHAM COUNTY
LEGAL AD NOTICE: Medical Marihuana Applications

CHARTER TOWNSHIP OF MERIDIAN
LEGAL NOTICE
Commercial Medical Marihuana Facility Permit Applications

Notice is hereby given that the Director of Community Planning and Development of the Charter Township of Meridian will accept applications for commercial medical marihuana facility permits on Tuesday, January 11, 2022 from 8:00 a.m. to 5:00p.m. The application is available at <http://www.meridian.mi.us/businesses/resources/medical-marihuana> or can be picked up in the Department of Community Planning and Development, 5151 Marsh Road, Okemos, Michigan 48864-1198, between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday. Any questions or comments about the application or application process may be directed to Brian Shorkey, Senior Planner, Charter Township of Meridian, 5151 Marsh Road, Okemos, Michigan, 48864, or by email to shorkey@meridian.mi.us.

Publish: Towne Courier
December 26, 2021

Deborah Guthrie
Township Clerk

1 Affidavit, please



CHARTER TOWNSHIP OF MERIDIAN, INGHAM COUNTY

LEGAL AD NOTICE: Special Use Permit #18051 (Singh)

MONDAY, January 10, 2022

CHARTER TOWNSHIP OF MERIDIAN
LEGAL NOTICE
Special Use Permit #18051 (Singh)
Public Hearing

Notice is hereby given that the Planning Commission of the Charter Township of Meridian will hold a public hearing on Monday, January 10, 2022 at 7:00 p.m. in the Meridian Municipal Building, Town Hall Room, 5151 Marsh Road, Okemos, MI, 48864 (phone 517-853-4560) to hear all persons interested in a special use permit request. Balaram Singh is asking for an extension for his approved Special Use Permit to construct a multiple family housing development with a total of seven dwelling units at 1954 Saginaw Highway. The 1.61 acre site is zoned RDD (Multiple Family).

Information may be examined at the Department of Community Planning and Development, 5151 Marsh Road, Okemos, Michigan 48864-1198, between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday. Written comments may be sent prior to the public hearing to Brian Shorkey, Senior Planner, Charter Township of Meridian, 5151 Marsh Road, Okemos, Michigan, 48864, or by email to shorkey@meridian.mi.us.

Publish: Towne Courier
December 26, 2021

Deborah Guthrie
Township Clerk

1 Affidavit, please



FOR IMMEDIATE RELEASE
December 27, 2021

CONTACT: Andrew McCready, Police Sergeant
517.853.4800 | mccready@meridian.mi.us

Meridian Township Deer Management Efforts Continue in 2022

Deer Cull Planned for January and February

Meridian Township, MI – Meridian Township Police are preparing to conduct a deer cull from January 1, 2022 to February 28, 2022 as part of the Township’s Deer Management Program. The deer cull will take place in select Township parks, land preserves and on private property with consent.

Meridian Township Police Officers will use firearms to perform the deer cull during the evening and overnight hours when parks are closed. Signs will be posted to notify the public. Police will conduct targeted culling at sites that are pre-selected due to their suitability for a safe and controlled culling of the deer herd. The parks will remain open for use from dawn to dusk.

“This program is done in an effort to protect our community members from injury and property damage resulting from car/deer traffic crashes,” said Meridian Township Police Chief Ken Plaga. “Our community has a number of hotspots in this regard. We anticipate that a targeted culling of herds along these areas will greatly reduce the danger of injury to people in our community and costs resulting from property damage due to these crashes.”

The deer cull plan was developed in response to continued complaints from residents to reduce deer-related incidents; as well as support biological diversity in natural areas. The deer will be processed and venison donated to local food banks. Funding for the deer processing will come from the Michigan Sportsmen Against Hunger organization. The goal is to cull approximately 200 deer.

The Township Board approved the deer cull in December 2020 as a tool to reduce the local over-population of white-tailed deer. The Michigan Department of Natural Resources (DNR) issued the Meridian Township Police a Damage and Nuisance Animal Control Permit to implement the cull. The permit allows for a controlled cull outside of the regular hunting season and has exceptions to hunting rules.

For questions or concerns about the deer cull, call the Meridian Township Police at 517.853.4800. Residents can visit www.meridian.mi.us/DeerManagement for more information about the Township’s deer management efforts to date.

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





FOR IMMEDIATE RELEASE
December 30, 2021

CONTACT: Frank L. Walsh, Township Manager
517.853.4254 | walsh@meridian.mi.us

Meridian Township Officials Respond to Community Members Concerns

New 4 & 1 Recruitment and Retention Work Plan Replaces Temporary 4-day Work Week

Meridian Township, MI – Beginning the first week of January, and ending the last full week of February, Meridian Township Officials will implement a temporary 4 & 1 work plan for non-emergency employees. Under the new plan, each team member will be able to work from home one day a week, while Township Offices remain open to serve the public.

“This trial program is aimed at improving our retention, recruitment and allowing time for mental health,” stated Township Manager Frank L. Walsh. “We received multiple concerns from the community regarding our initial announcement of a temporary 4-day work week. Our modified plan addresses those concerns while still showing our team that we care about their well-being.”

Township offices will remain open to the public from 8:00 am to 5:00 pm Monday through Friday during the months of January and February 2022, excluding holidays.

Community members are still encouraged to continue utilizing digital options for assistance, including the Township’s website, email or phone. The 24-Hour White Drop Box located outside the Municipal Building (5151 Marsh Road, Okemos) is also available for correspondence, utility bills and property tax payments.

For more information about the Township or to reach a specific department, please visit the Meridian Township website at www.meridian.mi.us.

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





**CONSENT AGENDA
PROPOSED BOARD MINUTES
January 25, 2021**

PROPOSED MOTION:

- (1) Move to approve and ratify the minutes of the Regular Meeting of December 11, 2021, as submitted.
- (2) Move to approve and ratify the minutes of the Regular Meeting of December 14, 2021, as submitted.

ALTERNATE MOTION:

- (1) Move to approve and ratify the minutes of the Regular Meeting of December 11, 2021 with the following amendment(s):
- (2) Move to approve and ratify the minutes of the Regular Meeting of December 14, 2021 with the following amendment(s):

[insert amendments]

CHARTER TOWNSHIP OF MERIDIAN
SPECIAL MEETING TOWNSHIP BOARD 2021 **-DRAFT-**
5151 Marsh Road, Okemos MI 48864-1198
517.853.4000, Township Hall Room
SATURDAY, December 11, 2021 **9:00 am**

PRESENT: Supervisor Styka, Clerk Guthrie, Treasurer Deschaine, Trustees Opsommer, Wisinski, Sundland, Jackson (9:20)

ABSENT:

STAFF: Township Manager Walsh, Deputy Manager Perry, Fire Chief Hamel, Community Planning and Development Director Schmitt, IT Director Gebes, Chief of Police Plaga, Communications Manager Yates, Director of Economic and Development Clark, Township Assessor Winstead, Parks and Recreation Director Maisner

1. CALL MEETING TO ORDER

Supervisor Styka called the meeting to order at 9:05 pm.

2. PLEDGE OF ALLEGIANCE/INTRODUCTIONS

Supervisor Styka led the Pledge of Allegiance.

3. ROLLCALL

Clerk Guthrie called the roll of the Board.

Supervisor Styka is attending remotely from his home in Meridian Township due to health issues.

4. CITIZENS ADDRESS AGENDA ITEMS AND NON-AGENDA ITEMS

Supervisor Styka opened public remarks at 9:06 am

NONE

Supervisor Styka closed public remarks at 9:07 am

5. APPROVAL OF AGENDA

Trustee Opsommer moved to approve the agenda. Seconded by Treasurer Deschaine.

ROLL CALL VOTE: YEAS: Supervisor Styka, Clerk Guthrie, Treasurer Deschaine, Trustees Opsommer, Wisinski, Sundland

NAYS: None

Motion carried: 6-0

6. BOARD DISCUSSION ITEMS

A. Overview of 2021 Township Board Goals and Objectives 9:00am-9:15am

Manager Walsh spoke about the goals and objectives of the Township Board. He spoke about the population growth of 11% in the township and the new improvements and additions to the township over the last 10 years. He spoke of the new investments in the township during COVID-19, and how all these points attract new residents.

He stated the township's COVID-19 response was good as it acquired new grants and started the COVID-19 hotline. He spoke of the solar energy projects and of Diversity Equity and inclusion. He spoke of the Village of Okemos and Pine Village projects. He spoke of the road project and the comprehensive broadband projects. The design for the pathway project is done, but the signage in the township needs to be worked on. The website was kicked off November 15th and township pension payments are on track.

Overall manager Walsh stated he is very happy with the progress made by the township over the last several years.

B. Overview of 2021 Departmental Activities & 2022 Vision

1) Human Resources 9:15am-9:30am

Manager Walsh outlined the HR department's 2021 achievements and 2022 goals. He stated working with COVID-19 protocols is a main focus. Director Tithof is also working on contract negotiations as four collective bargaining agreements are expiring next year. The Personal Policy Handbook is being worked on for the first time since 2013. Diversity Equity and Inclusion, and retention and recruitment are on the forefront of the HR department's mind.

Treasurer Deschaine thanked manager Walsh for his presentation and spoke about the importance of focusing on employee retention and recruitment. He spoke about changing township policy to accept cashless payments.

2) Community Planning and Development 9:30am-9:45am

Director Schmitt outlined the Community and Planning department's achievements in 2021 and goals of 2022.

Director Schmitt stated his department has had a nearly 50% turnover in the last year and thanked his current staff. He further stated finishing the MUPUD Ordinance update was a big accomplishment and he is currently working on the sign ordinance. Many of his goals involve how the department works with East Lansing and Mason on building contracts and the township's contract with Mason was updated and reapproved last fall.

Further he stated overall the township has pulled through COVID-19 well from a construction standpoint. The Woodward Way project is underway, Red Cedar Manor is completed, and Silverstone and Copper Creek subdivisions have started construction. Commercial construction is underway all over the township. He stated as a community the township is moving towards acting more as a brownfield community. He stated the easy sites are gone and his focus is on how to support the new big projects going forward. His department will start to update the 5 year master plan in 2022 and will also focus on improving the process for developers and staff. He wishes to make his department less reliant on paper and to modernize the Zoning Ordinance as much of it is 50 years old. He wants to update the Zoning Board of Appeals standards and has 14 minor amendments to bring to the Planning Commission. He wants to think big and with that he wants to pursue the mall reimaging, affordable housing and how west Grand River Rd. should look.

Trustee Opsommer agreed with Director Schmitt on needing to make updates. He asked about the gas station at Marsh and Haslett and if they are having construction problems due to COVID-19.

Director Schmitt stated they were having supply chain issues.

Trustee Opsommer asked if the 5-year master plan would be created internally or use an outside source.

Director Schmitt stated they would hire an outside firm to aid in collecting public input.

Trustee Opsommer stated the Zoning Board of Appeals amendments referenced are worth looking at.

Director Schmitt stated he would address front yard setbacks and sight triangles first thing 2022.

Clerk Guthrie stated she was happy to hear Director Schmitt is going paperless, and that he should work with her office on that front. She also encouraged Director Schmitt to work with MDOT on the left turn signal on Northwind where Trader Joe's is going to be.

Trustee Jackson spoke about the lack of Greenfield and thinking bigger. She asked about the structure of his department.

Director Schmitt clarified that bigger is a way of thinking not necessarily just meaning bigger buildings. He stated his staff levels are one and a half rental inspectors, one full time code enforcement officer, 2 full time building inspectors, one building official, one admin assistant, one assistant planner, and a senior planner. He stated he has one open admin assistant position.

3) Economic Development & Neighborhoods 9:45am-10:00am

Director Clark outlined the Economic Development & Neighborhood 2021 year and goals for 2022.

Director Clark overviewed the Village of Okemos project. There is an active grant from EGLE of about \$975,000 and a loan of about the same amount. Those funds are in the name of the developer, however the funds belong to the township. While COVID-19 did have an impact, the developer shares responsibility for delays. For the developer to keep the grant and loan they must show progress moving forward according to EGLE's specifications. Should the developer retain funding, construction progress should be seen in June 2022 and the project should be finished in 2024.

In terms of other major redevelopments she would like to see the Downtown Development Authority come up with their own policies to assist. The DDA hopes to hold an art festival this year. Small business grants are over \$500,000. The community's first Juneteenth celebration was in 2021. She has worked with Director Schmitt on Brownfields, the sign Ordinance and the MUPUD Ordinance update.

Pine Village should begin construction next quarter. The project should be about \$21 mill total, \$3 mil. out of brownfields. The Michigan Economic Development Corporation has updated their Redevelopment Ready Communities status so that a term of certification is 5 years to match the master plan cycles under State law. Suggested recertifying with MEDC and will provide more information in January. Suggested arming the Corridor Improvement Authority with tools to focus on the mall.

Trustee Jackson asked when the Village of Okemos redevelopment renewal deadline is.

Director Clark replied the end of 2022 to show progress on items, and 2023 to finish those items.

Trustee Opsommer thanked Director Clark for her work. He discussed making the Corridor Improvement Authority the TIF for the mall, and the Village of Okemos project. He spoke about working with other communities that don't qualify for the Transformational Brownfield Program.

4) Parks and Recreation 10:00am-10:15am

Director Maisner outlined the Parks and Recreation 2021 and 2022 goals.

Director Maisner stated over 2000 children are participating in Sporties for Shorties. The senior exercise group meets three days a week at the pavilion outside of the township hall and the senior center is operating virtually. The Harris Nature Center had their highest number of kids attending summer camp this year, and the farmers market has had 84,000 visitors on Saturdays in 2021 and Wednesdays the summer concert series took place at the marketplace. The artificial ice rink is open and has hosted a family skating event. The Parks Department also hosted smaller events such as Howlween, Santa Paws, and Drive-Through-Santa is next. The dog parks are doing well with 1006 members. The 5 year Parks and Recreation Master Plan is being updated and due to the DNR on February 1st and they have obtained a grant to create a pathway and trail map for community use.

Acquired home on Okemos Rd. and will demolish after fire department training. North Meridian Rd. park soccer field does not have enough parking and will be expanded. Plans on installing shade structure at Towner Rd. Park for pickle ballers. Department is working

with Deputy Manager Perry on replacing park signs. Renewing community services millage will be important in 2022. Floating islands have been installed in the pond at Central Park South. Thanked Manager Walsh and the board for retention and recruitment focus.

Trustee Wisinski thanked Director Maisner for her work. She would like to see a continuing focus on developing the marketplace.

Director Maisner stated Delta Dental supplied \$4000 dollars for a box that will contain ice skates for anyone in the public to use at the new ice rink.

Trustee Jackson asked why Director Maisner would like to expand the parking lot at South Central Park.

Director Maisner stated people are parking across the street from the park and having to cross the road.

5) Deputy Manager & Public Works 10:15am-10:30am

Deputy Manager Perry spoke about the achievements of Public Works in 2021 with a focus on roads and drains. He further spoke about the goals of public works in 2022.

He spoke about replacing a water main in the wetlands close to the Grand River Rd. project. He stated only one bid came in and he is rebidding the project. Put onsite power generation at 2 lifts stations. Finalized the Georgetown payback agreement. In municipal buildings; completed HVAC project, modernized drinking fountains and HVAC controls, remodeled vacant office to be the Trustee office, replaced exterior doors and replacing lights with LED lights. Went forward with the sidewalk order to maintain project, the Powell Rd. paving project and streetlight special assessment for Silverstone. He is resubmitting a grant for the recycling center. Moving forward with Railroad quiet zone, and moving forward with an electric vehicle assessment.

Local Road Program entering its third year. Okemos bridge project is moving forward in 2022. Pathway construction will hopefully move forward. The phase three program is moving forward and the Shaw sidewalk extension has been completed. Will be repainting the water tower and branding it with the new logo. Moving forward with a project updating flow controls and Booster station modifications. Starting rehab on existing sewer mains. Starting a meter replacement project. Replacing the Public Safety Building's generator. Replacing skylights at the Service Center and the roof of the Okemos library as well as modifying the Clerk's office mail room. The solar panel project is moving forward headed by volunteers on the energy team.

Clerk Guthrie asked if any grants were available for electric vehicle charging stations.

Deputy Manager Perry replied yes there are, and more are coming.

6) Assessing 10:30am-10:40am

Township Assessor Winstead spoke about the assessment department's achievements during 2021, and goals for 2022.

She stated her focus for 2022 is to gather a few interns and inspect 20% of the parcels in the township. She is working on her level 4 assessor's certification and is going to hold an assessor's review before March Board of Review.

At this time Manager Walsh asked to cross off item 10 and 14 from the agenda.

7) Police 10:40am-10:55am

Chief Plaga spoke about his 2021 Goals and 2022 objectives.

Reaching 41 staff members is a major goal as an officer has left for Detroit, another is leaving for Midland and a potential officer failed the academy.

Chief Plaga is working on getting reaccredited and has partnered with community mental health to help 24/7 on calls.

Trustee Opsommer stated that if the township falls below 35 officers their will be a problem.

Trustee Wisinski asked if pay has an effect on officer recruitment.

Chief Plaga stated pay is part of it, but opportunity is also a big problem and there is a lack of it in the township due to staffing.

Treasurer Deschaine thanked Chief Plaga for his work. He asked about police moral being understaffed.

Chief Plaga stated most of his officers are young and have a lot of energy.

8) Fire 10:55am-11:10am

Chief Hamel spoke about his achievements for 2021 and his goals for 2022.

He spoke about the impact of COVID-19 on the township and his department. He spoke about the emergency response plan with Ingham County. He's creating a damage assessment team and rolling out a continuity operations plan early 2022. He's pushing to becoming an accredited fire department by 2023, a big part of which is standard of cover and a strategic planning process. The siren project is moving forward.

Recruiting is on the forefront of the fire department's mind as two people are leaving the department next year. Michigan does not have a sustainable amount of young people training to become paramedics so the department has been sponsoring people for paramedic school, working with LCC to meet paramedic students, sent out flyers to four states and is advertising on social media. He is also currently working on an \$180,000 AFG

grant to send four EMTs to paramedic school. He will be replacing equipment and ordered an ambulance that should arrive in September.

Trustee Wisinski discussed recruitment and retention with Chief Hamel.

9) Information Technology 11:10am-11:25am

Director Gebes spoke about the Information and Technology department's accomplishments of 2021 and goals for 2022.

He spoke about recruitment and retention in the last five years.

The Information and Technology department's focus of 2022 will be improved storage area network, IT evaluation performed by Brightline, firewall improvements, replacing network switches, expansion of software services, improving internet infrastructure, WI-FI improvements, creating connections to state public safety networks, and moving key resources to cloud based services.

~~10) Finance 11:25am-11:40am~~

11) Communications 11:40am-11:55am

Manager Yates spoke about her accomplishments in 2021 and her goals for 2022.

The township website is launched but not finished.

Communication's focus of 2022 is the township website, branding and marketing. Communications will be supporting broadband across the community. They will review and analyze their different channels. The operating policy for HOMtv has been approved. Townhall A/V upgrade will go forward in 2022.

Trustee Wisinski asked about the forms on the website being ADA compliant.

Manager Yates stated they are working on this internally with a web intern but needs to work with different departments to see which forms are still being used. She further stated Granicus has an ADA compliancy department that will also help make sure all forms are compliant.

12) Clerk 11:55am-12:10pm

Clerk Guthrie reported that when she became Clerk, there were 24 discrepancies in the 2020 November election audit while the May election audit had only one.

13) Treasurer 12:10pm-12:25pm

Treasurer Deschaine reported his goals for 2022 is to accept more payments with credit and debit card, take more online payments and to get away from press and seal tax bills as it's out of date and commonly mistaken for junk mail.

~~14) Township Manager 12:25pm-12:30pm~~

7. LUNCH BREAK

At 12:21 the board recessed for lunch.

At 12:47 the board returned from lunch.

8. BOARD DISCUSSION CONTINUED

C. Establish 2022 Action Plan & ARP Discussion

Township Manager Walsh outlined and discussed the township's 2022 Action Plan with the board.

A. **Infrastructure Enhancements**

The board and Manager Walsh reviewed and discussed the township's goals and action plan as related to Infrastructure Enhancements.

Trustee Opsommer stated the Transportation Commission may bring forward a resolution asking MDOT to explore the possibility of a signalized intersection between Best Buy and Meijer.

Treasurer Deschaine asked about implementing the railroad quiet zones in 2022.

Deputy Manager Perry stated the township would have to communicate to MDOT the intent to create the quiet zones and also pay for it. He would also have to talk with MSU and make sure they are on board. He further stated the cost of the quiet zone is under \$100,000. The minimum distance you need for the quiet zone ends at Bogue St. which is part of MSU's main campus.

Treasurer Deschaine asked if we could focus on the Haslett quiet zone first.

Trustee Opsommer stated it's more cost effective to work on each quiet zone at the same time.

Trustee Jackson asked if the township would be responsible for the cost of the two quiet zones.

Deputy Perry replied yes. However MSU may help cover some costs.

Manager Walsh stated the board hasn't specifically stated they want to cover the quiet zones and it's not budgeted at this time.

Trustee Jackson stated that she would like to see it done in the next year.

Treasurer Deschaine stated he would also like to see it done as soon as possible.

Trustee Jackson spoke about working with Ingham County officials on broadband. She would like to address the survey results to find a long-term fix for the entire township.

Deputy Perry stated he brought in a consulting firm, Merit, which will focus on the survey.

Trustee Jackson asked when Merit will start working.

Deputy Perry stated after their first meeting with a county led subcommittee.

Trustee Wisinski asked if broadband can be done in regional spaces.

Deputy Perry stated they could work with Comcast to start work on problem areas. He also suggested calling broadband a public service.

Trustee Opsommer stated the township could have a special assessment to fund the broadband project.

B. Diversity, Equity and Inclusion

The board and Manager Walsh reviewed and discussed the township's goals and action plan as related to Diversity, Equity and inclusion.

C. Economic Development

The board and Manager Walsh reviewed and discussed the township's goals and action plan as related to Economic Development.

Manager Walsh asked if making the Corridor Improvement Authority the TIF for the mall should be a goal.

Trustee Opsommer spoke in support of the CIA becoming the TIF for the mall.

D. Community & Planning

The board and Manager Walsh reviewed and discussed the township's goals and action plan as related to Community & Planning.

E. Environmental Sustainability

The board and Manager Walsh reviewed and discussed the township's goals and action plan as related to Environmental Sustainability.

F. Facilities, Parks and Grounds

The board and Manager Walsh reviewed and discussed the township's goals and action plan as related to Facilities, Parks and Grounds

Clerk Guthrie stated safety for the Clerk's and Treasurer's department could be increased by adding an additional door near the mail drop off point, as well as adding plexi-glass dividers on the counter between staff and residents.

Manager Walsh stated these projects are important and in the works, but don't need to be added to goals.

G. Public Safety

The board and Manager Walsh reviewed and discussed the township's goals and action plan as related to Public Safety.

H. Township Finances

The board and Manager Walsh reviewed and discussed the township's goals and action plan as related to Township Finances.

I. Community Engagement

The board and Manager Walsh reviewed and discussed the township's goals and action plan as related to Community Engagement.

J. Retention, Recruitment and Well-Being

The board and Manager Walsh reviewed and discussed the township's goals and action plan as related to Retention, Recruitment and Well-Being.

Manager Walsh stated that he's looking for additional retention and recruitment.

Trustee Jackson asked if employee appreciation funding is coming from ARPA.

Manager Walsh stated the funding can be taken from general or ARPA funds.

9. COMMENTS FROM THE PUBLIC

Supervisor Styka opened Public Remarks at 2:08

NONE

Supervisor Styka closed Public Remarks at 2:09

10. OTHER MATTERS AND BOARD MEMBER COMMENTS

Trustee Opsommer

- Suggested adding ARPA discussion to next week's agenda

Manager Walsh stated he is hiring an ARPA project manager.

Supervisor Styka stated he would not add ARPA discussion to next week's meeting.

11. ADJOURNMENT

Trustee Opsommer moved to adjourn. Seconded by Treasurer Deschaine.

VOICE/HAND VOTE: Motion carried 7-0

Supervisor Styka adjourned the meeting at 2:47 pm.

RONALD J. STYKA,
TOWNSHIP SUPERVISOR

DEBORAH GUTHRIE
TOWNSHIP CLERK

CHARTER TOWNSHIP OF MERIDIAN
REGULAR MEETING TOWNSHIP BOARD 2021 **-DRAFT-**
5151 Marsh Road, Okemos MI 48864-1198
517.853.4000, Township Hall Room
TUESDAY, December 14, 2021 **6:00 pm**

PRESENT: Supervisor Styka, Clerk Guthrie, Treasurer Deschaine, Trustees Opsommer, Wisinski, Jackson

ABSENT: Trustee Sundland

STAFF: Township Manager Walsh, Deputy Manager Perry, Fire Chief Hamel, Community Planning and Development Director Schmitt, IT Director Gebes, Chief of Police Plaga, Finance Director Mattison, Economic and Development Director Clark, Assessor Winstead

1. CALL MEETING TO ORDER

Supervisor Styka called the meeting to order at 6:03 pm.

2. PLEDGE OF ALLEGIANCE/INTRODUCTIONS

Supervisor Styka led the Pledge of Allegiance.

3. ROLLCALL

Clerk Guthrie called the roll of the Board.

Supervisor Styka is attending remotely from his home in Meridian Township due to health issues.

Trustee Jackson is attending remotely from her home in Meridian Township.

4. PRESENTATION

A. Okemos High School Boys Soccer Team State Champions

Coach Brian Guggemos gave a presentation on the Okemos Soccer team that won the state championship in 2021. Each player introduced themselves and what position they play.

B. 2021-2022 Township Goals

A moment of silence was taken for the victims of the weekend storms.

Manager Walsh presented the township's 2021 achievements and 2022 goals.

5. CITIZENS ADDRESS AGENDA ITEMS AND NON-AGENDA ITEMS

Supervisor Styka opened public remarks at 6:35 pm

Michael Uusworth, 5948 Village Dr. Haslett, spoke about lack of care given to Meridian Township pathways during construction projects.

Courtland Jenkins, 2507 S. Wadsworth Lansing, spoke about how supportive Meridian Township leadership is of its residents, businesses and school. He expressed appreciation to the board for his time at Meridian Township.

Supervisor Styka closed public remarks at 6:43 pm

6. TOWNSHIP MANAGER REPORT

Township Manager Walsh thanked the Board of Water and light and emergency services for their quick reaction to the power outages last week.

7. BOARD MEMBER REPORTS OF ACTIVITIES AND ANNOUNCEMENTS

Treasurer Deschaine

- Thanked the residents of Meridian Township for their support, the M-Team for their leadership, his staff and Manager Walsh for their help and support throughout this year.

Trustee Wisinski

- Environmental Commission wanted to thank Manager Walsh and Manager Yates for their continuing support of the wetlands education campaign.
- Requests for proposals have gone out for green grants. The grants go towards educating children on environmental issues.

Trustee Opsommer

- Michigan House Bill 5351 increased tax exemption status by doubling it to \$160,000 and will likely be further increased to \$180,000 before being voted on.
- Thanked Director Schmitt and Assistant Planner Chapman for work on the Lake Lansing Overlay District. A short-term amendment is likely to be applied to the area in the future.

Clerk Guthrie

- Currently there are 13 open positions in the townships various boards and commissions. Residents who wish to apply may do so on the township website at: <https://www.meridian.mi.us/Home/Components/FormBuilder/FormBuilder/ab645b1f6ad340fa8df777891a5f6bbe/1365>
- Okemos Mascot Selection Committee has narrowed their choices down to 10 mascot names.
- Attended friends of Okemos Library Board meeting. The Library Board is asking for any collection of item that can be displayed in the library.

8. APPROVAL OF AGENDA

Trustee Opsommer moved to approve the agenda as presented. Seconded by Trustee Wisinski.

VOICE VOTE: YEAS: Supervisor Styka, Clerk Guthrie, Treasurer Deschaine, Trustees Opsommer, Wisinski, Jackson

NAYS: None

Motion carried: 6-0

9. CONSENT AGENDA

Supervisor Styka reviewed the Consent Agenda.

Treasurer Deschaine moved to approve the Consent Agenda as presented. Seconded by Trustee Jackson.

ROLL CALL VOTE: YEAS: Supervisor Styka, Clerk Guthrie, Treasurer Deschaine, Trustees Jackson, Opsommer Wisinski

NAYS: None

Motion carried: 6-0

A. Communications

Treasurer Deschaine moved that the communications not already assigned for disposition be referred to the Township Manager or Supervisor for follow-up. Seconded by Trustee Jackson.

ROLL CALL VOTE: YEAS: Trustees Jackson, Wisinski, Opsommer, Treasurer Deschaine, Clerk Guthrie, Supervisor Styka

NAYS: None

Motion carried: 6-0

B. Approval of Minutes – November 16, 2021

Treasurer Deschaine moved to approve and ratify the minutes of December 7, 2021 as presented. Seconded by Trustee Jackson.

ROLL CALL VOTE: YEAS: Trustees Jackson, Wisinski, Opsommer, Treasurer Deschaine, Clerk Guthrie, Supervisor Styka

NAYS: None

Motion carried: 6-0

C. Bills

Treasurer Deschaine moved to approve that the Township Board approve the Manager's Bills as follows: Seconded by Trustee Jackson.

Common Cash	\$	263,793.11
Public Works	\$	32,429.31
Trust & Agency	\$	<u>13.70</u>
Total Checks	\$	296,236.12
Credit Card Transactions	\$	4,554.66
11/12/2021 to 12/01/2021		
Total Purchases	\$	<u><u>300,790.78</u></u>
ACH Payments	\$	<u><u>594,784.51</u></u>

ROLL CALL VOTE: YEAS: Trustees Jackson, Wisinski, Opsommer, Treasurer Deschaine, Clerk Guthrie, Supervisor Styka

NAYS: None

Motion carried: 6-0

10. QUESTIONS FOR THE ATTORNEY – NONE

11. HEARINGS - NONE

12. ACTION ITEMS

- A. Special Use Permit #21-00-011-2763 Grand River Avenue – Consumers Credit Union – Modification of Special Use Permit for Buildings Greater than 25,000 Square Feet

Trustee Jackson moved to approve the resolution for approval of the Special Use Permit amendment. Seconded by Trustee Opsommer.

Treasurer Deschaine asked if the sign meets the current sign ordinance.

Director Schmitt replied it would only require Planning Commission approval for the LED portion of the sign, the size and height are compliant.

ROLL CALL VOTE: YEAS: Clerk Guthrie, Treasurer Deschaine, Trustees Jackson, Opsommer, Wisinski, Supervisor Styka

NAYS: None

Motion carried: 6-0

B. Williamstown Township Police Contract

Treasurer Deschaine moved to approve the agreement to continue providing law enforcement Services to Williamstown Township beginning January 1, 2022 through December 31, 2024 for emergency and non-emergency responses outside the 40 hours of weekly patrol and to authorize the supervisor and clerk to Sign the agreement. Seconded by Trustee Wisinski.

Chief Plaga outlined the contract with Williamstown Township.

Treasurer Deschaine asked if the change from 80 to 40 hours of service provided to Williamstown would mean another officer is available in Meridian.

Chief Plaga replied that is correct.

ROLL CALL VOTE: YEAS: Treasurer Deschaine, Trustees Jackson, Opsommer, Wisinski,
Supervisor Styka, Clerk Guthrie

NAYS: None

Motion carried: 6-0

C. 4th Quarter Budget Amendments

Trustee Jackson moved to approve the year end 2021 budget amendments with an increase in budgeted fund balance for the general fund in the amount of \$417,400 which projects a use of fund balance of \$690,085. Based on 2020 results, the projected fund balance at December 31, 2021 will be \$9,573,700. Seconded by Clerk Guthrie.

Director Mattison outlined the 4th Quarter Budget Amendments.

Treasurer Deschaine stated his understanding of the \$75,000 refund is that it's the first payment on the Eyde court settlement.

Director Mattison replied that is correct.

ROLL CALL VOTE: YEAS: Trustees Jackson, Opsommer, Wisinski, Treasurer Deschaine, Clerk Guthrie, Supervisor Styka

NAYS: None

Motion carried: 6-0

D. 2022 Township Goals

Trustee Wisinski moved to approve the 2022 meridian township action plan as developed by the township board and administration. Seconded by Trustee Jackson.

The board thanked staff and Manager Walsh for their work on the 2022 township goal setting.

Clerk Guthrie asked Manager Walsh when the board would discuss ARP funds.

Manager Walsh replied the board wished to take their time discussing the use of ARP funds and would bring in an expert to assist in how ARP funds can and cannot be spent.

ROLL CALL VOTE: YEAS: Trustees Opsommer, Wisinski, Jackson, Supervisor Styka, Clerk Guthrie, Treasurer Deschaine

NAYS: None

Motion carried: 6-0

E. Board and Commission Reappointments

Clerk Guthrie stated that Mike Nevells wishes to be an alternate commissioner for a term of 1 year, and to strike him from the motion.

Trustee Opsommer moved to reappoint Brian Seipel to the Communications Commission for a 3 year term ending 12/31/2024. Seconded by Clerk Guthrie.

VOICE VOTE: YEAS: Trustees Opsommer, Wisinski, Jackson, Supervisor Styka, Clerk Guthrie, Treasurer Deschaine

NAYS: None

Motion carried: 6-0

Trustee Opsommer moved to reappoint Mike Nevells as an alternate to the Communications Commission for a 1 year term ending 12/31/2022. Seconded by Clerk Guthrie.

VOICE VOTE: YEAS: Trustees Opsommer, Wisinski, Jackson, Supervisor Styka, Clerk Guthrie, Treasurer Deschaine

NAYS: None

Motion carried: 6-0

Trustee Wisinski moved to confirm the supervisor's reappointment of Karla Hudson to the Transportation Commission for a two year term ending 12/31/23. Seconded by Trustee Jackson.

VOICE VOTE: YEAS: Treasurer Deschaine, Trustees Opsommer, Wisinski, Jackson, Clerk Guthrie, Supervisor Styka

NAYS: None

Motion carried: 6-0

13. BOARD DISCUSSION ITEMS

A. Poverty Exemption Guidelines

Trustee Opsommer outlined Poverty Exemption Guidelines for discussion. He stated that residents on land contracts do qualify for poverty exemption. He further stated the fiscal impact for Meridian Township in 2020 was \$8,305 and \$41,700 across all taxing jurisdiction. The 14 homes that qualified had a combined taxable value of \$794,832 which comes out to \$56,774 per home.

Trustee Opsommer stated the current plan is to keep 100% exemption at 1.35 and create a new tier at 1.85 for 50% exemption.

Trustee Opsommer asked Assessor Winstead to the podium to answer any questions.

Treasurer Deschaine stated raising the exemption will make housing more affordable. He asked if other communities do this.

Assessor Winstead stated it would be a unique approach if trying to bring in new families.

Treasurer Deschaine asked if this is granted coactively or can it be granted retroactively.

She stated it could only be granted for the current year.

Treasurer Deschaine asked if this was paid through Escrow.

Assessor Winstead replied that she would typically ask the Treasurer's office for that information. He stated 40% of the residents in the township pay through Escrow.

Trustee Opsommer stated if you look at section 8 housing voucher the waiting list is closed more than it's open. He further stated it now takes 25 months of tax delinquency to lose your home due to tax foreclosure.

Treasurer Deschaine stated only one or two homes are lost due to tax foreclosure in the township and will do research on how many residents lose their homes due to bank foreclosure.

14. COMMENTS FROM THE PUBLIC

Supervisor Styka Opened Public Remarks at 7:35 pm.

NONE

Supervisor Styka Closed Public Remarks at 7:35 pm.

15. OTHER MATTERS AND BOARD MEMBER COMMENTS

Clerk Guthrie stated she would like the board to look at the January 4th meeting. The packet for the meeting would be due on a Wednesday.

Manager Walsh reported the meetings in January would be on January 4th and January 18th. He suggested changing the meetings to the 11th and the 25th, hold the joint meeting immediately after the meeting on the 25th and cancel the meeting on the 4th.

Trustee Opsommer moved to cancel the January 4th meeting and hold January meetings on the 11th and 25th. Seconded by Trustee Wisinski.

VOICE VOTE: YEAS: Treasurer Deschaine, Trustees Opsommer, Wisinski, Jackson, Clerk Guthrie, Supervisor Styka

NAYS: None

Motion carried: 6-0

Trustee Wisinski

- Wished everyone happy and safe holidays.

Treasurer Deschaine

- Stated that the staff will be quite happy by January 11th as it will be the second week of Manager Walsh's four-day work weeks.

16. CLOSED SESSION- Township Manager 2021 Performance Review-Motion to go into a closed session to discuss the Township Manager's annual performance review under MCL 15.268(a), based on the Township Manager's request for a closed meeting. (This motion requires a simple majority roll call vote.)

Trustee Opsommer moved to go into a closed session to discuss the Township Manager's annual performance review under MCL 15.268(a), based on the Township Manager's request for a closed meeting. Seconded by Treasurer Deschaine.

ROLL CALL VOTE: YEAS: Supervisor Styka, Treasurer Deschaine, Clerk Guthrie, Trustees Opsommer, Jackson, Wisinski

NAYS: None

Motion carried: 6-0

At 7:43 the board entered into a closed session.

17. TOWNSHIP MANAGER PERFORMANCE REVIEW AND CONTRACT

The board discussed Manager Walsh's contract.

Trustee Opsommer moved to strike item C on page 3 of the contract and to include the car allowance lump sum in the salary in section 4 of the contract increasing the salary to \$148,910, and to include a provision that would mirror the 2022 budgeted retention bonus

of a one-time payment in December 2022 in the amount of \$1000, and updating the citation for the personnel policy in the contract. Seconded by Treasurer Deschaine.

ROLL CALL VOTE: YEAS: Supervisor Styka, Clerk Guthrie, Trustee Opsommer, Treasurer Deschaine, Trustees Wisinski, Jackson

NAYS: None

Motion carried: 6-0

18. ADJOURNMENT

Trustee Opsommer moved to adjourn. Seconded by Treasurer Deschaine.

VOICE/HAND VOTE: Motion carried 6-0

Supervisor Styka adjourned the meeting at 9:41 pm.

RONALD J. STYKA,
TOWNSHIP SUPERVISOR

DEBORAH GUTHRIE
TOWNSHIP CLERK



9.C

To: Board Members
From: Miriam Mattison, Finance Director
Date: January 20, 2021
Re: Board Bills

**Charter Township of Meridian
Board Meeting
1/25/2022**

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

COMMON CASH	\$	1,673,104.46
PUBLIC WORKS	\$	509,521.96
TRUST & AGENCY	\$	130,439.12

TOTAL CHECKS: \$ 2,313,065.54

CREDIT CARD TRANSACTIONS

12/09/2021 to 01/19/2022

\$ 39,910.01

TOTAL PURCHASES: \$ 2,352,975.55

ACH PAYMENTS

\$ 2,475,431.58

Vendor Name	Description	Amount	Check #
1. 54-A DISTRICT COURT	CASH BOND - AMANDA K. JONES	230.00	106345
	CASH BOND - M. BATOR	300.00	106355
	CASH BOND - J. ELLSWORTH	690.00	106356
	TOTAL	1,220.00	
2. 55TH DISTRICT COURT	CASH BOND - KELSEY L. GUERRERO	500.00	106347
	CASH BOND - LAUREN K. VALEZ	355.00	106348
	CASH BOND - PATRICIA L. LYNN	100.00	106346
	CASH BOND - PATRICIA L. LYNN	250.00	106346
	TOTAL	1,205.00	
3. 56-A DISTRICT COURT	CASH BOND - PATRICIA L. LYNN	200.00	106349
	CASH BOND - PATRICIA L. LYNN	384.00	106349
	CASH BOND - PATRICIA L. LYNN	414.00	106349
	TOTAL	998.00	
4. 56TH DISTRICT COURT	CASH BOND - AMANDA K. JONES	100.00	106350
5. ACTIVE911, INC.	2022 SUBSCRIPTION	546.00	
6. AGAPE ORGANICS	FARM MARKET VENDOR - OCT 26 TO NOV 27 2021	75.00	106425
7. AIRGAS GREAT LAKES	ORDER #1106158192 MEDICAL OXYGEN	127.31	106426
	MEDICAL OXYGEN	569.70	106394
	MEDICAL OXYGEN	112.25	106394
	MEDICAL OXYGEN	569.70	
	MEDICAL OXYGEN	130.01	
	TOTAL	1,508.97	
8. AIS CONSTRUCTION EQUIPMENT	MOTOR POOL - FIRE - UNIT #137	2,135.01	
9. ALL TRAFFIC SOLUTIONS	SOFTWARE RENEWAL	5,750.00	106395
10. ALLGRAPHICS CORP	SHIRTS WITH EMBROIDERED LOGOS	3,770.00	106358
	ADDITIONAL SHIRTS FOR EMPLOYEES	193.00	
	TOTAL	3,963.00	
11. AMERICAN RENTALS	12/21/21 - 12/31/21 - PORTABLE TOILET RENTAL TRANS	20.00	106427
	01/01/2022 TO 01/21/2022 - PORTABLE TOILET RENTAL	40.00	106427
	TOTAL	60.00	
12. APEX SOFTWARE	APEX ASSESSING SKETCHING SOFTWARE MAINTENANCE	1,230.00	
13. ASAP PRINTING	TOWNSHIP BUSINESS CARDS - E. CAMPBELL	60.52	
14. ASCENSION GENESYS HOSPITAL	REGISTRATION K. CRIM - SEMESTER 1 PARAMEDIC TUITIO	1,110.40	
15. ASHLEIGH ROGERS	FARMERS MARKET VENDOR - DEC 2021	12.00	106428
16. AT & T	LEGACY TELEPHONE - 517.349.1200	65.68	106359
17. AT & T	SWITCHED ETHERNET DATA SERVICE - THB - FS91	1,709.64	106429

Vendor Name	Description	Amount	Check #
18. AT & T	JAN 2022 - LEGACY TELEPHONE NUMBERS - 517.349.1200	31.86	
	DEC 2 2021 TO JAN 1 2022 HVAC @THB	51.35	
	NOV 2 TO DEC 1, 2021 - HVAC @THB	65.39	106360
	DEC 2 2021 TO JAN 1 2022 - ACCT #517 347-4285 924	2.27	
	NOV 2 TO DEC 1, 2021 - 517 347-4285 924 -0	(48.33)	106360
	DEC 2 2021 TO JAN 1 2022 - THB HVAC	153.57	
	NOV 2 TO DEC 1 2021 - THB HVAC	209.02	106360
	NOV 2 - DEC 1, 2021 - 517 347-6826 173 5	(58.43)	106360
	DEC 2 2021 TO JAN 1 2022 - DS-1 TO FIRE#92	543.33	
	NOV 2 - DEC 1, 2021 - DS-1 TO FIRE	543.33	106360
	DEC 2 2021 TO JAN 1 2022 - DS-1 TO COEL	583.33	
	NOV 2 TO DEC 1, 2021 - DS-1 TO COEL	583.33	106360
	TOTAL	2,660.02	
19. AT & T MOBILITY	DISPATCH NON-EMERGENCY - NOV 2021	76.32	106361
20. AUTO VALUE OF EAST LANSING	UNIT #53 FLEET REPAIR PARTS	146.99	106430
	FLEET REPAIR PARTS 2021	18.89	106430
	FLEET REPAIR PARTS 2021 - UNIT #135	39.96	106430
	FLEET REPAIR PARTS 2021 - UNIT #87	4.58	106430
	FLEET REPAIR PARTS 2021 - UNIT #135	3.69	106430
	FLEET REPAIR PARTS 2021 - UNIT #135	3.79	106430
	FLEET REPAIR PARTS 2021 - STOCK	10.36	106430
	FLEET REPAIR PARTS 2021 - STOCK	17.19	106430
	FLEET REPAIR PARTS 2021 - STOCK	153.99	106430
	FLEET REPAIR PARTS 2021 - UNIT #135	48.84	106430
	FLEET REPAIR PARTS 2021 - STOCK	187.68	106430
	FLEET REPAIR PARTS 2021 - UNIT #120	79.98	106430
	FLEET REPAIR PARTS 2021 - STOCK	14.36	106430
	FLEET REPAIR PARTS 2021 - STOCK	69.28	106430
	FLEET REPAIR PARTS 2021 - STOCK	102.47	106430
	FLEET REPAIR PARTS 2021 - UNIT #81	13.08	106430
	FLEET REPAIR PARTS 2021 - UNIT #71	6.90	106430
	FLEET REPAIR PARTS 2021 - LOT #105	26.59	106430
	FLEET REPAIR PARTS 2021 - STOCK	7.89	106430
	FLEET REPAIR PARTS 2021 - C.FIRE	65.96	106430
	TOTAL	1,022.47	
21. AVI SYSTEMS INC	NEWTEK SWITCHER STAFF TRAINING	1,995.00	
22. B & H PHOTO-VIDEO	SONY CAMERA WITH BATTERY AND PROTECTION PLAN	1,295.66	106362
	SONY ALPHA A7 III	3,230.99	106432
	TOTAL	4,526.65	
23. BARYAMES CLEANERS	11/19/21 TO 12/16/21 - POLICE UNIFORM CLEANING	473.05	106396
24. BECKS PROPANE	GLENDAL - PROPANE DEC 2021	318.78	
	PROPANE FOR HARRIS NATURE CENTER	501.61	106421
	TOTAL	820.39	
25. BELL TITLE CO	CLOSING - 5280 OKEMOS ROAD	153,022.61	106397
26. BETTY ANNE RUPLEY	FARM MARKET VENDOR - OCT 26 TO NOV 27 2021	84.00	106433
27. BLUE CROSS BLUE SHIELD OF MICHIGAN	01/01/22 TO 01/31/22 COVERAGE PERIOD	4,372.50	106357
	02-01-2022 THROUGH 02-28-2022 PPO HEALTH INS PMT	4,372.50	
	TOTAL	8,745.00	
28. BOARD OF WATER & LIGHT	DEC 2021 STREETLIGHT SERVICE	619.74	106434
29. BOBCAT OF LANSING	MOTOR POOL - PARKS - UNIT 11	85.82	

Vendor Name	Description	Amount	Check #
30. BOYNTON FIRE SAFETY SERVICE	2021 FIRE EXTINGUISHER MAINTENANCE	316.00	106435
	2021 FIRE EXTINGUISHER MAINTENANCE	1,145.00	106398
	TOTAL	1,461.00	
31. BRD PRINTING, INC	WATER BILL ENVELOPES - REPRINT #154474	205.37	106399
32. BRIANNA BELLENGER	FARM MARKET VENDOR - OCT 26 TO NOV 27 2021	29.00	106436
33. BS&A SOFTWARE	BS&A ANNUAL SERVICE/SUPPORT FEE	13,731.00	
34. BSN SPORTS	BASEBALLS LEVEL 5 - CART 7931424	506.85	106437
	SOFTBALLS - 8 DOZEN TOTAL - CART 7938309	506.77	106437
	TOTAL	1,013.62	
35. BULL ENTERPRISES	JANITORIAL SERV TWSHP BLDGS - NOV 2021	8,477.00	106363
	FLOOR MAINTENANCE- BUILDINGS - PSB	1,850.00	106363
	DEC 2021 - JANITORIAL SERVICES TOWNSHIP BLDGS	8,477.00	106438
	TOTAL	18,804.00	
36. C & S FAMILY FARM	FARMERS MARKET DEC 2021	32.00	106439
	FARMERS MARKET - OCT 26 TO NOV 27 2021	74.00	106439
	TOTAL	106.00	
37. CDW	GETAC A140 RUGGED COMPUTER FOR POLICE CAR UPGRADE	144.34	106364
	GETAC A140 RUGGED COMPUTER FOR POLICE CAR UPGRADE	680.08	106364
	ADOBE ANNUAL RENEWAL	16,073.93	106364
	GETAC A140 RUGGED COMPUTER FOR POLICE CAR UPGRADE	3,340.53	106440
	MICROSOFT WINDOWS REMOTE DESKTOP RDS CALS - LOGICAL	2,842.80	106440
	SURFACE PRO X 16GM RAM 256GM SSD W/KEYBOARD - FIRE	118.45	
	GETAC A140 RUGGED COMPUTER FOR POLICE CAR UPGRADE	211.86	
	SURFACE PRO X 16GM RAM 256GM SSD WITH KEYBOARD FOR	1,473.55	
	TOTAL	24,885.54	
38. CEDAR CREEK APARTMENTS	RENT FOR M. JACKSON	150.00	106351
	RENT FOR B. STARKEY	739.00	106365
	RENT FOR D. OWENS	340.00	106423
	TOTAL	1,229.00	
39. CENTRALSQUARE TECHNOLOGIES LLC	INFORM MOBILE BASE 10/30/21 - 12/31/21	38.51	106441
	INFORM MOBILE BASE 01/01/2022 - 10/29/2022	192.53	106441
	INFORM MOBILE MAPPING 12/05/21 TO 12/31/21	16.30	106441
	INFORM MOBILE MAPPING 01/01/2022 TO 12/04/2022	226.25	106441
	CJIS/NCIC FORMS ANNUAL 1/25/2022 - 1/24/2023	1,650.29	106441
	TOTAL	2,123.88	
40. CINTAS CORPORATION #725	MECHANICS UNIFORMS T. FRANK - NOV 2021	28.87	106366
	MECHANICS UNIFORMS NOV 2021 - T. FRANK	28.87	106366
	MECHANICS UNIFORMS NOV 2021 - T FRANK	28.87	106366
	MECHANICS UNIFORMS NOV 2021 - T FRANK	28.87	106366
	MECHANICS UNIFORMS 12/01/2021	28.87	106442
	MECHANICS UNIFORMS 12/07/2021	28.87	106442
	MECHANICS UNIFORMS 12/14/2021	28.87	106442
	MECHANICS UNIFORMS 12/20/2021	28.87	106442
	MECHANICS UNIFORMS 12/28/2021	28.87	106442
	TOTAL	259.83	
41. CINZORI FARMS LLC	FARM MARKET VENDOR - OCT 26 TO NOV 27 2021	501.00	106443

01/20/2022 03:15 PM
 User: GRAHAM
 DB: Meridian

INVOICE APPROVAL BY INVOICE REPORT FOR CHARTER TOWNSHIP OF MERIDIAN
 EXP CHECK RUN DATES 01/04/2022 - 01/25/2022
 BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID
 BANK CODE: GF

Vendor Name	Description	Amount	Check #
42. CITY OF EAST LANSING	2021 4TH QUARTER MEP REVENUE	60,561.58	
43. COBALT COMMUNITY RESEARCH	MUNICIPALITY TWP 2021 RESIDENTIAL SURVEY	8,987.50	106400
44. COMCAST	DEC 14 2021 TO DEC 31 2021 - HOM TV	155.65	106444
	JAN 1 2022 TO JAN 13 2022 - HOM TV	155.66	106444
	JAN 1 2022 TO JAN 31 2022 - INT+TV @THB	452.11	106444
	DEC 29 2021 TO DEC 31 2021 - INT TV TEL @ HNC	20.58	106444
	JAN 1 2022 TO JAN 28 2022 - INT TV TEL @ HNC	192.10	106444
	SERVICES FROM DEC 29 2021 TO JAN 28 2022	24.03	106444
	DEC 16, 2021 TO DEC 31, 2021 - FIRE 91	81.68	106367
	FIRE 91 - JAN 1, 2021 TO JAN 15, 2021	81.67	106367
	JAN 16 2022 TO FEB 15 2022 - FIRE #91 TV + INET	166.85	
	DEC 20 2021 - DEC 31 2021 - FD 'FREE' DROP	9.61	106367
	JAN 1, 2022 TO JAN 19, 2022 - FD 'FREE' DROP	14.42	106367
	DEC 19 2021 TO DEC 31 2021 - SCADA INET	62.20	106444
	JAN 1 2022 TO JAN 18 2022 - SCADA INET	86.15	106444
	TOTAL	1,502.71	
45. CONSUMERS ENERGY	UTILITY TO AVOID SHUT OFF D OWENS	448.10	106422
46. CRYSTAL FLASH	MOTOR POOL - FLEET FUEL DEC 2021	11,219.28	106401
	MOTOR POOL - FLEET FUEL - JAN 2022	13,144.21	
	TOTAL	24,363.49	
47. DANE PORTER ART LLC	LEAP PFAC GRANT - MARKETPLACE ART SCULPTURE	7,500.00	106445
48. DAVID CHAPMAN AGENCY	PROPERTY AND LIABILITY INSURANCE FOR 2022	225,571.00	106446
49. DAWN MITCHENSON	FARMERS MARKET VENDOR - OCT 26 TO NOV 27 2021	15.00	106447
50. DBI	BINDER CLIPS - OFFICE SUPPLIES	2.10	106368
	HIGHLIGHTERS - OFFICE SUPPLIES	6.59	106368
	TOTAL	8.69	
51. DIANA TENNES	FARM MARKET VENDOR - OCT 26 TO NOV 27 2021	487.00	106448
52. DOUGHNATION BAKERY	FARM MARKET VENDOR - OCT 26 TO NOV 27 2021	112.00	106449
53. DTN MANAGEMENT CO	RENT FOR T. KAGLER	518.94	106352
54. ELAINE FLORE	FARMERS MARKET DEC 2021	8.00	106450

Vendor Name	Description	Amount	Check #
55. FAHEY SCHULTZ BURZYCH RHODES PLC	LEGAL FEES	527.00	
	LEGAL FEES	1,619.50	
	LEGAL FEES	1,140.00	
	LEGAL FEES	940.00	
	LEGAL FEES	3,209.50	
	LEGAL FEES	1,159.00	
	LEGAL FEES	152.00	
	LEGAL FEES	152.00	
	LEGAL FEES	6,535.00	
	LEGAL FEES	922.50	
	LEGAL FEES	389.61	
	LEGAL FEES	1,093.65	
	LEGAL FEES	1,882.36	
	LEGAL FEES	598.09	
	LEGAL FEES	85.44	
	LEGAL FEES	344.04	
	LEGAL FEES	843.02	
	LEGAL FEES	341.77	
	LEGAL FEES	172.02	
	LEGAL FEES	330.06	
	LEGAL FEES	2,227.50	
	LEGAL FEES	180.00	
	LEGAL FEES	112.50	
	LEGAL FEES	67.50	
	LEGAL FEES	67.50	
	LEGAL FEES	67.50	
	LEGAL FEES	137.50	
	LEGAL FEES	112.50	
	LEGAL FEES	137.50	
	LEGAL FEES	67.50	
	LEGAL FEES	245.00	
	LEGAL FEES	45.00	
	LEGAL FEES	67.50	
	LEGAL FEES	157.50	
	TOTAL	26,129.06	
56. FD HAYES ELECTRIC	ELECTRIC HNC BUILDING - STORM RIPPED ATTACHMENT PO	355.74	
57. FIRE SERVICE MANAGEMENT	WORK ORDER #21701	982.25	
58. FIRST ADVANTAGE OCCUPATIONAL HEALTH	RANDOM DRUG TESTING - DPW WORKERS	186.76	106402
59. FIRST COMMUNICATIONS	ACCT #3142216 - NOVEMBER 2021	1,446.56	106369
60. FORESIGHT GROUP	WATER BILLS AND POSTAGE FOR 12/1/2021	1,621.30	106451
	WATER BILLS AND POSTAGE - 12/15/2021	503.61	106451
	#10 WINDOW ENVELOPES - RSR	310.16	
	WATER BILLS (12/31) & POSTAGE	1,384.76	
	TOTAL	3,819.83	
61. GABRIEL, ROEDER, SMITH & COMP	JAN 1 2021 TO DEC 31, 2021 - BENEFIT COMMUNICATION	210.00	106452
62. GALLAGHER BENEFIT SERVICES, INC	DEC 2021 MONTHLY HEALTHCARE CONSULTING FEE	2,723.53	106370
63. GEORGANNE L WITHEY	2021 SENIOR FITNESS EXPENSE	600.00	106371
64. GOODYEAR COMMERCIAL TIRE	UNIT #674 TIRES	530.40	106372
	UNIT #150 MOTOR POOL - GOODYEAR TIRES	1,626.33	
	UNIT #140 MOTOR POOL - GOODYEAR TIRES	2,474.18	
	TOTAL	4,630.91	
65. GRAMPAS PASTYS LLC	FARM MARKET VENDOR - OCT 26 TO NOV 27 2021	59.00	106453

Vendor Name	Description	Amount	Check #
66. GRANGER	ACCT #17349880 NOV 2021 RECYCLING SERVICES	17.50	106373
	ACCT #17334070 RECYCLING SERVICES NOV 2021	86.96	106373
	ACCT #10159300 DEC JAN & FEB 2021 RUBBISH & RECYCL	164.52	106373
	ACCT #1106100 RUBBISH REMOVAL SERVICES NOV 2021	114.33	106373
	ACCT #1106200 RUBBISH REMOVAL SERVICES NOV 2021	256.98	106373
	ACCT #1106300 RUBBISH REMOVAL SERVICES DEC 2021	74.26	106373
	ACCT #2509750 RUBBISH REMOVAL SERVICES DEC 2021	87.00	106373
	JAN 2022 MUNICIPAL BLDG - RECYCLING SERVICES	86.96	
	JAN 2022 GAYLORD C SMITH - RECYCLING SERVICES	17.50	
	JAN 2022 TOWNHALL - RUBBISH & RECYCLING DISPOSAL S	114.33	
	JAN 2022 GAYLORD C SMITH CT - RUBBISH & RECYCLING	256.98	
	JAN 2022 S. FIRE - RUBBISH & RECYCLING DISPOSAL SE	74.26	
	JAN 2022 CENTRAL FIRE - RUBBISH & RECYCLING DISPOS	87.00	
	TOTAL	1,438.58	
67. GRANICUS	TOWNSHIP WEBSITE REDESIGN	800.00	106403
	GOVACCESS PLUS EDITION WEBSITE MGT 12/15/21 TO 12/	331.80	106454
	GOVACCESS PLUS EDITION WEBSITE MGT 1/1/22 - 12/14/	10,000.00	106454
	TOTAL	11,131.80	
68. H&R ELECTRICAL CONTRACTORS LLC	ACCT #17349880 NOV 2021 RECYCLING SERVICES	17.50	106373
	ACCT #17334070 RECYCLING SERVICES NOV 2021	86.96	106373
	ACCT #10159300 DEC JAN & FEB 2021 RUBBISH & RECYCL	164.52	106373
	ACCT #1106100 RUBBISH REMOVAL SERVICES NOV 2021	114.33	106373
	ACCT #1106200 RUBBISH REMOVAL SERVICES NOV 2021	256.98	106373
	ACCT #1106300 RUBBISH REMOVAL SERVICES DEC 2021	74.26	106373
	ACCT #2509750 RUBBISH REMOVAL SERVICES DEC 2021	87.00	106373
	JAN 2022 MUNICIPAL BLDG - RECYCLING SERVICES	86.96	
	JAN 2022 GAYLORD C SMITH - RECYCLING SERVICES	17.50	
	JAN 2022 TOWNHALL - RUBBISH & RECYCLING DISPOSAL S	114.33	
	JAN 2022 GAYLORD C SMITH CT - RUBBISH & RECYCLING	256.98	
	JAN 2022 S. FIRE - RUBBISH & RECYCLING DISPOSAL SE	74.26	
	JAN 2022 CENTRAL FIRE - RUBBISH & RECYCLING DISPOS	87.00	
	TOTAL	1,438.58	
69. H.C. BERGER COMPANY	TOWNSHIP WEBSITE REDESIGN	800.00	106403
	GOVACCESS PLUS EDITION WEBSITE MGT 12/15/21 TO 12/	331.80	106454
	GOVACCESS PLUS EDITION WEBSITE MGT 1/1/22 - 12/14/	10,000.00	106454
	TOTAL	11,131.80	
70. HAMMOND FARMS	LEVELING SAND FOR GAZEBO AT HISTORICAL VILLAGE	49.50	106456
71. HASLETT MIDDLE SCHOOLS	GREEN INFRASTRUCTURE FOR SCHOOLS GRANT	2,460.00	106374
72. HASLETT PUBLIC SCHOOLS	MAINT REIMB 4TH QTR (OCT/NOV/DEC)	4,434.39	106404
73. HASLETT-OKEMOS ROTARY	ROTARY 1ST QUARTER DUES-FRANK WALSH	145.00	
	MEMBERSHIP FEE FOR DEBORAH GUTHRIE	145.00	
	TOTAL	290.00	
74. HENDERSON GLASS	MOTOR POOL - FIRE - UNIT #141	336.80	106405
75. HERBERT L CONFER JR	FARM MARKET VENDOR - DEC 2021	95.00	106457
76. HICKORY KNOLL FARMS	FARM MARKET VENDOR - OCT 26 TO NOV 27 2021	89.00	106458
77. HURON VALLEY GUNS	TRAINING UNIFORM SHIRTS	2,004.50	106375
78. INGHAM COUNTY 911	911 LEGACY COSTS - 2021	9,000.00	106459
	RADIO SHARING COST	5,183.18	106376
	TOTAL	14,183.18	
79. INGHAM COUNTY DRAIN COMMISSIONER	AT LARGE AND PETITION DRAIN INVOICE FOR 2021 WORK	606,459.98	
80. INGHAM COUNTY PARKS	WEED HARVESTING & INVASIVE REMOVAL PROJECT FUNDING	11,000.00	106460
81. JACOB FARLEY	FARM MARKET VENDOR - OCT 26 TO NOV 27 2021	80.00	106461
82. JANE GREENWAY	4TH QTR MILEAGE REIMBURSEMENT	40.32	106377
83. JANET'S LLC	FARM MARKET VENDOR - OCT 26 TO NOV 27 2021	47.00	106462
84. JEAN S. FIERKE	FARMERS MARKET - OCT 26 TO NOV 27 2021	6.00	106463
85. JOHN HECKAMAN	MILEAGE REIMBURSEMENT	13.44	
86. JON ORR	FARM MARKET VENDOR - OCT 26 TO NOV 27 2021	127.00	106464
87. KCI	ESTIMATED COST FOR PERSONAL PROPERTY MAILING	229.63	106284

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Vendor Name	Description	Amount	Check #
88. KENT COUNTY DEPT OF PUBLIC WORKS	M493-0000	114.30	
89. KEVIN & KRystal SUTTON	FARMERS MARKET VENDOR - OCT 26 TO NOV 27 2021	65.00	106465
90. KIM BIRSEN	FARMERS MARKET - DEC 2021	16.00	106467
	FARMERS MARKET - OCT 26 TO NOV 27 2021	35.00	106466
	TOTAL	51.00	
91. KMI ROAD MAINTENANCE	2021 CONCRETE REPAIR PROGRAM	1,200.00	
	2021 CONCRETE REPAIR PROGRAM	6,905.00	106468
	TOTAL	8,105.00	
92. LAFONTAINE AUTOMOTIVE GROUP	MOTOR POOL REPAIR PARTS - UNIT #668	54.41	106378
93. LAFOUNTAINS ALL NATURAL BEEF	FARM MARKET VENDOR - DEC 2021	13.00	106469
	FARM MARKET VENDOR - OCT 26 TO NOV 27 2021	10.00	106469
	TOTAL	23.00	
94. LANSING SANITARY SUPPLY INC	BUILDINGS - SANITARY SUPPLIES - DEC 2021	317.33	106406
	MISC CLEANING SUPPLIES	53.41	106470
	MISC CUSTODIAL SUPPLIES	448.06	
	TOTAL	818.80	
95. LANSING UNIFORM COMPANY	STANDARD POLICE UNIFORM STOCK/J. LAKEY	647.05	106407
	POLICE UNIFORM - SHOES & BOOTS - J. LAKEY	179.95	106407
	UNIFORMS STOCK	590.00	106407
	POLICE UNIFORM PURCHASE - SHOES & BOOTS	179.95	106407
	STANDARD POLICE UNIFORM - C SQUIRES	52.50	106407
	MISC POLICE UNIFORM	1,841.50	106407
	STANDARD POLICE UNIFORM STOCK	812.20	106407
	TOTAL	4,303.15	
96. LEAK PETROLEUM EQUIPMENT INC	BI-ANNUAL AIR COMPRESSOR SERVICE	354.86	106471
97. LEAP INC	LARGE MUNICIPALITY 2022 MEMBERSHIP	15,000.00	106472
98. LIVINGSTON COUNTY ASSESSORS ASSN	MARIJUANA PROPERTIES CLASS - A. WINSTEAD	35.00	106473
	MARIJUANA PROPERTIES CLASS - J. FLOWER	35.00	106473
	MARIJUANA PROPERTIES CLASS - A. RYAN	35.00	106473
	TOTAL	105.00	
99. LOGICALIS	SERVICE NOW LICENSES/DEC 2021 SERVICE DESK SERVICE	3,345.00	106379
100 MADISON NATIONAL LIFE INS CO	JAN 2022 LIFE/DISABILITY INS - ACCT #1027538000000	3,203.87	Multiple
101 MAGGIE COLE	MFR CLASS REIMB - 11/08/21 TO 11/12/21	150.07	106408
	MFR CLASS REIMB - 11/15/21 TO 11/19/21	136.68	106408
	TOTAL	286.75	
102 MALINDA & DAVID BARR	FARMERS MARKET VENDOR - OCT 26 TO NOV 27 2021	11.00	106475
103 MALLORY BUILDING CONTRACTORS LLC	GROUNDS - N. FIRE - CATCH BASIN, TILE, REGRADE, SI	18,312.00	106476
	BUILDINGS -CENTRAL FIRE - ROOF GUTTER REPAIRS	2,414.00	106476
	TOTAL	20,726.00	
104 MAMA C'S SAUCES	FARMERS MARKET - OCT 26 TO NOV 27 2021	25.00	106477

Vendor Name	Description	Amount	Check #
105 MANNIK AND SMITH	2022 LOCAL RD PROG PRELIMINARY DESIGN ENGINEERING	2,460.00	106478
	2021 LOCAL RD PROG ADD'L ENGINEERING & INSP SERVI	55,000.00	106478
	SERVICES THRU DEC 31, 2021 - PROJECT M4150001	1,312.00	
	SERVICES THRU DEC 31, 2021 - PROJECT M4150014	2,456.10	
	TOTAL	61,228.10	
106 MCKESSON MEDICAL-SURGICAL GOC SOL	PELVIC BELTS AMBULANCE SUPPLIES/EQUIPMENT	529.92	106479
	PELVIC BELT AMBULANCE SUPPLIES/EQUIPMENT	199.75	106479
	AMBULANCE PELVIC BELT	529.92	106479
	ORDER #53284793 AMBULANCE SUPPLIES/EQUIPMENT	847.68	106409
	ORDER #53689328 AMBULANCE SUPPLIES/EQUIPMENT	823.24	106409
	MISC AMBULANCE SUPPLIES/EQUIPMENT	1,692.50	106479
	PRESSURE INFUSER BAGS AMBULANCE SUPPLIES/EQUIPMENT	70.14	106479
	CYNCH LOKS AMBULANCE SUPPLIES/EQUIPMENT	30.20	106479
	ORDER #55518782 - MISC MEDICAL SUPPLIES	1,623.44	
	ORDER #55527198 - MISC MEDICAL SUPPLIES	323.91	
	ORDER #43895998 - MISC MEDICAL SUPPLIES	35.93	
	ORDER #50526456 - MISC MEDICAL SUPPLIES	36.01	
	ORDER #56170642 - MISC MEDICAL SUPPLIES	7,362.12	
	ORDER #56171793 - MISC MEDICAL SUPPLIES	2,877.34	
	ORDER #56170642 - MISC MEDICAL SUPPLIES	1,960.26	
	ORDER #56171793 - MISC MEDICAL SUPPLIES	20.01	
	ORDER #56200607 - MISC MEDICAL SUPPLIES	300.00	
	TOTAL	19,262.37	
107 MEDICAL MANAGEMENT SYSTEMS OF	2021 COLLECTION FEE FOR AMBULANCE BILLINGS	5,739.58	106480
108 MERIDIAN COMMUNITY BAND	2022 ANNUAL STIPEND	1,700.00	106481
109 MERIDIAN PLUMBING	SERVICE CENTER - LOCKER ROOM WASH BASIN REPLACEMEN	7,150.00	
110 MERIDIAN TOWNSHIP	TRANSFER FLEX CHECKING 12/17/2021 PAYROLL	370.23	106380
	TRANSFER FLEX CHECKING 12/31/2021 PAYROLL	370.23	106410
	TRANSFER FLEX CHECKING 01/14/2022 PAYROLL	611.93	
	TOTAL	1,352.39	
111 MERIDIAN TOWNSHIP PETTY CASH	UNIFORM SIZING KIT REIMB - GIRLS BASEBALL	8.55	106419
	SIZING KIT RETURN FOR UNIFORM - BOYS BASEBALL	8.55	106419
	BAGS FOR UNIFORMS - BASEBALL	12.50	106419
	MUSIC AT THE MARKET ICE	4.59	106419
	GAS FOR TWP VAN - TWP PUMP WAS NOT WORKING	15.00	106419
	TRAINING LUNCHES - MAHN CONFERENCE - REIMB B. PAYN	25.04	106420
	REIMB D. HUGHES - NOTARY REGISTRATION OFFICE OF GR	10.00	106420
	NOTARY REGISTRATION INGHAM COUNTY CLERK - D HUGHES	11.75	106420
	MEDIC LICENSE RENEWAL - T. KOZLOWSKI	25.00	106420
	TOTAL	120.98	
112 MI ASSOC OF CHIEFS OF POLICE	MEMBERSHIP DUES 10/01/2021 TO 12/31/2021	28.75	106482
	MEMBERSHIP DUES 01/01/2022 TO 09/30/2022	86.25	106482
	TOTAL	115.00	
113 MI GREAT LAKES FISH COMPANY	FARM MARKET VENDOR - DEC 2021	30.00	106483
	FARM MARKET VENDOR - OCT 26 TO NOV 27 2021	171.00	106483
	TOTAL	201.00	

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114 MICHIGAN ASSOC OF MUNICIPAL CLERKS	ANNUAL MEMBERSHIP - R. FAUST	66.00	106484
	ANNUAL MEMBERSHIP - REBEKAH KELLY	66.00	106484
	ANNUAL MEMBERSHIP FOR DEBORAH GUTHRIE	66.00	106484
	ANNUAL MEMBERSHIP FOR ZACHARY LEMASTER	66.00	106484
	TOTAL	264.00	
115 MICHIGAN DOWNTOWN ASSOCIATION	MEMBERSHIP MDA - AMBER CLARK EDC/DDA OCT 2021-OCT	125.00	106411
116 MICHIGAN RECYCLING COALITION	2022 ANNUAL DUES - LEROY HARVEY	200.00	106485
117 MICHIGAN TOWNSHIP ASSOCIATION	2021 WEBINAR NOW YOU KNOW LIVE	25.00	
118 MID-MICHIGAN CHIEFS OF POLICE ASSOC	2022 MEMBERSHIP DUES - K. PLAGA	25.00	
119 MIKE DEVLIN	REIMB FAMILY SKATE AND SANTA EVENTS	20.97	106486
	REIMB FAMILY SKATE AND SANTA EVENTS	103.86	106486
	REIMB FAMILY SKATE AND SANTA EVENTS	71.98	106486
	REIMB FAMILY SKATE AND SANTA EVENTS	12.95	106486
	TOTAL	209.76	
120 MILLENNIA TECHNOLOGIES	11/30/2021 TO 12/31/2021 - PARTNER SUPPORT	633.96	
	01/01/2022 TO 11/30/2022 - PARTNER SUPPORT	6,973.54	
	TOTAL	7,607.50	
121 MUZZALL GRAPHICS	CUST #291200 JOB #103016	690.51	106381
122 MYCOPHILES GARDEN LLC	FARM MARKET VENDOR - DEC 2021	30.00	106487
	FARM MARKET VENDOR - OCT 26 TO NOV 27 2021	244.00	106487
	TOTAL	274.00	
123 OFFICE DEPOT	ACCOUNT #90449879 PRINTING SERVICES	42.66	106382
124 OFILIA DIAZ	FARM MARKET VENDOR - OCT 26 TO NOV 27 2021	13.00	106488
125 OKEMOS PUBLIC SCHOOLS	MERIDIAN SENIOR CENTER EXPENSES 1ST HALF 2021-2022	55,401.52	
126 OVERHEAD DOOR OF LANSING	OVERHEAD DOOR REPAIR 12/09/2021	295.00	106383
	GLENDAL - OVERHEAD DOOR OPENERS	2,760.90	106412
	01/05/2022 - OVERHAED DOOR REPAIRS	323.96	
	TOTAL	3,379.86	
127 PAIGE FINNEY	FARMERS MARKET - DEC 2021	13.00	106489
128 PATRICIA STEVENSON	FARM MRKT VENDOR - OCT 26 TO NOV 27 2021	187.00	106490
129 PEOPLEFACTS LLC	DEC 2021 EMPLOYEE PRE-EMPLOYMENT CREDIT CHECKS	16.67	106491
130 PETHART FARMS	FARM MARKET VENDOR - DEC 2021	38.00	106492
	FARM MARKET VENDOR - OCT 26 TO NOV 27 2021	226.00	106492
	TOTAL	264.00	
131 PHIL DESCHAIINE	MILEAGE REIMBURSEMENT	80.08	
132 PHOENIX SAFETY OUTFITTERS	BLOWHARD FAN - TRUCK	3,821.05	106493
133 POLICE EXECUTIVE RESEARCH FORUM	2022 PERF MEMBERSHIP DUES	200.00	106494
134 PRESTON SERVICES	2021 WEBSITE HOSTING SERVICES - HOMTV.NET	600.00	106495

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135 PRINT MAKERS SERVICE INC	2022 KIP COPIER SERVICE CONTRACT & METER CHARGES	1,560.00	
	KIP COPIER SERVICE CONTRACT & METER CHARGES	90.14	
	TOTAL	1,650.14	
136 PRINTING SYSTEMS INC	WINDOW ENVELOPES FOR W2'S	51.48	
	ELECTION FORMS & SUPPLIES	250.16	106384
	ELECTION PRODUCTS	330.08	106384
	ACCT #2050 - PRINTING OF MISC TAX FORMS	232.99	
	A/P CHECKS - GENERAL FUND (3000)	361.42	106496
	TOTAL	1,226.13	
137 PRO-TECH MECHANICAL SERVICES	BUILDINGS - HVAC REPAIRS W/O #39994	240.00	106497
	HVAC SERVICES - PM MUNICIPAL BLDG	4,206.25	106497
	BUILDINGS - HVAC REPAIRS W/O #39991	420.00	106497
	TOTAL	4,866.25	
138 QUALITY TIRE INC	MOTOR POOL TIRES	73.00	
139 RADMOOR MONTESSORI	GREEN INFRASTRUCTURE FOR SCHOOLS GRANT	1,250.00	106385
140 RAFT	2022 REGIONAL ALLIANCE FOR FF TRAINING MEMBERSHIP	1,400.00	
141 RALPH W. MACKENZIE	OVRPMT AMBULANCE FEE ON 07/26/2021	98.21	106529
142 RECLAIMED BY DESIGN	JAN 2022 MONTHLY OPERATION OF RECYCLING CENTER	2,000.00	106498
143 RM ELECTRIC INC	RRFB SYSTEMS FOR OKEMOS ROAD AND HAGADORN ROAD	31,974.60	106499
144 ROB PORRITT	HASLETT BASKETBALL CLINIC FOR JAN 2022	250.00	
145 ROWERDINK AUTOMOTIVE PARTS	UNIT #119 MOTOR POOL - FLEET REPAIR PARTS	55.81	106500
	UNIT #135 MOTOR POOL - FLEET REPAIR PARTS	192.27	106500
	UNIT #5 MOTOR POOL - FLEET REPAIR PARTS	68.58	106500
	UNIT #5 MOTOR POOL - FLEET REPAIR PARTS	46.51	106500
	UNIT #71 MOTOR POOL - FLEET REPAIR PARTS	205.33	106500
	UNIT #135 MOTOR POOL - FLEET REPAIR PARTS	220.68	106500
	UNIT #71 MOTOR POOL - FLEET REPAIR PARTS	154.80	106500
	CREDIT MOTOR POOL - FLEET REPAIR PARTS	(141.60)	106500
	UNIT #8 MOTOR POOL - FLEET REPAIR PARTS	191.18	106500
	UNIT #105 MOTOR POOL - FLEET REPAIR PARTS	34.86	106500
	UNIT #118 MOTOR POOL - FLEET REPAIR PARTS	209.89	106500
	UNIT #76 MOTOR POOL - FLEET REPAIR PARTS	98.77	106500
	CREDIT MOTOR POOL - FLEET REPAIR PARTS	(14.00)	106500
	TOTAL	1,323.08	
146 SAFETY KLEEN	MOTOR POOL - PARTS CLEANER SOLEVANT CHANGE	330.13	106413
147 SANZHAR BAIZHNOV	FARMERS MARKET DEC 2021	35.00	106502
	FARMERS MARKET - OCT 26 TO NOV 27 2021	28.00	106502
	TOTAL	63.00	
148 SCHAEFFER'S SPECIALIZED LUBRICANTS	MOTOR POOL - ENGINE OIL	2,819.30	106386
149 SHAHEEN CHEVROLET INC	MOTOR POOL - FIRE - UNIT 134	438.33	
150 SHAWN DIEMER	FARM MARKET VENDOR - DEC 2021	763.00	106503
151 SIERRA ALVERADO	MFT CLASS REIMB - 11/8/21 TO 11/12/21	123.71	106414
	MFR CLASS REIMBURSEMENT - 11/15/21 TO 11/19/21	131.97	106414
	TOTAL	255.68	

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152 SME	SERVICES MAR 1 - MAR 28 2021 - PAV & RESTROOM - HN	1,083.30	
153 SOLDAN'S FEED & PET SUPPLIES	SUPPLIES FOR K9	70.97	106504
	SUPPLIES FOR K9	72.37	106504
	TOTAL	143.34	
154 SPARROW OCCUPATIONAL	DEC 2021 PRE-EMPLOYMENT & FITNESS FOR DUTY PHYSICA	1,349.00	
155 SPICER GROUP	DANIELS DRAIN ASSESSMENT ROLL PROFESSIONAL SERVICE	704.00	106505
156 ST MARTHA CONFERENCE OF	REIMB PARTIAL PMT RENT - S. FORDJOUR	1,000.00	106354
157 STAPLES	MISC OFFICE SUPPLIES	739.50	
158 STATE OF MICHIGAN	QA ASSESSMENT - 10/1/21 TO 12/31/21	2,309.83	106415
	POSTAGE & MAILING FOR WINTER 2021 TAXES	5,751.39	106387
	TOTAL	8,061.22	
159 STEPHEN GROSE	FARM MRKT VENDOR - DEC 2021	199.00	106507
	FARM MRKT VENDOR - OCT 26 TO NOV 27 2021	453.00	106506
	TOTAL	652.00	
160 SUE MCMASTER	FARM MARKET VENDOR DEC 2021	15.00	106508
161 SUPREME SANITATION	TOWNER RD PARK PORT-A-JOHN RENTAL	90.00	106509
	SKATE RINK/LG DOG PARK PORT-A-JOHN RENTAL	90.00	106509
	MARKETPLACE/LG DOG PARK PORT-A-JOHN RENTAL	90.00	106509
	NANCY MOORE PARK PORT-A-JOHN RENTAL	90.00	106509
	HILLBROOK PARK PORT-A-JOHN RENTAL	90.00	106509
	TOTAL	450.00	
162 SWAGIT PRODUCTIONS, LLC	DEC 2021 VIDEO STREAMING SERVICE HOMTV	2,613.75	
163 T MOBILE	11/21/21 - 12/20/21 - BACKUP LINE - 517.980.0920	29.96	106510
	10/21/21 TO 11/20/21 - BACKUP INTERNET & CELL	29.96	106388
	TOTAL	59.92	
164 TARGET SOLUTIONS LEARNING LLC	2022 TARGET SOLUTIONS FIRE/EMS TRAINING PROGRAM SU	4,311.97	
165 TDS	12/28/2021 - 01/27/2022 - TDS PRI & ANALOG SERVICE	1,626.25	106511
166 TEAM FINANCIAL GROUP	COPER LEASE DEC 2021	1,471.50	106512
167 TELEFLEX LLC	IO SUPPLIES/EQUIPMENT - ORDER #8277226	1,159.50	106416
168 TELREPCO	PANASONIC CF-31 POLICE CAR TOUGHBOOK REPAIRS	813.00	106513
169 THE CHEESE PEOPLE OF GRAND RAPIDS	FARM MARKET VENDOR - DEC 2021	32.00	106514
	FARM MARKET VENDOR - OCT 26 TO NOV 27 2021	210.00	106514
	TOTAL	242.00	
170 THE HARKNESS LAW FIRM PLLC	LEGAL FEES-UTC - DEC 2021	6,692.78	106389
171 THE INSTITUTE OF CONTINUING LEGAL	MI ZONING, PLANNING & LAND USE OCT 2021	108.50	106417
172 THE RAPID GROUP LLC	SHREDDING TWP BLDG = 4TH QTR 2021	55.00	106515
173 TIFFANY ANN DANIELS	FARM MARKET VENDOR - DEC 2021	101.00	106516

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174 TITUS FARM LLC	FARM MARKET VENDOR - DEC 2021	300.00	106517
	FARM MARKET VENDOR - OCT 26 TO NOV 27 2021	246.00	106517
	TOTAL	546.00	
175 TPM COMMUNICATIONS LLC	MISC DATA WIRING 5 BUILDINGS	3,317.20	106518
176 TRI-COUNTY EM CONTROL AUTHORITY	REFUSAL FORMS PACKAGES OF 100	30.00	
177 UNCLE CALVINS SWEET POTATO PIES	FARM MARKET VENDOR - OCT 26 TO NOV 27 2021	8.00	106519
178 UNIQUE INTERIORS	BUILDINGS - FIRE - CENTRAL FIRE REPAIRS FROM RAIN	13,675.00	106390
179 UNITED STATES TREASURY	2021-941 TAXES DUE (MEDICARE & SOCIAL SECURITY GRO	5.04	106424
180 USA TODAY NETWORK	AUG 1 TO AUG 31 2021 BILLING PERIOD	610.00	106391
	NOV 1 TO NOV 30 2021 BILLING PERIOD	294.00	106391
	TOTAL	904.00	
181 VARIPRO BENEFIT ADMINISTRATORS	JAN 2022 FLEX SPENDING ADMINISTRATION COST	154.00	106520
	JAN 2022 RETIREE MEDICARE SUPPLEMENT	13,470.24	106520
	JAN 2022 RETIREE MEDICARE SUPPLEMENT	13,950.07	106520
	TOTAL	27,574.31	
182 VERIZON CONNECT	11/01/21 TO 11/30/21 - VEHICLE DATA UPLINK - MERIO	1,359.96	106392
183 VERIZON WIRELESS	SERVICES FROM NOV 24, 2021 TO DEC 23, 2021	3,614.46	Multiple
184 WASTE MANAGEMENT	ANIMAL CARCASS REMOVAL DUMPSTER 12/1/21 TO 12/31/2	161.62	106393
185 WESCO	S. FIRE - LED CONVERSIONS	7,929.90	106522
	N. FIRE - LED CONVERSIONS	7,863.60	106522
	TOTAL	15,793.50	
186 WEST MICHIGAN GLASS BLOCK	CANCELLED HOMEOWNER/CONTRACTOR. FULL REFUND	85.00	106523
187 WEST MICHIGAN INTERNATIONAL	MOTOR POOL - FIRE - UNIT # 137 & 138	3,886.60	
188 WEST SHORE FIRE INC	SCBA FILL MAINTENANCE ORDER #13364	208.46	106418
	SCBA PACK PARTS, MASKS, VOICE AMPS REPAIRS	322.42	
	TOTAL	530.88	
189 WILD DAWN FARMS LLC	FARMERS MARKET - DEC 2021	10.00	106524
190 WILLIAMSTON GREEN HOUSE & FLORIST	FARM MARKET VENDOR - OCT 26 TO NOV 27 2021	243.00	106525
191 WILLOW GARDEN	FARM MARKET VENDOR - DEC 2021	71.00	106526
	FARM MARKET VENDOR - OCT 26 TO NOV 27 2021	313.00	106526
	TOTAL	384.00	
192 WILSON FARM FRESH MEATS	FARM MARKET VENDOR - DEC 2021	157.00	106527
	FARM MARKET VENDOR - OCT 26 TO NOV 27 2021	147.00	106527
	TOTAL	304.00	
193 ZOLL MEDICAL CORP	HEART MONITOR SUPPLIES	359.25	106528
	HEART MONITOR SUPPLIES	1,924.22	106528
	TOTAL	2,283.47	
TOTAL - ALL VENDORS		1,673,104.46	

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1. CAPITAL ASPHALT LLC	BITUMINOUS REPAIRS ROADS, PARKING LOTS, DRIVEWAYS	3,297.69	28870
2. CARL SCHLEGEL INC	WATER DEPT- SAND 2021 - 1035634/1068203/1068588	1,620.00	28865
	WATER DEPT- SAND 12/22/2021	540.00	28871
	TOTAL	2,160.00	
3. CITY OF EAST LANSING	ELMWSA OPERATING & INTERCONNECT & DEBT SHARING JA	295,293.75	
	SEWER OPERATIONS BILLINGS - JAN 2022	184,082.92	
	TOTAL	479,376.67	
4. DIXON ENGINEERING	NEWTON RD ELEVATED STORAGE TANK IMPROVEMENTS -ENGI	5,000.00	28872
5. FERGUSON WATERWORKS #3386	WATER - METER ORDER #6 2021 - MISC REGISTERS	937.08	28873
	WATER - CUSTOMER INSTALLATION SUPPLIES	76.50	
	WATER - CUSTOMER INSTALLATION SUPPLIES	1,837.80	28868
	WATER - CUSTOMER INSTALLATION SUPPLIES	4,545.40	
	TOTAL	7,396.78	
6. GALLAGHER BENEFIT SERVICES, INC	DEC 2021 MONTHLY HEALTHCARE CONSULTING FEE	526.47	28866
7. HYDROCORP	CROSS CONNECTION CONTROL PROGRAM SERVICES- 2021	2,430.00	28874
8. IDC CORPORATION	LIFT STATION CONTROLS MAINTENANCE 2021 - OKEMOS HI	718.00	28875
9. LEAVITT & STARCK EXCAVATING, INC	WATERMAIN REPAIR 12/31/2021	1,199.94	28876
10. M.U.E.	REIMB CONSTRUCTION METER MT. HOPE/OKEMOS RD	981.96	28877
11. MADISON NATIONAL LIFE INS CO	JAN 2022 LIFE/DISABILITY INS - ACCT #1027538000000	417.21	Multiple
12. MICHIGAN DEMOLITION	REIMB SESC INSP DEP FOR 1448 & 14476 GRAND RVR SEC	1,000.00	28869
13. PERCEPTIVE CONTROLS	SEWER - IGNITION SCADA SOFTWARE SUPPORT - 5 YEAR T	2,645.10	28879
14. SEILER INSTRUMENT & MFG CO INC	TRIMBLE GPS TRAINING 7/22/21 ENGINEERING & WATER/S	900.00	28867
15. SME	NOV 1 2021 TO NOV 28 2021 - TESTING WATER, SEWER &	1,056.90	28880
16. VERIZON WIRELESS	SERVICES FROM NOV 24, 2021 TO DEC 23, 2021	415.24	Multiple
TOTAL - ALL VENDORS		509,521.96	

Vendor Name	Description	Amount	Check #
1. 20/20 SETTLEMENT SERVICES LLC	OVRPMT WINTER 2021 PROPERTY TAXES - SHOALS DR	298.39	13257
2. BELL TITLE AGENCY OF EAST LANSING	OVRPMT 2021 WINTER PROP TAXES - SEQUOIA TRAIL	1,985.19	13259
3. BERNARD & SUSAN GUGGEMOS	YORK WAY - DEC 2021 BOARD REVIEW REFUND	2,629.85	13240
4. CAPITAL REAL ESTATE TAX SERVICE	RIDGE ST - DEC 2021 BOARD REVIEW REFUND	64.32	13242
	RIDGE ST - OVRPMT 2021 WINTER PROP TAX	79.36	13260
	ACADEMIC WAY - DEC 2021 BOARD REVIEW REFUND	699.03	13241
	ACADEMIC WAY - OVRPMT 2021 WINTER PROP TAX	699.02	13260
	ARDMORE AVE - OVRPMT 2021 WINTER PROP TAX	3,321.29	13260
	STARBOARD DR - OVRPMT 2021 WINTER PROP TAX	3,541.46	13260
	OAKWOOD DR - OVRPMT 2021 WINTER PROP TAX	2,010.48	13260
	TOTAL	10,414.96	
5. CHARLES SPADAFORE	MI TAX TRIBUNAL RFND ORDER #21-002455	1,525.15	13237
6. CORELOGIC	EARLIGLOW LN - DEC 2021 BOARD REVIEW REFUND	4,337.72	13243
7. CORELOGIC CENTRALIZED REFUNDS	W. LAKE DRIVE - OVRPMT 2021 WINTER PROP TAX	5,200.98	13261
	W. LAKE DR - OVRPMT 2021 WINTER PROP TAX	3,769.69	13261
	PINE CREEK CIRCLE - OVRPMT 2021 WINTER PROP TAX	2,902.24	13261
	COLUMBIA ST - DEC 2021 BOARD REVIEW REFUND	3,540.77	13246
	COLUMBIA ST - OVRPMT 2021 WINTER PROP TAX	4,368.26	13261
	WOODCLIFFE LANE - OVRPMT 2021 WINTER PROP TAX	10,021.54	13261
	HORIZON DR - OVRPMT 2021 WINTER PROP TAX	2,889.92	13261
	LAKE LANSING RD - OVRPMT 2021 WINTER PROP TAX	76.56	13261
	MARMON CT - OVRPMT 2021 WINTER PROP TAX	46.95	13261
	LAC DU MONT DR - DEC 2021 BOARD REVIEW REFUND	318.39	13244
	MONTEBELLO - DEC 2021 BOARD REVIEW REFUND	953.39	13248
	MONTEBELLO AVE - OVRPMT 2021 WINTER PROP TAX	2,865.91	13261
	TEAKWOOD CIRCLE - OVRPMT 2021 WINTER PROP TAX	2,418.87	13261
	TEAKWOOD CIRCLE - OVRPMT 2021 WINTER PROP TAX	1,253.26	13261
	EARLIGLOW LN - OVRPMT 2021 WINTER PROP TAX	5,403.88	13261
	CORNELL RD - DEC 2021 BOARD REVIEW REFUND	1,143.07	13245
	CORNELL RD - OVRPMT 2021 WINTER PROP TAX	1,423.60	13261
	PICADILLY DR - OVRPMT 2021 WINTER PROP TAX	35.97	13261
	BLUE HAVEN DR - OVRPMT 2021 WINTER PROP TAX	1,986.74	13261
	HILLCREST AVE - OVRPMT 2021 WINTER PROP TAX	3,205.55	13261
	OVRPMT 2021 WINTER PROP TAX	4,741.92	13261
	OVRPMT 2021 WINTER PROP TAX	1,497.92	13261
	BELVEDERE AVE - OVRPMT 2021 WINTER PROP TAX	5,704.89	13261
	VAN ATTA RD - OVRPMT 2021 WINTER PROP TAX	672.66	13261
	MORNING GLORY DR - DEC 2021 BOARD REVIEW REFUND	263.52	13247
	MORNING GLORY DR - OVRPMT 2021 WINTER PROP TAX	328.18	13261
	TOTAL	67,034.63	
8. EPIC TITLE SERVICES LLC	OVRPMT SUMMER 2021 PROP TAXES - PATRIOTS WAY	23.42	13238
9. GEFREY COLON-RIVERA	MAPLE RIDGE RD - DEC 2021 BOARD REVIEW REFUND	504.61	13249
10. GERALD & DONNA OADE	GRAEBEAR TRL - DEC 2021 BOARD REVIEW REFUND	3,013.35	13250
11. INGHAM COUNTY LAND BANK	SUMMER 2021 LAND BANK TAX CAPTURE - 6198/6200 COLU	5,163.26	13235
12. INGHAM COUNTY TREASURER-BROWNFIELD	33-02-02-25-276-003 - SUMMER 2021 LAND BANK BROWNF	34.61	13239
13. JEANNE BASNIGHT	OVRPMT WINTER 2021 PROP TAX - SHADOW LAWN DR	180.00	13251
14. JOAN IWASKO	OVRPMT WINTER 2021 PROPERTY TAXES - SEQUOIA TRAIL	30.00	13258
15. JOAN RICHARDS	CONRAD DR - DEC 2021 BOARD REVIEW REFUND	36.70	13252

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User: GRAHAM
DB: Meridian

INVOICE APPROVAL BY INVOICE REPORT FOR CHARTER TOWNSHIP OF MERIDIAN
EXP CHECK RUN DATES 01/04/2022 - 01/25/2022
BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID
BANK CODE: TA

Vendor Name	Description	Amount	Check #
16. LERETA LLC	RIDGEPOND PL - OVRPMT 2021 WINTER PROP TAXES	11,688.52	13263
	SLEEPY HOLLOW LN - DEC 2021 BOARD REVIEW REFUND	2,092.52	13253
	TIMBER MEADOW CT - OVRPMT 2021 WINTER PROP TAX	5,153.81	13263
	SOUTHRIDGE RD - OVRPMT 2021 WINTER PROP TAX	6,671.36	13263
	MANITOU DR - OVRPMT 2021 WINTER PROP TAX	2,763.08	13263
	TOTAL	28,369.29	
17. MARTA & JEFFREY KAVANAGH	DEC 2021 BOARD REVIEW REFUND - KEWEENAW DR	867.28	13254
18. RAJ B JAGLAN	DEL MAR DR - DEC 2021 BOARD REVIEW REFUND	906.15	13255
19. RICHARD & DAVIS MATHIEW	MI DEPT OF TREAS PRE ADJUSTMENT - INKEEPERS CT	262.04	13264
20. RONALD & SUZANNE MUMY	VILLAGE DR - DEC 2021 BOARD REVIEW REFUND	880.92	13256
21. STATE OF MICHIGAN	2021 SUMMER REVERTED SPECIFIC TAX - 6198/6200 COLU	1,941.60	13236
TOTAL - ALL VENDORS		130,439.12	

Credit Card Report 12/9/2021-1/19/2022

Posting Date	Merchant Name	Amount	Name
2021/12/09	THE HOME DEPOT #2723	\$19.97	LAWRENCE BOBB
2021/12/09	PAS*PASSPT LANSING PR	\$0.75	BART CRANE
2021/12/09	WALMART.COM AA	\$40.99	SAMANTHA DIEHL
2021/12/09	THE HOME DEPOT 2723	\$89.64	ALLISON GOODMAN
2021/12/09	AMAZON.COM*ZZ5DC8EU3 AMZN	\$44.41	EMMA CAMPBELL
2021/12/09	MI STATE POLICE PMTS	\$60.00	KRISTI SCHAEING
2021/12/09	THE HOME DEPOT #2723	\$104.94	MIKE ELLIS
2021/12/09	AMERICAN PUBLIC WORKS	\$247.00	DEREK PERRY
2021/12/09	AMZN MKTP US*IZ02F1YD3	\$45.99	MICHAEL DEVLIN
2021/12/09	FEDEX 00012005	\$10.17	WILLIAM PRIESE
2021/12/09	SOLDAN S PET SUPPLIES	\$34.99	CATHERINE ADAMS
2021/12/09	AMZN MKTP US*ON0MA5U73	\$195.90	CATHERINE ADAMS
2021/12/10	TRACTOR SUPPLY #1149	\$19.96	LAWRENCE BOBB
2021/12/10	THE HOME DEPOT #2723	\$15.97	LAWRENCE BOBB
2021/12/10	CATHEY CO	\$95.59	ROBERT STACY
2021/12/10	THE HOME DEPOT 2723	\$331.94	ROBERT STACY
2021/12/10	WAL-MART #2866	\$54.84	TYLER KENNEL
2021/12/10	FACEBK ZGPMZ9T9U2	\$75.00	ANDREA SMILEY
2021/12/10	THE HOME DEPOT #2723	\$66.90	DAN PALACIOS
2021/12/10	THE HOME DEPOT #2723	\$149.00	DAN PALACIOS
2021/12/10	THE HOME DEPOT #2723	\$195.43	KEITH HEWITT
2021/12/10	AMZN MKTP US*556C33533	\$8.50	MICHELLE PRINZ
2021/12/10	AMAZON.COM*K47326ER3	\$9.05	MICHELLE PRINZ
2021/12/10	AMZN MKTP US*XL6N45D73	\$53.69	CATHERINE ADAMS
2021/12/13	THE HOME DEPOT #2723	\$70.94	LAWRENCE BOBB
2021/12/13	THE HOME DEPOT #2723	\$71.64	LAWRENCE BOBB
2021/12/13	JETS PIZZA - MI-053 - MOT	\$51.16	MICHAEL HAMEL
2021/12/13	BEST BUY 00004168	\$49.99	SAMANTHA DIEHL
2021/12/13	MEIJER # 253	\$29.15	ALLISON GOODMAN
2021/12/13	PANERA BREAD #600715 O	\$80.89	BRIDGET CANNON
2021/12/13	AMZN MKTP US*IS8LB7ZG3	\$116.30	KRISTI SCHAEING
2021/12/13	FACEBK EZN5J939U2	\$75.00	ANDREA SMILEY
2021/12/13	THE HOME DEPOT #2723	\$37.94	JOHN HECKAMAN
2021/12/13	AMZN MKTP US*W41H11MY3	\$282.43	TAVIS MILLEROV
2021/12/13	JCPENNEY 2066	\$18.00	MICHAEL DEVLIN
2021/12/13	FUN EXPRESS	\$111.04	MICHAEL DEVLIN
2021/12/13	GRAND TRAVERSE PIE COM	\$140.00	MICHELLE PRINZ
2021/12/13	ANNA'S HOUSE OKEMOS	\$140.00	MICHELLE PRINZ
2021/12/13	STILLWATER GRILL - OKEMO	\$140.00	MICHELLE PRINZ
2021/12/13	LUCKY'S STEAKHOUSE - OKEM	\$140.00	MICHELLE PRINZ
2021/12/13	AMZN MKTP US*744JZ8JP3 AM	\$17.99	MICHELLE PRINZ
2021/12/13	STATE SIDE DELI	\$140.00	MICHELLE PRINZ
2021/12/13	AMZN MKTP US*Q436352R3	\$10.99	MICHELLE PRINZ
2021/12/13	PANERA BREAD #608017 O	\$144.56	MICHELLE PRINZ
2021/12/13	JL DARLING	\$43.18	DENISE GREEN
2021/12/14	AMZN MKTP US*RC5SZ6SB3	\$129.99	KRISTI SCHAEING
2021/12/14	AMZN MKTP US*M74495JA3	\$59.27	KRISTI SCHAEING
2021/12/14	AMZN MKTP US*4118106T3 AM	\$256.90	KRISTEN COLE
2021/12/14	STATE OF MI MIDEAL	\$230.00	ROBERT MACKENZIE
2021/12/14	USPS PO 2569800864	\$9.20	WILLIAM PRIESE
2021/12/14	AMZN MKTP US*5K0GJ62E3	\$117.63	CATHERINE ADAMS
2021/12/15	AC&E RENTALS INC	\$82.00	LAWRENCE BOBB

2021/12/15	COVERT SCOUTING	\$32.86	ANDREW MCCREADY
2021/12/15	FACEBK BCMHKAP9U2	\$125.00	ANDREA SMILEY
2021/12/15	MID MICHIGAN EMERGENCY E	\$230.00	TODD FRANK
2021/12/15	AMZN MKTP US*5S4R23LM3	\$8.50	MICHELLE PRINZ
2021/12/15	AMZN MKTP US*FF72M4JQ3	\$105.24	MICHELLE PRINZ
2021/12/15	SOLDAN S.PET SUPPLIES	\$10.14	CATHERINE ADAMS
2021/12/16	THE HOME DEPOT #2723	\$185.08	LAWRENCE BOBB
2021/12/16	THE HOME DEPOT #2723	\$39.92	ROBERT STACY
2021/12/16	AMZN MKTP US*2V39D1K13	\$39.98	KRISTI SCHAEING
2021/12/16	AMZN MKTP US*B26633QL3	\$39.50	KRISTI SCHAEING
2021/12/16	THE HOME DEPOT #2723	\$28.98	WILLIAM PRIESE
2021/12/16	THE HOME DEPOT #2723	\$30.41	WILLIAM PRIESE
2021/12/16	THE HOME DEPOT #2723	\$31.81	LAWRENCE BOBB
2021/12/17	COMBUSTION RESEARCH CORP	\$227.22	TYLER KENNEL
2021/12/17	GRAINGER	\$29.65	TYLER KENNEL
2021/12/17	WAL-MART #2866	\$8.48	ALLISON GOODMAN
2021/12/17	MEIJER # 025	\$200.00	DARLA JACKSON
2021/12/17	WESCO - # 3255	\$312.55	ROBERT MACKENZIE
2021/12/17	SAFETY DECALS	\$70.82	KENNITH PHINNEY
2021/12/17	COVERT SCOUTING	\$32.99	ED BESONEN
2021/12/20	MENARDS LANSING SOUTH MI	\$68.58	LAWRENCE BOBB
2021/12/20	THE HOME DEPOT #2723	\$5.78	LAWRENCE BOBB
2021/12/20	EATON FARM COOP MASON	\$27.85	ROBERT STACY
2021/12/20	MITA, INC.	\$75.00	NYAL NUNN
2021/12/20	WAL-MART #2866	\$625.00	BART CRANE
2021/12/20	THE HOME DEPOT #2723	\$17.95	KYLE FOGG
2021/12/20	THE HOME DEPOT #2723	\$21.92	KYLE FOGG
2021/12/20	THE HOME DEPOT #2723	\$15.13	KYLE FOGG
2021/12/20	THE HOME DEPOT #2723	\$39.76	EMMA CAMPBELL
2021/12/20	OFFICEMAX/OFFICEDEPT#3379	\$29.99	BRIDGET CANNON
2021/12/20	THE HOME DEPOT #2723	\$12.97	JACOB FLANNERY
2021/12/20	MID MICHIGAN EMERGENCY E	\$348.00	TODD FRANK
2021/12/20	TEAM LANSING FNDR	\$10.00	BRANDIE YATES
2021/12/20	NATIONAL ACADEMY OF TELEV	\$65.00	BRANDIE YATES
2021/12/20	SOCIETY OF PROFESSIONAL J	\$90.00	BRANDIE YATES
2021/12/20	ZOOM.US 888-799-9666	\$514.85	STEPHEN GEBES
2021/12/20	WAL-MART #2866	\$875.00	RICHARD GRILLO
2021/12/20	AMZN MKTP US	(\$52.36)	MICHAEL DEVLIN
2021/12/20	AMZN MKTP US*D78JR5U03	\$59.50	MICHELLE PRINZ
2021/12/20	HONEYBAKED HAM 1709-P2PE	\$1,057.42	MICHELLE PRINZ
2021/12/20	HONEYBAKED HAM 1709-P2PE	\$93.95	MICHELLE PRINZ
2021/12/20	COMPLETE BATTERY SOURCE	\$37.44	WILLIAM PRIESE
2021/12/20	AMAZON.COM*1424C9H63	\$219.99	CATHERINE ADAMS
2021/12/20	THE HOME DEPOT #2723	\$6.24	CATHERINE ADAMS
2021/12/21	ASFPM MADISON WI	\$80.00	YOUNES ISHRAIDI
2021/12/21	HEARST NEWSPAPERSMIDWEST	\$9.95	MICHELLE PRINZ
2021/12/21	CROWN AWARDS INC	\$4.49	MICHELLE PRINZ
2021/12/22	CATHEY CO	\$475.76	ROBERT STACY
2021/12/22	BESTBUYCOM806551528407	\$49.99	SAMANTHA DIEHL
2021/12/22	BESTBUYCOM806551528407	\$24.99	SAMANTHA DIEHL
2021/12/22	AMZN MKTP US*SY0M66QS3	\$31.24	SAMANTHA DIEHL
2021/12/22	AMZN MKTP US*2E35M1XA3	\$248.00	SAMANTHA DIEHL
2021/12/22	AMZN MKTP US*WE2WW08J3	\$198.99	KRISTEN COLE
2021/12/22	WAL-MART #2866	\$14.88	MIKE ELLIS
2021/12/22	WWW.FLIPSNACK.COM	\$420.00	BRANDIE YATES

2021/12/22	MICHIGAN SUPPLY	\$193.13	ROBERT MACKENZIE
2021/12/22	3986 ALL-PHASE	\$241.44	KEITH HEWITT
2021/12/22	MICHIGAN MUNICIPAL LEAGUE	\$349.00	MICHELLE PRINZ
2021/12/22	OFFICEMAX/OFFICEDEPT#3379	\$136.27	WILLIAM PRIESE
2021/12/22	OFFICEMAX/OFFICEDEPT#3379	\$129.98	WILLIAM PRIESE
2021/12/22	WEST MICHIGAN INTERNATION	\$119.63	WILLIAM PRIESE
2021/12/23	THE HOME DEPOT #2723	\$35.90	LAWRENCE BOBB
2021/12/23	THE HOME DEPOT #2723	\$54.42	ROBERT STACY
2021/12/23	HASLETT TRUE VALUE HARDW	\$2.67	JIM HANSEN
2021/12/23	SIMPLISAFE	\$274.89	KYLE ROYSTON
2021/12/23	AMERICAN PLANNING A	\$707.00	DEBBIE BUDZYNSKI
2021/12/23	THE HOME DEPOT #2723	\$175.91	EMMA CAMPBELL
2021/12/23	4IMPRINT, INC	\$521.07	ANDREA SMILEY
2021/12/23	THE HOME DEPOT #2723	\$17.94	MIKE ELLIS
2021/12/23	THE HOME DEPOT #2723	\$108.54	MIKE ELLIS
2021/12/23	WEST MICHIGAN INTERNATION	\$225.76	TODD FRANK
2021/12/23	WEST MICHIGAN INTERNATION	\$10.13	TODD FRANK
2021/12/23	STAPLS7346617810000001	\$59.79	STEPHEN GEBES
2021/12/23	ASCE PURCHASING	\$283.00	YOUNES ISHRAIDI
2021/12/23	GRAINGER	\$1,170.43	ROBERT MACKENZIE
2021/12/23	THE HOME DEPOT #2723	\$177.67	ROBERT MACKENZIE
2021/12/23	OFFICEMAX/OFFICEDEPT#3379	\$21.99	TAVIS MILLEROV
2021/12/23	EIG*HOSTMONSTER.COM	\$230.76	MICHAEL DEVLIN
2021/12/23	LANSINGSTATE JOURNAL	\$9.99	MICHELLE PRINZ
2021/12/23	AMZN MKTP US*EI7LS1173	\$9.97	MICHELLE PRINZ
2021/12/23	WPSG, INC.	\$439.99	WILLIAM PRIESE
2021/12/23	STATE OF MI EMS	\$25.00	WILLIAM PRIESE
2021/12/24	THE HOME DEPOT #2723	\$7.16	LAWRENCE BOBB
2021/12/24	THE HOME DEPOT #2723	\$104.25	ROBERT STACY
2021/12/24	COMPLETE BATTERY SOURCE	\$76.24	ANDREW MCCREADY
2021/12/24	THE HOME DEPOT #2723	\$79.00	TAVIS MILLEROV
2021/12/27	FACEBK B9GAEAB9U2	\$10.01	ANDREA SMILEY
2021/12/27	ADOBE ACROPRO SUBS	\$14.99	DEREK PERRY
2021/12/27	AMZ*WSJBARRON'S	\$4.00	MICHELLE PRINZ
2021/12/27	ADOBE ACROPRO SUBS	\$15.89	DENISE GREEN
2021/12/28	BEST BUY 00004168	\$973.94	BRANDIE YATES
2021/12/28	WEB*NETWORKSOLUTIONS	\$42.99	BRANDIE YATES
2021/12/29	WAL-MART #2866	\$16.96	ALLISON GOODMAN
2021/12/29	GRAND TRAVERSE PIE COM	\$14.64	FRANK L WALSH
2021/12/29	IN *NATL ASSN OF TELECOMM	\$50.00	BRANDIE YATES
2021/12/29	ZONES INC	\$995.00	STEPHEN GEBES
2021/12/29	EXPRESSIVE PRINTING	\$44.80	YOUNES ISHRAIDI
2021/12/30	MEIJER # 253	\$14.87	ALLISON GOODMAN
2021/12/30	BEST BUY 00004168	\$765.85	ANDREA SMILEY
2021/12/30	WETRANSFER	\$120.00	BRANDIE YATES
2021/12/30	THE HOME DEPOT #2723	\$168.00	TAVIS MILLEROV
2021/12/30	THE HOME DEPOT #2723	\$2,478.10	TAVIS MILLEROV
2021/12/30	STATE EGLE WATER TEST	\$16.00	CATHERINE ADAMS
2021/12/31	PHOENIX SAFETY OUTFITTERS	\$815.84	WILLIAM PRIESE
2022/01/03	COVERT SCOUTING	\$54.99	ANDREW MCCREADY
2022/01/03	OPENTIMECLOCK	\$25.00	KRISTEN COLE
2022/01/03	EIG*CONSTANTCONTACT.COM	\$936.00	ANDREA SMILEY
2022/01/03	DICK'S CLOTHING&SPORTING	\$230.78	MICHAEL DEVLIN
2022/01/03	OHIO TURNPIKE REPLENISHME	(\$20.50)	WILLIAM PRIESE
2022/01/04	MICHIGAN ASSOC OF CHIEFS	\$1,000.00	RICHARD GRILLO

2022/01/04	AMZN MKTP US*G78TL3V33	\$14.00	MICHELLE PRINZ
2022/01/05	AC&E RENTALS INC	\$70.00	LAWRENCE BOBB
2022/01/05	SOLDAN S PET SUPPLIES	\$54.11	ALLISON GOODMAN
2022/01/05	COMPLETE BATTERY SOURCE	\$21.21	JACOB FLANNERY
2022/01/05	MI STATE POLICE PMTS	\$60.00	KRISTI SCHAEING
2022/01/05	SPORTSMANS WAREHOUSE 194	\$149.95	MIKE ELLIS
2022/01/05	MARKS LOCK SHOP INC	\$18.00	ROBERT MACKENZIE
2022/01/05	JACKSON HIRSH INC	\$40.00	WILLIAM PRIESE
2022/01/05	AMAZON.COM*9W4T50PB3	\$89.99	CATHERINE ADAMS
2022/01/05	AMZN MKTP US*037HS4043	\$67.50	CATHERINE ADAMS
2022/01/06	MEIJER # 025	\$10.45	KYLE ROYSTON
2022/01/06	MEIJER # 025	\$13.45	KYLE ROYSTON
2022/01/06	WAL-MART #2866	\$14.88	MIKE ELLIS
2022/01/06	BANNASCH WELDING INC	\$285.22	TODD FRANK
2022/01/06	STAPLS734720885900001	\$153.57	STEPHEN GEBES
2022/01/06	STAPLS734723104800001	\$212.60	STEPHEN GEBES
2022/01/06	MICHIGAN TOWNSHIPS ASS	\$2,328.00	MICHELLE PRINZ
2022/01/06	MICHIGAN TOWNSHIPS ASS	\$388.00	MICHELLE PRINZ
2022/01/06	AMZN MKTP US*L29MD38F3	\$69.95	CATHERINE ADAMS
2022/01/06	THE HOME DEPOT #2723	\$23.57	DAVID LESTER
2022/01/06	PAS*PASSPT LANSING PR	\$0.75	BART CRANE
2022/01/07	THE HOME DEPOT #2723	\$69.94	LAWRENCE BOBB
2022/01/07	THE HOME DEPOT #2723	\$59.53	LAWRENCE BOBB
2022/01/07	THE HOME DEPOT #2723	\$24.56	LAWRENCE BOBB
2022/01/07	B&H PHOTO 800-606-6969	\$59.95	SAMANTHA DIEHL
2022/01/07	LANGUAGE LINE	\$36.87	KRISTI SCHAEING
2022/01/07	LEXISNEXIS EPIC	\$150.00	KRISTI SCHAEING
2022/01/07	BEST BUY 00004168	(\$49.99)	ANDREA SMILEY
2022/01/07	SPORTSMANS WAREHOUSE 194	\$19.99	MIKE ELLIS
2022/01/07	KIMBALL MIDWEST PAYEEZY	\$104.69	TODD FRANK
2022/01/07	PAS*PASSPT LANSING PR	\$0.75	BART CRANE
2022/01/10	MENARDS LANSING SOUTH MI	\$185.87	LAWRENCE BOBB
2022/01/10	THE HOME DEPOT #2723	\$15.75	LAWRENCE BOBB
2022/01/10	THE HOME DEPOT #2723	\$28.97	LAWRENCE BOBB
2022/01/10	THE HOME DEPOT #2723	\$20.97	LAWRENCE BOBB
2022/01/10	THE HOME DEPOT #2723	\$17.77	TYLER KENNELL
2022/01/10	HASLETT TRUE VALUE HARDW	\$1.99	KYLE FOGG
2022/01/10	COVERT SCOUTING	\$39.98	ANDREW MCCREADY
2022/01/10	AMZN MKTP US*IR1TD0R33	\$13.99	KRISTI SCHAEING
2022/01/10	AMZN MKTP US*1V2BR2OL3	\$66.51	KRISTI SCHAEING
2022/01/10	FLICKR.COM	\$59.99	ANDREA SMILEY
2022/01/10	WWW.SIMPLIV.COM	\$299.00	ANDREA SMILEY
2022/01/10	THE HOME DEPOT #2723	\$16.70	MIKE ELLIS
2022/01/10	THE HOME DEPOT #2723	\$72.27	MIKE ELLIS
2022/01/10	AWWA.ORG	\$238.00	YOUNES ISHRAIDI
2022/01/10	AMZN MKTP US*GD8AW20J3	\$89.22	MICHELLE PRINZ
2022/01/10	AMZN MKTP US*QW3KU5FM3	\$5.71	MICHELLE PRINZ
2022/01/10	AMZN MKTP US*JK7W296R3	\$122.72	CATHERINE ADAMS
2022/01/10	AMZN MKTP US*F04QW8EU3	\$118.99	CATHERINE ADAMS
2022/01/10	CALIBRE PRESS	\$358.00	ED BESONEN
2022/01/11	MAGID GLOVE	\$153.75	WILLIAM PRIESE
2022/01/11	THE HOME DEPOT #2723	\$18.54	CATHERINE ADAMS
2022/01/11	PAS*PASSPT LANSING PR	\$2.55	BART CRANE
2022/01/12	GRAINGER	\$85.60	TYLER KENNELL
2022/01/12	AMAZON.COM*C18UP6E83 AMZN	\$39.99	SAMANTHA DIEHL

2022/01/12	SOLDAN S PET SUPPLIES	\$10.74	ALLISON GOODMAN
2022/01/12	WWW.SIMPLIV.COM	\$299.00	BRANDIE YATES
2022/01/12	STAPLS7347705169000001	\$70.41	STEPHEN GEBES
2022/01/12	FBI NATIONAL ACADEMY ASSO	\$110.00	KEN PLAGA
2022/01/12	THE HOME DEPOT 2723	\$528.39	CATHERINE ADAMS
2022/01/12	AMZN MKTP US*M660L1SF3	\$128.99	CATHERINE ADAMS
2022/01/12	HOLIDAY INN FOSSIL CREEK	\$560.01	BART CRANE
2022/01/13	ADMIRAL #181	\$18.40	LAWRENCE BOBB
2022/01/13	CATHEY CO	\$92.16	TYLER KENNELL
2022/01/13	HASLETT TRUE VALUE HARDW	\$9.99	DAN PALACIOS
2022/01/13	COMPLETE BATTERY SOURCE	\$43.20	WILLIAM PRIESE
2022/01/13	ZORO TOOLS INC	\$280.79	WILLIAM PRIESE
2022/01/13	AMZN MKTP US*5513A9SH3	\$37.37	CATHERINE ADAMS
2022/01/13	PAS*PASSPT LANSING PR	\$0.75	BART CRANE
2022/01/14	THE HOME DEPOT #2723	(\$49.94)	LAWRENCE BOBB
2022/01/14	THE HOME DEPOT 2723	\$257.40	LAWRENCE BOBB
2022/01/14	CATHEY CO	\$28.04	ROBERT STACY
2022/01/14	GRAINGER	\$19.16	TYLER KENNELL
2022/01/14	PAYPAL *MATA	\$125.00	BRIDGET CANNON
2022/01/14	HASLETT ANIMAL HOSPITA	\$95.84	KRISTI SCHAEING
2022/01/14	HASLETT ANIMAL HOSPITA	\$93.28	KRISTI SCHAEING
2022/01/14	THE HOME DEPOT #2723	\$43.42	MIKE ELLIS
2022/01/14	GRAINGER	\$25.63	ROBERT MACKENZIE
2022/01/14	THE HOME DEPOT #2723	\$18.80	DAVID LESTER
2022/01/17	THE HOME DEPOT 2723	\$209.06	LAWRENCE BOBB
2022/01/17	THE HOME DEPOT #2723	\$121.29	LAWRENCE BOBB
2022/01/17	THE HOME DEPOT #2723	\$23.95	LAWRENCE BOBB
2022/01/17	COVERT SCOUTING	\$54.99	ANDREW MCCREADY
2022/01/17	THE STEWARDSHIP NETWORK	\$149.00	EMMA CAMPBELL
2022/01/17	EAST COAST GLOVE AND SUPP	\$329.95	ROBERT MACKENZIE
2022/01/17	AWWA.ORG	\$85.00	DEREK PERRY
2022/01/17	MICHIGAN RECREATION & PAR	\$525.00	MICHAEL DEVLIN
2022/01/17	GRAND TRAV RESORT	\$115.00	MICHAEL DEVLIN
2022/01/17	COSTCO WHSE#1277	\$69.23	MICHAEL DEVLIN
2022/01/17	AMAZON.COM*O44HV40Z3 AMZN	\$33.84	MICHELLE PRINZ
2022/01/17	INTERNATIONAL ASSOCIATIO	\$150.00	DENISE GREEN
2022/01/17	WPSG, INC.	\$530.08	WILLIAM PRIESE
2022/01/17	THE HOME DEPOT #2723	\$4.23	WILLIAM PRIESE
2022/01/17	COVERT SCOUTING	\$32.99	ED BESONEN
2022/01/17	THE HOME DEPOT #2723	\$15.94	DAVID LESTER
2022/01/17	THE HOME DEPOT #2723	\$126.94	DAVID LESTER
2022/01/18	ROCK N RESCUE	\$394.73	WILLIAM PRIESE
2022/01/18	PAS*PASSPT LANSING PR	\$0.75	BART CRANE
2022/01/19	SOLDAN S PET SUPPLIES	\$10.74	ALLISON GOODMAN
2022/01/19	SQ *HASLETT/OKEMOS ROTARY	\$145.00	KRISTI SCHAEING
2022/01/19	AMZN MKTP US*WF0LF0K03	\$24.94	KRISTI SCHAEING
2022/01/19	HEARST NEWSPAPERSMIDWEST	\$9.95	MICHELLE PRINZ
2022/01/19	PAYPAL *HUNDREDCLUB	\$100.00	WILLIAM PRIESE

Total	\$39,910.01
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ACH Transactions

Date	Payee	Amount	Purpose
12/13/2021	Consumers Energy	\$ 8,812.98	Utilities
12/13/2021	MCT Utilities	\$ 1,109.65	Water/Sewer for MCT
12/13/2021	Consumers Energy	\$ 61,782.17	Utilities
12/15/2021	Blue Care Network	\$ 32,062.83	Employee Health Insurance
12/17/2021	ELAN	\$ 22,763.66	Credit Card Payment
12/17/2021	Nationwide	\$ 4,627.34	Payroll Deductions 12/17/2021
12/17/2021	IRS	\$ 96,920.80	Payroll Taxes 12/17/2021
12/17/2021	Various Financial Institutions	\$ 263,627.09	Direct Deposit 12/17/2021
12/17/2021	State of Michigan	\$ 14,173.38	MI Bus Tax
12/17/2021	ICMA	\$ 38,323.91	Payroll Deductions 12/17/2021
12/22/2021	MCT Utilities	\$ 83.29	Water/Sewer for MCT
12/23/2021	Blue Care Network	\$ 12,256.03	Employee Health Insurance
12/28/2021	Consumers Energy	\$ 1,012.48	Utilities
12/29/2021	MERS	\$ 559,920.49	Employee Retirement
12/29/2021	Blue Care Network	\$ 54,306.54	Employee Health Insurance
12/29/2021	ICMA	\$ 39,513.17	Payroll Deductions 12/31/2021
12/30/2021	EyeMed	\$ 2,226.81	Employee Vision Insurance
12/31/2021	Nationwide	\$ 4,703.94	Payroll Deductions 12/31/2021
12/31/2021	Alerus	\$ 5,539.93	Employee Health Insurance
12/31/2021	IRS	\$ 94,456.76	Payroll Taxes 12/31/2021
12/31/2021	Various Financial Institutions	\$ 264,065.91	Direct Deposit 12/31/2021
12/31/2021	State of Michigan	\$ 13,977.12	MI Bus Tax
1/5/2022	Health Equity	\$ 198,738.71	Employee Health Savings Contribution
1/5/2022	Blue Care Network	\$ 17,303.76	Employee Health Insurance
1/10/2022	Delta Dental	\$ 13,890.99	Employee Dental Insurance
1/11/2022	Consumers Energy	\$ 10,362.46	Utilities
1/11/2022	Invoice Cloud	\$ 1,561.75	Utility Transaction Fees
1/11/2022	Consumers Energy	\$ 49,786.04	Utilities
1/12/2022	MCT Utilities	\$ 541.63	Water/Sewer for MCT
1/12/2022	Consumers Energy	\$ 1,254.15	Utilities
1/12/2022	Blue Care Network	\$ 27,178.08	Employee Health Insurance
1/14/2022	Nationwide	\$ 6,603.18	Payroll Deductions 01/14/2022
1/14/2022	IRS	\$ 132,677.57	Payroll Taxes 01/14/2022
1/14/2022	Various Financial Institutions	\$ 340,291.57	Direct Deposit 01/14/2022
1/14/2022	State of Michigan	\$ 18,778.09	MI Bus Tax
1/14/2022	ICMA	\$ 60,197.32	Payroll Deductions 01/14/2022
Total ACH Payments		\$ 2,475,431.58	

The Harkness Law Firm, PLLC

4121 Okemos Rd., Suite 17
Okemos, MI 48864
Phone (517) 381-2461

INVOICE

INVOICE #122021
DATE: DECEMBER 20, 2021

TO:
Mr. Frank Walsh, Twp Manager
Meridian Charter Township
5151 Marsh Rd.
Okemos, MI 48864

FOR:
Prosecution Services, December 2021
Diversion Program Administration
1 of 1

DESCRIPTION	QTY	RATE	AMOUNT
Prosecution Services	1	\$5,416.67	\$5,416.67
Diversion Program(s)	1	\$1,250.00	\$1,250.00
11/23/2021: Response to Mtn, Twp v Kris Nicholoff, High BAC OWI, to Def Atty	1	\$7.25	\$7.25
11/30/2021: Witness Fee, Twp v Kris Nicholoff, High BAC OWI	1	\$17.80	\$17.80
12/09/2021: Letters of Acceptance RE: Julie Borsenik, RF3, to Def, JCP, MTPD	3	\$0.53	\$0.53
Letter to MTPD Enclosing Fees	1	\$0.53	\$0.53
TOTAL			\$6,692.78

PO # 54812
4mmmm
12-20-21

Make all checks payable to The Harkness Law Firm, PLLC
Please remit payment to the address above by January 15, 2022.

Thank you for your business!



9. D.

To: Township Board Members
**From: Derek N. Perry, Deputy Township Manager
Director of Public Works & Engineering**
Date: January 20, 2022
Re: MDOT M-43 Water Main Replacement Contract

As part of the upcoming Michigan Department of Transportation (MDOT), Grand River (M-43) rehabilitation project, the Township has requested that additional utility work on behalf of the Township be completed by MDOT and its contractors.

This utility work involves the replacement of approximately 885 feet of 16-inch water main and associated appurtenances between Mohawk Road and Algonquin Way.

The Township is responsible for the estimated cost of \$273,000 and in anticipation of the project, we have budgeted the amount in the 2022 Water Fund Capital Outlay budget.

In order for this work to proceed, MDOT requires the local unit of government to execute a contract authorizing the work and the expenditure. The contract (21-5455) and authorizing resolution is attached for your consideration.

Proposed motion:

“Move to approve the resolution to Authorize Signatories for MDOT Contract No. 21-5455 Resolution and associated MDOT Contract 21-5455”

**Charter Township of Meridian
January 25, 2022**

**RESOLUTION TO AUTHORIZE SIGNATORIES
FOR MDOT CONTRACT NO. 21-5455**

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 25th day of January 2022 at 6:00 p.m., local time.

PRESENT: _____

ABSENT: _____

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

WHEREAS, the Charter Township of Meridian wishes to enter into an agreement with the Michigan Department of Transportation (MDOT) for the purposes of coordinating water main replacement during the 2022 Grand River Avenue (M-43) Improvement project , and;

WHEREAS, this agreement is known as MDOT Contract No. 21-5455, and;

WHEREAS, the terms of this agreement require passage of a resolution authorizing official signatories, and;

NOW THEREFORE BE IT RESOLVED THAT THE TOWNSHIP BOARD OF THE CHARTER TOWNSHIP OF MERIDIAN, hereby authorizes Township Supervisor Ronald J. Styka and Township Clerk Deborah Guthrie to sign MDOT Contract No. 21-5455, as well as any supporting documents, necessary certifications and assurances.

Yeas: _____

Nays: _____

RESOLUTION DECLARED ADOPTED.

STATE OF MICHIGAN)

) ss

COUNTY OF INGHAM)

I, the undersigned, the duly qualified and acting Clerk for the Charter Township of Meridian, Ingham County, Michigan, DO HEREBY CERTIFY that the foregoing is a true and complete copy of certain proceedings taken by the Charter Township of Meridian Township Board at a meeting held on the 25th day of January 2022, and further certify that the above Resolution was adopted at said meeting.

Deborah Guthrie, Township Clerk

Charter Township of Meridian

SPECIAL TRUNKLINE
NON-ACT-51
ADDED WORK

DA	
Control Section	ST 33082
Job Number	113491CON; 113491PE
Fed Project #	22A0126; 1533001
Contract	21-5455

THIS CONTRACT is made by and between the MICHIGAN DEPARTMENT OF TRANSPORTATION, hereinafter referred to as the "DEPARTMENT"; and the CHARTER TOWNSHIP OF MERIDIAN, hereinafter referred to as the "TOWNSHIP"; for the purpose of fixing the rights and obligations of the parties in agreeing to watermain improvements in conjunction with the DEPARTMENT'S construction on Highway M-43 (Grand River Avenue), within the corporate limits of the TOWNSHIP.

WITNESSETH:

WHEREAS, the DEPARTMENT is planning hot mix asphalt cold milling and resurfacing work along Highway M-43 (Grand River Avenue) from Park Lake Road to Oak Pointe Court; and

WHEREAS, the TOWNSHIP has requested that the DEPARTMENT perform additional work for and on behalf of the TOWNSHIP in connection with the Highway M-43 (Grand River Avenue) construction, which additional work is hereinafter referred to as the "PROJECT" and is located and described as follows:

Watermain relocation work along Highway M-43 (Grand River Avenue) from Mohawk Road easterly approximately 885 feet and at the intersection of Highway M-43 (Grand River Avenue) and Okemos Road; including fire hydrant, gate valve, and encasement work; together with necessary related work, located in Meridian Township, Ingham County, Michigan; and

WHEREAS, the DEPARTMENT presently estimates the PROJECT COST as hereinafter defined in Section 1 to be: \$273,000; and

WHEREAS, the parties hereto have reached an understanding with each other regarding the performance of the PROJECT work and desire to set forth this understanding in the form of a written Contract.

NOW, THEREFORE, in consideration of the premises and of the mutual undertakings of the parties and in conformity with applicable law, it is agreed:

1. The parties shall undertake and complete the construction of the PROJECT in accordance with this Contract. The term "PROJECT COST", as herein used, is hereby defined as the cost of the construction of the PROJECT including the costs of preliminary engineering

(PE), plans and specifications; physical construction necessary for the completion of the PROJECT as determined by the DEPARTMENT; and construction engineering (CE), and any and all other expenses in connection with any of the above.

2. The cost of alteration, reconstruction and relocation, including plans thereof, of certain publicly owned facilities and utilities which may be required for the construction of the PROJECT, shall be included in the PROJECT COST; provided, however, that any part of such cost determined by the DEPARTMENT, prior to the commencement of the work, to constitute a betterment to such facility or utility, shall be borne wholly by the owner thereof.

The Michigan Department of Environment, Great Lakes, and Energy (EGLE) adopted new Administrative Rules (R 325.10101, et. seq.) prohibiting any governmental agency from connecting any "lead service line" (R.325.10105(r)) to newly installed water main pipes. According to EGLE, all "lead service line(s)" must be replaced from the road into the house/building that water is being supplied to. The cost associated with water main "lead service line" replacement work, as mandated by State Law, will be the responsibility of the TOWNSHIP. Any and all contractor claims related to "lead service line" replacement work will be the responsibility of the TOWNSHIP.

3. The TOWNSHIP will approve the design intent of the PROJECT and shall accept full responsibility for the constructed PROJECT functioning as a part of the TOWNSHIP'S facilities. The TOWNSHIP is solely responsible for any input which it provides as it relates to the design of the PROJECT functioning as part of the TOWNSHIP'S facilities.

4. The DEPARTMENT will administer all phases of the PROJECT and will cause to be performed all the PROJECT work.

Any items of PROJECT COST incurred by the DEPARTMENT may be charged to the PROJECT.

5. The PROJECT COST shall be charged to the TOWNSHIP 100 percent and paid in the manner and at the times hereinafter set forth. Such cost is estimated to be as follows:

PROJECT COST - \$273,000

The PE costs will be apportioned in the same ratio as the actual construction award and the CE costs will be apportioned in the same ratio as the actual direct construction costs.

6. The DEPARTMENT shall maintain and keep accurate records and accounts relative to the cost of the PROJECT. The DEPARTMENT may submit progress billings to the TOWNSHIP on a monthly basis for the TOWNSHIP'S share of the cost of work performed to date, less all payments previously made by the TOWNSHIP not including payments made for a working capital deposit. No monthly billings of a lesser amount than \$1,000 shall be made unless it is a final or end of fiscal year billing. All billings will be labeled either "Progress Bill

Number _____", or "Final Billing". Payment is due within 30 days of receipt of invoice. Upon completion of the PROJECT, payment of all items of PROJECT COST and receipt of all Federal Aid, the DEPARTMENT shall make a final billing and accounting to the TOWNSHIP.

The TOWNSHIP will deposit with the DEPARTMENT the following amount which will be used by the DEPARTMENT as working capital and applied toward the end of the project for the contracted work and cost incurred by the DEPARTMENT in connection with the PROJECT:

DEPOSIT - \$273,000

The total deposit will be billed to the TOWNSHIP by the DEPARTMENT and shall be paid by the TOWNSHIP within 30 days after receipt of invoice.

7. Upon completion of the PROJECT, the TOWNSHIP shall accept the facilities constructed as built to specifications within the construction contract documents. It is understood that the TOWNSHIP shall own the facilities and shall be operate and maintain the facilities in accordance with applicable law at no cost to the DEPARTMENT.

8. Any and all approvals of, reviews of, and recommendations regarding contracts, agreements, permits, plans, specifications, or documents, of any nature, or any inspections of work by the DEPARTMENT pursuant to the terms of this Contract are done to assist the TOWNSHIP. Such approvals, reviews, inspections and recommendations by the DEPARTMENT shall not relieve the TOWNSHIP of its ultimate control and shall not be construed as a warranty of their propriety or that the DEPARTMENT is assuming any liability, control or jurisdiction.

When providing approvals, reviews and recommendations under this Contract, the DEPARTMENT is performing a governmental function, as that term is defined in MCL 691.1401 et seq., as amended, which is incidental to the completion of the PROJECT.

9. In connection with the performance of PROJECT work under this Contract the parties hereto (hereinafter in Appendix "A" referred to as the "contractor") agree to comply with the State of Michigan provisions for "Prohibition of Discrimination in State Contracts", as set forth in Appendix A, attached hereto and made a part hereof. The parties further covenant that they will comply with the Civil Rights Acts of 1964, being P.L. 88-352, 78 Stat. 241, as amended, being Title 42 U.S.C. Sections 1971, 1975a-1975d, and 2000a-2000h-6 and the Regulations of the United States Department of Transportation (49 C.F.R. Part 21) issued pursuant to said Act, including Appendix "B", attached hereto and made a part hereof, and will require similar covenants on the part of any contractor or subcontractor employed in the performance of this Contract. The parties will carry out the applicable requirements of the DEPARTMENT'S Disadvantaged Business Enterprise (DBE) program and 49 CFR, Part 26, including, but not limited to, those requirements set forth in Appendix C.

10. This Contract shall become binding on the parties hereto and of full force and effect upon the signing thereof by the duly authorized officials for the TOWNSHIP and for the DEPARTMENT; upon the adoption of a resolution approving said Contract and authorizing the signatures thereto of the respective officials of the TOWNSHIP, a certified copy of which resolution shall be attached to this Contract.

IN WITNESS WHEREOF, the parties hereto have caused this contract to be executed as written below.

CHARTER TOWNSHIP
OF MERIDIAN

MICHIGAN DEPARTMENT
OF TRANSPORTATION

By _____
Title:

By _____
Department Director MDOT

By _____
Title:



APPENDIX A
PROHIBITION OF DISCRIMINATION IN STATE CONTRACTS

In connection with the performance of work under this contract; the contractor agrees as follows:

1. In accordance with Public Act 453 of 1976 (Elliott-Larsen Civil Rights Act), the contractor shall not discriminate against an employee or applicant for employment with respect to hire, tenure, treatment, terms, conditions, or privileges of employment or a matter directly or indirectly related to employment because of race, color, religion, national origin, age, sex, height, weight, or marital status. A breach of this covenant will be regarded as a material breach of this contract. Further, in accordance with Public Act 220 of 1976 (Persons with Disabilities Civil Rights Act), as amended by Public Act 478 of 1980, the contractor shall not discriminate against any employee or applicant for employment with respect to hire, tenure, terms, conditions, or privileges of employment or a matter directly or indirectly related to employment because of a disability that is unrelated to the individual's ability to perform the duties of a particular job or position. A breach of the above covenants will be regarded as a material breach of this contract.
2. The contractor hereby agrees that any and all subcontracts to this contract, whereby a portion of the work set forth in this contract is to be performed, shall contain a covenant the same as hereinabove set forth in Section 1 of this Appendix.
3. The contractor will take affirmative action to ensure that applicants for employment and employees are treated without regard to their race, color, religion, national origin, age, sex, height, weight, marital status, or any disability that is unrelated to the individual's ability to perform the duties of a particular job or position. Such action shall include, but not be limited to, the following: employment; treatment; upgrading; demotion or transfer; recruitment; advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship.
4. The contractor shall, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, national origin, age, sex, height, weight, marital status, or disability that is unrelated to the individual's ability to perform the duties of a particular job or position.
5. The contractor or its collective bargaining representative shall send to each labor union or representative of workers with which the contractor has a collective bargaining agreement or other contract or understanding a notice advising such labor union or workers' representative of the contractor's commitments under this Appendix.
6. The contractor shall comply with all relevant published rules, regulations, directives, and orders of the Michigan Civil Rights Commission that may be in effect prior to the taking of bids for any individual state project.

7. The contractor shall furnish and file compliance reports within such time and upon such forms as provided by the Michigan Civil Rights Commission; said forms may also elicit information as to the practices, policies, program, and employment statistics of each subcontractor, as well as the contractor itself, and said contractor shall permit access to the contractor's books, records, and accounts by the Michigan Civil Rights Commission and/or its agent for the purposes of investigation to ascertain compliance under this contract and relevant rules, regulations, and orders of the Michigan Civil Rights Commission.
8. In the event that the Michigan Civil Rights Commission finds, after a hearing held pursuant to its rules, that a contractor has not complied with the contractual obligations under this contract, the Michigan Civil Rights Commission may, as a part of its order based upon such findings, certify said findings to the State Administrative Board of the State of Michigan, which State Administrative Board may order the cancellation of the contract found to have been violated and/or declare the contractor ineligible for future contracts with the state and its political and civil subdivisions, departments, and officers, including the governing boards of institutions of higher education, until the contractor complies with said order of the Michigan Civil Rights Commission. Notice of said declaration of future ineligibility may be given to any or all of the persons with whom the contractor is declared ineligible to contract as a contracting party in future contracts. In any case before the Michigan Civil Rights Commission in which cancellation of an existing contract is a possibility, the contracting agency shall be notified of such possible remedy and shall be given the option by the Michigan Civil Rights Commission to participate in such proceedings.
9. The contractor shall include or incorporate by reference, the provisions of the foregoing paragraphs (1) through (8) in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Michigan Civil Rights Commission; all subcontracts and purchase orders will also state that said provisions will be binding upon each subcontractor or supplier.

Revised June 2011

APPENDIX B
TITLE VI ASSURANCE

During the performance of this contract, the contractor, for itself, its assignees, and its successors in interest (hereinafter referred to as the “contractor”), agrees as follows:

1. **Compliance with Regulations:** For all federally assisted programs, the contractor shall comply with the nondiscrimination regulations set forth in 49 CFR Part 21, as may be amended from time to time (hereinafter referred to as the Regulations). Such Regulations are incorporated herein by reference and made a part of this contract.
2. **Nondiscrimination:** The contractor, with regard to the work performed under the contract, shall not discriminate on the grounds of race, color, sex, or national origin in the selection, retention, and treatment of subcontractors, including procurements of materials and leases of equipment. The contractor shall not participate either directly or indirectly in the discrimination prohibited by Section 21.5 of the Regulations, including employment practices, when the contractor covers a program set forth in Appendix B of the Regulations.
3. **Solicitation for Subcontracts, Including Procurements of Materials and Equipment:** All solicitations made by the contractor, either by competitive bidding or by negotiation for subcontract work, including procurement of materials or leases of equipment, must include a notification to each potential subcontractor or supplier of the contractor’s obligations under the contract and the Regulations relative to nondiscrimination on the grounds of race, color, or national origin.
4. **Information and Reports:** The contractor shall provide all information and reports required by the Regulations or directives issued pursuant thereto and shall permit access to its books, records, accounts, other sources of information, and facilities as may be determined to be pertinent by the Department or the United States Department of Transportation (USDOT) in order to ascertain compliance with such Regulations or directives. If required information concerning the contractor is in the exclusive possession of another who fails or refuses to furnish the required information, the contractor shall certify to the Department or the USDOT, as appropriate, and shall set forth the efforts that it made to obtain the information.
5. **Sanctions for Noncompliance:** In the event of the contractor’s noncompliance with the nondiscrimination provisions of this contract, the Department shall impose such contract sanctions as it or the USDOT may determine to be appropriate, including, but not limited to, the following:
 - a. Withholding payments to the contractor until the contractor complies; and/or
 - b. Canceling, terminating, or suspending the contract, in whole or in part.

6. **Incorporation of Provisions:** The contractor shall include the provisions of Sections (1) through (6) in every subcontract, including procurement of material and leases of equipment, unless exempt by the Regulations or directives issued pursuant thereto. The contractor shall take such action with respect to any subcontract or procurement as the Department or the USDOT may direct as a means of enforcing such provisions, including sanctions for non-compliance, provided, however, that in the event a contractor becomes involved in or is threatened with litigation from a subcontractor or supplier as a result of such direction, the contractor may request the Department to enter into such litigation to protect the interests of the state. In addition, the contractor may request the United States to enter into such litigation to protect the interests of the United States.

Revised June 2011

APPENDIX C

TO BE INCLUDED IN ALL FINANCIAL ASSISTANCE AGREEMENTS WITH LOCAL AGENCIES

Assurance that Recipients and Contractors Must Make (Excerpts from US DOT Regulation 49 CFR 26.13)

- A. Each financial assistance agreement signed with a DOT operating administration (or a primary recipient) must include the following assurance:

The recipient shall not discriminate on the basis of race, color, national origin, or sex in the award and performance of any US DOT-assisted contract or in the administration of its DBE program or the requirements of 49 CFR Part 26. The recipient shall take all necessary and reasonable steps under 49 CFR Part 26 to ensure nondiscrimination in the award and administration of US DOT-assisted contracts. The recipient's DBE program, as required by 49 CFR Part 26 and as approved by US DOT, is incorporated by reference in this agreement. Implementation of this program is a legal obligation and failure to carry out its terms shall be treated as a violation of this agreement. Upon notification to the recipient of its failure to carry out its approved program, the department may impose sanctions as provided for under Part 26 and may, in appropriate cases, refer the matter for enforcement under 18 U.S.C. 1001 and/or the Program Fraud Civil Remedies Act of 1986 (31 U.S.C. 3801 et seq.).

- B. Each contract MDOT signs with a contractor (and each subcontract the prime contractor signs with a subcontractor) must include the following assurance:

The contractor, sub recipient or subcontractor shall not discriminate on the basis of race, color, national origin, or sex in the performance of this contract. The contractor shall carry out applicable requirements of 49 CFR Part 26 in the award and administration of US DOT-assisted contracts. Failure by the contractor to carry out these requirements is a material breach of this contract, which may result in the termination of this contract or such other remedy as the recipient deems appropriate.



9. E.

To: Township Board Members
**From: Derek N. Perry, Deputy Township Manager
Director of Public Works & Engineering**
Date: January 5, 2022
Re: Greater Lansing Area Regional Stormwater Agreement Renewal

Since the early 2000's, Meridian Township has collaborated with area communities to comply with our federal and state stormwater National Pollutant Discharge Elimination System Phase II (NPDES II) permit requirements as a watershed. This holistic approach allows for better management and protection of our vital water resources.

A major component of the NPDES II is the MS4 (Municipal Separate Storm Sewer System) program and as a member of the Greater Lansing Area Regional Storm Water Program (GLRC) we receive assistance with the preparation, implementation and compliance of our mandatory MS4 permit. Stewardship, public education and employee training are major components of the MS4 program and at the end of the year a report is generated that details the accomplishments of the program.

The current agreement is expiring and the GLRC is now requesting that area participants renew their membership in the organization. The proposed Memorandum of Agreement would extend our partnership until April 30, 2027.

The Department of Public Works is a strong advocate of the GLRC and values the assistance we receive with complying with our NPDES II and MS4 permits. We highly recommend that the partnership continue as outlined in the attached Resolution and associated Memorandum of Agreement.

Proposed motion:

“Move to approve the Greater Lansing Area Regional Storm Water Program Resolution and associated Memorandum of Agreement”

GREATER LANSING AREA REGIONAL STORM WATER PROGRAM
Charter Township of Meridian
January 25, 2022

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 25th day of January 2022 at 6:00 p.m., local time.

PRESENT: _____

ABSENT: _____

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

WHEREAS, the United States Environmental Protection Agency (USEPA) and the Michigan Department of Environment, Great Lakes, and Energy (EGLE) have required communities in the Greater Lansing tri-county region to apply for and maintain compliance with a National Pollutant Discharge Elimination System Phase II (NPDES II) permit, and;

WHEREAS, the communities prepared, reviewed, and proposed a Memorandum of Agreement for adoption by all the communities and agencies to formalize and establish the Greater Lansing Regional Committee for Stormwater Management (GLRC), and;

WHEREAS, participation in the GLRC advances local efforts for responsible stewardship of our natural resources, allows for the cooperative management of the watersheds in our community and this region, and assists the participating municipalities and their departments in complying with the regulatory requirements promulgated by the MDEQ and the USEPA Municipal Separate Storm Sewer System (MS4) stormwater discharge permits, and;

WHEREAS, the Memorandum of Agreement which was adopted by these municipalities and agencies originally in 2008, was revised and updated and re-adopted in 2012 and 2017, and has now been prepared reflecting changes in the participating communities and activities to meet permit requirements and extending the period of the agreement to April 30, 2027, and;

NOW THEREFORE BE IT RESOLVED THAT THE TOWNSHIP BOARD OF THE CHARTER TOWNSHIP OF MERIDIAN, hereby approves the Greater Lansing Regional Committee for Stormwater Management Memorandum of Agreement revised by the GLRC on December 2,

**GREATER LANSING REGIONAL COMMITTEE
for Stormwater Management**

MEMORANDUM OF AGREEMENT – DECEMBER 2, 2021

**Original Agreement – MAY 21, 2004
Revised and Adopted – DECEMBER 2, 2021**

I. PURPOSE

It is the purpose of this Memorandum of Agreement (hereinafter the Agreement) to set forth the composition, duties, and responsibilities of the Greater Lansing Regional Committee for Stormwater Management (hereinafter the “GLRC”) to be formed as more particularly described below. Local public agencies, institutions, and communities believe there are substantial benefits that can be derived under this Agreement through cooperative management of the Grand River, Red Cedar River and Looking Glass River watersheds to protect the Waters of the State; to meet local initiatives for protecting the environment; and in providing mutual assistance in meeting the requirements under the Michigan Department of Environment, Great Lakes, and Energy (EGLE) National Pollutant Discharge Elimination System (NPDES) Permit for Municipal Separate Storm Sewer Systems, (hereinafter the “MS4 Permit”) or similar stormwater discharge permits issued to public entities within the Grand River, Red Cedar River, and Looking Glass River watersheds.

The Agreement will also provide a framework for consideration of new, permanent watershed organizations with potentially broader responsibilities that could provide a more cost effective and efficient means to meet state and federal requirements, and public expectations for restoration and maintenance of the beneficial uses of the watersheds.

II. HISTORY OF GLRC

On November 15, 1999, Delta Township and the City of Lansing hosted a meeting for several local communities. The meeting notice stated that this was to be “an informal meeting to discuss the Stormwater Phase II program (now referred to as the MS4 program) and how, or if, there may be a way to pool resources on a regional basis”.

Representatives from various communities, counties and EGLE discussed the Federal Regulations for Stormwater Phase II and the EGLE’s program allowing a “Voluntary Permit Program.” Originally nine communities and three counties were listed as designated communities by EGLE.

Subsequent meetings were held to continue exploring the feasibility and cost of a cooperative effort. On June 8, 2000, a draft Resolution was prepared for the establishment of the “Greater Lansing Area Regional NPDES Phase II Stormwater Regulations Committee” and for each community to name a representative to serve on the committee.

Throughout the remainder of 2000, the committee obtained Resolutions from each community; elected officers; received proposals and interviewed four consulting firms. Tetra Tech MPS was

selected to assist the Committee in determining how to best comply with the Phase II Stormwater Rules. Tri-County Regional Planning Commission (TCRPC) also assisted the Committee in providing contractual, fiduciary, and administrative support.

In May 2001, Tetra Tech MPS completed the "Step 1 – Permit Strategy Development" study which incorporated the Committee's decision (April 20, 2001) to proceed as a group using the State's Voluntary General Permit approach. The Committee then agreed to retain Tetra Tech MPS to prepare the Voluntary General Permit Application for each of the nine communities. The cost for each community was based on a formula that included weighted factors for population and land area. Eight of the nine communities then passed a second resolution agreeing to continue as a group with voluntary general permits using the distribution of costs as presented. Williamstown Township elected to proceed with a jurisdictionally based permit.

The eight communities proceeding under the voluntary general permit, also formally agreed to have the watershed management plans developed under the individual drain commissioners.

On January 25, 2002, the Committee agreed to retain Tetra Tech MPS to prepare a watershed management plan for the Grand River, Looking Glass River, and the Red Cedar River. Again, the allocation of cost agreed to by everyone was based on weighted factors involving the percent of population and land in each watershed. Each community adopted a third resolution committing their appropriate funds for the watershed management plans.

A Public Education Advisory Committee was organized to assist in the educational portion of Voluntary General Permit Applications.

Throughout 2002 and 2003 fourteen additional communities within the three watersheds were invited to join the committee. Ten communities were required to meet the MS4 Permit requirements based on the 2000 census.

Eight communities ultimately joined and participated in the regional approach and completed the Voluntary General Permit Application utilizing Tetra Tech MPS.

In March 2003, all sixteen communities and the three counties submitted their Voluntary General Permit Applications to EGLE. In November 2003, certificates of coverage were issued to each of the sixteen communities and to each of the three counties.

In 2006 Lansing Public Schools and DeWitt Public Schools joined the GLRC.

In 2007, a lawsuit filed by a Township in Kalamazoo County, established that some townships no longer required an MS4 Permit from EGLE. As this case relates to the GLRC, EGLE determined that Alaiedon, Bath, Oneida, Watertown, and Windsor Townships would no longer need an MS4 Permit.

At the December 14, 2007, GLRC meeting, the GLRC membership took formal action to establish an Associate Membership category to encourage any public agency, institution, or community who did not have an MS4 Permit to join the GLRC.

In 2012, the City of DeWitt entered into an agreement nesting DeWitt Public Schools.

In 2012, the EGLE changed the process for permit renewal, instead of issuing a general watershed-based permit; individual MS4 permits will be issued. The application process will detail all activities of the GLRC and members through two separate applications. Then, the EGLE will review and negotiate, with the end result being EGLE issuing a permit specific for each member.

In 2016, Waverly Community Schools joined the GLRC.

In 2017, members reapplied for permit coverage.

In 2019/2020, members were issued MS4 permits expiring in October 2024.

In 2021, members submitted MS4 Progress Reports to EGLE.

III. GREATER LANSING REGIONAL COMMITTEE (GLRC)

A. Term

While the ultimate organization of the GLRC and its responsibilities has evolved over time and after thoughtful review of alternatives, the signatories to this Agreement want to continue to work together under the following terms to assure the continuation of responsibility for essential services. These stormwater management services provide for the legal and financial responsibility to meet state and federal stormwater discharge permit requirements as well as local initiatives to protect the Waters of the State.

The current GLRC agreement expires on April 30, 2022. This agreement replaces the current GLRC agreement in its entirety for the period expiring **April 30, 2027**. As confirmed by EGLE, expiration of the current permit is October 30, 2024; an application will be due to EGLE by **April 4, 2024**. The members may mutually agree to renew and/or extend the term of the GLRC under the provisions contained in this Agreement.

Any member community may withdraw from this Agreement and the GLRC by delivering to the Executive Committee a resolution of withdrawal adopted by its governing body. Any such withdrawal adopted shall be effective 30 days following delivery of withdrawal, provided however, that any withdrawing community shall remain liable for payment of its annual assessment through the end of the current fiscal year.

B. Composition

Membership in the GLRC shall consist of “full members”, “associate members”, and “ex-officio members”.

The full members of the GLRC shall consist of a representative, or designated alternate, appointed by the appropriate governing body in each township, city, village, school district, institution, and county that has an EGLE NPDES MS4 Permit and that are signatory to this Agreement.

The associate members of the GLRC shall consist of a representative, or designated alternate, appointed by the governing body in each township, city, village, school district, institution, and county that does not have an EGLE NPDES MS4 permit and that are signatory to this Agreement. However, once an associate member obtains an EGLE NPDES MS4 Permit, they must become a full member of the GLRC.

Members, and designated alternates, shall serve until replaced in writing by the appointing authority.

The GLRC may also include ex-officio representatives from such agencies as Tri-County Regional Planning Commission (TCRPC), EGLE and others as determined by the GLRC.

C. Public Participation

All meetings of the Full Committee of the GLRC shall be noticed and conducted in accordance with the Michigan Open Meetings Act, MCL 15.261, et seq. The Full GLRC:

- Determine the rules for public participation
- Schedule meetings at facilities that are fully accessible to the interested public, and
- Routinely provide notice of meeting times and places at publicly accessible locations

D. Voting

The GLRC shall take all formal actions by a simple majority vote of a quorum. A quorum shall consist of one more than fifty (50%) of the GLRC members, or their designated alternates, eligible to vote. Members eligible to vote are those full members and associate members authorized in writing by an appropriate governing authority that has adopted this Agreement and that has paid its assessment. Ex-officio members shall be non-voting members of the GLRC.

E. Election of Officers and Appointment of Executive Committee

The GLRC shall annually elect, from among its members, a Chair, a Vice-Chair, a Secretary and a Treasurer. The Chair and the Vice-Chair shall be elected or appointed officials, or employees of a voting full member of the GLRC. The Secretary and Treasurer may be representatives of any full, associate, or ex-officio member of the GLRC. There are no limits on the consecutive terms elected officers may serve. The Vice Chair, or the Treasurer in the event the Vice-Chair is unavailable, may assume the duties of the Chair if the Chair is unavailable.

The Executive Committee shall have a maximum of eight voting members consisting of:

- (2) the Chair and Vice Chair of the GLRC
- (3) one representative or alternate from each member county
- (3) the Chairs of the Illicit Discharge Elimination Plan (IDEP)/Post-Construction, Public Education Plan (PEP), and Total Maximum Daily Load (TMDL) Committees

The Chair of the GLRC shall chair the Executive Committee, with the responsibility succeeding to the Vice Chair, then the Chair of the PEP Committee if the Chair of the GLRC is absent. If neither the Vice Chair of the GLRC nor the Chair of the PEP Committee is present at an Executive Committee meeting, the Chair of the IDEP Committee shall serve

as Chair for the meeting. The Board Officers shall not have an alternate serve on their behalf on the Executive Committee.

The Executive Committee will seek consensus on all issues brought before it. In the absence of consensus, the Executive Committee will adopt motions only when a majority of its members vote in favor of a motion. Each full and associate member will have one vote. A County or Committee may designate an alternate to serve and vote on behalf of their appointed representative to the Executive Committee. If notice is provided to the GLRC Coordinator or Chair, an agent, such as a consultant, may represent a member community in place of the appointed municipal representative.

F. Meetings

The GLRC shall meet at least twice each year at a designated time and location established by the Executive Committee. Agendas for GLRC meetings will be distributed and circulated to all members at least 7 days in advance of all meetings. The Executive Committee will meet at least five times each year at the call of the Chair. All meetings of the GLRC, Executive Committee, standing committees or special committees established under the GLRC shall operate under the Robert's Rules of Order unless modified by a majority vote of the GLRC members. The meetings of the GLRC may be rotated to locations throughout the three watersheds allowing any member or community agency to host a meeting.

a. Electronic Meetings

The Full Board of the GLRC shall meet at a physical location for all meetings. An emergency exception to in-person meeting and voting requirements may be applied by decision of the GLRC Chair *if* the area where the meeting was scheduled to occur, or if the jurisdiction of members, is located in an area where a federal, state, or local authority has declared a state of emergency or major disaster.

The GLRC Executive Committee, IDEP/Post-Construction, PEP, and TMDL Committees, and any additional or ad-hoc committee, may transact business at electronic meetings. Electronic meetings must feature combination of internet/telephone, that integrate audio (and optionally video), and text. Virtual voting is permitted at GLRC's Committees, and virtual attendance satisfies quorum requirements. Login information must be shared with members and provided to the public at least 7 days in advance of the scheduled meeting. The public will be invited to attend and a comment period will be provided.

G. GLRC Duties

The GLRC shall have the following duties:

1. Budget and Assessments

The fiscal year for the GLRC shall coincide with the calendar year.

Upon execution of this Agreement, review and approve the annual budget for the GLRC and establish the allocation of annual assessments for each member category. The GLRC shall adopt a budget before each December 31 for the calendar year that follows.

2. Standing Committees

Establish and outline a charge for up to three standing committees. The IDEP/Post-Construction, PEP, and TMDL Committees will continue to function. Any member or designated alternate may serve on any standing committee. See Appendix A for a chart of the GLRC structure.

3. Watershed Management

The GLRC is committed to working with watershed partners in the region. This includes but is not limited to: Middle Grand River Watershed Planning Project (319), Red Cedar River Watershed Planning Project (319), Friends of the Looking Glass River Watershed, Middle Grand River Organization of Watersheds (MGROW), Mid-Michigan Environmental Action Council (Mid-MEAC), student groups, etc. The GLRC values the watershed efforts being conducted and will work with these groups to improve water resources in the Tri-County region.

4. Other Duties

- Maintain official written record of meetings that includes attendance, issues discussed and votes taken.
- Recommend to member communities, institutions, school districts, and counties any subsequent changes needed to this Agreement.
- Take other actions required, including delegation of responsibilities to the Chair or Executive Committee to carry out the purposes and conduct the business of the GLRC including, but not limited to, directing the activities of any committees established under this Agreement or subsequently authorized by the GLRC.
- Encourage and promote public input into decisions and recommendations of the GLRC, and of all committees established by the GLRC.

H. Executive Committee Duties

The Executive Committee shall have the following duties:

1. Budget

With the advice of the standing committees, supervise the expenditure of GLRC monies consistent with the approved annual budget.

2. Supervise Staff and Arrange Support Services

Arrange for the services of staff responsible for facilitating meetings, preparing agendas, and negotiating and advocating on behalf of the GLRC. Supervise and provide direction to staff of the GLRC, make provisions for necessary management support services for operation of the GLRC.

All staff or employees employed by the GLRC shall be and remain at all times solely the agents, servants, or employees of the GLRC and shall not be construed for any purposes to be an agent, servant, or employee of any constituent member of the GLRC.

3. Provide Forum for Discussion

Provide a forum for discussion, and, if appropriate, resolution of issues related to the implementation of this Agreement brought to its attention by any member of the GLRC.

4. Other Duties

- Assist the standing committees and special committees of the GLRC in meeting their respective responsibilities.
- Maintain a brief written record of each Executive Committee meeting including, at a minimum, attendance, list of issues, and a record of decisions.
- Take other actions that are consistent with the provisions of this Agreement and direction provided by the GLRC.

IV. RESOLUTION

The communities, institutions, school districts, and counties entering into this Agreement shall do so by the passage of a formal resolution, or exercising authority that includes the ability to commit to the payment of their appropriate assessments based on their membership category for support of the GLRC. In subsequent years, communities, institutions, school districts, and counties shall indicate their acceptance to continue this Agreement, should it remain unchanged, through the payment of their appropriate annual assessment in support of annual budgets approved by the GLRC.

Modifications to this Agreement as may be recommended by formal action of the GLRC shall be subject to acceptance of the appropriate authority of each community, institution, school district, or county.

Services provided through the GLRC and grant funds if obtained for stormwater management shall be, to the extent practical, limited to members that have signed and met their respective financial obligations under this Agreement.

V. FIDUCIARY SERVICES

The TCRPC has agreed to provide fiduciary services for the collection and expenditure of assessments paid under the terms of this Agreement. It is understood that the assessments paid under the terms of this Agreement will be used only for the services identified in the GLRC Annual Budget as adopted by the GLRC members. It is further understood that the assessments paid may be used to provide the required local match for federal grant dollars used to support the annual GLRC budget.

TCRPC has agreed to provide the Executive Committee full and complete access to records concerning the use of the funds collected from the members so that all expenditures of monies collected through assessments to members can be audited through a process determined to be appropriate by the Executive Committee. TCRPC has further agreed to provide a financial accounting of all funds collected and expended to the GLRC within 45 days following the end of each calendar year. Copies of the annual accounting and audit reports shall be made available to all GLRC member communities upon request. TCRPC shall obtain Executive Committee consensus before expenditure of any of the assessments collected.

VI. INDEMNIFICATION, INSURANCE AND LEGAL FEES

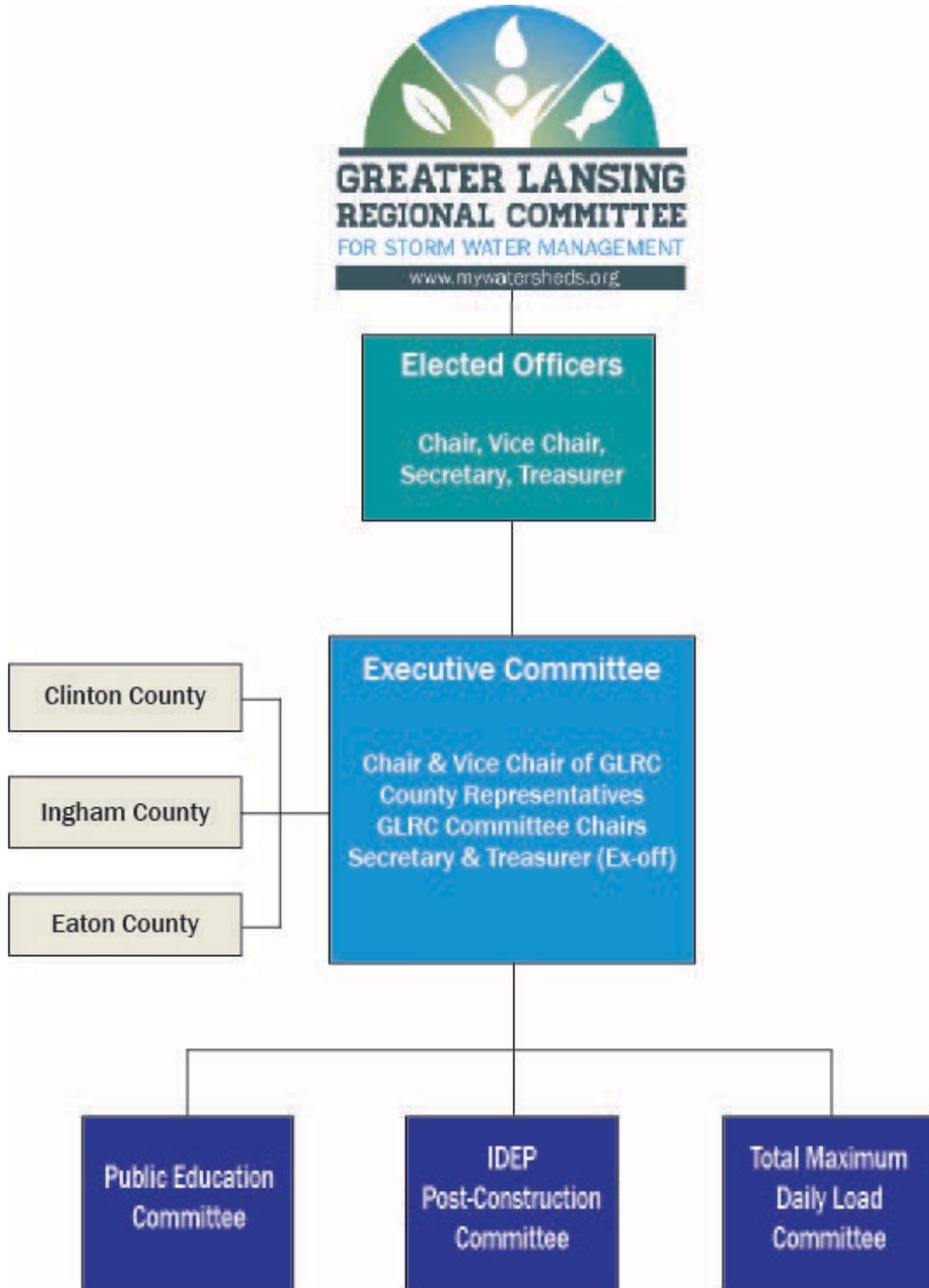
Each signatory to this agreement, as part of its general liability coverage, shall maintain coverage for any damages, claims, causes of action, or actions of any nature whatsoever arising from this agreement, and does hereby agree to indemnify and save and hold harmless each other signatory, respectively, its officers, employees, and agents from and against any and all such damages, claims, actions and causes of action, including legal fees, based on this agreement, as may arise from any action taken or permitted by each signatory, respectively.

This agreement is not intended to create a legal entity subject to suit. Nothing in this section shall be construed to give any third party any claim to which said third party would not otherwise be entitled, nor shall it abrogate or diminish the defense of governmental immunity, or any other defense, for any claim against any party.

APPENDIX A

**STRUCTURE OF THE
GREATER LANSING REGIONAL COMMITTEE**

FOR STORMWATER MANAGEMENT



The Greater Lansing Regional Committee for Stormwater Management is a guiding body comprised of regulated Municipal Separate Storm Sewer System (MS4) communities within the Greater Lansing Region. The committee was established in 1999 to guide the implementation of the stormwater program for participating communities within the Grand, Red Cedar, and Looking Glass River watersheds. The GLRC is administered by the Tri-County Regional Planning Commission.

GLRC Members

Clinton County
Delhi Charter Township
Delta Charter Township
DeWitt Charter Township
City of DeWitt
City of East Lansing
Eaton County
City of Grand Ledge
Ingham County
Lansing Charter Township
Lansing School District
City of Lansing
City of Mason
Meridian Charter Township
Michigan State University
Waverly Community Schools

Administrative Support:

Tri-County Regional
Planning Commission
3135 Pine Tree Road.
Suite 2C
Lansing, MI 48911
(517) 393-0342
Fax (517) 393-4424



TRI-COUNTY
regional planning commission

MS4 Basics

Separate storm sewers capture runoff water in catch basins and pipes that lead directly to rivers, streams, and lakes without being processed at a treatment plant. Oil, pet waste, sediment or litter that is washed into the system enters and impacts waterbodies. To limit pollution, the EPA's Phase II rule requires operators of Municipal Separate Storm Sewer Systems in urbanized areas to implement programs and practices to control polluted stormwater runoff through the use of National Pollutant Discharge Elimination System (NPDES) permits. For permit compliance, MS4 municipalities must meet the "six minimum measures."

Role of the GLRC

The GLRC guides members through the six measures and the NPDES permit application process, helps them maintain compliance during the permit cycle, and assists them during DEQ audits and inspections. GLRC staff perform and facilitate the public education requirements, author ordinance and best management practice guidance documents, maintain permit tracking data, draft permit documentation, and provide municipal staff training. This collaborative approach creates consistent development standards throughout the region, fosters knowledge sharing, and saves municipalities money by pooling resources.

The Six Minimum Measures

Public Participation/Involvement



Providing opportunities for citizens to participate in program development and implementation, including effectively publicizing public hearings and/or encouraging citizen representatives on a stormwater management panel.



Public Education

Distributing educational materials and performing outreach to inform citizens about the impacts polluted stormwater runoff discharges can have on water quality.



Illicit Discharge Detection and Elimination

Developing and implementing a plan to detect and eliminate illicit discharges to the storm sewer system. Activities include developing a system map and informing communities about hazards associated with illegal discharges and improper disposal of waste.



Construction Site Runoff Control

Developing, implementing, and enforcing an erosion and sediment control program for construction activities that disturb one or more acres of land. Controls could include silt fences and temporary stormwater detention ponds.



Post-Construction Runoff Control

Developing, implementing, and enforcing a program to address discharges of post-construction stormwater runoff from new development and redevelopment areas. Applicable controls could include preventative actions such as protecting sensitive areas (e.g., wetlands) or the use of structural best management practices (BMPs) such as grassed swales or porous pavement.



Pollution Prevention/Good Housekeeping

Developing and implementing a program with the goal of preventing or reducing pollutant runoff from municipal operations. The program must include municipal staff training on pollution prevention measures and techniques, such as regular street sweeping, reduction in the use of pesticides or street salt, or frequent catch basin cleaning.

The DEQ touts the GLRC as an example for other regions to follow because it allows for open communication between watershed stakeholders and regulators, maintains regional consistency and compliance, and is a cost-effective approach that saves municipalities money.

MDEQ Statewide MS4 Program Coordinator Christe Alwin on the success of the GLRC's regional approach:

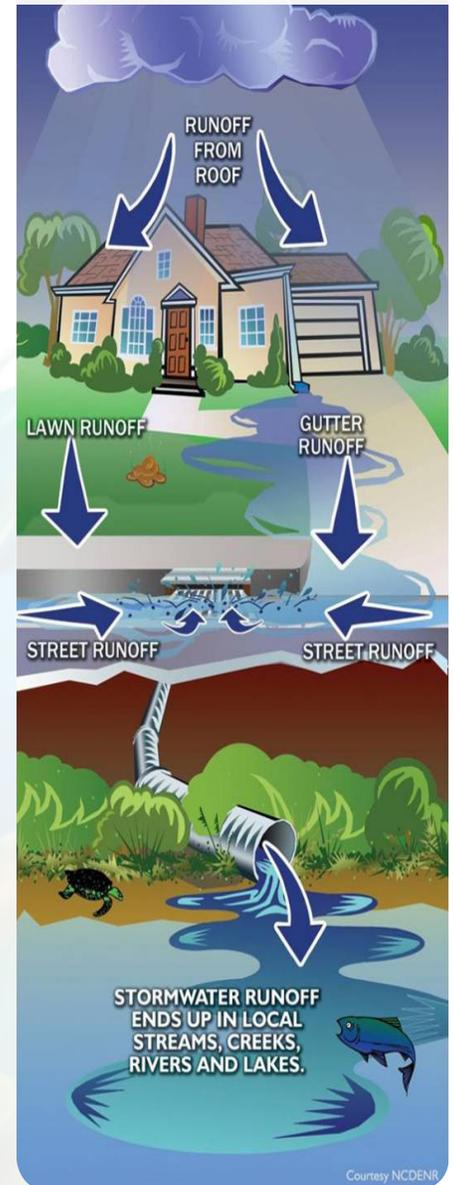
“Most GLRC members are subject to the federal stormwater regulations. There are three types of stormwater discharges regulated under the federal stormwater rules: discharges from construction activities, discharges from industrial activities, and discharges from municipal sources. GLRC members with regulated stormwater discharges from municipal sources are required to obtain MS4 permit coverage. Nationally there are over 6500 regulated MS4s.

At the request of the DEQ, the GLRC successfully piloted a new MS4 permitting approach. The GLRC framework of engaged membership focused on regional collaboration was used by the DEQ to guide development of the new MS4 permitting approach. **The GLRC continues to be an example of a successful model for collaborative stormwater management by maximizing financial resources, delivering consistent messaging across the watershed, and developing regional stormwater control standards.”**

Benefits of Membership:

- Dues pay for materials and professional staff time/technical assistance that would be significantly more costly without membership. For example, permits require municipalities to educate the public and measure the effectiveness of their efforts. Rather than hire a consultant to draft a public education campaign (and pay internal staff to implement it), all GLRC members get credit for the outreach efforts of GLRC staff AND those of the other members. This collaborative approach keeps costs down. Also, every six years the GLRC conducts a community survey to analyze gaps in public knowledge and to determine the success of education initiatives. This survey is the key to permit compliance, but would be cost prohibitive if not for regional collaboration.
- GLRC staff attend conferences and meetings and report back to the group, providing members access to new ideas from other projects and programs.
- Membership connects municipalities to the GLRC's good relationship with the DEQ. DEQ staff attend meetings and sub-committee work groups, and work alongside the GLRC to ensure that plans and activities are acceptable and meet permit requirements. This tremendous asset isn't as likely for an individual community.
- GLRC membership enhances eligibility for state and federal infrastructure funds. There is a preference to grant funds to “development ready” communities who are already managing their resources. Participation in the GLRC is proof of this commitment.
- The GLRC also provides members with a place to learn from their peers. Members share expertise and insider problem solving techniques for the infrastructure and land management challenges facing the region. Area drain offices, cities, townships, MSU experts, and the MDEQ collaborate and solve problems together.

Diagram of an MS4



Check out the GLRC on Facebook, Twitter, and at MyWatersheds.org!



Fahey Schultz Burzych Rhodes

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OKEMOS, MI 48864 USA

FSBRLAW.COM
TEL: 517.381.0100
FAX: 517.381.5051

January 20, 2022

Via Electronic Mail

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

Dear Township Board Members:

Re: 6013 Greenman Street, Lot 10 of Oak Grove Heights

A third-party sold 6013 Greenman Street, Haslett, Michigan, which covers Lots 10 and 11 (the "Property"), and their title company, Maxx Title Agency (the "Title Company"), asked the Township to provide a quit claim deed arising out of the original plat to clarify the chain to title. In 1992, the Township executed a similar deed for the adjacent Lot 11. I have reviewed the deeds and other legal documents supplied and it is my opinion that the Township does not have an ownership interest in Lot 10. I recommend providing a quit claim deed to the requested portion of Lot 10 but retain any rights under the utility easement as described in the plat.

PROPERTY BACKGROUND

Oak Grove Heights was platted in December 1985. Lots 10 and 11 are at issue here. The plat provides that there is a "private easement for public utilities" over both lots. Oak Grove Heights added a new platted "notch" onto a previously platted area in the northwest corner.

The first deed of the Property relevant here is from 1984. Since it predated the plat, it did not reference the future Lot 10. Instead, it used metes-and-bounds description, which did not actually cover all of future Lot 10. None of the provided deeds simply transfer Lot 10. The undescribed area coincides with the east 17.5 feet of Lot 10 retained for public utilities. There is no road or public right of way over lots 10 and 11. Over both lots, the easement is 25 feet wide and a paved driveway is visible in the area. This easement would be for the benefit of the entire subdivision. It is unclear if there are any utility lines in the easement, but there could be some service either to these lots or the un-platted Grange Acres Apartments to the north. Although there is some



QUIT CLAIM DEED

File No.: 21-9153

KNOW ALL MEN BY THESE PRESENTS: That the CHARTER TOWNSHIP OF MERIDIAN, whose address is 5151 Marsh Road, Okemos, MI 48864, quit claims to MICHAEL SNOEYINK and GINA SNOEYINK, HUSBAND AND WIFE, whose address is 6013 Greenman Street, Haslett, MI 48840, the following described premises situated in the of County of Ingham, and State of Michigan, and particularly described as follows:

The East 17.5 feet of Lot 10, Oak Grove Heights, Meridian Charter Township, Ingham County, Michigan, according to the recorded plat thereof, as recorded in Liber 40 of Plats, Page 23, Ingham County Records

Tax Parcel No.: 33-02-02-03-455-006

Commonly known as: 6013 Greenman Street, Haslett, MI 48840 for the sum of **One dollar and 00/100 (\$1.00)** subject to the easements, reservations, and restrictions of record.

Grantor reserves and excepts to itself the easement for public utilities described in the recorded plat thereof.

This conveyance is exempt from the provisions of the COUNTY Transfer Tax in accordance with MCLA 207.505(5)(a)

This conveyance is exempt from the provisions of the STATE Transfer Tax in accordance with MCLA 207.526(6)(a).

Signed and Sealed:

Frank L. Walsh, Township Manager
Charter Township of Meridian

STATE OF MICHIGAN)
) ss
COUNTY OF INGHAM)

On this January _____, 2022, before me personally appeared Frank L. Walsh, the Township Manager of the Charter Township of Meridian, to me known to be the person described in and who executed the foregoing instrument and acknowledged that he executed the same as his free act and deed.

_____, Notary Public
_____ County, Michigan
Acting in _____ County, Michigan
My Commission Expires: _____

Drafted by and when Recorded Return to:
Michael Snoeyink and Gina Snoeyink
6013 Greenman Street
Haslett, MI 48840

confusion in the title history from the use of the metes-and-bounds description, there is no transfer of title to the Township.

The Title Company is asking for a quit claim deed to clarify the chain of title over this area. They are asking because the Township executed a similar quit claim deed previously in 1992 for Lot 11. Similar to the current situation, the chain of title reviewed for Lot 11 does not show any property interest granted to the Township. The concern from the Title Company appears to be that the Township may have obtained some type of property interest by default. Thus, in 1992, the quit claim deed clarified that the Township did not retain any residual ownership interest in Lot 11. The Title Company is seeking the same clarification for the easement over Lot 10, which is the east 17.5 feet.

CONCLUSION

Without any prior ownership of the parcel or public use in the area, the most likely potential public purpose is for utilities. Thus, the Township can comfortably execute the quit claim deed for the east 17.5 feet of Lot 10 but retain a utility easement as described in the plat of Oak Grove Heights. A draft deed and proposed resolution authorizing the Township Manager to execute the deed are attached.

Sincerely,



MATTHEW A. KUSCHEL
ASSOCIATE

Direct: 517.381.3162

mkuschel@fsbriaw.com

MAK/kjm

Enclosures

CHARTER TOWNSHIP OF MERIDIAN
TOWNSHIP BOARD

RESOLUTION TO QUIT CLAIM A PORTION OF OAK GROVE HEIGHTS, LOT 10

Resolution No.: _____

At a regular meeting of the Township Board of the Charter Township of Meridian, Ingham County, Michigan, held at the Meridian Municipal Building, 5151 Marsh Road, Okemos, MI 48864, in said Township on the 25th of January 2022, at 6:00 p.m., Local Time.

PRESENT: _____

ABSENT: _____

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

WHEREAS, the property known as Lot 10 of Oak Grove Heights was platted in December of 1985, Liber 40 of Plats, Page 23, Ingham County Records; and

WHEREAS, the property subsequently was partially transferred to a private party on or about July of 1987; and

WHEREAS, a review of the available records shows that the Township did not commit any funds to purchase any property interest in any portion of Lot 10 and no property interest in Lot 10 was otherwise transferred directly to the Township; and

WHEREAS, the current owners have requested a quit claim deed from the Township for the East 17.5 feet of Lot 10 to clarify their chain of title; and

WHEREAS, the property is not utilized for and does not serve a public purpose and consistently has been occupied by private parties; and

WHEREAS, the Township will retain an interest in the utility easement to further future potential public purposes.

NOW, THEREFORE, BE IT RESOLVED that:

1. The Township approves and authorizes the transfer of any and all property interest it retains in the East 17.5 feet of Lot 10 Oak Grove Heights, Liber 40 of Plats, Page 23, Ingham County Records via a quit claim deed but excepts and reserves to itself the easement for utilities as described in the plat.



To: Board Members
From: Abby Tithof, Human Resources Director
Date: January 20, 2022
Re: Ratification of New Police Officer Appointment

The Township has presented a conditional offer of employment to a qualified police officer candidate. The prospective hiring will bring the staffing level of the police department to 36 sworn personnel.

Kyle Cornell graduated Saginaw Valley State University and attended Delta College Police Academy. Kyle previously worked for the Department until 2020 when he moved away from law enforcement and into the private sector.

A motion is prepared for Board consideration:

MOVE TO RATIFY THE APPOINTMENT OF KYLE CORNELL TO THE POSITION OF POLICE OFFICER CONTINGENT UPON SUCCESSFUL COMPLETION OF THOSE ITEMS STIPULATED IN THE CONDITIONAL OFFER OF EMPLOYMENT.



To: Board Members
From: Ronald J. Styka, Township Supervisor
Date: January 20, 2022
Re: Appointment of Supervisor Pro Tem

In 2016, I recommended naming a Supervisor Pro Tem in advance to simplify the process when one is needed. The original proposal was to make one year appointments and rotate it through the Trustees.

The first person to serve in that position was Trustee Jackson, who did so for two years. That was followed by Trustee Opsommer, who served for the last three years.

It is time to appoint a Trustee as Supervisor Pro Tem for 2022.

The following motion has been prepared for Board consideration:

**MOVE THAT THE BOARD APPOINT, THROUGH DECEMBER 31, 2022, _____
TO ACT AS SUPERVISOR PRO TEM AT ANY MEETING OF THE TOWNSHIP BOARD
WHEREIN THE SUPERVISOR IS ABSENT.**



12. B

To: Board Members
From: Ronald J. Styka, Township Supervisor
Date: January 7, 2022
Re: Township Manager Performance Review

On Tuesday, December 14, 2021, the Township Board convened to conduct our annual assessment of the Township Manager. As approved by the Board, we used the same evaluation tool we used in previous years. The Manager requested that his review be conducted in closed session. This is allowable, and is in accordance, with the Michigan Open Meetings Act. As Supervisor, I have prepared a summary of the conclusions reached at the performance review for adoption and the public record.

Motion for Township Board's Consideration:

MOVE TO APPROVE THE 2021 TOWNSHIP MANAGER'S PERFORMANCE REVIEW AS PRESENTED. THE REVIEW DOCUMENT SHALL BE FORWARDED TO THE HUMAN RESOURCE OFFICE FOR PROPER FILING.

Attachment:

1. 2021 Annual Performance Evaluation



1. Customer Service: Manager Frank L. Walsh has made customer service a priority since he came to Meridian Township. His leadership has really shown in this area as customer service has improved greatly in many departments across the Township.

Manager Walsh has also provided exemplary and creative customer service throughout the COVID-19 pandemic, including but not limited to: establishing the Township's COVID hotline to assist residents in need, the outdoor pods and other accommodations for residents to safely conduct vote and conduct business with the Township, and the investments made to stabilize the community through two rounds of COVID business grants and bolstering Meridian Cares to help families in need.

Another outstanding example was a recent issue in which the U.S. Postal Service decided to pursue changing ZIP codes for certain properties in the Township, causing confusion and concern among affected property owners. Manager Walsh took immediate action when residents contacted the Township with concerns over this change and activated various departments in our collective response as a community. Through a great deal of work, Manager Walsh and staff were successful in resolving this issue for all of our residents.

Manager Walsh's response to constituent cases are always timely, courteous, and thorough. Additionally, the COVID-19 pandemic continues to create many unique challenges to which Mr. Walsh quickly and effectively responds. He prides himself on providing outstanding service for our residents, creating a culture of excellent customer service, fostering a sense of confidence and cooperation in Township employees, and quickly brought about solutions to problems presented by residents and Board members.

One Board member expressed concern that Mr. Walsh's personal work in this area is so time consuming and demanding that it may not be sustainable on an individual level.

2. Planning and Problem Solving: Manager Walsh specializes in planning and problem solving.

One example of Manager Walsh's problem solving skills this calendar year was the police contract with Williamstown Township. Manager Walsh was able to create a contract that adapted to our present staffing levels and continued to help support our neighbors in Williamstown Township in the spirit of being a good regional partner with our neighbors. Manager Walsh helped craft a contract that allows for flexibility based on staffing levels and how they may change throughout the course of the contract.

Other examples include his creation of financial incentive and morale building programs for employees and employee retention and his quick response to issues of threats at the schools.

Manager Walsh excels in planning and problem solving by anticipating and analyzing problem areas, researching and establishing solutions, and is always skillful in conflict resolution.

3. Interpersonal Relations: Manager Walsh excels in interpersonal relationships with the employees of the Township, the Board, the public, and all parties who conduct business with the Township.

This is most evident in how Manager Walsh has effectively helped the Board and community resolve land use disputes on multiple occasions. In each instance that Manager Walsh was called upon to resolve the concerns, both sides were satisfied with the outcome.

Being able to resolve disputes when they are closest to home and most personal is the sign of a leader with tremendous interpersonal skills. The Board has leaned on Manager Walsh's skill in this area on numerous occasions for this very reason.

4. Organization: The Board has put forth ambitious goals for the community every year and Manager Walsh has always been able to organize our Township Departments to achieve these goals.

Manager Walsh's ability to manage and organize Township government has helped us fully fund our Township pension and OPEB funds, make significant progress in funding our MERS pension system, successfully negotiate three rounds of collective bargaining agreements, complete an exhaustive list of capital outlay projects across the Township, and many other achievements.

Manager Walsh's organizational skills helped Meridian Township become one of the only communities in the state with a police force that is 25 percent female. We have also increased our minority representation fourfold since Manager Walsh came to Meridian Township. While we have more work to do, Meridian Township's police department is among the most diverse in the state thanks to Manager Walsh's organizational skills.

5. Communications: Foremost, Manager Walsh is always accessible and prepared for difficult challenges when they arise. He is also an excellent communicator who has always demonstrated the ability to effectively communicate in oral and written form with the Township Board, department heads, supervisors, employees, media, other government leaders, and the public.

His communication with the public during the pandemic has been timely and well done. He also conducts listening sessions with staff that continually help make Meridian Township a better place to work.

This year Manager Walsh had the foresight to see and identify the need for Meridian Township to step in and prepare for our residents for a very difficult construction season in 2022. Meridian Township will be dealing with extensive detours throughout the 2022 construction season due to the reconstruction of part of Grand River Ave and the construction of a new double camelback bridge over the Red Cedar River on Okemos Road.

Having the foresight to get ahead of issues like this before they occur demonstrates Manager Walsh's outstanding ability to anticipate problems and exemplary communication skills.

6. Work Attitudes and Ethics: Manager Walsh always maintains an excellent attitude and ethics in the workplace, which sets the example across Township government. He was open and straight-forward, accepted responsibility, responded to direction from the governing body, and conformed to high ethical standards.

Board members determined that he was very responsible in responding to Board issues and seemed to always be on the job. He willingly spent many evenings making community presentations, and rarely used sick or vacation time.

7. Supervision and Leadership: Manager Walsh has successfully motivated others, delegated and assigned work, encouraged employees to take ownership over their area of expertise, and gave them the opportunity to grow within their positions and pursue professional advancement. Board members determined that Mr. Walsh was an excellent motivator and leader. Under his leadership, numerous employees have received recognitions and awards.

Manager Walsh has also been exceedingly creative in finding ways to make Meridian Township an attractive place to work. This is helping us recruit and retain talented employees across the Township government.

Manager Walsh successfully implemented flex time for employees based on input and feedback from staff. Manager Walsh has made a concerted effort to improve the work environment by implementing casual days and other staff appreciation events that make for a fun and enjoyable work environment.

While communities across Michigan and the U.S. are struggling to fill paramedics and police officer vacancies, Meridian Township is ahead of the curve in finding creative ways to fill these vacancies, including sponsoring new paramedics and officers through the Emergency Medical Services program and the police academy.

Additionally, with Manager Walsh's leadership, Meridian Township continues to identify and implement new retention and attraction incentives, including: a new retention bonus, paying for most of our employees' deductibles through their health savings accounts, continuing to pay 100 percent of employee premiums for health care, and providing for flexible schedules and cost of living adjustments.

Finally, Manager Walsh is working to identify how we can better support employees' mental health and wellbeing. This is critical as the pandemic continues to present many challenges in all facets of life.

8. Financial Management: Manager Walsh's grasp of all of the Township's finances are outstanding and he is a tremendous steward of our taxpayer funds.

Meridian Township is a leader statewide in securing county, state and federal grants to fund large portions of our projects due in large part to Manager Walsh's leadership.

Meridian Township now has a fund balance of over \$9 million with an additional \$2 million in our redevelopment fund and \$4.3 million in ARPA funds. When you couple this with the fact that we have fully funded our OPEB and Township pension systems with cash investments, and made significant progress on fully funding our MERS pension system by 2028 under the new millage, Meridian Township is unquestionably in the strongest financial health of any community in Michigan.

We find that Manager Walsh's financial management in 2021 and prior years has been exemplary.

9. Township Goals and Accomplishments: Every year the Board has set exceedingly ambitious goals and Manager Walsh has helped lead the community in achieving them.

In 2021, those goals included: continuing to help the community through the COVID-19 pandemic; the Township's largest ever solar array project, which culminated in the Service Center's energy supply being generated 100 percent from renewable sources; development and beginning implementation of the Township's DEI plan; realizing the first redevelopment project in downtown Haslett in many years with progress being made on two additional projects in these key redevelopment areas of the Township; successful implementation of the second year of the Township's new 10-Year Road Plan; completing Phase 1 and 2 of the MSU to Lake Lansing Pathway; a thorough update of the Township's Pathway Master Plan; making significant progress to further our branding efforts with the addition of new "Welcome to Meridian Township" signage; and additional upgrades to the design of our Meridian Township website to improve functionality, as well as, give a new look and experience to site visitors.

It was another banner year for Meridian Township on behalf of its citizens thanks in large part to Manager Walsh's leadership.

10. Overall Performance for 2021: In conclusion, it is the Township Board's opinion that Manager Frank L. Walsh is an excellent municipal manager. Mr. Walsh was excellent in all phases of Township governance. His insights and calm discernment of solutions to problems are to be envied.

It is obvious to those who work with him that he cares deeply about his job, the community and our citizens. His devotion to outstanding customer service continues to give the Township a reputation for caring about all of its citizens.

In a year with incredibly difficult challenges, he was able to continue his focus on sustainability and stability, so that all programs and services of the Township continued at a high level, even during difficult circumstances presented by the continuing COVID-19 pandemic.

Under his leadership, Meridian Township has been rated the “#1 Best Place to Live” in Michigan by Niche on numerous occasions.



To: Board Members
From: Frank L. Walsh, Township Manager
Date: January 20, 2022
Re: Township Manager Employment Agreement-Amendment

Based on an annual performance review, on December 14, 2021, the Township Board unanimously approved extending the Township Manager’s contract through December 31, 2024.

The approved language under Section 5 (C) states that “the Employer shall provide the Township Manager an annual payment of \$8,300 into a Health Savings Account (HSA).” Given the Manager’s annual salary of \$148,910, the 6% equates to an annual payment of \$8,934.60. The maximum annual HSA contribution allowed under federal guidelines is \$8,300. Therefore, the approved contractual amount exceeds federal guidelines.

The amendment before you amends Section 5 (C) to change the 6% to the lower amount of \$8,300. By approving the amendment, we meet federal guidelines for annual HSA contributions.

Motion for Township Board’s Consideration:

**MOVE TO AMEND THE JANUARY 1, 2022-DECEMBER 31, 2024 TOWNSHIP
MANAGER’S CONTRACT TO MODIFY SECTION 5 (C) BY ELIMINATING “AN ANNUAL
PAYMENT OF 6%” TO “AN ANNUAL PAYMENT OF \$8,300.”**



To: Board Members
From: Dan Opsommer, Township Trustee
Date: January 7, 2022
Re: Poverty Exemption Guidelines

During the December 14 meeting, the Board discussed a revised proposal for increasing our income and asset limits for the 2022 poverty exemption as follows:

Continue offering a 100% property tax exemption to households at or below 1.35 times the federal guidelines for income and asset limits.

2022 Income Limits for 100% Exemption (1.35 times the federal guidelines)		2022 Asset Limits for 100% Exemption (1.35 times the federal guidelines)	
Size of Family Unit	Maximum Total Household Income	Size of Family Unit	Maximum Total Household Assets
1	\$17,388	1	\$17,388
2	\$23,517	2	\$23,517
3	\$29,646	3	\$29,646
4	\$35,775	4	\$35,775
5	\$41,904	5	\$41,904
6	\$48,033	6	\$48,033
7	\$54,162	7	\$54,162
8	\$60,291	8	\$60,291
For each additional person	\$6,129	9 persons or more	\$6,129

Establishing a second tier to provide for 50% property tax exemptions for households with income or assets above 1.35 times the federal guidelines, but with income and assets at or below 1.85 times the federal guidelines (this is 37% increase in the multiplier used for current income and asset limits):

2022 Income Limits for 50% Exemption (1.85 times the federal guidelines)		2022 Asset Limits for 50% Exemption (1.85 times the federal guidelines)	
Size of Family Unit	Maximum Total Household Income	Size of Family Unit	Maximum Total Household Assets
1	\$23,828	1	\$23,828

Memo to Township Board
January 7, 2022
Re: Poverty Exemption Guidelines
Page 2

2	\$32,227	2	\$32,227
3	\$40,626	3	\$40,626
4	\$49,025	4	\$49,025
5	\$57,424	5	\$57,424
6	\$65,823	6	\$65,823
7	\$74,222	7	\$74,222
8	\$82,621	8	\$82,621
For each additional person	\$8,399	9 persons or more	\$8,399

The following motion is proposed for Board consideration:

MOVE TO APPROVE THE 2022 INCOME AND ASSET LIMITS FOR 100% AND 50% POVERTY EXEMPTIONS AS FOLLOWS: HOUSEHOLDS WITH INCOME AND ASSETS AT OR BELOW 1.35 TIMES THE FEDERAL GUIDELINES ARE ELIGIBLE FOR A 100% EXEMPTION; HOUSEHOLDS WITH INCOME OR ASSETS ABOVE 1.35 TIMES THE FEDERAL GUIDELINES, BUT WITH INCOME AND ASSETS AT OR BELOW 1.85 TIMES THE FEDERAL GUIDELINES ARE ELIGIBLE FOR 50% EXEMPTIONS.

Attachments:

1. Memo from the Board’s December 14 Board Packet outlining the proposed income and asset limits for the Township’s 2022 Poverty Exemption Guidelines
2. The Township’s 2021 Poverty Exemption Guidelines



To: Board Members
From: Dan Opsommer, Township Trustee
Date: December 14, 2021
Re: Poverty Exemption Guidelines

During the Board's December 7 meeting, several questions were raised and discussed. Here are the responses to those questions in writing:

1. Would a home purchased under land contract qualify?

Yes, it is considered ownership under state law. The most recent public act, PA 253 of 2020, specifically mentions land contracts in Sec. 7u, Subdivision (2)(d). This answer was provided by Township Assessor Ashley Winstead.

Land contracts and mortgages are both forms of real estate financing. Land contracts are privately financed contracts held by property owner who is selling to another individual, meaning the owner of the home is acting as the lender by allowing the buyer to pay them over time based on the terms of the land contract. The seller effectively is extending credit in the form of the value of the home to the buyer. Mortgages are extended through banks and mortgage brokers.

Land contracts generally are governed by individual state laws, whereas mortgages are heavily regulated at the federal level and somewhat at the state level.

2. What was the fiscal impact under the Township's 2020 poverty exemption, which used a 1.35 multiplier?

Fourteen households qualified for the poverty exemption in 2020. The total taxable value of these 14 homes was \$794,832, or \$56,774 per home on average. Remember that taxable value is half or less than half of the market value of the home. So the market value of these fourteen homes is \$113,548 or more on average.

The total revenue impact to the township was \$8,305. The total revenue impact across all taxing jurisdictions was \$41,700.

The property taxes Meridian Township levies is less than 20% of the total tax bill our residents receive. Other taxing jurisdictions include: Ingham County, our school districts, Ingham ISD, CATA, CADL, LCC, CRIA.

3. What would the revenue impact be under the proposed income and asset limits from the previous meeting in 2022? Here is a similar community that we can use to

Memo to Township Board
December 14, 2021
Re: Poverty Exemption Guidelines
Page 2

extrapolate the revenue impact here in Meridian Township under the proposed increases in income and asset limits:

Williamstown Township allows households to qualify for a partial exemption up to 2 times the federal guidelines, just as our proposed policy provides for. Williamstown Township has received 3-4 applications this year. Our community is roughly 8.8 times larger in terms of population. Therefore, we should expect to see 26-35 households qualify.

If these households average 65,000 in taxable value (market value of \$130,000 or more), the revenue impact to the Township would be \$17,651 to \$23,761. The revenue impact to all taxing jurisdictions would be \$88,631 to \$119,311.

4. Our Township Assessor has also provided the following example for revenue impact under the proposed income and asset limits the Board is discussing, which uses the estimate of 30 households being eligible and a slightly higher estimated average taxable value of \$75,000:

“From my understanding the Board would like to know the estimated financial impact of increasing these guidelines. Although we have no perfect way to determine how many additional households will qualify and apply, it is likely the average taxable value (TV) will increase. Currently, the average TV is 56,773, if this increases to 75,000 and we have 30 applicants the Township (revenue) impact would be \$23,500 and a total impact of \$118,000 (across all taxing jurisdictions).”

However, it is difficult to forecast the revenue impact. Unlike the Michigan Department of Treasury, we do not have good data on household income for our residents as we do not administer an income tax.

There are also concerns about implementation as it relates to verifying higher assets limits. Township staff will have to develop new procedures for verifying income and assets of residents who apply as they won't be able to rely as heavily on eligibility of state and federal programs as they do today.

In having further conversations with Township staff, I have revised my proposal and offer it for the Board's discussion and deliberation this evening:

The revised proposal that staff and I developed is to continue offering a 100% property tax exemption to households at or below 1.35 times the federal guidelines for income and asset limits:

Memo to Township Board
December 14, 2021
Re: Poverty Exemption Guidelines
Page 3

2022 Income Limits for 100% Exemption (1.35 times the federal guidelines)		2022 Asset Limits for 100% Exemption (1.35 times the federal guidelines)	
Size of Family Unit	Maximum Total Household Income	Size of Family Unit	Maximum Total Household Assets
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4	\$35,775	4	\$35,775
5	\$41,904	5	\$41,904
6	\$48,033	6	\$48,033
7	\$54,162	7	\$54,162
8	\$60,291	8	\$60,291
For each additional person	\$6,129	9 persons or more	\$6,129

I further propose creating a second tier for 50% property tax exemptions to households above the limits above, but at or below 1.85 times the federal guidelines for income and asset limits (this is 37% increase in the multiplier used for current income and asset limits):

2022 Income Limits for 50% Exemption (1.85 times the federal guidelines)		2022 Asset Limits for 50% Exemption (1.85 times the federal guidelines)	
Size of Family Unit	Maximum Total Household Income	Size of Family Unit	Maximum Total Household Assets
1	\$23,828	1	\$23,828
2	\$32,227	2	\$32,227
3	\$40,626	3	\$40,626
4	\$49,025	4	\$49,025
5	\$57,424	5	\$57,424
6	\$65,823	6	\$65,823
7	\$74,222	7	\$74,222
8	\$82,621	8	\$82,621
For each additional person	\$8,399	9 persons or more	\$8,399

Memo to Township Board
December 14, 2021
Re: Poverty Exemption Guidelines
Page 4

This will allow us to determine how many households apply and how many qualify under this proposed expansion of our poverty exemption.

The Board and staff can then assess the data next year in December and January to identify the true revenue impact of this expanded eligibility.

At that time, the Township could explore any number of options, including but not limited to:

- This expanded universe could be offered a 100% exemption rather than a 50% property tax exemption,
- A third tier could be created up to 2 times the federal guidelines providing for a 25% property tax exemption, and/or
- A combination of both.

Attachments

1. Memo from the Board's December 7, 2021 Board Packet outlining the proposed income and asset limits for the Township's 2022 Poverty Exemption Guidelines
2. The Township's 2021 Poverty Exemption Guidelines



MERIDIAN TOWNSHIP ASSESSING DEPARTMENT
5151 MARSH RD
OKEMOS, MI 48864

POVERTY EXEMPTION GUIDELINES

POVERTY EXEMPTION REQUIREMENTS

MCL 211.7u requires the governing body of Meridian Township to establish policies and guidelines, which the local assessing unit will use to determine whether to grant poverty exemptions.

In order to qualify for the poverty exemption, the applicant must meet ***all*** of the tests set by Meridian Township. Meridian Township Poverty Exemption Policies and Guidelines are available to the public. The Board of Review shall follow the Policies and Guidelines when granting or denying a poverty exemption. The standards applicable at the time of the application shall be equally applied to each applicant in the Township.

The Poverty Exemption Policies and Guidelines include Income Standards and Maximum Asset Standards set by Meridian Township, which are used to determine whether a poverty exemption should be granted. Income Standards may not be set lower than the federal poverty income standards.

A poverty exemption may not be granted to property owned by a corporation.

PARTIAL POVERTY EXEMPTIONS:

A partial poverty exemption is an exemption of only a part of the taxable value of the property rather than the entire taxable value. The local assessing unit has the authority to grant a partial poverty exemption.

FILING FOR THE POVERTY EXEMPTION

An Applicant must do all of the following ***on an annual basis to apply for a poverty exemption:***

1. Own and occupy the property for which the exemption is requested.
2. File an application with the Township Supervisor, Township Assessor, or Township Board of Review after January 1, but before the day prior to the last day of the Board of Review on a form provided by the local assessing unit.
3. Provide proof of household income by submitting a complete and signed copy of the following, if required to file:
 - Most recent Michigan Homestead Property Tax Credit Claim (MI 1040 CR)
 - Most recent Federal Income Tax return (1040), if you are required to file federal income tax, for all occupants of the home
 - Copy of Applicant's driver's license

Income verification for all persons in the home on the property. Income includes, but is not limited to the following sources:

- a. Money wages and salaries before deductions

- b. Net receipts from non-farm self-employment. These include receipts from a person's business, professional enterprise, or partnership, after deductions for business expenses.
 - c. Regular payments from social security, railroad retirement, unemployment compensation, strike benefits from union funds, workers' compensation, veterans' payments, public assistance including but not limited to Family Independence Program (FIP), Supplemental Security Income (SSI), Emergency Assistance money payments, and non-federally funded General Assistance of General Relief money payments.
 - d. Alimony, child support and military family allotment or other regular support from an absent family member or someone not living in the household.
 - e. Private pensions, government employee pensions, military retirement pay and regular insurance or annuity payments.
 - f. College or university scholarships, grants, fellowships and assistantships.
4. Produce a deed, land contract, or other evidence of ownership of the property for which an exemption is requested.
 5. Meet Meridian Township Poverty Income Standards described in these Guidelines. Describe special circumstances that may affect the application.
 6. Meet Meridian Township Maximum Asset Standards.
 7. Submit a complete and accurate Poverty Exemption Application. The Application and all requested documents must be given to the Township Supervisor, Township Assessor, or Board of Review after being reviewed by the Human Services Department.

For purposes of the Poverty Exemption Application Applicants are subject to investigation of their entire financial and property records by Meridian Township to verify information given or statements made to the Supervisor, Assessor, Board of Review, or Human Services Department concerning a poverty exemption application.

Under the Freedom of Information Act, all records submitted to the Board of Review are public record potentially subject to disclosure to the public.

Any willful misstatements or misrepresentations made on an Application for Poverty Exemption may constitute perjury, which under law is a felony punishable by fine or imprisonment.

A claimant may request a poverty exemption and appeal the property's assessment to the Board of Review at their March, July, or December meeting.

MERIDIAN TOWNSHIP POVERTY INCOME AND ASSET STANDARDS

To be eligible for a poverty exemption in Meridian Township, the household income and assets owned by all those living in the household that is the subject of the Application may NOT exceed 135% of the Federal Poverty Level for the year. For the purpose of this Application, the household assets do not include the value of the home or the immediate home site.

Recommended documentation checklist

Copies of the following documents are recommended as applicable for all persons living in the home when applying for a poverty exemption.

Identification:

- Driver's license or State of Michigan ID

Proof of Income:

- Most recent federal and state income tax returns with attachments or signed affidavit for all persons who were not required to file federal or state income tax returns
- Most recent Michigan Homestead Property Tax Credit Claim
- Social Security benefit award letter for previous year (if lost, call 800.772.1213)
- Veterans Benefits statement
- Michigan Department of Human Services benefits, including the Family Independence Plan (FIP), cash assistance, state disability, and Food Assistance Plan (FAP)/Bridge Card benefits
- Income from employment
- Profit and Loss statement for the previous calendar year, if self-employed
- Worker's compensation
- Unemployment benefits
- Income from renters or boarders
- Farm income
- Alimony or child support
- Documentation of college or university scholarships, grants, fellowships, and assistantships

Household expenses:

- Mortgage payment or lease statements for the previous calendar year
- Homeowner's insurance for the previous calendar year
- Heat and electric bills for past 12 months (if lost, call Consumers Energy at 800.477.5050 or Lansing Board of Water and Light at 517.702.6006)

Assets:

- Bank and/or credit union statements for all savings, checking, draft, and money market accounts or shared accounts dated within 30 days and all statements for the previous calendar year
- Uncashed checks, drafts, and warrants
- Certificates of deposit: statement from financial institution or the certificate itself
- Money held by others: written statement from person holding funds
- Withdrawals of bank deposits and borrowed money
- Gifts, loans, lump-sum inheritances, and one-time insurance payments
- Long term care trust fund: written statement from facility
- Gaming/lottery winnings
- Stocks, bonds: written statement from broker or company
- Lump sum and accumulated benefits
- Vehicles – title, proof of insurance, registration, loan statement, or payment book to any cars, trucks, snowmobiles, campers, boats, farm equipment, motorcycles, and trailers
- Real estate or property: property tax assessment or certified statement of value or county records (primary residence/homestead excluded)
- Most recent pension and/or Individual Retirement Account (IRA) statement and all statements for the previous calendar year for all accounts
- Burial assets and life insurance: all statements for the previous calendar year
- Documentation of other assets of value: jewelry, antiques, artworks, equipment, etc.

This is not an exhaustive list. Further documentation may be requested at the discretion of the Assessing Department.

2021 MERIDIAN TOWNSHIP POVERTY EXEMPTION PROGRAM
INCOME AND ASSET STANDARDS

<u>Number of persons residing in the principal residence</u>	<u>Maximum Total Household Income</u>
1 person	\$17,226
2 persons	\$23,274
3 persons	\$29,332
4 persons	\$35,370
5 persons	\$41,418
6 persons	\$47,466
7 persons	\$53,514
8 persons	\$59,562
Each additional person	\$6,048

<u>Number of persons residing in the principal residence</u>	<u>Maximum Total Value of Household Assets</u>
1 person	\$17,226
2 persons	\$23,274
3 persons	\$29,332
4 persons	\$35,370
5 persons	\$41,418
6 persons	\$47,466
7 persons	\$53,514
8 persons	\$59,562
9 persons or more	\$65,610

Application for MCL 211.7u Poverty Exemption

This form is issued under the authority of the General Property Tax Act, Public Act 206 of 1893, MCL 211.7u.

MCL 211.7u of the General Property Tax Act, Public Act 206 of 1893, provides a property tax exemption for the principal residence of persons who, by reason of poverty, are unable to contribute toward the public charges. This application is to be used to apply for the exemption and must be filed with the Board of Review where the property is located. This application may be submitted to the city or township the property is located in each year on or after January 1.

To be considered complete, this application must: 1) be completed in its entirety, 2) include information regarding all members residing within the household, and 3) include all required documentation as listed within the application. Please write legibly and attach additional pages as necessary.

PART 1: PERSONAL INFORMATION — Petitioner must list all required personal information.				
Petitioner's Name			Daytime Phone Number	
Age of Petitioner	Marital Status	Age of Spouse	Number of Legal Dependents	
Property Address of Principal Residence		City	State	ZIP Code
<input type="checkbox"/> Check if applied for Homestead Property Tax Credit		Amount of Homestead Property Tax Credit		
PART 2: REAL ESTATE INFORMATION				
List the real estate information related to your principal residence. Be prepared to provide a deed, land contract or other evidence of ownership of the property at the Board of Review meeting.				
Property Parcel Code Number		Name of Mortgage Company		
Unpaid Balance Owed on Principal Residence	Monthly Payment	Length of Time at this Residence		
Property Description				
PART 3: ADDITIONAL PROPERTY INFORMATION				
List information related to any other property owned by you or any member residing in the household.				
<input type="checkbox"/> Check if you own, or are buying, other property. If checked, complete the information below.			Amount of Income Earned from other Property	
1	Property Address	City	State	ZIP Code
	Name of Owner(s)	Assessed Value	Date of Last Taxes Paid	Amount of Taxes Paid
2	Property Address	City	State	ZIP Code
	Name of Owner(s)	Assessed Value	Date of Last Taxes Paid	Amount of Taxes Paid

PART 4: EMPLOYMENT INFORMATION — List your current employment information.

Name of Employer			
Address of Employer	City	State	ZIP Code
Contact Person	Employer Telephone Number		

PART 5: INCOME SOURCES

List all income sources, including but not limited to: salaries, Social Security, rents, pensions, IRAs (individual retirement accounts), unemployment compensation, disability, government pensions, worker's compensation, dividends, claims and judgments from lawsuits, alimony, child support, friend or family contribution, reverse mortgage, or any other source of income, for all persons residing at the property.

Source of Income	Monthly or Annual Income (indicate which)

PART 6: CHECKING, SAVINGS AND INVESTMENT INFORMATION

List any and all savings owned by all household members, including but not limited to: checking accounts, savings accounts, postal savings, credit union shares, certificates of deposit, cash, stocks, bonds, or similar investments, for all persons residing at the property.

Name of Financial Institution or Investments	Amount on Deposit	Current Interest Rate	Name on Account	Value of Investment

PART 7: LIFE INSURANCE — List all policies held by all household members.

Name of Insured	Amount of Policy	Monthly Payments	Policy Paid in Full	Name of Beneficiary	Relationship to Insured

PART 8: MOTOR VEHICLE INFORMATION

All motor vehicles (including motorcycles, motor homes, camper trailers, etc.) held or owned by any person residing within the household must be listed.

Make	Year	Monthly Payment	Balance Owed

PART 9: HOUSEHOLD OCCUPANTS — List all persons living in the household.				
First and Last Name	Age	Relationship to Applicant	Place of Employment	\$ Contribution to Family Income

PART 10: PERSONAL DEBT — List all personal debt for all household members.					
Creditor	Purpose of Debt	Date of Debt	Original Balance	Monthly Payment	Balance Owed

PART 11: MONTHLY EXPENSE INFORMATION			
The amount of monthly expenses related to the principal residence for each category must be listed. Indicate N/A as necessary.			
Heating	Electric	Water	Phone
Cable	Food	Clothing	Health Insurance
Garbage	Daycare	Car Expense (gas, repair, etc.)	
Other (type and amount)	Other (type and amount)	Other (type and amount)	
Other (type and amount)	Other (type and amount)	Other (type and amount)	

NOTICE: Per MCL 211.7u(2)(b), federal and state income tax returns for all persons residing in the principal residence, including any property tax credit returns, filed in the immediately preceding year or in the current year must be submitted with this application. Federal and state income tax returns are not required for a person residing in the principal residence if that person was not required to file a federal or state income tax return in the tax year in which the exemption under this section is claimed or in the immediately preceding tax year.

PART 11: POLICY AND GUIDELINES ACKNOWLEDGMENT

The governing body of the local assessing unit shall determine and make available to the public the policy and guidelines used for the granting of exemptions under MCL 211.7u. In order to be eligible for the exemption, the applicant must meet the federal poverty guidelines published in the prior calendar year in the Federal Register by the United States Department of Health and Human Services under its authority to revise the poverty line under 42 USC 9902, or alternative guidelines adopted by the governing body of the local assessing unit so long as the alternative guidelines do not provide income eligibility requirements less than the federal guidelines. The policy and guidelines must include, but are not limited to, the specific income and asset levels of the claimant and total household income and assets. The combined assets of all persons must not exceed the limits set forth in the guidelines adopted by the local assessing unit.

The applicant has reviewed the applicable policy and guidelines adopted by the city or township, including the specific income and asset levels of the claimant and total household income and assets.

PART 12: CERTIFICATION

I hereby certify to the best of my knowledge that the information provided in this form is complete, accurate and I am eligible for the exemption from property taxes pursuant to Michigan Compiled Law, Section 211.7u.

Printed Name	Signature	Date
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This application shall be filed after January 1, but before the day prior to the last day of the local unit's December Board of Review.

Decision of the March Board of Review may be appealed by petition to the Michigan Tax Tribunal by July 31 of the current year. A July or December Board of Review decision may be appealed to the Michigan Tax Tribunal by petition within 35 days of decision. A copy of the Board of Review decision must be included with the petition.

Michigan Tax Tribunal
PO Box 30232
Lansing MI 48909

Phone: 517-335-9760
E-mail: taxtrib@michigan.gov



To: Board Members
From: Ronald J. Styka, Township Supervisor
Date: January 7, 2022
Re: Communications Commission Appointment

The Communications Commission currently has one full time vacancy with a term ending 12/31/2024.

Due to Lisa Whiting Dobson's extensive resume, the Communications Commission is recommending Lisa Whiting Dobson to fill the vacancy. Ms. Whiting Dobson has 37 years of experience teaching television production at Michigan State University and over 20 years of experience teaching digital media, audio and cinema at Lansing Community College.

The following motion is proposed for Board consideration:

MOVE TO APPROVE THE APPOINTMENT OF LISA WHITING DOBSON TO THE COMMUNICATIONS COMMISSION FOR A TERM ENDING 12/31/2024.

Attachment:

1. Application for Public Service

Submission # 1340330
IP Address 35.20.225.215
Submission Recorded On 12/08/2021 12:44 PM
Time to Take Survey 5 minutes, 41 seconds

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1. I am interested in service on one or more of the following public bodies as checked below: ?

Communications Commission *

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

I am a long time MSU Faculty Member in the College of Communication Arts and Sciences specifically Media and Information and now the Video Faculty are part of Journalism. I have been a long time volunteer in our community as well as in the media community. I think the work of this committee is interesting and well attuned to my career area. I also believe I could be a valuable addition to the team as well as this being a great learning experience. Thank you so much for reviewing my application.

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

Thirty-seven years teaching television production at Michigan State University Over twenty years teaching in Digital Media, Audio, and Cinema at Lansing Community College
Thirty-seven years producing and directing the Outreach Mass for the Catholic Diocese of Lansing BA and MA in Telecommunication from Michigan State University Service for Women in Communications and the National Academy of Television Arts and Sciences Michigan Chapter

(Attach resume if available)

Lisa Whiting Dobson CV 2.pdf

Full Name

Lisa Whiting Dobson

***Occupation**

Television Producer/Director/Instructor

***Place of Employment**

Michigan State University, Lansing Community College, Saint Thomas Aquinas Church

Home Address

2703 Mount Hope
Okemos 48864

Phone (Day)

517.281.3147

Phone (Evening)

517.281.3147

***Email**

whiting3@msu.edu

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

Lisa Whiting Dobson

***Date and Time**

12/08/2021

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

LISA LORRAINE WHITING DOBSON

2703 Mount Hope
Okemos, Michigan 48864
517.281.3147
whiting3@msu.edu

EDUCATION

MICHIGAN STATE UNIVERSITY

- M.A. Telecommunication. March 1989. Video production emphasis.
- B.A. Telecommunication. June 1984. Graduated cum laude.
- B.S. Psychology. June 1981. Women's Studies Thematic. Strong business background.

LANSING COMMUNITY COLLEGE

- A.A. Dance. August 1984. Graduated magna cum laude.

WORK EXPERIENCE

CURRENT

SCHOOL OF JOURNALISM, MICHIGAN STATE UNIVERSITY. January 2020 to present.
DEPARTMENT OF MEDIA AND INFORMATION, MICHIGAN STATE UNIVERSITY. September 1987 to December 2019.

TELEVISION PRODUCER/DIRECTOR/INSTRUCTOR

Currently teach 6 courses Fall and Spring Semester, and 1-2 courses Summer Semester

Courses taught:

CAS 209	Introduction to Video Production
CAS 201	Introduction to Audio and Video I
CAS 202	Introduction to Audio and Video II
MI 342	Multi-Camera Production
MI 351	Producing for Cinema and Television
MI 490	Independent Study
MI 491	Advanced Multi-Camera Production
MI 491	Focal Point Technical Staff
MI 491	Advanced Television Crewing with WKAR Television
MI 890	Independent Study
TC 342	Multi-Camera Production
TC 351	Producing for Cinema and Television
TC 490	Independent Study
TC 491	Advanced Multi-Camera Production
TC 491	Focal Point Technical Staff
TC 340	Introduction to Video and Audio
TC 442	Cinema and Television Projects
TC 342	Basic Video Design and Production
TC 240	Introduction to Digital Media Arts and Technology

Lisa Lorraine Whiting Dobson
Page Two

TC 442	Advanced Video Design and Production
TC 302	Basic Video Production
TC 351/451	Television Studio Production/Advanced Television Directing
TC 361	Television Directing

OTHER JOURNALISM RESPONSIBILITIES

- * Journalism Outreach and Promotion Committee - Current
- * Journalism Diversity, Equity, and Inclusion Committee – Current
- * Instructor Television Workshops for 4H – Current
- * Digital Storytelling Major Planning Committee 2020

OTHER COLLEGE OF COMMUNICATION ARTS AND SCIENCES RESPONSIBILITIES

- * College of Communication Arts and Sciences Diversity, Equity, and Inclusion Committee – Current

OTHER MICHIGAN STATE UNIVERSITY RESPONSIBILITIES

- * MSU Dialogues Facilitator for the Michigan State University Office of Inclusion - Current

OTHER MEDIA AND INFORMATION RESPONSIBILITIES

- * Instructor Digital Cinema and Television Production Summer Camps for High and Middle School Students
- * Instructor Miss Media Summer Camps
- * Instructor Television Workshops for 4H, Home School Groups, and Girl Scouts
- * Supervise 3-15 Student Independent Studies per semester
- * Supervise 2-10 Undergraduate Learning Assistants/Graduate Teaching Assistants per semester
- * Design and Implement Video TA Training
- * Masters Student Faculty Advisor
- * Member Humanities and Arts Program Grant Review Panel 2014-2016
- * Design and Conduct Training for and Supervise 15 Video Studio Assistants per term (1987-1997)
- * Past Graduate Affairs Committee Member
- * Past Scholarship/Awards Committee Member
- * Past Internship Committee Member
- * Past Bias-Free Communication Committee Member
- * Past Scholarship Committee Member
- * Past Public Relations Committee Member

CATHOLIC DIOCESE OF LANSING, MICHIGAN/FAITH CATHOLIC/SAINT THOMAS AQUINAS CHURCH,
November 1984 to present.

PRODUCER/DIRECTOR

Outreach Mass, more than 2,000 hours commercially broadcast on WLAJ-TV Channel 53 (ABC affiliate) Lansing, Michigan, WSYM-TV Channel 47 (FOX affiliate), Lansing, Michigan, WBSF-TV Channel 46 (CW affiliate) Clio, Michigan, WSMH-TV Channel 66 (FOX affiliate), Flint, Michigan, WHTV Channel 18, Lansing, Michigan, and cablecast on Ann Arbor Community Television, Ann Arbor, Michigan and Comcast, East Lansing, Michigan. Also, radio **Outreach Mass** airs on Good Shepherd Catholic Radio, Jackson, Michigan and WJIM Radio, Lansing, Michigan. Programs are also available on the web. Duties include:

- * Recruitment, training, and supervision of a 10 to 15 member production crew

Lisa Lorraine Whiting Dobson
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- * Total responsibility for \$400,000 production facility
- * Producer/Director of weekly broadcast programs
- * Producer/Director/Editor of fundraising videos, seasonal specials, employee training videos, and liturgical training videos including First Communion, Teen Catechism, and RCIA Best Practices
- * Producer/Director/Editor of video weddings and funerals
- * Producer/Director of Consecrated Virginitiy Program distributed internationally by the Vatican
- * Producer/Director of special Masses including Ordination to the Priesthood, Ordination to the Diaconate, Ecclesial Lay Ministry Commissioning, Installation of the Bishop of Lansing, Bishop Povish Funeral Live on WLNS-TV, Musical Concerts, First Communion, and Confirmation

LANSING COMMUNITY COLLEGE, DIGITAL MEDIA, AUDIO AND CINEMA/MEDIA TECHNOLOGY DEPARTMENT,
September 1998 to present.

ADJUNCT INSTRUCTOR

Courses taught:

DMAC 260	World Cinema – MTA and Global Studies Course
DMAC 240	Employment Issues In Media
DMAC 141	Ethics and Impact of the Media
DMAC 140	Pre-Production Design
MTEC 110	Introduction to Broadcast and Electronic Media
MTEC 150	TV Production I
MTEC 153	Introduction to Video Editing

Other responsibilities:

- * Rise Institute Fellow 2020-2021
- * Inclusion Advocate for LCC Hiring Process
- * Take A Stand, Sit In Planning Committee 2020-2021 Marketing Representative
- * Stage Manager for Dance Concerts, Plays, and Musicals

GREATER LANSING BALLET COMPANY, August 2019 to present.

ARTISTIC DIRECTOR GLBC ELEMENTS

- Greater Lansing Ballet Company Elements is a pre-professional and pre-collegiate contemporary dance company with an educational and performance focus providing opportunities for its members to explore professional contemporary dance. The company curriculum emphasizes college preparedness, storytelling, creativity, concert performance, and concert production. Dancers, ages 12 to 18, gain experience in choreography and concert production, and perform pieces choreographed by a wide diversity of Mid-Michigan and nationally recognized choreographers. Performances are frequent throughout the year, and interested dancers have the option as part of their experience to perform in Greater Lansing Ballet Company productions, as well as Elements productions. Company Dancers are challenged to develop their creativity, character development, technique, problem solving skills, leadership, and story-telling ability, all in a self-esteem building environment which is developmentally appropriate for young people. Company experiences better prepare dancers for future careers in any field including dance.

STAGE MANAGING

FREELANCE

Children's Ballet Theatre of Michigan

Jesse Powers, Artistic Director 2019-present

Gregory M. George, Artistic Director 2004-2019

Nutcracker 2004, 2005, 2006, 2007, 2008, 2009, 2010, 2011, 2012, 2013, 2014, 2015, 2016, 2017, 2018, 2019, 2020, 2021 Michigan State University Wharton Center For Performing Arts

Ballet American Style 2004 Lansing Community College Dart Auditorium

Sleeping Beauty 2005 Grand Ledge High School Theatre

Swan Lake 2006 Holt High School Theatre

Anastasia 2007 Holt High School Theatre

Don Quixote 2008 Holt High School Theatre

Sleeping Beauty 2009 Holt High School Theatre

Shoes With Attitude 2010 Holt High School Theatre

Decades: Moving Moments 2011 Holt High School Theatre

Cinderella 2012 Holt High School Theatre

Sleeping Beauty 2013 Holt High School Theatre

Alice In Wonderland 2014 Holt High School Theatre

CBT Live 2015 Holt High School Theatre

Cinderella 2016 Holt High School Theatre

Don Quixote 2017 Holt High School Theatre

The Wizard Of Oz 2018 Holt High School Theatre

Alice In Wonderland 2019 Holt High School Theatre

Coppelia 2020 Holt High School Theatre Cancelled Due To COVID

Snow White 2021 Charlotte Performing Arts Center

Technical Production Manager Summer 2013 to 2015.

Lansing Community College

Dance Kaleidoscope 2008 Dart Auditorium, Melissa Bischoff, Director

Experiment with an Air Pump 2008 Dart Auditorium, Mary Job, Director

Light Visions 2009 Dart Auditorium, Roberta Otten, Director

Hank Williams: Lost Highway 2009 LCC Outdoor Ampitheatre, John Lepard, Director

Ah! Wilderness 2009 Dart Auditorium, Andy Callis, Director

Poetry's Motion 2010 Dart Auditorium, Roberta Otten, Director

Smoke On The Mountain 2010 LCC Outdoor Ampitheatre, John Lepard, Director

A View From The Bridge 2010 Dart Auditorium, Andy Callis, Director

Seasons 2011 Dart Auditorium, Roberta Otten, Director

Keep On The Sunnyside 2011 Dart Auditorium, Andy Callis, Director

Soundscapes 2011 Dart Auditorium, Molly Cryderman Weber, Director

The Shrike 2011 Dart Auditorium, Paige Dunckel, Director

Cat On A Hot Tin Roof 2012 Dart Auditorium, Deborah Keller, Director

The American Spirit 2012 Dart Auditorium, Vickie Diebold, Director

Theophilus North 2012 Dart Auditorium, Andy Callis, Director

Vigil 2012 LCC Black Box Theatre, Timothy Busfield, Director

Ragtime 2012 Dart Auditorium, Mary Job, Director

Broadway Beat 2013 Dart Auditorium, Vickie Diebold, Director

The Laramie Project: Ten Years Later 2013 Dart Auditorium, Chad Badgero, Director
The Odyssey, 2013 LCC Outdoor Ampitheatre, Deborah Keller, Director
The Graduate, 2013 Dart Auditorium, John Lepard, Director
Kings And Queens, 2014 Dart Auditorium, Vickie Diebold, Director
Fools, 2014 LCC Outdoor Ampitheatre, Mary Matzke, Director
A Room With A View, 2014 Dart Auditorium, John Lepard, Director
Global Get Down, 2015 Dart Auditorium, Vickie Diebold, Director
The Colleen Bawn, 2015 Dart Auditorium, Andy Callis, Director
Three Penny Opera, 2016 Dart Auditorium, Connie Osterle, Director
Front Page News, 2016 Dart Auditorium, Vickie Diebold, Director
Legends and Heroes, 2017 Dart Auditorium, Vickie Diebold, Director
Painted Ladies, 2018 Dart Auditorium, Vickie Diebold, Director
Back To Our Roots, 2019 Dart Auditorium, Vickie Diebold, Director
Dancing Through Life, 2020 Dart Auditorium, Vickie Diebold, Director

Happendance

Rise: The Up Side of Down 2008 Dart Auditorium, Missy Bischoff, Director
Community Dance Project 2008, Missy Bischoff and Matt Bebermeyer, Directors
Dynamic! Lansing at 150 2009 Dart Auditorium, Missy Lilje and Matt Bebermeyer, Directors
Community Dance Project 2009, Missy Lilje and Matt Bebermeyer, Directors
The Body 2010 Hannah Community Center, Missy Lilje and Matt Bebermeyer, Directors
Happendance Spring Concert 2010 Williamston High School, Diane Newman, Director
Community Dance Project 2010, Missy Lilje and Matt Bebermeyer, Directors
Happendance 2 and Friends 2011 Holt High School Theatre, Missy Lilje, Director
Connect 2011 Hannah Community Center, Missy Lilje and Matt Bebermeyer, Directors
Happendance Spring Concert 2011 Holt Middle School Theatre, Diane Newman, Artistic Director
Community Dance Project 2011, Missy Lilje, Artistic Director
Happendance 2 and Friends 2012 Holt High School Theatre, Missy Lilje, Artistic Director
Happendance Exposed 2012 Hannah Community Center, Missy Lilje, Artistic Director
Happendance Spring Concert 2012 Holt Middle School Theatre, Diane Newman, Artistic Director
Community Dance Project 2012, Dart Auditorium and Community Venues, Missy Lilje, Artistic Director
Happendance 2 In Concert 2013 Holt High School Theatre, Missy Lilje, Artistic Director
This Is Happendance 2013 Dart Auditorium, Missy Lilje, Artistic Director
Happendance Spring Concert 2013 Holt Middle School Theatre, Diane Newman, Artistic Director
Community Dance Project 2013 Dart Auditorium and Community Venues, Missy Lilje, Artistic Director
Happendance 2 Collected Works 2014, Holt High School Theatre, Lisa Whiting Dobson, Artistic Director
Happendance Spring Concert 2014 Holt Middle School Theatre, Diane Newman, Artistic Director
Happendance 2 Our Turn 2014, Holt Middle School Theatre, Lisa Whiting Dobson, Artistic Director
DANCE Lansing Community Dance Project 2014 Dart Auditorium and Community Venues,
Lisa Whiting Dobson, Artistic Director
Indian Summer 2014 Riverview Theatre, Patricia Villanueva, Artistic Director
Happendance Party On The Eastside 2015, Allen Market Place, Patricia Villanueva, Artistic Director
Happendance 2 Collected Works 2015, Holt High School Theatre, Lisa Whiting Dobson, Artistic Director
Happendance Spring Concert 2015 Holt Middle School Theatre, Diane Newman, Artistic Director
Happendance 2 Our Turn 2015, Holt Middle School Theatre, Lisa Whiting Dobson, Artistic Director
DANCE Lansing Community Dance Project 2015 Dart Auditorium and Community Venues,
Lisa Whiting Dobson, Artistic Director
Something Old, Something New 2015, Dart Auditorium, Patricia Villanueva, Artistic Director
Places 2016, Allen Market Place, Patricia Villanueva, Artistic Director

Happendance Impulse Collected Works 2016, Holt Middle School Theatre, Lisa Whiting Dobson, Artistic Director
Happendance Spring Concert 2016 Holt Middle School Theatre, Patricia Villanueva, Artistic Director
Happendance Impulse Our Turn 2016, Holt Middle School Theatre, Lisa Whiting Dobson, Artistic Director
Happendance Impulse The Snow Queen 2017, Holt Middle School Theatre, Patricia Villanueva, Artistic Director
Happendance Impulse Feet On Fire 2017, Dart Auditorium, Lisa Whiting Dobson, Artistic Director
Happendance Impulse Collected Works 2017, Dart Auditorium, Lisa Whiting Dobson, Artistic Director
Happendance Spring Concert 2017 Holt Middle School Theatre, Patricia Villanueva, Artistic Director
Happendance Impulse Our Turn 2017, Holt Middle School Theatre, Lisa Whiting Dobson, Artistic Director
Happendance Impulse Harmony Glitter's Gift 2017, Holt Middle School Theatre, Patricia Villanueva, Artistic Director
Happendance Impulse Feet On Fire 2018, Dart Auditorium, Lisa Whiting Dobson, Artistic Director
Happendance Impulse Collected Works 2018, Dart Auditorium, Lisa Whiting Dobson, Artistic Director
Happendance Spring Concert 2018 Holt Middle School Theatre, Patricia Villanueva, Artistic Director
Happendance Impulse Our Turn 2018, Holt Middle School Theatre, Lisa Whiting Dobson, Artistic Director
Happendance Impulse The Enchanted Woods 2018, Holt Middle School Theatre, Patricia Villanueva, Artistic Director
Happendance Impulse Feet On Fire 2019, Dart Auditorium, Lisa Whiting Dobson, Artistic Director
Happendance Impulse Collected Works 2019, Dart Auditorium, Lisa Whiting Dobson, Artistic Director
Happendance Spring Concert 2019 Holt Middle School Theatre, Patricia Villanueva, Artistic Director
Happendance Impulse Our Turn 2019, Holt Middle School Theatre, Lisa Whiting Dobson, Artistic Director

Technical Director Summer 2013 to 2019.

Christmas Cabaret 2012
Greg Ganakas, Director

Wharton Center

Greater Lansing Ballet Company
Barbara Banasikowski Smith, Artistic Director

The Nutcracker Ballet 2009 Michigan State University Fairchild Theater
The Nutcracker Ballet 2010 Michigan State University Fairchild Theater

Jim McEwan, Artistic Director

The Nutcracker Ballet 2011 Pattengill Academy

Lansing Chamber Dance
Brigitt Boucha, Artistic Director

Chamber Dance 2010 Dart Auditorium

Lisa Lorraine Whiting Dobson
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Riverwalk Theatre

Enchanted April 2010, Mary Job, Director

The Dead 2009, Mary Job, Director

**ADDITIONAL MEDIA PRODUCTION
EXPERIENCE**

PRODUCER/DIRECTOR

WKAR-TV, Michigan State University, East Lansing, Michigan. October 1987 to June 1998.

Duties include:

- * **Producer/Director/Editor of Michigan At Risk**, a documentary series developed by Michigan Public Broadcasting and simulcast on WKAR-TV, East Lansing, WTVS-TV, Detroit, WFUM-TV, Flint, WGVU-TV, Grand Rapids, WNMU-TV, Marquette, WUCM-TV, University Center and WCMU-TV, Mt. Pleasant.

Programs produced in the **Michigan At Risk** series:

1989

Teenagers, Babies and Abortion
Failing Students, Failing Schools
The Violent Teenager

1990

The Jailing of Michigan
Detroit
Is Lansing For Sale?
The Not-So-Great Lakes
The Crisis In Health Care
The Threat from Japan
The Shameless Campaign
The Battle for the U.P.
The Senator and the S & L's

1991

The Engler Revolution
The War on the Poor
Young, Black and Male
AIDS
Who Needs The Arts?
Trouble in Paradise
The Betrayal of the Great Lakes
Hate Crimes

1992

The Engler Report Card
Vision or Nightmare?
Whatever Happened to the Democrats?
Laid Off
The Governors
The DNR
Michigan's Choice
Going West

1993

Selling Off the State
The Secret Government
Shift or Shaft?
Lansing's Gamble With Our Schools, Part I
Lansing's Gamble With Our Schools, Part II

1994

The Engler Report Card II
Higher Education
Talking Heads: Why Media Ignore State Government
State Parks in Crisis

1995

Who Owns the Children?: Child Abuse and Neglect
Who Owns the Children?: Families First and Foster Care
Who Owns the Children?: A Permanent Solution
By the Content of Their Character - The Debate on Affirmative Action

1996

Earth Day Every Day?
Government as the Enemy
Prisons: The Price of Punishment
School Choice - The Problem or the Solution?

1997

Life and Death With Dignity
Friend of the Court - Enemy of the Family?
Politics and Potholes
Risky Behavior - The State of Michigan's Health

1998

Term Limits: The Grand Experiment
Cashing In on Casino Gambling

AWARDS RECEIVED FOR MICHIGAN AT RISK

The **Michigan At Risk** series received a 1990 P.A.C.E. maker Award of Achievement for Public Information.

The Violent Teenager was nominated for a 1990 Michigan Emmy in the Public Affairs Category.

The Not-So-Great Lakes received a 1991 Women in Communications, Inc. Clarion Award for Best Local Television Documentary, a 1991 CEN Program Award for Special Achievement in Environmental Programming and a 1990 Detroit Press Club Second Place Award, Television Documentary Division. The program further received a 1991 Michigan Emmy nomination in the Documentary category.

The Executive Producer of **Michigan At Risk**, Donovan Reynolds, won the Michigan Sierra Club 1990 Environmental Journalism Award and the Michigan Audubon Society 1990 Public Media Award for **The Not-So-Great Lakes**.

Michigan At Risk received two 1991 Michigan UPI Awards. Best Television Documentary was awarded to **The Shameless Campaign** and Second Place for Investigative Reporting to **The Not-So-Great Lakes**.

Who Needs the Arts? was nominated for a 1992 Michigan Emmy in the Cultural Affairs and Program Editing categories. **Hate Crimes** was nominated in the Documentary category.

The War on the Poor was the co-winner in the Best Television category of the 1991 World Hunger Media Awards. The co-winner was Peter Jennings/ABC News.

Michigan At Risk: AIDS won a Bronze Plaque in the Health and Medicine Division of the 1992 Columbus International Film and Video Festival. **The Not-So-Great Lakes** received an honorable mention in the Natural Sciences Division.

Michigan At Risk: AIDS received an award of Distinguished Achievement for News in the 1992/93 Broadcast Education Association Juried Faculty Production Competition.

Vision or Nightmare? won a 1993 Merit Award in the Michigan Association of Broadcasters Excellence in News Awards competition.

Michigan Emmy nominations for 1993 were received for **The Engler Report Card** in the Public Affairs Division and **Laid Off** in the Documentary Division. **The Engler Report Card** also received a Detroit Press Club Third Place award in the Television Documentary category.

Lansing's Gamble With Our Schools, Part II received an Award of Excellence in the Public Affairs, Documentary, Interview category of the 1994 Women in Communication, Inc. Sho-Me Awards.

The Secret Government received the Award of Merit in the Public Affairs, Documentary, Interview category of the 1994 Women in Communication, Inc. Sho-Me Awards.

Lansing's Gamble With Our Schools, Part I received a 1994 Michigan Emmy nomination in the Interview Discussion category.

Talking Heads: Why Media Ignore State Government received a 1995 Michigan Emmy Nomination in the Public Affairs category and was awarded a 1995 Women in Communication, Inc. Sho-Me Awards Award of Excellence in the Public Affairs, Documentary, Interview category.

The **Who Owns the Children?** series won the 1996 Words That Care Award from the Michigan Federation of Child and Family Agencies.

Earth Day Every Day? won a Ben East Award for Environmental Journalism.

Friend of the Court - Enemy of the Family? won a Honorable Mention for the Michigan Federation of Private Child and Family Agencies.

Life and Death with Dignity won a Merit Award in the Documentary category in the 1998 Michigan Association of Broadcasters Excellence in News Awards competition.

* **Producer and/or Director** of programs for broadcast on WKAR-TV

Lansing Celebrates The Holidays	Producer/Director/Editor
The Weaving of Tradition: Folkarts in Michigan	Producer/Director/Editor
Childcare Mid-Michigan	Director
P.A.C.E. maker Award of Excellence 1990	
Michigan Outdoors (6 programs)	Director
The MSU Symphony (2 programs)	Director
Barry Shapiro/Dai Uk Lee In Concert (2 programs)	Director
Joel Mabus In Concert (3 programs)	Director
Pledge Drives/Festival	Director
Auction	Director
Effective TV Viewing PSAs	Director
League of Women Voters PSAs	Director
The Olympics: A Michigan Perspective	Director
Jean Yves Thibaudet In Concert:	Director
Music of Ravel and Rachmaninov	
Music of Liszt and Debussy	
Music of Debussy	
Accepted for international distribution by Public Television International	
Ralph Votapek In Concert:	Director
Music of Brahms	
Music of Ginastera and Gershwin	
Straight Talk On Aids	Producer/Director
Michigan Public Broadcasting Focus Award 1989	
Arts Spectrum/Daniel Heifitz Segment (WTVS Detroit)	Director/Editor
The Verdehr Trio: The Making of a Medium:	Director
The Music of Alan Hovhaness	
The Music of Karel Husa	
Nominated for a 1992 Michigan Emmy in Cultural Affairs	
Broadcast worldwide via Worldnet	
Michigan Skyline	Segment Producer/Director/Editor
Segments included:	
Becky's Story (Hospice of Lansing)	
Homelessness	

Lisa Lorraine Whiting Dobson
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**Ortheia Barnes
Happendance
Dance Therapy in Jackson Prison**

Michigan Festival 1989/Folkarts Segment	Producer/Director/Editor
Off The Record	Director
DiBiaggio: A Retrospective	Director
State of the University (1992 - 1994)	Director
State of the State 1993	Director
Gil Shaham In Concert	Director

Awarded a 1994 Michigan Emmy

PRODUCER/DIRECTOR

Disability This Ability, produced for the Beacon Center Michigan State University. Video educating college recruiters, admissions personnel, and employers about the strengths of various disabilities in scientific fields. 2014.

PRODUCER/DIRECTOR

Toil, Trouble and Triumph: The Legacy of Michigan Labor Lawyers, produced for the State Bar of Michigan Labor Law Division. Video highlighting the contributions of Michigan Lawyers to national labor law. 2005.

PRODUCER/DIRECTOR

A Walk Through Time at the Michigan Historical Center, produced for Candice S. Miller, Michigan Secretary of State, and aired on Michigan Public Television stations. A television documentary exploring Michigan History through the Michigan Historical Center. 2002.

PRODUCER/DIRECTOR

Keweenaw Copper: A Michigan Story, produced for Candice S. Miller, Michigan Secretary of State, and aired on Michigan Public Television stations. A television documentary tracing the history of the Michigan copper mining industry. 2001.
Telly Award Winner

PRODUCER/DIRECTOR

The Best Years of Your Life, produced for Security on Campus and Michigan State University Department of Public Safety. Video discouraging college students from binge drinking. Distributed nationwide. 2001.
Videographer and Axiem Award Winner

CASMedia DIRECTOR/TELSTATE DIRECTOR

College of Communication Arts and Sciences, Michigan State University

CASMedia's, formerly Telstate's, primary mission is to provide affordable media production services utilizing graduate and advanced student labor for non-profit clients. Director's responsibilities include re-design of organizational structure, project acquisition, marketing, budgeting, hiring, training, and quality control. The Director serves as Executive Producer of all CASMedia projects, and Producer/Director on professional level projects.

Complete list of productions and awards available upon request.

PRODUCER/DIRECTOR

Requiem, WSYM-TV Channel 47 (local FOX affiliate), Lansing, Michigan. One half hour Okemos and Grand Ledge High School choral performance. 2001.

PRODUCER/DIRECTOR

Lansing Concert Band, WSYM-TV Channel 47 (local FOX affiliate), Lansing, Michigan. One half hour community concert performance. 2000.

PRODUCER/DIRECTOR

Consumer's Auto Mart, WSYM-TV Channel 47 (local FOX affiliate), Lansing, Michigan. Thirty second commercial. 1999.

CO-PRODUCER/DIRECTOR

The Creation, WLNS-TV Channel 6 (local CBS affiliate), Lansing, Michigan. One hour tape delay community concert performance. Aired Easter Sunday, 1993.

DIRECTOR/VIDEO CONSULTANT

Nursing: There's No Limit to the Possibilities, Michigan Nursing Career Center, Livonia, Michigan. January to April 1992. Eight-minute video promoting nursing careers to middle school students. Distributed to schools throughout Michigan.

PRODUCTION ASSOCIATE

Unsolved Mysteries, Cosgrove-Meurer Productions, Burbank, California. July through August, 1989. Duties included:

- * Art Director/Associate Producer, Howard Drummond Segment
- * Production Assistant, Ypsilanti Murder Segment

EXECUTIVE PRODUCER/PRODUCTION MANAGER

R. W. Beck and Associates, Seattle, Washington. Subcontractor. September 1987 to March 1989. Development of portion of solid waste management curriculum for the Michigan Department of Natural Resources to distribute to schools statewide. Duties included:

- * Complete responsibility for \$40,000 portion of contract
- * Executive Producer/Production Manager for five instructional videotapes
- * Management of production company in a subcontractor role

STUDENT ASSISTANT IV

Telecommunications Division, Office of Management and Information Systems, Department of Management and Budget, State of Michigan. July 1985 to October 1987. Duties included:

- * Development of **Telephone Procedures and Etiquette**, a seminar to instruct state employees in basic telephone etiquette.
- * Instructor of **Telephone Procedures and Etiquette**. Over 150 seminars conducted for over 2,000 state employees.
- * Development of **Telephone Procedures and Etiquette Handbook**.
- * Gathering and analysis of input data for the installation of System 85 completed May 1986.
- * Producer/Director/Editor of **Dispatchers: Are You Ready?**, a training videotape for the Michigan State Police. Tape is used for emergency dispatcher training statewide.
- * Director/Editor of **Michigan Environmental Youth Awards**, a promotional video for the Michigan Department of Natural Resources.

PRODUCER/DIRECTOR

Small Fruits Pruning Series, Cooperative Extension Service and Department of Horticulture, Michigan State University, East Lansing, Michigan. September 1985 to May 1986.
Producer/Director/Editor of a three program series on pruning small fruit trees, bushes, and vines.

PRODUCER/DIRECTOR

Buy Recycled Products, Public Sector Consultants, Lansing, Michigan. April to August 1987. Audio and video PSAs aired on Michigan stations.

PRODUCER/DIRECTOR

Don't Throw Away a Good Thing... Recycle Michigan!, Holt and Ross, Inc. of Clark, New Jersey for Michigan Department of Natural Resources. November 1986 to July 1987. Thirty minute interview program discussing recycling and related audio and video PSAs to be aired on Michigan stations.

DIRECTOR/VIDEO CONSULTANT

Michigan Journal, Michigan Republican State Committee, Lansing, Michigan. May 1986 to December 1986.
Pilot project of the Republican National Committee, Washington, D.C., to determine feasibility of using public access to disseminate information to constituents statewide.

PRODUCTION MANAGER

Soaps, Lucy, The Hill and You, Paula Blanchard, Producer. April to June 1986. Thirty minute documentary aired on Arts and Entertainment Network, June 1986.

PRODUCER/CO-DIRECTOR

MSU Symphony In Concert. Independent five camera remote production taped December 1985. Sixty minute program aired on WKAR-TV, Channel 23, East Lansing, Michigan, November 1986.

PRODUCER/CO-DIRECTOR

MSU Symphony Celebrates Christmas. Independent five camera remote production taped December 1985. Thirty minute program aired on WILX-TV, Channel 10 (local NBC affiliate), Jackson, Michigan, December 1986, and December 1987.

TECHNICAL DIRECTOR, CAMERA OPERATOR, CHARACTER GENERATOR OPERATOR

Various freelance productions. 1984 to 1987.

**ADDITIONAL INSTRUCTION
EXPERIENCE**

INSTRUCTOR

Greater Lansing Academy Of Dance Lansing, Michigan. 2017 to 2018

* Video Production and Choreography For Dancers

INSTRUCTOR

Fusion Dance Center, Lansing, Michigan. 2013 to 2015

* Classical Ballet and Pointe, Contemporary Ballet, and Lyrical Dance

DANCE INSTRUCTOR

Class Act Studio Of Dance, Okemos, Michigan. 2010 to 2013. Duties included:

- * Classical Ballet and Pointe, Contemporary Ballet, and Lyrical Dance

DANCE INSTRUCTOR

Synergy Dance Academy, Holt, Michigan. 2002 to 2010. Duties included:

- * Classical and Lyrical Ballet Instructor Beginning to Advanced, Youth Through Adult
- * Touring Company Co-Director

INSTRUCTOR

TC 302 Basic Video Production, Michigan State University, Department of Telecommunication, East Lansing, Michigan. Fall Term 1986, Spring Term 1987, and Fall Term 1987. Duties included:

- * Instruction of 120 undergraduate students
- * Supervision of 10 graduate teaching assistants
- * Supervision of 15 studio assistants

LABORATORY INSTRUCTOR

TC 302 Basic Video Production, Department of Telecommunication, Michigan State University. September 1984 to August 1986. Duties included:

- * Complete responsibility for in-studio instruction of video production techniques
- * Grading of student projects and examinations

SENIOR TEACHING ASSISTANT/STUDIO ASSISTANT SUPERVISOR

Video Production Studios, Department of Telecommunication, Michigan State University. September 1985 to August 1986. Duties included:

- * Administrative Assistant to the Department Video Specialist
- * Assist supervision of 10 graduate teaching assistants
- * Assist supervision of 15 video studio assistants
- * Organization of studio access procedures
- * Lecture assistant delivering selected lectures to 132 students

TEACHING ASSISTANT

TC 361 Television Directing, Department of Telecommunication, Michigan State University. Fall Term 1984, Summer Term 1985 and Summer Term 1986. Duties included:

- * Assisting in design of course structure
- * Assisting in design of course projects
- * Assisting students in equipment use and projects
- * Delivering selected lectures

TC 351/451 TV Studio Production/Advanced Television Directing, Department of Telecommunication, Michigan State University. Fall Term 1985 and Spring Term 1986. Duties included:

- * Assisting in design of course structure
- * Assisting in design of course projects
- * Assisting students in equipment use and projects

- * Delivering selected lectures

CAS 492 Remote Video Production, Department of Telecommunication, Michigan State University. Spring Term 1986. Delivered selected lectures.

DANCE INSTRUCTOR

Nancie Bauer Dance Studio, Holt, Michigan. September 1984 to June 1996. Instruct classes in beginning through advanced level ballet.

DANCE INSTRUCTOR

Terry M. Worrall's Dance World. East Lansing, Michigan. January 1994 to April 1995. Instruct classes in Ballet for adults and stretching.

Employment history from 1975 to 1983 is available upon request.

**ADDITIONAL ARTS MANAGEMENT
EXPERIENCE**

HAPPENDANCE, September 2010 to August 2019.

BRAND, COMMUNICATION, AND MARKETING MANAGER

- Responsible for reinventing the organization brand, and all written publications, social media strategy, and video communication from draft to completion.

ARTISTIC DIRECTOR 2013 to 2019.

ASSISTANT DIRECTOR/COMPANY MANAGER 2010 to 2013.

HAPPENDANCE IMPULSE

- Happendance Impulse is a pre-professional and pre-collegiate contemporary dance company with a focus on providing opportunities for its members to explore the world of professional dance. Happendance Impulse dancers, ages 5 to 18, gain experience in choreography and concert production, and perform pieces choreographed by a wide diversity of Mid-Michigan and nationally recognized choreographers. Performances are frequent throughout the year and dancers perform with Happendance Velocity! Concert Dance, Mid-Michigan's only professional dance company, and Greater Lansing Ballet Company annually. Through Happendance Impulse, members are challenged to develop their creativity, character development, and technique, better preparing them for a future in professional dance.

ARTISTIC DIRECTOR 2013 to 2019.

ASSISTANT DIRECTOR 2012-2013

DANCE LANSING COMMUNITY DANCE PROJECT

- DANCE Lansing Community Dance Project is a collaborative project of partners Happendance and Lansing Community College, and Associates Everett High School Dance Program, Greater Lansing Academy of Dance, Greater Lansing Ballet Company, MICA Gallery, Michigan State University Department of Theatre, and MSU Orchesis designed to increase accessibility of modern and contemporary dance education and performance. Each year professional and emerging choreographers and dancers create original dance performances performed at community venues. Emerging artists are

mentored by seasoned artists, and attend workshops including choreography, dance technique, and technical design, and well as participate in dance residencies. DANCE Lansing Community Dance Project also partners with MICA Gallery in Old Town Lansing to present monthly community concerts.

AWARDS

- 2000 Telly Award, Documentary Broadcast Category, **Keweenaw Copper: A Michigan Story**
- 2000 Telly Award, Religious Education Category, **Outreach Mass**
- 2000 Videographers Award of Distinction, Health Communication Category, **The Best Years of Your Life**
- 2000 Axiem Award, Health Communication Category, **The Best Years of Your Life**
- 2000 Videographers Award of Distinction, Religious Education Category, **Teen Catechism**
- 2000 Videographers Award Honorable Mention, Religious Service Category, **Outreach Mass**
- 1999 Videographers Award of Distinction, Religious Service Category, **Outreach Mass**
- 1998 Michigan Association of Broadcasters Excellence in News Awards
Merit Award, Documentary Category **Michigan At Risk: Life and Death with Dignity**
- 1998 Honorable Mention from the Michigan Federation of Private Child and Family Agencies for **Michigan At Risk: Friend of the Court, Enemy of the Family?**
- 1996 Words That Care Award
Michigan Federation of Child and Family Agencies for **Michigan At Risk: Who Owns the Children?**
series
- 1995 Michigan Emmy Nomination
Public Affairs Category: **Michigan At Risk: Talking Heads Why Media Ignore State Government**
- Women in Communication, Inc. 1995 Sho-Me Awards, Award of Excellence
Public Affairs Category: **Michigan At Risk: Talking Heads Why Media Ignore State Government**
- 1995 Bronze Telly Award
Department of Telecommunication Promotional Video
- Women in Communication, Inc. 1994 Sho-Me Awards, Award of Excellence
Public Affairs, Documentary, Interview Category: **Michigan At Risk: Lansing's Gamble with our Schools, Part II**
- Award of Merit
Public Affairs, Documentary, Interview Category: **Michigan At Risk: The Secret Government**

Lisa Lorraine Whiting Dobson
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1994 Michigan Emmy Nomination

Interview Discussion Category

Michigan At Risk: Lansing's Gamble With our Schools, Part I

1993 Michigan Emmy Nominations

Documentary Category: **Michigan At Risk: Laid Off**

Public Affairs Category: **Michigan At Risk: The Engler Report Card**

1993 Merit Award, Michigan Association of Broadcasters Excellence in News Awards for **Michigan At Risk: Vision or Nightmare?**

Broadcast Education Association Juried Faculty Competition, 1992/1993 Distinguished Achievement Award in News for **Michigan At Risk: AIDS**

Detroit Press Club Third Place award in the Television Documentary division was awarded to **Michigan At Risk: The Engler Report Card**

Who's Who of American Women 1993/1994 and 1994/1995

Who's Who of Emerging Leaders in America 1993/1994

Who's Who Worldwide Lifetime 1993/1994

1992 Michigan Emmy Nominations

Documentary Category: **Michigan At Risk: Hate Crimes**

Cultural Affairs Category: **Michigan At Risk: Who Needs the Arts?**

The Verdehr Trio: The Making of a Medium

Program Editing Category: **Michigan At Risk: Who Needs the Arts?**

Scholarship Input 92, Maryland Public Television

Winner Bronze Plaque in the 1992 Columbus International Film and Video Festival for **Michigan At Risk: AIDS**. Honorable mention for **The Not-So-Great Lakes** in the Natural Sciences Division

Co-winner Best Television in the 1991 World Hunger Media Awards. **Michigan At Risk: The War on the Poor**

1991 Women in Communications, Inc. Clarion Award, Best Local Television Documentary for **Michigan At Risk: The Not-So-Great Lakes**

1991 Michigan UPI Awards

Best Documentary: **Michigan At Risk: The Shameless Campaign**

Second Place Investigative Reporting: **Michigan At Risk: The Not-So-Great Lakes**

1991 CEN Program Award Of Special Achievement in Environmental Programming for **Michigan At Risk: The Not-So-Great Lakes**

1991 Michigan Emmy Nominations

Public Affairs Category: **Michigan at Risk** series

Documentary Category: **Michigan At Risk: The Not-So-Great Lakes**

Lisa Lorraine Whiting Dobson
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1990 Detroit Press Club Award, 2nd Place Television Documentary Division for **Michigan At Risk: The Not-So-Great Lakes**

1990 Michigan Emmy Nomination
Public Affairs Category: **Michigan At Risk: The Violent Teenager**

P.A.C.E. MAKER AWARD OF ACCOMPLISHMENT, **Michigan At Risk**, 1990

P.A.C.E. MAKER AWARD OF EXCELLENCE, **Childcare Mid-Michigan**, 1988

OUTSTANDING YOUNG WOMEN IN AMERICA, 1987

EXCELLENCE IN TEACHING NOMINATION

Michigan State University, East Lansing, Michigan. 1986 academic year. Nominated for a university-wide award.

WHO'S WHO IN AMERICAN WOMEN

WHO'S WHO IN AMERICAN HIGH SCHOOL STUDENTS 1977

VOLUNTEER ORGANIZATIONS/COMMITTEES

SAINT THOMAS AQUINAS CHURCH, 2015 to present, Art and Environment Committee Chair, Votive Candle Manager, Holy Water Manager

CHILDREN'S BALLET THEATRE OF MICHIGAN, Board of Directors President, President Elect, Acting Executive Director, Conduct Policy Committee Chair, Scheduling and Coordination Committee Chair, Production Committee Assistant Chair and Stage Manager, Summer Company Chair. 2001 to 2010. Board of Directors 2019 to present

WHARTON CENTER INNER CIRCLE, Board Member, Newsletter Committee, 2019 to present

OLD TOWN JAZZ FEST, Dance Chair, 2019 to present

OLD TOWN BLUES FEST, Dance Chair, 2019 to present

TURNER DODGE HOUSE FAIRY FEST Committee Member, 2019 to present

JUNIOR LEAGUE OF LANSING, 1988 to present. Done in a Day Chair, Education Vice President, Nominating/Placement Chair, Sustainer, Finance Vice President, Diversity, Equity, and Inclusion Committee

JUST FAITH PROGRAM FACILIATOR 2020 to present

UNIVERSITY LUTHERAN CHURCH LIVESTREAMING AND VIDEO COMMITTEE 2021 to present

MICA GALLERY DANCE COORDINATOR 2021 to present

NATIONAL DANCE EDUCATION ORGANIZATION 2021 Justice, Equity, Diversity, and Inclusion Committee

Lisa Lorraine Whiting Dobson
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HAPPENDANCE, Board of Directors, 1991 to 1996, 1999 to 2000 and 2013 to 2019. Marketing Committee Chair, Nominations Committee Chair, Board President

ESTEEM MENTOR, Catholic Community of East Lansing. 2012 to 2014

MICHIGAN YOUTH ARTS ASSOCIATION, Board of Directors Member Dance Division. 2007 to 2011

MICHIGAN DANCE COUNCIL, Board of Directors Secretary, Michigan Youth Arts Committee Chair. 2006 to 2017

ADVENT HOUSE, Office Volunteer, 2002 to 2005

LANSING PUBLIC SCHOOLS CABLE TELEVISION WORK GROUP, 2001

ST. MARTHA'S CATHOLIC CHURCH RELIGIOUS EDUCATION, Catechist, 1999 to 2000

CENTRAL ELEMENTARY SCHOOL, Classroom and PTO Volunteer, 1997 to 2002

CHIPPEWA MIDDLE SCHOOL, Library and Committee Volunteer, 1997 to 2006

OKEMOS HIGH SCHOOL, High School Brick Sales Chair, Parent Volunteer, 1998 to 2010

NATIONAL ACADEMY OF TELEVISION ARTS AND SCIENCES, MICHIGAN CHAPTER, Member Board of Directors 1993 to 1996, Member 1992 to 1997

WOMEN IN COMMUNICATION, member, 1987 to 1994. Independent Member Liaison, Great Lakes Region, 1993

DEPARTMENT OF TELECOMMUNICATION, Scholarship Committee, 1993 to 1995, Chair 1998, 1999 to 2000

EAST LANSING FOOD CO-OP Board of Directors, Secretary/Chairperson Executive Committee, 1992

DEPARTMENT OF TELECOMMUNICATION, Alumni Relations Committee, 1990 to 1991

DEPARTMENT OF TELECOMMUNICATION, Internship Committee, 1990 to 1991

COLLEGE OF COMMUNICATION ARTS, Bias Free Communication Committee, 1989 to 1992

MICHIGAN DANCE ASSOCIATION, Secretary/Board of Directors, Public Relations Committee Chairperson, Long Term Planning Committee, Executive Committee, 1988 to 1991

LANSING JAYCEES, 1990 to 2005

CO-CHAIRPERSON, WORKSHOP COMMITTEE, Fifth International Conference on Television Drama, Michigan State University, September 1985 to May 1986

PRESENTATIONS/GUEST LECTURES

GUEST LECTURE, MSU Department of Telecommunication/Bella Mody, Spring 1997

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GUEST LECTURE, MSU Department of Advertising/Ned Hubbell, Spring 1995

GUEST LECTURE, MSU Department of Communication/Kim Witte, Spring 1995

PRODUCER'S SHOW AND TELL, Michigan Public Broadcasting Summer Meeting, 1991

PRODUCER'S SHOW AND TELL, Michigan Public Broadcasting Summer Meeting, 1990

COMMUNICATION SKILLS, Social Services Conference, Flint, Michigan, 1986

TELEPHONE SKILLS, Michigan State Police Dispatcher Training Seminars, 1986 through 1987

PUBLICATIONS

MICHIGAN AT RISK By Donovan Reynolds A Michigan Public TV Production Produced by Lisa Lorraine Whiting. Published by Altwerger & Mandel Publishing Co., Inc.

TELEPHONE PROCEDURES AND ETIQUETTE HANDBOOK, State of Michigan Department of Management and Budget Publication.

JUDGE

PTA REFLECTIONS DANCE DIVISION JUDGE, 2016 to present

NATIONAL DANCE EDUCATION ORGANIZATION Scholarship Adjudicator 2020, 2021, Conference Workshop Selection Committee 2021

EAST LANSING FILM FESTIVAL, Selection Committee Member, 48/5 Judge 2007-2015

Greek Week Dance Competition Judge. 2006

CASE Awards Judge. 1995

Regional EMMY Awards Judge and Judging Panel Coordinator. 1994, 1995

New York Film and Video Festival Judging Panel Coordinator. 1993, 1994

Meridian Township Cable Awards Judge. 1992

Arts Foundation of Michigan - Media Division Grants Panel, 1992

THESIS COMMITTEE MEMBER

Michael Stephen Hormuth
Keeper of the Snakes 2002

Hoon Chan Sim
Invisible Soldiers: The Unheard Voices of Korean Vietnam War Agent Orange Victims 2001

Yu Ying Wu

Against All Odds: The Bittersweet Youth 2001

Robert Lewis

The Market for "Info-Log Services": A Technological Convergence of Catalogs, Video and Information Telecommunication Services 1999

Matthew Alan Schuster

Together In Dance: Aesthetic Design, Evaluation and Reworking of a Documentary Video 1999

Nudee Sermsrisuwan

The Dog, The Best Helper 1999

Yi-Wen Hsu

Variations of Life: Mental Retardation 1998

Tsui-Chaun Lin

Beyond the Ritual: Mystical Religious Areas in Taiwan 1997

Varoonvarn Svangsopakul

The Dancing Colors: The Anishnabek's Powwow Regalia 1997

Traci Runata Robinson

Women in Television Production in South Central Michigan: The Continuous Struggle 1997

Yi-Le Sung

The Story of Old Stones 1996

Michael Caruso

Making the How-To Video: A Guide for the Novice 1996

Hsueh-jen Hsiung

Strangers to Ourselves 1996

Kelly Grieve

Using Drama in Instructional Video: Is It Effective? 1994



To: Board Members
From: Ronald J. Styka, Township Supervisor
Date: January 20, 2022
Re: Board of Review Appointments

The Board of Review currently has one full time vacancy with a term ending 12/31/2022 and one alternate vacancy with a term ending 12/31/2022.

Due to the resignation of Diane Federau, I am recommending Michael L. Nussdorfer to serve the remaining term expiring on 12/31/2022.

Due to the resignation of alternate Martha Bashore, I am recommending Christopher Silker to serve the remaining term expiring on 12/31/2022.

The following motion is proposed for Board consideration:

MOVE TO APPROVE THE APPOINTMENT OF MICHAEL NUSSDORFER TO THE BOARD OF REVIEW FOR A TERM ENDING 12/31/2022.

MOVE TO APPROVE THE APPOINTMENT OF CHRISTOPHER SILKER TO THE BOARD OF REVIEW, AS AN ALTERNATE, FOR A TERM ENDING 12/31/2022.

Attachment:

1. Public Service Applications

Submitter DB ID 13206
IP Address 68.37.116.232
Submission Recorded On 03/04/2021 9:49 PM
Time to Take the Survey 41 minutes, 50 secs.

Page 1



Public Service Application Form

I am interested in service on one or more of the following public bodies as checked below:

***Special conditions restrict eligibility for appointment**

1.

Assessing Board of Review*

Building and/or Fire Board of Appeals and Hearing Officer

Capital Area Transportation Authority - CATA

Community Resources Commission

East Lansing-Meridian Water & Sewer Authority

Economic Development Corporation

Elected Officials Compensation Commission*

Lake Lansing Watershed Advisory Committee*

Land Preservation Advisory Board

Park Commission (Elected/Appointed)

Pension Trustees

Planning Commission

Township Board (Elected/Appointed)

Transportation Commission*

Zoning Board of Appeals

2. Occupation:

Retired President/Owner

3. Indicate areas not included above which may warrant special attention or study that are of interest to you:

I ran a \$56 Million dollar Wholesale distributor so Procurement is always an interest. I am very much interested in the Natural resources IE parks and trails Meridian has to offer

4. Describe education, experience or training which will assist you if appointed:

I am a graduate of Lansing Public Schools, received my Undergraduate degree in Economics from the University of Michigan in 1990, received an MBA of Finance from University of Michigan-Flint in 2000. I bought a wholesale distribution business in 2005 and oversaw every aspect of the business, AP/AR Human Resources, purchasing, Distribution. Sales, Fleet Maintenance, Marketing, IT. We had over 105 employees and grew the business from 25 Million to over \$55 million before selling in 2017 and finishing contract in 2020.

5. Contact Information:

Name: Michael

Occupation: Retired ex president/Owner

Place of Employment: Not answered

Home Address: 3818 Crooked Creek Dr

Phone (days): 5172042330

Phone (evenings): 5172042330

Date: 03/04/2021

Email: nussdorfer@comcast.net

6. Attach Resume

Resume is attached [Michael Nussdorfer Resume.PDF](#)

7. Attach Cover Letter

Cover Letter is attached [Cover Letter Meridian Township.doc](#)

Michael A. Nussdorfer

3818 Crooked Creek Dr
Okemos, Michigan, 48864 United States
(517)204-2330
Nussdorfer@comcast.net

November 7th, 2020

Meridian Township
5151 Marsh Rd.
Okemos, Michigan, 48864

To Whom It May Concern:

My name is Michael Nussdorfer. Over the past 20 years, I have called Meridian Township home. My wife and I chose to raise our family in this community because of the excellent schools and sense of community. In August 2020, I retired from APCO INC a HVAC and multi-family wholesale distribution company. As owner/President of APCO INC, I managed over 100 employees. Since my retirement, I have explored Meridian Township more deeply via daily biking, walking/hiking through the neighborhoods and trails. This community has given so much to me and my family that now I feel the call to give back to Meridian Township so others can continue to enjoy what the schools and neighborhoods have given my family.

I have run a company, served on Boards, volunteered my time coaching youth teams, which have given me a larger skill set to deal with issues. I served on the Blue Hawk CO-Op Board where I was on the committee who reviewed and set Executive Pay structures. I have walked the parks and trails in Meridian Township and understand the need for land preservation and planning. I am a commercial and residential property owner and understand the zoning and utility needs and requirements. I oversaw a 401(k) retirement plan while at APCO and understand the Trustee position for pensions.

President/Owner APCO INC 2005-2020
Blue Hawk CO-Op Board 2012-2015
Faith Lutheran Church President and Board 2014-2016
Okemos Lacrosse Club- Board-President 2010-2016
Lansing Chamber Board -2007-2008

I would love the opportunity to give back to this wonderful community. I believe my skill set and experience would put me in a position to help out in a meaningful way. As I enter a period where my children are beginning their own lives, I now find myself in a

position to give my time and energy to my community. I hope you will be able to find a position I can fill and hopefully make a difference

Sincerely,

Michael A Nussdorfer

MICHAEL NUSSDORFER

Okemos, MI 48864 ♦ (517) 204-2330 ♦ nussdorfer@comcast.net

PROFESSIONAL SUMMARY

Self-motivated professional successful in seizing viable opportunities for expansion and innovation in [Wholesale Distribution](#) industry. Offering [14 out of 15](#)-year background in increasing profits, reducing costs and transforming customer service standards through [upgrading IT](#) and changing product lines. Experienced in leading and supervising team of [105](#) employees.

SKILLS

- Cost Analysis and Savings
- Shipping and Receiving
- QuickBooks
- Business Operations
- Purchasing
- Point of Sale Systems
- Business Planning
- Insurance Knowledge
- Product Sales
- Consulting

WORK HISTORY

President/Business Owner, 02/1985 to 08/2020

APCO Inc – Lansing, MI

- Devised and deployed sales and marketing tactics to drive strategic growth and support achievement of revenue goals.
- Trained and motivated [105](#) employees to perform daily business functions, including A/P, A/R Sales, Marketing, Drivers, Distribution center.
- Remained up-to-date on current trends and attended over [4-5](#) trade shows per year to view and purchase products for resale.
- Applied performance data to evaluate and improve operations, target current business conditions and forecast needs.

Manager, 09/1993 to 05/2000

APCO – Flint, MI

- Achieved or exceeded financial goals on regular basis by controlling expenses, optimizing schedules and regulating inventory usage.
- Onboarded new employees, including training, mentoring and new hire documentation.
- Cross-trained existing employees to maximize team agility and performance.

Sales, 09/1990 to 05/1992

Equitable Life Assurance – Troy, MI

Sold Financial Products including Insurance and Mutual Funds to Individuals

Learned to cold call and not take NO personally

For a month in 1991 Led Sales efforts of whole agency

EDUCATION

MBA: Finance, 04/2000

University Of Michigan - Flint - Flint, MI

Bachelor of Arts: Economics, 05/1990

University Of Michigan - Ann Arbor - Ann Arbor, MI

AFFILIATIONS

Member of Faith Lutheran Church

Operation Santa

Exchange Club of Lansing

Retired Director of Okemos Lacrosse Club 2009-2016

Served on many other boards and organizations in the Distribution Industry

Submission # 1382028
IP Address 73.145.141.132
Submission Recorded On 01/03/2022 2:01 PM
Time to Take Survey 3 minutes, 11 seconds

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1. I am interested in service on one or more of the following public bodies as checked below: ?

Assessing Board of Review *
Downtown Development Authority *
Economic Development Corporation

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

As a resident and local real estate professional, I feel that I have unique experience and knowledge that could be of value. I also would love to be more in the know and have a deeper understanding of what is happening in our township.

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

I have a Bachelor of Science in Education from Central Michigan and have been a practicing real estate salesperson for the past 9 years. I am a licensed Real Estate Broker and co-owner of KW Okemos near the downtown Okemos area.

(Attach resume if available)

****SKIPPED****

Full Name

Christopher Silker

***Occupation**

Real Estate Broker

***Place of Employment**

Keller Williams Realty

Home Address

1332 Ivywood
Okemos 48864

Phone (Day)

517.242.9251

Phone (Evening)

517.242.9251

***Email**

csilker@kw.com

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

Christopher Silker

***Date and Time**

01/03/2022

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



To: Board Members
From: LuAnn Maisner, CPRP, Director of Parks and Recreation
Date: January 19, 2022
Re: Five-Year Parks and Recreation Master Plan 2022-2026 Adoption

In order to maintain eligibility for state and federal grants administered through the Michigan Department of Natural Resources (MDNR), communities must have a parks and recreation master plan on file and updated every five years. This document serves as a planning tool for future development opportunities based on community input, current uses and future trends.

Public input for the plan included two community surveys, a public hearing at the Park Commission, meetings with staff and Park Commission members, input from our Universal Access Advisory Committee and through additional community outreach. The draft plan was available for review on our website, Meridian Service Center and in the Clerk's Office for the required thirty-day review period. The Park Commission voted unanimously to approve the plan during their January 11, 2022 regular meeting.

Once the plan is adopted, it will be submitted to the Tri-County Regional Planning Commission and the Michigan Department of Natural Resources prior to the February 1, 2022 deadline. The plan will also remain available to the public on the Meridian Township website at <https://www.meridian.mi.us/about-us/departments/parks-recreation>.

Due to the size of the plan (Main Document - 120 pages; Appendices - 422 pages), please visit the link to review the entire plan.

Attachments:

1. Resolution
2. Table of Contents
3. Accomplishments during the 2016-2021 Plan
4. Goals and Objectives
5. Action Plan

Motion for Board Consideration:

MOVE TO APPROVE THE ATTACHED RESOLUTION OF SUPPORT TO ADOPT THE MERIDIAN TOWNSHIP PARKS AND RECREATION MASTER PLAN 2022-2026 AS A GUIDELINE FOR IMPROVING PARKS AND RECREATION FACILITIES AND SERVICES FOR THE RESIDENTS OF MERIDIAN TOWNSHIP AND TO AUTHORIZE ITS SUBMISSION TO THE MICHIGAN DEPARTMENT OF NATURAL RESOURCES FOR STATE AND FEDERAL GRANT ELIGIBILITY.



**MERIDIAN TOWNSHIP
RESOLUTION TO ADOPT
PARKS AND RECREATION MASTER PLAN 2022-2026**

RESOLUTION

At a regular meeting of the Township Board of the Charter Township of Meridian, Ingham County, Michigan, held at the Meridian Municipal Building, 5151 Marsh Road, Okemos, MI 48840 in said Township on the 25th day of January, 2022, at 6:00 p.m. local time.

PRESENT: _____

ABSENT: _____

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

WHEREAS, the Meridian Township Park Commission has undertaken a Five-Year Parks and Recreation Master Plan update which describes the physical features, existing parks and recreation facilities and the desired actions to be taken to improve and maintain parks and recreation facilities during the period between 2022 to 2026, and

WHEREAS, the Meridian Township Park Commission began the process of developing a community recreation and natural resource conservation plan in accordance with the most recent guidelines developed by the Department of Natural Resources, and

WHEREAS, residents of Meridian Township were provided with a well-advertised opportunity during the development of the draft plan to express opinions, ask questions, and discuss all aspects of the recreation and natural resource plan, and

WHEREAS, the community was given a well-advertised opportunity to review the final draft plan for at least 30 days, and

WHEREAS, a public hearing was held on Tuesday, December 14, 2021 virtual via Zoom, to provide an opportunity for citizens to express opinions, ask questions and discuss all aspects of the Parks and Recreation Master Plan draft, and

WHEREAS, This 5-Year Parks and Recreation Master Plan describes the park and recreation opportunities in Meridian Township and establishes goals, objectives and an overall vision for our community's parks and recreation future. It is intended to be a planning tool and guide for future decision making and application of resources.

WHEREAS, the Plan once approved, will be submitted to the Michigan Department of Natural Resources to meet eligibility requirements for state and federal grants administered by the MDNR from 2022-2026.

WHEREAS, the Park Commission approved and adopted the Five-Year Parks and Recreation Master Plan 2022-2026 during their regular meeting on the 11th day of January, 2022.

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Appendix A: Township Planning Maps and Plans

I. Parks, Pathways and Land Preserves Map

II. Parks, Preserves, & Schools Walkability Map

III. Pathway Master Plan Map

IV. Watertrail Map, Red Cedar River

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VII. Wetland Outreach & Restoration Plan

Appendix B: Maps of Township Parks

Appendix C: Maps of Township Land Preserves

Appendix D: Meridian Township DNR Grant History

- a. Grant History
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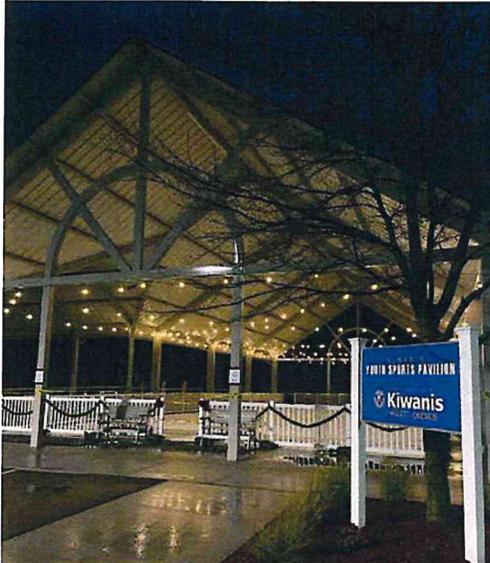
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Appendix I: Parks and Recreation Community Survey

Appendix J: Contact Information



The success of the 5 Year Parks and Recreation Master Plan is evident based on the following successes since the last plan written in 2016...

ACCOMPLISHMENTS SINCE THE 2016-2021 MASTER PLAN

B. Park Accomplishments from 2016-2021

Parks and Recreation Master Plans and Capital Improvement Plans are important as they provide a basis for implementation. Accomplishments that were completed during the 2016-2012 Master Plan are as follows:

2016

1. **Wonch Park:** New pavilion with electricity and tables made from recycled materials; drinking fountain with water bottle filler; community mural; 12 pieces of universally accessible fitness equipment, and resurfacing/stripping the parking lot.
2. **Hillbrook Park:** Tennis Court renovation including creation of one tennis court, three pickleball courts, and half-court basketball court; new fencing; new play equipment, 30 new trees, and repaving the internal walkways.
3. **Orlando Park:** New playground; and new storybook walking trail (in partnership with CADL and the Haslett Library).
4. **Hartrick Park:** Four new dugouts; a pollinator garden for monarch butterflies; Garlic Mustard Free eradicated
5. **Harris Nature Center:** The Nature Exploration Area added a Fossil Dig area funded and designed by the Harris Nature Center Foundation Board members. Other improvements included basement waterproofing, painting and new storage racks.
6. **Central Park Historical Village:** Addition to the Barnes House to serve as office space for Friends of Historic Meridian staff; landscape enhancements to the flower garden areas. The ground was broken for the Garden Club's "Plant It Pink" Garden.
7. **Nancy Moore Park:** New Lake Michigan beach sand was delivered for the sand volleyball courts; Eagle Scout constructed and installed a Gaga Ball court.
8. **Ferguson Park:** Planted 10 trees with grant assistance from Consumers Energy and volunteer support from Chippewa School students.
9. **Legg Park:** 80 students from Ralya Elementary and Haslett Middle School released salmon into the Sloan Creek and fished the Historical Village Pond.
10. **Ferguson Park:** the following students released salmon into the Red Cedar River as part of a "Salmon in the Classroom" lesson.
 - 100 – 5th grade school children from Murphy Elementary
 - 140 – 8th grade students from Highlander Way Middle School (Howell)
 - 34 -3rd grade students from Laingsburg Elementary and 19 High School
 - 58 - 2nd and 3rd grade students from Gier Park Elementary
 - 25 - 5th grade students from Hiawatha Elementary

2017

1. **Towner Road Park:** Development of this 26-acre park began in 2017 and contains two baseball/softball fields, two soccer/lacrosse fields, accessible perimeter walking path, picnic pavilion, restrooms, six-pickleball courts, and parking lot.
2. **Harris Nature Center:**
 - a. **Boulder Garden** containing indigenous rocks of Michigan with informational signage
 - b. **Building Generator installed**
 - c. **Drilled new well –**
 - d. **Replaced parking lot lights with LED lighting.**
 - e. **Installed new split-rail fence (Eagle Scout project) at Nature Exploration Area**
3. **Interpretive Signage in the Historical Village:** The Haslett Okemos Rotary Club is funding six new interpretive signs for the Historical Village that artistically describe life in the late 1800's and the history of the structures located in the Village. They will be installed in the spring of 2018.
4. **Mobile Tool Shed:** Funded by the Capital Community Foundation through a \$6,500 grant, this trailer is used to support various park and land preserve volunteer projects.
5. **ART!**
 - a. **Three “Disco Fish” sculptures** were donated by the Meridian Township DDA and installed in Wonch Park.
 - b. **Community Mural** painted during the 2017 “Celebrate Meridian” event was installed in Hillbrook Park in the fall. This makes the second mural installation in our parks. A new mural is scheduled for creation during this years’ Celebrate Festival.
6. **Farmers’ Market Relocation Project:** Progress has been made with creating a public – private partnership with CBL Properties for moving forward with “Marketplace on the Green” pavilion and amenities. CBL is in the process of developing the land lease and staff has been working to obtain funding for the project from multiple sources. The proposed location is located along the greenspace near Studio C on Central Park Drive.



2018

7. **Towner Road Park:** located in Haslett, this park was officially opened in fall of 2018 with a ribbon-cutting and kickball tournament that honored the Will Goodall Fund. The park contains athletic fields, walking paths, pavilion, restrooms, pickleball courts, and parking.
8. **Harris Nature Center:**
 - f. **Beaver Lodge:** Local architect David VanderKlok, Studio Intrigue, has designed and built a new amenity for the Nature Exploration Area, a Beaver Lodge replica. He has donated his time, skills and money to design and construct an oversized beaver lodge structure comprised of all natural materials.
 - g. **Patio:** replaced ceiling tile with a vinyl tile
 - h. **Fire Circle:** replaced and rebuilt the amphitheater bench seating
9. **Interpretive Signage in the Historical Village:** We installed and held a ribbon cutting for interpretive signs in the Meridian Historical Village. Haslett Okemos Rotary Club funded six new interpretive signs that artistically describe life in the late 1800's and the history of the structures located in the Village.
10. **Mobile Tool Shed:** Funded by the Capital Community Foundation through a \$6,500 grant that was received in 2017, this trailer is being used regularly to support various park and land preserve volunteer projects.
11. **ART!**
 - c. **Community Mural** painted during the 2018 "Celebrate Meridian" event, features dogs and will be installed on the fencing at the new dog park in Central Park.

Farmers' Market Relocation Project: Progress has been made with creating a public – private partnership with CBL Properties for moving forward with "Marketplace on the Green" pavilion and amenities. CBL is in the process of developing the land lease and staff has been working to obtain funding for the project from multiple sources. The proposed location is located along the greenspace near Studio C on Central Park Drive. We are currently working with an engineer on the site plan development. A crowd funding campaign was held in December 2018/January 2019 through the Michigan Economic Development Council(MEDC) The fundraising campaign raised \$67,000 and we will receive a match of \$50,000 from the MEDC.

12. **Gateway Footbridge and Restroom Building in Historical Village:** Project is currently being engineered and is anticipated to be complete in early summer 2019.
13. **Central Meridian Regional Trail Connector Project:** Project is currently being engineered and is anticipated to be complete in early summer 2019.
14. **North Meridian Road Park:** Installed a new pavilion, accessible grill, accessible picnic tables at park (funded by Michigan Natural Resources Trust Fund grant). Grant amount was \$50,000 and local match was \$50,000. An Eagle scout installed gaga ball pit at park in summer 2018.
15. **Small Dog Park:** Fencing and signage was installed in December, 2018.
16. **Indian Hills Park:** Planted one tree at park
17. **Ottawa Hills Park:** Planted six evergreen trees at park
18. **Nancy Moore Park:** Planted four deciduous trees
19. **The following two grant applications were submitted earlier this year to the DNR for park projects:**
 - Towner Road Play Space and Wetland Restoration/Nature Observation Area to Michigan Natural Resources Trust Fund

- Ottawa Hills Park Play Space and Fitness Zone to Michigan Recreation Passport Fund
- We received notification in December, 2018 that we did not receive the grant funding.

20. Outreach to MSU

- Worked with MSU landscape architecture classes to critique their designs and to talk about working in government

MERIDIAN TOWNSHIP PARK TRAILS

1. Completed new trailhead signs for the following parks:

- Ted Black Woods
- North Meridian Road Park
- Tacoma Hills Park
- Hartrick Park
- Brattin Woods
- Forest Hills Park
- Meridian Riverfront Park (Eastgate, Harris & Legg)



2. Installed new signs and trail markers in Ted Black Woods

3. Completed new print maps for Ted Black Woods

4. Began working with GIS on interactive map of township parks for the website

5. Uploaded the following trail systems to the AllTrails app:

- Ted Black Woods
- North Meridian Road Park
- Brattin Woods
- Hillbrook Park
- Harris Nature Center
- Eastgate Park
- Hartrick Park

6. 2018 Projection:

- Install the remaining signs that are completed along with trail markers and print maps
- Complete Central Park (includes Nancy Moore & Central Park South), Towner Road Park, Wonch Park, Sander Farm and Hillbrook Park signs, trail markers, installation and print maps
- Begin trail updates and upgrades in all parks where needed
- Finish loading remaining parks onto the AllTrails app.

2019

Marketplace on the Green

This year the project was awarded to Gordon Construction Services for the site work and restroom/office facility. The pavilion portion was awarded to Mid-States Recreation/Coverworx. This facility, when completed will contain a large pavilion, music stage, playground, patio area, rain gardens, and open green space and will become our premier community event location as well as the new home for the Meridian Township Farmers Market. Construction will began in January 2020 and was completed in October, 2020.

Harris Nature Center Pavilion and Restroom Project

The Harris Nature Center has proven to be a popular destination in our community for environmental education and accessible walks in the woods. Thanks to state and federal grants, a new waterless restroom building and picnic pavilion will enhance the usage of this township gem. The contract for construction was awarded in December 2019 with construction in spring of 2020.

Central Park Grant Projects: Central Meridian Regional Trail Connector and Gateway Walkway and Restroom in Historical Village

This is another example of leveraging local Park Millage funds as grants were received from the Michigan Natural Resources Trust fund and the Land and Water Conservation Fund for these two projects. Bids for construction were received and rejected in 2019 due to higher-than- anticipated costs. Time was spent reviewing and reworking the plans and was re-bid in late December. Proposals are due in at the end of January 2020. Construction will begin in the spring of 2020.

DOGS –DOGS-DOGS!

Small dogs in our community are very “yappy” (happy) with the new Small Dog Park that opened in 2019 in Nancy Moore Park. This fenced facility contains a welcoming area with a drinking fountain for pets and owners, dog washing station and benches. The control gate regulates use on a registration basis. Inside the fenced area is green grass, trees and fun agility equipment. Much of the installation work was done in-house by the Parks Maintenance staff. A total of 172 dogs are registered to utilize the park. Two special events took place there this year including a Howl-o ween Costume Party and a Holiday Hounds party that included pictures with Santa!

Large Dogs have been patiently waiting for their new park. Their site in Central Park South was cleared of dead trees, graded and seeded in preparation for completion in the spring of 2020. This project will be completed in concert with the Central Meridian Regional Trail Connector Project.

Senior Center Outdoor Improvements Senior Center Outdoor Improvements

Operation of the Meridian Senior Center is a joint collaboration between the Okemos School District and Meridian Township. With a current membership of 510, the Senior Center is an important facility for enrichment, socialization and fitness for our older adults. New to the Center, this year was the development of an outdoor courtyard space including a paved loop trail. The new courtyard contains multiple pieces of outdoor furniture, landscaping and raised plant beds. A ribbon-cutting event was held with school and township officials present in October.

New Fence at Riverside Cemetery

The fencing in Riverside Cemetery had deteriorated to the point that repair was no longer an option. Therefore, new black aluminum fencing was installed this summer that closely replicates the wrought iron that existed there previously. Some portions of the old fence were saved for a future amenity in the Historical Village.

Parkland Additions

Nearly 45-acres of parkland were added to the park system in 2019. A big THANK YOU to the following donors:

- T.J Acquisitions, LLC donated 9-acres adjacent to Hillbrook Park in Haslett.
- Marilyn Pinnavaia Trust donated a 2-acre parcel adjacent to Brattin Woods Park in the Sleepy Hollow neighborhood.
- Dr. Maureen Sander donated a 31-9 acre parcel on Dobie Road named the Sander Farm Preserved Natural Area.
- In preparation for development of Marketplace on the Green, Meridian Township acquired 2.5 acres of green space on Central Park Drive as part of a land transfer agreement with CBL Properties/Meridian Mall.

New Trailhead and Directional Signage in Parks

This project began in 2018 and continued throughout 2019 of adding new trailhead and directional signage in multiple parks with the goal of making our parks more welcoming, informative and easier to navigate. All 20 miles of park trails were GPS marked and uploaded to a Google-based smartphone app called "All Trails". The remaining 15 parks will receive new signs in 2021.

RECREATION PROGRAMS

Recreation Programs for Youth, Adults, and Seniors

Providing recreation services to our residents creates a positive connection with government, other participants, as well as to our community. Programs were offered for persons of all ages and abilities including exercise



2021 Fitness Over 50 Exercise Group



2020

Marketplace on the Green

The ribbon was officially cut for this facility in October consisting of a large pavilion; restroom; office space; music stage; playground; outdoor musical instruments; patio area with seating; rain gardens; and open green space. The market also features electricity for each vendor and an area with a bike fix-it station, memorial plaque, and seating that was funded by donations received in memory of former Trustee John Veenstra. **Marketplace on the Green received an MParks Design Award** that will be awarded virtually in February, 2021.

Central Park Grant Projects: Central Meridian Regional Trail Connector and Gateway Walkway and Restroom in Historical Village

This is an example of leveraging local Park Millage funds as grants were received from the Michigan Natural Resources Trust fund and the Land and Water Conservation Fund for these two projects. Construction began on both projects during the spring of 2020. The Gateway Walkway and Restroom in the Historical Village was completed in the fall of 2020 and the Central Meridian Regional Trail is expected to be completed in spring 2021. Some highlights

of these projects include a fishing dock, boardwalk, interpretive signage, a bike fix it station, and electricity for motorized wheelchairs.

DOGS HAVING A DOG-GONE GOOD TIME

Large Dogs finally got their very own dog park in 2020. A total of 375 dogs are currently registered to utilize the large dog park. The park is located in Central Park South, directly across from the Marketplace on the Green. It features a natural walking path, control gate, dog fountain, open grassy area, and shaded areas with lots of opportunities for good sniffs! The entryway has a beautiful dog mural that was painted during Celebrate Meridian in 2018. The Park Maintenance staff installed a majority of the items for this project. A HOWL-O-WEEN party was held in October and fun was had by all 30 dogs who attended.

Small dogs in our community continue to be very happy with the new Small Dog Park that opened in 2019 in Nancy Moore Park. This fenced facility contains a welcoming area with a drinking fountain for pets and owners, dog washing station and benches. The control gate regulates use on a registration basis. Inside the fenced area is green grass, trees and fun agility equipment. A total of 330 dogs are registered to utilize the small dog park. Our office received many compliments on both of the dog parks and there are regular groups of people and dogs who meet their on a daily basis. Visitors have reported to staff how valuable the space is and that it was their only opportunity for socialization during the pandemic. If you are ever feeling down, just go and sit outside the small dog park around 4 p.m. and your frown will immediately turn upside down!

Harris Nature Center Pavilion and Restroom Project

The Harris Nature Center has always been a popular destination in our community for environmental education and accessible walks in the woods. Thanks to state and federal grants, a new waterless restroom building and picnic pavilion will enhance the usage of this township gem. The construction began in spring of 2020 and is complete with the exception of landscaping that will be done in the spring. A special feature of the pavilion is the adjacent patio that features engraved donor pavers (still available!) and a grill. This pavilion is a much-needed amenity as our pavilion rentals throughout the park system are very popular.

Harris Nature Center Bird Overlook

The Harris Nature Center has been able to complete many projects due to the support from the Harris Nature Center Foundation Board. The Board's funding, along with a grant from the Capitol Region Community Foundation allowed for the construction of a 20' x 20' accessible bird overlook at the Center. All-weather binoculars and a Michigan Birds interpretive signage serves to enhance the experience.

MSU to Lake Lansing Trail Hub Acquisition Grant

Meridian Township received notification in December of its successful grant proposal from the Michigan Natural Resources Trust Fund for acquisition of a parcel to enhance the entrance to Nancy Moore Park and also to create a hub for the upcoming MSU to Lake Lansing Trail. This property will provide a vital link and opportunity to build a rest stop for

trail enthusiasts and community members to explore and utilize the regional trail system. Funds for this acquisition won't be released until mid-2021.

Pickleball Courts

The pickleball courts at Hillbrook and Towner Road Parks were more popular than ever in 2020. The courts were full on a daily basis with an enthusiastic group of seniors who have continued to play outdoors through December!

New Trailhead and Directional Signage in Parks

This wayfinding project, which began in 2018, added new trailhead and directional signage in multiple parks. The goal is to make the parks more welcoming, informative and easier to navigate. An additional 15 parks received new signs in 2020 and we have three more to go in 2021. All 20 miles of park trails were GPS marked and uploaded to a Google-based smartphone app called "All Trails". In addition, Ingham County funded and installed numerous trail signs throughout the Township in locations along the cross-country trail and various parks including Hartrick Park, Central Park, and Nancy Moore Park. The signs were installed by our Parks Maintenance staff.

Parking Lot Improvements

Our Parks Maintenance department installed an **overflow parking lot in Towner Road Park** utilizing asphalt millings from the current road projects in the Township. This area was on the original development plan but was put on hold because of costs. In addition, we also **paved the entry drive to Legg Park** with recycled asphalt millings as well. This work will allow the park to remain open all year as former muddy conditions would force temporary park closures throughout the year. This type of application creates a firm, stable and pervious surface.

Pathway Maintenance

In 2020, the Parks Department made a very strong effort in trimming and mowing the Pedestrian/Bicycle Pathways. Staff trimmed and mowed 80 miles of pedestrian/bicycle pathways (prior to 2020, this work was contracted out). We received numerous phone calls during 2020 from residents telling us "The pathways and park trails have NEVER looked this good!"

Harris Nature Center Facility/Programming Report

The Harris Nature Center building received a beautiful facelift in 2020. Improvements included: a renovated new classroom space with ten bench risers (funded by the HNC Foundation); new paint throughout the entire interior of the building, a refurbished archway with lights at the entrance, and a new split-rail fence around the frog pond all completed by our Park Maintenance staff. Despite the pandemic, HNC staff made great efforts to offer programs to engage the public with the natural world while still keeping people safe. Quick Facts: ● Hosted two weeks of Annie's Big Nature Lesson with 100 students participating in a weeklong outdoor classroom ● Hosted 1,979 drop-in visitors ● Hosted 1,467 program participants (both in person and virtual) ● Implemented new virtual programming for

schools, senior centers, and families • Created and offered Private Guided programs (these were extremely popular).

B. GRANTS AWARDED SINCE THE 2016 MASTER PLAN

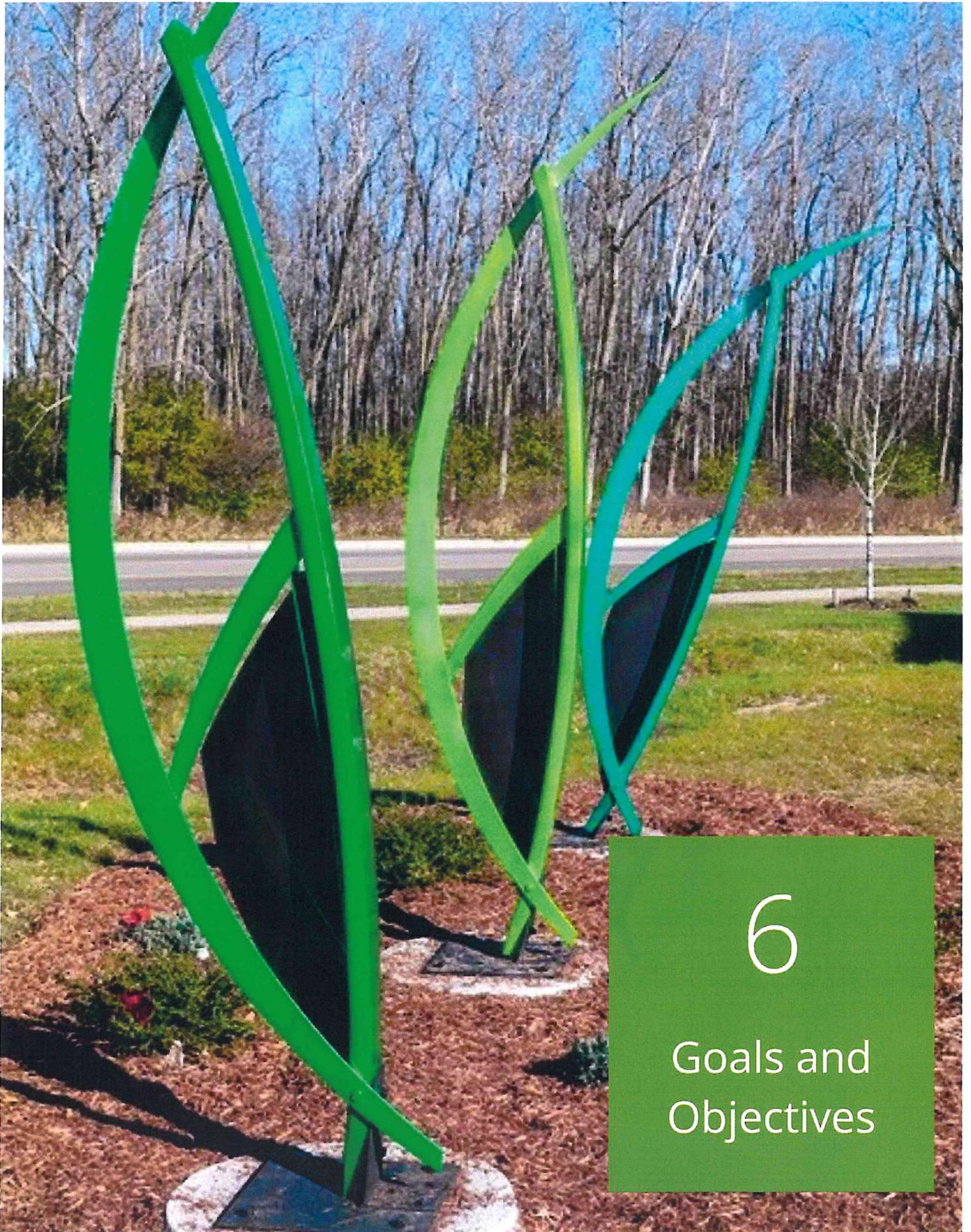
Seeking grant and community donations has always been a priority for the Meridian Township Parks and Recreation Department. The various Millages Meridian Township residents support for quality of life issues offers provides instrumental funds for local grant matches. It is also important that our residents to see responsible uses and leveraging of their tax dollars for the community good.

The following grants have been secured for recreation projects since 2016:

1. North Meridian Road Park, Pavilion, \$50,000 MNRTF (2015)
2. Greenfields Outdoor Exercise Gym Grant, Wonch Park, \$17,682 (2016)
3. Consumers Energy, Right Tree Right Place Grant, Ferguson Park, \$1,000 (2016)
4. Capital Region Community Foundation, Volunteer Tool Shed Grant, \$6,500 (2016)
5. Central Park Regional Trail Connector & Fishing Platform, \$272,500 MNRTF (2016)
6. Central Park/Historical Village, bridge and restroom building, \$150,000 LWCF (2016)
7. Property acquisition, 80-acres, "Ponderosa", \$514,900, MNRTF (2016)
8. Meridian Riverfront Park Accessible Riverside Pavilion, \$50,000 LWCF
9. Meridian Riverfront Park Accessible Waterless Restroom, \$50,000 LWCF
10. Trail and Pathway Map- Ingham County Parks and Trails Millage, \$6,000
11. Trail, Pathway, Bridge Renovation Project – Ingham County Parks and Trails Millage, \$5,619,000
12. Park Directional and Wayfinding Signage – Ingham County Parks and Trails Millage, \$10,000
13. Community Art Sculpture - Lansing Economic Area Partnership Grant (LEAP), \$10,000 (2021)

C. Recreation Programs and Events

Recreation in our community has created many opportunities to develop partnerships with local businesses, service organizations, neighboring communities and schools, as well as engage numerous residents in volunteer service or as program participants. Our youth and adult recreation programs, outreach volunteer programs and special events have increased use of our 933-acre park system. Meridian Township offers a wide range of programs and events to meet the year-round and seasonal needs of all segments of the population from youths to seniors.



6

Goals and Objectives

6. GOALS AND OBJECTIVES

The Master Plan goals are:

Provide safe, accessible facilities and leisure opportunities for all persons regardless of their physical and socio-economic characteristics. (Diversity, Equity and Inclusion)

- a. Increase multi-use trails in parks and natural areas.
- b. Improve amenities for universal access in all park facilities including improved signage, more year-round restrooms, and benches along trails and pathways.
- c. Provide scholarship opportunities to help offset program registration costs when needed.
- d. Continue to make necessary program amendments to accommodate special need requirements for universal inclusion.
- e. Provide culturally diverse programs and events that celebrate the make-up of our community.
- f. Continue support of the Friends of Historic Meridian and Nokomis Cultural Heritage Center and their work to educate the community on cultural history and, language, and practices.
- f. Continue to provide regular and consistent facility maintenance to deter vandalism and keep park users safe.
- g. Provide regular programming or self-guided recreation opportunities to promote regular and consistent usage by the community.
- h. Continue partnership with Police Department to open and close each park daily providing an obvious presence.

Continue to focus on Environmental Sustainability, Education and Land Stewardship.

- a. Practice environmentally friendly maintenance practices in parks and land preserves.
- b. Utilize energy-saving opportunities for new construction and renovation projects.
- c. Promote recycling opportunities in park facilities.

- d. Improve and promote non-motorized transportation connections between parks and neighborhoods.
- e. Monitor and remove invasive species, encourage native plantings and educate the public about ecosystem health.
- f. Monitor and respond to early signs of erosion, disease, and facility deterioration.
- g. Support the continued popularity and growth of the Farmers Market.
- h. Support the continued success and environmental education opportunities provided by the Harris Nature Center operations.
- i. Support the Environmental Commission's "Protect Our Wetlands" initiative including "Build Back the Buffer," education, community outreach, marketing and restoration projects, in an effort to mitigate negative impacts of flooding.

Plan for the continued availability of financial, physical and personnel resources to support the parks and recreation system.

- a. Continue seeking partnerships and collaborative opportunities.
- b. Seek grants, sponsorships and donations to best leverage local tax funding.
- c. Based on increased park usage and the addition of new park facilities, evaluate the maintenance division's increased workload verses current staffing level to determine opportunities to employ new best practices and/or opportunities for increased staffing.
- d. Based on survey results requesting more events, arts and music programs, reinstate the Parks and Recreation Specialist position eliminated during the pandemic.
- e. Continue to encourage and utilize citizen volunteers.

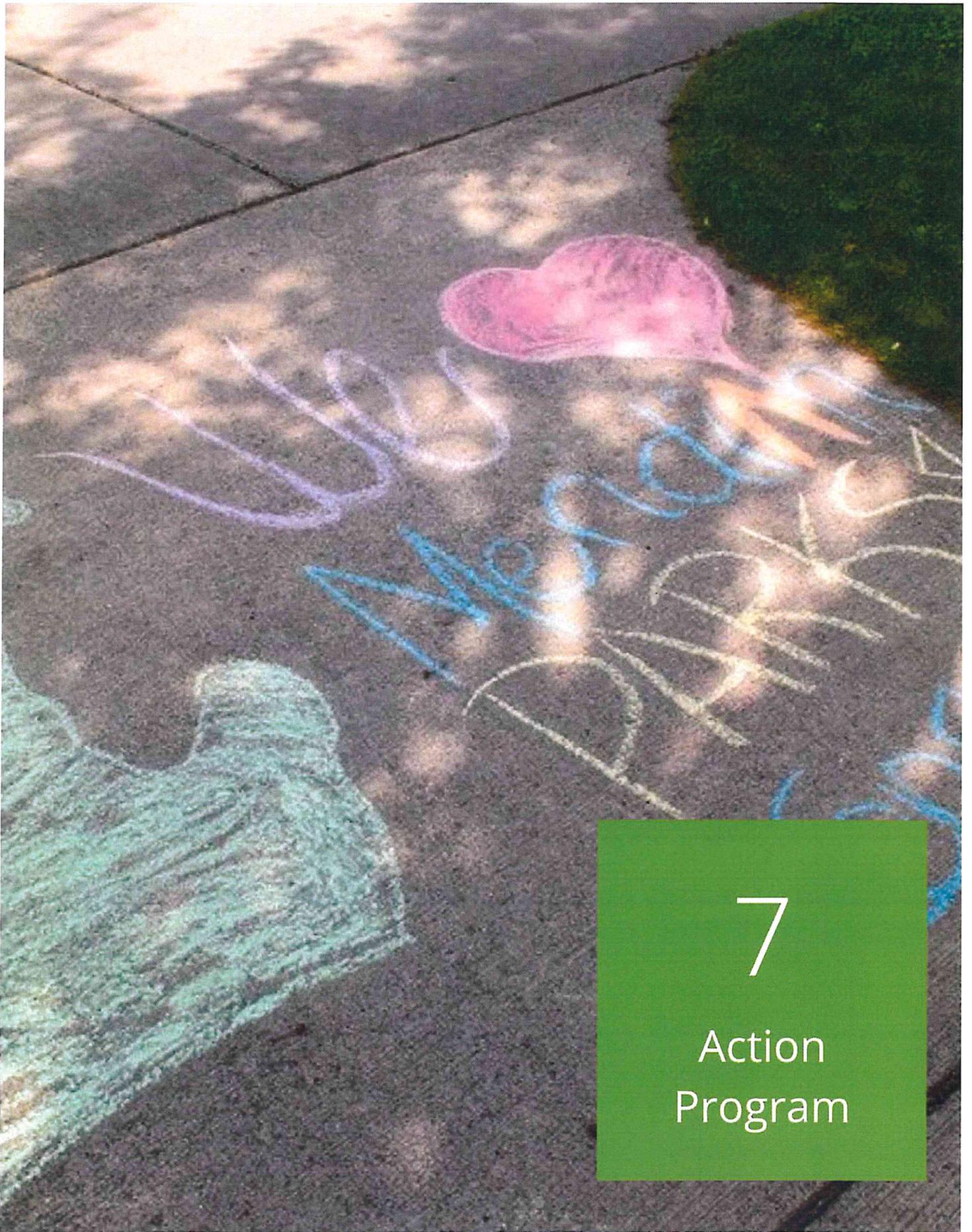
Utilize recreation programs and events as a vehicle to educate and instill positive personal attributes such as ethics, values, citizenship, sportsmanship and leadership.

- a. Encourage and expand the use of parks for exercise and stress relief regimens for all ages and abilities.
- b. Expand and seek opportunities for collaborations, partnerships and shared services.

- c. Seek grants and sponsorships to support recreation services and events.
- d. Provide healthy outlets for teens and adolescents.
- e. Provide programs and services during a variety of days and times to reach the greatest number of participants.
- f. Provide activities that focus on health, wellness and physical fitness and positive youth development.
- g. Provide recreational activities and programs to meet the diverse needs of the community.
- h. Improve program registration software services, pavilion rental process, and dog park membership systems.

Communication

- a. Maintain production of the Prime Meridian Magazine as an effective communication tool.
- b. Develop a marketing plan to be more efficient and effective with various methods of communication.
- c. Utilize various methods of promotion and advertising to effectively reach the broadest segment of the community as possible.



7

Action
Program



Action Program

2022-2027 Capital Improvement Program
Programs and Services
Communication
Quality of Life Initiatives
Acknowledgements and Final Comments

7. Action Program

This section highlights a series of recommended actions that resulted from the process of preparing this Master Plan. The recommended actions are intended to guide the Park Commission and staff when making decisions regarding the priorities for the park and recreation needs of Meridian Township residents, businesses, and visitors for the next five years and beyond.

The action program was developed based upon input gathered from the community survey, public input meetings, township-wide planning efforts, demographic data, land use trends and efforts of adjacent communities. The Capital Improvement Program (CIP), developed by the Park Commission and staff for future park projects, outlines future development projects and their associated costs (Appendix D). Many of the top park or facility additions identified through the process are in alignment with proposed park improvement projects in the CIP.

It is the responsibility of the Department of Parks and Recreation to provide services and programs that meet the needs of residents. The Department must be alert to the population and demographic trends in the Township and adjust accordingly. Meridian Township not only has to be aware of the aging population trend, the large population of college aged residents, but also the active children and families in the community.

A. 2022-2027 Capital Improvement Program

To meet the recommendations and actions, the Park Commission and the Department of Parks and Recreation have identified a series of capital projects for the next six years. These projects will address the needs identified in this Master Plan. Additional public input is obtained prior to final planning of each project

<u>Year</u>	<u>Project Name</u>	<u>2022</u> <u>Cost</u>	<u>Funding Source</u>
2022	Towner Road Park Playground	\$400,000	MNRTF/Park Millage
2022	Parking Lot repaving/expansion (Central Park South, N. Meridian Rd Park HNC, Marshall)	\$200,000	Park Millage
2022	New Park Signs and site furnishings	\$50,000	Park Millage
2022	Shade Structure at Towner	\$20,000	Park Millage
2022	Floating Islands Purification System	\$18,000	Park Millage

<hr/>			
<u>2023</u>			
2023	Central Park Pavilion Renovation, Landscaping	\$150,000	Park Millage
2023	Marshall Park Playground Replacement	\$150,000	Park Millage, Grants
2023	Okemos Road Parcel Development	\$400,000	Park Millage, Pathway Millage, Grants
2023	New Park signs	\$20,000	
<hr/>			
<u>2024</u>			
2024	Ottawa Hills Playground Replacement	\$ 75,000	Park Millage, Grants
2024	New Park Signs	\$20,000	Park Millage
2024	Skate Park	\$500,000	Park Millage, Grants
2024	River Access Areas at Wonch & Ferguson Parks	\$650,000	Park Millage, Grants
<hr/>			
<u>2025</u>			
2025	Nancy Moore Park Playground	350,000	Park Millage/grant
2025	Nancy Moore Park Pavilion	\$300,000	Park Millage/grant
2025	Nancy Moore Park Loop Trail	<u>\$90,000</u>	Park Millage/grant
<hr/>			
<u>2026</u>			
2026	Hillbrook Park Restroom Building	\$250,000	Park Millage, Grants
2026	Wonch Park Improvements – Restroom, Streambank, launch, WiFi	\$500,000	Park Millage, Grants
2026	Snell-Towar Recreation Center Improvements	<u>\$185,000</u>	Park Millage, Grants
<hr/>			
<u>2027</u>			
2027	Central Park Improvements-Splashpad	\$500,000	Park Millage, Grants
2027	Meridian Riverfront Park Trail Improvements	\$1,000,000	Park Millage, Pathway Millage Federal/State Grants

Additional Considerations

a. Trails/Pathways

A popular item identified during the public input process was the continued development of multi-purpose trails or pathways in and through parks as well as pathways that link the parks together. This will provide non-motorized access to parks and recreation facilities to satisfy the needs of pedestrians, bicyclists and joggers, and will facilitate universal access for both transportation and natural resources.

b. Watertrail/River/Fishing Access:

Residents identified the need for safe, clear river access for canoe and kayak navigation. The Watertrail in the Appendix plan identifies opportunities for access sites and signage that will provide a safe and enjoyable paddling experience. It is a challenge to maintain a navigable river due to the many trees along the edges. The log jams are informally maintained by river users but there is not a private canoe livery along the river, therefore, it isn't cleared on a regular basis.

b. Sports Fields and Facilities:

There is a need to upgrade some of the existing sports facilities to ensure the safety and enjoyment of participants and spectators. Facilities should be developed or upgraded to provide a variety of active and passive recreation opportunities.

d. Land Acquisition and Easement Agreements:

The long-term potential of the Red Cedar River corridor has yet to be realized. Future land acquisitions and easement agreements should be pursued with the goal of eventually providing a pedestrian/bicycle trail system that links the Harris Nature Center to the Bicycle/Pedestrian trail system in Meridian Township. It would also serve as a major attraction for new residents and tourists.

B. Programs and Services

Based on the community survey, respondents were very satisfied with the programs and services being provided by the Department of Parks and Recreation. It is clear that residents value the potential benefits of leisure/free time activities, especially those related to wellness.

The results indicated that residents were appreciative of the Farmers' Market and the other special events/festivals offered by the Department. They also suggested that additional special events and festivals are needed that focus on local culture and history. Focus strategies for the next five years includes:

- Increase activities for families
- Increase in special events related to art, music, and food
- Increase activities for toddler and preschoolers during evening and weekends
- Additional programs that serve adolescents and teenagers
- Because older adults are working longer, offer opportunities for active recreation for them in the evenings and on weekends
- Foster greater cooperation and collaboration with schools, surrounding governmental units and business
- Provide additional special events, also events during the week at lunchtime
- Outdoor spaces for events were/are vital during the pandemic

C. Communication

Effectively reaching our community and keeping them informed is a primary goal and need to be successful.

- Creatively promote all the parks in the park system.
- Meet with park neighbors to discuss stewardship and to identify future development opportunities.
- Continue to publish and distribute the “Prime Meridian Magazine” to all residents in the community annually.
- Continue to utilize the website, Facebook and Twitter to promote programs and activities.
- Continue to utilize HOM-TV to promote parks and recreation programs throughout the community.
- Continue to operate quality programs to take advantage of the least expensive form of promotion – word of mouth.

Quality of Life Initiatives

Meridian Township is constantly promoting quality of life initiatives in the community. Some of these measures include:

- **“Complete Streets” Ordinance** - Meridian Township adopted in 2011.
- **“Potential Conservation Assessment”** project - Tri-County Regional Planning.
- **“Greening Mid-Michigan Plan”** - Participated in development with Tri-County Regional Planning in regional vision for green infrastructure.
- **“Meridian Township Greenspace Plan”** - adopted in 2004.
- **Meridian Township “Land Preservation Program”** - Millage to acquire and manage fragile lands in the community since 2000.
- **“Ingham County Trail Plan”**- Active participation with the Meridian Township portion in conjunction with Ingham County.
- **Meridian Township “Bicycle/Pedestrian Pathway Millage”** - Has developed almost eighty miles of pathway in the community.
- **“Promoting Active Communities” Award Program** - Sponsored by the Governor’s Council on Physical Fitness, Health and Sports (5-time award winner).
- **“Climate Sustainability Plan”** – Adopted by Meridian Township Board 10.24.2017
<https://www.meridian.mi.us/home/showpublisheddocument?id=12317>
- **Protect Our Wetlands** – Environmental Commission initiative

Acknowledgements and Final Comments

The public input for this Master Plan proved invaluable. The information from the input meetings and individual comments (i.e., email, phone, and in-person) were used by the Department of Parks and Recreation and Park Commission. The public input identified residents' strong desire for high quality parks and recreation and the connection to higher quality of life. It also validated the Township's, Department's, and the Park Commission's commitment to continuously improve parks and recreation in Meridian Township. It is also clear that these improvements have resulted in increased expectations for parks, facilities, and programs.

In addition to meeting the requirements for the MDNR, it is hoped that this Plan will result in additional public input to accomplish the recommendations and actions presented in this report. Over the next five years, it is hoped that this Plan will result in additional amenities in existing parks and expansion of existing programs to meet the needs of all Meridian Township residents. The Park Commission will continue to encourage and work cooperatively with developers to site neighborhood parks in their developments.

The Department's effort to increase collaboration has resulted in stronger relationships with many community-based organizations (e.g., neighborhood and sport), schools, businesses, neighboring communities, and non-profits. These efforts should continue in order to ensure that residents and visitors are aware of all of the recreation opportunities in the Township. This report will be shared with these groups to discuss strategies to increase overall recreation participation and enhance the many potential benefits.

In conclusion, this Plan represents the efforts and input of many individuals. It is hoped that it will result in more dialogue with residents and community leaders to assist Meridian Township Department of Parks and Recreation to meet its mission:

To enhance the quality of life for Township residents and visitors by providing diverse park facilities and recreation opportunities where participants are able to learn and play; create and imagine, and be safe and secure utilizing qualified, professional staff and volunteers emphasizing community interaction.



Parks and Recreation

Mission Statement

To enhance the quality of life for Township residents and visitors by providing diverse park facilities and recreation opportunities where participants are able to learn and play; create and imagine, and be safe and secure utilizing qualified, professional staff and volunteers emphasizing community interaction.





12. H

To: Board Members
From: Ronald J. Styka, Township Supervisor
Date: January 20, 2022
Re: Resolution Commemorating Black History Month

Black history month is an annual observance in the United States during the month of February. The attached document has been drafted by staff members for Township Board approval. Our diversity is something we welcome, embrace and celebrate in Meridian Township.

A motion is prepared for Board consideration:

MOVE TO APPROVE THE RESOLUTION COMMEMORATING BLACK HISTORY MONTH.

Attachment:

1. Resolution Commemorating Black History Month

RESOLUTION COMMEMORATING BLACK HISTORY MONTH

At a regular meeting of the Township Board of the Charter Township of Meridian, Ingham County, Michigan, held on the 25th day of January 2022, at 6:00 p.m. local time.

PRESENT: _____

ABSENT: _____

The following resolution was offered by _____ and supported by _____

WHEREAS, Meridian Township acknowledges the contributions of African Americans to the history of the United States and that all people of the United States benefit from the inclusion of African American contributions to US history; and

WHEREAS, In February, Meridian Township recognizes Black History Month as an opportunity to reflect on the contributions of black history to Township history, Michigan history and US history; and

WHEREAS, Meridian Township encourages learning from the past in order to understand and improve the experiences that shape the United States; and

WHEREAS, African Americans engage and serve the United States at all levels of American life including government, military, academia, and industry; and

WHEREAS, During Black History Month Meridian Township acknowledges and commemorates the importance of African American citizenship, engagement and resilience; and

WHEREAS, In Meridian Township, Gilbert Sherman was the first African American to serve on the Township Board, appointed Township Treasurer in 1999. In 2000, Gilbert Sherman was the first African American to run for the office of Treasurer and thus for a Township Board seat; and

WHEREAS, Milton L. Scales was the first African American elected to the Township Board in 2012. He served from 2012-2016; and

WHEREAS, Since 2015, the Meridian Township Board has adopted a recurring commitment to increased diversity in all aspects of Township function, and specifically in it's "Board Goals and Objectives"; and

WHEREAS, In November 2016, Patricia Herring Jackson, became the first African American female elected to the Township Board, as a Trustee.

NOW, THEREFORE, BE IT RESOLVED BY THE TOWNSHIP BOARD OF THE CHARTER TOWNSHIP OF MERIDIAN, INGHAM COUNTY, MICHIGAN, that Meridian Township commemorates Black History Month to pay tribute to the generations of African Americans who struggled with adversity and to celebrate the accomplishments, contributions, and history of African Americans.

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 25th day of January 2022.

Deborah Guthrie
Meridian Township Clerk



To: Board Members

From: William Fahey, Fahey Schultz Attorney

Date: January 19, 2021

Re: Resolution to Approve Ballot Language for August 2, 2022 Election

Although a resolution is not required to certify the ballot language to the County Clerk, we recommend executing an updated resolution due to the previous action taken on this matter.

Generally, when a valid petition is submitted under a statute, the governing statute will provide when the question must be placed on the ballot. In the case of Michigan Regulation and Taxation of Marihuana Act (“MRTMA”), it must be placed on the ballot at the “next regular election.” It is the duty of the township clerk under the Election Law to ensure that the ballot language is certified to the county clerk by a certain date prior to that election. MCL 168.646a.

Neither the Michigan Election Law nor MRTMA have an express requirement for a township board to adopt a resolution setting the election date at which the ballot question will appear, but such resolutions are a common procedure used to place a question on a ballot.

For the marihuana ballot question at issue, Meridian’s Township Board initially passed a resolution early in August, 2021, which directed the ballot question to be placed on the ballot at the “November 2, 2021 regular election.” Later, that resolution was rescinded by motion on a roll-call vote, which further directed that the question should be placed on the ballot at the “next regular election.” Due to the previous resolution and the fact that it was rescinded by a motion, we recommend adopting a new resolution that directs that the question be placed on the ballot at the next regular election, which is in August 2022.

Proposed Motion:

Move to approve the attached Resolution that the following ballot language be placed on the August 2, 2022 regular election ballot by the Ingham County Clerk:

Memo to Township Board

January 19, 2022

Re: Resolution to Approve Ballot Language for August 2, 2022 Election

Page **3** of **4**

CHARTER TOWNSHIP OF MERIDIAN
INITIATION OF ORDINANCE TO
PROHIBIT ADULT-USE MARIHUANA ESTABLISHMENTS

Shall the Charter Township of Meridian, under the authority of Section 6, Subsection 1 of the Michigan Regulation and Taxation of Marihuana Act, Initiated Law 1 of 2018 (“MRTMA”), MCL 333.27956.1, adopt the following initiated ordinance that completely prohibits adult-use (also known as “recreational”) marihuana establishments as defined in Section 3(i) of MRTMA, MCL 333.27953(i), within the boundaries of the Township: “All adult-use (also known as ‘recreational’) marihuana establishments as defined in Section 3(i) of the Michigan Regulation and Taxation of Marihuana Act, Initiated Law 1 of 2018, are prohibited within the boundaries of the Charter Township of Meridian.”

Yes _____

No _____

Attachments:

1. Resolution to Approve

RESOLUTION TO APPROVE

Ballot Language for August 2, 2022 Election

RESOLUTION

At a regular meeting of the Township Board of the Charter Township of Meridian, Ingham County, Michigan, held at the Meridian Municipal Building, 5151 Marsh Road, Okemos, MI 48864, in said Township on the 25th day of January, 2022, at 6:00 p.m., Local Time.

PRESENT: _____

ABSENT: _____

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

WHEREAS, the Township received a petition on July 26, 2021, pursuant to MCL 333.27956(1); and

WHEREAS, the Township Clerk verified that the petition contained the requisite number of signatures required pursuant to MCL 333.27956(1); and

WHEREAS, the petition initiated an ordinance to completely prohibit any marihuana establishment as defined in the Michigan Regulation and Taxation of Marihuana Act, Initiated Law 1 of 2018; and

WHEREAS, on August 3, 2021, the Township Board previously certified the ballot language to the Ingham County Clerk to place the question on the ballot of November 2, 2021, but due to a question whether that was a "regular election," the Township Board rescinded its August 3, 2021 resolution and directed that the question be placed on the next regular election ballot; and

WHEREAS, the next regular election is August 2, 2022.

NOW, THEREFORE, BE IT RESOLVED that the following ballot language be placed on the August 2, 2022 regular election ballot by the Ingham County Clerk:

CHARTER TOWNSHIP OF MERIDIAN
INITIATION OF ORDINANCE TO
PROHIBIT ADULT-USE MARIHUANA ESTABLISHMENTS

Shall the Charter Township of Meridian, under the authority of Section 6, Subsection 1 of the Michigan Regulation and Taxation of Marihuana Act,

Initiated Law 1 of 2018 (“MRTMA”), MCL 333.27956.1, adopt the following initiated ordinance that completely prohibits adult-use (also known as “recreational”) marihuana establishments as defined in Section 3(i) of MRTMA, MCL 333.27953(i), within the boundaries of the Township: “All adult-use (also known as ‘recreational’) marihuana establishments as defined in Section 3(i) of the Michigan Regulation and Taxation of Marihuana Act, Initiated Law 1 of 2018, are prohibited within the boundaries of the Charter Township of Meridian.”

Yes ____

No ____

BE IT FURTHER RESOLVED that all prior motions and resolution in conflict with this resolution are hereby rescinded.

ADOPTED:

YEAS: _____

NAYS: _____

Resolution passed:

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 by the Township Board of the Charter Township of Meridian at a regular meeting held on the 25th of January, 2022.

Deborah Guthrie, Clerk
Charter Township of Meridian



12.J

To: Township Board

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

Date: January 20, 2022

Re: Woodward Way PILOT Extension

On September 17, 2019, the Township Board approved a Payment In Lieu of Taxes (PILOT) agreement for the proposed Woodward Way development, currently under construction to the north of Whole Foods at the terminus of Sirhal Drive. The project consists of 49 apartment units that provide housing for low to moderate income residents. The project was been approved by the Michigan State Housing Development Authority (MSHDA) for in the 2020 funding round, but construction was delayed until late 2021 for a variety of reasons.

The PILOT approval was a vital part of the MSHDA approval and without it, the project would not have received the necessary funding to proceed. Under the Township's ordinance, construction on the project is required to commence within one year of the effective date of the Township Board resolution approving the tax exempt status. The approval was previously extended by the Board on February 18, 2020, but construction did not begin until December 2021. The Township Attorney has reviewed the situation and has indicated the Board can reapprove the PILOT through the attached resolution. Given that construction is now underway, no further extension of the approval will be necessary in the future. Staff has raised no concerns with the request, given that it has been previously approved twice by the Township Board, and would **recommend approval**, through the following motion.

Motion to adopt the resolution to grant tax exempt status with Payment in Lieu of Taxes (PILOT) for the housing project known as Woodward Way.

Attachment

1. Resolution for Approval
2. Initial Request

RESOLUTION TO APPROVE

**Tax Exempt Status with Payment In Lieu of Taxes
(Woodward Way Housing Project)**

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 25th day of January 2022, at 6:00 p.m., Local Time.

PRESENT: _____

ABSENT: _____

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

WHEREAS, the Township Board in 1995 enacted an ordinance pursuant to Section 15a of the State Housing Development Authority Act of 1966, being MCL 125.1415a, which limited the class of housing projects that qualify to pay the Township an annual service charge for public services in lieu of taxes (PILOT); and

WHEREAS, on September 17, 2019 the Township Board adopted Ordinance No. 2019-14 amending Chapter 66, Article II of the Code of Ordinances to make tax exemptions and payments in lieu of taxes available to qualified housing projects for persons of low and moderate income in accordance with criteria established by state and/or federal laws; and

WHEREAS, Woodward Way Limited Dividend Housing Association Limited Partnership, as owner of the Woodward Way housing project, located in the Charter Township of Meridian, has requested tax exempt status from all property taxes during and after commencement of construction of the housing project pursuant to the Township’s ordinance as amended; and

WHEREAS, the Woodward Way housing project is eligible for the requested exemption and payment in lieu of taxes and without such treatment the construction and operation of the housing project would not be feasible; and

WHEREAS, the Woodward Way housing project development will be maintained as housing for persons of low to moderate income for 45 years, representing its economic life; and

WHEREAS, the Township Board has determined that it is in the best interest of the Township to encourage housing projects for persons of low to moderate income by granting Woodward Way a tax exemption with payment in lieu of taxes; and

WHEREAS, the Township Board at a regular meeting held on September 17, 2019 granted tax exempt status to the Woodward Way housing project which was reapproved on February 18, 2020; and

WHEREAS, Woodward Way Limited Dividend Housing Association Limited Partnership was not able to commence construction of the housing project within one year from the effective date of the Township Board’s February 18, 2020 resolution granting tax exempt status and has requested the PILOT be re-approved.



July 31, 2019

Mr. Frank L. Walsh
Township Manager
Charter Township of Meridian
5151 Marsh Road
Okemos, Michigan 48864

Re: PILOT Request; 49-unit, Woodward Way

Mr. Walsh,

Woda Cooper Companies, Inc. (Woda) would like to formally request a Payment in Lieu of Taxes (PILOT) for the proposed 49-unit townhome development to be located at Sirhal Drive in Meridian Township. Once completed, The Woodward will have affordable rents to help working singles, families and seniors obtain quality, safe, and energy efficient housing in Meridian Township. We believe this development with 49 residential units will be welcomed by retailers, service providers and business owners in this area of your township.

The Woda construction plan proposes the development of four (4)-townhome buildings and large community space for use by tenants and their guests.

Once completed, the new residential units will have Energy Star appliances, water-saving faucets/toilets, abundant insulation and contain other "green" features which will help the finished community qualify for Enterprise Green Communities or LEED certification.

To fund the construction, Woda will seek housing tax credits from MSHDA. As part of the application process, MSHDA requests that developers seek a PILOT from the local municipality. The PILOT helps ensure the long-term financial stability of the property plus helps the developer increase their chances of receiving funding from National investors for the project. Woda (developer) plans to submit a funding application to MSHDA on October 1.

Woda Cooper. is requesting a 5% PILOT for 16 years be adopted for Woodward Way. In addition, Woda proposes to enter a Municipal Services Agreement (MSA) that will pay Meridian Township an annual MSA fee of \$9,000 in addition to the PILOT. The MSA fee will be paid directly to the Township and can cover possible Township funded services (eg. fire, EMS) that may be needed at the site. Each year the MSA can increase up to 3% based on CPI. Both the annual PILOT and MSA payment will be paid simultaneously and payment can be made at any date the Township prefers. Woda estimates that the annual value of the 5% PILOT will approximate \$16,933.

As you may know, the PILOT payment will be determined each year based on collected rents plus other income minus common utilities. Each year in late March, Woda will provide a third-party financial audit to the Township to verify income and utilities.

Without a PILOT, it will be highly improbable for Woda to receive funding for this \$12.5M residential project. Each developer competes against other developers in the state to win funding. Historically, for new construction projects, only projects that receive a local PILOT receive MSHDA funding.

I appreciate you considering this request and I look forward to making a formal presentation at an upcoming Township Board meeting.

Sincerely



P. Craig Patterson,
Senior Vice President

cc. M. Kieselbach, P. Deschaine, F. Fugate





12. K

To: Board Members
From: Frank L. Walsh, Township Manager
Date: January 24, 2022
Re: Nomination of Trustee Herring Jackson Ingham County Broadband Task Force

As you are aware, Ingham County is formulating a countywide Broadband Task Force. Each community is afforded an opportunity to request representation on the committee. The first step in the process is to submit a letter of interest. Supervisor Styka has submitted a letter on behalf of Meridian Township. Further, the Supervisor has nominated Trustee Herring Jackson to serve on the task force representing Meridian's 45,000 residents. It is my understanding that Trustee Herring Jackson is scheduled for an interview with county officials on February 1.

The following motion is proposed for Board consideration:

MOVE TO APPOINT TRUSTEE PATRICIA HERRING JACKSON TO SERVE AS MERIDIAN TOWNSHIP'S REPRESENTATIVE ON THE INGHAM COUNTY'S BROADBAND TASK FORCE. THE APPOINTMENT IS CONTINGENT ON THE APPROVAL OF INGHAM COUNTY OFFICIALS.



To: Board Members
From: Amber Clark, Neighborhoods and Economic Development Director
Date: January 25, 2022
Re: Redevelopment Ready Communities (RRC) Recertification

The Michigan Economic Development Corporation's (MEDC) Capital Assistance Team connected with Meridian Township Staff in July 2020 to assess the status of Redevelopment Ready Communities in Meridian. Redevelopment Ready Communities (RRC) is a progressive development program offered by the MEDC to align communities in Michigan with modern and efficient development processes. The efficiency of the development process helps market our communities competitively for quality developers and projects across the nation. MEDC announced an update to the RRC program to align with the comprehensive community planning updates; which we refer to as a Master Plan. This will require Meridian Township to hold the active status as RRC for 5 years. Upon time to recertify, Meridian Township will refer to the instructional brief provided by MEDC that notes the Best Practice Criteria to maintain an active RRC status. Attached is the brief from MEDC emphasizing the necessary changes required to uphold our certification by 2023.

There is no action necessary for the Board to take at this time, the goal of placing the brief under discussion is to allow for the Board to review what is enclosed and offer different directions, if necessary. Included with the brief is a general calendar highlighting when the Economic Development Department or Community Planning Departments expect to bring items to appointed committees and the Township Board for approval. These items will help to maintain our active RRC status with MEDC.

Attachment:

1. Pathway to Successful Recertification for Redevelopment Ready Status with MEDC
2. Michigan Economic Development Corporation (MEDC) Brief

Pathway to Successful Recertification for Redevelopment Ready Status with MEDC

In July of 2020, members of the Michigan Economic Development Corporation (MEDC) connected with Meridian Township staff to assess the current status of Redevelopment Ready Communities in Meridian. Redevelopment Ready Communities (RRC) is a progressive development program offered by the MEDC to align communities in Michigan with modern and efficient development processes. The efficiency of redevelopment processes helps market our communities competitively for quality developers and projects across the nation. MEDC announced the update to the RRC program to align with the comprehensive community planning updates, which we refer to as a Masterplan. This will require Meridian Township to hold the active status as RRC for a 5-year program. Every 5 years Meridian Township will recertify using the information provided from MEDC that notes the Best Practice Criteria to maintain an active RRC status. The attached brief from MEDC emphasizes the necessary changes that will be required to uphold our certification by 2023.

In an effort to organize the expected changes Meridian Township was assigned to the Trello Board, an external software management application to achieve individual projects and monitor productivity. As elements of the attached brief are updated, those changes will be documented on the Trello board. To maintain clarity the Economic Development department will lead the recertification process alongside Community Planning & Development. Below is the general schedule overview of when items will be produced and submitted to their associated boards for approval, with final approval from the Township Board. An update on the status of tasks will be provided throughout the year to the board. Our deadline to complete all required work is October 2023 for final review by the Michigan Economic Development Corporation in November 2023.

2022

January

- Economic Development Department create draft Public Incentives Policy
- Provide MEDC with documentation of joint township board meetings, development related commissions and departments. Make updates via Trello

February

- Meridian EDC recommend to Twp. Board Adopt Public Incentives Policy
- Township Board see for discussion Public Incentives Policy

March

- Township Board see for discussion Public Incentives Policy
- Public Participation Plan (start)

End of First Quarter 2022

April

- Township Board adopt Public Incentives Policy with recommendation for Biennial review of the policy to ensure incentives match current development standards.
- Recommendation from Boards to TWP board Public Participation Plan

May

- Public Participation Plan (@ Board for discussion)
- Provide MEDC updates via Trello
- Provide Meridian Township with updates via schedule/memo

June

- TWP Board see for discussion Public Participation Plan
- Community Development Project Database (tracking system start)

End of Second Quarter 2022

July

- TWP Board adopt Public Participation Plan
- Economic Development Strategy Update (start)
- Community Development Project Database –Public reference online?

August

Reassess the RRC Implementation Calendar and prepare for 2023 calendar of events

Assess progress on Alignment ½ way mark via Trello Board

Assess progress to Meridian Township Board

September

- Recommendations of boards/commissions adopt Economic Development Strategy update
- TWP Board sees Economic Development strategy for discussion

End of Third Quarter 2022

October

- TWP Board adopt updated Economic Development Strategy

November

- First year alignment review with MEDC staff for Meridian Township status
- Provide Meridian Township with updates via schedule/memo

December

Begin preparing alignment of Capital Improvements Plan for Trello Board

End of Fourth Quarter 2022

2023

July

- TWP Board update Capital Improvements Plan on Trello board- CIP must represent alignment and remain separate of budget

September

- TWP Board Access Final Stages – Best Practices Annual Update

November

- TWP Board Pass resolution to acknowledge the Recertification Brief and proceed with RRC program for 2023-2028

December

- TWP Board adopt Masterplan 2023 Update
- MEDC Confirm Meridian Recertified as Redevelopment Ready Community



RRC Recertification Brief: Meridian Charter Township

The Charter Township of Meridian was the 28th community to be Certified under the statewide Redevelopment Ready Communities® program in November 2018. The Township received their initial Baseline Report in March 2018. The Baseline Report indicated that the Township aligned with 41% of the Best Practice criteria for Certification. Upon receiving the Baseline Report, the Township made progress in addressing the unmet criteria to bring plans, codes, and processes in line with the RRC Best Practices. These efforts included creating an Economic Development Strategy (2018) and Marketing and Promotion Strategy (2018). It is important to note, the following Recertification Brief was prepared two (2) years in advance of Meridian Township’s recertification date of November 2023.

During the three (3) years since Certification, Meridian Township has continued to experience slowed but gradual growth with several notable development projects in their major commercial corridors. Pressures to add more housing, as well as, address various aging and underperforming commercial centers, is limited by the Township’s current Zoning Ordinance that does not actively support dense, mixed-use development in concentrated commercial areas. Meridian Township is at a pivotal moment in its growth to reassess its historic style of development and evaluate the potential successes of implementing more proactive development strategies.

In early 2021, the Michigan Economic Development Corporation (MEDC) introduced Redevelopment Ready Communities® 2.0, a restructuring effort to provide communities with updated tools that promote greater efficiency, transparency, and predictability among planning, zoning, and economic development efforts. Additionally, RRC has extended their recertification period from three (3) to five (5) years, effectively moving the Township’s recertification date to November 2023 instead of November 2021. The following Recertification Brief will present the findings that demonstrate Meridian Charter Township’s moderate alignment with the updated Best Practices. Being mindful of how RRC 2.0 impacted the Township’s alignment status, coupled with the expectation that the Township will be preparing to engage in various planning initiatives, the following brief will provide recommendations to realign the Township with the most current Best Practices. Ultimately, the goal is to provide technical assistance to reinforce Meridian Township’s foundation for continued progress in achieving their planning and development vision.

Redevelopment Ready Communities®

Redevelopment Ready Communities® is a no-cost technical assistance tool offered through the Michigan Economic Development Corporation (MEDC). RRC aims to assist communities by aligning their planning, zoning, and economic development efforts with a set of Best Practices, to ultimately encourage redevelopment and new investment. MEDC uses engagement with RRC as a prioritization factor when determining investments through our Community Development programs (visit www.miplace.org for more information on those programs). Communities who fully align with the Best Practices become Redevelopment Ready Communities® Certified, an achievement that has afforded Meridian Township the following benefits:

1. Access to the Redevelopment Services Team (RSTeam) to identify the Township’s priority redevelopment sites.



2. Assistance in marketing the Township's redevelopment priority sites, including a dedicated priority sites webpage on <https://www.miplace.org/redevelopment-ready-sites/meridian-charter-twp/>.
3. Prioritization for MEDC's Community Development tools and services.
4. Continued Technical Assistance Match Funding opportunities.
5. Invitations to special events and conferences supported by MEDC.

The Recertification Process

Redevelopment Ready Communities® is continually evaluating and evolving as program feedback from RRC communities is incorporated along with efforts to stay updated with current planning and development trends. As such, the current RRC Best Practices are slightly different than those in place at the time of Meridian Township's initial Certification. Keeping this in mind, RRC has crafted a recertification process that provides significant lead time and resources to help certified communities update their practices without needing to go through a full reevaluation process. Steps taken to-date and steps remaining include:

1. **Initial Review:** In July 2020, RRC conducted a cursory review of the Township's practices and supporting documentation to assess any high-level areas of concern for alignment with the Best Practices.
2. **Meeting:** In July 2020, RRC met both virtually and in-person with Township staff to explain the transition to RRC 2.0 and the extension of the recertification process. Within this meeting, the Township requested RRC prepare the Township's Recertification Brief early.
3. **Formal Review:** In September 2021, RRC conducted an updated assessment of the Township's planning and development processes against the updated Best Practices. This review resulted in the present Recertification Brief, that provides an official list of recommendations for ensuring the Township returns to full alignment with the Best Practices.
4. **NEXT STEP – Realignment Progress:** The Township will take the next two (2) years to realign themselves fully, with the updated Best Practices.
5. **Annual Check-in:** RRC intends on meeting with Township staff in Fall 2022 to assess progress in aligning with the updated RRC Best Practices.
6. **Resolution to Continue:** Nearing November 2023, we will ask the Township to pass an additional resolution to acknowledge the Recertification Brief and proceed with the Redevelopment Ready Communities® program for another five (5) years (2023 – 2028).
7. **Confirm:** Once the Township has demonstrated continued progress and decided it would like to proceed in the RRC program, the RRC planner will confirm with the RRC team that the Township is ready to be recertified.
8. **Maintenance:** To maintain Certification until November 2028, the Township will utilize Trello to provide progress on the various Best Practice criteria that require annual review and updates.



Redevelopment Ready Sites (RRSites)

A key piece to the Redevelopment Ready Communities® program is assisting communities to develop a streamlined process to help activate priority redevelopment sites. Upon Certification, Meridian Charter Township was connected with the expertise of the Redevelopment Services Team (RSTeam) to focus on the proactive site redevelopment of priority Redevelopment Ready Sites (RRsites). The RSTeam is built upon three (3) foundation focus areas:

1. High-quality and in-depth technical assistance
2. RRSites marketing and promotion
3. Developer relationship building and matchmaking

Meridian Charter Township has leveraged the services from the Redevelopment Services Team (RSTeam) to proactively market the Haslett Village Square redevelopment opportunity. The Haslett Village Square is an existing but largely vacant commercial strip project on the southeast corner of Haslett and Marsh Roads. Meridian Township's Board approved the designation of Potential Intensity Change Areas (PICAs) within the Master Plan (2017). Currently there are three (3) PICAs designated with the intent to utilize the same strategy to focus development within specific regions in the Township, including the Haslett PICA, currently known as Haslett Village Square. The Haslett Village Square is approximately 98% vacant and the Township is having a difficult time attracting developers with quality project proposals that mirror the desires of the Township. If approached properly, this project could define the downtown area for the Haslett community. The RSTeam will continue working with the Township to strategize on the best approach to market this Redevelopment Ready Site (RRSite).

Additionally, the Township continues to frequently seek out advice from the RSTeam on potential opportunities of redevelopment. Most recently, the Charter Township of Meridian met with the MEDC's Redevelopment Services Team (RSTeam) in the summer of 2021 to discuss navigating the Okemos Village Downtown redevelopment project. The Okemos Village Downtown project is slated to redevelop a swath of land on the southwest and northwest corners of Okemos and Hamilton Roads, to support the construction of dense, mixed-use buildings in a vibrant streetscape that promotes walkability. This project has undergone several iterations and experienced various political pressures, ultimately impacting the design of a truly mixed-use project that the Township desires. The RSTeam will continue conversations with the Township to navigate the various intricacies of this project.



Status of Best Practices

Over the past three (3) years, Meridian Charter Township has continued to be an exemplary Redevelopment Ready Community. Most notably, the Township created an Economic Development Strategy (2018) and Marketing and Promotion Strategy (2018) in preparation for their Certification. Further, a cornerstone of the RRC program is the encouragement of communities to annually access and update important planning and development documents. The Township has demonstrated its commitment to this ideal in its regular update of the Capital Improvements Plan (2020) and Implementation Plan (2020) of the Economic Development Strategy. Additionally, the Township received RRC Technical Assistance Match Funding to pursue the development of a Downtown Development Authority (DDA) Work Plan Implementation (ongoing).

Chart 1: Best Practice Alignment (Percentage)

BP 1 Plans & Participation	<div style="width: 27%; background-color: #28a745;"></div>
BP 2 Zoning Ordinance	<div style="width: 60%; background-color: #28a745;"></div>
BP 3 Development Process	<div style="width: 50%; background-color: #28a745;"></div>
BP 4 Boards & Commissions	<div style="width: 0%; background-color: #28a745;"></div>
BP 5 ED & Marketing	<div style="width: 0%; background-color: #28a745;"></div>
BP 6 RRSites	<div style="width: 100%; background-color: #28a745;"></div>

As of September 2021, Meridian Township is 27% aligned with the Certified Best Practices. Chart 1 above demonstrates the percentage to which the Township is aligned with each Best Practice. Although Meridian Charter Township has exemplified what it means to be Redevelopment Ready, this recertification review identified various areas where the Township will need to take steps to better align with the updated RRC Best Practices. In preparation for Meridian Charter Township’s recertification date of November 2023, it is recommended the following actions be incorporated to fully align with the RRC Best Practices within the next two (2) timeframe:

Best Practice 1: Plans and Engagement

Best Practice 1.1 | Master Plan

“The governing body has adopted a master plan in the past five years”.

The Township is approaching a five (5) year review and potential update of their Master Plan (2017), as mandated by the Michigan Planning Enabling Act (PA 33 of 2008). The Township expects to begin this process in early-2022. It is recommended that the Township evaluate the goals, objectives, and strategies established in the Master Plan for ones that are more actionable and implementable. The restructuring of the goals, objectives, and strategies will then lend themselves to an updated Implementation Plan that should include responsible parties and projected timelines for each strategy, an aspect that is currently missing from the Master Plan.



Further, Best Practice 1.1 includes an expectation of annual review. To maintain Certification, the Township will need to demonstrate progress on the implementation of the Master Plan annually. As of 2021, the Township is not currently meeting this expectation.

Best Practice 1.3 | Capital Improvement Plan

“The governing body has adopted a capital improvements plan”.

While the current Annual Budget (2020) prepared by the Township includes a small section dedicated to annual capital investments, the Township will need to prepare a separate and comprehensive Capital Improvement Plan (CIP). Standard CIPs span six years of planning and are conducted annually in conjunction with the municipal budgeting process. The creation of a CIP is mandated by the Michigan Planning Enabling Act (P.A. 33 of 2008).

Further, Best Practice 1.3 includes an expectation of annual review. To maintain Certification, the Township will need to provide an updated Capital Improvement Plan annually. As of 2021, the Township is not currently meeting this expectation.

Best Practice 1.4 | Public Participation Plan

“The community has a public participation plan for engaging a diverse set of community stakeholders”.

The Township established their Community Engagement Plan in 2018 to meet their initial Certification. To meet recertification expectations, it is recommended the next iteration of the Community Engagement Plan include more details regarding which populations in the Township are not typically at the visioning table and how the Township plans to engage those populations.

Further, Best Practice 1.4 includes an expectation of annual review. To maintain Certification, the Township will need to demonstrate that the results of the community engagement efforts are reported to the Township Board annually. As of 2021, the Township is not currently meeting this expectation.

Best Practice 2: Zoning

Best Practice 2.1 | Alignment with Master Plan

“The governing body has adopted a zoning ordinance that aligns with the goals of the current master plan”.

It is recommended that the Township progress in making changes to the Zoning Ordinance as recommended by the current and any future Master Plans. Specifically, it is recommended that the Township provide an update on their ability to realize the revisions in the ‘Recommendations for Revisions to the Zoning Ordinance and Map’, Master Plan section.

Best Practice 2.3 | Concentrated Development

“The zoning ordinance provides for areas of concentrated development in appropriate locations and encourages the type and form of development desired”.

Mixed-use development is permitted within Sec. 86-440 (MUPUD) of the Zoning Ordinance, but to be deemed Redevelopment Ready, it is expected to allow mixed-use development permitted



by-right, in areas of concentrated development. If the Township is unable to meet this expectation, they will lose access to MEDC's Community Development tools, including technical assistance and funding opportunities.

Additionally, it is clear that the 'Architectural Standards' outlined in the Master Plan only apply to the MUPUD District (Sec. 86.440(C)(2)(e)(1)). It is recommended that the Township incorporate similar placemaking elements to zoning districts in the Township's concentrated areas of development. Specifically, grade-level transparency and build-to lines could help the Township in meeting Certified expectations.

Best Practice 2.4 | Housing Diversity

"The zoning ordinance allows for a variety of housing options".

Unfortunately, the Township does not currently permit applicable diverse housing typologies in any zoning district. To maintain Certification, the Township should permit three (3) diverse housing typologies, by-right. To exceed expectations, the Township could permit these diverse housing types near their areas of concentrated development, to support vibrant and walkable neighborhoods.

Best Practice 3: Development Review

Best Practice 3.5 | Approval Authority

"The community streamlines the approval process by using administrative and planning commission approval authority".

It is recommended that the Township review and update their administrative site plan review process as outlined in Sec. 86-155 of the Zoning Ordinance. Currently, the Director of Community Planning and Development is required to provide a notice of review 15-days before beginning the review. This act could potentially slow down project timelines and add unnecessary costs to applicants.

Best Practice 3.6 | Fee Schedule

"The community maintains a fee schedule".

It is recommended that the Township post the updated Building Permit, Commercial Fire, and Planning fee schedules onto the Township website. Additionally, it is recommended that development-related fee schedules be updated and included in the Township's Guide to Development (Best Practice 3.8).

Further, Best Practice 3.6 includes an expectation of annual review. To maintain Certification, the Township will need to review and update the development-related fee schedules annually. As of 2021, the Township is not currently meeting this expectation.

Best Practice 3.7 | Payment Methods

"The community offers clear methods of payment".

It is recommended that the Township identify what methods of payments an applicant can use to pay for development-related fees on the Township's website. Additionally, it is recommended



that the Township accept credit card payments, either solely in-person or also online. It is important to note that Township's can pass along any service fees to applicants that would like to pay with a credit card.

Best Practice 3.8 | Access to Information

"The community maintains a guide to development that explains policies, procedures, and steps to obtain approvals".

The Development Process Overview document, developed by the Township in 2018 is a great start. The integration of wetland delineation/verification processes, as well as the incorporation of associated fees on the various review processes, are very useful to applicants. With RRC 2.0, there are a few areas where the Township could supplement their Development Process Overview to become better aligned with Certified expectations:

- Relevant contact information: The existing document (as well as several other documents on the website) have Peter Mesner as the primary contact.
- Relevant meeting schedules: It would be helpful for applicants to see the regular meeting times of all development-related boards and commissions.
- Conceptual meeting procedures: The Township has already prepared this document, but once the Township makes the appropriate updates to this document, it is recommended that it be integrated it into the Development Process Overview.
- Site plan review requirements and application: This item already lives on the website; it is recommended to integrate it into a comprehensive guide to development.
- Clear explanation for site plans that can be approved administratively: Once Sec. 86-115 is updated (Best Practice 3.5), it is recommended the administrative site plan review process is updated in the Development Process Overview.
- Rezoning request process and application: This item already lives on the website; it is recommended to integrate it into a comprehensive guide to development.
- Variance request process and application: This item already lives on the website; it is recommended to integrate it into a comprehensive guide to development.
- Special land use request process and application: This item already lives on the website; it is recommended to integrate it into a comprehensive guide to development.
- Fee schedule: The Township has provided associated fees throughout the document. However, it is recommended the Township ensure these prices are up to date. Additionally, if the Township deems it helpful, the Township could also add the relevant fee schedules into the comprehensive guide to development.
- Financial assistance tools: If any are offered by the Township, it is recommended the Township publicized then in the comprehensive guide to development.
- Design guidelines and related processes: If the Township decided to develop design guidelines, incorporating or referencing them within the guide to development would be helpful.
- Building permit requirements and applications: This item already lives on the website; it is recommended to integrate it into a comprehensive guide to development.

Best Practice 3.9 | Project Tracking



"The community has a method to track development projects".

It is recommended the Township provide documentation of the community's tracking system for development applications, from submissions to permitting.

Best Practice 3.10 | Continued Improvement

"The community solicits feedback and regularly reviews the development review experience".

The Township provides an excellent Development Process Feedback Survey on the Township's website to solicit details about applicants' experience with the Township's development processes.

Best Practice 3.10 includes an expectation of annual review. To maintain Certification, the Township will need to provide details on how the Township assess their development review process annually, based on the responses garnered from the survey. As of 2021, the Township is not currently meeting this expectation.

Best Practice 4: Boards and Commissions

Best Practice 4.1 | Recruitment Process

"The community has a clear recruitment and appointment process".

The Township provides a Public Service Application Form online for residents interested in applying to a board or commission. To meet Certified expectations, it is recommended that the Township post either a document, statement, or quick blurb on what the typical process of appointment is. This could include:

- What happens after an interested community member applies?
- How often are applications reviewed?
- What are the current vacant seats?

Best Practice 4.2 | Expectations & Interests

"The community sets expectations for board and commission positions".

The Township provides a very helpful Appointed Officials Ethics Statement on the Township's website, that outlines ethical expectations of board and commission members (e.g. no taking of gifts, no financial gain, serve with integrity). To meet this Best Practice, it is recommended that the Township incorporate additional expectations around attendance records, typical meeting schedule, duties to be performed, and term limits. Additionally, newer to RRC 2.0, to make the application process easier to understand for residents, highlighting associated interests and/or background experience that would best suit each type of board and commission position is an expectation.

Best Practice 4.3 | Orientation

"The community provides orientation material to all appointed and elected members of development-related boards and commissions".

Documentation of the orientation materials the Township provides to newly appointment officials is needed. It is recommended the Township provide this information for all



development-related boards and commission, including the Township Board, Planning Commission, Zoning Board of Appeals, Downtown Development Authority, Corridor Improvement Authority, Brownfield Redevelopment Authority, and Economic Development Corporation.

Best Practice 4.4 | Bylaws

"The community has bylaws for boards and commissions".

It is recommended the Township make the bylaws for each development-related board and commission, easily accessible on their respective webpages.

Best Practice 4.5 | Planning Commission Annual Report

"The community issues a planning commission annual report".

While the Township provides a section dedicated to updated by the Community Planning and Development in the Meridian Township Annual Report, it is recommended that the Township produce a separate Annual Planning Report as mandated by the Michigan Planning Enabling Act (P.A. 33 of 2008).

Best Practice 4.5 includes an expectation of annual review. To maintain Certification, the Township will additionally need to prepare a Planning Report annually. As of 2021, the Township is not currently meeting this expectation.

Best Practice 4.6 | Training Strategy

"The community has a documented training strategy".

Best Practice 4.6 is a new expectation under RRC 2.0. Communities need to create a training strategy document for all development-related boards and commissions in the Township. This includes addressing the Township's view on regular training for its elected/nominated officials, suggested training opportunities, how these training opportunities will be funded, and how participants will share out their training experiences.

Best Practice 4.7 | Joint Meetings

"The community shares information between elected and appointed officials and staff".

Best Practice 4.7 includes an expectation of annual review. To maintain Certification, the Township will need to provide documentation that a joint meeting among development-related boards was held at least once a year. As of 2021, the Township is not currently meeting this expectation.

Best Practice 5: Economic Development and Marketing

Best Practice 5.1 | Economic Development Strategy

"The community has approved an economic development strategy".

The Township provides an excellent Economic Development Strategy (2018) on its website. Best Practice 5.1 includes an expectation of annual review. To maintain Certification, the Township will need to provide documentation that the implementation of the Economic Development



Strategy is accessed annually. As of 2021, the Township is not currently meeting this expectation.

Best Practice 5.2 | Incentives Policies

"The community has adopted policies to guide economic development incentives".

Best Practice 5.2 is a new expectation under RRC 2.0, aimed at equipping communities with the tools to be attractive to developers. The Township will need to clearly outline the incentives available to developers and in what situations they will be considered. This can live in a stand-alone document or within the comprehensive Guide to Development (Best Practice 3.8). Some commonly used local incentives include:

- Tax Abatements (Industrial, OPRA, Commercial Rehab, etc.)
- Facade Improvement Programs
- Local Small Business Support Loans
- Local or County Brownfield
- Land disposition policies which allow for a reduced sale price
- Waived local fees (development review, utility connections, etc.)
- PILOTs (Payment In Lieu Of Taxes)

Incentives do not necessarily need to consist only of tax abatements. The Township can also consider other smaller incentives, like site plan application fee waivers, density bonuses, and expedited processing.

Best Practice 5.3 | Marketing Plan

"The community has a documented marketing plan".

The Township has an established Marketing and Promotion Strategy (2018) and a separate Brand Standards Quick Reference Guide. To ensure Township staff, applicants, and residents have access to a comprehensive resource regarding the Township’s marketing efforts, it is recommended the Township incorporate the branding standards document into the Marketing and Promotion Strategy.

Table 2: Actions for Recertification

BP	Criteria	Action Details
1.1	The governing body has adopted a master plan in the past five years.	Update the Master Plan to include more actionable goals, an Implementation Plan, and a Zoning Plan.
1.3	The governing body has adopted a capital improvements plan.	Develop a Capital Improvements Plan, in alignment with but separate from, the Annual Budget.
1.4	The community has a public participation plan for engaging a diverse set of community stakeholders	Begin by updating the Community Engagement Plan to identify key stakeholders not normally at the visioning table. Additionally, report any progress on implementing goals of the Community Engagement Plan to the Township Board annually.



2.1	The governing body has adopted a zoning ordinance that aligns with the goals of the current master plan.	Provide documentation outlining where changes to the Zoning Ordinance have been made to align with the Master Plan.
2.3	The zoning ordinance provides for areas of concentrated development in appropriate locations and encourages the type and form of development desired.	Allow for mixed-use, by-right, in areas of concentrated development. Additionally, incorporate an additional (1) placemaking element in areas of concentrated development.
2.4	The zoning ordinance allows for a variety of housing options.	Allow diverse housing typologies, by-right. Preferably near or within areas of concentrated development.
3.5	The community streamlines the approval process by using administrative and planning commission approval authority.	Review and update the 15-day notice requirement in Sec. 86-155 of the Zoning Ordinance.
3.6	The community maintains a fee schedule.	Update relevant fee schedules for 2021/2022.
3.7	The community offers clear methods of payment.	Update website to include how applicants can pay for development-related fees.
3.8	The community makes development review information and forms readily available online.	Create a comprehensive Guide to Development.
3.9	The community has a method to track development projects.	Provide documentation of the Township's internal system for tracking development applications.
3.10	The community solicits feedback and regularly reviews the development review experience.	Annually review the Township's development process based on the feedback received from the Development Process Feedback Survey.
4.1	The community has a clear recruitment and appointment process.	Document the appointment process from recruitment to orientation.
4.2	The community sets expectations for board and commission positions.	Update the application or website to include any general expectations or policies (such as attendance, ethics, etc.) that prospective board/commission members should be aware of prior to applying. Additionally, incorporate details on associated interests and backgrounds for prospective board/commission members.
4.3	The community provides orientation material to all	Provide an orientation packet or outline for development-related boards/commission.



	appointed and elected members of development related boards and commissions.	
4.4	The community has bylaws for boards and commissions.	Make bylaws/Rules of Procedures development-related boards/commissions available online.
4.5	The community issues a planning commission annual report.	Create an annual Planning Report.
4.6	Community has a documented training strategy	Develop a training strategy for development-related boards/commissions.
4.7	The community shares information between elected and appointed officials and staff.	Provide documentation of annual joint-meetings between development-related boards/commissions.
5.1	The community has approved an economic development strategy.	Annually assess progress on the Economic Development Strategy.
5.2	The community has adopted policies to guide economic development incentives.	Incorporate information of the Township’s development incentive policies online.
5.3	The community has a documented marketing plan.	Combine the Brand Standards Quick Reference Guide into the Marketing and Promotion Strategy, to create one comprehensive plan.

Conclusion and Next Steps

Meridian Charter Township’s current Certification status remains in effect until November 16, 2023. The preceding Redevelopment Ready Communities® Recertification Brief was prepared two (2) years in advance of Meridian Charter Township’s recertification date. RRC understands that the Township is at the precipice of updating several planning and development documents and desires to use this Recertification Brief as a tool to ensure continued alignment with the RRC Best Practices. As the Township works to align with all the Best Practice expectations, RRC is open to Township staff offering alternative ways the Township can meet the intent of the Best Practice criteria. Additionally, as a Certified RRC community in good standing, the Township has continued access to a range of RRC technical assistance tools. These tools—which include a network of RRC community contacts, Best Practice examples, and guidance documents—can help Meridian Charter Township adapt to the updated RRC Best Practice expectations. It is expected that Meridian Township will continue to see exciting redevelopment opportunities in the years to come and Redevelopment Ready Communities® looks forward to formally recertifying the Township in 2023.



To: Board Members
From: Michael Hamel, Fire Chief
Date: January 18, 2022
Re: Support Emergency Operations Plan Update

The Township's Support Emergency Operations Plan has been updated. The plan contains critical information that supports responding to and recovering from emergencies and/or disasters inside the Township as required by Michigan State Police Emergency Management and Homeland Security Division Pub. 204. Furthermore, when specific emergency circumstances arise, the updated plan will qualify the Township for disaster assistance.

Updates to the Support Emergency Operations Plan are listed below:

- HR Director name change
- Law Enforcement title correction
- Public Health successor added
- Community Planning and Development Director name change
- Police Chief alternate/succession
- Damage Assessment alternate/succession

Attachment: Updated Support Emergency Operations Plan

Charter Township of Meridian, Michigan

Support Emergency Operations Plan

An all-hazards plan supporting the Ingham County Emergency Operations Plan, for use in the event of disaster or severe emergency of natural, human, wartime, technological or terrorism origin.

January 1, 2022



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Promulgation Document

Officials of the Township of Meridian, in conjunction with Ingham County and the State of Michigan Emergency Management Agencies, have developed this Support Emergency Operations Plan that will enhance the local emergency response capability.

This plan, when used properly and updated, will assist local government officials to accomplish their primary responsibilities of protecting lives and property in their community. This plan and its provision will become official when it has been signed and dated below by the Chief Executive Official (Supervisor) of the Township of Meridian.

Ronald J. Styka
Township of Meridian Supervisor
Chief Executive Official

Date

Approval and Implementation

The Support Emergency Operations Plan, referred to in this document as the Support EOP, describes how Meridian Township will handle Emergencies in cooperation with the Ingham County Emergency Management Program. The Support EOP assigns responsibilities to agencies for coordinating emergency response activities before, during, and after any type of emergency or disaster. The Support EOP does not contain specific instructions as to how each department will respond to an emergency; these can be found in the plan annexes or separate Standard Operating Procedures.

The goal of the Support EOP is to coordinate emergency response efforts to save lives, reduce injuries, and preserve property. The Support EOP addresses emergency issues before and after an emergency, but its primary goals are to assemble, mobilize and coordinate a team of responders that can respond to any emergency, and describe response procedures in relation to the county response procedures.

The Support EOP will use a graduated response strategy that is in proportion to the scope and severity of an emergency. The Township of Meridian will plan, prepare and activate resources for local emergencies that affect the local area and/or widespread disasters that affect the entire state and/or nation.

The Meridian Township Local Planning Team (LPT) developed this Support EOP. The LPT consists of key departments covering emergency functions such as law enforcement, fire, public works, and others as needed. The team works to establish and monitor programs, reduce the potential for hazard events in the Township through planning, review, and training, and assists the Ingham County Office of Emergency Management Program in developing and maintaining the County EOP.

The current Township of Meridian Supervisor must sign the support EOP each time it is updated, with the exception of the following activities:

1. Minor updates e.g. changing system names, grammar, spelling or layout changes
2. Updates to the annexes

The following individuals may update these activities in the plan without the Supervisors signature:

1. Township Manager
2. Emergency Management Liaison
3. Department head responsible for an annex

Homeland Security Presidential Directive (HSPD) 5 facilitates a standard management approach to major incidents, the National Incident Management System (NIMS). NIMS is administered as part of the National Response Framework (NRF), which integrates the federal government into a single, all discipline, and all-hazards plan. NIMS will provide a nationwide approach that enables federal, state, tribal and local government agencies to “work effectively and efficiently together to prepare for, respond to, and recover from domestic incidents, regardless of cause, size or complexity.” This Support EOP has integrated NIMS concepts, including the Incident Command

System (ICS), and language to help incident management operate in accordance to the NIMS using the guidance provided by the Department of Homeland Security (DHS).

This plan supersedes all previous plans.

Records of Revisions

The following is a list of revisions made to the Support EOP. This chart tracks revisions made to the plan and shall be documented on the chart below.

Date	Reason for Revision	Page Numbers	Revised By
1/21/2020	Rewrite plan to meet required format	All	Chief Hamel, Chief Plaga, Sgt. Besonen
8/15/2020	Director Change HR	5, 6, 11	Chief Hamel
1/10/2021	Law Enforcement title correction	25	Chief Hamel
1/10/2021	Public Health successor added	28	Chief Hamel
7/1/2021	Community Planning and Development Director name change	6, 11	Chief Hamel
9/1/2021	Police Chief alternate/Succession	11, 24	Chief Hamel
12/1/21	Damage Assessment alternate/ Succession	20, 21	Chief Hamel

Basic Plan

I. Purpose

Meridian Township has elected to be incorporated into the Ingham County Emergency Management Program. By becoming part of the County Emergency Management Program, Meridian Township and Ingham County have certain responsibilities to each other. This Support Emergency Operations Plan (EOP) developed in accordance with Section 19 of the Michigan Emergency Management Act (Public Act 390 of 1976, as amended). Activation of this plan at the beginning of a disaster or emergency also establishes eligibility to receive state assistance for disaster related expenses incurred during a State of Emergency or Disaster declared by the Governor, for which federal assistance is unavailable.

II. Scope

The Charter Township of Meridian Support EOP is an adaptable document that can be applied to all hazards. Due to the unique nature of emergencies, it may become necessary to deviate from the contents of the plan when responding to an incident. Departments that have been assigned supporting roles in this plan have developed and will maintain policies that provide systematic instructions for accomplishing their assigned functions. Meridian Township conducts additional activities, such as personnel training, participation in exercises, public information, land-use planning, etc., to support emergency preparedness, mitigation, and response efforts. To facilitate emergency management operations, Meridian Township continues to implement the NIMS.

A. Authority of local officials during an emergency:

1. Emergency Management Act PA 390, as amended
2. Meridian Township, Local Emergency Management Resolution
3. Meridian Township, adoption of Support EOP
4. Executive Directive No. 2005-09, the state adoption of the NIMS
5. The Robert T. Stafford Disaster Relief and Emergency Assistance Act

B. References used to develop this Support EOP

1. National Incident Management System (NIMS)
2. National Response Framework (NRF)
3. Michigan Emergency Management Plan (MEMP), Michigan State Police, Emergency Management and Homeland Security Division (MSP/EMSHD)
4. Support Emergency Operations Plan Guide, Pub. 204 (MSP/EMSHD)

III. Plan Development and Maintenance

To ensure that this Support EOP addresses the needs of the community and is consistent with the Ingham County EOP, this document was developed in a cooperative, whole community effort between municipal government, local community, and the County Emergency Management Program. The Support EOP is updated after every change of the municipal CEO or update to the County EOP. After the plan is adopted by resolution of the Charter Township of Meridian Board and approved by the Supervisor, it is forwarded to the County Emergency Management program. The plan will be

implemented, tested through exercises and maintained in accordance with the standards and currentness of the Ingham County EOP.

This plan has been provided to all municipal departments, local elected officials, the County Emergency Management program and all agencies tasked with the document. It includes this Basic Plan, which provides an overview of the Townships preparedness and response strategies, and functional annexes that describe the actions, roles and responsibilities of participating organizations.

IV. Situation Overview

- A.** The Township of Meridian has taken various preparedness and incident management steps to enhance capabilities in responding to incidents including:
 - 1.** The mitigation of potential hazards
 - 2.** Identification of emergency response agencies and mechanism that will protect life and property before, during and after an emergency.
 - 3.** Tasking departments, agencies, organizations, and individuals with specific functions and responsibilities relative to emergency operations. Assigned tasks are explained in further detail under “Assignment of Responsibilities”.
- B.** Integration with the Ingham County EOP, County Hazard mitigation plan, and Township policies.
- C.** Community Profile: The Charter Township of Meridian is located in northwest Ingham County. The community has a population of approximately 43,318 residents. The Township consists primarily of residential homes. In addition, there are many senior care centers, a large central commercial corridor, and many rental units due to the close proximity of Michigan State University. The Township’s industry includes Meridian Mall and Delta Dental Insurance Headquarters, employing and attracting thousands of people.
- D.** Hazard and threat analysis: According to the County’s Hazard Mitigation Plan, the community is most vulnerable to many common hazards such as but not limited to fire, hazardous material, severe weather, flooding, transportation, and pandemics. More information regarding hazard vulnerability can be found in the Tri-County’s Regional Hazard Mitigation Plan (2015).
- E.** Relationship between Charter Township of Meridian and Ingham County Emergency Management Program:

Emergency management and response are primarily local responsibilities. However, disasters and emergencies can exhaust the resources and capabilities of local governments. Therefore, the Township of Meridian has chosen to incorporate into the Ingham County Emergency Management Program. To coordinate the emergency management related matters with the County Emergency Management Program, the Township of Meridian has appointed the Fire Chief to serve as the Emergency Management Liaison. The Emergency Management Liaison facilitates communication and coordination between the Township of Meridian and Ingham County, and is the local point of contact for the County Emergency Management Coordinator.

V. Planning Assumptions

- A.** The proper implementation of this plan will result in saved lives, incident stabilization, and property protection in the Township of Meridian.
- B.** Some incidents occur with enough warning, planning time, that necessary notification can be issued to ensure the appropriate level of preparation. Other incidents occur with no advanced warning.
- C.** Depending upon the severity and magnitude of the situation, local resources may not be adequate to deal with an incident. It may be necessary to request assistance through mutual aid agreement, private sector, volunteer organization, and/or county, state and federal resources. When provided, these will supplement, not substitute for, relief provided by local jurisdictions.
- D.** All emergency response agencies within the Township of Meridian that have been tasked in the plan are considered to be available to respond to emergency incidents. Agencies will work to save lives, protect property, relieve human suffering, sustain survivors, stabilize the incident, repair essential facilities, restore services and protect the environment.
- E.** When a jurisdiction receives a request to assist another jurisdiction, reasonable actions will be taken to provide the assistance as requested.
- F.** Emergency planning is a work-in-progress; the Support EOP is consistently reviewed and updated.
- G.** During an emergency or disaster, parts of the plan may need to be improvised or modified, if necessary, based on the situation.

VI. Concept of Operations

- A.** Activation of the Support EOP and declaration of a local state of emergency:

When a threat is perceived, the Emergency Management Liaison activates the Support EOP and the local Emergency Operations Center (EOC) to facilitate activities that ensure the safety of the people, property and environment. Pursuant to 1976 PA 390, as amended, the Supervisor designated by Meridian Township may declare a local state of emergency for Meridian Township if circumstances indicate that the occurrence or threat of widespread or severe damage, injury, or loss of life or property exists. In the absence of the Supervisor pursuant to the local legislation, the Township Manager or designee is authorized to declare a local state of emergency. Upon a local declaration, PA 390 authorizes the Chief Executive Official to issue directives as to travel restrictions on local roads. To facilitate activities that ensure the safety of people, property and environment, a local declaration also activates this Support EOP and the Township's Emergency Operations Center (EOC). A local state of emergency shall not be continued or renewed for a period in excess of seven (7) days except with the consent of the governing body of the municipality.

- B.** The following procedures are conducted and coordinated with the county in response to an incident:
- 1.** The Emergency Management Liaison will perceive the threat, assess the hazard and ensure that the elected officials and executive group and County Emergency Management Coordinator are notified of the situation.
 - 2.** Departments assess the nature and scope of the emergency or disaster.
 - 3.** If the situation can be handled locally, the following guidelines are used:
 - i.** The Emergency Management Liaison advises the Manager and coordinates all local emergency response actions.
 - ii.** The Emergency Management Liaison will activate the EOC. The EOC is located at the Central Fire Station, 5000 Okemos Road, Okemos. If this location is unavailable, an alternate EOC location will be decided by the Executive group.
 - iii.** The Township Supervisor declares a local state of emergency. The Emergency Management Liaison notifies the County EMC and forwards the declaration to the County Emergency Management Program.
 - iv.** Emergency response departments are notified by the Emergency Management Liaison to report to the EOC through telephone, smart messaging, and Everbridge.
 - v.** The Township Manager directs departments to respond to the emergency in accordance with the guidelines outlined in this plan and its annexes, and issues directives as to protective actions and travel restrictions on local roads.
 - vi.** The Emergency Management Liaison keeps the County Emergency Management Coordinator informed of the situation and actions taken.
- C.** If the emergency is beyond local control, Township resources become exhausted, or special resources are needed, county assistance is requested through the County Emergency Management Coordinator.
- D.** If county assistance is requested, the County Emergency Management Coordinator assesses the situation and makes a recommendation on the type and level of assistance. The county will also take the following steps:
- 1.** Activate county EOC and EOP
 - 2.** Respond with county resources
 - 3.** Activate Mutual Aid to supplement county resources
 - 4.** Notify MSP/EMHSD District Coordinator
 - 5.** Make incident information available to MSP/EMHSD and statewide agencies via the Michigan Critical Incident Management System (MI CIMS) online platform, by submitting and maintaining applicable MI CIMS boards and logs.
- E.** If the county resources and capabilities are exhausted, the county requests the Governor to declare a State of Emergency or State of Disaster in accordance with procedures set forth in 1976 PA 390, as amended. If the emergency occurs solely within the confines of the Township of Meridian, the county shall not request state assistance or the Declaration of a State of Disaster or Emergency unless requested to do so by the Township of Meridian Supervisor.

VII. Organization and Assignment of Responsibilities

A. Emergency Management Organization

1. The Charter Township of Meridian emergency management organization consists of eight (8) departments responsible for conducting activities in response to emergencies within the community. These eight (8) departments have been assigned to ten (10) specific emergency functions that the municipality has identified necessary in order to provide an effective response to secure the safety of people, property, and the environment. Each department is responsible for implementing pre-disaster activities to help prevent and/or prepare for various hazards that the community is vulnerable to such as: chronic diseases, flooding, hazardous material spills, inclement weather, tornadoes, and public disturbance; a complete list can be found in the County's Hazard Mitigation Plan/Analysis. Prevention and preparedness activities include: awareness training, exercising, hygienic practices to prevent spreading of infectious diseases, stockpiling equipment, and educating people to care for themselves in an emergency.
2. The Manager serves as the incident manager for municipal coordination. At his/her side includes the Emergency Management Liaison and six (6) department contacts.
3. The table lists the functions, assigned departments, primary point of contact, and phone number.

Function	Department	Primary Contact	Phone
Direction and Control	Township Administration	Frank Walsh	
Fire Services	Fire Department	Michael Hamel	
Law Enforcement	Police Department	Ken Plaga	
Warning and Communications	Fire Department	Michael Hamel	
Public Information	Communications Department	Frank Walsh	
Damage Assessment	Building Department	John Heckaman	
Public Works	Public Works	Derek Perry	
Emergency Medical Services	Fire Department	Bill Priese	
Human Services	Human Services	Darla Jackson	
Finance	Accounting & Budgeting	Miriam Mattison	

4. The following is a list of the 2nd and 3rd alternates for each department identified in the plan to maintain the emergency tasks assigned.

Department	2 nd Alternate	3 rd Alternate	
Township Administration	Derek Perry	Abby Tithof	
Fire Department	Bill Priese	Mark Vroman	
Police Department	Rick Grillo	Bart Crane	
Communications Department	Brandie Yates	Andrea Smiley	
Building Department	Ron Rau	Tim Schmitt	
Public Works	Rob MacKenzie	Younes Ishraidi	
Human Services	Miriam Mattison	Carol Hasse	

5. The Township of Meridian maintains several fulltime departments. All departments contribute to the safety and welfare of the community. Each department employs qualified emergency personnel and maintains equipment that can be used in emergency response. A list of resources available for utilization during incidents can be requested through the Emergency Management Liaison. If resource needs exceed the capabilities of Meridian Township, the Supervisor may activate mutual aid agreements and pre-disaster contracts, or it may become necessary to request county assistance.

B. Responsibilities:

1. The following guidelines are general to the municipality, all agencies, and individuals who have an assigned responsibility in responding to an emergency within the community and coordinated by Meridian Township.

- i. Report to the local emergency operations center when activated for scheduled exercises or disasters, or delegate another individual to staff the Emergency Operations Center (EOC) and implement the plan.
- ii. Implement mutual aid agreements or contracts with other organizations to supplement local resources that have been exhausted.
- iii. Ensure compliance with this plan and the County EOP, and any pertinent procedures and documents issued, which impact the provision of emergency services in the municipality.
- iv. Train department emergency personnel in emergency management functions and NIMS/Incident Command System (ICS) concepts.
- v. Assist in the development, review and maintenance of the plan and of the County EOP.
- vi. Develop and maintain standard operating procedures for specific functions or actions identified in the plan.
- vii. Maintain a list of resources available by the departments.
- viii. Protect records and other resources deemed essential for continuing government functions and each department's emergency operations in accordance to procedures and policies.
- ix. Train personnel in emergency management functions and NIM/ICS concepts.
- x. Participate in the review and update of this emergency operations plan, in accordance to a schedule identified by the Municipal Emergency Management Liaison and the County EMC.
- xi. Conduct pre-disaster public awareness activities including education classes, self-care guidelines, communications plans, and protocols.
- xii. Make recommendations to the Manager regarding protective actions.
- xiii. Continuously conduct emergency planning activities as it is a work-in-progress, periodically reviewing and updating.
- xiv. All emergency response departments are considered available to respond.

2. The annexes attached to this plan further describe ten emergency support functions and their associated responsibilities in mitigation, preparedness, prevention, response and recovery. Annexes include the organization that are responsible for carrying out the emergency functions, and assign tasks associated with each function.

VIII. After Action Report

The After Action Reports are an essential part of the recovery phase of an emergency. Every declared state of emergency will have a Post Incident Analysis (PIA) completed with involvement from all the following assigned functions: Direction, Control, and Coordination, Fire Services, Law Enforcement, Warning and Communications, Public Information, Damage Assessment, Public Works, Emergency Medical Services, Human Services and Finance. The recovery phase allows the Township to recognize strengths and weaknesses to adjust training, exercising and potential policy changes.

Annexes

Annexes Overview

The annexes attached to the Basic Plan describe all-hazard functions and include the roles and responsibilities that each department should consider during an emergency for which the Support EOP has been activated. Each annex contains the departments responsible for carrying out a function, their assigned tasks, and the concept of operations.

The annexes attached to this plan include the following functions if assistance is requested; the County EMC assesses the situation and makes recommendations on the type/level of assistance. The County will also take the following steps:

- 1)** Activate the County EOC.
 - 2)** Activate the County EOP/Emergency Action Guidelines.
 - 3)** Respond with County resources as requested.
 - 4)** Activate mutual aid agreements.
 - 5)** Coordinate County resources with municipal resources.
 - 6)** Notify MSP/EMHSD District Coordinator.
 - 7)** Develop a jurisdiction situation report and a damage and injury assessment report and submit to the MSP/EMHSD.
 - 8)** Assist the municipality with prioritizing and allocating resources.
-
- a)** If County resources are exhausted, the County makes a request to the Governor to declare a state of emergency or state of disaster in accordance with procedures set forth in PA 390 of 1976, as amended. The County shall not request state assistance or a declaration of a state of disaster or a state of emergency unless requested to do so by the Meridian Township Manager if the situation occurs solely within the confines of the municipality.
 - b)** If state assistance is requested, the MSP/EMHSD District Coordinator, in conjunction with the County EMC and Municipal Emergency Management Liaison, assess the disaster or emergency and recommends the necessary resources that are required for its prevention, mitigation, or relief efforts.
 - c)** After completing the assessment, the MSP/EMHSD District Coordinator immediately notifies the State Director of MSP/EMHSD of the situation.
 - d)** The State Director of MSP/EMHSD notifies the Governor and makes recommendations.
 - e)** If state assistance is granted, procedures are followed in accordance to the Michigan Emergency Management Plan and the County EOP.

Annex A: Direction, Control, and Coordination

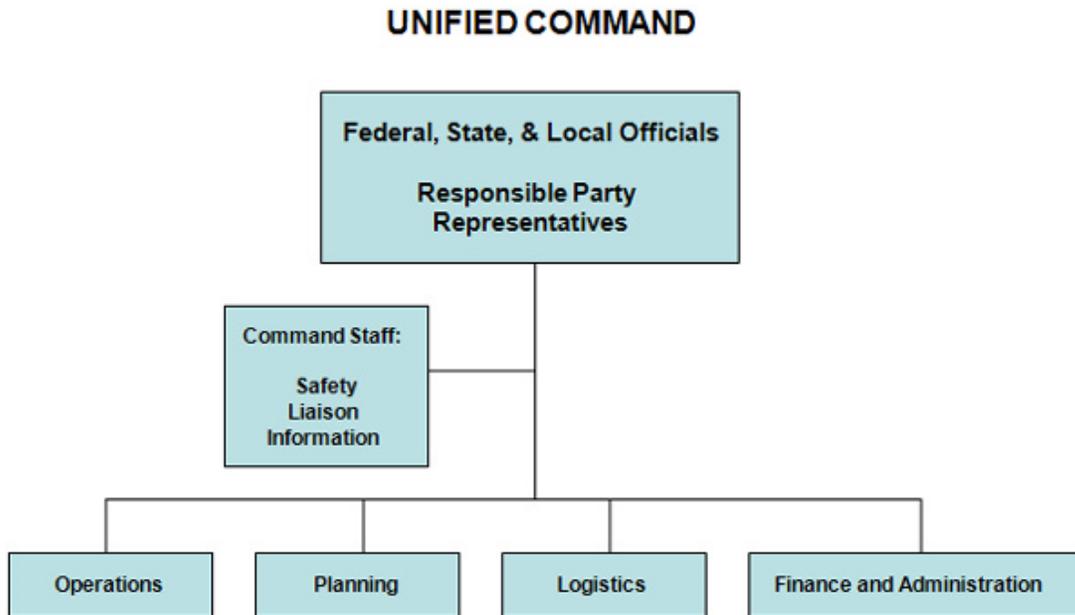
The Direction, Control, and Coordination function is responsible for the activation, organization and operation of the local EOC, the facilitation of the incident management, response, and recovery efforts, and coordination with the County Emergency Management Program.

Direction, Control, and Coordination officials will maintain and coordinate emergency management and response activities with the Direction, Control and Coordination function at the County level.

Direction, Control, and Coordination Checklist

	Report to the EOC, when activated, for scheduled exercises and disasters, or delegate another representative from the agency to staff the EOC and implement the plan.
	EOC Operations
	Activate the EOC and ensure that appropriate staff is notified
	Establish a system of coordination, such as ICS, within the EOC. (Field operations at the ICP are required to Utilize ICS.
	Maintain administrative materials for the EOC, i.e., pencils, paper, maps, and status boards
	Ensure copies of the Support EOP and EOC guidelines are available to EOC staff
	Determine if EOC security is needed
	Local Authority
	Direct and coordinate response activities in accordance with this plan, including prioritizing allocation of scarce resources
	Relieve jurisdiction employees of normal duties and temporarily reassign them to emergency duties, and employ temporary workers, as necessary
	Declare a local state of emergency
	Issue directives as to travel restrictions on municipal roads
	Recommend appropriate protective measures to ensure the health and safety of people and property
	Assistance to Other Agencies
	Ensure all resources are made available for response
	Formulate specific assistance requests to adjacent jurisdictions and the county
	Active MAA/MOUs and contracts with other jurisdictions and organizations
	Provide aid to other communities as provided by MAA/MOU's
	Ensure staff maintains logs of actions taken and financial records

Figure 1. ICS Incident Management Structure



Direction, Control, and Coordination

The following is responsible for this annex:

DEPARTMENT	TITLE OF CONTACT
Township Administration	Township Manager

The line of succession for the CEO for representing the Direction, Control, and Coordination function during a response to an emergency or disaster situation is:

TITLE	DEPARTMENT

The line of succession for the Emergency Management Liaison for representing the Direction, Control, and Coordination function during a response to an emergency or disaster situation is:

TITLE	AGENCY
Fire Chief	Fire Department
Police Chief	Police Department

The CEO and Emergency Management Liaison are responsible for reporting and delegating an individual from their department to report to the EOC during scheduled exercises or emergencies to coordinate and represent the Direction, Control, and Coordination function.

SIGNATURE OF MANAGER	DATE

Frank L. Walsh

SIGNATURE OF EMERGENCY MANAGEMENT LIAISON	DATE

Michael R. Hamel

Annex B: Communication and Warning

The Communication and Warning function is responsible for alerting and notification of Key Officials, receiving and disseminating warning and critical emergency information to the public, and the establishment, maintenance, and coordination of communication protocols and links between the EOC and other incident departments.

The Communications and Warning official will maintain liaison and coordinate emergency management and response activities with the Communication and Warning functions at the County level.

Communications and Warning Checklist

	Report to the EOC, when activated, for scheduled exercises and disasters, or delegate another representative from the Township to staff the EOC and implement the plan
	Communication Link
	Ensure lines of communication have been established between all departments represented in the Meridian Township EOC, their department offices and their staff at the incident site. Available channels for established communications includes (communication channels, e.g. telephone, cell phone, radios etc.)
	Coordinate communications between municipal and county EOC. Available channels for establishing communications include (communication channels, e.g. telephone, cell phone, radios etc.)
	Establish communications links with the adjacent communities and higher levels of government
	Coordinate warning frequencies and procedures with adjacent communities and other government agencies
	Disaster warning and information
	Activate public warning systems when instructed to do so by CEO or Emergency Management Liaison. Warning methods include (warning methods, e.g., sirens, door-to-door notification, Everbridge, etc.)
	Ensure that warning messages received through the Law Enforcement Information Network (LEIN), National Warning System (NAWAS), Emergency Alert System (EAS), National Weather Service, or other verifiable means are issued in a timely manner.
	Determine which facilities are endangered by the incident and contact those facilities. Ensure they are contacted when protective actions are rescinded
	Notify Special locations (e.g., schools, hospitals, nursing homes, major industry, institutions, and places of public assembly)
	Ensure that public warning systems provide notification to residents with access and functional needs, such as the elderly, hearing impaired, non-English speakers, individuals with mobility limitations, etc.
	Official notification
	Ensure that all necessary officials have been notified and/or updated about the incident
	Notify neighboring jurisdictions of impending hazard and hazardous situations when instructed to do so by the Manager or Emergency Management Liaison.

Communication and Warning

The following department is responsible for this annex:

Department	Title of Contact
Fire	Fire Chief

The line of succession for representing the Communications and Warning function during a response to an emergency or disaster situation is:

Title	Department
Chief	Law Enforcement

The Township Manager is responsible for reporting or delegating another individual from the Township to report to the EOC during scheduled exercises or emergencies to coordinate and represent the Communication and Warning Function.

SIGNATURE OF COMMUNICATIONS AND WARNING OFFICIAL	DATE

Michael R. Hamel

Annex C: Damage Assessment

The Damage Assessment (DA) function is concerned with the process of documenting damage from the emergencies in the Township. Information gathered may be used to determine the extent of damage and impact on the community resulting from an incident to justify future federal funding, declarations of emergency and disaster proclamations. An accurate damage assessment is a necessary part of the recovery phase and determines qualification for state and federal disaster aid.

The Damage Assessment Official will maintain liaison and coordinate emergency management and response activities with the DA function at the county level.

Damage Assessment Checklist

	Report to the EOC, when activated, for scheduled exercises and disasters, or delegate another from the agency to staff the EOC and implement the plan
	Damage assessment
	Maintain current list of DA field team members
	Maintain damage assessment field team supplies for contingency purposes, i.e., MSP/EMHSD Pub 901 Michigan Damage Assessment Handbook, blank forms, flashlights, cameras, pencils, paper, maps, IPAD, Tablet, and Tough Book.
	Activate DA field teams
	Collect both public and private damage assessment information
	Record initial information on damages from first responders (Windshield surveys)
	Augment DA field teams, as the situation dictates
	Dissemination of DA information
	Provide an initial DA to EOC staff
	Provide and verify DA information to the Manager
	Prominently display DA information in the EOC, include maps, situation updates and assessment data
	Provide the PIO with current DA information for release to the public
	Provide DA data to the Emergency Management Liaison. The Emergency management Liaison will forward information to the County EMP for submission in MI CIMS
	Logistics
	Maintain a status list of requesting resources
	Compile and maintain a record of expenditures for personnel, equipment, supplies, etc.

Damage Assessment

The following agency is responsible for this annex:

Department	Title of Contact
Community Planning & Development	Director

The line of succession for the CEO for representing the Damage Assessment function during a response to an emergency or disaster situation is:

TITLE	DEPARTMENT
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John Heckaman	Community Planning & Development
Ron Rau	Community Planning & Development
Tavis Millerov	Fire Marshal

The individual responsible for reporting and delegating an individual from their department to report to the EOC during scheduled exercises or emergencies to coordinate and represent the Damage Assessment function.

SIGNATURE OF DAMAGE ASSESSMENT OFFICIAL	DATE

Annex D: Fire Services

The Fire Service function is concerned with detecting and suppressing rural and urban fires, EMS, Hazardous materials, and any of these that result from, or occur coincidentally with, an incident response.

The Fire Service Official will maintain liaison and coordinate emergency management and response activities with the Fire Services function at the County Level.

Fire Services Checklist

	Report to the EOC, when activated, for scheduled exercises and disasters, or delegate another representative from the agency to staff the EOC and implement the plan.
	Response activities
	Coordinate fire response and search and rescue activities with appropriate personnel at the County Emergency Management program, including assistance to regional special teams such as Region 1 Technical Response teams (USAR/HAZMAT/AVI)
	Respond to hazardous materials spills
	Coordinate with the County EMC and the State of Michigan in the decontamination of affected citizens and emergency workers after exposure to CBRNE hazards
	Assist in searching for bombs and explosive in connection with terrorism or weapons of mass destruction (WMD) events as directed by Law enforcement
	Assistance to other agencies
	Advise EOC staff about fire and rescue activities
	Provide communication and other logistical supplies, as needed
	Assist with evacuations
	Assist in Damage Assessment operations
	Assist in warning the population. Loud speakers on fire vehicles or door-to-door warning may be utilized
	Assist in salvage operations and debris clearance

Fire Services

The following agency is responsible for this annex:

Department	Title of Contact
Fire	Fire Chief

The line of succession for the CEO for representing the Fire Service function during a response to an emergency or disaster situation is:

TITLE	DEPARTMENT
EMS/Training Chief	Fire
Battalion Chief	Fire
Fire Inspector	Fire

The individual responsible for reporting and delegating an individual from their department to report to the EOC during scheduled exercises or emergencies to coordinate and represent the Fire services.

SIGNATURE OF FIRE SERVICES OFFICIAL	DATE

Michael R. Hamel

Annex E: Law Enforcement

The Law Enforcement function is concerned with ensuring the safety of all citizens, maintaining law and order, protecting public and private property and providing protection for essential industries, supplies and facilities.

The Law Enforcement will maintain liaison and coordinate emergency management and response activities with the Law Enforcement function at the county level.

Public Safety Checklist

	Report to the EOC, when activated, for scheduled exercises and disasters, or delegate another from the department to staff the EOC and implement the plan.
	Response activities
	Provide security and access control at critical facilities and incident sites
	Implement any curfew ordered by the governor or CEO.
	Enforce evacuation orders and assist in evacuations.
	Ensure prisons and jails are notified of potential threat and determine whether proper safety and security precautions are being taken.
	Investigate incident and provide intelligence information to county, state and federal officials.
	Enforce evacuation orders and assist in evacuations.
	Transportation
	Secure unusable roads. (use fire services and public works for support, if necessary)
	Identify routes that need barricades and signs. Request necessary assistance from Public works
	Ensure vehicles on evacuation routes are removed. If necessary, request that Public Works agencies move vehicles off the road. Maintain record of where vehicles are being taken.
	Coordinate with the Ingham county Road Commission or Public Works in rerouting traffic and putting the appropriate signs in place.
	Assistance to other agencies
	Assist Warning function in warning the public, when necessary
	Assist the medical examiner with mortuary services
	Assist families isolated by the effects of the disaster

The following agency is responsible for this annex:

Department	Title of Contact
Police	Police Chief

The line of succession for director for representing the Law Enforcement function during a response to an emergency or disaster situation is:

TITLE	DEPARTMENT
Captain	Police
Lieutenant	Police

The individual responsible for reporting and delegating an individual from their department to report to the EOC during scheduled exercises or emergencies to coordinate and represent the Law Enforcement function.

SIGNATURE OF LAW ENFORCEMENT OFFICIAL	DATE

Ken Plaga

Annex F: Public Works

The Public Works function is responsible for conducting pre- and post-incident assessments; ensuring critical services are met through existing contracts, providing technical assistance and engineering expertise and construction management, providing emergency repair of damaged public infrastructure and critical facilities, and the clearing of debris from public roads.

The Public Works Official will maintain liaison and coordinate emergency management and response activities with the Public Works function at the county level.

Public Works Checklist

	Report to the EOC, when activated, for scheduled exercises and disasters, or delegate another from the department to staff the EOC and implement the plan
	Response activities
	Coordinate debris removal activities
	Coordinate activities designed to control the flow of floodwater
	Damage assessment
	Provide engineering expertise to inspect public structures and determine if they are safe to use
	Provide DA information for roads, bridges, buildings, infrastructure, etc. to DA function
	Transportation
	Provide barricades and signs for road closures and boundary identification (to include activating MAA/MOU's if additional barricades are needed)
	Provide technical expertise in road weight limits, road capacity, etc., to determine whether evacuation routes are adequate for traffic flow
	Notify law enforcement of location(s) of disabled vehicles
	Contact appropriate Michigan Department of Transportation (MDOT) and county transportation officials to request travel restrictions on state and county roads, if necessary
	Assistance to other agencies
	Assist in identifying access control areas
	Assist with urban search and rescue activities, if necessary
	Maintain contact with local utilities to determine the extent and cause of damage and outages. Report this information and restoration schedules to EOC
	Coordinate with Utility companies in the restoration of essential services
	Logistics
	Provide vehicles and personnel to transport essential goods, such as food and medical supplies, when directed by the EOC
	In conjunction with public health, help identify sources of potable water
	Assist in identifying and obtaining the appropriate construction equipment to support disaster response and recovery operations
	Provide emergency generators and lighting

The following agency is responsible for this annex:

Department	Title of Contact
Public Works	Deputy Manager / Director of Public Works

The line of succession for director for representing the Public Works function during a response to an emergency or disaster situation is:

TITLE	DEPARTMENT

The individual responsible for reporting and delegating an individual from their department to report to the EOC during scheduled exercises or emergencies to coordinate and represent the Public works function.

SIGNATURE OF PUBLIC WORKS OFFICIAL	DATE

Derek Perry

Annex G: Public Health and Medical Services

The Public Health and Medical Services function is responsible for assessing public health and medical needs, health surveillance, and provision of medical care personnel, supplies and equipment.

The Public Health and Medical Services Official will maintain liaison and coordinate emergency management and response activities with the Public Health and Medical Services function at the county level.

Public Health and Medical Services Checklist

	Report to the EOC, when activated, for scheduled exercises and disasters, or delegate another representative from the department to staff the EOC and implement the plan
	Patient Care
	Coordinate with medical providers and shelter managers to staff medical personnel at shelters
	Identify the transportation resources and personnel needs to transport disaster survivors to temporary care centers
	Provide transportation of patients to hospitals with transfer of patients
	Ensure identification and notification of disaster survivors and emergency responders in need of crisis counseling and/or debriefing
	Coordinate the monitoring of disaster survivors and emergency responders for exposure to chemical, radiological, or biological contaminants, and assist in their decontamination.
	Public Health
	If necessary, identify a site for a temporary morgue. Note: The medical examiner is responsible for identifying the deceased. Law enforcement and EMS may provide additional support in collecting and transporting
	Assist with animal and pet control and support the County Animal Control Unit in the quarantine and disposal of diseased animals

The following agency is responsible for this annex:

Department	Title of Contact
Fire	EMS/Training Chief

The line of succession for director for representing the Public Health and Medical Services function during a response to an emergency or disaster situation is:

TITLE	DEPARTMENT
Battalion Chief	Fire

The individual responsible for reporting and delegating an individual from their department to report to the EOC during scheduled exercises or emergencies to coordinate and represent the Public Health and Medical Services function.

SIGNATURE OF PUBLIC HEALTH AND MEDICAL SERVICES OFFICIAL	DATE

Bill Priese

Annex H: Public Information

The Public Information function ensures accurate, coordinated, timely, and accessible information is disseminated to governments, media, the general public, and the private sector throughout the prevention, preparedness, mitigation, response, and recovery phases of disasters and emergencies.

The Public Information Official will maintain liaison and coordinate emergency management and response activities with the Public Information function at the county level.

	Report to the EOC, when activated, for scheduled exercises and disasters, or delegate another representative from the department to staff the EOC and implement the plan
	Pre-disaster public education
	Assist the Emergency Management Liaison in developing educational materials on the hazards facing the community and explaining what people can do to protect themselves to recover from incidents
	Ensure that written materials are developed for non-English speaking individuals or others who require FNSS
	Disaster warning and information
	Develop and release updated Emergency Alert System (EAS) messages based on incoming information
	Document which EAS messages have been delivered over radio and television
	Ensure that accurate information is disseminated describing such items as the locations of shelter, missing persons information hotline, volunteer hotline, rumor control hotline, etc.
	Distribute prepared public education materials
	Media Coordination
	Establish and maintain contact with the EOC and/or the ICP
	Prepare press releases and ensure that all press releases and official information is reviewed by Township Manager or designee
	Verify that information is accurate before releasing it to the media
	Schedule media briefings
	Establish a Public Information Center as the central point from which municipal news releases are issued at (location determined during emergency)
	Assist the county in establishing a Joint Information Center (JIC; the JIC can be used by agency representatives for releasing information to the news media
	Coordinate public information activities with the County PIO and the JIC
	Schedule interviews between Elected officials etc.
	Monitor all forms of media, both traditional and social, for rumors, and address rumors as soon as possible

Public Information

The following agency is responsible for this annex:

Department	Title of Contact
Communications	Township Manager

The line of succession for director for representing the Public Information function during a response to an emergency or disaster situation is:

TITLE	DEPARTMENT
Director	Communications

The individual responsible for reporting and delegating an individual from their department to report to the EOC during scheduled exercises or emergencies to coordinate and represent the Public Information function.

SIGNATURE OF PUBLIC INFORMATION OFFICIAL	DATE

Frank L. Walsh

Annex I: Finance

The Finance function is responsible for managing all financial aspects of an incident. Documentation of all expenditures and donations associated with the declared state of emergency

The Finance Official will maintain liaison and coordinate emergency management and response activities with the finance functions at the county level.

	Report to the EOC, when activated, for scheduled exercises and disasters, or delegate another representative from the department to staff the EOC and implement the plan
	Disaster Related Needs
	Responsible for contracts with vendors, leases, and fiscal agreements associated with emergency
	Responsible for ensuring the accurate recording of daily personnel time and compliance with agency time recording policies.
	Ensures the proper identification of all equipment and personnel requiring payment; records all costs data; analyzes and prepares estimated of incident costs; and maintains accurate records of incident costs.

The following agency is responsible for this annex:

Department	Title of Contact
Accounting & Budgeting	Finance Director

The line of succession for representing the Finance function during a response to an emergency or disaster situation is:

TITLE	DEPARTMENT

The individual responsible for reporting and delegating an individual from their department to report to the EOC during scheduled exercises or emergencies to coordinate and represent the Finance function.

SIGNATURE OF FINANCE OFFICIAL	DATE

Miriam Mattison

Annex J: Mass Care, Emergency Assistance, Housing, and Human Services

This function is concerned with issues related to the provision of mass care, emergency assistance, housing, and human services to disaster survivors, including those that require FNSS, throughout the prevention, preparedness, mitigation, response, and recovery phases of disasters and emergencies.

The Mass Care, Emergency Assistance, Housing, and Human Services Official will maintain liaison and coordinate emergency management and response activities with the Mass Care functions at the county level.

Mass Care, Emergency Assistance, Housing, and Human Services Checklist

	Report to the EOC, when activated, for scheduled exercises and disasters, or delegate another representative from the department to staff the EOC and implement the plan
	Disaster-related needs
	Coordinate activities of municipal departments that provide mass care and human services
	Coordinate with Ingham county Emergency Management, the American Red Cross and other agencies to distribute food, water, and clothing, and meet other basic needs of disaster survivors and emergency responders
	Coordinate to provide transportation for disaster survivors and emergency responders
	Arrange for the provision of crisis counseling to disaster survivors and emergency responders
	Coordinate procedures for the tracking go family members and reunification of families
	Identify and account for personal property that may be lost during a disaster
	Coordinate with the County EOC to establish procedures for the registration and management of volunteers and donations
	Coordinate with agencies in the community that work with individuals with access and functional needs to ensure disaster related needs are met.
	Protective action
	Coordinate the provision of transportation for evacuation
	Provide staff and resources to manage open shelters
	Coordinate care for individuals at shelters and for those who have been sheltered-in-place
	Determine whether shelters must be opened long or short-term
	Provide guidance/policies for the care of household pets that are brought to shelters by evacuees (only service animals are allowed into ARC shelters)
	Pre-identified shelter locations include: 5000 Okemos Road

The following agency is responsible for this annex:

Department	Title of Contact
Human Services	Human Services Specialist

The line of succession for director for representing the Mass Care, Emergency Assistance, Housing, and Human Services function during a response to an emergency or disaster situation is:

TITLE	DEPARTMENT

The individual responsible for reporting and delegating an individual from their department to report to the EOC during scheduled exercises or emergencies to coordinate and represent the Mass Care, Emergency Assistance, Housing, and Human Services function.

SIGNATURE OF MASS CARE, EMERGENCY ASSISTANCE, HOUSING, AND HUMAN SERVICES OFFICIAL	DATE

Darla Jackson

MERIDIAN TOWNSHIP VULNERABLE POPULATIONS

NAME	ADDRESS	PHONE
BICKFORD COTTAGE	3830 OKEMOS RD	517-507-3965
BROOKDALE MERIDIAN	5250 MARSH RD	517-803-2678
BROOKDALE SENIOR LIVING	5346 MARSH RD	517-381-8700
CARRIAGE LANE APARTMENTS	3882 DOBIE RD	517-349-1643
GRANGE ACRES	MARSH & HILLCURVE	517-339-9321
HOME SWEET HOME TOO	5917 EDSON	517-339-7278
INGHAM COUNTY EXTENDED CARE	3860 DOBIE RD	517-381-6100
MARSH POINTE	5895 MARSH RD	517-339-0440
MARQUETTE (HOLIDAY RETIREMENT)	5968 PARK LAKE	517-339-1532
MEDILODGE OF CAMPUS AREA	2815 NORTHWIND	517-332-0817
MEDILODGE OF OKEMOS	5211 MARSH RD	517-319-1400
MERIDIAN STRATFORD PLACE	2790 SIRHAL	517-333-2472
NEW LIFE ASSISTED LIVING CENTER	5905 EDSON	517-339-3677
NEW LIFE ASSISTED LIVING CENTER	2077 HASLETT	517-339-2390
SAFE HAVEN ASSISTED LIVING	981 JOLLY (ALAIEDON)	517-574-4579
WILLOWS AT OKEMOS	4830 CENTRAL PARK	517-349-3600

**Human Services:
Resources and Support Services**

TRANSPORTATION RESOURCES	TYPE
Information provided at the EOC	

SHELTERS	MAXIMUM OCCUPANCY
Information provided at the EOC	

FOOD AND FAMILY CARE RESOURCES	TYPE OF SERVICE
Information provided at the EOC	

SPECIAL/FUNCTIONAL NEEDS CARE SERVICES	TYPE OF SERVICE
Information provided at the EOC	

HOUSING FOR ADDITIONAL EMERGENCY WORKERS	TYPE OF SERVICE
Information provided at the EOC	
Local Fire Stations	housing
Local Shelters	housing
Willows at Okemos - background checks required prior to placement	housing

Annex K: After Action Report Template



**TOWNSHIP
OF
MERIDIAN**

[Pick the date]

[Year]

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EXPLANATION OF TERMS

Examples:

AAR	After Action Report
CAD	Computer Aided Dispatch
DA	Damage Assessment
EOC	Emergency Operations Center
IC	Incident Command
ICS	Incident Command System
MTFD	Meridian Township Fire Department
MTPD	Meridian Township Police Department
NIMS	National Incident Management System
OEM	Office of Emergency Management
PSD	Public Service Department
PIO	Public Information Officer

INTRODUCTION

Include brief synopsis of incident here.

Sequence of events:

Include detailed sequence of events here, if available.

AFTER ACTION REPORT OVERVIEW

This report is a compilation of information from the different departments/organizations and staff who participated in the response to *[list incident/exercise/event here]*. The information was gathered by *[list departments here and various sources of information for the report]*

The recommendations in this AAR should be viewed with considerable attention to the needs for the safety of Meridian Township. In some cases, departments may determine that the benefits of implementation are insufficient to outweigh cost. In other cases, departments may identify alternative solutions that are more effective. However, each department should review the recommendations and determine the most appropriate action and time needed for implementation.

The issues addressed in this AAR are being requested to be reviewed and thoroughly examined for the appropriation of needed resources to ensure the functions of incident response; stabilization and notification are efficient and effective.

Incident Overview:

Township of Meridian – *[Insert incident/exercise/event location here]*

Duration:

[Insert incident/exercise /event time]

Sponsor:

[Insert Sponsor here, if applicable]

Funding Source:

[Insert funding source here or if no funding, insert “No funding allocated”]

Focus (Check appropriate area(s) below):

- Prevention:
- Response
- Recovery
- Other

Classification (Check appropriate area(s) below):

- Unclassified
- For Official Use Only (FOUO)
- By Invitation Only

Activity or Scenario (Check appropriate area(s) below):

- Fire
- Severe Weather
- Flood
- Hazardous Material Release
- Bomb Threat
- Medical Emergency
- Power Outage
- Evacuation
- Lockdown
- Special Event
- Exercise/Drill
- Other

Location:

[Insert incident/exercise/event location here]

Participating Organizations:

[Insert organizations here]

STRENGTHS

List strengths here.

AREAS OF IMPROVEMENT

List Areas of Improvement here.

RECOMMENDATIONS

List Recommendations here.

CONCLUSION AND NEXT STEPS

Insert Conclusion here.

IMPROVEMENT PLANNING MATRIX

IMPROVEMENT PLANNING MATRIX

<u>Area of Improvement</u>	<u>Improvement Action</u>	<u>Responsible Party/Areas</u>	<u>Targeted Completion Date</u>	<u>Status</u>
1)				
2)				
3)				
4)				
5)				
6)				
7)				
8)				
9)				
10)				
11)				
12)				
13)				
14)				
15)				
16)				
17)				
18)				