



AGENDA
CHARTER TOWNSHIP OF MERIDIAN
TOWNSHIP BOARD – REGULAR MEETING
April 3, 2025 6:00 PM

1. CALL MEETING TO ORDER
2. PLEDGE OF ALLEGIANCE/INTRODUCTIONS
3. ROLL CALL
4. PRESENTATION
5. CITIZENS ADDRESS AGENDA ITEMS AND NON-AGENDA ITEMS
6. TOWNSHIP MANAGER REPORT
7. BOARD MEMBER REPORTS OF ACTIVITIES AND ANNOUNCEMENTS
8. APPROVAL OF AGENDA
9. CONSENT AGENDA
 - A. Communications
 - B. Minutes
 - (1) December 14, 2023 Township Board Closed Session
 - (2) March 18, 2025 Regular Township Board Meeting
 - C. Bills
 - D. Lake Lansing Advisory Committee Reappointments
 - E. Release of Easement – Liber 1802, Page 79 and Liber 1802, Page 80
10. QUESTIONS FOR THE ATTORNEY
11. HEARINGS
12. ACTION ITEMS
 - A. Ordinance 2025-03 – Rezone vacant Dobie Road (parcel ID #33-0202-22-454-003) from RAA, One-Family, Low Density Residential, to RD, Multiple Family Residential, up to 8 units per acre, Subject to a Conditional Rezoning Agreement-Final Adoption
13. BOARD DISCUSSION ITEMS
 - A. Senior/Community Center
 - B. Personnel Policy Update
 - C. Brownfield Policy Updates- Housing TIF Incentives
 - D. Special Use Permit #25-03 – Okemos Land Investments– 4360 South Hagadorn Road – Recreational Marijuana Retailer
14. COMMENTS FROM THE PUBLIC
15. OTHER MATTERS AND BOARD MEMBER COMMENTS
16. ADJOURNMENT

All comments limited to 3 minutes, unless prior approval for additional time for good cause is obtained from the Supervisor. Appointment of Supervisor Pro Tem and/ or Temporary Clerk if necessary. Individuals with disabilities requiring auxiliary aids or services should contact the Meridian Township Board by contacting: Township Manager Tim Dempsey, 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: 2025-03 fedewa builders
Date: Saturday, March 15, 2025 5:16:06 PM

Some people who received this message don't often get email from [REDACTED]

Hello, I am Dave Bueche from [REDACTED], down a couple of lots from where this is, the Lutheran Church is in my back yard. Years ago, when the church was approved, there was a nice overgrowth area kept, it is still there; None of us being around then, it appears that there was a good compromise between the neighborhood and the church back when the church was developed, built.

You need to get it right by these folks, they sit on a low point, the water from my yard ends up in their back yard. Their sump pump runs often even when not wet and the developer wants to put a drainage pond back there. I can see why they are fighting this, bad drainage at the site in question, both at the front and back. Then there is the driveway issue for the church, plus a lot line too close to the rectory.

Granted the developer will someday need to be able to build something there, but, there are many open issues, i suggest you vote no until a more reasonable solution matrix is found.

David Bueche

From: [REDACTED]
To: [REDACTED] [Board](#)
Subject: Opposition to Ordinance 2025-03 – Rezoning of Dobie Road (Parcel ID #33-02-02-22-454-003)
Date: Sunday, March 16, 2025 5:17:38 PM
Attachments: [petition_signatures_jobs_490458937_20250316204940.pdf](#)

Some people who received this message don't often get email from [REDACTED]

Dear Meridian Township Board Members,

I am writing to express my strong opposition to Ordinance 2025-03, which proposes rezoning 4.28 acres on Dobie Road near Hamilton and Grand River from RAA (One-Family, Low-Density Residential) to RD (Multiple-Family Residential, allowing up to 8 units per acre). This rezoning raises serious concerns about traffic congestion, infrastructure strain, environmental impact, and quality of life for existing residents.

Traffic & Infrastructure Strain

Dobie Road and the surrounding intersections—particularly Grand River, Dobie, and Hamilton—are already heavily congested. Adding 32 multi-family housing units in this location will only worsen the situation by:

- Increasing delays at one of the busiest intersections in the township.
- Overloading Dobie Road, which was never designed for high-density traffic.
- Slowing emergency response times for police, fire, and medical services due to additional congestion.
- Forcing more cars onto already strained roads, leading to safety concerns for pedestrians, cyclists, and school buses.

Environmental & Stormwater Concerns

This area is already prone to stormwater runoff and drainage issues. More impervious surfaces will:

- Increase flooding risks for surrounding properties.
- Put additional strain on stormwater systems that are already struggling.
- Reduce green space and natural water absorption, leading to long-term environmental consequences.
- Create potential property damage risks for neighboring homeowners, particularly during heavy rainfall.

Overdevelopment of Multi-Family Housing in Our Community

Meridian Township has seen a significant increase in apartment and townhome developments recently. There are already several high-density residential projects nearby, yet this proposal seeks to shoehorn even more townhomes onto a small parcel

of land. This type of overdevelopment is unnecessary and does not benefit the surrounding community.

- The area does not need more high-density housing crammed into such a small space.
- Existing apartments and townhomes nearby already provide a variety of housing options.
- This parcel is not well-suited for additional high-density housing and should not be forced into an unsustainable level of development.

Mismatch with Community Planning & Zoning Intent

While new housing is important, rezoning this parcel for higher-density housing does not align with the township's existing land use plans or the character of the area.

- A portion of the 2023 future land use map has this area designated as residential.

There alone lies issues in the approval of this rezoning.

- This neighborhood is predominantly single-family homes on three sides of the parcel—forcing high-density development here:
 - Disrupts the character of the existing neighborhood.
 - Lowers property values for nearby homeowners.
 - Sets a precedent for future high-density rezoning in areas not suited for it.
 - The township has other multi-family developments already in progress, raising the question of whether this location is truly needed for additional density.
 - The demand for high-priced townhomes in this area is non-existent, particularly when the greater need is for more affordable housing options.

Strain on Local Services

More housing units mean more demand on public services, and the township must consider whether it has the resources to support this additional burden inside such a congested area.

- Additional burden on police, fire, and medical services – More residents mean increased demand on public safety services, waste management, and utilities, all of which would require additional taxpayer support.

Over 100 Residents Oppose This Rezoning

Community members have come together in strong opposition to this proposal. Between the petition I have attached and the one organized by Kristina Kloc, we now have over 100 signatures from residents who do not support this rezoning. This level of opposition reflects deep concerns about the impact of this project, and I urge the Township Board to take these voices into account when making your decision.

Request for Inclusion in the March 18th Township Board Meeting

I respectfully request that this email and the list of names from the petition be included in the March 18th Township Board meeting official communications. These signatures represent members of the community who are directly impacted by this decision, and their concerns deserve to be acknowledged as part of the discussion.

Conclusion: This Rezoning is Not the Location

I urge the Township Board to reject Ordinance 2025-03 in order to preserve the long-term integrity of the community. While development is necessary, it must be planned responsibly and placed in locations that can support it. Given the existing congestion, infrastructure limitations, environmental concerns, an overabundance of existing high-density housing, and strain on public services, this location is not suitable for additional multi-family development.

Thank you for your time and consideration. I appreciate the Board's commitment to responsible planning and the well-being of Meridian Township's residents.

Respectfully Submitted,

Michael McIntosh

Name	City	State	Postal Code	Signed On	Comments
Sarah Hickman	Okemos	MI	48864	3/8/2025	
Waylon Sanford	Okemos	MI	48864	3/8/2025	
Sarah Maynard	East Lansing	MI	48823	3/8/2025	
Stacy Tapscott	Okemos	MI	48864	3/8/2025	
Urvi Patel	East Lansing	MI	48823	3/8/2025	
Rachael Bach	Okemos	MI	48864	3/8/2025	
Jessica Reeves	Okemos	MI	48864	3/8/2025	
Eleanor Cowen	Lansing	MI	48917	3/8/2025	
Erin S	Okemos	MI	48864	3/8/2025	
Karen Krzanowski	Okemos	MI	48864	3/8/2025	
Nicole Hazlewood	Burton	MI	48529	3/8/2025	
Erika Rikhiram	Clermont	FL	34711	3/8/2025	
Lisa Halverson	East Lansing	MI	48823	3/8/2025	
Tyler B	KC Metro	MO		3/8/2025	
Courtney Carignan	Okemos	MI	48864	3/8/2025	
Susana Muñoz	Madrid		28019	3/8/2025	
Mary Droste	Detroit	MI	48213	3/8/2025	
Courtney Isanhart	Oke	IL	60602	3/8/2025	
Mayuri Patel	Lansing	MI	48910	3/8/2025	
Madeline Slocum	East Lansing	MI	48823	3/8/2025	
Patricia Ugorowski	Okemos	MI	48853	3/8/2025	
Carlos Quintana	Lansing	MI	48906	3/8/2025	
Delphine Witten	Okemos	MI	48864	3/8/2025	
Abigail Fults	Swartz Creek	MI	48473	3/8/2025	
Sarah Sturgeon	Okemos	MI	48864	3/8/2025	"Okemos does not have the infrastructure to support the amount of traffic we already have, and the last thing we need is more overpriced apartments."
Emily Kula	Okemos	MI	48864	3/9/2025	
Lance Armor		HI		3/9/2025	
Darchelle Beasley	Lansing	MI	48911	3/9/2025	
Timothy Perrin	Belleville	MI	48197	3/9/2025	
Cynthia Rachol	Lansing	MI	48911	3/9/2025	
Kathryn Saliccioli	Farmington	MI	48336	3/9/2025	
Lacey Payne	Okemos	MI	48864	3/9/2025	
Brian Harris	Okemos	MI	48864	3/9/2025	
Bethany Hamilton	Okemos	MI	48864	3/9/2025	
Rachelle Mendoza	Okemos	MI	48864	3/9/2025	
Frank Shoemaker	Okemos	MI	48864	3/10/2025	
Christine Smith	Okemos	MI	48864	3/10/2025	
Ralph Pyle	OKEMOS	MI	48864-2920	3/11/2025	
Lisa Kirkendoll	Okemos	MI	48864	3/11/2025	

Carol Bartow	Lansing	MI	48917	3/12/2025	
Cheryl Netzloff	Okemos	MI	48864	3/12/2025	
Jon Inwood	Brooklyn	NY	11226	3/12/2025	
CAREY MCDOUGALL	Okemos	MI	48864	3/16/2025	"Why in the world do we need more "luxury" apartments or townhomes in this community. With the new townhomes going up on Central Park Drive, the intersections of Dobie and Hamilton and Dobie/Central Park and Grand River are going to be even more

From: [REDACTED]
To: [Board](#)
Subject: Rezoning Ordinance 2025-03 Fedewa Builders
Date: Sunday, March 16, 2025 7:26:02 PM

Some people who received this message don't often get email from [REDACTED]

Good evening,

I am writing to express my strong opposition to the rezoning ordinance 2025-3 Fedewa Builders.

I believe that this rezoning will significantly increase traffic on Dobie Road, which is already heavily congested. This will likely lead to increased traffic in adjacent neighborhoods as drivers seek to avoid the traffic lights at Hamilton and Dobie Roads.

Thank you for your time and consideration.

Twenty three year resident,

Kimberly Karlzen

Seneca Drive

Okemos, MI 48864

From: [REDACTED]
To: [Board](#)
Subject: Fedwea Rezoning - Petition Signatures
Date: Monday, March 17, 2025 9:45:09 AM
Attachments: [Petition Signatures Against Rezoning - concerned citizens of Meridian Twp Mar 2025.pdf](#)

Some people who received this message don't often get email from [REDACTED]
[REDACTED]

I know the attached petition signatures are too late for the Township Board packet for tomorrow night's Township Board meeting (Mar 18, 2025). But I wanted to forward these petition signatures to the Township Board for your review and records which are signatures from local residents who oppose the rezoning request by Fedewa Holdings of the Fedewa property on Dobie Rd. just north and adjoining to Faith Lutheran Church from single-family to multiple family.

Thank you for your time.

David Kloc

[REDACTED]
Okemos, MI 48864

Petition Against Rezoning Ordinance 2025-03 (Fedewa Holdings)

-1-

We, the residents of Meridian Township, oppose ordinance 2025-03 which would rezone the 4.28-acre parcel of land located on Dobie Road north of Faith Lutheran Church, currently owned by Fedewa Holdings.

We oppose rezoning this land on Dobie Road (parcel ID #33-0202-22-454-003) from RAA, One-Family, Low Density Residential, to RD, Multiple Family Residential, up to 8 units per acre.

Rezoning to anything other than RAA (single family residential) would be against the township goals of "preserving the character of existing single-family residential neighborhoods" and "working towards increasing the affordability of housing for both new and existing residents".

Name	Address	Yrs. at address	Signature
DAVID Kloc	[REDACTED]	25	David Kloc
Kristina Kloc	[REDACTED]	25	Kristina Kloc
Katie Love	[REDACTED]	12	Katie Love
Kim Kardzen	[REDACTED]	23	Kim Kardzen
Kathryn Pittenger	[REDACTED]	7	Kathryn Pittenger
Richard Pittenger	[REDACTED]	7	Richard Pittenger
Robert Westrate	[REDACTED]	24	Robert Westrate
Ravita Akhmedova	[REDACTED]	8	Ravita Akhmedova
SYLVIA ROOSSEN	[REDACTED]	26	Sylvia Roossen
JETTE FEWTECH	[REDACTED]	8	Jette Fewtech
Michael LEINTOSH	[REDACTED]	2	Michael Leintosh

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Name	Address	Yrs. at address	Signature
Veneta Stoyanova	[REDACTED]	15	[Signature]
DAVID FURBERT	[REDACTED]	2	[Signature]
Jakice Buhs	[REDACTED]	10	Jakice Buhs
Jeff Kavanagh	[REDACTED]	16	[Signature]
Marta Kavanagh	[REDACTED]	14	Marta Kavanagh
Catherine A. Kempel	[REDACTED]	25	Catherine A. Kempel
Leo Kempel	[REDACTED]	25	[Signature]
Pat DeMarte	[REDACTED]	40	[Signature]
John Kuhn	[REDACTED]	13	[Signature]
Thomas Buonadonu	[REDACTED]	23	[Signature]
Matthew Kloc	[REDACTED]	22	Matthew Kloc

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Name	Address	Yrs. at address	Signature
Jack Kloc	[REDACTED]	19	Jack Kloc
Amanda J. Olivier	[REDACTED]	21	Amanda J. Olivier
Nicholas B. Olivier	[REDACTED]	21	Nicholas B. Olivier
PEGGY ANDERSON	[REDACTED]	32	Peggy U. Anderson
Delia B. Guro	[REDACTED]	48	Delia B. Guro
EDMILSON P. PINHO	[REDACTED]	29	Edmilson P. Pinho
Naomi Schafel	[REDACTED]	12	Naomi Schafel
Bonnie L. Bray	[REDACTED]	10	Bonnie L. Bray
Arthur Ward	[REDACTED]	9	Arthur Ward
Jordan Barany	[REDACTED]	3	Jordan Barany
Liam Barany	[REDACTED]	3	Liam Barany

Petition Against Rezoning Ordinance 2025-03 (Fedewa Holdings)

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Name	Address	Yrs. at address	Signature
David Bueche	[REDACTED]	7	[Signature]
Eric Strollo	[REDACTED]	1	[Signature]
Jessica Whitmyer	[REDACTED]	10	[Signature]
Kirtney Whitmyer	[REDACTED]	10	[Signature]
Eric Ederer	[REDACTED]	5d	[Signature]
Virginia L. Ederer	[REDACTED]	52 yrs	[Signature]
Michael L. Horvath	[REDACTED]	48 yrs	[Signature]
Nowal Burgett	[REDACTED]	57 yrs	[Signature]
Elizabeth M. Betsy Burgett Chapman	[REDACTED]	40 years	[Signature]
John Leone	[REDACTED]	22 years	[Signature]
Alba Leone	[REDACTED]	24 yrs	[Signature]

Petition Against Rezoning Ordinance 2025-03 (Fedewa Holdings)

-5-

We, the residents of Meridian Township, oppose ordinance 2025-03 which would rezone the 4.28-acre parcel of land located on Dobie Road north of Faith Lutheran Church, currently owned by Fedewa Holdings.

We oppose rezoning this land on Dobie Road (parcel ID #33-0202-22-454-003) from RAA, One-Family, Low Density Residential, to RD, Multiple Family Residential, up to 8 units per acre.

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Name	Address	Yrs. at address	Signature
Mallory Voris	[REDACTED]	13	Mallory Voris
Dylan Voris	[REDACTED]	13	Dylan Voris
Debra Major	[REDACTED]	25	Debra Major
Jed Major	[REDACTED]	25	Jed Major
Denise K Willmore	[REDACTED]	7	Denise K Willmore
Brian Buehler	[REDACTED]	16	Brian Buehler
Courtney Tang	[REDACTED]	8	Courtney Tang
Dennis Tang	[REDACTED]	8	Dennis Tang
James M. Icard	[REDACTED]	7	James M Icard
Thomas Witten	[REDACTED]	31	Thomas Witten
Kim Marcotullio	[REDACTED]	25	Kim Marcotullio

Petition Against Rezoning Ordinance 2025-03 (Fedewa Holdings)

-6-

We, the residents of Meridian Township, oppose ordinance 2025-03 which would rezone the 4.28-acre parcel of land located on Dobie Road north of Faith Lutheran Church, currently owned by Fedewa Holdings.

We oppose rezoning this land on Dobie Road (parcel ID #33-0202-22-454-003) from RAA, One-Family, Low Density Residential, to RD, Multiple Family Residential, up to 8 units per acre.

Rezoning to anything other than RAA (single family residential) would be against the township goals of "preserving the character of existing single-family residential neighborhoods" and "working towards increasing the affordability of housing for both new and existing residents".

Name	Address	Yrs. at address	Signature
NEIL J HODGES	[REDACTED]	50	Neil J Hodges
Kate [REDACTED]	[REDACTED]	4	[REDACTED]
ACIAR ALINSEN	[REDACTED]	35	[REDACTED]
SUSAN MASTEN	[REDACTED]	15	Susan G Masten masten@emsueda.com
Stacey Dawson	[REDACTED]	14	Stacey Dawson
Cindy Travis	[REDACTED]	25	Cindy Travis
M. Zissenbaum	[REDACTED]	5	M Zissenbaum
Mike [REDACTED]	[REDACTED]	10	Mike [REDACTED]
Robert Pangman	[REDACTED]	47	Robert Pangman

From: [REDACTED]
To: [Board](#)
Subject: Opposition to Rezoning Ordinance 2025-03 Fedewa Builders
Date: Tuesday, March 18, 2025 1:22:10 PM

Some people who received this message don't often get email from [REDACTED]

To the Board of Trustees,

I am writing on behalf of myself and my husband to communicate our opposition to the Rezoning Ordinance 2025-03 Fedewa Builders.

We oppose this for the following reasons:

1. The increase in traffic that 30 apartment townhomes nearby would create in the streets of our neighborhood.
 - During past times of construction or when there has been heavier traffic due to rerouting on Dobie/Hamilton, we have seen severe increases in traffic that have concerned me greatly. Folks come through who do not follow speed limits and drive recklessly because they are just trying to get through to their destination, with no concern for the residents of the neighborhood.
 - One of the reasons we love living here is because it's a quiet street with minimal outside traffic; the folks driving on this road live here and for the most part, they drive like it - with care and consideration for their neighbors.
 - Following up on that point, living on a street where kids, people with pets, and those with lower mobility (i.e. those who may have trouble dodging careless traffic!) can freely and safely walk around is one of the most wonderful aspects of living in this neighborhood, and losing that would reduce the quality of life of those who already live here.
2. The creation of water retention areas nearby.
 - Water retention areas are an ecological hazard, not to mention the potential health risks to humans. They will also create harm to our existing infrastructure further down the line.
3. The potential creation of drainage issues that we will end up paying for.
 - I understand the need for a community to pay into something that will create a positive change - however, this situation is not one that will bring about improvement to our community. We do not want to pay to clean up after a nearby real estate project that does not have any ecological, environmental, or sustainability benefits. This project may be worthwhile to the builders' wallets, but it will not be worthwhile for the current residents of our neighborhood.
 - As someone who would have to deal with the aftermath of this building project (health risks from water retention, traffic hazards, potential flooding of house and yard), I do not feel that this is a good move for Meridian Township.

Frustrated and concerned,

Courtney Tang

From: [REDACTED]
To: [Board](#)
Subject: Residents Oppose Rezoning Ordinance 2025-03 Fedewa Builders
Date: Tuesday, March 18, 2025 5:50:42 PM

Some people who received this message don't often get email from [REDACTED]

Hi Board,

I am a concerned citizen who resides on Seneca Drive and unable to attend tonight's meeting. However, please consider the negative impact this rezoning could bring to our community and in turn vote to deny multi-family housing from occupying the Faith Lutheran parcel.

Thanks,
Liam Barany

From: [REDACTED]
To: [Board](#)
Subject: Navajo Ridge Neighbor Opposes Ordinance 2025-03
Date: Tuesday, March 18, 2025 6:57:39 PM

Some people who received this message don't often get email from [REDACTED]

Dear Board,

I am a resident of Meridian Township and reside at 4535 Seneca Dr. I oppose ordinance 2025-03. I am concerned that the neighborhood, Navajo Ridge, will be negatively impacted should Fedewa Builders have their application for rezoning of the property on Dobie Road approved.

I live with my husband and three small children, all four-years-old or younger. I have many concerns with the potential rezoning, chief among them is the additional traffic that will now reroute through the neighborhood to avoid congestion on Dobie Rd. Navajo Ridge does not have sidewalks, streetlights, or curbs. Drivers already speed down Seneca Dr much too fast and pose a real safety risk to my family enjoying our neighborhood and spending time outside.

Furthermore, I am very concerned about potential water drainage and retention issues that may arise and impact my neighbors but also my property specifically. We live adjacent to the homes that line the property in question and have talked with residents who have lived here for decades and prior residents of these specific homes that line the property. They tell stories of enough water in the yards to float canoes. I am concerned that we may be forced to pay a special assessment to fix future water issues that will have been the direct result of this new build. Fedewa should be liable to take on this expense.

Thank you for your time and consideration.

Warm regards,
Jordan Barany

From: [REDACTED]
To: [REDACTED]
Subject: FW: Meridian 55+ Open Letter and Request for a badly needed Senior Center in a timely manner
Date: Thursday, March 27, 2025 2:23:50 PM

Timothy R. Schmitt, AICP
Director of Community Planning and Development
[REDACTED]
W 517.853.4506
5151 Marsh Road | Okemos, MI 48864
meridian.mi.us

From: Pat Davis <[REDACTED]>
Sent: Saturday, March 22, 2025 5:22 PM
Subject: Fwd: Meridian 55+ Open Letter and Request for a badly needed Senior Center in a timely manner

You don't often get email from [REDACTED]

Dear Senior & Community Task Force,

I received a copy of the email below as a member of 55+ Exercise Group. I want to also express my support for the development of a senior and community center with a gym. As stated below, we exercise outside in the spring/summer/fall and inside at the Meridian Mall in the winter months. We can see up 30-40 seniors taking advantage of this opportunity to exercise and socialize during the indoor winter months and good weather days when we're outside. The socialization is as important to most of our members as the exercise is. This has become a very important part of our extended family. I can see this group growing more given a safe and comfortable place year round.

Thank you for the hard work this Task Force is doing. It's important and greatly appreciated by all. I'm proud to live in A Prime Community!

Pat Davis

Begin forwarded message:

From: Robert Dziatczak <[REDACTED]>
Subject: Meridian 55+ Open Letter and Request for a badly needed

Senior Center in a timely manner

Dear Senior and Community Task Force,

On behalf of the 55 Plus Exercise Group, we are reaching out to express our support for the development of a community center with a gym.

Our group, established in the year 2000, currently partners with Parks and Recreation to provide a fitness program for individuals aged 55 and older. During the summer months, we hold our sessions at the Central Park Pavilion every Monday, Wednesday, and Friday from 9:00 AM to 10:00 AM.

While we appreciate the recent upgrades to the barn doors on the north and south sides of the pavilion, which help mitigate adverse weather conditions, the lack of an indoor facility presents challenges.

During the winter months, we are forced to relocate our program to the Meridian Mall, which is not an ideal long-term solution.

We strongly support the creation of a Township-owned and operated indoor facility that would provide a dedicated space for our senior fitness group and other community programs year-round.

Thank you for your time and consideration.

Respectfully submitted,

Thank You

From: [REDACTED]
To: [REDACTED]
Subject: FW: Meridian Township Senior Center Task Force we are extending to you an invitation.
Date: Thursday, March 27, 2025 2:24:15 PM

-----Original Message-----

From: Robert Dziatczak [REDACTED] >
Sent: Sunday, March 23, 2025 3:31 PM

Dear Senior Center Task Force

Our 55+ Exercise Group is approximately 80 strong. Our typical attendance by our members is approximately 30 to 45 on any given Monday, Wednesday or Friday. Even during the fall and winter we continue to bravely meet in the Pavilion up to and including the 2nd week of December. We wear winter coats, gloves, scarf and ear muffs. Just like the Post Office, the mail and our lives goes on. Believe me it's cold but we're tough and were out there in the Pavilion going through our exercises.

We demonstrate the Seniors in Meridian Township have a keen desire to get fit, stay fit and continue to utilize and enhance our social skills. As a community we indirectly enhance our general well being preventing or holding off health issues typically experienced in our latter years.

We would prefer to have a permanent location dedicated to Seniors. We are grateful to have the Meridian Mall and the Pavilion in the summer, late fall and winter months even rain, sleet or snow. However, neither is ideal for meeting and greeting.

In addition to meeting for exercise we continue to have "Monthly Luncheons" attended by 25-35 members and their guests at various local restaurants and our occasional "Flash Mob Breakfasts" at restaurants and "Ice Cream Socials" during the summer. We also celebrate Memorial Day, 4th July and Labor Day at the Pavilion with a Barbecue/Picnic with as much as 50+ in attendance. We provide that void in our lives.

The Exercise Group has become an extension of our family and in some cases it's some members only family, they no longer have parents, spouses, siblings or children. As a teen I hung out at drive in's like A&Ws or Big Boys, well this is our current version of that.

We are extending to YOU as the Task Force, an invitation to meet or attend one of our exercises or our social gatherings and see what we are about, you will be amazed.

We appreciate the task that's in front of you and the hard work zeroing in on a site and cost. We know it's not easy but we have confidence you will succeed. We all would appreciate success, sooner rather than later and hopefully in our lifetime.

We and I look forward to that first visit to the New & Improved Senior Center and Gym.

Thank You
Bob Dziatczak

[REDACTED] call or text

From: [REDACTED]
To: [REDACTED]
Subject: FW: Senior Center
Date: Thursday, March 27, 2025 2:24:28 PM

Timothy R. Schmitt, AICP
Director of Community Planning and Development

[REDACTED]
W 517.853.4506
5151 Marsh Road | Okemos, MI 48864
meridian.mi.us

From: Karen Owen <[REDACTED]>
Sent: Monday, March 24, 2025 6:48 AM
To: SCC Taskforce <scctaskforce@meridian.mi.us>
Subject: Senior Center

You don't often get email from [REDACTED]

The following message was composed by one of the group and eloquently details the needs of the community.

Dear Senior and Community Task Force,

On behalf of the 55 Plus Exercise Group, we are reaching out to express our support for the development of a community center with a gym.

Our group, established in the year 2000, currently partners with Parks and Recreation to provide a fitness program for individuals aged 55 and older. During the summer months, we hold our sessions at the Central Park Pavilion every Monday, Wednesday, and Friday from 9:00 AM to 10:00 AM.

While we appreciate the recent upgrades to the barn doors on the north and south sides of the pavilion, which help mitigate adverse weather conditions, the lack of an indoor facility presents challenges. During the winter months, we are forced to relocate our program to the Meridian Mall, which is not an ideal long-term solution.

We strongly support the creation of a Township-owned and operated indoor facility that would provide a dedicated space for our senior fitness group and other community programs year-round.

Thank you for your time and consideration.
Respectfully submitted,
Thank You
Karen Owen

From: [REDACTED]
To: [REDACTED] [Board](#)
Cc:
Subject: March 2025 Updated Development Project List
Date: Wednesday, March 19, 2025 4:49:24 PM
Attachments: [Community Planning and Economic Development Projects March "25 \(1\).pdf](#)
[Outlook-2v1ilo2l.png](#)

Hi All,

Attached is an updated version of the March development projects. Happy to answer any questions you may have about a listed project.

Thank you

Amber Clark
Neighborhood and Economic Development Director
[REDACTED]
Office: 517.853.4568
5151 Marsh Road | Okemos, MI 48864
www.meridian.mi.us



Under Site Plan Review

Date of Approval	Start Year	Developer Name	Development Project Name	Review Category	Project Location	Project Type	Unit #	Assigned: Department/Commission	Project Description
8.5.2022	2022	Jim Giguere	Sanctuary II	Under Site Plan Review	North of Robbins Way - East of Hulett Rd Okemos MI	Single Family Homes	7	Assessing and Community Planning Lot Division Issues	Renovation of 1 single family home and the addition of 6 new single family homes off Hulett and Jolly Road in Sanctuary II.
7.26.2022	2025	SP Holding, LLC	Haslett Village Square 2.0	Under Site Plan Review	1655-1621 Haslett Road Haslett MI	MUPUD Commercial + Residential	290	Planning Dept. Building Dept. Engineering	Redevelopment of the remaining 19 acres at Haslett and Marsh road. Rehab an existing 10,000 sq ft building, build a new 11,000 sq ft commercial building.
	8.20.2024	N/A	Panda Express	Under Site Plan Review	4990 Marsh Road	New Commercial Development	1	Planning Dept.	New Application received
	3.12.2025	Austin Hamilton	1486 Haslett Road Development	New Applications	1486 Haslett Road	New Commercial Development	1	Building Dept.	Plans received to renovate the established lumber yard building at 1486 haslett road into a commercial suite and residential suite for rent unit. Commercial first floor with residential second floor is a conditional use by right.
	2.20.2025	Radmoor Montesori	Radmoor Expansion	New Applications	2745 Mt Hope Road	Expansion of existitng	1	Zoning Board	Radmoor will need to attend ZBA to determine if expansion is possible
	2025	Mr. Clean Car Wash	Mr. Clean Car Wash	New Applications	4880 Marsh Road	New Commercial Development	1	Planning Dept.	Proposed Car Wash at 4880 Marsh Road

Businesses New & Relocating

Date of Approval	Start Year	Developer Name	DVLPT Name	Review Category	Project Location	Project Type	Unit #	Assigned: Department/Commission	Project Description
9.2024	2024	Tarek Chawish	Chateau Coffee Co.	New Business Opening/Relocating	2361 W Grand River Ave	New Commercial Development	1	Building Dept.	New coffee shop on Grand River hoping to open in September. Ribon Cutting 4/3
1.12.2025	2025	Club Pilates	Club Pilates	New Business Open	4935 Marsh Road	New Commercial Development	1	Building Dept.	New fitness location open in the commercial shopping center next to Marshall's and Henry's Place.
5.2023	5.20.2023	Schulers	Schulers Bookstore	New Business Opening/Relocating	1982 W Grand River Ave Swap with Bed Bath and Beyond Suite	Existing Commercial Expansion	1	Building Dept.	Schuler's to expand. Will vacate their existing location in Meridian Mall. Re-open in previous Bed Bath and Beyond suite. The new expansion should offer the same experience with a larger footprint. Ribbon Cutting 3/28

Under Construction

Date of Approval	Start Date	Developer Name	Development Project Name	Review Category	Project Location	Project Type	Unit #	Assigned: Department/Commission	Project Description
2.28.2022	2024	Bennett Road Holding, LLC	Silverleaf (Phase I)	Under Construction	West Bennett Road	Single Family Homes	25 of 150	Building Dept.	First phase of 150 single family home development.
7.30.2024	7.30.2024	Consumers Energy	Lake Lansing Road Substation-Rutherford	Under Construction	Rutherford Ave	Public Park/Public Facility Improvement	1	Building Dept.	Approved by the Planning Commission for the substation on Lake Lansing Road.
7.15.2022	2024	Newman Equities II, LLC	Grand Reserve	Under Construction	1580 Woodland Way Okemos	Mixed Housing - Middle Housing	115	Building Dept.	75 single family homes and 75 duplexes for rent off of Central Park, Powell Road.
1.23.2025	1.23.2025	Dollar Tree #10729	Dollar Tree Retail Store	Under Construction	1589-1581 Haslett Road	New Commercial Development	1	Planning Dept. Building Dept.	New Applications for a retail store to take over the previous "Rite Aid" location at the corner of Haslett and Marsh Road.
2.24.2022	8.14.2022	DTN Property Management	Newton Pointe	Under Construction	6276 Newton Road	New Commercial Development	1	Building Dept.	Planting of landscaping to separate the single family home section of this project/
11.12.24	11.12.24	Delta Dental of Michigan	Delta Dental	Under Construction	4100 Okemos Road	Existing Commercial Interior Renovation	1	Building Dept.	New Application received
2.12.2025	1.23.2025	Meijer Gas Station Remodel	Meijer Gas Station Remodel	Under Construction	2055 Grand River	Update to existing Gas Station	1	Building Dept.	New applications from Meijer Inc. to update the gas station at Marsh and Grand Rive



FOR IMMEDIATE RELEASE
March 21, 2025

CONTACT: Dan Opsommer, Deputy Township Manager
517.853.4440 | dpw@meridian.mi.us

Meridian Township Accepting 2025 Green Grant Applications
Grant Applications Accepted Through March 30

Meridian Township, MI – For the fifth consecutive year, Meridian Township will accept grant applications from local organizations looking to start environmental projects.

Meridian Township's Green Grants program invites applications from schools, nonprofit organizations, businesses, congregations, clubs, and other parties in the Township. The Township will accept applications for the 2025 program until 5:00 pm on Sunday, March 30.

The Green Grants program will distribute up to \$20,000 for green projects in the community. In previous years, grant awards ranged from \$300 to \$4,500. Applicants are encouraged to submit grant applications with project budgets in this range.

Eligible projects can include, but are not limited to:

- Tree plantings
- Native plants, shrubs, or trees
- Renewable energy systems
- Gardens or green gathering spaces used for pre-K-12 education
- Green infrastructure
- Pollinator gardens
- Invasive species mitigation
- Habitat protection and restoration

Depending on the number of applications received, the Township may hold a second grant application window in April 2025. Meridian Township expects to award grants in April 2025. To find additional details and a fillable grant application form, please visit www.meridian.mi.us/GreenMeridian.

For questions, please contact the Meridian Township Department of Public Works and Engineering at 517.853.4440 or dpw@meridian.mi.us.

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





FOR IMMEDIATE RELEASE
March 24, 2025

CONTACT: Samantha Diehl, Communications Manager
517.853.4378 | diehl@meridian.mi.us

Okemos and Haslett Named Best Places to Live in Michigan in 2025
Overall Niche Grade of A+ for Both Okemos and Haslett

Meridian Township, MI – In 2025, Okemos and Haslett lead Niche.com's Best Places to Live in Michigan and America rankings. Once again, Okemos is #1 among the Best Places to Live in Michigan. Haslett ranks #33 among 803 communities.

“It is exciting for both Okemos and Haslett to be recognized as two of the best places to live in Michigan,” said Township Supervisor Pro Tem Marna Wilson. “Meridian Township residents and visitors know that we are a remarkable place to live, work, raise a family, and enjoy our retirement years. We offer exceptional schools, excellent services, great parks and trailways, and many community events, which is why Meridian Township is truly ‘A Prime Community.’”

Other Niche Rankings for Okemos:

- #1 Best Places to Raise a Family in Michigan
- #9 Best Suburbs to Live in America
- #19 Best Places to Live in America

Other Niche Rankings for Haslett:

- #22 Best Suburbs for Young Professionals in Michigan
- #30 Best Suburbs to Live in Michigan
- #33 Best Places to Live in Michigan

Niche.com connects people with data about the schools, neighborhoods, and workplaces that interest them. The website uses reviews, survey responses, and public data to provide simple profiles and rankings that connect people with their future communities.

According to Niche.com's website, the Best Places to Live ranking assesses an area's overall livability. This ranking considers several key factors, including the quality of schools, crime rates, housing trends, and access to amenities.

Okemos and Haslett received an Overall Niche Grade of an A+. This report card lists public schools, housing, job opportunities, health and fitness, and diversity as Meridian Township's highest-scoring categories.

Niche.com's rankings can be found at: <https://www.niche.com/places-to-live/>.

###

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.



A PRIME COMMUNITY
meridian.mi.us



CHARTER TOWNSHIP OF MERIDIAN, INGHAM COUNTY

LEGAL AD NOTICE: Special Use Permit #25007

Mister Car Wash

MONDAY, April 14, 2025

**CHARTER TOWNSHIP OF MERIDIAN
LEGAL NOTICE
Special Use Permit #25007
(Mister Car Wash)
Public Hearing**

Notice is hereby given that the Planning Commission of the Charter Township of Meridian will hold a public hearing on Monday, April 14, 2025 at 6:30 p.m. in the Meridian Township Municipal Building, Town Hall Room, 5151 Marsh Road, Okemos, to hear all persons interested in a special use permit (SUP) major amendment request. The applicant, CWP West, LLC is requesting a major amendment to the special use permit to construct a 4,888 square foot drive-through car wash at 4880 Marsh Road. The project site is zoned C-3 (Commercial).

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

Publish: City Pulse Angela Demas
March 26, 2025 Township Clerk

1 Affidavit, please



CHARTER TOWNSHIP OF MERIDIAN, INGHAM COUNTY

LEGAL AD NOTICE: Variance Request #25-02

Meridian Township

WEDNESDAY, April 16, 2025

CHARTER TOWNSHIP OF MERIDIAN

LEGAL NOTICE

Variance Request #25-02

Unaddressed Property (Tax ID #33-301-014)

Public Hearing

Notice is hereby given that the Zoning Board of Appeals of the Charter Township of Meridian will hold a public hearing on Wednesday, April 16, 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 variance request from Meridian Township. The applicant is proposing to construct a pathway that will cross the Smith Consolidated Drain located at an unaddressed property (Tax ID #33-301-014). The subject site is zoned RAAA, Single Family-Low Density.

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

Publish:

City Pulse

March 26, 2025

Angela Demas

Township Clerk

1 Affidavit, please



CHARTER TOWNSHIP OF MERIDIAN, INGHAM COUNTY

LEGAL AD NOTICE: Ordinance #25-03

Fedewa Holdings – Vacant Dobie Road

**CHARTER TOWNSHIP OF MERIDIAN
LEGAL NOTICE**

Ordinance #25-03 – Fedewa Holdings – Vacant Dobie Road

The Township Board at its regular meeting on March 18, 2025 approved for introduction and subsequent adoption Ordinance #25-03, a request to rezone approximately 4.28 acres of vacant land on Dobie Road, immediately to the north of 4515 Dobie Road, from RAA, One-Family, Low Density Residential, to RD, Multiple Family Residential, up to 8 units per acre, subject to a Conditional Rezoning Agreement. The parcel identification number for the parcel to be rezoned is #33-02-02-22-454-003.

Materials related to the rezoning request may be examined at the Department of Community Planning and Development, 5151 Marsh Road, Okemos, Michigan 48864-1198 (517.853.4560) between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday.

Publish: **Lansing State Journal**
 March 31, 2025

Angela Demas
Township Clerk

1 Affidavit, please



**CONSENT AGENDA
PROPOSED BOARD MINUTES**

PROPOSED MOTION:

- (1) Move to approve and ratify the minutes of the Regular Meeting of March 18, 2025 as submitted. (1)**

ALTERNATE MOTION:

- (1) Move to approve and ratify the minutes of the Regular Meeting of March 18, 2025 with the following amendment(s):
[insert amendments]**

CHARTER TOWNSHIP OF MERIDIAN
REGULAR MEETING TOWNSHIP BOARD **-DRAFT-**
5151 Marsh Road, Okemos MI 48864-1198
517.853.4000, Township Hall Room
TUESDAY, March 18, 2025, 6:00PM

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

ABSENT: None

STAFF: Manager Dempsey, Deputy Manager Opsommer, Director Schmitt.

1. CALL MEETING TO ORDER

Supervisor Hendrickson called the March 18, 2025, 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

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 6:01 pm.

4. PRESENTATION

A. CATA-Brad Funkhouser, CEO & Andrew Brieschke, Deputy CEO

Brad Funkhouser & Andrew Brieschke updated the Board on the status of Meridian Redi-Ride service.

B. 2025 Water and Sewer Rates

Deputy Manager Opsommer provided details about the recent Water and Sewer Rate increases.

5. CITIZENS ADDRESS AGENDA ITEMS AND NON-AGENDA ITEMS

Supervisor Hendrickson opened comments from the public at 6:34 pm.

Neil Bowlby, Township resident, spoke about Township taxes.

Matthew Kloc, Township resident, spoke in opposition to Ordinance 2025-03.

Kristina Kloc, Township resident, spoke in opposition to Ordinance 2025-03.

David Kloc, Township resident, spoke in opposition to Ordinance 2025-03.

Peggy Anderson, Township resident, spoke in opposition to Ordinance 2025-03.

Thomas Buonodono, Township resident, spoke in opposition to Ordinance 2025-03.

Jeanette Feintuch, Township resident, spoke in opposition to Ordinance 2025-03.

Debra Major, Township resident, spoke in opposition to Ordinance 2025-03.

Jerry Fedewa, applicant, spoke in support of Ordinance 2025-03.

Jan Fedewa, Township resident, spoke in support of Ordinance 2025-03.

Michael McIntosh, Township resident, spoke in support of Ordinance 2025-03.

Rachel Fedewa, Township resident, spoke in support of Ordinance 2025-03.

David Fedewa, applicant, spoke in support of Ordinance 2025-03.

Brad Shaw, Township resident, spoke in opposition to Ordinance 2025-03.

Brett Stockhill spoke in support of Ordinance 2025-03.

Elizabeth Chapman, Township resident, spoke in opposition to Ordinance 2025-03.

Supervisor Hendrickson closed comments from the public at 7:19 pm.

6. TOWNSHIP MANAGER REPORT

Manager Dempsey gave updates on the emergency sewer repair challenges on Lake Drive necessitating a 6 to 9-week closure.

7. BOARD MEMBER REPORTS OF ACTIVITIES AND ANNOUNCEMENTS

Trustee Sundland attended the Economic Development Corporation (EDC) meeting.

Trustee Wilson gave a reminder about the Baby Bottle Boomerang fundraiser and attended the Telugu Celebration.

Clerk Demas attended Michigan Association of Municipal Clerks (MAMC) certification training.

Trustee Lentz attended the Environmental Commission meeting and announced the Green Grant availability.

Supervisor Hendrickson attended the last Senior/Community Center Task Force and has issued recommendations.

8. APPROVAL OF AGENDA

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

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

NAYS: NONE

Motion carried: 7-0

9. CONSENT AGENDA

Supervisor Hendrickson listed the items on the Consent Agenda.

Treasurer Deschaine moved to approve the Consent Agenda as presented. Supported by Trustee Trezise.

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

NAYS: NONE

Motion carried: 7-0

10. QUESTIONS FOR THE ATTORNEY

NONE

11. HEARINGS

NONE

At 7:28 Supervisor Hendrickson called a 5-minute recess. At 7:34, the Board reconvened.

12. ACTION ITEMS

- A. Ordinance 2025-03 – Rezone vacant Dobie Road (parcel ID 33-02-02-22-454-003) from RAA, One-Family, Low Density Residential, to RD, Multiple Family Residential, up to 8 units per acre, Subject to a Conditional Rezoning Agreement-Introduction

Director Schmitt gave an overview of the application and the discussion that has occurred to date. He answered the Board’s questions.

Supervisor Hendrickson, Trustee Lentz, Trustee Trezise, and Trustee Wilson explained their support for the ordinance. The Board members expressed how the conditions are in place for drainage mitigation between development and surrounding properties, how multi-family housing helps meet the need for increased housing in the area, that this parcel is unlikely to remain zoned for single housing because of its proximity to other multi-family housing, that rezoning to 8 units per acre is a good compromise from 14 units per acre as fewer units will not increase affordability, and explained that the master plan has been updated from institutional use to multi-family housing since the original application for this parcel in 2019.

Clerk Demas, Treasurer Deschaine, and Trustee Sundland explained their opposition to the ordinance. The Board members expressed their concerns about the drainage, parking, increased traffic along Dobie Rd., the cost of the proposed residences, and mentioned that residents near the proposed rezoning have indicated their opposition to the ordinance.

Trustee Wilson moved to adopt the resolution approving for introduction Ordinance 2025-03, an ordinance to rezone one vacant parcel on Dobie Road (Parcel ID# 33-02-02-22-454-003) from RAA, One-Family, Low Density Residential, to RD, Multiple Family Residential up to 8 dwelling units per acre, subject to a conditional rezoning agreement limiting the term of the conditional rezoning agreement to two years, which will require construction to begin in that time period. Supported by Trustee Trezise.

ROLL CALL VOTE: YEAS: Supervisor Hendrickson, Trustee Lentz, Trustee Trezise, Trustee Wilson

NAYS: Clerk Demas, Treasurer Deschaine, Trustee Sundland

Motion carried: 4-3

B. Earned Sick Time Act (ESTA) Compliance

Manager Dempsey gave an overview of the ESTA requirements and need for compliance.

Trustee Wilson moved to suspend rules to take up this item. Supported by Treasurer Deschaine.

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

NAYS: NONE

Motion carried: 7-0

Trustee Wilson moved to approve the sick leave policy as presented. Supported by Clerk Demas.

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

NAYS: NONE

Motion carried: 7-0

C. Township Board 2025 Retreat Proposal

Treasurer Deschaine explained the agenda for the retreat.

Trustee Lentz moved to suspend rules to take up this item. Supported by Trustee Wilson.

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

NAYS: NONE

Motion carried: 7-0

Treasurer Deschaine moved to accept Township Governance Retreat proposal from Larry Merrill for April 12, 2025, at the Meridian Township Hall Room, at a cost not to exceed \$3,075.00. Supported by Trustee Trezise.

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

NAYS: NONE

Motion carried: 7-0

13. BOARD DISCUSSION ITEMS

A. 2025 Board Listening Sessions

Manager Dempsey gave an overview of the proposed schedule and staff suggestions then asked for input from the Board.

Board members suggested holding in-person meetings in community locations such as libraries and schools throughout the Township, discussed the feasibility of virtual meetings, made suggestions for accessibility, and discussed the proposed schedule.

At 8:39 Supervisor Hendrickson called a 5-minute recess. At 8:44, the Board reconvened.

B. Personnel Policy

Supervisor Hendrickson asked Board members to limit discussion to the first eighteen pages of the document to break the discussion into manageable portions.

Attorney Karsten gave an overview of the proposed changes and answered Board questions.

Board members asked questions and proposed the following suggestions:

- Using the word “criminal” in reference to specific background checks.
- Rename “hours of work” to “hours of operation”
- Add a remote work policy, which would need to be approved in a separate resolution.
- Add “if necessary” to the clause regarding improving work performance.
- Add more details about support for professional development.
- Clarify the role of who posts job openings
- Add more details about employee orientation and onboarding

C. Township Millage Rates

Manager Dempsey spoke about the current millages levied by the Township.

14. COMMENTS FROM THE PUBLIC

Supervisor Hendrickson opened public comments at 9:46.

Kris Kloc, Township resident, spoke in opposition to Ordinance 2025-03.

Gia McIntosh, Township resident, spoke in opposition to Ordinance 2025-03.

Jerry Fedewa, applicant, thanked the Board for their thoughtful discussion.

Supervisor Hendrickson closed public comments at 9:52 pm.

15. OTHER MATTERS AND BOARD MEMBER COMMENTS

Clerk Demas noted the upcoming Michigan Townships Association conference, and recognized Board members that attended the ACE Hardware grand opening.

16. ADJOURNMENT

Trustee Wilson moved to adjourn. Seconded by Trustee Lentz

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

NAYS: NONE

Motion carried: 7-0

The meeting adjourned at 9:53 pm

Scott Hendrickson
Township Supervisor

Angela Demas
Township Clerk



9.C

To: Board Members
From: Tim Dempsey, Township Manager
Date: April 1, 2025

Charter Township of Meridian
Board Meeting
4/1/2025

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

COMMON CASH	\$	149,005.69
PUBLIC WORKS	\$	379,661.25
TRUST & AGENCY	\$	658,446.31
TOTAL CHECKS:	\$	1,187,113.25
CREDIT CARD TRANSACTIONS 03/11/2025 to 03/19/2025	\$	6,246.74
TOTAL PURCHASES:	\$	<u>1,193,359.99</u>
ACH PAYMENTS	\$	<u>631,387.53</u>

Vendor Name	Description	Amount	Check #
1. US POSTMASTER	BRM ANNUAL MAINT & PERMIT FEE	1,370.00	
2. 64-A DISTRICT COURT	BOND RECEIPTS - P CHILAKA	114.00	114368
3. A T & T	MAR 5 - APR 4 - INTERNET F3	149.00	114358
	MAR 7 - APR 6 - INTERNET F2	158.99	114358
	MAR 7 - APR 6 - INTERNET P1	205.24	114358
	MAR 9 - APR 8 - INTERNET F1	205.24	114358
	MAR 15 - APR 14 - INTERNET S1	230.25	114370
	TOTAL	948.72	
4. ACME SPORTS INC	SRT RIFLES	4,036.00	114373
	RIFLE PURCHASE PROGRAM - ROYSTON	1,652.90	114372
	RIFLE PURCHASE PROGRAM-BESONEN	1,459.97	114374
	RIFLE PURCHASE PROGRAM-MAGGIE COLE	1,266.98	114375
	RIFLE PURCHASE PROGRAM-MEGHAN COLE	1,266.98	114376
	TOTAL	9,682.83	
5. AIS CONSTRUCTION EQUIPMENT	UNIT #690 - WATER - REPAIRS PARTS	715.25	
6. AT & T	MAR 7 - APR 6 - TELEPHONE + INTERNET M1 8310011392	1,249.48	114359
	FEB 11 - MAR 10 - INTERNET ASE	3,763.02	
	TOTAL	5,012.50	
7. AT & T	FEB 2 - MAR 1 - TELEPHONE P1 51734742859240	150.06	114360
	FEB 2 - MAR 1 - TELEPHONE F1-3 51734760215648	430.62	114360
	FEB 2 - MAR 1 - TELEPHONE P1 51734768261735	59.71	114360
	FEB 2 - MAR 1 - TELEPHONE S1 51734797052196	57.31	114360
	TOTAL	697.70	
8. AT & T MOBILITY	MAR 5 - APR 4 - WIRELESS 287252740666 517.332.6526	76.50	114361
	FEB 7 - MAR 6 - FIRSTNET 287312082574 517.331.8841	124.28	114361
	TOTAL	200.78	
9. BLACKBURN MFG CO	PAINT FOR ENGINEERING	287.03	114362
10. BLUE CROSS BLUE SHIELD OF MICHIGAN	4/1/25 TO 4/30/25 PPO RETIREE HEALTH INSURANCE	2,590.56	114371
11. CARLISLE WORTMAN ASSOC	PERIOD END 2/28/2025 - PLAN REVIEW CHIPPEWA MIDDLE	877.50	
12. CITY PULSE	TWP NOTICES ON 2/19/2025	581.64	
	2/26/2025 - TWP NOTICES	621.60	
	3/5/2025 - TWP NOTICES	303.40	
	TOTAL	1,506.64	
13. CMP DISTRIBUTORS INC.	GUN LIGHTS	289.20	
14. COMCAST	APRIL - INTERNET + TV M1	637.86	114377
	MAR 29 - APR 28 - TELEPHONE + INTERNET S2	418.10	114377
	MAR 29 - APR 28 - TV P1	38.43	114377
	MAR 16 - APR 15 - INTERNET + TV F1	171.85	114364
	MAR 20 - APR 19 - TV F1	12.81	114364
	MAR 19 - APR 18 - INTERNET SCADA	309.90	114377
	TOTAL	1,588.95	
15. COMCAST	MAR 14 - APR 13 - INTERNET + TV HOMTV	483.61	114363
16. CONSUMERS ENERGY	POLLINATOR PATHWAY LAND RENT I550398NG-E MERIDIAN	25.00	

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 DB: Meridian

INVOICE APPROVAL BY INVOICE REPORT FOR CHARTER TOWNSHIP OF MERIDIAN
 EXP CHECK RUN DATES 04/01/2025 - 04/01/2025
 BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID
 BANK CODE: GF53 - CHECK TYPE: PAPER CHECK

Vendor Name	Description	Amount	Check #
17. CREATIVE FINANCIAL STAFFING LLC	WEEK ENDING 3/16/2025 TEMP STAFFING SERV - UTILITY	84.15	
18. DINGES FIRE COMPANY	ALUMINUM CARABINERS FOR THERMAL IMAGING CAMERAS (Q FAST LOK MOUNTING KIT, TWO SPANNER/HYDRANT WRENCH	198.04 425.48	
	TOTAL	623.52	
19. DUSTIN SHORT	REIMBURSEMENT FOR DARE OFFICER TRAINING	609.51	114369
20. FORESIGHT GROUP	WATER BILLS 3/14/2025 AND POSTAGE MOTOR POOL - SHOP SUPPLIES - LOGO & NUMBER DECALS	477.80 298.59	
	TOTAL	776.39	
21. HASLETT-OKEMOS ROTARY	1ST QTR - ROTARY DUES - M HAMEL	160.00	
22. HOBBS & BLACK ASSOCIATES INC	PROF SERV THRU FEB 28 2025 - FIRE DORM ADDITION AR	23,770.00	
23. J.J. KELLER & ASSOCIATES, INC	2025 LABOR LAW POSTERS	471.83	
24. MEDICAL MANAGEMENT SYSTEMS OF	FEB 2025 COLLECTION FEE FROM AMBULANCE BILLINGS	7,845.10	
25. MERIDIAN COMMUNITY BAND	REIMBURSE COST TO MOVE INSTRUMENTS OUT OF TWP STORA	479.06	
26. MONTESSORI RADMOOR SCHOOL	2024 GREEN GRANT - MONTESSORI RADMOOR SCHOOL	3,814.68	
27. NATALIE TYNDALL	REIMB MI TRAFFIC SAFETY SUMMIT TRAINING	10.00	
28. OAK ELECTRIC SERVICE INC	80% REFUND - CANCELLED ELECTRICAL PERMIT PINE HOLL	89.36	
29. PAWSOME PETS OKEMOS LLC	K9 DOG GOOD	96.96	
30. PLANTE & MORAN, PLLC	TEMP STAFFING SERV THRU FEB 24 2025 - FINANCE DEPT TEMP STAFFING SERV THRU MARCH 13 2025 - FINANCE DE	19,110.00 30,082.50	
	TOTAL	49,192.50	
31. PRINTING SYSTEMS INC	5/3RD GENERAL FUND CHECKS	308.72	114365
32. PRO-COMM INC	RADIO REPAIR	690.00	
33. ROWERDINK AUTOMOTIVE PARTS	COMMUNITY PLANNING UNIT #122 - FLEET REPAIR PARTS CREDIT BORE RETURN - FLEET REPAIR PARTS FIRE UNIT #700 - FLEET REPAIR PARTS CORE RETURN - FLEET REPAIR PARTS	663.92 (42.00) 197.96 (89.00)	
	TOTAL	730.88	
34. SPALDING DEDECKER ASSOCIATES	PROF SERV JAN 27 2025 TO FEB 23 2025 - 2025 LOCAL PROF SERV JAN 27 2025 TO FEB 23 2025 - 2026 LOCAL	3,842.50 19,331.25	
	TOTAL	23,173.75	
35. ST MARTHA CONFERENCE OF	EMERGENCY RENTAL ASSISTANCE	350.00	114366
36. ST THOMAS AQUINAS PARISH	EMERGENCY RENTAL ASSISTANCE EMERGENCY RENTAL ASSISTANCE	500.00 384.00	114367 114367
	TOTAL	884.00	
37. STAPLES	OFFICE SUPPLIES	806.47	114378
38. STATE OF MICHIGAN	MUNICIPAL BUILDING - STATE BOILER INSPECTION 07/02 SERVICE CENTER - STATE BOILER INSPECTION 07/02/202	75.00 150.00	114379 114380
	TOTAL	225.00	

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INVOICE APPROVAL BY INVOICE REPORT FOR CHARTER TOWNSHIP OF MERIDIAN
EXP CHECK RUN DATES 04/01/2025 - 04/01/2025
BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID
BANK CODE: GF53 - CHECK TYPE: PAPER CHECK

Vendor Name	Description	Amount	Check #
39. SUMMER NIGHTS APIARIES LLC	FARMERS MARKET VENDOR	22.00	
40. THE HARKNESS LAW FIRM PLLC	MARCH 2025 - PROSECUTING SERVICES	6,711.54	
41. VRC COMPANIES LLC	DOCUMENT SHREDDING SERVICE - ACCT #68253869	50.00	
	DOCUMENT SHREDDING SERVICE - ACCT #68253869	100.00	
	TOTAL	150.00	
42. WOLBERS POSSEHN POOLS	OVERPMT BLDG PERMIT	540.00	
TOTAL - ALL VENDORS		149,005.69	

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INVOICE APPROVAL BY INVOICE REPORT FOR CHARTER TOWNSHIP OF MERIDIAN
EXP CHECK RUN DATES 04/01/2025 - 04/01/2025
BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID
BANK CODE: PW53 - CHECK TYPE: PAPER CHECK

Vendor Name	Description	Amount	Check #
1. CITY OF EAST LANSING	MAR 2025 ELMWSA OPERATING, INTERCONNECT & DEBT SHA	377,461.25	
2. DRIESNEGA & ASSOCIATES INC	50% OF INVOICE - 12/23/24 TO 1/26/25 - FOREST HILL	1,950.00	
3. FERGUSON WATERWORKS #3386	WATER - METER READING BELT CLIP	250.00	
TOTAL - ALL VENDORS		379,661.25	

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User: GRAHAM
DB: Meridian

INVOICE APPROVAL BY INVOICE REPORT FOR CHARTER TOWNSHIP OF MERIDIAN
EXP CHECK RUN DATES 04/01/2025 - 04/01/2025
BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID
BANK CODE: TA53 - CHECK TYPE: PAPER CHECK

Vendor Name	Description	Amount	Check #
1. CORRIDOR IMPROVEMENT AUTHORITY OF			
	TAX PAYOUT #2 FOR DDA.CIA.BRA.ICLB 09.17.24-02.28.	53,539.41	14121
2. MERIDIAN TOWNSHIP BROWNFIELD			
	TAX PAYOUT #2 FOR DDA.CIA.BRA.ICLB 09.17.24-02.28.	324,703.10	14119
	TAX PAYOUT #2 FOR DDA.CIA.BRA.ICLB 09.17.24-02.28.	37,384.00	14119
	TAX PAYOUT #2 FOR DDA.CIA.BRA.ICLB 09.17.24-02.28.	11,532.21	14119
	TAX PAYOUT #2 FOR DDA.CIA.BRA.ICLB 09.17.24-02.28.	173,138.87	14119
	TOTAL	<u>546,758.18</u>	
3. MERIDIAN TOWNSHIP DDA			
	TAX PAYOUT #2 FOR DDA.CIA.BRA.ICLB 09.17.24-02.28.	58,148.72	14120
TOTAL - ALL VENDORS		658,446.31	

Credit Card Report 03/11/2025 - 03/19/2025

Transaction Date	Account Name	Transaction Amount	Transaction Merchant Name
3/12/2025	LAWRENCE BOBB	\$337.72	SUNBELT RENTALS #0315
3/12/2025	LAWRENCE BOBB	\$9.38	THE HOME DEPOT #2723
3/11/2025	ROBERT STACY	\$132.73	THE HOME DEPOT #2723
3/13/2025	ROBERT STACY	\$11.97	THE HOME DEPOT #2723
3/11/2025	TYLER KENNELL	\$28.70	THE HOME DEPOT #2723
3/14/2025	TYLER KENNELL	\$154.98	CARROT-TOP INDUSTRIES
3/14/2025	TYLER KENNELL	\$185.00	(PC) 3986 ALL PHASE
3/17/2025	TYLER KENNELL	\$22.06	GRAINGER
3/18/2025	MICHAEL HAMEL	\$30.25	IN *IMS ALLIANCE
3/17/2025	KYLE FOGG	\$307.96	MIDWEST POWER EQUIPMENT
3/12/2025	ASHLEY WINSTEAD	\$142.00	TST* I HEART MAC AND CHEE
3/11/2025	CHRISTOPHER JOHNSON	\$9.96	THE HOME DEPOT #2723
3/13/2025	CHRISTOPHER JOHNSON	\$37.44	COMPLETE BATTERY SOURCE
3/13/2025	CHRISTOPHER JOHNSON	\$108.91	COSTCO WHSE#1277
3/13/2025	CHRISTOPHER JOHNSON	\$9.38	THE HOME DEPOT #2723
3/13/2025	CHRISTOPHER JOHNSON	\$22.03	THE HOME DEPOT #2723
3/17/2025	CHRISTOPHER JOHNSON	\$16.99	PANERA BREAD #600715 P
3/16/2025	MIKE DEVLIN	\$39.96	COSTCO WHSE#1277
3/17/2025	MIKE DEVLIN	\$399.98	COSTCO WHSE#1277
3/14/2025	BRIAN PENNELL	\$198.00	AMERICAN RED CROSS
3/12/2025	COURTNEY WISINSKI	\$12.98	THE HOME DEPOT #2723
3/13/2025	COURTNEY WISINSKI	(\$15.93)	SLEEP INN & SUITES MI174
3/13/2025	COURTNEY WISINSKI	\$58.76	QUALITY DAIRY#31
3/13/2025	COURTNEY WISINSKI	\$3.98	QUALITY DAIRY#31
3/18/2025	COURTNEY WISINSKI	\$378.96	DELTA AIR 0062315225290
3/18/2025	COURTNEY WISINSKI	\$39.99	DELTA AIR SEAT FEES
3/13/2025	KATIE LOVE	\$102.99	CONSUMER ENERGY
3/17/2025	TAVIS MILLEROV	\$62.33	JIMMY JOHNS - 90055 - MOT
3/14/2025	ANGELA DEMAS	\$11.53	TEXAS ROADHOUSE #2580
3/13/2025	RICHARD GRILLO	\$41.01	AMAZON RETA* 8I6264VV3
3/14/2025	RICHARD GRILLO	\$150.00	SQ *HASLETT/OKEMOS ROTARY
3/15/2025	RICHARD GRILLO	\$19.99	GANNETT MEDIA CO
3/15/2025	RICHARD GRILLO	\$139.99	AMAZON MKTPL*MQ8UX9213
3/17/2025	RICHARD GRILLO	\$14.94	SQ *HASLETT/OKEMOS ROTARY
3/15/2025	MICHELLE PRINZ	\$14.99	GANNETT MEDIA CO
3/19/2025	MICHELLE PRINZ	\$19.99	GANNETT MEDIA CO
3/19/2025	MICHELLE PRINZ	\$19.99	GANNETT MEDIA CO
3/18/2025	MICHELLE PRINZ	\$701.61	GRAINGER
3/18/2025	MICHELLE PRINZ	\$631.45	GRAINGER
3/18/2025	MICHELLE PRINZ	\$36.73	GRAINGER
3/11/2025	CATHERINE ADAMS	\$538.81	POS PORTAL
3/12/2025	CATHERINE ADAMS	\$132.04	AMAZON MKTPL*3R0XQ5R13
3/17/2025	CATHERINE ADAMS	\$28.19	HUESTON WOODS RESTAURA
3/17/2025	CATHERINE ADAMS	\$19.07	NINE MILE
3/13/2025	ED BESONEN	\$300.00	GLOCK PROFESSIONAL INC
3/13/2025	ED BESONEN	\$300.00	GLOCK PROFESSIONAL INC
3/17/2025	ED BESONEN	\$32.99	COVERT SCOUTING
3/18/2025	PHIL DESCHAINE	\$29.62	TST*BREAD BITES MEDITERR
3/14/2025	ALLISON GOODMAN	\$100.11	MEIJER STORE #253
3/14/2025	ALLISON GOODMAN	\$34.28	WAL-MART #2866
3/17/2025	ALLISON GOODMAN	\$25.98	HUESTON WOODS RESTAURA
3/17/2025	ALLISON GOODMAN	\$17.99	NINE MILE
3/17/2025	DAN PALACIOS	\$35.98	THE HOME DEPOT #2723

TOTAL

\$6,246.74

ACH Transactions

Date	Payee	Amount	Purpose
3/14/2025	Consumer Energy	\$ 431.17	Utility Transaction Fees
3/17/2025	MCT Utilities	\$ 6,444.49	Water/Sewer Utility Transactions
3/17/2025	Gallagher Benefit Services	\$ 3,820.66	Employee Vision Insurance
3/17/2025	Consumer Energy	\$ 72,651.10	Utility Transaction Fees
3/18/2025	ELAN	\$ 27,085.99	Credit Card Payment
3/19/2025	Blue Care Network	\$ 43,558.37	Employee Health Insurance
3/19/2025	IRS	\$ 125,480.84	Payroll Taxes 03/21/2025
3/19/2025	Various Financial Institutions	\$ 351,914.91	Payroll Deductions 03/21/2025
Total ACH Payments		\$ 631,387.53	



To: Township Board Members

**From: Dan Opsommer, Deputy Township Manager
Director of Public Works & Engineering**

**Younes Ishraidi, P.E., Township Engineer
Deputy Director of Public Works & Engineering**

Date: March 12, 2024

Re: Re-appointments to the Lake Lansing Watershed Advisory Committee

The plan adopted for the Lake Lansing Watershed Management Special Assessment District created an Advisory Committee. It consists of four lakefront property owners (Tier 1), two off-lake property owners (Tier 2), the Ingham County Drain Commissioner, Ingham County Parks, and a Township staff person.

The purpose of the committee is to implement the watershed management plan. The six property owners serve staggered 2-year terms, ending April 30, with 50% overlap. Meetings are held in the Meridian Township Municipal Building, voluntarily promulgated under the Open Meetings Act.

The following members will continue to serve until their two-year terms expire on April 30, 2026:

Roger Taylor	6089 E Lake Dr	Tier One
Curtis Armbruster	6411 E Reynolds Rd	Tier One
Steven Culling	6193 Columbia S	Tier Two

The Lake Lansing Advisory Committee recommends the following property owners be re-appointed to the Lake Lansing Advisory Committee for terms expiring April 30, 2027. Their qualifications and past applications are already on file with the Clerk’s office:

Susan Andrews	6076 Columbia St	Tier One
Ronald Rowe	6247 E Lake Dr	Tier One
Larry Wagenknecht	6097 Partridge St	Tier Two

Proposed Motion:

“MOVE THAT THE FOLLOWING PROPERTY OWNERS BE RE-APPOINTED TO THE LAKE LANSING WATERSHED ADVISORY COMMITTEE FOR TERMS EXPIRING APRIL 30, 2027: SUSAN ANDREWS, 6076 COLUMBIA ST; RONALD ROWE, 6247 E LAKE DR; AND LARRY WAGENKNECHT, 6097 PARTRIDGE ST.”



To: Board Members

**From: Dan Opsommer, Deputy Township Manager
Director of Public Works and Engineering**

Date: March 18, 2025

Re: Release of Easement – Liber 1802, Page 79 and Liber 1802, Page 80

As the Board is aware, the Township replaced the water main that serves Chili's and Olive Garden in the fall of 2024.

The new water main was installed in a different location. The Township has secured easements for the new water main.

The resolution before you this evening is to release the easements that the Township secured for the old water main that has now been abandoned.

Attachments:

1. Resolution to Approve Release of Easements – Liber 1802, Page 79 and Liber 1802, Page 80
2. Release of Easement – Liber 1802, Page 79 and Liber 1802, Page 80

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

MOVE TO APPROVE THE RESOLUTION TO APPROVE RELEASE OF EASEMENTS, LIBER 1802, PAGE 79 AND LIBER 1802, PAGE 80, AND AUTHORIZE THE TOWNSHIP SUPERVISOR AND CLERK TO EXECUTE THE RELEASE OF EASEMENTS.

**RESOLUTION TO APPROVE RELEASE OF EASEMENTS -
LIBER 1802, PAGE 79 AND LIBER 1802, PAGE 80**

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 Thursday, April 3, 2025, at 6:00 p.m.

PRESENT: _____

ABSENT: _____

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

WHEREAS, On February 12, 1990, Charter Township of Meridian was granted an easement for water main situated in parcels 33-02-02-15-300-034, 33-02-02-15-300-033 and 33-02-02-15-300-032, which easement was recorded in Liber 1802, page 79; and

WHEREAS, On February 12, 1990, Charter Township of Meridian was granted an easement for water main situated in parcels 33-02-02-15-300-034, 33-02-02-15-300-033 and 33-02-02-15-300-032, which easement was recorded in Liber 1802, page 80; and

WHEREAS, On August 16, 2024, the Charter Township of Meridian was granted new easements for water purposes that accurately reflect the new location of the water system situated in parcels 33-02-02-15-300-034, 33-02-02-15-300-033 and 33-02-02-15-300-032; and

WHEREAS, The new easements have been recorded at the Ingham County Register of Deeds under 2024-019762, 2024-019764 and 2024-019765; and

WHEREAS, The Township Board has determined that the old easements recorded on Liber 1802, pages 79 and 80 are no longer needed and that it is in the best interests of the public health, safety, and general welfare of the citizenry of the Charter Township of Meridian to release the easements;

NOW, THEREFORE, BE IT RESOLVED THAT THE TOWNSHIP MANAGER IS AUTHORIZED TO SIGN A RELEASE OF EASEMENT RE-CONVEYING TO THE OWNER OF PARCELS 33-02-02-15-300-034, 33-02-02-15-300-033 AND 33-02-02-15-300-032 SUCH INTEREST AS IS HELD BY THE TOWNSHIP IN THE PROPERTIES DESCRIBED ON THE ATTACHED EXHIBIT A.

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 Thursday, April 3, 2025, 2025.

Angela Demas, Township Clerk
Charter Township of Meridian

EXHIBIT A

Parcel: 33-02-02-15-300-033

Legal Description:

A PART OF THE SW 1/4 OF SEC 15 T4N R1W AND THE NW 1/4 OF SEC 22 T4N R1W DESC AS COM AT THE SW COR OF SEC 15 - N89°57'58"E ALNG S LN OF SEC 15

1440.66 FT - S70°06'06"E 59.26 FT TO POB - N65°56'52"E 342.24 FT - S62°10'34"E

117.24 FT - S38°24'05"E 72.98 FT TO W'LY R/W LN MARSH RD - S27°06'54"W ALNG

SD R/W 184.48 FT - N70°06'06"W 401.43 FT TO POB 1.52 A M/L SPLIT/COMBINED ON

09/06/2022 FROM 33-02-02-15-300-025

Parcel: 33-02-02-15-300-032

Legal Description:

A PART OF THE SW 1/4 OF SEC 15 T4N R1W AND THE NW 1/4 OF SEC 22 T4N R1W

DESC AS: COM AT THE SW COR OF SEC 15 - N89°57'58"E ALNG S LN OF SEC 15

1440.66 FT TO POB - N70°06'06"W 4.91 FT - N00°13'35"W 298.29 FT - N89°57'58"E

PLL WITH SD S LN 90 FT - N00°13'35"W 150 FT - S89°57'58"W PLL WITH SD S LN 200

FT - N00°13'35"W 142.43 FT TO S R/W LN CENTRAL PARK DR - S71°13'03"E ALNG SD

R/W 375 FT - S23°43'18"E 360 FT - S62°22'49"E 122.95 FT - S38°19'15"E 63.76 FT TO

W'LY R/W LN MARSH RD - S27°06'54"W ALNG SD R/W 30.97 FT - N38°24'05"W 72.98

FT - N62°10'34"W 117.24 FT - S65°56'52"W 342.24 FT - N70°06'06"W 59.26 FT TO POB

3.62 A M/L SPLIT/COMBINED ON 09/06/2022 FROM 33-02-02-15-300-025

Parcel: A PART OF THE SW 1/4 OF SEC 15 T4N R1W AND THE NW 1/4 OF SEC 22 T4N R1W

DESC AS: COM AT THE SW COR OF SEC 15 - N89°57'58"E ALNG S LN OF SEC 15

1440.66 FT TO POB - N70°06'06"W 4.91 FT - N00°13'35"W 298.29 FT - N89°57'58"E

PLL WITH SD S LN 90 FT - N00°13'35"W 150 FT - S89°57'58"W PLL WITH SD S LN 200

FT - N00°13'35"W 142.43 FT TO S R/W LN CENTRAL PARK DR - S71°13'03"E ALNG SD

R/W 375 FT - S23°43'18"E 360 FT - S62°22'49"E 122.95 FT - S38°19'15"E 63.76 FT TO

W'LY R/W LN MARSH RD - S27°06'54"W ALNG SD R/W 30.97 FT - N38°24'05"W 72.98

FT - N62°10'34"W 117.24 FT - S65°56'52"W 342.24 FT - N70°06'06"W 59.26 FT TO POB
3.62 A M/L SPLIT/COMBINED ON 09/06/2022 FROM 33-02-02-15-300-025

Legal Description:

A PART OF THE SW 1/4 OF SEC 15 T4N R1W DESC AS: COM AT THE SW COR OF
SEC 15 - N89°57'58"E ALNG S LN OF SEC 15 1440.66 FT - S70°06'06"E 460.69 FT TO
W'LY R/W LN MARSH RD - N27°06'54"E ALNG SD R/W 215.45 FT TO POB -
N38°19'15"W 63.76 FT - N62°22'49"W 122.95 FT - N23°43'18"W 360 FT TO S R/W LN
CENTRAL PARK DR - S71°13'03"E ALNG SD S'LY R/W 464.97 FT TO W'LY R/W LN
MARSH RD - S27°06'54"W ALNG SD W'LY R/W 322.33 FT TO POB 2.04 A M/L
SPLIT/COMBINED ON 09/06/2022 FROM 33-02-02-15-300-025

RELEASE OF EASEMENTS – LIBER 1802, PAGE 79 AND LIBER 1802, PAGE 80

The Charter Township of Meridian, a Michigan municipal corporation, located at 5151 Marsh Rd., Okemos, MI 48864, does hereby quitclaim, convey and release to CBL MERIDIAN MALL OP PROPCO, LLC., owner of parcel 33-02-02-15-300-033, two existing easements for water purposes – described under Exhibit (A), recorded February 12, 1990, in Liber 1802, Page 79, and Exhibit (B) recorded February 12, 1990, in Liber 1802, Page 80, over and across land situated the Charter Township of Meridian, Ingham County, Michigan.

The Charter Township of Meridian, a Michigan municipal corporation, located at 5151 Marsh Rd., Okemos, MI 48864, does hereby quitclaim, convey and release to CBL MERIDIAN MALL OP PROPCO II, LLC., owner of parcel 33-02-02-15-300-032 and 33-02-02-15-300-034, two existing easements for water purposes – described under Exhibit (A), recorded February 12, 1990, in Liber 1802, Page 79, and Exhibit (B) recorded February 12, 1990, in Liber 1802, Page 80, over and across land situated the Charter Township of Meridian, Ingham County, Michigan.

The Release of easements is granted for the sum of \$1.00, the receipt and sufficiency of which is hereby acknowledged. This transaction is exempt from transfer taxes pursuant to MCLA 207.506(a) and 207.526(a).

This Release is only for the specific easements referenced above. The Charter Township of Meridian’s other easements on the property continue in full force and effect.

IN WITNESS WHEREOF, the undersigned have hereunto set their hands and seals on the dates appearing in their respective acknowledgements set forth below.

CHARTER TOWNSHIP OF MERIDIAN:

By: Scott Hendrickson
Its: Supervisor

STATE OF MICHIGAN)
) ss.
COUNTY OF INGHAM)

The foregoing instrument was acknowledged before me on the _____ day of _____, 2025, by Scott Hendrickson, Township Supervisor, on behalf of the Charter Township of Meridian.

_____, Notary Public
State of Michigan, County of _____
My Comm. Expires: _____
Acting in the County of Ingham

CHARTER TOWNSHIP OF MERIDIAN:

By: Angela Demas
Its: Clerk

STATE OF MICHIGAN)
) ss.
COUNTY OF INGHAM)

The foregoing instrument was acknowledged before me on the _____ day of _____, 2025, by Angela Demas, Township Clerk, on behalf of the Charter Township of Meridian.

_____, Notary Public
State of Michigan, County of _____
My Comm. Expires: _____
Acting in the County of Ingham

Drafted by and return to:
Younes Ishraidi
Public Works & Engineering
Charter Township of Meridian
5151 Marsh Road
Okemos, MI 48864

EXHIBIT (A)

For recorded easement under Liber 1802, Page 79

A centerline description of a 20' easement described as being that part of the SW $\frac{1}{4}$ of Section 15, T4N, R1W, Meridian Township, Ingham County, Michigan, and the NW $\frac{1}{4}$ of Section 22, T4N, R1W, Meridian Township, Ingham County, Michigan, commencing at the SW corner of said Section 15; thence along the S line of said Section 15, S 89 deg 24' 38" E, 1440.66 feet; thence S 69 deg 28' 42" E, 264.71 feet; thence N 27 deg 43' 58" E, 438.69 feet to the POINT OF BEGINNING; thence N 83 deg 07' 19" W, 214.95 feet to the POINT OF ENDING.

EXHIBIT (B)

For recorded easement under Liber 1802, Page 80

A centerline description of a 20' easement described as being that part of the SW $\frac{1}{4}$ of Section 15, T4N, R1W, Meridian Township, Ingham County, Michigan, and the NW $\frac{1}{4}$ of Section 22, T4N, R1W, Meridian Township, Ingham County, Michigan, commencing at the SW corner of said Section 15; thence along the S line of said Section 15, S 89 deg 24' 38" E, 1440.66 feet; thence S 69 deg 28' 42" E, 264.71 feet; thence N 27 deg 43' 58" E, 15.00 feet to the POINT OF BEGINNING; thence continuing N 27 deg 43' 58" E, 423.69 feet; thence N 25 deg 58' 21" E, 94.83 feet to the POINT OF ENDING, also being the Southerly right of way line of Central Park Drive.



To: Township Board Members

**From: Timothy R. Schmitt, AICP
Director of Community Planning and Development**

Date: March 27, 2025

Re: Ordinance 2025-03 – Rezone vacant Dobie Road (parcel ID #33-02-02-22-454-003) from RAA, One-Family, Low Density Residential, to RD, Multiple Family Residential, up to 8 units per acre, subject to a Conditional Rezoning Agreement – ADOPTION

Fedewa Holdings, the owner of the vacant property just north of Faith Lutheran Church (parcel ID# 33-02-02-22-454-003) has applied for rezoning of the 4.28 acre parcel. The property is currently zoned RAA, One-Family, Low Density Residential. The Future Land Use Map was changed during the 2023 Master Plan update and the northern majority of the parcel is designated for multiple family uses, with the southern portion still designated as Institutional, in support of the church.

The applicant has applied for rezoning of the property to RD, Multiple Family Residential, up to 8 units per acre, subject to a conditional rezoning agreement with the following conditions:

1. Increase the rear yard building setback on the western boundary from the required 40 ft to 100 ft., more than doubling the required buffer between the project and neighboring single-family homes.
2. Restrict the type of allowable unit to townhomes. A total of 4 buildings with 8 units per building each with their own front door and garage accessible from the outside.

The Township Board approved Ordinance 2025-03 for introduction at its last regular meeting on March 18, 2025, after extensive discussion. The proposed ordinance was published, as directed by the Board, in advance of a final decision being made on the request.

Staff **recommends approval** of the proposed ordinance at this time to change the zoning of the property to be consistent with the Master Plan designation and intent of the use of the property. Staff has provided the following recommended motion and attached resolution to adopt the ordinance.

Move to adopt the resolution approving Ordinance 2025-03, an ordinance to rezone a vacant parcel on Dobie Road (parcel ID #33-02-02-22-454-003) from RAA, One-Family, Low Density Residential, to RD, Multiple Family Residential, up to 8 units per acre, subject to a Conditional Rezoning Agreement

Attachments:

1. Resolution to Approve Ordinance 25-03
2. Ordinance 25-03 – Vacant Dobie Road rezoning

RESOLUTION TO APPROVE

**Ordinance 2025-03
Vacant Dobie – Rezoning**

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 27th day of March, 2025 at 6:00 p.m., Local Time.

PRESENT: _____

ABSENT: _____

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

WHEREAS, the owner of the property, Fedewa Holdings, has submitted a conditional rezoning request for the vacant 4.28-acre property just north of Faith Lutheran Church on Dobie Road, parcel ID number 33-02-02-02-22-454-003; and

WHEREAS, the property is currently zoned RAA, One-Family Low Density Residential, allowing limited residential development; and

WHEREAS, the Owner has applied for rezoning of the property to RD, Multiple Family Residential, up to 8 dwelling units per acre, subject to a conditional rezoning with the following two conditions

1. Increase the rear yard building setback on the western boundary from the required 40 ft to 100 ft., more than doubling the required buffer between the project and neighboring single-family homes.
2. Restrict the type of allowable unit to townhomes. A total of 4 buildings with 8 units per building each with their own front door and garage accessible from the outside; and

WHEREAS, the Planning Commission held a public hearing and discussed at its regular meeting on January 13, 2025, and made a positive recommendation for the proposed rezoning to the Township Board at their January 27, 2025 meeting; and

WHEREAS, the Township Board discussed the proposed rezoning at its meetings on March 4, 2025 and March 18, 2025, and has reviewed the staff and Planning Commission materials provided; and

WHEREAS, the rezoning would be in compliance with the intent of the Master Plan and Future Land Use map, would limit the density on the site, and would increase the setbacks required on the site from the adjoining single-family residential neighborhood;

NOW THEREFORE, BE IT RESOLVED THE TOWNSHIP BOARD OF THE CHARTER TOWNSHIP OF MERIDIAN hereby ADOPTS Ordinance Number 2025-03, entitled “Ordinance Amending the Zoning District Map of Meridian Township pursuant to Rezoning Application #25001” to rezone the subject

ORDINANCE NO. 2025-03
ORDINANCE AMENDING THE ZONING DISTRICT MAP
OF MERIDIAN TOWNSHIP
PURSUANT TO REZONING #25001

The Charter Township of Meridian ordains:

Section 1. Amending the Zoning District Map.

A. The Zoning District Map of Meridian Township, as adopted in Section 86-312 of the Code of the Charter Township of Meridian, Michigan, as previously amended, is hereby amended by changing the RAA, One-Family Low Density Residential symbol and indication as shown on the Zoning District Map, for Parcel #33-02-02-22-454-003, land legally described as:

PART OF THE SE 1/4 OF SEC 22 T4N R1W DESC AS: COM AT S 1/4 COR OF SD SEC 22 - N00°03'21"E ALNG N-S 1/4 LN OF SD SEC 22 385.60 FT TO POB - N00°03'21"E CONT ALNG SD N-S 1/4 LN 297.20 FT TO S LN OF "CHIEF OKEMOS" - S89°56'32"E ALNG SD S LN 627.69 FT TO C/L OF DOBIE RD - S00°00'01"E ALNG SD C/L 297.20 FT - N89°56'32"W PLL WITH S SEC LN OF SD SEC 22 627.98 FT TO POB 4.28 A M/L

to that of **RD, Multiple Family Residential up to 8 dwelling units per acre, subject to a conditional rezoning agreement limiting the development on the site.**

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

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

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

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

Scott Hendrickson, Township Supervisor

Angela Demas, Township Clerk



To: Township Board Members

From: Courtney Wisinski, Director of Parks & Recreation
Dan Opsommer, Deputy Township Manager and Director of Public Works
Timothy R. Schmitt, AICP, Community Planning and Development Director

Date: March 28, 2025

Re: Senior Community Center Task Force Recommendation

Over the course of the last eight months, Staff and the Senior Community Center Task Force have been gathering and synthesizing information in order to return the Township Board with a recommendation on the topic. There has been a tremendous amount of discussion at the Task Force level and Staff wholeheartedly thanks the members for their work on this project.

At the March 11, 2025 Senior Community Center Task Force meeting, the following recommendations were made to the Township Board regarding the potential Senior Community Center:

- Recommend to the Township Board that the Central Fire Station site, between the Okemos Post Office and the Central Fire Station, be the location for the Senior Center or Senior Community Center
- Recommend to the Township Board the Staffing/Operational plan presented by Staff as presented, acknowledging that future adjustments may be necessary based upon changed outside of the Senior Community Center Task Force's purview
- Recommend to the Township Board the 'Senior Center South' conceptual building layout for either the Senior Center or Senior Community Center building.
- Recommend to the Township Board the Senior Center, No Gym building program.
- Recommend to the Township Board the Senior Community Center, Single Gym building program.

The packets and background information for each of the Senior Community Center Task Force meetings can be found [HERE](#) for reference and are linked throughout the document based on the area of discussion, along with additional links to the video of the meeting. There are **six** areas of focus that were discussed over the course of the meetings that Staff will summarize.

Building Site

Throughout the course of the last several years, a number of sites were mentioned for the potential home of the new senior community center. There was further discussion with the Task Force on the sites, notably at the [October](#) meeting (video [HERE](#)), which resulted in a lengthy discussion and a recommendation to pursue two sites in earnest, the MAC Legends

driving range on Grand River Avenue, which is on the market for sale, and the site adjacent to the Central Fire Station, which the Township already owns. Staff prepared an offer, based on an appraisal, for the MAC Legends site and the owners of the property did not accept the offer, so further planning focused on the Fire Station site solely, which the Task Force ultimately recommended to the Board. Director Schmitt will be prepared to walk through all the potential sites at the Board meeting, but the Fire Station site is the site that the rest of the work was based on.

Building Programs

At the beginning of the process to get to a building layout was the building program, i.e. what is actually going to be in the building. This discussion started initially with Needs Assessment discussions in [October](#) (video [HERE](#)) and [November](#) and culminated with the formal discussion of the building program in [January](#) (video [HERE](#)) and [February](#) (video [HERE](#)) and even into [March](#) (video [HERE](#)) with the final discussions and recommendations. Our partners at Progressive worked through the initial conceptual building programs and with the Task Force's input, offered potential reductions in the size of both options, which were ultimately adopted as the final recommendations. The final program statements that were recommended are attached and Progressive will go through them at the Board meeting to discuss the high-level programming of the building.

Building Layout Options

The biggest item to come of the Task Force's work is the conceptual building program and layout. Discussion on that occurred at the [January](#) (video [HERE](#)) and [February](#) (video [HERE](#)) meetings. The Township's consultant Progressive developed two primary concept plan options for the Task Force to discuss. One had the senior center portion of the building on the north side of the property and the other had the senior center portion of the building on the southern portion of the property. As noted previously, the Task Force recommended the 'Senior Center South' plan. This building can easily be built as either a standalone senior center or a senior community center. The conceptual plan is attached, along with cost projections for both a senior center only and a senior community center option. These rough layouts can and will be refined, if the Township moves forward with the project. But until we get much more committed to the project, major changes to these layouts are not expected at this point, unless there are major errors that need to be fixed. Progressive will be at the meeting to walk the Board through the building layout and building programs.

Programming

Programming of the building occurred at multiple points briefly, but the focused discussion was at the [December](#) meeting (video [HERE](#)). This is the most fluid of the items, as the Parks and Recreation Department will be addressing this item on a regular basis, based on the usage of the building and trends in the community. The biggest direction from the Task Force in this area was the hours of operation. The entirety of the financial picture was based on the Task Force's recommendation of:

- Senior Center only – Monday through Friday, 8 hours per day
- Senior Community Center – Monday through Saturday, 14 hours per day

These hours of operation directly impacted staffing and programming discussions, so this decision needed to be made relatively early in the process. If the hours of operation were to be changed, Staff would need to revisit the staffing and operations plans. Director Wisinski will be available at the Board meeting to discuss programming on a high-level basis.

Revenue

There was discussion at multiple points about potential revenues from the facility and how those revenues could be used to offset the operations costs going forward on the facility. Staff is currently modeling \$0 in the operating budget from revenue. This conservative approach is being recommended so we don't have a situation where we build it and they don't come, leading to budget shortfalls. Very rough revenue projections were discussed at the [March](#) meeting (video [HERE](#)).

The main takeaway is that the revenue generating spaces are the meetings rooms and the gym and those would be the only spaces that can offset any substantial amount of operations cost. At the outset, any revenue monies can be used to begin establishing a strong fund balance for the building fund, to help offset longer term costs. Staff's expectation after that is that in year three or four of the facility being open, we can revisit how to account for the revenue in the operating budget of the facility, as we will have good data on how much is being collected. Director Wisinski prepared the attached projections and will be available to discuss them at the Township Board meeting.

Operations and Staffing

Operations and Staffing are inextricably linked and were discussed together at the [January](#) (video [HERE](#)) and [February](#) (video [HERE](#)) and [March](#) meetings (video [HERE](#)). Staff presented a very conservative staffing plan and operating budget, showing what the facility would need to operate as standalone facility. The staffing plan for both options is as follows:

Senior Center Only	Senior Community Center
FT – Senior Center Manager	FT – Senior Center Manager
FT – Senior Center Programmer/Assistant	FT – Senior Center Programmer/Assistant
FT – Utility Worker	FT – Administrative Assistant*
PT – Seasonal support staff	FT – Program Coordinator
0.35 – Building and Grounds Superintendent	2X FT – Recreation Specialists
	3X FT – Utility Workers
	2X PT – Seasonal support staff
	0.35 – Building and Grounds Superintendent
Total – 3.8 Staff	Total – 10.3 Staff

*We would need a minimum of two administrative assistants if we have separate entrances for the senior center and senior community center

Staff has reviewed these extensively and discussed them with the Task Force and we believe this is the minimum necessary to add this size of a new building to our portfolio. Directors Opsommer and Wisinski will be available to discuss the staff plans.

The operations costs have been modeled extensively, based on work originally done for the Younkers proposal in 2024. Starting in year three, total operating costs are estimated to follow this model. Staff will be able to speak directly to each category at the Board meeting.

Annual Operating Budget - Year 1 of Opening

Category	Senior Center Only (20,007 SF)	Senior Community Center (53,784 SF)
Utilities & Insurance	\$64,047.00	\$165,159.00
IT Equipment & Infrastructure	\$16,900.00	\$20,700.00
Personnel	\$316,472.50	\$863,020.50
Motor Pool & Building and Grounds Maintenance	\$149,722.00	\$317,886.00
Office Supplies/Community & Event Promotion/Programing Supplies	\$22,000.00	\$52,500.00
Total:	\$569,141.50	\$1,419,265.50

There is a small scenario where some of these costs could be reduced. Currently, there is approximately \$550,000 in fund balance from the existing Community Services Millage, which is partially used to fund the existing senior center. There are options to utilize these funds to offset some costs from the operations noted above, potentially lowering some operations costs. If we purchase the network hardware for the new building, fund preventative maintenance of the parking lot, grounds maintenance during construction, and all of the motor pool acquisitions for the Senior Center option and over half of the motor pool acquisitions for the Senior & Community Center, we can potentially save 7.86% on the annual operation costs for the Senior Center option and 3.51% for the Senior & Community Center option. This would, however, put the facility in the position of not having a fund balance of any substantive size for the first few years. This is an item that Staff is happy to discuss further.

This is a major distillation of seven months of the Task Force’s work, but accurately represents the path taken to get to the recommendations that were made. Staff and our partners Progressive look forward to discussing this matter and talking next steps to move this major initiative forward.

Senior & Community Center Revenue Metrics and Assumption Description – Amended

Facility Annual Revenue			
Revenue Type	Senior Only	Senior & Community Center (full capacity)	Senior & Community Center (65% capacity)
Membership Single Resident Fees	\$6,500	\$6,500	\$6,500
Membership Single Non-Resident Fees	\$8,400	\$8,400	\$8,400
Massage/Reflex	\$1,733	\$1,733	\$1,733
Fitness/Exercise Programs	\$2,224	\$2,224	\$2,224
Sponsorships (assumed 4 per year at \$300)	\$1,200	\$1,200	\$1,200
Meeting Rooms	\$0	\$514,800	\$334,620
Basketball/Volleyball/Pickleball/Camps/Drop-ins	\$0	\$131,600	\$85,540
Revenue Subtotal	\$20,057	\$666,457	\$440,217

Senior Center Memberships and Revenue

- Current fees are \$25/year resident and \$35/year non-resident
- Assumed **500 members**
 - 53% Resident
 - 47% Non-resident
- **Massage/Reflexology** numbers based on October Metric Report
 - (722 duplicated participants * 16% usage) (\$15/person) = \$1,733
- **Fitness/Exercise Programs** include jazzercise, Tai Chi I&II, and yoga
 - (722 duplicated participants * 44% usage) (\$7/person)
- **Sponsorship:** \$300 per event, assuming 4 events per year
- The meeting rooms will not be for rent

Senior & Community Center

- No additional annual membership

SCC Gym

- **Pickleball**
 - 250 players at \$50 per year = \$12,500
- **Basketball Leagues** (Dec-Apr)
 - 300 players at \$75 per year = \$22,500
 - Based on clinics held in Haslett school gyms
- **Volleyball Leagues** per Team (Dec-Apr)
 - 24 teams at \$150 per team = \$3,600
- **Camps/Clinics**
 - Sporties 550 per outdoor season

- Basketball Camp 500 per season
- Rugby/volleyball/baseball/softball/soccer clinics 500 per season
 - 1000 participants at \$80/person = \$80,000
- **Drop-ins**
 - 25 people per week * 52 weeks per year = 1300 players at \$10/person/visit = \$13,000

SCC Meeting Rooms (assumptions)

- **40-person multi-purpose room**
 - M-F 4pm – 8pm (20 hours * \$50 = \$1,000/week*52 weeks = \$52,000 annually)
 - S-Sun 8am – 8pm (8 per day * 2 days * \$50 = \$800/week*52 weeks= \$41,600 annually)
 - \$93,600 annually Monday-Sunday
 - Conservative number of hours Saturday/Sunday (8) based on weekend needs
- **100-person sectioned meeting room**
 - M-F 4pm – 8pm (20 hours * \$75 = \$1,500/week*52 weeks = \$78,000)
 - S-Sun 8am – 8pm (8 per day * 2 days * \$75 = \$1,200/week*52 weeks = \$62,400)
 - \$140,400 annually Monday-Sunday
 - Conservative number of Saturday/Sunday hours (8) based on weekend needs
- **120-person multi-purpose room**
 - M-F 4pm – 8pm (20 hours * \$150 = \$3,000/week*52 weeks = \$156,000 annually)
 - S-Sun 8am – 8pm (8 per day * 2 days * \$150 = \$2,400/week*52 weeks = \$124,800 annually)
 - \$280,800 annually Monday-Sunday
 - Conservative number of Saturday/Sunday hours (8) based on weekend needs

SCC - Meeting Rooms				
Room/Use	Cost per Hour	Average Hours per Week	Weekly Revenue	Annual Revenue
40 Space – 4/night M-F & 8/day S-Sun	\$50	36	\$1,800	\$93,600
100 Space – 4/day/night M-F & 8/day S/Sun	\$75	36	\$2,700	\$140,400
120 Space – 4/night & 8/day S/Sun	\$150	36	\$5,400	\$280,800
Meeting Annual Room Revenue Subtotal			\$9,900	\$514,800

Gym Use			
Activity	Cost per Person/Team	Average Participants per Year	Annual Revenue
Pickleball	\$50	250	\$12,500
Basketball Leagues (Dec-April)	\$75	300	\$22,500
Volleyball (Dec-Apr) (per team)	\$150	24	\$3,600
Camp/Clinics	\$80	1000	\$80,000
Drop-ins	\$10	1300	\$13,000
Gym Annual Revenue Subtotal			\$131,600

SCC Meeting/Gym Annual Revenue **\$646,400** Does not include MSC Activities

Meridian Township Senior Center - No Gym

CONCEPTUAL PROGRAM 03-10-2025

Notes

CONCEPTUAL PROGRAM 03-10-2025					Notes
Greeting & Reception					870
Vestibule (Main Entry)	1 @	150 s.f.	=	150 s.f.	150 Weather barrier
Vestibule (Secondary Entry)	1 @	120 s.f.	=	120 s.f.	120 Weather barrier
Lobby with Seating for Four	1 @	400 s.f.	=	400 s.f.	400 Soft seating area for waiting
Reception Desk / Work Station	1 @	200 s.f.	=	200 s.f.	200 Large enough for two staff
Administrative Offices					1,160
Director	1 @	150 s.f.	=	150 s.f.	150
Admin. Assistant Work Station	1 @	100 s.f.	=	100 s.f.	100
Admin. Office	1 @	120 s.f.	=	120 s.f.	120
Admin. Assistant / Receptionist (area listed above)	1 @	0 s.f.	=	0 s.f.	0
Work / Copy Room	1 @	190 s.f.	=	190 s.f.	190
Break Room / Lounge with Kitchenette	1 @	500 s.f.	=	500 s.f.	500
Storage	1 @	100 s.f.	=	100 s.f.	100
Activity Areas					5,550
Primary Activity / Conversation and Lounge	1 @	1,100 s.f.	=	1,100 s.f.	1,100 Soft seating, tables & chairs
Hospitality / Self-Serve Coffee	1 @	300 s.f.	=	300 s.f.	300 Sink, small refrig, coffee maker
Fireside Seating Area	1 @	575 s.f.	=	575 s.f.	575
Library Shelving	1 @	250 s.f.	=	250 s.f.	250
Billiards Room	1 @	400 s.f.	=	400 s.f.	400 Two 8' tables, recreational area
Table Tennis Room	1 @	730 s.f.	=	730 s.f.	730 Two tables, recreational area
Storage	1 @	100 s.f.	=	100 s.f.	100
Multi-Purpose Room for 40	1 @	720 s.f.	=	720 s.f.	720 18 sf / person
Table / Chair Storage	1 @	100 s.f.	=	100 s.f.	100
Activity / Classroom for up to 35	1 @	525 s.f.	=	525 s.f.	525 15 sf / person
Small Group Meeting / Conference Room for up to 12	1 @	250 s.f.	=	250 s.f.	250 Moveable tables and chairs
Senior Women's Toilet Room	1 @	200 s.f.	=	200 s.f.	200 3 toilets, 2 sinks
Senior Men's Toilet Room	1 @	200 s.f.	=	200 s.f.	200 1 toilet, 2 urinals, 2 sinks
Janitor Closet	1 @	100 s.f.	=	100 s.f.	100
Senior Focused Wellness					3,050
Multi-Purpose Activity Room	1 @	1,300 s.f.	=	1,300 s.f.	1,300 Group exercise
Equipment Storage	1 @	250 s.f.	=	250 s.f.	250
Wellness Equipment Room	1 @	1,300 s.f.	=	1,300 s.f.	1,300 Exercise Equipment
Massage / Reflexology Room(s)	2 @	100 s.f.	=	200 s.f.	200
Building Support					910
Women's Toilets	1 @	200 s.f.	=	200 s.f.	200
Men's Toilets	1 @	200 s.f.	=	200 s.f.	200
Family Toilet	1 @	110 s.f.	=	110 s.f.	100
Custodial	1 @	110 s.f.	=	110 s.f.	110
General Building Storage	1 @	300 s.f.	=	300 s.f.	300
Program Area Sub-Totals					11,540
Factor for Walls, Mechanical, Electrical and Public Circulation (35% of program area)					4,039
Total Senior Center Building Area					15,579

Meridian Township

Senior Center + Community Center with Gym

CONCEPTUAL PROGRAM 03-10-2025

Notes

Senior Center Conceptual Program Areas		
Greeting & Reception		870
Administrative Offices		1,160
Activity Areas		5,550
Senior Focused Wellness		3,050
Building Support		910
Program Area Sub-Totals		11,540
Factor for Walls, Mechanical, Electrical and Public Circulation (35% of program area)		4,039
Total Senior Center Building Area		15,579

Community Center Greeting & Reception					1,170
Vestibule (Community Center Main Entry)	1 @	150 s.f.	=	150 s.f.	150
Lobby with Seating for Six	1 @	500 s.f.	=	500 s.f.	500
Reception Desk / Work Station	1 @	200 s.f.	=	200 s.f.	200
Equipment Lending Room / Storage	1 @	200 s.f.	=	200 s.f.	200
Vending	1 @	120 s.f.	=	120 s.f.	120
Community Center Administrative Offices (Additional to Senior Center Offices)					1,230
Market Manager Work Station	1 @	100 s.f.	=	100 s.f.	100
Intern Work Station	1 @	100 s.f.	=	100 s.f.	100
Intern Work Station	1 @	100 s.f.	=	100 s.f.	100
Admin. Assistant / Receptionist (area listed in reception)	1 @	0 s.f.	=	0 s.f.	0
Admin Office (Parks & Rec Specialist Office)	1 @	120 s.f.	=	120 s.f.	120
Admin Office (Parks & Rec Specialist Office)	1 @	120 s.f.	=	120 s.f.	120
Admin Office (Parks & Rec Specialist Office)	1 @	120 s.f.	=	120 s.f.	120
Parks & Rec Specialist New Center Work Station	1 @	100 s.f.	=	100 s.f.	100
Parks & Rec Specialist New Center Work Station	1 @	100 s.f.	=	100 s.f.	100
Conference Room (8) people	1 @	270 s.f.	=	270 s.f.	270
Storage	1 @	100 s.f.	=	100 s.f.	100
Meeting Rooms					3,280
Multi-Purpose Room for 120 (Tables and chairs on a flat floor)	1 @	2,160 s.f.	=	2,160 s.f.	2,160
Raised Platform	1 @	200 s.f.	=	200 s.f.	200
Ramp / Steps	1 @	120 s.f.	=	120 s.f.	120
Table / Chair Storage	1 @	200 s.f.	=	200 s.f.	200
Warming Kitchen	1 @	600 s.f.	=	600 s.f.	600
					18 sf / person
					16" higher than main floor
					Required by ADA
Community Center Activity Space					2,280
Activity / Meeting Room for up to 120 (with folding partitions to subdivide)	1 @	2,160 s.f.	=	2,160 s.f.	2,160
Table / Chair Storage	1 @	120 s.f.	=	120 s.f.	120
					18 sf / person
Community Multi-Sport Gym					14,900
Open Court Area (2 Full Court Basketball, 2 Volleyball, 6 Pickleball)	1 @	14,600 s.f.	=	14,600 s.f.	14,600
As the level of competition changes, so do the court dimensions. High school courts are normally 84 feet long by 50 feet wide, or 4,200 sq ft. With the recommended safety zone of 3 – 10 feet, the total square footage for each court is between 5,100 and 6,800 square feet. Includes areas for spectator seating on bleachers					
Gym Equipment Storage	1 @	300 s.f.	=	300 s.f.	300
Youth Recreation Program					5,000
Community Center Support					1,610
Women's Toilets with Changing / Locker Area	1 @	700 s.f.	=	700 s.f.	700
Men's Toilets with Changing / Locker Area	1 @	700 s.f.	=	700 s.f.	700
Family Toilet / Changing	1 @	110 s.f.	=	110 s.f.	100
Custodial	1 @	110 s.f.	=	110 s.f.	110
					No showers
					No showers
Community Center Program Area Sub-Totals					28,300
Factor for Walls, Mechanical, Electrical and Public Circulation (35% of program area)					9,905
Total Community Center Building Area					38,205

Total Building Area If Programs Are Combined					53,784
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SENIOR CENTER CONCEPTUAL PLAN
1/16" = 1'-0"



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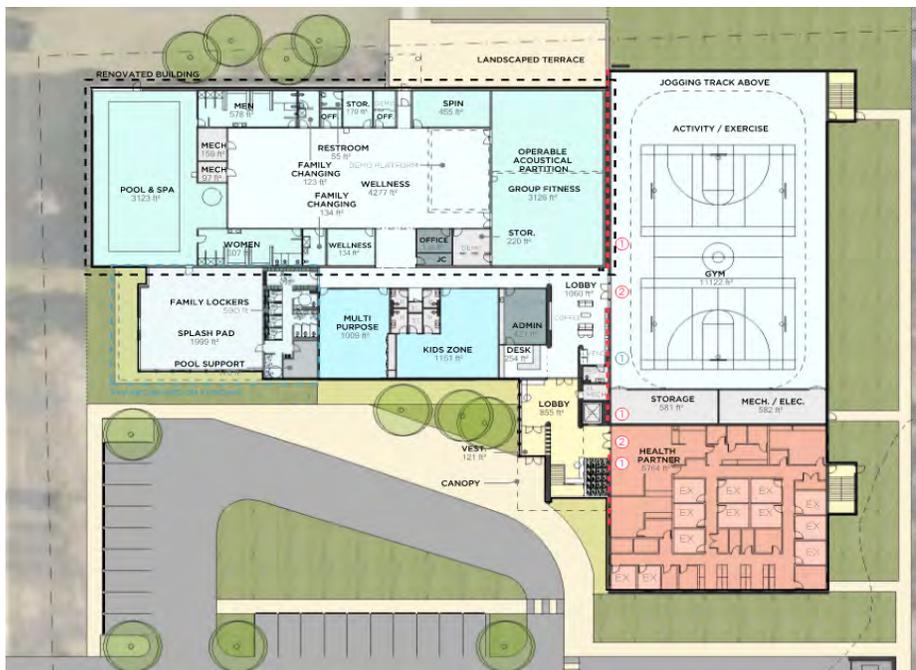


Greenville YMCA

Budget Benchmarking



Greenville YMCA features a multipurpose room, meeting rooms, offices and breakroom, single full size basketball gym with volleyball, elevated jogging track, yoga room, fitness room and locker rooms.



Estimate for Summer 2024 Bidding		\$/SF	Cost
Building SF = 32340			
2024 Estimated Cost	\$	357	\$ 11,545,380
2026 Escalated Construction Cost	\$	387	\$ 12,526,737
Including FF&E/AE Design Fees/Contingency (+22%)	\$	473	
Site Clearing, Grading & Storm Water Mitigation (Inc. fees, contingency, escalation, etc)	\$		\$ 1,946,000

Senior Center (No Gym)	15,579	SF	\$ 597	\$ 9,300,000
Senior & Community Center (One Gym)	53,784	SF	\$ 509	\$ 27,400,000

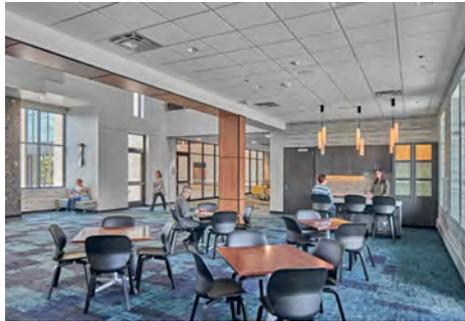
The probable costs are extrapolated from existing projects as indicated and combined on Programming square foot numbers. A thorough investigation and a complete design will be necessary to determine the exact scope of work and associated costs applied to a specific site.

Portage Zhang Senior Center

Budget Benchmarking



The Portage Zhang Senior Center features a multipurpose room with a capacity to seat 330 people, a courtyard with an outdoor fireplace, an outdoor terrace for warm-weather activities, recreational space for pickleball, basketball, and other activities, fitness space, a center promenade for indoor walking, a commercial kitchen, a coffee shop, dedicated space for games and reading, and a health clinic.



	\$/SF	Cost
Bid Summer 2020		
Building SF = 36,694		
2020 Construction Cost	\$ 305	\$ 11,200,000
2026 Escalated Construction Cost	\$ 440	\$ 15,250,000
Including FF&E/AE Design Fees/Contingency (+22%)	\$ 536	
Site Clearing, Grading & Storm Water Mitigation (Inc. fees, contingency, escalation, etc)		\$ 1,946,000

Senior Center (No Gym)	15,579	SF	\$ 661	\$ 10,300,000
Senior & Community Center (One Gym)	53,784	SF	\$ 573	\$ 30,800,000

The probable costs are extrapolated from existing projects as indicated and combined on Programming square foot numbers. A thorough investigation and a complete design will be necessary to determine the exact scope of work and associated costs applied to a specific site.



To: Township Board Members
From: Policy Review Work Group
Date: March 28, 2025
Re: Draft Personnel Policy Manual

In April 2024, and as referenced in a prior Board memorandum dated August 29, 2024, the Meridian Township Board unanimously established a Policy Review Work Group consisting of two Township Board Members, the Township Manager (or Representative), the Human Resources Director, and a rotating Departmental Director, as appropriate, to review and update our Township Board Policy Manual and its Personnel Policy Manual.

As a result of the review process, and with additional consideration and input from our Township attorneys, attached is a draft **Personnel Policy Manual**. This document was originally adopted in 2015, with later additions made to incorporate our Non-Discrimination & Fair Employment Practices Policy (2021), Juneteenth holiday (2023), and Paid Parental Leave Policy (2023).

The Township Board began review of the Personnel Policy Manual at its March 18, 2025, meeting and will continue according to the following schedule:

March 18: Introduction – Page 18

April 3: Page 19 – Page 41

April 15: Page 42 – Page 69

Attachment:

1. Draft Personnel Policy Manual

Meridian Township

Personnel Policy Manual



~~June 28, 2024~~
March 14, 2025 DRAFT

THE CHARTER TOWNSHIP OF MERIDIAN PERSONNEL POLICY MANUAL

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THE CHARTER TOWNSHIP OF MERIDIAN PERSONNEL POLICY MANUAL

I. WELCOME AND INTRODUCTION

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

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

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

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

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

A. Severability

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

B. Distribution and Revisions

A copy of this manual will be provided to each employee, who will be required to sign a standard form certifying [his/hers/their](#) receipt and review of the manual.

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

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

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

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

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

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

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

It is the intent of the Township that no person be denied equal protection of the laws; nor shall any person be denied the enjoyment of ~~his or her~~their civil or political rights or be discriminated against or harassed because of actual or perceived race, color, religion, national origin, sex, age, height, weight, condition of pregnancy, marital status, physical or mental limitation, disability, source of income, familial status, education association, sexual orientation, gender identity or expression, or HIV status. [For more information about the Township's commitment to non-discrimination, please see the Human Relations Ordinance, which is Chapter 30 in the Township's Code of Ordinances available online.](#)

B. Non-Discrimination and Fair Employment Practices Policy

~~The purpose of this policy is to ensure the hiring practices of the Township do not unfairly deny people with arrest and conviction records employment with the Township and further encouraging rehabilitation of people with records to strengthen communities.~~

~~The ability of people with records to successfully reintegrate into their communities contributes to reduced recidivism, strengthens families, and leads to safer communities.~~

~~People with records suffer from pervasive discrimination in many areas of life, including~~

| ~~employment, housing, education, and eligibility for many forms of social service benefits.~~

~~People of color are arrested, convicted, and incarcerated in numbers disproportionate to their representation in the population as a whole.~~

~~Many people with records in the Township are likely to be unemployed or underemployed.~~

~~People with records represent a workforce that have skills to contribute and a desire to add value to their community.~~

~~The Township seeks to assist the rehabilitation of people with records and ensure healthier, safer communities.~~

~~Studies indicate that stable employment is one of the best predictors of post-conviction success.~~

~~The U.S. Equal Employment Opportunity Commission, to maximize compliance with federal anti-discrimination law, recommends delaying inquiry of a job applicant's conviction history and considering the job-relatedness of the conviction taking into account length of time since conviction, and providing an individualized assessment affording the opportunity to correct any inaccuracies and to submit evidence of mitigation or rehabilitation.~~

The Township [Human Resources Department](#) shall adhere to [this a](#) fair chance policy, which [prohibits limits](#) inquiry into conviction history information on all Township employment applications unless required by state or federal law.

The Township shall make a good faith determination as to which specific positions of employment are of such sensitivity that a background check is warranted or are required by law and shall conduct background checks for these positions only.

If it has been established that a position requires a background check, the Township shall not conduct the check until after the applicant has been provided a conditional offer of employment.

~~Unless required by state or federal law, the Township shall not use or access the following criminal records in relation to a background check: records of arrest not followed by a valid conviction, sealed, dismissed, or expunged convictions, misdemeanor convictions where no jail sentence can be imposed, and civil infractions.~~

The Township shall consider job-related convictions taking into account the length of time since the offense occurred, such that no person shall be disqualified from employment, solely or in part because of a prior conviction, unless it is a job-related conviction. [The Township Human Resources Department shall conduct an individualized assessment of any job-related conviction record.](#)

~~If an applicant has been convicted of an offense that is directly related to the position sought, the Township Human Resources Department shall notify the applicant and conduct an individualized assessment that permits the applicant to submit information regarding inaccuracy of the record and evidence of mitigation or rehabilitation, as appropriate.~~

~~The Township also urges private employers and government contractors to adopt fair hiring practices that encourage the rehabilitation and employment of people with records.~~

C. Open Door Policy

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

III. EMPLOYMENT

A. At-Will Employment

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

B. Training Period

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

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

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

D.C. Hours of Work

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

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

E.D. Time Reporting

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

Overtime is defined as hours worked by ~~an hourly or~~ non-exempt employee in excess of 40 hours in a workweek and should be recorded to the nearest quarter of an hour. Overtime must be approved in advance by the Director to whom the employee reports. Failure to obtain approval to work overtime may result in disciplinary action up to and including termination of employment.

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

F.E. Flexible Work Schedule and Temporary Flexible Work Hours

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

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

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

G.F. Lunch, Rest Periods and Breaks

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

Employee lunch periods are important to employee productivity and employee health. Full-time employees will be provided an unpaid one (1) hour lunch break. The lunch period will not be included in the total time of work per day. Part-time employees working a minimum of six (6) hours per day will be provided an unpaid one-half (1/2) hour lunch break. Non-exempt employees are to be completely relieved of all job duties while on lunch breaks.

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

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

Neither the ~~lunch meal~~ period nor rest break(s) may be used to account for an employee’s late arrival or early departure or to cover time off for other purposes. For example, rest breaks may not be accumulated to extend a meal period and rest breaks may not be combined to allow a ~~one-half hour~~ 30-minute break.

H.H. Emergency Closings

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

Declared closures may not apply to “essential employees” such as Police, Fire, Public Works, and others as designated by the Township Manager. [Please refer to the Township’s Continuity of Operations Plan \(COOP\) for detailed outline of procedures for emergency or other unplanned closures.](#)

H.I. Anniversary Date

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

H.J. Performance Evaluations

~~The Human Resources Director shall prepare a~~ [The Township uses a uniform](#) system for evaluating the work performance of all employees. The primary purpose of the employee performance evaluation is to [maintain communication between supervisor and employee and](#) inform employees on ~~how well they are doing~~ [the quality of](#) their work and how they can improve their work performance. Employees will sign the evaluation form ~~as an indication that the evaluation was made to acknowledge their review and receipt of the document,~~ but not ~~to~~ necessarily [to](#) indicate agreement with the rating(s).

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

Employees and evaluators are encouraged to have regular informal conversations about performance and areas for improvement outside the formal review process. This may include, but is not limited to, ongoing efforts to coach, mentor, and otherwise provide employees with the support necessary.

L.K. Promotions

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

Township management may choose to promote Township employees on the basis of past performance, job skills, initiative, demonstrated desire for advancement, and attainment of the preferred and minimum qualifications for the job (such as certifications, licenses, and academic achievement).

M.L. Personnel Files/ Data Changes

The Township keeps personnel files on all employees. ~~Personnel files may include job applications and related hiring documents, training records, performance documentation, salary history, and other employment records. Personnel files are the property of the Township.~~ Because personnel files contain confidential information, the only people who can see them are people with a legitimate business reason. ~~If Under the Bullard-Plawecki Employee Right to Know Act 397 of 1978, employees may wish to review their own file, and may do so by employees will need to contacting~~ the Human Resources Director. ~~Once a request is received by the Human Resources Department, it will be documented in writing and an appointment will be set up within five (5) working days for the employee to review their file.~~ Employees may review their file only when a representative of the Human Resources Department is also present. Copies of the file may be requested, and the Township may charge a reasonable copying fee to the employee. ~~Documents will be copied and issued to the employee within five (5) working days.~~

It is important for the Township to have certain personal information about employees in personnel

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

N.M. Social Security Number Privacy and Protection

Meridian Township values privacy and will take all necessary steps to ensure compliance with the provisions of the [Michigan Social Security Number Privacy Act 454 of 2004](#). To protect employee personal information, the Township will not use Social Security numbers to identify employees. However, Social Security numbers may be included in job applications and forms sent by mail.

The Township will not:

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

The Township will continue to collect, use, or release Social Security numbers as required by state or federal law, and may use Social Security numbers for Township identification or authorization purposes. ~~Questions about this policy, please contact the~~ [may be directed to Human Resources Director](#).

O.N. Layoffs and Recalls

This policy shall govern all [layoffs and recalls](#) ~~and layoffs~~ of Township employees who are not covered by a [layoff or recall](#) ~~or layoff~~ procedure in a collective bargaining agreement. ~~Language in any of the collective bargaining agreements regarding layoff and recall procedures of covered Township employees shall prevail and be applied over any conflicting language in this policy. In the event of~~ [a reduction in force layoff occurs](#), consideration will be given to the quality of each employee's past performance, the need for the service, and the employee's seniority in that classification, in determining which employees will be retained. Employees to be laid off will be notified at the earliest date possible of that decision, ~~but not less than 14 calendar days' notice will be given~~. All layoffs and recalls of positions will be based upon the Township's operational needs and financial position. ~~Employee employment history, performance and job related qualifications, abilities as determined by the Township, and seniority may also be considered in making layoff and recall determinations.~~ [The Township retains sole discretion to determine which employees will be impacted in a layoff.](#)

P.O. Internal Job Vacancies

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

The interview process may include Supervisors, Managers, Directors, and Human Resources. If necessary, candidates will be called back for additional~~second~~ interview(s). The overall most qualified candidate, as determined by the Township, will be selected. ~~When hiring or undergoing a promotional procedure specified in a CBA collective bargaining agreement, all provisions of the CBA shall prevail and be applied first should they conflict with the hiring procedures stated above.~~

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

Q.P. Orientation for New Employees

New hires must meet with ~~An orientation with~~ Human Resources on or before ~~will be scheduled~~ their first day of employment to complete required forms and review employment documents. ~~New employees will be required to submit documentation necessary for the I-9 process (Immigration and Naturalization through Homeland Security) to verify legal status to work in the Township. Paperwork including W-4s for federal withholdings, state and local withholdings, internet policy guidelines, insurance documents, authorization for direct deposit of paychecks, and other necessary documents will be completed at orientation with Human Resources. A more detailed, job-specific orientation will take place with the department staff where the new hire will be working.~~

R.Q. Hiring of Family/Relatives – Fraternalization

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

For purposes of this policy, ~~F~~family/relatives includes spouse, child, ~~father, mother~~parent, sister, ~~brother~~sibling, step-parents, step-siblings, half-siblings, ~~mother or father~~parent-in-law, ~~son or~~

~~daughter~~child-in-law, grandparents, grandchildren, and ~~brother or sister~~siblings-in-law.

~~If an employee is involved in a dating relationship and works in the same area/department, it may cause difficulties at work. A dating relationship is a relationship that may casually lead to a consensual romantic or sexual relationship. If a supervisory relationship exists for two employees who become relatives after hire, or who start a dating relationship and one of them supervises the other, the one who is the supervisor is required to tell the employees must inform~~ Human Resources about the relationship. The Township ~~will then ask the two employees to decide which one of them is to be transferred to another available position. If they do not make that decision within 30 calendar days or there is no other available position, the Township will decide which one will be transferred or, if necessary, terminated from employment.~~ may seek to transfer one of the employees if a vacancy exists for which one or both employees are qualified. The Township may alternatively seek the voluntary resignation of one of the impacted employees. The Township retains the right to terminate an employee to avoid a violation of this policy.

Consensual romantic or sexual relationships between employees, while not expressly forbidden, are generally considered unwise. Employees should be aware of the risks and potential work-related difficulties of such relationships.

~~There may also be situations when there is a conflict or the potential for conflict because of the relationship between employees~~ The Township retains the discretion to transfer, seek voluntary resignation, or terminate related employees, even if there is no direct reporting relationship or authority involved supervisory relationship if the familial relationship causes a conflict or potential conflict in the workplace. Relatives of current Township employees shall not be given preference in any hiring decisions. In that case, the Township may separate the employees by reassignment or termination of employment.

S.R. Employment Classification Categories

Meridian Township has established the following classifications for employees:

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

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

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

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

F.S. Background and Reference Checks

To ensure that individuals who join Meridian Township are well-qualified and to ensure that we maintain a safe and productive work environment, it is our policy to conduct pre-employment background checks on applicants who are being considered for employment to the extent such a background check is necessary based on the requirements and expectations of the position. Background checks may include verification of any information on the applicant's resume or

application form, a driving record check, a criminal background check, and in certain positions, a credit report.

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

This policy will be administered, and any background or reference checks will be performed, in compliance with the Township's Non-Discrimination and Fair Employment Practices Policy as found elsewhere in this Manual.

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

U.T. Progressive Discipline

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

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

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

In order to correct or eliminate employee poor performance or misconduct, the Township may utilize the disciplinary process.

Disciplinary action may take any form the Township deems appropriate to the circumstances, including be any of the following ~~four types~~:

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

The Township retains the discretion to utilize whatever level of discipline is deemed appropriate under the circumstances or to craft individualized discipline and correction on a case-by-case basis. In all cases, the Township strives for discipline to be corrective, not punitive. The Township will follow the principles of progressive discipline whenever practicable, except that the Township may skip disciplinary steps for sufficiently serious conduct as determined in the Township's sole discretion unless otherwise limited by an applicable collective bargaining agreement.

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

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

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

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

V.U. Separation of Employment

Separation of employment can occur for several different reasons.

- **Voluntary Resignation:** ~~Although the Township hopes employment will be a mutually rewarding experience, varying circumstances cause employees to voluntarily resign.~~ Resigning employees must provide two weeks' notice, in writing, to facilitate a smooth transition. Proper notice of resignation entitles an employee to a payout of accrued but unused vacation leave. Management reserves the right to provide an employee with two weeks' pay in lieu of notice in situations where job or business needs warrant such action. If an employee provides less than two weeks' notice, the employee is disqualified from any payout for accrued vacation ~~or other leave payments~~ and the Township may deem the individual to be ineligible for rehire depending on the circumstances regarding the notice given.
- **Retirement:** Employees who wish to retire are required to notify their Director and the Human Resources Department in writing at least one (1) month before the planned retirement date. Employees who retire under an applicable retirement plan are entitled to a payout of accrued but unused vacation leave.

- **Job Abandonment:** Employees who fail to report to work or contact their supervisor for three (3) consecutive workdays will be considered to have abandoned their job and voluntarily quit without notice, effective at the end of their normal shift on the third day. The Supervisor will notify the Human Resources Department at the expiration of the third workday and initiate the paperwork to document the employee's termination~~voluntary resignation~~. Employees who are separated due to job abandonment are ineligible to receive ~~accrued benefits~~ a payout for accrued but unused vacation leave and are ineligible for rehire.
- **Termination:** ~~Except as may be provided in a collective bargaining agreement or by contract,~~ ~~e~~ Employees are employed on an at-will basis and the Township retains the right to terminate an employee at any time. Employees who are involuntarily terminated are ineligible to receive payout for accrued but unused vacation leave.

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

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

W.V. Exit Interview

All Township employees who ~~terminate~~separate from employment with the Township are encouraged to take part in an exit interview. Exit interviews will take place with the Human Resources Director. Upon the request of the Human Resources Director or the separating employee, additional attendees may be permitted in exit interviews. The Human Resources Director will coordinate the time and dates of all exit interviews.

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

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

X.W. Rehire

Employees who leave the Township in good standing may be considered for reemployment. ~~An application must be submitted to the Human Resources Department, and t~~The applicant must meet all minimum qualifications and requirements of the position and follow the applicant process as described in section (P)the Job Vacancies Policy found elsewhere in this Manual.

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

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

IV. WORKPLACE SAFETY

A. Drug-Free Workplace

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

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

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

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

- Whenever employees are working, are operating any Township vehicle, are present on Township premises, or are conducting related work off-site, they are prohibited from:
 - Using, possessing, buying, selling, manufacturing, dispensing an illegal drug (which includes possession of drug paraphernalia).
 - Being under the influence of alcohol or an illegal drug or abusing over-the-counter drugs.
- The presence of any detectable amount of any illegal drug or illegally controlled substance in an employee's body while performing Township business or while in a Township facility or vehicle is prohibited.
- ~~Meridian Township will not allow any e~~Employees must not to perform their duties while taking prescribed drugs that are adversely affecting the employee's ability to safely perform their job duties. If an employee is aware that a prescription drug they are taking may impact their ability to perform their job duties safely, they must notify the Human Resources Department of that concern.
- Any illegal drugs or drug paraphernalia will be turned over to the appropriate law enforcement agency and may result in criminal prosecution.

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

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

B. Employee Assistance and Drug-Free Awareness

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

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

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

- ~~• Whenever employees are working, are operating any Township vehicle, are present on Township premises, or are conducting related work off-site, they are prohibited from:
 - ~~— Using, possessing, buying, selling, manufacturing, or dispensing an illegal drug (which includes possession of drug paraphernalia).~~
 - ~~— Being under the influence of alcohol or an illegal drug or abusing over the counter drugs.~~~~

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

C. Required Drug and Alcohol Testing

The Township retains the right to require the following tests:

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

D. Consequences for Violation of Drug-Free Policies

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

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

E. Confidentiality of Drug-Test Information

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

A. Workplace Bullying

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

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

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

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

F. Violence in the Workplace

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

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

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

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

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

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

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

G. Safety

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

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

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

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

H. Right to Know

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

I. Smoke-Free Workplace

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

The smoke-free workplace policy applies to

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

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

V. WORKPLACE EXPECTATIONS

A. Performance Expectations / Code of Conduct/ Workplace Etiquette and Work Rules

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

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

The Township is a professional work environment and expects employees to conduct themselves in a professional manner. Employees are expected to:

- Be respectful of other's time.
- Be punctual when arriving to work and meetings.
- Focus on Township matters and minimize personal and social distractions during working time.
- Be attentive and respectful in interactions with colleagues, vendors, and residents.
- Communicate important matters to colleagues and supervisors in a professional and timely manner.
- Be a willing and eager learner of new skills.
- Be receptive to constructive feedback and coaching.

In addition, the Township also maintains a code of conduct to ensure the orderly and efficient operation of the Township, as well as to protect the rights of all employees and officials. You should understand that the list below is for illustration purposes only and there are other types of conduct that may jeopardize personal safety, security, or welfare that may be prohibited. This list in no way modifies the at-will employment relationship between employees and the Township.

- Falsification of timekeeping records and any employment application statements.
- Any discourteous treatment of the public, other Township employees or officials, or residents.
- Working under the influence of alcohol, illegal drugs, or ~~medical~~-marihuana.
- Possession, distribution, sale, transfer, or use of alcohol or illegal drugs or ~~medical~~-marihuana in the workplace, while on duty, or while operating employer-owned vehicles or equipment.
- Theft in any form ~~is not acceptable~~.

- Fighting or threatening violence in the workplace.
- Violation of safety or health rules.
- Sexual or other unlawful harassment or discrimination.
- Extensive absenteeism or any absence without notice.
- Unauthorized use of employer telephones, mail system, Internet, or computer networks.
- Unauthorized use of employee personal telephones, Internet, or computers during work hours.
- Unauthorized disclosure of confidential Township information
- [Socializing that interferes with work performance or impacts the public's perception of Township operations.](#)
- Unsatisfactory performance or conduct including insubordination.
- Abuse of Township property.
- Violation of personnel policies, Township ordinances, department rules, or federal, state, or local laws'

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

B. Professionalism & Civility

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

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

[All Township employees are expected to support a professional and civil workplace by adhering to the following guidelines for conduct in their interactions with colleagues, supervisors, the public, and vendors:](#)

- [Treat others with dignity and respect.](#)
- [Ensure that critiques of others are well meaning and constructive. Focus on what can be improved.](#)
- [Foster teamwork and participation from others with differing experiences, perspectives, and backgrounds.](#)
- [Seek out insights and input from others with different experiences, perspectives, and backgrounds.](#)

- Remain open-minded and listen when given constructive feedback regarding others' perception of your conduct.

Any manager or department director who is aware of conduct inconsistent with this Policy should immediately engage the employee in question in a dialogue to understand their perspective. If necessary, the Human Resources Department should be engaged to ensure this Policy is adhered to and that employees, the public, and vendors are treated with dignity and respect.

Certain unprofessional and non-constructive behavior may result in discipline up to and including termination of employment.

B.C. Confidentiality

~~Employees at the Township may overhear or have knowledge of confidential information from various sources (e.g. residents, businesses, etc.). It is the Township's policy that all information employees receive should be considered confidential unless the context clearly indicates otherwise.~~In the course of employment with the Township, employees may encounter confidential information that is not subject to disclosure under the law and should not be made known to the public. Confidential information does not include information the public would be entitled to receive under statutes such as the Freedom of Information Act and does not include information relating to the terms and conditions of employment with the Township such as wages, protected concerted union activity, and workplace complaints. Confidential information will not be disclosed to external parties or to other employees without a legitimate business reason. If a Township employee has any questions about whether information is considered confidential, ~~he/she/they should may~~ check with ~~his or her/their~~ supervisor, Director, or the Human Resources Director.

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

D. Media Contacts

All ~~inquiries from the~~ media inquiries should be referred to the Township Manager, Chief of Police, EMS/Fire Chief, or the Communications Director as applicable. Employees may not speak on behalf of the Township unless authorized to do so by the Township Manager, Chief of Police, Fire Chief, or the Communications Director.

D.E. Conflicts of Interest

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

~~Listed below are examples that may lead to conflicts of interest~~Certain conflicts of interest (or the appearance of conflicts) may include, but are not limited to:

- Obtaining or continuing outside employment that may impair an employee's Township work responsibilities.
- Hiring family members or closely related persons especially within the same supervisory chain of command, where the employee may have a personal interest.
- Serving as a board member ~~or elected official~~ for an outside organization, where the employee's responsibilities to the organization could conflict with the employee's responsibilities to the Township.
- Accepting gifts, discounts, favors, or services from a business based on one's status as a Township employee.

Township employees shall be required to submit an annual conflict of interest disclosure.

E.F. Gifts and Favors

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

F.G. Outside Employment

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

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

Employees engaged in outside or supplemental employment shall:

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

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

G.H. Attendance and Punctuality

Attendance and punctuality are critical to the service the Township provides to its residents. Therefore, employees are expected to be on time and present at work when able. Except as restricted by applicable law, Pp patterns of absenteeism or tardiness may result in discipline even if the employee has not yet exhausted available paid time off. Absences due to illnesses or injuries that

qualify under the [Earned Sick Time Act \(ESTA\)](#) and/or Family and Medical Leave Act (FMLA) will not be counted against an employee's attendance record. Medical documentation within the guidelines of the [ESTA and FMLA](#) may be required in these instances. Vacation and personal leave must be scheduled with one's supervisor in advance. Sick leave may be used in the case emergency or sudden illness without prior scheduling.

Not reporting to work and not calling to report the absence is a no-call/no-show and is a serious matter. [Unless an employee is incapacitated and notice to the Township is impracticable:](#)

1. The first instance of a no-call/no-show will result in not less than a written warning.
2. The second separate offense may result in more serious discipline up to termination of employment.
- 3. A no-call/no-show lasting three days will be considered job abandonment and will be deemed an employee's voluntary resignation of employment.**

H.I. Attire and Grooming

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

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

Examples of unprofessional attire include but are not limited to:

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

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

The Township permits employees to wear jewelry or to display tattoos at the workplace with the following guidelines. [To make this determination, management will consider](#)~~Factors that management will consider to determine~~ whether jewelry or tattoos ~~may~~ [poses](#) a conflict with an employee's job or work environment. ~~considering include:~~

- Personal safety of self or others.

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

If management determines an employee's jewelry or tattoos ~~may present such a conflict~~ is not appropriate for the work environment, the employee will be encouraged to identify appropriate options, such as removal of excess or offensive jewelry, covering of tattoos, or other reasonable means to resolve the ~~conflict~~matter.

I.J. Electronic Communication and Internet Use

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

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

Violation of these rules or other misuse of Township technology or other actions that undermine the Township's cybersecurity may be the subject of discipline up to and including termination.

J.K. Right to Monitor

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

K. Inspection

~~Meridian Township reserves the right to inspect all portions of its premises for drugs, alcohol, or other contraband. All employees may be asked to cooperate in inspections of their persons, work areas, and property that might conceal drugs, alcohol, or other contraband. Employees who possess such contraband or refuse to cooperate in such inspection are subject to appropriate discipline up to and including termination.~~

L. Solicitation, Distribution, and Posting of Materials

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

Provisions: Except for protected labor relations activity,

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

Violations of this policy should be reported to the Human Resources Department and are subject

to disciplinary actions up to and including termination of employment.

M. Employee Travel and Reimbursement

Employees will be reimbursed for reasonable expenses and applicable IRS mileage reimbursements incurred in connection with ~~Township Manager~~ approved travel on behalf of the Township. Employees must complete and submit proper forms provided by the Township to be eligible for reimbursement. Employee travel beyond 50 miles within the State of Michigan requires approval by the Department Director and all travel outside the State of Michigan requires approval by the Township Manager.

N. Use of Township Equipment

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

O. Township Vehicles

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

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

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

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

~~P. Energy Efficient Workplace~~

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

- ~~• Make energy efficiency a habit.~~
- ~~• Lights will be turned off in employee offices, restrooms, storage areas, etc. when not occupied.~~
- ~~• Unplug unused electrical devices.~~
- ~~• Turn off computers overnight.~~
- ~~• Limit printer use and reduce paper usage.~~

- Use less electricity wherever possible.
- Utilize the recycle bins throughout the workplace.

VI. TIME OFF/LEAVES OF ABSENCE

A. Holiday Pay

Meridian Township recognizes paid holidays each year:

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

Should a holiday fall on a weekend, the holiday will be observed on the ~~work day~~[workday](#) closest to the holiday.

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

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

~~Time off may be granted by the Township Manager to employees who desire to observe a religious holiday that is not recognized by the Township. Employees who observe religious holidays not observed by the Township may request time off from the Department Director. If granted, such time off will be the employee's vacation or personal time. Holiday pay only applies to those holidays listed in this Section.~~

B. Vacation

All [permanent](#) full-time and part-time employees are eligible for vacation leave benefits. Part-time employees working 20 to 29 hours per week will earn vacation on a pro-rated basis. For purposes of vacation leave, full-time employees are those working ~~over~~[30 or more](#) hours per week.

Vacation accrual begins on the first day of the month following the hire date for full-time or permanent part-time employment. Vacation is accrued according to the schedule in this policy. ~~Vacation can be used only after an employee has completed six months of continuous employment.~~

Vacation leave will not be earned during an unpaid leave of absence.

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

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

Non-Union Personnel Vacation Benefits Schedule

Each full-time employee not within an organized bargaining unit shall accumulate vacation monthly up to a maximum of 25 working days (200 hours). The Township Manager may waive the maximum accumulation of vacation time upon written request of the employee. Vacation shall be earned according to the following schedule of continuous and completed years of service:

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

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

~~If employment is terminated, accrued unused vacation leave earned through the last day of active employment will be paid at the employee's base rate of pay at termination. If an employee resigns or retires after giving at least a two-week notice of their intent to resign or retire, that employee shall be paid for their accrued but unused vacation leave earned through the last day of active employment. Employees who do not give proper notice or who are involuntarily terminated for any reason shall not receive any payout for accrued but unused vacation time.~~

C. Personal Leave

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

D. Sick Leave

All regular full-time employees accrue sick leave beginning on the first day of the month following the employee's first day of work after hire for a maximum of 12 days per year at a rate of 8 hours

per month beginning on the date of hire.

Regular, part-time employees accrue sick leave ~~the first day of the month following the employee's first day of work~~immediately after hire in a pro-rated amount using the full-time total of ~~12 days per year~~8 hours per month and the average number of hours the part-time employee works per week. ~~Leave can be accumulated up to a total of one hundred ten (110) working days. Employees may carry over no more than 880 hours of sick leave from one year to the next.~~

All other employees accrue 1 hour of sick leave for every 30 hours they work. Seasonal employees, interns, and irregular employees may not use accrued sick leave until they have completed 120 calendar days of employment.

Employees may use sick leave ~~if their presence is needed at home because of the illness of a member of their immediate family or they have a medical appointment of a routine or preventative nature. "Immediate family" is defined as parents, spouse, children, stepchildren, and any family members living in the employee's household or any other relative for whom the employee is legally responsible for as a dependent or guardian.~~for the following purposes as outlined in the Earned Sick Time Act, as amended:

1. An employee or family member's mental or physical illness, injury, or health condition; medical diagnosis, care, or treatment of the employee or mental or physical illness, injury, or health condition; or preventative care for the employee or their family member.
2. An employee or a family member is the victim of domestic violence or sexual assault and needs time off for medical / psychological care, to obtain services from a victim services organization, to relocate, to obtain legal services, or to participate in any civil or criminal proceedings.
3. For a meeting at the employee's child's school or place of care related to the child's health or disability or the effects of domestic violence or sexual assault on the child.
4. For the closure of the employee's workplace or the employee's child's school or place of care if such locations are closed due to a public health emergency or it is determined by a health care provider that the employee or a family member's presence in the community would jeopardize the health of others due to exposure to a communicable disease.

An employee using sick time for any reason other than listed in this Section may be subject to discipline up to and including termination of employment.

Employees must request foreseeable uses of sick leave at least 7 days in advance. For unforeseeable sick leave usage, the employee must call in before the start of their shift unless emergency circumstances make that impossible. If an employee is unable to call in prior to the start of their shift for legitimate reasons, the employee must call in as soon as possible thereafter. Directors may require substantiation of sick leave as they deem necessary, including a certificate from a physician or an examination by a physician duly appointed by the Township if an employee misses more than three (3) consecutive workdays. If such examination is required, the Township will pay the cost if not covered by insurance all out-of-pocket costs that would have otherwise been incurred by the

employee.

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

Upon separation of employment, ~~the full and regular part-time~~ employees shall receive payment of 1/4 of ~~his/her~~their accumulated sick leave which is paid into the employee's ICMA/RHS account, provided at least two (2) weeks written notice of separation is given by the employee, and providing no abuse of sick leave takes place during the final two (2) weeks of ~~his/her~~their employment. Employees who are involuntarily terminated by the Township ~~due to misconduct~~ are not entitled to any payout for unused sick leave and all such leave is forfeited. Employees who retire shall receive payment for one-half of ~~his/her~~their accumulated sick leave, which shall be paid into the employee's ICMA/RHS account, provided the employee has given the Township 30 days prior notice of retirement. Seasonal employees, interns, and irregular employees are not eligible for any payout of unused sick leave upon separation. If an employee is separated from employment for two or more months, their sick leave bank shall be reset to zero upon any subsequent rehire.

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

E. Bereavement Leave

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

Paid bereavement leave is granted according to the following schedule:

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

F. Jury Duty

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

two (2) days' prior notice that he/she has been summoned for jury duty, furnish satisfactory evidence that he/she reported for or performed jury duty on the day(s) for which he/she claims payment, and submit payment(s) received for jury duty, less mileage paid, to Human Resources/Payroll.

G. Election Leave

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

H. Military Leave of Absence

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

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

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

I. Lactation/Breastfeeding

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

J. Paid Parental Leave

[This policy provides eligible Meridian Township \(Township\) employees with the opportunity to be provided up to four \(4\) weeks of Paid Parental Leave Time for the birth of a child, or placement of a child with you for adoption.](#)

1. Eligibility:

- A. Must be a permanent full-time employee with twelve (12) months of service accrued.
- B. Employee must be the biological parent who has given birth to a new child, the spouse of that biological parent, or committed partner of that biological parent, OR be the legally designated guardian of a minor child up to and including age 5 who is newly adopted. The adoption of a spouse's child is not eligible for this benefit.
- C. Employee must not have taken any Paid Parental Leave Time under this policy in the 12-month period immediately preceding the date Paid Leave begins.
- D. Paid Parental Leave is predicated on the understanding that the employee will return to work after the conclusion of the Paid Parental Leave time. If it is known that the employee will not be returning to work following the leave, this benefit may be denied or discontinued. An employee who fails to return to work on or before the conclusion of their approved Paid Parental Leave period shall be deemed to have voluntarily resigned from the Township.

2. Procedure

- A. Employee shall provide at least 30 days' notice (unless due to the circumstances this would not be possible) to their Department Head and the Human Resource Department as to their intent to use Paid Parental Leave Time.
- B. Employee must specify in the written notice the total amount of Paid Leave employee plans to take not to exceed four (4) calendar weeks. Paid Parental Leave Time is not subject to extension.
- C. Paid Parental Leave Time will commence immediately upon the birth of the child OR the legal placement of the adoptive child.
- D. Employees must provide proof of the date of the birth or adoption within 30 calendar days of the birth or placement of the child.
- E. If an employee is a parent or adoptive to multiple new children at the same time, (i.e. birth of twins or adoption of two eligible children simultaneously) it shall be considered one event for the purposes of the Paid Parental Leave Time program and will not increase the length of leave for the employee.
- F. For FMLA-eligible employees, the FMLA provides up to 12 weeks of unpaid leave following the birth or adoption of a minor child. Any Paid Parental Leave utilized under this policy will run simultaneously with any available FMLA leave for the same qualifying event. It is the intent of this policy that Township employees will remain in a paid status during part of the FMLA period allowed for the birth or adoption of a child.
- G. Employees who are eligible and provide timely notice and adequate proof as required under this policy will be approved for Paid Parental Leave time not to exceed four (4) calendar weeks, beginning on the effective date of the event. The Township shall continue to pay the employee at their base rate of pay, including any increases that would normally occur under the covered period. An employee's job remains protected during the period of Paid Parental Leave. Paid Parental Leave must be used consecutively and is not permitted to be used intermittently.
- H. If an employee elects to voluntarily return to work prior to the conclusion of the Paid Parental Leave Time period, they will only be paid for the time they took, and will receive no additional Paid Parental Leave Time.

- I. The Employee shall remain eligible for all Township benefits and will continue to accrue leave time while on Paid Parental Leave Time, in accordance with their collective bargaining agreement, contract, or letter of understanding or employment.
- J. Employees who are on Paid Parental Leave are not eligible for overtime pay, as they are not actively working. An employee whose requested Paid Parental Leave Time falls on a scheduled holiday will receive Paid Parental Leave Time pay but will not receive additional holiday pay. Employees are ineligible to work alternative employment during the period of Paid Parental Leave time.
- K. It is the responsibility of the Human Resources Department to administer this Paid Parental Leave program. It is the responsibility of the Human Resources Department to notify the employee and the Department Head of the employees expected return date based on the approved Paid Parental Leave period.

VII. BENEFITS

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

A. Medical and Dental Insurance

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

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

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

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

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

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

B. Flexible Spending Account

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

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

C. Group Life Insurance

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

D. Long-Term Disability Benefits

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

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

E. Pension Plans

~~Please refer to any applicable Collection Bargaining Agreement.~~

F.E. Retirement

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

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

G.F. Workers' Compensation Benefits - Coordination with Township Benefits

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

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

H.G. CARES Employee Assistance Program (EAP)

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

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

I.H. COBRA

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

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

VIII. COMPENSATION

A. Overtime Pay

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

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

If an employee is assigned to light duty or on work restrictions, they will not be assigned or permitted to work overtime hours except in emergency circumstances as designated by the Department Head/Director. This overtime exception must be approved in advance by the Director of Human Resources and the Director to whom the employee reports.

B. Compensatory Time

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

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

C. Longevity

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

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

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

IX. UNLAWFUL HARASSMENT POLICY

A. Objective

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

B. Scope

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

C. Workplace Harassment

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

D. Prohibited Conduct – Discrimination

It is a violation of this Policy to discriminate in the provision of employment opportunities, benefits or privileges; to create discriminatory work conditions; or to use discriminatory evaluative standards in employment if the basis of that discriminatory treatment is, in whole or in part, an individual's race, national origin, color, sex, sexual orientation, gender identity/expression, pregnancy, disability, religion, age, height, weight, familial status, marital status, veteran or active military status, genetic information or any other legally protected characteristic. Discrimination violates this Policy regardless of whether the applicant or employee actually has the protected characteristic or is merely perceived to have it.

Discrimination in violation of this Policy will be subject to disciplinary measures up to and including termination.

E. Prohibited Conduct – Harassment

The Township prohibits unlawful harassment of any kind, including sexual harassment, and will take appropriate and immediate action in response to complaints or knowledge of violations of this Policy. For purposes of this Policy, harassment is any disrespectful or unprofessional conduct that is not welcomed by the person being harassed and is designed to threaten, intimidate or coerce an employee, co-worker, or any person working for or on behalf of the Township and is based solely or in part on the individual's race, national origin, color, sex, sexual orientation, gender identity/expression, pregnancy, disability, religion, age, height, weight, familial status, marital status, veteran or active military status, genetic information or any other legally protected characteristic.. Harassment violates this Policy regardless of whether the applicant or employee actually has the protected characteristic or is merely perceived to have it. Harassment also violates this Policy when it's based on a combination of two or more protected characteristics or the protected characteristic of someone with whom the applicant or employee is associated, such as a family member or friend.

The following examples of harassment are intended to be guidelines and are not exclusive when determining whether there has been a violation of this Policy:

- Verbal harassment includes comments that are offensive or unwelcome regarding a person's race, national origin, color, sex, sexual orientation, gender identity/expression, pregnancy, disability, religion, age, height, weight, familial status, marital status, veteran or active military status, genetic information or any other legally protected characteristic, including epithets, slurs and negative stereotyping.
- Nonverbal harassment includes distribution, display or discussion of any written or graphic material that ridicules, denigrates, insults, belittles or shows hostility, aversion or disrespect toward an individual or group because of race, national origin, color, sex, sexual orientation, gender identity/expression, pregnancy, disability, religion, age, height, weight, familial status, marital status, veteran or active military status, genetic information or any other legally protected characteristic..
- Such unlawful harassment or discrimination may include epithets, slurs and derogatory remarks, stereotypes, jokes, posters, cartoons or any form of stalking or bullying based on individual's race, national origin, color, sex, sexual orientation, gender identity/expression, pregnancy, disability, religion, age, height, weight, familial status, marital status, veteran or active military status, genetic information or any other legally protected characteristic.

F. Defining Sexual Harassment

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

~~Under Title VII of the Civil Rights Act of 1964, there are two types of sexual harassment: a) quid pro quo and b) hostile work environment. Sexual harassment can be physical and psychological in nature. An aggregation of a series of incidents can constitute sexual harassment even if one of the incidents considered on its own would not be harassing.~~ Employees are prohibited from sexually harassing other employees whether or not the incidents of harassment occur on Township premises and whether or not the incidents occur during working hours. Meridian Township adheres to all federal, state, and local anti-discrimination and harassment laws applying to sexual harassment including Michigan's Elliot-Larsen Civil Rights Act.

G. Examples of Prohibited Conduct

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

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

G. Retaliation

As used in this Policy, "retaliation" means any adverse employment action taken against an applicant or employee because that person participated in activity protected under this Policy or reasonably thought to be protected under this Policy. Examples of protected activities include, but are not limited to:

- Reporting or assisting someone in reporting suspected violations of this Policy
- Cooperating in investigations or proceedings arising out of a violation of this Policy
- Filing a complaint with the Michigan Department of Civil Rights or the U.S. Equal Employment Opportunity Commission.

"Adverse employment action" is conduct or an action that materially affects the terms and conditions of the applicant's or employee's employment status or is reasonably likely to discourage the person from engaging in a protected activity. Even actions that do not result in a direct loss of compensation or in termination may be regarded as an adverse employment action when considered in the totality of

the circumstances.

The Township will not permit coercion, intimidation, retaliation, interference, or discrimination for filing a complaint or assisting in an investigation. However, the Township may take disciplinary action if an employee:

1. Intentionally files a false complaint; or
2. Intentionally provides false information during an investigation or review of a complaint.

Complaints made in good faith, even if they are not substantiated by an investigation, will not subject the employee to discipline or termination. The Township will also take appropriate steps to assure that the person against whom such an allegation is made is treated fairly.

Any person who is found to have violated this aspect of the Policy will be subject to discipline up to and including termination of employment.

H. Complaint Resolution Procedures

1. Employees

If an employee believes that ~~he or she~~they has/have been subjected to unlawful harassment on the basis of sex or any other protected characteristic or any unwelcome attention on the basis of a protected characteristic, they must report the incident to their own supervisor and the Human Resources Director. ~~he or she~~They may address the situation directly and immediately to the harasser, if ~~possible~~they feel comfortable doing so. ~~If the inappropriate conduct does not cease, or if the employee is unable to or is uncomfortable with addressing the alleged harasser directly, he or she must report the incident to his or her own supervisor or manager and the Human Resources Director.~~ If the alleged harassment complaint is directly related to an employee's Supervisor, Manager or Director, the employee may report the incident to the Human Resources Director, Township Manager, or any other Director or Supervisor. In no event is an employee required to report alleged harassment to the alleged harasser.

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

A complaint may be verbal or in writing. While there is no requirement that the incident be reported in writing, a written report that details the nature of the harassment, dates, times and other persons present when the harassment occurred will better enable the Township to take effective, timely and constructive action.

~~To initiate a formal investigation into an alleged violation of this policy, employees are asked to provide a statement about the alleged misconduct to the Human Resources Director. The Human~~

~~Resources Director may assist the complainant in completing or documenting the statement. To ensure the prompt and thorough investigation of a complaint of unlawful harassment, the complainant should provide as much of the following information as is possible:~~

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

~~Any other information the complainant believes to be relevant to the harassment complaint.~~

2. *Directors, Managers, and Supervisors*

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

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

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

3. *Human Resources Township Response / Investigation*

Upon receipt of any complaint, the Township will conduct, or will retain an outside party to conduct, a prompt and thorough investigation. The investigation may include interviews with the parties involved and may also include interviews with individuals who may have witnessed the alleged misconduct or who may have other relevant personal knowledge. The Township will investigate all reports as confidentially as permitted under the law, and participants in the investigation may be asked to maintain confidentiality during open investigations to ensure the integrity of the investigation. Retaliation against anyone who reports a violation of this Policy or participates in an investigation is strictly prohibited, regardless of the merit of the complaint. Nothing in this Policy should be interpreted to interfere with any employee rights under state or federal law, including rights under the Public Employment Relations Act.

In most cases, the Human Resources Director shall conduct investigations or shall be the primary point of contact for any outside party retained to conduct an investigation. If the complaint involves the Human Resources Director or if there is otherwise a conflict that may impact or appear to impact the Human Resources Director's impartiality, the Township Manager shall conduct investigations (if properly trained to do so) or shall be the primary point of contact for any outside party retained to conduct an investigation. If the complaint involves the Township Manager or if there is otherwise a conflict that may impact or appear to impact the Manager's impartiality, the Township Supervisor shall be the primary point of contact for any outside party retained to conduct an investigation. If the complaint involves a Township Board Member, the remaining Board Members shall select from among their members who will act as the primary point of contact for any outside party retained to conduct an investigation.

At the conclusion of the investigation, the investigator shall deliver a report summarizing the investigative findings and making recommendations. If the investigation is conducted by the Human Resources Director, the report shall be delivered to the Township Manager. If the investigation is conducted by the Township Manager, the report shall be delivered to the Township Supervisor. If the investigation is conducted by an outside party, the report shall be delivered to the investigator's primary point of contact within the Township.

The complainant and alleged harasser shall be notified of the outcome of the investigation and whether any corrective action will be taken.

The Human Resources Director is responsible for:

- Ensuring that both the individual filing the complaint and the allegedly accused individual are aware of the seriousness of a harassment complaint.
- Explaining this policy and investigation procedures to the complainant and the respondent.
- Exploring informal means of resolving harassment complaints.
- Arranging for and conducting an investigation of the alleged harassment and the preparation of a written report.
- Submitting a written report summarizing the results of the investigation and making recommendations to the Township Manager.
- Notifying the complainant and the accused of the corrective actions to be taken, if any, and administering those actions.

H.I. Confidentiality

To the extent permitted by law, the Township will endeavor to keep the reporting of the applicant or employee's concerns confidential; however, complete confidentiality cannot be guaranteed when it interferes with the Township ability to fulfill its obligations under this Policy, applicable law, and any court order. All employees are required to cooperate fully with any investigation. In order to protect the interests of all involved, confidentiality will be maintained to the extent practicable and deemed appropriate by the Township. The Human Resources Director shall take adequate steps to ensure that the complainant is protected from retaliation during the period of the investigation. All the information pertaining to a harassment complaint or investigation is

~~maintained by the Human Resources Director.~~

I.J. Discipline

Any employee who violates this Policy will be subject to disciplinary action, up to and including termination of employment. To the extent a customer, vendor, or other person with whom the Township does business engages in unlawful harassment, discrimination, or retaliation, the Township will take appropriate action to remedy the situation and prevent further harassment or discrimination.

The Township will resolve all complaints pursuant to applicable law. If the Township determines that the complaint is valid, the Township will take prompt action designed to stop the harassment immediately and to prevent its recurrence, which may include termination of the offending employee.

If you are unclear on any provisions of this Policy, please contact the Human Resources Director for more information.~~Employees who violate this policy are subject to appropriate discipline. If an investigation results in finding that this policy has been violated, the mandatory minimum discipline is a written warning. The discipline for very serious or repeat violations is termination of employment.~~

Y.X. FAMILY AND MEDICAL LEAVE ACT (FMLA) POLICY

A. Purpose

The Township will comply with the Family and Medical Leave Act (FMLA) and will grant up to 12 weeks of job-protected leave during a 12-month period to eligible employees (or up to 26 weeks of military caregiver leave).

The purpose of this policy is to provide employees with a general description of their FMLA rights. In the event of any conflict between this policy and the applicable law, employees will be afforded all rights required by law. If you have any questions about this policy, please contact the Human Resources Director.

B. Reasons For Leave

The following is a list of valid reasons for purposes of taking FMLA leave. If the reason for leave falls under one or more of the following categories and if the employee is eligible, FMLA leave is available.

1. Birth of the employee's child and after-birth care.
2. Placement of a child with the employee for adoption or foster care.
3. To care for the employee's spouse, son, daughter or parent of the employee who has a serious health condition.
4. For a serious health condition that makes the employee unable to perform the employee's job.

C. Special Military Related Leave

The law provides for the following two (2) types of special FMLA leaves available only to eligible employees of family members serving in the Armed Forces.

1. Active Duty Injury or Illness. An eligible employee is granted up to a maximum total of 26 workweeks of unpaid, job protected leave within a single 12-month period of time in order to care for the employee's spouse, son, daughter, next of kin or parent of the employee who has a serious injury or illness incurred as a member of the Armed Forces, National Guard or Reserves while on active duty.
2. Qualifying Exigency. An eligible employee is granted up to a maximum total of 12 workweeks of unpaid, job protected leave within a 12-month period of time due to any "qualifying exigency" (emergency, crisis, circumstance, difficulty, hardship) arising out of the fact that the employee's spouse, son, daughter or the employee's parent is on active duty (or has been notified of an impending call or order to active duty) in the Armed Forces in support of a "contingency operation."

D. Eligibility Requirements.

Even if the reason for needing FMLA leave qualifies under one or more of the categories listed above in this Policy, an employee must also meet the eligibility requirements established by the law. FMLA leave is available only if an employee satisfies all of the following three (3) eligibility requirements:

Requirement #1. The employee requesting leave must have been employed by the Township

for at least 12 months.

AND

Requirement #2. The employee requesting leave must have actually worked at least 1,250 hours with the Township during the immediately preceding 12-month period of time.

AND

Requirement #3. There are a combined total of 50 or more employees employed by the Township either at or within 75 miles of the employee's worksite.

Employees on FMLA Leave will be required to use available sick time until such time is exhausted. After sick time is exhausted, employees may choose to utilize other forms of paid leave or to go unpaid during the remainder of the FMLA leave.

E. Intermittent Leave or a Reduced Work Schedule

Employees may take FMLA leave in one consecutive block of time or may use the leave intermittently. In all cases, the leave may not exceed a total of 12 workweeks (or 26 workweeks to care for an injured or ill service member) in a 12-month period.

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

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

When leave is needed for planned medical treatment, the employee must make a reasonable effort to schedule treatment so as not to unduly disrupt the Township's operations.

F. Employee Status and Benefits During Leave

The Township will continue an employee's health benefits during the leave period at the same level and under the same conditions as if the employee was continuously at work.

While on paid leave, the employer will continue to make payroll deductions to collect the employee's share of insurance premiums. While on unpaid leave, the employer will cover the cost of insurance premiums. When an employee returns from an unpaid leave of absence, they will be expected to make arrangements with the Township to repay the value of those insurance premiums. If the payment is more than 30 days late, the employee's health care coverage may be dropped for the duration of the leave. The Township will provide 15 days' notification prior to the employee's loss of coverage.

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

If the employee contributes to a life insurance or disability plan, the Township will continue making payroll deductions while the employee is on paid leave. While the employee is on unpaid leave, the employee may request continuation of such benefits and pay their portion of the premiums, or the Township may elect to maintain such benefits during the leave and pay the employee's share of the premium payments. If the employee does not continue these payments, the Township will discontinue coverage during the leave. If the Township maintains coverage, the Township may recover the costs incurred for paying the employee's share of any premiums, whether or not the employee returns to work.

G. Employee Status After Leave

Generally, an employee who takes FMLA leave will be able to return to the same position or a position with equivalent status, pay, benefits and other employment terms. The position will be the same or one that is virtually identical in terms of pay, benefits and working conditions. The Township may choose to exempt certain key employees from this requirement and not return them to the same or similar position when doing so will cause substantial and grievous economic injury to business operations. Key employees will be given written notice at the time FMLA leave is requested of their status as a key employee.

A. About

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

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

A. General Provisions

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

A. Eligibility

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

~~12) The employee must have worked for the Township for 12 months or 52 weeks. The 12 months or 52 weeks need not have been consecutive. Separate periods of employment will be counted, provided that the break in service does not exceed seven (7) years. Separate periods of employment will be counted if the break in service exceeds seven (7) years due to National Guard or Reserve military service obligations or when there is a written agreement, including a collective bargaining agreement, stating the employer's intention to rehire the employee after the service break. For eligibility purposes, an employee will be considered to have been employed for an entire week even~~

~~if the employee was on the payroll for only part of a week or if the employee is on leave during the week.~~

~~14)1) _____ The employee must have worked at least 1,250 hours during the 12-month period immediately preceding the commencement of the leave. The 1,250 hours do not include time spent on paid or unpaid leave. Consequently, these hours of leave will not be counted in determining the 1,250 hours eligibility test for an employee under FMLA.~~

B. Types of Leave Covered

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

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

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

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

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

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

- ~~1) Qualifying exigency leave for families of members of the National Guard or Reserves or of a regular component of the Armed Forces when the covered military member is on covered active duty or called to covered active duty.~~

The qualifying exigency must be one of the following:

— Short notice deployment

a. ~~Military events and activities~~

a. ~~Child care and school activities~~

a. ~~Financial and legal arrangements~~

a. ~~Counseling~~

a. ~~Rest and recuperation~~

a. ~~Post-deployment activities~~

a. ~~Additional activities that arise out of active duty, provided that the employer and employee agree, including agreement on timing and duration of the leave.~~

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

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

C. Amount of Leave

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

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

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

D. Employee Status and Benefits during Leave

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

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

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

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

Employee Status after Leave

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

E. Use of Paid and Unpaid Leave

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

F. Intermittent Leave or a Reduced Work Schedule

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

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

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

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

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

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

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

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

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

~~**H. Recertification**~~

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

~~**Procedure for Requesting FMLA Leave**~~

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

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

~~**I. Designation of FMLA Leave**~~

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

~~**I. Intent to Return to Work from FMLA Leave**~~

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

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

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

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

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

— Notification and Medical Documentation

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

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

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

Appropriate medical documentation should:

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

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

C. Interactive Process

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

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

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

D. Decision on Accommodation and Recordkeeping

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

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

Terms Used in This Policy

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

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

~~F. Appeals~~

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

XII. SOCIAL MEDIA POLICY

A. Introduction

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

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

B. "Official" Township Social Media Accounts

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

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

political causes, ballot proposals, or businesses and services.

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

C. Personal Social Media Use

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

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

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

XIII. Military Leave Policy (USERRA)

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

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

A. Notice Required

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

B. Documentation

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

C. Confirmation of Service

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

D. Employment and Pay

Upon presentation by a regular full-time employee of compensation records identifying the date of and payment made for the training program, the Township shall pay the difference between the compensation received for the training and the compensation that would have been received had the regular full-time employee worked as scheduled for up to ten (10) working days annually. In

the event that the annual training required for an employee exceeds the ten (10) days specified above, the additional days shall be granted as a leave of absence without pay (or charged against the employee’s accumulated vacation leave, if requested by the employee).

E. Reemployment

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

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

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

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



To: Township Board Members
From: Neighborhoods & Economic Development Director Amber Clark
Date: April 3, 2025
RE: Brownfield Policy Program and Procedures Changes

Summary:

With the direction of the Township Board at the March 4th Township Board meeting, the proposed policy amends the current Meridian Township Brownfield Program and Procedures policy to include “housing” as defined in PA 90 of 2023 as an eligible activity. The Meridian Township Brownfield Redevelopment Authority (MTBRA) has preliminarily reviewed the amended draft Brownfield Policy and have accepted the major foundational changes. The MTBRA recommended the enclosed draft policy to the Township Board for the review of the policy with hopeful adoption. The Township’s legal team has also provided a legal review and edit of the proposed changes.

Brownfield Policy Change Details:

In tonight’s packet, the Board will have access to the draft track changes and clean line versions of the policy. Our township attorneys have also had time to review the proposed policy changes, and this draft policy includes their proposed changes.

The foundation of the draft policy is the created from the current Brownfield Redevelopment Policy and Procedures. This document outlines at a high level, the general purpose of the incentive, how to access the incentive, the procedures to approve/adopt a Plan, reimbursement agreement requirements, and contributions to the Revolving Loan Fund.

The proposed changes include specifically section 4 C which amends the policy to include multifamily- for rent housing units, developed for incomes at or below 120% of the Area Median Income (AMI). The developer is required to prove the “but/for”, requirement for the incentive. As is the requirement with any incentive, the project must show that without the support of the tool, the project will not proceed. The developer is also required to administer the majority of the reporting requirements. Please see the [Michigan State Housing Development Authority FAQ’s](#) for additional information.

Section 4 D requires the same parameters of “4 C” to be met in order to be eligible for the incentive, and separates the requirements of a “For Sale” housing development, under the same affordability obligations.

In both instances a restrictive deed will need to be produced to prove to the Michigan State Housing Development Authority (MSHDA) that the property will maintain the agreed upon rent loss/development loss for the intended term. MSHDA will not support a project that the developer has not included this requirement in the reimbursement agreement.



Additional Information:

Staff have developed several working documents researching the current housing market in Meridian. Beginning with the 2018 Housing Study which indicated Meridian Township should increase the number of available new units by 2500 by 2030. By 2023 we had established and approved 1500 new housing units, many of which have yet to be developed. Additional housing data reports such as the Tri-County regional housing study also suggests that in the next 5 years, Meridian Township will need to increase the number of housing units to support a workforce development population with incomes at or below 120% of AMI.

Budgetary Implications

There are no known impacts to either the BRA or General Fund budgets to amend the policy. In the future, each Brownfield Plan will have an approved reimbursement amount that the developer will be eligible for. Once the approved activities are conducted, a review of those activities and proof of payments are sent to Township staff. Any reimbursement must first be requested and reviewed for all required elements before payment is made. Once the reimbursement request is complete, approved by the Meridian Twp. BRA, payments can be distributed. Reimbursements are limited to the new tax revenue generated.

MOTION: Move to adopt the modifications of the Brownfield Redevelopment Authority Program and Procedure Policy to incorporate PA 90 of 2023.

Attachments:

1. DRAFT- Meridian Township Brownfield Redevelopment Authority (MTBRA) Program Policies and Procedures (Red Line and Clean Version)
2. MTBRA March 13, 2025 Meeting Minutes
3. 2018 Haslett Housing Study
4. Meridian Township 1 Bedroom Apt Rent Research (2022)
5. Meridian Township Housing Stock Tracker Spreadsheet 2020-2029 Est. vs 2020-2029 Real

**Meridian Township Brownfield Redevelopment Authority (MTBRA)
Program Policies and Procedures
Adopted: 2025**

Section 1: Purpose

Michigan’s Brownfield Redevelopment Financing Act, 1996 Public Act 381 (Act 381), as amended PA 90, enables brownfield redevelopment in the State of Michigan and the establishment of brownfield authorities. The Act establishes brownfield redevelopment authorities with multiple tools to facilitate redevelopment. This includes tax increment financing to support eligible brownfield expenses incurred through reuse of a contaminated, blighted, historic, functionally obsolete property, and/ or rehabilitation or construction of housing.

The purpose of the Meridian Township Brownfield Redevelopment Authority (MTBRA) is to facilitate the redevelopment of sites classified as “Eligible Property” in PA 90 of 2023, PA 381 of 1996, and Part 201 of Public Act 451 of 1994 (Natural Resources and Environmental Protection Act), as amended.

Meridian Township has identified a need for additional housing availability to families and individuals earning 120% of the Area Median Income (AMI) or less.

Meridian Township staff will assist with the implementation of the policies and procedures described herein. Township staff will serve as a liaison between the MTBRA, and the various entities involved with the redevelopment of a brownfield site and guide a developer through the brownfield process. It is strongly encouraged that developers contact staff early in the project planning process to minimize delays in the approval process.

Section 2: MTBRA Board of Directors

Under the Bylaws established by the MTBRA, the MTBRA shall consist of one member each of the Planning Commission, Economic Development Corporation, and Environmental Commission, the Township Manager, and three members having an interest or expertise in the fields of engineering, finance, or law.

Section 3: Background

The Meridian Township Brownfield Redevelopment Authority (MTBRA) was established April 18, 2017, pursuant to Michigan Public Act 381, MCL 125.265, as amended (“Act 381”) to promote the revitalization of environmentally distressed and blighted areas within the boundaries of the Township. Pursuant to Act 381, the MTBRA facilitates the approval of brownfield plans (“Plans”) which provide for the utilization of certain tax increment revenues to pay for or reimburse costs of Eligible Activities as defined in Section 2 of Act 381. Michigan Public Act 90 of 2023, an amendment to Act 381 that went into effect on July 19, 2023, provides new opportunities to support certain housing development activities using tax increment revenues (“Housing Tax Increment Financing”) by amending the definition of both “Eligible Property” and “Eligible Activities”, specific to projects constructing or rehabilitating housing units (rental and/or for-sale).

MTBRA POLICY

Section 4: Policies for Brownfield Activities

4. A. Eligible Activities

The MTBRA is authorized to allow the use of Tax Increment Financing (TIF) revenues to pay for or reimburse public or private costs of “eligible activities” as identified in Public Act 381 and as amended in Public Act 90 of 2023.

4. B. To qualify for brownfield incentives:

- 1.) The proposed project site meets the definition of an eligible property as defined in Public Act 381 of 1996, as amended. See MEDC Brownfield TIF Guidelines and MCL 125.2652(o).
- 2.) The project is located within the jurisdictional boundaries of Meridian Township.
- 3.) The proposed redevelopment for the eligible property is consistent with the master plan, zoning ordinance, and economic development strategy of Meridian Township, as determined by the MTBRA and Township Board.
- 4.) The existing character of the eligible property is such that redevelopment activities would be limited or not feasible without brownfield redevelopment assistance provided by Public Act 381, as amended, and/or other brownfield redevelopment programs. In addition, the project developer commits to explore all other available private and public funding sources, as determined in consultation with the MTBRA.
- 5.) An analysis has been provided that demonstrates the required eligible activities can be satisfactorily completed within the available resources under this program, or if not, supplemental funding sources, such as private equity or financing, tax credits, or grants or loans, will be utilized to complement the financial resources available under the Act for proposed projects.
- 6.) The developer has provided evidence of a firm commitment to the project and a demonstration of sufficient experience, financial resources (including submittal of pro forma financial statement), and development capabilities to successfully implement the proposed redevelopment project.
- 7.) The proposed project site will have adequate access to the necessary public infrastructure and utilities needed to serve the proposed redevelopment project, as determined in consultation with the MTBRA.
- 8.) The MTBRA reserves the right to consider other factors applicable to a specific project.

**Meridian Township BRA
BRA Policies and Procedures**

Adopted:

Page 3

4. C. To qualify for housing brownfield incentives for multi-family / rental properties, a project would meet all the criteria in 4.B above and:

1.) The developer must demonstrate Potential Rental Loss (PRL) as defined by the Michigan State Housing Development Authority (MSHDA). Maximum reimbursement revenue is limited by PRL and other eligible costs as deemed necessary to complete the project. The overall project should incorporate the financial impact of any PRL or other eligible activity reimbursements.

2.) The proposed development provides no less than 20% of all dwelling unit types (studio, one (1) bedroom, two (2) bedroom, etc.) in an approved Plan shall be leased to occupants earning 120% Area Median Income (AMI) or below and evenly distributed throughout the project / development site. MTBRA may encourage greater percentages or more limited income affordability levels based on underwriting, overall project size, type of units, etc.

3.) The developer agrees to a restrictive covenant describing the rent and income restrictions as set forth in the Plan, must encumber the Housing Development/Property for a minimum of the Plan duration.

4.) Developer shall be responsible for verifying that the rental eligibility is met. At least annually, Developer shall provide the MTBRA with information and documentation that is or would be provided to the Michigan State Housing Development Authority (MSHDA), including number of qualified units, certified rent rolls, etc. along with any other relevant information relating to the Plan or Eligible Activity, as directed by the MTBRA.

6.) Funding of the Potential Rent Loss (PRL) is only available for the units occupied by an Income Qualified Household in a development as defined by the Michigan State Housing Development Authority (MSHDA).

4. D. To qualify for housing brownfield incentives for single-family for sale properties a project would meet all the criteria in 4.B above and:

1.) The developer must demonstrate Potential Development Loss (PDL) Gap Cap and the Total Housing Subsidy (THS) for every application received, as defined by the Michigan State Housing Development Authority (MSHDA). The PDL Gap Cap and the THS will be utilized to establish the reasonableness of certain housing activities for which tax capture is being planned. Maximum reimbursement revenue is limited by PDL and other eligible costs as deemed necessary to complete the project. The overall project pro forma should incorporate the financial impact of any PDL or other eligible activity reimbursements.

2.) Affordable for-sale Dwelling units must be sold to an Income Qualified Household(s) as defined by (MSHDA).

3.) A restrictive covenant describing the income restrictions required by the MTBRA shall encumber the Housing Property for ten (10) years, commencing on the date the Housing Property obtains a Certificate of Occupancy from the Township Building Official and is sold to an Income Qualified Household.

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4.) Plans contemplating Housing TIF that include affordable for-sale dwellings shall only be proposed/submitted by a Developer. **Individual homebuyers are not eligible.** MTBRA support will include, but may not be limited to, a development loss subsidy in an amount necessary to make the dwelling affordable to a purchaser who qualifies as an Income Qualified Household. In all cases, the Development loss subsidy shall initially be funded by the Developer or its lender(s) and the Development loss subsidy shall be eligible for reimbursement with Housing TIF so long as all applicable conditions are satisfied by the Developer. For a mixed-use development, the costs of Housing Development Activities approved in the Plan for a dwelling occupied by an Income Qualified Household will be eligible for full reimbursement with tax increment revenues under the Plan, as permitted by Act 381, as amended; however, for the portion of the Development that is not affordable, reimbursement of Housing Development Activities costs will only be available as a pro rata share of the square footage of the dwellings occupied by an Income Qualified Household compared to the total square footage of common areas of the Development.

5.) The Potential Development Loss (PDL) subsidy amount is equal to the difference between the total Development cost and the amount an Income Qualified Household can afford based on annual household income.

6.) If an Income Qualified Household purchaser sells their dwelling before the aforementioned ten (10) years of affordability period is completed, the remaining subsidy amount will need to be repaid upon sale of the dwelling. Notwithstanding the immediately preceding sentence, the MTBRA, in its sole discretion, may (in lieu of requiring payment of the unamortized subsidy balance) permit the original Income Qualified Household to sell the Dwelling during the affordability period, provided that the sale is to another Income Qualified Household and not for a substantial financial gain. The Developer shall provide the following documentation to the MTBRA to verify the sales price of the for-sale dwellings:

- a. Appraisals / Broker Price Opinions to confirm the value of the completed Dwelling.
- b. Annual Ingham County AMI limits as designated by MSHDA.
- c. Listing agreements to verify the for-sale price of the dwelling meets the limits designated by MTBRA.

10.) The developer shall be responsible for providing MTBRA with verification of the incomes of the occupants of for sale dwellings that are supported by the Housing TIF. In order to accomplish the foregoing, Developers shall be required to provide documentation to the MTBRA on an annual basis.

11.) Additionally, Developer shall be responsible for any applicable Meridian Township/MTBRA reporting requirements through the sale of the Dwelling and, to the extent Developer has any continuing obligations during the affordability period, the Developer shall continue meeting annual reporting requirements until the end of the duration of the affordability period or Developer's obligations are completed. During the affordability period, the Income Qualified Household may also have annual reporting requirements, which include, but are not limited to, confirmation that property taxes are paid, etc.

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4. E. To qualify for payment of interest on carrying costs of unreimbursed eligible activities:

The reimbursement of interest on unreimbursed eligible activities will be determined on a case-by-case basis, but only where a clear financial gap is demonstrated, and where actual interest expenses and carrying costs will be incurred by the applicant. The following criteria must be met to qualify for interest reimbursement:

- 1.) All costs for which interest is being requested must be eligible environmental or non-environmental activities.

- 2.) The total amount of interest, and the interest rate, shall be determined in accordance with MEDC guidelines, and shall be approved by the MTBRA. Provided reimbursement of interest is generally approved, pursuant to the above, the reimbursement of interest on costs of eligible activities *using local-only taxes* may be allowed only if either of the following criteria is met:
 - a.) The specific activity or activities are not supported for interest reimbursement by the Michigan Economic Development Corporation (MEDC) and Michigan Department of Environmental, Great Lakes and Energy (EGLE), yet are supported by the MTBRA as a cost resulting from an activity that, by its nature, will have specific or general environmental benefits.

 - b.) A significant financial gap has been identified by the applicant, and supported by the MTBRA, such that the requested interest would help close the gap.

4. F. To qualify for local-only reimbursement:

The MTBRA encourages costs of all eligible activities be reimbursed with both incremental local and state school operating taxes to the extent practicable; however, there are circumstances when reimbursement only with local tax increments will be approved, on a case-by-case basis, under the following circumstances:

- 1.) The activities are eligible under Act 381, the state declined to participate in the cost, or State policy prohibits their participation on a specific project, but the MTBRA supports the activity, which, by its nature, will have specific or general environmental benefits.
- 2.) When the activity or activities were approved in a Brownfield Plan, and subsequently denied for state school operating tax participation, local-only tax increment financing may be considered, provided the approved Brownfield Plan does not prohibit or cap the use of local-only tax increment finances to reimburse the particular activity proposed for local-only reimbursement.
- 3.) For any eligible activity completed prior to plan approval, but now included in a Brownfield Plan or Combined Brownfield Plan and Act 381 Work Plan submitted for approval, the MTBRA must support the inclusion of the costs for local-only reimbursement, and the following conditions must be met:
 - a. The approved Plan states that certain or all eligible activities initiated or completed prior to plan approval, and subsequently denied for state school operating taxes participation, will be funded with local-only taxes.

 - b. The entity that incurred the costs is the same as applying for Brownfield Plan approval; and

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- c. Eligible activities were conducted and expenses incurred prior to Brownfield Plan approval as allowed under Section 13b (7) and (8) of Act 381 or due to unanticipated circumstances or compressed project timeline.

4. G. Unanticipated Eligible Environmental Response Activities

Pursuant to Act 381 as amended, local-only and state school operating tax increment revenues may be used to reimburse unanticipated eligible environmental response activities conducted after Brownfield Plan and/or Work Plan approvals provided the owner must have contacted the MDEQ and MTBRA prior to taking action and subsequently included the eligible environmental costs in an amended Work Plan, and Brownfield Plan if necessary, and secured all requisite approvals.

4. H. Administrative Costs Capture

1.) The annual capture of administrative fees from brownfield projects from local taxes is permitted under Public Act 381 of 1996, as amended. Each Brownfield Plan may include capture of administrative fees. Administrative fees will be used to cover actual expenses related to operating the Brownfield Redevelopment program.

2.) For reimbursement of reasonable and actual administrative expenses, the MTBRA will transfer to its Administrative Fund five percent (5%) of annual total available TIF capture per project, during the entire capture period for the project. Actual administrative expenses will be captured with only local incremental taxes. These fees shall be paid before any annual reimbursements of costs are made to the applicant. For approved Plans that include the reimbursement of eligible housing activities, this fee may be increased to 10 percent (10%) of the total TIF capture due to additional reporting requirements.

3.) In accordance with MTBRA policy, capture of administrative fees may exceed actual brownfield program expenses in any one year, provided any reserves are maintained in the Administrative Fund and utilized to reimburse for future years' expenses or used as otherwise allowed by Act 381. At no time will surplus funds exceed one year's allowable maximum capture under Act 381 based on the previous year's allowable capture. Any fund reserves that exceed one year's allowable capture will be returned to the appropriate taxing jurisdictions.

4. I. Local Brownfield Revolving Fund Capture

The MTBRA intends to capitalize its Local Brownfield Revolving Fund (LBRF) by capturing tax increment revenue, as allowable by Act 381, as amended. The MTBRA will include provisions to capture five percent (5%) annual total available TIF capture per project (pursuant to total allowable per statute) for deposit into the LBRF in the approved Brownfield Plan.

LBRF funds will be used to further the purpose of the MTBRA's Brownfield program, which is to facilitate the redevelopment of previously developed sites classified as a "facility," functionally obsolete, or blighted as defined by Act 381, as amended. LBRF funds can only be used to fund eligible activities, as defined by Act 381, as amended. LBRF funds are eligible for use by all eligible properties located within the Meridian Township to assist with the completion of eligible activities. The LBRF funds typically will be distributed as revolving loans, which allows the funds to

continually revolve throughout Meridian Township. LBRF funds may be distributed as grants in response to exceptional circumstances solely at the discretion of the MTBRA. The use of the funds will be determined on case-by-case basis.

Section 5: Procedures:

The MTBRA recognizes the importance of development project schedules and will expedite brownfield plan review and approval process to the greatest extent possible. The following are typical steps to access brownfield redevelopment incentives in Meridian Township. The steps may change if a combined Brownfield Plan/Work Plan is proposed.

- A. Concept Plan submittal and meeting – Review by committee of Township staff**
- B. Brownfield Plan application submittal**
- C. Brownfield Plan Development – Applicant and Staff**
- D. Brownfield Plan Introduction to MTBRA**
- E. Brownfield Plan Recommendation from MTBRA**
- F. Brownfield Plan – Public Hearing at Township Board**
- G. Brownfield Plan Approval by Township Board**
- H. Act 381/ Act 90 Work Plan(s) – Approval by Staff**

The applicant needs to execute a Reimbursement Agreement with the MTBRA (See **Section 7: Reimbursement Agreement**).

Work Plan(s) (or Combined Brownfield Plan and Work Plan(s)) must be completed in accordance with the requirements of Act 381, as amended, and guidance published by the EGLE, MSHDA, and MEDC, and be submitted to Staff. Staff will review the Work Plan and work with the developer and/or developer’s representative (consultant) to finalize it. Staff will coordinate with the appropriate agency(s) for the submission and review of the Work Plan (or Combined Brownfield Plan).

Generally, conducting eligible activities can begin once the relevant elements of the approval process are complete. However, pursuant to Act 381, as amended, and in accordance with **Section 4: Policies**, conducting certain eligible activities prior to Brownfield Plan approval may still be reimbursed, with either or both local-only or state school operating Tax Incremental Revenues.

Section 6: Application Fee

The application fee is due after Project Concept Application approval and is based on total project investment:

- \$0- \$5 Million = \$5,000
- \$5M - \$10M = \$7,000
- \$10 M and over = \$12,000

Section 7: Reimbursement Agreement

Staff will provide the most current Reimbursement Agreement template. The applicant should fill in required information using the template, then work with MTBRA staff to finalize. The

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Reimbursement Agreement **must be approved by the MTBRA** and fully executed in accordance with Township contract procedures.

If capture of state school operating taxes for reimbursement of eligible costs is contemplated, the reimbursement agreement must be completed and executed before submission of an Act 381/Act 90 Work Plan or Combined Brownfield Plan, for those activities.

Section 8: Reimbursement Process

All eligible activities must be completed within the time specified in the Reimbursement Agreement.

Request for reimbursement for eligible activities shall be submitted in the form required by the MTBRA. The form shall generally include a detailed list of approved costs, actual costs, and proof of payment. Staff will forward the submitted completed request, with a recommendation, to the MTBRA for certification and approval.

The MTBRA will only reimburse the actual costs to conduct approved eligible activities. The BRA uses only the incremental taxes generated by the redevelopment project to reimburse approved eligible activities, and the yearly reimbursement amount is based on the actual yearly incremental taxes collected on a project, less any applicable administrative and revolving fund capture noted herein.

Once TIF capture begins, and any or all eligible expenses have been approved, reimbursement may begin in accordance with the terms of the Reimbursement Agreement.

CONTACT INFORMATION

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Timothy Schmitt Director of Community Planning and Development
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Meridian Township Brownfield Redevelopment Authority (MTBRA)
Program Policies and Procedures
Adopted: 201825

Section 1: Purpose

Michigan's Brownfield Redevelopment Financing Act, 1996 Public Act 381 (Act 381), as amended PA 90, enables brownfield redevelopment in the State of Michigan and the establishment of brownfield authorities. The Act establishes brownfield redevelopment authorities with multiple tools to facilitate redevelopment. This includes tax increment financing to support eligible brownfield expenses incurred through reuse of a contaminated, blighted, historic, functionally obsolete property, and/ or rehabilitation or construction of housing.

The purpose of the Meridian Township Brownfield Redevelopment Authority (MTBRA) is to facilitate the redevelopment of sites classified as "Eligible Property" in PA 90 of 2023, PA 381 of 1996, and Part 201 of Public Act 451 of 1994 (Natural Resources and Environmental Protection Act), as amended.

Meridian Township has identified a need for additional housing availability to families and individuals earning 80% 120% of the Area Median Income (AMI) or less.

Meridian Township staff will assist with the implementation of the policies and procedures described herein. Township staff will serve as a liaison between the MTBRA, and the various entities involved with the redevelopment of a brownfield site and guide a developer through the brownfield process. It is strongly encouraged that developers contact staff early in the project planning process to minimize delays in the approval process.

Section 2: MTBRA Board of Directors

Under the Bylaws established by the MTBRA, the MTBRA shall consist of one member each of the Planning Commission, Economic Development Corporation, and Environmental Commission, the Township Manager, and three members having an interest or expertise in the fields of engineering, finance, or law.

Section 3: Background

The Meridian Township Brownfield Redevelopment Authority (MTBRA) was established April 18, 2017, pursuant to Michigan Public Act 381, MCL 125.265, as amended ("Act 381") to promote the revitalization of environmentally distressed and blighted areas within the boundaries of the Township. Pursuant to Act 381, the MTBRA facilitates the approval of brownfield plans ("Plans") which provide for the utilization of certain tax increment revenues to pay for or reimburse costs of Eligible Activities as defined in Section 2 of Act 381. Michigan Public Act 90 of 2023, an amendment to Act 381 that went into effect on July 19, 2023, provides new opportunities to support certain housing development activities using tax increment revenues ("Housing Tax Increment Financing") by amending the definition of both "Eligible Property" and "Eligible Activities", specific to projects constructing or rehabilitating housing units (rental and/or for-sale).

MTBRA POLICY

Section 4: Policies for Brownfield Activities

4. A. Eligible Activities

The MTBRA is authorized to allow the use of Tax Increment Financing (TIF) revenues to pay for or reimburse public or private costs of “eligible activities” as identified in Public Act 381 and as amended in Public Act 90 of 2023.

4. B. To qualify for brownfield incentives:

- 1.) The proposed project site meets the definition of an eligible property as defined in Public Act 381 of 1996, as amended. See MEDC Brownfield TIF Guidelines and MCL 125.2652(o).
- 2.) The project is located within the jurisdictional boundaries of Meridian Township.
- 3.) The proposed redevelopment for the eligible property is consistent with the master plan, zoning ordinance, and economic development strategy of Meridian Township, as determined by the MTBRA and Township Board.
- 4.) The existing character of the eligible property is such that redevelopment activities would be limited or not feasible without brownfield redevelopment assistance provided by Public Act 381, as amended, and/or other brownfield redevelopment programs. In addition, the project developer commits to explore all other available private and public funding sources, as determined in consultation with the MTBRA.
- 5.) An analysis has been provided that demonstrates the required eligible activities can be satisfactorily completed within the available resources under this program, or if not, supplemental funding sources, such as private equity or financing, tax credits, or grants or loans, will be utilized to complement the financial resources available under the Act for proposed projects.
- 6.) The developer has provided evidence of a firm commitment to the project and a demonstration of sufficient experience, financial resources (including submittal of pro forma financial statement), and development capabilities to successfully implement the proposed redevelopment project.
- 7.) The proposed project site will have adequate access to the necessary public infrastructure and utilities needed to serve the proposed redevelopment project, as determined in consultation with the MTBRA.
- 8.) The MTBRA reserves the right to consider other factors applicable to a specific project.

4. C. To qualify for housing brownfield incentives for multi-family / rental properties, a project would meet all the criteria in 4.B above and:

1.) The developer must demonstrate Potential Rental Loss (PRL) as defined by the Michigan State Housing Development Authority (MSHDA). Maximum reimbursement revenue is limited by PRL and other eligible costs as deemed necessary to complete the project. The overall project should incorporate the financial impact of any PRL or other eligible activity reimbursements.

2.) The proposed development provides no less than 20% of all dwelling unit types (studio, one (1) bedroom, two (2) bedroom, etc.) in an approved Plan shall be leased to occupants earning 80% 120 % Area Median Income (AMI) or below and evenly distributed throughout the project / development site. MTBRA may encourage greater percentages or more limited income affordability levels based on underwriting, overall project size, type of units, etc.

3.) The developer agrees to a restrictive covenant deed describing the rent and income restrictions as set forth in the Plan, must encumber the Housing Development/Property for a minimum of the Plan duration.

4.) Developer shall be responsible for verifying that the rental eligibility is met. At least annually, Developer shall provide the MTBRA with information and documentation that is or would be provided to the Michigan State Housing Development Authority (MSHDA), including number of qualified units, certified rent rolls, etc. along with any other relevant information relating to the Plan or Eligible Activity, as directed by the MTBRA.

6.) Funding of the Potential Rent Loss (PRL) is only available for the units occupied by an Income Qualified Household in a development as defined by the Michigan State Housing Development Authority (MSHDA).

4. D. To qualify for housing brownfield incentives for single-family for sale properties a project would meet all the criteria in 4.B above and:

1.) The developer must demonstrate Potential Development Loss (PDL) Gap Cap and the Total Housing Subsidy (THS) for every application received, as defined by the Michigan State Housing Development Authority (MSHDA). The PDL Gap Cap and the THS will be utilized to establish the reasonableness of certain housing activities for which tax capture is being planned. Maximum reimbursement revenue is limited by PRL PDL and other eligible costs as deemed necessary to complete the project. The overall project pro forma should incorporate the financial impact of any PRL or other eligible activity reimbursements.

2.) Affordable for-sale Dwelling units must be sold to an Income Qualified Household(s) as defined by MSHDA.

3.) A restrictive covenant deed describing the income restrictions required by the MTBRA shall encumber the Housing Property for ten (10) years, commencing on the date the Housing Property obtains a Certificate of Occupancy from the Township Building Official and is sold to an Income Qualified Household.

4.) Plans contemplating Housing TIF that include affordable for-sale dwellings shall only be proposed/submitted by a Developer. Individual homebuyers are not eligible. MTBRA support will include, but may not be limited to, a development loss subsidy in an amount necessary to make the dwelling affordable to a purchaser who qualifies as an Income Qualified Household. In all cases, the Development loss subsidy shall initially be funded by the Developer or its lender(s) and the Development loss subsidy shall be eligible for reimbursement with Housing TIF so long as all applicable conditions are satisfied by the Developer. For a mixed-use development, the costs of Housing Development Activities approved in the Plan for a dwelling occupied by an Income Qualified Household will be eligible for full reimbursement with tax increment revenues under the Plan, as permitted by Act 381, as amended; however, for the portion of the Development that is not affordable, reimbursement of Housing Development Activities costs will only be available as a pro rata share of the square footage of the Dwellings occupied by an Income Qualified Household compared to the total square footage of common areas of the Development.

5.) The Potential Development Loss (PDL) subsidy amount is equal to the difference between the total Development cost and the amount an Income Qualified Household can afford based on annual household income.

6.) If an Income Qualified Household purchaser sells their Dwelling before the aforementioned ten (10) years of affordability period is completed, the remaining subsidy amount will need to be repaid upon sale of the dwelling. Notwithstanding the immediately preceding sentence, the MTBRA, in its sole discretion, may (in lieu of requiring payment of the unamortized subsidy balance) permit the original Income Qualified Household to sell the dwelling during the affordability period, provided that the sale is to another Income Qualified Household and not for a substantial financial gain. The Developer shall provide the following documentation to the MTBRA to verify the sales price of the for-sale dwellings:

- a. Appraisals / Broker Price Opinions to confirm the value of the completed Dwelling.
- b. Annual Ingham County AMI limits as designated by MSHDA.
- c. Listing agreements to verify the for-sale price of the Dwelling meets the limits designated by MTBRA.

10.) The developer shall be responsible for providing MTBRA with verification of the incomes of the occupants of for sale dwellings that are supported by the Housing TIF. In order to accomplish the foregoing, Developers shall be required to provide documentation to the MTBRA on an annual basis.

11.) Additionally, Developer shall be responsible for any applicable Meridian Township/MTBRA reporting requirements through the sale of the Dwelling and, to the extent Developer has any continuing obligations during the affordability period, the Developer shall continue meeting annual reporting requirements until the end of the duration of the affordability period or Developer's obligations are completed. During the affordability period, the Income Qualified Household may also have annual reporting requirements, which include, but are not limited to, confirmation that property taxes are paid, etc.

4. E. To qualify for payment of interest on carrying costs of unreimbursed eligible activities:

The reimbursement of interest on unreimbursed eligible activities will be determined on a case-by-case basis, but only where a clear financial gap is demonstrated, and where actual interest expenses and carrying costs will be incurred by the applicant. The following criteria must be met to qualify for interest reimbursement:

- 1.) All costs for which interest is being requested must be eligible environmental or non-environmental activities.

- 2.) The total amount of interest, and the interest rate, shall be determined in accordance with MEDC guidelines, and shall be approved by the MTBRA. Provided reimbursement of interest is generally approved, pursuant to the above, the reimbursement of interest on costs of eligible activities *using local-only taxes* may be allowed only if either of the following criteria is met:
 - a.) The specific activity or activities are not supported for interest reimbursement by the Michigan Economic Development Corporation (MEDC) and Michigan Department of Environmental, Great Lakes and Energy (EGLE), yet are supported by the MTBRA as a cost resulting from an activity that, by its nature, will have specific or general environmental benefits.

 - b.) A significant financial gap has been identified by the applicant, and supported by the MTBRA, such that the requested interest would help close the gap.

4. F. To qualify for local-only reimbursement:

The MTBRA encourages costs of all eligible activities be reimbursed with both incremental local and state school operating taxes to the extent practicable; however, there are circumstances when reimbursement only with local tax increments will be approved, on a case-by-case basis, under the following circumstances:

- 1.) The activities are eligible under Act 381, the state declined to participate in the cost, or State policy prohibits their participation on a specific project, but the MTBRA supports the activity, which, by its nature, will have specific or general environmental benefits.
- 2.) When the activity or activities were approved in a Brownfield Plan, and subsequently denied for state school operating tax participation, local-only tax increment financing may be considered, provided the approved Brownfield Plan does not prohibit or cap the use of local-only tax increment finances to reimburse the particular activity proposed for local-only reimbursement.
- 3.) For any eligible activity completed prior to plan approval, but now included in a Brownfield Plan or Combined Brownfield Plan and Act 381 Work Plan submitted for approval, the MTBRA must support the inclusion of the costs for local-only reimbursement, and the following conditions must be met:
 - a. The approved Plan states that certain or all eligible activities initiated or completed prior to plan approval, and subsequently denied for state school operating taxes participation, will be funded with local-only taxes.

 - b. The entity that incurred the costs is the same as applying for Brownfield Plan approval; and

- c. Eligible activities were conducted and expenses incurred prior to Brownfield Plan approval as allowed under Section 13b (7) and (8) of Act 381 or due to unanticipated circumstances or compressed project timeline.

4. G. Unanticipated Eligible Environmental Response Activities

Pursuant to Act 381 as amended, local-only and state school operating tax increment revenues may be used to reimburse unanticipated eligible environmental response activities conducted after Brownfield Plan and/or Work Plan approvals provided the owner must have contacted the MDEQ and MTBRA prior to taking action and subsequently included the eligible environmental costs in an amended Work Plan, and Brownfield Plan if necessary, and secured all requisite approvals.

4. H. Administrative Costs Capture

1.) The annual capture of administrative fees from brownfield projects from local taxes is permitted under Public Act 381 of 1996, as amended. Each Brownfield Plan may include capture of administrative fees. Administrative fees will be used to cover actual expenses related to operating the Brownfield Redevelopment program.

2.) For reimbursement of reasonable and actual administrative expenses, the MTBRA will transfer to its Administrative Fund five percent (5%) of annual total available TIF capture per project, during the entire capture period for the project. Actual administrative expenses will be captured with only local incremental taxes. These fees shall be paid before any annual reimbursements of costs are made to the applicant. For approved Plans that include the reimbursement of eligible housing activities, this fee may be increased to 10 percent (10%) of total TIF capture due to additional reporting requirements.

3.) In accordance with MTBRA policy, capture of administrative fees may exceed actual brownfield program expenses in any one year, provided any reserves are maintained in the Administrative Fund and utilized to reimburse for future years' expenses or used as otherwise allowed by Act 381. At no time will surplus funds exceed one year's allowable maximum capture under Act 381 based on the previous year's allowable capture. Any fund reserves that exceed one year's allowable capture will be returned to the appropriate taxing jurisdictions.

4. I. Local Brownfield Revolving Fund Capture

The MTBRA intends to capitalize its Local Brownfield Revolving Fund (LBRF) by capturing tax increment revenue, as allowable by Act 381, as amended. The MTBRA will include provisions to capture five percent (5%) annual total available TIF capture per project (pursuant to total allowable per statute) for deposit into the LBRF in the approved Brownfield Plan.

LBRF funds will be used to further the purpose of the MTBRA's Brownfield program, which is to facilitate the redevelopment of previously developed sites classified as a "facility," functionally obsolete, or blighted as defined by Act 381, as amended. LBRF funds can only be used to fund eligible activities, as defined by Act 381, as amended. LBRF funds are eligible for use by all eligible properties located within the Meridian Township to assist with the completion of eligible activities. The LBRF funds typically will be distributed as revolving loans, which allows the funds to

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Adopted: ~~September 26, 2018~~
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continually revolve throughout Meridian Township. LBRF funds may be distributed as grants in response to exceptional circumstances solely at the discretion of the MTBRA. The use of the funds will be determined on case-by-case basis.

Section 5: Procedures:

The MTBRA recognizes the importance of development project schedules and will expedite brownfield plan review and approval process to the greatest extent possible. The following are typical steps to access brownfield redevelopment incentives in Meridian Township. The steps may change if a combined Brownfield Plan/Work Plan is proposed.

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- F. Brownfield Plan – Public Hearing at Township Board**
- G. Brownfield Plan Approval by Township Board**
- H. Act 381/ Act 90 Work Plan(s) – Approval by Staff**

The applicant needs to execute a Reimbursement Agreement with the MTBRA (See **Section 7: Reimbursement Agreement**).

Work Plan(s) (or Combined Brownfield Plan and Work Plan(s)) must be completed in accordance with the requirements of Act 381, as amended, and guidance published by the EGLE, MSHDA, and MEDC, and be submitted to Staff. Staff will review the Work Plan and work with the developer and/or developer’s representative (consultant) to finalize it. Staff will coordinate with the appropriate agency(s) for the submission and review of the Work Plan (or Combined Brownfield Plan).

Generally, conducting eligible activities can begin once the relevant elements of the approval process are complete. However, pursuant to Act 381, as amended, and in accordance with **Section 4: Policies**, conducting certain eligible activities prior to Brownfield Plan approval may still be reimbursed, with either or both local-only or state school operating Tax Incremental Revenues.

Section 6: Application Fee

The application fee is due after Project Concept Application approval and is based on total project investment:

- \$0- \$5 Million = \$5,000
- \$5M - \$10M = \$7,000
- \$10 M and over = \$12,000

Section 7: Reimbursement Agreement

Staff will provide the most current Reimbursement Agreement template. The applicant should fill in required information using the template, then work with MTBRA staff to finalize. The

Reimbursement Agreement **must be approved by the MTBRA** and fully executed in accordance with Township contract procedures.

If capture of state school operating taxes for reimbursement of eligible costs is contemplated, the reimbursement agreement must be completed and executed before submission of an Act 381/Act 90 Work Plan or Combined Brownfield Plan, for those activities.

Section 8: Reimbursement Process

All eligible activities must be completed within the time specified in the Reimbursement Agreement.

Request for reimbursement for eligible activities shall be submitted in the form required by the MTBRA. The form shall generally include a detailed list of approved costs, actual costs, and proof of payment. Staff will forward the submitted completed request, with a recommendation, to the MTBRA for certification and approval.

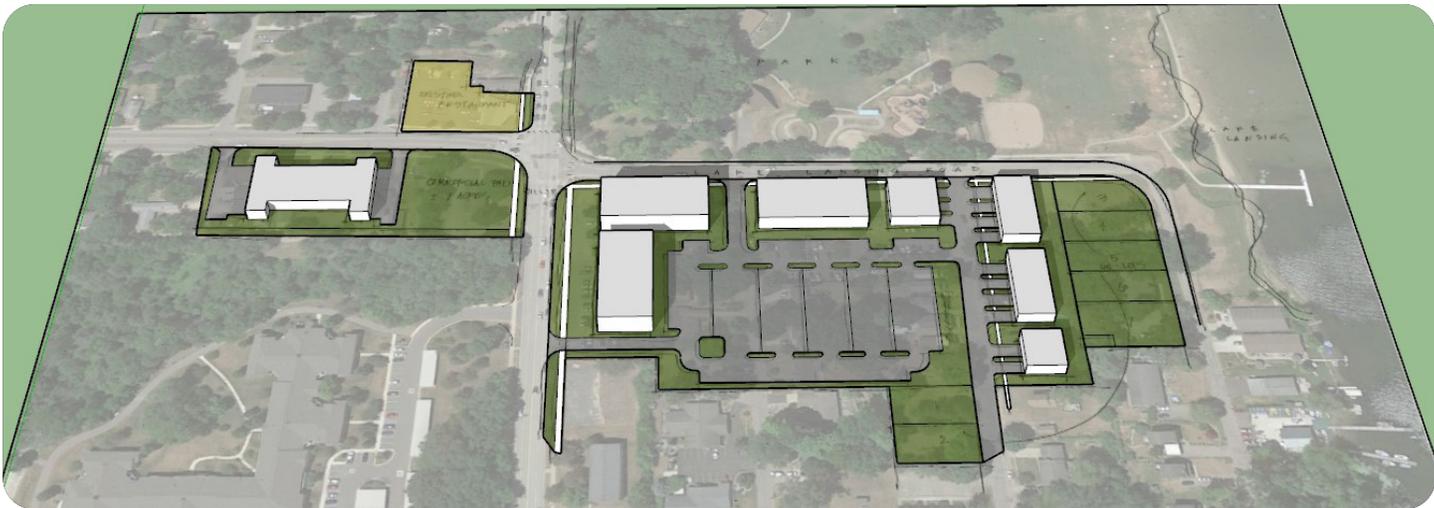
The MTBRA will only reimburse the actual costs to conduct approved eligible activities. The BRA uses only the incremental taxes generated by the redevelopment project to reimburse approved eligible activities, and the yearly reimbursement amount is based on the actual yearly incremental taxes collected on a project, less any applicable administrative and revolving fund capture noted herein.

Once TIF capture begins, and any or all eligible expenses have been approved, reimbursement may begin in accordance with the terms of the Reimbursement Agreement.

CONTACT INFORMATION

[Amber Clark Neighborhoods & Economic Development Director](#)
[517-853-4568](tel:517-853-4568) or clark@meridian.mi.us

Timothy Schmitt Director of Community Planning and Development
(517) 853-4506 or schmitt@meridian.mi.us



Meridian Township Market Assessment
 Focus on: Haslett Village & Lake Lansing Area



PREPARED BY:
 Giffels Webster
 The Chesapeake Group, Inc.

Meridian Township Market Assessment

Focus on: Haslett Village & Lake Lansing Area

The following is a market assessment for Meridian Township focused on the Haslett Village and Lake Lansing areas of the Township. It is the premise or the proof of concept for the suggested development of the area and select sites.

The focus is on both current and future market conditions and is based on various data, analytics and analytical methods. The indicated demand is based on historical data, new data developed on area property sales and rentals, trends in office and residential space, analytics from survey of several thousand households in the Lansing-East Lansing area conducted in the past two years by The Chesapeake Group for other public and private sector clients, and demand forecasting for residential and non-residential activity.

Historical Development Pattern for Added Rooftops

From 2010 through 2017, the Lansing-East Lansing CBSA (Core Based Statistical Area - defined by the US Census as Clinton, Eaton, and Ingham Counties) annual number of total new housing units permitted ranged from a low of 416 in 2011 to a high of 1,225 in 2016. During that time, a low of 42 multi-family units in 2011 to a high of 560 units multi-family units were permitted.

Table 1 - Lansing-East Lansing CBSA Residential Building Permits 2010 through 2018*									
Lansing-East Lansing CBSA	2010	2011	2012	2013	2014	2015	2016	2017	2018
Units in Single-Family Structures	451	374	412	508	455	496	521	533	131
Units in All Multi-Family Structures	226	42	187	475	300	560	704	374	39
Units in 2-unit Multi-Family Structures	0	0	0	0	2	2	8	10	2
Units in 3- and 4-unit Multi-Family Structures	0	0	0	0	4	18	14	20	4
Units in 5+ Unit Multi-Family Structures	226	42	187	475	294	540	682	344	33
Total Units	677	416	599	983	755	1,056	1,225	907	170

*Developed by The Chesapeake Group, Inc. based on HUD data, 2019.

Between 2010 and 2017, a total of more than 6,600 housing units were permitted in the CBSA. Of these units, about 57 percent were single-family homes and 43 percent defined as multi-family units.

Table 2 - Lansing-East Lansing CBSA Residential Building Permits Total and Percent Single and Multi-family Units Permitted 2010 through 2017*	
Lansing-East Lansing CBSA	2010-2017
Single	3750
Percent	56.7%
Multi	2790
Percent	43.3%
Total	6618

*Developed by The Chesapeake Group, Inc. based on HUD data, 2019.

The proportion of single-family units permitted from 2010 through 2014 was higher than that for 2015 through 2017. Therefore, the percentage of multi-family units permitted is higher in the later years than in the previous years. It is also noted that the preponderance of multi-family units throughout the entire period are associated with structures containing five or more units.

Table 3 - Lansing-East Lansing CBSA Residential Building Permits Proportions 2010 through 2018*									
Lansing-East Lansing CBSA	2010	2011	2012	2013	2014	2015	2016	2017	2018**
Total Units	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%
Units in Single-Family Structures	66.6%	89.9%	68.8%	51.7%	60.3%	47.0%	42.5%	58.8%	77.1%
Units in All Multi-Family Structures	33.4%	10.1%	31.2%	48.3%	39.7%	53.0%	57.5%	41.2%	22.9%
Units in 2-unit Multi-Family Structures	0.0%	0.0%	0.0%	0.0%	0.3%	0.2%	0.7%	1.1%	1.2%
Units in 3-4-unit Multi-Family Structures	0.0%	0.0%	0.0%	0.0%	0.5%	1.7%	1.1%	2.2%	2.4%
Units in 5+ Unit Multi-Family Structures	33.4%	10.1%	31.2%	48.3%	38.9%	51.1%	55.7%	37.9%	19.4%

*Developed by The Chesapeake Group, Inc. based on HUD data, 2019.

The number of new housing units permitted in Ingham County peaked between 2002 and 2005 before the Great Recession. The low points for permitted units occurred in the years 2008 and 2009.

From 2010 through 2017, Ingham County’s annual number of new housing units permitted ranged from a low of 245 in 2011 to a high of 858 in 2016. During that time, a low of 37 multi-family units in 2011 to a high of 616 units multi-family units were permitted.

Table 4 -Ingham County Residential Building Permits 2010 through 2018*									
Ingham County	2010	2011	2012	2013	2014	2015	2016	2017	2018
Units in Single-Family Structures	249	208	217	280	243	239	242	274	431
Units in All Multi-Family Structures	216	37	144	470	72	496	616	262	196
Units in 2-unit Multi-Family Structures	0	0	0	0	0	0	0	2	235
Units in 3- and 4-unit Multi-Family Structures	0	0	0	0	0	4	4	16	0
Units in 5+ Unit Multi-Family Structures	216	37	144	470	72	492	612	244	0
Total Units	465	245	361	750	315	735	858	536	235

*Developed by The Chesapeake Group, Inc. based on HUD data, 2019.

Ingham County permitted just over 2,300 multi-family housing units between 2010 and 2017. The average number of multi-family units permitted each year was 289. Unmistakably, the share of single-family units permitted throughout Ingham County declined from 2010 to 2017 from the 1998 to 2009 years.

From 2011 through 2018, or since the technical conclusion of the Great Recession, Ingham County permitted 4,231 units. The average number of permitted units per year is 529. On average, 45% of the units were single-family.

Since the technical end of the Great Recession, the Township permitted almost 1,200 housing units through 2019. The Township on average permitted 147 new housing units per years. This represents about 28 percent of the County’s total. For the Township, the average number of multi-family units permitted is close to being equal the number of single-family units permitted.

Table 5 - 2011 through 2018 Total and Annual Average Permitted Units for Meridian*		
Meridian Township	2011-2018	Annual Avg
Total Units	1172	147
Units in Single-Family Structures	607	76
Units in All Multi-Family Structures	565	71
Units in 2-unit Multi-Family Structures	0	0
Units in 3- and 4-unit Multi-Family Structures	0	0
Units in 5+ Unit Multi-Family Structures	565	71

*Developed by The Chesapeake Group, Inc. based on HUD data, 2019.

Vibrant & Diverse Existing Housing Market

To further define market conditions for the Township, information was gathered for various zip code areas on characteristics of homes being sold and have been sold using online sources such as Realtor.com and Zillow.com.

Homes were categorized by their per square foot sale price. The following are characteristics associated with housing sales for the zip code areas where sufficient information existed to define patterns.

Table 6 - Sale/Sold Units by Select Zip Codes Including primary Okemos and Haslett Area Zip Codes and Market Critical Areas*		
Zip Code 48823	Zip Code 48864	Zip Code 48840
Under \$99/Sq. Ft.	Under \$99/Sq. Ft.	Under \$99/Sq. Ft.
Range in price/ft is \$59 to \$99	Range in sale price per square foot is \$64 to \$97	Range in sale price per square foot, \$87 to \$99
Most are 3 & 4 bedrooms	Mostly 4 bedrooms with some 3 & 5	Mostly 4 bedrooms with lesser 3 & more than 4
Range in sale price from \$160,000 to \$545,000	Range in sale price from \$95,000 to \$584,000	Range in sale price from \$70,000 to \$585,000
53% of all units above \$200,000	64% of all units above \$200,000	47% of all units above \$200,000
\$75/ft & under, Generally built before 1965	Avg sale price per square foot \$75	Avg sale price per square foot \$94
\$76 to \$89, Generally built before 1965	Avg sale price \$296,000	
\$90 to \$99 Generally built 1950s through 1980s	Average sq feet 3,500	Average sq feet 2,650
\$100 to \$149/Sq. Ft.	\$100 to \$124.99/Sq. Ft.	\$100 to \$124.99/Sq. Ft.
Those below \$110 all built before 1970	Range in sale price per square foot \$101 to \$124	Range in sale price per square foot \$106 to \$129
\$110 to \$119, Pre 1990 with largest pre-1950	Most 4 & 5 bedrooms with some 3	Most 3 bedrooms with less 2 and 4 bedrooms
\$120 range, majority pre-1955	Range in sale price from \$130,000 to \$700,000	Range in sale price from \$90,000 to \$780,000
Mostly 3 & 4 bedrooms with some 2 bedrooms	85% of all units above \$200,000	60% of all units above \$200,000
	Avg sale price per square foot \$115	Avg sale price per square foot \$119
	Avg sale price \$360,000	Avg sale price \$293,000
	Avg sq feet 3,400	Avg sq feet 2,470
\$150 or more/Sq. Ft.	\$125 to \$199/Sq. Ft.	\$125 to \$199/Sq. Ft.
Range in sale price from \$126,000 to \$629,000	Range in sale price per square foot \$126 to \$195	Range in sale price per square foot \$132 to \$148
Largely 2, 3 & 4 bedrooms, but mostly 3	Mostly 3, 4 & 5 bedrooms	Mostly 3 bedrooms with some 4
Preponderance is two-stories	Range in sale price from \$140,000 to \$1,100,000	Range in sale price \$130,000 to \$799,000
27% above \$185,000 with most built since 2000	94% of all units above \$200,000	59% of all units above \$200,000
	Avg sale price per square foot \$145	Avg sale price per square foot \$145
	Avg sale price \$459,000	Avg sale price \$250,000
	Avg sq feet 3,175	Avg sq ft 1,730
	Majority built since 2000, with many of these since 2010	
	\$200 or More	\$200 or More
	Range in sale price per square foot \$200 to \$238	Avg sale price per square foot \$231
	Mostly 3 bedrooms	Avg sale price \$535,000
	Range in sale price from \$389,000 to \$440,000	Avg sq ft 2,320
	100% of all units above \$200,000	
	Avg sale price per square foot \$211	
	Avg sale price \$410,000	
	Avg sq feet 1,940	
Condos	Pre-2000 Condos	Condos
Consists of mainly three-bedroom units, some 2 & 1	Most built in later 1970s thru mid-1980s	Most built during 1970s and others 1980s
Avg sq feet 1,760	Avg sq feet 1,530	Avg sq feet 1,260
Avg price 4254,000	Avg price per unit \$106,000 but huge disparities	Avg price per unit \$140,000
Avg payment /sq ft \$144	Avg price /sq ft \$69	Avg price/sq ft \$111
Avg sq ft from cost/sq ft 154	Most 2 bedrooms	
Newer Condos (since 2000)	Post-2000 Condos	
Avg sq feet 2,040	All built during 2005 or later	
Avg price \$331,000	Avg sq feet 2,190	
Avg payment /sq ft \$162	Avg price per unit \$319,000	
Avg sq ft from cost/sq ft \$178	Avg price/sq ft \$146	
	Most built during 1970s and others 1980s	

*Developed by The Chesapeake Group, Inc., 2019. Covers 2018 and 2019.

The rental market continues to be robust as well. The following table contains information for each of the zip codes on rental units.

Table 7 - Rental Units by Select Zip Codes Including Primary Okemos and Haslett Area Zip Codes and Market Critical Areas					
Zip Code 48823*		Zip Code 48864**		Zip Code 48840***	
Studio		Studio			
Avg sq feet	525	Avg sq feet	500		
Avg payment	\$781	Avg payment	\$800		
Avg payment /sq ft	\$1.49	Avg payment /sq ft	\$1.60		
One-bedroom		One-bedroom		One-bedroom	
Avg sq feet	727	Avg sq feet	712	Avg sq feet	590
Avg payment	\$931	Avg payment	\$1,008	Avg payment	\$713
Avg payment /sq ft	\$1.28	Avg payment /sq ft	\$1.42	Avg payment /sq ft	\$1.21
Two-bedroom		Two-bedroom		Two-bedroom	
Avg sq feet	1,065	Avg sq feet	990	Avg sq feet	923
Avg payment	\$1,211	Avg payment	\$1,225	Avg payment	\$855
Avg payment /sq ft	\$1.14	Avg payment /sq ft	\$1.24	Avg payment /sq ft	\$0.93
Three to five but mostly four-bedroom		Three-bedroom			
Avg sq feet	1,433	Avg sq feet	1,266	Avg sq feet	1,150
Avg payment	\$2,500	Avg payment	\$1,673	Avg payment	\$1,230
Avg payment /sq ft	\$1.74	Avg payment /sq ft	\$1.32	Avg payment /sq ft	\$1.07
		Four-bedroom			
		Avg sq feet	1,350		
		Avg payment	\$2,844		
		Avg payment /sq ft	\$2.11		

*Developed by The Chesapeake Group, Inc., 2019

***Competitive Apartment Examples**

- Castle Point
- Block 36
- Coolidge Place
- Hunter's Ridge
- The Beaumont
- Hull Apartments
- Quarters at East Lansing
- Ashton Lake
- The Gates & The Manor at Campus View

- Homestead
- The Tower of Campus
- Timber Lake
- NOCA Lofts
- The Rocks
- Red Cedar Flats
- Arbor Forest
- Abbot Pointe
- Campus Village

****Competitive Apartment Example**

- Cedar Creek
- Hamilton Road House
- Elevation
- Central Park
- Okemos Station
- Fox Hollow
- Meridian Meadows
- Arrow Tree
- Knob Hill

- Club Meadows
- Hamilton Trace
- Time Square
- Waterberry Place
- Campus Hill
- Berrytree
- The Hamptons
- Countryway East
- Chief Okemos Circle

*****Competitive Apartment Example**

- Nemoke Trails
- Lakewood
- Benson
- Lake of the Hills
- Pine Lake Meridian

- Forest View
- Maple Ridge Road
- E. Saginaw Road
- Marsh Point

Institutional Influence

The institution that has the most significant impact on Meridian Township is Michigan State University. According to a recent study done by the University on its economic impact on the community, MSU had a \$2.9 billion impact on Ingham County, with \$192 million being spent with local businesses. Almost 2,500 MSU employees live in the Township, which is 22% of the University’s employment. Furthermore, the University estimates that the number of employees residing in the Township grew slightly from 2,390 to 2,457 between 2010 and 2019.

The main campus of Michigan State University continues to grow, resulting in an expanded enrollment as well as limited increases in professional and support staff. The student enrollment grew by 8.9% between 2008 and 2018. A 6.8% growth occurred between 2010 and 2018 growth. There are roughly 39,000 undergraduate and 11,000 graduate students. About three-fourths of the students are classified as “in-state,” and 69% of the students live off-campus. Unlike the employees of MSU, roughly 29,000 live in neighboring East Lansing, where students represent about 60% of the total population of the jurisdiction.

Table 8 - Student Enrollment Trends - Michigan State University Campus*	
Term (Fall)	Enrollment
2008	46,648
2009	47,278
2010	47,131
2011	47,954
2012	48,906
2013	49,343
2014	50,085
2015	50,543
2016	50,344
2017	50,019
2018	50,351

*Enrollment Source: Michigan State University.

The staff has expanded at a slow pace, as found in Table 9.

Table 9 - Staffing Level Trends - Michigan State University Campus*				
Year	Staff Levels			Source
	Faculty & Academic Staff	Support Staff	Total Staff	
2000	-	-	12,300	Lansing Chamber 101[1]
2015	5,666	7,115	12,781	MSU
2018	5,723	7,201	12,924	MSU

*Source: Michigan State University.

Also, 42,000 MSU alumni reside in Ingham County. The alumni estimate represents 16% of the alumni living in Michigan. MSU estimates that the retention rate of the County is 7%.

Due to changing economics for state universities, future growth in faculty is expected to be marginal, while it is already clear that student enrollment has not changed substantially since 2014. Also, the University’s study suggests that Meridian Township will see a decline in the scale of students living in Meridian Township in the near future as additional housing development expands in Lansing.

Market for New Housing

Based on historical patterns in the Region, County, and Township, as well as The Chesapeake Group’s database derived from surveys of residents in the region, research by TCG and others identified in the analysis, the potential for new housing units in Meridian Township, the Okemos area, and the Haslett area are defined. Two scenarios are presented. One is defined as “High,” while the other is called “Low.” The “High” alternative is possible to achieve but is less likely to occur than the “Low” scenario.

As contained in Table 10, in the High alternative, Meridian Township will support a total of roughly 1,740 new homes by 2025, with Okemos area supporting over 833 new homes and Haslett supporting 660 units. In the second alternative, the figures are 910, roughly 420, and 290, respectively.

Table 10 - Marketable Total New Homes in the Township and Okemos and Haslett Areas by 2025*				
High	Total Units	Single units/yr	Min. multi units/yr	2025 Total
Meridian Township	248	129	119	1,736
Okemos	119	62	57	833
Haslett	94	49	45	660
Low	Total Units	Single units/yr	Min. Multi units/yr	2025 Total
Meridian Township	130	68	62	910
Okemos	60	31	29	419
Haslett	42	22	20	290

*Developed by The Chesapeake Group, Inc., 2019.

Based on surveys conducted in the past two years in areas of Michigan, including the Lansing-East Lansing area, it is expected that about 35% of the units will be homeowner occupied.

Development interest often target different income households for marketing purposes and to build units that will either rent or sell. Based on the noted surveys of households in the region, including households currently residing in the Township, the following is a breakdown of age and income cluster market share components.

Table 11 - Market for New Housing By income and Age Clusters of Occupants*			
Age Cluster	\$50,000 to \$74,999	\$75,000 to \$99,999	\$100,000 or more
Under 25			12.8%
25 to 34	23.1%		21.3%
35 to 44	13.5%	22.2%	19.1%
45 to 54	19.2%	17.8%	23.4%
55 to 64	15.4%	13.3%	17.0%
65 to 74	25.0%	35.6%	2.1%
75 or over	3.8%	11.1%	4.3%
Total	100.0%	100.0%	100.0%

*Developed by The Chesapeake Group, Inc., 2019. For those left blank in the table, there is insufficient statistical data. Based on TCG survey of residents in the region including Haslett and Okemos zip codes of future housing needs and desires.

Further breakdown of the market is found in the following table. Provided is the preferred rent or mortgage associated with income clusters and the proportions of the market preferring certain rents or mortgage payments.

Table 12 - Income Strata and Preferred Payments for Each Strata*							
Preferred Rent or Mortgage Payment	Percent Less than \$75,000 Income	Preferred Rent or Mortgage Payment	Percent \$75,000 to \$99,999 Incomes	Preferred Rent or Mortgage Payment	Incomes \$100,000 to \$149,999	Preferred Rent or Mortgage Payment	Incomes \$150,000 or More
Less than \$600	11.8%	\$800-999	18.1%	\$600-799	4.7%	\$800-999	4.0%
\$600-799	15.1%	\$1,000-1,249	56.8%	\$800-999	17.8%	\$1,250-1,499	18.1%
\$800-999	19.4%	\$1,250-1,499	11.2%	\$1,000-1,249	37.3%	\$1,500-1,750	21.8%
\$1,000-1,249	23.7%	\$1,500-1,750	14.0%	\$1,250-1,499	22.0%	\$1,750-1,999	16.8%
\$1,250-1,499	14.0%			\$2,000-2,499	18.2%	\$2,000-2,499	10.1%
\$1,500-1,750	16.1%					\$3,000 or more	29.1%

*Developed by The Chesapeake Group, Inc., 2019. Based on TCG survey of residents in the region including Haslett and Okemos zip codes of future housing needs and desires.

Several developments are likely to break ground soon or are well underway in the development process. One is in Okemos, and the other two are in Haslett.

Major Okemos Area Development

- Occupancy expected late summer to early fall of 2021.
- All units and commercial being built simultaneously
- 205 rental housing units
- \$2.00 per square foot price points
- 55,000 to 60,000 square feet of retail space. The anchor tenant is a salon and spa taking 15,000 to 18,000 square feet of the space.

Major Haslett Area Projects

- 225 residential rental units (Newton Pointe), and 88 units of traditional single-family homes (Cooper Creek).
- Multiple housing types.
- 6,000 square feet of commercial space carriage homes, traditional flats over retail, quads, and 10-plexes (Newton Pointe).

The new developments are subtracted from the future potential Table 13.

Table 13 - Marketable Total New Homes in the Township and Okemos and Haslett areas by 2025, With the Units Associated with the New Development Extracted from the Totals*	
High	2025 Total
Meridian Township	1,218
Okemos	628
Haslett	347
Low	2025 Total
Meridian Township	392
Okemos	214
Haslett	37

*Developed by The Chesapeake Group, Inc., 2019

In the “High” alternative, substantial growth in additional housing is anticipated in all areas. In the “Low” scenario, Haslett is likely to have more limited opportunities.

Market for New Retail Goods and Related Services

New rooftops result in increased spending and demand for retail goods and related supportable space. It is noted that no jurisdiction can be expected to capture all demand created by any market. Spending will occur in many places, including operations near home and work. Online purchases, vacation spending, and other activity diminish local sales. On the other hand, people working within the area, employed nearby, and those coming to the area for a range of purposes will spend money in the Township. Some dollars are exported, while others are imported to the Township.

Based on the anticipated growth in rooftops, Meridian Township is expected to be able to support between 195,000 and 373,000 square feet of additional retail goods and related services space by 2025.

Okemos is expected to support between 90,000 and 179,000 square feet of additional space by 2025. It is noted that the development expected to be completed in 2021 will diminish these figures to between 30,000 to 119,000 square feet.

For Haslett, there will be the demand for an additional square feet of retail goods and related service space of between 62,000 and 142,000. Excluding the two development projects, the added defined demand for space is between 56,000 and 136,000 square feet. It is noted that certain areas of Haslett have vacant commercial space, comprising roughly more than 25 percent of older structures. It is possible that the relocation of tenants from those older developments could result in higher figures for new space in Haslett.

Table 14 - Collective Retail Goods and Services demand for New Supportable Space for the Township, Okemos, and Haslett*

Category	Meridian 2025 Added Space (High)	Meridian 2025 Added Space (Low)	Okemos 2025 Added Space (High)	Okemos 2025 Added Space (Low)	Haslett 2019 Added Space (High)	Haslett 2025 Added Space (Low)
Food	28,615	14,998	13,734	6,901	10,874	4,799
Eat/Drink	17,981	9,426	8,631	4,336	6,833	3,017
General Merchandise	187,691	98,390	90,092	45,257	71,324	31,480
Furniture	6,281	3,294	3,015	1,515	2,387	1,054
Transportation	26,864	14,084	12,897	6,480	10,209	4,507
Drugstore	7,230	3,790	3,471	1,743	2,747	1,213
Apparel	33,669	17,648	16,162	8,118	12,792	5,645
Hardware	12,563	6,585	6,031	3,029	4,776	2,107
Vehicle Service	3,398	1,782	1,631	820	1,290	570
Miscellaneous	48,253	25,297	23,162	11,632	18,332	8,095
Total	372,545	195,294	178,826	89,831	141,564	62,487

*Developed by The Chesapeake Group, Inc., 2019

The following provides some of the types of operations associated with each of the major retail goods and related services categories.

Food - supermarkets, independents, bakeries, dairies

Eat/Drink - restaurants, carry outs, fast food, sub shops, coffee shops

General Merchandise - department stores, box stores, warehouse stores, sporting goods

Furniture - furniture, home furnishings, office stores, electronic operations

Transportation - new vehicles, previously owned vehicles, tires and parts, marine sales, auto and truck rentals

Drugstores - pharmacies

Apparel - men, youth, infants, family, shoes, uniforms

Hardware - home improvement centers, hardware, lawn and garden

Vehicle Service - gasoline, vehicle repairs

Miscellaneous - barber shops, beauty shops and supplies, bookstores, bowling centers, tobacco dealers, vapor dealers, dry cleaners, laundries, photographers, printing, paper goods, gifts and novelties, newsstands

Market for New Office Space

The office market continues to change with the increased emphasis on flexible work arrangements, co-working space, and in-home live/work activity. For areas and buildings with vacancies, the current vacancy rate is relatively high, and rents are at a modest level.

Table 15 - Vacant Space in Office Structures with Advertised Vacancies*				
Space	Zip 48864 % of Advertised Space Vacant	Zip Code 48864 Rent	Zip 48840 % of Advertised Space Vacant	Zip Code 48840 Rent
Office	25.4%	\$16 +	17.7%	Some \$18, Most \$20 +
Retail	26.9%	\$15	26.9%	\$15
Mixed-use			3.2%	Mid \$20s to \$45

*Developed by The Chesapeake Group, Inc., 2019

Added rooftops, growth in University-related medical space, and increased demand for professional services derived from the new households create demand for office space. In Okemos, new demand generates between an additional 25,000 and 50,000 square feet. For Haslett, the demand is between 17,500 and 40,000 square feet.

Table 16 - Total Additional Supportable Office Space*	
High	2025 Additional Total Office
Meridian Township	104,000
Okemos	50,000
Haslett	39,600
Low	2025 Additional Total Office
Meridian Township	55,000
Okemos	25,100
Haslett	17,500

*Developed by The Chesapeake Group, Inc., 2019

Composite Opportunities

Table 17 contains the composite opportunities for Okemos and Haslett for both the defined scenarios.

Table 17 - Composite Housing Units and Space Opportunities for Okemos and Haslett Areas of Meridian Township*				
Category	Okemos 2025 Added Space/Units (High)	Okemos 2025 Added Space/Units (Low)	Haslett 2025 Added Space/Units (High)	Haslett 2025 Added Space/Units (Low)
Housing	628	214	347	37
Retail	178,826	89,831	141,564	62,487
Office	50,000	25,100	39,600	17,500

*Developed by The Chesapeake Group, Inc., 2019. In addition to the three identified developments.

Breakdown of Opportunities for Targeted Areas

There are two priority areas for Haslett. One is the Haslett Village Square area of about 60 acres. The other is the more northern Lake Lansing/Marsh subarea of about 11 acres. The following defines possible opportunities for each.

Lake Lansing/Marsh Area

Opportunities would include niche housing and select commercial. The suggested niche housing would be marketed for live/work units. By 2025, recognizing that from plan initiation to completion of units, this area could capture about 200 units. The 200 units would be considered Phase 1 of the development. Assuming success with the initial phase and stable economic conditions after 2025, the number of marketable units on the site could grow to 500. This assumes the holding capacity of the land is capable of accommodating this number. Potentially 60-65% of the units would be rentals.

The housing would be mixed with, but not necessarily configured as, mixed-use structures, co-working office space, and limited small retail spaces totaling around 20,000 square feet. The focus of the retail would be on emerging “pick-up storefronts” for Amazon, FedEx, and others and eating establishments compatible with the co-working, live/work niche.

Haslett Village Square Area

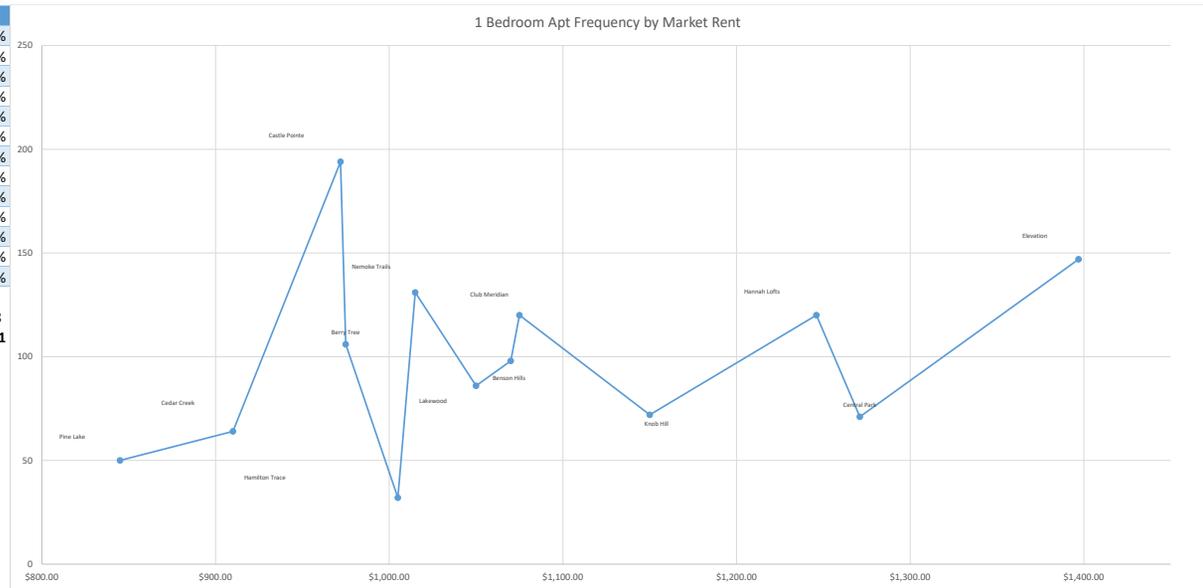
This area is likely to require elimination/redevelopment of vacant commercial spaces (in many structures having a vacancy rate of more than 25%). By 2025, 50 to 75 units of new housing are likely to be marketable with the bulk of the units being condominiums or traditional homeownership units, depending on the physical form. While not explicitly marketed as such, live/work activity is probable because of the amenities/aesthetics that can be created in the area and market trends.

Furthermore, 40,000 to 50,000 of new retail space in addition to reconfigured current space is likely to be marketable along with Class A or B office space. The amount of new office space expected to be marketable is in the 25,000 to 50,000 square foot range.

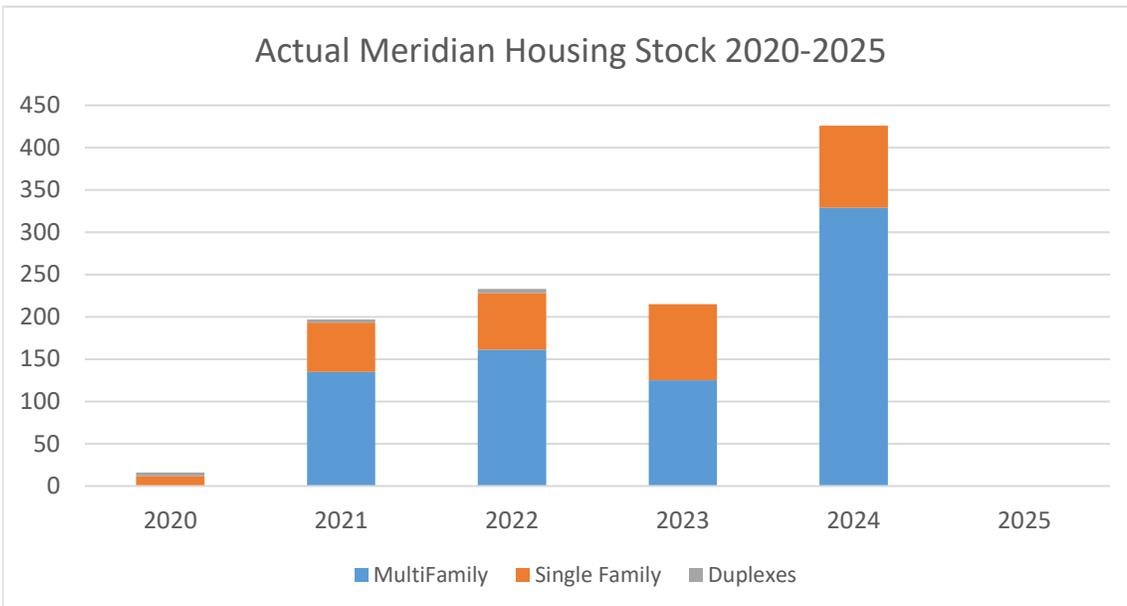
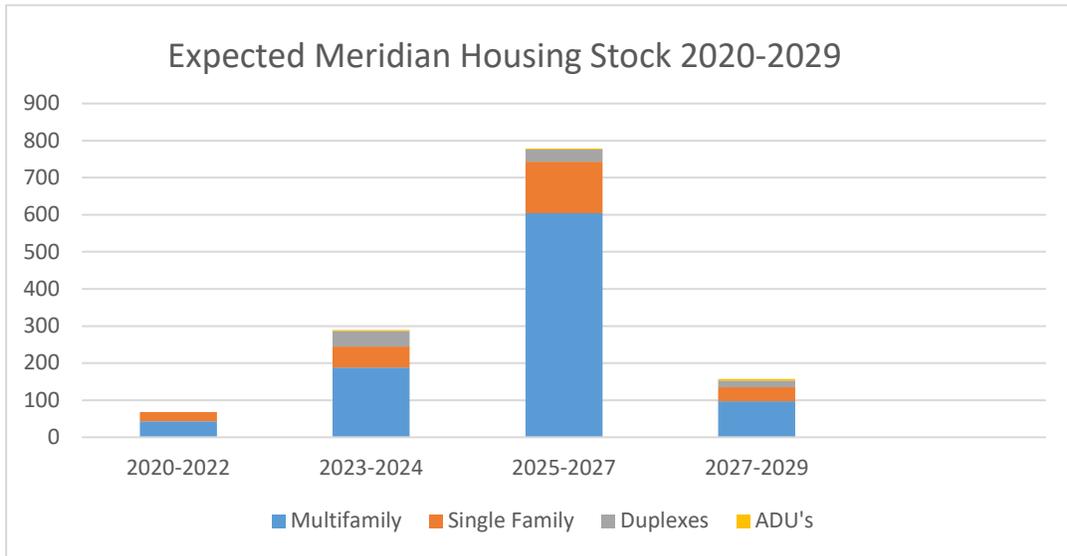
Name	Average Rent 1br/1ba	# of Units	Weight
Elevation	\$ 1,397.00	147	11%
Central Park	\$ 1,271.00	71	5%
Hannah Lofts	\$ 1,246.00	120	9%
Knob Hill	\$ 1,150.00	72	6%
Club Meridian	\$ 1,075.00	120	9%
Benson Hills	\$ 1,070.00	98	8%
Lakewood	\$ 1,050.00	86	7%
Nemoke Trails	\$ 1,015.00	131	10%
Hamilton Trace	\$ 1,005.00	32	2%
Berry Tree	\$ 975.00	106	8%
Castle Pointe	\$ 972.00	194	15%
Cedar Creek	\$ 910.00	64	5%
Pine Lake	\$ 845.00	50	4%

Red Cedar Flats **Weighted Average: \$ 1,091.88 \$ 1,091.88**
 Meridian Meadows **Number of Units: 1291 1291**
 Arrowtree **Unweighted Average: \$ 1,075.46**
 Lake of the Hills
 Okemos Station

 Red = Could not reach them
 Green = said would send info



	Multifamily	Single Family	Duplexes	ADU's	
2020-2022		43	25	0	0
2023-2024		188	57	42	2
2025-2027		604	139	33	2
2027-2029		97	38	18	4



Expected Meridian Housing Stock 2020-2029

Multifamily Developments 2024-2027

	American House Meridian	Elevation	Newton Pointe	Haslett Village 2.0	Grand Reserve	
2024	149	390	0	0	0	539
2025	0	0	100	100	35	235
2026	0	0	100	100	35	235
2027	0	0	39	90	5	134
	149	390	239	290	75	

Single Family Developments 2024-2027

	Sanctuary II- Giguere	Mayberry Bennett	Giguere Hulett	Copper Creek II	
2024	3	37	2	15	57
2025	3	37	4	18	62
2026	1	38	0	0	39
2027	0	38	0	0	38
	7	150	6	33	196

Actual Meridian Housing Stock 2020-2025

	MultiFamily	Single Family	Duplexes
2020	0	12	4
2021	135	58	4
2022	161	67	5
2023	125	90	0
2024	329	97	0
2025	0	0	0

TOTAL 750 324 13 **1087**



To: Board Members

From: Timothy R. Schmitt, *AICP*, Community Planning and Development Director

Date: March 27, 2025

Re: Special Use Permit #25-03 -Okemos Land Investments - 4360 South Hagadorn
- Recreational Marijuana Retailer

Okemos Land Investments has submitted a Special Use Permit (SUP) application for the construction of a 2,030 square foot adult use marijuana retailer at 4360 South Hagadorn Road. The Subject Property is approximately 0.62 acres in size and is zoned RP, Research and Office Park. The property is located on the east side of Hagadorn Road, south of Mount Hope. The site was in the original overlay area for potential medical marijuana licenses and is still in the amended overlay districts that were approved by the Township Board for recreational marijuana. This special use permit application follows the Township Board's approval of the adult use marijuana conditional license on May 9, 2024.

This is an updated application from the first Special Use Permit submitted for the site. The original submittal would have retained and renovated the existing structure on the site. After detailed reviewed, the applicant determined that was not feasible, so they have moved on to a new construction model. The Planning Commission held a public hearing on the proposal at its meeting on March 10, 2025 and received no input from the general public. The Planning Commission further discussed the matter at their March 24, 2025 meeting and voted unanimously to approve the Special Use Permit to operate an recreational marijuana retailer.

Staff memorandums outlining the SUP request and minutes from the Planning Commission meetings at which the request was discussed are attached for the Board's review.

Township Board Options

The Township Board may approve or deny the proposed special use permit. If the Board amends the proposal, the request may be referred back to the Planning Commission for a recommendation. A resolution will be provided at a future meeting.

Attachments:

1. Application Information
2. Staff memorandums dated March 10, 2025 and March 24, 2025
3. Planning Commission resolution recommending approval
4. Planning Commission minutes dated March 10, 2025 (Public Hearing) and March 24, 2025 (Recommendation)

CHARTER TOWNSHIP OF MERIDIAN
DEPARTMENT OF COMMUNITY PLANNING AND DEVELOPMENT
5151 MARSH ROAD, OKEMOS, MI 48864
PLANNING DIVISION PHONE: (517) 853-4560, FAX: (517) 853-4095

SPECIAL USE PERMIT APPLICATION

Before submitting this application for review, an applicant may meet with the Director of Community Planning and Development to discuss the requirements for a special use permit and/or submit a conceptual plan for review to have preliminary technical deficiencies addressed prior to submittal of the application. If the property or land use is located in the following zoning districts RD, RC, RCC, RN then the applicant must meet with the Planning Director to discuss technical difficulties before filing a formal application.

Part I

- A. Applicant Okemos Local Investments LLC
 Address of Applicant 4360 S Hagadorn Rd
 Telephone - Work 248-914-0631 Home _____ Fax _____ Email pernickprogressive@gmail.com
 Interest in property (circle one): Owner _____ Tenant _____ Option _____ **Other** _____
 (Please attach a list of all persons with an ownership interest in the property.)
- B. Site address / location / parcel number 4360 S Hagadorn Rd 33-02-02-29-151-003
 Legal description (please attach if necessary) Please see attached.
 Current zoning Research and Office Park (RP)
 Use for which permit is requested / project name Marihuana Retailer
 Corresponding ordinance number Ord. No. 2022-19
- C. Developer (if different than applicant) _____
 Address _____
 Telephone – Work _____ Home _____ Fax _____
- D. Architect, Engineer Planner or Surveyor responsible for design of project if different from applicant:
 Name Gumma Group
 Address 7419 Middlebelt Rd, Suite 4, West Bloomfield, MI 48322
 Telephone – Work (248)-865-5555 Home _____ Fax _____
- E. Acreage of all parcels in the project: Gross 0.621 Net _____
- F. Explain the project and development phases: Please see attached.
- G. Total number of:
 Existing: structures 1 bedrooms _____ offices _____ parking spaces 12 carports _____ garages _____
 Proposed: structures _____ bedrooms _____ offices _____ parking spaces _____ carports _____ garages _____
- H. Square footage: existing buildings 2587 proposed buildings 2030
 Usable Floor area: existing buildings _____ proposed buildings _____
- I. If employees will work on the site, state the number of full time and part time employees working per shift and hours of operation: 10 employees – 9 am to 9 pm public hours; 8am to 10pm total hours
- J. Existing Recreation: Type _____ Acreage _____
 Proposed Recreation: Type _____ Acreage _____
 Existing Open Space: Type _____ Acreage _____
 Proposed Open Space: Type _____ Acreage _____

- M. Any other information specified by the Director of Community Planning and Development which is deemed necessary to evaluate the application.
- N. In addition to the above requirements, for zoning districts, **RD, RC, RCC, RN, and CV** and **Group Housing Residential Developments** the following is required:
1. Existing and proposed contours of the property at two foot intervals based on United States Geological Survey (USGS) data.
 2. Preliminary engineering reports in accordance with the adopted Township water and sewer standards, together with a letter of review from the Township Engineer.
 3. Ten copies of a report on the intent and scope of the project including, but not limited to: Number, size, volume, and dimensions of buildings; number and size of living units; basis of calculations of floor area and density and required parking; number, size, and type of parking spaces; architectural sketches of proposed buildings.
 4. Seven copies of the project plans which the Township shall submit to local agencies for review and comments.
- O. In addition to the above requirements, a special use application in zoning district **RP** requires the following material as part of the site plan: [Please see the attached business operations plan.](#)
1. A description of the operations proposed in sufficient detail to indicate the effects of those operations in producing traffic congestion, noise, glare, air pollution, water pollution, fire hazards or safety hazards or the emission of any potentially harmful or obnoxious matter or radiation.
 2. Engineering and architectural plans for the treatment and disposal of sewerage and industrial waste tailings, or unusable by-products.
 3. Engineering and architectural plans for the handling of any excessive traffic congestion, noise, glare, air pollution, or the emission of any potentially harmful or obnoxious matter or radiation.
- [Please see the attached business operations plan which includes a description of our cannabis waste disposal procedure.](#)
- P. In addition to the above requirements, a special use application for a use in the Floodway Fringe or zoning district **CV** requires the following:
1. A letter of approval from the State Department of Environmental Quality.
 2. A location map including existing topographic data at two-foot interval contours at a scale of one inch representing 100 feet.
 3. A map showing proposed grading and drainage plans including the location of all public drainage easements, the limits, extent, and elevations of the proposed fill, excavation, and occupation.
 4. A statement from the County Drain Commissioner, County Health Department, and Director of Public Works and Engineering indicating that they have reviewed and approved the proposal.
- Q. In addition to the above requirements, a special use application for a use in the Groundwater Recharge area or zoning district **CV** requires the following:
1. A location map including existing topographic data at two-foot interval contours.
 2. A map showing proposed grading and drainage plans including the location of all public drainage easements, the limits and extent of the proposed fill, excavation, and occupation.
 3. A statement from the County Drain Commissioner, County Health Department, and Director of Public Works and Engineering indicating that they have reviewed and approved the proposal.
- R. In addition to the above requirements, the Township Code of Ordinances, Article VI, should be reviewed for the following special uses: group housing residential developments, mobile home parks, nonresidential structures and uses in residential districts, planned community and regional shopping center developments, sand or gravel pits and quarries, sod farms, junk yards, sewage treatment and disposal installations, camps and clubs for outdoor sports and buildings greater than 25,000 square feet in gross floor area.

Part II

SUP REQUEST STANDARDS
Township Code of Ordinances, Section 86-126

Applications for Special Land Uses will be reviewed with the standards stated below. An application that complies with the standards stated in the Township Ordinance, conditions imposed pursuant to the Ordinance, other applicable Ordinances, and State and Federal statutes will be approved. Your responses to the questions below will assist the Planning Commission in its review of your application.

- (1) The project is consistent with the intent and purposes of this chapter.
- (2) The project is consistent with applicable land use policies contained in the Township's Master Plan of current adoption.
- (3) The project is designed, constructed, operated, and maintained so as to be harmonious and appropriate in appearance with the existing or intended character of the general vicinity and that such a use will not change the essential character of the same area.
- (4) The project will not adversely affect or be hazardous to existing neighboring uses.
- (5) The project will not be detrimental to the economic welfare of surrounding properties or the community.
- (6) The project is adequately served by public facilities, such as existing roads, schools, stormwater drainage, public safety, public transportation, and public recreation, or that the persons or agencies responsible for the establishment of the proposed use shall be able to provide any such service.
- (7) The project is adequately served by public sanitation facilities if so designed. If on-site sanitation facilities for sewage disposal, potable water supply, and storm water are proposed, they shall be properly designed and capable of handling the longterm needs of the proposed project.
- (8) The project will not involve uses, activities, processes, materials, and equipment and conditions of operation that will be detrimental to any persons, property, or the general welfare by reason of excessive production of traffic, noise, smoke, fumes, glare, or odors.
- (9) The project will not directly or indirectly have a substantial adverse impact on the natural resources of the Township, including, but not limited to, prime agricultural soils, water recharge areas, lakes, rivers, streams, major forests, wetlands, and wildlife areas.

Part III

I (we) hereby grant permission for members of the Charter Township of Meridian's Boards and/or Commissions, Township staff member(s) and the Township's representatives or experts the right to enter onto the above described property (or as described in the attached information) in my (our) absence for the purpose of gathering information including but not limited to the taking and the use of photographs.

Yes No (Please check one)

By the signature(s) attached hereto, I (we) certify that the information provided within this application and accompanying documentation is, to the best of my (our) knowledge, true and accurate


7A7EC4110CE4426...

2/10/2025

Signature of Applicant

Date

Sam Pernick

Type/Print Name

Fee: _____

Received by/Date: _____

**Special Use Permit Application Attachment
Site Plan Requirements Per Section 86-124(c)(4)**

A site plan, drawn to a legible scale, containing the following information where applicable:

- a. Boundaries of the subject property.
- b. Total area of the subject property.
- c. Location of all existing and proposed structures.
- d. Approximate location and distance of all structures within 100 feet of the subject property.
- e. Uses of existing and proposed buildings, on the subject site.
- f. Proposed means of vehicular and pedestrian ingress and egress to the subject property.
- g. Public and private roads and streets, rights-of-way, and easements, indicating names and widths, which abut or cross the site.
- h. Existing and proposed parking spaces, and vehicular and pedestrian circulation patterns.
- i. The buildable area of the subject property indicating all required setbacks, yards and open space.
- j. Zoning classification of the subject and adjacent properties.
- k. Existing and proposed fencing, screening, landscaping, and buffers.
- l. Location and sizes of existing utilities including power lines and towers, both above and below the ground.
- m. Amount and location of all impervious surfaces.
- n. The verified boundaries of all natural water features and required setback lines.

Attachment 1

List of Persons Possessing Property Interest and Description of Property Interest

Re: 4360 S Hagadorn Road, Okemos, MI 48864

Parcel Number: 33-02-02-29-151-003

The subject property described above is owned by Marc and Deborah Santucci of 5909 Blythfield Drive, East Lansing, MI 48823. A copy of the Ingham County GIS data search results for the subject property has also been enclosed, and it confirms Mr. and Mrs. Santucci's ownership of that property.

The applicant, Okemos Local Investments LLC, has received permission from the property owners to operate a marijuana retailer at the property. Please find enclosed copies of: (1) an authorization by Marc Santucci and (2) a Commitment for Commercial Lease/Purchase.

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4360 HAGADORN RD OKEMOS, MI 48864 (Property Address)

Parcel Number: 33-02-02-29-151-003



Item 1 of 7 5 Images / 2 Sketches

Property Owner: SANTUCCI, MARC & DEBORAH

Summary Information

> Residential Building Summary

- Year Built: 1935
- Full Baths: 1
- Sq. Feet: 1,475
- Bedrooms: 2
- Half Baths: 0
- Acres: 0.621

- > Assessed Value: \$109,400 | Taxable Value: \$77,481
- > Property Tax information found

Access additional record information for a small convenience fee. *

- > Additional areas of information include: *Delinquent Tax Information*

Show Purchase Options

* Additional record information is free for all homeowners, click the 'Show Purchase Options' button for more information.

Important Message

The information presented on this site is as of the close of the 2022 March Board of Review and the 2022 Assessment and Specific Tax Rolls.

If you require current ownership and mailing address information click on the Municipalities drop-down box above. You may enter the local Township or City name in the search box and click on the Search tab. This will redirect you to the local unit. Once the local unit window opens you can search by name, address, or parcel code number. If you require additional services, it is recommended that you contact the local unit Assessor's Office.

Local unit email and telephone numbers are available at: <https://docs.ingham.org/Department/Equalization/Twp-City%20Directory%20List22.pdf>

Owner and Taxpayer Information

Owner SANTUCCI, MARC & DEBORAH **Taxpayer** SEE OWNER INFORMATION
 5909 BLYTHFIELD DR
 EAST LANSING, MI 48823

General Information for Tax Year 2024

Property Class	201 COMMERCIAL-IMPROVED	Unit	02 MERIDIAN CHARTER TWP
School District	OKEMOS PUBLIC SCHOOLS	Assessed Value	\$109,400
MG	No Data to Display	Taxable Value	\$77,481
APPRAISAL	0	State Equalized Value	\$109,400
C. AREA	Not Available	Date of Last Name Change	09/13/2023
INFLUENCE	Not Available	Notes	Not Available
Historical District	Not Available	Census Block Group	Not Available
SOLAR/EV	Not Available	Exemption	No Data to Display

Principal Residence Exemption Information

Homestead Date No Data to Display

Principal Residence Exemption	June 1st	Final
2023	0.0000 %	0.0000 %

Previous Year Information

Year	MBDR Assessed	Final SEV	Final Taxable
2023	\$91,900	\$91,900	\$73,792
2022	\$81,800	\$81,800	\$70,279
2021	\$79,700	\$79,700	\$68,034

Find Information

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Privacy - Terms

Zoning Code	RP	Total Acres	0.621
Land Value	\$133,947	Land Improvements	\$3,347
Renaissance Zone	No	Renaissance Zone Expiration Date	No Data to Display
ECF Neighborhood	2035 OKEMOS DOWNTOWN/HAGADORN/OUT LYING OFFICE	Mortgage Code	999
Lot Dimensions/Comments	No Data to Display	Neighborhood Enterprise Zone	No

Lot(s)	Frontage	Depth
No lots found.		
Total Frontage: 0.00 ft		Average Depth: 0.00 ft

Legal Description

M 29-13 COM. AT RT. 64 RDS. N OF W 1/4 POST-N 1/2 FT-E 20 RDS-S 82 FT-W 20 RDS TO BEG., SEC. 29 T4N R1W.

Land Division Act Information

Date of Last Split/Combine	No Data to Display	Number of Splits Left	0
Date Form Filed	No Data to Display	Unallocated Div.s of Parent	0
Date Created	01/01/0001	Unallocated Div.s Transferred	0
Acreege of Parent	0.00	Rights Were Transferred	Not Available
Split Number	0	Courtesy Split	Not Available
Parent Parcel	No Data to Display		

Sale History

Sale Date	Sale Price	Instrument	Grantor	Grantee	Terms of Sale	Year(s) Sold
06/01/1990	\$78,000.00	WD	CHAPMAN	SANTUCCI	03-ARM'S LENGTH	

Building Information - 0 sq ft User-Defined (Commercial)

Floor Area	0 sq ft	Estimated TCV	\$0
Occupancy	User-Defined	Class	C
Stories Above Ground	0	Average Story Height	0 ft
Basement Wall Height	0 ft	Identical Units	Not Available
Year Built	1935	Year Remodeled	1983
Percent Complete	100%	Heat	No Heating or Cooling
Physical Percent Good	74%	Functional Percent Good	100%
Economic Percent Good	100%	Effective Age	20 yrs

Building Information - 1475 sq ft 1 STORY (Residential)

General

Floor Area	1,475 sq ft	Estimated TCV	\$81,489
Garage Area	630 sq ft	Basement Area	1,215 sq ft
Foundation Size	1,475 sq ft	Year Remodeled	1983
Year Built	1935	Class	CD
Occupancy	Single Family	Tri-Level	No
Effective Age	55 yrs	Heat	Forced Air w/ Ducts
Percent Complete	100%	Wood Stove Add-on	No
AC w/Separate Ducts	No	Water	Water Well
Basement Rooms	5	Sewer	Septic
1st Floor Rooms	5	Style	1 STORY
2nd Floor Rooms	0		
Bedrooms	2		

Area Detail - Basic Building Areas

Height	Foundation	Exterior	Area	Floors
1 Story	Crawl Space	Brick	260 sq ft	1 Story
1 Story	Basement	Brick	1,215 sq ft	1 Story

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Recreation	729 sq ft	Recreation % Good	0%
-------------------	-----------	--------------------------	----

Living Area 0 sq ft
Walk Out Doors 0

Living Area % Good 0%
No Concrete Floor Area 0 sq ft

Plumbing Information

3 Fixture Bath 1

Ceramic Tile Floor 1

Fireplace Information

Interior 1 Story 1

Garage Information

Area 630 sq ft
Foundation 42 Inch
Year Built *No Data to Display*
Auto Doors 0

Exterior Siding
Common Wall 1 Wall
Finished No
Mech Doors 0

Porch Information

WSEP (1 Story) 96 sq ft
WGEP (1 Story) 160 sq ft

Foundation Standard
Foundation Standard

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Authorization

I, Marc Santucci, owner of record of the property located at 4366 Hagadorn Rd., Okemos, MI 48864 and 4360 Hagadorn Road, Okemos, MI 48864 hereby acknowledge and authorize the use of 4366 Hagadorn Rd., Okemos, MI 48864 and 4360 Hagadorn Road, Okemos, MI 48864 by Okemos Local Investments, LLC for the legal operation of a marijuana facility that is compliant with state and local laws.

DocuSigned by:
Marc Santucci
431F850E7E804CA

Marc Santucci

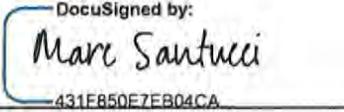
1/24/2024

Date

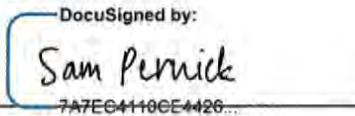
Commitment for Commercial Lease/ Purchase
4366 Hagadorn Rd., Okemos, MI 48864 AND 4360 Hagadorn R., Okemos, MI 48864

This Commitment for Commercial Lease/ Purchase ("Agreement") made this 24th of January 2024, between Okemos Local Investments, a Michigan limited liability company ("Purchaser"), whose address is 4360 S Hagadorn Rd, Okemos MI 48864 and Marc Santucci, an individual ("Seller") whose address is 4360 S Hagadorn Rd, Okemos MI 48864. Purchaser and Seller are each a "Party" and collectively the "Parties" to this Agreement.

IN CONSIDERATION of the premises and agreements set forth herein, which consideration the parties acknowledge is adequate, the Parties hereby agrees as follows: Marc Santucci, owner of record of the property located at 4366 Hagadorn Rd., Okemos, MI 48864 and 4360 Hagadorn Road, Okemos, MI 48864 hereby acknowledge and authorize the use of 4360 Hagadorn Rd., Okemos, MI 48864 and 4360 Hagadorn Road, Okemos, MI 48864 by Okemos Local Investments for the legal operation of a marijuana facility that is compliant with state and local laws. Okemos Local Investments, LLC ("Purchaser") shall lease or purchase the property, conditional upon receiving all required state and local licenses, on terms to be negotiated between the parties.

Signed by: 
431F850E7EB04CA

Marc Santucci


7A7EC4110CE4426...

Okemos Local Investments, LLC

Sam Pernick - Authorized Signatory

Attachment 2

Legal Description for 4360 S Hagadorn Road, Okemos, MI 48864

Parcel Number: 33-02-02-29-151-003

The Legal Description for the subject property is as follows:

*M 29-13 COM. AT PT. 64 RDS. N OF W 1/4 POST-N 82 FT-E 20 RDS-S 82 FT-W
20 RDS TO BEG., SEC. 29, T4N R1W.*

Attachment 3

Description of Project and Development Phases

The enclosed document was drafted by the Project Manager, Zack Lask, and explains the Project and Development Phases for the Marihuana Retailer at 4360 S Hagadorn, Okemos, MI 48864.

Overview of Project and Development Phases for Marihuana Retailer at 4360 S Hagadorn Road, Okemos, MI 48864

Stage 1: Preliminary Design and Cost Estimation

- Design Phase
 - During this phase develop conceptual designs of the project
- Define Requirements
- Early Project Schedule
- Compose Budget
- Layout

Stage 2: Site Plan Approval

Stage 3: Construction Phase

- Demolition
- Site Stabilization
- Rough Framing
 - (Install Doors/ Windows, wall frames)
- Exterior Work
 - Siding, Brickwork, or relevant exterior covering and relevant inspections
 - Parking Lot Repairs or new construction and relevant inspections
 - Exterior Concrete Work (repair sidewalks and construct new walkways)
 - Fencing and Dumpster Encloser and relevant inspections
 - Security Bollard installation
- Rough HVAC
- Rough Plumbing
- Rough Electrical
- Rough Inspections
 - (Mechanical, Plumbing, Electric, Frame)
- Insulation
- Insulation Inspection
- Drywall
- Drywall Inspection
- Flooring
- Final HVAC
- Final Plumbing
- Final Electrical
- Interior Painting
- Final MEP inspections
 - (Mechanical, Electric, Plumbing)

- Trim and Finish Carpentry
 - Install Cabinets
 - Install Handrails
 - Door Hardware
 - Door Thresholds
- Exterior Painting
- Final Inspection
- Sign Installation
- Landscaping

Stage 4: Occupancy Phase

- Certificate of Occupancy
- Install of Furniture and Fixtures

Attachment 4

Nonrefundable Application Fee

Enclosed please find a check from the applicant in the amount of One Thousand Dollars (\$1,000.00).

This is the fee listed for an Special Use Permit Review in the 2024 Meridian Township Fee Schedule.

Business and Operations Plan

Okemos Local Investments LLC

FACILITY DESCRIPTION/BUSINESS PLAN OVERVIEW

Okemos Local Investments LLC (the "Company") is seeking to operate a marihuana retailer which is capable of selling licensed marihuana to adults 21 years of age or older. The Company's mission is to provide high-quality, usable marihuana products and accessories to adults 21 years of age or older. The Company anticipates employing between 10 to 15 employees depending on workforce eligibility and availability.

SECURITY PLAN

The need for security with the operation of any Marihuana Facility is obvious. The Company will enact security measures to ensure the safety and protection of company assets, workers, and those located near the business. It is the belief of the Company that a multi-tier security system will optimize the security of the facility. A multi-tier security system for purposes of this Plan means multiple layers of security, implemented in a manner so that each layer complements or supplements the next. To effectively and efficiently explain each layer this Plan will be organized in the following manner:

- I. Building and Perimeter Security Plan**
 - Physical Barriers
 - On-site Security
 - Alarm Systems
 - Signage
 - Building and Fire Safety
- II. Interior Security Plan**
 - Physical Barriers
 - Signage
- III. Secured Storage Security Plan**
 - Physical Barriers
 - Access Points
 - Activity Monitor
 - Other Security Measures
- IV. EMPLOYEE SECURITY TRAINING**

- I. Building and Perimeter Security Plan**

Physical Barriers

Steel bollards or concrete barriers, concealed by landscaping and/or a wood facade, will be used to ensure that the property is not vulnerable to "smash and grabs," where robbers "ram" their vehicle into the side of the property. Our external physical barriers will be strong enough to withstand this type of attack and to make it a non-viable method of entry.

All external entry points will have steel doors and frames with controlled access.

All doors are commercial steel and will have high grade locks. Security doors installed throughout the interior of the facility allow for the restricted access to all areas requiring an elevated level of security.

On-site Security

Security cameras will monitor all vantage points on the property. Security cameras on the exterior of the building shall run continuously 24/7/365 and capture at least 4MP resolution. Cameras used by the facility can be programmed to include state of the art face and license plate recognition software. Perimeter cameras will be installed so that they are permanently mounted in a fixed location and in a manner and position that protects them from potential tampering.

Vehicular traffic entering and exiting the premises will be encouraged to reduce their speed by way of signs placed alerting drivers to reduce speed in the parking area, near the sidewalks, and near exits and entrances.

The preliminary location of these security cameras is included in the attached CCTV Floor Plan along with a quote from Digital Protection Systems.

Alarm Systems

Alarm systems will monitor all possible entrances from the exterior of the building. Alarms will also be strategically placed in any window front areas, and will have fail safe alert technology built in. Alarm systems protecting portions of the property from forced entry will be sensitive to motion and any forced entry. All alarm systems used will meet all applicable State requirements. The Company plans to use a central station monitoring service to provide 24/7/365 coverage in responding to any alarm signals received from the facility.

The Company will use Digital Protection Systems for alarm services at the facility. Digital Protection Systems will have a 24 hour monitoring service contracted to monitor for robbery and unauthorized entry of any type. All doors and windows of the facility will be fitted with sensors to detect entry. Motion sensors will be mounted inside each room of the facility to protect against any bypass of entry sensors. The alarm system will also monitor the access of all secured storage areas keeping a record of the times and date of access. The alarm system installed shall use both a mobile and landline connection to the monitoring component to ensure reliability and redundancy.

The facility will also have fire and carbon monoxide alarms in the facility. (e) Upon request, the facility shall make available to any regulatory or law enforcement agency all information related to the alarm system, monitoring, and alarm activity.

The alarm system will be registered with the Charter Township of Meridian, Michigan as required by local city codes or ordinances. The alarm system will be supported by a battery backup in order to maintain function during a power interruption to the facility. Notifications to police and management will be sent in the event of an alarm.

Signage

Along the perimeter and where appropriate signage will be posted to educate the public about the security measures taken by the Company. Such signage includes but is not limited to:

- Premises under 24 hr Video Surveillance
- No Trespassing
- Trespassers Will Be Prosecuted to The Full Extent of The Law
- Active Security Personnel On-Site
- Unauthorized Access Prohibited

The signage will be posted as a deterrent to any possible commission of a crime or security breach.

Building and Fire Safety

The facility construction will comply with the Stille-DeRossett-Hale single state construction code act, 1972 PA 230, MCL 125.1501 to 125.1531. All necessary Bureau of Fire Services inspections will be completed prior to open and on an annual basis thereafter. The facility will meet or exceed all requirements of the national fire protection association (NFPA) standard 1, 2018 edition. The facility will be open to inspectors upon request. More information is available in facility plan and included facility plan documents and site plans.

II. Interior Security Plan

Physical Barriers

The lobby area will be isolated and require a check in at the Reception Center. All entryways leading out of the lobby will be locked with buzz in, key, or key card accessible only. This will ensure traffic flow within the facility is controlled, coordinated, and traceable.

Upon review of appropriate documentation and confirmation of records, inspectors, visitors, and others will be granted access to whatever part of the facility they are entitled to be present in. Access will be allowed through buzz in or call in from an employee. Guests, visitors, and inspectors will always be accompanied by staff while within the facility.

All IDs will be checked for all public visitors in the first entry room before allowing into the waiting area and the purchasing area. Each employee selling marihuana products will check customers' drivers' license.

Security measures within the interior of the facility will be very intensive. Strategically placed around the rooms will be silent alarm triggers. The triggers will also act as law enforcement alerts and any trigger will immediately put a request in for emergency assistance.

There will be strategically placed cameras throughout the premises. Like the exterior cameras, the indoor cameras will be permanently affixed in position and in a manner that prevents tampering. Cameras will be placed to ensure they record all areas in which marihuana is weighed, packed, stored, loaded and unloaded, prepared, or moved within the facility. Interior exit and entrance cameras will act as a secondary support for exterior cameras placed above exits and entrances. Cameras will be high resolutions cameras (at least 4MP resolution). Indoor

cameras will be placed throughout the facility in all rooms including those not open to clients. These cameras will also be able to clearly record any activity occurring within twenty (20) feet.

Footage recorded by the Company cameras will be displayed on screens monitored by security personnel. Monitors used to view the live feed will be at minimum (32") to ensure a clear view of footage and time and date stamp. The Company will utilize onsite and cloud storage systems to store video footage. The secured hard drive will store recorded footage that is accessible for at least fourteen (14) days. This footage will be available on demand and upon request. Further, the Company will have at least one high quality laser color printer in the observation area. The printer will be able to provide photo quality stills from recorded images. The viewing room will also be under video surveillance and have a room specific sign in sheet. This will allow the Company to know who is responsible for viewing the live feed at what time. The video surveillance system will meet all applicable State requirements.

All recordings destroyed will only be destroyed in accordance with state requirements. Any footage that is part of an ongoing Township or State investigation will not be destroyed until given the appropriate clearance from Township or State employees. The employee destroying the recorded information will be forced by Computer software to enter their previously approved credentials before deleting. This will create a log and control access to the files.

All visitors to the facility will be accompanied at all times by Company personnel, when in any limited access areas. All facility entry, exit, and potential forced entry points will be securely locked, with commercial grade locks. Interior rooms and secured storage rooms will be equipped with the same commercial grade locks. All locks used in the facility will be compliant with NFPA 1, local fire codes, and Michigan building code, as required by state law. All access control systems will meet all applicable State requirements.

Signage

While inside the facility exits and entrances will be properly and clearly marked. Reception and other facility factors will be clearly marked so that traffic flow through the facility is able to be curbed and people are not where they do not belong. Additional security signs will be placed on the inside of the premises. Such signs include but are not limited to:

- Authorized Personnel Only
- Have ID Ready
- Video Recording in Progress
- No Entry
- Emergency Exit Only

The signs will be posted in areas where they are easily and clearly visible.

III. Secured Storage Security Plan

Physical Barriers

The Company is considering the use of a vault if it is determined that a secured storage room would not adequately protect Company products. The secured storage room will be used to

store new shipments and any excess marijuana not ready for wholesale. Beginning with the room, the initial security barrier will be a reinforced steel door that will have restricted access by way of key, keycard, or unique PIN.

If a secured storage area is determined to be the most adequate approach, the Company will place a GSA Certified Safe within the secured storage area. Only the Company's most valuable items will be stored within this safe. The primary use of this safe will be to ensure that if cash or liquid assets need to be stored for a short time they can be secured properly. To ensure compliance with Township code, the safe will be able to be permanently affixed to the property utilizing secure bolts.

Access Points

The area can only be accessed through the initial steel door, which will require anyone entering to have the appropriate security clearance. Entrance will require use of key, keycard, or pin. This will limit access and protect the marijuana and valuables inside. Access will be limited to a specified number of employees.

Activity Monitor

A log sheet will be kept in the room to confirm who enters, when they enter, what they remove from the area, time spent in the room, and time of exit. This will act as an activity monitor for all those with access to the area. All interactions in the area will be reviewed at the close of business. Along with the other logs collected throughout the facility, this activity log will be digitally recorded and archived at the close of business.

IV. EMPLOYEE SECURITY TRAINING

Pre-screening

All employees of the facility will undergo pre-employment screening for criminal activity and experience.

Cannabis will be labeled and inventoried into a regulatory complaint tracking system. Daily checks will be taken to ensure the integrity of the inventory system, and to ensure no employee theft or error has occurred that would affect accounting accuracy.

Any person at the facility, except for employees of the licensee, will be escorted at all times by the licensee or at least 1 employee of the licensee when in the limited-access areas at the marijuana facility.

Any employee who enters the facility will be subject to the random search of their personal belongings when they depart the facility or at any time security feels it necessary.

Employee instructions will cover the following:

1. Armed Robbery
 - 1) Employees must be told to remain calm, and to encourage anyone in the provision center to do the same.
 - 2) If possible, have someone dial 911 if they are out of sight of the perpetrators. If not, no one should risk their lives making the call.
 - 3) Try to observe carefully all details of the robbers dress, and noticeable scars or tattoos, voice patterns, height, and what direction they headed to when they exited the store.
2. Fire or other emergency
 - 1) The manager should evacuate the store
 - 2) If possible, stop the fire with one of the fire extinguishers, the staff should attempt to do so, but first dial 911 and notify them of the nature of the emergency.
 - 3) In the event the fire is too large to contain, ensure all rooms are vacated by calling into them, and also going into the manager's office and observing each room quickly through the closed circuit camera system.
 - 4) When everyone is outside, have them move a sufficient distance away from the building in order to facilitate the fire department or other emergency responders access to the building.
 5. Report any unwanted fire to the CRA and BFS within 1 business day as required by state administrative rules.
3. Inventory Misappropriation
 - 1) Inventory theft or misappropriation is usually discovered during a random audit, a shift change, or during a time when provision center employees are retrieving an order for a patient from the safe. In a cultivation facility, it is also found during a shift change, random audit, or when assembling inventory for transfer to the provision center.
 - 2) When theft or misappropriation of inventory is noticed, management should immediately be notified.
 - 3) When the theft is noticed , the beginning inventory sheet and current inventory sheet must be copied and sent to the internal controller.

- 4) The manager must file an incident report immediately upon finding inventory discrepancy.
4. Interruption of Electrical Service
 - 1) The manager should be alerted that there is a power outage, and the cultivation facility (if there is one) should also be notified.
 - 2) The computer system and the point of sale should be on battery backup.
 - 3) The provision center should announce it is closing due to the electrical outage, the management should apologize for the inconvenience, and that they will re-open immediately after power is restored, but that they cannot stay in the store when there is no power.
 - 4) Any refrigerated units should have a note posted not to open the door due to the power outage. The time of the outage should be recorded both in the manager's shift reconciliation sheet, and on any notes on the refrigerator so employees can tell if anything has spoiled.
 - 5) Employees should be safely escorted to their vehicles; however they may stay at the facility for up to an hour if it is daylight and if it is not the weather that is causing the disruption.
 - 6) The emergency lighting should come on during a power outage.

*****In compliance with the MMFLA the facility will notify the state police, and local law enforcement authorities within 24 hours of theft or loss of any marijuana product or criminal activity.**

STAFFING PLAN

The Company will seek to hire qualified staff prior to opening the facility. Employment opportunities will be posted on relevant job boards. The Company will extend offers of employment to any candidates it feels are qualified. However, employment will not be guaranteed until each prospective employee can pass a criminal background check according to the criminal background check standards set by the Company. Background checks will be administered prior to a formal employment offer. Employee records will be stored at the Company's offices.

The Company may bring on a facility general manager to oversee the operation of the facility.

All staff shall receive sufficient training before they are able to begin working within the facility.

The Company further anticipates contracting with a security or staffing company to provide security and maintenance services to the facility. The Company will conduct background checks on all employees. In total the Company anticipates employing between 10 to 15 employees depending on workforce eligibility and availability.

PRODUCTS TO BE SOLD

The Company plans to sell products in each of the following categories:

- Cannabis flower
- Vape cartridges
- Edibles
- CBD Oil Products
- THC Oil Products
- Tinctures
- Topicals
- Cannabis clones
- Devices and accessories for the use of cannabis products

CHEMICALS

The Company does not anticipate the use of any nutrients, pesticides, or other chemicals at its marijuana retailer.

DISPOSAL / ODOR / SANITATION PLAN

The purpose of this Facility Disposal / Odor / Sanitation Plan is:

- (1) Ensure that no marijuana waste product may be ingested by any person or animal.
- (2) Establish how marijuana waste product will be stored and disposed of.
- (3) Establishing how any marijuana will be rendered unusable upon disposal.
- (4) Provide general cleanliness standards to ensure employee and customer health and safety.
- (5) Reduce noticeable smell.

1. Cleanliness Standards

- a. At all times, the facility will be maintained in a clean and sanitary manner appropriate to ensure the health and safety of customers and employees alike.

- b. All displays will be cleaned and sanitized with an appropriate industrial sanitization agent at minimum twice per business day. All surfaces will be cleaned and/or sanitized when needed or appropriate.
- c. All floors and walls of the facility will be cleaned and sanitized with the appropriate industrial sanitization agent at minimum once per day. The ceilings of the facility are to be cleaned and sanitized as needed, but at minimum once per week.
- d. All kitchen or break areas for employee use will be maintained in a clean and sanitary condition at all times, and said area will be cleaned and sanitized at minimum of one time per business day.
- e. All bathrooms will be maintained in a clean and sanitary fashion. Employees and/or agents of the Business will maintain status checks on all bathrooms made available for use once every three (8) hours per business day; compliance will be ensured with a log detailing when the status check on said bathroom was made and what action was taken.

2. Implementation

- a. A designated employee of the Business will perform a daily sanitation and cleanliness inspection of all facilities upon the Business premises at the beginning and end of each business day.
- b. All sanitation and cleanliness inspections will be monitored and cataloged by the use of a daily log book.
- c. Each inspection will be logged and initialed by the inspecting employee. Any and all corrective actions required will also be noted on the log.

2. Corrective Actions

- a. When the manager determines that the facilities are not properly cleaned and/or sanitized the manager will instruct an employee and/or agent of the Business to take the required actions to bring the facility to an appropriate condition.
- b. An employee failing to take instructed corrective action may be sanctioned in an appropriate fashion including, but necessarily requiring, termination of employment.

3. Sanitation Facilities

- a. Okemos Local Investments will provide our employees with a sanitary and neat work environment:
 - i. Okemos Local Investments will provide employees with adequate and readily-accessible toilet facilities.
 - ii. Toilet facilities will be maintained in a sanitary condition;
 - iii. Toilet facilities will be adequately stocked with toilet paper, soap, and single use paper towels or other hand-drying devices;
 - iv. Toilet facilities will be kept in good repair at all time

- b. Okemos Local Investments must provide adequate and convenient hand-washing stations.
 - i. Hand washing stations must be provided with running water of suitable temperature;
 - ii. Hand washing stations must be provided with effective hand cleaning or sanitizing preparations and single use paper towels or other hand drying devices;
 - iii. Hand washing stations must be located at points in the facility where good sanitary practices require employees to wash or sanitize their hands; and
 - iv. Okemos Local Investments will also provide shower stalls in the future to allow employees to decontaminate while also ensuring no cross contamination between crops.
- c. Okemos Local Investments, in an effort to maintain a sanitary facility, will:
 - i. Design of operational areas to protect the work process and minimize the risk of contamination or adulteration;
 - ii. Protect cannabis from contact with birds, rodents, insects, and other animals and from exposure to the elements;
 - iii. Maintain common areas and delegate one authorized employee to maintain common space in the following manor;
 - iv. Vacuum, Mop and keep common, non-secured areas free of personal clutter of staff
 - v. Collect trash and other recyclable products from collection receptacles and place them in appropriate dumpsters for removal
 - vi. Maintain cleanliness of any common employee kitchen equipment. (Refrigerator, microwave, coffee maker).

5. Disposal and waste practices

- a. Cannabis Waste: must be composted or disposed of in a manner which prevents unauthorized use and such disposal must be documented with state monitoring system.
- b. All disposed of marijuana waste product will be rendered unusable upon disposal by an approved industry standard or procedure.
 - i. No marijuana waste product shall be rendered unusable by either: (1) on-site burning; (2) introduction into the sewerage system.
 - ii. Marijuana waste will be rendered unusable (mixing with kitty litter and ground into a fine powder) and placed into a secure dumpster.
- c. Waste will be weighed and entered into store inventory monitoring system as well as METRC when applicable by authorized employee.

- d. Cannabis powder will be added to non-cannabis mix product (soil) so that the ratio of cannabis to mix does not exceed 40% cannabis powder. Unusable mix will be placed in smell proof, opaque packaging to await disposal.
- e. Unrecognizable unusable waste will be placed in opaque packaging, by authorized employee, will be stored in locked receptacle until such time it can be disposed of by secure third party trash disposal and deposited at a manned waste facility.
- f. Cannabis waste will be stored locked storage for more than 10 days.

6. Locked Dumpster/Waste Facility

- a. Any and all waste generated by Okemos Local Investments will be disposed of in a locked dumpster located upon the premises.
- b. The dumpster facility will remain locked at all times while not in use by an employee and/or agent of Okemos Local Investments.
- c. Only employees associated with Okemos Local Investments and the waste management company owning the dumpster will have access to the locked dumpster facility.
- d. A designated agent of Okemos Local Investments will handle or supervise waste collection by employees to ensure that all waste is appropriately disposed of into the locked dumpster.

7. Security

- a. The locked dumpster facility will be continuously monitored by security cameras providing full view of the locked dumpster facility and the surrounding area.
- b. The installed security cameras will be in accordance with the Security Plan attached to this application.

8. Recycling Policy

- a. Okemos Local Investments will recycle as much materials and office waste as possible. We plan to contract an authorized and licensed waste management company. If none exist for recycling with appropriate credentials we will carry out these policies as a company and bring our own recyclable waste to recycling depots with our employees and infrastructure.
- b. We will have a strict policy of ensuring no sensitive data or information is released inadvertently more about this policy can be found in our recordkeeping and security plans. All paper waste will be shredded, if necessary before recycling. Non-sensitive paper waste will be collected at receptacles around the facility in order to be emptied by authorized

staff of Okemos Local Investments.

c. Any and all recyclable waste generated by the Applicant will be disposed of in a locked dumpster facility located upon the premises of the Business.

d. The dumpster facility will remain locked at all times while not in use by an employee and/or agent of the Business.

e. Only employees associated with the Business and the waste management company owning the dumpster will have access to the locked dumpster facility.

f. A designated agent of the Business will handle or supervise waste collection by employees to ensure that all waste is appropriately disposed of into the locked dumpster.

9. Trash Collection in Facility

a. The Okemos Local Investments facility will have a precise schedule for collection of waste from trash and recycle bins from the entire facility.

b. Authorized employees with empty receptacles daily at the end of their shift.

c. Authorized employees and supervisors will be the only employees with key access to locks used on receptacle bins for non-cannabis waste and recyclables.

d. Per waste removal contractor schedule authorized manager will unlock rendered unusable product storage bin so that waste can be transferred to dumpster so that it can be deposited in a manned facility.

e. Authorized Okemos Local Investments employees will place waste in the appropriate locked receptacle outside in the locked parking area. (see site plan)

f. Waste bins in potentially hazardous work environments will be collected at the end of shifts by employees authorized and trained to be in such areas.

10. Odor

a. Carbon scrubbers clean the air.

i. These cycle air through the filter and charcoal in the filter cleans the air.

ii. Brand: Can Filters.

b. IMPACT ON ADJACENT USES. The Company plans to employ a central air system on the property, a chimney and exhaust vents on the roof and a filtration system. The building is a standalone building and thus does not share a ventilation system with any non-marihuana establishment, non-marihuana facility, or other non-marihuana business. The company plans to utilize carbon filters for its filtration system, which will be adequate to eliminate odor outside of the permitted premises.

11. Material Safety Data Sheets for all nutrients pesticides and other chemicals proposed for use in the Commercial Medical Marijuana Facility:

- a. This retail facility will not have any nutrients, pesticides and other chemicals. This is a proposed retail facility that will use basic cleaning products such as isopropyl alcohol, lysol or clorox (data sheets included).

SOCIAL EQUITY

Social equity is important to Okemos Local Investments LLC. We are focused on the following goals as we invest and create jobs in Meridian Charter Township:

1. Prioritize the hiring of Meridian Charter Township residents
2. Prioritize the hiring of individuals who have been disproportionately impacted by marihuana prohibition, per the State of Michigan definition
3. Set a goal of hiring to having at least 15 percent of our workforce be individuals who have been disproportionately impacted by marihuana prohibition, per the State of Michigan definition
4. Prioritize the hiring of local contractors and laborers to make improvements to our marihuana establishment
5. Prioritize events and functions to assist those who have been arrested for marihuana with expungement of the arrest from their records
6. Work with Meridian Charter Township and community stakeholders to ensure we are working together to create opportunity in the community
7. Pay a living wage to our employees.

Okemos Local Investments LLC is committed to be an equal opportunity employer in every community it invests in. The goal of equal opportunity employment isto provide for a diverse, non-discriminatory environment of equal opportunities. In accordance with MDHHS and MIOSHA policy, it is also our mission tofacilitate a culture of equal opportunity regardless of age, color, disability, height, weight, genetic information, marital status, national origin, partisan consideration, race, religion, sex, and sexual orientation as defined by federal laws, state laws, and regulations in our relations with employees.

In order to ensure that this standard is upheld, we anticipate that we will:

- Regularly conduct performance evaluation of supervisors, if any, on their specific efforts to support MIOSHA's EEO policy.
- Establish a reporting system from which to analyze the status of employees.
- Cooperate with inquiries and investigations of equal employment opportunity complaints and participate, if required, in the hearing process.
- Work with persons in social equity communities, including appearances at job fairs, expos, and networking events.

--- Okemos Local Investments LLC

Project:

**Proposed Adult-Use
Marijuana Retailer**

4366 Hagadorn Rd
Okemos, MI 48864

Designed J. GUMMA

Drawn L. NSEIR

Approved S. SEGAL

Scale AS NOTED

Notes

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Issued

ISSUE DATE 01/30/25

Sheet Title
and Number

PROPOSED FLOOR
PLAN

A-1

NOTE
ALL MARIJUANA PRODUCTS SHALL BE IN SECURED ROOM. ALL ACTIVITIES RELATED TO MARIJUANA FACILITY WILL BE DONE INDOOR.

NOTE
NO SALE OF ALCOHOL IN PREMISES A DRUG AND ALCOHOL AWARENESS PROGRAM WILL BE MADE AVAILABLE TO THE PUBLIC.

NOTE
HOURS OF OPERATIONS BETWEEN 7:00 AM AND 9:00 PM.

NOTE
ALL PUBLIC AREAS ARE SEPARATED FROM RESTRICTED AREAS AND EMPLOYEE AREAS WITH LOCKED DOORS.

NOTE
FACILITY WILL BE AT ALL TIMES LOCKED, INCLUDING INTERIOR ROOMS, ALL WINDOWS, ANY POINTS OF ENTRY AND EXITS WITH COMMERCIAL GRADE LOCKS, AND AN ALARM MONITORING SYSTEM. MARIJUANA WILL BE STORED INSIDE OF BUILDING ONLY.

NOTE
LOCKING SAFES ARE LOCATED IN THE VAULT ROOM AND AFFIXED TO THE PREMISES TO STORE ALL PROCESSED MARIJUANA AND CASH REMAINING IN THE FACILITY OVERNIGHT. PRODUCTS IN REFRIGERATORS WILL ALSO BE LOCKED TO COMPLY WITH CITY REQUIREMENTS.

WALL LEGEND

NEW INTERIOR WALL CONSTRUCTION:

NEW EXTERIOR WALL CONSTRUCTION

NOTE
ALL ELECTRICAL N.E.C. COMPLIANT

NOTE
ALL AIR HANDLING UNIT WILL BE SET TO MAINTAIN NEGATIVE PRESSURE INSIDE OF BUILDING.

NOTE
AIR SCRUBBERS AND FILTERS (AS) WILL BE INSTALLED IN ALL ROOMS CONTAINING MARIJUANA PRODUCTS.

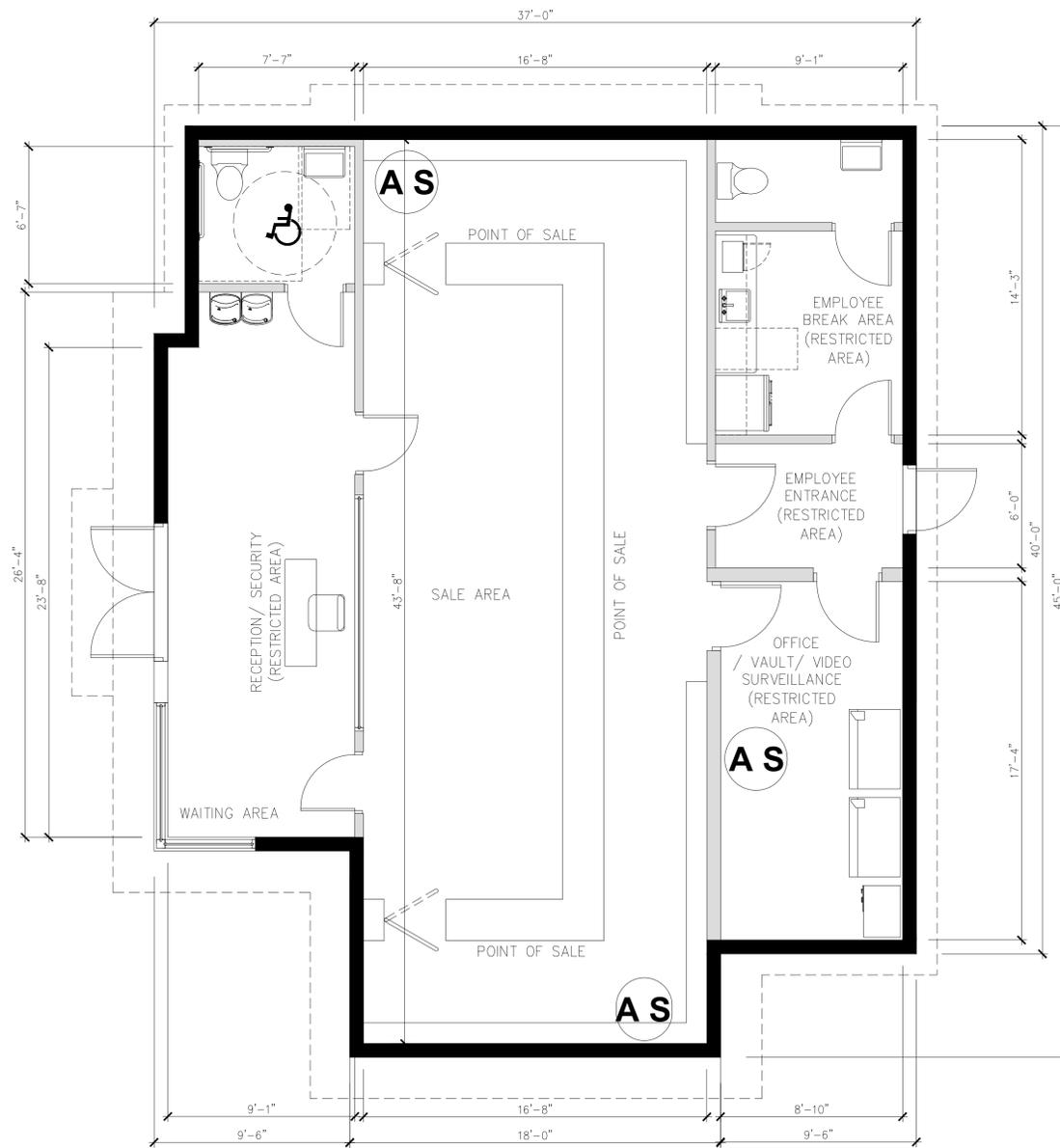
NOTE
DELIVERY THROUGH BACK DOOR PRODUCT INTAKE ROOM, TRANSFER TO VAULT ROOM.

NOTE
WALLS TO BE 1 HOUR FIRE RATED.

NOTE:
ALL DOORS SHALL HAVE COMMERCIAL GRADE LOCKS

NOTE:
LEVER HANDLES ARE REQUIRED FOR ALL DOORS.

NOTE:
ALL DOORS SHALL HAVE A 32" MINIMUM CLEAR OPENING.



PROPOSED FLOOR PLAN
SCALE: 1/4" = 1'-0"
NORTH

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SECURITY FLOOR PLAN

NOTE

ALL FACILITIES, MARIJUANA ADULT USE RETAILER OPERATIONS SHALL INSTALL AND MAINTAIN AN ALARM SYSTEM AND SHALL HAVE A VIDEO SURVEILLANCE SYSTEM, THAT AT A MINIMUM, CONSISTS OF DIGITAL OR NETWORK VIDEO RECORDERS, CAMERAS CAPABLE OF MEETING THE RECORDING REQUIREMENTS OF THE ACT, VIDEO MONITORS, DIGITAL ARCHIVING DEVICES AND A COLOR PRINTER CAPABLE OF DELIVERING STILL PHOTOS. RECORDINGS SHALL AT A MINIMUM BE IN THE FOLLOWING AREAS: ANY AREAS WHERE MARIJUANA PRODUCTS ARE WEIGHED, PACKED, STORED, LOADED AND UNLOADED FOR TRANSPORTATION, PREPARED, OR MOVED WITHIN THE FACILITY, LIMITED-ACCESS AREAS AND SECURITY ROOMS AND TRANSFER AREAS BETWEEN ROOMS, ENTRANCE AND EXITS AREAS FROM BOTH INTERIOR AND EXTERIOR VANTAGE POINTS, POINTS OF SALE OR AREAS WHERE PRODUCTS ARE DISPLAYED.

SECURITY CAMERAS SHALL BE INSTALLED AS SHOWN AND OPERATED IN THE ESTABLISHMENT 24-HOURS PER DAY, 365 DAYS PER YEAR, AND SHALL BE DIRECTED TO RECORD ONLY THE SUBJECT PROPERTY.

NOTE

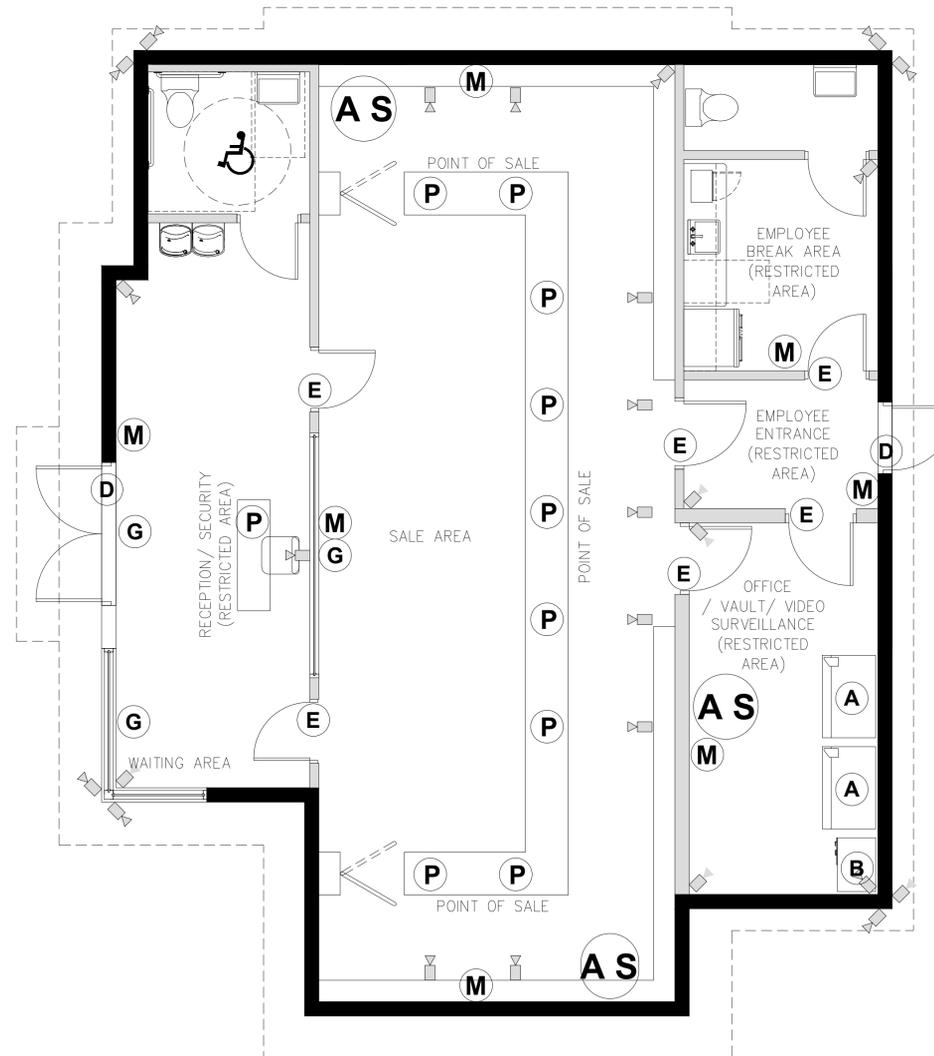
A SECURITY GUARD WILL BE PRESENT DURING BUSINESS HOURS.

SECURITY LEGEND

- ☒ SECURITY CAMERA
- ⓔ DOOR W/ ELECTRIC LOCK - RFID CARD
- Ⓜ MOTION SENSOR
- ⓓ DOOR CONTACT
- Ⓟ SILENT BUTTON
- ⓖ GLASS BREAK SENSOR
- ⓐ MESA MTLF 7236C HIGH SECURITY BURGLARY SAFE - PERMANENTLY SECURED TO CONCRETE FLOOR
- ⓑ MESA MFL 2731EE DEPOSITORY SAFE - PERMANENTLY SECURED TO CONCRETE FLOOR

NOTE

THE FACILITY SHALL CONTINUOUSLY MONITOR THE ENTIRE PREMISES, INTERIOR AND EXTERIOR WITH SURVEILLANCE SYSTEM THAT INCLUDE A HIGH DEFINITION SECURITY CAMERAS WITH 1080 QUALITY OPERATING 24 HOURS A DAY, SEVEN DAYS A WEEK.



SECURITY FLOOR PLAN

SCALE: 1/4" = 1'-0"



NORTH

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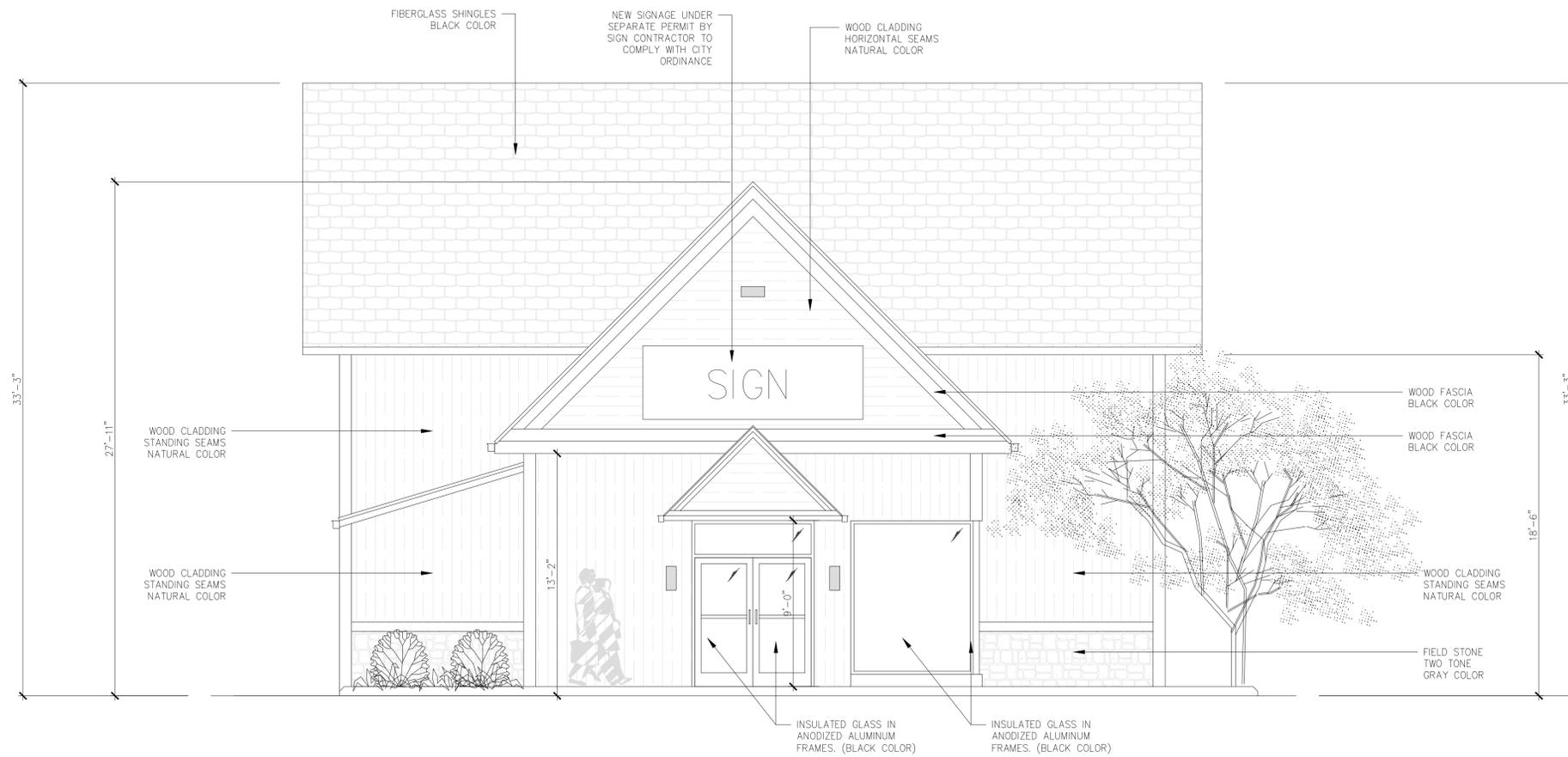
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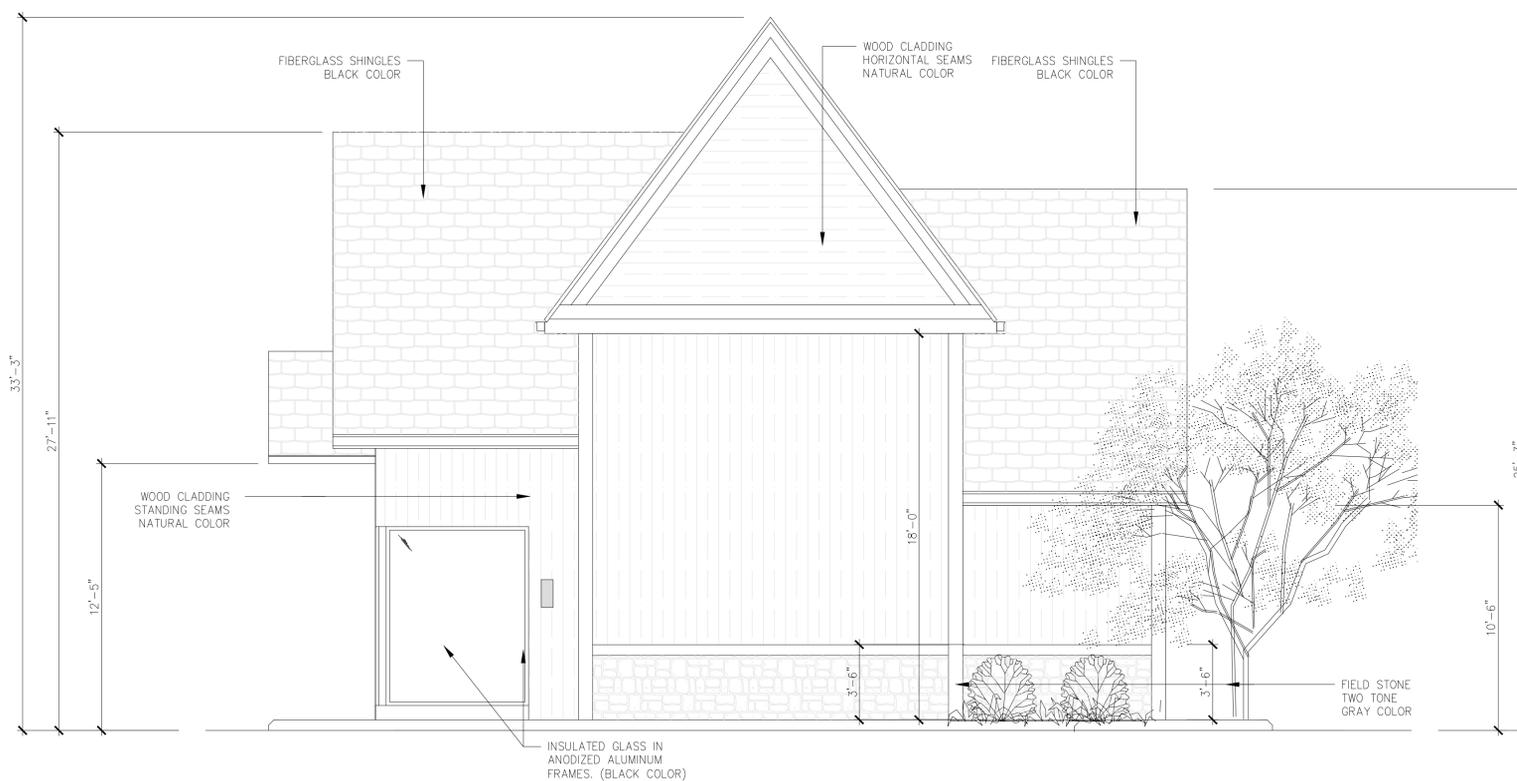
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ELEVATIONS



WEST ELEVATION

SCALE: 1/4" = 1'-0"



SOUTH ELEVATION

SCALE: 1/4" = 1'-0"

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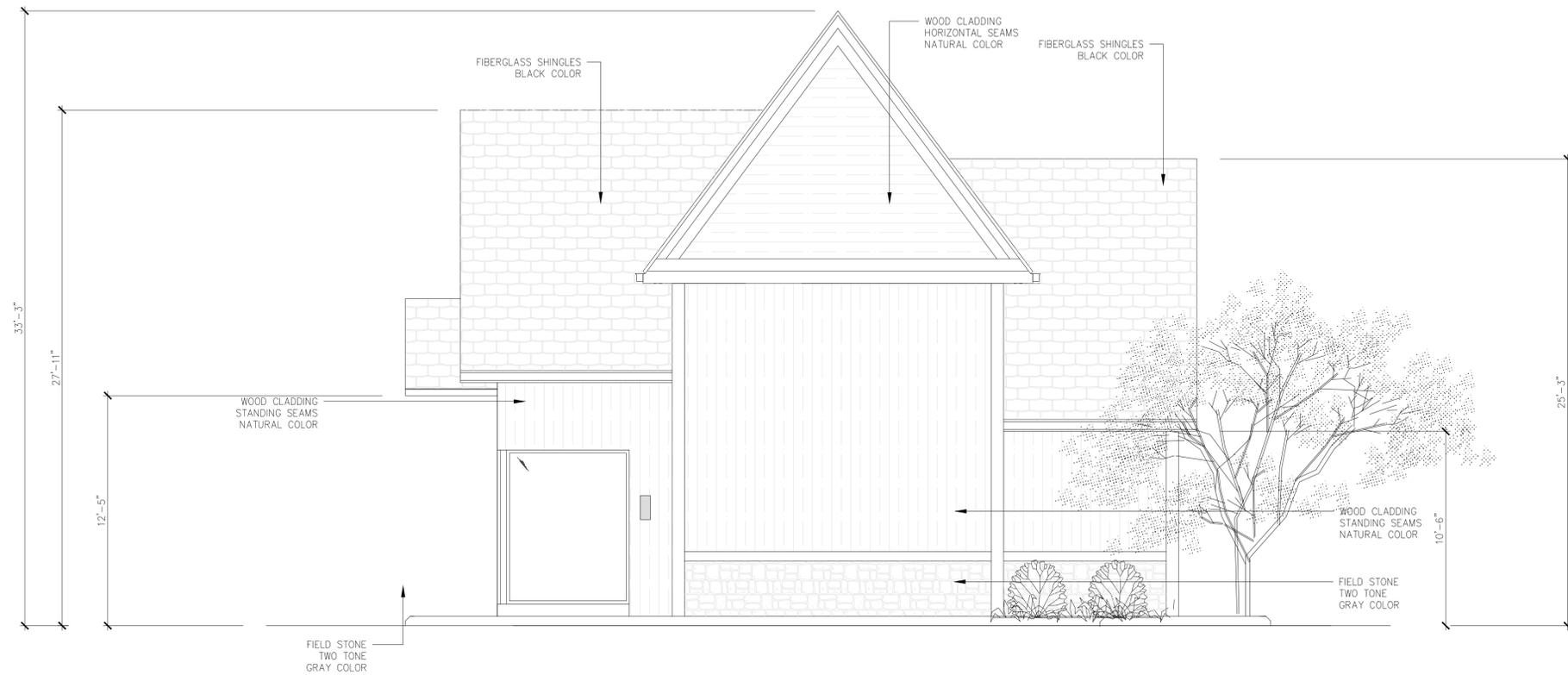
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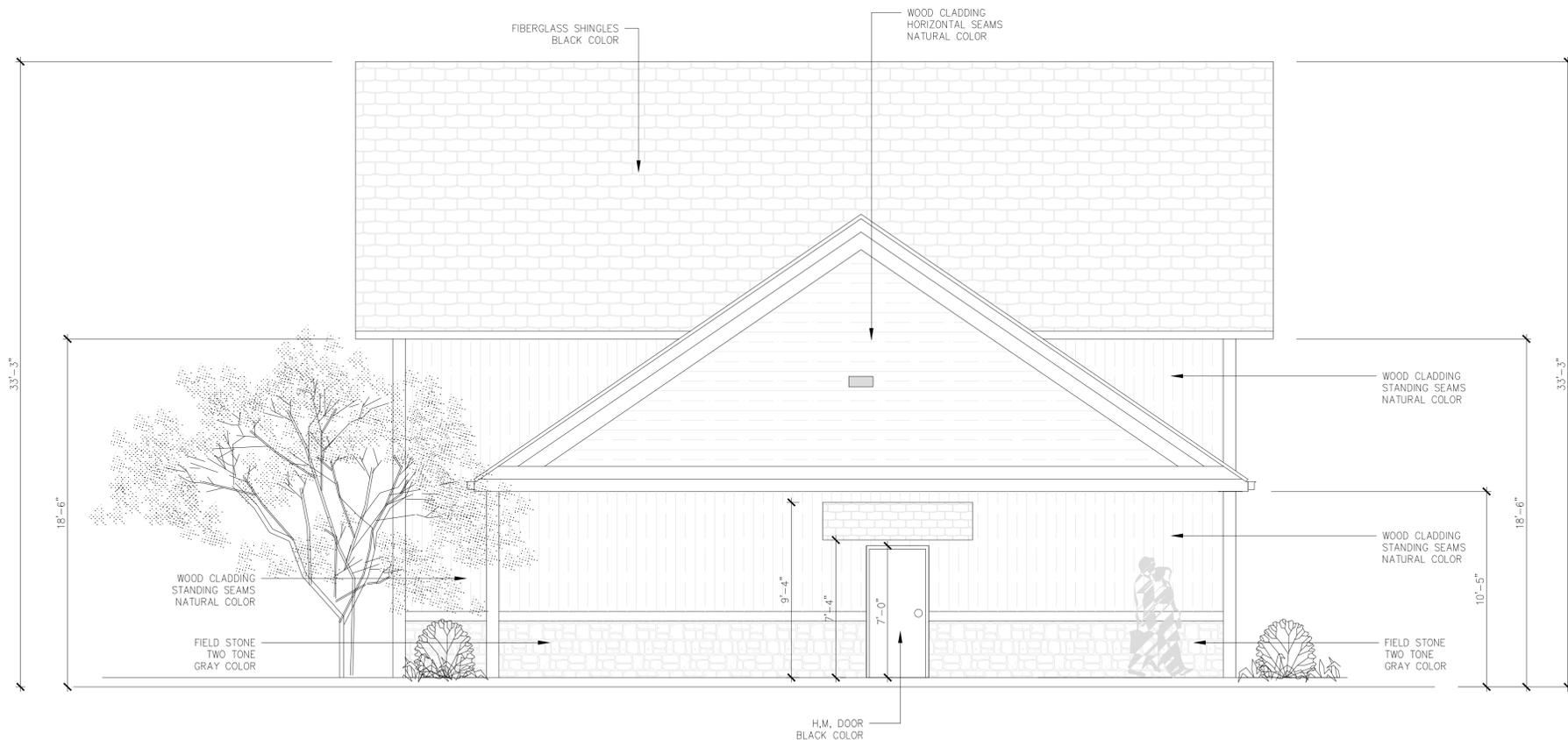
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and Number

ELEVATIONS



NORTH ELEVATION

SCALE: 1/4" = 1'-0"



EAST ELEVATION

SCALE: 1/4" = 1'-0"

Project:

**Proposed Adult-Use
Marijuana Retailer**

4366 Hagadorn Rd
Okemos, MI 48864

Designed J. GUMMA

Drawn L. NSEIR

Approved S.S. SEGAL

Scale AS NOTED

Notes

All drawings and written material appearing herein constitute original and unpublished work of Gumma Group and may not be duplicated, used or disclosed without the written consent of Gumma Group.

Do not scale drawings. Use given dimensions only. If not shown, verify correct dimensions with Gumma Group.

Contractor shall check and verify all dimensions conditions at job site.

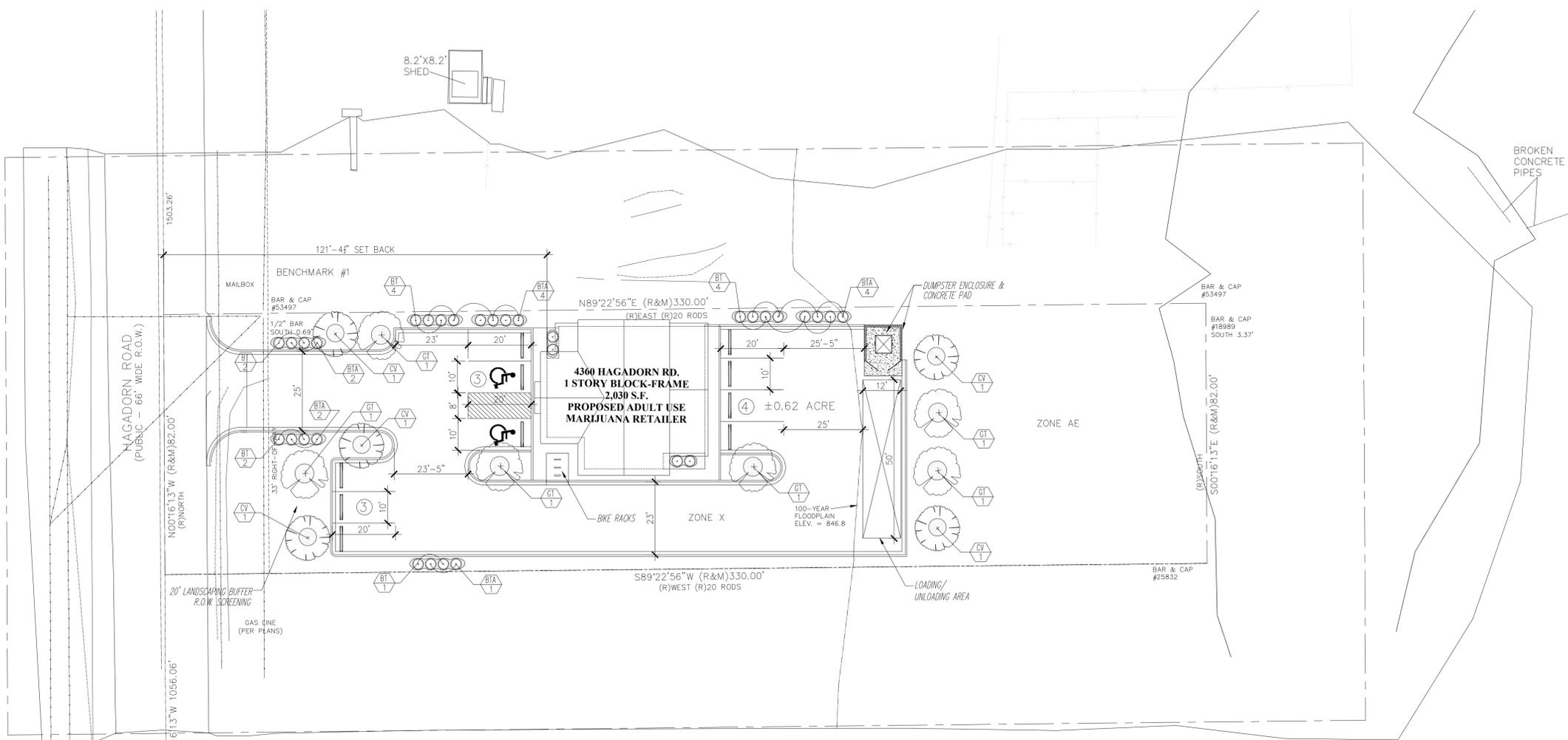
Project No.

Issued

ISSUE DATE 01/27/25

Sheet Title
and Number

SITE PLAN



PROPOSED SITE PLAN

SCALE: 1" = 20'-0"



NOTE:
STRIPE LOT AS INDICATED.

NOTE:
PROVIDE 6" CONC. CURB AROUND ALL NEW LANDSCAPE AREAS. SEE SITE DETAILS SHEET.

NOTE:
ALL LANDSCAPED AREAS WILL BE AUTOMATICALLY IRRIGATED.

NOTE:
ALL MULCH IS TO BE A MINIMUM OF 6".

NOTE:
LANDSCAPE AND TURF AREAS SHALL BE IRRIGATED TO MAINTAIN PLANT MATERIALS IN GOOD AND HEALTHY CONDITION.

KEY	QTY.	BOTANICAL NAME	COMMON NAME	SIZE AS INSTALLED	NOTES
BT	18	Berberis Thunbergii "Atropurpurea"	Japanese Barberry "Crimson Pygmy"	3 gal. pot 5' O.C.	Deciduous - Shrub
GT	7	GLEDITSIA TRIACANTHOS "INERMIS"	THORNLESS HONEYLOCUST	2 1/2" C. B&B	Deciduous - Tree
CV	35	CRATAEGEUS VIRIDIS "WINTER KING"	WINTER KING "GREEN HAWTHORN"	2" B&B 6' FIRST BRANCH	Ornamental - Tree
BTA	17	BERBERIS THUNBERGII "AUREA"	JAPANESE BARBERRY "AUREA"	5 GAL. POT 5' O.C.	Deciduous - Shrub

LANDSCAPING LEGEND:	
	New - Deciduous Tree
	New - Ornamental Tree
	New - Shrub

LEGAL DESCRIPTION:

(As provided)
TAX ID: 33-02-02-29-151-003
COM. AT PT. 64 RDS. N OF W 1/4 POST-N 82 FT-E 20 RDS-S 82 FT-W 20 RDS TO BEG., SEC. 29, T4N R1W

AS SURVEYED:

(The following legal description describes the same parcel of land as the provided description)

A parcel of land in the Northwest 1/4 of Section 29, T4N, R1W, Meridian Township, Ingham County, Michigan, the surveyed boundary of said parcel described as: Commencing at the West 1/4 corner of said Section 29; thence N00°16'13"W along the West line of said Section 29 a distance of 1056.06 feet to the point of beginning of this description; thence N00°16'13"W continuing along said West line 82.00 feet; thence N89°22'56"E 330.00 feet; thence S00°16'13"E parallel with said West line 82.00 feet; thence S89°22'56"W 330.00 feet to the point of beginning; said parcel containing 0.62 acre, more or less, including 0.06 acre, more or less, presently in use as public right-of-way for Hagadorn Road; said parcel subject to all easements and restrictions, if any.

WITNESSES TO SECTION CORNERS:

West 1/4 corner Section 29, T4N, R1W, Liber 8, Page 449
Found Remon bar & cap in monument box in C/L of Hagadorn Road
Found nail & tag in East side utility pole, S20°W, 89.39'
Found nail & tag in East side fence post, N55°W, 57.23'
Found nail & tag in East side utility pole, N20°W, 125.61'
Found nail & tag in Southwest side 4" maple tree, West, 40.06'

Northwest corner Section 29, T4N, R1W, Liber 8, Page 447
Found Remon bar & cap in monument box in C/L of Hagadorn & Mt Hope Roads
Found nail & tag #18994 Northwest side power pole, N42°E, 70.08'
Found nail & tag #25832 Northwest side power pole, N65°E, 69.26'
Centerline of fire hydrant, S57°E, 75.86'
Centerline of gas valve, S55°W, 56.45'

PARKING REQUIREMENTS

USES	PARKING SPACE REQUIREMENTS	PARKING REQUIRED
4366 Hagadorn Rd PROPOSED MARIJUANA RETAILER (RETAIL USE) 2,030 GSF	FIVE (5) PARKING SPACES PER EACH ONE THOUSAND (1,000) SQUARE FEET OF USEABLE FLOOR AREA.	2,030 ÷ 250 = 9 SPACES REQUIRED.
HANDICAP SPACES	ONE (1) PARKING SPACE PER EACH 25' SPACES ON SITE	6 SPACES ÷ 25 = 1 SPACE REQUIRED
LOADING AREAS	ALL LOADING AREAS SHALL BE LAID OUT IN THE DIMENSIONS OF 10' X 80' WITH A CLEARANCE OF AT LEAST 14' IN HEIGHT.	1 LOADING AREA REQUIRED.
TOTAL PARKING REQUIRED:		9
PARKING PROVIDED:		10
HANDICAP SPACES PROVIDED:		1
LOADING AREAS PROVIDED:		2

Project:

Proposed Adult-Use Marijuana Retailer

4366 Hagadorn Rd
Okemos, MI 48864

Designed J. GUMMA

Drawn L. NSEIR

Approved S.S. SEGAL

Scale AS NOTED

Notes

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Project No.

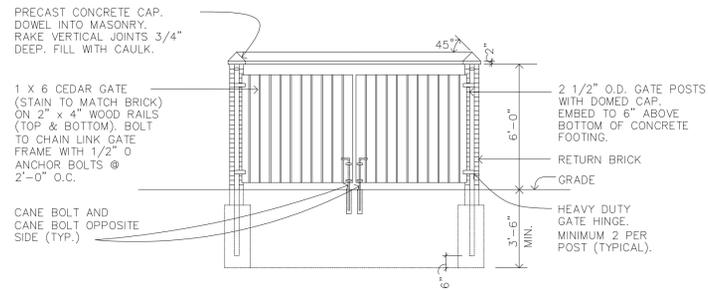
Issued

ISSUE DATE 01/27/25

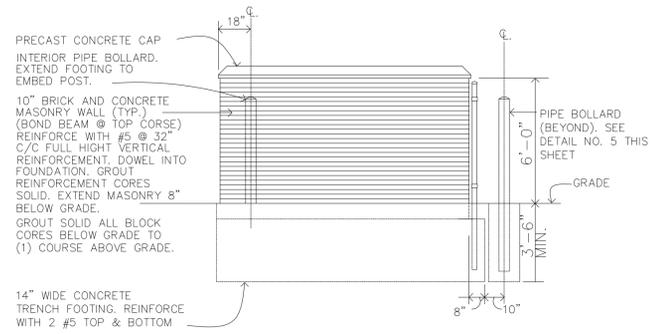
Sheet Title and Number

SITE DETAILS

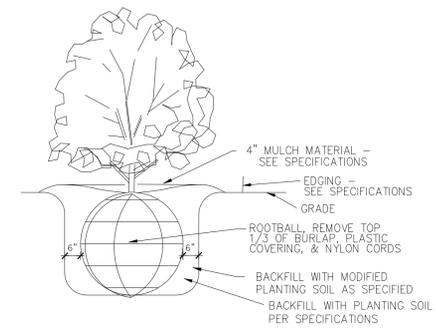
S-2



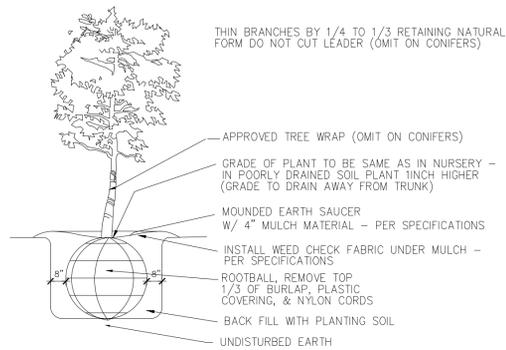
1
S-3
DUMPSTER ENCLOSURE
FRONT ELEVATION
SCALE: 1/4"=1'-0"



2
S-3
DUMPSTER ENCLOSURE
SIDE ELEVATION
SCALE: 1/4"=1'-0"



3
S-3
SHRUB PLANTING DETAIL
SCALE: NONE

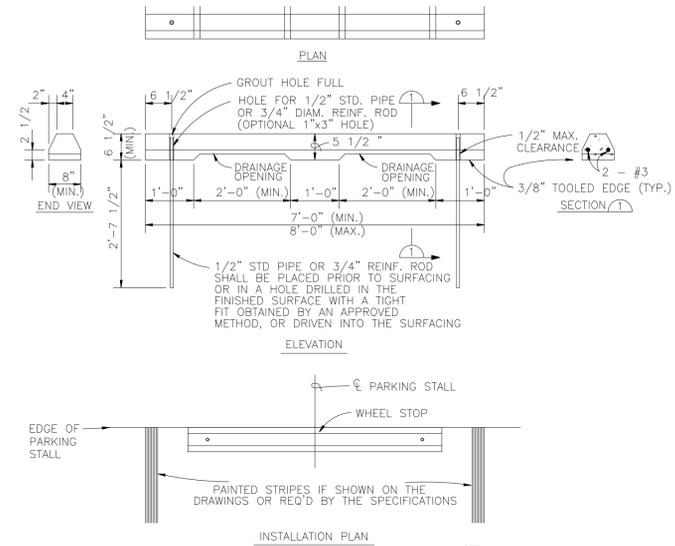


4
S-3
DECIDUOUS TREE PLANTING DETAIL
SCALE: NONE



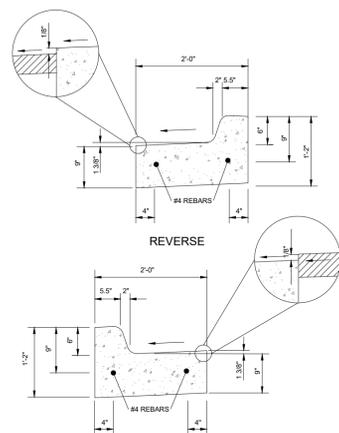
NOTE:
1. REFER TO THE MUTCD FOR OTHER SIGN DIMENSIONS.
2. BARRIER FREE PARKING SIGN SHALL CONFORM WITH CURRENT STATE AND LOCAL CODES AND REGULATIONS.
3. ALL REGULATORY AND TRAFFIC CONTROL SIGN SHALL COMPLY WITH MICHIGAN MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES (MUTCD), AND ANY OTHER APPLICABLE FEDERAL, STATE AND LOCAL REQUIREMENTS.
4. COORDINATE SIGN LOCATIONS WITH LANDSCAPING AS REQUIRED.
5. ALL REGULATORY SIGNS SHALL BE REFLECTORIZED OR ILLUSTRATED TO SHOW SAME SHAPE AND COLOR BOTH BY DAY AND BY NIGHT.
6. SIGN BACKING MATERIAL SHALL BE .007" ALUMINUM UNLESS NOTED OR OTHERWISE REGULATED.
7. ILLUMINATED SIGNS SHALL BE UL LISTED OR APPROVED EQUIVALENT.
8. REGULATORY SIGN POSTS AND SIGN BACKS TO BE PAINTED WITH A SEMI-GLOSS ALIPHATIC ACRYLIC POLYURETHANE TO MATCH PMS BLACK 622K.
9. ALL SIGNS INSTALLATION SHALL FOLLOW THE MANUFACTURER'S INSTRUCTIONS AND AS INDICATED BY THESE PLANS.
10. DRIVE ANCHOR POST AND ANCHOR SLEEVE INTO THE GROUND TOGETHER LEAVING A MAX. OF ONE HOLE EXPOSED FOR BOLT CONNECTION. FOR HAND INSTALLATION, DRIVE CAP OF PROPER SIZE SHALL BE USED TO PREVENT DAMAGE TO TUBING. SREWALK SHALL BE POURED AROUND ANCHOR SLEEVE OR EXISTING SIDEWALK SHALL BE CORE DRILLED AND REPALED AROUND THE SLEEVE.
11. INSERT SIGN POST INTO ANCHOR ASSEMBLY APPROXIMATELY 1/2" TO 3/4" AND BOLT IN PLACE.
12. INSTALLED SIGN AND POST SHALL BE PLUMB AND FREE OF VERTICAL AND LATERAL MOVEMENT.
13. ALL TUBING SHALL BE #12 U.S. STD. GAGE WALL THICKNESS.

5
S-3
PARKING SIGNAGE
SCALE: NONE



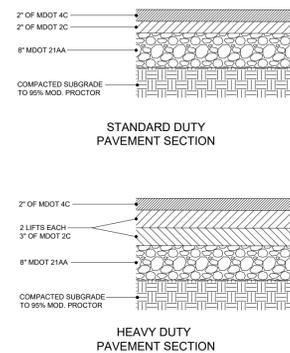
6
S-3
PARKING BLOCK
SCALE: NONE

NOTE:
DETAIL IS INCLUDED TO DEMONSTRATE INTENT ONLY AND MAY OR MAY NOT BE SUBJECT TO AVAILABILITY OF PRECAST PARKING BLOCK STYLES.



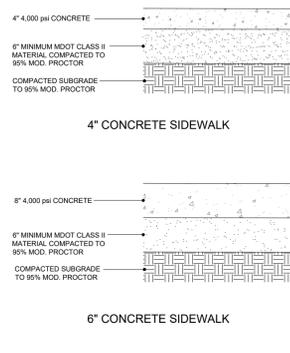
NOTE:
1. USE MDOT 3P CONCRETE UNLESS OTHERWISE NOTED.
2. CONTRACTOR SHALL SMOOTHLY TRANSITION BETWEEN STANDARD AND REVERSE CURB.
3. ALL CURB & GUTTERS WILL BE SAME HEIGHT & WIDTH WITH NO VARIANCES ON STRAIGHT LINE RUNS OR RADII UNLESS A TAPERING HEIGHT CURB IS CALLED FOR ON THE PLANS. ALL WIDTHS SHALL REMAIN THE SAME.

7
S-3
CONCRETE CURB & GUTTER
SCALE: NONE



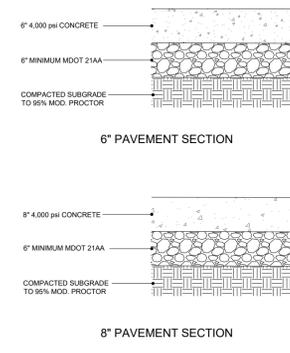
NOTE:
1. IF ANY OF THE EXISTING BASE CANNOT BE UTILIZED, IT SHALL BE REMOVED AND REPLACED WITH MDOT 21AA MATERIAL.
2. THE PLACEMENT OF THE FINAL LIFT OF ASPHALT SHALL BE DELAYED UNTIL THE MAJORITY OF THE CONSTRUCTION HAS BEEN COMPLETED, OR AS DIRECTED BY THE ENGINEER.
3. A BOND COAT OF SS-1H EMISSION SHALL BE APPLIED AT A RATE OF 0.15 (MIN) BETWEEN THE LEVELING AND WEARING COURSE WHEN 48 HOURS HAVE ELAPSED BETWEEN PLACEMENT.

8
S-3
HMA PAVEMENT
SCALE: NONE



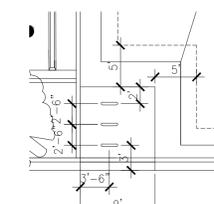
NOTE:
1. IF ANY OF THE EXISTING BASE CANNOT BE UTILIZED, IT SHALL BE REMOVED AND REPLACED WITH MDOT CLASS II MATERIAL.
2. BROOM FINISH SURFACE.
3. IF NOT INDICATED ON THE PLANS THE CONTRACTOR SHALL SUBMIT A JOINTING PLAN PRIOR TO PLACEMENT OF CONCRETE PAVEMENT.
4. JOINTS SHALL BE SAWCUT AS SOON AS PAVEMENT CAN SUPPORT MACHINE.
5. AN EXPANSION JOINT SHALL BE PLACED BETWEEN NEW WALKS AND EXISTING PAVEMENT AND/OR BUILDINGS.

9
S-3
CONCRETE SIDEWALK
SCALE: NONE



NOTE:
1. IF ANY OF THE EXISTING BASE CANNOT BE UTILIZED, IT SHALL BE REMOVED AND REPLACED WITH MDOT 21AA MATERIAL.
2. BROOM FINISH SURFACE.
3. IF NOT INDICATED ON THE PLANS THE CONTRACTOR SHALL SUBMIT A JOINTING PLAN PRIOR TO PLACEMENT OF CONCRETE PAVEMENT.

10
S-3
CONCRETE PAVEMENT
SCALE: NONE



11
S-3
BIKE RACKS AREA DETAIL
SCALE: NONE

Technical Memo

SUBJECT: Hagadorn Dispensary Traffic Impact Assessment

TO: Sam Pernick – Okemos Local Investments

FROM: Michael Labadie, PE and Alyssa Wambold, PE, PTOE

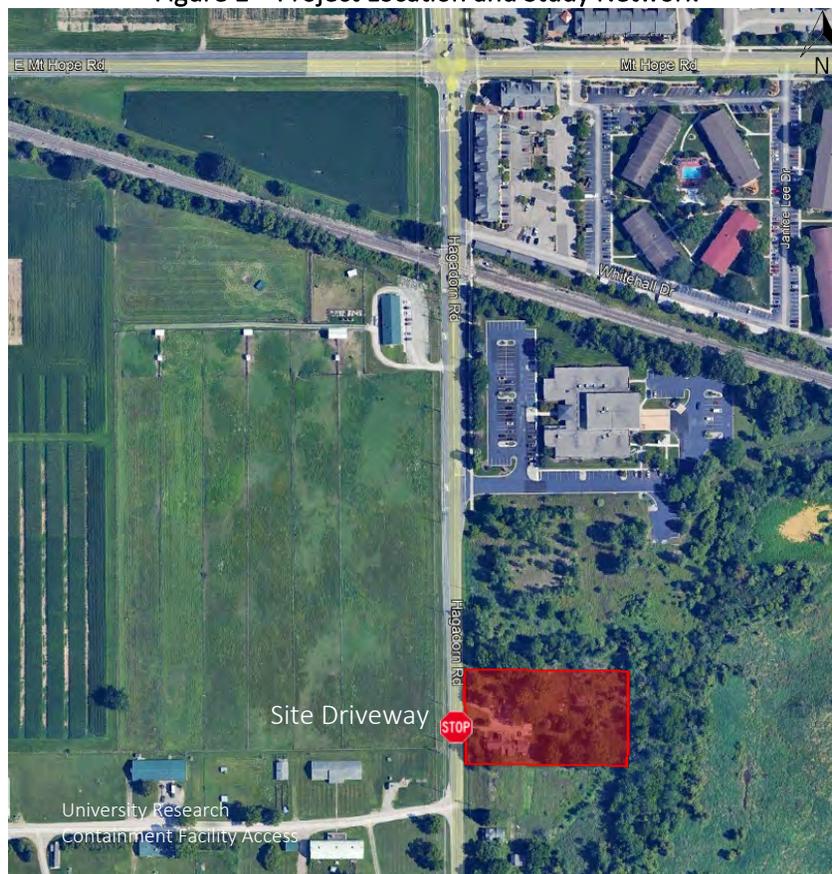
DATE: November 14, 2024

PROJECT NO.: 241751

Introduction

On behalf of Okemos Local Investments, Fishbeck has completed a traffic impact assessment (TIA) for a proposed dispensary located on the east side of Hagadorn Road between Bennett Road and Mt. Hope Road in Meridian Township, Ingham County, Michigan. The dispensary will be located in an existing 2,587 square foot (sq ft) building located at 4360 Hagadorn Road. The existing building will be renovated. Access to the site will be provided via one existing driveway. The development will be completed in one phase, assumed to be open and fully operational in 2025. The project and site driveway locations are displayed in Figure 1.

Figure 1 – Project Location and Study Network



Existing Traffic Volumes

Vehicular turning movement counts (TMCs) were collected at the following study intersection during the weekday morning (7 a.m. to 9 a.m.) and afternoon (4 p.m. to 6 p.m.) peak periods of the road network on Thursday November 7, 2024:

- Hagadorn Road and University Research Containment Facility Access

Traffic volume information is provided in Attachment 1.

Trip Generation

Using the information and methodologies specified in the *Trip Generation Manual*, Fishbeck forecast the weekday a.m. and p.m. peak hour trips associated with the proposed development. Table 1 presents the resulting trip generation for the development. Additional trip generation information is provided in Attachment 2.

Table 1 – Trip Generation for Proposed Development

ITE Land Use	LUC	Units	a.m. Peak Hour			p.m. Peak Hour			Weekday
			In	Out	Total	In	Out	Total	
Marijuana Dispensary	882	2,587 sq ft	14	13	27	25	24	49	547

Trip Distribution

The directions that site traffic will travel to and from were based upon existing traffic patterns during the a.m. and p.m. peak hours. Table 2 provides the probable distribution based on existing traffic patterns. The trip distribution data is presented in Attachment 3.

Table 2 – Trip Distribution

Direction	Via	a.m. Peak Hour		p.m. Peak Hour	
		To	From	To	From
North	Hagadorn Road	66%	34%	44%	56%
South	Hagadorn Road	34%	66%	56%	44%

Turn Lane Analysis

An evaluation was performed in accordance with MDOT guidance to determine if left turn passing lanes or right turn deceleration lanes should be considered at the site driveway. The results of the analysis indicated that no turn lane treatment is recommended at the site driveway. All turn lane charts are provided in Attachment 4. The results of the analysis are presented in Table 3.

Table 3 – Turn Lane Warrants

Intersection	Movement	Existing Treatment	Result
Hagadorn Road and Site Driveway	NB Right	None	No Treatment Recommended
	SB Left	None	No Treatment Recommended

Attachment 1

Traffic Data

University Research Containment Facility Acc... - TMC

Thu Nov 7, 2024

Full Length (7 AM-9 AM, 4 PM-6 PM)

All Classes (Lights, Articulated Trucks, Buses and Single-Unit Trucks)

All Movements

ID: 1244268, Location: 42.707176, -84.462045



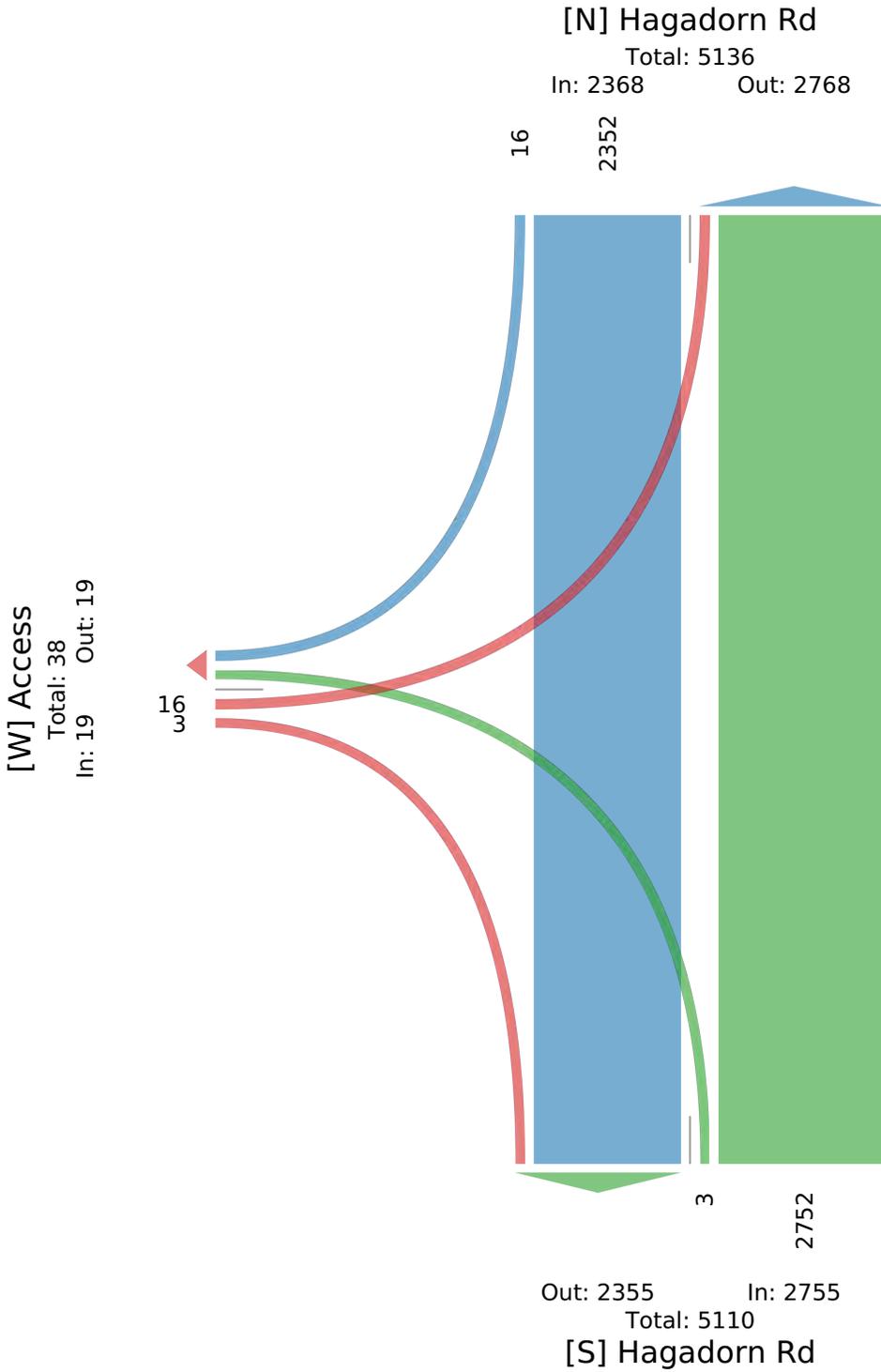
Provided by: Gewalt Hamilton Associates Inc.

625 Forest Edge Drive, Vernon Hills, IL, 60061, US

Leg Direction	Access Eastbound				Hagadorn Rd Northbound				Hagadorn Rd Southbound				Int
	L	R	U	App	L	T	U	App	T	R	U	App	
2024-11-07 7:00AM	0	0	0	0	1	73	0	74	77	0	0	77	151
7:15AM	0	1	0	1	1	166	0	167	93	2	0	95	263
7:30AM	0	0	0	0	0	212	0	212	111	1	0	112	324
7:45AM	1	0	0	1	1	254	0	255	113	2	0	115	371
Hourly Total	1	1	0	2	3	705	0	708	394	5	0	399	1109
8:00AM	0	0	0	0	0	177	0	177	97	2	0	99	276
8:15AM	1	0	0	1	0	156	0	156	89	0	0	89	246
8:30AM	0	0	0	0	0	216	0	216	110	1	0	111	327
8:45AM	2	0	0	2	0	221	0	221	85	2	0	87	310
Hourly Total	3	0	0	3	0	770	0	770	381	5	0	386	1159
4:00PM	5	1	0	6	0	159	0	159	189	1	0	190	355
4:15PM	0	0	0	0	0	154	0	154	189	2	0	191	345
4:30PM	0	0	0	0	0	123	0	123	211	1	0	212	335
4:45PM	2	1	0	3	0	172	0	172	186	0	0	186	361
Hourly Total	7	2	0	9	0	608	0	608	775	4	0	779	1396
5:00PM	2	0	0	2	0	159	0	159	214	1	0	215	376
5:15PM	0	0	0	0	0	167	0	167	233	0	0	233	400
5:30PM	1	0	0	1	0	155	0	155	190	1	0	191	347
5:45PM	2	0	0	2	0	188	0	188	165	0	0	165	355
Hourly Total	5	0	0	5	0	669	0	669	802	2	0	804	1478
Total	16	3	0	19	3	2752	0	2755	2352	16	0	2368	5142
% Approach	84.2%	15.8%	0%	-	0.1%	99.9%	0%	-	99.3%	0.7%	0%	-	-
% Total	0.3%	0.1%	0%	0.4%	0.1%	53.5%	0%	53.6%	45.7%	0.3%	0%	46.1%	-
Lights	14	3	0	17	3	2722	0	2725	2330	15	0	2345	5087
% Lights	87.5%	100%	0%	89.5%	100%	98.9%	0%	98.9%	99.1%	93.8%	0%	99.0%	98.9%
Articulated Trucks	0	0	0	0	0	4	0	4	5	0	0	5	9
% Articulated Trucks	0%	0%	0%	0%	0%	0.1%	0%	0.1%	0.2%	0%	0%	0.2%	0.2%
Buses and Single-Unit Trucks	2	0	0	2	0	26	0	26	17	1	0	18	46
% Buses and Single-Unit Trucks	12.5%	0%	0%	10.5%	0%	0.9%	0%	0.9%	0.7%	6.3%	0%	0.8%	0.9%

*L: Left, R: Right, T: Thru, U: U-Turn

University Research Containment Facility Acc... - TMC
 Thu Nov 7, 2024
 Full Length (7 AM-9 AM, 4 PM-6 PM)
 All Classes (Lights, Articulated Trucks, Buses and Single-Unit Trucks)
 All Movements
 ID: 1244268, Location: 42.707176, -84.462045



University Research Containment Facility Acc... - TMC

Thu Nov 7, 2024

AM Peak (7:15 AM - 8:15 AM)

All Classes (Lights, Articulated Trucks, Buses and Single-Unit Trucks)

All Movements

ID: 1244268, Location: 42.707176, -84.462045



Provided by: Gewalt Hamilton Associates Inc.
625 Forest Edge Drive, Vernon Hills, IL, 60061, US

Leg Direction	Access Eastbound				Hagadorn Rd Northbound				Hagadorn Rd Southbound				Int
	L	R	U	App	L	T	U	App	T	R	U	App	
2024-11-07 7:15AM	0	1	0	1	1	166	0	167	93	2	0	95	263
7:30AM	0	0	0	0	0	212	0	212	111	1	0	112	324
7:45AM	1	0	0	1	1	254	0	255	113	2	0	115	371
8:00AM	0	0	0	0	0	177	0	177	97	2	0	99	276
Total	1	1	0	2	2	809	0	811	414	7	0	421	1234
% Approach	50.0%	50.0%	0%	-	0.2%	99.8%	0%	-	98.3%	1.7%	0%	-	-
% Total	0.1%	0.1%	0%	0.2%	0.2%	65.6%	0%	65.7%	33.5%	0.6%	0%	34.1%	-
PHF	0.250	0.250	-	0.500	0.500	0.796	-	0.795	0.916	0.875	-	0.915	0.832
Lights	1	1	0	2	2	795	0	797	408	7	0	415	1214
% Lights	100%	100%	0%	100%	100%	98.3%	0%	98.3%	98.6%	100%	0%	98.6%	98.4%
Articulated Trucks	0	0	0	0	0	1	0	1	1	0	0	1	2
% Articulated Trucks	0%	0%	0%	0%	0%	0.1%	0%	0.1%	0.2%	0%	0%	0.2%	0.2%
Buses and Single-Unit Trucks	0	0	0	0	0	13	0	13	5	0	0	5	18
% Buses and Single-Unit Trucks	0%	0%	0%	0%	0%	1.6%	0%	1.6%	1.2%	0%	0%	1.2%	1.5%

* L: Left, R: Right, T: Thru, U: U-Turn

University Research Containment Facility Acc... - TMC
 Thu Nov 7, 2024
 AM Peak (7:15 AM - 8:15 AM)
 All Classes (Lights, Articulated Trucks, Buses and Single-Unit Trucks)
 All Movements
 ID: 1244268, Location: 42.707176, -84.462045

[N] Hagadorn Rd

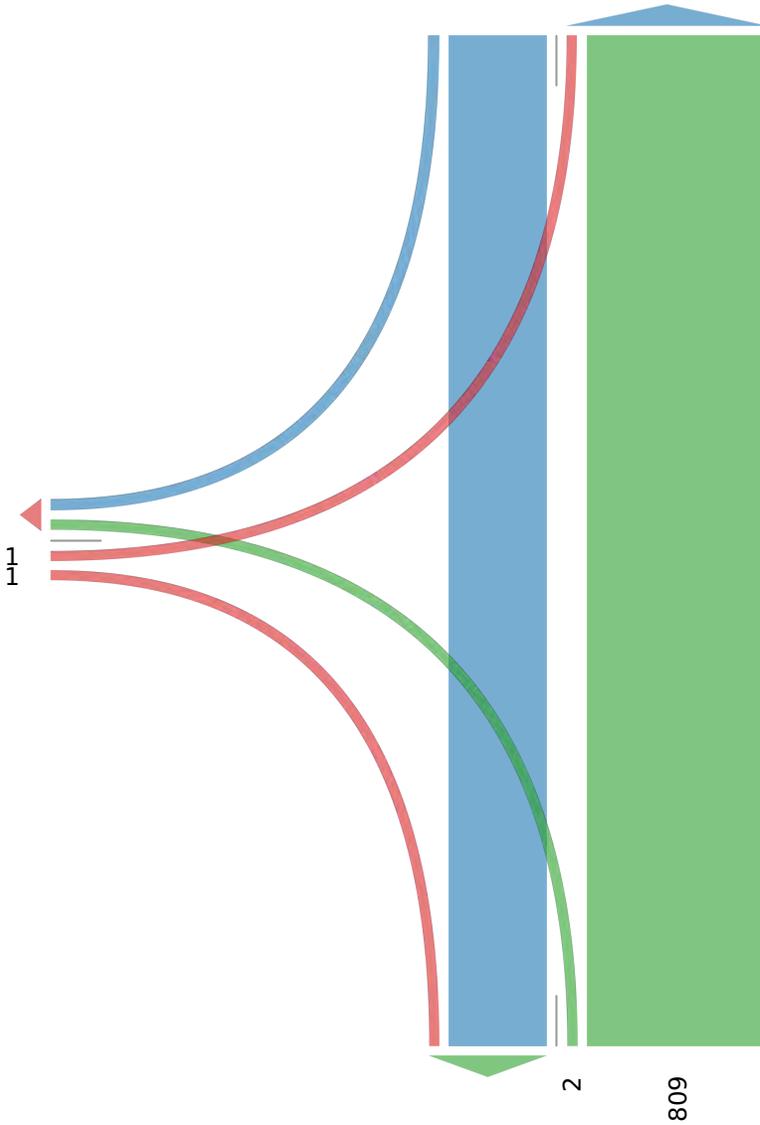
Total: 1231

In: 421

Out: 810

7
414

[W] Access
 Total: 11
 In: 2 Out: 9



Out: 415 In: 811
 Total: 1226
 [S] Hagadorn Rd

University Research Containment Facility Acc... - TMC

Thu Nov 7, 2024

PM Peak (4:45 PM - 5:45 PM) - Overall Peak Hour

All Classes (Lights, Articulated Trucks, Buses and Single-Unit Trucks)

All Movements

ID: 1244268, Location: 42.707176, -84.462045

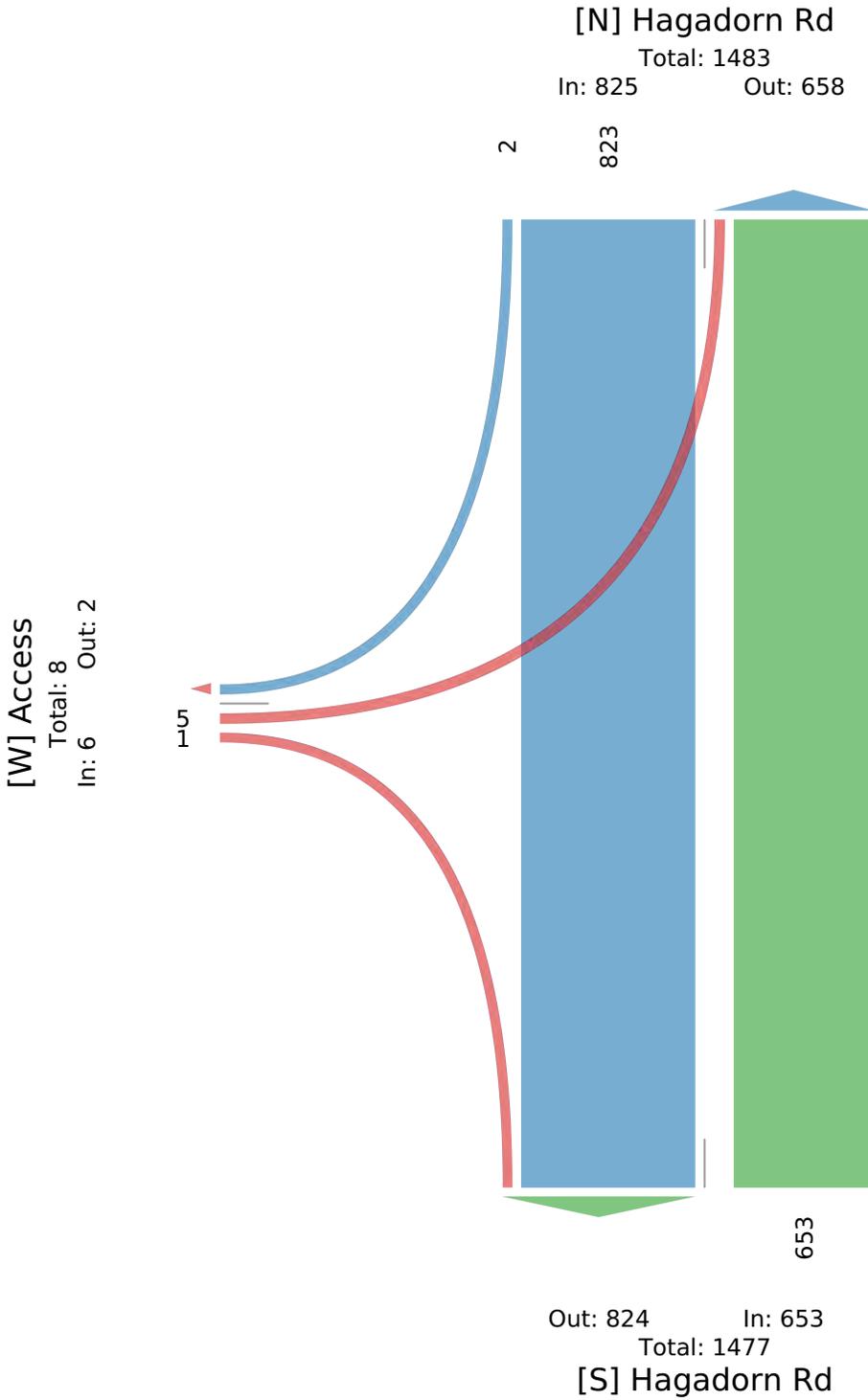


Provided by: Gewalt Hamilton Associates Inc.
625 Forest Edge Drive, Vernon Hills, IL, 60061, US

Leg Direction	Access Eastbound				Hagadorn Rd Northbound				Hagadorn Rd Southbound				Int
	L	R	U	App	L	T	U	App	T	R	U	App	
Time													
2024-11-07 4:45PM	2	1	0	3	0	172	0	172	186	0	0	186	361
5:00PM	2	0	0	2	0	159	0	159	214	1	0	215	376
5:15PM	0	0	0	0	0	167	0	167	233	0	0	233	400
5:30PM	1	0	0	1	0	155	0	155	190	1	0	191	347
Total	5	1	0	6	0	653	0	653	823	2	0	825	1484
% Approach	83.3%	16.7%	0%	-	0%	100%	0%	-	99.8%	0.2%	0%	-	-
% Total	0.3%	0.1%	0%	0.4%	0%	44.0%	0%	44.0%	55.5%	0.1%	0%	55.6%	-
PHF	0.625	0.250	-	0.500	-	0.949	-	0.949	0.883	0.500	-	0.885	0.928
Lights	5	1	0	6	0	652	0	652	821	2	0	823	1481
% Lights	100%	100%	0%	100%	0%	99.8%	0%	99.8%	99.8%	100%	0%	99.8%	99.8%
Articulated Trucks	0	0	0	0	0	0	0	0	0	0	0	0	0
% Articulated Trucks	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Buses and Single-Unit Trucks	0	0	0	0	0	1	0	1	2	0	0	2	3
% Buses and Single-Unit Trucks	0%	0%	0%	0%	0%	0.2%	0%	0.2%	0.2%	0%	0%	0.2%	0.2%

* L: Left, R: Right, T: Thru, U: U-Turn

University Research Containment Facility Acc... - TMC
 Thu Nov 7, 2024
 PM Peak (4:45 PM - 5:45 PM) - Overall Peak Hour
 All Classes (Lights, Articulated Trucks, Buses and Single-Unit Trucks)
 All Movements
 ID: 1244268, Location: 42.707176, -84.462045



Disclaimer: The Michigan Department of Transportation (MDOT) works with individual agencies (cities/villages, counties, metropolitan planning organizations (MPOs), regional planning organizations (RPOs), and other areas of MDOT) to identify existing traffic count programs and/or traffic data. [... more](#)

[List View](#)
[All DIRs](#)
[Report Center](#)

[Record](#)
1 of 1
[Goto Record](#)

Location ID	33-5089	MPO ID	
Type	SPOT	HPMS ID	
On NHS	No	On HPMS	No
LRS ID	0354105	LRS Loc Pt.	19.738
SF Group	Urban Non State (2024)	Route Type	
AF Group	NoFactor (2024)	Route	
GF Group	Urban Non State (2024)	Active	Yes
Class Dist Grp	NTL_4 (2024)	Category	Primary
Seas Class Grp			
WIM Group			
QC Group	Default		
Funct'l Class	(4) Minor Arterial	Milepost	
Located On	HAGADORN RD		
Loc On Alias	SOUTH OF E Mount Hope Rd		

STATION DATA

Directions: **2-WAY** [NB](#) [SB](#) [?](#)

AADT ?							
Year	AADT	DHV-30	K %	D %	PA	BC	Src
2023	12,981	1,239	10		12,630 (97%)	351 (3%)	
2022	10,674 ³				10,363 (97%)	311 (3%)	Grown from 2021
2021	10,663 ³				10,161 (95%)	502 (5%)	Grown from 2020
2020	9,358 ³				8,910 (95%)	448 (5%)	Grown from 2019
2019	10,958 ³				10,530 (96%)	428 (4%)	Grown from 2018

1-5 of 8

VOLUME COUNT			
Date	Int	Total	
Wed 9/20/2023	15	13,314	
Tue 9/19/2023	15	13,044	

VOLUME TREND ?	
Year	Annual Growth
2023	22%
2022	0%
2021	14%
2020	-15%
2019	0%

Location

Location ID: 33-5089

Located On: HAGADORN RD SOUTH OF E Mount Hope Rd

Direction: 2-WAY

Count: 12981 (2023)

[View Detail in a New Search](#)

[Go to Record in Current Search](#)

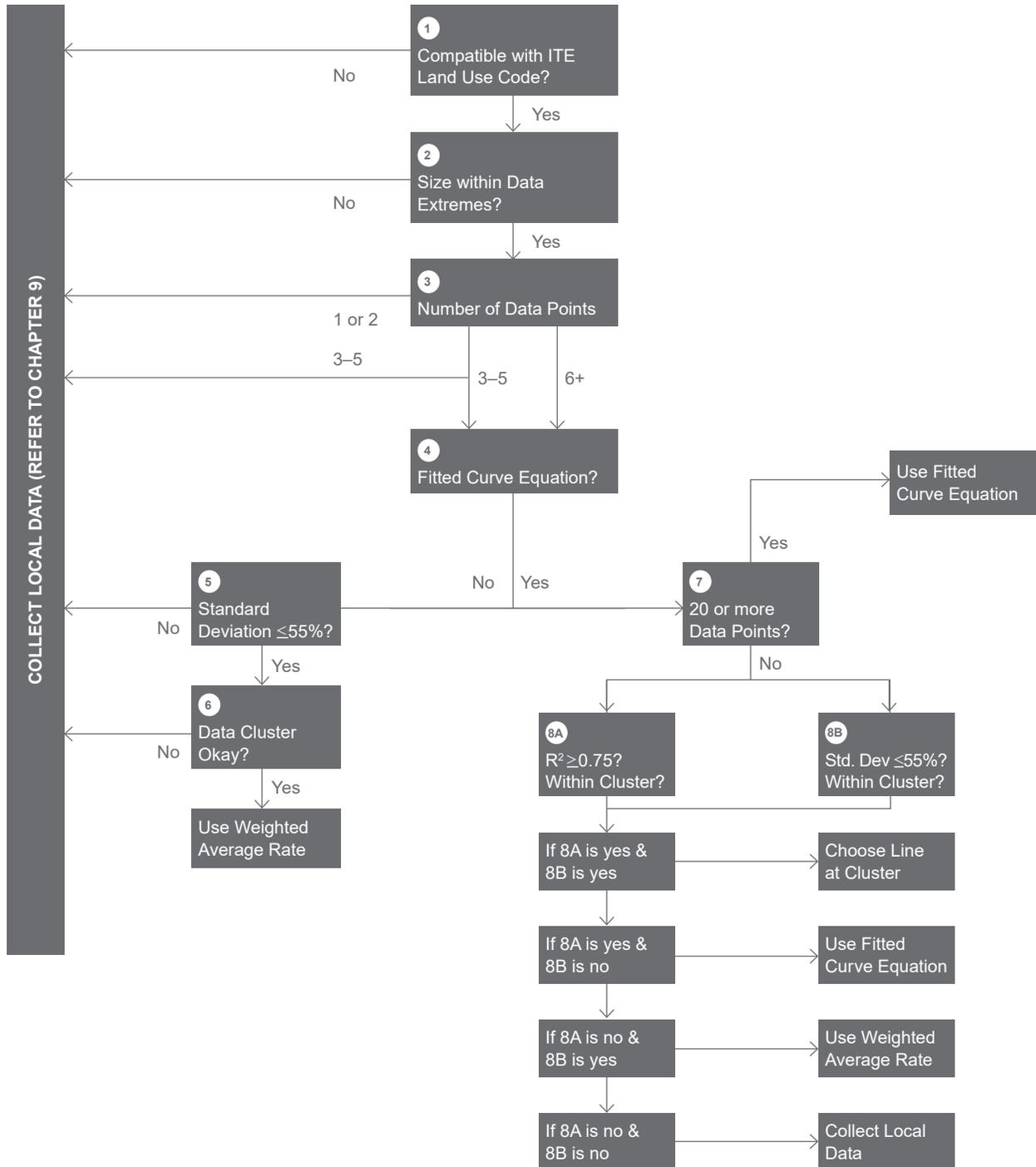
Attachment 2

Trip Generation Calculations

ITE Land Use	Land Use Code	Units	a.m. Peak Hour			p.m. Peak Hour			Weekday
			In	Out	Total	In	Out	Total	
Marijuana Dispensary	882	2,587 sq ft	14	13	27	25	24	49	547

ITE Land Use	Land Use Code	Units	Time Period	Equation	R2	Rate	Pass-By	Studies	Notes
Marijuana Dispensary	882	2,587 sq ft	a.m.	-	-	10.54	-	6	Use Average Rate.
			p.m.	-	-	18.92	-	16	Use Average Rate.
			Weekday	-	-	211.12	-	7	Use Average Rate.

Figure 4.2 Process for Selecting Average Rate or Equation in *Trip Generation Manual* Data



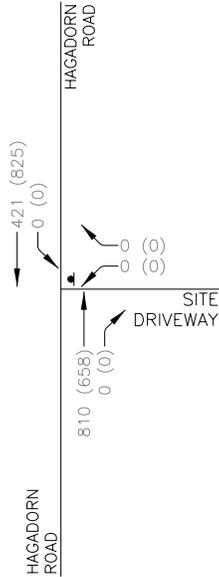
Attachment 3

Trip Distribution Figure



LEGEND

- LANE ASSIGNMENT
- ▬ STOP CONTROL
- XX a.m. PEAK HOUR
- (XX) p.m. PEAK HOUR



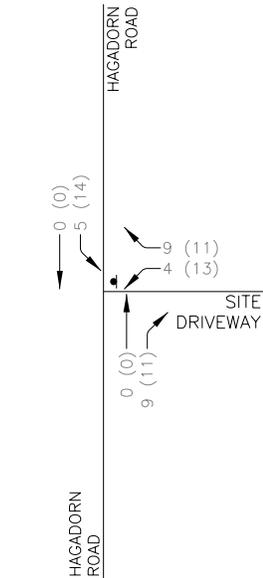
EXISTING TRAFFIC VOLUMES

NO SCALE



LEGEND

- LANE ASSIGNMENT
- ▬ STOP CONTROL
- XX a.m. PEAK HOUR
- (XX) p.m. PEAK HOUR



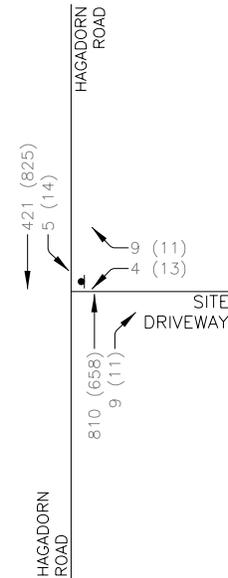
TRIP GENERATION VOLUMES

NO SCALE



LEGEND

- LANE ASSIGNMENT
- ▬ STOP CONTROL
- XX a.m. PEAK HOUR
- (XX) p.m. PEAK HOUR



FUTURE TRAFFIC VOLUMES

NO SCALE



Hard copy Is Intended to be 8.5"x11" when plotted. Scale(s) Indicated and graphic quality may not be accurate for any other size.

HAGADORN DISPENSARY

Okemos (Meridian Township), Michigan 48864

Traffic Impact Assessment

PROJECT NO.

241751

FIGURE NO.

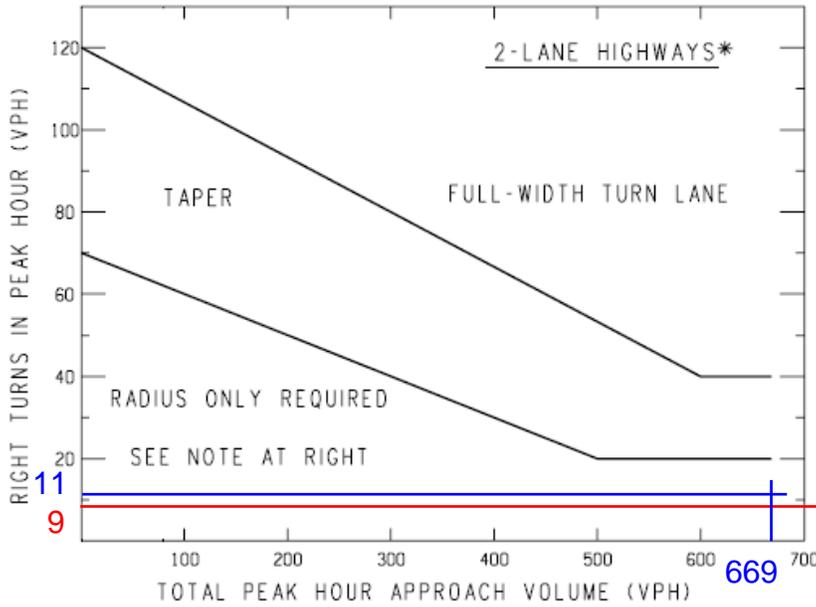
3

Attachment 4

Turn Lane Charts

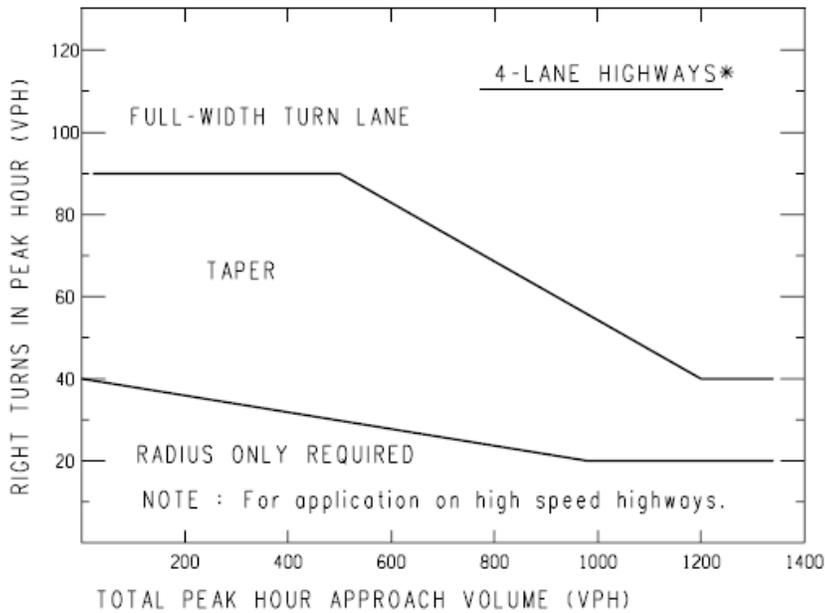
Hagadorn Road and Site Driveway
NB Right Turn Movement

a.m. Peak Hour
p.m. Peak Hour



NOTE: For posted speeds at or under 45 mph, peak hour right turns greater than 40 vph, and total peak hour approach less than 300 vph, adjust right turn volumes.

Adjust peak hour
Right turns = Peak hour
Right turns - 20



*If a center left-turn lane exists (ie 3 or 5 lane roadway), subtract the number of left turns in approach volume from the total approach volume to get an adjusted total approach volume.

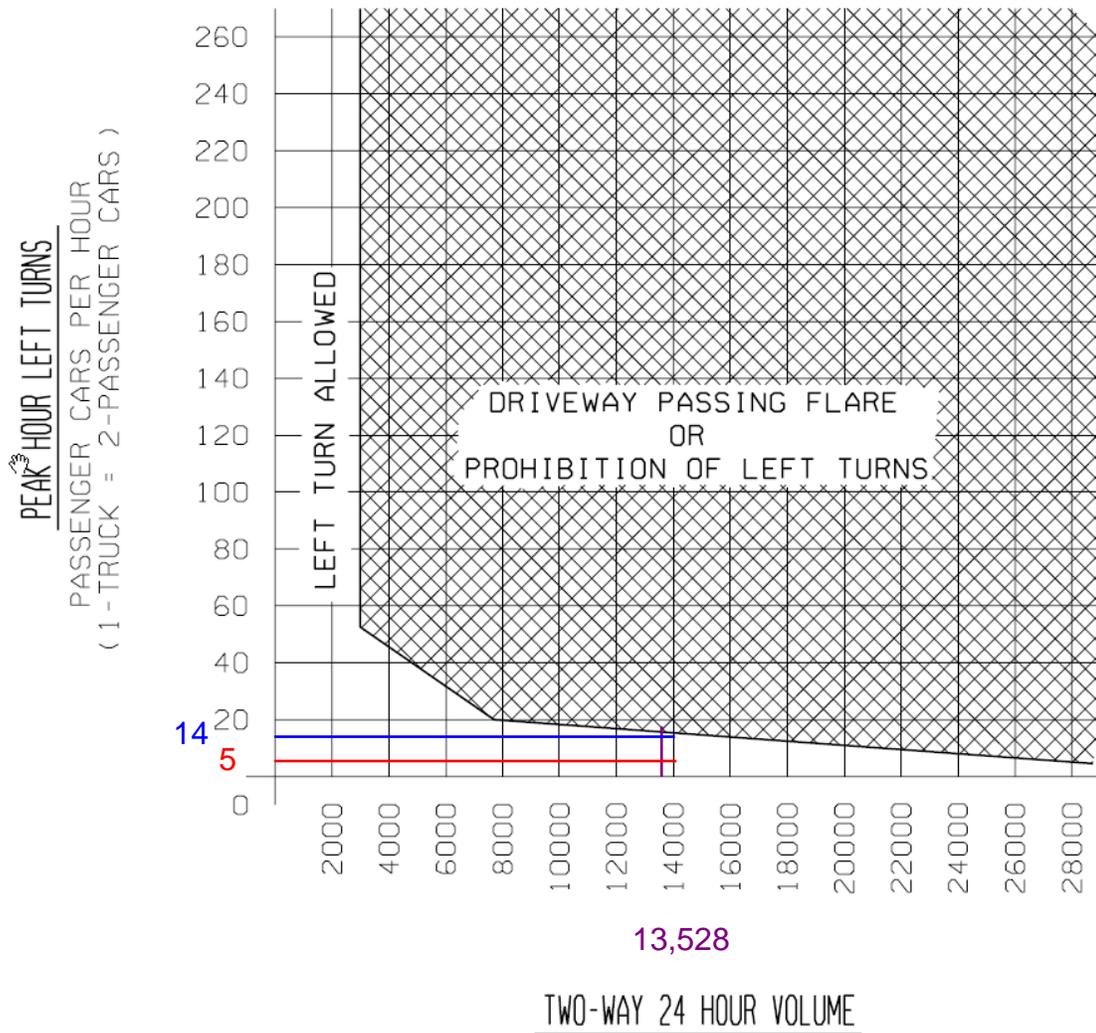
Sample Problem: The Design Speed is 55 mph. The Peak Hour Approach Volume is 300 vph. The Number of Right Turns in the Peak Hous is 100 vph. Determine if a right turn lane is recommended.

Solution: Figure indicates that the intersection of 300 vph and 100 vph is located above the upper trend line; thus, a right-turn lane may be recommended.

1.2.3 Traffic Volume Guidelines for Driveway Passing Flares

Driveways serving large developments along state trunkline highways frequently generate large numbers of left-turns. On two-lane, two-way roadways, this situation can aggravate the efficiency of traffic operations and often make shoulder maintenance difficult. In such situations, prohibition of left-turns at driveways to large developments or construction of driveway passing flares should be considered.

In an attempt to alleviate the types of problems outlined above, the following chart is provided showing the relationship between peak hour left-turns and 24-hour volumes. When peak hour left-turns and 24-hour volumes fall within the area above and to the right of the trend line, left-turns should be prohibited or a driveway passing flare be installed. If a driveway passing flare is constructed, the entire cost should be borne by the developer. For additional information and geometric design guidance regarding driveway passing flares, please refer to [Geometric Design Guide GEO-650](#).



NOTE: This chart is based on Total Development and is for Two-Way Roadways.

24 Hour Volume: 2023 AADT (12,981) + Weekday Development Traffic (547) = 13,528



To: Planning Commission

From: Brian Shorkey, Principal Planner

Date: March 10, 2025

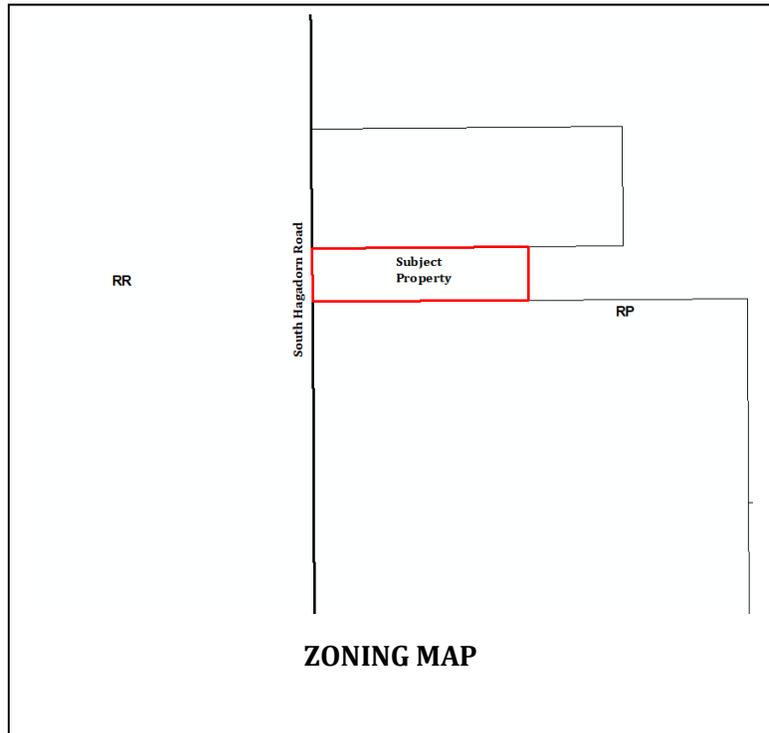
Re: Special Use Permit #25003 (Okemos Local Investments), to construct an adult use marijuana provisioning center at 4360 South Hagadorn Road, Okemos, MI 48864.

Okemos Local Investments (Applicant) has submitted a Special Use Permit (SUP) application for the construction of a 2,030 square foot adult use marijuana retailer at 4360 South Hagadorn Road, Okemos, MI 48864 (Subject Property). This is a major amendment from the Applicant's previous application (SUP #24020) for an adult use marijuana retailer in the existing 2,587 square foot building at the Subject Property. The Subject Property is approximately 0.62 acre in size and is zoned RP – Research and Office Park. This SUP application follows the Board of Trustees' approval of the adult use marijuana conditional license on May 9, 2024.

Zoning and Future Land Use

The Subject Property is located in the RP – Research and Office Park zoning district. The same zoning designation applies to the adjacent properties to the north, east, and south. The property to the west is zoned RR – Rural Residential and is Michigan State University property.

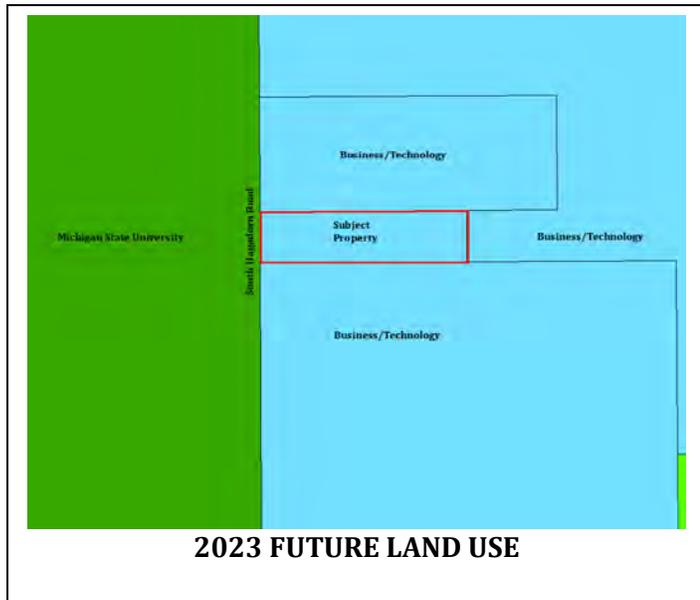
The RP district requires a minimum of 200 feet of lot frontage and 2 acres of lot area for new lots. The Subject Property is an existing parcel and is approximately 0.62 acres in size (approximately 27,000 square feet) and has approximately 82 feet of frontage along South Hagadorn Road.



The Future Land Use Map from the 2023 Master Plan designates the subject site in the Business/Technology category. This is likewise true for the properties to the north, east, and south. The property to the west is shown as Michigan State University property.

Staff Analysis

Applications for special land use permits are reviewed under Sec. 86-126 in the Zoning Ordinance. Based on that review, Staff has the following comments:



1. This application is a major amendment from the Applicant's prior SUP application (#24020) in 2024. At that time, the Planning Commission asked the Applicant was asked to update the traffic assessment. This was completed and the updated traffic assessment is attached. After the traffic assessment was completed, the Applicant decided to amend the application to reflect the decision to demolish the existing building on the Subject Property and construct a new, slightly smaller building. The decision to not use the existing building constituted a major amendment to SUP #24020.
2. The Subject Property lies within Adult Use Marijuana Overlay Area 4. This has been approved of one of the only five areas in the Township where adult use marijuana retailers are allowed. An adult use marijuana retail conditional license has been approved for the site.
3. The project is consistent with the intent and purposes of this chapter and the proposed adult use marijuana retailer conforms with the Subject Property's zoning and Future Land Use designations.
4. The project is consistent with applicable land use policies contained in the Township's comprehensive development plan of current adoption.
5. The project is designed, constructed, operated, and maintained so as to be harmonious and appropriate in appearance with the existing or intended character of the general vicinity and that such a use will not change the essential character of the same area.
6. The project is not expected to adversely affect or be hazardous to existing neighboring uses.
7. The project is not expected to be detrimental to the economic welfare of the surrounding properties or the community.
8. The project is adequately served by public facilities, such as existing roads, schools, stormwater drainage, public safety, public transportation, and public recreation, or that the persons or agencies responsible for the establishment of the proposed use shall be able to provide any such service.

9. The project is adequately served by public sanitation facilities if so designed. If on-site sanitation facilities for sewage disposal, potable water supply, and stormwater are proposed, they shall be properly designed and capable of handling the long term needs of the proposed project.
10. The project will not involve uses, activities, processes, materials, and equipment and conditions of operation that will be detrimental to any persons, property, or the general welfare by reason of excessive production of traffic, noise, smoke, fumes, glare, or odors.
11. The project is not expected to directly or indirectly have a substantial adverse impact on the natural resources of the Township, including, but not limited to, prime agricultural soils, water recharge areas, lakes, rivers, streams, major forests, wetlands, or wildlife areas.
12. Attachment #7 details the safety and odor control that is being proposed by the Applicant. The safety and odor control systems meet the Township's requirements.
13. The Subject Property is adequately served by water and sewer. An attached traffic assessment (Attachment #6, dated November 2024) verifies that the existing roads are capable of handling the traffic and no traffic study is required.
14. A site plan was submitted (Attachment #5) as required by Sec. 40-30. If this SUP application is approved, the applicant will be required to formally submit for site plan approval before any construction or land clearing is approved.

Based on the information provided by the Applicant, Staff has identified no major concerns that would negatively impact surrounding properties or the Township at large while reviewing the proposed Special Use Permit. If the Special Use Permit for the project is approved by the Planning Commission and the Township Board, the applicant will be required to submit for Site Plan Review and/or any required building permits prior to beginning operations.

Recreational Marihuana Approval Process

Applicants for a Recreational Marihuana Facility must go through various steps in order to establish a facility within Meridian Township, including securing local and state approval. Applications are submitted to the Director of Community Planning and Development for review. All inspections, review, processing, and competitive review, if necessary, shall be completed within 90 days of a complete application. A completed application is forwarded to the Township Board, who must approve or deny the application within 120 days of a completed application and fees. If the application is approved, then the Applicant shall receive a conditional approval, the conditions of which must be met for the Applicant to receive a Permit as the Permit Holder. If the Township Board issues conditional approval, then the Applicant must submit their SUP application to the Planning Commission within 60 days. Recreational Marihuana permits are reviewed for renewal or amendment, but the SUP does not require annual renewal. If the applicant maintains a valid State license and remains in good standing with both the State and Township a renewal will be granted for another one year period.

Planning Commission Options

The Planning Commission may recommend approval, approval with conditions, or denial of the proposed special use permit. A resolution will be provided at a future meeting.

Special Use Permit #25003 (Okemos Local Investments)

Planning Commission (March 10, 2025)

Page 4

Attachments

1. Special use permit application
2. Attachment 1: List of Persons Possessing Property Interest and Description of Property Interest
3. Attachment 2: Legal Description for 4360 South Hagadorn Road, Okemos, MI 48864
4. Attachment 3: Description of Project and Development Phases
5. Attachment 4: Nonrefundable Application Fee
6. Attachment 5: Site Plan, dated January 27, 2025
7. Attachment 6: Building Floor Plans and Elevations, dated January 30, 2025
8. Attachment 7: Business Operation Plan
9. Attachment 8: Traffic Impact Analysis, dated November 14, 2024



To: Planning Commission

From: Brian Shorkey, Senior Planner

Date: March 24, 2025

Re: Special Use Permit #25003 (Okemos Local Investments), to construct an adult use marijuana provisioning center at 4360 South Hagadorn Road, Okemos, MI 48864.

Okemos Local Investments (Applicant) has submitted a Special Use Permit (SUP) application for the construction of a 2,030 square foot adult use marijuana retailer at 4360 South Hagadorn Road, Okemos, MI 48864 (Subject Property). This is a major amendment from the Applicant's previous application (SUP #24020) for an adult use marijuana retailer in the existing 2,587 square foot building at the Subject Property. The Subject Property is approximately 0.62 acre in size and is zoned RP – Research and Office Park. This SUP application follows the Board of Trustees' approval of the adult use marijuana conditional license on May 9, 2024.

A public hearing for this application was held at the Planning Commission's regular meeting on Monday, March 10, 2025, during which the Planning Commission indicated support for the application. There was no comment from the public.

The original staff report, dated March 10, 2025, is attached. Additional materials from the public hearing may be found at the following link: https://www.meridian.mi.us/government/boards-and-commissions/agendas-packets-and-minutes/-folder-3610#docan5601_5944_42

Planning Commission Options

The Planning Commission may approve, approve with conditions, or deny the special use permit. A resolution to approve the request is provided. Staff **recommends approval** of Special Use Permit #25003 for the construction of an adult use marijuana retailer at 4360 South Hagadorn Road, with the conditions listed in the resolution.

Staff would offer the following motion for the Planning Commission to consider during their review of the proposed rezoning request. Should the Planning Commission have additional reasons for supporting the recommendation, they can be added to the end of the motion.

Move to adopt the resolution to recommend approval of SUP #25003 to construct an adult use marijuana retailer at 4360 South Hagadorn Road, Okemos, MI 48864, for the following reasons:

- The proposed project conforms with the Township Master Plan and the Future Land Use map.
- The proposed project conforms with the Adult Use Marijuana regulations that have been adopted by the Township.
- The proposed project that would result fits the character of the area.

**Special Use Permit #25003 (Okemos Local Investments)
Planning Commission (March 24, 2025)
Page 2**

Attachments

1. Resolution to approve SUP #25003.
2. Staff Memo, Dated March 10, 2025.

RESOLUTION TO APPROVE

**Special Use Permit #25003
(Okemos Land Investments)**

RESOLUTION

At a regular meeting of the Planning Commission of the Charter Township of Meridian, Ingham County, Michigan, held at the Meridian Municipal Building, in said Township on the 24th day of March, 2025 at 6:30 p.m., Local Time.

PRESENT:

ABSENT:

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

WHEREAS, Okemos Land Investments has submitted a request to establish a 2,030 square foot adult use marihuana retailer located at 4360 South Hagadorn Road; and

WHEREAS, the Township Board adopted both zoning and non-zoning ordinances allowing commercial medical marihuana facilities in designated overlay areas throughout the Township at its meeting on May 21, 2019; and

WHEREAS, Township Board adopted standards to allow adult use marihuana retailers in designated overlay areas throughout the Township at its meeting on July 11, 2023; and

WHEREAS, the overlay areas adopted by the Township Board allow one adult use marihuana retailer in each one of five overlay areas, subject to the approval of a special use permit reviewed by the Planning Commission and approved by the Township Board; and

WHEREAS, the subject site is located entirely within Overlay Area 4 and is appropriately zoned RP (Research and Office Park), which allows adult use marihuana retailers by special use permit; and

WHEREAS, the applicant was required to submit for Special Use Permit approval within 60 days of the Board's conditional approval of their license; and

WHEREAS, the applicant has submitted for Special Use Permit approval as required by the Township's adult use marihuana ordinances; and

WHEREAS, the Township Planning Commission held a public hearing on the Special Use Permit application at their regular meeting on August 12, 2024; and

WHEREAS, the Township Planning Commission asked the applicant to produce an up to date traffic assessment showing more recent traffic data; and

WHEREAS, the applicant complied and sent an updated traffic assessment to the Township on February 10, 2025; and

WHEREAS, the updated traffic assessment concluded that the expected traffic generated by the proposed adult use marihuana retailer would be handled by the existing road system; and

**Resolution to Approve
SUP #25003 (Okemos Local Investments)
Page 2**

WHEREAS, the applicant indicated at that time that they now wished to redevelop the site which triggered a major amendment to the application; and

WHEREAS, the Township Planning Commission held a public hearing on the amended Special Use Permit application at their regular meeting on March 10, 2025; and

WHEREAS, the proposed adult use marihuana retailer meets the required setbacks from any public or private K-12 school, church, place of worship or other religious facility, library, preschool, or child care center established in Section 40-31 of the Code of Ordinances; and

WHEREAS, the proposed adult use marihuana retailer will not adversely affect adjacent land uses or the health, safety, and general welfare of the community; and

WHEREAS, the proposed project is consistent with the general standards for granting a special use permit found in Section 86-126 of the Code of Ordinances.

NOW THEREFORE, BE IT RESOLVED THE PLANNING COMMISSION OF THE CHARTER TOWNSHIP OF MERIDIAN hereby recommends approval of Special Use Permit #25003, subject to the following conditions:

1. Approval of SUP #25003 is required to be followed by site plan approval.
2. Approval is subject to the applicant receiving approval of a Commercial Adult Use Marihuana Facility permit by the Director of Community Planning and Development.
3. Approval is subject to the applicant receiving Final Approval for an adult use marihuana license from the State of Michigan, Department of Licensing and Regulatory Affairs.
4. The applicant shall obtain and maintain any and all other applicable permits, licenses, and approvals necessary to operate the proposed commercial adult use marihuana provisioning center from the State of Michigan, Township, and any other applicable agencies. Copies of all permits, licenses, and approvals shall be submitted to the Department of Community Planning and Development.
5. Any proposed future changes to the scope of the SUP will require an amendment to Special Use Permit #25003.
6. All applicable conditions from previous approvals for the Subject Property shall remain in effect.
7. The retailer shall remain in compliance with the operational requirements established in Section 40-31 of the Code of Ordinances.
8. The special use permit shall be revoked if the applicant fails to maintain a valid Adult Use Marihuana Facility permit from the Township and Facility License from the State of Michigan.

ADOPTED: YEAS:

NAYS:

CHARTER TOWNSHIP OF MERIDIAN
REGULAR MEETING PLANNING COMMISSION
5000 Okemos Road, Okemos MI 48864-1198
517.853.4000, Central Fire Station-Community Room
Monday, March 10, 2025, 6:30 pm

PRESENT: Chair Shrewsbury, Vice Chair Snyder, Commissioners Brooks, McConnell, McCurtis, and Romback.

ABSENT: None

STAFF: Planner Shorkey

1. CALL MEETING TO ORDER

Chair Shrewsbury called the March 10, 2025, regular meeting for the Meridian Township Planning Commission to order at 6:31 pm.

2. ROLL CALL

Chair Shrewsbury called the roll of the Board. All Board members except for Commissioner Romback were present. Commissioner Romback arrived at 6:34 pm.

3. PUBLIC REMARKS

None

4. APPROVAL OF AGENDA

Chair Shrewsbury asked for approval of the agenda.

Commissioner McCurtis moved to approve the March 10, 2025, Regular Planning Commission meeting agenda. Seconded by Vice Chair Snyder. Motion passed unanimously.

5. APPROVAL OF MINUTES

Chair Shrewsbury asked for approval of the minutes.

Commissioner McCurtis moved to approve Minutes of the February 24, 2025 meeting with minor amendments. Seconded by Vice chair Snyder. Motion passed unanimously.

6. COMMUNICATIONS

None

7. PUBLIC HEARINGS

A. SUP #25003 – Okemos Land Investments

Principal Planner Shorkey gave an overview of the Special Use Permit process and briefed the Commission on the application.

Commissioner McCurtis asked for more details about the timeline for completing the demolition and building of the proposed project, expressing concerns that the developer be held accountable to a reasonable timeline. Principal Planner Shorkey outlined the parts of the planning process that involve specific timelines.

Commissioner Brooks noted that the reason the Commission denied a previous permit for this development was to get an updated traffic study. Commissioner Brooks then asked about the non-conformance of the lot size. Principal Planner Shorkey stated that so long as the construction fits the existing building, no variance will be required.

Commissioner McCurtis asked about the proposed appearance of the property. Anderson Grandstaff, the attorney representing the applicant, explained that the original plan was to remodel the existing building, but the new plan proposes a new but smaller building. John Gumma, project engineer, noted that the project should be completed within six months and the building is intended to look like a house consistent with the applicant's branding.

Commissioner Romback asked why the plan was changed from remodeling the original building to building a new structure. Mr. Gumma stated that it would be faster, easier, and energy-compliant to build new than to rehabilitate the existing building.

Commissioner McConnell asked for more details regarding the traffic study. Zach Lask, project manager, interpreted the data provided and noted that the building size will limit the amount of traffic. Principal Planner Shorkey noted that if the Road Department has problems with the site plan, it will not be approved until those problems are resolved.

Commissioner Romback questioned the long-term viability of the type of business planned for the location. Mr. Grandstaff noted that market research shows the need for this type of business in this area based on data that shows residents are traveling out of the area to access this type of business.

Commissioners indicated via straw poll that they would likely support the permit.

8. UNFINISHED BUSINESS

None

9. OTHER BUSINESS

A. 2025 Brownfield Redevelopment Authority Appointment

Commissioner Brooks stated that he would like to be appointed to the Planning Commission's seat on the BRA.

Commissioner McConnell moved to appoint Commissioner Brandon Brooks to the Brownfield Redevelopment Authority. Supported by Commissioner McCurtis. Motion passed unanimously.

10. REPORTS AND ANNOUNCEMENTS

A. Township Board Update

Principal Planner Shorkey stated that there was an update to the Emergency Management Plan, Rezoning 2025-03 was discussed as was potential housing Tax Increment Funding. Action on Rezoning 2025-03 will be taken at the next meeting.

B. Liaison Reports

Commissioner McConnell noted that the Environmental Commission welcomed a new staff member and adopted a resolution for a grant application for installing solar on a fire station and submitted a proposal for small scale anaerobic digestion units.

11. PROJECT UPDATES

Principal Planner Shorkey noted that Puff Puff Tobacco is going into a vacant property on Okemos Road and is expected to open in April. Principal Planner Shorkey gave Commissioners a copy of the Notice of Intent-CHILL Grant public notice that appeared in Lansing Pulse.

12. PUBLIC REMARKS

None

13. COMMISSIONER COMMENTS

Commissioners discussed clarifying requirements for traffic studies.

Commissioners discussed attendance at upcoming meetings. Principal Planner Shorkey asked that members notify him immediately if they were going to be absent as that would mean that there would be no quorum.

14. ADJOURNMENT

Chair Shrewsbury called for a motion to adjourn the meeting at 7:22 pm

Commissioner McConnell moved to adjourn the March 10, 2025 regular meeting of the Planning Commission. Seconded by Commissioner Brooks. Motion passed unanimously.

CHARTER TOWNSHIP OF MERIDIAN
REGULAR MEETING PLANNING COMMISSION
5000 Okemos Road, Okemos MI 48864-1198
517.853.4000, Central Fire Station-Community Room
Monday, March 24, 2025, 6:30 pm

PRESENT: Chair Shrewsbury, Commissioners, McConnell, McCurtis, and Romback.

ABSENT: Vice Chair Snyder, Commissioner Brooks

STAFF: Planner Shorkey

1. CALL MEETING TO ORDER

Chair Shrewsbury called the March 10, 2025, regular meeting for the Meridian Township Planning Commission to order at 6:31 pm.

2. ROLL CALL

Chair Shrewsbury called the roll of the Board. All Board members except for Vice-chair Snyder and Commissioner Brooks were present.

3. PUBLIC REMARKS

None

4. APPROVAL OF AGENDA

Chair Shrewsbury asked for approval of the agenda.

Commissioner McConnell moved to approve the March 24, 2025, Regular Planning Commission meeting agenda. Seconded by Commissioner McCurtis . Motion passed unanimously.

5. APPROVAL OF MINUTES

Chair Shrewsbury asked for approval of the minutes.

Commissioner McCurtis moved to approve Minutes of the March 10, 2025 meeting with minor amendments. Seconded by Commissioner McConnell. Motion passed unanimously.

6. COMMUNICATIONS

- A. SUP #25006 – Bruce and Paula Shaffer (Email)
- B. SUP #25006 – Catherine Lein (Email)
- C. SUP #25006 – Richard and Marilyn Hallgren (Email)

7. PUBLIC HEARINGS

A. SUP #25006 – Precious Sprouts Group Child Care

Principal Planner Shorkey gave an overview of the Special Use Permit process and briefed the Commission on the application.

Commissioners asked for clarity regarding State and Township requirements. Principal Planner Shorkey provided clarification.

Chair Shrewsbury opened public hearing at 6:41 pm.

Chair Shrewsbury closed public hearing at 6:421pm.

Commissioners indicated via straw poll that they would likely support the permit.

B. ZA #25002 – Sec. 6-755 – Schedule of Requirements for Parking Space

Intern Kanade gave an overview of the reasoning behind the Ordinance updates and noted the changes proposed by staff.

Commissioners asked for clarity regarding the current Ordinance and proposed changes. Principal Planner Shorkey provided clarification.

Chair Shrewsbury opened public hearing at 6:49 pm.

Chair Shrewsbury closed public hearing at 6:55 pm.

Commissioners indicated via straw poll that they would likely support the permit.

8. UNFINISHED BUSINESS

A. SUP #25003 – Okemos Local Investments

Principal Planner Shorkey gave an overview of the process that has occurred to date.

Commissioner McCurtis moved to adopt the resolution to recommend approval of SUP #25003 to construct an adult use marijuana retailer at 4360 South Hagadorn Road, Okemos MI 48864 for the following reasons: the proposed project conforms with the Township Master Plan and the Future Land Use map, the proposed project conforms with the Adult Use Marihuana regulations that have been adopted by the Township, the proposed project that would result fits the character of the area. Supported by Commissioner McConnell. Motion passed unanimously.

9. OTHER BUSINESS

None

10. REPORTS AND ANNOUNCEMENTS

A. Township Board Update

Principal Planner Shorkey stated that the Board approved REZ #25001 and an SUP will be presented to the Planning Commission in an upcoming meeting.

B. Liaison Reports

None

11. PROJECT UPDATES

Principal Planner Shorkey highlighted the report provided in the packet. He noted that staff will be proposing language about roosters in an upcoming meeting.

12. PUBLIC REMARKS

None

13. COMMISSIONER COMMENTS

None

14. ADJOURNMENT

Chair Shrewsbury called for a motion to adjourn the meeting at 7:02 pm

Commissioner McConnell moved to adjourn the March 24, 2025 regular meeting of the Planning Commission. Seconded by Commissioner McCurtis. Motion passed unanimously.