



**AGENDA**  
CHARTER TOWNSHIP OF MERIDIAN  
TOWNSHIP BOARD – REGULAR MEETING  
August 20, 2024 6:00 PM

---

1. CALL MEETING TO ORDER
2. PLEDGE OF ALLEGIANCE/INTRODUCTIONS
3. ROLL CALL
4. PRESENTATION
  - A. Granger Services-Governmental and Regulatory Affairs Manager Charles Hauser and Director of Sales and Market Development Scott Truman
  - B. Meridian Township Youth Committee-Suchir Nagisetty
5. CITIZENS ADDRESS AGENDA ITEMS AND NON-AGENDA ITEMS
6. INTERIM TOWNSHIP MANAGER REPORT
7. BOARD MEMBER REPORTS OF ACTIVITIES AND ANNOUNCEMENTS
8. APPROVAL OF AGENDA
9. CONSENT AGENDA
  - A. Communications
  - B. Minutes-August 8, 2024 Regular Township Board Meeting
  - C. Bills
  - D. 2025 Township Budget-Set a Public Hearing Date-September 3, 2024
  - E. Addition to Authorized Township Employee Credit Card Users
  - F. Red Cedar River Multijurisdictional Clearing Project Grant Acceptance
10. QUESTIONS FOR THE ATTORNEY
11. HEARINGS
12. ACTION ITEMS
  - A. Text Amendment #2024-04 – Local Prosecution of Marijuana Violations Ordinance-**Final Adoption**
  - B. Ordinance 2024-07 – Rezone Two Parcels at 350 Haslett Road and the Adjacent Vacant Parcel from RR, Rural Residential, to RA, Single-Family Residential-**Final Adoption**
  - C. Selection of Firm for Township Manager Search
  - D. Whitehills Lakes South #1 Public Streetlighting Improvement Special Assessment District #428 –Resolution #5
13. BOARD DISCUSSION ITEMS
  - A. Special Use Permit #24-17-Haslett Gallery Inc-2119 A Haslett Road-Recreational Marijuana Retailer
  - B. Initial 2025 Budget Discussion
  - C. ARPA Funding Reallocation
  - D. USBGN Proposal to Change the Name of Lake Lansing to Pine Lake
  - E. Manager Review Process
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: Interim Township Manager Tim Schmitt, 5151 Marsh Road, Okemos, MI 48864 or 517.853.4258 - Ten Day Notice is Required.

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

Providing a safe and welcoming, sustainable, prime community.

A PRIME COMMUNITY  
meridian.mi.us



9.A

**CONSENT AGENDA  
BOARD  
COMMUNICATIONS**

From: Marlene Stover <[REDACTED]>

Sent: Wednesday, July 31, 2024 10:29 AM

To: Board <[Board@meridian.mi.us](mailto:Board@meridian.mi.us)>

Subject: The effect of marijuana use in adolescence on college and graduate degree attainment - ScienceDirect

<https://www.sciencedirect.com/science/article/abs/pii/S1570677X23001284>

-----

Subject: Predicting Young Adult Degree Attainment by Late Adolescent Marijuana Use - ScienceDirect

Good morning,

These articles all fall under criteria 4 and 5.

Thank you for taking the time to read them,

Marlene

<https://www.sciencedirect.com/science/article/abs/pii/S1054139X15002189>

-----

Subject: Recreational cannabis legalization alters associations among cannabis use, perception of risk, and cannabis use disorder treatment for adolescents and young adults - ScienceDirect

<https://www.sciencedirect.com/science/article/abs/pii/S0306460322003185>

-----

Subject: Examining the relationship between marijuana use, medical marijuana dispensaries, and abusive and neglectful parenting - ScienceDirect

<https://www.sciencedirect.com/science/article/abs/pii/S0145213415002379>

-----

Subject: Know the Negative Effects and Risks of Marijuana Use | SAMHSA

<https://www.samhsa.gov/marijuana>

-----

Begin forwarded message:

**From:** Marlene Stover <[REDACTED]\*>

**Date:** July 31, 2024 at 11:12:28 AM EDT

**To:** Phil Deschaine <[deschaine@meridian.mi.us](mailto:deschaine@meridian.mi.us)>

**Cc:** Dave Pawsat <[REDACTED]\*>

**Subject: Re: Know the Negative Effects and Risks of Marijuana Use | SAMHSA**

Thank you for your quick response. To confirm, I sent this article and 5 Science Direct articles listed below. Please let me know if you did not receive them.

These are very relevant and non-biased as they comply with ethical standards. The authors declare that they have no conflict of interest and no funding source played a role in preparing this paper or deciding whether to publish. The authors declare that they have no known competing financial interests or personal relationships that

could influence the work reported in these papers.

1. The effect of marijuana use and adolescence on college and graduate degree attainment
2. Adolescent cannabis use, cognition, brain, health, and educational outcomes: A review of the evidence
3. Predicting young adult degree attainment by late adolescent marijuana use
4. Recreational cannabis, legalization, alters, associations among cannabis use, perception of risk, and cannabis use disorder, treatment for adolescence and young adults
5. The relationship between marijuana use, medical, marijuana, dispensaries, and abusive and neglectful parenting

---

**Subject:** Vacant storefront

I'm not sure how often you get to this corner, but there are already vacant store fronts on either end and in the middle of the strip mall.





-----

**Subject:** Florida Police Chiefs Association

Good afternoon,

I thought you might find this article informative when considering your decision.

The last time I bought alcohol at Kroger, there wasn't an armed guard standing by the door, I didn't have to pay cash for it, I wasn't buying an illegal drug and they're not a target for robberies by criminals because they sell alcohol.

Based on what I'm reading, the majority of recreational marijuana purchasers are between 18 and 25 years old. How many 18 to 25-year-olds live in this section of Okemos? How many have written to tell you that they want it there? How many 18-25 year olds can afford to pay the 5 figure property taxes that homeowners pay down the street from this dispensary location? I wonder how many of those homeowners will want to continue to do so if this goes in.

<https://fpca.com/media/2016/04/Fact-Sheet.pdf>

-----

**Subject:** Home | Colorado Cannabis

This was also send to me by another area physician. Something to consider.

What are the results of marijuana in Colorado?

Marijuana-only exposures increased 185% from 2013 when recreational marijuana was legalized compared to 2020. Treatment for marijuana use for all ages decreased 34% from 2013 to 2020. The percent of suicide incidents in which toxicology results were positive for marijuana has increased from 14% in 2013 to 29% in 2020.

<https://cannabis.colorado.gov/>

----

Subject: Marijuana Use Increases Chances of Kids Becoming College Drop Outs

<https://www.newhorizonscentersoh.org/blog/marijuana-college-drop-outs>

From: Steve Vagnozzi <[REDACTED]>

Sent: Sunday, August 4, 2024 3:51 PM

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

Subject: Community/Senior Center Millage

I encourage the Township Board to reject putting a millage proposal for turning the old Younkers store into a Community/Senior Center due to its:

- (1) High cost versus another option like the now empty Foods for Living store.
- (2) Compromised functionality because of limits imposed by the existing structure of the store.

I suggest that the architectural firm be directed to explore other lower cost options including building from scratch in Nancy Moore Park.

Respectfully,

Steve Vagnozzi

From: RALPH FRISCH <[REDACTED]>

Sent: Sunday, August 4, 2024 8:32 AM

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

Subject: Proposed Community/Senior Center Yonkers Plan

I am opposed to the current Yonkers Community/Senior Center plan as conceived by the township board and will actively campaign against any proposed millage to support it!

Sent from my iPhone

From: Bonnie Jordan <[REDACTED]>

Sent: Sunday, August 4, 2024 10:32 PM

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

Subject: Senior & Community Center meeting August 8, 2024

I regret that I will be out of town for the meeting discussion of the above this Thursday, so I am sending a letter to voice my feelings about the location proposed at the Meridian Mall Yonker's space.

I believe that the cost of purchasing, refurbishing, & maintaining this spot would be an exorbitant budget item, and would like to see a more fundable setting elsewhere, such as the Central school building at the east end of Mt. Hope on Okemos rd. I have heard that Montessori has possibly outgrown that space, & there could also be other possibilities of a less expensive nature to taxpayers.

Respectfully a long time member of the Meridian Senior Center,

Bonnie Jordan

From: Diane Dufner <[REDACTED]>

Sent: Monday, August 5, 2024 4:54 PM

To: Board <[Board@meridian.mi.us](mailto:Board@meridian.mi.us)>

Subject: Community center

I'm opposed to the community center as currently conceived, and I will actively oppose a millage for this plan.

Diane Dufner

Sent from my iPhone

From: Sunny Renli <[REDACTED]>

Sent: Monday, August 5, 2024 11:44 PM

To: Board <[Board@meridian.mi.us](mailto:Board@meridian.mi.us)>

Cc: Township Board <[Townshipboard@meridian.mi.us](mailto:Townshipboard@meridian.mi.us)>

Subject: Stop the Approval of a Recreational Marijuana Dispensary in Our Neighborhood

Dear Meridian Township Representative, Scott Hendrickson

We hope this email finds you well.

We are reaching out to learn where you stand on the Special Use Permit for the Marijuana Dispensary proposed at Okemos in Meridian Township.

Based on the approval criteria, it seems board members like you have limited flexibility. However, as detailed below, outdated, and inaccurate facts present an opportunity to act in the best interest of nearby businesses, Meridian Township, and the residents of Okemos who will be most affected. A well-informed decision avoids regrets and wishing we had known the consequences.

Criteria 3: The presence of a marijuana dispensary could significantly alter the essential character of the nearby businesses. The businesses in the strip, such as Royal Nails, Juice Nation, Biggby Coffee, and Subway, are frequently visited by children and their families. This will change if the permit is allowed. The proposed dispensary will not remain the size presently being considered. According to the Meridian Township ordinance of 2023, the required minimum distance from a place of worship is 500 feet, not 1,000 feet as claimed by Mr. Schmidt. This discrepancy suggests that future expansion of the dispensary is likely, potentially leading to the creation of a marijuana district at the busy intersection of Jolly and Okemos, just one block from the 110-freeway exit. No question that the dispensary will significantly alter the essential character of nearby businesses. Associating your name with a situation where these businesses might move out of Meridian Township and this intersection becomes an area avoided by children and families could be undesirable.

Criteria 4: If this dispensary goes in it would be hazardous to existing property uses. A representative of the owner stated recently, before the board, that HEPA filters will be used to minimize odors while the doors are closed. Her statement indicates that many clients will be sampling marijuana products at the premises. Imagine the hazard that will pose, in addition to increased traffic, more accidents, less parking for neighboring businesses, increased crime, and loss of customers to surrounding businesses. Illegal drug dealers are likely to loiter nearby trying to sell at a cheaper rate before customers enter the facility. The all-cash nature of the business is also likely to attract crime against those near the shopping center and the dispensary. Medical dispensaries generate very little business, and this is why none were open until recreational use was allowed. This implies that all assumptions made in 2018-2019 regarding the impact on traffic and safety are grossly understated because they assumed a medical dispensary.

Criteria 5: This dispensary could severely impact the economic welfare of surrounding properties and the community. Long-standing businesses are being forced out due to rent increases of up to

three times their previous amount, leaving empty lots that may attract drug-related clientele. The negative effects on neighboring properties are already evident—just ask the owners of Royal Nails who plan to leave. Surrounding properties would likely experience increased traffic, impaired drivers, higher crime rates, and reduced public safety, all of which could harm the immediate businesses. Additionally, the incidence of drug addiction and domestic violence in Okemos is likely to rise. The diversion of marijuana products, such as gummies, which have a high resale value, will likely increase, especially among underage individuals. This is not fearmongering, we know drug-laced gummies are already a problem in Okemos High School. The prominent presence of the business and the greater ability will exacerbate the problem. We doubt you consider these effects positive for your constituents.

Your position is incredibly important to me because this issue is near and dear to my heart. Therefore, we hope to hear back from you on this issue ideally by August 4, 2024. Your reply could positively influence me and my family as we prepare to vote in the upcoming election on August 6, 2024.

Thank you for understanding and your attention to this matter.

The Chinese Community of Greater Lansing Area

From: Michael Gawecki <[REDACTED]>

Sent: Wednesday, July 31, 2024 11:24 AM

To: Board <[Board@meridian.mi.us](mailto:Board@meridian.mi.us)>

Subject: More Than Half of People Taking Cannabis for Chronic Pain Report Driving While High

Good morning,

Please file for the Board to review.

<https://www.michiganmedicine.org/health-lab/more-half-people-taking-cannabis-chronic-pain-report-driving-while-high>

Michael B. Gawecki

Attorney at Law

**From:** Michael Gawecki <[REDACTED]>

**Sent:** Wednesday, July 31, 2024 11:26 AM

**To:** Board <[Board@meridian.mi.us](mailto:Board@meridian.mi.us)>

**Subject:** Research and Data from UM - Adverse effects to surrounding communities- marijuana dispensaries

Good morning,

Please file for the Board you review this data.

[https://injurycenter.umich.edu/wp-content/uploads/2022/01/2020\\_IPC\\_Cannabis\\_Report.pdf](https://injurycenter.umich.edu/wp-content/uploads/2022/01/2020_IPC_Cannabis_Report.pdf)

Michael B. Gawecki

Attorney at Law

# IMPACT OF RECREATIONAL CANNABIS LEGALIZATION IN MICHIGAN: A BASELINE REPORT

May 2020

Prepared by the University of Michigan  
Injury Prevention Center  
A CDC-Funded Injury Control Research Center



**INJURY PREVENTION  
CENTER**  
UNIVERSITY OF MICHIGAN

## **Project Leadership**

**Kipling M. Bohnert, Ph.D.**, University of Michigan, Injury Prevention Center, Addiction Center, and Department of Psychiatry; VA Center for Clinical Management Research

**Erin E. Bonar, Ph.D.**, University of Michigan, Injury Prevention Center, Addiction Center, and Department of Psychiatry

## **Additional Report Authors**

*(listed in alphabetical order)*

**Patrick M. Carter, M.D.**, University of Michigan, Injury Prevention Center, Department of Emergency Medicine, and Department of Health Behavior & Health Education, School of Public Health

**Lara N. Coughlin, Ph.D.**, University of Michigan, Addiction Center and Department of Psychiatry

**Rebecca M. Cunningham, M.D.**, University of Michigan, Injury Prevention Center, Department of Emergency Medicine, and Department of Health Behavior & Health Education, School of Public Health

**Jason E. Goldstick, Ph.D.**, University of Michigan, Injury Prevention Center and Department of Emergency Medicine

**Pete Haak, B.S.**, Michigan Department of Health and Human Services, Maternal and Child Health Epidemiology Section

**Sonia V. Kamat, M.S.**, University of Michigan, Injury Prevention Center and Department of Emergency Medicine

**Michael Mueller-Smith, Ph.D.**, University of Michigan, Department of Economics and Population Studies Center, Institute for Social Research

**Jordan Papp, Ph.D.**, University of Michigan, Population Studies Center, Institute for Social Research

**Jessica S. Roche, M.P.H.**, University of Michigan, Injury Prevention Center and Department of Emergency Medicine

**Maureen A. Walton, M.P.H., Ph.D.**, University of Michigan, Injury Prevention Center, Addiction Center, and Department of Psychiatry

## **List of Contributors** *(listed in alphabetical order)*

**Carol Flannagan, Ph.D.**, University of Michigan, Transportation Research Institute and Injury Prevention Center

**Amanda Kogowski, M.P.H.**, University of Michigan, Injury Prevention Center and Department of Emergency Medicine

**Sarah Rockhill, M.P.H.**, Michigan Department of Health and Human Services, Environmental Health Surveillance Section

**Abby Schwartz, M.P.H.**, Michigan Department of Health and Human Services, Environmental Health Surveillance Section

## **Acknowledgements**

This report was prepared by members of the University of Michigan Injury Prevention Center, in collaboration with a variety of agencies and institutions that provided relevant data. In particular, we offer special thanks to the organizations listed below:

- Michigan High Intensity Drug Trafficking Area (HIDTA)
- Michigan Department of Health and Human Services (MDHHS)
- Michigan Department of Licensing and Regulatory Affairs (LARA)

## **Funding**

Information reported herein was supported by a grant to the University of Michigan Injury Prevention Center by the Centers for Disease Control & Prevention, Award Number R49-CE-002099. The content is solely the responsibility of the authors and does not necessarily represent the official views of the Centers for Disease Control & Prevention or the Michigan Department of Health and Human Services.

**For more information, contact the University of Michigan Injury Prevention Center:**

UMInjuryCenter@umich.edu

## **Please cite this publication as follows:**

University of Michigan Injury Prevention Center. **Impact of Recreational Cannabis Legalization in Michigan: A Baseline Report**. University of Michigan. Ann Arbor, MI. May 2020.

# TABLE OF CONTENTS

<b>LIST OF ABBREVIATIONS</b> .....	6
<b>BACKGROUND AND PURPOSE OF THIS REPORT</b> .....	7
<b>EXECUTIVE SUMMARY</b> .....	8
<b>LONG-TERM TRENDS IN CANNABIS USE</b> .....	16
Trends in the Percentage of People Reporting Past-Year Cannabis Use .....	16
Past-Year Cannabis Use in Michigan .....	17
Comparing Trends in Michigan to the Midwest and other U.S. States .....	18
Past-Year Cannabis Use in Michigan by Age Group .....	19
Trends in How Individuals Obtain Cannabis in Michigan .....	20
Mode of Obtaining Cannabis .....	20
Trends in the Percentage of People in Michigan Reporting Past-Month Cannabis Use .....	21
Past-Month Cannabis Use in Michigan .....	21
Comparing Trends in Michigan to the Midwest and other U.S. States .....	22
Past-Month Cannabis Use in Michigan by Age Group .....	23
Cannabis Use among Sociodemographic Subgroups in Michigan .....	23
Initiation of Cannabis Use among Michigan Residents .....	24
<b>LONG TERM TRENDS IN CANNABIS USE DISORDER</b> .....	26
Trends in Self-Reported Past-Year Cannabis Use Disorder in Michigan .....	27
Percentage of Individuals with Cannabis Use Disorder in Michigan Over Time .....	27
Cannabis Use Disorder among Individuals Reporting Past-Year Cannabis Use in Michigan by Age Group .....	28
<b>BELIEFS ABOUT CANNABIS USE</b> .....	30
Michigan Trends in Perceptions of Risk and Legal Penalties Associated with Cannabis Use .....	30
Cannabis Risk Perceptions .....	31
Perceptions of Legal Penalties for Cannabis .....	32
Perceived Ease of Availability for Cannabis .....	32
Michigan Youth's Beliefs about the Social Acceptability of Cannabis Use .....	33
Perceived Parental Approval .....	33
Disapproval of Peer Cannabis Use .....	33
<b>CANNABIS USE AND PREGNANCY</b> .....	35
Cannabis Use among Mothers Giving Birth in 2016 and 2017 .....	36
Cannabis Use Before Pregnancy .....	37
Cannabis Use During Pregnancy .....	37
Cannabis Use Following Pregnancy .....	38
<b>CANNABIS USE IN THE MICHIGAN WORKFORCE</b> .....	39
Comparing Michigan to the U.S. ....	40

- **MEDICAL CANNABIS** . . . . . 41
  - Patients, Caregivers, and Physicians . . . . . 41
    - Qualifying Conditions. . . . . 43
  - Costs Associated with Medical Cannabis Program Administration . . . . . 44
  - New Regulations for Medical Cannabis Facilities . . . . . 44
  - Licenses and Revenue of the MMFLA. . . . . 45
- **CANNABIS AND THE OPIOID EPIDEMIC** . . . . . 47
- **MOTOR VEHICLE CRASHES AND IMPAIRED DRIVING** . . . . . 49
  - Fatal Motor Vehicle Crashes in Michigan. . . . . 50
  - Driving Under the Influence among Michigan Medical Cannabis Patients . . . . . 51
- **CANNABIS-RELATED MORTALITY** . . . . . 53
- **SUICIDES AND HOMICIDES** . . . . . 54
  - Cannabis Testing Results for Michigan Suicide Deaths in 2016 . . . . . 54
  - Cannabis Testing Results for Michigan Homicide Deaths in 2016 . . . . . 55
- **HEALTHCARE UTILIZATION** . . . . . 56
  - Emergency Department Visits . . . . . 56
    - Adverse Effects of Cannabis Use . . . . . 57
    - Cannabis Poisoning . . . . . 58
    - Cannabis-related Disorders . . . . . 59
  - Inpatient Hospitalizations . . . . . 60
  - Substance Use Disorder Treatment . . . . . 62
- **CRIMINAL JUSTICE AND LEGAL SYSTEM DATA** . . . . . 67
  - Cannabis-related Charges and Convictions . . . . . 67
  - Cannabis Seizures by Michigan HIDTA Task Force Teams . . . . . 69
  - Trafficking, Highway Seizures, and Postal/Parcel Seizures . . . . . 74
- **ECONOMIC INDICATORS** . . . . . 75
- FUTURE DIRECTIONS** . . . . . 76
- LIMITATIONS OF THE DATA USED IN THIS REPORT** . . . . . 77
- REFERENCES** . . . . . 83

# LIST OF ABBREVIATIONS

- CUD** – Cannabis Use Disorder
- DCE/SP** – Domestic Cannabis Eradication and Suppression Program
- DEA** – Drug Enforcement Administration
- DTOs** – Drug Trafficking Organizations
- ED** – Emergency Department
- FARS** – Fatality Analysis Reporting System
- FY** – Fiscal Year
- HIDTA** – High Intensity Drug Trafficking Area
- JDW** – Judicial Data Warehouse
- LARA** – Licensing and Regulatory Affairs
- MAPS** – Michigan Automated Prescription System
- MAT** – Medication Assisted Therapies
- MDHHS** – Michigan Department of Health and Human Services
- METRC** – Marijuana Enforcement Tracking Reporting & Compliance
- MHA** – Michigan Health and Hospital Association
- MIDB** – Michigan Inpatient Database
- MI PRAMS** – Michigan Pregnancy Risk Assessment Monitoring System
- MiVDRS** – Michigan Violent Death Reporting System
- MLOs** – Money Laundering Organizations
- MMFLA** – Medical Marihuana Facilities Licensing Act
- MMMA** – Michigan Medical Marihuana Act
- MODB** – Michigan Outpatient Database
- MRTMA** – Michigan Regulation and Taxation of Marihuana Act
- MTCF** – Michigan Traffic Crash Facts
- MVC** – Motor Vehicle Crash
- NVDRS** – National Violent Death Reporting System
- NSDUH** – National Survey on Drug Use and Health
- RSE** – Relative Standard Error
- TEDS** – Treatment Episode Data Set
- THC** – Tetrahydrocannabinol
- UPS** – United Parcel Service
- US** – United States
- USPIS** – United States Postal Inspection Services
- USPS** – United States Postal Service
- VMT** – Vehicle Miles Traveled

# BACKGROUND AND PURPOSE OF THIS REPORT

On November 6, 2018, Michigan voters approved Proposal 1, which created the Michigan Regulation and Taxation of Marihuana Act (MRTMA), effective December 6, 2018. The law effectively allows for:

- Personal possession and use of cannabis by adults ages 21 and older
- Lawful cultivation and sale of cannabis and industrial hemp by adults age 21 and older
- Taxation of revenue from commercial cannabis facilities.

Michigan was the 10<sup>th</sup> state (including the District of Columbia) in the country, and the first state in the Midwest to pass a recreational cannabis law (10 years after the approval of the use and distribution of medical cannabis in 2008). Although cannabis remains a Schedule I *federally* prohibited substance, the 2018 Michigan recreational cannabis law and the 2008 Michigan medical cannabis law allows for increased access and exposure to cannabis throughout the State of Michigan. In light of this policy change, this report was planned to compile existing baseline data regarding what is known about the use of cannabis and its impact on the health and well-being of Michigan citizens and communities. This initial baseline report provides insights into cannabis-related injury, social, and health indicators prior to 2018, before the recreational cannabis law was enacted. This report sets the stage for future reports to examine whether changes in these indicators occur in the years following the passage of the 2018 MRTMA law. Examining these indicators over time will allow stakeholders and public health officials to best understand the health, social and economic impacts associated with the legalization of recreational cannabis.

# EXECUTIVE SUMMARY

On November 6, 2018, Michigan voters approved Proposal 1, which created the Michigan Regulation and Taxation of Marihuana Act (MRTMA), effective December 6, 2018. The law allows for personal possession and use of cannabis by adults ages 21 and older, lawful cultivation and sale of cannabis and industrial hemp by adults age 21 and older, and taxation of revenue from commercial cannabis facilities. In light of this policy change, the University of Michigan Injury Prevention Center (IPC) compiled existing data regarding what is known about cannabis use in the State of Michigan across several domains that potentially affect the health and well-being of Michigan citizens and communities. This report is a baseline for any future evaluations of changes following recreational cannabis legalization. Examining these indicators over time will allow stakeholders and public health officials to best understand the potential impacts of recreational cannabis on the health and well-being of Michigan citizens. Key findings from the report are noted below; however, readers are encouraged to view the full report in order to understand the full breadth and depth of these findings.

## KEY FINDINGS

### Long-Term Trends in Cannabis Use

The prevalence of cannabis use, especially among young adults (ages 18–25), is increasing and remains higher in Michigan than the Midwest region and the U.S. as a whole.

- Around one in nine Michigan residents (11.6%) report past-month cannabis use. This percentage has increased over the last 14 years (for which data are available) by over 60% (with a percentage of 7.2% in 2002–2003 and 11.6% in 2016–2017) and is greater than the prevalence estimates in the Midwest and nationally. Almost all recent increases in the prevalence of cannabis use in Michigan occurred following legalization of medical cannabis use in 2008.
- Young adults (ages 18–25 years) are the age group with the highest percentage of reported cannabis use.
- A greater percentage of men use cannabis than women (12.9% of men and 8.3% of women report past-month cannabis use). The prevalence of use is also higher among non-Hispanic Black populations, those who are unemployed, and those with lower levels of educational attainment.
- Currently, Michigan residents most often obtain cannabis by getting it for free, sharing it with someone else, or buying it, as compared to growing it on their own or trading for it.

### Long Term Trends in Cannabis Use Disorder

The percent of Michigan residents reporting symptoms that could be classified as a cannabis use disorder (CUD) (e.g., abuse or dependence) has remained stable since 2002, with a slight decline between 2013–2014. Among select subpopulations (ages 12–17; 18–25), the decline in symptoms suggestive of a CUD has been more consistent since 2008. Currently, there are no conclusive explanations for why this prevalence may have decreased, especially given that cannabis use has increased within some of these populations during the same time period. Additional data from later years are needed to understand these potential trends.

- The percentage of residents reporting symptoms that could be classified as a CUD was relatively stable between 2002 and 2015, between 1.5–2.0% of the population, with a slight decline in the past year of available data. The most recent data available indicate that approximately 1.5% of residents experience symptoms consistent with a possible cannabis use disorder.
- Subpopulations with the highest percentage of symptoms suggestive of a CUD are young adults (ages 18–25) and adolescents (ages 12–17). Percentages appear to be decreasing among both these subpopulations since 2002–2003.

## Beliefs About Cannabis Use

Perceptions of the risks associated with cannabis use have decreased during the past 15 years (that data are available), with the perceived risks of harm lowest among young adult (ages 18–25) populations that report the highest percentage of use. Further, perceptions regarding the potential legal ramifications of cannabis possession have shifted towards an expectation of more lenient penalties. Despite this, the majority of adolescents report that they and their parents disapprove of cannabis use. Greater public health messaging that accurately conveys appropriate risks, harms, and potential benefits of cannabis use may be warranted.

- Overall, 21.8% of the Michigan population perceives that smoking cannabis once a month will result in a “great risk” of personal harm. This is a 34.2% decline in the percentage of residents perceiving a high level of harm since 2002–2003. Young adult populations (ages 18–25) have the lowest levels of risk perception.
- Perceptions that the legal penalties have shifted to be more lenient (e.g., move towards fines or no penalty rather than possible prison sentence) have grown in recent years among the Michigan population.
- Perceived ease of accessing cannabis remains high, with 65.3% of the Michigan population reporting that it would be fairly/very easy to obtain cannabis.
- Over nine in ten (95%) adolescents (ages 12–17) in Michigan believe that their parents disapprove of trying cannabis. This percentage remained stable from 2002–2003 to 2013–2014.
- Over 75% of adolescents (in 2013–2014) disapprove of their peers using cannabis. Among only those youth who have used cannabis in the past month, approximately 30% disapprove of their peers trying cannabis.

## Cannabis Use and Pregnancy

Most expectant mothers do not use cannabis in the months before, during, or after pregnancy, and those that do use any cannabis are most likely to use before, but not during, or after pregnancy. Findings may reflect sociodemographic risk factors for cannabis use in general and/or disparities in access to healthcare or prevention services.

- The vast majority (86.7%) of Michigan expectant mothers did not use cannabis before, during, or after pregnancy.
- Approximately one in thirty mothers (~3%) reported using cannabis while pregnant.
- Use during pregnancy was most common for women who were under 30 years of age (4.2%), did not complete high school (6.4%), and had an annual income of less than \$16,000 (8.8%).
- Women who were not married were four times more likely to use during pregnancy compared to married women (5.6% vs. 1.4%), and non-Hispanic Black mothers were twice as likely to use cannabis while pregnant compared to mothers from all other race/ethnicity categories (5.3% vs. 2.6%).
- Among mothers who quit using cannabis during pregnancy, the majority (79.5%) did not return to cannabis use in the months following birth.

## Cannabis Use in the Michigan Workforce

In comparing the Michigan workforce to the national workforce, Michigan employees have a higher prevalence of positive urine drug tests for cannabis than the national average, and the percentage of positive urine drug tests is increasing. Additional data are needed on workplace policies for hiring and employee assistance programs for employees who test positive and may have a cannabis use disorder.

- Among potential new employees who are drug tested, 3.3% screen positive for cannabis, which is an increase of 50% from 2007 through 2018. Increases appear to have started in 2009 following legalization of medical cannabis use, although pre-legalization data is only available since 2007.
- The percentage of Michigan employees testing positive, and the rate of increase over these 11 years (2007–2018) is greater in Michigan than nationally.

## Medical Cannabis

Many Michigan residents are using cannabis for medical purposes, and the number of people reporting cannabis use for medical purposes has increased over the past 7 years (from 2011 to 2018).

- In 2018, 297,515 patients (3% of the state population) held a medical cannabis certification.
- Over the past 7 years (from 2011 to 2018), the total number of patients with a medical cannabis certification has increased about 2.5 times.
- The number of registered caregivers (individuals who cultivate cannabis for specified patients) has fluctuated over the years, with the most recent data indicating that there were 43,056 caregivers in 2018.
- In 2018, 91.1% of patients reported severe and chronic pain as a reason for medical cannabis certification, which is the most frequently listed reason since the program began.

- The net revenue associated with the state administering and operating the medical cannabis program (i.e., processing applications and renewal applications for the medical cannabis programs and issuing of registry ID cards, excluding sales at dispensaries) typically ranged from \$5 to \$7 million per year (2011–2018).
- Recent passage of the Medical Marijuana Facilities Licensing Act (MMFLA) has created a regulatory structure for producing and selling medical cannabis in Michigan, with applications for licensing beginning in December 2017. A survey in Spring 2018 found that 75% of state jurisdictions chose to prohibit medical cannabis facilities under the MMFLA.
- In fiscal year (FY) 2018, \$4.6 million was collected from MMFLA facility license application fees (i.e., to operate dispensaries, etc.) and \$1.2 million was collected for regulatory assessments, while the cost of administering the program was \$8.2 million. Revenue collected during the first quarter alone of fiscal year 2019 was almost \$9.7 million.
- Data from October 2018 through March 2019 showed that total medical cannabis sales at licensed facilities was \$56.4 million.

## Cannabis and the Opioid Epidemic

Opioid overdose deaths have increased in Michigan over the same time period as cannabis use has increased and legalization of medical cannabis has occurred. The potential impact of legal recreational cannabis remains to be seen, and data do not tell us about individuals who were at risk for overdose who may have switched from opioids to cannabis or other options for pain management. Further data are needed.

- According to the Michigan Automated Prescription System (MAPS), the number of opioid prescriptions dispensed increased from 9.7 million in 2013 to more than 10 million per year from 2014–2016. In 2017, the number of opioid prescriptions dispensed returned to below the 2013 level (9.4 million).
- Despite decreasing prescriptions, according to data from Michigan Death Certificates, opioid overdose deaths have been rising in recent years, in part due to increases in heroin and fentanyl use. Opioid overdose deaths across all ages in Michigan increased 836% from 2002 to 2017.
- During the same years (2002–2017), the percentage of Michigan citizens ages 12 and older who used cannabis increased by 32.5%.

## Motor Vehicle Crashes and Impaired Driving

Although the annual rate of fatal motor vehicle crashes (MVC) per 100 million vehicle miles traveled in Michigan has decreased, the percentage of cannabis-involved fatal crashes is increasing, underscoring the need for public health approaches to prevent drivers operating vehicles under the influence of cannabis. Increased and more consistent testing in fatal and non-fatal motor vehicle crashes and other traffic incidents is needed to better characterize the involvement of cannabis in driving-related outcomes.

- Overall, the rate of fatal MVCs (per 100 million vehicle miles traveled) in Michigan has declined 11.4% over the last 13 years from 1.14 in 2004 to 1.01 in 2017.
- The percentage of toxicology testing has nearly doubled since 2004, with 40.6% of drivers involved in fatal crashes in 2017 tested for drugs.
- Cannabis is not always tested for and/or reported in MVC drug test results in Michigan. Among those fatal crashes where cannabis was tested, the proportion of tests that were positive for cannabinoids more than tripled over 13 years (6.7% in 2004 to 23.4% in 2017).
- Among Michigan medical cannabis patients, the prevalence of driving after recent cannabis use is 56.4%, while a “little high” is 50.5%, and while “very high” is 21.1%, with these patients also reporting that they frequently drive under the influence of cannabis.

### Cannabis-Related Mortality

Cannabis poisoning as a primary cause of death is extremely rare, but may be a contributing factor to mortality in patients with underlying cardiovascular disease or other severe medical problems. Improved efforts are needed for tracking cannabis involvement in deaths via more uniform toxicology testing.

- Cannabis poisoning was recorded as the primary cause of death for fewer than 6 deaths for the total time period combined (i.e. from 2004–2017, there were fewer than 6 deaths with cannabis poisoning as the primary cause of death).
- Cannabis poisoning was recorded as related to the cause of death for a total of 45 deaths during the same time period.

### Suicides and Homicides

Suicide and homicide victims often test positive for cannabis. Prevention programs could potentially benefit from addressing cannabis use to help mitigate risk of these types of death.

- Among individuals in Michigan who died by suicide in 2016 and who were also tested for cannabis, 1 in 5 were positive for cannabis. Men and young adult suicide victims were the groups with the highest percentage of positive cannabis tests.
- About half of Michigan homicide victims tested in 2016 were positive for cannabis. Men and young adult homicide victims were the groups with the highest percentage of positive tests.

### Healthcare Utilization

Emergency Department (ED) visits for cannabis-related conditions are increasing. These types of ED visits will be important to monitor over time, especially given recent state-level recreational legalization that could increase access to more high potency products.

- In 2017, ED utilization related to cannabis use included visits with a diagnosis of adverse effects of cannabis use (2.9 per 100,000), cannabis poisoning (4.8 per 100,000), and cannabis-related disorders (324.8 per 100,000). Rates of these diagnoses have increased since 2016.
- Among visits with a diagnosis of cannabis poisoning, 15–24 year-olds account for the largest proportion of visits (2016: 34.9%; 2017: 33.3%), while 25–34 year-olds account for the largest proportion of visits with a medical illness associated with a cannabis-related disorder (as any listed diagnosis; 2016: 27.7%, 2017: 28.5%).
- The gender breakdown for ED visits shows that, in most cases, males were slightly more likely to have any of these diagnoses than females.

**Although small in number, inpatient hospitalizations due to cannabis poisonings have increased since 2010. This highlights the need for prevention programs aimed at adolescents and young adults to reduce risky cannabis use, especially as higher potency cannabis-containing products (e.g., edibles) become available for recreational purchase at dispensaries.**

- The rate of hospitalization for cannabis poisoning varied over the years; it increased from 2010 (2.5 per 100,000) to 2012 (3.1 per 100,000), decreased over the next few years to 2.5 per 100,000 in 2015, and increased nearly 1.5 times by 2017 (3.7 per 100,000). Youth aged 15–24 years (29.6%) and males (59.7%) made up the largest proportion of these hospitalizations.
- The rate of inpatient hospitalizations for medical illness associated with a cannabis-related disorder (i.e., as any listed diagnosis) nearly doubled from 2010 (206.4 per 100,000 persons) to 2017 (407.0 per 100,000 persons). Adults aged 25–34 years and males made up the largest proportions of these hospitalizations.

**Substance use disorder treatment admissions for cannabis as the primary drug associated with admission have decreased in state programs. This may reflect reductions in treatment availability during the rise of the opioid epidemic.**

- Cannabis-related treatment admissions were highest in Michigan in 2010 (18.8% of treatment admissions), but decreased overall by half from 16.9% in 2005 to 8.4% in 2018.
- In 2018, men accounted for 64% of treatment admissions related to cannabis.
- From 2014–2018, cannabis-related treatment admissions as a proportion of all treatment admissions declined in all age groups: adolescents 12–17 years declined 55.6%, young adults 18–25 years by 46.9%, adults 26 and older by 33.3%.
- Counties that demonstrated the largest increases in treatment admissions from 2005 to 2018 were: Branch, Benzie, Charlevoix, Iosco, and Ontonagon.

## Criminal Justice and Legal System Data

Cannabis-related criminal justice data show a slight decline since 2014 in the percentage of cannabis-related convictions among all felony and misdemeanor convictions, which require future monitoring given changes in the legal status of cannabis.

- Of nearly 2.5 million misdemeanor and felony convictions in Michigan from 2012 to 2018, there were nearly 95,838 (3.8%) cannabis-related convictions, with about 50,772 (2.0%) cannabis-related convictions occurring concurrent with other felony convictions.
- The percentage of cannabis-related convictions among all convictions was highest in 2014 (4.2%) and lowest in 2018 (3.2%).
- From 2012–2018, 53% of cannabis-related convictions involved a concurrent felony conviction.
- The number of cannabis-related charges increased overall by about 2.4% from 2012 (18,956) to 2018 (19,406), with the number of charges peaking in 2016 (22,992).

Trends in cannabis seizures by law enforcement vary based on the type of cannabis, with outdoor seizures decreasing the most and edible cannabis product seizures increasing the most. These changes may reflect trends in cannabis production and/or law enforcement priorities.

- Michigan HIDTA teams seized 4,886 kilograms of indoor grown cannabis plants in 2010. This dropped in 2014 (3,398 kilograms), but increased again in 2015 (7,226 kilograms), and then declined steadily to 4,173 kilograms in 2018. Overall, this was a 14.6% decrease from 2010 to 2018.
- Outdoor grown cannabis plant seizures decreased by 96.8% from 21,418 kilograms in 2010 to 686 kilograms in 2018.
- The total weight of edible cannabis product seizures increased by a factor of over 400 times, from 2.48 kilograms in 2013 to 1,082 kilograms in 2018.
- From 2010–2018, the seizure of bulk processed cannabis was highest in 2010 (10,772 kilograms), declined steadily through 2013 (3,086 kilograms), but gradually began to rise again in 2016.
- The total wholesale value of bulk processed cannabis seized increased from \$23.6 million in 2010 to \$32.1 million in 2018.
- Based on threat assessments produced annually, Michigan HIDTA enforcement teams have focused their investigative efforts and resources on prescription drug diversion, heroin and opioid trafficking for the past several years due to the seriousness of the threat posed by these drugs.

The number of drug trafficking organizations investigated by Michigan HIDTA enforcement teams that are trafficking cannabis has decreased somewhat.

- Cannabis is trafficked into Michigan from other states through the U.S. mail, express consignment, as well as via plane, truck, and motor vehicle.
- For fiscal year (FY) 2018, the top three destinations for shipped packages containing cannabis were: Detroit, Grand Rapids, and Kalamazoo.
- Drug trafficking organizations (DTOs) use major interstate highways in Michigan, especially I-75 and I-94, to transport cannabis.
- The number (and percentage) of DTOs under investigation that were trafficking cannabis fell from 151 DTOs (or 52% of all DTOs under investigation) in 2013 to 88 DTOs (or 39% of all DTOs under investigation) in 2018.
- Based on threat assessments produced annually, Michigan HIDTA enforcement teams have focused their investigative efforts and resources on prescription drug diversion, heroin and opioid drug trafficking organizations for the past several years due to the seriousness of the threat posed by these organizations.

## Economic Indicators

**Locally grown cannabis is more highly valued than imported cannabis from Mexico, indicative of higher quality cannabis grown locally. Economic indicators will need to be tracked to examine how the price of cannabis changes as a result of legalization for recreational use.**

- Law enforcement data indicate that cannabis is generally acquired in Michigan from private residences, street sales, or from medical dispensaries. The street value of locally grown cannabis (ranging from \$1,800-\$4,000 per pound) is higher than imported cannabis (\$450-\$1,200 per pound).

Although the data summarized in this report reflect a variety of areas potentially impacted by cannabis use, there are a number of other areas where data sources were unavailable or were outside the scope of the current report. In addition to addressing these limitations, to the extent data becomes available in the future, several additional areas for tracking cannabis-related trends over time are suggested. Key suggestions include cannabis-related data for: non-fatal motor vehicle crashes, vaping cannabis-related illnesses, workplace injuries, residential and industrial fires due to cannabis use and production, and poison control center calls. Additionally, it is recommended that data be identified on cannabis-related indicators affecting Michigan youth such as Child Protective Services reports, school suspensions, and school expulsions. Regarding cannabis production in the state, there is a potential environmental impact through energy and water consumption. Additional information about these and other areas may provide a more comprehensive view of the impact of cannabis legalization in Michigan.

# LONG-TERM TRENDS IN CANNABIS USE

## INTRODUCTION

Although medical and recreational cannabis use is legal at the state level in Michigan and many other states, cannabis remains an illegal substance at the federal level with no exemptions for medical use. Despite this, cannabis is the most common illicit drug used in Michigan, as well as throughout the United States (U.S.). Further, it is the third most commonly used substance with addictive properties, behind alcohol and tobacco.<sup>1</sup>

This section of the report compiles data on long-term trends in cannabis use and will address how cannabis use has changed over time in Michigan, providing comparisons to both the Midwest and the U.S. in general. These trends reflect the time periods before and after the passage of the Michigan medical cannabis law (2008) and will be able to be used in future iterations of this report to determine how the use of cannabis may change following the passage of the recreational cannabis law.

Although not reported here, when evaluating cannabis use over time, it is important to note that there are documented increases in the average amount of Delta-9-tetrahydrocannabinol (THC – the psychoactive component of cannabis that results in a “high”) found in cannabis nationally,<sup>2</sup> and that this increase in potency increases the risk for the onset of symptoms of cannabis use disorder (CUD).<sup>3</sup>

## FINDINGS

The National Survey on Drug Use and Health (NSDUH)– which began in 1971 –is a nationwide study that provides current data on alcohol, drug, and tobacco use, mental health, and other related health issues in the U.S. It is one of the most comprehensive population-based surveys of drug use and health in the U.S. and is conducted in all 50 states and the District of Columbia.<sup>4</sup> Each year, the NSDUH team interviews U.S. residents aged 12 years or older. All interviews are conducted in private. State-level estimates for Michigan are from the Interactive NSDUH State Estimates website (available at: <https://pdas.samhsa.gov/saes/state>), where data is provided in combined two-year intervals.

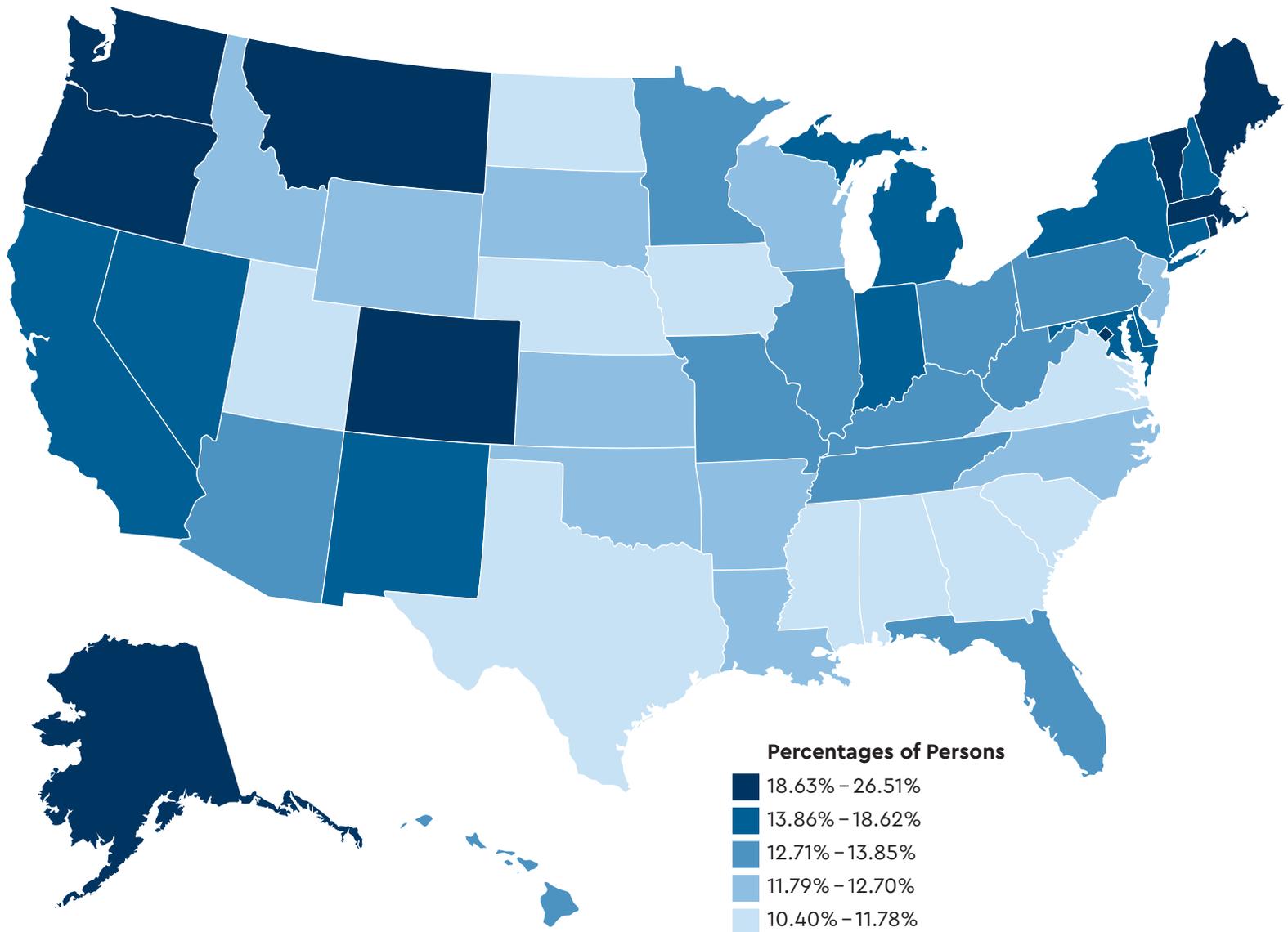
### **Trends in the Percentage of People Reporting Past-Year Cannabis Use**

In the following section, data from the NSDUH is used to describe the percentage (prevalence) of people using cannabis in Michigan, how these estimates have changed over time, and how these percentages compare with the rest of the U.S. Understanding the percentage of people in Michigan using cannabis, and the trends in this use over time, will allow public health practitioners to monitor any changes in prevalence of use as the recreational cannabis law is enacted and will allow for comparisons with other states that have similar laws. Note that data on both past-year and past-month cannabis use is reported in this document for the sake of completeness and future comparisons. Further, it is important to note that NSDUH measures “cannabis use” by asking about use of marijuana or hashish that is usually smoked, cooked in food, or used as hash oil.

## Past-Year Cannabis Use in Michigan

- In 2016–2017, 16.7% of Michigan residents reported past-year cannabis use.
- This ranks 15th out of the 50 states and the District of Columbia in terms of the percentage of residents that reported past-year cannabis use in 2016–2017.
- Of note, Oregon had the highest percentage of residents reporting cannabis (26.5% of state population) and Utah had the lowest percentage of residents reporting cannabis use (10.4% of state population)<sup>5</sup> (See figure 1). [Note: During 2016–2017, Oregon had recreational and medical cannabis laws, while Utah did not.]

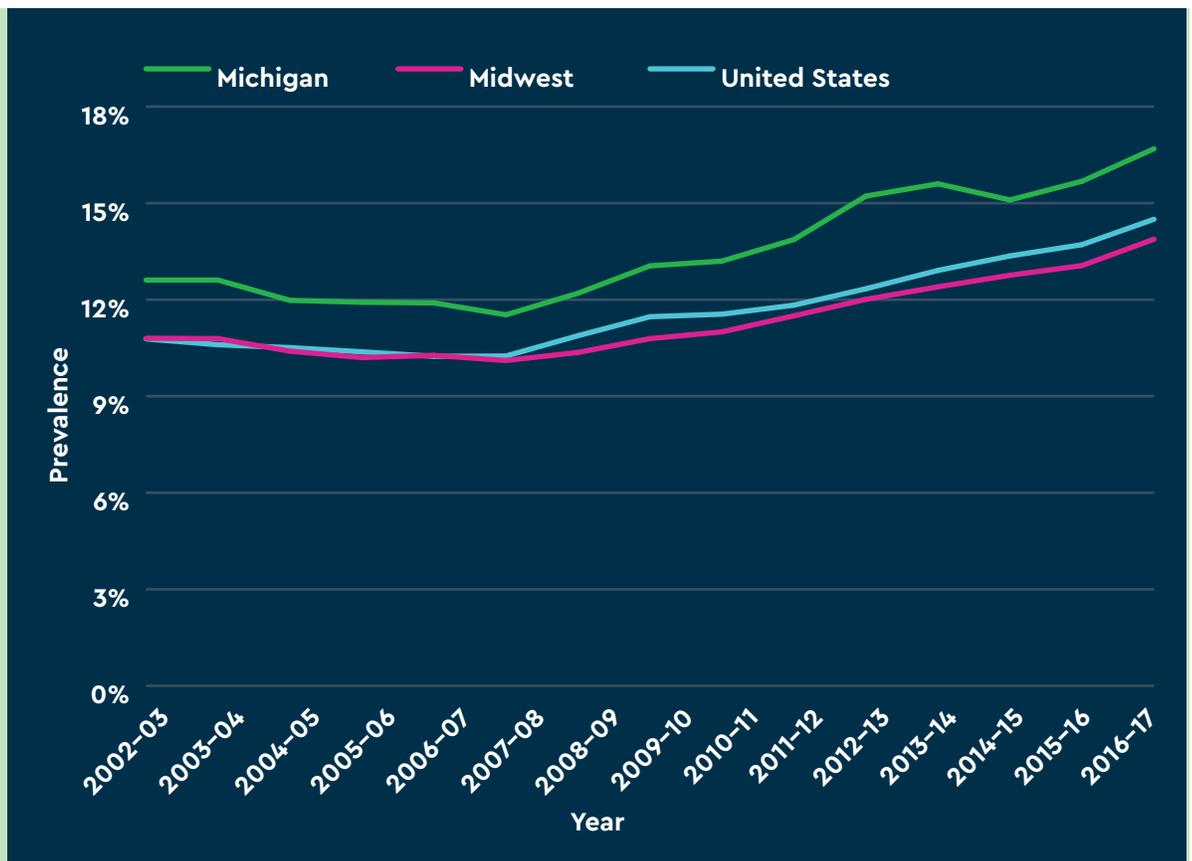
FIGURE 1: Cannabis Use in the Past Year among Individuals Aged 12 or Older, by State 2016–2017



### Comparing Trends in Michigan to the Midwest and other U.S. States

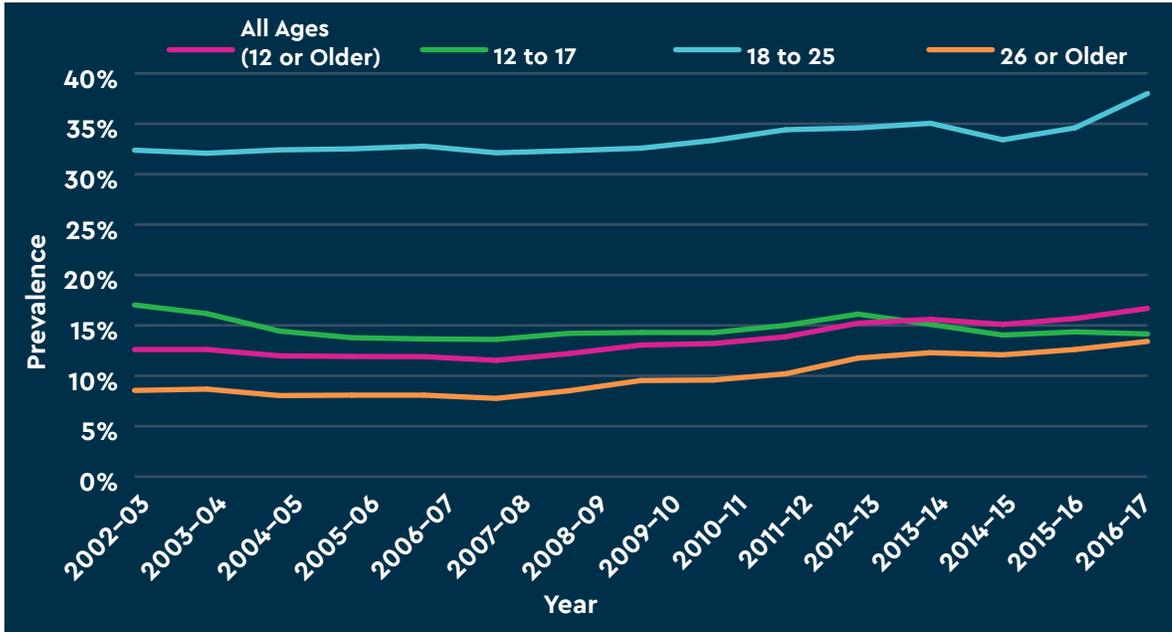
- Between 2002–2003 and 2016–2017, there was a 32.5% increase in reported past-year cannabis use among Michigan residents (i.e., 12.6% in 2002–2003 to 16.7% in 2016–2017)<sup>5</sup> (See figure 2).
- In 2016–2017, the percentage of Michigan residents reporting past-year cannabis use in 2016–2017 (16.7%) is higher than residents in the Midwest region (13.9%), as a whole, as well as the U.S. overall (14.5%).
- Examination of these trends since 2002–2003 suggests that Michigan's rate of increase for past-year cannabis use (i.e., 32.5% increase in prevalence of use since 2002–2003) is increasing slightly faster than the Midwest region as a whole (i.e., the prevalence of past year use has increased by 28.5% since 2002–2003), but is parallel to the overall U.S. prevalence, which has increased 34.5% since 2002–2003.
- The increases in prevalence of past-year cannabis use have almost exclusively occurred since 2008, which coincides with the legalization of medical cannabis use in Michigan in the same year, with the prevalence of past-year use relatively flat between 2002–2003 and 2007–2008, followed by a 36.8% increase in prevalence between 2008–2009 and 2016–2017.

**FIGURE 2:**  
**Cannabis Use in the Past Year among Individuals Aged 12 or Older, by Geographic Area**



### Past-Year Cannabis Use in Michigan by Age Group

- In Michigan, the young adult age group (ages 18–25) has the highest percentage of cannabis use, as compared with other age groups, with 38.0% reporting past-year use in 2016–2017 (See figure 3).



**FIGURE 3:**  
Cannabis Use  
in the Past  
Year among  
Individuals  
Aged 12 or  
Older in  
Michigan, by  
Age Group

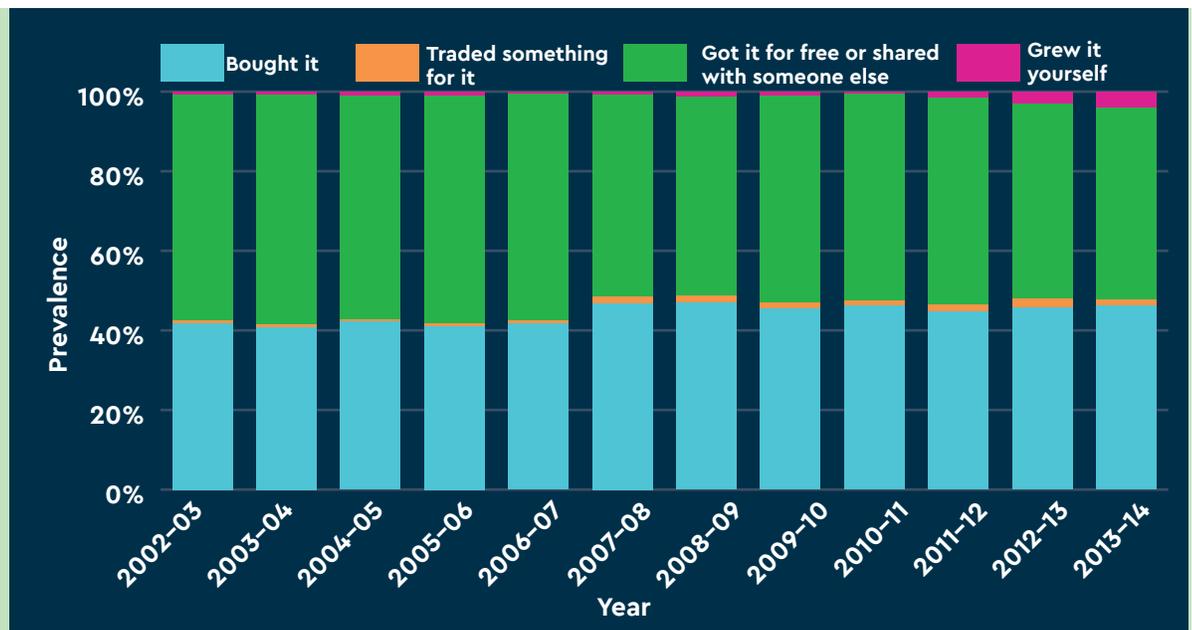
## Trends in How Individuals Obtain Cannabis in Michigan

The following section details the trends in how individuals obtain cannabis. To the extent data become available, it is important to understand how these trends change over time, especially given that medical and recreational legalization allows for growing cannabis and purchasing from both medical and recreational dispensaries.

### Mode of Obtaining Cannabis

- In 2013–2014, among Michigan residents reporting cannabis use in the past year, the primary mode of obtaining cannabis<sup>6</sup> was either getting it for free (does not include growing it oneself) or sharing it with someone else (48.0%). This has remained the most common method for obtaining cannabis every year of the survey since 2002–2003.
- Other modes of obtaining cannabis have increased from 2002–2003 to 2013–2014. These include purchasing cannabis (increased 10.3% from 41.8% to 46.1%), trading something for it (increased nearly 2.5 times from 0.7% to 1.7%), and growing it oneself (increased over 5 times from 0.8% to 4.2% in 2013–2014). Of note, the increase in “growing cannabis oneself” as a mechanism for obtaining cannabis has primarily occurred since the 2008 passage of medical legalization (from 1.1% in 2008–2009 to 4.2% in 2013–2014) (See figure 4).

**FIGURE 4:**  
Percentage of Mode of Obtaining Cannabis among Individuals aged  $\geq 12$  in Michigan who report Cannabis Use in the Past Year



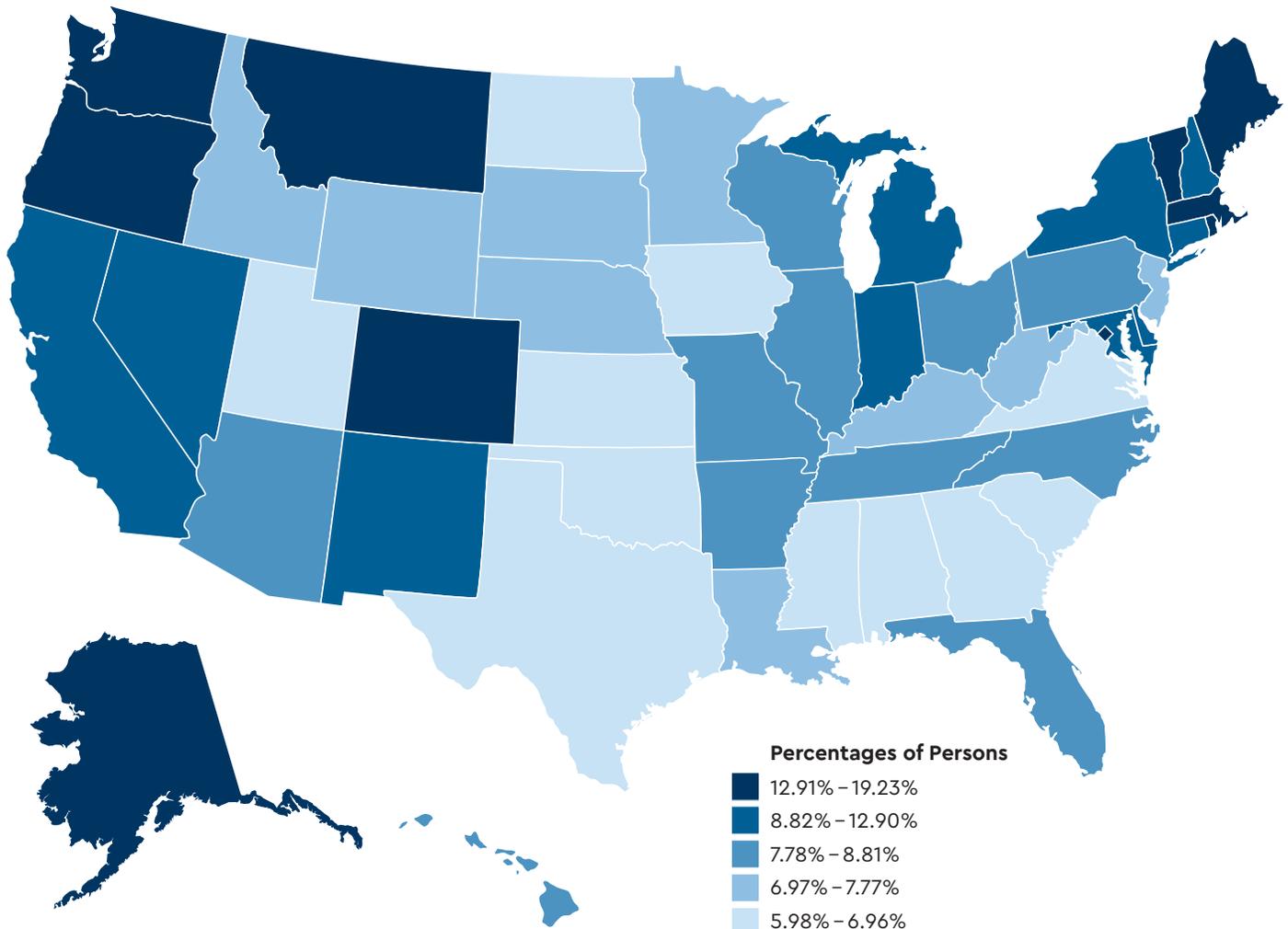
## Trends in the Percentage of People in Michigan Reporting Past-Month Cannabis Use

In the following section, data from the NSDUH is used to describe the percentage of people reporting cannabis use in the past month in Michigan, how this use has changed over time, and how these trends compare to other U.S. states.

### Past-Month Cannabis Use in Michigan

- Between 2016–2017, 11.6% of Michigan residents reported past-month cannabis use.
- This ranks 14th out of the 50 states and the District of Columbia with respect to the percentage of residents reporting past-month cannabis use.
- For comparison, Oregon had the highest percentage of residents reporting past-month cannabis use (19.2% of population), and Texas had the lowest (6.0% of population)<sup>5</sup> (See figure 5). [Note: During 2016–2017 Oregon had recreational and medical cannabis laws, while Texas did not.]

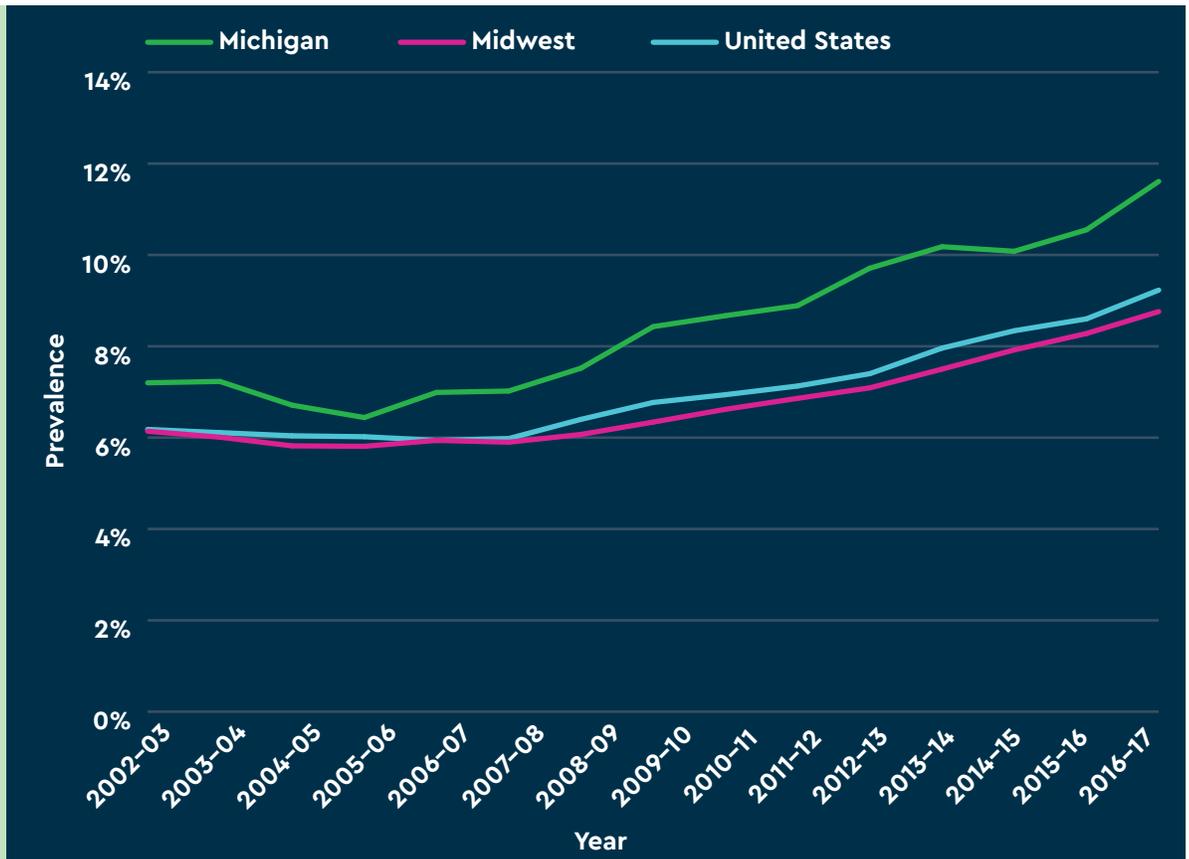
FIGURE 5:  
Cannabis Use in the Past Month among Individuals Aged 12 or Older, by State: 2016–2017.



### Comparing Trends in Michigan to the Midwest and other U.S. States

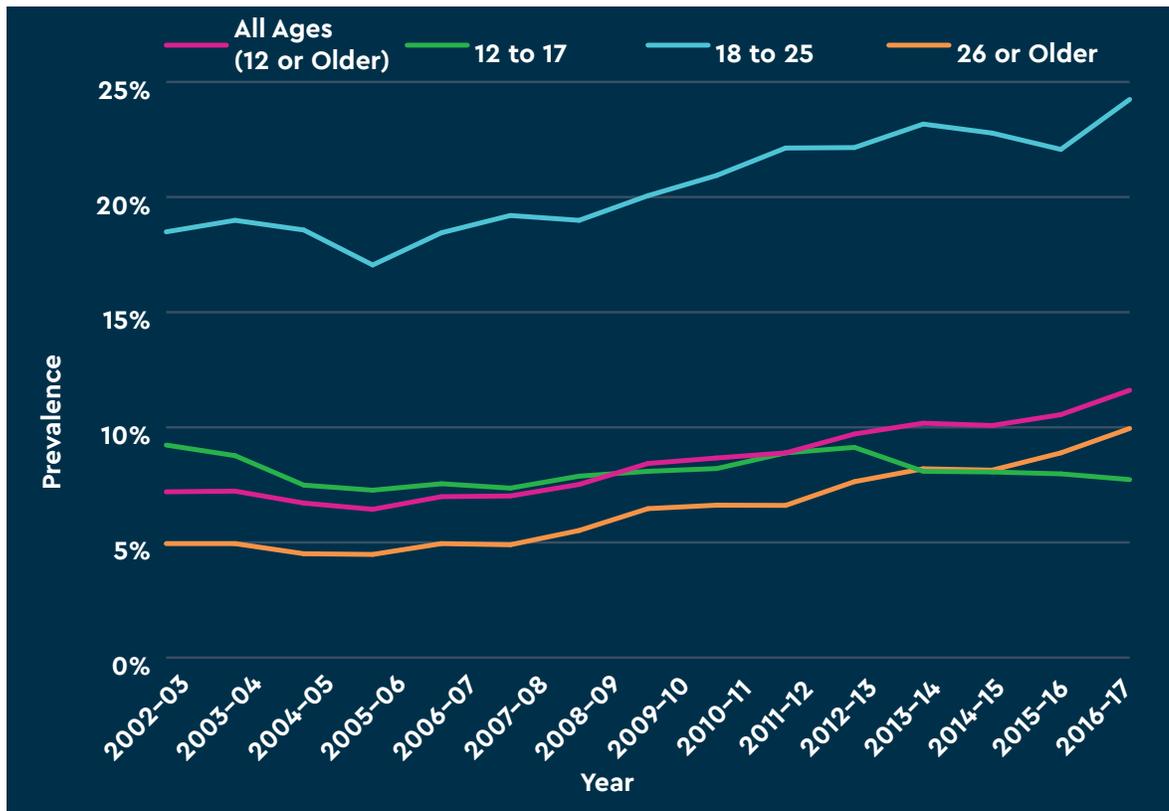
- The prevalence of past-month cannabis use in Michigan has increased 61.1% since 2002–2003, rising from a prevalence of 7.2% in 2002–2003 to 11.6% in 2016–2017 among individuals aged 12 years or older<sup>5</sup> (See figure 6).
- The percentage of people reporting past-month cannabis use has been consistently higher in Michigan than in the Midwest region, as a whole, or the United States, overall since 2002–2003.
- Examination of these trends shows that rates of increase among Michigan residents (61.1% increase in prevalence since 2002–2003) have been faster than those among other residents within the Midwest region as a whole (increased 45.8% between 2002–2003 and 2016–2017), as well as general U.S., which increased 49.3% between 2002–2003 and 2016–2017.
- Of note, the increasing percentage or prevalence of past-month cannabis use across Michigan residents has almost exclusively occurred since the legalization of medical cannabis in 2008, with a relatively stable prevalence between 2002–2003 and 2007–2008, and a 65.4% increase in the prevalence of past-month use between 2007–2008 and 2016–2017.

FIGURE 6:  
Cannabis Use  
in the Past  
Month among  
Individuals  
Aged 12 or  
Older, by  
Geographic  
Area



### Past-Month Cannabis Use in Michigan by Age Group

- In Michigan, young adults (ages 18–25) have the highest proportions of past-month cannabis use when compared to other age groups, with 24.2% reporting past-month use in 2016–2017<sup>5</sup> (See figure 7).



**FIGURE 7:**  
Cannabis Use in the Past Month among Individuals Aged 12 or Older in Michigan, by Age Group

### Cannabis Use among Sociodemographic Subgroups in Michigan

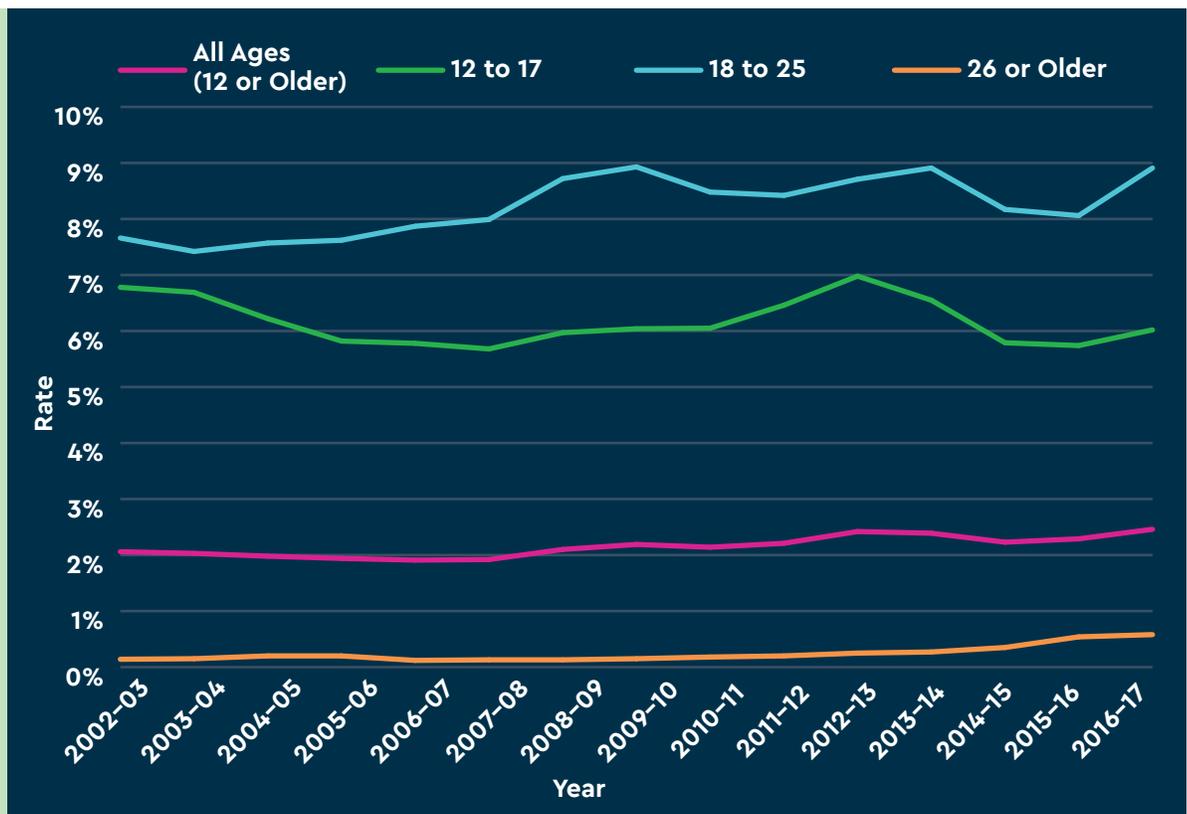
- Past-month cannabis use is consistently higher among males than females: 12.9% of males and 8.3% of females reported past-month cannabis use in 2013–2014 (the most recent year demographic characteristics are reported).
- Past-month cannabis use by race and ethnicity was highest among non-Hispanic Blacks with 16.8% reporting past-month use in 2013–2014.
- Past-month cannabis use was consistently highest among those who were unemployed (in 2013–2014, 22.6% of those unemployed) and those with less than a high school degree (in 2013–2014, 18.7% of those who did not complete a high school degree).
- Daily or almost daily past-month cannabis use increased by 6.3% from 2002–2003 to 2013–2014, with the highest percentage of daily or almost daily use occurring among those aged 18–25 years (2013–2014 prevalence=45.5%).

## Initiation of Cannabis Use among Michigan Residents

The following section details the percentage of individuals who report that they used cannabis for the first time in the past year. Examining the trends regarding these estimates may give public health professionals an understanding of how legalization at both the medical and recreation level affects the initiation of cannabis use, and whether additional prevention programming needs to be implemented in the state in response to changes in policy regarding cannabis use.

- In 2016–2017, 2.5% of all Michigan residents (ages 12 or older) reported using cannabis for the first time (See figure 8).
- This is a 19.4% increase in first-time cannabis use when comparing rates in 2016–2017 (2.5%) to rates in 2002–2003 (2.1%).<sup>5</sup>
- In Michigan, the highest percentage of first-time use has consistently been among young adult populations (ages 18–25) since 2002–2003, with the lowest rate of first-time use occurring among those who are aged 26 and older.

**FIGURE 8:**  
**Average Annual Rate of First Use of Cannabis in Michigan, by Age Group**





## CONCLUSIONS

- Prevalence estimates of cannabis use (past year and past month), or the percentage of residents using cannabis, in Michigan are higher than those observed in the entire Midwest region and across the United States, as a whole.
- Prevalence of use (past year and past month) has been increasing across Michigan since 2002–2003, and increasing faster in Michigan than across the Midwest. Almost all of the observed increases in prevalence for Michigan have occurred in the years following legalization of medical cannabis use.
- When examining population subgroups, groups with the highest percentage of use were observed among young adults (ages 18–25), males, non-Hispanic Blacks, unemployed residents, and those with lower educational attainment.
- Although primary modes of obtaining cannabis have remained consistent over time (i.e., getting it for free/sharing it), the percentage of those purchasing cannabis, trading something for it, and growing it oneself have increased since the passage of the Michigan Medical Legalization Law in 2008.
- If not initiating cannabis use during adolescence (ages 12–17) or young adulthood (ages 18–25), few Michigan residents over the age of 26 begin to use cannabis for the first time.

# LONG TERM TRENDS IN CANNABIS USE DISORDER

## INTRODUCTION

Cannabis use disorder (CUD; i.e., the presence of clinical diagnostic criteria for abuse or dependence) is a serious medical condition requiring specialized medical treatment. Typical manifestations of cannabis use disorder include, but are not limited to, using larger amounts of the drug or using for longer periods than intended, hazardous use (e.g., using in situations that increase risk for danger, such as driving), school or work problems related to use, tolerance to cannabis's effects, repeated attempts to quit or control use, physical or psychological problems related to use, experiencing cravings, and/or social or interpersonal problems related to use, including giving up important activities. The data presented below are compiled from the National Survey on Drug Use and Health (NSDUH) and are based on participants' self-report of symptoms that they are experiencing that are consistent with those defined in the Diagnostic and Statistical Manual of Mental Disorders (DSM-IV) for either cannabis dependence or abuse (i.e., symptoms of Cannabis Use Disorder). The data below are not based on a formal diagnosis made by a trained health professional. This report presents NSDUH data for these symptoms of cannabis use disorder among the entire Michigan population, as well as among only those that used cannabis in the past year. Tracking these data over time will allow public health providers to understand patterns in potential diagnoses and allocate appropriate resources to populations in need of treatment or prevention efforts, and also monitor how changes in legality effect changes in the rate of possible CUD diagnoses. State-level estimates for Michigan are from the Interactive NSDUH State Estimates website (available at: <https://pdas.samhsa.gov/saes/state>), where data is provided in combined two-year intervals.

## FINDINGS

### Trends in Self-Reported Past-Year Cannabis Use Disorder in Michigan

#### Percentage of Individuals with Cannabis Use Disorder in Michigan Over Time

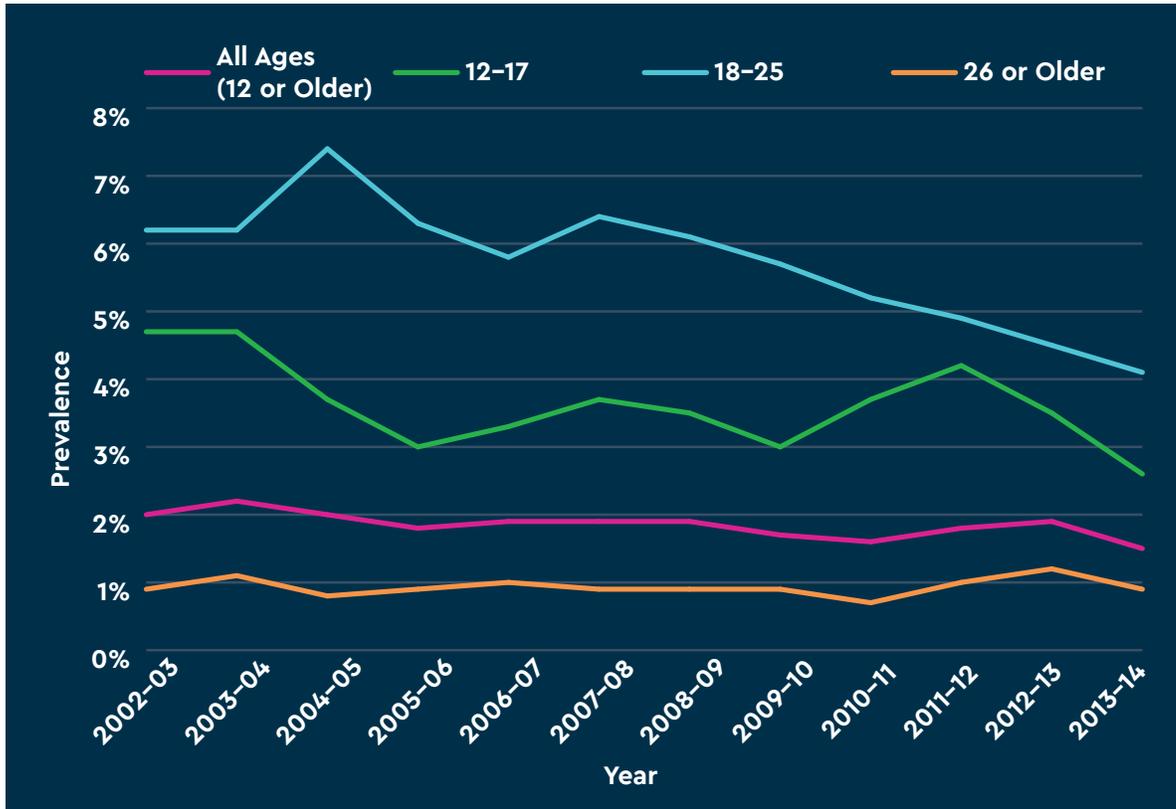


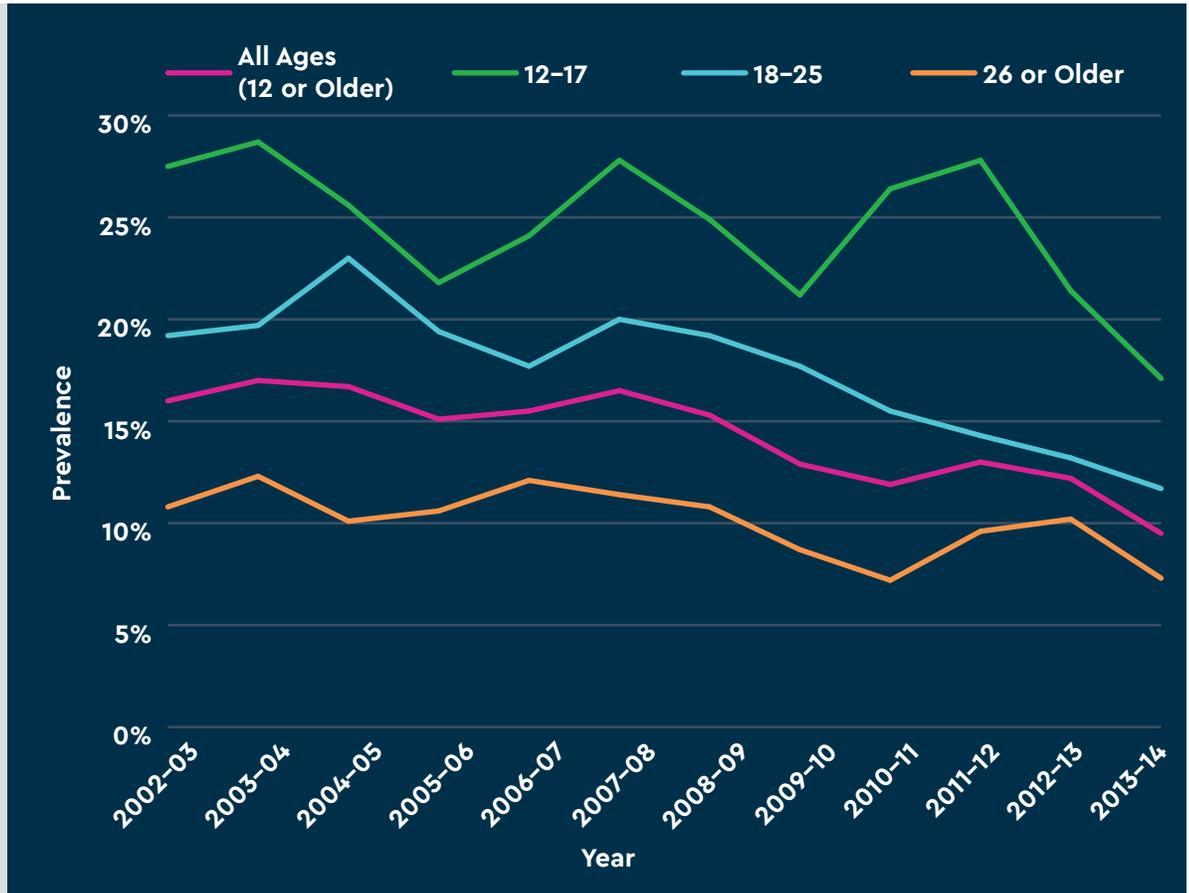
FIGURE 9: Percentage of Past Year Cannabis Abuse and Dependence among All Persons aged  $\geq 12$  in Michigan, by Age Group

- Overall, the percentage of people experiencing symptoms suggestive of a diagnosis of CUD in Michigan has been relatively consistent at 1.5–2.0% since 2002–2003<sup>6</sup> (See figure 9).
- There was a 21% decline in this percentage from 2012–2013 to 2013–2014. Further study and additional years of data are needed to understand whether or not this is a consistent trend over time.
- Subpopulations with the highest percentages of individuals with possible CUD include young adults (ages 18–25) and adolescents (ages 12–17), among whom percentages in 2013–2014 were 4.1% and 2.6%, respectively. Overall the percentage of CUD among adolescents (ages 12–17) has decreased 44.7%, while the percentage among young adults has decreased 33.9% since reported in 2002–2003.

### Cannabis Use Disorder among Individuals Reporting Past-Year Cannabis Use in Michigan by Age Group

- Among only those reporting cannabis use during the past year, the percentage of individuals reporting symptoms suggestive of a CUD was 9.5% in 2013–2014. This is a 40.6% decrease among this same population observed in 2002–2003 (16.0%).<sup>6</sup> This decline has predominantly taken place in the years since 2008–2009 (See figure 10).
- While the percentage of individuals with a possible CUD has fluctuated among adolescents (ages 12–17) who use cannabis during the past decade, with decreases in more recent years, there has been a clear and steady decline in the percentage of individuals with CUD symptoms among the young adult (ages 18–25) population, with percentages declining 39.1% from 19.2% in 2002–2003 to 11.7% in 2013–2014.
- Further study is required to develop a more complete understanding of how increasing cannabis use among the general population (in response to legalization of cannabis for both medical and now recreational use) is affecting the overall prevalence of cannabis use disorder among the population of Michigan.

**FIGURE 10:**  
**Percentage of Past Year Cannabis Abuse and Dependence among Individuals aged ≥12 in Michigan who report Cannabis Use in the Past Year, by Age Group**





## CONCLUSIONS

- Among the Michigan residents, the prevalence of symptoms associated with cannabis use disorders has remained relatively stable (1.5–2.0% of the population) between 2002 and 2014, with some evidence of declining percentages among specific subpopulations (ages 12–17 and ages 18–25). This contrasts with the broader trends observed for cannabis use prevalence in Michigan.
- Further data is necessary to provide a conclusive understanding of the findings regarding differences in trends for cannabis use and possible cannabis use disorders. However, such differences might reflect that individuals completing recent surveys may be less likely to accurately report problematic cannabis use when compared with individuals who completed surveys in the past, potentially reflecting changing societal norms regarding problematic use since legalization of cannabis for medical use. Differences could also reflect potential issues with survey items capturing problematic cannabis use in the changing legal landscape (see section on Beliefs about Cannabis Use on page 30). These trends should be examined in more in depth as additional years of data since the legalization of cannabis for medical use become available, and as use patterns potentially change in response to recent legalization for recreational use.

# BELIEFS ABOUT CANNABIS USE

## INTRODUCTION

This section of the report characterizes beliefs about cannabis use, including public perceptions regarding the risks of cannabis use, public perceptions about the availability of cannabis, and the social acceptability of use. Data presented below characterizes how this has changed over time in Michigan and accounts for changes since the passage of the Michigan medical cannabis law and will be able to be used in future iterations of this report to determine whether and how perceptions of cannabis change following the recent passage of the recreational cannabis law. Such data can reflect changing societal norms and will help guide public health education and messaging campaigns.

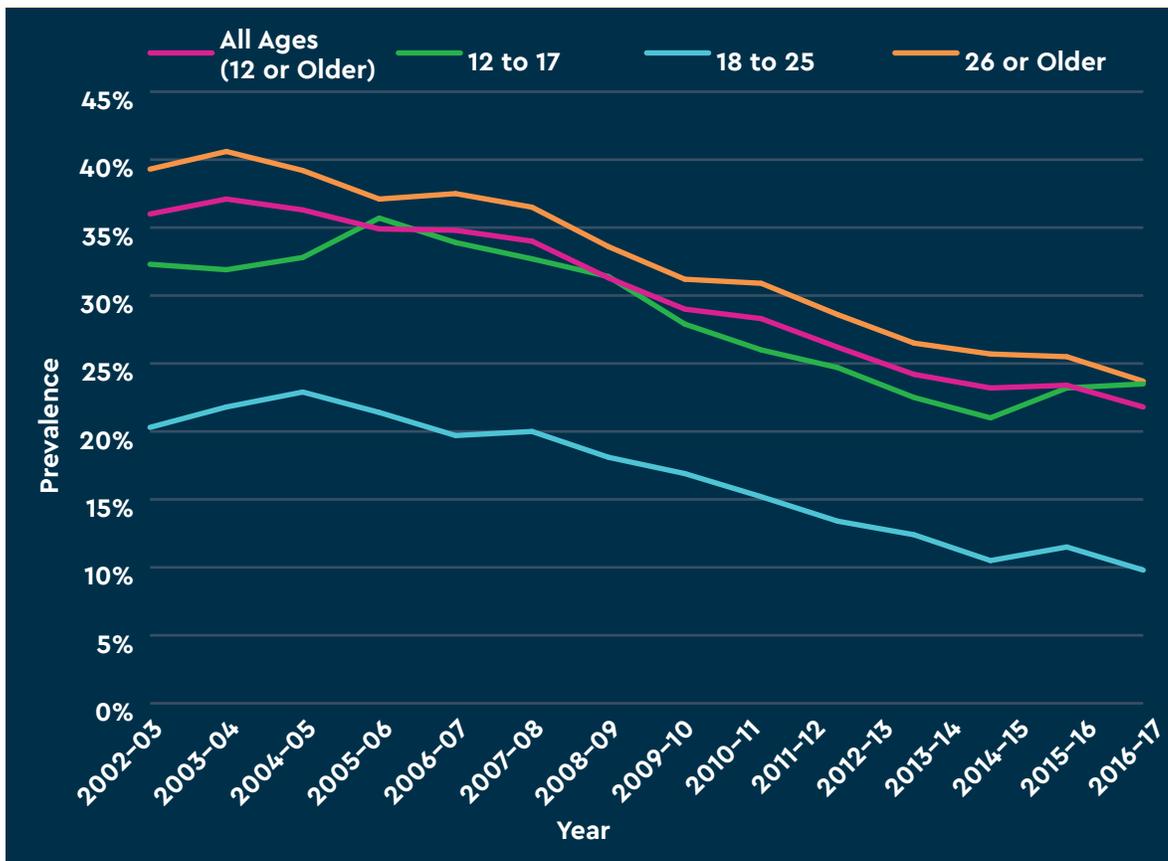
## FINDINGS

### Michigan Trends in Perceptions of Risk and Legal Penalties Associated with Cannabis Use

The following section details an individual's perceptions regarding the risk of cannabis use, what they understand about current legal penalties associated with use, the availability of cannabis, and their beliefs about the social acceptability of cannabis. Data is compiled from the National Survey on Drug Use and Health (NSDUH). By examining these attitudes at the state level, we will be able to observe changes over time. Understanding public opinion (e.g., about the risk of cannabis or about the associated legal penalties) can inform avenues for public health messaging and educational efforts. Further, understanding perceptions of the risk of harm from cannabis use is important as it is a leading indicator of future use.<sup>7</sup> In this section, a perception of great risk is defined as indicating that smoking cannabis once a month or once to twice a week might cause significant harm to a person, including physical, social, psychological, legal, or vocational harm. Similarly, a perception of no risk is defined as indicating that smoking cannabis once a month or once or twice a week might not cause any harm to a person.<sup>6</sup> In the section detailing perceptions of legal penalties, data is characterizing perceptions regarding the maximum legal penalty possible for a first-time offender who possessed an ounce or less of cannabis for their own personal use. Potential response options included in the NSDUH survey were a fine, probation, community service, possible prison sentence, mandatory prison sentence, and no penalty.<sup>6</sup> State-level estimates for Michigan are from the Interactive NSDUH State Estimates website (available at: <https://pdas.samhsa.gov/saes/state>), where data is provided in combined two-year intervals.

## Cannabis Risk Perceptions

- Overall, 21.8% of the Michigan population perceived that smoking cannabis once a month will result in a "great risk" of personal harm. This is a 34.2% decline in the percentage of the population that characterized this level of use as posing a "great risk" of harm since 2002-2003 (36.0%)<sup>5,6</sup> (See figure 11).
- As a group, young adults (ages 18-25 years) had the lowest levels of risk perception when characterized by the percentage of the population reporting cannabis use once a month posed a "great risk" of personal harm. While risk perception appeared to decrease across all subpopulations, this sub-group demonstrated the largest percent reduction in perceived risk over the past 15 years, from 20.3% of the population in 2002-2003 to 9.8% in 2016-2017.
- Among the Michigan population (ages 12 or older), the percentage of the population agreeing with the perception that cannabis use once or twice a week posed a "great risk" of personal harm also declined over the past 15 years from 49.1% in 2002-2003 to 30.4% in 2013-2014.<sup>6</sup> [Note: Data not shown in graph].

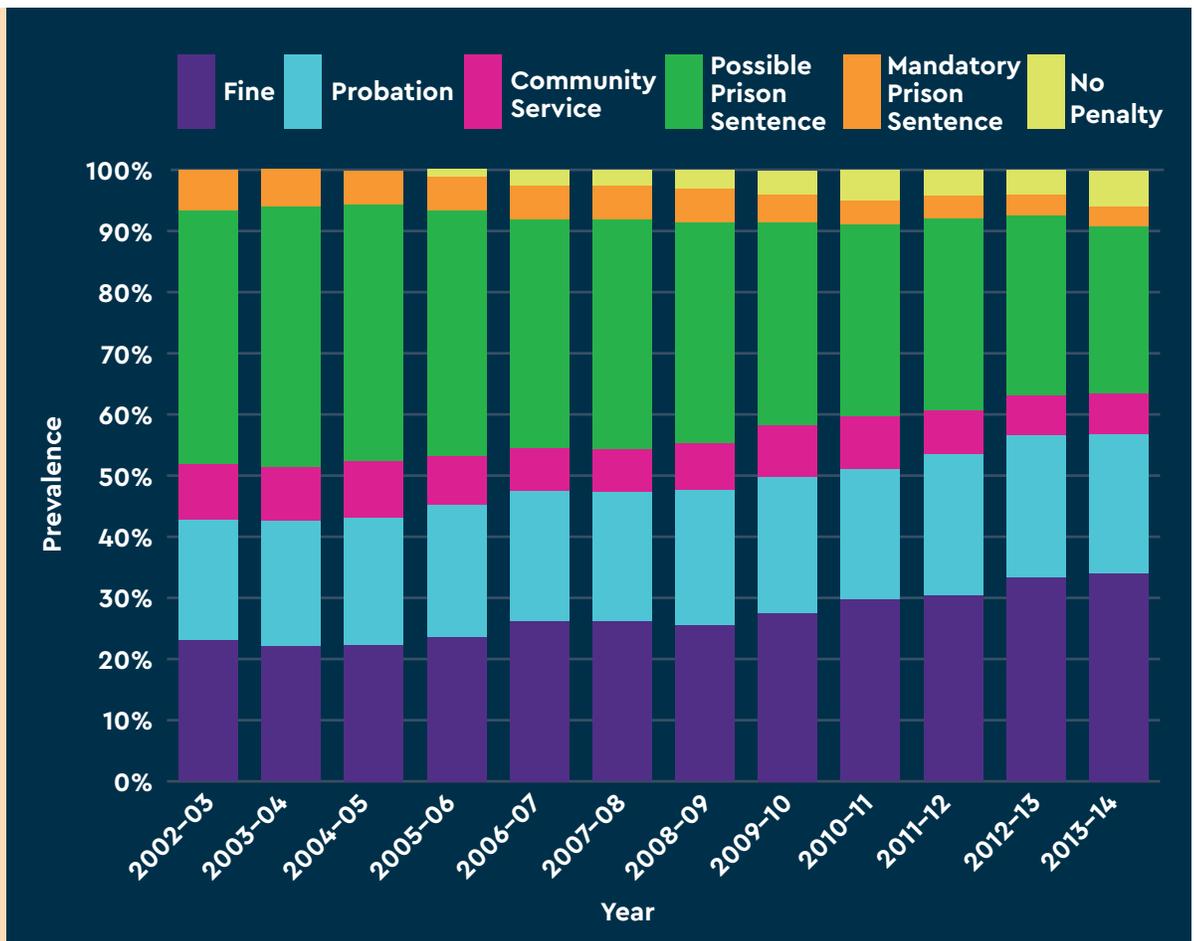


**FIGURE 11:**  
**Percentage Perceiving Great Risk from Smoking Cannabis Once a Month among All Persons aged ≥12 in Michigan, by Age Group**

### Perceptions of Legal Penalties for Cannabis

- In 2013–2014, perceptions among Michigan residents (12 and older) regarding the maximum possible penalty for possession of an ounce or less of cannabis for personal use included a fine (34.0%), possible prison sentence (27.2%), probation (22.7%), community service (6.8%), no penalty (5.8%), and mandatory prison sentence (3.3%)<sup>6</sup> (See figure 12).
- The perception that there was “no penalty” for cannabis possession has increased from 1.2% in 2005–2006 to 5.8% in 2013–2014.<sup>6</sup>
- The most common perception regarding the maximum legal penalty shifted from receiving a possible prison sentence (in 2011–2012) to receiving a fine (in 2012–2013).<sup>6</sup>

**FIGURE 12:**  
**Prevalence**  
**of Different**  
**Perceptions**  
**of the**  
**Maximum**  
**Legal Penalty**  
**in your State**  
**for First**  
**Offense**  
**Possession**  
**of an Ounce**  
**or Less of**  
**Cannabis For**  
**Your Own**  
**Use among**  
**All Persons**  
**aged ≥12 in**  
**Michigan**



### Perceived Ease of Availability for Cannabis

- The perceived availability of cannabis in Michigan has slightly increased, with those reporting it would be fairly/very easy to obtain cannabis if they wanted it increasing from 62.7% in 2002–2003 to 65.3% in 2013–2014.<sup>6</sup>



## Michigan Youth's Beliefs about the Social Acceptability of Cannabis Use

Adolescents (typically defined as aged 12 to 17 years) are in a unique developmental period where their behaviors are influenced by the important individuals in their lives. As adolescents age, their cannabis use can become increasingly affected by their perceptions of their peers' behavior or attitudes (i.e., what they see as the "peer social norm") and less so by their parents' attitudes as they are also spending increased time with peers and less with their parents.<sup>8</sup> Tracking these markers of social influences on adolescent cannabis use in the context of cannabis policy changes can help identify additional avenues for potential prevention programming (e.g., in schools, with families) to curtail or delay adolescent cannabis initiation as they are at increased risk for negative outcomes with early cannabis exposure.<sup>9,10</sup>

### *Perceived Parental Approval*

- In 2013–2014 (the most recent year with data available), 95.6% of youth indicated that their parents somewhat or strongly disapproved of them trying cannabis once or twice, and 95.5% also indicated their parents somewhat or strongly disapproved of them using cannabis once a month or more.<sup>6</sup> Percentages of perceived parental disapproval remained stable from 2002–2003 to 2013–2014.
- In 2013–2014, among adolescents who reported that they have used cannabis during the past month, the percentages of perceived parental disapproval were lower, with 80.9% indicating their parents somewhat or strongly disapproved of them trying cannabis once or twice, and 79.7% indicating their parents somewhat or strongly disapproved of them using cannabis once a month or more.

### *Disapproval of Peer Cannabis Use*

- In 2013–2014, 77.4% of adolescents somewhat or strongly disapproved of their peers trying cannabis once or twice, and 77.6% somewhat or strongly disapproved of peers using cannabis once a month or more.
- Among adolescents reporting they had used cannabis in the past month, percentages of disapproval for peer use were lower, with 31.4% somewhat or strongly disapproving of peers trying cannabis once or twice and 23.0% somewhat or strongly disapproving of peers using cannabis once a month or more.



## CONCLUSIONS

- Michigan residents' perceptions regarding the risks of cannabis use have decreased during the past 15 years, with the perception of risk lowest among young adults (ages 18–25), the population with highest percentages of use in the general population of Michigan.
- Perceptions of possible legal penalties have also shifted over the past 15 years, with a higher proportion of the population believing that first-time offenders will receive more lenient penalties (i.e., no penalty or a fine).
- Greater public health messaging that accurately conveys appropriate risks, harms, and potential benefits of cannabis use may be warranted, particularly as the potency of cannabis is rising, which may be associated with increased risk of adverse outcomes.
- The perceived ease of availability for cannabis has increased somewhat over time and may continue to do so given greater legal access in future years.
- Among adolescents, perceptions regarding parental disapproval of cannabis use and disapproval of peer cannabis use have remained stable over time, with the vast majority of adolescents indicating disapproval in both cases. However, prevalence of disapproval was lower among those adolescents reporting cannabis use. Prevention approaches are warranted among this potentially at-risk population, especially given the potential for long-term consequences.

# CANNABIS USE AND PREGNANCY

## INTRODUCTION

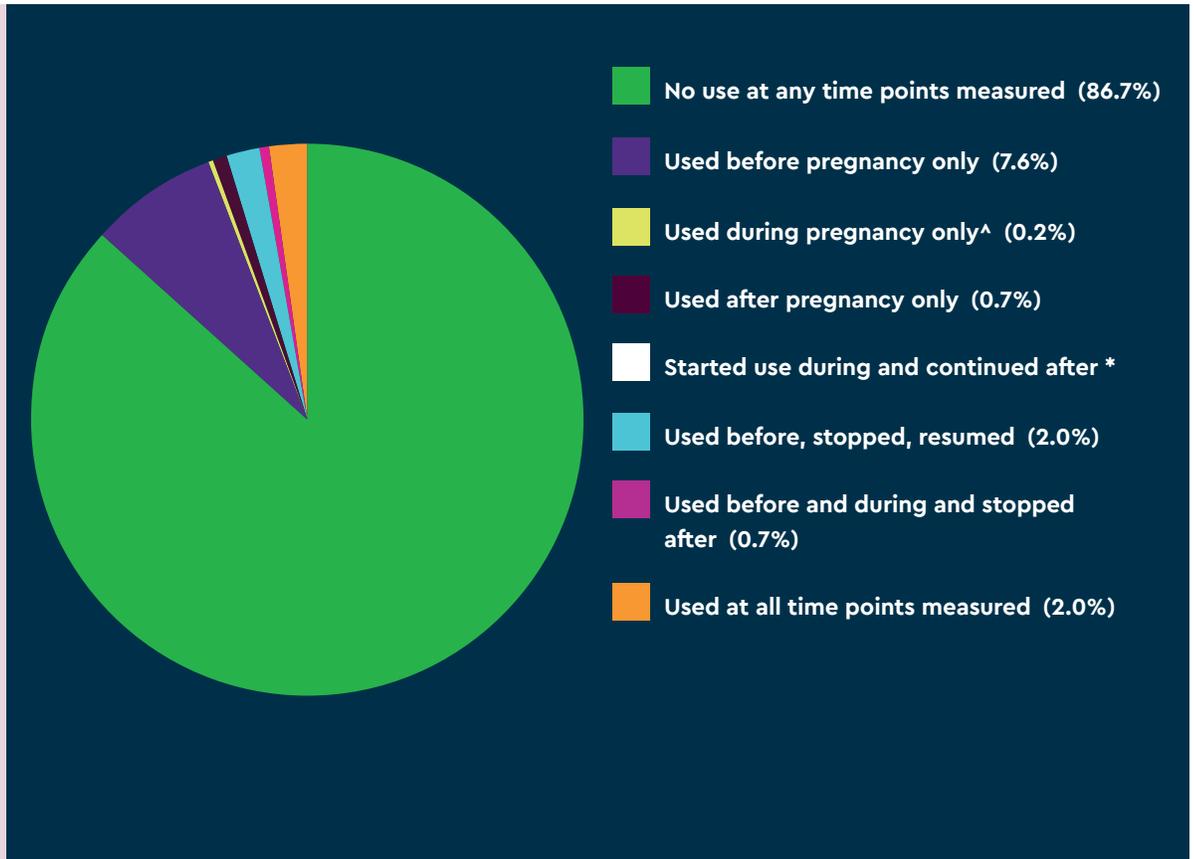
There is growing interest and concern regarding cannabis use among specific population subgroups, including women of childbearing age. Although additional research is needed, these women are of particular concern given potential adverse effects of cannabis use on the developing fetus during pregnancy.<sup>11,12</sup> Furthermore, maternal use of cannabis post-partum is associated with increased risk for adverse experiences for the developing child.<sup>13,14</sup> The Michigan Pregnancy Risk Assessment Monitoring System (MI PRAMS) provides unique data regarding cannabis use in and around the perinatal period among mothers giving birth.<sup>15</sup> Specifically, MI PRAMS is an ongoing annual survey of mothers who are Michigan residents and deliver a live-born singleton, twin, or triplet infant in-state. Surveys occur around 11 weeks after childbirth, and responses by mail and phone are pursued until 9 months after childbirth; most survey responses are obtained between 3 and 6 months following childbirth. Cannabis questions were added to the MI PRAMS starting in 2016. In this section, we will review the current data on cannabis use among new mothers in Michigan before pregnancy (12 months before), during pregnancy, and in the immediate time after delivery (since the new baby was born).

## FINDINGS

### Cannabis Use among Mothers Giving Birth in 2016 and 2017

In 2016 and 2017, the vast majority (86.7%) of Michigan mothers who gave birth did not report using cannabis at any time point (i.e., before, during, or after pregnancy), while approximately 3.0% reported using cannabis at some point during their pregnancy (See figure 13).

FIGURE 13:  
Estimated  
Percentage  
of Cannabis  
Use around  
the Perinatal  
Period among  
Michigan  
Mothers  
Giving Birth  
in 2016–2017



^ Relative Standard Error (RSE) exceeds 30%; interpret with caution.

\* Estimate suppressed due to <6 responders or RSE exceeding 50%.



## **Cannabis Use Before Pregnancy**

- In 2016 and 2017, one in eight mothers giving birth (12.4%) reported using cannabis in the twelve months prior to their pregnancy. Pre-pregnancy cannabis use was highest among women under age 20 (24.8%) and decreased with increasing age. Use was lowest in mothers who were over age 35 (8.1%).
- Pre-pregnancy cannabis use was more common among women in the lowest education (21.5% for those who did not complete high school) and income (24.0% for those in households earning less than \$16,000) categories.
- Pre-pregnancy cannabis use was reported by fewer women from higher education and income levels (5.5% for mothers with at least four years of post-high school education; 5.6% for mothers with household incomes greater than \$60,000).
- Women who were unmarried (23.6%) were 4.5 times more likely to report cannabis use before pregnancy compared to women who were married (5.2%).
- Non-Hispanic Black mothers were more likely than mothers from all other race/ethnicity groups to report cannabis use before pregnancy (16.9% vs. 10.9%).

## **Cannabis Use During Pregnancy**

- Approximately one in thirty mothers (~3%) reported using cannabis while pregnant.
- Use during pregnancy was most common for women who were under 30 years of age (4.2%), those that did not complete high school (6.4%), and those with incomes less than \$16,000 (8.8%).
- Women who were not married were four times as likely to use during pregnancy compared to married women (5.6% vs. 1.4%), and non-Hispanic Black mothers were twice as likely to use cannabis while pregnant compared to mothers from all other race/ethnicity groups (5.3% vs. 2.6%).
- Over three-quarters of women who used cannabis before pregnancy did not report using cannabis during pregnancy (77.4%). This proportion of "pregnancy quitters" was consistent for all demographic groups (age, race/ethnicity, education), except that fewer women with pre-pregnancy incomes below \$16,000 reported quitting.
- The vast majority (91%) of mothers reporting cannabis use during pregnancy used it before pregnancy.



### **Cannabis Use Following Pregnancy**

- About one in twenty mothers (4.8%) reported any cannabis use in the months following birth.
- The prevalence of post-pregnancy use was higher among younger women (10.2% under age 20 vs. 3.4% over age 30), and those from lower education (7.7% who did not complete high school vs. 2.3% who completed 4 years or more of post-high school education) and income (9.7% for less than \$24,000 vs. 1.8% for more than \$60,000) categories.
- Non-Hispanic Black mothers were more likely to report any cannabis use following pregnancy compared to mothers from all other race/ethnicity groups (7.0% vs. 4.3%), as were unmarried mothers compared to married mothers (8.3% vs. 2.5%).
- Fewer than 1% of mothers who reported no cannabis use before or during pregnancy reported initiating cannabis in the months following pregnancy.
- Among mothers who quit using cannabis during pregnancy, the majority (79.5%) reported that they did not return to cannabis use in the months following birth.
- About one in five mothers (20.5%) with pre-pregnancy use resumed cannabis use after pregnancy. This was not related to demographic categories.

### **CONCLUSIONS**

- The majority of Michigan mothers who gave birth in 2016 and 2017 did not use cannabis before, during, or after pregnancy.
- The majority of women who used cannabis during pregnancy had used prior to pregnancy; thus, findings may reflect sociodemographic risk factors for cannabis use in general and/or disparities in access to healthcare or prevention-based services. Further work is needed to test these possible associations.
- Although the low prevalence of cannabis use during pregnancy is promising, continued monitoring and education by healthcare systems may be needed to maintain these low percentages, especially in an environment of increased legalization. For example, screening for risk among women planning to become pregnant or in the early stages of pregnancy may be important, followed by interventions and/or referrals for women using cannabis.



# CANNABIS USE IN THE MICHIGAN WORKFORCE

## INTRODUCTION

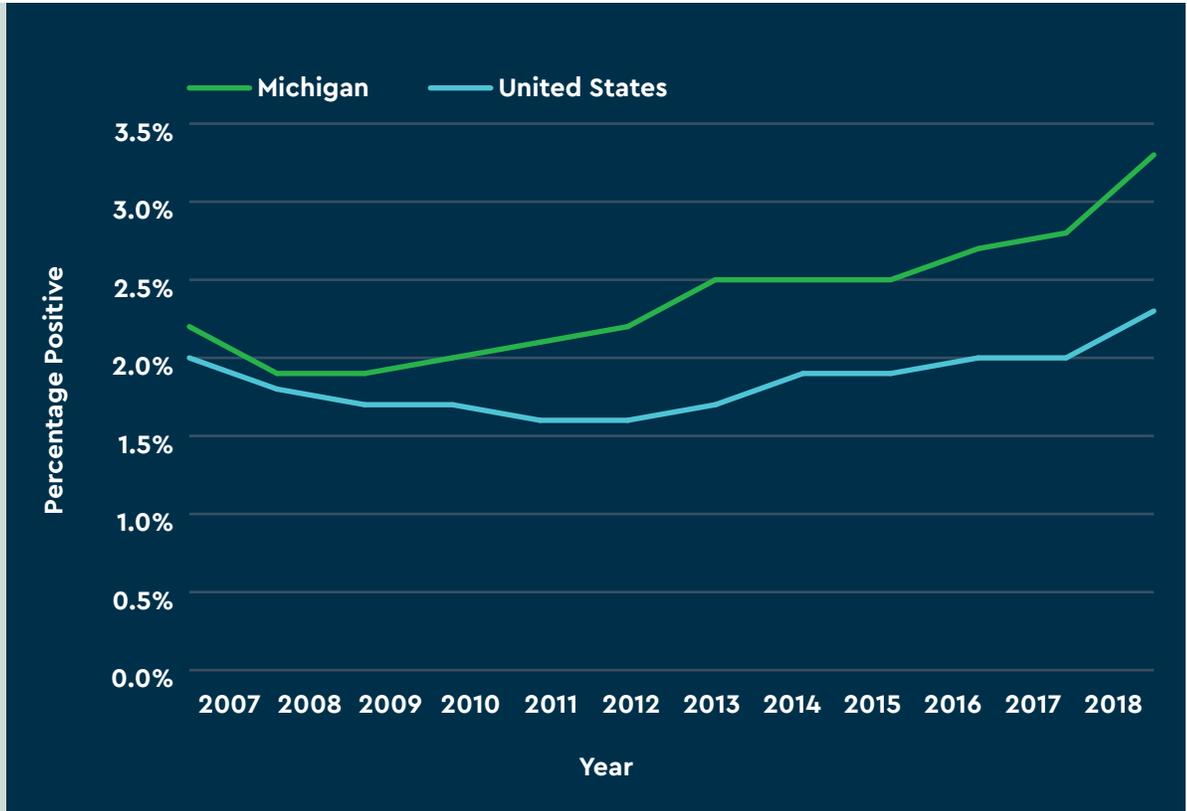
Given that cannabis use may increase risks for workplace-related injury, and has been associated with absenteeism<sup>16</sup> and other negative employment outcomes, cannabis use among the workforce in Michigan is important to gauge and understand, especially with the recent legalization of recreational cannabis use. Results from Quest Diagnostics Drug Testing Index in Michigan are illustrative in this domain; however, it should be noted that these results do not necessarily represent the entire Michigan workforce given that testing is not a uniform practice across all employers. Although thought to generally represent the United States (U.S.) workforce by including federally mandated, safety-sensitive workers and general workforce employees (e.g., 9 million tests in 2018), it should be noted that this dataset is limited to only those workplaces that test employees.<sup>17,18</sup> Thus, the findings of the following section should be interpreted with caution.

## FINDINGS

### Comparing Michigan to the U.S.

- The percentage of positive drug tests in workforce testing in Michigan was 3.3% in 2018. Although this overall percentage is small, it represents a 50% increase in the percentage of positive drug tests since 2007, when the percentage was 2.2% within the tested population. Of note, the percentage testing positive in Michigan is higher than the corresponding percentage observed in the U.S. population tested (2.3%), which also observed a smaller increase in this percentage since 2007 (See figure 14).

FIGURE 14:  
Percentage of Positive Urine Drug Tests for Cannabis in the Michigan vs. United States' Workforce



## CONCLUSIONS

- The percentage of cannabis-positive urine drug tests for Michigan employees, among those that have been tested, is increasing.
- Additional data is needed on workplace policies for hiring potential employees who screen positive for cannabis.
- Further, data is needed regarding policies and procedures used by employee assistance programs for employees who screen positive for cannabis, in terms of assessment for cannabis use disorder and referrals to treatment as indicated.

## INTRODUCTION

In November 2008, Michigan voters approved the Michigan Medical Marihuana Act (MMMA), which was effective in December 2008. This law allowed designated patients with a qualifying medical condition or their caregivers to possess a limited amount of cannabis and to grow a limited number of plants. The law did not expressly allow for the operation of medical cannabis dispensaries. In April 2009, the state began accepting applications for registry identification cards, which could be obtained with a certification of a medical condition from a physician. Minors under 18 could obtain medical cannabis with certification from two physicians submitted by a parent consenting to allow the minor to use medical cannabis and the parent agreeing to serve as the caregiver. In 2016, the Michigan Governor signed into law the Medical Marihuana Facilities Act (effective December 2016), which created regulations for the operations of medical dispensaries as well as businesses that grow, transport, test, and process medical cannabis. As policy changes have taken shape, the reporting of relevant data has also been revised [e.g., more recent fiscal year (FY) reports do not contain the number of minors issued a medical cannabis certification].

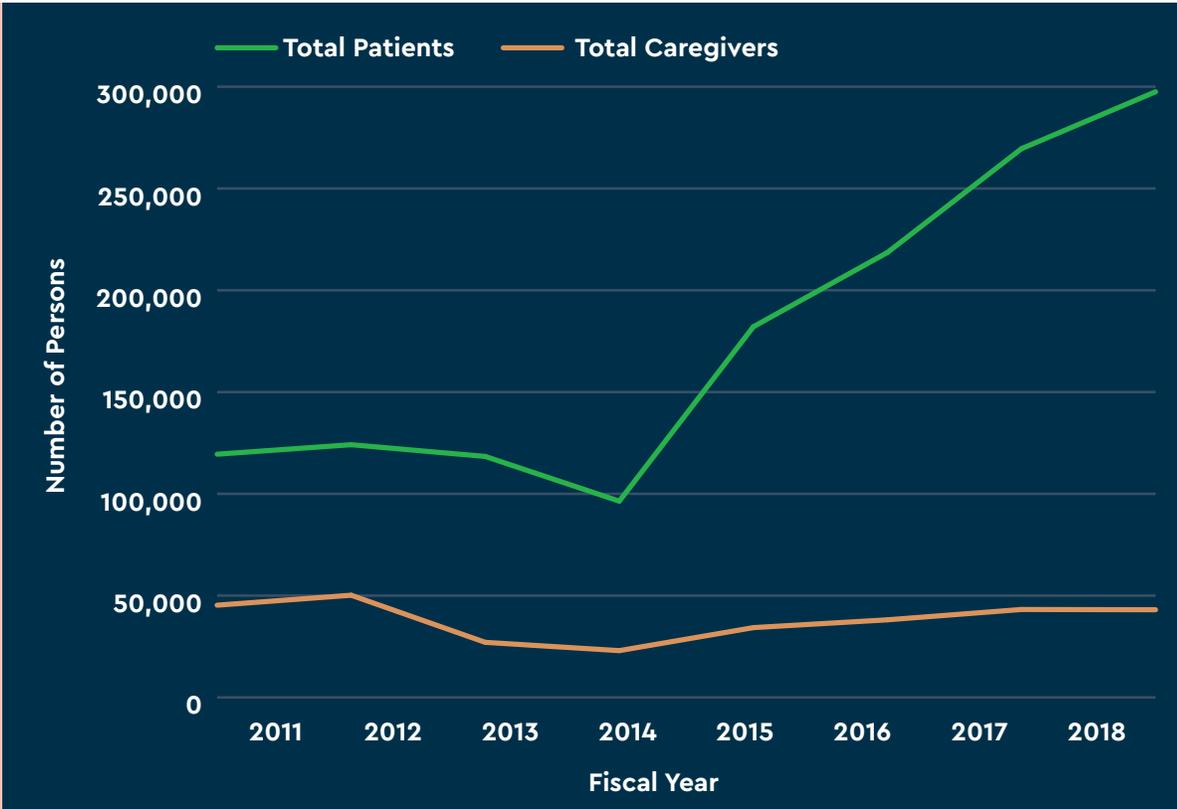
## FINDINGS

### Patients, Caregivers, and Physicians

- Data from the Michigan Department of Licensing and Regulatory Affairs (LARA)<sup>19-26</sup> demonstrate that the number of patients with a medical cannabis certification increased about 2.5 times, from 119,470 in 2011 to 297,515 in 2018, with the majority of those increases occurring after 2014\* (See figure 15 on page 42).
- The number of patients in 2018 represents about 3% of the population within the state of Michigan, and along with California and Maine, is among the states with the largest percentage of medical cannabis patients in its population.<sup>27</sup>
- In 2011 and 2012, there were 63 and 44, respectively, minors who were medical cannabis patients, but these data have not been reported in relevant annual reports since 2012.
- The number of caregivers (e.g., adults at least age 21 or older, who are registered to grow and provide cannabis for identified registered and qualified patients) has fluctuated over the years, with the most recent data (2018) showing that there were a total of 43,056 caregivers registered to grow/provide cannabis for qualified registered patients (See figure 15 on page 42).
- The number of physicians issuing certifications has been somewhat inconsistent but as of 2018 is at 1,818 physicians (See figure 16 on page 42).
- In FY 2018, Wayne and Oakland counties were noted to have the highest number of certifications for patients and caregivers in the state.<sup>26</sup>

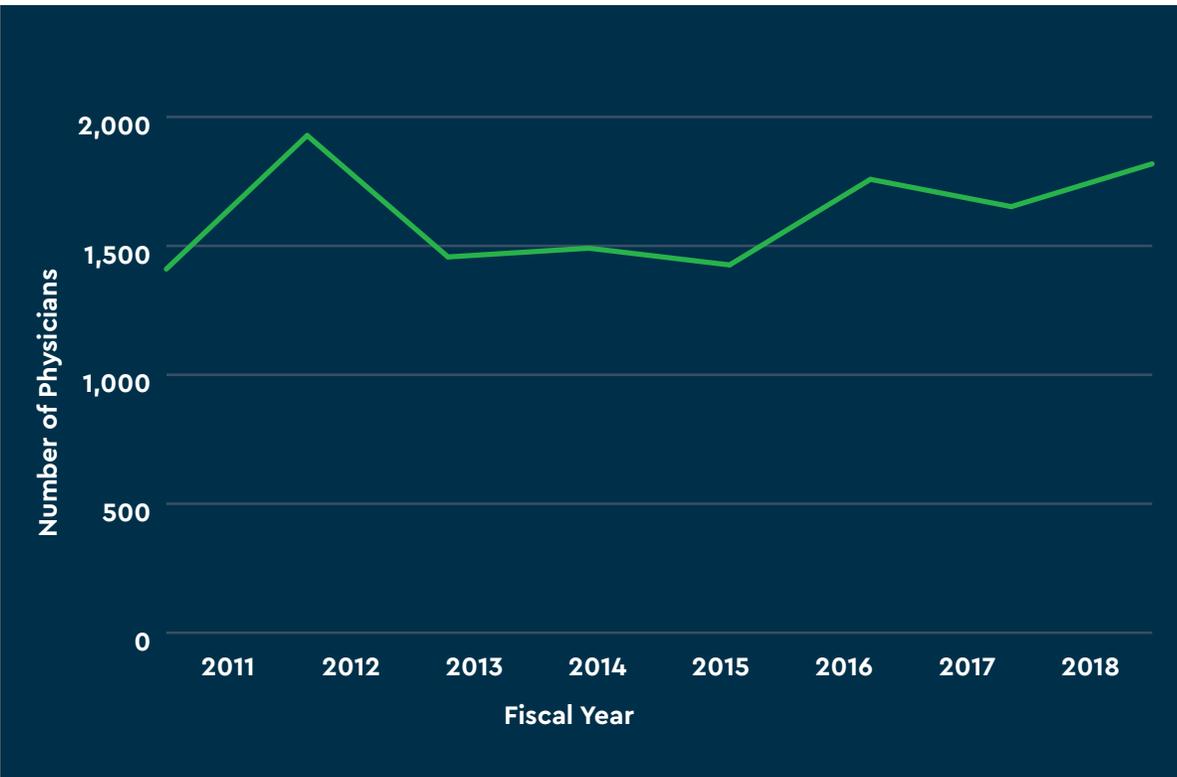
\*Note that data from 2009 are excluded because the program began in this year, and data available were from an incomplete fiscal year. Data from 2010 are not available per our communication with LARA.

**FIGURE 15:  
Total  
Number of  
Patients and  
Caregivers  
Holding  
Medical  
Cannabis  
Certifications**



\*Note that data from 2009 are excluded because the program began in this year, and data available were from an incomplete fiscal year. Data from 2010 are not available per our communication with LARA.

**FIGURE 16:  
Total Number  
of Physicians  
Issuing  
Medical  
Cannabis  
Certifications**



## Qualifying Conditions

- Although there are a number of qualifying medical conditions (with patients allowed to have more than one qualifying condition), the most commonly cited condition is severe and chronic pain, with 91.1% of qualifying patients in 2018 reporting this as their reason for needing medical cannabis\* (See figure 17).
- Among other qualifying conditions, severe and persistent muscle spasms are also frequently cited (24.1% in 2018), with severe nausea occurring for 9.5% in 2018.
- Other less commonly cited reasons in 2018 for acquiring medical cannabis were cancer-related pain (4.9%) and post-traumatic stress disorder (4.1%).
- On July 7, 2018, several new conditions were approved by LARA and the Medical Marijuana Review Panel and are now being tracked by the state. Some of these conditions (e.g., rheumatoid arthritis, spinal cord injury) may overlap with previously approved conditions (e.g., severe and chronic pain). Given these changes with more specificity, there may be changes over time in how frequently some of the originally approved qualifying conditions are reported.

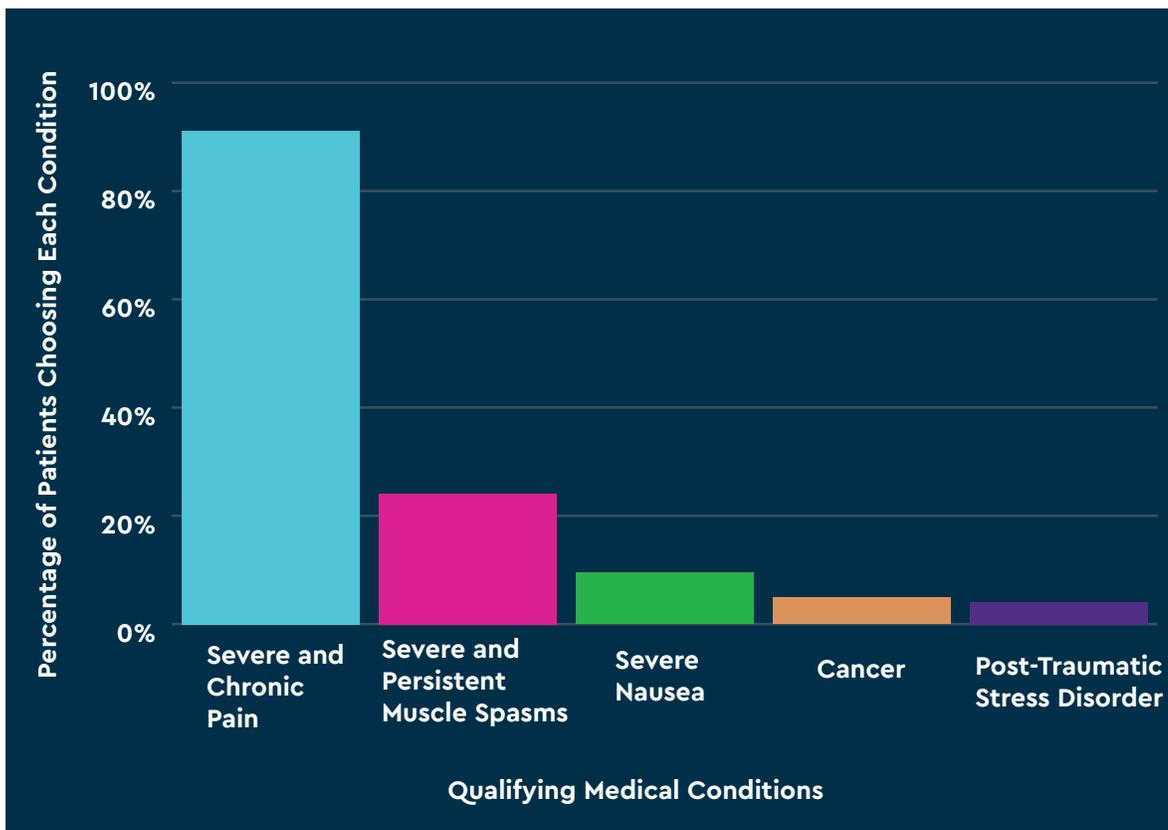


FIGURE 17:  
**Qualifying  
Medical  
Conditions  
Most Cited  
by Patients  
in 2018**

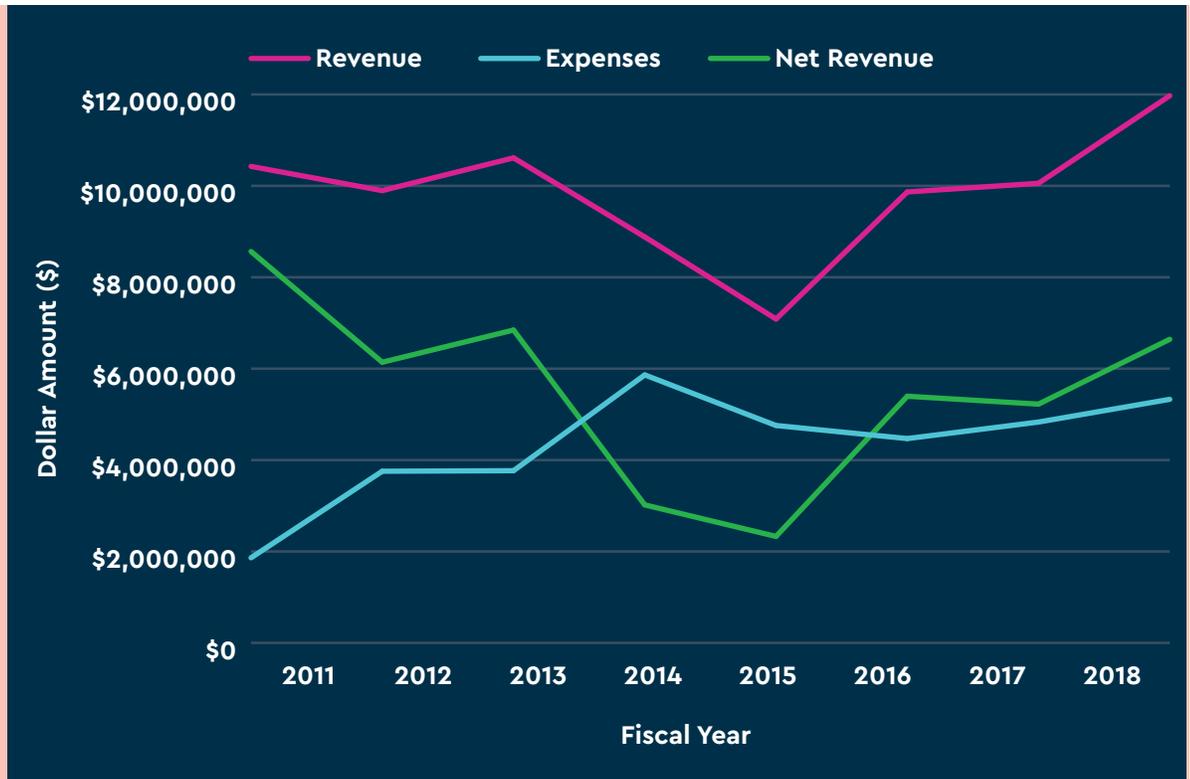
\*Note that in addition to "severe and chronic pain," "chronic pain" was also listed as a qualifying condition in 2018, chosen by 4.31% of patients (slightly more than the 4.1% choosing post-traumatic stress disorder). "Chronic pain" is not shown separately in the graph due to the overlap in these two conditions.

## Costs Associated with Medical Cannabis Program Administration

Annual state reports provide information on the costs and revenue related to administering the state's medical cannabis program (e.g., processing initial and renewal applications for medical cannabis registry cards). This does not include sales at dispensaries.<sup>24-26, 28-32</sup>

- While net revenue was lowest in 2014 and 2015 and highest in 2011, the program typically has an annual net revenue of between \$5-7 million (See figure 18).
- In the most recent fiscal year (FY 2018), net revenue was \$6.6 million.

**FIGURE 18:**  
**Medical Cannabis Program: Revenue, Expenses, and Net Revenue**



## New Regulations for Medical Cannabis Facilities

The Medical Marijuana Facilities Licensing Act (MMFLA) is a state licensing program enacted on December 20, 2016. The program began accepting applications in December, 2017. Previously, the legality surrounding medical cannabis allowed for the provision of cannabis within a patient-caregiver relationship in compliance with the 2008 law, but there was no regulatory process for production, transport, facilities, or dispensaries. Only recently has the state program formalized the regulatory process for these components of the Michigan cannabis industry. Currently, five categories of providers are regulated through the MMFLA: growers, provisioning centers (i.e., dispensaries, retail sales), processors, secure transporters, and safety compliance facilities. Those who want to be involved in the cannabis industry must undergo a two-step MMFLA application and approval process, including approval from their local municipality. A facility license is approved for one year and can be renewed annually.



The Michigan Public Policy Survey conducted in Spring 2018 provides some context regarding local support for these new facilities.<sup>33</sup>

- 75% of Michigan jurisdictions chose to prohibit medical cannabis facilities, with only 8% opting to allow such facilities in their jurisdiction under the MMFLA.
- Officials from jurisdictions in Southwest Michigan (13%) and the Upper Peninsula (10%) were most likely to report opting in, compared to only 4% of jurisdictions in the Northern Lower Peninsula and West Central Michigan.
- 50% of local officials strongly opposed allowing medical cannabis facilities and few local officials reported having such facilities currently operating.

### **Licenses and Revenue of the MMFLA**

- The MMFLA statistical report for fiscal year (FY) 2018 shows that a total of 766 pre-qualification applications were received (Step 1 of the application process).<sup>34</sup> Step 1 involves a background check of applicants and their spouses or anyone co-habiting with them.
- 467 state operating licenses were then received (Step 2 of the application). Step 2 involves passing facility inspections, obtaining building code approvals, and receiving approval for operation by the local municipality.
- 37 license applications were approved in FY 2018 (the majority for provisioning centers); 8 were denied.
- The average amount of time to process a new application was 130 business days.\*
- In FY 2018, \$4.6 million was collected from facility license application fees, and \$1.2 million was collected for regular assessments; the total cost for administering the program was \$8.2 million.
- A six-month statistical report (October 1, 2018 to March 31, 2019)<sup>35</sup> showed:
  - an additional 79 license applications were approved
  - almost \$9.7 million in revenue was collected during the first quarter
- Data from the Marijuana Enforcement Tracking Reporting & Compliance (METRC) statewide monitoring system for tracking cannabis production (October 1, 2018 to March 31, 2019)<sup>35</sup> showed total medical cannabis sales were \$56.4 million, with 11,508 pounds of cannabis sold.
  - The average price of flower was \$174.15 per ounce (median = \$207.63 per ounce).
  - The total revenue collected through the new MMFLA law (e.g., for facility operator licensing fees) in FY 2018 was about \$5.6 million. In the first quarter of FY 2019, \$9.7 million was collected, with costs of administering the program listed as \$4.7 million (it is unclear what time period this cost reflects).

\*Note that the licensing program was initially administered by the Michigan Medical Marijuana Licensing Board, until May 2019, when the process transitioned to the Marijuana Regulatory Agency, which is anticipated to more rapidly process applications.



## CONCLUSIONS

- The total number of patients with a Michigan medical cannabis certification (currently about 3% of the state population) is increasing, which is expected given the legalization of medical cannabis, increasing eligibility based on newly approved qualifying conditions, and the general trends observed regarding cannabis risk perceptions.
- The vast majority of medical cannabis patients reported severe and chronic pain as a qualifying condition. Given changes in qualifying conditions, there may be changes over time in how frequently some of the originally approved qualifying conditions are reported. This will continue to require further study.
- Thus far, the majority of facility license applications have represented growers and provision centers. Many local officials oppose allowing commercial medical cannabis facilities to operate in their jurisdictions, with the strongest opposition noted in the Northern Lower Peninsula and West Central Michigan regions.
- As the availability of legal recreational cannabis increases, it may be that medical cannabis patients have more options for obtaining cannabis in their communities via medical and recreational retailers (without needing a certification). Thus, the impact of recreational cannabis policy on the state's medical cannabis program remains to be seen and will require further study.

# CANNABIS AND THE OPIOID EPIDEMIC

## INTRODUCTION

The current U.S. opioid epidemic, which contributed to over 70,000 drug overdose deaths nationwide in 2017<sup>36</sup> and 2,053 opioid overdose deaths in Michigan,<sup>37</sup> is historically rooted in the over-prescribing of opioids to treat chronic pain. Some have proposed using cannabis as an alternative treatment for chronic pain, and that availability of medical cannabis might contribute to lowering opioid overdose rates.<sup>38</sup> In particular, a 2014 ecologic study that compared states with and without medical cannabis laws by Bachhuber et al. helped fuel this speculation.<sup>39</sup> That study found that, compared with states without medical cannabis laws, states with medical cannabis laws had lower rates of opioid overdose deaths from 1999 to 2010.<sup>39</sup> However, a recent update of the study, published in 2019 by Shover et al. used parallel methods with additional years of data and reported that the original findings did not persist over the longer time period.<sup>40</sup> In fact, the authors of the latest study found that the association between state medical cannabis laws and opioid overdose deaths reversed direction over time, demonstrating that states with medical cannabis laws actually experienced an increase in overdose deaths.<sup>40</sup> It is important to note that such studies examining state-level trends do not provide appropriate data for making definitive conclusions about individuals. Due to this limitation, as well as others, Shover et al. concluded, "We find it unlikely that medical cannabis—used by about 2.5% of the U.S. population—has exerted large conflicting effects on opioid overdose mortality. A more plausible interpretation is that this association is spurious."<sup>40</sup> In this section of the report, data relevant to medical cannabis and opioid overdose deaths in Michigan are reviewed.

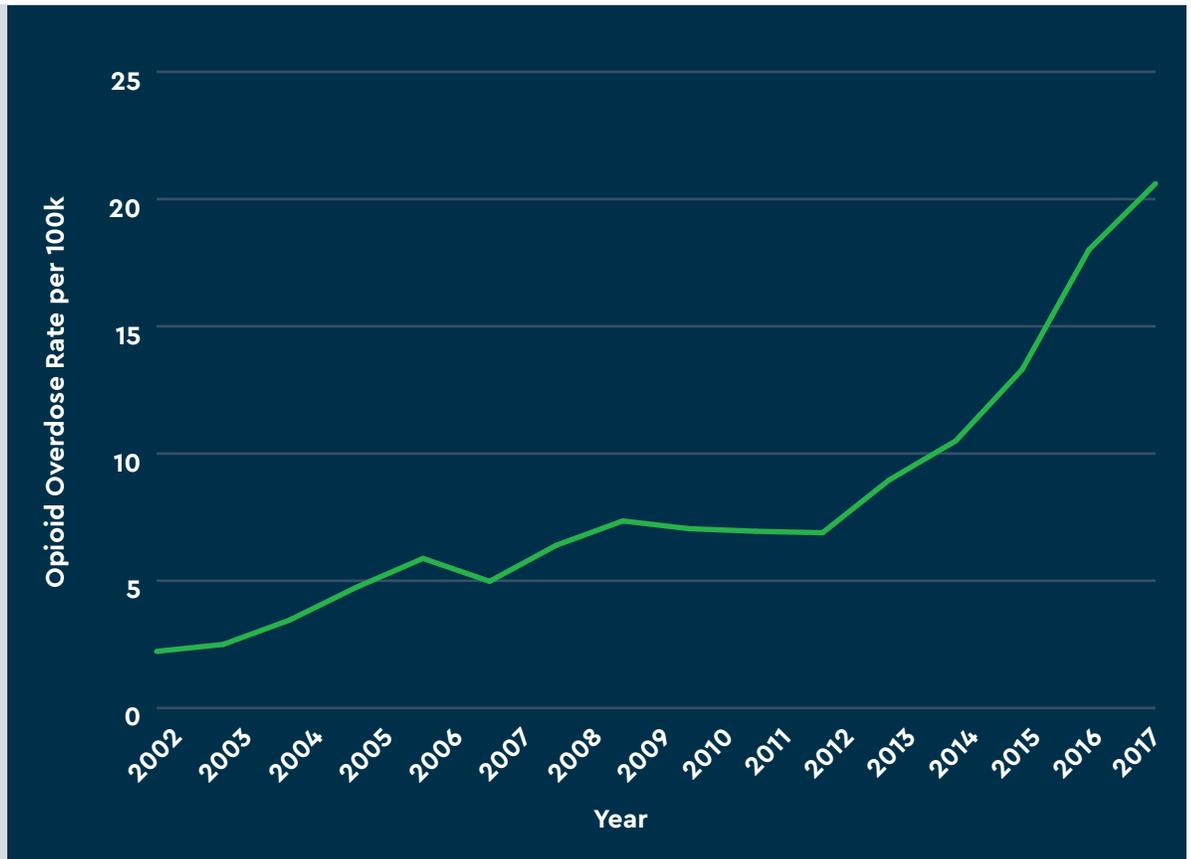
## FINDINGS

To first understand the context of the opioid epidemic in Michigan, note the following data, obtained via the Michigan Substance Use Disorder Data Repository:

- According to the Michigan Automated Prescription System (MAPS), the number of opioid prescriptions dispensed increased from 9.7 million in 2013 to more than 10 million per year from 2014–2016.<sup>41</sup> In 2017, the number of opioid prescriptions dispensed returned to below the 2013 level (9.4 million).
- Despite decreasing prescriptions, according to data from Michigan Death Certificates (from the Division for Vital Records and Health Statistics), opioid overdose deaths have been rising in recent years, in part due to increases in heroin and fentanyl use.<sup>42</sup>

- Data from the Michigan Substance Use Disorder Data Repository shows the overall rate for opioid overdose deaths across all ages in Michigan.
  - Opioid overdose deaths increased 836% from a rate of 2.2 per 100,000 in 2002 to 20.6 per 100,000 residents in 2017<sup>42</sup> (See figure 19).
  - During the same years (2002–2017) the prevalence of cannabis use was also increasing within Michigan (see page 18).

**FIGURE 19:**  
**Opioid**  
**Overdose**  
**Rate per**  
**100K**  
**Residents in**  
**Michigan**



## CONCLUSIONS

- Based on available information, opioid overdose deaths have been increasing in Michigan during the same time period as cannabis use is increasing.
- Given the lack of individual data and potential confounding factors, these parallel trends should be interpreted with caution, as they may or may not be related to each other. For example, these data are focused on time trends and do not tell us about individuals who were at risk for overdose who may have switched from opioids to cannabis or other options for pain management and avoided overdose.
- Further data are needed, especially to examine both medical and recreational use of cannabis and opioids over time, as well as individual-level associations between cannabis use, opioid use, and adverse consequences such as overdose.

# MOTOR VEHICLE CRASHES AND IMPAIRED DRIVING

## INTRODUCTION

Since the 1960s, motor vehicle crash (MVC) rates have declined throughout the United States,<sup>43</sup> primarily as a result of a broad focus on public health interventions that reduce risk and improve safety (e.g., seat belt laws, graduated driver's license programs, implementation of alcohol interlocks).<sup>44</sup> Recent changes in cannabis laws that permit recreational use raise concern for the potential impact of these changes on motor vehicle safety and the prevention of crashes due to drug-impaired driving.

Cannabis has been shown in prior research to significantly impair driver judgement, motor coordination, and reaction time.<sup>45-50</sup> Further, simulator and test-track studies have identified a direct relationship between the concentration of Tetrahydrocannabinol (THC) in the bloodstream and impaired driving performance.<sup>48-50</sup> However, studies on the relationship of cannabis to motor vehicle crash risk remain mixed.<sup>51,52</sup> While cannabis is the illicit drug most commonly found in the bloodstream of drivers involved in MVCs, including fatal motor vehicle crashes,<sup>53</sup> cannabis is also able to be detected in the body for several weeks after use and because it is frequently combined with alcohol, it has been difficult to directly understand the effect of cannabis on crash risk independent of these other factors. Regardless, the risk of combining alcohol and cannabis does appear to increase crash risk relative to use of either drug by itself.<sup>49</sup> Additional studies to further clarify the role of cannabis, including different types of consumption (e.g., high potency dabs, edibles), on acute and long-term driving-related impairment and crash risk are still needed to fully understand this public health concern, especially in light of the changing legal landscape. This section of the report reviews what is known about the role of cannabis in fatal MVCs in Michigan, as well as rates of cannabis-impaired driving among medical cannabis patients to establish a baseline of understanding for Michigan in the context of recreational legalization.

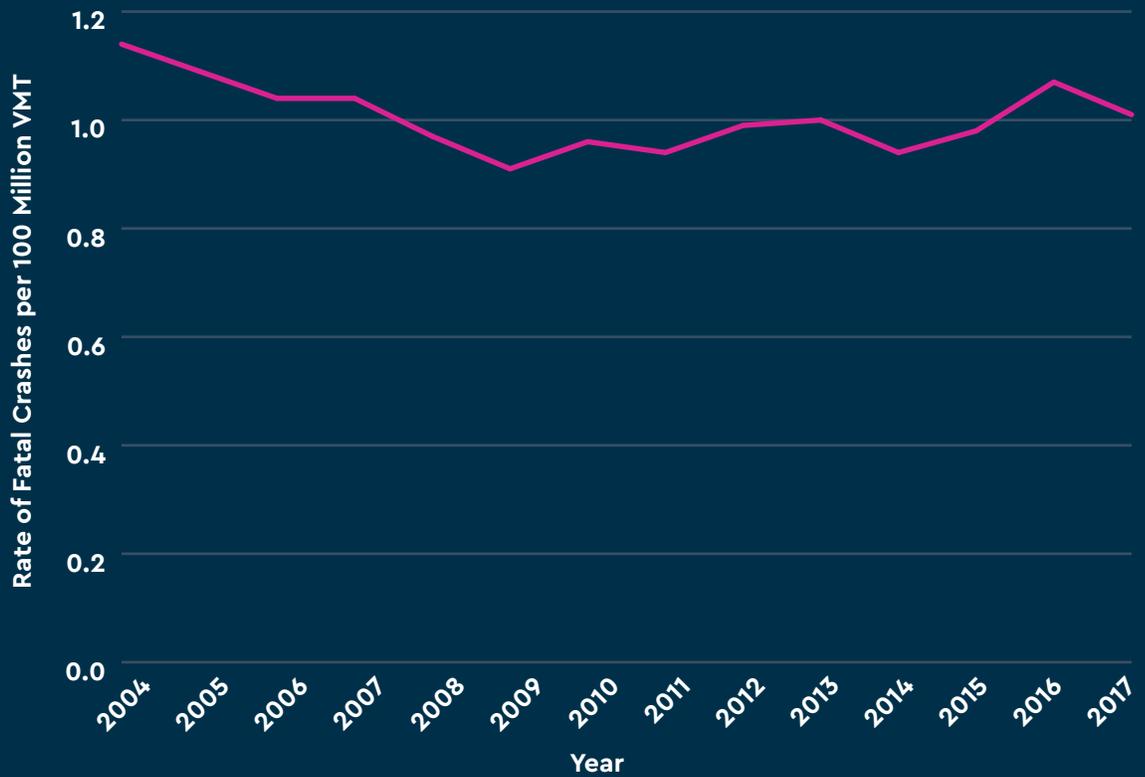
## FINDINGS

### Fatal Motor Vehicle Crashes in Michigan

The role of cannabis in motor vehicle crashes in Michigan can be partially understood using statewide crash data from the Michigan Traffic Crash Facts (MTCF) website<sup>54</sup> and the Fatality Analysis Reporting System (FARS)<sup>55</sup> data, including overall rates of annual fatal motor vehicle crashes, the number of crash-involved drivers that were tested for drugs following the crash and, among those, the number that tested positive for cannabinoids.

- The rate of annual fatal crashes per 100 million vehicle miles traveled (VMT) has decreased 11.4% over the last 13 years of available data from 1.14 in 2004 to 1.01 in 2017<sup>54</sup> (See figure 20).
- Although crashes have reduced during this time period, the number of drug tests administered in fatal crashes has increased. The rate of toxicology testing has nearly doubled from 2004 (23.2%) to 2017 (40.6%).<sup>55</sup>
- Among those tested, the proportion of tests that were positive for cannabinoids more than tripled, rising from 6.7% in 2004 to 23.4% in 2017<sup>55</sup> (See figure 21).

FIGURE 20:  
Rate of  
Annual Fatal  
Motor Vehicle  
Crashes in  
Michigan





**FIGURE 21:**  
**Percentage of Tested Drivers in Fatal Crashes in Michigan who Tested Positive for Cannabinoid Drugs**

### Driving Under the Influence among Michigan Medical Cannabis Patients

Data is lacking pertaining to other indicators of cannabis-impaired driving at the state level; however, one 2019 study<sup>56</sup> sheds light on the extent of cannabis-impaired driving among Michigan medical cannabis patients seeking new or renewal certifications for chronic pain (the most common reason for seeking medical cannabis). Patients (N=790) from three certification centers (66% seeking renewal certification) reported on their individual driving behaviors for the six months prior to completing the survey.

- 56.4% reported driving within two hours of cannabis use, 50.5% reported driving while being "a little high," and 21.1% reported driving while feeling "very high."
- Driving after cannabis use was also noted to be a frequent behavior among those surveyed. In the past 6 months, 21.6% reported driving 10+ times within two hours of cannabis use, 18.7% drove 10+ times while they were "a little high," and 7.2% drove 10+ times while they were "very high."
- Binge drinking and higher amounts of cannabis consumed were found to be associated with an increased odds of reporting these driving behaviors.



## CONCLUSIONS

- While the annual fatal MVC rate in Michigan has been decreasing, the number of drug tests administered and the percentage of cannabis-involved fatal crashes has been increasing, underscoring the need for public health approaches to prevent operating vehicles under the influence of cannabis.
- Increased and more consistent testing in fatal and non-fatal MVC and other traffic incidents is needed to better characterize the involvement or lack thereof of cannabis in various driving-related outcomes.
- Reliable testing methods to determine cannabis impairment among drivers at the time of a crash or traffic incident are also needed.

# CANNABIS-RELATED MORTALITY

## INTRODUCTION

The following section provides data on cannabis as a cause of death among Michigan residents. While cannabis as a primary cause of death has not been extensively documented, heavy use in the setting of underlying severe medical conditions (e.g., atherosclerotic disease, cancer) may result in cannabis serving as a contributing factor for fatal health outcomes.<sup>57-59</sup> A recent review paper<sup>58</sup> identified six case studies documenting 13 patients where recent cannabis use was linked directly to fatal cardiac outcomes (e.g., sudden cardiac death following recent cannabis use), with the majority of cases finding the patients had an underlying cardiac diagnoses or abnormality at autopsy (e.g., prior heart attack, coronary artery disease, prior arrhythmia history). Another case series has recently identified a series of deaths in patients with cannabinoid hyperemesis syndrome (i.e., cyclical nausea and vomiting), with most deaths resulting from electrolyte abnormalities and/or renal failure.<sup>59</sup> Available data for the State of Michigan focuses on cannabis poisoning as a primary cause of death (e.g., symptoms that can include: rapid heartbeat, hallucinations, confusion, panic, anxiety, and/or extreme paranoia)<sup>60</sup> and is documented in the following section.

## FINDINGS

- Mortality data from all deaths occurring in Michigan from 2004–2017 are contained in the Michigan Resident Death File.<sup>61</sup>
- Cannabis poisoning was recorded as a primary cause of death for fewer than 6 deaths between 2004–2017 out of a total of 1,272,204 deaths during that entire time period.
- Cannabis poisoning was recorded as related to the cause of death for 45 total deaths during the same time period.

## CONCLUSIONS

- Cannabis poisoning as the primary cause of death is extremely rare, and is only slightly higher when examined as a related to the cause of death.
- Improved efforts are needed for tracking cannabis-involvement in deaths via more uniform toxicology testing.

# SUICIDES AND HOMICIDES

## INTRODUCTION

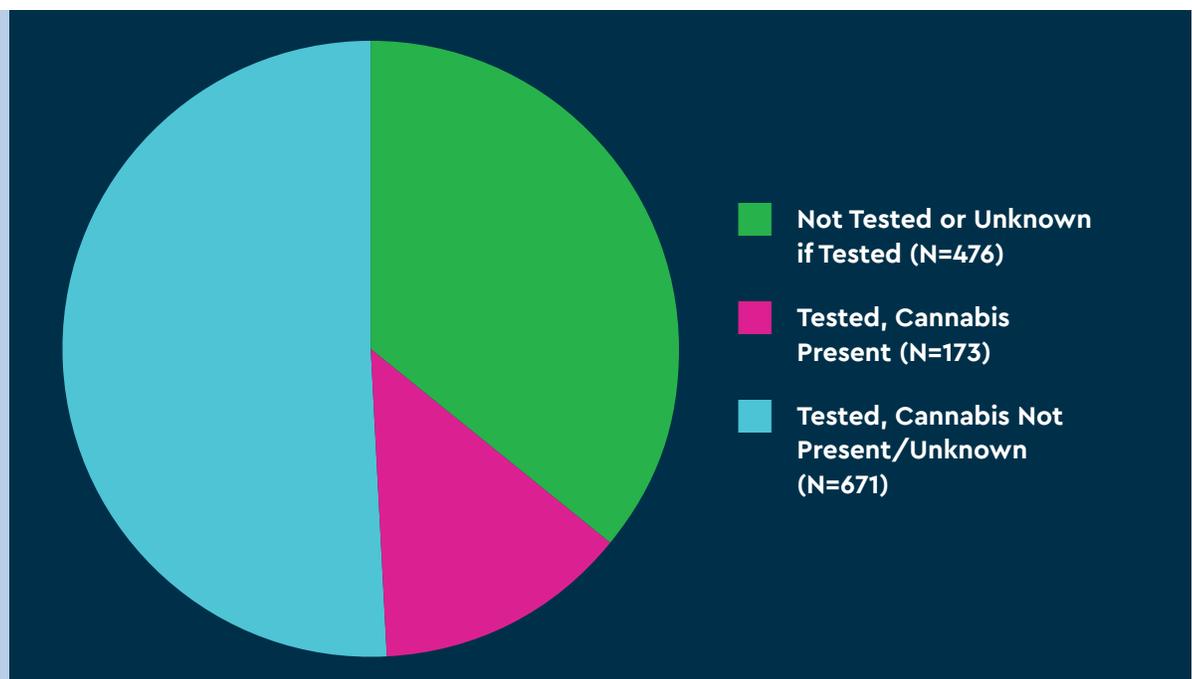
The following section provides information on cannabis as it relates to violent deaths (i.e., suicides, homicides). Prior research has documented some links between cannabis consumption and an increased risk for suicide,<sup>62</sup> whereas data regarding the relationship of cannabis with homicide death is less clear.<sup>63</sup> Data on violent death come from the Michigan Violent Death Reporting System (MiVDRS),<sup>64-66</sup> which follows the CDC definition of violent death used by all states for the National Violent Death Reporting System (NVDRS). This section presents data on findings for cannabis on toxicology testing among Michigan suicide and homicide deaths. It is important to note that the presence of cannabis at the time of death does not provide any causal evidence regarding cannabis as a contributor to homicide or suicide outcomes.

## FINDINGS

### Cannabis Testing Results for Michigan Suicide Deaths in 2016

- In 2016, there were a total of 1,320 suicide deaths in Michigan (See figure 22).
- Of these, 67.0% (n=885) had any toxicological information, with 95.3% (n=844) of those containing information about cannabis toxicology specifically.
- 20.5% of the 844 tested cases were positive for cannabis.
- In 2016, males comprised 77.9% (n=1,029) of all suicide deaths in Michigan. Among the 636 male suicide decedents who were tested for cannabis, 22.2% tested positive. With respect to female decedents (n=291), among the 211 who were tested for cannabis, 15.2% tested positive.
- Among suicide decedents, 79.2% of adolescents (12–17 year-olds), 62.9% of young adults (18–25 year-olds), and 63.3% of adults over age 25 were tested for cannabis. Of those tested, 16.7% of adolescents, 40% of young adults, and 17.7% of adults over age 25 were positive for cannabis.

FIGURE 22:  
Cannabis  
Testing  
in Suicide  
Deaths in  
Michigan  
in 2016  
(N=1,320)



## Cannabis Testing Results for Michigan Homicide Deaths in 2016

- In 2016, there were 616 homicides (including resulting from legal intervention) in Michigan among people aged 12 years and older (See figure 23). Medical examiner case files are available for 570 (92.5%) of these cases with 514 (90.2%) reporting toxicology findings.
- 499 cases with toxicology reports were tested for cannabis, with 53.9% testing positive for cannabis.
- Males accounted for 79.4% (n= 489) of the homicide deaths. Out of the 400 males with toxicological testing on cannabis, 60.3% tested positive for cannabis. Among females, 126 died as a result of homicide in 2016. Among the 99 females (78.6%) tested for cannabis, 28.3% tested positive for cannabis.
- Among homicide decedents, 83.8% of young adults (18–25 year-olds) and 80.0% of adults over age 25 were tested for cannabis. Out of those tested for cannabis, 70.0% of young adults and 50.3% of adults over age 25 tested positive for cannabis. (We note that due to small numbers, subgroup reporting for adolescents was not advised.)

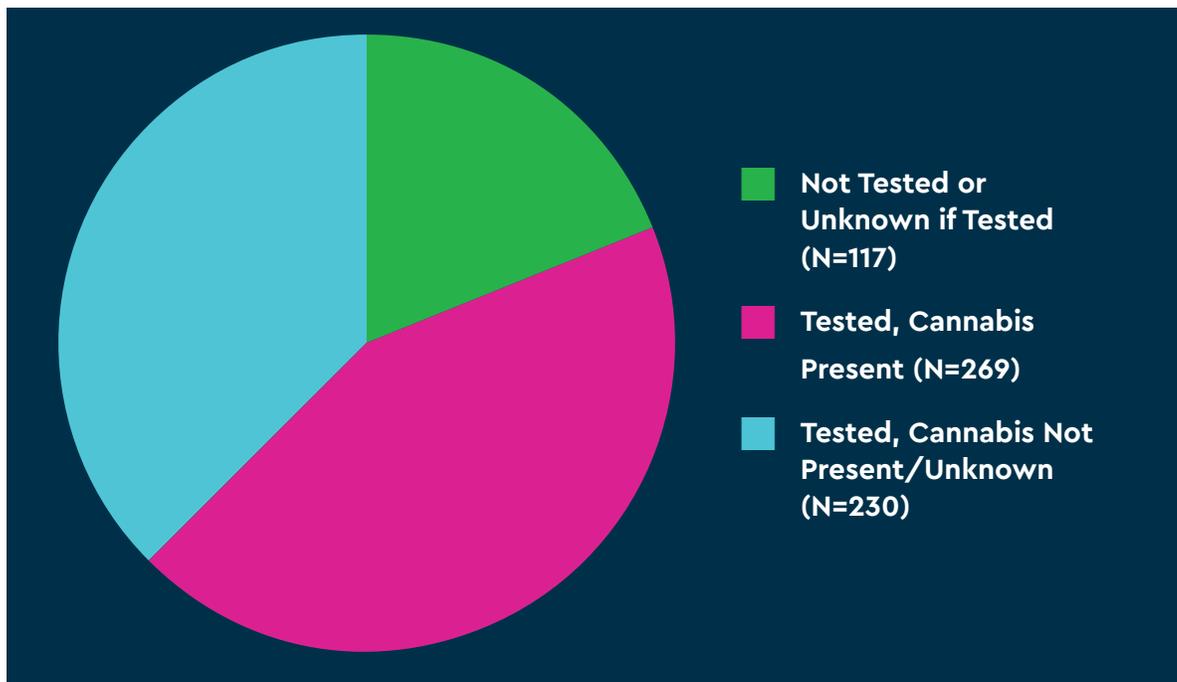


FIGURE 23:  
**Cannabis Testing in Homicide Deaths in Michigan in 2016 (N=616)**

## CONCLUSIONS

- Toxicology testing among suicide and homicide decedents shows a marked prevalence of cannabis use, namely about one in five suicides and about half of homicides, and was particularly common among males and young adults.
- Although the causes of suicide and homicide are complex, suicide and violence prevention programs could potentially benefit from addressing cannabis use to help mitigate risk.

# HEALTHCARE UTILIZATION

## INTRODUCTION

Given the prior state-level legalization of cannabis for approved medical conditions in 2008 and the more recent legalization of recreational cannabis in 2018, coupled with trends showing the rising prevalence of cannabis use in Michigan, there are concerns about the potential for adverse health effects among Michigan's citizens. Emergency department (ED) visits and inpatient hospitalizations are important indicators of the acute health consequences experienced by those who use cannabis and are critical to track over time with the changes in cannabis legislation. Cannabis-related ED visits have been noted to be increasing nationally, with the largest increases among adolescent (12–17 years) populations.<sup>67</sup> In addition, cannabis use disorder (CUD) is a potential consequence of ongoing cannabis use for some individuals. Substance use disorder treatment utilization data can provide an indicator of the scope of CUD in the treatment system, although treatment rates for individuals with CUD are generally low.<sup>68</sup> The following sections provide an overview of the limited information that is available in Michigan regarding indicators of cannabis-related healthcare utilization.

## FINDINGS

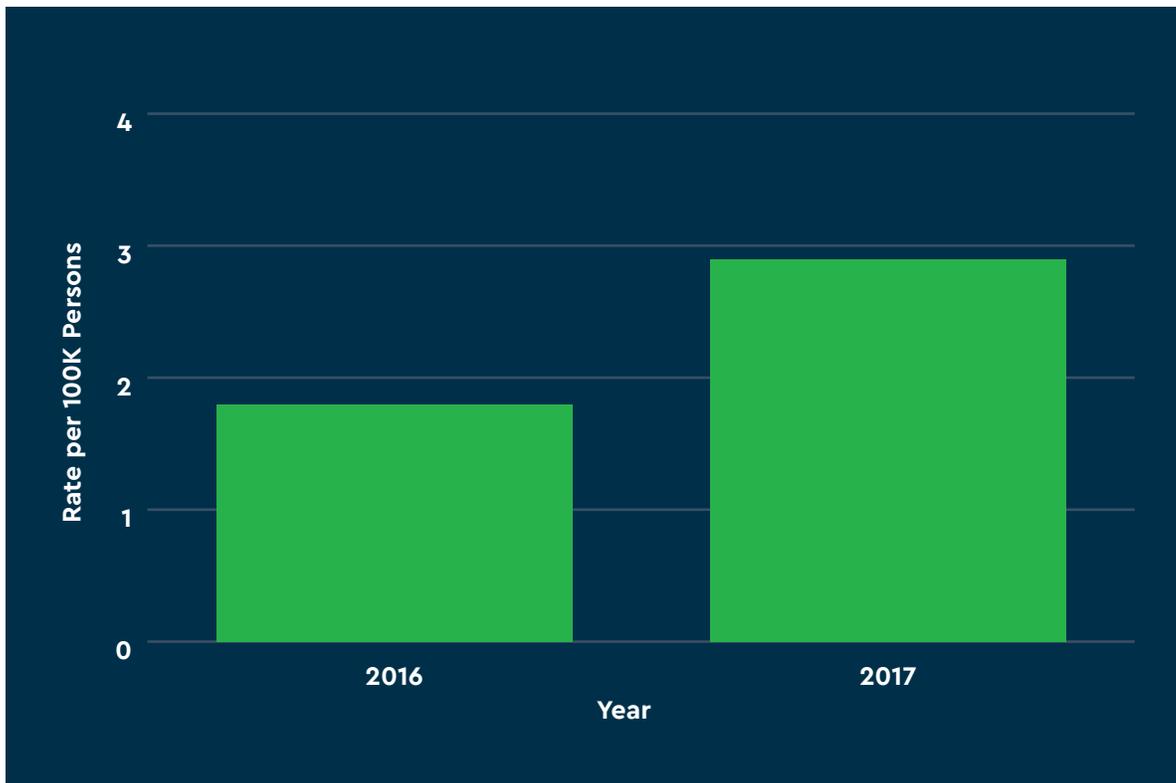
### Emergency Department Visits

Emergency Department (ED) data has been compiled from the Michigan Outpatient Database (MODB)<sup>69</sup> at Michigan Health and Hospital Association-member (MHA) acute-care hospitals. The Michigan Health and Hospital Association is the statewide leader representing all community hospitals across Michigan. The MODB catalogs all healthcare visits discharged from the ED at Michigan Health and Hospital Association-member acute-care hospitals located in Michigan, which cover approximately 89–91% of all hospitals in the state. The MODB includes patient demographic information as well as diagnosis and procedure codes associated with each visit. Rates of cannabis-related diagnoses among ED patients seeking care at Michigan hospitals in 2016 and 2017 are presented on the next page.

Adverse effects of cannabis use include undesirable symptoms related to acute toxicity, including mild anxiety, agitation, decreased coordination, slowed reaction time, nausea, and lethargy. These symptoms exist on a spectrum with cannabis poisoning, which is characterized by more severe toxicity symptoms, including mental status changes (e.g., delirium, delusions, hallucinations), amnesia, agitation, problems with coordination and reaction time, decreased steadiness, slurred speech, tachycardia, and nausea/vomiting.<sup>70</sup> The data below includes ED visits with a diagnosis of adverse effects related to cannabis use. This is followed by data demonstrating ED visits with a diagnosis of cannabis poisoning that resulted from intentional (self-harm), unintentional (accidental), assault, and undetermined mechanisms. Note that adverse cannabis effects and cannabis poisoning are specific diagnoses and clinicians may use more generic diagnoses to describe underlying symptoms (e.g., vomiting, mental status changes) associated with toxicity. Thus, rates of ED visits related to adverse effects of cannabis may be an underestimate. Note that rates in this section of the report are calculated as the rate of ED visit per 100,000 people in the general Michigan population.

## Adverse Effects of Cannabis Use

- In Michigan, ED visits with a diagnosis of adverse effects related to cannabis use increased from 1.8 to 2.9 per 100,000 persons from 2016 to 2017 (See figure 24).
- In 2016, people aged 15–24 years accounted for the largest percentage of ED visits where adverse effects of cannabis was listed as a diagnosis (37.0%); but in 2017, people aged 25–34 years comprised the highest percentage (33.1%).
- Males were responsible for 60.2% of ED visits in 2016 and 53.4% in 2017 where adverse effects of cannabis use comprised a diagnosis.

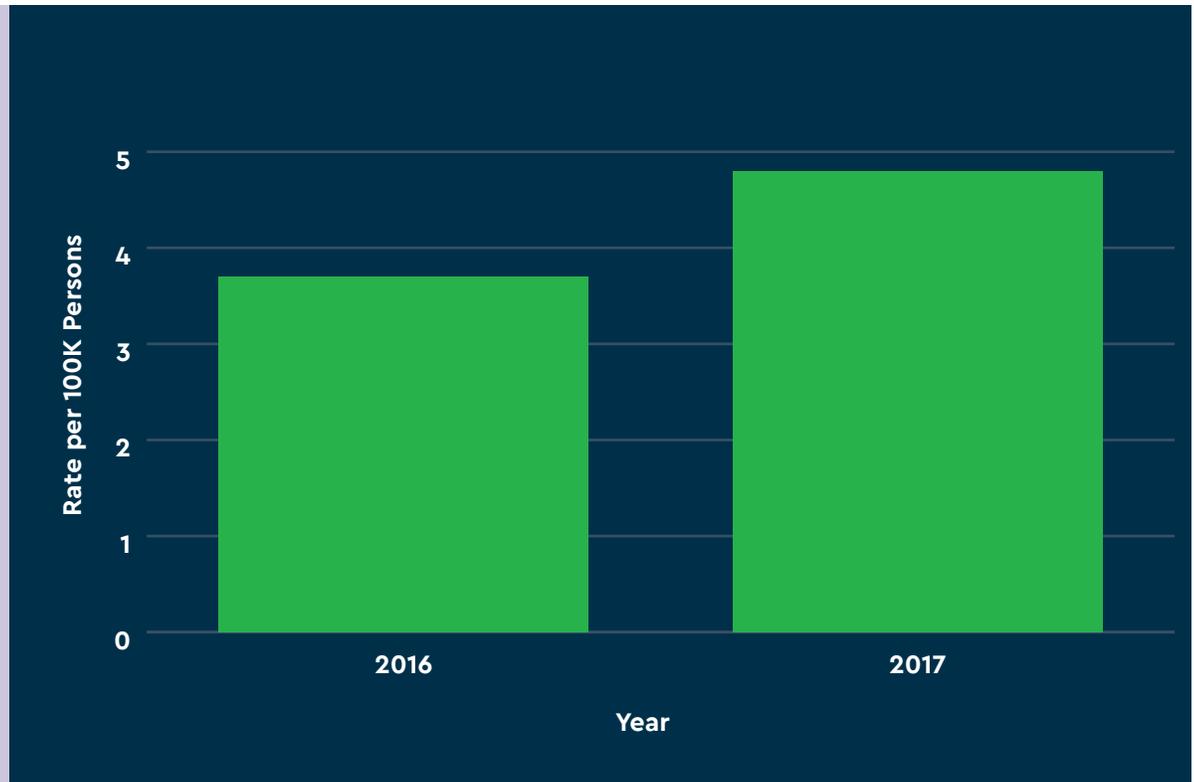


**FIGURE 24:**  
Rates of  
ED Visits  
Involving  
Adverse  
Effects of  
Cannabis Use  
as Any Listed  
Diagnosis

### Cannabis Poisoning

- In Michigan, ED visits with the diagnosis of cannabis poisoning increased 29.7% from 3.7 per 100,000 persons in 2016 to 4.8 per 100,000 in 2017 (See figure 25).
- Young adults aged 15–24 years comprised the largest proportion of ED visits where cannabis poisoning was included as a diagnosis (2016: 34.9%; 2017: 33.3%).
- Males were responsible for 55.1% of ED visits in 2016 and 52.7% of ED visits in 2017 where cannabis poisoning was a diagnosis.

FIGURE 25:  
Rates of ED  
Visits Involving  
Cannabis  
Poisoning as  
Any Listed  
Diagnosis



## Cannabis-related Disorders

- Cannabis-related disorders diagnosed at the time of a Michigan ED visit reflect cannabis abuse and dependence (i.e., cannabis use disorders) as well as cannabis use, in general, with or without associated complications (e.g., acute intoxication, psychological impairment).
- In Michigan, ED visits with the diagnosis of a cannabis-related disorder, increased 4.0% from 312.3 to 324.8 per 100,000 persons from 2016 to 2017, respectively (See figure 26).
- Adults aged 25–34 years comprised the largest proportion of ED visits where a cannabis-related disorder was included as a diagnosis (2016: 27.6%; 2017: 28.5%).
- Males accounted for 58.0% of ED visits in 2016 and 57.3% in 2017 where cannabis-related disorders comprised a diagnosis.

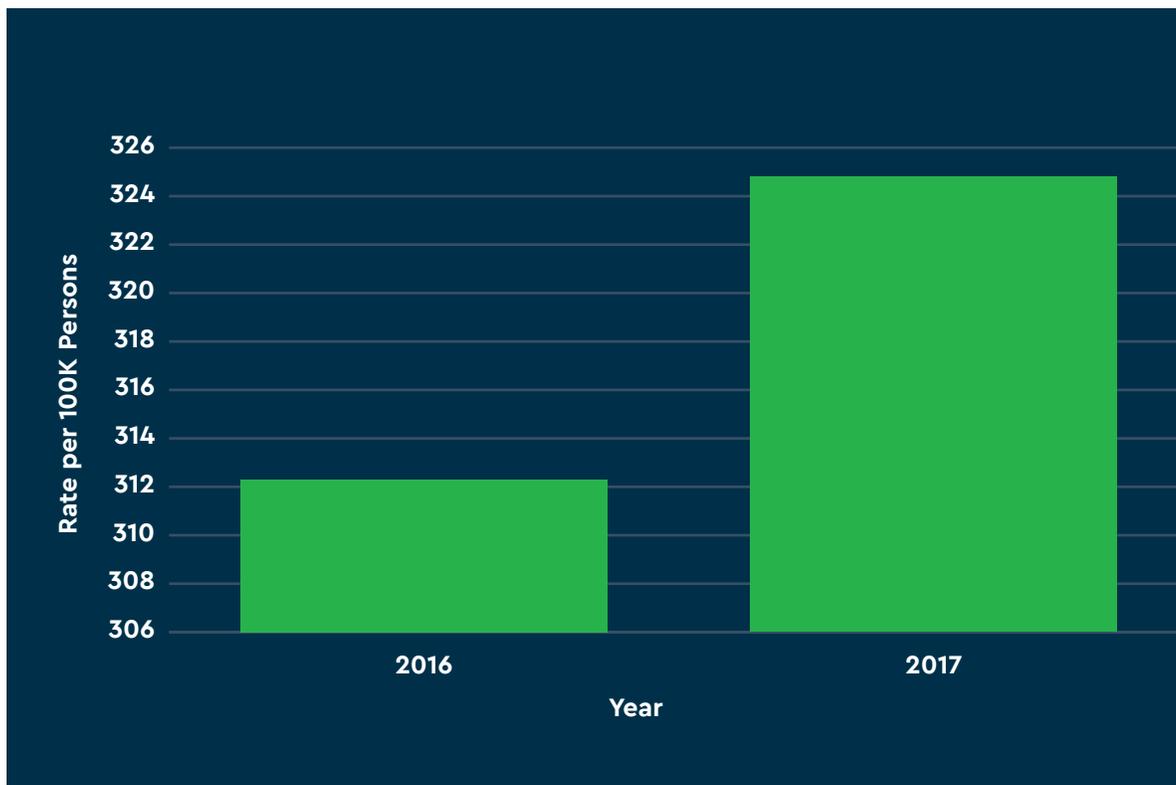


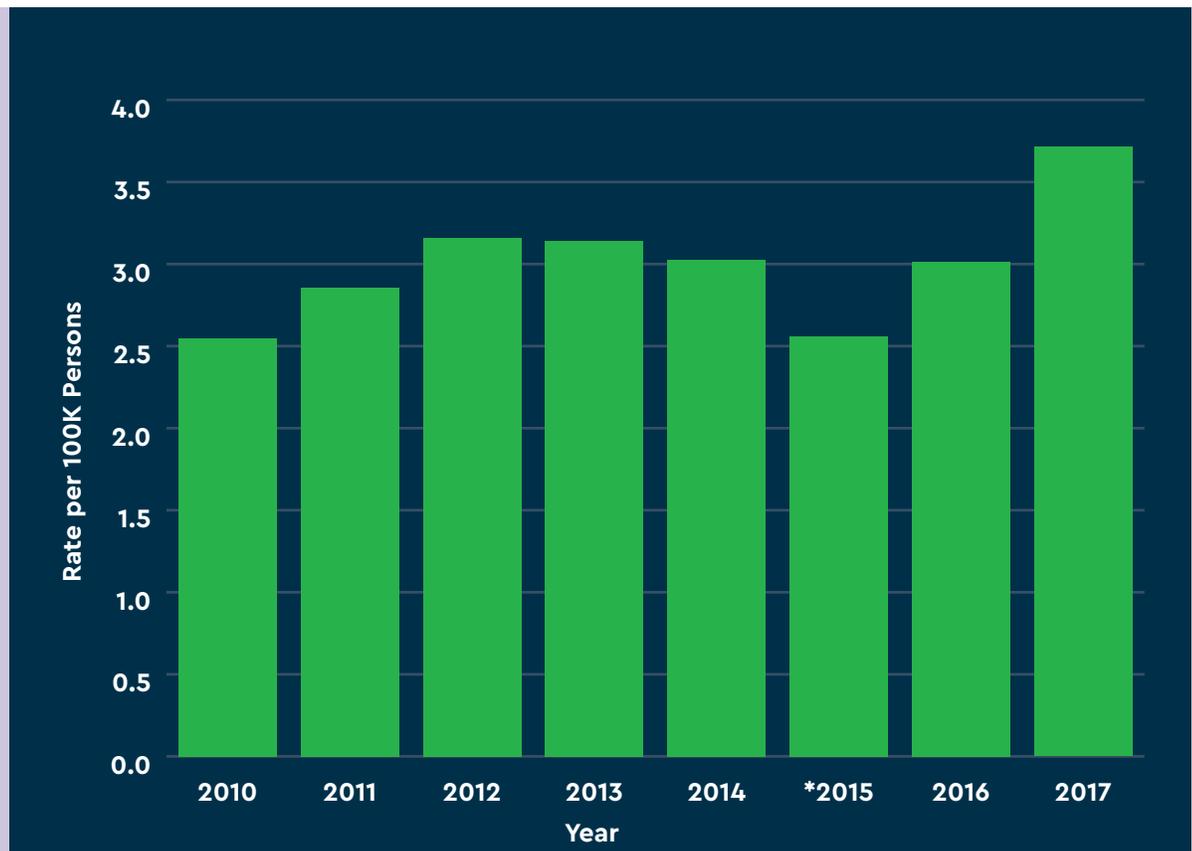
FIGURE 26:  
Rates of ED  
Visits Involving  
Cannabis-  
related  
Disorders as  
Any Listed  
Diagnosis

## Inpatient Hospitalizations

Michigan hospitalization data obtained from the Michigan Inpatient Database (MIDB)<sup>71</sup> includes all inpatient hospital admissions from 2010 to 2017 at Michigan Health and Hospital Association-member hospitals. The MIDB catalogs all inpatient hospital admissions at MHA-member hospitals located in Michigan, which comprises approximately 94–95% of all hospitalizations statewide. The MIDB includes patient demographic information as well as diagnosis and procedure codes associated with each inpatient visit. We describe the rates below for various cannabis-related diagnoses given to inpatient hospitalizations. However, caution is warranted in interpreting rates prior to and after 2015, as any observed changes may have been impacted by the transition in the International Classification of Diseases (ICD) coding system.

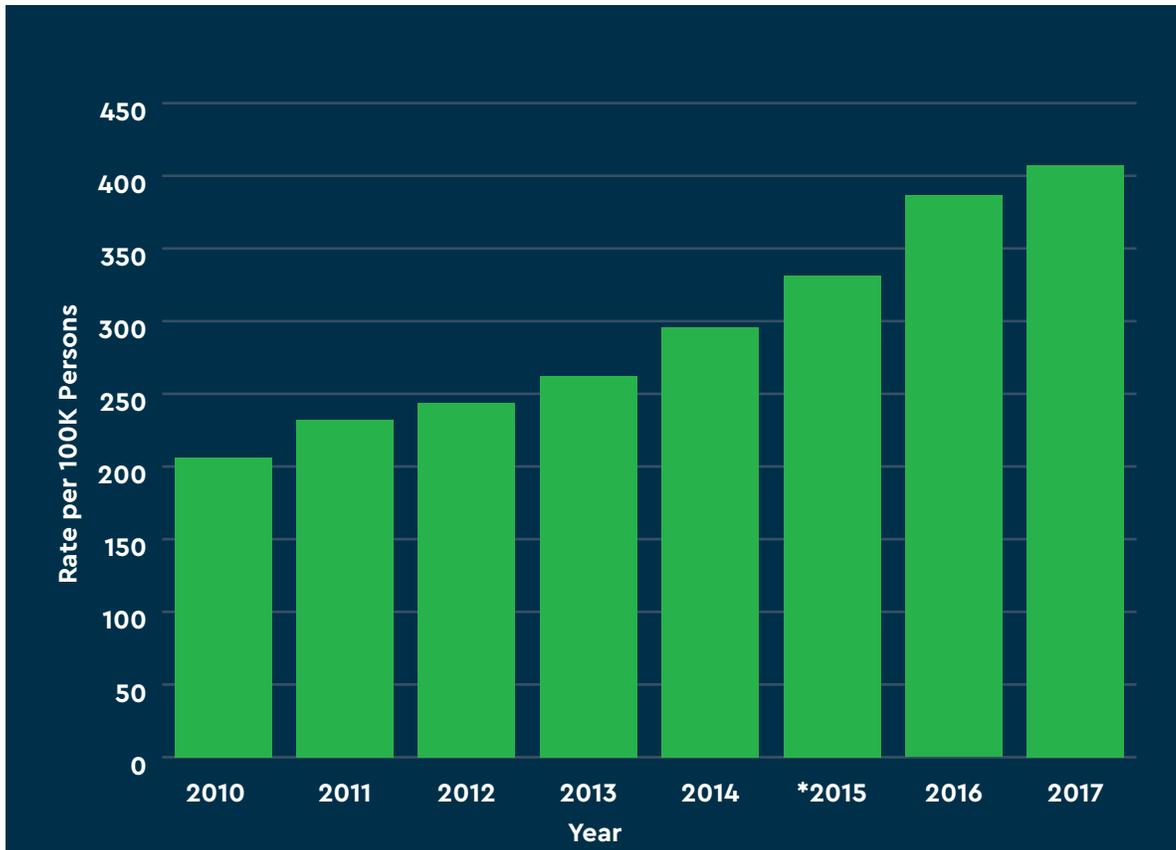
- The data presented below includes hospitalizations resulting from a diagnosis of cannabis poisoning, including those resulting from intentional (self-harm), unintentional (accidental), assault, and undetermined injury-related mechanisms.
- Rates of hospitalization for cannabis poisoning (as any listed diagnosis) were lowest in 2010 (i.e., 2.5 per 100,000 persons) and highest in 2017 (i.e., 3.7 per 100,000 persons); rates increased from 2010 (2.5 per 100,000) to 2012 (3.1 per 100,000), decreased over the next few years to 2.5 per 100,000 in 2015, and increased nearly 1.5 times by 2017 (3.7 per 100,000) (See figure 27). However, changes from 2015 onward may be affected by transition of the ICD system in 2015.
- Youth aged 15–24 years (29.6%) and males (59.7%) made up the largest proportion of these hospitalizations.

FIGURE 27:  
Rates of  
Inpatient  
Hospitalizations  
Involving  
Cannabis  
Poisoning as  
Any Listed  
Diagnosis



\*The transition to the new ICD coding system occurred in 2015.

- Inpatient hospitalizations with a cannabis-related disorder as any listed diagnosis can reflect cannabis abuse and dependence (i.e., cannabis use disorders) as well as cannabis use with or without an associated complication (e.g., acute intoxication, psychological impairment).
- The rate of inpatient hospitalizations involving cannabis-related disorders nearly doubled from 2010 (206.4 per 100,000 persons) to 2017 (407.0 per 100,000 persons) (See figure 28).
- Males and adults aged 25–34 years comprised the largest proportion of people who had hospitalizations each year involving cannabis-related disorders.



**FIGURE 28:**  
**Rates of Inpatient Hospitalizations Involving Cannabis-related Disorders as Any Listed Diagnosis**

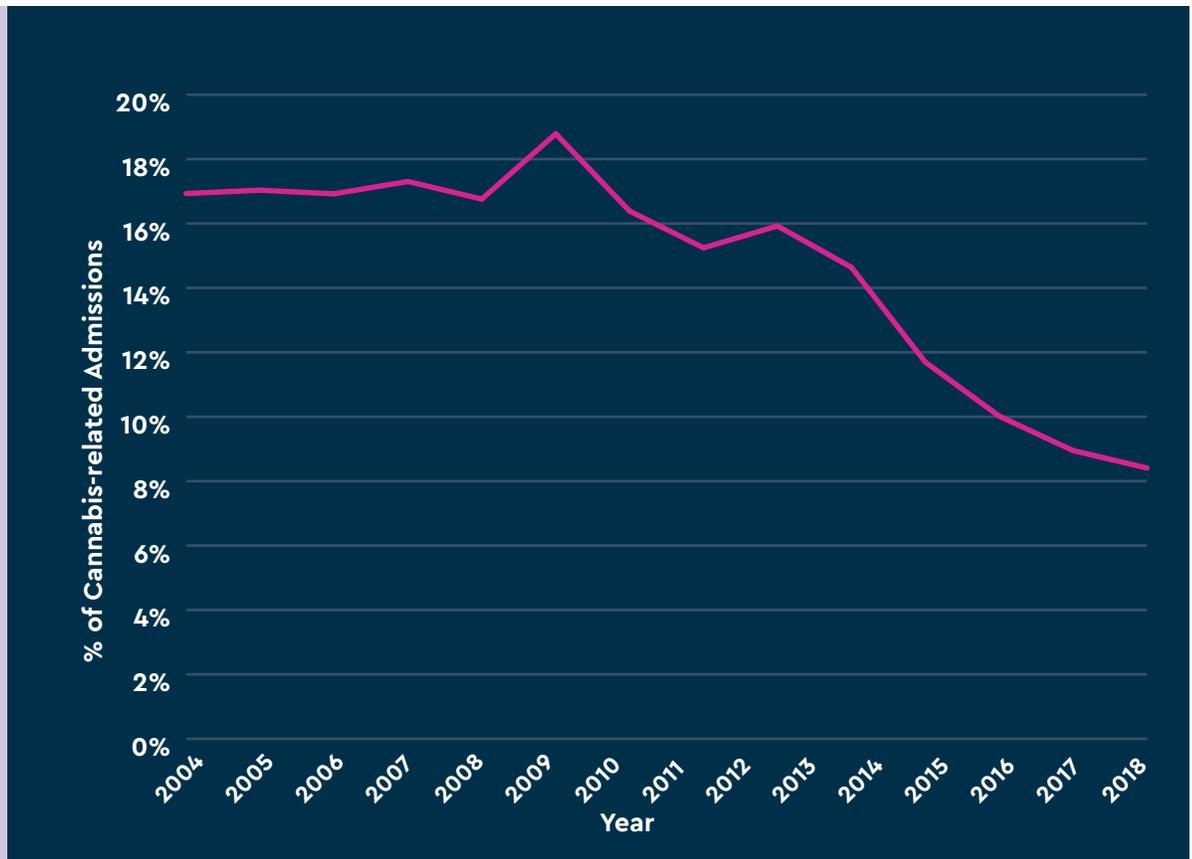
*\*The transition to the new ICD coding system occurred in 2015.*

## Substance Use Disorder Treatment

In the U.S., few people with cannabis use disorders receive substance use disorder treatment. According to the 2017 National Survey on Drug Use and Health (NSDUH), fewer than 10% of individuals 12 years and older with a cannabis use disorder received treatment.<sup>72</sup> Thus, it is important to note that data pertaining to treatment admissions in the state of Michigan does not necessarily represent the entire population with a CUD diagnosis and/or the entire population that could potentially benefit from treatment. The Michigan Treatment Episode Data Set (TEDS), provided by the Michigan Department of Health and Human Services (MDHHS) to the Michigan High Intensity Drug Trafficking Area (HIDTA) team from 2005 through 2018, provides data on substance use treatment service utilization across programs receiving state alcohol/drug agency funding, including federal block grants. These programs can provide a range of services across levels of care from admission to detoxification to outpatient or residential programs and may also include medication assisted therapies (MAT).

- While the total number of substance use treatment admissions increased by 3.7% from 2005 to 2018 (from 69,775 to 72,330), the percentage of cannabis-related admissions decreased by 48.5% during the same time period (See figure 29).
- The percentage of all substance use treatment admissions that were cannabis-related peaked in 2010 (18.8%), but has decreased overall from 16.9% in 2005 to 8.4% 2018.<sup>73</sup>

FIGURE 29:  
Percentage  
of Substance  
Use Treatment  
Admissions  
Related to  
Cannabis, by  
Year



- The population rate of cannabis-related admissions decreased overall from 2005 to 2018 with the highest being 123.2 per 100,000 in 2006 and the least being 60.8 per 100,000 in 2018<sup>73</sup> (See figure 30).



**FIGURE 30:**  
**Population Rate**  
**of Substance**  
**Use Treatment**  
**Admissions**  
**Related to**  
**Cannabis, by**  
**Year per 100K**

Recent annual online Michigan TEDS data<sup>74</sup> for the years 2014 to 2018, allows for examination of substance use disorder treatment admissions within different age groups.

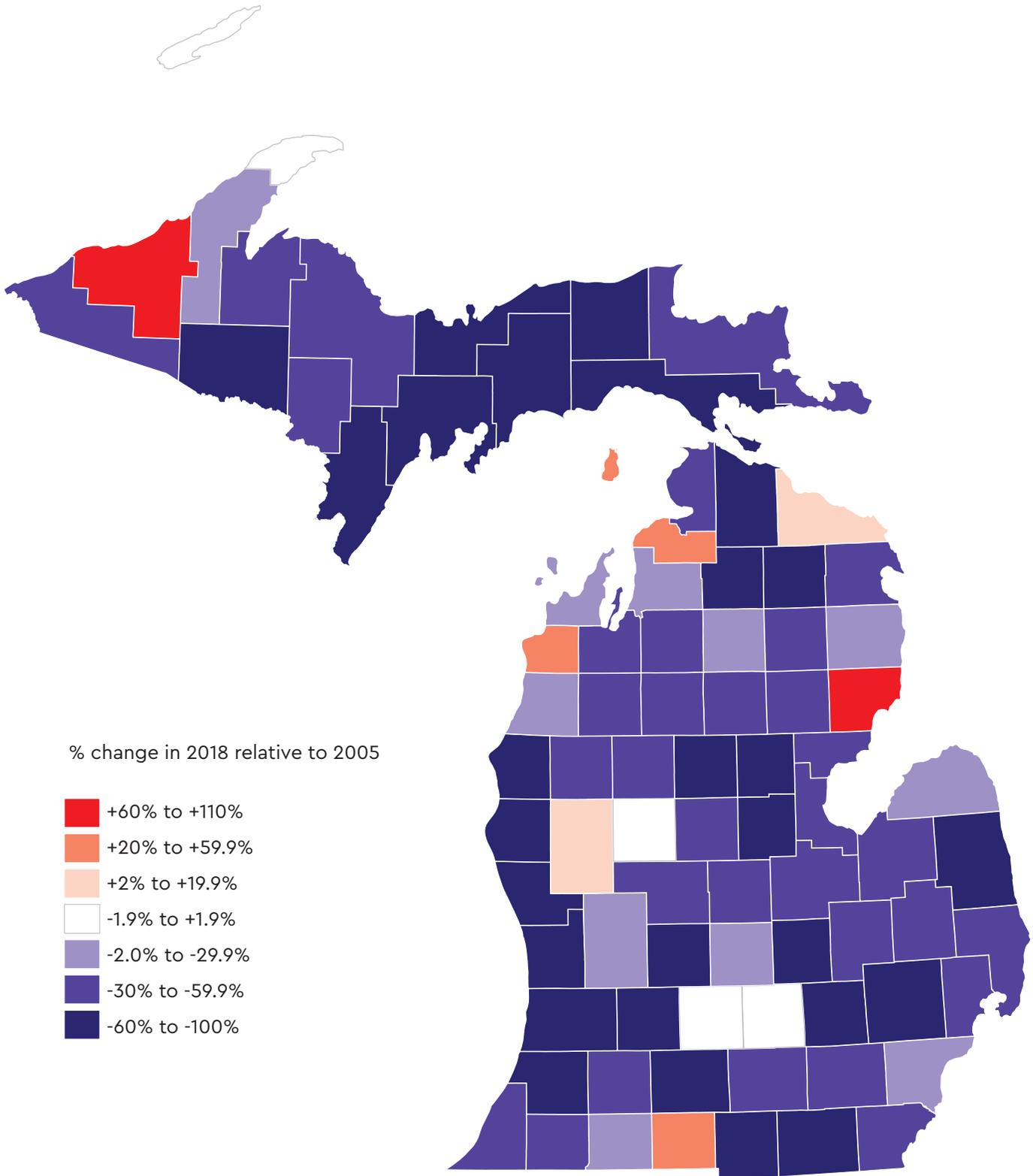
- Adolescents (ages 12–17) with cannabis as their primary substance listed at treatment admission comprised 2.7% of treatment admissions in 2014, declining to 1.2% in 2018, a 55.6% decrease.
- Young adults (ages 18–25) comprised 4.9% in 2014, declining to 2.6% in 2018, a 46.9% decrease.
- Adults (aged 26 and older) comprised more treatment admissions with 6.3% in 2014, declining to 4.2% in 2018, a 33.3% decrease.
- TEDS data from 2018 indicates that 64% of those seeking treatment related to cannabis were men and the remaining 36% were women.



The Michigan Treatment Episode Data Set provided by MDHHS to HIDTA (2005 through 2018 data),<sup>73</sup> was used to create a map depicting the percentage change in the rate of cannabis-related substance use treatment admissions (2018, relative to 2005) (See figure 31). Darker red colors indicate an increase in treatment admissions and darker purple colors indicate a decrease in admissions.

- Eleven counties (Alcona, Clinton, Eaton, Houghton, Ingham, Keweenaw, Leelanau, Mecosta, Newaygo, Presque Isle, Wayne) had relatively little change (<20% change in either direction).
- Five counties saw >20% increases in treatment admissions: Branch (26.9%), Benzie (49.5%), Charlevoix (55.9%), Iosco (110.3%), Ontonagon (90.9%).
- The largest reduction was 97.5% (Menominee county). Other major counties showing reductions were, Oakland (-62.9%), Muskegon (-71.5%), Monroe (-38.2%), and Macomb (-37.2%).
- The largest county in the state, Wayne county, which includes Detroit, showed a reduction of 7.5% in 2018 relative to 2005.

**FIGURE 31:**  
**Percentage Change in the 2018 Cannabis Treatment Admissions Rate, Relative to the 2005 Rate**



## CONCLUSIONS

- Because only two years of data were provided, conclusions regarding time trends in ED visits related to cannabis are limited, though initial evidence suggests that ED visit diagnoses that include adverse effects of cannabis use, cannabis poisoning, and/or cannabis-related disorders have increased. These types of ED visits will be important to monitor over time, especially given that recreational legalization that could increase access to more high potency cannabis products.
- Inpatient hospitalizations (2010–2017) involving cannabis poisonings have increased, which highlights the need for decreasing unintentional access/ingestion, as well as prevention programs addressing adolescents' and young adults' risky use, especially as higher potency cannabis-containing products (e.g., edibles) become available for recreational purchase.
- Substance use disorder treatment admissions for cannabis as the primary drug associated with admission have decreased in state programs. This could reflect reductions in treatment availability during the rise of the opioid epidemic.
- Epidemiological data (see pages 26–29) indicates that cannabis use disorders are declining statewide. Consistent with these findings, state substance use disorder treatment admissions for cannabis as the primary drug associated with admission have decreased. Nonetheless, treatment services are drastically underutilized by those with cannabis use disorders,<sup>75</sup> with only a small minority of affected individuals receiving treatment. Thus, increased access to healthcare services for those with cannabis use disorder remains a priority.<sup>72</sup>
- While changes in admissions for cannabis use disorders in certain counties could relate to changes in funding priorities or availability of treatment beds and/or changes in the rates of other substance use disorders (e.g., opioid use disorders), data were not available to address this question. Additional data should be collected in future studies to clarify these findings.

# CRIMINAL JUSTICE AND LEGAL SYSTEM DATA

## INTRODUCTION

The ways in which cannabis use, cultivation, and sales intersect with the legal and criminal justice systems are complex, given the changing policies and tension between state and federal laws. The sections below review information pertaining to cannabis-related legal charges and convictions, law enforcement seizures of illegally produced cannabis products, as well as information on trafficking of cannabis and parcel seizures.

## FINDINGS

### Cannabis-related Charges and Convictions

Before the enactment of the Michigan Regulation and Taxation of Marihuana Act (MRTMA) on December 6, 2018, possession and use of cannabis for recreational purposes was illegal at the state-level (i.e., only individuals with medical certification from the State of Michigan could possess and use cannabis), and it remains illegal for those under the age of 21. Thus, criminal justice information, such as trends in cannabis-related convictions, provide important state-level information about the context of cannabis as it relates to the criminal justice system in Michigan. It will be critical to continue to monitor these data in future years, especially as it relates to the impact of MRTMA on important cannabis-related criminal justice outcomes. Data from the Michigan State Court Administrative Office's Judicial Data Warehouse (JDW) provides critical cannabis-related criminal justice information from individuals charged in the adult courts system. Cannabis-related charges include any offense related to the possession, use, manufacturing, delivery, or distribution of cannabis products. Examples include possession of cannabis and delivery/manufacture of cannabis.

- The number of cannabis-related charges filed in Michigan increased overall during the timeframe from 2012 (18,956) to 2018 (19,406) with the number of charges peaking in 2016 (22,992) (See figure 32).

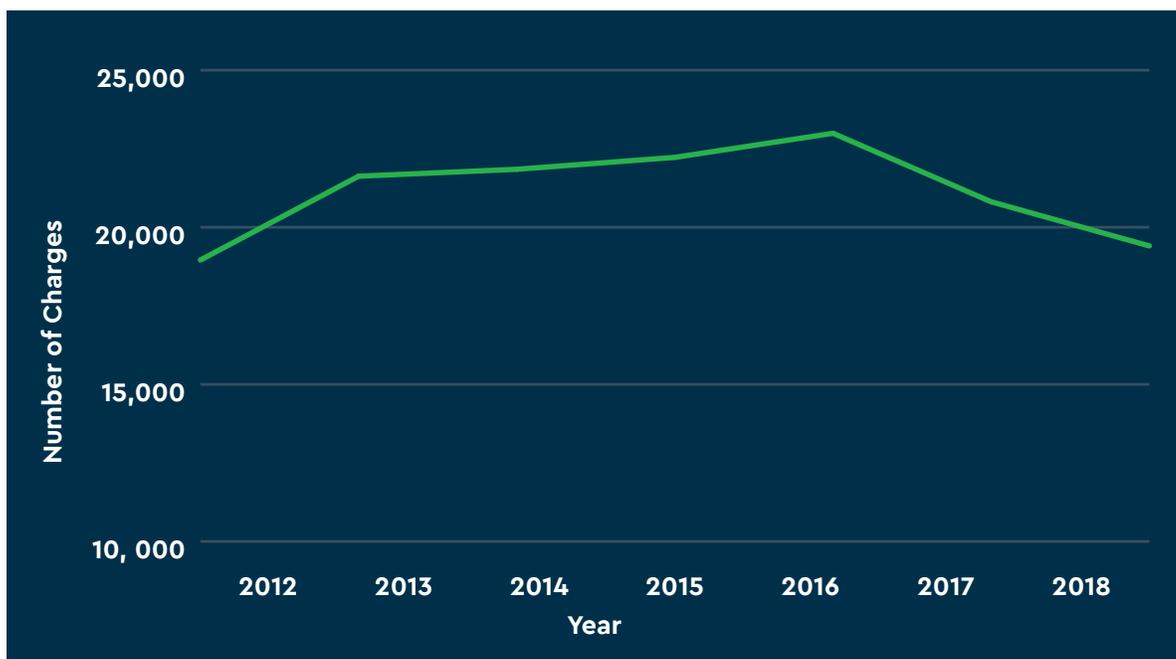
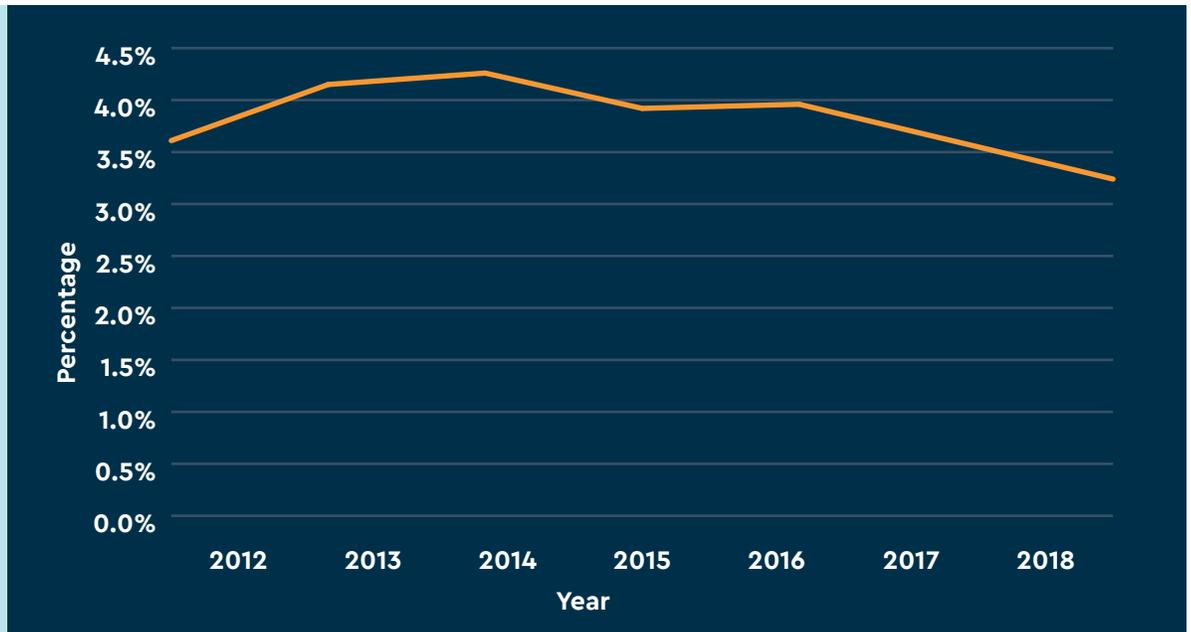


FIGURE 32:  
Cannabis-related  
Charges in  
Michigan

- Of the nearly 2.5 million misdemeanor and felony convictions (from 2012 to 2018) in Michigan, 3.8% (95,838) were cannabis-related convictions with 2.0% (50,772) including a cannabis-related conviction with a concurrent felony conviction (See figure 33).
- From 2012 to 2018, 53% of cannabis-related convictions involved a concurrent felony conviction.
- The percentage of cannabis-related convictions among all convictions was highest in 2014 (4.2%) and lowest in 2018 (3.2%).

**FIGURE 33:**  
**Cannabis-related Convictions as a Percentage of All Misdemeanor and Felony Convictions in Michigan**





## Cannabis Seizures by Michigan HIDTA Task Force Teams

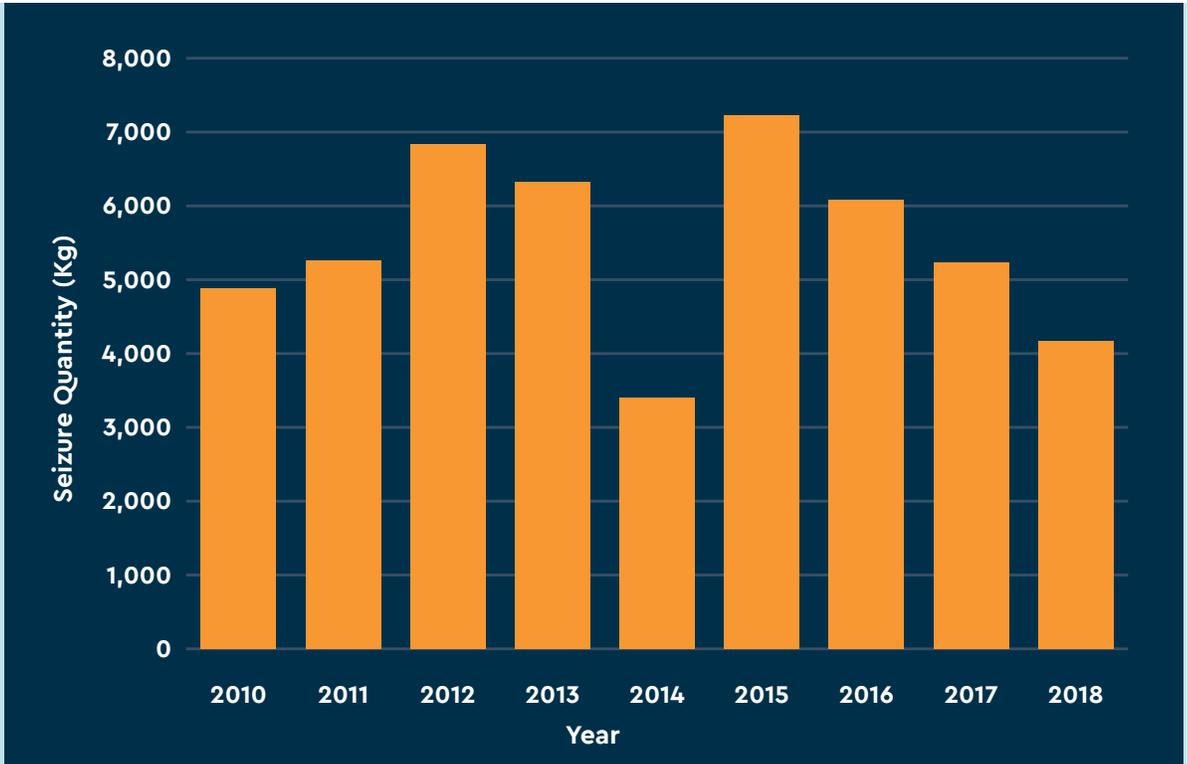
Drug seizure data provide important contextual information regarding cannabis cultivation and law enforcement seizures. Michigan has large areas of uncultivated land, and cannabis is grown across the state. Grow operations in the state have been found in the Upper and Lower Peninsulas on state and federal land, as well as farmland and other land owned by private individuals and companies.<sup>76</sup> Data presented below comes only from seizures made and reported by Task Force Teams sponsored by the Michigan High Intensity Drug Trafficking Areas (HIDTA), and provide important information, including trends, regarding cannabis seizures in Michigan.<sup>77</sup>

To provide some background,<sup>78,79</sup> HIDTA programs were created by Congress as part of the Anti-Drug Abuse Act of 1988 and are administered by the Office of National Drug Control Policy. HIDTA initiatives occur in localities identified as critical drug-trafficking corridors. The Michigan corridor comprises 12 counties and about 6.3 million people (about 63% of the state population), has an international border (Canada), and is critically located along major interstate routes between the Chicago and New York City drug markets. HIDTA programs seek to identify and remove drug trafficking and money laundering organizations (DTOs and MLOs) and in 2018 involved 126 partnering federal, local, and state agencies. The local Michigan HIDTA encompasses seven major drug markets: Detroit, Flint, Grand Rapids, Kalamazoo, Muskegon, Port Huron, and Saginaw. Note that the data provided below regarding HIDTA seizure activities does not include seizures made by every law enforcement agency in the state.

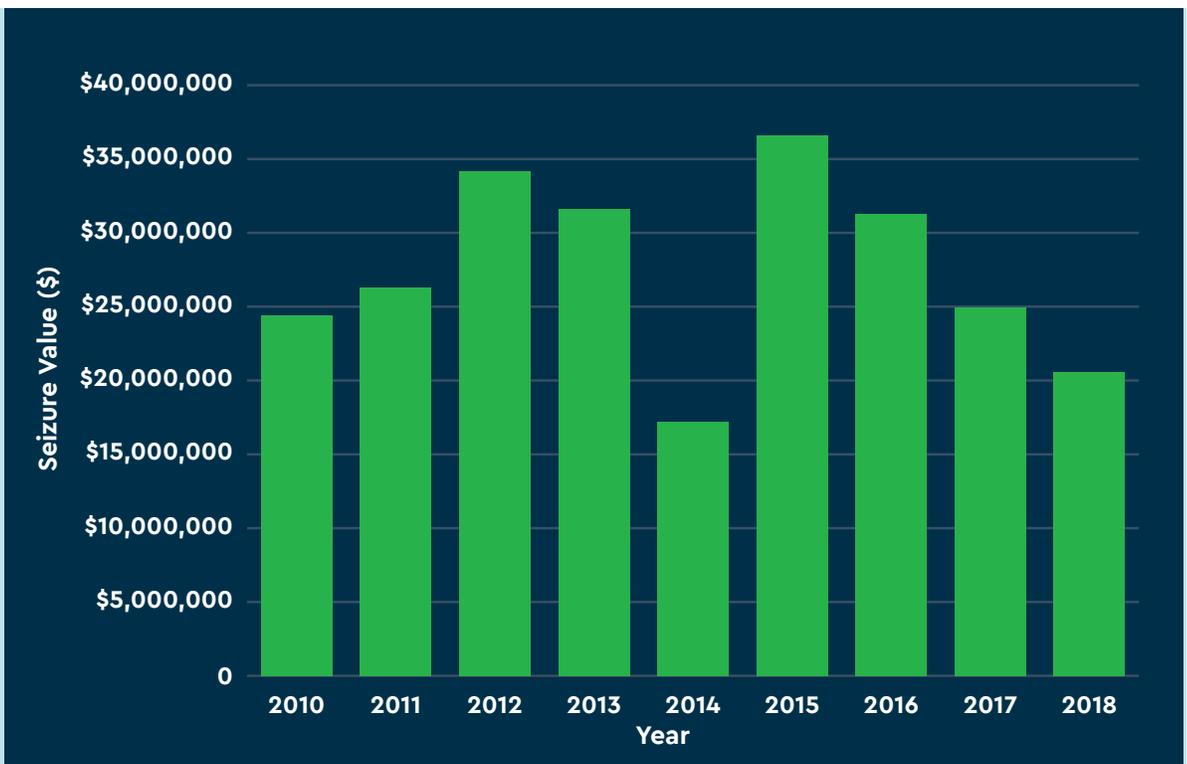
- Based on information from the Michigan HIDTA Threat Assessment, the majority of cannabis grow operations in Michigan are indoor grow operations on private property.<sup>78</sup>
- Overall, the trend for indoor grown cannabis plant seizures by Michigan HIDTA teams fluctuated from 2010 to 2018.

- The Michigan HIDTA teams seized 4,886 kilograms (worth \$24.4 million) of indoor grown cannabis plants in 2010. The seizures dropped in 2014 (3,398 kilograms worth \$17.2 million) but increased again in 2015 (7,226 kilograms worth \$36.6 million) and then declined steadily to 4,173 kilograms (worth \$20.5 million) in 2018 (See figure 34 and figure 35).

**FIGURE 34:**  
**Total Weight (Kg) of Indoor Cannabis Plant Seizures by Michigan HIDTA Teams, by Year**



**FIGURE 35:**  
**Total Dollar Value of Indoor Cannabis Plant Seizures by Michigan HIDTA Teams, by Year**



- Trends for outdoor grown cannabis plant seizures decreased from 21,418 kilograms (worth \$74.9 million) in 2010 to 686 kilograms (worth \$3.3 million) in 2018 in part due to the demand for indoor grown cannabis with a higher THC potency (See figure 36 and figure 37).

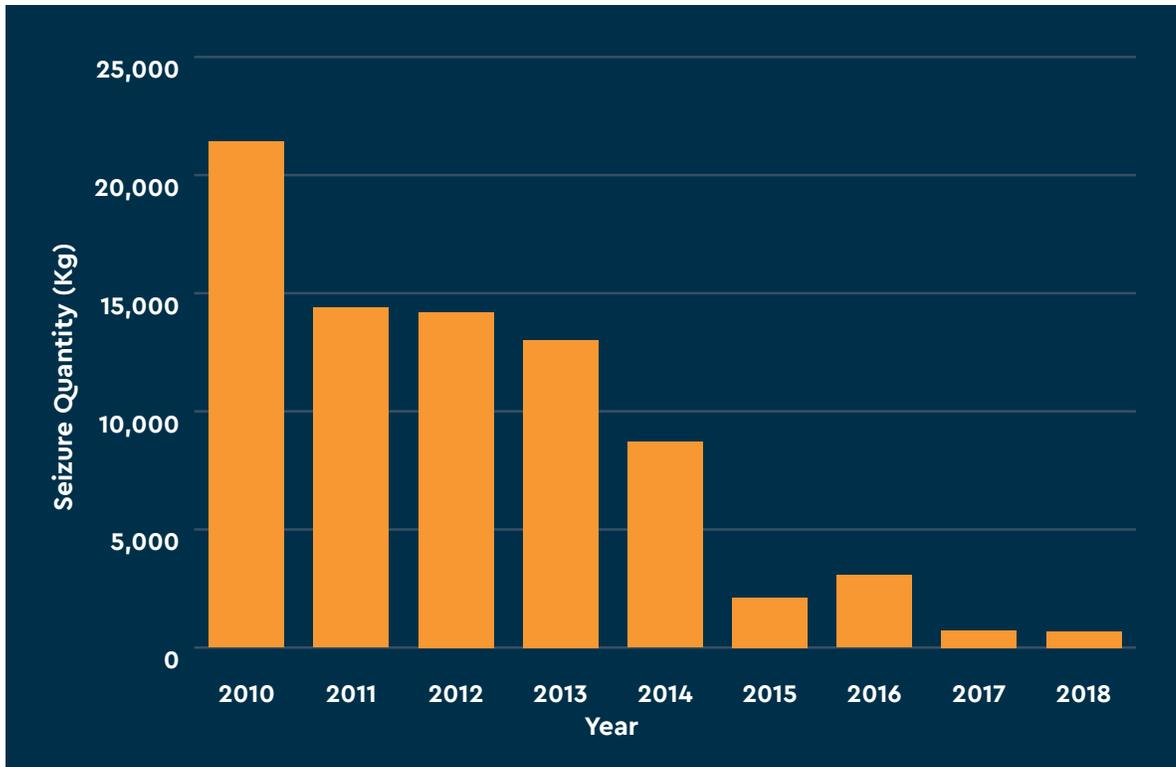


FIGURE 36:  
Total Weight (Kg) of Outdoor Cannabis Plant Seizures by Michigan HIDTA Teams, by Year

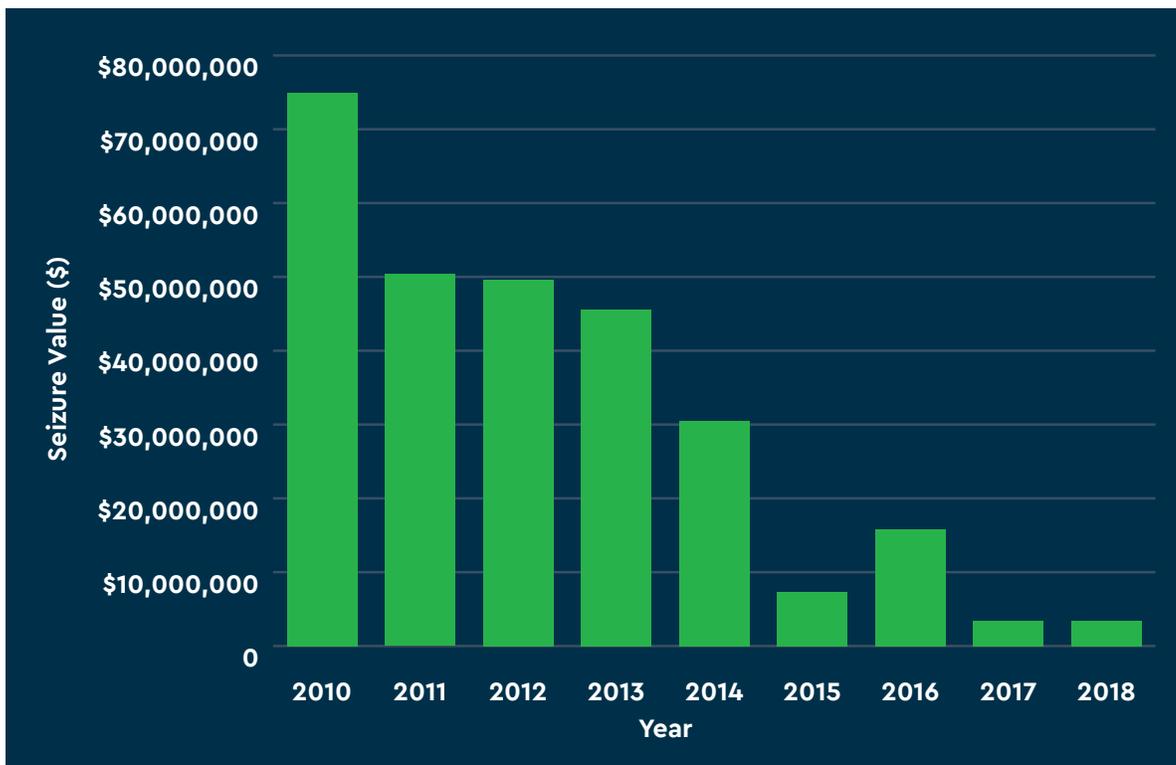
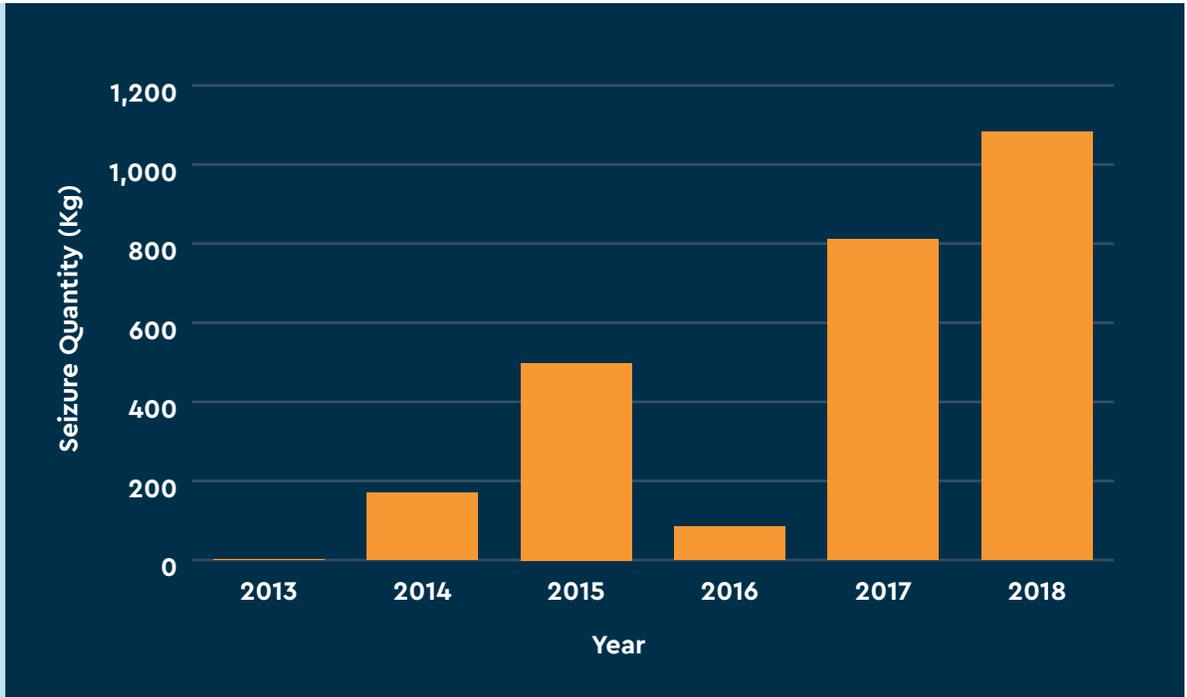


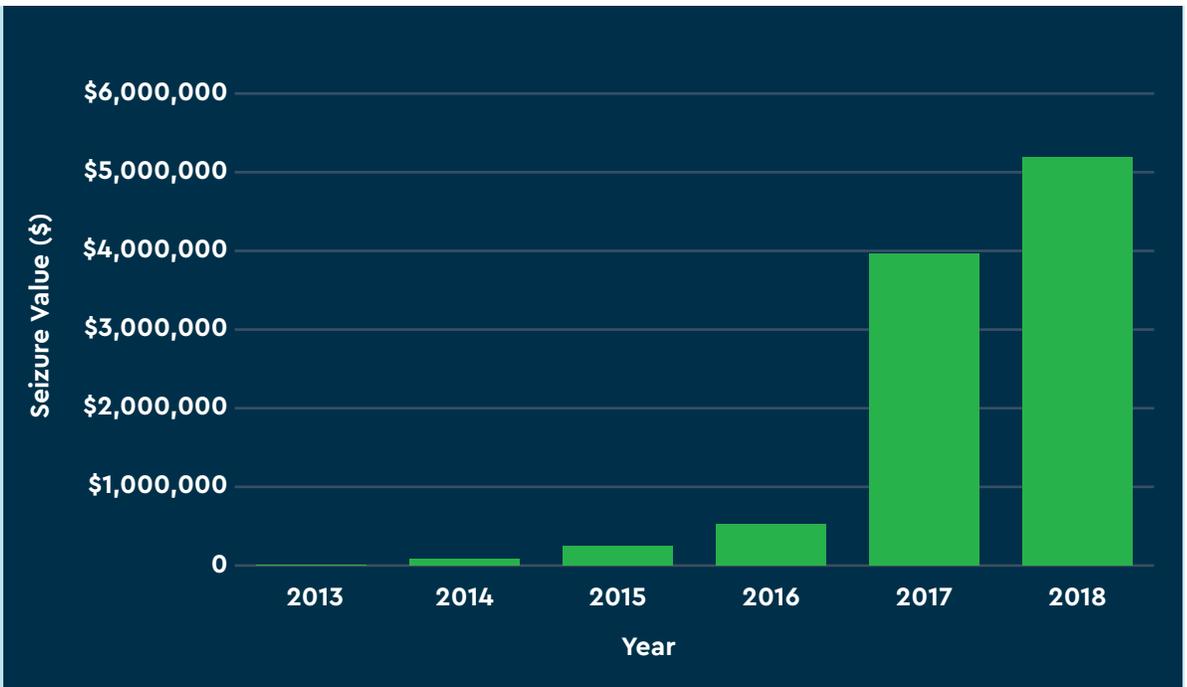
FIGURE 37:  
Total Dollar Value of Outdoor Cannabis Plant Seizures by Michigan HIDTA Teams, by Year

- In addition to the data presented on the previous page, information from the Michigan State Police's Domestic Cannabis Eradication and Suppression Program (DCE/SP) indicates that the total number of plants seized, indoor and outdoor, decreased from 18,804 in 2017 to 12,871 in 2018, a decrease of 31%.<sup>76</sup>
- The total weight of illegal or illicit edible cannabis product seizures by Michigan HIDTA teams increased overall from 2.48 kilograms (worth \$5,456) in 2013 to 1,082 kilograms (worth \$5.1 million) in 2018 (See figure 38 and figure 39).

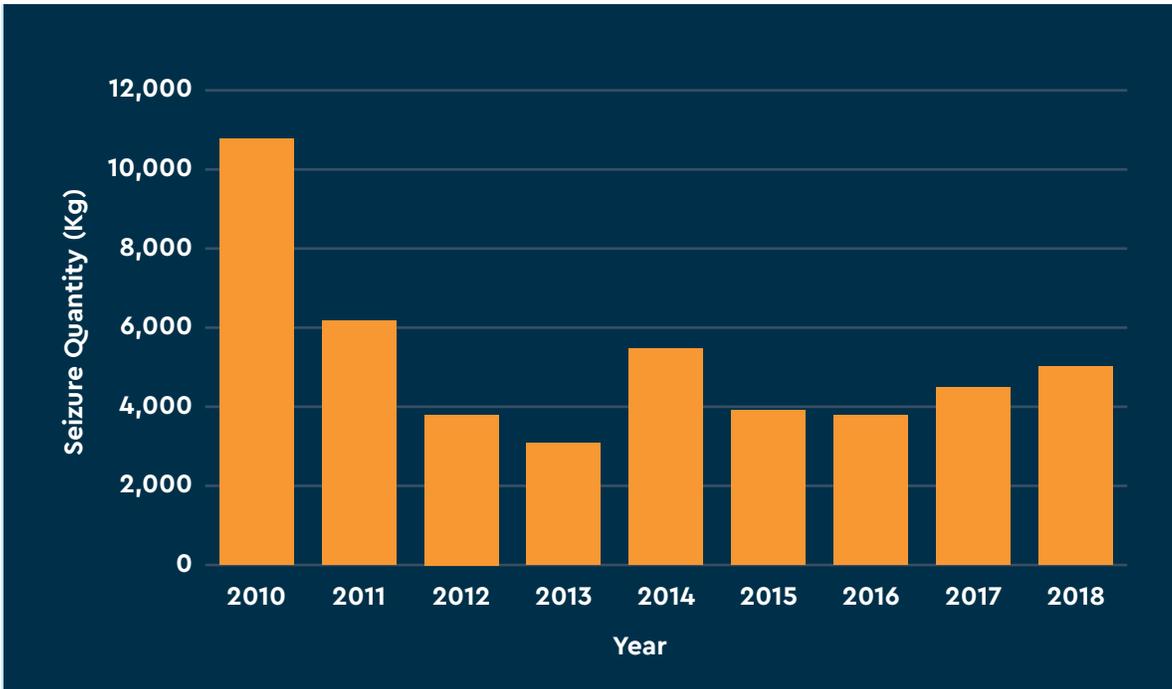
**FIGURE 38:**  
**Total Weight (Kg) of Edible Cannabis Products Seizures by Michigan HIDTA Teams, by Year**



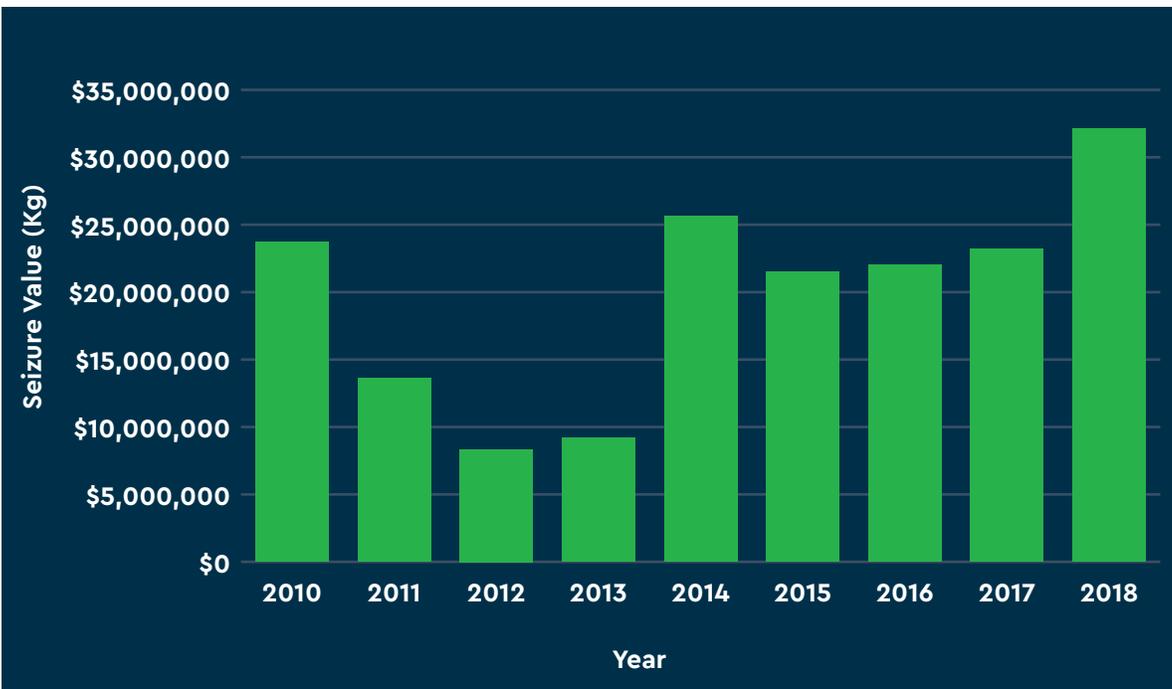
**FIGURE 39:**  
**Total Dollar Value of Edible Cannabis Products Seizures by Michigan HIDTA Teams, by Year**



- From 2010 to 2018, the seizure of bulk processed cannabis was highest in 2010 (10,772 kilograms worth \$23.6 million). The seizures dropped by about 40% in 2011 (6,179 kilograms worth \$13.5 million) (See figure 40 and figure 41).
- The weight of seizures declined steadily through 2013 (3,086 kilograms) then gradually began to rise beginning in 2016. However, the total wholesale value of bulk processed cannabis seized increased from \$23.6 million in 2010 to \$32.1 million in 2018 (See figure 40 and figure 41).



**FIGURE 40:**  
**Total Weight (Kg) of Bulk Processed Cannabis Seizures by Michigan HIDTA Teams, by Year**



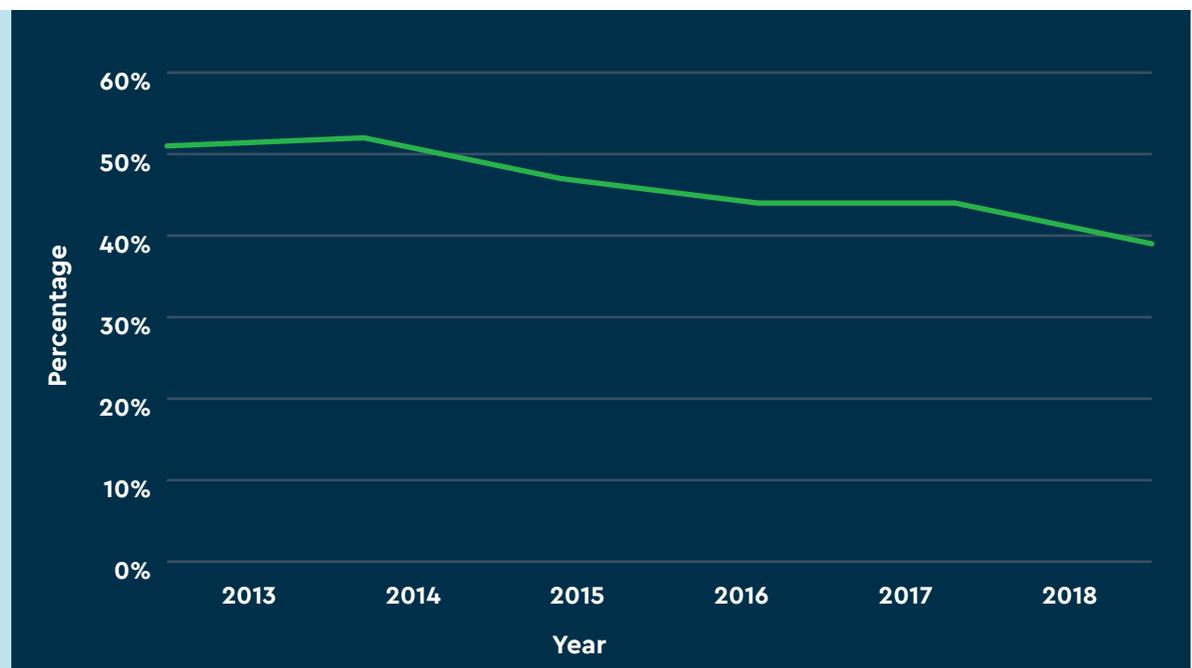
**FIGURE 41:**  
**Total Dollar Value of Bulk Processed Cannabis Seizures by Michigan HIDTA Teams, by Year**

## Trafficking, Highway Seizures, and Postal/Parcel Seizures

Drug interdiction data provide important information regarding the cannabis supply in Michigan. Parcel delivery services, including FedEx, United Parcel Service (UPS), and the United States Postal Service (USPS), are common methods for trafficking cannabis and other drugs.<sup>78</sup>

- Cannabis is trafficked into Michigan from other states through the U.S. mail, express consignment, as well as via plane, truck, and motor vehicle.
- Based on data from the United States Postal Inspection Services (USPIS) for FY 2018, the top three destinations for shipped packages containing drugs were: Detroit, Grand Rapids, and Kalamazoo.<sup>80</sup>
- Based on available information from law enforcement, drug trafficking organizations (DTOs) use major interstate corridors in Michigan, especially I-75 and I-94, to transport cannabis.<sup>78</sup>
- There was a reduction from 2013 to 2018 in the number and percentage (of all DTOs under investigation by HIDTA Task Force Teams) of DTOs under investigation that trafficked cannabis. Namely, the number (and percentage) fell from 151 DTOs (or 52% of all DTOs under investigation) trafficking cannabis in 2013 to 88 DTOs (or 39% of all DTOs under investigation) trafficking cannabis in 2018<sup>81</sup> (See figure 42).

FIGURE 42:  
Percentage  
of DTOs/  
MLOs Under  
Investigation  
that were  
Trafficking  
Cannabis



## CONCLUSIONS

- Cannabis-related criminal justice data show decreases in the percentage of cannabis-related convictions among all convictions, which requires future monitoring given changes in the legal status of cannabis.
- Trends in seizures vary based on the type of cannabis, with outdoor plant seizures decreasing the most and edible cannabis product seizures increasing. Indoor plant seizures have fluctuated from 2010 to 2018, thus it is difficult to discern a stable trend in one direction. As seizure data come from HIDTA Task Force Teams, changes in trends may reflect changes in team priorities (e.g., focus on illicit opioids, methamphetamine, and cocaine). Based on threat assessments produced annually, Michigan HIDTA enforcement teams have focused their investigative efforts and resources on prescription drug diversion, heroin and opioid drug trafficking organizations for the past several years due to the seriousness of the threat posed by these organizations.
- While the total weight of bulk processed cannabis seized has declined over time, the total wholesale value of these seizures is increasing, likely due to shifts toward higher quality cannabis grown indoors throughout the state.

# ECONOMIC INDICATORS

## INTRODUCTION

Cannabis is the most widely available drug (excluding alcohol or tobacco) in Michigan, as evidenced by the aforementioned seizure data (see pages 69–74) as well as drug team survey responses showing that 100% of local and state drug teams reported cannabis is readily available throughout the state.<sup>82,83</sup> Locally grown cannabis is in high demand and law enforcement in southeast Michigan reports an expanding number of cannabis grow operations.<sup>84</sup> High availability and demand is likely based on several factors, including the relative popularity of Michigan's Medical Marihuana Act in 2008 and the decriminalization of cannabis in several cities and jurisdictions that followed. Moreover, with the November 2018 passage of the MRTMA, which legalized recreational cannabis for adults aged 21 years and older in Michigan, availability, demand for cannabis in Michigan, and distribution to other states are likely to increase.

## FINDINGS

- Based on law enforcement data, cannabis is generally acquired at private residences, through street sales, or from medical cannabis dispensaries.<sup>82</sup>
- According to recent information from the Drug Enforcement Administration (DEA), the street value of domestic cannabis in the Detroit area ranges from \$1,800 to \$4,000 per pound, whereas, cannabis from Mexico is least expensive at \$450 to \$1,200 per pound.<sup>84</sup>
- The price of other cannabis products varies, with a recent local media report noting the average cost of butane hash oil ranges \$70–\$100 per gram.<sup>85</sup>

## CONCLUSIONS

- Locally grown cannabis is more highly valued than cannabis grown in Mexico, indicative of the higher quality cannabis being grown locally.
- Price estimates for cannabis products such as butane hash oil are currently limited.
- How the price of cannabis will change, as well as where people will acquire cannabis from as it becomes available on the retail market, remains to be seen.

## FUTURE DIRECTIONS

Although the data summarized in this report reflect a variety of areas potentially impacted by cannabis use, there are a number of other areas where we were unable to identify a data source or were outside the scope of the current report. In addition to addressing the limitations of current data, to the extent data becomes available in the future, we suggest several areas for potential inclusion in future reports and for tracking cannabis-related trends over time. Additional information pertaining to these areas may provide a more comprehensive view of the short- and long-term impact of cannabis legalization in Michigan. These areas include:

- 1.** Further data pertaining to cannabis-related fatal and non-fatal MVC (e.g., increased and uniform blood testing for cannabis among drivers in crashes).
- 2.** Vaping cannabis and related morbidity and mortality, given emerging trends in vaping-related lung problems.<sup>86,87</sup>
- 3.** Workplace injuries and the extent to which individuals lose jobs or are not hired due to cannabis use.
- 4.** Residential and industrial fires due to cannabis use and production.
- 5.** Cannabis-related calls to Poison Control Centers.
- 6.** Data from the 2-1-1 call center to report on the number of people who call to seek help for cannabis use disorders.
- 7.** Cannabis-related school suspensions and expulsions among youth.
- 8.** Truancy and unemployment among youth.
- 9.** Cannabis-related reports to and investigations by Children's Protective Services (CPS).
- 10.** Trends associated with use of other substances (e.g., alcohol, other drugs).
- 11.** Potency data for cannabis plants and products seized and those on the retail market.
- 12.** Environmental considerations, such as the cannabis industry's impact on energy and water consumption.
- 13.** Population exposure, particularly youth, to cannabis-related advertising.
- 14.** Impact of cannabis exposure on personal pets and K-9 unit dogs.
- 15.** Cost evaluation (cost for management/oversight, cost of education, cost of effects on health).

# LIMITATIONS OF THE DATA USED IN THIS REPORT

We have highlighted limitations of the datasets from each section in order of appearance within the text of the report. We encourage readers to view the full report in order to understand the findings in light of these limitations of the available data.

## LONG-TERM TRENDS IN CANNABIS USE, LONG-TERM TRENDS IN CANNABIS USE DISORDER, AND BELIEFS ABOUT CANNABIS USE

### *Limitations of the National Survey on Drug Use and Health (NSDUH)*

Limitations of NSDUH include standard concerns regarding retrospective, self-reported data, such as that it is subject to recall bias and demand characteristics; thus, under- and/or over-reporting are both possible.<sup>88</sup> Similarly, as these data are cross-sectional, causal interpretations are discouraged and inferences should be limited to the examination of population trends, rather than individual changes over time. Generalizability of these data are limited to civilian, non-institutionalized individuals; active-duty military and institutionalized persons (e.g., hospitals, prisons, inpatient/residential treatment, nursing homes) are excluded. Thus, individuals who are at higher risk for drug use may be excluded due to homelessness, incarceration, and/or treatment. In addition, note that data pertaining to cannabis use disorder (CUD) does not represent a diagnosis made by a medical professional and that assessment of cannabis use does not provide fine-grained detail regarding different consumption methods used (e.g., vaping, dabbing, tinctures, etc.), and/or quantity or potency of cannabis.

## CANNABIS USE AND PREGNANCY

### *Limitations of Michigan Pregnancy Risk Assessment Monitoring System (MI PRAMS)*

The MI PRAMS assessment of cannabis use only measures any use, and is therefore unable to provide greater granularity regarding frequency or quantity of cannabis use as well as the type of method used. Additionally, MI PRAMS did not assess the strain and/or potency of the cannabis used. Note also that survey responses could be obtained between 11 weeks and 9 months post-partum, meaning that there was variation in the time period over which participants had to recall their pre-pregnancy cannabis use as well as the time period assessing post-birth cannabis use. Other potential limitations include the self-reported nature of the survey and modest response rates.

## CANNABIS USE IN THE MICHIGAN WORKFORCE

### *Limitations of the Quest Diagnostics Drug Testing Index*

There are two major limitations of these publicly available data. First, these data only represent companies that use the Quest service<sup>18</sup> and do not fully generalize to the entire Michigan workforce, as they do not represent companies or private employers that do not utilize Quest for drug testing, and drug testing is not a uniform practice across Michigan employers. Second, individual data are not publicly available and therefore trends in cannabis positive tests in this sample cannot be further examined.

## **MEDICAL CANNABIS**

### ***Limitations of Medical Marijuana Statistical Reports***

While the data provided from these reports help quantify several aspects of the state's medical cannabis program, there are some limitations to note. First, note that although medical cannabis was approved in 2008, data from fiscal year 2009 are excluded from our report because they come from an incomplete fiscal year. Further, we found that the 2010 statistic report data were not available per our communication with the Michigan Department of Licensing and Regulatory Affairs (LARA). Thus, much of our data is limited to fiscal year 2011 and after and does not represent the entire history of the medical cannabis program in this state. Note also that while minors can obtain a medical cannabis certification under certain regulations, data pertaining to minors were only reported in the 2011 and 2012 reports. Further, note that changes in the allowed qualifying conditions over the life of the medical cannabis program in Michigan complicates tracking trends in medical conditions over time. Finally, information regarding numbers of patients, caregivers, and licenses processed each year are impacted by the speed at which applications are approved, which could account for some fluctuation in total numbers (e.g., new licenses, renewals) from year to year when delays in approvals occur.

## **CANNABIS AND THE OPIOID EPIDEMIC**

### ***Limitations of the Michigan Automated Prescription System (MAPS)***

One limitation of the MAPS system is that it does not include all opioids dispensed as there are a few reporting exemptions (e.g., substances administered to patients, samples provided to patients, substances administered at a medical facility for fewer than 48 hours).<sup>89</sup> Further, MAPS does not account for prescriptions written or filled out of state. In 2018, legal changes in the state of Michigan also increased regulations regarding who must use the MAPS system, requiring physicians prescribing or dispensing a controlled substance to register with MAPS, and those releasing more than a 3-day supply to obtain and review a MAPS report for the patient. Prescribing limits for acute pain (limiting to a 7-day supply) were also enacted. Thus our data obtained through 2016 do not reflect opioid prescriptions within the current policy context.

### ***Limitations of Michigan Death Certificate Data***

Death certificate data can be limited in that not all deaths involve toxicology testing with results recorded to the death certificate. When toxicology testing is completed, specific drugs may not be indicated due to a number of reasons such as inconclusive testing. Medical examiner practices and the information reported on death certificates (accuracy and completeness) also have individual variation. Further, information pertaining to opioid-related deaths presented here only show time trends in number of deaths. When considering the relationship between cannabis use and opioid-related deaths, these data cannot be used to quantify prevention of opioid-related deaths, which is a key question. That is, we cannot use these data to show whether individuals who were at risk for opioid overdose switched from opioids to cannabis for pain management and potentially avoided overdose. This remains a question for future investigation.

## **MOTOR VEHICLE CRASHES AND IMPAIRED DRIVING**

### ***Limitations of the data from the Michigan Traffic Crash Facts (MTCF) website***

The MTCF website provides annual Michigan police-reported crash data. One limitation of the data is that police-reported crash data are collected for administrative reasons and accuracy is encouraged, but there is variation in how individual police officers collect and report these data. The second major limitation is that not everyone is tested for drugs; especially, if the driver has sufficiently high Blood Alcohol Concentration (BAC) levels (unless the driver dies).

### ***Limitations of the Fatality Analysis Reporting System (FARS)***

There are a number of caveats and limitations to consider when making sense of the FARS data.<sup>90</sup> It is important to note, when trying to understand impaired driving that a positive drug test, which indicates the presence of a drug in one's body, does not necessarily indicate that an individual was impaired while they were driving. The data obtained from FARS can elucidate whether a person had a drug in their system at the time of testing, but cannot prove that an individual was impaired at the time of the motor vehicle crash (MVC). In particular, cannabis can be detected via a test, weeks after use. Other limitations pertaining to FARS data include that policies and testing procedures can vary within a state and over time. For example, FARS<sup>90</sup> suggests that some localities test all drivers in fatal crashes and some test only those drivers who were fatally injured. There is also no standard for choosing the substances tested; there is some indication from FARS that when an alcohol test is positive for a driver, there may not be further testing for drugs. The type of test used and how well it detects the presence of a drug can also vary, as well as whether a confirmatory test is administered. Further, there is a potential that some labs do not report drug test results to FARS specifically, and there are variations in how drug test data is recorded by FARS. For example, in some cases when there are more than three drugs detected in a testing scenario, only three drugs are entered, potentially resulting in excluding some cannabis-related results.

FARS suggests that drug testing costs have decreased over time and this may have contributed to the increase in testing and the number of drugs that were examined in tests.<sup>90</sup> Given that drug tests are not completed for the majority of drivers in all fatal crashes the extent to which cannabis is present among drivers is not clear. Further, FARS notes<sup>90</sup> that testing occurs more frequently among drivers who died in the MVC compared to surviving drivers. In light of these important points, and limitations discussed in more depth below, it is important to note that we cannot conclude whether driving under the influence of cannabis is truly increasing over time. In future years, we may be able to examine state-specific self-reported impaired driving from the National Survey on Drug Use and Health (NSDUH) which could shed light on this trend, but these data are only publically reported by NSDUH for the U.S. at large for the years 2016 and 2017.

### ***Limitations of the Medical Cannabis and Impaired Driving Data***

As part of a larger grant funded by the National Institute on Drug Abuse (Grant # 033397), this study involved recruitment of patients aged 21 and older who were seeking medical cannabis certification (or renewal of an existing certification) at 3 medical cannabis certification centers in Michigan.<sup>56</sup> Potential participants in the study were excluded if they were pregnant or seeking certification/re-certification for a qualifying condition of Alzheimer's Disease or cancer. Participants enrolled were eligible if they reported a pain level of greater than 5 out of 10 for the past month. Patients completed a number of self-report surveys that were administered as part of the study. This study may not generalize to all medical cannabis patients in the state (given that patients were recruited from 3 locations only), but is a useful snapshot to help begin to understand driving behaviors among medical cannabis patients. Further, the data obtained from patients is cross-sectional and causality cannot be established. Similarly, as data were self-reported there is a potential for recall bias as well as under- or over-reporting.

## **CANNABIS-RELATED MORTALITY**

### ***Limitations of the Michigan Resident Death File (2004–2017)***

The Michigan Resident Death File contains death certificate data on all deaths of Michigan residents. Each death is classified by the underlying cause of death and up to 17 related causes of death as determined by the attending physician or medical examiner. These mortality data should be considered in light of limitations. First, we excluded data on deaths of Michigan residents that occurred outside the state. Next, for a death to be classified as occurring due to cannabis poisoning, toxicology testing must be performed and recorded on the death certificate. Roughly 26% of all drug overdose deaths from 2004 to 2017 did not have a specific drug or class of drug indicated on the death certificate; this can occur for a number of reasons (e.g., inadequate sample for testing, inconclusive testing, lack of an appropriate International Classification of Diseases (ICD) code for the substance identified). However, the proportion of overdoses with a specified drug listed on the death certificate has increased over the time period; in 2017, 89% of overdose deaths had a specific drug indicated. It is also important to note that medical examiner practices and information included in a death certificate vary across individuals.

## **SUICIDES AND HOMICIDES**

### ***Limitations of the Michigan Violent Death Reporting System (MiVDRS)***

There are some limitations of the MiVDRS system, including that medical examiner files are not available for all decedents (i.e., medical examiner files are available for approximately 89% of all victims). In addition, to limit costs, some medical examiners do not run toxicology tests when the death is judged to be an "obvious suicide" unrelated to substance use (and sometimes the medical examiner only tests for the presence or absence of alcohol). Data abstractors may also fail to indicate whether a test was run or not, leaving the field blank instead; there were 30 suicide cases and 12 homicide cases where tested/not tested information was missing in these 2016 data. Note also that Michigan Department of Health and Human Services Public Health Administration policy requires counts 1–5 be suppressed to protect patient confidentiality. Due to small numbers, the not tested and unknown if tested status categories were combined to allow greater detail to be displayed. The number and percent of homicide victims under the age of 12 not tested/unknown were suppressed due to small cell sizes. Additionally, the not tested/unknown category was suppressed among 12–17 year-olds to prevent calculation of suppressed values. Note also that the presence of cannabis as a substance on toxicology tests does not imply that the drug was the proximal substance responsible for the violent death.

## **HEALTHCARE UTILIZATION**

### ***Limitations of the Michigan Outpatient Database (MODB)***

The MODB is an event-level dataset (e.g., emergency department visits), therefore it is possible that the same individual is represented multiple times if they had more than one emergency department (ED) visit in a calendar year. The MODB does not include patients who are admitted as an inpatient. Race and ethnicity information is often missing or unreliable, therefore data cannot be reported based on these characteristics. The MODB data for ED visits is not available prior to 2016. We excluded out-of-state ED visits by Michigan residents.

### ***Limitations of the Michigan Inpatient Database (MIDB)***

The Michigan Inpatient Database (MIDB) is an event-level dataset; therefore, it is possible that the same individual will be represented multiple times if they were hospitalized more than once in a calendar year. The MIDB does not include patients who are only seen in the emergency department (ED) or held on observation status and never admitted as an inpatient. Race and ethnicity information is often missing and/or unreliable; thus, data cannot be stratified by these characteristics. Caution is also warranted in interpreting changes in rates over time, which may reflect, for example, changes in the International Classification of Diseases (ICD) coding system and/or changes in insurance status, especially for younger ages after passage of the Affordable Care Act (ACA) and Health Michigan plan. We excluded out-of-state hospitalizations among Michigan residents.

### ***Limitations of the Treatment Episode Data Set (TEDS)***

It is important to note that there are limitations of the TEDS data, despite it being a comprehensive and very useful database. These limitations are detailed fully online,<sup>91</sup> but we note a few important ones here. First, TEDS data is based on events (i.e., treatment episodes such as going to detox or entering an outpatient program), and therefore these data do not represent individuals who could have been responsible for more than one treatment episode in the data during a calendar year (e.g., a person going to detox multiple times in a year). While TEDS attempts to track treatment episodes that are linked (i.e., transition from residential to outpatient), this is not always possible and a new admission record may actually represent a transfer in care within a single treatment episode. Due to this, the number of treatment admissions reported is likely an overestimate of treatment episodes at TEDS facilities. Given that TEDS does not include all treatment programs in the state (e.g., excludes private pay), data does not represent all cannabis-related admissions, and does not represent the demand for treatment (e.g., waiting lists). TEDS also does not include federal facilities providing treatment such as the Veterans Administration or Bureau of Prisons. Further, only the primary, secondary, and tertiary drugs listed at treatment admission are included in these data and may under-represent cannabis use problems among individuals in treatment.

## **CRIMINAL JUSTICE AND LEGAL SYSTEM DATA**

### ***Limitations of the Judicial Data Warehouse (JDW)***

There is a small amount of non-reporting that occurs with the JDW (e.g., information produced by Michigan courts shows that 242 out of 254 court locations reported data to the JDW between 2013 and 2015).<sup>92</sup> This non-reporting is a limitation of the data and it is unclear how it may impact the estimates produced; however, the stability of the estimates across years and the wide coverage of the JDW supports the efficacy of the estimates.

### ***Limitations of Michigan HIDTA Drug Threat Assessments and Performance Management Process (PMP) Data***

There are several limitations of these data. First, note that drug seizures by the High Intensity Drug Trafficking Area (HIDTA) teams do not represent all drug seizures in the state (as state police and other jurisdictions are also involved in cannabis seizures) and that changing trends in seizures could reflect a number of factors. For example, it is important to note that the observed decreases in seizures by HIDTA and Michigan State Police's Domestic Cannabis Eradication and Suppression Program (DCE/SP) may not represent a decrease in cannabis production in Michigan. Instead, the reduction may be affected by lower targeting and investigation of cannabis grow operations by law enforcement, especially due to the Michigan Medical Marihuana Act (MMMA), and will likely continue to decrease with the passage of the Michigan Regulation and Taxation of Marihuana Act. Moreover, law enforcement agencies note that reductions in seizures as well as investigations into organizations trafficking cannabis may be due to increased prioritization of fentanyl, heroin, and crystal methamphetamine investigations, as well as the number of unsuccessful local cannabis prosecutions due to the MMMA.<sup>76</sup>

## **ECONOMIC INDICATORS**

### ***Limitations of HIDTA Drug Trends Survey, Performance Management Process (PMP) Data, and Drug Enforcement Administration (DEA) Trafficking Report***

The data pertaining to economic indicators are limited as there is not a systematic method to assess these factors. Data from HIDTA Task Force Team is useful in providing estimates, but it does not represent the entire state. As the retail market for cannabis emerges there will also be a need to track demand and value in this sphere, as well as continued improvements in tracking and understanding the street value of different cannabis products and related economic indicators.

# REFERENCES

1. Substance Abuse and Mental Health Services Administration (SAMHSA)'s Public Online Data Analysis System (PDAS). National Survey on Drug Use and Health, 2017. <https://pdas.samhsa.gov/#/survey/NSDUH-2017-DS0001>. Accessed July 31, 2019.
2. ElSohly MA, Mehmedic Z, Foster S, Gon C, Chandra S, Church JC. Changes in cannabis potency over the last two decades (1995–2014): Analysis of current data in the United States. *Biol Psychiatry*. 2016;79(7):613–619.
3. Arterberry BJ, Treloar Padovano H, Foster KT, Zucker RA, Hicks BM. Higher average potency across the United States is associated with progression to first cannabis use disorder symptom. *Drug Alcohol Depend*. 2019;195:186–192.
4. Center for Behavioral Health Statistics and Quality. 2017 National Survey on Drug Use and Health: Methodological Summary and Definitions. Rockville, MD: Substance Abuse and Mental Health Services Administration. 2018; <https://www.samhsa.gov/data/report/2017-methodological-summary-and-definitions>. Accessed July 19, 2019.
5. Substance Abuse and Mental Health Data Archive. Public-use Data Analysis System (PDAS). Interactive NSDUH State Estimates. <https://pdas.samhsa.gov/saes/state>. Accessed May 8, 2019.
6. Azofeifa A, Mattson ME, Lyerla R. Supplementary Material. State Level Data: Estimates of Marijuana Use and Related Indicators — National Survey on Drug Use and Health, Michigan, 2002–2014. (2016). Center for Behavioral Health Statistics and Quality. Substance Abuse and Mental Health Services Administration. Rockville, MD.
7. Okaneku J, Vearrier D, McKeever RG, LaSala GS, Greenberg MI. Change in perceived risk associated with marijuana use in the United States from 2002 to 2012. *Clin Toxicol (Phila)*. 2015;53(3):151–155.
8. Caouette JD, Feldstein Ewing SW. Four mechanistic models of peer influence on adolescent cannabis use. *Curr Addict Rep*. 2017;4(2):90–99.
9. Levine A, Clemenza K, Rynn M, Lieberman J. Evidence for the risks and consequences of adolescent cannabis exposure. *J Am Acad Child Adolesc Psychiatry*. 2017;56(3):214–225.
10. Rubino T, Zamberletti E, Parolaro D. Adolescent exposure to cannabis as a risk factor for psychiatric disorders. *J Psychopharmacol*. 2012;26(1):177–188.
11. U.S. Surgeon General's Advisory: Marijuana Use and the Developing Brain. <https://www.hhs.gov/surgeongeneral/reports-and-publications/addiction-and-substance-misuse/advisory-on-marijuana-use-and-developing-brain/index.html>. Accessed November 12, 2019.
12. Can Marijuana Use During and after Pregnancy Harm the Baby? <https://www.drugabuse.gov/publications/research-reports/marijuana/can-marijuana-use-during-pregnancy-harm-baby>. Accessed November 12, 2019.
13. Garry A, Rigourd V, Amirouche A, Fauroux V, Aubry S, Serreau R. Cannabis and breastfeeding. *J Toxicol*. 2009;2009:596149.
14. Substance Use While Pregnant and Breastfeeding. <https://www.drugabuse.gov/publications/substance-use-in-women/substance-use-while-pregnant-breastfeeding>. Accessed November 12, 2019.
15. Haak P. Michigan Pregnancy Risk Assessment Monitoring System 2016–2017. Lansing, MI: Michigan Department of Health and Human Services, Lifecourse Epidemiology and Genomics Division; 2019.
16. Goldsmith RS, Targino MC, Fanciullo GJ, et al. Medical marijuana in the workplace: challenges and management options for occupational physicians. *J Occup Environ Med*. 2015;57(5):518–525.
17. Drug Testing Index™: Overall Positivity Rate in 2018. <http://www.dtidrugmap.com>. Accessed July 24, 2019.
18. Workforce Drug Testing Positivity Climbs to Highest Rate Since 2004, According to New Quest Diagnostics Analysis. <http://www.questdiagnostics.com/dms/Documents/Employer-Solutions/DTI-2019/quest-diagnostics-drug-testing-index-2019-press-release/quest-drug-testing-index-press-release-2019.pdf>. Accessed July 26, 2019.

19. Medical Marihuana Annual Report Statistics FY 2011. [https://www.michigan.gov/documents/lara/Medical\\_Marihuana\\_Annual\\_Report\\_Statistics\\_FY\\_2011\\_409688\\_7.pdf](https://www.michigan.gov/documents/lara/Medical_Marihuana_Annual_Report_Statistics_FY_2011_409688_7.pdf). Accessed May 6, 2019.
20. Medical Marihuana Annual Report Statistics FY 2012. [https://www.michigan.gov/documents/lara/FY\\_2012\\_Medical\\_Marihuana\\_Annual\\_Report\\_Statistics\\_409663\\_7.pdf](https://www.michigan.gov/documents/lara/FY_2012_Medical_Marihuana_Annual_Report_Statistics_409663_7.pdf). Accessed May 6, 2019.
21. Engle CH. Michigan Medical Marihuana Act Statistical Report For Fiscal Year 2013. December 4, 2013; [https://www.michigan.gov/documents/lara/BHCS\\_MMMP\\_MCL\\_333.26426\\_2013\\_441881\\_7.pdf](https://www.michigan.gov/documents/lara/BHCS_MMMP_MCL_333.26426_2013_441881_7.pdf). Accessed May 6, 2019.
22. Engle CH. Michigan Medical Marihuana Act Statistical Report For Fiscal Year 2014. November 12, 2014; [https://www.michigan.gov/documents/lara/BHCS\\_MMMP\\_MCL\\_333.26426i12345\\_11-12-14\\_480805\\_7.pdf](https://www.michigan.gov/documents/lara/BHCS_MMMP_MCL_333.26426i12345_11-12-14_480805_7.pdf). Accessed May 6, 2019.
23. Gaedeke K. Medical Marihuana Act Statistical Report For Fiscal Year 2015. January 4, 2016; [https://www.michigan.gov/documents/lara/Medical\\_Marihuana\\_Act\\_-\\_FY\\_2015\\_Statistical\\_Report\\_MCL\\_333.26426\\_510579\\_7.pdf](https://www.michigan.gov/documents/lara/Medical_Marihuana_Act_-_FY_2015_Statistical_Report_MCL_333.26426_510579_7.pdf). Accessed May 6, 2019.
24. Gaedeke K. Medical Marihuana Act Statistical Report with Program Information and Financial Data For Fiscal Year 2016. December 22, 2016; [https://www.michigan.gov/documents/lara/Medical\\_Marihuana\\_Act\\_-\\_FY\\_2016\\_Statistical\\_Report\\_MCL\\_333.26426\\_and\\_Program\\_Information\\_Section\\_507\\_546675\\_7.pdf](https://www.michigan.gov/documents/lara/Medical_Marihuana_Act_-_FY_2016_Statistical_Report_MCL_333.26426_and_Program_Information_Section_507_546675_7.pdf). Accessed May 6, 2019.
25. Brisbo A. Medical Marihuana Act Statistical Report with Program Information and Financial Data For Fiscal Year 2017. November 28, 2017; [https://www.michigan.gov/documents/lara/Section\\_507\\_Medical\\_Marihuana\\_Act\\_-\\_FY\\_2017\\_Statistical\\_Report\\_MCL\\_333.26426\\_and\\_Program\\_Information\\_Section\\_507\\_Final\\_Draft\\_609198\\_7.pdf](https://www.michigan.gov/documents/lara/Section_507_Medical_Marihuana_Act_-_FY_2017_Statistical_Report_MCL_333.26426_and_Program_Information_Section_507_Final_Draft_609198_7.pdf). Accessed May 6, 2019.
26. Brisbo A. Michigan Medical Marihuana Act Statistical Report with Program Information and Financial Data For Fiscal Year 2018. December 18, 2018; [https://www.michigan.gov/documents/lara/Section\\_505\\_Medical\\_Marihuana\\_Act\\_Data\\_642779\\_7.pdf](https://www.michigan.gov/documents/lara/Section_505_Medical_Marihuana_Act_Data_642779_7.pdf). Accessed May 6, 2019.
27. Marijuana Policy Project. <https://www.mpp.org/issues/medical-marijuana/state-by-state-medical-marijuana-laws/medical-marijuana-patient-numbers>. Accessed July 23, 2019.
28. Statistical data for Medical Marihuana 2009–2011. [https://www.michigan.gov/documents/lara/Sec\\_7261-3\\_Medical\\_Marijuana\\_380957\\_7.pdf](https://www.michigan.gov/documents/lara/Sec_7261-3_Medical_Marijuana_380957_7.pdf). Accessed May 6, 2019.
29. Statistical data for Medical Marihuana FY 2012. [https://www.michigan.gov/documents/lara/Section\\_726\\_1\\_Medical\\_Marijuana\\_FY2013\\_408042\\_7.pdf](https://www.michigan.gov/documents/lara/Section_726_1_Medical_Marijuana_FY2013_408042_7.pdf). Accessed May 6, 2019.
30. Engle CH. Medical Marihuana Act Program Information and Financial Data For Fiscal Year 2013. January 1, 2014; [https://www.michigan.gov/documents/lara/LARA\\_FY2014\\_Section\\_7261\\_Medical\\_Marihuana\\_Act\\_Data\\_443567\\_7.pdf](https://www.michigan.gov/documents/lara/LARA_FY2014_Section_7261_Medical_Marihuana_Act_Data_443567_7.pdf). Accessed May 6, 2019.
31. Engle CH. Michigan Medical Marihuana Act Program Information and Financial Data For Fiscal Year 2014. December 2, 2014; [https://www.michigan.gov/documents/lara/FY\\_2015\\_Section\\_507\\_Michigan\\_Medical\\_Marihuana\\_Data\\_475536\\_7.pdf](https://www.michigan.gov/documents/lara/FY_2015_Section_507_Michigan_Medical_Marihuana_Data_475536_7.pdf). Accessed May 6, 2019.
32. Gaedeke K. Michigan Medical Marihuana Act Program Information and Financial Data For Fiscal Year 2015. January 15, 2016; [https://www.michigan.gov/documents/lara/FY15\\_BPL\\_LARA\\_MMMA\\_Program\\_Info\\_Financial\\_Data\\_Report\\_511080\\_7.pdf](https://www.michigan.gov/documents/lara/FY15_BPL_LARA_MMMA_Program_Info_Financial_Data_Report_511080_7.pdf). Accessed May 6, 2019.
33. Fitzpatrick N, Horner D, Ivacko T. Michigan local government leaders' views on medical and recreational marijuana. Michigan Public Policy Survey September 2018. <http://closup.umich.edu/files/mpps-spring-2018-marijuana.pdf>. Accessed May 6, 2019.
34. Brisbo A. Medical Marihuana Facilities Licensing Act Statistical Report For Fiscal Year 2018. December 21, 2018; [https://www.michigan.gov/documents/lara/FY\\_2018\\_Medical\\_Marihuana\\_Facilities\\_Licensing\\_Act\\_Section\\_512\\_644891\\_7.pdf](https://www.michigan.gov/documents/lara/FY_2018_Medical_Marihuana_Facilities_Licensing_Act_Section_512_644891_7.pdf). Accessed May 6, 2019.
35. Michigan Marijuana Regulatory Agency. Statistical Report October 1, 2018 – March 31, 2019. [https://www.michigan.gov/documents/lara/Quarterly\\_Report\\_thru\\_March\\_2019\\_DLH\\_655223\\_7.pdf](https://www.michigan.gov/documents/lara/Quarterly_Report_thru_March_2019_DLH_655223_7.pdf). Accessed July 14, 2019.

36. Hedegaard H, Miniño AM, Warner M. Drug Overdose Deaths in the United States, 1999–2017. NCHS Data Brief No. 329. 2018; <https://www.cdc.gov/nchs/data/databriefs/db329-h.pdf>. Accessed July 26, 2019.
37. Drug Overdose Deaths. Opioid Overdose Deaths. The Michigan Substance Use Disorder Data Repository. <http://mi-suddr.com/blog/2018/09/26/opioid-heroin-poisonings/>. Accessed September 6, 2019.
38. Hall W, West R, Marsden J, Humphreys K, Neale J, Petry N. It is premature to expand access to medicinal cannabis in hopes of solving the US opioid crisis. *Addiction*. 2018;113(6):987–988.
39. Bachhuber MA, Saloner B, Cunningham CO, Barry CL. Medical cannabis laws and opioid analgesic overdose mortality in the United States, 1999–2010. *JAMA Intern Med*. 2014;174(10):1668–1673.
40. Shover CL, Davis CS, Gordon SC, Humphreys K. Association between medical cannabis laws and opioid overdose mortality has reversed over time. *Proc Natl Acad Sci U S A*. 2019;116(26):12624–12626.
41. Opioid Prescriptions Dispensed 2013–2017. The Michigan Substance Use Disorder Data Repository. <https://mi-suddr.com/blog/2018/09/26/opioid-prescriptions-written/>. Accessed May 22, 2019.
42. Drug Overdose Deaths. Opioids Crude Rate per 100K. The Michigan Substance Use Disorder Data Repository. <http://mi-suddr.com/blog/2018/09/26/opioid-heroin-poisonings/>. Accessed May 22, 2019.
43. National Highway Traffic Safety Administration. Traffic Safety Facts. <https://cdan.nhtsa.gov/STSI.htm>. Accessed September 7, 2019.
44. CDC Winnable Battle Final Report: Motor Vehicle Injuries. <https://www.cdc.gov/winnablebattles/report/motor.html>. Accessed September 7, 2019.
45. Downey LA, King R, Papafotiou K, et al. The effects of cannabis and alcohol on simulated driving: Influences of dose and experience. *Accid Anal Prev*. 2013;50:879–886.
46. Liguori A, Gatto CP, Robinson JH. Effects of marijuana on equilibrium, psychomotor performance, and simulated driving. *Behav Pharmacol*. 1998;9(7):599–609.
47. Newmeyer MN, Swortwood MJ, Taylor ME, Abulseoud OA, Woodward TH, Huestis MA. Evaluation of divided attention psychophysical task performance and effects on pupil sizes following smoked, vaporized and oral cannabis administration. *J Appl Toxicol*. 2017;37(8):922–932.
48. Lenne MG, Dietze PM, Triggs TJ, Walmsley S, Murphy B, Redman JR. The effects of cannabis and alcohol on simulated arterial driving: Influences of driving experience and task demand. *Accid Anal Prev*. 2010;42(3):859–866.
49. Hartman RL, Huestis MA. Cannabis effects on driving skills. *Clin Chem*. 2013;59(3):478–492.
50. Hartman RL, Brown TL, Milavetz G, et al. Cannabis effects on driving lateral control with and without alcohol. *Drug Alcohol Depend*. 2015;154:25–37.
51. Rogeberg O, Elvik R. The effects of cannabis intoxication on motor vehicle collision revisited and revised. *Addiction*. 2016;111(8):1348–1359.
52. Hostiuc S, Moldoveanu A, Negoii I, Drima E. The association of unfavorable traffic events and cannabis usage: A meta-analysis. *Front Pharmacol*. 2018;9:99.
53. Brady JE, Li G. Trends in alcohol and other drugs detected in fatally injured drivers in the United States, 1999–2010. *Am J Epidemiol*. 2014;179(6):692–699.
54. Michigan Traffic Crash Facts. Historical Perspective: Fatality Rate. <https://www.michigantrafficcrashfacts.org/history/fatality>. Accessed December 20, 2019.
55. National Highway Traffic Safety Administration. Fatality Analysis Reporting System (FARS). <https://www.nhtsa.gov/research-data/fatality-analysis-reporting-system-fars>. Accessed May 21, 2019.
56. Bonar EE, Cranford JA, Arterberry BJ, Walton MA, Bohnert KM, Ilgen MA. Driving under the influence of cannabis among medical cannabis patients with chronic pain. *Drug Alcohol Depend*. 2019;195:193–197.

57. Calabria B, Degenhardt L, Hall W, Lynskey M. Does cannabis use increase the risk of death? Systematic review of epidemiological evidence on adverse effects of cannabis use. *Drug Alcohol Rev.* 2010;29(3):318–330.
58. Drummer OH, Gerostamoulos D, Woodford NW. Cannabis as a cause of death: A review. *Forensic Sci Int.* 2019;298:298–306.
59. Nourbakhsh M, Miller A, Gofton J, Jones G, Adeagbo B. Cannabinoid Hyperemesis Syndrome: Reports of fatal cases. *J Forensic Sci.* 2019;64(1):270–274.
60. Turner AR, Agrawal S. *Marijuana Toxicity.* Treasure Island (FL): StatPearls Publishing; 2019.
61. 2004–2017 Michigan Resident Death File. Division of Vital Records and Health Statistics, Michigan Department of Health and Human Services.
62. Borges G, Bagge CL, Orozco R. A literature review and meta-analyses of cannabis use and suicidality. *J Affect Disord.* 2016;195:63–74.
63. Kuhns JB, Wilson DB, Maguire ER, Ainsworth SA, Clodfelter TA. A meta-analysis of marijuana, cocaine and opiate toxicology study findings among homicide victims. *Addiction.* 2009;104(7):1122–1131.
64. Michigan Violent Death Reporting System (MiVDRS). [https://www.michigan.gov/mdhhs/0,5885,7-339-71548\\_54879-279986-,00.html](https://www.michigan.gov/mdhhs/0,5885,7-339-71548_54879-279986-,00.html). Accessed July 18, 2019.
65. CDC's National Violent Death Reporting System (NVDRS). <https://www.cdc.gov/violenceprevention/pdf/NVDRS-factsheet508.pdf>. Accessed July 18, 2019.
66. CDC's National Violent Death Reporting System (NVDRS) Frequently Asked Questions. <https://www.cdc.gov/violenceprevention/datasources/nvdrs/faqs.html>. Accessed July 18, 2019.
67. Zhu H, Wu LT. Trends and correlates of cannabis-involved emergency department visits: 2004 to 2011. *J Addict Med.* 2016;10(6):429–436.
68. Kerridge BT, Mauro PM, Chou SP, et al. Predictors of treatment utilization and barriers to treatment utilization among individuals with lifetime cannabis use disorder in the United States. *Drug Alcohol Depend.* 2017;181:223–228.
69. 2016–2017 Michigan Outpatient Database (MODB). Michigan Health and Hospital Association.
70. Russo L, Wiener SW. Cannabinoid Poisoning. 2018; <https://emedicine.medscape.com/article/833828-overview>. Accessed November 16, 2019.
71. 2010–2017 Michigan Inpatient Database (MIDB). Michigan Health and Hospital Association.
72. Center for Behavioral Health Statistics and Quality. 2017 National Survey on Drug Use and Health: Detailed Tables. Substance Abuse and Mental Health Services Administration. Rockville, MD. 2018; <https://www.samhsa.gov/data/sites/default/files/cbhsq-reports/NSDUHDetailedTabs2017/NSDUHDetailedTabs2017.pdf>. Accessed July 19, 2019.
73. Michigan Treatment Episode Data Set (TEDS). Behavioral Health and Developmental Disabilities Administration, Michigan Department of Health and Human Services.
74. Center for Behavioral Health Statistics and Quality, Substance Abuse and Mental Health Services Administration, Treatment Episode Data Set (TEDS). Based on administrative data reported by states to TEDS through April 1, 2019. <https://www.dasis.samhsa.gov/webt/newmapv1.htm#>. Accessed June 20, 2019.
75. Wu LT, Zhu H, Mannelli P, Swartz MS. Prevalence and correlates of treatment utilization among adults with cannabis use disorder in the United States. *Drug Alcohol Depend.* 2017;177:153–162.
76. Michigan State Police (15 March 2019). 2018 Domestic Cannabis Eradication and Suppression Program (DCE/SP).
77. Michigan HIDTA. 2010–2018 Performance Management Process (PMP) Data.
78. Michigan HIDTA (17 April 2019). 2019 Drug Threat Assessment.

79. United States Drug Enforcement Administration Programs. High Intensity Drug Trafficking Areas (HIDTA). <https://www.dea.gov/hidta>. Accessed November 14, 2019.
80. United States Postal Inspection Service (USPIS) Detroit Division (07 March 2019). Fiscal Year 2018 Seizures.
81. Michigan HIDTA. 2014–2019 Drug Threat Assessments.
82. Michigan HIDTA (07 February 2019). 2019 Drug Trends Survey.
83. Michigan HIDTA (21 February 2019). 2018 Performance Management Process (PMP) Data.
84. Drug Enforcement Administration (09 March 2018). Trends in the Traffic Report, Second Half of CY2017, DEA – Detroit Division. 2018.
85. Deadline Detroit (02 January 2017). Former Judge: Homes are Blowing up from “Blasting” Marijuana, a Risky Business. 2017; [http://www.deadlinedetroit.com/articles/16535/former\\_judge\\_homes\\_are\\_blowing\\_up\\_from\\_blasting\\_marijuana\\_a\\_risky\\_business](http://www.deadlinedetroit.com/articles/16535/former_judge_homes_are_blowing_up_from_blasting_marijuana_a_risky_business). Accessed July 23, 2019.
86. Christiani DC. Vaping-induced acute lung injury. *N Engl J Med*. 2020;382(10):960–962.
87. Initial State Findings Point to Clinical Similarities in Illnesses Among People Who Use E-cigarettes or “Vape.” <https://www.cdc.gov/media/releases/2019/p0906-vaping-related-illness.html>. Accessed September 7, 2019.
88. Center for Behavioral Health Statistics and Quality. 2017 National Survey on Drug Use and Health Final Analytic File Codebook. Substance Abuse and Mental Health Services Administration, Rockville, MD. 2018; <https://www.cdc.gov/rdc/data/b1/2017-NSDUH-Codebook.pdf>. Accessed October 4, 2019.
89. Michigan Automated Prescription System: Data Submission Guide for Dispensers. Michigan Department of Licensing and Regulatory Affairs. [https://www.michigan.gov/documents/lara/MI\\_Data\\_Submission\\_Dispenser\\_Guide\\_576262\\_7.pdf](https://www.michigan.gov/documents/lara/MI_Data_Submission_Dispenser_Guide_576262_7.pdf). Accessed October 11, 2019.
90. Berning A, Smither DD. Understanding the limitations of drug test information, reporting, and testing practices in fatal crashes. (Traffic Safety Facts Research Note. DOT HS 812 072). Washington, DC: National Highway Traffic Safety Administration. 2014; <https://crashstats.nhtsa.dot.gov/Api/Public/ViewPublication/812072>. Accessed July 15, 2019.
91. Treatment Episode Data Set (TEDS). Center for Behavioral Health Statistics and Quality, Substance Abuse and Mental Health Services Administration. <https://www.dasis.samhsa.gov/webt/information.htm>. Accessed June 12, 2019.
92. Michigan Supreme Court Judiciary Dashboard. <https://courts.michigan.gov/education/stats/dashboards/Pages/default.aspx>. Accessed May 6, 2019.



**INJURY PREVENTION  
CENTER**

UNIVERSITY OF MICHIGAN

University of Michigan Injury Prevention Center  
2800 Plymouth Road, Suite B10-G080  
Ann Arbor, MI 48109-2800

Email: [UMInjuryCenter@umich.edu](mailto:UMInjuryCenter@umich.edu)

© 2020 Regents of the University of Michigan

**The Regents of the University of Michigan:**

Jordan B. Acker, Michael J. Behm, Mark J. Bernstein, Paul W. Brown,  
Shauna Ryder Diggs, Denise Ilitch, Ron Weiser, Katherine E. White

**Nondiscrimination Policy Statement:**

The University of Michigan, as an equal opportunity/affirmative action employer, complies with all applicable federal and state laws regarding nondiscrimination and affirmative action. The University of Michigan is committed to a policy of equal opportunity for all persons and does not discriminate on the basis of race, color, national origin, age, marital status, sex, sexual orientation, gender identity, gender expression, disability, religion, height, weight, or veteran status in employment, educational programs and activities, and admissions. Inquiries or complaints may be addressed to the Senior Director

for Institutional Equity, and Title IX/Section 504/ADA Coordinator, Office for Institutional Equity, 2072 Administrative Services Building, Ann Arbor, Michigan 48109-1432, 734-763-0235, TTY 734-647-1388, [institutional.equity@umich.edu](mailto:institutional.equity@umich.edu). For other University of Michigan information call 734-764-1817.



Prepared by the University of Michigan  
Injury Prevention Center  
A CDC-Funded Injury Control Research Center

From: Lawrence Morgan <[REDACTED]>

Sent: Tuesday, August 6, 2024 12:23 PM

To: Board <[Board@meridian.mi.us](mailto:Board@meridian.mi.us)>

Subject: Senior center

A senior center at a reasonable cost may be a good idea, but a 85,000 sq feet for a pie in the sky community center is out of the question. A project of this cost should not be slapped on the ballot just because an election is lurking. A large project with out proper due diligence is what gives government a bad name.

Sent from my iPad

**From:** <[REDACTED]>

**Sent:** Wednesday, August 7, 2024 11:20 AM

**To:** Tim Schmitt <[REDACTED]>; LeRoy Harvey <[REDACTED]>; Dan Opsommer <[REDACTED]>

**Subject:** FW: Letter for Delta Township Trustees

Meridian Township Officials:

Capital Area Friends of the Environment (CAFÉ) has written the attached letter raising concerns about Lansing Board of Water & Light's energy planning. We want to share it with the appropriate township representatives. Please share this with the relevant Meridian Township officials, and let us know if you have any questions and/or if you would like any assistance with your township's near-future food, energy, and water systems.

Tom Stanton, Board Member

<https://517cafe.org>

=====

Tom Stanton, Founder/Principal, Community Energy Solutions, LLC

<https://communityenergysolutions.info>

Lansing City Council  
124 W Michigan Avenue  
10th Floor City Hall  
Lansing, MI 48933

August 5, 2024

Dear Councilmembers:

We write to bring your attention to some serious concerns regarding the Lansing Board of Water & Light's (LBWL) "clean energy" plan.

First, we want to ensure that the council is aware that the LBWL's planned gas-burning reciprocating internal combustion engine (RICE) plant does not qualify as "clean energy" under Michigan law. At the City Council's Committee of the Whole meeting on July 8, the LBWL's General Manager Dick Peffley implied that the RICE plant would produce clean energy consistent with state law, echoing documents from the LBWL [describing the gas plant as "clean energy."](#) But as the General Manager subsequently clarified verbally at an LBWL Finance Committee meeting on July 16, there is currently no legal sense in which the proposed RICE plant (costing \$170 million) can be considered "clean energy" in Michigan. At the same meeting, the LBWL provided written materials that continued to [inaccurately describe the RICE plant as "clean energy."](#) In 2023, Michigan enacted a new law setting standards for utilities to produce clean and renewable electricity. The new law [requires](#) clean energy sources to emit no greenhouse gasses (the RICE plant would emit such gasses), OR to be a combined cycle plant (which the RICE is not), OR to have 90% effective carbon capture and storage (CCS). As LBWL noted in their air permit application for the RICE plant, CCS would double the cost of the plant and so is unaffordable. Thus, the RICE plant should not be considered "clean energy" and should not be included in a "clean energy plan." To include it will mislead the public into thinking that the LBWL is doing more to invest in renewable energy than is actually the case and may reduce the sense of urgency for the LBWL to increase its use of renewable energy which currently produces only 13 percent of the LBWL's electricity; 87 percent comes from coal and gas.

Another concern relates to statements about the planned LBWL battery storage facility. General Manager Peffley has stated that the 160 MW battery is a [4-hour battery](#). However, the batteries available at utility scale can be [drawn down variably \(much like our phone batteries\) and so do not have a 4-hour time limit](#). Indeed, drawing power out of a battery more slowly than the maximum draw [tends to increase the life of a battery](#). Such a battery can provide resilient support for the Lansing electrical grid, [as has been shown in other states](#). In addition, chemical batteries are not the only electricity storage technologies that should be carefully analyzed by LBWL prior to selecting technologies for implementation. There are several [options](#) for cost-effective thermal storage and for storage using technologies other than chemical batteries, [including from Michigan companies](#).

Such misinformation undermines confidence in the decision-making capacities at LBWL, especially when, more than a year after announcing its \$750 million electricity expansion plan, the utility has not shared with the public a detailed written account of the plan. This confidence is

further eroded when considering that the capital expense of the RICE plant dominates LBWL's "clean energy plan," despite RICE units not being clean energy resources. The capital expense understates the total cost of the RICE plant because this expense does not include costs for the gas needed to run the plant or transmission costs when the gas is delivered via pipeline. [Recent economic analyses](#) show that building new intermittent "[peaking](#)" gas plants (such as the RICE) are among the most expensive ways to produce electricity, and given Michigan's new requirement that utilities produce 100 percent of their retail sales from clean sources by 2040, such a facility is likely to be a [stranded asset](#) by then. Expenditures on new fossil fuel resources will also continue to impede LBWL's announced objective for achieving Michigan's 50% renewable energy standard by 2030.

Furthermore, LBWL policies and plans should be helping to build the local economy through increasing local employment, improving the local environment, and supporting local businesses. Multiple studies (see [here](#), [here](#), and [here](#)) indicate that serious losses ensue when we add centralized fossil fuel infrastructure in a state like Michigan, where we import both the fossil fuel technologies and the fuel used to operate them. Typical economic and employment multipliers are frequently much better when local utilities [invest in energy efficiency and local renewable energy](#), and when customer costs for utility services are declining rather than increasing.

In short, the RICE plant is not clean energy and is an unwise investment for the Lansing area. That LBWL has signaled it will raise rates to pay for this wasteful expenditure is deeply worrisome. No rate increases should be authorized until LBWL has provided the public with a clear and coherent plan for its electricity expansion that meets required renewable and clean energy goals.

LBWL should invest in less expensive resources, such as wind energy, cost-effective [distributed energy resources](#) for both supply and demand management, and alternative storage technologies to complement its growing solar energy portfolio. This is the economically responsible way to build a strong hometown energy system. Such a path is also the most plausible way to meet state standards for renewable and clean energy.

Sincerely,

Capital Area Friends of the Environment  
Randy Dykhuis (President)  
Marshall Clabeaux  
Heather Douglas  
Elaine Fischhoff  
Dusty Horwitt  
Tom Stanton  
<https://www.517cafe.org/>  
[mi.517.cafe@gmail.com](mailto:mi.517.cafe@gmail.com)

cc: Mayor Andy Schor  
Lansing Board of Water & Light Board of Commissioners

Delhi Charter Township Board of Trustees  
Delta Township Board of Trustees  
DeWitt Charter Township Board of Trustees  
East Lansing City Council  
Lansing Township Board of Trustees  
Meridian Township Board

From: Kathy Harrison <[REDACTED]>

Sent: Wednesday, August 7, 2024 2:08 PM

To: Township Board <[Townshipboard@meridian.mi.us](mailto:Townshipboard@meridian.mi.us)>; Tim Schmitt <[schmitt@meridian.mi.us](mailto:schmitt@meridian.mi.us)>

Subject: Proposed Community Center

Greetings Meridian Township Board Members,

I am writing to express my full support for a new Meridian Township Senior Center. However, I do not support the proposed new Community Center.

The Senior Center is well attended and provides a needed resource to our community. The township has received funding to replace it and that should be the goal. The proposed Community Center is an extensive expansion of the original goal and a large expense for the township. I'm concerned that the building costs, ongoing maintenance, and salaries to staff a community center may have been underestimated. Our economy has experienced rising costs due to inflation over the last 3 years and adding new unresearched costs seems imprudent.

I ask you to further identify ways to replace the Senior Center.

Thank you,

Kathleen Harrison

Meridian Township Resident

Sent from my iPhone

**From:** Hui Li <[REDACTED]>

**Sent:** Wednesday, August 7, 2024 2:38 AM

**To:** Board <[Board@meridian.mi.us](mailto:Board@meridian.mi.us)>; Township Board <[Townshipboard@meridian.mi.us](mailto:Townshipboard@meridian.mi.us)>

**Subject:** Stop the Approval of a Recreational Marijuana Dispensary in Our Neighborhood

Dear Cleak Deborah, and Meridian Township Representative, Scott Hendrickson

Thank you very much for your prompt response.

We hope our elected township leaders and the board members can work for us. In addition, we would like to highlight several key facts associated with this petition to argue the board to reconsider the decision on the selection of retail store location.:

1. In the 2022 election, there were only six more votes in favor of opening recreational marijuana retail stores in Okemos. This is too close and within the margin of error in terms of the overall voter numbers..
2. More voters in favor of the proposal of opening the retail stores live in northern parts of the Meridian Township, while most of the township revenue is generated from the residents of the southern area. It is very under democratic and unacceptable to ignore the interests of people living in the southern area without considering the interest of voters in different locations.
3. The proposed marijuana retail store is very close to Middle and High Schools in Okemos.
4. Okemos is a conservation township known for being a great place to raise families. Marijuana is definitely against our traditional values. This will permanently damage our community values.
5. The distinctly skunky pungent odor of cannabis has emerged as a quality-of-life issue from New York City to Amsterdam. Opening a marijuana retail store will have strong adverse social and economical impacts, including increase in crime and traffic accidents.
6. Marijuana smoke can produce PM2.5 concentrations 4.4 times greater than tobacco smoke, which can exacerbate health problems, especially for people with respiratory conditions like asthma, bronchitis, or COPD, and potentially make the township a target of legal lawsuits.

Best regards,

Greater Lansing Chinese Association ( Chinese Community of Greater Lansing Area)

On Aug 6, 2024, at 7:51 AM, Deborah Guthrie <[guthrie@meridian.mi.us](mailto:guthrie@meridian.mi.us)> wrote:

The marijuana retailer is proposed for the far right side of the building; Baryames and the space to the right of it, south to the end of the building. They own the entire building and cannot expand to the north as it doesn't meet the setback requirements in our ordinance.

Thank you for giving these thoughts to ponder. I appreciate the time you took in communicating this to the board. Best, Deborah

Thank you, Clerk Guthrie

To check your voter registration status, request an absent voter ballot or to track your ballot, please visit

[https://urldefense.com/v3/\\_http://www.michigan.gov/vote\\_!!HXCxUKc!3fqP1C6GWRg7WGMfaMfB-ETjSB6Vow400OtD5UVkejF4l0FZhF6eB9ejXOOZDNOV0ck-9iASQ6TXf139\\$](https://urldefense.com/v3/_http://www.michigan.gov/vote_!!HXCxUKc!3fqP1C6GWRg7WGMfaMfB-ETjSB6Vow400OtD5UVkejF4l0FZhF6eB9ejXOOZDNOV0ck-9iASQ6TXf139$)

Deborah Guthrie, MiPMC  
Clerk, Meridian Township  
[guthrie@meridian.mi.us](mailto:guthrie@meridian.mi.us)  
W 517.853.4324 | F 517.853.4251  
5151 Marsh Road | Okemos, MI 48864  
[meridian.mi.us/elections](http://meridian.mi.us/elections)

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

From: Sunny Renli <[REDACTED]>

Sent: Monday, August 5, 2024 11:44 PM

To: Board <[Board@meridian.mi.us](mailto:Board@meridian.mi.us)>

Cc: Township Board <[Townshipboard@meridian.mi.us](mailto:Townshipboard@meridian.mi.us)>

Subject: Stop the Approval of a Recreational Marijuana Dispensary in Our Neighborhood

Dear Meridian Township Representative, Scott Hendrickson

We hope this email finds you well.

We are reaching out to learn where you stand on the Special Use Permit for the Marijuana Dispensary proposed at Okemos in Meridian Township.

Based on the approval criteria, it seems board members like you have limited flexibility. However, as detailed below, outdated, and inaccurate facts present an opportunity to act in the best interest of nearby businesses, Meridian Township, and the residents of Okemos who will be most affected.

A well-informed decision avoids regrets and wishing we had known the consequences.

Criteria 3: The presence of a marijuana dispensary could significantly alter the essential character of the nearby businesses. The businesses in the strip, such as Royal Nails, Juice Nation, Biggby Coffee, and Subway, are frequently visited by children and their families. This will change if the permit is allowed. The proposed dispensary will not remain the size presently being considered. According to the Meridian Township ordinance of 2023, the required minimum distance from a place of worship is 500 feet, not 1,000 feet as claimed by Mr. Schmidt. This discrepancy suggests that future expansion of the dispensary is likely, potentially leading to the creation of a marijuana district at the busy intersection of Jolly and Okemos, just one block from the 110-freeway exit. No question that the dispensary will significantly alter the essential character of nearby businesses. Associating your name with a situation where these businesses might move out of Meridian Township and this intersection becomes an area avoided by children and families could be undesirable.

Criteria 4: If this dispensary goes in it would be hazardous to existing property uses. A representative of the owner stated recently, before the board, that HEPA filters will be used to minimize odors while the doors are closed. Her statement indicates that many clients will be sampling marijuana products at the premises. Imagine the hazard that will pose, in addition to increased traffic, more accidents, less parking for neighboring businesses, increased crime, and loss of customers to surrounding businesses. Illegal drug dealers are likely to loiter nearby trying to sell at a cheaper rate before customers enter the facility. The all-cash nature of the business is also likely to attract crime against those near the shopping center and the dispensary. Medical dispensaries generate very little business, and this is why none were open until recreational use was allowed. This implies that all assumptions made in 2018-2019 regarding the impact on traffic and safety are grossly understated because they assumed a medical dispensary.

Criteria 5: This dispensary could severely impact the economic welfare of surrounding properties and the community. Long-standing businesses are being forced out due to rent increases of up to three times their previous amount, leaving empty lots that may attract drug-related clientele. The negative effects on neighboring properties are already evident—just ask the owners of Royal Nails who plan to leave. Surrounding properties would likely experience increased traffic, impaired drivers, higher crime rates, and reduced public safety, all of which could harm the immediate businesses. Additionally, the incidence of drug addiction and domestic violence in Okemos is likely to rise. The diversion of marijuana products, such as gummies, which have a high resale value, will likely increase, especially among underage individuals. This is not fearmongering, we know drug-laced gummies are already a problem in Okemos High School. The prominent presence of the business and the greater ability will exacerbate the problem. We doubt you consider these effects positive for your constituents.

Your position is incredibly important to me because this issue is near and dear to my heart. Therefore, we hope to hear back from you on this issue ideally by August 4, 2024. Your reply could positively influence me and my family as we prepare to vote in the upcoming election on August 6, 2024.

Thank you for understanding and your attention to this matter.

The Chinese Community of Greater Lansing Area

From: Michael Gawecki <[REDACTED]>

Sent: Thursday, August 8, 2024 12:41 PM

To: Board <[Board@meridian.mi.us](mailto:Board@meridian.mi.us)>

Subject: As cannabis use makes more kids sick, Detroit school leaders seek answers - Chalkbeat

Hello all,

Okemos did not want this. In fact double - digit banned on ballot. Northern District and Haslett wanted recreational marijuana.

And no, this facilities aren't "everywhere." The excellent school districts across the state has banned it, including the wealthy suburbs of Detroit.

We do not want this in our award-winning school District.

<https://www.chalkbeat.org/detroit/2024/05/13/legal-marijuana-creates-unintended-health-problems-for-kids-and-schools/>

Respectfully,

Michael B. Gawecki

Attorney at Law

**From:** Amanda Lick <[amanda.lick@gmail.com](mailto:amanda.lick@gmail.com)>

**Sent:** Thursday, August 8, 2024 5:31 PM

**To:** Board <[Board@meridian.mi.us](mailto:Board@meridian.mi.us)>

**Subject:** Community Center

Dear Board and respected members of our community,

I am writing on behalf of my position on the park commission as well as a member of this wonderful township.

I admire the passion of our community to provide access to facilities for all individuals. That is one of the things that makes Meridian Township such a special place to live and grow throughout the many phases of life. We hold in high regard and with resounding commitment to provide quality facilities, programs, experiences and spaces to enhance everyone's lives.

I'm writing because I'm concerned about the cost of the proposed community center facility. With the financial burdens that families have experienced in recent years, including inflation and other expenses, an investment of this kind could create a financial hardship for many families.

I hope we can continue discussions to provide a quality center for our community, that allows for folks of all ages to come together that also is representative of the current financial times and meets the respective needs of the voters.

Thank you with warm regards,

Amanda A. Lick

**From:** York, Richard <[REDACTED]>  
**Sent:** Thursday, August 8, 2024 2:36 PM  
**To:** Board <[Board@meridian.mi.us](mailto:Board@meridian.mi.us)>  
**Subject:** Dispensary at Okemos R./Jolly Rd.

I cannot attend this evening's board meeting but want to make one last appeal to you with regard to the request for a dispensary at the northeast corner of the Jolly Rd. and Okemos Rd. intersection. Please do not allow this "menace" in an area heavily trafficked by children. I firmly believe that if the dispensary is allowed (statistics back this up) it will have a negative impact on families, home values, and our overall safety with regard to an increase crime. Regretfully, advertising by the dispensary business is slick to say the least hoping to create a large draw to their businesses. As an example, I read my local Pittsfield, Ma. newspaper daily. The advertisements by the dispensaries are at times shocking. A recent ad showed a group of 4 women smoking various "things" while lounging in front of a fireplace in what was clearly a family room. The caption discussed how nice it is for moms to get together and relax... Yikes! Are their children in school? Perhaps there is a baby in the next room sleeping. Are they going to jump in their cars to pick up the kids or head to a store high?

Please nix this dispensary request.

Judith Leibinger

From: Marlene Stover <[REDACTED]>

Sent: Friday, August 9, 2024 7:00 AM

To: Board <[Board@meridian.mi.us](mailto:Board@meridian.mi.us)>

Subject: Vote

Good morning,

That was a very disappointing vote. \$50,000 to fight a lawsuit is not a lot of money in my opinion and many others. Why a business like this would be courted and welcomed into a Prime community is baffling. Many people are asking that question, not just me.

Marna, the majority of people in that room were not from “the neighborhood to the east”. If you listen to the addresses most were from the west. In addition, there were people that represented multiple neighborhoods to the east not just one. As we all know, every single neighborhood will be affected, except the ones that voted for it in Haslett. As a matter of fact, people all over Okemos are outraged this facility is going in and will be even more so once they start selling weed.

My sister in law Betsy Stover started Ele’s Place. Our family cares deeply about children in the community. This community cares about children too and will not stand idly by and watch cars come in and off the highway to buy marijuana and change our community. We collected over 1,060 signatures in 8 days. As evidenced last night, a tiny minority actually want this and I bet the people that spoke are not even recreational marijuana users. They didn’t look like the 18-25 year old rec weed user to me.

Regards,

Marlene Russell Stover

From: Rhonda Bueche <[REDACTED]>  
Sent: Monday, August 12, 2024 12:43 PM  
To: Planning Commission (DG) <[planningcommission@meridian.mi.us](mailto:planningcommission@meridian.mi.us)>; Board  
<[Board@meridian.mi.us](mailto:Board@meridian.mi.us)>  
Subject: SUP #24020

Dear Planning Commission, and Board Members;

Please do not allow SUP #24020 or any other cannabis businesses to pass. Please wait to collect data on the deleterious effects of such businesses and listen to the township residents regarding their desire to not have these businesses in our Township.

Thank you,  
Rhonda Bueche

**Meridian Township Planning Commission Meeting 0812.24**  
**Agenda Item #7: Public Hearing**  
**Re: SUP #24020 – Okemos Local Investments**

To the Planning Commission:

The health, safety, and welfare of the community is paramount in any land use decision. I oppose the above-captioned SUP application for the following reasons:

**1. The applicant has failed to meet significant SUP Request Standards.**

Per Meridian Township's SUP Request Standards, the SUP applicant must demonstrate that the project will not adversely affect or be hazardous to the neighboring uses and that it will not be detrimental to the economic welfare of the surrounding properties or the community. The support cited by the applicant in response to these requirements does not specifically address these standards.

**2. Marijuana commerce in our township will negatively impact children.**

Studies of poison control data published by reputable science journals such as *Clinical Toxicology* document that while pediatric alcohol exposure is decreasing, cannabis poisoning of children is a significant public health problem. (<https://www.tandfonline.com/doi/full/10.1080/15563650.2022.2120818>)

In Michigan, specifically, *The Journal of Emergency Medicine* reported that "Legalization of medical and recreational cannabis is a major contributor to pediatric cannabis exposures."

<https://www.sciencedirect.com/science/article/abs/pii/S0736467920314190>

**3. Marijuana commerce has significant public health and safety implications.**

The issues of public health and public safety associated with marijuana commerce may offset any unrealized potential economic benefit. Here is some additional data to consider excerpted from the Rocky Mountain High Intensity Drug Trafficking Area report for 2021.

(<https://www.rmhidta.org/publications?pgid=khxvk038-6a0e2823-f0e2-4f73-b236-34dfc9e4952d> ):

**Executive Summary**

The Rocky Mountain High Intensity Drug Trafficking Area (RMHIDTA) program has published annual reports every year since 2013 tracking the impact of legalizing recreational marijuana in Colorado.

**Section I: Traffic Fatalities & Impaired Driving**

- Since recreational marijuana was legalized in 2013, traffic deaths where drivers tested positive for marijuana **increased 138%** while all Colorado traffic deaths **increased 29%**.

- Since recreational marijuana was legalized, traffic deaths involving drivers who tested positive for marijuana **more than doubled** from 55 in 2013 to 131 people killed in 2020.
- Since recreational marijuana was legalized, the percentage of all Colorado traffic deaths involving drivers who tested positive for marijuana **increased from 11% in 2013 to 20%** in 2020.

## **Section II: Marijuana Use**

Since recreational marijuana was legalized in 2013:

- Past month marijuana use for ages 12 and older **increased 26%** and is **61% higher** than the national average, currently ranked **3rd** in the nation.
- Past month adult marijuana use (ages 18 and older) **increased 20%** and is **62% higher** than the national average, currently ranked **3rd** in the nation.
- Past month college age marijuana (ages 18-25) use **increased 10%** and is **53% higher** than the national average, currently ranked **3rd** in the nation.
- Past month youth marijuana (ages 12-17) use **decreased 22%** and is **39% higher** than the national average, currently ranked **7th** in the nation.

I have attached PDF copies of the documents referenced in this letter. Thank you for considering my input.

Sincerely,  
Your Name  
Your Street Address  
Your Town, MI Zip Code

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

August 9, 2024

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

RECEIVED

AUG 15 2024

Meridian Township  
Clerk's Office

Re: Repaving of the streets.

Dear Board of Trustees;

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

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

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

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

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

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

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

Some of the problems include:

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

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

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

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

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

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

Respectively,

The Undersigned Residents of East Reynolds and Quail Streets

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

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

Ingham County Courthouse

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

6. EGLE Water Resources Division,

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

7. Erin Chelotti, Lansing TSC MDOT

2700 Port Lansing Road, Lansing MI 48906

8. MDCR Service Center

Capitol Tower Building, 110 West Michigan Avenue, Suite 800

Lansing, MI 48933

9. State Representative Penelope Tsernoglou,

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

124 N Capitol Avenue, Lansing, MI 48933

10. State Senator Sam Singh,

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

100 N. Michigan, Lansing, MI 48933

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

Name

Address

*Karen K. Blair*

[Redacted]

*Andrea Lusted*

[Redacted]

*Donna Jean May*

[Redacted]

*Jacqueline K. Carisse*

[Redacted]

*Mary J. Crista*

[Redacted]

*Michael J. Crista*

[Redacted]

*Lindsey & Calvin Myers*

[Redacted]

*Curt Ambler*

[Redacted]

Name	Address
Austin One	[Redacted] Reynolds Rd Hastell MI 48840
Mary Pland	[Redacted] Reynolds Rd
Marie V. Pland	Hastell, Mi, 48840
Eugene Kazanjian Greg Kazanjian	[Redacted] Reynolds Rd [Redacted] Reynolds Rd
Julia Baumer	[Redacted] Reynolds Rd.
Billie Idey	[Redacted] Reynolds Rd.
Celia Folkes	[Redacted] Reynolds Rd.
Connie Page	[Redacted] Reynolds Rd
Susan Brundage	[Redacted] Reynolds Rd
Jackie Frisopky	[Redacted] Reynolds Rd.
Sidney & Noah	[Redacted] Reynolds Rd.
Cynthia Arcard	[Redacted] Reynolds Rd.
Ellen Dohr	[Redacted] Reynolds Rd
P. [Redacted]	[Redacted]
Cynthia Jalk	[Redacted] Qual 5 - Hastell MI 48840

Name

Address

Jorda M. Liskey

6343 Quail

Michael L. Jelusta

6321 Quail

Kelli L. Johnston

6325 Quail

Susan R. Johnston

6325 Quail

[Signature]

6609 Quail St

Kim Cronin

6609 Quail St

Jayne Henderson

6295 Quail St

Paul Arant

6453 E Reynolds

Elena Watkins

365 E Reynolds

Sergey Ilyashov  
(SERGEY ILYASHOV)

6355 E REYNOLDS RD

Craig Shoenberger

6329 Milenz St

Brad 9th

6432 PERRY RD

Name

Address

Niki Zerga/Konstantin

[Redacted] Reynolds Rd

John + Cindy Wycott  
"By Consent"

[Redacted] Reynolds Rd

For further information or point of contact, please call or write:

Rod Arnst

3253 East Reynolds Road

Haslett, Michigan 48840

517 230-0729

arnstrod@hotmail.com

or

Curtis Armbruster

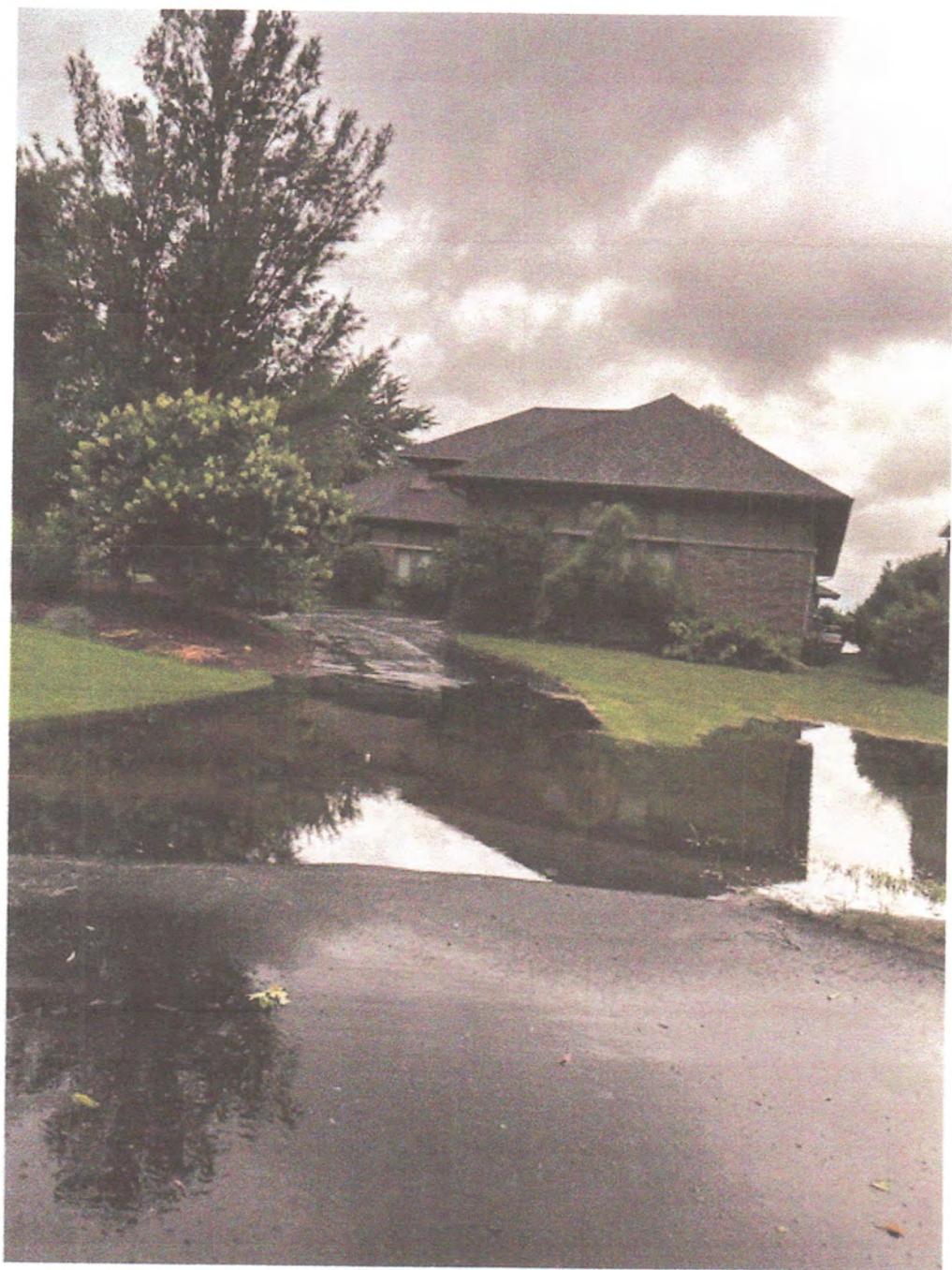
6411 East Reynolds Road

Haslett, Michigan 48840

517 256-1604

curtarmy@aol.com

Please look at the pictures and remember that this water will not go into the ground in the frozen winter months and these "ponds" will become "skating rinks for children loading school busses, adults visiting, delivery people, visitors, and cars.



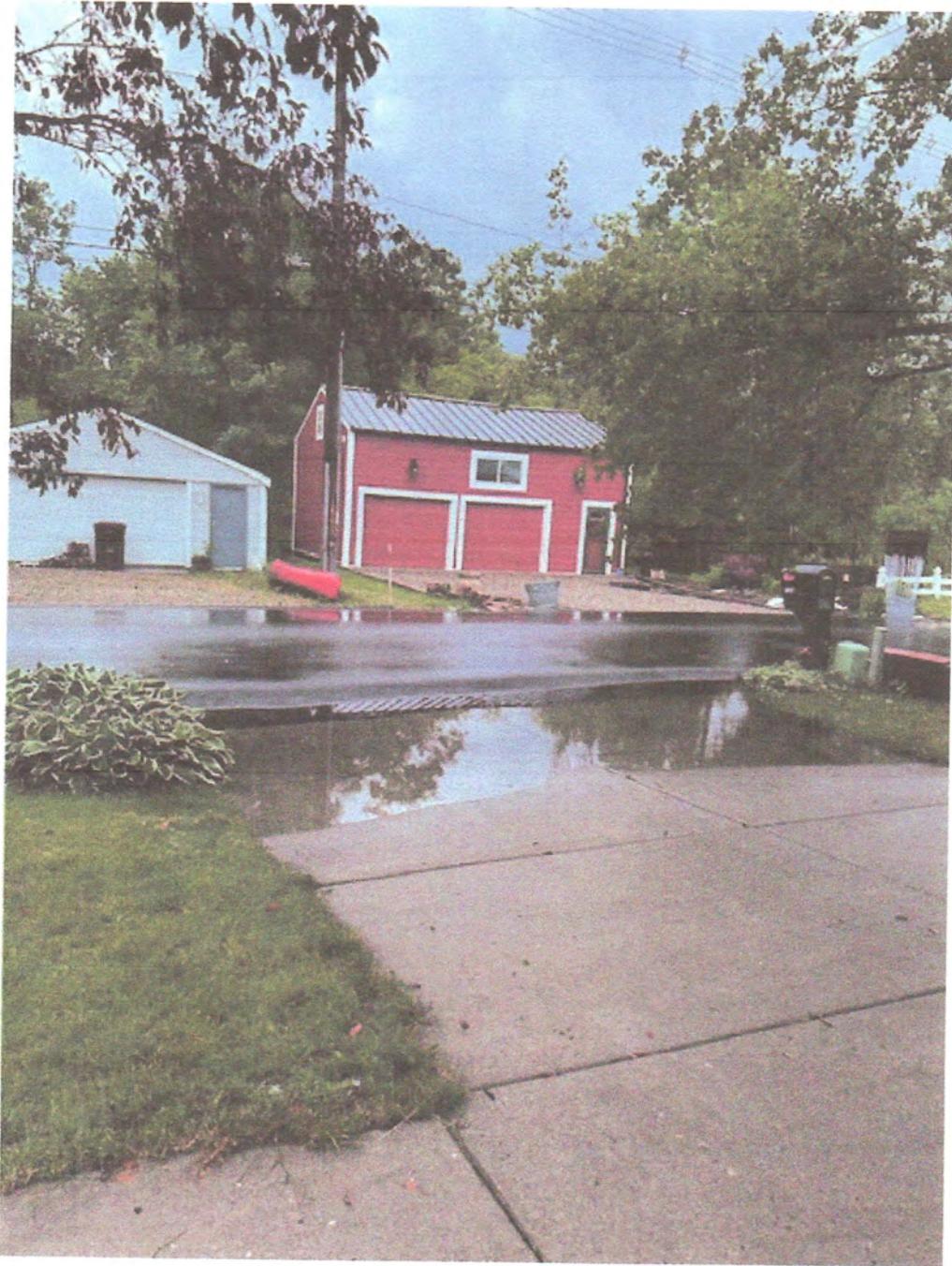
used to be long



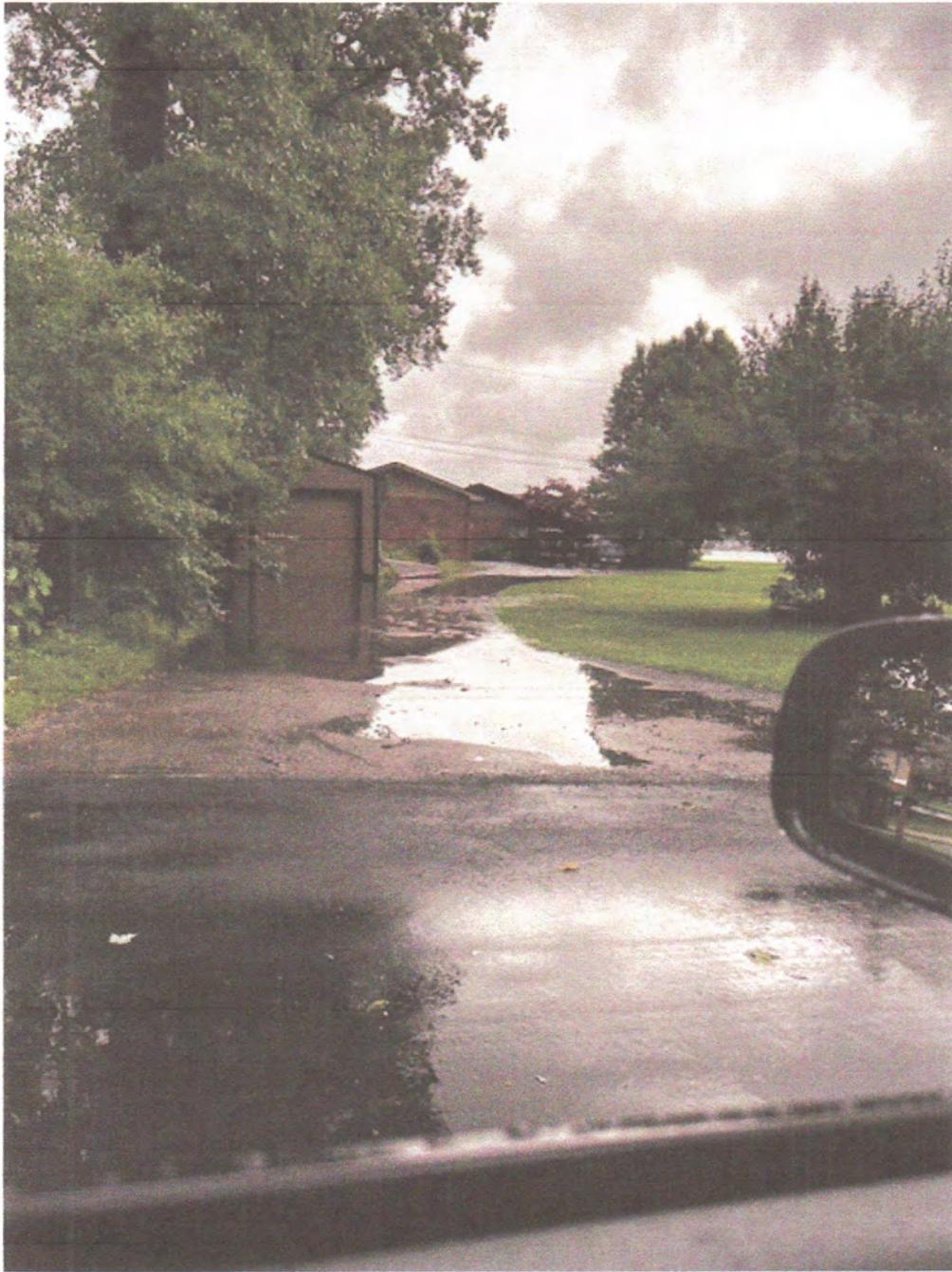
Used to be dry - Wetlands  
across street



Used to be dry



never had water to this extent



used to have some water problems  
now Major Water problems  
Wed land across street



Used to be dry - 6395  
See before pics 19, 20, 21, 22



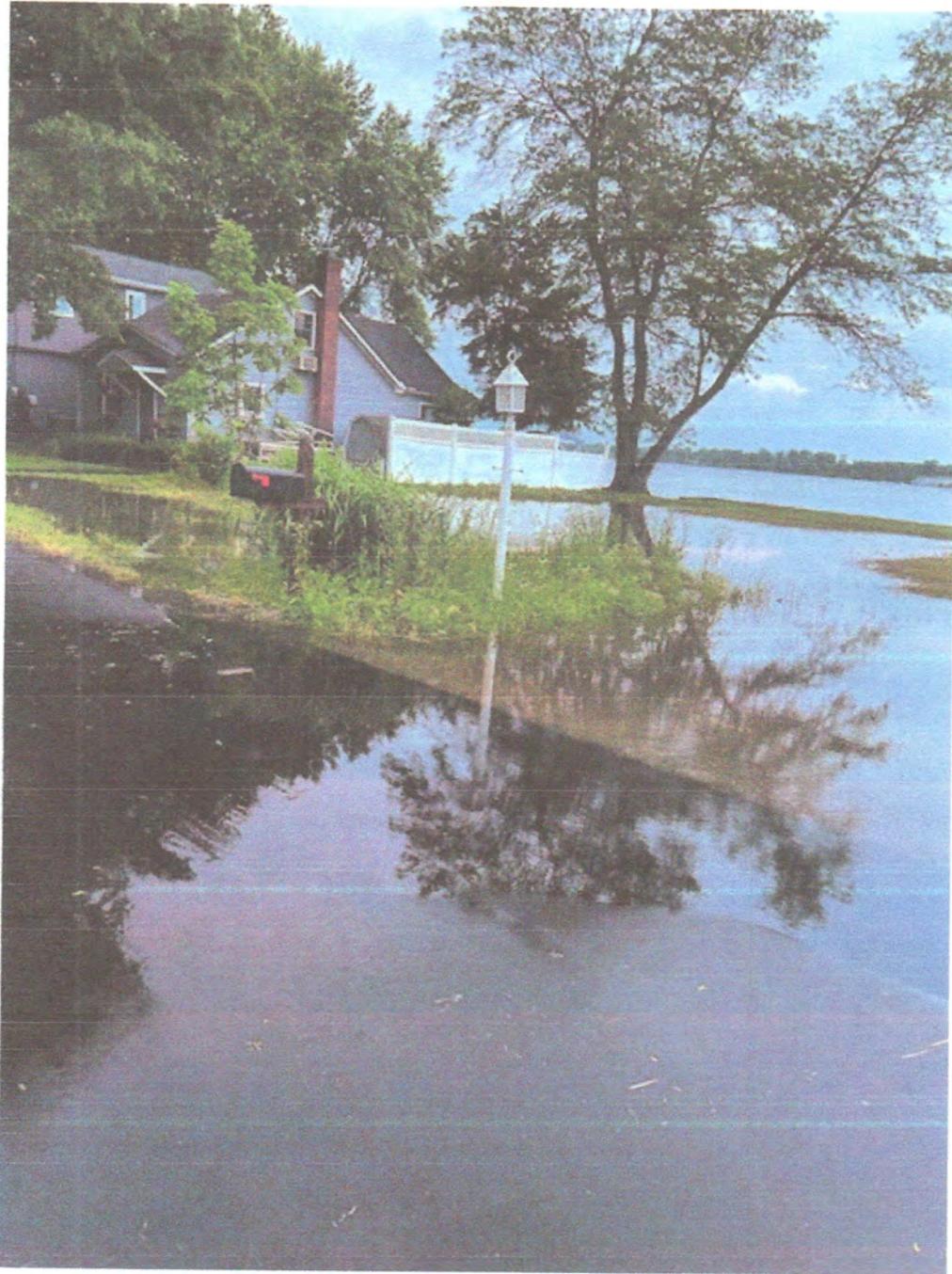
Low Road 6395



Low ROAD 6395



6401 E Reynolds -  
Victim - just a shame

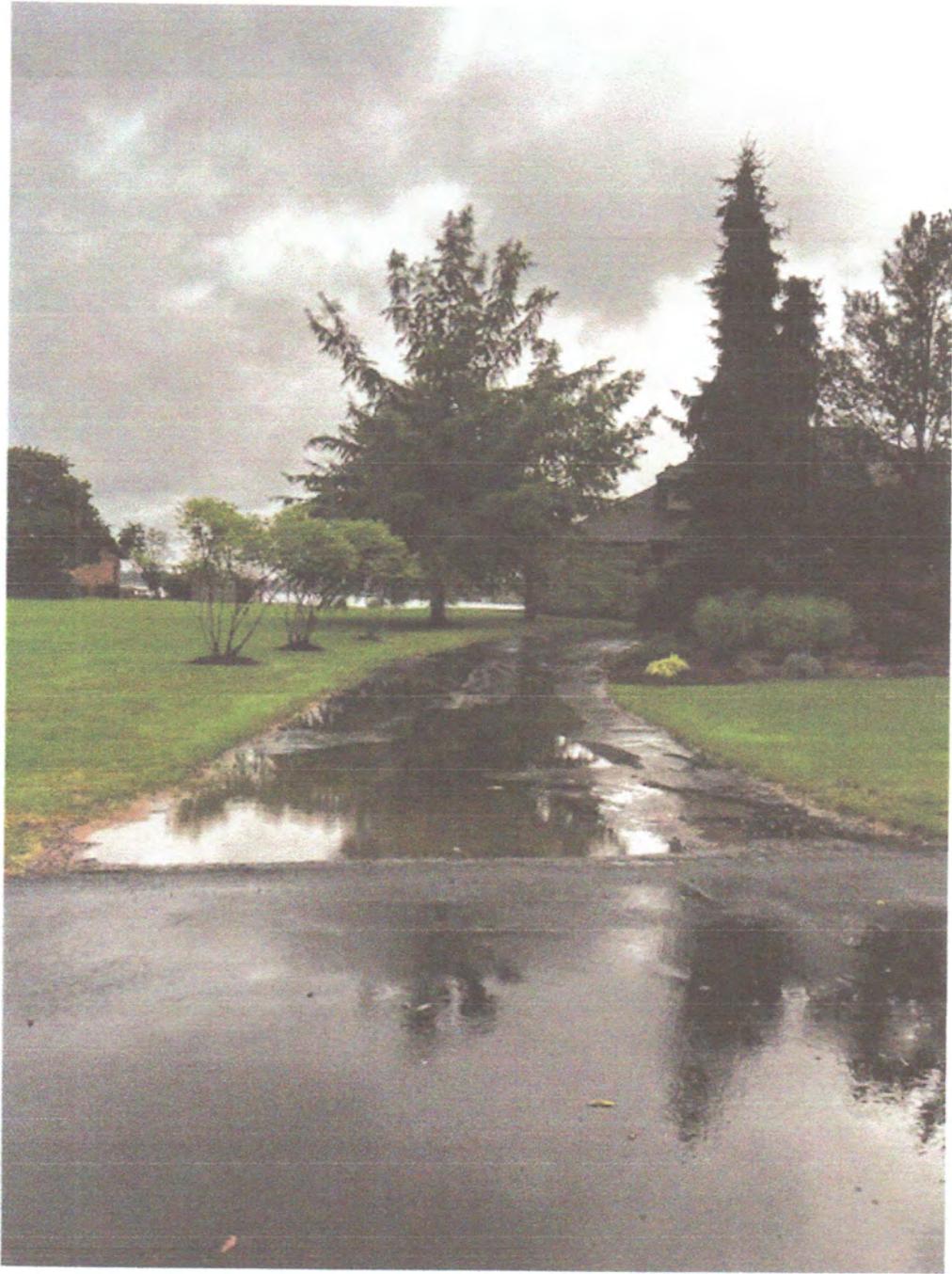


just a  
sample  
of new  
waterpics  
It will  
Be WORSE  
IN ALL  
PICS IN  
WINTER!

6403 E Reynolds Rd

They were asking \$450,000 -

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



Used to be dry



Used to be dry - Wetlands across  
street



Used to be dry - Wet land across street.

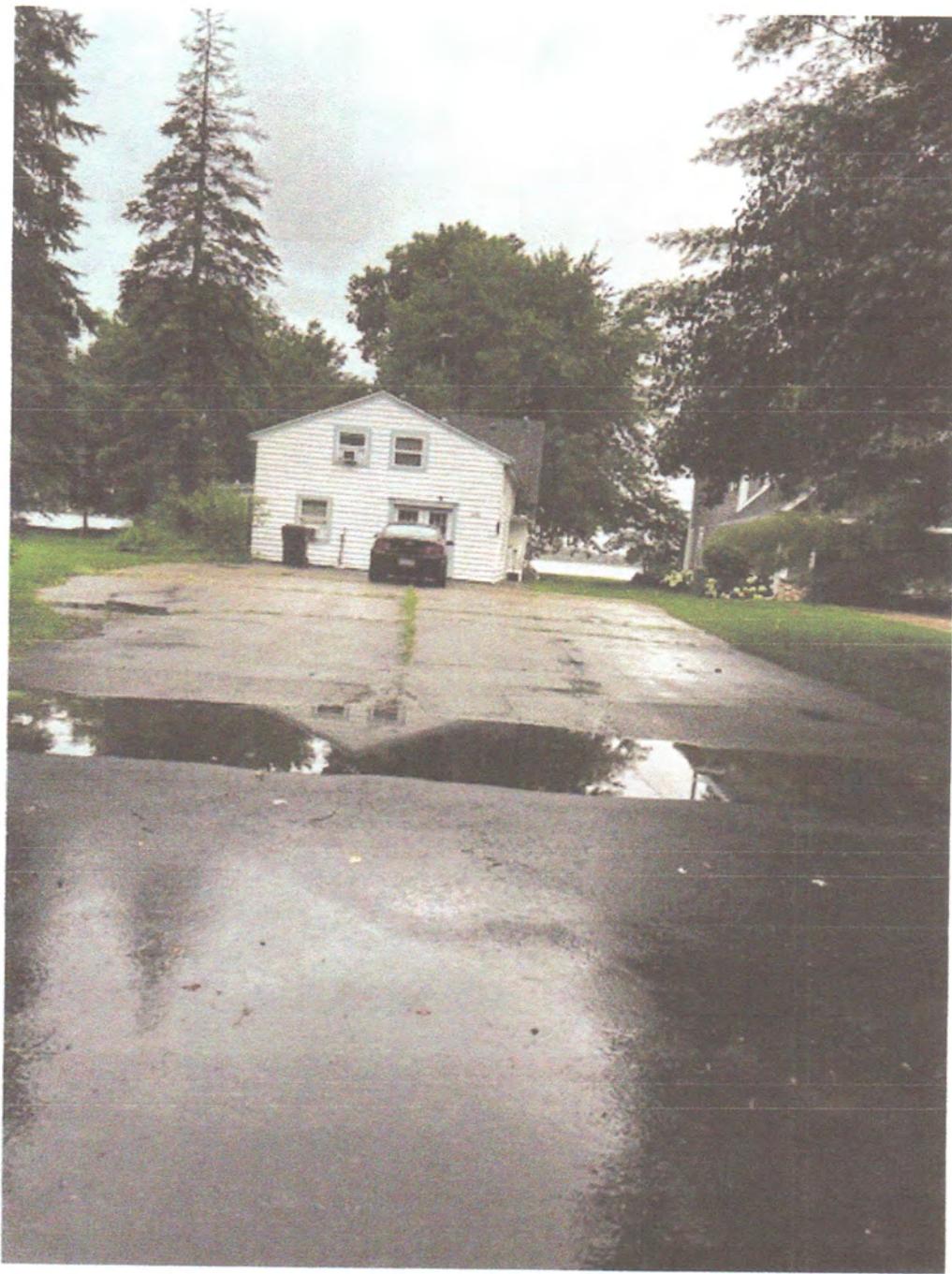


Sent from my iPhone

*Used to be dry at all times*



side walk under 4" of water



Used to be dry



Today, that water accumulates and immediately goes north across the sloping road to the wetlands in the area where we were standing at the low spot. The surface water flows across the road at other areas also.

Presently, just a 1/2 inch or so of accumulation is all it takes for water to start flowing across the road.

With your revised plans the road will have reverse slope to the north (wetlands) just like now, but it will be 4-5" higher.

WITH YOUR ORIGINAL AND REVISED PLANS THERE WILL HAVE TO BE OVER 4.5 INCHES OF WATER ACCUMULATED BEFORE IT CAN FLOW ACROSS THE NEW ROAD. THE WATER WILL PROBABLY FLOW ACROSS THE LOT AND DIRECTLY INTO THE LAKE BEFORE IT GETS HIGH ENOUGH TO CROSS THE ROAD.

Four and one half inches.

Why did I say 4.5 inches? Because that is what the drawing says. In all areas, the drawing shows the new road .38 feet above the existing road. Elevation Proposed 854.36' minus existing 853.96' = .38' x 12" = 4.56" not 2 to 2.5"

Shame on me for believing you when you wrote in your email (part of this conversation) on May 23<sup>rd</sup>

**The top of the asphalt will rise about 2-2.5 inches because the old road will be crushed and compacted to create a more stable base for the new road. The Ingham County Road Department would never allow us to not do this.**

Now it is clear why there are big ugly asphalt approaches encroaching sometimes it into our sidewalks and driveways.

The whole bunch of you, that are engineers and supposed to be able to read a drawing carried on this conversation for a month using the 2.0 inches as the new higher height for the road. You and Corey discussed in detail with Max and me standing at the low spot in front of the garage and talked endlessly about 2.5 inches.

That was deceptive at best. Where I come from it was just plain old lying.

Also contrary to what you stated in your most recent email, I have not talked about any garages that presently get flooded. One that even is just flooded for sure with the new road being 4.5" higher than the existing road.

Dan, you know this, but for the record, my property isn't really affected by any of these plans. I'm on high ground and I do and will want the water to flow past my house to the low spot a few doors to the east. I just hate incompetence. I hate lying and knowingly watching someone's property get harmed.

The water damage will be limited to a few properties in the low areas. The ugly fence caused by these approaches and saw cuts clearly show a large disregard to the pride of ownership. And it seems like a huge disregard for the walking safety with a 4.5 inch change in height alongside the road.

The township, county, and engineering company are on notice by this conversation that raising the road is going to create exacerbated flooding during periods when the ground is not able to absorb the excess water.

A 4.5" higher road may cause surface water to be directed into Lake Lansing, which certainly will not be environmentally friendly if not a violation of some law.

A 4.5" higher road is not necessary. The present road is 30 or more years old. We deserve better than a wheel road that intentionally destroys property and property values.

Dan, As a Journalism Graduate you write well. However this is an Engineering Problem.

Dan, you do not need to answer this email. I have said all I can say.

Sincerely,

From: Dan Opsommer <[opsommer@meridian.mi.us](mailto:opsommer@meridian.mi.us)>  
Sent: Tuesday, July 18, 2023 4:56 PM  
To: CURTIS J. ARMBRUSTER <[REDACTED]>, Simon Pawar <[SPawar@ingham.org](mailto:SPawar@ingham.org)>, Kelly Jones <[K.Jones2@ingham.org](mailto:K.Jones2@ingham.org)>  
Cc: Victor Calerino <[REDACTED]>, Becky Bennett <[REDACTED]>, Mark Folsdoler <[REDACTED]>, Frank Walsh <[walsh@meridian.mi.us](mailto:walsh@meridian.mi.us)>, Nyai Nunn <[nunn@meridian.mi.us](mailto:nunn@meridian.mi.us)>, Younes Ishraidi <[ishraidi@meridian.mi.us](mailto:ishraidi@meridian.mi.us)>, Corey Vincent <[REDACTED]>, [REDACTED] <[REDACTED]>, Township Board <[Townshipboard@meridian.mi.us](mailto:Townshipboard@meridian.mi.us)>, Steve Carpena <[REDACTED]>  
Subject: RE: Repaving of East Reynolds Road

Hi Curt,

Thank you for your email. We do understand your concerns, which is why the project was designed and engineered to maintain the existing drainage pattern.

The elevation of the road does not impact the direction of storm water runoff. The slope of the road is what impacts the direction of the water runoff. The slope of the roads will not change with this project. All areas where the full width of the road drains to the north will continue to drain to the north side of the road.

In the letter that we will mail out later this year to update all property owners on the construction schedule, we will offer every property owner the option of having an asphalt flare installed at the end of their driveway. This would help homeowners who get water in their garage TODAY by shedding that water to the greenbelt next to their driveway, instead of it running down their driveway. Residents who currently get water in their garage and live in an area where the road is crowned today (meaning storm water drains on both sides of the road) may want to consider this option. To be clear, this would help mitigate an existing drainage issue, which is why we are offering it. This would not apply to property owners on the south side of the road in areas where the road drains to the north, but we could install one if the owner would like.

Lowering the road would need to be done in concert with a drain project led by the Ingham County Drain Commissioner's Office. The road is already lower than the existing grade next to the edge of the road in many areas. This traps water on the road and causes the road to deteriorate very quickly. If the road were lowered, storm drain infrastructure needs to be installed to give the water trapped on the road a place to go.

Again, our engineers have designed the plans to maintain the existing drainage pattern. This has been the plan since our first site visit last summer.

Thanks,



**A Prime Community** Dan Opsommer

Deputy Township Manager  
Director of Public Works & Engineering  
[opsommer@meridian.mi.us](mailto:opsommer@meridian.mi.us)  
Work: 517.853.4440 | Fax: 517.853.4099  
5151 Marsh Road | Okemos, MI 48864

From: CURTIS J. ARMBRUSTER <[REDACTED]>  
Sent: Monday, July 17, 2023 6:45 PM  
To: Simon Pawar <[SPawar@ingham.org](mailto:SPawar@ingham.org)>, Kelly Jones <[K.Jones2@ingham.org](mailto:K.Jones2@ingham.org)>, Dan Opsommer <[opsommer@meridian.mi.us](mailto:opsommer@meridian.mi.us)>  
Cc: Victor Calerino <[REDACTED]>, Becky Bennett <[REDACTED]>, Mark Folsdoler <[REDACTED]>, Frank Walsh <[walsh@meridian.mi.us](mailto:walsh@meridian.mi.us)>, Nyai Nunn <[nunn@meridian.mi.us](mailto:nunn@meridian.mi.us)>, Younes Ishraidi <[ishraidi@meridian.mi.us](mailto:ishraidi@meridian.mi.us)>, Corey Vincent <[REDACTED]>, [REDACTED] <[REDACTED]>, Township Board <[Townshipboard@meridian.mi.us](mailto:Townshipboard@meridian.mi.us)>, Steve Carpena <[REDACTED]>  
Subject: RE: Repaving of East Reynolds Road

Commissioner Simon Pawar, Managing Director Kelly Jones, Deputy Township Manager Dan Opsommer

Thank you to all of you for your attention to the matter of Repaving of Reynolds Road. This email includes most of the correspondence except Dan Opsommer's reply to me on July 11<sup>th</sup>. I'm not trying to hide anything, I just do not know how include the email in a conversation if the program doesn't do it automatically. I will copy and paste the relevant part of that email below.

A couple of explanations

1. I asked Commissioner Pawar to get involved because Mr. Opsommer kept referring to "the County requires" in his reasoning for different features of the proposed road. We wanted the requiring department to be appraised of what the plans called for.
2. Mr. Opsommer's letter to me contains some misleading wording.
3. Ms. Jones' letter seems to buy into the misleading information.
4. The revised plans do not resolve the flooding problem and in fact make the flooding worse.

First to Ms. Jones, thank you for the concessions you mentioned that you have granted this project. We are a unique community with lots of space constraints and many safety concerns. We have tons of walkers and children on bikes and as you know probably best, perceived lack of openness helps limit the speed of traffic. For the most part, we love our 12 feet of asphalt (minus the numerous potholes). We are looking forward to the first new road that most of us have ever seen.

Secondly while I have spoken with many of the residents on East Reynolds about some or all of the topics in the letter and I believe they all agree with the content, they each have their own right to speak up. I have not addressed all of the issues with all of the residents.

Ms. Jones, in your email (attached below) you said "The Township has tried to address his concerns to the best of their ability, even (most recently) revising the plans to state the proposed roadway cross slope shall match the existing cross slopes. It is not the intent of Meridian Township to impede or create new drainage problems, but they also will not be mitigating any existing drainage issues as part of the project."

Mr. Opsommer, in your email you said "We have revised the plans on pages 6-5 of the Crush & Shape plan set as follows:

Area 1 (Randall St, W Reynolds Rd, Perry Rd, E Reynolds Rd, Milenz St, and Quail St) match existing cross slope so the drainage pattern does not change from the existing conditions."

Cross slopes are important; they allow the road water to flow (in our case) to the north into the wetlands. This is a nice change.

Your plans do not address the height of the road. It is still 2.5" higher than the existing road. This is a new 2.5" dam preventing water from crossing the road regardless of the slope. This new dam channels the excess surface water downhill to the lower properties.

We do not have ditches, or storm sewers. We do not want ditches or storm sewers. We are not asking for mitigation of any existing drainage issues (probably a novel idea for government). We are asking that the water flow across the road remain the same.

We are asking that the new road be constructed at the existing height (not higher) and slope so that you do not create more flooding. Please do not exacerbate our already touchy water situation. It is probably also important that the south edge of the road remain at the existing height. This would also eliminate the need for the expensive and ugly grades on sidewalks and driveways.

Not to belabor this discussion, but in an effort to be clear, our water problems only occur at certain times. They are:

1. In the winter when the ground is frozen, the surface water from rain or melting has to run somewhere. We want it to go to the wetlands, not in our garages and crawl spaces.
2. In the Spring when the water table is just below the grass roots, rain water is surface water because it cannot be absorbed by the saturated ground, and needs to go across the road into the wetlands.
3. Anytime there is a heavy rain such as last week when the rainfall is more than the ground can absorb. I have attached some pics of the evidence of cross flow with sand/silt on the road. These pics, though not clear, show the residue from the water going across the road after the storm last week.
4. The salt, silt, and oils from the road need to go to the wetlands for "natural" filtering.

Ms. Jones, the plans call for East Reynolds Road to be 2.5" higher than a garage floor 6' away in one case. The plan as drawn will cause damage to this person's property.

The existing proposed plan will cause worsened flooding to the properties in the low spots in the road as shown on pages 16 through 17 of Meridian's drawing.

Mitigation (lower) is preferred, Status Quo (same height) is acceptable. Exacerbation (2.5" higher) is deplorable.

Mr. Opsommer's "so the drainage pattern does not change from the existing conditions." While true for the top of the road, still creates a huge dam funneling excess surface water to the low areas. Creating new and exacerbating existing flooding. It is very untrue in the larger sense.

Ms. Jones, you mentioned millage in your email, calculate the taxes paid per square foot of frontage road area. You will find that the taxpayers around the lake pay the most (residential) and come look at our roads. They are deplorable. And then we get this half baked road that is designed

on the cheap with ugly grades going different lengths up our driveways and sidewalks

Whoever designed this road should be tarred (figuratively). All we want is a nice sturdy asphalt strip at the existing height and slope. Match the road edges to the existing drives and walks. Give us reverse slope toward the wetlands where possible. Forget all the fancy expensive and ugly 4' and sometimes 6' approaches. Forget the gravel shoulders. Forget all the expensive saw cuts. Don't cut the stamped concrete drives. Leave the brick drives alone.

Thank you.

Curtis Armbruster

[REDACTED]

[REDACTED]

From: Simar Pawar <[SPawar@ingham.org](mailto:SPawar@ingham.org)>

Sent: Friday, July 14, 2023 10:03 AM

To: Kelly Jones <[KJones2@ingham.org](mailto:KJones2@ingham.org)>; Curt Armbruster <[armbruster@ingham.org](mailto:armbruster@ingham.org)>; [REDACTED]

Cc: Victor Calantino <[calantino@ingham.org](mailto:calantino@ingham.org)>; Becky Bennett <[becky@ingham.org](mailto:becky@ingham.org)>; [REDACTED]; [opsommer@meridian.mi.us](mailto:opsommer@meridian.mi.us); Younes Ishraidi <[ishraidi@meridian.mi.us](mailto:ishraidi@meridian.mi.us)>

Subject: Re: Repaving of East Reynolds Road

Ms Jones:

Thank you for your input. It is of essence to Mr. Armbruster that the county officials were aware of the ongoing plans and possible effects on residents of the upcoming roadpaving.

Best,

Simar Pawar

Ingham County Commissioner

District #13 (North Meridian)

[spawar@ingham.org](mailto:spawar@ingham.org)

County Phone: 517-378-7200

P.O. BOX 312

Mason, MI 48854

---

From: Kelly Jones <[KJones2@ingham.org](mailto:KJones2@ingham.org)>

Sent: Wednesday, July 12, 2023 2:06:32 PM

To: Simar Pawar <[SPawar@ingham.org](mailto:SPawar@ingham.org)>

Cc: Victor Calantino <[calantino@ingham.org](mailto:calantino@ingham.org)>; Becky Bennett <[becky@ingham.org](mailto:becky@ingham.org)>; [REDACTED]

Subject: RE: Repaving of East Reynolds Road

Commissioner Pawar,

I've discussed the details of this project with several Road Department staff, as well as with Meridian Township. I'm not sure what more I can really add to the statements provided below, other than to say that Meridian Township has met onsite with Mr. Armbruster, in addition to having numerous phone and/or email correspondences with him. The Township has tried to address his concerns to the best of their ability, even (most recently) revising the plans to state the proposed roadway cross slope shall match the existing cross slopes. It is not the intent of Meridian Township to impede or create new drainage problems, but they also will not be mitigating any existing drainage issues as part of the project. The Township has assured me they are comfortable with their design of the road work, as modified, to meet the intent of the road improvement project while minimizing impacts to the residents. From the Road Department's perspective, we have allowed the Township several variances to our design requirements by allowing grass shoulders instead of gravel shoulders, reduced lane/road widths, and substandard cross slopes to match existing conditions due to the special circumstances of this specific situation. Ultimately, this is a Meridian Township millage funded project, with the scope of work determined by the Township, designed by the Township's engineer, constructed under contract with the Township, and construction oversight performed by Meridian Township and/or their engineer. The Road Department's role in the millage projects are to ensure the proposed work meets our general requirements and to issue a permit for the work to be performed. That being said, I have been informed by Meridian Township this project will be delayed until early 2024, due to a coordination delay with the associated sanitary sewer project. It is also my understanding the Township will be updating the residents about the project once they know more information.

Thank you.

Kelly R. Jones, PE

Managing Director  
County Highway Engineer  
Ingham County Road Department  
301 Bush Street, PO Box 38  
Mason, MI 48854  
[kjones2@ingham.org](mailto:kjones2@ingham.org)  
(517) 676-9722 x 2336  
Website: [roads.ingham.org](http://roads.ingham.org)

From: Simar Pawar <[SPawar@ingham.org](mailto:SPawar@ingham.org)>  
Sent: Tuesday, July 11, 2023 4:48 PM  
To: Kelly Jones <[K.Jones2@ingham.org](mailto:K.Jones2@ingham.org)>; Victor Celentino <[vcelentino@ingham.org](mailto:vcelentino@ingham.org)>  
Subject: Fwd: Repaving of East Reynolds Road

Mr. Armbruster

I was under the impression that the township has reviewed the plans with you during your meeting email and explained that the drawing of the water will remain unchanged when the roads are worked on.

I have copied Ms. Kelly Jones on this correspondence for an expert input.

Mr. Vic Celentino Chair County Services FYI

Best,  
Simar Pawar  
Ingham County Commissioner  
District #13 (North Meridian)  
[spawar@ingham.org](mailto:spawar@ingham.org)  
County Phone: 517-676-7200  
P.O. BOX 312  
Mason, MI 48854

---

From: CURTIS J. ARMBRUSTER <[carmbruster@meridian.mi.us](mailto:carmbruster@meridian.mi.us)>  
Sent: Tuesday, July 11, 2023 12:10:59 PM  
To: Simar Pawar <[SPawar@ingham.org](mailto:SPawar@ingham.org)>  
Cc: Dan Opsommer <[dopsommer@meridian.mi.us](mailto:dopsommer@meridian.mi.us)>; Mark Polanski <[mopolanski@meridian.mi.us](mailto:mopolanski@meridian.mi.us)>; Frank Walsh <[walsh@meridian.mi.us](mailto:walsh@meridian.mi.us)>;  
<[punn@meridian.mi.us](mailto:punn@meridian.mi.us)>; Younes Ishraidi <[ishraidi@meridian.mi.us](mailto:ishraidi@meridian.mi.us)>; Corey Probst <[cprobst@meridian.mi.us](mailto:cprobst@meridian.mi.us)>;  
<[stunf@meridian.mi.us](mailto:stunf@meridian.mi.us)>; <[stunf@meridian.mi.us](mailto:stunf@meridian.mi.us)>;  
<[stunf@meridian.mi.us](mailto:stunf@meridian.mi.us)>; <[stunf@meridian.mi.us](mailto:stunf@meridian.mi.us)>; <[stunf@meridian.mi.us](mailto:stunf@meridian.mi.us)>;  
Carpenter <[stunf@meridian.mi.us](mailto:stunf@meridian.mi.us)>; <[stunf@meridian.mi.us](mailto:stunf@meridian.mi.us)>; <[stunf@meridian.mi.us](mailto:stunf@meridian.mi.us)>;  
<[stunf@meridian.mi.us](mailto:stunf@meridian.mi.us)>; <[stunf@meridian.mi.us](mailto:stunf@meridian.mi.us)>;  
Subject: Re: Repaving of East Reynolds Road

Commissioner Pawar

It has been a few weeks since our last correspondence on this subject.

Has there been any movement toward changing the plans and design so that the Township will not be inadvertently flooding and damaging some properties on the south side of East Reynolds?

Does the County have written notification of these problems?

Thanks in advance

Curtis Armbruster  
[carmbruster@meridian.mi.us](mailto:carmbruster@meridian.mi.us)

Sent from my iPad







downstream. This low road and slope to the wetlands keeps water accumulation away from our lawns, driveways, garages, and crawl spaces.

With your higher road, water will not only be unable to cross the road, but it will accumulate on the lower properties at the bottom of the hills. For instance, where I live at 6411, the water flows east from 6418 (12.50) to 6403 (15.80) and westward from 6381 (19.80) to the 6399/6403 area.

Presently, with the lower road and slope to the wetlands, most of the huge volume of water coming from 6418 and 6381 to 6399/6403 goes across the road into the wetlands before it gets to the 6399/6403 area. There is a small amount of accumulation even with the existing low road and slope to the wetland. This small amount of accumulation is but a fraction of the total. It is worse in the spring and winter when ice and heavy slush create a dam-like effect.

Maybe this will put it into perspective. From 6418 to 6381 East Reynolds is about 700 feet; half the crowned road and shoulder is about 10 feet; that is about 7,000 square feet. 1 inch of rain would make 583 cu feet or 4,380 gallons of water. Your plans will cause the water to flow and accumulate onto a couple properties. This will happen to all the other low areas, and low properties to a lesser or greater extent.

Look at the topographical elevation portion of the drawings.

With the present proposed plans, all of the water from the center of the road will be dammed up on the south side and accumulating on the lower properties, certainly causing property damage via flooded drives, lawns, garages, and crawl spaces.

This will happen to all the low areas on East Reynolds and probably on West Reynolds.

East Reynolds was not built lower than the properties to the south with slope by chance. It was just poor experience and knowledge. The same is true for West Reynolds.

Your plan for West Reynolds includes slope to the water. Your mistake is trapping water on the north side of West Reynolds, especially in the low areas. Why East Reynolds between 6418 and 6381 can't have an equivalent slope to the wetlands is beyond me. And the raised section East Reynolds is a mistake as discussed above.

Show this email and the previous one to Yolnes Ishraidi, your engineering firm.

You also neglected to comment on the tube at 6348/6347 East Reynolds. That tube is a real problem and contributes to the same problem as the road and properties around 6403 East Reynolds. It needs to be fixed!

I have tried to describe this problem to you in writing. If you or anyone better than engineers (you should see the water problem) can describe it to any of the other residents, would be happy to meet during a rainstorm or any time.

Please, reevaluate the plans for East Reynolds (and you probably should not raise West Reynolds for the same reasons).

We want input. Please, do not intentionally create a hazard that will damage to our properties.

Thank you.

Curtis Armbruster

From: Dan Opsommer <[opsommer@meridian.mi.us](mailto:opsommer@meridian.mi.us)>

Sent: Tuesday, May 23, 2023 3:05 PM

To: [REDACTED]

Cc: Frank Walsh <[walsh@meridian.mi.us](mailto:walsh@meridian.mi.us)>; Nyai Nunn <[nunn@meridian.mi.us](mailto:nunn@meridian.mi.us)>; Yolnes Ishraidi <[ishraidi@meridian.mi.us](mailto:ishraidi@meridian.mi.us)>; Sarah Power <[spawar@ingham.org](mailto:spawar@ingham.org)>; Corey Vincent <[vincent@ingham.org](mailto:vincent@ingham.org)>; [REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

Subject: Re: Repaving of East Reynolds Road

Hi Curt,

We will be mailing a letter to all of the property owners adjacent to these roads detailing the scope of the road projects on the north side of the lake (Randall, W Reynolds Rd, E Perry Rd, E Reynolds Rd, Milenz St and Quail St). Those letters will go out sometime in June or early July. Road construction will not begin until September at the very earliest as we have to complete some sanitary sewer rehab work prior to the road construction beginning.

**Please know there will be NO gravel shoulders on these roads.** The Ingham County Road Department almost always requires them (it is not the Township's decision to make as we legally do not own the roads). You are actually the first neighborhood ever to have road plans approved without shoulders. The Township was able to get the ICRD to agree not to including shoulders because of how dense the area is, how narrow the roads are, how much private property has encroached into the road right-of-way, etc.

Just to clarify, we never install 3-4-foot-wide shoulders. That would be something you would find on a highway or state trunkline. We don't want any resident of Meridian Township thinking we do this. We would usually install a 1-foot shoulder. The plans will call for 1-foot shoulders, but they usually end up being closer to 1.5 feet because it is nearly impossible to construct a 1-foot shoulder.

The top of the asphalt will rise about 2-2.5 inches because the old road will be crushed and compacted to create a more stable base for the new road. The Ingham County Road Department would never allow us to not do this. Crushing the old road to provide a stable base is critical as we are not including shoulders. The asphalt has to have some degree of structural integrity below it, otherwise it will fall apart.

Changes in road elevation occur on all road projects when the road does not have curb and gutter. The driveways will have a smooth transition. As required by the Ingham County Road Department, we will be installing a 2-foot asphalt transition tab at the end of each driveway to feather to change in elevation of the road. The saw cuts to driveways will be very clean. We do this on all of our road projects and have not had any complaints.

Ditch cleanout is usually what causes complaints, your roads have no ditch cleanout called for (there is no room for ditches).

Most importantly, Township staff and our engineering firm have invested a lot of time to protect nearly every item of private property (landscaping, retaining walls, fences, etc.) that have been placed in the road right-of-way over the years. The stakes in the ground with pink paint on them show the limits of the construction disturbance area. These stakes have nothing to do with the width of the road. They reflect the limits of where construction will cause disturbances. If residents have any landscaping, etc. between the road and the stakes, they should move them behind the stakes prior to construction. I personally helped stake this area with my staff and we did everything we could to ensure as much of the private landscaping, etc. was protected during construction.

Again, the letters that go out in June or July will spell out all of this in greater detail, as well as other information.

Please let me know if you have any questions.

Thanks,



**A Prime Community**

**Dan Opsommer**

Deputy Township Manager

Director of Public Works & Engineering

[opsommer@meridian.mi.us](mailto:opsommer@meridian.mi.us)

Work: 517.853.4440 | Fax: 517.853.4099

5151 Marsh Road | Okemos, MI 48864



Younes: Thank you for the advance copies of the engineering drawings for East Reynolds Road. I have shared the drawings and talked to a few of the residents (about eight). And we are speaking for only East Reynolds Road.

There is general agreement about the following but they have not seen this writing (until copied) and this should not be interpreted as total agreement by anyone but myself. I think they agree but they can speak for themselves at the appropriate time.

Secondly we do not totally understand the drawings, so if we are miss reading the drawings or miss understand what we are seeing we apologize in advance. We are offering these opinions as a starting point to discuss the plan and in an effort for the best possible outcome.

What we see is:

1. A crowned road the entire length of East Reynolds 2" higher than existing with numerous asphalt approaches extending onto our drives and sidewalks. We also think we see lots of gravel (aggregate) between our new road and our lawns.

We are not pleased about the following:

1. Gravel on our lawns and therefore in our lawnmowers.
2. Gravel on our lawns from snowplowing.
3. A larger looking road with the gravel shoulders extending into our existing lawns. Therefore higher speeds.
4. 2" higher road.
  - a. Larger puddling and accumulation on the south (house) side of East Reynolds
  - b. Road is higher than at least one garage floor (8399 E Reynolds (16.75))
5. Unnecessary larger asphalt approaches on driveways and sidewalks. Also ugly.
6. Substantially changes the condition of about half of the road which already has downward slope toward the north swamp area.
  - a. The crowned road substantially changes the conditions. The houses on the south side will see, with regard to water puddling and water accumulation on the south (house) side of the road.
7. The existing downward slope to the swamp/wetlands already works well and seems environmentally sound. This plan changes the slope to the wetlands and we do not want that. We would like to enhance the good parts and make the rest better with downslope to the wetlands almost the entire way.

What we would like to see:

1. A crowned road from Perry Rd (10.36) to 8415 E Reynolds (13.53) where it transitions to a 1% or 2% slope downward to the north and the wetlands for the entire length from 8415 (13.53) to 8349 E Reynolds (28.50) after which it can transition back to crowned to Milenz (30.56).
2. The new crowned road (10.36 to 13.53) height should be at the existing height matching the existing drives and walks. Not 2" higher. This first area should have black dirt and seeding wherever there presently is grass and no large asphalt approaches.
3. The new sloped to the wetlands road (8415 (13.53) to 8349 E Reynolds (28.50)) should match the existing drives and sidewalks on the high south side.
4. The south edge of the road should match the height of the existing drives as close as possible to eliminate all the asphalt approaches on the drives and sidewalks. The transition if required should be accomplished in the lot.
5. On all areas where existing grass meets the asphalt (especially on the south (house) side) we would like there to be no gravel (aggregate) and any required ground sloping or repair be done with black dirt and seeded.
6. On the North side of E Reynolds from 8409 East Reynolds (15.00) to Milenz (30.56), a gravel shoulder as required to mitigate any runoff is acceptable.
7. The very slightest swale (literally 1 or 2" deep by 3 or 4' wide) through the driveways on the north side of E Reynolds at 8411 (8409 (14.20 to 15.00)) may be necessary to allow flow eastward to the wetlands at that area.
8. With this plan the mail boxes should be where they are now. No gravel shoulder (on the south side) means the mail person stays on the road as now and the "smaller road look" means slower traffic. We already fight traffic speeds with lots of children, walkers, bikers and boats. We do not need a wide open look. We will miss the numerous large potholes because they were really speed bumps.

As a side note we are not speaking for West Reynolds but the 2% slope to the South (Lake Side) on West Reynolds makes sense to us and we do not understand the need for the 2" higher road and all the asphalt approaches. Why not just match their driveways and slope to the lake?

As a second side note, we think the tube going to the lake between 8349 and 8347 East Reynolds should be fixed before the road is completed to keep large construction equipment off of new pavement and to eliminate the flooding and the associated road damage at 8409 E Reynolds (15.30) and because the ICDC has avoided fixing the problem for 5 to 8 years. This is a large important drain that feeds Lake Lansing and is one of three drains that outflow the wetlands. Nobody takes ownership? Really?

We would like the plans to reflect the above concerns and to have an opportunity for everybody to comment.

We are not excited at the prospects of all the construction this summer, but we are very happy to finally have a new road after many years of potholes and improperly fixed? Potholes.

There is lots of concern and interest in the final look of the road and everybody's front or back lawn. We look forward to the proposed plans and a good outcome.

Thanks for your help and attention.

Cur Ambruster

██████████  
Haslett, MI 48840  
██████████









**EAST LANSING – MERIDIAN WATER AND SEWER AUTHORITY**  
2470 BURCHAM DRIVE – EAST LANSING, MICHIGAN 48823  
PHONE: (517) 337-7535 FAX: (517) 337-7240

**Agenda**

August 15, 2024

11:00 A.M.

**BOARD OF TRUSTEES**

**DAN OPSOMMER**  
Chair

**RON LACASSE**  
Vice-Chair

**BRADLEY BROGREN**  
Secretary

**JAMES CLELAND**  
Trustee

**JAMES ECKLUND**  
Trustee

**BROCK HOWARD**  
Trustee

•

**JUSTIN GUIGAR**  
Treasurer

•

**JOEL MARTINEZ**  
Operator/Manager

1. Roll call.
2. Approval of minutes of the July 17, 2024 meeting.  
A. Motion to approve.
3. Communications.
4. Public Comments.
5. Treasurer's Report.
6. Resolution 2024-8-1  
A. Motion to Approve a Memorandum of Agreement with  
MMRLCC for a Lime Calciner Feasibility Study.
7. Long Term Planning update.
8. Manager's Report.  
A. Expenditure list (Motion to acknowledge).
9. Other Business.  
A. Manager's Annual Performance Report.
10. Adjournment.



**FOR IMMEDIATE RELEASE**  
**August 5, 2024**

**CONTACT:** Courtney Wisinski, Parks and Recreation Director  
517.853.4600 | [parks@meridian.mi.us](mailto:parks@meridian.mi.us)

---

**Meridian Township Announces 2<sup>nd</sup> Annual Meridian Pride Event**  
*Annual Event to Celebrate Diversity and Inclusion in the Community*

**Meridian Township, MI** – To recognize, celebrate, and bring together the Township’s diverse LGBTQIA+ community, Meridian Township will host its 2<sup>nd</sup> Annual Meridian Pride event on Saturday, August 10 from 5:00 pm to 10:00 pm at the Marketplace on the Green Pavilion (1995 Central Park Drive, Okemos, MI).

This event is free and open to the public, and free parking will also be available in the Meridian Mall parking lot.

**Meridian Pride Schedule:**

- 5:00 pm – 7:00 pm | Entertainment Provided by Time Traveling DJs
- 7:00 pm – 9:30 pm | Live Music Performed by JP & The Energy
- 5:00 pm – 10:00 pm | Food Vendors (From Scratch Food Truck and Get Loaded Food Truck)
- 5:00 pm – 10:00 pm | Beer Garden
  - Must be 21 years of age or older to purchase drink tickets. Drink tickets will be available to purchase once an ID has been checked. Cash and credit cards will both be accepted when purchasing tickets.
- 5:00 pm – 10:00 pm | Art Vendors and Advocacy Resources
  - For a list, please visit [www.meridian.mi.us/MeridianPride](http://www.meridian.mi.us/MeridianPride).
- 5:00 pm – 10:00 pm | Capital Area District Libraries (CADL) Arts & Crafts, Book Check-Outs, and Library Card Sign Up

Meridian Pride merchandise will also be available for purchase at the event. For more information, please visit [www.meridian.mi.us/MeridianPride](http://www.meridian.mi.us/MeridianPride). For questions, please contact the Parks and Recreation Department at 517.853.4600.

Meridian Pride is made possible through the support of its sponsors. Meridian Pride sponsors include Lansing Area Federal Credit Union (LAFCU), The Awesome Foundation, Faith Lutheran Church of Okemos, and Haslett Community Church.

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





FOR IMMEDIATE RELEASE  
August 6, 2024

CONTACT: Holly Cordill, Executive Director,  
Friends of Historic Meridian

517.347.7300 | [cordill@meridianhistoricalvillage.org](mailto:cordill@meridianhistoricalvillage.org)

**Friends of Historic Meridian to Host Beer in the Barn Fundraising Event**  
*New Fundraising Opportunity for the Meridian Historical Village*

**Meridian Township, MI** – To continue the celebration of their 50<sup>th</sup> anniversary, the Friends of Historic Meridian will host a Beer in the Barn fundraising event on Thursday, August 15 from 3:30 pm to 6:30 pm at the Meridian Historical Village’s Unruh Barn (5151 Marsh Road, Okemos). The purpose of this fundraiser is to raise funds to expand the programming offered at the Meridian Historical Village.

Those interested in attending must purchase admission tickets. With paid admission, the first drink is free. Additional drink tickets can also be purchased upon entry. Domestic beer, craft beer, and wine tickets will cost \$5 each. Both cash and credit card will be accepted. Appetizers will be provided as part of the admission price and there will also be complimentary water and lemonade.

Admission tickets are available online, but can also be purchased at the event:

**Reduced Ticket Prices Now Through August 14**

- \$20 | Adult Friends of Historic Meridian Member Price
- \$25 | Adult Non-Member Price
- \$12 | Child (Aged 10-20) Admission Price

**Ticket Prices on August 15**

- \$23 | Adult Friends of Historic Meridian Member Price
- \$28 | Adult Non-Member Price
- \$12 | Child (Aged 10-20) Admission Price

To purchase tickets, visit <https://bit.ly/BeerInTheBarn>. Attendees must present their identification and verify their age upon entering the event site.

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

###

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





**FOR IMMEDIATE RELEASE**  
**August 6, 2024**

**CONTACT:** Bart Crane, Captain  
517.853.4800 | [Crane@meridian.mi.us](mailto:Crane@meridian.mi.us)

---

**Meridian Township Police Investigate Motor Vehicle Crash**  
*A pedestrian was struck while changing a tire*

**MERIDIAN TOWNSHIP, MI** — On August 5, 2024 at 11:16 p.m., Meridian Township Police were dispatched to the area of Marsh Rd North of Towner Rd in Meridian Township for a vehicle vs pedestrian crash.

An 18 year old male pedestrian was changing a tire on a disabled vehicle in the roadway when his vehicle was struck by a motorist traveling north. The collision caused the disabled vehicle to strike him, causing serious injuries. The pedestrian was transported to the hospital for treatment. The 31 year old male driver who hit the disabled vehicle suffered injuries and was also transported to the hospital for treatment.

Meridian Township Police were assisted by the Ingham County Sheriff's Office and members of the Ingham Regional Crash Investigation Team.

The investigation of this incident is ongoing. Anyone who has information regarding this incident is requested to contact the Meridian Township Police Department at 517.853.4800, or submit an anonymous tip through the Department's social media sites.

###

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





**FOR IMMEDIATE RELEASE**  
**August 14, 2024**

**CONTACT:** Courtney Wisinski, Parks and Recreation Director  
517.853.4600 | [wisinski@meridian.mi.us](mailto:wisinski@meridian.mi.us)

---

**Meridian Township to Hold Ribbon Cutting at Davis Foster Preserve**  
*New Signage and Name Changes to Revitalize Several Township Preserves*

**Meridian Township, MI** – The Meridian Township Land Preservation Advisory Board will hold a ribbon cutting ceremony at Davis Foster Preserve (5120 Van Atta Road, Okemos) on Wednesday, August 14 at 6:00 pm to celebrate the installation of new rule signage, new preserve signage, and name changes that were implemented at several Township land preserves.

Members from the Land Preservation Advisory Board will be in attendance to discuss remaining signage improvements for Township preserves, as well as to educate the public on ordinances and proper recreational etiquette while visiting land preserves.

After the ribbon cutting ceremony, a wildflower walk will take place through Davis Foster Preserve. Meridian Conservation Corps (MCC) volunteers have also been invited and will be discussing the stewardship efforts they help implement across Meridian Township's parks and preserves.

This event is open to the public. If participating in the wildflower walk, it is recommended to wear closed-toe shoes.

Since its initiation in 2000, Meridian Township's Land Preservation Program has acquired 956 acres of scenic and natural lands across 25 total properties. The Land Preservation Advisory Board continues to seek ecologically valuable woodlands, wetlands, and other green and open spaces that will provide a lasting benefit to the community.

For questions, please contact the Parks and Recreation Department at 517.853.4600.

###

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: Ordinance Amendment #2024-04**

**Local Prosecution of Marijuana Violations**

---

**CHARTER TOWNSHIP OF MERIDIAN  
LEGAL NOTICE**

**Ordinance Amendment #2024-04 – Local Prosecution of Marijuana Violations**

The Township Board at its regular meeting on August 8, 2024 approved for introduction and subsequent adoption Ordinance Amendment #2024-04 to allow for local prosecution of marijuana violations.

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

**Publish:**                      **Lansing State Journal**  
**August 19, 2024**

**Deborah Guthrie**  
**Township Clerk**

**1 Affidavit, please**



**CHARTER TOWNSHIP OF MERIDIAN, INGHAM COUNTY**

**LEGAL AD NOTICE: Ordinance 2024-05**

**Liquor License Regulations Update**

---

**CHARTER TOWNSHIP OF MERIDIAN  
LEGAL NOTICE**

**Ordinance 2024-05 – Liquor License Regulations Update**

The Township Board at its regular meeting on August 8, 2024 approved for final adoption Ordinance 2024-05 to update the regulations around liquor licensing and issuance of new licenses in the Township.

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

**Publish:** City Pulse  
August 21, 2024

**Deborah Guthrie**  
Township Clerk

1 Affidavit, please



**CHARTER TOWNSHIP OF MERIDIAN, INGHAM COUNTY**

**LEGAL AD NOTICE: Ordinance #24-07**

**Mayberry Homes – 350 and Vacant Haslett Road**

---

**CHARTER TOWNSHIP OF MERIDIAN**

**LEGAL NOTICE**

**Ordinance #24-07 – Mayberry Homes**

The Township Board at its regular meeting on August 8, 2024 approved for introduction and subsequent adoption Ordinance #24-07, a request to rezone approximately 139 acres at 350 Haslett Road and the immediately adjacent vacant parcel, from RR, Rural Residential, to RA, Single-Family Residential. The parcel identification numbers for the parcels to be rezoned are #33-02-02-12-400-003 and #33-02-02-12-200-015.

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

**Publish:**                      **Lansing State Journal**  
**August 19, 2024**

**Deborah Guthrie**  
**Township Clerk**

**1 Affidavit, please**



CHARTER TOWNSHIP OF MERIDIAN, INGHAM COUNTY  
LEGAL AD NOTICE: Special Use Permit #24023 (Okemos Gateway LLC)  
MONDAY, September 9, 2024

---

CHARTER TOWNSHIP OF MERIDIAN  
LEGAL NOTICE  
Special Use Permit #24023 (Okemos Gateway LLC)  
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, September 9, 2024 at 6:30 p.m., in the Meridian Township Municipal Building, Town Hall Room, 5151 Marsh Road, Okemos, to hear all persons interested in a request from Okemos Gateway LLC to construct a recreational marihuana retailer at 1614 West Grand River Avenue, Okemos, MI 48864. The approximately 2.4-acre parcel is zoned C-2 - Commercial 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](mailto:shorkey@meridian.mi.us), or at the public hearing..

**Publish:** City Pulse Deborah Guthrie  
August 21, 2024 Township Clerk

1 Affidavit, please



Lansing City Council  
124 W. Michigan Ave.  
10<sup>th</sup> Floor City Hall  
Lansing, MI 48933

August 15, 2024

Re: BWL's Energy Planning

City Councilmembers,

Producing and delivering electricity at a utility-scale is a delicate balancing act of three equally important and competing elements: (1) Reliability - the production and delivery must reliably coincide with total electric demand at any given moment; (2) Sustainability – electricity production should strive to minimize its use of natural resources and impact on the environment; and (3) Affordability – Electricity is an integral part of our daily lives and our economy and keeping costs down matters. When any one of these three elements is treated as paramount over the others, the balance is lost.

For example, by favoring the Sustainability element over the other two elements, Reliability and Affordability will suffer and the overall balance between the three elements can be lost, resulting in customers suffering less reliable electricity at a higher price. This scenario will play out when any one element is treated as paramount over the others, and the BWL therefore strives to understand the market factors, forecasts, and regulatory requirements applicable to all elements, not simply the one that a particular group may favor as being paramount over the others.

The Reliability of power generation resources is equivalent to its capacity factor. The Energy Information Association (EIA) has assigned the following capacity factors to electric generation resources in Michigan: Solar 21%; Wind 32%, Natural Gas 58.7%, Coal 52.5%, and Nuclear 81%. Renewable energy resources naturally have lower reliability ratings because they depend on wind and sunshine, which are not within a utility's control. In addition to being assigned an overall lower capacity factor, these resources also receive less credit during the season in which they are least productive. For example, Michigan's regional electric system operator, the Midcontinent Independent System Operator (MISO), awards solar a 50% capacity credit in three seasons, but in winter only a 5% capacity credit. Fossil-fuel fired and nuclear resources, on the other hand, can be directly dispatched by a utility to meet demand consistently in all seasons and are therefore considered more reliable with higher capacity factors and capacity credits assigned.

As to Affordability, renewable resources enjoy a lower cost per Kilowatt-hour (kWh) when the sun shines, or the wind blows, but the Affordability advantage is eroded because the only method of harnessing that electricity beyond its immediate production is to store it immediately after it is generated so it can be delivered when needed. Such storage currently means utility-scale batteries or some other costly mechanism such as building a pump storage facility. Utilities and



environmentalists alike look forward to advances in technology that will allow renewable energy to be stored at a lower cost in sufficient quantities that will meld Reliability, Sustainability, and Affordability into a cohesive balance.

Long-term storage technology, however, has not yet arrived at a competitive scale and cost, nor is it on the immediate horizon. Current long-term storage solutions that can dispatch for 10 to 12 hours are currently still only being deployed at small volumes and in certain locations in the country. Moreover, the suggestion that energy storage technologies are currently ready to replace dispatchable resources such as natural gas plants have not been borne out. When the BWL launched its All-Sources Request for Proposals (RFP) in 2023, it cast the broadest net possible, seeking any and all generation resources to add at least 475 MW of electricity to its portfolio over the coming years. The door was open to any vendor to submit a proposal for *any* energy generation resource that would fit BWL's needs. All storage proposals received were of four-hour duration and all were lithium-ion technology except for one. The BWL is currently pursuing storage options as a valuable new resource and though its discharge can be controlled to address different circumstances, it is by no means capable of managing a significant portion of the BWL's load for any significant period.

These are the reasons why, in a nutshell, utilities continue to build reliable peaking plants that run on natural gas to support Reliability as they build out renewable and storage capacity.

Regarding natural gas, it continues to supplant coal as the dominant fuel of electricity production in Michigan because of lower emissions, more efficient operation, and its reliable and economical supply chain. Nonetheless, when the new renewable and clean energy legislation took effect in Michigan in February 2024, the new definition of clean energy effectively excluded fossil fuel generation, including natural gas, until carbon capture becomes viable. The new law also pushes utilities – technologies permitting – to a carbon-free future in 2040. The BWL began its journey to a renewable future long ago in 2007 when it became the first utility in Michigan to adopt a renewable energy standard. Today renewable energy represents 21% of its retail sales and 375 MWs of additional solar and wind are currently in negotiation because of the All-Sources RFP. Much of this new generation will be sited in the Lansing region using local labor for both construction and long-term maintenance.

The BWL is also well on its way to meeting the targets set by the new legislation with the ultimate goal being a fossil-free future. These new resources will require significant future investments which will be submitted to the BWL's Board of Commissioners for approval at open meetings consistent with, the latest round of new generation resources.

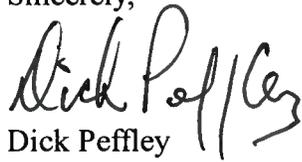
Of course, renewable energy resources are not the only means of reducing the carbon footprint of utilities and their surrounding community. Energy waste reduction is an additional tool to reduce generation and has been part of the BWL's toolbox since 2009. The Hometown Energy Savers® program offers all BWL customers a wide variety of programs and rebates to help them reduce their energy usage and their carbon footprint, which also reduces the amount of electricity the utility must generate, further lowering emissions.



BWL has also recently launched its first demand response program, Peak Power Partner, which allows customers with smart thermostats to participate directly in reducing their electric demand on hot and humid summer days and reducing the need to build future resources to meet peak electric loads.

The goal of eliminating fossil fuels from the repertoire of energy production is shared not only by those with a single-minded agenda to immediately eliminate fossil fuel use, but also by utilities such as the BWL. The time will come when that goal can be achieved without sacrificing Reliability or Affordability in favor of Sustainability, but it is not here yet. In the meantime, the BWL will continue to look out for the best interests of *all* customers with an eye towards new technology options and continued focus on a balanced approach to providing utility services.

Sincerely,



Dick Peffley  
General Manager

cc: Mayor Andy Schor  
Lansing Board of Water & Light Board of Commissioners  
Delhi Charter Township Board of Trustees  
Delta Township Board of Trustees  
DeWitt Charter Township Board of Trustees  
East Lansing City Council  
Lansing Township Board of Trustees  
Meridian Township Board  
Capital Area Friends of the Environment





**CONSENT AGENDA  
PROPOSED BOARD MINUTES**

**PROPOSED MOTION:**

- (1) Move to approve and ratify the minutes of the Regular Meeting of ° ±£±° , 2024 as submitted. (1)**

**ALTERNATE MOTION:**

- (1) Move to approve and ratify the minutes of the Regular Meeting of ° ±£±° , 2024 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  
Thursday, August 8, 2024, 6:00 pm

PRESENT: Supervisor Hendrickson, Clerk Guthrie, Treasurer Deschaine, Trustee McCurtis,  
Trustee Sundland, Trustee Trezise, Trustee Wilson

ABSENT: NONE

STAFF: Interim Manager Schmitt, Deputy Manager Opsommer, Director Gebes, Manager  
Diehl, Director Tithof, Chief Hamel, Chief Grillo, Director Wisinski, Director Clark,  
Sergeant Slavick

1. CALL MEETING TO ORDER

Supervisor Hendrickson called the August 8, 2024, Regular Township Board meeting to order at 6:00 pm.

2. PLEDGE OF ALLEGIANCE/INTRODUCTIONS

Supervisor Hendrickson led the Pledge of Allegiance.

3. ROLL CALL

Clerk Guthrie called the roll of the Board. Supervisor Hendrickson, Clerk Guthrie, Treasurer Deschaine, Trustee McCurtis, Trustee Sundland, Trustee Trezise, and Trustee Wilson present at 6:00 pm.

4. PRESENTATION

A. Introduction of Sergeant Adam Slavick

Chief Grillo introduced Sergeant Slavick, recently promoted to Sergeant. Sergeant Slavick thanked Chief Grillo and the Board.

5. CITIZENS ADDRESS AGENDA ITEMS AND NON-AGENDA ITEMS

Supervisor Hendrickson opened comments from the public at 6:04 pm.

Michael Cui, Township resident, spoke in opposition to proposed marijuana dispensary at the corner of Okemos and Jolly Roads.

Bob Baldori, Township resident, spoke in support of marijuana dispensaries.

Jean McDonald, Senior Center Advisory Board Member, spoke in opposition to senior and community center proposal.

Peg Frisch, Senior Center Advisory Board President, spoke in opposition to senior and community center proposal.

Barbara O'Kelly, Township resident, spoke in opposition to senior and community center proposal.

Sonya Boruszewski, Township resident, spoke in opposition to senior and community center proposal.

Ellen Portnoy, Township resident, spoke in opposition to senior and community center proposal.

Jamie Garmo, representative for SANDDS Meridian, spoke in support of proposed marijuana dispensary.

Jinal Patel, owner of Subway, spoke in support of proposed marijuana dispensary at the corner of Okemos and Jolly Roads.

Debora Dantus, Township resident, spoke in opposition to marijuana dispensaries.

Jordan Munsters, High Caliber Karting owner, let community members know that his business offers meeting space.

Philip Dwyer, Township resident, spoke in opposition to senior and community center proposal.

Wei Liao, Township resident, spoke in opposition to proposed marijuana dispensary at the corner of Okemos and Jolly Roads.

Tongtong Li, Township resident, spoke in opposition to proposed marijuana dispensary at the corner of Okemos and Jolly Roads.

Jian Ren spoke in opposition to marijuana dispensary at the corner of Okemos and Jolly Roads.

Zachary Huang, Township resident, spoke in opposition to proposed marijuana dispensary at the corner of Okemos and Jolly Roads.

Ginjie Wong, Township resident, spoke in opposition to proposed marijuana dispensary at the corner of Okemos and Jolly Roads.

Rhonda Bueche, Township resident, spoke in opposition to marijuana and concern that Board Members are being influenced by sources of funding.

Luigi Baldino, property owner 2119 Haslett Rd, spoke in support of proposed marijuana dispensary at the corner of Okemos and Jolly Roads.

Barbara Curtis, Township resident, spoke in opposition to senior and community center proposal and in opposition to marijuana dispensaries.

David Pawsat, Township resident, told the board that they are not listening to the will of the voters.

Siva Nadimpalli, Township resident, spoke in opposition to proposed marijuana dispensary at the corner of Okemos and Jolly Roads.

Vinod Singh, Township resident, spoke in opposition to opiates and marijuana.

Venkata Brnam, Township resident, spoke in opposition to marijuana.

Sandeep Jain, Township resident, spoke in opposition to marijuana in the Township.

Venkata Aluru, Township resident, spoke in opposition to proposed marijuana dispensary at the corner of Okemos and Jolly Roads.

Tannu Aroura, Township resident, spoke in opposition to proposed marijuana dispensary at the corner of Okemos and Jolly Roads.

Bhanu Singh, Township resident, spoke in opposition to marijuana in the Township.

Neera Tweari-Singh, Township resident, spoke in opposition to proposed marijuana dispensary at the corner of Okemos and Jolly Roads.

Marlene Stover, Township resident, spoke in opposition to proposed marijuana dispensary at the corner of Okemos and Jolly Roads.

Sanjay Ojha, Township resident, spoke in opposition to proposed marijuana dispensary at the corner of Okemos and Jolly Roads.

Sunita Ojha, Township resident, spoke in opposition to proposed marijuana dispensary at the corner of Okemos and Jolly Roads.

Milton Scales, Township resident, spoke in opposition to senior and community center proposal and asked for more information from the task force to be provided to the public.

Monal Shroff, Township resident, spoke in opposition to proposed marijuana dispensary at the corner of Okemos and Jolly Roads.

Graham Goble, Mathnasium owner, moved his business because of proposed marijuana dispensary at the corner of Okemos and Jolly Roads.

John Jiang, Township resident, spoke in opposition to proposed marijuana dispensaries in Okemos.

Qiaoqin Jiang, Township resident, spoke in opposition to proposed marijuana dispensary at the corner of Okemos and Jolly Roads.

Jay Meyer, Township resident, spoke in opposition to proposed marijuana dispensary at the corner of Okemos and Jolly Roads.

Prashanti Thakore, Township resident, spoke in opposition to proposed marijuana dispensary at the corner of Okemos and Jolly Roads.

Kalyani Vangala, Township resident, spoke in opposition to proposed marijuana dispensary at the corner of Okemos and Jolly Roads.

Julie Lawton-Essa, Township resident, spoke in opposition to proposed marijuana dispensary at the corner of Okemos and Jolly Roads and asked to have access to the SUP.

S Shenoy, Township resident, spoke in opposition to proposed marijuana dispensary at the corner of Okemos and Jolly Roads.

Chandra Innuganti, Township resident, spoke in opposition to proposed marijuana dispensary at the corner of Okemos and Jolly Roads.

Supervisor Hendrickson closed comments from the public at 7:41 pm.

At 7:41 pm Supervisor Hendrickson called a 5-minute recess. The board reconvened at 7:52 pm.

#### 6. INTERIM TOWNSHIP MANAGER REPORT

Interim Manager Schmitt gave updates about the following:

- Emergency sirens have been installed; Consumers Energy has been contacted to have power connected to them. Thank you to Project Manager Massie who headed the project during Chief Hamel's leave.
- US Board of Geographic Names has responded to an online petition to change the name of Lake Lansing and is asking for local municipal input
- Upcoming pancake breakfast at 2|42 Church
- Parks Director Wisinski and Red Cedar Waterway Project has asked for help from the County to remove logjams from the river.

#### 7. BOARD MEMBER REPORTS OF ACTIVITIES AND ANNOUNCEMENTS

Trustee Sundland attended the EDC meeting. They met to discuss Economic Development training and association membership.

Treasurer Deschaine thanked voters for their participation in the recent election.

Trustee Trezise gave an update about the Environmental Commission. They met to discuss money available for sustainability grants. They want to bring information to the Board regarding green burial. He reminded residents about the upcoming Pride event.

Clerk Guthrie recognized and thanked interns who have worked for the Township and recognized Alma Cooper, an Okemos graduate who was recently named Miss USA. She is working on creating a cemetery Ordinance and thanked voters for their participation in the election. There was a 37% turnout over 9,000 absent and early voters, 379 early voters, around 2,100 voters at the polls.

Supervisor Hendrickson attended the second Community and Senior Center public discussions and thanked the people who provided comments. He met with Suchir Nagisetty who would like to create a Youth Commission in Meridian Township. Thanked Clerk Guthrie, Deputy Clerk Gordon, and all election workers for running a smooth election.

#### 8. APPROVAL OF AGENDA

**Trustee Wilson moved to approve the Agenda. Supported by Trustee Sundland.**

**VOICE VOTE:** YEAS: Supervisor Hendrickson, Clerk Guthrie, Treasurer Deschaine, Trustee McCurtis, Trustee Sundland, Trustee Trezise, Trustee Wilson

**NAYS: NONE**

**Motion carried: 7-0**

Trustee McCurtis proposed moving items 12.C and 12.F to items 12.A and 12.B and shifting the remaining items down the agenda.

**Trustee McCurtis moved to approve the amended Agenda. Supported by Treasurer Deschaine.**

**VOICE VOTE:** YEAS: Supervisor Hendrickson, Clerk Guthrie, Treasurer Deschaine, Trustee McCurtis, Trustee Sundland, Trustee Trezise, Trustee Wilson

**NAYS: NONE**

**Motion carried: 7-0**

9. CONSENT AGENDA

Supervisor Hendrickson listed the items on the agenda.

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

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

**NAYS: NONE**

**Motion carried: 7-0**

10. QUESTIONS FOR THE ATTORNEY

NONE

11. HEARINGS

A. Whitehills Lakes South #1 Public Streetlighting Improvement Special Assessment District #428 – Public Hearing

Supervisor Hendrickson opened the hearing at 8:10 pm

Supervisor Hendrickson closed the hearing at 8:10 pm

12. ACTION ITEMS

A. Special Use Permit #24-09 – SANDDS Meridian LLC – 3520 Okemos Road – Recreational Marijuana Retailer

Interim Manager Schmitt reviewed the discussion that has occurred thus far regarding this SUP application. He noted that staff and the Planning Commission have recommended approval and staff strongly recommends that the Board articulate their reasons for their decision to approve or deny the permit if there are any beyond what appears in the resolution. He stated that the Township Attorney is present to answer questions as well.

Clerk Guthrie would like to see a traffic study done for a recreational facility, versus a medical facility. Interim Manager Schmitt clarified that the ITE (Institute for Traffic Engineers) does not differentiate between medical and recreational facilities because their studies are based on both types of dispensaries.

Clerk Guthrie wanted to know if the building permit was originally a medical permit that was converted to a recreational permit. Interim Manager Schmitt clarified that the building permit was granted based on medical approval in 2020, and they have been doing work under that permit, and that the permit translates to recreational approval.

Clerk Guthrie asked if the empty storefronts in the strip mall at 3520 Okemos Rd could be attributed to detrimental effect of the recreational marijuana facility moving in. Schmitt reported that the owner of the strip mall stated the tenants were paying under-market rents before and rents have been raised at closer to market rate, and that the majority of tenants chose to stay.

Clerk Guthrie asked if the SUP template is the same template for all SUP permits. Interim Manager Schmitt clarified that all SUPs follow the same standards for review unless there are specific conditions in the Ordinance that have been attached to that use. That there are a limited number of uses that have additional criteria they have to meet. SUP permits are land use decisions. Clerk Guthrie then clarified that this SUP is not the Board being asked to weigh in on social issues, that the Board is being asked to weigh in on a set of criteria in the SUP and the SUP does not address social issues. Interim Manager Schmitt concurred.

Clerk Guthrie asked for a recap of a timeline of the process for recreational marijuana dispensaries, expressing her concern that it was not done correctly. Interim Manager Schmitt spoke: In 2018 decision made by Board to accept only medical marijuana applications. A random lottery was conducted to determine who the applicant would be for the seven districts that existed at that time. One district had no applicant, and a second district did not receive a viable applicant due to an easement issue with another township. This left five districts, with one approved licensee in each. Late 2019- early 2020 – each went through the SUP process and were approved. Two applicants, one of them the applicant currently being discussed, chose to move forward with building permits and have kept their permits viable by doing work and requesting inspections. They renewed their licenses annually through 2022 which is when the Board began discussions about recreational marijuana. In 2023 The Board adopted an Ordinance for recreational marijuana, dropping the two districts that were not filled through the medical marijuana licensing and shrunk this district and one other. In January 2024, the Board opened the application window consistent with the Ordinance. Each application was submitted to the subcommittee as authorized by the Board. After the issuance of the license, the applicant was required to submit SUP applications for review. The applicant submitted the SUP application in accordance with the Ordinance and it is now at the point where it must be reviewed by the Board.

Clerk Guthrie wanted to know if armed guards are a requirement of the security plan. Interim Manager Schmitt stated that the Ordinance does not require anything because staff believe that the State Licensing Process is sufficient and if the facility does not pass State Licensing, it will not be sufficient to meet Township Licensing requirements. Staff would not recommend a plan that requires additional Police presence because it is not an effective use of resources. Clerk Guthrie then asked Chief Grillo to speak about the efforts made to increase the Township Police force and how that increase handles the needs of the community. Chief Grillo stated that there are currently 39 officers, up from 30 in December 2023, and expects to be fully staffed with 42 officers by the end of year. The Police receive approximately 20,000 calls for service per year and the increase in staffing has improved response time and ability to do investigations.

Trustee McCurtis wanted to know the year of the voter referendum. Interim Manager Schmitt and Board Members clarified that it was August of 2022.

Trustee McCurtis asked if the SUP criteria for this permit is the same criteria used for all SUPs and wanted more specifics about the basis for the 4<sup>th</sup> and 5<sup>th</sup> criteria. Interim Manager Schmitt clarified that the criteria are the same for all applicants, however there are exceptions such as car dealerships and self-storage facilities that have additional criteria. Staff bring forward any application regardless of staff feelings about the application. Regarding criteria 4, when an adverse or hazardous use is identified that will affect neighboring properties, staff either work with the applicant to determine mitigation strategies or they recommend denial of use. Regarding criteria 5, there must be demonstrable data that shows a negative economic impact. Because this specific property is commercial property that will be amongst other established commercial properties, it is generally acceptable, however in this case one of the tenants has chosen to move out. When reviewing SUPs they are trying to find direct impacts, not anecdotal impacts.

Trustee McCurtis wanted more clarification on expansion. Interim Manager Schmitt clarified that this property would not meet the ordinance to expand. He apologized for misspeaking at a previous meeting – the church itself does not exist within the 1000-foot zone; it is the school that is within the church that meets that qualification. He noted, also, that he would discourage any applicant from applying for an expansion because it would require board approval, and it is apparent that the board would not approve an expansion.

Trustee Wilson asked if the property was subject to rezoning to make it C-2 zoning. Interim Manager Schmitt stated that the property has always been zoned C-2, Commercial for as far back as there are records.

Trustee Wilson asked for more information about the August 2022 referendum. Interim Manager Schmitt clarified that the referendum was to opt out of recreational marijuana in 2022, and when it failed, the Board took subsequent action to allow recreational marijuana. Trustee Wilson asked about the application process. Interim Manager Schmitt stated that this specific applicant was the only application received in this recreational marijuana overpay district. He clarified that after the applicant applied for the license it was reviewed to ensure completeness and subsequently went to the Board where they issued a conditional license. At this time the applicant had 60 days to apply for the SUP, which they did, then the SUP was presented to the Planning Commission. The Planning Commission sent the SUP, as it is presented today, to the Board. At no point in the process has there been a denial.

Trustee Wilson asked what the likely scenario would be if the Board were to deny the SUP. Interim Manager Schmitt stated that most likely litigation would occur and deferred to

Attorney Kuschel to answer the question of whether such a case would be defensible. Attorney Kuschel stated that the review is on substantial, competent, and material evidence on the whole record, which is why the approval or denial should be clearly on record. That discussion determines the difficulty of defending the Board's decision. In general, local decisions are defensible, but they all come back to the evidence on record. Specifically, this is a difficult question to answer without the full body of facts.

Treasurer Deschaine asked Attorney Kuschel if research about the societal effects of marijuana use would be enough to deny the SUP and if it would stand up in court. Attorney Kuschel provided detail that information from the public can provide a data point to come back to the criteria – the criteria look at the character of the general vicinity with regards to neighboring uses and promotion of the intent and purpose of the comprehensive development plan. Information from the public can be used in deliberating land use decisions but said that it would not be advised to make it the basis of a denial for land use. He stated that he would not recommend denying an application simply because the Township might be sued. Treasure Deschaine then asked for clarification that if demonstrable data were provided that supported denial of the SUP based on criteria 5, it would stand up in court. The legal test is substantial material evidence on the whole record, some of which looks at what in the record supports the decision to deny.

Supervisor Hendrickson asked Attorney Kuschel if the Township could be sued if the SUP were to be denied for reasons outside of the SUP criteria. Attorney Kuschel replied that it would likely be denied. Supervisor Hendrickson then asked what the result would be if the Township lost such a lawsuit. Attorney Kuschel replied that the court would order that the SUP be issued consistent with the Ordinance. Supervisor Hendrickson summarized that the ramifications of denial would likely be a potential lawsuit that could likely lead to the township losing the lawsuit which would lead to the SUP being approved – the same outcome as could happen tonight but after a costly process.

Supervisor Hendrickson asked Interim Manager Schmitt for more information about the hazardous to existing neighboring uses. He asked if the subcommittee that reviewed the application materials for the license considered the possibility of hazardous externalities from the facility approved. Interim Manager Schmitt replied that externalities in general are considered, not just hazardous ones, and the license was recommended for approval by subcommittee and staff after consideration of externalities, amongst the other criteria.

Supervisor Hendrickson summarized that the SUP process is not a referendum on adult use marijuana in the township, noting that the referendum occurred in August 2022. Interim Manager Schmitt added that the Township followed the specific process in State Law (MRTMA) to bring the referendum, and the public can bring it for referendum again. Supervisor Hendrickson asked Attorney Kuschel to address the ballot petition that was circulated in regards to the SUP. There is no legal mechanism by which such a referendum can proceed because there is no authorization that applies and no legal foundation for it to be put on the ballot. Attorney Kuschel clarified that this does not mean that the public cannot circulate a petition that complies with MRTMA for referendum.

Supervisor Hendrickson asked if the decision to allow a recreational marijuana facility was made when the zoning map with the overlay districts was created. Attorney Kuschel clarified that the general zoning yes, but since it is an SUP, this use must satisfy the SUP and the marijuana zoning provisions in the ordinance. He also noted that if this application were denied, a different applicant could come forward with an application that addresses the concerns that led to the denial, that application could be approved without any zoning change.

Supervisor Hendrickson expressed his concerns about the rent costs for the other occupants of the building and asked if the concern is a question of their business operations as a landlord and not related to their operation of a recreational marijuana facility. Attorney Kushel stated that as a landlord they can establish rents which is unrelated to their application.

Treasurer Deschaine asked the Board to table the discussion until September 17<sup>th</sup> in order to conduct two study sessions to answer the question of how the presence of this facility would impact youth in the surrounding community. Supervisor Hendrickson expressed his concern regarding the question of data, that data has already been gathered and discussed, that the applicant followed the requirements of the Ordinance the Board unanimously approved as a result of that discussion, and that the question has not fundamentally changed in that time period.

Trustee Wilson asked Attorney Kuschel how the Board would get data to address the question of how this shop will affect the surrounding community. Attorney Kuschel stated that data would need to be relevant to the location, not the specific shop. This would start with a generalized data set relevant to the location, that may be offset by items specific to the location, and determining whether it makes an impact on the SUP.

Trustee Trezise summarized that the SUP is for land use, not an analysis of whether the recreational marijuana Ordinance should be repealed. He stated that he could understand conducting a study to determine whether the decision to approve the Ordinance was correct but that it does not impact the SUP criteria.

Clerk Guthrie asked Attorney Kuschel if he stated that the purpose of the SUP is to show how this use at this location satisfies the requirements and asked for clarity about the statement that public comment could be used as part of SUP criteria. Attorney Kuschel responded that she is correct on the purpose of the SUP and that public comment is not criteria, it is part of evidence before the board (along with studies, staff reviews, reports, documents submitted by the applicant). When the public reviews the material and provides their input, that input is relevant material and that material can inform the criteria. Public input is not part of the criteria, but Board Members can use it as basis for their vote.

Clerk Guthrie asked Interim Manager Schmitt when the license was granted, when the building permit was granted, and when Mathnasium and Juice Nation moved out of the plaza. Interim Manager Schmitt responded that the license was granted on April 16, 2024, that the building permit was granted in 2021, and that he was unsure when the tenants moved out of the plaza. Supervisor Hendrickson said he thought the tenants moved in July. Clerk Guthrie asked if the owner of Mathnasium stating that he moved because his business is incompatible with a marijuana store would be considered detrimental effect on business. Attorney Kuschel stated that is a logical flow of evidence.

Trustee Wilson stated that she is supporting the resolution because the applicant has followed the proper procedures, that their application has been through all of the processes, that the property is zoned appropriately, and for those reasons there will not be a good outcome if the Board denies the application.

Trustee McCurtis stated that even though the vote didn't necessarily go the way people wanted, the process has been followed and must be honored.

Treasurer Deschaine stated that putting the township in legal jeopardy over this process is not fiscally responsible.

Clerk Guthrie stated that she was not satisfied with how the criteria have been met and suggested the Board might want to explore creating additional criteria for recreational marijuana dispensaries.

Trustee Trezise acknowledged the importance of citizens' comments, however there is not a legal basis to change the location of a business with an SUP.

**Treasurer Deschaine moved to table the decision until the September 17<sup>th</sup> meeting and hold two study sessions. Supported by Clerk Guthrie.**

**ROLL CALL VOTE      YEAS: Clerk Guthrie, Treasurer Deschaine**

**NAYS: Supervisor Hendrickson, Trustee McCurtis, Trustee Sundland, Trustee Trezise, Trustee Wilson**

**Motion failed: 2-5**

**Trustee Trezise moved to adopt the resolution approving Special Use Permit 24-09, a request to establish a recreational marijuana retailer at 3520 Okemos Road, Suites 8, 9, 10 (Parcel ID No 33-02-02-33-452-016). The subject property is zoned C-2, Commercial, and the property is located within the Marijuana Business Overlay District. Supported by Trustee Wilson.**

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

**NAYS: NONE**

**Motion carried: 7-0**

At 9:46 pm Supervisor Hendrickson called a 5-minute recess. The board reconvened at 9:53 pm.

**Trustee Wilson moved to suspend the rules to take the remaining issues of the agenda. Supported by Treasurer Deschaine**

**VOICE VOTE:              YEAS: Supervisor Hendrickson, Clerk Guthrie, Treasurer Deschaine, Trustee McCurtis, Trustee Sundland, Trustee Trezise, Trustee Wilson**

**NAYS: NONE**

**Motion carried: 7-0**

**B. Senior and Community Center Millage**

Interim Manager Schmitt reviewed the discussion that has occurred to date and outlined the information in the memo.

Supervisor Hendrickson stated that the procedural reason for bringing this topic to action on this meeting is because August 13 is the deadline for a ballot initiative for the November election, which is before the next board meeting. In order to use the feedback from all of the public meetings, the action item needed to wait until this meeting.

Trustee Sundland asked about the timing of the project and if the project could be downsized. Supervisor Hendrickson confirmed that the current Senior Center will remain open for about four more years, but it will take multiple years to create and open a new center so delay could create a gap in services. Trustee Wilson gave a detailed overview of the eighteen months of work that task force has accomplished, the reasoning for their decisions, and explained why the proposed location and features were chosen.

Treasurer Deschaine explained the financial effects of the proposal as outlined in the memo and stated that the proposal was not a recommendation from the tax force. He stated five reasons that he opposed the proposal: too expensive, lacks strong community support, is fiscally irresponsible to use a large portion of reserve funds, there is limited understanding of the costs that will be taken on by purchasing this specific property and maintaining it in perpetuity, and that the project needs to be redesigned. He stated that he thinks this is the wrong time to ask voters for a tax increase, citing recent past millage requests and recent effects on tax bills from inflation. He recognizes the need to replace the current Senior Center and stated that the project needs to be redesigned to fill the need, but the proposed community center is a desire not a need. He noted that he has heard from the residents who use the current Senior Center that they would like a new senior center, but he has not heard from residents asking for a community center. He noted, also, that this is the first opportunity residents have been given to speak about their thoughts on the cost of the project, and that there are other more pressing needs in the township that may require use of the reserve funds.

Supervisor Hendrickson commented that Meridian Township is the only municipality in the surrounding area that does not have a dedicated community center. He stressed the need to provide a new senior center in a short period of time and spoke about the recent survey supporting community desire to have a community center. He noted that this proposal is a way for community members to show their support or opposition to the idea. He indicated his support for this proposal to put this millage on the ballot.

Trustee McCurtis expressed his concern that residents like the idea but have asked many questions about the cost and until this meeting, there have been no answers to those questions. He referred to the public comment at this meeting when residents stated their concerns about this proposal while also stating their support for a senior and community center, but not with this proposal. He also noted that some of the Board Members were not supportive of a question regarding the millage being put on the recent survey. He stated that he did not think this was a fiscally responsible decision and that he would not support this proposal.

Clerk Guthrie spoke in support of a community and senior center but has concerns about supporting a millage when she hears residents speaking out about the amount of their tax bills. She also spoke concerning staff time that will be devoted to the project when staff are already stretched thin with current projects. She stated that she will not support this proposal at this time.

Trustee Trezise spoke in support of the project, but not in support of the proposal. He expressed his concerns that the residents did not have all of the information during the

public meetings and that residents might have a different opinion now that costs have been presented. He stated that he would not support the proposal.

**Trustee Trezise moved to suspend the rules on procedure to take this motion up tonight. Supported by Treasurer Deschaine.**

**VOICE VOTE            YEAS: Supervisor Hendrickson, Clerk Guthrie, Treasurer Deschaine, Trustee McCurtis, Trustee Sundland, Trustee Trezise, Trustee Wilson**

**NAYS: NONE**

**Motion failed: 0-7**

**Trustee Trezise moved to adopt the Resolution authorizing the Ballot Proposal for a 20-year Community and Senior Center Millage and to submit the question to the voters at an Election to be held on November 5, 2024. Supported by Trustee Wilson.**

**ROLL CALL VOTE    YEAS: Supervisor Hendrickson, Trustee Wilson**

**NAYS: Clerk Guthrie, Treasurer Deschaine, Trustee McCurtis, Trustee Sundland, Trustee Trezise**

**Motion failed: 2-5**

C. Ordinance 2024-05 – Liquor License Regulations Update – Final Adoption

Director Clark gave an overview of the process thus far, explained the two Ordinances and noted that passing these will lift the current moratorium on issuing licenses.

**Trustee Wilson moved to adopt Ordinance #2024-05 to amend the Code of Ordinances to regulate the issuance, transfer, renewal, and revocation of Liquor Licenses within the Township. Supported by Treasurer Deschaine.**

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

**NAYS: NONE**

**Motion carried: 7-0**

**Trustee Trezise moved to adopt the attached Resolution establishing the Liquor License fee schedule. Supported by Trustee Wilson.**

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

**NAYS: NONE**

**Motion carried: 7-0**

- D. Text Amendment #2024-04 – Local Prosecution of Marijuana Violations Ordinance – Introduction

Interim Manger Schmitt noted that no changes have been made since this item was up for discussion.

**Treasurer Deschaine moved to adopt the resolution approving for introduction Ordinance 2024-04, an ordinance to allow for local prosecution of certain marijuana violations. Supported by Clerk Guthrie**

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

**NAYS: NONE**

**Motion carried: 7-0**

- E. Ordinance 2024-07 – Rezone Two Parcels at 350 Haslett Road and the Adjacent Vacant Parcel from RR, Rural Residential, to RA, Single-Family Residential – Introduction

Interim Manager Schmitt summarized the process as it has occurred thus far and noted that staff would recommend approval of the Ordinance.

Treasurer Deschaine asked the applicant if he had considered adding middle housing, noting that most of the applicant’s buildings are priced higher than the middle range. The applicant answered that he has a concept he wants to incorporate into this rezoning, that there would be three price ranges of homes.

**Treasurer Deschaine moved to adopt the Resolution approving for introduction Ordinance 2024-07, an ordinance to rezone two parcels at 350 Haslett Road (Parcel ID# 33-02-02-12-400-003) and the adjacent parcel (Parcel ID#33-02-02-12-200-015) from RR, Rural Residential, to RA, Single-Family Residential. Supported by Clerk Guthrie.**

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

**NAYS: NONE**

**Motion carried: 7-0**

- F. Selection of Firm for Township Manager Search

Supervisor Hendrickson asked all persons in the room who are interested in applying for the Township Manager position to please leave the room during this discussion. Interim Manager Schmitt and Clerk Guthrie left the room.

Director Tithof gave an overview of the information provided for this item, noting the information included in the proposals.

Treasurer Deschaine stated that he would like to see this postponed until the next meeting to have more time to discuss the materials.

**Treasurer Deschaine moved to appoint Trustee James McCurtis as temporary Clerk. Supported by Trustee Wilson.**

**VOICE VOTE                    YEAS: Supervisor Hendrickson, Clerk Guthrie, Treasurer Deschaine, Trustee McCurtis, Trustee Sundland, Trustee Trezise, Trustee Wilson**

**NAYS: NONE**

**Motion carried: 6-0**

**Trustee Wilson moved to table the discussion about the National Township Manager Search until August 20, 2024. Supported by Treasurer Deschaine.**

**VOICE VOTE                    YEAS: Supervisor Hendrickson, Clerk Guthrie, Treasurer Deschaine, Trustee McCurtis, Trustee Sundland, Trustee Trezise, Trustee Wilson**

**NAYS: NONE**

**Motion carried: 6-0**

At 11:15 pm, Clerk Guthrie and Interim Manger Schmitt rejoined the meeting

13. BOARD DISCUSSION ITEMS

NONE

14. COMMENTS FROM THE PUBLIC

Supervisor Hendrickson opened comments from the public at 11:15 pm

Barbara O’Kelly Township resident, spoke in support of a Senior Center and encouraged the Board to work with the school district.

Julie Lawton-Eassa, wanted to know where to find the information about the SUP and the proposal for the senior and community center.

Chief Hamel thanked his Fire Department and Director Massie for their help while he was away and thanked the Board for their support

Supervisor Hendrickson closed comments from the public at 11:20 pm

15. OTHER MATTERS AND BOARD MEMBER COMMENTS

Treasurer Deschaine thanked Board members for their thoughtful discussion.

16. ADJOURNMENT

**Trustee Wilson moved to adjourn. Seconded by Trustee Sundland.**

**VOICE VOTE**

**YEAS: Supervisor Hendrickson, Clerk Guthrie, Treasurer Deschaine, Trustee McCurtis, Trustee Sundland, Trustee Trezise, Trustee Wilson**

**NAYS: NONE**

**Motion carried: 7-0**

**The meeting adjourned at 11:21 pm.**

---

Scott Hendrickson  
Township Supervisor

---

Deborah Guthrie  
Township Clerk



To: Board Members  
From: Dante Ianni, Finance Director  
Date: August 20, 2024

Charter Township of Meridian  
Board Meeting  
8/20/2024

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

COMMON CASH	\$	811,599.01
PUBLIC WORKS	\$	399,955.23
TRUST & AGENCY	\$	-
TOTAL CHECKS:	\$	1,211,554.24

CREDIT CARD TRANSACTIONS 08/01/2024 to 08/13/2024	\$	12,882.10
TOTAL PURCHASES:	\$	<u>1,224,436.34</u>

ACH PAYMENTS	\$	<u>690,973.24</u>
--------------	----	-------------------

08/15/2024 10:10 AM  
 User: GRAHAM  
 DB: Meridian

INVOICE APPROVAL BY INVOICE REPORT FOR CHARTER TOWNSHIP OF MERIDIAN  
 EXP CHECK RUN DATES 08/20/2024 - 08/20/2024  
 BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID  
 BANK CODE: GF - CHECK TYPE: PAPER CHECK

Vendor Name	Description	Amount	Check #
1. 56-A DISTRICT COURT	CASH BOND - RETAIL FRAUD - T.A. MOYER	200.00	112723
2. ASAP PRINTING	1ST ORDER - JUNETEENTH OVER LAKE LANSING YARD SIGN	150.13	112724
	2ND ORDER - JUNETEENTH OVER LAKE LANSING YARD SIGN	347.50	112724
	TOTAL	497.63	
3. CONSUMERS ENERGY	ACCT #1000-8622-2252 - EMERGENCY UTILITY ASSISTANC	377.84	112731
	ACCT #1000-9082-5736 - EMERGENCY UTILITY ASSISTANC	208.17	112731
	ACCT #1030-2650-6917 - EMERGENCY UTILITY ASSISTANC	101.00	112721
	TOTAL	687.01	
4. EDGEWOOD VILLAGE APARTMENTS	EMERGENCY RENT ASSISTANCE	180.00	112722
5. FAHEY SCHULTZ BURZYCH RHODES PLC	CLERK MATTERS - LEGAL FEES	205.00	112725
	ENFORCEMENT MATTERS - LEGAL FEES	815.00	112725
	FOIA POLICE - LEGAL FEES	247.50	112725
	POLICY RESEARCH & DRAFTING - LEGAL FEES	990.00	112725
	MARIJUANA REGULATION - LEGAL FEES	1,778.50	112725
	PUBLIC WORKS - LEGAL FEES	135.00	112725
	5981 MARSH RD (CRISTIN) - LEGAL FEES	45.00	112725
	QUOTA LIQUOR LICENSES - LEGAL FEES	940.50	112725
	DEFECTIVE FIRE TRUCK LITIGATION - LEGAL FEES	4,625.45	112725
	CEMETERY ORDINANCE - LEGAL FEES	6,395.00	112725
	LOEKS THEATERS INC (MTT 24-001412) - LEGAL FEES	507.50	112725
	WAL-MART (MTT 24-001264) - LEGAL FEES	67.50	112725
	COMMUNITY/SENIOR CENTER - LEGAL FEES	1,372.50	112725
	PT2 LLC (COA 369541) - LEGAL FEES	202.50	112725
	DUFFY (23-001333) - LEGAL FEES	425.00	112725
	MORY ENTERPRISES LTD (23-002659) - LEGAL FEES	67.50	112725
	RED CEDAR FLATS (MTT 24-002436) - LEGAL FEES	822.00	112725
	HANNAH LOFTS LLC (MTT 24-001535) - LEGAL FEES	524.00	112725
	EMPL INVEST/FEES TO ZAUSMER - LEGAL FEES	49,029.57	112725
	TOTAL	69,195.02	
6. LAKEVIEW APARTMENTS	EMERGENCY RENTAL ASSISTANCE	1,000.00	112732
7. PROGRESSIVE AE	PROF SERV THRU JULY 26 2024 - COMMUNITY/SENIOR CEN	8,678.70	112729
8. ST MARTHA CONFERENCE OF	EMERGENCY RENTAL ASSISTANCE	383.08	112733
9. ST THOMAS AQUINAS PARISH	SEPT 2023 - EMERGENCY RENTAL ASSISTANCE	500.00	112727
10. THE HARKNESS LAW FIRM PLLC	JULY 2024 PROSECUTING FEES	6,666.67	112728
11. WEST SHORE FIRE INC	2024 ANNUAL INSP/PM OUTDOOR WARNING SIRENS	119,050.00	112730
TOTAL - ALL VENDORS		207,038.11	

08/15/2024 11:23 AM  
 User: GRAHAM  
 DB: Meridian

INVOICE APPROVAL BY INVOICE REPORT FOR CHARTER TOWNSHIP OF MERIDIAN  
 EXP CHECK RUN DATES 08/21/2024 - 08/21/2024  
 BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID  
 BANK CODE: GF53 - CHECK TYPE: PAPER CHECK

Vendor Name	Description	Amount	Check #
1. ADAM SLAVICK	MTOA CONFERENCE MEALS REIMB	81.11	
2. ALL TRAFFIC SOLUTIONS	ORDER #SO-041105 - LFP POWER KIT/BATTERY	805.05	
3. ALLGRAPHICS CORP	2024 PRIDE EVENT T SHIRTS AND BAGS	1,159.75	
4. ALPHA CARD COMPACT MEDIA LLC	PRINTING OF MAP PATHWAY/TRAIL SYSTEM - INGHAM CO T	2,300.00	
5. AMERICAN RENTALS	7/21/24 TO 8/21/24 - TRANSFER STATION PORTABLE TOI	85.00	
6. ANN GAULTNEY	CANCELED PAVILION RESERVATION 08/03/2024 REFUND	200.00	
7. ASAP PRINTING	BUSINESS CARDS HINES, HECKAMAN AND RAU	70.89	
8. BARYAMES CLEANERS	JULY 2024 - POLICE UNIFORM CLEANING	593.18	
9. BRAIN INJURY ASSOC OF MI INC	PARK PAVILION SECURITY DEPOSIT REFUND	100.00	
10. BRIGHTLINE TECHNOLOGIES	DROPSUITE BUSINESS BACKUP + EMAIL ARCHIVING	480.00	
	AUGUST 2024 BRIGHTLINE QUICKHELP SUBSCRIPTION	1,421.00	
	AUGUST 2024 DROPSUITE BUSINESS BACKUP + EMAIL ARCH	848.00	
	AUGUST 2024 BRIGHTLINE HPE 36M II SUBSCRIPTION	3,424.00	
	AUGUST 2024 - AUVIK NETWORK & SAAS MONITORING & MA	1,055.00	
	TOTAL	7,228.00	
11. BULL ENTERPRISES	JULY 2024 - JANITORIAL SERVICES FOR TOWNSHIP BUILD	8,477.00	
12. CATA	REDI-RIDE SERVICES FOR MERIDIAN TOWNSHIP	420,000.00	
13. CINTAS CORPORATION #725	MOTOR POOL - 7/31/24 MECHANICS UNIFORMS	48.07	
	8/7/24 MOTOR POOL - MECHANICS UNIFORMS	48.07	
	TOTAL	96.14	
14. CONSUMERS ENERGY	ACCT 300 1350 2202 - LAND RENTS LEASE - ELECT INGH	672.93	
15. CREATIVE FINANCIAL STAFFING LLC	WEEK ENDING 8/4/2024 - UB/TREASURER'S TEMP STAFF	2,874.44	
	WEEK ENDING 8/11/2024 - UB/TREASURER'S TEMP STAFF	3,203.56	
	TOTAL	6,078.00	
16. DONALD L BROWN	9/18/2024 SUMMER CONCERT SERIES - LIFE SUPPORT TRI	500.00	
17. ELECTRICAL TERMINAL SERVICE	MOTOR POOL - SHOP SUPPLIES - SAFETY LIGHTS STOCK	131.96	
18. FAHEY SCHULTZ BURZYCH RHODES PLC	BROWNFIELD MATTERS - LEGAL FEES	740.50	
	COMMUNITY PLANNING & DEVELOPMENT - LEGAL FEES	1,794.72	
	FOIA/OMA - LEGAL FEES	82.83	
	HUMAN RESOURCES/LABOR - LEGAL FEES	621.25	
	MANAGER - LEGAL FEES	2,940.58	
	SUPERVISOR - LEGAL FEES	103.54	
	CONTRACT MATTERS - LEGAL FEES	124.25	
	COMMUNICATIONS - LEGAL FEES	82.83	
	TOTAL	6,490.50	
19. FEEDERS SUPPLY COMPANY LLC	CUST #0902058 - K9 SUPPLIES/FOOD	234.96	
20. FRANK LOWDEN WALSH	AUG 2024 PMT 2 - CONSULTING CONTRACT SERVICES	9,278.25	

08/15/2024 11:23 AM  
 User: GRAHAM  
 DB: Meridian

INVOICE APPROVAL BY INVOICE REPORT FOR CHARTER TOWNSHIP OF MERIDIAN  
 EXP CHECK RUN DATES 08/21/2024 - 08/21/2024  
 BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID  
 BANK CODE: GF53 - CHECK TYPE: PAPER CHECK

Vendor Name	Description	Amount	Check #
21. GRANGER	AUG 2024 - ACCT NO 17334070/17342460 MUN BLDG & PS	86.96	
	AUG 2024 - ACCT NO 17349880 - SERVICE CENTER RECYC	31.02	
	AUG/SEPT/OCT 2024 - ACCT NO 15896200 - N FIRE - RU	92.04	
	AUG 2024 ACCT 1106100/2706910 TOWNHALL & PS RUBBIS	136.55	
	AUG 2024 - ACCT NO 1106200 - SERVICE CENTER - RUBB	339.20	
	AUG 2024 - ACCT 1106300 - S FIRE - RUBBISH DISPOSA	94.68	
	AUG 2024 - ACCT NO. 2509750 - C. FIRE - RUBBISH SE	129.83	
	JULY 2024 - SEASONAL TRASH SERVICE IN PARKS	319.34	
	TEMPORARY DUMPSTER - 2024 CELEBRATE MERIDIAN EVENT	405.00	
	TOTAL	1,634.62	
22. HAMMOND FARMS	DUMP FEE FOR PATHWAY TRIMMING	10.50	
	DUMP FEE FOR PATHWAY TRIMMING	52.50	
	DUMP FEE FOR TRIMMING PATHWAYS	42.00	
	DUMP FEE FOR BRUSH/STEWARDSHIP CLEAN-UP	15.75	
	LIBRARY - BRUSH DUMP FEE	84.00	
	TOTAL	204.75	
23. HASLETT-OKEMOS ROTARY	3RD QTR 2024 - DUES FOR DEBORAH GUTHRIE	160.00	
24. HUNTINGTON NATIONAL BANK	ACCT #3584298109 - 9/01/2024 - 8/31/2025 - ANNUAL	500.00	
25. HUTSON INC	MOTOR POOL - PARKS - #93 SHIPPING FOR PARTS	60.00	
26. JOE NOHNER	WATER QUALITY MONITORING - LK LNS SAD	192.00	
27. JOSEPH D WRIGHT	SUMMER CONCERT SERIES PERFORMER 09/11/2024	300.00	
28. JUSTIN HOLCOMB	CELEBRATE MERIDIAN FESTIVAL PERFORMER	200.00	
	SUMMER CONCERT SERIES PERFORMER 09/25/2024	200.00	
	TOTAL	400.00	
29. KATHRYN E DEBLER	6/27/2023 MCOLES TESTING - POLICE DEPT	70.00	
30. KIWANIS CLUB OF HASLETT-OKEMOS	2024 FLAGS OVER MERIDIAN PARKS AND RECREATION	800.00	
31. KNAPHEIDE TRUCK EQUIPMENT	MOTOR POOL - WATER - SERVICE BODY FOR UNIT 714	20,732.11	
32. LAFONTAINE AUTOMOTIVE GROUP	UNIT 667 - PARKS - BLADE & ARM ASY	51.13	
	UNIT 702 - POLICE - CAMERA - PARKING	40.06	
	CREDIT - UNIT 712 - PARKS - MIRROR ASSEMBLY	(141.71)	
	TOTAL	(50.52)	
33. LANGUAGE LINE SERVICES	JULY 2024 - LANGUAGE TRANSLATION SERVICES	46.39	
34. LANSING SANITARY SUPPLY INC	BUILDINGS - 8/5/24 CUSTODIAL SUPPLIES	779.40	
	BUILDINGS - 8/5/24 CUSTODIAL SUPPLIES	66.16	
	TOTAL	845.56	
35. LANSING UNIFORM COMPANY	NAME TAGS - CONNERS & SLABBEKOORN	40.00	
	FIRE UNIFORM ITEMS -M WEBER & BROWN	199.85	
	FIRE UNIFORM ITEMS - ZALESKI	139.90	
	OFFICER UNIFORM ITEMS - BERMAN/HANSON/SLAVICK	363.25	
	TOTAL	743.00	
36. LAWN STAR GROUP LLC	GLENDALE - MOWING JULY 2024	6,278.90	
37. LEXISNEXIS CLAIMS SOLUTIONS INC	7/1/2024 TO 7/31/2024 - SERVICES	200.00	
38. MEDICAL MANAGEMENT SYSTEMS OF	JULY 2024 COLLECTION FEE FROM AMBULANCE BILLINGS	7,687.40	

08/15/2024 11:23 AM  
 User: GRAHAM  
 DB: Meridian

INVOICE APPROVAL BY INVOICE REPORT FOR CHARTER TOWNSHIP OF MERIDIAN  
 EXP CHECK RUN DATES 08/21/2024 - 08/21/2024  
 BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID  
 BANK CODE: GF53 - CHECK TYPE: PAPER CHECK

Vendor Name	Description	Amount	Check #
39. MICHIGAN SEPTIC LLC	PUMP OUT PIT TOILETS AT HNC	383.00	
40. MID MICHIGAN EMERGENCY EQUIPMENT	POLICE - UNIT #721 UPFITTING	11,411.55	
41. MIDWEST POWER EQUIPMENT	3 KRESS ROBOT MOWERS FOR NANCY MOORE PARK	35,399.97	
42. MITA	AD FOR BID 2024 LOCAL ST MILLING & RESURFACING PRO	75.00	
	AD FOR BID 2024 LOCAL ST CRUSHING & RESURFACING	75.00	
	TOTAL	150.00	
43. MY GREEN MICHIGAN LLC	AUGUST 2024 COMPOST SERVICE MARKETPLACE ON THE GRE	177.00	
44. ON DEMAND MOSQUITO MAN INC	CLEANING FEE MOUSE DROPPINGS AND BEDDING AT HNC	250.00	
45. OVERHEAD DOOR OF LANSING	BUILDINGS - CENTRAL FIRE STATION - OVERHEAD DOOR R	1,689.84	
46. PEOPLEFACTS LLC	JULY 2024 EMPLOYEE PRE-EMPLOYMENT CREDIT CHECKS	33.34	
47. PHOENIX SAFETY OUTFITTERS	REPLACEMENT SUSPENDERS (UNABLE TO REPAIR)	900.00	
48. PRINT MAKERS SERVICE INC	ANNUAL MTCE 7.1.24 TO 6.30.25 (\$140/MO)	1,680.00	
	EMEGENCY KIP 840 SERVICE DUE TO WTR LK	1,387.50	
	TONER AND PAPER FOR KIP 860	1,016.70	
	TOTAL	4,084.20	
49. PRINTING SYSTEMS INC	5/3RD BANK TRUST & AGENCY CHECKS	156.46	
	5/3RD GENERAL FUND CHECKS	306.95	
	5/3RD PUBLIC WORKS CHECKS	202.66	
	TOTAL	666.07	
50. PRO-TECH MECHANICAL SERVICES	WORK ORDER 54787 - PS - HVAC REPAIRS	337.50	
51. PRO-TECH SECURITY SALES	2 BALLISTICS VESTS	2,733.00	
	2 BALLISTIC VESTS	2,709.00	
	TOTAL	5,442.00	
52. QUALITY COATINGS	WATER UNITE #728 - BUULET LINER BED & UNDERCOATIN	1,450.00	
53. QUALITY TIRE INC	MOTOR POOL TIRES DISPOSAL FEE	36.00	
	PARKS - TIRES UNIT #635	664.80	
	TOTAL	700.80	
54. ROWERDINK AUTOMOTIVE PARTS	SERVICE CHARGES - FLEET REPAIR PARTS	6.03	
	CREDIT FOR DUPLICATE PAYMENT - FLEET REPAIR PARTS	(246.00)	
	MOTOR POOL SHOP SUPPLY - FLEET REPAIR PARTS	173.64	
	UNIT #658 - FLEET REPAIR PARTS	488.34	
	CORE RETURN CREDIT - FLEET REPAIR PARTS	(14.00)	
	PARKS UNIT #61 - FLEET REPAIR PARTS	1,055.08	
	PARKS UNIT #61 - FLEET REPAIR PARTS	90.30	
	PARKS UNIT #61 - FLEET REPAIR PARTS	29.78	
	WATER UNIT #13 - FLEET REPAIR PARTS	404.48	
	CREDIT CORE RETURN - FLEET REPAIR PARTS	(100.00)	
	WATER UNIT #675 - FLEET REPAIR PARTS	123.00	
	CREDIT CORE RETURN - FLEET REPAIR PARTS	(14.00)	
	MOTOR POOL STOCK ORDER - FLEET REPAIR PARTS	67.68	
	TOTAL	2,064.33	

08/15/2024 11:23 AM  
User: GRAHAM  
DB: Meridian

INVOICE APPROVAL BY INVOICE REPORT FOR CHARTER TOWNSHIP OF MERIDIAN  
EXP CHECK RUN DATES 08/21/2024 - 08/21/2024  
BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID  
BANK CODE: GF53 - CHECK TYPE: PAPER CHECK

Vendor Name	Description	Amount	Check #
55. STATE OF MICHIGAN	MDHHS - QA ASSESSMENT - AMBULANCE (QAAP); 3RD QUAR	2,864.33	
	REPEAT WATER SAMPLES AT N MERIDIAN ROAD PARK	48.00	
	TOTAL	<u>2,912.33</u>	
56. STEVEN T. SPEES, III	SUMMER CONCERT SERIES PERFORMER 09/04/2024	200.00	
57. TEAM FINANCIAL GROUP	CUST #40035014 - JULY 2024 COPIER CONTRACT	2,552.82	
58. THE BANK OF NEW YORK MELLON	2013 UNLIMITED TAX GENERAL OBLIGATION BONDS	5,600.00	
59. THE MERIDIAN COMPANY	REPLACEMENT HOT WATER HEATER AT SNELL TOWAR RECREA	2,327.25	
60. TIM SCHMITT	REIMB MILEAGE AND LUNCH MEETING W/TWP SUPERVISOR	116.42	
61. TIMOTHY C. MULVANEY	INSTALL AED AT MARKETPLACE ON THE GREEN	550.00	
62. VARIPRO BENEFIT ADMINISTRATORS	SEPT 2024 RETIREE MEDICARE SUPPLEMENT	16,241.60	
63. VISUAL EDGE IT, INC	4/24/2024 TO 7/23/2024 - COPIER OVERAGE/USAGE	76.86	
	8/9/2024 TO 8/8/2025 - COPIER USAGE	228.14	
	TOTAL	<u>305.00</u>	
64. WASTE MANAGEMENT	8/1/24 - 8/31/24 - GAYLORD C SMITH - DUMPSTER SERV	295.92	
65. WEST MICHIGAN INTERNATIONAL	WATER - REPAIRS TO UNIT 24 DUMP TRUCK	2,333.03	
66. ZIPPITY2DAD PRODUCTIONS LLC	CHILDREN'S CONCERT SERIES PERFORMER 08/15/2024	600.00	
TOTAL - ALL VENDORS		604,560.90	

08/15/2024 10:09 AM  
User: GRAHAM  
DB: Meridian

INVOICE APPROVAL BY INVOICE REPORT FOR CHARTER TOWNSHIP OF MERIDIAN  
EXP CHECK RUN DATES 08/20/2024 - 08/20/2024  
BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID  
BANK CODE: PWRZ - CHECK TYPE: PAPER CHECK

Vendor Name	Description	Amount	Check #
1. CARLENE HOOKER	KANSAS RD - REIMB WATER CONNECTION - SPARROW ESCRO	4,867.00	29791
TOTAL - ALL VENDORS		4,867.00	

08/15/2024 11:22 AM  
User: GRAHAM  
DB: Meridian

INVOICE APPROVAL BY INVOICE REPORT FOR CHARTER TOWNSHIP OF MERIDIAN  
EXP CHECK RUN DATES 08/21/2024 - 08/21/2024  
BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID  
BANK CODE: PW53 - CHECK TYPE: PAPER CHECK

Vendor Name	Description	Amount	Check #
1. BEANSTALK REAL ESTATE SOLUTIONS	RETURN PERF GUAR STORZ NOZZLE INSTALLATION - 4738	1,500.00	
2. CARL SCHLEGEL INC	TICKET 35161 & 35175 WATER - SAND , GRAVEL & TOPSO	1,295.75	
3. CITY OF EAST LANSING	AUG 2024 OPERATING, INTERCONNECT & DEBT SHARING	377,461.25	
4. DENISE GREEN	REIMBURSEMENT OF CERTIFIED MAIL & STEP STOOL	60.01	
5. FERGUSON WATERWORKS #3386	WATER - REPLACEMENT 1 1/2" AND 2" METERS AND R900	13,300.82	
6. MICHIGAN RURAL WATER ASSOC	8/28/24 OUTDOOR EXPO - DAVE BOROWICZ	165.00	
7. MITA	AD FOR BID BLUEHAVEN WTR MN RPLCMNT 2024	75.00	
	AD FOR BID COUNTY PARK LIFT STATION REPLACEMENT 20	75.00	
	AD FOR BID WTR SERVICE LINE PHYSICAL VERIFICATION	75.00	
	TOTAL	225.00	
8. SME	PROF SERV JUNE 3 2024 - JUNE 30 2024 - MISC TESTIN	1,080.40	
TOTAL - ALL VENDORS		395,088.23	

**Credit Card Report 8/01/2024 - 8/13/2024**

Transaction Date	Account Name	Transaction Amount	Transaction Merchant Name
8/6/2024	LAWRENCE BOBB	\$31.48	THE HOME DEPOT #2723
8/9/2024	LAWRENCE BOBB	\$111.88	THE HOME DEPOT #2723
8/1/2024	ROBERT STACY	\$48.99	SHERWIN WILLIAMS 701339
8/8/2024	ROBERT STACY	\$48.99	SHERWIN WILLIAMS 701339
8/12/2024	ROBERT STACY	\$10.97	THE HOME DEPOT #2723
8/6/2024	TYLER KENNEL	\$32.11	THE HOME DEPOT #2723
8/13/2024	TYLER KENNEL	\$36.02	GRAINGER
8/7/2024	MICHAEL HAMEL	\$92.44	BREATHING AIR SYSTEMS
8/13/2024	MICHAEL HAMEL	\$34.90	FEDEX OFFIC40600004069
8/2/2024	KYLE FOGG	\$61.55	MID-STATES BOLT &-LANSIN
8/3/2024	DEBORAH GUTHRIE	\$31.79	OFFICEMAX/OFFICEDEPT#3379
8/2/2024	DEBORAH GUTHRIE	\$50.00	WWW.MICHIGANCLERKS.ORG
8/5/2024	DEBORAH GUTHRIE	\$94.34	SADDLEBACK BBQ
8/5/2024	DEBORAH GUTHRIE	\$979.87	JIMMY JOHNS - 90055 - MOT
8/5/2024	DEBORAH GUTHRIE	\$226.00	STATE SIDE DELI
8/5/2024	DEBORAH GUTHRIE	\$35.01	STATE SIDE DELI
8/5/2024	DEBORAH GUTHRIE	\$39.96	MEIJER # 025
8/5/2024	DEBORAH GUTHRIE	\$96.24	COSTCO WHSE#1277
8/6/2024	DEBORAH GUTHRIE	\$45.98	BIGGBY COFFEE #121
8/5/2024	DEBORAH GUTHRIE	\$79.17	PARADISE BIRYANI POINTE
8/6/2024	DEBORAH GUTHRIE	\$33.28	MEIJER # 025
8/8/2024	DEBORAH GUTHRIE	\$50.00	WWW.MICHIGANCLERKS.ORG
8/8/2024	DEBORAH GUTHRIE	\$50.00	WWW.MICHIGANCLERKS.ORG
8/2/2024	ASHLEY WINSTEAD	\$75.00	MSU PAYMENT ONLINE
8/4/2024	AL DIAZ	\$22.00	TARGET 00003657
8/4/2024	AL DIAZ	\$8.48	THE HOME DEPOT #2723
8/1/2024	TIMOTHY SCHMITT	\$150.00	WASHTENAW COMMUNITY
8/7/2024	THOMAS BAKER	\$34.97	THE HOME DEPOT #2723
8/12/2024	MIKE DEVLIN	\$71.94	COSTCO WHSE#1277
8/13/2024	MIKE DEVLIN	\$41.96	COSTCO WHSE#1277
8/1/2024	BRIAN PENNELL	\$297.00	AMERICAN RED CROSS
8/6/2024	BRIAN PENNELL	\$19.35	HOMEDEPOT.COM
8/6/2024	BRIAN PENNELL	\$208.10	THE HOME DEPOT #2723
8/12/2024	BRIAN PENNELL	\$25.00	STATE OF MI EMS
8/9/2024	MELISSA MASSIE	\$433.51	FRAMER'S EDGE
8/6/2024	CURT SQUIRES	(\$805.00)	COPQUEST INC
8/5/2024	COURTNEY WISINSKI	\$120.00	LARRY CUSHION TROPHIES &
8/5/2024	COURTNEY WISINSKI	\$153.29	SITEONE LANDSCAPE SUPPLY,
8/5/2024	COURTNEY WISINSKI	\$50.98	MEIJER # 025
8/5/2024	COURTNEY WISINSKI	\$18.92	QUALITY DAIRY#31
8/5/2024	COURTNEY WISINSKI	\$3.98	QUALITY DAIRY#31
8/5/2024	COURTNEY WISINSKI	\$389.44	THE HOME DEPOT 2723
8/6/2024	COURTNEY WISINSKI	\$5.29	MEIJER STORE #025
8/8/2024	COURTNEY WISINSKI	\$71.70	OFFICEMAX/OFFICEDEPT#3379
8/10/2024	COURTNEY WISINSKI	\$54.90	MEIJER # 025
8/13/2024	COURTNEY WISINSKI	\$91.08	BONFIRE.COM
8/13/2024	COURTNEY WISINSKI	\$108.54	BONFIRE.COM
8/13/2024	COURTNEY WISINSKI	\$26.26	MEIJER # 025
8/3/2024	KATIE LOVE	\$264.00	STAPLS7907057862000001
8/2/2024	KATIE LOVE	\$782.63	4IMPRINT, INC
8/5/2024	KATIE LOVE	\$86.02	AMAZON MKTPL*RF3KH3H90
8/12/2024	KATIE LOVE	(\$100.00)	4IMPRINT, INC
8/12/2024	KATIE LOVE	\$60.25	MEIJER # 025

8/1/2024	TODD FRANK	\$188.12	THE HOME DEPOT #2723
8/8/2024	TODD FRANK	\$22.65	THE HOME DEPOT #2723
8/4/2024	STEPHEN GEBES	\$40.48	AMAZON MKTPL*RF9E17MU0
8/1/2024	RICHARD GRILLO	\$435.00	4 ALL PROMOS
8/6/2024	RICHARD GRILLO	\$40.00	FORESIGHT GROUP LLC
8/8/2024	RICHARD GRILLO	\$174.00	SQ *CREATIVE INSTINCT, IN
8/12/2024	RICHARD GRILLO	\$450.00	SQ *CHER CAR KENNELS LLC
8/12/2024	RICHARD GRILLO	\$160.00	SQ *HASLETT/OKEMOS ROTARY
8/13/2024	RICHARD GRILLO	\$374.79	TOM'S FOOD
8/6/2024	KEITH HEWITT	\$20.00	SQ *MARKS LOCK AND SAFE,
8/6/2024	KEITH HEWITT	\$2.98	THE HOME DEPOT #2723
8/6/2024	KEITH HEWITT	\$181.52	THE HOME DEPOT #2723
8/8/2024	KEITH HEWITT	\$2.19	MEIJER # 025
8/9/2024	KEITH HEWITT	\$55.26	THE HOME DEPOT #2723
8/4/2024	MICHELLE PRINZ	\$178.31	AMAZON MKTPL*RF3M308V2
8/10/2024	MICHELLE PRINZ	\$181.75	AMAZON MKTPL*RM8DA5HX2
8/12/2024	MICHELLE PRINZ	\$2.00	AMZ*WSJBARRONSMW
8/1/2024	CATHERINE ADAMS	\$42.48	THE HOME DEPOT #2723
8/1/2024	CATHERINE ADAMS	\$1,208.34	THE HOME DEPOT #2772
8/1/2024	CATHERINE ADAMS	\$49.85	THE HOME DEPOT #2772
8/7/2024	CATHERINE ADAMS	\$207.99	PETSMART
8/9/2024	CATHERINE ADAMS	\$100.00	BLINK
8/7/2024	ED BESONEN	\$94.35	GREAT WOLF LDG TRAVERS
8/7/2024	ED BESONEN	\$380.00	FSP*MICHIGAN AOHN
8/12/2024	ED BESONEN	\$35.00	PAYPAL *NATIONALASS
8/13/2024	ED BESONEN	\$250.00	B2G, LLC* O #73600
8/5/2024	DAVID LESTER	\$80.36	THE HOME DEPOT 2723
8/6/2024	DAVID LESTER	\$114.30	THE HOME DEPOT #2723
8/6/2024	DAVID LESTER	\$28.94	THE HOME DEPOT #2723
8/5/2024	BART CRANE	\$189.00	EVIDENT INC
8/5/2024	BART CRANE	\$42.67	EVIDENT INC
8/12/2024	BART CRANE	\$16.11	QUALITY DAIRY#31
8/13/2024	BART CRANE	\$23.99	SPEEDWAY 02298 GRND RIVER
8/2/2024	PHIL DESCHAIINE	\$37.54	TST*BUDDYS PIZZA - OKEMO
8/10/2024	PHIL DESCHAIINE	\$289.88	ACE RENT A CAR
8/2/2024	DANIEL OPSOMMER	\$376.25	TITANHQ
8/12/2024	DANIEL OPSOMMER	\$5.97	HASLETT TRUE VALUE HARDW
8/6/2024	SAMANTHA DIEHL	\$49.99	FACEBK *CMQMS8YBJ2
8/6/2024	SAMANTHA DIEHL	\$99.00	MERIT EVENTS-MEMBER CONF
8/6/2024	SAMANTHA DIEHL	\$191.66	CRYSTAL MTN LODGING
8/7/2024	SAMANTHA DIEHL	\$50.00	FACEBK *D7PEU8YBJ2
8/8/2024	SAMANTHA DIEHL	\$50.00	FACEBK *42NLC88CJ2
8/9/2024	SAMANTHA DIEHL	\$50.00	FACEBK *8742E88CJ2
8/9/2024	SAMANTHA DIEHL	\$50.00	FACEBK *LTJC68LCJ2
8/10/2024	SAMANTHA DIEHL	\$50.00	FACEBK *8TR6Z8YBJ2
8/12/2024	SAMANTHA DIEHL	\$250.00	IN *THE STATE NEWS
8/13/2024	SAMANTHA DIEHL	\$149.00	JGPR ACADEMY
8/1/2024	ALLISON GOODMAN	\$30.82	WAL-MART #2866
8/4/2024	ALLISON GOODMAN	\$199.80	AMAZON MARK* RF80F30R1
8/2/2024	ALLISON GOODMAN	\$5.99	TOM'S FOOD
8/9/2024	ALLISON GOODMAN	\$56.00	FEEDERS SUPPLY COMPANY #4
8/5/2024	ROBERT MACKENZIE	\$44.51	MEIJER # 025 FUEL
8/7/2024	ROBERT MACKENZIE	\$160.25	U-HAULEAGLE CAR WASH & SE
8/7/2024	ROBERT MACKENZIE	\$164.93	U-HAULEAGLE CAR WASH & SE
8/7/2024	ROBERT MACKENZIE	\$57.52	MEIJER # 025 FUEL

---

---

TOTAL

\$12,882.10

---

---

ACH Transactions

Date	Payee	Amount	Purpose
8/2/2024	Consumers Energy	\$ 23,981.84	Utility Transaction Fees
8/6/2024	Consumers Energy	\$ 42,318.30	Utility Transaction Fees
8/7/2024	Blue Care Network	\$ 43,261.36	Employee Health Insurance
8/7/2024	Health Equity	\$ 741.60	Employee Health Savings
8/7/2024	Invoice Cloud	\$ 2,065.15	Utility Transaction Fees
8/9/2024	IRS	\$ 128,740.65	Payroll Taxes 08/09/2024
8/9/2024	Various Financial Institutions	\$ 369,462.62	Direct Deposit 08/09/2024
8/9/2024	Account Service Fee	\$ 708.90	Horizon Bank Fees
8/12/2024	MCT Utilities	\$ 1,436.64	Water/Sewer
8/12/2024	Nationwide	\$ 9,670.26	Payroll Deductions 08/09/2024
8/12/2024	Alerus	\$ 53,082.60	Payroll Deductions 08/09/2024
8/12/2024	Delta Dental	\$ 15,503.32	Employee Dental Insurance
<b>Total ACH Payments</b>		<b>\$ 690,973.24</b>	



**To:** Township Board

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

**Date:** August 20, 2024

**Re:** 2025 Budget Public Hearing Date

---

Staff will present Board members with the 2025 Recommended Budget on August 27, 2024, and it will be posted on the website. The 2025 Budget Public Hearing will be held September 3, 2024, as scheduled.

The following motion is prepared for Board consideration:

**MOVE THAT A PUBLIC HEARING BE HELD AT 6:00 PM ON SEPTEMBER 3, 2024, FOR THE PURPOSE OF TAKING COMMENTS REGARDING THE 2025 CHARTER TOWNSHIP OF MERIDIAN RECOMMENDED BUDGET.**



**To: Board Members**  
**From: Dante Ianni**  
**Finance Director**  
**Date: August 20, 2024**  
**Re: Credit Card Policy Update**

---

To better improve access to funds for fire department small purchases, I recommend adding the Fire Marshal position as an authorized employee who can possess and use a Township purchasing credit card. The Fire Marshal needs to make small purchases and adding the position would improve our purchasing process.

The changes the Township is seeking to establish with this updated policy and guidance are:

- Adding the Fire Marshal as an authorized user of Township purchasing credit cards (Number 31 of page 2 of the attachment).

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

**MOVE TO APPROVE THE RECOMMENDATION FROM THE FINANCE DIRECTOR TO ADD THE FIRE MARSHAL AS AN AUTHORIZED EMPLOYEE FOR PURSHASING CREDIT CARDS IN TOWNSHIP POLICY.**

**Attachment:**

1. Meridian Charter Township Credit Card Policy/Best Practices – Updated August 2024

## **Credit Card Policy/Best Practices**

### **Credit Card Policy/Best Practices**

1. The credit card will be issued and used only by authorized Meridian Charter Township employees and elected or appointed officials
2. Each authorized employee issued a credit card is required to sign the Township credit card agreement
3. The credit card must be used for purchases for only official business of Meridian Charter Township
4. Credit card purchases should be restricted to professional membership dues, conference and travel expenditures, and emergency purchases (less than \$1,000). Request an invoice for purchases, when possible. The credit card should not be used as a replacement for the purchase order/check request process when that avenue is available.
5. Any online purchases from Amazon, Staples, DBI, and Office Max should be purchased through the Township's account managed by the Executive Assistant
6. The Finance Director or designee is responsible for credit card issuance, accounting, monitoring, retrieval and for overseeing compliance with credit card policies and procedures
7. Receipts supporting credit card purchases should be submitted in a timely (within 7 days of purchase) and organized manner to reconcile against the monthly credit card statement
8. Purchases should be supported by a detailed receipt which includes in detail the good/services purchased, the date of the purchase, the price, and the credit card purchase form
9. Credit card users must notify vendors that the credit card transaction should be tax exempt for goods and services purchases. The Township's tax-exempt form is available in the Finance Department, if requested by the vendor.
10. The employee issued the credit card is responsible for its protection and custody and will immediately notify the Finance Director if the card is lost or stolen and will turn in the card prior to termination of employment or term of elected office
11. Non-compliance with this policy will result in disciplinary action up to, and including termination and may be subject to civil or criminal action
12. The total combined authorized credit limit of the credit cards issued by Meridian Charter Township will not exceed the credit limit of \$100,000
13. The Township will no longer hold petty cash funds

### **Internal Accounting Controls**

1. A current list of all credit cards, authorized users, and credit limits shall be kept on file by the Finance Department
2. The Director/Department Head for the department in which the credit card purchase was made shall review and approve all credit card purchases prior to submission to the Finance Department and Township Board approval. After submission to the Finance Department, the Finance Director will also review and approve the credit card purchases.

## **Credit Card Policy/Best Practices - Concluded**

3. A quarterly audit for Township credit card purchases will be conducted through the Township Manager's office

### **Authorized Township Employees and elected/appointed officials**

1. Township Manager
2. Township Treasurer
3. Township Clerk
4. Executive Assistant
5. Assistant Township Manager/Director of Public Works
6. Director of Project Management & Operations
7. Assessor
8. Neighborhoods & Economic Development Director
9. Fire Chief
10. Human Resources Director
11. Information Technology Director
12. Parks and Recreation Director
13. Community Planning and Development Director
14. Police Chief
15. Finance Director
16. Communications Manager
17. DPW Superintendent
18. Park and Land Preservation Superintendent
19. Police Captain
20. Police Lieutenant
21. Police Sergeant
22. Battalion Chief
23. EMS/Training Chief
24. Fire Captain
25. Township Engineer & Deputy Director of Public Works & Engineering
26. Lead Workers
27. Utility Workers
28. Park Naturalist
29. Parks and Recreation Specialist
30. Human Services Specialist
31. Fire Marshal



**To:** Board Members  
**From:** Courtney Wisinski, Director of Parks and Recreation  
**Date:** August 15, 2024  
**Re:** Red Cedar Multijurisdictional Clearing Project Grant Acceptance

---

Meridian Township is intertwined with the Red Cedar River, a variety of our parks and preserves border its shores and it is an invaluable part of our community in terms of natural beauty as well as for recreational purposes. We have put in a lot of effort into the stewardship of this natural feature within our community and continue to put forward the best practices and procedures to keep this important natural resource in the best condition for our community.

Through a partnership with Williamstown Township, Williamston and Meridian Township, the Red Cedar River Multijurisdictional Clearing Project grant application was submitted by Meridian Township on September 16, 2024. The grant was approved for \$500,000 of funding from Ingham County, which was conditioned upon renewal of the Parks and Recreation millage in 2026.

This grant will allow for nearly 18-miles of water trail open and navigable from McCormick Park in Williamston to Hagadorn/Grand River Avenue in Meridian Township, for up to a period of three years. This cooperative effort will utilize a combination of volunteer support and licensed contractors where appropriate. The Red Cedar offers multiple opportunities for outdoor recreational experiences including canoeing, kayaking, fishing, photography and bird watching to name a few. Keeping the river open and navigable is a challenge based on the natural vegetation and mature trees that line the shoreline. The efforts of volunteers over the three years have helped but it is now to a point where dedicated financial effort is required.

The following motion has been prepared for Board consideration:

**MOVE TO ACCEPT THE ATTACHED CONDITIONAL GRANT AGREEMENT BETWEEN COUNTY OF INGHAM AND MERIDIAN TOWNSHIP, WILLIAMSTOWN TOWNSHIP, AND THE CITY OF WILLIAMSTON FOR THE RED CEDAR RIVER MULTI-JURISDICTIONAL CLEARING PROJECT.**

**Attachment:**

1. Conditional Grant Agreement between County of Ingham and Meridian Township, Williamstown Township, and City Of Williamston for Red Cedar River Multi-Jurisdictional Clearing Project

**CONDITIONAL GRANT AGREEMENT**  
**BETWEEN**  
**COUNTY OF INGHAM**  
**AND**  
**MERIDIAN TOWNSHIP,**  
**WILLIAMSTOWN TOWNSHIP, AND**  
**CITY OF WILLIAMSTON**  
**FOR**  
**RED CEDAR RIVER MULTI-JURISDICTIONAL CLEARING PROJECT**  
**PROJECT #TR129**

**THIS AGREEMENT**, made and entered into by and between the **COUNTY OF INGHAM**, a municipal corporation and political subdivision of the State of Michigan (hereinafter referred to as the “County”) and **MERIDIAN TOWNSHIP, WILLIAMSTOWN TOWNSHIP**, and the **CITY OF WILLIAMSTON**, Ingham County, Michigan, municipal corporation, organized and existing under the laws of the State of Michigan (hereinafter referred to as the “Grantees”).

**WITNESSETH:**

**WHEREAS**, the County Board of Commissioners in Resolution No. 24-177 approved an eighth round of applications that would provide Ingham County Trails and Parks Millage Grant Funds for various parks and trails projects, planning and engineering for future projects, and other special projects; and

**WHEREAS**, the Grantees submitted an application to the County requesting funds in the amount of \$500,000.00 for a project entitled Red Cedar River Multi-Jurisdictional Clearing Project (Project #TR129)(hereinafter referred to as the “Project”); and

**WHEREAS**, the County accepts the Grantees’ application subject to the terms and conditions of this Agreement.

**NOW, THEREFORE**, for and in consideration of the mutual covenants hereinafter contained, **IT IS HEREBY MUTUALLY AGREED**, as follows:

1. **Design/Scope of Project**. The services to be provided by the Grantees and the Grantees’ responsibilities under this Agreement shall be as set forth in the Grantees’ application for Red Cedar River Multi-Jurisdictional Clearing Project (Project #TR129), a copy of which is attached to this Agreement labeled Exhibit A. The attached Exhibit A is incorporated by reference into this Agreement and made a part thereof.

The project shall include signage provided by the County referencing the millage funds during the construction phase, a permanent sign to remain on the site in perpetuity post-completion of the project, as well as wayfinding signage provided by the County, if applicable.

The contact person for overseeing this Project shall be the Ingham County Parks Department Director, or designee.

**2. Agreement Term and Termination.** The term of this Agreement shall commence on the date this Agreement is fully signed by the authorized representatives of the County and Grantees and continue for a period of three (3) years from and after the date of the County's issuance of a Notice to Proceed.

In the event the Project is not completed within the time provided due to delay from awaiting other funding sources, an extension may be requested and negotiated, and mutually agreed upon by both parties.

Notwithstanding any other provision in this Agreement to the contrary, either the County or the Grantees may terminate this Agreement at any time upon thirty (30) days prior written notice to the other party. In the event this Agreement is terminated as authorized in this paragraph, the Grantees shall refund to the County the total sum paid by the County for the Project.

**3. Compensation and Method of Payment.**

A. The total sum that the County shall pay the Grantees under this Agreement for the Grantees to apply towards the Grantees' costs for the Project shall be FIVE HUNDRED THOUSAND AND NO/100 DOLLARS (\$500,000.00). Said sum shall be paid as follows:

1. 25% upon the County's issuance of a Notice to Proceed (anticipated in 2029).
2. 50% when the Grantees have completed 50% of the Project, confirmed by the Grantees' Quarterly Report to the County.
3. 25% when the entire Project has been completed to the County's satisfaction, and following the submission of the Grantees' Final Report.

B. In the event the Project is not completed due to termination by the Grantees, any sums paid shall be refunded to the County; otherwise, the Grantees shall be compensated for expenses incurred to the date of termination.

**4. Funding.** All funding is contingent upon the Ingham County Trails and Parks Millage being renewed in 2026, and the County's issuance of a Notice to Proceed. Any local match expenditures before the County's issuance of the Notice to Proceed are at the Grantees' risk. The County makes no implied or explicit guarantee, offer or representation of future funding from the County beyond that authorized in this Agreement.

**5. Records, Reports, and Information.**

A. Financial Records. The Grantees' accounting procedures and internal financial controls shall conform to generally accepted and required accounting practices for Grantees governments. Such financial records

pertaining to the Project shall be available for review by the County's Controller and Ingham County Parks Department Director, or designee.

- B. Quarterly Report. The Grantees shall submit to the County's Controller and Parks Director a comprehensive report on a quarterly basis containing the progress made, including, but not limited to, invoices and financial statements, showing that the County is reimbursing based on actual costs incurred.
- C. Final Report. Within thirty (30) days of the Project's completion or termination of this Agreement, the Grantees shall provide the County's Controller and the Parks Director with a comprehensive report including, but not limited to, invoices and financial statements, showing that the County is reimbursing based on actual costs incurred and confirming completion of the Project.
- D. General Operational Information. The Grantees shall make such other written reports to the County as may be required from time to time by the County Board of Commissioners and/or County Controller and/or Parks Director. Such written reports shall not be limited to a description of all services which have been rendered pursuant to this Agreement since the last report on such matters. The reports shall be in a form and shall contain such other information as the County's Board of Commissioners and/or Controller and/or Parks Director may specify. The County's Board of Commissioners and/or Controller and/or Parks Director shall provide the Grantees with reasonable prior notice as to what additional reports are required.
- E. Disclosure of Confidential Material. All reports, data, information, statements, forecasts, records and so forth assembled, constructed, or prepared pursuant to or as a consequence of this Agreement are subject to all Federal and Michigan laws and regulations governing the disclosure of public records, subject to certain exemptions from disclosure under the circumstances expressly authorized by the above laws and regulations.

**6. Eligible Costs of the County.** Under this Agreement, a cost incurred or expenditure made by, or pursuant to this Agreement, shall be fully documented and shall be in conformance with any limitations or exclusions set by applicable Federal, State and local laws, rules and regulations.

**7. Establishment and Maintenance of Records.** The Grantees shall establish and maintain all necessary records concerning any matter covered by this Agreement. Unless otherwise expressly authorized by the County's Controller, the Grantees shall maintain all records related to this Agreement, including financial records and accounts, for a period of three (3) years after the termination of this Agreement. If any litigation, claim or audit is started before the expiration of the three (3) year period, the records shall be retained by the Grantees until all litigation, claim or audit findings involving the records have been resolved.

**8. Audits and Inspections.** At any time during the Grantees' normal business hours, the Grantees shall do the following:

- A. Make available and permit the County's authorized representatives to audit, examine, copy all checks, payrolls, time records, invoices, contracts, vouchers, orders or other data, information and material concerning the Project unless disclosure of the information is prohibited by law.
- B. Allow the County's authorized representatives to review all such documents that are considered as back up to the operations performed by the Grantees under this Agreement, regardless of funding source.

**9. Conflict of Interest.** Neither the County nor the Grantees shall permit any person in their employ who has any conflicting interest to be responsible for performing any of the work to be performed on the Project or fulfilling any of the other terms, conditions and obligations of this Agreement. The Grantees and the County shall establish safeguards to prevent their respective employees from using their positions for a purpose that is or gives the appearance of being motivated by a desire for private gain for themselves or others, particularly those whom they have family, business or other ties.

**10. Lobbying and Political Activities.** None of the money, compensation, reimbursement, funds, property or services, provided directly or indirectly, under, by or pursuant to this Agreement, shall be used for any partisan political activity or to further the election or defeat of any candidate for any public office, or propaganda designed to support or defeat any legislation pending before Congress of the United States or the Michigan State Legislature, or any ordinance or resolution pending before the Grantees' Board or Council, or the County's Board of Commissioners.

**11. Compliance with the law.** In performing the services and activities required under this Agreement and in fulfilling the terms, conditions, obligations, covenants, agreements, and stipulations of this Agreement, the County and the Grantees shall comply with all applicable Federal, State and local laws, including the Architectural Barrier Act of 1968 (Barrier Free Design Act) (42 USC §1151, as amended) and where applicable in relation to construction activities, the Davis-Bacon Act, as amended (40 USC §-5); the Copeland Anti Kick-Back Act (18 USC §874 as supplemented by the 29 CFR, Part 3) and Federal Fair Labor Standards provision as amended (52 Stat 1060); 29 USC §201 *et seq.*), Section 2 of the Act of June 13, 1934, as amended (40 USC §276c).

**12. Civil Rights.** The Grantees and the County mutually agree to adhere to all applicable Federal, State and local laws and regulations prohibiting discrimination. The Grantees and County further agree that they shall not discriminate against an employee or applicant for employment with respect to hire, tenure, terms and conditions or privileges of employment, or a matter directly or indirectly related to employment because of race, color, religion, national origin, age, sex, sexual orientation, gender identity or expression, political affiliation or beliefs, disability which is unrelated to the individual's ability to perform the duties of a particular job or position, height, weight or marital status. A breach of this covenant shall be regarded as a material breach of this Agreement.

**13. Deprivation of Rights.** It is expressly understood and agreed that nothing contained in this Agreement shall deprive the Grantees of any rights that they may exercise by virtue of the provisions of the Grantees' Charter nor shall either the Grantees or the County be deprived of any rights granted to it by law or the Constitution of the State of Michigan.

**14. Liability.**

- A. All liability to third parties, loss or damage as a result of claims, demands, costs, or judgments arising out of activities, such as direct service delivery, to be carried out by the Grantees in the performance of this Agreement shall be the responsibility of the Grantees, and not the responsibility of the County, if the liability, loss, or damage is caused by, or arises out of, the actions or failure to act on the part of the Grantees, any subcontractor, anyone directly or indirectly employed by the Grantees, provided that nothing herein shall be construed as a waiver of any governmental immunity that has been provided to the Grantees or its employees by statutes or court decisions.
- B. All liability to third parties, loss, or damage as a result of claims, demands, costs, or judgments arising out of activities, such as the provision of policy and procedural direction, to be carried out by the County in the performance of this Agreement shall be the responsibility of the County and not the responsibility of the Grantees if the liability, loss, or damage is caused by, or arises out of, the action or failure to act on the part of any County employee or agent, provided that nothing herein shall be construed as a waiver of any governmental immunity by the County or its employees as provided by statute or court decisions.
- C. In the event that liability to third parties, loss, or damage arises as a result of activities conducted jointly by the County and the Grantees in fulfillment of their responsibilities under this Agreement, such liability, loss, or damage shall be borne by the County and the Grantees in relation to each party's responsibilities under these joint activities provided that nothing herein shall be construed as a waiver of any governmental immunity by the County, the Grantees or their employees, respectively, as provided by statute or court decisions.

**15. Workers' Compensation Insurance.** The County and the Grantees shall carry Workers' Compensation Insurance coverage for their employees, as required by law, and shall require any contractors or sub-contractors working on the Project to do the same.

**16. Living Wage Requirements.** In the event the Grantees have five (5) or more employees and the sum to be paid to the Grantees under this Agreement when combined with the sums to be paid the Grantees under any other Agreements the Grantees have with the County during a twelve (12) month period that includes the term of the Agreement totals or exceeds FIFTY THOUSAND AND NO/100 DOLLARS (\$50,000.00) the Grantees and all their subcontractor(s) shall comply with the County's policy on payment of

living wages as set forth in the Ingham County Board of Commissioners' Resolution No. 03-168, a copy of which is labeled Exhibit B and attached to this Agreement. In the event that the Grantees or their subcontractor(s) violate the County's Payment of Living Wage Policy, the County shall have the right to terminate this Agreement and/or the following remedies:

- A. If the Grantees are found to be in violation of the Living Wage Policy, the Grantees shall be required to pay each affected employee the amount of deficiency for each day the violation occurs. The Grantees shall also pay the County \$100.00 per affected employee for each day the violation occurs beginning with the third day after the Grantees receive notification of the violation. The County may withhold from payments to the Grantees such amounts as are necessary to effectuate the above-stated payments or penalties.
- B. If the Grantees are found to be in violation of the Living Wage Policy and are subsequently required to pay the \$100.00 penalty provided for above for more than three (3) incidents within a two (2) year period, the Grantees shall be barred from bidding on or entering into any contracts with the County for a period of ten (10) years from the date of the last violation. An incident for the purposes of this subsection is defined as a failure to pay the living wage rate in a payroll period, a payday or numerous paydays, regardless of the number of employees affected by each incident.

Breach of this section shall be a material breach of this Agreement.

**17. Compliance with Standards of Conduct for Ingham County Vendors.**

The Grantees shall comply with the County's policy on Standards of Conduct for Ingham County Vendors as set forth in the Ingham County Board of Commissioners' Resolution No. 15-459, a copy of which is labeled Exhibit C and attached to this Agreement. Breach of this section shall be a material breach of this Agreement.

**18. Waivers.** No failure or delay on the part of either of the parties to 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.

**19. Agreement Modifications.**

- A. All modifications to this Agreement must be mutually agreed upon by the Grantees and the County, and incorporated into written amendments to this Agreement after approval by the Grantees' Board or Council and the County's Board of Commissioners, and signed by their duly authorized representatives.
- B. Any budgetary revisions or amendments to this Agreement shall have prior approval of the County's Controller and Board of Commissioners and shall be subject to the approval of the Grantees.

**20. Assignment and Subcontracting.** The Grantees may subcontract for the performance of the services or activities to be provided pursuant to this Agreement. Such assignment or subcontracting shall, however, not relieve the Grantees of their responsibilities to the County in ensuring that such services and activities are performed in accordance with the terms and conditions of this Agreement and shall not relieve the Grantees of their responsibilities to the County under this Agreement.

**21. Purpose of Section Titles.** The titles of the sections set forth in this Agreement are inserted for the convenience of reference only and shall be disregarded when construing or interpreting any of the provisions of this Agreement.

**22. Complete Agreement.** This Agreement, and any additional or supplementary documents incorporated herein by specific reference, contains all of 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 any of the parties hereto.

**23. Severability.** If any part of this Agreement is found by a Court or Tribunal of competent jurisdiction to be invalid, unconstitutional or beyond the authority of either party to enter into or carry out, such part shall be deemed deleted and shall not affect the validity of the remainder of this Agreement which shall continue in full force and effect. If the removal of such provision would result in the illegality and/or unenforceability of this Agreement, this Agreement shall terminate as of the date in which the provision was found invalid, unconstitutional or beyond the authority of the parties.

**24. Certification of Authority to Sign Agreement.** The people signing this Agreement on behalf of the parties hereto certify by their signatures that they are duly authorized to sign on behalf of said parties and that this Agreement has been authorized by said parties.

**THE AUTHORIZED REPRESENTATIVES OF THE PARTIES HERETO HAVE FULLY EXECUTED THIS INSTRUMENT IN THE SPACES SET FORTH BELOW:**

**COUNTY OF INGHAM**

By: \_\_\_\_\_  
Ryan Sebolt, Chairperson  
County Board of Commissioners

Date: \_\_\_\_\_

**CITY OF WILLIAMSTON**

By: \_\_\_\_\_  
Tammy Gilroy, Mayor

Date: \_\_\_\_\_

**MERIDIAN TOWNSHIP**

By: \_\_\_\_\_  
Scott Hendrickson, Supervisor

Date: \_\_\_\_\_

**WILLIAMSTOWN TOWNSHIP**

By: \_\_\_\_\_  
Wanda Bloomquist, Supervisor

Date: \_\_\_\_\_

APPROVED AS TO FORM  
FOR COUNTY OF INGHAM  
COHL, STOKER & TOSKEY, P.C.

By: Timothy M. Perrone 6/12/2024

N:\Client\Ingham\Parks\Agreements\Trails & Parks Millage Agrs\2024\Multi-Jurisd\TR129 - Red Cedar River Clearing Project\Agr with Meridian, Williamstown Twp, and Williamston for Red Cedar River Multi-Jurisdictional Clearing (TR129) - 2024.doc  
Ing/Parks #24-004

**EXHIBIT A**

**APPLICATION**

# Ingham County Trails and Parks Program Application



Ingham County Parks  
 Attn: Nicole Wallace: nwallace@ingham.org  
 P.O. Box 178  
 121 E. Maple Street, Suite 102  
 Mason, MI 48854

## Trails and Parks Program Application Release Date January 3, 2023

The overall goal of the Ingham County Regional Trails and Parks Millage Fund is to create and maintain a sustainable countywide system of recreation trails and adjacent parks within Ingham County. All Ingham County municipalities are eligible to apply. In addition, 501(c) (3) non-profit organizations may apply for grant funds so long as they partner with an Ingham County municipality which contributes tax dollars to the Trails and Parks Millage.

Funds may be matched by the local community with their own funds, or in-kind services, or funds obtained from other sources, i.e., state, federal, private or other allocations. Applications for County Trails and Parks Program funding must include a **resolution (s) of support** for the project from the governing body (ies) of the community where the trail project or blueways project is proposed. Eligible projects must fit the following categories: trail, blueway, boardwalk, bridge, planning & engineering. This includes rehabilitation and new project applications.

Project applications must be received by **5:00pm 5/1/23** for funding consideration in the following year. Projects deemed worthy of funding may be approved at the December Ingham County Board of Commissioners meeting. The following information will be used by the Ingham County Parks and Recreation Commission in determining and recommending which projects should be funded by the Board of Commissioners. Projects already locally approved and bid will not be eligible for millage funding.

APPLICANT			
Agencies: Meridian Township, Williamstown Township, City of Williamston		Contact Person: <del>LuAnn Maisner</del> Courtney wisinski-New Director	
Address: 2100 Gaylord Smith Ct			
City: Haslett		State: MI	ZIP Code: 48840
Phone: 517-853-4604	Fax: 517-853-4099	Email: <del>wisinski@meridian.mi.us</del> <del>maisner@meridian.mi.us</del>	
PROJECT SUMMARY			
Project Title: Red Cedar River Multi-Jurisdictional Clearing Project			
Total Millage Funds Requested (round to nearest 100): \$500,000			
Distance of repaired/new construction in feet/miles:			
Trail: 18 miles	Boardwalk:	Bridge:	
Categories:	<input type="checkbox"/> Planning & Engineering	<input type="checkbox"/> Bridge	
<input checked="" type="checkbox"/> Blueway	<input type="checkbox"/> Boardwalk	<input type="checkbox"/> Other Project	
<input type="checkbox"/> Is this request a grant for a municipality contributing less than 5% of total county millage revenue collected to date? See Attachment A.			
Are you applying for other grant funds?			
No <input checked="" type="checkbox"/> Yes <input type="checkbox"/> If yes, what type of grant? _____			
When will the grant be submitted / awarded? _____			

# Ingham County Trails and Parks Program Application

Select type of project (select all that apply):

Rehab/repair       New

If you have applied for *multiple projects*, please prioritize and rank your projects in order of your community's highest priority to lowest priority:

Rank: 1, 2, 3, etc.:

1. Pathway Connection Grand River Ave to Haslett Road along Utility ROW
2. Red Cedar River Multi-Jurisdictional River Clearing Program

## Town, Range, Section Numbers, and Latitude / Longitude of Site Location

(Town): Meridian Township	(Range): 4 North	(Section): 1 West
------------------------------	---------------------	----------------------

(Latitude / Longitude of site entrance):

42.70 N, 84.38W

Brief Project Description (Provide a brief project description and why it should be funded. 250 word limit.)

The City of Williamston, Williamstown Township, and Meridian Township are jointly requesting funding to help keep nearly 18-miles of water trail open and navigable from McCormick Park in Williamston to Hagadorn/Grand River Avenue in Meridian Township, for a period of up to three years. This cooperative effort will utilize a combination of volunteer support and licensed contractors where appropriate. Red Cedar River offers multiple opportunities for outdoor recreational experiences including canoing, kayaking, fishing, photography, and bird watching, to name a few. Keeping the river open and navigable is a challenge based on the natural vegetation and mature trees that line the shoreline. The efforts of volunteers over the years has helped but it has gotten to the point where a dedicated financial effort is required.

BASED ON FURTHER REVIEW OF THE OVERALL PROJECT, WE ARE AMENDING THE SCOPE ITEMS TO INCLUDE UP TO \$180,000 OF THE INITIAL REQUESTED AMOUNT OF \$500,000 BE MADE AVAILABLE FOR SITE AMENITIES INCLUDING ACCESSIBLE DOCKS, TRASH CONTAINERS, ETC. PROVIDING NEW RIVER ACCESS OPPORTUNITIES TO THE GENERAL PUBLIC IMPROVES THE PROJECT'S VALUE AND INCLUSIVENESS. E-Z DOCK INSTALLATION SITES IN MERIDIAN TOWNSHIP INCLUDE HARRIS NATURE CENTER, 3998 VAN ATTA ROAD, OKEMOS AND WONCH PARK, 4555 OKEMOS ROAD, OKEMOS. MERIDIAN TOWNSHIP HAS BUDGETED \$50,000 TOWARD THE EZ-DOCK PROJECT AS A LOCAL MATCH FOR THESE ACCESS EFFORTS IN THE ADOPTED 2024 PARK MILLAGE BUDGET. ALL OF THESE EFFORTS WILL LEAD TO ACHIEVING OUR GOAL OF "GREATER USE OF THE RED CEDAR RIVER FOR OUTDOOR RECREATION".

# Ingham County Trails and Parks Program Application

## ESTIMATED COSTS/BUDGET/PROJECT TIMELINE

Provide each scope/budget item and how the budgeted amount was calculated. List amounts requested from local sources, state or federal grants as well as amounts from foundations, corporations, and other funding sources (in-kind support or other). Engineering amount generally not to exceed 15% of total project expenses.

**ROUND ALL \$\$ AMOUNTS TO THE NEAREST \$100.**

### EXPENSES

Scope Item(s):	Quantity	Amount
1-Acquisition/Right-of-Way/Easement/Permits		
2-Design Engineering		
3-Construction		\$180,000
4-Construction Engineering		\$20,000
5-Wayfinding/Signage		
6-Contingency (20% of overall construction/engineering cost)		\$40,000
7-Other	18 miles	\$305,000
<b>Other Fees</b> (i.e., Permitting, etc...)		\$5,000
<b>Total Project Expenses</b>		<b>\$550,000</b>

Please attached a detailed cost estimate for Project if applicable

### PROJECT TIMELINE

On a separate page, please include your estimated project timeline, including at a minimum: engineering, permitting, bidding, construction, other grant funding submittal and award, if applicable, and reimbursement.

### APPLICANT FUNDS

When municipalities apply for funding from the Ingham County Trails and Parks Millage using a local match, the match should represent new investment in land acquisition and trail development, as opposed to dollars spent in previous years. See attachment C concerning match.

<u>Local Contribution</u>	<u>Amount</u>	
	\$ 50,000	
<u>Other Grant Contributions</u>		
Name of Grantor(s)	\$ _____	
_____	\$ _____	
Name of Partner(s)	\$ _____	
_____	\$ _____	
Name of Donor(s)	\$ _____	
_____	\$ _____	
<u>In-Kind Support</u>	<u>Value</u>	<u>Description</u>
Name of Organization	\$ _____	_____
_____	\$ _____	_____
<u>Other</u>	<u>Amount</u>	
_____	\$ _____	
<b>Total Funding Provided by Applicant</b> (includes all non-millage funding)		<b>\$ 50,000</b>
<b>Millage Funds REQUESTED</b> (round to nearest 100)		<b>\$ 500,000</b>
(This amount (Millage Funds Request) plus the Total Funding Provided by Applicant must equal Total Project Expenses)		
<b>Total % of matching Funds</b> (millage requested /total project)	% 10	<b>Match</b>

## Ingham County Trails and Parks Program Application

### DESIGN/SCOPE OF THE PROJECT-(Attachments as needed)

*Provide a (detailed) description of the project you are proposing, with reference to specific scope items and deliverables. Describe the features of the project and all factors that affected your design or program. Describe how your design was chosen, and why it is appropriate for the proposed project. Use this opportunity to explain why you chose the type and placement of particular scope and design elements. Explain how your project design meets or exceeds standards. (If your project addresses a clearly identified item from the Ingham County Trails and Parks Comprehensive Report, please identify that with a reference to the report – page #, table #, or identifying marker (ie. Bridge # CL-01-SCT-SC)). (No minimum word count-attachments as needed).*

The goal of this project is to keep the Red Cedar River navigable for canoes and kayaks for a period of up to three years. Funding for this project will permit all three communities to work together to maintain this regional natural feature for all levels of recreational users. **THE INSTALLATION OF EZ DOCKS AT HARRIS NATURE CENTER AND WONCH PARK WILL ENSURE ACCESS FOR USERS OF ALL ABILITIES TO ENJOY OUR AREA'S MOST HIDDEN AND VALUABLE ASSET.**

Removal will involve using heavy equipment either from the bank or from a floating platform in the river to dislodge debris from the river and relocate it for disposal. All debris removed will be outside the floodplain where it can no longer pose a danger during flood conditions. the majority of the material being targeted is woody debris, but there is some man-made debris caught up in the jams.

Conditions of the river may/will change from the time of this submittal and the requested grant period therefore, work priorities will change to meet the goals of the project in the most beneficial and cost-effective manner.

# Ingham County Trails and Parks Program Application

## PROJECT INFORMATION & DETAILED DESCRIPTION (as applicable)

### 1. Describe in detail any other available funders and partners.

*Your discussion should address whether your project has funding available through grants or partner contributions; has funding available through donations or in-kind services; and/or has funding available through local community match and what total percent of the project these all account for. This should be detailed on the Estimated Costs/Budget sheet also. Local agencies are required to list Ingham County Parks as a contact in TAP applications that propose Ingham County Parks Millage funding as part of their match. 250 word limit.*

The Red Cedar River has a number of organized users and river enthusiasts who have a strong interest in participating with us as we identify logjam locations for mechanical applications and areas that would benefit from volunteer workers. These Groups include: Friends of the Red Cedar, Lansing Oar and Paddle Club, and Michigan Waterways Stewards. We also anticipate in-kind support from the Haslett-Okemos Rotary Club and Williamston Sunrise Rotary Club.

### 2. Discuss how the project is improving regional connectivity.

*Your discussion should address how the project provides, supports and relates to the Ingham County regional priority corridors as depicted on Figure 24 ([http://cms3.revize.com/revize/ingham\\_parks/Documents/MillageDocs/IngCtyTPCompReportAdopted.pdf](http://cms3.revize.com/revize/ingham_parks/Documents/MillageDocs/IngCtyTPCompReportAdopted.pdf)) of the Ingham County Regional Trails and Parks Network either as an existing trail repair/rehabilitation/long-term maintenance, new regional trail construction or new local trail access to the regional network (including enabling water trail access); improves access to Ingham County Parks; improves access to major regional destinations such as commercial and employment centers as well as community facilities, schools, colleges and universities; expands transportation options; provides for recreation; increases access to sites of natural, scenic or historic interest; and any other related information. 250 word limit.*

The Parks and Trails Comprehensive Report describes the Red Cedar River water trail as part of the "central component of the regional trail network", as well as an economic and development asset. It is a shared water resource connecting the City of Williamston, Williamstown Township, and Meridian Township, and beyond. This collaborative clearing effort provides a unique opportunity for all three communities to work together to systematically address obstructions in the river to achieve our common goal. **BOTH WILLIAMSTOWN TOWNSHIP AND THE CITY OF WILLIAMSTON HAVE PREVIOUSLY RECEIVED GRANT FUNDING FOR IMPROVEMENTS THAT INCLUDE MAJOR LOGJAM REMOVAL AND A LAUNCH SITE WITH PARKING. THIS APPLICATION IS TO EXPAND OPPORTUNITIES TO ACCESS AND USE THE RIVER TO CREATE A SAFE AND POSITIVE EXPERIENCE FOR PADDLERS OF ALL AGES AND ABILITIES.**

## Ingham County Trails and Parks Program Application

### 3. Describe how the project responds to public demand and has public support.

*Your discussion should address how the project is based on public demand; has been prioritized in adopted plans; has volunteer and/or partner organization support; is a community interest project that supports partnerships, shared resources or coincides with other planning and development activities; has the support of multiple jurisdictions and/or stakeholders; and any other related information. Reference Figure 18 - Attachment D. 250 word limit.*

The support of the community and civic organizations has blossomed since the original clearing of log jams in Williamstown Township. This was exemplified when the City of Williamston was awarded the grant for the launch site. Over the years, Meridian Township has had an excellent response from volunteers to work on log jams. An Eagle Scout recently completed a canoe/kayak rack in the city of Williamston and monitors the river east of the city for obstructions on a regular basis. The local Rotary Clubs have stepped up interest in their commitment to see the Red Cedar River clear for water enthusiasts to the convergence of the Red Cedar River and Grand River. Meridian Townships commitment to the Red Cedar River is evident with their map noting launch sites on their website. The Williamston Sunrise Rotary just committed over \$4000 to the design and installation of two kiosks highlighting the Red Cedar River Blueway Trail. THE SUNRISE ROTARY IS HOSTING A RED CEDAR RIVER DAYS ON SEPTEMBER 30, 2023 TO ENCOURAGE USE OF THE RIVER AND ALSO AWARDDING A NEW KAYAK TO SOME LUCKY INDIVIDUAL!

### 4. Explain how the project meets acceptable design standards and is the best design solution.

*You must have on staff, or hire a Michigan licensed professional engineer or a landscape architect, and all construction (new or rehab) must be according to current MDOT standard and specifications for construction of trails, bridges, and boardwalks and any other support facilities. Trail repair and maintenance projects may not require an engineer or landscape architect. (Deviation from this requirement needs to be stated and explained. The County will review on a case by case basis). Any work in the road Right of Way, not just ped crossings, needs to meet applicable permit requirements. You must meet permit requirements for any pedestrian crossings of the given road agency— Michigan Department of Transportation (MDOT), Ingham County Road Department or whatever City your community is in. You must have the necessary/required permitting, be it public/road rights-of-way, local ordinance (township or municipality), environmental (Michigan Department of Environmental Quality- MDEQ), Drain office, etc. Your description should address how the project is physically separated from streets and roadways where possible; provides a variety of experiences that can be enjoyed by a diversity of users, including people of all ages and abilities; meets or exceeds the minimum accessibility requirements of the ADA; design alternatives to the project have been examined to minimize impact on the environment; meets AASHTO guidelines for alignment, grade, width, vertical clearance, and loading intersection and crossing design (deviation from AASHTO guidelines need to be stated and explained. The County will review on a case by case basis.); considers low impact development techniques that protect and enhance significant natural features; and any other related information. **Please review Attachment B- BOC Resolution #18-054 for design standard clarification.** 250 word limit.*

Any engineering solutions will be approved by Meridian Township, Williamstown Township and the City of Williamston, including those that impact bridges, storm sewer outfalls, or other structures depending on which municipality the log jam is located. The Drain Commission will also be involved in instances where a log jam is impacting a county drain. Removal of log and debris jams will not only create a safer environment for paddlers but will make the water trail accessible to a greater number of users. **THE EZDOCKS WILL BE INSTALLED ACCORDING TO ENGINEERING PLANS DEVELOPED BY AN INDEPENDENT ENGINEER.**

## Ingham County Trails and Parks Program Application

### 5. Explain how the project is feasible and ready for implementation or development.

*Your discussion should address whether your project area is under public ownership or is currently accessible for public use; does not require complex or lengthy acquisition process; does not require a complex or lengthy permitting process; is within an existing corridor such as a transmission line and railroad corridor where it may be feasible to negotiate public access without needing to acquire land; there is an imminent threat to lose the project opportunity; demonstrates cost efficiency; and/or is appropriate and in line with available funds. 250 word limit.*

The Red Cedar River is open and available for public use with multiple areas along the route in public ownership in the form of parks and land preserves. Land acquisition is not necessary to complete this project. Engaging in this 18-mile long project together as a multi-jurisdictional team will provide greater efficiencies in planning, bidding and oversight resulting in cost savings. The only foreseeable delays are related to high water.

A PRELIMINARY SITE VISIT TO WONCH AND HARRIS NATURE CENTER HAS ALREADY TAKEN PLACE TO CONFIRM THAT BOTH SITES ARE APPROPRIATE FOR INSTALLATION. ALSO, BOTH LOCATIONS ALREADY HAVE AVAILABLE PARKING, RESTROOMS, AND PAVILIONS.

WILLIAMSTON SUNRISE ROTARY HAS BEEN CONTRACTING WITH TOP NOTCH TREE SERVICES TO OPEN UP SOME LOG JAMS TO DATE. THIS GRANT WILL BE ABLE TO EXPAND THESE EFFORTS. EZ DOCK DESIGN AND INSTALLATION WILL BEGIN UPON GRANT AWARD WITH THE GOAL OF COMPLETION WITHIN THE FIRST YEAR.

### 6. Discuss how the project supports equitable opportunities.

The overall Ingham County Strategic Plan includes the following Goal: A: Service to Residents: Provide easy access to quality, innovation, cost-effective services that promote well-being and quality of life for the residents of Ingham County. Since the onset of the Covid epidemic, parks across the world have seen large increase in use by persons wishing to partake in safe, outdoor activities for both health and mental revitalization. Your discussion should address how your project increases or improves access provides low cost transportation and recreation options for low income populations; is located in a high use area, is located in an underserved area; and/or contributes to an equitable geographical distribution of the millage funds. 250 word limit.

The Red Cedar River is a wonderful asset to the communities along the river, to the regional community with the influx of visitors to the area as well as the ability to expand recreational opportunities to our residents. By removing debris and log jams, users of all ages and abilities will be able to enjoy the river without the need for portaging around obstructions.

Meridian Charter Township, Williamstown Township, and the City of Williamston recognize the importance and impact the Red Cedar River has, as well as the importance of maintaining the river. It provides an opportunity for our residents and visitors of all ages and ability to enjoy the natural beauty of the Red Cedar. PROVIDING ACCESS THROUGH THE INSTALLATION OF EZDOCKS IN TWO LOCATIONS, SUPPORTS INCLUSION OF PERSONS OF ALL ABILITIES TO ENJOY AND EXPERIENCE THE RIVER'S NATURAL BEAUTY.

## Ingham County Trails and Parks Program Application

### 7. Maintenance Commitment & Plan

*Describe your operation and maintenance plan (with budget costs) detailing the amount of money needed to operate and maintain the trail after it is completed, and identify who will be responsible for the work. Describe in detail how the trail will be managed. Include discussion on season length, hours of operation, enforcement provisions, and scheduling. 250 word limit.*

Once the primary work of clearing log jams occurs, a meeting with our volunteer river stewards groups will occur twice per year to review the status of debris jams on the river. THE NUMBER OF ORGANIZATIONS AND INDIVIDUALS THAT ARE JOINING IN TO KEEP THE RED CEDAR RIVER ACCESSIBLE HAS INCREASED EXPONENTIALLY SINCE THE FIRST GRANT WAS AWARDED TO WILLIAMSTOWN TOWNSHIP FOR RIVER CLEARING. This group will coordinate the gathering and sharing of information about developing debris jams. By facilitating the removal of smaller debris through volunteer efforts, many jams can be prevented. Through monitoring and volunteer efforts, it is hoped that this level of debris blockage will not be reached again.

MERIDIAN TOWNSHIP WILL SERVE AS THE FIDUCIARY FOR THIS PROJECT AND WILL WORK TOGETHER WITH WILLIAMSTOWN TOWNSHIP AND THE CITY OF WILLIAMSTON TO DETERMINE AND PRIORITIZE PROJECTS FOR FUNDING THAT BEST MEET THE PROGRAM'S GOALS. BEFORE AND AFTER PHOTOS WILL BE TAKEN ON THE LARGER PROJECTS TO DOCUMENT THE EFFORTS AND SUCCESS OF THIS PROGRAM.

# Ingham County Trails and Parks Program Application

## ATTACHMENTS & REQUIREMENTS

1. Project Location Map & Photos. *Attach a project location map and site photographs (clearly identify photos and locations in correlation with your location map).*
2. Site Plan. *The site plan must show the entire site to be improved/developed, and should delineate and label the location and type of all existing and proposed uses. Features such as wooded areas, wetlands, water bodies, overhead utility lines, and all existing uses, including buildings and other development, need to be identified. The placement of all scope items proposed in the application should be depicted on the site plan. Indicate on your site plan the destinations to which the proposed trail project will connect. Provide a map of the trail network (existing or proposed) to which your project will link.*
3. Documentation of Other Funding Sources. *You must provide documentation for all the funding sources you indicated on your application form, as outlined in Attachment C.*
4. Certified Resolution. *The governing body of the local unit of government must pass a resolution. The resolution should list and commit to the amount of the local match in terms of dollar amount or percentage of total project cost, and all source(s) of match as specified in the application. (This may be obtained and submitted after submission of the application if timing is an issue, but must be before the date of the award by the BOC).*
5. After the award, and during construction, entities must display temporary millage recognition signage on site of projects provided by the County. Once complete, must display a permanent recognition plaque on site also provided by the County. You are required to document with photos pre-project, during and completed and submit with your final reimbursement request.
6. After completion of the project, entities must agree to participate and provide approved signage in the County wide wayfinding signage plan. Communities should budget for necessary signage to be installed for approved projects.
7. Is the project in the road right of way or is it near or adjacent to a County Drain?  
No  Yes   
If yes, have discussions been entered into with the Road Department and Drain Commission? This is a requirement.  
No  Yes  Please submit documentation.

## CERTIFICATION

Signature of Applicant: **LuAnn Maisner**

Date: **09/27/2023**

**EXHIBIT B**

**INGHAM COUNTY'S  
PAYMENT OF LIVING WAGE POLICY**

<b>Name:</b>	Living Wage Requirement	<b>Policy #:</b>	421
<b>Category:</b>	Financial		
<b>Resolution:</b>	03-168	<b>Effective Date:</b>	
<b>Last Reviewed:</b>	2023	<b>Next Review:</b>	<b>Health in All Policy Reviewed:</b> <input type="checkbox"/>
<b>Amendments:</b>	#03-248 on 10/14/2003; #09-294 on 9/22/2009; #23-435 on 10/10/2023		
<b>Applicable To:</b>	All Ingham County Operations		

- A. Introduction. Economic research summarized in the Economic Policy Institute’s August 2000 issue guide, *Higher Wages Lead to More Efficient Service Provision*, indicates that payment of higher wages is associated with greater business investment in employee training, higher productivity, and lower employee turnover. By way of this policy, Ingham County:
1. desires to increase the quality and reliability of services procured for Ingham County or provided to Ingham County inhabitants by promoting higher productivity and retention of employees working for Ingham County on Ingham County contracts;
  2. desires to use Ingham County spending and procurement of services to require covered employers who provide services to Ingham County to pay their employees a “Living Wage” sufficient to meet their employees’ basic subsistence needs;
  3. desires raise the income of low-income working people and their families employed by covered employers on Ingham County contracts;
  4. desires to use Ingham County spending to encourage the development of jobs paying wages above the poverty level;
  5. does not intend to establish any generally applicable County minimum wage, or regulate the wages paid by any business or individual that chooses not to provide services covered by this policy to the County; and
  6. desires to provide incentives for covered employers to provide health insurance to their employees.
- B. Applicability. Each contractor shall pay its employees providing services under the contract wages which are greater than or equal to a living wage, and meets other conditions, as defined in this policy. The living wage requirement of this policy shall apply with respect to any employee of a contractor or subcontractor who is employed either part time or full time providing services directly under the contract. This policy applies to any individual, proprietorship, partnership, corporation, trust, association or other entity that is a contractor, as defined in Section C.
- C. Definitions. For the purposes of this policy, the following terms and phrases are defined as follows:
1. Contract means an agreement to perform services, including the subcontracting of services. Contracts for the purchase of goods and contracts to lease or purchase property are excluded.

2. **Contractor** means a party to a contract with Ingham County primarily for the furnishing of services (as opposed to purchasing or leasing of goods or property), where the total expenditure for such contract exceeds \$50,000 in a twelve-month period and employs five or more employees, or where the total value of contracts that the contractor has in effect on the effective date of the contract with Ingham County exceeds \$50,000 and where the contractor employs five (5) or more employees. It does not include contractors who pay Ingham County a commission for the right to offer their services in county facilities or in conjunction with county events.
  3. **Employer** means a person who engages employees to provide labor in exchange for payment of wages or salary.
  4. **Federal poverty line** means the official poverty line defined by the Office of Management and Budget based on Bureau of Census data for a family of four, as adjusted to reflect the percentage change in the Consumer Price Index for all urban consumers.
  5. **Health care benefits** means the right granted to an employee under a contract, certificate or policy of insurance to have payment made by a health care insurer or health care corporation for specified medical or health care services for the employee and dependents.
  6. **Living wage** means an hourly wage rate which is equivalent to 125% of the federal poverty line on an annual basis when calculated based on 40 hours per week, 50 weeks per year; provided however, that costs paid by the employer for an employee's health care benefits may be counted toward up to one-fifth of the hourly rate payable to the employee.
  7. **Person** includes individuals, proprietorships, partnership, corporations, trusts, associations, joint ventures, and other legal entities, either incorporated or unincorporated, however operating or named, and whether acting by themselves or by a servant, agent or fiduciary, and includes all legal representatives, heirs, successors and assigns.
  8. **Public entity** means the State of Michigan including all agencies, any public body corporate within the state, including all agencies, or any non-incorporated public body within the state of whatever nature, including all agencies.
  9. **Subcontractor** is a party to a contract with a contractor providing services to Ingham County who is required to pay a "living wage" under the terms of this policy; whose contract with the contractor is for the purpose of furnishing services to Ingham County under the terms of the contractor's contract with Ingham County; where the subcontractor employs five or more employees and where the total value of the subcontractor's contract for that purpose exceeds \$25,000.
- D. **Annual Adjustment.** The County Controller shall annually adjust the living wage to incorporate changes in the federal poverty level. The Controller shall notify the Board of Commissioners of any change in the amount of the living wage, and shall notify each contractor of such changes and such contractors shall, no later than 30 days after notification, adjust the hourly rates of affected employees as necessary to comply with this policy.
- E. **Notification.** The County Controller shall include an explanation of the requirements of this policy in all requests for proposals that may be covered by this policy.
- F. **Compliance.** Each contract covered by this policy shall require compliance with this policy. Each such contract shall provide that a violation of this policy shall be considered a material breach of the contract

and Ingham County shall have the right to terminate the contract and disbar the contractor from future Ingham County contracts as provided below.

- G. Posting. Every contractor shall post in a conspicuous place on all job sites subject to this policy a copy of the living wage rate required under this policy. The contractor shall keep accurate records of the names and actual wages and benefits paid to each employee providing services under the contract and subcontract and provide Ingham County with such records within five business days, if requested by the County.
- H. Violation. Anyone with knowledge of a violation of this policy may file a complaint with the County Controller, who shall have thirty days to investigate and remedy the complaint. If the complaint is not resolved to the complainant's satisfaction within the thirty-day period, the complainant or their representative may bring forward their complaint to the County Services Committee of the Ingham County Board of Commissioners. The Committee shall forward its recommendation on the matter to the Board of Commissioners for final resolution.
1. Each contract shall provide that contractors who are found to be in violation of this policy shall be required to pay each affected employee the amount of deficiency for each day the violation occurs.
  2. Contractors shall be required to pay Ingham County \$100 per affected employee for each day the violation occurs beginning with the third day after the contractor receives notification of the violation. The County may withhold from payments to the contractor such amounts as are necessary to effectuate the payments or penalties provided in this Section.
  3. A contractor who is found to be in violation of this policy and is subsequently required to pay the \$100 penalty provided above for more than three incidents within a two-year period shall be barred from bidding on or entering into any contracts with the County for a period of 10 years from the date of the last violation. An incident for purposes of this paragraph is defined as a failure to pay the living wage rate in a payroll period, a payday or numerous paydays, regardless of the number of employees affected by each incident.
  4. A contractor or subcontractor found to have retaliated in violation of federal or state law against an employee for filing a claim of non-payment of a wage rate shall be ineligible to bid on any contract involving the County for a period of five years from the date of such finding.
- I. Exemptions. The following exemptions from this policy shall apply:
1. Public entities are exempt from compliance with this policy.
  2. Entities with 501(c)(3) status with who have nine (9) or fewer employees are exempt from compliance with this policy.
  3. Employees who are working under the terms of a collective bargaining agreement are exempt from compliance with this agreement.
  4. Exempt employees working on projects where federal, state or local law, or Ingham County policy requires payment of a prevailing wage are exempt from compliance with this policy.
  5. The following programs are exempt if developed specifically for high school and/or college students by Ingham County or one of its contractors:

- a. A bona fide training program;
  - b. A summer or youth employment program;
  - c. A work study, volunteer/public service, or internship program;
  - d. Co-op employees employed as part of a high school or college co-op program which is part of the employee's educational curricula.
6. Programs which operate to train people with disabilities and which are designated as community rehabilitation programs, work activity centers and/or sheltered workshops.
  7. Temporary or seasonal employees hired by a contractor or utilized by Ingham County. For purposes of this policy, temporary and/or seasonal employees are defined as employees hired to augment the regular workforce and are hired for three (3) months or less in the case of a temporary employee or nine (9) months or less in the case of a seasonal employee. For temporary or seasonal employees utilized by Ingham County, the same definition applies unless such is otherwise defined in a collective bargaining agreement.
  8. Contracts for services to be provided for Court ordered juvenile residential placements are exempt from this policy.

J. Waiver.

1. A contractor may request a waiver of the provisions of this policy if they believe that the application of the policy to the contractor would violate federal, state, or local laws. Requests for waivers shall be made to the Controller, who shall refer such request to the County Services Committee of the Board. The Committee shall review the request and provide its recommendation to the Board of Commissioners for final action.
2. A non-profit human services agency may request a waiver of the provisions of this policy if they believe that the application of the policy would cause economic harm to the agency in a fashion that would result in the harm created by application of the policy outweighing the benefits of applying this policy. Requests for waivers shall be made to the Controller, who shall refer such request to the County Services Committee of the Board. The Committee shall review the request and provide its recommendation to the Board of Commissioners for final action.

K. Effect and Application. This policy shall go into effect ninety (90) days after adoption by the Ingham County Board of Commissioners (September 24, 2003).

1. This policy shall apply to any contract entered into or renewed after the effective date of this policy.
2. Entering an agreement for extension of a contract for a period beyond its original term shall be considered entering a contract for purposes of this policy.
3. It is the intent of the Ingham County Board of Commissioners that the requirement for payment of a living wage as defined in this policy will apply to employees of Ingham County.

**EXHIBIT C**

**INGHAM COUNTY'S  
STANDARDS OF CONDUCT FOR VENDORS**

**ADOPTED - DECEMBER 8, 2015  
AGENDA ITEM NO. 8**

Introduced by the County Services Committee of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION AUTHORIZING STANDARDS OF CONDUCT FOR INGHAM COUNTY VENDORS**

**RESOLUTION # 15 - 459**

WHEREAS, the Ingham County Board of Commissioners (“Board”) purchases goods and services from a multitude of vendors and contractors; and

WHEREAS, the Board is committed to ensuring impartiality, transparency, professionalism, equal treatment, and the highest standards of conduct with respect to its relationships with all current and potential County vendors; and

WHEREAS, the Board expects that, as a condition for doing business with the County, all vendors, contractors, and subcontractors conduct their business operations and interactions with County employees ethically; and

WHEREAS, the Board has determined that a clear and concise approach is needed to ensure compliance with appropriate standards of conduct.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby adopts the attached *Standards of Conduct for Ingham County Vendors*.

BE IT FURTHER RESOLVED, a copy of said *Standards of Conduct for Ingham County Vendors* shall be incorporated into the County’s vendor registration process so that vendors are fully informed as to the County’s expectations regarding vendor conduct.

BE IT FURTHER RESOLVED, the Purchasing Department shall include in all solicitations and purchase orders, and legal counsel shall include in all contracts, language requiring compliance with the provisions of the *Standards of Conduct for Ingham County Vendors*.

BE IT FURTHER RESOLVED, that any County vendor found to violate the *Standards of Conduct for Ingham County Vendors* shall be notified and offered an opportunity to respond. If a violation is found, the Board of Commissioners may preclude further business with that vendor for up to one year or longer.

BE IT FURTHER RESOLVED, that upon effective passage of this resolution, the Board directs the Purchasing Department to issue to all County departments and offices and legal counsel a copy of this resolution.

**COUNTY SERVICES: Yeas:** Celentino, Koenig, Crenshaw, Banas, Bahar-Cook, Hope, Maiville  
**Nays:** None **Absent:** None **Approved 12/01/15**

## Standards of Conduct for Ingham County Vendors

The County of Ingham conducts business with businesses, vendors and contractors under a set of rules to ensure that all County officials and employees discharge their duties in a manner designed to promote public trust and confidence in our County. The County wants you to be aware of the rules that you and its employees are required to follow. A violation of state or federal statutes may occur if these rules are broken. It is hoped that by providing these rules for you, your experience in dealing with the County will be both rewarding and satisfactory.

### Providing Gifts or Gratuities:

Providing gifts or gratuities to employees in consideration for the performance of their duties, or as an appreciation for their performance, is strictly prohibited.

- Do not offer employees any gifts or loans.
- Employees may not receive any fee or compensation for their services from any source other than the County, so do not offer them.
- Buying meals for employees is only permissible during a working lunch or dinner where business is discussed and you are a current contractor (no alcohol). Employees may accept coffee, tea, soft drinks, snacks, etc. when attending meetings in your office.
- Letters to supervisors recognizing exceptional service by County employees are always welcome.

### Conflicts of Interest:

- Do not ask employees for any special favor or consideration that is not available to every other citizen.
- Do not ask employees to disclose any information that is not available to every other citizen through normal public information channels unless necessary for the business you are hired for.
- Do not offer to compensate employees by offering to hire, or to do business with any business entity of the employees or their immediate family members.
- Do not ask employees to represent you or your company other than as part of their official duties with the County.
- Do not ask employees to endorse the products or services of your company.
- Do not ask employees to hand out or post advertising materials.

Vendor shall report if the following occurs:

### Solicitation by County Employees:

Employees may not solicit gifts, loans, or any other items of value from people doing County business that will be used by them personally.

- If you are asked to pay a fee for services that you believe are improper or illegal, contact the County Controller/Administrator at (517) 676-7203 or Board Coordinator at (517)

676-7200. Employees are prohibited from taking retaliatory action against you for failing to comply with any request unless the request is within the scope of the employee's official duties for the County.

Use of County Equipment, Facilities and Resources:

Use of County equipment, facilities and resources is authorized only for County purposes.

- Do not ask employees to use County equipment to run errands or perform tasks for your benefit.

Your Rights and Expectations:

When dealing with employees of the County you have the right to honest, fair and impartial treatment. You may expect prompt, courteous and professional service from our employees who are expected to understand and practice good customer service skills. Employees are tasked to uphold the public trust through the ethical performance of their duties. We understand that the enforcement of regulatory guidelines and codes may sometimes be a cause for concern; however, you may rest assured that we are responsible to all of the citizens of Ingham and our goal is to serve them to the best of our ability. Should you have any concerns or questions concerning this information or the conduct of any of our employees, contact the County Controller/Administrator at (517) 676-7203 or Board Coordinator at (517) 676-7200.



**To: Township Board**

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

**Date: August 14, 2024**

**Re: Text Amendment #2024-04 - Local Prosecution of Marijuana Violations Ordinance - APPROVAL**

---

The Township Board approved Ordinance 2024-04 for introduction at its meeting on August 8, 2024. The proposed ordinance was published, as directed by the Board, in advance of a final decision being made on the request. The Township Board discussed this matter previously and raised no major concerns.

Text Amendment #2024-04 is an ordinance suggested by the Township's Prosecuting Attorney, Cullen Harkness. It would allow for local prosecution of marijuana violations. The actual violations would not change, but the fines that may be levied under the violation could be directed towards the Township, rather than the County with this ordinance.

Staff **recommends approval** of the proposed ordinance at this time to allow for local prosecution of marijuana violations. Staff has provided the following recommended motion and attached resolution to approve the ordinance.

**Move to adopt the resolution approving Ordinance 2024-04, an ordinance to allow for local prosecution of certain marijuana violations.**

**Attachments:**

1. Resolution to Approve Ordinance 24-04
2. Ordinance 24-04 - Local Prosecution of Marijuana

**RESOLUTION TO APPROVE**

**Text Amendment 2024-04  
Local Prosecution of Marijuana**

**RESOLUTION**

At a regular meeting of the Township Board of the Charter Township of Meridian, Ingham County, Michigan, held at the Meridian Municipal Building, in said Township on the 20<sup>th</sup> day of August 2024, at 6:00 p.m., Local Time.

PRESENT: \_\_\_\_\_  
\_\_\_\_\_

ABSENT: \_\_\_\_\_

The following resolution was offered by \_\_\_\_\_ and supported by \_\_\_\_\_.

WHEREAS, State law makes certain actions related to marijuana usage criminal violations; and

WHEREAS, the Township desires the ability to prosecute some of these violations locally; and

WHEREAS, the Township’s Prosecuting Attorney has provided an ordinance to allow for local prosecution; and

WHEREAS, the criminal violations would be no different than the existing violations in State law, but would instead be prosecuted locally and all fines would be kept locally under this ordinance;

NOW THEREFORE, BE IT RESOLVED THE TOWNSHIP BOARD OF THE CHARTER TOWNSHIP OF MERIDIAN hereby ADOPTS Ordinance No. 2024-04, entitled “An Ordinance to amend the Code of the Charter Township of Meridian, Michigan, at Chapter 50, Article II, by Adding Section 50-119, Entitled Possession and Use of Marijuana”; and

BE IT FURTHER RESOLVED that the Clerk of the Charter Township of Meridian is directed to publish the Ordinance in the form in which it was adopted.

ADOPTED: YEAS: \_\_\_\_\_

NAYS: \_\_\_\_\_

STATE OF MICHIGAN )

) ss

COUNTY OF INGHAM )

I, the undersigned, the duly qualified and acting Clerk of the Township Board of the Charter Township of Meridian, Ingham County, Michigan, DO HEREBY CERTIFY that the foregoing is a true and complete copy of a resolution adopted at a regular meeting of the Township Board on the 20<sup>th</sup> day of August, 2024.

\_\_\_\_\_  
Deborah Guthrie  
Township Clerk

**ORDINANCE NO. 2024-04**

ORDINANCE AMENDING THE CODE OF THE CHARTER TOWNSHIP OF MERIDIAN,  
MICHIGAN CHAPTER 50, ARTICLE II, BY ADDING SECTION 50-119

**THE CHARTER TOWNSHIP OF MERIDIAN ORDAINS:**

**Section 1. Addition to Chapter 50, Article II. The code of the Charter Township of Meridian, Ingham County, Michigan, is hereby amended to add Section 119 to Chapter 50, Article II, entitled Possession and Use of Marihuana, which shall read as follows:**

**50-119: Possession and Use of Marihuana**

(a) Possession of Excess Marihuana

- (1) The possession of marihuana, in excess of the amounts authorized by the Michigan Regulation and Taxation of Marihuana Act, Initiated Law 1 of 2018, MCL 333.27951, et seq., as may be amended, (the "MRTMA"), is prohibited.
- (2) Except for a person who engaged in conduct described in MCL 333.27964(1)(a), (1)(b), (1)(c), (1)(d), (1)(g), or (1)(h), a person who possesses, delivers, or possesses with intent to deliver more than the amount of marihuana allowed by the MRTMA or cultivates more than the amount of marihuana plants allowed by the MRTMA, shall be responsible for a civil infraction and may be punished by a fine of not more than \$100.00 and forfeiture of all marihuana.
- (3) Except for a person who engaged in conduct described in MCL 333.27964, a person who possesses, delivers, or possesses with intent to deliver more than twice the amount of marihuana allowed by the MRTMA or cultivates more than twice the amount of marihuana plants allowed by the MRTMA, shall be punishable as follows:
  - a. For a first or a second violation, the person shall be responsible for a civil infraction and may be punished by a fine of not more than \$500.00 and forfeiture of the marihuana;
  - b. For a third or subsequent violation, the person shall be guilty of a misdemeanor and may be punished by a fine of not more than \$500.00 in addition forfeiture of the marihuana.

(b) Minors in Possession of Marihuana. A person under 21 years of age who possesses not more than 2.5 ounces of marihuana or who cultivates not more than 12 marihuana plants, except as otherwise authorized by law, shall be responsible for a civil infraction as follows:

(1) For a first offense:

- a. If the person is less than 18 years of age, a fine of not more than \$100.00 or community service, forfeiture of the marihuana, and completion of 4 hours of drug education or counseling.
- b. If the person is at least 18 years of age, a fine of not more than \$100.00 and forfeiture of the marihuana.

(2) For a second offense:

- a. If the person is less than 18 years of age, a fine of not more than \$500.00 or community service, forfeiture of the marihuana, and completion of 8 hours of drug education or counseling.
- b. If the person is at least 18 years of age, by a fine of not more than \$500.00 and forfeiture of the marihuana.

(c) Use of Marihuana on Township Property Prohibited. Consuming, smoking, or otherwise using marihuana on, in, or at any Township property or park is prohibited.

(d) Use of Marihuana in Public Prohibited. Consuming, smoking, or otherwise using marihuana in a public place or where prohibited by the person who owns, occupies, or manages the property is prohibited. As used in this section, "public place" shall not include an area designated for marihuana consumption authorized by the Township and which are not accessible to persons under 21 years of age. A person who violates this subsection is guilty of a misdemeanor punishable by imprisonment for not more than 90 days or a fine of not more than \$100.00, or both.

(e) Prosecution under any section of this ordinance shall not be deemed to preclude prosecution available under any other local, state, or federal law.

(f) The possession, use, delivery, or intent to deliver marihuana or the cultivation of marihuana plants specifically authorized or permitted by other Township Ordinances or state law is not a violation of this Section.

(g) Words used within this Section shall be construed to have the same meaning as provided in the MRTMA.

State Law Reference: MCL 333.27951, et seq

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

Section 3. Repealer Clause. Except those ordinances implementing the Michigan Medical Marihuana Act, the Medical Marihuana Facilities Licensing Act, or the MRTMA, all ordinances or parts of ordinances in conflict herewith are hereby repealed only to the extent necessary to give this Ordinance full force and effect.

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

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

YEAS: \_\_\_\_\_

NAYS: \_\_\_\_\_

ABSENT / ABSTAIN: \_\_\_\_\_

ORDINANCE DECLARED ADOPTED

\_\_\_\_\_  
Scott Hendrickson  
Meridian Charter Township Supervisor

**CERTIFICATION**

I, Deborah Guthrie, Clerk of Meridian Charter Township, do hereby certify that the foregoing is a true and accurate copy of Ordinance No. 2024-04 adopted by Meridian Charter Township on the \_\_\_\_\_, 2024. A summary of the Ordinance was duly published in the \_\_\_\_\_ newspaper, a newspaper that circulates within Meridian Charter Township, on \_\_\_\_\_, 2014. Within 1 week after such publication, I recorded the Ordinance in a book of ordinances kept by me for that purpose, including the date of passage of the ordinance, the names of the members of the township board voting, and how each member voted. I filed an attested copy of the Ordinance with the Ingham County Clerk on \_\_\_\_\_, 2024.

ATTESTED:

---

Deborah Guthrie  
Meridian Charter Township Clerk

Approved as to Form:  
The Harkness Law Firm, PLLC

---

Cullen Harkness, Township Attorney



**To: Township Board Members**

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

**Date: August 14, 2024**

**Re: Ordinance 2024-07 – rezone two parcels at 350 Haslett Road and the adjacent vacant parcel from RR, Rural Residential, to RA, Single-Family Residential – ADOPTION**

---

Mayberry Homes (Applicant) has requested the rezoning of the property at 350 Haslett Road and the adjacent vacant parcel (Subject Property) in order to continue the development of the Copper Creek subdivision. In total, the area of property to be rezoned is approximately 139 acres directly adjacent to phases three and four of the existing Copper Creek subdivision. The property at 350 Haslett Road has a single family home on it, while the remaining property is vacant. The entire Subject Property is currently zoned RR, Rural Residential, which allows single-family residential homes at slightly more than one dwelling unit per acre. The Future Land Use Map changed in the 2023 update from residential use between 0-0.5 dwelling units per acre to Suburban Residential, which is consistent with the RAAA, RAA, and RA zoning categories. The surrounding properties are all single-family residential or they are vacant.

The Township Board approved Ordinance 2024-07 for introduction at its last regular meeting on August 8, 2024, raising no major concerns with the proposal during their discussion. The proposed ordinance was published, as directed by the Board, in advance of a final decision being made on the request.

Staff **recommends approval** of the proposed ordinance at this time to change the zoning of the property to be consistent with the Master Plan designation and allow continued development of the Copper Creek subdivision. Staff has provided the following recommended motion and attached resolution to adopt the ordinance.

**Move to adopt the resolution approving Ordinance 2024-07, an ordinance to rezone two parcels at 350 Haslett Road (Parcel ID# 33-02-02-12-400-003) and the adjacent vacant parcel (Parcel ID# 33-02-02-12-200-015) from RR, Rural Residential, to RA, Single-Family Residential.**

**Attachments:**

1. Resolution to Approve Ordinance 24-07
2. Ordinance 24-07 – 350 Haslett and Vacant Land Rezoning

**RESOLUTION TO APPROVE**

**Ordinance 2024-07  
350 and Vacant Haslett Road – Rezoning**

**RESOLUTION**

At a regular meeting of the Township Board of the Charter Township of Meridian, Ingham County, Michigan, held at the Meridian Municipal Building, in said Township on the 20<sup>th</sup> day of August, 2024 at 6:00 p.m., Local Time.

PRESENT: \_\_\_\_\_  
\_\_\_\_\_

ABSENT: \_\_\_\_\_

The following resolution was offered by \_\_\_\_\_ and supported by \_\_\_\_\_.

WHEREAS, the owner of the property, Haslett Land Investment, approached Staff about rezoning the property at 350 Haslett Road and the adjacent vacant approximately 139 acres; and

WHEREAS, the property is currently zoned RR, Rural Residential, allowing limited residential development; and

WHEREAS, the Owner has applied for rezoning of the property to RA, Single-Family Residential, consistent with the Future Land Use map and the surrounding properties; and

WHEREAS, the Planning Commission held a public hearing and discussed at its regular meeting on June 24, 2024, and made a positive recommendation for the proposed rezoning to the Township Board at their July 8, 2024 meeting; and

WHEREAS, the Township Board discussed the proposed rezoning at its meeting on July 23, 2024, introduced the Ordinance for potential adoption at their August 8, 2024 meeting, and has reviewed the staff and Planning Commission materials provided; and

WHEREAS, the rezoning would bring the property into compliance with the Future Land Use map and would allow for the continued development of the Copper Creek subdivision, bringing new homeowners to the Haslett School District; and

NOW THEREFORE, BE IT RESOLVED THE TOWNSHIP BOARD OF THE CHARTER TOWNSHIP OF MERIDIAN hereby ADOPTS Ordinance Number 2024-07, entitled “Ordinance Amending the Zoning District Map of Meridian Township pursuant to Rezoning Application #24015” to rezone the subject properties from RR, Rural Residential, to RA, Single-Family Residential.

BE IT FURTHER RESOLVED that the Clerk of the Charter Township of Meridian is directed to publish the Ordinance in the form in which it was adopted.

ADOPTED: YEAS: \_\_\_\_\_

NAYS: \_\_\_\_\_



**ORDINANCE NO. 2024-07**  
**ORDINANCE AMENDING THE ZONING DISTRICT MAP**  
**OF MERIDIAN TOWNSHIP**  
**PURSUANT TO REZONING #24015**

The Charter Township of Meridian ordains:

Section 1. Amending the Zoning District Map.

A. The Zoning District Map of Meridian Township, as adopted in Section 86-312 of the Code of the Charter Township of Meridian, Michigan, as previously amended, is hereby amended by changing the RR, Rural Residential symbol and indication as shown on the Zoning District Map, for Parcels #33-02-02-12-400-003 and #33-02-02-12-200-015, land legally described as:

An area of land in the Northeast 1/4, Southeast 1/4, and the Southwest 1/4 of Section 12, T4N, R1W, Meridian Township, Ingham County, Michigan, the limits of said area described as: Beginning at the East 1/4 corner of said Section 12; thence S00°28'42"E along the East line of said Section 12 a distance of 1312.81 feet to the South line of the North 1/2 of said Southeast 1/4 as surveyed and the North line of Haslett Road; thence S89°26'12"W along said North line 1541.67 feet; thence N05°37'52"W 441.37 feet; thence West 100.00 feet; thence North 135.00 feet; thence West 410.00 feet; thence North 310.00 feet; thence N14°00'00"W 440.00 feet; thence N17°43'43"W 70.29 feet; thence S80°00'00"W 425.00 feet to the property controlling Center of Section 12 as recorded in Liber 2 of corners, Page 441; thence N00°51'31"W along the property controlling North-South 1/4 line 1319.13 feet to the North line of the South 1/2 of the Northeast 1/4 of said Section 12 as monumented; thence N89°58'35"E along said North line as monumented 405.00 feet; thence N88°45'33"E along said North line 1237.01 feet; thence S00°50'17"E along the East line extended of Wood Valley No. 4 as recorded in Liber 41 of Plats, Pages 4 & 5, Ingham County Records a distance of 17.30 feet to the North line of the South 1/2 of the Northeast 1/4 of said Section 12 as surveyed; thence N89°33'38"E along said North line 997.72 feet to the East line of said Section 12; thence S00°27'20"E along said East line 1312.73 feet to the point of beginning; said area containing 136.28 acres more or less; said area subject to all easements and restrictions if any.

A parcel of land in the Southeast 1/4 of Section 12, T4N, R1W, Meridian Township, Ingham County, Michigan, the boundary of said parcel described as: Commencing at the East 1/4 corner of said Section 12; thence S00°28'42"E along the East line of said Section 12 a distance of 1312.81 feet to the South line of the North 1/2 of said Southeast 1/4 as surveyed and the North line of Haslett Road; thence S89°26'12"W along said North line 1976.72 feet to the point of beginning of this description; thence S89°26'12"W continuing along said North line 165.00 feet; thence N00°51'31"W parallel with the property controlling North-South 1/4 line of said Section 12 a distance of 264.00 feet; thence N89°26'12"E parallel with said North line 165.00 feet; thence S00°51'31"E parallel with said North-South 1/4 line 264.00 feet to the point of beginning; said parcel containing 1.00 acre more or less; said parcel subject to all easements and restrictions if any.

to that of RA, Single-Family Residential

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

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

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

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

---

Scott Hendrickson, Township Supervisor

---

Deborah Guthrie, Township Clerk



**To: Township Board**  
**From: Abigail Tithof, Human Resources Director**  
**Date: August 20, 2024**  
**Re: National Township Manager Search**

---

Attached is an overview of the proposals submitted by six (6) firms who wish to be considered by the Township Board to conduct a National Township Manager search. In June 2024, the Township released a request for proposals (RFP), which were due on July 19, 2024. Those captured in the comparison chart were timely submitted for the Board’s review, and are named below in alphabetical order. All of the listed proposals were submitted directly to the Board for thorough review and consideration. This item is being brought before the Township Board to select the firm who will conduct the search for our next Township Manager.

1. Amy Cell Talent
2. Clovity, Inc.
3. GovHR USA aka MGT of America Consulting LLC (MGT)
4. 100K Job Hunt
5. Michigan Municipal League (MML)
6. Raftelis

**Tentative Township Manager Search Timeline (Dates are estimated and subject to change):**

Date	Action
June 2024	1. RFP draft 2. Communication to employees/community
June 2024	3. RFP issued
July 2024	4. RFP response review & selection
August 2024	5. Search firm selection 6. Initial meeting with the search firm
September 2024	7. Position posted 8. Preliminary interviews & reference checks
October 2024	9. Initial interviews 10. Follow-up interviews, as deemed necessary 11. Full Township Board meet-and-greet with preferred candidate(s)
November 2024	12. Extend an offer to the preferred candidate 13. Post-offer reference checks & background/pre-employment process
November/December 2024	14. Announcement to staff and media
November/December 2024/ January 2025	15. New Township Manager on staff for a 2-3 week period that overlaps with Interim Township Manager

- **Move to approve the selection of \_\_\_\_\_ as the search firm to conduct a National search to fill the position of Township Manager for Meridian Charter Township.**

**Attachments:**

1. Manager search RFP
2. Overview and comparison chart of search firm proposals received
3. Proposals received from six (6) search firms in response to RFP
4. 2012/2013 Manager Search Background Information



# REQUEST FOR PROPOSALS (RFP) TOWNSHIP MANAGER EXECUTIVE SEARCH

---

**Issue Date:** June 12, 2024

**Issued By:** Meridian Charter Township  
5151 Marsh Road  
Okemos, MI 48864

**Inquiries/Contact:** Abigail Tithof  
Meridian Charter Township  
Human Resources Director  
[Tithof@meridian.mi.us](mailto:Tithof@meridian.mi.us)

**Information Due:** 3:00 p.m. July 19, 2024

---

## Section I.

### **Request for Proposal Notice**

Meridian Charter Township is hereby requesting proposals for qualified firms to assist with its Township Manager executive search. The deadline to submit proposals is 3:00 p.m., July 19, 2024.

Two hard copies OR one electronic copy (emailed to [Tithof@meridian.mi.us](mailto:Tithof@meridian.mi.us)) of your business proposal, clearly labeled "**RFP – Township Manager Executive Search**" should be sent to the Township. Hard copies may be mailed to the Township at the following address:

**RFP – Township Manager Executive Search**  
**Attn: Abigail Tithof, Human Resources**  
**Meridian Charter Township**  
**5151 Marsh Road**  
**Okemos, MI 48864**

And/or email to: [Tithof@meridian.mi.us](mailto:Tithof@meridian.mi.us)

Please note that no formal opening of the proposals will take place.

Proposals will be evaluated, and the successful vendor will be approved by the Township Board. The Charter Township of Meridian reserves the right to reject any or all proposals, waive irregularities in submitted proposals in the best interest of the Township, to reissue RFPs, and to request additional information. The Township reserves the right to negotiate the terms and conditions of all or any part of the project or to accept any proposals determined by the Township to be in the best interest of the Township and successful completion of the project.

Inquiries should be directed by email to Abigail Tithof, Human Resources Director, at [Tithof@meridian.mi.us](mailto:Tithof@meridian.mi.us) no later than 3:00 p.m. July 19, 2024.

**Schedule (Dates are estimated and subject to change):**

- |                               |                |
|-------------------------------|----------------|
| • Release of RFP              | June 17, 2024  |
| • Search Firm's Questions Due | July 12, 2024  |
| • Proposals Due               | July 19, 2024  |
| • Review of Search Firms      | July 2024      |
| • Approval of Award           | August 8, 2024 |
| • Contract Begin Date         | August 2024    |

**Section II. Township Background and Introduction**

Meridian Charter Township is a destination for raising families with a vision to achieve and maintain a sustainable and welcoming community with the highest quality of life for its 43,916 Township residents. This encompasses protecting our natural environment and our health and safety, and enhancing our prosperity, cultural heritage, diversity and recreational opportunities. Established in 1842, the Township of Meridian was organized by an act of the legislature. What was once an extension of Alaiedon Township, Meridian Township became its own municipality with somewhere around 50 residents. We commemorated the 175<sup>th</sup> anniversary of Meridian Township in 2017.

Centrally located, Meridian Township has nestled within its borders two healthy and active communities, Haslett and Okemos. A smaller portion of East Lansing and Williamston mailing addresses are also within our border. Lying along the eastern border of East Lansing and MSU, Meridian Township is in close proximity to the Michigan State Capitol.

Meridian Township welcomes visitors from surrounding areas to its vibrant business districts, over 32 square miles that includes 906 acres of parks and natural areas and to Lake Lansing, the largest lake within 25 miles of the State Capital.

**Section III. Scope of Services**

1. **Develop a comprehensive Township Manager profile** based on information and input from the Township Board, Staff, and representatives of the Meridian Township community. This should include interviews with key stakeholders to clarify the challenges and opportunities for the next Township Manager.
  - a. In addition to the position profile, assist with a revision to the Township Manager job description.
2. **Review the area market** – Make recommendations regarding Township Manager Compensation.
3. **Recruitment** – Conduct a regional and nationwide search process to attract a highly qualified candidate pool that meets the criteria outlined in the position profile. The process should include recruitment directed towards a diverse set of candidates. The search firm will receive all application materials and correspond with the candidates, as directed by the Township Board.
4. **Communication** – Propose a communication strategy to keep key stakeholders updated at various stages of the recruitment process.
5. **Candidate Screening** – Review all application materials, engage with qualified candidates, and manage a process that results in narrowing the field of candidates to those that most closely match the needs of the Township and the Township Manager position profile.

6. **Candidate Analysis** – Provide a written report that recommends the top group of candidates and provides the Township Board with detailed information about these candidates. The report will include candidate background information, strengths, weaknesses, education, and professional accomplishments.
7. **Facilitate an interview and selection process** with a select group of top candidates and advise the Township Board on a strategy to engage key stakeholders in the selection process. Once finalists are identified, the search firm will:
  - a. Assist the Township Board with the selection and decision-making process;
  - b. Assist with contract negotiation with the final candidate;
  - c. Assist in developing mutually agreed upon performance goals that will help guide the first 6 to 12 months of the new Township Manager’s employment.

**Section IV. Proposal Evaluation Criteria**

Meridian Charter Township will evaluate respondents based upon the written response to this RFP, consultant interviews, references, and any other information requested by the Township. The selection is based on the following criteria:

1. Consultant’s understanding of and approach in providing search services;
2. Consultant’s demonstrated qualifications and experience in this work, including the ability to search for the right candidate, having performed similar searches for local government.
3. Prior experience with an executive recruitment for Township Manager or other local government chief executive.
4. References.
5. Proposed fees.

**Tentative Township Manager Search Timeline (Dates are estimated and subject to change)**

<b>Date</b>	<b>Action</b>
<b>June 2024</b>	1. <b>RFP draft</b> 2. <b>Communication to employees/community</b>
<b>June 2024</b>	3. <b>RFP issued</b>
<b>July 2024</b>	4. <b>RFP response review &amp; selection</b>
<b>August 2024</b>	5. <b>Search firm selection</b> 6. <b>Initial meeting with the search firm</b>
<b>September 2024</b>	7. <b>Position posted</b> 8. <b>Preliminary interviews &amp; reference checks</b>
<b>October 2024</b>	9. <b>Initial interviews</b> 10. <b>Follow-up interviews, as deemed necessary</b> 11. <b>Full Township Board meet-and-greet with preferred candidate(s)</b>
<b>November 2024</b>	12. <b>Extend an offer to the preferred candidate</b> 13. <b>Post-offer reference checks &amp; background/pre-employment process</b>
<b>November/December 2024</b>	14. <b>Announcement to staff and media</b>
<b>November/December 2024/ January 2025</b>	15. <b>New Township Manager on staff for a 2-3 week period that overlaps with Interim Township Manager</b>

Meridian Charter Township reserves the right to accept any one or more than one proposal; to withdraw or cancel this RFP; to modify or amend, with the consent of the respondent, any proposal prior to acceptance; to reject any or all proposals or waive any informality and otherwise to affect any agreement that Meridian Charter Township, in its sole judgment, deems to be in its best interest. The successful respondent will be expected to enter into a standard services agreement.

## **Section V. Proposal Organization**

**Search firms must include the following in their proposal:**

- Cover letter addressed to the Township Board and copied to Human Resources;
  - Hiring firm's background, staff qualifications, and experience;
  - Scope of required services;
  - References;
  - Additional data and information;
  - Attachments;
  - Cost proposal.
1. **Cover letter** – Include the name of executive and professional personnel by skill and qualifications who will be employed in the work. Identify only individuals who will do the work on this project by name and title. Resumes and qualifications are required for all proposed Township Manager search personnel;
  2. **Describe the history of the firm**, in terms of length of existence, types of services provided, etc. Identify the details that make the firm uniquely qualified for this work;
  3. **Scope of Required Services** – Provide an overview of your recommended approach to each element outlined in the scope of services. This overview should include how the process will be managed and scheduled, communication and coordination, and the working relationship between the company and Township staff. Provide a detailed timeline in the process;
  4. **Provide examples of prior work** implementing similar search processes for both your company and the individuals to be involved in the project;
  5. **References** – A list of at least five references must be provided for similar Township Manager search processes recently completed. Please include the first/agency name, address, brief description of the work and contact person and contact information;
  6. **Additional Data and Information** – Any additional material such as communication materials, presentations, videos, etc., that may give the selection committee a broader sense of your company;
  7. **Cost Proposal** – Shall be submitted and include names, title, hourly rates, reimbursable expenses, and any other costs associated with providing the proposed services and any other anticipated expenses.

## **Section VI. Proposal Evaluation**

The Township will evaluate each proposal by the above-described criteria to select a short list of firms for further consideration. The Township reserves the right to reject any proposal that it determines to be unresponsive and deficient in any of the information requested for evaluation. A proposal with all the requested information does

not guarantee the proposing firm to be a candidate for an interview or follow-up. The Township may contact references to verify material submitted by the respondents.

The Township will then schedule interviews with the selected firms if necessary. The selected firms will be given the opportunity to discuss in more detail their qualifications, experience, proposed work plan and fee proposal.

The interview must include the project team members expected to complete most of the work on the project. The Township reserves the right to waive the interview process and evaluate the respondents based on their proposals and fee schedules prior to interviews.

## **Section VII. Additional RFP Details**

### **Public Records**

In entering into a contract with the Township (or responding to a Township solicitation), all consultants are hereby notified that all bids, proposals, quotations, RFP responses, agreements, invoices, correspondence and any other documents submitted to the Township become public property, are subject to public disclosure, and may be eligible for review under the Freedom of Information Act (FOIA). All public records will be made available upon request, at the earliest time permitted by law. Ownership of all data, materials, and documentation originated and prepared for the Township pursuant to this RFP shall belong exclusively to the Township.

### **Tax Exemption**

The Township is exempt from Federal and State of Michigan sales tax. A tax exemption certificate will be made available at the successful consultant's request.

### **Expense for Preparing Response to RFP**

The Township accepts no responsibility for any expenses incurred by the responders to this RFP, including costs associated with RFP responses and presentations. Such expenses are to be borne exclusively by the responders.

### **Compliance**

The contractor shall observe and comply with all applicable laws, ordinances, and the rules and regulations of all authorities having jurisdiction over the Township's contract.

The contractor shall comply, when applicable, with the US Department of Labor, Safety and Health Regulations identified as Chapter XVII of Title 29, Code of Federal Regulations (CFR) Parts 1910 and 1926 and subsequent amendments.

The contractor agrees that in the hiring of employees for the performance of work under the Township's contract or any subcontract, no contractor, subcontractor, or any person acting on his behalf shall, by reason or race, creed, sex, disability, color, discriminate against any citizen of the State in the employment of labor or workers who are qualified and available to perform the work to which the employment relates, nor shall any contractor, subcontractor, or any person acting on his behalf, in any manner, discriminate against or intimidate any employee hired for the performance of work under the Township's contract on account of race, creed, sex, disability, or color.

### **Non-Waiver of Rights**

No failure of either party to exercise any power given to it hereunder or to insist upon strict compliance by the other party with its obligations hereunder, and no custom or practice of the parties at variance with the terms hereof, nor any payment under this agreement shall constitute a waiver of either party's right to demand exact compliance with the terms hereof.

### **Indemnification/Insurance**

To the extent authorized by law, the contractor shall indemnify and hold harmless the Township its officers, elected officials, agents and employees from and against all claims, damages, losses and expenses including attorney's fees arising out of or resulting from the contractor's performance, provided that any such claims, damage, loss or expense is attributable to bodily injury, sickness, disease or death, or to injury to or destruction of tangible property, including the loss of use resulting there from; and is caused in whole or in part by any negligent

or willful act or omission of the contractor, subcontractor, anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable. If the contractor is required to go on Township property to perform work or services, the contractor shall assume full responsibility and expense to obtain all necessary insurance as required by the Township.

**Relationship of Parties**

The relationship between the parties to a contract resulting from this solicitation shall be that of independent contractors. Nothing contained herein shall be interpreted or construed as establishing an agency or employer/employee relationship between the parties or between either party and the employees or representatives of the other party. The contractor is responsible for all Social Security taxes and Bureau of Workers Compensation contributions for itself and any of its employees.

**Assignment**

Neither the contractor, nor the Township shall sell, transfer, assign or otherwise dispose of the contract or any portion thereof, or of their right, title or interest therein, or the obligation there under, without written consent of the other party.

**Termination**

The Township reserves the right to terminate any contract resulting from this solicitation in whole or in part for default (termination due to the contractor's failure to perform satisfactorily) or convenience (termination due to the best interests of the Township). After 10 days from delivery of a written notice to the contractor, the Township may, without cause and without prejudice to any other right or remedy, elect to terminate the contract. In such case, the contractor shall be paid for work executed, goods delivered and accepted, and any expense sustained, plus reasonable profit, unless such termination was due to the act or conduct of the contractor.

**Meridian Township Manager- National Search Firm Proposals Overview**

	Amy Cell Talent, LLC	Clovity, Inc.	GovHR USA MGT	100K Job Hunt	Michigan Municipal League	Raftelis
<b>A) HISTORY OF THE FIRM</b> Qualifications, experience with local government searches for township manager or chief executive, types of services provided	Established in 2015; well-versed in municipal recruiting, HR, project mgt; numerous municipal and public sector clients provided; has conducted over 1400 searches, including recruitment for 100+ executive and key leadership roles including City Managers, Executive Directors, Vice Presidents, etc.	Established 2008, has provided 400 recruitments for non-IT, IT, healthcare, public and private agencies in 25 states with 96% customer satisfaction. 150+ employees	MGT established in 1974; GovHR was established in 2009, originally as Voorhees Associates. GovHR recently acquired by MGT of America Consulting LLC. Public sector management experience in all areas of local govt. MGT has worked on 30,000+ projects. MGT combined with GovHR & includes more than 800 professionals and administrative staff.	New company established in Nov 2023. Facilitates connections between candidates and hiring companies. Provided searches yes, but local government not confirmed; not certain if Township Manager or local government search conducted by the firm.	Established in 1899 and began providing executive search services exclusively to Michigan communities since 1998. Longest serving association for Michigan municipal government.	Established in 1993, and has provided 160+ searches in local government. Predecessor, Raftelis Environmental Consulting Group, Inc. was established in 1993 to provide financial and management consulting services to public-sector clients. Name changes in 1999 and 2004 Raftelis Financial Consulting and Raftelis Financial Consultants, Inc., respectively.
<b>B) SCOPE OF SERVICES</b>	1. Create clear target and plan 2. Market the posting 3. Thoroughly access applicants 4. Conduct interviews 5. Negotiate 6. Transition support (incl 360 review at 6 mos)	Phase 1. Develop Comprehensive Township Manager Profile Phase 2. Review Area Market and Make Compensation Recommendations Phase 3. Recruitment Process Phase 4. Communication Strategy Phase 5. Candidate Screening Phase 6. Candidate Analysis Phase 7. Interview and Selection Process	Phase 1. Position assessment, announcement, & brochure Phase 2. Advertising, candidate recruitment & outreach Phase 3. Candidate evaluation & screening incl live video interview with each finalist candidate Phase 4. Presentation of recommended candidates Phase 5. Interview process & background screening Phase 6. Candidate appointment	Search engine linked with recruiters and staffing agencies	Profile Phase, Advertisement Phase, Screening & Shortlist Phase, Interview & Selection Phase, Final Phase + Optional services to solicit stakeholder feedback, provide public forum or "meet-and-greet"	Activity 1- Develop candidate profile and first-year goals for the position Activity 2- Conduct outreach, initial screening, post and advertise position Activity 3- Support interviews and selection process including candidate references and background checks
<b>C) TIMELINE</b>	12 weeks from initial meeting with Board and stakeholders through Township Manager interviews. Does not include negotiation, relocation and other supports for onboarding.	Time is estimated, based on each step in process	14 weeks from date of project initiation	Time is estimated, based on each step in process	A typical search requires at least 16 weeks to complete. The timeline varies on a number of factors	Mid-August 2024 through November 2024

Page 2 of 3	Amy Cell Talent, LLC	Clovity, Inc.	GovHR USA MGT	100K Job Hunt	Michigan Municipal League	Raftelis
<b>D) REFERENCES</b>	Traverse City (2023 City Manager), City of Ypsilanti (2023 City Manager), City of Fraser (2020 City Manager – Amy Cell who was appointed Acting City Manager during leadership transitions), Scio Township (Twp Supervisor).	Deputy Commissioner, Commissioner, Chief of Staff for State of MA, Providing recruitment solutions for several positions at Corewell Health, Qualified to provide staff for State of MA, Qualified to provide staff for Advantasure in VA, current contract to provide temp staff for State of MA.	Antioch, CA (2024 City Manager), Kalamazoo County, MI (2022 County Administrator), Burien, WA (City Manager 2022)	New company established Nov 2023, engagements through HR networks rather than direct contracts	City of Wayne (City Manager 2024), City of Grosse Pointe (2023 City Manager), Village of Lake Odessa (Village Manager 2023).	City of Novi (Assistant City Manager 2010, Finance Director 2012), City of Westerville (City Clerk 2024, City Manager 2020, Deputy Planning and Development Director 2013, Finance Director 2020), Washington Township, OH (Assistant Fire Chief 2022, Township Administrator 2014, 2018), City of Fairfax, VA (City Manager 2024, 2018, Deputy City Manager 2023, Police Chief 2018), City of Rockville, MD (City Attorney 2021, City Manger 2016, Community Planning and Development Svc Director 2018)
<b>E) PRIOR SEARCHES CONDUCTED BY FIRM</b>	Bedford Township, City of Ann Arbor, City of Clawson, City of Dearborn, City of Eastpointe, City of Farmington Hills, City of Fraser, City of Grand Rapids, City of Grosse Pointe, City of Holland, City of Jackson, City of Kentwood, City of Traverse City, city of Madison Heights, Macomb Township, and more.	City of Sacramento, CA, Illinois Public Higher Education Cooperative (IPHEC), San Antonio Water System, State of Michigan, Rochester Housing Authority, State of Florida executive search, California Air Resource Board, State of Cansas, State of Kansas, Maryland Judiciary, and more.	Six full pages of municipal placements nationwide provided, including 20 Michigan municipal placements listed; Adrian, Albany, Alpena, Caro, Charlotte, Clawson, Delta Charter Township, Eastpointe, Ferndale, Hamtramck, Kalamazoo, Lincoln Park, Oakland Township, Rochester, Royal Oak, and Troy.	New company	Livonia, Dearborn Heights, Wayne, East Lansing, Ecorse, Flint, Grosse Pointe, Manistique, Elk Rapids, Lake Odessa, Ypsilanti, Bloomfield Hills, Grandville, Muskegon, Chelsea, Ironwood, Petoskey, Marshall, Norway, Belding, Northfield Township, Manistee, Missaukee County, Ionia, Farmington Hills, Elk Rapids, and more.	Five full pages of municipal placements nationwide, including 3 Michigan Municipal placements listed in Novi and Rochester Hills

Page 3 of 3	Amy Cell Talent, LLC	Clovity, Inc.	GovHR USA MGT	100K Job Hunt	Michigan Municipal League	Raftelis
<b>F) PROPOSED COSTS/FEES</b>	\$18,500 Full Service , \$9,500 Value Service, \$4,950 Basic Service (Menu of services also provided) Hourly rate for additional services: Cell (\$125/hr), Sigers (\$110/hr), Roberts (\$75/hr).	Hourly rates provided per staff (Starman \$100/hour, Dogra \$75/hour, Imran/Khan \$50/hour, Baig \$50/hour); other costs listed as \$50	\$21,500 Recruitment Fee, Recruitment Expenses not to exceed \$1,500, Advertising up to \$2,000. Consultant travel expenses not included with price proposal. Additional visits requested \$195/hour.	\$10,811.17 per month for search services, plus per-candidate-per-month itemized costs	\$18,500 for the standard executive search services outlined in proposal, includes both professional fees and project expenses (advertising, travel, etc.); additional fees for optional services such as 3rd profiling session with stakeholders (\$1,100) or public meet-and-greet of semi-finalists during interview stage (\$1,100); \$75/hour for additional services plus actual cost of expenses.	\$34,300 total fixed fee to complete Township Manager recruitment as outlined. Additional costs: Advertising (\$2,000-\$2,500), Background checks (\$175-\$500 per finalist), Finalist interview travel (borne and reimbursed directly to finalists by the Township). Fixed fees: Activity 1 (\$11,453), Activity 2 (\$11,207), Activity 3 (\$11,640)
<b>G) SEARCH FIRM STAFF PERFORMING THE WORK</b>	Amy Cell, President, oversee all search aspects; <b>Barbie Sigers, Talent Acquisition Director</b> , manages search; <b>Rebecca Roberts, Consultant</b> , outreach, scheduling, candidate screening and interview support.	<b>Cameron Starman, Director of Client Management</b> , strategic guidance and oversight, client satisfaction, communication, collaboration, service delivery. <b>Prahlad Singh Dogra, Head of Delivery</b> , lead and manage delivery of interim services, coordinate placement of high-level executives, oversee service delivery. <b>Priyanka Pawar, Head of HR</b> , lead HR recruitment function, negotiate compensation, <b>Surya Pratap, Senior Account Manager</b>	<b>Ryan Cotton, VP and Project Manager</b> , main contact for this search project; <b>Michelle Morawski, Assistant Director of Client Services</b> .	<b>Tomya Mateo, General Project/Product Manager</b> , holds co-recruitment agreements with some partners. Undefined how many partners used, but linked in links provided for several people who may be called on.	<b>Patsy Moore, Facilitator and Primary Recruiter</b> , coordinate majority of the services within the proposal; <b>Emily Kieliszewski, Assistant Director of Member Services</b> , primary point of contact for negotiation, contractual matters and overall project oversight; <b>Heather Elliott, Project Coordinator</b> , task coordination, administrative support and research.	<b>Catherine Tuck Parrish, VP, Project Director and Lead Recruiter</b> , executive search and strategic planning, acting manager, <b>Pamela Wideman, Senior Manager and Recruiter</b> , <b>Heather Gantz, Recruiter</b> , <b>robert Colichio, Recruitment Specialist and Senior Consultant</b> , <b>Kelsey Batt, Recruitment Specialist, Consultant</b> , <b>Alexa Worrell, Recruitment Specialist, Consultant</b> , <b>Julia Novak, Executive VP</b> ;

# Executive Search Services

## Township Manager

---

Prepared for Meridian Charter Township



Presented by Amy Cell, LLC

July 19, 2024

**AmyCell** Talent  
BUILD BETTER TEAMS

Meridian Charter Township Board,  
cc Human Resources  
Meridian Charter Township  
5151 Marsh Road  
Okemos, MI 48864

Thank you for the opportunity to submit this proposal to assist Meridian Charter Township in its search for a new Township Manager.

As you look through this proposal, you will find that we bring extensive experience with executive searches in the public and private sectors and we are committed to providing you exceptional service and sharing with you our passion for Michigan communities. My hope is that upon review you will find us to be an excellent fit for this engagement.

We believe that we are the right partner for Meridian Charter Township due to the following attributes which we will detail in the attached proposal:

- ***Passion for community service*** - Our team has worked for government, economic development and community development organizations. We are passionate about supporting Michigan’s communities!
- ***Local knowledge makes for better marketing*** - We get to know the communities we are working with, through research and one on one meetings. We will then create a “Community Profile” that we share widely to attract candidates.
- ***Consensus builders*** - We will interview Township Board members and staff and align the Board on the ideal candidate profile.
- ***Top notch candidates*** - Our combination of strategic marketing and targeted outreach results in a robust pool of qualified and motivated candidates. We then winnow the pool down to a short list of candidates through a thorough vetting of the candidates’ background and accomplishments.
- ***Diversity, equity, inclusion and belonging*** - We strive to develop candidate pools that are diverse and intentionally create a marketing plan and assessment strategy that is as inclusive as possible. Two of our team members have DEI certifications and our own team is rich in diversity.
- ***Customized approach*** - Each of our executive search engagements is unique. We focus on the key experiences, leadership style, and managerial competencies desired by the group of stakeholders that we interview. We create a tailored profile, service offering and communication approach that fits with your needs. Our extensive experience with planning and project management and transparent communication style will help the Board through the experience as smoothly as possible.

- **Transition support** - We are committed to the success of your new team member, and know how important the onboarding experience is for the organization. We provide onboarding plan development support, and offer a 360 degree feedback report after six months.
- **Our team** - We have a team of 24 highly qualified recruiters and HR experts.

For this recruitment, we have selected the following team of highly qualified professionals, all of whom are well-versed and experienced in municipal/public sector and executive recruitment. These three individuals are based out of our Ypsilanti office.

The table below lists the key persons assigned to this project, as well as their anticipated roles. Resumes are included as an attachment.

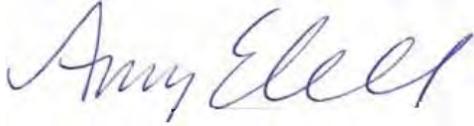
Proposed Team Includes:

Name	Title	Anticipated Roles
<b>Amy Cell</b>	President and Founder	<b>Role:</b> Lead. Oversees all search aspects included in this proposal.
<b>Barbie Sigers</b>	Talent Acquisition Director	<b>Role:</b> Manages search activities; participates in meetings; completes stakeholder intake interviews; finalizes the position description. Manages consultants and fine details.
<b>Rebecca Roberts</b>	Consultant	<b>Role:</b> Assists in document production, scheduling and outreach. Assists with candidate screening, background and reference checks. Provides on-site interview support.

Since our inception in 2015, we have supported hundreds of employers, communities, and job seekers with customized HR and recruiting services. Our team of seasoned professionals brings expertise and knowledge in the areas of municipal recruiting, human resources, economic development, project management, and marketing. We would be honored to work with the Meridian Charter Township on this important endeavor.

Please feel free to contact me with any questions. Thank you very much for the opportunity to share our interest in this engagement.

Best regards,



Amy Cell  
President, Amy Cell, LLC  
734-657-0370  
[Amy@AmyCellTalent.com](mailto:Amy@AmyCellTalent.com)

*Amy Cell, LLC is a certified Women-Owned Business, proud recipient of the 2022 Michigan Celebrates Small Business 50 Companies to Watch Award (SBAM), 2022 and 2023 Ann Arbor SPARK FASTTRACK Award, and a Gold Resource Partner of MISHRM.*

*Amy Cell, LLC is an equal opportunity employer.*

## Table of Contents

<b>A. Qualifications</b>	<b>6</b>
Type of Business	6
History	6
Why Us?	6
Municipal / Public Sector Clients We Have Served	7
Examples of Prior Engagements	9
City of Traverse City	9
City of Ypsilanti	9
City of Ann Arbor	9
City of Fraser	10
City of St. Clair Shores	11
Diversity Results	11
References	12
<b>B. Scope of Required Services</b>	<b>13</b>
Step One - Create a Clear Target and Plan	13
Step Two - Market the Posting to the Right People	13
Step Three - Thoroughly Access Applicants	13
Step Four - Interviews	13
Step Five - Negotiation	14
Step Six - Transition Support	14
Proposed Timeline	14
Key Personnel	16
Our Team	16
Background Checks	16
<b>C. Costs</b>	<b>17</b>
Hourly Rate for Additional Services, Outside the RFP Scope of Services	18
Placement Guarantee Terms	18
Payment Terms	18
<b>E. Attachments</b>	<b>20</b>
ATTACHMENT I - Team Resumes	21

## A. Qualifications

### Type of Business

Amy Cell, LLC of 215 W. Michigan Avenue, Ypsilanti, Michigan 48197, operates as a Limited Liability Corporation in the State of Michigan. As a registered LLC in Michigan, we are licensed to operate in the State of Michigan. We provide recruiting, human resources consulting, and career coaching services. We are in good standing with the state of Michigan and have all the necessary licenses and certifications to be able to perform the work indicated in this RFP. The contact person for this proposal is Amy Cell. She can be reached at 734-657-0370 or [amy@amycelltalent.com](mailto:amy@amycelltalent.com).

### History

Since our founding in March of 2015, Amy Cell, LLC has conducted over 1400 searches, including recruitment for 100+ executive and key leadership roles, such as CEOs, City Managers, Executive Directors, Vice Presidents, and other C-Suite roles. In addition to our strong track record of success in both the public and private sectors, Amy Cell brings significant relevant experience to municipal/public sector recruiting, having served as Senior Vice President of Talent Enhancement at the Michigan Economic Development Corporation (MEDC), and as Vice President Talent Enhancement for Ann Arbor SPARK. In these roles, Amy was responsible for programs in talent attraction, retention and development at regional and state levels, and was integral in the design and implementation of talent programs to benefit Michigan employers and citizens (e.g., job seekers, apprentices, displaced workers). Through this decade of public service, Amy Cell established a large professional network and national reputation as a thought leader in talent attraction. The firm's commitment to client satisfaction and a positive jobseeker experience has led to strong growth, and our firm is proud to have all but one of our employees based in Michigan.

### Why Us?

Here are the reasons that Councils, Commissions and Boards have trusted us to help them with one of their most important duties:

- We are experts in recruiting and sourcing. We have our own database of 1000+ municipal professionals, and send out monthly communications. We have four LinkedIn recruiter licenses so that we can effectively target top-notch talent, and ensure a diverse applicant pool.
- We are well versed in applicable laws including the Open Meetings Act and Freedom of Information Act.
- In addition to talent acquisition support, we provide HR consulting services to municipal clients, such as training programs, performance review management and have been the outsourced HR function for a municipality. We have had a team member serve as Acting City Manager, and have a team member that

was a long serving local government employee. Thus we understand the day to day activities of local government.

- We have a strong marketing team that is well versed in social media and media relations. We will prepare press releases as directed by the Township Board to support community engagement.
- We focus on success - we can provide a structured onboarding experience to help the new Township Manager hit the ground running. We also offer a 360 degree feedback review after six months to help address any issues to ensure that the Township Manager has an accurate understanding of what they should keep, stop and start doing.

**Municipal / Public Sector Clients We Have Served**

Municipal / Public Sector Clients We Have Served		
 <b>Bedford Township</b>	 <b>City Ann Arbor</b>	 <b>City of Clawson</b>
 <b>City of Dearborn</b>	 <b>City of Eastpointe</b>	 <b>City of Farmington Hills</b>
 <b>City of Fraser</b>	 <b>City of Grand Rapids</b>	 <b>City of Grosse Pointe</b>
 <b>City of Holland</b>	 <b>City of Jackson</b>	 <b>City of Kentwood</b>

 <b>City of Livonia</b>	 <b>City of Madison Heights</b>	 <b>City of Norton Shores</b>
 <b>City of Rochester Hills</b>	 <b>City of St. Clair Shores</b>	 <b>City of TRAVERSE CITY</b> <b>City of Traverse City</b>
 <b>City of Yale</b>	 <b>City of Ypsilanti</b>	 <b>Independence Township</b>
 <b>Lapeer County</b>	 <b>Lapeer County Road Commission</b>	 <b>Macatawa Area Express</b>
 <b>Macomb Township</b>	 <b>Redford Township</b>	 <b>Scio Township</b>
<p><i>Village of Almont</i></p> <b>Village of Almont</b>	 <b>Village of Capac</b>	 <b>Village of Dundee</b>
 <b>Washtenaw County Conservation District</b>	 <b>WB Parks</b>	

## Examples of Prior Engagements

Below is a sample of recent relevant engagements

### City of Traverse City

**Engagement:** Amy Cell, LLC conducted a successful **City Manager** search, in July 2023 for the City of Traverse City. After a thorough review of 88 applicants, 5 candidates were selected as finalists in the search for the new City Manager for the City of Traverse City. Candidates participated in 40-minute interviews with the entire city commission and one-on-one meetings with individual commissioners, followed by a reception in which all candidates were invited to meet and greet each other, city staff/officials, and the public.

### City of Ypsilanti

**Engagement:** In October 2023, Amy Cell, LLC was selected to assist the City of Ypsilanti with their search for a **City Manager**. The pool of 245 applicants was narrowed down to 4 finalists. Amy Cell, LLC arranged finalists interviews with the City Commission and encouraged residents to attend.

### City of Ann Arbor

**Engagements:** Amy Cell, LLC has been a key talent resource for the City of Ann Arbor, completing multiple, successful executive searches since 2020. These searches include: **City Administrator** search in June 2020 which resulted in 268 candidates and 3 finalists; **Chief Financial Officer** search in January 2021 resulted in 89 candidates and 4 finalists; **City Attorney** search in July 2021 which resulted in 19 candidates and 1 finalist; and **Director of Human Resources** search in June 2022 which resulted in 95 candidates and 2 finalists.

In addition to completing City Administrator and City Attorney Performance reviews (2020, 2022) and successfully recruiting for a senior staff position in the Public Works department, Amy Cell, LLC also provided organizational development support by designing and implementing 360 feedback assessments for key leaders.

May 25, 2022

*“As part of our City Council’s Administration Committee, I have enjoyed working closely with Amy Cell on a number of executive level searches. In a competitive recruitment environment shared by all municipalities, Amy was able to present a number of viable candidates for each position - even when a known internal candidate*

*existed. She presented clear, cost-effective plans that were thorough, efficient, and through supplemental materials such as video interviews, provided valuable insight into our candidates.*

In addition to her human resources expertise, I appreciated that Amy Cell took the time to capture our council, staff, and community priorities. This understanding of local context has undoubtedly contributed to our successful recruitment efforts.”

Fmr Ann Arbor Mayor Pro Tem Julie Grand

---

### **City of Fraser**

**Engagement:** In July of 2020 we were selected by the City of Fraser over 5 other firms to provide an independent HR department to support approximately 70 employees and 100+ retirees. During the following 18 months we filled approximately 20 positions, restructured the leadership team, recruited an interim City Manager to address short term issues as well as the permanent City Manager. Additional HR projects included implementation of the BS&A HR module, developed a new handbook, oversaw benefits administration and open enrollment, developing new performance review processes, updating all job descriptions, creating a new compensation structure, and launching an employee newsletter. Additionally, Amy Cell was appointed Acting City Manager at one point during the leadership transitions.

### **Fraser City Council Meeting, February 10, 2022**

*“Our vision when we started with Amy Cell hit some major road blocks because some things happened we weren’t anticipating and you tackled those with such grace and such dignity and found us candidates.”*

Fraser City Council Member Amy Baranski

*“I just want to thank you and tell you what a privilege and honor it has been to work with you. You have impressed me repeatedly.”*

Fraser City Council Member Amy Baranski

*“Amy, I just want to thank you for everything you have done for us. You accomplished not only what we were looking for, you went beyond that.”*

Fraser City Council Member David Winowiecki

*“Amy, I also wanted to thank you. I feel you were objective and fair, knowledgeable, great people skills. You were exactly what we needed when you came to help us.”*

Fraser City Council Member Kathy Blanke

---

### **City of St. Clair Shores**

**Engagements:** We conducted two successful City Manager searches, one in 2019 and most recently in February 2022. A summary of the searches is as follows: the City Manager search in 2019 which resulted in seven candidates presented to Council, four finalists selected for in person interviews. The City Manager search in February 2022 resulted in ten candidates presented to Council and four finalists.

### **St Clair Shores City Council Meeting, April 4, 2022**

*"Amy Cell and her office did a great job at preparing us and giving us the right candidates to select from."*

St Clair Shores Council Member Candice Rusie

*"It's been a pleasure again to work with Amy Cell's agency."*

St Clair Shores Council Member Chris Vitale

---

### **Diversity Results**

We have a commitment to having diverse applicant pools, and wanted to share our recent results in this area.

We strive to provide a diverse pool of qualified applicants to our clients. Approximately 47% of recent executive public sector placements have been women and 16% have been people of color including the following searches.

- City of Ann Arbor Attorney
  - City of Ann Arbor Chief Financial Officer
  - City of Ann Arbor Human Resources Director
  - City of Eastpointe City Manager
  - City of Fraser City Manager
  - City of Fraser Finance Director
  - City of Fraser Asst. City Manager
  - City of Fraser Asst. Department of Public Works Director
-

- City of Grand Rapids Economic Development Director
- City of Madison Heights City Manager
- Township of Redford Township Superintendent

**References**

Please feel free to contact any of the following individuals as references.

Client	Project Title Search	Contact Person	Telephone / email
City of Traverse City 400 Boardman Avenue Traverse City, MI 49684 <a href="http://www.traversecitymi.gov">www.traversecitymi.gov</a>	City Manager Search	Amy Shamroe, Mayor	(231) 715-1777 <a href="mailto:ashamroe@traversecitymi.gov">ashamroe@traversecitymi.gov</a>
City of Ypsilanti 1 South Huron St Ypsilanti, MI <a href="http://cityofypsilanti.com">cityofypsilanti.com</a>	City Manager Search	Nicole Brown, Mayor	(313) 888-4044 <a href="mailto:nbrown@cityofypsilanti.com">nbrown@cityofypsilanti.com</a>
City of Fraser 33000 Garfield Road Fraser, MI 48026 <a href="http://ci.fraser.mi.us">ci.fraser.mi.us</a>	City Manager Search	Amy Baranski, City Council	(586) 293-3100 ext 110 <a href="mailto:amyb@micityoffraser.com">amyb@micityoffraser.com</a>
City of St Clair Shores 27600 Jefferson Avenue St. Clair Shores, MI 48081 <a href="http://scsmi.net">scsmi.net</a>	City Manager Search	Chris Vitale, City Council	(586) 801-4732 <a href="mailto:vitalec@scsmi.net">vitalec@scsmi.net</a>
Scio Township 827 North Zeeb Road Ann Arbor, MI 48103 <a href="http://sciotownship.org">sciotownship.org</a>	Township Supervisor	Kathy Knol, Board Trustee	(734) 369-9400 <a href="mailto:kknol1@comcast.net">kknol1@comcast.net</a> <a href="mailto:KKnol@sciotownship.org">KKnol@sciotownship.org</a>

## **B. Scope of Required Services**

To assist Meridian Charter Township in finding their new Township Manager we will follow our well-honed six step process, as described below. A full description of our approach and detailed timeline is included below. We also provide weekly status reports to the Board.

### **Step One - Create a Clear Target and Plan**

Through a detailed needs assessment, we will learn from you the “must have” and “ideal” experiences and behaviors for the Township Manager. We will start by interviewing stakeholders including elected officials and staff members to understand the goals, skills, experiences and behaviors that are critical and “ideal” for the position. We will also identify the key selling points of the position, organization and community, which informs the marketing strategy that we create.

Based on stakeholder data, we will create a rubric and align the selection group on experiences, leadership style, communication skills, etc. We will create a comprehensive position profile. We will research the existing compensation and benefits structure as it compares to the market. During this planning meeting we will present the rubric, profile, draft timeline and compensation data to the Board.

### **Step Two - Market the Posting to the Right People**

We use social media and national job boards to promote the opportunity, as well as to promote the amazing aspects of living, working and playing in the Meridian Charter Township region. This results in the largest possible pool of qualified applicants. In addition to our proprietary database of executive and professional talent, we will perform targeted outreach to candidates that might not otherwise apply through LinkedIn and other social media platforms, and engage with ICMA Newsletter/Job Center, Michigan Municipal League (MML), and other municipal websites to create a deep, diverse pool of qualified and interested candidates.

### **Step Three - Thoroughly Assess Applicants**

We will thoroughly assess the qualifications and suitability of all candidates in an independent and objective manner. We will use a survey, video interview, phone interview, cyber review, reference checks and background checks to thoroughly assess applicants. We will provide access to and summarize this data for review for the Board. We will coordinate any additional assessments as directed by the Board.

### **Step Four - Interviews**

We will coordinate an outstanding interview experience for candidates and stakeholders that complies with the Open Meetings Act. Finalists will have a Zoom or on-site interview that can include a wide range of interviews and tours. As directed by the Board, we will coordinate schedules, manage candidate communications, and

provide on-site logistic support during the on-site interviews. We will thoroughly prepare the Township Board for the interviews by providing guidance, support and interview questions customized to the qualities that emerged through the detailed needs assessment.

**Step Five - Negotiation**

We will assist with the negotiation process with other administrative and legal parties. Our specific role will be directed by the Board. .

**Step Six - Transition Support**

We help candidates successfully transition into their new roles by providing assistance with onboarding and relocation. If desired, we can provide a variety of support to assist with relocation and transition assistance, including housing assistance, partner job search assistance, child and elder care support, and finding local “greeters” to help welcome the new person into the community. We also offer a complimentary 360 degree feedback check-in after six months, and we assist the Board with determining performance expectations.

**Proposed Timeline**

The following timeline details the process (as described above) with a proposed schedule for deliverables and milestones.

Our proposed timeline is further customizable depending on the needs and goals of the Meridian Charter Township. It is our goal to create and implement a plan that works well to meet the Township’s objectives, recognizing that a flexible approach is often needed as plans unfold.

<b>The detailed timeline below demonstrates how a typical search process flows after we are contracted to begin the search.</b>	
<b>Activity</b>	<b>Time Frame</b>
<b>Stakeholder interviews</b> - We interview stakeholders including the Board, staff, and key community members to understand the goals, skills, experiences and behaviors that are critical and “ideal” for the position. We also learn about the key benefits of the position, organization and community.	Weeks 1, 2
<b>Selection Criteria Matrix</b> - Based on interview feedback and survey data we create a "talent matrix" of key criteria.	Week 3
<b>Marketing plan</b> - Based on the interview feedback and research, we will create a	Week 3

digital and print marketing package that will be used to market the opportunity.	
<b>Review salary data</b> - Review existing compensation and benefits structure as it compares to market comparables. Present compensation data to the hiring committee at the first meeting and determine target compensation range.	Week 3
<b>Align</b> - We will meet with the selection team to review the hiring criteria and job posting.	Week 4
<b>Market the opportunity</b> - We use social media and national job boards to promote the opportunity, and to promote the amazing aspects of living, working and playing in the community. This results in the largest possible pool of qualified applicants. In addition to our proprietary database of executive and professional talent, we perform targeted outreach through LinkedIn and other social media platforms, and engage with industry associations, which results in a deep, diverse pool of qualified and interested candidates.	Weeks 4-8
<b>Assess applicants</b> - We use a survey, video interview, phone interview, cyber review, reference checks and background checks to thoroughly review applicants.	Weeks 4-9
<b>Present candidates</b> - We will provide the selection team with a link to the candidate packets and videos. Selection team members will have approximately one week to review information prior to the meeting to determine finalists.	Week 10
<b>Determine finalists</b> - We will review candidates with the selection team and determine interview panelists.	Week 11
<b>Interviews</b> - We will invite the interviewers, providing them copies of information on the finalist candidates. We also will create sample interview questions and feedback forms.	Week 12
<b>Negotiation &amp; Relocation</b> - We can provide a variety of support regarding contract negotiations, onboarding and developing a 90 day plan. We can provide a six month 360 degree feedback report and coaching session for the new Township Manager to further enhance development and success.	TBD

**Key Personnel**

**Our Team**

For this recruitment, we have selected the following team of highly qualified professionals, all of whom are well-versed and experienced in municipal/public sector and executive recruitment. These three individuals are based out of our Ypsilanti office.

The table below lists the key persons assigned to this project, as well as their anticipated roles. Resumes are included as an attachment.

Proposed Team Includes:

Name	Title	Anticipated Roles
<b>Amy Cell</b>	President and Founder	<b>Role:</b> Lead. Oversees all search aspects included in this proposal.
<b>Barbie Sigers</b>	Talent Acquisition Director	<b>Role:</b> Manages search activities; participates in meetings; completes stakeholder intake interviews; finalizes the position description. Manages consultants and fine details.
<b>Rebecca Roberts</b>	Consultant	<b>Role:</b> Assists in document production, scheduling and outreach. Assists with candidate screening, background and reference checks. Provides on-site interview support.

**Background Checks**

We will conduct background checks of shortlisted candidates, using Background Check Central, a highly reputed, Michigan-based firm.

Background Check Central, 42815 Garfield Road, Suite 208, Clinton Township, MI 48038

## C. Costs

Search Components and add-on fees	Full	Value	Basic
Number of individual intake interviews	11-30	5-10	0
Develop and launch community survey, analyze results (\$500 additional fee outside of the full service package)	Yes	No	No
Create inviting job posting	Yes	Yes	Yes
Develop recruitment brochure (\$500 additional fee outside of the full service package)	Yes	No	No
Promotion via job boards and social media including LinkedIn, Facebook. Targeted outreach. Screening survey, gather references, video interview, phone interview.	Yes	Yes	Yes
Cyber review, reference checks and background checks completed before candidates are presented. (Additional assessment package can be added to the basic package at \$500 per candidate)	Unlimited, completed prior to presenting	Unlimited, completed prior to presenting	Up to three candidates
Write press release announcing finalists (\$500 additional fee outside of the full service package)	Yes	No	No
Host community reception, gather and analyze feedback (\$1000 additional fee outside of the full service package)	Yes	No	No
Coordinate interviews. Provide questions and guidelines (\$500 additional fee outside of the full service package)	Yes	Yes	No
Compile and summarize interview feedback (\$300 additional fee outside of the full service package)	Yes	No	No
Support offer negotiation process	Yes	No	No
360 degree feedback for new Township Manager (\$500 additional fee outside of the full service package)	Yes	No	No
Guarantee*	One year	None	None

Consultant mileage travel costs included in the fee.	Yes	No	No
Travel Costs	Included	Extra	Extra
<b>Total Cost</b>	<b>\$18,500</b>	<b>\$9,500</b>	<b>\$4,950</b>

**Note:** Reception food costs, interview food costs, and candidate travel costs are not included above.

**Hourly Rate for Additional Services, Outside the RFP Scope of Services**

Name	Title	Hourly Rates
Amy Cell	President and Founder	\$125/hour
Barbie Sigers	Talent Acquisition Director	\$110/hour
Rebecca Roberts	Consultant	\$75/hour

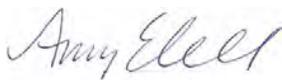
**Placement Guarantee Terms**

In the event the new employee rescinds their acceptance of the job offer, voluntarily leaves employment within one year of their start date or is fired for cause, we will waive our base recruiting fee and conduct one additional search for the cost of direct marketing, travel and third party fees.

**Payment Terms**

We will invoice one half of the fee upon contract signing to cover advertising and administrative costs. Another payment of one half of the total fee will be invoiced upon the presentation of a slate of finalist candidates. Net 30 day terms kindly requested.

Thank you again for the opportunity to submit this proposal to assist Meridian Charter Township in its search for a new Township Manager.



Amy Cell  
 President, Amy Cell, LLC  
 734-657-0370  
[Amy@AmyCellTalent.com](mailto:Amy@AmyCellTalent.com)

## **E. Attachments**

**ATTACHMENT I - Team Resumes**

Amy Cell

Barbie Sigers

Rebecca Roberts

*The remainder of this page is intentionally left blank.*

## **AMY CELL**

734-657-0370

[Amy@AmyCellTalent.com](mailto:Amy@AmyCellTalent.com)

### **SUMMARY**

Dynamic leader passionate about talent attraction, retention and development who has used her creativity, team building skills and expertise to create and launch statewide talent programs and support Michigan communities, companies and people.

### **EXPERIENCE**

#### **AMY CELL, LLC, Ypsilanti, MI**

##### **President, 3/2015 - Present**

Amy Cell Talent is a talent consultancy that provides a variety of talent acquisition, community development and job seeker support programs to clients. We are a team of skilled and dedicated professionals based in Ypsilanti Michigan.

- Provide efficient and effective talent acquisition services to Michigan technology companies - completed over 600 searches that span executive, administrative, and technical opportunities.
- Provide career development services to job seekers and people in career transitions.
- Supported Community Ventures, a program that provides a career pathway out of poverty.
- Launched a talent program for University technology transfer organizations.
- Frequent speaker, advisor, facilitator, panelist and judge. Engagements have included the Brookings Institution and Edward Lowe Foundation.
- Faculty member, Center for Entrepreneurship, U-Michigan College of Engineering.

#### **MICHIGAN ECONOMIC DEVELOPMENT CORPORATION, Lansing, MI**

##### **Senior Vice-President, Talent Enhancement, 1/2011 - 3/2015**

MEDC is the state economic development organization. Joined MEDC with the Gov. Snyder administration to develop a Talent function housed within economic development.

- Led the redesign of the state labor exchange and talent marketing strategy. Website average 80K postings per month and 200K active account holders. Approximately 3 million unique users per year. Social media strategy includes newsletters, Twitter, Facebook and LinkedIn.
- Created and launched Community Ventures in 2012, which has placed 4000 structurally unemployed into living wage jobs with a \$11.20 average wage and 68% one year retention rate.
- Launched the Michigan Advanced Technician Training program, a dual education program based on the German apprenticeship model. Program is viewed as a national model and was featured by the Brookings Institute on a German study tour. Program has been adopted by Illinois, and many other states have requested additional information.

- Designed and directed programs to attract and retain highly educated talent, including LiveWorkDetroit, Dream Job, Pure Michigan Opportunity and a college ambassador program. Results included thousands of IT and Engineering student connections to employers.
- Participated on a select task force to determine strategy to propel Michigan to a top 10 state in terms of adults with a post-secondary credential or higher.
- Launched the Community College Skilled Trades Equipment Program - a \$50 million bond initiative to provide community colleges with critical training equipment.
- Launched Global Michigan, an initiative to embrace, attract and retain international talent. Built a team from one staff person to 30. Team had one of the highest employee engagement levels in the state government per a survey managed by PricewaterhouseCoopers.
- Accomplished and well-regarded speaker and presenter with approximately 50 engagements as panelist, moderator or key note presenter.

**ANN ARBOR SPARK, Ann Arbor, MI**

**Vice-President, Talent Enhancement & Entrepreneurial Education, 8/2006 - 1/2011**

Ann Arbor SPARK is a non-profit regional economic development organization driving local and statewide economic development initiatives. Key responsibilities included the creation and management of all Talent Enhancement programs, directing all Entrepreneur Education programs and overseeing the SPARK East incubator.

- Positioned SPARK to be a “talent hub” for knowledge-based workers seeking dynamic opportunities through events, job posting service and weekly newsletters. Posted approximately 1000 jobs for 400 companies annually, saving thousands of dollars per hire.
- Created programming to support SPARK East, a successful incubator in a challenged area and have had two companies graduate from the program in the first 18 months.
- Developed and launched numerous entrepreneur education programs including the one-day “Starting Your Own Business” program, Michigan Energy Forum, Entrepreneur Education 1.0 and 2.0 series, Expert Resource Board, Power Lunch and SPARK East Speaker Series.
- Co-developed Shifting Gears, a 4-month developmental program to help displaced “large company” managerial talent transition into “new economy” opportunities. Program later was expanded by the Michigan Economic Development Corporation and helped approximately 400 highly educated, accomplished, later-career people transition to new opportunities.

**ROSS SCHOOL OF BUSINESS AT U-MICHIGAN, Ann Arbor, MI**

**Senior Associate Director, Office of Student Life, 9/2004 - 7/2006**

- Created and led the Office of Student Life. Developed policies/processes to support students, including leadership programming, diversity, training, recognition, and student relations.
- Championed school-wide leadership development efforts and programs.
- Created culturally sensitive environment through programming and addressing problems.
- Resolved scores of student relations concerns and community issues.

**APPLIED BIOSYSTEMS, Foster City, CA**

**Senior Manager, Human Resources, 11/2003 - 6/2004**

- Led the restructuring and reengineering of IT department. Results included more efficient structure, employee development and redeployment of managers to better utilize talent.
- Launched development councils to coordinate succession planning and employee development.
- Provided organizational effectiveness tools such as leadership development and coaching, training, 360-degree feedback, change management and facilitated new leader assimilations.

**HR DRIVERS, Los Altos, CA**

**Managing Partner, 9/2002 - 10/2003**

- Founded HR Consulting Partnership that provides HR consulting, training and outsourcing services to small businesses that want innovative and strategic HR programs and processes.
- Developed extensive HR audit program to thoroughly review each element of HR, to ensure that all legal issues and best practices are considered.

**SRI CONSULTING, Menlo Park, CA**

**HR Manager, 2001 - 2001**

- Reported to CFO of SRI International and directed all HR activities for SRI Consulting that resulted in cost savings, strategic leadership change and benefit and compliance improvements.
- Developed new processes for recruiting, merit planning, orientation, mentoring, leadership development/succession planning, performance management and visa management.

**FORD MOTOR COMPANY, Dearborn, MI**

**HR Roles Including Labor Rep, Associate and Analyst, 1995 - 2001**

- Provided counsel to business units in employee relations, performance management, diversity, staffing, compensation, job leveling/ranking, succession planning and work/life issues.
- Analyzed U.S. recruiting process; recommended switching to Resumix with an ROI of 40%.
- Participated on team, which integrated Global affiliate manufacturing operations.

**PLANTE & MORAN, CPA's, Ann Arbor, MI**

**Certified Public Accountant, 1990 - 1993**

- Passed CPA exam in first sitting.
- Planned, executed, supervised and managed audit and tax engagements.

**EDUCATION**

**THE UNIVERSITY OF MICHIGAN, Ann Arbor, MI**

**MBA - Ross School of Business Administration, 1993 - 1995**

- with High Distinction (Top 10%)

**BBA - Ross School of Business Administration, 1987 - 1991**

## **BOARD MEMBERSHIPS**

**Board & Community Involvement:** Michigan Center for Integrative Research in Critical Care, Career Education Advisory Committee, Desai Accelerator, Washtenaw Community College Foundation, Center for Entrepreneurship (CFE) - U-M College of Engineering, Washtenaw Community College Women’s Council, Women’s Exchange of Washtenaw, U-M SE Michigan Alumni Association, Washtenaw 2030 Steering Committee

*The remainder of this page is intentionally left blank.*

**BARBIE SIGERS**

Ann Arbor, MI • 517-230-9911

[barbie@amycelltalent.com](mailto:barbie@amycelltalent.com) • [linkedin.com/in/barbie-sigers-916769b](https://www.linkedin.com/in/barbie-sigers-916769b)

**SUMMARY** Energetic, detail- and results-oriented professional with over twenty years of experience in human resources, pharmaceutical sales and health / fitness training and management.

---

**EXPERIENCE**

**AMY CELL, LLC** Ypsilanti, MI 2021-present

**Talent Acquisition Director**

- Build client relationships and manage recruitment lifecycle from engagement through closure.
- Recruit for hard to fill, newly created, and specialized positions ranging from entry level personnel to C-suite executives.
- Strategic sourcing, screening, evaluating and presenting of candidates to hiring managers.
- Review job postings to ensure accuracy and completeness. Update job posting language as necessary, to capture the attention of target audiences.
- Design and process job specific questionnaires to understand candidate's work styles, motivation, personality, and other information that cannot be determined from a resume.

**Burn Bootcamp**, Northville, MI 2020 – 2021

**Personal Trainer/Group Fitness Instructor**

- Designed and coached over 500 training classes.
- Conducted 1-on-1 coaching sessions with clientele to understand motivators and limitations, improve self-confidence and develop nutrition and training plans.

**Red Effect Infrared Fitness**, Ann Arbor, MI 2018 – 2020

**Lead Trainer**

- Developed and coached over 800 high intensity interval training classes.
- Sourced, screened, interviewed and trained new instructors.
- Integral role in the startup of the facility and building client base.

**CentraState Fitness & Wellness Center**, Freehold, NJ 2014-2018

**Personal Trainer / Group Fitness Instructor / Pilates Instructor**

- Conducted fitness assessments & goal planning for members.
- Developed & customized 1-on-1 fitness plans for 25 long term clients.
- Lead trainer in medically based programming, sports performance training, weight loss, and improvement of overall physical health.
- Designed & implemented customized individual & group pilates classes.
- Instructed 8 group training classes per week.

**Esprit Pharma, Detroit, MI** 2006 –2007

**Urology/Gynecology Sales Specialist**

- Launched new products to urologists, surgeons, and obstetrician-gynecologists.
- Planned medical education programs to improve sales and build strong rapport with key decision-makers.

**Wyeth Pharmaceuticals**, Grand Rapids, MI 2001 – 2005

**Territory Representative**

---

- District Rep of the Year and Rookie of the Year.
- Territory analysis, business development & project management to increase product sales.
- Marketed products to cardiologists, neurologists, gastroenterologists, diabetic educators, pharmacists, and internal medicine and family practitioners through presentations, in-services, and education events.

**Nelson Professional Sales**, Lansing, MI 2000 – 2001

**Territory Representative**

- Developed and executed business and marketing plan for territory to exceed sales goals.
- Marketed cardiovascular products to cardiologists, internists, and family practitioners.

**SmithKline Beecham Pharmaceuticals**, Lansing, MI 1998-2000

**Sales Consultant**

- Ranked #1 in district for three consecutive quarters and #7 in the region of over 200 sales consultants for top product, Augmentin.
- Successfully launched a new product, achieving 64% over sales goal.
- Marketed a wide range of physicians in clinics & hospitals; Conducted in-service's & journal club meetings.

**Robert Half International**, Okemos, MI 1995-1998

**Division Director**

- Built a Fortune 500 client base and worked with clients to fill critical executive staffing needs.
- Sourced, screened, evaluated & presented applicants to hiring managers.
- Managed and operated a matrix of skilled candidates for future placements.
- Marketed services and candidate pool based on market trends and business needs; B2B relationship/ account management.

---

**EDUCATION**

**Eastern Michigan University**, Ypsilanti, MI  
Bachelor of Business Administration in Human Resource Management

**Keller Graduate School of Management, DeVry University**  
Completed coursework toward Master of Human Resource Management (12 credits)

---

**OTHER SKILLS**

Microsoft Office (Word, Excel, PowerPoint and Outlook); Google Productivity Tools, JazzHR, Rippling, Zoho, Zoom

## Rebecca Roberts

Kalamazoo, MI, 49009 • 269-447-8676

[rebecca@amycelltalent.com](mailto:rebecca@amycelltalent.com) • [linkedin.com/in/rebecca-roberts-0538201a3/](https://www.linkedin.com/in/rebecca-roberts-0538201a3/)

Human Resource Consulting | Recruitment | Training Design | Performance Management | Employee Engagement |  
Organizational Development | AR Functions | Inventory Management | Supplier Relations |

---

### **WORK EXPERIENCE**

#### **AMY CELL, LLC, Ypsilanti, MI**

##### ***Consultant***, 8/2021 - Present

- Restructure performance evaluation forms and process to impact client's non-profit, healthcare organization.
- Develop organizational charts and SOP's for internal usage
- Management of different jobs postings and responsible for posting jobs on multiple platforms in a timely manner
- Produce HR Assessment with recommendations on organizational improvements by analyzing client documents and offer projects to support these recommendations
- Facilitate employee conversations and manage engagement activities to support a series of DEI workshops for 20 employees in a client's organization
- Facilitate full-cycle recruitment services for all level positions in multiple industries

#### **VANDE BUNTE EGGS, Otsego, MI**

##### ***Business Analyst Internship***, 1/2021 - 12/2020

- Conduct supplier analysis to ensure cost effectiveness of production materials
- Manage existing supplier relationships and establish new contacts for cost saving opportunities
- Inventory management, reporting, and purchasing for three facilities
- Establish and maintain spreadsheet and documentation for capital projects and future developments
- CFS inventory management and general IT onsite contact and liaison for third party IT company
- I-9 audit preparation and employee file review

##### ***Office Manager***, 12/2017 - 5/2021

- General office administration: answering phones, greeting visitors, incoming and outgoing mail administration, updating and creating spreadsheets, scanning invoices, buying equipment
- Supporting HR functions: new hire paperwork and system setup, validation of employee documentation, assist employees with form interpretation, and digitalization of all employee files
- Responsible for AR functions including creating invoices, intracompany transfers, verifying accuracy of orders, and monthly reporting of sales to American Egg Board
- Weekly and monthly reporting of production activity and quality comparison to industry standards and historical data
- Sourced and implemented uniform system for all processing and production employees at two facilities
- Representing the company at food shows in a professional manner
- Miscellaneous duties assigned by management

##### ***Accounting Assistant***, 11/2016 - 7/2017

- Established system for organization and digitalization of all capital asset files
- Archived accounting records in compliance with retention standards

### **EDUCATION**

#### **GRAND VALLEY STATE UNIVERSITY, Grand Rapids, MI**

Bachelors of Arts, Business Administration

---

215 W. Michigan Ave., Ypsilanti, MI 48197  
Phone: 734-657-0370 E-Mail: [Amy@AmyCellTalent.com](mailto:Amy@AmyCellTalent.com)

**Clovity Inc response to :**

**REQUEST FOR PROPOSALS (RFP)  
TOWNSHIP MANAGER EXECUTIVE SEARCH**

**Meridian Charter Township, Michigan**



**Submitted by:**

**Name: Puneet Jain**

**Title: Senior Manager - Bid Management**

**Email: [procurement@clovity.com](mailto:procurement@clovity.com)**

**Phone: (510)916-1695**

**Website: [www.Clovity.com](http://www.Clovity.com)**





## Table of Contents

- 1. Cover letter ..... 3
- 2. Describe the history of the firm ..... 12
  - Types of Services Provided ..... 12
  - Unique Qualifications ..... 12
  - Achievements and Performance Indicators ..... 13
  - Our Past Experience ..... 13
- 3. Scope of Required Services ..... 15
  - Overview of Recommended Approach to Scope of Services ..... 15
  - Our Day - to - Day Timeline ..... 17
- 4. Provide examples of prior work ..... 18
- 5. References ..... 27
- 6. Additional Data and Information ..... 29
- 7. Cost Proposal ..... 41

# 1. Cover letter

**Date:** 07/19/2024

**Attn:** Abigail Tithof, Human Resources Director

**Address:** Meridian Charter Township, 5151 Marsh Road Okemos, MI 48864

**Email:** [Tithof@meridian.mi.us](mailto:Tithof@meridian.mi.us)

**Subject:** Response to “Request for Proposals Township Manager Executive Search”.

Dear Abigail,

Clovity Inc (Clovity) is pleased to submit our response to “Request for Proposals Township Manager Executive Search”. Clovity offers comprehensive recruitment services for the executive position of Township Manager as outlined in the Scope of Work. We certify that all statements made in this document are true, complete, and accurate.

Incorporated in **2008 in California** as a **Corporation**, Clovity is a leading executive recruitment firm providing a full range of recruitment services for both **Non-IT and IT roles** to public and private agencies. We are honored to have received several awards from various state, city, and private organizations.

Clovity is a registered entity in the State of California, with headquarters in Dublin. We are also **registered in the State of Michigan**. As a highly diverse company, we possess **MBE and SBE (DGS) certifications** from the State of California.

Based on our understanding of the scope and addenda, Clovity is officially submitting our interest and response to “Request for Proposals Township Manager Executive Search”, proposed by the **Meridian Charter Township, Michigan**. Clovity certifies that all statements made in this document are accurate and that the individual signing this cover letter is authorized to bind the company to all commitments made in the RFP. Clovity boasts a track record of nearly **100% deployment success** in all our engagements, including the services requested in this RFP by the **Meridian Charter Township**.

**Key Personnel for the Project:**

Name	Position	Role and Responsibilities	Qualifications and Experience
Cameron Starman	Director of Client Management	<ul style="list-style-type: none"> <li>• Provide <b>strategic guidance and oversight</b> for client management activities.</li> <li>• Ensure client satisfaction through <b>effective communication and service delivery</b>.</li> <li>• <b>Collaborate with clients</b> to understand staffing needs and propose suitable solutions.</li> </ul>	<ul style="list-style-type: none"> <li>• Proven track record of <b>13+ years in client management and stakeholder engagement</b> - Strong connections in the industry and successful placement of diverse candidates.</li> <li>• Experienced <b>in conducting in-depth interviews and evaluating candidate competencies</b>.</li> <li>• Adept at <b>summarizing candidate information in comprehensive reports</b>.</li> </ul>



<p><b>Prahlad Singh Dogra</b> Head of Delivery</p>	<ul style="list-style-type: none"> <li>• Lead and manage <b>delivery of interim management</b> services.</li> <li>• Coordinate <b>placement of high-level executives</b>.</li> <li>• <b>Oversee service delivery</b> to meet client expectations.</li> </ul>	<ul style="list-style-type: none"> <li>• Extensive experience of <b>over 11 years in project delivery</b> and stakeholder engagement - Skilled in designing effective screening processes and background checks.</li> <li>• Proficient in <b>community engagement and developing inclusive recruitment strategies</b></li> <li>• Expertise in <b>coordinating comprehensive background checks</b>.</li> </ul>
<p><b>Priyanka Pawar</b> Head of Human Resource</p>	<ul style="list-style-type: none"> <li>• <b>Lead HR functions related to recruitment</b> - Develop structured interview questions and facilitate interviews.</li> <li>• <b>Assist in negotiating compensation packages</b> - Manage the recruitment process and ensure timely execution.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>12+ years expertise in HR management and understanding role requirements</b> - Skilled in conducting <b>detailed background checks and creating comprehensive candidate profiles</b>.</li> <li>• Proficient in <b>developing and executing community engagement strategies</b>.</li> <li>• <b>Strong organizational skills</b> in managing recruitment timelines and processes.</li> </ul>
<p><b>Surya Pratap Kothari</b> Senior Account Manager</p>	<ul style="list-style-type: none"> <li>• <b>Coordinate complex staffing projects</b> and manage <b>client relationships</b>.</li> <li>• <b>Achieve recruitment goals</b> and ensure <b>client satisfaction</b>.</li> <li>• Address <b>client inquiries</b> and <b>provide solutions</b>.</li> </ul>	<ul style="list-style-type: none"> <li>• Demonstrated <b>ability in staffing projects</b> for <b>over 9+ years</b> of his experience.</li> <li>• Effective <b>client relationship management</b>.</li> <li>• <b>Detail-oriented</b> approach.</li> </ul>

**Resume of The Key Personnel:**

<p><b>Cameron Starman - Director of Client Management</b></p>	
<p><b>Brief Summary</b></p>	
<p>A seasoned <b>client facing professional</b> looking to help <b>grow and nurture</b> a brand by applying my ability to <b>create an optimal</b> client experience and transforming that into a strong business relationship.</p>	
<p><b>Education</b></p>	
<p><b>Bachelor of Arts in Sociology</b>, University of California Santa Barbara</p>	<p><b>Spring 2012</b></p>
<p><b>Skills</b></p>	

Google Suite, Salesforce CRM, Microsoft Dynamics CRM, Outlook 365, Microsoft Suite, WebEx, Jabber, Google Collaboration, Proprietary Recruiting Software – RecruitMax/MicroJ, Voice Storm, LinkedIn Recruiter/Sales Platform, Applicant Tracking Software

**Professional Experience**

**Senior Director, Client Management** **April 2018 - Present**

Clovity Inc, Culver city, CA/ Dublin, CA

**Responsibilities:**

- Actively maintain and consistently grow Clovity Inc.'s Fortune 500 and 1000 accounts
- Manage the majority of client facing aspects for Clovity Inc.'s Horizontal IoT Platform product CSensorNet
- Direct and manage all aspects of Clovity Inc.'s extensive talent acquisition/project program from a client and resource Perspective
- Ensure that all prospective resources for our clients fit technically, experientially, and culturally into the clients that we service for talent acquisition

**Client Relationship Representative** **November 2016 – February 2018**

Kforce Technology, Culver city, CA

**Responsibilities:**

- Discover new clients and partnership opportunities within the entertainment sector on a national level.
- Create lasting business relationships that ensure Kforce remains a strong partner as a human capital provider.
- Redeveloped relationships with companies in which Kforce had not been focusing for a number of years
- Uncovered over \$7 million in advanced technology service projects over the last 4 months within the Big 6 entertainment

**Account Executive & Staffing Manager** **April 2016 – November 2016**

Robert Half, Downtown Los Angeles, CA

**Responsibilities:**

- Strategic Account Executive
- Develop and maintain a book of business from Robert Half 's national staffing contracts with Fortune 100 companies while cognizant of the constraints on marketing prescribed in the contract.
- Being able to identify the staffing needs of decision makers in not only Accounting/ Finance and Administration but also Technology, Legal, and Creative when necessary.

**Employee Coordinator & Liaison** **March 2014 – December 2015**

TBWA\ Media Arts Lab, Playa Vista, CA

**Responsibilities:**

- Creating an optimal working environment by quickly executing assigned and self-originated tasks regarding maintenance, room re-and employee tasking for two offices with just under 400 employees.
- Coordinating and executing large multi-faceted company functions, keeping the agency running at optimum efficiency and cleanliness, and setting up/maintaining onsite and offsite restricted workspaces accommodations for as much as 80 people for extended durations.

**Bellman** **February 2013- March 2014**

The London Hotel, West Hollywood, CA

**Responsibilities:**

- Detail-oriented and perfection-driven hospitality point man capable of completing a wide variety of guest service requests while maintaining optimal rapport with the client.
- Entrusted me to manage first and last impressions of every guest's stay roughly 600 weeklies.

**Web Design & Copy Writer**

**September 2012 – April 2013**

Starman Electrical Contracting & Design

**Responsibilities:**

- Created an image and web presence for my father's company choosing all design features of the web site and authoring all of its content at: [www.starmanelectrical.com](http://www.starmanelectrical.com)

**Bellman**

**June 2009 – September 2012**

Baccara Resort & Spa, Santa Barbara, CA

**Responsibilities:**

- Developed a proficiency for building custom itineraries and recommendations of activities based on clients' interests, desires, and financial situation with each stay.
- Learned to multitask a wide variety of daily tasks ranging from delineating pending guest service requests during chaotic shifts to solely attending to the needs of entire bridal parties often worth more than \$100,000 dollars of revenue to the hotel.

**Sales and Customer Service Representative**

**January 2007 – June 2009**

Puma North America, Woodland Hills, CA

**Responsibilities:**

- Discovered natural abilities in personal interaction and building strong rapport; I am able to master tasks quickly and efficiently needing very little oversight.

**Prahlad Singh Dogra - Head of Delivery**

**Brief Summary**

- **Over 11 years of experience** in Recruiting and Business Development.
- Expertise in **international marketing, market research, and business development campaigns.**
- Extensive knowledge of **industry-standard methodologies** like the **Software Development Life Cycle.**
- Proficient in **SWOT Analysis** for evaluating projects or business ventures.
- Skilled in **building relationships** with upper-level decision makers and **managing client commitments.**
- Effective communicator with **strong interpersonal, organizational, and relationship management skills.**
- Well-versed in **Indian and international management** practices.
- Strong **team player with excellent analytical and leadership skills.**

**Education**

**B.E. –Information Technology,** Punjab Technical University, Punjab.

2011

**Professional Experience**

**Manager Recruitment**

**March 2021 – Present**

Clovity Inc, Dublin, CA

**Responsibilities:**

- Update current and design new recruiting procedures (e.g. job application and onboarding processes)
- Coordinate and conduct experience reviews for all proposed candidates for fitment to prospective roles
- Ensuring all submitted resources to account team are fully vetted from an experience and technical perspective
- Set up and participate in technical screenings, reviews, and coordinate with Clovity Inc. Center of Excellence leads for candidate vetting
- Supervise the recruiting team and report on its performance
- Keep track of recruiting metrics (e.g. time-to-hire and cost-per-hire)
- Implement new sourcing methods (e.g. social recruiting and Boolean searches)
- Review recruitment software and suggest the best option for company needs
- Research and choose job advertising options
- Advise hiring managers on interviewing techniques
- Recommend ways to improve our employer brand
- Coordinate with department managers to forecast future hiring needs
- Stay up-to-date on labor legislation and inform recruiters and managers about changes in regulations
- Participate in job fairs and career events
- Build the company's professional network through relationships with HR professionals, colleges and other partners
- Requirements and skills
- Hands-on experience with Applicant Tracking Systems and HR databases
- Knowledge of labor legislation

**Manager - Recruitment**

**August 2017 – March 2021**

Hayden Technology Inc., Charlotte, NC / India,

**Responsibilities:**

- Handling the commercial sales for IT services process for the clients in US geography.
- Generating leads for the company through campaigns, emailing and cold calling, thereby evaluating business opportunities.
- Content writing for company documents, brochures, portals and websites and drafting custom emails for clients to touch the pain areas and drive success through the same.
- Presenting and articulating product features, benefits, future product direction and overall solutions to customers.
- Screen candidates for availability, interest level, eligibility to work in the US, salary expectations, relocation needs, some technical skills and core competencies.
- Focus on sourcing passive candidates through networking, cold calling, internet searches and research.
- Placed high-end technical professionals in the area of Information Technology Industry in contract and full-time positions. Specialized in Software Engineers/Architects, SAP, Database Architects/Developers/Administrators, Network/System/Security Engineers, Web Developers, Quality Assurance/Test Engineers, Development Managers, and Business Analysts. Preparing Business Requirement Documents (BRD's) to develop a prototype of the overall system.
- Working on freelancing portals and placing bids, communicating with the clients for project specifications, defining scope of work, financial projections and other specification documents and closing the deal.

<ul style="list-style-type: none"> <li>• Providing oversight for the pricing of new proposals to ensure that all resources are identified, the cost is calculated accurately, and the price is determined within established guidelines.</li> <li>• Excellent knowledge of US Tax terms like W2, corp to corp, 1099 etc.</li> <li>• Dealing with various industry verticals like Telecom, Healthcare and Financial etc.</li> </ul>
<b>Lead Account Manager/Recruiting Manager</b> <span style="float: right;"><b>January 2014 – July 2017</b></span> IDC Technologies, Milpitas CA/ India,
<b>Talent Acquisition</b> <span style="float: right;"><b>August 2012 – December 2013</b></span> Okaya Inc., Hicksville, NY/India

<b>Priyanka Pawar - Head of Human Resource and Hiring</b>	
<b>Brief Summary</b>	
Discerning Human Resources Manager with a <b>12+ years of experience</b> promoting <b>productive communication and coordination</b> across organizations. Specializing in <b>Employee relations, Payroll &amp; compliance, and workforce Management</b> . Builds <b>Rapport at all level and resolve issues</b> quickly.	
<b>Education</b>	
All India Management Association (AIMA)	<b>Jul 2014 - Dec 2016</b>
<b>MBA - Delhi Human Resources Management</b>	
Uttar Pradesh Technical University	<b>Jul 2009 - May 2013</b>
<b>B. Tech - Electronics &amp; Communication Engineering</b>	
<b>Certifications</b>	
LITTLER - Certified Attendee	<b>Year: 2020</b>
<b>Certification body: "The Rite of Fall": Preparing Policy Handbook</b>	
LITTLER - Certified Attendee	<b>Year: 2020</b>
<b>Certification body: Legal Education Program: Certificate of Attendee</b>	
HRCI – Certified Attendee & SHRM Attendee	<b>Year 2020</b>
<b>Certificate of Professional Development Credit Anti- Harassment &amp; Compliance</b>	
HRCI –A Check Global Certified & HRCI – SHRM	<b>Year 2020</b>
<b>Form I9: What's new in 2020 HRCI</b>	
A Check Global Certified	<b>Year: 2019</b>
<b>Five reasons not to take day off from compliance</b>	
<b>Professional Experience</b>	
<b>Head – HR &amp; Hiring</b>	<b>August 2022 – Present</b>
Clovity Inc, Noida, Uttar Pradesh	
<b>Sr. HR Manager – North America</b>	<b>February 2018 – August 2022</b>
Net2source Consulting Ltd., Noida, Uttar Pradesh	
<b>Responsibilities:</b>	
<ul style="list-style-type: none"> <li>• Created and maintaining the complete gamut of consultant care.</li> <li>• Creating and implementing the employee care sop's and process guidelines for the team.</li> </ul>	

- Touch-base calls to the active employees and their feedbacks.
- Conducting reference, compliance, educational, certification, and background checks.
- Educating (w2, 1099 & c2c) new hire about the policies and procedure.
- Implementation of sense; where sense helps communication automation for candidate, client, and internal employee engagement.
- Carrying out surveys & analysis and work on shortcomings.
- Review and analysis of glass door ratings & net promoter score.
- Directed and controlled various benefit programs, including Cal savers, medical, dental and vision packages.
- Child support/ Court garnishment setup in ADP.
- Handling payroll, timesheet, BGC, Vendor payment related queries.
- Making sure timely deduction and tax deposits with ADP.
- Handling tax dispute with State, and Local agencies and EEOC reporting.
- Requesting new class code with Workers' comp insurance and the job role coverage.
- Initiated and maintained Workers Compensation cases for tracking, reporting and legal mechanics.
- Reduced workers' compensation claims by instituting corporate safety training programs
- Deliver ADHOC projects and support management in crisis situations.
- Responding unemployment notices received from State/Local agencies.
- Participating in court hearing with unemployment agencies.
- Respond to colleague & Labor relations (CLR) queries on shared mailbox, conduct necessary investigations for consultant grievances and partner with people leaders in seamlessly managing consultant matters in line with company/Client policies.
- Processing semi-monthly payroll through ADP.
- New state registration and setup Tax ID's in ADP for payroll & Taxes.
- Maintained company compliance with all local, state, and federal laws, in addition to establishing organizational standards.

**Sr. Talent Management Specialist** **Jan 2016 – Jul 2017**  
Enterprise Solutions Inc., Noida, Uttar Pradesh

**Talent Management Specialist (HR Executive)** **Feb 2015 – Dec 2015**  
Artech Info-systems Pvt. Ltd, Noida, Uttar Pradesh

**Senior Product Support Consultant** **Sep 2013 – Dec 2014**  
HCL Technologies Ltd, Noida, Uttar Pradesh

**Process Associate** **Jul 2013 – Sep 2013**  
Genpact, Gurgaon, Delhi

**Sr. Product Support Consultant** **2008 - 2011**  
NIIT Technologies, Gurgaon, Delhi

<b>Surya Pratap Kothari- Senior Account Manager</b>	
<b>Brief Summary</b>	
<ul style="list-style-type: none"> <li>As an experienced US Staffing professional, with <b>over 9 years</b> of experience, I bring a strong track record of success in delivering exceptional results for my clients and business. I have developed a deep understanding of the recruitment process and staffing industry trends.</li> <li>Successfully managed, mentored, and trained a staff of 40+ including Recruiters, Managers, Team Leads, and HR professionals all under one hood as Operations Manager.</li> <li>My expertise includes managing high-performance teams, building strong relationships with clients, and implementing innovative solutions that drive efficiency and reduce costs. I have a proven track record of success in resource and client management, along with process improvement, consistently producing desired results.</li> <li>Handled <b>Direct clients and Implementation Clients</b> from various industries like <b>Aerospace, Manufacturing, Telecom, IT Services, Pharmaceuticals, BFSI, Oil and Gas, Automobile, State &amp; Federal Government.</b></li> </ul>	
<b>Education</b>	
<ul style="list-style-type: none"> <li><b>B. Tech in ECE</b> from Kunwar Satya Vira College of Engineering &amp; Management (<i>formerly known as Veera College of Engineering</i>), Affiliated with UPTU, Lucknow in 2014.</li> <li>Senior Secondary in PCM from Dayavati Dharmavira Public School, Bijnor in 2010.</li> <li>High School from Dayavati Dharmavira Public School, Bijnor in 2008.</li> </ul>	
<b>Professional Experience</b>	
<b>Clovity Inc</b> <b>Noida</b> <b>Senior Account Manager</b>	<b>May 2024– Present</b>
Lead and manage client accounts to ensure satisfaction and retention and develop strategies to grow client accounts and drive revenue	
<b>Next Horizons LLC/KSNR IT Services</b> <b>Noida</b> <b>Operations Manager – Accounts &amp; Delivery Management</b>	<b>July 2020 – April 2024</b>
<b>Operations Management:</b>	
<ul style="list-style-type: none"> <li>Responsible for managing the whole US Process team for KSNR’s Staffing division Next Horizons LLC.</li> <li>Managed a staff of over 40 including, Recruiting, Sales, IT, HR, and Research teams.</li> </ul>	
<b>Delivery Management:</b>	
<ul style="list-style-type: none"> <li>Managed and on <b>Bristol Myers Squibb/(BMS) via VMS Beeline for Techno-functional roles.</b></li> <li>Managed <b>Aerospace client requirements including Defense Contractors and Direct Clients including Kirhill Inc., Arrowhead Products, Ascent Aerospace, Raytheon, Lockheed Martin, and Leidos for Techno-Functional and Engineering positions at all levels.</b></li> <li>Also, worked on multiple <b>US state and federal clients including, the State of MD, DC, VA, CA, TX, and federal clients including DOJ, DHS, DHHS, USAF, DOD, and USPS, and have expertise in recruiting clearance candidates.</b></li> </ul>	
<b>Reqroute Inc</b> <b>(Remote)</b> <b>Recruitment Lead and Delivery Management</b>	<b>March 2018 – April 2020</b>
<ul style="list-style-type: none"> <li>➤ Successfully handled full-cycle recruitment including requirement gathering, sourcing, initial screening, shortlisting, pre- and post-interview follow-ups, negotiation, document verifications, and background checks and closures.</li> </ul>	

- **Clients:** Cognizant and Infosys.
- **Industry:** BFSI, IT Services.
- **Tools:** VMS Beeline, Ceipal, Job-Diva, CATS, and other Job Boards.
- **Domain:** IT Developer and IT Engineering and Security, Non-IT and Networking

**Pyramid Consulting Inc** **Oct 2016 – March 2018**

**Noida**

**Executive Resourcing**

- Involved in full life cycle recruitment including, sourcing, screening, recruiting, interviewing, & assessing technical and interpersonal skills for potential candidates.
- Negotiate terms of employment including contract terms, salary, benefits, & relocation issues, and conduct reference & background checks.
- Acted as the main point of contact in the hiring process with each candidate from first Contact to acceptance of the offer.
- Developed and executed comprehensive search strategies to recruit senior and niche candidates in limited candidate spaces.

**Cynet Systems Inc** **Dec 2015 – Oct 2016**

**Noida**

**Talent Acquisition Specialist**

- Proactive recruitment skills to serve requirements within the minimum possible time.
- Maintained applicant tracking through a manual process utilizing MS Outlook and Excel
- Worked majorly with Implementation Partners and coordinated with their managers for gathering requirements and candidate follow-ups.
- **Clients:** Virtusa | Polaris; Tech Mahindra; CenturyLink; Impetus and HCL America.
- **Industry:** Telecom, IT Services, BFSI, Oil & Gas, Aerospace.

**Saffron Tech (@ CollarSearch)** **Nov 2014 – Dec 2015**

**Saket, New Delhi**

**Technical Recruiter**

- **Tools:** Monster.com; CareerBuilder; Dice; Indeed; Ladders; TechFetch; FieldGlass; Bullhorn.
- **Positions:** IT/ Non-IT requirements; Techno-Functional requirements; Software Developers; Engineers; Project/Program/ Managers; Testers; Analysts; Instructional Designers; SAP Trainer; US Federal Government requirements; Requirements under Healthcare domain.
- **Industry:** Telecom, IT Services, Pharmaceutical, Healthcare, BFSI, US State and Federal.
- **Clients:** Verizon (Wireless, Telecommunication, Business); AT&T; Symantec; Comcast; Blue Cross Blue Shield; UMB Bank; Facebook; Home Depot; Department of Justice; Department of Defence; USAF; NAVSEA; IBM; US Army.

We look forward to the opportunity to work with the **Meridian Charter Township** and are committed to delivering top-notch **Township Manager Search and Recruitment services** tailored to your specific needs. Thank you for considering our proposal.

Sincerely,

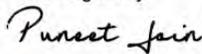
**Name:** Puneet Jain

**Title:** Senior Manager – Bid Management

**Email:** [procurement@Clovity.com](mailto:procurement@Clovity.com)

**Phone:** 510-916-1695

**Address:** 11501 Dublin Blvd, #200 Dublin, California, 94568

DocuSigned by:  
  
 6169232C6D8643D...

## 2. Describe the history of the firm

Founded in December 2008, Clovity has amassed **over 15 years** of dedicated experience in the field of Executive Search, specializing in **Non-IT, IT, and Healthcare leadership roles**. As a forward-thinking firm, Clovity is committed to **future-proofing** our clients' leadership teams through **strategic recruitment and innovative solutions**. Over the years, Clovity has conducted **more than 400 recruitments in 25 states** for various government positions, establishing a robust track record of success.

We are particularly thrilled at the prospect of collaborating **With the Meridian Charter Township**. As we are **Registered entity from the State of Michigan**. Our partnership with The *Meridian Charter Township* presents an exciting opportunity to leverage our executive search expertise to enhance the organization's leadership team by providing it an excellent procurement of **Township Manager**, ensuring alignment with its strategic objectives and commitment to serving the community.

At Clovity, we don't just fill positions; we cultivate partnerships and empower our clients with the strategic advantage of exceptional leadership talent. We invite The *Meridian Charter Township* to partner with us as we work together to shape a future defined by excellence, diversity, and lasting success.

**Legal Name:** Clovity Inc

**Headquarter:** 11501, Dublin Blvd, #200, Dublin, California - 94568

**Name of Principal:** Anuj Sachdeva

**Number of Employees:** 150+

**Longevity:** 15+ Years

**Year of Establishment:** December, 2008

**State of Incorporation:** California

**Ownership Structure:** Corporation

**Website Address:** [www.Clovity.com](http://www.Clovity.com)

**Certification:** Inc.5000, Microsoft Gold Partner, Atlassian Gold Solution Partner & CIO Magazine Top Growth IoT Platform & Solution Provider

### Types of Services Provided

Clovity offers a comprehensive suite of recruitment services, including:

- **Executive Search:** Specializing in both IT and Non-IT leadership roles, as well as healthcare leadership.
- **Staff Augmentation:** Providing skilled professionals for short-term and long-term projects across various sectors.
- **Recruitment Process Outsourcing (RPO):** Managing the end-to-end recruitment process for clients to ensure efficiency and quality.
- **Diversity and Inclusion Initiatives:** Actively seeking out and promoting candidates from diverse backgrounds to foster inclusive leadership teams.

### Unique Qualifications

1. **Extensive Experience:** With over 15 years in the industry, Clovity has a deep understanding of the executive recruitment landscape. This extensive experience allows us to tailor our services to meet the specific needs of our clients.
2. **Successful Track Record:** Clovity has conducted over 400 recruitments across 25 states, demonstrating our ability to attract and place highly qualified candidates in key positions. Our

<p>delivery success ratio of approximately 96% and a customer satisfaction rate of 9.6 underscore our commitment to excellence.</p>
<p>3. <b>Diversity and Inclusion:</b> As a certified Minority Business Enterprise (MBE) and Small Business Enterprise (SBE) from the State of Ohio, Clovity is dedicated to fostering diversity and inclusion in the executive ranks. We actively seek out candidates from diverse backgrounds and champion initiatives to bring more women into leadership roles, recognizing the value of diverse perspectives in driving innovation and success.</p>
<p>4. <b>National Reach and Local Expertise:</b> While headquartered in Dublin, California, Clovity has a broad geographic reach, enabling us to conduct effective searches across the country. Our experience with various state and local government agencies, such as the City of Sacramento, the State of Michigan, and the California Air Resource Board, highlights our capability to understand and meet the unique needs of public sector organizations.</p>
<p>5. <b>Awards and Recognition:</b> Clovity has been recognized for its rapid growth and excellence in the industry, receiving multiple awards including Inc’s 5000 Fastest Growing Privately Held Companies in the US (2021, 2022 &amp; 2023), Gold Winner for Best of IoT – Smart Buildings by IoT Innovator Awards (2022), and USPAACC Fastest 50/100 Asian American Business (2022 &amp; 2023).</p>
<p>6. <b>Commitment to Customer Satisfaction:</b> Clovity’s client-centric approach is evident in our high customer satisfaction rate and our ability to provide resources within a short turnaround time of 2-4 hours. Our commitment to quality is further demonstrated by our ability to replace candidates within 24 hours if necessary.</p>

### Achievements and Performance Indicators

<ul style="list-style-type: none"> <li>• <b>Delivery Success Ratio:</b> Approximately 96% successful delivery over 15 years.</li> </ul>
<ul style="list-style-type: none"> <li>• <b>Customer Satisfaction Rate:</b> Rated at 9.6, reflecting our dedication to client satisfaction.</li> </ul>
<ul style="list-style-type: none"> <li>• <b>Standard Turnaround Time:</b> Capable of providing requested resources within 2-4 hours.</li> </ul>
<ul style="list-style-type: none"> <li>• <b>Candidate Replacement Time:</b> Ensuring replacement of candidates within 24 hours if needed.</li> </ul>

### Our Past Experience

At Clovity, we understand the unique needs of public sector organizations. We are proud to partner with a wide range of clients across the United States, including:

#### Government Agencies:

<p>1. <b>City of Sacramento, California</b></p> <p>Clovity was awarded to provide Executive Recruitment Search Services to the city for the high level leadership roles.</p>
<p>2. <b>Illinois Public Higher Education Cooperative (IPHEC)</b></p> <p>Our team understands the complexities of higher education recruitment. We assist IPHEC in finding exceptional leaders for its member institutions.</p>
<p>3. <b>San Antonio Water System</b></p> <p>Clovity has provided Staff Augmentation Services for High Level Positions such as Human Resource Manager, Managing Director, Finance Director etc.</p>
<p>4. <b>State of Michigan</b></p> <p>Clovity has a proven track record of successful placements for various Michigan state government agencies. Our deep understanding of the state’s recruitment landscape allows us to identify top talent aligned with your specific requirements.</p>
<p>5. <b>Rochester Housing Authority</b></p>

We have experience recruiting qualified leaders for housing authorities nationwide. We can leverage our expertise to find the perfect candidate to manage and oversee the Rochester Housing Authority.

**6. State of Florida (Statewide)**

Our experience positions us to be a valuable partner for the State of Florida as a pre-qualified vendor for executive search services. We efficiently fulfil recruitment needs while adhering to all established protocols.

**7. California's Air Resource Board**

We have a national network of environmental professionals and we assist the California Air Resource Board in finding the most qualified leaders to address air quality challenges.

**8. State of Kansas**

Clovity design and execute a customized search strategy to identify top talent for executive positions within the State of Kansas.

**9. US Army Corps of Engineers**

Our team has experience recruiting for government agencies with specialized needs. We can partner with the US Army Corps of Engineers to find the right leaders for their critical projects.

**Broad Geographic Reach:**

**10. State of MA (Statewide)**

While headquartered in Michigan, Clovity's national reach allows us to conduct effective searches across the country, including for the State of Massachusetts.

**11. Jasper County Sherriff, State of Missouri**

We assist the Jasper County Sheriff's office in Missouri with identifying qualified law enforcement leadership.

**12. State of Minnesota**

Our experience extends to the State of Minnesota. We leverage our national network to find the best candidates for executive positions.

**13. Judicial Council of California**

Clovity assist the Judicial Council of California in recruiting high-calibre leaders for the state's court system.

**Public Utilities:**

**14. University of Utah Health**

Our team understands the unique needs of academic medical centers. We partner with the University of Utah Health to find exceptional leaders for their healthcare system.

**15. UC Davis Health, California**

Similar to the University of Utah Health, Clovity assist UC Davis Health in California with recruiting top leaders for their healthcare organization.

**16. School District of Philadelphia**

Our K-12 education sector experience allows us to partner with the School District of Philadelphia to identify strong leaders for their school system.

**Non-Profits:**

**17. Maryland Judiciary**

Clovity partner with the Maryland Judiciary to find qualified leaders who uphold the integrity and efficiency of the court system.

**18. Baker Ripley**

While not a government agency, Baker Ripley is a non-profit organization focused on social services. Our experience extends to recruiting leaders for non-profit organizations and we assist Baker Ripley in finding the right candidate to guide their mission.

### 3. Scope of Required Services

**Overview of Recommended Approach to Scope of Services**

Clovity is committed to providing a comprehensive and efficient approach to **the executive recruitment process for the Township Manager role for Meridian Charter Township**. Our approach is designed to ensure thoroughness, inclusivity, and transparency at each stage of the recruitment process. Below is an overview of our recommended approach to each element outlined in the scope of services, along with a detailed Phases.

Phase 1 - Develop a Comprehensive Township Manager Profile
<p><b>Approach:</b></p> <ul style="list-style-type: none"> <li><b>Information Gathering:</b> Conduct interviews with key stakeholders, including the Township Board, staff, and representatives from the Meridian Township community, to understand the challenges and opportunities for the next Township Manager.</li> <li><b>Position Profile Creation:</b> Develop a detailed Township Manager profile that includes required skills, qualifications, and attributes. This profile will be used to guide the recruitment process.</li> <li><b>Job Description Revision:</b> Assist with revising the Township Manager job description to ensure it aligns with the updated profile and current needs of the Township.</li> </ul> <p><b>Management and Scheduling:</b></p> <ul style="list-style-type: none"> <li>Schedule and conduct stakeholder interviews.</li> <li>Draft and finalize the Township Manager profile and revised job description.</li> </ul>
Phase 2 - Review the Area Market and Make Compensation Recommendations

**Approach:**

- **Market Analysis:** Conduct a comprehensive review of the area market to gather data on compensation for similar roles.
- **Recommendations:** Provide a detailed report with compensation recommendations based on market analysis and best practices.

**Management and Scheduling:**

- Conduct market research and analysis.
- Prepare and present the compensation recommendations.

**Phase 3 - Recruitment Process**

**Approach:**

- **Regional and Nationwide Search:** Utilize our extensive network and advanced recruitment tools to conduct a regional and nationwide search for highly qualified candidates.
- **Diversity Focus:** Implement targeted outreach to attract a diverse candidate pool, ensuring inclusivity and broad representation.
- **Application Management:** Receive and manage all application materials, and correspond with candidates as directed by the Township Board.

**Management and Scheduling:**

- Execute the search process, actively reach out to potential candidates, and manage incoming applications.

**Phase 4 - Communication Strategy**

**Approach:**

- **Regular Updates:** Develop a communication plan to keep key stakeholders updated at various stages of the recruitment process. This includes scheduled progress reports and meetings with the Township Board.
- **Transparency:** Ensure that all communication is clear, transparent, and timely to maintain trust and engagement.

**Management and Scheduling:**

- Implement communication strategy throughout the recruitment process, with bi-weekly updates to stakeholders.

**Phase 5 - Candidate Screening**

**Approach:**

- **Application Review:** Thoroughly review all application materials and identify candidates who meet the criteria outlined in the position profile.
- **Engagement:** Engage with qualified candidates to further assess their fit for the role.
- **Narrowing the Field:** Narrow down the candidate pool to those who closely match the needs of the Township.

**Management and Scheduling:**

- Conduct application reviews and initial candidate engagements.
- Narrow the candidate pool and prepare for detailed analysis.

**Phase 6 - Candidate Analysis**

**Approach:**

- **Written Report:** Provide a detailed written report recommending the top group of candidates. This report will include background information, strengths, weaknesses, education, and professional accomplishments.
- **Candidate Presentation:** Present the top candidates to the Township Board for review.

**Management and Scheduling:**

- Prepare the written report and present it to the Township Board.

<b>Phase 7 - Interview and Selection Process</b>
<p><b>Approach:</b></p> <ul style="list-style-type: none"> <li>• <b>Interview Facilitation:</b> Facilitate an interview process with the select group of top candidates, advising the Township Board on the strategy to engage key stakeholders.</li> <li>• <b>Selection Assistance:</b> Assist the Township Board in the selection and decision-making process.</li> <li>• <b>Contract Negotiation:</b> Provide support in negotiating the contract with the final candidate.</li> <li>• <b>Performance Goals:</b> Help develop mutually agreed upon performance goals for the first 6 to 12 months of employment.</li> </ul> <p><b>Management and Scheduling:</b></p> <ul style="list-style-type: none"> <li>• Conduct interviews and assist in the selection process.</li> <li>• Assist with contract negotiation and performance goal development.</li> </ul>
<p><b>Communication and Coordination</b></p> <p>Clovity will maintain regular communication with the Township Board and key stakeholders throughout the recruitment process. Bi-weekly updates will be provided to ensure transparency and keep all parties informed of progress. Regular meetings and progress reports will be scheduled to discuss key milestones and any adjustments needed in the process.</p>
<p><b>Working Relationship with Township Staff</b></p> <p>Clovity values collaboration and partnership. We will work closely with Township staff to ensure that the recruitment process aligns with the Township's goals and expectations. Our team will be available for regular consultations, meetings, and updates to maintain a smooth and efficient working relationship.</p> <p>By following this comprehensive and structured approach, Clovity aims to deliver a successful recruitment process that results in the selection of a highly qualified Township Manager who will effectively lead Meridian Charter Township into the future.</p>

### Our Day - to - Day Timeline

<b>Day</b>	<b>Timelines</b>	<b>Task Owner</b>
1	Requisition Received from Our Client	<b>Head of Delivery - Project Manager</b>
1	Response to Client Confirming Receipt of Requirements and Undertaking of Staffing Process (1-4 hours)	<b>Project Manager</b>
1	Recruiting Team Begins to Source Candidates (4-8 hours)	<b>Sr. Recruiting Manager</b>
1	Internal Interviews, Code Tests, and Vetting of Shortlisted Candidates (1-2 hours)	<b>Executive Recruiter</b>
1	Submission of Selected Candidates (1 hour)	<b>Head of Delivery - Project Manager</b>
2	Recruiting Process Resumes to Provide More Options (4-6 hours)	<b>Executive Recruiter</b>
2	Further Testing, Interviewing, and Reference/Certification Checks (1-2 hours)	<b>Executive Recruiter</b>
2	Resume Review or Feedback Call with Client (1 hour)	<b>Head of Delivery - Project Manager</b>
2	Setting Up Interviews Post-Resume Meeting (1-2 hours)	<b>Sr. Recruiting Manager</b>
3	Client Interviews (1-4 hours)	<b>Executive Recruiter</b>
3	On-Boarding Selected Candidates (1 hour)	<b>Sr. Recruiting Manager</b>
3	Background Checks and E-Verify Compliance (1 hour)	<b>Sr. Recruiting Manager</b>

4/5	Background Check Reports Completion (1-2 hours)	Head of HR
4/5	Start On-Boarding Process for Compliant Candidates (1 hour)	Head of Delivery - Project Manager
4/5	Ordering Hardware for Selected Resource (1-4 hours)	Head of HR
4/5	System Access Setup (Varies)	Project Manager
6/7	Resource Start Date Coordination (Varies)	Head of HR
6/7	Day 1 Check-In and Daily Follow-Up for First Week	Head of HR
Post	Weekly and Monthly Governance Calls (1-4 hours per month)	Director of Client Management
Post	Performance Reviews	Director of Client Management
Post	Reporting to Client	Director of Client Management

This table format provides a clear overview of the project timeline with the tasks and corresponding task owners.

## 4. Provide examples of prior work

<i>Client: San Antonio Water System, Texas</i>	
<b>About:</b>	<p>The San Antonio Water System (SAWS) is a municipally owned utility that provides water and wastewater services to the greater San Antonio area in Texas. SAWS manages and distributes water to over 1.8 million customers across the city and surrounding areas. Committed to sustainability and innovation, SAWS continually invests in infrastructure upgrades and water conservation efforts to ensure reliable service for generations to come.</p> 
<b>Scope of service:</b>	<p>It is an overarching contract with San Antonio Water System for Non-IT and IT positions. In our collaboration with the Executive office of San Antonio Water System, we are providing a comprehensive suite of leadership positions to strengthen their Non-IT and IT team. This includes filling short-term, contract or permanent positions through staff augmentation, identifying and placing top talent that aligns perfectly with SAWS requirements through direct hire services, and even complete outsourcing of their departments or specific functions through managed service options. Our commitment goes beyond simply finding qualified candidates – we meticulously pre-vet all potential hires and possess deep knowledge in various Non-IT and IT domains relevant to SAWS’s operations. Furthermore, we offer flexible staffing solutions to seamlessly integrate with SAWS’s budget and resource requirements.</p>
<b>Deliverables:</b>	<p>For SAWS, we have provided several positions like Project Manager, Vice President of Operations, Human Resource Manager, Environmental Compliance Manager, Financial Analyst, Operations Manager, Customer Service Representative, Customer Service Manager and many more.</p>
<b>Services Provided:</b>	<p>We have successfully delivered Non-IT and IT staff for multiple projects for <b>San Antonio Water System</b>. Below provided are the descriptions of some of the services provided.</p> <p><b>Title: Project Manager</b></p> <p><b>Description of services provided:</b></p> <p>Our consultant is tasked with overseeing various projects within their infrastructure. He is responsible for coordinating the planning, execution, and completion of these projects, ensuring he</p>



meet the highest standards of quality and efficiency. Collaborating closely with internal teams, stakeholders, and external vendors, he facilitates effective communication and resource allocation to ensure projects are delivered on time and within budget. From defining project objectives to monitoring progress and resolving challenges along the way, he plays a pivotal role in driving project success and contributing to the continued reliability and sustainability of the water system.

**Title: Vice President of Operations**

**Description of services provided:**

Our consultant tasked with overseeing the comprehensive operations of water treatment, distribution, and wastewater management within the organization. He leads a team dedicated to ensuring the reliable and efficient delivery of water services to the community. Responsibilities include strategizing and implementing operational initiatives, optimizing resource allocation, and fostering collaboration across departments to enhance service quality and customer satisfaction. Additionally, he plays a key role in regulatory compliance, environmental stewardship, and continuous improvement efforts aimed at maintaining the integrity and sustainability of the water system. This leadership position requires a combination of strategic vision, operational expertise, and effective communication skills to drive operational excellence and support the mission of the San Antonio Water System.

**Title: Human Resource Manager**

**Description of services provided:**

Our consultant has pivotal role in ensuring effective HR operations and supporting the workforce needs of SAWS. He is responsible for overseeing all aspects of human resources management, including recruitment, training, performance management, employee relations, and compliance with employment laws and regulations. This entails developing HR policies and procedures tailored to SAWS's needs, managing recruitment processes to attract and retain top talent, and providing guidance and support to employees and management on HR-related matters. Additionally, he collaborates with SAWS leadership to develop and implement strategic HR initiatives that align with the organization's goals and objectives. His role is instrumental in fostering a positive work environment, promoting employee engagement and development, and contributing to the overall success of the San Antonio Water System.

**Title: Financial Analyst**

**Description of services provided:**

Our consultant acted as a Financial Analyst, providing in-depth financial analysis and reporting to support decision-making and strategic planning. He analyses financial data, including budgets, forecasts, and performance metrics, to identify trends, variances, and opportunities for improvement. Our consultant prepared financial models and projections to assess the financial impact of business initiatives and investments. Additionally, he conducts cost-benefit analyses and risk assessments to inform investment decisions and optimize resource allocation across the SAWS.

**Title: Chief Operating Officer**

**Description of services provided:**

the COO oversees the day-to-day operations of SAWS, ensuring efficiency, reliability, and regulatory compliance in water treatment, distribution, and wastewater management. He works closely with other executive leaders to develop and implement strategic initiatives that support SAWS' mission and goals. The COO is responsible for managing operational budgets, optimizing resource allocation, and fostering a culture of innovation and continuous improvement within the organization. Additionally, he plays a key role in stakeholder engagement, maintaining positive relationships with customers, regulators, and community partners. Overall, the COO's leadership is essential in driving SAWS' operational excellence and its commitment to providing high-quality water services to the residents of San Antonio.



<p><b>Title: Operations Manager</b></p> <p><b>Description of services provided:</b></p> <p>Our consultant plays pivotal role in overseeing the day-to-day operations related to water treatment, distribution, and wastewater management. Collaborating closely with SAWS leadership and personnel, his responsibilities encompass ensuring the efficient and effective functioning of water infrastructure systems. This includes supervising operational activities, managing resources, and optimizing processes to maintain service reliability and quality. He also plays a key role in implementing strategic initiatives, adhering to regulatory requirements, and driving continuous improvement efforts within the organization. His expertise and leadership contribute to the seamless delivery of water services to the residents and businesses of San Antonio, ultimately supporting SAWS' mission of providing sustainable water solutions to the community.</p> <p><b>Title: Environmental Compliance Manager</b></p> <p><b>Description of services provided:</b></p> <p>Our Environmental Compliance Manager has pivotal in ensuring that SAWS operations align with environmental regulations and sustainability standards. He oversees compliance efforts, ensuring that SAWS facilities and practices meet all relevant environmental laws and regulations. This includes monitoring water quality, managing permits, and implementing environmental management systems to minimize the impact of SAWS operations on the environment. He works closely with regulatory agencies, internal teams, and external stakeholders to address environmental concerns, mitigate risks, and promote sustainable practices. Additionally, he is responsible for conducting audits, developing policies and procedures, and providing training to SAWS staff to uphold environmental compliance standards. Overall, his role contributes to SAWS' commitment to environmental stewardship and ensures that his operations are conducted responsibly and in accordance with legal requirements.</p> <p><b>Success and Awards:</b></p> <p><b>Clovity Inc has achieved 100% success in completion of all the requirements asked by the San Antonio Water System with-in the defined timeframe and evaluated budget till date.</b></p>
--

<b>Client: State of Massachusetts (DOR)</b>	
<b>About Agency:</b>	
	<p>This department is responsible for the state's transportation infrastructure, including roads, bridges, public transportation systems, and airports. Their mission is to provide safe, reliable, and efficient transportation options for the people of Massachusetts. This not only improves daily commutes but also strengthens the state's economy by ensuring the smooth flow of goods and services.</p>
<b>Contract Details:</b>	
<p>Clovity is providing recruitment solutions and Non-IT and IT staffing services to State of Massachusetts (DOR) for executive (C-Suite) and other pivotal leadership roles which includes but not limited to: Vice President of Operations, Senior Director, Chief Technology Officer, Business Analyst, SeniorManagers, Project Manager, Administrative Assistant and Management, Chief Human Resources Officer (CHRO), Business Management, Security Management etc.</p>	
<b>Services Provided:</b>	
<p>We have successfully delivered Executive recruitment and non-IT staff for multiple projects. Below provided are the descriptions of some of the services provided.</p> <p><b>Title: Director</b></p> <p><b>Areas of Responsibilities:</b></p> <p>In the state of Massachusetts, we have recruited a director who plays a pivotal role in overseeing strategic initiatives, managing departmental operations, and ensuring compliance with state</p>	



regulations. Responsibilities often include budget oversight, policy development, and stakeholder engagement.

**Title: Vice President of Operations**

**Areas of Responsibilities:**

In the role of Vice President of Operations, we focus on optimizing the efficiency and effectiveness of organizational processes. Our services encompass overseeing day-to-day operations, resource management, and performance optimization. We develop and implement strategies to streamline workflows, enhance productivity, and improve quality standards. Additionally, we monitor key performance indicators, identify areas for improvement, and implement best practices to drive operational excellence. With our leadership and strategic guidance, we aim to achieve operational efficiency, reduce costs, and support organizational growth and success.

**Title: Chief Technology Officer**

**Areas of Responsibilities:**

As Chief Technology Officers (CTOs), we provide strategic leadership in technology-related matters. Our services include evaluating emerging technologies, developing technology roadmaps, and overseeing IT infrastructure and systems architecture. We collaborate with stakeholders to align technology initiatives with business objectives and drive innovation. Additionally, we ensure the security and integrity of IT systems and data assets, as well as compliance with regulatory requirements. With our expertise, we aim to leverage technology to gain competitive advantages, enhance operational efficiency, and drive business transformation.

**Title: Project Managers**

**Areas of Responsibilities:**

Our Project Managers lead and oversee projects from initiation to completion, ensuring they are delivered on time, within budget, and according to specifications. We develop project plans, define scope, set objectives, and allocate resources effectively. Additionally, we facilitate communication among team members, stakeholders, and clients to ensure alignment and transparency throughout the project lifecycle. They monitor project progress, identify risks, and implement mitigation strategies to keep projects on track. With our strong leadership, organizational, and problem-solving skills, they drive project success and contribute to organizational growth and success.

**Title: Business Analyst**

**Description of services provided:**

Our consultants excelled as a Business Analyst, facilitating the translation of business needs and objectives into actionable requirements and solutions. They conduct thorough analysis of business processes, workflows, and systems, identifying opportunities for improvement and optimization. Our consultants collaborated closely with stakeholders to elicit and document business requirements, ensuring alignment with strategic goals and objectives. They also play a key role in project planning and management, guiding cross-functional teams through the development and implementation of solutions that delivered measurable value. Additionally, our consultants monitor and analyse key performance metrics, providing insights and recommendations to drive continuous improvement and informed decision-making across the organization.

**Success and Awards:**

**Clovity has achieved 100% success in completion of all the requirements asked by the Mass's DOR with-in the defined timeframe and evaluated budget till date.**

<b>Client: State of Massachusetts (EOHHS)</b>	
<b>About:</b>	
<p>This agency oversees a range of programs related to health, well-being, and social services for Massachusetts residents. EOHHS works to ensure access to healthcare, substance abuse treatment, support for older adults and individuals with disabilities, and various financial and nutritional programs. Essentially, their aim is to promote the health and independence of a large portion of the state's population</p>	
<b>Contract Details:</b>	
<p>Clovity currently holds a contract with the State of Mass - Executive office of Health and Human Services (EOHHS) to provide Information Technology Staff Augmentation Services to various State Government agencies of the State of MA. We are qualified to provide IT and Non-IT staff for over 40+ major IT and Non-IT categories including but not limited to Vice President of Operations, Chief Human Resource Officer (CHRO), Business Intelligence Analyst, Project Manager, Research Assistant, Senior Project Manager, Data Strategy, Security Management, Business Management, Training, Security Management etc.</p>	
<b>Services Provided:</b>	
<p>We have successfully delivered IT and Non-IT staff for multiple IT and Non-IT projects for the <b>State of MA (EOHHS)</b>. Below provided are the descriptions of some of the services provided.</p>	
<p><b>Title: Vice President of Operations</b>  <b>Description of services provided:</b>            Our Vice President of Operations (VP of Operations) is a senior executive responsible for managing and overseeing the day-to-day operational functions of the company. This role involves strategic planning, enhancing operational procedures, and ensuring the organization's efficiency, productivity, and profitability. The VP of Operations works closely with other executives to set and meet the department's short and long-term goals.</p>	
<p><b>Title: Head of Administration</b>  <b>Description of services provided:</b>            Our Head of Administration oversees and manages administrative functions within organization, ensuring efficient operations and support services. He provides leadership and direction to administrative staff, including administrative assistants and office managers. He develops and implements administrative policies, procedures, and workflows to optimize efficiency and productivity. Additionally, he oversees facilities management, office supplies procurement, and vendor management. He serves as a point of contact for internal and external stakeholders, handling inquiries and resolving issues effectively. With his strategic vision and management skills, he contributes to organizational success and growth.</p>	
<p><b>Title: Senior Project Manager</b>  <b>Description of services provided:</b>            Our senior project managers lead complex projects and initiatives, leveraging their extensive experience and expertise in project management. They oversee project teams, set strategic direction, and ensure alignment with organizational goals. They develop project plans, define scope, and establish key milestones to guide project execution. Additionally, they identify and mitigate risks, resolve issues, and manage stakeholder expectations to ensure project success. They serve as a mentor and coach to project managers, providing guidance and support to drive professional development. With their leadership and strategic vision, they play a pivotal role in delivering high-impact projects on time and within budget.</p>	

**Title: Business Consultant**

**Description of services provided:**

Our business consultants provide expert advice and guidance to organizations on various aspects of business operations, strategy, and management. They conduct thorough assessments, analyze data, and identify opportunities for improvement. They develop tailored solutions, recommendations, and action plans to address specific business challenges and objectives. Additionally, they facilitate workshops, meetings, and training sessions to align stakeholders and drive organizational change. With their industry knowledge, analytical skills, and strategic mindset, they empower organizations to achieve sustainable growth and success.

**Title: IT Support**

**Description of services provided:**

Our IT support professionals offer expert assistance in diagnosing and resolving technical issues within organizations. They provide troubleshooting support for hardware, software, and network-related problems, ensuring the smooth functioning of IT systems. Their responsibilities also include installing and configuring software, setting up computer systems, and providing technical guidance to end-users. With their in-depth knowledge of IT systems and dedication to customer service, they play a crucial role in maintaining IT infrastructure and supporting organizational productivity.

**Title: Business Intelligence Analyst**

**Description of services provided:**

Our business intelligence analysts specialize in gathering, analyzing, and interpreting data to provide actionable insights for organizational decision-making. They design and develop data models, dashboards, and reports to visualize key performance indicators and trends. They collaborate with stakeholders to understand business requirements and translate them into analytical solutions. Additionally, they conduct data mining, predictive modeling, and statistical analysis to uncover patterns and correlations in data. With their expertise in data analytics and business acumen, they empower organizations to make informed decisions and drive strategic initiatives.

**Title: Research Assistant**

**Description of services provided:**

Our Research assistants play a vital role in supporting research projects across various fields. They assist researchers by conducting literature reviews, gathering and analyzing data, and preparing research reports. Their responsibilities may include data collection, entry, and analysis, as well as assisting in experimental procedures and documentation. Our Research assistants contribute to the success of research initiatives by providing meticulous support throughout the research process, helping to advance knowledge and discovery.

**Success and Awards:**

**Clovity has achieved 100% success in completion of all the requirements asked by the Mass's EOHS with-in the defined timeframe and evaluated budget till date.**



<b>Client: Advantasure</b>	
<b>About</b>	
<p>Advantasure in Virginia, a healthcare technology company now part of UST Health Proof, helps health plans, particularly those managing government programs like Medicare Advantage and Medicaid, operate more efficiently. Located in Glen Allen, Virginia, Advantasure offers a suite of software and services to improve plan performance. This includes tools for accurate risk assessment, improved quality care ratings, proactive member health management, and streamlined administrative tasks. By focusing on these areas, Advantasure helps health plans optimize their operations and ultimately provide better care for their members.</p>	
<b>Contract Details:</b>	
<p>We are qualified to provide IT staff for over 25+ major IT categories including but not limited to Business Consultant, IT Support, Data Scientist, Administration Assistant, Network Engineer, Project Coordinator, Data Strategy and Management, Quality Assurance, Network Management, Director of Operations, Telecommunications, ERP, Business Management, Training, Security Management etc.</p>	
<b>Services Provided:</b>	
<p>We have successfully delivered IT staff for multiple IT projects for the <b>Advantasure</b>. Below provided are the descriptions of some of the services provided.</p>	
<p><b>Title: Chief Technology Officer</b>  <b>Description of services provided:</b>            Our consultant as Chief Technology Officer (CTO) is a key executive role responsible for the overall technology strategy and implementation within the organization. The CTO leads the technology team to develop, integrate, and manage the company’s technology infrastructure and applications, ensuring alignment with business goals and objectives. He is a visionary leader with a strong technical background and a proven track record in technology management.</p>	
<p><b>Title: IT Director</b>  <b>Description of services provided:</b>            Our Chief Technology Officer (CTO) is a key executive role responsible for the overall technology strategy and implementation within the organization. The CTO leads the technology team to develop, integrate, and manage the company’s technology infrastructure and applications, ensuring alignment with business goals and objectives. The candidate is a visionary leader with a strong technical background and a proven track record in technology management.</p>	
<p><b>Title: Project Coordinator</b>  <b>Description of services provided:</b>            Our project coordinators provide essential support to project teams, facilitating the planning, execution, and monitoring of projects. They assist with project documentation, scheduling meetings, and maintaining project timelines and milestones. They track project progress, update stakeholders on status, and escalate issues as needed to ensure project goals are met. Additionally, they coordinate resources, manage project budgets, and prepare reports and presentations for project stakeholders. With their organizational skills and attention to detail, they contribute to the successful delivery of projects within time and budget constraints.</p>	
<p><b>Title: Business Consultant</b>  <b>Description of services provided:</b>            Our business consultants provide expert advice and guidance to organizations on various aspects of business operations, strategy, and management. They conduct thorough assessments, analyze data, and identify opportunities for improvement. They develop tailored solutions, recommendations, and action plans to address specific business challenges and objectives. Additionally, they facilitate</p>	



workshops, meetings, and training sessions to align stakeholders and drive organizational change. With their industry knowledge, analytical skills, and strategic mindset, they empower organizations to achieve sustainable growth and success.

**Title: Senior Data Scientist**

**Description of services provided:**

Our senior data scientists leverage advanced analytical techniques and tools to extract insights from data and inform decision-making within organizations. They collect, clean, and analyse large datasets to identify patterns, trends, and correlations. They develop predictive models, machine learning algorithms, and data visualizations to uncover actionable insights and drive business outcomes. Additionally, they collaborate with cross-functional teams to integrate data-driven solutions into business processes and systems. With their expertise in statistics, programming, and data analysis, they enable organizations to harness the power of data for strategic advantage.

**Title: IT Finance Analyst**

**Description of services provided:**

Our administrative assistants offer comprehensive support to organizations, handling a wide range of administrative tasks to ensure smooth operations. They excel in managing calendars, scheduling appointments, organizing meetings, and coordinating travel arrangements. Additionally, they are proficient in managing correspondence, drafting emails and documents, and maintaining accurate records. Their attention to detail and multitasking abilities makes them invaluable assets in maintaining efficiency within the office environment.

**Title: Senior Network Engineer**

**Description of services provided:**

Our Senior network engineers design, implement, and manage network infrastructure to ensure reliable and secure connectivity within organizations. They assess network requirements, design solutions, and configure hardware and software components to optimize performance. They troubleshoot network issues, diagnose problems, and implement solutions to minimize downtime and disruptions. Additionally, they monitor network performance, analyse data traffic, and implement security measures to protect against cyber threats. With their expertise in networking technologies and protocols, they contribute to the efficiency and reliability of organizational networks.

**Success and Awards:**

**Clovity has achieved 100% success in completion of all the requirements asked by Agency with-in the defined timeframe and evaluated budget till date.**

**Key Individuals Involved**

**1. Cameron Starman - Head of Client Management**

**Project Role:** Oversight of client relationships and project execution.

**Example Contribution:** Led strategic discussions with stakeholders, ensuring alignment of recruitment strategies with client objectives. Managed high-level communication and feedback loops.

**2. Prahalad Singh Dogra - Head of Delivery, Project Manager**

**Project Role:** Responsible for project management and delivery.

**Example Contribution:** Implemented streamlined recruitment processes, ensuring prompt sourcing and vetting of candidates. Coordinated with recruiting teams to meet client timelines and quality standards.

**3. Priyanka Pawar - Head of Human Resources and Hiring**



<p><b>Project Role:</b> Oversight of HR functions and compliance.</p> <p><b>Example Contribution:</b> Ensured adherence to E-Verify and background check procedures. Facilitated seamless onboarding and integration of hired candidates into client organizations.</p>
<p><b>4. Surya Pratap Kothari - Senior Accounts Manager</b></p>
<p><b>Project Role:</b> Management of client accounts and financial aspects.</p> <p><b>Example Contribution:</b> Handled budgetary considerations and financial reporting for recruitment projects. Supported client negotiations and contract management processes.</p>

**Summary**

Clovity's track record in implementing similar search processes demonstrates our capability to effectively manage executive recruitment projects across diverse sectors and geographical regions. Our team of experienced professionals, including Cameron Starman, Prahalad Singh Dogra, Priyanka Pawar, and Surya Pratap Kothari, brings a wealth of expertise in client management, project delivery, HR compliance, and financial management, ensuring successful outcomes for our clients.

*This part of the page is left blank intentionally.*

## 5. References

Reference 1	
<b>Agency Name</b>	State of MA – Department of Education
<b>Address</b>	135 Santilli Highway, Everett, MA 02149
<b>Brief Description of The Work</b>	Clovity is qualified vendor for State of MA, Dept of Education to provide for non-IT positions, where we have provided the agency with Deputy Commissioner for Teaching and Learning, Commissioner of Education, Commissioner of Education, Chief of Staff.
<b>Contact Person</b>	Sarah J Clifford
<b>Contact Information</b>	774-365-4444 (sjcliff408@gmail.com)

Reference 2	
<b>Agency Name</b>	Corewell Health
<b>Address</b>	3601 W.13 Mile Rd, Royal Oak, Michigan, 48067
<b>Brief Description of The Work</b>	Clovity is providing recruitment solutions and Non-IT and IT staffing services to Corewell Health for executive (C-Suite) and other pivotal leadership roles which includes but not limited to: Vice President of Operations, Director, Chief Technology Officer, Project Manager, Administrative Assistant and Management, Chief Human Resources Officer (CHRO), Business Management, Security Management etc
<b>Contact Person</b>	Swarup Sathe
<b>Contact Information</b>	734-717-7964 (swarup.sathe@corewellhealth.org)

Reference 3	
<b>Agency Name</b>	State of MA – EOHHS
<b>Address</b>	One Ashburton Place 11th Floor Boston, MA 02108
<b>Brief Description of The Work</b>	Clovity is qualified by State of MA (EOHHS), to provide Non-IT, IT staff for over 32+ major Non-IT and IT categories including but not limited to Project Manager, Administrative Assistant and Management, Chief Human Resources Officer (CHRO), Business Management, Security Management etc
<b>Contact Person</b>	Partha Gajula
<b>Contact Information</b>	781-775-7360 (Partha.gajula2@mass.gov)

Reference 4	
<b>Agency Name</b>	Advantasure
<b>Address</b>	4121 Cox Rd. Suite 200. Glen Allen, VA 23060, US
<b>Brief Description of The Work</b>	Clovity is qualified by Advantasure, Viginia based company to provide IT staff for over 25+ major IT categories including but not limited to, Director of Operations, IT Support, Data Scientist, Administration Assistant, Network Engineer, Project Coordinator, Data Strategy & Management, Quality Assurance Analyst, Network Management, Telecommunications Head etc.
<b>Contact Person</b>	Abe Chhaya
<b>Contact Information</b>	508-202-2508 (abhishekchhaya@yahoo.com)



Reference 5	
<b>Agency Name</b>	State of MA – Department of Revenue
<b>Address</b>	DOR, PO Box 7000, Boston, MA 02204
<b>Brief Description of The Work</b>	Clovity Inc currently holds a contract with the Dept. of Revenue, State of Massachusetts, to provide Temporary Staffing services. We are qualified to provide staff for over 50+ major Non-IT and IT categories including but not limited to Sr. Manager, Sr. Directors, General Managers, Vice President, Business Analyst, Project Manager, Chief Technology Officer etc.
<b>Contact Person</b>	Swati Mall
<b>Contact Information</b>	917-288-7549 (malls@dor.state.ma.us)

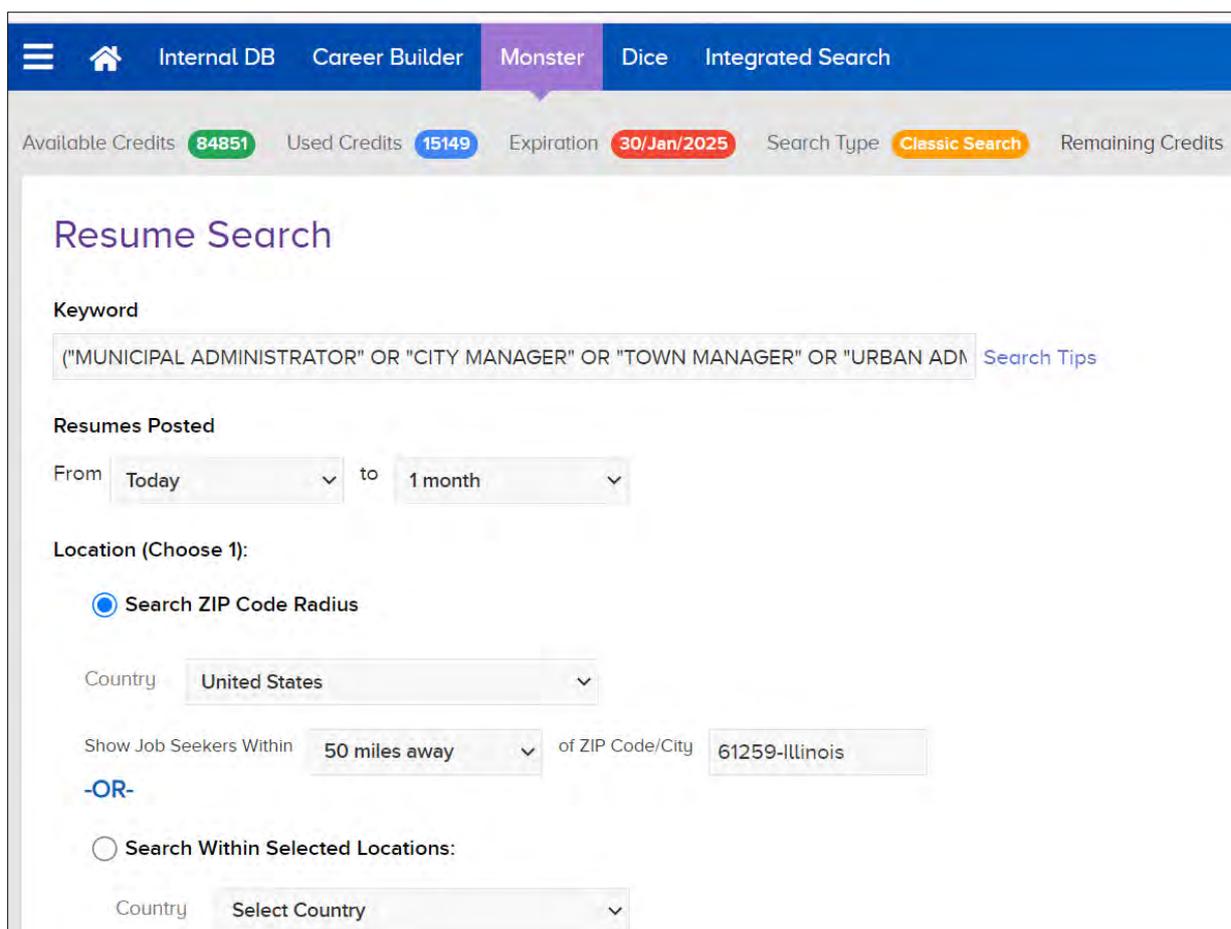
*This part of the page is left blank intentionally.*

## 6. Additional Data and Information

At Clovity, we take pride in our proven track record of recruiting top-tier leadership for government positions. As a testament to our commitment and expertise, we are sharing the samples illustrate our meticulous approach, from initial candidate sourcing and rigorous vetting to the final selection process. Our comprehensive methodology ensures that we identify and attract the most qualified candidates who can drive the strategic vision and operational excellence of municipal administrations. Through these samples, *Meridian Charter Township* will gain insight into the quality and depth of our recruitment services, demonstrating why Clovity is the preferred partner for executive search in the public sector.

### Initial Search for the candidates through different portals

#### Search on Monster



The screenshot shows the Monster job search interface. At the top, there is a navigation bar with options: Internal DB, Career Builder, **Monster**, Dice, and Integrated Search. Below the navigation bar, there are statistics: Available Credits (84851), Used Credits (15149), Expiration (30/Jan/2025), Search Type (Classic Search), and Remaining Credits. The main section is titled "Resume Search".

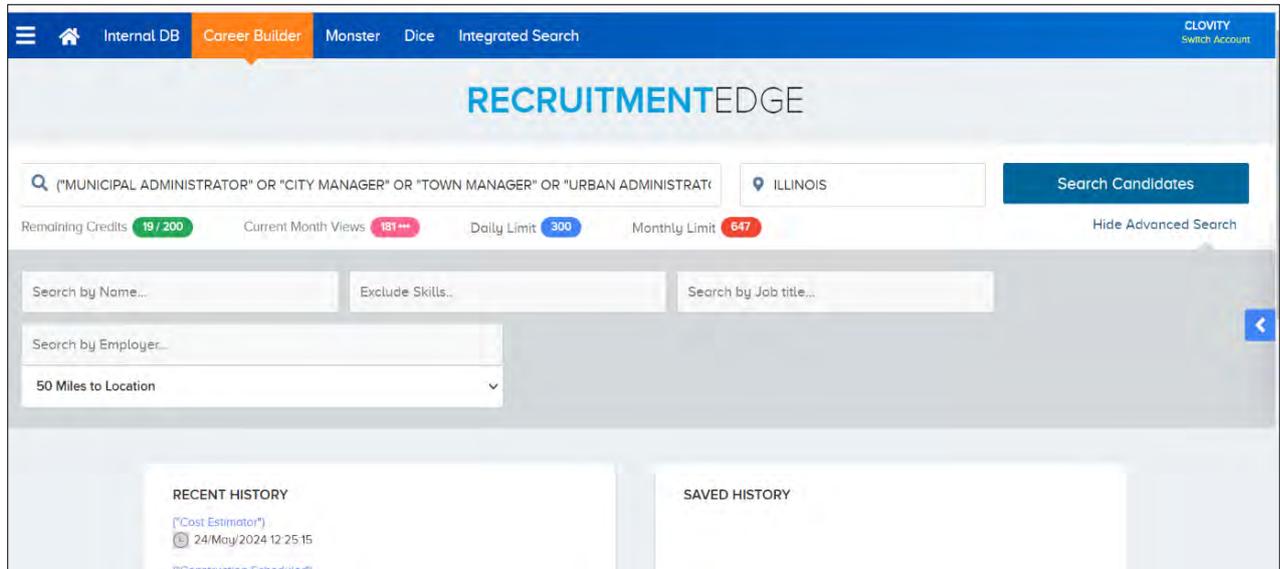
**Keyword:** ("MUNICIPAL ADMINISTRATOR" OR "CITY MANAGER" OR "TOWN MANAGER" OR "URBAN ADM" [Search Tips](#))

**Resumes Posted:** From Today to 1 month

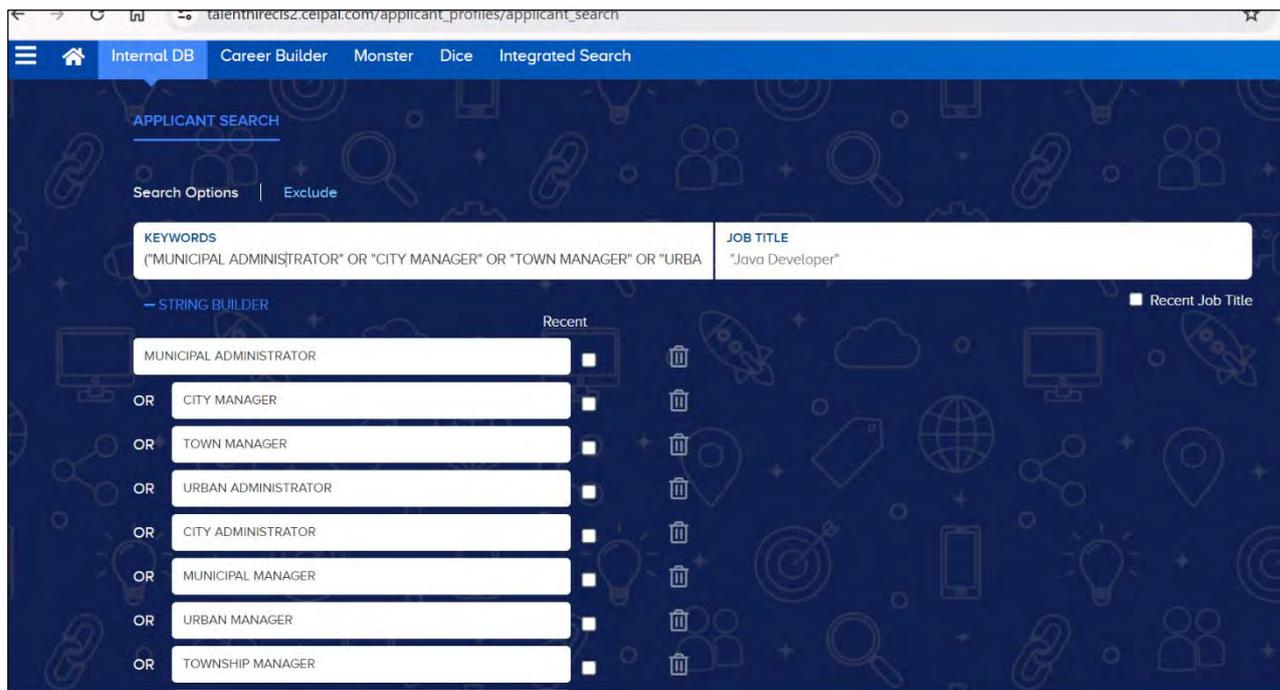
**Location (Choose 1):**

- Search ZIP Code Radius
  - Country: United States
  - Show Job Seekers Within: 50 miles away of ZIP Code/City: 61259-Illinois
- Search Within Selected Locations:
  - Country: Select Country

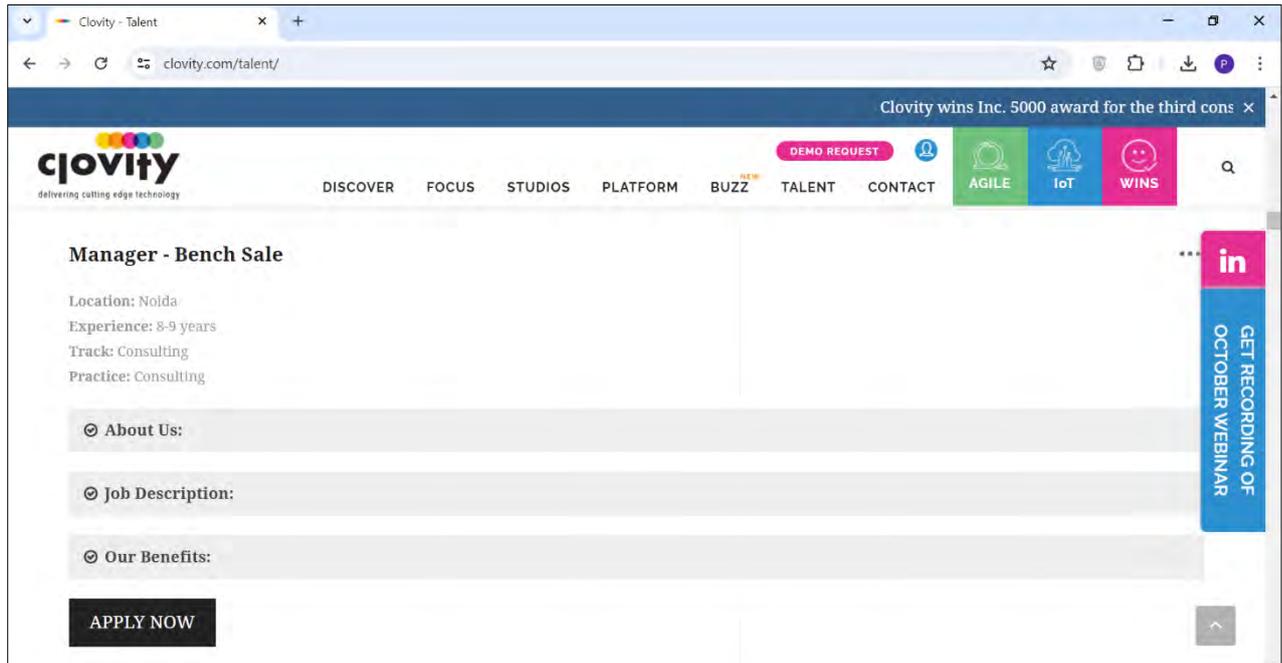
## Search on Career Builder



## Search In Our Internal Database



## Sample Candidate Brochures



Clovity wins Inc. 5000 award for the third consecutive year 2021-2023 | Clovity is Thrilled to Announce its Official Gold Solution Partner Status with At

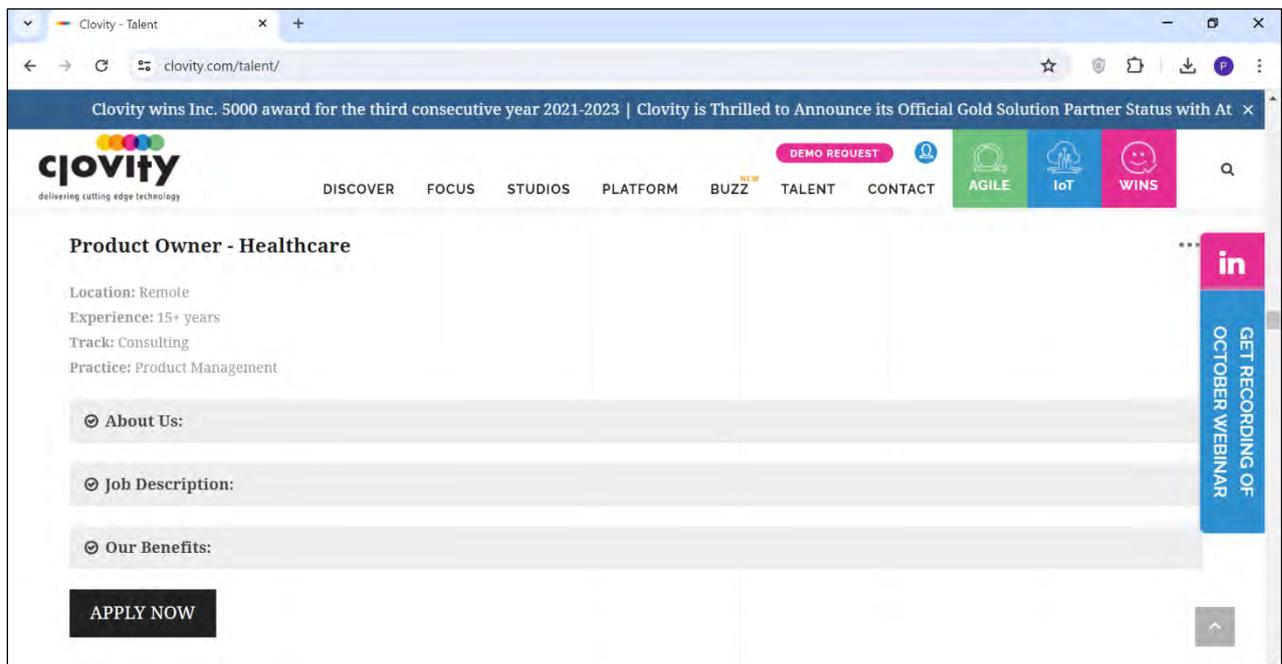
**Manager - Bench Sale**

Location: Noida  
 Experience: 8-9 years  
 Track: Consulting  
 Practice: Consulting

About Us:  
 Job Description:  
 Our Benefits:

**APPLY NOW**

GET RECORDING OF OCTOBER WEBINAR



Clovity wins Inc. 5000 award for the third consecutive year 2021-2023 | Clovity is Thrilled to Announce its Official Gold Solution Partner Status with At

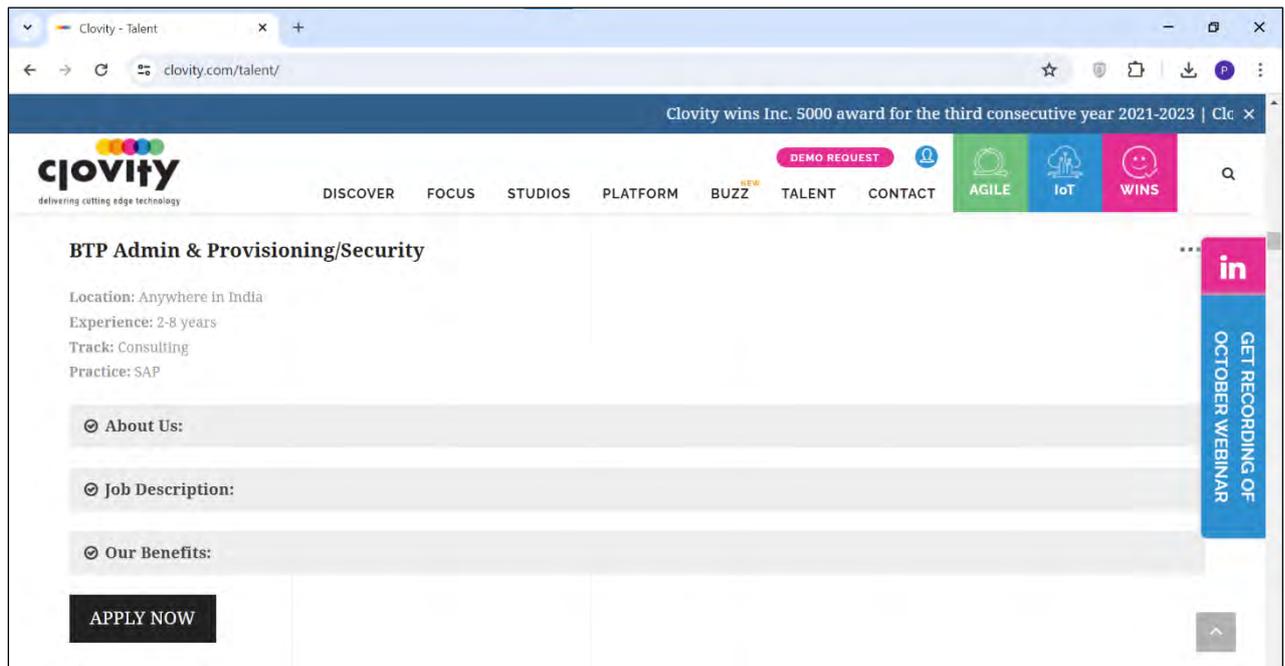
**Product Owner - Healthcare**

Location: Remote  
 Experience: 15+ years  
 Track: Consulting  
 Practice: Product Management

About Us:  
 Job Description:  
 Our Benefits:

**APPLY NOW**

GET RECORDING OF OCTOBER WEBINAR



Clovity - Talent

clovity.com/talent/

Clovity wins Inc. 5000 award for the third consecutive year 2021-2023 | Clovity

DISCOVER FOCUS STUDIOS PLATFORM BUZZ TALENT CONTACT

AGILE IOT WINS

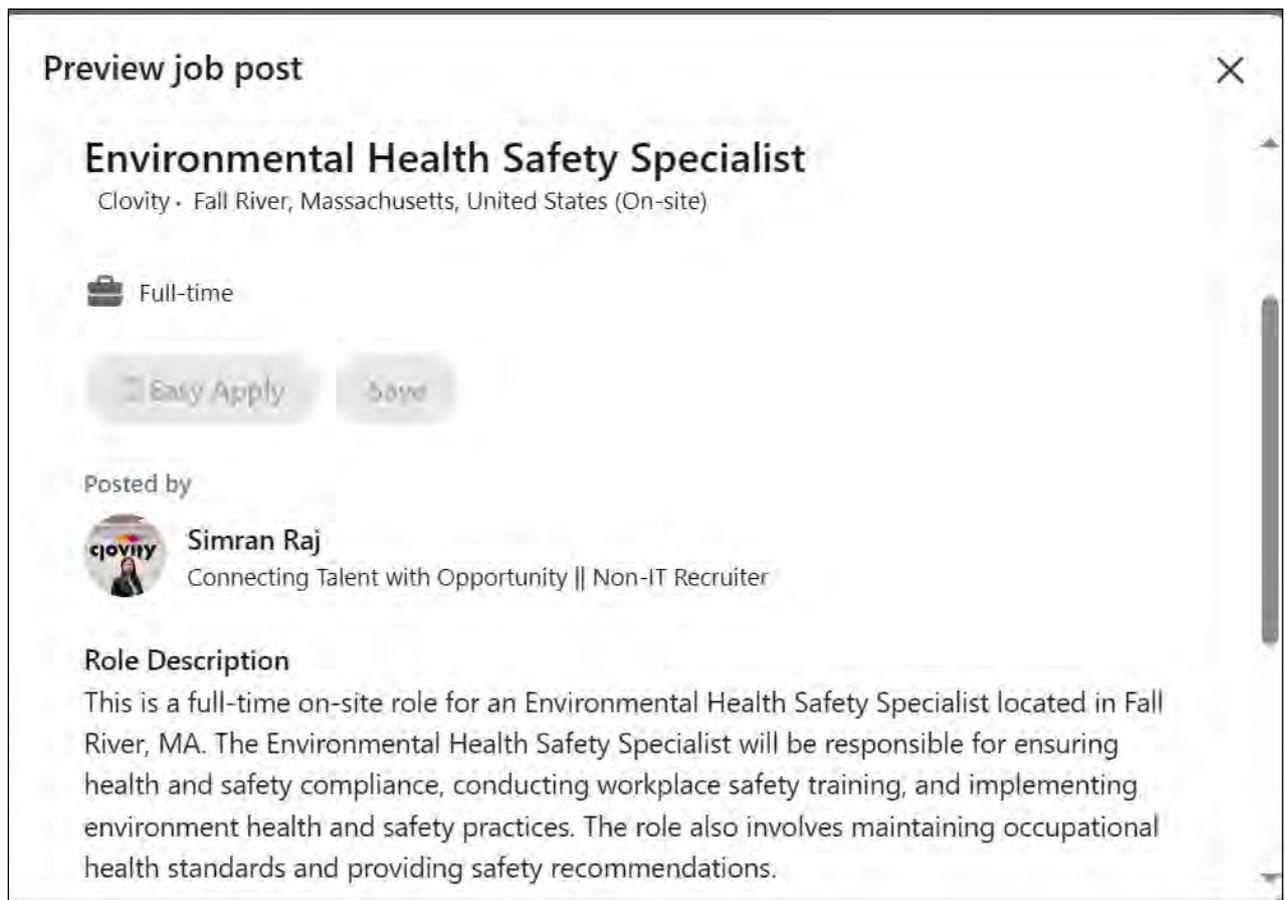
### BTP Admin & Provisioning/Security

Location: Anywhere in India  
 Experience: 2-8 years  
 Track: Consulting  
 Practice: SAP

⊗ About Us:  
 ⊗ Job Description:  
 ⊗ Our Benefits:

**APPLY NOW**

in GET RECORDING OF OCTOBER WEBINAR



## Preview job post

### Environmental Health Safety Specialist

Clovity - Fall River, Massachusetts, United States (On-site)

Full-time

Posted by

**Simran Raj**  
 Connecting Talent with Opportunity || Non-IT Recruiter

#### Role Description

This is a full-time on-site role for an Environmental Health Safety Specialist located in Fall River, MA. The Environmental Health Safety Specialist will be responsible for ensuring health and safety compliance, conducting workplace safety training, and implementing environment health and safety practices. The role also involves maintaining occupational health standards and providing safety recommendations.

**Candidate Data Form for Easy Accessibility**

You can put your company name here

**Candidate Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Resi No:**(\_\_\_\_\_) \_\_\_\_\_ **Off No:**(\_\_\_\_\_) \_\_\_\_\_ **Email:** \_\_\_\_\_

**Mobile:** \_\_\_\_\_

**Marital Status:** \_\_\_\_\_ **Sex:** \_\_\_\_\_ **DOB:** \_\_\_\_\_ **Age:** \_\_\_\_\_

**Education:**

Undergraduate (\_\_\_\_\_)  Diploma (\_\_\_\_\_)  Additional Qualification: \_\_\_\_\_  
 Graduate (\_\_\_\_\_)  PG \_\_\_\_\_  Qualification \_\_\_\_\_  
 University / Board \_\_\_\_\_ Month & Year of Passing \_\_\_\_\_  
 Percentage / Grade \_\_\_\_\_

**Total Experience:** \_\_\_\_\_ (Yrs) **Relevant Experience:** \_\_\_\_\_ (Yrs)  
 (Current Employer to be mentioned first)

<b>Company Name</b>	<b>Last Designation Held</b>	<b>From</b>
To dd/mm/yy	dd/mm/yy	Last Salary drawn

**Expected CTC:** \_\_\_\_\_ **Time for Joining:** \_\_\_\_\_ (days)

**Serious Illness / Disability (if any):** \_\_\_\_\_

<b>References: Details</b>	<b>Reference 1</b>	<b>Reference 2</b>
<b>Reference 3</b>		
<b>Name</b>		
<b>Curr Company</b>		
<b>Designation</b>		
<b>Contact No</b>		

I hereby declare that above information furnished is true & complete to the best of my knowledge

**Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_ **Signature:** \_\_\_\_\_



**Candidate Evaluation Form**

**Candidate Evaluation Form - Part 1**

**Position:**

**Candidate Name:**

**Interviewer Name:**

**Interview Date:**

Based on the interview, please evaluate the candidate's qualifications for the position listed above. In each section, space is provided to write additional job specific comments. If one of the questions does not apply to the position, please write N/A in the comment section.

**Education / Training**

The candidate has the necessary education and/or training required by the position.

Exceeds requirements

Meets requirements

Needs a little more training

Doesn't meet requirements

Comments:

**Work Experience**

The candidate has prior work experience that is related to the position.

Extensive experience

Meets requirements

Not related but transferable skills

No prior experience

Comments:



### Skills (Technical)

The candidate demonstrated to your satisfaction that he/she had the necessary technical skills to perform the job successfully.

- Exceeds requirements
- Meets requirements
- Needs a little more training
- Doesn't meet requirements

Comments:

### Supervising Others

The candidate demonstrated to your satisfaction that he/she had the necessary experience in supervising others to perform the job successfully.

- Exceeds requirements
- Meets requirements
- Needs a little more training
- Doesn't meet requirements

Comments:

### Leadership Skills

The candidate demonstrated to your satisfaction that he/she had the necessary leadership skills to perform the job successfully.

- Exceeds requirements
- Meets requirements
- Needs a little more training
- Doesn't meet requirements

Comments:



### **Interpersonal Skills**

Communication: articulated ideas clearly both written and orally.

- Exceeds requirements
- Meets requirements
- Needs a little more training
- Doesn't meet requirements

Comments:

### **Teamwork**

Demonstrated the ability to work well in a team and with superiors, peers, and reporting staff.

- Exceeds requirements
- Meets requirements
- Needs a little more training
- Doesn't meet requirements

Comments:

### **Time Management**

Demonstrated the ability to manage time independently and work efficiently.

- Exceeds requirements
- Meets requirements
- Needs a little more training
- Doesn't meet requirements

Comments:



**Customer Service**

Demonstrated the ability to be customer focused.

- Exceeds requirements
- Meets requirements
- Needs a little more training
- Doesn't meet requirements

Comments:

**Motivation for the Job**

The candidate expressed interest and excitement about the job.

- Exceeds requirements
- Meets requirements
- Needs a little more training
- Doesn't meet requirements

Comments:

**Problem Solving**

Demonstrated the ability to design innovative solutions and solve problems.

- Exceeds requirements
- Meets requirements
- Needs a little more training
- Doesn't meet requirements

Comments:



**Skill Needed**

Demonstrated the ability to:

- Exceeds requirements
- Meets requirements
- Needs a little more training
- Doesn't meet requirements

Comments:

**Overall Recommendation**

- Highly recommend
- Recommend
- Need clarification of qualifications
- Do not recommend

Comments:



**Interview Assessment Form**

**INTERVIEW ASSESSMENT FORM - HR**

**Candidate:** Johan Anish

**Contact Number:** 989807XXXX

**Age:** 42

**Source of the Candidate:** N/A

**Applied Job Title:** Chief Finance Director

**Marital Status:** Married

<b>Qualification</b>	Bachelor of Business Administration (Finance)
<b>Year (s) of Work Experience</b>	12ear
<b>Communication Skills Scale of (1-10)</b>	Intermediate (6.3)
<b>Computer Knowledge</b>	<b>Data Analysis Tools:</b> Microsoft Excel: Proficiency in Excel is crucial for organizing and analyzing large datasets, performing calculations, creating charts and graphs, and conducting statistical analysis using formulas and functions.
<b>Current Salary + Benefits</b>	Not to be disclosed
<b>Salary Expectation</b>	Not to be disclosed

**COMPETENCY ASSESSMENT**

(Scores: 4 Exceeds Criterion, 3 Meets Criterion, 2 Almost Meets Criterion, 1 Criteria Not Met)

<b>COMPETENCY</b>	<b>SCORE</b>
<b>Customer Focused</b> (Identifying, Understanding and giving priority to the needs to customer)	<b>3</b>
<b>Interpersonal Skills &amp; Flexibility</b>	<b>2</b>
<b>Leadership Quality</b>	<b>3</b>
<b>Planning &amp; Organizing</b> ( Planning, prioritizing & organizing effectively to provide excellent services for the Company)	<b>2</b>



<b>Problem Solving and Decision Making</b> ( Identifying and solving problem using insight and creativity and making decisions which best fit to Company Goals)	<b>3</b>
<b>Pursuing professional excellence</b> (Pursuing excellence in line with the company goals and appropriate professional bodies and working within appropriate company norms)	<b>3</b>
<b>Thinking and Acting Strategically</b> (Thinking and Harnessing ideas to achieve the Company vision).	<b>2</b>

**TOTAL RATING: 18**

Overall Comments: The Candidate is suitable for the role and fulfill our requirement for this position.

ACCEPTED
  REJECTED

Interviewer Name: Priyanka Pawar

Signature of Interviewer: *Priyanka* Date:01/13/2024

## 7. Cost Proposal

Name	Title	Hourly Rates	Reimbursable Expenses	Other Costs
<b>Cameron Starman</b>	Director of Client Management	<b>\$ 100</b>	N/A	<b>\$ 50</b>
<b>Prahlad Singh Dogra</b>	Project Manager	<b>\$ 75</b>	N/A	
<b>M Imran Z Khan</b>	Senior Recruiting Manager	<b>\$ 50</b>	N/A	
<b>Noor Baig</b>	Executive Recruiter	<b>\$ 50</b>	N/A	

# Thank you

## Contact Us:

### Headquarter Address:

**11501, Dublin Blvd., #200, Dublin, California - 94568**

### Michigan Address:

**2222 W. Grand River Ave, STE A, Okemos, Michigan, 48864**

### Phone Number:

**925-264-6360**

### Email:

**[procurement@clovity.com](mailto:procurement@clovity.com)**

### Web Address:

**[www.clovity.com](http://www.clovity.com)**



# Proposal

JULY 19, 2024

RFP



## TOWNSHIP MANAGER EXECUTIVE SEARCH

**MERIDIAN CHARTER  
TOWNSHIP, MI**

**Submitted by:**

MICHELE MORAWSKI  
ASSISTANT DIRECTOR, CLIENT SERVICES  
790 FRONTAGE ROAD, SUITE 213  
NORTHFIELD, IL 60093  
224.415.3791  
mmorawski@govhrusa.com

## Table of Contents

COVER LETTER .....	1
FIRM PROFILE .....	2
PERFORMANCE SOLUTIONS.....	3
WHY CHOOSE MGT/GOVHR?.....	5
OUR TEAM.....	6
PROJECT APPROACH & METHODOLOGY.....	7
PROJECT UNDERSTANDING .....	7
PROPOSED WORK PLAN .....	8
PROJECT TIMELINE .....	11
COMMITMENT TO DIVERSITY, EQUITY, & INCLUSION IN RECRUITMENTS .....	11
REFERENCES .....	13
COST PROPOSAL.....	14
FULL SCOPE RECRUITMENT .....	14
OUR GUARANTEE – FULL SCOPE RECRUITMENT .....	15
OPTIONAL ASSESSMENT CENTER.....	16
OPTIONAL SERVICES .....	17
APPENDIX A. CONSULTANT BIOGRAPHY.....	18
APPENDIX B. CLIENT LIST .....	21



# Cover Letter



July 19, 2024

Abigail Tithof, Human Resources Director  
Meridian Charter Township  
5151 Marsh Road  
Okemos, MI 48864

## RE: PROPOSAL FOR TOWNSHIP MANAGER EXECUTIVE SEARCH

Dear Ms. Tithof:

Thank you for the opportunity to provide you with a proposal for the Township Manager recruitment and selection process for the Meridian Charter Township (Township). Our proposal provides the Township with firm qualifications, key experience, a detailed work plan and timeline, and associated fees to provide services that exceed expectations. We provide a tailored, personal approach to executive recruitment and selection, and can adapt to your specific requirements for the position.

Our extensive experience translates into several key benefits for Meridian Charter Township:

- ◆ **Enhanced Candidate Pool:** We leverage our vast network to reach a wider range of highly qualified candidates, maximizing your chances of identifying the perfect leader who aligns perfectly with Meridian Charter Township's vision and strategic goals.
- ◆ **Deeper Public Sector Insights:** MGT brings in-depth knowledge of public sector challenges and opportunities. This allows us to source candidates who not only possess the necessary leadership skills but also understand the unique landscape of Meridian Charter Township, ensuring they can effectively address your community's specific needs.

We have some very exciting news to share. GovHR USA (GovHR) has recently been acquired by MGT of America Consulting, LLC (MGT). MGT is a nationally respected leader in public sector management consulting and technology services with a long track record in support of state, local, and education clients. Our consultants have worked in all areas of local government leadership including city/county management, human resources, public safety, finance, public works, parks and recreation, and utilities. This combined hands-on knowledge and experience has made MGT and GovHR proven leaders in public sector consulting.

## MGT CONTACT INFORMATION

<b>MGT HEADQUARTERS</b>	<b>MGT of America Consulting, LLC</b> 4320 West Kennedy Boulevard   Tampa, Florida 33609 P: 813.327.4717   www.mgtconsulting.com FEIN: 81-0890071
<b>PROPOSAL CONTACT</b>	<b>Michele Morawski, Assistant Director, Client Services</b> 790 Frontage Road, Suite 213   Northfield, IL 60093 224.415.3791   mmorawski@govhrusa.com

Thank you for the opportunity to submit a proposal to Meridian Charter Township . Should you have questions on any aspect of this proposal, please contact **Michele Morawski** at **224.415.3791** or **mmorawski@govhrusa.com**.

Regards,

Patrick J. Dyer, Vice President, *Authorized to bind the firm*



# Firm Profile

*We impact the communities we serve – for good.*

MGT began operations in 1974 as a public sector research firm. Since then, we have significantly expanded our consulting capabilities and client offerings. Today, we are a national consulting firm specializing in ***assisting clients to operate more efficiently and effectively.***

MGT has acquired a keen understanding of the structures, operations, and issues facing public entities. This understanding comes from **nearly 50 years** of experience providing innovative yet practical solutions to public sector clients. We provide objective, creative, expert services in the areas of human capital, finance, technology, programming, and planning. We draw on the expertise of our highly qualified staff, most of whom have had prior careers at city-, county-, and state-level government offices. This insider's knowledge of government operations and structure gives MGT a competitive advantage and an ability to hit the ground running from the very start of a project.

MGT has successfully worked with clients on **more than 30,000 projects** to help them adapt to change while maintaining the vision and direction towards their short- and long-term goals. With the recent combination of GovHR, our firm includes **more than 800 professionals and administrative staff** to support our clients' success.

## Our Commitment

MGT embraces the most complex challenges with deep commitment, agility, and local expertise to make a measurable and profound social impact. Simply stated, our promise is:

*We improve lives by advancing and lifting up your community.*

This purpose reflects the company's strong social conscience and service ethic that forms the core of the MGT "Why." MGT models this philosophy by systematically seeking out the highest-impact projects and relationships, encouraging community involvement, and investing in a collaborative and rewarding world-class work environment for employees.

Part of our success is based upon our ***promise to be flexible and responsive.*** We are acutely aware of the political, economic, social, and technological factors that impact today's public sector clients. MGT is structured into several primary consulting divisions to support these needs. **We are pleased to have the Government Consulting Experts within the MGT Performance Solutions Group responsible for leading the completion of this project.**



**Name:** MGT of America Consulting, LLC (MGT)

**Founded:** 1974

**Locations:** Headquarters in Tampa, Florida; branch offices nationwide

**Staff:** 800+ consultants across the country

**Structure:** Privately held and client-driven

**Cooperative Contracts:**

Allied States Cooperative (ASC) #23-7449, #24-7484

The Interlocal Purchasing System (TIPS) #220601

**Lines of Business:** Government Consulting; Education and Financial Solutions; Diversity and Inclusion; Human Capital; Cybersecurity and Technology

## Performance Solutions

The MGT Performance Solutions team has an impressive track record of providing **customized solutions, objective research, creative recommendations, and quality products** that respond to each client's unique needs and time requirements. GovHR is now a part of MGT's Performance Solutions Team.

### GovHR USA

GovHR was originally formed as Voorhees Associates in 2009, changed its name to GovHR USA in 2013, and joined MGT (**the nation's leading social impact firm**) in 2023. GovHR provides public management consulting services to local government clients and other public-sector entities across the country. GovHR offers customized executive recruitment services, management studies, and consulting projects for local government and organizations who work with local government. Additionally, GovHR's GovTempsUSA division provides interim staffing solutions to keep operations moving during the recruitment process.

GovHR's consultants are experienced executive recruiters who have conducted **over 1,250 recruitments** working with cities, counties, special districts, and other governmental entities of all sizes throughout the country. They have held leadership positions within local government, giving them an understanding of the complexities and challenges facing today's public sector leaders.

#### GOVHR'S LEADERSHIP



**Heidi Voorhees**  
(847) 380-3240

[HVoorhees@GovHRusa.com](mailto:HVoorhees@GovHRusa.com)

*Ms. Voorhees has conducted more than 400 recruitments in her management consulting career, with many of her clients being repeat clients, attesting to the high quality of work performed for them. In addition to her 22 years of executive recruitment and management consulting experience, Ms. Voorhees has 19 years of local government leadership and management service, including 10 years as Village Manager for the Village of Wilmette, Illinois.*



**Joellen Cademartori**  
(847) 380-3238

[JCademartori@GovHRusa.com](mailto:JCademartori@GovHRusa.com)

*Ms. Cademartori is a seasoned manager, with expertise in public sector human resources management. She has held positions from Human Resources Director and Administrative Services Director to Assistant Town Manager and Assistant County Manager. Ms. Cademartori has worked in forms of government ranging from Open Town Meeting to Council-Manager and has supervised all municipal and county departments ranging from Public Safety and Public Works to Mental Health and Social Services.*

## The Social Impact of MGT's Work

*Impacting  
Communities.  
For Good.*



### Defined by Our Impact

Understanding Meridian Charter Township's vision and the need for a diverse, highly qualified leader, MGT will deliver a comprehensive search strategy. We will collaborate to define the ideal candidate profile, launch a nationwide search targeting diverse talent, and thoroughly evaluate applicants.

Our transparent communication, data-driven analysis, and expert facilitation will guide the Township Board through the selection process, ensuring they identify the perfect leader to propel Meridian Charter Township forward.

## MGT's Primary Consulting Divisions

Our firm includes **more than 800 professionals and administrative staff** to support our clients' success. MGT is structured into the following primary consulting divisions, along with various internal infrastructure groups to support our operations and growth.



### Performance Solutions

Our Performance Solutions team provides world-class financial, human capital, and equity solutions which enable clients to fully realize the potential of their most valuable resources. Our team excels at fiscal management and operational efficiency assessments that help clients make data-driven decisions, anticipate workforce issues, and integrate technologies to empower our clients to generate critical income and elevate enterprise performance objectives.



### Education Solutions

Our Education Solutions originate in our commitment to ensuring that every student has access to a high-quality education as they discover and realize their profound potential. From pre-K-12 to higher education, we partner with schools, districts, state agencies, and colleges and universities to deliver performance improvement and innovation, and transformation planning and implementation.



### Technology Solutions

Our Technology Solutions business supports state, local, education, and private companies as they seek to improve and protect their network infrastructure and data for greater resiliency. We offer world-class IT infrastructure management, cyber security, and strategic IT professional staffing. Our deep engineering expertise is foundational to all MGT's technology solutions.

## Why Choose MGT/GovHR?

- ✓ **Unparalleled Expertise and Level of Service.** With executive recruitment experience in 44 states, and in communities ranging in population from 1,000 to 3,000,000, we are a leader in the field of local government recruitment and selection. More than 40% of our clients are repeat clients, and 94% of surveys show our overall performance rating as **Outstanding** – indicating a plan to use our services and/or highly recommend us in the future.
- ✓ **Delivering the Best.** We conduct comprehensive **due diligence** on candidates. Our state-of-the-art process includes extensive use of social media for candidate outreach and video interviews with potential finalist candidates, ensuring successful recruitment for the Township. We will provide important information to potential candidates by developing a high quality, thorough Recruitment Brochure reflecting the knowledge we will have about your community and your organization. Before we recommend a candidate to you, **we ask probing questions** that will verify their expertise during video interviews, reference calls, and news and social media searches.
- ✓ **A Partner from Start to Finish.** We are your partners in this important process. We welcome you to review all the resumes we receive, and we will share our honest assessment of the candidates. Our goal is your **complete satisfaction**. We can strategize with you on a variety of approaches for meeting your recruiting needs, including evaluation of internal candidates, identification of non-traditional candidates who meet your recruitment requirements, succession planning, and mentoring options. We are committed to working with you until you find the candidate that is the best fit for your position.
- ✓ **Services for Any Budget and Any Search.** We strive to meet the specific needs of our clients by offering several options for recruitment services to meet your budget. Our services range from Full Executive Recruitments to Virtual Recruitments and even simply Professional Outreach for those who want to reach a broader network. In the following proposal, we have provided the scope we believe **best fits your needs**.



*“We were very impressed by how efficient they worked, their methodology, their insight, and their professionalism.”*

*I would highly recommend MGT and hope to do business with them again for our next study.”*



# Our Team

*The success of a consulting engagement is founded on the qualifications of the project team and the way in which it is structured and managed.*

MGT employs a team of professionals with backgrounds in local government and the not-for-profit sector. With the Township’s staffing needs in mind and due to the significance of this recruitment, we have assigned our highly knowledgeable and experienced consultant, Ryan Cotton. He will act as your project manager and primary point of contact for this project. His biography is attached as **Appendix A**.



## Project Manager & Main Point of Contact

**RYAN COTTON-VICE PRESIDENT**

616-638-8910 | RCotton@GovHRusa.com

Ryan is a Michigan resident and served as the City Manager of Holland, Michigan, prior to joining GovHR. He was also the Village Manager of Spring Lake and the City Manager of Grand Haven and served as the Interim Village Manager of Caledonia. ***Ryan has worked with Township officials on boards, on collaborative programs and policies, and on other matters that intersected for the common good (e.g., environmental/bike path collaborations).*** For references regarding Mr. Cotton’s collaborative work with other townships, please contact John Nash, Supervisor of Spring Lake Township, 616-502-4024, or Gordon Gallagher, the Spring Lake Township Manager, 616-502-7161.

During his 27 years of public service in Michigan, Ryan complied with and trained staff on the Michigan laws applicable to local government, including the Open Meetings Act and the Freedom of Information Act. He also taught GVSU Public Administration students for 20 years and Hope College Political Science students for five years, and part of the curriculum included instruction on these subjects.

Ryan holds several public information certificates obtained during his 35 years of interactions with the media. He and GovHR support staff are skilled in their use of social media, including Facebook, Indeed and LinkedIn to promote our clients’ recruitments.

Ryan is a lifetime member of the International City/County Manager Association and holds a Credentialed Manager certification. Neither he nor any of GovHR’s staff that will work on your City Manager recruitment has ever been involved in litigation or been investigated for any acts related to their work on behalf of their local government clients.

Since joining GovHR, Ryan has conducted several successful recruitments, including the City Managers of Adrian, Eastpointe, and Portage, Michigan, the City Manager of Burien, Washington and the City Administrator of Duvall, Washington. He is currently working on recruitments for the Deputy Director of Planning in San Jose, California and the Community Development Director for Grand Rapids, Michigan.

## Proposal Inquiries

**MICHELE MORAWSKI-ASSISTANT DIRECTOR, CLIENT SERVICES**

224.415.3791 | MMorawski@GovHRusa.com



# Project Approach & Methodology

*A detailed plan specifically designed for you.*

## Project Understanding

Meridian Charter Township aims to create a sustainable and inclusive community for its nearly 44,000 residents. Established in 1842, the township has grown significantly and is now home to vibrant neighborhoods and over 900 acres of parks and natural areas, including Lake Lansing. It is centrally located and shares borders with communities such as Haslett, Okemos, and East Lansing.

Meridian Charter Township seeks a highly qualified and experienced individual to lead its vibrant community as the next Township Manager. MGT will collaborate with the Township Board, Staff, and community representatives to develop a detailed position profile outlining the ideal candidate's qualifications and the township's key challenges and opportunities. We will then conduct a nationwide recruitment campaign targeting a diverse pool of highly qualified applicants. Throughout the process, we will maintain clear communication with key stakeholders and provide in-depth analysis of shortlisted candidates.



### MGT: EXPERTS IN RECRUITING

*"The coordination by the consultant helped to alleviate the workload of internal staff. Consultant was willing to customize the process based on the City's needs."*

### DELIVERABLES:

- ◆ A comprehensive Township Manager position profile
- ◆ A revised Township Manager job description
- ◆ Recommendations for competitive compensation packages
- ◆ A diverse pool of qualified candidates
- ◆ A communication strategy for stakeholder updates
- ◆ Analysis reports on top candidates, including strengths, weaknesses, and background information
- ◆ Facilitation of interviews and selection process, including support with decision-making, contract negotiation, and performance goal development for the new Township Manager.

A typical recruitment and selection process takes approximately 175 hours to conduct. At least 50 hours of this time is administrative, including advertisement placement, reference interviews, and due diligence on candidates. We believe our experience and ability to professionally administer your recruitment will provide you with a diverse pool of highly qualified candidates for your position search.

Our clients are informed of the progress of their recruitment throughout the entire process. We are always available by mobile phone or email should you have a question or need information about the recruitment.

### MGT Client Satisfaction Components



## Proposed Work Plan

### PHASE 1 POSITION ASSESSMENT, POSITION ANNOUNCEMENT, & BROCHURE

#### Activities

MGT treats each executive recruitment as a transparent partnership with our client. We believe in engaging with stakeholders early in each recruitment process to fully understand the challenges and opportunities inherent in the position. Understanding the organizational culture is critical to successful recruitment. We gain this insight and information through meetings (one on one and in small groups), surveys, and a review of relevant information. This information is reflected in a polished marketing piece that showcases the organization and the area it serves.

#### INFORMATION GATHERING

- ◆ One-on-one or group interviews with stakeholders identified by the Township.
- ◆ Community forums (in-person or via video) can be used to gather input and feedback.
- ◆ Surveys can be used for department personnel and/or the community to gather feedback.
- ◆ Conversations/interviews with department heads.

A combination of the items listed above can be used to fully understand community and organizational needs and expectations for the position (this proposal includes 12 hours of meetings – additional meetings can be added for a fee of \$195/hour plus actual expenses if incurred). One organizational survey is included. A Community Survey can be conducted for \$2,500. Community Forums are conducted as an optional service.

Development of a **POSITION ANNOUNCEMENT** to be placed on websites and social media.

Development of a thorough **RECRUITMENT BROCHURE** for Township review and approval.

Agreement on a detailed **RECRUITMENT TIMETABLE** – a typical recruitment takes between 90 to 120 days from the time you sign the contract to the appointment of the finalist candidate.

### PHASE 2 ADVERTISING, CANDIDATE RECRUITMENT, & OUTREACH

#### Activities

We make extensive use of social media as well as traditional outreach methods to ensure a diverse and highly qualified pool of candidates. Our website is well known in the local government industry – we typically have 17,000+ visits monthly to our website and career center. Additionally, our weekly jobs listings are sent to over 8,000 subscribers.

Phase 2 will include the following:

- ◆ MGT consultants will personally identify and contact potential candidates.
- ◆ Develop a database of potential candidates from across the country unique to the position and to the Township, focusing on:
  - Leadership and management skills.

## PROJECT APPROACH & METHODOLOGY

- Size of organization.
- Experience in addressing challenges and opportunities also outlined in Phase 1.
- The database will range from several hundred to thousands of names. An email campaign will be sent to each potential candidate.
- ◆ Placement of the Position Announcement:
  - Public sector online Career Centers.
  - **Social media:** LinkedIn (posted on MGT Executives LinkedIn news feeds to reach over 50,000 connections), Facebook, and Instagram.
  - MGT will provide the Township with a list of advertising options for approval.

## PHASE 3 CANDIDATE EVALUATION & SCREENING

### Activities

Phase 3 will include the following steps:

- ◆ Review and evaluation of candidates' credentials with consideration to the criteria outlined in the Recruitment Brochure.
- ◆ Candidates will be narrowed down to those that meet the qualification criteria.
- ◆ Candidate evaluation process:
  - Completion of a questionnaire explaining prior work experience.
  - Live Video Interview (45 minutes to 1 hour) conducted by consultant with each finalist candidate.
  - References provided by the candidate are contacted.
  - Internet/Social Media search conducted on each finalist candidate.

All resumes will be acknowledged and inquiries from candidates will be personally handled by MGT, ensuring the Township's process is professional and well regarded by all who participate.

## PHASE 4 PRESENTATION OF RECOMMENDED CANDIDATES

### Activities

Phase 4 will include the following steps:

- ◆ MGT will prepare a Recruitment Report presenting the credentials of those candidates most qualified for the position.
- ◆ MGT will provide an electronic recruitment portfolio which contains the candidates' materials along with a "mini" resume for each candidate so that credentials are presented in a uniform way.
- ◆ The Township will receive a log of all applicants and may review resumes if requested.
- ◆ Report will arrive in advance of the Recruitment Report Presentation.

MGT will meet with the Township to review the recruitment report and provide additional information on the candidates.

## PHASE 5 INTERVIEWING PROCESS & BACKGROUND SCREENING

### Activities

Phase 5 will include MGT completing the following steps:

- ◆ Develop the first and second round interview questions for Township review and comment.
- ◆ Coordinate candidate travel and accommodations.
- ◆ Provide Township with an electronic file that includes:
  - Candidates’ credentials.
  - Set of questions with room for interviewers to make notes.
  - Evaluation sheets to assist interviewers in assessing the candidate’s skills and abilities.

Background screening will be conducted along with additional references contacted:

MGT BACKGROUND SCREENING	
<ul style="list-style-type: none"> <li>✓ Social Security Trace &amp; Verification</li> <li>✓ US Federal Criminal Search</li> <li>✓ Enhanced Verified National Criminal                             <ul style="list-style-type: none"> <li>– National Sex Offender Registry</li> <li>– Most Wanted Lists: Federal Bureau of Investigation (FBI), Drug Enforcement Agency (DEA), Bureau of Alcohol, Tobacco, Firearms and Explosives (ATF), Interpol</li> <li>– Office of Foreign Assets Control (OFAC) Terrorist Database Search</li> <li>– Office of the Inspector General (OIG), General Services Administration (GSA), System for Award Management (SAM), Food and Drug Administration (FDA)</li> <li>– All felonies and misdemeanors reported to the National Database</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>✓ County/Statewide Criminal</li> <li>✓ Civil Search</li> <li>✓ Bankruptcy, Leans, and Judgements</li> <li>✓ Motor Vehicle Record</li> <li>✓ Education Verification – All Degrees Earned</li> </ul> <p><b>Optional:</b> Credit Report – Transunion with score (based on position and state laws)</p> <p><b>Optional:</b></p> <ul style="list-style-type: none"> <li>– Professional License Verification</li> <li>– Drug Screen</li> <li>– Employment Verification</li> </ul>

MGT will work with you to develop an interview schedule for the candidates and coordinate travel and accommodations. MGT consultants will be present for all the interviews, serving as a resource and facilitator.

MGT will coordinate a 2-Step Interview process. The first-round interviews will include four to five candidates. The second-round interviews will include two or three candidates. MGT will supply interview questions and an evaluation form.

In addition to a structured interview, the schedule can incorporate:

- ◆ Tour of Township facilities.
- ◆ Interviews with senior staff.

## PHASE 6 APPOINTMENT OF CANDIDATE

### Activities

- ◆ MGT will assist you as much as requested with the salary and benefit negotiations and drafting of an employment agreement, if appropriate.
- ◆ MGT will notify all applicants of the final appointment, providing professional background information on the successful candidate.

### Project Timeline

Based on our experience in conducting similar projects, we anticipate the proposed project can be completed within 14 weeks of project initiation as illustrated below.

WORK PLAN TASKS	WEEK													
	1	2	3	4	5	6	7	8	9	10	11	12	13	14
Phase 1: Position Assessment, Position Announcement, & Brochure														
Phase 2: Advertising, Candidate Recruitment, & Outreach														
Phase 3: Candidate Evaluation & Screening														
Phase 4: Presentation of Recommended Candidates														
Phase 5: Interviewing Process & Background Screening														
Phase 6: Appointment of Candidate														

### Commitment to Diversity, Equity, & Inclusion in Recruitments

MGT is a leader in diversity, equity, and inclusion (DEI) consulting services, strategic planning, and organization transformation. MGT’s experience working in diverse communities across the United States and working with organizations seeking to change organization culture is critical to the success of all our projects. We have a track record of building awareness, solutions, and direction for systemic change by generating transformative ideas and solutions, information, and practices into operational strategies, which help us stand out in all our projects.

MGT is also one of the original and premier disparity research firms in the country. Disparity studies were the first instance of bringing principles of diversity, equity, and inclusion into the public sector, through the procurement process, and since 1990, **MGT has conducted more than 230 public sector disparity studies**. These studies are designed to improve procurement departments, promote and advance equity, and improve economic outcomes for diverse communities that have been historically marginalized by analyzing policies, practices, and programs to increase the utilization of minority- and women-owned businesses. Clients that have conducted a disparity study are in the unique position to increase and improve systematic equity through procurement and contracting, which can ultimately promote economic empowerment by creating strong business and employment pipelines in communities of color.

## PROJECT APPROACH & METHODOLOGY

MGT's GovHR also has a long-standing commitment to DEI. Since the firm's inception they have supported, with their time and financial resources, organizations that advance underrepresented populations in local government. These include the National Forum for Black Public Administrators, the Local Government Hispanic Network, The League of Women in Government, and CivicPride. Our Team Members have moderated and spoken on DEI topics at the International City and County Management Association conference and state conferences. Our employees and consultants have undergone Implicit Bias Training, and we are frequent speakers on incorporating equity and inclusion into all levels of local government. Additionally, we provide a list of DEI resources on the homepage of the website at GovHRusa.com.

MGT's GovHR has formally partnered with the National Forum for Black Public Administrators' consulting arm, i4x, and in several recruitment and selection processes throughout the country including Toledo, OH; Fort Collins, CO; Ann Arbor, MI; Oakland, MI; and Arlington, TX. Our partnership reflects our mutual commitment to advancing DEI values and increasing the diversity of local government leaders at the highest levels of local government organizations.

### MGT/GovHR's Recommendations to **RECRUIT** and Retain Top Talent

**RESPONSIVE: ROLL OUT THE WELCOME MAT!** Candidates may struggle with relocating for a new position as well as being concerned about the "fit" with a new team. It is important to include costs for your top candidate(s) to travel to your location for the final interview process. Our team will work with you to create a welcoming, informative experience for both you and the candidate(s).

**ENCOURAGING:** Employee development is a must-have in today's market. Candidates appreciate their employer investing in them as much as they are investing themselves in the job. Consider "up and coming" candidates who may lack one or two preferred skills and assign a mentor or invest in a course to encourage their professional development. A mentor/training program will also help establish a peer-to-peer connection and make them feel more comfortable about the transition to a new job.

**COMPETITIVE:** Our team will guide you in offering a competitive market rate compensation and competitive benefits package attractive to today's candidates. Competitive employers must include relocation expenses and should consider signing bonuses and temporary housing.

**RESOURCEFUL:** Review your job description – do you need public sector experience? Are the years' experience you list essential, or can that be preferred? Consider a more resourceful approach when reviewing candidates' experience. Carefully assess requirements such as Certified Public Accountant (CPA), Professional Engineer, and others that will limit your talent pool – consider using the word "ideally" or "preferably."

**UNDERSTANDING:** These past few years have, without a doubt, changed the work environment. Competitive employers have recognized this and are offering flexible/hybrid/remote work options. Those positions that offer this type of flexibility consistently receive a better candidate response rate.

**INNOVATIVE:** Think about what is unique and attractive about your community and organization and highlight that in your recruitment efforts. Talk about organizational culture and what your values are with respect to your employees. MGT will assist you in being as innovative as possible in your outreach.

**TRANSPARENT:** Some states now mandate listing salary ranges in any job advertisements or postings. More and more companies are showing at least a salary range in their postings to promote pay transparency and equity. Post the salary range you will use for hiring – it is public information. If we make it too difficult for candidates to find out the salary, they will move on to the next opportunity.



# References

## *A leader in local government recruitment and selection.*

More than one-third of the organizations served by MGT's GovHR have contracted for multiple projects; we feel repeat business is the greatest testament to our commitment to customer service and client satisfaction. We encourage you to contact any of our references to learn of our professionalism, ability to meet timelines, and the expertise of our staff.

### **ANTIOCH, CA**

200 H STREET | ANTIOCH, CA 94509  
ANA CORTEZ, HUMAN RESOURCES DIRECTOR  
925-779-7021 | ACORTEZ@ANTIOCHCA.GOV  
THOMAS LLOYD SMITH, CITY ATTORNEY  
925-779-7015 | TLSMITH@ANTIOCHCA.GOV

MGT's GovHR provided recruitment and selection services for the City Manager in 2024.



### **KALAMAZOO COUNTY, MI**

201 WEST KALAMAZOO AVE. | KALAMAZOO, MI 49007  
KEVIN CATLIN, COUNTY ADMINISTRATOR & CONTROLLER  
269-384-8111 | KACATL@KALCOUNTY.COM  
JAMES RUTHERFORD, HEALTH OFFICER, FORMER INTERIM COUNTY ADMINISTRATOR  
269-373-5160 | JARUTH@KALCOUNTY.COM

MGT's GovHR provided recruitment and selection services for the County Administrator in 2022.



### **BURIEN, WA**

400 SW 152ND ST., STE. 300 | BURIEN, WA 98166  
ADOLFO BAILON, CITY MANAGER  
206-241-4647 | ADOLFOB@BURIENWA.GOV  
CATHY SCHROCK, ADMINISTRATIVE SERVICES DIRECTOR  
CATHYS@BURIENWA.GOV

MGT's GovHR provided recruitment and selection services for the City Manager in 2022 by Consultant Ryan Cotton.





# Cost Proposal

*Defined by Impact. Driven by People.*

*Dedicated to the Community.*

We take pride in customizing our client's needs — and we will work with you to ensure our fees are aligned with your expectations and budget.

## Full Scope Recruitment

Summary of Costs	Price
Recruitment Fee	\$21,500
<b>Recruitment Expenses (not to exceed)</b> Expenses include candidate due diligence efforts	\$1,500
<b>Advertising</b> <i>*Advertising costs over \$2,000 will be placed only with client approval. If less than \$2000, Client is only billed for actual cost.</i>	\$2,000*
<b>TOTAL:</b>	<b>\$25,000**</b>

*\*\*Consultant travel expenses are not included in the price proposal. If the consultant is requested to travel to the client, travel costs will be estimated at time of request. Only actual expenses will be billed to the Township for reimbursement.*

Possible in-person meetings could include:

- ◆ Recruitment brochure interview process
- ◆ Presentation of recommended candidates
- ◆ Interview Process

Any additional consultant visits requested by the Township (beyond the three visits listed above) will be billed at \$195/hour. The additional visits may also result in an increase in the travel expenses billed.

\*This fee does not include travel and accommodation for candidates interviewed.

## Payment for Fees & Services

- ◆ **1<sup>st</sup> Invoice:** Contract Award (40% of the Recruitment Fee).
- ◆ **2<sup>nd</sup> Invoice:** Presentation of Candidates (40% of the Recruitment Fee & expenses incurred to date).
- ◆ **Final Invoice:** Completion of Recruitment (20% of the Recruitment Fee plus all remaining expenses).

Payment of invoices is due within 30 days of receipt.

## Our Guarantee – Full Scope Recruitment

MGT is committed to assisting our clients until a candidate is appointed to the position. Therefore, no additional professional fee will be incurred if the client does not select from the initial group of recommended candidates and requests additional candidates be developed for interview consideration. If additional advertising beyond Phase I advertising is requested, the Township will be billed for actual advertising charges. Reimbursable expenses may be incurred should the recruitment process require consultant travel to the Township.

Upon appointment of a candidate, MGT provides the following guarantee: should the selected and appointed candidate, at the request of the Township or the employee's own determination, leave the employ of the Township within the first 12 months of appointment, we will, if desired, conduct one additional recruitment for the cost of expenses and announcements only. This request must be made within six months of the employee's departure.



# Optional Assessment Center

## *Qualified Assessors to Identify Your Needs.*

If requested, as part of the selection process MGT will perform an Assessment Center for candidates selected for interview. An Assessment Center is a useful tool for identifying and evaluating the strengths, areas for improvement, skills, and abilities of the candidates. MGT consultants will prepare all the related documents and scoring sheets for any three of the following exercises to be completed on the day of the Assessment Center:

- ◆ In-Basket Exercise
- ◆ Written/Oral Presentation Exercise
- ◆ Leaderless Group Exercise
- ◆ Structured Interview
- ◆ Budget Analysis Exercise
- ◆ Personnel Issues Exercise
- ◆ Other exercise of the Township's choosing

Optional Assessment Center Fee: **\$8,500\***

*\*The fee assumes the Assessment Center will be held on one day and be limited to no more than five candidates. For each additional candidate, the fee will increase by \$750.*

The fee includes the preparation of the Assessment Center material and a written report outlining the findings of the Assessment Center as reported by the Assessors. We will assist the Township in selecting three professionals from outside the organization to serve as Assessors in evaluating each candidate's strengths and weaknesses. The Township will be responsible for paying a \$750 stipend to each Assessor (and possible mileage or other transportation costs for the assessors).

The fee does not include lodging, travel, and meal expenses for the MGT facilitator(s) to be on-site for the Assessment Center. Actual expenses will be billed in addition to the fee. If the Township chooses to add the Assessment Center option, the fees and expenses for this will be billed separately.



# Optional Services

## *The Nation's Recruitment Leader.*

Having a solid plan in place is the only way to reach your long-term vision and goals, and we want to see you thrive. Our variety of services can be personalized to make the most of your strengths and give you an extra layer of support where you need it. We offer the following additional service offerings:

### **GOVTEMPSUSA**

Need an Interim? GovTempsUSA, a division of MGT, specializes in the temporary placement of positions in local government. The firm offers short-term assignments in addition to long-term and outsourced arrangements. Our placement professionals at GovTempsUSA have typically enjoyed distinguished careers in local government and displayed a commitment to public service throughout their careers.

### **RECORDED ONE-WAY VIDEO INTERVIEW OF CANDIDATES**

Candidates we recommend for your consideration can complete a one-way video interview with three to five questions that will be recorded and which you can review electronically at your convenience. This can occur prior to making your decision on which candidates to invite for an interview at a cost of \$100 per candidate.

### **LEADERSHIP/PERSONALITY TESTING**

MGT has experience working with a wide variety of leadership and personality assessment tools, depending on the qualities and experiences the Township is seeking in their candidates. These include but are not limited to Luminaspark, Caliper, DISC, and others. Depending on the evaluation type, selected fees can range between \$100 to \$500 per candidate.

### **360° EVALUATION**

As a service to the Township, we offer the option of providing you with a proposal for a 360° performance evaluation for the appointed position at six months into their employment. This evaluation will include seeking feedback from both elected officials and department directors, along with any other stakeholder the Township feels would be relevant and beneficial. This input will be obtained on a confidential basis with comments known only to the consultant. If you are interested in this option, MGT will prepare a proposal for this service.



# Appendix A. Consultant Biography

The biography of our proposed consultant is provided on the following page.



## Ryan Cotton

*Vice President | GovHR, within MGT's Social Impact Solutions*

**Ryan Cotton is a Vice President with GovHR USA and has over 35 years of experience as a local government management professional in multiple communities across five states: Lake Forest, Illinois; Upper Arlington, Ohio; Montpelier, Vermont; Grand Haven, Spring Lake, and Holland, Michigan; and Duvall, Washington. Mr. Cotton is an ICMA Credentialed Manager.**



Mr. Cotton has conducted talent recruitments for city and county managers; department directors; and engineering, utility, airport, economic development, building, and city attorney staff searches in seven states (NY, MI, IL, WI, CO, WA, and CA). Mr. Cotton has also completed strategic plans, organization studies, and facilitations in two states (VT and MI). He has completed grant writing and financial resourcing in three states (MI, IL, and WY). Mr. Cotton further accomplished GovTEMPS' recruitments in two states (MI and WA). Lastly, Mr. Cotton assisted with compensation studies in three states (MA, MI, and IL). Mr. Cotton has seven years of consulting experience.

From 2012 to 2017, Mr. Cotton served as the City Manager of Holland, a progressive, vibrant, diverse community in West Michigan. During his tenure in Holland, Mr. Cotton was responsible for a \$36 million budget and 185 full-time employees. Consensus on \$28 million in capital asset redevelopment was accomplished. Mr. Cotton was known for his organizational planning and facilitation, strategic management, neighborhood redevelopment, fiscal management, multicultural human relations, intergovernmental collaboration, and grant outcomes.

Mr. Cotton served as the Village Manager in Spring Lake, MI from 2002 to 2012 and as City Manager in Grand Haven, MI from 1995 to 2002. Spring Lake and Grand Haven are full-service, waterfront communities with high service demands. In Spring Lake, new intergovernmental agreements resulted in shared and expanded services. Mr. Cotton facilitated multiple community consensus building opportunities including master plans and strategic plans.

Prior management services were provided to Lake Forest, IL and Upper Arlington, OH in assistant manager positions. Mr. Cotton moved to Montpelier, VT from 1986 to 1994 where he served as City Manager, Legislative Director, and grew regional collaboration for improved ambulance services. He also assisted the Vermont League of Cities and Towns on municipal recruitment and team building. In each community, Mr. Cotton oversaw labor relations and conducted strategic planning and facilitation for multiple non-profits. Mr. Cotton served in leadership roles for regional services and on statewide boards.

Mr. Cotton brought in more than \$25 million in grants and other non-local tax funding to communities in IL, VT, MI, and WY – achieving a 95% success rate.

Mr. Cotton also has extensive experience in WA where he served as an Interim City Manager and conducted multiple executive searches, as well as recruitments from NY to CA.

### Professional Education

Master of Arts degree in Political Science, Western Michigan University

Master of Public Administration degree, University of Kansas

Bachelor of Arts degree in Public Administration, Miami University, OH

### Memberships and Affiliations

Michigan Municipal Executives

Michigan Local Government Managers Association, Former Board of Directors

West Michigan Strategic Alliance, Former Board of Directors

### Professional Development & Speaking Engagements

- Adjunct Instructor, Grand Valley State University and Hope College
- Michigan Municipal League Winter Conference, 2019
- West Michigan Green Infrastructure Conference, Michigan Department of Environmental Quality Grand Valley State University, Grand Rapids, Michigan, 2015
- Testimony to State of Michigan House and Senate Committees, On-Bill Energy Legislation, resulting in eventual adoption and Governor's signature, 2014.



## Ryan Cotton



*Vice President | GovHR, within MGT's Social Impact Solutions*

- Michigan Association of Municipal Attorneys, The ABCs for Municipal Attorneys, Lansing, Michigan, 2009
- Testimony to the State of Michigan House Committee on Land Use and the Environment, Impact Fees, 2013
- Michigan City Management Association, Community Information Systems, Ypsilanti, Michigan, 1999
- Michigan Municipal League, Building a Sense of Place Grants, Muskegon, Michigan, 1998
- Vermont Association of Realtors, Impact Fees, and Cities, 1988
- National Caucus of New England Legislators, Growth in New England, in Manchester, New Hampshire, 1988
- International City Manager Association National Conference, Service Request Systems, San Antonio, Texas, 1984

### Professional Background

#### Over 35 years of experience as a local government management professional

- Interim City Administrator, Duvall, WA, 2021
- Interim City Manager, Eastpointe, MI, 2019
- Interim Village Manager, Caledonia, MI, 2019
- Interim City Manager, Eastpointe, MI, 2018
- City Manager, Holland, MI, 2012-2017
- Village Manager, Spring Lake, MI, 2002-2012
- City Manager, Grand Haven, MI, 1995-2002
- City Manager, Montpelier, VT, 1986-1994
- Assistant City Manager, Upper Arlington, OH, 1984-1986
- Assistant to the City Manager, Lake Forest, IL, 1982-1984



# Appendix B. Client List

A list of the clients we have had the pleasure of partnering with that complements the Township’s recruitment request is provided below.



## City Management Client List

State	Client	Position Title	Year	Population
Alaska	Bethel	City Manager	2019	6,500
	Bethel	City Manager	2023	6,500
	Homer	City Manager (Professional Outreach)	2019	5,300
	Homer	City Manager (Professional Outreach)	2024	5,300
	Seward	City Manager	2019	2,693
Unalaska	Unalaska	City Manager	2017	4,768
	Buckeye	City Manager	2021	69,744
Arizona	Kingman	City Manager	2023	34,669
California	Antioch	City Manager	2024	115,264
Colorado	Dacono	City Manager	2024	6,494
	Eagle	Town Manager	2017	6,739
	Englewood	City Manager	2019	34,857
	Loveland	City Manager	2024	82,460
Connecticut	Bloomfield	Town Manager	2024	21,301
	Cheshire	Town Manager	2017	29,261
	East Hampton	Town Manager	2019	13,000
	Enfield	Town Manager	2015	45,246
	Enfield	Town Manager	2018	45,246
	Enfield	Town Manager	2022	45,246
	Granby	Town Manager	2023	11,375
	Manchester	General Manager	2021	59,710
Meriden	Meriden	City Manager	2018	60,838
	Simsbury	Town Manager	2023	25,517
	Newark	City Manager	2018	33,398
Delaware	Newark	City Manager	2018	33,398
Florida	Apopka	City Administrator	2024	55,496
	Lakeland	City Manager	2020	110,000
	Miami Beach	City Manager	2024	88,000
	Ponce Inlet	Town Manager	2022	3,411
Georgia	Albany	City Manager	2021	77,434
	Decatur	City Manager	2018	25,000
Illinois	Algonquin	Village Manager	2012	30,947
	Arlington Heights	Village Manager	2014	75,500
	Barrington	Village Manager	2018	10,455
	Bensenville	Village Manager	2015	20,703
	Bloomington	City Manager	2018	78,005
	Buffalo Grove	Village Manager	2010	42,909
	Carbondale	City Manager	2011	25,092
	Cary	Village Administrator	2011	17,840
	Centralia	City Manager	2020	13,000
	Clarendon Hills	Village Administrator	2014	8,653
	Clarendon Hills	Village Manager	2010	8,653

APPENDIX B. CLIENT LIST

Crest Hill	City Administrator	2015	21,169
Crest Hill	City Administrator	2021	21,169
Crest Hill	City Administrator	2024	21,169
Decatur	City Manager	2014	76,178
Decatur	City Manager	2018	76,178
DeKalb	City Manager	2013	44,862
DeKalb	City Manager	2018	43,849
Dixon	City Manager	2015	18,601
East Moline	City Administrator	2011	21,300
East Moline	City Administrator	2016	21,300
East Peoria	City Administrator	2016	23,503
Effingham	City Administrator	2010	12,384
Effingham	City Administrator	2018	12,577
Elmhurst	City Manager	2010	46,387
Forsyth	Village Administrator	2021	3,490
Fox Lake	Village Administrator	2013	10,550
Fox Lake	Village Administrator	2021	10,550
Freeport	City Manager	2017	25,000
Galesburg	City Manager	2010	33,706
Galesburg	City Manager	2022	33,706
Galesburg	City Manager	2023	33,706
Geneseo	City Administrator (Virtual)	2019	6,500
Glen Ellyn	Village Manager	2010	27,000
Glencoe	Village Manager	2013	8,900
Greenville	City Manager	2021	7,000
Hanover Park	Village Manager	2012	38,510
Highland Park	City Manager	2011	31,365
Hinsdale	Village Manager	2013	17,631
Homer Glen	Village Manager	2011	24,220
Inverness	Village Administrator	2013	7,400
Joliet	City Manager	2013	147,806
Joliet	City Manager	2017	147,806
Kenilworth	Village Manager	2012	2,562
Kenilworth	Village Manager	2024	2,562
La Grange	Village Manager	2022	15,610
La Grange	Village Manager	2017	15,610
Lake Barrington	Village Administrator	2022	4,879
Lake Forest	City Manager	2018	19,375
Lake Villa	Village Administrator	2013	8,774
Lake Zurich	Village Manager	2015	19,967
Libertyville	Village Manager	2016	20,431
Lincoln	City Administrator	2014	14,500
Lincolnshire	Village Manager	2012	7,500
Lindenhurst	Village Administrator	2017	14,468
Lisle Township	Township Administrator (Virtual)	2024	119,040
Lombard	Village Manager	2013	43,815
Long Grove	Village Manager	2023	8,153
Marengo	City Administrator	2011	7,614

APPENDIX B. CLIENT LIST

McHenry	City Administrator	2023	27,135
Mokena	Village Administrator	2015	19,042
Moline	City Administrator	2017	43,100
Monmouth	City Administrator	2014	9,444
Morton Grove	Village Administrator	2011	23,500
Morton Grove	Village Administrator	2024	23,500
Mt. Prospect	Village Manager	2015	54,771
Mundelein	Village Administrator	2020	31,385
New Lenox	Village Administrator	2011	25,000
Niles	Village Manager	2021	30,001
Normal	City Manager	2017	54,264
North Chicago	Chief of Staff	2021	30,020
Northbrook	Village Manager	2021	35,000
Northfield	Village Manager	2023	5,400
Oak Brook	Village Manager	2014	8,058
Oak Brook	Village Manager	2021	8,058
Oak Park	Village Manager	2021	52,000
Oak Park Township	Township Manager	2023	51,774
Orland Park	Village Manager	2016	60,000
Orland Park	Village Manager	2019	60,000
Palos Heights	City Administrator (Virtual)	2021	12,480
Pekin	City Manager	2016	33,223
Pingree Grove	Village Manager	2020	10,000
Pingree Grove	Village Manager	2023	10,000
Plainfield	Village Administrator	2021	41,734
Princeton	City Manager	2011	7,700
Princeton	City Manager	2019	7,700
River Forest	Village Administrator	2010	11,635
River Forest	Village Administrator	2021	11,635
Rock Island	City Manager	2011	39,684
Rock Island	City Manager	2021	39,684
Savoy	Village Administrator (Virtual)	2020	8,607
Schaumburg Township	Township Administrator (Virtual)	2021	140,000
Schiller Park	Village Manager	2015	11,692
Shorewood	Village Administrator	2018	17,495
Skokie	Village Manager	2013	67,824
Sycamore	City Manager (Professional Outreach)	2021	18,557
Tinley Park	Village Manager	2013	56,831
Vernon Hills	Village Manager	2021	25,911
Villa Park	Village Manager	2022	22,038
Volo	Village Administrator	2013	6,283
Washington	City Administrator	2015	15,700
Washington	City Administrator	2021	15,700
Wauconda	Village Administrator	2013	14,125
Wauconda	Village Administrator	2017	14,125
Wauconda	Village Administrator	2021	14,125
Willowbrook	Village Administrator	2019	8,967
Woodridge	Village Administrator	2017	33,256

APPENDIX B. CLIENT LIST

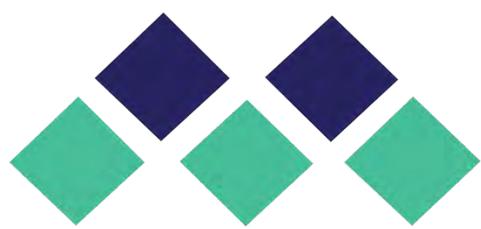
Indiana	Munster	Town Manager	2014	23,603
	St. John	Town Manager (Professional Outreach)	2020	18,047
Iowa	Bondurant	City Administrator	2017	5,493
	Burlington	City Manager	2011	25,663
	Indianola	City Manager	2022	15,833
	Knoxville	City Manager	2021	7,300
	Marshalltown	City Administrator	2024	27,338
	Muscatine	City Administrator	2020	23,819
	Newton	City Administrator	2016	15,000
	Washington	City Administrator	2011	7,266
	Webster City	City Manager	2016	8,000
	West Liberty	City Manager	2013	3,736
	Windsor Heights	City Administrator	2023	4,860
	Windsor Heights	City Administrator	2019	4,860
Kentucky	Paducah	City Manager	2021	24,850
	Paris	City Manager	2021	9,846
Maine	Bangor	City Manager	2021	33,039
Maryland	Greenbelt	City Manager	2016	23,753
	Hagerstown	City Administrator	2015	40,612
	Sykesville	Town Manager	2019	3,941
	Takoma Park	City Manager	2023	17,629
	Westminster	City Administrator	2021	18,522
Massachusetts	Cambridge	City Manager	2016	110,000
	Eastham	Town Administrator	2016	4,956
	Provincetown	Town Manager	2015	2,990
	Wayland	Town Manager	2022	13,882
	Williamstown	Town Manager	2015	8,400
	Williamstown	Town Manager	2021	8,400
Michigan	Adrian	City Administrator	2018	20,676
	Adrian	City Administrator	2020	20,676
	Albany	City Manager	2018	8,337
	Alpena	City Manager	2012	10,410
	Caro	City Manager	2012	4,208
	Charlotte	City Manager	2020	9,100
	Clawson	City Manager	2021	11,946
	Delta Charter Township	Township Manager	2014	32,400
	Eastpointe	City Manager	2019	32,673
	Ferndale	City Manager	2019	20,428
	Hamtramck	City Manager	2017	21,752
	Kalamazoo	City Manager	2013	75,000
	Lincoln Park	City Manager	2019	36,665
	Oakland Township	Township Manager	2013	16,779
	Oakland Township	Township Manager	2018	19,132
	Rochester	City Manager	2022	13,017
	Rochester	City Manager	2015	13,017
Royal Oak	City Manager	2020	59,112	
Troy	City Manager	2018	83,181	
Troy	City Manager	2024	83,181	

APPENDIX B. CLIENT LIST

Minnesota	Becker	City Administrator	2021	4,874	
	Blaine	Director of Administrative Services	2024	67,939	
	Fairmont	City Administrator	2024	10,477	
	Golden Valley	City Manager	2024	22,715	
	Hibbing	City Administrator	2021	15,855	
	Lindström	City Administrator	2023	4,888	
	Minnnetonka	City Manager	2022	53,953	
	Scandia	City Administrator	2023	4,149	
	St. Joseph	City Administrator	2022	7,342	
	St. Louis Park	City Manager	2021	48,662	
Missouri	Waconia	City Administrator	2021	13,500	
	Ballwin	City Administrator	2020	30,181	
	Cape Girardeau	City Manager	2020	38,000	
	Ferguson	City Manager	2015	21,111	
	Jackson	City Administrator	2024	15,702	
	Maryland Heights	City Administrator	2015	27,436	
	Ozark	City Administrator	2024	21,284	
	Republic	City Administrator	2016	15,590	
	South Lyon	City Manager	2018	11,327	
	University City	City Manager	2017	35,172	
Nebraska	Warrensburg	City Manager	2021	20,200	
	Webster Groves	City Manager	2020	22,800	
	Wildwood	City Administrator	2014	35,517	
	Wildwood	City Manager	2019	35,524	
	Nebraska City	City Administrator	2022	7,200	
	Nevada	Boulder City	City Manager	2021	16,207
		Portsmouth	City Manager	2019	21,796
	New Jersey	Waldwick	Borough Administrator	2015	9,800
	New York	Mamaroneck (Town)	Town Administrator	2021	29,156
		Mamaroneck (Village)	Village Manager	2018	19,426
New Rochelle		City Manager	2022	79,067	
Scarsdale		Village Manager	2021	17,837	
North Carolina	Albemarle	City Manager	2024	16,404	
	Ayden	Town Manager	2023	5,000	
North Dakota	Minot	City Manager	2020	45,700	
Ohio	Oberlin	City Manager	2016	8,390	
Pennsylvania	Ferguson Township	Township Manager	2017	18,300	
	Ferguson Township	Township Manager	2022	18,300	
	Patton Township	Township Manager	2022	15,801	
	South Fayette Township	Township Manager	2018	14,416	
Rhode Island	North Kingstown	Town Manager	2015	26,326	
Tennessee	Oak Ridge	City Manager	2023	31,402	
Texas	Burleson	City Manager	2011	36,990	
	Burleson	City Manager	2018	43,960	
	Missouri City	City Manager	2022	74,139	
Vermont	Winooski	City Manager	2022	7,997	
Virginia	Chesapeake	City Manager	2019	245,000	
	Newport News	City Manager	2023	181,958	

APPENDIX B. CLIENT LIST

	Portsmouth	City Manager	2020	96,000
	Salem	City Manager	2019	25,643
	Virginia Beach	City Manager	2019	442,707
Washington	Burien	City Manager	2022	52,066
	Duwall	City Administrator (Professional Outreach)	2021	8,090
West Virginia	Bridgeport	City Manager	2019	8,582
	Bridgeport	City Manager	2021	8,582
	Morgantown	City Manager	2016	31,000
Wisconsin	Baraboo	City Administrator	2019	12,048
	Beaver Dam	City Administrator	2021	16,291
	Bellevue	Village Administrator	2018	15,524
	Beloit (City)	City Manager	2015	36,966
	Beloit (Town)	Town Administrator	2016	7,083
	Beloit (Town)	Town Administrator	2020	7,083
	Brown Deer	Village Manager	2012	12,000
	Burlington	City Administrator	2014	10,511
	Cedarburg	Town Administrator	2015	11,475
	Fond du Lac	City Manager	2012	43,021
	Fort Atkinson	City Manager	2012	12,300
	Franklin	Director of Administration	2019	36,155
	Glendale	City Administrator	2016	12,920
	Harrison	Village Manager	2021	13,185
	Hartford	City Administrator	2015	14,251
	Hobart	Village Administrator	2016	8,500
	Janesville	City Manager	2013	63,480
	Lake Geneva	City Administrator	2015	7,710
	Lisbon	Town Administrator/Clerk	2014	10,734
	Monroe	City Administrator	2020	10,827
	Oak Creek	City Administrator	2016	35,243
	Plymouth	City Administrator/Utilities Manager	2020	8,540
	Plymouth	Director of City Services	2010	8,540
	Prairie du Chien	City Administrator	2017	5,900
	Princeton	City Administrator	2010	1,504
	Rhineland	City Administrator	2018	7,800
	Richfield	Village Administrator	2009	11,500
	Rome	Town Administrator	2016	2,720
	Sheboygan	City Administrator	2023	48,327
	Shorewood	Village Manager	2017	13,331
	Waukesha	City Administrator	2012	71,158
	Waukesha	City Administrator	2014	71,158
	Waukesha	City Administrator	2023	71,158
	West Bend	City Administrator	2016	31,000
	Whitewater	City Manager	2012	14,300
	Whitewater	City Manager	2022	14,300



**MGT**

# Cover Letter

[100K Job Hunt]  
[Franco Bido]  
[Santo Domingo, D.R.]  
[1-829-9444-777]

July 04, 2024

[Meridian Charter Township ]

100K Job Hunt is pleased to propose our services to address your permanent and temporary recruitment needs. The company provides services to global businesses. Based in Santo Domingo but completely remote first, 100K Job hunt has collaborated with +30 HR networks by supplying candidates for several startups, corporations, health institutions, US government among others.

The main service focus is Sourcing, pre-screening and hiring legally permanent and temporary employees in more than 100 countries worldwide, with local benefits. With that in mind, we are proposing contracting services for the Meridian Charter Township .

Our proposal outlines the following key components:

1. **Appendix:** Includes the managing director biography and the direct recruitment partners.
2. **Description of the company and capabilities:** A brief summary of the company profile and core competencies.
3. **Scope of Required Service:** Brief overview of the sequential steps, encompassing strategic planning, meticulous execution, and then broader description.
4. **Examples of work:** List of companies that we sourced for in the past.
5. **References:** Testimonials and feedback.
6. **Additional Data and Information:** Policies in place, sales deck and any other supporting material.
7. **Cost proposal:** Further pricing explanation.

We have outlined more details about our proposed work in the following proposal. Please look it over and contact us if you have any questions. You can reach us by calling [1-829-9444-777] or sending an email to [info@100kjobhunt.xyz]

Sincerely,

*Tomya Mateo*

[Tomya Mateo  
General Project/Product Manager]



## Appendix

### Managing partner Biography

Product evangelist. Growth Mindset. Servant Leader.

Worked in 11 startups, scaleups and unicorns across DE, US and Japan.

Grew communities from 0-30,000 /50,000 Users.

Helped grow startups 0 to 100k in transaction volume.

Product Director. Product evangelist. Growth Mindset. Servant Leader. Product/UX and designer with +10 years multidisciplinary experience. Entrepreneur. Certified Scrum Master. SAFe framework. Won several prizes as a Startup. 3 Accelerator programs: Startup school from Y-Combinator, SIBB and Zen Launchpad. Won a startup grant from SIBB and EU social funds.

Built their teams in product for own and external startup, from sourcing to closure.

Currently with +19 recruitment partners

[Resume](#)

[LinkedIn](#)

Currently, I hold co-recruitment agreements with some partners. It is undefined how many I may use, but here are the ones that I consider for this proposal.

<https://www.linkedin.com/in/suzanne-brennan-7b06969/>

<https://www.linkedin.com/in/daniilkirychenko/>

<https://www.linkedin.com/in/empowered-solutions/>

**Vera Lúcia Araújo**

**Steve Jacobs**

IT support



## Proposal recruitment services

Submitted to: Meridian Charter Township

Date: [July 04, 2024]

[Tomya Mateo]

[Managing Partner]

[100K Job Hunt]

[Franco Bido SD,D.R.]

[<https://100kjobhunt.xyz/>]

[Email: [info@100kjobhunt.xyz](mailto:info@100kjobhunt.xyz)]

[1-829-9444-777]

[DUNS: 982591835]

[UEI: KMCKZQ2NK234]

[RNC/VAT: 001-18293167]

Remote first and completely distributed.



<b>Cover Letter</b>	<b>1</b>
<b>Company Profile</b>	<b>4</b>
<b>Scope of required services</b>	<b>8</b>
<b>Example of prior work (Processes)</b>	<b>10</b>
<b>References</b>	<b>12</b>
<ul style="list-style-type: none"><li>• Social proof</li><li>• Companies that we sourced for (indirectly).</li><li>• Founder Biography</li></ul>	
<b>Additional data and information</b>	<b>13</b>
<b>Cost Proposal</b>	<b>14</b>



## Company Profile

100K Job Hunt is a HR tech startup which facilitates connections between candidates and companies by curating positions that offer a minimum salary of \$100000 USD worldwide. The project started in November 2023.

**For companies:** In addition to offering paid job ads, we are sourcing talent for innovative startups, tech unicorns or corporates, government and most recently, in the medical field.

We are currently part of 30+ HR networks, which enable us to connect, pre-screen, recruit suitable candidates with job openings in the following Regions: US, Canada, EU, UK, some countries in Latam and Asia.

Operating on a global scale, 100K Job Hunt visitors come from over 106 countries, and we're proud to receive applications from candidates worldwide.

Our talent pool is sourced from leading organizations and universities, including but not limited to NASA, Samsung, Google, OLX, Yahoo, Uber, Bosch, Tencent, Amazon, Twitch, SpaceX, US Government Stanford, Oxford, Cornell, Imperial College London, Cambridge and many more. The majority of our candidates are usually at senior, executive, c-level.

## Company Data and differentiator.

We are building an AI tool to optimize our internal sourcing processes. We are building an internal AI super sourcing machine, which together with a multijob post function helps us increase the job distribution reach.

We attract talent with a mixture of search engines, extensive job distribution, matchmaking and direct outreach. We are using AI to help with our internal specific needs.

So, we are technically a search engine but our back operations are akin to staffing agencies with some AI specializing in roles offering a minimum salary of 100K USD. An example would be if LinkedIn had an integrated staffing agency.

Depending on how well the job performs, we can get qualified candidates from 2 hours until a week.

Our main resource is LinkedIn, but we also have partnerships or integrations with several job boards, such as Jooble and Freejobpost +15 more in the pipeline. Ideally, we would integrate field specific job boards for this proposal.

Currently, we have more than 19 Recruiters/ staffing agencies partnerships and have access to hundreds of external recruiters, thanks to our partners and VMS.

Operating on a global scale, 100K Job Hunt visitors come from over 106 countries, and we're proud to receive applications from candidates worldwide. The current internal pool has +2500 candidates in our internal pool and is growing daily and sourced for around 163 different roles, delivering an avg. of 15 candidates per role.

We were granted Microsoft for Startup (Microsoft owns LinkedIn), which helps us with some of our internal tools: LinkedIn, OpenAI and Microsoft Azure.

We are completely remote-first and can hire legally in 100+ countries under our payroll, including the US with all compliance and local benefits.

We use Loxo as our ATS, but in combination with the tools we are building and our local DB



## Core Competencies Temporary and Permanent Staff (Commercial and cleared : Ts/sci, DoD, etc.)

- **Hiring:** We can hire permanent and temporary employees under our own payroll. The company is remote and distributed but currently can hire legally in 110 countries worldwide. With local benefits as required, e.g. taxes, insurances and can help with the background checks, drug test, visa processes thanks to our partners and payroll service provider.
- **Sourcing:** Which includes a series of tasks such as:
  - Job ad our website if applicable
  - Multijob post in external partners job such as Jooble or Postjob free and further integrations.
  - LinkedIn Job ad and direct outreach
  - Posting in our own social media groups: Twitter, Facebook, Reddit, Telegram, Slack, Instagram, Tiktok, Discord, Medium, Pinterest, Eventbrite.
  - Publish in public focus groups across+10 social media channels. Depending on the role these could be 10 until +100 groups.
  - Publish in our newsletter
  - Focus events
  - Own recurrent events
  - Job fairs
- **Pre-screening:**
  - Some companies provide us with a set of hiring criteria guidelines that we need to follow. Those are independent from the job description and shall be viewed only internally. Also, they provide us with a set of pre- screening questions that we should ask the candidates.

## Most common Professions

- |                       |                               |                      |
|-----------------------|-------------------------------|----------------------|
| - IT                  | - Engineering (Elect., Mech.) | - Research           |
| - Executive (C-Level) | - Blockchain                  | - Business           |
| - Management          | - Finance                     | - Sales              |
| - Clearance           | - Design                      | - Project Management |
| - Data                | - Medical                     | - CPA                |
| - Marketing           | - Operations                  | - Science            |
| - Product Management  |                               | - Academic           |

## Vertical

Agnostic.

## Past Performance

Thanks to our partners and our +30 HR networks, we sourced talent for top companies such as: Canon, Deloitte, Disney, Apple, US Government, among others. Unfortunately, we do not hold direct contracts with those companies as we were not prime vendors. We are taking this June 2024 and July 2024 to close the first prime vendor contracts.

Currently, have partnership or closed contracts with the following HR networks: Reflik, Huntly, Huntted, FindRecruiter, Cbrex, Jomigo, Juicy, HelloGustav, Hirechain, among many others.



## Scope of required Services

Our strategy planning involves collaboration with our partners, ensuring a comprehensive approach to achieving our objectives. The pipeline consists of five sequential steps, encompassing strategic planning, meticulous execution, and ultimately, the successful hiring of candidates.

1. **Requisition:** Interview(s) with the key stakeholders, set clear goals, deadlines, roles description, ideal candidate profile, salary range, candidate compensation package proposal, define recruitment KPIs (Targeted number of hires, deadlines and replacement strategy in case that a candidate fails to perform the role.
2. **Candidate Sourcing and Job distribution (Est. results 2 hrs - 1 week):** - Depending on how well the job post converts, we can guarantee in the first 2-5 hours between 10 until +100 candidates. This is combined with direct candidate outreach through LinkedIn. It may take longer if we wait for the candidate's reply. Will be iterating this process regularly until the right candidate has
3. **Pre-screening and Security screening (1 or 2 days):** We usually propose a specific date for candidates to book a call. So we can ensure on-time delivery.
4. **Sending and sorting qualified resumes:** This step is in collaboration with Meridian Charter Township. This shall be agreed from both parties how often shall we share progress reports and schedule update meetings.
5. **Final Security Screening:** For these steps, we have several providers. Through Deel we have access to Certn and Checkr. Which is our first option for this contract. If the candidate is under our payroll we can conduct the checks under 100K Job Hunt. If not, we will perform it under Meridian Charter Township, but may require the US Tax ID.
6. **Offer and information:** Ensure that candidates get the offer letter and after acceptance inform them concerning Meridian Charter Township's policies and requirements such as , follow all Meridian Charter Township policies and procedures at all times.
7. **Monitoring (Optional):** Regular communication with Meridian Charter Township for feedback, and also updates concerning the 6 to 12 month plan. Including candidate progress and possible need for replacement. It shall be agreed but we can deliver weekly, biweekly or monthly reports.
8. **Offboarding Support (Optional):** Ensure that the candidate complies with his last work day.

Below a detailed overview of each step:



## Scope of required services phases with timeline

Our philosophy and approach is to connect top tier candidates with roles offering a minimum salary of 100K USD. Because of the nature of our product, we attract senior and c-level executives to our pool. We combine expert recruiters with massive job distribution and optimization with AI.

This is an overview of our proposed Recruitment phases

1. Requisition	Notes
<ul style="list-style-type: none"> <li>- Needs assessment: Analyze the requirements parameters within the scope of work and job description provided by Meridian Charter Township</li> <li>- Work on strategic plans and clear deliverables dates, develop an ideal candidate profile, key criteria, position competencies, and tailor together job description.</li> <li>- Research and propose a compensation package.</li> <li>- Receive preferred starting date.</li> <li>-Work on a replacement strategy in case that the first candidate’s contract does not work as expected.</li> <li>- Design pre-screening questions.</li> </ul> <p>Timeline: TBD. It requires at least 2 meetings. Briefing and presentation.</p>	
2. Candidate Sourcing and Job distribution (Estimated results 2 hrs - 1 week, depending on conversion and reply)	Note
<ul style="list-style-type: none"> <li>-Assign to the internal and external partners recruiters.</li> <li>-Identify skills in internal and external partner talent pools.</li> <li>-Job distribution own search engine, LinkedIn +15 Job Boards and extra niche jobs boards if necessary.</li> <li>-Post in VMS for a broader candidates referrals</li> <li>-Post in our own social media in +10 channels and focus groups: public administration, business administration, municipal government, finance, public policy, among many others. Total 10 - 100 groups.</li> <li>- Outsource to direct candidates fitting the ideal candidate profile through LinkedIn.</li> <li>- Job ads</li> <li>- Events (when necessary).</li> <li>- Job Fairs (Regularly).</li> <li>- Ongoing AI candidate matchmaking with every new role.</li> </ul>	<p>Determine time frame for presenting and getting feedback</p>

<p>Timeline: This is an iterative process. The first round would take 2 hrs -1 week, but we will keep continuing the process by short cycles until we can find more suitable candidates.</p>	
<p><b>3.Pre-screening and Security screening (1 or 2 extra days)</b></p>	
<p>- Initial call with transcripts to confirm that all requirements are met and experience, motivation, salary, skill level, and potential team-fit.</p> <p>- Preparation of the candidate for the further interview steps, including necessary certifications, background checks (if necessary), references, etc.</p> <p>- Soft check through social media</p> <p>- Summarize the matching profiles based on the job specification, organize them by tiers in case that a replacement is required.</p> <p>Timeline: Also ongoing. We will try to book the calls 1 to 2 days after initial application. But this may vary depending on the candidate availability.</p>	
<p><b>4. Sending and sorting qualified resumes</b></p>	<p><b>External</b></p>
<p>- Create a skill matrix matching required skills with experience of candidates to present a consistent skill summary. Outlining the requested strengths, weaknesses, education and professional accomplishments.</p> <p>-Submit resumes with a skill summary of the selected candidates and references</p> <p>Discuss interview schedule, and with the Township hiring manager for pre-qualified candidates.</p> <p>Timeline: The specific dates for introducing the candidates shall be agreed directly with Meridian Charter Township</p>	<p>For those cases where Meridian Charter Township needs to review resumes, they would be sent at this stage already sorted out. It could be weekly or biweekly.</p>
<p><b>5.Final Security Screening (Optional, After Meridian Charter Township approval)</b></p>	<p>It could be an internal process or external</p>
<p>1. Criminal Background Checks, including scanning county, state, and/or federal records. Criminal records from any of those sources will contain the following:</p> <ul style="list-style-type: none"> <li>● Arrests</li> </ul>	<p>It depends on Meridian Charter Township, if those checks are run through 100K or if they have their internal processes that we need to follow instead.</p>

<ul style="list-style-type: none"> <li>● Convictions of felonies and misdemeanors</li> <li>● Court records (dockets, judgements, etc.)</li> <li>● Warrants</li> <li>● Sexual offenses</li> <li>● Incarceration records</li> </ul> <p>2. Employment Screening:</p> <ul style="list-style-type: none"> <li>● Employment history</li> <li>● Criminal history</li> <li>● Professional references</li> <li>● Social security number verification</li> <li>● Education verification (Bachelor and above)</li> </ul> <p>f. Credit (for I.T. and Finance positions)</p> <p>Pre-employment Physical Motor Vehicle Report</p> <p>Timeline: Most checks take between 24hrs- 72 hours from the time that the profile was submitted.</p>	
<b>6.Placement support (Offer and information)</b>	<b>External</b>
<p>Further support by sharing best-practice based materials, project management for onsite and/or virtual interview processes, and facilitating hiring committee interviews and debrief conversations. Complete all due diligence before extending an offer to successful candidates.</p> <ul style="list-style-type: none"> <li>- Extend the offer (Optional)</li> <li>- Share the candidate’s decision or initial response with hiring managers</li> <li>- After offer acceptance (Optional)</li> <li>- Prepare candidates with Meridian Charter Township’s policies and procedures including but not limited to anti-harassment, standards of conduct, conflict of interest, drug, and alcohol usage, etc.</li> </ul> <p>Timeline: This ongoing support can be provided for as long as it is required by Meridian Charter Township. Acceptance from the offer letter varies depending on the candidate availability, further negotiations, etc.</p>	<p>Share the candidate’s decision or initial response with Meridian Charter Township</p>

<b>8.Monitoring</b>	<b>External</b>
-Monitor performance, track follow up plan 6-12 months and monitor contract end date. -Manage any replacement, or candidate's claims. Timeline: Ongoing as required from Meridian Charter Township	
<b>9.Offboarding</b>	<b>External</b>
-Ensure that the candidate had worked the expected hours and did not surpass that timeframe. Timeline: 1-2 days	



## References

As a newly established startup, operating since November 2023, we're in the early stages of building our reputation and clientele. While we've successfully sourced candidates for renowned organizations like the US government, Canon, and Disney, our engagements have primarily been facilitated through HR networks rather than direct contracts, in other words, we are not the prime vendors or subcontractors of those contracts. As such, we're unable to provide traditional references from past clients or formal partnerships due to our limited history of direct engagements. However, despite this constraint, we recognize the importance of establishing credibility and trust with potential partners. While we may not have traditional references, we offer social proof through our website and platforms like [Product Hunt](#), where interested parties can explore testimonials, case studies, and user feedback. Additionally, our track record of successfully delivering quality candidates to esteemed organizations serves as indirect validation of our capabilities and reliability in fulfilling vendor contracts.

Furthermore, we've been granted Microsoft for Startups, completed the Canadian incubator ZenLaunchPad, and are presently undergoing the follow-up process with Techstars San Francisco.

So far, we closed +30 indirect contracts with HR networks.

Here are some [examples from the past agreements](#) that we have with HR networks, until now, we source for specific roles at various companies from small startups to big corporations or sometimes directly with some recruitment agencies or hiring managers. (Canon, Swatch group, Disney, US Government cleared and non cleared roles, etc).

Some of those networks are:

Reflik, Huntly, Hunted, FindRecruiter, Talentroom, Cbrex, Jomigo, Juicy, HelloGustav, Hirechain, among many others.

So far worked on 163 individual roles with an avg. on 15 candidates for the role. Actively in the last 3-4 months as the first months were dedicated to build the product.



## **Additional data and information.**

Website: <https://100kjobhunt.xyz/>

LinkedIn: <https://www.linkedin.com/company/100k-job-hunt/>

## **Policies in place**

In order to maintain compliance, we've established a set of policies spanning various regulations, aimed at fostering optimal internal practices as well as within our supply chain. These policies can be accessed [here](#), and they encompass the following:

[Privacy Policy GDPR](#)

[California Consumer Privacy Act](#)

[Supplier Code of Conduct](#)

[Anti-Bribery & Anti-Corruption Policy](#)

[Modern Slavery Policy](#)

[Diversity and Inclusion Policy](#)

[Terms and conditions](#)

[Imprint](#)

[Supply Chain Payment Plan - UK](#)

[Accessibility](#)

[Environmental Policy and Sustainability Initiative](#)



## Cost Proposal

For these estimations, I took as salary reference the Township Manager compensation overview published data on [Govsalaries](#). I took the avg. annual salary of 114,393 USD per year.

The exact percentages for each category can vary based on specific contractual agreements, company policies, and prevailing industry norms. However, here is a breakdown of the calculations.

### Scenario 1:

#### Township Manager Role

- Yearly wage: USD \$114,393
- Total profit margin: 8%
- $\$114,393 \text{ per year} \div 2,080 \text{ hours per year (assuming 40 hours/week)} = \$54.95 \text{ per hour}$
  
- Direct Rate Labor: \$114,393 per year (not hourly)
- Overhead (SCA standard): 10%
- G&A (SCA standard): 3.45%
- Total Mark Up Fee %:  $10\% + 3.45\% = 13.45\%$
- Mark Up Fee:  $\$114,393 \times 13.45\% = \$15,341.11 \text{ per year}$
- Total Standard Rate:  $\$114,393 + \$15,341.11 = \$129,734.11 \text{ per year}$
  
- Monthly rate:  $\$129,734.11 \div 12 = \$10,811.17 \text{ per month}$
- Breakdown: OH: \$1,081.12 (10% of \$10,811.17) G&A: \$372.39 (3.45% of \$10,811.17)

Below some checks costs in case of required. Those are extracted directly from the providers.



**Reference costs chart per candidate per month: (Extracted from providers)**

Description	Price
Criminal background check including county	69.99
Credit	15.99
Employment check	29.99
References check	29.99
Education check	29.99
Clinic based Drug test	60
Visa support (if required)	depending on country and other parameters





executive  
search

# PROPOSAL

## Meridian Township

**July 19, 2024**

Prepared by the Michigan Municipal League

Emily Kieliszewski

Asst. Dir. Member Experience & Learning

1675 Green Rd Ann Arbor, MI 48105

517-908-0302

[emilyk@mml.org](mailto:emilyk@mml.org)

• EST. 1842 •



Meridian Township  
Township Board of Trustees  
5151 Marsh Rd.  
Okemos, MI 48864



executive  
search

July 19, 2024

Dear Board of Trustees,

The Michigan Municipal League is pleased to offer Meridian Township our assistance in selecting its next Township Manager. The League is committed to strengthening Michigan communities, and works hand-in-hand with our members to provide the tools needed to effectively manage and develop their township. This close relationship gives the League a deep understanding of a community's needs and challenges, and makes us uniquely qualified to provide a comprehensive executive search service.

The League's executive search service is designed to ensure the best possible match between a community and its top administrator, with the ultimate goal of providing them with a highly-qualified leader who will add tremendous value to the township. To that end, we are dedicated to serving the needs of our clients before, during, and after a search process. Our service is focused exclusively on Michigan communities, but our recruitment is nationwide. We manage an unparalleled network of applicants, almost half of whom are from outside the state.

Each search process is tailored to meet the community's specific needs and goals. We work closely with our clients to gain a full understanding of the priorities as a basis for structuring the search process. We facilitate consensus-building around the attributes a community is looking for to gain a complete picture of the desired candidate's experience, qualifications, and management style. This helps to ensure the best possible employment match, resulting in a successful, long-term placement.

A typical search requires at least 120 days to complete. The timeline varies on a number of factors including the timing of ad placement, the availability of candidates, township officials, and the needs of the township.

Feel free to contact the League with any questions or to request an in-person presentation from one of our search facilitators.

Thank you,  
Emily Kieliszewski

**We love where you live.**

# Proposal for Executive Search

## Meridian Township—Township Manager

### SERVICE SUMMARY

Our executive search service includes the following activities, which are accomplished over the course of **up to four** personal visits with the search facilitator:

#### Profile Phase (Page 5)

- Engagement of elected officials and township staff in the profiling process to facilitate consensus building around necessary skills, knowledge, attributes, and team leadership expectations;
- Development of an extensive candidate and community profile featured within a professionally designed recruitment brochure;
- Review of current compensation and benefits packages, and recommendations based on market conditions

#### Advertisement Phase (Page 6)

- Featured placement in League’s online classifieds which receive 5,000+ hits per week;
- Advanced marketing and promotion of position utilizing nationwide recruitment boards as well as the League’s social media outlets with more than 5,000 followers;
- Direct recruitment of passive candidates through an exclusive direct email to Michigan municipal managers and others as appropriate

#### Screening & Shortlist Phase (Page 6)

- Pre-screening activities including review of social media activity, general online screening, and other public information;
- Application analysis, personal screening of viable candidates, and reference checks;
- Develop a shortlist of candidates to present for the township’s consideration

#### Interview & Selection Phase (Page 7)

- Guidance and recommendations on a robust interview format and process;
- Development of customized interview questions and attendance during the entire interview process

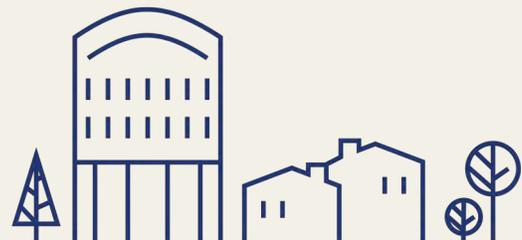
#### Final Phase (Page 8)

- Extension of the conditional offer of employment and initiation of contract negotiation; and
- Completion of a full background check performed by a third-party of selected finalist.

### Optional Services Available

- Solicitation of feedback from township-identified stakeholders (community, neighborhood, and business leaders) during the profiling process to gather input as well as seeking stakeholders’ prerequisites for an administrative executive (page 5); and
- Assistance with, and attendance at, a public forum for an informal “meet and greet” function to solicit community feedback of semi-finalists. (page 7).

We love where you live.



# Why The League

The Michigan Municipal League has been committed to providing the best possible advocacy, resources, and services to Michigan's communities since 1899. With the League's intimate knowledge of the needs and challenges facing local government, we are in a unique position to provide a comprehensive executive search service for Michigan's communities.

The League offers executive search services as a resource to Michigan's communities to help strengthen the quality of municipal government and administration through the successful placement of public leaders.

Key features of the League's search services include the following:

- The League has been providing executive search services *exclusively* to Michigan communities since 1998!
- All four of our recruiters are highly respected former public administrators in Michigan, each with decades of local government experience and proven records of success.
- Every search is facilitated by one of our highly specialized recruiters who work closely and collaboratively with our community clients throughout the entire search process.
- The League and its recruiters have extensive knowledge of Michigan's Freedom of Information Act (FOIA) and Open Meetings Act (OMA), and how they impact the recruitment process.

- We utilize state, national, and international recruitment and promotion sources to solicit a broad pool of potential candidates, including a variety of customized web announcements, our own exclusive email database, and our strong social media presence. Through these efforts, we've found that almost half of our applicants come from out of state!
- While our reach is far and wide, our small team approach allows for excellent customer service, close communication and collaboration with clients, and strong and effective communication and collaboration with other League recruiters which helps ensure a successful search.

As Michigan's most dedicated and longest-serving association for Michigan municipal government, we offer an abundance of programs and services beyond executive searches to help our member communities sustain highly livable, desirable, and unique places within the State. These include state and federal advocacy, placemaking and engagement techniques, legal and insurance services, education on a multitude of municipal topics, and so much more.

When you work with the League, you aren't just selecting a recruitment firm. You are reaffirming a partnership established over 100 years ago that is dedicated to help inspire positive change for Michigan's greatest centers of potential: its communities.

We love where you live.

# Your Facilitator

Patsy Moore will be assigned to Meridian Township's executive search. All of our facilitators understand the unique skills and abilities required to succeed in this environment. They are among the most highly-regarded and well-respected public managers in the state and bring immeasurable credibility to a search process. They have well-established professional networks and are highly trusted and approachable within the public employment field.

Here is a closer look at **your** assigned facilitator:

## PATSY MOORE

**Patsy Moore will serve as the primary recruiter for Meridian Township and will perform and/or coordinate the majority of the services within this proposal.**



Ms. Moore is an experienced and respected local government management

professional. She has over 30 years of municipal experience. She retired from the City of Kalamazoo after 26 years of service, culminating as Deputy City Manager of Operations. She also worked for the City of Saginaw for over 12 years in Finance and Budgeting. After retirement, Patsy served as Interim Deputy County Administrator for Kalamazoo County – Internal Services. She has extensive experience overseeing all departmental functions and continues serving on numerous community boards and commissions in retirement. Patsy received her bachelor's degree from Albany State University in Albany, Georgia.

# Additional Project Team

**Emily Kieliszewski** will serve as the primary point of contact regarding negotiation and contractual matters and will provide overall project oversight and administration. Ms. Kieliszewski serves as the League's Assistant Director of Member Learning & Experience administering various member services offered within the league. Ms. Kieliszewski joined the League in 2016, is a graduate of Michigan State University, and holds a bachelor's in political science.

**Heather Elliott** will serve as the project coordinator for this search providing research, task coordination, and administrative support, and will be available to the township during every step in the process. Ms. Elliott is a graduate from Ferris State University with a concentration in political science.

Additional internal staff may be utilized to assist with media and press releases, clerical, financial, and other tasks related to this project.



# SEARCH PROCESS

## Profiles Phase

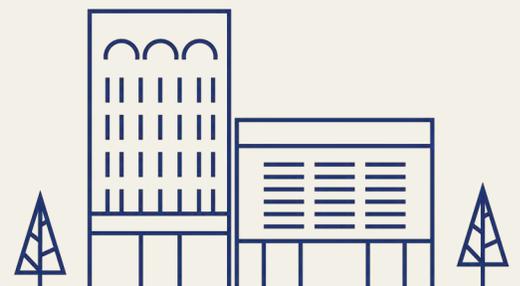
To begin the search process, the search facilitator will coordinate a work session with the board to develop a recruitment profile. During these sessions, the facilitator will spur the development of an ideal recruitment profile that the township can agree on and be proud of. This ensures the quality of applicants recruited, as well as manages and clarifies the expectations of the new position.

- The recruitment profile has two primary components:
  - ◆ **The Candidate Profile** details the qualifications, experience, and professional characteristics required for the position. It is designed to reflect the goals and priorities of the community, and goes beyond what is normally found in succinct ad language. The completed profile is used throughout the selection process as an objective tool for determining the most appropriate candidates to be interviewed, and ultimately a final selection. An essential part of developing the candidate profile is for the community leaders to work with the facilitator to make sure desired qualifications match available financial resources.
  - ◆ **The Community Profile** provides a description of the position, the organization (i.e. organizational structure, culture, services provided, etc.), and the community itself.

This component is an excellent opportunity to highlight the quality of life aspects of your township or region to prospective candidates (i.e. local and regional attractions, school systems, community strengths, and cultural or entertainment opportunities.)

- The profile is used to develop a professionally designed recruitment brochure that will be featured on the League's classifieds page, which receives an average of 5,000 hits per week.
- During the profiling meeting, the facilitator will provide salary information and recommendations in order to attract the best applicants.
- **Note:** It is important for the board to consider the salary recommendations carefully to create a competitive posting, one which will attract candidates to meet your expectations. If the community chooses to offer a compensation package outside of the range of the facilitator recommendations, we cannot guarantee a successful recruitment.
- **Optional:** We are happy to facilitate a third session to meet with township-identified stakeholders to gather additional input on the prerequisites for an administrative executive.

We love where you live.



## Advertisement Phase

In order to recruit and select the most qualified candidates, it is necessary to effectively market the position to widest and most appropriate audience. To accomplish this, we will develop an outreach and advertisement campaign that includes placing advertisements in various professional publications specific to the area of expertise being sought, such as:

- Utilization of our extensive network of professional contacts to identify professionals in transition and managers who may have an interest in the opportunity;
- Featured placement on the League's Classified Ads website, featuring the full recruitment brochure;
- ICMA Website;
- League social media outlets;
- Professional associations as appropriate (i.e. MGFOA, MAP, MME, etc.); and
- Other professional organizations as appropriate to encourage a diverse pool of candidates.

## Screening & Shortlist Phase

We receive resumes directly and assess each applicant against the criteria established in the recruitment profile to identify viable candidates who most closely meet the municipality's requirements. Following the closing date for receipt of resumes, the League will proceed with resume review and prescreening interviews by:

- Assessing each applicant against the criteria established in the recruitment profile.
- Conducting initial prescreening and online searches, as well as screen the top candidates either by phone or in person.
- Conducting preliminary reference reviews to verify an applicant's prior work history and learn more about the candidates' experience, past performance, and management style.

At the conclusion of the initial screening process, we will:

- Present a confidential summary of the applicants and their qualifications. This serves as the basis for a suggested "shortlist" of candidates for further consideration.
- After discussion and consideration, Meridian Township officials will determine whom to invite for personal interviews.
- **Note:** Once invitations to interview have been extended and accepted, the names and resumes of candidates are no longer protected by confidentiality. Until that time, we closely guard the identity of confidential applicants to ensure your search process yields the strongest pool of candidates. Please note that we do not ever release the name, resume, other identifiers, or application materials of confidential applicants who are not qualified candidates. We only lift confidentiality for candidates who agree to participate in the interview process.

We love where you live.



## Interview & Selection Phase

Once a list of final candidates has been developed, we will:

- Assist in coordinating and scheduling interviews;
- Offer recommendations on an appropriate interview format and process;
- Develop interview questions that focus on the priorities outlined within the candidate profile;
- Offer guidance and advice concerning appropriate interview topics; and
- Attend and participate in one day of interviews and follow-up discussion

At the conclusion of the interview process, the facilitator will:

- Facilitate discussion and evaluation of each candidate.
- Help the community reach consensus on a final candidate from the finalists provided. In the unlikely event that consensus cannot be reached by the elected body, the parties agree that the League will have met its contractual obligation.

- **Note:** While our executive search facilitators have extensive experience in the field of human resources, and specifically interview and selection, they are not attorneys. It is always advisable for the municipal attorney to be apprised of the proposed interview and selection process.
- **Note:** Keep in mind that our search facilitators do not presume to choose the best candidate for the position. That important decision is completely at the discretion of the municipality. Rather, we aide in assessing interview responses and how they relate to the objective criteria established in the candidate profile and provide related guidance and expertise.
- **Optional:** To further citizen engagement in the process, we are available to coordinate and attend community forums, held as an informal “meet and greet” between candidates and residents to gather community feedback of the semi-finalists. A summary of collected comments can be provided to the elected officials as they move into the final decision phase of the process.



## Final Phase

After the community has chosen a candidate, the search facilitator will perform the following tasks:

- Extend a conditional offer on behalf of the client and introduce the two negotiating parties to each other. Please note that the facilitator does not advocate for either party.
- Initiate a thorough background check, as well as conduct additional reference reviews as necessary. The background check is processed by a contracted third party who specializes in employment investigation and includes:
  - ◆ Federal, state, and county criminal check;
  - ◆ Civil record search;
  - ◆ Employment and education verification;
  - ◆ Credit and driving check; and
  - ◆ Sex offender registry.
- Once an agreement is reached with the individual selected for the position, the facilitator will perform closing tasks, such as personal notification of unsuccessful candidates.

- **Note:** In the unlikely event that an offer is withdrawn from the finalist, the finalist withdrawals from the search, or if negotiations fall through, the League will work with the township to determine what additional steps should be taken. There are generally a few different options available to address these situations and your search facilitator will work with the township to determine the best option for your community. Under certain circumstances, however, additional fees may apply.

## Search Timeline

Timing is critical in an executive search and any delay in action can often result in losing a highly sought-after candidate. We encourage our client communities to establish a well-defined project timeline with the search facilitator at the first meeting to ensure the process moves quickly and positions the community to compete for the best talent. An approximate timeline is provided below with the first profiling meeting as the start date.

WEEK 1-3	Hold Initial Meeting(s): Create Profiles, Recruitment Strategy, Ad Language
WEEK 3	Place Advertisements
WEEK 3-6	Direct Recruitment, Active Solicitation of Candidates
WEEK 3-7	Application Screening, Initial Reference Checks
WEEK 8-9	Develop Short List, Meet and Review Candidates
WEEK 11-12	Conduct Interviews
WEEK 13-14	Extend Conditional Offer
WEEK 15	Conduct Background Check
WEEK 16	Perform Close Out Activities

## Our Clients

The League has completed hundreds of executive searches since 1998. Many of our clients return to the League for executive search assistance because of their satisfaction with our work and their trust in the League to do its best for their community. Listed below are searches the League has performed in recent years:

Client	Position	Year	Population
Livonia	Finance Director	2024	17,680
Dearborn Heights	Finance Director/ Comptroller	2024	69,292
Wayne	City Manager	2024	17,713
East Lansing	City Manager	2023	47,741
Ecorse	City Manager	2023	9,216
Flint	CFO/ Finance Director	2023	96,500
Grosse Pointe	City Manager	2023	5,584
Manistique	City Manager	2023	2,828
Elk Rapids	Village Manager	2023	1,529
Lake Odessa	Village Manager	2023	1,988
Ypsilanti	Police Chief	2023	20,648
Bloomfield Hills	Public Safety Director	2023	4,431
Grandville	City Manager	2022	,15,750
Muskegon	City Manager	2022	38,318
Chelsea	Police Chief	2022	5,393
Ironwood	City Manager	2022	5,045
Petoskey	Finance Director	2022	5,877
Petoskey	City Manager	2022	5,877
Marshall	City Manager	2022	7,088
Norway	City Manager	2022	2,845
Belding	City Manager	2022	5,757
Northfield Township	Township Manager	2021	8,245
Manistee	City Manager	2021	6,226
Missaukee County	County Administrator	2021	14,849
Ionia	City Manager	2021	11,394
Farmington Hills	City Manager	2021	79,740
Elk Rapids	Village Manager	2021	1,642
Riverview	Police Chief	2021	10,694
East Grand Rapids	City Manager	2021	10,694
Clare	City Manager	2020	3,118
Flint	Finance Director	2020	102,434
Flint	Human Resources Director	2020	102,434
Ogemaw County	County Administrator	2020	21,699
Vassar	City Manager	2020	2,697
Quincy	City Manager	2020	1,652
Ishpeming	City Manager	2019	6,445
Grosse Pointe Park	City Manager	2019	11,125
Sault St Marie	City Manager	2019	13,631
Albion	City Manager	2019	8,285
Scottville	City Manager	2019	1,214
Caledonia	Village Manager	2019	1,511
Ludington	City Manager	2019	8,061
Gladwin	City Manger	2019	2,884
Battle Creek	Fire Chief	2018	52,347
Dewitt Township	Township Manager	2018	14,321
Hancock	City Manager	2018	4,634
Hart	City Manager	2018	2,126
Stanton	City Manager	2018	1,417
Cass City	City Manager	2017	2,428
Eaton Rapids	City Manager	2017	5,214
Emmet County	County Administrator	2017	32,694
Fraser	City Manager	2017	14,480

## References

Below are three clients who utilized the League's executive search services that the city may use as a reference:

**Client:** City of Wayne

**Contact:** Alyse Leslie, Personnel Director, 734-722-2206

**Project Completed:** January 2024

**Position Recruited:** City Manager

**Client:** City of Grosse Pointe

**Contact:** Sheila Tomkowiak, Mayor, 313-885-5800

**Project Completed:** August 2023

**Position Recruited:** City Manager

**Client:** Village of Lake Odessa

**Contact:** Karen Banks, Village President, 269—38-9863

**Project Completed:** May 2023

**Position Recruited:** Village Manager

## Pricing

The League provides a fixed price of \$18,500 for the standard executive search services outlined within this proposal, which includes both professional fees and project expenses (advertising, travel, etc.). Additional fees for optional services are provided below.

*Optional Services Available (check those that are applicable)*

- Third profiling session with township-identified stakeholders: \$1,100
- Public “meet and greet” function of semi-finalists during interview stage: \$1,100

Services performed that extend beyond the scope of this proposal, including additional visits with the facilitator, will be billed at a rate of \$75 per hour plus the actual cost of related expenses.

This quoted price is guaranteed for 90 days from the date of this proposal. Invoices for the League services shall be submitted in two installments: at the halfway point and upon completion. Invoices shall be payable within 30 days.

## Terms of Service

This agreement is effective upon execution. This agreement may be terminated by the client or the League should the other fail to perform its obligations hereunder. In the event of termination, the client shall pay the League for all services and expenses rendered to the date of termination.

## Our Promise

The League is committed to providing the best possible outcome and employment match for the community. Therefore, we strongly encourage the management professionals placed to comply with Tenet 4 of the ICMA Code of Ethics, which sets a term of employment with a local government. In the highly unlikely event that the incumbent voluntarily vacates the position within a year of placement, the League will offer another search with direct advertising costs, background check costs, and add on services being the only cost to the community.

Services performed that extend beyond the scope of this proposal, including additional visits with the facilitator, will be billed at a rate of \$75 per hour plus the actual cost of related expenses.

The League welcomes the opportunity to assist Meridian Township with the search for its next Township Manager. Please feel free to contact me with questions about our service or this proposal.

Please provide authorized signature below to officially engage the League to provide the executive search services outlined within this proposal dated July 19, 2024.

IN THE AMOUNT OF \$ \_\_\_\_\_

AUTHORIZED SIGNATURE \_\_\_\_\_

TITLE \_\_\_\_\_ DATE \_\_\_\_\_



michigan  
municipal  
league

executive  
search

# Meridian Charter Township

Township Manager Executive Search

**PROPOSAL / JULY 19, 2024**





Making our world better

The Raftelis Charitable Gift Fund allocates profits, encourages employee contributions, and recognizes time to charitable organizations that support:

- Access to clean water and conservation
- Affordability
- Science, technology, and leadership

Raftelis is investing in improved telecommunication technologies to reduce the firm's number one source of carbon emissions—travel.



Diversity and inclusion are an integral part of Raftelis' core values.

We are committed to doing our part to fight prejudice, racism, and discrimination by becoming more informed, disengaging with business partners that do not share this commitment, and encouraging our employees to use their skills to work toward a more just society that has no barriers to opportunity.

# Table of Contents

<b>Cover Letter .....</b>	<b>1</b>
<b>Firm Overview.....</b>	<b>8</b>
<b>Scope of Required Services.....</b>	<b>11</b>
<b>References and Examples of Prior Work .....</b>	<b>15</b>
<b>Additional Data and Information.....</b>	<b>16</b>
<b>Cost Proposal .....</b>	<b>21</b>

## COVER LETTER

July 19, 2024

Township Board  
CC to Human Resources  
Meridian Charter Township  
5151 Marsh Road  
Okemos, MI 48864

**Subject: Proposal for Township Manager Executive Search**

Dear Township Board:

We are pleased to submit this proposal for executive search services. Our focus has always been to help local government and utility clients solve their financial, organizational, and technology challenges. We are dedicated to providing management consulting services, including executive search, to local governments and the utility industry.

Our project team for the Township comprises skilled professionals, seasoned in local government management with search experience across the country. Our team has completed over 350 searches, and we have had significant success in identifying and retaining ideal candidates who meet each organization's unique set of needs and expectations. We are confident our approach will result in a successful leader for the organization. Our mission is to strengthen communities, and we do this by helping them find the best leaders to help move their organizations forward.

We have included resumes and qualifications for each team member on the following pages. The Township Manager search would be led by Catherine Tuck Parrish, Vice President and Lead Recruiter, and Pamela Wideman, Senior Manager and Recruiter.

We look forward to the opportunity to serve Meridian Charter Township. If you have any questions, please contact Catherine Tuck Parrish, our executive search practice leader, using the following contact information:

Catherine Tuck Parrish, Vice President  
Phone: 240.832.1778 / Email: [ctuckparrish@raftelis.com](mailto:ctuckparrish@raftelis.com)

Sincerely,



**Julia Novak**  
*Executive Vice President*

# Catherine Tuck Parrish

PROJECT DIRECTOR/LEAD RECRUITER  
**Vice President**



## PROFILE

Catherine has 30 years of management experience working for local governments of all sizes, nonprofit organizations, and associations. She leads the firm’s executive search practice and has conducted over 160 searches for manager/administrator; police chief; fire chief; directors of public works, planning, economic development, finance, human resources, and human services; and other key positions in local governments across the country.

In addition to executive recruitment, she has facilitated numerous governing body workshops, staff retreats, and strategic planning sessions. Her work as a consultant includes project management and contributions to several local government projects such as process improvement studies, departmental assessments, planning and permitting process reviews, and policy development.

Catherine’s most recent local government experience was as deputy city manager in Rockville, Maryland, where she oversaw parks and recreation, human resources, information technology, finance, neighborhood resources (citizen engagement), communications, customer service, and intergovernmental functions. She also served as acting city manager in Rockville for nearly a year. Before joining Rockville, Catherine served as assistant to the county executive in Fairfax County, Virginia, working on change management issues, including a new pay system, employee surveys, implementation plans, and internal communication improvements. Catherine has served as an ethics advisor at the International City/County Management Association (ICMA), counseling elected officials and citizen groups regarding employment agreements, form of government issues, and recruitment. She also worked for the City of Denton, Texas.

She chaired the ICMA’s Acting Manager Task Force, which produced a handbook for interim managers. She also led the Maryland City/County Management Association (MCCMA) as president and vice president. She served as president, vice president, and secretary of the Metropolitan Association of Local Government Assistants in the Washington, D.C. metro area. Catherine has spoken at national and state conferences on a variety of topics, including recruitment trends, civility, effective councils, ethics, forms of government, human resources, long-term financial planning, budget strategies, developing high performing organizations, and leadership. She has also spoken at the National League of Cities’ Leadership Training Institute on recruiting and evaluating the CEO. She is a certified instructor of the Myers-Briggs Type Indicator instrument.

## Specialties

- Executive search
- Strategic planning
- Facilitation
- Strategy development and implementation
- Community engagement
- Employee engagement

## Professional History

- Raftelis: Vice President (2021-present); Senior Manager (2020-2021); Executive Search Practice Leader, The Novak Consulting Group (2010-2020)
- Management Partners: Senior Manager (2009-2010)
- City of Rockville, Maryland: Deputy City Manager/Acting City Manager/Assistant City Manager (2001-2009)
- Fairfax County, Virginia: Assistant to the County Executive (1998 -2001)
- ICMA: Ethics Advisor/ Senior Local Government Programs Manager (1994-1998)
- City of Denton, Texas: Administrative Assistant to the City Manager (1990-1994)

## Education

- Master of Public Administration - University of Kansas (1990)
- Bachelor of Arts in Communication Studies/Personnel Administration - University of Kansas (1988)

## Professional Memberships

- International City/County Management Association (ICMA)
- Engaging Local Government Leaders (ELGL)
- Maryland City/County Management Association (MCCMA)

# Pamela J. Wideman

RECRUITER  
Senior Manager



## PROFILE

Pamela has over 25 years of experience in leading local government teams, with the last 10 years in executive leadership with the City of Charlotte. She is adept at forging creative solutions to government and community issues at the local level, with service to the community as the foundation of her leadership style. She is known for her thoroughness as well as engendering trusting relationships with elected officials, executive leadership across public, private, and non-profit organizations, and residents, all while providing exceptional customer service throughout the process.

Pamela most recently served as the Director of the City of Charlotte’s Housing & Neighborhood Services Department, leading a team of over 200 staff across five key divisions. Pamela shaped Charlotte’s affordable housing landscape and managed the oversight of millions of public dollars. She helped create and preserve over 5,000 affordable housing units, created and successfully deployed COVID-19 Pandemic relief programs for rent, mortgage, utility, and deposit assistance to keep vulnerable residents housed during the pandemic, developed a new local rental subsidy program, and managed over \$68 million in homelessness support and prevention.

During her work there, Pamela hired numerous staff members for her Department and participated on executive search panels for positions both with the City of Charlotte as well as with other municipalities and organizations. Pamela is a highly sought after speaker for her expertise in affordable housing and has spoken on numerous panels across the country. Pamela strongly believes that “service is the rent we pay for living on this earth” and is often asked to share her public sector experiences with students, professional trade organizations, and local municipalities.

Pamela has a passion for developing and implementing solutions that serve the community. She served as an early Advisory Member for the Greenlight Fund in Charlotte, and on the Mayors and CEOs Committee for U.S. Housing Investment. Pamela was awarded the Master of Public Administration Alumna of the Year and received a Leadership in Black Excellence from her alma mater, the University of North Carolina – Charlotte. She was also recognized as a Women’s In Leadership Champion by the Charlotte Chapter of the Urban Land Institute. Additionally, she was recognized as one of the top 10 “Behind the Scenes” newsmakers by the Charlotte Business Journal in both 2017 and 2020. She currently serves on the Board of Directors for the United Way of Greater Charlotte and the Children and Family Services Center. She is a member of the International City/County Management Association and the National Forum for Black Public Administrators.

### Specialties

- Executive Level Management
- Hiring and Recruitment
- Affordable Housing Expertise
- Community Development Policy and Program Development
- Team Development & Leadership
- Consensus Building
- Community Engagement
- Budget Management

### Professional History

- Raftelis: Manager (2021 – Present)
- City of Charlotte: Director of Housing & Neighborhood Services (2017 – 2021)
- City of Charlotte: Housing & Neighborhood Services Deputy Director (2008 – 2016)
- City of Charlotte: Housing & Neighborhood Services Supervisor (2006 – 2008)
- City of Charlotte: Budget Analyst (2003 – 2006)

### Education

- Harvard Kennedy School -Senior Executives in State and Local Government (2015)
- UNC-Chapel Hill - Municipal Administration (2007)
- University of North Carolina at Charlotte- Master’s in Public Administration (2006)
- Belmont Abbey College -Bachelor of Arts in Business Administration (1999)

### Professional Memberships

- International City/County Managers Association
- Urban Land Institute
- National Forum for Black Public Administrators

# Heather Gantz

RECRUITER  
Senior Manager

## PROFILE

Heather has over 20 years of leadership experience in recruiting, talent acquisition, and executive search, with the last 15 years focused on local government. She leads executive searches for the firm, where she is known for her thoroughness as well as engendering trusting relationships with both the client and candidate while providing exceptional customer service throughout the process.

Heather has conducted over 75 searches in the public sector. She has delivered positive search outcomes for dozens of high profile public organizations and is an expert at guiding strategy and tailoring outreach to find even the most niche candidates. Heather has successfully recruited for city and county managers and administrators, deputy and assistant managers, human resources, finance, community and economic development, public safety, parks and recreation, public works, and many more local government professionals. In addition, she has led numerous executive-level searches in the social/nonprofit sector and recruited leadership positions for technology, creative, accounting, and finance professionals in the private sector.

In addition to executive recruitment, Heather has experience supporting organizational effectiveness. She is known for providing effective leadership development and contributing to employee growth and development initiatives. Heather has advised individuals and small groups on career transition and job search strategies. Topics include knowledge and skill assessment, resume development, LinkedIn, networking, interview preparation, and salary and offer negotiation. Heather has also completed several leadership evaluations and performance reviews for local government leaders.

Heather has a passion for supporting diversity and innovation in the public sector. She served as an early Advisory Board Member for ELGL and remains an active and involved member in support of their mission of engaging the brightest minds in local government. In addition, Heather has served as a recurring speaker and presenter at the Northwest Women's Leadership Academy (NWWLA) in support of advancing women into leadership roles from a variety of backgrounds in local government.



## Specialties

- Executive Search
- Leadership Development
- Employee Growth and Development
- Innovation
- Facilitation
- Project Management
- Community Engagement
- Diversity of Thought

## Professional History

- Raftelis: Senior Manager (2022-present); Manager (2020 – 2021)
- Waldron: Director (2007-2020)
- Private Sector Recruiter (1996-2007)

## Education

- Bachelor of Arts in Business Management - University of Phoenix (2000)

## Professional Memberships

- Engaging Local Government Leaders (ELGL)

# Robert Colichio

## RECRUITMENT SPECIALIST Senior Consultant

### PROFILE

Robert has over 10 years in full lifecycle recruiting, sourcing, interviewing, and professional coaching. As a recruiter, Robert has engaged in searches within both the public and social sector. He has successfully worked on recruitments for city and county managers and administrators, deputy and assistant managers, and various director and managerial roles in human resources, finance, community and economic development, public safety, parks and recreation, and public works.

In addition to executive recruiting, Robert has over eight years of combined experience in professional development, career coaching, and career transition management. With over 500 clients served leading and coaching them through complicated organizational change ranging from individual executive employees transitions to large reductions in force. Work with these clients often included one-on-one coaching over the course of multiple months. Robert additionally hosted and developed multiple large group workshops for companies. He further has extensive and diverse project management experience including technology changes and implementations.

Robert has a Master of Business Administration degree with an emphasis in organizational behavior and a Bachelor of Science in Business Administration with dual concentrations in operational management and marketing with a minor in economics.



### Specialties

- Executive search
- Project management
- Facilitation
- Employee growth and development
- Data analysis

### Professional History

- Raftelis: Senior Consultant (2023-present); Consultant (2021-2022)
- Waldron: Senior Consultant and Coach (2013-2021)
- Portland State University: Graduate Teaching Assistant (2010-2012)
- Private Sector Consultant: Strategic Planning and Marketing Development (2008-2012)
- Skanska USA: Project and Client Relations Coordinator (2006-2008)

### Education

- Master of Business Administration in Organizational Behavior - Portland State University, School of Business (2012)
- Bachelor of Science in Business Administration - University of Oregon, Lundquist College of Business (2006)

### Certifications

- SHRM-CP

### Professional Memberships

- Society for Human Resource Management (SHRM)

# Kelsey Batt

## RECRUITMENT SPECIALIST Consultant

### PROFILE

Kelsey joined Raftelis in 2021, helping to facilitate executive level recruitments for local governments across the county. As a strong cross-cultural communicator, Kelsey utilizes her skills and background in professional writing to serve as a launchpad for all her endeavors.

Kelsey graduated from the Honors College at Purdue University in West Lafayette, Indiana where she earned a bachelor's in both Professional Writing and Creative Writing, as well as a Minor in Italian.

During her time as a student, Kelsey worked diligently at the world-renowned Purdue OWL Writing Lab, pairing with over 1,000 undergraduate and graduate students to help develop positive relationships with both writing and the English language. She also competed on the women's Division I Track and Field and Cross-Country teams while at Purdue, earning six Academic All-Conference Honors from the Big Ten.

She has previously worked as a copywriter at Sweetwater Sound where she developed the company's first Copy Style Guide and proposed several researched marketing strategies, focusing on inclusion amidst gender inequality in the music industry. Her ideas can be seen implemented throughout their current sales website and internally. Kelsey also has experience in marketing from her time at SDI Innovations where she produced and edited social media and blog content.



### Specialties

- Executive search
- Recruiting
- Editing

### Professional History

- Raftelis: Consultant (2024-present); Associate Consultant (2021-2023)
- The Purdue Writing Lab & Purdue OWL (2017-2021)

### Education

- Bachelor of Arts, School of Liberal Arts – Purdue University, West Lafayette, IN (2021)

# Alexa Worrell

## RECRUITMENT SPECIALIST Consultant

### PROFILE

In May 2022, Alexa joined Raftelis as a recruitment specialist, having completed an internship with the firm's Executive Recruitment Team where she supported numerous search activities.

Prior to Raftelis, Alexa worked as a Talent Generalist Intern at Textron Specialized Vehicles, where she developed a comprehensive leave process guide to ensure more consistent application of the company's policies; researched human resource procedures, policies, and applicable employment laws; and marketed and facilitated an informational event for employees to set up banking needs.

Through her prior work as a Receptionist/HR Assistant, Alexa developed her interviewing and recruiting skills and gained experience in redesigning training manuals for various roles to enhance training processes for future hires.

During her time as a student, Alexa served as recruitment chair of her sorority, where she recruited a new incoming class of over 30 members while also developing positive relationships with the new class and the established members in the chapter. She also assisted with facilitating monthly business development events as a member coordinator for the Advancing Women in Entrepreneurship Business Club.

Alexa earned her bachelor's degree in Sociology and Human Capital Leadership and Management from Miami University in Oxford, Ohio.



### Specialties

- Executive search
- Recruiting
- Relationship building

### Professional History

- Raftelis: Consultant (2024-present); Associate Consultant (2022-2023)
- Textron Specialized Vehicles: Talent Generalist (2021-2021)

### Education

- Bachelor of Arts, School of Liberal Arts – Miami University, Oxford, OH (2021)

## FIRM OVERVIEW

# Qualifications

## RAFTELIS AND THE NOVAK CONSULTING GROUP, HELPING LOCAL GOVERNMENTS AND UTILITIES THRIVE

Local government and utility leaders partner with Raftelis to transform their organizations by enhancing performance, planning for the future, identifying top talent, improving their financial condition, and telling their stories. We've helped more than 700 organizations in the last year alone. We provide trusted advice, and our experts include former municipal and utility leaders with decades of hands-on experience running successful organizations. People who lead local governments and utilities are innovators—constantly seeking ways to provide better service to the communities that rely on them. Raftelis provides management consulting expertise and insights that help bring about the change that our clients seek.

### TNCG is Now Raftelis

The Novak Consulting Group (TNCG) and Raftelis have always shared a focus on delivering lasting solutions for local government agencies. In January 2020, TNCG joined Raftelis. Today, we provide our clients with wide-ranging capabilities and resources in financial, management, technology, and communications consulting for all areas of local government. Our clients now have the expertise of more than 180 of the country's leading local government and utility consultants, who have decades of experience. We know that our combined capabilities and resources will provide added value to our clients, and we're excited about what we can accomplish together.

We believe that Raftelis is the *right fit* for this project. We provide several key factors that will benefit the Township and help to make this project a success.

**RESOURCES & EXPERTISE:** This engagement will require the resources necessary to effectively recruit for your unique position and the skillsets to complete all of the required components. With more than 180 consultants, Raftelis has one of the largest local government management and financial consulting practices in the nation. Our depth of resources will allow us to provide the Township with the technical expertise necessary to meet your objectives. In addition to having many of the industry's leading management and financial consultants, we also have experts in key related areas, like stakeholder engagement and data analytics, to provide additional insights as needed.

**DECADES OF COLLECTIVE EXPERIENCE:** Our associates and subject matter experts have decades of experience in strengthening local municipalities and nonprofit organizations. They've served in a wide range of positions, from city manager to public works director to chief of police.

**PERSONAL SERVICE FROM SENIOR-LEVEL CONSULTANTS:** You appreciate it when deadlines are met, phone calls are returned, and your challenges are given in-depth, out-of-the-box thinking. While other firms may assign your business to junior-level people, our approach provides exceptional service from senior-level consultants.

**NICHE EXPERTISE:** Our expertise lies in strengthening public-sector organizations. We're consulting specialists rather than generalists, focusing our strengths on doing a highly effective job for a specific group of clients.

## FIRM HISTORY

Raftelis is a subchapter S-Corporation incorporated in the state of North Carolina on April 23, 2004. The predecessor to Raftelis, Raftelis Environmental Consulting Group, Inc., was established on May 10, 1993, by George A. Raftelis to provide financial and management consulting services of the highest quality to public-sector clients. In 1999, the firm's name was changed to Raftelis Financial Consulting, PA. Following the sale of a portion of the firm to a group of employees on April 22, 2004, the firm's name changed to Raftelis Financial Consultants, Inc., which remains the firm's legal name. We currently do business as Raftelis.

## LENGTH OF EXISTENCE

31 years



## TYPES OF SERVICES PROVIDED



### **FINANCE: Meet your goals while maintaining a financially sustainable organization**

- Rate, charge, and fee studies
- Financial and capital planning
- Cost of service and cost allocation
- Customer assistance programs
- Affordability analysis
- Utility valuation
- Budget development
- Financial condition assessments
- Debt issuance support
- Economic feasibility and analysis



### **COMMUNICATION: Communicate strategically to build an informed, supportive community**

- Strategic communication planning
- Public involvement and community outreach
- Public meeting facilitation
- Graphic design and marketing materials
- Media and spokesperson training
- Risk and crisis communication
- Social media strategy
- Visual facilitation
- Virtual engagement



### **STRATEGIC PLANNING: Set the direction for the future of your organization and community**

- Organization, department, and community-based strategic planning
- Effective Board / Commission / Council governance
- Retreat planning and facilitation



### **ORGANIZATION: Plan for long-term sustainability and operate with maximum efficiency**

- Organizational and operational assessments
- Stormwater utility development and implementation support
- Performance measurement
- Staffing analysis
- Organizational climate and culture
- Asset management and operations
- Regional collaboration and service sharing
- Process improvement



### **TECHNOLOGY: Use your data and technology to improve experience and gain valuable insights**

- Billing, permitting, and customer information audits
- Business process development
- Data management, analytics, and visualization
- Performance measurement and dashboarding
- Software solutions
- Website development
- Information technology assessments and strategic planning
- Customer management assessments and optimization
- CIS selection and implementation
- AMR/AMI feasibility studies
- Mobile workforce management
- Meter data management
- CMMS selection and implementation
- GIS optimization services
- Fleet management systems



### **EXECUTIVE SERVICES: Identify and develop top talent to strengthen your organization**

- Executive recruitment
- Executive coaching
- Facilitated executive performance evaluations

## SCOPE OF REQUIRED SERVICES

# Executive Search Strategy

**When organizations need to fill key positions, they turn to Raftelis and benefit from this guiding principle: meaningful hiring involves finding the right employee and preparing them for ongoing success. Our approach to executive search services comprises three key phases.**

## Inquiring, Understanding, and Defining

Each of our clients has a unique culture and set of objectives. Because selecting the right individual is critical to success, we begin our relationship by conducting a needs assessment to identify the specific benchmarks the search must accomplish. We will identify qualifications and requirements as well as map out the new hire's first-year goals, so both our client and the employee remain on the same track for success. We will build an accurate position profile, thus ensuring we attract the right people for the position.

## Candidate Search and Evaluation

To reach the right candidates, Raftelis customizes each search process to fit the client's needs. Often, the professionals who best fit an open position are already employed and not searching for a traditional job posting. So, we leverage our extensive, diverse professional network to attract the best talent nationwide. We have been successful in identifying a candidate pool that is racially, ethnically, and gender diverse. We are committed to helping local government leadership positions reflect the communities they serve. We work closely with several organizations that support this goal, and we advertise in national publications that target people of color and women, including the National Forum of Black Public Administrators (NFBPA), Local Government Hispanic Network, and the League of Women in Government. We intentionally seek well-qualified women and people of color, so our clients have excellent choices. Once the right candidates are found, we help manage the hiring process from interviews to background checks. Our in-depth service empowers clients to achieve their goals at every step.



**39%** of our recruitments resulted in the hiring of **females**

**21%** of our recruitments resulted in the hiring of **people of color**

## Supporting Success

We support the top candidate's long-term success by creating a goals-driven work plan actionable from day one. Many firms focus solely on finding qualified applicants, leaving the client on their own once the position is filled. Our team, however, uses the objectives gathered during the inquiry stage to prepare new hires for their first year. We take a tailored, goals-based approach to each recruitment. By looking beyond the hiring process, our holistic view ensures that each candidate will fit the role as well as the organization. In the end, we are not just looking for a successful professional; we are finding the right employee to be successful in their new position long after they are hired.

# Scope of Required Services

## THE FOLLOWING PROVIDES A DETAILED DESCRIPTION OF OUR WORK PLAN FOR THE TOWNSHIP MANAGER RECRUITMENT

### Activity 1 – Develop Candidate Profile

We will begin this engagement by developing a clear picture of the ideal candidate for this position and by speaking with the Township Board as a whole and individually. We will also facilitate meetings to gather input from department directors and conduct a stakeholder focus group. We will discuss not just the technical skills needed for the position, but what makes for the right organizational fit in terms of traits and experiences. All meetings will be virtual, except for the final interviews, which will be in person. An additional fee will be charged by the hour for any additional meetings or community engagement added beyond this scope.

Based on the information learned from our meetings, we will develop a recruitment plan that includes Michigan and the nation. We will prepare a position profile that is unique to Meridian Charter Township. The profile will identify the organization's needs, the strategic challenges of the position, and the personal and professional characteristics of the ideal candidate. This document drives the recruitment. It focuses our efforts on the most capable candidates, and it helps us to persuade candidates to pursue the position. We will develop a recruitment brochure for advertising the position which includes the position profile, as well as information on the organization, the Township, and the community. We will work with the Township to eliminate barriers to underrepresented groups, including years of service, levels of education, and other strict requirements that might eliminate someone who can do the job.

We will also develop first-year organizational goals for the successful candidate. These goals will ensure that the applicants know what will be expected of them should they be hired, the Township has thought about what it wants the person to accomplish in the first year, and the successful candidate can hit the ground running with a work plan. Once drafted, we will review the recruitment plan, position profile, and first-year goals with the hiring manager. Modifications will be made as necessary before recruitment begins.

#### **DELIVERABLES:**

- Detailed recruitment process documents, including recruitment plan, position profile, and first-year goals

### Activity 2 – Conduct Outreach and Initial Screening

As part of the recruitment plan, we will identify key states and metro areas to focus our targeted recruitment. We will prepare and place advertisements in state and national publications and websites to attract candidates from throughout the United States. While this will be a national search, we will target our efforts to those key areas identified in the recruitment plan. We understand the importance of having a diverse applicant pool, so our recruitment strategy includes a robust outreach strategy to identify and attract well-qualified individuals from underrepresented groups and encouraging them to apply. In our outreach, we ensure we place job postings in places that target women, minorities, and other underrepresented groups. We also utilize our networks across the country to find and attract well-qualified candidates from a variety of backgrounds to apply and be considered. In addition, our recruiters have participated in conferences like NFBPA and Engaging Local Government Leaders (ELGL) for networking, a Diversity, Equity, and Inclusion cohort through International City/County Management Association, and several leadership academies for women in local government in different states.

We will place job postings with national, state, and regional professional organizations such as ICMA, Michigan Municipal League, Michigan Townships Association, national and state professional associations that are appropriate for the position and other places as identified in the recruitment plan. We also recommend national organizations such as NFBPA, Local Government Hispanic Network, ELGL, and a LinkedIn Job Ad to attract underrepresented groups and provide a more diverse applicant pool. We will also reach out to historically black colleges and universities and other targeted alumni networks that have graduates from diverse backgrounds and ask them to share our postings.

As soon as the advertisements are completed, we will begin the process of actively and aggressively marketing the position and identifying qualified candidates for assessment. We will pinpoint individuals and jurisdictions to reach out to directly through phone and email. We will also utilize social media (LinkedIn, Twitter, and Facebook) to broaden our reach. We have found that this combination of outreach is an effective way to reach top applicants, especially those who are not currently in the job market but may be willing to consider a move to an excellent organization like Meridian Charter Township.

We will reach out to the applicants in our extensive database as well as the prospective candidates we have targeted in previous recruitments for similar jurisdictions. We will also develop a list of additional candidates to pursue based on the Township's unique needs. Our outreach includes seeking well-qualified women and people of color and encouraging them to apply.

As applications are received, we will acknowledge each one and keep applicants aware of the status of the process. We will screen each applicant against the position profile and first-year goals. We will conduct interviews via phone or videoconference with those who most closely meet the profile to learn more about their interest, qualifications, and experience for this position. A written summary of these candidates will be prepared and shared with the Township. We will then meet with the hiring manager to review the entire list (if desired) as well as the most qualified candidates who have the requisite skills, experiences, and traits needed for success in the position. Based on the hiring manager's direction, we will finalize a list of four to six candidates to invite for in-person interviews.

#### **DELIVERABLES:**

- Placement of ads and job postings
- Targeted outreach to passive candidates
- Candidate review materials including screening results and internet search

### Activity 3 – Support Interviews and Selection

Each person you wish to interview will then be contacted again by our recruitment team. We will plan and facilitate a multi-step interview process specific to the position. The process could include writing exercises, presentations, panel interviews, tours, and a department director or key staff meet-and-greet. A book that contains customized interview questions and information about each of the candidates invited to interview will be provided to those involved in the interview process. We will also facilitate pre- and post-interview briefings.

We will coordinate the logistics of the process and provide the candidates with the details along with any travel policy requirements or other information. We will also work with a Township contact to ensure a suitable venue is arranged for the interviews. Expenses for the candidates will be borne and reimbursed directly by the Township.

The Township will select the top candidate. We can help make a well-informed choice by framing what we have learned about the candidates in the context of the position and its requirements. We will speak with candidates'

references to confirm the strength of their credentials. We will also conduct a media check to review published information found in search engines, online publications, and social media. Reference and background checks will be performed on the top candidates, including but not limited to education, credentials, employment history, criminal background check, civil litigation check, and credit history.

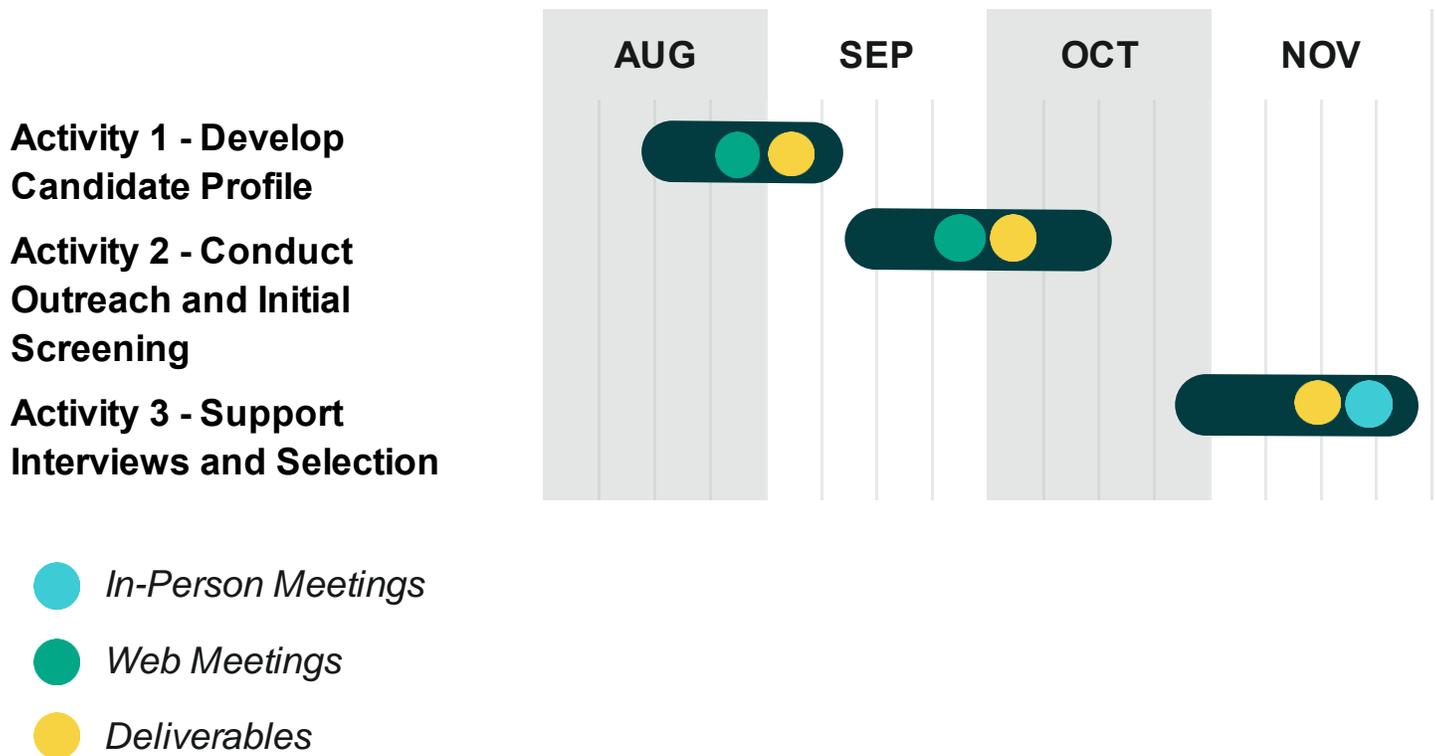
We also can assist in negotiating the employment offer. We will provide information about best practices in salary and total compensation, and we will have obtained information on the candidate’s salary preferences. We will keep candidates apprised of their status and release them at the appropriate time.

**DELIVERABLES**

- Interview book materials including references and background checks

# Detailed Recruitment Timeline

Included below is a draft timeline. This is not binding and we expect to discuss this with the Township Board during Activity 1 and adjust it as necessary as we develop the recruitment plan in consideration of timing and the impact on the candidate pool of the Township Board elections coming up in November. The contract award date may also impact this schedule.



REFERENCES AND EXAMPLES OF PRIOR WORK

# References and Examples of Prior Work

Raftelis is uniquely positioned to perform this recruitment because of our knowledge of local government and our extensive network across the nation. Our clients tell us we are more than just consultants—we are trusted advisors. The following table lists a few comparable recruitments we have conducted and references for each of them. Each search requires approximately three months to complete, depending on the client’s needs and recruitment environment.

Client	Reference
<p><b>City of Novi, Michigan</b></p> <ul style="list-style-type: none"> <li>• Finance Director (2012)</li> <li>• Assistant City Manager (2010)</li> </ul>	<p>Victor Cardenas, City Manager                      45175 Ten Mile Road                      Novi, MI 48375                      P: 248.347.0450                      E: vcardenas@cityofnovi.org</p>
<p><b>City of Westerville, Ohio</b></p> <ul style="list-style-type: none"> <li>• City Clerk (2024)</li> <li>• City Manager (2020)</li> <li>• Deputy Planning and Development Director (2013)</li> <li>• Finance Director (2010)</li> </ul>	<p>Mike Heyeck, Council Chairperson                      21 S. State Street                      Westerville, OH 43081                      P: 614.901.6400                      E: michael.heyeck@westerville.org</p>
<p><b>Washington Township, Ohio</b></p> <ul style="list-style-type: none"> <li>• Assistant Fire Chief (2022)</li> <li>• Township Administrator (2014, 2018)</li> </ul>	<p>Eric Richter, Township Administrator                      6200 Eiterman Road                      Dublin, OH 43016                      P: 614.652.3929                      E: erichter@wtwp.com</p>
<p><b>City of Fairfax, Virginia</b></p> <ul style="list-style-type: none"> <li>• City Manager (2018, 2024)</li> <li>• Deputy City Manager (2023)</li> <li>• Police Chief (2018)</li> </ul>	<p>Robert Stalzer, City Manager                      10455 Armstrong Street                      City Hall, Room 316                      Fairfax, VA 22030                      P: 703.385.7850                      E: rob.stalzer@fairfaxva.gov</p>
<p><b>City of Rockville, Maryland</b></p> <ul style="list-style-type: none"> <li>• City Attorney (2021)</li> <li>• City Manager (2016)</li> <li>• Community Planning and Development Services Director (2018)</li> </ul>	<p>Monique Ashton, Mayor                      111 Maryland Avenue                      Rockville, MD 20850                      P: 240.314.8291                      E: mashton@rockvillemd.gov</p>

ADDITIONAL DATA AND INFORMATION

# Recent Executive Search Experience

Client	Position	Client	Position
AZ Central Arizona Project	General Manager	CO Fort Collins	Community Services Director
AZ Clarkdale	Town Manager	CO Fort Collins	Community Development and Neighborhood Services Director
AZ Cottonwood	City Manager	CO Fort Collins	Environmental Services Director
AZ Oro Valley	Chief Financial Officer	CO Fort Collins	Natural Areas Director
AZ Oro Valley	Police Chief	CO Fort Collins	Recreation Director
AZ Payson	Town Manager	CO Fort Collins	Utilities Executive Director
AZ Peoria	Human Resources Director	CO Health District of Northern Larimer County	Executive Director
AZ Scottsdale	Economic Development Director	CO Lafayette	City Administrator
AZ Yuma	City Administrator	CO Louisville	City Manager
AZ Yuma	Engineering Director	CO Louisville	Director of Parks and Recreation
AZ Yuma	Finance Director	CO Louisville	Director of Planning and Building Safety
AZ Yuma	Planning and Neighborhood Services Director	CO Louisville	Human Resources Director
CO Aspen	Community Development Director	CO Loveland	Budget Manager*
CO Boulder	Chief Human Resources Officer	CO Loveland	Chief Financial Officer*
CO Boulder	City Attorney	CO Loveland	City Clerk*
CO Boulder	City Manager	CO Loveland	Economic Development Director*
CO Boulder	Fire Division Chief	CO Northglenn	Human Resources Director
CO Boulder	HRIS Manager	CO Pueblo West Metropolitan District	District Manager
CO Boulder	Human Resources Director	CO Westminster	Parks, Recreation, and Library Director
CO Boulder	Human Resources Senior Manager	CT Greenwich	Town Administrator
CO Boulder	Independent Police Monitor	CT Mansfield	Town Manager
CO Boulder	Municipal Court Judge	CT Meriden	City Manager
CO Boulder	Planning and Development Services Director	CT Windsor	Police Chief
CO Boulder	Total Rewards Senior Manager	DE Kent County	County Engineer/Public Works Director
CO Boulder	Utilities Engineering Manager	DE Lewes	Municipal Planning and Development Officer
CO Denver	Independent Monitor	DE Milford	City Manager
CO Fort Collins	Cultural Services Director	DE Milton	Town Manager
CO Fort Collins	Deputy City Manager	DE Rehoboth Beach	City Manager

Client	Position
IA Cedar Rapids	Utilities Director
IA Cedar Rapids	City Attorney
IA Cedar Rapids	Public Works Director
IL Peoria County	Director, Animal Protection Services
IN Bloomington	Traffic and Transportation Engineer
KS Baldwin City	City Administrative Officer
KS Edgerton	Building Inspector
KS Edgerton	Community Development Director
KS Johnson County	Human Resources Director
KS Merriam	Finance Director
KS Olathe	Director of Economy
KS Tonganoxie	City Manager
LA Orleans Parish School Board	Chief Operations Officer
MD Aberdeen	Director of APG Privatization
MD Aberdeen	Police Chief
MD Aberdeen	Public Works Director
MD Berwyn Heights	Code Supervisor
MD Berwyn Heights	Town Administrator
MD Cambridge	City Manager
MD Charles County	Director of Community Services*
MD Charles County	Engineer IV*
MD Gaithersburg	City Manager
MD Gaithersburg	Director of Finance and Administration
MD Gaithersburg	Engineering Services Division Chief
MD Gaithersburg	Finance Director
MD Gaithersburg	Public Works Director
MD Gaithersburg	Public Works and Engineering Director
MD Gaithersburg	Director of Information Technology

Client	Position
MD Garrett Park	Town Manager
MD La Plata	Planning Director
MD La Plata	Police Chief
MD La Plata	Town Manager
MD La Plata	Town Treasurer
MD Maryland Municipal League	Executive Director/CEO
MD Mount Rainier	City Manager
MD New Carrollton	City Administrative Officer
MD Ocean Pines Association	General Manager
MD Riverdale Park	Town Manager
MD Riverdale Park	Police Chief
MD Rockville	City Attorney
MD Rockville	City Manager
MD Rockville	Community Planning and Development Services Director
MD St. Michaels	Town Administrator
MD Sykesville	Town Manager
MD Takoma Park	City Manager
MD Takoma Park	Deputy City Manager*
MD Westminster	Finance Director
MD Westminster	Human Resources Director
MI Novi	Assistant City Manager
MI Novi	Finance Director
MI Rochester Hills	Chief Financial Officer
MO Chesterfield	City Administrator
MO Clayton	City Manager
MO Lee's Summit	Human Resources Director
MT Helena	City Manager
NC Guilford County	Assistant County Manager for Strong Communities

Client	Position
NC Guilford County	Assistant County Manager for Successful People
NC Guilford County	County Attorney
NC Guilford County	Communications and Public Relations Director
NC Guilford County	Deputy Finance Director
NC Guilford County	Equity and Inclusion Manager
NC Guilford County	Public Relations Director
NC High Point	Assistant City Manager
NC High Point	Planning Director
NC Matthews	Assistant Town Manager
NC Rolesville	Human Resources Director
NH Keene	City Manager
NH Hanover	Town Manager
NM Las Cruces	City Manager
NY Batavia	City Manager
NY Livingston County Water and Sewer Authority (LCWSA)	Executive Director
NY Oneonta	City Manager
OH Centerville	City Manager
OH Delaware County	Director of Economic Development
OH Delaware County Transit District	Executive Director
OH Hilliard	Deputy Police Chief
OH Hilliard	Police Chief
OH Hudson	City Manager
OH Cleveland Heights	City Manager
OH Cleveland Heights	Finance Director
OH Dayton	Financial Officer
OH Dublin	Director of Public Service
OH Dublin	Deputy City Manager/Chief Operations Officer
OH Granville	Village Manager

Client	Position
OH Hilliard	City Manager
OH Hudson	City Manager
OH Jackson Township	Township Administrator
OH Miami Township	Township Administrator
OH Moraine	City Manager
OH Oberlin	Fire Chief
OH Oberlin	Police Chief
OH Portsmouth	City Manager
OH Prairie Township	Township Administrator
OH Sandusky	City Manager
OH Solid Waste Authority of Central Ohio (SWACO)	Director of Administration
OH The Port - an Ohio Port Authority	General Counsel
OH The Port - an Ohio Port Authority	Industrial Development Manager
OH The Port - an Ohio Port Authority	Vice President of Communications and Marketing
OH The Port - an Ohio Port Authority	Vice President of Economic Equity
OH Union County	County Administrator
OH Upper Arlington	Assistant City Manager*
OH Upper Arlington	Police Chief
OH Washington Township	Assistant Fire Chief
OH Washington Township	Township Administrator
OH West Chester Township	Township Administrator
OH Westerville	City Manager
OH Westerville	Deputy Director of Planning and Development
OH Westerville	Finance Director
OH Worthington	Assistant Fire Chief
OH Wyoming	City Manager
OR Beaverton	City Manager
OR Beaverton	Finance Director

Client	Position
OR Beaverton	Interim City Manager
OR Beaverton	Police Chief
OR Beaverton	Public Works Director
OR Clean Water Services	Chief of Staff
OR Clean Water Services	Chief Utility Operations Officer
OR Clean Water Services	General Counsel and Chief Compliance Officer
OR Gresham	City Manager
OR Gresham	Police Chief
OR Hillsboro	Employee and Labor Relations Manager
OR Hillsboro	Library Director
OR Lake Oswego	City Attorney
OR Lane County	Public Works Director
OR Newberg	Assistant City Manager
OR Newburg	Police Chief
OR Newberg	Public Works Director
OR Salem	City Manager
OR Scappoose	Finance Administrator
OR Sunrise Water Authority	Finance Director
OR Tigard	Assistant City Manager
OR Tigard	Finance Director
OR Tigard	Human Resources Director
OR Tualatin	City Attorney
OR Tualatin Hills Park & Recreation District	Chief Financial Officer
OR Tualatin Hills Park & Recreation District	City Attorney
OR Tualatin Hills Park & Recreation District	District Finance Director
OR Washington County	County Administrator
OR Washington County	Interim County Administrator
OR Washington County	Chief Financial Officer
OR Washington County	County Counsel

Client	Position
OR Washington County	Assistant County Administrators
PA Breakneck Creek Regional Authority	Manager
PA Carlisle Borough	Police Chief
PA Farrell	City Manager
SC Mount Pleasant Waterworks	General Manager
TX Abilene	City Engineer
TX Abilene	Library Director
TX Lancaster	Assistant City Manager
TX Lancaster	Finance Director
TX University Park	Human Resources Director
VA Albemarle County	Chief Financial Officer
VA Albemarle County	County Attorney
VA Albemarle County	Deputy Director of Community Development
VA Albemarle County	Police Chief
VA Albemarle County	DEI Director
VA Albemarle County	Deputy Chief Financial Officer
VA Albemarle County	Diversity, Equity, and Inclusion Director
VA Albemarle County	Human Resources Director
VA Alexandria	Controller
VA Arlington County	Central Library Services Division Chief*
VA Arlington County	Housing Director*
VA Ashland	Town Manager
VA Bedford County	County Administrator
VA Bedford County	Deputy Fire Chief*
VA Bedford County	Finance Director
VA Chesapeake	Chief Financial Officer
VA Chesapeake	Chief Information Officer
VA Chesapeake	City Auditor
VA Fairfax	City Manager

Client	Position
VA Fairfax	Police Chief
VA Fairfax County	County Executive
VA Fairfax County	Deputy County Executive
VA Fairfax Water	Customer Service Manager
VA Fairfax Water	Human Resources Manager
VA Fredericksburg	Public Works Director
VA Harrisonburg	City Manager
VA Harrisonburg	Human Resources Director
VA Harrisonburg	Police Chief
VA Harrisonburg-Rockingham Regional Sewer Authority (HRRSA)	Executive Director
VA Leesburg	Finance Director
VA Leesburg	Town Attorney
VA Leesburg	Planning and Zoning Director
VA Loudoun County	Animal Services Director
VA Loudoun County	Assistant County Administrator
VA Loudoun County	Assistant Director of Human Resources
VA Loudoun County	Chief Financial Officer
VA Loudoun County	County Attorney
VA Loudoun County	Director of Building and Development
VA Loudoun County	Deputy County Administrator
VA Loudoun County	Economic Development Director
VA Loudoun County	Family Services Director
VA Loudoun County	Finance Director
VA Loudoun County	Housing and Community Development Director
VA Loudoun County	Information Technology Director
VA Loudoun County	Mapping and Geographic Information Director
VA Loudoun County	Mental Health, Substance Abuse, and Developmental Services Director
VA Loudoun County	Parks, Recreation, and Community Services Director

Client	Position
VA Loudoun County	Planning and Zoning Director
VA Loudoun County	Systemwide Fire Chief
VA Loudoun County	Community Corrections Director
VA Newport News	Engineering Director
VA Newport News	Waterworks Director
VA Newport News	Human Resources Director
VA Prince William County	Deputy County Executive for Public Safety
VA Virginia Retirement System	Human Resources Director
VA Warrenton	Town Manager
WA Bellevue	Assistant Director, Financial and Resource Management
WA Bellevue	Deputy City Manager
WA Bellevue	Utilities Deputy Director
WA Bothell	City Manager
WA Bothell	Community Development Director
WA Bothell	Finance Director
WA Camas	City Administrator
WA Central Pierce Fire and Rescue	Fire Chief
WA Sammamish	Public Works Director
WA Shoreline	Administrative Services Director
WA Shoreline	City Manager
WA Shoreline	Human Resources and Organizational Development Director
WA Shoreline	Human Resources Director
WA Spokane Regional Health District	Community Health Director
WA Spokane Regional Health District	Deputy Administrative Officer
WA Spokane Regional Health District	Health Officer
WA Spokane Regional Health District	Human Resources Manager
WI Central Brown County Water Authority	Manager
WI Mequon	City Administrator
WV Morgantown	City Manager

COST PROPOSAL

# Cost Proposal

The total fixed fee to complete the Township Manager recruitment, as outlined in this proposal, is \$34,300. This includes all professional fees and expenses for Raftelis.

We estimate the following additional costs to the Township, which would be billed at cost:

<b>Advertising</b>	Approximately \$2,000-\$2,500
<b>Background checks</b>	Estimated at \$175-\$500/finalist
<b>Finalists' interview travel</b>	Borne and reimbursed directly to the finalists by the Township

Advertising and background checks are invoiced as completed. The fixed fee will be invoiced as follows:

<b>Activity 1 – \$11,453</b>	After delivery of the recruitment documents <ul style="list-style-type: none"> <li>• Recruitment plan</li> <li>• Recruitment brochure</li> <li>• First-year goals</li> </ul>
<b>Activity 2 – \$11,207</b>	After the candidate review
<b>Activity 3 – \$11,640</b>	After the interviews are completed

Within six (6) months of the final interview process, should an additional candidate be hired by the Township from the pool of candidates presented by Raftelis for this project, the additional fee shall be \$15,000.

## ADDITIONAL SERVICES

### Coaching

Raftelis has trained coaches with practical experience as former practitioners to provide one-on-one coaching with executives, department heads, and mid-level managers. The process includes setting goals, development and execution of a coaching plan, and individual coaching sessions. Local governments and utilities utilize this service to help new leaders acclimate to new roles and responsibilities, adjust to the complexities of the organization and external factors, navigate difficult conversations, improve their interactions with the governing body and/or in public settings, build strong staff teams, and prepare future leadership within the organization.

### COST:

- Typical cost for this service is \$10,000
- Hourly rate for coaches is \$250/hour
- Work is done virtually

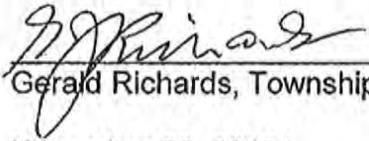
## Facilitated Evaluations

Raftelis has skilled staff who can deliver a facilitated evaluation for governing-body appointed staff, including managers, attorneys, clerks, treasurers, auditors, etc. This process includes input from every governing body member through the facilitator, self-assessment, a guided conversation in executive session, goal-setting for the next year, and the evaluation document. This allows each member of the governing body's voice to be included, ensures the executive receives meaningful feedback, and is done objectively.

### COST:

- Typical cost for this service is \$15,000-\$17,000
- Work is done remotely except for guided executive session

**MEMORANDUM**

TO: Township Board  
FROM:   
Gerald Richards, Township Manager  
DATE: November 30, 2012  
RE: Township Manager Replacement Process

---

The attached information is provided to facilitate discussion on this topic. A typical recruitment process and timeline is included.

Attachment



Prepared by the Michigan Municipal League  
1675 Green Road, Ann Arbor, MI 48105

Better Communities. Better Michigan.

The Michigan Municipal League is committed to strengthening the quality of municipal government and administration in Michigan. In terms of executive search, we recognize that selecting effective leadership for an organization is critical to organizational success. Accordingly, we work closely with our clients to gain a full understanding of the priorities of the community and structure the search process to gain a complete picture of a candidate's experience, qualifications and management style.

#### Why enlist our help?

- ~ We are effective national recruiters with highly specialized expertise in Michigan municipal government. In fact, 42% of our applicants in the last year came from outside the state of Michigan!
- ~ As a non-profit, non-partisan membership organization, we offer our members highly professional executive search services at an extremely competitive price.
- ~ We've been providing executive search services for nearly fifteen years and have an unparalleled record of success with hundreds of clients, many of which use our services again and again.
- ~ When you work with us, you know our objective is clear: to find the best management professionals to serve our member communities. And as our member, you can be assured that your satisfaction is paramount.
- ~ Our qualifications-based selection process is thorough, consistent and objective. This helps to ensure the best possible employment match, resulting in a successful, long-term placement.
- ~ Our executive search facilitators are among the most highly respected public administrators in the state, with proven records of success and stellar reputations. Candidates know and trust our work as much as our member communities do!
- ~ Our recruitment methods range from traditional to cutting edge, including statewide, national and even international print and web ads, direct emails using our exclusive email database, and our exclusive League Twitter and Facebook accounts (2,550 followers and growing daily!)

*"The recruitment process was perfect! You have a proven plan for finding candidates, presenting them to our City Council and letting the chips fall as they may. I am still amazed that we came to such an easy decision, not just with our selected candidate, but also the other finalists. The time-table of events went quickly, the process was clean and direct, simple for our Council to follow and we all feel good about the selection."*

*Mayor Jim Hodges, City of Lowell*

*On the City Manager Search completed June, 2011 by the Michigan Municipal League*

## OVERVIEW OF A TYPICAL LEAGUE EXECUTIVE SEARCH PROCESS

The Michigan Municipal League is committed to strengthening the quality of municipal government and administration in Michigan. In terms of executive search, we recognize that selecting effective leadership for an organization is critical to organizational success. Accordingly, we work closely with our clients to gain a full understanding of the priorities of the community and structure the search process to gain a complete picture of a candidate's experience, qualifications and management style. This helps to ensure the best possible employment match, resulting in a successful, long-term placement.

As a non-profit membership organization, we are able to offer our members and other public sector employers highly professional executive search services at a very competitive price. Further, our objective is clear: to find the best management professionals to serve our member communities.

A typical executive search includes the tasks detailed within this section. However, each search process is tailored to meet the specific needs of the client community. Typically a search project proceeds with the following activities and requires 60 to 90 days to complete depending upon timing of ad placement, availability of candidates and elected officials and other factors.

### **Develop Recruitment Profiles**

In the first meeting, the search facilitator will facilitate a work session to develop a comprehensive recruitment profile. The recruitment profile typically has two components:

1. The Candidate Profile outlines in detail the qualifications, experience and professional characteristics required for employment, and is designed to reflect the goals and priorities of the community. The completed profile will be used throughout the selection process as an objective tool for determining the most appropriate candidates to be interviewed, and ultimately a final selection.
2. The Community Profile provides a detailed description of the position, the organization (i.e. organizational structure, services provided, etc.) and the community itself. This component is an excellent opportunity to promote the benefits of your city or region to prospective candidates (i.e. local and regional attractions, school systems, community strengths and cultural or entertainment opportunities.)

The recruitment profile is used to develop a recruitment brochure which is featured on the MML website in its entirety. The brochure is also emailed directly through our exclusive database to hundreds of Managers, Assistant Managers, department heads and other municipal professionals, as identified to directly raise awareness and promote interest in the position. We also market the position through our Facebook and Twitter accounts, which have nearly 3,000 followers.

### **Targeted Outreach (Optional Task)**

In some cases it is helpful for the search facilitator to also meet with other stakeholders to gain a fuller perspective of the needs and priorities of the community. This extended outreach ensures an inclusive, collaborative process and ideally takes place during development of the candidate profile. These stakeholder meetings may include individual or group meetings with department heads, city employees, community and business leaders, public forums or focus groups or others as identified.

### **Develop and Administer Recruitment and Outreach Campaign**

In order to recruit and select the most qualified candidates, it is necessary to effectively market the position to the widest and most appropriate audience. To accomplish this, we will develop an outreach and advertising campaign that includes placing advertisements in various professional publications specific to the area of expertise being sought. Our advertising strategy will include both written and electronic publications as well as direct recruitment efforts that include some or all of the following:

- MML Classified Ads (website, features complete recruitment brochure)
- ICMA Newsletter
- ICMA Website and social media outlets
- Other professional associations as appropriate (i.e. MGFOA, Midwest Manager's Associations, etc.)
- Other public associations as appropriate (i.e. MTA, MAC, etc.)
- Directly targeted, exclusive email campaign
- MML Twitter and Facebook accounts (nearly 3,000 followers and growing daily)
- Direct personal contacts

The full recruitment brochure will be featured on the League's web site which receives an average of 4,000 hits per week. This practice provides an excellent opportunity to promote the position and the community to a wide range of prospective candidates.

In addition to advertising the position, we will utilize our extensive network of contacts to identify professionals in transition and managers who may have an interest in the opportunity. We focus the recruiting effort on attracting the most qualified candidates, including passive candidates whom we target with direct recruiting and contact to promote interest in the position.

These customized and comprehensive outreach and recruiting activities result in the highest quality candidate pool. Following the closing date for receipt of résumés, we will proceed with résumé review and interviews.

### **Screen Résumés and Narrow Field of Applicants**

We receive résumés directly and assess each applicant against the criteria established in the candidate profile to identify viable candidates who most closely meet the hiring authority's requirements. As appropriate, we will conduct prescreening interviews and complete online searches to ensure a comprehensive initial screening process.

At the conclusion of this initial screening process, the facilitator will present the hiring authority with a confidential summary of the applicants and their qualifications. This confidential applicant summary serves as the basis for a suggested "short-list" of the strongest candidates for further consideration. After discussion and consideration, the hiring authority will determine whom to invite for personal interview.

Once invitations to interview have been extended and accepted, the names and résumés of candidates are no longer protected by confidentiality. Until that time, we closely guard the identity of confidential applicants to ensure your search process yields the strongest pool of candidates. Please note, we do not ever release the name, résumé, other identifiers or application materials of confidential applicants who are not viable candidates. We only lift confidentiality for viable candidates who agree to participate in the interview process.

#### **Preliminary Reference Review and Background Investigation**

As the field of applicants is narrowed, we will conduct preliminary reference reviews to verify an applicant's prior work history and learn more about the candidates' experience, past performance, and management style.

We will also assist in identifying a third party vendor to perform an in-depth background check (credit history, driving record, criminal record, educational verifications, etc.) for the final candidate. This extensive background investigation is completed by a third party vendor, and we will provide options and suggestions related to this. We will coordinate the background investigation free of charge, but the actual cost of the investigation will be billed as a project expense.

This level of investigation typically begins once a conditional offer of employment is extended to the final candidate.

#### **Interview and Selection Process**

Once a list of final candidates has been developed, we will assist in coordinating and scheduling interviews. As well, we will assist the hiring authority in developing their interview questions, with a focus on management technique, problem solving strategies and other topics related to the priorities outlined in the candidate profile.

Further, we will offer guidance and advice concerning appropriate interview topics as well as those that should be avoided. While our executive search facilitators have extensive experience in the field of human resources, and specifically interview and selection, they are not attorneys. It is always advisable for the city attorney to be apprised of the proposed interview and selection process.

A search facilitator will attend and facilitate the interviews with each of the final candidates. At the conclusion of the interview process, we will facilitate discussion and evaluation of each candidate.

Keep in mind that our search facilitators do not presume to choose the best candidate for the position. That important decision is completely at the discretion of the hiring authority. Rather, we will aide in assessing interview responses and how they relate to the objective criteria established in the candidate profile and provide related guidance and expertise.

Typically our intensive prescreening and interview process is sufficient for a client to reach a decision on extending a conditional offer of employment. Further, timing is critical in an executive search and any delay in action can result in losing a highly sought candidate. However, in some cases, the client community desires a second interview, or may even wish to consider additional candidates from its original pool of applicants. We will arrange and facilitate additional interviews at no additional cost.

#### Contract Negotiation and Search Close Out

We will facilitate the process of negotiating an employment agreement with the selected candidate. This may include sample contract language, comparative pay recommendations, severance clause suggestions or other topics about which the hiring authority may have questions.

After the hiring authority has reached an agreement with the individual selected for the position, we will perform closing tasks, such as notification of unsuccessful candidates.

#### Typical project timeline

Activity	Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	Week 8	Week 9	Week 10	Weeks 11 & 12
Initial Meeting: Establish meeting dates, create profiles, recruitment strategy, ad language											
Optional targeted outreach with individuals/groups											
Place ads											
Direct recruitment, active solicitation of candidates											
Application screening, initial reference checks											
Prepare short list, meet & review candidates											
Conduct first interviews											
2 <sup>nd</sup> interviews, "meet & greet," site visits, etc.											
Extend conditional offer, negotiate terms											
Background checks, pre-employment tests as needed											
Close out activities											

Below are listed some of the municipalities that have utilized the executive search services of the League in recent years. Clients include cities, villages, counties and townships of all sizes throughout the state, numbering in excess of 100.

City of Albion	City of Hart	Village of Bellevue
City of Alpena	City of Highland Park	Village of Beverly Hills
City of Baraga	City of Hillsdale	Village of Caro
City of Battle Creek	City of Howell	Village of Cass City
City of Belding	City of Huntington Woods	Village of Cassopolis
City of Berkley	City of Inkster	Village of Constantine
City of Big Rapids	City of Iron Mountain	Village of Douglas
City of Bloomfield Hills	City of Ironwood	Village of Franklin
City of Boyne City	City of Ishpeming	Village of Holly
City of Brown City	City of Jackson	Village of Kalkaska
City of Buchanan	City of Keego Harbor	Village of Kingsley
City of Caro	City of Lapeer	Village of Lake Orion
City of Cass City	City of Leslie	Village of L'Anse
City of Cedar Springs	City of Lowell	Village of Mackinaw City
City of Cheboygan	City of Marine City	Village of Mattawan
City of Chelsea	City of Marlette	Village of Middleville
City of Clawson	City of Menominee	Village of Newberry
City of Clio	City of Milan	Village of Oxford
City of Crosswell	City of Monroe	Village of Paw Paw
City of Davison	City of Mount Pleasant	Village of Reese
City of Eastpointe	City of Muskegon Heights	Village of Sparta
City of East Grand Rapids	City of Norton Shores	Village of Stockbridge
City of Escanaba	City of Norway	Village of Wolverine Lake
City of Essexville	City of Parchment	Brighton Township
City of Ewart	City of Plymouth	Delhi Township
City of Farmington	City of Portland	Delta Township
City of Ferndale	City of Rogers City	Huron Township
City of Ferrysburg	City of Saint Clair	Lyon Township
City of Frankenmuth	City of Saline	Oakland Township
City of Frankfort	City of Sandusky	Shelby Township
City of Grand Blanc	City of Tecumseh	Hartland Township
City of Grayling	City of Three Rivers	Spring Lake Township
City of Grosse Pointe	City of Troy	Ypsilanti Township
City of Grosse Pointe Woods	City of White Cloud	Coloma Township
City of Hamtramck	City of Whitehall	Saint Joseph County
City of Harper Woods	City of Williamston	White Lake Fire Authority
	City of Woodhaven	Saginaw County Road Commission
		Western Washtenaw Recycling Auth.

**PROJECT FEES AND EXPENSES**

*Professional Fees*

The Michigan Municipal League's fee for executive search is typically 10% of the annual salary level for the position, but can be higher depending on the scope of search services undertaken. The League prefers to provide a firm, not-to-exceed professional fee once the city has defined the scope of services desired.

*Project Expenses*

In addition to the League's fee, project expenses related to the executive search process are billed at actual cost and are estimated as follows:

- Actual cost of advertising: The number of ads placed and publications chosen are at the discretion of the hiring authority. We will provide information concerning rates for advertisements prior to ad placement. Typically advertising costs are around \$750, depending on the length of ad and number of publications.
- Actual cost of background investigation: The cost of investigation varies based on the items chosen, but typically range from \$300 to \$500 per candidate.
- Actual miscellaneous expenses incurred such as travel expenses. Please note that mileage is reimbursed at the federal rate and every effort is made by our facilitators to minimize costs and to avoid overnight stays.

The League welcomes the opportunity to assist the City in this most important process.

Sincerely,

*Sent via email*

Caroline Kennedy  
Manager, Field Operations

\* \* \* \*

Please provide signature below to formally engage the League to conduct an executive search:

AUTHORIZED SIGNATURE \_\_\_\_\_

TITLE \_\_\_\_\_ DATE: \_\_\_\_\_

COMMUNITY \_\_\_\_\_

- Board member belief the adopted meeting schedule recognizes year end responsibilities for staff and the desire by staff to take time off
- Personal scheduling reasons for Board members to keep the schedule as adopted

VOICE VOTE: Motion failed 2-4. (Trustees Scales, Styka, Wilson, Treasurer Brixie)

11. DISCUSSION ITEMS/ENDS

President Pro Tem Brixie opened Public Remarks.

Neil Bowlby, 6020 Beechwood Drive, Haslett, did not believe citizens have expressed concern with medical marihuana regulation, as medical marihuana dispensaries are illegal in the State of Michigan. He asked for an explanation as to how a medical marihuana dispensary is different from a business which is involved in the commercial transfer of prescription drugs. Mr. Bowlby stated prescription drugs are a greater danger than medical marihuana and there currently are no regulations for pharmacies and drugstores relative to distance from child care centers, residential properties, parks, schools, etc. He expressed concern with the message sent that distribution of one prescription drug is treated differently than any other prescription drug.

President Pro Tem Brixie closed Public Remarks.

B. Township Manager Replacement Process

President Pro Tem Brixie noted information was provided in the Board packet regarding the replacement process for the Township Manager.

Board members and staff discussed the following:

- Importance of being thorough in the selection process
- Michigan Municipal League (MML) is the only association in Michigan which provides this type of service for local government managers
- Outside of Michigan, International City/County Management Association provides a listing that contains a number of firms which offer placement services
- MML performs searches outside of Michigan's borders, through use of an electronic website which would go nation wide
- MML has a set fee for its services
- Because Meridian Township is a MML member, there is a discount on the fee for services
- Targeted outreach of interested parties and groups in the selection process
- Importance of having as much input from as many sources as possible
- Recommendation for a committee of 2-3 Board members to create selection criteria
- Suggestion for Trustee Styka to chair the committee (subject to the consent of the Supervisor) in order to capitalize on his prior experience
- Concern there needs to be a charge of the committee
- Board operates under Policy Governance, not subsets of the Board
- Preference for different groups in this business to present proposals to the entire Board
- Committee would develop selection criteria in alignment with the selected consultant
- Committee should not narrow the candidate field
- Consultant would eliminate unqualified candidates and then provide options to the Board as a whole
- Committee would help eliminate candidates and not leave the elimination process to an outside consultant who is not part of the community
- Concern there would be a lack of transparency with a committee which would serve as a filter
- Concern members of the public will be disenfranchised with the use of the committee
- Committees have been used in the past for the purpose of hiring (e.g., public relations firm)
- Advantages to using MML's service is that the league is familiar with the types of issues, struggles, and desires of a community the size of Meridian Township
- Michigan Townships Association (MTA) sometimes caters to the smaller units of government
- Preference for the consultant to first hold a series of meetings with the Township Board to establish desired qualifications in a Township Manager
- Preference for the new Township Manager to be adept at interfacing with the public and addressing their concerns in a thoughtful and careful manner

- Many applicants request confidentiality and do not want their current employer to know they are looking for another job
- Names of candidates are not released until applicants are interviewed
- Ten percent (10%) of the annual salary is the standard consultant fee
- Possibility of representatives of the Township assisting the consultant in the screen out process
- Strong selection criteria developed by the Board will direct the consultant in screening applicants
- Process will assist new Board members in understanding all the duties of the Township Manager
- Need for a budget amendment to cover the cost of the recruitment process
- Merits of spending additional money to have the new hire shadow the Township Manager
- Possibility of the Township Manager serving as a consultant to the new Manager on an as-needed basis
- Suggestion for Board members to bring their calendars to set time(s) to discuss the criteria for a Township Manager
- Timing of the various steps in the process (advertising, etc.)
- Consultant will lay out the timeline for the Board
- Township Manager to contact MML to have a representative at the next Board meeting

**It was the consensus of the Board to place the Michigan Municipal League proposal for executive search services on the December 11, 2012 Board agenda for action.**

C. Medical Marihuana Regulations

Director Kieselbach summarized the Planning Commission's proposed ordinance on medical marihuana regulations from February, 2011 as outlined in staff memorandum dated November 30, 2012.

Board members and staff discussed the following:

- Township Attorney has drafted ordinances for other communities
- Staff is unaware of any problems associated with the two dispensaries which operated in the Township until the Court of Appeals ruled that marihuana dispensaries conducting patient to patient sales were illegal
- Board member belief the Planning Commission's decision to take no further action after the Court of Appeals ruling was the correct one
- Board action would need to be in compliance with the Supreme Court decision when it is made
- Township Attorney should not be paid to work on an issue which is, in effect, "nonexistent"
- Existing ordinances adequately protect neighborhoods in the Township and require facilities be located in the proper commercial zoning district
- As stated in the draft ordinance from the Planning Commission, The Herbal Center would not comply with the 500 foot setback from other dispensaries, churches, schools, etc. as it was neighbor to a church
- Purpose for placing this item on the agenda was to discuss possible regulations in the residential district
- Township Attorney attendance at a future meeting to give the Board a presentation
- Work by the Township Attorney on ordinances is typically covered under the retainer
- Township Attorney attendance at a Board meeting would incur additional charges
- Language contained in the section on growing facilities was in the industrial district
- Attorney General opinion stated growing facilities are illegal; however, there has not been a test case to date
- An individual, certified as a caregiver, can grow for their patients
- Definition of a group
- Suggestion in the ordinance was to not limit the number of caregivers who may live in a household, but limit the number of plants
- Insert language to designate setbacks from churches, schools, playgrounds, etc. in residential areas
- Churches, daycares, etc. are an allowed use in the residential district by special use permit

## AGENDA



CHARTER TOWNSHIP OF  
MERIDIAN  
TOWNSHIP BOARD  
SPECIAL MEETING  
January 9, 2013  
1:00 P.M.



- 
1. CALL MEETING TO ORDER<sup>†</sup>
  2. PUBLIC REMARKS<sup>\*</sup>
  3. TOWNSHIP MANAGER SEARCH PROCESS WORK SESSION
  4. PUBLIC REMARKS<sup>\*</sup>
  5. ADJOURNMENT

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

*Individuals with disabilities requiring auxiliary aids or services should contact the Meridian Township Board by writing or calling the following: Township Manager Gerald Richards, 5151 Marsh Road, Okemos, MI 48864-1198. (517-853-4258) — Ten days notice required.*

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

---

<sup>†</sup> Appointment of President Pro Tem and/or Temporary Clerk if necessary



michigan municipal league

Better Communities.  
Better Michigan.

1675 Green Road  
Ann Arbor, MI 48105

TEL 734.662.3246 800.653.2483  
FAX 734.662.8083  
WEB [www.mml.org](http://www.mml.org)

January 2, 2013

TO: Meridian Charter Township Board Members  
FROM: Karl Tomion, MML Executive Search Facilitator  
RE: Township Manager Search

Thank-you for selecting the Michigan Municipal League to assist you in the search for a new Township Manager.

The Michigan Municipal League is a non-partisan, statewide association that works exclusively with local governments and public entities in Michigan.

We have completed more than 100 executive searches and customize each process to meet the specific needs of the community.

Our Process for Meridian Township will be the following:

1. Creation of Recruitment Profiles to attract the highest quality applicant pool consisting of:
  - Candidate profile: Details the position and what the community requires in terms of expertise, knowledge, skills, abilities, qualifications, etc.
  - Community profile: Provides an opportunity to highlight your community to attract potential candidates
2. Develop advertising language and strategy that includes:
  - Identifying where, when and the costs of advertising
  - Detailed profiles included on MML website (our classified ads average 4,000 hits per week!)
  - MML exclusive email database (over 550 Michigan Managers and Department Heads) & social network followers (2,550+)
3. Receive and review resumes against established candidate profile
4. Verify resumes, conduct initial reference checks
5. Present candidates who best meet established criteria for further consideration.
6. Develop interview strategy, format and questions
7. Assist in securing more in-depth background checks



## AN "IDEAL CANDIDATE" PROFILE WORKSHEET

MINIMUM REQUIREMENTS		REQUIRED	PREFERRED	MINOR FACTOR	NOTES
1	Bachelor's Degree (specify course of study)				
2	Master's Degree (specify course of study)				
3	Manager Experience: # of Years Size/Complexity of previous communities				
4	Assistant Manager Experience: # of Years Size/Complexity of previous communities				
5	Other Local Government Experience (dept. head, etc.)				
6	Michigan Government Experience				
7	Private Sector Experience				
8	Other minimum requirements:				
SKILLS & ABILITIES		REQUIRED	PREFERRED	MINOR FACTOR	NOTES
1	Skilled communicator, oral and written <ul style="list-style-type: none"> <li>• Internal: clear, consistent and appropriate message delivered to the appropriate parties at the appropriate times, both up and down chain of command and across functional areas</li> <li>• External: clear, consistent and appropriate message delivered to the appropriate parties at the appropriate times</li> <li>• Public speaking &amp; presentations: skill level promotes a positive image of the organization</li> <li>• Exercises appropriate discretion</li> <li>• Ability to handle difficult situations &amp; people with tact &amp; diplomacy</li> </ul>				
2	Ability to participate in and execute strategic plans				
3	Advanced Research and Analytical Abilities				
4	Skilled in promoting effective: <ul style="list-style-type: none"> <li>• Public / Community Relations</li> <li>• Business Relations</li> <li>• Union / Employee Relations</li> <li>• Intergovernmental Relations</li> <li>• Other critical relationships</li> </ul>				

8. Assist in negotiating with selected candidate, researching contract provisions, severance clauses, etc.

#### Project Timing and Fees

1. Process typically takes 60-90 days to complete, depending on advertising deadlines, meeting schedules, etc.
2. Professional fees will be 10% of the starting salary for the Process outlined above. Optional services are available (i.e. targeted outreach), and the fee would be based on the estimated scope of the task.
3. Project expenses, including advertising (typically \$800) and travel expenses are billed at actual cost.

Enclosed is our Ideal Candidate Profile Worksheet for your review prior to our meeting on Wednesday, January 9. I look forward to meeting with you.

Sincerely,

*Karl Tomion*

Karl Tomion  
Executive Search Facilitator, MML  
989.430.5599 cell  
karltomion@gmail.com

cc: Caroline Kennedy  
Executive Search Coordinator, MML

enclosure: Candidate Profile Worksheet

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

[Bill list in Official Minute Book]

**C. Resolution Granting Fire Department Authority to Monitor Fireworks Sales**

**Treasurer Brixie moved [and read into the record] NOW, THEREFORE, BE IT RESOLVED BY THE TOWNSHIP BOARD OF THE CHARTER TOWNSHIP OF MERIDIAN, INGHAM COUNTY, MICHIGAN, that the Meridian Township Fire Department is hereby authorized to accept any delegation of authority and responsibility from the Department of Licensing and Regulatory Affairs, Bureau of Fire Services, to carry out inspections and other duties under the Michigan Fireworks Safety Act PA 256 of 2011, on such terms and conditions as the Meridian Township Fire Department deems reasonable. Seconded by Trustee Wilson.**

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

8. QUESTIONS FOR THE ATTORNEY (None)

9. HEARINGS (None)

10. ACTIONS ITEMS/ENDS

Supervisor LeGoff opened Public Remarks.

Neil Bowlby, 6020 Beechwood Drive, Haslett, spoke to the issue of percentage v. lump sum employee raises, and questioned whether the 2% cost-of-living increase across the Board was the best way to promote equity. He offered several statistics on the cost of living and rate of inflation over the last two (2) years.

Supervisor LeGoff closed Public Remarks.

**A. Michigan Municipal League Proposal for Executive Search Services**

**Clerk Dreyfus moved that the Michigan Municipal League be engaged to provide executive search services for the recruitment and hiring of the next Township Manager at a base professional fee of 10% of starting salary plus project expenses. Seconded by Trustee Veenstra.**

VOICE VOTE: Motion carried unanimously.

**B. Fourth Quarter Budget Amendments**

**Trustee Veenstra moved that the Township Board approve the 2012 amended budget as reflected on Page 2 of the memorandum to the Township Board from the Finance Director, dated December 7, 2012. Seconded by Treasurer Brixie.**

Board members discussed the following:

- Some amendments due to a decrease in expenses
- Rationale of quarterly budget amendments

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

<b>SKILLS &amp; ABILITIES, continued</b>		<b>REQUIRED</b>	<b>PREFERRED</b>	<b>MINOR FACTOR</b>	<b>NOTES</b>
5	Ability to manage others				
6	Ability to lead others				
7	Ability to take direction / know when to follow				
8	Skilled in organization and follow-through				
9	Other skills and abilities:				
<b>AREAS OF RELATED EXPERIENCE / EXPERTISE</b>		<b>SOME EXPERIENCE REQUIRED</b>	<b>PROVEN EXPERTISE REQUIRED</b>	<b>NICE TO HAVE, BUT NOT REQUIRED</b>	<b>NOTES</b>
1	Finance & Budget				
2	Planning & Development				
3	Economic / Downtown Development				
4	Union Contract Negotiation, Administration, Arbitration				
5	Engineering, Public Works / Public Utilities				
6	Grant Writing/Administration				
7	Community Development				
8	Recreation, Arts, Culture, etc.				
9	Public Safety (Police & Fire)				
10	Building, Zoning				
11	Human Resources / Personnel Administration				
12	Information Technology				
13	Health & Human Services				
14	Transportation Systems				
15	Legislative Affairs				
16	Other Criteria:				



**To:** Township Board Members

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

Younes Ishraidi, Township Engineer  
Deputy Director of Public Works & Engineering

**Date:** August 20, 2024

**Re:** Whitehills Lakes South #1 Public Streetlighting Improvement  
Special Assessment District #428 - Resolution #5

---

A request was received from the property owners of Whitehills Lakes South #1 for installation and maintenance of streetlights in Whitehills Lakes South #1. The proposed plan is for four (4) LED streetlights, White bulb, Traditional fixtures with cut-off, and gray standard poles, to be installed and maintained along Southridge Road. Please refer to the map attached to this cover memorandum.

At your August 8, 2024 meeting, the Board held the second public hearing and heard no objections from property owners.

The proposed first year cost for streetlighting in Whitehills Lakes South #1 is \$1,580 (\$121.54/lot) and the cost annually thereafter will be \$720 (\$55.39/lot) (subject to adjustment).

The Board now needs to adopt Resolution #5, then the streetlights will be installed.

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

**MOVE TO APPROVE THE WHITEHILLS LAKES SOUTH #1 PUBLIC STREETLIGHTING IMPROVEMENT SPECIAL ASSESSMENT DISTRICT #428 - RESOLUTION #5, WHICH APPROVES THE FINAL SPECIAL ASSESSMENT ROLL, ADOPTS THE AMOUNT OF \$1,580 (\$121.54/lot) AS THE FIRST YEAR ASSESSMENT AND THE AMOUNT OF \$720 (\$55.39/lot) (SUBJECT TO ADJUSTMENT) AS THE ANNUAL ASSESSMENT THEREAFTER.**

**Attachments:**

1. Resolution #5
2. Assessment Roll - Resolution #5
3. Streetlight Map

**WHITEHILLS LAKES SOUTH #1 PUBLIC STREETLIGHTING IMPROVEMENTS  
SPECIAL ASSESSMENT DISTRICT #428**

**RESOLUTION NO. 5**

At a regular meeting of the Township Board of the Charter Township of Meridian, Ingham County, Michigan, held in the Meridian Municipal Building, 5151 Marsh Road, Okemos, Michigan 48864-1198, (517) 853-4000, on Tuesday, August 20, 2024 at 6:00 p.m.

**PRESENT:** \_\_\_\_\_  
\_\_\_\_\_

**ABSENT:** \_\_\_\_\_

The following resolution was offered by \_\_\_\_\_  
and supported by \_\_\_\_\_.

**WHEREAS**, The Township Board, on \_\_\_\_\_, 2024, adopted a resolution approving the Whitehills Lakes South #1 Public Streetlighting Improvements Special Assessment District #428 for installation, operation and maintenance of certain public streetlighting improvements along Southridge Road; and

**WHEREAS**, pursuant to due notice to all record owners or parties in interest in, this Board did meet on August 8, 2024 at 6:00 p.m. at the Meridian Municipal Building, in the Township of Meridian for the purpose of reviewing the special assessment roll and hearing any objections thereto for the Whitehills Lakes South #1 Public Streetlighting Improvements Special Assessment District #428, and

**WHEREAS**, at the time and place designated for said meeting, the meeting was duly called to order and the Supervisor announced the opening of the hearing for objections to the special assessment roll prepared by the Township Supervisor and on file with the Township Clerk, said roll assessing the cost of the Whitehills Lakes South #1 Public Streetlighting Improvements Special Assessment District #428 against benefiting properties; and

**WHEREAS**, the Township Board desires to confirm the special assessment roll.

**NOW, THEREFORE, BE IT RESOLVED** by the Township Board of the Charter Township of Meridian, Ingham County, Michigan, as follows:

1. The Township Board does hereby determine that said special assessments are in proportion to the benefits to be derived from said project.
2. The Township Board does hereby designate the special assessment project as "Whitehills Lakes South #1 Public Streetlighting Improvements Special Assessment District #428".

**Whitehills Lakes South #1 Public Streetlighting Improvements  
Special Assessment District #428  
Resolution #5  
Page 2**

3. Said special assessment roll shall be designated as "Whitehills Lakes South #1 Public Streetlighting Improvements Special Assessment District #428 Special Assessment Roll", and the district against which it is assessed shall be designated " Whitehills Lakes South #1 Public Streetlighting Improvements Special Assessment District #428". The Whitehills Lakes South #1 Public Streetlighting Improvements Special Assessment District #428 Special Assessment Roll in the final amount of \$1,580 (\$121.54/lot) First Year Cost and \$720 (\$121.54/lot) Annually Thereafter (subject to increases) as prepared and reported to the Township Board by the Supervisor, a copy of which is attached hereto, is hereby adopted and confirmed and the Township Clerk is hereby directed to endorse thereon this date of confirmation.
4. That the Whitehills Lakes South #1 Public Streetlighting Improvements Special Assessment District #428 Special Assessment Roll is hereby ordered filed with the Township Treasurer for spreading annually on the winter tax roll.
5. The assessments made in said special assessment roll are hereby ordered and directed to be collected annually. The Township Clerk shall deliver said special assessment roll to the Township Treasurer with the proper warrant attached, commanding the Treasurer to collect the assessments therein in accordance with the direction of the Township Board with respect thereto, and the Treasurer is authorized and directed to collect the amounts assessed as they become due pursuant to the terms of this resolution and the provisions of the applicable statutes of the State of Michigan.

YEAS: \_\_\_\_\_

\_\_\_\_\_

NAYS: \_\_\_\_\_

Resolution declared adopted.

**STATE OF MICHIGAN)**

**)ss.**

**COUNTY OF INGHAM)**

I, the undersigned, the duly qualified and acting Clerk of the Charter Township of Meridian, Ingham County, **DO HEREBY CERTIFY** that the foregoing is a true and complete copy of the proceedings taken by the Township Board at a regular meeting held on Tuesday, August 20, 2024.

\_\_\_\_\_  
Deborah Guthrie, Township Clerk

**WARRANT**

STATE OF MICHIGAN)

)ss.

COUNTY OF INGHAM)

TO THE TOWNSHIP TREASURER  
CHARTER TOWNSHIP OF MERIDIAN,  
INGHAM COUNTY, MICHIGAN

Attached hereto is the Whitehills Lakes South #1 Public Streetlighting Improvements Special Assessment District #428 Special Assessment Roll, and you are hereby commanded in accordance with Act No. 188 of the Michigan Public Acts of 1954, as amended, and in accordance with the directions of the Township Board in respect thereto, to collect the assessments in said roll annually with the winter tax roll.

\_\_\_\_\_  
Deborah Guthrie, Township Clerk

DATED: \_\_\_\_\_

**WHITEHILLS LAKES SOUTH #1 PUBLIC STREETLIGHTIN IMPROVEMENT  
SPECIAL ASSESSMENT DISTRICT NO. 428**

**ASSESSMENT ROLL – RESOLUTION #5**

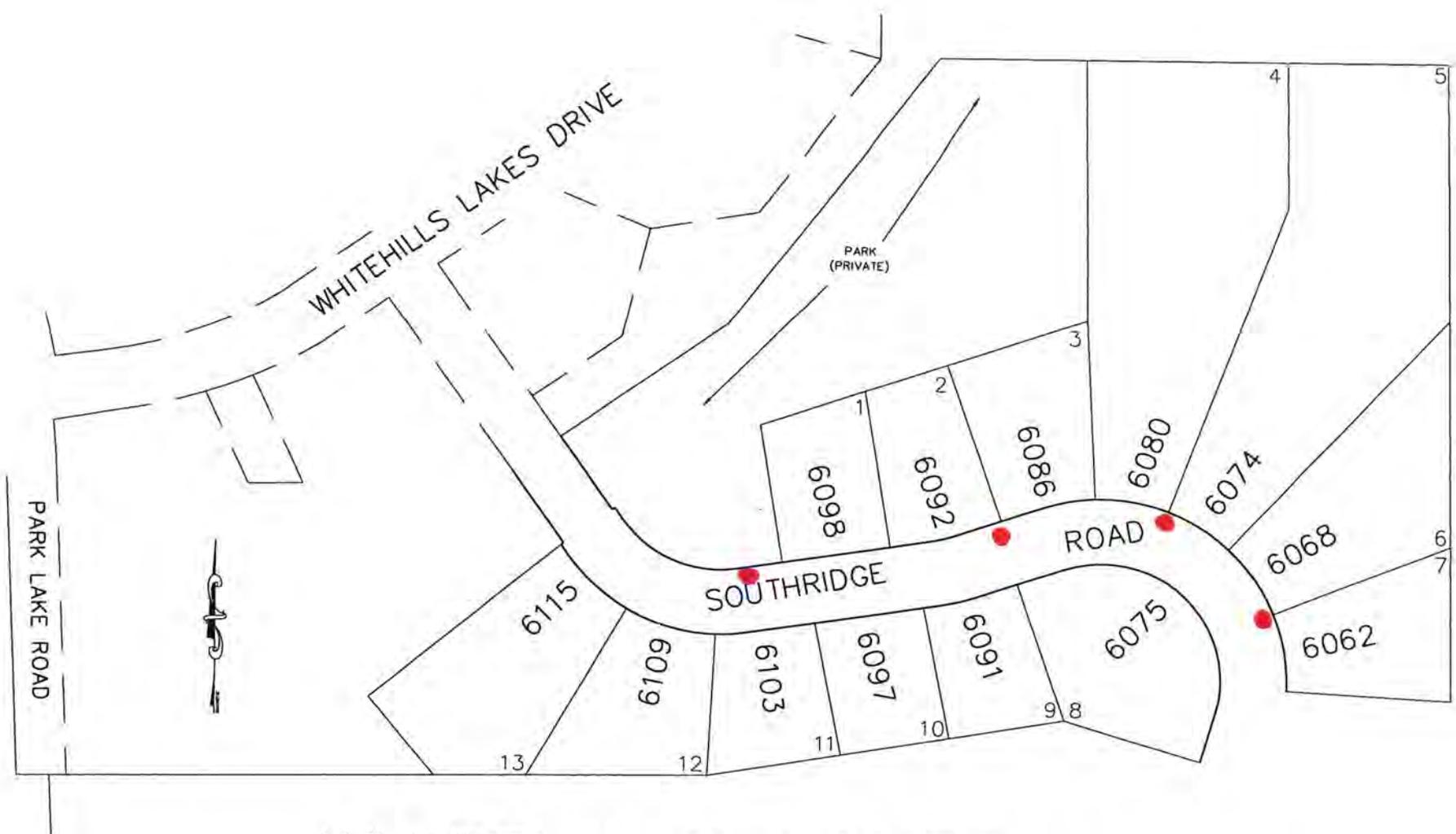
Lot 1 through 13 (inclusive), Whitehills Lakes South #1.

<b>Legal Description/ Address</b>	<b>Property Owner &amp; Address</b>	<b>First Year Cost</b>	<b>Annually Thereafter</b>
3302-02-0-478-001 (Lot 1) 6098 Southridge	Stephen McNeil & Jennifer Shaheen-McNeil 6098 Southridge Road East Lansing, MI 48823	\$121.54	\$55.39
3302-02-05-478-002 (Lot 2) 6092 Southridge	Lisa L & William G Lemanski 6092 Southridge Road East Lansing, MI 48823	\$121.54	\$55.39
3302-02-05-478-003 (Lot 3) 6086 Southridge	Wolfgang & Diane M. Bauer 6086 Southridge Road East Lansing, Mi 48823	\$121.54	\$55.39
3302-02-05-478-010 (Lot 4) 6080 Southridge	Bradley M & Danielle J Schertzing 6080 Southridge Road East Lansing, MI 48823	\$121.54	\$55.39
3302-02-05-478-011 (Lot 5) 6074 Southridge	Kevin & Touyen Nguyen 6074 Southridge Road East Lansing, MI 48823	\$121.54	\$55.39
3302-02-05-478-006 (Lot 6) 6068 Southridge	Christopher D & Kimberly B Dana 6068 Southridge Road East Lansing, MI 48823	\$121.54	\$55.39
3302-02-05-478-007 (Lot 7) 6062 Southridge	Walter L & Julie M Buzanowski 6062 Southridge Road East Lansing, MI 48823	\$121.54	\$55.39
3302-02-05-477-011 (Lot 8) 6075 Southridge	Mathew A & Jessica L Morales 6075 Southridge Road East Lansing, MI 48823	\$121.54	\$55.39
3302-02-05-477-010 (Lot 9) 6091 Southridge	Nihar & Pranamita Mahapatra 6091 Southridge Road East Lansing, MI 48823	\$121.54	\$55.39

**WHITEHILLS LAKES SOUTH #1  
PUBLIC STREETLIGHTING IMPROVEMENT  
SPECIAL ASSESSMENT DISTRICT NO. 428  
ASSESSMENT ROLL - RESOLUTION #5  
Page 2**

<b>Legal Description/ Address</b>	<b>Property Owner &amp; Address</b>	<b>First Year Cost</b>	<b>Annually Thereafter</b>
3302-02-05-477-009 (Lot 10) 6097 Southridge	Signature Land Development Corp 1188 E. Paris Avenue, Ste 100 Grand Rapids, MI 49546	\$121.54	\$55.39
3302-02-05-477-008 (Lot 11) 6103 Southridge	Sharon S Sung & Aaron M Abramovitz 6103 Southridge Road East Lansing, MI 48823	\$121.54	\$55.39
3302-02-05-477-007 (Lot 12) 6109 Southridge	Matthew Thomas McFadden & Amber Nicole Jackson 6109 Southridge Road East Lansing, MI 48823	\$121.54	\$55.39
3302-02-05-477-001 (Lot 13) 6115 Southridge	Peter T & Christine A Burke 6115 Southridge Road East Lansing, MI 48823	\$121.54	\$55.39

**(Subject to annual increases)**



# WHITEHILLS LAKES SOUTH

SAD #428

● - Proposed Street Light



**To:** Board Members

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

**Date:** August 9, 2024

**Re:** Special Use Permit #24-17 – Haslett Holdings Inc. – 2119A Haslett Road –  
Recreational Marijuana Retailer

---

Haslett Holdings Inc. has submitted a Special Use Permit (SUP) application for the construction of a 4,000 square foot adult use marijuana retailer at 2119A Haslett Road, Haslett, MI 48840. The Subject Property is approximately 1.92 acres in size and is zoned C-1 – Commercial. The property is located on the southeast corner of Okemos and Haslett Roads. The site was in the original overlay area for potential medical marijuana licenses and is still in the amended overlay districts that were approved by the Township Board for recreational marijuana. Other tenants in the commercial center include Custom Quilts & Sewing Center, Encore Salon, Vivian Nails & Spa, and the Refresh IV Bar. This special use permit application follows the Township Board’s approval of the adult use marijuana conditional license on April 16, 2024.

The Planning Commission held a public hearing on the proposal at its meeting on June 24, 2024 and received no input from the general public. The Planning Commission further discussed the matter at their July 8, 2024 meeting and voted unanimously to approve the Special Use Permit to operate an recreational marijuana retailer.

Staff memorandums outlining the SUP request and minutes from the Planning Commission meetings at which the request was discussed are attached for the Board’s review.

**Township Board Options**

The Township Board may approve or deny the proposed special use permit. If the Board amends the proposal, the request may be referred back to the Planning Commission for a recommendation. A resolution will be provided at a future meeting.

**Attachments:**

1. Application Information
2. Staff memorandums dated June 24, 2024 and July 8, 2024
3. Planning Commission resolution recommending approval
4. Planning Commission minutes dated June 24, 2024 (Public Hearing) and July 8, 2024 (Recommendation)

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

**SPECIAL USE PERMIT APPLICATION**

**Before submitting this application for review, an applicant may meet with the Director of Community Planning and Development to discuss the requirements for a special use permit and/or submit a conceptual plan for review to have preliminary technical deficiencies addressed prior to submittal of the application. If the property or land use is located in the following zoning districts RD, RC, RCC, RN then the applicant must meet with the Planning Director to discuss technical difficulties before filing a formal application.**

**Part I**

A. Applicant Haslett Gallery Inc.  
 Address of Applicant 334 E. Washington Ann Arbor, MI 48104  
 Telephone - Work 734.474.5881 Home \_\_\_\_\_ Fax \_\_\_\_\_ Email james@arborholdings.com  
 Interest in property (circle one): Owner \_\_\_\_\_ Tenant \_\_\_\_\_ Option \_\_\_\_\_ Other \_\_\_\_\_  
 (Please attach a list of all persons with an ownership interest in the property.)

B. Site address / location / parcel number 2119A Haslett Rd. Haslett, MI 48840  
 Legal description (please attach if necessary) Please see Attached Site Plan - Attachment A  
 Current zoning C-1 Commercial  
 Use for which permit is requested / project name Medical Marhuana Provisioning Center  
 Corresponding ordinance number Charter Township Of Meridian, Code of Ordiances, Chapter 40

C. Developer (if different than applicant) N/A  
 Address \_\_\_\_\_  
 Telephone – Work \_\_\_\_\_ Home \_\_\_\_\_ Fax \_\_\_\_\_

D. Architect, Engineer Planner or Surveyor responsible for design of project if different from applicant:  
 Name LSG Engineers & Surveyors, INC.  
 Address 3135 Pine Tree Road, Suite D, Lansing MI 48911  
 Telephone – Work 517.393.2902 Home \_\_\_\_\_ Fax 517.393.2608

E. Acreage of all parcels in the project: Gross 1.92 Net 1.92

F. Explain the project and development phases: This project encompasses doing a slight renovation on a current 1,510 sq ft suite located in the 16,617 sq ft building in order to open a licensed medical marihuana provisioning center.

G. Total number of: The answers to G and H encompass the entire building and site  
 Existing: structures 1 bedrooms 0 offices 7 parking spaces 87 carports 0 garages 0 Type text here  
 Proposed: structures 0 bedrooms 0 offices 0 parking spaces 0 carports 0 garages 0

H. Square footage: existing buildings 16,617 proposed buildings 0  
 Usable Floor area: existing buildings 16,617 proposed buildings N/A

I. If employees will work on the site, state the number of full time and part time employees working per shift and hours of operation: Please see Attached Employment chart - Attachment B

J. Existing Recreation:	Type <u>N/A</u>	Acreage <u>0</u>
Proposed Recreation:	Type <u>N/A</u>	Acreage <u>0</u>
Existing Open Space:	Type <u>Green Area</u>	Acreage <u>.36</u>
Proposed Open Space:	Type <u>N/A</u>	Acreage <u>0</u>



- M. Any other information specified by the Director of Community Planning and Development which is deemed necessary to evaluate the application.
- N. In addition to the above requirements, for zoning districts, **RD, RC, RCC, RN, and CV** and **Group Housing Residential Developments** the following is required:
1. Existing and proposed contours of the property at two foot intervals based on United States Geological Survey (USGS) data.
  2. Preliminary engineering reports in accordance with the adopted Township water and sewer standards, together with a letter of review from the Township Engineer.
  3. Ten copies of a report on the intent and scope of the project including, but not limited to: Number, size, volume, and dimensions of buildings; number and size of living units; basis of calculations of floor area and density and required parking; number, size, and type of parking spaces; architectural sketches of proposed buildings.
  4. Seven copies of the project plans which the Township shall submit to local agencies for review and comments.
- O. In addition to the above requirements, a special use application in zoning district **RP** requires the following material as part of the site plan:
1. A description of the operations proposed in sufficient detail to indicate the effects of those operations in producing traffic congestion, noise, glare, air pollution, water pollution, fire hazards or safety hazards or the emission of any potentially harmful or obnoxious matter or radiation.
  2. Engineering and architectural plans for the treatment and disposal of sewerage and industrial waste tailings, or unusable by-products.
  3. Engineering and architectural plans for the handling of any excessive traffic congestion, noise, glare, air pollution, or the emission of any potentially harmful or obnoxious matter or radiation.
- P. In addition to the above requirements, a special use application for a use in the Floodway Fringe of zoning district **CV** requires the following:
1. A letter of approval from the State Department of Environmental Quality.
  2. A location map including existing topographic data at two-foot interval contours at a scale of one inch representing 100 feet.
  3. A map showing proposed grading and drainage plans including the location of all public drainage easements, the limits, extent, and elevations of the proposed fill, excavation, and occupation.
  4. A statement from the County Drain Commissioner, County Health Department, and Director of Public Works and Engineering indicating that they have reviewed and approved the proposal.
- Q. In addition to the above requirements, a special use application for a use in the Groundwater Recharge area or zoning district **CV** requires the following:
1. A location map including existing topographic data at two-foot interval contours.
  2. A map showing proposed grading and drainage plans including the location of all public drainage easements, the limits and extent of the proposed fill, excavation, and occupation.
  3. A statement from the County Drain Commissioner, County Health Department, and Director of Public Works and Engineering indicating that they have reviewed and approved the proposal.
- R. In addition to the above requirements, the Township Code of Ordinances, Article VI, should be reviewed for the following special uses: group housing residential developments, mobile home parks, nonresidential structures and uses in residential districts, planned community and regional shopping center developments, sand or gravel pits and quarries, sod farms, junk yards, sewage treatment and disposal installations, camps and clubs for outdoor sports and buildings greater than 25,000 square feet in gross floor area.

**Part II**

**SUP REQUEST STANDARDS**

PLEASE see Attachment G

PLEASE see Attachment G

**Township Code of Ordinances, Section 86-126**

**Applications for Special Land Uses will be reviewed with the standards stated below. An application that complies with the standards stated in the Township Ordinance, conditions imposed pursuant to the Ordinance, other applicable Ordinances, and State and Federal statutes will be approved. Your responses to the questions below will assist the Planning Commission in its review of your application.**

- (1) The project is consistent with the intent and purposes of this chapter.
- (2) The project is consistent with applicable land use policies contained in the Township's Master Plan of current adoption.
- (3) The project is designed, constructed, operated, and maintained so as to be harmonious and appropriate in appearance with the existing or intended character of the general vicinity and that such a use will not change the essential character of the same area.
- (4) The project will not adversely affect or be hazardous to existing neighboring uses.
- (5) The project will not be detrimental to the economic welfare of surrounding properties or the community.
- (6) The project is adequately served by public facilities, such as existing roads, schools, stormwater drainage, public safety, public transportation, and public recreation, or that the persons or agencies responsible for the establishment of the proposed use shall be able to provide any such service.
- (7) The project is adequately served by public sanitation facilities if so designed. If on-site sanitation facilities for sewage disposal, potable water supply, and storm water are proposed, they shall be properly designed and capable of handling the longterm needs of the proposed project.
- (8) The project will not involve uses, activities, processes, materials, and equipment and conditions of operation that will be detrimental to any persons, property, or the general welfare by reason of excessive production of traffic, noise, smoke, fumes, glare, or odors.
- (9) The project will not directly or indirectly have a substantial adverse impact on the natural resources of the Township, including, but not limited to, prime agricultural soils, water recharge areas, lakes, rivers, streams, major forests, wetlands, and wildlife areas.

**Part III**

I (we) hereby grant permission for members of the Charter Township of Meridian's Boards and/or Commissions, Township staff member(s) and the Township's representatives or experts the right to enter onto the above described property (or as described in the attached information) in my (our) absence for the purpose of gathering information including but not limited to the taking and the use of photographs.

Yes     No    (Please check one)

By the signature(s) attached hereto, I (we) certify that the information provided within this application and accompanying documentation is, to the best of my (our) knowledge, true and accurate

\_\_\_\_\_  
Signature of Applicant  
James Daly

5/23/24  
\_\_\_\_\_  
Date

\_\_\_\_\_  
Type/Print Name

Fee: \_\_\_\_\_

Received by/Date: \_\_\_\_\_

**Special Use Permit Application Attachment  
Site Plan Requirements Per Section 86-124(c)(4)**

Please see Attachment A

A site plan, drawn to a legible scale, containing the following information where applicable:

- a. Boundaries of the subject property.
- b. Total area of the subject property.
- c. Location of all existing and proposed structures.
- d. Approximate location and distance of all structures within 100 feet of the subject property.
- e. Uses of existing and proposed buildings, on the subject site.
- f. Proposed means of vehicular and pedestrian ingress and egress to the subject property.
- g. Public and private roads and streets, rights-of-way, and easements, indicating names and widths, which abut or cross the site.
- h. Existing and proposed parking spaces, and vehicular and pedestrian circulation patterns.
- i. The buildable area of the subject property indicating all required setbacks, yards and open space.
- j. Zoning classification of the subject and adjacent properties.
- k. Existing and proposed fencing, screening, landscaping, and buffers.
- l. Location and sizes of existing utilities including power lines and towers, both above and below the ground.
- m. Amount and location of all impervious surfaces.
- n. The verified boundaries of all natural water features and required setback lines.

# Attachment A

**LEGAL DESCRIPTION:**

PARCEL A (TAX ID 33-02-09-427-026)  
 LOT 42 AND LOT 43, EXCEPT THE SOUTH 156 FEET,  
 PLEASANT ACRES, AS RECORDED IN LIBER 13 OF PLATS,  
 PAGE 50, INGHAM COUNTY RECORDS

PARCEL B (TAX ID 33-02-09-427-027)  
 LOT 44, EXCEPT THE WEST 45 FEET OF THE SOUTH 156'  
 AND EXCEPT THE EAST 70 FEET OF THE SOUTH 129.5 FEET,  
 PLEASANT ACRES, AS RECORDED IN LIBER 13 OF PLATS,  
 PAGE 50, INGHAM COUNTY RECORDS

PARCEL C (TAX ID 33-02-09-427-028)  
 LOT 45, EXCEPT THE SOUTH 129.5 FEET, PLEASANT ACRES,  
 AS RECORDED IN LIBER 13 OF PLATS, PAGE 50, INGHAM  
 COUNTY RECORDS

**GENERAL NOTES:**

- 1) A current Title Commitment and Schedule B Section II Supportive Documentation has not been furnished. The effect of easements upon this parcel, other than indicated, are unknown.
- 2) Base drawing information obtained from LSG Project No. 00.1236, dated January 22, 2003.
- 3) The location of certain improvements, including sidewalks along Haslett Road and Okemos Road and general revisions are the result of Google Earth aerial imagery and field observations.
- 4) Per internet search, there are no public or private K-12 schools within 1,000 feet or any known churches, places of worship or other religious facilities, libraries, preschools, or licensed childcare centers within 500 feet of the subject property.

**SITE DATA**

TOTAL SITE AREA: 1.92 AC / 83,804 SQ. FT.

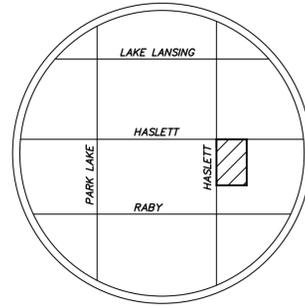
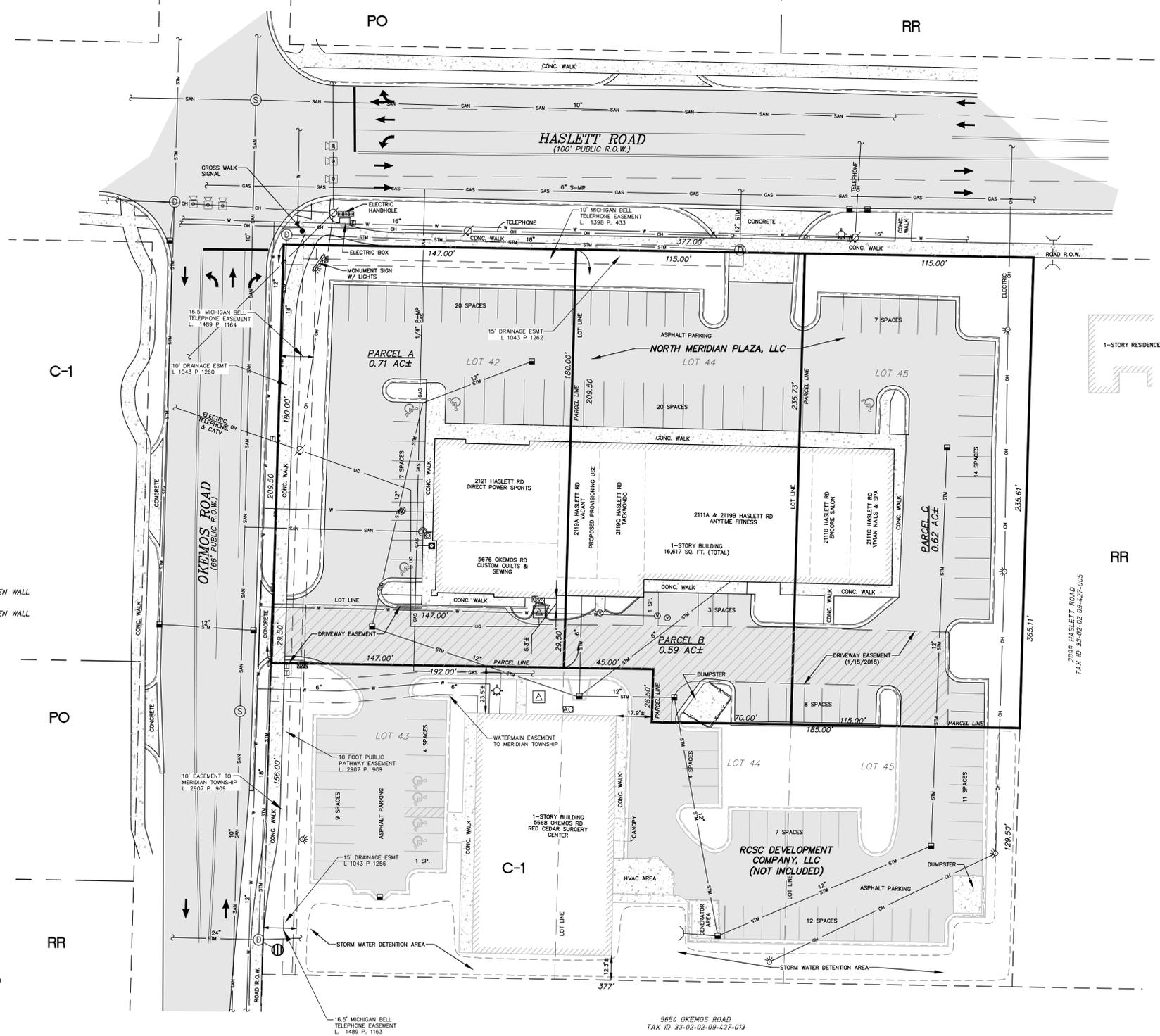
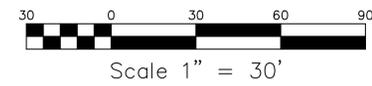
**PARKING PROVIDED:**  
 REGULAR SPACES: 83 SPACES  
 ADA SPACES: 4 SPACES  
 TOTAL PROVIDED: 87 SPACES

**SETBACKS:** FRONT: 100'  
 REAR: 50' WHERE ADJACENT TO RESIDENTIAL  
 35' ADJACENT TO RESIDENTIAL W/ SCREEN WALL  
 SIDE: 50' WHERE ADJACENT TO RESIDENTIAL  
 35' ADJACENT TO RESIDENTIAL W/ SCREEN WALL

**OPEN SPACE:** 15,330 SQ. FT. / 0.36 AC

**IMPERVIOUS AREA:** 67,954 SQ. FT. / 1.56 ACRES

**ZONING CLASSIFICATION:** C-1



SITE LOCATION MAP  
 NOT TO SCALE

**LEGEND:**

- ⊕ = STORM MANHOLE
- ⊕ = CATCHBASIN
- STM — = STORM LINE
- ⊕ = SANITARY MANHOLE
- SAN — = SANITARY EASEMENT
- ⊕ = SANITARY LINE
- ⊕ = ELECTRIC MANHOLE
- ⊕ = UTILITY POLE
- OH — = GUY WIRE
- OH — = OVERHEAD UTILITY LINE
- UG — = UNDERGROUND UTILITY LINE
- ⊕ = TRANSFORMER
- ⊕ = AC-UNIT
- ⊕ = TELEPHONE MANHOLE
- ⊕ = ROOF DRAIN
- ⊕ = TELEPHONE PEDESTAL
- ⊕ = ELECTRIC PEDESTAL
- ⊕ = ELECTRIC METER
- ⊕ = LIGHT POLE
- ⊕ = SIGN
- ⊕ = MONUMENT SIGN
- ⊕ = WATER MANHOLE
- ⊕ = WELL
- ⊕ = WATER LINE
- ⊕ = WATER VALVE
- ⊕ = FIRE HYDRANT
- ⊕ = MONITORING WELL
- ⊕ = GAS METER
- ⊕ = GAS VALVE
- ⊕ = GAS LINE
- X — X — = FENCE LINE
- ⊕ = DECIDUOUS TREE
- ⊕ = CONIFEROUS TREE
- ⊕ = CURB AND GUTTER
- — — = TREE LINE
- ⊕ = SET IRON & CAP #31603
- ⊕ = FOUND IRON AS NOTED
- ⊕ = SECTION CORNER
- ⊕ = DISTANCE NOT TO SCALE
- ⊕ = YARDBASIN
- ⊕ = POST INDICATOR VALVE
- ⊕ = WALL HYDRANT
- ⊕ = MAIL BOX
- ⊕ = SATELLITE DISH
- ⊕ = ASPHALT
- ⊕ = CONCRETE
- ⊕ = RECORDED
- ⊕ = MEASURED

DATE	DESCRIPTION	REVISIONS
05/20/2019	SUP SITE PLAN	
11/13/2019	ADDED EASEMENTS AT HASLETT & OKEMOS ROADS, PARKING LOT LIGHT POLES AND GENERAL REVISIONS	
7/29/2019	FIELD UPDATE	
7/22/2019	ADDED DRIVEWAY EASEMENT	
1/18/2018	REVISED PARCEL LINES	
1/2/2018	DESCRIPTION	

**LSG**  
 Engineers & Surveyors



3135 PINE TREE ROAD  
 SUITE D  
 LANSING, MI 48911  
 PH. (517) 393-2902  
 FAX (517) 393-2608  
 www.lsg-es.com

**HASLETT GALLERY, INC.**  
 106 N 4TH AVENUE  
 ANN ARBOR, MICHIGAN 48104

**SUP SITE PLAN**  
 OF  
**MERIDIAN PLAZA**  
 MERIDIAN TOWNSHIP, INGHAM COUNTY, MI



FILE	SUP.dwg
FIELD WORK	N/A
DRAWN BY	WSF
CHECKED BY	DKR
DATE OF PARCEL SURVEY	8/11/2017
SCALE	1" = 30'
HOR.	N/A
VERT.	N/A
PROJECT NO.	2003
SHEET NO.	1 OF 1

FILE: L:\2003 (SOUTH MERIDIAN PLAZA, HASLETT)\2019 SUP SITE PLAN\SUP.DWG - PLOT DATE: 11/15/2019 8:49 AM BY: Joseph Lev SCALE: 1:1

# Attachment B

## Attachment B – Employment and Hours of Operation

### Employment

Due to our currently operating provisioning center, HG has a comprehensive understanding of staffing needs at this location. The table below shows average daily staffing along with total staff anticipated. HG will not be working in shifts, however staffing needs will be different depending on the time of day. Finally, HG anticipates hiring full, rather than part, time employees for all positions.

Position	FTE's			
	Avg. Daily Staffing	Morning/Afternoon Shift	Afternoon/Evening Shift	Avg. Total Staff
C-Level Executives	1	0-1	0-1	2
Managers	2	1	1-2	4
Consultants	4	2	4	8
Receptionists	1.5	1	2	2
<b>Total</b>	8.5	5	9	16

### Hours of Operation

HG will operate from 8 am to 5 pm weekdays, and limited hours on weekends.

Day of Week	Hours of Operation
Monday	9:00 am to 8:00 pm
Tuesday	9:00 am to 8:00 pm
Wednesday	9:00 am to 8:00 pm
Thursday	9:00 am to 8:00 pm
Friday	9:00 am to 8:00 pm
Saturday	9:00 am to 8:00 pm
Sunday	9:00 am to 8:00 pm

# Attachment C



**SECTION 2.11**      **NET CHARGES:** Tenant shall pay Tenant's proportionate share of the "Net Charges" defined in Article 6, which include, without limitation: real estate taxes, insurance, common area utilities and common area maintenance. **Net charges are estimated at \$4.00 PSF for a total of \$ 533.33 per month in addition to the base rent.**

**SECTION 2.12**      **SECURITY DEPOSIT:** \$ 4,000.00

**SECTION 2.13**      **PERMITTED USE:** Properly licensed cannabis facility as approved by the State of Michigan and Meridian Township for a medical marihuana provisioning center and/or recreational use contemplated by Initiated Law 1 of 2018 The Michigan Regulation and Taxation of Marihuana Act (MRTMA) but not for processing, growing or storage for transport as contemplated by the MRTMA or Act 281 of 2016 (Medical Marihuana Facilities Licensing Act).

**SECTION 2.14**      **TENANT'S INSURANCE:** The limits of liability under the insurance required to be carried by Tenant shall not be less than One Million Dollars (\$1,000,000.00) Combined Single Limit for both bodily injury and property damage for each occurrence.

**SECTION 2.15**      **RENT CHECK PAYEE:** All rent and other payments required to be made by Tenant to Landlord shall be made payable to the order of: North Meridian Plaza LLC Automatic withdrawals starting on January 1, 2019

**SECTION 2.16**      **ADDRESS FOR PAYMENTS and NOTICES:**

A. Landlord copies to:

1. North Meridian Plaza LLC  
c/o Luigi G. & Irene L. Baldino  
1812 N. College Rd Mason, MI 48854

B. Tenant copies to:

1. Meridian RE Ventures LLC  
c/o James F. Daly  
201 S 1<sup>st</sup> St Apt 701  
Ann Arbor, MI 48104
2. Benjamin D. Joffe PLLC  
106 N. Fourth Ave. Ste. 302  
Ann Arbor, MI 48104

**SECTION 3.01**      **ARTICLE 3 - SPECIAL LEASE PROVISIONS**

**CANCELATION OF LEASE BY TENANT:** If the Tenant, within 18 months of the "Commencement Date" which is defined as December 1, 2018, is unable to procure the proper approvals, permits, licenses or other necessities in order to conduct a cannabis provisioning center, he shall have the option to cancel and terminate the lease at any time during the 18 months, including all covenants, obligations, and promises contained therein, with no other penalties, upon providing written notice and proof of denial to the Landlord.

**ARTICLE 4 - TERM and POSSESSION**

**SECTION 4.01**      **TERM:** The term of this Lease shall be the period of time specified in Section 2.03 (the "Original Term"), commencing on the date specified in Section 2.04 (the "Commencement Date") and ending on the date specified in Section 2.05 (the "Expiration Date"). As used in this Lease, "Lease Term" shall include the Original Term and any renewal or extension thereof.

**SECTION 4.02**      **TENANT IMPROVEMENTS:** Landlord agrees, at Tenant's cost and expense, that Tenant may perform and complete the Tenant Improvements, if any, in the Leased Premises as set generally forth in Exhibit B subject to, i) architectural plans showing all contemplated work



which shall be subject to Landlord's approval which shall not be unreasonably be withheld; and, ii) Tenant obtaining all governmental approvals for the work. Approval of plans and obtaining of permits is not a condition precedent to the effectiveness of this Lease. Said approvals, permits and construction activity is the sole and exclusive responsibility of Tenant.

**SECTION 4.03** **TENANT'S ACCEPTANCE OF THE LEASED PREMISES:** Except for those Tenant Improvements, if any, set forth in Exhibit B of this Lease, Tenant hereby accepts the Lease Premises in the present "AS IS" condition, with all faults and defects; provided, however, if Tenant discovers a latent defect at any time during the Lease Term, then Tenant shall notify Landlord, in writing, of such defect, and Landlord shall cause same to be repaired. Should such defect be the result of action or inaction on the part of Tenant, Tenant's agents or assigns, all such costs of repair shall be borne by Tenant. Tenant's taking possession of the Leased Premises shall be conclusive evidence as against Tenant that the Leased Premises were in satisfactory condition when Tenant took possession.

**SECTION 4.04** **SURRENDER of the PREMISES:** Upon the expiration or other termination of this Lease, or upon the exercise by Landlord of its right to re-enter the Leased Premises without terminating this Lease, Tenant shall immediately surrender the Leased Premises to Landlord together with all alterations, improvements, additions, fixtures and appurtenances thereto, in broom-clean condition and in good order, condition and repair (ordinary wear and tear excepted), failing which Landlord may restore the Leased Premises to such condition at Tenant's expense. Tenant shall also surrender all keys to the Leased Premises to Landlord at the place then established for the payment of rent. Upon or prior to the expiration or other termination of this Lease or of Landlord taking possession of the Leased Premises, Tenant shall remove Tenant's equipment, furniture, trade fixtures and all other items of property on the Leased Premises (including all exterior and interior signs) not belonging to landlord. Tenant shall, at Tenant's expense, promptly repair any damage caused by any such removal, and shall restore the Leased Premises to the condition existing prior to the installation of the items so removed. If Tenant shall fail or refuse to remove any such property from the Leased Premises pursuant to this Section, Tenant shall be conclusively presumed to have abandoned the same, and title thereto shall thereupon pass to Landlord without any cost to Landlord either by set off, credit, allowance or otherwise, and Landlord may, at Landlord's option, accept title to such property, and, whether or not Landlord accepts such title, Landlord may at Tenant's expense (i) remove the same or any part in any manner that Landlord shall choose, repairing any damage caused by such removal, and (ii) store, destroy or otherwise disposed the same without incurring liability to Tenant or any other person.

**SECTION 4.05** **HOLDING OVER:** Should Tenant or any party claiming under Tenant hold over and retain possession of the Leased Premises or any part thereof after the expiration or termination of this Lease or of Tenant's right of possession, whether by lapse of time or otherwise, such holding over shall not be deemed to extend the Lease Term or renew this Lease, and such holding over shall be an unlawful detainer and such parties shall be subject to immediate eviction and removal. On the first day of each month or portion thereof for which Tenant hold over, Tenant shall pay to Landlord as liquidated damages, a sum equal to 125% of the Minimum Base Rent in effect for the last full month of the Lease term, and Tenant shall also pay all cost incurred and damages sustained by Landlord, whether direct or consequential, on account of such holding over. At the option of Landlord, expressed in written notice to Tenant and not otherwise, such holding over shall constitutes a tenancy from month to month on the terms and Tenant shall vacate and surrender the Lease Premises to Landlord upon Tenant being given effect for the last full month of Lease Term and Tenant shall vacate and surrender the Lease Premises to Landlord upon Tenant being given thirty (30) days prior written notice from Landlord to vacate. Notwithstanding the foregoing provision, no holding over by Tenant or acceptance of rent by Landlord after such expiration or termination shall operate to extend or renew this Lease. The foregoing provisions of this Section are in addition to and do not affect Landlord's right of re-entry or any other rights of Landlord hereunder or as otherwise provided by law.

#### **ARTICLE 5 - RENT**

**SECTION 5.01** **PAYMENT of RENT:** The term "rent as used in this Lease shall mean and include all Minimum Base Rent, Additional Rent and all other payments required under this Lease. Tenant shall pay to Landlord as Minimum Base Rent for the Leased Premises the total sum specified in Section 2.07, payable in consecutive monthly installments as specified in





Section 2.07. The monthly installments of Minimum Base Rent shall be paid, in advance, in lawful money of the United States of America, without any prior demand therefore and without any deduction or setoff whatsoever, on the Commencement Date and continuing thereafter on or before the first day of each and every calendar month during the Lease Term. All rent shall be paid by Tenant to Landlord payable to the order of the payee specified in Section 2.16 and delivered or mailed to Landlord at the address specified in Section 2.17 A, or any other address and payee Landlord may specify from time to time by written notice to Tenant. If the Commencement Date of this Lease shall be other than the first day of a calendar month or the Expiration Date of this Lease shall be a day other than the first day of a calendar month, then the monthly rent for such first or last fractional month shall be prorated on the basis of the number of days during the month this Lease is in effect in relation to the total number of days in such month.

**SECTION 5.02** **ADDITIONAL RENT:** "Additional Rent" includes all other sums of money or other charges of whatever nature required to be paid by Tenant under this Lease, including the Exhibits hereto, together with all interest and charges which may be added for nonpayment or late payment of rent: and shall, unless some other pattern of payment is specified in writing by Landlord, be due and payable upon demand without any deductions or setoff whatsoever, at the place where Minimum Base Rent is payable.

**SECTION 5.03** **LATE CHARGES:** In the event Tenant fails to pay any rent or any other sum or charge required to be paid by Tenant to Landlord under this Lease within five (5) days after the same is due, the amount unpaid shall be subject to a late payment charge in each instance equal to the greater of (i) One Hundred Dollars and 00/100 (\$100.00), or (ii) five percent (5%) of the unpaid amount. This obligation to pay late charges shall neither excuse nor cure any default and will exist in addition to and not in place of any and all other rights and remedies provided under this Lease or at law. Further, there shall be a \$25.00 charge for any check returned to Landlord unpaid for any reason and Tenant shall thereafter pay the rent only with money orders, bank cashier's checks or certified checks.

**SECTION 5.04** **HABITUAL LATE PAYMENT:** Habitual Late Payment of rent or other charges due hereunder shall constitute a breach of this Lease by Tenant. Such a breach shall be adequate grounds from termination of this Lease by Landlord, at Landlord's option. Landlord's right to terminate pursuant to this section shall not be construed as limiting Landlord rights under any other Section of this Lease. "Habitual Late Payment" is hereby defined as three (3) or more instances of failure by Tenant to pay its rent or other charges due hereunder in full within five (5) days after the same is due within a 12 month period. These instances need not necessarily be consecutive. Landlord's decision to terminate pursuant to this section shall be a remedy supplementary to Landlord's remedies under Section 5.03 and not an election between the two Sections. Landlord's forbearing from exercising its rights pursuant to this Section shall not be deemed to be a waiver and Landlord may invoke its rights at any time thereafter at Landlord's sole discretion.

#### **ARTICLE 6 - RECOVERY of EXPENSES**

**SECTION 6.01** **TENANT'S PROPORTIONATE SHARE:** Whenever used in this Lease, "proportionate share" shall (unless otherwise defined) mean the fraction (expressed a percentage) determined from time to time by dividing the number of square feet of leasable space in the Leased Premises by the total number of square feet of leasable space in the Property. Tenant's proportionate share as determined by Landlord is subject to change from time to time as the total leasable space the Property increases or decreases due to additions or subtractions thereto, reconfiguration of walls, remeasurement of otherwise provided, however, the computation of Tenant's obligation for any charge or expense shall be based on Tenant's proportionate share on the date of said computation and any fluctuations in Tenant's proportionate share prior to or after the date of said computation shall have no bearing on Tenant's obligation therefore. If any part of the Property is separately billed and the expense relating thereto is paid directly by the occupant thereof, then such part of the Property shall be excluded from computation of Tenant's proportionate share. Tenant's proportionate share is 10%.

**SECTION 6.02** **PAYMENT of TENANT'S PROPORTIONATE SHARE:** Tenant shall pay to Landlord as Additional Rent for the Lease Premises Tenant's proportionate share of the expenses specified in the Article 6 (the "Net Charges"), in advance, in an amount estimated by Landlord, payable in consecutive monthly installments beginning on the Commencement



Date and continuing thereafter on or before the first day of each and every calendar month during the Lease Term (which includes all renewal and extension periods). Landlord shall notify Tenant in writing of Landlord's estimate, that shall break down all components, of Tenant's monthly installments due hereunder. After each calendar year-end and upon receipt of all applicable bills attributable to such calendar year during the Lease Term, Landlord shall furnish Tenant with a written statement of the actual amount of Tenant's Proportionate share for such year. Tenant shall have the right to request and review all bills and other components of the proportionate share payments. If the total amount paid by Tenant under this Section for any calendar year during the Lease Term is less than the actual amount due from Tenant for such year as shown on such statement, Tenant shall pay to Landlord such deficiency upon demand therefore by landlord; and, if the total amount paid by Tenant hereunder for any such calendar year shall exceed such actual amount due from Tenant for such calendar year, such excess shall be credited against payments hereunder next due, or if no payments are next due, refunded to Tenant. All amount of Additional Rent payable pursuant to this Section shall be payable in the manner set forth in Section 5.01. For the calendar years in which this Lease commences and terminates, the provisions of the Section shall apply and Tenant's proportionate share for such years shall be prorated on the basis of the number of days during the calendar year this Lease was in effect in relation to the total number of days in such year. Landlord's and Tenant's obligations under this Section shall survive the expiration or termination of this Lease.

**SECTION 6.03**

**TAXES:** Tenant agrees to pay to Landlord as Additional Rent in the manner set forth in Section 6.02, Tenant's proportionate share of all general and special taxes and assessments, which have been or may be levied or assessed by any lawful authority, against the land and improvements that presently and/or at any time compromise the Property (as defined in Section 1.01). In the event Landlord is required under any mortgage or land contract covering the Property to escrow real estate taxes, Landlord may, but shall not be obligated to, use the required escrow amount as a basis for Landlord's estimate of the monthly installment due from Tenant hereunder. If any part of the Property is separately assessed and the real estate taxes and assessments relating thereto are paid directly by the occupant thereof, then such part of the Property shall be excluded from the computation of Tenants proportionate share. Tenant shall further pay as Additional Rent all rental or rental used taxes related to the Lease Premises assessed by any governmental authority whether measured by Tenant's gross rental payments or otherwise, and whether charged against Tenant or Landlord (but not including income or franchise taxes or any other taxes imposed upon or measured by Landlord's net income, profits or net worth unless the same shall be imposed in lieu of real estates taxes).

**SECTION 6.04**

**INSURANCE:** Tenant agrees to pay to Landlord as Additional Rent in the manner set forth in Section 6.02, Tenant's proportionate share of all insurance premiums charged to Landlord for any and all insurance covering the Property of which the Leased Premises are a part, including the Common Areas. Such insurance may include, but not be limited to, liability, property damage, fire, extended coverage, flood, rent loss, malicious mischief, vandalism, and any other casualty and liability insurance.

**SECTION 6.05**

**COMMON AREA UTILITIES:** Tenant agrees to pay to Landlord as Additional Rent in the manner set forth in Section 6.02, Tenant's proportionate share of all charges for gas, electricity, water, sewer and any other utility service used or consumed in the Common Areas or furnished thereto.

**SECTION 6.06**

**COMMON AREA MAINTENANCE:** Tenant agrees to pay to Landlord as additional Rent in the manner set forth in Section 6.02, Tenants proportionate share of Common Area Maintenance including but not limited to management & administrative fees, snow removal, landscaping, grounds, parking lot repair, and trash removal.

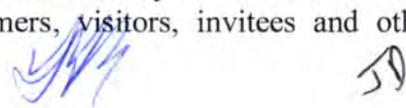
**ARTICLE 7 - USE and OCCUPANCY**

**SECTION 7.01**

**PURPOSE and USE:** Tenant shall use and occupy the Leased Premises, at all times during the Lease Term, solely and exclusively for the purpose set forth in Section 2.13 and shall not used the Leased Premises for any other purpose except with the prior written consent of Landlord.

**SECTION 7.02**

**COMMON AREAS:** The term "Common Areas", as used in the Lease, refers to the areas of the Property designed and intended for used in common by all Tenants of the Property and their respective employees, agents, customers, visitors, invitees and others, and



includes, by ways of illustration and not limitation: vehicle parking areas and driveways; sidewalks; delivery areas; landscaped areas; and other areas as may be designed by Landlord as part of the Common Areas of the Property. Tenant shall have the non-exclusive right, in common with others, to the use of the Common Areas, subject to rules and regulations as may be adopted by Landlord including those set forth in this Article 7 and Exhibit "C" of this Lease.

**SECTION 7.03**

**TENANT USE COVENANTS:** In connection with Tenant's use of the Leased Premises, Tenant agrees to do the following:

A. Tenant shall not commit or permit any waste or damage to or deface the Leased Premises.

B. If any governmental license or permit shall be required for the proper and lawful conduct of Tenant's business or other activity carried on in the Leased Premises or if failure to procure such a license or permit might or would in any way affect Landlord or the Property, then Tenant at Tenant's expense shall duly procure and thereafter maintain such license or permit and make the same available to Landlord for inspection. Tenant at Tenant's expense shall at all times comply with the requirements of each such license or permit.

C. Tenant shall not use or permit the Leased Premises to be used for any unlawful, , or immoral purpose or act, under local or state laws, nor will Tenant sell or permit to be sold or stored therein any controlled substances except those customarily used in the course of Tenant's business as permitted by local or state law. Tenant shall not sell or consume or allow the sale or consumption of alcoholic beverages on the Leased Premises, unless the same is included in the Permitted Use and appropriate licenses and insurance coverage has been secured.

D. Tenant shall, at Tenant's expense, at all times comply with and obey all laws, regulations and orders of any governmental local or state authority or agency, and keep and maintain the Leased Premises in a clean, sanitary and safe condition in accordance with the laws of the State of Michigan and in accordance with all directions, rules and regulations of the health officer, fire marshal, building inspector or other proper officials of the governmental agencies having jurisdiction.

E. Tenant shall not allow any loitering or gathering in the Common Areas by any of Tenant's visitors, invitees, customers, employees, agents and any other person(s) whose presence at the Property is due to Tenant's occupancy thereof. Tenant agrees not to advertise for laborers giving an address at the Property or Leased Premises.

F. Tenant shall not inscribe, paint, affix or display any signs, advertisements or notices on the Building or Property, except for such Tenant identification information as Landlord permits by prior written approval. Landlord may remove any and all such matter or signs placed in violation hereof, without notice to Tenant and at Tenant's expense.

G. Tenant shall not overload the floors in the Leased Premises. Safes, equipment and other bulky or heavy articles shall be moved into or out of the Leased Premises only with the prior written consent of Landlord, and then only in the manner and at such time as Landlord may direct. Safes and other heavy articles shall be placed by Tenant only in such places and in a manner as shall be first specified by Landlord, and Tenant shall be liable for and save Landlord harmless from any damage to the Building or Property, or property of other Tenants, or others, or injuries sustained by any person whomsoever, caused by or resulting from the moving of such articles in or out of the Leased Premises or from the Leased Premises or from overloading a floor.

H. Tenant shall not use the Leased Premises, or allow the Leased Premises to be used, for any purpose or in any manner which would, in Landlord's opinion, invalidate any policy of insurance now or hereafter carried on the Property or increase the rate of premiums payable on any such insurance policy. Should Tenant fail to comply with this covenant, Landlord may, at its option, require Tenant to stop engaging in such activity or to reimburse Landlord, as Additional Rent, for any increase in premiums charged during the Lease Term on the insurance carried by Landlord on the Leased Premises and attributable to the used being made of the Leased Premises by Tenant, but such payment shall not constitute in any

manner a waiver by Landlord of Landlord's rights to enforce all of the covenants and provisions of this Lease.

I. Tenant shall not do or permit anything to be done in or about the Leased Premises or Common Areas which will in any way create nuisance or disturbance, or obstruct, annoy, injure or interfere with the rights of any other Tenants or occupants of the Property or surrounding buildings, or those having business with them. Tenant shall not make, or permit to be made, in the Leased Premises or in the Common Areas, any unseemly or disturbing noises, vibrations or odors emanating from the Leased Premises, or require Tenant to make such modifications as Landlord considers to be reasonably necessary; the cost of all such modifications shall be entirely borne by Tenant, and Tenant shall reimburse Landlord for the same (or any portion thereof paid by Landlord) as Additional Rent. Such modifications may include, but are not limited to, soundproofing walls and ceilings, and improving or altering the ventilation/exhaust system.

**SECTION 7.04 LANDLORD'S RIGHTS REGARDING USE:** In addition to the rights specified elsewhere in this Lease, Landlord shall have the following rights regarding the used of the Leased Premises or the Common Areas by Tenant, Tenant's employees, agents, customers, visitors and invitees, each of which may be exercised without notice or liability to Tenant:

A. Landlord may install such signs, advertisements, notice or Tenant identification as Landlord shall deem necessary or proper anywhere on the Property, including on or near Tenant access doors, but not on the storefront doors or windows of the Leased Premises.

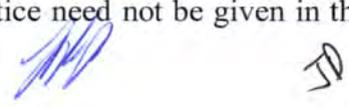
B. Landlord shall approve or disapprove, prior to installation, all types of drapes, shades and other window coverings used in the Leased Premises, and my control all internal lighting and signs that may be visible from outside the Leased Premises.

C. Landlord is currently in litigation involving a separate unit and tenant of the Property. Upon resolution of this litigation and subject to terms that would not violate any resolution, Landlord will prepare and sign an addendum granting Tenant the exclusive right to conduct a cannabis business on or in the Property.]

D. Landlord shall have the right to control the Common Areas in such manner as Landlord deems necessary or proper, including by way of illustration and not limitation, the right to do the following: to police the Common Areas and exclude or expel any peddler, solicitor or loud and unruly person from the Property any other person who creates a disturbance or nuisance; utilize the Common Areas for carnival type shows, rides and entertainment, outdoor shows, displays, automobile and other product shows, sale of Christmas trees, the leasing of kiosks or such other uses which in Landlord's judgment tend to attract the public; change or reduce the area, level, location, size and arrangement of parking areas and other Common Areas and facilities; restrict parking by tenants, their officers, agents and employees to parking areas designated by Landlord; to closed all or any portion of the Common Areas to such extent as may, in the opinion of Landlord's counsel, be legally sufficient to prevent a dedication thereof or the accrual of any rights to any person or the public therein; to erect improvements or buildings on parking areas and other Common Areas; require all persons entering or leaving the Property to identify themselves and their business therein; close or limit access to the Property or any part thereof, including building entrances/exits, corridors, and elevators, during times of emergency or repairs; and to do and perform such other acts in and to the Common Areas as, in the used of good business judgment, Landlord shall determine to be advisable to improve the convenience and use thereof by tenants of the Property, their officers, agents, employees and customers; provided that no such changes shall deny or materially interfere with reasonable visibility of, ingress to egress from the Lease Premises.

#### **ARTICLE 8 - ACCESS by LANDLORD**

**SECTION 8.01 ACCESS by LANDLORD:** Landlord, Landlord's employees and agents, and any mortgagee or other secured party of the Property shall have the right to enter any part of the Leased Premises at all reasonable times within the regulations surrounding a marihuana facility, with notice, for the purposes of examining or inspecting the same, showing the same to prospective purchasers, mortgagees or Tenants and making such repairs, alterations, additions or improvements to the Leased Premises or the Building as Landlord may deem necessary or desirable, provided, however, in each instance Tenant shall be given no less than 24 hour prior notice, but notice need not be given in the event of any



emergency while keeping within the regulations surrounding a marihuana facility. If representatives of Tenant shall not be present to open and permit such entry into the Leased Premises at any time when such entry is necessary or permitted hereunder, Landlord and Landlord's employees and agents may enter the Leased Premises by means of a master or passkey or otherwise while keeping within the regulations surrounding a marihuana facility. Landlord shall incur no liability to Tenant for such entry, nor shall such entry constitute an eviction of Tenant or a termination of this Lease, or entitle Tenant to any abatement of rent therefore unless damages arise out of Landlord neglect including a breach of the regulations surrounding a marihuana facility. Landlord shall be allowed to take all materials into and upon the Leased Premises that may be required to make said repairs, alterations, additions or improvements without in any being deemed or held guilty of an eviction of Tenant; and the rent stipulated to be paid in no way abate while good faith, necessary and timely repairs, alterations, additions or improvements are getting made; nor shall Tenants be entitled to maintain a setoff or counter claim for damages against Landlord by reason of loss or interruption to Tenant's business because of the performance of any such good faith, necessary and timely work as long as such work being done is within the regulations surrounding a marihuana facility. All such work shall be done during ordinary working hours, or if any such work is, at the request of Tenant, to be done during any other hours, Tenant shall pay for any extra cost incurred because of such request. Landlord's right to exhibit, show or advertise the Leased Premises for Lease is continuously reserved at all times during the Lease Term, and during the two (2) months prior to the expiration of the Lease Term, or earlier if the Leased Premises are vacated or abandoned, Landlord may place interior window "For Lease" signs upon the Leased Premises, which signs Tenant shall permit to remain thereon without molestation.

#### **ARTICLE 9 - UTILITIES and OTHER SERVICES**

##### **SECTION 9.01**

**UTILITY SERVICE:** Tenant shall be solely responsible for and promptly pay when due all charges for heat, air-conditioning, gas, electricity, water, sewer and any other utility service used or consumed in the Leased Premises or furnished thereto. In the event separate bills are not obtainable for any such expense, tenant shall pay Tenant's proportionate share of such charges and expenses (subject to adjustment based on any extraordinary use or disproportionate consumption of any utility by any Tenant) to Landlord as Additional Rent. Tenant's obligation to pay for such utilities shall commence as of the date on which possession of the Leased Premises is delivered to Tenant without regard to any free rent period or formal commencement date of the Lease. In the Event such charges are not paid when due, Landlord shall have the right to pay same, which amount to paid is hereby declared to be Additional Rent due on demand. At all Tenant's used of electric current shall never exceed the capacity of the feeders to the Building or the risers or wiring installation. If Landlord determines that the electricity used by Tenant exceeds the designed load capacity of the Building's electrical system or is in any way incompatible therewith, then Landlord shall have the right to make such modifications (at Tenant's sole cost and expense) to the electrical system or other parts of the Property or Leased Premises, or to require Tenant to make such modifications to Tenant's machines and equipments, as Landlord considers to be reasonably necessary. The cost of any such modifications shall be borne by Tenant, and Tenant shall reimburse Landlord for the same (or any portion thereof paid by Landlord) as Additional Rent.

##### **SECTION 9.02**

**TELEPHONE:** Tenant shall be solely responsible for making all arrangements for the hookup and installation of Tenant's telephone lines, telephones and telephone equipment, and for the payment of all costs and expenses related thereto.

##### **SECTION 9.03**

**JANITORIAL:** Responsibility for janitorial service in the Leased Premises is set forth in Section 2.10. Notwithstanding the janitorial services, if any, provided by Landlord, Tenant shall, at Tenant's sole cost and expense, do whatever else is prudent and necessary to keep the Leased Premises orderly, neat, safe, clean and free from rubbish and dirt at all times. All trash and rubbish shall be disposed of only in areas so designated by Landlord. If Tenant fails to keep the Leased Premises in the aforesaid condition, Landlord may enter upon and clean the Leased Premises and have all rubbish, dirt, trash and garbage removed, in which event Tenant agrees to pay all charges incurred by Landlord as Additional Rent plus fifteen percent (15%) of the cost thereof to reimburse Landlord for all overhead and other costs or expenses arising from the involvement of Landlord or Landlord's agents with such work.

- SECTION 9.04** **INTERRUPTION of SERVICES:** Landlord shall not be liable for damages nor shall the rent be abated for failure or delay in furnishing utility or janitorial service when such failure or delay is caused by necessary repairs or casualty whatsoever or by the act or default of the Tenant or other parties; or by any caused beyond the control of Landlord; nor shall Landlord be liable for the any unauthorized acts of Landlord's employees. Such failure or delay in furnishing utility or janitorial service whether supplied by Landlord or Tenant, shall not be construed as an act of eviction against the Tenant by Landlord, nor shall such failure or delay in any way operate as a release from the prompt and punctual performance of Tenant's agreements hereunder.
- SECTION 9.05** **LIGHTING:** Tenant shall replace and maintain, at Tenant's sole cost and expense, all electric light bulbs, fluorescent tubes, ballasts, starters and all other items related to the electrical lighting in the Leased Premises and shall be liable for any damage from overloading of any of the lighting circuits leading to or in the Leased Premises.
- SECTION 9.06** **ADDITIONAL SERVICE:** If Tenant used or requests any utilities or services (including janitorial service, if applicable) in frequency, scope, quality or quantity substantially greater than those which Landlord determines are normally required by other tenants in the Property for general retail or office used, then Landlord shall used reasonable efforts to attempt to furnish Tenant with such additional utilities or services, the costs therefore shall be borne by Tenant, and Tenant shall reimburse Landlord for the same as Additional Rent.

**ARTICLE 10 - MAINTENANCE; TENANT ALTERATIONS and FIXTURES**

- SECTION 10.01** **LANDLORD'S OBLIGATION for MAINTENANCE:** Landlord shall, at Landlord's expense, make or cause to be made all necessary repairs to the exterior walls, foundation, and roof of the Property, and maintain the same in good condition and repair. Landlord shall not be required to commence any such repair until ten (10) days after written notice from Tenant that the same is necessary. If any of the aforesaid work is made necessary by the acts, omissions, negligence, misuse, or default of Tenant or Tenant's employees, agents, customers, contractors, licensees, visitors or invitees, then the cost of such repairs shall be borne by tenant; Landlord shall have no obligation to Tenant for interference with Tenant's business arising from the making of any repairs, alterations or improvements in or to any portion of the Property or the Leased Premises or in or to any fixtures, appurtenances and equipment therein or thereon. Landlord shall perform the repairs in a timely and workmanlike manner. The provisions of this Section shall not apply in the case of damage or destruction by fire or other casualty or a taking under Condemnation, in which events the obligations of Landlord shall be controlled by the Sections of this Lease dealing therewith.
- SECTION 10.02** **TENANT'S OBLIGATION for MAINTENANCE:** Tenant shall, at Tenant's sole cost and expense, keep and maintain the Leased Premises in good order, condition and repair at all times during the Lease Term, and Tenant shall promptly and adequately repair all damage to the Leased Premises and repair or replace all damaged or broken fixtures and appurtenances, including, without limitation: Interior surfaces of demising walls; non-demising walls and partitions; wall covering/paint on all walls; all doors, door glass, locks and frames, including exterior doors to the Leased Premises; window and plate glass, window moldings and frames; lighting; fire sprinkler and detection system; all plumbing and sewage facilities within the Leased Premise; water heater that exclusively serves the Leased Premises; floors, carpet and other floor covering; ceilings (except water damage caused from roof problems); appliances; equipment; heating and cooling equipment; and all other fixtures and appurtenances within the Leased Premises, subject to the approval, rules, regulations and requests of Landlord, and under Landlord's supervision if Landlord so elects, and within any reasonable period of time specified by Landlord, provided, however, Tenant shall not be responsible for damage to the Leased Premises caused by Building defects for which Landlord is obligated to repair pursuant to Section 10.01 and Section 4.03, or costs to exceed \$2,500 for any single instance involving any one of the above named items.

If said HVAC unit malfunctions or otherwise requires maintenance or repair, Tenant shall notify Landlord immediately and Landlord shall promptly arrange for the performance of the required work. Landlord shall utilize all applicable warranties in arranging for said HVAC maintenance and repair work performed on the HVAC unit. Tenant shall pay for an annual inspection and cleaning of the HVAC unit that exclusively serves the Leased Premises and for any repairs. Tenant shall pay for the repair of any roof leaks around or

*Handwritten signature*

*JD*

in the vicinity of any roof penetrations made to the Leased Premises because of Tenant's occupancy thereof. The outside areas immediately adjoining the Leased Premises, including, but not limited to, the sidewalk, shall be kept clean and free from snow, ice, dirt, stains and rubbish by Tenant, at Tenant's expense, to the satisfaction of Landlord. Tenant, at Tenant's expense, shall install and maintain fire extinguisher and other fire protection and detection devices as may be required from time to time by any agency having jurisdiction thereof and by the insurance underwriters insuring the Building in which the Leased Premises are located.

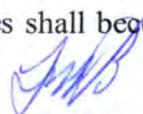
If Tenant does not promptly commence and thereafter diligently make the repairs, replacements and maintenance, Landlord may, upon ten (10) days prior written notice to Tenant (except that Landlord shall not be required to give Tenant notice or an opportunity to make such repairs, replacements or maintenance in the event of an emergency while keeping within the regulations surrounding a marijuana facility), but need not, make such repairs, replacements and maintenance, and Tenant shall pay to Landlord as Additional Rent the cost thereof plus fifteen percent (15%) of the cost thereof to reimburse Landlord for all overhead, general conditions, fees and other costs or expenses arising from involvement of Landlord or Landlord's agents with such work. Landlord may enter the leased Premises at all reasonable times to make such repairs while keeping within the regulations surrounding a marijuana facility, alterations, improvements and additions to the Leased Premises or to the Building or to any equipment located in the Building as Landlord shall desire or deem necessary or as Landlord may be required to do by governmental authority or court order or decree. No such entry or repairs by Landlord with reasonable notice (except in the event of an emergency, in which event no notice shall be required) shall be deemed or construed to constitute an eviction of Tenant or a termination of this Lease, or entitle Tenant to any abatement of rent therefore. Upon expiration of this Lease or upon termination as a result of other provisions in this Lease, Tenant shall yield and deliver the Leased Premises to Landlord in broom-clean condition and in good order, condition and repair (ordinary wear and tear excepted).

#### SECTION 10.03

**ALTERATIONS by TENANT:** Tenant shall not make or cause to be made any alterations, additions or improvements to the Leased Premises, or install or cause to be installed any exterior signs, floor covering, interior or exterior lighting, plumbing fixtures, shades, canopies or awnings, or make any changes to the mechanical, electrical or sprinkler systems without the prior written approval of Landlord. Such approval will not be unreasonably withheld. Tenant shall present to Landlord plans and specifications for such work at the time approval is sought. If Landlord allows Tenant to make any such alterations, additions or improvements, Tenant shall, at Tenant's sole cost and expense, make the same in accordance with all applicable laws and building codes, in a good and workmanlike manner and in quality equal to or better than the original construction of the Building and shall comply with such requirements as Landlord considers necessary or desirable, including without limitation, requirements as to the manner in which and the times at which such work shall be done, the contractor or subcontractors to be selected to perform such work and the adequacy of insurance coverage for liability and workman's compensation. Tenant shall promptly pay all costs attributable to such alterations and improvements, and promptly repair any damage to the Leased Premises, Building or Property caused by virtue of any such alterations or improvements. Tenant shall be responsible for and shall pay to Landlord as Additional Rent, the entire amount of any real estate taxes attributable to any alterations, additions or improvements made by Tenant pursuant to this Section. All alterations, additions and improvements to the Leased Premises shall become a part of the Building and the property of Landlord, and shall not be removed by Tenant. Tenant shall be solely responsible for all the repair and maintenance of, related to or made necessary by Tenant's alterations, additions or improvements.

#### SECTION 10.04

**TRADE FIXTURES:** Tenant shall not cause any equipment or trade fixtures to be affixed or attached to the Leased Premises without the prior written consent of Landlord. Any trade fixtures installed on the Leased Premises by Tenant at Tenant's expense, such as movable partitions, equipment, counters, shelving, showcases, mirrors and the like, may (provided Tenant is not then in default), and shall, at the request of Landlord, be removed on the expiration or earlier termination of this Lease. Tenant shall bear the cost of such removal, and Tenant shall repair at Tenant's own expense any and all damage to the Leased Premises, Building and Property resulting from such removal. If Tenant fails to remove any and all such trade fixtures from the Leased Premises on the expiration or earlier termination of this Lease, all such trade fixtures shall become the property of Landlord

unless Landlord elects to require their removal, in which case, said trade fixtures shall be removed at Tenant's expense and all damage resulting from such removal shall be repaired at Tenant's expense.

**SECTION 10.05**

**SIGNS:** Tenant is required, at Tenant's expense, to place a sign on the exterior of the Leased Premises, provided, however, all interior signs visible from outside the Leased Premises and all exterior signs shall be subject to the prior written approval of Landlord, and shall be in compliance with all applicable laws and ordinances. Tenant shall, at Tenant's expense, maintain in good condition and repair any such sign. Tenant agrees to hold Landlord harmless from any loss, cost, or damage, and to repair any damage to the Property, resulting from the erection, maintenance, existence, or removal of Tenant's signs. Prior to vacating the Leased Premises, Tenant agrees, at Tenant's sole cost and expense, to remove all signs and repair all damage caused by such removal.

**ARTICLE 11 - LIENS**

**SECTION 11.01**

**LIENS:** If, because of any act or omission of Tenant or any person claiming by, through, or under Tenant, any mechanic's lien or other lien shall be filed against the Leased Premises or the Property or against other property of Landlord (whether or not such lien is valid or enforceable as such), Tenant shall, at Tenant's expense, cause the same to be discharged of record within ten (10) days after the date of filing thereof, and shall also indemnify Landlord and hold Landlord harmless from any and all claims, losses, damages, judgments, settlements, costs and expenses (including attorneys' fees) resulting therefrom or by reason thereof. Landlord may, but shall not be obligated to, pay the claim upon which such lien is based so as to have such lien released of record; and, if Landlord does so, then Tenant shall pay to Landlord, as Additional Rent, the amount of such claim, plus all costs and expenses incurred in connection therewith (including attorneys' fees).

**ARTICLE 12 – TENANT'S TAXES; LOSS and DAMAGE; INDEMNIFICATION**

**SECTION 12.01**

**TENANT'S TAXES:** Tenant shall pay before delinquency any and all taxes, assessments, fees or charges, including any sales, gross income, rental, business occupation or other taxes, levied or imposed upon Tenant's business operations in the Leased Premises and any personal property or similar taxes levied or imposed upon Tenant's trade fixtures, leasehold improvements or personal property located within the Leased Premises. In the event any such taxes, assessments, fees or charges are charged to the account of, or are levied or imposed upon the property of Landlord, Tenant shall reimburse Landlord for the same as Additional Rent.

**SECTION 12.02**

**LOSS and DAMAGE:** All property of Tenant, or others, kept upon or in the Leased Premises shall be so kept or stored at the sole risk of Tenant, and Tenant shall hold Landlord harmless from any claims arising out of damages to the same, including subrogation claims by Tenant's insurance carrier(s), unless such damage shall be caused by willful neglect on the part of Landlord. Landlord shall not be liable for any damage either to person or property sustained by Tenant or other persons, or for damage of loss suffered by the business or occupation of Tenant or arising from any acts or neglect of other Tenants or occupants of the Property or of other persons, or from bursting, stoppage, overflowing or leaking of water, sewer, gas or steam pipes, or from the heating or plumbing fixtures, or from electric wires, or from gas or odors, or caused in any other manner whatsoever except in the case of willful neglect on the part of Landlord.

**ARTICLE 13 - INSURANCE**

**SECTION 13.01**

**REQUIRED TENANT INSURANCE COVERAGE:** Tenant shall carry and maintain, at all times during the Lease Term, at Tenant's sole cost and expense, comprehensive public liability insurance, including property damage or destruction, insuring Landlord and Tenant against liability for injury to persons or property occurring in or about the Leased Premises or arising out of the tenancy, use, maintenance, or occupancy of the Leased Premises. The limits of liability under such insurance shall not be less than the coverage specified in Section 2.15, and said limits shall be increased and additional risks insured from time to time as reasonably requested by Landlord or any mortgagee or other secured party of the Leased Premises. Such insurance policy or policies shall name Landlord and any other parties in interest designated by Landlord as additional insured, and shall provide that the policies may not be canceled or changed without first giving interest designated by Landlord as additional insured, and shall provide that the policies may not be canceled or

changed without first giving Landlord at least thirty (30) days prior written notice. The insurance shall be issued by one or more insurance companies acceptable to Landlord, and Tenant shall, prior to the Commencement Date of this Lease, furnish Landlord with Certificates of Insurance evidencing such coverage, together with evidence of the payment of all premiums therefore, and Tenant shall, within thirty (30) days prior to the expiration of any such insurance, deliver Certificates of Insurance evidencing the renewal or replacement of such insurance together with evidence of the payment of all premiums therefore. Should Tenant fail to carry such insurance or fail to furnish Landlord with such Certificates of Insurance or evidence of premium payment after request to do so, then in any of said events, Landlord, at Landlord's option, but with no obligation to do so, may, procure such insurance and collect the cost thereof from Tenant as Additional Rent. Tenant indemnifies and holds harmless Landlord's agents, and the property of Landlord from any and all damage, claims, suits, demands, and actions resulting from the Leased Premises of Tenant's occupancy or use thereof, irrespective of insurance coverage.

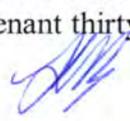
**SECTION 13.02** **WAIVER of SUBROGATION:** Each party does hereby remise, release, and discharge the other party hereto, and any officer, agent, employee or representative of such party, of and from any liability whatsoever hereafter arising from, loss damage or injury caused by fire or other casualty for which insurance (permitting waiver of liability and containing a waiver of subrogation) is carried by the injured party at the time of such loss, damage or injury to the extent of any recovery by the insured party under such insurance.

#### **ARTICLE 14 - FIRE or OTHER CASUALTY**

**SECTION 14.01** **DESTRUCTION of LEASED PREMISES:** If the Leased Premises are totally or partially damaged or destroyed by fire or other casualty or occurrence covered by insurance, the damage shall be repaired and the Leased Premises restored to the same condition immediately before such damage or destruction, by Landlord at Landlord's expense to the extent of insurance recovery; provided, however, in the event (i) such damage results from a cause not insured, or (ii) the cost of repair or restoration exceeds the amount of insurance proceeds received by Landlord and available for restoration of the Leased Premises, Landlord may elect to either repair/restore the Leased Premises or to terminate this Lease upon giving notice of such election in writing to Tenant within sixty (60) days after the occurrence of the event causing the damage. If Landlord terminates this lease under this section, and the Special Use is still connected to the property, Tenant shall have a right of first refusal to lease any newly constructed premises, of a comparable space to its current leased space. Tenant shall maintain this right of first refusal under this section for the earlier of 1) the remainder of the time the Special Use remains with the property or, 2) the expiration of this Lease.

If Landlord elects to rebuild, Landlord shall rebuild within 120 days after the casualty (subject to causes of the type set forth in Section 21.03 and delays in the adjustment of insurance) only that part of the Leased Premises originally provided by Landlord at Landlord's expense, and Landlord shall have no responsibility to rebuild or restore any portion of the Leased Premises constructed by Tenant at Tenant's expense. If Landlord is required or elects to repair or rebuild the Leased Premises as herein provided, Tenant shall, at Tenant's expense, repair or replace Tenant's merchandise, trade fixtures, furnishings and equipment in a manner and to at least a condition equal to that prior to the damage or destruction, provided, however, Tenant may terminate this Lease if Landlord fails to rebuild the Leased Premises within 120 days after the casualty (subject to causes of the type set forth in Section 21.03 and delays in the adjustment of insurance). The rent herein provided shall abate (i) entirely if the entire Leased Premises are untenable, or (ii) prorated for the portion rendered untenable if only a part is untenable, until the same shall be restored to a Tenable condition; provided, however, if Tenant shall fail to adjust Tenant's own insurance or to remove Tenant's damaged goods, wares, equipment or property within a reasonable time and as a result thereof the repairing and restoration is delayed, there shall be no abatement of rental during the period of such resulting delay, and provided further that there shall be no abatement of rental if such fire or other cause damaging or destroying the Leased Premises shall result from the negligence or willful act of Tenant, or Tenant's agents, employees, or invitees.

**SECTION 14.02** **DESTRUCTION of PROPERTY:** In the event that fifty percent (50%) or more of the leasable area of the Property is damaged or destroyed by fire or other cause, notwithstanding that the Leased Premises may be unaffected by such fire or other cause, Landlord may terminate this Lease by giving Tenant thirty (30) days prior written notice

of Landlord's election to terminate, which notice shall be given within the first sixty (60) days following the date of said fire or other cause. If Landlord terminates this lease under this section, and the Special Use is still connected to the property, Tenant shall have a right of first refusal to lease any newly constructed premises, of a comparable space to its current leased space. Tenant shall maintain this right of first refusal under this section for the earlier of 1) the remainder of the time the Special Use remains with the property

#### ARTICLE 15 - CONDEMNATION

**SECTION 15.01** TOTAL CONDEMNATION of PREMISES: If the whole of the Leased Premises shall be taken or condemned either permanently or temporarily for any public or quasi-public use or purpose by any competent authority in appropriation proceedings or by any right of eminent domain or by agreement or conveyance in lieu thereof (each of the foregoing being hereinafter referred to as "Condemnation"), this Lease shall terminate as of the date possession shall be taken by such authority, and Tenant shall pay rent and perform all of Tenant's other obligations under this Lease up to such date with a proportionate refund by Landlord of any rent which shall have been paid in advance for periods subsequent to such date. Tenant shall receive a proportionate share of any condemnation award to the Landlord that considers the value of Tenant's ongoing business in the basis for award.

**SECTION 15.02** PARTIAL CONDEMNATION of PREMISES: If less than all but more than twenty-five percent (25%) of the leasable space in the Leased Premises is taken by Condemnation, or if (regardless of the percentage of leasable space in the Leased Premises which is taken) the Leased Premises or the remainder thereof can not be used or Tenant's continued use or occupancy for Tenant's business, then in either such event Tenant shall have the right to terminate this Lease upon notice to the Landlord within sixty (60) days after possession is taken by such Condemnation. If this Lease is so terminated, it shall terminate as of the date possession shall be so taken, and Tenant shall pay rent and perform all other of Tenant's obligations under this Lease up to such date with a proportionate refund by Landlord of any rent which shall have been paid in advance for periods subsequent to such date, and thereafter the Minimum Base Rent shall be reduced in direct proportion to the amount of leasable space of the Leased Premises taken and the computation of all other amounts due from Tenant shall likewise be adjusted, and Landlord agrees, at Landlord's cost and expense, as soon as reasonably possible to restore the remainder of the Leased Premises to a complete unit of similar quality and character as existed prior to such taking (to the extent possible): provided that Landlord shall not be required to expend more on such restoration than an amount equal to the condemnation award received by Landlord (less all expenses, costs and legal fees incurred by Landlord in connection with such award and less the portion of the award reasonably determined by Landlord to be attributable to any unimproved vacant land taken) multiplied by a fraction the numerator of which is the number of leasable space in the Leased Premises so taken and the denominator of which is the number of square feet of leasable space in the Property so taken.

#### ARTICLE 16 - ASSIGNMENT and SUBLETTING; ENCUMBRANCE

**SECTION 16.01** ASSIGNMENT and SUBLETTING: Tenant may not assign this Lease or sublet the Leased Premises or any part thereof without written consent of the Landlord which shall not be unreasonably withheld. In the event of a permitted assignment or subletting, Tenant shall nevertheless at all times remain fully responsible and liable for the payment of rent and the performance and observance of all obligations of Tenant under the terms, conditions and convenience of this Lease unless the Landlord also approves all guarantors of the assignee or sub-tenant in which event Tenant would be released from liability and obligations under the Lease. The approval of the guarantors shall be based upon guarantors having a net worth and liquidity sufficient to pay all obligations under the Lease as they come due over the entire term of the Lease in the same manner a commercial lender would require for an equivalent obligation. The consent of Landlord to any one assignment or sublease pursuant hereto shall not be deemed to be a waiver of the provision of this Section with respect to any subsequent assignment or sublease. No assignment or subletting of the Leased Premises of any part thereof shall be binding upon Landlord unless such assignee or subtenant shall deliver to Landlord an instrument (in recordable form, if requested) containing an agreement of assumption of all of Tenant's obligations under this Lease. The assignee or sub-lessee shall be required to make all payments to Landlord and Landlord shall thereafter, in a prompt manner, remit to Tenant any amounts that may be due Tenant. Tenant, shall, concurrently with the execution and delivery of any such permitted assignment or sublease, deliver a duplicate original thereof to Landlord. A change in the

50

beneficial or record ownership of any class of capital stock of Tenant, a transfer of partnership interests of the beneficial interest in Tenant, and a sale of substantially all of Tenant's assets to one purchaser, shall all be treated as and deemed to be an event to assignment of this Lease within the foregoing provisions of this Section, if the effect of same shall be to result in a change of management or control of Tenant. Landlord has retained the prior right of consent to proposed assignment or sublease for several substantial business and equity reasons which were as an inducement to Landlord to lease to Tenant.

Landlord may refuse, for good and reasonable business reasons, to give its consent to any proposed assignment or sublease for any reason, including, but not limited to Landlord's determination that Landlord's interest in the Lease or the Leased Premises would be adversely affect by: (i) the financial condition, credit worthiness or business reputation of the Proposed assignee or subtenant, (ii) the proposed use of the Leased Premises by, or business of, the proposed assignee or subtenant, and (iii) the ability and likelihood of the proposed assignee or subtenant to pay all rents and other amount due hereunder.

**SECTION 16.02** **ENCUMBRANCE:** Neither this Lease nor the Lease Term shall be mortgaged, pledged or encumbered by Tenant, nor shall Tenant mortgage, pledge or encumber the interest of Tenant in and to any sublease of the Leased Premises or the rental payable hereunder, without the prior written consent of Landlord, which consent may be granted or withheld in the sole discretion of Landlord, and Tenant shall not allow or permit any transfer of this Lease or any interest hereunder by operation of law. Any such mortgage, pledge, encumbrance, sublease or assignment made in violation of this Section shall be void. The voluntary or there surrender of this Lease by Tenant, or a mutual cancellation thereof, shall not work a merger and shall at the option of Landlord terminate all other existing franchises, concessions, licenses, permits, subleases, sub-tenancies, departmental operating arrangements or the like, or may at the option of Landlord operate as an assignment to Landlord of the same.

#### **ARTICLE 17 - TRANSFERS by LANDLORD**

**SECTION 17.01** **SALE and CONVEYANCE of the PROPERTY :** Landlord shall have the right to sell and convey the Property at any time during the Lease Term, subject only to the rights of Tenant hereunder; and such sale conveyance shall operate to release Landlord from liability hereunder after the date of such conveyance as provided in Section 18.05.

**SECTION 17.02** **SUBORDINATION:** Tenant's rights under this Lease are and shall always be subordinate to the operation and effect of any mortgage, deed of trust, land contract, ground lease or master lease now or hereafter placed by Landlord upon or governing the Property (which includes the tract of land described herein, or any part or parts thereof. This clause shall be self-operative, and no further instrument of subordination shall be required. Tenant agrees that upon the request of Landlord, any mortgagee, trustee or other secured party, Tenant shall execute whatever instruments may be required to confirm the subordination of this Lease. Notwithstanding the foregoing, no default by Landlord under any such mortgage, deed of trust, land contract, ground lease or master lease shall affect Tenant's right hereunder so long as Tenant is not in default under this Lease. In exchange for such subordination all mortgages, now or hereafter placed on Landlord's interest in the Premises and on the land on which the Premises are a part or upon any buildings hereafter placed upon the land of which the leased Premises form a part, the mortgagee will agree not to disturb or otherwise terminate the Tenant's leasehold interest provided the Tenant is not in default under the Lease beyond applicable cure periods. The refusal of a mortgagee to provide a non-disturbance or non-termination agreement shall not be considered a default under this Lease. However, if mortgagee elects to declare a default of its mortgage, Landlord shall have 120 days following the declaration of default to cure said default or obtain a discharge of the mortgage.

**SECTION 17.03** **ATTORNMEN****T:** In the event any proceedings are brought for the foreclosure of, or in the event of the conveyance by deed in lieu of foreclosure of, or in the event of exercise of the power of sale under, any mortgage or land contract made by Landlord covering the Leased Premises, Tenant hereby attorns to and covenants and agrees to execute an instrument in writing reasonably satisfactory to the new owner whereby Tenant attorns to such successor in interest and recognizes such successor as the Landlord under this Lease.

**SECTION 17.04**

**ESTOPPEL CERTIFICATE:** Tenant shall, within ten (10) days following receipt of a written request from Landlord, execute, acknowledge and deliver to Landlord or to any lender, purchaser, prospective purchaser, or other party designated by Landlord, a written statement certifying (if true), including without limitation, the following: (a) that Tenant is in full and complete possession of the Leased Premises, such possession having been delivered by Landlord and accepted by Tenant; (b) that any improvements required to be furnished by Landlord by the terms of this Lease have been completed in all respects to the satisfaction of Tenant; (c) that this Lease is in full force and effect and has not been amended, modified, supplemented or superseded except as specifically noted; (d) that there is not existing default on the part of Landlord in the performance of any covenant, agreement or condition contained in the Lease to be performed by Landlord; (e) that Tenant does not have any actual or pending claim against Landlord; (f) that no rents or other charges have been prepaid by Tenant; (g) that the addressee of said certificate may rely on the representations therein made by Tenant; and (h) certifying as to the dates of commencement and termination of the Lease Term, the date on which rents commence to accrue under this Lease, and the date through which rents and other charges hereunder have been paid. Tenant's failure to deliver such statement within such period shall be an event of default by Tenant under this Lease and shall be conclusive evidence that (i) this Lease is in full force and effect and unmodified, (ii) that there are no uncured defaults in Landlord's performance hereunder, and (iii) that not more than one month's rent has been paid in advance; and Tenant shall be estopped from asserting any defaults known to Tenant at that date.

**SECTION 17.05**

**MODIFICATION of LEASE:** If any lender requires that certain modifications be made to this Lease, which modifications will not require Tenant to pay any additional amounts or otherwise change materially the rights or obligations of Tenant hereunder, Tenant shall, upon Landlord's request, execute appropriate instruments affecting such modifications.

**ARTICLE 18 - DEFAULTS and REMEDIES**

**SECTION 18.01**

**DEFAULTS by TENANT:** The occurrence of any one or more of the following events shall be a default under and breach of this Lease by Tenant:

A. Tenant (i) fails to pay, within ten (10) days after the same is due, any monthly installment of Minimum Base Rent or any other amount due Landlord from Tenant as Additional Rent, rent or otherwise; (ii) Tenant fails to pay its rent or other charges due hereunder in full within ten (10) days after the same is due (these instances need not necessarily be consecutive).

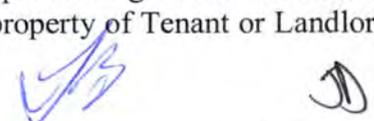
B. Tenant fails to perform or observe any term, condition, covenant or obligation required to be performed or observed by Tenant under this Lease for a period of thirty (30) days after notice thereof from Landlord; provided, however, that if the term, condition covenant or obligation to be performed by Tenant is of such nature that the same can not reasonably be performed within such thirty-day period, such default shall be deemed to have been cured if Tenant commences such performance within said thirty-day period and thereafter diligently undertakes to complete the same and does so complete the required action within a reasonable time not to exceed ninety (90) days after said notice.

C. Tenant abandons the Leased Premises for any period during the Lease Term; or fails to take possession of the Leased Premises when possession is tendered by landlord; or fails to submit plans or other information necessary for Landlord to compete the Tenant Improvements set forth in Exhibit "B".

D. A trustee or receiver is appointed to take possession of substantially all of Tenant's assets in, on or about the Leased Premises or of Tenant's interest in this Lease; or Tenant makes an assignment for the benefit of creditors; or substantially all of Tenant's assets in, on or about the Leased Premises or Tenant's interest in this Lease are attached or levied under execution.

E. A petition in bankruptcy, insolvency, or for reorganization or arrangement is filed by or against Tenant pursuant to any federal or state statute.

F. Any forfeiture, civil asset forfeiture or similar proceeding becomes imminent or is commenced by any governmental entity against the property of Tenant or Landlord which



is based upon or arises out the activities of the Tenant, in which event the Landlord is entitled to immediate possession of Leased Premises.

**SECTION 18.02**

**REMEDIES of LANDLORD:** Upon the occurrence of any event of default set forth in Section 18.01, Landlord shall have the following rights and remedies, in addition to those allowed by law, any one or more of which may be exercised without further notice or to demand upon Tenant:

A. Landlord may apply the Security Deposit or re-enter the Leased Premises and cure any default to Tenant, in which event Tenant shall reimburse Landlord as Additional Rent for any costs and expenses which Landlord may incur to cure such default; and Landlord shall not be liable to Tenant for any loss or damage which Tenant may sustain by reason of Landlord's action, regardless of whether caused by Landlord's negligence or otherwise.

B. Landlord may sue for injunctive relief or to recover damages for any loss resulting from Tenant's default.

C. 1. Landlord may terminate this Lease as of the date of such default, in which event (i) neither Tenant nor any person claiming under or through Tenant shall thereafter be entitled to possession of the Leased Premises, and Tenant shall immediately thereafter surrender the Leased Premises to Landlord; (ii) Landlord may re-enter the Leased Premises and dispossess Tenant or any other occupants of the Leased Premises by any means permitted by law, and may remove their effects, without prejudice to any other remedy which Landlord may have for possession or arrearages in rent; and (iii) notwithstanding the termination of this Lease, Landlord may declare all rent which would have been due under this Lease for the balance of the Lease Term to be immediately due and payable, whereupon Tenant shall be obligated to pay the same to Landlord, together with all loss or damage which Landlord may sustain by reason of such termination, it being expressly understood and agreed that the liabilities and remedies specified in the Subsection C.1. of Section 18.02 shall survive the termination of this Lease; or

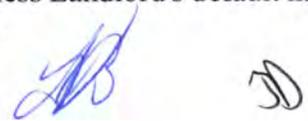
2. Landlord may, without terminating this Lease, re-enter the Leased Premises and re-let all or any part of the Leased Premises for a term different from that which would otherwise have constituted the balance of the Lease Term and for rent and on terms and conditions different from those contained herein, whereupon Tenant shall be obligated to pay to Landlord as liquidated damages the difference between the rent provided herein and that provided for in any lease covering a subsequent re-letting of the Leased Premises, for the period which would otherwise have constituted the balance of the Lease Term, together with all of Landlord's reasonable costs and expenses for preparing the Leased Premises for re-letting, including all repairs, tenant finish improvements, brokers' and attorneys' fees, and all loss or damage which Landlord any sustain by reason of such re-entry and re-letting. Re-entry or taking possession of the Leased Premises by Landlord pursuant to this Subsection C.2. of Section 18.02 shall not be construed as an election to terminate this Lease unless written notice of such intention is given to Tenant or decreed by a court of competent jurisdiction. Notwithstanding any re-letting without termination by Landlord because of Tenant default, Landlord may at any time after such re-letting elect to terminate this Lease for such default.

**SECTION 18.03**

**CUMULATIVE REMEDIES:** All rights and remedies of Landlord shall be cumulative, and none shall be exclusive of any other rights or remedies allowed by law, in equity, by statute, or by the terms of this Lease.

**SECTION 18.04**

**LANDLORD DEFAULT and TENANT'S REMEDIES:** It shall be a default under and breach of this Lease by Landlord if Landlord shall fail to perform or observe any term, condition, covenant or obligation required to be performed or observed by Landlord under this Lease for a period of thirty (30) days after notice thereof from Tenant; provided, however, that if the term, condition, covenant or obligation to be performed by Landlord is of such nature that the same cannot reasonably be performed within such thirty-day period, such default shall be deemed to have been cured if Landlord commences such performance within said thirty-day period and thereafter diligently undertakes to complete the same. Upon the occurrence of any such default, Tenant may sue for injunctive relief or to recover damages for any loss resulting from the breach, but Tenant shall not be entitled to terminate this Lease or withhold or abate any rent due hereunder, unless Landlord's default has caused an injury, interruption, or diminution of Tenants business.



**SECTION 18.05**    **LIMITATION of LANDLORD'S LIABILITY:** In the event of a sale or transfer of such interest (except a mortgage or other transfer as security for a debt), the "Landlord" named herein, or, in the case of a subsequent transfer, the transferor, shall, after the date of such transfer as security for a debt), the "Landlord" named herein, or in the case of subsequent transfer, the transfer, shall, after the date of such transfer, be automatically released from all personal liability for the performance or observance of any term, condition, covenant or obligation required to be performed or observed by Landlord hereunder; and the transferee shall be deemed to have assumed all of such terms, conditions, covenants and obligations.

**SECTION 18.06**    **LEGAL EXPENSES:** In the event a party defaults in the performance or observance of any of the terms, conditions, covenants or obligation contained in this Lease and the other party employs attorneys to enforce all or any part of this Lease, the prevailing party shall be entitled to recover all reasonable and necessary costs and attorney fees incurred directly or indirectly, arising out of said default. Said costs and attorney fees include but are not limited to pre or post litigation and collection efforts post litigation. The definition of "prevailing party" is the same definition used by the Michigan Court Rules when determining the obligation for paying costs.

**SECTION 18.07**    **PAYMENTS AFTER TERMINATION:** No payment of money by Tenant to Landlord after the termination of this Lease, in any manner, or after the giving of any notice by Landlord to Tenant, shall reinstate, continue or extend the terms of this Lease or affect any notice given to Tenant prior to the payment of such money, it being agreed that after the service of notice or the commencement of a suit to after final judgment granting Landlord possession of the Leased Premises, Landlord may receive and collect any sums of rent due or any other sums of money due under the terms of this Lease, and the payment of such sums of money, whether as rent or otherwise, shall not waive said notice or in any manner affect any pending suite and judgment therefore obtained.

ARTICLE 19 -TENANT'S RIGHT TO RELOCATE

**SECTION 19.01**    **TENANT'S OBLIGATION TO RELOCATE:** If the space at 2121 Haslett Rd. Haslett MI 48840 ("2121 Haslett") should become available for rental as a result of a termination of the Lease for 2121 Haslett Rd in a manner acceptable to Landlord in its sole and exclusive discretion, and available for occupancy during the period in which Tenant is leasing the space at 2119 Haslett, Rd. Haslett MI 48840 ("2119 Haslett"), Tenant is obligated to rent 2121 Haslett on the same terms and conditions as for 2119 Haslett, with rents, net charges, and proportionate share, increased in proportion to the increase in the leased area. The parties stipulate and agree 2121 Haslett is 3,200 square feet. Tenant's rent, net charges, and proportionate share for 2121 Haslett is agreed to as being twenty percent. Landlord shall give 30 days written notice of 2121 Haslett becoming available and upon the expiration of said 30 days, Tenant's obligation to pay rent and all other charges for 2121 Haslett shall commence, irrespective of whether Tenant has taken occupancy of 2121 Haslett.

**SECTION 19.02**    **MONTH TO MONTH RENTAL OF 2119 HASLETT.** Should Tenant become obligated to rent 2121 Haslett pursuant to Section 19.01, Tenant may continue to rent 2119 Haslett consistent with the terms of this Lease on a month to month basis and Tenant may terminate its obligations for 2119 Haslett by giving 60 days written notice to Landlord and actually vacating during said 60 day period. Failure to vacate within said 60 days shall result in a continuation of the lease obligations for 2119 Haslett until another 60 notice is given and said property is vacated within said 60 day period.

**SECTION 19.03**    **BUILD OUT OF 2121 HASLETT.** In the event Tenant rents 2121 Haslett, it shall be the obligation of Tenant to perform, at its cost, all build out of 2121 Haslett subject to the obligations and limitations contained in this Lease.

**SECTION 19.04**    **INTENTION OF THE PARTIES.** It is the intention of the parties that should Tenant relocate or expand into 2121 Haslett from 2119 Haslett, except as specifically modified by this Article 19, that all terms, rights and obligations of all types and nature set forth in this Lease shall be equally applicable to both locations with the exception that rental, Net Charges and any other financial obligation will be adjusted to reflect the property actually rented by Tenant whether that be 2119 Haslett, 2121 Haslett or both locations.

## ARTICLE 20 - HAZARDOUS MATERIALS

### SECTION 20.01

**HAZARDOUS MATERIALS:** Tenant shall not use, maintain or allow the use or maintenance of the Leased Premises or any part thereof to treat, store, generate, transfer, dispose of, release, convey or recover hazardous, toxic or infectious waste on or about the Leased Premises; provided, however, any toxic material lawfully permitted and generally recognized as necessary and appropriate for the permitted use set forth in Section 2.13 may be stored and used on the Leased Premises so long as (i) such storage and use is in the ordinary course of Tenant's business permitted under this Lease; (ii) such storage and use is performed in compliance with all applicable Laws and in compliance with the highest standards prevailing in the industry for the storage and use of such materials; (iii) Tenant delivers prior written notice to Landlord of the identity of and information regarding such materials as Landlord may require; and (iv) Landlord consents thereto.

Hazardous, toxic or infectious waste shall mean any solid, liquid or infectious waste, substance or emission or any combination thereof which may (i) cause or significantly contribute to an increase in mortality or in serious illness, (ii) pose the risk of a substantial present or potential hazard to human health, to the environment or otherwise to animal or plant life, or (iii) any substances of which the manufacture, use, treatment, storage, transportation, or disposal is regulated by any Laws, and shall include without limitation hazardous substances and materials described in the Comprehensive Environmental Response, Compensation and Liability Act of 1980, as amended; the Resource Conservation and Recovery Act; the Toxic Substances Control Act; the Federal Water Pollution Control Act; the Clean Air Act; the Michigan Water Resources Commission Act; and any other applicable federal, state or local Laws.

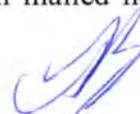
Tenant shall immediately notify Landlord of the presence or suspected presence of any hazardous, toxic or infectious waste on or about the Leased Premise and shall deliver to Landlord any notice received by Tenant relating thereto. Tenant shall promptly supply to Landlord a copy of the reports of any environmental audit or investigation undertaken on the Leased Premises, all notices, demands, inquiries or claims received from any person or entity as a result of contamination from hazardous substances alleged to be on or emanating from the Leased Premises, and any reports or applications for licenses, permits, or approvals affecting the Leased Premises submitted by or on behalf of Tenant to any environmental regulatory agency. Landlord and its agents shall have the right to immediately enter upon the Leased Premises to remedy any contamination found thereon. In exercising its rights herein, Landlord shall use reasonable efforts to minimize interference with Tenant's business but such entry shall not constitute an eviction of Tenant, in whole or in part, and Landlord shall not be liable for any interference, loss, or damage to Tenant's property or business caused thereby. If any lender or governmental agency shall ever require testing to ascertain whether there has been a release of hazardous materials, then the reasonable costs thereof shall be reimbursed by Tenant to Landlord upon demand as Additional Rent if such requirement arose in whole or in part because of Tenant's use of the Leased Premises.

Tenant shall indemnify and hold Landlord harmless from any and all claims, judgments, penalties, fines, loss, liability, costs, damages, expenses, attorneys' fees and any other charges incurred by Landlord in connection with any breach by Tenant of Tenant's obligations under this Section (including, without limitation, the cost of redemption, investigation, monitoring, removal, or restoration required). The convenience and obligations of Tenant hereunder, including Tenant's indemnification of Landlord hereunder, shall survive the expiration or earlier termination of this Lease.

## ARTICLE 21 - MISCELLANEOUS GENERAL PROVISIONS

### SECTION 21.01

**NOTICES:** Any notice required or permitted to be given under this Lease or by law shall be deemed to have been given if it is written and delivered in person, or mailed by first class U. S. mail with postage prepaid, and shall be addressed (a) if to Landlord, at the address specified in Section 2.17 A or at such other address as Landlord shall designate by written notice, and (b) if to Tenant, at the address specified in Section 2.17B or at the Leased Premises (if different from the address specified in Section 2.17B) or at such other address as Tenant shall designate by written notice, and notice need be sent to only one Tenant if Tenant is more than one person. All mailed notices shall be effective when mailed.



- SECTION 21.02**     **QUIET ENJOYMENT:** Upon payment by Tenant of the rents herein provided and upon the observance and performance of all the convenience, terms and conditions on Tenant's part to be observed and performed, Tenant shall peaceably and quietly hold and enjoy the Leased Premises for the term herein stipulated without hindrance or interruption by Landlord or any other person or persons lawfully or equitably claiming by, through or under Landlord, subject nevertheless to the terms and conditions of this Lease and any mortgages or other matters to which this Lease is subordinate.
- SECTION 21.03**     **EXCUSE OF PERFORMANCE:** In the event that either party hereto shall be delayed or hindered in or prevented from the performance of any act required hereunder by reason of strikes, lockouts, labor troubles, inability to procure materials, adverse weather conditions, failure of power or other utility, restrictive governmental laws or regulations, riots, civil disturbances, picketing, demonstrations, insurrection, war or other reason of a like nature not the fault of the party delayed in performing work or doing acts required under the terms of this Lease, then performance of such act shall be excused for the period of the delay and the period for the performance of any such act shall be extended for a period equivalent to the period of such delay. The party entitled to such extension hereunder shall give written notice as soon as possible to the other party hereto of its claim of right to such extension and the reason(s) therefore. Provided however, the provisions of this Section shall not operate to excuse Tenant from prompt payment of Minimum Base Rent, Additional Rent or any other payments required by the terms of this Lease.
- SECTION 21.04**     **Deleted.**
- SECTION 21.05**     **LAW:** This Lease shall be governed by and construed pursuant to the laws of the State of Michigan.
- SECTION 21.06**     **TIME:** Time is of the essence of this Lease, and all provisions herein relating thereto shall be strictly construed.
- SECTION 21.07**     **PARTIAL INVALIDITY:** If any provision of this Lease or the application thereof to any person or circumstances shall to any extent be invalid or unenforceable, the remainder of this Lease shall not be affected thereby and each provision of this Lease shall be valid and enforceable to the fullest extent permitted by law.
- SECTION 21.08**     **RELATIONSHIP BETWEEN LANDLORD and TENANT:** Nothing contained herein shall be deemed or construed by the parties hereto, nor by any third party, as creating the relationship of principal and agent or of partnership or of joint venture between the parties hereto, it being understood and agreed that neither the computation of rent nor any other provision contained herein nor any of the acts of the parties herein shall be deemed to create any relationship between the parties hereto other than the relationship of Landlord and Tenant.
- SECTION 21.09**     **HEADINGS and NUMBERS:** The article, section and subsection headings and numbers appearing in this Lease are inserted only as a matter of convenience and in no way define, limit, construe or describe the scope or intent of such Sections of this Lease nor in any way affect this Lease.
- SECTION 21.10**     **MEASUREMENT of LEASED AREA:** The square footage specified in Section 2.02 is an approximate measurement and is not intended to be exact precise, and is measured from the exterior face of exterior walls and the center line of any demising walls shared in common with other tenants, and includes any interior construction or equipment and all vertical penetrations located within the Leased Premises, including, but not limited to, stairways, elevators, vertical ducts and columns.
- SECTION 21.11**     **USE of PRONOUNS:** The words "Landlord" and "Tenant" as used herein shall include the plural as well as the singular, and the masculine gender shall include the feminine and neuter genders.
- SECTION 21.12**     **SUCCESSORS and ASSIGNS:** All of the terms, conditions and covenants to be observed and performed by the parties hereto shall be applicable to and binding upon their several heirs, executors administrators, successors, legal representatives, and, except as otherwise provided in this Lease, their assigns.

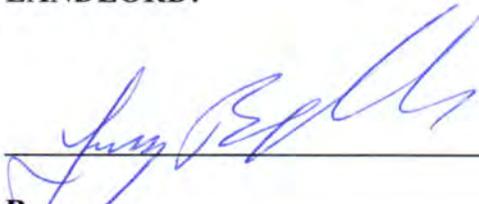
SD

- SECTION 21.13**     **JOINT and SEVERAL LIABILITY:** If this Lease is executed on behalf of Tenant by more than one person, then the liability of the persons so signing shall be joint and several, and a judgment entered against one shall be no bar to an action against the others.
- SECTION 21.14**     **SURVIVAL:** Any provision of this Lease which obligates the Landlord or Tenant to pay an amount of perform an obligation before the commencement of the Lease Term or after the expiration of the Lease Term shall be binding and enforceable notwithstanding that payment or performance is within the Lease Term, and the same shall survive.
- SECTION 21.15**     **CORPORATE AUTHORITY:** If the Tenant or co-Tenant hereunder is a corporation, each individual executing this Lease on behalf of said corporation represents and warrants the he/she is duly authorized to execute and deliver this Lease on behalf of said corporation in accordance with a duly adopted resolution of the Board of Directors of said corporation, and that this Lease is binding upon said corporation. Said corporation shall, within sixty (60) days after execution of this Lease, deliver to Landlord a certified copy of a resolution of the Board of Directors of said corporation authorizing or ratifying the execution of this Lease, and all of said directors shall be current elected directors duly authorized to authorize said corporation's entry into this Lease.
- SECTION 21.16**     **RULES and REGULATIONS:** Tenant agrees to comply with and observe all of the Rules and Regulations established by Landlord attached hereto as Exhibit "C" and hereby made a part of this Lease, and as amended by Landlord from time to time. Landlord reserves the right to make such other further and reasonable rules and regulations as, in Landlord's judgment, may be necessary or desirable for the operation and management of the Leased Premises and Property, and all such rules and regulations and all amendments thereto shall become a part of this Lease at such time as they are prescribed or issued by Landlord. Tenant shall comply with all rules and regulations, except for those which contradict or abrogate any right or privilege herein expressly granted to Tenant. Tenant's failure to keep and observe said rules and regulations within thirty (30) days after written notice to Tenant specifying the nature of such failure shall constitute a breach of the terms of this Lease in the manner as if the same were contained herein as covenants.
- SECTION 21.17**     **EXAMINATION of LEASE:** The submission of this Lease for examination does not constitute a reservation of or option for the Leased Premises and this Lease shall become effective as a lease only upon execution and delivery thereof by Landlord and Tenant.
- SECTION 21.18**     **ENTIRE AGREEMENT:** This Lease and the Exhibits attached hereto and forming a part hereof, set forth all the covenants, promises, agreements, conditions and understandings between Landlord and Tenant and there are no covenants, promises, agreements, conditions or understandings, either oral or written, between Landlord and Tenant other than are herein set forth. No prior agreement, understanding or representation pertaining to any matter covered or mentioned in the Lease shall be effective for any purpose. No alteration, amendment, change or addition to this Lease shall be binding upon Landlord or Tenant unless reduced to writing and signed by each party.

**IN WITNESS WHEREOF, the parties hereto have caused this Lease to be executed by their respective duly authorized representatives as of the day and year first above written.**

**LANDLORD:**

**TENANT:**

  
\_\_\_\_\_

  
\_\_\_\_\_

By: \_\_\_\_\_  
Its: \_\_\_\_\_

By: James Daly  
Its: Member

**EXHIBIT "A"**

**FLOOR PLAN**

**EXHIBIT "B"**

**TENANT IMPROVEMENTS**

## EXHIBIT "C"

### RULES and REGULATIONS

1. The sidewalks, doorways, passages, vestibules, corridors or halls shall not be obstructed or used for any purpose other than ingress and egress. Tenant shall not go upon the roof of the Building without Landlord's prior written consent.
2. No awnings, canopy or other projections shall be attached to the outside walls of the Building. No curtains, blinds, shades or screens shall be attached to or hung in, or used in connection with, any window or door of the Leased Premises without Landlord's prior written approval. All electric light fixtures within the Leased Premises must be of a quality, type, design and bulb color approved by Landlord. Neither the interior nor the exterior of any windows shall be coated or otherwise sun-screened without the prior written consent of Landlord.
3. No sign, picture, advertisement, notice, "For Rent" signs, flags, barber poles, statuary or any advertising device of any kind whatever may be displayed by Tenant outside the Leased Premises, or within the Leased Premises, without Landlord's prior express written approval. All signs must comply with the regulations and ordinances of the local governmental unit having jurisdiction over such items. All necessary permits, licenses, inspection fees, or any costs whatsoever in connection therewith shall be at Tenant's sole expense. Landlord may remove any and all such matter, materials, appliances and signs placed in violation hereof with notice to Tenant and at Tenant's expense. Any newspaper, magazine or other advertising done from the Leased Premises or referring to the Leased Premises which, in the opinion of Landlord, is objectionable, shall be immediately discontinued upon notice from Landlord. Tenant shall hold Landlord harmless from any injury to person or property resulting from Tenant's erection, maintenance or removal of Tenant's sign(s).
4. No additional locks or bolts of any kind shall be placed upon any of the doors or windows of the Leased Premises or Building, nor shall any changes be made in existing locks or the mechanism thereof other than those changes that Tenant must make in order to comply with rules and regulations surrounding his business. If any such changes result in a change to the mechanism to open a lock or mechanism, Tenant will supply Landlord with the ability (in the form of a key, code, key card, etc.) to access the premises and those locked areas immediately upon making any such change. Tenant, upon termination of this Lease, shall surrender or deliver to Landlord all keys to the Leased Premises, the Building, storage rooms and restrooms, which were furnished to or are in the possession of Tenant or Tenant's agents, employees or other permitted by Tenant to occupy the Leased Premises. In the event of the loss of keys, Tenant shall pay to Landlord the cost of replacing the same or of changing the lock or locks opened by such lost key(s).
5. Sinks, toilets, urinals, water fountains and other plumbing fixtures shall not be used for any purpose other than those for which they were constructed, and no sweepings, rubbish, rags, or other substances shall be thrown therein. All damages resulting from any misuse of the fixtures shall be borne by the tenant who caused the same.
6. Tenant shall not install any radio or television antenna, loudspeaker or other similar device on the roof, exterior walls of the Building or anywhere outside the Leased Premises without the prior written consent of Landlord. Any devices so installed without such written consent shall be subject to removal without notice at any time.
7. No animals or birds of any kind shall be brought into or kept in or about the Leased Premises or Property.
8. The Leased Premises shall not be used for manufacturing or for the storage of merchandise except as such storage and/or manufacturing may be incidental to the permitted use of the Leased Premises. Tenant shall not occupy or permit any portion of the Leased Premises to be occupied for the manufacture or sale of liquor, narcotics (other than those narcotics that Tenant maintains a proper licensing, permitting and/or certification to possess), or tobacco in any form, or as a classroom or school, or as an employment bureau without the express prior written consent of Landlord. The Leased Premises shall not be used for lodging

or sleeping or for any immoral, illegal or unsafe purpose, or for any business or activity other than the permitted use specified in this Lease.

9. Unless by express permission from Landlord, all doors to be kept closed at all times except when in actual used for entrance to or exit from the Leased Premises.
10. Tenant shall not at any time bring or keep upon the Leased Premises any inflammable, combustible or explosive fluid, chemical or substance.
11. Landlord reserves the right to exclude from the Building all safes, freight or other heavy and bulky articles.
12. Landlord shall have the right to prohibit any advertising by Tenant which, in Landlord's opinion tends to impair the reputation of the Property or its desirability as an office or retail location, and upon written notice from Landlord, Tenant shall refrain from or discontinue such advertising.
13. All equipment of any electrical or mechanical nature shall be placed by Tenant in the Leased Premises in settings which will, to the maximum extent possible, absorb or prevent any vibration, noise and annoyance.
14. Tenant shall not use or install any method of heating or air-conditioning other than that supplied by Landlord, without Landlord's prior written consent.
15. The scheduling of Tenant move-ins and move-outs shall be subject to the reasonable discretion of Landlord.
16. Landlord and Landlord's agents may retain a passkey to the Leased Premises and shall have the right to enter the Leased Premises at any and all times, while keeping within the regulations surrounding a marihuana facility, for the purpose of inspecting, serving, repairing and examining the same and for all other purposes provided in the Lease with 24 hour notice in a non-emergency situation.
17. Landlord reserves the right to select the name of the Property and the buildings therein, and to make such change or changes of name as Landlord any deem appropriate from time to time, and Tenant shall not refer to the Property by any name other than (i) the names as selected by Landlord, or (ii) the postal address approved by the United States Post Office. Tenant shall not used the name of the Property in any respect other than as an address of Tenant's business in the Property without the prior written consent of Landlord.
18. Landlord may direct the use of all pest extermination and scavenger contractors at such intervals in the Leased Premises as Landlord may require after consulting with Tenant and ensuring that such work will not lead to damage of Tenant's inventory or interruption in its business, and such work shall be at Tenant's expense if the pest problem is determined to have been caused by Tenant.
19. Tenant and Tenant's employees shall park their cars only in those portions of the parking area designated for the purpose by Landlord.
20. Tenant shall keep the Leased Premises at a temperature sufficiently high to prevent freezing of water in pipes and fixtures.
21. All loading and unloading of merchandise, rubbish, supplies and materials and delivery of same to the Leased Premises shall be made only through such entry ways and at such times as Landlord shall designate. In its use of the loading areas, Tenant shall not obstruct or permit the obstruction of said loading areas and at not time shall Tenant park vehicles therein except for loading and unloading.
22. Except with the prior consent of Landlord, Tenant shall not sell or permit the sale of merchandise or services on the Property outside the Leased Premises, including any adjacent sidewalks.

23. Landlord may waive any one or more of these Rules and Regulations for the benefit of any particular tenant or tenant, but no such waiver by Landlord shall be construed as a waiver of these Rules and Regulations in favor of any other tenant or tenants nor prevent Landlord from thereafter enforcing any such Rules and Regulations against any or all of the tenants in the Building.
24. Wherever the word "Tenant" occurs in these Rules and Regulations, it is understood and agreed that it shall mean Tenant's subtenants, assignees or any of Tenant's servants, employees, agents, customers, invitees, visitors or licensees.
25. These Rules and Regulations are in addition to and shall not be construed in any way to modify, alter or amend in whole or in part, the terms, covenants, agreements and conditions of the Lease.
26. Landlord reserves the right to make such other and further rules and regulations as in Landlord's judgment may from time to time be necessary and proper, and upon delivery of notice thereof to Tenant, such rules shall become binding upon the parties hereto.

In the event any violation of any of the above Rules and Regulations continues after five (5) days following notice to Tenant of such violation, beginning on such fifth day Tenant shall, in addition to any and all other remedies of Landlord provided in this Lease for default by Tenant, liquidated damages of Fifty Dollars (\$50.00) per day for each such violation for each day such violation continues.



JV

**EXHIBIT D**

**Guaranty**

In consideration of and as an inducement for the execution of a certain Lease dated September 12<sup>th</sup>, 2019 (the "Lease"), between North Meridian Plaza, as Landlord ("Landlord"), and Meridian PE Plaza, as Tenant ("Tenant"), the undersigned, James Daly (hereinafter collectively referred to as the "Guarantor"), irrevocably guarantee; the Landlord the full and prompt payment when due and at all times thereafter of all Base Rent, Additional Rent (as defined in the Lease), Operating Costs and Taxes (as defined in the Lease), and liabilities of every nature and kind, now or hereafter owing from Tenant to Landlord, pursuant to said Lease and all interest and late charges thereon (the "Indebtedness"), Guarantor further guarantees the full and timely performance and observance of all the covenants, terms, conditions and agreements that Tenant, its successors and assigns must perform pursuant to the Lease (the "Obligations"). The term "Lease" as used in this Guaranty shall include the Lease and all renewals, extensions, addenda, amendments and modifications thereof.

Guarantor guarantees that if Tenant, its successors or assigns shall for any reason default under the Lease, including in the payment of Base Rent, Additional Rent, Operating Costs and Taxes, late charges, or the performance of Obligations, Guarantor shall forthwith, without further action by Landlord against Tenant, pay such Base Rent, Additional Rent, late charges or indebtedness and arrears thereof to Landlord, and faithfully perform and fulfill all Obligations of Tenant. Guarantor further guarantees to pay Landlord all damages, including, without limitation, all attorneys' fees and expenses that may arise in consequence of any default by Tenant, its successors or assigns under the Lease, and/or by the enforcement of this Guaranty.

Without affecting Guarantor's obligations to Landlord hereunder, Guarantor consents that Landlord may, in its sole discretion and without notice to Guarantor, renew, extend or modify the Lease at any time. Guarantor waives: (a) notice of acceptance of this Guaranty by Landlord; and (b) notice of presentment, demand for payment, protest, or of action of any nature on any default under the Lease, including the right to require Landlord to sue or otherwise to enforce payment of Base Rent, Additional Rent, Operating Costs and Taxes, late charges or Indebtedness or the performance of Obligations under the Lease.

All of the Landlord's rights and remedies under the Lease and/or under this Guaranty are intended to be distinct, separate and cumulative, and no such right or remedy therein or herein mentioned, whether exercised by Landlord or not, is intended to be in exclusion or a waiver of any of the others. This Guaranty represents the entire agreement between Guarantor and Landlord with respect to the subject matter hereof and can only be modified, waived or terminated by a writing signed by Landlord. This Guaranty shall be construed according to the laws of the State of Michigan that are applied to guarantees made and to be performed in that State.

If the Guarantor is more than one person, the liability of the undersigned hereunder is joint and several. This Guaranty shall be binding upon the Guarantor, the Guarantor's heirs, executors, administrators, legal representatives, successors and assigns, and shall inure to the benefit of Landlord, its successors and assigns.

**THE UNDERSIGNED ACKNOWLEDGES HAVING READ ALL OF THE PROVISIONS OF THIS GUARANTY.**

WITNESS

GUARANTOR(S):

\_\_\_\_\_

 \_\_\_\_\_ James Daly

\_\_\_\_\_

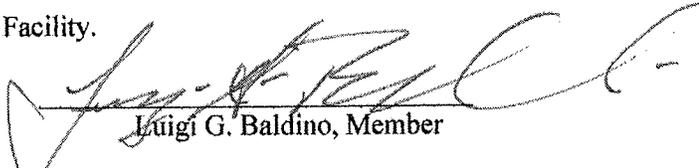
\_\_\_\_\_

**AFFIDAVIT OF LUIGI G. BALDINO**

STATE OF Florida )  
COUNTY OF Hillsborough ) :SS

The undersigned, Luigi G. Baldino, an individual residing at 1812 N. College Road in Mason, Michigan 48854, and makes this his statement and General Affidavit upon oath and affirmation of belief and personal knowledge that the following matters, facts, and assertions set forth are true and correct to the best of his knowledge:

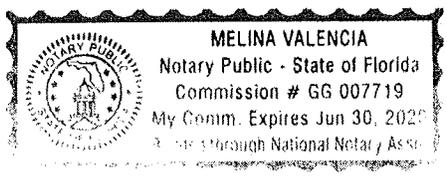
I, **Luigi G. Baldino**, Member of **North Meridian Plaza, LLC**, a Michigan Limited Liability Company registered at 1812 N. College Road in Mason, Michigan 48854 (**the "Company"**) who is the owner of the real property located on the south east corner of Haslett Road and Okemos Road, ("Property") and referenced in Meridian Township's Overlay Area #2 updated 5-16-19 and hereby authorize, **James Daly**, individually in his capacity as a Member of **Meridian RE Ventures, LLC**, a Michigan Limited Liability Company registered at 106 N. Fourth Avenue, Suite 302, in Ann Arbor, Michigan 48104, and in his capacity as President of **CannArbor, Inc.**, a Michigan Corporation registered at 106 N. Fourth Avenue, Suite 302, in Ann Arbor, Michigan 48104 (**collectively, the "Lessee"**), or one of the Lessee's assigns, affiliates, or subsidiaries, to use the Property, as a Commercial Medical Marihuana Facility.

Date: 8-2-2019  
  
Luigi G. Baldino, Member

Subscribed and sworn to me, a notary public, by Luigi G. Baldino, for and on behalf of North Meridian Plaza, LLC,

Melina Valencia, Notary Public  
Hillsborough County, State of Florida

My commission expires \_\_\_\_\_



## OPTION TO SUBLEASE

This option agreement (Agreement) is made on August 7, 2019, by Haslett Gallery Inc., located at 106 N. Fourth Ave. Ste. 302 Ann Arbor, MI 48104 (Sublessee), and Meridian RE Ventures LLC located at 106 N. Fourth Ave. Ste. 302 Ann Arbor, MI 48104 (Sublessor), for the purpose of providing an option to Sublessee to lease the real property located at 2119 Haslett Rd., Haslett MI 48840 (the Premises), from Sublessor, on the terms and conditions set forth below.

1. **Term of the option.** The option created by this Agreement shall stay in effect for one year from the date of execution upon which it shall automatically terminate unless it has been exercised by Sublessee as required by this Agreement.
2. **Exercise of the option.** At any time during the term of this Agreement, Sublessee may exercise this option by delivering to Sublessor, personally or by certified mail (return receipt requested), written notice of the exercise of the option. The exercise of the option shall be effective when Sublessor receives the written notice.
3. **Consideration.** Concurrently with the signing of this Agreement, Sublessee has paid Sublessor One Dollars (\$1.00) as consideration for the option. If Sublessee exercises the option, this amount shall be applied to the first rental payment (or payments) to come due under the lease.
4. **Lease terms.** Five (5) Years
5. **Title.** Sublessor warrants that it has a Lease to the Premises and is able to sublease the Premises to Sublessee and provide Sublessee with quiet enjoyment of the Premises during the term of the lease.
6. **Condition of Premises.** Sublessor makes no warranties regarding the condition of the Premises. The Sublessee shall be solely responsible for doing any investigation and due diligence it wishes of the Premises before entering into a lease. If the Sublessee exercises its option to lease the Premises it shall be in "as is" condition without warranty or representation from the Sublessor.
7. **Form of Lease.** Lease shall be prepared using the Sublessor's form of lease.

**8. Possession Date.** Upon written notice from Sublessee that Sublessor has received approval from Meridian Township for use as a medical marijuana provisioning center.

**9. Security Deposit.** Sublessee shall pay to Sublessor, upon execution of the Lease Agreement a security deposit equal to the combined amount of the last and first months' rental amounts.

**10. Taxes and assessments.** Sublessor shall pay all taxes and assessments on the Premises that are billed or become a lien before or as of the closing date. Sublessee shall pay all real property taxes and assessments that arise after the closing date.

**11. Tenant Improvements.** The Tenant shall not make any alterations, additions or improvements to said Premises without the Landlord's written consent, and all alterations, additions or improvements made by the Tenant upon the Premises, except moveable office furniture and trade fixtures put in at the expense of the Tenant, shall be the property of the Landlord, and shall remain upon and be surrendered with the Premises at the termination of this lease, without molestation or injury.

**12. Default.** Any breach in the timely performance of any obligation in this Agreement shall constitute a default, entitling the party not in default to rescind this Agreement and to pursue any other legal and equitable remedies that are available under Michigan law. Time is of the essence in the performance of the provisions of this Agreement. If Sublessor fails to meet its obligations under this Agreement, Sublessee may demand the return of the consideration and pursue any legal and equitable remedies that are available to Sublessee, including, but not limited to, the recovery of damages and specific performance of this Agreement. If the transaction contemplated by this Agreement does not close because a condition of this Agreement is not met, without the fault of Sublessor or Sublessee, Sublessor shall return the consideration to Sublessee and neither party shall have any further obligations under this Agreement.

**13. Eminent domain.** Sublessor shall notify Sublessee within two days after receiving notice that the Premises or any portion of the Premises are to be taken or are threatened to be taken through the exercise of eminent domain. On receiving notice from Sublessor, Sublessee shall have the right to terminate this Agreement and have any payments made under this Agreement returned to Sublessee. If Sublessee elects to terminate this Agreement, all proceeds of the taking shall become Sublessor's property. If Sublessee elects to exercise the option, the proceeds of the taking shall be paid to the Sublessor and Sublessee in accordance with their respective interests in the Premises.

**14. Entire agreement.** This Agreement contains the entire agreement of the parties regarding its subject matter. All prior and contemporaneous negotiations are merged into the terms of this Agreement. This Agreement may be modified only by a written document signed by the parties to this Agreement.

**15. Successors and assigns.** This Agreement binds and benefits the parties and their successors and assigns. Either party may assign its rights under this Agreement.

16. **Legal fees.** If either party brings an action against the other to enforce this Agreement, the party in whose favor a final judgment is entered shall be entitled to recover court costs and reasonable attorney fees from the other party.

17. **Notices.** All notices required under this Agreement shall be in writing. A notice shall be complete when it is delivered personally to the other party or two business days after it is mailed to the other party by certified mail, with a return receipt requested, at the address shown above or at a subsequent address given by the party under this notice provision.

18. **Jurisdiction and venue.** This Agreement shall be governed by and interpreted and construed in accordance with the laws of the state of Michigan and venue for any disputes shall lie in Washtenaw County, Michigan.

19. **Time of the essence.** Time is of the essence in this Agreement.

20. **Effective date.** The parties have caused this Agreement to be signed, and it shall be effective as of the day and year first above written.

21. **Recording.** Either party may record this document.

SUBLESSEE  
Haslett Gallery Inc.

By: \_\_\_\_\_  
James F. Daly  
Its: President

SUBLESSOR  
Meridian RE Ventures LLC

By: \_\_\_\_\_  
James F. Daly  
Its: Member/Manager

Drafted by: Benjamin D. Joffe  
106 N. Fourth Ave. Ste.302  
Ann Arbor, MI 48104

Return to: Haslett Gallery Inc.  
c/o Benjamin D. Joffe PLLC  
106 N. Fourth Ave. Ste.302  
Ann Arbor, MI 48104

# Attachment D

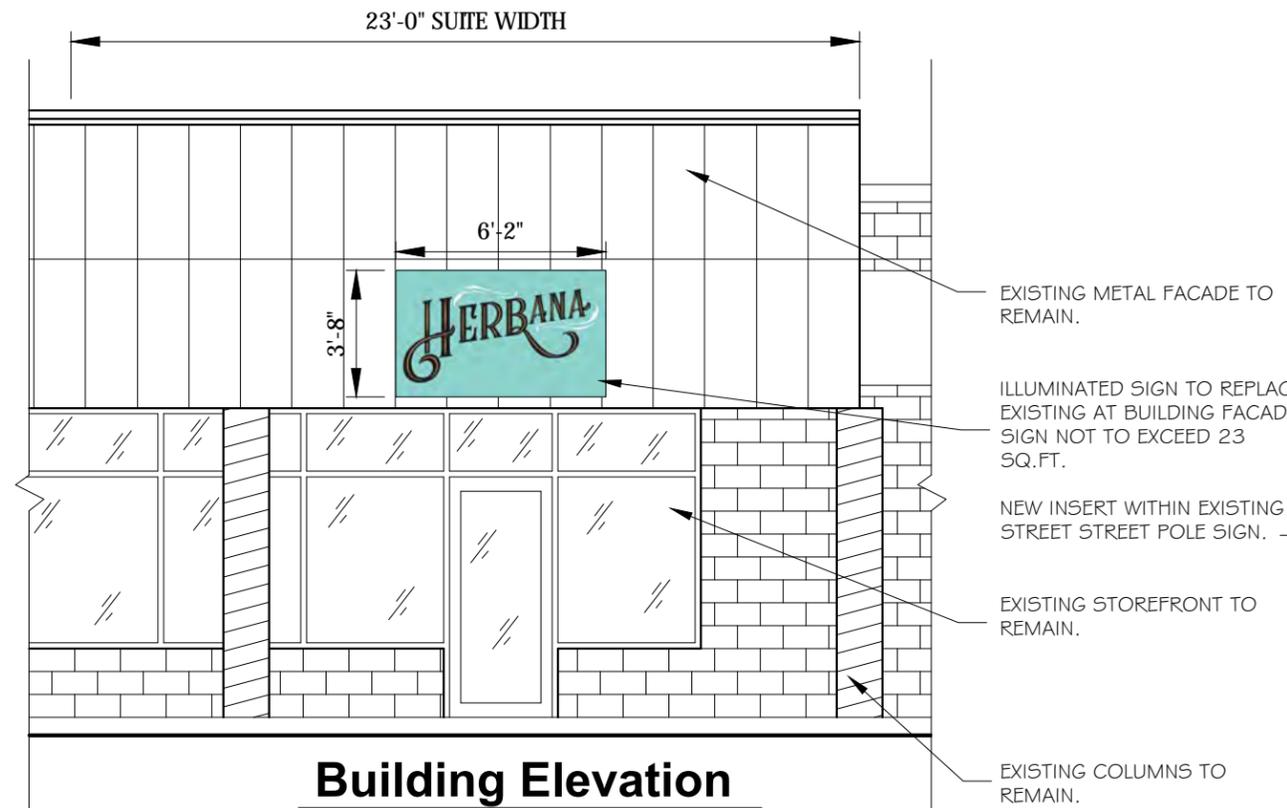
# Haslett Gallery, Inc.

2119 Haslett Road., Suite 'A' - Signage

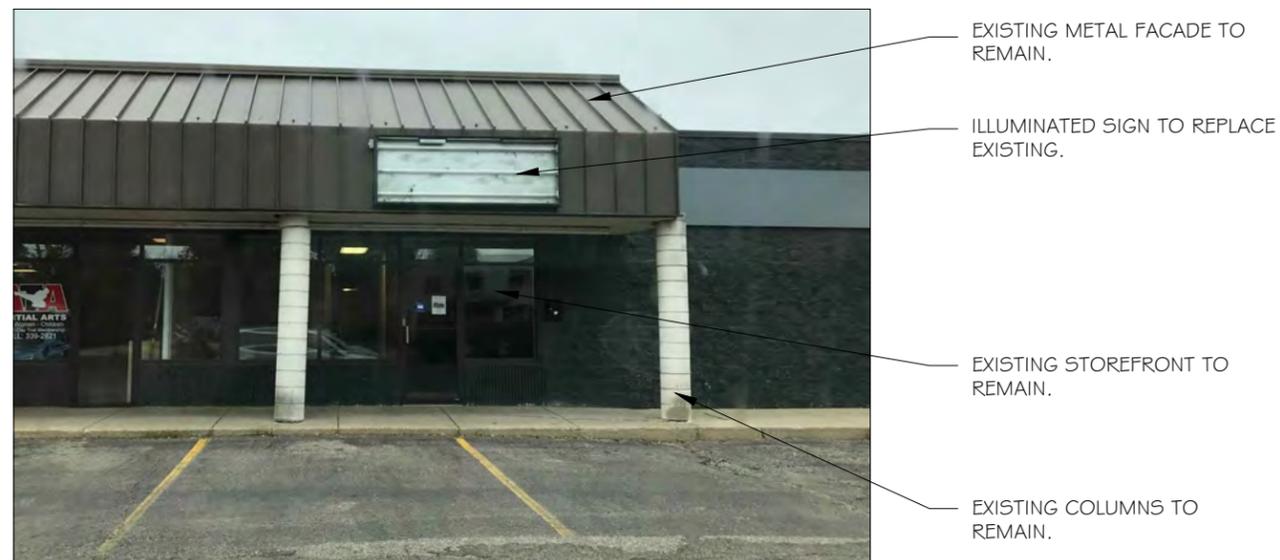


4740 Marsh Road  
Okemos, Michigan 48864  
Phone: (517) 349-0902  
Cell: (586) 243-5945

www.tpgarch.com  
Copyright 2019 the peabody group



**Building Elevation**



**Partial Building Facade**



**Street Pole Sign**

# Haslett Gallery, Inc.

2119 Haslett Road., Suite 'A'



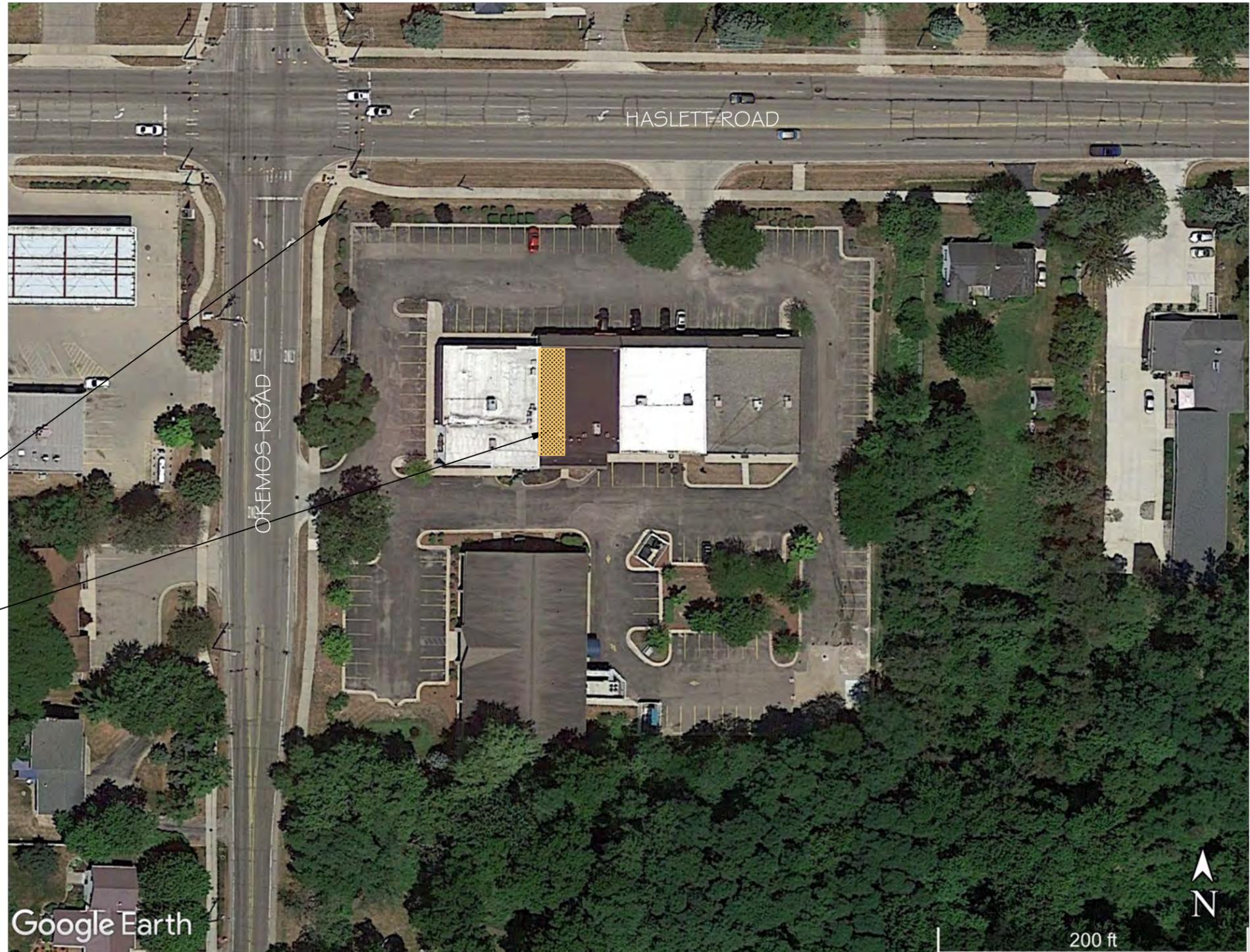
4740 Marsh Road  
Okemos, Michigan 48864  
Phone: (517) 349-0902  
Cell: (586) 243-5945

[www.tpgarch.com](http://www.tpgarch.com)  
Copyright 2019 the peabody group

LOCATION OF EXISTING POLE SIGN

LOCATION OF LEASE SPACE WITHIN EXISTING  
RETAIL CENTER.

## SITE OVERVIEW



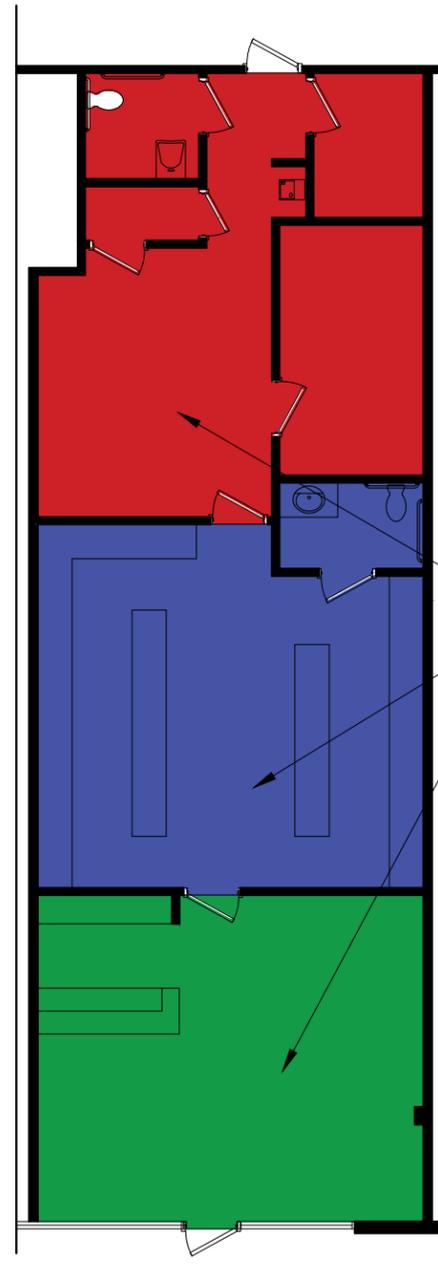
# Haslett Gallery, Inc.

2119 Haslett Road., Suite 'A'



4740 Marsh Road  
Okemos, Michigan 48864  
Phone: (517) 349-0902  
Cell: (586) 243-5945

www.tpgarch.com  
Copyright 2019 the peabody group



RESTRICTED ACCESS AREAS.  
LIMITED ACCESS AREAS  
PATIENT ACCESS AREAS

INSTALL NEW 22 GA. MTL. STUDS,  
WITH DRYWALL AT ALL NEW WALL  
LOCATIONS. TYP.

INSTALL NEW RESTROOM,  
RUNNING REQUIRED PIPING TO  
LOCATION.

NEW CABINERY FOR DISPLAY AND  
TRANSACTION PURPOSES.

NEW SOLID CORE DOOR SET IN  
H.M. DOOR FRAME, MATCH  
EXISTING.

NEW CABINERY FOR DISPLAY AND  
TRANSACTION PURPOSES.

DASHED LINES DENOTE WALLS  
AND OTHER ITEMS TO BE  
REMOVED OR MODIFIED.

EXISTING RECEPTION COUNTER TO  
REMAIN, MODIFY AS DEPICTED.

FROST EXISTING GLASS FOR  
OPAQUE FINISH.

#### GENERAL PROJECT DATA

BUILDING DESCRIPTION: EXISTING LEASE SPACE WITHIN COMMERCIAL BUILDING TO BE REMODELED, NO AUTOMATIC FIRE SUPPRESSION SYSTEM.

ZONING: C-2  
CONSTRUCTION TYPE: 5-B  
OCCUPANCY TYPE: M (MERCANTILE)

BUILDING AREA:  
PROVISIONING CENTER (USE GROUP M)

TOTAL LEASE SPACE AREA (INSIDE EXTERIOR WALLS PER CODE): 1,510 SQ.FT.  
TOTAL NET RENTABLE: 1,510 X 90% = 1,359 SQ.FT.  
BUILDING HEIGHT: ONE STORY AND 16'-0" +/-

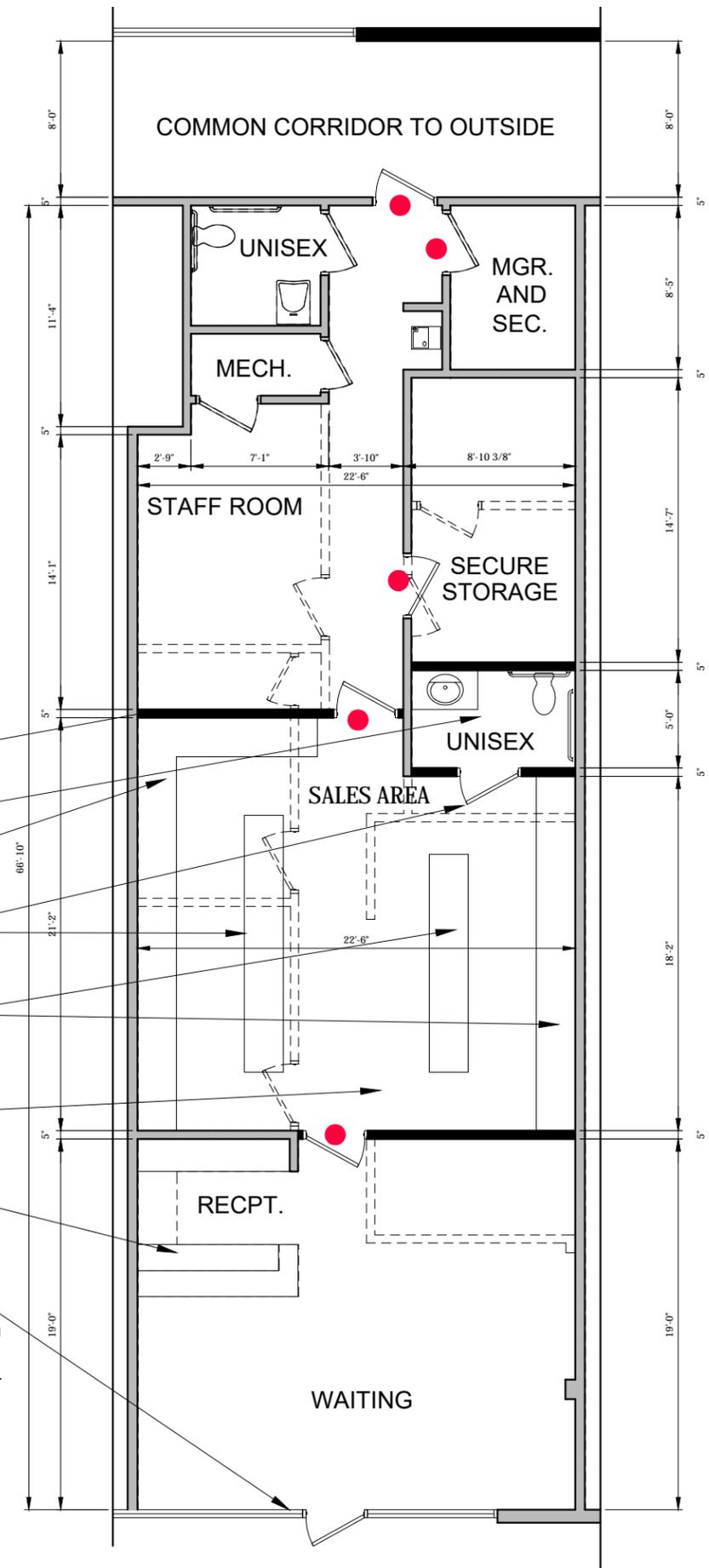
OCCUPANT LOAD: SALES - 872 / 60 = 16 PERSONS  
OTHER AREAS - 909 / 300 = 2 PERSONS  
TOTAL OCCUPANT LOAD = 18 PERSONS

## FLOOR PLAN

SCALE: 1/8" = 1'-0"



- SECURE ACCESS LOCATIONS.
- NEW MTL. STUD AND DRYWALL WALLS.
- EXISTING WALLS TO REMAIN.



# Attachment E

**Traffic Engineering  
Associates, Inc.**  
517/627-6028 FAX: 517/627-6040

PO Box 100  
Saranac, Michigan 48881

Mr. James Daly  
Haslett Gallery INC  
106 N 4th Ave Suite 302  
Ann Arbor, MI 48104

November 19, 2019

Dear Mr. Daly:

Traffic Engineering Associates, Inc. (TEA) conducted a trip generation comparison for the proposed Marijuana Dispensary which will be located at 2119 Haslett Road, Unit A, Meridian Charter Township, Ingham County, Michigan.

**PROJECT DESCRIPTION**

The proposed Marijuana Dispensary will be using an existing 1600 square foot building that was previously occupied by a State Farm Insurance agent.

**TRAFFIC ANALYSIS**

Existing Use

For this analysis, trip generation rates were derived from the ITE TRIP GENERATION MANUAL (10th edition). The ITE trip generation rates for Small Office Building (Land Use Code 712) were selected as representing the existing land use for the 1600 square foot office building. The ITE description of Small Office Building is as follows:

*A small office building houses a single tenant and is less than or equal to 5,000 gross square feet in size. It is a location where affairs of business, commercial or industrial organization, or professional person or firm are conducted.*

It is projected that the existing land use generates 3 vehicle trips during the AM peak hour, 4 vehicle trips during the PM peak hour, and a weekday (24-hour) total of 26 vehicle trips.

**Existing Vehicle Trips**

Land Use	Size	AM Peak Hour			PM Peak Hour			Weekday
		In	Out	Total	In	Out	Total	
Small Office Building, Land Use Code 712	1,600 Sq. ft.	2	1	3	1	3	4	26



### Proposed Use

For this analysis, trip generation rates were derived from the ITE TRIP GENERATION MANUAL (10th edition). The ITE trip generation rates for Marijuana Dispensary (Land Use Code 882) were selected as representing the proposed 1,600 square foot building. The ITE description of Marijuana Dispensary is as follows:

*A marijuana dispensary is a standalone facility where cannabis is sold to patients or consumers in a legal manner.*

It is projected that the proposed land use would generate 17 vehicle trips during the AM peak hour, 35 vehicle trips during the PM peak hour, and a weekday (24-hour) total of 404 vehicle trips.

### **Proposed Vehicle Trips**

Land Use	Size	AM Peak Hour			PM Peak Hour			Weekday
		In	Out	Total	In	Out	Total	
Marijuana Dispensary, Land Use Code 882	1,600 Sq. ft.	10	7	17	17	18	35	404

### **COMPARISON**

A comparison of the site traffic generated from the existing office building versus the proposed dispensary development shows that the proposed development is expected to generate 14 more vehicle trips during the AM peak hour, 31 more vehicle trips during the PM peak hour, and 378 more vehicle trips during the 24-hour weekday.

### **Comparison of Vehicle Trips**

Description	AM Peak Hour			PM Peak Hour			Weekday
	In	Out	Total	In	Out	Total	
Existing Site	2	1	3	1	3	4	26
Proposed Site	10	7	17	17	18	35	404
<b>Difference</b>	<b>+8</b>	<b>+6</b>	<b>+14</b>	<b>+16</b>	<b>+15</b>	<b>+31</b>	<b>+378</b>



## FINDINGS

In accordance with the guidelines set forth in "Evaluating Traffic Impact Studies, A Recommended Practice for Michigan Communities," sponsored by the Tri-County Regional Planning Commission and the Michigan Department of Transportation, if a proposed site is expected to generate at least 100 directional trips during the peak hour or at least 750 trips during an average day, a traffic impact statement is required. If the traffic generated by the site is expected to be between 50 and 99 directional trips during a peak hour, a traffic impact assessment shall be required.

Using the Evaluating Traffic Impact Studies, A Recommended Practice for Michigan Communities guideline, neither a traffic assessment nor a traffic impact statement would be required for this development based on projected volumes.

If you have any questions, please write or call.

Sincerely,



Heather L. Zull, PE



# Attachment F

## Attachment E – Natural Features Assessment

7a. There will be no changes to the natural features on the parcel. Due to this circumstance this question is not applicable to this application. Natural features are also included on the site plan

7b. There will be no changes to the natural features on the parcel and therefore there will be no impacts on the natural features.

7c. There will be no changes to the natural features on the parcel and no mitigation will need to take place to shield the natural features

# Attachment G

## Attachment G – SUP Request Standards

1. A provisioning center at the proposed location aligns with the intent and purposes of Meridian Township Code of Ordinances Chapter 86. Among the Chapter 86 listed and applicable purposes to this project are fostering "harmonious relationships among land uses" , and promote stability of the townships commercial areas; this project does both. The project is a consumer facing business which anticipates interactions with customers can take around 10 minutes, similar to those interaction times that are taking place at other nearby businesses including salons, professional services, and targeted retail establishments. This project is the exact same type of land use as the current retailers in this area and its addition will promote stability in the area by adding an anchor type consumer serving business to the corner mall. Finally, the planning commission and township board have endorsed the location by including this parcel as part of the medical marihuana overlay district.
2. The project is consistent with the Meridian Master Plan. The project is in a commercially zoned parcel of a Mixed-Use Core Area with multiple types of available transportation. It promotes pedestrian use as it is situated on the Haslett Road bike lane (road diets) portion with an existing pedestrian pathway. There is also public transit located on the adjacent roadway. This project, along with the surrounding businesses, is accessible by foot and vehicular traffic, which will help create a small community of consumer facing businesses for the nearby residents of the municipality.
3. This will have no change on the existing or intended character of the general vicinity because the project contains minimal changes to the parcel's currently constructed building. It is appropriate to conclude that the area's essential character will remain unchanged.
4. The project will compliment existing neighboring uses. The project includes a small consumer facing business consistent with those types of organizations in the immediate vicinity. The project also includes a robust surveillance system addressing the interior and exterior of the project. The addition of exterior surveillance cameras results in additional security for surrounding organizations and a potential resource for local authorities. Finally, the project also includes odor mitigation elements to make sure there is no potential nuisance to the surrounding neighbors. *See Legalizing Marijuana Could Give Michigan Home Values A Boost, available at <https://www.forbes.com/sites/alyyale/2018/12/06/legalizing-marijuana-could-give-michigan-home-values-a-boost/#17ac9d5140e4> and Contact High: The External Effects of Retail Marijuana Establishments on House Prices, available at: [https://papers.ssrn.com/sol3/papers.cfm?abstract\\_id=2885017](https://papers.ssrn.com/sol3/papers.cfm?abstract_id=2885017)*
5. This project will likely increase the economic welfare of the surrounding properties and community. The type of project contemplated for this parcel has been shown to

increase property prices of neighboring and closely situated parcels. Additionally, the existence of a type of business that has never been in the current property will increase adjacent business opportunities for new customers that would not ordinarily visit the area.

6. The public facilities adequately serve the current buildings on the parcel as there is little to no change in the intensity of the use. There is little to no change in the building presented in the project and therefore the building will continue to be adequately served by the public facilities.
7. The public sanitation facilities adequately serve the current buildings on the parcel. There is little to no change in the parcel presented in the project and therefore the parcel will continue to be adequately served by the public sanitation facilities.
8. This project will not affect the general welfare of those individuals and entities close to, or adjacent, to the proposed facility. There is currently no, and due to the lack of changes there will not be, any uses, activities, processes, materials, and equipment or conditions of the operation. Specifically, there will be no packaging on site, this activity is the number 1 cause of odor and by not doing such on site, we can anticipate no odor. However, the organization will continue to put other odor mitigating procedures in place, including placing carbon air filters and maintaining negative air pressure in the facility.
9. This project will have limited to zero impact on the surrounding areas due to the minimal changes to the premises as espoused in this application.



**To: Planning Commission**

**From: Brian Shorkey, Principal Planner**

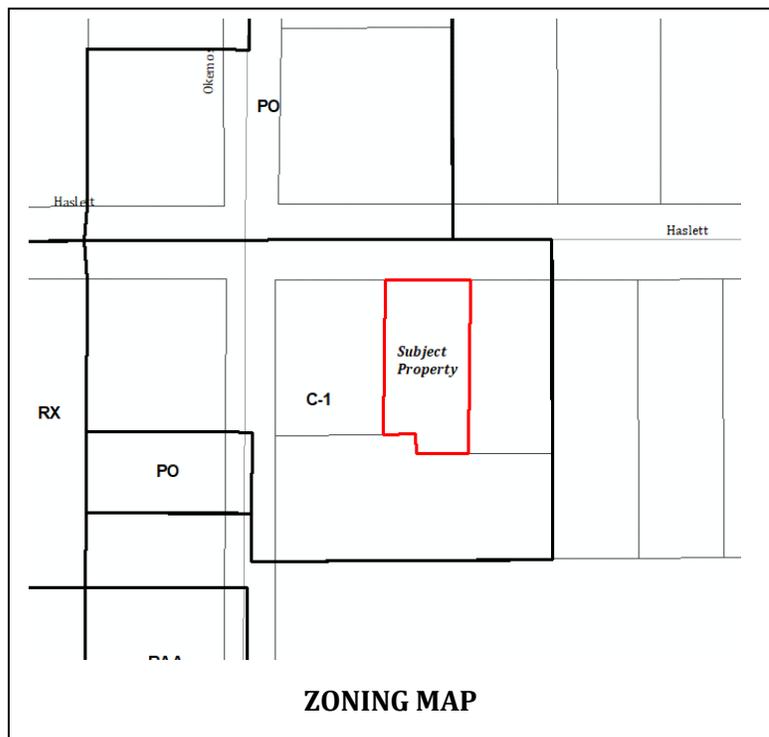
**Date: June 24, 2024**

**Re: Special Use Permit #24017 (Herbana), to construct an adult use marijuana provisioning center at 2119A Haslett Road, Haslett, MI 48840.**

Haslett Holdings Inc. (Applicant) has submitted a Special Use Permit (SUP) application for the construction of a 4,000 square foot adult use marijuana retailer at 2119A Haslett Road, Haslett, MI 48840 (Subject Property). The Subject Property is approximately 1.92 acres in size and is zoned C-1 – Commercial. Other tenants in the commercial center include Custom Quilts & Sewing Center, Encore Salon, Vivian Nails & Spa, and the Refresh IV Bar. This SUP application follows the Board of Trustees’ approval of the adult use marijuana conditional license on April 16, 2024 and is similar to a medical marijuana SUP application on the same site that was approved by the Township in 2023.

### **Zoning and Future Land Use**

The Subject Property is located in the C-1 – Commercial zoning district. The same zoning designation applies to the adjacent properties and the west, east, and south. The property to the north is zoned PO – Professional Office. The property to the east of the commercial strip center is zoned RR – Rural Residential. The C-1 district requires a minimum of 50 feet of lot frontage and 4,000 square feet of lot area. The parcel is approximately 0.6 acres in size (25,867 square feet) and has approximately 115 feet of frontage along Haslett Road.

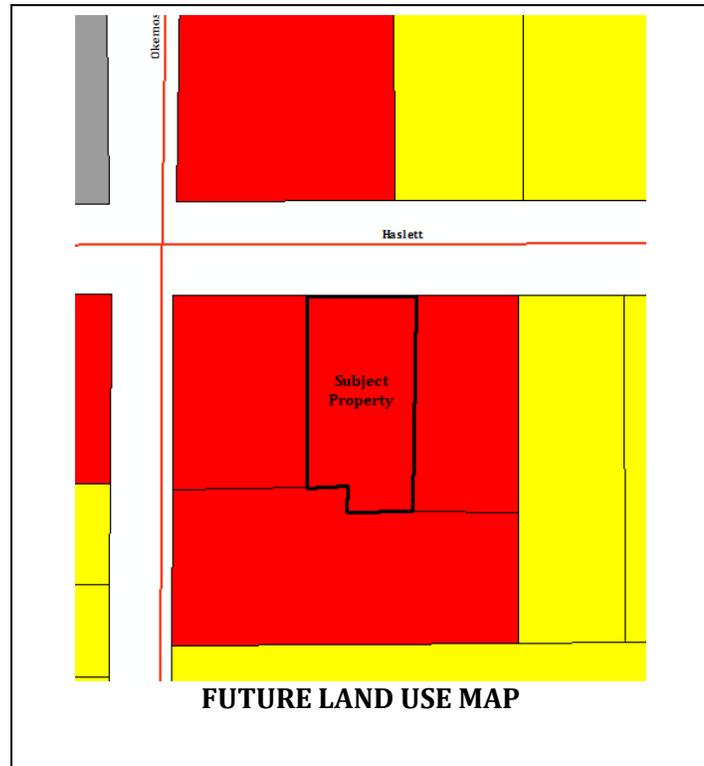


The Future Land Use Map from the 2023 Master Plan designates the subject site in the Commercial category. This is likewise true for all adjacent properties.

### **Staff Analysis**

Applications for special land use permits are reviewed under Sec. 86-126 in the Zoning Ordinance. Based on that review, Staff has the following comments:

1. The Subject Property lies within Adult Use Marijuana Overlay Area 1. This has been approved of one of only five areas in the Township where adult use marijuana retailers are allowed. An adult use retail permit has been approved for the site.
2. The project is consistent with the intent and purposes of this chapter and the proposed adult use marijuana retailer conforms with the Subject Property's zoning and Future Land Use designations.
3. The project is consistent with applicable land use policies contained in the Township's comprehensive development plan of current adoption.
4. The project is designed, constructed, operated, and maintained so as to be harmonious and appropriate in appearance with the existing or intended character of the general vicinity and that such a use will not change the essential character of the same area.
5. The project will not adversely affect or be hazardous to existing neighboring uses.
6. The project will not be detrimental to the economic welfare of the surrounding properties or the community.
7. The project is adequately served by public facilities, such as existing roads, schools, stormwater drainage, public safety, public transportation, and public recreation, or that the persons or agencies responsible for the establishment of the proposed use shall be able to provide any such service.
8. The project is adequately served by public sanitation facilities if so designed. If on-site sanitation facilities for sewage disposal, potable water supply, and stormwater are proposed, they shall be properly designed and capable of handling the long term needs of the proposed project.



9. The project will not involve uses, activities, processes, materials, and equipment and conditions of operation that will be detrimental to any persons, property, or the general welfare by reason of excessive production of traffic, noise, smoke, fumes, glare, or odors.
10. The project is not expected to directly or indirectly have a substantial adverse impact on the natural resources of the Township, including, but not limited to, prime agricultural soils, water recharge areas, lakes, rivers, streams, major forests, wetlands, and wildlife areas.
11. The material attached to the medical marijuana application, approved on January 23, 2023, detailed the safety and odor control that was being proposed by the Applicant. The safety and odor control systems meet the Township's requirements.
12. The Subject Property is adequately served by water and sewer. An attached traffic assessment verifies that the existing roads are capable of handling the traffic and no traffic study is required.
13. A sign plan was submitted as required by Sec. 40-30. The proposed signage meets the requirements of the Township sign ordinance.

Based on the information provided by the Applicant, Staff has identified no major concerns that would negatively impact surrounding properties or the Township at large while reviewing the proposed Special Use Permit. If the project is approved by the Planning Commission and the Township Board, the applicant will be required to submit for Site Plan Review and/or any required building permits prior to beginning operations.

### **Recreational Marijuana Approval Process**

Applicants for a Recreational Marijuana Facility must go through various steps in order to establish a facility within Meridian Township, including securing local and state approval. Applications are submitted to the Director of Community Planning and Development for review. All inspections, review, processing, and competitive review, if necessary, shall be completed within 90 days of a complete application. A completed application is forwarded to the Township Board, who must approve or deny the application within 120 days of a completed application and fees. If the application is approved, then the Applicant shall receive a conditional approval, the conditions of which must be met for the Applicant to receive a Permit as the Permit Holder. If the Township Board issues conditional approval, then the Applicant must submit their SUP application to the Planning Commission within 60 days. Recreational Marijuana permits are reviewed for renewal or amendment, but the SUP does not require annual renewal. If the applicant maintains a valid State license and remains in good standing with both the State and Township a renewal will be granted for another one year period.

### **Planning Commission Options**

The Planning Commission may recommend approval, approval with conditions, or denial of the proposed special use permit. A resolution will be provided at a future meeting.

### **Attachments**

1. Special use permit application
2. Attachment A: Site plan prepared by LSG Engineers and Surveyors. dated January 3, 2018 and received by the Township on May 23, 2024.

**Special Use Permit #24017 (Herbana)**  
**Planning Commission (June 24, 2024)**  
**Page 4**

3. Attachment B: Employment and Hours of Operation
4. Attachment C: Lease Agreement
5. Attachment D: Sign Plan and Floor Plan, prepared by the Peabody Group and received by the Township on May 23, 2024.
6. Attachment E: Traffic Assessment prepared by Traffic Engineering Associates, Inc., dated November 19, 2019 and received by the Township on May 23, 2024.
7. Attachment F: Natural Features Assessment
8. Attachment G: SUP Request Standards writeup



**To: Planning Commission**

**From: Brian Shorkey, Principal Planner**

**Date: July 8**

**Re: Special Use Permit #24017 (Haslett Gallery, Inc.), to construct an adult use marijuana provisioning center at 2119A Haslett Road, Haslett, MI 48840.**

---

Haslett Holdings Inc. (Applicant) has submitted a Special Use Permit (SUP) application for the construction of a 4,000 square foot adult use marijuana retailer at 2119A Haslett Road, Haslett, MI 48840 (Subject Property). The Subject Property is approximately 1.92 acres in size and is zoned C-1 - Commercial. Other tenants in the commercial center include Custom Quilts & Sewing Center, Encore Salon, Vivian Nails & Spa, and the Refresh IV Bar. This SUP application follows the Board of Trustees' approval of the adult use marijuana conditional license on April 16, 2024 and is similar to a medical marijuana SUP application on the same site that was approved by the Township in 2023.

A public hearing for this application was held at the Planning Commission's regular meeting on Monday, June 24, 2024. After a brief discussion with the Applicant, the Planning Commission agreed to consider a resolution to approve the special use permit at its next meeting.

### **Planning Commission Options**

The Planning Commission may approve, approve with conditions, or deny the special use permit. A resolution to approve the request is provided. Staff **recommends approval** of Special Use Permit #24017 for the construction of an adult use marijuana provisioning center at 2119A Haslett Road, with the conditions listed in the resolution.

Staff would offer the following motion for the Planning Commission to consider during their review of the proposed rezoning request. Should the Planning Commission have additional reasons for supporting the recommendation, they can be added to the end of the motion.

**Move to adopt the resolution to recommend approval of SUP #24017 to construct an adult use marijuana provisioning center at 2119A Haslett Road, Haslett, MI 48840, for the following reasons:**

- The proposed project conforms with the Township Master Plan and the Future Land Use map.
- The proposed project conforms with the Adult Use Marijuana regulations that have been adopted by the Township.
- The proposed project that would result fits the character of the area.

### **Attachments**

1. Resolution to approve SUP #24017.
2. April 24, 2023 meeting packet.

**RESOLUTION TO APPROVE**

**Special Use Permit #24017  
(Haslett Gallery, Inc.)**

**RESOLUTION**

At a regular meeting of the Planning Commission of the Charter Township of Meridian, Ingham County, Michigan, held at the Meridian Municipal Building, in said Township on the 8th day of July, 2024 at 6:30 p.m., Local Time.

PRESENT: Chair Shrewsbury, Commissioners Rombach, Brooks, Scales, McConnell, and Blumer

ABSENT: Vice-Chair Snyder

The following resolution was offered by Commissioner Brooks and supported by Commissioner Scales.

WHEREAS, Haslett Gallery, Inc. has submitted a request to establish a 1,510 square foot adult use marihuana retailer in an existing commercial center located at 2119 Haslett Road; and

WHEREAS, the Township Board adopted both zoning and non-zoning ordinances allowing commercial medical marihuana facilities in designated overlay areas throughout the Township at its meeting on May 21, 2019; and

WHEREAS, Township Board adopted standards to allow adult use marihuana retailers in designated overlay areas throughout the Township at its meeting on July 11, 2023; and

WHEREAS, the overlay areas adopted by the Township Board allow one adult use marihuana retailer in each one of five overlay areas, subject to the approval of a special use permit reviewed by the Planning Commission and approved by the Township Board; and

WHEREAS, the subject site is located entirely within Overlay Area 1 and is appropriately zoned C-2 (Commercial), which allows adult use marihuana retailers by special use permit; and

WHEREAS, the applicant was required to submit for Special Use Permit approval within 60 days of the Board's approval of their permit; and

WHEREAS, the applicant has submitted for Special Use Permit approval as required by the Township's adult use marihuana ordinances; and

WHEREAS, the Township Planning Commission held a public hearing on the Special Use Permit application at their regular meeting on June 24, 2024; and

WHEREAS, the proposed adult use marihuana retailer meets the required setbacks from any public or private K-12 school, church, place of worship or other religious facility, library, preschool, or child care center established in Section 40-31 of the Code of Ordinances; and

WHEREAS, the proposed adult use marihuana retailer will not adversely affect adjacent land uses or the health, safety, and general welfare of the community; and

**Resolution to Approve  
SUP #24017 (Haslett Gallery, Inc.)  
Page 2**

WHEREAS, the proposed project is consistent with the general standards for granting a special use permit found in Section 86-126 of the Code of Ordinances.

NOW THEREFORE, BE IT RESOLVED THE PLANNING COMMISSION OF THE CHARTER TOWNSHIP OF MERIDIAN hereby recommends approval of Special Use Permit #24017, subject to the following conditions:

1. Approval is in accordance with the site plan prepared by LSG Engineers & Surveyors dated January 3, 2018 (revision date July 29, 2019) and received by the Township on January 10 2023.
2. Approval is in accordance with the floor plan prepared by The Peabody Group Architects & Designers dated April 30, 2020 and received by the Township on January 10, 2023.
3. Approval is in accordance with the sign program prepared by the Peabody Group Architects & Designers dated April 30, 2020 and received by the Township on January 10, 2023.
4. Approval is subject to the applicant receiving approval of a Commercial Adult Use Marihuana Facility permit by the Director of Community Planning and Development.
5. Approval is subject to the applicant receiving Final Approval for a adult use marihuana license from the State of Michigan, Department of Licensing and Regulatory Affairs.
6. The applicant shall obtain and maintain any and all other applicable permits, licenses, and approvals necessary to operate the proposed commercial adult use marihuana provisioning center from the State of Michigan, Township, and any other applicable agencies. Copies of all permits, licenses, and approvals shall be submitted to the Department of Community Planning and Development.
7. Any proposed future expansion, additions, or revisions to the proposed tenant space, building, or site, will require an amendment to Special Use Permit #24017.
8. All applicable conditions from previous approvals for the construction of the shopping center shall remain in effect.
9. A sign permit shall be required to install the proposed tenant wall sign.
10. The retailer shall remain in compliance with the operational requirements established in Section 40-31 of the Code of Ordinances.
11. The special use permit shall be revoked if the applicant fails to maintain a valid Adult Use Marihuana Facility permit from the Township and Facility License from the State of Michigan.

ADOPTED: YEAS: Chair Shrewsbury, Commissioners Romback, Brooks, Scales, McConnell, and Blumer

NAYS: None

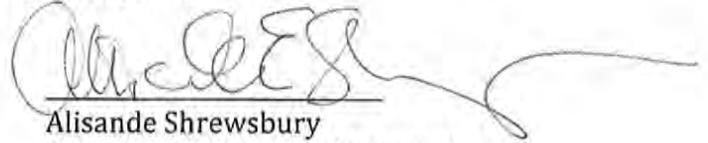
STATE OF MICHIGAN )

) ss

**Resolution to Approve**  
**SUP #24017 (Haslett Gallery, Inc.)**  
**Page 3**

COUNTY OF INGHAM )

I, the undersigned, the duly qualified and acting Chairperson of the Planning Commission of the Charter Township Meridian, Ingham County, Michigan, DO HEREBY CERTIFY that the foregoing is a true and a complete copy of a resolution adopted at a regular meeting of the Planning Commission on the 8th day of July, 2024.

A handwritten signature in black ink, appearing to read 'Alisande Shrewsbury', with a long horizontal flourish extending to the right.

Alisande Shrewsbury  
Planning Commission Chairperson

CHARTER TOWNSHIP OF MERIDIAN  
REGULAR MEETING PLANNING COMMISSION  
5151 Marsh Road, Okemos MI 48864-1198  
517.853.4000, Township Hall Room  
Monday, June 24, 2024, 6:30 pm

PRESENT: Chair Shrewsbury, Vice-Chair Snyder, Commissioners Brooks, McConnell, Romback, and Scales

ABSENT: Commissioner Blumer

STAFF: Principal Planner Brian Shorkey

1. CALL MEETING TO ORDER  
Chair Shrewsbury called the June 24, 2024, regular meeting for the Meridian Township Planning Commission to order at 6:52 pm.
  
2. ROLL CALL  
Chair Shrewsbury called the roll of the Board. All board members were present except Commissioner Blumer.
  
3. PUBLIC REMARKS  
Chair Shrewsbury opened public remarks at 6:53 pm  
  
Wayne Popard, Township resident, spoke in opposition to REZ #24013.  
  
Joel Major, Township resident, spoke in opposition to REZ #24013.  
  
Deborah Major, Township resident, spoke in opposition to REZ #24013.  
  
David Kloc, Township resident, spoke in opposition to REZ #24013.  
  
Kris Kloc, Township resident, spoke in opposition to REZ #24013.  
  
Michael McIntosh, Township resident, spoke in opposition to REZ #24013.  
  
Jeanette Feintuch, Township resident, spoke in opposition to REZ #24013.  
  
Bradley Shaw, Township resident, spoke in opposition to REZ #24013.
  
4. APPROVAL OF AGENDA  
**Commissioner Scales moved to approve the June 24, 2024, regular Planning Commission meeting agenda. Seconded by Vice-Chair Snyder. Motion passed unanimously.**
  
5. APPROVAL OF MINUTES  
**Commissioner Brooks moved to approve the Minutes of the June 10, 2024, Planning Commission Regular Meeting as amended with the corrected typos. Seconded by Commissioner McConnell. Motion passed unanimously.**

6. COMMUNICATIONS

- A. Gia McIntosh re: REZ #24013
- B. Dave Bueche re: REZ #24013 (email)
- C. Guy Davis re: REZ #24013 (email)
- D. Bob Westrate re: REZ #24013 (email)

7. PUBLIC HEARINGS

Principal Planner Shorkey gave an overview of the Public Hearing process.

- A. REZ #24015 – Copper Creek Phase 5

Chair Shrewsbury opened the Public Hearing.

Principal Planner Shorkey explained the project submitted for REZ

Joseph Schroeder, representative for the applicant, answered the Commissioner's questions.

Robert Barkham, Williamstown Township resident, spoke

Chair Shrewsbury closed the public hearing. By voice vote, the Planning Commission indicated support for the application.

- B. SUP #24017 – Herbana Adult Use Marijuana

Chair Shrewsbury opened the public hearing.

Principal Planner Shorkey explained the project submitted for SUP.

Ben Joffe, representative for the applicant, answered the Commissioner's questions.

Chair Shrewsbury closed the public hearing. By voice vote, the Planning Commission indicated support for the application.

8. UNFINISHED BUSINESS

- A. TA #24313 – Sec. 36-377 – RN – Village of Nemoka Ordinance Update

Principal Planner Shorkey gave an overview of the process that has occurred regarding this Text Amendment.

Commissioner Brooks asked that the resolution language be corrected to reflect the current Supervisor's name.

**Commissioner McConnell moved to adopt the resolution recommending approval of Zoning Amendment #2024-06 in accordance with the revised draft ordinance language. Supported by Vice-Chair Snyder. Motion passed unanimously.**

B. SUP #24012 – Consumers Transfer Station (Rutherford Drive)

Principal Planner Shorkey gave an overview of the process that has occurred regarding this permit to date and stated that this will proceed to site plan approval.

**Vice-chair Snyder moved to adopt the attached resolution approving Special Use Permit #24012, a request to construct a natural gas regulator station on the property on the northeast corner of Lake Lansing Road and Rutherford Drive. Supported by Commissioner McConnell. Motion passed unanimously.**

9. OTHER BUSINESS

A. Resolution of Appreciation – James McCurtis

Commissioner Scales read the Resolution of Appreciation for Commissioner James McCurtis for Outstanding Public Service.

**Commissioner Scales moved to approve the Resolution of Appreciation for Commissioner James McCurtis for Outstanding Public Service. Supported by Vice-Chair Snyder. Motion passed unanimously.**

B. Corridor Approval Authority Appointment

Commissioner Brooks explained the functions of the Corridor Approval Authority and the expectations of the Planning Commission Liaison to that board.

Commissioners discussed the appointment and decided to postpone the selection until the next meeting.

10. REPORTS AND ANNOUNCEMENTS

A. Township Board Update

Principal Planner Shorkey reported that the Township Board approved the marijuana retail permit for DVNK in the Zone 3 Recreational overlay area.

B. Liaison Reports

Commissioner Scales reported that he attended the Juneteenth Celebration.

11. PROJECT UPDATES

A. Project Report

Principal Planner Shorkey had no changes to the report.

Principal Planner Shorkey informed the Commission that there were no new applications for the July 22<sup>nd</sup> regular meeting. Principal Planner Shorkey asked the Commission if they wanted a meeting to discuss planning topics or if they would like to cancel the meeting.

After discussion, the Planning Commission indicated that they would like to schedule a discussion meeting. Chair Shrewsbury said that she would appreciate the opportunity and asked Commissioners to share topics to discuss with Principal Planner Shorkey.

12. PUBLIC REMARKS

Chair Shrewsbury opened public remarks at 8:36

Chair Shrewsbury closed public remarks at 8:36

13. COMMISSIONER COMMENTS

Commissioner McConnell summarized the comments regarding REZ #24013 and spoke about the historical land use of the property. Commissioner McConnell elaborated that the parcel was likely well drained in the first place and suitable for building upon. Chair Shrewsbury clarified that property owners are permitted to develop their property in accordance to the zoning regulations. Commissioner Scales reminded the Commissioners that they are permitted to discuss resident concerns with property owners who are planning developments.

Vice-chair Snyder and Commissioner Brooks asked staff for a synopsis of discussions regarding REZ #24013.

Commissioner Brooks asked staff if there is a plan that addresses walkability and sidewalk maintenance. Principal Planner Shorkey clarified that Township-owned sidewalks are classified as pathways and that there is a map that shows existing and proposed Pathway routes. Principal Planner Shorkey said that the map could be part of a new Bike Plan and that neighborhood sidewalks are not necessarily part of the Pathway system.

Commissioner Brooks asked staff for more information regarding the ratio of rental-occupied to owner-occupied properties. Principal Planner Shorkey stated that he will look for information for the Commission.

14. ADJOURNMENT

Chair Shrewsbury called for a motion to adjourn the meeting at 8:59 pm

**Commissioner Brooks moved to adjourn the June 24, 2024 regular meeting of the Planning Commission. Seconded by Commissioner Scales. Motion passed unanimously.**

CHARTER TOWNSHIP OF MERIDIAN  
REGULAR MEETING PLANNING COMMISSION  
5151 Marsh Road, Okemos MI 48864-1198  
517.853.4000, Township Hall Room  
Monday, July 8, 2024, 6:30 pm

PRESENT: Chair Shrewsbury, Commissioners Blumer, Brooks, McConnell, Rombach, and Scales

ABSENT: Vice-Chair Snyder,

STAFF: Principal Planner Brian Shorkey

1. CALL MEETING TO ORDER

Chair Shrewsbury called the July 8, 2024, regular meeting for the Meridian Township Planning Commission to order at 6:31 pm.

2. ROLL CALL

Chair Shrewsbury called the roll of the Board. All board members were present except Vice-Chair Snyder.

3. PUBLIC REMARKS

Chair Shrewsbury opened public remarks at 6:32 pm

Greg Fedewa, representative for Fedewa Holdings, spoke in support of REZ #24013.

John Leone, Township resident, spoke in opposition to REZ #24013.

David Fedewa, representative for Fedewa Holdings, spoke in support of REZ #24013.

Wayne Popard, Township resident, spoke in opposition to REZ #24013.

Joel Major, Township resident, spoke in opposition to REZ #24013.

Cecelia Kramer, representative for Faith Lutheran Church, spoke in support of REZ #24013.

Chris Kloc, Township resident, spoke in opposition to REZ #24013.

Debra Major, Township resident, spoke in opposition to REZ #24013.

David Kloc, Township resident, spoke in opposition to REZ #24013.

Peggy Anderson, Township resident, spoke in opposition to REZ #24013.

Jerry Fedewa, representative for Fedewa Holdings, spoke in support of REZ #24013.

Michael McIntosh, Township resident, spoke in opposition to REZ #24013.

Chair Shrewsbury closed public remarks at 7:07

4. APPROVAL OF AGENDA

**Commissioner Scales moved to approve the July 8, 2024, regular Planning Commission meeting agenda. Seconded by Commissioner Blumer. Motion passed unanimously.**

Commissioner McConnell asked that discussion regarding sidewalk master plan and ratio of rental to owner occupied be added to item 8.A. Chair Shrewsbury determined that such discussion can be included with 8.A and does not need to be a separate agenda item

5. APPROVAL OF MINUTES

**Commissioner Scales moved to approve the Minutes of the June 24, 2024, Planning Commission Regular Meeting as amended. Seconded by Commissioner McConnell. Motion passed, Commissioner Blumer abstaining.**

Chair Shrewsbury asked that the spelling of a name on the communications section be verified and that the amendment to the minutes be clarified.

6. COMMUNICATIONS

- A. David Kloc re: REZ #24013
- B. Debra Major re: REZ #24013
- C. Ray and Trish Ugorowski re: REZ #24013
- D. Michael McIntosh re: REZ #24013 (email)
- E. Brad Shaw re: REZ #24013 (email)
- F. Cecelia Kramer re: REZ #24013 (handout)
- G. Bob Westrate re: REZ #24013 (email)
- H. Kristina Kloc re: REZ #24013 (email)

7. PUBLIC HEARINGS

NONE

8. UNFINISHED BUSINESS

- A. REZ #24013 – Fedewa Holdings (Dobie Road)

Principal Planner Shorkey reviewed the discussion that has occurred to date regarding this agenda item and highlighted the information included in this packet that the Commissioners requested at the previous meeting. Principal Planner Shorkey pointed out that the Planning Commission’s decision was a recommendation and that the final decision of the application would come from the Board. Principal Planner Shorkey pointed out the options that the Planning Commission had and that there were resolutions to recommend approval and denial in the packet.

Commissioner Romback disclosed a concern about potential conflict of interest and asked the Commission for their opinion. Commissioners thanked Commissioner Romback for his transparency and determined that there is no conflict of interest.

**Commissioner Blumer moved to allow Commissioner Romback to participate in the decision of this matter. Seconded by Commissioner Scales. Motion passed 4 to 1, Commissioner Brooks voting against and Commissioner Romback abstaining.**

Commissioner Scales asked staff for detail for how this grew from the Master Plan land use discussion. Commissioner Scales asked the applicant what sort of development changes he would suggest given the opposition from the neighborhood and recommended that the applicant meet with the neighborhood. Jerry Fedewa, applicant, approached the podium to answer that he could downsize to 8 units per acre and add fencing and trees to the property line to diffuse noise and lighting. Commissioner Scales stated that based on the 2019 decision by the Board, he would not recommend this decision because density seems to be an issue.

Commissioner Romback asked staff for details about the traffic study and its connection to the current state of the property. Commissioner Romback asked the applicant how he proposed speaking with potential tenants as indicated in the letter the applicant sent to the Commission. Mr. Fedewa acknowledged that it would be difficult to speak with potential tenants because tenants typically need a place to live on a shorter timeline than a proposed rental unit could be built, but that this type of development is sought after and the location offers many attractive amenities.

Commissioner McConnell asked for clarity regarding the ratio of owner occupied to rental homes and asked if this portion of Dobie Road is part of the Pathway Master Plan.

Principal Planner Shorkey explained the 2019 rezoning request, the 2022-2023 update of the Master Plan and a subsequent land division application for the 4.3 acres that met the zoning ordinance. Principal Planner Shorkey stated that the traffic study is based on the allowed density and current zoning, not the current state of the property. Principal Planner Shorkey stated that the ratio of owner occupied to rental homes is taken from the latest US Census data and clarified that the applicant would be required to meet the Pathway requirements if the property does not currently meet them.

**Commissioner Blumer moved to adopt the resolution to recommend denial of Rezoning #24013 to rezone approximately 4.28 acres located on Dobie Road from RAA (Single Family-Low Density) to RC (Multiple Family, maximum 14 dwelling units per acre), because the proposed rezoning does not match the character of adjacent residential neighborhoods to the west. Supported by Commissioner Scales. Motion passed 4 to 1, Commissioner McConnell voting against and Commissioner Romback abstained.**

At 8:27, Chair Shrewsbury called for a 10-minute recess.

At 8:40, the Commission reconvened.

B. REZ #24015 – Copper Creek Phase 5

Principal Planner Shorkey reviewed the agenda item.

**Commissioner McConnell moved to adopt the resolution to recommend approval of Rezoning #24015 to rezone the Subject Property of Haslett Road from RR (Rural Residential) to RA (Single-family residential). Supported by Commissioner Scales. Motion passed unanimously.**

C. SUP #24017 – Herbana Adult Use Marijuana

Principal Planner Shorkey reviewed the agenda item.

**Commissioner Brooks moved to adopt the resolution to recommend approval of SUP #24017 to construct an adult use marijuana retailer at 2119A Haslett Rd, Haslett, MI 48840. Supported by Commissioner Scales. Motion passed unanimously.**

9. OTHER BUSINESS

A. Corridor Approval Authority Appointment

Principal Planner Shorkey informed the Commission that it is not mandated that a Planning Commissioner sit on the Corridor Approval Authority, it is instead at the discretion of the Planning Commission to seat someone on that Board.

Chair Shrewsbury asked that staff include her on the agenda distribution list so that she can arrange to have a Commissioner attend if there is an agenda item that the Commission feels the need to address.

10. REPORTS AND ANNOUNCEMENTS

A. Township Board Update

Principal Planner Shorkey had nothing to report

B. Liaison Reports

Commissioner Scales asked Principal Planner Shorkey to ensure that the Brownfield Redevelopment Authority include him in communications.

Commissioner Brooks reported that the Zoning Board of Appeals approved the items presented to them at the June 26<sup>th</sup> meeting.

11. PROJECT UPDATES

A. Project Report

Principal Planner Shorkey highlighted the updates to the report.

Commissioner Scales asked for the status of the Village of Okemos development. Principal Planner Shorkey answered that it is still under site plan review.

12. PUBLIC REMARKS

Chair Shrewsbury opened public remarks at 8:53

Debra Major, Township resident, thanked the Commission for their consideration of public comments regarding REZ #24013.

Chair Shrewsbury closed public remarks at 8:54

13. COMMISSIONER COMMENTS

Commissioner Blumer and Commissioner McConnell thanked the community for their thoughtful input on the issue of REZ #24013. Commissioner McConnell also stated that character attacks aimed at applicants are inappropriate in discussions; Chair Shrewsbury concurred.

Commissioner Scales announced the Meridian Pride event on August 10<sup>th</sup>. Commissioner Scales also commented that there is a transparency issue surrounding discussions involving all sides of an issue and that the Commission should make efforts to invite all parties.

14. ADJOURNMENT

Chair Shrewsbury called for a motion to adjourn the meeting at 9:02 pm

**Commissioner McConnell moved to adjourn the July 8, 2024 regular meeting of the Planning Commission. Seconded by Commissioner Brooks. Motion passed unanimously.**



**To:** Board Members

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

**Date:** August 15, 2024

**Re:** 2025 Township Budget Overview

---

Staff has been hard at work on the budget since last we spoke with the Board on June 18<sup>th</sup> regarding budget priorities for the upcoming year. At that meeting, there were a number of priorities that the Board discussed:

- Police Equipment, but not necessarily new officers at this time
- A new Fire Inspector and IT Technician, both of which were recommended by Staff
- Town Hall ceilings, solar projects, election security, and other items included in the CIP for future years funding
- The next solar installation location for this year's budget

As everyone is aware, this year's budget was expected to be tight, and upon review, that analysis is accurate. But Staff is prepared to deliver a balanced budget, on time. To recap, the remaining schedule is as follows:

- August 20<sup>th</sup> – Second Board discussion on priorities/funding, Board sets public hearing for Budget
- August 27<sup>th</sup> – Budget distributed to the board and made available publicly
- September 3<sup>rd</sup> – Budget Public Hearing and further Board discussion
- September 17<sup>th</sup> – Budget Adoption

At this time, Staff would like to provide a highlight of major changes being proposed to several funds in 2025, to facilitate a discussion prior to Staff finalizing a draft of the budget next week, for delivery on the 27<sup>th</sup>. If a fund isn't listed below, no changes are proposed to the fund and it will continue to operate as normal.

#### General Fund

The General Fund budget has been most impacted by the past several years' worth of operational changes under ARPA funding. There are very limited financial additions to the budget this year, in light of the significantly increased public safety costs, and two major reductions from previous years.

- Township Board Communications – Increase to allow for listening session mailing
- Assessing – Increase to allow for appraisals of properties under tax appeal (if necessary)
- Treasurer – Increase to continue investment advisory services
- Administration – Increase to add a part time human resources employee (this is the only new position in the general fund and the one that was cited by the MTeam as most needed)
- Public Works – Increase to convert the existing part time Environmental Programs Coordinator (who is retiring) to a full time Environmental Engineer position
- Cemetery – Increase to allow for a Columbarium Design and replacement of existing fence
- Police Staffing – Increase to allow for creation of a second Lieutenant
- Police Equipment – Increase for purchases of ballistic vests, ballistic shields, speed signs,

## 2025 Budget Discussion

### Page 2

and ear protection. Also of note, Taser is moving to a subscription based model, so that cost has increased in this budget as well.

- Police Offices – Replacement of office furniture in four offices
- Fire – Increase to bring the Stryker contract into the General Fund this year
- Communications – Increase to increase the size of Prime Meridian Magazine
- Motor Pool – An across the board increase of 10% to motor pool contributions, to continue to help stabilize the fund

The proposed reductions in the general fund are as follows:

- The climate sustainability grants are being put on hold for the 2025 fiscal year.
- Police Overtime budget is being reduced, as we are fully staffed and that number should stabilize in the middle part of next year, at a lower level
- The additional contribution to our pension liability is being partially reduced. The additional \$1.5 million towards Police and Fire pensions, paid for out of the dedicated millage funds, is being maintained. The additional funds that were previously contributed directly out of the general fund (approximately \$850,000) are being put on pause. It should also be noted that MERS changed actuarial assumptions this year, increasing our standard contribution by approximately \$500,000, which we are meeting.
- The \$280,000 General Fund transfer to local roads is being put on pause in 2025.

### Parks Fund

The following are the major expenditures from the Parks fund reviewed and proposed by the Parks Commission and Department, for the upcoming year:

- Engineering services to design a cricket field, something that has been discussed for multiple years
- Restoration of the Towner Road Park baseball field
- Construction of a trailhead on the Okemos Road property
- Installation of additional park amenities at Marshall Park, which was restored this year
- An Inclusive Playground installation at Towner Road park
- Playground installation at Ottawa Hills Park
- Continued work on clearing the Red Cedar waterway for paddlers

### Pedestrian/Bikepath Fund

Construction of Phase III of the MSU to Lake Lansing trail is budgeted for 2025.

### Capital Projects Fund

The following projects are proposed out of the Capital Projects fund:

- Installation of the generator at the Service Center
- Solar panel installation at the Historic Village
- Renovation of the bathrooms at the Municipal Building
- Finish of the interior painting at the Public Safety Building

Staff is proposing to work on obtaining grant funding in 2025 to pay for the fire dorm project, rather than spending down the majority of the remainder of the Capital Projects fund.

### Sewer Fund

Overall, the sewer fund is in solid shape, but we are proposing a modest 5% rate increase, in addition to the ready to serve charge discussed later. We are proposing to add one utility worker under the sewer fund, to begin addressing staffing needs in the Public Works Department. There are two construction projects proposed:

- The replacement of the Forest Hills lift station

## 2025 Budget Discussion

### Page 3

- Sewer line rehabilitation project in the Towar neighborhood

#### Water Fund

The water fund is in a more challenging position. We are proposing a 20% rate increase to help stabilize the fund. Even with this increase, we will continue to have the lowest water rates in the region. There are staffing needs, but no additions are proposed for the budget this year. The only project will be the continued meter replacement project, which is sorely needed to get the fund back on track. Two projects were removed from this budget and one, a gate valve project along Grand River, is going to be an extremely high priority for any available funding in future years.

For both water and sewer, we are proposing to recalibrate the way we charge the ready to serve fee, to be based on the size of the meter, and to increase the fee. This will be more consistent with the way the majority of communities address this fee, and we will still be the lowest fee in the region.

#### Motor Pool

Staff continues to work to solidify the motor pool. This is another large motor pool year, with an ambulance, the preordered fire truck, and multiple police vehicles and DPW trucks. However, stability is on the horizon, as there appears to be only one major replacement remaining, a vector truck in 2026. After that point, we will have a period of calm and maintenance. This will allow us to holistically review our motor pool, funding, and usage in 2025 in a way that we haven't been able to do for some time.

Going forward in 2025, there are two major items that Staff will bring forward early in the year for discussion that are budget related, but unknowns at this time. The first is Opioid Settlement funds. Chief Grillo is currently researching specifics of potential uses for these funds, as they are highly limited as to what they can be used for. But in the long term, they are expected to be nearly \$300,000, so a plan for their use should be considered. Secondly, as we expect to have at least one open marijuana dispensary in 2024 still, we are likely to get a marijuana payment from the State in 2025. Once we know what that number is, we will bring that to the Board with a plan for the use of those funds as well. In future budget years, we will be able to budget for those funds in the normal budget process.

Staff looks forward to this discussion on the budget and a formal presentation of the budget during the Public Hearing on September 3<sup>rd</sup>.



**To: Board Members**

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

**Date: August 15, 2024**

**Re: ARPA Reallocations**

---

The Board has had a series of discussions over the past two years about spending priorities for the ARPA dollars the Township received. The current allocations are as follows:

<b>Project Name</b>	<b>Appropriation</b>	<b>Amount Encumbered</b>	<b>Unencumbered Balance</b>
2022 Local Road Program	\$1,300,000.00	\$1,300,000.00	\$0.00
2023 Local Road Program	\$700,000.00	\$700,000.00	\$0.00
2025 Local Road Program	\$93,485.97	\$0.00	\$93,485.97
Police and Fire Department Wages	\$300,000.00	\$300,000.00	\$0.00
Fire Department Stryker 10-Year Lease Agreement	\$214,677.43	\$214,677.43	\$0.00
Police Department Locker room Renovation	\$108,102.96	\$108,102.96	\$0.00
Marketplace Wind Screens	\$92,898.00	\$92,898.00	\$0.00
IT Network Upgrades	\$970,248.00	\$969,999.64	\$248.36
Affordable Housing	\$350,000.00	\$90,000.00	\$260,000.00
Senior & Community Center	\$200,000.00	\$70,206.51	\$129,793.49
Historical Village Capital Outlay Projects	\$150,000.00	\$98,725.85	\$51,274.15*
Software for Community Planning & Development	\$60,000.00	\$0.00	\$60,000.00

\*The remaining Historic Village Capital projects will occur in 2024.

At this time, Staff would like to discuss some final reallocations, as it does not appear as though we will have an affordable housing project in the next year to utilize the remainder of those funds and there are other line items that have come in under budget. Staff would recommend the following approaches:

Step 1: Confirm that we will leave the funding for the senior and community center in place, as we begin to discuss new paths forward for the project. No action is needed for this to occur, we just want to acknowledge it, while we are talking about the remainder of the funding.

At this point, it does not appear as though the Community Planning and Development software project will be as expensive as originally anticipated, so Staff is comfortable reallocating half of that line item. All of the above would leave approximately \$290,000 unencumbered. Staff sees three viable options for the use of the funds at this time:

## 2025 ARPA Discussion

### Page 2

Option 1: Allocate \$214,677.43 towards paying for the Stryker contract for one more year in 2025, relieving the pressure on the General Fund until 2026. Allocate the remaining funds to the 2025 road program, just under \$75,322.57.

Option 2: Allocate the entirety of the remainder of the funds (i.e. \$290,000) to the 2025 road program.

Option 3: Allocate funds to a priority of the Board that has not been previously discussed.

We look forward to this conversation and finalizing the use of the Township's ARPA dollars.



**To: Board Members**

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

**Date: August 20, 2024**

**Re: USBGN Proposal to Change the Name of Lake Lansing to Pine Lake**

---

On July 30, the Township and Ingham County received an email from the US Board on Geographic Name (BGN) seeking input from on a proposal submitted by a local resident to change the name of Lake Lansing back to Pine Lake.

The name change from Pine Lake to Lake Lansing was officially recognized for federal use in 1930. Pine Lake was labeled on a USGS topographic map in 1928. However, in 1929, the BGN received and approved a proposal from the Michigan Historical Commission to change the name to Lake Lansing on May 7, 1930. The request was initiated by the Ingham County Board of Supervisors “to avoid duplication . . . with several Pine Lakes in this vicinity.” A petition filed at the time was signed by “a great many property owners in the immediate vicinity of Pine Lake, and truly expressing the sentiment of the people of said locality, asking that this [County] Board recommend to the Department of Conservation of the State of Michigan that the name of Pine Lake be changed to Lake Lansing, which would be a specific name and at the same time indicate [the] location of the lake.” The City of Lansing Common Council and the Civic Bureau of the City Chamber of Commerce also supported the change to Lake Lansing.

The BGN is responsible by law for standardizing geographic names for use by the departments and agencies of the Federal Government. The Department of Interior’s USGS provides staff support to the BGN. The staff actively pursues input from [state geographic names authorities](#), land management agencies, local governments, and [tribal governments](#) for all submitted naming proposals and local preference is heavily considered in BGN decisions. The BGN’s policies and processes are detailed in this [this document](#), and frequently asked questions about the BGN can be found on [this webpage](#).

We are told that Ingham County will be opposing this petition due to the costs they would incur. At this time, the Township does not believe we would incur any substantive costs.

There is no formal deadline from the BGN. Therefore, we can take some time to solicit input from stakeholders. The Department of Public Works & Engineering would recommend that the Township Board solicit input from the following bodies so we receive some input from key stakeholders in the Township:

1. Lake Lansing Advisory Committee (a Township body)
2. Lake Lansing Property Owners Association

**Memo to Township Board**

**August 20, 2024**

**USBGN Proposal to Change the Name of Lake Lansing to Pine Lake**

If there is consensus on seeking input from these two bodies, Township staff will complete this task and bring that input back to the Board so you can make a final decision on what formal recommendation the Board would like to submit to the BGN.

We do not need the Board to take a formal action this evening, but we do need to know if the Board would like to solicit input from these proposed stakeholders, and any other stakeholders, before finalizing your formal recommendation to the BGN.

**Attachments:**

1. USBGN Packet re: the Proposal to Change the Name of Lake Lansing to Pine Lake
2. USBGN Recommendation Form

## Change Lake Lansing to Pine Lake

### Proposal Information

---

Proposed name	<b>Pine Lake</b>
Proposal type	name change to restore historic name
Current official name	Lake Lansing
GNIS ID	<a href="#">630143</a>
Proponent	Logan Hazard; Haslett, MI
Date proposed	5/23/2024
BGN case number	6291
Quarterly Review List	456

### Feature Details

---

Primary coordinates	42.7592406, -84.4007027
Feature class	lake
Feature size	456 acres
Feature description	1 mi. N of Wildlife Lake; 2.5 mi. SE of Park Lake
Name history	descriptive name
USGS primary topo map	Bath 1:24,000
State(s)	Michigan
County(s)	Ingham County
Local jurisdiction(s)	Meridian Township
PLSS	Sec. 2, T4N, R1W, Michigan Meridian
Land ownership	Ingham County Parks

### BGN decisions

- None

### Other Names

- Unpublished names: None found
- Published names:
  - Pine Lake (USGS 1928; USACE 1944)
  - Lake Lansing (USGS 1958, 1972; USACE 1961)
  - Lansing Lake (USGS 1950)

### Case Summary

---

This proposal is to change the name of Lake Lansing, located in Meridian Township in Ingham County, to Pine Lake. The lake lies between Lake Lansing Park South and Lake Lansing Park North.

Pine Lake was labeled on a USGS topographic map in 1928. However, in 1929, the BGN received and approved (May 7, 1930) a proposal from the Michigan Historical Commission to change the name to Lake Lansing. The request was initiated by the Ingham County Board of Supervisors “to avoid duplication . . . with several Pine Lakes in this vicinity.” A petition filed at

the time was signed by “a great many property owners in the immediate vicinity of Pine Lake, and truly expressing the sentiment of the people of said locality, asking that this [County] Board recommend to the Department of Conservation of the State of Michigan that the name of Pine Lake be changed to Lake Lansing, which would be a specific name and at the same time indicate [the] location of the lake.” The City of Lansing Common Council and the Civic Bureau of the City Chamber of Commerce also supported the change to Lake Lansing.

The proponent of the current proposal, in their [change.org petition](#), states “. . . [the name change] was dubious at best, lacking both popular and local legislative votes to enact the change. The name change was driven solely by Frank ‘Pine Lake’ Johnson. The proposal and petition state:

It was Johnson, a rich printer from out of town who bought up the land, destroyed the local environment, and decided to change the name of the lake on a whim because ‘there are dozens of Pine Lakes.’ This is utterly ridiculous. The new name [Lake Lansing] does not even make sense, considering that the lake is not actually located in Lansing. Changing it back to Pine Lake would help Haslett and Meridian Township in general stand out as more than just another suburb of Lansing but as genuine communities in their own right, culturally and legally independent from the capital. It will bring renewed interest to the lake, helping the local economy from people wanting to check out the lake that recently got a new name. [I]t will bring the garbage pollution surrounding the lake to more people's attention, attracting more people to clean up the lake. . . .

The proponent noted that the [Ingham County Parks website](#) states that Lake Lansing served as a hunting and fishing ground for Indian Tribes for centuries, with burial mounds pre-dating the Chippewa Indians. In the late 19th century, the area became a popular recreational site accessible by various means of transport. Prominent families from Lansing built summer homes around the lake, and the Pine Lake House resort, built in the 1870s, was a notable landmark until it burned down in 1929. The Izzer Club was established on the lake in the 1890s by a group of Lansing businessmen, and extensive logging took place on the east side. In the 1920s, Frank Johnson developed the east side. The website also states that he successfully pushed to rename the lake to Lake Lansing in 1927. There is no mention in the USGS records of Frank “Pine Lake” Johnson.

The book [Historic Structures In The Haslett Lake Lansing Area \(1974\)](#) states:

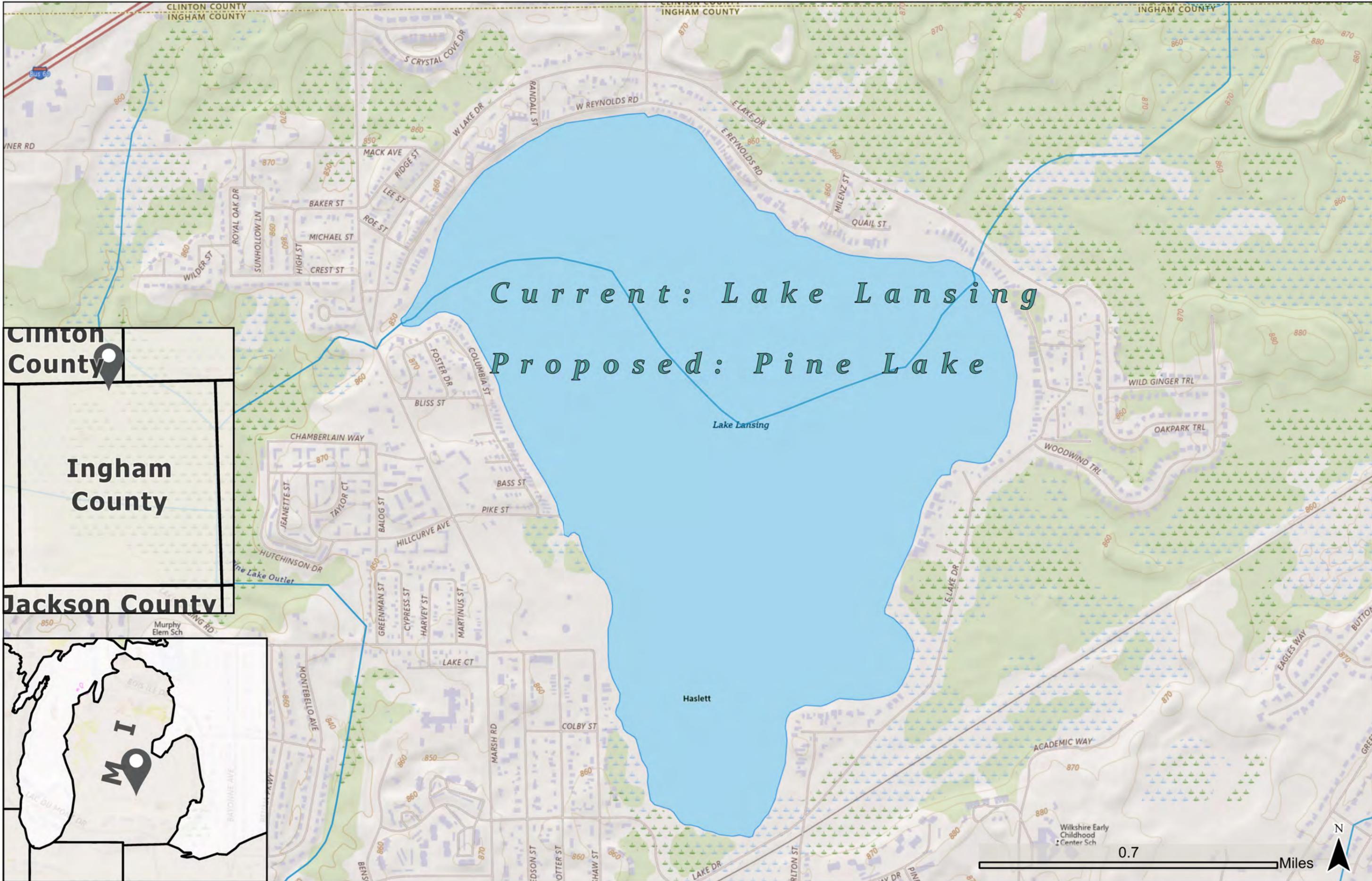
Evelyn H. Raphael in her history maintained that the developer known as Pine Lake Johnson effected the name change in 1927 ‘because there are dozens of Pine Lakes.’ However, Theodore C. Foster in the article ‘Place Names of Ingham County’ (Michigan History Magazine (1942) stated that the lake was renamed at the suggestion of J.R. Ferguson ‘because of the fact that the name Pine Lake carried no idea of location and because there are so many other Pine Lakes in Michigan.’

GNIS lists 26 lakes in Michigan named Pine Lake and another dozen or so with “Pine” in their names. None are in Ingham County. The stream that flows from the west side of the lake to join the Cedar River continues to be named Pine Lake Outlet.

### **Stakeholder Input**

---

Local government	Meridian Township Trustees Ingham County Commissioners	
State Names Authority	Michigan Geographic Names Authority	
Federally Recognized Tribes	All federally recognized Tribes contacted under Policy X	
Other *provided by the proponent	<a href="#">Change.org petition</a>	*Support

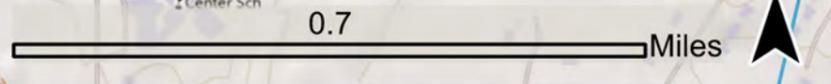


*Current: Lake Lansing*  
*Proposed: Pine Lake*

Clinton County

Ingham County

Jackson County





---

# THE BOARD ON GEOGRAPHIC NAMES DOMESTIC NAMES COMMITTEE PROPOSAL FORM

---

This document is for those interested in proposing:

1. **A new name for a currently unnamed geographic feature, or**
2. **A change to an existing name, spelling, or where a name is applied.**

By submitting this form, the proponent acknowledges the [BGN Policies](#) and agrees to work with BGN staff regarding their proposal.



# Domestic Geographic Name Proposal Form

The U.S. Board on Geographic Names (BGN) is responsible for standardizing the names of geographic features within the 50 States and in other areas under the sovereignty of the United States. The BGN retains the legal authority to promulgate all official names and locations of natural features (e.g. mountains, rivers, valleys), as well as canals, channels, reservoirs, and other select feature types.

This form is to propose a new name or name, spelling, or application change for a geographic feature for Federal use. A proponent should carefully review the proposal prior to submission to ensure that it is consistent with the [BGN policies](#). Please note all fields with a red outline are required prior to submitting this form.

The proponent should also be aware that the entire proposal—including personal identifying information and any associated correspondence—is in the public domain and may be made publicly available at any time.

- Submit Proposal:**
1. Download and email this form and supporting documentation to: [BGNESEC@usgs.gov](mailto:BGNESEC@usgs.gov)
- OR 2. Send by mail to:  
U.S. BGN Executive Secretary, Domestic Names  
12201 Sunrise Valley Drive, MS-523  
Reston, VA 20192
- Contact Us:**  
[BGNESEC@usgs.gov](mailto:BGNESEC@usgs.gov)
- i. Save PDF using this format:  
'State\_GeographicNameProposed'
- ii. Email Subject: *ST\_GeographicName*
- Please note that anything submitted by mail will be delayed.*

## Naming Basics

Proposed Name:

Is this to change an existing name?  Y  N

*If yes, please provide the official name and Feature ID as it appears in [the Geographic Names Information System \(GNIS\)](#).*

Is this name in current local use?  Y  N

What is the Feature Type?

GNIS Name:

GNIS ID:

## Location Basics



Where is the feature?

Latitude:  (38.94741)

Longitude:  (-77.36839)



*General Location:*

State:

County:

City/Town/  
Township/  
Borough:

For Linear Features (e.g. stream or valley):

Mouth/Confluence

Latitude:  (38.94741)

Longitude:  (-77.36839)



*Public Land Survey System:*

*Section(s), Township, Range, Meridian*

Latitude:  (38.94741)

Longitude:  (-77.36839)

## Feature Description

*Physical shape, length, width, etc. (Maps can be submitted separately by email)*

## Name Details

### Name information:

*Please provide relevant information about the proposed name, such as origin, meaning, how long it has been in current use, as well as current or historical significance. Also include why you believe the feature requires a name or name change and why the proposed name is appropriate. Describe any documents that you will be submitting (separately by email) to support your proposal.*

**Please provide a list of supporting documentation, including any web links:**

*Examples: Published sources showing the proposed name or letters of support (local government, historical society, etc.).*

Is the name [commemorative](#)? Does the name honor or refer to a person or persons?  Y  N

*Please note that the BGN will only accept proposals for names that are intended to honor a person or persons deceased at least five years. The BGN will disapprove names that could be construed to honor living persons. The person being honored should have had either (1) some direct or long-term association with the feature, or (2) have made a significant contribution to the area, community, or State in which it is located; or (3) have outstanding national or international recognition. The BGN discourages the use of an individual's full name except to avoid ambiguity.*

*If yes, please provide the following:*

Honoree's Date of Birth:

Honoree's Date of Death:

Short biography and significance or association with the geographic feature: *(list any additional honorees here)*

Is the feature in a Wilderness Area or Wilderness Study Area?  Y  N  Unknown

*If yes, please provide your justification for making an exception to [the Wilderness Policy](#):*

*Please note that the BGN will not approve new names for unnamed features within wilderness areas or wilderness study areas, unless an overriding need can be demonstrated by the proponent.*

Is the name you are proposing intended to honor Native Americans, their language, or culture?  Y  N

*If yes, to ensure that the proposed name is appropriate, the BGN strongly advises proponents to work with Tribal Leaders, Tribal Historic Preservation Officers, and/or Native American linguists or other expert(s) associated with the Tribe to determine the acceptability of the proposed name and application. Please review [the BGN's Cultural Sensitivity for Native American Names guidance](#).*

*Proponents should also seek letters of endorsement from the governments (e.g., Tribal Councils) of any affected Tribes. Please indicate below, or in documentation submitted separately (with this proposal or any time after the proposal is submitted), any efforts to solicit Tribal input.*

## Additional Information +

Is there any local opposition or conflict with the proposed name?  Y  N

*If yes, please explain and describe any opposition:*

Additional notes, including any Tribal input details

## Proponent Information

*Please provide one form of contact (email preferred):*

 Proponent's Name:

Agency or Organization, if applicable:

 Email:

 Mailing Address:

 Phone:

 Are you completing this form for someone else?  Y  N

*If yes, please fill out the following:*

Completed by:  
Full Name:   
Email:   
Mailing Address:   
Phone:



**U.S. BOARD ON GEOGRAPHIC NAMES (BGN)**  
**GEOGRAPHIC NAME PROPOSAL RECOMMENDATION**

Proposed name:

\* Current official name:

This is to notify the U.S. Board on Geographic Names that the:

(Name of government entity, organization, or individual)  
recommends that the U. S. Board on Geographic Names:

**Approve the proposal ....**

**Reject the proposal .....**

**Other .....**

**Comments** (attach supporting documentation if appropriate):

Name and Title:

Address

Phone and Email

Signature and date (typed name is accepted as signature)

\* The official name of the geographic feature is the name listed in the [Geographic Names Information System](#)

**Return to:** U.S. Board on Geographic Names

[BGNEXEC@usgs.gov](mailto:BGNEXEC@usgs.gov)

Telephone: (703) 648-4550

12201 Sunrise Valley Drive

Mail Stop 523

Reston, VA 20192-0523



**To: Township Board**  
**From: Scott Hendrickson, Township Supervisor**  
**Date: August 20, 2024**  
**Re: Manager Review Process**

---

Among the many policies and procedures that could use an update is the manner by which the Township Manager receives an annual performance review. In the past, the Board each completed a short form and provided commentary on the Manager's performance that is summarized by the Township Supervisor and presented. This process does not include any input from the Staff, who ultimately and operationally work with the Township Manager to achieve the ends of the Township's goals.

As such, I have begun the process of crafting a more thorough review process that includes evaluations from staff as well as evaluations from Board Members and a draft of the policy can be found in this agenda item.

The basic premise is that a number of employees will be chosen randomly each September and will complete an evaluation form of the Township Manager. This is to be done anonymously and provided to the HR Director who will present the forms to the Board prior to their completion of the evaluation of the Manager. The Township Board will be able to use these documents as well as their own experiences with Manager to complete their evaluation forms (which may also be getting a face lift during this process) and send them in to be compiled.

Rather than summarizing, the Township Supervisor will draft an executive summary of the reviews and the entire packet (including the Executive Summary, the Manager Review Document from each Board Member, and the Employee's Reviews) will be presented for final approval by the Board in November for their consideration.

I believe this is a more transparent review process, which includes employee feedback, reduces the possibility that remarks or critiques will be misconstrued during summarization, and gives the Board increased information from the staff prior to their review of the Township Manager.

I present this draft for the Board's consideration with the hope to gain insight into whether the Board approves of the direction, and with the hope that we might move this forward for implementation as early as this year.

**Attachment:**

1. Proposed Manager Review Process

## Proposed Manager Review Process

### OVERVIEW

The goal of this process is to obtain the most accurate review possible of the Township Manager's performance over a year-long period. It is the Board's wish to do so in such a way that incorporates the feedback of the Board Members, the Township Manager's direct reports, other Township employees, and Board and Commission volunteers.

The deadline to complete the process of reviewing the Township Manager's performance should be on or before November 20<sup>th</sup> each year so that the current Board can review the managers performance in each of the years reviewed. Doing so will also give Boards time to consume the final report and consider its findings during years in which the Manager's contract must be negotiated or renegotiated.

Parties involved in the execution of this process will include the HR director, the Township Supervisor, members of the Township Board, and any union employees, non-union employees, and Boards and Commission volunteers selected to provide a review of the Manager.

### PROCEDURAL OUTLINE

1. One week prior to the second Township Board Meeting in September, the Director of Human Resources shall furnish to the Township Supervisor lists of employees and/or Boards and Commissions Volunteers that have been anonymized and assigned numbers.
  - a. *NOTE: If an employee/volunteer has reviewed the Township Manager in the last 4 years, they are to be excluded from the list of possible reviewers.*
  - b. The lists shall be subdivided as follows:
    - i. Boards and Commission Members
      1. *NOTE: This is to exclude the members of the Township Board*
    - ii. Non-Union Director Employees (MTEAM Members)
      1. *NOTE: This is to exclude the Township Manager*
    - iii. Administrative Professionals Bargaining Unit Members (TPOAM)
    - iv. Non-Supervisory Professionals Bargaining Unit Members (TPOAM) & Supervisory Professionals Bargaining Unit Members (TPOAM)
    - v. Public Works and Parks and Recreation Bargaining Unit Members (TPOAM)
    - vi. Police Officers Bargaining Unit Members (POAM)
    - vii. Police Command Bargaining Unit Members (CCLP)
    - viii. Firefighters Bargaining Unit Members (IAFF)
2. From these lists, the following number of anonymized respondents will be selected by the Township Supervisor:
  - a. Boards and Commissions: 2
  - b. Non-Union Directors: 2
  - c. Administrative Professionals: 1
  - d. Non-Supervisory Professionals: 2
  - e. Professional Supervisors: 1
  - f. Public Works and Parks and Recreation: 2
  - g. Police Officers: 2
  - h. Police Command: 1

- i. Firefighters: 2
3. The Director of Human Resources will notify the selected employees of their selection as reviewers and will provide the Township Manager/Employee Review Form, as approved by the Township Board.
  - a. NOTE: If an employee is unavailable due to leave of absence or other compelling reason, another employee will be selected by the Township Supervisor from the anonymized list of the same group.
4. The selected employees shall complete their Township Manager/Employee Review Form and return it to the Director of Human Resources by the first meeting of the Township Board in October.
5. The Director of Human Resources will provide the raw responses to the Township Supervisor and retain a copy.
6. The Township Supervisor shall collate the responses and provide them to the Township Board and copy the Director of Human Resources prior to the Board's second meeting in October.
  - a. NOTE: The Township Supervisor may format the results and responses but may not alter them.
7. The Director of Human Resources shall place on the agenda of the Township Board's second meeting in October a discussion to review the Manager Review Process and shall provide the Township Board/Manager Review Form, as approved by the Township Board, and the employee responses, as received from the Supervisor.
8. By November 1<sup>st</sup>, the Township Board shall complete their Township Board/Manager Review Forms and return them to the Township Supervisor and the Director of Human Resources.
9. The Township Supervisor shall collate the responses and may format the results and responses but may not alter them.
10. The Township Supervisor shall write an Executive Summary of the Township Manager Review that incorporates the reviews of the employees, Boards and Commissions members, and Township Board Members.
11. The Township Supervisor shall place on the agenda of the Township Board's first meeting in November an item for discussion and shall present the compiled Township Manager Review.
  - a. This agenda item will include a packet containing the following:
    - i. The Supervisor's Executive Summary
    - ii. The Township Board/Manager Review Forms from each Board Member
    - iii. The Township Manager/Employee Review Forms from each reviewer
12. The Township Supervisor shall place on the agenda of the Township Board's second meeting in November an item for action, and the Board shall on whether to accept the Township Manager's Annual Review.