



AGENDA

CHARTER TOWNSHIP OF
MERIDIAN
TOWNSHIP BOARD
REGULAR MEETING
January 20, 2015
6:00 P.M.



1. CALL MEETING TO ORDER⁺
2. PLEDGE OF ALLEGIANCE/INTRODUCTIONS
3. ROLL CALL
4. SPECIAL PRESENTATIONS
 - A. Gayelord Mankowski – Children’s Annual Christmas Party
 - B. Tonia Olson – Granger Annual Report
 - C. Nancy Popa – Consumers Energy Community Solar
5. PUBLIC REMARKS*
6. TOWNSHIP MANAGER REPORT
7. BOARD COMMENTS & REPORTS
8. APPROVAL OF AGENDA
9. CONSENT AGENDA (SALMON)
 - A. Communications
 - B. Minutes
 - (1) December 2, 2014 Regular Meeting
 - (2) December 9, 2014 Regular Meeting
 - (3) January 6, 2015 Regular Meeting
 - C. Bills
 - D. Resolution Approving a Financial Institution
 - E. Amendment to the 2015 Township Board Meeting Schedule
 - F. Renewal of Employee Computer Purchase Program
 - G. Ratification of Police Officer Appointments
 - H. Resolution for Charitable Gaming License – Michigan Lodging & Tourism Association Education Fund
10. QUESTIONS FOR THE ATTORNEY
11. HEARINGS (CANARY)
12. ACTION ITEMS (PINK)

**Public Comment

 - A. Beginning of Year Budget Amendments
 - B. Update to the Township Emergency Management Plan
 - C. Rezoning #14070 (Township Board) former Central Fire Station, 2150 Clinton Street, from RB (Single Family-High Density) to C-2 (Commercial) – **Final Adoption**
 - D. Appointment to the Economic Development Corporation (EDC) Board
 - E. Appointment to the Park Commission
 - F. Resolution Directing the Township Manager to Process FOIA Appeals
 - G. Fire Services Agreement - Alaeidon Township
13. BOARD DISCUSSION ITEMS (ORCHID)

**Public Comment

 - A. Proposed Zoning Amendment for Paved Surfaces
 - B. Okemos Pointe Mixed Use Planned Unit Development Concept Plan
 - C. 2015 Fuel Costs
14. PUBLIC REMARKS*
15. FINAL BOARD MEMBER COMMENT
16. ADJOURNMENT
17. POSTSCRIPT – JULIE BRIKIE

*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 days notice 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, JANUARY 20, 2015

- (1) Board Information (BI)
 - BI-1 Kathleen Veith, 4521 Marlborough, Okemos; RE: Appreciation for sidewalk clearing on Dobie Road

- (2) Commission Linkage (CL)
 - CL-1 Christine Tenaglia, 3895 Okemos Road, Okemos; RE: Letter of resignation from her appointment on the Economic Development Corporation effective December 31, 2014

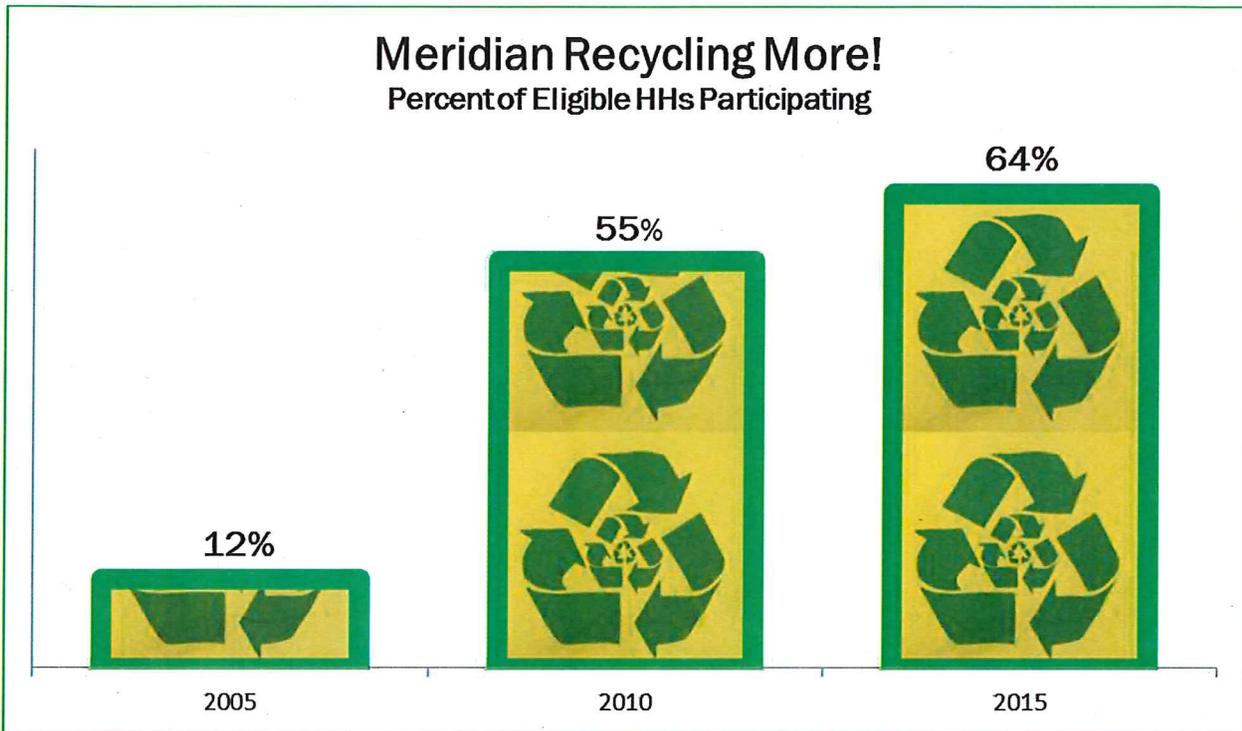
 - CL-2 Park Commissioner Teri Banas, 5606 Creekwood Lane, Haslett; RE: Letter of resignation from the Park Commission effective January 1, 2015

- (3) Regional Linkage (RL)
 - RL-1 Joseph G Bonsall, Land Bank Coordinator, Ingham County Treasurer's Office, PO Box 215, Mason; RE: Tax Foreclosed Properties
 - RL-2 U.S. Senator Debbie Stabenow, 221 W. Lake Lansing Road, Suite 100, East Lansing; RE: Response to the Meridian Township Board resolution objecting to the closure of the Lansing Processing and Distribution Center located on Collins Road

- (4) Staff Communications (SC)
 - SC-1 Associate Planner Richard Brown; RE: Appeal of SUP #14111 (MF Okemos)
 - SC-2 Internship Coordinator Brandie Yates; RE: Tentative 2015 Post Script Schedule
 - SC-3 Associate Planner Martha Wyatt; RE: Site Plan Review Decisions as of January 9, 2015

Meridian Township – Recycles More!

A report on recycling status • January 20, 2015 • By Tonia Olson, Granger



RECYCLING PROGRAM ELEMENTS

- No additional cost street-side recycling tub service; \$1.50 per month for Curby Recycler
- Every other week collection
- Single-family households (four or fewer units)
- Subscription to one of Granger’s residential rubbish hauling options required (bag tag, regular cart, large cart, or six bag)

HISTORY

- May 16, 2006
Granger announced a new recycling program for Meridian Township to address the recycling priority of the Meridian Township Board of Trustees and residents—to **recycle more!**
- January 2010
Granger converted to what is known as a “single-stream” recycling system.
- March 18, 2011
Granger introduced a new service option, the Curby Recycler, for the large volume of recyclables.

Meridian Township – Recycles More!

A report on recycling status • January 20, 2015 • By Tonia Olson, Granger

2014 RECYCLING VOLUME

Service Type	Volume (in pounds)
Street-side Single Stream	1,538,000
Drop-off (to Granger)	141,940
Total	1,679,940

Recycling efforts in Meridian Township have conserved the following resources:

- 14,279.49 Trees
- 3,443,877.00 KWH of Electricity
- 50,398.20 Pounds of Air Pollution Effluent
- 5,879,790.00 Gallons of Water
- 2,797.10 Cubic Yards of Landfill Space

HOW TO RECYCLE MORE!

- Governor Snyder's Recycling Initiative
 - Increase state recycling rate to 30%
 - Focusing on: measurement, access, outreach, technical assistance and market development
- Promote recycling behavior to township residents
- Multi-family recycling is offered, but there are barriers for managers to purchase such services.

**CLERK'S OFFICE
BOARD COMMUNICATIONS
JANUARY 20, 2015**

Board Information (BI)

Sandy Otto

From: Jack Veith <jackveith@att.net>
Sent: Monday, January 12, 2015 1:59 PM
To: Board
Subject: Thanks!!!

I'm not sure who to send this to so
please forward it to the correct department.
I was sooooo grateful today when I started to run on snowy streets
and thought I'd just *check* the sidewalk on Dobie...just in case.
And yes!
There it was, shoveled and ready for me to run!
Thank you so much for allowing me to exercise without having
to drive all the way to campus to find a paved path!
Keep us your excellent work!

A happy and grateful resident,
Kathleen Veith

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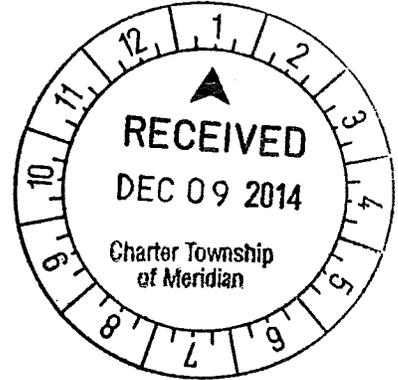
BI-1

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**CLERK'S OFFICE
BOARD COMMUNICATIONS
JANUARY 20, 2015**

Commission Linkage (CL)

CHRISTINE
Tenaglia
DDS, PC
IT ALL BEGINS
WITH YOUR SMILE



December 2, 2014

Dear EDC,

I have enjoyed the progress we have made in the past couple of years.

Please accept my resignation from the committee, *effective December 31.*

I will be working in another area to serve the community and local area business.

Very Truly,

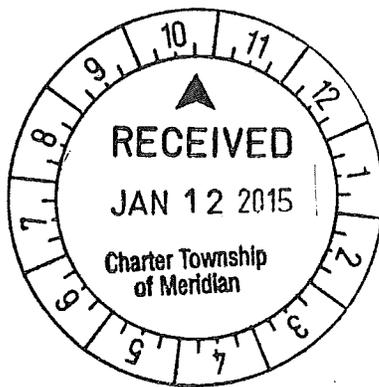
A handwritten signature in cursive script that reads "Christine Tenaglia".

Christine Tenaglia, DDS

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CL-1

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Dec. 9, 2014

5606 Creekwood Lane
Haslett, MI 48840

**Dear Supervisor LeGoff, Meridian Township Board Members, Park Commissioners
and Director Maisner:**

This letter serves as notice of my resignation from the Meridian Township Park
Commission effective Jan. 1, 2015.

As you are aware, I will begin a new term of office as the Ingham County Commissioner
for the 11th District here in Meridian Township.

I have greatly enjoyed my service on the Park Commission these past 10 years and wish
you all the best in your important work ahead.

It has been particularly meaningful for me to serve the community as a park
commissioner. The parks and recreation activities we have in Meridian Township
contribute to a great quality of life, and make this community so attractive for families
and individuals. I have appreciated the opportunity to make a contribution to this fine
system. And now that voters have approved a new millage for our park system, one that I
supported and worked for over the past three years, I am happily looking forward to
seeing exciting new developments that will only enhance our community's offerings!

As a county commissioner, I plan to continue to serve our residents in a thoughtful and
open style and extend my wish that we continue to work closely together for the
betterment of Meridian Township. When the term begins, I will also serve on the
Commission's County Services Committee, overseeing the parks and roads departments,
the Human Services Committee, and the Tri-County Regional Planning Commission.
Should you like to discuss any issues or concerns related to these boards or any others,
please know I am always willing and open to meet.

Again, my heartfelt best wishes to you in the coming year. . .

Sincerely,

Teri Banas
Meridian Township Park Commissioner

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CL-2

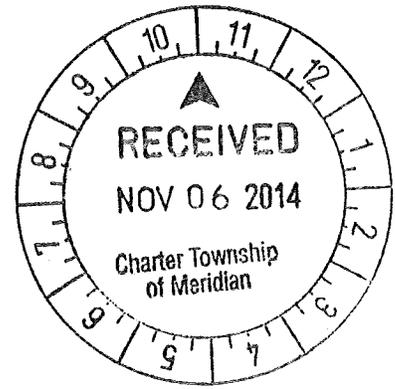
JAN 20 2015

**CLERK'S OFFICE
BOARD COMMUNICATIONS
JANUARY 20, 2015**

Regional Linkage (RL)



Eric Schertzing
Ingham County Treasurer



Desiree Kirkland
Chief Deputy Treasurer
(517) 676-7235
dkirkland@ingham.org

Courthouse
P.O. Box 215
Mason, MI 48854-0215
(517) 676-7220
eschertzing@ingham.org

November 3, 2014

Mr. Brett Dreyfus
Meridian Township Clerk
5151 Marsh Road
Okemos, Michigan 48864

Dear Mr. Dreyfus:

I am writing to you on behalf of Treasurer Eric Schertzing who serves as the Foreclosing Governmental Unit (F.G.U.) for Ingham County under Public Act 123 of 1999; MCL 211.1-211.157.

Property was foreclosed upon by the F.G.U. for unpaid property taxes in Meridian Township. Such property was offered for sale at two or more public auctions. Fee simple title to those parcels not sold at auction must be transferred to the Township on or before December 30, 2014 unless the Township formally objects to the transfer. I encourage you to review this process at MCL 211.78m(6). As required by statute, a list of all unsold property tax foreclosed parcels located in Meridian Township is enclosed.

Treasurer Schertzing, working in consultation with local government, spearheaded the creation of an Ingham County Land Bank Authority in 2005 to help combat the problems property tax foreclosed parcels can present to governments and communities. Oftentimes the cost of maintaining such parcels exceeds any benefit a local jurisdiction may gain. The Land Bank allows for those benefits to still become available to the local community without any additional expense from the Township. However, the Land Bank cannot obtain possession of these property tax foreclosed parcels unless the Township first objects to their transfer.

Also enclosed is a sample resolution for consideration by the Meridian Township Board objecting to the transfer of property tax foreclosed parcels to the Township. When this

issue is taken up by the Board, Treasurer Schertzing would be more than willing to be in attendance to answer any questions that may arise. Please contact me at the email address or telephone number listed below to schedule a meeting time satisfactory to all parties and within the statutory time constraints or to request electronic copies of this letter, the sample resolution, or parcel list.

Thank you for your assistance in this matter.

Regards,



Joseph G. Bonsall
Land Bank Coordinator
(517) 267-5221
jbonsall@ingham.org

Enclosure

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JAN 20 2015

RESOLUTION OBJECTING TO THE TRANSFER OF ALL UNSOLD TAX REVERTED PROPERTIES FROM THE INGHAM COUNTY TREASURER TO THE TOWNSHIP OF MERIDIAN

RESOLUTION #14-

WHEREAS, Public Act 123 of 1999, hereinafter sometimes referred to as the "Act", established an expedited process whereby property on which taxes have not been paid could be sold for unpaid taxes; and

WHEREAS, the Act creates a series of stages through which a property on which the taxes have not been paid must pass before that property can be sold; and

WHEREAS, the Act allowed each county in the State of Michigan to decide whether its treasurer or the State of Michigan would act as the governmental entity responsible for overseeing the stages through which a property on which the taxes have not been paid must pass before the property is sold; and

WHEREAS, the Act refers to the governmental entity responsible for overseeing the stages through which a property on which the taxes have not been paid must pass before the property is sold as the foreclosing governmental unit; and

WHEREAS, pursuant to a concurring resolution of the County Board of Commissioners, the Treasurer of Ingham, (hereinafter referred to as the "Treasurer"), is the foreclosing governmental unit under the Act with authority to take all actions, judicial or otherwise, required under the Act in order to sell property on which the taxes have not been paid in Ingham County; and

WHEREAS, one of the stages through which a property on which the taxes have not been paid must pass before the property is sold in foreclosure; and

WHEREAS, pursuant to the Act fee simple title to a property on which the Treasurer has foreclosed vest in the Treasurer effective on the March 31st immediately succeeding the hearing for uncontested cases or 10 days after the conclusion of the hearing for contested cases; and

WHEREAS, the Act prescribes how the Treasurer is to dispose of property obtained by foreclosure; and

WHEREAS, the Act requires that the Treasurer give a list to the Clerk of the Township of Meridian which list shall contain all the property in that township on which the Treasurer has foreclosed that has not been sold prior to December 1st of the year in which it is foreclosed upon; and

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WHEREAS, unless the Township of Meridian objects in writing, the Act requires the Treasurer to transfer to that township fee simple title to the property on that list; and

WHEREAS, the Township has received from the Treasurer a list of property that will be transferred to it if it does not object; and

WHEREAS, the Township of Meridian does not wish to obtain from the Treasurer any property upon which the Treasurer has foreclosed but not sold because of the cost of maintaining such property will exceed any benefit that will be obtained.

THEREFORE BE IT RESOLVED, that the Township of Meridian wishes to exercise its option under the Act to object to the transfer of property foreclosed upon by the Treasurer but not sold that are contained on the list thereof filed with the Township of Meridian Clerk and said transfers are, therefore, refused.

This resolution shall be given immediate effect upon the passage by the Meridian Township Board.

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33-02-02-24-377-018

(M24-29-3) PART OF E 1/2 OF SW 1/4 OF SEC 24 T4N R1W DESC AS: BEG 150 FT E OF
C'L OF VAN ATTA RD AT PT 116 2/3 RDS S AND S 240 RDS W OF E 1/4 POST OF SEC 24
- S 120 FT - E 137 FT - N 120 FT - W 137 FT TO POB EXC N 70 FT THEREOF. .157 A
M/L

Property Address: VAN ATTA OKEMOS MI

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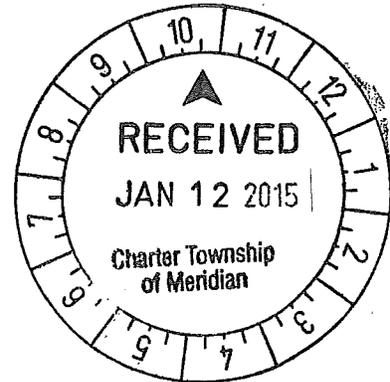
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United States Senate

133 HART SENATE OFFICE BUILDING
WASHINGTON, DC 20510-2204

January 7, 2015

Brett Dreyfus
Meridian Township
5151 Marsh Rd
Okemos, MI 48864



Dear Brett,

Thank you for contacting me about the proposed closure of the Lansing Processing and Distribution Center at Collins Road and the impact it will have on the Greater Lansing region.

Recently, I sent the attached letter to the Postmaster General asking him to delay any closures until a full study is completed on the effects that a consolidation would have on service to the postal customers and local businesses. In addition, I am a co-sponsor of the Postal Service Protection Act of 2013 that, among other reforms to strengthen the Postal Service, sets clear procedures that the Postal Service must follow before any closure or consolidation of a postal facility.

I appreciate hearing from you about this critical issue. Please know I will continue to monitor this situation very closely and advocate on your behalf.

Sincerely,

Debbie Stabenow
United States Senator

JAN 20 2015

R.L. 2

JAN 20 2015

United States Senate

WASHINGTON, DC 20510

December 1, 2014

The Honorable Patrick R. Donahoe
Postmaster General
United States Postal Service
475 L'Enfant Plaza SW
Washington, DC 20260

Dear Postmaster General Donahoe:

On June 30, 2014, the U.S. Postal Service (USPS) announced plans to implement Phase 2 of its Network Rationalization Initiatives (NRI) starting in January 2015. Phase 2 includes the consolidation of up to 82 mail processing facilities. According to the USPS Office of Inspector General (IG), the USPS failed to fulfil its regulatory and statutory obligations to adequately study the impact of these consolidations on service standards and inform the public of these impacts. We strongly urge the USPS to delay the start of any closures until such studies have been fully completed and those affected by the consolidations are adequately informed and their concerns heard.

As described in the USPS's own Area Mail Processing Guidelines, the first two objectives of an area mail processing (AMP) feasibility study are to "evaluate service standard impacts for all classes of mail" and to "consider issues important to local customers."¹ In addition, the USPS must:

- Provide adequate public notice to communities affected by a proposed network rationalization decision;
- Make available information about any service changes in the affected communities, any effects on customers or Postal Service employees, and any cost savings;
- Afford affected persons ample opportunity to provide input on the proposed decision; and
- Take public comments into account in making a final decision.²

Nevertheless, the USPS IG found that the Postal Service failed to complete the service standard impacts evaluation and worksheet in 91 of the 95 AMP feasibility studies related to the NRI. Without these completed worksheets, it is impossible to fully understand the effects of

¹ United States Postal Service Handbook PO-408, Area Mail Processing Guidelines (March 2008).

² *Id.*

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consolidation decisions or adequately inform local customers and consider issues important to them.

According to the IG report, the USPS claims that it did not conduct the required evaluation because it is in the process of revising service standards. This revision, which began in 2012, is expected to be completed with the issuance of new service standards on January 5, 2015, just days before the consolidations are scheduled to begin.

The USPS refutes the IG report by stating that it met its transparency requirements. The language included in each AMP package states only that “[s]pecific service standard changes associated with this Area Mail Processing consolidation are contingent upon the resolution” of the rulemaking process to broadly revise service standards.³ This language in no way meets the USPS’ own definition of public requirements to “make available information about any service changes in the affected communities.” Rather, the language in the AMP is so vague and uninformative as to be meaningless to the public. The purpose of public disclosure is to inform. This statement contains no useful information whatsoever.

It stands to reason that, if the USPS is aware that its own AMP process was incomplete, it could simply adjust its own timeline to ensure that the process is fair, complete, open and transparent. The process exists for a reason, and it should be implemented correctly before any consolidations occur.

We strongly urge the USPS to delay implementation of any mail processing consolidations until feasibility studies are completed and there has been adequate time for public comment and consideration of those comments. Completed feasibility studies should include service standard impacts worksheets based on the revised service standards expected to be published on January 5, 2015. There is no reason that the USPS cannot delay its consolidations to provide time for the public to see and comment on the service standard worksheets. It is only fair to allow the process to unfold in this way, and the USPS gains little by deciding to continue the consolidation process on its current, arbitrary timeline.

Sincerely,



Claire McCaskill
United States Senator



Tim Johnson
United States Senator

³ Memorandum from Robert J. Batta, Deputy Assistant Inspector General for Mission Operations, Office of Inspector General, United States Postal Service to David E. Williams, Jr., Vice President, Network Operations, United States Postal Service, Management Alert – Lack of Service Standard Change Information in Area Mail Processing Feasibility Studies (Oct. 6, 2014) (NO-MA-15-001)

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Ed Markey
United States Senator


Sherrod Brown
United States Senator


Debbie Stabenow
United States Senator

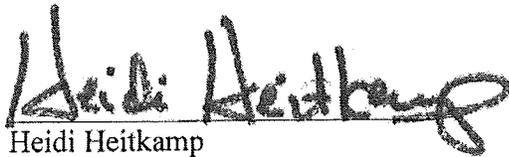

Roy Blunt
United States Senator


Richard Blumenthal
United States Senator


Al Franken
United States Senator


Robert P. Casey Jr.
United States Senator

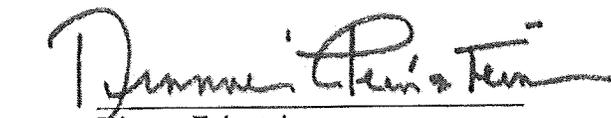

Charles E. Schumer
United States Senator

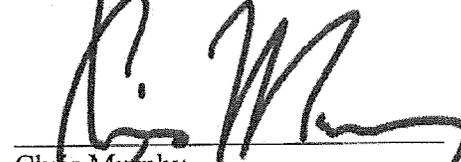

Heidi Heitkamp
United States Senator

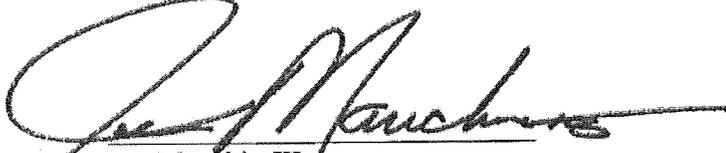

Mary Landrieu
United States Senator

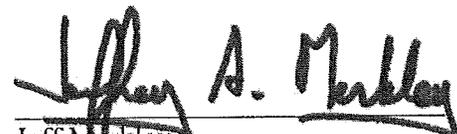

Mark Pryor
United States Senator


Carl Levin
United States Senator

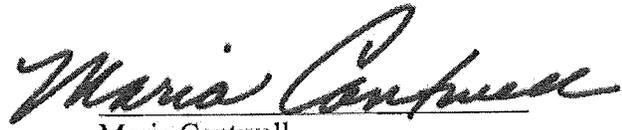

Dianne Feinstein
United States Senator

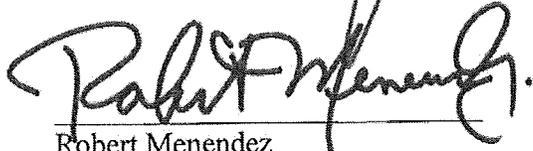

Chris Murphy
United States Senator


Joe Manchin III
United States Senator


Jeff Merkley
United States Senator


Ron Wyden
United States Senator

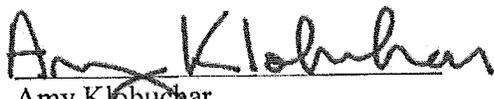

Maria Cantwell
United States Senator

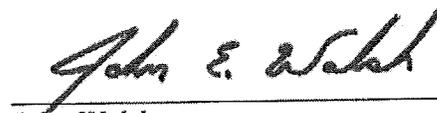

Robert Menendez
United States Senator


Barbara Boxer
United States Senator


Kirsten Gillibrand
United States Senator

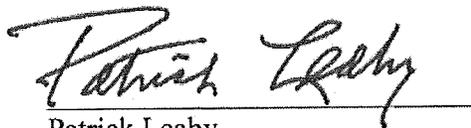

Jon Tester
United States Senator


Amy Klobuchar
United States Senator


John Walsh
United States Senator


Tammy Baldwin
United States Senator


Bernard Sanders
United States Senator

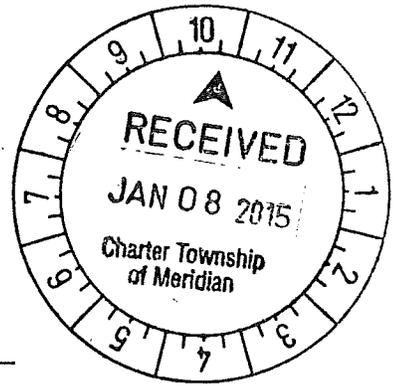

Patrick Leahy
United States Senator


Elizabeth Warren
United States Senator

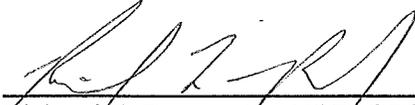
**CLERK'S OFFICE
BOARD COMMUNICATIONS
JANUARY 20, 2015**

Staff Communications (SC)

MEMORANDUM



TO: Township Board

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

DATE: January 8, 2015

RE: Appeal of SUP #14111 (MF Okemos)

At its January 7, 2015 regular meeting, the Environmental Commission voted 7-0 to provide the following input to the Township Board regarding the appeal of the denial of Special Use Permit #14111 at 2049 Grand River Avenue:

"While the Environmental Commission supports the reuse of brownfield sites, it encourages all efforts be used to preserve as many of the six (6) significant trees on the site as possible by utilizing creative design."

Cc: Martha Wyatt
Ray Severy, P.E.

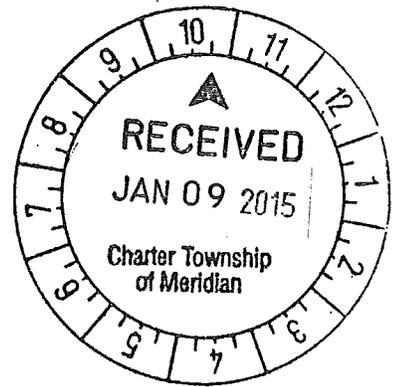
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SC-1

JAN 20 2015

CHARTER TOWNSHIP OF MERIDIAN

MEMORANDUM



TO: Township Board Members
 FROM: Brandie Yates
 Brandie Yates, Internship Coordinator

DATE: January 9, 2015

RE: Tentative 2015 Post Script Schedule

After most meetings, a Township Board Member participates in the HOMTV post-meeting interview session known as "Post Script." The following chart shows the tentative schedule for 2015. If you know you will be absent on one or more of your assigned dates, please contact me at 853-4208.

Meeting Date	Board Member	Meeting Date	Board Member
January 6	No Post Script	July 21	John Veenstra
January 20	Julie Brixie	August 4	Angela Wilson
February 3	Brett Dreyfus	August 18	Julie Brixie
February 17	Elizabeth LeGoff	September 1	No Post Script
March 3	Milton Scales	September 8	Brett Dreyfus
March 17	Ronald Styka	September 15	Elizabeth LeGoff
April 7	John Veenstra	October 6	Milton Scales
April 21	Angela Wilson	October 20	Ronald Styka
Thursday, May 7 **	Julie Brixie	November 3	John Veenstra
May 19	Brett Dreyfus	November 17	Angela Wilson
June 2	Elizabeth LeGoff	December 1	Julie Brixie
June 16	Milton Scales	December 8	Brett Dreyfus
July 7	Ronald Styka		

***Proposed date change to be approved at future meeting*

Post Script interviews will not be produced during MSU breaks as noted on the schedule.

cc: Sandra Otto, Administrative Assistant II

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SC-2

JAN 20 2015

DEPARTMENT OF COMMUNITY PLANNING AND DEVELOPMENT

SITE PLAN REVIEW DECISIONS

Site Plan Review Approvals (as of 1/9/15):

#14-09-2 (Meridian Township)

Request to modify the plans approved under Site Plan Review #14-09 for the construction of a fire station with a reduction in the size of the building and number of parking spaces, at 5000 Okemos Road (southeast corner of Central park Drive and Okemos Road), Okemos, MI

#14-12 (Collingwood of Okemos, LLC)

Request to request to construct two carport structures over 20 existing off-street parking spaces at Northwind Apartments, 2771 Northwind Drive, East Lansing, MI

Approved: 11/17/14

#14-04-2 (Wolverine Building Group)

Request to modify the approved site plans for the Whole Foods supermarket, with a request to construct an approximate 3,600 square foot addition to the west side of the building, at 2750 Grand River Avenue, East Lansing, MI

Approved: 1/8/15

G:\COMMUN PLNG & DEV\PLNG\SITEPLAN\SPR\SPRmtg\SPRdecisions41

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SC-3

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9B (1)

PROPOSED BOARD MINUTES

PROPOSED MOTION:

Move to approve and ratify the minutes of the December 2, 2014 Regular Meeting as submitted.

ALTERNATE MOTION:

Move to approve and ratify the minutes of the December 2, 2014 Regular Meeting with the following amendment(s): [insert amendments].

**JANUARY 20, 2015
REGULAR MEETING**

CHARTER TOWNSHIP OF MERIDIAN
TOWNSHIP BOARD REGULAR MEETING - **DRAFT** -
5151 Marsh Road, Okemos, MI 48864-1198
853-4000, Town Hall Room
TUESDAY, DECEMBER 2, 2014 **6:00 P.M.**

PRESENT: Supervisor LeGoff, Clerk Dreyfus, Treasurer Brixie, Trustees Scales, Styka, Veenstra, Wilson
ABSENT: None
STAFF: Township Manager Frank Walsh, Director of Community Planning & Development Mark Kieselbach, Director of Public Works and Engineering Ray Severy, Police Chief David Hall, Fire Chief Fred Cowper

1. CALL MEETING TO ORDER
Supervisor LeGoff called the meeting to order at 6:00 P.M.
2. PLEDGE OF ALLEGIANCE/INTRODUCTIONS
Supervisor LeGoff led the Pledge of Allegiance.
3. ROLL CALL
The secretary called the roll of the Board.
4. SPECIAL PRESENTATION (None)
5. PUBLIC REMARKS
Supervisor LeGoff opened Public Remarks.

Mickey Martin, Supervisor, Williamstown Township, 4990 Zimmer Road, Williamston, expressed her appreciation for the cooperative spirit in the continued police services contract between Meridian and Williamstown Townships.

Christine Tenaglia, 2551 Bruin, East Lansing, offered some personal background information and voiced appreciation for consideration of her application for public service to the Planning Commission.

Brett DeGroff, 4224 Shoals Drive, Okemos, communicated his desire to be appointed as a member of the Planning Commission, expressing a desire to be involved in public service for Meridian Township.

Rx Harrington, 820 Piper Road, Haslett, expressed disappointment with answers received from the Township's prosecuting attorney to questions he posed relative to the forfeiture act.

Leonard Provencher, 5824 Buena Parkway, Haslett, commented on another vacancy which recently occurred in the Haslett Village Square shopping center. He voiced concern Meridian Area Business Association (MABA) will be conducting its next meeting outside of Meridian Township.

Neil Bowlby, 6020 Beechwood Drive, Haslett, offered several hypotheses as to why Lynn Hildebrandt was not recommended for reappointment to the Planning Commission, subsequently nullifying each one. He requested the Supervisor reconsider her Planning Commission appointments and reappoint Lynn Hildebrandt.

Vance Kincaid, 4530 Nakoma Drive, Okemos, expressed opposition to the Township's support of the new standing ruling by the Ingham County Circuit Court as it relates to the lawsuit filed regarding the proposed new central fire station.

Supervisor LeGoff closed Public Remarks.

6. TOWNSHIP MANAGER REPORT

Manager Walsh reported the following:

- Meeting with East Lansing City Manager tomorrow regarding mutual items of interest
- Fire truck engine repair invoice of \$17,000 was negotiated by the Fire Chief, Director of Public Works and Engineering and the Facilities Superintendent which resulted in no additional cost to the Township
- Continued concerns from residents regarding the Okemos Road Streetlights project
- 111 deer culled to date in the Deer Management Program

7. BOARD COMMENTS & REPORTS

Trustee Styka announced the Township will be hosting the Drive through Santa on December 13th from 5:00 P.M. until 8:00 P.M. at the Meridian Service Center and Christmas in the Historical Village on December 14th from 2:00 P.M. until 5:00 P.M. He indicated three (3) giving programs are taking place at the Municipal Building: Be a Santa to a Senior, Toys for Tots, and the St. Luke Coat Bank. Trustee Styka stated Meridian Cares is hosting a fundraiser to raise \$3,000 for the Community Resources Commission Needs Fund. He praised the latest issue of the Meridian Monitor as "outstanding."

Trustee Wilson reported her attendance at the LEAP Board of Directors Meeting earlier tonight, highlighting that in 2014, LEAP was directly involved in \$250,000,000 in private investment in the Lansing Region. She also reported her attendance at last night's Awards Ceremony for HOMTV interns.

Treasurer Brixie reported tax bills were mailed on Monday, December 1st. She noted a variety of payment options are available, including automatic recurring electronic payment. Treasurer Brixie indicated the Ingham County Services Committee is meeting tonight where discussion of the tree issues is on their agenda. She reported the Friends of Complete Streets met where the color of the pedestrian non-motorized bridge over the Red Cedar River was discussed and a decision was made on the color green.

Clerk Dreyfus reported the Township was served with a lawsuit on November 20, 2014. He noted an article in *Governing Magazine* where Grand Rapids was listed as one of the top cities in the nation utilizing Kyoto protocol to reduce greenhouse gas emissions, stating the key to its success was making a total commitment, starting with the Mayor. He believed there is a need for Meridian Township to make a commitment to reducing climate change, with success coming through commitment, measuring it and engaging the entire community.

Trustee Scales reported his attendance at the Haslett High School Black Student Union meeting today where the Ferguson, Missouri incident was discussed.

Trustee Veenstra congratulated Manager Walsh on the negotiation of the fire engine repair invoice. He expressed his desire to also see Lynn Hildebrandt reappointed to the Planning Commission. Trustee Veenstra announced the holiday party of Meridian Township Democrats will be held on December 14th from 3:00 P.M. to 5:00 P.M. at the Red Cedar Spirits Distillery. He suggested the residents of Autumn Park celebrate their many victories as the new fire station was moved at their request, reduced in size, no sirens, drive on Central Park moved, etc.

8. APPROVAL OF AGENDA

Treasurer Brixie moved to approve the agenda as submitted. Seconded by Trustee Wilson.

VOICE VOTE: Motion carried unanimously.

9. CONSENT AGENDA

Supervisor LeGoff reviewed the consent agenda.

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

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

A. Communications

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

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

B. Minutes

(1) Treasurer Brixie moved to approve and ratify the minutes of the November 13, 2014 Special Meeting as amended. Seconded by Trustee Styka.

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

(2) Treasurer Brixie moved to approve and ratify the minutes of the November 18, 2014 Regular Meeting as submitted. Seconded by Trustee Styka.

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

C. Bills

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

Common Cash	\$1,206,873.69
Public Works	\$ 258,283.90
Retainage	
Ck #1078-Mike & Son Asphalt/Perry Road	2,191.28
Ck #1079-Jules Swartz & Sons/Water Main	5,580.90
Total Checks	\$1,472,929.77
Credit Card Transactions	\$ 9,974.15
Total Purchases	<u>\$1,482,903.92</u>
ACH Payments	<u>\$ 410,340.22</u>

Seconded by Trustee Styka.

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

(Bill list in Official Minute Book)

10. QUESTIONS FOR THE ATTORNEY (None)

Q. Why is the language put in the Section 26-26 adoption (second and third to last sentences of the paragraph) about why we would include all the amendments to the International Fire Code, "including all amendments thereafter made to the 2012 International Fire Code."

- A. That language was added to the International Fire Code adoption by reference as well as the Motor Vehicle Code previously (when it was adopted) because there was a situation several years ago where a district court judge dismissed a ticket that was written on a portion of the Motor Vehicle Code that had been previously (and recently) amended. The judge had said that if this language was in the ordinance, he would have allowed it to go forward. So, the language was added to the Motor Vehicle Code and also has been added to the International Fire Code adoption by reference. It is true that in the International Fire Code, there aren't as many amendments as there are in the Motor Vehicle Code. If the language is there and we go in front of another court and they say you have to go back and adopt it, we haven't lost anything. If we don't have the language there and there is an amendment, we have to adopt a modification of the ordinance before we issue the ticket. That's why it doesn't hurt to have it there. However, if you want to take it out, it would just be the second part, the language "including all amendments thereafter made to the 2012 International Fire Code" and the next full sentence, the second to last sentence to that paragraph.
- Q. This language seems to suggest that if this language is included, that we are right now adopting amendments to the 2012 International Fire Code that might be made in the future, that haven't been written at this time, but we are "sort of" giving a blank check that all amendments to this code adopted in the future we're approving, right now, tonight. Is that a correct statement of what this language does?
- A. What this language does is adopt all additional amendments made to the International Fire Code, even though they have not been made yet. That's correct.

11. HEARINGS (None)

12. ACTION ITEMS

Supervisor LeGoff opened Public Remarks.

Leonard Provencher, 5824 Buena Parkway, Haslett, spoke in support of the resolution for Congressional Intervention for the Lansing Postal Center. He also expressed disappointment that Lynn Hildebrandt was not considered for reappointment to the Planning Commission.

Neil Bowlby, 6020 Beechwood Drive, Haslett, offered several comments regarding Zoning Amendment #13040, an amendment to add adult care facilities.

Supervisor LeGoff closed Public Remarks.

A. 2012 International Fire Code – **Final Adoption**

Trustee Wilson moved [and read into the record] NOW, THEREFORE, BE IT RESOLVED BY THE TOWNSHIP BOARD OF THE CHARTER TOWNSHIP OF MERIDIAN, INGHAM COUNTY, MICHIGAN, that the Township Board hereby FINALLY ADOPTS Ordinance No. 2014-06, entitled "Ordinance Amending the Code of the Charter Township of Meridian, Chapter 26, Article II, Sections 26-26, 26-27, and Adding Section 26-28, to Adopt and Incorporate by Reference the 2012 International Fire Code with Meridian Amendments."

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

Seconded by Trustee Scales.

Board discussion:

- Township has previously adopted International Fire Code (IFC) language by reference
- Parts of the Building Code are also adopted by reference

- Not adopting by reference requires the Board to use its valuable time to make very minor changes

Trustee Styka offered the following friendly amendment:

- **Amend Section 26-26 by deleting “including all amendments thereafter made to the 2012 International Fire Code. Amendments made to the 2012 International Fire Code, as adopted by reference herein, become effective the same date they become effective in the 2012 International Fire Code.”**

The amendment was accepted by the maker and seconder of the motion.

Board and staff discussion:

- Concern with adoption by reference of language that does not exist
- The state mandates the Township adopt the state building code by reference
- The Township must enforce the state building code as written
- Taking the language out or leaving it in will not change the way the Fire Code is enforced in the Township
- State has not adopted a Fire Code in 60 years
- Fire Department wanted to be proactive to ensure the International Organization for Standardization (ISO) rating remains at four (4)
- Trust in staff that it will present changes in the ordinance to the Board when needed

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

NAYS: None

Motion carried unanimously.

B. Zoning Amendment #13040 (Planning Commission), Amendment to Add Adult Care Facilities – Introduction

Clerk Dreyfus moved [and read into the record] NOW THEREFORE BE IT RESOLVED THE TOWNSHIP BOARD OF THE CHARTER TOWNSHIP OF MERIDIAN hereby INTRODUCES FOR PUBLICATION AND SUBSEQUENT ADOPTION Ordinance No. _____, entitled “Ordinance Amending the Code of the Charter Township of Meridian, Ingham County, Michigan, Chapter 86, Article I by amending Section 86-2 Definitions; Chapter 86, Article IV, Division 2 Residential Districts by amending Section 86-368 RR district; Chapter 86, Article IV, Division 3 Commercial, Retail, and Business Districts C-1, C-2 and C-3 by amending Section 86-403 C-1 commercial district, and Section 86-404 C-2 commercial district; Chapter 86, Article VI Special Use Requirements and Restrictions by amending Section 86-654 Nonresidential structures and uses in resident districts; and Chapter 86, Article VIII, Division 2 Off-Street Parking by amending Section 86-755 Schedule of requirements for parking spaces.”

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

Seconded by Trustee Styka.

Board discussion:

- Language allows the Township to provide the necessary oversight using existing ordinances
- Reason for change from six (6) to five in two of the definitions is because the building code uses five (5) as the limit for adult care and there needed to be consistency with the building code

Trustee Veenstra moved to amend the definitions of family adult care home and group adult care home from five (5) back to six (6).

The motion died for lack of a second.

ROLL CALL VOTE: YEAS: Trustees Scales, Styka, Wilson, Supervisor LeGoff, Treasurer Brixie, Clerk Dreyfus
NAYS: Trustee Veenstra
Motion carried 6-1.

- C. Resolution Requesting Congressional Intervention for the Lansing Postal Center
Trustee Veenstra moved [and read into the record] **NOW THEREFORE, BE IT RESOLVED THE TOWNSHIP BOARD OF THE CHARTER TOWNSHIP OF MERIDIAN hereby requests congressional intervention to stop this proposal to close or consolidate the Lansing Processing and Distribution Center and BE IT FURTHER RESOLVED to forward this resolution to our U.S. Senators and Representatives and the Postmaster General. Seconded by Trustee Styka.**

Supervisor LeGoff offered the following amendment:

- Amend the first WHEREAS clause by deleting “alleged”

Seconded by Treasurer Brixie.

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

Board discussion:

- No basis in fact closing the Lansing Processing and Distribution Center located on Collins Road would be a cost saving measure
- Concern with timely receipt of tax and utility bill payments with the delay in mail delivery
- Board member belief this type of service is an important public service and should be subsidized by the federal government
- Effect mail delay will have on requests for and delivery of absentee ballots
- State deadline of 2:00 P.M. the Saturday before an election to request an absentee ballot will require a “consolidated runner” to drive the ballots to Grand Rapids for timely processing
- Local mail from Okemos to Okemos, Haslett to Haslett, Haslett to Okemos or Okemos to Haslett will change from next day delivery to three (3) day delivery
- Board member suggestion that the postal union representative be told of Board passage of this resolution
- Concern with regional jobs which will be lost with this closing

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

- D. Appointments to Boards and Commissions
Treasurer Brixie moved the revised Board and Commission appointments as recommended by Supervisor LeGoff. Seconded by Trustee Wilson.

Board discussion:

- Board member belief individuals who have currently served in an exemplary fashion should be reappointed if interested
- Concern with the philosophy of rotating appointments
- Concern with the reappointment of only two (2) of the three (3) Planning Commissioners despite the desire of all three (3) to be reappointed
- Planning Commission appointments are the Supervisor’s prerogative

Trustee Veenstra moved to amend the motion to approve the appointments body by body, beginning with the Board of Review. Seconded by Clerk Dreyfus.

VOICE VOTE: Motion failed 2-5 (Trustees Scales, Styka, Wilson, Supervisor LeGoff, Treasurer Brixie).

Continued Board discussion:

- Board has the option to not approve the Supervisor's recommendation
- Board appointments to the Planning Commission should have geographical representation
- Planning Commission appointments are heavily weighted in the Okemos area
- Board of Review has three (3) vacancies and applications are needed
- Community Resources Commission vacancy could be filled by a resident who filled out an application

Trustee Veenstra moved to appoint Kathleen Langhals to the Community Resources Commission for a two-year term ending December 31, 2016.

The motion died for lack of a second.

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

13. BOARD DISCUSSION ITEMS

Supervisor LeGoff opened Public Remarks.

Leonard Provencher, 5824 Buena Parkway, Haslett, voiced objection to the placement of a dog park in Legg Park. He offered several comments on the proposed Goals and Objectives.

Neil Bowlby, 6020 Beechwood Drive, Okemos, agreed with Clerk Dreyfus that Meridian Township should be proactive to become a green community. He addressed Board member comment at the last meeting relative to the fact having Board meetings during the day brings out different residents.

Vance Kincaid, 4530 Nakoma Drive, Okemos, offered several comments relative to the plan for the proposed new central fire station. He requested the Township Board follow the proper process.

Supervisor LeGoff closed Public Remarks.

A. Central Fire Station Final Budget and Drawings

Manager Walsh expressed appreciation to Township resident Todd Wilson for his professional expertise at several of the recent meetings relative to the proposed central fire station. He also appreciated the work of the entire Fire Station Committee, including Trustee Styka and Supervisor LeGoff.

Director Severy summarized the drawings and final budget for the proposed new central fire station as outlined in staff memorandum dated November 24, 2014.

Board and staff discussion:

- Plans for ten (10) spaces of alternate parking to accommodate residents who will use the training center as a community room
- Township community room as a focal point of the building
- Board member request for detailed plans to be provided to the Board for its December 9th meeting
- 60% plans have been available for Board review
- Staff has complied with the direction of the Board to downsize the building and come in under budget

- Board member appreciation that given the numerous delays as a result of the lawsuit, this project will still serve the needs of the community in a “top notch” manner

[Treasurer Brixie left the room at 8:05 P.M.]

Continued Board and staff discussion:

- Board approval to use a construction manager precludes the need to see total plans
- Need for a gathering space for Township residents
- Trustee desire for the Board to approve the final plans
- Sloped roof at both the north and south end of the building to allow for water runoff
- Flat area in the center of the roof will have sufficient pitch to guide water to run to drains
- Entire roof will have a membrane coating which will not leak
- Main front door is in the southwest corner of the building off Okemos Road
- Location of bicycle racks near the front door
- New central fire station will have external LED lighting
- Board member request for information on internal lighting and its efficiency

[Treasurer Brixie reentered the room at 8:11 P.M.]

It was the consensus of the Board to place this item on for action at its December 9, 2014 meeting.

B. 2015 Goals and Objectives

Board and staff discussion:

- Appreciation for the positive “different” approach than the one taken in the past
- Suggestion to add the objective: Making Meridian Township a solar ready community
- Concern with specifying only one alternative energy source
- Township Manager has met with members from the Environmental Commission and representatives from Consumers Energy relative to the use of solar energy
- Suggestion to have Consumers Energy make a presentation on solar energy
- Suggestion to add Goal 1, Objective o. which reads: Mitigate climate change including exploration of becoming a solar ready community
- Board member preference for language which states: Investigate ways to become energy efficient

It was the consensus of the Board to add Goal 1, Objective o: Mitigate climate change including investigating becoming a solar ready community.

Continued Board discussion:

- Explanation of monthly police and fire citizen surveys
- Explanation of the rental housing program which encompasses the registration process for rentals
- Consensus to add to Goal 4, Objective q: “and replace the Towar Lift Station”

It was the consensus of the Board to place this item on for action at the December 9, 2014 Board meeting.

14. PUBLIC REMARKS

Supervisor LeGoff opened Public Remarks.

Vance Kincaid, 4530 Nakoma Drive, Okemos, believed the Township needs “80% plans” to adequately review the proposed new central fire station.

Neil Bowlby, 6020 Beechwood, Haslett, addressed appointments to the Planning Commission. He believed some members of the Board are using “double speak” and getting away with using it to choose and shape fact selectively to block out those that don’t fit an agenda or program.

Supervisor LeGoff closed Public Remarks.

15. FINAL BOARD MEMBER COMMENT

Trustee Scales reminded residents that those who choose to partake of a meal at the Asian Buffet will see a donation of 10% of the gross made to the Parkwood YMCA.

16. ADJOURNMENT

Supervisor LeGoff adjourned the meeting at 8:40 P.M.

ELIZABETH LEGOFF
TOWNSHIP SUPERVISOR

BRETT DREYFUS
TOWNSHIP CLERK

Sandra K. Otto, Secretary

9B (2)

PROPOSED BOARD MINUTES

PROPOSED MOTION:

Move to approve and ratify the minutes of the December 9, 2014 Regular Meeting as submitted.

ALTERNATE MOTION:

Move to approve and ratify the minutes of the December 9, 2014 Regular Meeting with the following amendment(s): [insert amendments].

**JANUARY 20, 2015
REGULAR MEETING**

CHARTER TOWNSHIP OF MERIDIAN
TOWNSHIP BOARD REGULAR MEETING - DRAFT -
5151 Marsh Road, Okemos, MI 48864-1198
853-4000, Town Hall Room
TUESDAY, DECEMBER 9, 2014 6:00 P.M.

PRESENT: Supervisor LeGoff, Clerk Dreyfus, Treasurer Brixie, Trustees Scales, Styka, Veenstra, Wilson

ABSENT: None

STAFF: Township Manager Frank Walsh, Director of Community Planning & Development Mark Kieselbach, Director of Public Works and Engineering Ray Severy, Police Chief David Hall, Fire Chief Fred Cowper, Director of Finance Gretchen Gomolka, Human Resources Director Joyce Marx, Assessor David Lee, Human Services Specialist Darla Jackson

1. CALL MEETING TO ORDER

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

2. PLEDGE OF ALLEGIANCE/INTRODUCTIONS

Supervisor LeGoff led the Pledge of Allegiance.

3. ROLL CALL

The secretary called the roll of the Board.

4. SPECIAL PRESENTATION (None)

5. PUBLIC REMARKS

Supervisor LeGoff opened Public Remarks.

Neil Bowlby, 6020 Beechwood Drive, Haslett, offered a graph on the geographical representation of the Township relative to Planning Commission appointments. He inquired if the Emergency Action Plan would be enacted this evening.

Supervisor LeGoff closed Public Remarks.

6. TOWNSHIP MANAGER REPORT

Manager Walsh deferred his comments until the end of the Board meeting.

7. BOARD COMMENTS & REPORTS

Treasurer Brixie reported on the Ingham County Services Committee discussion relative to the oak tree on Cornell Road and the Township's tree planting request for the right of way. She stated the committee will be recommending approval of the variance request to preserve the oak tree on Cornell Road at its January 20th meeting, with a possible recommendation for denial of tree planting in the right of way for primary collector roads in the Township.

Clerk Dreyfus commented on the letter to the Board from Liaison for Inter-Neighborhood Cooperation (LINC) regarding a suggestion to create mini-dog parks throughout the Township park system instead of one large dog park in Legg Park.

8. APPROVAL OF AGENDA

Treasurer Brixie moved to approve the agenda amended as follows:

- **Remove Agenda Item 12F: Shared Services 2014 Assistance to Firefighters Grant for HazMat.**

Seconded by Trustee Styka.

VOICE VOTE: Motion carried unanimously.

9. CONSENT AGENDA

Supervisor LeGoff reviewed the consent agenda.

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

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

A. Communications

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

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

B. Bills

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

Common Cash	\$ 102,223.93
Public Works	\$ 6,463.42
Total Checks	\$ 108,687.35
Credit Card Transactions	\$ 1,711.30
Total Purchases	<u>\$ 10,398.65</u>
ACH Payments	<u>\$ 755,429.37</u>

Seconded by Trustee Scales.

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

(Bill list in Official Minute Book)

C. Resolution to Participate - CGAP (Competitive Grant Assistance Program) Grant for a Regional Recycling Service Analysis

Treasurer Brixie moved to adopt the attached resolution authorizing Meridian Township's participation in the Capital Area Shared Recycling Services Analysis and committing up to \$1,000 as match for the grant. Seconded by Trustee Scales.

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

D. Disposal of Surplus Vehicles

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

2002 Chevrolet Ventura Van	1GNDU03E22D235998
2010 Ford Crown Victoria	2FABP7BV7AX145020

Seconded by Trustee Scales.

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

- E. Revision of Poverty Exemption Application and Guidelines
Treasurer Brixie moved [and read into the record] NOW, THEREFORE, BE IT RESOLVED that the Board of Review shall follow the above stated policies in granting or denying an exemption, unless the Board of Review determines there are substantial and compelling reasons why there should be a deviation from the policies and these reasons are communicated in writing to the claimant. Seconded by Trustee Scales.

Board and staff discussion:

- Asset levels on the poverty exemption should be increased since they have not been adjusted for inflation since 2007
- Asset level tests are not indexed to anything at the state level
- Income levels proposed to the Board are approximately 35% higher than the federal poverty income guidelines
- Board member preference to see the levels higher in order for more residents to qualify, but believe it better to leave them where they are in order to not run into problems with the state

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

10. QUESTIONS FOR THE ATTORNEY (None)

11. HEARINGS (None)

12. ACTION ITEMS

Supervisor LeGoff opened Public Remarks.

Neil Bowlby, 6020 Beechwood Drive, Haslett, placed a graph on the overhead projector which depicted distribution of different ethnic groups within the Township relative to Goal 6 of the Township Board's Goals and Objectives: Meridian Township shall promote and enhance diversity across the Township. He showed a variety of arrest statistics within the Township. Mr. Bowlby suggested the addition of two (2) more goals: 1) Identify and implement measures to encourage ethnic minorities to take up residence in the Township, and 2) Begin an ongoing conversation about the causes which, and develop policies to, decrease the disparity in arrests that he believed was occurring between blacks and non-blacks in the Township.

Supervisor LeGoff closed Public Remarks.

A. Central Fire Station Final Budget and Drawings

Trustee Scales moved to approve construction of a new Fire Station No. 91 in accordance with the revised plans as prepared by DLZ in cooperation with Wieland-Davco, at a cost not to exceed the available budget. Seconded by Treasurer Brixie.

Board and staff discussion:

- Public has had numerous opportunities to weigh in on the plans
- Appreciation for staff, the committee's and citizenry participation in the process
- Most recent set of plans are 90% complete
- Station has been downsized to a footprint of 9,900 square feet plus a 800 square foot mezzanine
- Budget includes the generator and contingency costs
- Smaller building would have allowed for the opportunity of a landmark "green" building
- Appreciation for the separation of male and female firefighter quarters

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

B. Zoning Amendment #13040 (Planning Commission), Amendment to Add Adult Care Facilities –
Final Adoption

Trustee Wilson moved [and read into the record **NOW THEREFORE BE IT RESOLVED THE TOWNSHIP BOARD OF THE CHARTER TOWNSHIP OF MERIDIAN hereby FINALLY ADOPTS Ordinance No. 2014-07, entitled “Ordinance Amending the Code of the Charter Township of Meridian, Ingham County, Michigan, Chapter 86, Article I by amending Section 86-2 Definitions; Chapter 86, Article IV, Division 2 Residential Districts by amending Section 86-368 RR district; Chapter 86, Article IV, Division 3 Commercial, Retail, and Business Districts C-1, C-2 and C-3 by amending Section 86-403 C-1 commercial district, and Section 86-404 C-2 commercial district; Chapter 86, Article VI Special Use Requirements and Restrictions by amending Section 86-654 Nonresidential structures and uses in residential districts; and Chapter 86, Article VIII, Division 2 Off-Street Parking by amending Section 86-755 Schedule of requirements for parking spaces.”**

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

Seconded by Treasurer Brixie.

Board discussion:

- This ordinance will serve a growing need in the Township
- Good addition to the ordinance where the Township allows residents to make an income from doing some type of home business

Trustee Veenstra offered the following amendment:

- Amend the definition of family adult care home and group adult care home by deleting the word “owner” and inserting “operator”. Seconded by Trustee Styka.

Board discussion:

- Language regarding an owner occupied dwelling will prohibit renters from having an adult care facility where they live
- These types of facilities are not currently licensed by the state, while child care centers are regulated by the state
- Planning Commission did not change owner to operator when it discussed the zoning amendment
- Planning Commission believed the owner would have a vested interest in the property and would be more responsive to neighbors if it was owner operated
- Operator would be paid to run the facility and complaints could result in termination by the owner
- Protection can be provided to the home owner in the lease agreement with the renter as to the building's use
- Possibility of appraising owners during the annual registration process of the potential business opportunities allowed to a renter in a residential area
- Concern with views of the various neighborhood organizations regarding this non-residential use in a residential district
- Owner occupation provision would protect both the individuals who live there and the neighbors
- Operator occupation would require the name of the operator on the special use permit
- Concern with a company coming into the Township, renting a home, establishing this type of business and then hire individuals to stay in the home in twelve (12) hour shifts
- “Standard lease” includes the use of the building

- Time frame to get the business up and running
- Ordinance requires compliance with all property and fire codes (6:46)
- Amendment should not be added at the end of this process
- Public can weigh in on a change in definition and the Board can amend the ordinance in the future

VOICE VOTE: Motion fails 3-4. (Trustees Scales, Styka, Wilson, Treasurer Brixie)

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

- C. Preliminary Plat #06012 Whitehills Lakes South, Request for an Extension
Treasurer Brixie moved [and read into the record] **NOW THEREFORE, BE IT RESOLVED THE TOWNSHIP BOARD OF THE CHARTER TOWNSHIP OF MERIDIAN hereby grants the extension of Final Preliminary Plat #06012, Whitehills Lakes South, for a period of two years, from December 19, 2014 to December 19, 2016, with the following condition:**

1. **All previous conditions placed on the final preliminary plat approval shall remain in effect.**

Seconded by Trustee Scales.

Board and applicant's representative discussion:

- Applicant has spent the last year dealing with drainage issues
- Michigan Department of Transportation (MDOT) has determined the existing catch basin, located on the corner of M-78 and Lake Lansing Road is under its jurisdiction
- Applicant can move forward with a construction plan which discharges to the existing catch basin pending MDOT approval
- Applicant must pay a fee to obtain a plat extension

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

- D. Fourth Quarter Budget Amendments
Trustee Veenstra moved to approve the 2014 fourth quarter budget amendments with a decrease in budgeted fund balance for the General Fund in the amount of \$199,000 which projects a use of fund balance of \$994,564. The budgeted fund balance at December 31, 2014 is projected to be \$5,849,471. **Seconded by Treasurer Brixie.**

Board discussion:

- Correction to formula error in the Cable TV Fund
- Community Gardens support expenditure for ongoing work performed by the Greater Lansing Food Bank in the gardens within Meridian Township
- Discussion on sustainment of the community gardens by members of the community for 2015
- Board member preference for the Township to continue supporting the community garden program as it benefits residents through exercise and nutrition
- Legislation in the lame duck session could significantly impact Meridian Township's budget
- Larger fund balance would provide matching funds for grant opportunities when they arise
- Township has nearly \$600,000 above the Board mandated \$5.2 million of general fund
- Targeted fund balance amount of \$5.2 million is above best practices put forth by the Michigan Townships Association

- 1st quarter budget amendment next year should include funding for community gardens in 2015
- Largest drop in revenue is due to delayed processing of ambulance fees

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

- E. 2014 Assistance to Firefighters Grant Program
Trustee Veenstra moved to authorize the Fire Department to apply for and accept an Assistance to Firefighters Grant through the Department of Homeland Security in the amount of \$105,000 with the Township's 10% match being \$10,500 coming from the 2015 General Fund. Seconded by Trustee Scales.

Board discussion:

- Proposal is for needed equipment to be used by fire personnel

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

- G. Proposed Non-Union Wage Schedule
Treasurer Brixie moved to approve the 2015 Non-Union Wage Schedule, with a 1% wage adjustment as presented. Seconded by Trustee Styka.

Board discussion:

- Community Planning and Development Director has heavy responsibility and the position has been adjusted to be more in line with the salary of other directors
- Each step of this position has been adjusted accordingly

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

- H. 2015 Goals and Objectives
Treasurer Brixie moved to approve the final 2015 Goals and Objectives document as presented to the Township Board by Township Manager Walsh. Seconded by Clerk Dreyfus.

Board discussion:

- Comment relayed from the public that the document is missing an approved capital item of carpeting and chairs for the Town Hall Room
- Project is already listed in the Capital Improvement Projects, but the Board has the option to include it in the 2015 Goals and Objectives document it desires
- Comment relayed from the public that website improvements should include a calendar function which allows enough room to house all meetings held
- Consensus to add "to the Township" at the end of Goal 8, Objective e.
- Preference to leave Goal 6 regarding diversity open ended to address the two objectives suggested by a citizen: 1) Address the disparate arrest ratio, as perceived by the citizen, between blacks and non-blacks and 2) Attract more minority residents to the Township
- Need to take a look at the numbers presented by the public for accuracy

Trustee Veenstra offered the following friendly amendment:

- **Amend Goal 7, Objective e. to read: Investigate a farmers' market relocation**

The friendly amendment was accepted by the maker and seconder.

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

Continued Board and staff discussion:

- Commitment by staff to bring the goals and objectives back to the Board every 90 days for updates
- Township Manager will use the 165 Objectives to create a work plan for each department director to use as a “blue print” for his/her department in 2015

13. BOARD DISCUSSION ITEMS

Supervisor LeGoff opened Public Remarks.

Neil Bowlby, 6020 Beechwood Drive, Haslett, has several edits to the Emergency Management Plan which he will pass on to the Township Manager. He addressed language on Page 7, Guidelines h) and i) which speak to a Township Emergency Manager, inquiring as to who that would be. Mr. Bowlby also suggested placing the typed name of the official in parentheses as well as the title on each signed page.

Supervisor LeGoff closed Public Remarks.

A. Update to the Township Emergency Management Plan

Chief Cowper summarized the Emergency Management Plan document as outlined in staff memorandum dated December 4, 2014.

Board discussion:

- Board member preference to add an addendum page with a list of names and titles v. adding names on each page
- Suggestion to reword the last two sentences in the first paragraph of Community Profile on Page 2
- Amend Page 5 (c) (4) to change the Sherriff’s Department to Sheriff’s Office
- Page 5 (c) (4): The emergency management liaison of Meridian Township has the authority to activate the county’s emergency operation center as well as the Township’s emergency operation center
- Board members to submit any changes to the Fire Chief for updating
- Board member preference for acronyms to be spelled out

It was the consensus of the Board to provide changes to the Fire Chief for inclusion in the draft to be acted upon at the next Board meeting.

B. Rezoning #14070 (Township Board) former Central Fire Station, 2150 Clinton Street, from RB (Single Family-High Density) to C-2 (Commercial)

Director Kieselbach summarized the proposed rezoning as outlined in staff memorandum dated December 3, 2014.

Board and staff discussion:

- Opposition to the Planning Commission recommendation to condition approval on a mixed use planned unit development (MUPUD)
- Other uses could transform the entire block without the MUPUD “restriction”
- This area has already been identified as a target area for transformation
- Possibility of creating an overlay district in the Downtown Development Authority (DDA) and use some type of form based codes
- DDA has already established a committee to look at an overlay district for this area, including the idea of using form based codes

14. PUBLIC REMARKS

Supervisor LeGoff opened Public Remarks.

Neil Bowlby, 6020 Beechwood, Haslett, indicated a *USA Today* article cited the Federal Bureau of Investigation (FBI) as the source for statistics he reported earlier regarding arrest rates. He commented on LINC's innovative idea of mini-dog parks throughout the Township v. one (1) dog park in Legg Park. He believed several mini-dog parks will reduce dog-to-dog conflicts.

15. FINAL BOARD MEMBER COMMENT

Clerk Dreyfus addressed the need to revert the November 13, 2014 Special Meeting minutes back to the verbiage as originally drafted, reversing the December 2, 2014 Board action to amend the minutes.

Treasurer Brixie moved to revert the minutes from the November 13, 2014 Special Goal Setting meeting to their original form with regard to the vote on the amendment to delete the dog park. Seconded by Trustee Veenstra.

VOICE VOTE: Motion carried unanimously.

Trustee Scales reported \$2,000 was donated to the Parkwood YMCA from the Asian Buffet's December 1st through December 4th fundraising efforts. He indicated the Parkwood YMCA needs less than \$55,000 to meet its \$525,000 remodeling project goal.

Trustee Wilson reported her attendance at the most recent Meridian Leadership Group meeting held last Friday morning. She also attended the LEAP Board of Directors Meeting on December 2nd and provided a written report to fellow Board members. Trustee Wilson stated she is looking forward to continuing the Township's work with Michigan State University (MSU) on the issue of diversity.

Trustee Veenstra requested the concept of mini-dog parks "scattered" throughout the Township be explored.

16. ADJOURNMENT

Supervisor LeGoff adjourned the meeting at 8:03 P.M.

ELIZABETH LEGOFF
TOWNSHIP SUPERVISOR

BRETT DREYFUS
TOWNSHIP CLERK

Sandra K. Otto, Secretary

9B (3)

PROPOSED BOARD MINUTES

PROPOSED MOTION:

Move to approve and ratify the minutes of the January 6, 2015 Regular Meeting as submitted.

ALTERNATE MOTION:

Move to approve and ratify the minutes of the January 6, 2015 Regular Meeting with the following amendment(s): [insert amendments].

**JANUARY 20, 2015
REGULAR MEETING**

CHARTER TOWNSHIP OF MERIDIAN
TOWNSHIP BOARD JOINT MEETING - **DRAFT** -
ASSESSING BOARD OF REVIEW
CABLE COMMUNICATIONS COMMISSION
COMMUNITY RESOURCES COMMISSION
DOWNTOWN DEVELOPMENT AUTHORITY
ECONOMIC DEVELOPMENT CORPORATION
ENVIRONMENTAL COMMISSION
LAND PRESERVATION ADVISORY BOARD
PARK COMMISSION
PLANNING COMMISSION
ZONING BOARD OF APPEALS

5151 Marsh Road, Okemos, MI 48864-1198
853-4000, Town Hall Room
TUESDAY, JANUARY 6, 2015 **6:00 P.M.**

TOWNSHIP BOARD

PRESENT: Supervisor LeGoff, Treasurer Brixie, Clerk Dreyfus, Trustees Scales, Styka, Veenstra
(6:05 P.M.), Wilson
ABSENT: None

ASSESSING BOARD OF REVIEW

PRESENT: Member Durand-Hollis
ABSENT: Members Federau, Hagen, Spengler

CABLE COMMUNICATIONS COMMISSION

PRESENT: Member Seipel
ABSENT: Chair Benenson, Vice-Chair Crowley, Members Kiyak, Lathrop, Trustee Styka

COMMUNITY RESOURCES COMMISSION:

PRESENT: Commissioner Brouse
ABSENT: Commissioners Ahlbrand, Friedland, Hanna, Langhals, Lincoln, Theroux

DOWNTOWN DEVELOPMENT AUTHORITY

PRESENT: Member Korrey, Supervisor LeGoff
ABSENT: Chair Dale, Members Cawood, Hagen, Kreft, Lewis, Raynak, Spanos, Weaver

ECONOMIC DEVELOPMENT CORPORATION

PRESENT: Chair Madle, Member Buck, Clerk Dreyfus
ABSENT: Members Barr, Carlson, Ledebuhr, Olson, Rowlee, White, Manager Walsh

ENVIRONMENTAL COMMISSION

PRESENT: Chair N. Jackson, Members Kielbaso, McConnell, Sarver, Scherbarth, Schools
ABSENT: Member Searl

LAND PRESERVATION ADVISORY BOARD

PRESENT: Members Harmes, Kielbaso, Treasurer Brixie
ABSENT: Members Hatfield, Mayes, Rusch, Smith, Commissioner Stephens

PARK COMMISSION

PRESENT: Chair Wilson, Vice-Chair McDonald
ABSENT: Commissioners Jaramillo, Stephens

PLANNING COMMISSION

PRESENT: Chair Jackson, Vice-Chair Deits, Commissioners Ianni, Scott-Craig, Tenaglia

ABSENT: Commissioners Cordill, DeGross, Honicky, Van Coevering

ZONING BOARD OF APPEALS

PRESENT: Chair Beauchine, Members Hershiser, Jackson, Ohlrogge, Alternate #1 Deschaine,
Supervisor LeGoff

ABSENT: None

STAFF: Township Manager Frank Walsh, Director of Community Planning and Development
Mark Kieselbach, Police Chief David Hall

1. CALL MEETING TO ORDER

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

2. PLEDGE OF ALLEGIANCE/INTRODUCTIONS

Supervisor LeGoff led the Pledge of Allegiance.

3. ROLL CALL

The secretary called the roll of the Board.

4. SPECIAL PRESENTATION (None)

5. PUBLIC REMARKS

Supervisor LeGoff opened Public Remarks.

Neil Bowlby, 6020 Beechwood Drive, Haslett, offered several comments on Rezoning #14070. He also spoke to the issue of standing relative to the proposed new central fire station. Mr. Bowlby reported on the statistics regarding November, 2014 sewer cleaning as it relates to the five (5) year plan.

Patrick Cannon, 1769 Pinecreek Circle, Haslett, Chair of the Capital Area Transportation Authority (CATA) Board, addressed the role CATA plays in public transit service for the Lansing region. He spoke to the potential development of a bus rapid transit along the Grand River Corridor.

Leonard Provencher, 5824 Buena Parkway, Haslett, addressed disparity between an ad printed in the Lansing State Journal regarding cost of Christmas tree recycling/disposal and the information in Meridian Township's *Green Gazette*.

Supervisor LeGoff closed Public Remarks.

6. TOWNSHIP MANAGER REPORT

Township Manager Walsh reported the following: (yielded the floor until the end of the meeting)

- Retirement of the Director of Public Works and Engineering in June, 2015
- Director of Public Works and Engineering will continue on a part time basis for the remainder of 2015
- Township began advertising for a Township Engineer yesterday
- Superintendent of Public Works announced his retirement after 41 years of service which will become effective in three (3) weeks
- Fire station plans will be finalized January 12th and the Township will begin seeking bids from all subcontractors
- Okemos Road Pedestrian Pathway Bridge is being worked on, with ribbon cutting scheduled the first week of April
- Part-time code enforcement officer started employment yesterday

- Planning Commission denied the special use permit request for the Jimmy John's drive-through and the applicant has appealed the decision to the Board
- Over \$63 million in new investment in 2014
- Nearly \$150 million in new development over the last 24 months
- New ambulance approved by the Board has been ordered
- Presentations on recycling by Granger and solar energy communities by Consumers Energy at the next regular Board meeting
- Retired Police Officer Gayelord Mankowski will be honored for his many years of work with needy children during the Christmas season

7. BOARD COMMENTS & REPORTS

- A. Joint Meeting with Township Boards and Commissions (Cable Communications Commission, Downtown Development Authority, Economic Development Corporation, Environmental Commission, Land Preservation Advisory Board, Park Commission, Planning Commission, Zoning Board of Appeals)

Meeting participants discussed 2014 accomplishments, as well as the following goals, objectives, concerns and ideas for 2015:

Assessing Board of Review

- Two (2) boards of three members hear citizen concerns about assessed value of their property
- Board of Review (BOR) is reactive as they respond to the citizenry
- Cases are heard during the month of April
- Trend from two years ago regarding tax value review have subsided

Cable Communications Commission

- Franchise fee audit performed in 2014
- Oversight of HOMTV programs
- Open invitation to attend meetings to offer opinions on technical issues
- Suggestion to perform a technical audit
- Commission received few complaints in 2014

Community Resources Commission

- Commission provides support and finances for the Township's Human Resources Specialist to address acute needs of Meridian residents through the Needs Fund (payment of rent, utilities, etc.)
- Establishment and success of Meridian Care

Downtown Development Authority

- Continuation of search for available money
- Formation of more volunteer committees to look at items such as streetscapes, art, benches along the side of the road
- Continuation of Celebrate Okemos event
- Douglas J project will springboard other redevelopment in the area
- Appreciation that many DDA business owners also live in Meridian Township
- Redevelopment of the Meridian Asset Resource Center (MARC) and the former central fire station will have a significant impact on the tax capture for the DDA

Economic Development Corporation

- 2014 accomplishments:
 - Outreach through contact with developers regarding Meridian's business friendly attitude
 - Monthly meetings of the Meridian Leaders Group
 - Involvement in the Michigan Grand River Corridor Study charrette process
 - Ongoing work with staff to evaluate which recommendations that came out of the charrette process can be acted upon
 - Sponsorship of the Michigan Economic Developers Association Annual Meeting
 - Appreciation to the Planning staff member for his written proposal which won an award from the ILAB at the University of Michigan Dearborn for Entrepreneurial Cities

- 2015 Goals:
 - Continue as a pivotal player in the redevelopment of the Haslett Shop Town, Haslett Village Square and the Carriage Hills Shopping Center
 - Continue work on and potential implementation of the Corridor Improvement Authority for the Township's portion of Grand River Avenue
 - Assist in the redevelopment effort of the Okemos downtown corridor, including the old central fire station and eventual relocation of the MARC
 - Assist in researching options for the possible relocation and expansion of the Farmers Market

Environmental Commission

- There was an educational focus to many of the Commission's 2014 accomplishments
- Appreciation for efforts to improve communications among the various boards and commissions (e.g., monthly Leadership Meetings)
- Efforts towards making Meridian Township a solar ready community
- Ways to mitigate the tree devastation as a result of the December, 2013 ice storm
- Input on the Master Plan Update, specifically as it relates to the greenspace plan
- Heightened interaction with other boards and commissions
- Visits to permitted sites over the course of the year
- Three board members visited the site of the proposed new central fire station to comment on tree preservation and wetland impacts
- Six (6) recipients of the 2014 Environmental Stewardship Award
- Seven (7) Green Themes presentations hosted throughout 2014
- 2015 Goals:
 - Implementation of a Street Tree Initiative
 - Improve the Commission's web presence
 - Continued review of the greenspace plan, wetland use permits and Green Themes presentation

Land Preservation Advisory Board

- Meridian Township was the first community to publicly support and fund obtaining open land for public preservation
- Acquisition of 755 acres and 20 properties over the last 14 years
- Commencement of restoration of five (5) acres in the Northwest Land Preserve
- Monitoring of the large drainage restoration project at the end of Red Cedar Glen in cooperation with the Ingham County Drain Commissioner
- Worked with 100 Murphy Elementary School students to install native plants along the edge of the pond in the Historical Village
- Worked with 100 Haslett school children to plant 200 white pines on the David Foster Preserve
- Treatment of the invasive grass on Towner Road Wetland Preserve, the Hubbell Preserve, and the Lake Lansing North conservation easement
- Japanese knotweed control at the Northwest Land Preserve
- Maintenance of the deer enclosure in Lake Lansing North as a result of controlled burns
- One site visit for possible acquisition
- Thirteen (13) of the 20 preserves were opened for the deer management harvest season
- Prescribed ecological burns on Lake Lansing North and Davis Foster Preserve
- 2015 Goals:
 - Completion of land acquisitions currently under consideration
 - More community engagement to energize stewardship activities around the land preserves
 - Work towards obtaining grants and other environmental organization support
 - Federal grant to replant the Southwest Meridian Uplands
 - Complete signage bollard placement and stewardship plans at all preserves in the program
 - Continuation of the deer management program with Township Board and DNR approval
 - Continue site restoration projects at the southwest Meridian and Northwest Land Preserves
 - Implementation of the Davis Foster Preserve overlook
 - Continue to develop the Mary Helmbrecht Butterfly Garden in the Historical Village

- Move into a stage of intense management of existing preserves

Park Commission

- Continuation of work on the Central Park Master Plan to give the park identity as a destination in the heart of the Township
- Turf established at Newton Road for use as a practice field for youth sports
- Receipt of grant from the Michigan Natural Resources Trust Fund for construction of an accessible loop pathway in Wonch Park
- Completion of the accessible loop pathway in Wonch Park connects with the existing pedestrian bicycle pathway system
- Van Atta Road bridge replacement resulted in the loss of the canoe launch livery on west side of Van Atta, but new launch established on the east side adjacent to the Harris Nature Center
- Repaving of the entrance to Legg Park
- Completion of three (3) Eagle Scout projects
- Approval of a new park millage in 2014 will bring improvements/repairs to existing parks
- Comprehensive plan for maintenance of existing parks
- Appreciation for the Park Commission's excellent volunteer base
- 2015 Goals:
 - Safety improvements to Nancy Moore and Hartrick Parks
 - Installation of covered benches at Hartrick Park
 - Replacement of playground equipment at Hillbrook Park
 - Several paving, parking and drive improvements throughout the park system
 - Amendments to the existing play structure at Orlando Park
 - Rework of the center island at the Harris Nature Center
 - Replace the pavilion at Wonch Park
 - Towner Road, Phase 1 (grading, scrub elimination, parking improvements, irrigation)
- Appreciation for the hard work performed by the Parks and Recreation staff
- Letter from the Liaison for Inter-Neighborhood Cooperation (LINC) regarding mini dog parks will be an agenda item at a future Park Commission meeting

Planning Commission:

- Recommended two (2) zoning amendments in 2014, subsequently approved by the Township Board
- Recommended two (2) rezonings in 2014, subsequently approved by the Township Board
- Approved 11 special use permits (SUP), did not approve (1) SUP
- Recommended approval of one (1) MUPUD
- Recommended revision of one (1) MUPUD
- Review of two (2) Section 61 Reviews
- Engaged in the ongoing review of the Urban Services Management Area (USMA)
- Near completion of the Master Plan Goals and Objectives Update
- Appreciation for recommendations and comments from various boards and commissions relative to the Master Plan Update
- Appreciation for the work of the Planning Department and its staff
- Appreciation to the Board for providing funds in 2015 to speed up the process of the Master Plan Update

Zoning Board of Appeals

- Reactive Board when applicants request variances from Township ordinances
- Seriousness of requests as a variance remains with the property forever
- Future request for the Township Board and the Planning Commission to look at backyard property easements to Lake Lansing

Board discussion:

- LINC suggestion relative to mini-dog parks throughout the community
- Appreciation for those who provide public service on the various Boards and Commissions
- Commencement of the implementation of the Michigan Avenue/Grand River Corridor Study which will bring economic activity to Meridian Township

- Michigan Avenue/Grand River Corridor improvement will require work by the Zoning Board of Appeals (ZBA)
- Primary goal of the Land Preservation Advisory Board (LPAB) from its inception has been to preserve lands in their native state
- Use of the Communications Department for outreach to the public to facilitate education of stewardship, best practices and presentations by the Environmental Commission and the LPAB
- Providing minimal primitive pathways on LPAB property would enhance public enjoyment of the preserves for Township residents
- Inquiry to the various Boards and Commissions as to how the Township Board can assist them in better serving the community
- Prevailing theme from Board and Commission members regarding their positive interaction in working with staff members
- USMA is a tool and philosophy of the Township over the last 20 years and the plan needs to be implemented
- Goal of the Board to have the Communications Department receive grass roots rebranding and placemaking input
- Board member request to increase publicity of Green Theme presentations
- Board will be working closely with the various Boards and Commissions to accomplish its 2015 Goals and Objectives

[Supervisor LeGoff recessed the meeting at 7:26 P.M.]

[Supervisor LeGoff reconvened the meeting at 7:49 P.M.]

8. APPROVAL OF AGENDA

Treasurer Brixie moved to approve the agenda. Seconded by Trustee Veenstra.

VOICE VOTE: Motion carried unanimously.

9. CONSENT AGENDA

Supervisor LeGoff reviewed the consent agenda.

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

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

NAYS: None

Motion carried unanimously.

The adopted Consent Agenda items are as follows:

A. Communications

(1) Board Information (BI)

BI-1 Eckhart Dersch, Liaison for Inter-Neighborhood Cooperation, PO Box 40,
Okemos; RE: Dog Park-A Fresh Look

BI-2 John P. Gardner, Senior Manager, External Affairs, Comcast, Heartland Region

BI-3 Matthew M. Hagerty, Myers & Myers, PLLC, 915 N. Michigan Avenue, Howell;
RE: Notice of Appeal of Denial of Special Use Permit #14111-MF Okemos, LLC

(2) Staff Communications (SC)

SC-1 Jane Greenway, Parks & Lands Management Coordinator; RE: Thank you letter
from the Haslett Food Bank for 500 pounds of venison

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

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

B. Minutes

Trustee Veenstra moved to approve and ratify the minutes of the December 23, 2014 Special Meeting as submitted. Seconded by Treasurer Brixie.

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

C. Bills

Trustee Veenstra moved that the Township Board approve the Manager's Bills as follows:

Common Cash	\$	780,321.49
Public Works	\$	162,498.74
Retainage		
CK 1080-Raica Excavating/concrete repair	4,727.63	
CK 1081-Mike & Son Asphalt/park impr.	3,355.00	
CK 1081-J Ranck/Wildwood LS upgrades	<u>4,386.75</u>	12,469.38
Total Checks	\$	955,289.61
Credit Card Transactions	\$	23,408.17
Total Purchases	\$	<u>978,697.78</u>
ACH Payments	\$	<u>918,700.69</u>

Seconded by Treasurer Brixie.

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

[Bill list in Official Minute Book]

D. 2014 Order to Maintain Sidewalks, Special Assessment District (SAD) No. 15, **Resolution #4**
(Set Public Hearing Date for February 3, 2015)

Trustee Veenstra moved to approve the 2014 Order to Maintain Sidewalk Special Assessment District #15-Resolution#4, which files the proposed final special assessment roll with the Township Clerk and sets the date for a public hearing on February 3, 2015. Seconded by Treasurer Brixie.

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

10. QUESTIONS FOR THE ATTORNEY (None)

11. HEARINGS (None)

12. ACTIONS ITEMS/ENDS

Supervisor LeGoff opened and closed Public Remarks.

- A. Rezoning #14070 (Township Board) former Central Fire Station, 2150 Clinton Street, from RB (Single Family-High Density) to C-2 (Commercial) – **Introduction**
Trustee Wilson moved [and read into the record] **NOW THEREFORE, BE IT RESOLVED THE TOWNSHIP BOARD OF THE CHARTER TOWNSHIP OF MERIDIAN hereby INTRODUCES FOR PUBLICATION AND SUBSEQUENT ADOPTION Ordinance No. _____, entitled “Ordinance Amending the Zoning District Map of Meridian Township Pursuant to Rezoning Petition #14070” to rezone approximately 0.48 acres located at 2150 Clinton St. from RB (Single Family, High Density) to C-2 (Commercial). BE IT FURTHER RESOLVED that the Clerk of the Charter Township of Meridian is directed to publish the Ordinance in the form in which it is introduced at least once prior to the next regular meeting of the Township Board.**

Seconded by Treasurer Brixie.

Board discussion:

- Rezoning request is consistent with commercial properties surrounding the subject site
- As the property owner, the Township has control over the sale of the property and development of the site
- MUPUD would prohibit some types of commercial redevelopment
- Rezoning will aid in the redevelopment of the downtown Okemos area
- Size of the site will preclude many of the concerns expressed for possible development of the subject property
- Rezoning the property to commercial will increase its selling price

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

NAYS: None

Motion carried unanimously.

13. BOARD DISCUSSION ITEMS (None)

14. PUBLIC REMARKS

Supervisor LeGoff opened and closed public remarks.

15. FINAL BOARD MEMBER COMMENT

Trustee Scales announced that, as a result of a house fire, a gofundme page (Owen Family Fire Support at www.gofundme.com) has been established by neighbors of the Nathan and Karen Owen Family on Bayonne in Haslett.

Trustee Veenstra announced the next scheduled meeting of the Township Board will be held Saturday, January 10, 2015 at 10:00 A.M. to discuss possible changes to Policy Governance.

Board discussion:

- Board recently adopted 162 objectives during a meeting in November
- Purpose of this informal meeting is to determine if the Board wishes to make any changes to the Policy Governance Manual
- Board member desire to compare the objectives with the Policy Governance Manual to see if the adopted objectives necessitate any amendments to the Policy Manual
- Board member belief the Policy Governance Manual was cross checked with the approved goals

Trustee Scales moved to cancel the January 10, 2015 meeting. Seconded by Trustee Veenstra.

Continued Board discussion:

- Main purpose of the meeting has been to develop a list of goals and a process for what is going to be accomplished in the coming year
- Whatever slight changes a Board member desires to make to the manual could be addressed during a regular Board meeting

- Preference to marry the goal setting and Policy Governance processes together for 2016

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

NAYS: None

Motion carried unanimously.

Continued Board and staff discussion:

- Township review of the possible capture of gasoline price savings
- Newly selected Township Engineer and Public Works Director will receive a car allowance and the Township fleet will be reduced accordingly
- Development over the last two (2) years has been in the desired portion of the township and is consistent with the overall development plan
- Township Manager to review policy on recognition of retiring employees

16. ADJOURNMENT

Supervisor LeGoff adjourned the meeting at 8:20 P.M.

ELIZABETH LEGOFF
TOWNSHIP SUPERVISOR

BRETT DREYFUS
TOWNSHIP CLERK

Sandra K. Otto, Secretary

9.C

GGDM

**Charter Township of Meridian
Board Meeting
01/20/15**

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

COMMON CASH	\$ 314,661.21
PUBLIC WORKS	<u>235,345.79</u>
TOTAL CHECKS:	\$ 550,007.00
CREDIT CARD TRANSACTIONS	11,026.53
TOTAL PURCHASES:	<u><u>\$ 561,033.53</u></u>
ACH PAYMENTS	<u><u>\$ 690,807.81</u></u>

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INVOICE APPROVAL BY INVOICE REPORT FOR CHARTER TOWNSHIP OF MERIDIAN
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 COMMON CASH

Vendor Name	Description	Amount	Check #
1. 54-A DISTRICT COURT	CASH BOND	100.00	87551
2. ADP INC.	12/26 PAYROLL PROCESSING FEE	1,812.82	
3. AIRGAS GREAT LAKES	OXYGEN CYLINDER RENTAL	407.27	
4. ALLGRAPHICS CORP	JERSEYS FOR OKEMOS AND HASLETT TEAMS	3,386.80	
5. ASAP PRINTING	BUSINESS CARDS-BESONEN	134.20	
	SURVEY-POLICE DEPT	223.63	
	TOTAL	357.83	
6. AT &T	JAN SERVICE	74.32	
7. AT&T	JAN SERVICE	3,586.52	87663
	JAN SERVICE	80.84	87668
	JAN SERVICE	69.90	87668
	JAN SERVICE	2,406.49	87668
	TOTAL	6,143.75	
8. AUTO VALUE OF EAST LANSING	REPAIR PARTS-DEC	445.65	
9. AVI SYSTEMS INC	FIBER JET SOFTWARE&Q LOGIC SWITCH WARRANTIES	599.00	
	FIBER JET SOFTWARE&SCALE LOGIC DRIVES WARRANTIES	8,665.00	
	TOTAL	9,264.00	
10. BARBARA BECKMEYER	OVERP'MT OF RENTAL FEE-3699 TAOS	80.00	
11. BECKS PROPANE	PROPANE-HNC	423.48	
12. BEST BEST & KRIEGER	LEGAL FEES-CABLE	315.00	
13. BOARD OF WATER & LIGHT	DEC STREET LIGHTS	564.00	87669
14. CAPITOL AREA MUNICIPAL CLERKS	2015 DUES-HORVATH	30.00	
	2015 DUES-DREYFUS	30.00	
	TOTAL	60.00	
15. CINTAS CORPORATION #725	MECHANICS UNIFORMS	20.08	
	MECHANICS UNIFORMS	20.08	
	MECHANICS UNIFORMS	20.08	
	TOTAL	60.24	
16. CITY OF EAST LANSING	DEC SHARED ASSESSOR SERVICES	6,015.00	
	4TH QUARTER 2014 MEP FEES	54,489.08	
	OCT-SHARED ASSESSOR SERVICES	4,872.15	
	TOTAL	65,376.23	
17. COMCAST CABLE	JAN SERVICE	164.60	87552
	JAN SERVICE	28.39	87670
	JAN SERVICE	44.40	87671
	TOTAL	237.39	
18. CONSOLIDATED ELECTRICAL CONTRACTORS	PERMIT FEE REFUND-1723 CRYSTAL COVE	155.55	

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19. CONSUMERS ENERGY	DEC UTILITIES	324.54	87554
	DEC UTILITIES	22.60	87555
	CRC FUNDS-PAST DUE UTILITIES	600.00	87664
	DEC UTILITIES	17,068.30	87553
	DEC STREET LIGHTS	28,399.22	87665
	TOTAL	46,414.66	
20. CULLIGAN WATER CONDITIONING	WATER SOFTNER SALT-HNC	34.00	
21. CURTIS SQUIRES	MILEAGE REIMB	61.60	
22. D&G EQUIPMENT INC	GATOR REPAIR PARTS	6.76	
23. DATAPLEX PRINT & GRAPHICS	DEPARTMENTAL ENVELOPES	704.80	
24. DIETZ JANITORIAL SERVICE INC	JAN CUSTODIAL SERVICES-MUN BLDGS	2,611.90	
	JAN CUSTODIAL SERVICES-HNC, PORTER ST	686.00	
	TOTAL	3,297.90	
25. FAHEY SCHULTZ BURZYCH RHODES PLC	LEGAL ISSUES-EMPLOYMENT MATTERS	600.00	
		765.00	
	TOTAL	1,365.00	
26. FIRST COMMUNICATIONS	JAN SERVICE	786.54	
27. FIRST MERIT	SAFE DEPOSIT BOX RENTAL-2015	85.00	
28. FISHBECK, THOMPSON, CARR & HUBER	WETLAND CONSULTING FEES-CHAMPION WOODS	687.30	
	WETLAND CONSULTING FEES-MERIDIAN MALL	998.00	
	WETLAND CONSULTING FEES-HANNAH CROSSING	375.00	
	TOTAL	2,060.30	
29. FRONT LINE APPRAISAL INC	WINSLOW MOBILE HOME APPRAISAL	500.00	
30. FRONTLINE MEDICAL	AMB COT CERTIFICATION/REPAIRS	695.00	
31. GANNETT MICHIGAN NEWSPAPERS	DEC-TWP ADS/NOTICES	456.94	
32. GRAINGER	PAWL LATCH	102.05	
	RETAINING RING	5.00	
	TOTAL	107.05	
33. GRANGER	JAN SERVICE-MUN BLDG	110.00	
	JAN SERVICE-SERVICE CTR	125.99	
	JAN SERVICE-S FIRE STN	61.69	
	DEC RECYCLING SERVICE-MUN, PS BLDGS	87.00	
	DEC SERVICE-SERVICE CENTR	17.50	
	TOTAL	402.18	
34. HARRIS CORPORATION	PORTABLE RADIO REPAIR PARTS	592.50	
35. HASLETT PUBLIC SCHOOLS	4TH QTR MAINT REIMB	4,434.39	

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36. HASLETT-OKEMOS ROTARY CLUB			
	1ST QTR DUES-WALSH	125.00	
	1ST QTR DUES-BRIXIE	125.00	
	TOTAL	<u>250.00</u>	
37. HASSELBRING CLARK CO			
	3RD QTR COPIER MAINT CONTRACT	37.29	
38. HEDLUND PLUMBING			
	REFUND-OVERP'MT OF PERMIT/2684 MT HOPE	40.00	
39. INGHAM COUNTY			
	OPTIMAN MONTHLY SUBSCRIPTION (AT&T MOBILITY)	1,147.11	
40. INT'L INSTITUTE MUNIC CLERKS			
	ANNUAL DUES-HORVATH	95.00	
	ANNUAL DUES-DREYFUS	195.00	
	TOTAL	<u>290.00</u>	
41. IRON MOUNTAIN			
	RECORD SHREDDING SERVICE	47.00	
	RECORD SHREDDING SERVICE	32.00	
	TOTAL	<u>79.00</u>	
42. JEFFORY BROUGHTON			
	RAIDIO MAINT-POLICE DEPT	360.50	
43. JOE RAICA EXCAVATING			
	2014 CONCRETE REPAIR CONTRACT	801.00	
44. JOHN DEERE FINANCIAL			
	FUEL-DEC 2014	15,334.55	
45. JOHN FREE			
	DEC - MILEAGE REIMB	42.56	
46. JOHNSON,ROBERTS & ASSOCIATES			
	PHQ REPORT	32.00	
47. KITCH DRUTCHAS WAGNER VALITUTTI			
	LEGAL FEES-COMCAST TRANSFER	2,100.00	
48. LANSING SANITARY SUPPLY INC			
	CLEANING SUPPLIES/EQUIPMENT	165.10	
	CLEANING SUPPLIES/EQUIPMENT	398.03	
	CLEANING SUPPLIES/EQUIPMENT	257.90	
	TOTAL	<u>821.03</u>	
49. LANSING UNIFORM COMPANY			
	POLICE UNIFORM/BOOT PURCHASES	280.95	
	POLICE SUPPLIES	5.00	
	TOTAL	<u>285.95</u>	
50. LEAP INC			
	2015 TWP DUES	15,000.00	
51. LERMA, INC.			
	ANNUAL DUES-CUMMINGS	35.00	
52. LIFELOC TECHNOLOGIES INC			
	PORTABALE BREATH TESTERS (PBT) - 4 QUANTITY	1,192.00	
53. LUKE LANDSCAPE CO			
	PROPERTY CLEANUP-3911 HEMMING WAY	640.00	
54. MED ALLIANCE GROUP INC			
	EMS SUPPLIES - CPAP KITS	503.23	
55. MEDICAL MANAGEMENT SYSTEMS OF			
	AMBULANCE BILLING FEE	5,868.52	
56. MERIDIAN DRY CLEANERS			
	DEC UNIFORM CLEANING-FIRE DEPT	528.25	
57. MERIDIAN TOWNSHIP			
	TRANSFER FUNDS TO FLEX SPENDING BANK ACCT	4,827.56	87672

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Vendor Name	Description	Amount	Check #
58. MERIDIAN TOWNSHIP PETTY CASH			
	PETTY CASH REIMB	32.98	
	PETTY CASH REIMB	403.86	
	TOTAL	436.84	
59. MERIDIAN TOWNSHIP RETAINAGE			
	RETAINAGE - TOEBE	5,548.68	
60. MICHIGAN STATE UNIVERSITY			
	POLICE TRAINING-HOWELL	2,600.00	
61. MICHIGAN.COM			
	FARM MRKT ADS	193.88	
62. MOORE MEDICAL LLC			
	AMBULANCE SUPPLIES	700.15	
	EMS MEDICAL SUPPLIES/EQUIPMENT	2,169.49	
	TOTAL	2,869.64	
63. MUZZALL GRAPHICS			
	BUSINESS CARDS-SCALES	44.09	
64. OFFICEMAX			
	OFFICE SUPPLIES	111.81	
65. PEOPLEFACTS LLC			
	DEC SERVICE	49.00	
66. POLICE EXECUTIVE RESEARCH FORUM			
	2015 DUES-HALL	200.00	
67. POSTMASTER			
	2015 RENEWAL OF PERMIT #27	220.00	
	POSTAGE FOR PERMIT#28	1,500.00	
	TOTAL	1,720.00	
68. PROFESSIONAL BENEFITS SERVICES INC			
	JAN PREMIUM/RETIRES	9,209.80	87666
69. PRO-TECH MECHANICAL SERVICES			
	INSTALL 9 POINT OF USE WATER HEATERS	1,307.65	
	AIR DRYER MAINT-SERVICE CTR	140.00	
	TOTAL	1,447.65	
70. PURE GREEN			
	2014 FIELD WEED/FERTILIZATION	1,275.00	
71. REBECKAJO LEWIS			
	REIMB-WORK BOOTS	88.99	
72. RECLAIMED BY DESIGN			
	OPERATE RECYCLE&TRANSFER CTR- JAN	2,000.00	
73. RESERVE ACCOUNT			
	TWP POSTAGE - JAN	2,500.00	
74. SPARTAN COMMERCIAL ROOFING LLC			
	ROOF REPAIR-SERVICE CENTER	305.00	
75. SPRINT			
	CELLULAR PHONE SERVICE	96.21	
76. STATE OF MICHIGAN			
	WATER TESTING-HNC	80.00	
77. SUPREME SANITATION			
	DEC PORTABLE TOILET RENTAL/HNC	80.00	
78. TARGET SOLUTIONS			
	TARGET SOLUTIONS EMS/FIRE TRAINING SYSTEM	4,177.75	
79. TDS			
	JAN SERVICE	1,358.85	87667
	DEC LONG DISTANCE	83.26	87667
	TOTAL	1,442.11	

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COMMON CASH

Vendor Name	Description	Amount	Check #
80. THE HUBBARD LAW FIRM	DEC LEGAL FEES	1,216.94	
	JAN RETAINER	10,000.00	
	TOTAL	11,216.94	
81. THE POLACK CORPORATION	COPIER METER CHARGES-DEC	541.70	
82. TOEBE CONSTRUCTION LLC	OKEMOS ROAD PATHWAY BRIDGE	49,938.07	
83. TRI-COUNTY REGIONAL PLANNING	2015 DUES	6,104.50	
84. VERIZON WIRELESS	DEC SERVICE	1,746.49	
85. VISION COLLISION HASLETT	ESTIMATE BODY DAMAGE REPAIRS 60-101	7,152.56	
TOTAL - ALL VENDORS		314,661.21	

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PUBLIC WORKS

Vendor Name	Description	Amount	Check #
1. BERT KENT JR	REFUND-OVERP'MT OF FINAL UTILITY BILL	25.16	
2. CAPITOL AREA MANAGEMENT SERVICES	POND/RIVER CLEANING DUE TO SPILLAGE	567.00	
3. CARL SCHLEGEL INC	SAND AND GRAVEL - WATER DEPT	326.00	
4. CLUB MERIDIAN	REFUND-OVERP'MT OF UTILITIES	699.00	
5. CONSUMERS ENERGY	DEC UTILITIES	574.67	25678
	DEC UTILITIES	5,700.54	25677
	TOTAL	6,275.21	
6. EAST LANSING MERIDIAN WATER	TWP SHARE OF OPERATING COSTS - JAN	213,575.08	
7. GRANGER	SLUDGE DISPOSAL-SEWER DEPT	35.00	
8. IDC CORPORATION	SCADA SYSTEM MAINT	375.75	
9. KATRINA FREUND	REFUND-OVERP'MT OF UTILITY BILLS	501.17	
10. MICHIGAN PIPE & VALVE	FORD WATER SERVICE MATERIALS - QUOTE# Q000003	10,226.51	
11. MIDWEST GAS INSTRUMENT SERVICE	EQUIP MAINT/SEWER DEPT	75.08	
12. OPU AMACHREE	REFUND-OVERP'MT OF UTILITY BILLS	293.22	
13. RIETH-RILEY	COLD PATCH	815.10	
14. SCHONSTEDT INSTRUMENT CO	REPAIR OF 2 SCHONSTEDT METAL LOCATORS	300.19	
	REPAIR OF 2 SCHONSTEDT METAL LOCATORS	360.84	
	TOTAL	661.03	
15. TDS	JAN SERVICE	150.86	25690
	DEC LONG DISTANCE	20.81	25690
	TOTAL	171.67	
16. TRI-COUNTY REGIONAL PLANNING	POLLUTION ISN'T PRETTY PRINTING	41.28	
17. VAMSI POLAEPU	REFUND-OVERP'MT OF WATER/SEWER BILL	243.20	
18. VERIZON WIRELESS	DEC SERVICE	439.33	
TOTAL - ALL VENDORS		235,345.79	

Transaction Review

#	Transaction Date	Vendor Name	Settlement A	Cardholder Nam
1	01/10/2015	ACCO BRANDS DIRECT	100.88	KRISTEN COLE
2	01/07/2015	AMAZON.COM	85.98	KYLE WILKINS
3	01/09/2015	B&H PHOTO, 800-606-6969	174.99	BRANDIE R YATE
4	01/05/2015	BANNASCH WELDING	60.60	KEN PUNG
5	01/06/2015	BARRETTS STORE FOR MEN	50.00	KEITH HEWITT
6	01/09/2015	BARRETTS STORE FOR MEN	50.00	JOE VANDOMMELE
7	01/07/2015	BASEMENT BURGER BAR 2	14.41	KRISTI LYSIK
8	01/08/2015	BEST BUY 00004168	54.99	ERIC MILLER
9	12/29/2014	BEST ONE TIRE OF LANSING	151.82	KEN PUNG
10	01/12/2015	BEST ONE TIRE OF LANSING	231.88	KEN PUNG
11	01/05/2015	BIGGBY COFFEE #121	60.39	TAVIS MILLEROV
12	01/06/2015	BUFFALO WILD WINGS 3224	10.70	KRISTI LYSIK
13	01/06/2015	CARRABBAS 7303	18.97	KRISTI LYSIK
14	01/06/2015	CARRIER AND GABLE	186.65	TODD FRANK
15	01/10/2015	CDW GOVERNMENT	520.37	STEPHEN GEBES
16	01/07/2015	CMP DISTRIBUTORS INC	13.50	ANDREW MCCREAD
17	01/09/2015	CMP DISTRIBUTORS INC	107.95	WILLIAM PRIESE
18	01/09/2015	CMP DISTRIBUTORS INC	107.95	WILLIAM PRIESE
19	01/07/2015	COMPLETE BATTERY SOURCE	67.96	MIKE ELLIS
20	01/07/2015	COMPLETE BATTERY SOURCE	-44.20	MIKE ELLIS
21	01/09/2015	COMPLETE BATTERY SOURCE	21.21	GUY FERRIER
22	01/09/2015	COMPLETE BATTERY SOURCE	21.21	GUY FERRIER
23	01/07/2015	CTC CONSTANTCONTACT.COM	65.00	DEBORAH GUTHRI
24	01/06/2015	DUNGAREES LLC	139.96	PETER VASILION
25	01/06/2015	DUNGAREES LLC	99.99	JOE VANDOMMELE
26	01/07/2015	DUNKIN #302192 Q35	114.10	FREDERICK COWP
27	01/03/2015	ED REHMANN & SONS, INC	56.00	RICH WHEELER
28	01/07/2015	ED REHMANN & SONS, INC	164.00	RICH WHEELER
29	01/02/2015	EVIDENT INC	81.00	CHRISTOPHER DO
30	01/07/2015	EVIDENT INC	70.00	CHRISTOPHER DO
31	01/09/2015	FAIRFIELD INN DETROIT WES	300.00	KRISTI LYSIK
32	01/07/2015	FAMILY FARMHOME 8	36.99	WILLIAM PRIESE
33	01/07/2015	FIRST DUE FIRE SUPPLY CO	195.00	WILLIAM PRIESE
34	01/07/2015	GIH GLOBALINDUSTRIALEQ	255.75	BRETT DRYFUS
35	01/07/2015	GILLETTES INTERSTATE RV I	129.00	WILLIAM PRIESE
36	01/05/2015	GLASS WITH A TWIST	440.65	GREG GROTHOUS
37	12/31/2014	HASLETT TRUE VALUE HDW	14.97	KEN PUNG
38	01/07/2015	HOLLISTER	106.00	JOE VANDOMMELE
39	12/31/2014	HST EASTSIDESOCCERLEAGUE.	154.87	MICHAEL DEVLIN
40	01/09/2015	INT MICRO SOURCE INC	167.00	STEPHEN GEBES
41	01/12/2015	KOHL'S #0738	120.00	JOE VANDOMMELE
42	01/05/2015	LA SHISHO PALACE	12.18	KRISTI LYSIK
43	01/07/2015	LA SHISHO PALACE	10.59	KRISTI LYSIK
44	01/06/2015	LEXISNEXIS RISK MGT	50.00	GREGORY FRENCE
45	01/06/2015	MEIJER INC #025 Q01	36.99	CATHERINE ADAM
46	01/08/2015	MEIJER INC #025 Q01	88.11	MICHAEL DEVLIN
47	01/08/2015	MEXICAN FIESTA II	11.93	KRISTI LYSIK
48	01/06/2015	MICHIGAN MUNICIPLE LEAGUE	100.00	CAROL HASSE
49	01/06/2015	MICHIGAN MUNICIPLE LEAGUE	100.00	CAROL HASSE
50	01/06/2015	MICHIGAN MUNICIPLE LEAGUE	100.00	CAROL HASSE
51	01/06/2015	MICHIGAN WATER ENVIORNMEN	190.00	JOE VANDOMMELE
52	01/06/2015	MICHIGAN WATER ENVIORNMEN	190.00	JIM ANDERSON
53	01/06/2015	MICHIGAN WATER ENVIORNMEN	190.00	ROBERT MACKENZ
54	01/06/2015	MICHIGAN WATER ENVIORNMEN	190.00	TOM OXENDER
55	01/07/2015	MICHIGAN WATER ENVIORNMEN	190.00	PETER VASILION
56	01/07/2015	MICHIGAN WATER ENVIORNMEN	190.00	DAN PALACIOS
57	01/05/2015	MID MICHIGAN EMERGENCY E	162.22	TODD FRANK
58	01/11/2015	MID MICHIGAN EMERGENCY E	162.22	TODD FRANK

59	01/12/2015	NATIONAL ENGRAVERS	82.00	GREG GROTHOUS
60	01/08/2015	OFFICEMAX CT IN#369120	74.83	CAROL HASSE
61	12/31/2014	OFFICEMAX CT IN#953474	15.92	CAROL HASSE
62	12/29/2014	OFFICEMAX/OFFICEDEPOT #61	49.89	ROBIN FAUST
63	12/29/2014	OFFICEMAX/OFFICEDEPOT #61	73.98	PENNEY STEPHEN
64	01/05/2015	OFFICEMAX/OFFICEDEPOT #61	26.98	ROBIN FAUST
65	01/06/2015	OFFICEMAX/OFFICEDEPOT #61	30.98	CHRISTOPHER DO
66	01/06/2015	OFFICEMAX/OFFICEDEPOT #61	47.59	MICHAEL DEVLIN
67	01/07/2015	OFFICEMAX/OFFICEDEPOT #61	112.88	KATHERINE RICH
68	01/08/2015	OFFICEMAX/OFFICEDEPOT #61	134.99	JOHN HECKAMAN
69	12/31/2014	OFFICESUPPLY.COM	148.59	MICHAEL DEVLIN
70	12/29/2014	OKEMOS HARDWARE INC	71.52	WILLIAM PRIESE
71	01/07/2015	OKEMOS HARDWARE INC	10.99	TODD FRANK
72	01/09/2015	OKEMOS HARDWARE INC	29.34	ROBERT MACKENZ
73	12/30/2014	ONLINE LABELS	19.20	CHRISTOPHER DO
74	01/05/2015	ORIENTAL TRADING CO	151.49	MICHAEL DEVLIN
75	01/08/2015	PANERA BREAD #715	13.99	ROBIN FAUST
76	01/06/2015	PANERA BREAD #864	8.05	KRISTI LYSIK
77	01/08/2015	PAYPAL ANCA	70.00	KATHERINE RICH
78	01/08/2015	PAYPAL MAMC	600.00	BRETT DRYFUS
79	01/05/2015	PAYPAL MICHIGANSTO	200.00	YOUNES ISHRAID
80	01/07/2015	PETSMART INC 724	8.50	CATHERINE ADAM
81	01/06/2015	PIZZA HOUSE OF EAST LANS	-105.53	CAROL HASSE
82	01/10/2015	QUALITY DAIRY 31120025	28.44	MARK A VROMAN
83	01/05/2015	QUALITY DAIRY 31280027	30.00	TAVIS MILLEROV
84	01/02/2015	REM-PARA-BUSH-BARN	450.00	SCOTT DAWSON
85	01/08/2015	RUBY TUESDAY #7629	10.59	KRISTI LYSIK
86	01/06/2015	SOLDAN'S FEEDS & PET S	95.15	CATHERINE ADAM
87	12/31/2014	STAPLES 00103242	39.99	BRETT DRYFUS
88	01/09/2015	TARGET 00003657	82.99	WILLIAM PRIESE
89	01/04/2015	THE BUCKLE #094	125.00	JOE VANDOMMELE
90	12/30/2014	THE HOME DEPOT 2723	58.02	PETER VASILION
91	12/30/2014	THE HOME DEPOT 2723	34.13	JOE VANDOMMELE
92	12/31/2014	THE HOME DEPOT 2723	13.47	JOE VANDOMMELE
93	01/05/2015	THE HOME DEPOT 2723	4.96	PETER VASILION
94	01/05/2015	THE HOME DEPOT 2723	62.01	DAVID LESTER
95	01/07/2015	THE HOME DEPOT 2723	156.96	KEITH HEWITT
96	01/08/2015	THE HOME DEPOT 2723	12.98	PETER VASILION
97	01/08/2015	THE HOME DEPOT 2723	188.40	MICHAEL DEVLIN
98	01/09/2015	THE HOME DEPOT 2723	94.53	CHRISTOPHER DO
99	01/05/2015	THE MICHIGAN ASSOCIATI	175.00	GRETCHEN M GOM
100	01/06/2015	TIM HORTONS #915654	1.91	KRISTI LYSIK
101	01/04/2015	TRACTOR SUPPLY #1149	49.99	JOE VANDOMMELE
102	12/31/2014	WAL-MART #2866	26.59	CHRISTOPHER DO
103	01/05/2015	WAL-MART #2866	-170.46	RONALD HOFFMAN
104	01/05/2015	WAL-MART #2866	160.81	RONALD HOFFMAN
105	01/05/2015	WAL-MART #2866	170.46	RONALD HOFFMAN
106	01/12/2015	WINTER EQUIPMENT CO	131.95	DENNIS ANTONE
107	01/02/2015	WM SUPERCENTER #1642	37.94	DAVID LESTER
108	01/02/2015	WM SUPERCENTER #2869	184.61	MIKE ELLIS
109	01/07/2015	WW GRAINGER	141.20	PETER VASILION
Net Transaction Total			11026.53	

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

ACH Transactions
December 30, 2014 - January 13, 2015

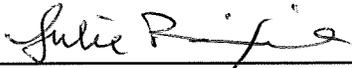
<u>Date</u>	<u>Payee</u>	<u>Amount</u>	<u>Purpose</u>
12/31/2014	MERS	\$ 182,340.91	Dec Invoice
1/2/2015	PNC Bank	29.95	Bank Fees
1/5/2015	MCT-PW	237.25	Twp Utilities
1/8/2015	ADP	418,404.86	1/9 Payroll
	Bancorp	38,732.31	HAS Transfer
1/9/2015	ICMA	51,062.53	Payroll Deductions
	Total ACH Payments	<u>\$ 690,807.81</u>	

9-D

MEMORANDUM

DATE: January 15, 2015

TO: Township Board

FROM: 
Julie Brixie, Township Treasurer

RE: Authority to open account - Horizon Bank

This is a resolution to approve Horizon Bank as our main depository for Township funds according to our Investment Policy and within PA 20 guidelines.

**Move to adopt a resolution entitled "Authority to Open an Account" at:
Horizon Bank.**

RESOLUTION OF CHARTER TOWNSHIP OF MERIDIAN
AUTHORITY TO OPEN ACCOUNT

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

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

RESOLVED FURTHER, That all payroll, trust & agency and retainage checks, drafts, notes, withdrawals or orders shall be signed by Julie Brixie, Township Treasurer. All other checks, shall be signed by Julie Brixie, Township Treasurer, and any one of the following: Elizabeth Ann LeGoff, Supervisor; Frank L. Walsh, Manager; and Brett Dreyfus, Clerk. The Deputy Treasurer will perform EFT/ACH payments and wire transfers from these accounts as directed by Julie Brixie, Township Treasurer.

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

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

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

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

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

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

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

Brett Dreyfus, Township Clerk

386007712
Township's Tax Payer ID#

MEMORANDUM

TO: Township Board
FROM: Brett Dreyfus
Brett Dreyfus, Township Clerk
DATE: January 15, 2015
RE: Amendment to the 2015 Regular Board Meeting Schedule

My office was recently notified the state intends to conduct a special election on Tuesday, May 5, 2015 for the purpose of submitting a proposed constitutional amendment to raise the sales and use tax rate.

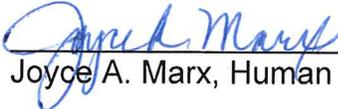
Since May 5th is a regularly scheduled Township Board meeting, I am proposing the following amendment to the 2015 Board Meeting Schedule approved by this Board on November 6, 2014:

Move to amend the 2015 Regular Board Meeting Schedule by changing the Tuesday, May 5, 2015 Regular Board Meeting to Thursday, May 7, 2015.

sko

MEMORANDUM

TO: Township Board

FROM: 
Joyce A. Marx, Human Resources Director

DATE: January 15, 2015

RE: **Renewal of Employee Computer Purchase Program**

The Employee Computer Purchase Program is recommended to be continued as an employee benefit through 2016. This program is designed to coincide with the Township's ongoing effort to update computer technology. The program continues to support Township employee's educational efforts by providing an opportunity to improve their personal computer skills and proficiency, which will transfer directly to computer use on the job.

The program allows for an interest-free loan to constitute 75% of the total purchase price, not to exceed \$2,000.00. This is a cost effective, value-added program and popular benefit to maintain.

There were five employees from across the Township who purchased computers in 2014.

The Employer Computer Purchase Program was reviewed and recommended to be extended until December 31, 2016. The minimally required computer specifications shall be updated intermittently throughout the next two years as recommended by the IT Director to keep up with continuous technology improvements.

The following motion is recommended for your consideration:

MOVE APPROVAL OF THE RENEWAL OF THE EMPLOYEE COMPUTER PURCHASE PROGRAM UNTIL DECEMBER 31, 2016.

Employee Computer Purchase Program Application

Name : _____

Date: ____/____/____

Department : _____

- Attachment of Proposed System - (either/or)
- Estimate
 - Statement
 - Flier

- Finance Terms

- 6 mo. - 1 year - 2 year - 3year

Other Specify : _____

This area to be completed by Department Head

Software Requirement:

- Complete Microsoft Office Suite
- Other Software please specify _____

Department Head Signature

Employee Signature

Employee Name: _____

Completed by Administration and Human Resources

_____	Total Loan
_____	Per Pay Deduction
_____	No. of Pay Periods
_____	Approval Date
_____	Pending Approval

Completed By Accounting

Check Date _____ Check Number _____

Check Amount _____ Short Term Rate _____

EMPLOYEE COMPUTER PURCHASE PLAN

PURPOSE:

To establish procedures for a loan to employees for 75% of the cost of new personal computer and designated software which meets minimum configuration guidelines (attached) through a loan agreement developed in conjunction with the Meridian Township Employee Computer Purchase Plan which must be completed and approved prior to reimbursement.

ELEMENTS OF THE EMPLOYEE COMPUTER PURCHASE PLAN

LOAN AVAILABILITY:	Regular Full-Time Employees Regular Part-Time Employees
LOAN AMOUNT:	75% of the cost of new personal computer equipment, peripherals, and designated software up to \$2,000.
LOAN DURATION:	Not to exceed three years.
INTEREST:	None. Any tax liability is the responsibility of the employee.
HARDWARE:	Computer hardware and peripherals must be new and meet the minimum configuration requirements.
SOFTWARE:	Word Processing or Office software as required in the minimum configurations requirements.
METHOD OF PAYMENT:	Payroll deduction (copy of agreement shall be the authorization to make the deduction). Balance is due upon termination from Meridian Township.
INITIAL SIGN-UP PERIOD:	Expiration – December 31, 2016

PROCEDURE:

The employee shops for the "best deal" in accordance with the minimum configuration established. Otherwise, the employee may purchase a similar system that is recently acquired for Township offices. These computers are available through a discounted purchase plan. Employees may visit www.dell.com/epp/meridian for possible discounts.

If the employee is looking for another system through another vendor, he or she obtains the configuration listing, including the cost of the equipment, completes the Employee

Computer Purchase Agreement Application with signatures of the employee's Department Director, and brings it to the Human Resources Office for approval. NOTE: The Department Director's signature certifies the ability of the employee to meet the Plan's eligibility requirements. The Information Technology Director must sign and date the Employee Computer Purchase Agreement Application for the configuration which shall convey approval of the reimbursement loan for the purchase of the equipment.

If approved by the authorized IT Director, the employee purchases the equipment. The employee then:

- Completes the "Agreement" (copy attached).
- Attaches the receipt(s).
- Attaches the approved configuration and "Application".
- Forwards the packet to the Department Director.

The department issues a weekly check voucher; attaches the Agreement, receipts and approved configuration; obtains the approval of the authorized signer of the check request. The total packet is forwarded to the Accounting and Budgeting Department.

The Human Resources Director will certify the accuracy of the completed Agreement and sign in the designated space. One copy of the Agreement will be forwarded to Accounts Payable with the check request; the second copy will be placed in the employee's official personnel file; the third copy will be forwarded to the employee.

INELIGIBILITY:

Employees who have not completed six months of service or successfully completed their probationary period are ineligible. Also, employees who are known to be separating from employment from Meridian Charter Township; and employees who have been laid off from Meridian Township are ineligible.

Employees on an unpaid leave of absence (employees on an unpaid leave of absence will be eligible upon their return of work, assuming they meet the remaining eligibility requirements).

Equipment or software upgrades to previously purchased equipment.

Only one loan request is allowed during the enrollment period and for only one computer. Consolidate separate elements as much as possible, if necessary. Employees who have outstanding loan(s) from prior enrollments must first pay off any outstanding balance before they can apply for a repeat enrollment.

MERIDIAN TOWNSHIP EMPLOYEE PURCHASE PLAN COMPUTER EQUIPMENT MINIMUM CONFIGURATIONS

DESKTOP CONFIGURATION:

Processor 3.4 GHz Intel® Core™ i7 3770 Quad Core Processor
L2 Cache 8 MB
RAM 8 GB 1.6 GHz DDR3 RAM
Hard Disk 500 GB 7200 RPM SATA w/ 8 MB cache
Optical Drive 16x DVD +/- RW (SATA)
Graphics > 8 GB shared memory
Display non-integrated 22" 1680x1050 Flat Panel Display Port
OS 64 bit Windows 8 Professional

LAPTOP CONFIGURATION:

Processor 1.9 GHz Intel® Core™ i7-3517U Quad Core Processor
L2 Cache 4 MB
RAM 8 GB 1 GHz DDR3 RAM
Hard Disk 350 GB 5400 RPM
Optical Drive DVD +/- RW
Graphics PCI express x8 > 8GB shared memory
Display 15.1" 1366x768
Input Optical Mouse
Battery 42 W Hr Li Ion
Audio Integrated stereo Sound and integrated speakers
OS 64 bit Windows8 Professional

SOFTWARE:

An office suite containing at least Microsoft Word 2010 and Microsoft Excel 2010 or later version is the only software that will be accepted in the configuration. At their discretion, an employee's Department Head may require that the employee purchase additional software to be installed on the computer.

EXACT SPECIFICATIONS:

The Director of Information Technology may reject any configuration submitted or suggest changes if it is felt the configuration includes inferior products, high-maintenance products, or the price of the package is unreasonably high at their sole discretion. Hardware will be specified with the goal of keeping subsidized systems substantially similar to those used to access Township business applications.

COMPUTER PURCHASE AGREEMENT

This Agreement made this _____ day of _____, 201__ by and between Meridian Charter Township, a Michigan municipal corporation ("Meridian Township") and _____, an employee of the Meridian Township ("Employee").

WHEREAS, Meridian Township wishes to encourage the proficiency of its employees in the use of personal computers by offering an interest-free loan program to employees for the purchase of a personal computer, software and peripherals. This program will be beneficial to all Meridian Township employees, both personally and professionally, and will be added to the Employee Benefit Plan. It will also benefit Meridian Township to have employees that are proficient in the use of personal computers, and;

WHEREAS, to promote the computer proficiency of its employees, Meridian Township will loan to the Employee up to SEVENTY-FIVE PERCENT (75%) of the purchase price of a new personal computer, peripherals and designated software ("New Equipment"), provided, however, that the total amount of the loan shall not exceed TWO THOUSAND DOLLARS (\$2,000). This paragraph shall hereinafter be referred to as "The Loan", and;

WHEREAS, the Employee understands that the New Equipment must conform to specifications on the authorized Minimum Configuration published by Meridian Township, and that the New Equipment to be purchased must be approved in advance of the purchase by the Meridian Township Computer Specialist in order for the Employee to receive the Loan for reimbursement.

IT IS THEREFORE AGREED:

1. Meridian Township will loan, interest-free, to the Employee the sum of _____ dollars, (not to exceed \$2,000) for a period of up to three years, which represents up to SEVENTY-FIVE PERCENT (75%) of the cost of the attached equipment which the employee has purchased and which is in conformance with the attached Minimum Configuration guidelines.
2. The Loan for reimbursement shall be dependent upon the Employee filing proof of purchase of the New Equipment with the Human Resources Office within 14 days of

receipt of the Loan. The employee agrees to immediately return the full amount of the Loan to Meridian Township in the event that proof of purchase is not filed within 14 days or if the employee returns the new equipment and receives a refund.

3. The Employee shall repay Meridian Township for the Loan in _____ equal installments (not to exceed 78) of \$_____ to be deducted from the Employee's biweekly paycheck. A photocopy of this Agreement shall serve as authorization to Meridian Township to make the deduction.
4. The balance of the Loan becomes due and payable immediately upon the Employee's separation from employment by Meridian Township. The Employee agrees that Meridian Township may withhold any amounts due and owing on the Loan at the time of separation from any compensation or money due the Employee for time worked but as yet uncompensated, unused vacation days, sick time accumulation payment, travel or other reimbursement.
5. In the event that the Employee defaults on this Agreement, Meridian Township may initiate suit in the 55th District Court for recovery of the balance due on the Loan. Employee consents to jurisdiction and venue in the 55th District Court in Mason, Michigan.
6. In the event the Internal Revenue Service considers the Loan to be a taxable event, the Employee shall be responsible for the payment of applicable taxes.

EMPLOYEE:

MERIDIAN TOWNSHIP:

(Employee Signature)

Frank L. Walsh
Township Manager

Stephen D. Gebes
Information Technology Director

MEMORANDUM

TO: Township Board

FROM: 
Joyce A. Marx, Human Resources Director

DATE: January 15, 2015

RE: **Ratification of Police Officer Appointments**

The Township has presented conditional offers of employment to two qualified police officer candidates. The prospective hiring brings the staffing level of the police department to thirty-seven (37) sworn personnel. The 2015 budget includes thirty-nine sworn positions.

John Arpino comes to us from Michigan State University Parking Services Division. Mr. Arpino obtained a Bachelor's Degree in Criminal Justice, with an additional major in Psychology, from Michigan State University in May 2014 and completed the Mid-Michigan Police Academy in December 2014. He is certifiable as a police officer under MCOLES qualifications.

Adam Stebbins has experience from internships with the East Lansing Police Department and the Ingham County Sheriff's Office. Mr. Stebbins graduated with a Criminal Justice Degree from Ferris State University in August 2014 and completed the Mid-Michigan Policy Academy in December 2014. He is certifiable as a police officer under MCOLES qualifications. In addition, he is an Okemos High School graduate.

A motion is prepared for Board consideration:

MOVE TO RATIFY THE APPOINTMENTS OF JOHN ARPINO AND ADAM STEBBINS TO THE POSITION OF POLICE OFFICER CONTINGENT UPON SUCCESSFUL COMPLETION OF THOSE ITEMS STIPULATED IN THE CONDITIONAL OFFER OF EMPLOYMENT.



Charitable Gaming Division
 c/o Accounting
 Box 30023, Lansing, MI 48909
OVERNIGHT DELIVERY:
 101 E. Hillsdale, Lansing, MI 48933
 (517) 335-5780
 www.michigan.gov/cg

RAFFLE LICENSE APPLICATION

For Bureau Use Only

ALLOW 6 WEEKS FOR PROCESSING.
 PLEASE PRINT OR TYPE IN BLUE OR BLACK INK.

QUALIFICATION INFORMATION	1. Organization Name Michigan Lodging and Tourism Association Education Fund			2. Organization ID Number or Last License Number Issued	
	3. Organization Street Address 2175 Commons Parkway		City Okemos	State MI	Zip Code 48864
	Organization Mailing Address 2175 Commons Parkway		City Okemos	State MI	Zip Code 48864
			County 33 Ingham		
4. Has your organization ever received a license such as bingo, millionaire party, raffle, charity game ticket, or numeral game? <input type="checkbox"/> Yes - Complete application and submit with the appropriate fee. <input checked="" type="checkbox"/> No - Please follow the instructions on the qualification guideline. If a guideline was not included or you do not understand it, contact our office at (517) 335-5780 to inquire as to what documentation must be submitted to qualify for licensing.					
5. Is your organization a candidate committee, political committee, political party committee, ballot question committee, independent committee or any other committee as defined by, and organized pursuant to, the Michigan Campaign Finance Act 388 of the Public Acts of 1976, as amended, being sections 169.201 to 169.282 of the Michigan Compiled Laws? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			6. Has your organization received contributions or made expenditures of \$500 or more in the last calendar year for the purpose of influencing or attempting to influence the action of voters for or against the nomination or election of a candidate, or the qualification, passage, or defeat of a ballot question? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		

SIGNATURE(S)	7. Provide name, title, home address, and telephone numbers for the PRINCIPAL OFFICER, e.g., president, grand knight, worthy matron, etc., and the vice president or equivalent and one other officer of the organization. SIGNATURE OF PRINCIPAL OFFICER REQUIRED - OR - signatures of the vice president or equivalent and one other officer. NOTE: Executive director signature not acceptable.		
	Name and Title	Street, City, State, ZIP Code	Telephone Numbers
	Principal Officer Steven Yencich	2175 Commons Parkway,	Day (517) 267-8989
	Title President/CEO	Okemos, MI 48864	Evening
	Signature of Principal Officer <i>Steven Yencich</i>		Date 1/6/2015
	- OR -		
	Name and Title	Street, City, State, ZIP Code	Telephone Numbers
	Vice President or Equivalent Steve Holden	42700 11 Mile Road	Day (248) 797-1115
	Title Chair of the Board	Novi, MI 48375	Evening
	Signature of Vice President or Equivalent		Date
	Name and Title	Street, City, State, ZIP Code	Telephone Numbers
	Other Officer Dave Clouse	P.O. Box 369, 2980 Cook Rd.	Day (989) 709-6635
Title Vice Chair	West Branch, MI 48661	Evening	
Signature of Other Officer <i>Steve Yencich</i>		Date	
By signing above, I CERTIFY that I am at least 18 years of age, the organization applying is a NONPROFIT organization, I have examined this application and there is no misrepresentation or falsification in the information stated or attached, and the facts underlying our original qualification status remain unchanged. I FURTHER CERTIFY that I am aware that false or misleading statements will be cause for rejection of this application or revocation of the right to obtain any future licenses and I AM AWARE OF AND AGREE TO the conditions of Act 382 of the Public Acts of 1972, as amended, and the rules and directives of the Michigan Bureau of State Lottery.			

PLEASE COMPLETE THE BACK PAGE OF THIS APPLICATION
 PLEASE MAKE A COPY OF THE COMPLETED APPLICATION FOR YOUR RECORDS



STATE OF MICHIGAN
DEPARTMENT OF ATTORNEY GENERAL



MIKE COX
ATTORNEY GENERAL

P.O. Box 30214
LANSING, MICHIGAN 48909

December 03, 2010

Michigan Lodging and Tourism Association Educational Foundation
3815 W. St. Joseph Hwy, Ste A200
Lansing, MI 48917

Dear Sir/Madam:

Re: Michigan Lodging and Tourism Association Educational Foundation - T 17017

We previously sent a determination letter to the organization (copy enclosed). The organization is now registered as a charitable trust under the Supervision of Trustees for Charitable Purposes Act, 1961 PA 101, MCL 14251 et seq. You have already submitted documents and information necessary to complete the registration.

Your charitable trust file number is the five-digit number shown above with the prefix CT. Use this number on all correspondence or inquiries to our office.

Charitable trust registration requires you to submit an annual financial report. Submit an IRS 990, 990-EZ, or 990-PF, audited financial statements, or other acceptable accounting each year to satisfy the reporting requirement.

Notify our office in writing if the organization is no longer operating or if the structure or purpose of the organization has changed. Changes in the organization may result in a re-determination of the organization's status under Michigan law governing charities.

This letter will be retained to show notification of our requirements. If you have questions, you may refer to our website at www.michigan.gov/ag by clicking on the "Charities" link in the right frame of the homepage or contact our office as shown below.

Department of Attorney General
Charitable Trust Section
(517) 373-1152
(517) 241-7074 fax
www.michigan.gov/ag

MEMORANDUM

TO: Township Board

FROM: 
Gretchen M. Gomolka, Finance Director

DATE: January 15, 2015

RE: **2015 Beginning-of-Year Budget Amendment Request**

The 2015 Amended Budget is attached. It reflects the recommended Beginning-of-Year Budget Amendments that are detailed in Exhibit A. These amendments result from activities budgeted in 2014 that were not completed and are being carried over to 2015 as well as amendments for other expenditures that were unknown during the original budget process.

Amendments to the General Fund include costs for the May 5, 2015 special election, all of which will be reimbursed by the State of Michigan. The remaining adjustments of \$136,484 to the General Fund are for open Purchase Orders and projects that were not completed in 2014 but are still anticipated to be done in 2014. These include information technology related supplies, training, contractual services, conferences, and capital outlay projects.

The projected Fund Balance for General Fund is based in preliminary financial results at year-end. Final numbers for 2014 will not be available until after the audit.

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

Fund Balance at 12/31/13 per audit		\$6,844,035
Preliminary Results of Operations – 2014		
Revenues per preliminary financials	17,370,000	
Expenditures per preliminary financials	<u>17,670,000</u>	
Preliminary decrease in Fund Balance 2014		<u>(300,000)</u>
Projected Fund Balance at 12/31/14		6,544,035
Budgeted Results of Operations - 2015		
Revenues per original budget	17,561,718	
Expenditures per original budget	<u>17,716,192</u>	
Original Budgeted Use of Fund Balance	(154,474)	
Amendments from Goal Setting Session	(675,500)	
Beginning-of-Year budget amendments	<u>(136,484)</u>	
Projected Use of Fund Balance		<u>(966,458)</u>
Projected Fund Balance at 12/31/15		<u>\$5,577,577</u>
Fund Balance/Average Monthly Expenditures		<u>3.61</u>

Projects for the Senior Center Millage (\$7,210) are being carried over to 2015. In addition, amendments to the Park Millage Fund (\$3,900), and Cable TV Fund (\$6,565) are being made to account for additional costs that were not included in the original 2015 budget.

Please feel free to call me if you have any questions about the attached information. My direct-dial phone number is 853-4104.

The following motion is proposed:

MOVE TO APPROVE THE 2015 BEGINNING-OF-YEAR BUDGET AMENDEDMENTS WITH A DECREASE IN BUDGETED FUND BALANCE FOR THE GENERAL FUND IN THE AMOUNT OF \$136,484 WHICH PROJECTS A USE OF FUND BALANCE OF \$966,458. BASED ON PRELIMINARY 2014 RESULTS, THE PROJECTED FUND BALANCE AT DECEMBER 31, 2015 WILL BE \$5,577,577.

Attachments:

1. Beginning-of-year Budget Amendment Financial Information
2. 2015 Goal Setting Amendments

EXHIBIT A

Beginning of Year Budget Amendments
2015 Budget
Charter Township of Meridian

Department	Amount	Explanation	Account
GENERAL FUND			
<i>Revenue</i>			
Reimbursements	34,500.00	Reimbursement of May 5, Special Election Costs	101-000.000-676.000
<i>Expenditures</i>			
General Government			
General Government - Elections			
Salaries	32,000.00	May 5, 2015 Special Election	101-170.191-701.120
Supplies	200.00	May 5, 2015 Special Election	101-170.191-728.001
Postage	1,500.00	May 5, 2015 Special Election	101-170.191-730.001
Contractual	800.00	May 5, 2015 Special Election	101-170.191-820.000
General Government - Information Technology			
Operating Supplies	1,400.00	Intern furniture and physical security	101-170.230-728.000
Training	8,500.00	IT admin class, SharePoint training	101-170.230-819.000
Contractual Services	5,500.00	2015 Tri-County Flight Preparations	101-170.230-820.000
Conferences	1,000.00	ESRI Conference	101-170.230-825.000
Total General Government	50,900.00		
Capital Outlay			
New Computer Workstations	8,000.00	Presentation Laptop, Projector, Creative Suite	101-900.901-980.015
Network Node Replacement	40,500.00	New Central Fire equipment, Network switches, printers, routers	101-900.901-980.020
Computer Upgrades	1,400.00	Windows XP upgrades	101-900.901-980.030
Network Servers	35,000.00	HVAC, ESXi Memory upgrade	101-900.901-980.040
Server Upgrades	21,600.00	Central Monitoring solution, KVM replacement, disk additions	101-900.901-980.050
Mobile Data Units	10,584.00	Police installs	101-900.901-980.070
Telephone Handsets	3,000.00	Disk backups and new handsets	101-900.901-980.080
Total Capital Outlay	120,084.00		
Total Expenditures for General Fund	170,984.00		
Net from Fund Balance	<u><u>-136,484.00</u></u>		
SPECIAL REVENUE FUNDS			
Senior Center Millage			
<i>Expenditures</i>			
Office Equipment & Furniture	7,210.00	Furniture ordered in September 2014, not delivered until 2015	207-000.000-980.000
Net for Senior Center Millage	<u><u>\$7,210.00</u></u>		
Net from Fund Balance	<u><u>-7,210.00</u></u>		
Park Millage Fund			
<i>Expenditures</i>			
Park Development	3,900.00	Cost of safety fencing at Nancy Moore Higher than budgeted	208-750.759-974.000
Total Expenditures for Park Millage	<u><u>\$3,900.00</u></u>		
Net from Fund Balance	<u><u>-3,900.00</u></u>		
Cable Fund			
<i>Expenditures</i>			
Contractual Services	2,665.00	Social Media NewsDesk annual license	230-750.806-820.000
Contractual Services	3,900.00	Granicus Government Transparency annual license	230.750-806-820.000
Total Expenditures for Park Millage	<u><u>\$6,565.00</u></u>		
Net from Fund Balance	<u><u>-6,565.00</u></u>		
PUBLIC WORKS FUNDS			
Sewer Fund			
<i>Expenditures</i>			
Construction/Improvements	135,000	Bids for construction of Towar Lift Station higher than budgeted	590-900.901-974.000
Total Expenditures for Sewer Fund	<u><u>\$135,000.00</u></u>		
Net from Fund Balance	<u><u>-135,000.00</u></u>		

2015 Goal Setting Amendments
 2015 Budget
 Charter Township of Meridian

The following amendments were made to the 2015 budget based on the Township Boards 2015 Goal Setting Session:

Description	Amount	Account
General Fund		
Replace Guest Chairs and Carpet in Town Hall	\$ 40,000.00	101-900.901-980.000
Renovate Women's Downstairs Restroom (Municipal Building)	20,000.00	101-900.901-974.000
Repave Municipal Complex Lots and Drives	172,000.00	101-900.901-974.000
Replace Pole Lights Municipal Complex	60,000.00	101-900.901-974.000
Reroof and add Soffit - North Fire Station	26,000.00	101-900.901-974.000
Repave Front Lot and side exit at Service Center	17,500.00	101-900.901-974.000
Overhaul Township Website and Branding	30,000.00	101-900.901-821.000
Meridian Team Merit Pay	60,000.00	101-170.173-701.000
Addition of Prevailing Wage to Fire Station contract	250,000.00	101-900.901-974.000
Total General Fund Amendments	675,500.00	

2015 Amended Budget

With Goal Setting Meeting and Beginning of Year Amendments
Charter Township of Meridian

2015 REVENUE SUMMARY

	GENERAL FUND	SPECIAL REVENUE FUNDS*	DEBT SERVICE FUNDS*	CAPITAL PROJECTS FUNDS*	PUBLIC WORKS FUNDS	INTERNAL SERVICE FUND	DDA
REVENUES							
Taxes	\$9,297,700	\$3,275,000	\$308,300	\$0	\$0	\$0	\$17,200
Licenses & Permits	757,000	0	0	0	0	0	0
Intergovernmental	3,445,532	220,000	0	0	750,000	0	9,149
Charges For Services	3,760,500	70,000	0	0	8,819,550	1,143,200	0
Interest	25,985	33,500	0	29,600	3,000	0	0
Special Assessments	0	0	0	120,000	0	0	0
Other	309,501	753,140	0	0	36,500	30,000	15,000
SUBTOTAL	17,596,218	4,351,640	308,300	149,600	9,609,050	1,173,200	41,349
OTHER FINANCING SOURCES							
Operating Transfers In	0	125,000	0	0	0	0	0
TOTAL REVENUES	\$17,596,218	\$4,476,640	\$308,300	\$149,600	\$9,609,050	\$1,173,200	\$41,349

2015 EXPENDITURE SUMMARY

	GENERAL FUND	SPECIAL REVENUE FUNDS*	DEBT SERVICE FUNDS*	CAPITAL PROJECTS FUNDS*	PUBLIC WORKS FUNDS	INTERNAL SERVICE FUND	DDA
EXPENDITURES							
Legislative	\$146,641	\$0	\$0	\$0	\$0	\$0	\$0
General Government	5,672,881	0	0	0	0	0	30000
Public Safety	10,752,164	41,000	0	0	0	750,694	0
Public Works	0	149,550	0	0	8,819,285	0	0
Health & Welfare	53,308	121,500	0	0	0	0	0
Recreation & Culture	694,558	1,684,142	0	0	0	0	0
Capital Outlay	1,101,684	2,562,410	0	3,260,000	758,300	295,200	0
Debt Service	0	0	322,297	0	155,550	0	5,985
SUBTOTAL	18,421,236	4,558,602	322,297	3,260,000	9,733,135	1,045,894	35,985
OTHER FINANCING USES							
Operating Transfers Out	141,440	0	0	0	0	0	0
TOTAL EXPENDITURES	\$18,562,676	\$4,558,602	\$322,297	\$3,260,000	\$9,733,135	\$1,045,894	\$35,985

* See attached Summary of Special Revenue Funds, Debt Service Funds, and Capital Projects Funds

2015 BUDGET

SUMMARY OF SPECIAL REVENUE FUNDS

SPECIAL REVENUE FUNDS	Local Roads Fund	Pedestrian/Bicycle Pathway	CATA Red-Ride Millage	Land Preservation Millage	Land Preservation Reserve	Park Millage	Senior Center Millage	Park Restricted/Designated	Nancy Moore - Park Beautification	Fire Restricted/Designated	Library Fund Restricted	Police Restricted/Designated	Cable Television	Community Needs	Energy Grant	Law Enforcement Grants	
Taxes	\$3,275,000	\$427,300	\$308,300	\$508,500	\$0	\$1,516,500	\$129,100	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Licenses & Permits	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Intergovernmental	220,000	0	0	0	0	187,500	0	0	0	0	0	8,500	0	0	0	15,000	
Charges For Services	70,000	0	0	0	0	35,000	0	0	0	0	0	0	0	0	0	0	
Interest	33,500	0	0	7,000	25,000	1,500	0	0	0	0	0	0	0	0	0	0	
Special Assessments	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Other	763,140	0	0	0	0	5,000	0	0	3,000	0	0	17,500	690,100	9,500	16,040	0	
SUBTOTAL	4,351,640	427,300	308,300	515,500	25,000	1,745,500	129,100	12,000	3,000	0	0	26,000	690,100	9,500	16,040	15,000	
OTHER FINANCING SOURCES																	
Operating Transfers In	125,000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL REVENUES	\$4,476,640	\$427,300	\$308,300	\$515,500	\$25,000	\$1,745,500	\$129,100	\$56,000	\$3,000	\$0	\$0	\$26,000	\$690,100	\$9,500	\$16,040	\$15,000	

EXPENDITURES

Public Safety	41,000	0	0	0	0	0	0	0	0	0	0	26,000	0	0	0	15,000	
Public Works	149,550	149,550	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Health & Welfare	121,500	0	0	0	0	0	107,000	0	0	0	0	0	0	9,500	5,000	0	
Recreation & Culture	1,694,142	0	308,000	83,978	0	562,999	0	57,000	0	0	0	0	672,165	0	0	0	
Capital Outlay	2,562,410	510,000	830,400	250,000	0	911,300	7,210	19,000	5,000	0	0	5,000	24,500	0	0	0	
Debt Service	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
SUBTOTAL	510,000	979,950	308,000	333,978	0	1,474,299	114,210	76,000	5,000	0	0	31,000	696,665	9,500	5,000	15,000	
OTHER FINANCING USES																	
Operating Transfers Out	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL EXPENDITURES	\$4,558,602	\$510,000	\$308,000	\$333,978	\$0	\$1,474,299	\$114,210	\$76,000	\$5,000	\$0	\$0	\$31,000	\$696,665	\$9,500	\$5,000	\$15,000	

SUMMARY OF DEBT SERVICE FUNDS

DEBT SERVICE FUNDS	Property Acquisition Debt Service	Fire Station Debt Service
Taxes	\$0	\$308,300
EXPENDITURES	\$51,354	\$270,943

SUMMARY OF CAPITAL PROJECTS FUNDS

CAPITAL PROJECTS FUNDS	TIRF	Fire Station Construction
REVENUES		
Interest	\$26,600	\$3,000
Special Assessments	120,000	0
TOTAL REVENUES	\$146,600	\$3,000
EXPENDITURES	\$120,000	\$3,140,000

MEMORANDUM

TO: Township Board
FROM: Frederick B. Cowper
Frederick B. Cowper, Fire Chief
DATE: January 15, 2015
RE: **Update to the Township Emergency Management Plan**

The updated Township Emergency Management Plan is hereby submitted for your review and subsequent approval.

The following motion is proposed for Board consideration:

MOVE TO APPROVE THE UPDATED TOWNSHIP EMERGENCY MANAGEMENT PLAN AND AUTHORIZE THE TOWNSHIP MANAGER AND DEPARTMENT CONTACTS TO SIGN THE AGREEMENT.

Charter Township of Meridian, Michigan

Support Emergency Operations Plan

A support Plan to the Ingham County Emergency Operations Plan

January 2015



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SIGNATURE PAGE

To all Recipients:

Transmitted herewith is the Support Emergency Operations Plan for the Charter Township of Meridian in support to the Ingham County Emergency Operations Plan. The plan provides a framework for the Township to use in performing emergency functions before, during, and after a natural disaster, technological incident or a hostile attack.

This plan was adopted by the Charter Township of Meridian on January 20, 2015. It supersedes all previous plans.

Frank L. Walsh, Township Manager

Date

CHARTER TOWNSHIP OF MERIDIAN

INTRODUCTION TO THE PLAN

I. Purpose

Charter Township of Meridian has elected to be incorporated into the Ingham County Emergency Management Program. By becoming part of the County emergency management program, the Charter Township of Meridian and Ingham County have certain responsibilities to each other. This Support Emergency Operations Plan (EOP) has been developed to identify the responsibilities between the Charter Township of Meridian and Ingham County in regards to pre-disaster emergency management activities. It also provides for Charter Township of Meridian government agencies to respond to various types of emergencies or disasters that affect the community. This support plan is to be used in concurrence with the County EOP as it is a supporting document. The support plan will be maintained in accordance with the standards of currentness of the Ingham County EOP. Review of this support plan shall be accomplished concurrently with the County EOP.

II. Scope

This plan is a flexible document in which changes from the content of the plan may occur due to unique nature of emergencies. Each department that has a supported role in this plan or its elements has developed Standard Operating Procedures (SOP) that provide systematic instructions for accomplishing assigned functions. In addition, to support emergency preparedness and response efforts, the local government also conducts other activities such as personnel training, participating in exercises, encouraging chronic disease prevention techniques, educating the public on awareness activities, and using appropriate land use planning decisions for mitigation and prevention purposes. Through this plan, the Charter Township of Meridian continues to implement the National Incident Management System (NIMS) by participating in efforts to provide an effective and efficient incident management operation.

III. Plan Maintenance and Implementation

The plan has been developed together with local community and County officials to ensure consistency within the County emergency management program documents. A yearly review of the plan will be conducted. The plan is required to be approved by the Charter Township of Meridian Township Manager whenever changes to the plan are made and it is to be forwarded to the County Emergency Management Office. Upon approval, it will be implemented, tested through exercises in concurrence with County officials, and reviewed/updated to maintain currentness with the County EOP.

This plan has been provided to all municipal agencies, elected officials, the County Emergency Management Office and the Michigan State Police, Emergency Management Homeland Security Division (MSP/EMHSD) District Coordinator.

IV. Emergency Management Program Oversight

The Charter Township of Meridian has appointed the Fire Chief to serve as the Municipal Emergency Management Liaison responsible for working with the County Emergency Management Coordinator (EMC) in matters pertaining to emergency management for the municipality. Pursuant the requirements in Public Act (PA) 390 of 1976, as amended, Section 19, Ingham County has adopted a resolution that incorporates the Charter Township of Meridian into its emergency management program, necessary for disaster assistance.

CHARTER TOWNSHIP OF MERIDIAN

BASIC INFORMATION

I. Community Profile

The Charter Township of Meridian is situated in northwest Ingham County. The community has a population of 40,000 residents. The Township consists primarily of residential homes. In addition, there are many senior care centers, a large central commercial corridor, and many rental units due to the close proximity of Michigan State University. The Township's industry includes Meridian Mall and Delta Dental Insurance Headquarters, employing and attracting thousands of people. Due to the potential risk of life safety, the Township is concerned with fire, severe weather, and hazardous material threats.

According to the County's Hazard Mitigation Plan, the community is most vulnerable to: Huntsman Advanced Materials and East Lansing/Meridian Water Treatment Plant. Areas within the community which are more of a concern as a result of these hazards include: schools, businesses, and roadways. More information regarding hazard vulnerability can be found in the County's Hazard Mitigation Plan/Analysis.

Within the community, there are 8 sites that contain extremely hazardous materials. Pursuant to Superfund Amendments and Reauthorization Act (SARA) Title III, off-site emergency response plans have been developed by the Local Emergency Planning Committee (LEPC) to prepare the fire department(s) to respond to the specific hazardous materials on the sites. In addition, the owners of the site(s) have reported the types of hazardous material that is housed on-site, as required by the Emergency Planning and Community Right-To-Know Act.

II. Emergency Management Authority

Pursuant to PA 390 of 1976, as amended, the Township Manager may declare a local state of emergency for the Charter Township of Meridian. In the Manager's absence, pursuant to local legislation, the Township Supervisor is authorized to declare the local state of emergency. Upon a declaration, PA 390 also authorizes the Manager to issue directives, such as restrictions to travel on local roads. The local declaration activates this emergency plan as well as the Emergency Operations Center (EOC) to conduct activities to ensure the safety of people, property, and the environment. In the event that a declared state of emergency extends beyond seven (7) days, consent of the Township Board will be needed.

Since the Charter Township of Meridian has been a recipient of federal preparedness assistance, a resolution has been adopted by the local government for establishing the NIMS as the standard for incident management for all hazards. Through the adoption, the Township continues to implement the concepts of the NIMS through training, planning, and exercising activities.

III. Response Resources

The Charter Township of Meridian maintains three (3) fulltime departments (Fire, Police, and Public Works) responsible for providing public safety and welfare to the community. Each department is comprised of qualified emergency personnel and maintains equipment capable of responding to emergencies. A list of resources that the departments use for emergency situations can be requested through the Municipal Emergency Management Liaison. Under circumstances that require additional

resources beyond the capability of the Charter Township of Meridian, the Manager may enact mutual aid or request County assistance through proper procedures.

IV. Emergency Management Organization

The Charter Township of Meridian emergency management organization consists of eight (8) departments responsible for conducting activities in response to emergencies within the community. These eight (8) departments have been assigned to ten (10) specific emergency functions that the municipality has identified necessary in order to provide an effective response to secure the safety of people, property, and the environment. Each department is responsible for implementing pre-disaster activities to help prevent and/or prepare for various hazards that the community is vulnerable to such as: chronic diseases, flooding, hazardous material spills, inclement weather, tornadoes, and public disturbance; a complete list can be found in the County’s Hazard Mitigation Plan/Analysis. Prevention and preparedness activities include: awareness training, exercising, hygienic practices to prevent spreading of infectious diseases, stockpiling equipment, and educating people to care for themselves in an emergency.

The Manager serves as the incident manager for municipal coordination. At his/her side includes the Emergency Management Liaison and six (6) department contacts.

The table lists the functions, assigned departments, primary point of contact, and phone number.

Function	Department	Primary Contact	Phone
Direction and Control	Township Administration	Frank Walsh	517-853-4254
Fire Services	Fire Department	Fred Cowper	517-331-7703
Law Enforcement	Police Department	Dave Hall	517-853-4804
Warning and Communications	Fire Department	Fred Cowper	517-331-7703
Public Information	Communications Department	Deborah Guthrie	517-853-4380
Damage Assessment	Building Department	John Heckaman	517-853-4516
Public Works	Public Works	Ray Severy	517-853-4448
Emergency Medical Services	Fire Department	Bill Priese	517-410-0700
Human Services	Human Services	Darla Jackson	517-853-4204
Finance	Accounting & Budgeting	Gretchen Gomolka	517-853-4104

Line of Succession

The following is a list of the 2nd and 3rd alternates for each department identified in the plan to maintain the emergency tasks assigned.

Department	2 nd Alternate	3 rd Alternate
Township Administration	Joyce Marx	Ray Severy
Fire Department	Bill Priese	Mark Vroman
Police Department	Ken Plaga	Greg Frenger
Communications Department	Brandie Hansen	Brandie Hansen
Building Department	Monique Esser	Mark Kieselbach
Public Works	Younes Ishraidi	Larry Ondrias
Human Services	Heather Baker	Gretchen Gomolka

CHARTER TOWNSHIP OF MERIDIAN GENERAL EMERGENCY MANAGEMENT GUIDELINES

The following guidelines are general to the municipality, all agencies, and individuals who have a role in responding to an emergency within the community and coordinated by the Charter Township of Meridian. Being that emergency planning is a work in progress, guidelines are continuously reviewed and modified due to the situation and complexity of incidents.

- a) Report to the local emergency operations center when activated for scheduled exercises or disasters, or delegate another individual to staff the Emergency Operations Center (EOC) and implement the plan.
- b) Implement mutual aid agreements or contracts with other organizations to supplement local resources that have been exhausted.
- c) Ensure compliance with this plan and the County EOP, and any pertinent procedures and documents issued, which impact the provision of emergency services in the municipality.
- d) Train department emergency personnel in emergency management functions and NIMS/Incident Command System (ICS) concepts.
- e) Assist in the development, review and maintenance of the plan and of the County EOP.
- f) Develop and maintain standard operating procedures for specific functions or actions identified in the plan.
- g) Maintain a list of resources available by the departments.
- h) Protect records and other resources deemed essential for continuing government functions and each department's emergency operations in accordance to procedures and policies.
- i) Establish mutual aid agreements and/or contracts with other jurisdictions/entities to supplement municipal resources.
- j) Establish a system of coordination, such as the ICS, within the EOC. Field operations, however, are required to use the ICS.
- k) Participate in the review and update of this emergency operations plan, in accordance to a schedule identified by the Municipal Emergency Management Liaison and the County EMC.
- l) Adapt and provide printed emergency management materials and verbal messages to those who are vision impaired, non-English speaking, or deaf/hard of hearing.
- m) Conduct pre-disaster public awareness activities including education classes, self-care guidelines, communications plans, and protocols.
- n) Make recommendations to the Manager regarding protective actions.
- o) Utilize the Public Information Official to record and log significant events throughout the duration of the emergency, as well as the decisions made by the Incident Commander (IC) and Township Manager.
- p) Continuously conduct emergency planning activities as it is a work-in-progress, periodically being reviewed and updated.
- q) All emergency response departments are considered to be available to respond.

CHARTER TOWNSHIP OF MERIDIAN

EMERGENCY RESPONSE PROCEDURES

The following are procedures that the Charter Township of Meridian conducts and coordinates with the County in response to a local state of emergency.

- a) Assure that the municipal emergency response departments, elected officials and the County EMC are notified of the situation.
- b) Municipal departments assess the nature and scope of the emergency or disaster.
- c) If the situation can be mitigated locally, do so using the following sequenced guidelines:
 - 1) The Municipal Emergency Management Liaison advises the Manager and coordinates all emergency response actions.
 - 2) The Manager declares a local state of emergency and notifies the County EMC of this action.
 - 3) A local state of emergency declaration is forwarded to the County Emergency Management Office.
 - 4) The Municipal Emergency Management Liaison notifies the County EMC of the need to activate the EOC. The EOC is located at the Ingham County Sheriff's Office at 630 N. Cedar Street, Mason, Michigan. If this location is unavailable, an alternate location is at 5151 Marsh Road, Okemos, Michigan in the Public Safety Building Nelson Room.
 - 5) Emergency response departments are notified through cell phone or email by the Municipal Emergency Management Liaison to report to the EOC.
 - 6) The Manager directs departments to respond to the emergency situation in accordance to each department's functional guidelines indicated in the attachments to this plan.
 - 7) The Manager issues directives as to travel restrictions on local roads and recommends protective actions from the departments. Protective action recommendations will be based on weather forecasting and if the incident complexity increases due to inability to respond rapidly and with a "ready" supply of resources to mitigate the incident.
 - 8) Notify the public of the situation through the Public Information Official and take appropriate actions.
 - 9) Keep the County EMC informed of the situation and actions taken.
- d) If municipal resources become exhausted or if special resources are needed, request County assistance through the County EMC.

- e) If assistance is requested, the County EMC assesses the situation and makes recommendations on the type/level of assistance. The County will also take the following steps:
- 1) Activate the County EOC.
 - 2) Activate the County EOP/Emergency Action Guidelines.
 - 3) Respond with County resources as requested.
 - 4) Activate mutual aid agreements.
 - 5) Coordinate County resources with municipal resources.
 - 6) Notify MSP/EMHSD District Coordinator.
 - 7) Develop a jurisdiction situation report and a damage and injury assessment report and submit to the MSP/EMHSD.
 - 8) Assist the municipality with prioritizing and allocating resources.
- f) If County resources are exhausted, the County makes a request to the Governor to declare a state of emergency or state of disaster in accordance with procedures set forth in PA 390 of 1976, as amended. The County shall not request state assistance or a declaration of a state of disaster or a state of emergency unless requested to do so by the Manager of the Charter Township of Meridian if the situation occurs solely within the confines of the municipality.
- g) If state assistance is requested, the MSP/EMHSD District Coordinator, in conjunction with the County EMC and Municipal Emergency Management Liaison, assess the disaster or emergency situation and recommends the necessary resources that are required for its prevention, mitigation, or relief efforts.
- h) After completing the assessment, the MSP/EMHSD District Coordinator immediately notifies the State Director of MSP/EMHSD of the situation.
- i) The State Director of MSP/EMHSD notifies the Governor and makes recommendations.
- j) If state assistance is granted, procedures are followed in accordance to the Michigan Emergency Management Plan and the County EOP.

CHARTER TOWNSHIP OF MERIDIAN
TOWNSHIP COMMUNICATION PROCEDURES

All department contacts within Meridian Township are responsible for warning and communications activities involving their respective department. The following guidelines represent a checklist of actions that department contacts must use for providing an effective response to an emergency or disaster situation.

Emergency Guidelines:

- a) A declared emergency can only exist for seven (7) days after which the Township Board must approve an extension to the declaration. (PA 390)
- b) Develop an emergency plan for contacting all employees under their direction during both regular business hours and non-business hours.
- c) All department directors must identify a primary and secondary contact person within their department.
- d) All department primary contacts must keep an updated contact number within this plan, along with the contact number of the secondary contact person for their department.
- e) Multiple means of communication shall be utilized for notification of department contacts for direction during an emergency.
- f) All departments involved will participate in a Post Incident Analysis (PIA) meeting after the event.
- g) A review of the current Support EOP will be done after every incident in which this document is placed in to effect.
- h) Each department primary contact will submit to the Municipal Emergency Management Liaison a written report of their department's response to the declared emergency.
- i) The Municipal Emergency Management Liaison will prepare and deliver to the Manager a report on the emergency after all individual department reports have been received.
- j) The Manager will forward the report to the Township Board.

CHARTER TOWNSHIP OF MERIDIAN

EMERGENCY ACTION GUIDELINES

The following attachments provide guidelines for each function that has been assigned to the departments in response to an emergency or disaster situation.

Attachment A: Direction and Control

Attachment B: Fire Services

Appendix 1: Fire Services Hazmat Response Guidelines

Attachment C: Law Enforcement

Attachment D: Warning and Communications

Attachment E: Public Information

Attachment F: Damage Assessment

Attachment G: Public Works

Appendix 2: Public Works Hazmat Response Guidelines

Attachment H: Emergency Medical Services

Appendix 3: Meridian Township Vulnerable Populations

Attachment I: Human Services

Appendix 4: Resources and Support Services

Attachment J: Finance

Attachment K: After Action Reports

Appendix 5: After Action Report Template

Each department assigned is responsible for maintaining the guidelines, as well as approving any changes to the guidelines or changes to the official responsible for implementation.

DIRECTION AND CONTROL

The **Executive Office**, with support from the Municipal Emergency Management Liaison, is responsible for directing and controlling emergency management operations. The following guidelines represent a checklist of actions that the Manager and Liaison must consider for providing an effective response to an emergency or disaster situation.

Functional Guidelines:

- a) Issue orders and directives, i.e., travel restrictions, and recommend protective actions to be taken by the general public.
- b) Declare a local state of emergency or disaster and notify the County Emergency Management Office.
- c) Generate and disseminate information to the public via the Public Information Officer.
- d) Provide for continuity of operations.
- e) Activate and maintain the local EOC.
- f) Seek federal post-disaster funds, as available, as well as pre-disaster assistance.
- g) Maintain record of activity regarding decisions on emergency actions.
- h) Review and evaluate assessment data.
- i) Maintain communications with state and federal officials.
- j) Coordinate with County officials in response and recovery efforts.
- k) Coordinate and conduct information sharing activities to identify potential and enacted weapons of mass destruction (WMD) or terrorism activities, and mobilize and direct resources in response to such incidents.
- l) Prepare and maintain an emergency plan for the municipality subject to the direction of the elected officials; reviews and updates as required.
- m) Develop and maintain a trained staff and current emergency response checklists appropriate for the emergency needs and resources of the community.
- n) Coordinate with State and federal officials in collecting and sharing terrorism related information.
- o) Develop and maintain communication lists for all essential employees that may be called upon to assist with the declared state of emergency.
- p) Establish a meeting schedule for department primary contacts.

The direction and control official has reviewed and approves the assigned guidelines. These will be maintained in accordance to the standards of the currentness of the County's EOP.

FIRE SERVICES

The **Fire Department**, is responsible for fire service activities. The following guidelines represent a checklist of actions that department officials must consider for providing an effective response to an emergency or disaster situation.

Functional Guidelines:

- a) Provide command level representatives to the EOC and Unified Incident Command Post, when activated.
- b) Coordinate fire and search and rescue services with appropriate personnel at the County Emergency Management Office; including assistance to regional specialty teams such as, but not limited to, the Regional Response Team (RRT), Michigan Urban Search and Rescue (MUSAR), and Bomb Squad.
- c) Coordinate with County EMC and the State of Michigan in the decontamination and monitoring of affected citizens and emergency workers after exposure to Chemical Biological Radiological Nuclear Explosives (CBRNE).
- d) Assume primary responsibility for emergency alerting of the public.
- e) Assist with evacuation of affected citizens, especially those who are institutionalized, immobilized or injured.
- f) Provide resources for fire services response and rescue operations.
- g) Assist in salvage operations and debris clearance.
- h) Advise elected officials about fire and rescue activities.
- i) Conduct safety analysis of the emergency, inform and recommend corrections to the IC.
- j) Respond to hazardous materials spills in accordance to the procedures in Appendix 1.
- k) Assist in search and rescue operations.
- l) Assist in searching for bombs and/or explosive devices in connection with WMD events.
- m) Develop and maintain communication lists for all essential employees that may be called upon to assist with the declared state of emergency.

The fire services official has reviewed and approves the assigned guidelines. These will be maintained in accordance to the standards of the currentness of the County's EOP.

Frederick B. Cowper, Fire Chief

Date

FIRE SERVICES

HAZMAT RESPONSE GUIDELINES

The **Fire Department** is responsible for the response to hazardous materials spills. Response will be acted in accordance to the following procedures.

- a) Assume incident command upon arrival at the scene.
- b) Establish scene security or coordinate with other available agencies to establish scene security.
- c) Monitor and evaluate environmental health risks or hazards from hazardous materials releases.
- d) Inspect possible sources of contamination.
- e) Provide technical assistance with other appropriate agencies or organizations for the remediation of hazardous waste releases and other contamination sources.
- f) Disseminate information to the EOC Public Information Officer on hazardous material releases issues.
- g) Make protective action recommendations based on severity and complexity of incident type.
- h) Ensure personal protective equipment (PPE) is fit tested to responders.
- i) Prior to proceeding with cleanup, analyze and evaluate the safetiness of the spill and containation by a certified Safety Officer/technician.
- j) Decontaminate equipment and gear.
- k) Develop and maintain communication lists for all essential employees that may be called upon to assist with the declared state of emergency.

The fire services official has reviewed and approves the assigned guidelines. These will be maintained in accordance to the standards of the currentness of the County's EOP.

LAW ENFORCEMENT

The **Police Department**, is responsible for law enforcement activities. The following guidelines represent a checklist of actions that department officials must consider for providing an effective response to an emergency or disaster situation.

Functional Guidelines:

- a) Develop and maintain procedures for the Police Department.
- b) Coordinate security and law enforcement services; with appropriate personnel at the County EOC.
- c) Establish security and protection of critical facilities.
- d) Provide traffic and access control in and around affected areas.
- e) Assist with emergency alerting and notification of threatened population.
- f) Assist with the evacuation of affected citizens, especially those who are institutionalized, immobilized or injured.
- g) In cooperation with the Fire Department, performs search and rescue operations.
- h) Implement any curfews ordered by the Manager.
- i) Provide access control to affected areas.
- j) Provide emergency assistance to persons with special/functional needs.
- k) Assist the medical examiner with mortuary services.
- l) Coordinate urban search and rescue activities.
- m) Investigate incident and provide intelligence information to state and federal officials.
- n) Develop and maintain communication lists for all essential employees that may be called upon to assist with the declared state of emergency.

The law enforcement official has reviewed and approves the assigned responsibilities. These responsibilities will be maintained in accordance to the standards of the currentness of the County's EOP.

David Hall, Police Chief

Date

WARNING AND COMMUNICATIONS

The **Fire Department** is responsible for warning and communications activities. The following guidelines represent a checklist of actions that department officials must use for providing an effective response to an emergency or disaster situation.

Emergency Guidelines:

- a) Warn the following individuals via telephone, cell phones, radios and computers (CodeSpear notification system):
 - Township Manager.
 - County EMC.
 - Department Primary Contacts.
 - City of Lansing EMC.
- b) Ensure all department primary contacts have communications both to their staff at their department offices and their staff at the incident site. This equipment consists of telephones, cell phones, radios, and computers.
- c) Establish communications with the County EOC if activated. The communications equipment available for this link is telephones, amateur radios, and computers.
- d) Establish communications with the IC, if established.
- e) Contact Dispatch to activate the public warning system.
- f) Ensure the public warning system provides notification to special needs populations identified in the community, i.e., elderly, hearing impaired, non-English speaking, and others. The system consists of outdoor warning sirens, radio, TV, social networking, and amateur radio.
- g) Contact and warn special facilities and locations such as schools, hospitals, nursing homes, major industries, institutions, and place of public assembly. The methods of warning and contacting these locations consists of telephone, radio, email, or face-to-face.
- h) Develop and maintain communication lists for all essential employees that may be called upon to assist with the declared state of emergency.

The fire services official has reviewed and approves the assigned responsibilities. These responsibilities will be maintained in accordance to the standards of the currentness of the County's EOP.

Frederick B. Cowper, Fire Chief

Date

PUBLIC INFORMATION

The **Communications Department**, is responsible for public information activities. The following guidelines represent a checklist of actions that the Public Information Official must consider for providing an effective response to an emergency or disaster situation.

Emergency Guidelines:

- a) Function as the sole point of contact for the news media and public officials.
- b) Collect information from municipal emergency response departments located in the Emergency Operations Center and other locations.
- c) Prepare news releases to be disseminated to the local media.
- d) Conduct press tours of disaster area(s) within the community.
- e) Establish a Public Information Center at <insert location> (to be determined by the incident) to become the central point from which news releases are issued.
- f) Establish and maintain contact with the County Public Information Official if the County's EOP is activated.
- g) Coordinate public information activities with the County Public Information Officer if the County EOC is activated.
- h) Assist the County in establishing a Joint Information Center (JIC).
- i) Assist the County with establishing a Rumor Control Center.
- j) Assist the Municipal Emergency Management Liaison in developing and distributing education material on the hazards that face the municipality.
- k) Develop and maintain Emergency/Public Information procedures.
- l) Maintain a log and file of all information released to the media.
- m) Use of systems such as Nixle for public notifications.
- n) Develop and maintain communication lists for all essential employees that may be called upon to assist with the declared state of emergency.

The public information official has reviewed and approves the assigned responsibilities. These responsibilities will be maintained in accordance to the standards of the currentness of the County's EOP.

Deborah Guthrie, Communications Director

Date

DAMAGE ASSESSMENT

The **Building Department**, is responsible for damage assessment activities. The following guidelines represent a checklist of actions that department officials must consider for providing an effective response to an emergency or disaster situation.

Emergency Guidelines:

- a) Record initial information from first responders such as law enforcement, fire services, and public works.
- b) If necessary, activate the Damage Assessment Team.
- c) Provide information to the Municipal Emergency Management Liaison. The Liaison will then provide assessment data to the County for preparation of a jurisdictional situation report.
- d) If the situation warrants, assist the Township Manager with the preparation of a local state of emergency declaration and forward to the County EMC.
- e) Prepare a request for County assistance in conjunction with the Municipal Emergency Management Liaison.
- f) Plot damage assessment information on status boards in the Municipal EOC.
- g) Record all expenditures for municipal personnel, equipment, supplies, services, etc., and track resources being used.
- h) Prepare reports for the Municipal Public Information Official.
- i) Collect information and forward to the County so that the County can complete the Damage and Injury Assessment information through the jurisdiction's situational report.
- j) Develop and maintain communication lists for all essential employees that may be called upon to assist with the declared state of emergency.

The damage assessment official has reviewed and approves the assigned responsibilities. These responsibilities will be maintained in accordance to the standards of the currentness of the County's EOP.

John Heckaman, Chief Building Inspector

Date

PUBLIC WORKS

The **Public Works Department** is responsible for damage assessment activities. The following guidelines represent a checklist of actions that department officials must consider for providing an effective response to an emergency or disaster situation.

Emergency Guidelines:

- a) Maintain transportation routes.
- b) If necessary, coordinate activities designed to control the flow of flood water, including sandbagging, emergency digging, and pumping operations.
- c) Coordinate travel restrictions/road closures within the municipality.
- d) Identify evacuation routes.
- e) Provide emergency generators and lighting.
- f) Assist with traffic control.
- g) Assist with access control.
- h) Assist with urban search and rescue activities, i.e., persons trapped in damaged buildings or under heavy debris/objects, etc.
- i) Assist private utilities with the shutdown and restoration of gas and electric services.
- j) Assist with transportation of essential goods, i.e., food, medical supplies, etc.
- k) As necessary, establish a staging area for Public Works.
- l) Report damage information to the Damage Assessment Team.
- m) If necessary, assist with damage surveys for the federal public assistance grant program.
- n) If the County EOC is activated, establish and maintain contact with the person representing public works.
- o) Notify Law Enforcement of the location(s) of disabled vehicles.
- p) Inspect critical infrastructure and other public utilities for safety.
- q) Develop and maintain communication lists for all essential employees that may be called upon to assist with the declared state of emergency.

The public works official has reviewed and approves the assigned responsibilities. These responsibilities will be maintained in accordance to the standards of the currentness of the County's EOP.

PUBLIC WORKS

HAZMAT RESPONSE GUIDELINES

The **Public Works Department** will support the Fire Department in response efforts according to the following:

- a) Assist the Fire Department in the cleanup of contaminated soils and transport to appropriate dump sites.
- b) Evaluate inland waters conditions and make recommendations to the Fire Chief on response actions.
- c) Provide heavy equipment and diking materials to support the Fire Department's response to hazardous materials incidents.
- d) Advise the IC of any safety concerns.
- e) Ensure personnel use adequate PPE.
- f) Decontaminate equipment and gear.
- g) Develop and maintain communication lists for all essential employees that may be called upon to assist with the declared state of emergency.

The public works official has reviewed and approves these guidelines. These will be maintained in accordance to the standards of the currentness of the County's EOP.

Raymond O. Severy, Director of Public Works & Engineering

Date

EMERGENCY MEDICAL SERVICES

The **Fire Department** is responsible for emergency medical service activities. The following guidelines represent a checklist of actions that department officials must consider for providing an effective response to an emergency or disaster situation.

Emergency Guidelines:

- a) Evacuate nursing homes, hospitals, and other medical facilities.
- b) Assist with animal and pet control.
- c) Assist with decontamination.
- d) Coordinate emergency medical care to victims.
- e) Establish a staging area for emergency medical equipment.
- f) Identify a facility to be used as a temporary morgue if necessary.
- g) Coordinate with hospitals and shelter managers to staff medical teams at shelters.
- h) When appropriate, coordinate field units' participation in damage assessment activities.
- i) Ensure that emergency medical teams responding on-scene have established an on-scene medical command post and a medical commander.
- j) Develop and maintain communication lists for all essential employees that may be called upon to assist with the declared state of emergency.

The emergency medical services official has reviewed and approves the assigned responsibilities. These responsibilities will be maintained in accordance to the standards of the currentness of the County's EOP.

Bill Priese, Training/EMS Chief

Date

MERIDIAN TOWNSHIP VULNERABLE POPULATIONS

NAME	ADDRESS	PHONE
BICKFORD COTTAGE	3830 OKEMOS RD	517-507-3965
CARRIAGE LANE APT	3882 DOBIE RD	517-349-1643
CLARE BRIDGE OF MERIDIAN	5250 MARSH RD	877-899-7537
EAST LANSING HEATH CARE	2815 NORTHWIND	517-332-0817
GRANGE ACRES	MARSH & HILLCURVE	517-339-9321
HOME SWEET HOME TOO	5917 EDSON	517-339-7278
ICRMC FACILITY	3860 DOBIE RD	517-381-6100
MARQUETTE	5968 PARK LAKE	517-339-1532
MARSH POINTE	5895 MARSH RD	517-339-0440
MERIDIAN STRATFORD PLACE	2790 SIRHAL	517-333-2472
NEW LIFE ASSISTED LIVING CENTER	5905 EDSON	517-339-3677
OKEMOS HEALTH AND REHABILITATION	5211 MARSH RD	517-319-1400
SAFE HAVEN ASSISTED LIVING	981 JOLLY	517-574-4579
WILLOWS AT OKEMOS	4830 CENTRAL PARK	219-363-3724
WYNWOOD OF MERIDIAN	5346 MARSH RD	877-904-5678

HUMAN SERVICES

The Human Services Specialist from the **Human Services Department** will serve as the Human Services Liaison and is responsible for human services activities. The liaison will coordinate and/or keep informed human services activities occurring within the municipality, with the County Human Services Department. The following guidelines represent a checklist of actions that the liaison must consider for providing an effective response to an emergency or disaster situation.

Emergency Guidelines:

- a) Coordinate activities of municipal agencies/departments which provide human service type services.
- b) Coordinate the provision of transportation for evacuation.
- c) Open and manage shelters/warming/cooling centers in the municipality.
- d) Set up canteen to feed emergency workers in the municipality.
- e) Provide food and clothing to municipality workers and victims of disaster residing in the municipality.
- f) Assist the County with establishing a Rumor Control Center.
- g) Arrange for provision of Crisis Counseling or Critical Incident Stress Debriefing (CISD) for both victims and identified disaster workers.
- h) If the County EOC is activated, establish and maintain contact with the person representing Human Services. If the County EOC is not activated, establish and maintain contact with the County Human Services Official directly at the County Department of Human Services.
- i) Coordinate with American Red Cross and other pertinent organizations for the distribution of emergency clothing for disaster victims.
- j) Coordinate efforts to provide transportation for disaster victims. (Consider local school buses, Tri-County Office on Aging, canoe liveries, CATA, volunteers, etc.)
- k) Coordinate housing for additional emergency workers as needed.
- l) Develop and maintain communication lists for all essential employees that may be called upon to assist with the declared state of emergency.

The human services official has reviewed and approves the assigned responsibilities. These responsibilities will be maintained in accordance to the standards of the currentness of the County's EOP.

**HUMAN SERVICES:
RESOURCES AND SUPPORT SERVICES**

TRANSPORTATION RESOURCES	TYPE
Information provided at the EOC	

SHELTERS	MAXIMUM OCCUPANCY
Information provided at the EOC	

FOOD AND FAMILY CARE RESOURCES	TYPE OF SERVICE
Information provided at the EOC	

SPECIAL/FUNCTIONAL NEEDS CARE SERVICES	TYPE OF SERVICE
Information provided at the EOC	

HOUSING FOR ADDITIONAL EMERGENCY WORKERS	TYPE OF SERVICE
Information provided at the EOC	
Local Fire Stations	housing
Local Shelters	housing
Willows at Okemos - background checks required prior to placement	housing

FINANCE

The Finance Director from the **Accounting & Budgeting Department** is responsible for tracking of all expenses related to the declared state of emergency. The Finance Director will coordinate the necessary funding for the expenses associated with the declared state of emergency as needed. The Finance Director is charged with the tracking and documentation of all expenditures and donations associated with the declared state of emergency

Emergency Guidelines:

- a) Keep all receipts related to the declared state of emergency separate from normal expenditures.
- b) If possible, identify which expenditures are eligible for reimbursement.
- c) Develop and maintain communication lists for all essential employees that may be called upon to assist with the declared state of emergency.

The finance official has reviewed and approves the assigned responsibilities. These responsibilities will be maintained in accordance to the standards of the currentness of the County's EOP.

Gretchen Gomolka, Finance Director

Date

After Action Report

The After Action Reports are an essential part of the recovery phase of an emergency. Every declared state of emergency will have a Post Incident Analysis completed with involvement from all the following assigned functions: Directions and Control, Fire Services, Law Enforcement, Warning and Communications, Public Information, Damage Assessment, Public Works, Emergency Medical Services, Human Services and Finance.

A written report will be drafted and provided to the Township Board explaining the declared state of emergency and all aspects of the townships response, mitigation and recovery (see Appendix 4).

ATTACHMENT K
APPENDIX 4

The following is a template to assist in producing an After Action Report

- a. *Executive Summary*
- b. *Chronology of Events*
 - i. Date(s)
 - ii. Locations
 - iii. Incident
 - iv. Disaster declaration
- c. *Event*
 - i. Initial event notification
 - 1. Internal
 - 2. External
 - ii. Emergency Operations Center (EOC) Activation
 - iii. Facilities and equipment
 - 1. EOC
 - a. *Access control/Set-up*
 - b. *HVAC*
 - c. *Computer systems/phones/internet and support*
 - d. *GIS*
 - e. *Emergency operations communications – Mteam*
 - 2. Staffing
 - 3. EOC Operations
 - a. *Emergency Operations Plan*
 - b. *Procedures*
 - i. EOC Standard Operating Procedures (SOP's)
 - ii. Contact Lists
 - 1. Township
 - 2. County
 - 3. State
 - 4. Cities
 - 5. Other Townships
 - 6. Businesses
 - iii. Resource Lists
 - c. Message flow/Handling

ATTACHMENT K
APPENDIX 4

d. Logistics

e. Finance

f. Assessment/Status Reports

g. Public Information

h. Communications

4. Agencies Involved

5. Losses/Injuries/Damages

6. Personnel

7. Equipment

8. Assistance rendered

iv. Lessons learned

1. Success and shortcomings

2. Recommended remedial actions

d. Final report to Township Board

MEMORANDUM

TO: Township Board

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

DATE: January 14, 2015

RE: Rezoning #14070 (Township Board) – Final Adoption

Attached for the Board's approval is a resolution for final adoption of Rezoning #14070. As directed by the Board, the Clerk has had the proposed ordinance published as required.

Attachment

1. Resolution

G:\Community Planning & Development\Planning\REZONINGS (REZ)\2014\REZ 14070\REZ 14070 final TB.doc

RESOLUTION

At a regular meeting of the Township Board of the Charter Township of Meridian, Ingham County, Michigan, held at the Meridian Municipal Building, in said Township on the 20th day of January 2015, at 6:00 p.m., Local Time.

PRESENT: _____

ABSENT: _____

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

WHEREAS, the Meridian Township Board initiated the rezoning (Rezoning #14070) of approximately 0.48 acres addressed as 2150 Clinton St. from RB (Single Family, High Density) to C-2 (Commercial); and

WHEREAS, the Planning Commission held a public hearing and discussed the request at its October 27, 2014 meeting; and

WHEREAS, the Planning Commission voted to recommended approval of the rezoning conditioned on the property being developed using the provisions of the mixed use planned unit development (MUPUD) ordinance on November 24, 2014; and

WHEREAS, the Township Board discussed the rezoning at its meeting on December 9, 2014, and has reviewed the staff and Planning Commission material forwarded under cover memorandum dated December 3, 2014; and

WHEREAS, rezoning the subject site to C-2 (Commercial) is consistent with the existing land uses surrounding the site to the north, east, and west; and

WHEREAS, rezoning the site to C-2 (Commercial) is consistent with Goal 3, Objective A of the 2005 Master Plan to upgrade older commercial areas; and

WHEREAS, rezoning the site to C-2 (Commercial) supports Goal 3, Objective B of the 2005 Master Plan to strengthen the central commercial and service base in the Township's center core area; and

WHEREAS, rezoning the site to C-2 (Commercial) supports Township Board Policy 1.3 (Prosperity Ends) by encouraging redevelopment; and

**Resolution to Approve C-2
Rezoning #14070 (Township Board)
Page 2**

WHEREAS, rezoning the site to C-2 (Commercial) supports the Meridian Township Downtown Development Authority (DDA) mission statement to beautify and revitalize downtown Okemos as a very desirable place to shop, live, and do business; and

WHEREAS, the Township Board introduced Rezoning #14070 for publication and subsequent adoption on January 6, 2015.

NOW THEREFORE, BE IT RESOLVED THE TOWNSHIP BOARD OF THE CHARTER TOWNSHIP OF MERIDIAN hereby **FINALLY ADOPTS** Ordinance No. 2015-01, entitled "Ordinance Amending the Zoning District Map of Meridian Township Pursuant to Rezoning Petition #14070" to rezone approximately 0.48 acres located at 2150 Clinton St. from RB (Single Family, High Density) to C-2 (Commercial).

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

ADOPTED: YEAS: _____

NAYS: _____

STATE OF MICHIGAN)
) ss
COUNTY OF INGHAM)

I, the undersigned, the duly qualified and acting Clerk of the Township of Meridian, Ingham County, Michigan, DO HEREBY CERTIFY that the foregoing is a true and a complete copy of a resolution adopted at a regular meeting of the Township Board on the 20th day of January 2015.

Brett Dreyfus
Township Clerk

**ORDINANCE NO. 2015-01
ORDINANCE AMENDING THE ZONING DISTRICT MAP
OF MERIDIAN TOWNSHIP
PURSUANT TO REZONING #14070**

The Charter Township of Meridian ordains:

Section 1. Amending the Zoning District Map.

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

MP 2313 LOTS 5 AND 6 BLOCK 6 OKEMOS

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

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

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

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

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

Elizabeth LeGoff, Township Supervisor

Brett Dreyfus, Township Clerk

Legal description confirmed by:

Mark Kieselbach, Director
Community Planning and Development

Andria Ditschman, Township Attorney

MEMORANDUM

TO: Township Board

FROM: 
Frank L. Walsh, Township Manager

DATE: January 15, 2015

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

Please review the attached memo from Meridian Economic Development Corporation (EDC) Chair Chris Buck. The purpose of the memo is to request that the Township Board set aside the "young adult entrepreneur/student seat" and allow the Board to add Mark Epolito to the EDC Board. Mr. Epolito has attended the December and January EDC meetings and appears eager to serve in this capacity.

Attached will find Mr. Epolito's Application for Public Service and résumé.

MOVE THAT MARK EPOLITO BE APPOINTED TO THE ECONOMIC DEVELOPMENT COPORATION FOR THE TERM ENDING DECEMBER 31, 2020.

Attachments:

1. Letter from EDC Chair Chris Buck
2. Application for Public Service
3. Résumé

To: Frank Walsh, Township Manager

From: Chris Buck, Incoming EDC Chair

RE: Meridian EDC Board Member Changes

Date: December 15, 2014

EDC Chair Marsh Madle submitted a letter on November 12, 2014 outlining the EDC's desire to unrestrict one of its membership positions formerly held for a "young adult entrepreneur/student" and allow applicant David Olson to join the board for a six year term. A letter dated the same day was also drafted announcing the EDC's re-appointment of Dave Ledebuhr to the EDC board as well.

It has recently come to our attention that EDC member Dr. Christine Tenaglia has been appointed to the Meridian Township Planning Commission and that the Township has, in effect, appointed David Olson to the newly vacant position created by Dr. Tenaglia's departure.

The EDC has recently received an application for public service from Haslett resident Mark Epolito. Mr. Epolito attended the EDC meeting on December 12, 2014 and seems to qualify for the role.

The EDC would like to resubmit the movement referenced in the November 12, 2014 letter to the Township Board, but appoint Mark Epolito to the now open position since David Olson has officially taken the vacant seat left by Dr. Tenaglia. Copies of the two November 12th Memorandums are enclosed, as are copies of Mr. Epolito's Application for Public Service and resume for your consideration.

If you have any questions, I can be reach at 517-528-4770 or chris.buck@comcast.net.

Sincerely,

Chris Buck

CHARTER TOWNSHIP OF MERIDIAN

Elizabeth Ann LeGoff
Brett Dreyfus
Julie Brixie
Frank L. Walsh

Supervisor
Clerk
Treasurer
Manager



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

Trustee
Trustee
Trustee
Trustee

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"/> 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"/> Elected Officials Compensation Commission* | <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: I HAVE LIVED IN MERIDIAN TOWNSHIP FOR 30 YEARS AND I WOULD LIKE TO HELP BOOST THE ECONOMIC VITALITY OF OUR COMMUNITY.

Describe education, experience or training which will assist you if appointed. (Attach resume if available) RESUME ATTACHED. CURRENT OWNER OF THREE PROPERTIES IN MERIDIAN TWP. AND EMPLOYED BY A COMPANY LOCATED IN MERIDIAN TWP.

Name: MARK EPOLITO

Occupation: SALES MGT. Place of Employment: AGATE SOFTWARE, INC.

Home Address: 5806 WOOD VALLEY HASLETT, MI 48840

Phone: (days) 517-204-2130 (evenings) " E-mail MARKEPOLITO@GMAIL.COM

Signature [Signature] Date 12-5-14

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		Distro:	Application #	
Registered Voter:	Y/N			
Date Appointed:				

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

www.meridian.mi.us



Mark Epolito

Team Leader

5806 Wood Valley Drive Haslett, MI 48840

(517) 204-2130, markepolito@gmail.com

Summary

Sales team leader with an expertise in enterprise-level business process management (BPM) software sales and engagement management. Proven ability to increase profitable sales volume and market share through sales activities and effective leadership of account managers. Responsible for recruiting, training and oversight of account managers with a focus on exceeding individual and team goals. Areas of expertise:

- B2B and Government Software Sales
- Project Management
- Sales Management
- Engagement Management
- Forecasting
- Recruiting
- Strategic Planning
- Contract Negotiation & Management
- Written & Oral Communication
- Strategic Partnerships/Licensing
- Legislative Affairs
- Key Account Management
- Personnel Management
- Proposal Development
- Government Procurement
- Product Development

Professional Experience

Agate Software, Inc. - Okemos, MI

2005- Present

Industry leader in commercial-off-the-shelf (COTS) BPM software products, custom-built solutions, hosting and consulting services for private business, government entities and non-profits throughout the United States.

Sales Team Leader (1/2014 – Present)

Drive sales activities with a focus on exceeding \$14M in sales annually. Target market includes 500+ accounts nationally with 80+ current clients in 23 states. Engage and lead sales team (currently three sales professionals) to consistently high performance levels. Create and maintain a focused, hard working team through motivation, training and establishing an atmosphere of accountability and respect for all team members and clients.

Highlights:

- Promoted to sales team leader based on consistently exceeding goals and a close understanding of executing sales and project management processes.
- Directly manage 20+ accounts inside a 14 state territory with an annual goal of \$9M in sales.
- Oversee three account managers with 50+ accounts in a 9 states with an annual goal of \$5M in sales.
- Assist sales team during opportunity assessment and proposal phases of the service delivery process, particularly as it relates to deployment approach, timeline and deliverables.
- Maintain contact and communication with all project team members and other participants to ensure conformance with requirements of each project(s) and client user expectations.

Highlights Cont.

- Implement strong program management practices (change requests, issue management, risk management and decision tracking), and contribute to standard client implementation methodologies and management best practices.
- Create and follow through with payment schedules that align with implementation approved by clients.
- Consistently perform project and personal reviews based on key performance indicators.

Account Manager (8/2005 – 12/2013)

Sales and account management of commercial-off-the-shelf and custom built web-based BPM solutions. Responsible for maintaining an onsite presence inside of a 14 state territory with 26 active accounts and 100+ prospective accounts. Effectively execute each step within the sales lifecycle from prospecting through contract negotiations.

Function as the Engagement Manager on each new project with a focus on project stakeholder communication, issue resolution and expectation management. Work closely with the implementation team at project initiation to ensure that the scope, schedule and budget accurately represent the project requirements. Monitor each step of the software development lifecycle and implementation to ensure that project is delivered on-time and on-budget.

Highlights:

- Annual sales of \$3M - \$11M between 2005 – 2014.
- Increased sales volume by a minimum of 15% each year since 2004.
- Highest sales revenue amongst all account managers for 7 of 9 years.
- Responsible for bringing in over \$50M in revenue since 2004.
- Highest client retention rating since 2004.
- Received highest client satisfaction rating for 8 of 9 years.
- Successfully negotiated three multi-year, statewide contracts with the States of MI, NJ and NY in excess of \$10M each.

Adecco Technical - Lansing, MI

4/2004 - 8/2005

Branch Manager

Hired to establish and manage the Mid-Michigan location for the world's largest Global 500 staffing company. Generated monthly sales in excess of \$70,000 in less than 12 months working with private businesses, non-profit and government organizations. Hired staff and established the branch office, located in the central business district.

Highlights:

- Consistently exceeded quota of \$45,000 in monthly sales.
- Received highest client satisfaction rating in the region in 2005.
- Managed three support staff members onsite and remotely.
- Worked independently from management in Milwaukee, WI.
- Identified, pursued and developed new accounts through the awareness of the local market, competitor activity and community growth plans.

Highlights Cont

- Conducted weekly staff meetings reviewing branch goals and status with staff.
- Developed branch revenue and expense forecasts.
- Established budget and created short and long terms branch goals.
- Responsible for management of accounts payables and receivables.
- Responsible for all contract negotiations and partnerships.
- Brokered deals with multiple consulting firms and local clients.

Education

Central Michigan University, 1999 -2003

- Bachelor of Applied Arts
 - Major - Organizational communication
 - Minor - Entrepreneurship (CMU School of Business)

Involvement

- Board Member – Michigan Board of Physical Therapy
- Meridian Area Business Association
- Council of State Community Development Authorities (COSDCA)
- Lansing Regional Chamber of Commerce
- City of Lansing IT Implementation Team

Skills

- MS Office (Advanced)
 - Power Point, Word, Visio, Project, Excel, Outlook
- CRM (Advanced)
 - Goldmine, Sugar, Custom Match, Smart Search
- Online Meeting Software (Advanced)
 - WebEx, GoToMeeting

MEMORANDUM

12-E

TO: Township Board

FROM: *Todd Wilson*
Todd Wilson, Park Commission Chair

DATE: January 14, 2015

RE: Park Commission Appointment

Effective December 31, 2014, elected Park Commissioner Teri Banas resigned her seat on the Park Commission. The Park Commission is very appreciative of the opportunity to provide a recommendation to the Township Board for consideration.

The Park Commission placed a notice in the Towne Courier seeking applicants to fill the vacant seat for the remainder of the vacant term which expires in November 2016.

On Tuesday, January 13, 2015, Park Commission members interviewed the four (4) interested candidates during their work session (Shane Goodale, Tassi Miller, Christopher Wickman and Phil Deschaine). Following careful consideration, the Commission unanimously selected Philip Deschaine as the recommended candidate.

Mr. Deschaine has experience as a leader in the community by serving as past president and active member of the Haslett Kiwanis Club, Meridian Township Zoning Board of Appeals, former Boy Scout Leader and Eagle Scout mentor, and park volunteer. Mr. Deschaine has resided in Meridian Township since 1992 and enjoys using the parks and participating in the many activities and events. He believes the parks make a vital contribution to our community and the Park Commissioners all agreed that Mr. Deschaine would be an outstanding asset and excellent resource for the Meridian Township Park System.

Motion for Board Consideration:

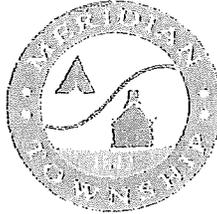
MOVE TO APPOINT PHILIP DESCHaine TO THE MERIDIAN TOWNSHIP PARK COMMISSION TO FILL THE SEAT VACATED BY TERI BANAS FOR THE REMAINDER OF THE TERM EXPIRING IN NOVEMBER 20, 2016.

Attachment:
Application for Public Service

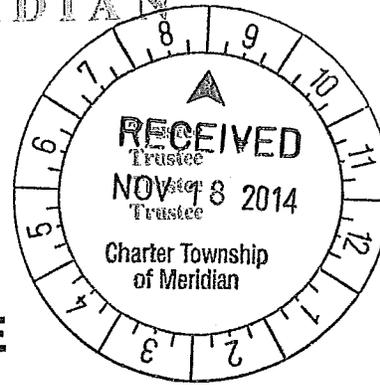
CHARTER TOWNSHIP OF MERIDIAN

Elizabeth Ann LeGoff
Brett Dreyfus
Julie Brixie
Frank L. Walsh

Supervisor
Clerk
Treasurer
Manager



Milton L. Seales
Renaud J. Styka
John Vecustra
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 checked="" type="checkbox"/> Environmental Commission |
| <input type="checkbox"/> Building and/or Fire Board of Appeals and Building Hearing Officer | <input checked="" type="checkbox"/> Land Preservation Advisory Board |
| <input type="checkbox"/> Cable Communications Commission* | <input checked="" 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 checked="" 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 checked="" type="checkbox"/> Zoning Board of Appeals |
| <input type="checkbox"/> Economic Development Corporation | <input type="checkbox"/> Lake Lansing Watershed Advisory Committee* |
| <input type="checkbox"/> Elected Officials Compensation Commission* | <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:

I am particularly interested in improving Meridian Townships parks and public spaces.

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

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

See Attached Resume.

Name: Philip A. Deschaine
 Occupation: Software Executive Place of Employment: Universal Software Solutions
 Home Address: 1383 Silverwood Drive, Okemos,
 Phone: (days) 517-410-0061 (evenings) 517-580-7760 E-mail phildeschaine@gmail.com
 Signature Philip A. Deschaine Date 11-14-2014

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	11.18.14	Distro: EL MK	Application # EC 1404
Registered Voter:	Y/N	LM, FW JG	LPAB 1404, PK 1405
Date Appointed:		BD MEMBERS	PC 1407, ZBA 1403

1383 Silverwood Drive
Okemos, MI 4884

January 12, 2015

Mr. Todd Wilson, Chair
Meridian Township Parks Commission
5151 Marsh Road
Okemos, MI 48864-1198

Dear Mr. Wilson,

I wish and would be honored to be considered for the open Parks Commissioner seat that has been created by Teri Banas stepping down from her seat to serve on the Ingham County Board of Commissioners.

I believe that the Park Commission's charter, to acquire and manage parks and recreation facilities on behalf of the Township, is essential to the high quality of life we enjoy here in Meridian. I supported and helped raise money for the park mileage that passed in August of 2014 and I am very excited about the many improvements to our parks that the new revenue will help facilitate.

A summary of my qualifications for the Park Commission includes the following:

1. I am experienced as a board member on similar commissions and public boards. I have served multiple terms as a member of Ingham County Housing Commission which operates Carriage Hills Senior Housing on Dobie Road. Currently I serve as a member of the Meridian Township Zoning Board of Appeals.
2. After building a home in the Everett Farms neighborhood in 1992, I have enjoyed more than 20 years of using township parks and participating in parks activities with my three children who all graduated from Haslett High School.
3. As a Boy Scout leader and member of the Haslett Kiwanis Club, I have extensive volunteer experience enhancing the Meridian Township parks, Ingham County Lake Lansing parks and Haslett School's recreational facilities.
4. I have a life-long enthusiasm for public parks and spaces. I believe parks make a vital contribution to our communities by adding natural beauty, recreational opportunities, and social environments that enrich individuals and families.

I believe the Township is a great place to live due to the generous spirit of its residents and the countless volunteer hours our citizens contribute. I look forward to this opportunity to serve as a Park Commissioner.

I have attached my resume and a summary of my relevant volunteer experience activities that have benefited Parks and other Meridian Township facilities. I look forward to meeting with the entire Parks Commission at your meeting on January 13th.

Sincerely,

Philip Deschaine

Phil Deschaine's Park Volunteer Experience:

In June of 2014 I worked with a group of my fellow Haslett Kiwanis Club members and Park Commissioner Teri Banas, to renovate the gardens, tree beds and play areas at Orlando Park. We invited neighbors to join us and help make the Park more attractive and safer for children. It is our intention to do this every spring and work actively in involving park neighbors.

In October of 2014 I volunteered with the Meridian Township Land Preservation group at the Northern Preserve to help build trails, remove fallen trees and eliminate invasive species that were crowding out the native plants.

As an Assistant Scoutmaster of Haslett Troop 97, I mentored 5 scouts to the Eagle Scout Award and helped them plan and execute their Service Projects. These projects included:

1. Building the outdoor amphitheater benches and podium at the Harris Nature Center (adjacent to the fire pit created by another Troop 97 Eagle Scout).
2. Creating the perennial beds around the band shell at Lake Lansing Park South.
3. Constructing dugouts for the Haslett High School Soccer fields.
4. Created compost bins, raised gardens, and outdoor reflection areas at Haslett churches.
5. Organizing teams of scouts and adult leaders to spread mulch over the extensive trails at Nancy Moore Park system.

Other Relevant Experience:

In 2010, as President of the Haslett Kiwanis Club I helped the club raise \$20,000 to donate to the Haslett Library Move project. This project combined public funding, fundraising and service club fund raising to create a larger and better library for residents of the Haslett School District. This new library was created without the need for an additional library mileage. It also serves the residents on the northern half of the township as the Okemos library serves those in the southern tier.

I believe the Park Commission had used a similar 'Public + Private Money' approach to generate grants and other funding sources to make improvements in Meridian Township parks. I look forward to bringing my experience to the Park Commission to continue this innovative way of funding parks' improvements and fulfilling the Five Year Master Plan the Park Commission has developed.

In 2012, 2013, and 2014 I have worked as a volunteer at the Meridian Recycling Day. This event allows residents to recycle all sorts of materials including electronics and metals that would be very hazardous if put in landfills. This is a great community event and an important way to help our environment.

Goals:

One of my goals as a Park Commissioner would be to help organize a **Meridian Township Parks Day**. This would be a day that we bring together community groups, clubs, scouts, neighborhood associations and individuals to adopt a park and donate a few hours to maintain and improve our parks. It would be based on the Meridian Recycling Day model to involve our community in helping to preserve and improve our many great parks in Meridian Township.

PHIL DESCHAIINE

1383 Silverwood Drive
Okemos, MI 48864

517-410-0061
PhilDeschaine@gmail.com

Information Technology Professional: Over 10 years of proficiency selling and supporting information technology products and services. Skilled at defining and satisfying industry-specific technology requirements. Keen understanding of Solution Selling methodology: identifying customer needs and providing a cost justification and buying procedure to enable prospects to acquire IT solutions.

Excellent qualifications in client relations, training, team building, and technical communications. Strong skill set and ten years' experience analyzing and implementing complex software applications and network environments. Extensive experience producing high quality hardware and software deliverables to precise client specifications.

Professional Summary:

Advanced technical knowledge with an ability to manage complex disciplines and circumstances. Provides competence under pressure and in highly complicated situations.

- Practiced well-developed organizational skills; identifies work plans, considers priorities, forecasts problems and upcoming challenges, and envisions creative solutions. Follows up efficiently.
- Provides a positive, professional image while working with prospects, customers and colleagues.
- Demonstrated clear and convincing oral communication skills; maintains logic and clarity in pressured and time-sensitive situations. Clear, succinct and thorough writing skills; well prepared to address routine or complex subjects.
- Experienced creating marketing plans, designing marketing materials, created corporate web site (www.iusticetrax.com), managed all aspects of media promotions, and orchestrating a trade show presence at multiple national and international trade shows. Designed and developed corporate collateral materials.
- Strong industry and environmental knowledge including real estate, criminal justice, government compliance, electronic reporting, and finance. Experienced in business analysis, strategic planning, and process improvement.
- Experienced in managing and enhancing customer relationships; provider of superior customer services and technical support to wide range recipients.
- Successfully met the challenge of remaining current with developing technology.

Professional Experience:

UNIVERSAL SOFTWARE SOLUTIONS – DAVISON, MI
SALES & CUSTOMER SERVICE EXECUTIVE

01/2012 – PRESENT

Provider of DBMS Software Programs & Services for Durable Medical Equipment (DME) providers. Specialized in Hospital-based providers of medical equipment, pharmacy infusion, and home-based services.

- Responsible for customer relationship management for over 100 large suppliers of Durable Medical Equipment (including Henry Ford, Beaumont, and Allegiance health systems, and Mayo Clinic). Responsibilities include regular client meetings, resolving high level support issues, and managing custom application design changes paid for by clients.
- Launched a new Health Care Database Systems (HDMS) Mobile clinical products to deliver medical supplies, capture accreditation data,
- Worked with a web design company to redesign web page (www.Universalss.com) to add more dynamic content, a user blog, customer testimonials and videos, and increased SEO ranking.
- Created a customer relationship and prospect management tracking tool using existing software applications.
- Managed new sales and have added approximately 20 new customers since January of 2012.

PROFESSION TECHNICAL DEVELOPMENT – EAST LANSING, MI
SALES EXECUTIVE

03/2010 – 01/2012

Value Added Reseller of hardware and software implementation and consulting services. Specialized in Windows® based server workstation software.

- Developed new private business customers and strengthened existing public customer relationships. Expanded prospective client contacts by 400% in the first 11 months.
- Created a customer relationship and prospect management tracking tool using existing software applications.

- Managed new sales campaigns on Cloud Services to develop new commercial customers.
- Created Tech Tuesday seminars to attract new customers focusing on the newest Microsoft technology solutions.
- Expanded company Tech-in-Time install base by 25% by the 4th quarter of 2010.
- Created 'PTD Cloud Campaign' to attract new clients based on Microsoft BPOS/Office 365 New online products.

COMPUTER ASSISTANCE – HASLETT, MI

OWNER

08/2008 – 02/2010

Value Added Reseller of hardware and software implementation and consulting services. Specialized in Windows[®] based server workstation software.

- Marketed and sold Microsoft[®] –based turn-key solutions small businesses and education clients.
- Provided after-the sales support and training to end-users and support staff on Windows, and Microsoft[®] Office applications.
- Installed and supported Microsoft[®] Small Business Server (Including Microsoft Exchange) at multiple locations.

JUSTICE TRAX INC. – MESA, AZ

NATIONAL SALES MANAGER

09/2006 – 08/2008

Managed new business development for a Laboratory Information Management Software (LIMS) company throughout North America. Hired and trained staff to market and sell industry-leading software for the law enforcement community.

- Hit annual sales and customer service revenue goals for 8 consecutive quarters.
- Qualified prospective customers and advanced each through milestones. Identified needs and resulting opportunities with prospective laboratories and law enforcement community.
- Implemented a Solution Selling[®] sales methodology; identifying customer needs and providing a cost justification and buying procedure to enable prospects to acquire IT solutions. Created content and graphic elements for revamped website including customer testimonials and white papers.
- Assisted users and administrators on software features that allowed them to enforce their standard operating procedures (SOPs) and in turn meet accreditation requirements.
- Worked with international channel partners to make the products adaptable to the United Kingdom and Australia.
- Customized off-the shelf software to create a customized and cost effective contact management system.

Computer Assistance – EAST LANSING, MI

VALUE ADDED RESELLER & TECHNICAL CONSULTANT

07/2000 TO 08/2006

Lead the country in sales of the commercial off-the-shelf software (COTS) for the affordable property management industry in 12 Midwest states. Grew revenue in region by 28% while reducing customer turnover to competing products

- Developed and managed prospective accounts and customer relationships in multi-state region.
- Secured executive level appointments and conducted company-specific product demonstrations. Defined product deliverables, product acceptance objectives, and implementation plans.
- Negotiated contracts and oversaw post-sale implementation plans; maintained ongoing customer relationships.
- Coordinated the delivery of turn-key solutions: vertical software, servers, workstations, training and ongoing support.

AG Communications – PHOENIX, AZ

REGIONAL MANAGER

12/1996 TO 06/2000

Marketed, sold and trained on and industry-leading laboratory case management software for forensic laboratories, coroners, and medical examiners.

- Created market demand for innovative forensic laboratory management software. Within 24 months sold 12 LIMS installations in the eastern US. Sold the largest LIMS Installation to date in 1999 worth over 4 million in revenue.
- Provided detailed 'proof of concept' presentations demonstrating the features and benefits of the commercial off-the-shelf software (COTS); produced return on investment (ROI) analysis of LIMS software investment.
- Assisted laboratory management in generating needs requirements documentation
- Documented customers and prospect business practices and adapted best practices to integrate in LIMS software.
- Developed detailed account plans and executed inventive approaches to winning new accounts and growing market share. Wrote eight Requests for Proposals (RFP) responses and won seven of them.
- Trained new customers on using LIMS software and Crystal Reports to create custom reports and data analysis.

- Created a self-running demonstration CD of software features and benefits for national distribution.

Project Data Systems – San Rafael, CA

Regional Sales Manager

11/1987 to 12/1996

Responsible for new customer sales for industry specific software solutions to multi-family property owners and management agents in seven Midwestern states.

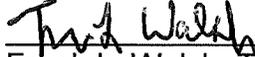
- Received President's Club award for highest sales and customer service in 1988, 1991, 1992, 1993, 1994 and 1995.
- Delivered software, hardware, training, and support services to site managers and front-line support staff.
- Spoke at many regional and national trade shows on automation, compliance and management topics.
- Increased customer install base in 12 state-region from 350 to over 2000 successful software installations; provided after-the sale support, training and upgrades.

Education & Professional Development, Community Involvement:

- University of Michigan ▪ B.A. ▪ Honors College ▪ Ann Arbor, MI
- Michigan State University ▪ Graduate College ▪ 24 Graduate Credit Hours ▪ East Lansing, MI
- Microsoft® Certified Sales Professional, Redmond, WA
- CompTIA® A+ & Network Training 200 Hours, New Horizons Computer Learning Centers, East Lansing
- Haslett Kiwanis Club (President) 2010-2011; Assistant Scoutmaster Troop 97, 1999 to 2010; Greater Lansing Food Bank Volunteer & Board Member, 1988 to Present.

MEMORANDUM

TO: Township Board

FROM: 
Frank L. Walsh, Township Manager

DATE: January 15, 2015

RE: **Resolution Directing the Township Manager to Process FOIA Appeals**

Section 6 of Michigan's Freedom of Information Act (FOIA), MCLA 15.236, requires a township to designate an individual as the township's FOIA coordinator. The FOIA coordinator is responsible for accepting and processing requests for the township's public records and is responsible for issuing a denial of a FOIA request. The FOIA coordinator may designate another individual to act on his or her behalf in accepting and processing FOIA requests and in issuing denials.

Section 10 of the Freedom of Information Act, MCLA 15.240, provides that a person receiving a denial of records may appeal that decision to the "head of the public body." In addition, under MCLA 42.10a, the Township Manager is authorized to perform such duties lawfully delegated to the Manager by the Township Board. Thus, the Township Manager may hear a FOIA appeal if that matter has been delegated to him or her by the Township Board.

The proposed resolution designates the Township Clerk as the Township's FOIA coordinator and allows for the Township Manager to hear FOIA appeals. This resolution is consistent with past practices of the Township.

The following motion is offered for Board approval:

MOVE TO APPROVE THE RESOLUTION DESIGNATING THE TOWNSHIP CLERK AS MERIDIAN TOWNSHIP'S FOIA COORDINATOR AND DIRECTING THE TOWNSHIP MANAGER TO ACCEPT AND RESPOND TO FOIA APPEALS.

Attachment:
Resolution for Approval

**TOWNSHIP BOARD RESOLUTION TO
DESIGNATE FOIA COORDINATOR
AND HANDLING OF FOIA APPEALS**

RESOLUTION

At a regular meeting of the Township Board of the Charter Township of Meridian, Ingham County, Michigan, held at the Meridian Municipal Building, in said Township on the 20th day of January 2015 at 6:00 p.m. local time.

PRESENT: _____

ABSENT: _____

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

WHEREAS, pursuant to section 6 of the Freedom of Information Act (FOIA), being MCL 15.236, the Charter Township of Meridian must designate an individual as the public body's "FOIA Coordinator" to accept and process requests for public records made pursuant to FOIA; and

WHEREAS, pursuant to section 10 of FOIA, being MCL 15.240, the head of the public body is responsible for responding to FOIA appeals; and

WHEREAS, the Township Board deems it in the best interest of the public health, safety, and welfare of the citizenry of the Charter Township of Meridian to designate the Township Clerk as the Township's FOIA Coordinator and the Township Manager to handle all FOIA appeals.

NOW, THEREFORE, BE IT RESOLVED BY THE TOWNSHIP BOARD OF THE CHARTER TOWNSHIP OF MERIDIAN, INGHAM COUNTY, MICHIGAN, that the Township Board, pursuant to the Michigan Freedom of Information Act, hereby designates the Township Clerk as the Township's FOIA Coordinator and the Township Manager as the "head of the public body", as that term is used in FOIA, solely for the purpose of accepting and responding to FOIA appeals.

ADOPTED: YEAS: _____

NAYS: _____

STATE OF MICHIGAN)
) ss
COUNTY OF INGHAM)

I, the undersigned, the duly qualified and acting Clerk for the Charter Township of Meridian, Ingham County, Michigan, do hereby certify that the foregoing is a true and complete copy of a resolution adopted at a regular meeting of the Township Board held on the 20th day of January 2015.

Brett Dreyfus, Clerk
Charter Township of Meridian

MEMORANDUM

TO: Township Board
FROM: Frederick B. Cowper
Frederick B. Cowper, Fire Chief
DATE: January 15, 2015
RE: Fire Services Agreement – Alaiedon Township

Attached for review and approval is a renewal Agreement between Delhi Charter Township and Meridian Charter Township to provide fire and rescue services to a portion of Alaiedon Township.

The following motion is proposed for Board consideration:

MOVE TO APPROVE THE AGREEMENT BETWEEN DELHI CHARTER TOWNSHIP AND MERIDIAN CHARTER TOWNSHIP FOR FIRE AND RESCUE SERVICES WITHIN ALAIEDON TOWNSHIP AND AUTHORIZE THE TOWNSHIP MANAGER AND FIRE CHIEF TO SIGN THE AGREEMENT.

**MEMORANDUM OF UNDERSTANDING BETWEEN
DELHI CHARTER TOWNSHIP AND MERIDIAN TOWNSHIP
FOR FIRE SERVICES WITHIN
ALAIEDON TOWNSHIP**

THIS AGREEMENT, made and entered into as of the 1st day of January 2015, by and between the Charter Township of Delhi, whose address is 2074 Aurelius Road, Holt, Michigan 48842 (hereinafter referred to as "Delhi") and Meridian Charter Township, whose address is 5151 Marsh Road, Okemos, Michigan 48864 (hereinafter referred to as "Meridian").

The Charter Township of Delhi provides contract fire protection to Alaiedon Township and, in order to provide the best delivery of services, Meridian hereby agrees to provide mutual aid fire response and services to Delhi within Alaiedon Township per the following policy.

1. **Fire Protection and Rescue Service.** All fire and rescue calls dispatched by Ingham County 911 Center in Alaiedon Township for properties located along and north of Sandhill Road, including I-96 from College Road to Meridian Road, all of Stillman Road, and all streets and roads north of I-96 will be served by Meridian. Meridian will make available for such purpose all equipment and personnel available at said time, consistent with prudent reserves for fire protection and rescue needs elsewhere. Equipment utilization and staffing shall be within the sole discretion of authorized Meridian Charter Township officers. On I-96, response will be provided to only those calls wherein fire or extrication is needed. This agreement shall not include any ambulance or EMS service within the boundaries of Alaiedon Township.

2. **Compensation.** Compensation to Meridian for each category of service shall be paid by Delhi as follows:

2A. **Standby and Administrative Fee.** An annual standby and administrative fee shall be paid by Delhi to Meridian during the term of this Agreement in the amount of Eleven Thousand Twenty Three dollars and Ninety Two cents(\$11,023.92. Payment shall be made in equal monthly installments of Nine Hundred Eighteen dollars and Sixty Six cents(\$918.66), commencing on the first day of January 2015 and continuing on the first day of each month thereafter through the end of the term of this agreement. This annual fee may be modified in the following manner based on the annual contract price between Delhi and Alaiedon Township.

A party proposing to modify this annual fee may do so by giving the other written notice of such, and such modified annual fee becomes the new annual fee, unless within 60 days after receipt of such notice, the other party objects in writing to such a modified fee.

If not objected to, the modified fee shall be the new annual fee 60 days after the initial notice and shall be paid in monthly installments over the remaining term of the agreement, unless the parties agree otherwise. The modified annual fee and monthly payments shall be noted in an attached Exhibit A to the agreement, but the failure to attach or update Exhibit A shall not mean that the fee has not been modified.

B. Fire Run Charge.

1. **All Fire and Rescue Calls:** \$600 per call
2. **All Additional Hours after the 1st hour:** \$400 per hour for each hour after the initial hour. Hours will be measured from time of alarm until all units and personnel have completed all tasks associated with the call. Additional hours shall be measured in quarter hour increments.
3. **Cancelled Calls:** Calls which are cancelled prior to any unit leaving the station will not be charged.

C. Reporting / Invoicing Required

1. **Reports:** Copies of NFIRS Incident reports for all incidents which Meridian covers within Alaiedon Township during any month will be provided to Delhi no later than the 5th of the following month. Reports will include the name, address and phone number of those persons who received the fire and/or rescue service.
2. **Invoice:** An invoice will be provided to Delhi along with the NFIRS copies. Invoices will indicate date, time, address, total hours and total fee due for each call.

Payment for fire services rendered pursuant to subparagraphs B and C above shall be made within sixty (60) days of billing.

6. **Employee Protection.** Meridian shall maintain all required insurance coverage pertaining to its fire fighting personnel and equipment, which coverage shall be in the same amount and equally applicable to losses which may be incurred while providing fire fighting services to Alaiedon Township required herein.

7. **Non-Discrimination.** The parties agree that neither shall 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, or marital status. Breach of this covenant may be regarded as a material breach of this contract which allows the non-discriminatory party to immediately terminate this agreement.

8. **Term.** This agreement shall commence at 12:01 a.m. on January 1, 2015 and shall continue until midnight December 31, 2015. This agreement may be renewed, extended or modified upon the mutual consent of both parties. In the event of renewal, the then-current annual standby and administrative fee under paragraph 2A shall continue for another year.

a. Notwithstanding anything in this paragraph to the contrary, either party to this agreement may terminate it upon 60-days' written notice to the other.

IN WITNESS WHEREOF, the parties have set their hands and seals as of the date above first written

THE CHARTER TOWNSHIP OF MERIDIAN

By: _____
Frank Walsh
Its: ***Manager***

By: _____
Frederick Cowper
Its: ***Fire Chief***

And.

THE CHARTER TOWNSHIP OF DELHI

By: _____
John Elsinga
Its: ***Manager***

By: _____
Brian J. Ball
Its: ***Fire Chief***

MEMORANDUM

TO: Township Board

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

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

DATE: January 14, 2015

RE: Proposed zoning amendment for paved surface area

During its October 8, 2014 meeting, the Zoning Board of Appeals heard a request for a variance from Section 86-564(a)(3) to allow a paved patio/terrace/porch area to extend less than four feet from the rear property line. In this particular case the paved area was a walkway extension from a proposed patio to a dock on Lake Lansing.

Section 86-564(a)(3) states:

"No portion of the paved area is closer than four feet from any lot line. Such paved area may have an open railing or fence not over three feet high and may have noncontinuous windbreak or visual screen fences or walls not over six feet high."

The Zoning Board of Appeals denied the variance and decided to request the Township Board consider revising Section 86-564(a)(3) so paved walkways which are installed part of a larger paved patio/terrace/porch may be allowed to extend to the property line. The Zoning Board of Appeals felt such a change would only be applicable for properties adjacent to unique features like Lake Lansing, the Red Cedar River, other water bodies, open space areas, or possibly connecting to an off-road pathway.

Should the Township Board decide to pursue such an amendment, the Board may want to limit the width of the walkway to no wider than four or five feet to avoid excessive impervious surface coverage. A motion has been provided for the Board's consideration:

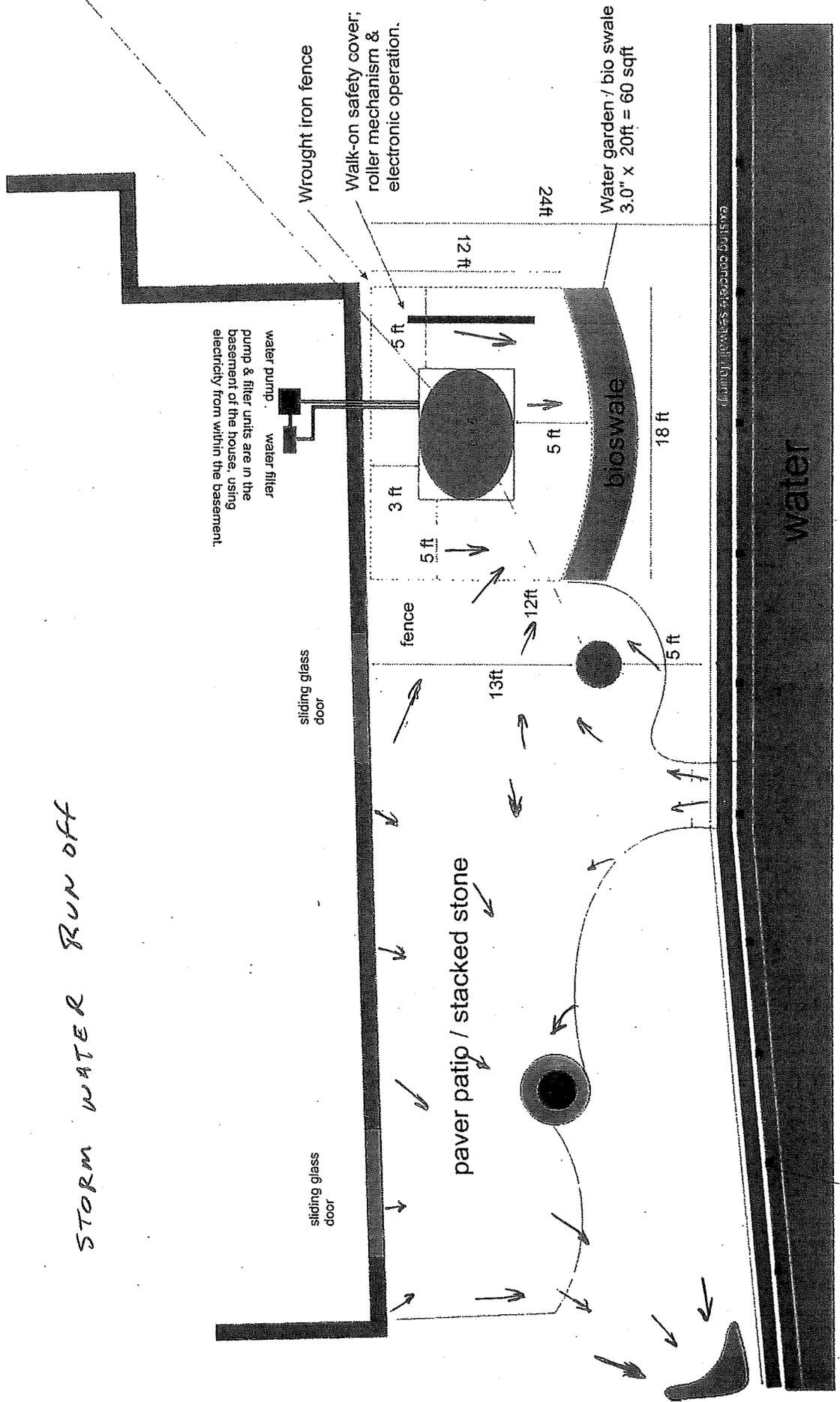
MOTION

- **MOVE** to initiate a zoning amendment to allow paved walkways to extend to a property line in certain situations consistent with the recommendation from the Zoning Board of Appeals.

Attachment

1. Example of a paved walkway to a property line

STORM WATER RUN OFF



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

Mark Kieselbach
Director of Community Planning and Development



Peter Menser
Associate Planner

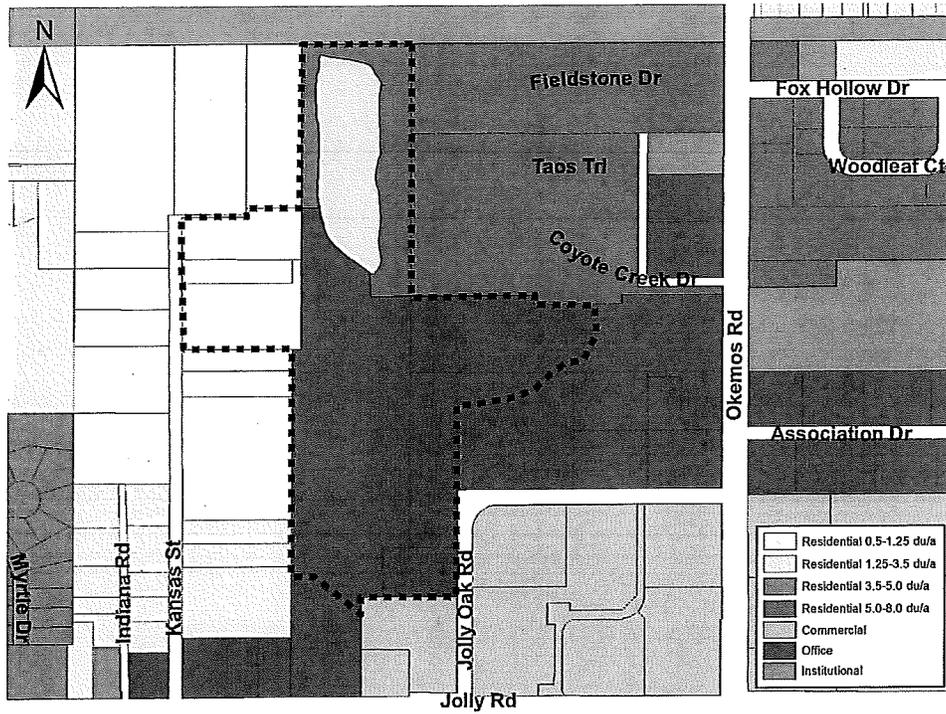
DATE: January 15, 2015**RE:** MUPUD Concept Plan – Okemos Town Center

The mixed use planned unit development (MUPUD) ordinance includes a provision for an applicant to submit a concept plan for concurrent review by the Planning Commission and Township Board. The review provides both the Planning Commission and Township Board an opportunity to offer comments and suggestions on the project design prior to formal MUPUD application. The review is informal; therefore a public hearing and associated noticing are not required.

Applicant WestPac Campus Communities submitted a concept plan for a mixed use multiple family housing development on property located northwest of Jolly Oak Rd. WestPac proposes to develop the property as a mixed use planned unit development (MUPUD). The overall project site is approximately 40 acres in size and consists of multiple parcels.

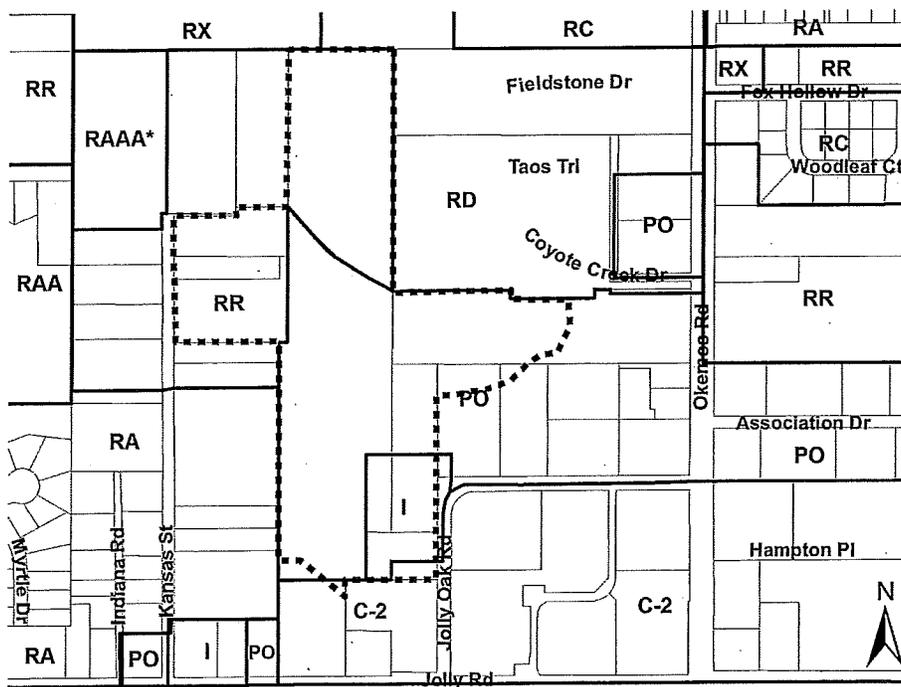
The concept plan presented by the applicant shows a total of 466 residential units spread across the project site along with a leasing office and a fitness center. The applicant has indicated the fitness center will be open to both residents of the development and the general public. A mix of one and two bedroom apartments is shown, with the majority (67 percent) being two bedroom units. Primary access to the development is via Jolly Oak Rd., Farrins Pkwy., and Jolly Rd. at the existing Forberg Commercial Real Estate Agency entrance.

FUTURE LAND USE MAP



The properties in the project area are designated on the Future Land Use Map of the 2005 Master Plan as Residential 0.5-1.25 dwelling units per acre (du/a), Office, and Residential 5.0-8.0 du/a.

ZONING MAP



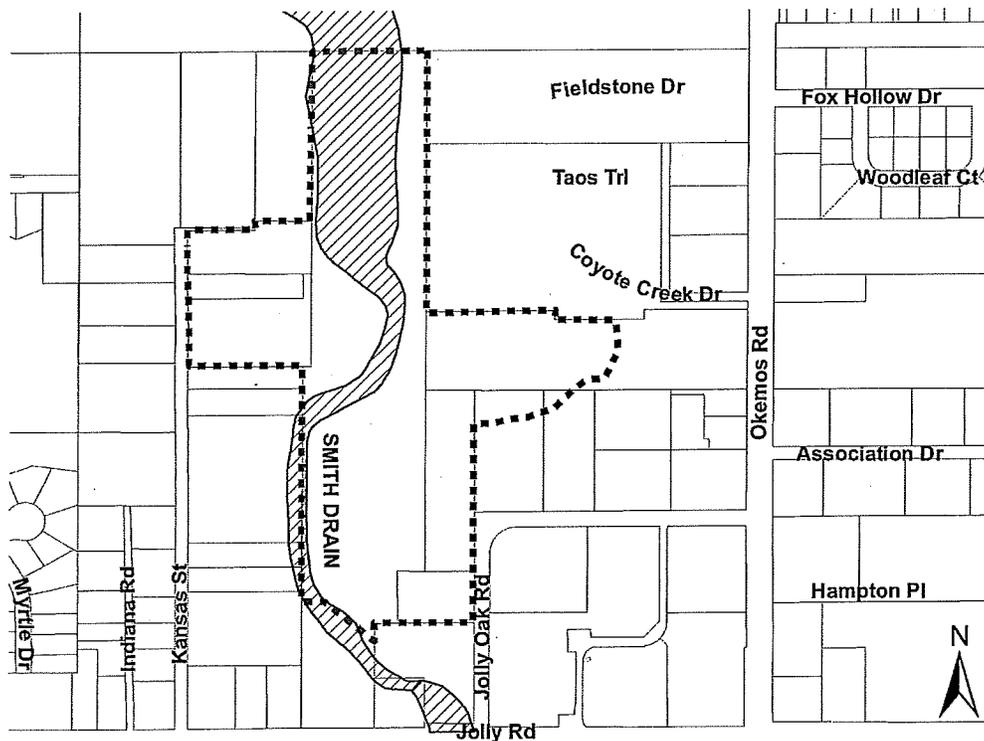
**Concept Plan Review – Okemos Town Center
Township Board (1/20/15)
Page 3**

Portions of the project area are located in the C-2 (Commercial), I (Industrial), PO (Professional and Office), and RR (Rural Residential) zoning districts.

Utilities

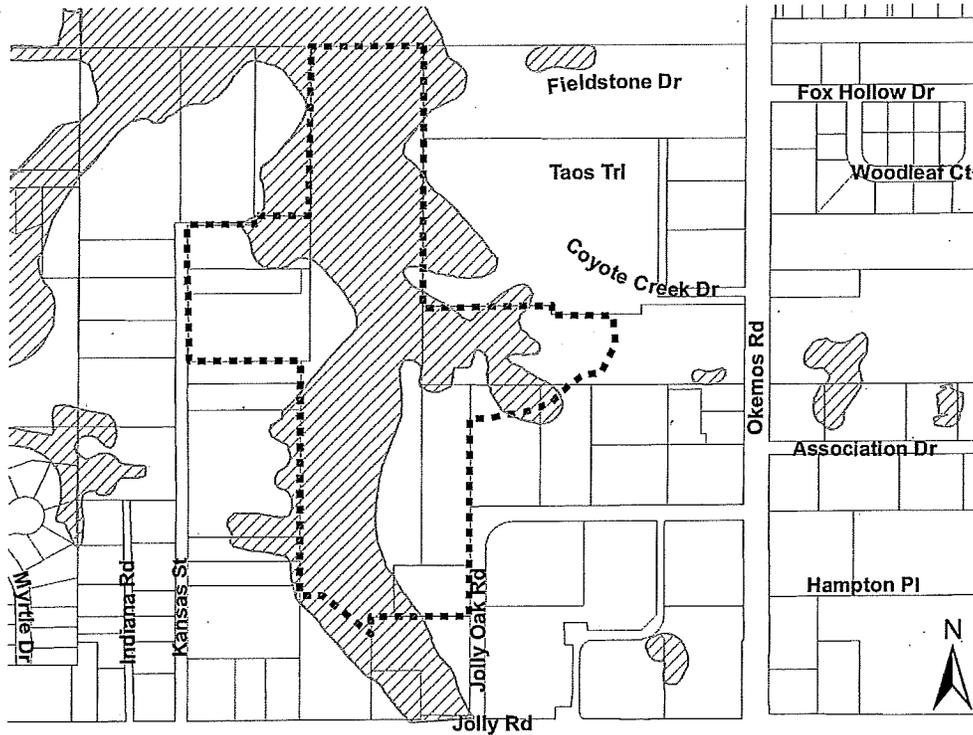
Both public sewer and water are available to serve the proposed development. The specific hook up locations will be determined as the plan moves forward. Township engineering staff will provide information on capacity of the utility infrastructure during formal project review.

Floodplain



The project area is located around the Smith Drain, which has both floodplain fringe and floodway. The floodplain areas are limited to the banks of the Smith Drain. The larger water feature at the northern portion of the project area is a detention pond and a part of the Smith Drain. Detailed information regarding buildable areas outside the floodplain will be available during formal project review. State and Township regulations prohibit work in the floodplain without required review and permitting.

Wetlands



The wetland map is intended only as a guide. Fieldwork on the site will determine the actual boundaries of the wetland. Wetland areas shown in the map above may be considerably smaller than depicted. In areas where wetlands are a possibility the applicant will be required to provide a wetland delineation drafted by a qualified wetland biologist/environmental engineer.

Project Analysis

The applicant is proposing this project as a mixed use planned unit development (MUPUD). A MUPUD is permitted in the C-2 (Commercial), C-3 (Commercial), CS (Community Service), and CR (Commercial Recreation) zoning districts where public water and sewer are available. A MUPUD is also permitted in the PO (Professional and Office) zoning district where public water and sewer are available, however building height is limited when a project is adjacent to land zoned and developed in a single family residential district, which in this case would be applicable due to the neighborhoods west of the development.

To qualify for consideration as a MUPUD, portions of the project area would need to be rezoned to an eligible zoning district. Application materials indicate a preference for rezoning to the C-2 (Commercial) zoning district. The concept plan shows a total of 466 residential units spread over approximately 40 acres, resulting in an overall residential density of approximately 12 dwelling units per acre (du/a). The MUPUD ordinance allows for up to a maximum of 10 dwelling units per acre for a project on an undeveloped site.

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The applicant is scheduled to present the concept plan to the Planning Commission on January 26, 2015. If the applicant decides to move ahead with the project a formal public hearing will be scheduled with the Planning Commission and associated notices will be sent out. In a MUPUD the Planning Commission makes a recommendation on the project and the Township Board makes the final decision.

Township Board Option

The Township Board may comment and/or offer suggestions on the project design.

Attachment

1. Summary of Project
2. Site plans and building elevations

G:\Community Planning & Development\Planning\MIXED USE PLANNED UNIT DEVELOPMENTS (MUPUD)\2015\Okemos Pointe concept plan

Summary of Project

Location and Current Conditions

The proposed project is located near the corner of Jolly and Okemos Roads, west and northwest of Meridian Crossing commercial center, east of Kansas road, and south(west) of Coyote Creek condominiums. For reference, the project shall be further referred to as "Okemos Town Center."

Much of the property is zoned PO (Professional Office), with the western parcels bordering Kansas St. being RR (rural residential). The pond area is also zoned RR. There are two industrial buildings fronting on Jolly Oak Road on land zoned I (Industrial).

Rezoning to C-2 (commercial) with a condition that an MUPUD be applied would accommodate the design standards necessary for a successful mixed use project.

Development Summary

In total, the project includes 41.4 acres of predominately undeveloped land, with 24 buildable acres. The residential portion of the project will cover approximately 19.5 acres of the site (including parking) with an additional 2 acres dedicated to the leasing office and fitness center, leaving 20 acres of green space. The proposal includes 29 multifamily apartment buildings totaling 450-500 units. The apartments will include a mix of studio one bedroom units, standard one bedroom units, and two bedroom units. Three bedroom units can also be included into the current design. We are awaiting results of a more detailed market study to determine the mix of unit types.

Parking for the development will include covered and standard parking spaces that will serve both the private residential and public commercial development components. Adequate bicycle parking will also be incorporated separately from vehicle parking.

Amenities

The design for Okemos Town Center includes the adaptive reuse of a building currently on site. Our intention is to develop a state of the art 'lifestyle center' to include fitness, physical therapy and nutrition counseling, which will be open to both apartment residents and the public. This building is currently an industrial/storage use, and will be converted into a two story, 20,000SF recreation center. Along with this center, the development features a pathway system throughout the entire site, as shown on our master plan. The intention is to integrate the internal trail system into the current Meridian Township pathway system, which is located immediately north of our property line.

Within the development there are several planned open green spaces, including small gathering areas throughout the internal pathway network as well as 'exercise stations' along the path around the pond to facilitate a complete on-site workout. There is space designated for a large park in the center of the development, intended to serve as a year round public gathering area. Additionally, the natural buffer along Kansas St. can accommodate a public dog park and integrates into the internal pathway system.

All of the amenities are intended to create a complete lifestyle that will make Meridian Township a destination for current and future professionals and their families employed at one of the many expanding industries in and around Meridian Township.

MEMORANDUM

TO: Township Board

FROM: 
Raymond O. Severy, P.E., Director
Public Works & Engineering

DATE: January 15, 2015

RE: **2015 Fuel Costs**

The attached spreadsheet shows the total 2014 fuel consumption and costs. The original 2014 budget was \$265,000, but we transferred \$30,000 to Vehicle – Outside Services, leaving an amended budget of \$235,000. Our total 2014 fuel cost was \$212,013.21, which is \$22,986.79 less than the amended 2014 budget.

Information utilized by the State of Michigan predicts cost for unleaded fuel to drop by 28%, and cost for diesel fuel to drop by 24% in 2015. Assuming the same fuel volumes in 2015 as 2014 and the decrease in fuel costs indicated above, Meridian Township's fuel cost for 2015 is estimated to be \$155,100, which is \$80,000 less than the 2015 fuel budget of \$235,000.

attachment

2014 Fuel Usage & Cost

Delivery Date	Gallons Unleaded	Price/ Gallon	Cost	Gallons Diesel	Price/ Gallon	Cost	Total Cost	Check Date	Check Amount
02/05/14	4,250	\$ 2.710	\$ 11,517.50			\$ -	\$ 11,517.50	03/14/14	
02/06/14			\$ -	2,350.0	\$ 3.685	\$ 8,659.75	\$ 8,659.75	03/14/14	
02/07/14	1,685	\$ 2.710	\$ 4,566.35			\$ -	\$ 4,566.35	03/14/14	\$ 24,743.60
03/18/14	5,700	\$ 3.070	\$ 17,499.00	2,220.0	\$ 3.285	\$ 7,292.70	\$ 24,791.70	05/01/14	\$ 24,791.70
04/23/14	5,700	\$ 3.120	\$ 17,784.00	799.0	\$ 3.470	\$ 2,772.53	\$ 20,556.53	05/20/14	\$ 20,556.53
05/19/14			\$ -	1,669.1	\$ 3.280	\$ 5,474.65	\$ 5,474.65	06/23/14	\$ 5,474.65
06/11/14	5,972	\$ 3.190	\$ 19,050.68			\$ -	\$ 19,050.68	08/07/14	
06/12/14			\$ -	2,000.0	\$ 3.150	\$ 6,300.00	\$ 6,300.00	08/07/14	\$ 25,350.68
07/11/14	6,504	\$ 2.990	\$ 19,446.96	2,003.50	\$ 3.180	\$ 6,371.13	\$ 25,818.09	08/18/14	\$ 25,350.68
08/20/14	6,500	\$ 2.890	\$ 18,785.00	1,802.0	\$ 3.080	\$ 5,550.16	\$ 24,335.16	09/15/14	\$ 24,802.57
09/23/14	6,503	\$ 2.680	\$ 17,428.04	2,400.0	\$ 2.980	\$ 7,152.00	\$ 24,580.04	10/16/14	\$ 24,580.04
11/10/14	5,770	\$ 2.410	\$ 13,905.70	1,850.0	\$ 3.585	\$ 6,632.25	\$ 20,537.95	12/09/14	\$ 20,537.95
12/23/14			\$ -	2,200.0	\$ 2.390	\$ 5,258.00	\$ 5,258.00		
12/26/14	6,501	\$ 1.550	\$ 10,076.55			\$ -	\$ 10,076.55		\$ 15,334.55
Totals	55,085		\$ 150,059.78	19,293.6		\$ 61,463.17	\$ 211,522.95		\$ 211,522.95
Misc Fuel (Motorcycles, Fork Lift)							\$ 490.26		
Grand Total Fuel							\$ 212,013.21	Under Budget	\$ 52,986.79
Original 2014 Budget							\$ 265,000		
Amended 2014 Budget							\$ 235,000	Amount Available	\$ 22,986.79

\$30,000 was Transferred to Vehicles - Outside Services

The info received from the State of Michigan, the average gas price is projected to drop 28% from 2014 to 2015; and diesel by 24%. Assuming the same volume of fuel in 2015 as 2014, estimated cost for fuel in 2015: \$ 155,100
 The 2015 budget for fuel is \$235,000. If the above estimate is correct, the estimated 2015 cost is \$57,000 less than 2014, and \$80,000 less than the 2015 approved budget for fuel.