



AGENDA
CHARTER TOWNSHIP OF MERIDIAN
TOWNSHIP BOARD – REGULAR MEETING
December 17, 2024 6:00 PM

1. CALL MEETING TO ORDER
 2. PLEDGE OF ALLEGIANCE/INTRODUCTIONS
 3. ROLL CALL
 4. PRESENTATION
 - A. Introduction of New Police Officers- Sara Hanson and Taylor Berman
 5. CITIZENS ADDRESS AGENDA ITEMS AND NON-AGENDA ITEMS
 6. INTERIM TOWNSHIP MANAGER REPORT
 7. BOARD MEMBER REPORTS OF ACTIVITIES AND ANNOUNCEMENTS
 8. APPROVAL OF AGENDA
 9. CONSENT AGENDA
 - A. Communications
 - B. Minutes
 - (1) November 26, 2024 Closed Session Minutes
 - (2) December 3, 2024 Special Township Board Meeting
 - (3) December 3, 2024 Regular Township Board Meeting
 - C. Bills
 - D. Construction Contract between MDOT and Meridian Township for the M-43 Bridge Project
 - E. Disposal of Surplus Vehicles
 - F. Planning Commission Appointment
 - G. Board of Review Appointment
 - H. 2025 Non-Union Wage Schedule
 10. QUESTIONS FOR THE ATTORNEY
 11. HEARINGS
 12. ACTION ITEMS
 - A. Township Manager Interview/Hiring
 - B. Text Amendment 2024-19-RN-Village of Nemoka Update-Introduction
 - C. 4th Quarter Budget Amendments
 13. BOARD DISCUSSION ITEMS
 - A. Fire Code Update
 - B. I Heart Mac N Cheese Class C Liquor License
 - C. Youth Commission Establishment
 - D. Supervisor Pro-Tem Appointment
 - E. Board 2025 Goals
 14. COMMENTS FROM THE PUBLIC
 15. OTHER MATTERS AND BOARD MEMBER COMMENTS
 16. CLOSED SESSION- Meridian Twp v West Shore Fire litigation Proposed Motion: I move to enter closed session to discuss trial or settlement strategy regarding the Ingham County circuit court case Meridian Township v West Shore Inc, with legal counsel, pursuant to Sections 8(e) and 8(h) of the OMA.
 17. ADJOURNMENT
-

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

Meeting Location: 5151 Marsh Road, Okemos, MI 48864 Township Hall

Providing a safe and welcoming, sustainable, prime community.

A PRIME COMMUNITY
meridian.mi.us



9.A

**CONSENT AGENDA
BOARD
COMMUNICATIONS**

From: [REDACTED]
To: [Board](#)
Subject: Admin fee on property tax bill
Date: Monday, December 9, 2024 3:28:21 PM

[REDACTED]

Hello,

I'm writing to express my concern about the admin fee being added to our property tax bills. In my opinion, it is excessive taxation and it should not be charged. Our property taxes continue to rise at rates higher than most earnings increase and we should not be paying taxes upon taxes. Thank you for your time and consideration.

Sincerely,
Julianne Kagey

From: [REDACTED]
To: [REDACTED] [Board](#)
Subject: Re: Traffic at Dobie/Central Park and Grand River Ave.--Pot store impact
Date: Monday, December 9, 2024 8:55:43 PM
Attachments: [REDACTED]

Mr. Kotz,

Thank you for your email. I wanted to follow up on two things from your email.

You've correctly noted the Covid traffic downturn, something that Staff has consistently noted in our review of traffic studies over the past several years. It is an unfortunate side effect of the pandemic, but one that is slowly going away. But in the interim, this is the data we are left using. Staff has been focusing on uses that create an undue traffic burden and in this case, the recreational marijuana facility is no different than a general retail type use and wouldn't create an undue traffic burden on the surrounding road network. And this property is planned for and zoned for commercial uses.

I would like to point out one notable inaccuracy in your email. We have not approved nor would we even consider a 127,000 sq. ft. pot warehouse. That use is not permitted in the Township, anywhere, at any size. The Board previously reviewed and denied a request for a traditional self storage facility of that size on the property. But again, that was denied. That use does not exist nor will it exist.

Happy to answer any questions you might have about any proposal, at any time.

Sincerely,



A Prime Community

Timothy R. Schmitt, AICP

Interim Township Manager///Director of Community Planning
and Development

schmitt@meridian.mi.us

W 517.853.4506

5151 Marsh Road | Okemos, MI 48864

meridian.mi.us

From: Charles Kotz <[REDACTED]>

Sent: Monday, December 9, 2024 3:12 PM

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

Subject: Traffic at Dobie/Central Park and Grand River Ave.--Pot store impact

Dear Board:

I sincerely hope that the Board is astute enough to see through the traffic projections that were provided by the owners of the new pot store, that is to be located on Grand River Avenue & Central Park Dr. Their numbers show that traffic in this area actually *declined* during the years analyzed, (2018-2023). What their report fails to point out is that the year 2020 was an outlier due to Covid shutdowns and closures. They make no mention of this aberration in their report.

The question the Board needs to ask is: “what impact will a **127,000 sq. foot pot warehouse** and a **4,000 sq. foot pot retail store** have on traffic in this already over congested area”? How many more stoned people will be driving around our Township? Yes, really. What are the business hours of operation for this outfit? Will trucks be travelling in and out of the warehouse at all hours of the day? Is the Board requiring any concessions from these people? Incidentally, has the impact on the people in the new housing development on Central Park been considered? What incredible planning....

This was a very poor decision to locate a large pot business in the heart of the Township. Not very surprising though, based on the pro-development path this Board has consistently pursued.

Sincerely,

Charles Kotz

From: [REDACTED]
To: [REDACTED] [Board](#)
Cc:
Subject: RE: The Addition of Light Posts in Meridian Township Parks
Date: Tuesday, December 10, 2024 11:37:52 AM

Alex,

On behalf of the entire Meridian Township Board, I want to thank you for taking the time to write to us regarding adding lights to our parks.

You and your friends, like many of our 44,000 residents, enjoy our parks and feel a strong connection to nature because of spending time in our parks. In Meridian Township we have 19 parks and over 1,600 acres of land preserve natural areas.

You are correct to understand that being in an unlit park after dark is potentially a very dangerous situation. For this reason, Meridian Township parks are open from dawn to dusk. Nearly all Ingham County parks are also closed after dark.

The cost to install and maintain nighttime lighting in our parks would be very high and is not something the Township Board or Parks Commission is likely to approve anytime soon. Further, many of our residents who love our parks as you do, would be likely be opposed to nighttime lighting of our parks because the light poles and fixtures would most likely denigrate the natural elements of our parks.

Thank you again for your email to the Board. We hope you will remain interested in your Township parks and government in the years ahead. If you would like to speak with me directly on the phone, my phone number is 517-853-4144.

Phil Deschaine

Meridian Township Treasurer



deschaine@meridian.mi.us

O: 517.853.4144 | M 517.410.0061

5151 Marsh Road | Okemos, MI 48864

From: Alex Wells <[REDACTED]>
Sent: Tuesday, December 10, 2024 8:29 AM

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

Subject: The Addition of Light Posts in Meridian Township Parks

 [Learn why this is important](#)

Dear Meridian Township Board:

I hope you are having a joyous holiday season. Meridian Township has many beautiful parks that showcase the community's love for nature. I have spent many hours with my friends in the parks, and we often hang out at them throughout the school year. Adding light posts in the parks, especially Lake Lansing South Park, would be a forward-thinking decision.

As someone very interested in community health and improving it, it's important to note that light posts are proven to make communities safer; a randomized control trial conducted by The University of Chicago showed evidence that having more well-lit areas reduces crime by around 36% (2021). It is also relevant to consider how close the schools are to the parks and that there is no border between the lake's water and the park's sidewalk, it is just a cement dropoff into the water which is very dangerous when there is no lighting.

What made me realize how dangerous the park can be at night with no lighting was when me and my friends decided that instead of going to a party, after our senior year homecoming, we were going to go to the local QD and walk around the park. We grabbed our ice cream and as we started to walk we noticed there were no lights and we couldn't see so we all pulled out our phone's flashlight. When we began to walk deeper into the park it almost felt eerie and that it wasn't our park. As I was walking I went to take a step off the path and realized there was nothing there to support my foot; Luckily I jumped back quickly enough that I didn't fall in. This event made me realize how dangerous it is to have zero lighting in the park.

I know that light poles are not cheap to buy or have installed. It would cost around \$550 for each pole we would install, but how can we put a price on the community's health and safety? It is too easy to lose a life due to the panic of falling into unknown water and I think it would be unwise to continue taking that risk. We could also get some of the high schoolers in the district to paint the light poles so that they don't interrupt the beauty of the parks and the nature surrounding them.

In conclusion, light poles would increase the community's safety from crime and accidents. I would love to work with you on this if you could help me make the community safer by proposing the addition of light posts in the parks to the board. Thank you for your time and I look forward to hearing from you.

Sincerely,

Alex Wells (A Haslett High School Senior)

STATEMENT OF CONFIDENTIALITY: This is a transmission from Haslett Public Schools and the information contained is intended only for the person or entity to which it is addressed. If you are not the addressee, please note that any disclosure, copying, distribution, or use of the contents of this message is prohibited.



CHARTER TOWNSHIP OF MERIDIAN, INGHAM COUNTY
LEGAL AD NOTICE: Rezoning #24013 (Fedewa Holdings)
MONDAY, January 13, 2025

CHARTER TOWNSHIP OF MERIDIAN
LEGAL NOTICE
Rezoning #25001 (Fedewa Holdings)
Public Hearing

Notice is hereby given that the Planning Commission of the Charter Township of Meridian will hold a public hearing on Monday, January 13, 2025 at 6:30 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 rezoning request. Fedewa Holdings is requesting to rezone an approximately 4.28-acre parcel located on Dobie Road from RAA (Single Family-Low Density) to RD (Multiple Family, maximum 8 dwelling unit per acre) subject to a conditional rezoning agreement.

Materials related to the request are available for viewing in the Department of Community Planning and Development office (5151 Marsh Road, Okemos, 48864), Monday-Friday, 8am-5pm, or on the Township website at the following location: www.meridian.mi.us/businesses/development-projects. Written comments may be sent prior to the public hearing to the Planning Commission, Charter Township of Meridian, 5151 Marsh Road, Okemos, Michigan, 48864, or by email to shorkey@meridian.mi.us.

Publish: City Pulse
December 18, 2024

Angela Demas
Township Clerk

1 Affidavit, please

Stephaney Guild

From: [REDACTED]
Sent: Thursday, December 5, 2024 9:08 AM
To: [REDACTED]
Cc: [REDACTED]
Subject: Reminder: Williamston Senior Center Open House, Saturday, December 7, 2024 from 12-4 pm

Some people who received this message don't often get email from [REDACTED] [Learn why this is important](#)

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

Reminder that this Saturday, December 7, 2024 from 12-4pm is the Williamston Senior Center Open House at their new location. See details below. It is beneficial to benchmark similar neighboring communities' senior facilities to gather as much information as possible. Benchmarking can provide the Members additional detailed information about the best practices of similar neighboring communities, which can assure our community of due diligence and greatly assist the Members in their decision making process.

Also, for the benchmarking of best practices, any Member(s)' efforts to arrange and confirm a **private informational group tour** of this new Williamston Senior Center after the holidays and in the new year 2025 would be greatly appreciated. Again, see details and contact information below:

Williamston Senior Center Online Bi-Monthly Newsletter for November-December 2024 (pages 3, 4, & 7 reference the upcoming new Williamston Senior Center Open House)
https://www.williamstonseniorcenter.org/files/ugd/616466_5cd0c3ce09cb4af98dbbdf2992d223.pdf

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

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



FOR IMMEDIATE RELEASE
December 2, 2024

CONTACT: Kathy Yates, VP of the Nokomis Board of Directors
517.349.5777 | kathy Yates@nokomis.org

Nokomis Cultural Heritage Center to Host 31st Annual Holiday Art Market
Shop Native American Themed Gifts

Meridian Township, MI – Shop local for the holiday season at the 31st Annual Holiday Art Market, hosted by the Nokomis Cultural Heritage Center.

The event will be held at the Nokomis Cultural Heritage Center (5153 Marsh Road, Okemos) over three days in December. The market will feature Native American themed books, baskets, dreamcatchers, ornaments, jewelry, and sweetgrass.

Holiday Art Market Dates:

- Saturday, December 7 | 10:00 am to 5:00 pm
- Sunday, December 8 | 10:00 am to 5:00 pm
- Saturday, December 14 | 10:00 am to 5:00 pm

All vendors accept cash. Whether they accept check, credit card, or use another digital method of payment will depend on the vendor.

The Nokomis Cultural Heritage Center is a 501(c)(3) organization that is dedicated to preserving the history, arts, culture, and language of the Anishinaabe people — the Ojibwe, Odawa, and Potawatomi nations. The center fulfills this mission by hosting various programs, exhibitions, and special events.

For questions, please contact the Nokomis Cultural Heritage Center at 517.349.5777 or info@nokomis.org. To learn more about the center, visit <https://www.nokomis.org/>.

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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 2, 2024

CONTACT: Holly Cordill, Executive Director
517.347.7300 | cordill@meridianhistoricalvillage.org

Friends of Historic Meridian to Host Christmas in the Village Event
Enjoy an Afternoon with Christmas Traditions from the Victorian Era

Meridian Township, MI – The Friends of Historic Meridian will hold their annual Christmas in the Village event on Sunday, December 8, from 2:00 pm to 4:00 pm at the Meridian Historical Village (5151 Marsh Road, Okemos).

This event is free and open to the public. Cookies and hot chocolate will be available for \$3 in the Barnes House. A group of carolers from Delta Dental will also be in attendance.

Christmas in the Village activities are as follows:

- 2:00 pm to 4:00 pm | Meet and Greet with Santa in the Unruh Barn
- 2:00 pm to 4:00 pm | Building Tours
- 2:00 pm to 4:00 pm | General Store Gift Shop Open
 - Shop from a variety of gifts, stocking stuffers, and more
- 3:00 pm | Concert Featuring the Renaissance Singers in the Village Chapel
- 4:00 pm | Annual Tree Lighting Ceremony

For more information, please contact the Friends of Historic Meridian at 517.347.7300 or visit their website at <https://www.meridianhistoricalvillage.org/>.

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FOR IMMEDIATE RELEASE
December 4, 2024

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

Celebrate the Opening of Harris Nature Center's Newest Play Feature
Community Invited to Ribbon Cutting Ceremony for Upgraded Log Jam Equipment

Meridian Township, MI – On Wednesday, December 11, at 11:00 am, the Harris Nature Center Foundation will hold a ribbon cutting ceremony at Harris Nature Center (3998 Van Atta Road, Okemos) to unveil the new Log Jam play feature in the Nature Exploration Area.

The new Log Jam includes log balance beams, stumps, oversized mushrooms, and a crawl-through tunnel. It is designed for kids aged two to 12 and helps foster the development of gross motor skills.

“We are excited to introduce the new Log Jam playscape, which was made possible by the generous donation of the Harris Nature Center Foundation and the Kiwanis Club of Haslett-Okemos. This unique feature invites children to climb, explore, and let their imaginations run wild in the heart of nature,” stated Parks and Recreation Director Courtney Wisinski.

The original Log Jam play feature was installed in 2015 but had deteriorated over time. The total cost of the new Log Jam was \$45,074. The Kiwanis Club of Haslett-Okemos donated \$20,000 to the project, and the Harris Nature Center Foundation covered the remaining balance.

“We’re thrilled to have this new addition to the HNC Nature Exploration Area and for kids to enjoy it for many years to come,” said Harris Nature Center Foundation President Alexa Warwick. “This upgrade reflects the foundation’s commitment to enhancing facilities of the nature center, and we couldn’t do it without the generous support of the community.”

The Harris Nature Center Foundation is a 501(c)(3) organization whose mission is to fund special projects that enhance the quality of nature appreciation and education at the Harris Nature Center.

Visit <https://hncfoundation.weebly.com/about-the-foundation.html> for more information about the foundation. For questions, please contact the Harris Nature Center at 517.349.3866 or hnc@meridian.mi.us.

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FOR IMMEDIATE RELEASE
December 13, 2024

CONTACT: Rick Grillo, Chief of Police
517.853.4800 | grillo@meridian.mi.us

Statement from Chief of Police Rick Grillo in Response to the Arrest of Alexander Stachura

Meridian Township, MI – “On October 29, 2024, the Michigan State Police notified our department that it was conducting a criminal investigation involving probationary Officer Alexander Stachura.

“Following our standard protocol, Mr. Stachura was immediately placed on paid administrative leave. His access to Township-owned materials, facilities, and equipment was removed pending the investigation.

“On December 10, we learned Ingham County Prosecuting Attorney John Dewane had filed felony criminal charges against Mr. Stachura. While we respect the criminal justice process and its presumption of innocence until proven guilty, we recognize a resolution is unlikely to be reached quickly. This strains our department’s staff as they fill in for the absent probationary officer, who cannot reasonably fulfill his duties while the criminal justice process unfolds. For this reason, we concluded his employment on December 10.”

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FOR IMMEDIATE RELEASE
December 13, 2024

CONTACT: Scott Hendrickson, Township Supervisor
517.853.4250 | hendrickson@meridian.mi.us

Township Board's Statement in Response to the Arrest of Alexander Stachura

Meridian Township, MI – Meridian Township Supervisor Scott Hendrickson issued the following statement on behalf of the Township Board:

“The Board has full faith in Interim Manager Schmitt and Chief Grillo to address personnel matters and ensure that our team embodies the values of Meridian Township. Their immediate action on this matter shows that our faith in our Township leaders is well placed.”

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From the undersigned residents of
East Reynolds Road and Quail Street.

August 9, 2024

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

Re: Repaving of the streets.

Dear Board of Trustees;

We are writing because we are extremely unhappy with the results of the repaving of our area. For the protection of our environment, our property values and our safety, we are asking that all of the problems caused by the paving project be rectified.

Our original road was near perfect in terms of water care and handling. It was lower than all driveways, served as a conduit for runoff water down slopes, and reverse sloped into the wetlands where necessary. As a result, our driveways and sidewalks were dry even after melting snow, because the runoff would run onto the road and into the wetlands for proper filtering.

Now, we have an unmitigated disaster. The new road is 4" to 6" higher diverting the runoff water onto sidewalks, driveways, and private property and also diverting the runoff water away from, and preventing flow into, the wetlands. This unwanted change in the natural flow (for more than 30 years and maybe forever) has and will continue to cause damage to private properties and the environment. Now, most driveways pond and will freeze in the winter, private properties are being flooded, and road runoff is diverted and running directly into Lake Lansing.

We attempted to warn and prevent the exact problems that have occurred. You were warned by a former resident / current landowner who is a road inspector, and other residents with substantial engineering credentials. Most of us were copied on emails to the Township and County personnel which are attached. The entire email chain is available for those that were not copied.

We were promised a meeting before the project was finalized and that never happened.

This new higher road has changed the natural flow of water along the entire distance and diverted water away from the wetlands and onto private lands, driveways, sidewalks and public waters of the state.

The list of problems and damages caused by the raised road is extremely long.

Some of the problems include:

1. Road Runoff has been diverted from running on the pavement into the wetlands to running off the pavement onto our driveways and sidewalks. This Road runoff water now is dammed by the higher road, and now pooling or ponding, causing: (see pictures enclosed)
 - a. Impassable ingress and egress during rain events
 - b. Dangerous ingress and egress on large ice patches on sidewalks and driveways used as sidewalks
 - c. Handicap access problems
 - d. Dangerous transitions to the higher road
 - e. School bus loading and unloading safety issues for children
 - f. Icing hazards for cars entering drive
 - g. Icing hazards for delivery people
 - h. Maintenance problems
 - i. Safety and legal liability
2. During the snow months, snowplow snowbank accumulation will fill the side of the road and road melt runoff will run downhill along the snowplow accumulation and into the lower driveways and sidewalks. The runoff will not soak into the ground because the ground is solidly frozen because of the proximity to the water table. And it will not run down the road as before because the road is now higher
3. Erosion problems because water, which used to flow on the lower road surface, has been diverted to the ground alongside the new higher pavement. This erosion can be seen in many areas after only one week. This erosion causes safety concerns to:
 - a. Fall and ankle danger to bikers and walkers.
 - b. Fall and lawnmower damage
 - c. Unsightly
 - d. Accumulation of water and trash
 - e. Unseen danger in normal walk area when hidden by snow and/or ice
4. Major diversion of water from the lower wetlands on to private property
 - a. Deterioration of property values
 - b. Many crawl space issues and associated property damage
 - c. Runoff water running over property lot directly into Lake Lansing
 - d. At least 4 garages are now being flooded by diverted water
 - e. These are problems today and will get worse in the winter
5. Major diversion of water from the wetlands directly into Lake Lansing causing environmental concerns
 - a. Petroleum products seen on the surface of runoff water from newly paved road.
 - b. The proper system is the way it was where all the road runoff went into the wetlands

- c. Basically, all the south side water used to properly go into the wetlands, now with the higher road practically none of the south side water goes into the wetlands. Almost all of the south side water is now diverted onto private property or directly into the Lake Lansing.
6. Mailboxes are no longer at the proper height and or distance from the roadway/shoulder.

It is hard to believe that all the Road and Sidewalk Standards and Permits were followed, filed and properly checked, given that this work was done in a wetland, close to a wetland, within 100 feet of a sizeable public lake or waters of the State of Michigan and the result is so wrong and disastrous. The State of Michigan, Ingham County, Meridian Township, EGLE, MDOT, NREPA, Wetlands Act, ADA, certainly have safeguards and permit planning that should have avoided this kind of disaster. Some of the sidewalks and driveways used for foot traffic do not appear to be handicap accessible.

Was the release into Lake Lansing of thousands of cubic feet of water (approx. 4,000 cubic feet), visibly tainted by the new pavement petroleum products (first runoff), duly reported by the Township to EGLE?

When is the ditch (dug by Meridian Township DPW personnel) releasing the diverted water on private property into Lake Lansing going to be refilled?

We want a meeting with the Meridian Township Board, with representatives from the Ingham County Road Commission, EGLE, MDOT present to examine all relevant permits and plans and to hear the explanation as to how and when the problems caused by this raised road are going to be rectified.

Respectively,

The Undersigned Residents of East Reynolds and Quail Streets

- Enclosures:
1. Relevant emails from 2023.
 2. Pictures of post repaving diverted water property damage

- Certified Copies:
1. Dan Opsommer, Meridian Township DPW
 2. Younes Ishraidi, Meridian Township DPW
 3. Tim Schmitt, Acting Meridian Township Manager,
5151 Marsh Road, Okemos, MI 48860
 4. Kelly Jones, Director Ingham County Road Commission,
301 North Bush Street, Mason, MI 48854
 5. Becky Bennett, Liason for Ingham County Board of Commissioners,

Ingham County Courthouse

P.O.Box 319, 341 S. Jefferson, Mason, MI 48854

6. EGLE Water Resources Division,

P.O.Box 30242, 525 West Allegan, Lansing, MI 48909

7. Erin Chelotti, Lansing TSC MDOT

2700 Port Lansing Road, Lansing MI 48906

8. MDCR Service Center

Capitol Tower Building, 110 West Michigan Avenue, Suite 800

Lansing, MI 48933

9. State Representative Penelope Tsernoglou,

Room N-1094, Anderson House Office, P.O. Box 30014,

124 N Capitol Avenue, Lansing, MI 48933

10. State Senator Sam Singh,

Room S-8 Capitol Building P.O. Box 30036,

100 N. Michigan, Lansing, MI 48933

11. Ingham County Drain Commission, 707 Buhl, Mason MI 48854

Name

Address

Kevin K. Blair

6411 E Reynolds Rd.

Andrea Lusted

6419 E. Reynolds. Rd.

Debra James May

6425 E Reynolds.

Jacqueline H. Curstie

6399 E Reynolds Rd.

Mary J. Britte

6399 E REYNOLDS RD

Michael J. Britte

6399 E REYNOLDS RD

Rindsey & Calvin Myers

6375 E. Reynolds Rd

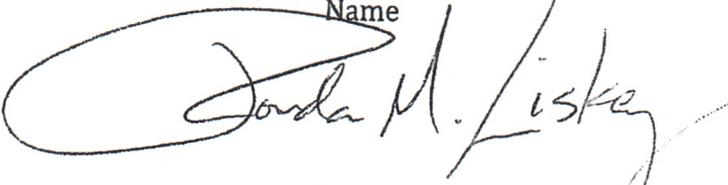
Curt Amblin

6411 E. Reynolds.

Name	Address
Austin One	6409 E. Reynolds Rd Hastell MI 48840
Mary Pland	6401 E. Reynolds Rd,
Mavis W. Pland	Hastell, Mi, 48840
Susie Kazanjian Greg Kazanjian	6403 E REYNOLDS RD 6395 E REYNOLDS RD
Julia Baumer	6383 E. Reynolds Rd.
Billie Idey	6381 E Reynolds Rd.
Celia Folger	6381 E Reynolds Rd.
Connie Page	6379 E. Reynolds Rd
Susan Bundage	6373 E. Reynolds Rd.
Jackie Frisovsky	6369 E. Reynolds Rd.
Sidney & Mook	6365 E Reynolds Rd.
Cynthia Arcard	6363 E. Reynolds Rd.
Ellen Dohr	6349 E Reynolds Rd
A. Finn	4349 " " "
Cynthia Jolt	6343 Quail St Hastell MI 48840

Name

Address

	6343 Quail
Michael L. Johnston	6325 Quail
Kelli L. Johnston	6325 Quail
Susan L. Johnston	6325 Quail St
	6269 Quail St.
Kim Cronin	6269 Quail St
Jayne Henderson	6295 Quail St.
Paul Almont	6353 E Reynolds
Elena Watkins	6355 E. Reynolds
 (SERGEY ILYASHOV)	6355 E. REYNOLDS RD.
Craig Shoenberger	6329 Milenz St.
Brad 9th	6432 PERRY RD.

Name

Address

Niki Zengat/Konstantin

6115 E. Reynolds Rd

John + Cindy Wycott
"By Consent"

E Reynolds Rd

1



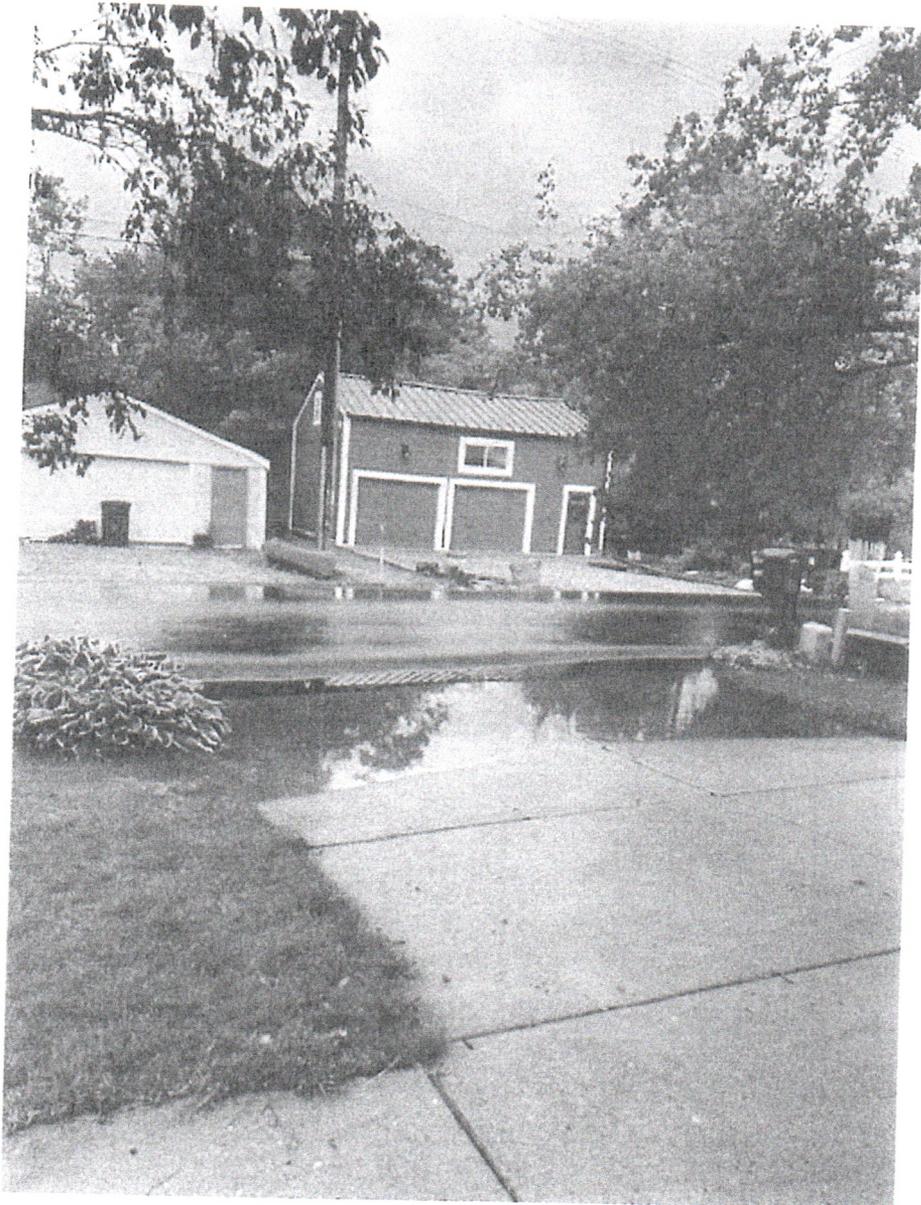
Used to be drive without accident
street

2



used to be low

3



never had water to this extent



4

just a
sample
of new
waterpics

It will
be worse

IN ALL
PICS IN
WINTER!

6403 E Reynolds Rd

They were asking \$450,000 -

This property never had water problems
until road was spot repaved - 15 years ago
Before recent paving small water near road.



**CONSENT AGENDA
PROPOSED BOARD MINUTES**

PROPOSED MOTION:

- (1) Move to approve and ratify the minutes of the Closed Session of November 26, 2024; the Special Meeting of December 3, 2024; and the Regular Meeting of December 3, 2024 as submitted. (1)**

ALTERNATE MOTION:

- (1) Move to approve and ratify the minutes of the Closed Session of November 26, 2024; the Special Meeting of December 3, 2024; and the Regular Meeting of December 3, 2024 with the following amendment(s):[insert amendments]**

CHARTER TOWNSHIP OF MERIDIAN
SPECIAL MEETING TOWNSHIP BOARD **-DRAFT-**
5151 Marsh Road, Okemos MI 48864-1198
517.853.4000, Township Hall Room
TUESDAY, DECEMBER 3, 2024, 1:30 pm

PRESENT: Supervisor Hendrickson, Clerk Demas, Treasurer Deschaine, Trustee Lentz, Trustee Wilson, Trustee Trezise and Trustee Sundland

ABSENT: None

STAFF: Chief Grillo, Manager Diehl, Human Resources Administrator Hasse, Administrative Assistant Keroson

1. CALL MEETING TO ORDER

Supervisor Hendrickson called the December 3, 2024, Special Township Board meeting to order at 1:30 pm

2. PLEDGE OF ALLEGIANCE/INTRODUCTIONS

Supervisor Hendrickson led the Pledge of Allegiance.

3. ROLL CALL

Clerk Demas called the roll of the Board.

Supervisor Hendrickson, Clerk Demas, Treasurer Deschaine, Trustee Lentz, Trustee Wilson, Trustee Sundland and Trustee Trezise present at 1:30 pm

4. CITIZENS ADDRESS AGENDA ITEMS AND NON-AGENDA ITEMS

Supervisor Hendrickson opened comments from the public at 1:31 pm

Supervisor Hendrickson closed comments from the public at 1:31 pm

5. APPROVAL OF AGENDA

Treasurer Deschaine moved to approve the Agenda. Supported by Trustee Wilson

VOICE VOTE: YEAS: Supervisor Hendrickson, Clerk Demas, Treasurer Deschaine, Trustee Lentz, Trustee Wilson, Trustee Trezise, and Trustee Sundland

NAYS: NONE

Motion carried: 7-0

6. BOARD DISCUSSION ITEMS

A. Township Manager Candidate Interviews

i. Robert Hillard – (1:33 – 2:28 pm)

Supervisor Hendrickson, Clerk Demas, Treasurer Deschaine, Trustee Lentz, Trustee Sundland, Trustee Trezise, and Trustee Wilson each asked two questions prepared by Amy Cell Talent.

Supervisor Hendrickson and Trustee Wilson answered the questions Candidate Hillard asked of the Trustees.

Treasurer Deschaine and Trustee Lentz asked follow-up questions

Supervisor Hendrickson called a 5-minute recess at 2:29 pm. The Board reconvened at 2:34 pm

ii. Timothy Dempsey – (2:34 pm – 3:33 pm)

Supervisor Hendrickson, Clerk Demas, Treasurer Deschaine, Trustee Lentz, Trustee Sundland, Trustee Trezise, and Trustee Wilson each asked two questions prepared by Amy Cell Talent.

At the request of Candidate Dempsey, each Board Member gave their answer to the questions he asked.

Supervisor Hendrickson and Treasurer Deschaine asked follow-up questions.

Supervisor Hendrickson called a 5-minute recess at 3:33 pm. The Board reconvened at 3:39 pm

iii. Timothy Schmitt – (3:39 pm – 4:34)

Supervisor Hendrickson, Clerk Demas, Treasurer Deschaine, Trustee Lentz, Trustee Sundland, Trustee Trezise, and Trustee Wilson each asked two questions prepared by Amy Cell Talent.

Supervisor Hendrickson, Clerk Demas, Treasurer Deschaine, Trustee Trezise, answered the questions Candidate Schmitt asked of the Trustees.

Clerk Demas, Treasurer Deschaine, and Trustee Lentz asked follow-up questions.

7. COMMENTS FROM THE PUBLIC

Supervisor Hendrickson opened comments from the public at 4:34 pm

Supervisor Hendrickson closed comments from the public at 4:34 pm

8. OTHER MATTERS AND BOARD MEMBER COMMENTS

Supervisor Hendrickson thanked members of the public for joining the meeting

9. ADJOURNMENT

Treasurer Deschaine moved to adjourn. Seconded by Trustee Wilson

VOICE VOTE

YEAS: Supervisor Hendrickson, Clerk Demas, Treasurer Deschaine, Trustee Lentz, Trustee Wilson, Trustee Trezise, and Trustee Sundland

NAYS: NONE

Motion carried: 7-0

The meeting adjourned at 4:35 pm

Scott Hendrickson
Township Supervisor

Angela Demas
Township Clerk

CHARTER TOWNSHIP OF MERIDIAN
REGULAR MEETING TOWNSHIP BOARD -DRAFT-
5151 Marsh Road, Okemos MI 48864-1198
517.853.4000, Township Hall Room
TUESDAY, DECEMBER 3, 2024, 6:00PM

PRESENT: Supervisor Hendrickson, Clerk Demas, Treasurer Deschaine, Trustee Lentz, Trustee Wilson, Trustee Trezise and Trustee Sundland

ABSENT: None

STAFF: Interim Manager Schmitt, Deputy Clerk Gordon, Police Chief Grillo, Director Tithof

1. CALL MEETING TO ORDER

Supervisor Hendrickson called the December 3, 2024, Regular Township Board meeting to order at 6:00 pm

2. PLEDGE OF ALLEGIANCE/INTRODUCTIONS

Supervisor Hendrickson led the Pledge of Allegiance.

3. ROLL CALL

Deputy Clerk Gordon called the roll of the Board.

Supervisor Hendrickson, Clerk Demas, Treasurer Deschaine, Trustee Lentz, Trustee Wilson, Trustee Sundland and Trustee Trezise present at 6:00 pm

4. PRESENTATION

A. Public Safety Recruitment and Retention Program

Chief Grillo gave a presentation about the Public Safety Recruitment and Retention Program and how it has worked for the past year.

Clerk Demas asked about the impact and changes to expect in 2025. Chief Grillo stated that he is recruiting for one remaining open position and may need to send a person through the police academy, he is hoping to start a traffic team and

Treasurer Deschaine asked if the updates to the locker room are helping to recruit. Chief Grillo answered that the updates are helping to retain staff.

Trustee Lentz asked about the arrest and citation statistics. Chief Grillo answered that the largest factor is the number of people in the township and the type of calls for service, that the number has gone down in part because the staff are focused on calls for service instead of proactive actions like traffic tickets.

5. CITIZENS ADDRESS AGENDA ITEMS AND NON-AGENDA ITEMS

Supervisor Hendrickson opened comments from the public at 6:17 pm

Heather Goddard, township resident, spoke in opposition to dispensary in Okemos.

Supervisor Hendrickson closed comments from the public at 6:19 pm

6. INTERIM TOWNSHIP MANAGER REPORT

- Thanked public works for addressing recent difficult water main issues.
- Director Clark, Deputy Manager Opsommer, and Interim Manager Schmitt Spoke to Haslett High School students regarding how they can make change in the community.

7. BOARD MEMBER REPORTS OF ACTIVITIES AND ANNOUNCEMENTS

Treasurer Deschaine informed residents that tax bills were mailed out.

Clerk Demas highlighted the upcoming Christmas in the Village event.

Supervisor Hendrickson noted the Friends of Nokomos Art Market coming up this weekend and next.

Trustee Wilson gave information about the upcoming Friends of Okemos Library Book Sale.

8. APPROVAL OF AGENDA

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

VOICE VOTE: YEAS: Supervisor Hendrickson, Clerk Demas, Treasurer Deschaine, Trustee Lentz, Trustee Wilson, Trustee Sundland and Trustee Trezise

NAYS: NONE

Motion carried: 7-0

9. CONSENT AGENDA

Supervisor Hendrickson listed the items that appeared on the agenda. He asked that the names be updated to reflect the correct Board Members names and spellings on both sets of minutes, and update the signatories on the Alaiedon Township agreement

Trustee Wilson moved to approve the Consent Agenda with updates. Supported by Trustee Trezise.

ROLL CALL VOTE: YEAS: Clerk Demas, Treasurer Deschaine, Trustee Lentz, Trustee Sundland, Trustee Wilson, Trustee Trezise, Supervisor Hendrickson

NAYS: NONE

Motion carried: 7-0

10. QUESTIONS FOR THE ATTORNEY

NONE

11. HEARINGS

NONE

12. ACTION ITEMS

- A. Special Use Permit #24-23 – Okemos Gateway LLC – 1614 West Grand River Avenue – Recreational Marijuana Retailer

Interim Manager Schmitt outlined the process that has occurred to date and the changes made to update the application.

Trustee Trezise stated that after reviewing the correction of typographical errors and the additional information added by the applicant, he will approve the permit.

Trustee Lentz said he will approve the permit after reviewing the application.

Treasurer Deschaine asked to know the capital costs of the building. Dominic Bacall, representing the applicant, stated that the buildout can be expected to cost around \$400 per square foot. Treasurer Deschaine then asked for a review of the timeline to apply for permits and start construction. Interim Manager Schmitt clarified that the applicant has 60 days from licensing approval to apply for SUP, then after SUP is approved, they have an 18-month window to be open and can apply for a 6 month extension. Treasurer Deschaine asked to discuss requiring a new application if an original application cannot be approved after the initial discussion with regards to future applications.

Supervisor Hendrickson commented that to add SUP to the end of the process seems like an extra step that has been covered in the licensure portion of the approval process for these facilities. He then stated that he would approve the permit.

Trustee Trezise moved to adopt the resolution approving Special Use Permit 24-23, a request from Okemos Gateway LLC to establish a recreational marijuana retailer at 1614 West Grand River Avenue (Parcel ID 33-02-02-22-426-001). The subject property is zoned C-2, Commercial, and the property is located within the Marijuana Business Overlay District. Supported by Trustee Lentz.

ROLL CALL VOTE: YEAS: Treasurer Deschaine, Trustee Lentz, Trustee Sundland, Trustee Trezise, Trustee Wilson, Supervisor Hendrickson, Clerk Demas

NAYS: NONE

Motion carried: 7-0

13. BOARD DISCUSSION ITEMS

- A. Text Amendment 2024-19 – RN-Village of Okemos update

Interim Manager Schmitt gave an overview of the Planning Commission's work to clean up the ordinance language and make the ordinance more useable.

Supervisor Hendrickson asked to know the area covered by the ordinance. Interim Manager Schmitt gave detail on the area and added that this is part of a larger process to clean up the zoning standards around Lake Lansing.

Treasurer Deschaine asked about the specifics that are addressed in this amendment. Interim Manager Schmitt clarified that it puts standards in the district and removes a provision that allows the Planning Director or Planning Commission to allow just about any use in the district. This is the only area zoned RN in the Township and the goal is to make it work for the people who live there.

Trustee Lentz asked for more details about the existing density of the area. Interim Manager Schmitt said staff will investigate that and noted that density changes were not made in this amendment.

Trustee Wilson asked about the uses permitted by right portion. Interim Manager Schmitt clarified that that language is required by State Law. Trustee Wilson asked when staff plan to review this item and move it forward. Interim Manager Schmitt indicated that staff are working on a Parking Ordinance for the Planning Commission and then will return to residential issues.

B. Township Manager Interview/Hiring

Supervisor Hendrickson stated that he placed this on the agenda in case the Board wanted to discuss the interviews at this time.

Trustee Trezise asked how long Amy Cell Talent will be collecting comments. Supervisor Hendrickson stated that it would be a few days, but that there is not a specific window for submitting comments to the talent agency. Residents and members of the public who wish to comment about the interviews can email the Board. Trustee Trezise asked for a link to be placed prominently on the website.

Clerk Demas commented that the public meet-and-greet was helpful for the community to make their voices heard and that it is appropriate to give community members time to comment over the next two weeks.

14. COMMENTS FROM THE PUBLIC

Supervisor Hendrickson opened public comments at 6:56 pm

Supervisor Hendrickson closed public comments at 6:56 pm

15. OTHER MATTERS AND BOARD MEMBER COMMENTS

NONE

16. ADJOURNMENT

Trustee Wilson moved to adjourn. Seconded by Trustee Sundland

VOICE VOTE

**YEAS: Trustee Wilson, Trustee Trezise, and Trustee Sundland,
Supervisor Hendrickson, Clerk Demas, Treasurer Deschaine,
Trustee Lentz,**

NAYS: NONE

Motion carried: 7-0

The meeting adjourned at 6:57 pm

Scott Hendrickson
Township Supervisor

Angela Demas
Township Clerk



9.C

To: Board Members
From: Tim Schmitt, Interim Township Manager
Date: December 17, 2024

Charter Township of Meridian
Board Meeting
12/17/2024

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

COMMON CASH	\$	360,359.46
PUBLIC WORKS	\$	72,454.90
TRUST & AGENCY	\$	-
	TOTAL CHECKS:	\$ 432,814.36
CREDIT CARD TRANSACTIONS		
11/26/2024 to 12/10/2024	\$	22,022.14
	TOTAL PURCHASES:	<u>\$ 454,836.50</u>
ACH PAYMENTS	\$	<u>904,013.45</u>

INVOICE APPROVAL BY INVOICE REPORT FOR CHARTER TOWNSHIP OF MERIDIAN
 EXP CHECK RUN DATES 12/17/2024 - 12/17/2024
 BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID
 BANK CODE: GF53 - CHECK TYPE: PAPER CHECK

Vendor Name	Description	Amount	Check #
1. A T & T	NOV 28 - DEC 27 2024 - INTERNET M1	195.25	113631
2. ABONMARCHE	PROF SERVICES COMPLETED THRU 11/30/2024 - 2024 LOC SERVICES COMPLETED THRU 11/30/2024 - 2025 LOCAL RO	2,500.45 7,854.29	
	TOTAL	10,354.74	
3. ACROSS THE STREET PRODUCTIONS	7/24/24 TO 7/24/25 - BLUE CARD RENEWAL -19 USERS &	2,832.26	
4. AIS CONSTRUCTION EQUIPMENT	REPAIRS TO ENGINE 91 UNIT 150	1,164.69	
5. ALLEGRO CIVIL ENGINEERS	2024 FOIA 50% REFUND 127-INV-1	17.68	
6. ALLGRAPHICS CORP	WINTER LOGO JACKETS/HATS - DPW SNOW CREW	411.50	
7. AMERICAN HOME FITNESS	TREADMILL - STATION 91 (REPLACING BROKEN TREADMILL	4,198.98	113637
8. AMERICAN RENTALS	11/21/24 TO 12/21/24 - TRANSFER STATION PORTABLE T	85.00	
9. ANTONIO TREVINO	REIMBURSEMENT K9 HANDLER TRAINING	208.73	
10. APPLE	APPLE LAPTOP REPLACEMENTS	4,558.00	
11. AUTO VALUE OF EAST LANSING	SEWER #31 - FLEET REPAIR PARTS PARKS #56 - FLEET REPAIR PARTS GROUNDS - FLEET REPAIR PARTS SHOP SUPPLIES - FLEET REPAIR PARTS PARKS #52 - FLEET REPAIR PARTS SHOP SUPPLIES - FLEET REPAIR PARTS 50 BLEND OIL - FLEET REPAIR PARTS SHOP SUPPLIES - FLEET REPAIR PARTS WATER #728 - FLEET REPAIR PARTS WATER #728 - FLEET REPAIR PARTS PARKS #87 - FLEET REPAIR PARTS PARKS #87 - FLEET REPAIR PARTS PARKS #87 - FLEET REPAIR PARTS	237.49 158.99 62.39 24.88 23.39 382.58 19.96 46.25 15.12 23.18 7.19 6.29 4.19 3.49 13.96 45.16	
	TOTAL	1,074.51	
12. BARYAMES CLEANERS	NOV 2024 - POLICE UNIFORM CLEANING	655.82	
13. BOUNDTREE MEDICAL	ORDER #105750652 - MISC. AMBULANCE/MEDICAL SUPPLIE ORDER #105735583 - TRAINING MANIKINS & ACCESSORIES ORDER #105750652 - SYRINGES/MEDICAL SUPPLIES ORDER #105735583 - TRAINING MANIKINS & ACCESSORIES	592.81 829.99 3.00 2,109.99	
	TOTAL	3,535.79	
14. BRD PRINTING, INC	#10 WINDOW ENVELOPES HOME IMPROVEMENT PC REPRINTING/MAILING	339.18 276.30	
	TOTAL	615.48	
15. BRIDGET CANNON	NOVEMBER 2024 MILEAGE REIMBURSEMENT	33.50	
16. BRIGHTLINE TECHNOLOGIES	DEC 2024 - AUVIK NETWORK & SAAS MONITORING & MANAG DEC 2024 BRIGHTLINE HPE 36M II SUBSCRIPTION DEC 2024 DROPSUITE BUSINESS BACKUP + EMAIL ARCHIVI DEC 2024 BRIGHTLINE QUICKHELP SUBSCRIPTION	1,055.00 3,424.00 848.00 1,421.00	
	TOTAL	6,748.00	
17. BULL ENTERPRISES	NOV 2024 JANITORIAL SERVICES FOR TOWNSHIP BUILDING	8,867.00	

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18. CAMCA	A. DEMAS, TWP CLERK & E. GORDON, DEPUTY CLERK	40.00	
19. CBL & ASSOCIATES LIMITED PARTNERSHIP	11/30/2024-4/19/2025 WINTER FARMERS' MARKET MERIDI	3,050.00	
20. CDW	CROWDSTRIKE FALCON ENDPOINT PROTECTION 2025	4,817.19	
21. CEDAR CREEK APARTMENTS	EMERGENCY RENT ASSISTANCE	400.00	113632
22. CHARTER TOWNSHIP OF LANSING	REIMB METRO MFIT (FIRE INVESTIGATION TEAM) EQUIPME	1,135.76	
23. CINTAS CORPORATION #725	11/25/24- MECHANICS UNIFORMS	52.93	
	12/4/24- MECHANICS UNIFORMS	52.93	
	TOTAL	105.86	
24. CITY PULSE	LEGAL ADS 11/20/2024	201.65	
	LEGAL ADS 11/27/24	310.80	
	FARMERS MARKET AD - 11/27/2024	235.00	
	TOTAL	747.45	
25. CMP DISTRIBUTORS INC.	HOLSTERS FOR PD	264.00	
	ACCT 1281 - POLICE GLOCKS	641.00	
	TOTAL	905.00	
26. CONSUMERS ENERGY	ACCT #1000-9957-1885 - EMERGENCY UTILITY ASSISTANC	288.72	113633
27. CREATIVE FINANCIAL STAFFING LLC	WK ENDING 12/01/2024 TEMP STAFFING SERV - UB	850.85	
	WEEK ENDING 12/8/2024 TEMP STAFF SERVICES - UB	1,187.45	
	TOTAL	2,038.30	
28. CRYSTAL FLASH	ACCT #97833 - FLEET FUEL	9,923.04	113634
29. CULLIGAN WATER CONDITIONING	WATER SOFTENER SALT HNC	37.50	
30. DBI	ELECTRICAL, MONITOR STANDS FOR RECORDS	1,464.21	
	ELECTRICAL, MONITOR STANDS FOR RECORDS	120.00	
	TOTAL	1,584.21	
31. DELL MARKETING LP	FIRE DEPT AMBULANCE LAPTOPS X6	15,279.60	
32. DEPARTMENT OF VETERANS AFFAIRS	REIMBURSEMENT FOR DUPLICATE EFT PAYMENT (RUN #18-2	867.95	

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Vendor Name	Description	Amount	Check #
33. FAHEY SCHULTZ BURZYCH RHODES PLC	TREASURER MATTERS - LEGAL FEES	604.00	
	POLICE FOIA - LEGAL FEES	385.00	
	POLICY RESEARCH & DRAFTING - LEGAL FEES	2,415.00	
	BROWNFIELD MATTERS - LEGAL FEES	538.00	
	MARIJUANA REGULATION - LEGAL FEES	184.00	
	PUBLIC WORKS - LEGAL FEES	1,634.00	
	FIRE TRUCK - LEGAL FEES	6,437.00	
	QUOTA LIQUOR LICENSES - LEGAL FEES	3,441.50	
	ASSESSOR - LEGAL FEES	239.66	
	HR/LABOR - LEGAL FEES	1,935.77	
	MANAGER - LEGAL FEES	2,088.47	
	PUBLIC WORKS - LEGAL FEES	239.67	
	SUPERVISOR - LEGAL FEES	55.31	
	TWP BOARD - LEGAL FEES	553.08	
	TREASURER - LEGAL FEES	48.09	
	CONTRACT REVIEWS - LEGAL FEES	511.40	
	COMMUNICATIONS - LEGAL FEES	78.55	
	24-002200 HANNAH HOSPITALITY LLC - LEGAL FEES	181.00	
	DUFFY (23-001333) - LEGAL FEES	195.00	
	MORY ENTERPRISES (23-002659) - LEGAL FEES	1,205.00	
	SENIOR CENTER TASK FORCE - LEGAL FEES	420.50	
	WAL-MART (MTT 24-001264) - LEGAL FEES	299.00	
	EMPL INVESTIGATION - LEGAL FEES	23.00	
	TOTAL	23,712.00	
34. FD HAYES ELECTRIC	C FIRE- PARKING LOT LIGHT REPAIRS	606.04	
35. FORESIGHT GROUP	WATER BILLS 11/22/2024 AND POSTAGE	529.15	
	WATER BILLS 12/06/2024 AND POSTAGE	1,693.88	
	TOTAL	2,223.03	
36. FRANK LOWDEN WALSH	CONSULTING CONTRACT SERVICES THRU DECEMBER 31, 202	18,556.40	
37. GRANGER	DEC 2024 - ACCT NO 17334070/17342460 MUN BLDG & PS	86.96	
	DEC 2024 - ACCT NO 17349880 - SERVICE CENTER RECYC	31.02	
	DEC 24, JAN, FEB 25 - ACCT NO 10159300 HARRIS NATU	215.43	
	DEC 2024 ACCT 1106100/2706910 TOWNHALL & PS RUBBIS	136.55	
	DEC 2024 - ACCT NO 1106200 - SERVICE CENTER - RUBB	339.20	
	DEC 2024 - ACCT 1106300 - S FIRE - RUBBISH DISPOSA	94.68	
	DEC 2024 - ACCT NO. 2509750 - C. FIRE - RUBBISH SE	129.83	
	DEC 2024 - SEASONAL TRASH SERVICE IN PARKS	91.24	
	TOTAL	1,124.91	
38. GRANICUS	11/01/2024-10/31/2025 SWAGIT CONTRACT RENEWAL	33,560.55	
39. HAMMOND FARMS	BRUSH DUMP FEE - PARKS AND PATHWAY MAINTENANCE SU	10.50	
40. HUNTINGTON NATIONAL BANK	ACCT #3584330109 - 11/01/2024 - 10/31/2025 - ANNUA	500.00	
41. IMLAY CITY FISH FARM INC	NOV 2024 PROJECT FISH STOCK	4,150.00	
42. JEFFORY BROUGHTON	RADIO MAINTENANCE/REPAIRS	375.00	
43. KCI	2024 PRINTING/MAILING OF WINTER TAX BILLS	13,058.12	
	PERSONAL PROPERTY MAILING POSTAGE ONLY	209.00	
	TOTAL	13,267.12	

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Vendor Name	Description	Amount	Check #
44. LAFONTAINE AUTOMOTIVE GROUP	POLICE UNIT 678- INSULATOR ASY	130.80	
	POLICE UNIT 678- VALVE AND CONVERTER ASY	958.00	
	POLICE UNIT #685-AXLE ASSEMBLY	121.20	
	POLICE UNIT 717- TIRE MOUNTING	120.00	
	PARKS UNIT 667- ABS SENSOR REPAIR	519.81	
	TOTAL	1,849.81	
45. LANGUAGE LINE SERVICES	NOV 2024 INTERPRETATION SERVICES	8.40	
46. LANSING COMMUNITY COLLEGE	OCT 2024 - BUILDING A CONVERSATIONAL CULTURE TRAIN	4,200.00	
47. LANSING UNIFORM COMPANY	POLICE UNIFORM ITEMS - BAZAN	469.70	
	POLICE UNIFORM ITEMS - GORDON	659.55	
	POLICE UNIFORM ITEMS - HANSON	604.60	
	RESCUE JACKETS (QTY: 6)	1,875.00	
	HI-VIS JACKETS (QTY: 5) WITH NAME TAGS	1,562.50	
	POLICE UNIFORM ITEMS - CANEN	94.95	
	POLICE UNIFORM ITEMS - BERMAN	604.60	
	TOTAL	5,870.90	
48. LEXISNEXIS RISK DATA MGT LLC	NOV 2024 SEARCHES	200.00	
49. LOPEZ CONCRETE CONSTRUCTION	CONCRETE REPAIR CONTRACT 2023	7,843.88	
50. MACQUEEN EMERGENCY GROUP	ANNUAL PM HURST EXTRICATION EQUIPMENT	2,134.00	
51. MEI TOTAL ELEVATOR SERVICES	MI1767 - PS ELEVATOR MI27847 -JOB 17524450001 ROLL	36.22	
52. MICHELE ANNETTE GLINN	CONSULTANT FEE - HARKNESS	175.00	
53. MICHIGAN ASSESSORS ASSOCIATION	MAA RENEWAL FOR 2025, 2024 BUDGET YEAR	380.00	
54. MICHIGAN RECYCLING COALITION	FALL 2024 INTO RECYCLING REGISTRATION	80.00	
55. MID MICHIGAN EMERGENCY EQUIPMENT	UNIT #71 - LIGHTBAR REPAIR & STOCK ORDER	621.16	
	RADIO, LIGHTS, ELECTRICAL WIRING & INSTALL - NEW F	11,506.05	
	UNIT #680 SOUND OFF SIGNALS	592.36	
	TOTAL	12,719.57	
56. MIDWEST POWER EQUIPMENT	CHAINSaws AND EXTRA CHAINS FOR PARKS DEPARTMENT	1,575.74	
	PORTABLE GENERATOR FOR PARKS EVENTS	1,090.00	
	BACKPACK LEAF BLOWERS FOR PARKS DEPARTMENT	1,228.48	
	POLE SAW AND EXTENSIONS FOR PARKS DEPARTMENT	1,114.69	
	TOTAL	5,008.91	
57. MIKE DEVLIN	REIMB - HALLOWEEN 2024 EVENTS	127.83	
58. MILLENNIA TECHNOLOGIES	PHONE SYSTEM BRONZE LEVEL SUPPORT 11/30/22-11/29/2	15,215.00	
59. MY GREEN MICHIGAN LLC	DECEMBER 2024 COMPOST SERVICE MARKETPLACE	177.00	
	COMPOSTABLE BAGS MARKETPLACE COMPOST SERVICE	122.00	
	TOTAL	299.00	
60. ON DEMAND MOSQUITO MAN INC	HNC RODENT CONTROL	1,195.00	
61. OPENGOV INC	CARTEGRAPH OMS ANNUAL RENEWAL - 11/1/24-10/31/2025	45,747.64	
62. OVERHEAD DOOR OF LANSING	DPW - 11/22/24 OVERHEAD DOOR REPAIR	615.00	

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Vendor Name	Description	Amount	Check #
63. PLANTE & MORAN, PLLC	PROF SERVICE THRU NOV 13 2024 - FINANCE DEPARTMENT	8,925.00	
	PROF SERV THRU 11/22/2024 - FINANCE DIRECTOR	7,455.00	
	TOTAL	16,380.00	
64. PLM LAKE & LAND MANAGEMENT	DAVIS FOSTER PRESERVE PHRAGMITES TREATMENT	254.47	
	INTER URBAN TRAIL PHRAGMITES TREATMENT	127.23	
	NORTH RIDGE PRESERVE PHRAGMITES TREATMENT	414.75	
	TED BLACK WOODS PARK PHRAGMITES TREATMENT	635.25	
	TOTAL	1,431.70	
65. PRINTING SYSTEMS INC	ACCT #3663 - NOV 2024 ELECTION SECRECY ENVELOPES	676.94	
	ACCT #3663 - NOV 2024 ELECTION PRINTING	259.06	
	TOTAL	936.00	
66. PROFESSIONAL SERVICE INDUSTRIES INC	SCHULTZ PATHWAY - GEOTECH SERVICES	10,650.00	
67. PROGRESSIVE AE	PROF SERVICES THRU NOV 29 2024 - LAKE LANSING SAD	2,503.90	
68. PRO-TECH MECHANICAL SERVICES	BUILDINGS - PUBLIC SAFETY- HVAC REPAIRS	1,283.74	
	BUILDINGS - MUNICIPAL BUILDING- HVAC REPAIRS	2,472.98	
	W/O #55397 - C FIRE - HVAC REPAIRS	472.50	
	TOTAL	4,229.22	
69. PRO-TECH SECURITY SALES	BALLISTIC VEST-LOFTON	1,043.00	
70. PROTECTIVE EDGE TRAINING	TRAINING - ROYSTON & STROUSE	800.00	
71. QUALITY TIRE INC	TIRES - POLICE UNIT #717	777.40	
	MOTOR POOL TIRES - DISPOSAL	44.00	
	TIRES - POLICE UNIT #702 & ONE STOCK TIRE	971.75	
	TOTAL	1,793.15	
72. REDWOOD LANDSCAPING	DITCH RESTORATION AND PLANTINGS - 2024 W REYNOLDS	4,688.00	
73. RICHARD JANKA PSY.D	PRE-EMPLOYMENT EVALUATIONS - POLICE NEW HIRES	600.00	
74. ROWERDINK AUTOMOTIVE PARTS	SERVICE CHARGES/FEE - FLEET REPAIR PARTS	2.83	
	FIRE #663 - FLEET REPAIR PARTS	22.11	
	SHOP STOCK - FLEET REPAIR PARTS	158.36	
	CORE RETURN CREDIT - FLEET REPAIR PARTS	(14.00)	
	FIRE #663 - FLEET REPAIR PARTS	22.11	
	TOTAL	191.41	
75. SCARLETT EXCAVATING	2024 BLUE HAVEN DR WATER MAIN REPLACEMENT CONTRACT	1,050.00	
76. SHAHEEN CHEVROLET INC	UNIT 663 HEAT/AIR CONTROL AND ACTUATOR	161.65	
	FIRE - UNIT #135 - HEATING AND AIR CONDITIONING DE	63.34	
	TOTAL	224.99	
77. SITEONE LANDSCAPE SUPPLY LLC	RUBBER BLADE REPLACEMENT FOR SNOW PLOWS	1,470.90	113630
78. SPALDING DEDECKER ASSOCIATES	PROF SERV SEPT 30 TO OCT 27 2024 LOCAL ROAD PROG E	7,168.00	
	PROF SERV OCT 28 TO NOV 24 2024 LOCAL ROAD PROGRAM	1,134.00	
	PROF SERV OCT 28 TO NOV 24 2024 LOCAL ROAD PROG EN	4,499.00	
	TOTAL	12,801.00	
79. SPARROW OCCUPATIONAL	NOV 2024 EMPLOYEE PHYSICALS	1,143.00	

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DB: Meridian

INVOICE APPROVAL BY INVOICE REPORT FOR CHARTER TOWNSHIP OF MERIDIAN
EXP CHECK RUN DATES 12/17/2024 - 12/17/2024
BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID
BANK CODE: GF53 - CHECK TYPE: PAPER CHECK

Vendor Name	Description	Amount	Check #
80. STAPLES	DET 27066262 - OFFICE SUPPLIES	460.54	
81. STARLIGHT FARMS INC	FARMERS MARKET	28.00	
82. TEAM FINANCIAL GROUP	NOV 2024 COPIER CONTRACT	2,552.82	
83. THE RAPID GROUP LLC	SHREDDING SERVICES THRU 11/30/2024	70.00	
84. TIM SCHMITT	REIMB LUNCH MEETING W/SCOTT	32.00	
85. TOP NOTCH TREE CARE	TREE REMOVAL RIVER CLEANUP 3998 VAN ATTA ROAD	2,046.00	113635
86. ULINE	DOG BAG DISPENSERS FOR PARKS AND PATHWAYS	1,661.05	
87. VERIZON WIRELESS	OCT 24 - NOV 23 2024 - WIRELESS MOBILE SERVICES 68	2,501.72	113636
88. WASTE MANAGEMENT	12/1/24 - 12/31/24 - GAYLORD C SMITH - DUMPSTER SE	501.84	
TOTAL - ALL VENDORS		360,359.46	

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INVOICE APPROVAL BY INVOICE REPORT FOR CHARTER TOWNSHIP OF MERIDIAN
 EXP CHECK RUN DATES 12/17/2024 - 12/17/2024
 BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID
 BANK CODE: PW53 - CHECK TYPE: PAPER CHECK

Vendor Name	Description	Amount	Check #
1. ALLGRAPHICS CORP	WINTER LOGO JACKETS/HATS - DPW SNOW CREW	411.50	
2. CONSUMERS ENERGY	ACCT 3000 2143 5924 - 2024 CO PARK N. LS REPLACEME	607.00	29905
3. CSM MECHANICAL LLC	2024 COUNTY PARK LIFT STATION REPLACEMENT	45,472.81	
4. DOROTHY E SHILLINGLAW	UB OVERPAYMENT - LAKE DRIVE	55.70	
5. ETNA SUPPLY COMPANY	WATER - SMALL SADDLE GASKET	26.40	
6. FERGUSON WATERWORKS #3386	WATER - CUSTOMER INSTALL BRASS ORDER	665.73	
	WATER - CUSTOMER INSTALLATION PARTS - R900S	6,507.96	
	WATER - CUSTOMER INSTALLATION PARTS - R900S	3,521.52	
	WATER - CUSTOMER INSTALLATION PARTS - R900S	3,425.16	
	TOTAL	14,120.37	
7. HYDROCORP	NOV 2024 CROSS CONNECTION PROGRAM SERVICES CONTRAC	2,735.00	
8. HYEJIN LEE	UB OVERPAYMENT - SEBEWAING DR	203.10	
9. INGHAM COUNTY REGISTER OF DEEDS	EASEMENT RECORDING FEES - WATER & SANITARY -GR RES	60.00	
10. KAREN WILLIAMS	UB REFUND - HEMMINGWAY DRIVE	662.40	
11. MARIA HUGHES	UB OVERPMT - SHASHABAW DR	79.26	
12. PAUL MAHANEY	UB OVERPAYMENTS - SEQUOIA TRAIL	5,887.69	
13. RITE AID STORE #1609-03	UB OVERPAYMENT - CENTRAL PARK DR	145.55	
14. ROSALIE BLOOM	UB refund for account: RIDG-006291-0000-	122.77	
15. SCOTT IMBERMAN	UB OVERPAYMENT - COMANCHE DR	882.10	
16. SP INVESTMENTS LIMITED PARTNERSHIP	UB OVERPAYMENT - DOBIE ROAD	150.00	
17. USA BLUE BOOK	WATER - 4' INSULATED PROBE & HYDRANT DIFFUSER	456.28	
18. VERIZON WIRELESS	OCT 24 - NOV 23 2024 - WIRELESS MOBILE SERVICES 68	376.97	29904
TOTAL - ALL VENDORS		72,454.90	

Credit Card Report 11/26/2024 - 12/10/2024

Transaction Date	Account Name	Transaction Amount	Transaction Merchant Name
11/26/2024	LAWRENCE BOBB	\$86.48	THE HOME DEPOT #2723
11/26/2024	LAWRENCE BOBB	\$9.76	THE HOME DEPOT #2723
12/4/2024	LAWRENCE BOBB	\$90.52	THE HOME DEPOT #2723
12/2/2024	ROBERT STACY	\$62.74	AC&E RENTALS
12/6/2024	ROBERT STACY	\$11.88	THE HOME DEPOT #2723
12/2/2024	TYLER KENNELL	\$65.00	SQ *MARKS LOCK AND SAFE,
12/4/2024	TYLER KENNELL	\$29.11	GRAINGER
12/4/2024	TYLER KENNELL	\$93.19	GRAINGER
11/26/2024	MICHAEL HAMEL	\$717.00	HOMEDEPOT.COM
12/2/2024	KYLE FOGG	\$67.96	COMPLETE BATTERY SOURCE
12/4/2024	RYAN CAMPBELL	\$149.97	MIDWEST POWER EQUIPMENT
12/7/2024	RYAN CAMPBELL	\$598.00	HOMEDEPOT.COM
12/2/2024	JACOB FLANNERY	\$35.98	THE HOME DEPOT #2723
11/28/2024	ASHLEY WINSTEAD	\$430.00	COSTAR GROUP INC
11/29/2024	CHRISTOPHER JOHNSON	\$19.94	THE HOME DEPOT #2723
12/1/2024	CHRISTOPHER JOHNSON	\$6.46	THE HOME DEPOT #2723
12/7/2024	CHRISTOPHER JOHNSON	\$49.99	MEIJER STORE #025
12/7/2024	CHRISTOPHER JOHNSON	\$79.86	THE HOME DEPOT #2723
12/5/2024	THOMAS BAKER	\$13.48	THE HOME DEPOT #2723
12/6/2024	THOMAS BAKER	\$298.92	THE HOME DEPOT #2723
12/9/2024	THOMAS BAKER	\$247.00	MIDWEST POWER EQUIPMENT
12/9/2024	MIKE DEVLIN	\$121.88	COSTCO WHSE#1277
12/6/2024	BRIAN PENNELL	\$25.00	STATE OF MI EMS
12/7/2024	BRIAN PENNELL	\$299.00	HOMEDEPOT.COM
12/3/2024	MELISSA MASSIE	\$135.05	GFS STORE #1901
12/3/2024	MELISSA MASSIE	\$2.29	GFS STORE #1901
11/26/2024	COURTNEY WISINSKI	\$250.00	517 LIVING
11/27/2024	COURTNEY WISINSKI	\$58.54	QUALITY DAIRY#31
11/27/2024	COURTNEY WISINSKI	\$3.98	QUALITY DAIRY#31
12/3/2024	KATIE LOVE	\$1,185.00	MEIJER GC
12/5/2024	KATIE LOVE	\$3,722.50	MEIJER GC
12/6/2024	MIKE ELLIS	\$9.46	JACKSON FARMS FEED AND
12/3/2024	STEPHEN GEBES	\$9.99	ZAGG - ECOM
11/27/2024	RICHARD GRILLO	\$599.96	BEST BUY 00004168
12/1/2024	RICHARD GRILLO	\$39.59	AMAZON MKTPL*ZL8EN1LM2
12/4/2024	RICHARD GRILLO	\$750.00	WAL-MART #2866
12/4/2024	RICHARD GRILLO	\$279.99	AMZN MKTP US*ZL44G1WO2
12/5/2024	RICHARD GRILLO	\$18.66	WAL-MART #2866
12/4/2024	RICHARD GRILLO	\$2,285.00	GREATER MICHIGAN DISTRIBU
12/6/2024	RICHARD GRILLO	\$406.99	AMAZON RETA* ZL4XS4Z21
12/5/2024	RICHARD GRILLO	\$33.98	OFFICEMAX/OFFICEDEPT#3379
12/2/2024	YOUNES ISHRAIDI	\$20.00	MTU-CASHIERS OFFICE WEB
12/2/2024	YOUNES ISHRAIDI	\$102.00	STATE MI EGLE MIENVIRO
12/6/2024	YOUNES ISHRAIDI	\$180.00	ASFPM
12/7/2024	YOUNES ISHRAIDI	\$311.00	ASCE PURCHASING
12/2/2024	KEITH HEWITT	\$42.00	SWAN FUEL SERVICE INC
12/6/2024	KEITH HEWITT	\$29.97	THE HOME DEPOT #2723
12/6/2024	KEITH HEWITT	\$63.94	THE HOME DEPOT #2723
12/9/2024	KEITH HEWITT	\$153.95	A & L LOCKSMITH
12/10/2024	KEITH HEWITT	\$17.97	TRACTOR SUPPLY #1149
11/26/2024	MICHELLE PRINZ	\$385.52	AMAZON MKTPL*G90ZF06D3
11/26/2024	MICHELLE PRINZ	\$794.56	AMAZON MKTPL*Z37W34AQ0

11/30/2024	MICHELLE PRINZ	\$49.96	AMAZON MKTPL*Z30B80XF1
12/1/2024	MICHELLE PRINZ	\$35.14	AMAZON MKTPL*Z32TS6DH1
12/7/2024	MICHELLE PRINZ	\$13.99	AMZN MKTP US*ZR92L1P60
12/8/2024	MICHELLE PRINZ	\$48.98	AMAZON.COM*ZR8105YK2
12/10/2024	MICHELLE PRINZ	(\$13.59)	AMAZON.COM
12/10/2024	MICHELLE PRINZ	\$46.80	AMZN MKTP US*ZX41Q5BG2
12/10/2024	MICHELLE PRINZ	\$350.00	MICHIGAN MUNICIPAL LEAGU
11/27/2024	CATHERINE ADAMS	\$166.55	AMAZON MKTPL*Z381V8JR2
11/28/2024	CATHERINE ADAMS	\$151.26	AMAZON MKTPL*Z34GF4PE2
12/2/2024	CATHERINE ADAMS	(\$79.98)	AMAZON MKTPLPLACE PMTS
12/7/2024	CATHERINE ADAMS	\$37.78	AMAZON MKTPL*ZR65F4SZ2
11/26/2024	ED BESONEN	\$800.00	MACOMB COMMUNITY COLLEGE
11/26/2024	ED BESONEN	\$800.00	MACOMB COMMUNITY COLLEGE
12/5/2024	ED BESONEN	\$399.92	TRACTOR-SUPPLY-CO #0638
12/10/2024	ED BESONEN	\$305.28	5.11, INC.
11/27/2024	BART CRANE	\$179.99	BEST BUY 00004168
12/2/2024	DANIEL OPSOMMER	\$376.25	TITANHQ
12/4/2024	DANIEL OPSOMMER	\$664.99	WHITE CAP #354
12/7/2024	SAMANTHA DIEHL	\$71.99	FLICKR.COM
12/6/2024	ALLISON GOODMAN	\$63.77	FEEDERS SUPPLY COMPANY #4
12/6/2024	ALLISON GOODMAN	\$21.40	WAL-MART #2866
12/9/2024	ALLISON GOODMAN	\$27.05	MEIJER STORE #253
12/4/2024	ROBERT MACKENZIE	\$251.67	FULL SOURCE, LLC
12/4/2024	ROBERT MACKENZIE	\$401.94	EAST COAST GLOVE AND SUPP
11/27/2024	CURT SQUIRES	\$499.99	TRACTOR SUPPLY #1149
12/4/2024	CURT SQUIRES	\$750.00	WAL-MART #2866
12/6/2024	CURT SQUIRES	\$100.00	A1 DETAILING & CUSTOMS
TOTAL		\$22,022.14	

ACH Transactions

Date	Payee	Amount	Purpose
11/29/2024	Various Financial Institutions	\$ 487,348.48	Payroll Deductions 11/29/2024
11/29/2024	IRS	\$ 204,231.24	Payroll Taxes 11/29/2024
12/2/2024	State of MI	\$ 67,907.96	Payroll Taxes November 2024
12/3/2024	Various Financial Institutions	\$ 59,561.54	Payroll Deductions 12/03/2024
12/3/2024	IRS	\$ 3,331.20	Payroll Taxes 12/03/2024
12/4/2024	Consumers Energy	\$ 64,037.78	Utility Transaction Fees
12/9/2024	Health Equity	\$ 18.70	Employee Health Savings
12/9/2024	Delta Dental	\$ 15,217.48	Employee Dental Insurance
12/9/2024	Account Service Fee	\$ 486.62	Horizon Bank
12/10/2024	Inv Cloud	\$ 1,270.55	Water/Sewer
12/11/2024	Inv Cloud	\$ 601.90	Water/Sewer
Total ACH Payments		\$ 904,013.45	

Memo to Township Board

December 3, 2024

Construction Contract between MDOT and Meridian Township for the M-43 Bridge Project

2. The Township shall operate and maintain the sidewalks in accordance with applicable laws. This simply memorializing that the Township will remove debris on the sidewalks and plow the sidewalks, as we do with the entire pathway system.

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

MOVE TO APPROVE THE RESOLUTION APPROVING CONTRACT NUMBER 23-5346 BETWEEN THE CHARTER TOWNSHIP OF MERIDIAN AND THE MICHIGAN DEPARTMENT OF TRANSPORTATION FOR THE M-43 BRIDGE PROJCT OVER THE RED CEDAR RIVER AND AUTHORIZE THE SUPERVISOR AND CLERK TO SIGN AND EXECUTE THE CONTRACT.

Attachments:

1. Resolution to approve contract number 23-5346 between the MDOT and Meridian Township
2. Contract Number 23-5346 between the MDOT and Meridian Township

RESOLUTION TO APPROVE CONTRACT NUMBER 23-5346 BETWEEN THE MICHIGAN DEPARTMENT OF TRANSPORTATION AND THE CHARTER TOWNSHIP OF MERIDIAN

At a regular meeting of the Township Board of the Charter Township of Meridian, Ingham County, Michigan, held at the Meridian Township Municipal Building, 5151 Marsh Road, Okemos, Michigan 48864-1198, (517) 853-4000, on Tuesday, December 17, 2024, at 6:00 p.m.

PRESENT: _____

ABSENT: _____

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

WHEREAS, the Michigan Department of Transportation, hereinafter referred to as the "DEPARTMENT", is planning bridge replacement work of Structure B02 of 33082 which carries Highway M-43 traffic over the Red Cedar River; and

WHEREAS, the Charter Township of Meridian has requested that the Michigan Department of Transportation perform additional work for and on behalf of the Charter Township of Meridian in connection with the Highway M-43 construction, which is located and described as follows:

Sidewalk construction work along Structure B02 of 33082 which carries Highway M-43 over the Red Cedar River; together with necessary related work, located within the limits of the Charter Township of Meridian; 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, BE IT RESOLVED BY THE TOWNSHIP BOARD OF THE CHARTER TOWNSHIP OF MERIDIAN, INGHAM COUNTY, MICHIGAN, MOVES TO APPROVE CONTRACT NUMBER 23-5346 BETWEEN THE CHARTER TOWNSHIP OF MERIDIAN AND THE MICHIGAN DEPARTMENT OF TRANSPORTATION FOR THE M-43 BRIDGE PROJET OVER THE RED CEDAR RIVER AND AUTHORIZE THE SUPERVISOR AND CLERK TO SIGN AND EXECUTE THE CONTRACT.

ADOPTED:

YEAS: _____

NAYS: _____

Resolution declared adopted.

STATE OF MICHIGAN)

)ss.

COUNTY OF INGHAM)

I, the undersigned, the duly qualified and acting Clerk of the Charter Township of Meridian, Ingham County, **DO HEREBY CERTIFY**, that the foregoing is a true and complete copy of proceedings taken by the Township Board at a regular meeting held on Tuesday, December 17, 2024.

Angela Demas, Township Clerk
Charter Township of Meridian

SPECIAL TRUNKLINE
NON-ACT-51
ADDED WORK

DA	
Control Section	BFP 33082
Job Number	211428CON
Fed Project #	25A0011
Structure	B02 of 33082
Contract	23-5346

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

WITNESSETH:

WHEREAS, the DEPARTMENT is planning bridge replacement work of Structure B02 of 33082 which carries Highway M-43 over the Red Cedar River; 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 construction, which additional work is hereinafter referred to as the "PROJECT" and is located and described as follows:

Sidewalk construction work along Structure B02 of 33082 which carries Highway M-43 over the Red Cedar River; together with necessary related work, located within the limits of the TOWNSHIP; 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 DEPARTMENT will construct the PROJECT at no cost to the TOWNSHIP.
2. 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 operate and maintain the facilities in accordance with all applicable Federal and State laws and regulations, including, but not limited to, Title II of the Americans with Disabilities Act (ADA), 42 USC 12131 et seq., and its associated regulations

and standards, and DEPARTMENT Road and Bridge Standard Plans and the Standard Specifications for Construction at no cost to the DEPARTMENT.

3. 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.

4. 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.

5. 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: Supervisor, Meridian Township

By _____
for Department Director MDOT

By _____
Title: Clerk, Meridian Township



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.



To: Board Members
From: Scott Hendrickson, Township Supervisor
Date: December 17, 2024
Re: Planning Commission Appointment

With the recent resignations of Commissioner Milton Scales and Commissioner Mark Blumer, there are two current vacancies on the Planning Commission with terms ending 12/31/27.

Former Planning Commissioner James McCurtis, Jr. has been serving a partial term on the Township Board that ended on 11/20/24. As a result, he is interested in returning to the Planning Commission.

The following motion is proposed for Board consideration:

MOVE TO APPROVE THE APPOINTMENT MADE BY SUPERVISOR HENDRICKSON OF JAMES MCCURTIS, JR. TO THE PLANNING COMMISSION FOR A TERM ENDING 12/31/2027.



To: Board Members
From: Scott Hendrickson, Township Supervisor
Date: December 17, 2024
Re: Board of Review Appointment

The Board of Review currently has one alternate vacancy with a term ending 12/31/2026.

I am recommending William Fowler to serve the term expiring on 12/31/2026. Mr. Fowler is our previous Equalization Director and a Meridian Township resident.

The following motion is proposed for Board consideration:

MOVE TO APPROVE THE APPOINTMENT OF WILLIAM FOWLER, AS AN ALTERNATE, TO THE BOARD OF REVIEW FOR A TERM ENDING 12/31/2026.

Attachment:

1. Public Service Application

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

Assessing Board of Review *
Board of Water and Light Representative *
Brownfield Redevelopment Authority *
Building and/or Fire Board of Appeals and Building Hearing Officer
Capital Area Transportation Authority (C.A.T.A.)
Communications Commission *
Community Resources Commission
Corridor Improvement Authority *
Downtown Development Authority *
East Lansing-Meridian Water & Sewer Authority
Economic Development Corporation
Elected Officials Compensation Commission *
Environmental Commission
Lake Lansing Watershed Advisory Committee *
Land Preservation Advisory Committee
Park Commission (elected/appointed)
Pension Trustees
Planning Commission
Township Board (elected/appointed)
Zoning Board of Appeals

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

After serving on the Absentee Voter Counting Board this year, would like expand my service to Meridian Township in a formal manner. During my period of active employment I have held governmental positions at the local, county, and state levels.

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

BA degree Secondary Education 47 + years of employment at local, county, and state levels. Both support level and administrative level. 16 years - part-time faculty at Lansing Community College . Former Property Valuation/Assessment Administration Program..

(Attach resume if available)

SKIPPED

* Full Name
William Fowler

* **Occupation**
Assessor (Part-time)

* **Place of Employment**
Flint Township

* Home Address
1064 Buckingham Rd
Haslett 48840

* Phone (Day)
517.339.1652

* Phone (Evening)
517.339.1652

* **Email**
fowlerb13@gmail.com

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

* **Date and Time**
11/18/2024

Other than the Downtown Development Authority Board, the Corridor Improvement Authority, 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.



9. H

To: Board Members
From: Abigail Tithof, Human Resources Director
Date: December 17, 2024
Re: 2025 Non-Union Wage Schedule

The 2025 Budget includes a 3% wage adjustment to the pay ranges for department directors and other non-union staff.

The following motion has been prepared for Board consideration:

MOVE TO APPROVE THE 2025 NON-UNION WAGE SCHEDULE, WITH A 3% WAGE ADJUSTMENT, AS PRESENTED.

Attachment:

1. 2025 Proposed Non-Union Wage Schedule

**2025 Salaries for Non-Union Employees
Effective January 1, 2025**

		<u>2025 Salary</u>
Township Manager (Interim Mgr Contract)	Step 1	\$160,823.00
	Step 2	\$165,567.28
	Step 3	\$170,451.51
	Step 4	\$175,479.83
	Step 5	\$180,656.49
	Step 6	\$185,985.85
	Step 7	\$195,285.15
Deputy Township Manager/ Director of Public Works	Step 1	\$117,662.05
	Step 2	\$121,191.86
	Step 3	\$124,826.73
	Step 4	\$128,571.81
	Step 5	\$132,429.16
	Step 6	\$136,402.90
	Step 7	\$143,221.50
Executive Assistant*	Step 1	\$48,754.02
	Step 2	\$52,557.81
	Step 3	\$56,360.57
	Step 4	\$60,161.27
	Step 5	\$63,969.18
	Step 6	\$67,771.94
	Step 7	\$71,165.79
*Employee entitled to OT Salary listed = base pay		
Human Resources Director	Step 1	\$101,595.08
	Step 2	\$106,170.34
	Step 3	\$110,739.42
	Step 4	\$115,310.56
	Step 5	\$119,885.82
	Step 6	\$124,455.93
	Step 7	\$130,679.19
Human Resources Administrator	Step 1	\$83,191.04
	Step 2	\$84,457.94
	Step 3	\$85,743.38
	Step 4	\$87,030.88
	Step 5	\$88,335.89
	Step 6	\$89,660.47
	Step 7	\$94,144.06
Finance Director (Vacant Dec 2024)	Step 1	\$106,366.04
	Step 2	\$109,558.01
	Step 3	\$112,843.71
	Step 4	\$116,229.32
	Step 5	\$119,716.90
	Step 6	\$123,307.48
	Step 7	\$129,473.06

**2025 Salaries for Non-Union Employees
Effective January 1, 2025**

		<u>2025 Salary</u>
Assessor	Step 1	\$101,595.08
	Step 2	\$106,170.34
	Step 3	\$110,739.42
	Step 4	\$115,310.56
	Step 5	\$119,885.82
	Step 6	\$124,455.93
	Step 7	\$130,679.19
Community Planning & Development Director	Step 1	\$101,595.08
	Step 2	\$106,170.34
	Step 3	\$110,739.42
	Step 4	\$115,310.56
	Step 5	\$119,885.82
	Step 6	\$124,455.93
	Step 7	\$130,679.19
Neighborhoods & Economic Development Director	Step 1	\$90,534.94
	Step 2	\$94,780.60
	Step 3	\$99,026.26
	Step 4	\$103,268.83
	Step 5	\$107,509.34
	Step 6	\$111,750.88
	Step 7	\$117,338.63
EMS/Fire Chief	Step 1	\$101,595.08
	Step 2	\$106,170.34
	Step 3	\$110,739.42
	Step 4	\$115,310.56
	Step 5	\$119,885.82
	Step 6	\$124,455.93
	Step 7	\$130,679.19
Chief of Police	Step 1	\$101,595.08
	Step 2	\$106,170.34
	Step 3	\$110,739.42
	Step 4	\$115,310.56
	Step 5	\$119,885.82
	Step 6	\$124,455.93
	Step 7	\$130,679.19
Parks and Recreation Director	Step 1	\$101,733.10
	Step 2	\$104,786.02
	Step 3	\$107,928.55
	Step 4	\$111,166.87
	Step 5	\$114,500.98
	Step 6	\$117,936.03
	Step 7	\$129,429.80

**2025 Salaries for Non-Union Employees
Effective January 1, 2025**

		<u>2025 Salary</u>
Information Technology Director	Step 1	\$101,595.08
	Step 2	\$106,170.34
	Step 3	\$110,739.42
	Step 4	\$115,310.56
	Step 5	\$119,885.82
	Step 6	\$124,455.93
	Step 7	\$130,679.19
Director of Projects & Operations	Step 1	\$90,534.94
	Step 2	\$94,780.60
	Step 3	\$99,026.26
	Step 4	\$103,268.83
	Step 5	\$107,509.34
	Step 6	\$111,750.88
	Step 7	\$117,338.63
Part-Time Paramedic/FF		\$17.06-\$20.85



To: Board Members
From: Scott Hendrickson, Township Supervisor
Date: December 17, 2024
Re: Township Manager Interviews/Hiring

In August 2024, the Township Board selected Amy Cell Talent to conduct the search for the next Meridian Township Manager. After interviews with the Township Board and key staff members, a job posting and relevant criteria was established for the position. In October, the position was posted and the Board received 57 applications. Of those, 12 finalists were brought forward who met all of the Board's initial criteria representing a wide variety of experience.

On November 26, the Board met in closed session and three candidates rose to the top of the finalist pool. Amy Cell Talent reached out to these candidates and they were granted interviews on December 3rd in a special meeting. Later, a public meet and greet reception was held for the public and staff to have a chance to meet the candidates and provide feedback via comment cards. This feedback was provided to the Board.

This agenda item is set to provide an opportunity and space for the Board to discuss the appointment of a Township Manager.

The following motion is proposed for Board consideration:

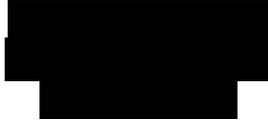
MOVE TO OFFER _____ THE POSITION OF TOWNSHIP MANAGER FOR THE CHARTER TOWNSHIP OF MERIDIAN.

MOVE TO AUTHORIZE THE SUPERVISOR TO NEGOTIATE THE MANAGER'S CONTRACT WITH THE ASSISTANCE OF LEGAL COUNCIL AND THE HUMAN RESOURCES DIRECTOR ON BEHALF OF THE BOARD.

Attachment:

1. Township Manager Finalists

Robert Charles Hillard



Education:

Master of Public Administration Western Michigan University
Kalamazoo, Michigan - December 1996

Bachelor of Science Western Michigan University
Kalamazoo, Michigan – April 1988
Major: Public Administration
Minor: Communication

Professional Experience:

City of Charlotte - Charlotte, Michigan - City Manager - May 2024 to Present

The City of Charlotte, Michigan, is a city that provides services in the areas of fire, police, emergency preparedness, planning and development, code administration, economic development, water distribution, wastewater treatment and collection, street maintenance, storm sewer management, recycling collection, facility management, parks, as well as administrative services. The City Manager is responsible for the implementation of ordinance and policy directives of a seven-member City Council, as well as the development and implementation of capital plans and fiscal budgets. The City Manager is responsible for personnel management of department directors and support staff. This effort includes staff collaboration in the development of employee policies and negotiations with four labor unions. The City Manager supports the implementation of contract services including information technology, financial services, public works services, and downtown outreach. The City Manager assists departments and staff in supporting many boards and commissions, including the Planning Commission, Airport Advisory Board, Parks Advisory Board, and Downtown Development Authority. The City Manager initiates reviews and implements strategies in the areas of City-owned property development, comprehensive planning, and communication strategies. The City Manager provides positive relationships with many governmental entities including federal, state, county, townships, and cities. The City Manager provides collaborative relationships with many other organizations throughout the City including medical facilities, industrial, downtown businesses, and retail establishments.

City of Oberlin - Oberlin, Ohio - City Manager/Treasurer - December 2016 to Present

The City of Oberlin, Ohio is a city that provides services in the areas of fire, police, dispatch, emergency preparedness, planning and development, code administration, economic development, electric distribution and generation, water treatment and distribution, wastewater treatment and collection, street maintenance, storm sewer management, engineering, refuse collection and recycling services, facility management, parks and recreation, as well as administrative services. The City Manager is responsible for the implementation of ordinance and policy directives of a seven-member City Council, as well as the development and implementation of capital plans and fiscal budgets. The City Manager is responsible for personnel management of department directors and support staff. This effort includes staff collaboration in the development of employee policies and negotiations with five labor unions. The City Manager supports the implementation of contract services including building inspection, information technology, public transportation, downtown outreach, and energy services. The City Manager assists departments and staff in supporting many boards and commissions, including the Planning Commission, Zoning Board of Appeals, Fire Board of Appeals, Open Space Commission, Recreation Commission, Community Improvement Corporation, Historic Preservation Commission, Housing Renewal Commission, Public Utilities Commission, Civil Service Commission, Records Retention Commission, Resource Conservation and Recovery Commission, and Human Relations Commission. The City Manager initiates reviews and implements strategies in the areas of City-owned property development, active transportation, comprehensive planning, and communication strategies. The City Manager provides positive relationships with many governmental entities including federal, state, county, townships, and cities. The City Manager provides collaborative relationships with many other organizations throughout the City including a private college, medical facilities, senior housing, a federal air traffic control center, industrial, downtown businesses, and retail establishments.

City of Allegan - Allegan, Michigan - City Manager/Clerk - September 2005 to July 2016

The City of Allegan, Michigan is a city that provides services in the areas of community development, police, water treatment and distribution, sanitary sewer treatment and collection, utility billing services, street maintenance, parks and recreation, two historical theaters, riverfront amphitheaters, and many other amenities, downtown development and marketing, extensive economic development services, airport facilities, election and voter registration, housing and code enforcement, as well as a fire district, and ambulance services through contracts with multiple jurisdictions. The City Manager worked closely with a seven-member City Council on the development of goals and policies, oversight of department directors and support staff, negotiation of three labor union contracts, the preparation and presentation of capital and other fiscal budgets, and the development and implementation of a variety of economic development programs. The City Manager supported department directors in the support of many boards and commissions, including the Planning Commission, Historic District Commission, Development Committee, Finance Committee, Public Works Committee, Public Safety Committee, Downtown Development Authority, Economic Development Corporation, Downtown Economic Restructuring Committee, Downtown Design Committee, Business Park Association, Airport Advisory Board, Parks Board, and Brownfield Redevelopment Authority. The City Manager was responsible for the financial management, grant development, and implementation for the

organization. Included in this responsibility was maintaining positive relationships with other government units including federal, state, county, townships, and cities. The City Manager was responsible for contract services including building inspection, economic development, and other services. The City Manager provided collaborative relationships with many other organizations to create opportunities for partnerships. The City Manager trained department supervisors to locate grants and financial opportunities to enhance facilities and programs. The City Manager assisted citizens in navigating policy and services, including neighborhood and business support. The City Manager developed and implemented neighbor outreach programs. The City Manager established the Redevelopment Ready Community program in the City which involved system reorganization and State compliance. The City Manager coordinated the Riverfront Outreach project which involved many community listening sessions, grant research and implementation, and project development. The City Manager reorganized the operations of the airport, which included in-house support from the Public Works Department. The City Manager maintained proactive relationships with many institutions including a major pharmaceutical manufacturing facility, medical facilities, county facilities, many industrial, downtown, and retail establishments.

Village of Yellow Springs - Yellow Springs, Ohio - Village Manager - November 2000 to September 2005

The Village of Yellow Springs, Ohio is a village that provides services in the areas of police, planning, code administration, economic development, electric distribution, water treatment and distribution, sanitary sewer treatment and collection, street maintenance, mediation services, natural gas purchasing, refuse collection and recycling services, facility management, as well as parks and recreation which included a community center and pool. The Village Manager was responsible for the implementation of ordinances and policy directives of a five-member Village Council, as well as the development of capital and multi-year fiscal budgets. Also, the Village Manager was responsible for personnel management of department supervisors and support staff. The Village Manager supported many boards and commissions, including the Planning Commission, Zoning Board of Appeals, Community Improvement Corporation, Revolving Loan Fund Committee, Design Advisory Board, Environmental Commission, Airport Advisory Board, and Human Relations Commission. The Village Manager represented the Village on the Springfield Airport Advisory Board, which involved participation with the Air National Guard. The Village Manager was assigned special projects and reports on subjects including Wellhead Protection, Blue Ribbon Finance, Police Chief Search, Downtown Parking Development, Solid Waste Bid, and Employee Manual Updates. The Village Manager was responsible for maintaining positive relationships with other government units including federal, state, county, townships, and other cities. The Village Manager maintained proactive relationships with many institutions including a private college, and many industrial, downtown, and retail establishments.

City of Allegan - Allegan, Michigan - City Manager/Clerk - October 1995 to November 2000

The City of Allegan, Michigan is a city that provides services in the areas of community development, fire, police, water treatment and distribution, sanitary sewer treatment and collection, utility billing services, street maintenance, parks and recreation which included a sports complex, many parks, two historical theaters, riverfront amphitheaters, and many other amenities, downtown development and marketing, promotions, extensive economic development services, airport facilities, election and voter registration, housing and code enforcement, as well as ambulance services through contracts with multiple jurisdictions. The City Manager worked closely with a seven-member City Council on the development of goals and policies, oversight of department supervisors and negotiation of union contracts with three labor unions, the preparation and presentation of annual, multiple years, and capital budgets, and the development and implementation of a variety of economic development programs. The City Manager worked with department directors on providing support for many boards and commissions, including the City Council, Planning Commission, Development Committee, Finance Committee, Public Works Committee, Public Safety Committee, Historic District Commission, Downtown Development Authority, Economic Development Corporation, Economic Restructuring Committee, Design Committee, Tree Commission, Business Park Association, Tax Incremental Finance Authority, Economic Development Corporation, Brownfield Redevelopment Authority, Airport Advisory Board, and Wellness Committee. Further, the City Manager was responsible for the financial management, and grant development and implementation for the organization. The City Manager maintained positive relationships with other government units including federal, state, county, townships, and cities.

Western Michigan University - Kalamazoo, Michigan - Part-Time Instructor - September 1998 to November 2000

Prepared and lectured students in national, state, and local government, as well as governmental budgeting and finance.

City of Allegan - Allegan, Michigan - Assistant City Manager - August 1993 to September 1995

Assisted the City Manager in completing various operations including budget, personnel, and festival management. Provided staff support to the Planning Commission, Historic District Commission, and Parks Commission. Administered and coordinated grants for infrastructure including water, sanitary, stormwater, and streets. Provided direct oversight of airport management, which involved securing funding for many projects, including an airport master plan and taxiway expansions.

Village of Mattawan - Mattawan, Michigan - Village Manager/Clerk - May 1990 to August 1993
Organized construction of a new Village office building. Provided administrative support to the Village Council, Planning Commission, and Zoning Board of Appeals, as well as other Council committees. During this period, a Charter Review Committee was successful in adopting a revised Charter for the Village. Reviewed site plans as Zoning Administrator and worked closely with building inspectors to ensure proper communication. Prepared goal and accomplishment-oriented budgeting, and invested funds to maximize revenue. Managed personnel and coordinated land use, emergency preparedness, and water distribution plans for the community.

West Shoreline Regional Planning Commission - Muskegon, Michigan - Transportation Coordinator - April 1990

Researched corrections alternatives for County Prosecutor, as well as the Muskegon County Law Enforcement Community. Further coordinated the carpool database for the region.

City of Allegan - Allegan, Michigan - Building Official - April 1988 to April 1990

Provided Zoning, Code Enforcement, and processed Historic District applications. The position was responsible for the administration of the Planning Commission, Zoning Board of Appeals, and the Historic District Commission. Revamped rental licensing program to assure consistent neighborhood property inspections. Provided inspection services for soil and sedimentation control permits.

Membership, Certifications, and Board Positions (Past and Present)

FEMA Emergency Management Institute - ICS 300 and 800 Trainings (2019)

FEMA Emergency Management Institute - ICS 100, 200, and 700 Trainings (2006)

International City Managers Association (1990 to August 2024)

International City Managers Association - Credentialed Manager (2008-2013)

Ohio City Managers Association (2017 to May 2024)

Lorain County Mayors and Managers Association (2016 to May 2024)

Oberlin Community Improvement Corporation (2016 - 2021)

Michigan Local Government Managers Association (2006-2014)

Southwest Michigan City/County Managers Association (2006-2016)

Allegan Rotary - Red Rose Award (2014)

Allegan County College Network (2012-2014)

Allegan Area Chamber of Commerce Board Member (2008-2010)

Michigan State University - Business Solutions Professional - Certificate (Summer 2009)

Allegan City Personnel/Finance Committee (2006-2016)

Allegan City Election Committee (2006-2016)

Allegan City Planning Commission (1995-2000, 2006-2015)



October 29, 2024

Ms. Amy Cell
Amy Cell Talent
215 W. Michigan Ave.
Ypsilanti, MI 48197

Dear Ms. Cell:

I am enthused to submit my resume for Meridian Township's manager position. My 30 years of professional experience, including 20 years in local government, make me an ideal candidate for moving the organization forward. I have a demonstrated record as a leader throughout my career, while bringing experience in municipal governance, fiscal management, team building, and intergovernmental relations. My existing relationships within the community would expedite and ease the leadership transition.

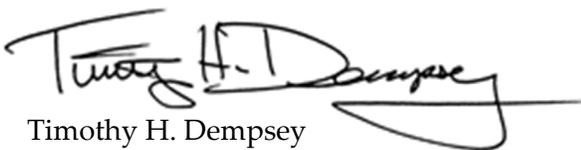
I would approach this role as I have in my current and past positions, practicing servant leadership. I actively work to meet the needs of those I serve, including elected officials, staff, residents, and township stakeholders. This core principle drives my decision making, both internally and externally, which creates relationships of mutual trust and respect that empowers individuals and builds community.

My work in the public, private, and nonprofit sectors has also taught me how to excel at creating and maintaining partnerships with people across political, organizational, socioeconomic, and racial backgrounds. I know what it takes to engage residents and staff, build trust, and reach consensus. My ability to work collaboratively is based on a foundation of strong ethics and transparency.

As a Greater Lansing resident for nearly 20 years, I understand the importance of maintaining Meridian Township's quality of life while simultaneously developing a collective vision to fulfill its tremendous potential. I welcome the opportunity to discuss how my dedication to public service and extensive skills would benefit Meridian Township.

I request that my interest in this position remain confidential. Thank you for your consideration.

Sincerely,



Timothy H. Dempsey

TIMOTHY H. DEMPSEY

CAREER HIGHLIGHTS

- High-performing executive with more than 24 years of management experience, including 15 at a senior level, covering all aspects of organizational operations, including program and project delivery, financial management, and human resources
- Relationship builder with a demonstrated track record of developing strategic partnerships, both internally and externally, to execute complex organizational objectives
- Creative problem solver able to navigate complex political and regulatory environments while delivering successful projects and programs in a timely manner
- Expert in community and economic development having overseen \$500 million of mixed-use and neighborhood redevelopment projects
- Excellent written and oral communicator with the ability to connect with and inspire diverse audiences
- Analytical thinker who understands broad topics and trends while paying attention to nuanced details

AREAS OF EXPERTISE

- | | |
|---------------------------------------|---|
| • Board and commission governance | • Citizen engagement |
| • Budgeting and financial analysis | • Community and economic development |
| • Communications and public relations | • Emergency management |
| • Data-driven decision making | • Grants and contract management |
| • Staff supervision and coaching | • Human- and social-services delivery |
| • Strategic planning and facilitation | • Infrastructure planning |
| • Technology deployment | • Small business innovation and support |

PROFESSIONAL EXPERIENCE

Senior Vice President, *Saginaw Future Inc., Saginaw, MI, 2023–present*

- Support business retention and expansion activities to ensure the stability and growth of local employers by utilizing tax abatement programs, identifying state and federal funding, and connecting with talent resources
- Provide technical assistance to local government partners on economic development strategies and programs
- Assisting multiple townships and solar developers on the approval of community solar projects totaling 445 megawatts and over \$500 million of investment
- Working with a major healthcare provider and the City of Saginaw to advance a workforce housing and neighborhood revitalization project
- Manage initiatives for Michigan’s Prosperity Region 5 (eight-counties), implementing grants with economic development partners to improve strategic site readiness and facilitate the development of workforce housing
- Market potential sites and investment opportunities to attract investment to Saginaw County and secured a Michigan MI Sites “Bronze” designation for a priority industrial park
- Partner with state and federal agencies to leverage development resources and advance projects and local initiatives
- Identify and pursue potential investors to financial support Saginaw Future’s programs and initiatives

Interim Director of Planning, Building, and Development, *City of East Lansing, MI, 2023*

- Served in an interim role on a contractual basis to assist with a critical staffing shortage (refer to prior Director role in 2012-2019 for relevant duties)

Vice President, *Public Sector Consultants, Lansing, MI, 2019–2023*

- Managed the firm’s talent and economics practice, overseeing a portfolio of 15 to 20 simultaneous projects in the fields of community and economic development, government finance and tax policy, and education
- Worked with a diverse array of public sector, nonprofit, and industry association clients at the state, county, and local levels
- Served as the firm’s subject matter expert on local government and fiscal policy
- Provided technical assistance to the Michigan Municipal League’s ServeMICity program, providing support to over 150 local governments
- Facilitated stakeholder sessions to understand complex issues, reach consensus, and developed strategic plans, including for the Michigan Department of Treasury
- Participated in the firm’s leadership team, working closely with the president and CEO to develop strategic and tactical approaches for both internal operations and external marketing
- Supervised a team of six direct reports and several affiliated consultants; managed team budgets and financial goals; and hired, evaluated, and coached staff
- Led the firm’s analytics community of practice, an internal workgroup focused on implementing quality assurance/quality control measures and improving the firm’s data analytics skills
- Responsible for pursuing business development opportunities and meeting sales targets

Deputy City Manager, *City of East Lansing, MI, 2012–2019*

- Served as second-in-command of an \$119 million organization, consisting of more than 400 employees, including primary advisor to the city manager on a broad range of operational and policy matters
- Served as acting city manager during planned and unplanned absences of the city manager
- Worked closely with elected leadership to formulate, evaluate, adopt, and implement public policy
- Extensive training in emergency management, including the Texas A&M Engineering Extension Services Enhanced Incident Management/Unified Command course
- Led an initiative to research and implement Lean Management principles to improve department and organization performance
- Served on collective bargaining teams that negotiated labor agreements with multiple unions
- Delivered frequent presentations at a wide variety of public meetings, workshops, and community events; handled regular media inquiries and worked with communications staff to enhance public relations
- Testified before the Michigan Legislature on municipal issues

Director, Department of Planning, Building and Development, *City of East Lansing, MI, 2012–2019*

Director, Department of Planning and Community Development, *City of East Lansing, MI, 2009–2012*

- Managed five functional divisions (community/economic development, planning/zoning, building, housing, and parking) with 25 full-time and 12 part-time employees, including employee recruitment, hiring, performance reviews, and coaching/mentoring
- Oversaw 12 boards, commissions, and committees/task forces, working closely with residents to formulate public policy and make recommendations to City Council
- Led efforts to update the city’s nonconforming code to encourage rental property improvements
- Facilitated mixed-use redevelopment projects totaling over \$500 million in private and public investment
- Directed the implementation of the city’s new building permit and housing licensing software system
- Supervised the creation of the city’s Comprehensive (Master) Plan
- Developed annual operating and capital budgets exceeding \$11 million and provided ongoing fiscal oversight of revenues and expenses to meet financial goals
- Directed the consolidation of the Department of Planning and Community Development with the Code Enforcement and Neighborhood Conservation, resulting in cost savings of \$150,000
- Responsible for managing a 2,600-space downtown parking system, including implementation of over \$5 million capital improvement plan and a \$1.2 million point-of-sale system

Assistant Director, *City of East Lansing, MI, 2008–2009*

Community and Economic Development Administrator, *City of East Lansing, MI, 2004–2008*

- Staff liaison for the Downtown Development Authority and Downtown Management Board, managing revitalization and business support activities
- Led development of the Technology Innovation Center, associated business incubation activities, and partnership with Michigan State University
- Led development of the Avondale Square housing project, a 26-unit, single-family, mixed-income housing redevelopment utilizing an array of state, federal, and local financing tools
- Facilitated the transition of East Lansing Housing and Neighborhood Services into the regional housing entity Capital Area Housing Partnership
- Participated in the city's Associate Manager Program

Director of Development, *City of Saginaw, MI, 2004*

- Responsible for management of all planning, zoning, and building inspection activities for the city
- Navigated projects with over \$10 million of investment through brownfield, obsolete property, Renaissance Zone (tax free), and historic tax credit approval processes
- Participated in the city's senior leadership team reporting to the city manager

Director, *Saginaw Downtown Development Authority, Saginaw, MI, 2000–2004*

- Led business district revitalization efforts and managed two business district associations (Downtown Saginaw Association and West Saginaw Civic Association)

Executive Director, *Pennsylvania Downtown Center, Harrisburg, PA, 1998–1999*

- Led a statewide membership organization assisting over 100 communities with business district revitalization efforts and managed the Pennsylvania Main Street Program's technical assistance support

Senior Analyst, *J Walter Thompson, Detroit, MI, 1997–1998*

- Managed analytical projects that utilized consumer research data to explain market performance for the restaurant, retail, and automotive industries

Analyst/Senior Analyst, *The Strategic Edge, Inc., Southfield, MI, 1994–1997*

- Undertook local, regional, and national real estate research projects for public and private entities including regional and national retailers

AFFILIATIONS AND ADDITIONAL SKILLS

- Member of the Michigan Economic Developers Association and International Economic Development Council
- Former member of the Michigan Municipal League Land Use and Economic Development Committee
- Experience with Entrepreneurial Operating System and Lean Management principles
- Past lecturer in Geographic Information Systems, Michigan State University Department of Geography
- Volunteer for Saginaw Rescue Mission, and past volunteer for MSU Alternative Spring Breaks, Meals on Wheels, Lansing Rescue Mission, St. John Food Cupboard, and Advent House

EDUCATION

- **Master of Arts** - Geography (Urban Planning and Retail Site Location concentrations)
Miami University, Oxford, Ohio
- **Bachelor of Arts** - Geography (Urban Planning concentration, Urban Studies minor)
State University of New York at Geneseo

Timothy R. Schmitt, *AICP*

October 28, 2024

Supervisor Scott Hendrickson
Treasurer Phil Deschaine
Clerk Deborah Guthrie
Trustee Peter Trezise
Trustee Marna Wilson
Trustee James McCurtis
Trustee Kathy Sundland

Supervisor Hendrickson and Board Members,

I appreciate your support as the Interim Township Manager over the past six months and I am writing to express my desire to become the permanent Township Manager for Meridian Township. My entire career has been in local government and as I have shown over the past six months, my skills are well suited for the role. I have two decades of experience on the front lines of municipal government, serving the general public and forging positive relationships, work I look forward to continuing for many years to come in the Township.

At each of my previous jobs, I have advanced my career, from entry level planning to my current position as the Interim Township Manager and Community Planning and Development Director, building both personal and professional relationships with my peers and the public. In each community, my work has had progressively more responsibility and I have taken a more active and visible role in the community. I can say unequivocally that I have helped every community where I've worked to move forward in a positive manner during my tenure.

I am a personable leader that effectively addresses public problems on a daily basis, while collaborating well with all parties to implement community goals. I believe that work should challenge you and I know that this job will continue to do that for me. I would welcome the opportunity to discuss how I can help continue to improve our Prime Community for decades to come. Thank you for your time and consideration and I look forward to speaking to you further. Consistent with Michigan law, I am requesting confidentiality for my application, until selected as a finalist for interview.

Sincerely,



Timothy R. Schmitt, *AICP*

Timothy R. Schmitt, AICP

EMPLOYMENT HISTORY

Charter Township of Meridian *Interim Township Manager* April 2024 — Present

- Leader of a Staff of 170 full time and over 50 part time employees, all working to implement the goals and vision of the Township Board and continue to build a prime community for all residents.
- Stepped into the leadership role and began working with the MTeam to address issues raised during the separation of the previous manager's employment in order to improve the overall work environment on a go forward basis.
- Oversaw development of the 2025 Township Budget, addressing short term financial challenges, while making investments in targeted programs to benefit the Township's residents and support the Township Board's goals.
- Assumed day to day management of the Utility Billing Department to provide stability to Staff and work towards addressing long term issues in the Department.
- Continued to lead the Community Planning and Development Department, furthering investment in the Community.

Charter Township of Meridian *Director of Community Planning and Development* May 2021 — Present

- Director of Department encompassing long range planning, short range planning, building, and code enforcement, with a Staff of 10.
- Oversaw update of the Township's Comprehensive Plan in 2023, outlining development goals for the following five years.
- Created and lead the creation of a number of Ordinance updates, including an overhaul of the Mixed Use Planned Unit Development ordinance and consolidation of multiple residential zoning districts to ease the development process in the Township.
- Responsible for the implementation and inspection of over \$300,000,000 in private and public investment since 2021 2021.
- Guide for private development through the Brownfield Tax Increment Financing incentive process, in conjunction with the economic development director.
- Main Staff liaison to all local homeowners associations, politicians at all levels, and members of the general public for all issues related to development or construction.

City of Howell
January 2015 — May 2021

Community Development Director

- Project manager for all new private construction, from concept meeting to occupancy, at all scales, including small single-family home additions to hundred thousand square foot additions of operating manufacturing plants.
- Coordinator for two Community Development Block Grants, competitively awarded through the State of Michigan's federal allocation.
 - Complete reconstruction of State Street and nearby alleys into a fully barrier free festival street, including utility rehabilitation and replacement (Initial award: \$1,753,179; Amended award: \$2,021,245).
 - Exterior rehabilitation of two historic buildings at the 'four corners' of downtown (Initial award: \$242,782; Amended award: \$268,914).
 - Designated Environmental Review Officer for completion and certification of the Environmental Review per State and Federal standards.
- Manager for a Transportation Economic Development Fund grant through the Michigan Department of Transportation (MDOT) to reconstruct a major industrial street.
- Guided private development projects through incentive approvals, including:
 - Brownfield Tax Increment Financing for a functionally obsolete building
 - Obsolete Property Rehabilitation Act abatement for an existing building/new use
 - Prepositioned a Commercial Rehabilitation Act district for redevelopment of an underused commercial corridor with new form-based code zoning in place
- Director of all code enforcement activities in the city, including condemnation proceedings on multiple single-family homes and one commercial structure.
- Led Certification into the Redevelopment Ready Communities program as the 30th Michigan community to streamline the development process.
- Began implementation of non-motorized infrastructure in the city, including utilization of the MDOT Training Wheels education program in the city.

City of East Lansing
July 2007 — December 2014

Community Development Analyst

- Project manager for development proposals, encompassing project review, citizen engagement, transition to building and construction, and agency coordination.
- Grant Manager for two grants under the Energy Efficiency Community Block Grant program for modernization of internal lighting in City buildings and a LED streetlight demonstration project.
- Neighborhood liaison to Oakwood and Harrison Meadows neighborhoods, dealing with day-to-day issues in the area and being first point of contact for the residents.
- Construction manager for the Avondale Square development, a mixed income, public private partnership redeveloping an entire City block.
- Historic Preservation Officer for the city, covering over a thousand owner occupied or rental structures, balancing modernization with neighborhood preservation.
- Member of the City's Green Task Force, charged with increasing environmental sustainability in everyday work and creating policies for long term sustainability.

City of Novi
September 2002 — July 2007

City Planner

- Developed a statistical model for the City's ultimate build out, projecting a decade of construction trends and the final residential profile based on existing zoning.
- Team member for development of a Fiscal Analysis of the health of the city and the impacts of Proposal A on the city's finances.
- Project manager for private development requests.

EDUCATION

Master's Degree in City and Regional Planning
The Ohio State University, Columbus, Ohio

Received May 2002

- Specialization in Law and Administration
- President, City and Regional Planning Student Association

Bachelor of Science in Geography
Ohio University, Athens, Ohio

Received May 2000

- Minor in Environmental Studies
- Specialization in Cartography

AFFILIATIONS

The Capital Collective — Co-Founder

Lansing 5:01 — Board Member

Lansing Parks Foundation — Secretary, Founding member

Lansing Chamber of Commerce — 10 Over the Next 10 Award Winner



To: Township Board

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

Date: December 12, 2024

**Re: Text Amendment #2024-09 – RN, Village of Nemoka District updates -
INTRODUCTION**

Text Amendment #2024-09 is an ordinance update initiated by the Planning Commission to update the language for Sec. 86-377 – Village of Nemoka Mixed Residential District. This proposed amendment eliminates references other sections of the Zoning Ordinance for allowed land uses, special land uses, and dimensional requirements. It also amends the allowed land uses and special land uses to eliminate land uses that are incompatible with the RN district and to bring the special land uses into conformance with Michigan Planning law. Finally, the subjective phrase, “uses permitted by special use permit from the Planning Commission or Planning Director” has been removed.

The Planning Commission discussed the RN district language at the regular meetings on March 11, 2024, March 25, 2024, and April 22, 2024. A public hearing was held at the regular Planning Commission meeting on June 10, 2024. This was followed by a unanimous recommendation of approval from the Planning Commission on June 24, 2024. The Township Board discussed the proposed change at their December 3, 2024 meeting, raised no major concerns and directed Staff to bring the ordinance back for Introduction.

Staff **recommends approval** of the proposed ordinance at this time to amend the Code of Ordinances to update the RN, Village of Nemoka ordinance standards. Staff has provided the following recommended motion and attached resolution to introduce the ordinance.

Move to adopt the resolution approving for introduction Text Amendment #2024-09 to amend the Code of Ordinances of the Charter Township of Meridian at Section 86-377 to update the standards for the RN, Village of Nemoka zoning district.

Attachments

1. Resolution to approve for Introduction Ordinance 2024-09
2. Ordinance 2024-09 – RN, Village of Nemoka District updates

RESOLUTION TO APPROVE - Introduction

**Zoning Amendment #2024-09
RN, Village of Nemoka District updates**

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 17th day of December, 2024, at 6:00 p.m., Local Time.

PRESENT: _____

ABSENT: _____

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

WHEREAS, Staff noticed a series of inconsistencies and language issues in the RN, Village of Nemoka zoning district when working with a potential developer on a property zoned RN; and

WHEREAS, it was determined that a text amendment was necessary to clarify the ordinance and make the district easier to work within; and

WHEREAS, the Planning Commission reviewed the matter on March 11, March 25, and April 22, 2024 and held a public hearing on June 10, 2023, before recommending unanimous approval to the Township Board on June 24, 2024; and

WHEREAS, the ordinance would clarify the standards for developers and homeowners desiring to do work on properties zoned RN; and

WHEREAS, the Township Board reviewed the matter at their December 3rd meeting and raised no major concerns, directing Staff to introduce the ordinance;

NOW THEREFORE, BE IT RESOLVED THE TOWNSHIP BOARD OF THE CHARTER TOWNSHIP OF MERIDIAN hereby INTRODUCES FOR PUBLICATION AND SUBSEQUENT ADOPTION Ordinance No. 2024-09, entitled "An Ordinance to amend Section 96-377, RN, Village of Nemoka Mixed Residential District, of the Charter Township of Meridian Zoning Code to update the standards therein"; and

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

ADOPTED: YEAS: _____

NAYS: _____

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ORDINANCE NO. 2024-09

AN ORDINANCE TO AMEND SECTION 86-377, RN, VILLAGE OF NEMOKA MIXED RESIDENTIAL DISTRICT, OF THE CHARTER TOWNSHIP OF MERIDIAN ZONING CODE TO UPDATE THE STANDARDS THEREIN

THE CHARTER TOWNSHIP OF MERIDIAN ORDAINS:

Section 1. Section 86-377, RN District: Village of Nemoka Mixed Residential District, is hereby amended to read as follows:

(b) Uses permitted by right.

- (1) Single-family dwellings
- (2) Two-family dwellings
- (3) Home occupations
- (4) Other customary accessory uses and buildings, provided such uses and buildings are incidental to the principal use and do not include any activity conducted as a business
- (5) Public parks, playgrounds, and other public open space for recreational uses
- (6) Railroad right-of-way
- (7) The temporary storage of not more than one unoccupied travel trailer or camper trailer upon each lot.
- (8) Public educational institutions
- (9) Private, noncommercial kennels
- (10) Foster family homes and foster family group homes
- (11) Garage sales, for no longer than three days and no more than twice per calendar year on the same property
- (12) Family child care homes
- (13) Family adult care homes

(c) Uses permitted by special use permit.

- (1) Group child care homes
- (2) Development containing a mix of single-family detached dwellings and two-family dwellings; a mix of two-family dwellings and multiple-family dwellings; or a mix of single-family detached dwellings, two-family dwellings, and multiple-family dwellings. In any case the number of single-family dwellings may not exceed more than 50% of the density (dwelling units per acre) allowed for the proposed development. Multiple-family dwellings may be developed at a maximum density of 14 dwelling units per acre.
- (3) Community center when part of a housing project
- (4) Nonresidential structures and uses in accordance with § 86-654

(d) Procedure for obtaining special use permits. The procedures set forth in Section 86-125 shall be followed.

(e) Duration and validity of permit. Special use permits granted in the RN district shall be subject to the provisions of Section 86-128.

(f) Minimum design standards.

- (1) Single-family detached structures.
 - a. Minimum lot area: 8,000 square feet, except that a two-family dwelling shall have 11,000 square feet.

- b. Minimum interior lot width: 65 feet, except that a two-family dwelling shall have 100 feet.
- c. Minimum corner lot width: 70 feet along the street upon which the lot fronts.
- d. Maximum lot coverage: All buildings shall not cover more than 35% of the total area.
- e. Minimum yard dimension:
 - i. Front yards. In accordance with the setback requirements of Section 86-367 for the type of street upon which the lot fronts.
 - ii. Side yards. Seven feet.
 - iii. Rear yards. For lots up to 150 feet in depth, the rear yard shall not be less than 30 feet in depth. For lots over 150 feet in depth, the rear yard shall not be less than 40 feet in depth.
 - iv. Corner lots. A front yard shall be maintained on each street side of a corner lot.
 - v. Through and reverse frontage lots: Principal buildings shall be located in accordance with the front yard setback requirements of § **86-367** for the type of streets upon which the through or reverse frontage lot abuts. Access to residential sites shall be located on the street with the lowest functional classification as illustrated in § **86-367**. All regulations applicable to front yards shall apply, except freestanding accessory buildings or structures proposed for reverse frontage lots shall be located no closer than 30 feet from the right-of-way of the designated rear yard.
- f. Supplementary yard regulations. For permitted reductions in yard dimensions, for permitted yard encroachments, and for placement of accessory buildings in yard areas, refer to Article **V**, Division 4 of this chapter.
- g. Maximum building height. No residential structure shall exceed 2 1/2 stories or 35 feet. Accessory buildings shall not exceed a height of 15 feet on any residential lot. For permitted exceptions to residential building heights, refer to Article **V**, Division 5 of this chapter. For building height limitations for nonresidential structures in residential districts refer to § **86-654**.

- (2) Multiple-family structures shall comply with the following minimum design standards.
 - a. Minimum lot area: There is no minimum lot area for a multiple-family structure, provided that the density does not exceed 14 units per acre.
 - b. Minimum lot width: 100 feet.
 - c. Maximum lot coverage: All buildings shall not cover more than 35% of the total area.
 - d. Front yard: No less than 25 feet for one- or two-story buildings, with an additional one foot required for each additional one foot the building exceeds 35 feet in height.
 - e. Side yards:
 - i. Three families to 10 families shall not be less than 15 feet.
 - ii. Greater than 10 families shall not be less than 25 feet from the property line for one- or two-story buildings, with an additional foot required for each additional foot of height of the building over 35 feet.
 - f. Rear yard: Building shall not be less than 40 feet from the property line for one- or two-story buildings, with an additional foot required for each additional foot of height of the building over 35 feet.
 - g. Required setbacks: In addition to the foregoing, all buildings shall be located in accordance with the particular setback requirement of § **86-367**.
 - h. Distance from a single-family boundary: No single-family, two-family, or multiple-family building designed, erected, or used for three or more families shall be located closer than 50 feet to any single-family residential zone line, nor shall any accessory building to a multiple structure containing three or more dwelling units be located closer than 50 feet to any single-family residential zone line.
 - i. Distance between buildings:

1 i. Minimum distance. Buildings with two or more dwelling units shall be located
2 no closer than 25 feet to any other building. Detached single-family dwellings
3 shall be located no closer than 10 feet from any other building.

4 ii. Closed courts. No courts completely enclosed by building structure shall be
5 permitted; however, screen walls not exceeding six feet in height are permitted
6 to enclose what would otherwise be open court. All dimensional requirements for
7 open courts shall apply to such enclosed courts.

8 iii. Open courts.

9 1. Projecting wings of a building that form a court, enclosed on three
10 sides, shall conform to the following when the court face of either
11 wing contains windows from a living room, bedroom, or dining room:

12 a. The minimum distance between wings shall be 50 feet for
13 one-story buildings. For any additional stories added to
14 either wing, the distance shall be increased five feet for each
15 additional story added to either wing.

16 b. The maximum distance that a wing can project from the face
17 of a building shall be 1 1/2 times the horizontal distance
18 between wings.

19 2. Projecting wings of a building that form a court enclosed on three
20 sides shall conform to the following when neither court face of the
21 wings contains a window from a living room, bedroom, or dining
22 room:

23 a. The minimum distance between wings shall be 25 feet for
24 one-story buildings. For any additional stories added to
25 either wing, the distance shall be increased five feet for each
26 additional story added to either wing.

27 b. The maximum distance a wing can project from the face of a
28 building shall be 1 1/2 times the horizontal distance
29 between wings.

30 3. Other yard dimensions:

31 a. Any single-family detached dwelling, two-family dwelling,
32 or multiple-family structure containing three or more units
33 shall not be located closer than 20 feet to any street, access
34 road, driveway, or parking area.

35 b. Any single building or connected building may not exceed
36 200 feet in any one dimension. All buildings shall be so
37 arranged as to permit emergency vehicle access, by some
38 practical means, to all sides.

39 j. Maximum building height. Maximum building height shall not exceed 2 1/2 stories or
40 35 feet, except as noted below. No space below grade level shall be used for dwelling
41 purposes except as follows:

42 i. When the finished floor grade of the space below grade level is no more than
43 four feet below finished outside ground level at any point on the property of that
44 part of the structure enclosing the below-grade dwelling space.

45 ii. On sloping sites when the finished floor grade of the space below grade level is
46 finished outside ground level for at least the length of one wall. In the same
47 instance, such dwelling space have either adequate through- or cross-ventilation.

48 k. Signs. Identifying any of the permitted uses in this district shall be in accordance with
49 those requirements specified in Article **VII** of this chapter.

50 l. Parking requirements. For motor vehicle and bicycle parking requirements, refer to
51 § **86-366** and Article **VIII** of this chapter. In addition, every multiple-family structure
52 shall provide motor vehicle parking facilities which:

- i. Are appropriately spaced and divided by landscaped areas as opposed to one continuous parking lot.
 - ii. Are screened by landscaping and physical structures and, where feasible, depressed below eye level or enclosed.
 - iii. Are served by two points of access to public street when there are 50 or more dwelling units in the project.
 - iv. Are served by access to a public street other than a local street when there are 25 or more dwelling units in the project.
 - v. Shall provide a minimum of 180 square feet in area for each vehicle parking space, each space shall be definitely designated and reserved for parking purposes, and each space shall be accessible separately from a drive.
 - vi. May be allowed within or under any multiple-family structure; however, carports or surface parking shall not be located closer than 20 feet to any multiple-family residential structure.
 - vii. Shall have no parking located farther than 150 feet from one entrance to the multiple-family structure which it is intended to serve.
 - viii. Shall have no commercial repair work, servicing, or selling of any kind conducted on any parking area.
- m. Storage of refuse. All refuse containers, including trash and recycling containers, shall be enclosed on at least three sides by a screening device approved by the Planning Director, subject to the following provisions:
- i. For existing uses receiving a certificate of occupancy prior to the effective date of this section, recycling containers shall be placed adjacent to other refuse containers on-site. If the Planning Director determines that it is not practical to place the container adjacent to other refuse containers on the site, such containers may be placed in parking areas, provided that the space used for the container shall not occupy required parking spaces, and further provided that recycling containers shall be enclosed on three sides by a screening device approved by the Planning Director.
 - ii. For uses receiving a certificate of occupancy after the effective date of this section, recycling containers shall meet the requirements of this section and the requirements for site plan review under Article II, Division 5, of this chapter.
- n. Landscaping required. Landscaping acceptable to the Planning Commission shall be provided in open spaces, around buildings, and within parking areas. No occupancy permit may be issued until landscaping has been inspected and approved or a performance bond equal to the estimated cost has been posted with the Township.
- i. A plan for control of soil erosion which meets the Township's standards for soil erosion and sedimentation control shall be carried out during the construction and completion of the project.
 - ii. When deemed necessary by the Planning Commission, in order to protect surrounding properties, appropriate screening of plant materials, wood, or brick, approved by the Planning Commission, may be required.
- o. Those sites which contain wetlands and/or floodplains shall be permitted a maximum number of units based on the following formula:

$$N = A \times D \times C$$

Where:

N = Maximum number of units permitted.

A = Area of site outside the floodplain and wetland.

D = Allowable density

1 C = 1 + percent of site in floodplain and wetland expressed as decimal

2
3 For purposes of this chapter, wetland areas are those lands which meet the definition of
4 a wetland set forth in § 30301 of the Natural Resources and Environmental Protection Act
5 (MCL § 324.30301). For purposes of this chapter, floodplain areas are those lands which
6 meet the definition contained in § **86-436(b)**.

7
8 **Section 2.** Validity and Severability. The provisions of this Ordinance are severable and the
9 invalidity of any phrase, clause or part of this Ordinance shall not affect the validity
10 or effectiveness of the remainder of the Ordinance.

11
12 **Section 3.** Repealer Clause. All ordinances or parts of ordinances in conflict therewith are
13 hereby repealed only to the extent necessary to give this Ordinance full force and
14 effect.

15
16 **Section 4.** Savings Clause. This Ordinance does not affect rights and duties matured, penalties
17 that were incurred, and proceedings that were begun, before its effective date.

18
19 **Section 5.** Effective Date. This Ordinance shall be effective seven (7) days after its publication
20 or upon such later date as may be required under Section 402 of the Michigan Zoning
21 Enabling Act (MCL 125.3402) after filing of a notice of intent to file a petition for a
22 referendum.

23
24 ADOPTED by the Charter Township of Meridian Board at its regular meeting this **XX**th day of
25 **XXXXXXX**, 2024.

26
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28 _____
29 Scott Hendrickson, Township Supervisor

30
31
32 _____
33 Angela Demas, Township Clerk



To: Board Members

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

Date: December 13, 2024

Re: Fourth Quarter Budget Amendments

In conjunction with our partners at Plante Moran, I am pleased to submit the 4th Quarter budget amendments. These amendments reconcile revenue and expenditures for the year, ensuring a balanced budget. As has been consistent throughout the year, the main expenditure increases from the originally approved budget are the new fire truck, police and fire wages/overtime, election costs, and legal fees.

The projected Fund Balance for the General Fund is as follows:

Fund balance on December 31, 2023	\$12,352,523
Original budgeted to Fund Balance 2024	\$114,370
Initial Budget Amendments	(\$655,804)
1 st Quarter Budget Amendments	(\$640)
2 nd Quarter Budget Amendments	(\$193,323)
3 rd Quarter Budget Amendments	(\$991,462)
4 th Quarter Budget Amendments	\$753,860
Projected use of Fund Balance	(\$972,999)
Projected Fund Balance at December 31, 2024	\$11,379,524
Fund Balance/Average Monthly Expenditures	5.23

Amendments in the special revenue funds bring revenue and expenditures in line with yearend spending. Major changes include the bond revenue sold in November for the local road program, substantially higher interest collections across the board, and inclusion of a payment from the County for the MSU to Lake Lansing trail.

The following motion is proposed:

Move to approve the attached 2024 Fourth Quarter Budget Amendments, which results in a projected fund balance at December 31, 2024 of \$11,379,524.

Attachment:

1. 2024 4th Quarter Budget Amendments

**Year End Budget Amendments
2024 Budget
Charter Township of Meridian**

Fund/Department/Account Description	Amount	Explanation	Account
General Fund			
<i>Revenues</i>			
Trailer Park Collections	\$ 50	Higher than anticipated	101-000.000-406.000
Delinquent Property Taxes	335	Higher than anticipated	101-000.000-412.000
Tax Penalties	1,785	Higher than anticipated	101-000.000-445.000
Tax Administration Fee	37,855	Higher than anticipated	101-000.000-447.000
Building Permits	323,030	Higher than anticipated	101-000.000-476.000
Mechanical Permits	12,560	Higher than anticipated	101-000.000-476.100
Electrical Permits	23,820	Higher than anticipated	101-000.000-476.200
Liquor License Application Fee	2,000	Higher than anticipated	101-000.000-476.500
Franchise Fees - Cable TV	23,150	Higher than anticipated	101-000.000-477.000
Cable PEG Fees	(15,000)	Lower than anticipated	101-000.000-477.500
Other Permits	3,110	Higher than anticipated	101-000.000-478.000
Soil Erosion Inspection Fees	45	Higher than anticipated	101-000.000-478.010
Mobile Food Vendor Permits	200	Higher than anticipated	101-000.000-479.000
Marihuana Application Fees	30,000	Recreational marihuana applications	101-000.000-481.000
State Grant Revenue	198,720	Election reimbursement received from State	101-000.000-540.100
METRO Act Fees	6,465	Higher than anticipated	101-000.000-542.500
Liquor Tax Refund	8,230	Higher than anticipated	101-000.000-568.000
Local Community Stabilization Share	95	Higher than anticipated	101-000.000-573.000
Fire Inspection Charges	1,900	Higher than anticipated	101-000.000-605.000
Recreation Program Revenue	3,565	Higher than anticipated	101-000.000-606.500
Sporties for Shorties	6,065	Higher than anticipated	101-000.000-606.501
Sand Volleyball	985	Higher than anticipated	101-000.000-606.502
Recreation - Baseball	24,385	Higher than anticipated	101-000.000-606.510
HYRA Basketball	915	Higher than anticipated	101-000.000-606.801
HYRA T-Ball	3,630	Higher than anticipated	101-000.000-606.802

HYRA Flag Football	16,720	Higher than anticipated	101-000.000-606.803
HYRA Soccer	54,750	Higher than anticipated	101-000.000-606.804
Planning Department	3,700	Higher than anticipated	101-000.000-616.000
Cemetery Revenue	6,375	Higher than anticipated	101-000.000-619.000
Rental Housing Reinspection Fees	1,840	Higher than anticipated	101-000.000-627.010
Rental Registration	6,400	Higher than anticipated	101-000.000-627.015
Rental Registration Renewal	210	Higher than anticipated	101-000.000-627.016
Vacant/Abandoned Registration	275	Higher than anticipated	101-000.000-627.017
Copies	40	Higher than anticipated	101-000.000-637.000
Police Desk Revenue	395	Higher than anticipated	101-000.000-637.010
FOIA Requests - Copies	1,165	Higher than anticipated	101-000.000-637.020
Electronic Copies	1,200	Higher than anticipated	101-000.000-637.500
Surplus Property	250	Higher than anticipated	101-000.000-647.010
Parking Tickets	715	Higher than anticipated	101-000.000-656.000
Ordinance Fines	495	Higher than anticipated	101-000.000-657.000
Fines-UTC Enforcement	4,795	Higher than anticipated	101-000.000-657.010
Interest	93,390	Higher interest rates	101-000.000-665.000
Miscellaneous	605	Higher than anticipated	101-000.000-675.000
Reimbursements	11,090	Blue Care Network reimbursement	101-000.000-676.000
Reimbursements-Police	145	Higher than anticipated	101-000.000-676.020
Reimbursements-Fire	20,680	Reimbursements from Consumers Energy, MSU, ELFD	101-000.000-676.030
Reimbursements-School Security	8,720	Haslett/Okemos Football games	101-000.000-676.300

Total Revenues \$ 931,850

Expenditures

Township Board - Operating Supplies	\$ 265	Higher than anticipated	101-100.101-728.000
Township Board - Professional Services	190	Higher than anticipated	101-100.101-821.000
Administrative Services - Unemployment Compensation	(1,000)	Unemployment not charged to this department	101-170.173-724.000
Administrative Services - Claim Reimbursement	(5,000)	Lower than anticipated	101-170.173-806.000
Administrative Services - Legal Fees-Labor Relations	6,500	Higher labor related legal activity	101-170.173-808.200
Administrative Services - Ambulance Billing	11,250	More ambulance runs/billing	101-170.173-836.000
Administrative Services - Utilities-Electric/Gas/Water	(35,000)	Lower than anticipated	101-170.173-920.000
Administrative Services - Telephone & Data Services	(10,000)	Lower than anticipated	101-170.173-921.000
Administrative Services - Utilities-Street Lights	72,000	Rate increase, installation of new street lights	101-170.173-922.000

Accounting - Salaries-Temporary	43,500	Staffing to cover maternity leave and staff turnover	101-170.191-701.080
Accounting - Operating Supplies	3,000	Higher than anticipated	101-170.191-728.000
Clerk - Salaries	6,000	Higher than anticipated	101-170.215-701.000
Clerk - Overtime	8,200	Three elections and early voting in CY	101-170.215-706.000
Clerk - FICA	2,800	Higher due to increased overtime	101-170.215-714.000
Clerk - Health Insurance	2,200	Higher than anticipated	101-170.215-715.000
Clerk - Pension	13,500	Higher than anticipated	101-170.215-717.000
Clerk - Publications	(500)	Not used in CY	101-170.215-750.000
Clerk - Contractual Services	6,000	More public notices/legal ads	101-170.215-820.000
Information Technology - Salaries	3,200	Higher than anticipated	101-170.228-701.000
Information Technology - FICA	350	Higher than anticipated	101-170.228-714.000
Information Technology - Health Insurance	1,500	Higher than anticipated	101-170.228-715.000
Information Technology - Health Care Savings Plan	75	Higher than anticipated	101-170.228-717.500
Information Technology - Training	(5,125)	Move budget to salaries, FICA, health insurance, HCSP	101-170.228-819.000
Treasurer - Health Insurance	1,500	Higher than anticipated	101-170.253-715.000
Treasurer - Operating Supplies	550	Higher than anticipated	101-170.253-728.000
Treasurer - Contractual Services	2,200	Investment advisor services, invoice cloud fees	101-170.253-820.000
Treasurer - Professional Conferences/Dues	1,450	Higher than anticipated	101-170.253-825.000
Treasurer - Mileage	100	Higher than anticipated	101-170.253-870.000
Treasurer - Printing/Publishing	6,000	Increase in printing costs	101-170.253-900.000
Elections - Salaries-Temporary	55,000	Three elections, early voting, AVs	101-170.262-701.080
Elections - Salaries-August Primary	100	Higher than anticipated	101-170.262-701.130
Elections - Salaries-November Election	53,000	Presidential election	101-170.262-701.140
Elections - Salaries-Early Voting	(24,300)	Account not used, exp included in above	101-170.262-701.163
Elections - Overtime	5,500	Three elections in CY	101-170.262-706.000
Elections - FICA	6,200	Three elections in CY	101-170.262-714.000
Elections - Health Care Savings Plan	(400)	HCSP not charged in this department	101-170.262-717.500
Elections - Operating Supplies	750	Higher than anticipated	101-170.262-728.000
Elections - Supplies-Aug Election	1,600	Higher than anticipated	101-170.262-728.002
Elections - Contractual Services	2,500	Election notices, AV machine testing	101-170.262-820.000
Elections - Professional Conferences/Dues	500	Budget error	101-170.262-825.000

Elections - Mileage	150	Higher than anticipated	101-170.262-870.000
Building Maintenance - Health Insurance	1,500	Higher than anticipated	101-170.265-715.000
Building Maintenance - Operating Supplies	1,500	Higher than anticipated	101-170.265-728.000
Building Maintenance - Solid Waste Container Services	(2,500)	Lower than anticipated	101-170.265-828.000
Building Maintenance - Building Repairs	(7,000)	Lower than anticipated	101-170.265-930.000
Building Maintenance - Building Maintenance	(8,000)	Lower than anticipated	101-170.265-937.000
Admin & Human Resources - Salaries	30,000	Higher than anticipated	101-170.270-701.000
Admin & Human Resources - FICA	1,300	Higher than anticipated	101-170.270-714.000
Admin & Human Resources - Health Insurance	11,000	Higher than anticipated	101-170.270-715.000
Admin & Human Resources - Professional Conferences/Dues	(3,000)	Lower than anticipated	101-170.270-825.000
Admin & Human Resources - Physicals	4,800	More activity due to police department hires	101-170.270-835.000
Admin & Human Resources - Mileage	75	Higher than anticipated	101-170.270-870.000
Grounds Maintenance - Salaries	1,200	Higher than anticipated	101-170.271-701.000
Grounds Maintenance - Overtime	(1,200)	Move to salaries	101-170.271-706.000
Grounds Maintenance - Health Insurance	1,500	Higher than anticipated	101-170.271-715.000
Grounds Maintenance - Grounds Maintenance	(15,000)	Lower than anticipated	101-170.271-934.000
Cemetery - Salaries	2,400	Higher than anticipated	101-170.567-701.000
Cemetery - Overtime	400	Higher than anticipated	101-170.567-706.000
Cemetery - Health Insurance	100	Higher than anticipated	101-170.567-715.000
Cemetery - Contractual Services	800	Higher than anticipated	101-170.567-820.000
Police - Salaries	(47,500)	Move to Overtime accounts	101-300.301-701.000
Police - Salaries-Crossing Guards	1,400	Higher than anticipated	101-300.301-701.050
Police - Salaries-Cadets	(3,500)	Move to Uniforms for cadet uniforms	101-300.301-701.170
Police - Overtime	35,000	Higher due to staffing shortages	101-300.301-706.000
Police - Overtime-Court Hearings	3,000	Higher due to staffing shortages	101-300.301-706.010
Police - Overtime-School Security	95,000	Per Chief's request	101-300.301-706.040
Police - Overtime-Canine Unit	1,500	Higher than anticipated	101-300.301-706.050
Police - Overtime-Training	5,000	Higher than anticipated	101-300.301-706.060
Police - Overtime-Holiday	3,000	Higher than anticipated	101-300.301-706.070
Police - Health Care Savings Plan	9,500	Higher than anticipated	101-300.301-717.500

Police - Physical Fitness Awards	(4,600)	Move to Machinery & Equipment for new gym equipment	101-300.301-720.000
Police - Licenses	(10,500)	Move to Machinery & Equipment for new gym equipment	101-300.301-727.000
Police - Operating Supplies	(1,000)	Move to Training for cuff dummy	101-300.301-728.000
Police - Ammunition	(1,000)	Move to Machinery & Equipment for glocks, red dots, and holsters	101-300.301-739.000
Police - Uniforms	14,500	Cadet uniforms (\$3,500), uniforms (\$2,000), rain coats (\$2,000), coats (\$7,000)	101-300.301-760.000
Police - Shoes and Boots	(2,000)	Move to Uniforms	101-300.301-764.000
Police - 911 Operation	(6,000)	Move to Uniforms for rain coats (\$2,000), move to Machinery and Equipment for glocks, red dots, and holsters (\$4,000)	101-300.301-820.040
Police - Printing Contract	2,000	Offset by higher parking citation revenue	101-300.301-820.060
Police - Radio Maintenance	(2,000)	Move to Machinery & Equipment for earbuds	101-300.301-827.000
Police - Training	20,000	Cuff dummy (\$1,000), DARE training (\$1,250), police academy tuition	101-300.301-831.000
Police - Machinery and Equipment	31,600	Gym Equipment (\$15,100), glocks, red dots, and holsters (\$5,000), evidence camera (\$5,500), flashlights for firearms (\$3,000), earbuds (\$6,000)	101-300.301-979.000
Fire Department - Salaries-Acting Pay	5,100	Higher than anticipated	101-300.336-701.070
Fire Department - Holiday Payout	14,500	Higher than anticipated	101-300.336-702.010
Fire Department - Overtime	46,000	Higher than anticipated	101-300.336-706.000
Fire Department - Overtime-Training	4,300	Higher than anticipated	101-300.336-706.060
Fire Department - Overtime-Holiday	7,000	Higher than anticipated	101-300.336-706.070
Fire Department - Longevity	675	Higher than anticipated	101-300.336-710.000
Fire Department - FICA	4,000	Higher than anticipated	101-300.336-714.000
Fire Department - Health Insurance	9,500	Higher than anticipated	101-300.336-715.000
Fire Department - Insurance Opt Out	375	Higher than anticipated	101-300.336-715.010
Fire Department - Workers Compensation	(75,000)	Budget error, lower than anticipated	101-300.336-718.000
Fire Department - Emergency Medical Training	16,500	Higher than anticipated	101-300.336-823.000
Fire Department - Radio Maintenance	(10,000)	Lower than anticipated	101-300.336-827.000
Fire Department - Training	(10,000)	Lower than anticipated	101-300.336-831.000

Human Services - Salaries	150	Higher than anticipated	101-600.670-701.000
Human Services - Health Insurance	(12,000)	Lower than anticipated	101-600.670-715.000
Human Services - Insurance Opt Out	(4,500)	Employee does not opt out of health insurance	101-600.670-715.010
Dev-Planning/Admin - Health Insurance	1,900	Higher than anticipated	101-700.701-715.000
Dev-Building Division - Salaries	18,000	Higher than anticipated	101-700.703-701.000
Dev-Building Division - FICA	500	Higher than anticipated	101-700.703-714.000
Dev-Building Division - Health Insurance	3,200	Higher than anticipated	101-700.703-715.000
Dev-Building Division - Computer Services/Supplies	(15,000)	No activity	101-700.703-826.000
Dev-Building Division - Mileage	550	Mileage to/from conferences	101-700.703-870.000
Parks and Recreation Admin - Salaries	18,000	Higher than anticipated	101-750.753-701.000
Parks and Recreation Admin - Salaries-Temporary	1,300	Higher than anticipated	101-750.753-701.080
Parks and Recreation Admin - FICA	2,100	Higher than anticipated	101-750.753-714.000
Parks and Recreation Admin - Health Insurance	3,600	Higher than anticipated	101-750.753-715.000
Parks and Recreation Admin - Community Promotion	(5,000)	Lower than anticipated	101-750.753-880.000
Recreation - Salaries-Temporary	(2,500)	Lower than anticipated	101-750.754-701.080
Recreation - Recreation Program Expenses	(7,500)	Lower than anticipated	101-750.754-882.500
Recreation - Soccer	(10,000)	Lower than anticipated	101-750.754-882.604
Recreation - Baseball/Softball	(6,600)	Lower than anticipated	101-750.754-882.605
Recreation - Recreation Uniforms	(5,000)	Lower than anticipated	101-750.754-882.607
Recreation - Miscellaneous	2,400	Card Connect fees	101-750.754-955.000
Park Maintenance - Overtime	3,000	Higher than anticipated	101-750.758-706.000
Park Maintenance - Operating Supplies	(3,000)	Lower than anticipated	101-750.758-728.000
Community Activities - Community Promotion-Pride Event	1,010	Higher than anticipated	101-750.775-880.110
Cable TV - Health Insurance	350	Higher than anticipated	101-750.806-715.000
Cable TV - Professional Conferences/Dues	(6,400)	Do not expect to use remaining budget for this year	101-750.806-825.000
Cable TV - Community Promotion	(3,100)	Do not expect to use remaining budget for this year	101-750.806-880.000

Capital Outlay - Construction/Improvements	(210,000)	Public Safety Building standby generator replacement expected to occur in 2025 (\$115,000). North Fire Station Solar project expected to occur in 2025 (\$95,000).	101-900.901-974.000
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Total Expenditures \$ 177,990

Net to Fund Balance \$ 753,860

Pension Stabilization Fund

Revenues

Interest	\$ 65,150	Higher interest rates	103-000.000-665.000
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Net to Fund Balance \$ 65,150

Special Revenue Funds

Local Roads Fund

Revenues

Interest	\$ (53,000)	Spend down of cash balance due to road projects	204-000.000-665.000
Other Financing Source-Bond Proceeds	<u>10,237,520</u>	Proceeds from 2024 road bond issuance	204-000.000-696.000

Net to Fund Balance \$ 10,184,520

Park Millage Fund

Revenues

Delinquent Property Taxes	\$ 50	Higher than anticipated	208-000.000-412.000
Interest	24,600	Higher interest rates	208-000.000-665.000
Harris Center	<u>4,000</u>	Higher than anticipated	208-000.000-667.020

Total Revenues \$ **28,650**

Expenditures

Parks and Recreation Admin - Salaries	\$	22,000	Higher than anticipated	208-750.753-701.000
Parks and Recreation Admin - Salaries-Temporary		(13,440)	Not used in 2024	208-750.753-701.080
Parks and Recreation Admin - FICA		350	Higher than anticipated	208-750.753-714.000
Parks and Recreation Admin - Health Insurance		150	Higher than anticipated	208-750.753-715.000
Parks and Recreation Admin - Mileage		50	Higher than anticipated	208-750.753-870.000
Parks and Recreation Admin - Property Taxes		(1,400)	Lower than anticipated	208-750.753-965.000
Harris Nature Center - Salaries		150	Higher than anticipated	208-750.756-701.000
Harris Nature Center - Health Insurance		1,100	Higher than anticipated	208-750.756-715.000
Park Maintenance - Utilities-Electric/Gas/Water		<u>7,500</u>	Towner Rd park utilities for October	208-750.758-920.000

Total Expenditures \$ 16,460

Net to Fund Balance \$ 12,190

Park Restricted/Designated Fund**Revenues**

Sponsor Revenue	\$	1,750	Higher than anticipated	211-000.000-647.050
Interest		1,750	Higher interest rates	211-000.000-665.000
Farm Market		5,000	Higher than anticipated	211-000.000-667.030
Market Vendor Revenue		15,000	Higher than anticipated	211-000.000-667.035
Donations - HNC		370	Higher than anticipated	211-000.000-674.100
Donations - Native Plant Sale		1,200	Higher than anticipated	211-000.000-674.101
Donations - Compost		<u>120</u>	Higher than anticipated	211-000.000-674.200

Total Revenues \$ **25,190**

Expenditures

Celebrate Downtown - Sponsored Expense	\$	215	Higher than anticipated	211-000.000-892.000
Food Assistance Reimbursements		<u>1,000</u>	Higher than anticipated	211-000.000-956.081

Total Expenditures \$ 1,215

Net to Fund Balance \$ 23,975

Fire Restricted/Designated Fund

Revenues

Interest \$ 30 Higher interest rates 214-000.000-665.000

Expenditures

Firefighters Community Outreach Expense \$ 360 AED accessories 214-000.000-956.015

Net from Fund Balance \$ (330)

Pedestrian Bikepath Millage Fund

Revenues

Delinquent Property Taxes \$ 20 Higher than anticipated 216-000.000-412.000

Payments from Ingham County for MSU to Lake Lansing

Other Intergovernmental Revenue 140,856 Phases IIb & III 216-000.000-581.000

Interest 37,350 Higher interest rates 216-000.000-665.000

Reimbursements 5,900 Higher than anticipated 216-000.000-676.000

Total Revenues \$ **184,126**

Expenditures

Health Insurance \$ 100 Higher than anticipated 216-440.450-715.000

Contractual Services 12,300 Higher than anticipated 216-440.450-820.000

Total Expenditures \$ 12,400

Net to Fund Balance \$ 171,726

Land Preservation Millage Fund

Revenues

Delinquent Property Taxes \$ 10 Higher than anticipated 217-000.000-412.000

Interest	<u>68,000</u>	Higher interest rates	217-000.000-665.000
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Total Revenues \$ 68,010

Expenditures

Salaries - Temporary	\$ (7,000)	Not used in 2024	217-000.000-701.080
Health Insurance	250	Higher than anticipated	217-000.000-715.000
Operating Supplies	(20,000)	Lower than anticipated	217-000.000-728.000
Legal Fees	(5,000)	Not used in 2024	217-000.000-808.000
Professional Services	<u>(20,000)</u>	Lower than anticipated	217-000.000-821.000

Total Expenditures \$ (51,750)

Net to Fund Balance \$ 119,760

Land Preservation Reserve Fund

Revenues

Interest	<u>\$ 23,500</u>	Higher interest rates	218-000.000-665.000
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Net to Fund Balance \$ 23,500

Senior Center Millage Fund

Revenues

Interest	<u>\$ 10,600</u>	Higher interest rates	223-000.000-665.000
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Net to Fund Balance \$ 10,600

Cable TV Fund

Revenues

Interest	<u>\$ 4,100</u>	Higher interest rates	230-000.000-665.000
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Net to Fund Balance \$ 4,100

Police Restricted/Designated Fund

Revenues

Grant Revenue - Federal	\$	145	Higher than anticipated	232-000.000-502.000
Interest		575	Higher interest rates	232-000.000-665.000
Donations - Police Designated		520	Higher than anticipated	232-000.000-674.040
Police Training PA 302		<u>3,725</u>	Higher than anticipated	232-000.000-674.050

Total Revenues \$ 4,965

Expenditures

Uniforms	\$	<u>1,800</u>	Bulletproof vests	232-000.000-760.000
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Net to Fund Balance \$ 3,165

Brownfield Redevelopment Authority Fund

Expenditures

Brownfield Redevelopment - Contractual Services	\$	<u>3,000</u>	Higher than anticipated	243-700.707-820.000
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Net from Fund Balance \$ (3,000)

Economic Development Fund

Revenues

Sponsor Revenue	\$	4,200	Juneteenth sponsorship	244-000.000-647.060
Interest		<u>125</u>	Higher interest rates	244-000.000-665.000

Net to Fund Balance \$ 4,325

Downtown Development Authority Fund

Revenues

Current Property Taxes	\$	<u>13,620</u>	Higher than anticipated	248-000.000-402.000
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Net to Fund Balance \$ 13,620

Library Millage Fund

Revenues

Interest \$ 700 Higher interest rates 271-000.000-665.000

Net to Fund Balance \$ 700

Community Needs Fund

Revenues

Interest \$ 950 Higher interest rates 272-000.000-665.000

Donations - HRC Emergency Services 8,000 Higher than anticipated 272-000.000-674.060

Total Revenues \$ 8,950

Expenditures

Emergency Fund \$ 4,100 Higher need than anticipated 272-000.000-956.070

Back to School Supplies 2,520 Budget error - offset by back to school donations 272-000.000-956.072

Total Expenditures \$ 6,620

Net to Fund Balance \$ 2,330

Law Enforcement Grants Fund

Revenues

Grant Revenue - Federal \$ 1,080 Higher than anticipated 277-000.000-502.000

Interest 1,800 Higher than anticipated 277-000.000-665.000

Total Revenues \$ 2,880

Expenditures

OT - OHSP Traffic Grant \$ 425 Higher than anticipated 277-300.301-706.310

FICA 50 Higher than anticipated 277-300.301-714.000

Total Expenditures \$ 475

Net to Fund Balance \$ 2,405

Opioid Settlement Fund

Revenues

Interest \$ 1,150 Higher than anticipated 284-000.000-665.000

Net to Fund Balance \$ 1,150

American Rescue Plan Act Fund

Expenditures

Software \$ (30,000) EPlanSoft project will not occur until early 2025 285-900.901-978.000

Net to Fund Balance \$ 30,000

CATA Millage Fund

Revenues

Delinquent Property Taxes \$ 115 Higher than anticipated 288-000.000-412.000

Local Community Stabilization Share 1,010 Higher than anticipated 288-000.000-573.000

Interest 4,900 Higher interest rates 288-000.000-665.000

Net to Fund Balance \$ 6,025

Debt Service Funds

Roads Debt Retirement Fund

Revenues

Delinquent Property Taxes \$ 110 Higher than anticipated 310-000.000-412.000

Interest 24,750 Higher interest rates 310-000.000-665.000

Net to Fund Balance \$ 24,860

Fire Station Debt Service Fund

Revenues

Interest \$ 425 Higher interest rates 372-000.000-665.000

Net to Fund Balance \$ 425

Capital Project Funds

Capital Project Fund

Revenues

Interest \$ 11,820 Higher interest rates 401-000.000-665.000

Net to Fund Balance \$ 11,820

Township Improvement Revolving Fund

Revenues

Penalties \$ 195 Higher than anticipated 446-000.000-474.000
Interest 14,200 Higher interest rates 446-000.000-665.000
Miscellaneous 2,800 Higher than anticipated 446-000.000-675.000
Special Assessments (425,000) Budgeted higher than actual 446-000.000-677.000

Total Revenues \$ **(407,805)**

Expenditures

Construction/Improvements \$ (40,000) Lower than anticipated 446-000.000-974.000

Net From Fund Balance \$ **(367,805)**

Enterprise Funds

Sewer Fund

Revenues

Billing Charges-Sewer	\$	(43,500)	Lower than anticipated	590-000.000-630.110
Lift Station Fees		1,400	Higher than anticipated	590-000.000-631.010
Water and Sewer Penalties		10,500	Higher than anticipated	590-000.000-632.000
Sewer Inspections		5,425	Higher than anticipated	590-000.000-635.000
Sewer Licenses		75	Higher than anticipated	590-000.000-636.000
Connection Fees		194,000	New housing developments	590-000.000-644.000
Interest		15,250	Higher interest rates	590-000.000-665.000
Miscellaneous		680	Higher than anticipated	590-000.000-675.000
Reimbursements		<u>200,000</u>	Higher than anticipated	590-000.000-676.000

Total Revenues \$ 383,830

Expenses

Water/Sewer Administration - Overtime	\$	150	Higher than anticipated	590-440.441-706.000
Water/Sewer Administration - Health Insurance		2,200	Higher than anticipated	590-440.441-715.000
Water/Sewer Administration - Insurance Opt Out		(2,250)	No employees opted out of health insurance for 2024	590-440.441-715.010
Engineering - Salaries		43,000	Higher than anticipated	590-440.447-701.000
Engineering - FICA		2,800	Higher than anticipated	590-440.447-714.000
Engineering - Health Insurance		1,700	Higher than anticipated	590-440.447-715.000
Sewage Treatment - Contractual Services		(400,000)	Lower than anticipated	590-440.527-820.000
Sewer Maintenance - Longevity		80	Budget error	590-440.538-710.000
Sewer Maintenance - Health Insurance		1,600	Higher than anticipated	590-440.538-715.000
Sewer Maintenance - Lift Station Repairs		(100,000)	Lower than anticipated	590-440.538-931.000
Sewer Maintenance - Sewer Line Repairs		(41,000)	Lower than anticipated	590-440.538-932.000
Debt Service - Debt Service-Interest		<u>455,990</u>	Additional drawdowns on SRF bonds	590-905.906-993.000

Total Expenses \$ (35,730)

Net to Fund Balance \$ 419,560

Water Fund

Revenues

Billing Charges	\$	(36,000)	Budget error	591-000.000-630.100
Water and Sewer Penalties		12,000	Higher than anticipated	591-000.000-632.000
Customer Installation		46,800	Higher than anticipated	591-000.000-633.000
Water Inspection		2,000	Higher than anticipated	591-000.000-635.100
Connection Fees		120,000	New housing developments	591-000.000-644.000
Interest		6,800	Higher interest rates	591-000.000-665.000
Miscellaneous		16,100	Higher than anticipated	591-000.000-675.000
Reimbursements		<u>27,400</u>	Higher than anticipated	591-000.000-676.000

Total Revenues \$ 195,100

Expenses

Water/Sewer Administration - Overtime	\$	150	Higher than anticipated	591-440.441-706.000
Water/Sewer Administration - Health Insurance		2,200	Higher than anticipated	591-440.441-715.000
Water/Sewer Administration - Insurance Opt Out		(2,250)	No employees opted out of insurance during 2024	591-440.441-715.010
Engineering - Health Insurance		1,700	Higher than anticipated	591-440.447-715.000
Water Maintenance - Health Insurance		1,000	Higher than anticipated	591-440.537-715.000
Water Maintenance - Operating Supplies		(40,000)	Lower than anticipated	591-440.537-728.000
Water Maintenance - Customer Installation-Water		(230,000)	Lower than anticipated	591-440.537-972.000
Water Maintenance - Machinery and Equipment		<u>(15,000)</u>	Lower than anticipated	591-440.537-979.000

Total Expenses \$ (282,200)

Net to Fund Balance \$ 477,300

Internal Service Fund

Motor Pool Fund

Revenues

Interest	\$	7,600	Higher interest rates	661-000.000-665.000
Vehicle Sales		30,000	Higher than anticipated	661-000.000-673.000
Insurance Recoveries		<u>2,500</u>	Higher than anticipated	661-000.000-698.000

Total Revenues \$ 40,100

Expenses

Salaries	\$	4,100	Higher than anticipated	661-000.000-701.000
Longevity		80	Budget error	661-000.000-710.000
Health Insurance		1,000	Higher than anticipated	661-000.000-715.000
Health Care Savings Plan		100	Higher than anticipated	661-000.000-717.500
Vehicle Repair Parts		46,000	Water tank replacement on Unit 30 (\$37k)	661-000.000-728.101
Vehicle Accessories		4,800	Higher than anticipated	661-000.000-728.102
Vehicle Supplies - Outside Services		5,500	Higher than anticipated	661-000.000-728.103
Batteries/Electrical		1,700	Higher than anticipated	661-000.000-728.105
Insurance		500	Higher than anticipated	661-000.000-812.000
Contractual Services		9,000	Higher than anticipated	661-000.000-820.000
Gasoline		<u>(30,000)</u>	Lower than anticipated	661-000.000-865.000

Total Expenses \$ 42,780

Net from Fund Balance \$ (2,680)



To: Board Members
**From: Tavis Millerov, Fire Marshal
Michael Hamel, Fire Chief**
Date: December 10, 2024
Re: 2024 International Fire Code with Township Amendments

The 2024 International Fire Code is the most recent edition of the fire code as published by the International Code Council. It is a companion code to the International Building Code, from which the Michigan Building Code is derived and enacted by state statute. In an effort to remain current with rapidly changing technologies and best practices concerning energy storage systems, lithium-ion batteries, and hazardous chemicals, we are requesting the Township Board formally adopt the 2024 International Fire Code by ordinance.

Attachments: Ordinance No. 2024-08 and Resolution for Updating the Charter Township of Meridian Fire Code

ORDINANCE NO. 2024-08
ORDINANCE AMENDING THE CODE OF THE CHARTER TOWNSHIP OF MERIDIAN,
MICHIGAN, CHAPTER 26, ARTICLE II, SECTIONS 26-26 AND 26-27
TO ADOPT AND INCORPORATE BY REFERENCE THE 2024 INTERNATIONAL FIRE
CODE WITH MERIDIAN AMENDMENTS

THE CHARTER TOWNSHIP OF MERIDIAN ORDAINS:

Section 1. Amendment to Chapter 26, Article II, Sections 26-26 and 26-27. Section 26-26 entitled Adoption and Section 26-27 entitled Revisions; limitations; amendments of the Code of the Charter Township of Meridian, Michigan, are amended to read as follows:

26-26 Adoption.

That a certain document, a copy of which is on file in the office of the Township Clerk, being marked and designated as the International Fire Code, 2024 edition, including Appendix Chapters B, C, D, E, F, G, H, I, K, N, and O (International Fire Code Section 101.2.1, 2024 edition), as published by the International Code Council, is hereby adopted, and incorporated by reference into the Township Code of Ordinances, with Meridian Amendments, as the Fire Code of the Charter Township of Meridian, in the State of Michigan, to regulate and govern the safeguarding of life and property from fire and explosion hazards arising from the storage, handling and use of hazardous substances, materials and devices, and from conditions hazardous to life or property in the occupancy of buildings and premises in the Township and to provide for the issuance of permits and collection of fees. Such adoption and incorporation shall include all amendments to the 2018 International Fire Code effective as of the date this ordinance is adopted, and including all amendments thereafter made to the 2018 International Fire Code. Amendments made to the 2018 International Fire Code, as adopted by reference herein, become effective the same date they become effective in the 2018 International Fire Code. The penalties and procedures prescribed pursuant to the 2018 International Fire Code are applicable to violations occurring in the Township.

26-27 Revisions; limitations; amendments.

(a) The following sections of the 2024 International Fire Code, as amended, are hereby revised as follows:

Section 101.1: Title. These regulations shall be known as the *Fire Code* of **THE CHARTER TOWNSHIP OF MERIDIAN**, hereinafter referred to after as “this code.”

Section 113.4: Violation Penalties. Persons who shall violate provisions of this code or shall fail to comply with any of the requirements thereof or who shall erect, install, alter, repair or do work in violation of the *approved construction documents* or directive of the *fire code official*, or of a permit or certificate used under provisions of this code, shall be guilty of a **MISDEMEANOR**, punishable by a fine of not more than **\$500.00** dollars or by imprisonment not exceeding **NINETY (90) DAYS**, or both such fine and imprisonment. Each day that a violation continues after due notice has been served shall be deemed as a separate offense.

Section 507.5.1: Where Required. Where a portion of the facility or building hereinafter constructed or moved into or within the jurisdiction is more than ~~400~~ **150** feet (46 m) from a hydrant on a fire apparatus access road, as measured by an *approved* route around the exterior of the facility or building, on-site fire hydrants and mains shall be provided where required by the *fire code official*.

Exceptions:

1. For Group R-3 and Group U occupancies, the distance requirement shall be ~~600~~ **250** feet (76 m).
2. For buildings equipped throughout with an *approved automatic sprinkler system* installed in accordance with Section 903.1.1 or 903.3.1.2, the distance requirement shall be ~~600~~ **250** feet (76 m).

Section 507.5.1.1: Hydrant for ~~standpipe~~ **FIRE PROTECTION** systems. Buildings equipped with a ~~standpipe~~ **FIRE PROTECTION** system installed in accordance with ~~Section 905~~ **CHAPTER 9** shall have a fire hydrant within 100 feet (30 m) of the fire department connections.

Section 1103.5.3 Group I-2 Condition 2: In addition to the requirements of Section 1103.5.2, existing buildings of Group I-2, Condition 2 occupancy shall be equipped throughout with an *approved automatic sprinkler system* in accordance with Section 903.3.1.1. The *automatic sprinkler system* shall be installed as established by the ~~adopting ordinance~~ **limits set forth by the Michigan Bureau of Fire Services rules for each respective facility.**

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

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

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

Section 5. Effective Date. This Ordinance shall be effective thirty (30) days after its publication.

Scott Hendrickson
Township Supervisor

Angela Demas
Township Clerk

William K. Fahey
Township Attorney

ORDINANCE NO. 2024-08
CHAPTER 26
TOWNSHIP BOARD
SECTIONS 26-26 & 26-27
INTRODUCTION

**RESOLUTION FOR UPDATING THE CHARTER TOWNSHIP OF
MERIDIAN FIRE CODE**

At a 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 17th day of December, 2024 at 6:00 p.m. local time.

PRESENT: _____

ABSENT: _____

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

WHEREAS, pursuant to Section 23 of the Charter Township Act, being MCL 42.23, the Charter Township of Meridian may adopt any provision of state law or detailed technical regulations as a township ordinance; and

WHEREAS, the Township Board has previously adopted a Uniform Fire Code being Article II of Chapter 26 of the Township’s Code of Ordinances; and

WHEREAS, the Township Uniform Fire Code Article II of Chapter 26 incorporates by reference the 2018 International Fire Code, as published by the International Conference of Building Officials; and

WHEREAS, the International Conference of Building Officials updated the International Fire Code and has now adopted and published the 2024 International Fire Code; and

WHEREAS, the Township Board has reviewed the proposed ordinance at its December 17th meeting, and deems it in the best interest of the public health, safety, and welfare of the citizenry of the Charter Township of Meridian to incorporate by reference the International Fire Code, 2024 edition, with amendments.

NOW, THEREFORE, BE IT RESOLVED BY THE TOWNSHIP BOARD OF THE CHARTER TOWNSHIP OF MERIDIAN, INGHAM COUNTY, MICHIGAN, that the Township Board hereby INTRODUCES FOR PUBLICATION AND SUBSEQUENT ADOPTION Ordinance No. 2024-08, titled “Ordinance Amending the Code of the Charter Township of Meridian, Chapter 26, Article II, Sections



TO: Township Board

FROM: Neighborhood & Economic Development Director Amber Clark

DATE: December 17, 2024

RE: "I Heart Mac and Cheese- East Lansing - 4790 S Hagadorn Road Suite #158 Request for Class C Liquor License

Applications for Class C On-Premise liquor licenses require approval from local government authorities prior to MLCC initiating an investigation to grant an operator a liquor license. A Class C On-Premise license is a highly sought-after license, and Meridian Township is the only local unit of government to have multiple available in Ingham County. These licenses are expensive to acquire from individual owners with prices starting at \$60,000 plus the \$20,000 required permit fee to the State of Michigan. The issuance of a Class C On-Premise license will affect the total licenses available to be issued by the Township. It is within the Township's authority to approve, approve with conditions, or deny a request that does not meet the intent of the Liquor License Ordinance. The recently adopted ordinance views the issuance of a liquor license as an asset and should be viewed as a business development incentive. Incentives in Meridian Township are typically used to ensure redevelopment of the Potential Intensity Change Areas of Okemos/Hamilton Road, Haslett/Marsh Road, Meridian Mall, and Hagadorn/Lake Lansing areas. MLCC will initiate an investigation for a Class C On-Premise request after an approved resolution from the Local Governmental Unit is adopted.

The attached application is a request from Paul Hamby of I Heart Mac and Cheese East Lansing, for the Township to issue from the approved quota a CLASS C ON-PREMISE liquor license. A CLASS C ON-PREMISE allows the license holder to sell packaged liquor, distilled spirits, and mixed spirit drinks, consumption must be On-premise at a tavern, hotel, bar, or restaurant. The Township is under no obligation to issue a quota license. These licenses are an asset of the Township and can be issued to whomever the Township Board agrees meets the intent of the Liquor License Ordinance. The issuance of a quota license grants the license holder the full ability and rights of the license. The license holder has the full right to move the license to any other community in Ingham County, after three years. The license can go into escrow after 1 year and can be held in escrow for up to 5 years (or more). The license holder is then allowed to sell the license to anyone interested in having a liquor license in Ingham County. This would remove a quota license from the Township and grant a new establishment of business in a different community. MLCC designates the amount of quota licenses based on population at each census. The Township can lose a number of licenses due to a decline in population or gain 4 licenses with the addition of 6,000 new persons by the 2030 census.

The application was submitted with the full application fee, on October 22, 2024.

Current ON-PREMISE Allowed in the Township 29
Current ISSUED ON-PREMISE licenses in the Township 26
Currently Available to ISSUE 2

The currently available status shown on MLCC's website is not an accurate reflection of the CLASS C ON-PREMISE licenses that are available to issue. A request to change license designations and issue a CLASS C ON-PREMISE for Clarion Pointe 2736 E Grand River was approved by this Board in November of 2023. Another request for a CLASS C ON-PREMISE license for M.A.C Legends at Meridian Mall was also approved. MLCC's website has not been updated to show the correct available CLASS C ON-PREMISE licenses to issue. Countywide, CLASS C ON-PREMISE is in short supply with East Lansing the only other major community in the County with one to issue.

Paul Hamby of I Heart Mac and Cheese East Lansing requests the Township issue a quota CLASS C ON-PREMISE license to sell Liquor, Mixed Drinks, Beer, and Wine with Sunday AM and PM permits to allow for the sale of alcohol on Sunday. The location of this new establishment will be 4790 S. Hagadorn Road, Suite 158, East Lansing, MI 48823. The applicant states restaurant hours will be Sunday – Wednesday 11 a.m. to 11 p.m. Thursday – Saturday from 11 a.m. to 1 a.m.

Application states, I Heart Mac and Cheese will offer a unique dining experience that stands out from the other establishments in Meridian Township because, unlike traditional restaurants, we specialize in customizable mac and cheese dishes, allowing customers to create their perfect meal with a variety of cheeses, proteins, and toppings. Our fast-casual dining environment combines comfort food with a modern twist, featuring a vibrant and welcoming atmosphere. Additionally, we offer a selection of craft beers and unique cocktails that pair perfectly with our mac and cheese creations.

Full-time Employees: 8
Part-time Employees: 20

Hagadorn/Hannah Plaza is the location of this establishment. This high-trafficked commercial core area has seen continued turnover in commercial spaces particularly small fast-casual dining options. The I Heart Mac and Cheese location is in close proximity to business establishments similar to it with similar quota licenses. The *MAC, Sansu Sushi, Hannah Lofts, Residence Inn, Pizza House, and Sindu Restaurant*. All are within a .5 mile of this site and offer this type of business experience. Many restaurants are moving to fast casual dining, instead of a full dining service restaurant. This too is present in the Hannah/Hagadorn complex. The application states that the business will focus on a prioritization of local support and local business association membership.

The applicants have submitted a full application, application fee, site plans, floor plans, and a general description of the business. This is the applicant's first venture in the restaurant industry in the Greater Lansing region. The site is appropriately zoned Commercial C-2, Fire and Community Planning have no issue with the request. The Police department is aware of the requested license, the location of the establishment, and has been provided with an iChat record for the owners. The police department has no issue with the request. The application was reviewed based on the current ordinance requirements, and a simple criteria addressed sheet is included with this memo. The numerical value is not indicative of approval or denial. Merely a value representing the total number of indicated bullet points from the listed criteria of the ordinance. This number is to assist Township staff and Board members with the ability to ascertain how well the applicant and their request meets the overall intent of the Liquor License ordinance and recent updates. Tonight the Board can discuss the overall application and based on the general direction of the Board, at the following meeting, staff will have a resolution prepared.

Motion: No motion is provided at this time. Township Board discussion will cue to Township staff on how to write the resolution for a future meeting of the Township Board. The item will then be under "Action" written in the form of an approval, approval with conditions, or denial of the request, based on the comments received from the Board during this meeting.

Attachments:

1. Ordinance Criteria Addressed
2. I Heart Mac and Cheese East Lansing, LLC Liquor License Application & Comments from Depts.

MERIDIAN TOWNSHIP LIQUOR LICENSE

REQUEST FOR LIQUOR LICENSE ISSUANCE, TRANSFER, OR RENEWAL CRITERIA

#05-2024 Liquor License Ordinance Reservation of Authority

No Applicant for a License has a right to the issuance of such License to him, her, or it, and the Township Board reserves the right to exercise reasonable discretion to determine who, if anyone, shall be entitled to the issuance of such License.

APPLICANT

Business/Entity Name I Heart Mac and Cheese East Lansing - Hamby Family Enterprises LLC

Address 4790 S. Hagadorn Road, Suite#158

License Type CLASS C ON-PREMISE WITH AM & PM SUNDAY SALES Reviewer Name Amber Clark

APPLICATION & ZONING

1. Complete Application Submitted

- The applicant has submitted a full application request with supporting documentation.
- The Application Permit Fee is paid.
- The application is signed by the applicant and if necessary, the property owner.

2. Proposed Site Zoning/Use Applicability

- Applicant has denoted the legal/physical description of the site.
- The zoning and use of the site are appropriate for the license requested.
- Proposed plans for a new or existing building have been provided.

APPLICATION AND ZONING COMMENTS

- Operating Hours 11AM - 1AM
- Fast Casual like other restaurants nearby
- Applicant does not indicate how license is directly connected by priority to sell alcohol / can sell Mac N Cheese without the liquor license

BUSINESS CHARACTER & EFFECTS

3. Demonstration of Character and Business Experience

- The applicant clearly demonstrates their ability to financially manage the proposed location.
- The applicant clearly provides detailed information related to their business management experience.

4. Potential effects the proposed license may have on surrounding district

- The proposed site is NOT located within 500 feet of a public school or church.
- The proposed site will cohesively fit within the commercial district.
- The proposed site is NOT located near or within proximity to a liquor license of a similar type.
- The proposed site is a complementary use to commercial and office development.
- The proposed site has adequate parking and will not adversely effect traffic flow.

BIZ CHARACTER & EFFECTS COMMENTS

- This is the applicants first restaurant venture & experience in Greater Lansing
- 6 other Class C on premise restaurants in Hannah / Hagadorn
- 729 FT to MSU's Campus
- 500 FT+ to MSU Music school
- Parking enforced at Hannah / Hagadorn

KNOWN RESTRICTIONS

5. Known restrictions of the applicant

- Applicant has previously had a liquor license revoked or not renewed in Michigan?
- Applicant is a co-partner or partnership where not all members would qualify to hold a liquor license.
- Applicant is a corporation where not all members would qualify to hold a liquor license.
- Applicant is convicted of a crime punishable by death or imprisonment in excess of one year, a crime involving dishonesty, theft, false statements, or crimes involving alcohol.
- Applicant can not establish that the license will be used in six (6) months after issuance.
- The proposed location does not support commercial zoning, land, or building use.
- Applicant has personal property taxes, real property taxes, or other obligations that are past due owed to the Township.

KNOWN RESTRICTION COMMENTS

MERIDIAN TOWNSHIP LIQUOR LICENSE

REQUEST FOR LIQUOR LICENSE ISSUANCE, TRANSFER, OR RENEWAL CRITERIA

#05-2024 Liquor License Ordinance Reservation of Authority

No Applicant for a License has a right to the issuance of such License to him, her, or it, and the Township Board reserves the right to exercise reasonable discretion to determine who, if anyone, shall be entitled to the issuance of such License.

PROPOSED BENEFITS

6. Proposed benefits to the community continued

- The proposed site would not have an adverse effect on the economic vitality of the Township or the commercial district.
- The applicant has demonstrated a public need or convenience that the proposed liquor establishment will provide.
- The applicant has demonstrated the uniqueness of the proposed location when compared to other existing or proposed liquor establishments.
- The applicant has demonstrated the proposed establishment will be a permanent feature of the Township and further provided evidence of how the issued license will assist in the further investment in the Township.
- The license type of the proposed location will support the redevelopment of a priority area of Meridian Township.
- The licensed establishment will provide additional jobs in a priority redevelopment area of Meridian Township.
- The proposed site will not negatively affect policing or code enforcement activities.

PROPOSED BENEFIT COMMENTS

• Uniqueness does not apply outside of Mac and Cheese. Several businesses with the same license in Hannah/Hagudom

• Not located in PICA (Okemos, Haslett, Mall, Carriage Hills)

REVIEWER ACKNOWLEDGMENT

Date Review Conducted:

November 15, 2024

Reviewer Recommendation:

Criteria focus on redvelpmt of PICA's, not located in or near PICA

I have reviewed the application for liquor license and have provided my recommendation


Employee Signature

11.15.2024

Date

NUMERICAL CRITERION REPRESENTATION

12/22

The value expressed above relates only to the key criteria addressed in the Meridian Charter Township Liquor License ordinance and those presented in the submitted application. The weight given to each item of the criteria identified in the ordinance is intended to be within the sole discretion of the Township Board. An applicant must demonstrate that the proposed business meets the required criteria of the licensing policy.

Application for New or
Transferred Liquor License



Meridian Charter Township
5151 Marsh Road- Okemos MI 48864
571.853.4560

Internal Review Only	
Date Received: <u>10-22-2024</u>	Non-Refundable Fee \$1000
Date Sent to Depts.: <u>10-22-2024</u>	Paid: <u>YES [Signature]</u>
Response PD: _____	Response Fire: _____
Response Bldg.: _____	Response Planning/Zoning: _____
Twp Board Action: _____	Final Action: _____
Circle One Type: <u>Class C</u> SDM SDD Other: _____	
Check One: New <input checked="" type="checkbox"/> Transfer _____	

A Non-refundable fee of \$1000.00 must accompany this application

By filling out this application form in full and attaching the materials requested, you will assist in the efficient review of your application for a liquor license. Please include any additional information or materials you believe will help the Township to review your proposal. This application must bear the signature of the property owner, business representative(s)/authorized ownership interests, and the applicant or applicant's representative (if different than the property owner). Applicants will be notified of incomplete applications.

1. CONTACT INFORMATION

First Name	<input type="text" value="Paul"/>	Last Name	<input type="text" value="Hamby"/>
Address	<input type="text" value="9165 Bristol Rd."/>		
City/State	<input type="text" value="Swartz Creek, MI."/>	Zipcode	<input type="text" value="48473"/>
Phone	<input type="text" value="810-200-9992"/>	Email	<input type="text" value="hammadaddy@yahoo.com"/>

2. LOCATION OF BUSINESS

Business Name/DBA/Legal Name	<input type="text" value="Hamby Family Enterprise LLC. DBA I Heart Mac and Cheese- East Lansing"/>		
Address	<input type="text" value="4790 S. Hagadorn Rd. STE #158"/>		
City	<input type="text" value="East Lansing"/>	State	<input type="text" value="MI"/>
		Zip Code	<input type="text" value="48823"/>

Application for New or Transferred Liquor License



Meridian Charter Township
5151 Marsh Road- Okemos MI 48864
571.853.4560

Parcel ID Number

Circle Liquor License Class Type: Class C SDM SDD Other: _____

Property's Existing Zoning

Property's Existing Use of Parcel

Describe the Street/Road on which the property is situated:

Describe all the Land Uses surrounding the property, including those on each side, behind, and across the street from the property in question:

State the total square footage of each building proposed on the property:

Seating Capacity

Describe the Day-to-Day Operation of the proposed business:

Has there been an application for any other liquor license as this location?

Yes ___ No

If Yes, describe the license type and the date of issuance:

3. APPLICANT INFORMATION- This license will be held by:
- An Individual (Attach copy of any Assumed Name Certificate)
 - A Partnership (Attach a copy of Partnership Certificate)
 - A Corporation (Attach a copy of Articles of Incorporation)
 - A Limited Liability Corporation (Attach a copy of Articles of Incorporation)

Application for New or Transferred Liquor License



Meridian Charter Township
5151 Marsh Road- Okemos MI 48864
517.853.4560

4. **APPLICANT INFORMATION** (Complete for each owner/partner/officer/stockholder/resident agent, etc., attach additional sheets if needed.)

Name

Type of Interest In Business Date of Birth

Driver's License Number

Street Address

City State Zipcode

Cellphone/Business Phone

Email

Have you lived at the same address the last two years? Yes No

If you answered No, list any other residence addresses you have lived in the past two years:

Street Address City

State Zipcode

- 5. **Attach** a copy of the applicant's driver's license
- 6. If the Licensed Premise is to be located in a proposed/existing building for which site plan approval has not been obtained, **Attach** a conceptual plan showing proposed building elevations, floor plans, seating arrangements, site dimensions and parking areas ,
- 7. **Attach** a preliminary site plan drawing, showing the relationship of the proposed or existing building to the surrounding property and uses, including proposed parking facilities and lighting. An Architect's rendering or a clear photograph of the building must accompany the preliminary site plan.
- 8. **Attach** a statement as to the Applicant's experience in owning, managing, operating, and/or financing this type of business or any related business, including previous business references.
- 9. **Attach** a statement demonstrating that the proposed location and operation methods will not detrimentally and unreasonably impact nearby property owners, businesses, and residents.
- 10. **Attach** a statement and supporting documentation providing evidence that the Applicant is financially capable of meeting the obligations and business undertaking of which the license is to be issued.
- 11. **Attach** information and documentation of any previous License application(s) to the Michigan Liquor Control Commission, License history, and denial history of the Applicant and any affiliate as possible.
- 12. **If this application involves the transfer of a Class C Liquor License within three (3) years of its original date, a copy of the executed and binding contract for the buy/sell of the License and or the business for review must be attached.**

Application for New or Transferred Liquor License



Meridian Charter Township
5151 Marsh Road- Okemos MI 48864
517.853.4560

13. PROPERTY OWNER

Name Eyde Hannah Plaza, LLC
Date of Birth n/a Driver's License No.
Street Address 300 S. Washington Sq. Suite 400 City Lansing
State Mi Zipcode 48933 Cellphone/Business Phone 517-903-3933
Email propertymanagement@eyde.com

14. BUSINESS HISTORY

Does the Applicant currently hold any other Liquor License? Yes No

If Yes, circle the License type: Class C SDM SDD Other: _____

Business Name and Business ID# Hamby Family Enterprise LLC. DBA I Heart Mac and Cheese- East Lansing

Year the License was issued 2023

Street Address 9165 Bristol Rd. City Swartz Creek

State MI Zipcode 48473

Has the Applicant previously held any other Liquor License? Yes No

If Yes, list the Business Name: _____

Year the License was obtained: _____

Street Address _____ City _____

State _____ Zipcode _____

Has the Applicant ever had a Liquor License suspended or revoked? Yes No

If Yes, circle the license type: Class C SDM SDD Other: _____

If Yes, list the Business Name: _____

Business Name and Business ID# _____

Street Address _____ City _____

Year the License was revoked: _____



15. VIOLATION HISTORY

Has Applicant/Partner/Officer/Manager/Resident Agent been convicted of: (attach additional sheets if necessary)

- A felony
- Operating under the influence of Liquor or a controlled substance
- Operating with an unlawful bodily alcohol level
- Operating while intoxicated
- Operating while visibly impaired
- Selling/furnishing alcohol to a person under 21

Name	Date of Conviction	Arresting Agency	Nature of Offense	Punishment(not including fines/costs)
NO- N/A				

Does the Applicant/Partner/Officer/Manager/Resident Agent have a permit to carry a concealed weapon?

Yes No

Do you plan to keep a weapon on the premises? Yes No

16. RELEVANCE TO COMMUNITY & DEVELOPMENT GOALS

Describe what you believe are the overall benefits the proposed establishment will provide to Meridian Township that are unique, attractive, enhancing, and supportive of the economic development strategies of the community.

Offering a wide selection of food choices to the Vegan and Gluten free customers that we have in our community. Our hours of operation may vary due to the demand and seasons, but our plan is to have operating hours as follows: Sunday - Wednesday 11 a.m. to 11 p.m. Thursday- Saturday from 11 a.m. to 1 a.m. This will allow our customers who work late or have late classes additional options for getting dinner. We will be participating in the local Chamber of Commerce which will allow us to continue to support other local businesses in the community. Also, supporting the local schools with events, and fundraisers to help the kids with various programs.

**Application for New or
Transferred Liquor License**



**Meridian Charter Township
5151 Marsh Road- Okemos MI 48864
517.853.4560**

Describe how the proposed establishment will provide a unique experience that other liquor license holders in Meridian Township, do not currently provide.

Our I Heart Mac and Cheese restaurant will offer a unique dining experience that stands out from other establishments in Meridian Township because unlike traditional restaurants, we specialize in customizable mac and cheese dishes, allowing customers to create their perfect meal with a variety of cheeses, proteins, and toppings. Our fast-casual dining environment combines comfort food with a modern twist, featuring a vibrant and welcoming atmosphere. Additionally, we will offer a selection of craft beers and unique cocktails that pair perfectly with our mac and cheese creations, providing a distinctive culinary and beverage experience that is not currently available in the township. This adds an extra layer of enjoyment for our guests, making our restaurant a go-to spot not just for great food, but for a fun and memorable night out.

List the number of Full-time employees the establishment will hire

List the number of Part-time employees the establishment will hire

Describe what efforts will be made to hiring local contractors, local employees, etc. to support your business

The construction for this project is managed by a local general contractor. From the beginning of this project, local contractors have been essential to this project. Key tasks such as framing, plumbing, heating, and cooling, electrical work, flooring, and other carpentry tasks has been completed by local contractors. While some minor tasks required external assistance, we are proud to have kept most of the work within the local community. We are committed to advertising for local employment to support the community by keeping money and jobs within the area. Aside from the owners who live outside the region, our focus is on supporting local employment and providing opportunities for internal promotion to foster continued growth.





17. CERTIFICATION OF APPLICATION & MATERIALS

- I/We, the undersigned applicant(s), give permission to three Officials of the Charter Township of Meridian and its Consultants to enter the property that is the subject of this Application for the purposes of inspection to review and verify the information on the application. An inspection of this type will only occur during business hours and will include only entry into a building upon a mutually agreeable arrangement with the applicant and/or property owner.

- I/We, the undersigned applicant(s), have read and understand each and every provision and requirement of the **Meridian Charter Township Code 2024-05** regarding the regulation of sales of liquor in the Township; and I will provide such other information that the Township requests and deems necessary, in its reasonable discretion, to discover the truth of the matters required to be set forth in this application or required by Township Ordinances.

- I/We, the undersigned applicant(s), hereby swear that all of the statements, answers and information I have provided as part of this application are true, accurate and complete to the best of my knowledge. And I/we understand and acknowledge that any falsehoods or misrepresentation contained in such statements, answer or information can, among other things, be the cause of denial of the requested license and cause for the revocation of any license issued to the applicant under Chapter Six (6) of the Meridian Township Code.

- I/We, understand and agree that adult entertainment will not be permitted in the establishment. Adult entertainment includes but is not limited to, nudity, nude dancing, lap dancing, topless dancing, wet t-shirt contests, or any actual or simulated sexual acts. I understand and agree that permitting adult entertainment in the establishment is grounds for the Township to request that the State revoke any liquor license issued for the establishment.

- I have additional attachments to supplement the Application

18. OATH

I/We, swear and affirm that if this application is granted and a license is issued, I will not violate any applicable laws or ordinances of the State of Michigan, County of Ingham, or Charter Township of Meridian in the conduct of business.



Application for New or Transferred Liquor License



Meridian Charter Township
5151 Marsh Road- Okemos MI 48864
517.853.4560

AUTHORIZED SIGNATURES

Paul Hamby
APPLICANT SIGNATURE

Paul Hamby 10-18-24
APPLICANT NAME PRINTED DATE

Amanda King
Notary Public State of Michigan
Acknowledged before me on October 18, 2024
In Genesee County, Michigan
My Commission Expires: July 20, 2027
Acting in Genesee County, Michigan

AMANDA KING
Notary Public, State of MI
GENESEE COUNTY
My Commission Expires July 20, 2027
Acting in the County of Genesee

[Signature]
PROPERTY OWNER SIGNATURE (IF APPLICABLE)

Nathaniel Eyde Authorized Agent for Eyde Hankh Plaza, LLC
PROPERTY OWNER NAME (IF APPLICABLE) DATE

Jason Goldie
Notary Public State of Michigan
Acknowledged before me on October 21, 2024
In LIVINGSTON County, Michigan
My Commission Expires: August 30, 2027
Acting in Ingham County, Michigan

JASON G. GOLDIE
NOTARY PUBLIC - STATE OF MICHIGAN
COUNTY OF LIVINGSTON
My Commission Expires August 30, 2027
Acting in the County of Ingham



Form Revision Date 02/2017

ARTICLES OF ORGANIZATION
For use by DOMESTIC LIMITED LIABILITY COMPANY

Pursuant to the provisions of Act 23, Public Acts of 1993, the undersigned executes the following Articles:

Article I

The name of the limited liability company is:

HAMBY FAMILY ENTERPRISE, LLC

Article II

Unless the articles of organization otherwise provide, all limited liability companies formed pursuant to 1993 PA 23 have the purpose of engaging in any activity within the purposes for which a limited liability company may be formed under the Limited Liability Company Act of Michigan. You may provide a more specific purpose:

To operate this business in accordance with the State of Michigan requirements, and to follow the rules and regulations set forth by the Franchise and Franchisee. To sell Food, Alcohol & Store Merchandise in accordance with sales in the state of Michigan. to Advertise and Market promotional items.

Article III

The duration of the limited liability company if other than perpetual is:

Article IV

The street address of the registered office of the limited liability company and the name of the resident agent at the registered office (P.O. Boxes are not acceptable):

1. Agent Name: PAUL HAMBY
2. Street Address: 9165 BRISTOL RD
Apt/Suite/Other:
City: SWARTZ CREEK
State: MI Zip Code: 48473

3. Registered Office Mailing Address:
P.O. Box or Street Address: 9165 BRISTOL RD,
Apt/Suite/Other:
City: SWARTZ CREEK
State: MI Zip Code: 48473

Signed this 4th Day of January, 2023 by the organizer(s):

Signature	Title
Paul Hamby	Organizer

By selecting ACCEPT, I hereby acknowledge that this electronic document is being signed in accordance with the Act. I further certify that to the best of my knowledge the information provided is true, accurate, and in compliance with the Act.

Decline Accept

MICHIGAN DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
FILING ENDORSEMENT

This is to Certify that the ARTICLES OF ORGANIZATION

for

HAMBY FAMILY ENTERPRISE, LLC

ID Number: 802966670

received by electronic transmission on January 04, 2023 *, is hereby endorsed.*

Filed on January 06, 2023 *, by the Administrator.*

The document is effective on the date filed, unless a subsequent effective date within 90 days after received date is stated in the document.



In testimony whereof, I have hereunto set my hand and affixed the Seal of the Department, in the City of Lansing, this 6th day of January, 2023.

Linda Clegg

*Linda Clegg, Director
Corporations, Securities & Commercial Licensing Bureau*

Statement of Business Experience and Plan:

Included in the following packet is our business plan for this location, detailing how our experience and management will be used to support this operation. A hands-on approach at this location is essential to setting us up for success and expansion with additional locations. While we aim to make this location exemplary, it will also serve as the flagship for our franchise in the State of Michigan. Any future locations opened in Michigan will use this site for training before launching their operations.

Business Plan

Paul Hamby

Mindy Hamby

I ♥ mac & cheese™
and more

“Create memorable experiences with exceptional customer service, highest quality product in a clean environment with integrity and trust to every customer every day.”

Overview

Now that the pandemic has ended, we have seen a consumer shift in behavior as customers have turned to quick service restaurants (QSR) enjoying fast food and the quality many concepts deliver every day. QSRs have demonstrated how to shine due to lower price points and continued investments in takeout, drive-thru, and delivery services. Consumers are slowly making it back into restaurants to dining in but the demand for touchless ordering and easy to order meals that are quick to order and carry out continue to grow.

THE BRAND

I Heart Mac & Cheese is a fast-casual concept specializing in customizable, made-to-order macaroni and cheese bowls and grilled cheese sandwiches. Also, on the menu are lifestyle choices with quinoa, broccoli, or cauliflower bowls, as well as gluten-free pasta. In 2019, the brand unveiled a new vegan menu featuring plant-based options through an official partnership that was launched with Beyond Meat®. Any of the mac and cheese combinations can be turned into a sandwich as well, thus appealing to almost every consumer.

The menu combines award-winning recipes resulting in a grown-up approach to this classic childhood dish. Guests in search of an easy-to-eat treat can enjoy the brand's newest menu item, Mac Bites, that are baked, bite-size portions perfect to eat while you are on the go in flavors like Classic, Pepperoni Pizza, Lobster and Buffalo Chicken. I Heart Mac & Cheese currently operates corporate locations in Florida at Pembroke Pines, Jupiter, and Boca Raton. In 2017, the company launched its franchising program nationwide and has open and operating franchisee locations in Florida, New York, Georgia, Texas, and Indiana. Additional locations are slated to open in Alabama, Arizona, California, Colorado, Florida, Georgia, Illinois, Massachusetts, New Jersey, New York, North Carolina, South Carolina, and Texas.

I Heart Mac & Cheese has been named #6 "Best Fast Casual Restaurant" in the USA TODAY 10 Best 2020 Reader's Choice Awards. Voted on by people from across the United States, the company earned the sixth-place spot thanks to its grown-up approach to mac & cheese and diverse menu with cheesy and healthy options for everyone.

Has also received other accolades within the last few years. The innovative company was recently recognized by QSR Magazine's "40/40 List for 2020: America's Hottest Startup Fast Casuals", and in 2019, I Heart Mac & Cheese was ranked by Entrepreneur Magazine as one of the top new franchise opportunities.

Meet The Owners

Paul Hamby:

I have been an ICU Nurse for over 20 Years and have been in the food industry for 15 years. I was in the United States Navy and used my military funding to go back to school and earn 5 college degrees. I earned my nursing degrees from Mott Community College and Ferris State University, and Electronics degree from the University of Phoenix, and then 2-MBAs from Northeastern University. I continued nursing but opened an Insurance Agency that I have agents selling at and it is continuing to grow. I have been able to become members of Different Chambers of Commerce and have close working relationships with several Hospital that have been waiting for me to open. I have had management experience in the Restaurant industry from Dominoes Pizza, and Ryans' Family Steak House, to bartending and serving experience at Chi-Chi's, Don-Pablo's, Chili's, Outback Steak House, and an old Smokey's Little BBQ. I also had Management experience in running a trucking company that handle GM cargo that had 22 Semi- truckers and over 60 Drivers that were responsible for 2 million dollars in cargo per shipment which was \$132,000,000 /week & \$528,000,000/month that if not delivered we were financial liable for that we never missed a delivery and never fined. I believe my experiences and networking abilities will be valuable in making I Heart Mac & Cheese very successful. I have great leadership skills, knowledge, and a strong work ethic to grow the business and protect the brand. Creating a culture that will make all employees feel welcomed and appreciated to be part of IHMAC.

I met my wife while working at the hospital and we would always be working and we never got to enjoy time together or with the kids because of the long 16 hour shifts or separate scheduled days that we would work. This Franchise opportunity was a way we could have that and spend time together as well.

Mindy Hamby:

I have extensive experience in Nursing for the past 12 years and Management experience in the hospital and Retail industry at different clothing stores. I have had a few years' experience in the food industry as I worked as a waitress at Ponderosa and other Coney Island restaurants while I was in school. I went to the University of Michigan where I earned my Bachelor's degree in Nursing and started off as a nurse at Hurley Medical Center where I have been for the past 12 years. The past few years I have been in the management role on a fast paced Hybrid unit that handle Intensive care patients and when they get better they are considered Step-down appropriate patients. I managed over 20 caregivers at a time and additional float staff that comes onto our unit. Having the experience to read and judge a situation and dealing with patients and family members is all customer service and knowing how to handle a situation under fire and maintain yourself in a cool and calming manner will only help when it comes to dealing with staff members and customers.

I was able to meet my husband there and we are both looking forward to starting this journey together. But working long shifts and opposites schedules have made it hard to find time for the family. Our goal is to grow our portion of the franchise into our own small network of restaurants. Our mission is to have at least 10 stores opened in the most popular cities across Michigan.

Management Team

At our first restaurant, Paul and Mindy, will have a daily presence and involvement in the everyday operations of the business. We will be sharing the role as general manager until we can groom or find someone that we can train and trust as the store continues to grow. It is important that a chain of command is in place and that the employees feel that they know who they can go to and also know they have a go to person if they ever have any questions, this helps the team build consistency. We will have another manager so we can develop them to be able to take over as general manager when we open more restaurants. The selection of key associates to become trainers to help train new staff members is crucial to the success of the restaurant. As we start to grow Mindy's focus will turn to the operations side of the business and be our Operational Owner-Director so she can manage the managers at the stores as we open up new stores. Paul will become the Area Developer for the franchise I Heart Mac and Cheese and will focus on the franchise growth for the entire state of Michigan and coordinating trainers from our stores to help assist in opening new stores across Michigan. Any new franchise partner for the company will be vetted through Paul as the Developer for Michigan. Having the infrastructure in place will be important to the success and growth of the Hamby Family Enterprise, LLC, dba I Heart Mac and Cheese.

Restaurant Development

Our first restaurant that we will open will be in East Lansing across the street from Michigan State University. This will be in Hannah Plaza that has been a solid plaza in the community for students at the university & the people & businesses in the surrounding community. The 2200 square foot building is visible from Hagedorn Rd which is the main busy street in that location. In the plaza there are popular locations such as Jimmie Johns, Powerhouse Gym, Pizza House & we are near Sparrow Hospital & Whole foods market. Great location for the University crowd because is walking distance from the university and surrounding apartments and businesses & shuttle point to the stadium for football season.

Marketing

IHMAC is a new concept in our area. I have been involved in many local marketing initiatives that have been highly successful. Besides the required national advertising campaigns established by corporate IHMAC will be aggressive with the following programs.

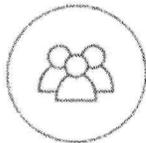
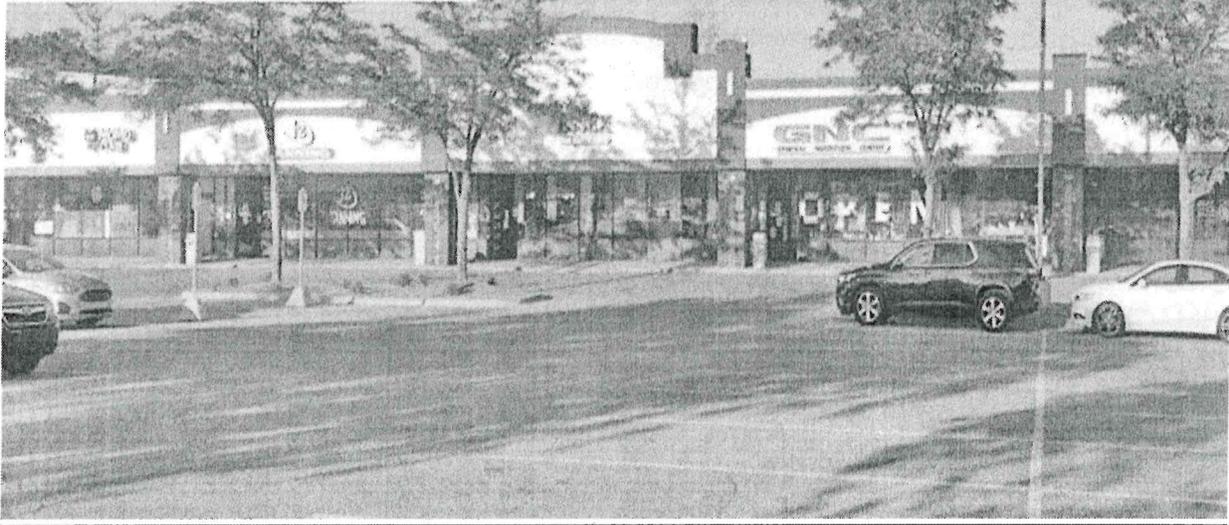
- Online social media presence.
 - Facebook
 - Instagram
 - Twitter
 - Tik Tok
- Direct Mailers
- Local Radio & Billboards
- Digital Billboards includes the use of Geo-targeting services.
- Local community Involvement
 - Sponsor local sports teams.
 - Sponsor educational events with local schools as well as trying to get sponsorship at the MSU university as well.
 - Fundraisers in restaurants with company match %.
 - Chamber of Commerce Member
- Face to face marketing working with Apartment complexes, churches, and hospitals & other local businesses.

Hanna Plaza info/ Demographics

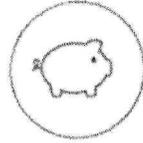
Hannah Plaza
4790 & 4750 Hagadorn Rd
East Lansing, MI

Suites from 1,449 SF up
to 13,897 SF

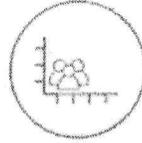
Accelerating success.



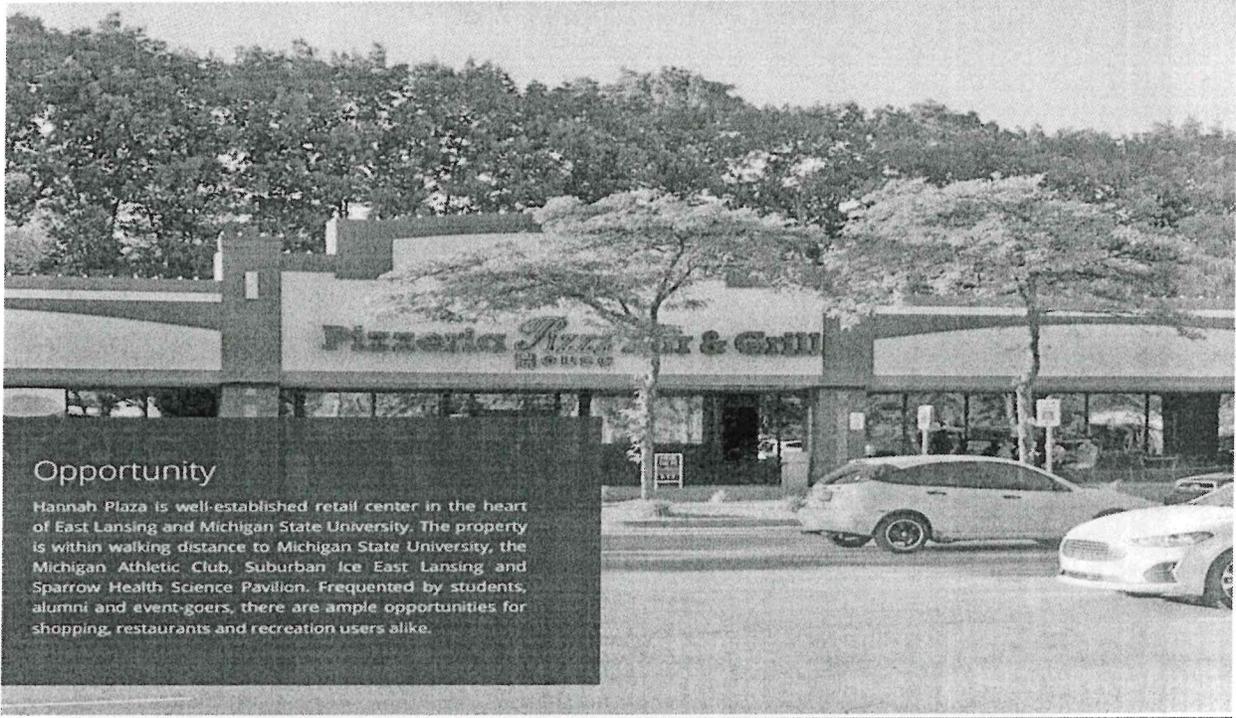
2022 Population
(1 Mile) 13,361
(3 Mile) 71,696
(5 Mile) 145,693



Avg Income
(1 Mile) \$58,754
(5 Mile) \$99,296
(5 Mile) \$89,716

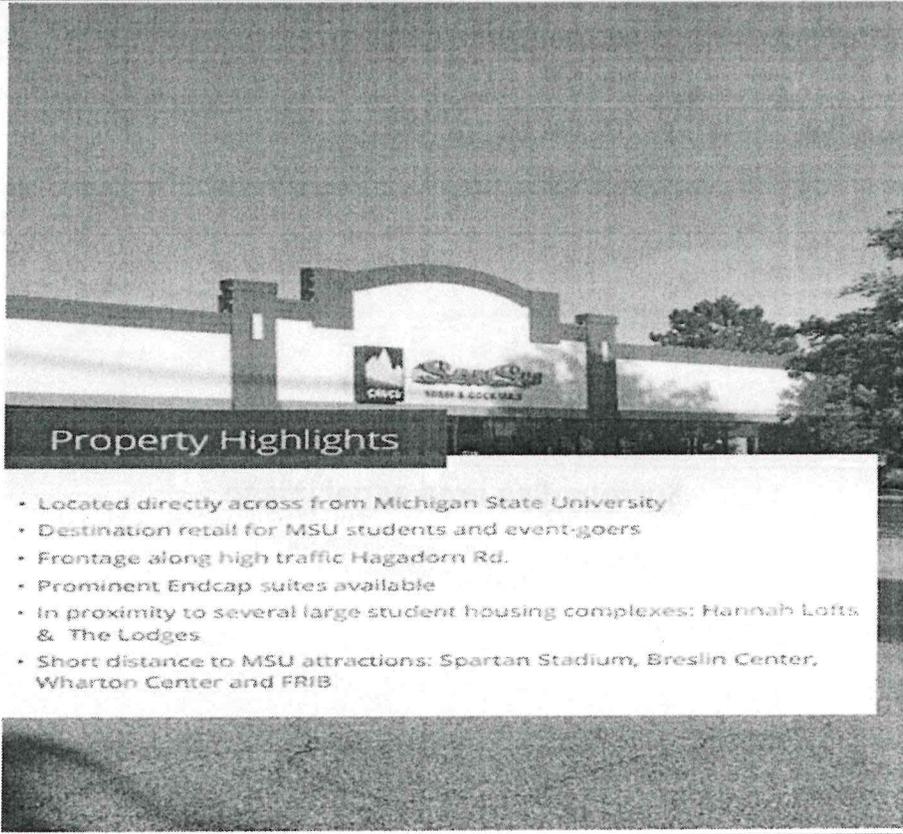


Median Age
(1 Mile) 22.3
(3 Mile) 24.4
(5 Mile) 29.0



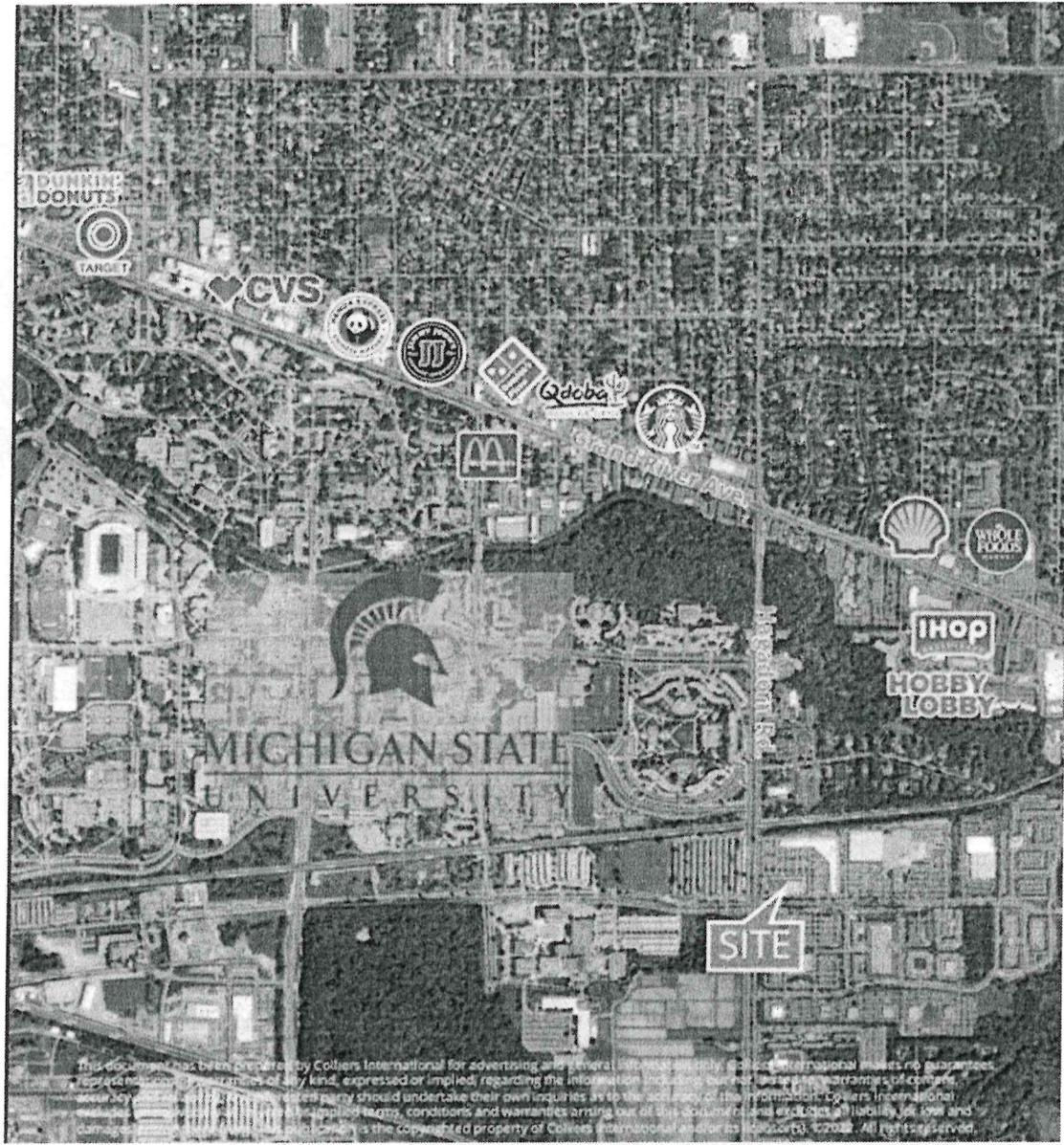
Opportunity

Hannah Plaza is well-established retail center in the heart of East Lansing and Michigan State University. The property is within walking distance to Michigan State University, the Michigan Athletic Club, Suburban Ice East Lansing and Sparrow Health Science Pavilion. Frequenting by students, alumni and event-goers, there are ample opportunities for shopping, restaurants and recreation users alike.

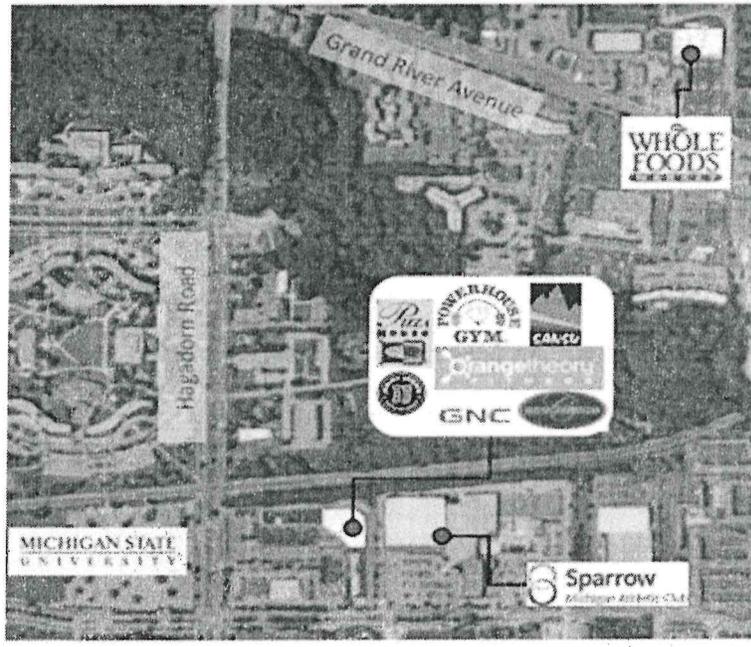
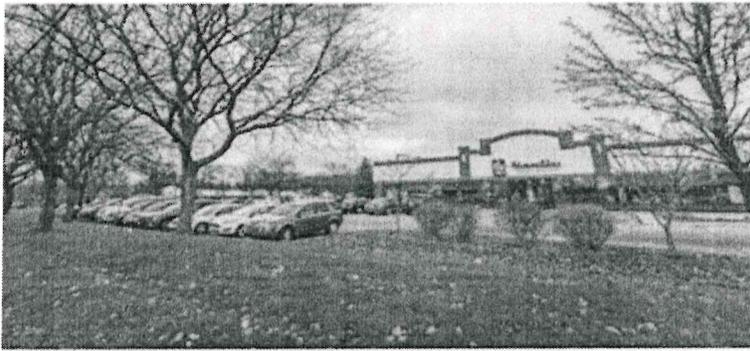


Property Highlights

- Located directly across from Michigan State University
- Destination retail for MSU students and event-goers
- Frontage along high traffic Hagadorn Rd.
- Prominent Endcap suites available
- In proximity to several large student housing complexes: Hannah Lofts & The Lodges
- Short distance to MSU attractions: Spartan Stadium, Breslin Center, Wharton Center and FRIB



Surrounding area aerial image



Other Plaza Pictures

Statement of the undamaging effects to local business and residents:

The proposed location at Hannah Plaza is strategically situated in a centralized shopping area that will attract patrons from both the surrounding community and the student body of Michigan State University. Our franchise, I Heart Mac and Cheese, offers a unique menu that does not directly compete with other businesses in the vicinity. Unlike other restaurants in the plaza and surrounding areas, our establishment specializes in a distinct category of food selection and preparation, thereby avoiding any direct conflict with existing businesses. I Heart Mac and Cheese will enhance the local community by offering a unique dining choice in a Quick Service Restaurant (QSR) format. Other dining establishments in the area predominantly offer sit-down services or run as bars or taverns. Our QSR model differentiates us, ensuring that our presence will not negatively affect nearby businesses. Instead, our restaurant is poised to support the community and attract new customers, potentially helping neighboring establishments. For residents living in nearby apartments and students residing in dormitories, our restaurant will offer an additional choice for both dine-in and take-out options. Our extended hours of operation will be helpful for students with late classes and residents with long work shifts, as we will be open later than most surrounding businesses. This ensures that we remain accessible and ready to serve the community during hours when other dining options may not be available. This approach underscores our commitment to contributing positively to the local economy and supporting the community by offering a unique dining experience without detrimentally impacting nearby property owners, businesses, and residents.

Statement of Financial Capability to have a restaurant with a Class-C

The financial stability of this restaurant franchise venture, which will operate under a Class-C license, is firmly established. Funding for this franchise and its operations has been secured through The Dart Bank, a reputable local bank that adheres to stringent guidelines and approvals set by the Small Business Administration (SBA). This two-year project is nearing completion and is ready to open. The SBA-backed loan program ensures that we meet all federal and state requirements for financial stability. This loan has been specifically obtained to support the establishment and growth of the I Heart Mac and Cheese franchise. The strategic location in Hannah Plaza, coupled with the Class-C license, will help the franchise's growth and expansion, enabling us to strengthen our financial position and continue to expand. Included with this statement is a copy of the SBA loan documentation from The Dart Bank, providing evidence of our financial stability and capability to meet the obligations and business undertakings associated with the issuance of the license.



TO: Township Board

FROM: Neighborhood & Economic Development Director Amber Clark

DATE: December 17, 2024

RE: Meridian Township Youth Commission Establishment

At the August 20, 2024, Township Board meeting, Suchir Nagisetty proposed to the Township Board the idea of a Youth Commission to engage the youth of Meridian Township to provide better access, inclusivity, and perspectives of the second largest population of our community. In several forms, Meridian residents aged 55+ have access to the Township Board through commissions, programming, and assistance. Few Township commissions focus specifically on the youth population of the Township. The Township Board expressed interest in the pursuit of establishing a Youth Commission in Meridian Township.

At the direction of the Board, staff researched local Youth Commissions that are currently functioning in East Lansing and the City of Jackson. In both instances, the local unit of government adopted a resolution and established an ordinance to create a Youth Commission/Council in their communities. The established Youth Commissions settled on member quorums 9-12, and in both cases, their youth committees are not at full capacity. It is the recommendation of staff to establish the Meridian Township Youth Commission with 7 members, youth aged 14-19 that live in the boundaries of the Township or attend a school in the boundaries of the Township.

Meridian Township is home to two (2) national exemplary schools that rank highly in college course preparation. Students at both Haslett and Okemos public schools will participate in SAT prep and SATs; both to align their potential entry to a major university. Commonly, students of Haslett and Okemos are encouraged to participate in co-curricular and extracurricular activities that support their entry to college or other post-K-12 institutions to assist them in entering the workforce. This is a highly stressful, time-consuming period of their lives. Noting the lack of a full quorum in both East Lansing and Jackson, it is apparent that there are difficulties in engaging the youth to join the Commission -- specifically related to time consumption, considering the various organizations and activities of a school-aged person 14-19. Included in the resolution for adoption is the option for the Township Board to provide monetary compensation, should they desire to incentivize participation. Evening activities through sports, clubs/organizations, employment, and family are all competing for our youth's attention. These competing factors may keep youth from joining the Meridian Township Youth Commission. A secondary recommendation is to work with the superintendents of the schools to see if participation in the Youth Commission may count toward course credit. Youth may find this an appealing option to progress on their personal goals while fulfilling the Township's goals through the Youth Commission.

Other Considerations:

- For the Youth that are not of driving age, what steps can the Board take to ensure transportation can be provided? Will the ability to have individual transportation be a deciding factor in participation?

- Are there local Youth Committees/Civic programs in existence that we can collaborate with? YMCA has a local youth civics program?
- Key Club/Kiwanis/Club organizations that require a number of volunteer hours may be interested in collaborating with the Township.
- Will the Board require parent consent? Same PSA Application as the other Boards/Commissions?
- What Department, Departments, will this commission report to or be staffed by?
- What steps will the current Youth Commission members take to mentor younger students to maintain a fresh collection of interested bodies for the committee?

Today, this item is presented to the Board as a discussion regarding the Youth Commission, its establishment, and other parameters they would like to see regarding the creation of the Commission. The Board may wish to discuss engagement, strategy for participation, and coordination with educating partners. Final adoption will include establishing a new ordinance.

MOTION: There is no particular motion at this time. Staff presents this information to the Board to derive a better understanding of their expectation of a Youth Commission. At a future meeting, staff will bring back to the Board a formal recommendation for establishment.

Attachments:

1. Resolution to Establish Youth Commission of the Charter Township of Meridian
2. Ordinance to Establish Youth Commission of the Charter Township of Meridian

RESOLUTION TO ESTABLISH YOUTH COMMISSION OF THE CHARTER TOWNSHIP OF MERIDIAN

At a regular meeting of the Township Board of the Charter Township of Meridian, Ingham County, Michigan, held at the Township Hall Room located at 5151 Marsh Road, Okemos, Michigan on the ____ day of January, 2025 at 6:00 pm local time.

PRESENT:

ABSENT:

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

WHEREAS, the Charter Township of Meridian is a Prime community of approximately 43,000 residents comprised of two unincorporated villages named “Haslett” and “Okemos”, each of which provides exemplary education to the student populations that reside within the school district boundaries; and

WHEREAS, the Meridian Charter Township Board has the desire to enhance opportunities for engagement, synergy, and collaboration with the student populations that represent our community; and

WHEREAS, a Meridian Township student, Suchir Nagisetty addressed the Township Board on August 20, 2024, and bravely presented that the community’s youth don’t have an avenue to express their desires, interests, and concerns with the Township Board, specifically regarding issues that directly impact their lives and futures. Suchir Nagisetty detailed that a Youth Commission could create an open and safe platform for youth ages 14-19 to engage directly with the Township Board and eliminate the large gap in communication between these age groups with the Township Board; and

WHEREAS, the Township Board after the presentation by Suchir Nagisetty discussed the establishment of a Youth Commission in Meridian Township. The Township Board directed the Township Manager to investigate the parameters of forming a Youth Commission in the Township, and to bring forward the required elements to establish one in Meridian Charter Township; and

WHEREAS, Staff have researched youth commissions across the state and the Township Board may establish a youth commission through resolution and adoption of a Township ordinance as all other Township Boards have been enacted; and

WHEREAS, the Meridian Charter Township Board desires to establish a Youth Commission to make advisory recommendations to the Township Board and the various Township departments concerning the needs and experiences of the youth population of Meridian Charter Township. The Youth Commission will encourage diversity, adaptability, progression, and collaboration with the younger population of the community, and provide a direct pathway of communication of the youth of the community to the Township Board; and

NOW THEREFORE, BE IT RESOLVED BY THE TOWNSHIP BOARD OF THE CHARTER TOWNSHIP OF MERIDIAN that the Township Board hereby introduces for publication and subsequent adoption

CHARTER TOWNSHIP OF MERIDIAN, INGHAM COUNTY, MICHIGAN
YOUTH COMMISSION
ORDINANCE NO. _____

At a meeting of the Township Board of the Charter Township of Meridian, Ingham County, Michigan, held at the Meridian Municipal Building on _____, 2025, at 6:00 p.m., Township Board Member _____ moved to introduce for first reading and subsequent adoption the following Ordinance, which motion was seconded by Board Member _____:

An Ordinance to amend Chapter II, Article VI of the Charter Township of Meridian, Code of Ordinances to establish a Youth Commission in the Charter Township of Meridian, County of Ingham, Michigan.

THE CHARTER TOWNSHIP OF MERIDIAN, INGHAM COUNTY, MICHIGAN ORDAINS:

SECTION 1. AMENDMENT TO CHAPTER 2, ARTICLE VI, TO ADD A DIVISION TO ARTICLE VI. Chapter 2, Article VI, Boards, and Commissions, to establish the Youth Commission of Meridian Charter Township.

SECTION 2. YOUTH COMMISSION INTENT AND PURPOSE

The purpose of the Youth Commission is to engage the youth of Meridian Charter Township by actively involving them in the functions of municipal governance. The youth council will encourage diversity and adaptability of government through younger perspectives and help formulate plans for long-term community success.

SECTION 3. YOUTH COMMISSION CREATION

There hereby, is created and established a Youth Commission of Meridian Charter Township.

SECTION 4. YOUTH COMMISSION MEMBERSHIP, APPOINTMENT, QUALIFICATION, TERM OF OFFICE

1. The Youth Commission shall consist of no less than 7 members.
2. The term of office for each member of the Youth Commission shall be one year from appointment by the Meridian Township Board, through the recommendation of the Township Supervisor.
3. Members of the Youth Commission must be aged 14-19, a resident of the Charter Township of Meridian, and/or attend a local school within the boundaries of the Township.

SECTION 5. VACANCIES

When a vacancy occurs due to removal, resignation, or other cause, such vacancy shall be filled for the unexpired terms by an appointment by the Meridian Township Board, with the recommendation of the Township Supervisor.

SECTION 6. ABSENCES/ATTENDANCE

CHARTER TOWNSHIP OF MERIDIAN, INGHAM COUNTY, MICHIGAN
YOUTH COMMISSION
ORDINANCE NO. _____

The membership of any voting member of the Youth Commission shall be terminated if that person is absent without notification to the commission chair for four regular meetings of the Youth Commission during their year term of office.

SECTION 7. SELECTION OF OFFICERS

At the first meeting after the Youth Commission is appointed, and annually thereafter at its first meeting of each calendar year, the Commission shall organize by selecting one member to be the Chair, one member to be the Vice-Chair and a secretary, who need not be a member of the Youth Commission shall be selected. A vacancy in any such office may be filled at any time during such year by action of the remaining members of the Youth Commission.

SECTION 8. COMPENSATION

Members of the Youth Commission may be compensated at a rate to be determined by the Township Board. Such rate of compensation, if any, shall be established and may be revised from time to time by resolution of the Township Board.

SECTION 9. RULES, PROCEDURES, QUORUM, SUBJECT TO OPEN MEETINGS ACT

1. The Youth Commission shall adopt rules of procedures with respect to its meetings and shall keep a record of its proceedings.
2. Five voting members of the Youth Commission shall constitute a quorum for the transaction of business.
3. The Youth Commission shall be subject to the Open Meetings Act, and Township staff shall assist in the proper posting of all public meetings.

SECTION 10. MEETINGS

Meetings of the Youth Commission shall be held at least once a month.

SECTION 11. ADVISORY BOARD TO MERIDIAN CHARTER TOWNSHIP BOARD

The Youth Commission shall act as an advisory Board to the Meridian Charter Township Board and shall either upon its own initiative or upon the specific request of the Township Board or Township Staff, conduct research and make recommendations directly to the Township Board in an advisory capacity as to those matters pertaining to the activities or needs of the youth of Meridian Township.

SECTION 12. POWERS AND DUTIES OF THE YOUTH COMMISSION

The Youth Commission may make recommendations to the Township Board or Township staff concerning the needs and desires of the youth population, the appropriate means by which public and private agencies collaborate to address those needs, and possible solutions to address those needs. All programs, and activities of the Youth Commission shall be sent to the Township Board, and Township Human Resources department for review. Any advisory action of the Youth Commission shall be presented formally to the Township Board by either way of communication or presentation. The duties of the Youth Commission shall include, but are not limited to:

CHARTER TOWNSHIP OF MERIDIAN, INGHAM COUNTY, MICHIGAN
YOUTH COMMISSION
ORDINANCE NO. _____

1. Serve as a communication conduit between the Township Board and the Township's Youth population;
2. Encourage greater education of local governance, civics, and municipal operations;
3. Develop programming to combat specific gaps in coordination between the Township's local government and the youth population;
4. Develop programs to reduce youth violence, increase youth mental health, combat discrimination, and encourage compassionate cooperation;
5. Raise funds for programs that support the overall health and betterment of Meridian Township youth aged 14-19;

Address other issues affecting the youth of Meridian Charter Township while collaborating with community partners.



To: Board Members
From: Supervisor Scott Hendrickson
Date: December 17, 2024
Re: Appointment of Supervisor Pro Tem

Over the past several years, the Board has recommended naming a Supervisor Pro Tem in advance to simplify the process of chairing the Board Meetings in case one is needed. The original proposal was to make one year appointments and rotate it through the Trustees.

It is time to appoint someone to act as Supervisor Pro Tem in for 2025.

MOTION: I move that the Board appoint, through December 31, 2025, Trustee Marna Wilson to act as Supervisor Pro Tem at any meeting of the Township Board wherein the Supervisor is absent and may act with the statutory authority of Township Supervisor, when specifically delegated that authority by the Supervisor in writing.



To: Township Board Members

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

Date: December 12, 2024

Re: 2025 Township Goals

The Township Board has annually set goals for the upcoming year, covering a variety of topics. At the November 23rd Special Board Meeting, the 2024 Top 5 Goals were discussed, along with potential changes/additions/updates for 2025. In reviewing the discussion from the special meeting, six topics were mentioned the most: Roads, Public Safety, Environment, Economic Development, DEI/multiculturalism, and the Senior Community Center.

Staff has developed the following big picture goals for 2025 and would welcome discussion on them. Additionally, a summary of the discussion from the Special Meeting on the 23rd follows.

2025 Goals

Engage our multicultural community while telling our story better as a forward-thinking organization.

Provide exemplary service to the community while actively soliciting collaboration from citizens, volunteer boards, commissions, authorities, and regional partners to strengthening the connection between the staff, Board, community, and region.

Continue to lead the way in implementation of environmentally friendly and sustainable policies and infrastructure for public and private projects throughout the Township.

With a focus on the Master Plan's identified Redevelopment Areas (PICAs), enhance our standing as a prime location to develop, own, and operate a business.

Following the Senior/Community Center Task Force's recommendation in Spring 2025, continue to move towards construction of a new facility, starting in late 2025 or early 2026.

Invest and plan for sustainable, continued replacement of all aging infrastructure in the community.

To reiterate the conversation from the Special Meeting, after these goals are established, Staff will work towards outlining our work in 2025 and how that work will come in under these goals. Additionally, establishing these big picture goals now will allow us to revisit them before the budget kick off process, tying the budgeting and goal setting more directly together, which should lead to more positive outcomes in the future. Staff looks forward to discussing this with the Board and finalizing them at the first meeting in January.

2024 Goal

Enhance Public Safety

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

Board Retreat Discussion

- Better evaluation of public service needs/ is the balance between fire/EMS/police right?
- Keep goals about public safety more esoteric rather than so specific
- Keep public safety goal-#1 item for the public
- Change public safety focus from numbers to studying long term needs
- Public safety value-based goals
- Tell our story better-Roads, Public Safety, Environment, Economic Development, DEI, multiculturalism, SCC-Further understand our community

2024 Goal

Community/Senior Center

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

Board Retreat Discussion

- Keep Senior Center goal
- Senior Community Center (SCC) reword goal
- Big Three: Downtown-roads-SCC

2024 Goal

Citizen Outreach and Enhanced Citizen Communication

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

Board Retreat Discussion

- How do we engage HOAs better?
- Timing of listening sessions
- Coffee hours?
- Remove Communications goal (baked in) (We know how to do it)

- Communications is still important, it is not just listening sessions
- Integrate DEI into Communications?
- Tell our story better-Roads, Public Safety, Environment, Economic Development, DEI, multiculturalism, SCC-Further understand our community
- Improve engagement of existing Communication tools
- How can we continue to improve communication with the public?

2024 Goal

Diversity, Equity and Inclusion

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

Board Retreat Discussion

- Center DEI goal around community rather than staff
- Bake DEI into our fabric-Tell our story better
- Celebrate multiculturalism in Meridian Township-externally focused
- Integrate DEI into Communications?
- Tell our story better
- Accessibility/access as part of DEI
- Idea (adding access) instead of DEI

2024 Goal

Environmental, Infrastructure and Recreational Sustainability

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

Board Retreat Discussion

- Split fifth goal up
- Big Three: Downtown-roads-SCC
- Flesh out environmental sustainability goal
- Tell our story better-Roads, Public Safety, Environment, Economic Development, DEI, multiculturalism, SCC-Further understand our community
- Fleet electrification
- Include all infrastructure, not just roads

Other 2024 Board Retreat Discussion Topics

- Improve knowledge and abilities of staff
- Health and wellness initiatives for staff/community
- Economic Development goal
- Downtown Okemos needs some focus
- Investment in small businesses

2025 Township Goals

Page 4

- Add Downtown goal –What tools/incentives do we need?
- Big Three: Downtown-roads-SCC
- Downtown development goal-PICA goal-Economic Development (broad brush)
- Tell our story better-Roads, Public Safety, Environment, Economic Development, DEI, multiculturalism, SCC-Further understand our community
- Implicit bias training