



AGENDA

CHARTER TOWNSHIP OF
MERIDIAN
TOWNSHIP BOARD
REGULAR MEETING
April 21, 2015
6:00 P.M.



1. CALL MEETING TO ORDER⁺
2. PLEDGE OF ALLEGIANCE/INTRODUCTIONS
3. ROLL CALL
4. SPECIAL PRESENTATION
 - A. Haslett High School Girls Varsity Basketball Team
5. PUBLIC REMARKS*
6. TOWNSHIP MANAGER REPORT
 - A. First Quarter 2015 Goals and Objectives Report
7. BOARD COMMENTS & REPORTS
8. APPROVAL OF AGENDA
9. CONSENT AGENDA (SALMON)
 - A. Communications
 - B. Bills
 - C. Reappointments to the Lake Lansing Advisory Committee
 - D. Traffic Signal Agreement Resolution – New Central Fire Station
10. QUESTIONS FOR THE ATTORNEY
11. HEARINGS (CANARY)
 - A. 2015 Order to Maintain Sidewalks, Special Assessment District No. 16
12. ACTION ITEMS (PINK)
 - **Public Comment
 - A. Appointment to the Economic Development Corporation
 - B. Prosecution Services Contract
 - C. Vendor Ordinance Amendments
 - D. Celebrate Downtown Okemos Liquor License
13. BOARD DISCUSSION ITEMS (ORCHID)
 - **Public Comment
 - A. Joint Committee – Master Plan Update
 - B. 2015 Order to Maintain Sidewalks, Special Assessment District No. 16
 - C. Smith Drain Study
 - D. Rezoning #15020 (George F. Eyde Family, LLC) – Rezoning Request for 1614 & 1622 Grand River Avenue and an Undeveloped Parcel on Central Park Drive
 - E. Proposed Vegetation Ordinance Amendment
 - F. General Legal Services Committee Report
 - G. Kinawa Drive Safety Improvements
14. PUBLIC REMARKS*
15. FINAL BOARD MEMBER COMMENT
16. ADJOURNMENT
17. POSTSCRIPT – RON STYKA

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

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

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

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

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

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

TOWNSHIP BOARD REGULAR MEETING COMMUNICATIONS, APRIL 21, 2015

(1) Board Deliberation (BD)

BD12B-1 Randolph L. Bodwin, Bodwin & Associates, 2970 East Lake Lansing Road, East Lansing; RE: Revised Proposed Contract for Prosecution Services (**NOTE:** Revised bid received after Request for Proposal deadline. Revised proposal available for review in the Clerk's office)

(2) On File in the Clerk's Office (OF)

Material handed out at the April 7, 2015 Board Meeting

Richard Harrington, 820 Piper Road, Haslett; RE: Forfeiture of property seized by the Meridian Township Police Department

The Harkness Law Firm, 4121 Okemos Road, Suite 17, Okemos; RE: Meridian Township Information relative to previous prosecutorial services

Patrick Lindemann, Ingham County Drain Commissioner, 707 Buhl Avenue, Mason; RE: Summary of Smith Drain pipe issues

MEMORANDUM

TO: Township Board

FROM: 
Frank L. Walsh, Township Manager

DATE: April 17, 2015

RE: **First Quarter 2015 Goals and Objectives Report**

In December 2014, the Township Board finalized its 2015 Goals and Objectives. During the development of the 2015 blueprint, there was discussion regarding follow up on our progress every quarter. Rather than shelf the document, as a team we committed to a periodic review period to determine our high hurdles and low hanging fruit.

Attached is the January 1 through March 31, 2015 update from our Management Team. I will be prepared to present our first quarter report on Tuesday.

Attachment:
First Quarter 2015 Goals and Objectives

MEMORANDUM

TO: Frank L. Walsh, Township Manager

FROM: David C. Lee, Township Assessor 

DATE: April 14, 2015

SUBJECT: Goals and Objectives Update

Please let this memorandum serve to provide an update on the progress of the Assessing Department in meeting the Township goals and objectives established for 2015.

Goal 4.a.: Conduct an annual assessment/reinspection program of taxable properties within Meridian Township.

Progress: This project occurs primarily during the months of May through September. Properties to be included in the 2015 program have been selected and plans are being made to hire interns to assist in completing the project.

Goal 5.a.: Defend assessment appeals made to the Michigan Tax Tribunal.

Progress: Pending Entire Tribunal appeals are at the lowest point in the past five years; there are only seven pending Entire Tribunal appeals involving the Township. A very small percentage of the Township's tax base is currently under appeal. Settlement discussions have occurred over the past month for two of these cases and an agreement to resolve one of the cases has been reached. With regard to Small Claims appeals, one case was resolved by settlement in January. Only two Small Claims cases are pending. The Assessing Department defended the assessment for one of these cases at a hearing during the first quarter. A hearing for the second pending Small Claims case was postponed until the second quarter.

Goal 8.a.: Continue to respond to all citizen inquiries in a timely, professional, and efficient manner.

Progress: Assessing Department staff place a high priority on providing high quality customer service and respond to inquiries in a timely, professional, and efficient manner. Before, during, and after the March Board of Review, the Assessing Department responded to hundreds of inquiries (on top of inquiries which occurred for normal daily business). The responses were timely, professional, and efficient.

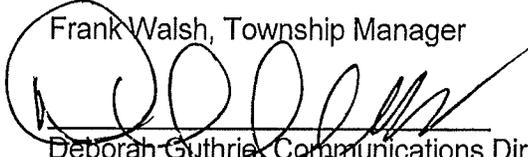
Goal 8.b.: Provide assessment information to property owners and their representatives (e.g., real estate agents, title company employees, private real estate appraisers, etc.).

Progress: As required by law, the Assessing Department makes its appraisal record cards and assessment rolls available for inspection in its offices during normal business hours. Additionally, assessment information for residential properties is made available at all times via the Township's Website and Assessing Department staff respond to inquiries by phone and email to provide assessment information. Prior to the March Board of Review, 2015 assessment studies were posted to the Township's Website and an Assessor's Review was conducted, providing assessment information to interested property owners. The Township is among a small percentage of municipalities that go above and beyond to offer an Assessor's Review.

If you have any questions regarding this information or if you need additional information, please let me know.

MEMORANDUM

TO: Frank Walsh, Township Manager

FROM: 
Deborah Guthrie, Communications Director/PIO

DATE: April 15, 2015

RE: Goals and Objectives Update

Please let this memorandum serve to provide an update on the progress of the Communications Department in meeting the Township goals and objectives established for 2015.

Goal #2a: Increase information shared with the public through social media regarding public safety tips, PSAs (Public Service Announcements), emergency communications and police and fire services.

Progress:

- The Communications department has increased awareness efforts of emergency information as it relates to the region, i.e. fire, roads and snow, through social media, press releases and the Township website.
- Info-graphics promoted on Pinterest about public safety, including safe driving, in-home fire safety with pets and safe grilling tips.
- The Communications department continues to support police by sharing press releases regarding on-going investigations.
- The department created a media campaign for the Township's New Central Fire Station Groundbreaking ceremony; over 100 people attended the event. A social media digital campaign, press release notifications and media kits were all created to increase awareness of the fire station.

Goal #2b: Provide Beyond the Badge police and fire programs and stories.

Progress:

- New episodes of Beyond the Badge programming is aired monthly, with repeat episodes airing weekly. These episodes feature public safety information, including in-home safety and severe weather updates.
- The Beyond the Badge programming also includes public safety PSAs, including the Drug Drop Off, Police Vacation Checks and the Siren Test Continuation.

Goal #2c: Strengthen communication and educate developers/builders, business owners and neighborhood associations regarding the planning process in an effort to minimize violations and negative impacts.

Progress:

- The Communications department began promoting new businesses, i.e. grand openings, menus and daily specials on social media, while new development, including site plans and rendering plans are shown on the Township website, during programs on HOMTV and shared on social media outlets.
- The Planning Commission meetings are also aired on HOMTV.
- Township property for sale is listed on the website.

Goal #4b: Finalize the Comcast franchise agreement to include high definition (HD) PEG (Public, Education & Government) channels, VOD (Video on Demand) and PEG on the program guide system.

Progress:

- The Comcast franchise agreement is currently in negotiations.
- Expires July 31, 2015.

Goal #4c: Develop a 5 year equipment purchase plan to be adopted by the Cable Communications Commission (CCC) that includes HD studio cameras and playback.

Progress:

- A 5 year equipment plan draft has been created for the Cable Commission to review during the June, 2015 meeting.

Goal #4m: Update the patrol car graphic design.

Progress:

- Communications Director, Deborah Guthrie; Graphic Designer, Lynn Meikle; and Chief of Police, Dave Hall met regarding the redesign of the police department.
- Elements needed for the redesign have been narrowed down.

Goal #4aa: Investigate options for establishing Meridian Township as a smart community and explore viable plans for expanding municipal fiber, broadband, and public Wi-Fi in Meridian Township.

Progress:

- Staff is investigating areas in the Township deficient in high speed Internet access.
- We are working with Comcast on a site survey in one area of the Township that

doesn't currently have access to see the potential costs.

- Connections have been made with Sebewaing, an area that recently completed a fiber/high speed Internet project for the businesses and residents.
- Staff is looking at the project to see about incorporating any best practices.

Goal #5b: Develop a branding campaign and marketing strategy and propose a 2016 budget to the Township Board to include branding campaign, imaging, print, design, and marketing.

Progress:

- A marketing strategy has been created and developed for major Township events and will be part of the overall marketing campaign to be implemented.
- The Communications department is addressing inconsistency issues with the current Township logo and formatting for future documents and press releases.

Goal #5o: Sustain and enhance our positive working relationship with Michigan State University.

Progress:

- Staff continues to attend MSU career fairs.
- Internship Coordinator, Brandie Yates, reached out to the MSU Department of Theatre for actors to star in On-Air PSAs and Promos.
- Provided 1000 copies of the Meridian Township Asset brochure to the Office for International Students and Scholars at MSU.
- Provided 35 copies of the Meridian Township Asset brochure to The Facility for Rare Isotope Beams (FRIB).
- HOMTV provided in-kind media sponsorship agreements for MSU Safe Place "Race for the Place" and the MSU Science Festival. The in-kind sponsorships included pre-event promotion across multiple media platforms, as well as story coverage of the event.

Goal #6a: Promote cultural diversity with our community programs and celebrations.

Progress:

- Through social media platforms and press releases, the department continues to promote events such as the Chinese New Year, Women's History Month, Black History Month, etc.

Goal #6b: Explore closed captioning costs for HOMTV programs.

Progress:

- Discussions have been held regarding the software and hardware that is needed to provide closed captioning services. A list will be provided in the 5 year equipment plan during the June, 2015 Cable Commission meeting.
- Compatibility with our current system is desired.

Goal #6c: Investigate and possibly launch a Chinese version of HOMTV news programs.

Progress:

- The department continues to position itself to be able to launch this type of programming and is currently collaborating with MSU.

Goal #6g: Strengthen community pride through such activities as downtown events and expanded outdoor sculpture displays.

Progress:

- We continue our efforts to support, attend, promote and lead major events; both types of activities are aired on HOMTV live, as well as on-demand.
- The Communications department continues to promote downtown events & outdoor sculpture displays; ribbon cuttings, press conferences, Celebrate Downtown Okemos and the Meridian Cares Fundraiser on social media, the Township website, www.homtv.net, and on HOMTV programs.
- Deborah currently sits on the committee for Celebrate Downtown Okemos, as well as the Art Sculpture Committee.

Goal #6h: Seek diversity in hiring and promoting.

Progress:

- Attended the MSU Diversity Job Fair, specifically seeking out a diverse pool of applicants for the HOMTV Internship program.

Goal #6k: Promote Nokomis Learning Center activities.

Progress:

- At the end of 2014, began sharing events across all social media platforms.

Goal #6m: Utilize additional recruiting outlets and resources such as on-line job boards, advertisements and professional organizations to attract qualified minorities to apply for job openings.

Progress:

- The HOMTV Internship program is promoted at the MSU Diversity Job Fair and within the International Office at MSU.

Goal #6n: Provide professional training and development to staff.

Progress:

- Staff continues to attend appropriate workshops, conferences, and seminars to stay abreast of new ways of communicating and engaging residents in community on-goings.

- Staff also has interdepartmental training meetings regarding software usage and organizational practices.
- Staff provides professional training to the interns through workshops, critiques and hands-on field and studio experience.

Goal #8a: Continue to respond to all citizen inquiries in a timely, professional and efficient manner.

Progress:

- All customer issues relating to cable service are documented and forwarded for a resolution. All initial complaints and resolutions are included in the monthly Cable Commissions packet for discussion.
- Inquiries from followers on social media have been and will continue to be answered in a timely, efficient and friendly manner.

Goal #8c: Replace the Town Hall microphones and bases.

Progress:

- Bids are being assembled for the purchase of 12 new gooseneck XLR microphones and 12 new phantom power XLR microphone bases.
- One malfunctioning Town Hall microphone was replaced in January.

Goal #8d: Investigate replacement of Township hall video imager.

Progress:

- A 5 year equipment plan draft has been created for the Cable Commission to review during the June, 2015 meeting.

Goal #8e: Increase encouragement of public engagement and participation through multi-media and other ways to connect.

Progress:

- HOMTV recently launched “The Social Hour,” a new program that offers visual and written updates via Social News Desk about Township news and events, as well as the behind-the-scenes happenings in the HOMTV environment.
- HOMTV features a new social media graphic to the news programs and live meetings; Social News Desk On-Air feature showing social media posts from Facebook, Twitter, and Instagram during the shows.
- “Throwback Thursday” posts have been incorporated on social media in an effort to engage and interact with the community.
- The HOMTV Internship program features an Intern of the Week and shares with the community through social media.
- HOMTV continues to provide On-Air stories and updates regarding the Police department investigations, as well as offer contact resources to create public involvement.

- Implemented a new on-line avenue, Volunteer Spot; to encourage community and staff volunteers.
- Increased usage of hashtags (#) on social media posts to encourage community engagement and increase two-way communication.
- Video stories are embedded on the HOMTV website with greater Internet search ability.

Goal #8f: Create a monthly Township Manager blog and increase its outreach.

Progress:

- The Township Manager's blog was created and has included the following topics: New Meridian Projects for 2015, Comcast & Meridian Come Together to Benefit the Community and Groundbreaking; the Next Phase for the Meridian Central Fire Station.
- The blog, New Meridian Projects for 2015, was the top post for January, reaching 2,076 people and 214 post clicks.
- The blog will continue to be shared on social media; LinkedIn, Facebook and Twitter, and a link will be provided on the Township website home page to promote community engagement.

Goal #8g: Conduct a communications needs assessment.

Progress:

- This is part of the refranchising process and is currently in negotiations.

Goal #8h: Investigate costs of new Township website.

Progress:

- Communications Director, Deborah Guthrie; Director of IT, Stephen Gebes; and Internship Coordinator/Communications Specialist, Brandie Yates met with a handful of companies to discuss the needs of the Township for a new website.
- A RFP will be created by mid-April.
- Once proposals are received, the team will narrow the field to 3-5 submissions.

Goal #8i: Audit social media outlets and develop a social media strategy campaign.

Progress:

- The Communications department has developed a basis for tracking public participation and engagement with the introduction of new technology and features.
- Social News Desk application allows us to schedule, track content and bring-up-to-the-minute news and updates straight from online to on-air.
- In order to properly track the social media progress, the strategy needed to be simplified in order to remain consistent and accurate. Originally social media consisted of 32 different accounts on Facebook, Twitter, Pinterest, Instagram,

YouTube and Flickr. To date, we have consolidated the social media accounts to 20 accounts across all platforms.

- The department will continue to track social media progress through likes, reaches and community engagement from month to month and analyze the various posts with the most success.
- Coty Kenneth, Communications Assistant, has worked diligently on refreshing the information posted on social media by creating and sharing more organized and community driven content.

Goal #8j: Upload packet information on the Township website that is in a searchable format for ease of use by the public.

Progress:

- We are analyzing the needs of staff to be able to upload packet documents in a scan able format; public to access large format documents on current website, while new website will offer standardized forms for agendas, packets and minutes.

Goal #8k: Publish the Meridian Monitor twice yearly to all residents.

Progress:

- First issue is released in June and the second issue is released in December.

Goal #8p: Print and distribute one issue of the Meridian Township Parks and Recreation Family Fun Guide (distribution in January).

Progress:

- This goal has been completed and promoted. It is available on the Township website and in print.

Goal #8q: Increase communication with constituents through email and multi-media sources.

Progress:

- State Representative Sam Singh contributed programming to CAMTV. The program will begin airing in April.

Goal #8t: Begin the process of overhauling the Township website and branding up to an amount of \$30,000.

Progress:

- Refer back to Goal #8h

Goal #9a: Create DAS (Distributed Antenna System) ordinance with the Public Works & Engineering and Planning Departments.

Progress:

- Meetings have been held with appropriate stakeholders to begin the process of developing language for the DAS.

Goal #9b: Promote Neighborhood Watch.

Progress:

- HOMTV created a PSA regarding the neighborhood watch and will do so again in the near future.

Goal #9c: Develop a method to increase compliance of communications companies using the rights of way in the Township.

Progress:

- Currently undergoing a technical audit of systems in the rights of way.
- Developing an outline to determine how audits will be measured and the frequency of the audits.
- Working with the Engineering department to determine the process on how companies will obtain permits.

Goal #9e: Promote and encourage the preservation of older neighborhoods.

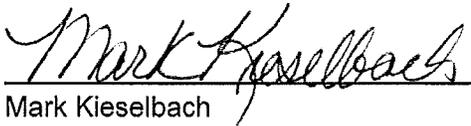
Progress:

- The June issue of the Meridian Monitor will feature the Heritage Neighborhoods.
- A social media campaign will be developed around this topic once published.

If you have any questions regarding this information or if you need additional information please let me know.

MEMORANDUM

TO: Frank Walsh
Township Manager

FROM: 
Mark Kieselbach
Director of Community Planning and Development

DATE: April 14, 2015

RE: Work Plan Update – 2015 Goals and Objectives

Please let this memorandum serve to provide an update on the progress of the Department of Community Planning and Development in meeting the Township goals and objectives established for 2015.

Goal #1 Meridian Township shall sustain and enhance the environment

- a. Update the street tree ordinance and adopt a tree protection ordinance
 - Progress: A draft street tree and tree protection ordinance has been prepared and reviewed by the interim Township Attorney.
- b. Prepare, update, and enforce ordinances that protect natural features such as woodlands, wetlands, and floodplain areas
 - Progress: As part of our continuing enforcement of natural features, one wetland use permit request has been filed, at least one other is in preparation, and one special use permit has been requested to work in the 100-year floodplain. The Director of Public Works & Engineering and Associate Planner Brown also met with a contractor to resolve issues related to properly installing a seawall on the north side of Lake Lansing. Staff also closely reviewed the plans for Lake Lansing Road to assure all Township codes were being followed properly.
- c. Utilize the Township's Greenspace Plan as part of the review for land development projects
 - Progress: The Township Greenspace Plan is being utilized as a reference in staff reports and permits.
- d. Apply the best planning practices to encourage the preservation of green and open spaces
 - Progress: Staff has worked with applicants to preserve green and open spaces on sites where projects have been proposed. As part of this effort, staff has researched other community ordinances related to pervious surfaces and lot coverage to determine if adjustments should be made to the Township code.
- e. Mitigate climate change - including investigating becoming a solar ready community
 - Progress: A solar committee has been established and met with Consumers Energy to discuss how solar parks would fit within the Township's zoning ordinance. The committee is waiting for the Public Service Commission to approve Consumers Energy's application to develop solar parks.

Goal #2 Meridian Township shall sustain and enhance public safety

d. Continue implementation of the Grand River Corridor Access Management Ordinance

- Progress: SUP #14111 (2049 Grand River/Jimmy John's) is an example of implementing the Grand River Corridor Access Management Ordinance by working with the applicant to provide alternate access points to the site with a connecting access drive with the Meijer's property to the east and Heat and Sweep to the west.

Goal #4 Meridian Township shall provide exemplary public services and facilities

e. Revise the sign and parking regulations

- Progress: Two meetings to review and discuss the provisions of the sign ordinance have been held with a committee made up of a representative from the EDC and Planning Commission. Future meetings will be held and a report will be issued to both the EDC and Planning Commission on potential changes to policies.

i. Utilize a health impact assessment guide, created in conjunction with the Ingham County Health Department and Tri-County Regional Planning, in the review of development projects

- Progress: Health impact assessments have been filed for proposed projects, staff has utilized the HIA online toolkit for inputting the information and reviewing projects, and has started printing reports based on the submitted data. In addition, staff has submitted suggested improvements to the HIA online toolkit.

Goal #5 Meridian Township shall sustain and enhance our economic prosperity for all residents

f. Encourage infill and/or redevelopment of existing commercial sites

- Progress: Staff continues to encourage redevelopment of existing sites and use of the mixed use planned unit development (MUPUD).

j. Assist with the redevelopment of the former Central Fire Station/MARC property

- Progress: Working with commercial real estate agent David Ledebuhr to facilitate the sale of properties. So far staff drafted a request for proposals to area realtors, signed a sale contract with Mr. Ledebuhr, provided keys to the agent, had the property surveyed, and provided easement information.

k. Continue economic focus on Haslett, Carriage Hills, Grand River, and Okemos

- Progress: Staff continues to push opportunities in Haslett, Carriage Hills, the Grand River Ave. corridor, and Okemos to all businesses, both existing and prospective.

l. Continue focus on the Douglas J project

- Progress: Met with Douglas J owner Scott Weaver on April 1, 2015 to discuss the future of his project. Will continue to monitor progress and engage Douglas J ownership as appropriate.

m. Continue to conduct monthly business visits with a focus on customer service

- Progress: Staff continues to visit new and existing businesses on a regular basis to establish new and nurture existing relationships.

n. Complete the 2005 Master Plan update

- Progress: Planning Staff is currently focused on updating the 2005 Master Plan's technical data. The Planning Commission received a report explaining changes in Demographic and Housing chapters and staff is currently preparing data updates for the Natural Resources, Community Facilities and Infrastructure Chapters.

Goal #6 Meridian Township shall promote and enhance diversity across the Township

e. Encourage developers to provide affordable housing

- Progress: The Planning Commission encouraged the applicant for Rezoning #15010 to include affordable housing in the project.

Goal #8 Meridian Township shall sustain and enhance constituent communications

l. Reach out to residential and business groups regarding potential development impacts

- Progress: Staff attends monthly Meridian Area Business Association (MABA) meetings and provides updates and answers questions about development projects.

m. Increase staff engagement and participation with neighborhood groups using social media, fire safety programs, HOM-TV interviews, and Beyond the Badge

- Progress: The building inspectors participated in two interviews with HOM-TV: one on unlicensed contractors and how homeowners can protect themselves, and the other on the application and enforcement of the Americans with Disabilities Act (ADA) regulations related to building construction.

Goal #9 Meridian Township shall sustain and enhance neighborhoods and eliminate blight

f. Enforce the Property Maintenance Code

- Progress: Staff has been reviewing the 2012 edition of the Property Maintenance Code. Depending on the changes from the adopted 2006 edition, the staff may recommend the Board amend the ordinance and adopt the 2012 edition.

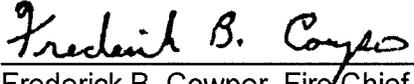
g. Continue the Code Enforcement Committee with neighborhood associations

- Progress: The Committee meets the second Monday in the months of January, March, May, July, September, and November. Representatives from the Briarwood, Tacoma Hills and Wardcliff neighborhoods serve on the Committee.

k. Hire a part-time code enforcement officer

- Progress: A code enforcement officer was hired in January and works 25 hours per week.

MEMORANDUM

TO: Frank L. Walsh, Township Manager
FROM: 
Frederick B. Cowper, Fire Chief
DATE: April 15, 2015
SUBJECT: First Quarter 2015 Goals & Objectives Update

Goal 1E: Build a new *green* Central Fire Station.

MTFD staff continues to work with the architects and construction manager to implement as many green standards as possible within budget for the new Central Fire Station.

Goal 2A: Increase information shared with the public through social media regarding public safety tips, PSAs (Public Service Announcements), emergency communications, and police and fire services.

Through continued work with HOM-TV and intern Kiara, a focus has been made to increase social media posts on Facebook and Twitter.

Goal 2B: Provide Beyond the Badge police and fire programs and stories.

Requests for interviews with HOM-TV interns continue to be fulfilled. Ideas for stories are shared regularly with Communications Department staff.

Goal 2K: Construct the new Fire Station at Okemos Road and Central Park Drive.

The new Central Fire Station groundbreaking was held on March 31st. Regular construction meetings have been scheduled with the construction manager for every other Tuesday.

Goal 2L: Purchase 1 replacement ambulance for the Fire Department.

The new ambulance has been ordered and is in production with an estimated completion date of June 5, 2015. In addition, we are planning to order a fire truck in June. The project for the Captain assessment center scheduled for April 21st is to present on the fire truck that will be most suitable for our next purchase.

Goal 2O: Continue fire service to Alaiedon Township.

MTFD continues to provide fire services to a portion of Alaiedon Township. Discussions with Delhi Township Fire Department have directed future expansion of our company officer inspections to include Alaiedon Township.

Goal 2Q: Participate in the Lansing Regional Shared Fire Services.

Shared Services continues to meet every other month. Current initiatives include Active Violence Incidents (AVI) equipment selection and training, Blue Card Command Training, and regular meetings of the Metro Fire Investigation Team.

Goal 2R: Process monthly police and fire citizen surveys.

The Fire Department has begun sending out customer satisfaction surveys. Approximately 25 surveys will be sent out each month.

Goal 6H: Seek diversity in hiring and promoting.

MTFD continues to hire and promote employees with a variety of experience and backgrounds.

Goal 8A: Continue to respond to all citizen inquiries in a timely, professional, and efficient manner.

The Fire Department responds to citizen requests on a 24/7 basis. In addition, for citizen convenience, we are currently renewing BBQ pit permits through our website using a system we started last year. Staff responds to many phone inquiries by insurance companies on property fire service coverage, hydrant location, nearest station, and fire class rating. Staff assists patients, homeowners, and insurance companies with requests for ambulance and fire report records. Through our Citizens Assistance Program in conjunction with the Human Services Department, we continue to assist residents that may be in need of social services.

Goal 8O: Update in-car mobile software to communicate with new Computer Aided Dispatch (CAD) software.

Staff continues to work with the IT Department on development and implementation of in-car mobile software and hardware purchase and installation.

Goal 9L: Support the community gardens in the Township.

The Fire Prevention Division continues to work with third party contractors hired to perform prescribed burning on properties within the Township.

Please don't hesitate to contact me if you have any questions.

MEMORANDUM

TO: Frank L. Walsh, Township Manager
FROM: Gretchen M. Gomolka
Gretchen M. Gomolka, Finance Director
DATE: April 15, 2015
SUBJECT: Goals and Objectives Update

Please let this memorandum serve to provide an update on the progress of the Accounting and Budgeting Department in meeting the Township goals and objectives established for 2015.

Goal 5.p.: Complete the Consolidated Annual Financial Report (CAFR) receiving an unmodified audit opinion and the Certificate of Achievement for Excellence in Financial Reporting

Progress: The audit for the year ended December 31, 2014 is currently underway. The auditors have completed fieldwork and are working on the finalizing the report. The Finance Director anticipates the CAFR to be issued in early May with an unmodified opinion. She also anticipates receiving the Certificate of Achievement for Excellence in Financial Reporting and will be notified of such in late summer/early fall.

Goal 5.q.: Complete the annual budget process focusing on how the budget mirrors our annual goals

Progress: The budget is constantly monitored by the Finance Director and other department heads and any necessary amendments will be brought to the board on a quarterly basis. The budget process for the 2016 budget will begin in July.

Goal 5.r.: Maintain, per the Board's direction, a minimum fund balance in the General Fund of \$5,250,000

Progress: The fund balance continues to be above this minimum requirement. The Finance Director will use this guideline in our budgeting process.

Goal 5.s.: Increase enrollment of online bill pay and explore options for new platforms to accept these payments (including BS&A's AccessMyGov-Internet Services)

Progress: The utility billing staff continues to enroll individuals and are looking forward to the summer when the Township will be implementing a new service through software provider BS&A that will make enrollment easier for residents.

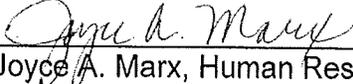
Goal 5.v.: Investigate the pension liability funding plan

Progress: Last year, The Finance Director, Human Resources Director, and Human Resources/Payroll Specialist attended the MERS annual conference and obtained information on several different options that the Township can take advantage of in order to control and reduce the pension liability. Subsequent to the conference, these same staff members met with the Township's representative from MERS and discussed funding. In the next quarter we will be meeting with MERS to get more in depth information on the various options available to the Township.

If you have any questions regarding this information or if you need additional information, please let me know.

MEMORANDUM

TO: Frank Walsh

FROM: 
Joyce A. Marx, Human Resources Director

DATE: April 14, 2015

RE: 2015 Goals and Objectives Quarterly Report – January 1- March 31, 2015

Following is the progress report for first quarter 2015 Goals and Objectives:

- Bringing the township's payroll back in house – Initial payroll reports have been generated for transition from ADP to BS&A beginning in March, 2015 for full implementation to be effective July, 2015. (4.i)
- Seek diversity in hiring and promoting – Recruiting efforts have been expanded to work more closely with MiWorks!, Lansing Community College, Michigan State University, Davenport University to better utilize the local educational network for minority outreach. (6.h)

Diversity initiatives – A total of 6 minorities have been hired during the first quarter; 4 (four) interns in the Communications Department/ HOMTV, 1 (one) intern in the IT Department and 1 (one) intern in the Planning Division.

Meridian Township EEOC Compliance Report (voluntary submission on job application) indicates that 467 applications have been received first quarter. Out of that number, 47 identified as African Americans, 10 identified as Asian, 15 identified as Hispanic or Latino, 9 identified as two or More Races, and 385 identified as White. Therefore, 17% of applicants for all jobs self-identified as minorities.

- Comprehensive research for new Personnel Policy Manual, to be completed by 7/1/15. (6i)
- Professional training identified for 2nd quarter: Anti-Harassment and Fair Employment Practices. (6.n)
- Focus on excellent customer service when selecting, interviewing and on-boarding new employees, continuous quick responses to current employees concerning pay or benefits administration, etc., and providing support information for numerous outside requests, i.e., employment verifications, references and retiree pension or benefits questions. (8.a)

MEMORANDUM

TO: Frank L. Walsh, Township Manager

FROM: Stephen Gebes, Director of Information Technology

DATE: April 17, 2015

SUBJECT: Progress on 2015 Goals and Objectives

Please allow this memorandum serve as an update on the progress of the Department of Information Technology's efforts to advance the Township Board goals and objectives as established for 2015.

Goal 4.j.: Streamline field survey procedures so that information will flow direction in the Geographic Information System.

Progress: This activity is expected to be one of the ancillary responsibilities of the currently vacant GIS Specialist. Interviews have been conducted, and prospective employee evaluation is underway. Once this position is filled, we plan for this activity to proceed immediately, and have the most activity over the construction season. We have finished configuring our dedicated GPS unit to aid in the collection of field information.

Goal 4.k.: Participate with Tri-County regional partners to contract for flight services to provide orthographic photography for the entire Township and surrounding areas.

Progress: This project was coordinated with the Tri-County Regional Planning Commission and other tri-county agencies. The flight was completed in March. The orthographic processing of the photography is underway, and the final product is expected to be delivered this summer.

Goal 4.l.: Bring the Township's payroll system back in-house, and incorporate the human resources module.

Progress: In March the existing BS&A database was updated to accommodate the updated version of BS&A Payroll module. BS&A has provided new client software, and they are currently working with the Department of Accounting & Budgeting to collect all of the important information for transfer of the data later this summer.

Goal 8.a.: Continue to respond to all citizen inquiries in a timely, professional, and efficient manner.

Progress: Technology staff members continue to prioritize providing high quality customer service and respond to both internal & external requests for service in a manner that is timely, professional, and efficient. While it is rare for technology staff to have the opportunity to interact with citizens directly, the Department's efforts provide the public with access to information 24 hours a day, every day of the year.

Goal 8.n.: Add a new disk appliance to the network tin increase storage space and reliability.

Progress: A Dell Equallogic SAN device has been designed, ordered, received and physically installed on our network. Configuration of the disk is underway, and expected to be completed early in the second quarter. The full integration of this appliance will mark a significant step forward in our network storage system and Township's ability to respond to a variety of events that might otherwise result in the loss of data, or excessive restoration times.

MEMORANDUM

TO: Frank L. Walsh, Township Manager
RE: Progress on 2015 Goals and Objectives

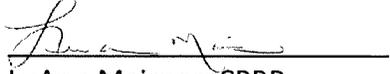
Date: Friday, April 17, 2015
From: Stephen Gebes, Director of IT
Page 2 of 2

Goal 8.o.: Update in-car mobile software to communicate with new Computer Aided Dispatch (CAD) software.

Progress: Technology Staff has worked with the Police Department, Fire Department & the Ingham County 911 Dispatch Center to replace hardware and software to accommodate the changes being made by the Dispatch center in the software used to manage emergency call information, responder information, and the subsequent transfer of pertinent data to Meridian Township Police & Fire operations. The initial CAD software conversion is scheduled to be completed on April 14th with additional services coming online over the second quarter. The project is proceeding on schedule.

Please don't hesitate to let me know if you have any questions, or if you would appreciate further detail on any of the IT Department activities.

MEMORANDUM

TO: Frank Walsh, Manager
FROM: 
LuAnn Maisner, CPRP
Director of Parks and Recreation
DATE: April 14, 2015
RE: First Quarter Goals and Objectives Update – Parks and Recreation

Goal #1f **Continue Deer Management Program to reduce the deer population on our community.**

The Final Report for the 2014 Deer Management Program was completed with a total of 150 culled. The car/deer collision report indicates a reduction from 2013 from 180 to 137 in 2014. An extended hunt was conducted from January 1-February 31 with a total of 9 deer harvested. A total of 73 residents served as volunteer hunters on 21 properties in the Township.

Goal #1g **Manage Invasive Species in the parks and land preserves (removing garlic mustard, buckthorn, autumn olive, Japanese knotweed, Japanese hedge parsley and phragmites.**

Northwest Land Preserves: Developed a plan to remove invasives around the recently planted conifer and deciduous trees in the five-acre area that was restored in the Northwest Land Preserve.

Goal #3a **Develop Phase I of Towner Road Park**

Met with design engineer from Viridis Design Group in February to discuss moving the project forward and to include a re-design of the newly added 1.5 acre parcel. Currently, we are working on a contract extension to authorize the work and project bidding.

Goal #3b **Complete Legg Park Projects including parking area, dog park and stewardship**

No work has begun on this project

Goal #3c **Construct roof structures over dugouts in Hartrick Park**

A family member of the Hartrick family, Eric Hartrick, has applied for a grant from his workplace (BASF) for construction of the dugouts. The application was submitted in late March.

Goal #3d Install new siding on the pavilion in Nancy Moore Park

The siding material was selected and bids received for the work. The project should be completed by early June.

Goal #3e Install new safety fence around the softball fields in Nancy Moore Park.

The contract was awarded for extending the backstop fence to the outfield fence on both fields. It has since been determined that additional fencing is required between the fields. The field dimension changes in adult softball has created an unsafe situation on both fields with regards to the existing fence configuration. This work will be completed in April.

Goal #3f Rebuild the drainage system for the Harris Nature Center parking island

Work has begun on this project

Goal #3g Improve parking lot surfaces at Harris Nature Center, Ferguson Park and Wonch Park.

A PO has been issued for crack filling and sealing the parking lots at Harris Nature Center and Ferguson Park. The Engineering Department is in the process of completing the bid documents for the repaving work at Wonch Park.

Goal #3h Construct the Wonch Park Pavilion with grant assistance

The Township was not successful in receiving the grant for this project. The Park Commission voted move forward with completing this project utilizing Park Millage funds. The reduction of grant revenue for the project is being submitted to the Finance Department for inclusion in first quarter budget amendments

Goal #3i Install new play equipment in Hillbrook and Orlando Parks

Staff has been researching new play amenities for Orlando Park and is in the process of completing bid documents for design and installation of the new play area at Hillbrook Park.

Goal 3j Develop a new master plan for Central Park

Received Request for Qualifications from five firms in early February and the Park Commission conducted interviews with all five. A total of two firms were asked to submit proposals for the project; Viridis Design Group and O'Boyle, Cowell, Blalock and Associates. The Park Commission selected OCBA for the project. The contract and work will begin in April. This project is being jointly

funded by the Park Millage and General Fund with a total project cost of \$14,450.

Goal#3k Replace footbridge in Legg Park

No report

Goal #3l Provide support for Eagle Scout Projects

Met with Eagle Scout candidate, Steve Harrelson to discuss his proposed project of constructing split-rail fence near the log cabin in the Historical Village. His project was approved by the Park Commission in February.

Goal #3m Build an 18-hole disc golf course

Staff is working with representatives from the Capital City Renegades on a proposed site layout at North Meridian Road Park.

Staff is also in discussions with Ingham County Parks as they are considering building a course in Lake Lansing North Park. If they decide to move forward, that may impact our plans for this project.

Goal #3n Improve directional signage on trails

No report

Goal #3o Construct a youth environmental exploration area at Harris Nature Center

The HNC Foundation has been successful in receiving a \$5,000 grant from Flagstar Bank as well as a \$10,000 commitment from the Haslett/Okemos Rotary Club. Clearing work and some elements have been completed with volunteer assistance from Brian Van Order and Joe Penoni.

Goal #3p Establish a plan for development of a smart phone application that provides township parks and trails information.

Staff met with an Information Technology professor from MSU to discuss a partnership in accomplishing this task together with our IT staff. The next step is to begin a process of GPS marking our trails and park amenities for input into the GIS system.

Goal #3q Develop a water trail access program

Staff developed a draft water trail master plan from Williamston to Lansing.

Tim Potter submitted a proposal to construct numerous "informal" put-ins along the trail with a goal of creating a launch every one-hour of paddling.

Met with regional representatives to discuss stewardship of our waterways and developing a plan for improving recreational access and use.

Working with Dr. Shari Dann from MSU to plan an upcoming class project of creating signage for the water trail through Meridian Twonship.

Goal #3r Investigate purchasing the eastern five-acres of Wardcliff school property for recreational uses.

No report

Goal #4g Strengthen cooperative planning efforts with the Ingham County Road Dept, Ingham Co Drain Commission, Tri-County Regional Planning Commission, and surrounding jurisdictions.

Working cooperatively with representatives from the Ingham County Drain Commission on their proposed drain improvement through Hillbrook Park. No final decisions have been made as to the new location and extent of the project.

Goal #4z Pursue Ingham County Trail Millage funding to implement the Lake Lansing to River Trail connector pathway.

Director Maisner and various Park Commissioners have attended Ingham County Park Board meetings and the Board of Commissioner Task Force meetings to keep informed of the process and priorities of implementation of the millage funds. Former Park Commissioner, Teri Banas is the chair of the Task Force Board. They are now in the process of securing a consultant to assist them with a plan to move forward with. They have decided to utilize 2015 as a planning year.

Director Severy and I met with Teri Banas and the new Ingham Co Parks Director to discuss moving forward with the planned path from Okemos Road through the Rysberg preserve to Campus Hill apartments, proposed boardwalk on the east side of Okemos Road between Gaylord Smith Ct and Central Park Drive.

Goal #5w Investigate reaching out and expanding the Celebrate Downtown Okemos event to include other areas of the Township including Haslett and East Lansing.

Discussed ideas with representatives from Ingham County Parks for a possible event at Lake Lansing South Park. I will provide additional details in a future report.

Goal #6a,j Promote cultural diversity with our community programs and celebrations.

Conducted successful Chinese New Year event at the Meridian Mall on February 21 with 4,000 visitors in conjunction with the Greater Lansing Chinese Association.

Goal #6k Promote Nokomis Learning Center activities

Included all scheduled programs and activities and organization information in the 2015 Family Fun Guide that was directly mailed to 22,000 addresses and po boxes in the Township.

Provided spring landscaping assistance at the front of their building.

Goal #7a Provide sports and fitness programs for youth and adults

- Sporties for Shorties January – March – total 4 classes; 54 participants
- Winter Kickball Tournament == 6 teams participated
- Ice Fishing Derby == 20 youth participants
- Haslett Basketball program K-6th grade; 269 participants
- Williamston Basketball program K-8th; 307 participants
- Spring/summer Registrations as of March 31:
 - ✓ Haslett Baseball/Softball/Tball K-8th grade with 217 participants
 - ✓ Williamston Baseball/Softball/Tball K-8th grade with 244 participants
 - ✓ Okemos Baseball/Softball K-8th grade with 209 participants
 - ✓ Okemos Spring Soccer K-8th grade with 496 participants
 - ✓ Adult Softball with 27 teams; four nights
- Received a check from TC3 for \$5,000 to support the Summer Playground Program at Snell Towar Recreation Center. (Capital Region Community Foundation and J.D. Penticost Foundation) 4/14/15
- Received \$800 from Haslett/Okemos Rotary to support summer Playground program at Snell Towar Recreation Center and Youth Scholarship fund. 4-14-15

Goal #7b. Administer environmental programs and events for all ages at Harris Nature Center

- In Jan Schools – 42 (4 program), Outreach – 168 (6 programs), Kids – 47 (7 programs), Adult – 58 (3 programs), Equipment Rental – 101; Building Rental/Use = 11 (2 times)
- In Feb Schools – 150 (6 program), Outreach – 64 (3 programs), Kids – 67 (6 programs), Adult – 150 (6 programs), Equipment Rental – 198; Building Rental/Use = 6 (1 time)
- In March Schools – 597 (23 program), Outreach – 658 (6 programs), Kids – 59 (8 programs), Adult – 66 (6 programs), Equipment Rental – 15; Building Rental/Use = 7 (1 time)
- Jane worked on grant for pavilion at the HNC that will provide an area for outdoor/hands on education

Goal #7c. Offer educational, fitness, and social opportunities for senior citizens at the Meridian Senior Center and Meridian Mall

- Senior Center for January – March

- A. Events and Programs – held 730 events with 3,700 attendees
 - 181 attended a variety of 92 events/activities such as Arts, Clubs, Genealogy, Computer Club, etc.
 - 740 attended 25 lunch dates
 - 843 attended 148 exercise classes
 - 1,081 attended 186 game event offerings such as bingo, bridge, chess, etc.
 - 67 attended 18 health screening events such as blood pressure, chair massage, foot care, etc.
 - 19 attended 60 Resource Sharing events
 - Loaned out equipment on 42 occasions
 - 202 attended 34 media/cultural events, such as Friday Flicks, Documentary Monday, etc.
 - 149 attended 50 social/special events
 - 195 attended eight (8) tax assistance dates
 - 21 attended three (3) Advisory Board Meeting
 - 10 attended one (1) off-site event
- B. Volunteers
 - 24 volunteers assisted the Center for a total of 581 volunteer hours
- C. Professional Development/Networking
 - Attended 13 networking events

- Fitness Over 50 Group at Meridian Mall for January==11 fitness dates; \pm 30 attending each date; have two fitness instructors
- Fitness Over 50 Group at Meridian Mall for February==10 fitness dates; \pm 30 attending each date
- Fitness Over 50 Group at Meridian Mall for March ==13 fitness dates; \pm 40 attending each date

Goal #7d Coordinate the Farmers’ Market outdoors (May-October) and indoors (December-April) (7.d)

- The indoor Farmers’ Market was conducted 6 times at the Meridian Mall from January – March with a total of 25 vendors each market day.
- Conducted planning activities for the start of the outdoor market which begins May 2.

Goal #7e Investigate Farmers’ Market Relocation Plan (location, size, and funding)

Began meetings in February EDC members Dave Lederbuhr and Marsha Madle along Larry Parsons and market Manager Christine Miller to discuss the future of the market and possible options and partnerships. Meridian Mall management and owners are very interested in pursuing a public/private partnership on this project.

Staff is in the process of designing a conceptual sketch for consideration and to begin discussions.

Goal #7f Support activities of the Friends of Historic Meridian

Met with representatives from the Friends and Meridian Garden Club to discuss roles and responsibilities of each organization. All parties are going to work together to describe the gardens, develop future plans, and to develop a maintenance plan for the Village

Goal #7g Support activities of the Meridian Garden Club (7.g)

Staff rototilled garden areas, moved rocks, delivered and applied organic fertilizer, removed picket fence around farmhouse garden and ordered replacement fencing. Jane met with Meridian Garden Club (and Jane Rose) to discuss roles and responsibilities of all parties, and to develop a work list of 2015 projects in the Village

Goal #7h Conduct special events: Chinese New Year, Celebrate Downtown Okemos, July 4th Fireworks Celebration, Meridian Heritage Festival, Halloween Adventures, Drive-thru Santa, Christmas in the Village, Free Family Winter Sports Weekends, Polar Bear 5K Race, Music in the Park Program

- Family Winter Fun Weekends in January and February; 23 events, 2,080 participants
- Polar Bear 5k – January 16, 2015 == 225 participants
- Winter Wonderland – January 31 == 600 participants
- Chinese New Year – February 21 4,000 visitors
- Celebrate Downtown Okemos – June 13
- Meridian Arts and Crafts Marketplace – June 28, July 26, August 23, September 27
- July 4th Fireworks – July 4
- Meridian Heritage Festival – September 19
- Drive Thru Santa – December 19
- Christmas in the Village – December 13
- Music in the Village – Wednesdays June 17, 24, July 8, 15, 22, 29
- Lake Lansing Community Band Shell Concert series, every Friday evening, June - August

Goal #7i Continue the Arts and Crafts Marketplace each month during the summer

- Celebrate Downtown Okemos volunteer Jane Falion, has agreed to manage the market in 2015 Robin Faust has been managing this activity since 2009.
- In March/April, created a Facebook page for the Marketplace
- Meridian Arts and Crafts Marketplace – June 28, July 26, August 23, September 27

Goal #7j Continue Recreation Services Agreement with the City of Williamston

The Recreation Services Agreement was approved in March for providing administration of youth baseball, softball, teeball, cheerleading, flag football, tackle football and basketball. Changes include: 10 hr increase in time, 3% increase in 2015-16 and another 3% increase in 2016-17. This is a two-year contract.

Goal #8p Print and distribute one issue of the Meridian Township Parks and Recreation Family Fun Guide

The 2015 Family Fun Guide was printed and mailed during the second week in January. It was direct mailed to 22,000 households, businesses and PO Boxes in the Township. The document is also in an electronic format for easy access and distribution.

Goal #8r Rename select Land Preserves (8.r)

No report

Please let me know if you require additional information.

MEMORANDUM

TO: Frank L. Walsh, Township Manager

FROM: David Hall
David Hall, Chief of Police

DATE: April 15, 2015

RE: 2015 First Quarter Goals and Objectives – Police

This memorandum serves to report the first quarter progress in meeting 2015 Township established goals and objectives.

Continue to respond to all citizen inquiries in a timely, professional, and efficient manner (8.a) Expectations of all personnel in the Department are high regarding our response to citizens. Patrol officers' days off make immediate response to citizens difficult. Officers are expected to regularly check email to ensure messages are not missed. To facilitate a quick response, email access is provided in patrol vehicles. The command and supervisory staff are reminded that a timely response is expected and that philosophy is passed down the ranks. A timely response is expected if only to tell our customers "we are working on it." Often, officers respond to citizens from home during time off.

Provide police coverage for Williamstown Township (2.e) The Township received the first quarterly payment for police services to Williamstown Township in the amount of \$55,797.66.

Implement the Office of Highway Safety Planning (OHSP) Traffic Grant (2.f)

This grant is in effect. The most recent enforcement period was March 17 – April 6, 2015, and covered impaired driving.

Evaluate conversion to the State Records Management System (RMS) in the Police Department, and implement if determined to be feasible (2.i) Many area departments have transitioned to the State Records Management System. Our police department's current RMS works well and in some ways, the process is more efficient. The advantage of converting is data sharing. We will continue to monitor the success other departments are having with the State system.

Update in-car mobile software to communicate with new Computer Aided Dispatch (CAD) software (2.j) As of April 14, 2015, Ingham 911 Dispatch had upgraded to a new version of CAD. A new client has been installed in patrol vehicles and desktops within the Department. Early reports indicate the software upgrade is a positive one; however, bugs are being worked out.

Purchase three replacement patrol vehicles (2.m)

The Department received three replacement patrol vehicles. A fourth is on its way replacing a patrol vehicle involved in an accident. Staff acquired quotes for vehicle builds and one patrol vehicle has been started.

Continue the yearly Police Citizens' and Youth Academies (2.p)

The Department completed the 2015 youth academy with 18 graduates.

Process monthly citizen surveys (2.r)

Surveys are sent out on a monthly basis. First quarter surveys have been processed showing ratings of good or excellent at 100%.

Sustain and enhance our positive working relationship with Michigan State University (5.o)

Meridian and MSU Police signed a memorandum of understanding formalizing the commitment of the Departments to improve law enforcement services to student and employee victims of sexual and relationship violence.

Memorandum

TO: Frank L. Walsh, Township Manager
FROM: Raymond Severy, P.E., Director of Engineering
DATE: April 17, 2015
SUBJECT: Goals and Objectives Update

Goals 1.e & 2.k.: Construct a new Central Fire Station

Wieland- Davco and DLZ redesigned the fire station to bring it within budget. Construction contracts have been awarded and site work is underway. The total as-bid construction cost, including \$100,000 for contingencies, is \$3,079,347.

Goal 2.l.: Purchase 1 replacement ambulance for the Fire Department

The ambulance has been ordered. Anticipated delivery is June, 2015.

Goal 2.m.: Purchase 3 replacement patrol vehicles for the Police Department

All 3 vehicles have been delivered. The first will be sent out to add police equipment next week.

Goals 2.n. & 4.t.: Complete the Okemos Road Pathway Bridge crossing the Red Cedar River

The site work in preparation for the bridge structure is complete. The bridge was constructed in New York and should be delivered to the site within 2 weeks. We anticipate the bridge will be open for use by Memorial Day.

Goal 4.o.: Upgrade or replace lift station SCADA (Supervisory Control and Data Acquisition) system communications and software

Consultant has been hired and the preliminary study is underway.

Goal 4.p. Complete the first year of 3-year SAW (Stormwater, Asset Management and Wastewater) Grant project to develop sanitary sewer system asset management plan

Work has been ongoing since November, 2014. Numerous sanitary manholes have been inspected and televising of sanitary sewers will begin next week.

Goal 4.q.: Replace the Towar Lift Station

The construction contract has been awarded and dewatering of the site will begin next week in preparation for excavating the deep wet well for the station.

Goal 4.r.: Replace the control panel at Woodhill Lift Station

When the Towar Lift Station is complete, the existing control panel will be removed, reconditioned and installed at Woodhill.

Goal 4.s.: Replace pumps at Shoals lift station and at Sundance lift station

The pumps have been ordered and installation will be done by the pump vendor.

Goal 4.u.: Construct a new pathway on the south side of Haslett Road (east of Okemos Road to west of Bayonne)

Design is nearly complete. Replacement of the pathway on the north side of Kinawa Drive east of Chippewa School will be added to this contract. Construction will be after school is out in June or July.

Goals 4.v. & 4.w.: Replace retaining wall on Mt. Hope Road at Glendale Cemetery, and replace the pathway retaining wall at 2322 Mt. Hope Road

The retaining walls are being designed now, and will be constructed under one contract this summer.

Goal 4.x.: Construct a pathway on the south side of Mt. Hope Road (Okemos Road to Maumee)

Some easements have been acquired. Some or all of the remaining required easements will need to be acquired through eminent domain. Construction will probably be in 2016.

Goal 4.y.: Reroof the Service Center

Bids for the project were opened Tuesday, and were under budget. Contractor references are being checked before awarding a contract. The new roof should be complete by mid-June.

9.B

GGDM

**Charter Township of Meridian
Board Meeting
04/21/15**

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

COMMON CASH	\$ 281,073.45
PUBLIC WORKS	<u>230,477.33</u>
TOTAL CHECKS:	\$ 511,550.78
CREDIT CARD TRANSACTIONS	9,014.01
TOTAL PURCHASES:	<u>\$ 520,564.79</u>
ACH PAYMENTS	<u>\$ 769,994.46</u>

04/16/2015 11:19 AM
 User: CHAR
 DB: Meridian

INVOICE APPROVAL BY INVOICE REPORT FOR CHARTER TOWNSHIP OF MERIDIAN
 EXP CHECK RUN DATES 04/21/2015 - 04/21/2015
 JOURNALIZED OPEN AND PAID
 BANK CODE: GF - CHECK TYPE: PAPER CHECK
 COMMON CASH

Vendor Name	Description	Amount	Check #
1. ROTARY CLUB OF HASLETT-OKEMOS	2ND QTR DUES-BRIXIE	125.00	
2. 54-A DISTRICT COURT	CASH BOND	200.00	89366
3. ADP INC.	4/3 PAYROLL PROCESSING FEE	1,834.66	
4. AIRGAS GREAT LAKES	MEDICAL OXYGEN	374.35	
5. ALL TOOLREPAIR TOTAL ELCTRIC MOTOR	SIREN MOTOR TRUCK 500	600.00	
6. AMERICAN ARBITRATION ASSOCIATION	ADMIN FEE	275.00	
7. AMERICAN PLANNING ASSOCIATION	ANNUAL DUES-MENSER	280.00	
	ANNUAL DUES-ORANCHAK	440.00	
	TOTAL	720.00	
8. AMERICAN RENTALS	TENT,CHAIR RENTAL/FIRE STN EVENT	487.50	
9. ARGUS-HAZCO	HYDO STAT TESTING SCBA BOTTLES	19.00	
10. AT &T	APRIL SERVICE	74.70	
11. AT&T	APRIL SERVICE	4,460.32	89363
	APRIL SERVICE	68.04	89363
	APRIL SERVICE	4,212.76	89239
	TOTAL	8,741.12	
12. AUTO VALUE OF EAST LANSING	REPAIR PARTS - MARCH	1,900.08	
13. AYLES TREE SERVICE INC	CHIP UP CHRISTMAS TREES	375.00	
14. BEST BEST & KRIEGER	LEGAL FEES-HOM-TV	2,178.00	
	LEGAL FEES-HOM-TV	12.50	
	LEGAL FEES-HOM-TV	4,504.93	
	TOTAL	6,695.43	
15. BOGGIO ASSOCIATES INC	REFUND-PERFORMANCE GUARANTEE-1801 GRD RIVER	500.00	
16. BRAD BACH	REIMB-POLICE TRAINING EXPENSES	35.59	89367
17. BRETT DREYFUS	MARCH MILEAGE REIMB	80.50	
18. BSN SPORTS	BASEBALLS	115.47	
19. CINTAS CORPORATION #725	MECHANICS UNIFORMS	20.08	
	MECHANICS UNIFORMS	20.08	
	TOTAL	40.16	
20. COMPLETE BATTERY SOURCE	BATTERIES - POLICE DEPT	15.26	
21. CONSUMERS ENERGY	CRC FUNDS-PAST DUE UTILITIES	168.25	89240
	MARCH UTILITIES	383.14	89244
	MARCH STREET LIGHTS	27,467.51	89365
	TOTAL	28,018.90	
22. COURTESY FORD	REPAIR DASH CLUSTER AND IGNITION UNIT 250	746.57	

04/16/2015 11:19 AM
 User: CHAR
 DB: Meridian

INVOICE APPROVAL BY INVOICE REPORT FOR CHARTER TOWNSHIP OF MERIDIAN
 EXP CHECK RUN DATES 04/21/2015 - 04/21/2015
 JOURNALIZED OPEN AND PAID
 BANK CODE: GF - CHECK TYPE: PAPER CHECK
 COMMON CASH

Vendor Name	Description	Amount	Check #
23. CREATIVE PRODUCT SOURCING	DARE CERTIFICATES, PENCILS & CHILD ID KIT	736.88	
24. CTC TECHNOLOGY AND ENERGY	COMCAST RE-FRANCHISING TECHNICAL AUDIT BIDS	3,440.00	
25. CURTIS SQUIRES	REIMB-POLICE TRAINING EXPENSES	56.05	89369
	REIMB-POLICE TRAINING EXPENSES	28.59	89369
	MILEAGE REIMB	59.80	
	TOTAL	144.44	
26. D&G EQUIPMENT INC	JOHN DEER MOWER REPAIR PARTS	488.56	
27. DANIELLE HUGHES	1ST PLACE (FEMALE) BIGGEST LOSER	500.00	
28. DBI	OFFICE SUPPLIES	123.40	
	OFFICE SUPPLIES	4.17	
	OFFICE SUPPLIES	58.30	
	TOTAL	185.87	
29. DEANNE FELDPAUSCH	2ND PLACE(FEMALE) BIGGEST LOSER	250.00	
30. DESIGNS BY NATURE	NATIVE PLANT WORKSHOP-HNC	50.00	
31. DIETZ JANITORIAL SERVICE INC	APRIL SERVICE-MUN BLDG	2,611.90	
	APRIL SERVICE- HNC,PORTER ST	686.00	
	TOTAL	3,297.90	
32. DLT SOLUTIONS INC	AUTODESK AUTOCAD 2015 UPGRADE & 1 YR MAINT SUBSCRI	6,131.40	89241
33. EASTBROOK HOMES INC	REFUND-BLDG PERMIT FEE	1,280.00	
34. ELECTION SYSTEMS & SOFTWARE INC	ELECTION EQUIP MAINT	632.00	
35. ELIZABETH LE GOFF	JAN MILEAGE REIMB	87.40	
	REIMB-MTA CONFERENCE EXPENSES	106.64	
	TOTAL	194.04	
36. FAHEY SCHULTZ BURZYCH RHODES PLC	LEGAL FEES	1,073.00	
	LEGAL FEES	95.00	
	LEGAL FEES	2,500.00	
	TOTAL	3,668.00	
37. FIRST COMMUNICATIONS	APRIL SERVICE	769.01	
38. FIRSTDUE FIRE SUPPLY	FIRE GEAR/EQUIPMENT	373.00	
39. FISHBECK, THOMPSON, CARR & HUBER	WETLAND CONSULTING FEES-WUP#10-02 & WUP#09-02	478.65	
	WETLAND CONSULTING FEES-WUP#09-01 DELTA DENTAL	375.00	
	WETLAND CONSULTING FEES-WDV#15-01 MERIDIAN MALL	95.00	
	WETLAND CONSULTING FEES-WUP#10-07 METC/ITC	220.00	
	TOTAL	1,168.65	
40. GENERAL CODE	ADDITIONAL CODEBOOKS FOR PLANNING DEPT	336.00	
41. GRAFF CHEVROLET-OKEMOS, INC	VEHICLE REPAIR	36.04	
42. GRANGE ACRES	CRC FUNDS-PAST DUE UTILITIES	600.00	89242

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INVOICE APPROVAL BY INVOICE REPORT FOR CHARTER TOWNSHIP OF MERIDIAN
 EXP CHECK RUN DATES 04/21/2015 - 04/21/2015
 JOURNALIZED OPEN AND PAID
 BANK CODE: GF - CHECK TYPE: PAPER CHECK
 COMMON CASH

Vendor Name	Description	Amount	Check #
43. GRANGER	APRIL SERVICE-5151 MARSH	110.00	
	APRIL SERVICE - SERVICE CENTER	125.99	
	APRIL SERVICE-S FIRE STN	61.69	
	MARCH RECYCLING-PS,MUN BLDG	87.00	
	MARCH RECYCLING-SERVICE CENTER	17.50	
	TOTAL	402.18	
44. HASLETT ANIMAL HOSPITAL	VET SERVICES-UBY	152.35	
45. HASLETT-OKEMOS ROTARY CLUB	2ND QTR DUES-HALL	125.00	
46. HEATHER BAKER	CONF REG/BAKER	815.40	
47. HENDERSON GLASS	WINDHIELD REPAIR	254.11	
48. INGHAM COUNTY 911	FIRE DEPT- RADIO SYSTEM FEES/2ND QTR	1,791.75	
49. IRON MOUNTAIN	RECORD SHREDDING SERVICE	47.00	
50. JACK DOHENY COMPANIES INC	EQUIP REPAIR PARTS	2,992.02	
	EQUIP REPAIR PARTS	1,927.10	
	TOTAL	4,919.12	
51. JOHN FREE	MILEAGE REIMB	19.55	
52. JOHNSON CONTROLS	REPLACE DAMPER ACCUATOR SERVICE CENTER	1,001.13	
53. KIT RICH	MARCH MILEAGE REIMB	119.60	
54. LANSING UNIFORM COMPANY	POLICE - SHOES AND BOOTS	269.00	
	UNIFORMS - FIRE DEPT	225.00	
	UNIFORMS - FIRE DEPT	297.35	
	UNIFORMS - FIRE DEPT	179.85	
	UNIFORMS - FIRE DEPT	12.00	
	UNIFORMS - FIRE DEPT	260.85	
	POLICE UNIFORMS	100.00	
	UNIFORMS - FIRE DEPT	90.00	
	UNIFORMS - FIRE DEPT	137.00	
	POLICE UNIFORM PURCHASE	50.00	
	UNIFORMS-FIRE DEPT	90.00	
	POLICE - SHOES AND BOOTS	129.00	
	NAME TAG-FIRE DEPT	12.00	
	POLICE UNIFORM PURCHASE	133.95	
	POLICE UNIFORM PURCHASE - BOOTS	149.00	
	TOTAL	2,135.00	
55. LISKEY'S PROFESSIONAL WHEEL	AMBULANCE FRONT END REPAIRS UNIT 508	1,071.38	
56. MARK VROMAN	REIMB-NAT'L FIRE ACADEMY EXPENSES	81.00	
57. MATT GONZALEZ	REPLACEMENT CHECK FOR MISSING PR CK #33042061(10/3	103.55	
58. MEDICAL MANAGEMENT SYSTEMS OF	AMBULANCE BILLING FEE-MARCH	6,669.70	
59. MERIDIAN DRY CLEANERS	MARCH UNIFORM CLEANING-FIRE DEPT	382.00	
60. MERIDIAN MEADOWS LLC	REFUND-OVERP'MT OF RENTAL FEE	524.00	
61. MERIDIAN TOWNSHIP	TO TRANSFER FUNDS TO FLEX SPENDING BANK	1,322.35	89245

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Vendor Name	Description	Amount	Check #
62. MERIDIAN TOWNSHIP RETAINAGE	RETAINAGE-WIELAND-DAVCO	4,327.00	
63. MERIT NETWORK	VMWARE LICENSES	5,667.58	
64. MICHIGAN.COM	TWP ADS/NOTICES	342.72	
65. MID MICHIGAN EMERGENCY EQUIPMENT	REMOVAL OF EQUIP FROM UNIT #199	300.00	
66. MIKE DEVLIN	2ND PLACE(MALE) BIGGEST LOSER	250.00	
67. MIRACLE MIDWEST	SAND VOLLEYBALL SYSTEM	3,591.00	
68. MUNICIPAL ADVISORY COUNCIL OF MICH	DEBT INFO AS OF 12/31/2014	100.00	
69. MUZZALL GRAPHICS	MCT ASSET BROCHURE	231.90	
	BUSINESS CARDS-HORVATH	44.49	
	TOTAL	276.39	
70. OVERHEAD DOOR OF LANSING	OVERHEAD DOOR REPAIR - SERVICE CENTER	350.00	
	OVERHEAD DOOR REPAIRS -SERVICE CENTER	501.03	
	TOTAL	851.03	
71. PARAMOUNT COFFEE CO.	TWP COFFEE	123.50	89368
	TWP COFFEE	151.50	89368
	TOTAL	275.00	
72. PLM LAKE & LAND MANAGEMENT	REIMB-PERMIT FEE	1,500.00	
73. POSTMASTER	POSTAGE FOR PERMIT #BR90045001	250.00	
74. PROGRESSIVE AE	2015 PROFESSIONAL ENGINEERING SERVICES FOR LAKE LA	660.31	
	2014 PROFESSIONAL ENGINEERING SERVICES FOR LAKE LA	1,128.00	
	2014 PROFESSIONAL ENGINEERING SERVICES FOR LAKE LA	496.83	
	2015 PROFESSIONAL ENGINEERING SERVICES FOR LAKE LA	661.63	
	TOTAL	2,946.77	
75. PRO-TECH MECHANICAL SERVICES	HVAC REPAIR-MUN BLDG	157.50	
76. RESERVE ACCOUNT	TWP POSTAGE-APRIL	3,000.00	
77. ROBERT STACY	REIMB-CDL TESTING	250.00	89243
78. SANDERSON FITNESS REPAIR SERVICE	FITNESS EQUIP MAINT-S FIRE STN	85.00	
79. SIGNATURE FORD INC.	FORD UTILITY POLICE INTERCEPTOR	27,257.00	
	VEHICLE REPAIR	302.02	
	TOTAL	27,559.02	
80. SIRCHIE FINGERPRINT LABORATORIES	POLICE DEPT SUPPLIES	60.66	
81. SME	PROFESSIONAL SRVS-OKEMOS RD PEDESTRIAN BRIDGE	3,056.00	
82. SPARROW OCCUPATIONAL	EMPLOYMENT PHYSICALS	655.50	

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EXP CHECK RUN DATES 04/21/2015 - 04/21/2015
JOURNALIZED OPEN AND PAID
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COMMON CASH

Vendor Name	Description	Amount	Check #
83. SPARTAN DISTRIBUTORS			
	TORO REPAIR PARTS	324.68	
	TORO REPAIR PARTS 2015	77.25	
	TOTAL	<u>401.93</u>	
84. SPRINT			
	MARCH SERVICE-POLICE DEPT	96.42	
85. STANDARD ELECTRIC CO			
	ELECTRIC SUPPLIES /BULBS BALLAST ETC	117.58	
	ELECTRIC SUPPLIES /BULBS BALLAST ETC	183.48	
	TOTAL	<u>301.06</u>	
86. STEPHEN GEBES			
	1ST PLACE(MALE) BIGGEST LOSER	500.00	
87. TANDUS-CENTIVA			
	CARPET FOR TOWNHALL ROOM	5,958.68	
88. TASER INTERNATIONAL			
	TASER CARTRIDGES AND DPM'S	2,048.69	
89. WIELAND DAVCO CORP			
	CONSTRUCT FIRE STATION	118,073.25	
TOTAL - ALL VENDORS		281,073.45	

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INVOICE APPROVAL BY INVOICE REPORT FOR CHARTER TOWNSHIP OF MERIDIAN
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PUBLIC WORKS

Vendor Name	Description	Amount	Check #
1. CONSUMERS ENERGY	REPAIR DAMAGE TO CONSUMER PROPERTY	390.34	
2. CUMMINS BRIDGEWAY LLC	GENERATOR MAINT- CENTRAL MAIN LS	689.63	
	GENERATOR MAINTENANCE-EASTEND LS	679.63	
	GENERATOR MAINTENANCE-EMBER OAKS LS	679.63	
	ANNUAL GENERATOR MAINT - TRAILER MOUNT #1	625.25	
	GENERATOR MAINTENANCE-TRAILER MOUNT#2	625.25	
	GENERATOR MAINT - WOOD VALLEY LS	579.25	
	TOTAL	3,878.64	
3. CUMMINS BRIDGEWAY LLC	GENERATOR MAINT-SIERRA RIDGE LS	358.70	
4. DAVID WONG	REFUND-OVERP'MT OF FINAL UTILITY BILL	81.38	
5. EAST LANSING MERIDIAN WATER	TWP SHARE OF OPERATING COSTS-APRIL	213,575.08	
6. JOHNSON & ANDERSON INC	UPDATE & ENHANCE TOWNSHIP'S GIS INFORMATION	7,250.50	
	SCADA RF NETWORK PROPAGATION STUDY, REPORT	1,265.00	
	TOTAL	8,515.50	
7. MICHIGAN METER TECHNOLOGY GROUP	REGISTERS 5/8" AND SEAL PINS	2,402.00	
8. PARKS LEGACY TITLE	REFUND-OVERP'MT OF FINAL UTILITY BILL	250.00	
9. USA BLUE BOOK	CREDIT	(92.06)	
	SCHONSTEDT GA72-CD LOCATOR	925.00	
	TOTAL	832.94	
10. WATERBURY-MALIBU OF MERIDIAN	REFUND-OVERP'MT OF FINAL UTILITY BILL	192.75	
TOTAL - ALL VENDORS		230,477.33	

Transaction Review

#	Transaction Date	Vendor Name	Settlement A	Cardholder Name
1	04/07/2015	ACT AMR ALLIANCES	90.00	PETER MENSER
2	04/09/2015	ADVANCE AUTO PARTS #8999	9.50	TODD FRANK
3	04/08/2015	ALLSTITCH COM	36.45	MICHAEL DEVLII
4	04/13/2015	ALRO STEEL CORPORATION	178.60	TODD FRANK
5	04/06/2015	AMAZON MKTPLACE PMTS	7.56	CHRISTOPHER D
6	04/01/2015	AMAZON.COM	23.40	CHRISTOPHER D
7	04/04/2015	AMAZON.COM	11.44	CHRISTOPHER D
8	04/13/2015	AMAZON.COM	25.00	CHRISTOPHER D
9	04/13/2015	B&H PHOTO, 800-606-6969	10.74	STEPHEN GEBES
10	04/14/2015	B&H PHOTO, 800-606-6969	436.00	DEBORAH GUTHR
11	04/09/2015	BADER AND SONS CO.	297.84	DENNIS ANTONE
12	04/13/2015	BARRETT'S STORE FOR MEN	50.00	KEITH HEWITT
13	04/09/2015	BUDDIE'S PUB & GRILL	90.50	DEBORAH GUTHR
14	03/31/2015	CANCUN MEXICAN GRILL	87.08	DEBORAH GUTHR
15	04/01/2015	CAPITOL CITY GRILLE	12.55	JOAN HORVATH
16	04/03/2015	CDW GOVERNMENT	714.46	STEPHEN GEBES
17	04/01/2015	COMCAST OF LANSING	82.90	DEBORAH GUTHR
18	04/11/2015	COMCAST OF LANSING	18.89	DEBORAH GUTHR
19	04/02/2015	COMPLETE BATTERY SOURCE	33.91	MARK A VROMAN
20	04/10/2015	COMPLETE BATTERY SOURCE	60.59	KYLE WILKINS
21	04/07/2015	CTC CONSTANTCONTACT.COM	60.00	DEBORAH GUTHR
22	03/31/2015	DICK'S CLOTHING&SPORTING	36.01	GREG GROTHOUS
23	03/30/2015	DOLLAR GENERAL #11013	10.60	DEBORAH GUTHR
24	04/08/2015	FEDEX 780461759743	16.72	WILLIAM PRIES
25	03/31/2015	FIRST DUE FIRE SUPPLY CO	243.75	WILLIAM PRIES
26	04/09/2015	FREDPRYOR CAREERTRACK	149.00	KRISTI A SCHA
27	04/10/2015	FULTON ELECTRONIC SUPP	6.00	STEPHEN GEBES
28	03/30/2015	GUITAR CENTER #324	24.96	BRANDIE R YAT
29	04/06/2015	HAMMOND FARMSLANDS	29.50	KEITH HEWITT
30	04/08/2015	HARBOR FREIGHT TOOLS 157	88.32	TAVIS MILLERO
31	04/13/2015	HARBOR FREIGHT TOOLS 157	84.98	ROBERT MACKEN
32	04/01/2015	HASLETT TRUE VALUE HDW	51.99	DAN PALACIOS
33	04/09/2015	HASLETT TRUE VALUE HDW	14.95	TODD FRANK
34	04/13/2015	HASLETT TRUE VALUE HDW	13.98	DAN PALACIOS
35	04/01/2015	IN SIGN A RAMA	45.00	CHRISTOPHER D
36	04/14/2015	IN SIGN A RAMA	22.50	CHRISTOPHER D
37	04/10/2015	LEOS SPIRITS AND GRUB	45.60	FRANK L WALSH
38	04/07/2015	LEXISNEXIS RISK DAT	115.55	GREGORY FRENG
39	04/13/2015	LOWES #00777	435.99	DENNIS ANTONE
40	04/10/2015	MAGNAMATIC	71.29	ROBERT MACKEN
41	04/10/2015	MARK'S LOCK SHOP INC	15.00	PETER VASILIO
42	04/04/2015	MEIJER #210 Q01	22.47	WILLIAM PRIES
43	04/03/2015	MEIJER #245	7.99	GRETCHEN M GO
44	03/31/2015	MEIJER INC #025 Q01	14.23	DEBORAH GUTHR
45	03/31/2015	MEIJER INC #025 Q01	9.28	CATHERINE ADA
46	04/05/2015	MEIJER INC #025 Q01	109.99	KIRK SCHALAU
47	04/09/2015	MERIDIAN SCREEN PRINTING	184.34	SCOTT DAWSON
48	04/04/2015	MICHIGAN MUNICIPAL TRE	550.00	JULIE BRIXIE
49	04/04/2015	MICHIGAN MUNICIPAL TRE	550.00	JULIE BRIXIE
50	04/15/2015	MICHIGAN RECREATION & PAR	220.00	DENNIS ANTONE
51	04/08/2015	MICHIGANREC	135.00	DENISE K GREE
52	03/31/2015	MID MICHIGAN EMERGENCY E	70.72	TODD FRANK
53	03/31/2015	MID MICHIGAN EMERGENCY E	216.00	TODD FRANK
54	04/02/2015	MIDWEST POWER EQUIPMEN	7.95	JANE GREENWAY
55	04/10/2015	MIDWEST POWER EQUIPMEN	4.99	MARK A VROMAN
56	03/31/2015	MSU EXECUTIVE PROGRAMS	60.00	DEBORAH GUTHR

57	04/01/2015	OFFICEMAX CT IN#147720	61.74	CAROL HASSE
58	03/30/2015	OFFICEMAX/OFFICEDEPOT #61	16.49	JIM ANDERSON
59	03/31/2015	OFFICEMAX/OFFICEDEPOT #61	39.96	SCOTT DAWSON
60	03/31/2015	OFFICEMAX/OFFICEDEPOT #61	23.74	CHRISTOPHER D
61	04/02/2015	OFFICEMAX/OFFICEDEPOT #61	79.97	WILLIAM PRIES
62	04/08/2015	OFFICEMAX/OFFICEDEPOT #61	249.99	CHRISTOPHER D
63	04/13/2015	OFFICEMAX/OFFICEDEPOT #61	43.48	JIM ANDERSON
64	04/13/2015	OKEMOS HARDWARE INC	71.41	TAVIS MILLERO
65	04/13/2015	OKEMOS HARDWARE INC	6.98	TOM OXENDER
66	04/13/2015	OKEMOS HARDWARE INC	37.48	TOM OXENDER
67	04/02/2015	PANERA BREAD #715	13.99	ROBIN FAUST
68	04/09/2015	PAYPAL EBAY MARKTPLC USD	131.85	ROBERT MACKEN
69	04/13/2015	PETMOUNTAIN.COM	238.31	CATHERINE ADA
70	04/07/2015	PITNEY BOWES	183.56	JOAN HORVATH
71	04/07/2015	PITNEY BOWES	101.98	JOAN HORVATH
72	04/02/2015	SHAHEEN CHEVROLET	25.12	TODD FRANK
73	04/06/2015	SIGNATURE FORD	715.64	TODD FRANK
74	04/07/2015	SIGNATURE FORD	-715.64	TODD FRANK
75	04/09/2015	SKILLPATH SEMINARS MAIN	179.00	BRETT DRYFUS
76	03/31/2015	SOLDAN'S FEEDS & PET S	41.42	CATHERINE ADA
77	04/02/2015	SOLDAN'S FEEDS & PET S	9.98	CATHERINE ADA
78	04/07/2015	SOLDAN'S FEEDS & PET S	4.47	CATHERINE RIC
79	04/01/2015	SQ SOUTHEASTERN MICHIGAN	80.00	WILLIAM PRIES
80	04/03/2015	STAPLES 00103838	34.99	WILLIAM PRIES
81	04/04/2015	STAPLES 00103838	-34.99	WILLIAM PRIES
82	04/07/2015	STATE DEQ WATER TEST	128.00	KATHERINE RIC
83	04/13/2015	STUDENT BOOK STORE	51.48	MARTHA WYATT
84	03/31/2015	SUPERIOR SAW	42.00	WILLIAM PRIES
85	04/09/2015	THE COMFORT INN	18.61	BRETT DRYFUS
86	03/30/2015	THE HOME DEPOT 2723	105.54	KEITH HEWITT
87	03/30/2015	THE HOME DEPOT 2723	-34.79	KEITH HEWITT
88	04/01/2015	THE HOME DEPOT 2723	134.69	KEITH HEWITT
89	04/01/2015	THE HOME DEPOT 2723	24.96	KEITH HEWITT
90	04/02/2015	THE HOME DEPOT 2723	7.44	PETER VASILIO
91	04/02/2015	THE HOME DEPOT 2723	111.81	KEITH HEWITT
92	04/02/2015	THE HOME DEPOT 2723	153.58	KEITH HEWITT
93	04/02/2015	THE HOME DEPOT 2723	-50.22	KEITH HEWITT
94	04/07/2015	THE HOME DEPOT 2723	83.76	KEITH HEWITT
95	04/08/2015	THE HOME DEPOT 2723	3.96	KEN PUNG
96	04/08/2015	THE HOME DEPOT 2723	8.97	KEITH HEWITT
97	04/09/2015	THE HOME DEPOT 2723	87.97	PETER VASILIO
98	04/09/2015	THE HOME DEPOT 2723	7.40	PETER VASILIO
99	04/09/2015	THE HOME DEPOT 2723	84.90	KEITH HEWITT
100	04/13/2015	THE HOME DEPOT 2723	68.70	KEITH HEWITT
101	04/13/2015	THE HOME DEPOT 2723	22.16	TAVIS MILLERO
102	04/13/2015	THE HOME DEPOT 2723	39.97	KENNITH PHINN
103	04/13/2015	TOP HAT CRICKET FARM INC	24.16	CATHERINE ADA
104	04/01/2015	WAL-MART #2866	3.48	CHRISTOPHER D
105	04/09/2015	WAL-MART #2866	38.74	CHRISTOPHER D
106	04/10/2015	WAL-MART #2866	83.85	KEITH HEWITT
107	04/09/2015	WILSON DISMUKES, INC.	99.91	ROBERT MACKEN
Net Transaction Total			9014.01	

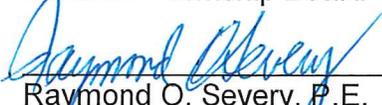
* Indicates transaction has been posted. No further allocation is allowed.

ACH Transactions
 April 1, 2015 - April 15, 2015

<u>Date</u>	<u>Payee</u>	<u>Amount</u>	<u>Purpose</u>
4/1/2015	ADP	\$ 353,396.47	4/3 Payroll
	MCT-PW	1,421.05	Water/Sewer Bills
4/3/2015	ICMA	34,459.69	Payroll Deductions
4/15/2015	ADP	380,717.25	4/17 Payroll
	Total ACH Payments	<u>\$ 769,994.46</u>	

MEMORANDUM

TO: Meridian Township Board

FROM: 
Raymond O. Severy, P.E.
Director of Engineering

DATE: April 15, 2015

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 (Tier 2) property owners, the Ingham County Drain Commissioner, and a township staff person. Ingham County Parks has been a full participant also.

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 informal and are held in the Meridian Township Municipal Building, voluntarily promulgated under the Open Meetings Act.

The following members will continue to serve until April 30, 2016:

Timothy McCarthy	6076 Columbia	Tier One
Curtis Armbruster	6411 E. Reynolds	Tier One
Steven Culling	6193 Columbia	Tier Two

The Lake Lansing Advisory Committee recommends the following persons be re-appointed to the Lake Lansing Advisory Committee until April 30, 2017. Their Applications for Public Service are attached.

Robert Hollenshead	6068 Columbia	Tier One
Ronald Rowe	6247 E. Lake Drive	Tier One
Larry Wagenknecht	6097 Partridge	Tier Two

Proposed Motion:

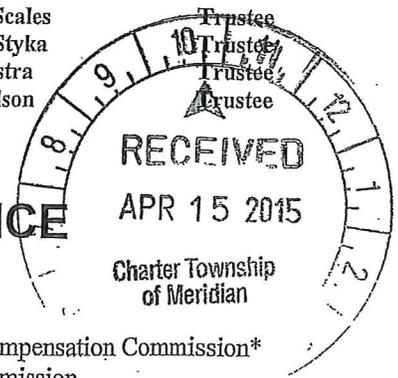
“Move that the following property owners be re-appointed to the Lake Lansing Watershed Advisory Committee for terms expiring April 30, 2017: Robert Hollenshead, 6068 Columbia; Ronald Rowe, 6247 E. Lake Drive; Larry Wagenknecht, 6097 Partridge.”

CHARTER TOWNSHIP OF MERIDIAN

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



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



APPLICATION FOR PUBLIC SERVICE

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

- | | |
|---|--|
| <input type="checkbox"/> Assessing Board of Review* | <input type="checkbox"/> Elected Officials Compensation Commission* |
| <input type="checkbox"/> Board of Water and Light Representative* | <input type="checkbox"/> Environmental Commission |
| <input type="checkbox"/> Building and/or Fire Board of Appeals and Building Hearing Officer | <input type="checkbox"/> Land Preservation Advisory Board |
| <input type="checkbox"/> Cable Communications Commission* | <input type="checkbox"/> Park Commission (elected/appointed) |
| <input type="checkbox"/> Capital Area Transportation Authority (C.A.T.A.) | <input type="checkbox"/> Pension Trustees |
| <input type="checkbox"/> Community Resources Commission | <input type="checkbox"/> Planning Commission |
| <input type="checkbox"/> Downtown Development Authority* | <input type="checkbox"/> Township Board (elected/appointed) |
| <input type="checkbox"/> East Lansing-Meridian Water & Sewer Authority | <input type="checkbox"/> Zoning Board of Appeals |
| <input type="checkbox"/> Economic Development Corporation | <input checked="" type="checkbox"/> Lake Lansing Watershed Advisory Committee* |
| | <input type="checkbox"/> Other |

(*Special conditions restrict eligibility for appointment)

Indicate areas not included above which may warrant special attention or study that are of interest to you:

Summarize your reasons for applying for this type of public service: *Reappointment of CONFIDENTIAL SERVICE.*

Describe education, experience or training which will assist you if appointed. (Attach resume if available)

Name: Ronald W. Rowe
 Occupation: RETIRED Place of Employment: _____
 Home Address: 6247 E. LAILE DR.
 Phone: (days) 337-8429 (evenings) SAME E-mail RWRoweski@aol.com
 Signature [Signature] Date 14 Apr. 15

Other than the Downtown Development Authority Board, persons appointed to Meridian Township boards and commissions must be a resident and elector (if of voting age) of the Township during the term of office. Excessive absences may be cause for review of appointment.

(PLEASE USE BACK IF NEEDED)

The policy for appointment of candidates to the various public service positions is based on the following criteria: desire to serve, experience, expertise, availability of time to serve, and maintenance of equitable geographic representation. In most instances it will be desirable to develop further information through a personal interview. This application will be retained in township files for two years. Please return this form to the Office of the Clerk, Charter Township of Meridian.

FOR OFFICE USE ONLY			
Date Received	<u>4.15.15</u>	Distro: <u>EL, FW</u>	Application # <u>LLAC1501</u>
Registered Voter:	<u>Y/N</u>	<u>RS</u>	
Date Appointed:		<u>BD MEMBERS</u>	

Revised: November 24, 2014

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

www.meridian.mi.us

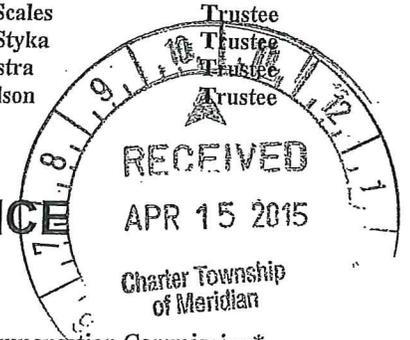


CHARTER TOWNSHIP OF MERIDIAN

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 Brett Dreyfus Clerk
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 Frank L. Walsh Manager



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



APPLICATION FOR PUBLIC SERVICE

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

- | | |
|---|--|
| <input type="checkbox"/> Assessing Board of Review* | <input type="checkbox"/> Elected Officials Compensation Commission* |
| <input type="checkbox"/> Board of Water and Light Representative* | <input type="checkbox"/> Environmental Commission |
| <input type="checkbox"/> Building and/or Fire Board of Appeals and Building Hearing Officer | <input type="checkbox"/> Land Preservation Advisory Board |
| <input type="checkbox"/> Cable Communications Commission* | <input type="checkbox"/> Park Commission (elected/appointed) |
| <input type="checkbox"/> Capital Area Transportation Authority (C.A.T.A.) | <input type="checkbox"/> Pension Trustees |
| <input type="checkbox"/> Community Resources Commission | <input type="checkbox"/> Planning Commission |
| <input type="checkbox"/> Downtown Development Authority* | <input type="checkbox"/> Township Board (elected/appointed) |
| <input type="checkbox"/> East Lansing-Meridian Water & Sewer Authority | <input type="checkbox"/> Zoning Board of Appeals |
| <input type="checkbox"/> Economic Development Corporation | <input checked="" type="checkbox"/> Lake Lansing Watershed Advisory Committee* |
| | <input type="checkbox"/> Other |

(*Special conditions restrict eligibility for appointment)

Indicate areas not included above which may warrant special attention or study that are of interest to you:

Summarize your reasons for applying for this type of public service: *Reappointment*

Describe education, experience or training which will assist you if appointed. (Attach resume if available)

Name: Robert E Hollenshead
 Occupation: Attorney Place of Employment: Retired
 Home Address: 6068 Columbia St Haslett MI 48840
 Phone: (days) 517-334-3393 (evenings) 517-339-3392 E-mail 517-285-2304
 Signature: [Handwritten Signature] Date 4/14/2015

Other than the Downtown Development Authority Board, persons appointed to Meridian Township boards and commissions must be a resident and elector (if of voting age) of the Township during the term of office. Excessive absences may be cause for review of appointment.

(PLEASE USE BACK IF NEEDED)

The policy for appointment of candidates to the various public service positions is based on the following criteria: desire to serve, experience, expertise, availability of time to serve, and maintenance of equitable geographic representation. In most instances it will be desirable to develop further information through a personal interview. This application will be retained in township files for two years. Please return this form to the Office of the Clerk, Charter Township of Meridian.

FOR OFFICE USE ONLY			
Date Received	4.15.15	Distro: EL, FW	Application # LLAC 1502
Registered Voter:	(Y)N	RS	
Date Appointed:		BD MEMBERS	

Revised: November 24, 2014

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

www.meridian.mi.us

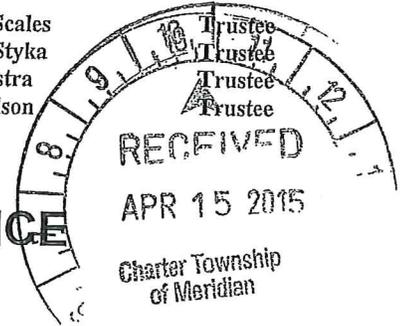


CHARTER TOWNSHIP OF MERIDIAN

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



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



APPLICATION FOR PUBLIC SERVICE

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

- | | |
|---|--|
| <input type="checkbox"/> Assessing Board of Review* | <input type="checkbox"/> Elected Officials Compensation Commission* |
| <input type="checkbox"/> Board of Water and Light Representative* | <input type="checkbox"/> Environmental Commission |
| <input type="checkbox"/> Building and/or Fire Board of Appeals and Building Hearing Officer | <input type="checkbox"/> Land Preservation Advisory Board |
| <input type="checkbox"/> Cable Communications Commission* | <input type="checkbox"/> Park Commission (elected/appointed) |
| <input type="checkbox"/> Capital Area Transportation Authority (C.A.T.A.) | <input type="checkbox"/> Pension Trustees |
| <input type="checkbox"/> Community Resources Commission | <input type="checkbox"/> Planning Commission |
| <input type="checkbox"/> Downtown Development Authority* | <input type="checkbox"/> Township Board (elected/appointed) |
| <input type="checkbox"/> East Lansing-Meridian Water & Sewer Authority | <input type="checkbox"/> Zoning Board of Appeals |
| <input type="checkbox"/> Economic Development Corporation | <input checked="" type="checkbox"/> Lake Lansing Watershed Advisory Committee* |
| | <input type="checkbox"/> Other |

(*Special conditions restrict eligibility for appointment)

Indicate areas not included above which may warrant special attention or study that are of interest to you:

Summarize your reasons for applying for this type of public service: Reappointment

Describe education, experience or training which will assist you if appointed. (Attach resume if available)

Name: Larry Wagenknecht
 Occupation: Pharmacist Place of Employment: Michigan Pharmacists Association
 Home Address: 6097 Partridge St., Haslett, MI 48840
 Phone: (days) 517-377-0226 (evenings) 517-339-4370 E-mail amylarryw@comcast.net
 Signature Larry D. Wagenknecht Date 4-14-2015

Other than the Downtown Development Authority Board, persons appointed to Meridian Township boards and commissions must be a resident and elector (if of voting age) of the Township during the term of office. Excessive absences may be cause for review of appointment.

(PLEASE USE BACK IF NEEDED)

The policy for appointment of candidates to the various public service positions is based on the following criteria: desire to serve, experience, expertise, availability of time to serve, and maintenance of equitable geographic representation. In most instances it will be desirable to develop further information through a personal interview. This application will be retained in township files for two years. Please return this form to the Office of the Clerk, Charter Township of Meridian.

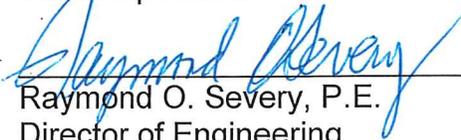
FOR OFFICE USE ONLY			
Date Received	<u>4.15.15</u>	Distro: <u>EL, FW</u>	Application # <u>LAC 1503</u>
Registered Voter:	<u>(Y) N</u>	<u>RS</u>	
Date Appointed:		<u>B) MEMBERS</u>	



9.D.

MEMORANDUM

TO: Township Board

FROM: 
Raymond O. Severy, P.E.
Director of Engineering

DATE: April 16, 2015

RE: **Traffic Signal Agreement Resolution
New Central Fire Station**

A new traffic signal will be installed on Okemos Road just south of the driveway for the new fire station. The signal will be activated by Fire Department staff to stop traffic on Okemos Road whenever an emergency vehicle leaves the fire station. The traffic signal is being installed as part of the fire station construction contract. Ongoing maintenance will be done by the Ingham County Road Department and paid for by Meridian Township.

The Ingham County Road Department requires the Township to execute a Permit Acknowledgement, which states "all maintenance costs will be the responsibility of the Charter Township of Meridian." A copy of the Permit Acknowledgement and a resolution authorizing the Township Manager to sign the Permit Acknowledgement are attached.

The following motion is offered for your consideration:

"Move to approve the attached resolution authorizing the Township Manager to sign the Ingham County Road Department Permit Acknowledgement for Traffic Signal Control Responsibilities."

attachments

**NEW CENTRAL FIRE STATION NO. 91
TRAFFIC SIGNAL AGREEMENT RESOLUTION**

At a regular meeting of the Township Board of the Charter Township of Meridian, Ingham County, Michigan, held in the Meridian Township Municipal Building, 5151 Marsh Road, Okemos, Michigan 48864-1198, (517) 853-4000 on Tuesday, April 21, 2015, at 6:00 p.m.

PRESENT: _____

ABSENT: _____

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

WHEREAS, The Township is constructing a new Central Fire Station No. 91 on Okemos Road south of Central Park Drive; and,

WHEREAS, a new traffic signal will be installed on Okemos Road just south of the fire station drive to stop traffic on Okemos Road whenever emergency vehicles exit the fire station; and,

WHEREAS, the Ingham County Road Department will maintain the traffic signal after it is installed, and all maintenance costs will be the responsibility of Meridian Township.

NOW, THEREFORE, BE IT RESOLVED the Township Manager is authorized to sign the Ingham County Road Department Permit Acknowledgement for Traffic Signal control Responsibilities, which states 'all maintenance costs will be the responsibility of the Charter Township of Meridian'."

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, Michigan, **DO HEREBY CERTIFY** that the foregoing is a true and complete copy of proceedings taken by the Township Board at a regular meeting held on Tuesday, April 21, 2015.

Brett Dreyfus, Township Clerk

**INGHAM COUNTY ROAD DEPARTMENT
 PERMIT ACKNOWLEDGEMENT
 FOR
 TRAFFIC SIGNAL CONTROL RESPONSIBILITIES**

LOCATION: Okemos Road right-of-way, between M-43 and Central Park Drive

TOWNSHIP: Charter Township of Meridian

INSTALLATION: Fire station actuated traffic signal installation for northbound and southbound vehicles approaching the fire station's mid-block driveway.

Under authority of state law and by virtue of a resolution formally adopted by the respective governing body of the Charter Township of Meridian (herein acknowledged), the undersigned hereby agree to participate in the cost of installation, maintenance, operation, and removal of the above traffic signal control on the basis of the division of costs as illustrated in the table provided below. Title to equipment shall remain with the Charter Township of Meridian and proper credit of salvaged value shall be issued to the parties, in proportion to their share of the original cost, upon removal of the equipment.

PARTICIPATION

AGENCY	INSTALLATION COST	MAINTENANCE COST	ENERGY COSTS
Ingham County Road Department	0%	0%	0%
Charter Township of Meridian	100%	100%	100%

It is agreed that the agency responsible for the proposed signal installation, replacement, or removal shall be the Charter Township of Meridian. The initial installation and any work on the installation, other than routine maintenance, shall be authorized through issuance of an Ingham County Road Department right-of-way permit.

Routine maintenance of the Charter Township of Meridian installed signal shall be performed by the Ingham County Road Department, or their agents, and all maintenance costs will be the responsibility of the Charter Township of Meridian.

This Agreement is terminable upon thirty (30) days written notice by either party, at which time, the installation shall be removed. Removal shall be accomplished within thirty (30) days of the notice receipt, and the costs thereof will be the responsibility of the Charter Township of Meridian.

CHARTER TOWNSHIP OF MERIDIAN

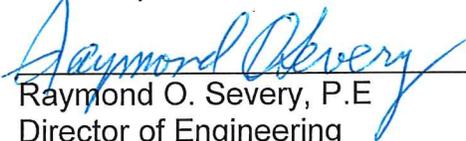
 Frank L. Walsh, Township Manager

 Date

11.A. & 13.B.

MEMORANDUM

TO: Township Board

FROM: 
Raymond O. Severy, P.E.
Director of Engineering

DATE: April 16, 2015

RE: **2015 Order to Maintain Sidewalk
Special Assessment District #16 - Public Hearing**

Since 1999 the Township has developed a proactive approach to minimize residential sidewalk hazards and potential liability to the Township by adopting a sidewalk replacement program.

In accordance with ordinance Section 58-32b, and Section 58-32d, the Township Board may order the repair of defective sidewalks. The property owner is given the option of repairing the sidewalk themselves or having the Township repair or replace the sidewalk and bill the cost of construction to the property owner.

As part of the ongoing sidewalk replacement program for this year, engineering staff has designated several locations to continue the sidewalk replacement program. The 2015 Order to Maintain Sidewalk Special Assessment District #16 includes locations in Section 9. The proposed project areas include the following subdivisions: Everett Farms, Everett Farms #2, #3, #4, & #5; Everett Hills; Everett Woods; and Wood Creek Sub. Attached is the assessment roll and the corresponding map.

The public hearing is to hear comments on the sidewalk public improvement, estimated special assessment amount and special assessment district.

Attachment

2015 ORDER TO MAINTAIN SIDEWALK
SPECIAL ASSESSMENT DISTRICT NO. 16
RESOLUTION 1

Parcel #	Subdivision	Lot No.	Repair Address	Mailing Address			Homeowner Cost		
				Primary Name	Street Address	City		ST	Zip
1	EVERETT FARMS #5	WORDEN PARK NORTH	0 BARNSBURY	EVERETT FARMS HOMEOWNERS ASSOCIATION	PO BOX 335	HASLETT	MI	48840	\$266.81
2	EVERETT FARMS #5	12	2294 BARNSBURY	SCHAUBROECK, JOHN M & LAI W	2294 BARNSBURY	EAST LANSING	MI	48823	\$215.05
3	EVERETT FARMS #5	1	2318 BARNSBURY	SUNDLAND, KATHY	2318 BARNSBURY RD	EAST LANSING	MI	48823	\$266.81
4	EVERETT FARMS #5	76	2321 BARNSBURY	REED, E ROMAINE, & MICHELLENE S	2321 BARNSBURY RD	EAST LANSING	MI	48823	\$215.05
5	EVERETT FARMS #5	75	2325 BARNSBURY	ROSENBROOK, JOHN F & KRISTIN	2325 BARNSBURY RD	EAST LANSING	MI	48823	\$215.05
6	EVERETT FARMS #4	69	2373 BARNSBURY	CUMMINS, CHRISTINE A.	2373 BARNSBURY RD	EAST LANSING	MI	48823	\$266.81
7	EVERETT FARMS #4	62	2374 BARNSBURY	MARTINEZ, ELEAZAR	2374 BARNSBURY RD	EAST LANSING	MI	48823	\$586.64
8	EVERETT FARMS #4	63	2360 BARNSBURY	DAWSON, JAMES J & SHRILEY A	2360 BARNSBURY RD	EAST LANSING	MI	48823	\$295.69
9	WOOD CREEK SUB	23	2447 BARNSBURY	FOX, GREGORY S & KATHLEEN G.	2447 BARNSBURY	EAST LANSING	MI	48823	\$266.81
10	WOOD CREEK SUB	32	2458 BARNSBURY	FEDERAL HOME LOAN MORTGAGE CORP C/O TROTT & TROTT	31440 NORTHWESTERN HWY STE 200	FARMINGTON HILLS	MI	48334	\$1,111.94
11	WOOD CREEK SUB	10	2475 BARNSBURY	MASTERS, RICHARD & GREGORY TRUSTEES	2475 BARNSBURY RD	EAST LANSING	MI	48823	\$266.81
12	WOOD CREEK SUB	29	5800 BENT TREE	DANZIGER, JUDITH TRUST	5800 BENT TREE DR	EAST LANSING	MI	48823	\$266.81
13	WOOD CREEK SUB	31	5820 BENT TREE	GHAYAMI-MAMEGHANI, SOHEIL & BONNIE GHAYAMI-MAMEGHANI	5820 BENT TREE	EAST LANSING	MI	48823	\$295.69
14	EVERETT FARMS #2	11	5900 COVENTRY	LAMMERS, KEVIN M & KRISTIN M	5900 COVENTRY CIRCLE	EAST LANSING	MI	48823	\$129.03
15	EVERETT FARMS #2	37	5987 EVERETT LANE	JACKSON, ROBERT T & DEBRA KAY TRUSTEES	5987 EVERETT LANE	EAST LANSING	MI	48823	\$177.42
16	EVERETT FARMS #2	15	2358 KINGS CROSS	GUGGEMOS, BRIAN W & NICOLLE R	2358 KINGS CROSS	EAST LANSING	MI	48823	\$564.51
17	EVERETT FARMS #2	16	2366 KINGS CROSS	BROKER, RICHARD	2366 KINGS CROSS	EAST LANSING	MI	48823	\$295.69
18	EVERETT FARMS #2	17	2374 KINGS CROSS	ADAMS, BIRNEY J & SHARON M TRUSTEES	2374 KINGS CROSS	EAST LANSING	MI	48823	\$322.58
19	EVERETT FARMS #2	18	2366 KINGS CROSS	PALER, OCTAVIAN	2366 KINGS CROSS	EAST LANSING	MI	48823	\$537.63
20	EVERETT FARMS #2	19	2398 KINGS CROSS	BRUMM, LYNN & AMELIA CO-TRUSTEES	2398 KINGS CROSS	EAST LANSING	MI	48823	\$215.05
21	EVERETT FARMS #2	4	2399 KINGS CROSS	BEKEMEIER, KARSTEN K & SARAJ	2399 KINGS CROSS	EAST LANSING	MI	48823	\$241.93
22	EVERETT FARMS #2	41	2425 KINGS CROSS	AVETIKYAN, GEORGE K	2425 KINGS CROSS	EAST LANSING	MI	48823	\$266.81
23	EVERETT FARMS #2	28	2354 KINGS CROSS NORTH	MOTLEY, DOUGLAS R & KAREN L	2354 KINGS CROSS NORTH	EAST LANSING	MI	48823	\$240.35
24	EVERETT FARMS #2	24 & FT 23	2367 KINGS CROSS NORTH	HISSENG II, KENNETH G & KAREN	2367 KINGS CROSS NORTH	EAST LANSING	MI	48823	\$860.20
25	EVERETT FARMS #2	23 -	2373 KINGS CROSS NORTH	GILLESPIE, PHILIP T & JULIE L	2373 KINGS CROSS NORTH	EAST LANSING	MI	48823	\$591.39
26	EVERETT FARMS #2	21	2389 KINGS CROSS NORTH	LEMANSKI, GREGORY & BRENDA	2389 KINGS CROSS NORTH	EAST LANSING	MI	48823	\$266.81
27	WOOD CREEK SUB	25	2463 KINGS CROSS SOUTH	O'DONNELL, CASEY K & ANDREA B	2463 KINGS CROSS SOUTH	EAST LANSING	MI	48823	\$725.79
28	WOOD CREEK SUB	24	2441 KINGS CROSS SOUTH	LIU, RUIQI	2441 KINGS CROSS SOUTH	EAST LANSING	MI	48823	\$295.69
29	EVERETT FARMS #2	2	5736 WESTMINSTER	ARAUJO, LUIS	5736 WESTMINSTER WAY	EAST LANSING	MI	48823	\$215.05
30	EVERETT FARMS #2	3	5742 WESTMINSTER	KUO, HUNG JEN & YU-HWAI WU	5742 WESTMINSTER WAY	EAST LANSING	MI	48823	\$266.81
31	EVERETT FARMS #2	15	5668 WESTMINSTER	SCHUMACHER, MYRTLEISA & KEVIN	5668 WESTMINSTER WAY	EAST LANSING	MI	48823	\$599.29
32	EVERETT FARMS #2	16	5876 WESTMINSTER	DO, INHWAN & HEE YOUNG YOU	5876 WESTMINSTER WAY	EAST LANSING	MI	48823	\$463.86
33	EVERETT FARMS #2	17	5884 WESTMINSTER	FISHER II, PAUL H & SANDRA	5884 WESTMINSTER WAY	EAST LANSING	MI	48823	\$215.05
34	EVERETT FARMS #2	22	5928 WESTMINSTER	HICKS, BARBARA A & RICHARD T TRUSTEES	5928 WESTMINSTER WAY	EAST LANSING	MI	48823	\$266.81
35	EVERETT FARMS #5	78	5942 WESTMINSTER	GUAN, ZHENGFEI & YUNFEI WU	16119 BRIDGEPARK DR	LITHIA	FL	33547	\$266.81
36	EVERETT FARMS #5	84	5953 WESTMINSTER	SMALLEY, JANE E	5953 WESTMINSTER	EAST LANSING	MI	48823	\$266.81
37	EVERETT FARMS #5	85	5957 WESTMINSTER	KELLEY, KURTIS A & ANITA M	5957 WESTMINSTER WAY	EAST LANSING	MI	48823	\$266.81
38	EVERETT FARMS #3	4	5883 YORK WAY	CALDWELL, WILSON & DELOIS	5883 YORK WAY	EAST LANSING	MI	48823	\$177.42
39	EVERETT FARMS #3	45	5844 YORK WAY	COSIO, ALVIN R & MA ISABEL D	5844 YORK WAY	EAST LANSING	MI	48823	\$295.69
40	EVERETT FARMS #3	47	5864 YORK WAY	GUGGEMOS, BERNARD W & SUSAN	5864 YORK WAY	EAST LANSING	MI	48823	\$322.58
									\$13,935.84

MEMORANDUM

TO: Township Board

FROM: 
Frank L. Walsh, Township Manager

DATE: April 17, 2015

RE: **Appointment to the Economic Development Corporation**

The following motion is offered for Board consideration:

MOVE TO APPOINT SHAWN DUNHAM TO THE ECONOMIC DEVELOPMENT CORPORATION FOR THE TERM ENDING DECEMBER 31, 2018.

Attachment:
Application for Public Service – Shawn Dunham

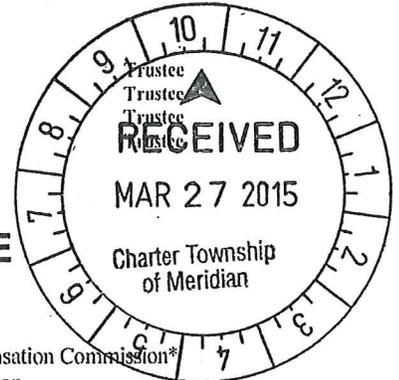
CHARTER TOWNSHIP OF MERIDIAN

Elizabeth Ann LeGoff
Brett Dreyfus
Julie Brixie
Frank L. Walsh

Supervisor
Clerk
Treasurer
Manager



Milton L. Seales
Ronald J. Styka
John Veenstra
Angela Wilson



APPLICATION FOR PUBLIC SERVICE

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

- | | |
|---|---|
| <input type="checkbox"/> Assessing Board of Review* | <input type="checkbox"/> Elected Officials Compensation Commission* |
| <input type="checkbox"/> Board of Water and Light Representative* | <input type="checkbox"/> Environmental Commission |
| <input type="checkbox"/> Building and/or Fire Board of Appeals and Building Hearing Officer | <input type="checkbox"/> Land Preservation Advisory Board |
| <input type="checkbox"/> Cable Communications Commission* | <input type="checkbox"/> Park Commission (elected/appointed) |
| <input type="checkbox"/> Capital Area Transportation Authority (C.A.T.A.) | <input type="checkbox"/> Pension Trustees |
| <input type="checkbox"/> Community Resources Commission | <input type="checkbox"/> Planning Commission |
| <input type="checkbox"/> Downtown Development Authority* | <input type="checkbox"/> Township Board (elected/appointed) |
| <input type="checkbox"/> East Lansing-Meridian Water & Sewer Authority | <input type="checkbox"/> Zoning Board of Appeals |
| <input checked="" type="checkbox"/> Economic Development Corporation | <input type="checkbox"/> Lake Lansing Watershed Advisory Committee* |
| | <input type="checkbox"/> Other |

(*Special conditions restrict eligibility for appointment)

Indicate areas not included above which may warrant special attention or study that are of interest to you:

Summarize your reasons for applying for this type of public service:

See attachment.

Describe education, experience or training which will assist you if appointed. (Attach resume if available)

Name: Shawn K. Dunham
Occupation: Assistant General Manager Place of Employment: CBL Associates Properties / Meridian Mall
Home Address: 13455 Dawn Dew Dr. Apt 20 Dewitt, MI 48820
Phone: (days) 517 349 2031 x227 (evenings) 989-274-0608 E-mail Dunhams@Northwood.edu
Signature: [Signature] Date 03/16/2015

Other than the Downtown Development Authority Board, persons appointed to Meridian Township boards and commissions must be a resident and elector (if of voting age) of the Township during the term of office. Excessive absences may be cause for review of appointment.

(PLEASE USE BACK IF NEEDED)

The policy for appointment of candidates to the various public service positions is based on the following criteria: desire to serve, experience, expertise, availability of time to serve, and maintenance of equitable geographic representation. In most instances it will be desirable to develop further information through a personal interview. This application will be retained in township files for two years. Please return this form to the Office of the Clerk, Charter Township of Meridian.

FOR OFFICE USE ONLY			
Date Received	<u>3.27.15</u>	Distro: <u>EL FW</u>	Application # <u>EDC 1503</u>
Registered Voter:	<u>Y/N</u> <u>IN DEWITT</u>	<u>RF</u>	
Date Appointed:		<u>3D MEMBERS</u>	

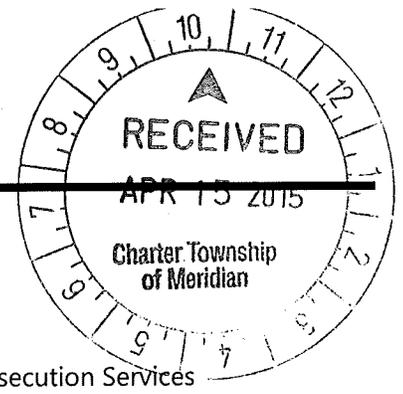


12B

**CLERK'S OFFICE
BOARD COMMUNICATIONS
APRIL 21, 2015**

Board Deliberations (BD)

Sandy Otto



From: RBODWIN@aol.com
Sent: Wednesday, April 15, 2015 10:58 AM
To: Board
Cc: Brett Dreyfus; David Hall; Frank Walsh
Subject: Bodwin & Associates Revised Proposed Contract for Prosecution Services
Attachments: DreyfusPacket.pdf

Dear Board, Trustee Dreyfus, Chief Hall and Manager Walsh:

I am attaching a cover letter, revised Contract for Prosecution Services, and supporting documentation for your review.

In short, the revised Contract makes the following changes from the earlier version:

1. **All services described in the Contract are included for one set sum**, there are no additional charges.
2. The **Contract amount has been reduced to \$70,000, all inclusive**, from the previous \$80,000.
3. Additional services are provided at no extra charge.
4. The requisite non-discrimination language has been included.

We value our 10 year relationship with the Township and sincerely want it to continue in the future. I personally pledge our effort, trust and loyalty to provide you with the highest possibility quality of services.

Randolph L. Bodwin
Bodwin & Associates, P.C.
Attorneys at Law
2970 East Lake Lansing Rd.
East Lansing, Mi. 48823
517/332-5323
rbodwin@aol.com

APR 21 2015

BD 12B-1

APR 21 2015

BODWIN & ASSOCIATES, P.C.

ILLINOIS ■ MICHIGAN

RANDOLPH I. BODWIN^o

rbodwin@aol.com

CULLEN C. HARKNESS^o

cullcoharkness@aol.com

SCOTT R. DAVIS^{*}

sdavis@bodwinlawchicago.com

THIERSA A. BODWIN^o

tbodwin@aol.com

April 14, 2015

Meridian Charter Township Board
c/o – Brett Dreyfus, Clerk
5151 Marsh Rd.
Okemos, Michigan 48864
Email and personal delivery

Re: Prosecution Services Contract
Bodwin & Associates, P.C.

Dear Trustee Dreyfus:

It was a pleasure to be able to meet with you and the Township Board on April 7, 2015, to discuss with you our interest in extending the Prosecution Services Contract which Bodwin & Associates, P.C. has held for at least the past 10 years. As you know, our current employee, Cullen Harkness, has submitted a competing proposal. I expressed to the Board my profound disappointment and astonishment with Mr. Harkness's actions, and will not re-visit this issue at this time.

What I do want to do, however, is submit to you and the Board a revised Prosecution Services Contract from Bodwin & Associates, P.C. which I hope the Board will find acceptable. In particular, this revised Prosecution Services Contract has the following changes:

1. Total cost to the Township for *all* services is \$70,000 rather than \$80,000.
2. Additional support services are being provided.
3. Appropriate language has been inserted so that we are in compliance with the Township Ordinance regarding non-discrimination.

I have attached a copy of the revised Prosecution Services Contract and have underlined the changes for your easy reference.

I have also attached an example of the Legal Training Bulletin which our replacement prosecutor William Kim prepared for the Lansing Police Department when he was assistant City Attorney for the City of Lansing and which he proposes to regularly prepare for the Meridian Township Police Department if we are awarded the contract.

Also attached are the resumes of the individuals at Bodwin & Associates, P.C. who will be directly responsible for handling the various components of the delivery of the Prosecution

216 N. Jefferson, Suite 200
Chicago, IL 60661
p. 312.207.2008
f. 312.207.2009
www.bodwinlawchicago.com

*licensed in IL
°licensed in MI

2970 E. Lake Lansing Rd.
East Lansing, MI 48823
p. 517.332.5323
f. 517.332.0390
www.bodwinlaw.com

APR 21 2015

BD 12B-1
(page 2 of 3)
APR 21 2015

BODWIN & ASSOCIATES, P.C.

ILLINOIS ■ MICHIGAN

RANDOLPH L. BODWIN*°

rbodwin@aol.com

CULLEN C. HARKNESS°

cullenharkness@aol.com

SCOTT R. DAVIS*

sdavis@bodwinlawchicago.com

THERSA A. BODWIN°

tbodwin@aol.com

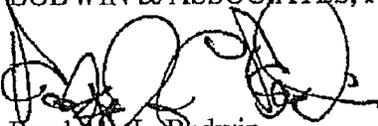
Services Contract. I want the Board to know exactly who will be providing our services to the Township.

I would appreciate it if you would share this added information with the Board in their Board packets as you approach the April 21, 2015 decision deadline.

Finally, I want to emphasize how much we have appreciated the opportunity to serve the Township in the past. If given the opportunity to serve the Township in the future, the service which we provide will give you unexcelled trust and loyalty, and will exceed any services that our law firm previously provided to the Township.

Very truly yours,

BODWIN & ASSOCIATES, P.C.



Randolph L. Bodwin
Attorney at Law
RLB/jmh

Enc

216 N. Jefferson, Suite 200
Chicago, IL 60661
p. 312.207.2008
f. 312.207.2009
www.bodwinlawchicago.com

*licensed in IL
°licensed in MI

2970 E. Lake Lansing Rd.
East Lansing, MI 48823
p. 517.332.5323
f. 517.332.0390
www.bodwinlaw.com

APR 21 2015

BD 12B-1
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APR 21 2015

MEMORANDUM

TO: Meridian Township Board
FROM: David Hall
David Hall, Chief of Police
DATE: April 16, 2015
RE: Township Prosecutor Services Contract

Bodwin & Associates, PC and the Harkness Law Firm, PLLC have presented contracts to provide prosecutor and related services to the Township. Each law firm would provide prosecutorial support for Chapter 50: Offenses and Miscellaneous Provision, Chapter 74: Traffic and Vehicles, diversion for minors in possession and retail fraud III, forfeiture and other services.

The Bodwin firm offers a contract, which includes all currently provided services and proposes an extension for two years with no increase in the annual cost of \$80,000. The Harkness Law Firm offers a two-year contract that includes currently provided services for an annual cost of \$80,000 with forfeiture support at no additional cost. In addition, appeals in Circuit Court and litigation in the Court of Appeals, Supreme Court and federal courts for case and/or services in the agreement will also be included.

The following motions are proposed for Board consideration:

MOVE TO APPROVE THE TWO-YEAR RETAINER AGREEMENT FOR PROSECUTORIAL SUPPORT WITH BODWIN & ASSOCIATES FOR \$80,000 ANNUALLY.

MOVE TO APPROVE THE TWO-YEAR RETAINER AGREEMENT FOR PROSECUTORIAL SUPPORT WITH THE HARKNESS LAW FIRM FOR \$80,000 ANNUALLY.

Attachments:

1. Meridian Retainer Agreement Bodwin & Associates
2. Bodwin & Associates Supplemental Information
3. Meridian Retainer Agreement Harkness Law Firm
4. Harkness Law Firm Supplemental Information

**SUCCESSOR RETAINER AGREEMENT FOR
PROSECUTION OF UNIFORM TRAFFIC CODE
AND OTHER SPECIFIED ORDINANCES**

And

**SUCCESSOR RETAINER AGREEMENT FOR PROSECUTION OF CHARTER
TOWNSHIP OF MERIDIAN'S RETAIL FRAUD DIVERSION PROGRAM**

And

**SUCCESSOR RETAINER AGREEMENT FOR PROSECUTION OF CHARTER
TOWNSHIP OF MERIDIAN'S MINOR IN POSSESSION DIVERSION PROGRAM**

And

**SUCCESSOR AGREEMENT REGARDING FORFEITURE OF PROPERTY SEIZED
PURSUANT TO THE MICHIGAN CONTROLLED SUBSTANCES ACT AND PUBLIC
ACT 236 OF 1961 (OMNIBUS FORFEITURE)**

The Charter Township of Meridian, Ingham County, State of Michigan ("the Township") with offices located at 5151 Marsh Road, Okemos, Michigan 48864-1198, and Bodwin & Associates, P. C. ("the Contractor"), with offices at 2970 East Lake Lansing Road, East Lansing, Michigan 48823, agree as follows:

A. UTC Prosecution

1. The Township agrees to retain the contractor to represent the Township as an attorney to prosecute certain violations of the Township Code of Ordinances as specified below.
2. SCOPE OF SERVICES:
 - a. Prosecute traffic violations of Township Code Chapter 74 and the Uniform Traffic Code and the Michigan Vehicle Code as adopted by the Township in addition to any new offenses which may be eligible for prosecution in the event that the Township adopts the entire Michigan Criminal Code.
 - b. Prosecute violations of Township Code Chapter 50.
 - c. Assist the Township Police Department with preparation of appearance and complaint tickets.
 - d. Review modifications to the Uniform Traffic Code and Michigan Vehicle Code and assist the Township with revisions to Chapter 74 and Chapter 50 of the Township Code.
 - e. Submit monthly detailed reports to the Township Police Department summarizing the disposition of all cases and identifying the total monthly hours spent in prosecution and related services.

- f. Work with District Court Judges to assure efficient court scheduling of Township cases to contain costs.
- g. Provide advice to the Police Chief on methods for improving the cost efficiency of enforcing and prosecuting violations of Township Code Chapter 74, Township Code Chapter 50, and the Uniform Traffic Code and Michigan Vehicle Code as adopted by the Township.
- h. Evaluate cost recovery opportunities authorized by State statute for violations of Township Code Chapter 74, Township Code Chapter 50, and the Uniform Traffic Code and Michigan Vehicle Code as adopted by the Township.
- i. Represent the Township in appeals to the Circuit Court for violations of Township Code Chapter 74, Township Code Chapter 50, and the Uniform Traffic Code and Michigan Vehicle Code as adopted by the Township.
- j. Review police reports and advise Township Police Department regarding probable cause determinations and preparation of summons and complaints where neither an appearance ticket nor warrant is issued.

3. ADDITIONAL SERVICES TO BE PROVIDED:

For the hourly fee specified at paragraph 4(B) below, the Contractor shall provide additional services incidental to the above as shall be requested by the Township and agreed to by the Contractor. Such services may include but shall not be limited to, the following:

- a. Legal research as requested by the Township and not included under subparagraph 2(a) above.
- b. Ordinance and policy drafting as requested by the Township.
- c. Appeals by the Township to the Circuit Court as requested by the Chief of Police.
- d. All litigation in the Court of Appeals, Supreme Court or federal courts.

4. The Contractor shall be compensated by the Township as follows:

- a. A retainer shall be paid monthly for services rendered pursuant to paragraph 2, above using the following schedule.

Beginning May 1, 2015 \$65,000.00 per year, \$5,417.67 per month

- b. A fee of One hundred fifty and No/100 Dollars per hour (\$150.00/hour) shall be paid within thirty (30) days following submission of an itemized statement by the Contractor, for services rendered under paragraph 3, above.

- c. The Contractor shall bill in detail for and be reimbursed at cost for all out-of-pocket expenses incurred in pursuit of Township business including filing fees, witness fees, service of process and computerized legal research charges.
 - d. This Contract is open to renegotiation by the Contractor if the number of prosecutable offenses is increased by the Township.
5. The Contractor shall exercise full authority under MCL 41.187 to prosecute violations of the Township ordinances as set forth above, to countersign the certificates of jurors and witnesses, to authorize Complaints and Warrants for Arrest, and to perform such duties as are necessarily incidental to the prosecution of ordinance violations.
6. In the event of a conflict of interest, the Contractor may refuse to accept the representation of the Township on any particular matter and in that event shall immediately advise the Township and request the Township appoint another attorney to prosecute such matters.

B. Diversion Programs

1. The parties to this Agreement further agree that the Contractor shall be compensated by the Township as follows:
 - A. A retainer of \$15,000.00 per year, \$1,250.00 per month shall be paid for retail fraud diversion services rendered pursuant to paragraph 3 of the original Retail Fraud Retainer Agreement which is hereby incorporated by reference.
 - B. The Contractor shall also provide minor in possession diversion services rendered pursuant to paragraph 3 of the Minor in Possession Retainer Agreement which is hereby incorporated by reference. The administration of the Minor in Possession Diversion Program will be rendered by the Contractor at no additional charge.
 - C. The Contractor shall also provide diversion services for such other diversion offenses as the Township shall, from time to time, authorize.
2. All of the other provisions contained within the Retainer Agreement for Prosecution of Charter Township of Meridian's Retail Fraud Third Ordinance dated February 12, 2009, to the extent that the same are not inconsistent with what is stated herein, are hereby repeated and incorporated by reference as though fully stated herein.

C. Forfeiture of Seized Property Program

1. The Township further agrees to retain the Contractor to represent the Township as an attorney to forfeit property seized by the Meridian Township Police Department as a result of violations of the Michigan Controlled Substances Act and Public Act 236 of 1961 (Omnibus Forfeiture).

2. Scope of Services:

- a. Review police reports regarding incidents where property subject to forfeiture has been seized.
- b. Prepare and issue the summons and complaints for the commencement of a judicial forfeiture action when necessary.
- c. Review and authorize, in conjunction with the Meridian Township Police Department, the seizure of property subject to seizure under the Michigan Controlled Substances Act and Omnibus Forfeiture Statute.
- d. Review and authorize, in conjunction with the Meridian Township Police Department, settlement agreements and releases of liability for seized property.
- e. In conjunction with the Meridian Township Police Department, conduct negotiations for settlement with property claimants;
- f. Send out all necessary correspondence/notification to the Claimants, Police Department, prosecuting officials, lien holders, and other parties with an interest in the seized property.
- g. Appear and represent the Township in any judicial forfeiture action arising out of property seized pursuant to the Michigan Controlled Substances Act and Omnibus Forfeiture Statute.
- h. Legal research as requested by the Township.
- i. Appeals of court decisions by the Township to the appropriate appellate court as requested by the Chief of Police.
- j. All litigation in the Circuit Court, Court of Appeals, Supreme Court or federal courts.

3. The Contractor shall be compensated by the Township as follows:

- a. The Contractor shall receive twenty (20%) percent, of the net proceeds of any property, including, but not limited to: real property, personal property, automobiles, and United States Currency, successfully forfeited to Meridian Township by means of judicial forfeiture, or actual costs incurred, whichever is less.
- b. The Contractor shall receive five (5%) percent of the net proceeds of any property, including, but not limited to: real property, personal property, automobiles, and United States Currency, received by Meridian Township by means of settlement agreement and/or release arising from property seized for forfeiture, or actual costs incurred, whichever is less.
- c. The Contractor shall bill in detail for and be reimbursed at cost for all out-of-pocket expenses incurred in pursuit of Township business. The Contractor shall be reimbursed for any expenses including filing fees, witness fees, motion fees and service of process charges incurred in pursuit of Township business.
- d. Net proceeds shall be defined as the total sum forfeited in each case to the Township, less Contractor's out of pocket expenses, and as otherwise provided by law.

D. General Provisions

1. The Township shall provide for document and record storage.
2. The Township shall provide personnel and procedures for response to document requests by defendants and defense attorneys.
3. The Township shall provide all necessary reports and documents to the Contractor in a timely manner.
4. All case files, including letters, notes, pleadings, briefs, memoranda and other documents prepared by the Contractor and filed in particular cases, and all reports required to be prepared under this agreement shall become and shall remain Township property. Any and all articles, software programs, forms, procedures, systems, trade secrets or other forms of intellectual property created or assembled by the Contractor that do not pertain directly and exclusively to particular case files or to reports required to be prepared under this agreement shall remain the sole and exclusive property of the Contractor.
5. It is expressly understood and agreed that the Contractor is retained by the Township as an independent contractor for the performance of the services required by this agreement. The Contractor shall in no way deemed to be and shall not hold himself out as an employee of the Township and shall not be entitled to any benefits of the employees and officials of the Township, such as, but not limited to, health, accident, and life insurance, paid sick or vacation leave, and pension. The Contractor shall be responsible for payment of all applicable taxes including income and FICA and FUTA to the proper federal, state and local governments, at no additional cost to the Township.
6. The Contractor shall not assign, subcontract or otherwise transfer his duties and/or obligations under this agreement, except to persons in his employ approved by the Township.
7. In the event that the Contractor uses employees, he shall be solely responsible for their supervision as well as for their acts, omissions or negligence. The Contractor shall be solely responsible for payment of all compensation due to his employees for services rendered under this agreement and for payment of all applicable taxes including, but not limited to, income, FICA and FUTA taxes, to the proper federal, state and local governments, at no additional cost to the Township.
8. The Contractor shall not discriminate against an employee or applicant for employment with respect to hire, tenure, terms, conditions, or privileges of employment, or a matter directly or indirectly related to employment, because of race, color, religion, national origin, age, sex, height, weight, marital status or a handicap that is unrelated to the individual's ability to perform the duties of the particular job or position. A breach of this covenant shall be regarded as a material breach of this agreement. MCL 37.1209/MCL 37.2209.

9. The attorney shall comply with the Michigan Workers' Disability Compensation Act (WDC Act). If the Contractor acquires employees or he, himself, becomes an employee of a partnership or corporation within the meaning of the WDC Act, he shall provide the Township with either proof that he has acquired Workers' Compensation Insurance as required by the WDC Act, or that an exclusion form has been properly filed with the Bureau of Workers' Disability Compensation.

10. The Contractor shall maintain professional liability (malpractice) insurance in the amount of One Million Dollars (\$1,000,000.00) per claim and One Million Dollars (\$1,000,000.00) aggregate. In the event that the Contractor utilizes employees to perform services under this agreement, the Contractor shall ensure that such employees are covered by professional liability insurance in the amount specified.

11. The Contractor shall provide the Township Manager and Clerk with a certificate of insurance confirming the acquisition of the professional (malpractice) liability insurance required by the above section. The certificate of insurance shall contain a provision stating that the coverage afforded under the policy will not be changed or cancelled until at least thirty (30) days prior written notice has been provided directly to the Township by the carrier.

12. The Contractor shall provide the Township with such reasonable reports, records, and other information relating to the services performed under this agreement as the Township may require from time to time and/or to conduct its review or to verify that the services have been properly performed. Contractor shall attend such meetings and answer such questions as the Township Board or Township Supervisor or Township Manager or Township Police Chief may reasonably require regarding the services performed, without additional compensation.

13. No failure or delay on the part of either of the parties of this agreement in exercising any right, power or privilege hereunder shall operate as a waiver thereof, nor shall a single or partial exercise of any right, power or privilege preclude any other or further exercise of any other right, power or privilege.

14. Modifications, amendments or waivers of any provision of this agreement may be made only by the written mutual consent of the parties hereto.

15. This agreement contains all the terms and conditions agreed upon by the parties hereto and no other agreements, oral or otherwise, regarding the subject matter of this agreement or any part thereof shall have any validity or bind either of the parties hereto.

16. If any provision of this agreement is held to be invalid it shall be considered to be deleted and the remainder of this agreement shall not be affected thereby. Where the deletion of the invalid provision would result in the illegality and/or unenforceability of this agreement, this agreement shall be considered to have terminated as of the date in which the provision was declared invalid.

17. The term of this agreement shall be from May 1, 2015, through April 30, 2017, unless renewed by mutual written agreement of the parties as set forth at paragraph 19 or terminated according to its terms.

18. This agreement may be terminated by either party during its term upon thirty (30) days prior written notice.

19. The Township and the Contractor may, by mutual agreement, exercise an option to extend this agreement for two (2) additional years from May 1, 2017, to April 30, 2019. All terms and conditions shall remain in effect through the period of such renewal unless modified in writing by the parties.

Thus, the parties have caused this agreement to be signed by their duly authorized agents this ____ day of _____, 2015.

**CHARTER TOWNSHIP OF MERIDIAN,
COUNTY OF INGHAM, STATE OF MICHIGAN**

By _____
Township Supervisor

By _____
Clerk

BODWIN & ASSOCIATES, P.C.

By _____
Randolph L. Bodwin, President

CERTIFICATIONS/LICENSES: State Bar of Michigan – P76411

EDUCATION:

Michigan State University College of Law, East Lansing, MI

Juris Doctor, May 2012 – *cum laude* – GPA: 3.48 / 4.0

Honors: Dean's List (6/6 semesters)

American Jurisprudence Awards – Consumer Bankruptcy, Election Law

Activities: Notes Editor, Editorial Board, *Michigan State Law Review*

Team Member, 2011 Niagara International Moot Court

Vice-President, Law Students for Reproductive Justice

Other Activities: The Michigan State University College of Law American Inns of Court

ABA Judicial Clerkship Program, 2012

Hope College, Holland, MI

Bachelor of Arts – 1999 – Majors: English (Writing Emphasis) and History

LEGAL EXPERIENCE:

Assistant City Attorney / Lansing Police Department Legal Advisor – City of Lansing (06/2013-12/2014)

- Prosecuted misdemeanor cases in district court, from complaint authorization through jury trial.
- Represented police officers, the Lansing Police Department, and the City of Lansing in administrative hearings, district & circuit court, the Michigan Court of Appeals, and Federal court, regarding §1983 claims, unemployment appeals, tax tribunal appeals, and other civil causes of action.
- Served as first chair in several lawsuits against the City and/or its employees, planning litigation strategy, drafting pleadings, conducting depositions, and successfully arguing dispositive motions.
- Advised the Lansing Police Department on criminal law, employment law, & real estate law.
- Created training materials for police officers on various criminal law topics
- Trained police officers in techniques to testify in court effectively.
- Reviewed ongoing investigations to identify potential criminal violations and weaknesses.
- Reviewed Freedom of Information Act (FOIA) requests and authorized release of appropriately redacted materials.
- Researched and drafted legal opinions, memorandum, and training materials on various topics in criminal law, medical marijuana law, taxi/transportation law, and municipal law.
- Drafted ordinances, contracts, and other agreements.
- Provided ethical guidance to police officers and the police department.

Staff Attorney/Law Clerk – Michigan Department of Financial and Insurance Services (DIFS), formerly the Office of Financial and Insurance Regulation (OFIR) (05/2010-05/2011; 07/2011-05/2013)

- Prosecuted statutory and regulatory violations and negotiated settlements as appropriate.
- Drafted complaints, motions, subpoenas, and other legal pleadings.
- Reviewed investigation files for DIFS prosecution and/or referral to the Michigan Attorney General.
- Drafted regulations, legal memos, and other materials regarding financial and insurance law.

Judicial Extern – Judge Janet T. Neff, U.S. District Court, W.D. Mich (05/2011-07/2011)

- Independently researched and drafted opinions and orders for judge's review and signature regarding habeas petitions and various pre-trial motions.
- Observed federal courtroom and chamber proceedings.

LEGAL PUBLICATIONS:

- William Y. Kim, "The Whole is Greater than the Sum of its Parts: Maynard, Jones, and the Integration of GPS and the 4th Amendment", 8 CRIM. L. BRIEF, no. 2, Spring 2013, at 31.

Theresa A. Bodwin

2198 Riverwood Drive, Okemos, MI 48864 Phone: (517) 230-9378 E-Mail: tbod@umich.edu

Education

Passed Michigan Bar Exam, July 2014

Michigan State University College of Law

May 2014

Juris Doctor, Cum Laude

- GPA 3.43
- Dean's List (4 semesters)
- Jurisprudence Achievement Award in Global Law Colloquium (Spring 2014)
- Journal of Animal and Natural Resources Law, Associate Editor, 2013 - 2014
- Environmental Law Society, Treasurer, 2013 - 2014

The University of Michigan - Ann Arbor

May 2011

Bachelor of Arts, Major: Political Science; Minor: Program in the Environment

- GPA 3.37

Legal Experience

Bodwin & Associates Law Firm, East Lansing, Michigan

Attorney

2014 - Present

- Oversee the Meridian Township Retail Fraud and Minor in Possession Diversion Programs (three and a half years)
- Attend pretrials, jury selection, and court proceedings for Meridian Township
- Deposition attendance and summaries
- Motion, case evaluation, and mediation attendance
- Review insurance defense files for legal issues and missing medical records
- Prepare memoranda on legal issues

Bodwin & Associates Law Firm, East Lansing, Michigan

Intern

2011 - December 2014

- Monitor compliance with diversion
- Compile diversion statistics
- Meet with retail fraud and minor in possession perpetrators to gather case information

Washtenaw County Public Defender's Office, Ann Arbor, Michigan

Extern

May - August 2013

- Represented clients in prospective Pre Trials, Arraignments, Sentencings, and Show Causes before judges
- Wrote a motion to suppress evidence
- Interviewed clients for basic history and facts of the case
- Office of the Washtenaw County Public Defender Certificate of Professional Achievement Award (August 2013)

Michigan Attorney General, Lansing, Michigan

Extern: Environmental, Natural Resources, and Agriculture Division June - December 2012

- Researched property law, estate law, bankruptcy law, and environmental law for various cases
- Wrote memos and motions for summary disposition

Theresa Anne Bodwin
Resume

Work Experience

Michigan Athletic Club

Head Lifeguard, Swim Lesson Instructor, Lifeguard, and Manager on Duty 2005 - Present

- Supervise 45 general lifeguards, which includes: staffing decisions, scheduling, training, risk management, program development, conflict resolution, and disciplinary actions
- Certified as a Lifeguard and in First Aid, CPR/AED, Oxygen Administration, Blood Borne Pathogens, and Lifeguard Management by the American Red Cross
- Oversee entire club (276,000 square feet) when working as a manager

Michigan American Legion Auxiliary Girls' State

Co-General Counselor and Counselor 2007 - June 2013

- Supervised and mentored a 12 person counseling staff each year
- Acted as liaison between the Government, Auxiliary, and Counseling staff
- Supervised and mentored over 300 high school girls

Office of U. S. Senator Debbie Stabenow

Intern June - August 2010

- Assisted citizens with researching health care concerns
- Categorized congressional correspondence

The University of Michigan Club Sports

Student Coordinator, Facility Supervisor, and Club Supervisor 2007 - 2011

- Trained and managed 20 student employees
- Collaborated with The University of Michigan Athletic Department faculty and management to plan sporting events and ensure the safety of participants
- Managed 40+ athletic teams and 1,000+ athletes
- Worked with Rec Sports Directors on risk management affairs to ensure safety and policy compliance
- Managed six different athletic arenas

Community Service

Alternative Spring Breaks 2010 - 2012

- Louisiana - Completed taxes for 25 residents
- Texas - Worked on a sustainable farm
- Florida - Assisted alternative high school students with college preparation

Awards & Publications

Awards 2013-Present

- Meridian Township Fire Department Certificate of Appreciation (October 2013)
- American Red Cross Certificate of Recognition for Extraordinary Personal Action (October 2013)

Publications 2009- Present

- Bodwin, Theresa, *Rocking the Vote: How Preclearance Became Powerless and the Way to Bring the Power Back*, 1 *INDONESIAN JOURNAL OF COMPARATIVE AND INTERNATIONAL LAW* 353 (2014).
- *LETTERS TO PRESIDENT OBAMA: AMERICANS SHARE THEIR HOPES AND DREAMS WITH THE FIRST AFRICAN-AMERICAN PRESIDENT* 72-73 (Hanes Walton, Jr. et al. eds., 2009).

Theresa Anne Bodwin

J. Maxwell Habermann

8351 Lange Rd., Fowlerville, MI 48836

517.518.1816

jmxhabermann@gmail.com

EDUCATION:

Lansing Community College, Lansing, MI

Post-Bachelor Paralegal Certificate Program, December 2013 (ABA Accredited)

President's List – Summer 2012, Spring 2013

GPA – 3.67

Paralegal Internship, East Lansing, MI

Bodwin & Associates, P.C., August 2013 – December 2013

Grand Valley State University, Allendale, MI

Bachelor of Science, April 2011

Major: Criminal Justice

RELATED COURSEWORK:

Business Law

Legal Procedure

Domestic Relations/Family Law

Tort Law

Probate

Research Methods

Constitutional Law

Legal Writing

Litigation Procedures

Interview and Investigation

SKILLS:

ORGANIZATIONAL

- Used computer and paper based filing systems within a law office
- Handled phone calls and messages within an office environment using a multiline phone system
- Received appearances, created files, organized documents, and provided defense counsel with discovery
- Communicated with City and Township employees to obtain necessary documents and reports related to the criminal prosecution contracts
- Took on multiple projects which required task management due to varying levels of time sensitivity
- Maintained the calendars of several lawyers and communicated with others firms regarding scheduling

ANALYTICAL

- Conducted case and deposition analysis to develop trial notebooks
- Legal library research used for writing motions, briefs in support, and memorandums
- Conducted research on rulings handed down by the Michigan high courts

COMPUTER

- Experienced with Microsoft Word, PowerPoint, and Excel
- Experienced in the use of a multi-line phone answering system
- Knowledgeable in the use of West Law Next for legal research

WORK EXPERIENCE:

Paralegal/Legal Assistant, Bodwin & Associates, P.C., East Lansing, MI

2014-Present

Server/Bartender, Buffalo Wild Wings, Howell, MI

2012-2014

Line Associate, Adecco USA for TRW Automotive, Fowlerville, MI

2011-2012

Server, Main St. Pub, Allendale, MI

2007-2010

Crew Member, Bruegger's Bagels, Farmington Hills, MI

2003-2006



LANSING POLICE DEPARTMENT LEGAL TRAINING BULLETIN

September 2013 Issue 1

Bill Kim, Special Assistant City Attorney/LPD Legal Advisor
Bill.Kim@lansingmi.gov x7864

INSIDE THIS ISSUE

- 1 The Internet Privacy Protection Act and LPD
- 1 The IPPA and Background Investigations
- 1 The IPPA and Internal Affairs Investigations
- 1 Legal Citations

"Background investigators may have applicants provide LPD with a list of all social media sites they use"

The Internet Privacy Protection Act and LPD

In December 2012, the Michigan Legislature enacted the Internet Privacy Protection Act (IPPA). This act has relevance to LPD background and internal affairs investigations. LPD background and internal affairs investigators should immediately adjust their practices to ensure compliance with the IPPA. The IPPA provides for both criminal and civil penalties if LPD fails to comply with its requirements.

The IPPA prohibits employers from requiring that employees or applicants provide login information, such as their username and password, to personal internet accounts. It also prohibits employers from discharging, disciplining, failing to hire, or otherwise penalizing an employee or applicant for failing to provide such information, or for failing to allow observation of employees' or applicants' personal internet accounts.

The IPPA and Background Investigations

In the past, LPD background investigators have either requested that applicants provide login information (usernames and passwords) to social media services such as Facebook, or have requested that applicants log in to their social media accounts in the background investigator's presence. Both of these practices should be discontinued *immediately*, as they are clear violations of the IPPA.

However, background investigators *may* have applicants provide LPD with a list of all social media sites they use. Investigators may also have applicants provide LPD with their usernames for those sites. Investigators may then observe whatever information the applicant has made publically available. The IPPA is only violated when applicants must provide the *combination* of username & password allowing access restricted content on social media and other personal internet accounts.

The IPPA and Internal Affairs Investigations

The IPPA also restricts internal affairs investigations, but to a much lesser extent than it does background investigations. Internal Affairs investigators may require that employees provide personal login information to equipment or social media accounts provided by the LPD or used for LPD-related purposes. Internal Affairs investigators may also require that employees provide personal login information if there is specific information about activity on an employee's personal internet account that would indicate some form of misconduct.

Legal Citations/Sources

Internet Privacy Protection Act, MCL 37.721 *et seq.*



LANSING POLICE DEPARTMENT LEGAL TRAINING BULLETIN

Issue 14-05

Bill Kim, Special Assistant City Attorney/LPD Legal Advisor
Bill.Kim@lansingmi.gov x7864

INSIDE THIS ISSUE

- 1 Search Warrants Are Now Required to Conduct a Search of Cell Phone Data
- 1 Definitions
- 1 Exceptions to the Search Warrant Requirement for Cell Phone Data

"Incident to an arrest, officers may still seize cell phones. Officers only need a warrant to search cell phone data."

"When invoking exigent circumstances, officers must document their reasons for believing exigent circumstances exist in that particular situation."

"As a best practice, officers should have the person from whom the phone was seized sign a Consent to Search form."

Search Warrants Are Now Required To Conduct A Search Of Cell Phone Data

The Supreme Court just issued a decision in *Riley v California* affecting the search of cell phone data seized incident to an arrest. This decision creates a new rule for law enforcement officers, effective immediately. The new rule is:

Officers may generally not search cell phone data without a search warrant authorizing them to do so.

Note: Incident to an arrest, officers may still seize cell phones and examine those phones to ensure they can or will not be used as a weapon. Officers only need a warrant to search cell phone data. Officers with probable cause that cell phone data has evidentiary value (in any criminal investigation) should contact the prosecutor's office to request a search warrant.

Definitions:

- CELL PHONE:** Any personal electronic device that can be used to store or access data.
- CELL PHONE DATA:** Any information stored or accessed through a cell phone (or other personal electronic device).

Exceptions to the Search Warrant Requirement for Cell Phone Data

1) Exigent Circumstances

Riley generally disallows "destruction of evidence" as justification for a warrantless search of cell phone data. However, if officers have a specific, particularized belief that cell phone data will (not *might*) be lost or destroyed, warrantless search of cell phone data is permitted.

Similarly, if officers have probable cause that cell phone data contains information needed to pursue a fleeing felon, assist persons who are seriously injured/threatened with imminent injury, or some other public safety-related concern, officers may search cell phone data without a warrant. For example, if officers believe that a child abductor's cell phone data can locate a missing child or that cell phone data can locate missing firearms or explosives, warrantless search of the cell phone data is allowed.

When invoking exigent circumstances, officers must document their specific reasons for believing exigent circumstances exist in that particular situation.

2) Consent

A person may consent to a search of his/her cell phone data. Consent, as always, must be freely given by the person consenting. While verbal consent is likely sufficient to justify a warrantless search, as a best practice officers should have the person from whom the phone was seized sign a "Consent to Search" form. If the form is unavailable, officers should document the reason for unavailability in their incident report.

**LANSING POLICE DEPARTMENT OCTOBER 2014 PO1 POST-ACADEMY
EFFECTIVELY TESTIFYING IN COURT**

BILL KIM – ASSISTANT CITY ATTORNEY/POLICE LEGAL ADVISOR

Training Objective: Officers should understand the basics of how to effectively testify in court.

- 1) **Know What Your Goal Is When You Testify**
 - a. What **IS NOT** your goal? **Obtaining a conviction** (that's the prosecution's job).
 - b. What **IS** your goal? **To have the "finder of fact" (judge or jury) find your testimony credible.**
- 2) **5 Things to Do When Testifying:**
 - a. **DO** dress, present, & speak as a professional – act as if the judge and jury are watching you at all times.
 - i. Address the judge as "Your Honor" and others as "Sir" or "Ma'am."
 - ii. Respond to questions in a clear, measured, and understandable fashion - talk a little slower and louder than you might otherwise.
 - b. **DO** prepare for court by reviewing your reports prior to testifying.
 - i. Your credibility decreases the more you need to refresh your memory on the stand.
 - ii. This can also help prevent your testimony contradicting the report.
 - c. **DO** listen carefully and answer the questions posed to you.
 - i. It's the prosecutor's job to object to improper questions. So, unless there's an objection, answer the question and don't look to the prosecutor or judge for guidance on whether to answer.
 - ii. Attempting to avoid answering is usually obvious, and makes you look like you're hiding something.
 - d. **DO** know the different between "I don't know" and "I don't remember."
 - i. "*I don't know*" means that you don't know – forecloses any further inquiry.
 - ii. "*I don't remember*" means that you can't remember – but your memory might be refreshable.
 - e. **DO** *describe* rather than *conclude*.
 - i. For example, "he appeared nervous" is a *conclusion*. It's entirely *subjective*.
 - ii. In contrast, "he sweated profusely, refused to look me in the eye, and swallowed before answering" is *descriptive*. It shows what happened, and you appear objective and reasonable.
- 3) **5 Things Not to Do When Testifying:**
 - f. **DON'T** lie.
 - i. If you lie on the stand, you have committed perjury. Prosecutors have an ethical obligation to notify the judge and opposing counsel if you perjure yourself.
 - ii. Everyone makes mistakes. If you make a mistake, correct it as soon as possible. If your testimony has concluded, make sure the prosecutor knows that you want to make a correction.
 - g. **DON'T** volunteer information you're not asked about.
 - i. If there's something you think is relevant that you're not asked about, let the prosecutor know after you've testified. You can always be recalled to the witness stand.
 - ii. However, there are often legal reasons why certain questions might not be asked.
 - h. **DON'T** talk to other witnesses about your testimony.
 - i. Often, the judge will instruct that you not discuss your answers with other witnesses. Even without this instruction, as a general rule, avoid discussing your testimony with other witnesses.
 - ii. However, this doesn't mean you can't discuss the *case*. Don't hesitate to admit that you've discussed the case itself with fellow officers or the prosecutor. There's nothing improper about this.
 - i. **DON'T** answer questions that you don't understand.
 - i. You can always ask for a question to be clarified if it doesn't make sense.
 - ii. Be extremely careful about answering hypothetical or speculative questions.
 - j. **DON'T** ignore the finder of fact when responding to questions.
 - i. Feel free to look at the jury or judge when answering, particularly for longer responses.
 - ii. Making eye contact can show confidence and enhance your credibility.

RETAINER AGREEMENT FOR PROSECUTION OF UNIFORM TRAFFIC CODE,
MOTOR VEHICLE CODE, AND OTHER SPECIFIED ORDINANCES,
ADMINISTRATION OF RETAIL FRAUD AND MINOR IN POSSESSION DIVERSION
PROGRAMS, FORFEITURE OF PROPERTY SEIZED PURSUANT TO THE
MICHIGAN CONTROLLED SUBSTANCES ACT AND PUBLIC ACT 236 OF 1961
(OMNIBUS FORFEITURE)

The Charter Township of Meridian, Ingham County, State of Michigan ("the Township") with offices located at 5151 Marsh Road, Okemos, Michigan 48864-1198, and The Harkness Law Firm, PLLC ("the Contractor"), with offices at 4121 Okemos Rd., Suite 17, Okemos, MI 48864, agree as follows:

1. The Township agrees to retain the contractor to represent the Township as an attorney to prosecute certain violations of the Township Code of Ordinances as specified below.
2. The Township further agrees to retain the contractor to represent the Township as an attorney to oversee and administer the diversion program which has been instituted for offenders who commit the crime of Retail Fraud Third, have no prior criminal record, and otherwise meet the requirements of the diversion program.
3. The Township further agrees to retain the contractor to represent the Township as an attorney to oversee and administer the diversion program which has been instituted for offenders who commit the crime of Minor in Possession, have no prior criminal record, and otherwise meet the requirements of the diversion program.
4. The Township agrees to retain the Contractor to represent the Township as an attorney to forfeit property seized by the Meridian Township Police Department as a result of violations of the Michigan Controlled Substances Act, Public Act 236 of 1961 (Omnibus Forfeiture), and any other applicable forfeiture statute as authorized by the Township.
5. The Township agrees to retain the Contractor to represent the Township as an attorney to oversee and administer any later adopted and authorized diversion program for offenders who violate applicable local ordinances.
6. SCOPE OF SERVICES:
 - a. Prosecute traffic violations of Township Code Chapter 74 and the Uniform Traffic Code and the Michigan Vehicle Code as adopted by the Township.
 - b. Prosecute violations of Township Code Chapter 50.

- c. Assist the Township Police Department with preparation of appearance and complaint tickets.
- d. Review modifications to the Uniform Traffic Code and Michigan Vehicle Code and assist the Township with revisions to Chapter 74 and Chapter 50 of the Township Code.
- e. Submit monthly detailed reports to the Township Police Department summarizing the disposition of all cases and identifying the total monthly hours spent in prosecution and related services.
- f. Work with District Court Judges to assure efficient court scheduling of Township cases to contain costs.
- g. Provide advice to the Police Chief on methods for improving the cost efficiency of enforcing and prosecuting violations of Township Code Chapter 74, Township Code Chapter 50, and the Uniform Traffic Code and Michigan Vehicle Code as adopted by the Township.
- h. Evaluate cost recovery opportunities authorized by State statute for violations of Township Code Chapter 74, Township Code Chapter 50, and the Uniform Traffic Code and Michigan Vehicle Code as adopted by the Township.
- i. Represent the Township in appeals to the Circuit Court for violations of Township Code Chapter 74, Township Code Chapter 50, and the Uniform Traffic Code and Michigan Vehicle Code as adopted by the Township.
- j. Review police reports and advise Township Police Department regarding probable cause determinations and preparation of summons and complaints where neither an appearance ticket nor warrant is issued.
- k. Review police reports regarding retail fraud third violations to determine eligibility for the Meridian Township Diversion Program, which has been instituted for the crime of Retail Fraud Third violations.
- l. Prepare and issue the summons and complaints for the charge of Retail Fraud Third wherein the Defendant does not qualify for diversion or fail to successfully complete it.
- m. Meet with the Retail Fraud Third Defendants who are eligible for diversion, go over the necessary agreements and requirements of the program, and monitor the file to make sure the Defendant successfully completes the requirements of the program, including having paid the necessary fees to the Township.

- n. Send out all necessary correspondence/notification to the Defendants, Police Department, and Victim regarding the defendants' participation in the Retail Fraud Diversion Program.
- o. Review police reports regarding Minor in Possession violations to determine eligibility for the Meridian Township Diversion Program, which has been instituted for the crime of Minor in Possession violations.
- p. Prepare and issue the summons and complaints for the charge of Minor in Possession wherein the Defendant does not qualify for diversion or fail to successfully complete it.
- q. Meet with the Minor in Possession Defendants who are eligible for diversion, go over the necessary agreements and requirements of the program, and monitor the file to make sure the Defendant successfully completes the requirements of the program, including having paid the necessary fees to the Township.
- r. Send out all necessary correspondence/notification to the Defendants, Police Department, and Victim regarding the defendants' participation in the Minor in Possession Diversion Program.
- s. Review police reports regarding incidents where property subject to forfeiture has been seized.
- t. Prepare and issue the summons and complaints for the commencement of a judicial forfeiture action when necessary.
- u. Review and authorize, in conjunction with the Meridian Township Police Department, the seizure of property subject to seizure under the Michigan Controlled Substances Act and Omnibus Forfeiture Statute.
- v. Review and authorize, in conjunction with the Meridian Township Police Department, settlement agreements and releases of liability for seized property.
- w. In conjunction with the Meridian Township Police Department, conduct negotiations for settlement with property claimants;
- x. Send out all necessary correspondence/notification to the Claimants, Police Department, prosecuting officials, lien holders, and other parties with an interest in the seized property.
- y. Appear and represent the Township in any judicial forfeiture action arising out of property seized pursuant to the Michigan Controlled Substances Act and Omnibus Forfeiture Statute.
- z. Appeals by the Township to the Circuit Court as requested by the Chief of Police for cases and/or services described in paragraph 5 of this agreement.

aa. All litigation in the Court of Appeals, Supreme Court or federal courts for cases and/or services described in paragraph 6 of this Agreement.

bb. Legal research as requested by the Township and not included under paragraph 6 above.

cc. Ordinance and policy drafting as requested by the Township.

dd. Review police reports regarding ordinance violations to determine eligibility for later adopted diversion programs. Meet with the Defendants who are eligible for later adopted diversion programs, go over the necessary agreements and requirements of the program, and monitor the file to make sure the Defendant successfully completes the requirements of the program, including having paid the necessary fees to the Township.

7. The Contractor shall be compensated by the Township as follows:

a. A retainer of six thousand six hundred sixty-six and 66/100 Dollars per month (\$6,666.66/month) shall be paid monthly for services rendered pursuant to paragraphs 1, 2, 3, 4 and 5 above.

b. The Contractor shall bill in detail for and be reimbursed at cost for all out-of-pocket expenses incurred in pursuit of Township business including filing fees, postage, witness fees, service of process and computerized legal research charges.

8. The Contractor shall exercise full authority under MCL 41.187 to prosecute violations of the Township ordinances as set forth above, to countersign the certificates of jurors and witnesses, to authorize Complaints and Warrants for Arrest, and to perform such duties as are necessarily incidental to the prosecution of ordinance violations.

9. In the event of a conflict of interest, the Contractor may refuse to accept the representation of the Township on any particular matter and in that event shall immediately advise the Township and request the Township appoint another attorney to prosecute such matters.

10. The Township shall provide for document and record storage.

11. The Township shall provide personnel and procedures for response to document requests by defendants and defense attorneys.

12. The Township shall provide all necessary reports and documents to the Contractor in a timely manner.

13. All case files, including letters, notes, pleadings, briefs, memoranda and other documents prepared by the Contractor and filed in particular cases, and all reports required to be prepared under this agreement shall become and shall remain Township property. Any and all articles, software programs, forms, procedures, systems, trade secrets or other forms of intellectual property created or assembled by the Contractor that do not pertain directly and exclusively to particular case files or to reports required to be prepared under this agreement shall remain the sole and exclusive property of the Contractor.

14. It is expressly understood and agreed that the Contractor is retained by the Township as an independent contractor for the performance of the services required by this agreement. The Contractor shall in no way be deemed to be and shall not hold himself out as an employee of the Township and shall not be entitled to any benefits of the employees and officials of the Township, such as, but not limited to, health, accident, and life insurance, paid sick or vacation leave, and pension. The Contractor shall be responsible for payment of all applicable taxes including income and FICA and FUTA to the proper federal, state and local governments, at no additional cost to the Township.

15. The Contractor shall not assign, subcontract or otherwise transfer his duties and/or obligations under this agreement, except to persons in his employ approved by the Township.

16. In the event that the Contractor uses employees, he shall be solely responsible for their supervision as well as for their acts, omissions or negligence. The Contractor shall be solely responsible for payment of all compensation due to his employees for services rendered under this agreement and for payment of all applicable taxes including, but not limited to, income, FICA and FUTA taxes, to the proper federal, state and local governments, at no additional cost to the Township.

17. The Contractor shall not discriminate against an employee or applicant for employment with respect to hire, tenure, terms, conditions, or privileges of employment, or a matter directly or indirectly related to employment, because of race, color, religion, national origin, age, sex, height, weight, marital status or a handicap that is unrelated to the individual's ability to perform the duties of the particular job or position. A breach of this covenant shall be regarded as a material breach of this agreement. MCL 37.1209/MCL 37.2209.

18. The attorney shall comply with the Michigan Workers' Disability Compensation Act (WDC Act). If the Contractor acquires employees or he, himself, becomes an employee of a partnership or corporation within the meaning of the WDC Act, he shall provide the Township with either proof that he has acquired Workers' Compensation Insurance as required by the WDC Act, or that an exclusion form has been properly filed with the Bureau of Workers' Disability Compensation.

19. The Contractor shall maintain professional liability (malpractice) insurance in the amount of One Million Dollars (\$1,000,000.00) per claim and One Million Dollars (\$1,000,000.00) aggregate. In the event that the Contractor utilizes employees to perform services under this agreement, the Contractor shall ensure that such employees are covered by professional liability insurance in the amount specified.

20. The Contractor shall provide the Township Manager and Clerk with a certificate of insurance confirming the acquisition of the professional (malpractice) liability insurance required by the above section. The certificate of insurance shall contain a provision stating that the coverage afforded under the policy will not be changed or cancelled until at least thirty (30) days prior written notice has been provided directly to the Township by the carrier.

21. The Township may conduct an evaluation of the services performed by the Contractor. The Contractor shall provide the Township with such reasonable reports, records, and other information relating to the services performed under this agreement as the Township may require from time to time and/or to conduct its review or to verify that the services have been properly performed. Contractor shall attend such meetings and answer such questions as the Township Board or Township Supervisor or Township Manager or Township Police Chief may reasonably require regarding the services performed, without additional compensation.

22. No failure or delay on the part of either of the parties of this agreement in exercising any right, power or privilege hereunder shall operate as a waiver thereof, nor shall a single or partial exercise of any right, power or privilege preclude any other or further exercise of any other right, power or privilege.

23. Modifications, amendments or waivers of any provision of this agreement may be made only by the written mutual consent of the parties hereto.

24. This agreement contains all the terms and conditions agreed upon by the parties hereto and no other agreements, oral or otherwise, regarding the subject matter of this agreement or any part thereof shall have any validity or bind either of the parties hereto.

25. If any provision of this agreement is held to be invalid it shall be considered to be deleted and the remainder of this agreement shall not be affected thereby. Where the deletion of the invalid provision would result in the illegality and/or unenforceability of this agreement, this agreement shall be considered to have terminated as of the date in which the provision was declared invalid.

26. The term of this agreement shall be from May 1, 2015, through April 30, 2017, unless renewed by mutual written agreement of the parties as set forth in paragraph 28 or terminated according to its terms.

27. This agreement may be terminated by either party during its term upon thirty (30) days prior written notice.

28. The Township and the Contractor may, by mutual agreement, exercise an option to extend this agreement for two (2) additional years from May 1, 2017, to April 30, 2019. All terms and conditions shall remain in effect through the period of such renewal unless modified in writing by the parties.

Thus, the parties have caused this agreement to be signed by their duly authorized agents this ____ day of _____, 2015.

CHARTER TOWNSHIP OF MERIDIAN,
COUNTY OF INGHAM, STATE OF MICHIGAN

By _____
Elizabeth LeGoff, Township Supervisor

By _____
Brett Dreyfus, Clerk

The Harkness Law Firm, PLLC

By _____
Cullen C. Harkness, Managing Member

THE HARKNESS LAW FIRM, PLLC
SUPPLEMENTAL MERIDIAN TWP INFO

Office Information:

The Harkness Law Firm is located in Meridian Township at 4121 Okemos Rd., Suite 17, Okemos, MI 48864. The office staff is comprised of two attorneys and paralegals/legal assistants.

Additional Harkness Law Firm Staff:

The firm has added an additional paralegal/legal assistant to its staff. This additional staff member has worked with municipalities for a significant period of time doing the exact type of work required by the Meridian Township Prosecution contract. This assistant is tasked with preparing municipal dockets, sending out discovery in response to requests, answering phones, scheduling. This additional staff member has regularly worked with police departments and other municipal staff and is well versed in the municipal prosecutorial process.

MEMORANDUM

TO: Meridian Township Board

FROM: David Hall
David Hall, Chief of Police

DATE: April 16, 2015

RE: **Ordinance Amendment for Introduction, Chapter 38, Article IV:
Vendors**

The ordinance on vending, Chapter 38, Article IV: Vendors, is being presented with amendments for introduction. The Township Board discussed the proposed changes at the Board meeting on April 7, 2015. The major change addressed the hours in which a vendor may operate. Other minor changes have been included to provide clear language.

Attachments:

1. Ordinance Language with Edits
2. Resolution for Introduction
3. Published Language

Chapter 38. Licenses, Permits, and Miscellaneous Regulations

ARTICLE IV

Vendors

DIVISION 1

Generally

§ 38-121. Conduct defined as vending. [Code 1974, § 64-1]

For the purposes of this chapter, the following conduct shall be defined to be vending and persons engaged in such conduct shall be deemed to be vendors:

(1) The act of offering merchandise **goods and/or services** for sale from a fixed place not within a building or from a fixed place in a temporary structure or shelter, not including merchants offering merchandise **goods and/or services** for sale upon commercial premises permanently occupied by them.

(2) The act of offering merchandise **goods and/or services** for immediate sale, or for sale by sample, description, or otherwise for delivery at a future time, by going from door to door, or passing from house to house, or going from person to person, not including the act of offering merchandise **goods** for wholesale to retailers or for resale to manufacturers for use in their processes; also not including regular route delivery persons delivering products **goods and/or services**.

Cross reference: Definitions generally, § 1-2.

§ 38-122. Cessation upon request by police officer. [Code 1974, § 64-3(9)]

No vendor shall continue to engage in vending on any street, alley, **sidewalk** or **other** public place in the Township after being requested by a police officer to refrain therefrom because of congested traffic conditions.

§ 38-123. Noise prohibited. [Code 1974, § 64-3(10)]

No vendor shall shout or call his/her wares **goods and/or services** in a loud, boisterous, or indecent manner, nor to the disturbance of persons dwelling nearby, nor shall any vendor use any bell, public address system, or other noise-making device to call attention to his/her wares **goods and or services** or to his/her presence for the purpose of **vending**. ~~conducting the business or acts for which a license was granted under this article.~~

§ 38-124. Location and time limitations. [Code 1974, § 64-3(11)(a)]

When any vendor engages in the conduct of vending using a handcart, pushcart, wagon, motor vehicle, railroad car, or other vehicle conveyance, or from a fixed place in a temporary structure or shelter, or from a fixed place not within a building, such vendor shall not occupy any site, or any other location within 1,000 feet of that site, for a period in excess of 14 days, either continuously or intermittently, during the period of a valid license. **Except in a Commercial District, Vvending may only occur between 9 a.m. – 8 p.m., from April 1 – October 31 and 9 a.m. – 6 p.m., November 1 – March 31.**

§ 38-125. Setback requirements. [Code 1974, § 64-3(11)(b)]

When any vendor engages in ~~the conduct of~~ vending using a handcart, pushcart, wagon, motor vehicle, railroad car, or other vehicle conveyance, or from a fixed place in a temporary structure or shelter, or from a fixed place not within a building, such vendor shall locate and ~~conduct~~ all vending **shall occur within** accordance with the particular setback requirement of the Master Plan for Major Streets and Highways.

§ 38-126. Signage. [Code 1974, § 64-3(11)(c)]

When any vendor engages in the ~~conduct of~~ vending using a handcart, pushcart, wagon, motor vehicle, railroad car, or other vehicle conveyance, or from a fixed place in a temporary structure or shelter, or from a fixed place not within a building, such vendor shall use no more than one sign, which shall not be larger than 25 square feet in surface display area per side. For purposes of this section, the term "sign" shall be defined as in § 86-2, and the surface display area shall be computed as provided in § 86-684.

§ 38-127. through § 38-150. (Reserved)

DIVISION 2

License

§ 38-151. Required; exception. [Code 1974, § 64-2]

(a) It shall be unlawful for any person or organization, either as principal, agent, or representative, to engage in ~~the conduct of~~ vending, as herein defined, within the Township without having first obtained a license therefor in the manner provided herein, except as set forth in this section.

(b) The provisions of subsection (a) of this section do not apply to:

(1) Any person under the age of 18 years.

(2) Any person selling ~~products~~ goods on his/her property that were grown upon lands leased or owned by him/her.

(3) Any person selling ~~products~~ goods and/or services at the Township farmer's market.

(4) Any person engaging in vending upon commercial premises, provided:

a. That such person shall have written permission to do so from the owner or operator of such premises **maintained with the Police Department**; and

b. That the owner or operator of such premises shall in writing acknowledge legal responsibility and liability for the acts of such person upon such premises, and the consequences thereof **maintained with the Police Department**; and

c. That the owner or operator of such premises shall be required to obtain a license under this ordinance, except that no bond shall be required.

(5) Any person vending as the duly authorized representative or agent of any ~~church, charitable, educational, or fraternal organization or of any political group seeking funds or membership or of any nonprofit organization duly authorized under the laws of the state. ; but the church, charitable, educational, or fraternal organization, or the political group, or the nonprofit organization shall be required to make a license application for purposes of information only.~~

(6) Any person vending as the authorized agent or representative of a principal which is licensed under this article; provided, that:

a. The principal shall issue each such agent or representative an identification card, which the agent or representative shall produce upon request; and

b. The principal shall file with the Township Treasurer a cash bond in an amount equal to \$500 for each organization **agent or representative** vending within the Township, in lieu of the bond required by § 38-155; and

c. The principal shall maintain with an ~~identified person~~ within the Township **Police Department** a current roster of all individuals authorized by the principal as its agents or representatives within the Township, which roster shall be produced upon request.

(7) Any owner or operator of a retail business establishment conducting an off-premises sale on commercial property of another. Such off-premises sales shall be limited to two per year for each owner or operator of such a retail business establishment.

§ 38-152. Application. [Code 1974, § 64-3(1)]

Any person required to obtain a license under the provisions of this article shall file an application therewith and on a form provided by the Township Police Department. The applicant shall state under oath or affirmation such facts as may be required for or applicable to the granting of such license and shall be subject to and shall comply with the provisions of §§ 38-37, 38-39, 38-40, and 38-41.

§ 38-153. Power of attorney requirement. [Code 1974, § 64-3(2)]

If the applicant is acting as an agent or representative of a principal, the principal shall also file with the Township Clerk a power of attorney appointing the Township Clerk or any successor thereof as an agent of the applicant and principal upon whom service of process may be made in any suit filed against the applicant or principal.

§ 38-154. Approval by Chief Building Inspector, Fire Marshal, and Health Department. [Code 1974, § 64-3(3)]

Any site and/or structure used for vending shall be subject to approval of the Chief Building Inspector and the Fire Marshal before a license is issued. Persons applying for a license for the vending of food products shall furnish the Police Department with a written document from the county Health Department that the food products are safe for human consumption

§ 38-155. Bond; issuance. [Code 1974, §§ 64-3(4), (6), 64-4]

(a) The applicant shall deposit with the Township Treasurer a cash bond in the amount of \$500 and pay a license fee in the appropriate amount as set forth in § 38-156 below, whereupon the Police Department shall issue a license to the applicant upon finding that the **applicant has complied with the provisions of this article** ~~have been complied with~~. Deposits made with the Township Treasurer as required by this subsection shall be subject to claims in all cases where a suit has been brought against the applicant and garnishment proceedings brought against the deposit. At the discretion of the Chief Building Inspector, deposits may also be used to pay for cleaning up debris left by the vendor on any premises used for vending. Any deposits in the hands of the Township Treasurer shall be returned to the applicant within six months after the expiration of the license or the date of the settlement of all pending claims, whichever date shall be later.

(b) If the Police Department refuses to issue a license as provided herein, the applicant may appeal to the Township Board upon giving notice thereof in writing to the Township Clerk within 10 days of such refusal.

§ 38-156. Fee. [Code 1974, § 64-3(7)]

Each person ~~and/or company~~ subject to the provisions of this article shall pay the fee established by resolution prior to obtaining a license under this article.

§ 38-157. Term. [Code 1974, § 64-3(5)]

Such license shall be valid for not more than 120 days from its date of issuance.

§ 38-158. License and identification tag. [Code 1974, § 64-3(8)]

The Police Department shall issue to each licensed vendor a license and an identification tag. The license and identification tag shall bear the words "Licensed Vendor," the period for which the license is issued, and the number of the license, all in letters and figures which are plainly discernable. The

license shall be prominently displayed on the structure or vehicle used by the licensee. The identification tag shall be worn constantly by the licensee on the front of his/**her** hat or outer garment in such a way as to be conspicuous during such time as such licensee is engaged in vending.

§ 38-159. Revocation; appeal. [Code 1974, § 64-3(12)]

The Police Department may revoke a license for a vendor's violation of this article or any other applicable ordinance of the Township or law of the state. The vendor may appeal such revocation to the Township Board upon giving notice thereof in writing to the Township Clerk within 10 days of such revocation.

§ 38-160. through § 38-185. (Reserved)

RESOLUTION TO APPROVE

**CHAPTER 38
VENDORS
TOWNSHIP BOARD
INTRODUCTION**

RESOLUTION

At the regular meeting of the Township Board of the Charter Township of Meridian, Ingham County, Michigan, held at the Meridian Municipal Building, in said Township on the 21st day of April 2015, at 6:00 p.m., Local Time.

PRESENT: _____

ABSENT: _____

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

WHEREAS, the Charter Township of Meridian Code of Ordinance, Chapter 38, regulates vending in the Township; and

WHEREAS, the Township Staff have received comments from citizens regarding vendors soliciting at undesirable hours; and

WHEREAS, the current vending ordinance does not provide for time limitations for vending; and

WHEREAS, the Township Board was requested to consider amending the vending ordinance under the Code of Ordinances Chapter 38, Licenses, Permits, and Miscellaneous Regulations; and

WHEREAS, the proposed amendment provides a new time for the vending to occur and additional minor amendments were made.

NOW, THEREFORE, BE IT RESOLVED THE TOWNSHIP BOARD OF THE CHARTER TOWNSHIP OF MERIDIAN hereby introduces for publication and subsequent adoption Ordinance No. _____ entitled "Ordinance Amending the Code of the Charter Township of Meridian, Ingham County, Michigan, Chapter 38, Article IV, Division 1, by amending Sections 38-121, 38-122, 38-123, 38-124, 38-125 and 38-126; and Chapter 38, Article IV, Division 2, Sections 38-151, 38-155 38-156 and 38-158."

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

ADOPTED: YEAS: _____

NAYS: _____

STATE OF MICHIGAN)
) ss
COUNTY OF INGHAM)

I, the undersigned, the duly qualified and acting Clerk of the Charter Township of Meridian, Ingham County, Michigan, DO HEREBY CERTIFY that the foregoing is a true and a complete copy of a resolution adopted at a regular meeting of the Township Board on the 21st day of April 2015.

Brett Dreyfus
Township Clerk

ORDINANCE NO. _____

ORDINANCE AMENDING THE CODE OF
THE CHARTER TOWNSHIP OF MERIDIAN,
INGHAM COUNTY, MICHIGAN,
CHAPTER 38, ARTICLE IV, DIVISION 1,
BY AMENDING SECTIONS 38-121, 38-122, 38-123, 38-124,
38-125 AND 38-126; AND CHAPTER 38, ARTICLE IV,
DIVISION 2, SECTIONS 38-151, 38-155 38-156 AND 38-158.

THE CHARTER TOWNSHIP OF MERIDIAN ORDINANS:

Section 1.

- A. Amendment to Section 38-121 of Article IV Vendors, Division 1, Generally. Section 38-121 entitled Conduct defined as vending of the Code of the Charter Township of Meridian, Ingham County, Michigan, is hereby amended to read as follows:

Section 38-121. Conduct defined as vending.

For the purposes of this chapter, the following conduct shall be defined to be vending and persons engaged in such conduct shall be deemed to be vendors:

(1) The act of offering goods and/or services for sale from a fixed place not within a building or from a fixed place in a temporary structure or shelter, not including merchants offering goods and/or services for sale upon commercial premises permanently occupied by them.

(2) The act of offering goods and/or services for immediate sale, or for sale by sample, description, or otherwise for delivery at a future time, by going from door to door, or passing from house to house, or going from person to person, not including the act of offering goods and/or services for wholesale to retailers or for resale to manufacturers for use in their processes; also not including regular route delivery persons delivering goods and/or services.

- B. Amendment to Section 38-122 of Article IV Vendors, Division 1, Generally. Section 38-122 entitled Cessation upon request by police officer of the Code of the Charter Township of Meridian, Ingham County, Michigan, is hereby amended to read as follows:

Section 38-122. Cessation upon request by police officer.

No vendor shall continue to engage in vending on any street, alley, sidewalk or other public place in the Township after being requested by a police officer to refrain therefrom because of congested traffic conditions.

- C. Amendment to Section 38-123 of Article IV Vendors, Division 1, Generally. Section 38-123 entitled Noise prohibited of the Code of the Charter Township of Meridian, Ingham County, Michigan, is hereby amended to read as follows:

Section 38-123. Noise prohibited.

No vendor shall shout or call his/her goods and/or services in a loud, boisterous, or indecent manner, nor to the disturbance of persons dwelling nearby, nor shall any vendor use any bell, public address system, or other noise-making device to call attention to his/her goods and or services or to his/her presence for the purpose of vending.

- D. Amendment to Section 38-124 of Article IV Vendors, Division 1, Generally. Section 38-124 entitled Location and time limitations of the Code of the Charter Township of Meridian, Ingham County, Michigan, is hereby amended to read as follows:

Section 38-124. Location and time limitations.

When any vendor engages in the conduct of vending using a handcart, pushcart, wagon, motor vehicle, railroad car, or other vehicle conveyance, or from a fixed place in a temporary structure or shelter, or from a fixed place not within a building, such vendor shall not occupy any site, or any other location within 1,000 feet of that site, for a period in excess of 14 days, either continuously or intermittently, during the period of a valid license. Except in a Commercial District, vending may only occur between 9 a.m. – 8 p.m., from April 1 – October 31 and 9 a.m. – 6 p.m., November 1 – March 31.

- E. Amendment to Section 38-125 of Article IV Vendors, Division 1, Generally. Section 38-125 entitled Setback requirements of the Code of the Charter Township of Meridian, Ingham County, Michigan, is hereby amended to read as follows:

Section 38-125. Setback requirements.

When any vendor engages in vending using a handcart, pushcart, wagon, motor vehicle, railroad car, or other vehicle conveyance, or from a fixed place in a temporary structure or shelter, or from a fixed place not within a building, such vendor shall locate and all vending shall occur within the particular setback requirement of the Master Plan for Major Streets and Highways.

- F. Amendment to Section 38-126 of Article IV Vendors, Division 1, Generally. Section 38-126 entitled Signage of the Code of the Charter Township of Meridian, Ingham County, Michigan, is hereby amended to read as follows:

Section 38-126. Signage.

When any vendor engages in vending using a handcart, pushcart, wagon, motor vehicle, railroad car, or other vehicle conveyance, or from a fixed place in a temporary structure or shelter, or from a fixed place not within a building, such vendor shall use no more than one sign, which shall not be larger than 25 square feet in surface display area per side. For purposes of this section, the term "sign" shall be defined as in 86-2 and the surface display area shall be computed as provided in 86-684.

- G. Amendment to Section 38-151 of Article IV Vendors, Division 2, License. Section 38-151 entitled Required; exception of the Code of the Charter Township of Meridian, Ingham County, Michigan, is hereby amended to read as follows:

Section 38-151. Required; exception.

(a) It shall be unlawful for any person or organization, either as principal, agent, or representative, to engage in vending, as herein defined, within the Township without having first obtained a license therefor in the manner provided herein, except as set forth in this section.

(b) The provisions of subsection (a) of this section do not apply to:

- (1) Any person under the age of 18 years.
- (2) Any person selling goods on his/her property that were grown upon lands leased or owned by him/her.
- (3) Any person selling goods and/or services at the Township farmer's market.
- (4) Any person engaging in vending upon commercial premises, provided:

- a. That such person shall have written permission to do so from the owner or operator of such premises maintained with the Police Department; and
 - b. That the owner or operator of such premises shall in writing acknowledge legal responsibility and liability for the acts of such person upon such premises, and the consequences thereof maintained with the Police Department; and
 - c. That the owner or operator of such premises shall be required to obtain a license under this ordinance, except that no bond shall be required.
- (5) Any person vending as the duly authorized representative or agent of any charitable, educational, or fraternal organization or of any political group seeking funds or membership or of any nonprofit organization duly authorized under the laws of the state.
- (6) Any person vending as the authorized agent or representative of a principal which is licensed under this article; provided, that:
- a. The principal shall issue each such agent or representative an identification card, which the agent or representative shall produce upon request; and
 - b. The principal shall file with the Township Treasurer a cash bond in an amount equal to \$500 for each agent or representative vending within the Township, in lieu of the bond required by 38-155; and
 - c. The principal shall maintain with the Police Department a current roster of all individuals authorized by the principal as its agents or representatives within the Township, which roster shall be produced upon request.
- (7) Any owner or operator of a retail business establishment conducting an off-premises sale on commercial property of another. Such off-premises sales shall be limited to two per year for each owner or operator of such a retail business establishment.

Section 38-152 Application. Remain as written.

Section 38-153 Power of attorney requirement. Remain as written.

Section 38-154 Approval by Chief Building Inspector, Fire Marshal, and Health Department. Remain as written.

H. Amendment to Section 38-155 of Article IV Vendors, Division 2, License. Section 38-155 entitled Bond; issuance of the Code of the Charter Township of Meridian, Ingham County, Michigan, is hereby amended to read as follows:

Section 38-155. Bond; issuance.

(a) The applicant shall deposit with the Township Treasurer a cash bond in the amount of \$500 and pay a license fee in the appropriate amount as set forth in 38-156 below, whereupon the Police Department shall issue a license to the applicant upon finding the applicant has complied with the provisions of this article. Deposits made with the Township Treasurer as required by this subsection shall be subject to claims in all cases where a suit has been brought against the applicant and garnishment proceedings brought against the deposit. At the discretion of the Chief Building Inspector, deposits may also be used to pay for cleaning up debris left by the vendor on any premises used for vending. Any deposits in the hands of the Township Treasurer shall be returned to the applicant within six months after the expiration of the license or the date of the settlement of all pending claims, whichever date shall be later.

(b) If the Police Department refuses to issue a license as provided herein, the applicant may appeal to the Township Board upon giving notice thereof in writing to the Township Clerk within 10 days of such refusal.

- I. Amendment to Section 38-156 of Article IV Vendors, Division 2, License. Section 38-156 entitled Fee of the Code of the Charter Township of Meridian, Ingham County, Michigan, is hereby amended to read as follows:

Section 38-156. Fee.

Each person subject to the provisions of this article shall pay the fee established by resolution prior to obtaining a license under this article.

Section 38-157 Term. Remain as written.

- J. Amendment to Section 38-158 of Article IV Vendors, Division 2, License. Section 38-158 entitled License and identification tag of the Code of the Charter Township of Meridian, Ingham County, Michigan, is hereby amended to read as follows:

Section 38-158. License and identification tag.

The Police Department shall issue to each licensed vendor a license and an identification tag. The license and identification tag shall bear the words "Licensed Vendor," the period for which the license is issued, and the number of the license, all in letters and figures which are plainly discernable. The license shall be prominently displayed on the structure or vehicle used by the licensee. The identification tag shall be worn constantly by the licensee on the front of his/her hat or outer garment in such a way as to be conspicuous during such time as such licensee is engaged in vending.

Section 38-159 Revocation; appeal. Remain as written.

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 upon its publication.

Elizabeth LeGoff, Township Supervisor

Brett Dreyfus, Township Clerk

John E. Dewane, Township Attorney

MEMORANDUM

TO: Township Board

FROM: *Peter Menser*
Peter Menser
Associate Planner

DATE: April 14, 2015

RE: Liquor license request

The Meridian Township Downtown Development Authority (DDA) is requesting Township Board approval to apply for a one-day liquor license to sell beer and wine at the Celebrate Downtown Okemos event scheduled for Saturday, June 13, 2015. The license type is a "Special License for Consumption on the Premises" which is issued by the Michigan Liquor Control Commission (MLCC), under authority from the Michigan Department of Licensing and Regulatory Affairs (LARA). A certified copy of a resolution of the Township Board authorizing the license request must be included in the application to the State.

This is the third year a beer tent will be included as part of the Celebrate Downtown Okemos event. The DDA will be obtaining the license and operating the tent. The DDA will collect all money received from beer sales, which will help offset costs related to facilitating the event. If approved to apply for the special license, the DDA will acquire the necessary liability insurance for beer/wine sales.

For municipalities, the license fee for the "Special License" is \$50. The license is good for one day, with sales restricted to 7:00 a.m. until 2 a.m. The Celebrate event runs from 12 p.m. until 11 p.m. The DDA is prepared to provide a secure site with appropriate barriers as required per law, and monitor and restrict beer/wine sales from visibly intoxicated persons and minors.

- **MOTION TO APPROVE DDA REQUEST TO APPLY FOR ONE-DAY LIQUOR LICENSE FROM THE MICHIGAN LIQUOR CONTROL COMMISSION (MLCC) FOR THE CELEBRATE DOWNTOWN OKEMOS EVENT ON JUNE 13, 2015**

Attachments

1. Resolution to approve license application.

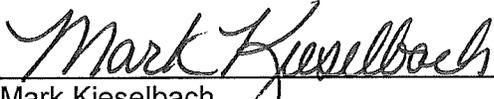
**RESOLUTION TO APPROVE
DDA Liquor License Request (Township Board)
Page 2**

I, the undersigned, the duly qualified and acting Clerk of the Charter Township of Meridian, Ingham County, Michigan, DO HEREBY CERTIFY that the foregoing is a true and a complete copy of a resolution adopted at a regular meeting of the Township Board on the 21st day of April, 2015.

Brett Dreyfus
Township Clerk

MEMORANDUM

TO: Township Board

FROM: 
Mark Kieselbach
Director of Community Planning and Development

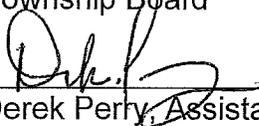
DATE: April 16, 2015

RE: Joint Committee – Master Plan Update

The Planning Commission has been discussing opportunities to engage the public in the update of the 2005 Master Plan and have decided to conduct a charrette-style meeting to gather information. The Planning Commission is seeking participation by the Township Board thus Planning Commission Chair John Scott-Craig, Planning Commission Vice-Chair Pat Jackson and possibly other commission members will attend the April 21, 2015 Board meeting to present the concept and update the Board on the Planning Commission's activities associated with the 2005 Master Plan.

MEMORANDUM

TO: Township Board

FROM: 
Derek Perry, Assistant Township Manager/
Director of Public Works

DATE: April 16, 2015

RE: **Smith Drain Study**

The Smith Drain is a county drain that originates in Alaieton Township south of I-96 and runs north, approximately 1,500 feet west of Okemos Road, to north of Bennett Road, then northeasterly across Okemos Road to the Red Cedar River. (See attached aerial map)

Because of current and proposed development north of Jolly Road, the Ingham County Drain Commission has requested a study of the Smith Drain be completed to determine whether improvements to the drain are necessary. One of the concerns is whether the pond north of Water Lily Way on Forsberg's property has adequate capacity to provide detention for all current and proposed development in the area.

Any work done on a drain that exceeds routine maintenance must be initiated by a petition to the Ingham County Drain Commissioner requesting the work be done. The Drain Commissioner has requested Meridian Township submit the appropriate petition requesting the consolidation of six drainage districts to be known as the Smith Consolidated Drain District, and requesting improvements to the Smith Consolidated Drain. The Township would be subject to assessment to pay a percentage of the costs of the consolidated drain at large.

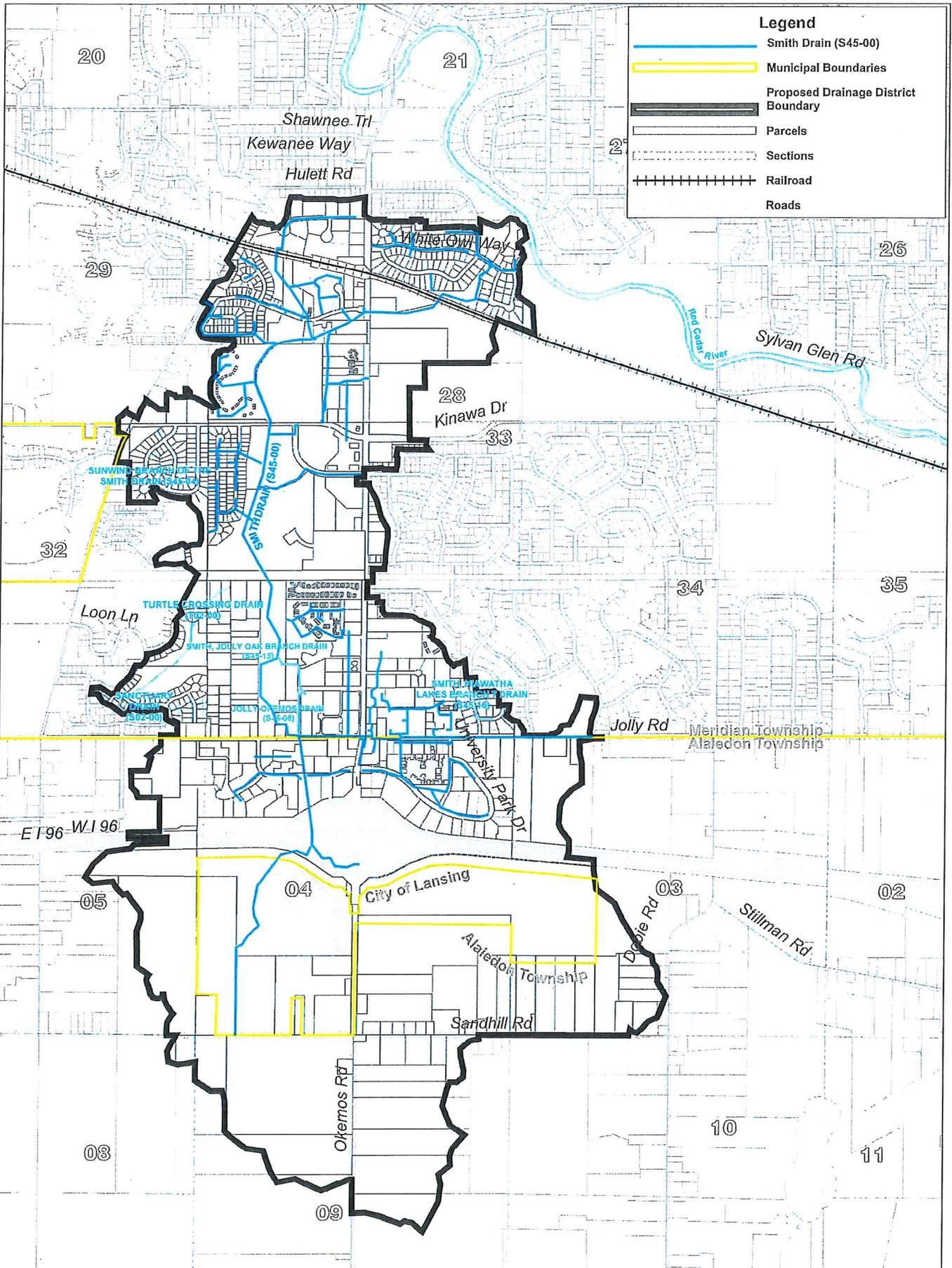
The Drain Commissioner has also requested Meridian Township advance \$35,000 to the Drainage Districts for a study to be undertaken by the Drain Commissioner. The Township would receive a credit against future assessments to the Township or could be paid from assessments against lands in the drainage district.

Attached for your review is a draft resolution authorizing the petition for consolidation of six drains and improvements to the drains, the petition, and the draft agreement for advance of money for a study of the drain.

The Ingham County Drain Commissioner's Office will be at tonight's meeting to answer questions.

Attachment

EXHIBIT B



Legend

- Smith Drain (S45-00)
- Municipal Boundaries
- Proposed Drainage District Boundary
- Parcels
- Sections
- ++++++++++ Railroad
- Roads



Chorea Pkwy

Bennett Rd

Bennett Rd

Okemo Rd

Heritage A

Paradise Dr

Job Dr

Okemos Rd

Fieldstone Dr

Okemos Rd

Robb Dr

Association Dr

South Oak Rd

Okemos Rd

Elaine Drive

Myrtle Dr

Cornell Drive

Hamilton Dr

— SMITH DRAIN

MERIDIAN CHARTER TOWNSHIP

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

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

PRESENT: _____

ABSENT: _____

The following Resolution was offered by Trustee _____.

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

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

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

WHEREAS, Meridian Township believes that the established drains need maintaining and improving and such drains and drainage districts need consolidating for efficiency and cost savings. Consolidation of the Drainage Districts, and maintenance, improvement and consolidation of the Drains are conducive to the public health, convenience and welfare; and

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

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

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

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

BE IT FURTHER RESOLVED that the Clerk shall forward a copy of this Resolution to the Ingham County Drain Commissioner and file the petition for the consolidation of the Drainage Districts and for the maintenance, improvement and consolidation of the Drains, as permitted under Public Act 40 of 1956, as amended.

AYES: _____

NAYS: _____

ABSENT: _____

The foregoing Resolution declared adopted on the date written above.

Brett Dreyfus, Township Clerk

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

To the Ingham County Drain Commissioner:

The undersigned petitioner, Meridian Charter Township, located within Ingham County, Michigan, hereby petitions pursuant to Chapters 8 and 19 of the Michigan Drain Code of 1956, as amended, for the consolidation of the following Drainage Districts, all located within Alaiedon Township, Ingham County, Michigan, Meridian Charter Township, Ingham County, Michigan and the City of Lansing, Ingham County Michigan:

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

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

Meridian Charter Township also petitions for the cleaning out, relocating, widening, deepening, straightening, tiling, extending, providing structures, adding lands not within the existing drainage districts, adding branches and relief drains, relocating along a highway, adding structures and mechanical devices that will properly purify or improve the flow, adding pumping equipment necessary to assist or relieve the flow and for the consolidation of the following drains, all located and established

within Alaieton Township, Ingham County, Michigan, Meridian Charter Township, Ingham County, Michigan and the City of Lansing, Ingham County Michigan:

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

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

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

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

MERIDIAN CHARTER TOWNSHIP

As authorized by its governing body

Elizabeth LeGoff, Township Supervisor

On: _____, 2015

Brett Dreyfus, Township Clerk

**AGREEMENT FOR ADVANCE OF MONEY FOR DRAIN WORK PURSUANT TO
SECTION 434 OF ACT NO. 40 OF THE PUBLIC ACTS OF 1956, AS AMENDED**

THIS AGREEMENT, made and entered this _____ day of _____ 2015, by and between Patrick E. Lindemann, Ingham County Drain Commissioner, whose address is 707 Buhl Avenue, Mason, Michigan, 48854, (“Drain Commissioner”) on behalf of the **Smith Drain Drainage District; Sunwind Branch of the Smith Drain Drainage District; Jolly-Okemos Drain Drainage District; Smith, Jolly Oak Branch Drain Drainage District; Smith, Hiawatha Lakes Branch 7 Drain Drainage District; and Turtle Crossing Drain Drainage District** (“Drainage Districts”), and Meridian Charter Township (“Township”) whose address is the 5151 Marsh Road, Okemos, Michigan, 48864.

WHEREAS, the Drainage Districts are established public body corporates in the County of Ingham and State of Michigan pursuant to Act 40 of the Public Acts of 1956 of the State of Michigan, as amended (“Drain Code”) under the exclusive jurisdiction of the Drain Commissioner; and

WHEREAS, the Township is a Michigan Municipal Corporation, organized pursuant to Michigan Public Act 359 of the Public Acts of 1947, as amended, MCL 42.1 et seq., as a Charter Township; and

WHEREAS, the Parties to this Agreement have agreed to undertake a hydrologic and hydraulic study of the Drainage Districts (the “Study”) in order to ensure that there is no detriment or diminution of the drainage service in the Drainage Districts; and

WHEREAS, Section 434 of the Drain Code provides that a drainage district may accept the advance of work, material, or money from a public or private corporation, partnership, association, individual, or the federal government or any agency of the federal government for the payment of, or in connection with the construction of, any part of a drain project or for financing a feasibility, practicability, environmental assessment, or impact study of a drain project which may include the payment for easement or land acquisition or engineering and legal fees, or an engineering, environment impact, or assessment study; and

WHEREAS, Section 434 of the Drain Code provides that the repayment or reimbursement of the money may be evidenced by contract and may be payable out of drain assessments against the public corporation at large or against lands in the drainage district, or out of the proceeds of drain orders, notes, or bonds issued by the drainage district pursuant to this act or out of any other available funds.

NOW, THEREFORE, in consideration of the promises and covenants of each, the parties hereto agree as follows:

1. Pursuant to Section 434 of the Drain Code, the Township agrees to advance money to the Drainage Districts without interest for a Study, to be undertaken by the Drain Commissioner, in an amount not to exceed thirty-five thousand dollars (\$35,000.00).

2. The Drain Commissioner and the Drainage Districts agree to include the cost of the Study in the computation of costs that are deemed necessary and to provide a credit to the Township in an amount equal to the amount paid for the Study and to apply the credit towards the Township's at-large assessment for such projects that are deemed necessary. In the event that the Drain Commissioner does not receive a petition for the consolidation, maintenance and improvement of the Drainage Districts and Drains, then the cost of the Study will be reimbursed from first monies available from the Smith Drain Drainage District Stormwater Asset Management (SAW) Grant, as allowed by the Grant.
3. The Drain Commissioner and the Drainage Districts agree to provide the Township with invoices of the costs related to the Study which will be paid to the Drain Commissioner within 30 days of receipt by the Township.
4. This Agreement contains the entire agreement of the parties. No modification of this Agreement shall be valid or binding unless such modification is in writing, dated and signed by both parties.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed by the duly authorized officers as of the day and year first above written.

**SMITH DRAIN DRAINAGE DISTRICT; SUNWIND
BRANCH OF THE SMITH DRAIN DRAINAGE
DISTRICT; JOLLY-OKEMOS DRAIN DRAINAGE
DISTRICT; SMITH, JOLLY OAK BRANCH DRAIN
DRAINAGE DISTRICT; SMITH, HIAWATHA LAKES
BRANCH 7 DRAIN DRAINAGE DISTRICT; and
TURTLE CROSSING DRAIN DRAINAGE DISTRICT**

By: _____
Patrick E. Lindemann
Ingham County Drain Commissioner

STATE OF MICHIGAN)
)ss.
COUNTY OF INGHAM)

On this _____ day of _____, 2015, before me, a Notary Public in and for said County, personally appeared Patrick E. Lindemann on behalf of the Drainage Districts who acknowledged the foregoing instrument to be his free act and deed.

_____, Notary Public
State of Michigan, County of Ingham
My commission expires: _____
Acting in the County of: Ingham

MERIDIAN CHARTER TOWNSHIP

Elizabeth LeGoff, Township Supervisor

Brett Dreyfus, Township Clerk

STATE OF MICHIGAN)
)ss.
COUNTY OF INGHAM)

On this _____ day of _____, 2015, before me, a Notary Public in said County, personally appeared Elizabeth LeGoff, Township Supervisor and Brett Dreyfus, Township Clerk of Meridian Charter Township who acknowledged the foregoing instrument to be their free act and deed.

Notary Public
State of Michigan, County of Ingham
My Commission expires:

Acting in the County of:

DRAFTED BY, RETURN TO:
Ingham County Drain Commissioner
707 Buhl Avenue
Mason, MI 48854

Patrick E. Lindemann

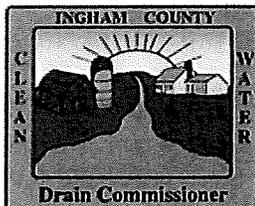
Ingham County Drain Commissioner

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

Phone: (517) 676-8395

Fax: (517) 676-8364

<http://dr.ingham.org>



Carla Florence Clos
Deputy Drain Commissioner

Paul C. Pratt
Deputy Drain Commissioner

David C. Love
Chief of Engineering and Inspection

Sheldon Lewis
Administrative Assistant

Memo

To: Derek Perry, Assistant Township Manager

From: David C. Love, Drain Engineer

Date: April 7, 2015

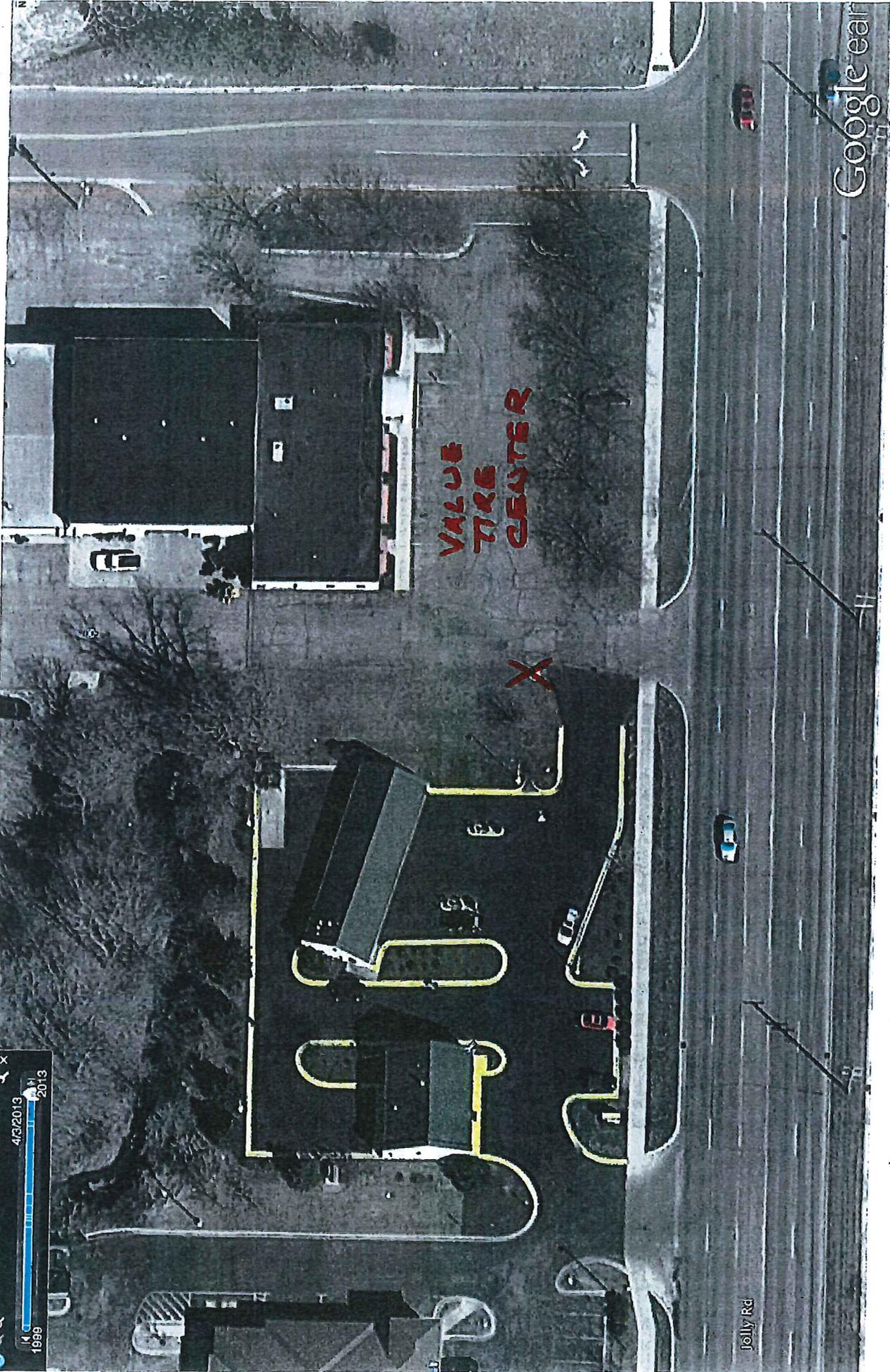
Re: Summary of Smith Drain pipe issues.

The Smith Drain has an enclosed 5-foot diameter pipe north of Jolly Road in Meridian Township. A large, 12-foot by 5-foot sink hole 5-feet deep developed along the western edge of the Value Tire Center over the Drain in the Spring of 2010 (see the spot marked by the X on the attached drawing). Two pictures of the pipe taken at the time are attached. The pictures show the deteriorated corroded condition of the pipe. In picture #2 the entire bottom of the pipe had rusted away and led to the sinkhole forming.

A temporary repair was made by our Office in 2011 for an amount less than \$10,000, which was our annual maintenance limit for this drain. Replacement of the pipe was needed, but because the cost was over \$200,000, it could not be done under maintenance. This work has to be done under a petition.

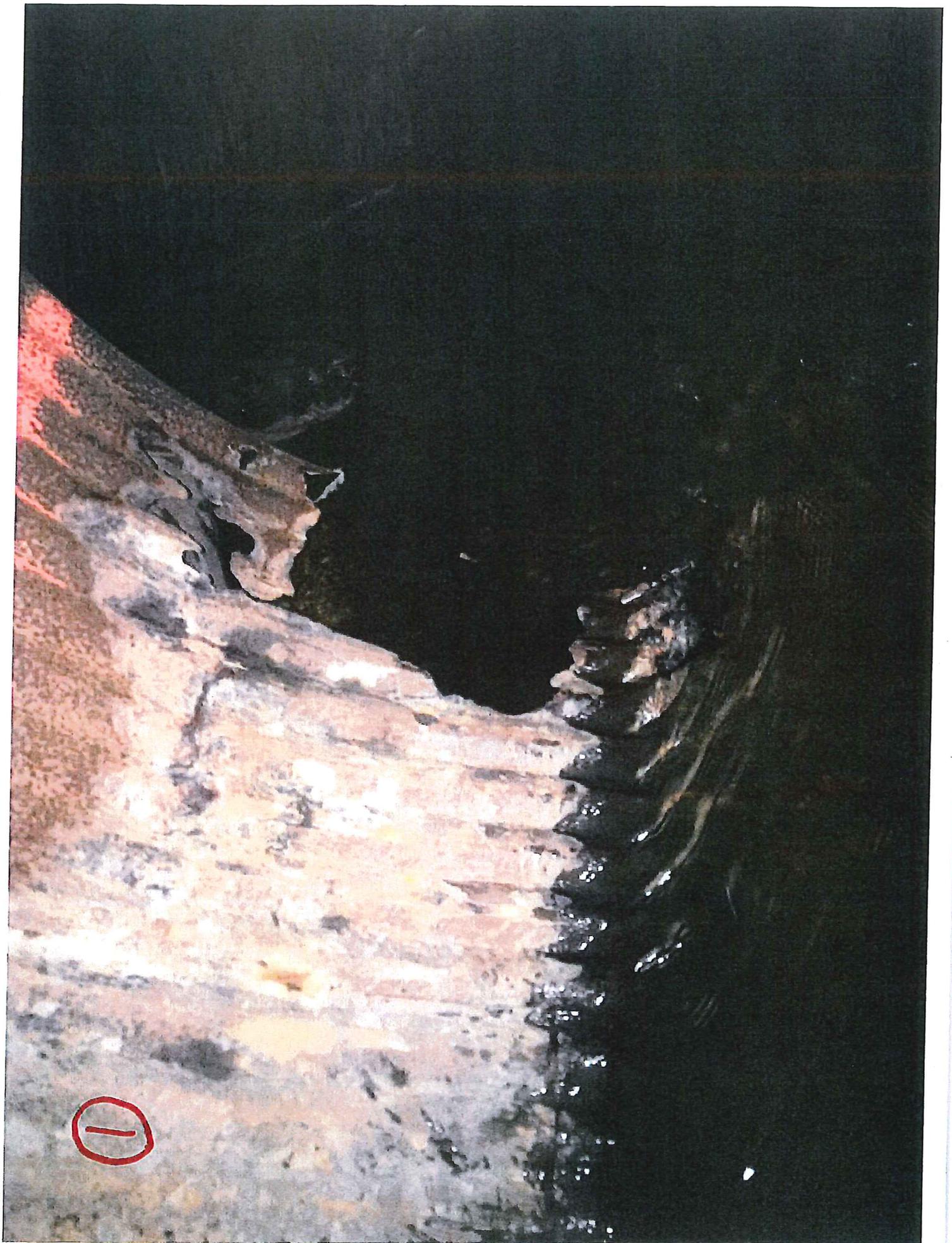
During the 1980's a detention pond was constructed in an expanded portion of the Drain north of the enclosed pipe on land owned by Fosberg (see attached picture #3). The pond is in need of evaluation since the upstream portion of the Drain has been greatly developed over the years and the impact of the additional water on the pond has not been adequately identified. The only control for the pond to have any detention value is a culvert at the north end on adjacent property (see picture #4).

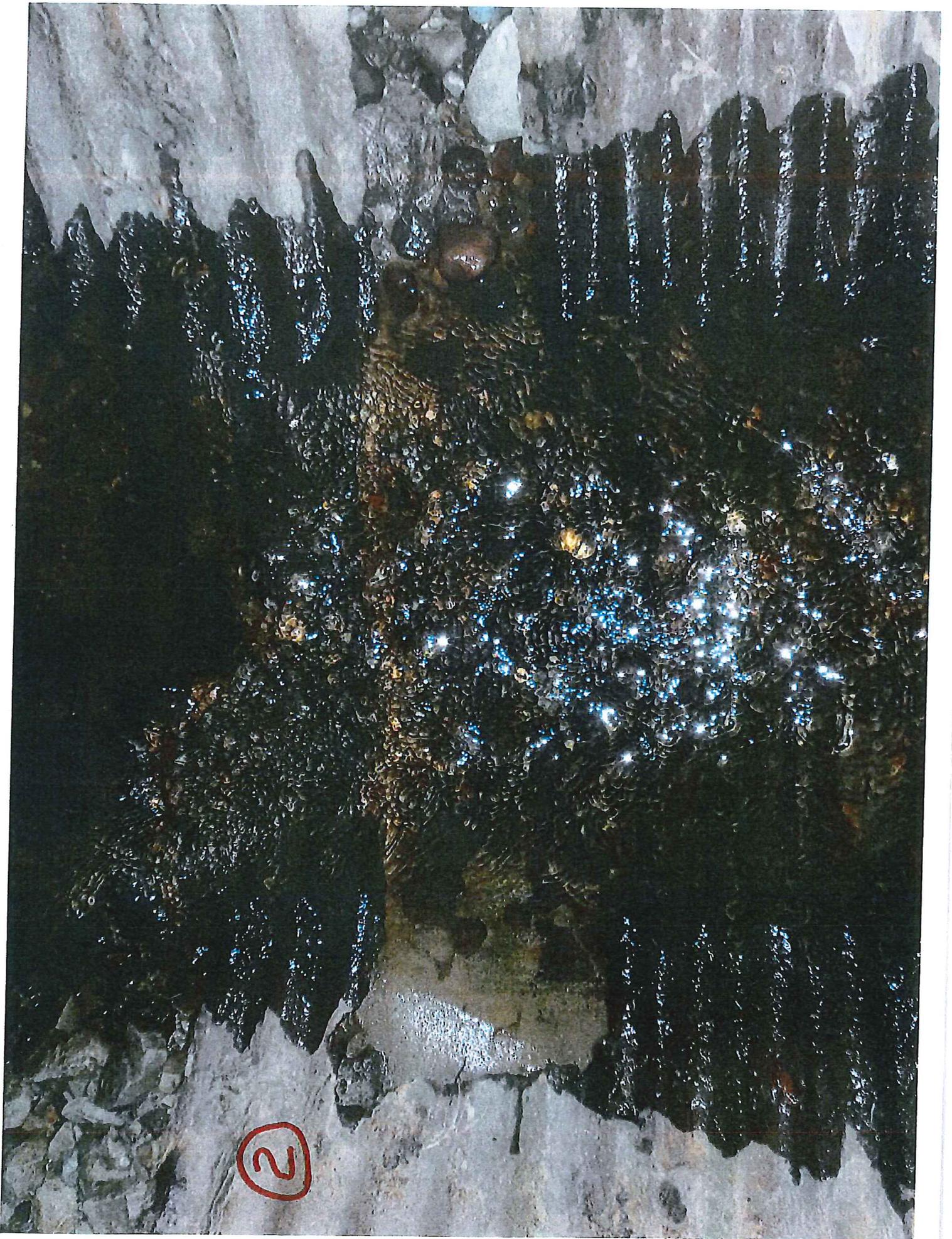
4/3/2013
1999 2013



Google Earth

Jolly Rd

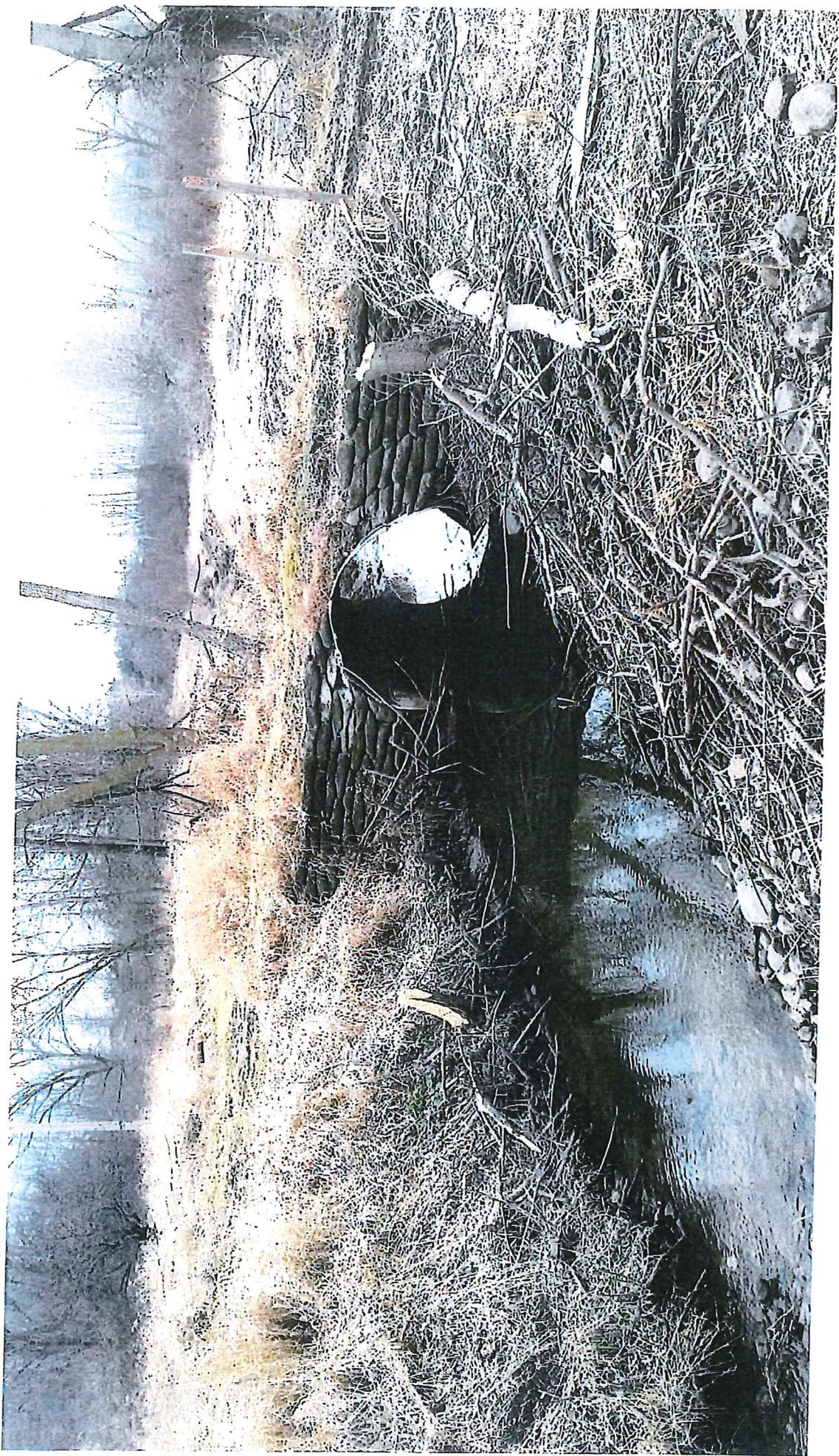




#3

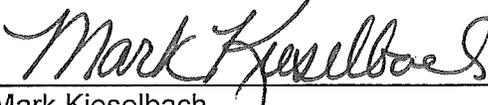


#4



MEMORANDUM

TO: Township Board

FROM: 
 Mark Kieselbach
 Director of Community Planning and Development


 Gail Oranchak, AICP
 Principal Planner

DATE: April 16, 2015

RE: Rezoning #15020 (George F. Eyde Family LLC) request to rezone approximately 8.66 acres located at 1614 and 1622 Grand River Avenue and an undeveloped parcel on Central Park Drive

The applicant, George F. Eyde Family, LLC), represented by Mark Clouse, has requested the rezoning of approximately 8.66 acres from PO (Professional and Office) and RA (Single Family, Medium Density) to (C-2 Commercial). Single family homes are located at 1614 and 1622 Grand River while the Central Park Drive parcel is undeveloped except for two sheds.

The Planning Commission held the public hearing on the rezoning request at its March 9, 2015 meeting. During its discussion, the Planning Commission considered access to the site, vehicle turning movements at the intersection of Grand River and Central Park Drive, changing land use conditions surrounding the site, possible retention of the RA zoning on the undeveloped parcel and the potential for C-2 development without Planning Commission review.

On March 23, 2015 the Planning Commission voted 7-1 to recommend approval of the request to rezone approximately 8.66 acres from PO (Professional and Office) and RA (Single Family, Medium Density) to C-2 (Commercial) citing the following reasons for its decision:

1. The subject site is adjacent to the Township's Commercial Core Area as designated on the 2005 Master Plan Future Land Use Map.
2. The Planning Commission has received statements about the abundance of unused or under used office space in an around Meridian Township thus the Office designation on the 2005 Master Plan Future Land Use Map is inconsistent with current and future need.
3. A portion of the subject site fronting on Central Park Drive is the only piece of land zoned for single family residential use on Central Park Drive east of Marsh Road and north of Grand River Avenue while the predominant zoning is for commercial uses.
4. Rezoning the entire 8.66 acres to C-2 (Commercial) is consistent with the existing commercial uses located west and south of the subject site.
5. The Township's traffic consultant reviewed the applicant's Traffic Assessment commenting, the intersection of Grand River Avenue and Central Park Drive will operate satisfactorily.
6. Public utilities and services are in place to serve the site.

7. The rezoning will result in a logical and orderly development pattern for the Grand River Avenue and Central Park Drive area.

Staff memorandums outlining the rezoning are attached for the Board's review.

Township Board Options

The Township Board may approve or deny the proposed rezoning from PO (Professional and Office) and RA (Single Family, Medium Density) to C-2 (Commercial). If the Board amends the proposal, the case may be referred to the Planning Commission for its recommendation. A resolution will be provided at a future meeting.

Attachments

1. Staff memorandums dated March 5, 2015 and March 19, 2015
2. Planning Commission minutes dated March 9, 2015 (public hearing), and March 23, 2015 (decision)

**Rezoning #15020
(George F. Eyde Family LLC)
March 5, 2015**

APPLICANT: George F. Eyde Family LLC
4460 S. Hagadorn Road, Suite 660
East Lansing, MI 48823

STATUS OF APPLICANT: Purchaser

REQUEST: Rezone to C-2 (Commercial)

CURRENT ZONING: PO (Professional and Office) and RA (Single Family, Medium Density)

LOCATION: 1614 and 1622 Grand River Avenue and an undeveloped parcel east of Central Park Drive and north of Grand River

AREA OF SUBJECT SITE: 8.66 acres (377,229.6 sq. ft.)

EXISTING LAND USE: Single Family residences and undeveloped

EXISTING LAND USES IN AREA:
North: Undeveloped
South: Grand River Avenue
East: Sparrow office building, detention pond
West: Commercial strip center

CURRENT ZONING IN AREA:
North: RA (Single Family, Medium Density)
South: C-2 (Commercial)
East: PO (Professional and Office)
West: C-2 (Commercial)

FUTURE LAND USE DESIGNATION: Office

FUTURE LAND USE MAP:
North: Office
South: Commercial (across Grand River)
East: Office
West: Commercial

CHARTER TOWNSHIP OF MERIDIAN

MEMORANDUM

TO: Planning Commission

FROM: Gail Oranchak
Gail Oranchak, AICP
Principal Planner

DATE: March 5, 2015

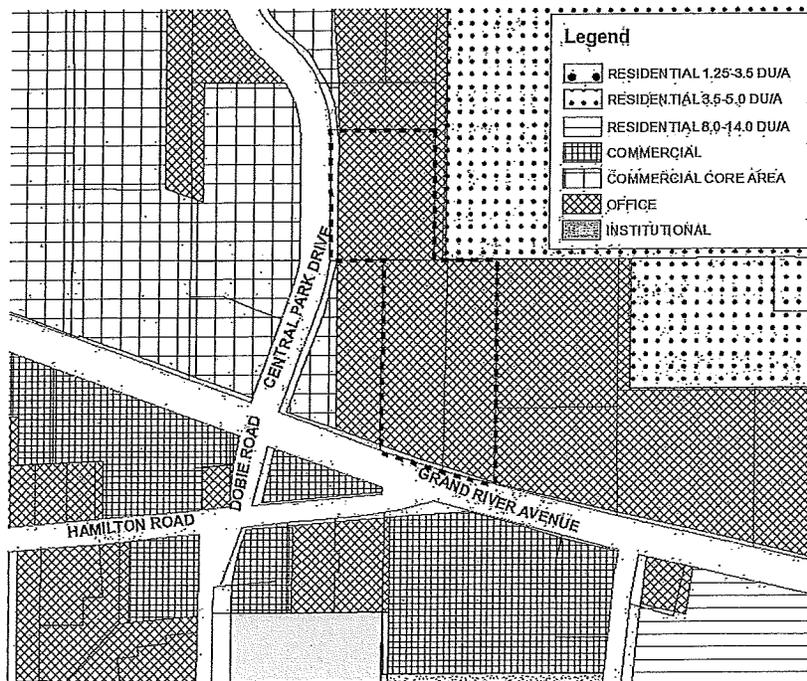
RE: Rezoning #15020 (George F. Eyde Family LLC) request to rezone approximately 8.66 acres located at 1614 and 1622 Grand River Avenue and an undeveloped parcel on Central Park Drive

George F. Eyde Family LLC has requested the rezoning of three parcels totaling approximately 8.66 acres from PO (Professional and Office) and RA (Single Family, Medium Density) to C-2 (Commercial). Single family homes are located at 1614 and 1622 Grand River while the Central Park Drive parcel is undeveloped except for two sheds.

Master Plan

The 2005 Master Plan designates all three parcels in the Office category.

FUTURE LAND USE MAP



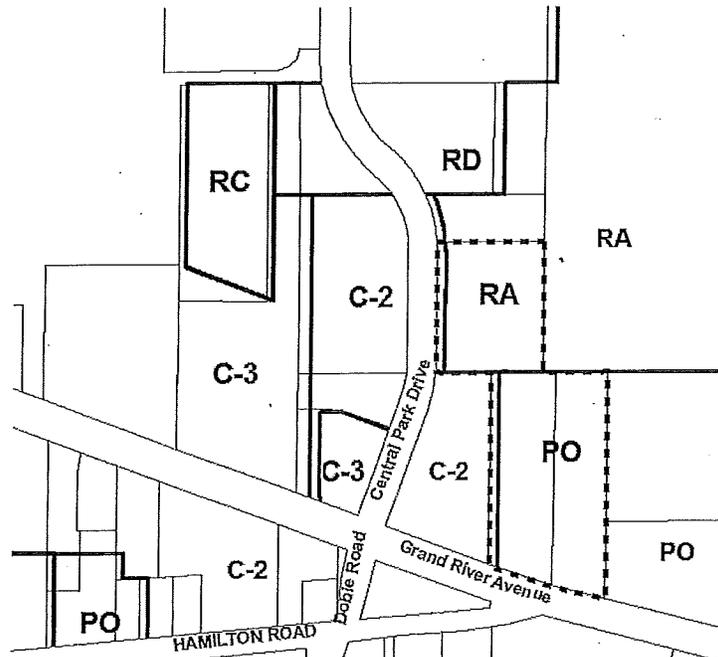
Zoning

As far back as 1963, Township zoning maps indicate the three parcels were zoned as they are today, PO for the two parcels with frontage on Grand River Avenue and RA for the parcel with frontage on Central Park Drive. Combined or individually, the three parcels meet the minimum lot width and lot area requirements for their current zoning districts (PO or RA) and the proposed C-2 district.

PARCEL	LOT AREA	LOT WIDTH
1614 Grand River	2.41 acres (104,980 sq. ft.)	145 ft.
1622 Grand River	3.21 acres (139,828 sq. ft.)	206 ft.
Central Park Drive	3.04 acres (132,422 sq. ft.)	359.29 ft.

ZONING DISTRICT	LOT AREA	LOT WIDTH
PO (Professional and Office)	5,000 sq. ft.	50 ft.
RA (Single Family, Medium Density)	10,000 sq. ft.	80 ft.
C-2 (Commercial)	4,000 sq. ft.	100 ft.

ZONING MAP



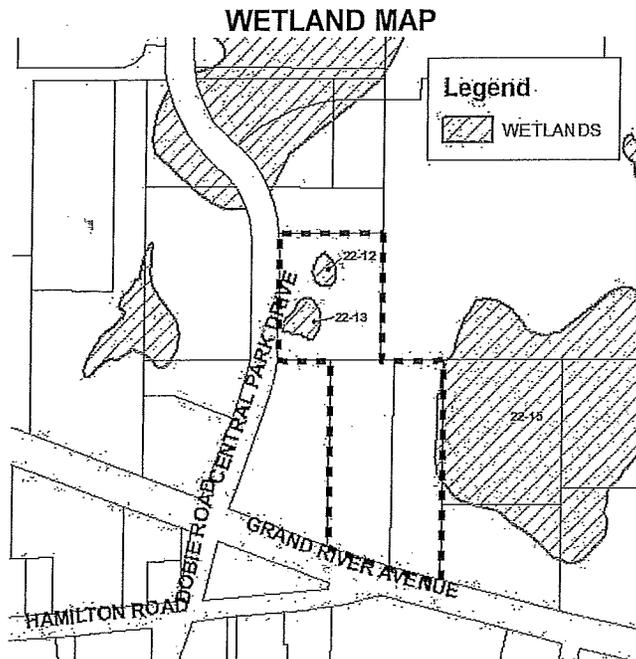
Physical Features

Single family residences occupy the two Grand River Avenue parcels. Township records show a 2,900 square foot greenhouse is also located on the site addressed as 1614 Grand River while two sheds of 176 square feet and 3,576 square feet are located on the Central Park Drive parcel. Vegetation consists of deciduous and conifer trees, shrubs and open lawn areas. Elevations range from 870 feet above mean sea level along the Grand River Avenue frontage to 859 feet above mean sea level in the center of the two Grand River Avenue parcels. Slope is fairly gradual from Grand River Avenue northward to the low point and then gradually increases to 867 feet above mean sea level on the Central Park Drive parcel. The Flood Insurance Rate Maps for Meridian Township show 100-year floodplain elevations are not present on this site.

Wetlands

The Township Wetland Map shows three wetlands may impact future development. Wetlands 22-12 and 22-13 are located on the Central Park Drive parcel. At less than .25 acres in size they may be unregulated. Wetland #22-15 appears to skim the east side of 1614 Grand River Avenue; it is a large detention pond owned by the Ingham County Drain Commissioner. At more than two acres in total area, a required 40 foot natural features setback is a potential factor in future development. The Township Wetland Map is a guide and a wetland delineation will be required prior to future development to determine the extent and location of wetlands.

WETLAND	SIZE	ATTRIBUTES
22-12	.23	Emergent
22-13	.23	Emergent
22-15	8.95	Emergent/Open Water/Shrub-Scrub



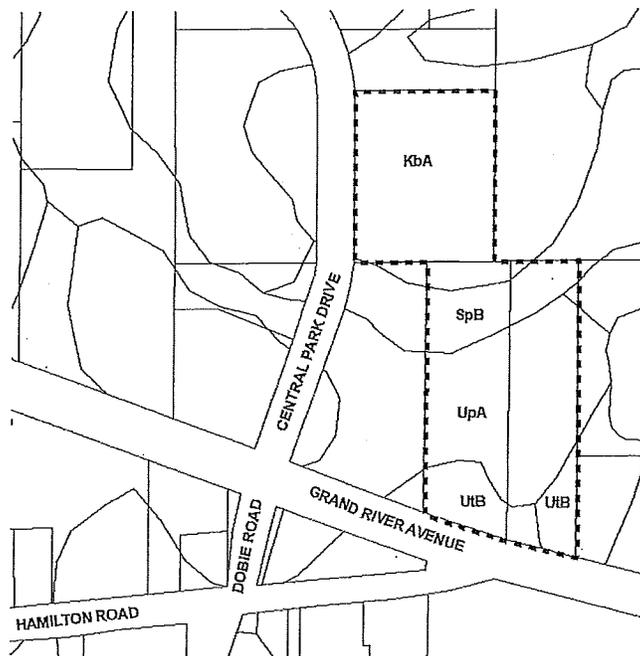
Soils

The following predominant soil types are found at the subject site:

SOIL ASSOCIATION	SEVERE LIMITATIONS
KbA (Kibbie)	Wetness
SpB (Spinks)	None
UpA (Urban Land-Capac/Colwood)	Wetness, Ponding
UtB (Urban Land-Marlette)	None

Source: Soil Survey of Ingham County, Michigan. 1992.

SOILS MAP



Streets and Traffic

Access to the site is available from Grand River Avenue and Central Park Drive. Grand River Avenue is classified as a Principal Arterial as shown on the map titled Street Setbacks and Service Drives, Section 86-367 in the zoning ordinance. Central Park drive is identified as a Collector street on the same map.

Grand River Avenue consists of two eastbound and two westbound lanes with a center turn lane. A Michigan Department of Transportation traffic count from 2013 showed average weekday trips totaled 17,000 vehicle trips at a location east of the Grand River Avenue and Central Park Drive intersection.

Central Park Drive consists of two northbound and two southbound lanes. Ingham County Road Department data indicates the most recent traffic count for this segment of Central Park Drive was taken in 2003. At that time, 12,557 vehicle trips were counted evenly distributed between northbound and southbound directions.

The applicant's traffic consultant has prepared a rezoning traffic assessment comparing potential uses permitted in the RA and PO zoning districts to those permitted in the C-2 district. Single family detached housing is compared to a 27,000 square foot specialty retail building for the rezoning from RA to C-2. For the PO to C-2 parcels, a 77,000 square foot office building is compared to a 49,000 square foot supermarket. The report concludes traffic volumes will increase but level of service will be acceptable at LOS D.

The Township's traffic consultant reviewed the applicant's traffic assessment commenting, "The intersection of Grand River Avenue and Central Park Drive will operate satisfactorily." He further commented, "Care should be given to the location" of future entrances into the site "to assure good site distance on Central Park Drive and adequate spacing with existing road and driveways on Grand River."

Utilities

Public sanitary sewer and water lines in the vicinity of the site are available for connection.

Staff Analysis

The applicant has requested the rezoning of an approximate 8.66 acre site consisting of three parcels located on Grand River Avenue and Central Park Drive from PO (Professional and Office) and RA (Single Family, Medium Density) to C-2 (Commercial). When evaluating the request, the Planning Commission should consider all uses permitted by right and by special use permit in the current and proposed zoning districts as well as topics listed on the rezoning application such as changing conditions in the vicinity of the site; consistency with the Master Plan; furtherance of health, safety and welfare; compatibility with surrounding uses; potential adverse impacts to the environment; identified community need; logical and orderly development pattern; and/or better and more efficient use of land. In support of the rezoning, the applicant responded to applicable topics in the attached application materials.

Planning Commission Options

The Planning Commission may recommend approval or denial of the request or it may recommend a different zoning designation to the Township Board. A resolution will be provided for a future meeting.

Attachments

1. Application and supporting materials
2. Township traffic consultant's report dated February 9, 2015

CHARTER TOWNSHIP OF MERIDIAN
DEPARTMENT OF COMMUNITY PLANNING AND DEVELOPMENT
5151 MARSH ROAD, OKEMOS, MI 48864
PHONE: (517) 853-4560, FAX: (517) 853-4095

REZONING APPLICATION

Part I, II and III of this application must be completed. Failure to complete any portion of this form may result in the denial of your request.

Part I

- A. Owner/Applicant George F. Eyde Family, LLC
Address of applicant 4660 S. Hagadorn, Suite 660, EL, MI
Telephone: Work 517-351-12480 Home _____
Fax 517-351-2319 Email clouse@eyde.com
- If there are multiple owners, list names and addresses of each and indicate ownership interest. Attach additional sheets if necessary. If the applicant is not the current owner of the subject property, the applicant must provide a copy of a purchase agreement or instrument indicating the owner is aware of and in agreement with the requested action.
- B. Applicant's Representative, Architect, Engineer or Planner responsible for request:
Name / Contact Person MARIE CLOUSE
Address same
Telephone: Work _____ Home _____
Fax _____ Email _____
- C. Site address/location VL - Central Park Drive ; 1614 ; 1622 Grand River Ave, Okemos
Legal description (Attach additional sheets if necessary) see Attached Survey
Parcel number see attached Site acreage 8.7 +/- ACRES
- D. Current zoning see attached Requested zoning C2 - Commercial
- E. The following support materials must be submitted with the application:
1. Nonrefundable fee.
 2. Evidence of fee or other ownership of the subject property.
 3. A rezoning traffic study prepared by a qualified traffic engineer based on the most current edition of the handbook entitled *Evaluating Traffic Impact Studies: A Recommended Practice for Michigan Communities*, published by the State Department of Transportation, is required for the following requests:
 - a. Rezoning when the proposed district would permit uses that could generate more than 100 additional directional trips during the peak hour than the principal uses permitted under the current zoning.
 - b. Rezoning having direct access to a principal or minor arterial street, unless the uses in the proposed zoning district would generate fewer peak hour trips than uses in the existing zoning district.
(Information pertaining to the contents of the rezoning traffic study will be available in the Department of Community Planning and Development.)
 4. Other information deemed necessary to evaluate the application as specified by the Director of Community Planning and Development.

Part II

REASONS FOR REZONING REQUEST

Respond only to the items which you intend to support with proof. Explain your position on the lines below, and attach supporting information to this form.

see attached

A. Reasons why the present zoning is unreasonable:

- 1) There is an error in the boundaries of the Zoning Map, specifically: _____
- 2) The conditions of the surrounding area have changed in the following respects: _____
- 3) The current zoning is inconsistent with the Township's Master Plan, explain: _____
- 4) The Township did not follow the procedures that are required by Michigan laws, when adopting the Zoning Ordinance, specifically: _____
- 5) The Township did not have a reasonable basis to support the current zoning classification at the time it was adopted; and the zoning has exempted the following legitimate uses from the area: _____
- 6) The current zoning restrictions on the use of the property do not further the health safety or general welfare of the public, explain: _____

B. Reasons why the requested zoning is appropriate:

- 1) Requested rezoning is consistent with the Township's Master Plan, explain: _____
- 2) Requested rezoning is compatible with other existing and proposed uses surrounding the site, specifically: _____
- 3) Requested rezoning would not result in significant adverse impacts on the natural environment, explain: _____
- 4) Requested rezoning would not result in significant adverse impacts on traffic circulation, water and sewer systems, education, recreation or other public services, explain: _____
- 5) Requested rezoning addresses a proven community need, specifically: _____
- 6) Requested rezoning results in logical and orderly development in the Township, explain: _____
- 7) Requested rezoning will result in better use of Township land, resources and properties and therefore more efficient expenditure of Township funds for public improvements and services, explain: _____

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

Mark K Clouse
Signature of Applicant

12.31.2014
Date

MARK K CLOUSE
Type/Print Name

Fee: \$920

Received by/Date: _____

Rezoning Application
Supplement
Parcel 1 - 22-252-003
Parcel 2 - 22-401-003
Parcel 3 - 22-426-001

- A2 The Central Park Drive / Grand River Avenue area has continued to evolve into a commercial core. Parcels 2 & 3 each front Grand River Avenue – with a multi-tenant retail center to the west and Sparrow Heath Center to the east. Central Park Drive was developed with the intent to house commercial / retail uses along either side – as it has been developed from Marsh Road to Grand River.
- A3 Whereas the current Master Plan calls for Professional and Office (PO) zoning on all 3 parcels – Parcel 1 remains RA – single family.
- B1 Whereas Office zoning is set forth on the Master Plan Map – the surrounding area has been developed with a focus on commercial and retail. The subject area is a part of the Township's overall commercial core and uses consistent with that type of development will require commercial zoning.
- B2 As set forth above – the area has developed as a strong retail core – and commercial zoning would be consistent with current uses on surrounding properties.
- B3 The subject parcels front Grand River Avenue or Central Park Drive. The property is generally flat and has no wetlands on site.
- B4 The site is served by public water and sewer – with road frontage on Grand River Avenue or Central Park Drive.
- B5 Current Master Plan calls for Office on the subject parcels – however there is no demand for office space in the commercial core of the Township. Office occupancy continues to grow at a very slow pace – but only in the developed office park areas of the Township. Retail / Commercial uses have continued to grow in the core of the Township.
- B6 See B5 above.
- B7 As set forth above – the parcels front major corridors in the Township. Public utilities are available to the parcels.



TRAFFIC ASSESSMENT

For the

Proposed Rezoning of

**8.66 Acres on Grand River Avenue (M-43)
And Central Park Drive**

Meridian Charter Township, Ingham County, MI

February, 2015

Prepared by:

**Traffic Engineering
Associates, Inc.**

PO Box 100 • Saranac, Michigan 48881
517/627-6028 FAX: 517/627-6040

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PROJECT DESCRIPTION

The purpose of this study is to determine the difference in the traffic being generated between the existing zoning, One-Family Medium-Density Residential (RA) and Professional Office (PO), and the proposed new zoning, Commercial (C-2), of an approximate eight point six six (8.66) acre parcel located at the northeast corner of Grand River Avenue (M-43) and Central Park Drive in Meridian Charter Township, Ingham County, Michigan.

The trip generation for the existing parcels was based on the largest trip generators allowed under the Meridian Charter Township Zoning Ordinance. There are three (3) parcels, the first parcel consisting of 3.04 acres is currently zoned One-Family Medium-Density Residential, the second parcel consisting of 3.21 acres is zoned Professional Office and the third parcel consisting of 2.41 acres is also zoned Professional Office.

The trip generation for future development was determined by the largest trip generator use allowed under the proposed Commercial (C-2) zoning category.

The traffic analysis consists of the following items:

- Comparison of trips being generated with the existing zoning One-Family Medium-Density Residential (RA) and Professional Office (PO), versus the requested new zoning Commercial (C-2).
- Level of Service analysis for existing conditions at the intersection of Grand River Avenue (M-43) and Central Park Drive/Dobie Road
- Discussion of any potential sight distance issues.

This study was conducted in accordance with the guidelines set forth in "Evaluating Traffic Impact Studies, A Recommended Practice for Michigan Communities," sponsored by the Tri-County Regional Planning Commission and the Michigan Department of Transportation, and the Meridian Charter Township Zoning Ordinance.





Aerial Photo



EXISTING CONDITIONS

Grand River Avenue (M-43) is an east-west, five-lane paved roadway with concrete curb and gutter. There is a concrete sidewalk along both sides of Grand River Avenue (M-43). Grand River Avenue (M-43) is under the jurisdiction of the Michigan Department of Transportation (MDOT). The posted speed limit is 50 MPH.

Central Park Drive is a north-south, four-lane paved roadway across the proposed site property with concrete curb and gutter and sidewalks on both sides. Central Park Drive is under the jurisdiction of the Ingham County Road Department. The speed limit is a posted 35 MPH.

LAND USE

Surrounding land uses include residential to the north, to the immediate east are office suites, to the west is commercial retail property and south of this site is commercial retail.



TRAFFIC GENERATION

The two (2) properties on Grand River Avenue (M-43) are currently zoned Professional Office (PO), and the proposed rezoning to be Commercial (C-2). These two (2) properties were combined into one (1) single parcel for the purpose of the comparison of existing zoning to proposed zoning. The single property on Central Park Drive is currently zoned Residential (RA) and the proposed rezoning to be Commercial (C-2); therefore, one comparison from existing zoning to proposed zoning was conducted for this parcel. To assess the total impact, the two (2) rezoning comparisons were combined to provide a total comparison of trip generation between existing zoning and proposed zoning.

Grand River Avenue (M-43) Properties

In order to determine the use that would generate the maximum number of vehicle trips under Professional Office (PO), this study used the Meridian Township guidelines of 10,000 square feet of floor space for every 31,812 square feet of property as being the maximum square footage (footprint) of a building that can be built on a site zoned PO (Professional Office).

The two (2) properties on Grand River Avenue (M-43), which are currently zoned PO (Professional Office), consist of a total of 5.62 acres, or, 244,807 square feet. The maximum footprint under the zoning category would be approximately 77,000 square feet. The square footage of the possible building footprint under both the existing zoning and the proposed zoning were determined by Meridian Charter Township guidelines based on acreage.

The maximum building size estimate for Commercial (C-2) zoning is different from Professional Office (PO). The Meridian Township guideline for the maximum building footprint for C-2 zoning is a 5 to 1 ratio, or 20% of the total acreage. Using this guideline, the maximum building footprint for the two (2) properties on Grand River Avenue (M-43) under a C-2 zoning would be 49,000 square feet.

General Office Building (ITE Code 710) was selected to represent the existing zoning category, Professional Office (PO), for trip generation of the maximum building size of 77,000 square feet. The ITE description of General Office Building is as follows:

A general office building houses multiple tenants; it is a location where affairs of businesses, commercial or industrial organizations, or professional persons or firms are conducted. An office building or buildings may contain a mixture of tenants including professional services, insurance companies, investment brokers and tenant services, such as a bank or savings and loan institution, a restaurant or cafeteria and service retail facilities.

Supermarket (ITE Code 850) was selected to represent the proposed zoning category, Commercial (C-2), for trip generation of the maximum building size of 49,000 square feet. The ITE description of Supermarket is as follows:



Supermarkets are free-standing retail stores selling a complete assortment of food, food preparation and wrapping materials, and household cleaning items. Supermarkets may also contain the following products and services: ATMs, automobile supplies, bakeries, books and magazines, dry cleaning, floral arrangements, greeting cards, limited-service banks, photo centers, pharmacies and video rental areas.

A comparison of trip generation for the existing zoning to the proposed zoning for the Grand River Avenue (M-43) properties is summarized in **Table 1**. The trip generation rates were derived from the ITE Trip Generation Manual, 9th Edition.

Based on this data, it is projected that the proposed rezoning (C-2) will generate higher traffic volumes than the current zoning (PO) by 12 vehicle-trips in the AM peak hour and 294 vehicle-trips in the PM peak hour with a difference in the weekday volume of 3,596 trips.



Table 1
Traffic Generation Summary
For
Grand River Avenue (M-43) Properties

	Existing Zoning – (PO)	Proposed Zoning – (C-2)	Change in Traffic Volumes
ITE Code	General Office Building (710)	Supermarket (850)	
Size	77,000 Sq. Ft.	49,000 Sq. Ft.	
AM Peak Hour Vehicle Trips	155	167	+12
In	136	104	-32
Out	19	63	+44
PM Peak Hour Vehicle Trips	165	459	+294
In	28	234	+206
Out	137	225	+88
Weekday Daily Vehicle Trips	1,076	4,672	+3,596



Central Park Drive Property

The single property on Central Park Drive is currently zoned Residential (RA) and consists of a total of 3.04 acres, or, 132,422 square feet. The maximum number of lots for RA zoning would be 13 lots given a minimum of 10,000 square feet per lot under the Meridian Charter Township zoning guidelines.

The square footage of the maximum building footprint for the proposed zoning was determined by Meridian Charter Township guidelines based on acreage. The maximum building size estimate for Commercial (C-2) zoning is different from Residential (RA). The Meridian Township guideline for the maximum building footprint for C-2 zoning is a 5 to 1 ratio, or 20% of the total acreage. Using this guideline, the maximum building footprint for the single property on Central Park Drive under a C-2 zoning would be 27,000 square feet.

Single-Family Detached Housing (ITE Code 210) was selected to represent the existing zoning category, Residential (RA), for trip generation of the maximum lots of thirteen (13). The ITE description of Single-Family Detached Housing is as follows:

Single-family detached housing includes all single-family detached homes on individual lots. A typical site surveyed is a suburban subdivision.

Specialty Retail Center (ITE Code 826) was selected to represent the proposed zoning category, Commercial (C-2), for trip generation of the maximum building size of 27,000 square feet. The ITE description of Specialty Retail Center is as follows:

Specialty retail centers are generally small strip shopping centers that contain a variety of retail shops and specialize in quality apparel, hard goods and services, such as real estate offices, dance studios, florists and small restaurants.

A comparison of trip generation for the existing zoning to the proposed zoning for the Central Park Drive property is summarized in **Table 2**. The trip generation rates were derived from the ITE Trip Generation Manual, 9th Edition.

Based on this data, it is projected that the proposed rezoning (C-2) will generate higher traffic volumes than the current zoning (PO) by 229 vehicle-trips in the AM peak hour and 119 vehicle-trips in the PM peak hour with a difference in the weekday volume of 1,032 trips.



Table 2
Traffic Generation Summary
For
Central Park Drive Property

	Existing Zoning – (RA)	Proposed Zoning – (C-2)	Change in Traffic Volumes
ITE Code	Single-Family Detached Housing (210)	Specialty Retail Center (826)	
Size	13 Lots	27,000 Sq. Ft.	
AM Peak Hour Vehicle Trips	19	248	+229
In	5	119	+114
Out	14	129	+115
PM Peak Hour Vehicle Trips	17	136	+119
In	11	76	+65
Out	6	60	+54
Weekday Daily Vehicle Trips	161	1,193	+1,032



Combining Table 1, which consists of the Grand River Avenue (M-43) properties, and Table 2, which consists of the Central Park Drive property, provides a total comparison of trip generation for the existing zoning and the proposed zoning which is summarized in **Table 3**.

Based on the data, it is projected that the Commercial (C-2) rezoning for the three (3) properties will generate higher traffic volumes than the existing Residential (RA) and Professional Office (PO) zoning.

The proposed Commercial (C-2) zoning is projected to generate more traffic by 241 vehicle-trips in the AM peak hour and 413 vehicle-trips in the PM peak hour with a difference in the weekday volume of 4,628 trips.

The above comparison between the existing zoning and the proposed zoning is based on a worst case scenario in which each future use is the maximum number of trip generation for that zoning category.



**Table 3
Rezoned Traffic Generation Summary**

	Existing Zoning (RA) and (PO)	Proposed Zoning (C-2)	Change in Traffic Volumes
AM Peak Hour Vehicle Trips	174	415	+241
In	141	223	+82
Out	33	192	+159
PM Peak Hour Vehicle Trips	182	595	+413
In	39	310	+271
Out	143	285	+142
Weekday Daily Vehicle Trips	1,237	5,865	+4,628



LEVEL OF SERVICE (LOS) ANALYSIS FOR EXISTING CONDITIONS

The critical intersection defined for this study was analyzed according to the methodologies published in the most recent edition of the *Highway Capacity Manual*. The analysis determines the "Level of Service" of the intersections and is based on factors such as the number and types of lanes, signal timing, traffic volumes, pedestrian activity, etc. The level of service (LOS) is defined by average vehicle delay in seconds created by a traffic control device for a given traffic movement or intersection approach.

Level of Service	Delay per Vehicle (seconds)	
	Non-Signalized	Signalized
A	< 10	<10
B	10 to 15	10 to 20
C	15 to 25	20 to 35
D	25 to 35	35 to 55
E	35 to 50	55 to 80
F	> 50	> 80

Levels of Service are expressed in a range from "A" to "F," with "A" being the highest LOS and "F" representing the lowest LOS. Level of service "D" is considered the minimum acceptable LOS in an urban area.

The above table shows the thresholds for Levels of Service "A" through "F" for non-signalized and signalized intersections, respectively.

All Level of Service computations contained in this report were based upon the Synchro 8 software package which is approved by the Michigan Department of Transportation (MDOT). Delay per vehicle includes initial deceleration delay, queue move-up time, stopped delay, and final acceleration delay.

Traffic counts were conducted for the AM and PM peak hour at the intersection of Grand River Avenue (M-43) and Central Park Drive/Dobie Road during January, 2015. The Level of Service analysis for existing traffic at the subject intersection during the AM and PM peak hours is summarized in **Table 4**.

The existing Level of Service (LOS) for the AM and PM peak hours for the intersection of Grand River Avenue (M-43) and Central Park Drive/Dobie Road operates at an acceptable LOS (LOS D or better) for all movements.



Table 4
Level of Service (LOS) Summary
Existing AM and PM Peak Hour Traffic

Location	Movement	Weekday AM Peak Hour		Weekday PM Peak Hour	
		Avg. Delay	LOS	Avg. Delay	LOS
Grand River Avenue (M-43) and Central Park Drive/ Dobie Road	EB Left	9.7	A	12.9	B
	EB Thru	8.0	A	12.6	B
	EB Right	2.8	A	2.8	A
	WB Left	8.6	A	10.6	B
	WB Thru-Right	10.0	B	8.7	A
	NB Left	29.0	C	18.0	B
	NB Thru-Right	20.8	C	20.5	C
	SB Left	21.1	C	52.3	D
	SB Thru	20.3	C	19.3	B
	SB Right	1.4	A	3.5	A
	Intersection	13.3	B	16.8	B

Note: Delay = Average control delay per vehicle in seconds.
 LOS = Level of Service



SIGHT DISTANCE

A field review shows that there are no sight distance issues with the two (2) properties on Grand River Avenue (M-43). Although there are no sight distance issues with the property on Central Park Drive with regard to vertical hills, the future driveway should be located to a point that will not create a sight distance issue due to a horizontal curve just south of the property.

CONCLUSIONS

A summary of the findings of this study are listed as follows:

- The traffic volumes generated by the proposed rezoning (C-2) will be higher than the existing zoning categories, (RA) and (PO).
- The existing Level of Service (LOS) for the AM and PM peak hours for the intersection of Grand River Avenue (M-43) and Central Park Drive/Dobie Road operates at an acceptable LOS (LOS D or better) for all movements.
- There are no sight distance issues on Grand River Avenue (M-43), but due to a horizontal curve just south of the property on Central Park Drive, any future driveway must be located to the proper location in accordance with the Ingham County Road Department's guidelines.



**William F. Savage, P.E.
Savage Traffic Engineering, Inc.**

Summer Address

6401 Timber Ridge Trail
East Lansing, MI 48823
Phone & Fax: 517-339-3933

e-mail: MSUSavage@aol.com

Winter Address

6611 Stone River Road, #206
Bradenton, FL 34203
Phone & Fax: 941-755-4681

February 9, 2015

**Gail Oranchak, Principal Planner
Charter Township of Meridian
5151 Marsh Road
Okemos, MI 48846**

RE: Rezoning – Grand River @ Central Park

Dear Martha:

The Traffic Assessment shows that the intersection of Grand River Avenue and Central Park Drive will operate satisfactorily, with the addition of the proposed development.

It appears that a roadway will be constructed through the development, from Central Park Drive on the North, to Grand River (M-43) on the South. Care should be given to the location of both entrances, to assure good sight distance on Central Park, and adequate spacing with existing road and driveways on Grand River.

Sincerely,

WFSavage

William F. Savage, P.E.

CHARTER TOWNSHIP OF MERIDIAN

MEMORANDUM

TO: Planning Commission

FROM:



Gail Oranchak, AICP
Principal Planner

DATE: March 19, 2015

RE: Rezoning #15020 (George F. Eyde Family LLC) request to rezone approximately 8.66 acres located at 1614 and 1622 Grand River Avenue and an undeveloped parcel on Central Park Drive

On March 9, 2015, the Planning Commission held a public hearing regarding George F. Eyde Family LLC's request to rezone three parcels totaling approximately 8.66 acres from PO (Professional and Office) and RA (Single Family, Medium Density) to C-2 (Commercial). Single family homes are located at 1614 and 1622 Grand River while the Central Park Drive parcel is undeveloped except for two utility sheds.

The most recent CBRE Marketview report on office rental space in the Greater Lansing Area is attached. Even with no new construction in the region, vacancy rates remain high. Meridian Township is in the "East Submarket" where overall vacancy rates are 15 percent, with 99,000 square feet available in the I-96/Jolly Road area. While the report indicates Class A office space experiences the most demand, the highest vacancy rate is in the "East Submarket at 7.1 percent compared to the Central Business District (CBD) at 2.2 percent and zero vacancies in the South and West Submarkets.

Corrections have been made to the aerial photograph on Page 2 of the Traffic Assessment and an associated incorrect direction (substitute "south" for "north") in the third bullet of the Conclusions section on Page 13 of the document. Copies of the two corrected pages are attached.

Planning Commission Options

The Planning Commission may recommend approval or denial of the request or it may recommend a different zoning designation to the Township Board. A resolution to approve has been provided.

Attachments

1. Resolution to approve
2. CBRE Marketview Greater Lansing Area Office H2 2014
3. Corrected Pages 2 and 13 of the Traffic Assessment

RESOLUTION TO APPROVE

**Rezoning #15020
George F. Eyde Family LLC
1614 and 1622 Grand River and undeveloped Central Park Drive**

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 23rd day of March 2015, at 7:00 p.m., Local Time.

PRESENT: _____

ABSENT: _____

The following resolution was offered by _____ and supported by _____

WHEREAS, George F. Eyde Family LLC requested the rezoning (Rezoning #15020) of approximately 8.66 acres located north of Grand River Avenue and east of Central Park Drive PO (Professional and Office) and RA (Single Family, Medium Density) to C-2 (Commercial); and

WHEREAS, the Planning Commission held a public hearing and discussed the request at its March 9, 2015 meeting; and

WHEREAS, the Planning Commission reviewed the staff material forwarded under cover memorandums dated March 5, 2015 and March 19, 2015; and

WHEREAS, the subject site is adjacent to the Township's Commercial Core Area as designated on the 2005 Master Plan Future Land Use Map; and

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

WHEREAS, a portion of the subject site fronting on Central Park Drive is the only piece of land zoned for single family residential use on Central Park Drive east of Marsh Road and north of Grand River Avenue while the predominant zoning is for commercial uses; and

WHEREAS, rezoning the entire 8.66 acres to C-2 (Commercial) is consistent with the existing commercial uses located west and south of the subject site; and

WHEREAS, the Township's traffic consultant reviewed the applicant's Traffic Assessment commenting, the intersection of Grand River Avenue and Central Park Drive will operate satisfactorily; and

WHEREAS, public utilities and services are in place to serve the site; and

WHEREAS, the rezoning will result in a logical and orderly development pattern for the for the Grand River Avenue and Central Park Drive area.

**Resolution to Approve
Rezoning #15020 (G. F. Eyde Family LLC)
Page 2**

NOW THEREFORE, BE IT RESOLVED THE PLANNING COMMISSION OF THE CHARTER TOWNSHIP OF MERIDIAN hereby recommends approval of Rezoning #15020 to rezone approximately 8.66 acres located on the north side of Grand River Avenue east of Central Park Drive and identified as 1614 and 1622 Grand River Avenue and an undeveloped parcel on Central Park Drive to C-2 (Commercial).

ADOPTED: YEAS: _____

NAYS: _____

STATE OF MICHIGAN)
) ss
COUNTY OF INGHAM)

I, the undersigned, the duly qualified and acting Chair of the Planning Commission of the Township of Meridian, Ingham County, Michigan, DO HEREBY CERTIFY that the foregoing is a true and a complete copy of a resolution adopted at a regular meeting of the Planning Commission on the 23rd day of March 2015.

John Scott-Craig
Planning Commission Chair

Greater Lansing Area Office, H2 2014

Market in Holding Pattern; Class A Space Continues to Tighten

 **Vacancy Rate**
18.0%

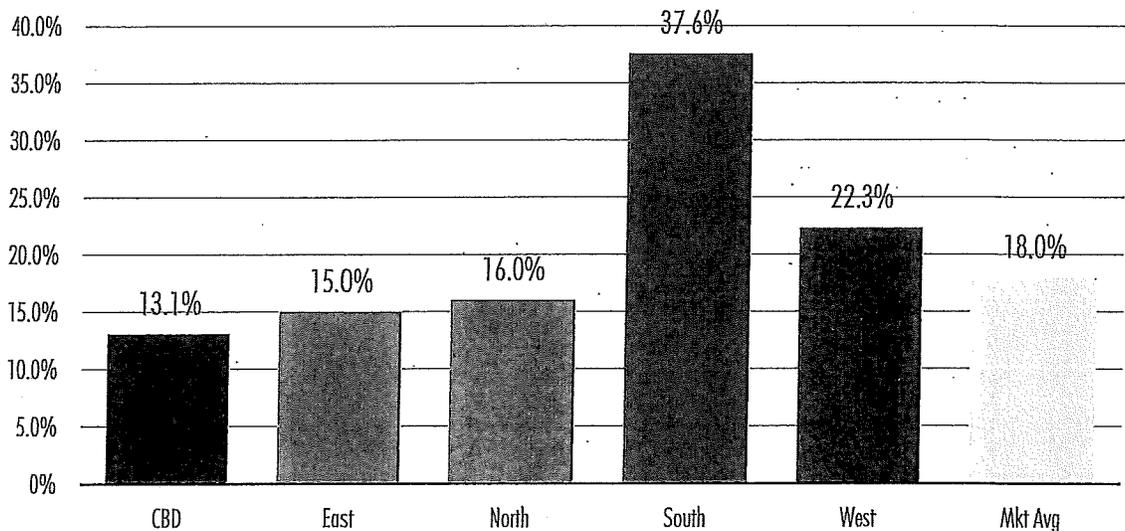
 **Lease Rates**

 **Net Absorption**
29,935 SF

 **Completions**
0 SF

Figure 1: Vacancy

*Arrows indicate change from previous period.



Source: CBRE Research, H2 2014.

- Market has experienced no new construction since the recession.
- Availability of Class A space is at historic lows.
- With the exception of Class A product, market rental rates remain stagnant.
- Leasable base shrinks by 3.7% over 6 months due to strong sales of office product to owner-occupants.
- Majority of lease transactions under 5,000 sq. ft.
- State of Michigan (LARA) leases 71,723 sq. ft., effectively lowering market vacancy rate.

MARKET COMPOSITION

The Greater Lansing Area comprises just over nine million sq. ft. of leasable office space, divided into five submarkets (CBD, East, North, South, and West). The largest concentrations of office space are found in the CBD and the East Submarket, which together represent over 75% of the space surveyed.

Approximately 36.1% of the space is Class A, 60.2% is Class B and approximately 3.7% of which is Class C.

NATIONAL SNAPSHOT

According to CBRE Research, office-using employment expanded by 3%, or 868,000 jobs, year-over-year in December 2014, representing nearly 30% of the total new positions created for the year. Healthy expenditures on equipment and intellectual property are also indicative of strength in office-using sectors, such as technology, which is shown via contributions to GDP growth.

The U.S. office vacancy rate declined to 13.9% in H2 2014, down from 14.9% in H2 2013. Downtown and suburban vacancy mirrored the overall decline, falling to 11.1% and 15.5%, respectively.

GREATER LANSING AREA SNAPSHOT

Greater Lansing vacancies dipped from 18.5% in H1 2014 to 18.0% in H2 2014, wrapping up a moderate year. The CBD continues to outperform the suburbs in terms of occupancy, as urban vacancy averages 13.1%, while that of the suburbs averages 20.5%. Demand for Class A space has continued to accelerate, while the supply line has remained non-existent. Class A vacancies average 4.2% market-wide and are in shorter supply within the CBD and West Submarkets. This dynamic has created a very competitive market with occupiers requiring premium product facing difficulties locating acceptable space, let alone securing favorable lease terms.



State of Michigan LARA leased 71,723 sq. ft. at 7109 W. Saginaw in Delta Township.

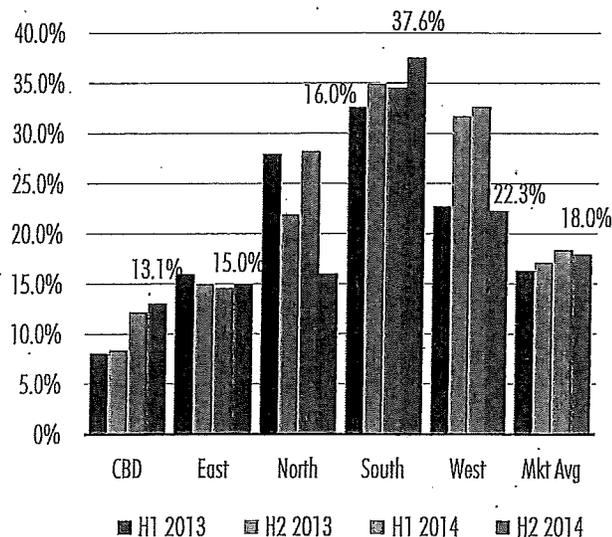
While there was a number of large transactions during H2 2014 including State of Michigan (LARA) leasing 71,723 sq. ft. on West Saginaw Highway (West Submarket) and a healthcare based company leasing over 50,000 sq. ft. in the Woodlands (East Submarket), most lease activity involved users under 5,000 sq. ft.

New construction, whether speculative or build-to-suit, has been stalled in the market since the recession. Several moderately-sized mixed-use buildings are in the pipeline downtown and in the East Submarket; however, we anticipate no significant shift in negotiating power for either the landlord or tenant in the near future.

VACANCIES

Vacancy rates average 13.1% in the CBD and 20.5% in the suburbs. There is a wide gap between Class A and B vacancy, and tenants who want best-in-market space have demonstrated a willingness to pay rising asking rates in order to secure it. Class A space averages 4.3% vacancy, Class B space averages 24.3% vacancy, and Class C space averages 47.3% vacancy.

Figure 3: History of Vacancies



Source: CBRE Research, H2 2014.

ABSORPTION

Absorption is the net change in physically occupied space from one period to the next. During the past six months, the Greater Lansing office market experienced 29,935 sq. ft. or 0.3% of net absorption, down from the 119,784 sq. ft. absorbed during H1 2014. Nonetheless, space returns continue to slow. The significant shift in absorption over this period is primarily due to recent reclassification of buildings from leased to owner-occupied, as owner-user sales were strong at year-end.

The North Submarket and West Submarkets experienced positive absorption. The North Submarket, with 19.6% absorption (25,730 sq. ft.) experienced moderate leasing activity. The West Submarket, with 11.6% absorption (109,443 sq. ft.), made gains due in large part to the State of Michigan (LARA) lease of 71,723 sq. ft. and IDV Solutions, Inc. lease of 11,890 sq. ft. within the sector.

The East Submarket fared the worst, with 64,773 sq. ft. of negative absorption during the period. Given the size and dominance of the sector, however, this is not cause for concern.

ASKING RENTAL RATES

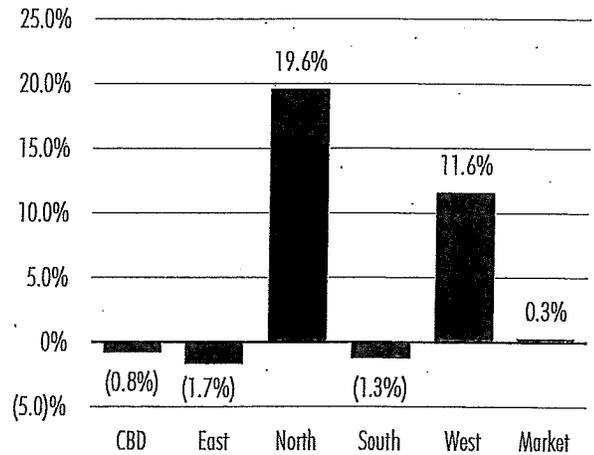
With the exception of Class A rental rates, which have increased due to lack of market options, asking rental rates reside at previous levels.

In general, full service asking rates for Class A space range from \$21-25.00 per sq. ft. in the CBD and from \$20-25.00 per sq. ft. in the suburbs. Class B space ranges from \$14-18.00 per sq. ft. in the CBD and \$13-18.00 per sq. ft. in the suburbs. Class C space ranges from \$9.50-12.00 per sq. ft. in the CBD and \$10-13.00 per sq. ft. in the suburbs. It is common for landlords to negotiate deals 5-8% lower than the list rate for Class B and C space.

The asking lease rates typically include operating expenses, which average \$10-12.00 per sq. ft. for Class A space and \$6-8.00 per sq. ft. for Class B space. Concessions remain available in most all buildings, often in the form of free rent; however, they are limited for Class A space.

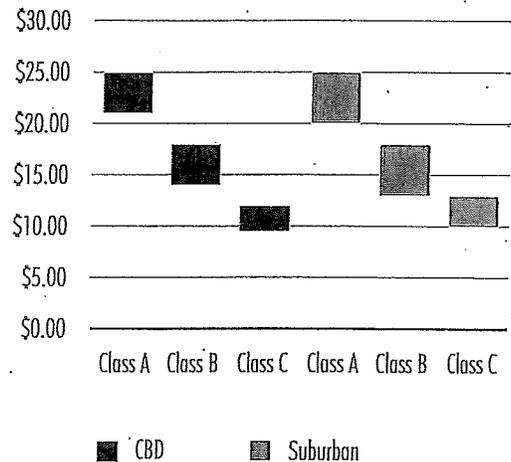
The average parking allowance is 4:1,000 sq. ft. in the suburbs and none in the CBD. Average monthly cost for parking in the CBD is \$150 per space for reserved parking and \$100 per space for unreserved.

Figure 4: Absorption



Source: CBRE Research, H2 2014.

Figure 5: Asking Rental Rates (Full Service)



Source: CBRE Research, H2 2014.

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Part of the CBRE affiliate network

Figure 2: Market Statistics

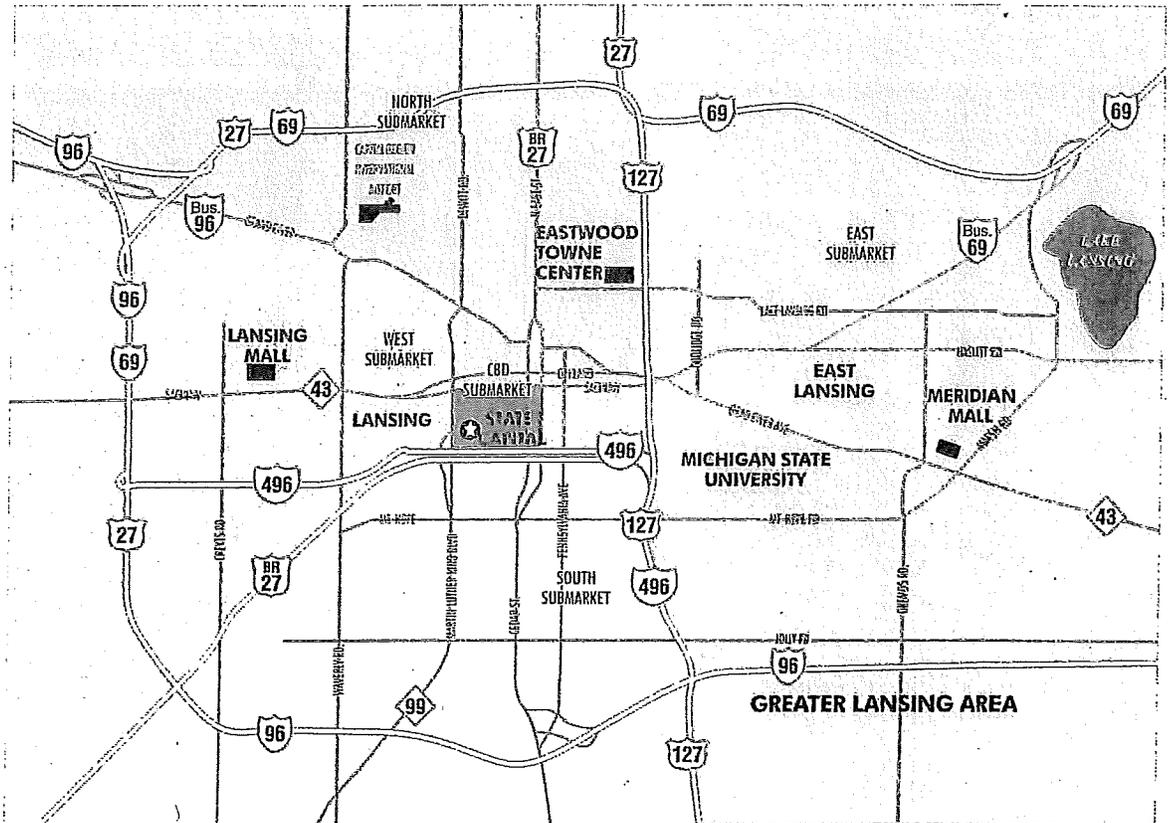
Submarket	Market Rentable Area (SF)	Vacant (SF)	Vacancy Rate (%)	H2 2014 Net Absorption (SF)	2014 Net Absorption (SF)	Completions (SF)	Asking Lease Rates (\$/SF/Yr) ¹
CBD	3,067,532	401,578	13.1	(25,952)	(18,199)	0	9.50-25.00
Class A	1,526,948	33,595	2.2	(6,495)	15,518	0	21.00-25.00
Class B	1,421,277	277,451	19.5	15,138	8,262	0	14.00-18.00
Class C	119,307	90,531	75.9	(34,595)	(41,971)	0	9.50-12.00
East	3,764,391	566,009	15.0	(64,773)	(38,741)	0	8.00-28.00
Class A	1,493,871	106,323	7.1	(7,885)	13,041	0	16.00-28.00
Class B	2,158,174	430,919	20.0	(45,986)	(40,880)	0	13.50-21.00
Class C	112,346	28,767	25.6	(10,902)	(10,902)	0	8.00-13.00
I-96/Jolly Rd	803,344	99,103	12.3	46,086	61,355	0	17.00-19.00
US-127/Lake Lansing Rd	549,971	42,952	7.8	(685)	(8,543)	0	16.00-28.00
North	131,059	21,030	16.0	25,730	17,151	0	14.50-17.00
Class A	NA	NA	NA	NA	NA	0	NA
Class B	131,059	21,030	16.0	25,730	17,151	0	14.50-17.00
Class C	NA	NA	NA	NA	NA	0	NA
South	1,136,652	427,539	37.6	(14,513)	(10,134)	0	10.00-20.00
Class A	130,000	0	0	0	0	0	NA
Class B	944,592	393,079	41.6	(14,464)	(11,969)	0	10.00-20.00
Class C	62,060	34,460	55.5	(49)	1,835	0	11.00-13.00
West	942,104	210,461	22.3	109,443	100,420	0	11.00-19.00
Class A	99,723	0	0	71,723	71,723	0	NA
Class B	791,684	201,219	25.4	36,690	27,667	0	15.00-19.00
Class C	50,697	9,242	18.2	1,030	-1,030	0	11.00-14.00
I-96/West Saginaw Hwy	212,356	51,588	24.3	80,272	80,058	0	14.00-19.00
Creyts/St. Joe Hwy	413,164	106,190	25.7	23,948	7,786	0	14.00-17.00
Market	9,041,738	1,626,618	18.0	29,935	50,497	0	8.00-28.00
Class A	3,250,542	139,918	4.3	57,343	100,282	0	16.00-28.00
Class B	5,438,422	1,323,700	24.3	17,108	231	0	10.00-23.00
Class C	344,410	163,000	47.3	(44,516)	(50,016)	0	8.00-14.00

Source: CBRE Research, H2 2014.

¹Full service

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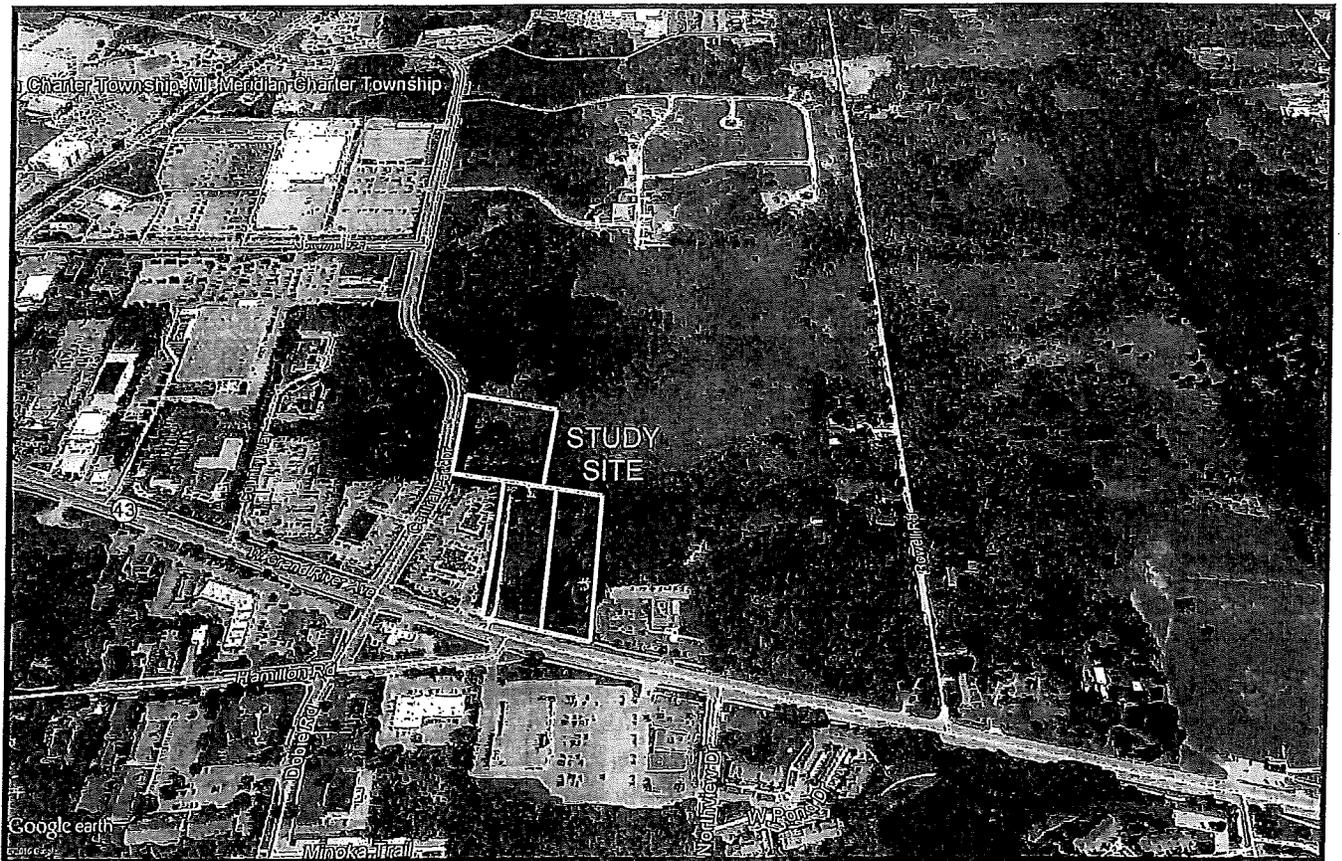
CONTACTS

Jill Manthy Langosch
Vice President of Research
 +1 517 351 2200
 jill.langosch@cbre-gr.com

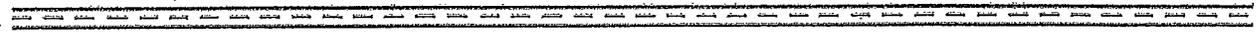
CBRE OFFICE

CBRE|Martin
 1111 Michigan Ave., Suite 201
 East Lansing, MI 48823

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Aerial Photo



SIGHT DISTANCE

A field review shows that there are no sight distance issues with the two (2) properties on Grand River Avenue (M-43). Although there are no sight distance issues with the property on Central Park Drive with regard to vertical hills, the future driveway should be located to a point that will not create a sight distance issue due to a horizontal curve just south of the property.

CONCLUSIONS

A summary of the findings of this study are listed as follows:

- The traffic volumes generated by the proposed rezoning (C-2) will be higher than the existing zoning categories, (RA) and (PO).
- The existing Level of Service (LOS) for the AM and PM peak hours for the intersection of Grand River Avenue (M-43) and Central Park Drive/Dobie Road operates at an acceptable LOS (LOS D or better) for all movements.
- There are no sight distance issues on Grand River Avenue (M-43), but due to a horizontal curve just north of the property on Central Park Drive, any future driveway must be located to the proper location in accordance with the Ingham County Road Department's guidelines.



Commissioner Jackson noted earlier applicant comment which addressed the impact of growth at a major employer in the area on the applicant's interest in adding residential housing as proposed. She acknowledged neither the ICRD nor the State of Michigan is considering a different road configuration based on existing heavy traffic at that intersection, stating that issue would be a changing condition in the area. Commissioner Jackson stated Kansas Street is likely the only rural residential development in the nearby area, adding that PO and Industrial are less appealing uses of the land, albeit both uses by right.

Commissioner DeGroff stated the Planning Commission has had discussions regarding the need for work force housing in the subject area and expressed appreciation to the applicant for incorporating this need into the development.

Chair Scott-Craig clarified for the public it is a long-time policy of the Township to create pathways for all forms of non-motorized transportation, acknowledging that studies indicate property values increase when non-motorized pathways are constructed nearby. He viewed the proposal to expand and connect pathways as a positive step. Chair Scott-Craig noted it is a desire of the Planning Commission to provide buffers or transitions between different uses, stating the RR zoned piece near Kansas Street is of concern to both Planning Commissioners and Board members and will be looked at closely as the project moves forward.

Chair Scott-Craig closed the public hearing at 8:32 P.M.

- 
- A. Rezoning #15020 (George F. Eyde Family, LLC) request to rezone approximately 8.7 acres from PO (Professional Office) and RA (Single Family, Medium Density) to C-2 (Commercial) at 1614 and 1622 Grand River Avenue and an undeveloped parcel on Central Park Drive

Chair Scott-Craig opened the public hearing at 8:32 P.M.

- Summary of subject matter
Principal Planner Oranchak summarized the rezoning request as outlined in staff memorandum dated March 5, 2015.
- Applicant
Mark Clouse, George F. Eyde Family LLC, 300 S. Washington Square, Suite 400, Lansing, noted the site is immediately adjacent to commercial property both to the east and west. He stated this request is consistent with the development pattern throughout the area, as it is within a prime corridor for commercial uses. Mr. Clouse indicated there is no specific use for the site as the purchase is currently under contract.

Mr. Clouse stated the applicant's traffic engineer did not indicate any traffic concerns with the site as noted in the submitted traffic study, while acknowledging the Township's traffic consultant expressed a need for the applicant to work with ICRD for placement of driveways on Central Park and Grand River. He indicated the wetlands have been flagged, acknowledging the one wetland located on the site is less than .25 acre, and another wetland towards the edge of the subject site is also less than .25 acre. Mr. Clouse stated the detention pond on the adjacent property will be looked at more closely during development of a project to address any setback issue which may result.

Mr. Clouse reminded Commissioners that while the Master Plan indicates PO zoning for this site, development of offices in the Township is currently limited to the areas adjacent to the Okemos Road/I-96 corridor and area adjacent to Michigan State University.

- Planning Commission and staff discussion:

Commissioner Van Coevering inquired if there is an existing access off Central Park Drive to the subject site.

Mr. Clouse responded he did not believe so, but it “works it way” off Grand River.

Commissioner Honicky noted Panera and the bank area are zoned C-2 even though half of it is shown as PO on the Master Plan, requesting zoning designations for the entire Grand River/Central Park Drive intersection.

Mr. Clouse responded all four corners of Grand River and Central Park Drive/Dobie Road are zoned commercial.

Commissioner Cordill noted the property in question is irregularly shaped.

Mr. Clouse explained the property is under the control of one family who desires to sell all three (3) parcels, while stating he was unsure whether it would be interconnected although there is a connection point and the land is currently used as one large parcel. He noted the intent here is to first obtain the zoning, and then bring future uses before the Planning Commission for approval.

Commissioner Cordill stated the development of the land is open at this point in time, as a use could be placed on this property by right, or a special use permit (SUP) could be requested, etc.

Mr. Clouse explained the SUP would likely be a component as the overall square footage of the buildings would be greater than 25,000 square feet.

Commissioner Cordill spoke to the great need for protected left turns at the intersection of Grand River/Dobie Road due, in part, to the higher topography of Central Park Drive as it approaches Grand River Avenue. She believed the need will increase as property near that intersection is developed.

Mr. Clouse noted it is unfortunate that corrective action related to traffic signals on state roads are usually a result of traffic accidents/fatalities.

Commissioner Honicky inquired as to the frontage and the acreage for the parcel on Central Park Drive.

Mr. Clouse responded the frontage on Central Park Drive is 359 feet for a total of three (3) acres.

Commissioner Honicky inquired as to the frontage and the acreage for the parcel which fronts onto Grand River Avenue.

Mr. Clouse responded the frontage onto Grand River is 351 feet with acreage of approximately 5.7 acres.

Commissioner Honicky stated he viewed a separation between the parcels, including the issue of rezoning.

Commissioner Ianni agreed the current zoning for these properties is outdated, noting the unlikelihood of single family (medium density) homes being constructed on the property to the north zoned RA. He recognized the overabundance of existing PO in the Township, and believed there was not a need for the PO zoning in this area as currently designated for the two (2) parcels to the south. He believed the requested rezoning would fit into the commercial area around the intersection.

Commissioner DeGroff agreed the character of the area is commercial notwithstanding the professional office use in the Sparrow Facility immediately to the east.

Commissioner Van Coevering asked if the Township encourages service drives.

Principal Planner Oranchak responded there may be an opportunity to connect to the Panera site. She explained the subject site is five (5) to six (6) feet lower than the Sparrow site which has a large retaining wall.

Commissioner Jackson inquired as to the standard for acceptable level of service (LOS) and who "sets" that standard.

Principal Planner Oranchak responded the LOS up to, and including, D is the minimum acceptable delay for waiting at a traffic signal in an urban area.

Chair Scott-Craig listed the uses by right and by SUP allowed on these parcels if rezoned, reminding Commissioners the rezoning goes with the land, not the owner. He voiced concern with C-2 backing up to RA to the east and south. He addressed the inaccuracy of the aerial photo contained in the applicant's traffic study and requested the correction be made.

Commissioner Van Coevering asked if the property to the east behind the pond has public water and sewer available.

Mr. Clouse responded the area is part of the Mud Lake Lift Station which he believed services the area just beyond Powell Road.

Principal Planner Oranchak clarified public water and sewer has not yet been extended that far and the two properties on Grand River are not connected to public water and sewer.

Commissioner Jackson noted rezoning from PO and RA to C-2 broadens the possible uses allowed on the property, adding a change to C-2 would allow for a MUPUD.

Chair Scott-Craig closed the public hearing at 9:16 P.M.

7. Unfinished Business (None)

8. Other Business

A. 2015 Planning Commission Meeting Schedule amendment

Commissioner Cordill moved [and read into the record] NOW THEREFORE BE IT RESOLVED THAT THE PLANNING COMMISSION OF THE CHARTER TOWNSHIP OF MERIDIAN hereby revises the 2015 meeting schedule by adding a work session on Monday, March 16, 2015. Seconded by Commissioner Ianni.

ROLL CALL VOTE: YEAS: Commissioners Cordill, DeGroff, Honicky, Ianni, Jackson, Tenaglia, Van Covering, Chair Scott-Craig

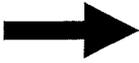
NAYS: None

Motion carried 8-0.

9. Township Board, Planning Commission officer, committee chair, and staff comment or reports

Commissioner Scott-Craig reported that Commissioner Ianni, Commissioner Cordill and he attended the Michigan Association of Planning training on site plan review last Thursday.

- Appreciation for the applicant's willingness to show what will be developed prior to the conditional rezoning request to C-2
- Commissioner belief the conditional rezoning will not be detrimental to the neighbors
- Commissioner preference for the applicant to offer workforce housing as a condition
- Commissioner belief uses are not harmonious if buffers/barriers are needed between them
- Single family dwellings could be built on the RR zoned parcel as there are homes "all around it"
- Applicant is currently working on the traffic study updates
- Effect of the setback on Kansas Road as delineated in the proposed new condition

 B. Rezoning #15020 (George F. Eyde Family, LLC) request to rezone approximately 8.7 acres from PO (Professional Office) and RA (Single Family, Medium Density) to C-2 (Commercial) at 1614 and 1622 Grand River Avenue and an undeveloped parcel on Central Park Drive

Commissioner Ianni moved [and read into the record] NOW THEREFORE, BE IT RESOLVED THE PLANNING COMMISSION OF THE CHARTER TOWNSHIP OF MERIDIAN hereby recommends approval of Rezoning #15020 to rezone approximately 8.66 acres located on the north side of Grand River Avenue east of Central Park Drive and identified as 1614 and 1622 Grand River Avenue and an undeveloped parcel on Central Park Drive to C-2 (Commercial). Seconded by Commissioner Van Coevering.

Planning Commission discussion:

- Area north of Grand River and on the east side of Central Park Drive is predominantly commercial
- Unlikely there will be a need for the land's use as PO or RA in the future
- Planning Commissioner concern with the Planning Commission "setting the stage" for all residential properties along Central Park Drive to the north by rezoning the RA parcel
- RA parcel on Central Park Drive is adjacent to RD zoned land
- RD zoning is a multiple family low density district with a maximum of eight (8) dwelling units per acre
- When a C-2 district abuts residential, it requires a 100 foot setback with the option of a reduction to 60 feet with a double row of conifer trees
- Nearby Trilogy project is adjacent to single family subdivision to the north (Central Park Estates)
- Owners of Trilogy have not expressed a concern with the proposed rezoning
- Appreciation for actual statistics on the excess of PO zoned land in Meridian Township
- Area could become very walkable, dependent on the nature of the commercial development

Commissioner Honicky offered the following amendment:

- **Rezone parcel 1614 and 1622 Grand River to C-2 and keep the present RA zoning on the undeveloped parcel on Central Park Drive.**

The motion died for lack of a second.

ROLL CALL VOTE: YEAS: Commissioners Cordill, DeGroff, Ianni, Jackson, Tenaglia, Van Covering, Chair Scott-Craig

NAYS: Commissioner Honicky

Motion carried 7-1.

8. Other Business (None)

9. Township Board, Planning Commission officer, committee chair, and staff comment or reports

MEMORANDUM

TO: Township Board

FROM: 
Mark Kieselbach
Director of Community Planning and Development

DATE: April 14, 2015

RE: Proposed Vegetation Ordinance Amendment

Over the last five years (2010 – 2014) the number one code enforcement complaint received by staff has been for tall grass. A total of 842 complaints were submitted with 205 complaints submitted in 2014. The majority of tall grass complaints are related to residential properties. In 2014, only two complaints were related to commercial properties. The current ordinance restricts the height of grass to 12 inches within 75 feet of a structure. Neighborhood associations, most recently Wardcliff, have expressed concern that the ordinance is too lenient. Allowing the grass to grow to 12 inches creates an unsightly condition and the tall grass can harbor insects, such as mosquitoes, which negatively impact the neighborhood. The Township is less restrictive than surrounding communities. The City of Lansing and the City of East Lansing limits the height of grass to six (6) inches, Delhi Township is eight (8) inches, and in both Lansing Township and Bath Township the limit is ten (10) inches.

Under the current ordinance, the Township must give the owner seven days to mow the grass if there is a violation. From the time the complaint is submitted until the owner has the grass mowed could take up to 10-12 days. If the owner does not mow the grass and the Township has it done, it could take up to 14-21 days depending on the contractor's schedule.

The proposed amendment would limit the height of the grass to six (6) inches within 75 feet of a structure and require the owner to mow the grass within three days after the notice has been delivered or posted on site.

Attachments

1. Existing Vegetation Ordinance
2. Proposed Vegetation Ordinance
3. Tall grass Complaints 2010 - 2014

Meridian Charter Township, MI
Friday, April 17, 2015

Chapter 82. Vegetation

Article II. Prohibited Vegetation

§ 82-26. Duty of owner, agent or occupant; exceptions.

[Code 1974, § 98-1]

It shall be the duty of the owner, agent or occupant of any property located within 75 feet of a structure, excepting public utility installations, to prevent weeds, grasses, brush or other vegetation from growing to a height of greater than 12 inches, nor shall such owner, agent, or occupant permit an accumulation of dead weeds, grasses, brush or other vegetation of a height greater than 12 inches on any such properties. Nothing in this section shall apply to trees, flower gardens, vegetation planted for ornamental purposes, vegetation in vegetable gardens or vegetation in fields devoted to growing any small grain crop such as wheat, oats, barley or rye.

§ 82-27. Removal; notice; cost.

[Code 1974, § 98-2]

The Fire Chief, Fire Marshal or Township superintendent, or the authorized agent of the superintendent, shall notify by personal delivery, or by posting on the premises, the owner, agent or occupant of any of the lands described in § 82-26 on which prohibited grasses, weeds, vegetation or brush is found. Such notice shall contain a description of the prohibited condition and a summary of the provisions of this article. If the owner, agent or occupant of such land has failed within seven days after such notice is received to cut, destroy or remove the prohibited condition, the Township superintendent or his agent may enter upon such land and destroy by cutting with or without mechanical equipment and/or otherwise remove the prohibited weeds, grasses, brush or other vegetation. Express power to so enter such lands and perform such duties is hereby conferred upon the Township superintendent and his agent. All expenses incurred in such destruction and/or removal shall be billed to and paid by the owner, agent or occupant of such lands. If such owner, agent or occupant shall not pay such statement when due, the amount of expenses incurred by the Township in destroying and/or removing such condition shall be paid from the Township general fund and the amount thereof assessed against the lands on which such expenditures were made on the next general assessment roll of the Township and shall be collected in the same manner as other taxes are collected. The Township shall have a lien upon such lands for such expense, such lien to be enforced in the manner prescribed by the general laws of the state providing for the enforcement of tax liens.

Prohibited Vegetation (Proposed amendment)
April 14, 2015 Draft

Article II: Prohibited Vegetation

82-26 Duty of owner, agent or occupant; exceptions.

It shall be the duty of the owner, agent or occupant of any property located within 75 feet of a structure, excepting public utility installations, to prevent weeds, grasses, brush or other vegetation from growing to a height of greater than ~~42~~ **six (6)** inches, nor shall such owner, agent, or occupant permit an accumulation of dead weeds, grasses, brush or other vegetation of a height greater than ~~42~~ **six (6)** inches on any such properties. Nothing in this section shall apply to trees, flower gardens, vegetation planted for ornamental purposes, vegetation in vegetable gardens or vegetation in fields devoted to ~~growing any small grain crop such as wheat, oats, barley or rye.~~ **an agricultural crop.**

82-27 Removal; notice; cost.

The Fire Chief, Fire Marshal ~~Inspector~~ or Township ~~superintendent,~~ **manager**, or the authorized agent of the ~~superintendent,~~ **manager**, shall notify ~~by personal delivery,~~ **personally**, or by posting on the premises, the owner, agent or occupant of any of the lands described in § 82-26 on which prohibited grasses, weeds, vegetation or brush is found. Such notice shall contain a description of the prohibited condition and a summary of the provisions of this article. If the owner, agent or occupant of such land has failed ~~within seven~~ three days after such notice is received **delivered or posted** to cut, destroy or remove the prohibited condition, the Township ~~superintendent~~ **manager** or his/her agent may enter upon such land and destroy by cutting with or without mechanical equipment and/or otherwise remove the prohibited weeds, grasses, brush or other vegetation. Express power to so enter such lands and perform such duties is hereby conferred upon the Township ~~superintendent~~ **manager** and his/her agent. All expenses incurred in such destruction and/or removal shall be billed to and paid by the owner, agent or occupant of such lands. If such owner, agent or occupant shall not pay such statement when due, the amount of expenses incurred by the Township in destroying and/or removing such condition shall be paid from the Township general fund and the amount thereof assessed against the lands on which such expenditures were made on the next general assessment roll of the Township and shall be collected in the same manner as other taxes are collected. The Township shall have a lien upon such lands for such expense, such lien to be enforced in the manner prescribed by the general laws of the state providing for the enforcement of tax liens.

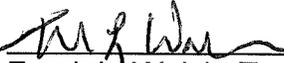
TALL GRASS COMPLAINTS

2010 - 2014

YEAR	2010	2011	2012	2013	2014
COMPLAINTS	157	189	157	134	205
VIOLATIONS	125	97	134	110	161
NO VIOLATION	32	92	23	24	44
VIOLATIONS	125	97	134	110	161
OWNER MOWED PROPERTY	101	71	101	83	137
TOWNSHIP MOWED PROPERTY	24	26	33	27	24

MEMORANDUM

TO: Township Board

FROM: 
Frank L. Walsh, Township Manager

DATE: April 17, 2015

RE: **General Legal Services Committee Report**

Shortly after we were notified of the Hubbard Law Firm closure, the Township Board met to discuss how to move forward with the selection of a new Township attorney. The general consensus was to form a committee and search for new counsel, separating out labor and prosecution services. The Board approved a committee consisting of Supervisor LeGoff, Clerk Dreyfus, Trustee Styka, and me. Trustee Styka chaired the committee. The search committee met three times and sought proposals from firms across the state with a general focus on Ingham County.

Nine proposals were received prior to the March 31, 2015 deadline. The following firms provided a bid to serve as our legal counsel:

Clark Hill PLC
212 E. Grand River Avenue
Lansing, MI 48906

Loomis, Ewert, Parsley, Davis & Gotting, PC
124 West Allegan, Suite 700
Lansing, MI 48933

Dickinson Wright PLLC
215 S. Washington Square, Suite 200
Lansing, MI 48933

Murphy & Spagnuolo PC
4572 S. Hagadorn, Suite 1A
East Lansing, MI 48823

Fahey Schultz Burzych Rhodes PLC
4151 Okemos Road
Okemos, MI 48864

Plunkett Cooney
325 E. Grand River Avenue, Suite 250
East Lansing, MI 48823

Kitch Drutchas Wagner Valitutti & Sherbrook
2379 Woodlake Drive, Suite 400
Detroit, MI 48226

Thrun Law Firm, PC
2900 West Road, Suite 400
East Lansing, MI 48823

Klug Law Firm
4125 Okemos Road, Suite 24
Okemos, MI 48864

In order to limit our reproduction of documents, I have enclosed the proposals from the four finalists (rather than all nine). Copies of all nine bids are available. If you wish to review them, please contact Carol Hasse.

The four finalists selected by the committee are as follows:

Thrun Law Firm - East Lansing

Clark Hill - Lansing

Plunkett Cooney - East Lansing

Fahey Schultz Burzych Rhodes - Okemos

The tentative date for interviews is Thursday, May 7, beginning at 2:00 p.m. After speaking to the finalists and trying to arrange for a date, May 7 works for the group. We can start at 2:00 with interviews at 2:00, 2:45, 3:30, and 4:15.

The plan is to have a selection made by June 1 with a starting date of July 1. Attorney Dewane is committed to stay with us until the new team is brought in.

MEMORANDUM

TO: Meridian Township Board

FROM: David Hall
David Hall, Chief of Police

DATE: April 16, 2015

RE: **Kinawa Drive Traffic and Safety Improvements – Board Discussion**

Township staff met with representatives from Okemos Public Schools, the Ingham County Road Department, parent representatives and others to have a conversation on pedestrian safety. Trustee Styka participated as well. The focus was Kinawa Drive in the area of Chippewa Middle School. During a 15 minute morning time period, traffic is heavier. There are school buses, school employee traffic, parent and student traffic and pedestrian traffic. Normal weekday traffic is also present. The pedestrian traffic comes from two walkways students use as an entrance/exit from the Briarwood Subdivision. Afternoon traffic is not as intense.

Participants discussed several safety options that would improve the safety of pedestrians. From the discussions, four action recommendations were agreed upon to move forward.

1. Replace 500 feet of five foot sidewalk on the north side of Kinawa Drive in the area of the Senior Center parking. Often, this section of sidewalk has standing water and ice in the winter making walking treacherous. The Township would commit to relocating the walkway to eliminate water and ice accumulation. The cost of \$25,000 for a seven foot sidewalk would be shared equally by the Township and Okemos Schools. The construction would come from the Pedestrian Bicycle Pathway Millage Fund, 204-440.450-974.000, Construction Improvements.
2. There are two crosswalks accessing Briarwood Subdivision. Two would be reduced to one. The Township would perform the reconstruction. The cost would be minimal and would come from the Pedestrian Bicycle Pathway Millage Fund, 204-440.450-974.000, Construction Improvements.
3. At the one remaining crosswalk, the Township would commit to an LED street light to illuminate the immediate area for pedestrians and motorists. This cost is to be borne by the Township. The funds would come from the Capital Outlay, 101-900.901-979.000 Machinery and Equipment.
4. Install a crosswalk Rectangular Rapid Flashing Beacon with caution signage (see attachment). The pedestrian would activate the light which warns the motorist a pedestrian is waiting to cross. The cost would be approximately \$25,000 and would be shared equally by the Township and Okemos Schools. Long-term maintenance would be the responsibility of the Township. The funds would come from the Capital Outlay, 101-900.901-979.000 Machinery and Equipment.

The Ingham County Road Department has worked closely with the Township to provide for clear signage for motorists. New signs have recently been installed.

Attachment:
Flashing Beacon Information



Rectangular Rapid Flash Beacon (RRFB)

Purpose

According to the National Highway Traffic Safety Administration, there were a total of 14,340 pedestrian fatalities and 193,000 pedestrian injuries resulting from pedestrian-vehicle crashes nationwide during the 2004-2006 period. Rectangular Rapid Flash Beacons (RRFB) can enhance safety by reducing crashes between vehicles and pedestrians at unsignalized intersections and mid-block pedestrian crossings by increasing driver awareness of potential pedestrian conflicts.

Alternative Names

Light Emitting Diode (LED) Rapid-Flash System, Stutter Flash or LED Beacons.

Operation

- RRFBs are user-actuated amber LEDs that supplement warning signs at unsignalized intersections or mid-block crosswalks. They can be activated by pedestrians manually by a push button or passively by a pedestrian detection system.
- RRFBs use an irregular flash pattern that is similar to emergency flashers on police vehicles.
- RRFBs may be installed on either two-lane or multi-lane roadways.

Potential Benefits

- RRFBs are a lower cost alternative to traffic signals and hybrid signals that are shown to increase driver yielding behavior at crosswalks significantly when supplementing standard pedestrian crossing warning signs and markings.
- An official FHWA-sponsored experimental implementation and evaluation conducted in St. Petersburg, Florida found that RRFBs at pedestrian crosswalks are dramatically more effective at increasing driver yielding rates to pedestrians than traditional overhead beacons.
- The novelty and unique nature of the stutter flash may elicit a greater response from drivers than traditional methods.
- The addition of RRFB may also increase the safety effectiveness of other treatments, such as the use of advance yield markings with YIELD (or STOP) HERE FOR PEDESTRIANS signs. These signs and markings are used to reduce the incidence of multiple-threat crashes at crosswalks on multi-lane roads (i.e., crashes where a vehicle in one lane stops to allow a pedestrian to cross the street while a vehicle in an adjacent lane, traveling in the same direction, strikes the pedestrian), but alone they only have a small effect on overall driver yielding rates.



This summary is one in a series describing Innovative Intersection Safety Treatments. The summaries identify new technologies and techniques to improve intersection safety developed since NCHRP Report 500, Volumes 5 and 12, were published in 2003 and 2004, respectively. These treatments show promise for improving safety but comprehensive effectiveness evaluations are not yet available.

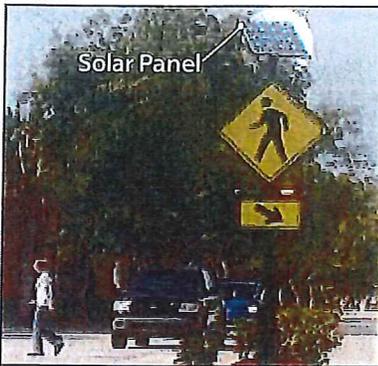


Figure 1: Activated, solar-powered RRFB on a center island at an unsignalized intersection—beacons flash using an irregular flash pattern that is similar to emergency flashers on police vehicles



Figure 2: Activated, solar-powered, roadside RRFB at a mid-block crosswalk.



Figure 3: Combined roadside and median system of solar-powered RRFB

Learn More

Michael Frederick, St. Petersburg Neighborhood
Transportation Manager

727.893.7843

michael.frederick@stpete.org

Ed Rice, Intersection Safety Team Leader
FHWA Office of Safety

202.366.9064

ed.rice@dot.gov

See Also:

http://mutcd.fhwa.dot.gov/resources/interim_approval/ia11/stpetersburgpt/intro.htm
http://www.stpete.org/pdf/ite_paper_07.pdf

Agency Experience

"An Analysis of the Effects of Stutter Flash LED Beacons to Increase Yielding to Pedestrians Using Multilane Crosswalks," along with "The Use of Stutter Flash LED Beacons to Increase Yielding to Pedestrians at Crosswalks," presented at the Transportation Research Board Annual Meeting in 2008, summarized the results of two studies on the effects of RRFBs when used to supplement standard pedestrian crossing warning signs at crosswalks¹.

The former found that going from a no-beacon arrangement to a two-beacon system, mounted on the supplementary warning sign on the right side of the crossing, increased yielding from 18 percent to 81 percent. There was a further increase in yielding behavior, with a four-beacon system (with two beacons on both the right and left side of the crossing) to 88 percent. "An Analysis of the Effects of Stutter Flash LED Beacons to Increase Yielding to Pedestrians Using Multilane Crosswalks" also evaluated the sites over a 1-year period, and found that there was little to no decrease in yielding behavior over time.

Implementation Considerations

- Including RRFBs on the roadside increases driver yielding behavior significantly. Including RRFBs on a center island or median as well can further increase driver yielding behavior, although with a lower marginal benefit than roadside beacons.
- RRFBs can use manual push-buttons or automated passive (e.g., video or infrared) pedestrian detection, and should be unlit when not activated.
- RRFBs typically receive power by standalone solar panel units, but may also be wired to a traditional power source.

Manual on Uniform Traffic Control Devices (MUTCD) Specifications

- The MUTCD gave interim approval to RRFBs for optional use in limited circumstances in July 2008. The interim approval allows for usage as a warning beacon to supplement standard pedestrian crossing warning signs and markings at either a pedestrian or school crossing; where the crosswalk approach is not controlled by a yield sign, stop sign, or traffic-control signal; or at a crosswalk at a roundabout.
- The MUTCD interim approval memo also contains other provisions for the implementation of the device and should be reviewed (http://mutcd.fhwa.dot.gov/resources/interim_approval/ia11/fhwamemo.htm).

Costs

- Cost is approximately \$10,000 to \$15,000 for purchase and installation of two units (one on either side of a street). This includes solar panels for powering the units, pad lighting, indication units (for both sides of street) with RRFBs in the back and front of each unit, signage on both approaches, all posts, and either passive infrared detection or push buttons with audio instructions.
- Costs would be proportionately higher for additional units placed on a median island, etc.

¹The two known studies of stutter flash were both conducted in Florida—one in Miami Beach and one in St. Petersburg. They are:

Sherbutt, J., R. Van Houten, and S. Turner. "An Analysis of the Effects of Stutter Flash LED Beacons to Increase Yielding to Pedestrians Using Multilane Crosswalks." Presented at the Transportation Research Board Annual Meeting, Washington, DC, 2008.

Van Houten, R., R. Ellis, and E. Marmolejo. "The Use of Stutter Flash LED Beacons to Increase Yielding to Pedestrians at Crosswalks." Presented at the Transportation Research Board Annual Meeting, Washington, DC, 2008.

CROSSWALKS FOR WALKABLE NEIGHBORHOODS

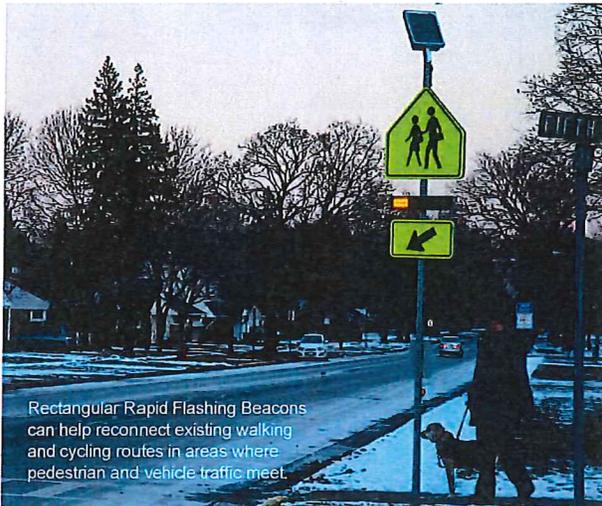


RRFB TECHNOLOGY

Rectangular Rapid Flashing Beacons (RRFBs) are pedestrian-activated, high-intensity warning lights that notify drivers when a pedestrian is entering the crosswalk.

RRFBs are only for use in crosswalk applications. Specifically, RRFBs are appropriate for use at uncontrolled crosswalks (crosswalks marked with pedestrian, school, or trail crossing signs).

Rectangular Rapid Flashing Beacons are not intended for crosswalks that already have stop signs, yield signs or traffic control signals.

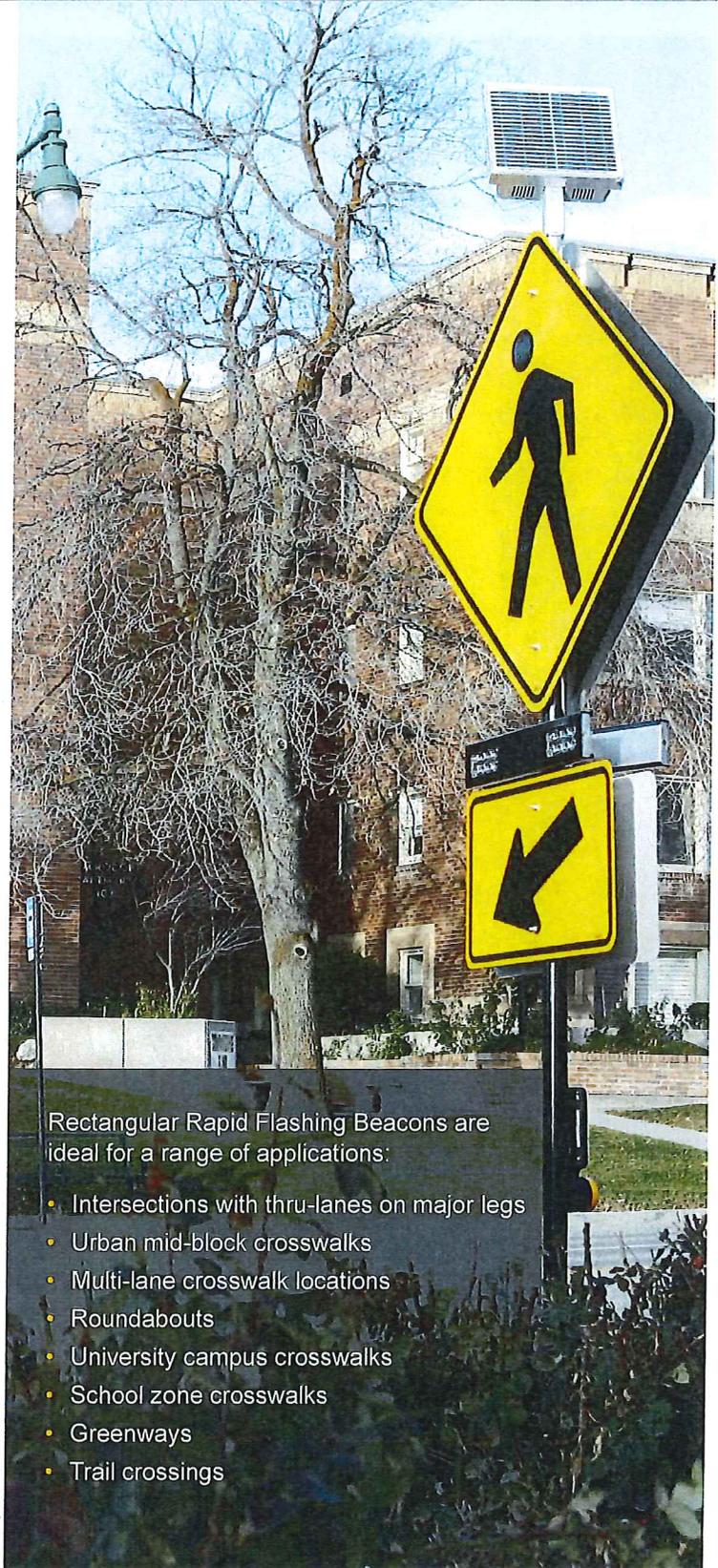


Rectangular Rapid Flashing Beacons can help reconnect existing walking and cycling routes in areas where pedestrian and vehicle traffic meet.

AN EASIER WAY TO IMPROVE PEDESTRIAN ACCESS

Improving walkability doesn't have to mean significant infrastructure changes for a city. Every community has existing pedestrian-friendly routes. Often all that's required to improve their use is providing facilities that allow pedestrians to comfortably encounter the vehicle traffic that crosses their path.

Using FHWA-recommended Rectangular Rapid Flashing Beacons is one of the best and easiest ways to reconnect walkable routes, especially at crossings that exist away from traffic signals.



Rectangular Rapid Flashing Beacons are ideal for a range of applications:

- Intersections with thru-lanes on major legs
- Urban mid-block crosswalks
- Multi-lane crosswalk locations
- Roundabouts
- University campus crosswalks
- School zone crosswalks
- Greenways
- Trail crossings



EASY INSTALL
ONTO EXISTING SIGN POSTS.

USE
EXISTING CREW
AND EQUIPMENT



INSTALLATION TIME
IN **MINUTES**
NOT HOURS

LIMITED
BUDGETS GO FURTHER



INCREASE
MODE SHARE

IMPROVED PEDESTRIAN
& CYCLIST ACCESS

IMPROVE DRIVER
YIELD RATES
AT CROSSWALK

RECONNECT ACTIVE
TRANSPORTATION ROUTES

FLASHING BEACONS: A RECOMMENDED IMPROVEMENT

Rectangular Rapid Flashing Beacons (RRFBs) are becoming an important part of the tool kit for professionals seeking to improve pedestrian service levels and multi-modal transportation access. In addition to appearing in pedestrian master plans across the US, RRFBs also appear in national design guides including The National Association of City Transportation Officials (NACTO) Bike Design Guide.

RRFBs are a recommended crosswalk improvement in multiple federal and state research reports including reports by:

- The U.S. Department of Transport Federal Highways Administration (FHWA)
- Transit Cooperative Research Program (TCRP)
- National Cooperative Highway Research Program (NCHRP)
- Oregon Department of Transportation (ODOT)

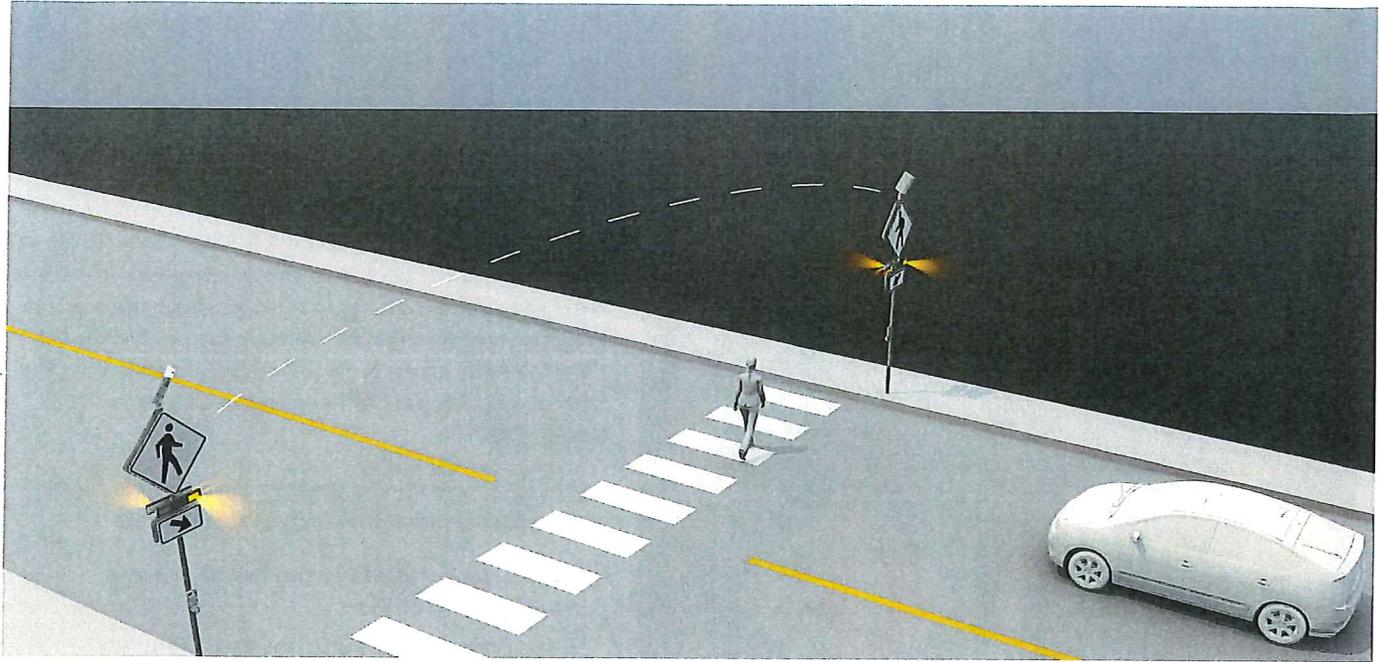
As crosswalk improvements continue to be an important element in creating sustainable communities, RRFBs have also been included in:

- Pedestrian master plans and design guidelines in major urban centers including Portland, OR; Philadelphia, PA; Chicago, IL; Boston, MA; and Washington DC.
- Pedestrian projects in suburban municipalities throughout the country

Rectangular Rapid Flashing Beacons
improve driver yield rates up to 96%
in some locations.

They also:

- Improve pedestrian safety even across wide, high-speed multi-lane roads
- Increase driver yield rates 73% over traditional beacon systems such as side-mounted and overhead beacons
- Maintain appropriate driver yield behavior over several years



Rectangular Rapid Flashing Beacons are installed on either side of the crosswalk along with a push button system that allows pedestrians to activate the beacons prior to crossing.

CARMANAH TRAFFIC

Carmanah's mission is to provide active communities with affordable and accessible crosswalk solutions that improve the places people live, work and play. Carmanah crosswalk solutions are ideal for communities looking to transform their urban landscapes into vibrant, livable spaces shared by all modes of transportation. They are an ideal fit for Smart Growth America initiatives, Complete Street projects and communities seeking LEED ND certification.

Join our discussion on active transportation and urban planning.



Carmanah Traffic



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www.carmanah.com/traffic/crosswalks