



AGENDA
CHARTER TOWNSHIP OF MERIDIAN
TOWNSHIP BOARD – REGULAR MEETING
February 18, 2025 6:00 PM

1. CALL MEETING TO ORDER
2. PLEDGE OF ALLEGIANCE/INTRODUCTIONS
3. ROLL CALL
4. PRESENTATION
 - A. Senior/Community Center Task Force Update
 - B. 2025 Local Roads
 - C. 2025 Prime Meridian Magazine
5. CITIZENS ADDRESS AGENDA ITEMS AND NON-AGENDA ITEMS
6. TOWNSHIP MANAGER REPORT
7. BOARD MEMBER REPORTS OF ACTIVITIES AND ANNOUNCEMENTS
8. APPROVAL OF AGENDA
9. CONSENT AGENDA
 - A. Communications
 - B. Minutes
 - (1) February 4, 2025 Regular Township Board Meeting
 - (2) February 11, 2025 Joint Board & Commission Meeting
 - C. Bills
 - D. Authorization of Surplus Property Disposal
 - E. Brownfield Redevelopment Authority Appointment
10. QUESTIONS FOR THE ATTORNEY
11. HEARINGS
12. ACTION ITEMS
 - A. Prosecuting Attorney Contract Renewal
 - B. Board Policy Update
13. BOARD DISCUSSION ITEMS
 - A. DNR Grant Application Resolution
 - B. MDOT Extended Work Hours
 - C. Annual Emergency Management Plan Update
14. COMMENTS FROM THE PUBLIC
15. OTHER MATTERS AND BOARD MEMBER COMMENTS
16. ADJOURNMENT

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

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

Providing a safe and welcoming, sustainable, prime community.

A PRIME COMMUNITY
meridian.mi.us



2025 Local Road Program

February 18, 2025



Local Road Program Overview

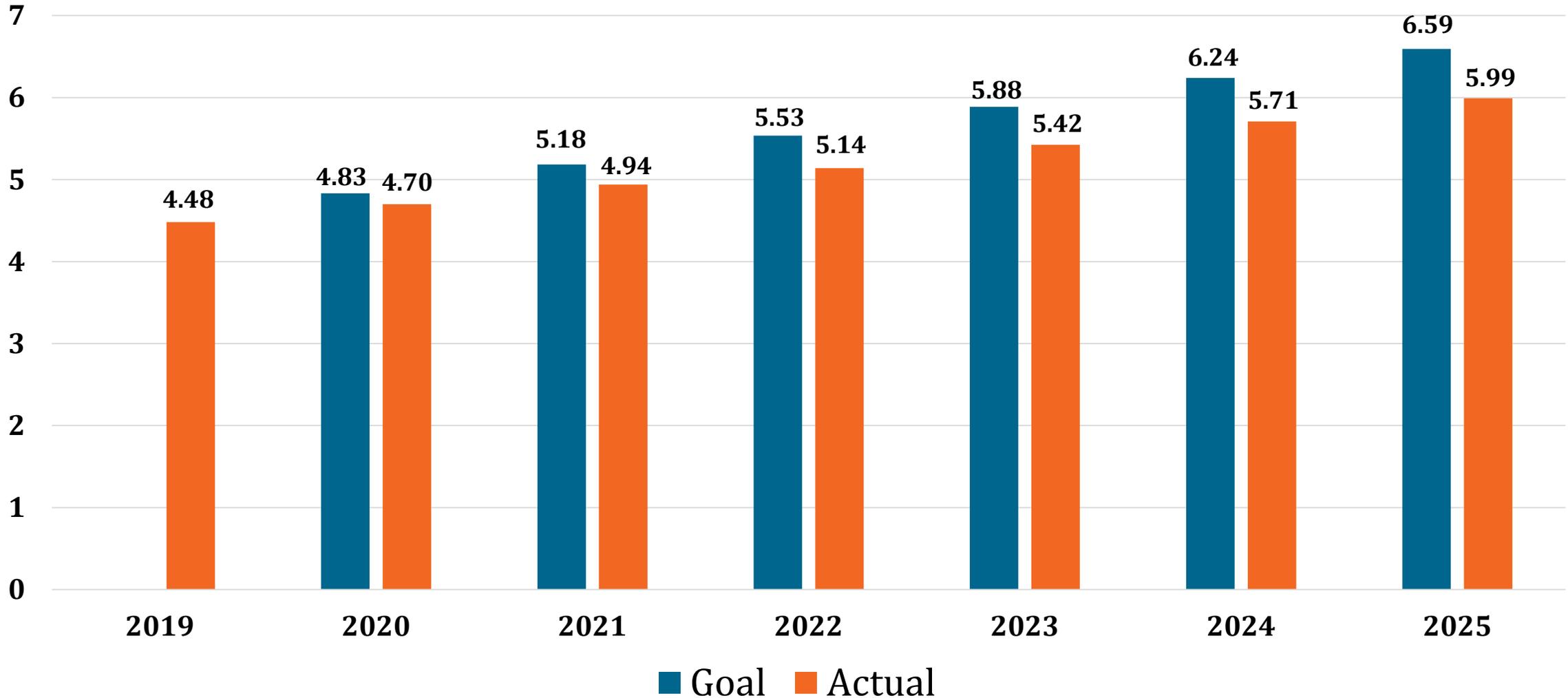
153 miles of local roads

2025 will be the sixth year of construction under the new road millage that was approved by voters in 2019.

Our goal is to obtain an average PASER rating of 8 (on a 1-10 scale)



PASER Rating Progress





PASER Rating Progress

We are behind our goal due to inflation caused by the pandemic and the huge influx in federal infrastructure funding.

Asphalt prices increased from \$60-\$65/ton in 2021 to \$90-\$110 in 2022, a 50-83% increase. Prices have been mostly flat since 2022.

We are still on pace to achieve an average PASER rating of 6.5 to 7.



2024 LRP Recap

6.32 miles of roads reconstructed

13.39 miles of crack fill (will be completed in 2025)

13.04 miles of asphalt rejuvenator

32.75 Total Miles



2024 LRP Recap Cont'd

In 2024, we also reconstructed the following roads that were scheduled for 2022-2023 construction:

2023: Randall St, W Reynolds Rd, E Reynolds Rd, Milenz St, Perry Rd, and Quail St neighborhood

2022: Reconstructed Linden St (Timberlane St to the cul-de-sac) and Timberlane St (Linden St to Melrose Ave) under a 2022 contract



2024 LRP Recap Cont'd

In 2024, we also reconstructed the following roads that were scheduled for 2025 construction:

- **Tomahawk Rd (Tacoma Blvd to Manitou Dr)**
- **Tacoma Cir (Tacoma Blvd to End)**
- **Kenosha Dr (Penobscot Dr to Birchwood Dr)**
- **Redwing Dr (Birchwood Dr to End)**
- **Dobie Cir (Dobie Rd to End)**
- **York Way (Westminster Way to Everett Ln)**







Actual 2024 Funding

State (Act 51) Funding: \$0

Ingham County Road Department: \$335,000 (Increased from the \$172,500 we received from 2020-2022)

Township General Fund: \$155,506

ARPA: \$34,924

Voter-approved road bond revenue: \$5,290,648

TOTAL: \$5,816,078



2020-2024 Overview

During the first five years of construction under the new millage, we have:

- **Reconstructed 41.13 miles of our poorest condition roads**
- **Completed 81.48 miles of preventative maintenance road work.**



2025 Overview

5.7 miles of roads being reconstructed

14.59 miles of asphalt rejuvenator

6.69 miles of crack fill

0.32 miles of asphalt stabilization

27.3 Total Miles



Thank you for your time this evening.



Rejuvenator is being applied to recently paved roads to maximize the life of these roads at a fraction of the cost to reconstruct them





What is Rejuvenator?

Rejuvenator extends the active life of the maltenes, which bind the sand and gravel together to make asphalt.

The maltenes deteriorate over time, which is one of the causes of asphalt deterioration. This treatment slows this deterioration curve.



Rejuvenator Facts

This treatment does not change the surface of the road in any way. It will look and feel the same as it did prior to treatment.

The rejuvenator absorbs into the asphalt.

Will extend the life of the road 4-7 years.

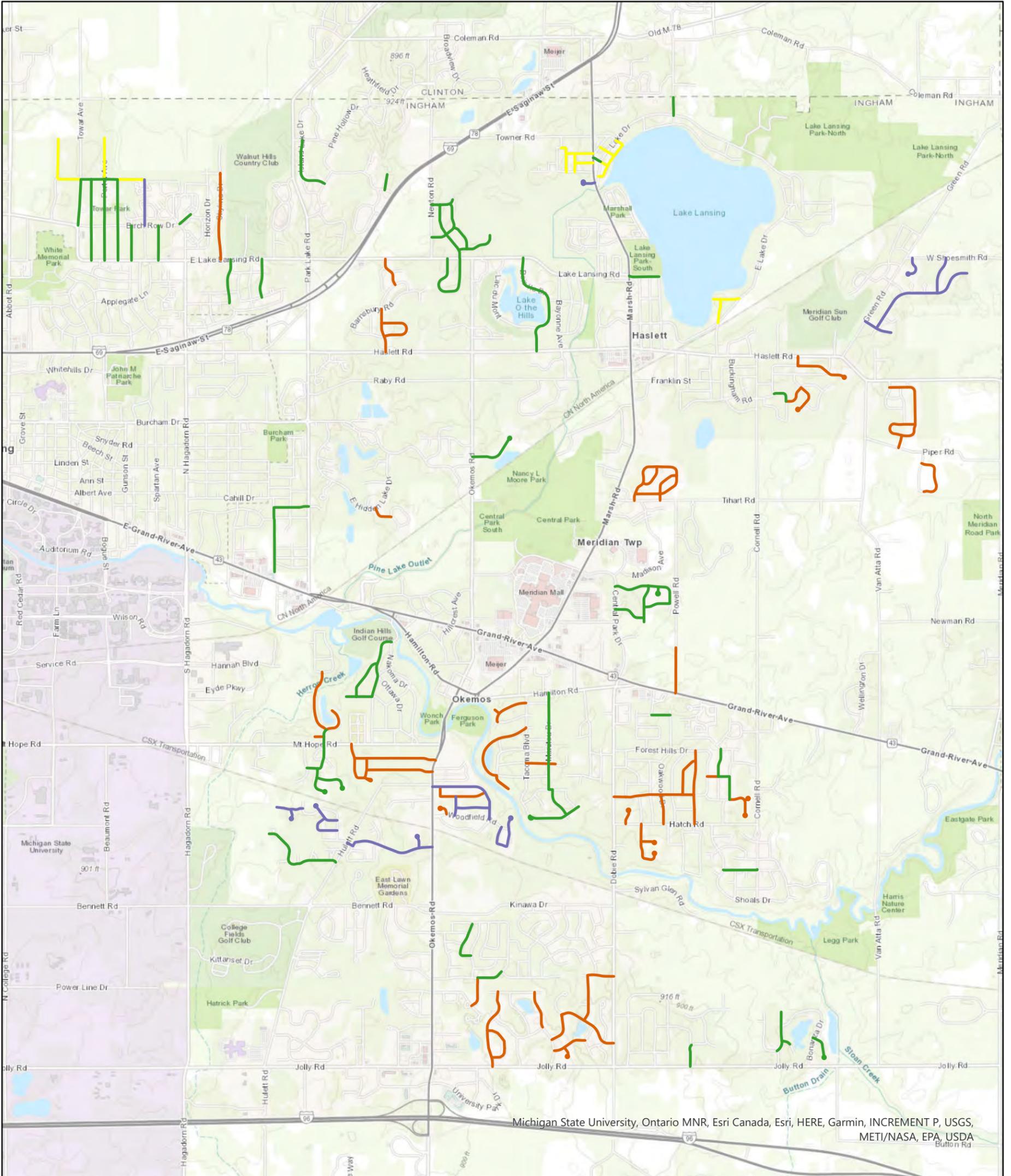


Rejuvenator ROI

3.5% of the cost of reconstructing a road.

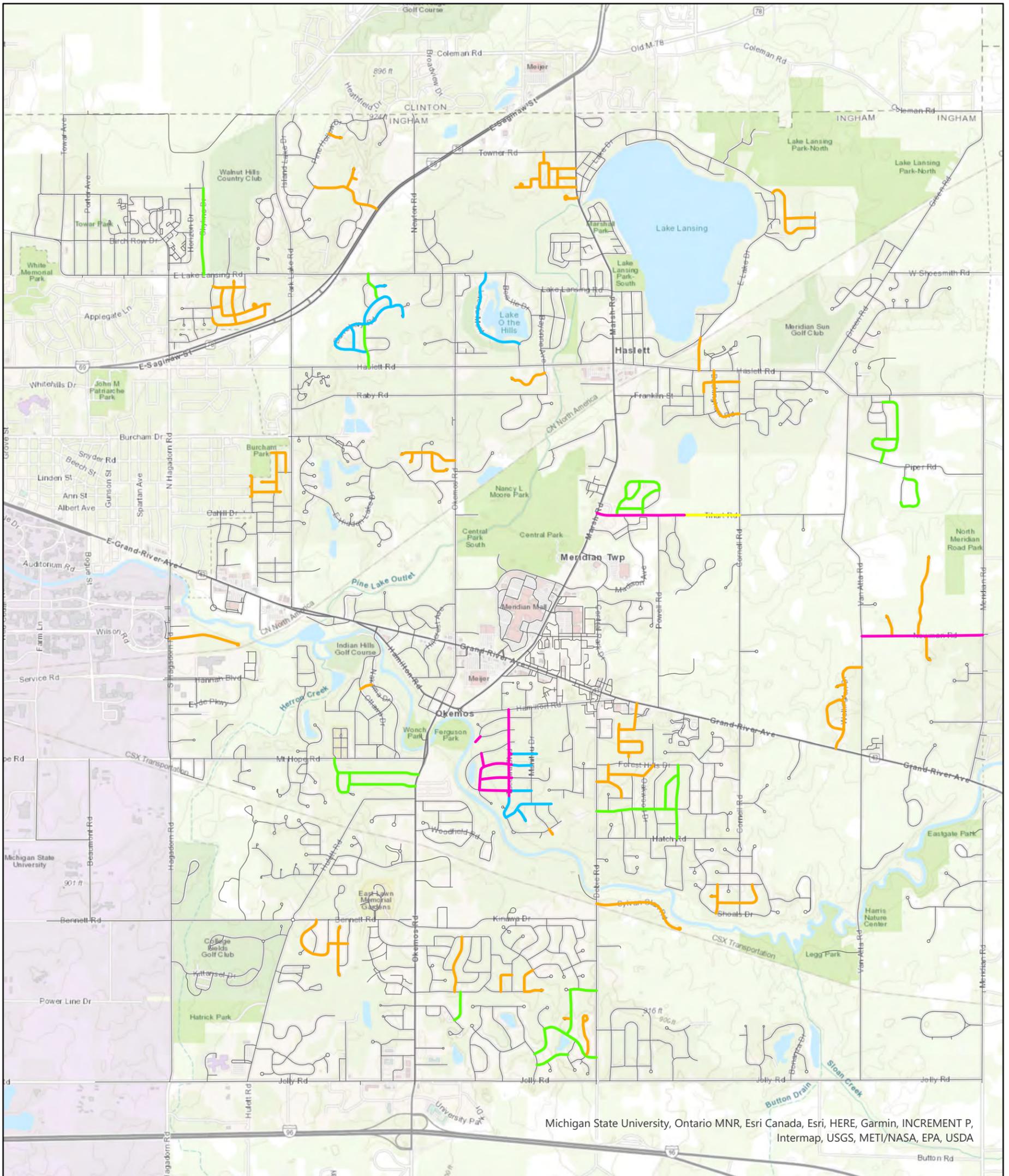
To put it another way, this treatment produces 7 times the life expectancy of new construction per dollar invested.

MERIDIAN TOWNSHIP 2024 LOCAL ROAD PROGRAM



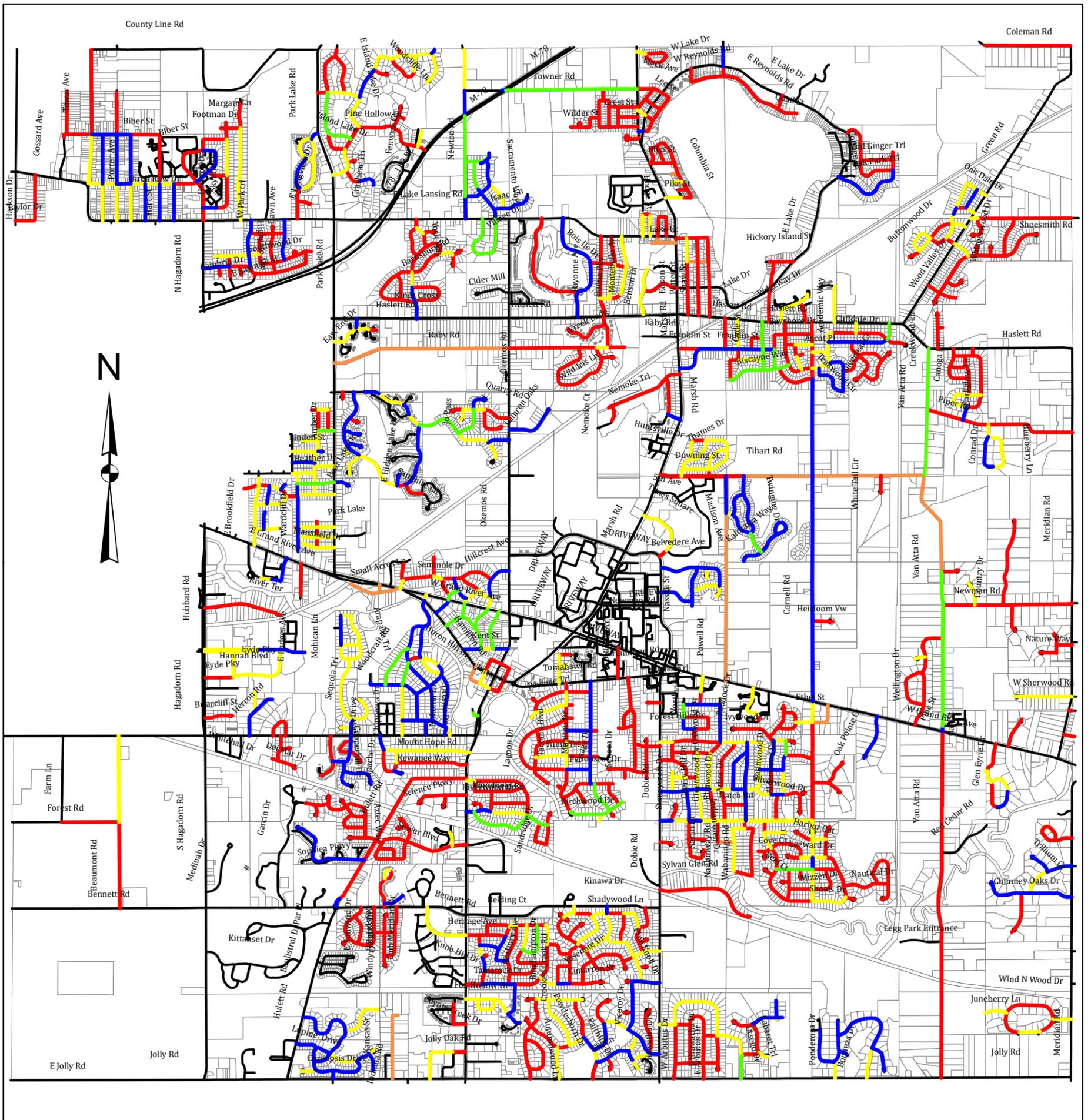
Legend	
—	Reconstruction of Roads with Curb & Gutter (4.27 miles)
—	Reconstruction of Road without Curb & Gutter (2.05 miles)
—	Spray Treatment (13.04 miles)
—	Crack Fill (13.39 miles)

MERIDIAN TOWNSHIP 2025 LOCAL ROAD PROGRAM



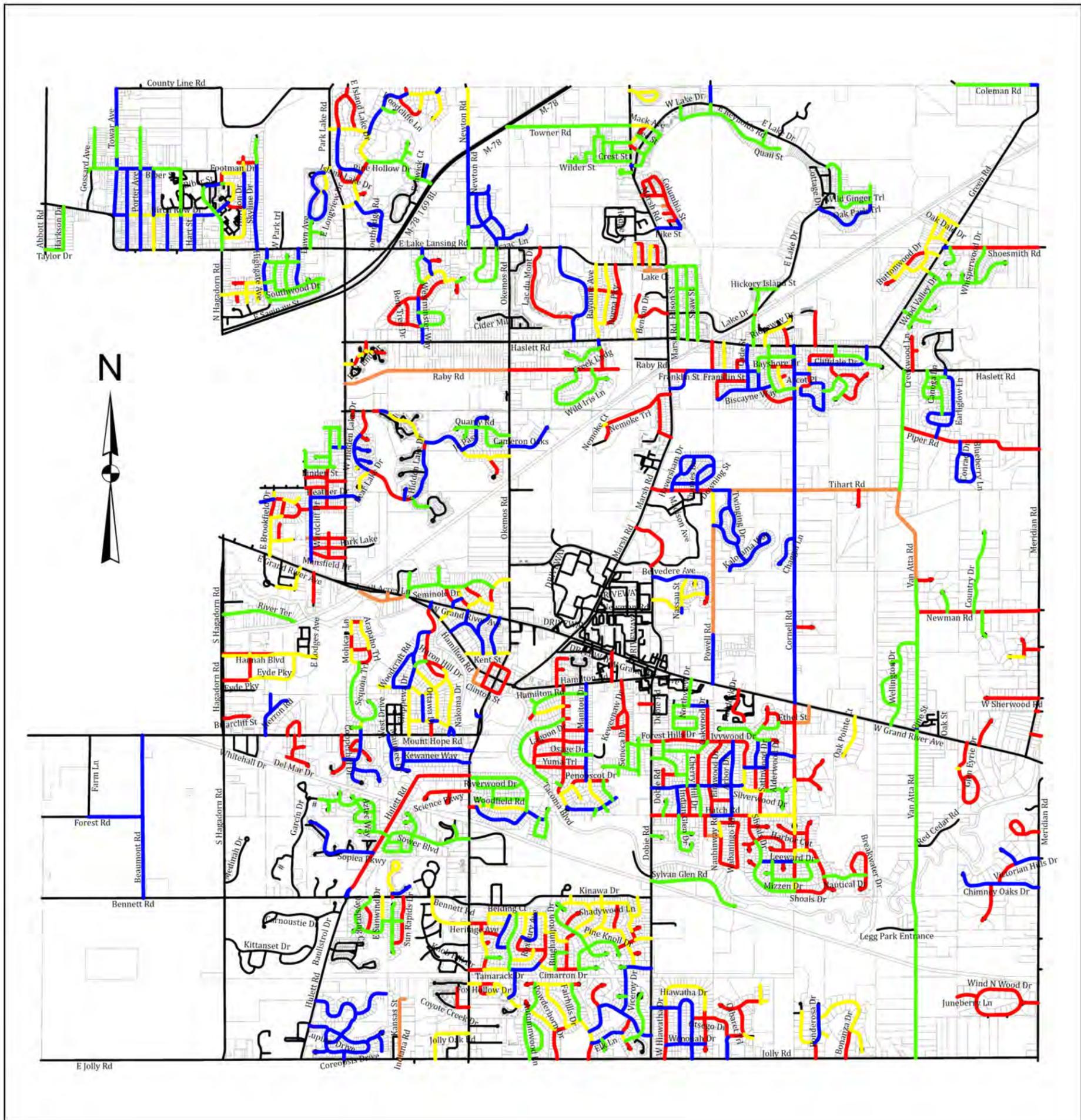
Legend	
—	Reconstruction of Roads with Curb & Gutter (3.02 miles)
—	Reconstruction of Roads without Curb & Gutter (2.68 miles)
—	Spray Treatment (14.59 miles)
—	Crack Fill (6.69 miles)
—	Asphalt Stabilization (0.32 miles)

MERIDIAN TOWNSHIP LOCAL ROAD RATINGS



PASER Rating & Mileage	
Green line	10-9 (Excellent) - 8.937 mi
Blue line	8-6 (Very Good : Good) - 30.350 mi
Yellow line	5-4 (Fair) - 33.345 mi
Red line	3-1 (Poor : Failed) - 74.984 mi
Orange line	Gravel - 5.160 mi
Black line	Non-Local (i.e. Private; State; Primary; etc.)

MERIDIAN TOWNSHIP LOCAL ROAD RATINGS



PASER Rating & Mileage	
10-9 (Excellent)	- 42.553 mi
8-6 (Very Good : Good)	- 39.463 mi
5-4 (Fair)	- 24.186 mi
3-1 (Poor : Failed)	- 42.128 mi
Gravel	- 4.731 mi



9.A

**CONSENT AGENDA
BOARD
COMMUNICATIONS**

From: Tim Dempsey <dempsey@meridian.mi.us>
Sent: Friday, February 7, 2025 12:03 PM
To: Jessica Hall <[REDACTED]>
Cc: Dan Opsommer <[REDACTED]>; Angela Demas <[REDACTED]>; Dan Opsommer <[REDACTED]>; Kathy Ann Sundland <[REDACTED]>; Marna Wilson <[REDACTED]>; Michelle Prinz <[REDACTED]>; Nickolas Lentz <[REDACTED]>; Peter Trezise <[REDACTED]>; Phil Deschaine <[REDACTED]>; Scott Hendrickson <[REDACTED]>; Scott Hendrickson <[REDACTED]>
Subject: RE: Slippery sidewalks

Ms. Hall,

Thank you for your email and I too am sorry about the children slipping. Given the proximity to the school, our DPW crews will salt this area given the current severity and extended freeze. Staff will also look at other pathways adjacent to other schools for similar conditions.

As Supervisor Hendrickson indicated, it is the responsibility of adjoining property owners to clear/salt their sidewalks. For Township pathways, which this area is considered, the Township maintains them by plowing when there is a 2" or greater snowfall. The Township does not salt its 90 miles of pathways due to the complicated logistics and the negative environmental impacts of using that much salt. Staff have also found that adjoining property owners typically do not appreciate what the salt does to their lawns and landscaping come spring. Our mild winters of late have limited these issues, but certainly this week has been more challenging.

Please don't hesitate to reach out again if you have any questions or see another issue.

Thank you,

Tim



Tim Dempsey
Township Manager
[REDACTED]
W 517.853.4254
5151 Marsh Road | Okemos, MI
48864
meridian.mi.us

From: Jessica Hall <shortlittered@hotmail.com>
Sent: Friday, February 7, 2025 9:07 AM
To: Scott Hendrickson <[REDACTED]>; Board <Board@meridian.mi.us>

Cc: Dan Opsommer <[REDACTED]>; Tim Dempsey <[REDACTED]>
Subject: Re: Slippery sidewalks

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

[REDACTED]

Thank you for your quick reply.

I'm sorry for not clarifying that section of road. We walk on Haslett Road, so I'm referring to the section of sidewalk on the south side of Haslett Road between Babbitt and School Street. Thank you again!

Jessica

From: Scott Hendrickson <[REDACTED]>
Sent: Friday, February 7, 2025 9:00 AM
To: Jessica Hall <[REDACTED]>; Board <Board@meridian.mi.us>
Cc: Dan Opsommer <[REDACTED]>; Tim Dempsey <[REDACTED]>
Subject: Re: Slippery sidewalks

Good Morning Jessica,

Thank you for reaching out to us.

I'm so sorry to hear about the kids that slipped on the sidewalk. It has certainly been an icy few days throughout the community. Before I go on, I have copied our Deputy Township Manager/Director of Public Works Dan Opsommer here as well as our Township Manager, Tim Dempsey on this email so that we can see if anything can be done on our end to assist with this matter.

In general, it is incumbent on the property owner to maintain the sidewalks in front of their homes or businesses. However, the Township does maintain certain pathways. From your initial email, I wasn't clear if we were talking about Franklin St. or Marsh Road. Could you please clarify?

If this is a matter of a non-Township pathway, I'm sure we can have someone reach out to the property owner to remind them of their obligation. If it is the Township's Dan and Tim can give you a sense of what we may be able to do to help.

Please do not hesitate to reach out if we may be of service!

Scott Hendrickson
Supervisor, Meridian Township

[REDACTED]

5151 Marsh Road | Okemos, MI 48864



A Prime Community

From: Jessica Hall <[REDACTED]>

Sent: Friday, February 7, 2025 8:45 AM

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

Subject: Slippery sidewalks

Hello,

This morning (2/7) on the walk to school my son slipped on the ice on the sidewalk on the south side of the road between Babbitt and School Street. Another morning this week, when walking to school with my kids and the neighbor kids, the neighbor boy slipped in the same section of sidewalk. That sidewalk has been very icy this week.

I called the Department of Public Works this morning and talked to a woman who told me that the township plows pathways and explained to me the reasons why the township doesn't salt the pathways that they plow. I'm wondering who is responsible for the sidewalks when they are icy?

Since that section of sidewalk (Babbitt to School street) is on a hill, it is especially dangerous for kids walking to and from school and I'm wondering if there is something the township can do in the future to help with the ice? (Also, I noticed that the plow doesn't fit on the sidewalk below the spot there are stairs and that section doesn't get plowed from snow so is especially messy right now with the freeze/thaw/freeze that we've experienced this week.)

Thank you for your attention to this matter.

Jessica Hall

From: [REDACTED]
To: [REDACTED]
Subject: Community Resources, Wellness
Date: Wednesday, February 17, 2026 2:56:13 PM

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

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

At the last Senior Center Task Force meeting on Tuesday, January 28, 2025, there were some questions regarding what resources are available in our local community.

As a result, FYI, besides our local school facilities, I want to communicate about some community resources that are also locally available as follows.

First, regarding local Court One, the nearby Court One North recently added 12 newly finished indoor pickleball courts and also has indoor tennis courts, outdoor basketball courts, etc. that are all available. Also, the Court One Training Center in Haslett is available and has indoor basketball court, volleyball courts, etc. and outdoor football/soccer fields, etc. The Court One East in Okemos has multiple indoor basketball courts, indoor tennis courts, etc. which are also all available. See weblinks below for more detailed and specific information:

1. Court One North
<https://courtone.com/court-one-north/>
2. Court One Training Center (Haslett)
<https://courtone.com/training-center/>
3. Court One East (Okemos)
<https://courtone.com/court-one-east/>

Second, regarding some FREE local community resources, please note as well that Senior Citizens ages 65+ have FREE access to gym exercise/fitness/health classes, exercise equipment, etc. at numerous facilities thru Medicare Advantage/Medigap Silver Sneakers Program (<https://tools.silversneakers.com>).

I am familiar with this FREE Silver Sneakers program because my 87 year old Mom and her friends currently weekly use it FREE having access to both the FREE gym Silver Sneakers classes and also the FREE access to the gym's exercise equipment with NO annual membership fee and NO daily/monthly fees. It is all FREE.

It is a win-win because the Senior Citizens get these wonderful benefits with FREE access to these exercise classes and FREE access to gym exercise equipment, etc., and the private gyms businesses, etc. get directly paid/reimbursed thru the Medicare Advantage and Medigap plans.

Per this Silver Sneakers weblink above, here below are several local nearby gyms/etc. facilities that participate in this FREE access Silver Sneakers Program which are as follows:

Free Senior Silver Sneakers Program (Ages 65+)

1. Anytime Fitness (Haslett, MI)
<https://www.anytimefitness.com/gyms/2453/haslett-mi-48840/>
2. Parkwood Branch YMCA (Haslett, MI)
<https://www.ymca.org/locations/parkwood-branch-ymca>
3. Ingham County Medical Care Facility on Dobie Road (Okemos, MI)
<https://djobieroad.org/wellness/>
4. Planet Fitness in Meridian Mall (Okemos, MI)
<https://www.planetfitness.com/gyms/okemos-mi#memberships>
5. Crunch Fitness (East Lansing, MI)
<https://www.crunch.com/locations/east-lansing>
6. Powerhouse Gym (East Lansing, MI)
<https://powerhousegym.com/locations/eastlansing/>
7. Numerous Locations throughout and in the surrounding Metro-Capitol Area

Third, local nearby Michigan State University (MSU) has a long tradition with several programs/etc. welcoming Senior Adults, and in 2020, MSU was named an Age-Friendly University. See MSU weblinks below:

MSU Senior Adult Programs/Classes/Etc.

1. MSU Named An Age-Friendly University (02-10-2020)
<https://msutoday.msu.edu/news/2020/msu-named-an-age-friendly-university>
2. MSU Age Alive
<https://agealive.org>
3. MSU Lifelong Education (All Adult Ages Welcome)
<https://reg.msu.edu/RClInfo/EnrReg/LifeL ongEducation.aspx>
4. MSU Community Music School Adult Programs, Wellness Offerings, & Therapies (Financial Assistance Available)
<https://cms.msu.edu/el/programs/adults/>
5. MSU Senior Ambassadors Program
<http://www.seniorambassadorsprogram.org>

Fourth, additionally FitOn Health (previously PeerFit) provides both Medicare benefits to Medicare members (ages 65+) and also employees' health and well-being benefits from employer plan programs. Here below are several local nearby gyms/etc. facilities that participate in the FitOn Health. See weblinks below.

FitOn Health Platform

1. Anytime Fitness (Haslett)
<https://explore.fitonhealth.com/in-person/location/88792>
2. Parkwood Branch YMCA (Haslett, MI)
<https://explore.fitonhealth.com/in-person/location/88263>
3. Ingham County Medical Care Facility on Dobie Road (Okemos, MI)
<https://explore.fitonhealth.com/in-person/location/87812>
4. Jet Fitness (Okemos, MI)
<https://explore.fitonhealth.com/in-person/location/87873>
5. Yoga State (Okemos, MI)
<https://explore.fitonhealth.com/in-person/location/20534>
6. Crunch Fitness (East Lansing, MI)
<https://explore.fitonhealth.com/in-person/location/91444>
7. Powerhouse Gym (East Lansing, MI)

<https://explore.fitonhealth.com/in-person/location/23241>

Fifth, several local private businesses, etc. also have a wide variety and range of spaces available. See weblinks below.

Community Indoor Swimming Courts/Pools/Ice Rinks/Etc.

1. Haslett Parkwood Branch YMCA (Indoor Swimming Pool, Basketball Court, Racquetball Courts, Fitness Center, Youth Fitness Area, Indoor Track, Rock Wall, Classes, Programs, Etc.)
<https://www.lansingymca.org/parkwood>

2. Okemos Ingham County Medical Care Facility (On Dobie Road) (Indoor Swimming Pool, Fitness Center, Classes, Etc.)
<https://dobieroad.org/wellness/>

3. Okemos Goldfish Swim School (Indoor Swimming Pools, Classes, Etc.)
<https://goldfishswimschool.com/okemos/programs/>

4. East Lansing Michigan Athletic Club (MAC) (Indoor & Outdoor Swimming Pools, Basketball Courts, Racquetball Courts, Indoor & Outdoor Tennis Courts, Pickleball Courts, Fitness Studios, Indoor Track, Classes, Programs, Etc.)
<https://www.uofmhealthsparrow.org/our-hospitals-services/michigan-athletic-club>

5. East Lansing Hannah Community Center (Indoor Swimming Pool, Fitness Center, Gymnasiums, Classes, Programs, Etc.)
<https://www.cityofeastlansing.com/824/EL-Hannah-Community-Center>

6. East Lansing Ice Cube Rink (Classes, Open Skate, Clubs, Etc.)
<https://www.bigbycoffeicecube.com/east-lansing/home>

7. East Lansing MSU Munn Ice Arena (Open Skate, Etc.)
<https://munnicearena.msu.edu/ice-schedules/public-skating.html>

8. East Lansing MSU Community Music School (Adults & Children/Youth Programs) (Financial Assistance Available)
<https://cms.msu.edu/el/programs/>

The above weblinks are just some of our many nearby area resources that are available in our local community. I hope this information is helpful.

Thank you,
Beth Bechtel

From: [REDACTED]
To: [Board](#)
Subject: Fwd: Joint Boards and Commissions Reflections
Date: Thursday, February 13, 2025 9:12:37 AM

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

Board Members,

Please see below a very kind note from Chair McConnell about our Boards and Commissions Meeting on Tuesday.

I thought it might brighten your day!

Scott

----- Forwarded message -----

From: **McConnell, William** <[REDACTED]>
Date: Wed, Feb 12, 2025, 10:39 PM
Subject: Joint Boards and Commissions Reflections
To: Scott Hendrickson <[REDACTED]>

Dear Supervisor Hendrickson,

I'd like to thank you for your gracious hosting of the annual joint meeting of boards and commissions yesterday. It's among my favorite events of the year, a chance to hear about all the inspiring (and sometimes mundane) work being done by our elected and appointed officials with the backing of Township staff.

You mentioned in your report the extension of the MSU-Lake Lansing Trail, and I'd like to underline your thoughts. I've been in the Township long enough to recall Supervisor McGillicuddy cutting the ribbon for the inter-urban trail, a vision decades in the making and now key for (and perhaps at risk of being taken for granted by) commuters from Haslett to/from MSU and points west, along with innumerable recreational/fitness users. I was here for the opening of the Red Cedar Glen Preserve, extending the Township's non-motorized riverside corridor from Meridian Road to Dobie Road. I celebrated the construction of the non-motorized bridge across the Red Cedar River at Okemos Road, which provided me safe access to Mt. Hope Road when I biked to campus on that route. Safety concerns led me to switch to commuting on Grand River Ave., but frequent conflicts with motor vehicles, while cycling both on the road and on side paths, rendered my commute only slightly less hazardous. So, for me, the opening of Phase 1 of the MSU-Lake Lansing Trail has been a life changing experience. Avoiding the two dozen driveways and side streets crossing the M-43 side path between Park Lake

and Hagadorn by virtue of a dedicated non-motorized pathway is literally a dream come true, and one of the most important improvements in my quality of life I can name. And I can personally attest to the huge popularity of this new gem - build it and they will come. Such improvements sometimes seem few and far between and are by that virtue are worth celebrating.

As a wealthy, largely residential neighbor of MSU and the state capital, our achievements in many ways reflect our privilege, not least in having the financial resources to provide exemplary municipal services, to cover pension obligations, and to invest in environmentally and socially equitable pathways forward. But as you well know these achievements also depend on a deep pool of neighbors willing and able to step up and do their civic duty, be it in the capacity of elected or appointed officials, or as volunteers or interested residents.

How we choose to govern ourselves is a matter of principle, and free and open exposition of the operations of our boards and commissions, as enacted yesterday, is crucial. The work of the Trustees, the Township staff, along with innumerable community volunteers, together demonstrate the positive power of local communities working together toward shared goals.

We hear a lot these days about government waste, fraud, and abuse, and how the system is rigged. What I saw yesterday was a model of open, transparent, responsive civil governance.

Please feel free to share any/all with whomever.

Bill McConnell

Businesses New & Relocating

Date of Approval	Start Year	Developer Name	DVLPT Name	Review Category	Project Location	Project Type	Unit #	Assigned: Department/Commission	Project Description
	2024	Tarek Chawish	Chateau Coffee Co.	New Business Opening/Relocating	2361 W Grand River Ave	New Commercial Development	1	Building Dept.	New coffee shop on Grand River hoping to open in September
	2024	Cameron shoultz	Uptowne Cheapstake	New Business Opening/Relocating	4790 Hagadorn Road	New Commercial Development	1	Building Dept.	New retail resale shop, consignment shop in Hannah Plaza
	2024	Eyde Development Company	I Heart Mac & Cheese	Opening Soon! C of O completed	4790 S. Hagadorn Road Suite 158	New Commercial Development	1	Building Dept.	New business approved to commence with building permit
	5.30.2024	Martin Commercial Properties	ACE Hardware	Open C of O completed	3544 Meridian Crossing Drive	New Commercial Development	1	Building Dept.	Ribbon Cutting Planned for March 2025
	4.16.2024	Haslett Gallery	Herbana	Open C of O completed	2119 Haslett Road Suite A Haslett MI	Marihuana Dispensary	1	Community Planning Dept.	SUP for a new Recreational Marihuana dispensary. Mixed-Use
	2/24/2022	Newton LLC/DTN Mngmt	Newton Pointe	C of O for all Units Granted in 100 Unit Building	6276 Newton Rd Haslett MI	MUPUD Commercial + Residential	100	Building Dept.	residential development and mixture of single family

Under Construction

Date of Approval	Start Year	Developer Name	Development Project Name	Review Category	Project Location	Project Type	Unit #	Assigned: Department/Commission	Project Description	
	2/28/2022	2024	Bennett Road Holding, LLC	Silverleaf (Phase I)	Under Construction	West Bennett Road	Single Family Homes	5 of 15	Building Dept.	First phase of 150 single family home development. Approved by the Planning Commission for the substation
	7.30.024	Consumers Energy	Lake Lansing Road Substation-Rutherford	Under Construction	Rutherford Ave	Public Park/Public Facility Improvement	1	Building Dept.	75 single family homes and 75 duplexes for rent off of Schulers bookstore took an opportunity to expand and will vacate their existina location	
	2023	2024	Newman Equities II, LLC	Grand Reserve	Under Construction	1580 Woodland Way Okemos	Mixed Housing - Middle Housing	115	Building Dept.	
	5.20.2023	Schulers	Schulers Bookstore	Under Construction	1982 W Grand River Ave Swap with Bed Bath and Beyond Suite	Existing Commercial Expansion	1	Building Dept.		

Under Site Plan Review

Date of Approval	Start Year	Developer Name	Development Project Name	Review Category	Project Location	Project Type	Unit #	Assigned: Department/Commission	Project Description	
	2022	2022	Jim Giguere	Sanctuary II	Under Site Plan Review	North of Robbins Way - East of Hulett Rd	Single Family Homes	7	Assessing and Community Planning Lot Division	Renovation of 1 single family home and the addition of 6
	7/26/2022	2024	SP Holding, LLC	Haslett Village Square 2.0	Under Site Plan Review	1655-1621 Haslett Road Haslett MI	MUPUD Commercial + Residential New	290	Planning Dept. Building Dept. Engineering	Redevelopment of the remaining 19 acres at Haslett
	8.20.2024	N/A	Panda Express	----	4990 Marsh Road	Commercial Development	1	Planning Commission	New Application received	
	11.12.24	Delta Dental of Michigan	Delta Dental	Under Site Plan Review	4100 Okemos Road	Existing Commercial Interior Renovation New	1	Building Dept.	New Application received	
	11.19.24	Meridian Retail Management II LLC	2731 Grand River Demo	New Demo Applications	2731 E Grand River	Commercial Development	1	Building Dept.	New Application received	
	1.23.2025	Dollar Tree #10729	Dollar Tree Retail Store	New Applications	1589-1581 Haslett Road	Commercial Development	1	Planning Dept. Building Dept.	New Applications received for a retail store to New	
	1.23.2025	Meijer Gas Station Remodel	Meijer Gas Station Remodel	New Applications	2055 Grand River	Update to existisng Gas Station	1	Building Dept.	applications from Meijer Inc. to update the	



FOR IMMEDIATE RELEASE
February 3, 2025

CONTACT: Amber Clark, Neighborhoods & Economic
Development Director
517.853.4568 | clark@meridian.mi.us

DDA Grant Enhances Façade of Local Veterinary Clinic
Evergreen Veterinary Clinic Receives First Façade Improvement Grant

Meridian Township, MI – Meridian Township’s Downtown Development Authority (DDA) awarded its first Façade Improvement Grant reimbursement in the amount of \$15,489 to Evergreen Veterinary Clinic. This grant marks the DDA’s first investment towards enhancing the exteriors of businesses within the Township’s downtown development district.

Owned by Eric and Katie Eyde, Evergreen Veterinary Clinic opened its doors at 4737 Marsh Road in the fall of 2022. The building was converted from its original use as a barn on the Grettenberger Farm into the clinic it is today.

“We are so grateful for this incredible opportunity from the Township,” said Katie Eyde. “From the moment we first saw this space, we knew it had the potential to be restored into something beautiful. With the DDA funding, we were able to update the façade of the building as well as add landscaping with Michigan native species. This investment not only improves the look of our business, but it also reflects our deep commitment to bettering the local community where we both grew up.”

The Façade Improvement Grant program, created by the DDA in 2023, is available to new or established businesses with a physical storefront in the DDA district. The downtown development district begins at Okemos Road, runs south to Mount Hope Road, and continues through the Marsh Road roundabout before reconnecting to Grand River Avenue.

“This is the DDA’s first local-only grant, and we are so proud to make a direct investment into the district. It is the mission of the DDA to be the partnering organization to beautify downtown and bring commercial activity to the area,” said Neighborhoods and Economic Development Director Amber Clark.

The Meridian Township DDA was created in 2005 to beautify and revitalize Downtown Okemos as a desirable place to shop, live, and do business. Any eligible applicant seeking a Façade Improvement Grant can do so by visiting www.meridian.mi.us/DDA and filling out an application.

Completed applications can be emailed to Director Clark at clark@meridian.mi.us. Once Director Clark reviews the application, qualified businesses will have the opportunity to present their proposed improvements to the DDA, who will decide whether to issue the reimbursement grant.

To learn more about the program, contact Director Clark at 517.853.4568 or clark@meridian.mi.us.

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





CHARTER TOWNSHIP OF MERIDIAN, INGHAM COUNTY

LEGAL AD NOTICE: MARCH BOARD OF REVIEW

MARCH 4, 10, 11 AND 12, 2025

**CHARTER TOWNSHIP OF MERIDIAN
BOARD OF REVIEW MEETINGS
5151 MARSH ROAD, OKEMOS, MICHIGAN 48864
(517) 853-4400
MUNICIPAL BUILDING**

The Charter Township of Meridian Board of Review will conduct its organizational meeting on Tuesday, March 4, 2025 at 10:00 a.m. at the Township Municipal Building, 5151 Marsh Road, Okemos, Michigan 48864.

2025 Tentative Factors:

Commercial Real Property	1.00000
Industrial Real Property	1.00000
Residential Real Property	1.00000
Personal Property	1.00000

The Board of Review will meet for assessment appeals at the Township Municipal Building on the following days:

Monday, March 10, 2025:	2:00 p.m. to 5:00 p.m. and 6:00 p.m. to 9:00 p.m.
Tuesday, March 11, 2025:	9:00 a.m. to 12:00 noon and 1:00 p.m. to 4:00 p.m.
Wednesday, March 12, 2025:	9:00 a.m. to 12:00 noon

For an appointment to appear before the Board of Review, call (517)853-4400 by 5:00 p.m. on Tuesday, March 11, 2025.

Written appeals will be accepted if received by 12:00 noon on Wednesday, March 12, 2025. Appeals must be in office by this time, post marks are not accepted.

**ANGELA DEMAS
MERIDIAN TOWNSHIP CLERK**



CHARTER TOWNSHIP OF MERIDIAN, INGHAM COUNTY

LEGAL AD NOTICE: Ordinance 2025-01

Fire Code Update

**CHARTER TOWNSHIP OF MERIDIAN
LEGAL NOTICE**

Text Amendment #2025-01 – Fire Code Update

The Township Board at its regular meeting on February 4, 2025 approved for final adoption Ordinance 2025-01, an Ordinance amending the code of the charter Township of Meridian, Ingham County update the standards in Chapter 26 to meet the standards of the 2024 International Fire Code, with local amendments as outlined.

A complete copy of the amendment may be viewed at the Department of Community Planning and Development, 5151 Marsh Road, Okemos, Michigan 48864-1198 (phone 517.853.4560), between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday.

Publish: City Pulse
Wednesday February 19, 2025

Angela Demas
Township Clerk

1 Affidavit, please



CHARTER TOWNSHIP OF MERIDIAN, INGHAM COUNTY

LEGAL AD NOTICE: Special Use Permit #25003 (Okemos Local Investments)

MONDAY, March 10, 2025

CHARTER TOWNSHIP OF MERIDIAN
LEGAL NOTICE
Special Use Permit #25003 (Okemos Local Investments)
Notice of Public Hearing

Notice is hereby given that the Planning Commission of the Charter Township of Meridian will hold a public hearing on Monday, March 10, 2025 at 6:30 p.m., in the Meridian Township Municipal Building, Town Hall Room, 5151 Marsh Road, Okemos, to hear all persons interested in an amended request from Okemos Local Investments LLC to construct a recreational marihuana retailer in a new building at 4360 South Hagadorn Road, Okemos, MI 48864. The approximately 0.62-acre parcel is zoned RP - Research and Office Park and is located within the Marihuana Business Overlay District.

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

Publish: City Pulse
February 19, 2025

Angela Demas
Township Clerk

1 Affidavit, please



CHARTER TOWNSHIP OF MERIDIAN, INGHAM COUNTY

LEGAL AD NOTICE: Special Use Permit #25004

(2745 Mount Hope)

MONDAY, March 10, 2025

**CHARTER TOWNSHIP OF MERIDIAN
LEGAL NOTICE
Special Use Permit #25004
(2745 Mount Hope)
Public Hearing**

Notice is hereby given that the Director of Community Development & Planning of the Charter Township of Meridian will hold a public hearing on Monday, March 10, 2025 at 3:00 p.m. in the Meridian Municipal Building, Town Hall Room, 5151 Marsh Road, Okemos, MI, 48864 (phone 517.853.4560) to hear all persons interested in a minor amendment special use permit (SUP) request from Montessori Radmoor School. The applicant is requesting to construct a 1,276 square foot building addition at 2745 Mount Hope Road. The approximate 9.64-acre subject site is zoned RR (Rural Residential).

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

Publish: City Pulse
February 19, 2025

**Angela Demas
Township Clerk**

1 Affidavit, please

From: [REDACTED]
To: [Board](#); [REDACTED]
Subject: Task Force New Construction Facility Proposals
Date: Tuesday, February 18, 2025 3:14:59 PM

Dear Board Members,

First, I want to commend and thank the Board for being fiscally and financially responsible to the Meridian Township citizens last August 8, 2024 when the Board voted No on the very large and extremely expensive Younkers Community & Senior Center proposal at approximately 40,000 square feet and approximately \$80 million in initial costs. I truly appreciate and am grateful for the Board's steadfast and primary stewardship of being fiscally and financially responsible to the Meridian Township citizens.

Second, at the last Task Force meeting 2 proposals presented were selected to move forward which are as follows: (See online Tuesday, January 28, 2025 Task Force Packet pages 14 & 16)

1. A newly constructed Senior Center Only-No Gym proposal at 23,396 sq. ft. which is over double the size of our current Senior Center and exceeding what the Seniors have expressed that they need and want.
2. A newly constructed Community & Senior Center-1 Gym proposal at 55,809 square feet which is approximately 40% larger than the prior voted NO expensive and costly Younkers proposal.

The Task Force direction going forward is to reduce the 2 proposals above by 10%-15% in square footage which amounts to the following:

1. A newly constructed Senior Center Only-No Gym proposal reduced to approximately 20,000-21,000 square feet range which is still double the size of the current Senior Center and exceeding what the Seniors have expressed what they need and want.
2. A newly constructed Community & Senior Center-1 Gym proposal reduced to approximately 47,000-50,000 square feet range which is still approximately 20%-25% larger than the prior voted NO expensive and costly Younkers proposal.

Additionally, It has been shared and is known that new construction costs per sq. ft. are higher than renovation costs per sq. ft.

With this current data information that is now available, I am definitely very concerned that the 2 upcoming proposals that will be brought back to the full Board for review this April or May will have very large square footage and as a result, very high and exorbitant costs, which will place a heavy financial property tax burden on the township citizens forever into perpetuity.

I respectfully ask the Board Members to please remain steadfast and continue to place primary and utmost importance on being fiscally and financially responsible to the Meridian Township citizens. This very important decision made on this new facility project will forever significantly, financially impact the Meridian Township citizens now and into the future for perpetuity.

Thank you,
Beth Bechtel
Haslett, MI



**CONSENT AGENDA
PROPOSED BOARD MINUTES**

PROPOSED MOTION:

- (1) Move to approve and ratify the minutes of the Regular Meeting of February 4, 2025 & Special Meeting of February 11, 2025 as submitted. (1)**

ALTERNATE MOTION:

- (1) Move to approve and ratify the minutes of the Regular Meeting of February 4, 2025 & Special Meeting of February 11, 2025 with the following amendment(s):[insert amendments]**

CHARTER TOWNSHIP OF MERIDIAN
REGULAR MEETING TOWNSHIP BOARD -DRAFT-
5151 Marsh Road, Okemos MI 48864-1198
517.853.4000, Township Hall Room
TUESDAY, February 4, 2025, 6:00PM

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

ABSENT: None

STAFF: Manager Dempsey, Director Schmitt, Chief Grillo, Chief Hamel, Director Gebes, Director Opsommer, Director Tithof, Fire Marshal Millerov, Director Wisinski, Manager Diehl

1. CALL MEETING TO ORDER

Supervisor Hendrickson called the February 4, 2025, Regular Township Board meeting to order at 6:00 pm.

2. PLEDGE OF ALLEGIANCE/INTRODUCTIONS

Supervisor Hendrickson led the Pledge of Allegiance.

3. ROLL CALL

Deputy Clerk Gordon called the roll of the Board.

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

4. PRESENTATION

A. Introduction of New Township Manager Tim Dempsey

Supervisor Hendrickson gave a brief introduction to the new Township Manager. Manager Dempsey spoke about his background.

B. 2024 Township Annual Report

Manager Dempsey spoke about the annual report and touched on major 2024 accomplishments.

Supervisor Hendrickson thanked staff for all of their work that went into what was achieved in 2024.

5. CITIZENS ADDRESS AGENDA ITEMS AND NON-AGENDA ITEMS

Supervisor Hendrickson opened comments from the public at 6:12 pm.

Supervisor Hendrickson closed comments from the public at 6:12 pm.

6. TOWNSHIP MANAGER REPORT

Manager Dempsey gave updates on the following:

- MDOT Road closure on Grand River at Meridian Road
- Joint Board & Commission meeting next Tuesday February 11th at 6:00pm

Trustee Lentz made comments regarding the road closure

7. BOARD MEMBER REPORTS OF ACTIVITIES AND ANNOUNCEMENTS

Trustee Lentz made comments regarding the road closure's effect on school bussing.

Treasurer Deschaine reminded residents taxes are due February 14th and after February 28th, the taxes will be turned over to Ingham County. He made note of information included in the Treasurer's Office portion of the Annual Report.

Clerk Demas attended the Chinese New Year Celebration with other board members, thanked former Clerk Guthrie for carrying out the 2024 elections and Clerk's Office staff for assisting with the Annual Report

Trustee Lentz attended the Tri-County Regional Planning Commission meeting where they elected officers.

Supervisor Hendrickson attended the Community & Senior Center Task Force meeting and noted the date and time for the upcoming Joint Board & Commission meeting.

8. APPROVAL OF AGENDA

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

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

NAYS: NONE

Motion carried: 7-0

9. CONSENT AGENDA

Supervisor Hendrickson listed the items on the Consent Agenda.

Clerk Demas welcomed staff and Board Members to notify the Clerk's Office of corrections to the minutes.

Treasurer Deschaine noted that the cash balances were reclassified in the 4th Quarter Treasurer's report from previous reports.

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

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

NAYS: NONE

Motion carried: 7-0

10. QUESTIONS FOR THE ATTORNEY

NONE

11. HEARINGS

NONE

12. ACTION ITEMS

A. Text Amendment 2025-01-Fire Code Update-Final Adoption

Fire Marshal Millerov reviewed the discussion that has occurred to date.

Trustee Lentz moved to approve the resolution to adopt Ordinance 2025-01 pursuant to the 2024 International Fire Code including Appendix chapters B, C, D, E, F, G, H, I, K, N, and O as published by the International Code Council with Meridian Township amendments. Seconded by Trustee Trezise.

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

NAYS: NONE

Motion carried: 7-0

B. Purchasing Policy Update

Director Schmitt noted that the question asked by the Board was answered by the consulting firm and the change has been made to the proposed Purchasing Policy.

Trustee Trezise noted that the quick reference chart needs to be updated to reflect the proposed language.

Trustee Lentz asked about unsold surplus property regarding Meridian Cares. Trustee Wilson noted that nothing goes unused from Cares donations and that most of the donations to Cares are monetary.

Trustee Trezise moved to approve the updated Meridian Township Purchasing Policy as presented with the amendment to include reference to the Finance Director approving expenditures in excess of \$1,000. Seconded by Trustee Lentz.

VOICE VOTE YEAS: Trustee Lentz, Trustee Sundland, Trustee Trezise,

**Trustee Wilson, Supervisor Hendrickson, Clerk Demas,
Treasurer Deschaine**

NAYS: NONE

Motion carried: 7-0

C. Rifle Purchase Program

Chief Grillo answered questions that were asked in a previous meeting.

Trustee Lentz, Clerk Demas, and Supervisor Hendrickson thanked Chief Grillo for his work and for answering their questions

Trustee Wilson clarified that the rifles are to be used in the course of duty for Meridian Township officers.

Trustee Trezise moved to authorize an increase in the maximum amount allowed for the Rifle Purchase Program from \$2,000 to a maximum of \$3,000 on an interest fee loan for up to three years with program rules set by the Township Manager and Chief of Police. Supported by Trustee Wilson.

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

NAYS: NONE

Motion carried: 7-0

D. Police Contract with Michigan State University

Chief Grillo spoke about the changes that MSU requested, and attorneys have reviewed.

Treasurer Deschaine moved to approve the Master Service Agreement for Law Enforcement Services between Michigan State University and Meridian Township for a period of three years and authorized the Supervisor to sign the contract. Seconded by Clerk Demas.

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

NAYS: NONE

Motion carried: 7-0

13. BOARD DISCUSSION ITEMS

A. Prosecuting Attorney Contract Renewal

Chief Grillo introduced Cullen Harkness of Harkness Law firm.

Attorney Harkness introduced himself and gave background information.

Treasurer Deschaine, Trustee Wilson, and Trustee Hendrickson spoke in support of Mr. Harkness and the proposed contract renewal.

B. Draft Board Policy Manual

Supervisor Hendrickson gave information about the changes to the draft board policy manual. He proceeded through each section asking for feedback for each. Attorney Kuschel provided information as needed regarding the changes made.

Trustee Trezise found a significant change from the last time the manual was up for discussion. He noted that the committee did not meet between the last Board discussion and this one. Attorney Kuschel stated that the change resulted from a need to protect the elected office; the decision voters have made.

Clerk Demas and Trustee Trezise both noted that they would like to have a more detailed definition of employment, indicating that there are temporary positions in the Township that welcome Board Members, specifically help with elections.

Trustee Wilson noted components that seemed outdated and unclear and asked to have them updated or removed. Attorney Kuschel indicated that some items were retained to reduce the number of overall changes to the document, and that other items were retained to help define policy governance. Trustee Trezise concurred, stating that he is willing to reconvene the committee to address the changes.

Supervisor Hendrickson asked about the removal of a reference to Personally Identifiable Information (PII). Attorney Kuschel stated that its applicability to Board practice was unclear. Supervisor Hendrickson noted that, even without it being explicitly stated, redacting certain things is a good idea.

Trustee Lentz asked about retention of video recordings of meetings. Director Gebes and Manager Deihl explained the process, noting that nothing has been deleted to date. Trustee Lentz said that he appreciated the video work that is done for the meetings and wants no change to the policies.

Clerk Demas asked for clarification about the removal of language regarding the review of closed session minutes. Attorney Kuschel explained that closed session minutes cannot properly be approved in open session.

Trustee Wilson asked for clarification regarding the Supervisor appointing Chairs to Committees, noting that the Committee generally appoints their own chair. Mr. Kuschel stated that this does not preclude that action.

Supervisor Hendrickson asked that the definition of task forces be returned to the Policy Manual. Trustees discussed the applicability of the term Task Force. Supervisor Hendrickson agreed that the term can be struck in the interest of efficiency.

Supervisor Hendrickson asked that the third point under Board Policy Procedures be struck because it seems to invite filibuster action. Treasurer Deschaine concurred, noting that it could be used as a stalling tactic.

Director Tithof returned to the podium to ask for a meeting with Manager Dempsey and the Board to discuss the hiring process and clear up some confusion.

14. COMMENTS FROM THE PUBLIC

Supervisor Hendrickson opened public comments at 7:55 pm

Supervisor Hendrickson closed public comments at 7:55 pm

15. OTHER MATTERS AND BOARD MEMBER COMMENTS

NONE

16. ADJOURNMENT

Treasurer Deschaine moved to adjourn. Seconded by Trustee Lentz

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

NAYS: NONE

Motion carried: 7-0

The meeting adjourned at 7:55 pm

Scott Hendrickson
Township Supervisor

Angela Demas
Township Clerk

CHARTER TOWNSHIP OF MERIDIAN
JOINT BOARD AND COMMISSION MEETING -DRAFT-
5151 Marsh Road, Okemos MI 48864-1198
517.853.4000, Township Hall Room
TUESDAY, February 11, 2025, 6:00PM

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

ABSENT: None

STAFF: Manager Dempsey, Director Schmitt, Director Gebes, Director Opsommer, Director Wisinski, Manager Diehl, Director Clark

1. CALL MEETING TO ORDER

Supervisor Hendrickson called the February 11, 2025, Regular Township Board meeting to order at 6:00 pm.

2. PLEDGE OF ALLEGIANCE/INTRODUCTIONS

Supervisor Hendrickson led the Pledge of Allegiance.

3. ROLL CALL

Deputy Clerk Gordon called the roll of the Board.

Supervisor Hendrickson, Clerk Demas, Treasurer Deschaine, Trustee Lentz, Trustee Wilson, Trustee Sundland and Trustee Trezise present at 6:01 pm.

4. PRESENTATION

A. Recapping 2024 and Reviewing 2025 Goals

Supervisor Hendrickson reviewed the 2024 goals and the work done to complete or to make progress on them. He then gave an overview of the 2025 goals.

5. APPROVAL OF AGENDA

Trustee Wilson moved to approve the agenda. Supported by Clerk Demas.

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

NAYS: NONE

Motion carried: 7-0

6. JOINT MEETING WITH TOWNSHIP BOARDS AND COMMISSIONS

A. Reports of Activity in 2024 and Look Ahead to 2025

i. Board of Review – Deborah Federau

Ms. Federau complemented Assessing Department staff for their efforts to educate residents because it results in lower requests to the Board of Review.

ii. Planning Commission, Building Board of Appeals – Director Schmitt

Director Schmitt noted that the Planning Commission received fifteen development applications, one text amendment, and two rezoning applications. He noted upcoming projects, highlighting updates to the parking ordinance which will be presented to the Board in 2025.

iii. Zoning Board of Appeals – Director Schmitt

Director Schmitt noted that the ZBA saw twelve cases, nine of which were approved and one still under review.

Additional Item: Building Board of Appeals – Director Schmitt

The Building Board of Appeals did not meet this year because there were no building code or property repair items to be addressed.

iv. Economic Development Corporation – Director Clark

Director Clark noted that the EDC joined Lansing 501 Regional Attraction Program in 2024. For 2025, the EDC is focusing on implementing Meridian Township's Master Plan through the Façade Improvement Program, the Heart Safe Community Program, and fund building to continue to offer grants to businesses.

v. Brownfield Redevelopment Authority – Director Clark

Director Clark noted that there are eight Brownfield locations approved in the township, five of which are active.

Trustee Lentz asked for details about how projects are brought forward. Director Clark stated that the property owner initiates the plan, then the Township begins to be involved.

vi. Pension Board – Treasurer Deschaine

Treasurer Deschaine noted that forty-four retirees drew from the pension funds in 2024. He gave details about the amount of money in the fund and how the fund is invested. No current employees are enrolled in the fund.

vii. Downtown Development Authority – Angela Wright

Ms. Wright stated that in 2024 the first grant was provided through the Façade Improvement Program and new signs were installed. She gave information

about the DDA fund balance and noted that they have added to their funds. Shoe noted that two property owners have applied for Match on Main, and the EDC is in discussions with property owners regarding redevelopment.

viii. Environmental Commission – Bill McConnell

Mr. McConnell noted that the Greenspace Plan is being reviewed to determine how well it has been implemented and the Climate Sustainability Plan has been reviewed and been made more useful. All money allocated to the Green Grants Program is being used on projects in the community.

ix. Community Resources Commission – Georgia Styka

Ms. Styka recognized Human Services Specialist Love for her work on Meridian Cares which provided one hundred twenty-three with financial assistance. Additionally Meridian Cares collaborated with various community organizations and businesses to provide school supplies, winter weather gear, and holiday food baskets. The CRC coordinated a networking session for Ingham County service organizations and will be scheduling one this year.

x. Communications Commission – Leslie Charles

Ms. Charles recognized Communications Manager Deihl for her leadership of HOMTV. She listed the Commission's goals for the coming year, including a review of the Commission's mission and update of bylaws, to research Smart Cities and universal connectivity, and to find new funding sources.

xi. Corridor Improvement Authority – Bruce Peffers

Mr. Peffers noted that the CIA established a TIF (Tax Increment Funding) Program in 2024 and the first public improvement project will be flashing lights at one of the pedestrian refuges on Grand River. The CIA is planning to create an integrated development plan for any redevelopment in the corridor.

xii. Local Officials Compensation Commission – Steven Vagnozzi

Mr. Vagnozzi noted that the LOCC increased salaries of Supervisor, Clerk, Treasurer, and Trustees for 2025, with an additional amount to be applied in 2026, and increased Parks Commissioner stipends for 2025, with an additional amount to be applied in 2026.

xiii. Land Preservation Advisory Board – Kathleen Fay

Ms. Fay noted that in 2024 the LPAB installed new signs, built a new greenhouse and storage shed, Meridian Conservation Corps completed three hundred fifty-nine volunteer hours across fifty-six events, and a prescribed burn was completed at Davis Foster Preserve.

xiv. Lake Lansing Advisory Board – Curtis Armbruster

Mr. Armbruster highlighted new and ongoing education efforts and annual maintenance efforts. In addition, they worked with Ingham County Parks to

install a second cleaning station at the boat launch. He noted that they are making plans to address the fishing area.

Clerk Demas asked for more details regarding the fishing area. Mr. Armbruster gave details about the work that has occurred so far.

xv. Park Commission – Mary Nardo Farris

Ms. Nardo Farris noted that in 2024 the Parks Department continued maintenance of parks and pathways. She recognized staff for their work on parks and recreation department projects and noted that membership and participation in public programs have increased. Continue to evaluate ability to staff Snell Towar Center. In 2025 the Parks Commission plans to continue to evaluate staffing at Snell Towar Center, enhance accessibility in parks, begin a pilot project for County Commissioner liaisons, collaborate with other municipalities to clear the Red Cedar waterway and noted upcoming capital improvement projects.

Board Members thanked Board and Commission members for their hard work and commitment to the community.

7. COMMENTS FROM THE PUBLIC

Supervisor Hendrickson opened public comments at 7:39 pm

Joyce Van Covering asked about the Okemos Redevelopment.

Supervisor Hendrickson closed public comments at 7:40 pm

8. ADJOURNMENT

Treasurer Deschaine moved to adjourn. Seconded by Trustee Trezise

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

NAYS: NONE

Motion carried: 7-0

The meeting adjourned at 7:41 pm

Scott Hendrickson
Township Supervisor

Angela Demas
Township Clerk



To: Board Members
From: Tim Dempsey, Township Manager
Date: February 18, 2025

Charter Township of Meridian
Board Meeting
2/18/2025

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

COMMON CASH	\$	769,672.82
PUBLIC WORKS	\$	585,261.39
TRUST & AGENCY	\$	9,248.07
	TOTAL CHECKS:	\$ 1,364,182.28
CREDIT CARD TRANSACTIONS		
01/29/2025 to 02/12/2025	\$	14,186.35
	TOTAL PURCHASES:	\$ <u>1,378,368.63</u>
ACH PAYMENTS	\$	<u>616,029.81</u>

02/13/2025 03:44 PM
 User: GRAHAM
 DB: Meridian

INVOICE APPROVAL BY INVOICE REPORT FOR CHARTER TOWNSHIP OF MERIDIAN
 EXP CHECK RUN DATES 02/18/2025 - 02/18/2025
 BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID
 BANK CODE: GF53 - CHECK TYPE: PAPER CHECK

Vendor Name	Description	Amount	Check #
1. US POSTMASTER	POSTAGE FOR 2025 PRIME MERIDIAN MAGAZINE	6,770.81	114095
2. 54-A DISTRICT COURT	CASH BOND - D. N. BORTSHE	300.00	114096
3. A T & T	JAN 28 - FEB 27 - INTERNET M1	195.25	114104
	FEB 5 - MAR 4 - INTERNET F3	158.99	
	TOTAL	354.24	
4. AMERICAN RENTALS	1/25/25 TO 2/21/25 - TRANSFER STATION PORTABLE TOI	85.00	
5. APOLLO FIRE EQUIPMENT CO	VALVE REPAIR IN FIRE ENGINE (HS7460)	202.15	
6. APPLICANT PRO HOLDINGS LLC	ADD'L AMOUNT FOR EMPLOYMENT APPLICATION SOFTWARE	995.00	
7. ASAP PRINTING	BUSINESS CARDS - POLICE DEPT	288.21	
8. ASSOCIATION OF PUBLIC TREASURERS	2025 MEMBERSHIP RENEWAL - P. DESCHAIINE	199.00	
9. AT & T	FEB 7 - MAR 6 - TELEPHONE + INTERNET M1 8310011392	1,249.44	
10. AT & T	JAN 2 - FEB 1 - TELEPHONE P1 51734742859240	150.58	
	JAN 2 - FEB 1 - TELEPHONE F1-3 51734760215648	430.62	
	JAN 2 - FEB 1 - TELEPHONE P1 51734768261735 - 2025	59.10	
	JAN 2 - FEB 1 - TELEPHONE S1 51734797052196	57.31	
	TOTAL	697.61	
11. AT & T MOBILITY	FEB 5 - MAR 4 - WIRELESS 287252740666 517.332.6526	76.50	
12. AUTO VALUE OF EAST LANSING	PARKS UNIT #87 - FLEET REPAIR PARTS	21.58	
	WATER UNIT #731 - FLEET REPAIR PARTS	338.99	
	SHOP SUPPLY - FLEET REPAIR PARTS	46.23	
	SHOP SUPPLY - FLEET REPAIR PARTS	67.95	
	SHOP SUPPLY - FLEET REPAIR PARTS	377.39	
	GROUNDS UNIT #58 - FLEET REPAIR PARTS	183.78	
	FIRE #140 - FLEET REPAIR PARTS	98.52	
	WATER UNIT #731 - FLEET REPAIR PARTS	263.37	
	SEWER UNIT #28 - FLEET REPAIR PARTS	58.18	
	U-JOINT RETURN CREDIT - FLEET REPAIR PARTS	(132.38)	
	SEWER UNIT #28 - FLEET REPAIR PARTS	113.38	
	SEWER UNIT #28 - FLEET REPAIR PARTS	115.80	
	SEWER UNIT #28 - FLEET REPAIR PARTS	51.50	
	PARKS UNIT #53 - FLEET REPAIR PARTS	157.00	
	TOTAL	1,761.29	
13. AUTOMATED BUSINESS EQUIPMENT	4/13/25 TO 4/13/26 - SERVICE CONTRACT-FOLDING MACH	1,800.00	
14. BARYAMES CLEANERS	JAN 2025 - POLICE DRY CLEANING	563.36	
15. BOBCAT OF LANSING	PARKS - UNIT #699 LIGHT WORK LED	212.86	
16. BOUNDTREE MEDICAL	CORE SNAP MOUNT SYSTEM LP15 (MOUNT FOR MONITOR IN	909.69	
	HEROS SHEARS (QTY: 2)	299.38	
	ORDER #105860040 - DISINFECTANT	149.88	
	ORDER 105908417 - MEDICAL SUPPLIES/AMBULANCE	1,404.45	
	TOTAL	2,763.40	
17. BRIGHTLINE TECHNOLOGIES	FEB 2025 - AUVIK NETWORK & SAAS MONITORING & MANAG	1,055.00	
	FEB 2025 BRIGHTLINE QUICKHELP SUBSCRIPTION	1,421.00	
	FEB 2025 BRIGHTLINE HPE 36M II SUBSCRIPTION	4,272.00	
	FEB 2025 ACRONIS BACKUP SERVER	2,518.00	
	TOTAL	9,266.00	

02/13/2025 03:44 PM
User: GRAHAM
DB: Meridian

INVOICE APPROVAL BY INVOICE REPORT FOR CHARTER TOWNSHIP OF MERIDIAN
EXP CHECK RUN DATES 02/18/2025 - 02/18/2025
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Vendor Name	Description	Amount	Check #
18. BS&A SOFTWARE	ANNUAL RENEWAL - ALL SYSTEMS 2/1/2025-2/1/2026	45,805.00	
19. BULL ENTERPRISES	JAN 2025 JANITORIAL SERVICES TWP BLDGS	8,867.00	
20. CARLISLE WORTMAN ASSOC	PERIOD ENDING 1/31/2025 - CHIPPEWA MIDDLE SCHOOL P	3,307.50	
21. CEDAR CREEK APARTMENTS	EMERGENCY RENTAL ASSISTANCE	500.00	114109
22. CINTAS CORPORATION #725	1/29/25 - MECHANICS UNIFORMS	52.93	
	2/5/25 - MECHANICS UNIFORMS	52.93	
	TOTAL	<u>105.86</u>	
23. COCM	COCM 2025 SPRING CONF & MEMBERSHIP FEE - R RAU	285.00	
	2025 SPRING CONF & MEMBERSHIP DUES - J HINES	285.00	
	TOTAL	<u>570.00</u>	
24. COMCAST	FEB 16 - MAR 15 - INTERNET + TV F1	175.80	
	FEB 20 - MAR 19 - TV F1	12.81	
	TOTAL	<u>188.61</u>	
25. COMCAST	FEB 14 - MAR 13 - INTERNET + TV HOMTV	483.61	
26. CONSUMERS ENERGY	ACCT 1030 4819 8586 - EMERGENCY UTILITIES ASSISTAN	107.00	114097
27. CREATIVE FINANCIAL STAFFING LLC	WEEK ENDING 2/2/2025 TEMP STAFFING SERVICES - UTIL	1,196.80	
	WEEK ENDING 2/9/2025 TEMP STAFFING SERVICES - UTIL	1,178.10	
	TOTAL	<u>2,374.90</u>	
28. CULLIGAN WATER CONDITIONING	ACCT 5454003 - WATER SOFTENER SALT FOR HARRIS NATU	50.00	
29. CUMMINS INC	1/29/2025 - MUNICIPAL BLDG - GENERATOR BATTERY REP	797.64	
	2/5/2025 - TRAILER MT #1 - GENERATOR PM	635.89	
	2/5/2025 - TRAILER MT #2 - GENERATOR PM	635.89	
	TOTAL	<u>2,069.42</u>	
30. DATAWORKS PLUS	1/1/25 TO 12/31/25 - PD MOBILE FINGERPRINT SCANNER	505.00	
31. DEWOLF AND ASSOCIATES	FIELD TRAINING - BESONEN & VELASQUEZ	1,190.00	
32. ELECTRICAL TERMINAL SERVICE	WATER - UNIT #24 - SALT VIBRATOR	522.84	

02/13/2025 03:44 PM
 User: GRAHAM
 DB: Meridian

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Vendor Name	Description	Amount	Check #
33. FAHEY SCHULTZ BURZYCH RHODES PLC	DUFFY (23-001333) - LEGAL FEES	547.00	
	SENIOR CENTER - LEGAL FEES	661.00	
	TRANSEND PROP (MTT 24-001887) - LEGAL FEES	46.00	
	LTG NORTHVIEW (24-002640) - LEGAL FEES	92.00	
	R&B INV (24-003099) - LEGAL FEES	46.00	
	LOEKS THEATERS (MTT 24-001412) - LEGAL FEES	886.00	
	WAL-MART (MTT 24-001264) - LEGAL FEES	1,110.00	
	SUPERVISOR - LEGAL FEES	312.00	
	SANCTUARY PLAT/GIGUERE - LEGAL FEES	1,605.00	
	HANNAH HOSP (24-002200) - LEGAL FEES	109.00	
	EMPLOYMENT AGREEMENT - LEGAL FEES	644.00	
	GREIVANCES - LEGAL FEES	1,066.00	
	EMPLOYMENT INVESTIGATIONS - LEGAL FEES	23.00	
	(24-CV-750) - LEGAL FEES	184.00	
	DEFECTIVE FIRE TRUCK - LEGAL FEES	8,976.85	
	POLICY RESEARCH & DRAFTING - LEGAL FEES	3,632.00	
	ADMINISTRATIVE FOIA - LEGAL FEES	532.00	
	PUBLIC WORKS - LEGAL FEES	3,013.00	
	MARSH RD - SIGN VIOLATION - LEGAL FEES	3,995.00	
	26965 - LEGAL FEES	539.94	
	FIRE DEPT - LEGAL FEES	71.99	
	FOIA/OMA - LEGAL FEES	107.99	
	HUMAN RESOURCES/LABOR - LEGAL FEES	1,115.88	
	MANAGER - LEGAL FEES	108.00	
	SUPERVISOR - LEGAL FEES	1,115.88	
	SUPERVISOR - LEGAL FEES	71.99	
	CONTRACT REVIEWS - LEGAL FEES	2,618.33	
	MERIDIAN CARES - LEGAL FEES	23.00	
	TOTAL	33,252.85	
34. FORESIGHT GROUP	WATER BILLS 2/4/2025 AND POSTAGE	1,798.17	
35. FRANK LOWDEN WALSH	REISSUED - CONSULTING CONTRACT SERVICES	9,278.25	114103
36. GOODYEAR COMMERCIAL TIRE	WATER - UNIT #6- TIRES	1,280.86	
37. GRANGER	FEB 2025 - ACCT NO 17349880 - SERVICE CENTER RECYC	86.96	
	FEB 2025 - ACCT NO 17349880 - SERVICE CENTER RECYC	31.02	
	FEB/MAR/APR 2025 - ACCT NO. 15896200 - N. FIRE - R	92.04	
	FEB 2025 - ACCT 1106100 - TOWNHALL & PS RUBBISH DI	136.55	
	FEB 2025 - ACCT NO 1106200 - SERVICE CENTER - RUBB	339.20	
	FEB 2025 - ACCT 1106300 - S FIRE - RUBBISH DISPOSA	94.68	
	FEB 2025 - ACCT 2509750 - C. FIRE - RUBBISH SERV	129.83	
	TOTAL	910.28	
38. HAMMOND FARMS	CHRISTMAS TREE DISPOSAL FOR RESIDENTS	136.00	
	CHRISTMAS TREE DISPOSAL FOR RESIDENTS	102.00	
	PARKS AND PATHWAY MAINTENANCE SUPPLIES	102.00	
	CHRISTMAS TREE DISPOSAL FOR RESIDENTS	102.00	
	TOTAL	442.00	
39. INGHAM COUNTY DRAIN COMMISSIONER	2024 AT LARGE AND PETITION DRAIN INVOICE	509,560.55	
40. INSTITUTE OF CONTINUING LEGAL EDUC	AUG 2024 UPDATE - MI ZONING, PLANNING & LAND USE	128.50	
41. JEFFORY BROUGHTON	RADIO INSTALLATION IN NEW ENGINE	375.00	
	RADIO WORK AT CENTRAL, NORTH, SOUTH FIRE STATIONS	410.00	
	TOTAL	785.00	

02/13/2025 03:44 PM
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Vendor Name	Description	Amount	Check #
42. LAFONTAINE AUTOMOTIVE GROUP	POLICE - UNIT #684 - EXHAUST REPAIRS	1,341.80	
	FIRE - UNIT #145 OIL COOLER LINES	94.32	
	GROUNDS - UNIT #38 SWITCH ASSEMBLY	55.52	
	POLICE - UNIT #696 TPMS SENSOR	203.86	
	SEWER UNIT #674 REPAIRS	585.45	
	TOTAL	2,280.95	
43. LANGUAGE LINE SERVICES	JAN 2025 - LANGUAGE INTERPRETATION SERVICES	60.05	
44. LANSING SANITARY SUPPLY INC	FIRE - CUSTODIAL SUPPLIES	488.29	
	CUSTODIAL SUPPLIES	822.13	
	TOTAL	1,310.42	
45. LEAP INC	2025 MUNICIPALITY MEMBERSHIP	15,000.00	
46. LEXISNEXIS RISK DATA MGT LLC	JAN 2025 - ACCT 1228701 - POLICE SEARCH SERVICES	200.00	
47. MANAGED SPECIALTY SERVICES LLC	HAZMAT SUPPLIES - PEAT SORB	1,070.64	
48. MARSH POINTE APARTMENTS	EMERGENCY RENTAL ASSISTANCE	432.00	114105
49. MICHIGAN POLICE EQUIPMENT CO	4 DUTY GUNS AND HOLSTERS	910.72	114110
50. MY GREEN MICHIGAN LLC	FEB - DEC 2025 MONTHLY COMPOST SERVICE AT MARKETPL	177.00	
51. OVERHEAD DOOR OF LANSING	SERVICE CENTER - 2/4/25 OVERHEAD DOOR REPAIR	325.00	
52. PAWSOME PETS OKEMOS LLC	K9 - SKU 076344884859	67.98	
53. PITNEY BOWES	12/30/24 TO 03/29/25 QUARTERLY LEASE - POSTAGE MAC	955.47	
54. PLANTE & MORAN, PLLC	SERVICE THRU 1/28/2025 - TEMP STAFFING - FINANCE D	13,650.00	
	SERVICE THRU 02/10/2025 - TEMP STAFFING - FINANCE	13,860.00	
	TOTAL	27,510.00	
55. PROGRESSIVE AE	PROF SERV THRU JAN 31 2025 - 2025 LAKE LANSING SAD	992.50	
	PROF SERVICES THRU JAN 31 2025 - SENIOR CENTER	9,318.75	
	PROF SERV THRU JAN 31, 2025 - 2024 SERVICE CENTER	4,158.75	
	TOTAL	14,470.00	
56. PRO-TECH SECURITY SALES	#SO4347 - BALLISTIC SHIELDS PATROL CARS	21,925.00	
57. QUALITY COATINGS	WATER - UNIT 731 BEDLINER	650.00	
58. QUALITY TIRE INC	MOTOR POOL TIRES - DISPOSAL	40.00	
59. SHAHEEN CHEVROLET INC	FIRE - UNIT #135 - REPAIR PARTS	103.42	
60. SOURCE MEDIA LLC	LEGAL ADVERTISING FOR 2024 ROAD BONDS	1,705.00	
61. ST MARTHA CONFERENCE OF	EMERGENCY RENTAL ASSISTANCE	500.00	114098
	EMERGENCY RENTAL ASSISTANCE	445.00	114106
	EMERGENCY RENTAL ASSISTANCE	500.00	114106
	TOTAL	1,445.00	
62. ST THOMAS AQUINAS PARISH	EMERGENCY RENTAL ASSISTANCE	500.00	114107
63. STAPLES	OFFICE SUPPLIES	2,184.38	
64. STATE OF MICHIGAN	MI0059774 - STORM WATER DISCHARGE 2025 PERMIT FEE	500.00	
65. STEVENS ASSOCIATES	REFUND CONSTRUCTION BOND - 2461 OVERGLEN CT	5,000.00	

02/13/2025 03:44 PM
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Vendor Name	Description	Amount	Check #
66. STRYKER MEDICIAL	NIBP CUFF, ELECTRODES (ADULT, PEDS)	639.60	
	AED TRAINER PADS	279.06	
	TOTAL	918.66	
67. TEAM FINANCIAL GROUP	FEB 2025 COPIER CONTRACT	2,552.82	
68. VARIPRO BENEFIT ADMINISTRATORS	MARCH 2025 RETIREE MEDICARE SUPPLEMENT	15,191.36	114108
69. WASTE MANAGEMENT	2/1/25 - 2/28/25 - GAYLORD C SMITH - DUMPSTER SERV	518.88	
TOTAL - ALL VENDORS		769,672.82	

02/13/2025 03:43 PM
 User: GRAHAM
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Vendor Name	Description	Amount	Check #
1. BRIGHT ARROW TECHNOLOGIES INC	2/8/2025 TO 2/7/2026 - CONTACTING WATER & SEWER C	350.00	
2. CITY OF EAST LANSING	FEB 2025 ELMWSA OPERATING, INTERCONNECT & DEBT SHA	377,461.25	
3. CSM MECHANICAL LLC	2024 COUNTY PARK LIFT STATION REPLACEMENT	162,908.42	
4. CUMMINS INC	TOWAR GARDENS - GENERATOR BATTERY CHARGER	1,361.04	29960
	1/7/2025 - MAIN STREET LS - GENERATOR PM	699.67	
	1/30/2025 - SHOALS LS - GENERATOR PM	617.65	
	1/30/2025 - 1-69 LS - GENERATOR PM	999.38	
	TOTAL	3,677.74	
5. FERGUSON WATERWORKS #3386	CUSTOMER INSTALLATION PARTS	2,067.36	
	CUSTOMER INSTALLATION PARTS	5,877.96	
	CUSTOMER INSTALL BRASS ORDER	5,919.92	
	TOTAL	13,865.24	
6. GA HUNT EXCAVATING	DIRECTIONAL BORE NEW WATER SERVICE LINE - 1541 HAS	7,100.00	
7. HYDROCORP	JAN 2025 CROSS CONNECTION PROGRAM SERVICES CONTRAC	2,735.00	
8. INGHAM COUNTY REGISTER OF DEEDS	3 EASEMENTS RECORDING (2024-026657,026658,026659,0	120.00	
	RECORDING FEE - 2ND AMENDMENT TO WELL11 EASEMENT	30.00	
	TOTAL	150.00	
9. LEAVITT & STARCK EXCAVATING INC	1/18/25 WATER MAIN BREAK - HILLCREST AVE - EMERGEN	6,920.50	
10. MERIDIAN TOWNSHIP RETAINAGE	CSM MECHANICAL - 2024 COUNTY PARK LIFT STATION REP	4,071.24	
11. SONDOS ALHACHIM	KANSAS RD - REIMB WATER CONNECTION - SPARROW ESCRO	6,022.00	29961
TOTAL - ALL VENDORS		585,261.39	

02/13/2025 03:43 PM
User: GRAHAM
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Vendor Name	Description	Amount	Check #
1. BRAD S. RAKERD	PARK LAKE RD - 2024 WIN TAX REFUND	50.99	14106
2. CORELOGIC CENTRALIZED REFUNDS	ROYLE - ASHLAND DR - 2024 SUM TAX REFUND	1,210.84	14109
	ROYLE - ASHLAND DR - 2024 WIN TAX REFUND	1,210.85	14110
	VALISETTY - CROOKED CREEK RD - 2024 WIN TAX REFUND	1,963.97	14112
	EPPS - JOLLY RD - 2024 SUM TAX REFUND	716.79	14107
	EPPS - JOLLY RD - 2024 WIN TAX REFUND	716.78	14108
	TOTAL	5,819.23	
3. LERETA LLC	RUFFLEY - SKYLINE DR - 2024 SUM TAX REFUND	3,317.85	14111
4. STATE OF MICHIGAN	MI3392600 - FRUTIN & MCNEELY SEX OFFENDER REGISTRY	60.00	
TOTAL - ALL VENDORS		9,248.07	

Credit Card Report 01/29/2025 - 02/12/2025

Transaction Date	Account Name	Transaction Amount	Transaction Merchant Name
1/29/2025	LAWRENCE BOBB	\$332.02	SUNBELT RENTALS #0315
2/4/2025	ROBERT STACY	\$10.00	LANSING CENTER LOTS TIBA
2/5/2025	ROBERT STACY	\$10.00	LANSING CENTER LOTS TIBA
2/4/2025	TYLER KENNEL	\$10.00	LANSING CENTER LOTS TIBA
2/5/2025	TYLER KENNEL	\$10.00	LANSING CENTER LOTS TIBA
2/6/2025	TYLER KENNEL	\$137.79	GRAINGER
2/6/2025	TYLER KENNEL	\$127.16	THE HOME DEPOT #2723
1/30/2025	MICHAEL HAMEL	\$7.34	USPS PO 2569800864
1/30/2025	MICHAEL HAMEL	\$28.97	MIDWEST POWER EQUIPMENT
1/31/2025	MICHAEL HAMEL	\$960.06	SP THE TELECOM SPOT
1/31/2025	MICHAEL HAMEL	\$20.50	BARYAMES CLEANERS INC 05
1/31/2025	MICHAEL HAMEL	\$155.96	FULL COMPASS SYS VT
1/30/2025	KYLE FOGG	\$16.72	THE HOME DEPOT #2723
1/31/2025	KYLE FOGG	\$93.00	THE HOME DEPOT #2723
2/4/2025	KYLE FOGG	\$16.99	RIVERSTONE ACE LLC
1/29/2025	JACOB FLANNERY	\$158.48	AUTO VALUE 244 EAST LANSI
2/4/2025	JACOB FLANNERY	\$10.00	LANSING CENTER LOTS TIBA
2/11/2025	ASHLEY WINSTEAD	\$449.35	COSTAR GROUP INC
1/30/2025	CHRISTOPHER JOHNSON	\$74.67	THE HOME DEPOT #2723
2/5/2025	CHRISTOPHER JOHNSON	\$113.03	THE HOME DEPOT #2723
2/6/2025	AL DIAZ	\$15.96	COSTCO WHSE#1277
2/5/2025	TIMOTHY SCHMITT	\$491.97	SOARING EAGLE HOTEL
2/10/2025	TIMOTHY SCHMITT	\$491.97	SOARING EAGLE HOTEL
1/29/2025	THOMAS BAKER	\$20.75	THE HOME DEPOT #2723
2/4/2025	THOMAS BAKER	\$32.91	THE HOME DEPOT #2723
2/10/2025	THOMAS BAKER	(\$31.92)	THE HOME DEPOT #2723
2/10/2025	THOMAS BAKER	\$22.47	FEEDERS SUPPLY COMPANY #4
2/10/2025	THOMAS BAKER	\$39.90	THE HOME DEPOT #2723
2/5/2025	BRIAN PENNELL	\$148.00	AMERICAN RED CROSS
2/5/2025	BRIAN PENNELL	\$198.00	AMERICAN RED CROSS
1/30/2025	COURTNEY WISINSKI	\$306.85	EVENTS TO RENT INC
1/30/2025	COURTNEY WISINSKI	\$62.33	QUALITY DAIRY#31
1/30/2025	COURTNEY WISINSKI	\$3.98	QUALITY DAIRY#31
1/29/2025	COURTNEY WISINSKI	\$53.46	JL DARLING
2/4/2025	COURTNEY WISINSKI	\$120.00	AT *MORTON ARBORETUM
2/6/2025	COURTNEY WISINSKI	\$53.95	VAN ATTA'S GREENHOUSE
2/10/2025	COURTNEY WISINSKI	\$304.56	IN *OLD TIME WOODEN NICKE
2/7/2025	MIKE ELLIS	\$9.78	THE HOME DEPOT #2723
1/30/2025	TODD FRANK	\$90.70	SQ *SHELLYNN ENTEPRISES I
1/30/2025	RICHARD GRILLO	\$75.00	LERMAINC.ORG
1/31/2025	RICHARD GRILLO	\$99.72	AMAZON MKTPL*ZC6D06710
2/6/2025	RICHARD GRILLO	\$917.19	AMAZON RETA* Z777B5700
2/6/2025	RICHARD GRILLO	\$69.00	TST* BARRIO - GRAND RAPID
2/7/2025	RICHARD GRILLO	\$43.00	BUFFALO WILD WNGS 3610
2/7/2025	RICHARD GRILLO	\$29.38	TST* THE FOOLERY
2/7/2025	RICHARD GRILLO	\$10.70	FREDDY'S 57-0003
2/7/2025	RICHARD GRILLO	\$474.80	AMWAY GRAND PLAZA HOTE
2/10/2025	RICHARD GRILLO	\$140.00	PACKTRACK
2/12/2025	RICHARD GRILLO	\$31.36	AMAZON MKTPL*321Q12WZ3
2/4/2025	YOUNES ISHRAIDI	\$276.00	AMERICAN WATER WORKS ASSO
2/10/2025	YOUNES ISHRAIDI	\$10.00	RADISSON PARKING
2/11/2025	YOUNES ISHRAIDI	\$23.00	RADISSON PARKING

2/6/2025	KEITH HEWITT	\$44.97	MENARDS LANSING SOUTH MI
2/7/2025	KEITH HEWITT	\$64.94	THE HOME DEPOT #2723
1/31/2025	MICHELLE PRINZ	\$21.59	AMZN MKTP US*ZC8D78ES1
1/31/2025	MICHELLE PRINZ	\$5.07	AMZN MKTP US*ZC9GA8EO1
1/31/2025	MICHELLE PRINZ	\$74.00	AMAZON MKTPL*ZC26497V0
2/4/2025	MICHELLE PRINZ	\$52.21	AMAZON MKTPL*Z709R3GV0
2/5/2025	MICHELLE PRINZ	\$43.52	AMAZON MKTPL*Z74U41NN1
2/10/2025	MICHELLE PRINZ	\$20.64	GFS STORE #1901
2/12/2025	MICHELLE PRINZ	\$16.27	AMAZON.COM*I05MC1WK3
1/31/2025	CATHERINE ADAMS	\$27.76	THE HOME DEPOT #2723
2/4/2025	CATHERINE ADAMS	\$94.99	MIDWEST POWER EQUIPMENT
2/5/2025	CATHERINE ADAMS	\$89.95	AMZN MKTP US*Z747M68E0
2/5/2025	CATHERINE ADAMS	\$90.00	NATIONAL ASSOCIATION F
2/6/2025	CATHERINE ADAMS	\$420.00	NATIONAL ASSOCIATION F
2/7/2025	CATHERINE ADAMS	\$64.95	AMAZON MKTPL*Z776D4IV0
2/10/2025	CATHERINE ADAMS	\$146.06	HUESTON WOODS STATE PA
2/10/2025	CATHERINE ADAMS	\$146.06	HUESTON WOODS STATE PA
2/10/2025	CATHERINE ADAMS	\$69.28	TOP HAT CRICKET FARM INC
1/30/2025	ED BESONEN	\$350.00	ACTIVE ASSAILANT CONF
1/31/2025	ED BESONEN	\$49.99	OFFICEMAX/OFFICEDEPT#3379
2/7/2025	ED BESONEN	\$28.98	TST* THE FOOLERY
2/6/2025	ED BESONEN	\$237.40	AMWAY GRAND PLAZA HOTE
2/7/2025	ED BESONEN	\$424.80	AMWAY GRAND PLAZA HOTE
2/10/2025	ED BESONEN	\$140.00	PACKTRACK
1/31/2025	DAVID LESTER	\$355.42	THE HOME DEPOT #2723
2/5/2025	BART CRANE	\$229.00	THE HOME DEPOT #2723
2/8/2025	BART CRANE	\$68.85	MICHIGAN NOTARY SERVICE
2/7/2025	PHIL DESCHAIINE	\$29.99	WHITEPAGES
2/2/2025	DANIEL OPSOMMER	\$376.25	TITANHQ
2/3/2025	ALLISON GOODMAN	\$196.42	FEEDERS SUPPLY COMPANY #4
2/3/2025	ALLISON GOODMAN	\$6.79	MEIJER STORE #025
2/4/2025	ALLISON GOODMAN	\$22.99	WAL-MART #2866
2/5/2025	ALLISON GOODMAN	\$90.00	NATIONAL ASSOCIATION F
2/6/2025	ALLISON GOODMAN	\$420.00	NATIONAL ASSOCIATION F
2/4/2025	DAN PALACIOS	\$10.00	LANSING CENTER LOTS TIBA
2/5/2025	DAN PALACIOS	\$10.00	LANSING CENTER LOTS TIBA
2/4/2025	ROBERT MACKENZIE	\$10.50	SQ *CITY OF LANSING
2/5/2025	ROBERT MACKENZIE	\$10.00	LANSING CENTER LOTS TIBA
2/10/2025	CURT SQUIRES	\$100.00	MICHIGAN ASSOC OF CHIEFS
2/1/2025	SAMANTHA DIEHL	\$2,000.00	GAS
2/6/2025	SAMANTHA DIEHL	\$149.90	AWX*CANVA US INC

TOTAL	\$14,186.35
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ACH Transactions

Date	Payee	Amount	Purpose
1/31/2025	State of Michigan	\$ 40,148.87	Payroll Taxes 02/07/2025
2/3/2025	Blue Care Network	\$ 15,468.55	Employee Health Insurance
2/4/2025	IRS	\$ 130,602.67	Payroll Taxes 02/07/2025
2/5/2025	EyeMed	\$ 408.56	Employee Vision Insurance
2/7/2025	Nationwide	\$ 11,283.92	Payroll Deductions 2/07/2025
2/7/2025	Various Financial Institutions	\$ 358,413.69	Payroll Deductions 02/07/2025
2/7/2025	Alerus	\$ 57,530.87	Payroll Deductions 02/07/2025
2/12/2025	Consumers Energy	\$ 2,160.93	Utility Transaction Fees
2/12/2025	Health Equity	\$ 11.75	Employee Health Savings
	Total ACH Payments	\$ 616,029.81	



To: Board Members

From: Stephen Gebes, IT Director, Samantha Diehl, Communications Manager, and Dan Opsommer, Deputy Township Manager/Director of Department of Public Works

Date: February 18, 2025

Re: Authorization of Surplus Property Disposal

Over recent months, the following pieces of equipment have been taken out of service as they no longer provide any functional use for Township Operations:

- A. Three (3) HP ProLiant DL385 G7 SFF CTO 2U Servers – virtual host set purchased in 2013: USE135N1RN (2013), USE135N1RP (2013), USE135N1RQ (2013)
- B. Two (2) Cisco 2950 Catalyst network switches: FOC0743Y0WT (2004), FHK0841Y16Z (2008)
- C. Fleet Vehicle #61 -Dodge 3500 - VIN# 3D7MS46C55G800144 – (2005)
- D. Fleet Vehicle #63 - Ford F350 - VIN# 1FDWF36F7XEA91718 – Purchased (1999)
- E. Fleet Vehicle #120 - Ford Explorer - VIN# 1FM5K8AR2FGC08243 purchased (2015)
- F. Fleet Vehicle #140 - Spartan Metro Star VIN# 457CT2D928C067958 purchased (2008)
- G. Lectrosonics DM1624 Digital Automatic Matrix Mixer + DSP - S/N: 101815
- H. Leightonix UltraNEXUS - S/N: 00E0FB0712FA
- I. Kramer VP-6 UXGA Distributor - S/N: 10100192400074
- J. Buffalo 4-Unit HD Raid - S/N: 45504791000131
- K. AVI Tech Audio Input Box - S/N: 80616489
- L. Scientific Atlantic Demodulator -S/N: 5924480

Due to a combination of normal wear & tear, excessive use of consumables, poor performance, sub-optimal reliability, and other forms of obsolescence, these items have already been replaced with newer equipment. Moreover, there is no foreseeable use for any of the listed legacy resources in our existing operational environment. This being the case, it is time to have these items removed from our fixed asset inventory to make way for future rounds of replacements.

The following motions have been prepared for Board consideration:

MOVE TO AUTHORIZE THE DIRECTOR OF INFORMATION TECHNOLOGY, DIRECTOR OF PUBLIC WORKS, AND COMMUNICATIONS MANAGER TO HAVE OBSOLETE EQUIPMENT IDENTIFIED IN THE MEMORANDUM WITH SUBJECT “AUTHORIZATION OF SURPLUS PROPERTY DISPOSAL”, DATED FEBRUARY 13, 2025, TO BE SOLD, RECYCLED, AND/OR DISPOSED OF ACCORDING TO TOWNSHIP POLICIES & PROCEDURES.



To: Board Members
From: Scott Hendrickson, Township Supervisor
Date: February 18, 2025
Re: Brownfield Redevelopment Authority Appointment

The Township Manager is a voting member of the Brownfield Redevelopment Authority (BRA). With the arrival of Manager Dempsey, I would like to appoint him to the BRA to fill the remainder of the term held by Interim Manager Schmitt.

The following motions have been prepared for Board consideration:

MOVE TO APPOINT TIM DEMPSEY TO THE BROWNFIELD REDEVELOPMENT AUTHORITY FOR A TERM ENDING 12/31/25.



A Prime Community

To: Board Members
From: Rick Grillo, Chief of Police
Date: February 18, 2025
Re: Police Contract with the Harkness Law Firm

For over a decade, the Harkness Law Firm has been retained by Meridian Township as an attorney to prosecute certain violations of the Township Code of Ordinances, to oversee the diversion program for offenders who commit retail fraud crimes and minors in possession of alcohol, and to oversee the forfeiture of property seized under Public Act 236 of 1961. The Harkness Law Firm has been a trusted partner for many years and has provided many services within the scope of our agreement necessary for the prosecution of crimes in the name of public safety in Meridian Township.

The current contract with Harkness Law Firm is set to expire on April 30, 2025. A new contract has been developed to extend our agreement with the Harkness Law Firm for the continuance of services through April 30, 2029 with an updated schedule of fees.

Previous fees: \$6,666.66 per month paid for services rendered with no annual increases

Updated fees for 2025-2029:

- May 1, 2025 through April 30, 2026: \$7,916.66
- May 1, 2026 through April 30, 2027: \$8,075.00
- May 1, 2027 through April 30, 2028: \$8,236.50
- May 1, 2028 through April 30, 2029: \$8,401.23

As such, the following motion is presented for the Board's consideration:

“Move to authorize the township attorney contract for the prosecution of specific crimes and other legal services in Meridian Township with the Harkness Law Firm.”

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

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

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

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

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

- z. Appeals by the Township to the Circuit Court as requested by the Chief of Police for cases and/or services described in paragraph 5 of this agreement.
 - aa. All litigation in the Court of Appeals, Supreme Court or federal courts for cases and/or services described in paragraph 6 of this Agreement.
 - bb. Legal research as requested by the Township and not included under paragraph 6 above.
 - cc. Ordinance and policy drafting as requested by the Township.
 - dd. Review police reports regarding ordinance violations to determine eligibility for later adopted diversion programs. Meet with the Defendants who are eligible for later adopted diversion programs, go over the necessary agreements and requirements of the program, and monitor the file to make sure the Defendant successfully completes the requirements of the program, including having paid the necessary fees to the Township.
7. The Contractor shall be compensated by the Township as follows:
- a. A retainer shall be paid monthly for services rendered pursuant to paragraphs 1, 2, 3, 4 and 5 above as follows:
 - i. May 1, 2025 through April 30, 2026: \$7,916.66
 - ii. May 1, 2026 through April 30, 2027: \$8,075.00
 - iii. May 1, 2027 through April 30, 2028: \$8,236.50
 - iv. May 1, 2028 through April 30, 2029: \$8,401.23
 - b. The Contractor shall bill in detail for and be reimbursed at cost for all out-of-pocket expenses incurred in pursuit of Township business including filing fees, postage, witness fees, service of process and computerized legal research charges.
8. The Contractor shall exercise full authority under MCL 41.187 to prosecute violations of the Township ordinances as set forth above, to countersign the certificates of jurors and witnesses, to authorize Complaints and Warrants for Arrest, and to perform such duties as are necessarily incidental to the prosecution of ordinance violations.
9. In the event of a conflict of interest, the Contractor may refuse to accept the representation of the Township on any particular matter and in that event shall immediately advise the Township and request the Township appoint another attorney to prosecute such matters.
10. The Township shall provide for document and record storage.

11. The Township shall provide personnel and procedures for response to document requests by defendants and defense attorneys.
12. The Township shall provide all necessary reports and documents to the Contractor in a timely manner.
13. All case files, including letters, notes, pleadings, briefs, memoranda and other documents prepared by the Contractor and filed in particular cases, and all reports required to be prepared under this agreement shall become and shall remain Township property. Any and all articles, software programs, forms, procedures, systems, trade secrets or other forms of intellectual property created or assembled by the Contractor that do not pertain directly and exclusively to particular case files or to reports required to be prepared under this agreement shall remain the sole and exclusive property of the Contractor.
14. It is expressly understood and agreed that the Contractor is retained by the Township as an independent contractor for the performance of the services required by this agreement. The Contractor shall in no way be deemed to be and shall not hold himself out as an employee of the Township and shall not be entitled to any benefits of the employees and officials of the Township, such as, but not limited to, health, accident, and life insurance, paid sick or vacation leave, and pension. The Contractor shall be responsible for payment of all applicable taxes including income and FICA and FUTA to the proper federal, state and local governments, at no additional cost to the Township.
15. The Contractor shall not assign, subcontract or otherwise transfer his duties and/or obligations under this agreement, except to persons in his employ approved by the Township.
16. In the event that the Contractor uses employees, he shall be solely responsible for their supervision as well as for their acts, omissions or negligence. The Contractor shall be solely responsible for payment of all compensation due to his employees for services rendered under this agreement and for payment of all applicable taxes including, but not limited to, income, FICA and FUTA taxes, to the proper federal, state and local governments, at no additional cost to the Township.
17. The contractor and all subcontractors performing work under this Contract shall not discriminate against an employee or applicant for employment with respect to hire, tenure, terms, conditions, or privileges of employment, or a matter directly or indirectly related to employment, because of race, color, religion, national origin, age, sex, including, but is not limited to, pregnancy, childbirth, or a medical condition related to pregnancy or childbirth that does not include nontherapeutic abortion not intended to save the life of the mother, height, weight, marital status, source of income, familial status, educational association, sexual orientation, gender identity or expression, HIV status,

physical or mental limitation, disability, including but not limited to or a disability that is unrelated to the individual's ability to perform the duties of a particular job or position. A breach of this covenant shall be regarded as a material breach of the contract.

18. The attorney shall comply with the Michigan Workers' Disability Compensation Act (WDC Act). If the Contractor acquires employees or he, himself, becomes an employee of a partnership or corporation within the meaning of the WDC Act, he shall provide the Township with either proof that he has acquired Workers' Compensation Insurance as required by the WDC Act, or that an exclusion form has been properly filed with the Bureau of Workers' Disability Compensation.
19. The Contractor shall maintain professional liability (malpractice) insurance in the amount of One Million Dollars (\$1,000,000.00) per claim and One Million Dollars (\$1,000,000.00) aggregate. In the event that the Contractor utilizes employees to perform services under this agreement, the Contractor shall ensure that such employees are covered by professional liability insurance in the amount specified.
20. The Contractor shall provide the Township Manager and Clerk with a certificate of insurance confirming the acquisition of the professional (malpractice) liability insurance required by the above section. The certificate of insurance shall contain a provision stating that the coverage afforded under the policy will not be changed or cancelled until at least thirty (30) days prior written notice has been provided directly to the Township by the carrier.
21. The Township may conduct an evaluation of the services performed by the Contractor. The Contractor shall provide the Township with such reasonable reports, records, and other information relating to the services performed under this agreement as the Township may require from time to time and/or to conduct its review or to verify that the services have been properly performed. Contractor shall attend such meetings and answer such questions as the Township Board or Township Supervisor or Township Manager or Township Police Chief may reasonably require regarding the services performed, without additional compensation.
22. No failure or delay on the part of either of the parties of this agreement in exercising any right, power or privilege hereunder shall operate as a waiver thereof, nor shall a single or partial exercise of any right, power or privilege preclude any other or further exercise of any other right, power or privilege.
23. Modifications, amendments or waivers of any provision of this agreement may be made only by the written mutual consent of the parties hereto.

24. This agreement contains all the terms and conditions agreed upon by the parties hereto and no other agreements, oral or otherwise, regarding the subject matter of this agreement or any part thereof shall have any validity or bind either of the parties hereto.
25. If any provision of this agreement is held to be invalid it shall be considered to be deleted and the remainder of this agreement shall not be affected thereby. Where the deletion of the invalid provision would result in the illegality and/or unenforceability of this agreement, this agreement shall be considered to have terminated as of the date in which the provision was declared invalid.
26. The term of this agreement shall be from May 1, 2025, through April 30, 2029, unless renewed by mutual written agreement of the parties as set forth in paragraph 28 or terminated according to its terms.
27. This agreement may be terminated by either party during its term upon thirty (30) days prior written notice.
28. The Township and the Contractor may, by mutual agreement, exercise an option to extend this agreement for four (4) additional years from May 1, 2029 to April 30, 2033. All terms and conditions shall remain in effect through the period of such renewal unless modified in writing by the parties.

Thus, the parties have caused this agreement to be signed by their duly authorized agents this ____ day of _____, 2025.

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

By _____
Scott Hendrickson, Township Supervisor

By _____
Angela Demas, Clerk

The Harkness Law Firm, PLLC

By _____
Cullen C. Harkness, Managing Member



12. B

To: Board Members
From: Tim Dempsey, Township Manager
Date: February 14, 2025
Re: Revised Draft Board Policy Manual

Per the discussion at the February 4, 2025, Board meeting, please see the attached updated redline and clean versions of the **Board Policy Manual**. Matt Kuschel at Fahey Schultz Burzych Rhodes incorporated the revisions from the meeting discussion. The prior cover memos are also included for reference.

Should the Board choose to approve this policy, the following motion is suggested.

Motion to approve the revised Board Policy Manual.

Attachments:

1. February 4, 2025, Board Memo RE: Draft Board Policy Manual
2. August 29, 2024, Board Memo RE: Board Rules, Policies, and Procedures
3. Draft Board Policy Manual-Redline
4. Draft Board Policy Manual-Clean



To: Board Members
From: Policy Review Work Group
Date: February 4, 2025
Re: Draft Board Policy Manual

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

As a result of the review process, and with additional consideration and input from our Township attorneys, attached is a draft **Board Policy Manual**. This document combined the **Board Policy Manual** which was originally adopted in 2001 by the Meridian Township Board and the **Board Rules and Procedures** last revised in 2000.

This Board Policy Manual is being presented for board discussion and review.

It is recommended that each year, the Board reviews this document with the Township Manager who then directs staff to establish goals and objectives that support the goals, mission, and vision statement adopted by the board. The Township Manager reports to the Board regarding compliance with the direction set by the Board through its policies.

Attachments:

1. August 29, 2024 Board Memo RE: Board Rules, Policies, and Procedures
2. Draft Board Policy Manual-Clean
3. Draft Board Policy Manual-Redline



To: Board Members
From: Deborah Guthrie, Township Clerk
Date: August 29, 2024
Re: Board Rules, Policies, and Procedures

On April 16, 2024, the Meridian Township Board unanimously established a Policy Review Working Group consisting of two Township Board Members, the Township Manager (or Representative), the Human Resources Director, and a relevant rotating Departmental Director, based on the Policy to be updated.

Since that appointment, Director Tithof, Trustee Tresize, and Clerk Guthrie have met on a weekly basis except where conflicts arose due to schedules. The purpose of this committee was not only to ensure the township's policies are up to date and in compliance with current laws and regulations, but also to identify and address problem areas and loopholes in accountability and safeguarding Township employees and appointed and elected officials.

Our top priority and number one focus was to identify and address concerns as they related to policy operations and/or affairs of township government as they relate to the **Personnel Policy** and **Board Policy Manual**.

The Policy Work Group started by reviewing the **Personnel Policy**. Specific areas of concern included, but were not limited to, the Open Door Policy, Promotions and Hiring Practices including Vacancies, Harassment policy, and how nepotism is addressed or not. Once the Committee made an initial assessment identifying areas of concern, and draft changes, we submitted these to legal who is currently reviewing that document. Once returned, we will work with the internal team for feedback and subsequent recommendation to the board. We expect a review from legal to be complete this month and to meet with staff soon thereafter.

We feel we have made significant headway on a vastly improved Personnel Policy, and we also feel receiving feedback from staff will be a significant, valued, component in this review and subsequent recommendation. We thank you in advance for your patience in receiving a draft of this document at a future meeting.

Today, we present a draft **Board Rules, Policies, and Procedures**. This document combined the **Board Policy Manual** which was originally adopted in 2001 by the Meridian Township Board and the **Board Rules and Procedures** last revised in 2000. The Policy Work Group combined the components related to Board Rules, Policies, and Procedures, and how the board works with staff on certain aspects of governance to combine these two separate documents into one.

It is recommended that each year, the Board reviews this document with the Township Manager who then directs staff to establish goals and objectives that support the goals, mission, and vision statement adopted by the board. The Township Manager reports to the Board regarding

Memo to Township Board
August 29, 2024
Re: Board Rules, Policies, and Procedures
Page 2

compliance with the direction set by the Board through its policies. It is the Policy Review Committee's goal to have an updated, revised, Board Rules, Policies, and Procedures document approved by the board and reviewed by staff prior to the hiring of a new Township Manager; giving clear guidance to the new Township Manager.

The Draft Board Rules, Policies, and Procedures document show combined areas related to rules, policies, and procedures of the board from the two other documents. Areas highlighted in yellow indicate new and/or updated wording extracted from the Board Policy Manual and Board Policies and Procedures document. These documents have been combined into one for board discussion and review.

Attachments:

1. Board Policies and Procedures
2. Board Policy Manual
3. Draft Board Rules, Policies, and Procedures



**Board Rules, Policies, and Procedures Manual Revised |
[MONTH] 2025**

Approved by the Meridian Township Board on [Month, Day, Year]

DRAFT

Established February 16, 1842

**Incorporated as Charter Township in January 1960
(Charter Township Act - Act 359; Public Acts of 1947)**



A PRIME COMMUNITY
meridian.mi.us

TABLE OF CONTENTS

Preamble 3

Rule 1. Authority Of The Board 3

Policy: Board Member’s Code Of Conduct 3

Policy: Board’s Governing Style 5

Policy: Supervisor Responsibilities 6

Policy: Duties Of Elected Department Heads 7

Rule 2. Township Board Meetings 8

Rule 3. Board Meeting Agendas 10

Rule 4. Public Notice Of Meetings Requirements 11

Rule 5. Quorum, Attendance, Call Of The Township Board 11

Rule 6. Conduct Of The Meetings 11

Rule 7. Record Of The Meetings 13

Rule 8. Committees 15

Rule 9. Statutory Boards And Commissions 15

Rule 10. Township Ordinances 16

Rule 11. Specific Specialized Rules 17

Rule 12. Recision And Suspension Of Rules 17

Rule 13. Board Policy 18

Preamble

The purpose of the Meridian Township Board, on behalf of the Township, property owners, and taxpayers, and as stewards of community resources, is to see to it that the Charter Township of Meridian achieves appropriate results for residents and visitors at an appropriate cost and avoid unacceptable actions and situations.

Vision Statement: (Approved May 2, 2017): Our vision is to achieve and maintain a sustainable and welcoming community with the highest quality of life for our residents. This encompasses protecting our natural environment and our health and safety, and enhancing our prosperity, cultural heritage, diversity and recreational opportunities.

Mission Statement: (Approved May 2, 2017): Meridian Township exists to create a sustainable community through the most effective use of available resources in order to achieve the highest quality of life for its residents.

These rules, procedures, and policies are adopted by the Township Board of the Charter Township of Meridian pursuant to the provisions of State Law, board policy, procedures, and guidelines.

RULE 1. AUTHORITY OF THE BOARD

Policy: Board Member's Code of Conduct

The Board commits itself and its members to ethical, businesslike, and lawful conduct, including proper use of authority and appropriate decorum when acting as Board members. Accordingly,

1. Members must have loyalty to the residents of Meridian Township, unconflicted by loyalties to staff, other organizations, and any personal interest.
2. Members must adhere to the ethical standards of the township and conduct themselves with integrity.
3. Members will be properly prepared to actively engage in Board deliberation.
4. Members must avoid conflicts of interest.
 - a. There will be no self-dealing or business by a Board member with the Township.
 - b. Members will disclose their involvement with other organizations, with vendors, or any associations that might be or reasonably be seen as a conflict upon joining the Board. Each Board member will annually review and update their involvement disclosure.
 - c. If a Board member has a conflict of interest on an issue or item of business, that member shall disclose that conflict of interest prior to Board deliberation.

- d. Board members must not use their Board position to obtain employment in the Township for themselves, family members, or close associates.
 - e. Should a Board member apply for employment with the Township, he or she will be considered for the position without any partiality; they will be considered the same as any other applicant.
 - i. To be considered, the Board member must meet the minimum qualifications for the position.
 - ii. Employment of a Board member will follow the processes consistent with the position and the standard Township hiring policies.
 - iii. The Board ~~has determines~~ determined that acting as a Board member while regularly employed by the Township represents a conflict of interest. (Volunteering or irregular employment, e.g., election worker, is not considered regular employment.)
 - iv. Except in cases of emergency, upon accepting employment with the Township, a Board member must resign their Board position.
5. Board members may not attempt to exercise individual authority over the Township.
- a. Members' interaction with the Township Manager or with staff must recognize that an individual member has no supervisory authority, except when explicitly Board authorized.
 - b. Members may offer constructive feedback to the Township Manager with the understanding that they have no individual authority except when explicitly Board authorized.
6. When interacting with public, media, or other entities:
- a. The Township Supervisor is the official spokesperson for the Board and may delegate that role.
 - b. Board members must recognize explicitly stated Board decisions.
 - c. Board members may discuss the content of issues or their individual position with the media but should refrain from making personal attacks on other Board member(s).
 - d. Preceding any comment to the media, Board members will make it clear that their comments are their personal opinion as an individual member of the Board and citizen of the Township and may not be the position of the Board.

- e. In the case of existing legal proceedings, from the point of suit filed to final disposition or public Board action, Board members will direct media questions on legal proceedings to the Township Manager or Supervisor as appropriate.
- 7. With the exception of the Township Manager, Board members should not express individual judgment of Township employees or their performance.
- 8. Members will respect and maintain confidentiality appropriate to issues of a sensitive nature, as is consistent with legal exceptions available in public disclosure laws and the Freedom of Information Act (FOIA).
- 9. In order to control legal fees incurred by the Township, members shall request access to the attorney through the Township Manager for township operations and the Township Supervisor for Board needs.
- 10. Board members will treat each other and staff with respect at Board meetings, refraining from personal criticism, personal attacks, and intimidating body language.
- 11. Board members will conduct all deliberations and decision making consistent with the Open Meetings Act.

Policy: Board’s Governing Style

~~The Board will govern with an emphasis on openness and transparency, an outward vision rather than an internal preoccupation, encouraging expression of diverse viewpoints, strategic leadership more than administrative detail, clear distinction of Board and Chief Executive roles, collective rather than individual decisions, future rather than past or present, and proactivity rather than reactivity.~~

On any issue, the Board must ensure that all divergent views are considered in making decisions yet must resolve into a single organizational position. Accordingly,

- 1. ~~The Board will cultivate a sense of group responsibility. The Board, not the staff, will be is responsible for excellence in governing. The Board will be the initiator of policy and may react to staff suggestions. The Board may use the expertise of individuals and staff members to enhance the ability of the Board as a body, rather than to substitute individual judgements for the Board’s values.~~
- 2. The Board will lead the Township through the careful establishment of written policies reflecting the Board’s good governance, efficient operations, and Township goals. The Board’s major policy focus will be on the intended long-term impacts.
- 3. The Board will enforce policy and ensure the continuance of governance.
- 4. Continual Board development will include orientation of new Board members in the Board’s governance process and periodic Board discussion of process improvement at least once per year.

5. The Board will encourage officers, individuals, and committees of the Board to fulfill their commitments.
6. The Board will monitor and discuss the Board's process and performance on a regular basis.
7. On questions of procedure, the Board will look to Robert's Rules of Order, ~~with the~~ Township Attorney ~~acting as~~ the parliamentarian. In the absence of the parliamentarian, the Supervisor may consult with The Board may annually appoint a member of the Board or the Manager or otherwise resolve procedural questions consistent with Robert's Rules of Order. to act as parliamentarian in the absence of or to assist the Township Attorney.

Policy: Supervisor Responsibilities

1. **Supervisor Duties and Authority:** The Supervisor is the first point of contact about any Township Board business or complaint and is the Township Board's spokesperson. The authority of the Supervisor is limited to that provided by state statutes or delegated by the Township Board. Accordingly, as stated below, the Supervisor may or shall:
 - a. As a member of the Township Board, the Supervisor shall be the presiding and executive officer of the Board and shall have an equal voice and vote in the proceedings of the Board that is required by statute.
 - b. The Supervisor is the Township's agent for transacting legal business.
 - c. The Supervisor shall carry out all statutory duties.
 - d. The Supervisor may represent the Board to outside parties in announcing Board-stated positions.
 - e. The authority of the Supervisor consists in making decisions that fall within topics covered by Board policies, governance process, and board management with the exception of employment or termination of the Township Manager and where the Board specifically delegates portions of this authority to others. The Supervisor is authorized to use any reasonable interpretation of the provisions in these policies.
 - f. The supervisor may delegate aspects of the authority under this paragraph and subparagraphs but only as permitted by law, ~~and the~~ The supervisor remains accountable for the use of the delegated authority.
 - g. In the event no person is designated Township Manager, the Township Supervisor is considered the chief administrative officer for the development of the Township budget according to MCL 42.24.

Further, as stated below, the Supervisor **may not** undertake the following:

- a. The Supervisor does not have individual authority to make decisions about Township policies.
 - b. The Supervisor has no authority to solely supervise or solely direct the Township Manager outside the Board's overall directive.
 - c. The Supervisor acknowledges that the Board appoints a Township Manager and it is presumed to have delegated to the Manager all of the functions and duties listed in MCL 42.10. The Supervisor will exercise the functions and duties listed in MCL 42.10 only when there is no appointed Manager, there is no appointed Interim Manager, or where the Board has removed a function or duty from the Township Manager.
2. **Supervisor's Role in the Board's Meeting Process:** The Supervisor assures the integrity of the Board's process and, secondarily, occasionally represents the Board to outside parties. Accordingly,
- a. The Supervisor is empowered to chair Board meetings with all the commonly accepted power of that position.
 - b. The Supervisor oversees that the Board meetings are conducted consistent with its own rules and statutory obligations.
 - c. The Supervisor oversees that the meeting discussion content will be only those issues which clearly belong to the Board to decide, not the Township Manager.
 - d. The Supervisor oversees that the deliberation will be fair, open, and thorough, but also timely, orderly, and kept to the point.

Policy: Duties of Elected Department Heads

The Township Clerk and Township Treasurer serve the Township in a dual capacity. In carrying out their duties within the scope of the law, these elected officials serve as elected Department Heads, responsible for designated department operations under the advisory supervision of the Township Manager. Accordingly,

1. They are responsible for carrying out statutory duties.
2. They are required to comply with statutory deadlines.
3. They will cooperate with the Township Manager, Department Heads, and the Executive Management team with respect to administrative policies and procedures.
4. They will cooperate on joint policy assessment.
5. Elected Department Heads are expected to attend weekly Executive Management team Meetings to provide departmental reports.

6. All leadership and supervisory resources available to Executive Management or Department Heads for administration of their departments are available to Elected Department Heads and their Deputies.
7. Elected Department Heads are expected to provide biannual and annual reports for their respective departments to the whole Board.
8. The Clerk and Treasurer are responsible for completing performance appraisals of employees in their departments.

The Clerk's responsibilities also include voter registration and election administration, township records management, and acting as secretary to the Township Board and the Zoning Board of Appeals.

The Treasurer's responsibilities also include serving as Township tax collector, bill payer, and investor.

RULE 2. TOWNSHIP BOARD MEETINGS

Meetings of the Township Board shall conform to requirements of the Open Meetings Act and established parliamentary procedures.

Meeting Location: Township Board meetings are usually held in the Township Hall Room of the Meridian Municipal Building. Township meetings may be held elsewhere for purposes of community outreach, to accommodate increased public attendance, or in the event that the Municipal Building is not available. Consistent with the Open Meetings Act, the Supervisor, Clerk, or Township Manager shall be authorized to change the meeting location when emergency situations arise.

Meeting Time: Regular Meetings of the Board begin at 6:00 pm local time. Agenda items will not be introduced for action, nor a public hearing opened, after 10:00 pm unless a majority of the Board members present vote to continue the meeting.

Change in Meeting Schedule: Cancellation of a meeting on the annual schedule of meetings may be made with the approval of a majority of Board members when in open session. In the event a quorum is not present at a regular or special meeting, a majority of Board members in attendance may reschedule the meeting providing proper notice is given to the public in accordance with the Open Meetings Act.

Regular Meetings: The Township Board shall normally meet in regular session at least twice each month. A twelve-month schedule of meetings, including dates, times and locations shall be set annually no later than the last regular meeting of December prior to the calendar year for the upcoming year.

Special Meetings: The Township Board may have special meetings. These shall be scheduled by the Township Clerk upon written request of either the Township Supervisor or two members of the Township Board. Special meetings shall be posted by the Township Clerk in accordance with the Open Meetings Act. The matter or matters to be considered at a special meeting of the Township Board shall be stated in the call to the meeting. No other matters shall be considered except with all members present.

Closed Sessions: A public body may meet in a closed session consistent with the Open Meetings Act.

Open Meetings Act Meeting Requirements: All meetings of a public body shall be open to the public and shall be held in a place available to the general public consistent with the Open Meetings Act.

Procedures for Establishing Regular Board Meetings:

1. The annual schedule of meetings shall be approved by resolution of the Board, usually at the last regular meeting in the calendar year. The annual reappointment meeting shall include establishment of the annual calendar, as well as the annual appointment of board members as liaisons to boards and commissions.
2. Regular meetings will not be scheduled on holidays recognized by the Township, or federal election days.
3. The Township Board may schedule additional work sessions.
4. The Board may host meetings with all Township boards and commissions (or members of the same) to share updates and [in](#) alignment with Board goals, mission, and vision statement.
5. Boards and commissions required to provide annual reports to the Board will do so according to statutory requirements and deadlines.
6. To promote regional cooperation, the Township Board will make prudent efforts to meet periodically with school boards, adjacent or other municipalities, and county authorities. The Board may schedule and host meetings to discuss common issues and develop solutions to common problems.
7. At least once per year, the Township Board will discuss the Township budget and goals, as well as the Manager's Performance Review. These topics may be discussed at the same meeting or separate meetings.

Annual Goal Setting:

To accomplish Board goals with a governance style consistent with these Board policies, the Board will establish annual goal setting objectives to continually improve Board performance through education, enriched input, and deliberation.

1. The planning cycle will occur annually so that administrative planning and budgeting can be based on the Board's annual goals.

2. The [planning](#) cycle will start with the Board's development of its goals for the next year.
 - a. Consultations with selected Township commissions, committees, or other boards and Township departments, or other methods of input will be arranged.
 - b. Governance education, and education related to policy and goals will be arranged.

RULE 3. BOARD MEETING AGENDAS

An agenda of business for all Township Board meetings shall be prepared at the direction of the Supervisor and Township Manager.

Agenda Procedures:

1. Agenda items may be submitted by Board members; Township commissions, committees, or other boards; and Township departments in accordance with established deadlines.
2. Agenda items are to be submitted by the close of business on the Wednesday of the week prior to a Board meeting.
3. The Supervisor and the Manager shall review the proposed agenda and items submitted for consideration. The Supervisor and Manager may add or remove agenda items. The Supervisor shall approve the final agenda.
4. Agenda items submitted after the established deadlines may be considered by consent of the Board members at the meeting. Exceptions may be made by the Supervisor for business of an emergency nature.
5. Items shall be placed on the agenda under the appropriate category of business, labeled with the appropriate category, using the approved brand standards.
6. The agenda shall outline the established order of business. Items on the agenda can be reordered by the Manager prior to established deadlines or the Board during the scheduled meeting.

Agenda and Packet Distribution:

The agenda and related packet piece materials will be distributed to Board members in advance of scheduled meetings. Copies of agendas and Board materials shall be made available to the public, with the exception of those materials exempt from public disclosure. Packet materials will be delivered electronically.

The agenda and packet of Board meeting materials, excluding those materials exempt from public disclosure, will be available for public review on the township website the Friday before the upcoming regularly scheduled meeting, and remain online for public review.

RULE 4. PUBLIC NOTICE OF MEETINGS REQUIREMENTS

A meeting of a public body cannot be held unless public notice is given consistent with the Open Meetings Act.

Procedures for Meeting Notices:

The annual schedule of regular Township Board meetings shall be published in accordance with the Open Meetings Act after its adoption. Such notice shall be posted by the Clerk or their designee in the south vestibule in the Meridian Municipal Building, outside facing, and locations on the township website. The Clerk shall also post notice of any change in the annual schedule of regular meetings within three days following the meeting at which such change is made; any adjournment of a regular Board meeting then in session, immediately following such action; and any special meeting scheduled according to the Open Meetings Act.

RULE 5. QUORUM, ATTENDANCE, CALL OF THE TOWNSHIP BOARD

Quorum: Four board members shall constitute a quorum for the transaction of business at all meetings of the Township Board. A majority of the quorum shall be sufficient for the transaction of business, subject to existing legal exceptions, and these Policies.

Attendance: Board members shall notify the Supervisor and Clerk of any foreseeable absence in advance of a meeting, whenever possible.

Call of the Board: A call of the Township Board may be instituted by a majority vote or by no less than two members of the Board present, whether or not those present constitute a quorum.

RULE 6. CONDUCT OF THE MEETINGS

1. The Supervisor is the Chairperson and shall chair all meetings of the Board.
2. The Township Board shall annually appoint a Supervisor Pro-Tem to chair board meetings in the absence of the Supervisor.
3. In the absence of the Clerk from a meeting, the Township Board shall appoint a Temporary Clerk from among its members to perform the duties of the Clerk.
4. Board members shall be recognized by the chair before speaking.
5. Other persons at a Township Board meeting may speak only when called on by a Board member and authorized by the Supervisor.
6. Upon request of a Board member, all motions pertaining to ordinances, Board policy, and other substantive proposals shall be made in writing.
7. Motions of a routine procedural nature may be exempt from this requirement unless there is a request by a Board member and by the Supervisor.
8. The Board will adhere to consent agenda items as expeditiously as possible.

Voting Procedures:

1. As recognized by the Supervisor, motions will be made by the maker of the motion and seconded. If the motion is submitted by a standing committee, it shall be made by the committee chair or other authorized member.
2. Standardized resolution format or motions as approved by the Board shall be used whenever possible.
3. When a question is put by the Supervisor, every Board member present shall vote either “yes” or “no” except that a Board member may abstain from voting if excused by unanimous consent of the other members present.
4. The vote on passage of an ordinance or Board policy shall be recorded by a roll call of “yes” and “no” votes.
5. Ordinances which adopt provisions of state law or technical regulations shall clearly identify the correct legal citation by reference to recognized standard code.

Disorderly Conduct: The Supervisor may call to order any person who disrupts the orderly conduct of business at meetings, including speaking without being recognized, exceeding designated time limits, failure to be germane to the issue at hand, or use of vulgarities. A person may be prohibited from speaking again at the same meeting or may be removed from the meeting for breach of peace. When an individual is called to order, that person shall be seated until the Supervisor determines if the person was out of order.

Decorum of the Board: Debate must be confined to the merits of the pending question. Speakers must address their remarks to the Supervisor, maintain a courteous tone and especially in reference to any divergence of opinion – should avoid personal attacks or making any allusion to the personal motives of members.

~~Public Participation during Public Comments: A member of the public may speak at public meetings of the Township Board in accordance with procedures established by the Board for not more than three minutes unless the Supervisor permits it for a longer period of time. The Supervisor will ask speakers to state which agenda items they will be addressing and give their name and address.~~

Public Comment Procedures:

1. Individual ~~M~~m members of the public shall be allotted two opportunities for public comment: one at the beginning of the meeting and another at the end of the meeting. ~~A maximum of three minutes will be allowed to each individual member during the public comment period except when this is waived by the Supervisor for good cause. Persons addressing the topic of a scheduled public hearing will be asked to present their remarks during that portion of the meeting.~~
- 1.2. A maximum of three minutes will be allowed to each individual ~~member~~ during ~~the~~any public comment period, except when ~~this is waived~~extended by the Supervisor for good cause.

~~2.3.~~ Individuals wishing to speak are requested to complete an opt-in consent form listing the person's name, address, topic(s) to be addressed and position on the matter(s).

- a. Such form shall be given to the Clerk or staff member.
- b. No one may be required to register or otherwise provide his or her name or other information or otherwise to fulfill a condition precedent to attend a public meeting.
- c. A timekeeper will communicate to each individual.

~~3.4.~~ Persons shall be recognized by the Supervisor before speaking and address the board at the podium using the ~~use a~~ P.A. microphone, if available. The Supervisor will ask speakers to state which agenda items they will be addressing and give their name and address.

~~4.~~ ~~Persons shall adhere to proscribed time limits (three minutes). The Supervisor may extend such time period when the individual is authorized to speak for other persons or a community organization.~~

~~5.1.~~ ~~Persons addressing the topic of a scheduled public hearing will be asked to present their remarks during that portion of the meeting.~~

~~6.5.~~ Three persons may speak for a combined total of fifteen minutes on behalf of the appellant(s) or applicant(s) on matters related to appeals (S.U.P, site plan review, etc.). Appellant(s) and applicant(s) may divide their total time between argument and rebuttal.

~~7.6.~~ An individual may submit written comments to the Township Board in addition to, or in place of, speaking at the Board meeting.

~~8.7.~~ Exceptions to these procedures may be made by the Supervisor, without objection from the Board, or upon majority vote of the Township Board members in attendance at any meeting.

~~9.8.~~ Generally, the record of a formal public hearing shall be closed at the conclusion of said hearing unless the period is extended by a majority vote of the Board.

RULE 7. RECORD OF THE MEETINGS

The Clerk, or the Clerk's designee, shall be responsible for the minutes of each meeting of the Township Board and for maintaining the official record, including all Board actions consistent with the Open Meetings Act.

Procedures for Minutes:

1. Minutes shall include all motions made, the names of the mover and seconder, the method and outcome of votes taken.
2. Minutes shall include copies of resolutions, new or revised ordinances, and other actions approved by the Board.

Minutes Policy:

1. Minutes shall be brief and as concise as possible.
2. Minutes shall not be a transcript of a meeting, but summarize the actions taken.
3. Minutes shall summarize public comment by subject and whether pro or con and not attempt to restate the exact comments made.
4. The draft of the minutes may be reviewed and edited by the Clerk and the Manager prior to being submitted to the Board for consideration and approval.
5. All proposed amendments or corrections to the minutes shall be distributed to the Board members in written form at or before the meeting of adoption, except for simple mistakes or typographical corrections.
6. Verbatim written or oral comments by a Board member may be placed in the official record upon that member's request, provided they are not ruled out of order by the Supervisor.
7. Minutes shall be signed and posted online after approval at a meeting of the Township Board. The Clerk or Clerk's designee shall be responsible for such postings.
8. All approved non-closed session minutes will be retained permanently as required by the approved Records Retention Schedule.
9. A separate set of minutes must be taken for closed sessions.
10. Minutes of closed sessions shall be maintained separately and not disclosed to the public except upon court order.
11. Minutes of closed sessions must be destroyed one year and one day following their approval as required by the approved Records Retention Schedule and the Open Meetings Act.

Minutes Access by the Public: Minutes and records of Township Board meetings shall be made available to the public by the Clerk consistent with the Freedom of Information Act and the Open Meetings Act.

1. Each public body shall keep minutes of each meeting showing the date, time, place, members present, members absent, any decisions made at a meeting open to the public, and the purpose or purposes for which a closed session is held. The minutes shall include all roll call votes taken at the meeting. The public body shall make any corrections in the minutes at the next meeting after the meeting to which the minutes refer. The public body shall make corrected minutes available at or before the next subsequent meeting after correction. The corrected minutes shall show both the original entry and the correction.
2. Minutes are public records open to public inspection, and a public body shall make the minutes available at the address designated on posted public notices. The public body shall make copies of the minutes available to the public at the reasonable estimated cost for printing and copying as may be allowed by FOIA.

3. A public body shall make proposed minutes available for public inspection within ~~8-eight~~ business days after the meeting to which the minutes refer. The public body shall make approved minutes available for public inspection within ~~5-five~~ business days after the meeting at which the minutes are approved by the public body.

RULE 8. COMMITTEES

The Township Board may establish and appoint committees to meet the needs and objectives of the Board. Committees ~~and task forces~~ shall be advisory to the Board.

1. The Board may authorize the Supervisor to appoint members to these committees, including the Chair of the Committee.
2. A committee may designate its own Chair unless appointed by the Supervisor or other process.
3. If applicable, a committee ~~or task force~~ shall adhere to the Open Meetings Act.
4. Committees may set their own meeting schedule unless otherwise established by the Board.
5. The Board will annually review the purpose, responsibilities, appointments, and reporting requirements of any continuing committees.

Responsibilities: The Township Board will define the scope of responsibilities, functions, duration, and communication requirements for each committee. Committees shall report their findings and any proposed actions to the Township Board.

Liaison Assignments: Board members may be appointed to represent the Township Board and provide a communication link with other organized bodies or agencies within or outside the Township.

RULE 9. STATUTORY BOARDS AND COMMISSIONS

Members shall be appointed to Township boards and commissions provided for in statute in compliance with the applicable state statute, Township ordinance, and adopted policies.

Vacancies:

1. **Elected Offices:** Vacancies which occur in an elective Township office shall be filled by the Township Board within ~~forty-five~~⁴⁵ days of the beginning of the vacancy. The person appointed shall serve for the remainder of the unexpired term or, in the event a general election is scheduled within the statutory period after the vacancy occurs, until a successor is elected at such general election.
2. **Appointed Position:** Vacancies which occur in an appointed Township office or position shall be filled within ~~thirty~~³⁰ days by the designated appointing authority (Township Board or Supervisor) for that position, providing the respective position or committee has not been abolished or discharged.

3. **Removal from Appointed Office:** An individual may be removed from appointed office for non-performance of duty, malfeasance, or misconduct in office by a two-thirds vote of the Board, providing there are written charges or records showing the breach in office. A public hearing shall be held at which the individual may show why they should not be removed before the Board vote. Failure to adhere to attendance requirements established in rule by the respective board or commission or by Board policy shall be considered grounds for such action.

Procedures for Vacancies on Boards and Commissions:

The staff liaison to the board or commission shall promptly notify the Supervisor, Clerk, and Township Manager (or any of their individual designees) of any vacancy. The staff liaison will also provide notification of applications received. The liaison may provide additional input to the Supervisor, Clerk, and Manager regarding filling the position.

The Supervisor reviews the applications both on file and received and either makes an appointment, subject to Board approval, or makes a recommendation for appointment to the Board.

Boards and commissions may make membership recommendations to the Supervisor. Staff liaisons and Department Heads may provide input and advice on appointments to the Manager and Supervisor.

Any membership recommendation by a board or commission must be made in an open meeting prior to sending a recommendation to the Supervisor. Reviews can be by application or open discussion with the applicants. However, if a board or commission decides to make a recommendation, fairness and openness are paramount. The recommendation shall be included in the Township Board packet.

RULE 10. TOWNSHIP ORDINANCES

Ordinances: Ordinances may be approved, amended, or repealed by the Township Board.

Ordinance Recommendation Procedures:

1. Recommendations for new ordinances or ordinance amendments may be initiated by Township commissions, committees, boards, staff, or residents of the Township.
2. The Board may schedule a public information forum to obtain comment and reaction from residents and other interested parties, prior to formal introduction for publication and subsequent adoption of the proposed ordinance.
3. Recommendations shall be reviewed by the Township Board and may be referred to an appropriate committee or commission, and/or staff for study.
4. Review for legal compliance shall be obtained from the Township attorney.

5. The ordinance or ordinance amendment will be introduced as a discussion item on the Township Board agenda.

Public Hearings: A public hearing may be held on proposed ordinances or ordinance ~~changes~~ amendments before or following the publication of said proposals in a local newspaper of general circulation. Emergency ordinances may be excluded from public hearings. All new ordinances and amendments are subject to Open Meetings Act requirements.

Majority Vote: The affirmative vote of four Township Board members shall be required for the enactment of new or ~~changed-amended~~ ordinances.

Adoption: The Board shall not adopt an ordinance or ordinance ~~changes-amendment~~ in the same meeting at which it is “introduced for publication and subsequent adoption” unless it is declared an emergency ordinance. All ordinances, except zoning ordinances, shall be effective upon final publication, unless a later date is set in the ordinance. Zoning ordinances may be effective seven ~~(7)~~ days after publication or any date thereafter if specified in the ordinance.

Ordinance Adoption Procedures:

1. Ordinances enacted by the Township Board shall be published and made available to the public.
2. An ordinance book, containing ordinances enacted by the Board and signed by the Supervisor and the Clerk, shall be kept and maintained in the Clerk’s Office and Planning Department.
3. All ordinances enacted by the Board and signed by the Supervisor and the Clerk, shall be codified with the current codification company.

RULE 11. SPECIFIC SPECIALIZED RULES

1. Upon request by any member, any question before the Board may be divided and separated into more than one question. The Supervisor shall determine that such may be done only when the original question is of such a nature that upon division, each of the resulting questions is a complete question permitting independent consideration and action.
2. A motion for the reconsideration of any motion shall be made at the same session at which the decision was made.

RULE 12. RESCISSION AND SUSPENSION OF RULES

1. A motion to rescind or amend something previously adopted may be brought pursuant to Robert’s rules of Order, Newly Revised (Section 35).
2. A motion to suspend these rules may be brought pursuant to Robert’s Rules of Order, Newly Revised (Section 25).

RULE 13. ~~BOARD~~ TOWNSHIP POLICY

The Township Board is responsible for the adoption and oversight of policies governing the administration of Township government and the operations of those bodies appointed by and/or responsible to the Township Board. Board policies shall be made available to the public upon request. Public notice via the Agenda and an opportunity for public comment shall be provided prior to ~~making changes in these rules~~amending a policy. Changes in procedure, or ~~these P~~olicies may be made ~~by and~~ shall require the affirmative vote of four Township Board members, following the meeting at which such changes are proposed, unless otherwise provided herein.

Procedures for Changes to Policies:

1. Upon introduction by a Board member, the Supervisor may refer a proposed Board policy or policy change to the appropriate committee for study and recommendation.
2. Proposals related to administrative operations of Township departments shall be referred to an appropriate Board committee and be sent to the department(s) affected by the proposal. An opportunity will be given to department staff for review and comment, such written comments to be made part of the committee record when submitted to the Board.
- ~~3. Upon the motion and second of two Board members or at the direction of the Supervisor, a proposed policy shall be read in full at the meeting at which action will be taken.~~
- ~~4.3.~~ Upon adoption of a Board policy, the Clerk will notify each Township Department Head of such action and enter the policy in the Board Policy Book which will be maintained in the Clerk's Office.

I, _____ (Printed Name) have read the Board Rules, Policies, and Procedures and agree to follow them.

Date: _____

Board Member Signature



**Board Rules, Policies, and Procedures Manual Revised |
[MONTH] 2025**

Approved by the Meridian Township Board on [Month, Day, Year]

DRAFT

Established February 16, 1842

**Incorporated as Charter Township in January 1960
(Charter Township Act - Act 359; Public Acts of 1947)**



A PRIME COMMUNITY
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TABLE OF CONTENTS

Preamble 3

Rule 1. Authority Of The Board 3

Policy: Board Member’s Code Of Conduct 3

Policy: Board’s Governing Style 5

Policy: Supervisor Responsibilities 6

Policy: Duties Of Elected Department Heads 7

Rule 2. Township Board Meetings 8

Rule 3. Board Meeting Agendas 10

Rule 4. Public Notice Of Meetings Requirements 10

Rule 5. Quorum, Attendance, Call Of The Township Board 11

Rule 6. Conduct Of The Meetings 11

Rule 7. Record Of The Meetings 13

Rule 8. Committees 14

Rule 9. Statutory Boards And Commissions 15

Rule 10. Township Ordinances 16

Rule 11. Specific Specialized Rules 17

Rule 12. Recision And Suspension Of Rules 17

Rule 13. Board Policy 17

Preamble

The purpose of the Meridian Township Board, on behalf of the Township, property owners, and taxpayers, and as stewards of community resources, is to see to it that the Charter Township of Meridian achieves appropriate results for residents and visitors at an appropriate cost and avoid unacceptable actions and situations.

Vision Statement: (Approved May 2, 2017): Our vision is to achieve and maintain a sustainable and welcoming community with the highest quality of life for our residents. This encompasses protecting our natural environment and our health and safety, and enhancing our prosperity, cultural heritage, diversity and recreational opportunities.

Mission Statement: (Approved May 2, 2017): Meridian Township exists to create a sustainable community through the most effective use of available resources in order to achieve the highest quality of life for its residents.

These rules, procedures, and policies are adopted by the Township Board of the Charter Township of Meridian pursuant to the provisions of State Law, board policy, procedures, and guidelines.

RULE 1. AUTHORITY OF THE BOARD

Policy: Board Member's Code of Conduct

The Board commits itself and its members to ethical, businesslike, and lawful conduct, including proper use of authority and appropriate decorum when acting as Board members. Accordingly,

1. Members must have loyalty to the residents of Meridian Township, unconflicted by loyalties to staff, other organizations, and any personal interest.
2. Members must adhere to the ethical standards of the township and conduct themselves with integrity.
3. Members will be properly prepared to actively engage in Board deliberation.
4. Members must avoid conflicts of interest.
 - a. There will be no self-dealing or business by a Board member with the Township.
 - b. Members will disclose their involvement with other organizations, with vendors, or any associations that might be or reasonably be seen as a conflict upon joining the Board. Each Board member will annually review and update their involvement disclosure.
 - c. If a Board member has a conflict of interest on an issue or item of business, that member shall disclose that conflict of interest prior to Board deliberation.

- d. Board members must not use their Board position to obtain employment in the Township for themselves, family members, or close associates.
 - e. Should a Board member apply for employment with the Township, he or she will be considered for the position without any partiality; they will be considered the same as any other applicant.
 - i. To be considered, the Board member must meet the minimum qualifications for the position.
 - ii. Employment of a Board member will follow the processes consistent with the position and the standard Township hiring policies.
 - iii. The Board has determined that acting as a Board member while regularly employed by the Township represents a conflict of interest. (Volunteering or irregular employment, e.g., election worker, is not considered regular employment.)
 - iv. Except in cases of emergency, upon accepting employment with the Township, a Board member must resign their Board position.
5. Board members may not attempt to exercise individual authority over the Township.
- a. Members' interaction with the Township Manager or with staff must recognize that an individual member has no supervisory authority, except when explicitly Board authorized.
 - b. Members may offer constructive feedback to the Township Manager with the understanding that they have no individual authority except when explicitly Board authorized.
6. When interacting with public, media, or other entities:
- a. The Township Supervisor is the official spokesperson for the Board and may delegate that role.
 - b. Board members must recognize explicitly stated Board decisions.
 - c. Board members may discuss the content of issues or their individual position with the media but should refrain from making personal attacks on other Board member(s).
 - d. Preceding any comment to the media, Board members will make it clear that their comments are their personal opinion as an individual member of the Board and citizen of the Township and may not be the position of the Board.

- e. In the case of existing legal proceedings, from the point of suit filed to final disposition or public Board action, Board members will direct media questions on legal proceedings to the Township Manager or Supervisor as appropriate.
7. With the exception of the Township Manager, Board members should not express individual judgment of Township employees or their performance.
8. Members will respect and maintain confidentiality appropriate to issues of a sensitive nature, as is consistent with legal exceptions available in public disclosure laws and the Freedom of Information Act (FOIA).
9. In order to control legal fees incurred by the Township, members shall request access to the attorney through the Township Manager for township operations and the Township Supervisor for Board needs.
10. Board members will treat each other and staff with respect at Board meetings, refraining from personal criticism, personal attacks, and intimidating body language.
11. Board members will conduct all deliberations and decision making consistent with the Open Meetings Act.

Policy: Board's Governing Style

On any issue, the Board must ensure that all divergent views are considered in making decisions yet must resolve into a single organizational position. Accordingly,

1. The Board is responsible for excellence in governing. Expertise of individuals and staff enhances the ability of the Board as a body.
2. The Board will lead the Township through the careful establishment of written policies reflecting the Board's good governance, efficient operations, and Township goals. The Board's major policy focus will be on the intended long-term impacts.
3. The Board will enforce policy and ensure the continuance of governance.
4. Continual Board development will include orientation of new Board members in the Board's governance process and periodic Board discussion of process improvement at least once per year.
5. The Board will encourage officers, individuals, and committees of the Board to fulfill their commitments.
6. The Board will monitor and discuss the Board's process and performance on a regular basis.

7. On questions of procedure, the Board will look to Robert's Rules of Order. The Township Attorney is the parliamentarian. In the absence of the parliamentarian, the Supervisor may consult with the Manager or otherwise resolve procedural questions consistent with Robert's Rules of Order.

Policy: Supervisor Responsibilities

1. **Supervisor Duties and Authority:** The Supervisor is the first point of contact about any Township Board business or complaint and is the Township Board's spokesperson. The authority of the Supervisor is limited to that provided by state statutes or delegated by the Township Board. Accordingly, as stated below, the Supervisor may or shall:
 - a. As a member of the Township Board, the Supervisor shall be the presiding and executive officer of the Board and shall have an equal voice and vote in the proceedings of the Board that is required by statute.
 - b. The Supervisor is the Township's agent for transacting legal business.
 - c. The Supervisor shall carry out all statutory duties.
 - d. The Supervisor may represent the Board to outside parties in announcing Board-stated positions.
 - e. The authority of the Supervisor consists in making decisions that fall within topics covered by Board policies, governance process, and board management with the exception of employment or termination of the Township Manager and where the Board specifically delegates portions of this authority to others. The Supervisor is authorized to use any reasonable interpretation of the provisions in these policies.
 - f. The supervisor may delegate aspects of the authority under this paragraph and subparagraphs but only as permitted by law. The supervisor remains accountable for the use of the delegated authority.
 - g. In the event no person is designated Township Manager, the Township Supervisor is considered the chief administrative officer for the development of the Township budget according to MCL 42.24.

Further, as stated below, the Supervisor **may not** undertake the following:

- a. The Supervisor does not have individual authority to make decisions about Township policies.
- b. The Supervisor has no authority to solely supervise or solely direct the Township Manager outside the Board's overall directive.
- c. The Supervisor acknowledges that the Board appoints a Township Manager and it is presumed to have delegated to the Manager all of the functions and duties listed in

MCL 42.10. The Supervisor will exercise the functions and duties listed in MCL 42.10 only when there is no appointed Manager, there is no appointed Interim Manager, or where the Board has removed a function or duty from the Township Manager.

2. **Supervisor's Role in the Board's Meeting Process:** The Supervisor assures the integrity of the Board's process and, secondarily, occasionally represents the Board to outside parties. Accordingly,
 - a. The Supervisor is empowered to chair Board meetings with all the commonly accepted power of that position.
 - b. The Supervisor oversees that the Board meetings are conducted consistent with its own rules and statutory obligations.
 - c. The Supervisor oversees that the meeting discussion content will be only those issues which clearly belong to the Board to decide, not the Township Manager.
 - d. The Supervisor oversees that the deliberation will be fair, open, and thorough, but also timely, orderly, and kept to the point.

Policy: Duties of Elected Department Heads

The Township Clerk and Township Treasurer serve the Township in a dual capacity. In carrying out their duties within the scope of the law, these elected officials serve as elected Department Heads, responsible for designated department operations under the advisory supervision of the Township Manager. Accordingly,

1. They are responsible for carrying out statutory duties.
2. They are required to comply with statutory deadlines.
3. They will cooperate with the Township Manager, Department Heads, and the Executive Management team with respect to administrative policies and procedures.
4. They will cooperate on joint policy assessment.
5. Elected Department Heads are expected to attend weekly Executive Management team Meetings to provide departmental reports.
6. All leadership and supervisory resources available to Executive Management or Department Heads for administration of their departments are available to Elected Department Heads and their Deputies.
7. Elected Department Heads are expected to provide biannual and annual reports for their respective departments to the whole Board.

8. The Clerk and Treasurer are responsible for completing performance appraisals of employees in their departments.

The Clerk's responsibilities also include voter registration and election administration, township records management, and acting as secretary to the Township Board and the Zoning Board of Appeals.

The Treasurer's responsibilities also include serving as Township tax collector, bill payer, and investor.

RULE 2. TOWNSHIP BOARD MEETINGS

Meetings of the Township Board shall conform to requirements of the Open Meetings Act and established parliamentary procedures.

Meeting Location: Township Board meetings are usually held in the Township Hall Room of the Meridian Municipal Building. Township meetings may be held elsewhere for purposes of community outreach, to accommodate increased public attendance, or in the event that the Municipal Building is not available. Consistent with the Open Meetings Act, the Supervisor, Clerk, or Township Manager shall be authorized to change the meeting location when emergency situations arise.

Meeting Time: Regular Meetings of the Board begin at 6:00 pm local time. Agenda items will not be introduced for action, nor a public hearing opened, after 10:00 pm unless a majority of the Board members present vote to continue the meeting.

Change in Meeting Schedule: Cancellation of a meeting on the annual schedule of meetings may be made with the approval of a majority of Board members when in open session. In the event a quorum is not present at a regular or special meeting, a majority of Board members in attendance may reschedule the meeting providing proper notice is given to the public in accordance with the Open Meetings Act.

Regular Meetings: The Township Board shall normally meet in regular session at least twice each month. A twelve-month schedule of meetings, including dates, times and locations shall be set annually no later than the last regular meeting of December prior to the calendar year for the upcoming year.

Special Meetings: The Township Board may have special meetings. These shall be scheduled by the Township Clerk upon written request of either the Township Supervisor or two members of the Township Board. Special meetings shall be posted by the Township Clerk in accordance with the Open Meetings Act. The matter or matters to be considered at a special meeting of the Township Board shall be stated in the call to the meeting. No other matters shall be considered except with all members present.

Closed Sessions: A public body may meet in a closed session consistent with the Open Meetings Act.

Open Meetings Act Meeting Requirements: All meetings of a public body shall be open to the public and shall be held in a place available to the general public consistent with the Open Meetings Act.

Procedures for Establishing Regular Board Meetings:

1. The annual schedule of meetings shall be approved by resolution of the Board, usually at the last regular meeting in the calendar year. The annual reappointment meeting shall include establishment of the annual calendar, as well as the annual appointment of board members as liaisons to boards and commissions.
2. Regular meetings will not be scheduled on holidays recognized by the Township, or federal election days.
3. The Township Board may schedule additional work sessions.
4. The Board may host meetings with all Township boards and commissions (or members of the same) to share updates and in alignment with Board goals, mission, and vision statement.
5. Boards and commissions required to provide annual reports to the Board will do so according to statutory requirements and deadlines.
6. To promote regional cooperation, the Township Board will make prudent efforts to meet periodically with school boards, adjacent or other municipalities, and county authorities. The Board may schedule and host meetings to discuss common issues and develop solutions to common problems.
7. At least once per year, the Township Board will discuss the Township budget and goals, as well as the Manager's Performance Review. These topics may be discussed at the same meeting or separate meetings.

Annual Goal Setting:

To accomplish Board goals with a governance style consistent with these Board policies, the Board will establish annual goal setting objectives to continually improve Board performance through education, enriched input, and deliberation.

1. The planning cycle will occur annually so that administrative planning and budgeting can be based on the Board's annual goals.
2. The planning cycle will start with the Board's development of its goals for the next year.
 - a. Consultations with selected Township commissions, committees, or other boards and Township departments, or other methods of input will be arranged.
 - b. Governance education, and education related to policy and goals will be arranged.

RULE 3. BOARD MEETING AGENDAS

An agenda of business for all Township Board meetings shall be prepared at the direction of the Supervisor and Township Manager.

Agenda Procedures:

1. Agenda items may be submitted by Board members; Township commissions, committees, or other boards; and Township departments in accordance with established deadlines.
2. Agenda items are to be submitted by the close of business on the Wednesday of the week prior to a Board meeting.
3. The Supervisor and the Manager shall review the proposed agenda and items submitted for consideration. The Supervisor and Manager may add or remove agenda items. The Supervisor shall approve the final agenda.
4. Agenda items submitted after the established deadlines may be considered by consent of the Board members at the meeting. Exceptions may be made by the Supervisor for business of an emergency nature.
5. Items shall be placed on the agenda under the appropriate category of business, labeled with the appropriate category, using the approved brand standards.
6. The agenda shall outline the established order of business. Items on the agenda can be reordered by the Manager prior to established deadlines or the Board during the scheduled meeting.

Agenda and Packet Distribution:

The agenda and related packet piece materials will be distributed to Board members in advance of scheduled meetings. Copies of agendas and Board materials shall be made available to the public, with the exception of those materials exempt from public disclosure. Packet materials will be delivered electronically.

The agenda and packet of Board meeting materials, excluding those materials exempt from public disclosure, will be available for public review on the township website the Friday before the upcoming regularly scheduled meeting, and remain online for public review.

RULE 4. PUBLIC NOTICE OF MEETINGS REQUIREMENTS

A meeting of a public body cannot be held unless public notice is given consistent with the Open Meetings Act.

Procedures for Meeting Notices:

The annual schedule of regular Township Board meetings shall be published in accordance with the Open Meetings Act after its adoption. Such notice shall be posted by the Clerk or their designee in the south vestibule in the Meridian Municipal Building, outside facing, and locations on the township website. The Clerk shall also post notice of any change in the annual schedule of regular meetings within three days following the meeting at which such change is made; any adjournment of a regular Board meeting then in session, immediately following such action; and any special meeting scheduled according to the Open Meetings Act.

RULE 5. QUORUM, ATTENDANCE, CALL OF THE TOWNSHIP BOARD

Quorum: Four board members shall constitute a quorum for the transaction of business at all meetings of the Township Board. A majority of the quorum shall be sufficient for the transaction of business, subject to existing legal exceptions, and these Policies.

Attendance: Board members shall notify the Supervisor and Clerk of any foreseeable absence in advance of a meeting, whenever possible.

Call of the Board: A call of the Township Board may be instituted by a majority vote or by no less than two members of the Board present, whether or not those present constitute a quorum.

RULE 6. CONDUCT OF THE MEETINGS

1. The Supervisor is the Chairperson and shall chair all meetings of the Board.
2. The Township Board shall annually appoint a Supervisor Pro-Tem to chair board meetings in the absence of the Supervisor.
3. In the absence of the Clerk from a meeting, the Township Board shall appoint a Temporary Clerk from among its members to perform the duties of the Clerk.
4. Board members shall be recognized by the chair before speaking.
5. Other persons at a Township Board meeting may speak only when called on by a Board member and authorized by the Supervisor.
6. Upon request of a Board member, all motions pertaining to ordinances, Board policy, and other substantive proposals shall be made in writing.
7. Motions of a routine procedural nature may be exempt from this requirement unless there is a request by a Board member and by the Supervisor.
8. The Board will adhere to consent agenda items as expeditiously as possible.

Voting Procedures:

1. As recognized by the Supervisor, motions will be made by the maker of the motion and seconded. If the motion is submitted by a standing committee, it shall be made by the committee chair or other authorized member.

2. Standardized resolution format or motions as approved by the Board shall be used whenever possible.
3. When a question is put by the Supervisor, every Board member present shall vote either “yes” or “no” except that a Board member may abstain from voting if excused by unanimous consent of the other members present.
4. The vote on passage of an ordinance or Board policy shall be recorded by a roll call of “yes” and “no” votes.
5. Ordinances which adopt provisions of state law or technical regulations shall clearly identify the correct legal citation by reference to recognized standard code.

Disorderly Conduct: The Supervisor may call to order any person who disrupts the orderly conduct of business at meetings, including speaking without being recognized, exceeding designated time limits, failure to be germane to the issue at hand, or use of vulgarities. A person may be prohibited from speaking again at the same meeting or may be removed from the meeting for breach of peace. When an individual is called to order, that person shall be seated until the Supervisor determines if the person was out of order.

Decorum of the Board: Debate must be confined to the merits of the pending question. Speakers must address their remarks to the Supervisor, maintain a courteous tone and especially in reference to any divergence of opinion – should avoid personal attacks or making any allusion to the personal motives of members.

Public Comment Procedures:

1. Individual members of the public shall be allotted two opportunities for public comment: one at the beginning of the meeting and another at the end of the meeting. Persons addressing the topic of a scheduled public hearing will be asked to present their remarks during that portion of the meeting.
2. A maximum of three minutes will be allowed to each individual during any public comment period, except when extended by the Supervisor for good cause.
3. Individuals wishing to speak are requested to complete an opt-in consent form listing the person’s name, address, topic(s) to be addressed and position on the matter(s).
 - a. Such form shall be given to the Clerk or staff member.
 - b. No one may be required to register or otherwise provide his or her name or other information or otherwise to fulfill a condition precedent to attend a public meeting.
 - c. A timekeeper will communicate to each individual.
4. Persons shall be recognized by the Supervisor before speaking and address the board at the podium using the P.A. microphone, if available. The Supervisor will ask speakers to state which agenda items they will be addressing and give their name and address.

5. Three persons may speak for a combined total of fifteen minutes on behalf of the appellant(s) or applicant(s) on matters related to appeals (S.U.P, site plan review, etc.). Appellant(s) and applicant(s) may divide their total time between argument and rebuttal.
6. An individual may submit written comments to the Township Board in addition to, or in place of, speaking at the Board meeting.
7. Exceptions to these procedures may be made by the Supervisor, without objection from the Board, or upon majority vote of the Township Board members in attendance at any meeting.
8. Generally, the record of a formal public hearing shall be closed at the conclusion of said hearing unless the period is extended by a majority vote of the Board.

RULE 7. RECORD OF THE MEETINGS

The Clerk, or the Clerk's designee, shall be responsible for the minutes of each meeting of the Township Board and for maintaining the official record, including all Board actions consistent with the Open Meetings Act.

Procedures for Minutes:

1. Minutes shall include all motions made, the names of the mover and seconder, the method and outcome of votes taken.
2. Minutes shall include copies of resolutions, new or revised ordinances, and other actions approved by the Board.

Minutes Policy:

1. Minutes shall be brief and as concise as possible.
2. Minutes shall not be a transcript of a meeting, but summarize the actions taken.
3. Minutes shall summarize public comment by subject and whether pro or con and not attempt to restate the exact comments made.
4. The draft of the minutes may be reviewed and edited by the Clerk and the Manager prior to being submitted to the Board for consideration and approval.
5. All proposed amendments or corrections to the minutes shall be distributed to the Board members in written form at or before the meeting of adoption, except for simple mistakes or typographical corrections.
6. Verbatim written or oral comments by a Board member may be placed in the official record upon that member's request, provided they are not ruled out of order by the Supervisor.
7. Minutes shall be signed and posted online after approval at a meeting of the Township Board. The Clerk or Clerk's designee shall be responsible for such postings.

8. All approved non-closed session minutes will be retained permanently as required by the approved Records Retention Schedule.
9. A separate set of minutes must be taken for closed sessions.
10. Minutes of closed sessions shall be maintained separately and not disclosed to the public except upon court order.
11. Minutes of closed sessions must be destroyed one year and one day following their approval as required by the approved Records Retention Schedule and the Open Meetings Act.

Minutes Access by the Public: Minutes and records of Township Board meetings shall be made available to the public by the Clerk consistent with the Freedom of Information Act and the Open Meetings Act.

1. Each public body shall keep minutes of each meeting showing the date, time, place, members present, members absent, any decisions made at a meeting open to the public, and the purpose or purposes for which a closed session is held. The minutes shall include all roll call votes taken at the meeting. The public body shall make any corrections in the minutes at the next meeting after the meeting to which the minutes refer. The public body shall make corrected minutes available at or before the next subsequent meeting after correction. The corrected minutes shall show both the original entry and the correction.
2. Minutes are public records open to public inspection, and a public body shall make the minutes available at the address designated on posted public notices. The public body shall make copies of the minutes available to the public at the reasonable estimated cost for printing and copying as may be allowed by FOIA.
3. A public body shall make proposed minutes available for public inspection within eight business days after the meeting to which the minutes refer. The public body shall make approved minutes available for public inspection within five business days after the meeting at which the minutes are approved by the public body.

RULE 8. COMMITTEES

The Township Board may establish and appoint committees to meet the needs and objectives of the Board. Committees shall be advisory to the Board.

1. The Board may authorize the Supervisor to appoint members to these committees, including the Chair of the Committee.
2. A committee may designate its own Chair unless appointed by the Supervisor or other process.
3. If applicable, a committee shall adhere to the Open Meetings Act.
4. Committees may set their own meeting schedule unless otherwise established by the Board.

5. The Board will annually review the purpose, responsibilities, appointments, and reporting requirements of any continuing committees.

Responsibilities: The Township Board will define the scope of responsibilities, functions, duration, and communication requirements for each committee. Committees shall report their findings and any proposed actions to the Township Board.

Liaison Assignments: Board members may be appointed to represent the Township Board and provide a communication link with other organized bodies or agencies within or outside the Township.

RULE 9. STATUTORY BOARDS AND COMMISSIONS

Members shall be appointed to Township boards and commissions provided for in statute in compliance with the applicable state statute, Township ordinance, and adopted policies.

Vacancies:

1. **Elected Offices:** Vacancies which occur in an elective Township office shall be filled by the Township Board within 45 days of the beginning of the vacancy. The person appointed shall serve for the remainder of the unexpired term or, in the event a general election is scheduled within the statutory period after the vacancy occurs, until a successor is elected at such general election.
2. **Appointed Position:** Vacancies which occur in an appointed Township office or position shall be filled within 30 days by the designated appointing authority (Township Board or Supervisor) for that position, providing the respective position or committee has not been abolished or discharged.
3. **Removal from Appointed Office:** An individual may be removed from appointed office for non-performance of duty, malfeasance, or misconduct in office by a two-thirds vote of the Board, providing there are written charges or records showing the breach in office. A public hearing shall be held at which the individual may show why they should not be removed before the Board vote. Failure to adhere to attendance requirements established in rule by the respective board or commission or by Board policy shall be considered grounds for such action.

Procedures for Vacancies on Boards and Commissions:

The staff liaison to the board or commission shall promptly notify the Supervisor, Clerk, and Township Manager (or any of their individual designees) of any vacancy. The staff liaison will also provide notification of applications received. The liaison may provide additional input to the Supervisor, Clerk, and Manager regarding filling the position.

The Supervisor reviews the applications both on file and received and either makes an appointment, subject to Board approval, or makes a recommendation for appointment to the Board.

Boards and commissions may make membership recommendations to the Supervisor. Staff liaisons and Department Heads may provide input and advice on appointments to the Manager and Supervisor.

Any membership recommendation by a board or commission must be made in an open meeting prior to sending a recommendation to the Supervisor. Reviews can be by application or open discussion with the applicants. However, if a board or commission decides to make a recommendation, fairness and openness are paramount. The recommendation shall be included in the Township Board packet.

RULE 10. TOWNSHIP ORDINANCES

Ordinances: Ordinances may be approved, amended, or repealed by the Township Board.

Ordinance Recommendation Procedures:

1. Recommendations for new ordinances or ordinance amendments may be initiated by Township commissions, committees, boards, staff, or residents of the Township.
2. The Board may schedule a public information forum to obtain comment and reaction from residents and other interested parties, prior to formal introduction for publication and subsequent adoption of the proposed ordinance.
3. Recommendations shall be reviewed by the Township Board and may be referred to an appropriate committee or commission, and/or staff for study.
4. Review for legal compliance shall be obtained from the Township attorney.
5. The ordinance or ordinance amendment will be introduced as a discussion item on the Township Board agenda.

Public Hearings: A public hearing may be held on proposed ordinances or ordinance amendments before or following the publication of said proposals in a local newspaper of general circulation. Emergency ordinances may be excluded from public hearings. All new ordinances and amendments are subject to Open Meetings Act requirements.

Majority Vote: The affirmative vote of four Township Board members shall be required for the enactment of new or amended ordinances.

Adoption: The Board shall not adopt an ordinance or ordinance amendment in the same meeting at which it is “introduced for publication and subsequent adoption” unless it is declared an emergency ordinance. All ordinances, except zoning ordinances, shall be effective upon final publication, unless a later date is set in the ordinance. Zoning ordinances may be effective seven days after publication or any date thereafter if specified in the ordinance.

Ordinance Adoption Procedures:

1. Ordinances enacted by the Township Board shall be published and made available to the public.
2. An ordinance book, containing ordinances enacted by the Board and signed by the Supervisor and the Clerk, shall be kept and maintained in the Clerk's Office and Planning Department.
3. All ordinances enacted by the Board and signed by the Supervisor and the Clerk, shall be codified with the current codification company.

RULE 11. SPECIFIC SPECIALIZED RULES

1. Upon request by any member, any question before the Board may be divided and separated into more than one question. The Supervisor shall determine that such may be done only when the original question is of such a nature that upon division, each of the resulting questions is a complete question permitting independent consideration and action.
2. A motion for the reconsideration of any motion shall be made at the same session at which the decision was made.

RULE 12. RESCISSION AND SUSPENSION OF RULES

1. A motion to rescind or amend something previously adopted may be brought pursuant to Robert's rules of Order, Newly Revised (Section 35).
2. A motion to suspend these rules may be brought pursuant to Robert's Rules of Order, Newly Revised (Section 25).

RULE 13. TOWNSHIP POLICY

The Township Board is responsible for the adoption and oversight of policies governing the administration of Township government and the operations of those bodies appointed by and/or responsible to the Township Board. Board policies shall be made available to the public upon request. Public notice via the Agenda and an opportunity for public comment shall be provided prior to amending a policy. Changes in procedure, or policies may be made and shall require the affirmative vote of four Township Board members, following the meeting at which such changes are proposed, unless otherwise provided herein.

Procedures for Changes to Policies:

1. Upon introduction by a Board member, the Supervisor may refer a proposed Board policy or policy change to the appropriate committee for study and recommendation.
2. Proposals related to administrative operations of Township departments shall be referred to an appropriate Board committee and be sent to the department(s) affected by the proposal.

An opportunity will be given to department staff for review and comment, such written comments to be made part of the committee record when submitted to the Board.

3. Upon adoption of a Board policy, the Clerk will notify each Township Department Head of such action and enter the policy in the Board Policy Book which will be maintained in the Clerk's Office.

I, _____ (Printed Name) have read the Board Rules, Policies, and Procedures and agree to follow them.

Date: _____

Board Member Signature

DRAFT



To: Board Members
From: Courtney Wisinski
Director of Parks and Recreation
Date: February 14, 2025
Re: Grant Application for the parcel located at 5280 Okemos Road through the Michigan Department of Natural Resources – Natural Resource Trust Fund Grant

The Meridian Township Park Commission has unanimously approved the motion to support an application to the Michigan Department of Natural Resources – Natural Resource Trust Fund Grant to develop a trailhead located at 5280 Okemos Road, Haslett, MI.

Over its 48-year history, the Michigan Natural Resources Trust Fund has had a tremendous impact on Michigan’s landscape. Over \$1.3 billion has been awarded to state and local units of government and has been used to acquire and develop recreation land in all 83 counties of the state. Requests for funds will be accepted in amounts from \$15,000 to \$400,000 per application with a minimum of 25% local match required. The deadline for the next round of funding is April 1, 2025.

Meridian Township Parks and Recreation Department proposes the following projects:

- **Proposed Trailhead at 5280 Okemos Road** – The parcel located at 5280 Okemos Road was purchased by Meridian Township to build a trailhead for walkers and bikers. The parcel is located between the Inter Urban Trail and the MSU to Lake Lansing pathway. As a result of the new Phase II pathway, there has been an increase in resident usage. A trailhead at this location would be approximately one mile to the proposed Haslett Village Square trailhead and then one mile to the Marketplace on the Green. Improvements would include a bathroom facility, bike repair station, drinking fountain, shade structure, seating areas and parking lot.

Project awards are scheduled to be announced in October of 2025.

A motion is prepared for Park Commission consideration:

MOVE TO APPROVE AN APPLICATION TO THE MICHIGAN NATURAL RESOURCE TRUST FUND GRANT, ADMINISTERED BY THE MICHIGAN DEPARTMENT OF NATURAL RESOURCES FOR A TRAILHEAD AT 5280 OKEMOS ROAD. THERE IS A 25% LOCAL MATCH REQUIRED FOR THE APPLICATION.

**RESOLUTION TO AUTHORIZE A GRANT APPLICATION FOR A TRAILHEAD LOCATED
AT 5280 OKEMOS ROAD, HASLETT, MI
MICHIGAN NATURAL RESOURCES TRUST FUND GRANT PROGRAM**

At a regular meeting of the Township Board of the Charter Township of Meridian, Ingham County, Michigan, held at the Meridian Service Center, in said Township on the 18th day of February 2025 at 6:00 p.m., Local Time.

PRESENT:

ABSENT:

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

WHEREAS the Park Commission and Township Board are interested in the continued improvement of Meridian Township’s Park system; and

WHEREAS the vacant parcel located at 5280 Okemos Road in Haslett, MI was purchased by Meridian Township for the development of a trailhead located near the MSU to Lake Lansing pathway; and

WHEREAS A trailhead at this location would be approximately one mile from the proposed Haslett Village Square trailhead and then one mile to the Marketplace on the Green.

WHEREAS the Charter Township of Meridian is interested in applying to the Michigan Department of Natural Resources for Natural Resource Trust Fund grant program assistance for improvements that would include a bathroom facility, bike repair station, drinking fountain, shade structure, seating areas and parking lot,

WHEREAS this project is outlined and justified in the 2021-2027 Parks and Recreation Master Plan adopted by the Meridian Township Board and Park Commission, and is on file with the Michigan Department of Natural Resources; and

WHEREAS, the Park Commission unanimously supported this application request for \$400,000 for the development of a trailhead located at 5280 Okemos Road, Haslett, MI, with a 25% required local match.

NOW, THEREFORE BE IT RESOLVED BY THE TOWNSHIP BOARD OF THE CHARTER TOWNSHIP OF MERIDIAN, INGHAM COUNTY, MICHIGAN DOES HEREBY APPROVE SUBMISSION OF AN APPLICATION TO THE MICHIGAN DEPARTMENT OF NATURAL

RESOURCES, NATURAL RESOURCE TRUST FUND GRANT FOR A TRAILHEAD LOCATED AT 5280 OKEMOS ROAD IN HASLETT, MI WITH A 25% REQUIRED LOCAL MATCH.

ADOPTED: YEAS:

NAYS:

STATE OF MICHIGAN)

) ss

COUNTY OF INGHAM)

I, the undersigned, the duly qualified and acting Clerk of the Township Board, Charter Township of Meridian, Ingham County, Michigan, DO HEREBY CERTIFY that the foregoing is a true and a complete copy of a resolution relative to the Agreement with the Michigan Department of Natural Resources, which Resolution was adopted at a regular meeting of the Township Board on the 18th of February, 2025.

Angela Demas
Meridian Township Clerk



To: Board Members

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

Date: February 11, 2025

**Re: Authorization to Waive Sec. 50-84, Subdivision 4.a. for the Grand River Ave
Over the Red Cedar River Bridge Replacement Project**

Sec. 50-84, subsection (4) of the Township's code of ordinances restricts construction hours to 7 a.m. to 9 p.m. Monday through Saturday. It prohibits construction work at all hours of the day on Sundays and holidays. Here is the specific subsection in question:

(4) Construction. Operating or permitting the operation of any tools or equipment used in construction, excavation, demolition, alteration, or repair of any building, street, or highway between the hours of 7:00 p.m. and 7:00 a.m. the following day or on Sundays or federal holidays such that the sound therefrom is plainly audible in any dwelling, hotel, hospital, office, or residence or on any residential property other than the property from which the noise emanates or originates with the following exceptions:

a. Noise from the operation of any tools or equipment used in construction, excavation, demolition, alteration, or repair of any building, street, or highway that does not exceed 50 dBA as measured at the property line of the closest residential use shall be permitted between 7:00 p.m. and 9:00 p.m., not including Sundays or federal holidays.

Township staff have spoken to MDOT about the schedule that the contractors will be working on this project. The contractors will be working Monday-Friday, 7 a.m. to 5 p.m. Saturdays will be used to make-up hours/days when the contractors cannot work due to weather. MDOT stated that Sunday might be used in very extreme situations if the Township were to allow for work on Sundays for this project.

Given the close proximity of single-family homes to this construction project, we would not recommend allowing construction on holidays or after 7 p.m. as the construction noise will exceed 50dBA at the nearest residential property line.

In order to help MDOT's contractors complete the Grand River Ave Over the Red Cedar River Bridge Replacement Project in a timely manner, we may wish to waive these provisions in a limited manner. Township staff would recommend allowing MDOT's contractors to work 7 a.m. to 7 p.m. on Sundays in addition to the construction hours we permit under our code of ordinances. While we don't anticipate that MDOT's contractors would utilize this ability to work on Sundays very frequently, this would give the contractors some additional flexibility to makeup work days that might be canceled due to weather or other issues.

Memo to Township Board

February 11, 2025

Re: Authorization to Waive Sec. 50-84, Subdivision 4.a. for the Grand River Ave Over the Red Cedar River Bridge Replacement Project

The following motion has been prepared for Board consideration:

MOVE TO WAIVE SECTION 50-84, SUBSECTION 4.A. IN OUR CODE OF ORDINANCES TO PERMIT THE MICHIGAN DEPARTMENT OF TRANSPORTATION AND ITS CONTRACTORS WORKING ON THE GRAND RIVER AVE OVER THE RED CEDAR RIVER BRIDGE REPLACEMENT PROJECT TO CONDUCT CONSTRUCTION WORK MONDAY THROUGH SUNDAY, EXCLUDING HOLIDAYS, BETWEEN THE HOURS OF 7 A.M. AND 7 P.M. UNTIL JANUARY 31, 2026.



To: Board Members
From: Michael Hamel, Fire Chief
Date: February 10, 2025
Re: Support Emergency Operations Plan Update

The Township’s Support Emergency Operations Plan has been updated. The plan contains critical information that supports responding to and recovering from emergencies and/or disasters inside the Township as required by Michigan State Police Emergency Management and Homeland Security Division Pub. 204. Furthermore, when specific emergency circumstances arise, the updated plan will qualify the Township for disaster assistance.

Updates to the Support Emergency Operations Plan are listed below:

- Name changes
- New staff
- Updated population figures
- New hazard mitigation plan date
- Addition of RAVE as the new emergency alert system

The following motion is proposed for Board consideration:

MOVE TO APPROVE THE 2025 UPDATES TO THE SUPPORT EMERGENCY OPERATIONS PLAN.

Attachment:

1. 2025 Support Emergency Operations Plan

Charter Township of Meridian, Michigan

Support Emergency Operations Plan

An all-hazards plan supporting the Ingham County Emergency Operations Plan, for use in the event of disaster or severe emergency of natural, human, wartime, technological or terrorism origin.

January 1, 2025



Contents

Promulgation Document.....	3
Approval and Implementation	4
Records of Revisions	5
Record of Distribution	6
Basic Plan.....	7
I. Purpose.....	7
II. Scope	7
III. Plan Development and Maintenance	7
IV. Situation Overview	8
V. Planning Assumptions.....	9
VI. Concept of Operations.....	9
VII. Organization and Assignment of Responsibilities.....	11
VIII. After Action Report.....	13
Annexes	14
Annexes Overview.....	14
Annex A: Direction, Control, and Coordination.....	15
Annex B: Communication and Warning.....	18
Annex C: Damage Assessment	20
Annex D: Fire Services	22
Annex E: Law Enforcement.....	24
Annex F: Public Works.....	26
Annex G: Public Health and Medical Services.....	28
Annex H: Public Information.....	30
Annex I: Finance	32
Annex J: Mass Care, Emergency Assistance, Housing, and Human Services.....	33
Annex K: After Action Report Template	37

Promulgation Statement

Officials of the Township of Meridian, in conjunction with Ingham County and the State of Michigan Emergency Management Agencies, have developed this Support Emergency Operations Plan that will enhance the local emergency response capability.

This plan, when used properly and updated, will assist local government officials to accomplish their primary responsibilities of protecting lives and property in their community. This plan and its provision will become official when it has been signed and dated below by the Chief Executive Official (Supervisor) of the Township of Meridian.

Scott Hendrickson
Township of Meridian Supervisor
Chief Executive Official

Date

Approval and Implementation

The Support Emergency Operations Plan, referred to in this document as the Support EOP, describes how Meridian Township will handle Emergencies in cooperation with the Ingham County Emergency Management Program. The Support EOP assigns responsibilities to agencies for coordinating emergency response activities before, during, and after any type of emergency or disaster. The Support EOP does not contain specific instructions as to how each department will respond to an emergency; these can be found in the plan annexes or separate Standard Operating Procedures.

The goal of the Support EOP is to coordinate emergency response efforts to save lives, reduce injuries, and preserve property. The Support EOP addresses emergency issues before and after an emergency, but its primary goals are to assemble, mobilize and coordinate a team of responders that can respond to any emergency, and describe response procedures in relation to the county response procedures.

The Support EOP will use a graduated response strategy that is in proportion to the scope and severity of an emergency. The Township of Meridian will plan, prepare and activate resources for local emergencies that affect the local area and/or widespread disasters that affect the entire state and/or nation.

The Meridian Township Local Planning Team (LPT) developed this Support EOP. The LPT consists of key departments covering emergency functions such as law enforcement, fire, public works, and others as needed. The team works to establish and monitor programs, reduce the potential for hazard events in the Township through planning, review, and training, and assists the Ingham County Office of Emergency Management Program in developing and maintaining the County EOP.

The current Township of Meridian Supervisor must sign the support EOP each time it is updated, with the exception of the following activities:

1. Minor updates e.g. changing system names, grammar, spelling or layout changes
2. Updates to the annexes

The following individuals may update these activities in the plan without the Supervisors signature:

1. Township Manager
2. Emergency Management Liaison
3. Department head responsible for an annex

Homeland Security Presidential Directive (HSPD) 5 facilitates a standard management approach to major incidents, the National Incident Management System (NIMS). NIMS is administered as part of the National Response Framework (NRF), which integrates the federal government into a single, all discipline, and all-hazards plan. NIMS will provide a nationwide approach that enables federal, state, tribal and local government agencies to “work effectively and efficiently together to prepare for, respond to, and recover from domestic incidents, regardless of cause, size or complexity.” This Support EOP has integrated NIMS concepts, including the Incident Command System (ICS), and language to help incident management operate in accordance to the NIMS using the guidance provided by the Department of Homeland Security (DHS).

This plan supersedes all previous plans.

Records of Revisions

The following is a list of revisions made to the Support EOP. This chart tracks revisions made to the plan and shall be documented on the chart below.

Date	Reason for Revision	Page Numbers	Revised By
1/21/2020	Rewrite plan to meet required format	All	Chief Hamel, Chief Plaga, Sgt. Besonen
8/15/2020	Director Change HR	5, 6, 11	Chief Hamel
1/10/2021	Law Enforcement title correction; Public Health successor added	25, 28	Chief Hamel
7/1/2021	Community Planning and Development Director name change	6, 11	Chief Hamel
9/1/2021	Police Chief alternate/Succession	11, 24	Chief Hamel
12/1/2021	Damage Assessment alternate/Succession	20, 21	Chief Hamel
11/1/2022	Promulgation Document supervisor change, dept. and distribution name changes, succession changes	3,6,11,23,24 27,28,31,33	Chief Hamel
12/14/2023	Succession name changes <ul style="list-style-type: none"> • Police Chief • Alternate/Succession • Finance Director • Parks Director • Human Services Specialist 	6, 7, 11, 19,24, 25, 31, 34	Chief Hamel
1/1/2025	Name changes, new staff, supervisor, manager, population, new hazard mitigation plan date, RAVE	3, 5, 7, 9, 12, 18, 19, 20, 30, 31, 32	Chief Hamel

Basic Plan

I. Purpose

Meridian Township has elected to be incorporated into the Ingham County Emergency Management Program. By becoming part of the County Emergency Management Program, Meridian Township and Ingham County have certain responsibilities to each other. This Support Emergency Operations Plan (EOP) developed in accordance with Section 19 of the Michigan Emergency Management Act (Public Act 390 of 1976, as amended). Activation of this plan at the beginning of a disaster or emergency also establishes eligibility to receive state assistance for disaster related expenses incurred during a State of Emergency or Disaster declared by the Governor, for which federal assistance is unavailable.

II. Scope

The Charter Township of Meridian Support EOP is an adaptable document that can be applied to all hazards. Due to the unique nature of emergencies, it may become necessary to deviate from the contents of the plan when responding to an incident. Departments that have been assigned supporting roles in this plan have developed and will maintain policies that provide systematic instructions for accomplishing their assigned functions. Meridian Township conducts additional activities, such as personnel training, participation in exercises, public information, land-use planning, etc., to support emergency preparedness, mitigation, and response efforts. To facilitate emergency management operations, Meridian Township continues to implement the NIMS.

A. Authority of local officials during an emergency:

- 1.** Emergency Management Act PA 390, as amended
- 2.** Meridian Township, Local Emergency Management Resolution
- 3.** Meridian Township, adoption of Support EOP
- 4.** Executive Directive No. 2005-09, the state adoption of the NIMS
- 5.** The Robert T. Stafford Disaster Relief and Emergency Assistance Act

B. References used to develop this Support EOP

- 1.** National Incident Management System (NIMS)
- 2.** National Response Framework (NRF)
- 3.** Michigan Emergency Management Plan (MEMP), Michigan State Police, Emergency Management and Homeland Security Division (MSP/EMSHD)
- 4.** Support Emergency Operations Plan Guide, Pub. 204 (MSP/EMSHD)

III. Plan Development and Maintenance

To ensure that this Support EOP addresses the needs of the community and is consistent with the Ingham County EOP, this document was developed in a cooperative, whole community effort between municipal government, local community, and the County Emergency Management Program. The Support EOP is updated after every change of the municipal CEO or update to the County EOP. After the plan is adopted by resolution of the Charter Township of Meridian Board and approved by the Supervisor, it is forwarded to the County Emergency Management program. The plan will be

implemented, tested through exercises and maintained in accordance with the standards and currentness of the Ingham County EOP.

This plan has been provided to all municipal departments, local elected officials, the County Emergency Management program and all agencies tasked with the document. It includes this Basic Plan, which provides an overview of the Townships preparedness and response strategies, and functional annexes that describe the actions, roles and responsibilities of participating organizations.

IV. Situation Overview

- A.** The Township of Meridian has taken various preparedness and incident management steps to enhance capabilities in responding to incidents including:
 - 1.** The mitigation of potential hazards
 - 2.** Identification of emergency response agencies and mechanism that will protect life and property before, during and after an emergency.
 - 3.** Tasking departments, agencies, organizations, and individuals with specific functions and responsibilities relative to emergency operations. Assigned tasks are explained in further detail under “Assignment of Responsibilities”.
- B.** Integration with the Ingham County EOP, County Hazard mitigation plan, and Township policies.
- C.** Community Profile: The Charter Township of Meridian is located in northwest Ingham County. The community has a population of approximately 43,916 residents. The Township consists primarily of residential homes. In addition, there are many senior care centers, a large central commercial corridor, and many rental units due to the close proximity of Michigan State University. The Township’s industry includes Meridian Mall and Delta Dental Insurance Headquarters, employing and attracting thousands of people.
- D.** Hazard and threat analysis: According to the County’s Hazard Mitigation Plan, the community is most vulnerable to many common hazards such as but not limited to fire, hazardous material, severe weather, flooding, transportation, and pandemics. More information regarding hazard vulnerability can be found in the Tri-County’s Regional Hazard Mitigation Plan (2023).
- E.** Relationship between Charter Township of Meridian and Ingham County Emergency Management Program:

Emergency management and response are primarily local responsibilities. However, disasters and emergencies can exhaust the resources and capabilities of local governments. Therefore, the Township of Meridian has chosen to incorporate into the Ingham County Emergency Management Program. To coordinate the emergency management related matters with the County Emergency Management Program, the Township of Meridian has appointed the Fire Chief to serve as the Emergency Management Liaison. The Emergency Management Liaison facilitates communication

and coordination between the Township of Meridian and Ingham County, and is the local point of contact for the County Emergency Management Coordinator.

V. Planning Assumptions

- A.** The proper implementation of this plan will result in saved lives, incident stabilization, and property protection in the Township of Meridian.
- B.** Some incidents occur with enough warning, planning time, that necessary notification can be issued to ensure the appropriate level of preparation. Other incidents occur with no advanced warning.
- C.** Depending upon the severity and magnitude of the situation, local resources may not be adequate to deal with an incident. It may be necessary to request assistance through mutual aid agreement, private sector, volunteer organization, and/or county, state and federal resources. When provided, these will supplement, not substitute for, relief provided by local jurisdictions.
- D.** All emergency response agencies within the Township of Meridian that have been tasked in the plan are considered to be available to respond to emergency incidents. Agencies will work to save lives, protect property, relieve human suffering, sustain survivors, stabilize the incident, repair essential facilities, restore services and protect the environment.
- E.** When a jurisdiction receives a request to assist another jurisdiction, reasonable actions will be taken to provide the assistance as requested.
- F.** Emergency planning is a work-in-progress; the Support EOP is consistently reviewed and updated.
- G.** During an emergency or disaster, parts of the plan may need to be improvised or modified, if necessary, based on the situation.

VI. Concept of Operations

- A.** Activation of the Support EOP and declaration of a local state of emergency:

When a threat is perceived, the Emergency Management Liaison activates the Support EOP and the local Emergency Operations Center (EOC) to facilitate activities that ensure the safety of the people, property and environment. Pursuant to 1976 PA 390, as amended, the Supervisor designated by Meridian Township may declare a local state of emergency for Meridian Township if circumstances indicate that the occurrence or threat of widespread or severe damage, injury, or loss of life or property exists. In the absence of the Supervisor pursuant to the local legislation, the Township Manager or designee is authorized to declare a local state of emergency. Upon a local declaration, PA 390 authorizes the Chief Executive Official to issue directives as to travel restrictions on local roads. To facilitate activities that ensure the safety of people, property and environment, a local declaration also activates this Support EOP and the Townships Emergency Operations Center (EOC). A local state of emergency shall

not be continued or renewed for a period in excess of seven (7) days except with the consent of the governing body of the municipality.

B. The following procedures are conducted and coordinated with the county in response to an incident:

- 1.** The Emergency Management Liaison will perceive the threat, assess the hazard and ensure that the elected officials and executive group and County Emergency Management Coordinator are notified of the situation.
- 2.** Departments assess the nature and scope of the emergency or disaster.
- 3.** If the situation can be handled locally, the following guidelines are used:
 - i. The Emergency Management Liaison advises the Manager and coordinates all local emergency response actions.
 - ii. The Emergency Management Liaison will activate the EOC. The EOC is located at the Central Fire Station, 5000 Okemos Road, Okemos. If this location is unavailable, an alternate EOC location will be decided by the Executive group.
 - iii. The Township Supervisor declares a local state of emergency. The Emergency Management Liaison notifies the County EMC and forwards the declaration to the County Emergency Management Program.
 - iv. Emergency response departments are notified by the Emergency Management Liaison to report to the EOC through telephone, smart messaging, and RAVE.
 - v. The Township Manager directs departments to respond to the emergency in accordance with the guidelines outlined in this plan and its annexes, and issues directives as to protective actions and travel restrictions on local roads.
 - vi. The Emergency Management Liaison keeps the County Emergency Management Coordinator informed of the situation and actions taken.

C. If the emergency is beyond local control, Township resources become exhausted, or special resources are needed, county assistance is requested through the County Emergency Management Coordinator.

D. If county assistance is requested, the County Emergency Management Coordinator assesses the situation and makes a recommendation on the type and level of assistance. The county will also take the following steps:

- 1.** Activate county EOC and EOP
- 2.** Respond with county resources
- 3.** Activate Mutual Aid to supplement county resources
- 4.** Notify MSP/EMHSD District Coordinator
- 5.** Make incident information available to MSP/EMHSD and statewide agencies via the Michigan Critical Incident Management System (MI CIMS) online platform, by submitting and maintaining applicable MI CIMS boards and logs.

- E. If the county resources and capabilities are exhausted, the county requests the Governor to declare a State of Emergency or State of Disaster in accordance with procedures set forth in 1976 PA 390, as amended. If the emergency occurs solely within the confines of the Township of Meridian, the county shall not request state assistance or the Declaration of a State of Disaster or Emergency unless requested to do so by the Township of Meridian Supervisor.

VII. Organization and Assignment of Responsibilities

A. Emergency Management Organization

1. The Charter Township of Meridian emergency management organization consists of eight (8) departments responsible for conducting activities in response to emergencies within the community. These eight (8) departments have been assigned to ten (10) specific emergency functions that the municipality has identified necessary in order to provide an effective response to secure the safety of people, property, and the environment. Each department is responsible for implementing pre-disaster activities to help prevent and/or prepare for various hazards that the community is vulnerable to such as: chronic diseases, flooding, hazardous material spills, inclement weather, tornadoes, and public disturbance; a complete list can be found in the County’s Hazard Mitigation Plan/Analysis. Prevention and preparedness activities include: awareness training, exercising, hygienic practices to prevent spreading of infectious diseases, stockpiling equipment, and educating people to care for themselves in an emergency.
2. The Manager serves as the incident manager for municipal coordination. At his/her side includes the Emergency Management Liaison and six (6) department contacts.
3. The table lists the functions, assigned departments, primary point of contact, and phone number.

Function	Department	Primary Contact	Phone
Direction and Control	Township Administration	Tim Dempsey	
Fire Services	Fire Department	Michael Hamel	
Emergency Mgmt Liasion	Fire Department	Fire Chief	
Law Enforcement	Police Department	Rick Grillo	
Warning and Communications	Fire Department	Michael Hamel	
Public Information	Communications Department	Sam Diehl	
Damage Assessment	Building Department	John Heckaman	
Public Works	Public Works	Dan Opsommer	
Emergency Medical Services	Fire Department	Brian Pennel	
Human Services	Human Services	Katie Love	
Finance	Accounting & Budgeting		

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

Department	2 nd Alternate		3 rd Alternate	
Township Administration	Dan Opsommer		Abby Tithof	
Fire Department	Ryan Campbell		Rudy Gonzales	
Emergency Mgmt Liasion	Rick Grillio		Ed Besonen	
Police Department	Bart Crane		Curt Squires	
Communications Department	Samantha Diehl		Rachael Stohlin	
Building Department	Ron Rau		Tim Schmitt	
Public Works	Rob MacKenzie		Younes Ishraidi	
Human Services	Abby Tithof		Carol Hasse	

5. The Township of Meridian maintains several fulltime departments. All departments contribute to the safety and welfare of the community. Each department employs qualified emergency personnel and maintains equipment that can be used in emergency response. A list of resources available for utilization during incidents can be requested through the Emergency Management Liaison. If resource needs exceed the capabilities of Meridian Township, the Supervisor may activate mutual aid agreements and pre-disaster contracts, or it may become necessary to request county assistance.

B. Responsibilities

1. The following guidelines are general to the municipality, all agencies, and individuals who have an assigned responsibility in responding to an emergency within the community and coordinated by Meridian Township.
 - i. Report to the the local emergency operations center when activated for scheduled exercises or disasters, or delegate another individual to staff the Emergency Operations Center (EOC) and implement the plan.
 - ii. Implement mutual aid agreements or contracts with other organizations to supplement local resources that have been exhausted.
 - iii. Ensure compliance with this plan and the County EOP, and any pertinent procedures and documents issued, which impact the provision of emergency services in the municipality.
 - iv. Train department emergency personnel in emergency management functions and NIMS/Incident Command System (ICS) concepts.
 - v. Assist in the development, review and maintenance of the plan and of the County EOP.
 - vi. Develop and maintain standard operating procedures for specific functions or actions identified in the plan.
 - vii. Maintain a list of resources available by the departments.
 - viii. Protect records and other resources deemed essential for continuing government functions and each department's emergency operations in accordance to procedures and policies.

- ix. Train personnel in emergency management functions and NIM/ICS concepts.
 - x. Participate in the review and update of this emergency operations plan, in accordance to a schedule identified by the Municipal Emergency Management Liaison and the County EMC.
 - xi. Conduct pre-disaster public awareness activities including education classes, self-care guidelines, communications plans, and protocols.
 - xii. Make recommendations to the Manager regarding protective actions.
 - xiii. Continuously conduct emergency planning activities as it is a work-in-progress, periodically reviewing and updating.
 - xiv. All emergency response departments are considered available to respond.
2. The annexes attached to this plan further describe ten emergency support functions and their associated responsibilities in mitigation, preparedness, prevention, response and recovery. Annexes include the organization that are responsible for carrying out the emergency functions, and assign tasks associated with each function.

VIII. After Action Report

The After Action Reports are an essential part of the recovery phase of an emergency. Every declared state of emergency will have a Post Incident Analysis (PIA) completed with involvement from all the following assigned functions: Direction, Control, and Coordination, Fire Services, Law Enforcement, Warning and Communications, Public Information, Damage Assessment, Public Works, Emergency Medical Services, Human Services and Finance. The recovery phase allows the Township to recognize strengths and weaknesses to adjust training, exercising and potential policy changes.

Annexes

Annexes Overview

The annexes attached to the Basic Plan describe all-hazard functions and include the roles and responsibilities that each department should consider during an emergency for which the Support EOP has been activated. Each annex contains the departments responsible for carrying out a function, their assigned tasks, and the concept of operations.

The annexes attached to this plan include the following functions if assistance is requested; the County EMC assesses the situation and makes recommendations on the type/level of assistance. The County will also take the following steps:

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

Annex A: Direction, Control, and Coordination

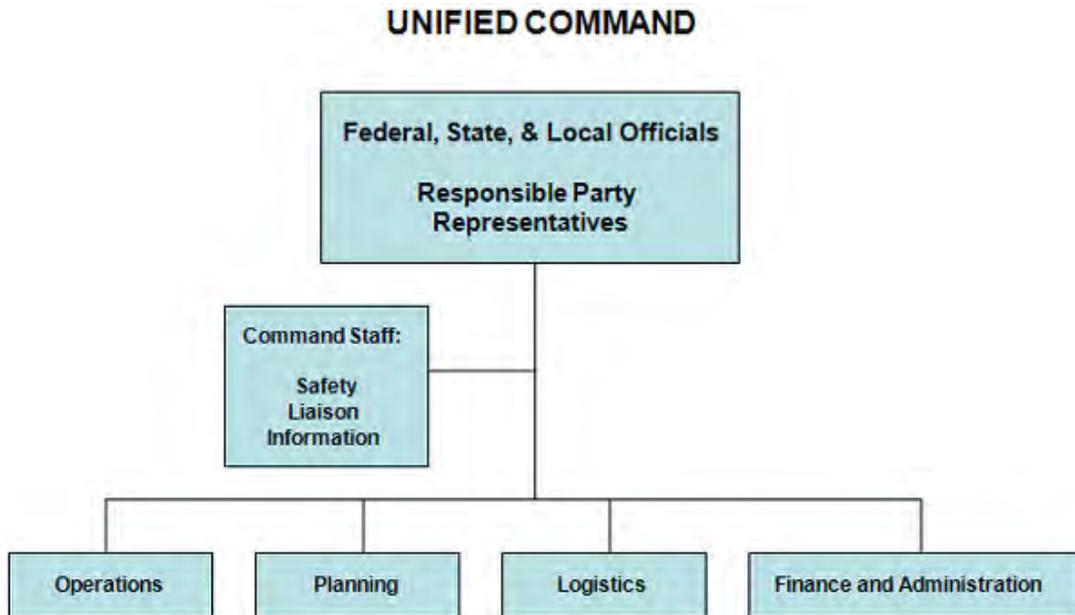
The Direction, Control, and Coordination function is responsible for the activation, organization and operation of the local EOC, the facilitation of the incident management, response, and recovery efforts, and coordination with the County Emergency Management Program.

Direction, Control, and Coordination officials will maintain and coordinate emergency management and response activities with the Direction, Control and Coordination function at the County level.

Direction, Control, and Coordination Checklist

	Report to the EOC, when activated, for scheduled exercises and disasters, or delegate another representative from the agency to staff the EOC and implement the plan.
	EOC Operations
	Activate the EOC and ensure that appropriate staff is notified
	Establish a system of coordination, such as ICS, within the EOC. (Field operations at the ICP are required to Utilize ICS.
	Maintain administrative materials for the EOC, i.e., pencils, paper, maps, and status boards
	Ensure copies of the Support EOP and EOC guidelines are available to EOC staff
	Determine if EOC security is needed
	Local Authority
	Direct and coordinate response activities in accordance with this plan, including prioritizing allocation of scarce resources
	Relieve jurisdiction employees of normal duties and temporarily reassign them to emergency duties, and employ temporary workers, as necessary
	Declare a local state of emergency
	Issue directives as to travel restrictions on municipal roads
	Recommend appropriate protective measures to ensure the health and safety of people and property
	Assistance to Other Agencies
	Ensure all resources are made available for response
	Formulate specific assistance requests to adjacent jurisdictions and the county
	Active MAA/MOUs and contracts with other jurisdictions and organizations
	Provide aid to other communities as provided by MAA/MOU's
	Ensure staff maintains logs of actions taken and financial records

Figure 1. ICS Incident Management Structure



Direction, Control, and Coordination

The following is responsible for this annex:

DEPARTMENT	TITLE OF CONTACT
Township Administration	Township Manager

The line of succession for the CEO for representing the Direction, Control, and Coordination function during a response to an emergency or disaster situation is:

TITLE	DEPARTMENT

The line of succession for the Emergency Management Liaison for representing the Direction, Control, and Coordination function during a response to an emergency or disaster situation is:

TITLE	AGENCY
Fire Chief	Fire Department
Police Chief	Police Department

The CEO and Emergency Management Liaison are responsible for reporting and delegating an individual from their department to report to the EOC during scheduled exercises or emergencies to coordinate and represent the Direction, Control, and Coordination function.

SIGNATURE OF MANAGER	DATE

Tim Dempsey

SIGNATURE OF EMERGENCY MANAGEMENT LIAISON	DATE

Michael R. Hamel

Annex B: Communication and Warning

The Communication and Warning function is responsible for alerting and notification of Key Officials, receiving and disseminating warning and critical emergency information to the public, and the establishment, maintenance, and coordination of communication protocols and links between the EOC and other incident departments.

The Communications and Warning official will maintain liaison and coordinate emergency management and response activities with the Communication and Warning functions at the County level.

Communications and Warning Checklist

	Report to the EOC, when activated, for scheduled exercises and disasters, or delegate another representative from the Township to staff the EOC and implement the plan
	Communication Link
	Ensure lines of communication have been established between all departments represented in the Meridian Township EOC, their department offices and their staff at the incident site. Available channels for established communications includes (communication channels, e.g. telephone, cell phone, radios etc.)
	Coordinate communications between municipal and county EOC. Available channels for establishing communications include (communication channels, e.g. telephone, cell phone, radios etc.)
	Establish communications links with the adjacent communities and higher levels of government
	Coordinate warning frequencies and procedures with adjacent communities and other government agencies
	Disaster Warning and Information
	Activate public warning systems when instructed to do so by CEO or Emergency Management Liaison. Warning methods include (warning methods, e.g., sirens, door-to-door notification, RAVE, etc.)
	Ensure that warning messages received through the Law Enforcement Information Network (LEIN), National Warning System (NAWAS), Emergency Alert System (EAS), National Weather Service, or other verifiable means are issued in a timely manner.
	Determine which facilities are endangered by the incident and contact those facilities. Ensure they are contacted when protective actions are rescinded
	Notify Special locations (e.g., schools, hospitals, nursing homes, major industry, institutions, and places of public assembly)
	Ensure that public warning systems provide notification to residents with access and functional needs, such as the elderly, hearing impaired, non-English speakers, individuals with mobility limitations, etc.
	Official Notification
	Ensure that all necessary officials have been notified and/or updated about the incident
	Notify neighboring jurisdictions of impending hazard and hazardous situations when instructed to do so by the Manager or Emergency Management Liaison.

Communication and Warning

The following department is responsible for this annex:

Department	Title of Contact
Administration	Township Manager

The line of succession for representing the Communications and Warning function during a response to an emergency or disaster situation is:

Title	Department
Chief	Fire
Chief	Law Enforcement

The Township Manager is responsible for reporting or delegating another individual from the Township to report to the EOC during scheduled exercises or emergencies to coordinate and represent the Communication and Warning Function.

SIGNATURE OF COMMUNICATIONS AND WARNING OFFICIAL	DATE

Tim Dempsey

Annex C: Damage Assessment

The Damage Assessment (DA) function is concerned with the process of documenting damage from the emergencies in the Township. Information gathered may be used to determine the extent of damage and impact on the community resulting from an incident to justify future federal funding, declarations of emergency and disaster proclamations. An accurate damage assessment is a necessary part of the recovery phase and determines qualification for state and federal disaster aid.

The Damage Assessment Official will maintain liaison and coordinate emergency management and response activities with the DA function at the county level.

Damage Assessment Checklist

	Report to the EOC, when activated, for scheduled exercises and disasters, or delegate another from the agency to staff the EOC and implement the plan
	Damage Assessment
	Maintain current list of DA field team members
	Maintain damage assessment field team supplies for contingency purposes, i.e., MSP/EMHSD Pub 901 Michigan Damage Assessment Handbook, blank forms, flashlights, cameras, pencils, paper, maps, IPAD, Tablet, and Tough Book.
	Activate DA field teams
	Collect both public and private damage assessment information
	Record initial information on damages from first responders (Windshield surveys)
	Augment DA field teams, as the situation dictates
	Dissemination of DA Information
	Provide an initial DA to EOC staff
	Provide and verify DA information to the Manager
	Prominently display DA information in the EOC, include maps, situation updates and assessment data
	Provide the PIO with current DA information for release to the public
	Provide DA data to the Emergency Management Liaison. The Emergency management Liaison will forward information to the County EMP for submission in MI CIMS
	Logistics
	Maintain a status list of requesting resources
	Compile and maintain a record of expenditures for personnel, equipment, supplies, etc.

Damage Assessment

The following agency is responsible for this annex:

Department	Title of Contact
Community Planning & Development	Director

The line of succession for the CEO for representing the Damage Assessment function during a response to an emergency or disaster situation is:

TITLE	DEPARTMENT
John Heckaman	Community Planning & Development
Ron Rau	Community Planning & Development
Tavis Millerov	Fire Marshal

The individual responsible for reporting and delegating an individual from their department to report to the EOC during scheduled exercises or emergencies to coordinate and represent the Damage Assessment function.

SIGNATURE OF DAMAGE ASSESSMENT OFFICIAL	DATE

Timothy Schmitt

Annex D: Fire Services

The Fire Service function is concerned with detecting and suppressing rural and urban fires, EMS, Hazardous materials, and any of these that result from, or occur coincidentally with, an incident response.

The Fire Service Official will maintain liaison and coordinate emergency management and response activities with the Fire Services function at the County Level.

Fire Services Checklist

	Report to the EOC, when activated, for scheduled exercises and disasters, or delegate another representative from the agency to staff the EOC and implement the plan.
	Response Activities
	Coordinate fire response and search and rescue activities with appropriate personnel at the County Emergency Management program, including assistance to regional special teams such as Region 1 Technical Response teams (USAR/HAZMAT/AVI)
	Respond to hazardous materials spills
	Coordinate with the County EMC and the State of Michigan in the decontamination of affected citizens and emergency workers after exposure to CBRNE hazards
	Assist in searching for bombs and explosive in connection with terrorism or weapons of mass destruction (WMD) events as directed by Law enforcement
	Assistance to Other Agencies
	Advise EOC staff about fire and rescue activities
	Provide communication and other logistical supplies, as needed
	Assist with evacuations
	Assist in Damage Assessment operations
	Assist in warning the population. Loud speakers on fire vehicles or door-to-door warning may be utilized
	Assist in salvage operations and debris clearance

Fire Services

The following agency is responsible for this annex:

Department	Title of Contact
Fire	Fire Chief

The line of succession for the CEO for representing the Fire Service function during a response to an emergency or disaster situation is:

TITLE	DEPARTMENT
Battalion Chief	Fire
Battalion Chief	Fire
Fire Marshal	Fire

The individual responsible for reporting and delegating an individual from their department to report to the EOC during scheduled exercises or emergencies to coordinate and represent the Fire services.

SIGNATURE OF FIRE SERVICES OFFICIAL	DATE

Michael R. Hamel

Annex E: Law Enforcement

The Law Enforcement function is concerned with ensuring the safety of all citizens, maintaining law and order, protecting public and private property and providing protection for essential industries, supplies and facilities.

The Law Enforcement will maintain liaison and coordinate emergency management and response activities with the Law Enforcement function at the county level.

Public Safety Checklist

	Report to the EOC, when activated, for scheduled exercises and disasters, or delegate another from the department to staff the EOC and implement the plan.
	Response Activities
	Provide security and access control at critical facilities and incident sites
	Implement any curfew ordered by the governor or CEO.
	Enforce evacuation orders and assist in evacuations.
	Ensure prisons and jails are notified of potential threat and determine whether proper safety and security precautions are being taken.
	Investigate incident and provide intelligence information to county, state and federal officials.
	Enforce evacuation orders and assist in evacuations.
	Transportation
	Secure unusable roads. (use fire services and public works for support, if necessary)
	Identify routes that need barricades and signs. Request necessary assistance from Public works
	Ensure vehicles on evacuation routes are removed. If necessary, request that Public Works agencies move vehicles off the road. Maintain record of where vehicles are being taken.
	Coordinate with the Ingham county Road Commission or Public Works in rerouting traffic and putting the appropriate signs in place.
	Assistance to Other Agencies
	Assist Warning function in warning the public, when necessary
	Assist the medical examiner with mortuary services
	Assist families isolated by the effects of the disaster

Law Enforcement

The following agency is responsible for this annex:

Department	Title of Contact
Police	Police Chief

The line of succession for director for representing the Law Enforcement function during a response to an emergency or disaster situation is:

TITLE	DEPARTMENT
Captain	Police
Lieutenant	Police
Sergeant	Police

The individual responsible for reporting and delegating an individual from their department to report to the EOC during scheduled exercises or emergencies to coordinate and represent the Law Enforcement function.

SIGNATURE OF LAW ENFORCEMENT OFFICIAL	DATE

Rick Grillo

Annex F: Public Works

The Public Works function is responsible for conducting pre- and post-incident assessments; ensuring critical services are met through existing contracts, providing technical assistance and engineering expertise and construction management, providing emergency repair of damaged public infrastructure and critical facilities, and the clearing of debris from public roads.

The Public Works Official will maintain liaison and coordinate emergency management and response activities with the Public Works function at the county level.

Public Works Checklist

	Report to the EOC, when activated, for scheduled exercises and disasters, or delegate another from the department to staff the EOC and implement the plan
	Response Activities
	Coordinate debris removal activities
	Coordinate activities designed to control the flow of floodwater
	Damage Assessment
	Provide engineering expertise to inspect public structures and determine if they are safe to use
	Provide DA information for roads, bridges, buildings, infrastructure, etc. to DA function
	Transportation
	Provide barricades and signs for road closures and boundary identification (to include activating MAA/MOU's if additional barricades are needed)
	Provide technical expertise in road weight limits, road capacity, etc., to determine whether evacuation routes are adequate for traffic flow
	Notify law enforcement of location(s) of disabled vehicles
	Contact appropriate Michigan Department of Transportation (MDOT) and county transportation officials to request travel restrictions on state and county roads, if necessary
	Assistance to Other Agencies
	Assist in identifying access control areas
	Assist with urban search and rescue activities, if necessary
	Maintain contact with local utilities to determine the extent and cause of damage and outages. Report this information and restoration schedules to EOC
	Coordinate with Utility companies in the restoration of essential services
	Logistics
	Provide vehicles and personnel to transport essential goods, such as food and medical supplies, when directed by the EOC
	In conjunction with public health, help identify sources of potable water
	Assist in identifying and obtaining the appropriate construction equipment to support disaster response and recovery operations
	Provide emergency generators and lighting

Public Works

The following agency is responsible for this annex:

Department	Title of Contact
Public Works	Deputy Manager/ Director of Public Works

The line of succession for director for representing the Public Works function during a response to an emergency or disaster situation is:

TITLE	DEPARTMENT
Chief Engineer	Engineering

The individual responsible for reporting and delegating an individual from their department to report to the EOC during scheduled exercises or emergencies to coordinate and represent the Public works function.

SIGNATURE OF PUBLIC WORKS OFFICIAL	DATE

Dan Opsommer

Annex G: Public Health and Medical Services

The Public Health and Medical Services function is responsible for assessing public health and medical needs, health surveillance, and provision of medical care personnel, supplies and equipment.

The Public Health and Medical Services Official will maintain liaison and coordinate emergency management and response activities with the Public Health and Medical Services function at the county level.

Public Health and Medical Services Checklist

	Report to the EOC, when activated, for scheduled exercises and disasters, or delegate another representative from the department to staff the EOC and implement the plan
	Patient Care
	Coordinate with medical providers and shelter managers to staff medical personnel at shelters
	Identify the transportation resources and personnel needs to transport disaster survivors to temporary care centers
	Provide transportation of patients to hospitals with transfer of patients
	Ensure identification and notification of disaster survivors and emergency responders in need of crisis counseling and/or debriefing
	Coordinate the monitoring of disaster survivors and emergency responders for exposure to chemical, radiological, or biological contaminants, and assist in their decontamination.
	Public Health
	If necessary, identify a site for a temporary morgue. Note: The medical examiner is responsible for identifying the deceased. Law enforcement and EMS may provide additional support in collecting and transporting
	Assist with animal and pet control and support the County Animal Control Unit in the quarantine and disposal of diseased animals

Public Health and Medical Services

The following agency is responsible for this annex:

Department	Title of Contact
Fire	EMS/Training Chief

The line of succession for director for representing the Public Health and Medical Services function during a response to an emergency or disaster situation is:

TITLE	DEPARTMENT
EMS/Training Chief	Fire

The individual responsible for reporting and delegating an individual from their department to report to the EOC during scheduled exercises or emergencies to coordinate and represent the Public Health and Medical Services function.

SIGNATURE OF PUBLIC HEALTH AND MEDICAL SERVICES OFFICIAL	DATE

Brian Pennell

Annex H: Public Information

The Public Information function ensures accurate, coordinated, timely, and accessible information is disseminated to governments, media, the general public, and the private sector throughout the prevention, preparedness, mitigation, response, and recovery phases of disasters and emergencies.

The Public Information Official will maintain liaison and coordinate emergency management and response activities with the Public Information function at the county level.

	Report to the EOC, when activated, for scheduled exercises and disasters, or delegate another representative from the department to staff the EOC and implement the plan
	Pre-disaster Public Education
	Assist the Emergency Management Liaison in developing educational materials on the hazards facing the community and explaining what people can do to protect themselves to recover from incidents
	Ensure that written materials are developed for non-English speaking individuals or others who require FNSS
	Disaster Warning and Information
	Develop and release updated Emergency Alert System (EAS) messages based on incoming information
	Document which EAS messages have been delivered over radio and television
	Ensure that accurate information is disseminated describing such items as the locations of shelter, missing persons information hotline, volunteer hotline, rumor control hotline, etc.
	Distribute prepared public education materials
	Media Coordination
	Establish and maintain contact with the EOC and/or the ICP
	Prepare press releases and ensure that all press releases and official information is reviewed by Township Manager or designee
	Verify that information is accurate before releasing it to the media
	Schedule media briefings
	Establish a Public Information Center as the central point from which municipal news releases are issued at (location determined during emergency)
	Assist the county in establishing a Joint Information Center (JIC; the JIC can be used by agency representatives for releasing information to the news media
	Coordinate public information activities with the County PIO and the JIC
	Schedule interviews between Elected officials etc.
	Monitor all forms of media, both traditional and social, for rumors, and address rumors as soon as possible

Public Information

The following agency is responsible for this annex:

Department	Title of Contact
Communications	Communications Manager

The line of succession for director for representing the Public Information function during a response to an emergency or disaster situation is:

TITLE	DEPARTMENT
Communications Manager	Communications
	Communications

The individual responsible for reporting and delegating an individual from their department to report to the EOC during scheduled exercises or emergencies to coordinate and represent the Public Information function.

SIGNATURE OF PUBLIC INFORMATION OFFICIAL	DATE

Samantha Diehl

Annex I: Finance

The Finance function is responsible for managing all financial aspects of an incident. Documentation of all expenditures and donations associated with the declared state of emergency

The Finance Official will maintain liaison and coordinate emergency management and response activities with the finance functions at the county level.

	Report to the EOC, when activated, for scheduled exercises and disasters, or delegate another representative from the department to staff the EOC and implement the plan
Disaster-Related Needs	
	Responsible for contracts with vendors, leases, and fiscal agreements associated with emergency
	Responsible for ensuring the accurate recording of daily personnel time and compliance with agency time recording policies.
	Ensures the proper identification of all equipment and personnel requiring payment; records all costs data; analyzes and prepares estimated of incident costs; and maintains accurate records of incident costs.

The following agency is responsible for this annex:

Department	Title of Contact
Accounting & Budgeting	Finance Director

The line of succession for representing the Finance function during a response to an emergency or disaster situation is:

TITLE	DEPARTMENT

The individual responsible for reporting and delegating an individual from their department to report to the EOC during scheduled exercises or emergencies to coordinate and represent the Finance function.

SIGNATURE OF FINANCE OFFICIAL	DATE

Annex J: Mass Care, Emergency Assistance, Housing, and Human Services

This function is concerned with issues related to the provision of mass care, emergency assistance, housing, and human services to disaster survivors, including those that require FNSS, throughout the prevention, preparedness, mitigation, response, and recovery phases of disasters and emergencies.

The Mass Care, Emergency Assistance, Housing, and Human Services Official will maintain liaison and coordinate emergency management and response activities with the Mass Care functions at the county level.

Mass Care, Emergency Assistance, Housing, and Human Services Checklist

	Report to the EOC, when activated, for scheduled exercises and disasters, or delegate another representative from the department to staff the EOC and implement the plan
	Disaster-Related Needs
	Coordinate activities of municipal departments that provide mass care and human services
	Coordinate with Ingham county Emergency Management, the American Red Cross and other agencies to distribute food, water, and clothing, and meet other basic needs of disaster survivors and emergency responders
	Coordinate to provide transportation for disaster survivors and emergency responders
	Arrange for the provision of crisis counseling to disaster survivors and emergency responders
	Coordinate procedures for the tracking go family members and reunification of families
	Identify and account for personal property that may be lost during a disaster
	Coordinate with the County EOC to establish procedures for the registration and management of volunteers and donations
	Coordinate with agencies in the community that work with individuals with access and functional needs to ensure disaster related needs are met.
	Protective Action
	Coordinate the provision of transportation for evacuation
	Provide staff and resources to manage open shelters
	Coordinate care for individuals at shelters and for those who have been sheltered-in-place
	Determine whether shelters must be opened long or short-term
	Provide guidance/policies for the care of household pets that are brought to shelters by evacuees (only service animals are allowed into ARC shelters)
	Pre-identified shelter locations include: 5000 Okemos Road

Mass Care, Emergency Assistance, Housing, and Human Services

The following agency is responsible for this annex:

Department	Title of Contact
Human Services	Human Services Specialist

The line of succession for director for representing the Mass Care, Emergency Assistance, Housing, and Human Services function during a response to an emergency or disaster situation is:

TITLE	DEPARTMENT
HR Director	Human Resources
HR Administrator	Human Resources

The individual responsible for reporting and delegating an individual from their department to report to the EOC during scheduled exercises or emergencies to coordinate and represent the Mass Care, Emergency Assistance, Housing, and Human Services function.

SIGNATURE OF MASS CARE, EMERGENCY ASSISTANCE, HOUSING, AND HUMAN SERVICES OFFICIAL	DATE

Katie Love

MERIDIAN TOWNSHIP VULNERABLE POPULATIONS

NAME	ADDRESS	PHONE
BICKFORD COTTAGE	3830 OKEMOS RD	517-507-3965
BROOKDALE MERIDIAN	5250 MARSH RD	517-803-2678
BROOKDALE SENIOR LIVING	5346 MARSH RD	517-381-8700
CARRIAGE LANE APARTMENTS	3882 DOBIE RD	517-349-1643
GRANGE ACRES	MARSH & HILLCURVE	517-339-9321
HOME SWEET HOME TOO	5917 EDSON	517-339-7278
INGHAM COUNTY EXTENDED CARE	3860 DOBIE RD	517-381-6100
MARSH POINTE	5895 MARSH RD	517-339-0440
MARQUETTE (HOLIDAY RETIREMENT)	5968 PARK LAKE	517-339-1532
MEDILODGE OF CAMPUS AREA	2815 NORTHWIND	517-332-0817
MEDILODGE OF OKEMOS	5211 MARSH RD	517-319-1400
MERIDIAN STRATFORD PLACE	2790 SIRHAL	517-333-2472
NEW LIFE ASSISTED LIVING CENTER	5905 EDSON	517-339-3677
NEW LIFE ASSISTED LIVING CENTER	2077 HASLETT	517-339-2390
SAFE HAVEN ASSISTED LIVING	981 JOLLY (ALAIEDON)	517-574-4579
WILLOWS AT OKEMOS	4830 CENTRAL PARK	517-349-3600

Human Services: Resources and Support Services

TRANSPORTATION RESOURCES	TYPE
Information provided at the EOC	

SHELTERS	MAXIMUM OCCUPANCY
Information provided at the EOC	

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

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

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

Annex K: After Action Report Template



**TOWNSHIP
OF
MERIDIAN**

[Pick the date]

[Year]

CONTENTS

<u>EXPLANATION OF TERMS</u>	38
<u>INTRODUCTION</u>	38
<u>AFTER ACTION REPORT OVERVIEW</u>	39
<u>STRENGTHS</u>	40
<u>AREAS OF IMPROVEMENT</u>	40
<u>RECOMMENDATIONS</u>	40
<u>CONCLUSION AND NEXT STEPS</u>	40
<u>IMPROVEMENT PLANNING MATRIX</u>	41

EXPLANATION OF TERMS

Examples:

AAR	After Action Report
CAD	Computer Aided Dispatch
DA	Damage Assessment
EOC	Emergency Operations Center
IC	Incident Command
ICS	Incident Command System
MTFD	Meridian Township Fire Department
MTPD	Meridian Township Police Department
NIMS	National Incident Management System
OEM	Office of Emergency Management
PSD	Public Service Department
PIO	Public Information Officer

INTRODUCTION

Include brief synopsis of incident here.

Sequence of events:

Include detailed sequence of events here, if available.

AFTER ACTION REPORT OVERVIEW

This report is a compilation of information from the different departments/organizations and staff who participated in the response to *[list incident/exercise/event here]*. The information was gathered by *[list departments here and various sources of information for the report]*

The recommendations in this AAR should be viewed with considerable attention to the needs for the safety of Meridian Township. In some cases, departments may determine that the benefits of implementation are insufficient to outweigh cost. In other cases, departments may identify alternative solutions that are more effective. However, each department should review the recommendations and determine the most appropriate action and time needed for implementation.

The issues addressed in this AAR are being requested to be reviewed and thoroughly examined for the appropriation of needed resources to ensure the functions of incident response; stabilization and notification are efficient and effective.

Incident Overview:

Township of Meridian – *[Insert incident/exercise/event location here]*

Duration:

[Insert incident/exercise /event time]

Sponsor:

[Insert Sponsor here, if applicable]

Funding Source:

[Insert funding source here or if no funding, insert “No funding allocated”]

Focus (Check appropriate area(s) below):

- Prevention:
- Response
- Recovery
- Other

Classification (Check appropriate area(s) below):

- Unclassified
- For Official Use Only (FOUO)
- By Invitation Only

Activity or Scenario (Check appropriate area(s) below):

- Fire
- Severe Weather
- Flood
- Hazardous Material Release
- Bomb Threat
- Medical Emergency
- Power Outage
- Evacuation
- Lockdown
- Special Event
- Exercise/Drill
- Other

Location:

[Insert incident/exercise/event location here]

Participating Organizations:

[Insert organizations here]

STRENGTHS

List strengths here.

AREAS OF IMPROVEMENT

List Areas of Improvement here.

RECOMMENDATIONS

List Recommendations here.

CONCLUSION AND NEXT STEPS

Insert Conclusion here.

IMPROVEMENT PLANNING MATRIX

IMPROVEMENT PLANNING MATRIX

<u>Area of Improvement</u>	<u>Improvement Action</u>	<u>Responsible Party/Areas</u>	<u>Targeted Completion Date</u>	<u>Status</u>
1)				
2)				
3)				
4)				
5)				
6)				
7)				
8)				
9)				
10)				
11)				
12)				
13)				
14)				
15)				
16)				
17)				
18)				