



AGENDA
CHARTER TOWNSHIP OF MERIDIAN
TOWNSHIP BOARD – REGULAR MEETING
May 20, 2025 6:00 PM

1. CALL MEETING TO ORDER
2. PLEDGE OF ALLEGIANCE/INTRODUCTIONS
3. ROLL CALL
4. PRESENTATION
 - A. Introduction of New Police Officer-Keegan Crabb
 - B. Capital Area District Library Annual Report
5. CITIZENS ADDRESS AGENDA ITEMS AND NON-AGENDA ITEMS
6. TOWNSHIP MANAGER REPORT
7. BOARD MEMBER REPORTS OF ACTIVITIES AND ANNOUNCEMENTS
8. APPROVAL OF AGENDA
9. CONSENT AGENDA
 - A. Communications
 - B. Minutes
 - (1) September 21, 2023 Transportation Commission
 - (2) March 11, 2025 Senior/Community Center Task Force
 - (3) May 8, 2025 Regular Township Board Meeting
 - C. Bills
 - D. Downtown Development Authority Annual Report
 - E. Pins and Pints Special Gathering Permit and Liquor License Approval
 - F. LGBTQ+ Pride Resolution
 - G. DNR Water Trail Designation Application
 - H. Meridian Historical Village Memorandum of Understanding and Lease
 - I. 2025 Local Road Program Agreement
 - J. Downtown Development Authority Appointment
10. ACTION ITEMS
 - A. Personnel Policy Update
 - B. Fire Engine Sale
 - C. 2025 Order to Maintain Sidewalk Special Assessment District #21-Resolution #1 and #2
11. BOARD DISCUSSION ITEMS
 - A. Parking Ordinance Update
 - B. Health Savings Account Contributions
 - C. Board Goals and Action Plan
12. COMMENTS FROM THE PUBLIC
13. OTHER MATTERS AND BOARD MEMBER COMMENTS
14. ADJOURNMENT

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

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

Providing a safe and welcoming, sustainable, prime community.

A PRIME COMMUNITY
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9.A

**CONSENT AGENDA
BOARD
COMMUNICATIONS**

From: [REDACTED]
To: [Board](#)
Subject: Community & Senior Center
Date: Wednesday, May 7, 2025 8:43:51 AM

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

Dear Board of Trustees,

I am voicing my objection to the Board approving millage language for inclusion on the August ballot for construction of a large, combined senior and community center. I am not opposed to a smaller millage for construction of a smaller stand-alone senior center.

Property taxes in Meridian Township are some of the highest in the state of Michigan. The Michigan Department of Treasury has a property tax estimator available on their website. I have used it to try to find any other area in the state that has higher property taxes, and I couldn't. I tried every area I could think of, including Bloomfield Hills, Rochester, East Grand Rapids, Grosse Pointe, etc., yet still couldn't find any other city or township that places such a high financial burden on its residents.

Further increasing the burden by adding an operating millage and construction bond millage in excess of one mill for a community center will only serve to further push homeowners out of the area. A vote for a millage to further increase the financial burden on township residents, especially in the current economic environment, will be another vote to destroy the dream of home ownership for many and inhibit access to affordable housing.

In the last two meetings, I have heard Board members tout community support for a community center and millage increase, indicating it "was welcomed and supported on surveys". The survey presented at the Board meeting on 10/1/24 had a response of 392 residents from a community of 44,000. Given the question, "Would you be in support of a local millage to fill the gap in funding?", residents were pretty evenly split, especially when factoring in the margin of error. Township staff also presented at the 4/15/25 meeting a 2024 millage polling slide to indicate support for a millage increase. This information came from 301 respondents. Given that the results were 60-40, the margin of error would place the results somewhere around 50/50 for a millage increase here as well. Based on the number of residents I've heard speak before the Board recently, it would seem there is no grass roots support for a community center and higher property taxes.

My biggest concern is the lack of clarity presented around the financial data. The Board has a fiduciary responsibility and must perform due diligence to protect the taxpayers of this community. Understanding the math behind the projected costs and revenue is paramount to this endeavor. Information on expected cost vs. revenue for comparison and understanding is not clearly presented side by side, nor is it easily found or understood in the hundreds of pages of meeting handouts. As an example, on page 94 of the handouts for 5/8/25, the table is labeled as operating costs and construction costs, yet the data looks to be expected revenue, not expenses/costs. Is staff assuming cost to be the same as revenue? Or are the costs to operate listed on page 129 of the same handout the numbers that should be used? Has inflation been factored into the 10-year operating calculations? The public would be in a better position to understand the financial implications of such a large project if the data was

presented more clearly and thoroughly.

If operating costs and building costs are higher than projected, who bails this project out? It would be irresponsible to have the funds come from other essential township services, such as fire and police. Other community/senior centers in the state have large deficits every year (Portage, East Lansing, Farmington, etc.). It would be negligent to believe that Meridian Township would be any different. I was not able to locate any hard data from other community/senior centers presented to the Board to support the presumption of revenue by township staff, which seems highly inflated. The Board has a duty to fully understand all of the financial data and implications of this data to protect the financial stability of the township before presenting a millage proposal to the residents. There should not be a rush to approve millage language for the sole purpose of getting it on the ballot, so the township doesn't lose a 5-million-dollar grant. Spending in excess of 40 million dollars just to not lose 5 million doesn't make sense. Just because you can do something, doesn't mean you should and most certainly doesn't mean it is good for the community you represent. Just because taxpayers had .4 mills recently removed from our already overbearing tax burden doesn't mean you (the township) have an extra .4 mills to "spend".

Please protect the dream of home ownership and the residents of Meridian Township by being fiscally responsible and only voting for only a small millage proposal for a stand-alone senior center. Please be good stewards of the township's resources, with which you have been entrusted.

Respectfully submitted,

Kris Kloc



From: [REDACTED]
To: [Board](#)
Cc: [REDACTED]
Subject: Senior Center Advisory Board position on proposed facility
Date: Wednesday, May 7, 2025 9:31:20 PM
Attachments: [Memo to Township Board 5-7-2025.docx](#)

Good evening, members of the Meridian Township Board. T

The members of the Advisory Board continue to have reservations about the new facility as proposed by Progressive consultants.

1. The Advisory Board and our constituents should be actively engaged in planning the interior layout of a new Senior Center, whether it stands alone or is a wing of a Senior/Community Center, **before** a detailed plan is presented to the community in listening sessions and other publicity.
3. The Senior Center, stand-alone or wing, should have an entrance dedicated to seniors and central to dedicated senior parking rather than at a far end of parking. Entry should be controlled by key card, with a monitored doorbell for use by non-members. Monitoring should be similar to the system used at the current Senior Center, and Senior Center staff should not be used to monitor Community Center events.
5. If millages are sought for a combined Senior/Community Center, senior parking should be available in a gate-controlled lot using the entry keycard. The gate could be programmed to remain open when the Senior Center is closed (i.e., evenings and weekends).

If the Township Board decides to put the proposals for a stand-alone Senior Center on the August ballot and it is possible to amend the ballot language at this point, we strongly urge the Township Board to include language in the bond proposal assuring that the Senior Center will be built in such a way as to enable later addition of a Community Center, especially since this appears to be a condition of the \$5 million grant from the State. Possible language in bold:

For the purposes of paying the cost of constructing a new senior center facility, including, but not limited to the cost of acquiring, designing, constructing, furnishing and equipping this, and related improvements, parking and site improvements, shall the Charter Township of Meridian, Ingham County, Michigan, borrow a principal amount not to exceed \$4,940,000 and issue its general obligation unlimited tax bonds for all or a portion of that amount in one or more series payable over not to exceed 10 years from the date of issue of each series? **The senior center will be designed to accommodate the addition of a community center at a later date.**

Adoption of this proposal is conditioned on adoption of the Township Senior Center Operating millage at this election.

The Advisory Board anticipates that the Township will undertake an informational campaign over the summer regarding the proposed facility. We suggest that the impending demolition of the current Senior Center be featured prominently in this campaign.

Thank you for your consideration.

Submitted for the Advisory Board by

Barbara O'Kelly (she/her)

[REDACTED]

Okemos, MI 48864

[REDACTED]

May 7, 2025

TO: Meridian Township Board

FROM: Advisory Board, Meridian Senior Center:
Sonya Boruszewski, Jane Cheritt, Suzanne Leialoha, Jean McDonald, Barbara O'Kelly, Ellen Portnoy, Steve Vagnozzi

SUBJECT: Proposed Senior or Senior/Community Center

The members of the Advisory Board continue to have reservations about the new facility as proposed by Progressive consultants.

- 1) The Advisory Board and our constituents should be actively engaged in planning the interior layout of a new Senior Center, whether it stands alone or is a wing of a Senior/Community Center, **before** a detailed plan is presented to the community in listening sessions and other publicity.
- 2) The Senior Center, stand-alone or wing, should have an entrance dedicated to seniors and central to dedicated senior parking rather than at a far end of parking. Entry should be controlled by key card, with a monitored doorbell for use by non-members. Monitoring should be similar to the system used at the current Senior Center, and Senior Center staff should not be used to monitor Community Center events.
- 3) If millages are sought for a combined Senior/Community Center, senior parking should be available in a gate-controlled lot using the entry keycard. The gate could be programmed to remain open when the Senior Center is closed (i.e., evenings and weekends).

If the Township Board decides to put the proposals for a stand-alone Senior Center on the August ballot and it is possible to amend the ballot language at this point, we strongly urge the Township Board to include language in the bond proposal assuring that the Senior Center will be built in such a way as to enable later addition of a Community Center, especially since this appears to be a condition of the \$5 million grant from the State. Possible language in bold:

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The Advisory Board anticipates that the Township will undertake an informational campaign over the summer regarding the proposed facility. We suggest that the impending demolition of the current Senior Center be featured prominently in this campaign.

Thank you for your consideration.

From: [REDACTED]
To: [Board](#)
Subject: New community center
Date: Thursday, May 8, 2025 7:11:35 PM

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

I am opposed to any more taxes, as it is our taxes are substantially higher than other townships in Michigan. At the rate taxes are going up people will move out of the township, my husband and I have thought about it. We are 3rd generation in Haslett and have considered selling and moving out of Meridian Township.

Denise Sherman

From: [REDACTED]
To: [REDACTED]
Cc: [REDACTED] [Board](#)
Subject: Re: Water Meter and Water/Sewer Bill for 1473 Haslett Rd.
Date: Friday, May 9, 2025 4:43:32 PM

Hi Mr. Opsommer,

Thank you for clarity on the first indication that the meter may be malfunctioning.

You are correct in that installing a second water service line would allow each unit to be billed separately, and in the future this may be the route we choose to take. However, we cannot go back and change the circumstances that existed from 2021 to present. In this case, there was only one water service line for a shared space. The occupants shared the bill that was given by Meridian Township quarterly, being under the impression that Meridian Township was correctly/accurately billing the water usage and that the meter and transmitting devices were working appropriately.

While every customer has the ability to monitor their water usage at any time, there was no indication given by the township to the occupant/owner of 1473 Haslett Rd. that anything was wrong or malfunctioning. They were operating in good faith that the Township was accurate in their billing, and had no reason to think otherwise. Yet, as you have indicated the Township was first aware of possible malfunctioning on 5/1/23.

Had the occupants/owners been notified about this possible malfunction, they could have been proactive about looking into the matter themselves and potentially even collecting meter readings of their own, given this was a shared water service line between two units. This sort of open communication between the Township and residents helps everyone stay informed and able to act.

Indicating that, *“The Township can legally charge for underpayment within six years of the incorrect water bill being issued,”* **is a matter of public law.** We requested to be provided with the reference to the precise law/ordinance. The reply received was irrelevant: *“The Township does not share attorney-client privileged information.”* There is a statute of limitations for a utility overcharge or undercharge. **Please provide us with a reference to the law you were referring to?**

The Well Education Center will pay the remaining \$211.16 to avoid water shut off and will be pursuing the matter further.

Best regards,

Tiffany Morrow
The Well Education Center
thewell-educationcenter.com
1473 Haslett Rd. Haslett, MI
517-927-1501

On Thu, May 8, 2025 at 4:18 PM Dan Opsommer [REDACTED] > wrote:

Hi Tiffany,

The bill that is attached to this email was not mailed to you. It was generated and emailed to you yesterday. You paid \$24 dollars toward this bill on 3/20/25. You currently owe the remaining \$211.16.

May you offer some clarity on how long it was known that the meter at 1473 Haslett Rd. was malfunctioning?

We know based on our records that Public Works Department personnel identified your meter for replacement and scheduled an appointment to replace the meter on 1/10/25.

Putting this information together, it appears that the Township was not able to get readings on our meter as early as **2/1/23**. As early as **4/25/24 – 7/30/24** (the bill that was due 9/20/24) the Township was using the estimating method to calculate the utility bill, commonly used when a meter is malfunctioning. Therefore, was the Township's knowledge of the malfunctioning meter date **2/1/23** or **4/25/24**?

We collected a read on 2/1/23, so we were able to read your meter at this time. The first indication that something might be wrong, but it wasn't conclusive evidence that the meter was malfunctioning, was on 5/1/23 when we couldn't collect a read. Sometimes it is as simple as we drove by a little too fast that day to collect a read. We cannot fully assess the situation until we are able to inspect the meter on site.

Please provide us reference to this precise law/ordinance.

The Township does not share attorney-client privileged information.

As it relates to your other tenant, they were never a water and sewer customer; therefore, we cannot bill them. Every commercial landlord chooses whether or not to have water service lines and meters for each unit. If you install a second water service line, then we can meter each unit separately and create two accounts for this commercial building. When a commercial landlord chooses to have one water service line/meter for all units, all the units must fall under one account.

Every customer also has the ability to monitor their water usage at any time, which is covered under item 1 in our FAQ document that we provided you with.

We provided you with a detailed explanation of the bill on April 14 and reduced the bill. The bill is for

actual metered usage. If we have not received payment by 4:30 p.m. on Monday, May 20, we will have to shut the water off at 1473 Haslett Rd for nonpayment. If the bill is not paid by Monday, May 20 at 4:30 p.m., we will also be required to apply the 5% late fee penalty. As a reminder, we waived the late-fee penalty in April.

Sincerely,



Dan Opsommer

Deputy Township Manager

Director of Public Works & Engineering

[REDACTED]

Work: [REDACTED] | Fax: [REDACTED]

5151 Marsh Road | Okemos, MI 48864

From: Tiffany Morrow <[REDACTED]>
Sent: Thursday, May 8, 2025 12:37 PM
To: Dan Opsommer <[REDACTED]>
Cc: Scott Hendrickson <[REDACTED]>; PW <[REDACTED]>; [REDACTED];
Tim Schmitt <[REDACTED]>; Tim Dempsey <[REDACTED]>; Board
<Board@meridian.mi.us>
Subject: Re: Water Meter and Water/Sewer Bill for 1473 Haslett Rd.

Hi Mr. Opsommer,

Thank you again for your correspondence. We appreciate you sending the updated bill. Unfortunately, we never received the bill previously. **Can you let us know when this was sent out?**

May you offer some clarity on **how long it was known that the meter at 1473 Haslett Rd. was malfunctioning?**

One email stated: *“While we could not get reads 2/1/23 - 1/17/25, we billed you*

for 1,000 gallons of estimated usage on the bill that was due on 9/20/24.” And it was also stated that from 2/1/23 to 1/17/25 there was no water usage being reported to the township, and “We simply could not collect the read with our drive-by equipment” and “the transmitter had died.”

A later email stated – “As it relates to the estimated bill for 1,000 gallons (the bill that was due on 9/20/24), this bill was calculated for 1,000 estimated gallons of usage as this property often uses around 1,000 gallons per quarter. This method to calculate estimated water usage is allowed under the law and commonly used by utilities in Michigan when a meter is malfunctioning.”

Putting this information together, it appears that the Township was not able to get readings on our meter as early as **2/1/23**. As early as **4/25/24 – 7/30/24** (the bill that was due 9/20/24) the Township was using the estimating method to calculate the utility bill, commonly used when a meter is malfunctioning. Therefore, was the Township's knowledge of the malfunctioning meter date **2/1/23** or **4/25/24**?

Thank you for letting us know that personnel identified our meter for “replacement and scheduled an appointment to replace the meter on 1/10/25.” However, we still need clarity on the question: **how long was it known that the meter at 1473 Haslett Rd. was malfunctioning?**

Indicating that, “The Township can legally charge for underpayment within six years of the incorrect water bill being issued,” we requested to be **provided with the reference to the precise law/ordinance.** The reply received was, “The Township does not share attorney-client privileged information.” If the Township has legal rights to charge for underpayment within six years of incorrect water bills being issued, this should be indicated in public law and accessible to everyone, especially residents of the township. **Please provide us reference to this precise law/ordinance.**

The inspection records we mentioned are in response to the following

comment: *“In this case, the Township could not possibly know who is using how much water in the property... The Township has no knowledge of what tenants may or may not have occupied the building.”* While you are correct in that, the building inspection’s purposes were to *“ensure the space didn’t have any violations from a building code perspective”* it does provide record to who occupied the space and when, corroborating the claims of an inequitable charge to the current occupants of 1473 Haslett Rd.

Due to historical billing records for 1473 Haslett Rd., when water had been accurately transmitting readings to the township, from 5/3/21 to 2/1/23 the amount of water usage was approximately or **less than 1000 gallons per year**. Based on bill records during the “estimated” time period from 2/1/23 to 10/30/2024 the amount of water usage was **less than 1000 gallons per year**.

However, the claim is being made by the township that according to the meter the actual usage of water from 2/1/23 to 1/17/25 was **17,000 gallons**.

The Well Education Center occupied and functioned on one side of 1473 Haslett Rd. from August of 2020 to present. In August of 2022 the other side of 1473 Haslett Rd. was rented by a barbershop/hair stylist. The barbershop/hair stylists remained at 1473 Haslett Rd. until March of 2024. This information can all be corroborated through Meridian Township building inspections.

Upon the exit of the barbershop/hair stylist the water usage returned to **less than 1000 gallons per year**.

Therefore, it is evident that the barbershop/hair stylist were responsible for the increase in water usage being claimed by Meridian Township.

However, as the barbershop/hair stylist left 1473 Haslett Rd. in March of 2024, the retroactive 17,000-gallon water bill has been required to be paid by The Well Education Center, who is not responsible for that extent of water usage.

While we understand that the *“township doesn’t retroactively create a utility billing account for this tenant,”* and *“can only bill customers”*, the current occupants/owner of 1473 Haslett rd. is being inequitably charged with this retroactive bill, requiring they pay for water they did not use.

Due to lack of information being provided by Meridian Township to the occupants/owner of 1473 Haslett road during the duration of a malfunctioning meter, which the township was aware of, and then retroactively charging for 17,000 gallons of water used by a tenant that has now left the premise, allows the current occupants of 1473 Haslett road to raise the equitable defense of laches to remedy the retroactive water/sewer bill from Meridian Township.

We request that Meridian Township rescind their retroactive bill from 1473 Haslett Rd. or further legal action may be pursued.

I certainly hope we can come to an understanding on what is fair in this matter. Thank you for your time, Mr. Opsommer.

Best regards,

Tiffany Morrow

The Well Education Center

thewell-educationcenter.com

1473 Haslett Rd. Haslett, MI

517-927-1501

On Wed, May 7, 2025 at 3:56 PM Dan Opsommer <[REDACTED]> wrote:

Hi Tiffany,

The updated bill based on 2023-2025 rates is attached. Here are the answers to your other questions:

Please indicate in writing how long it was known that the meter at 1473 Haslett Rd. was malfunctioning?

We know based on our records that Public Works Department personnel identified your meter for replacement and scheduled an appointment to replace the meter on 1/10/25.

Please provide us reference to this precise law/ordinance.

The Township does not share attorney-client privileged information.

In the case of a meter malfunctioning, the property owner does not have access to accurate water readings, unless they perform the readings themselves. If the property owner is unaware that there is a malfunction, they do not possess adequate knowledge to compel them to take meter readings of their own.

Property owners have access to their water meter readings at all times. [How to read your water meter is summarized under item one of our Utility Billing FAQ document.](#) Please remember that your meter never stopped tracking your usage. The dial was always updating. We simply could not collect the read with our drive-by equipment.

We understand that Ordinance 78-96 states that there are no free water services in the Township. We also understand that under-billing occurred due to a malfunction of a Township meter. Adequate information about an underperforming or mal-performing meter was not provided to the owner or occupant of 1473 Haslett Rd., which – had they been informed - would have enabled them to take meter readings of their own to ensure appropriate billing was taking place.

In our emails below, we apologized that we did not schedule an appointment to replace the transmitter that died sooner.

The inspections that you refer to toward the end of your email were building inspections, not related to water and sewer/utility billing services. The building inspections were to ensure the space didn't have any violations from a building code perspective. While this suggests when a tenant may have

moved into the space, it doesn't retroactively create a utility billing account for this tenant. We can only bill customers, and that tenant was never a water and sewer customer.

Please let us know if you have any questions.

Thanks,



Dan Opsommer

Deputy Township Manager

Director of Public Works & Engineering

[Redacted]

Work: [Redacted] | Fax: [Redacted]

5151 Marsh Road | Okemos, MI 48864

From: Tiffany Morrow <[Redacted]>
Sent: Tuesday, May 6, 2025 10:51 AM
To: Dan Opsommer <[Redacted]>
Cc: Scott Hendrickson <[Redacted]>; PW <[Redacted]>;
[Redacted]; Tim Schmitt <[Redacted]>; Tim Dempsey
<[Redacted]>; Board <Board@meridian.mi.us>
Subject: Re: Water Meter and Water/Sewer Bill for 1473 Haslett Rd.

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

[Redacted]

Hello again Mr. Opsommer,

One more question. We received an email with the following information on Monday April 14. However, we never received this bill as noted at the bottom of the email. Yesterday we received a bill in the mail with differing information. Please see attached image.

Since the usage occurred over three different years, we have recalculated your bill based on the water and sewer rates for each calendar year:

Year	Months	Usage	Water Rate	Water Amount	Sewer Rate	Sewer Amount
2023	11	7333.333333	\$5.57	\$40.85	\$7.08	\$51.92
2024	12	8000	\$5.96	\$47.68	\$7.58	\$60.64
2025	1	666.6666667	\$7.15	\$4.77	\$7.96	\$5.31
Total:	24	16000		\$93.29		\$117.87

Average Monthly Usage: 666.6666667

Water Usage Total: \$93.29

Water Ready-to-Serve: \$12.00

Sewer Usage Total: \$117.87

Sewer Ready-to-Serve: \$12.00

Total Amount Owed: \$235.16

The Township does not discount actual usage as that requires water and sewer rates to be increased to cover the fixed cost to maintain the infrastructure of the water and sanitary sewer distribution systems. However, we are waiving the \$12.09 late fee for the bill that was due on 3/20/25 as your bill does need to be recalculated.

We will have our Utility Billing Department put together a formal bill in this amount in the next 48 hours and follow up once it is ready.

Best regards,

Tiffany Morrow

The Well Education Center

thewell-educationcenter.com

1473 Haslett Rd. Haslett, MI

517-927-1501

On Mon, May 5, 2025 at 4:22 PM Tiffany Morrow <thewelleducation@gmail.com> wrote:

Hello Mr. Opsommer,

Thank you for taking the time to explain things and offer the requested information to the best of your ability.

We presently have the following questions and requests.

The email we received stated that regarding the estimated bills for 1,000 gallons, *"This method to calculate estimated water usage is allowed under the law and commonly used by utilities in Michigan when a meter is malfunctioning"*. **Please indicate in writing how long it was known that the meter at 1473 Haslett Rd. was malfunctioning?**

We understand that there is a contractual relationship between the Township and property owners. As mentioned in the previous email *"The Township can legally charge for underpayment within six years of the incorrect water bill being issued."* **Please provide us reference to this precise law/ordinance.**

It was also stated in the previous email that within this contractual agreement *"The property owner knows how much water is being used, has access to its water usage history, receives the water bills, etc.."* In the case of a meter malfunctioning, the property owner does not have access to accurate water readings, unless they perform the readings themselves. If the property owner is unaware that there is a malfunction, they do not possess adequate knowledge to compel them to take meter readings of their own.

We understand that Ordinance 78-96 states that there are no free water services in the Township. We also understand that under-billing occurred due to a malfunction of a Township meter. Adequate information about an underperforming or mal-performing meter was not provided to the owner or occupant of 1473 Haslett Rd., which – had they been informed - would have enabled them to take meter readings of their own to ensure appropriate billing was taking place.

Meridian Ordinance Section 78-97 states: "*Charges for all water services rendered by the system shall be billed and collected at least quarterly.*" 1473 Haslett Road was not billed for all water services in the quarterly time frame noted in this ordinance. This seems to prove contrary to the Ordinance.

On a final note, the Township is correct in that all water usage at 1473 Haslett Rd. is read through one meter. The email received stated, *"In this case, the Township could not possibly know who is using how much water in the property... The Township has no knowledge of what tenants may or*

may not have occupied the building and it would be up to the various tenants and the landlord to make assumptions in regard to how much water respective tenants were using.” However, both The Well Education Center and The Fringe (Barbershop/Hair Salon) received initial inspections by Meridian township when they moved into 1473 Haslett Rd. and took up official business occupancy. Furthermore, The Fringe received an initial inspection by Meridian Township when they moved directly from 1473 Haslett Rd. to 1491 Haslett Rd. Therefore, per inspection records, Meridian Township has records denoting exact dates when The Fringe occupied 1473 Haslett Rd. and can be examined in conjunction with water usage records, which will coincide precisely with the increase of water usage at 1473 Haslett Rd. as mentioned in the previous email. The defense of laches is applicable in cases in which a corresponding change of material condition results in prejudice to a party, in this case The Well Education Center.

Thank you again for your time and looking forward to your reply.

Best regards,

Tiffany Morrow

The Well Education Center

thewell-educationcenter.com

1473 Haslett Rd. Haslett, MI

517-927-1501

On Fri, Apr 25, 2025 at 2:52 PM Dan Opsommer <opsommer@meridian.mi.us> wrote:

Hi Tiffany,

Thank you for your email. We do not collect water meter reads in-person. We collect reads by driving by or near your home with an instrument that collects reads. Therefore, a picture of the meter read is not generated during the meter reading process. However, I have attached a screenshot of your account and highlighted in blue where the read in question is located in the history table of the account for this property. Meter reads get journalized when the bills are calculated. Staff cannot edit the read once it has been journalized, so this read has been fixed in our software since the bill was calculated on 3/1/23.

As it relates to the estimated bill for 1,000 gallons (the bill that was due on 9/20/24), this bill was

calculated for 1,000 estimated gallons of usage as this property often uses around 1,000 gallons per quarter. This method to calculate estimated water usage is allowed under the law and commonly used by utilities in Michigan when a meter is malfunctioning. However, water usage often varies greatly as customers can experience leaks that result in higher water usage, changes in intentional water consumption, etc.

All water and sewer billing is based on how the property owners/tenants choose to open the account/s for the specific property. In the case of 1473 Haslett Rd, there is only one water service line and one water meter serving the property. Therefore, all water usage at this address is read through one meter and there is no way to distinguish how much one unit is using versus another historically. Landlords can choose to privately sub-meter different units if they are leasing space to multiple tenants and want to ensure each tenant is paying for their respective water usage. Or, landlords can choose to pay to have a second water service line installed so multiple Township meters can be installed for each respective unit, which is what landlords typically do for multi-unit commercial buildings.

In this case, the Township could not possibly know who is using how much water in the property and charges the customer listed on the account for the property as a whole for the total water usage accordingly as the Township's services are provided to the accountholder, only. The Township has no knowledge of what tenants may or may not have occupied the building and it would be up to the various tenants and the landlord to make assumptions in regards to how much water respective tenants were using.

All properties in the Township are subject to the Township ordinances and the terms and conditions of utilities, including water. Property owners are initially given a water and sewer permit, and in exchange, the Township provides the property with water and sewer, creating a contractual relationship between the Township and the property owner. The Township can legally charge for underpayment within six years of the incorrect water bill being issued. The property owner knows how much water is being used, has access to its water usage history, receives the water bills, and should inquire if the bill is either lower or higher than expected. Water customers may also read their own meters to track their water usage.

The Township has been working diligently to update its meters and correct the situation caused by the previous supply chain and staffing shortages. Meridian Ordinance Section 78-96 provides that there are no free water services in the Township. The under-billing that occurred resulted in free water services being provided to 1473 Haslett Rd., which is contrary to the Ordinance and must be rectified through these corrected bills.

The Township does not discount water usage as it requires rates to be increased on all of the other customers in order to fund the fixed cost of maintaining the water and sewer distribution

systems. I respectfully refer you to the [FAQ on the Township's website](#). Specifically, with regard to the question whether water bills are negotiable, customers are advised as follows: "In fairness to all of our customers, the Township does not negotiate water bills. Bills are based on the amount of water that was used as there is a cost to every gallon of water that needs to be treated and delivered to homes/businesses. There is also a cost to every gallon of resulting sanitary waste that needs to be collected and treated after it is used by the home/business."

If it is of interest to you, we can work with you, like we have with other Township residents, to set up a payment plan for the amounts due. Please let us know if you have any questions.

Sincerely,



Dan Opsommer

Deputy Township Manager

Director of Public Works & Engineering

[Redacted]

Work: [Redacted] | Fax: [Redacted]

5151 Marsh Road | Okemos, MI 48864

From: Tiffany Morrow <[Redacted]>
Sent: Monday, April 21, 2025 12:54 PM
To: Dan Opsommer <[Redacted]>; Board <Board@meridian.mi.us>
Cc: Scott Hendrickson <[Redacted]>; PW <[Redacted]>;
[Redacted]; Tim Schmitt <[Redacted]>; Tim Dempsey
<[Redacted]>
Subject: Re: Water Meter and Water/Sewer Bill for 1473 Haslett Rd.

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

Dear Dan & The Meridian Township Board,

Thank you for your explanation of the current quarters bill and the new breakdown of how the cost of the bill was estimated.

This email has stated that the last actual water reading was on 2/1/23. Assumably this reading was taken in person. **We request an image of**

From: [REDACTED]
To: [REDACTED] Board
Cc:
Subject: Re: Objections to the repeated display of a racist symbol by Meridian Township Police department
Date: Wednesday, May 14, 2025 4:24:34 PM

Dear Brendan,

Thank you for your email.

The Township Board always appreciate hearing from our residents when they have concerns such as this and we want to make sure that we have the challenging conversations when necessary.

Our diversity in Meridian Township is what makes us so great and I'm sure that there are ways that we can show our support for our police department that are productive and constructive.

I have copied our Township Manager and our Police Chief on this email so that they are aware of the email. Our Manager oversees the day-to-day operations of the Township and is entrusted to address concerns like these.

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

Sincerely,

Scott Hendrickson

Supervisor, Meridian Township

[REDACTED]
5151 Marsh Road | Okemos, MI 48864



A Prime Community

From: Brendan Watson <[REDACTED]>
Sent: Wednesday, May 14, 2025 3:24 PM
To: Board <Board@meridian.mi.us>
Subject: Re: Objections to the repeated display of a racist symbol by Meridian Township Police department

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

[REDACTED]

Here is the image I meant to attach with my previous email.

On Wed, May 14, 2025 at 3:20 PM Brendan Watson <[REDACTED]> wrote:
Dear Board Members,

I am writing to object to the offensive display of an overtly racist and anti-American symbol by the Meridian Township police department. In addition to the attached Facebook post, images are repeatedly shared on the department's Facebook page with the overtly racist "Thin Blue Line" flag displayed in the department's headquarters.

Let me start by saying, I support the dedicated men and women who serve our communities honorably as law enforcement officers. I believe wholeheartedly we should celebrate their dedicated service and memorialize those law enforcement officers who have tragically lost their lives in service to our communities. I do not take exception to that.

However, at the same time we need to realize that the "Thin Blue Line" flag, whether intentionally or due to being co-opted with those with less than civically-minded, honorable intentions, has become imbued with overtly racist meaning. And we should be able to also come together to recognize and condemn those racist intents and agree that the "Thin Blue Flag" should not be officially flown or displayed anywhere by the township. This "flag" did not grow in prominence until it was used as a racist, White nationalist rebuttal to the Black Lives Matter racial justice movement and has since been repeatedly flown in right-wing, White nationalist rallies, including the January 6 riots on our nation's capital. There [is a good summary of the flag's history, its meaning, and racist intentions \(including, why various cities and police departments have banned its display\) here.](#)

You don't even have to agree that the "Blue Line" flag is overtly racist to be able to understand and appreciate why the flag would be offensive to many of the township's residents and why its repeated and casual display should be an affront to the idea that the police department should serve our *entire* community honorably.

I do not necessarily think that a city ban on the flag is necessary. But I would hope that board members could have a productive conversation with leadership from the police department to explain why the flag is viewed by many as an offensive, overtly racist symbol and why its display - and especially a casual display in official departmental channels of communication - is extremely inappropriate and unbecoming for the township's police department.

Sincerely,

Brendan Watson



Charter Township Of Meridian, Ingham County
Legal Ad Notice: Land Preservation Advisory Board
Wednesday, May 14, 2025

Charter Township of Meridian
Land Preservation Advisory Board

The Charter Township of Meridian Land Preservation Advisory Board will conduct its organizational site visit meeting on Wednesday, May 14, 2025 at 6:00 pm to conduct an ecological review located at 5273 Meridian Road, Williamston, Michigan 48895.

The Land Preservation Advisory Board will discuss the findings of the ecological review at the next scheduled regular meeting on the following dates:

Wednesday, June 11, 2025 6:00 pm

Wednesday, August 13, 2025 6:00 pm

Angela Demas
Meridian Township Clerk

Posted: May 13, 2025



CHARTER TOWNSHIP OF MERIDIAN, INGHAM COUNTY

LEGAL AD NOTICE: PUD #25012 (Hulett Road Estates)

MONDAY, June 9, 2025

CHARTER TOWNSHIP OF MERIDIAN
LEGAL NOTICE
Planned Unit Development #25012 (Hulett Road Estates)
Public Hearing

Notice is hereby given that the Planning Commission of the Charter Township of Meridian will hold a public hearing on Monday, June 9, 2025 at 6:30 p.m. in the Meridian Municipal Building, Town Hall Room, 5151 Marsh Road, Okemos, MI, 48864 to hear all persons interested in a planned unit development (PUD) request. Jim Giguere has proposed a planned unit development consisting of 6 lots. The approximate 5-acre parcel is zoned RA (Single-Family Residential) located at 3560 Hulett Road.

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.

Comments may be sent prior to the public hearing by writing to the Planning Commission, Charter Township of Meridian, 5151 Marsh Road, Okemos, Michigan, 48864, by phone at phone 517-853-4576, or by email at shorkey@meridian.mi.us. Comments may also be given in person at the public hearing.

Publish: City Pulse
May 21, 2025

Angela Demas
Township Clerk

1 Affidavit, please



CHARTER TOWNSHIP OF MERIDIAN, INGHAM COUNTY

LEGAL AD NOTICE: Special Use Permit #25009

3544 Meridian Crossing - Ace Hardware

MONDAY, June 9, 2025

CHARTER TOWNSHIP OF MERIDIAN

LEGAL NOTICE

**Special Use Permit #25009 - 3544 Meridian Crossing - Ace Hardware
Public Hearing**

Notice is hereby given that the Planning Commission of the Charter Township of Meridian will hold a public hearing on Monday, June 9, 2025 at 6:30 p.m. in the Meridian Municipal Building, Town Hall Room, 5151 Marsh Road, Okemos, MI, 48864 to hear all persons interested in a request from Ace Hardware to allow outdoor storage and retail sales at an existing hardware store at 3544 Meridian Crossing Drive. The approximate 2.7 acre site is zoned C-2 (Commercial).

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

Comments may be sent prior to the public hearing by writing to the Planning Commission, Charter Township of Meridian, 5151 Marsh Road, Okemos, Michigan, 48864, by phone at phone 517-853-4576, or by email at shorkey@meridian.mi.us. Comments may also be given in person at the public hearing.

Publish: City Pulse
May 21, 2025

Angela Demas
Township Clerk

1 Affidavit, please



9.B

**CONSENT AGENDA
PROPOSED BOARD MINUTES**

PROPOSED MOTION:

- (1) Move to approve and ratify the minutes of the Regular Meeting of the Township Board of May 8, 2025, Transportation Commission Minutes of September 21, 2023 and Senior/Community Center Task Force Minutes of March 11, 2025 as submitted. (1)**

ALTERNATE MOTION:

- (1) Move to approve and ratify the minutes of the Regular Meeting of the Township Board of May 8, 2025 Transportation Commission Minutes of September 21, 2023 and Senior/Community Center Task Force Minutes of March 11, 2025 with the following amendment(s):[insert amendments]**

CHARTER TOWNSHIP OF MERIDIAN
REGULAR MEETING TOWNSHIP BOARD **-DRAFT-**
5151 Marsh Road, Okemos MI 48864-1198
517.853.4000, Township Hall Room
THURSDAY, May 8, 2025, 6:00PM

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

ABSENT: None

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

1. CALL MEETING TO ORDER

Supervisor Hendrickson called the May 8, 2025, Regular Township Board meeting to order at 6:01 pm.

2. PLEDGE OF ALLEGIANCE/INTRODUCTIONS

Supervisor Hendrickson led the Pledge of Allegiance.

3. ROLL CALL

Deputy Clerk Gordon called the roll of the Board.

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

4. CITIZENS ADDRESS AGENDA ITEMS AND NON-AGENDA ITEMS

Supervisor Hendrickson opened Public Comment at 6:01 pm

Gaylord Mankowski spoke regarding Santas First Responders.

Jeff Kessner opposed Joint Senior/Community Center.

Larry Ezzo opposed Joint Senior/Community Center.

Beth Bechtel opposed Joint Senior/Community Center.

Heidi Doherty opposed Joint Senior/Community Center.

Steve Vagnozzi opposed Joint Senior/Community Center.

Kris Kloc opposed Joint Senior/Community Center.

David Kloc opposed Joint Senior/Community Center.

Neil Bowlby opposed Joint Senior/Community Center.

Dave Batten opposed Joint Senior/Community Center.

Joe Fox opposed Joint Senior/Community Center.

Timothy Zeigler opposed Joint Senior/Community Center.

Nathaniel Marriott opposed Joint Senior/Community Center.

Stacey Tadgerson opposed Joint Senior/Community Center.

Barbara O'Kelley opposed Joint Senior/Community Center.

Ciney Rich opposed Joint Senior/Community Center.

Closed public comment at 6:38 pm

5. TOWNSHIP MANAGER REPORT

Manager Dempsey gave updates on:

- Goal setting for the Board will begin at the next meeting.
- Listening Sessions schedule has been set.
- Attended Road Diet meeting regarding Mount Hope Rd, information is available on the Ingham County Road Department website.
- Announced upcoming Township events.

6. BOARD MEMBER REPORTS OF ACTIVITIES AND ANNOUNCEMENTS

Supervisor Hendrickson spoke about the Joint Meeting with Local Governments & Schools and the Hulett Road meeting with residents.

Clerk Demas congratulated Deputy Clerk Gordon on becoming MiPMC certified.

Trustee Wilson attended the Mount Hope Road open house, and wanted the public to know that the construction will not last a long time.

Trustee Lentz spoke about the Environmental Commission meeting.

Treasurer Deschaine attended the Ingham Health Committee meeting.

Trustee Sundland attended the Hulett Road meeting with residents and the Economic Development Corporation (EDC) meeting.

7. APPROVAL OF AGENDA

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

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

NAYS: NONE

Motion carried: 7-0

8. CONSENT AGENDA

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

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

NAYS: None

Motion carried: 7-0

9. ACTION ITEMS

A. Brownfield/Housing TIF Program and Procedures Amendment

Director Clark gave an overview of the discussion that has occurred to date. The Brownfield Redevelopment Authority has approved the amendment.

Trustee Trezise moved to adopt the modifications to the Brownfield Redevelopment Authority Program policies and procedures incorporating the proposed changes, permitting housing as an eligible activity under PA 90 of 2023. Supported by Trustee Lentz.

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

NAYS: None

Motion carried: 7-0

At 6:54 pm Supervisor Hendrickson called a recess. The board reconvened at 7:01 pm.

B. Senior/Community Center

Deputy Manager Opsommer outlined the discussion that has occurred to date and gave an overview of the options presented to the board.

Board members asked for clarification regarding operation cost estimates, total cost, anticipated revenue and use of the building. Board members also asked for more details regarding the potential for lowering the millage rate, about modifications to the Option 1 proposal for utilization by all of the community, and for a timeline should a millage question need to be postponed until November.

Board members expressed concerns about the way in which the material has been presented, the time frame under which the millage discussion has been presented to

residents, the economic effect of an additional millage on residents, and the potential for a millage request to fail leaving the senior group without a senior center.

Board members commented they have spoken to community members interested in this project including those unable to attend the meetings, noted the needs expressed by residents for community spaces, and thanked staff and task force members for the time and care that has been taken to craft these proposals.

Some board members indicated their support for Option 1, other board members indicated their support for Option 4a.

Treasurer Deschaine moved to adopt the resolution authorizing the ballot proposal for a 10-year senior center operating millage and to submit the question to the voters at an election to be held on August 5, 2025. Supported by Clerk Demas.

Withdrawn by Treasurer Deschaine.

Trustee Wilson moved to adopt the resolution authorizing the ballot proposal for the Community and Senior Center bond option 4a. Supported by Trustee Lentz.

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

NAYS: Trustee Sundland, Clerk Demas, Treasurer Deschaine,

Motion carried: 4-3

Trustee Wilson moved to adopt the resolution authorizing the ballot proposal for a 10-year Community and Senior Center operating millage option 4a and to submit the question to the voters at an election to be held on August 5, 2025. Supported by Trustee Trezise.

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

NAYS: Clerk Demas, Treasurer Deschaine

Motion carried: 5-2

At 9:27 pm Supervisor Hendrickson called a 5-minute recess. The board reconvened at 9:33.

10. BOARD DISCUSSION ITEMS

A. Meridian Historical Village Memorandum of Understanding

Director Wisinski gave an overview of the packet item with some historical context.

Board members asked about the additional work the Parks and Public Works staff has contributed to the Historical Village since the last MOU was signed, noted some edits, and asked for clarity that this contract reflects work currently being done since the last MOU was signed.

Seeing no concerns, Supervisor Hendrickson recommended this be put onto the consent agenda for the next meeting pending the attorney's approval.

B. Fire Engine Sale

Manager Dempsey gave an overview of the agenda item, indicating that a purchase agreement would be provided at the next meeting should the Board choose to sell the engine to the charity organization.

Board members indicated their support.

11. COMMENTS FROM THE PUBLIC

Opened at 9:50 pm

Barbara O'Kelley regarding Senior/Community Center.

Closed at 9:51 pm

12. OTHER MATTERS AND BOARD MEMBER COMMENTS

Clerk Demas commented about the upcoming election.

13. ADJOURNMENT

Treasurer Deschaine moved to adjourn. Seconded by Trustee Wilson

VOICE VOTE

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

NAYS: NONE

Motion carried: 7-0

The meeting adjourned at 9:52 pm

Scott Hendrickson
Township Supervisor

Angela Demas
Township Clerk



Charter Township of Meridian
Meridian Transportation Commission
5151 Marsh Road, Okemos, MI 48864
Thursday, September 21, 2023 – Minutes

Members Present: Trustee Sundland, Commissioner Potter, Commissioner Robertson, Commissioner Frierson, and Planning Commission Liaison McCurtis

Members Absent: Chair Lovell, Vice-Chair Hudson

Others Present: Senior Planner Shorkey, DPW Director Opsommer, Police Chief Grillo

1. CALL MEETING TO ORDER
Commissioner Potter called the meeting to order at 6:09 PM
2. APPROVAL OF THE AGENDA
MOTION BY COMMISSIONER FRIERSON TO APPROVE THE AGENDA AS PRESENTED. SUPPORTED BY COMMISSIONER ROBERTSON. MOTION PASSES 4-0
3. APPROVAL OF THE MINUTES
Motion by Commissioner Robertson, 2nd by Commissioner Frierson to accept the May 18th minutes as written. Passed 4-0
4. COMMUNICATIONS
Senior Planner Shorkey described the MDOT STOC Flyer.
5. PUBLIC REMARKS
None
6. COMMISSION DISCUSSION
 - A. Redi Ride Discussion
Andrew Brieschke, CATA Deputy CEO, and Craig Frazer, CATA Paratransit Manager, introduced themselves and gave their presentation to the Transportation Commission. Discussion followed.

Commissioner Frierson asked for an explanation for the difference between ‘no shows’ versus ‘canceled’ trips. Commissioner Potter asked if canceled trips are surveyed. Mr. Frazer said yes; most common reason is illness. Commissioner McCurtis asked if Redi Ride service is available to high school students. Mr. Frazer said yes, if bus services are unavailable. Commissioner Potter asked if Redi Ride vehicles are tracked. Mr. Frazer said that they are.

Mr. Brieschke said that CATA was open to discussing new ridership locations. After discussion about out of township locations, the following:

MOTION BY COMMISSIONER ROBERTSON TO SWAP OUT THE AQUATIC CENTER FOR MCCLAREN HOSPITAL. SUPPORTED BY COMMISSIONER FRIERSON. COMMISSIOER POTTER ASKED TO MODIFY THE MOTION TO ADD MCCLAREN HOSPITAL INSTEAD OF SWAPPING IT FOR THE AQUATIC CENTER. MOTION PASSES 4-0

Mr. Brieschke informed the Transportation Commission that CATA sent out an RFP to look for a third party to provide microtransit services. Discussion followed and the Transportation Commission asked about directions of travel, start date, fares, passenger interface, and funding.

B. Local Road Program Update

DPW Director Opsommer described recent Township road activities. Commission Potter asked for an update on the chip and fog replacement. DPW Director Opsommer updated the Transportation Commission about the status of the MSU to Lake Lansing Trail; Phase 1 should open in October, Phase 2 was delayed by EGLE and should open about June in 2024.

DPW Director Opsommer discussed Township local road preservation measures. Commissioner Frierson asked how the Township's PASER rating would be affected in the future.

C. Master Plan Discussion

Senior Planner Shorkey summarized his memo and showed the draft Master Plan to the Transportation Commission. Senior Planner Shorkey described his draft language about neighborhood lighting. Commissioner Potter complimented the draft Master Plan and asked how neighborhood lights could be funded. DPW Director Opsommer described how residents can request neighborhood lights and how they are funded. Senior Planner Shorkey thanked the Transportation Commission for their comments.

7. PROJECT UPDATES

A. MDOT M-43 Project Update

DPW Director Opsommer said that the project has been completed. Commissioner Potter asked about the pedestrian islands and noted that two of the three have been hit by cars and asked if any law enforcement had been involved. Police Chief Grillo said that he would look into that.

Commissioner Potter asked Police Chief Grillo to discuss the recent pedestrian accident on Kinawa Drive. Police Chief Grillo described the incident and let the Transportation Commission know that he is discussing safety measures with the Okemos Superintendent. Further discussion about pedestrian islands and traffic safety followed.

B. Local Roads and Other Construction Projects Update

Commissioner Potter said that DPW Director Opsommer already covered this and moved on.

8. REPORTS/ANNOUNCEMENTS

Trustee Sundland updated the Commission about the Board's activity; formally introduced Police Chief Grillo and discussed the Township budget. Commissioner Frierson asked Police Chief Grillo about recruitment. Police Chief Grillo described recruitment efforts.

Trustee Sundland informed the Transportation Commission about the Board's listening sessions and let them know that marijuana applications have been approved.

Commissioner McCurtis updated the Commission about the Planning Commission's activity and let the Transportation Commission know about the Master Plan update and that the Planning Commission recommended it to be distributed. Commissioner McCurtis said that the Planning Commission also discussed neighborhood lights and ADUs. Senior Planner Shorkey further described the ADU ordinance.

Commissioner Potter complimented the new pedestrian bridge on the MSU trail and asked DPW Director Opsommer for an update on the MSU trail. DPW Director Opsommer updated the Transportation Commission about the status of the MSU to Lake Lansing Trail; Phase 1 should open in October, Phase 2 was delayed by EGLE and should open about June in 2024.

Commissioner Potter asked if Township trails could be pruned earlier in the year. DPW Director Opsommer said that he had looked at the pictures that Commissioner Potter had sent him and that it looked like a code enforcement issue. Further discussion.

9. NEXT MEETING DATES

Planning Commission Meeting September 25, 2023

Township Board Meeting October 3, 2023

Transportation Commission Meeting November 16, 2023

10. ADJOURNMENT

MOTION BY COMMISSIONER FIERSON TO ADJURN. SUPPORTED BY COMMISSIONER RICHARDSON at 7:52. MOTION PASSES 4-0.



Charter Township of Meridian
Senior/Community Center Task Force
Township Municipal Building, 5151 Marsh Road, Okemos, MI 48864
Tuesday, March 11, 2025 – Minutes

Members

Present: Scott Hendrickson, Michele Steed, Steve Vagnozzi, John Hood, Mary Nardo Farris, Josh Robertson, Patrick Malley, Suchir Nagisetty, and LuAnn Maisner

Members

Absent: None

Staff

Present: Township Manager Tim Dempsey, Community Planning & Development Director Timothy Schmitt, and Parks and Recreation Director Courtney Wisinski

Others

Present: None

1. CALL MEETING TO ORDER

Supervisor Hendrickson called the meeting to order and called the roll at 6:02 pm.

2. PUBLIC REMARKS

Supervisor Hendrickson opened comments from the public at 6:03 pm.

Sonya Boruszewski, Township Resident, disappointed that the packet was published late. She stated seniors want a stand-alone facility with accessible parking.

Barbara O’Kelly, Township Resident, discussed the two floor plans in the packet. She wanted to address the importance of having a separate entrance and parking for the Senior Center.

Suzanne Leialoha, Township Resident, expressed concern related to the separation of staff and warming kitchen from the Senior Center in the plans.

Supervisor Hendrickson closed comments from the public at 6:11 pm.

3. APPROVAL OF THE AGENDA

**MOTION BY MEMBER VAGNOZZI TO APPROVE THE AGENDA. SUPPORTED BY MEMBER ROBERTSON.
MOTION APPROVED 9-0.**

4. APPROVAL OF MEETING MINUTES-February 25, 2025

MEMBER NARDO FARRIS MOVED TO APPROVE THE FEBRUARY 25, 2025 MINUTES. SUPPORTED BY MEMBER NAGISETTY. MOTION APPROVED 9-0.

5. COMMUNICATIONS FROM THE PUBLIC

Supervisor Hendrickson acknowledged the emails received and placed them in the record.

6. SENIOR CENTER RECOMMENDATION TO BOARD

Community Planning and Development Director Tim Schmitt addressed the question that Staff was previously asked to look into the potential for including solar in this project. Progressive put together a cost estimate of approximately \$1.5 million to add solar assuming we can find enough roof space for the panels.

We do have a \$550,000 fund balance in the Community Services millage that may be able to reduce some operational costs. After the facility is open and operating, we will have a good sense of what revenue looks like, the revenue projections included in the packet may be aggressive. Director Schmitt recommended to not tie any expenses to revenue projections for now.

Progressive shared two different conceptual plans of a combined Senior/Community Center. The major difference between the two plans is one plan shows the Senior Center positioned close to the road and the other has the Senior Center further back by the wetlands/water detention pond.

The Task Force discussed the following recommendations to the Township Board. There was a consensus that the Task Force thought the plan with the Senior Center on the south side of the property was preferred. There was agreement that it would be helpful if Progressive could design a Senior Center only model, with the possibility of a Community Center expansion to present to the Township Board.

MOTION BY MEMBER STEED TO RECOMMEND TO THE TOWNSHIP BOARD THE CENTRAL FIRE STATION SITE, BETWEEN THE POST OFFICE AND THE FIRE STATION, AS THE LOCATION OF THE SENIOR CENTER OR SENIOR/COMMUNITY CENTER. SUPPORTED BY MEMBER HOOD. MOTION APPROVED 9-0.

MOTION BY MEMBER MALLEY TO RECOMMEND TO THE TOWNSHIP BOARD THE STAFFING/OPERATIONAL COSTS AS PRESENTED ACKNOWLEDGING FUTURE ADJUSTMENTS THAT MAY BE NECESSARY BASED UPON CHANGES OUTSIDE OF THE SENIOR/COMMUNITY CENTER TASK FORCE. SUPPORTED BY MEMBER ROBERTSON. MOTION APPROVED 9-0.

MOTION BY MEMBER MAISNER TO RECOMMEND TO THE TOWNSHIP BOARD THE BROAD CONCEPTUAL PLAN WITH THE SENIOR CENTER SOUTH ON THE PROPERTY OF THE COMBINED SENIOR/COMMUNITY CENTER OR SENIOR ONLY FACILITY. SUPPORTED BY MEMBER STEED. MOTION APPROVED 9-0.

MOTION BY MEMBER ROBERTSON TO RECOMMEND TO THE TOWNSHIP BOARD THE SENIOR CENTER NO GYM CONCEPTUAL PLAN. SUPPORTED BY MEMBER MALLEY. MOTION APPROVED 9-0.

MOTION BY MEMBER NARDO FARRIS TO RECOMMEND TO THE TOWNSHIP BOARD THE SENIOR/COMMUNITY CENTER WITH GYM CONCEPTUAL PLAN. SUPPORTED BY MEMBER NAGISETTY. MOTION APPROVED 8-1.

Supervisor Hendrickson stated the Township Board will have the Senior/Community Center on their April 3rd and April 15th agendas.

Supervisor Hendrickson expressed gratitude for the work of the task force and the public.

7. PUBLIC REMARKS

Supervisor Hendrickson opened comments from the public at 7:45 pm.

Suzanne Leialoha, Township Resident, thanked the task force and Progressive.

Barbara O'Kelly, Township Resident, thanked the task force and Progressive. She announced there is a Senior Center Advisory Board meeting tomorrow.

Supervisor Hendrickson closed comments from the public at 7:47 pm.

8. ADJOURNMENT

The meeting was adjourned at 7:50 pm without objection.



9.C

To: Board Members
From: Bernadette Blonde, Finance Director
Date: May 20, 2025

**Charter Township of Meridian
Board Meeting
5/20/2025**

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

COMMON CASH	\$	168,665.56
PUBLIC WORKS	\$	170,760.92
TRUST & AGENCY	\$	-
	TOTAL CHECKS:	\$ 339,426.48
CREDIT CARD TRANSACTIONS		
04/30/2025 to 05/13/2025	\$	6,963.19
	TOTAL PURCHASES:	<u>\$ 346,389.67</u>
ACH PAYMENTS	\$	<u>678,977.77</u>

Vendor Name	Description	Amount	Check #
1. A T & T	APR 28 - MAY 27 - INTERNET M1	195.25	114639
	MAY 5 - JUNE 4 2025 - INTERNET F3	149.00	114646
	MAY 7 - JUN 6 2025 - INTERNET F2	149.00	114646
	MAY 7 - JUN 6 2025 - INTERNET F1	195.25	114646
	TOTAL	688.50	
2. ABONMARCHE	PROF SERV THRU 4/30/2025 - 2025 LOCAL ROAD PROG- M	13,892.51	
	PROF SERV THRU 4/30/2025 - 2026 LOCAL ROAD PROG -	3,939.50	
	TOTAL	17,832.01	
3. ABOVE AND BEYOND PROFESSIONAL SERV	CANCELLED PERMIT - WHITE OAKS DR	55.00	
4. ALLGRAPHICS CORP	2025 WILLIAMSTON T-BALL SHIRTS	414.23	
	YOUTH SPORTIES SHIRTS	2,530.00	
	TOTAL	2,944.23	
5. AMERICAN RENTALS	3/22/25-4/21/25 - TRANSFER STATION PORTABLE TOILET	85.00	
6. APPLIED CONCEPTS	MOBILE DASH RADAR KIT	2,075.00	
7. ASAP PRINTING	INSPECTION LABELS FOR TRADE INSPECTORS/CP&D DEPT	432.41	
8. AT & T	MAY 7 - JUN 6 2025 - TELEPHONE + INTERNET M1 83100	1,250.02	
9. AT & T	APR 2 - MAY 1 2025 - TELEPHONE P1 51734742859240	154.12	114640
	APR 2 - MAY 1 2025 - TELEPHONE F1-3 51734760215648	441.21	114640
	APR 2 - MAY 1 2025 - TELEPHONE P1 51734768261735	61.20	114640
	APR 2 - MAY 1 2025 - TELEPHONE S1 51734797052196	58.65	114640
	TOTAL	715.18	
10. AT & T MOBILITY	APR 7 - MAY 6 2025 - FIRSTNET 287312082574 517.331	124.28	114647
11. BARKHAM & CO	APRIL 22 2025 - BICYCLE/PEDESTRIAN PATHWAY MOWING	2,840.00	
12. BARYAMES CLEANERS	APRIL 2025 - UNIFORM CLEANING	632.59	
13. BECKS PROPANE	GLENDALE - 2/22/2025 PROPANE DELIVERY	274.26	114650
14. BLUE CROSS BLUE SHIELD OF MICHIGAN	6-1-25 TO 6-30-25 PPO RETIREE HEALTH INSURANCE	2,590.56	
15. BOUNDTREE MEDICAL	ORDER #106149698 - MISC. MEDICAL/AMBULANCE SUPPLIE	3,957.68	
16. BRIGHTLINE TECHNOLOGIES	MAY 2025 HPE 36M II SUBSCRIPTION	4,272.00	
	MAY 2025 - ACRONIS BACKUP SERVER	2,518.00	
	MAY 2025 - AUVIK NETWORK & SAAS MONITORING & MGT	1,055.00	
	MAY 2025 BRIGHTLINE QUICKHELP SUBSCRIPTION	1,421.00	
	TOTAL	9,266.00	
17. CEDAR CREEK APARTMENTS	MC EMERGENCY RENT ASSISTANCE	328.50	114641
18. CINTAS CORPORATION #725	4/30/2025 - MECHANICS UNIFORMS	81.47	
19. CITY PULSE	04/30/2025 TWP NOTICES	148.00	
20. COMCAST	MAY 16 - JUN 15 2025 - INTERNET + TV F1	171.85	114649
	MAY 20 - JUN 19 2025 - TV F1	12.81	114649
	TOTAL	184.66	
21. COMCAST	MAY 14 - JUN 13 2025 - INTERNET + TV HOMTV	483.61	114648
22. CONSOLIDATED ELECTRICAL CONTRACTORS	CANCELLED PERMIT - HAMILTON RD	72.50	

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INVOICE APPROVAL BY INVOICE REPORT FOR CHARTER TOWNSHIP OF MERIDIAN
 EXP CHECK RUN DATES 05/20/2025 - 05/20/2025
 BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID
 BANK CODE: GF53 - CHECK TYPE: PAPER CHECK

Vendor Name	Description	Amount	Check #
23. CONSUMERS ENERGY	ACCT 1030-4101-0184 - EMERGENCY UTILITY ASSISTANCE	250.00	114642
24. CREATIVE FINANCIAL STAFFING LLC	WEEK ENDING 5/04/2025 TEMP STAFFING SERV - UTILITY	1,496.00	
	WEEK ENDING 5/11/2025 TEMP STAFFING SERV - UTILITY	1,486.65	
	TOTAL	2,982.65	
25. CREATIVE TOUCH MONOGRAMMING	EMBROIDERY FOR CHIEF	30.00	
26. DEANNE MULIETT	REIMB MMTA 2025 BASIC INSTITUTE	98.70	
27. EPIC SPORTS INC	MINOR LEAGUE HATS YOUTH BASEBALL	1,214.51	
28. FAHEY SCHULTZ BURZYCH RHODES PLC	DEFECTIVE FIRE TRUCK - LEGAL FEES	253.00	
	CLERK MATTERS - LEGAL FEES	2,425.00	
	ENFORCEMENT MATTERS - LEGAL FEES	46.00	
	BROWNFIELD MATTERS - LEGAL FEES	3,309.00	
	PUBLIC WORKS - LEGAL FEES	690.00	
	BWL FRANCHISE FEE - LEGAL FEES	1,311.00	
	ASSESSOR - LEGAL FEES	203.81	
	COMMUNITY PLANNING & DEVELOPMENT - LEGAL FEES	960.36	
	HUMAN RESOURCES/LABOR - LEGAL FEES	738.83	
	MANAGER - LEGAL FEES	2,063.61	
	PUBLIC WORKS - LEGAL FEES	356.68	
	SUPERVISOR - LEGAL FEES	331.20	
	TOWNSHIP BOARD - LEGAL FEES	585.97	
	CONTRACT REVIEWS - LEGAL FEES	509.54	
	MTT 25-000716 - LEGAL FEES	67.00	
	MTT 20-003095 - LEGAL FEES	138.00	
	SENIOR CENTER - LEGAL FEES	851.00	
	MTT 24-001412 - LEGAL FEES	1,137.00	
	MTT 24-002640 - LEGAL FEES	445.00	
	MTT 24-001264 - LEGAL FEES	1,695.00	
	MTT 24-002436 - LEGAL FEES	151.00	
	EMPLOYMENT AGREEMENT - LEGAL FEES	46.00	
	GRIEVANCES - LEGAL FEES	207.00	
	TOTAL	18,521.00	
29. FAMILY GRADE & GRAVEL	4/29/2025 RECYCLING CENTER SERVICE DRIVE MAINTENAN	10,000.00	
30. FIRST COMMUNICATIONS	APRIL 2025 - TELEPHONE LINES 3142216	56.08	
31. FORESIGHT GROUP	WATER BILLS 5/1/2025 AND POSTAGE	1,886.01	
32. GRANGER	ACCT 1106100 - TOWNHALL - RUBBISH DISPOSAL SERVICE	143.38	
	ACCT #1106200 - GAYLORD C SMITH - RUBBISH DISPOSAL	358.83	
	ACCT #1106300 - S. FIRE - RUBBISH DISPOSAL SERVICE	104.15	
	ACCT 2509750 - C FIRE - RUBBISH DISPOSAL SERVICES	136.33	
	PARKS SEASONAL TRASH SERVICE	347.08	
	ACCT 15896200 - FIRE - RUBBISH DISPOSAL SERV	33.63	
	ACCT 17334070 - MUN BLDG - RECYCLING DISPOSAL SERV	89.91	
	ACCT 17349880 - GAYLORD C SMITH - RECYCLING DISPO	33.97	
	TOTAL	1,247.28	
33. HAMMOND FARMS	WALNUT BROWN BARK/MULCH - PARKS AND PATHWAY MAINT	131.00	
34. INGHAM COUNTY TREASURER	BOR/MTT CHANGE ORDERS FOR PRIOR YEAR TAX ROLLS	58.09	
35. JACK DOHENY COMPANIES INC	PARTS/GASKETS - VACTOR	218.34	
	DEBRIS HOSE - VACTOR	450.00	
	DEBRIS HOSE - VACTOR TOP TUBE	399.86	
	IMPELLER/FLANGE - PUMP OFF PUMP	392.58	
	TOTAL	1,460.78	

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Vendor Name	Description	Amount	Check #
36. JOE NOHNER	REIMB SUPPLEMENTAL LAKE LANSING WATER QUALITY MONI	192.00	
37. KATHY SUNDLAND	MILEAGE MTA 2025 CONF REIMB	106.40	
38. KIESLER'S POLICE SUPPLY INC	DUTY AMMO	4,795.20	
39. KRISTI SCHAEING	REIMB MACP ADMIN 2025 CONF	136.39	
40. LAFONTAINE FORD OF LANSING	PARTS - PARKS - UNIT 670	491.48	
	MISC REPAIRS - SEWER - UNIT #680	3,742.45	
	TOTAL	4,233.93	
41. LANSING UNIFORM COMPANY	FIRE UNIFORM PANTS - CPT JOHNSON	279.80	
	FIRE UNIFORM - PANTS - ULMAN	209.85	
	MISC FIRE UNIFORM ITEMS	2,488.25	
	MISC FIRE UNIFORM ITEMS	1,038.65	
	POLICE UNIFORM ITEMS	966.85	
	TOTAL	4,983.40	
42. LEXISNEXIS RISK DATA MGT LLC	JAN 2025 - ACCT 1228701 - POLICE SEARCH SERVICES	200.00	
	MARCH 2025 - DETECTIVE SEARCHES	200.00	
	TOTAL	400.00	
43. MACQUEEN EMERGENCY GROUP	MOTOR POOL - FIRE - ELECTRICAL CONNECTIONS FOR CHA	198.15	
44. MEDICAL MANAGEMENT SYSTEMS OF	APRIL 2025 COLLECTION FEE FROM AMBULANCE BILLINGS	10,491.91	
45. MICHIGAN ASSOCIATION OF PLANNING	07/01/2025 - 06/30/2026 APA MI - MEMBERSHIP PLANNI	775.00	
46. MID-MICHIGAN LAND CONSERVANCY	2024 GREEN GRANT - 50% OF \$700	350.00	
47. MIDWEST POWER EQUIPMENT	TRUCK 128 FIELD AND SAMPLING SUPPLIES	51.55	
	WEED WHIP W/BATTERY PARKS	807.99	
	TOTAL	859.54	
48. MIKE DEVLIN	REIMB MILEAGE MPARKS 2025 CONF	254.80	
49. NATALIE TYNDALL	PARKING REIMB - MI TRAFFIC SAFETY SUMMITT	10.00	114643
50. NORTHERN MI CODE OFFICALS ASSOC	2025 NMCOA MEMBRSHIP - R RAU, J HINES & T SCHMITT	450.00	
51. OVERHEAD DOOR OF LANSING	4/1/25 - FIRE - OVERHEAD DOOR REPAIRS	1,118.18	
	4/17/25 - FIRE - OVERHEAD DOOR REPAIRS	2,553.40	
	TOTAL	3,671.58	
52. PAWSOME PETS OKEMOS LLC	K9 DOG FOOD 4/15/2025	81.97	
	K9 DOG FOOD 4/28/25	67.98	
	TOTAL	149.95	
53. PERRY PLUMBING	CANCELLED PERMIT - 50% REFUND	72.50	
54. PHIL DESCHAIINE	REIMB MTA CONF EXPENSES	30.00	
55. PIONEER MFG.CO/PIONEER ATHLETICS	2025 - BASEBALL FIELD CHALK FOR PARKS	643.44	
56. PRO-TECH MECHANICAL SERVICES	W/O 56216 - C. FIRE - RTU 1	2,609.00	
	W/O 56300 - C FIRE RTU3	142.50	
	W/O 56298 - POLICE - REPAIR VALVE ON BOILER	791.10	
	TOTAL	3,542.60	

Vendor Name	Description	Amount	Check #
57. QUALITY TIRE INC	MOTOR POOL - POLICE STOCK	835.60	
	POLICE TIRES UNIT #697	682.20	
	PARKS - TIRE STOCK FOR BATWING MOWERS	155.09	
	MOTOR POOL - TIRE DISPOSAL	63.00	
	MOTOR POOL - TIRES STOCK	756.48	
	TIRES - WATER - UNIT #690	544.48	
	TOTAL	3,036.85	
58. ROBINSON CAPITAL MANAGEMENT LLC	4/1/25 TO 4/30/25 - INVESTMENT ADVISORY ACCOUNT MG	2,083.33	
59. SHJ CONSTRUCTION GROUP LLC	PB23-0403 AND PB23- 0422 - CANCELLED PERMITS 80%	7,300.00	
60. SPALDING DEDECKER ASSOCIATES	PROF SERV MAR 31 TO APRIL 27 2025 - 2025 LOCAL ROA	3,356.00	
61. SPARKY'S ELECTRIC LLC	ELECTRIC PERMIT CANCELLED - 50% REFUND	61.75	
62. SPENCER MANUFACTURING	MOTOR POOL - FIRE - ENGINE 92 - 140	1,067.83	
63. ST MARTHA CONFERENCE OF	EMERGENCY UTILITY ASSISTANCE	262.00	114644
	EMERGENCY RENT ASSISTANCE	500.00	114644
	EMERGENCY UTILITY ASSISTANCE	150.00	114644
	EMERGENCY UTILITY ASSISTANCE	500.00	114644
	TOTAL	1,412.00	
64. ST THOMAS AQUINAS PARISH	EMERGENCY RENT ASSISTANCE	500.00	114645
	EMERGENCY RENT ASSISTANCE	500.00	114645
	TOTAL	1,000.00	
65. STAPLES	MISC OFFICE SUPPLIES	981.78	
66. STATE OF MICHIGAN	4/1/2025 TO 6/30/2025 - QA ASSESSMENT - AMBULANCE	3,140.44	
67. T MOBILE	3/21/25 - 4/20/25 - CELLULAR 517.980.0920	30.23	114637
	9557441086, 9561836469, 9564196339, 9575935341, 95	325.00	
	TOTAL	355.23	
68. TEAM FINANCIAL GROUP	APRIL 2025 COPIER CONTRACT	2,552.82	
69. TELEFLEX LLC	EMS SUPPLIES - EZ-IO NEEDLES & STABLIZERS	600.00	
70. UM HEALTH - SPARROW OCCUPATIONAL	APRIL 2025 EMPLOYEE PHYSICALS	2,279.00	
71. VARIPRO BENEFIT ADMINISTRATORS	JUNE 2025 RETIREE MEDICARE SUPPLEMENT	16,239.04	
72. VERIZON CONNECT	APR 2025 - VEHICLE DATA 100000198152	1,435.50	
73. VRC COMPANIES LLC	ACCT 68252789 (GRR1) - PSB SHREDDING	80.01	
	DOCUMENT SHREDDING SERV - ACCT #68253869	50.00	
	TOTAL	130.01	
74. WASTE MANAGEMENT	5/1/2025 TO 5/31/2025 - CARCASS REMOVAL DUMPSTER	289.63	
TOTAL - ALL VENDORS		168,665.56	

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Vendor Name	Description	Amount	Check #
1. AEG MICHIGAN LLC	UB refund for account: HAMI-002080-0000-	743.50	
2. ANGELA ROJAS-DEDENBACH	UB refund for account: QUAI-006343-0000-	12.19	
3. BENSON HILLS APARTMENTS	UB refund for account: BENS-005800-0000-	409.77	
4. CHO, YOUNG	UB refund for account: LKLA-001681-0000-	130.40	
5. CHRISTINE COADY	UB refund for account: CRWD-005639-0000-	15.11	
6. EJ USA, INC.	WATER - STORZ RETRO FIT NOZZLES	2,100.00	
7. ETNA SUPPLY COMPANY	WATER - REPLACEMENT PARTS	1,135.32	
8. FERGUSON WATERWORKS #3386	REGISTERS	3,206.16	
	CUSTOMER INSTALLATION PARTS	1,541.76	
	BRASS PLUGS FOR CURB STOPS	600.00	
	BRASS ANGLE VALVES	250.00	
	TOTAL	5,597.92	
9. HAMMOND FARMS	CRUSHED STONE WATER MAIN BREAK @ MERIDIAN MALL	330.00	
10. JEAN NIELSEN	UB refund for account: BEUN-005843-0000-	13.54	
11. JULIE SIMMONS	UB refund for account: FOXH-002077-0000-	12.00	
12. KATHERINE SQUIRES	UB refund for account: GRMA-005997-0000-	5.67	
13. LARRY MCCORMICK	UB refund for account: CORN-005605-0000-	40.59	
14. LEAVITT & STARCK EXCAVATING INC	3/15/25 TO 4/4/25 - E. LAKE DRIVE COLLAPSED SEWER	139,281.40	
15. LIDS	UB refund for account: MALL-000255-0000-	26.14	
16. MATTESON, ROBIN	UB refund for account: CLIF-001102-0000-	91.59	
17. MATYASIC, JULIE	UB refund for account: LKLA-003364-0000-	14.82	
18. MICHAEL GALLAGHER	UB refund for account: SHAW-005704-0004-	39.08	
19. OLGER BROTHERS SAND & GRAVEL	4/23 & 4/24/25 - SAND DELIVERIES	1,100.00	
20. OUTSHINER CAR WASH	UB refund for account: JLLY-002380-0000-	136.52	
21. PLUMMER'S ENVIRONMENTAL SERVICES	3/17, 3/26 AND 3/27/202 - 2024 WATER SERVICE LINE P	11,700.00	
22. SARAH HELMER	UB refund for account: BROF-005147-0000-	54.16	
23. WATERWORTH	3/1/25 - 2/28/26 - UTILITY RATE ANALYSIS SOFTWARE	7,485.00	
24. WORK of CHRIST COMMUNITY	UB refund for account: HAGA-004828-0000-	286.20	
TOTAL - ALL VENDORS		170,760.92	

Credit Card Report 04/30/2025 - 05/13/2025

Transaction Date	Account Name	Transaction Amount	Transaction Merchant Name
5/1/2025	LAWRENCE BOBB	\$24.94	THE HOME DEPOT #2723
5/5/2025	LAWRENCE BOBB	\$12.58	THE HOME DEPOT #2723
5/7/2025	LAWRENCE BOBB	\$49.81	MIDWEST POWER EQUIPMENT
5/6/2025	LAWRENCE BOBB	\$39.45	THE HOME DEPOT #2723
5/9/2025	LAWRENCE BOBB	(\$49.81)	MIDWEST POWER EQUIPMENT
5/9/2025	LAWRENCE BOBB	\$54.97	MIDWEST POWER EQUIPMENT
5/6/2025	TYLER KENNEL	\$109.00	THE HOME DEPOT #2723
5/8/2025	TYLER KENNEL	\$193.00	HAMMOND FARMS E LANSING
5/12/2025	TYLER KENNEL	\$10.75	THE HOME DEPOT #2723
5/9/2025	MICHAEL HAMEL	\$7.99	SUPERIOR SAW
4/29/2025	KYLE FOGG	\$85.12	THE HOME DEPOT #2723
5/1/2025	KYLE FOGG	\$397.28	THE HOME DEPOT #2723
5/2/2025	KYLE FOGG	\$22.28	THE HOME DEPOT #2723
5/6/2025	KYLE FOGG	\$9.47	THE HOME DEPOT #2723
5/1/2025	JACOB FLANNERY	\$61.48	THE HOME DEPOT #2723
5/2/2025	JACOB FLANNERY	\$46.04	THE HOME DEPOT #2723
5/7/2025	ASHLEY WINSTEAD	\$219.00	USPS PO 2569800864
5/1/2025	JEFFREY ROMMECK	\$43.89	SP FIREHOSEDIRECT FRQ
5/4/2025	CHRISTOPHER JOHNSON	\$5.99	MEIJER STORE #025
5/12/2025	CHRISTOPHER JOHNSON	\$80.53	COSTCO WHSE#1277
5/2/2025	MIKE DEVLIN	(\$215.88)	WEB*HOSTMON-BLUEHOST
5/1/2025	COURTNEY WISINSKI	\$50.00	STATE MI DLEG LIQUOR LIC
5/1/2025	COURTNEY WISINSKI	\$100.00	STATE MI DLEG LIQUOR LIC
5/2/2025	COURTNEY WISINSKI	\$62.49	QUALITY DAIRY#31
5/2/2025	COURTNEY WISINSKI	\$3.98	QUALITY DAIRY#31
5/8/2025	COURTNEY WISINSKI	\$62.13	QUALITY DAIRY#31
5/8/2025	COURTNEY WISINSKI	\$3.98	QUALITY DAIRY#31
5/7/2025	KATIE LOVE	(\$1.44)	TARGET.COM *
5/6/2025	ANGELA DEMAS	(\$33.60)	COMFORT INNS
4/30/2025	JUSTIN C CAROEN	\$16.41	THE HOME DEPOT #2723
5/2/2025	JUSTIN C CAROEN	\$79.93	HARBOR FREIGHT TOOLS3459
5/6/2025	JUSTIN C CAROEN	\$49.96	THE HOME DEPOT #2723
5/2/2025	RICHARD GRILLO	\$400.30	4IMPRINT, INC
5/6/2025	RICHARD GRILLO	\$214.94	4 ALL PROMOS
5/6/2025	RICHARD GRILLO	\$35.83	WALMART.COM 8009256278
5/12/2025	RICHARD GRILLO	\$24.66	TOM'S FOOD
5/13/2025	RICHARD GRILLO	\$26.60	TOM'S FOOD
5/1/2025	YOUNES ISHRAIDI	\$240.00	MTU-CASHIERS OFFICE WEB
5/1/2025	YOUNES ISHRAIDI	\$240.00	MTU-CASHIERS OFFICE WEB
5/7/2025	YOUNES ISHRAIDI	\$75.00	MITA, INC.
5/8/2025	MICHELLE PRINZ	\$113.64	AMAZON MKTPL*N10RJ0C31
5/13/2025	MICHELLE PRINZ	\$58.40	AMAZON MKTPL*N14S34IH0
4/30/2025	CATHERINE ADAMS	\$198.12	ULINE *SHIP SUPPLIES
5/5/2025	CATHERINE ADAMS	\$44.40	AMAZON MKTPL*N12042PA2
5/2/2025	CATHERINE ADAMS	\$39.27	THE HOME DEPOT #2723
5/6/2025	CATHERINE ADAMS	\$520.67	SMARTSIGN
5/8/2025	CATHERINE ADAMS	(\$29.47)	SMARTSIGN
5/8/2025	CATHERINE ADAMS	\$386.60	SP BACKFLOW SUPPLY
5/11/2025	CATHERINE ADAMS	\$52.99	AMAZON RETA* N13QZ4VU0
4/30/2025	ED BESONEN	\$103.30	MEIJER STORE #025
5/1/2025	ED BESONEN	\$15.93	MEIJER STORE #253
5/6/2025	ED BESONEN	\$18.00	ELLIS OLDTOWN RAMP
5/13/2025	BART CRANE	\$507.00	SP SAFARILAND

5/1/2025	PHIL DESCHAIINE	\$23.08	MOUNTAIN TOWN STATION
5/2/2025	PHIL DESCHAIINE	(\$28.80)	COMFORT INNS
5/2/2025	PHIL DESCHAIINE	(\$28.80)	COMFORT INNS
5/2/2025	DANIEL OPSOMMER	\$376.25	TITANHQ
5/5/2025	ALLISON GOODMAN	\$166.29	WAL-MART #2866
5/5/2025	ALLISON GOODMAN	\$67.98	FEEDERS SUPPLY COMPANY #4
5/6/2025	ALLISON GOODMAN	\$420.16	AMAZON MKTPL*NB8Z492M0
5/7/2025	ALLISON GOODMAN	\$5.98	MEIJER STORE #025
5/12/2025	ALLISON GOODMAN	\$21.40	WAL-MART #2866
5/12/2025	ALLISON GOODMAN	\$4.99	TOM'S FOOD
5/13/2025	ALLISON GOODMAN	\$101.33	DISCOUNTSCH 8006272829
5/6/2025	DAN PALACIOS	\$189.69	THE HOME DEPOT #2723
5/6/2025	ROBERT MACKENZIE	\$100.00	MICHIGAN WATER ENVIORNMEN
5/8/2025	ROBERT MACKENZIE	\$178.50	AMAZON RETA* NI39O5OZ1
5/1/2025	CURT SQUIRES	\$1.35	ELAVON *SERVICE FEE
5/1/2025	CURT SQUIRES	\$65.00	SEC OF STATE BRANCH 430
5/1/2025	SAMANTHA DIEHL	\$50.00	FACEBK *4TZSWQGCJ2
5/6/2025	SAMANTHA DIEHL	\$310.44	PENS.COM
5/7/2025	SAMANTHA DIEHL	\$24.99	FACEBK *AVZSXPLCJ2
5/1/2025	THOMAS BAKER	\$25.46	COMPLETE BATTERY SOURCE
TOTAL		\$6,963.19	

ACH Transactions

Date	Payee	Amount	Purpose
5/2/2025	Alerius	\$ 59,687.70	Payroll Deductions 5/02/2025
5/2/2025	Nationwide	\$ 5,756.61	Payroll Deductions 5/02/2025
5/6/2025	Consumers Energy	\$ 64,440.52	Utility Transaction Fees
5/6/2025	Nationwide	\$ 5,128.13	Payroll Deductions 5/02/2025
5/7/2025	Blue Care Network	\$ 15,740.85	Employee Health Insurance
5/7/2025	Invoice Cloud	\$ 1,944.65	Water/Sewer Utility Transactions
5/8/2025	Blue Care Network	\$ 28,485.22	Employee Health Insurance
5/9/2025	Wageworks	\$ 93.00	Employee Health Savings
5/12/2025	MCT Utilities	\$ 2,203.04	Water/Sewer Utility Transactions
5/13/2025	Gallagher Benefit Services	\$ 570.66	Employee Vision Insurance
5/14/2025	Gallagher Benefit Services	\$ 3,250.00	Employee Vision Insurance
5/14/2025	Blue Care Network	\$ 7,329.29	Employee Health Insurance
5/14/2025	IRS	\$ 128,922.70	Payroll Taxes 5/14/2025
5/14/2025	Various Financial Institutions	\$ 355,425.40	Payroll Deductions 5/14/2025
Total ACH Payments		\$ 678,977.77	



To: Township Board Members
From: Amber Clark, Neighborhoods and Economic Development Director
Date: May 20, 2025
Re: 2024 Downtown Development Authority Annual Report

Board Summary:

The Recodified Tax Increment Financing Act (2018 PA 57, as amended, MCL 125.4101 *et seq.*) requires any municipal authority capturing tax increment revenues to submit an annual report to its governing body, the Michigan Department of Treasury, and all entities subject to tax capture. In accordance with this requirement, the fiscal year 2024 report is submitted for public consent.

- **2021 DDA Capture was equal to:** \$20,471,638 granting the DDA \$39,252.09 in funding.
- **2022 DDA Capture was equal to:** \$21,110,801 granting the DDA \$56,319.89 in funding.
- **2023 DDA Capture was equal to:** \$20,995,760 granting the DDA \$53,208.14 in funding. The decrease in taxable value is related to the Drain Office purchase of a commercial property valued at \$2,000,000. Ingham County Drain Office is a non-taxable entity, thereby removing the taxable value from the DDA. The Drain office stated the site will be converted to a ditch to be used as additional storm water management for the intersection of Okemos and Grand River Avenue.
- **2024 DDA Capture was equal to:** \$21,951,655 granting the DDA \$81,558.74 in funding.

Budgetary Implications:

Tax Increment Financing (TIF) is the primary funding mechanism for the Downtown Development Authority (DDA). It works by capturing the increase in property values within the district above the set base value, established in 2018 at \$19,028,658. Changes in the value of individual parcels, whether increases or decreases, directly affect the total capturable value available through TIF. The mission of development districts like the DDA is to strategically invest in properties to enhance their overall value. TIF enables a cycle of reinvestment within the district, supporting improvements that attract development and foster business growth.

The following motion have been prepared for Board consideration:

MOVE TO APPROVE THE 2024 DOWNTOWN DEVELOPMENT AUTHORITY ANNUAL REPORT AND APPROVE DISSEMINATION TO THE PUBLIC, STATE TREASURY, AND REQUIRED TAXING JURISDICTIONS AS REQUIRED BY THE RECODIFIED TAX INCREMENT FINANCING ACT.

Attachment:

1. 2024 Meridian Township Downtown Development Authority Annual Report

Meridian Twp DDA
Preliminary Financial Statements
Period Ending 12/31/2024 - UNAUDITED

BALANCE SHEET

	Year to Date
ASSETS	
Cash	\$62,922.20
Certificates of Deposit	\$132,127.30
Due from General Fund	\$0.00
Taxes Receivable	\$0.00
Accounts Receivable	\$0.00
Prepaid Expense	\$0.00
TOTAL ASSETS	\$195,049.50
LIABILITIES	
Accrued Interest Payable	\$0.00
Due to General Fund	\$0.00
Accounts Payable	\$0.00
Unearned Revenue	\$0.00
Deferred Inflows of Revenue	\$0.00
LT Note Payable	\$0.00
TOTAL LIABILITIES	\$0.00
FUND BALANCE	
Fund Balance 11/30/2024	\$160,048.17
2024 YTD Net Income	\$35,001.33
TOTAL FUND BALANCE	\$195,049.50
TOTAL LIABILITIES & FUND BALANCE	\$195,049.50

INCOME STATEMENT

	<u>Nov</u>	<u>Dec</u>	<u>Year to Date</u>
REVENUES			
Tax Capture	\$0.00	\$0.00	\$51,617.90
Grants			\$0.00
DDA Downtown Events/Donations			\$0.00
Interest			\$0.00
Investment Gain/Losses			\$0.00
TOTAL REVENUE			\$51,617.90
EXPENDITURES			
Operating Costs	\$104.87	\$126.33	\$1,331.28
Professional Consultant/Contractual Services			\$0.00
Community Projects			\$0.00
Communications			\$0.00
Conferences			\$0.00
Grant Expenditures (Match on Main)		\$15,285.29	\$15,285.29
Tax Appeal Refunds			\$0.00
Construction/Improvements			\$0.00
TOTAL EXPENDITURES			\$16,616.57
2024 Net Income			\$35,001.33



To: Board Members
From: Amber Clark, Neighborhoods and Economic Development Director
Date: May 20, 2025
Re: Outdoor Gathering Permit & Special Liquor License Approval – Pins and Pints

Summary:

Attached is a request from Pins and Pints (2120 Hospitality LLC), a local bowling alley and commercial entertainment venue in Meridian Township. This marks the second time Pins and Pints has hosted an event of this nature in the Township. Their first approved application coincided with their remodel and opening in 2024. The Fire, Community Planning, and Police Departments have reviewed the request and have no objections. Additionally, the proposed liquor service parameters meet all Township requirements.

Event Details:

June 14, 2025 through August 30, 2025

Time: 2 PM to 8 PM

Departmental Review:

Police Department: Approved

Fire Department: Approved

Community Planning & Development Department: Approved

It is the joint recommendation of the Director of Economic Development, Director of Community Planning, Fire Chief, and Police Chief that the Township Board approve the Outdoor Assembly License and authorize the Special Liquor License application for the specified dates.

The following motion have been prepared for Board consideration:

MOVE TO APPROVE THE OUTDOOR ASSEMBLY LICENSE FOR PINS AND PINTS ON THE INCLUDED DATES, JUNE 14 THOROUGH AUGUST 30, 2025, AT 2120 SAGINAW HIGHWAY. AUTHORIZE THE SPECIAL LIQUOR LICENSE APPLICATION RESOLUTION FOR PINS AND PINTS ON THE SAME DATES.

Attachments:

1. Application for Outdoor Assembly License
2. Outdoor event map
3. Certified Resolution of the Board of Directors Authorizing the Application for Special License

CHARTER TOWNSHIP OF MERIDIAN

Application for Outdoor Assembly License

I. **Description of Applicant**

Name: 2120 Hospitality LLC (owners of LLC are Matt, Brian + Kevin Haggan) (owners Pins + Prints)
Mailing Address: 927 E. Grand River E. Lansing, MI 48823
Phone Number: 517-351-0705

If Applicant is a partnership or association, provide the above information for all partners, officers and directors, or other sponsors. If Applicant is a corporation, file its Articles of Incorporation, together with the names and address of all officers, directors, and shareholders having a financial interest greater than Five Hundred (\$500.00) dollars therein. Attach separate sheets containing such information.

II. **The purpose and character of the proposed assembly is as follows:** The purpose is to bring customers to our business during the summer when the bowling center is slow. We would like to have car shows in the parking lot with some live music.

III. **The proposed assembly is to be conducted at (address):** 2120 E. Saginaw
in the parking lot of Pins + Prints

The legal description of the premises is: see attached for the legal description
Parcel # 33-02-02-04-201-005

IV. **The dates and hours during which the proposed assembly is to be conducted are as follows:** we plan to do 2 shows a month in June, July + August. The exact dates haven't been determined just yet. They will be either 6/14 or 6/21, 7/12 for sure, 8/19 or 8/23 or 8/30. They will occur between 2pm-8pm, but most likely be 3pm to 6pm.

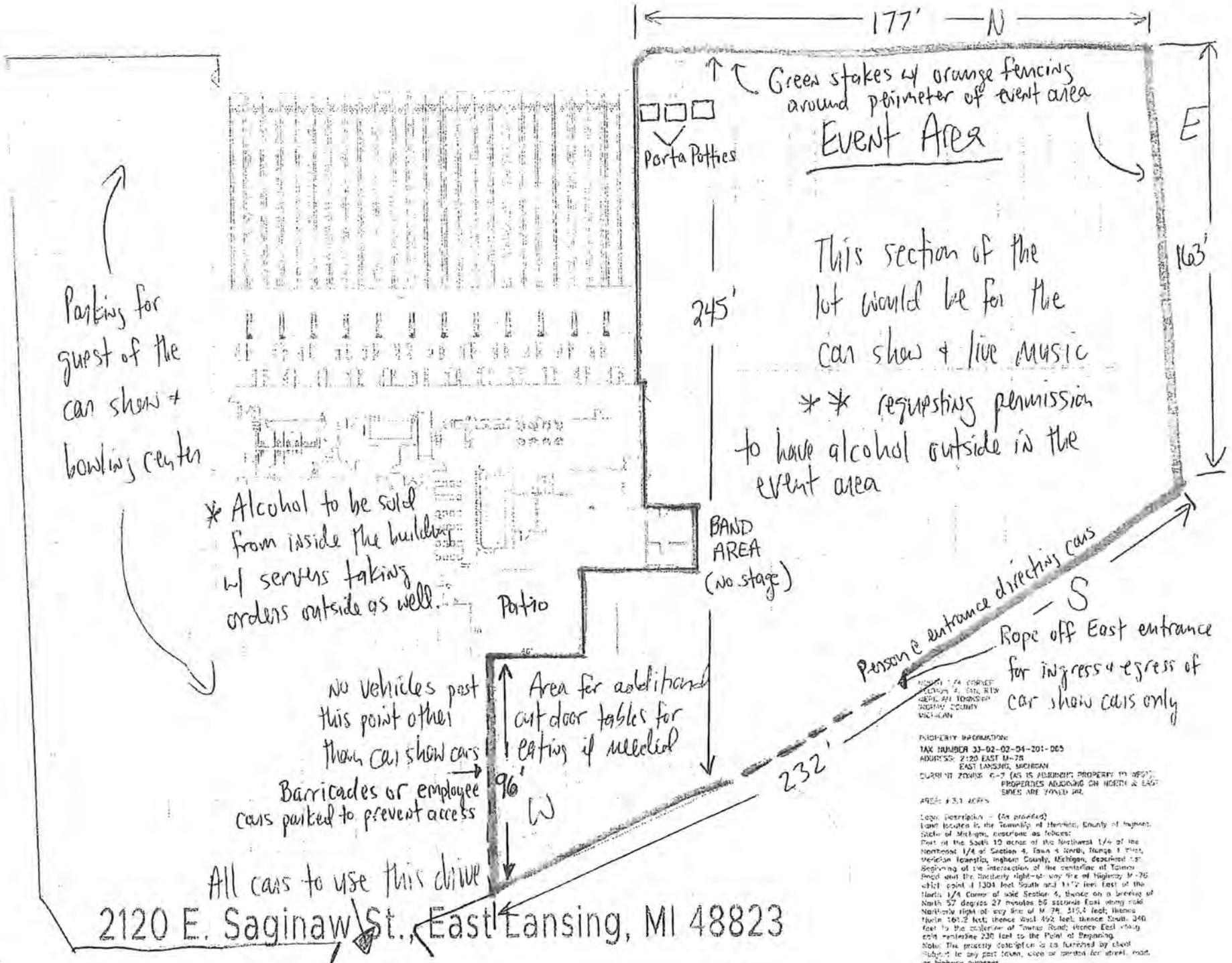
V. **Applicant estimates that the maximum number of persons expected at the assembly for each day it is conducted is:** 40 to 90 cars in the car show is expected this year + 2 to 4 people in each of those cars would be expected. Hopefully 150 visitors throughout the day.

VI. **Applicant hereby agrees to observe and obey the minimum requirements contained in Chapter 38 of the Township Code of Ordinances, except that applicant requests that the Township Board grant a waiver of the following provisions:**

VII. **Detailed explanation (if applicable), including drawings and diagrams where applicable, of Applicant's plans to provide for the following:** see attached

Administrative Review Outdoor Assembly License:

Within twenty (20) days of the date this application is filed, copies shall be forwarded to the Township Manager, Chief of Police, Fire Chief, Community Planning & Development Director, and the Ingham County Health Department for review, investigation, findings, and recommendation



Parking for guest of the car show + bowling center

* Alcohol to be sold from inside the building w/ servers taking orders outside as well.

No vehicles past this point other than car show cars
Barricades or employee cars parked to prevent access

Area for additional outdoor tables for eating if needed

Porta Potties

Green stakes w/ orange fencing around perimeter of event area
Event Area

This section of the lot would be for the car show + live music
** requesting permission to have alcohol outside in the event area

BAND AREA (no stage)

Personnel entrance directing cars

Rope off East entrance for ingress & egress of car show cars only

All cars to use this drive
2120 E. Saginaw St., East Lansing, MI 48823

PROPERTY INFORMATION
TAX NUMBER 33-02-02-04-201-005
ADDRESS: 2120 EAST M-76
EAST LANSING, MICHIGAN
CURRENT ZONING C-2 (AS IS ADDRESS PROPERTY TO WEST)
PROPERTY ADDRESS ON WEST & EAST SIDES ARE 2000 & 2100
AREA: 4.51 ACRES
Legal Description - (As provided)
Land located in the Township of Harrison, County of Ingham, State of Michigan, describe as follows:
Part of the South 10 acres of the Northwest 1/4 of the Northeast 1/4 of Section 4, Town 4 North, Range 1 West, Meridian Township, Ingham County, Michigan, described as beginning at the intersection of the centerline of Township Road and the northerly right-of-way line of Highway M-76 which point is 1304 feet South and 1172 feet East of the North 1/4 Corner of said Section 4, thence on a bearing of North 57 degrees 27 minutes 20 seconds East along said Northerly right-of-way line of M-76 2152.4 feet, thence North 161.2 feet, thence West 492 feet, thence South 340 feet to the centerline of Township Road, thence East along said centerline 230 feet to the Point of Beginning.
Note: The property description is as furnished by deed subject to any past loans, liens or encumbrances for street, road or highway purposes.



Michigan Department of Licensing and Regulatory Affairs
 Liquor Control Commission (MLCC)
 Constitution Hall - 525 W. Allegan, Lansing, MI 48933
 Mailing Address: P.O. Box 30005, Lansing, MI 48909
 Toll-Free: 866-813-0011 - www.michigan.gov/lcc

Business ID: _____
 Request ID: _____
 (For MLCC Use Only)

Special License Application

A completed Special License application must be submitted as early as possible before your event(s) to avoid any delays in processing. **It is strongly recommended that you submit the application as soon as you know the date of your event(s).** Failure to submit a completed application at least ten (10) business days prior to the event(s) may result in no Special License being issued, pursuant to administrative rule R 436.575.

Part 1 - Applicant Organization Information

Applicant organization name: <u>2120 Hospitality, LLC</u>		
Applicant address: <u>927 E. Grand River</u>		
City: <u>E. Lansing</u>	Zip Code: <u>48823</u>	
Contact name: <u>Matt Hagan</u>	Phone: <u>517-351-0765</u>	Email: <u>info@hrrentals.com</u>
Alternate contact name: <u>Brian Hagan</u>	Phone: <u>517-351-0765</u>	Email: <u>info@hrrentals.com</u>

- Has the applicant organization previously received a Special License? Yes No
Michigan organizations must provide current articles of incorporation filed with Michigan Corporations Division.
 Out-of-state organizations must provide: (a) current articles of incorporation from state of issuance; (b) current certificate of good standing from state of incorporation; and (c) current Certificate of Authority to Transact Business in Michigan issued by the Michigan Corporations Division.
- Has the applicant organization been established for one (1) year or longer? Yes No
 Date the applicant organization was established (month/day/year): 6/22/23
- Is the applicant organization a municipality? Yes No

Leave Blank - MLCC Use Only

Part 2 - Event Information - For requests at more than one location, submit separate forms for each location.

Address of event location: <u>2120 E. Saginaw (2120 E. M-78) Pils & Pints</u>	
City, township, or village where event will be held: <u>E. Lansing</u>	County: <u>Ingham</u>
1. Will you submit your completed application at least ten (10) business days before your event? <small>It is strongly recommended that you submit the application as soon as you know the date of your event(s).</small> <input checked="" type="radio"/> Yes <input type="radio"/> No	
2. Do you have permission from the property owner of the location listed above to hold your event(s) on the date(s) listed below (see pages 2-3) at this location? <input checked="" type="radio"/> Yes <input type="radio"/> No	
3. Has the local law enforcement agency with primary jurisdiction over the event location approved this application for a Special License? (See Part 5 on Page 5) <input type="radio"/> Yes <input type="radio"/> No	
4. Is the event location within 500 feet of a church or school? If Yes, the church or school must consent to the event(s). (See Part 6 on Page 5) <input checked="" type="radio"/> Yes <input type="radio"/> No	
5. Is the event location outdoors or partially outdoors? <input checked="" type="radio"/> Yes <input type="radio"/> No If Yes, list the exact dimensions of the outdoor area: Submit a clear diagram of the outdoor service area with your application form. <u>232'</u> feet X <u>245'</u> feet = <u>56,840</u> square feet <small>Width Length</small>	
Describe type and height of the barrier that will be used to enclose the outdoor area: <u>Metal stakes with 4' high orange fencing around event area. Along west edge of event area we'll have employees cars parked as a barrier to prevent cars entering event area.</u>	
6. Describe type of security that will be used for event(s) and how it will be utilized to secure and monitor to prevent sales to minors and visibly intoxicated persons: <u>We have cameras that cover the outside area. Alcohol will only be available for purchase from inside or purchased through our servers. Most of our servers & management have taken the TIPS class. Servers & management to be monitoring the area.</u>	

7. Is the event location situated in or on state owned land, such as a state park or National Guard armory? Yes No
If Yes, attach a copy of your documentary proof of approval to use the state owned land.
8. Is there an existing liquor licensee issued at the event location, such as a Class C or Club license? Yes No
If Yes, the existing licensee must request to place its license in escrow during the event(s). (See Part 7 on Page 5)
9. Will the event(s) involve an auction of donated wine? Yes No
If Yes, please check "Wine Auction" for the applicable event date(s) on pages 2-3. Only donated wine may be auctioned under a Special License; beer and spirits cannot be auctioned. If you request a Special License for on-premises consumption AND for a Wine Auction both on the same date at the same location, you are requesting two (2) separate licenses and you must pay a license fee for both licenses.
10. Will marijuana be sold and consumed under a Temporary Marihuana Event License issued by the Cannabis Regulatory Agency (CRA) within the proposed event area where alcoholic liquor will be sold and consumed? Yes No
11. Is the event location within the commons area of a Social District? Yes No
If Yes, you must obtain written documentation from the local governmental unit, including a clear diagram, that delineates the part of the commons area of the Social District to be used exclusively for your event and the part to be used exclusively by the Social District permittees during the time period for your event pursuant to MCL 436.1551(3). Submit the documentation and the diagram with this application.

12. The applicant organization may request up to twelve (12) Special Licenses total (one Special License per day) in a calendar year. Please complete the information below **for each individual date** for which you are requesting a Special License at this location. **If you are requesting Special Licenses for consecutive days, completely fill out a separate box for each date.** If you request a Special License for on-premises consumption **AND** for a Wine Auction both on the same date at the same location, you are requesting two (2) separate licenses and you must pay a license fee for both licenses.

1	6-14-25 Date	Describe event being held: <i>Can show w/ band</i>	
	2pm 8pm Start Time End Time	Special License will be used for: <input type="checkbox"/> Beer & Wine Service <input type="checkbox"/> Beer, Wine, & Spirit Service <input type="checkbox"/> Wine Auction	Is this date a Sunday? <input type="radio"/> Yes <input checked="" type="radio"/> No If Yes, will alcohol be served between 7:00AM and 12:00 Noon? <input type="radio"/> Yes <input type="radio"/> No

2	6-21-25 Date	Describe event being held: <i>Can show w/ band</i>	
	2pm 8pm Start Time End Time	Special License will be used for: <input type="checkbox"/> Beer & Wine Service <input type="checkbox"/> Beer, Wine, & Spirit Service <input type="checkbox"/> Wine Auction	Is this date a Sunday? <input type="radio"/> Yes <input checked="" type="radio"/> No If Yes, will alcohol be served between 7:00AM and 12:00 Noon? <input type="radio"/> Yes <input type="radio"/> No

3	7-12-25 Date	Describe event being held: <i>Can show w/ band</i>	
	2pm 8pm Start Time End Time	Special License will be used for: <input type="checkbox"/> Beer & Wine Service <input type="checkbox"/> Beer, Wine, & Spirit Service <input type="checkbox"/> Wine Auction	Is this date a Sunday? <input type="radio"/> Yes <input checked="" type="radio"/> No If Yes, will alcohol be served between 7:00AM and 12:00 Noon? <input type="radio"/> Yes <input type="radio"/> No

4	8-9-25 Date	Describe event being held: <i>Can show w/ band</i>	
	2pm 8pm Start Time End Time	Special License will be used for: <input type="checkbox"/> Beer & Wine Service <input type="checkbox"/> Beer, Wine, & Spirit Service <input type="checkbox"/> Wine Auction	Is this date a Sunday? <input type="radio"/> Yes <input checked="" type="radio"/> No If Yes, will alcohol be served between 7:00AM and 12:00 Noon? <input type="radio"/> Yes <input type="radio"/> No

5	8-23-25 Date	Describe event being held: <i>Can show w/ band</i>	
	2pm 8pm Start Time End Time	Special License will be used for: <input type="checkbox"/> Beer & Wine Service <input type="checkbox"/> Beer, Wine, & Spirit Service <input type="checkbox"/> Wine Auction	Is this date a Sunday? <input type="radio"/> Yes <input checked="" type="radio"/> No If Yes, will alcohol be served between 7:00AM and 12:00 Noon? <input type="radio"/> Yes <input type="radio"/> No

6	8-30-25 Date	Describe event being held: <i>Can show w/ band</i>	
	2pm 8pm Start Time End Time	Special License will be used for: <input type="checkbox"/> Beer & Wine Service <input type="checkbox"/> Beer, Wine, & Spirit Service <input type="checkbox"/> Wine Auction	Is this date a Sunday? <input type="radio"/> Yes <input checked="" type="radio"/> No If Yes, will alcohol be served between 7:00AM and 12:00 Noon? <input type="radio"/> Yes <input type="radio"/> No

Part 3 Continued - Special License Fees Calculation

Special License Base Fee: <i>(per Special License requested)</i>	
x Number of Special Licenses:	
= Special License Fees: <i>MLCC Fee Code: 4008</i>	
+ Sunday Sales Permit (P.M.) Fees: <i>MLCC Fee Code: 4032</i>	
+ Sunday Sales Permit (A.M.) Fee: <i>MLCC Fee Code: 4033</i>	
= TOTAL FEES DUE:	

If you request a Special License for on-premises consumption AND for a Wine Auction both on the same date at the same location, you are requesting two (2) separate licenses and you must pay a license fee for both licenses.

Make checks payable to:
State of Michigan

Leave Blank - MLCC Use Only

Part 4 - Signatures of Applicant Organization's Officers, Witnesses, and Notary

Pursuant to administrative rule R 436.575, the president and secretary of the organization making application shall sign the application and the signatures shall be notarized. Political candidates only need to sign the president section and have it notarized.

By signing below the applicant organization's officers attest that:

We certify that all profits from the sale of beer, wine and/or spirits or from a wine auction will go to the applicant organization and not to any individual. We further certify that any license issued by the Michigan Liquor Control Commission is a contract subject to suspension or revocation by the Commission, that there shall be no liability on the part of the State of Michigan, the Commission, or any of its officers or employees by reason of such suspension or revocation, and that the granting of the license does not create a vested right.

Under administrative rule R 436.1003, the licensee shall comply with all state and local building, plumbing, zoning, sanitation, and health laws, rules, and ordinances as determined by the state and local law enforcements officials who have jurisdiction over the licensee. Approval of this application by the Michigan Liquor Control Commission does not waive any of these requirements. The licensee must obtain all other required state and local licenses, permits, and approvals for this business before using this license for the sale of alcoholic liquor on the licensed premises.

We certify that the information contained in this form is true and accurate to the best of our knowledge and belief. We agree to comply with all requirements of the Michigan Liquor Control Code and Administrative Rules. We also understand that providing false or fraudulent information is a violation of the Liquor Control Code pursuant to MCL 436.2003.

A completed Special License application must be submitted as early as possible before your event(s) to avoid any delays in processing. It is strongly recommended that you submit the application as soon as you know the date of your event(s). Failure to submit a completed application at least ten (10) business days prior to the event(s) may result in no Special License being issued, pursuant to administrative rule R 436.575.

Matt Hagan 517-351-0705
Print Name and Phone Number of President

Matt Hagan
Signature of President

4-7-25
Date

B R MATTESON
NOTARY PUBLIC - STATE OF MICHIGAN
COUNTY OF INGHAM
My Commission Expires September 9, 2030
Acting in the County of _____
Print Name of Notary

B R Matteson
Signature of Notary

Date

Notary Public, State of Michigan, County of Acting in the County of

My commission expires _____

Kevin Hagan 517-351-0705
Print Name and Phone Number of Secretary

Kevin Hagan
Signature of Secretary

4-7-25
Date

B R MATTESON
NOTARY PUBLIC - STATE OF MICHIGAN
COUNTY OF INGHAM
My Commission Expires September 9, 2030
Acting in the County of _____
Print Name of Notary

B R Matteson
Signature of Notary

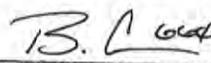
Date

Notary Public, State of Michigan, County of Acting in the County of

My commission expires _____

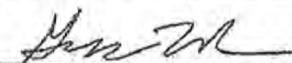
Part 5 - Local Law Enforcement Approval*

The local law enforcement agency with primary jurisdiction over the event location must complete this section.

Name of law enforcement agency: <u>Meridian Township Police Department</u>	
Name & title of reviewing officer: <u>Captain Bart Crane</u>	
Phone number of officer: <u>517-853-4800</u>	Email of officer: <u>crane@meridian.mi.us</u>
If event will be held on a Sunday, is the sale of alcohol from 7:00am to 12:00 Noon on Sunday allowed in this local governmental unit? <input type="radio"/> Yes <input checked="" type="radio"/> No	
If the event will be held on a Sunday, is the sale of alcohol after 12:00 Noon on Sunday allowed in this local governmental unit? <input type="radio"/> Yes <input checked="" type="radio"/> No	
I certify that I have reviewed the application of the applicant organization for a Special License and approve the issuance of a Special License by the Michigan Liquor Control Commission at the proposed event location.	
 Signature of Reviewing Officer	
Date <u>01/24/25</u>	

Part 6 - Church/School Consent (If Applicable)*

If the event location is located within 500 feet of a church or school, the applicant organization must obtain the consent of the church or school. A church or school within 500 feet of the event location may object based on such the sale of alcohol at the location adversely affecting the church or school's operations. If a proper objection is filed, the Commission shall hold a hearing to determine whether the granting of the application will adversely affect the operation of the church or school.

Name of church or school: <u>New Hope Church</u>	
Address of church or school: <u>2170 E Saginaw Hwy</u>	
City: <u>E. Lansing</u>	Zip Code: <u>48823</u>
Phone number: <u>517-339-9000</u>	Email: <u>office@nhchurch.com</u>
Name of clergy member or superintendent: <u>Grace Whelan, Director of Finance & Operations</u>	
I, the authorized representative of the above named church or school, state that the church or school has no objection to the issuance of a Special License to the applicant organization at its proposed event location.	
 Signature of Clergy Member or Superintendent	
Date <u>4/10/25</u>	

**Please note: the Commission has the sole and only right to approve or deny this request for a Special License.*

Part 7 - Existing On-Premises Licensee Escrow Request (If Applicable)

If the event location is currently licensed with an on-premises license, the licensee must request that its license be placed into escrow for the date(s) and time(s) of the Special Licenses issued for use at the event location requested on this application. If the existing license would prefer to temporarily drop space from its licensed premises, it must submit a letter to the Commission requesting to drop space temporarily from its licensed premises during the event date(s) and time(s), accompanied by a diagram showing the area where the license will temporarily drop space from its licensed premises to accommodate the applicant organization.

Name of licensee:	Business ID Number:
Type of license held at this location (e.g. Class C, Club, Tavern, etc.):	
Phone number:	Email:
Name of authorized signer for licensee:	
I, the authorized signer, for the above named on-premises licensee, request that the licensee's licenses at this location be placed into escrow during the date(s) and time(s) specified for the Special Licenses issued for use at this location.	
Signature of Authorized Signer for Licensee	
Date	



Michigan Department of Licensing and Regulatory Affairs
 Liquor Control Commission (MLCC)
 Mailing Address: P.O. Box 30005, Lansing, MI 48909
 Toll-Free: 866-813-0011 - www.michigan.gov/lcc

Business ID: _____
 Request ID: _____
 (For MLCC Use Only)

Certified Resolution of the Membership or Board of Directors Authorizing the Application for Special License
 (Required under Administrative Rule R 436.576 - Not Required for Candidate Committee)

At a Regular Special meeting of the Membership Board of Directors

called to order by _____ on _____ at _____
 (Date) (Time)

the following resolution was offered:

Moved by _____ and supported by _____

that the application from _____
 (Name of Organization)

for a Special License to serve alcohol on _____
 (Event Date or Dates)

to be located at _____
 (Physical Address - Include Location Name, Street Address, City, State, & Zip Code)

It is the consensus of this body that the application be _____ for issuance.
 (Recommended or Not Recommended)

Approval Vote Tally

Yeas: _____

Nays: _____

Absent: _____

Certification by Authorized Officer of Organization:

I hereby certify that the foregoing is true and is a complete copy of the resolution offered and adopted by the

Membership Board of Directors at a Regular Special meeting held on _____
 (Date)

Print Name & Title of Authorized Officer

Signature of Authorized Officer

Date



To: Board Members
From: Scott Hendrickson, Township Supervisor
Date: May 12, 2025
Re: Resolution Recognizing June 2025 as Pride Month in Meridian Township

Michigan has been at the forefront of advancing civil rights for LGBTQ+ people beginning with the nation's first non-discrimination ordinance passed in 1972 in East Lansing and the nation's first Civil Rights Commission to independently recognize that discrimination "because of sex" includes sexual orientation and gender identity in 2018.

Michigan celebrates LGBTQ+ individuals during this month, and we also recognize the important work that must be done across intersections to create a more equitable state for all identities.

Meridian Township has taken significant action in the past decade to update our policies and procedures, and to find new ways to celebrate our LGBTQ+ population. The attached resolution delineates such the formal actions taken over the last ten years and commemorates our formal honoring of Pride Month in June of 2025.

A motion is prepared for Board consideration:

MOVE TO APPROVE THE RESOLUTION RECOGNIZING JUNE 2025 AS PRIDE MONTH IN MERIDIAN TOWNSHIP.

Attachment:

1. 2025 Pride Month Recognition Resolution

RESOLUTION RECOGNIZING JUNE 2025 AS PRIDE MONTH IN MERIDIAN TOWNSHIP

At a regular meeting of the Township Board of the Charter Township of Meridian, Ingham County, Michigan, held on the 20th day of May, 2025, at 6:00 p.m. local time.

PRESENT: _____

ABSENT: _____

WHEREAS, Michigan is home to an estimated 373,000 residents who identify as lesbian, gay, bisexual, transgender, and queer (LGBTQ+); and,

WHEREAS, Meridian Township’s LGBTQ+ residents contribute to the fabric of our society, hold positions in every sector of our economy, and live in every corner of our state; and,

WHEREAS, Michigan has been at the forefront of advancing civil rights for LGBTQ+ people beginning with the nation's first non-discrimination ordinance passed in 1972 in East Lansing and the nation's first Civil Rights Commission to independently recognize that discrimination "because of sex" includes sexual orientation and gender identity in 2018; and,

WHEREAS, At a regular meeting of the Township Board on the 16th day of September, 2003, the Meridian Township Board voted unanimously to amend the policy of the Meridian Township Police Department to respect and protect the dignity and constitutional rights of ALL persons, and to perform its law enforcement functions in a manner that does not violate those rights; and,

WHEREAS, On the 8th day of May, 2013, Officials from East Lansing, Meridian Township, Delhi Township and Delta Township launched the One Capitol Region coalition at a press conference at the state Capitol announcing plans to push for LGBTQ+ nondiscrimination ordinances; and,

WHEREAS, At a regular meeting of the Township Board on the 10th day of July, 2013 the Meridian Township Board voted unanimously to amend their internal policies to prohibit discrimination based on sexual orientation or gender identity; and,

WHEREAS, At a regular meeting of the Township Board on the 2nd day of October, 2013 the Meridian Township Board of Trustees voted unanimously to amend the Meridian Township human rights ordinance to prohibit discrimination in housing and public accommodations; and,

WHEREAS, during the COVID-19 pandemic, LGBTQ+ individuals and communities faced unique challenges, including higher rates of self-reported underlying health conditions, according to a report released by the Centers for Disease Control and Prevention, and experiencing higher rates of job loss compared to non-LGBTQ+ individuals; and,

WHEREAS, Meridian Township’s economic vitality depends upon welcoming people of diverse backgrounds, ending discrimination, and attracting and retaining top talent from around the world; and,

WHEREAS, Meridian Township must continue to support the rights of every citizen to experience equality and freedom from discrimination, and recognize the continued need for education and awareness to end discrimination and prejudice; and,

WHEREAS, At a regular meeting of the Township Board on the 6th Day of December, 2016, the Meridian Township Board voted unanimously to stand against hate and discrimination and affirm that Michigan should be a welcoming state for all recognizing that, at every level of American society, refugees, immigrants, and people of all backgrounds contribute to our democracy, condemning any attacks on, harassment of, or intimidation of individuals or places of worship that are based on race, ethnicity, immigration or refugee status, religion, sexual orientation, gender identity or expression, or other social identities; and,

WHEREAS, On the 26th day of August, 2023, Meridian Township held its first annual Pride Celebration to celebrate and honor our Township's LGBTQ+ population and their contributions; and,

WHEREAS, Meridian Township celebrates LGBTQ+ individuals during this month, and we also recognize the important work that must be done across intersections to create a more equitable community for all identities; and,

WHEREAS, June 2025 is the 56th anniversary of the Stonewall Uprising in New York City, which is recognized as a catalyst for the modern LGBTQ+ Civil Rights Movement with the first stone being thrown by Marsha P. Johnson, a trans woman of color;

NOW, THEREFORE, BE IT RESOLVED BY THE TOWNSHIP BOARD OF THE CHARTER TOWNSHIP OF MERIDIAN, INGHAM COUNTY, MICHIGAN, That the members of the Meridian Township Board encourage everyone to take a stance against discrimination and reject violence toward LGBTQ+ individuals; to promote self-affirmation, dignity, and equality; and to continue to work toward building a community that promotes diversity, liberty, and justice for all.

ADOPTED:

YEAS: _____

NAYS: _____

Resolution declared

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 20th day of May 2025.

Angela Demas
Meridian Township Clerk



To: Board Members
From: Courtney Wisinski, Director of Parks and Recreation
Date: May 16, 2025
Re: Support of Michigan Department of Natural Resources State Designation for the Red Cedar Water Trail

In conjunction with the Multi-jurisdictional Red Cedar Water Trail clearing project, Meridian Township, Williamstown Township and the City of Williamston proposes to apply for the Michigan Department of Natural Resource – State Water Trail Designation.

The Red Cedar River Water Trail is a canoe/kayak trail along the Red Cedar River in Ingham County that runs from Williamston, through Meridian Township, and merges with the Grand River in downtown Lansing and has been an underutilized resource. While the river is one of the most significant natural features in Meridian Township, for a variety of reasons, until recently it was rarely used for recreation.

Over the past few years there has been a broad-based community effort to bring attention to the river, to bring recreation back and to develop the Red Cedar River Water Trail which involved removal of log jams to allow navigation, launch sites have been enhanced, information kiosks have been installed, litter and trash has been removed, and an annual River Day Celebration has been organized.

The Red Cedar River connects with the Grand River, the water trail merges with the Middle Grand River Water Trail, paddlers continuing downstream will reach the Lower Grand River Water Trail, which ends in Grand Haven providing a unique opportunity to paddle from Williamston to Lake Michigan on these connected water trails.

To bring the Red Cedar River Water Trail to its full potential it is necessary to seek state designation, the Middle Grand and Lower Grand water trails were previously designated as state water trails and with the addition of the Red Cedar, this will be the longest network of water trails in the state.

The state designation of the Red Cedar River Water Trail will celebrate the Red Cedar River as one of the most important natural features in Meridian Township, recognize the Red Cedar River Water Trail as a significant water trail in the state, expand river-based recreational opportunities for residents and visitors to Meridian Township, and offer canoe and kayak trips of varying distances for paddlers and segments that are appropriate for all skill levels and expand fishing and wildlife viewing opportunities.

The state designation of the Red Cedar River Water Trail will also recognize Native American history associated with the Red Cedar River, highlight the Red Cedar River's importance to the



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development of Meridian Township and provide economic development opportunities for river-based businesses, contribute to the longest water trail network in the state by connecting with the Middle Grand River Water Trail and the Lower Grand River Water Trail and enhance aesthetics, quality of life, livability, and vibrancy of Meridian Township.

A motion is prepared for Township Board consideration:

MOVE TO RESOLUTION IN SUPPORT OF THE MICHIGAN DEPARTMENT OF NATURAL RESOURCES STATE DESIGNATION FOR THE RED CEDAR RIVER TRAIL IN MERIDIAN TOWNSHIP.

**RESOLUTION IN SUPPORT OF MICHIGAN DEPARTMENT OF NATURAL RESOURCES
STATE DESIGNATION FOR THE RED CEDAR RIVER TRAIL IN MERIDIAN TOWNSHIP**

At a regular meeting of the Township Board of the Charter Township of Meridian, Ingham County, Michigan, held at the Meridian Service Center, in said Township on the 20th day of May 2025 at 6:00 p.m., Local Time.

PRESENT:

ABSENT:

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

WHEREAS the Red Cedar River Water Trail is a canoe/kayak trail along the Red Cedar River in Ingham County that runs from Williamston, through Meridian Township and merges with the Grand River in downtown Lansing; and

WHEREAS the Red Cedar River has been an underutilized resource, while the river is one of the most significant natural features in Meridian Township, Williamstown Township and the City of Williamston, for a variety of reasons, until recently it was rarely used for recreation; and

WHEREAS over the past few years there has been a broad-based community effort to bring attention to the river, to bring recreation back and to develop the Red Cedar River Water Trail which involved removal of log jams to allow navigation, launch sites have been enhanced, information kiosks have been installed, litter and trash has been removed, and an annual River Day Celebration has been organized; and

WHEREAS to bring the Red Cedar River Water Trail to its full potential it is necessary to seek state designation, the Middle Grand and Lower Grand water trails were previously designated as state water trails and with the addition of the Red Cedar, this will be the longest network of water trails in the state; and

WHEREAS state designation of the Red Cedar River Water Trail will celebrate the Red Cedar River as one of the most important natural features in Meridian Township; recognize the Red Cedar River Water Trail as a significant water trail in the state, one which is exemplary of the diverse landscapes of Meridian Township; expand river-based recreational opportunities for residents and visitors to Meridian Township; offer canoe and kayak trips of varying distances for paddlers and segments that are appropriate for all skill levels and expand fishing and wildlife viewing opportunities; and

WHEREAS state designation of the Red Cedar River Water Trail will also recognize Native American history associated with the Red Cedar River; highlight the Red Cedar River's importance to the development of Meridian Township and provide economic development opportunities for river-based businesses; contribute to the longest water trail



To: Board Members

From: Courtney Wisinski, Director of Parks and Recreation

Date: May 16, 2025

Re: Updated Memorandum of Understanding between Meridian Township and the Friends of Historic Meridian

The Friends of Historic Meridian, founded in 1974, is a non-profit organization dedicated to fostering an active appreciation of local history. The organization operates eight historic buildings that make up the Meridian Historical Village, located in Central Park in Okemos. Each year, the Village hosts more than 2,700 elementary students, and its chapel serves as a venue for multiple weddings.

The Township owns both the land and the buildings within the Historical Village. These structures are leased to the Friends of Historic Meridian for \$1 per term. A Memorandum of Understanding (MOU) between Meridian Township and the Friends of Historic Meridian was adopted on February 8, 2012, to guide the maintenance and operational responsibilities of the Village.

Over time, the volunteer base supporting the Friends of Historic Meridian has diminished, increasing the need for assistance in maintaining the aging buildings. In response, the Parks and Recreation Director and Superintendent met with the President of the Friends of Historic Meridian and the Historical Village Executive Director to review the existing MOU and lease agreement. The group worked collaboratively to update the roles and responsibilities to better reflect the current maintenance needs.

Amendments to the MOU and Lease are noted with strikes and new information in bold print and underlined. These amendments include:

Memorandum of Understanding

- Added non-building structures to list of buildings including the windmill, corn crib, wishing well, gazebo and outhouse.
- Terms of Agreement have been changed from a two (2) year agreement to a five (5) year agreement.
- Removed the Friends of Historic Meridian's responsibility of conducting annual inspections as an extensive building assessment completed in 2023 and all significant items have been addressed. According to the amendments the exterior building maintenance will be the responsibility of the Board/Department of Parks and Recreation moving forward.
- Added all exterior structural repair and maintenance will be the responsibility of the Board/Department of Parks and Recreation.
- Added pest management to Board/Department of Parks and Recreation responsibilities.



- Removed the requirement of the office space to be in the Heathman House only. The office is currently located in the newly constructed addition of the Barnes House.
- Removal of the requirement of the Park Commission to provide public service programs in Central Park for the general public. The Friends of the Historic Meridian provide all programming for the Historic Village.
- Added advertising events to the Parks and Recreation Department's responsibilities.
- Minor verbiage changes.

Lease

- Remove the requirement of the Friends of Historic Meridian to pay the Chapel Consumer's Energy bill. The Township currently pays all utility bills for all buildings.

The Park Commission unanimously approved the amendments to the Memorandum of Understanding and Lease between Meridian Township and the Friends of Historic Meridian at the regular meeting on April 8, 2025. The Friends of Historic Meridian also reviewed and approved the MOU and Lease.

A motion is prepared for Township Board consideration:

MOVE TO APPROVE THE AMENDMENTS TO THE ATTACHED MEMORANDUM OF UNDERSTANDING AND LEASE BETWEEN MERIDIAN TOWNSHIP AND THE FRIENDS OF HISTORIC MERIDIAN.

May 16, 2025

**RESOLUTION TO AUTHORIZE MEMORANDUM OF UNDERSTANDING AND LEASE
AMENDMENTS BETWEEN MERIDIAN TOWNSHIP AND THE FRIENDS OF HISTORICAL
MERIDIAN**

At a regular meeting of the Township Board of the Charter Township of Meridian, Ingham County, Michigan, held at the Meridian Service Center, in said Township on the 20th day of May 2025 at 6:00 p.m., Local Time.

PRESENT:

ABSENT:

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

WHEREAS the Friends of Historic Meridian, founded in 1974, is a non-profit organization dedicated to fostering an active appreciation of local history. The organization operates eight historic buildings that make up the Meridian Historical Village, located in Central Park in Okemos; and

WHEREAS the Park Commission and Township Board are interested in the continued maintenance of Meridian Township's Historical Village; and

WHEREAS the Memorandum of Understanding (MOU) and the Lease between Meridian Township and the Friends of Historic Meridian has expired; and

WHEREAS Amendments to the MOU and Lease between Meridian Township and the Friends of Historic Meridian are suggested based on changes in membership and volunteer efforts, as well as the continuously aging buildings and structures over time; and

WHEREAS the Parks and Recreation Director and Superintendent met with the President of the Friends of Historic Meridian and the Historical Village Executive Director to review the existing MOU and lease agreement. The group worked collaboratively to update the roles and responsibilities to better reflect the current maintenance needs.

WHEREAS the Friends of Historic Meridian Advisory Board unanimously supported the amendments to the MOU and Lease between Meridian Township and the Friends of Historic Meridian.

WHEREAS, the Park Commission unanimously supported the amendments of the MOU and Lease between Meridian Township and the Friends of Historic Meridian.

NOW, THEREFORE BE IT RESOLVED BY THE TOWNSHIP BOARD OF THE CHARTER TOWNSHIP OF MERIDIAN, INGHAM COUNTY, MICHIGAN DOES HEREBY APPROVE THE AMENDMENTS TO THE MEMORANDUM OF UNDERSTANDING AND LEASE BETWEEN MERIDIAN TOWNSHIP AND THE FRIENDS OF HISTORIC MERIDIAN.

ADOPTED: YEAS:

NAYS:

STATE OF MICHIGAN)

) ss

COUNTY OF INGHAM)

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

Angela Demas
Meridian Township Clerk

**FRIENDS OF HISTORIC MERIDIAN
and
CHARTER TOWNSHIP OF MERIDIAN BOARD AND PARK COMMISSION**

MEMORANDUM OF UNDERSTANDING

INTRODUCTION

In the interest of pursuing continued cooperation and understanding, and for the benefit of all persons involved, the following Memorandum of Understanding between the Friends of Historic Meridian and the Charter Township of Meridian Board and Park Commission has been developed to outline the responsibilities and commitments of each party as they relate to the Historical Village and preservation of history in Meridian Township.

STATEMENT OF CIRCUMSTANCE

The Charter Township of Meridian owns the Meridian Historical Village, including eight (8) structures, supporting features and surrounding grounds. The eight structures include: "Proctor Tollgate House", the "Grettenberger Farmhouse", the "Randall School House", the "Unruh Barn", the "Barnes House", the "Heathman-Herre House", the "Perkins/Copland Log Cabin" and the "Village Chapel", **and the windmill, corn crib, wishing well, gazebo, and outhouse.** The Township's interest in the Historical Village is held by the Township Board.

The Friends of Historic Meridian (FHM) is an independent, educational non-profit organization with separate 501(c) (3) status. FHM lease the buildings in the Historical Village from the Township for the purpose of providing a Historical Village for public access.

The Meridian Township Park Commission is a five-member elected body of Meridian Township. The Commission is empowered to manage park and recreation facilities on behalf of the Township. The Historical Village is a facility within Central Park and is subject to the policies and regulations established by the Park Commission.

TERM OF AGREEMENT

This agreement will become effective upon the date of the last signature listed below and will remain effective for ~~two (2) years~~ **five (5) years**, at which time the agreement shall automatically be renewed, unless, 30 days in advance of expiration, one or more of the parties listed below requests that the agreement not be renewed. Amendments may be made to this agreement upon the written consent of all parties listed above.

RESPONSIBILITIES OF PARTIES

Friends of Historic Meridian (FHM) agree to the following:

- FHM shall restore, maintain, clean, and furnish the interior ~~and exterior~~ of the following structures in the Historical Village: the "Proctor Tollgate House", the "Grettenberger Farmhouse", the "Randall School House", the "Unruh Barn", the "Barnes House", the "Heathman-Herre House" the "Perkins/Copland Log Cabin", the "Village Chapel" **and the windmill, corn crib, wishing well, gazebo, and outhouse** in accordance with any leases in existence for each structure. Said work shall include but not be limited to: sweeping; mopping; dusting; wallpapering; painting, structural repair; water, sewer, plumbing, electrical and ~~heating installation~~, repair and maintenance; ~~security system installation~~, repair and ~~upkeep~~ **maintenance**; light-bulb replacement; window and door repair. ~~exterior maintenance including siding, roofing, etc.; and capital improvements.~~
- FHM may solicit, organize, run, staff and administer programs in the Historical Village.
- FHM will provide board meeting minutes to the Park Commission on a regular basis.
- FHM shall secure funds to conduct all responsibilities it has agreed to pursuant to this Memorandum of Understanding.
- ~~FHM shall provide the Director of Parks and Recreation the Security Alarm contact list.~~
- FHM shall install and maintain landscaping surrounding the buildings in the Historical Village, including the flower gardens, vegetable garden and tree plantings, or shall coordinate such landscaping and other improvements with volunteers or other groups. FHM shall secure written approval from the Park Commission prior to installing, removing, relocating or otherwise changing any landscaping and/or site structure in the Historical Village.
- FHM shall transmit any and all budget requests in writing to the Park Commission by April 1st of each year for recommendation and submission to the Township Board in accordance with the Township's budgetary calendar.
- FHM shall abide by all applicable Meridian Township Ordinances, rules or policies in all their practices.

- FHM shall submit a calendar of events to the Meridian Township Parks and Recreation Department Office by the 15th day of the previous month. Any use by FHM of the Village grounds and/or Central Park must be coordinated with the Director of the Parks and Recreation.
- ~~FHM shall be responsible for having maintenance inspections conducted annually on the structures and for providing those records to the Park Commission by December 31 of each year.~~
- FHM shall put forth a good faith effort to communicate openly and appropriately regarding all areas of mutual interest. This communication shall include but not be limited to exchanging newsletters (Gate Keeper, flyers, brochures, etc.), Board Meeting minutes and attending meetings where necessary.

Charter Township of Meridian Board (Board) agrees to the following:

- The Board shall ensure that Township maintenance staff mow the grass and remove trash in the Village, in accordance with the township's regular maintenance schedule. Special mowing or trash removal requests are to be directed to the Parks and **Land Preservation Superintendent** and ~~Grounds Maintenance Division~~ and will be performed as able.
- The Board shall ensure that Township maintenance staff clear the sidewalks of snow, in accordance with the regular maintenance schedule. Special snow removal or salting requests are to be directed to the Parks and **Land Preservation Superintendent** and ~~Grounds Maintenance Division~~ and will be performed as able. The Township will not guarantee that snow will be removed before 12:00 noon. Snow will not be removed from the sidewalks on the weekends.
- **The Board shall ensure that exterior structural repair and maintenance including siding, roofing, etc., and capital improvements, in accordance with work order schedules and budget allotment.**
- **The Board shall ensure the facilities located at the Meridian Historical Village receive pest management as necessary to maintain the integrity of the structures.**

Charter Township of Meridian Park Commission (Commission) agrees to the following:

- The Commission may provide limited capital improvement funds, upon request of FHM, from the Park Millage and/or General Fund.
- The Commission shall provide adequate office space in the **Barnes House** "~~Heathman-Herre House~~" for FHM use.

- ~~• The Commission shall work cooperatively with FHM to provide whenever possible public service programs in Central Park for the general public.~~
- The Commission shall put forth a good faith effort to communicate openly and appropriately regarding all areas of mutual interest. This communication shall include but not be limited to exchanging newsletters, meeting minutes and attending meetings where necessary.

The Meridian Township Parks and Recreation Department shall:

- Coordinate all activities mentioned here-in on behalf of the Township.
- Shall serve as the liaison between FHM, the Township Board, and the Park Commission.
- **The Department shall advertise events** and coordinate reservation of all park facilities.

RESERVATION OF FACILITIES

Meridian Township Parks and Recreation Department reserves all park and recreation facilities on a first come-first serve basis, in accordance with the Parks Ordinance and the Rules and Regulations on Park Reservations as amended. All requests for use of the Historical Village buildings will be referred to the FHM Executive Director or designee.

FHM Executive Director or designee may accept reservations for use of the Historical Village buildings. It is the responsibility of FHM to coordinate the reservation with the Parks and Recreation Office to avoid potential scheduling conflicts. Requests to reserve Central Park must be directed to the Parks and Recreation Office.

CHARGING OF FEES

FHM may charge visitors a fee to use the buildings in the Historical Village. They may also charge a participation fee for FHM sponsored activities. However, FHM may not restrict public access to the Village grounds, charge a fee for public access to the Village grounds or structures for non-FHM program visitors, or prohibit access to the grounds by the public.

The Township parks are free and open to all visitors, regardless of their ability to pay.

RESOLUTION OF CONFLICTS

If any conflicts arise in interpretation or practice of this Memorandum of Understanding, the Township Board, as legal owners of the property and buildings, shall have final authority. Persons wishing to appeal any policy, regulation or decision of FHM related to the Village or grounds may do so to the Park Commission. Persons wishing to appeal any policy, regulation or decision of the Park Commission related to the Village, grounds or Central Park, may do so to the Township Board, in accordance with the Meridian Township Park Ordinance.

AMENDMENTS

Modifications, amendments or waivers of any provisions of this Memorandum of Understanding may be made only by the written mutual consent of the parties hereto or order of a court of competent jurisdiction.

SIGNATURES

Meridian Township Board

Scott Hendrickson, Supervisor / Date

Angela Demas, Clerk / Date

Meridian Township Park Commission

Mary Nardo-Farris, Chair / Date

Meridian Township Park Commission

Holly Cordill, Executive Director / Date

Renee Tierney, President / Date

**Meridian Township Board and Park Commission and
Friends of Historic Meridian
LEASE**

THIS LEASE, made and entered into this 5th day of July, 2011, by and between **THE CHARTER TOWNSHIP OF MERIDIAN**, whose principal offices are located at 5151 Marsh Road, Okemos, Michigan 48864-1198 (hereinafter referred to as the "LESSOR") and **FRIENDS OF HISTORIC MERIDIAN**, a non-profit volunteer organization (hereinafter referred to as the "LESSEE").

WHEREAS, the Lessor hereby leases to the Lessee the buildings known as the "Proctor Tollgate House", the "Grettenberger Farmhouse", the "Randall School House", the "Unruh Barn", the "Barnes House", the "Heathman-Herre House", the "Perkins/Copland Log Cabin" and the "Village Chapel" located on certain properties owned by the Charter Township of Meridian, north of the Meridian Charter Township Municipal Building in Central Park for the purpose of interior and exterior renovation, office space for the Friends of Historic Meridian, and to provide educational programs and special events for the community. Said interior and exterior restoration and renovation shall be for the purpose of preserving and promoting the history of Meridian Township for the education and enjoyment of all Township and area residents and shall be under the control of and at the expense of the Lessee. The Lessee shall have free access across Lessor's land for the above purposes.

NOW, THEREFORE, for and in consideration of the mutual covenants hereinafter contained, **IT IS HEREBY AGREED**, as follows:

FIRST: AREA LEASED AND AUTHORIZED USE.

The displays in the Leased Premises shall:

- A. be removable unless prior written approval is received by the LESSEE from the LESSOR's Park Commission.
- B. relate to the Leased Premises, Meridian Township Historical Village, the LESSEE, the LESSOR's parks, or other related topics as mutually agreed to by the LESSEE and the LESSOR's Park Commission.
- C. be approved in writing by the LESSOR's Park Commission, in consultation with the LESSEE, prior to construction.
- D. be constructed either by the LESSEE or the LESSOR, or their designee.

- E. Upon termination of this lease, the buildings shall be left by the LESSEE in their restored and renovated form.
- F. Upon termination of this lease, all buildings shall be left by the Lessee in their restored and renovated form and any restoration or renovation shall immediately become a part of the property of the LESSOR.

In addition to the authorized uses stated above, the LESSEE may display and sell the LESSEE's publications and souvenirs in the display area of the Leased Premises.

All building uses, changes, additions, or improvements, beyond general maintenance, must be approved in writing by the LESSOR's Park Commission, in consultation with the LESSEE, prior to implementation. Any violation of this condition shall be considered a material breach of this Lease and may result in termination of this Lease.

SECOND: LEASE TERM AND TERMINATION. This Lease shall commence on the date on which it is fully signed by the representatives of both the LESSOR and the LESSEE, which is the date set forth in the introductory paragraph on page 1 of this Lease. This Lease will remain effective for two years, at which time the parties to the lease may extend the lease, on an annual basis, until it is renewed and/or replaced by a subsequent lease or terminated.

Notwithstanding any other provision in this Lease to the contrary, this Lease may be terminated at any time for any reason by either the LESSOR or the LESSEE upon thirty (30) days prior written notice to the other party. Upon termination of this Lease, the LESSEE must vacate the Leased Premises within sixty (60) days of the date on which notice of termination was given. Also, upon termination of this lease, the buildings shall be left by the Lessee in their restored and renovated form.

THIRD: RENT. In consideration of this lease, the LESSEE shall pay the LESSOR the sum of ONE AND NO/100 DOLLARS (\$1.00) for the initial term of this Lease which expires on December 31, 2012. In the event the term of this Lease is extended, the LESSEE shall pay the LESSOR the rental fee which is mutually agreed upon by the LESSOR and the LESSEE for the term for which the Lease is extended.

FOURTH: RESPONSIBILITIES OF THE LESSEE. The LESSEE shall have the following responsibilities with respect to the Leased Premises:

- A. Provide staffing for the Leased Premises for authorized uses.
- B. Be open to the public and provide a staff person/volunteer on the leased premises for as many hours as possible on weekend.

- C. Post the schedule when open in a public location. The schedule in which the Leased Premises is to be open to the public shall be as mutually agreed upon by the LESSOR's Director of Parks and Recreation and the LESSEE.
- D. Maintain all buildings related to LESSEE'S use of the Leased Premises.
- E. Shall maintain and regularly clean the interior of the Leased Premises.
- F. Provide office furniture and telephone.
- ~~G. Install and maintain security system.~~
- ~~H. Chapel Consumers' Energy Bill (New Payable 113rd of total yearly bill in 2011, 2/3rds of total yearly bill in 2012 and 100% in 2013 and after)~~

FIFTH: RESPONSIBILITIES OF THE LESSOR. The LESSOR shall be responsible for providing the following with respect to the Leased Premises:

- A. Fund the cost of utilities for the buildings in the Historical Village from the General Fund (~~except the Chapel as described in H above~~) including monthly water, sewer, gas and electrical.
- B. Maintain fire insurance and general casualty insurance of said buildings.
- C. **Install and maintain security system.**

SIXTH: PROHIBITED CONDUCT. It is expressly understood and agreed by the LESSEE that the following types of conduct on the Leased Premises are prohibited:

- A. Making permanent changes to the Leased Premises that are inconsistent with historic preservation or presentation of the structures unless approved by the LESSOR's Park Commission in writing.
- B. Storing of records other than records of an historical nature or necessary for operation of the LESSEE's office.

SEVENTH: RIGHT OF LESSOR TO ENTER LEASED PREMISES.

Notwithstanding any of the provisions contained in this Lease, the LESSOR shall have the right to enter upon the Leased Premises or any part thereof at reasonable times for the purpose of examining the same or making such repairs or alterations as may be necessary for the safety and preservation thereof.

EIGHTH: FURNITURE OR APPLIANCES BELONGING TO LESSEE. It is understood and agreed that any furniture or appliances placed by the LESSEE in the Leased Premises prior to or during the term of this Lease, are to be and remain the property of the LESSEE, and the LESSEE shall have the right to remove the

same any time before or within 60 days following the termination of this Lease, including any renewal or extensions thereof.

NINTH: KEEPING THE LEASED PREMISES IN COMPLIANCE WITH THE LAW. It is a condition of this Lease that the LESSEE keep the Leased Premises at all times in full compliance with all applicable codes, licensing requirements, regulations, statutes and ordinances commensurate with the intended use thereof, excepting conditions caused by the LESSOR, its agents' or employees' activities. If the LESSEE fails to comply with this condition, the LESSOR may terminate this Lease, such termination being effective immediately on the date the LESSOR'S Notice of Termination is delivered to the LESSEE.

TENTH: DESTRUCTION OF LEASED PREMISES. In the event of a total or partial destruction of the Leased Premises by fire or otherwise, which results in the inability to use the leased premises, this Lease shall apply to the remaining structures.

ELEVENTH: LESSOR'S AND LESSEE'S REPRESENTATIVES. For the purpose of this Lease and all approvals, after initial authorization by the LESSOR's Park Commission and by the LESSEE, all subsequent approval of uses of the Leased Premises shall be reviewed by the LESSOR's Director of Parks and Recreation and the LESSEE's Executive Director for daily decisions regarding this Lease. Regular review, renewal or termination of this Lease, however, shall be made by the LESSOR's Park Commission and LESSEE.

TWELFTH: WAIVERS. No failure or delay on the part of either of the parties to this Lease in exercising any right, power or privilege set forth herein 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.

THIRTEENTH: AMENDMENT. Modifications, amendments or waivers of any provision of this Lease may be made only by the written mutual consent of the parties hereto or order of a court of competent jurisdiction.

FOURTEENTH: TRANSFERABILITY OF LEASE. The covenants and conditions of this Lease are not transferable to the successors and assigns of the parties hereto.

FIFTEENTH: DISREGARDING SECTION TITLES. The titles of the sections set forth in this Lease are inserted for the convenience of reference only and shall be disregarded when construing or interpreting any of the provisions of this Lease.

SIXTEENTH: COMPLETENESS OF THIS LEASE. Except for the Memorandum of Understanding between the LESSOR and LESSEE, this Lease

contains all of the terms and conditions agreed upon by the parties hereto. No other agreements, oral or otherwise, regarding the subject matter of this Lease or any part thereof shall have any validity or bind any of the parties hereto, unless amendments are made pursuant to Section 13.

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

EIGHTEENTH: CERTIFICATION OF AUTHORITY TO SIGN LEASE. The persons signing on behalf of the parties hereto certify by their signatures that they are duly authorized to sign this Lease on behalf of said parties and that this Lease has been authorized by said parties.

IN WITNESS WHEREOF, the authorized representatives of the parties hereto have fully executed this Lease on the day and year first above written.

WITNESSED BY:

LESSOR: CHARTER TOWNSHIP OF MERIDIAN

Scott Hendrickson, Supervisor / Date

Angela Demas, Clerk / Date

LESSEE: FRIENDS OF HISTORIC MERIDIAN

Holly Cordill, Executive Director / Date

Renee Tierney, President / Date



To: Board Members

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

Date: May 12, 2025

Re: 2025 Local Road Program Agreement

The Township enters into an agreement with the Ingham County Road Department on an annual basis to memorialize the finances related to the Local Road Program.

The 2025 agreement prescribes that the Ingham County Road Department's contribution will be \$335,000, as it has been since the annual amounts were update after the most recent census was completed.

This year, the agreement also memorializes the amount that will be deducted from the Ingham County Road Department's contribution in order to fund work that the Ingham County Road Department has agreed to perform for the Township at a lower cost than the private sector can provide. The total cost of the materials to perform this work is \$158,604.70, of which, the Township will pay 50 percent, or \$79,302.35. There shall be no cost charged to the Projects covered by this Agreement or the Township for the Road Department's labor costs. A full list of these projects and the respective cost of each project is attached to this cover memorandum.

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

MOVE TO APPROVE THE 2025 AGREEMENT FOR LOCAL ROAD IMPROVEMENT WITH THE INGHAM COUNTY ROAD DEPARTMENT AND AUTHORIZE THE TOWNSHIP SUPERVISOR AND CLERK TO SIGN THE AGREEMENT.

Attachments:

1. 2025 Agreement for Local Road Improvement
2. 2025 Ingham County Road Department Crew Projects Covered Under the Agreement

2025 AGREEMENT FOR LOCAL ROAD IMPROVEMENT

MERIDIAN CHARTER TOWNSHIP

CORNELL ROAD (Grand River to Haslett Rd.)
TIHART ROAD (Twinging Rd. to Cornell Rd.)
TIHART ROAD (Marsh Rd. to Twinging Rd.)
CORNELL ROAD (Grand River to Haslett Rd.)

THIS AGREEMENT made and entered into between Meridian Charter Township, County of Ingham, Michigan (Township), and the County of Ingham (County) on behalf of the Ingham County Road Department (Road Department).

WITNESSETH

WHEREAS, the Township desires to have double chip seal and fog seal done on Cornell Road from Grand River to Haslett Road and on Tihart Road from Twinging Road to Cornell Road be done as part of the Road Department's **2025 local road** program; and

WHEREAS, the Township also desires to have single chip seal and fog seal work performed on Tihart Road from Marsh Road to Twinging Road and HMA skip paving on Cornell Road from Grand River to Haslett Road as part of the 2025 local road program; and

WHEREAS, the combined estimated cost of all of the above road projects is \$158,604.70 for materials; and

WHEREAS, the County is willing to have the Road Department cause said improvements to be undertaken with Road Department crews, with no charge to the Township for labor and to pay for a portion of the materials cost of said improvements; and

WHEREAS, the Township is willing to pay the remaining portion of the materials cost of said improvements.

NOW THEREFORE IT IS AGREED AS FOLLOWS:

1. The Road Department shall cause the improvements identified above and incorporated herein by reference to be performed by Road Department crews during the construction season of the 2025 calendar year.
2. For 2025, the County has authorized the Road Department to allocate to the **Township's local** roads, up to but not to exceed the sum of \$335,000.00 for a total available in 2025 of \$335,000.00 from the County Road Fund, which shall be matched equally by the Township to the extent used.
3. For the aforementioned improvements, the cost of materials which is estimated to be \$158,604.70, the County on behalf of the Road Department agrees to contribute \$79,302.35 toward the cost of materials for said improvements. The Township agrees to contribute the remaining cost of materials, which is estimated to be \$79,302.35. There shall be no cost charged **to the Projects covered by this Agreement or the Township for the Road Department's labor costs.**
4. In the event the final materials cost of the improvements is greater than the estimated amount set forth above, the excess cost shall continue to be divided equally between the County and the Township up to but not to exceed \$670,000.00 (2 times the maximum Road Department matching funds available to the Township, after which it shall be paid solely by the Township, provided, however, that the Township's excess payment shall not exceed ten percent (10%) of the Township's contribution amount established in this Agreement, \$79,302.35, unless the Township agrees otherwise.
5. In the event the final materials cost of the improvements is less than the \$158,604.70 estimate, the cost savings shall be split evenly between the parties for any final cost amount below \$158,604.00.

6. The Road Department shall invoice the Township for its estimated contribution for the work performed by Road Department personnel on Cornell and Tihart Roads. No invoice shall be issued prior to completion of a majority of the work. Any excess cost due from the Township or owed to the Township shall be invoiced/paid after completion of the work and final costs have been calculated. All payments shall be made by the Township within thirty (30) days after invoice. Invoices which remain unpaid after thirty (30) days shall accrue interest at the rate of one percent (1%) per month until paid in full.
7. **Upon the final accounting of the work included in the Road Department's 2025 Local Road Program, any remaining portion of the County's 2025 capped Local Road Program allocation to the Township shall be provided to the Township as a contribution towards the Township's 2025 local road projects completed by the Township's own contractors.**
8. The contact person from the Township for this Agreement is Tim Dempsey, Township Manager.
The contact person from the Road Department is Kelly Jones, Managing Director.

IN WITNESS WHEREOF the parties hereto have set their hands and seals.

MERIDIAN CHARTER TOWNSHIP:

COUNTY OF INGHAM FOR
INGHAM COUNTY ROAD DEPARTMENT:

SCOTT HENDRICKSON, Supervisor

RYAN SEBOLT, Chairperson
County Board of Commissioners

ANGELA DEMAS, Clerk

Date: _____

Date: _____

APPROVED AS TO LEGAL FORM
FOR COUNTY OF INGHAM
COHL, STOKER & TOSKEY, P.C.

By: Robert D. Townsend 4/25/2025

2025 Ingham County Road Department Crew Projects Covered Under the Agreement

Road	Beginning of Project Limits	End of Project Limits	Cost	Description of Work to be Performed
Cornell Rd	Grand River Ave	5004 Cornell Rd	\$13,800.00	Spray Patching & Skip Paving: The ICRD will spray patch and pave over the areas where the asphalt is breaking up.
Cornell Rd	Grand River Ave	Haslett Rd	\$104,208.43	Double Chip Seal & Fog Seal: Sealing the Cornell Rd after the overlay paving is completed to help keep moisture out of the asphalt and aggregate base beneath the road. Cornell Road received a full-depth replacement of asphalt in 2013, but the amount of tree canopy over the road prevents the road from drying out, which causes the asphalt to reach the end of its useful life prematurely. The inability to clean out/restore ditches is also causing the road to fail prematurely. If we were able to clean out ditches, we could get the aggregate base beneath the road to dry out more, which would prevent the freeze and thaw cycles from causing so much damage to the road. We are not able to clean out/restore ditches due to the opposition to tree removals.
Tihart Rd	Marsh Rd	Just east of Twinging Dr	\$21,303.14	Single Chip, Fog Seal: Immediately sealing the roadway after the Township resurfaces the road to maximize the life expectancy.
Tihart Rd	Just east of Twinging Dr	Cornell Rd	\$19,293.19	Double Chip, Fog Seal: Immediately sealing the asphalt stabilized roadway after the Township resurfaces the road to maximize the life expectancy.
TOTAL:			\$158,604.76	



To: Board Members
From: Scott Hendrickson, Township Supervisor
Date: May 12, 2025
Re: Downtown Development Authority Appointment

Currently, there are four vacancies on the Downtown Development Authority (DDA) and the attached application has been received for review and recommendation.

Srinivas Kandula, is applying to the Downtown Development Authority to leverage his 25+ years of experience in analytics, entrepreneurship, and real estate, along with a deep commitment to Meridian Township, where he has lived for over 25 years. His goal is to bring a strategic, community-focused approach to help create a vibrant, inclusive, and sustainable Downtown.

The following motions have been prepared for Board consideration:

MOVE TO APPOINT SRINIVAS KANDULA TO THE DOWNTOWN DEVELOPMENT AUTHORITY FOR A TERM ENDING 12/31/28.

Attachment:

1. Public Service Application

* 1. I am interested in service on one or more of the following public bodies as checked below:
Downtown Development Authority *

*** 2. Summarize your reasons for applying to do this type of service**

I am applying to the Downtown Development Authority to leverage my 25+ years of experience in analytics, entrepreneurship, and real estate, along with a deep commitment to Meridian Township, where I've lived for over 25 years. I've led projects for Fortune 100 firms, founded an analytics company, and supported low-income housing. My goal is to bring a strategic, community-focused approach to help create a vibrant, inclusive, and sustainable downtown.

*** 3. Describe education, experience or training which will assist you if appointed.**

With a Bachelor's in Engineering and an MBA in Marketing, I bring a strong technical and business foundation to downtown development. I have 25 years of experience in IT, data analytics, and commercial real estate, including leading projects for Fortune 100 companies. As an entrepreneur, I founded an analytics company and managed real estate developments, including affordable housing. I am also deeply committed to community engagement, volunteering with local organizations for over 20 years.

(Attach resume if available)

[Srinivas Kandula Resume.pdf](#)

* Full Name
Srinivas Kandula

* **Occupation**
Senior Presales Solution Architect

* **Place of Employment**
Teradata Corporation

* Home Address
[REDACTED]
Okemos 48864

* Phone (Day)
[REDACTED]

* Phone (Evening)
[REDACTED]

* **Email**
[REDACTED]

* **Please type your name in the box below as a digital signature**
Srinivas Kandula

* **Date and Time**
05/11/2025

Other than the Downtown Development Authority Board, the Corridor Improvement Authority, and the Economic Development Corporation, persons appointed to Meridian Township boards and commissions must be a resident and elector (if of voting age) of the Township during the term of office. Excessive absences may be cause for review of appointment. The policy for appointment of candidates to the various public service positions is based on the following criteria: desire to serve, experience, expertise, availability of time to serve, and maintenance of equitable geographic representation. In most instances it will be desirable to develop further information through a personal interview. This application will be retained in township files for two years.

Srinivas (Sri) Kandula

Professional Summary

Results-oriented Technology Executive and Entrepreneur with 25 years of global experience in data-driven analytics, cloud transformation, and large-scale IT solutions. Proven success in building and leading analytics companies, managing real estate ventures, and delivering multimillion-dollar projects across Fortune 100 enterprises in Retail, Manufacturing, Transportation, Healthcare, and Government sectors. Adept at bridging business and technology, driving innovation, and fostering long-term executive relationships.

Core Competencies

- Data & Analytics Architecture | Cloud Transformation (Azure, AWS, Databricks)
- Enterprise Data Strategy | Data Integration
- Technical Pre-Sales & Solution Design | Executive Engagement & Enablement
- Real Estate Development & Management | Community & Public Sector Collaboration
- Thought Leadership | Cross-functional Team Leadership | Mentorship

Professional Experience

- Teradata Corporation – Senior Presales Solutions Architect

Jan 2014 – Present

- Led architecture for large-scale data and analytics modernization, driving multimillion-dollar cloud deals.
- Served as strategic advisor to C-level executives, aligning data platforms with business priorities.
- Developed and executed cloud migration strategies using Azure, Databricks, and AWS technologies.
- Conducted executive workshops, technical enablement, and business continuity presentations.
- Collaborated with Product, Engineering, and Services to build customized client-centric solutions.
- Recognized for mentoring junior talent and influencing competitive strategy development.
- Teradata Corporation – Senior Technical Lead

Nov 2006 – Dec 2011

- Designed and deployed enterprise data warehouses and data pipelines across various sectors.
- Defined data models, integration strategies, and BI frameworks for performance-driven reporting.
- Managed distributed teams of 15+ developers in delivering analytics solutions at scale.
- Entrepreneur / Principal – Analytics & Real Estate Ventures

2013 – 2025 | Concurrent Projects

- Founded and operated a successful analytics consulting firm serving public and private clients.
- Delivered data-driven projects across marketing, finance, and operations domains.
- Directed multi-family, office, and retail real estate developments; managed REIT operations.
- Partnered with government and nonprofit entities to advance low-income housing initiatives.

Education

- Bachelors in engineering (Electronics and Telecommunications)
- Master's in business administration (Marketing)

Certifications

- Teradata Certified Master
- PMP – Project Management Professional

Publications

- Performance Physical Data Modeling – Strategies and Tactics for BI Infrastructure Performance, Teradata Partners
- Rule-Based Architecture for Real-Time Fraud Detection

Community Involvement

- Long-term resident and community contributor in Meridian Township, Okemos (25+ years)
- Volunteer with Meals on Wheels, local Foodbanks, and leadership positions in multiple cultural/social organizations and clubs: Founder/President Lansing Telugu Association, Chairperson – Bharatiya Temple of Lansing, Vice President Toastmasters International Lansing Chapter.



To: Township Board Members
From: Tim Dempsey, Township Manager
Abby Tithof, Human Resources Director
Date: May 16, 2025
Re: Personnel Policy Manual

After three meetings of extensive review ([March 18](#), [April 3](#), and [April 15](#)), we are presenting the final draft version of the updated Personnel Policy Manual. The document incorporates the changes discussed during those meetings. We are presenting for the Board's approval.

The document will still receive one final copy edit from our attorney's office to ensure all the copy is clean and the table of contents/pagination is revised accordingly. We held off on that final review in the event there are any remaining revisions.

The following motion is suggested should the Board wish to approve the document:

**MOTION TO APPROVE THE FINAL DRAFT VERSION OF THE TOWNSHIP'S
PERSONNEL POLICY MANUAL SUBJECT TO FINAL COPY EDITS AS NEEDED.**

Attachment: Draft Personnel Policy Manual

Meridian Township Personnel Policy Manual



May 16, 2025 FINAL DRAFT

**THE CHARTER TOWNSHIP OF MERIDIAN
PERSONNEL POLICY MANUAL**

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THE CHARTER TOWNSHIP OF MERIDIAN PERSONNEL POLICY MANUAL

I. WELCOME AND INTRODUCTION

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

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

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

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

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

A. Severability

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

B. Distribution and Revisions

A copy of this manual will be provided to each employee, who will be required to sign a standard form certifying their receipt and review of the manual.

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

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

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

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

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

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

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

B. Non-Discrimination and Fair Employment Practices Policy

The Township shall adhere to a fair chance policy, which limits inquiry into conviction history information on all Township employment applications unless required by state or federal law.

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

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

The Township shall consider job-related convictions taking into account the length of time since the offense occurred, such that no person shall be disqualified from employment, solely or in part

because of a prior conviction, unless it is a job-related conviction. The Township Human Resources Department shall conduct an individualized assessment of any job-related conviction record.

C. Open Door Policy

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

III. EMPLOYMENT

A. At-Will Employment

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

B. Training Period

Up to the first six (6) months of employment is considered to be a period of training. This training period provides intensive training efforts and frequent feedback and written evaluations. You are encouraged to ask questions and seek additional help during this period to better understand your job expectations, policies, procedures, and goals of the department and Township.

C. Hours of Operation

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

D. Time Reporting

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

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

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

E. Flexible Work Schedule and Temporary Flexible Work Hours

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

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

Flexible work hours are temporary changes in an employee's regular work schedule in order to adjust for an unplanned, short-notice, or special circumstance. When an unforeseen event or special circumstance occurs, the Department Director and Human Resources Director may approve an adjustment to the employee's schedule

F. Lunch, Rest Periods and Breaks

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

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

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

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

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

H. Emergency Closings

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

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

I. Anniversary Date

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

J. Performance Evaluations

The Township uses a uniform system for evaluating the work performance of all employees. The primary purpose of the employee performance evaluation is to maintain communication between supervisor and employee and inform employees on the quality of their work and, if necessary, how they can improve their work performance. Employees will sign the evaluation form to acknowledge their review and receipt of the document, but not necessarily to indicate agreement with the rating(s).

Employee performance will typically be formally evaluated in writing annually by their immediate supervisor. The Human Resources Director and management may participate in employee evaluations. The Township endeavors to provide all employees with an evaluation at least once per calendar year and the Township retains the right to evaluate employees more than once per calendar year. Copies of all performance evaluations will be given to evaluated employees, as well as the Human Resources Department to retain in employee personnel files. Employees wishing to appeal their performance evaluations must contact the Human Resources Director within five (5) days

after receiving their performance evaluation. The Human Resources Director will handle appeals on a case-by-case basis and will retain any additional documentation regarding the performance evaluation appeal.

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

K. Promotions

A promotion is defined as a change to a position in a class having a higher salary range than the class from which the employee left. When employees are promoted to a position in a higher class, their annual salary shall be increased by an amount as determined in the salary range. The new rate of pay becomes effective upon the date of promotion; the next step increase (if applicable) will occur one year from the promotion date.

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

L. Personnel Files

The Township keeps personnel files on all employees. Because personnel files contain confidential information, the only people who can see them are people with a legitimate business reason. [Under the Bullard-Plawecki Employee Right to Know Act 397 of 1978](#), employees may wish to review their own file, and may do so by contacting the Human Resources Director. Employees may review their file only when a representative of the Human Resources Department is also present. Copies of the file may be requested, and the Township may charge a reasonable copying fee to the employee.

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

M. Social Security Number Privacy and Protection

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

The Township will not:

- Publicly post or publicly display employee Social Security numbers.
- Require employees to send their Social Security number over the Internet, unless the

connection is secure or the Social Security number is encrypted.

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

The Township will continue to collect, use, or release Social Security numbers as required by state or federal law, and may use Social Security numbers for Township identification or authorization purposes. Questions about this policy may be directed to Human Resources.

N. Layoffs and Recalls

This policy shall govern all layoffs and recalls of Township employees who are not covered by a layoff or recall procedure in a collective bargaining agreement. If a layoff occurs, consideration will be given to the quality of each employee's past performance, the need for the service, and the employee's seniority in that classification, in determining which employees will be retained. Employees to be laid off will be notified at the earliest date possible of that decision. All layoffs and recalls of positions will be based upon the Township's operational needs and financial position. The Township retains sole discretion to determine which employees will be impacted in a layoff.

O. Job Vacancies

When there is a vacancy or position to be posted at the Township, the Human Resources Department will be notified, and the Human Resources Director will post the position both internally and externally through the "all employees" e-mail notification system and listings on the Township website. External advertisements will be posted on the online job posting system and all other job posting sources as necessary. Internal candidates will be required to submit a resume and cover letter to the Human Resources Director for consideration. Such materials must be submitted by the interview deadline or the employee will not be considered an applicant.

The interview process may include Supervisors, Managers, Directors, and Human Resources. If necessary, candidates will be called back for additional interview(s). The overall most qualified candidate, as determined by the Township, will be selected.

P. Onboarding

New hires must meet with Human Resources on or before their first day of employment to complete required forms and review employment documents. A more detailed, job-specific orientation will take place with the department staff where the new hire will be working.

Q. Hiring of Family/Relatives – Fraternization

The Township permits the employment of qualified individuals who are related to a current

employee provided that a supervisory/subordinate relationship does not exist as a result of that employment.

For purposes of this policy, family/relatives includes spouse, child, parent, sibling, step-parents, step-siblings, half-siblings, parent-in-law, child-in-law, grandparents, grandchildren, and siblings-in-law.

If a supervisory relationship exists for two employees who become relatives after hire, or who start a dating relationship, the employees must inform Human Resources about the relationship. The Township may seek to transfer one of the employees if a vacancy exists for which one or both employees are qualified. The Township may alternatively seek the voluntary resignation of one of the impacted employees. The Township retains the right to terminate an employee to avoid a violation of this policy.

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

The Township retains the discretion to transfer, seek voluntary resignation, or terminate related employees, even if there is no direct supervisory relationship if the familial relationship causes a conflict or potential conflict in the workplace. Relatives of current Township employees shall not be given preference in any hiring decisions.

R. Employment Classification Categories

Meridian Township has established the following classifications for employees:

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

the summer months, or on a limited work schedule throughout the year, for a limited duration. Temporary, irregular and/or seasonal workers are not eligible for Township benefits.

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

Nonexempt employees are employees whose work is covered by the Fair Labor Standards Act (FLSA). They are entitled to the law's requirements concerning minimum wage and overtime.

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

S. Background and Reference Checks

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

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

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

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

T. Progressive Discipline

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

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

- 1) Verbal warning
- 2) Written warning
- 3) Suspension with or without pay

4) Termination of employment

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

U. Separation of Employment

Separation of employment can occur for several different reasons.

- **Voluntary Resignation:** Resigning employees must provide two weeks' notice, in writing, to facilitate a smooth transition. Proper notice of resignation entitles an employee to a payout of accrued but unused vacation leave. Management reserves the right to provide an employee with two weeks' pay in lieu of notice in situations where job or business needs warrant such action. If an employee provides less than two weeks' notice, the employee is disqualified from any payout for accrued vacation and the Township may deem the individual to be ineligible for rehire depending on the circumstances regarding the notice given.
- **Retirement:** Employees who wish to retire are required to notify their Director and the Human Resources Department in writing at least one (1) month before the planned retirement date. Employees who retire under an applicable retirement plan are entitled to a payout of accrued but unused vacation leave.
- **Job Abandonment:** Employees who fail to report to work or contact their supervisor for three (3) consecutive workdays will be considered to have abandoned their job and voluntarily quit without notice, effective at the end of their normal shift on the third day. The Supervisor will notify the Human Resources Department at the expiration of the third workday and initiate the paperwork to document the employee's voluntary resignation. Employees who are separated due to job abandonment are ineligible to receive a payout for accrued but unused vacation leave and are ineligible for rehire.
- **Termination:** Employees are employed on an at-will basis and the Township retains the right to terminate an employee at any time. Employees who are involuntarily terminated are ineligible to receive payout for accrued but unused vacation leave.

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

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

V. Exit Interview

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

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

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

W. Rehire

Employees who leave the Township in good standing may be considered for reemployment. The applicant must meet all minimum qualifications and requirements of the position and follow the applicant process as described in the *Job Vacancies* Policy found elsewhere in this Manual.

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

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

IV. WORKPLACE SAFETY

A. Drug-Free Workplace

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

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

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

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

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

Meridian Township reserves the right to inspect all portions of its premises for drugs, alcohol, or other contraband. All employees may be asked to cooperate in inspections of their persons, work areas, and property that might conceal drugs, alcohol, or other contraband. Employees who possess

such contraband or refuse to cooperate in such inspection are subject to appropriate discipline up to and including termination.

B. Employee Assistance and Drug-Free Awareness

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

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

C. Required Drug and Alcohol Testing

The Township retains the right to require the following tests:

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

D. Consequences for Violation of Drug-Free Policies

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

Employees will be paid for regularly scheduled work hours when they are sent for alcohol/drug testing and during any paid suspension pending the results of the drug/alcohol test. After the results of a test are received, a date/time will be scheduled to discuss the results of the test. This meeting will include a member of management, union (if applicable), and the Human Resources Department.

E. Confidentiality of Drug-Test Information

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

F. Violence in the Workplace

Employees are expected to refrain from conduct that may be dangerous to others.

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

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

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

Employees should promptly inform the Human Resources Department of any protective or restraining order that they have obtained that lists the workplace as a protected area.

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

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

G. Safety

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

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

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

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

H. Right to Know

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

I. Smoke-Free Workplace

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

The smoke-free workplace policy applies to

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

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

V. WORKPLACE EXPECTATIONS

A. Performance Expectations / Code of Conduct/

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

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

In addition, the Township also maintains a code of conduct to ensure the orderly and efficient operation of the Township, as well as to protect the rights of all employees and officials.

Although it is impossible to create an all-encompassing list of prohibited behaviors, below is a list of examples of unacceptable workplace behaviors that may result in discipline up to and including termination. This list in no way modifies the at-will employment relationship between employees and the Township..

- Falsification of timekeeping records and any employment application statements.
- Any discourteous treatment of the public, other Township employees or officials, or residents.
- Working under the influence of alcohol, illegal drugs, or marihuana.
- Possession, distribution, sale, transfer, or use of alcohol or illegal drugs or marihuana in the workplace, while on duty, or while operating employer-owned vehicles or equipment.
- Theft in any form.
- Fighting or threatening violence in the workplace.
- Violation of safety or health rules.
- Sexual or other unlawful harassment or discrimination.
- Extensive absenteeism or any absence without notice.
- Unauthorized use of employer telephones, mail system, Internet, or computer networks.
- Unauthorized use of employee personal telephones, Internet, or computers during work

hours.

- Unauthorized use of Township credit cards or use of Township credit cards in violation of the Purchasing Policy.
- Unauthorized disclosure of confidential Township information
- Socializing that interferes with work performance or impacts the public's perception of Township operations.
- Unsatisfactory performance or conduct including insubordination.
- Abuse of Township property.
- Violation of personnel policies, Township ordinances, department rules, or federal, state, or local laws'

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

B. Professionalism & Civility

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

The Township serves its residents best when functioning as a strong team. As such, the Township expects that staff from all departments, at every level of the Township, treat each other as respected and valuable colleagues. To promote an inclusive and well-functioning workplace, the Township requires employees to act in a professional and courteous manner to each other and the public.

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

- Treat others with dignity and respect.
- Ensure that critiques of others are well meaning and constructive. Focus on what can be improved.
- Foster teamwork and participation from others with differing experiences, perspectives, and backgrounds.
- Seek out insights and input from others with different experiences, perspectives, and backgrounds.
- Remain open-minded and listen when given constructive feedback regarding others' perception of your conduct.

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

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

C. Confidentiality

In the course of employment with the Township, employees may encounter confidential information that is not subject to disclosure under the law and should not be made known to the public. Confidential information does not include information the public would be entitled to receive under statutes such as the Freedom of Information Act and does not include information relating to the terms and conditions of employment with the Township such as wages, protected concerted union activity, and workplace complaints. Confidential information will not be disclosed to external parties or to other employees without a legitimate business reason. If a Township employee has any questions about whether information is considered confidential or whether any external party has a legitimate business reason to see confidential information, they must check with their supervisor, Department Director, or the Human Resources Director.

D. Media Contacts

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

E. Conflicts of Interest

Township employees must avoid any relationship or activity that might impair, or even appear to impair their ability to make objective and fair decisions when performing their jobs. Township property, information, or business opportunities may not be used for personal gain.

Certain conflicts of interest (or the appearance of conflicts) may include, but are not limited to:

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

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

F. Gifts and Favors

No employee shall solicit directly or indirectly or accept any gift, whether in the form of service, loan, thing, or promise, from any person, firm, corporation, or other entity having business before

the Township that may to influence their Township decision making or may have the appearance of influencing their Township decision making. Although it is not possible to outline all gifts that will be acceptable and all that are improper, the value of the gift, the prominence of any external party's branding, and the public visibility of the gift or favor shall all be relevant factors in determining whether a gift is improper.

If a Township employee has any questions about whether a gift or favor is improper, they must check with their supervisor, Department Director, or the Human Resources Director. When in doubt, an employee should err on the side of politely declining a gift.

G. Outside Employment

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

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

Employees engaged in outside or supplemental employment shall:

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

The Township retains the right to review and change any decisions granting a Township employee permission to obtain or participate in outside employment while employed by Township. Approval shall be reviewed at least on an annual basis.

H. Attendance and Punctuality

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

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

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

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

I. Attire and Grooming

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

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

Examples of unprofessional attire include but are not limited to:

- Sweatpants, loungewear, pajamas, exercise wear, flipflops, slippers, shorts, and any pants or jeans that are worn through or that have tears or holes.
- Beachwear, sleeveless t-shirts, and clothing that exposes the lower back or stomach.
- Any clothing with a printed message, slogan, political message/endorsement, picture, or art depicting drugs, alcohol, sex, weapons, violence, or anything that is obscene, disrespectful, or offensive.

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

The Township permits employees to wear jewelry, piercings, or to display tattoos at the workplace with the following guidelines. To make this determination, management will consider whether jewelry, piercings, or tattoos poses a conflict with an employee's job or work environment, considering:

- Personal safety of self or others.
- Productivity or performance expectations.

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

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

J. Electronic Communication and Internet Use

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

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

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

K. Right to Monitor

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

L. Solicitation, Distribution, and Posting of Materials

Except with respect to protected labor relations activities, the Township prohibits the solicitation, distribution, and posting of material on or at Township property during worktime, except as may be permitted by this policy.

Except for protected labor relations activity:

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

Violations of this policy should be reported to the Human Resources Department and are subject to disciplinary actions up to and including termination of employment.

M. Employee Travel and Reimbursement

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

N. Use of Township Equipment

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

O. Township Vehicles

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

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

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

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

VI. TIME OFF/LEAVES OF ABSENCE

A. Holiday Pay

Meridian Township recognizes paid holidays each year:

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

Should a holiday fall on a weekend, the holiday will be observed on the workday closest to the holiday.

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

If an employee terminates their employment, he/she will not receive pay for holidays occurring after the last day worked.

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

B. Vacation

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

Vacation accrual begins on the first day of the month following the hire date for full-time or permanent part-time employment. Vacation is accrued according to the schedule in this policy. Vacation leave will not be earned during an unpaid leave of absence.

To schedule vacation time, employees should submit a completed leave form to the employee's

supervisor at least two weeks before the requested leave.

Employees must ensure that they have enough accrued leave available to cover the dates requested. Requests will be approved based on several factors, including department operating and staffing requirements. The supervisor should return the leave request to the employee within three business days of the date it is submitted indicating that the request has been approved or denied.

Vacation Benefits Schedule

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

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

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

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

C. Personal Leave

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

D. Sick Leave

All regular full-time employees accrue sick leave at a rate of 8 hours per month beginning on the date of hire.

Regular, part-time employees accrue sick leave immediately after hire in a pro-rated amount using the full-time total of 8 hours per month and the average number of hours the part-time employee works per week. Employees may carry over no more than 880 hours of sick leave from one year to the next.

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

calendar days of employment.

Employees may use sick leave for the following purposes as outlined in the Earned Sick Time Act, as amended:

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

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

Employees must request foreseeable uses of sick leave at least 7 days in advance. For unforeseeable sick leave usage, the employee must call in before the start of their shift unless emergency circumstances make that impossible. If an employee is unable to call in prior to the start of their shift for legitimate reasons, the employee must call in as soon as possible thereafter. Directors may require substantiation of sick leave if an employee misses more than three (3) consecutive workdays. If such examination is required, the Township will pay all out-of-pocket costs that would have otherwise been incurred by the employee.

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

Employees who have accumulated 500 or more hours of unused sick leave at the beginning of any calendar year, have the option to sell back to the Township up to forty hours of sick leave at the

end of the calendar year. Payment shall be based on the employee's current hourly rate of pay as of December 31 of that year.

E. Bereavement Leave

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

Paid bereavement leave is granted according to the following schedule:

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

F. Jury Duty

Upon receipt of notification from the state or federal courts of an obligation to serve on a jury, employees must notify their supervisor and provide them with a copy of the jury summons. The Township will pay a regular full-time and regular part-time employee their regular straight time rate which he/she would have earned if working. If jury duty ends before an employee's scheduled shift ends, he/she may either return to work or take personal or vacation leave for the remainder of the day. In order to receive payment, an employee must give the Township at least two (2) days' prior notice that he/she has been summoned for jury duty, furnish satisfactory evidence that he/she reported for or performed jury duty on the day(s) for which he/she claims payment, and submit payment(s) received for jury duty, less mileage paid, to Human Resources/Payroll.

G. Election Leave

Employees who are chosen to serve as an election official other than with the Township will be permitted to take required time off to serve in this capacity. It is incumbent on employees who are chosen to act as election officials to notify their supervisor or Director a minimum of seven (7) days in advance of the need for time off in order to accommodate the necessary rescheduling of work periods.

H. Military Leave of Absence

Meridian Township is committed to protecting the job rights of employees absent on military leave. In accordance with federal and state law, it is the Township's policy that no employee or prospective employee will be subjected to any form of discrimination on the basis of that person's membership in or obligation to perform service for any of the Uniformed Services of the United States. Specifically, no person will be denied employment, reemployment, promotion, or other benefit of

employment on the basis of such membership. Furthermore, no person will be subjected to retaliation or adverse employment action because such person has exercised their rights under applicable law or Township policy. If any employee believes that he or she has been subjected to discrimination in violation of Township policy, the employee should immediately contact Human Resources.

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

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

I. Lactation/Breastfeeding

For up to one year after a child's birth, any employee who is breastfeeding their child will be provided reasonable break times as needed to express breast milk for her baby. The Township will designate a private room for this purpose. Breaks of more than 30 minutes in length will be unpaid, and the employee should indicate this break period on her time record.

J. Paid Parental Leave

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

1. Eligibility:

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

2. Procedure

- A. Employee shall provide at least 30 days' notice (unless due to the circumstances this would not be possible) to their Department Director and the Human Resource Department as to their intent to use Paid Parental Leave Time.

- B. Employee must specify in the written notice the total amount of Paid Leave employee plans to take not to exceed four (4) calendar weeks. Paid Parental Leave Time is not subject to extension.
- C. Paid Parental Leave Time will commence immediately upon the birth of the child OR the legal placement of the adoptive child.
- D. Employees must provide proof of the date of the birth or adoption within 30 calendar days of the birth or placement of the child.
- E. If an employee is a parent or adoptive to multiple new children at the same time, (i.e. birth of twins or adoption of two eligible children simultaneously) it shall be considered one event for the purposes of the Paid Parental Leave Time program and will not increase the length of leave for the employee.
- F. For FMLA-eligible employees, the FMLA provides up to 12 weeks of unpaid leave following the birth or adoption of a minor child. Any Paid Parental Leave utilized under this policy will run simultaneously with any available FMLA leave for the same qualifying event. It is the intent of this policy that Township employees will remain in a paid status during part of the FMLA period allowed for the birth or adoption of a child.
- G. Employees who are eligible and provide timely notice and adequate proof as required under this policy will be approved for Paid Parental Leave time not to exceed four (4) calendar weeks, beginning on the effective date of the event. The Township shall continue to pay the employee at their base rate of pay, including any increases that would normally occur under the covered period. An employee's job remains protected during the period of Paid Parental Leave. Paid Parental Leave must be used consecutively and is not permitted to be used intermittently.
- H. If an employee elects to voluntarily return to work prior to the conclusion of the Paid Parental Leave Time period, they will only be paid for the time they took, and will receive no additional Paid Parental Leave Time.
- I. The Employee shall remain eligible for all Township benefits and will continue to accrue leave time while on Paid Parental Leave Time, in accordance with their collective bargaining agreement, contract, or letter of understanding or employment.
- J. Employees who are on Paid Parental Leave are not eligible for overtime pay, as they are not actively working. An employee whose requested Paid Parental Leave Time falls on a scheduled holiday will receive Paid Parental Leave Time pay but will not receive additional holiday pay. Employees are ineligible to work alternative employment during the period of Paid Parental Leave time.
- K. It is the responsibility of the Human Resources Department to administer this Paid Parental Leave program. It is the responsibility of the Human Resources Department to notify the employee and the Department Director of the employees expected return date based on the approved Paid Parental Leave period.

VII. BENEFITS

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

A. Medical and Dental Insurance

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

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

During open enrollment, employees may change medical, dental, and vision elections for the following year. An employee may refuse medical insurance coverage at their will. Such refusal must be documented in writing and submitted to the Human Resources Department.

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

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

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

B. Flexible Spending Account

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

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

C. Group Life Insurance

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

D. Long-Term Disability Benefits

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

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

E. Retirement

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

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

F. Workers' Compensation Benefits - Coordination with Township Benefits

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

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

G. Employee Assistance Program (EAP)

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

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

H. COBRA

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

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

VIII. COMPENSATION

A. Overtime Pay

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

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

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

B. Compensatory Time

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

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

C. Longevity

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

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

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

IX. UNLAWFUL HARASSMENT POLICY

A. Objective

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

B. Scope

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

C. Workplace Harassment

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

D. Prohibited Conduct – Discrimination

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

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

E. Prohibited Conduct – Harassment

The Township prohibits unlawful harassment of any kind, including sexual harassment, and will take

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

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

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

F. Sexual Harassment

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

There are two types of sexual harassment: a) quid pro quo and b) hostile work environment. Sexual harassment can be physical and psychological in nature. Employees are prohibited from sexually

harassing other employees whether or not the incidents of harassment occur on Township premises and whether or not the incidents occur during working hours. Meridian Township adheres to all federal, state, and local anti-discrimination and harassment laws .

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

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

G. Retaliation

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

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

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

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

1. *Intentionally* files a false complaint; *or*

2. *Intentionally* provides false information during an investigation or review of a complaint.

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

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

H. Complaint Resolution Procedures

1. *Employees*

If an employee believes that they have been subjected to unlawful harassment on the basis of sex or any other protected characteristic or any unwelcome attention on the basis of a protected characteristic, they must report the incident to their own supervisor and the Human Resources Director. They may address the situation directly and immediately to the harasser, if they feel comfortable doing so. If the alleged harassment complaint is directly related to an employee's Supervisor, Manager or Director, the employee may report the incident to the Human Resources Director, Township Manager, or any other Director or Supervisor. In no event is an employee required to report alleged harassment to the alleged harasser.

It is important to report any and all concerns of unlawful harassment or inappropriate conduct to the Human Resources Director or a supervisor/director as soon as possible. Management must be made aware of the situation so that it can conduct an immediate and impartial investigation and take appropriate action to remediate or prevent the prohibited conduct from continuing.

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

2. *Directors, Managers, and Supervisors*

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

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

and after any investigations or complaints.

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

3. *Township Response / Investigation*

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

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

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

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

I. Confidentiality

To the extent permitted by law, the Township will endeavor to keep the reporting of the applicant or employee's concerns confidential; however, complete confidentiality cannot be guaranteed when it interferes with the Township ability to fulfill its obligations under this Policy, applicable law, and any court order. All employees are required to cooperate fully with any investigation.

J. Discipline

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

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

If you are unclear on any provisions of this Policy, please contact the Human Resources Director for more information.

X. FAMILY AND MEDICAL LEAVE ACT (FMLA) POLICY

A. Purpose

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

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

B. Reasons For Leave

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

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

C. Special Military Related Leave

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

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

D. Eligibility Requirements.

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

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

for at least 12 months.

AND

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

AND

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

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

E. Intermittent Leave or a Reduced Work Schedule

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

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

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

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

F. Employee Status and Benefits During Leave

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

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

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

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

G. Employee Status After Leave

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

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

It is the policy of the Township to provide reasonable accommodations in employment to qualified individuals with disabilities unless the accommodation would impose an undue hardship on Township operations or would change the essential functions of the position. Retaliation against an individual with a disability for using this policy is prohibited. The Township is committed to its legal obligations under the Americans with Disabilities Act and the Persons with Disabilities Civil Rights Act including the interactive process.

In general, it is the responsibility of an applicant or employee with a disability to inform the Human Resources Director that a need for an accommodation exists or that some adjustment or change is needed to perform the essential function of a job because of limitations caused by a disability. Generally speaking, any request for an accommodation should be made in writing within 182 days or sooner after you know or reasonably should have known of the need for accommodation.

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

XII. SOCIAL MEDIA POLICY

A. Introduction

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

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

B. "Official" Township Social Media Accounts

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

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

political causes, ballot proposals, or businesses and services.

- **Intellectual Property** – Official Township social media accounts shall adhere to all federal and state laws that govern intellectual property including, but not limited to, copyright and trademark protections.
- **Document Storage** – All official Township social media content shall adhere to existing Township electronic document storage procedures and all Township Freedom of Information Act (FOIA) policies and procedures.
- **Right to Monitor** – Operators of official Township social media accounts shall have the right to monitor all content shared by these accounts as well as content contributed by the public. Additionally, operators have the right to remove content contributed by the public if the content is in violation of the External Social Media Policy. Threats or harassing material shall be reported to the proper law enforcement agency.
- **Work Responsibilities** – Operators of official Township social media accounts shall only use these accounts for work-related purposes.

C. Personal Social Media Use

Meridian Township respects employees' rights to express themselves through social media and additionally adheres to all provisions in Michigan's Internet Privacy Protection Act.

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

- **Identification** – If an employee of Meridian Township identifies themselves as an employee of Meridian Township on a personal social media account, the employee should note that the account is non-official.
- **Disclaimer Recommendation** – Employees who identify themselves as Township employees on personal social media accounts may want to consider posting a disclaimer on their account stating, "The views and opinions expressed here are the views of the writer and do not necessarily reflect the views and opinions of Meridian Charter Township."
- **Be Respectful** - Keep in mind that you are more likely to resolve work-related complaints by speaking directly with your co-workers or by utilizing our Open Door Policy than by posting complaints to a social media outlet. Nevertheless, if you decide to post complaints or criticism, avoid using statements, photographs, video or audio that reasonably could be viewed as obscene, threatening or intimidating, that disparage co-workers, customers, associates or suppliers, or that might constitute harassment.
- **Obscene Content** – Township employees should refrain from publicly sharing obscene content on personal social media accounts (as defined in the "Official" Township Social Media Accounts).
- **Use of Township Logos** – Township employees may not use any Township logos on their personal social media accounts without the expressed written permission by the Township

Manager or by a designated appointee of the Township Manager.

- **Personal Use on Work Time** – Employees shall not use personal social media during working hours. Personal social media use may be the basis for discipline up to and including termination.

XIII. Military Leave Policy (USERRA)

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

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

A. Notice Required

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

B. Documentation

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

C. Confirmation of Service

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

D. Employment and Pay

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

above, the additional days shall be granted as a leave of absence without pay (or charged against the employee's accumulated vacation leave, if requested by the employee).

E. Reemployment

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

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

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

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



To: Township Board
From: Tim Dempsey, Township Manager
Date: May 16, 2025
Re: Pierce Contender Fire Engine

At the May 8, 2025 meeting, the Township Board directed staff to proceed with sale of the 1998 Pierce Contender fire engine to Santa's First Responders. As previously discussed, the vehicle's useful life is fully expended for Township fire service and the nonprofit seeks to utilize it for charitable activities within the community. A Township mechanic determined the value is in the \$7,000 to \$10,000 range. Santa's First Responders has offered to purchase the vehicle for \$7,000.

Should the Board proceed with the sale, staff recommends the following motion:

MOTION TO APPROVE THE BILL OF SALE FOR THE 1998 PIERCE CONTENEDER FIRE ENGINE TO SANTA'S FIRST RESPONDERS FOR SEVENTHOUSAND DOLLARS (\$7,000.00) AND AUTHORIZE THE TOWNSHIP MANAGER TO EXECUTE THE AGREEMENT.

Attachments:

1. Bill of Sale
2. Letter of Intent from Santa's First Responders

BILL OF SALE

Seller: Charter Township of Meridian Contact: Manager Tim Dempsey

Seller's address: 5151 Marsh Rd, Okemos, MI 48864

Has received payment of: Seven Thousand and 00/100 dollars (\$7,000⁰⁰)

For the purchase of a: 1998 Pierce Manufacturing Pumper Truck

From (Buyer): Santa's First Responders Contact: Gayelord Mankowski

Buyer's address: 2362 Sower Blvd, Okemos, MI 48864

Date of Transfer: _____

FOR GOOD AND VALUABLE CONSIDERATION in the sum of Seven Thousand Dollars and zero cents (\$7,000.00) the receipt of which is hereby acknowledged, paid to, the Charter Township of Meridian ("Seller"), 5151 Marsh Rd, Okemos, Michigan 48864, does hereby sell, assign, and transfer to Santa's First Responders, a 501(c)(3) Nonprofit Organization, 2362 Sower Blvd, Okemos, Michigan 48864 ("Buyer"), all of Seller's right, title and interest in and to the 1998 Pierce Manufacturing Pumper Truck, VIN 4P1CT02U0XA001603 (the "Vehicle").

SELLER SELLS THE VEHICLE "AS-IS" AND "WITH ALL FAULTS."

SELLER DISCLAIMS ALL WARRANTIES, EXPRESS, IMPLIED, STATUTORY, OR OTHERWISE INCLUDING WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE. BUYER ACKNOWLEDGES THAT IT HAS INSPECTED THE VEHICLE AS FULLY AS DESIRED, AND THAT THE BUYER UNDERSTANDS THE VEHICLE IS IN USED CONDITION AND TAKES FULL RESPONSIBILITY AS TO DISCOVERING ANY DEFECTS WITH THE VEHICLE.

Upon execution of this Bill of Sale, Buyer assumes all liability for the maintenance and repair of the Vehicle and releases Seller from any and all liability arising out of, in connection with, or related in any way to the Vehicle. Buyer agrees that Seller has no responsibility or liability for the condition, functionality, or operability of the Vehicle.

Buyer accepts all risk of loss on the date of its signature below. Buyer shall bear all costs associated with delivery of the Vehicle. Seller will not charge a storage fee. Buyer shall take possession of the Vehicle from Seller within 30 days of the last signature below.

Buyer acknowledges the opportunity for inspection by a mechanic prior to completion of this sale. Buyer has either undertaken such inspection and has made no objections to the condition of the Vehicle as presented by Seller or has waived such opportunity.

Buyer agrees to remove from the Vehicle any decals or labels using Seller's name or otherwise referencing Seller prior to taking possession of the Vehicle.

If either party commences litigation to enforce any of the terms, covenants, or conditions of this Bill of Sale and the other party is found to be in breach or default hereof, then the non-breaching party shall be entitled to reimbursement of all reasonable costs and expenses incurred in connection with such enforcement including reasonable attorney fees.

Buyer and Seller acknowledge that this document fully encompasses all agreements and understandings between the parties. No oral representation or warranty has been made by any party to induce execution. This Bill of Sale shall be governed by, and interpreted and enforced in accordance with, the laws of the State of Michigan, without regard to conflicts of law principles.

Buyer and Seller acknowledge that the person signing below has purchasing authority, and this Bill of Sale has been approved by each party's respective governing body to the extent necessary.

Seller: Charter Township of Meridian

By: Timothy H. Dempsey
Its: Township Manager

Date: _____

Buyer: Santa's First Responders

By: Gayelord Mankowski
Its: President & Authorized Agent

Date: _____



2362 Sower Blvd.
Okemos, MI 48864
santasfirstresponders@gmail.com
501(c)3 Charitable Organization
Federal EIN #84-3904968

28 April 2025

Founded in 1990, Santa's First Responders is dedicated to bringing hope and happiness to children facing hardships. Every year, our team of compassionate first responders connects with children in need, offering support, heartfelt gifts, and encouragement to lift their spirits. What started as a small effort has grown into a powerful, community-driven movement committed to making a positive impact in young lives.

To help further our mission, we intend to purchase the 1998 firetruck the Meridian Township Fire Department has de-comissioned. The proposed price between the Charter Township of Meridian (owner) and Santa's First Responders (purchaser) is \$7,000. We intend to pay the entire amount in one installment prior to taking possession of the firetruck.

We look forward to the Township Board's decision on this matter.

Warm regards,

Rick Grillo
Treasurer
santasfirstresponders@gmail.com



To: Township Board Members

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

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

Date: May 12, 2025

Re: 2025 Order to Maintain Sidewalk Special Assessment District #21 -
Resolution #1 & #2

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

In accordance with Township ordinance Section 58-32b, and Section 58-32d, the Township Board may order the repair of defective sidewalks. If the property owner fails to repair the sidewalk within 20 days after written notification, the Township may repair or replace the sidewalk and bill the cost of construction to the property owner. This process will consist of establishing a Special Assessment District (SAD) to help fund the sidewalk improvements.

As part of the ongoing sidewalk replacement program for this year, engineering staff has designated locations in Sections 2, 11, 12, and 14 to continue the sidewalk replacement program. The proposed project areas include the following subdivisions: Bird Strawberry Farm Estates, Bird Strawberry Farm Estates #2, Bird Strawberry Farm Estates #3, Chippewa Woods, Country Green, Country Place, Country Place #2, Country Place #3, Georgetown, Georgetown #2, Trails at Lake Lansing #3, Wood Valley #3, Wilkshire, Wilkshire #1, Wilkshire #2, Wood Valley, Wood Valley #2, Wood Valley #3, Wood Valley #4, Woodside Estates, Woodside Estates #2, Woodside Estates #4, Woodside Estates #5, and Woodside Estates #6.

A brochure, which will be sent to the residents within the SAD, explaining the Order to Maintain Sidewalk Program and the assessment process. Also attached please find maps of the individual subdivisions with addresses identified.

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

"MOVE TO APPROVE THE 2025 ORDER TO MAINTAIN SIDEWALK SPECIAL ASSESSMENT DISTRICT #21 RESOLUTIONS #1 AND #2, WHICH TENTATIVELY APPROVES THE IMPROVEMENTS AND THE COST ESTIMATES OF PROPOSED IMPROVEMENTS AND SETS THE DATE FOR A PUBLIC HEARING ON JUNE 3, 2025."

Attachments:

Memo to Township Board

May 12, 2025

Re: 2025 Order to Maintain Sidewalk Special Assessment District #21 - Resolution #1 & #2

Page 2

1. 2025 Order to Maintain Sidewalk Special Assessment District #21 – Resolution #1
2. 2025 Order to Maintain Sidewalk Special Assessment District #21 – Resolution #2
3. 2025 Order to Maintain Sidewalk Special Assessment District #21 – Legal Description
4. Resolution #2 Assessment Roll
5. 2025 Order to Maintain Sidewalk Special Assessment District #21 – Maps
6. 2025 Order to Maintain Sidewalk Special Assessment District #21 – Brochure

**2025 ORDER TO MAINTAIN SIDEWALK
SPECIAL ASSESSMENT DISTRICT NO. 21
RESOLUTION NO. 1**

At a regular meeting of the Township Board of the Charter Township of Meridian, Ingham County, Michigan, held in the Meridian Township Municipal Building, 5151 Marsh Road, Okemos, Michigan 48864-1198, (517) 853-4000 on Tuesday, May 20th, 2025, at 6:00 p.m.

PRESENT: _____

ABSENT: _____

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

WHEREAS, Township personnel have performed field inspections of public sidewalk and have identified and marked sections of defective sidewalk in the following areas:

(SEE ATTACHED LEGAL DESCRIPTION) and,

WHEREAS, the Township Board acting on its own initiative as permitted by Act 188, Public Acts of Michigan, 1954, as amended, tentatively declares its intention to make the following public improvement: Repair and maintain sidewalk in portions of the aforementioned areas; and,

WHEREAS, Township Ordinance Section 58-32b places the duty to maintain the sidewalk in a good and usable condition with the adjacent property owner; and,

WHEREAS, Township Ordinance Section 58-32d states whenever the Township Board deems it a necessary public improvement to require the maintenance of a sidewalk, the Township Board may, after a public hearing, order the maintenance of a sidewalk and establish an assessment district of the benefited property. The adjacent property owner will be allowed 20 days to perform the work, and if not completed, the Township shall proceed with the work and assess the cost in accordance with the assessment district; and,

WHEREAS, the Township Board desires to proceed with this public sidewalk improvement.

NOW, THEREFORE, BE IT RESOLVED the Township Engineer is hereby ordered to prepare a list of the improvement locations and estimates of the cost thereof, pursuant to the project as previously set forth in this resolution.

ADOPTED: YEAS: _____

NAYS: _____

Resolution declared adopted.

STATE OF MICHIGAN)

) ss.

COUNTY OF INGHAM)

I, the undersigned, the duly qualified and acting Clerk of the Charter Township of Meridian, Ingham County, Michigan, **DO HEREBY CERTIFY** that the foregoing is a true and complete copy of proceedings taken by the Township Board at a regular meeting held on Thursday, May 20, 2025, at 6:00 p.m.

Angela Demas, Township Clerk
Charter Township of Meridian

**2025 ORDER TO MAINTAIN SIDEWALK
SPECIAL ASSESSMENT DISTRICT #21**

RESOLUTION NO. 2

At a regular meeting of the Township Board of the Charter Township of Meridian, Ingham County, Michigan, held at the Meridian Township Municipal Building, 5151 Marsh Road, Okemos, Michigan 48864-1198, (517) 853-4000, on Tuesday, May 20th, 2025, at 6:00 p.m.

PRESENT: _____

ABSENT: _____

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

WHEREAS, the Township Board of the Charter Township of Meridian acting on its own initiative, as permitted by Act 188, Public Acts of Michigan, 1954, as amended, deems it advisable and necessary for the public health, safety, and welfare of the Township and its inhabitants to make the following described public sidewalk improvements: Repair and Maintain Sidewalk, in the following areas:

(SEE ATTACHED LEGAL DESCRIPTION)

and to defray the cost thereof by special assessment against the properties specially benefited thereby in accordance with Township Ordinance 58-32d; and,

WHEREAS, the Township Board has caused to be prepared by the Township Engineer, a list of the improvement locations and an estimate of the cost thereof; and,

WHEREAS, the same has been received by the Township Board; and,

WHEREAS, the Township Board desires to proceed further with the improvements.

NOW, THEREFORE, BE IT RESOLVED BY THE TOWNSHIP BOARD OF THE CHARTER TOWNSHIP OF MERIDIAN, INGHAM COUNTY, MICHIGAN, THAT:

1. The list of the improvement locations and an estimate of the cost thereof be filed with the Township Clerk and be available for public examination.
2. The Township Board tentatively declares its intention to make the public sidewalk improvements previously listed in this resolution.
3. There is hereby tentatively designated a special assessment district against which the cost of said improvement is to be assessed, consisting of the lots and parcels of land described as:

(SEE PROPOSED ATTACHED ASSESSMENT ROLL)

**2025 Order to Maintain Sidewalk
Special Assessment District No. 21
Resolution No. 2
Page 2**

4. The Township Board shall meet in the Meridian Township Municipal Building, 5151 Marsh Road, Okemos, MI on Tuesday, June 17th, 2025 at 6:00 p.m. at which time and place the Township Board will hear objections to the improvement and to the special assessment district therefore.
5. The Township Clerk is hereby ordered to cause notice of such hearing and the fact that the Township Board is proceeding with this project to be published twice prior to said hearing in a newspaper of general circulation in the Township, the first publication to be at least ten (10) days before the time of the hearing, pursuant to Act 188, Public Acts of Michigan, 1954, as amended, and shall cause said notice to be mailed by first class mail to all record owners of, or parties with interest in property in the special assessment district, at the addresses shown on the current tax records of the Township, at least ten (10) full days before the date of said hearing.
6. Said notice shall be in substantially the following form: **(SEE ATTACHED)**
7. All resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution be and the same are hereby rescinded.

ADOPTED:

YEAS: _____

NAYS: _____

Resolution declared adopted.

STATE OF MICHIGAN)

)ss.

COUNTY OF INGHAM)

I, the undersigned, the duly qualified and acting Clerk of the Charter Township of Meridian, Ingham County, **DO HEREBY CERTIFY**, that the foregoing is a true and complete copy of proceedings taken by the Township Board at a regular meeting held on Thursday, May 20th, 2025, at 6:00 p.m.

Angela Demas, Township Clerk
Charter Township of Meridian

**2025 ORDER TO MAINTAIN SIDEWALK
SPECIAL ASSESSMENT DISTRICT #21**

NOTICE OF PUBLIC HEARING

**TO THE RECORD OWNERS OF, OR PARTIES IN INTEREST IN, THE FOLLOWING PROPERTY
CONSTITUTING THE PROPOSED SPECIAL ASSESSMENT DISTRICT:**

(SEE ATTACHED LEGAL DESCRIPTIONS)

Township Ordinance Section 58-32 places the duty to maintain the sidewalk in a good and usable condition with the adjacent property owner; and also states the Township Board may order the maintenance of the sidewalk and establish an assessment district of the benefited properties. The adjacent property owner will be allowed 20 days, from date of notification, to perform the work, and if not completed, the Township shall proceed with the work and assess the cost in accordance with the assessment district.

PLEASE TAKE NOTICE that the Township Board of the Charter Township of Meridian, acting on its own initiative as permitted by Act 188, Public Acts of Michigan, 1954, as amended, has determined for the public health, safety, and welfare of the Township and its inhabitants to make the following described public sidewalk improvements: repair and maintain sidewalk in the aforementioned proposed special assessment district and to defray the cost thereof by special assessment against the properties specially benefited thereby.

Plans and estimates have been prepared and are on file with the Township Clerk for public examination.

TAKE FURTHER NOTICE that the Township Board will meet Tuesday, June 17th, 2025 at 6:00 p.m. at the Meridian Township Municipal Building, 5151 Marsh Road, Okemos, MI 48864-1198, for the purpose of hearing objections, written or oral, to the proposed improvement, special assessment, and the special assessment district therefore. The Township Board is also interested in hearing those that favor the proposed project.

Appearance and protest at the hearing in the special assessment proceedings is required in order to appeal the amount of the special assessment to the state tax tribunal. Your personal appearance at the hearing is not required, but you or your agent may appear in person at the hearing and protest the special assessment. To make an appearance and protest, you must file your written objections by letter or other writing with the Township Clerk before the close of this hearing. The owner or any person having an interest in the real property may file a written appeal of the special assessment with the state tax tribunal with 30 days after the confirmation of the special assessment roll if that person appeared and protested the special assessment at this hearing.

**“FOR PURPOSES OF THIS HEARING, THE AMOUNT TO BE ASSESSED AGAINST YOUR PROPERTY
IS ESTIMATED TO BE _____.”**

Dated: _____

Angela Demas, Township Clerk
Charter Township of Meridian

**2025 ORDER TO MAINTAIN SIDEWALK
SPECIAL ASSESSMENT DISTRICT NO. 21**

PROPOSED SPECIAL ASSESSMENT ROLL

LEGAL DESCRIPTION

Bird Strawberry Farm Estates: Lot 33

Bird Strawberry Farm Estates #2: Lot 68

Bird Strawberry Farm Estates #3: Lots 79, 80, 82, 83, 87, 92, 93, 99, 103, 104, 109, 111,

690 Piper Road: COM @ THE N 1/4 COR SEC 13 -S 89 DEG 50'39" W ON N SEC LN 1319.62 FT -S 0 DEG 17'33" W ALONG THE W LN OF E 1/2 OF NW 1/4 754.61 FT TO C/L PIPER RD -S 73 DEG 44'07" E ON C/L 390.55 FT TO THE POB -N 16 DEG 15'53" E 233 FT -S 73 DEG 44'07" E 200 FT -S 16 DEG 15'53" W 233 FT -N 73 DEG 44'07" W ON C/L RD 200 FT TO POB, SEC 13 T4NR1W 1.07 AC M/L

Chippewa Woods: Lots 4, 7, 27, 28,

Chippewa Woods #2: Lots 37, 57, LOT 39, & THE SW'LY 10 FT. OF LOT 38, CHIPPEWA WOODS NO. 2 SUB. SEC. 11 T4NR1W

Country Green: Lot 14

Country Place: Lots 6, 7, 14

Country Place #2: Lots 40, 47

Country Place #3: Lot 72, LOT 54 COUNTRY PLACE SUBDIVISION #3, ALSO A PART OF LOT 53 COUNTRY PLACE SUB #2 DESC AS BEG @ THE MOST NE'LY COR LOT 53 -SW'LY ON LOT LN 7 FT -NW'LY TO THE MOST N'LY LN OF LOT 53 @ A PT 50 FT NW'LY OF POB -SE'LY ON N'LY LOT LN 50 FT TO POB SEC 12 T4NR1W, LOT 65 COUNTRY PLACE SUBDIVISION #3 EXC- BEG @ THE NE COR LOT 65 -S 25 DEG 42'10"W, 183.13 FT TO SE COR LOT 65 -ON CURVE LEFT 6.33 FT HAVING A 503.23 FT RADIUS & A CHORD OF 6.33 FT BRG N 68 DEG 54'09"W, -N 25 DEG 42'10"E, 180.63 FT TO N LN LOT 65 -S 89 DEG 47'31"E, 6.99 FT TO POB SEC 12 T4NR1W

Georgetown: LANGDON PARK, GEORGETOWN, MERIDIAN TOWNSHIP, SEC 14 T4NR1W. BRENTWOOD PARK , GEORGETOWN, MERIDIAN TOWNSHIP, SEC 14 T4NR1W.

Georgetown #2: (M 14-6) COPLEY PARK (PRIVATE) GEORGETOWN NO 2 SEC 14 T4N R1W

Trails at Lake Lansing #3: Lots 91, 92, 110, LOT 105 & W 1.0 FT OF THE S 116.19 FT OF LOT 106 TRAILS AT LAKE LANSING #3

Wood Valley #3: Lot 132

Wilkshire: Lots 1 and 2.

Wilkshire #1: Lots 19, 21, 26, 27, 31, 32

Wilkshire #2: Lots 52, 54 and 58

Wood Valley: Lots 33, 41, 61, 74, 75, LOT 22 WOOD VALLEY SUB ALSO A PCL DESC AS COM @ THE N 1/4 COR SEC 12 -N 89 DEG 45'27"W, ON N SEC LN 407.61 FT TO C/L GREEN RD S 33 DEG 02'05"W, ON C/L 812.69 FT TO THE POB -S 90 DEG E, 224.84 FT -S32 DEG 45'37"W, 36.79 FT TO NE COR SAID LOT 22 -N 89 DEG 49'59"W, 224.63 FT TO C/L GREEN RD -N 33 DEG 02'05"E, ON C/L 36.13 FT TO THE POB SEC 12 T4NR1W

Wood Valley #2: Lots 85, 89, 104,

Wood Valley #3: Lots 119, 120, 122, 132, 134, 138, 141,

Wood Valley #4: Lot 164

Woodside Estates: Lots 3, 5, 8, 15

Woodside Estates #2: Lots 16, 19, 21, 25, 28, 29, 30

Woodside Estates #4: Lots 55, 59, 60, 62, 65

Woodside Estates #5: Lots 73, LOT 81 WOODSIDE ESTATES NO 5 ALSO TEAKWOOD COMMONS IN WOODSIDE ESTATES NO. 5 SEC 11 & 14 T4N,R1W

Woodside Estates #6: Lots 90, 91

Repair Address					Mailing Address						Property Owner Cost
Parcel #	Subdivision	Lot No.	Repair Address		Primary Name	Street Address	City	ST	Zip		
1	33-02-02-12-379-005	Bird Strawberry Farm Estates	33	5586	Canoga Lane	FORTIER, RYAN P & JAMIE L	5586	Haslett	Canoga Lane	48840	\$ 285.42
2	33-02-02-12-383-004	Bird Strawberry Farm Estates #2	68	5592	Earliglow Lane	ROST, CHARLES & ALBURO, MELISSA	5592	Haslett	Earliglow Lane	48840	\$ 285.42
3	33-02-02-13-126-002	Bird Strawberry Farm Estates #3	80	5504	Earliglow Lane	DICKMANN, DONALD I & MC KEVITT, KATHLEEN V	5504	Haslett	Earliglow Lane	48840	\$ 328.24
4	33-02-02-13-126-004	Bird Strawberry Farm Estates #3	82	5488	Earliglow Lane	BROWN, RUTH NICOLE & WORKENHE, GETU T	5488	Haslett	Earliglow Lane	48840	\$ 285.42
5	33-02-02-13-126-005	Bird Strawberry Farm Estates #3	83	5480	Earliglow Lane	SCHAIBLY, JIM & GAIL	5480	Haslett	Earliglow Lane	48840	\$ 285.42
6	33-02-02-13-127-002	Bird Strawberry Farm Estates #3	87	690	Emily Lane	KELLY, DOUG & KIRSTEN	690	Haslett	Emily Lane	48840	\$ 285.42
7	33-02-02-13-127-007	Bird Strawberry Farm Estates #3	92	654	Emily Lane	IDE, NATHAN JOHN & AMY LYN TRUSTEES	654	Haslett	Emily Lane	48840	\$ 285.42
8	33-02-02-13-127-009	Bird Strawberry Farm Estates #3	93	648	Emily Lane	HANSEN, JACQUELYN & KEVIN	648	Haslett	Emily Lane	48840	\$ 285.42
9	33-02-02-13-129-012	Bird Strawberry Farm Estates #3	111	5485	Earliglow Lane	SUNDEEN, STEVEN & KELLY	5485	Haslett	Earliglow Lane	48840	\$ 570.85
10	33-02-02-13-129-010	Bird Strawberry Farm Estates #3	109	697	Emily Lane	LIU, DI & YAN, YING	697	Haslett	Emily Lane	48840	\$ 570.85
11	33-02-02-13-129-005	Bird Strawberry Farm Estates #3	104	629	Emily Lane	SHAH, SANJEEV K & TOGANI, NEETU	629	Haslett	Emily Lane	48840	\$ 285.42
12	33-02-02-13-129-004	Bird Strawberry Farm Estates #3	103	623	Emily Lane	SHAULL, RICHARD	623	Haslett	Emily Lane	48840	\$ 199.80
13	33-02-02-13-128-003	Bird Strawberry Farm Estates #3	99	602	Emily Lane	PARCELLS, LISA D & FREDERICK R	602	Haslett	Emily Lane	48840	\$ 171.25
14	33-02-02-13-126-001	Bird Strawberry Farm Estates #3	79	5510	Earliglow Lane	RIDDLE, MARGARET & JOHN	5510	Haslett	Earliglow Lane	48840	\$ 570.85
15	33-02-02-11-481-004	Chippewa Woods	28	1094	Buckingham Road	ROSS, LAURA M & TODD D	1094	Haslett	Buckingham Road	48840	\$ 570.85
16	33-02-02-11-481-003	Chippewa Woods	27	1102	Buckingham Road	TULEY, JEFFREY T & JILL E	1102	Haslett	Buckingham Road	48840	\$ 285.42
17	33-02-02-11-477-004	Chippewa Woods	4	1124	Buckingham Road	BUSCH, EDWARD G & WHITE, LEIGH ANNE	1124	Haslett	Buckingham Road	48840	\$ 285.42
18	33-02-02-11-478-001	Chippewa Woods	7	1135	Buckingham Road	FOSTER, RICHARD	1135	Haslett	Buckingham Road	48840	\$ 285.42
19	33-02-02-11-480-008	Chippewa Woods #2	57	5579	Silverleaf Court	MONTES, FERNANDO & URIBE, MONICA	5579	Haslett	Silverleaf Court	48840	\$ 913.36
20	33-02-02-11-481-030	Chippewa Woods #2	39	5598	Silverleaf Court	HERALD, KIRK	5598	Haslett	Silverleaf Court	48840	\$ 380.76
21	33-02-02-11-481-013	Chippewa Woods #2	37	5610	Silverleaf Court	WEI, GUOWEI & CHEN, LIJUN	5610	Haslett	Silverleaf Court	48840	\$ 570.85
22	33-02-02-12-126-016	Country Green	14	5980	Summerfield Lane	HIRPO, WAKGARI & TADESSE, ALTAYE	5980	Haslett	Summerfield Lane	48840	\$ 570.85
23	33-02-02-12-101-014	Country Place	14	5872	Buttonwood Drive	ASHLEY, ROBERT D & LORNA A TRUSTEES	5872	Haslett	Buttonwood Drive	48840	\$ 317.05
24	33-02-02-12-101-007	Country Place	7	5950	Eagles Way	VLASICH, LOUIS M & BAKER, MARGOT	5950	Haslett	Eagles Way	48840	\$ 256.88
25	33-02-02-12-101-006	Country Place	6	5954	Eagles Way	LIEDER, ROBERT L & MARY E TRUST	5954	Haslett	Eagles Way	48840	\$ 237.85
26	33-02-02-12-102-003	Country Place #2	40	5909	Eagles Way	WALKER, DONALD & PATRICIA	5909	Haslett	Eagles Way	48840	\$ 242.61
27	33-02-02-12-102-011	Country Place #2	47	5937	Eagles Way	HENRY, STACY L & JESSICA A	5937	Haslett	Eagles Way	48840	\$ 1,712.54
28	33-02-02-12-129-004	Country Place #3	60	5984	Eagles Way	BATES, JEREMY M & PASSAGE, ANNA M	5984	Haslett	Eagles Way	48840	\$ 627.93
29	33-02-02-12-130-003	Country Place #3	65	5975	Buttonwood Drive	CONWAY, THOMAS J	5975	Haslett	Buttonwood Drive	48840	\$ 542.30
30	33-02-02-12-104-005	Country Place #3	72	5939	Buttonwood Drive	BLACKMAN, ROBERT W & KAREN TRUSTEES	5939	Haslett	Buttonwood Drive	48840	\$ 342.51
31	33-02-02-12-105-016	Country Place #3	54	5938	Buttonwood Drive	VIGOR, DAVID & JOAN	5938	Haslett	Buttonwood Drive	48840	\$ 304.26
32	33-02-02-14-301-001	Georgetown			Twinging Drive	GEORGETOWN HOMEOWNERS ASSOCIATION, C/O SPARTAN SERVICES		Lansing	PO Box 25125	48909	\$ 285.42
33	33-02-02-14-302-017	Georgetown			Tihart Road	GEORGETOWN HOMEOWNERS ASSOCIATION, C/O SPARTAN SERVICES		Lansing	PO Box 25125	48909	\$ 285.42
34	33-02-02-02-431-001	Trails at Lake Lansing #3	91	6022	Oak Park Trail	KUEFFNER, CRAIG M & LAURA C	6022	Haslett	Oak Park Trail	48840	\$ 365.34
35	33-02-02-02-431-020	Trails at Lake Lansing #3	110	1059	Wild Ginger Trail	MAYERS, HENRY L & BONNEY B	1059	Haslett	Wild Ginger Trail	48840	\$ 570.85
36	33-02-02-02-431-026	Trails at Lake Lansing #3	105	1093	Wild Ginger Trail	ROOT REVOCABLE TRUST	1093	Haslett	Wild Ginger Trail	48840	\$ 228.34
37	33-02-02-02-431-002	Trails at Lake Lansing #3	92	6030	Oak Park Trail	PARKER, ANN L	6030	Haslett	Oak Park Trail	48840	\$ 228.34
38	33-02-02-11-429-001	Wilkshire	1	5684	Woodside Drive	WISEMAN, JON W	5684	Haslett	Woodside Drive	48840	\$ 182.67
39	33-02-02-11-427-009	Wilkshire	2	5675	Woodside Drive	GINGERY, JOSEPH STEVEN	5675	Haslett	Woodside Drive	48840	\$ 365.34
40	33-02-02-11-427-019	Wilkshire #1	27	5651	Woodside Drive	JOSEPH, MICHAEL TOD & KATRINA L	5651	Haslett	Woodside Drive	48840	\$ 296.84
41	33-02-02-11-429-003	Wilkshire #1	26	5662	Woodside Drive	DUTCH VOLZ, JESSICA &	5662	Haslett	Woodside Drive	48840	\$ 182.67
42	33-02-02-11-427-013	Wilkshire #1	19	1082	Cliffdate Drive	SABO, MATT & KRISTA	1082	Haslett	Cliffdate Drive	48840	\$ 182.67
43	33-02-02-11-427-015	Wilkshire #1	21	1064	Cliffdate Drive	BAUMGARTNER, RICHARD A TRUST	1064	Haslett	Cliffdate Drive	48840	\$ 388.18
44	33-02-02-11-428-005	Wilkshire #1	32	1083	Cliffdate Drive	STEWART, ANGELA & PARKS, COURTNEY	1083	Haslett	Cliffdate Drive	48840	\$ 182.67
45	33-02-02-11-428-004	Wilkshire #1	31	1093	Cliffdate Drive	OLSEN, JAN F TRUSTEE	1093	Haslett	Cliffdate Drive	48840	\$ 182.67
46	33-02-02-11-430-002	Wilkshire #2	58	1113	Woodside Drive	DAVENPORT, JOHN F & JANET M	1113	Haslett	Woodside Drive	48840	\$ 197.74
47	33-02-02-11-430-006	Wilkshire #2	54	1075	Woodside Drive	CAMPBELL, JOSHUA K	1075	Haslett	Woodside Drive	48840	\$ 335.20
48	33-02-02-11-428-009	Wilkshire #2	52	1134	Woodside Drive	REESE, SHARON BANDLOW TRUSTEE	1134	Haslett	Woodside Drive	48840	\$ 445.26
49	33-02-02-12-178-003	Wood Valley	75	5646	Wood Valley Drive	COTTER, C MARK & PATRICIA A	5646	Haslett	Wood Valley Drive	48840	\$ 456.68
50	33-02-02-12-178-004	Wood Valley	74	5640	Wood Valley Drive	PRUDDEN, ARIC & HOLLY	5640	Haslett	Wood Valley Drive	48840	\$ 256.88
51	33-02-02-12-177-028	Wood Valley	33	5641	Wood Valley Drive	OLSEN, JACK & PATRICIA	5641	Haslett	Wood Valley Drive	48840	\$ 285.42
52	33-02-02-12-178-017	Wood Valley	61	861	Moss Glen Circle	ONEILL, CRAIG E & MARSHA M TRUSTEES	861	Haslett	Moss Glen Circle	48840	\$ 285.42
53	33-02-02-12-127-012	Wood Valley	22	946	River Knoll Drive	BEGHEIN, PAMELA R TRUST	946	Haslett	River Knoll Drive	48840	\$ 285.42

54	33-02-02-12-177-020	Wood Valley	41	5593	Wood Valley Drive	SELBY, SANDRA	5593	Haslett	Wood Valley Drive	48840	\$ 285.42
55	33-02-02-12-202-003	Wood Valley #2	85	5712	Wood Valley Drive	SWITZER, MICHAEL & CAMIE	5712	Haslett	Wood Valley Drive	48840	\$ 328.24
56	33-02-02-12-201-002	Wood Valley #2	89	5698	Woodmont Circle	DECKER, STEPHEN J & BARBARA E	5698	Haslett	Woodmont Circle	48840	\$ 285.42
57	33-02-02-12-127-006	Wood Valley #2	104	5681	Wood Valley Drive	DYER, BENJAMIN & LAUREN	5681	Haslett	Wood Valley Drive	48840	\$ 171.25
58	33-02-02-12-204-010	Wood Valley #3	122	5773	Whisperwood Drive	MCGREGOR, CAMERON & CHRISTINA	5773	Haslett	Summerfield Lane	48840	\$ 513.76
59	33-02-02-12-204-008	Wood Valley #3	120	5767	Whisperwood Drive	MORRIS, KEITH A & ERIKA A	5767	Haslett	Whisperwood Drive	48840	\$ 228.34
60	33-02-02-12-204-007	Wood Valley #3	119	5761	Whisperwood Drive	BLUE, DANIEL JR & MELISSA	5761	Haslett	Whisperwood Drive	48840	\$ 692.63
61	33-02-02-12-205-013	Wood Valley #3	141	5730	Whisperwood Drive	JONES, SUSAN E	5730	Haslett	Whisperwood Drive	48840	\$ 970.44
62	33-02-02-12-205-010	Wood Valley #3	138	5748	Whisperwood Drive	HICKS, STANLEY D & GAIL S		Haslett	PO Box 333	48840	\$ 570.85
63	33-02-02-12-205-006	Wood Valley #3	134	5772	Whisperwood Drive	SCOTT, MICHELLE	5772	Haslett	Whisperwood Drive	48840	\$ 285.42
64	33-02-02-12-205-004	Wood Valley #3	132	5782	Whisperwood Drive	HARVEY, GARY E & DEBRA K	5782	Haslett	Whisperwood Drive	48840	\$ 570.85
65	33-02-02-12-205-015	Wood Valley #4	164	5817	Wood Valley Drive	TAYLOR, ASHLIE L & DONALD A	5817	Haslett	Wood Valley Drive	48840	\$ 256.88
66	33-02-02-11-404-019	Woodside Estates	8	5625	Ventura Place	SAUER, BRIEANN & MONIZ, JEREMY	5625	Haslett	Ventura Place	48840	\$ 205.51
67	33-02-02-11-406-003	Woodside Estates	5	1161	Woodside Drive	PARENT, KRISTIN	1161	Haslett	Woodside Drive	48840	\$ 228.34
68	33-02-02-11-406-005	Woodside Estates	3	1149	Woodside Drive	HUGHES, MICHAEL R & LINDA S	1149	Haslett	Woodside Drive	48840	\$ 593.68
69	33-02-02-11-405-006	Woodside Estates	15	1140	Woodside Drive	MACY, LISA M	1140	Haslett	Woodside Drive	48840	\$ 182.67
70	33-02-02-11-453-007	Woodside Estates #2	25	1216	Buckingham Road	RASHER, PAMELA O	1216	Haslett	Buckingham Road	48840	\$ 388.18
71	33-02-02-11-452-004	Woodside Estates #2	16	1200	Ascot Place	HARMAN, SAMUEL & GOLEN, AMANDA	1200	Haslett	Ascot Place	48840	\$ 312.82
72	33-02-02-11-451-008	Woodside Estates #2	28	5616	Ventura Place	HETHERINGTON, MARJORIE E & JACK H	5616	Haslett	Ventura Place	48840	\$ 190.23
73	33-02-02-11-453-003	Woodside Estates #2	21	1217	Ascot Place	ZEIGLER, TIMOTHY & KIMBERLY	1217	Haslett	Ascot Place	48840	\$ 365.34
74	33-02-02-11-453-004	Woodside Estates #2	19	1211	Ascot Place	MEANS, ELIZABETH & KRALAPP, KYLE	1211	Haslett	Ascot Place	48840	\$ 411.01
75	33-02-02-11-451-010	Woodside Estates #2	30	5608	Ventura Place	NAMIE, ELIZABETH	5608	Haslett	Ventura Place	48840	\$ 159.84
76	33-02-02-11-451-009	Woodside Estates #2	29	5612	Ventura Place	ROGAN, KATHLEEN K TRUSTEE	5612	Haslett	Ventura Place	48840	\$ 1,004.69
77	33-02-02-11-403-009	Woodside Estates #4	55	1156	Cliffdate Drive	HALINSKI, SANDRA A	1156	Haslett	Cliffdate Drive	48840	\$ 213.27
78	33-02-02-11-405-007	Woodside Estates #4	59	1129	Cliffdate Drive	BLOOMER, DIANE K	1129	Haslett	Cliffdate Drive	48840	\$ 205.51
79	33-02-02-11-405-008	Woodside Estates #4	60	1135	Cliffdate Drive	MARCOUX, JOHN P & JANICE M	1135	Haslett	Cliffdate Drive	48840	\$ 182.67
80	33-02-02-11-405-010	Woodside Estates #4	62	1147	Cliffdate Drive	METEYER FAMILY TRUST #1, BRETT L & CYNTHIA C	1147	Haslett	Cliffdate Drive	48840	\$ 182.67
81	33-02-02-11-405-013	Woodside Estates #4	65	1165	Cliffdate Drive	BECHTEL, BETH A TRUST	1165	Haslett	Cliffdate Drive	48840	\$ 584.55
82	33-02-02-14-201-010	Woodside Estates #5	81	1159	Teakwood Circle	GRIFFITH, DALE A & VICKI TRUST	1159	Haslett	Teakwood Circle	48840	\$ 181.96
83	33-02-02-11-454-017	Woodside Estates #5	73	1158	Teakwood Circle	KERLEY, GEOFFREY & ELIZABETH TRST	1158	Haslett	Teakwood Circle	48840	\$ 205.51
84	33-02-02-11-451-031	Woodside Estates #6	90	1140	Buckingham Road	KIMMERLY, GEOFFREY C & OXENDER, NATASHA L	1140	Haslett	Buckingham Road	48840	\$ 650.77
85	33-02-02-11-456-001	Woodside Estates #6	91	1130	Teakwood Circle	EVON, DANIEL T & MORGAN, SUZANNE I	1130	Haslett	Teakwood Circle	48840	\$ 342.51
86	33-02-02-13-100-044			690	Piper Road	PORTER, DOUGLAS A & AMY S	690	Haslett	Piper Road	48840	\$ 342.51

Total \$ 31,911.24

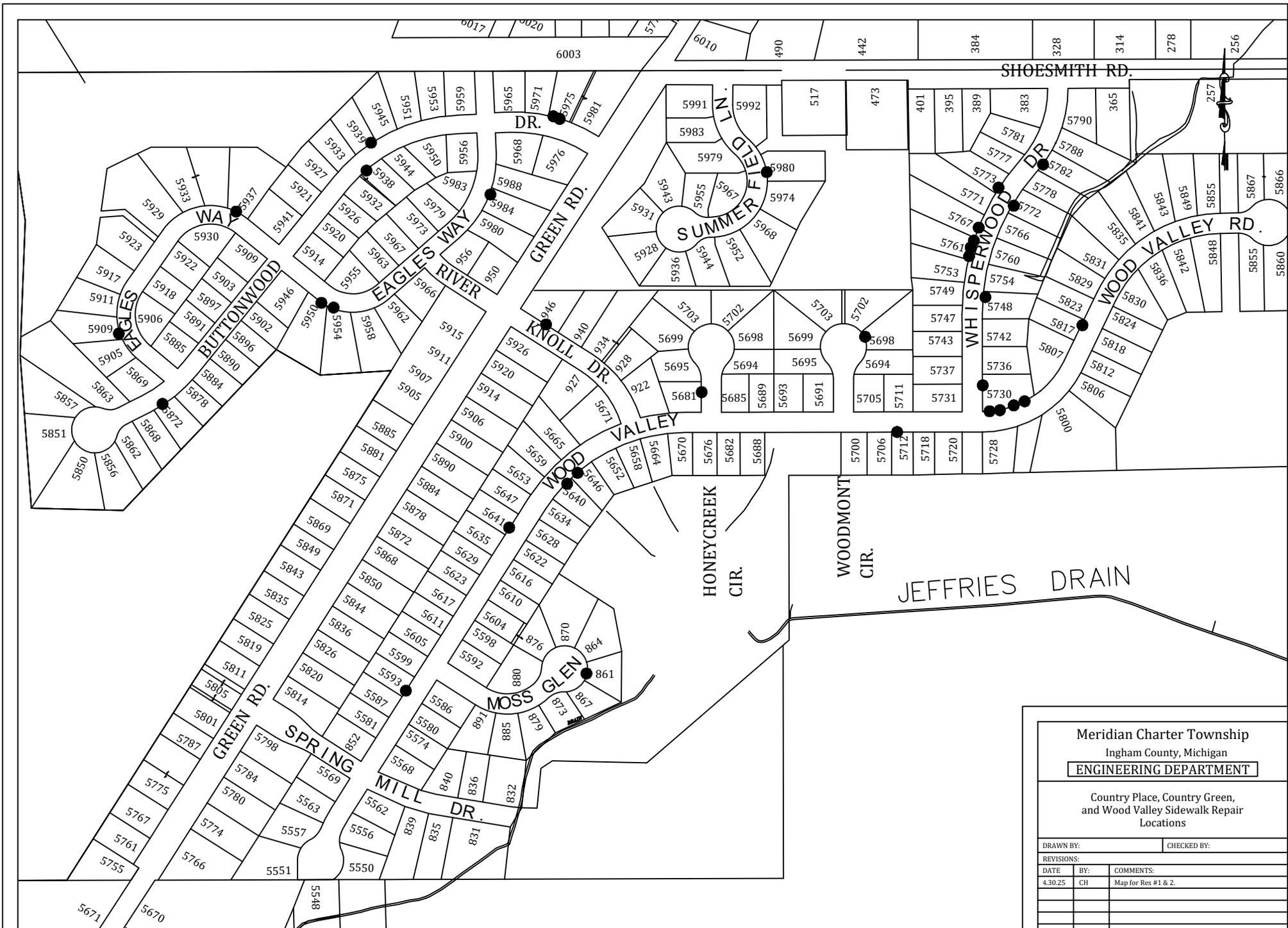


BIRD STRAWBERRY FARM ESTATES AND #2 AND #3

● CONCRETE REPLACEMENT LOCATION



Meridian Charter Township Ingham County, Michigan	
ENGINEERING DEPARTMENT	
Bird Strawberry Farm Estates Sidewalk Repair Locations	
DRAWN BY:	CHECKED BY:
REVISIONS:	
DATE	BY
4.30.25	CH
COMMENTS: Map for Res #1 & 2.	
SCALE:	PAGE:
NTS	



COUNTRY PLACE AND #2 AND #3, COUNTRY GREEN, WOOD VALLEY AND #2, #3, AND #4

● CONCRETE REPLACEMENT LOCATION

Meridian Charter Township Ingham County, Michigan ENGINEERING DEPARTMENT	
Country Place, Country Green, and Wood Valley Sidewalk Repair Locations	
DRAWN BY:	CHECKED BY:
REVISIONS:	
DATE:	BY:
4.30.25	CH
COMMENTS:	
Map for Res #1 & 2.	
SCALE:	PAGE:
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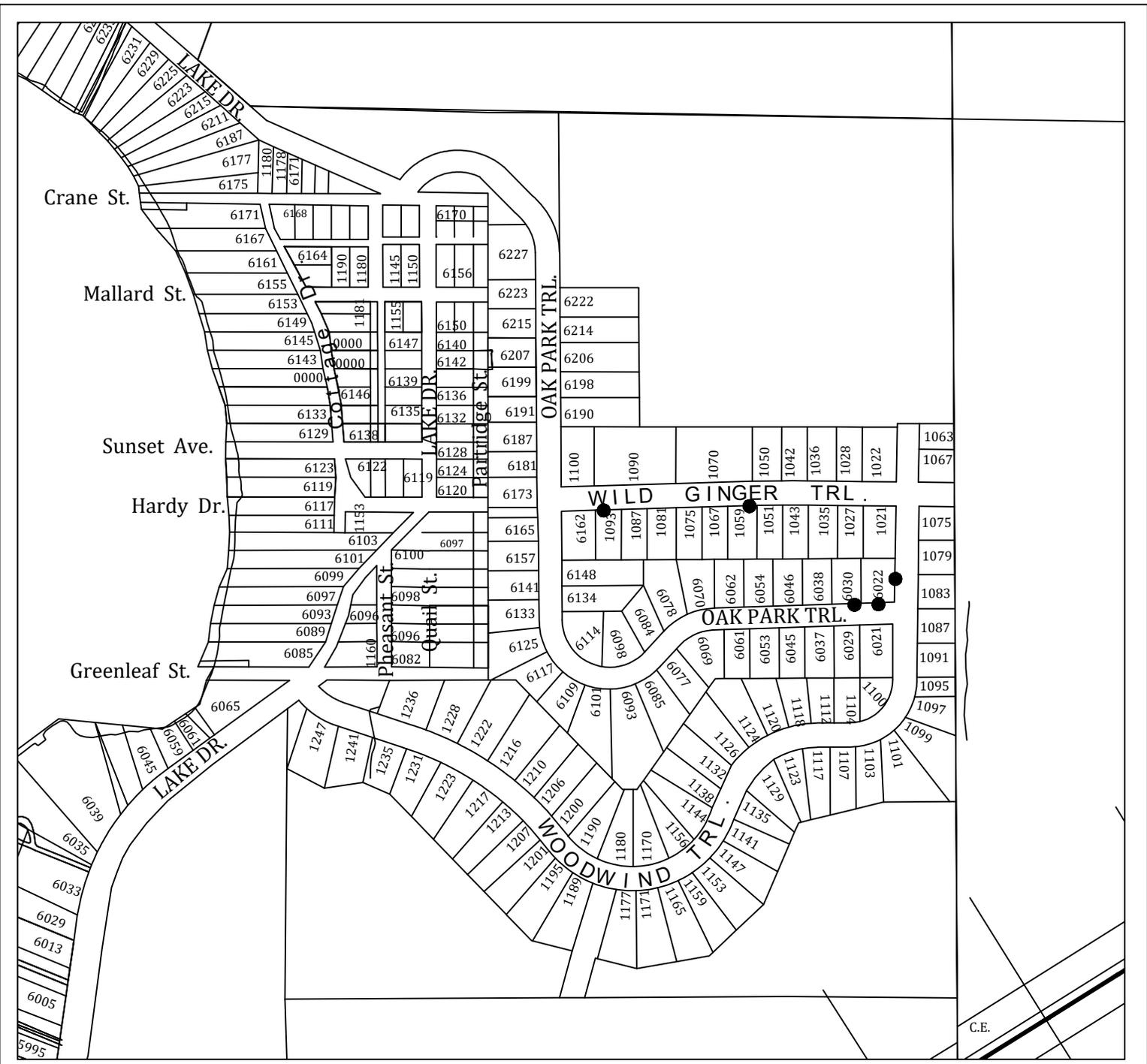
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Meridian Charter Township
Ingham County, Michigan
ENGINEERING DEPARTMENT

Georgetown Sidewalk Repair Locations

DRAWN BY:		CHECKED BY:	
REVISIONS:			
DATE	BY:	COMMENTS:	
4.30.25	CH	Map for Res #1 & 2.	
SCALE:	PAGE:		
NTS			

GEORGETOWN
 CONCRETE REPLACEMENT LOCATION



C.E.

TRAILS AT LAKE LANSING #3

● CONCRETE REPLACEMENT LOCATION



Meridian Charter Township Ingham County, Michigan ENGINEERING DEPARTMENT	
Trails at Lake Lansing Sidewalk Repair Locations	
DRAWN BY:	CHECKED BY:
REVISIONS:	
DATE	BY
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Map for Res #1 & 2.	
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2025 ORDER TO MAINTAIN SIDEWALK SPECIAL ASSESSMENT DISTRICT #21

DEPARTMENT OF PUBLIC WORKS ORDER-TO-MAINTAIN SIDEWALK PROGRAM

Why has my sidewalk been chosen for replacement?

Township inspectors found certain sections of the sidewalk abutting your property need to be replaced to make the sidewalk safer. This inspection is part of a yearly program created to replace defective sidewalk. Sidewalk maintenance is important because it may save a pedestrian from injury and you from an expensive lawsuit.

Why is replacement necessary?

Removal and replacement is necessary to provide reasonably safe and accessible sidewalks.

How can I replace the sidewalk?

You have three options:

1. Take no action and allow the Township's contractor to replace the sidewalk as part of the sidewalk maintenance program.
2. Hire your own contractor.
3. Perform the work yourself.

If you elect to hire a contractor or do the work yourself, you must obtain a permit from the Department of Public Works. Application for a permit is free of charge for both contractors and homeowners. All work must be completed in accordance with the standards and specifications of Meridian Township. Copies of the standards and specifications are available from the Department of Public Works. An inspection is required when forms are ready and at pour.

If you do nothing, the Township's contractor will be in your area and will replace the sidewalk at your expense, and you will be billed as explained in this brochure. You do not have to obtain a permit if the work is done by the Township's contractor.

Can I make temporary repairs instead of replacement or leveling?

No, filling vertical or horizontal gaps or displacements by placing mortar or asphalt is not considered a permanent repair.

How much will replacing the defective sidewalk cost?

Your exact cost will be determined **after** completion of the work; however your estimated cost is indicated on the enclosed "Notice of Public Hearing", and is on file with the Township Clerk. You may contact the Department of Public Works for a detailed breakdown of your costs and the location of the sidewalk to be replaced.

You are responsible for 100% of the sidewalk across your frontage. If you own a residential corner lot, the Township will pay for 40% of the cost of the sidewalk replacement along the street to which the house is not addressed. The Township will pay 100% for ramp replacement at the street intersection.



2025 ORDER TO MAINTAIN SIDEWALK SPECIAL ASSESSMENT DISTRICT #21

How will I be billed?

You will receive a bill, called a special assessment, in **June 2026, with a due date of July 1, 2026**. The assessment may be paid in full with one payment (in 2026), or over 5 years at 5% interest per year. *Please do not make any payments until after you receive this bill.*

The Township sidewalk contractor will complete the work over the Summer/Fall of 2025. Once the sidewalk repairs have been completed, a Township inspector will measure the exact dimensions of the replaced sidewalk. Your special assessment will be based on these measurements.

(Please note you will receive a second Township Board "Notice of Hearing" in early 2026 after the contractor has completed all of the sidewalk replacements. It will state the exact cost of your sidewalk repairs. The purpose of the second hearing is for the public to comment on the proposed assessments.)

What about damage caused by trees or utility structures?

Where tree roots have displaced the sidewalk they will be removed prior to new sidewalk installation. A healthy tree should survive this process.

Property owners are responsible for replacement of all sidewalk damaged by tree roots whether the tree is on public or private land. The Township will pay for 100% of the cost for sidewalk directly damaged by Township manhole covers or water valves.

Will the contractor restore my lawn after the work?

Usually only a few inches of grass adjacent to the replaced sidewalk is uprooted. This strip will be filled with topsoil, seeded, and mulched after the concrete forms are removed.

How do I protect my sprinkler system?

If you have a sprinkler system or private underground wires (i.e. invisible fence) they must be marked prior to construction. Contact the person that installed your lines for a detailed layout.

May I have private work done by the Township's contractor?

You may have additional work (driveways, approaches, patios, etc.) performed under a private agreement between you and the Township contractor. You also must be sure that you are not paying the Township contractor directly for work to be done under their contract with the Township.

The Township will not become involved in disputes between you and the contractor for private work. You and the contractor must negotiate the price, timing, restoration, and payment terms for all private work.

What about tree branches and other vegetation that obstruct the sidewalk?

The property owner is responsible for removal of all obstructions; including vegetation such as tree limbs, branches, shrubs, and bushes and other objects; that interfere with the safe use of the sidewalk. The area to be kept clear is one (1) foot from the edges of the sidewalk and eight (8) feet above the sidewalk.

If I still have questions, whom should I contact?

Department of Public Works at (517) 853-4440 or DPW@MERIDIAN.MI.US.





To: Township Board Members

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

Date: May 20, 2025

Re: Parking Ordinance Update - Parking Calculations

As Staff has been working through updating the Zoning Ordinance in the past four years, one of the 'big bites' in the document is the Parking Ordinance. These standards generally touch nearly every property and development in the Township and changes to these standards have an effect on other standards, most notably stormwater requirements. In address this section of the Zoning Ordinance, Staff decided in early 2024 to break up the work into three parts: parking calculations, landscaping, and general design standards.

The ordinance under review at this time is the first part, addressing parking calculations. This was the area that the Planning Commission expressed an interest in tackling during the Master Plan update and in many ways has the most direct impact on the community, as it determines how much parking is actually built on any given project. Staff has already presented the Planning Commission with a draft to address the landscape section of the ordinance and is beginning to work on the technical 'general design standards' piece to hopefully present later this summer or fall.

The draft ordinance for the parking calculations, recommended for approval by the Planning Commission and attached here, achieves three key goals:

1. Reduces impervious surfaces in future developments by removing the 25% overflow requirement in multiple-family developments, as well as reducing the number of required spaces for studios and one-bedroom apartments from 2 to 1.5.
2. Modernizes the land uses in the list and removes outdates or obsolete terms.
3. Simplifies some parking calculations for ease of use.

This matter was discussed by the Planning Commission at their [November 18, 2024](#), [December 9, 2024](#), [January 27, 2025](#), and [February 24, 2025](#) meetings. A Public Hearing was held on the changes at their [March 24, 2025](#) meeting and a recommendation to the Township Board was made at their [April 14, 2025](#) meeting. Packets for each of those meetings can be found at the links above.

Staff looks forward to discussing these proposed ordinance changes with the Board.

Attachments:

1. Clean version of Parking Calculations Update Ordinance
2. Redlined version of Parking Calculations Update Ordinance

ORDINANCE NO. 2025-04

AN ORDINANCE TO AMEND SECTION 86-755, SCHEDULE OF REQUIREMENTS FOR PARKING SPACES, OF THE CHARTER TOWNSHIP OF MERIDIAN ZONING CODE TO UPDATE THE STANDARDS THEREIN

THE CHARTER TOWNSHIP OF MERIDIAN ORDAINS:

Section 1. Section 86-755, Schedule of Requirements for Parking Spaces, is hereby amended to read as follows:

Parking space shall be provided in accordance with the design standards of this chapter and according to this schedule:

Use	Number of Motor Parking Spaces Required Per Unit of Measure
Residential	
Single-family dwelling or duplex living unit	2 for each dwelling unit
Multiple-family District	1.5 for each efficiency or one-bedroom unit and 2 for each dwelling unit with 2 or more bedrooms,
Housing for the elderly	1 for each 2 units and 1 for each employee on peak employment shifts. Should units revert to general occupancy, then 1.5 for each efficiency or one-bedroom unit and 2 for each dwelling unit with 2 or more bedrooms
Mobile home parks	2 for each mobile home or mobile home site
Institutional	
Places of worship	1 for each 5 fixed seats, 10 linear feet of pews, and one for each 30 square feet of assembly floor area without fixed seats
Hospitals	1 for each 1 bed
Homes for the aged and convalescent homes	1 for each 4 beds plus 1 for each employee on the largest working shift
Child care centers and adult care centers	1 per every teacher or caregiver
Fire and police stations	1 for each employee on duty during the highest staffed shift plus 25% for visitors
Elementary and junior high schools	1 for each 1 teacher and administrator in addition to the requirements of the auditorium
Senior high schools	1 for each employee plus 1 for each 10 students, based on the number of students that the facility is designed to handle at any one time, in addition to the requirements of the auditorium
Theaters, auditoriums, and concert halls	1 for each 4 seats at maximum capacity plus 1 for each 2 employees
Museums and art galleries	1 space for every 500 square feet of gallery area, 1 space per employee, plus 1 space for every 4 seats in a theater or auditorium

Dance halls, civic clubs, fraternal orders, clubs, union halls or any similar type use	1 space for each 100 square feet of useable floor area
Libraries	1 spaces for every 250 square feet of gross floor area (GFA) plus 1 per 2 employees
Business and Commercial	
Athletic clubs and health spas	1 per 300 square feet of useable floor space. Accessory uses shall require additional parking
Business or trade schools	1 space for each seat plus 1 space for each teacher or other employee
Commercial centers and shopping malls	
Centers less than 50,000 square feet	1 for each 200 square feet of gross floor area
Centers greater than 50,000 square feet	1 for each 400 square feet of gross area
All other retail businesses, unless specifically defined	
For businesses with a gross floor area (GFA) less than 25,000 square feet	5 spaces per 1,000 square feet (minimum) to 5 1/2 spaces per 1,000 square feet (maximum)
For businesses with a gross floor area (GFA) equal to or greater than 25,000 square feet	4 spaces per 1,000 square feet (minimum) to 4 1/2 spaces per 1,000 square feet (maximum)
Motor vehicle, recreational vehicle, boat, or mobile home sales or service establishments	1 for each 200 square feet of useable floor space of sales room, 1 for each service bay, and 1 for each employee
Dance or music studios	1 space for every 200 square feet of instructional area plus 1 for each teacher
Restaurants, taverns, bars, nightclubs, and brewpubs	One (1) space per 4 seats + one (1) space per employee + 5 stacking spaces per drive-through lane. Outdoor seating areas shall count toward total parking required unless the proprietor demonstrates that outdoor seating areas do not increase the capacity of the restaurant.
Barber shops, beauty shops	1.5 spaces for each chair, plus 1 for every 2 employees
Laundromats and coin-operated dry cleaners	1 for each 2 washing or dry cleaning machines
Mini storage establishments and Enclosed climate controlled storage facilities	10 exterior spaces for the storage facility, plus 2 for the office, plus 1 space for each employee. Rows between storage buildings shall be designed to allow for simultaneous vehicle parking and passage
Drive-in carwashes, automatic	15 stacking spaces for each washing bay, plus 1 space for each 2 employees
Drive-in carwashes, self-service	3 stacking spaces for each washing bay
Gasoline service stations	1 for each bay and 1 for each employee on the largest shift. Parking shall be provided for convenience stores and other uses operated in conjunction with a gasoline service station, based on standards set forth herein.

Bowling alleys	4 for each 1 alley, in addition to any requirement for other uses such as bar, restaurant, or billiard room
Golf courses open to the general public, except miniature or "par-three"	4 for each 1 golf hole and 1 for each employee. Additional spaces shall be provided as required for clubhouse, restaurant, pro shop, or other affiliated facilities
Golf courses, miniature or "par three"	3 for each 1 hole plus 1 for each 1 employee
Golf driving range, stand alone	1 space for every two tees
Mortuary establishments	1 for each 50 square feet of usable floor space
Motels, hotels, or other commercial lodging establishments	1 for each 1 occupancy unit plus extra spaces for dining rooms, ball rooms, or meeting rooms as required by this division.
Industrial	
Industrial or research establishments	1 for every 2 employees on the largest working shift
Warehousing or wholesale establishments	1 for every 2 employees on the largest working shift
Contractor's establishments	1 for each 1,000 square feet of gross floor area (GFA), but no less than 5
Offices	
General Office	3 spaces per 1,000 square feet of gross floor area (minimum) to 4 spaces per 1,000 feet of gross floor area (maximum)
Dental office	1 space per 300 square feet of gross floor area
Medical office	5 spaces per 1,000 square feet of gross floor area
Financial institutions (banks, credit unions, etc.)	1 space for every 150 square feet of useable floor area and 3 stacking spaces

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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.

1 ADOPTED by the Charter Township of Meridian Board at its regular meeting this **XX**th day of
2 **XXXXXXXX**, 2025.

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Scott Hendrickson, Township Supervisor

Angela Demas, Township Clerk

§ 86-755. Schedule of requirements for parking space.

[Code 1974, § 85-10; Ord. No. 2005-01, 1-30-2005; Ord. No. 2009-03, 4-19-2009]

Parking space shall be provided in accordance with the design standards of this chapter and according to this schedule:

Use	Number of Motor Parking Spaces Required Per Unit of Measure
Residential	
Single-family dwelling or duplex living unit	2 for each dwelling unit plus 1 additional space for each roomer if any
Multiple-family in RDD, RD, RN, or RC District	1.5 for each efficiency or one-bedroom unit and 2 for each dwelling unit with 2 or more bedrooms, plus expansion capacity of 25%
Multiple family in RCC District	2 for each 1 bedroom or efficiency dwelling unit; 3 spaces for each 2 or more bedroom dwelling unit, plus expansion
Housing for the elderly	1 for each 2 units and 1 for each employee or doctor on peak employment shifts . Should units revert to general occupancy, then 1.5 for each efficiency or one-bedroom unit and 2 for each dwelling unit with 2 or more bedrooms 2 spaces per unit shall be provided
Mobile home parks	2 for each mobile home or mobile home site
Fraternity or sorority	1 for each person permitted to occupy the building under the provisions of this chapter
Functional family	1 for each person over the age of 15 years permitted to occupy the building under the provisions of this chapter
Institutional	
Churches or temples Places of worship	1 for each 5 fixed seats, or 10 linear feet of pews, and one for each 30 square feet of assembly floor area without fixed seats in the main room for worship
Hospitals	1 for each 1 bed
Homes for the aged and convalescent homes	1 for each 24 beds plus 1 for each employee on the largest working shift
Child care centers and adult care centers	1 per every 5 students or adults plus 1 for every teacher or caregiver
Fire and police stations	1 for each employee on duty during the highest staffed shift plus 25% for visitors
Elementary and junior and high schools	1 for each 1 teacher and administrator in addition to the requirements of the auditorium
Senior high schools	1 for each 1 teacher, and administrator employee and plus 1 for each 10 students, based on the number of students that the facility is designed to handle at any one time , in addition to the requirements of the auditorium

Commented [BS1]: "Roomer" is an antiquated term

Commented [BS2]: Consolidated the MFR language

Commented [BS3]: Consolidated the MFR language

Commented [TS4]: Change to match the new MF standard

Commented [BS5]: From Delhi Twp, seems more realistic

Theaters, auditoriums, and concert halls	1 for each 4 seats <u>at maximum capacity</u> plus 1 for each 2 employees
Stadium, sports arena or assembly similar place of outdoor	1 for each 3 seats or 6 feet of benches
Museums and art galleries	1 space for every <u>250-500</u> square feet of gallery area, 1 space per employee, plus 1 space for every 4 seats in a theater or auditorium
Dance halls, civic clubs, fraternal orders, <u>clubs</u> , union halls or any similar type use	1 space for every 4 persons permitted to occupy the building by local ordinance or state law, plus additional parking for 25% excess capacity 1 space for each 100 square feet of useable floor area
Private golf clubs, ski clubs, swimming clubs or beaches, tennis clubs or similar uses	1 space per 4 persons of maximum anticipated capacity as approved by the Planning Commission, plus additional parking for 25% excess capacity
Golf courses open to the general public, except miniature or "par three"	6 for each 1 golf hole and 1 for each employee
Golf courses, miniature or "par three"	3 for each 1 hole plus 1 for each employee
Libraries	1 spaces for every <u>200-250</u> square feet of gross floor area (GFA) <u>plus 1 per 2 employees</u>
Business and Commercial	
Athletic clubs and health spas	1 1/4 spaces for every 4 persons permitted to occupy the building by local ordinance or state law 1 per 300 square feet of useable floor space. Accessory uses shall require additional parking
Business or trade schools	1 space for each seat plus 1 space for each teacher or other employee
Commercial centers and shopping malls	
Centers less than 50,000 square feet	1 for each 200 square feet of gross floor area
Centers greater than 50,000 square feet	1 for each 400 square feet of gross area
For centers having a gross floor area (GFA) less than 25,000 square feet	5 spaces per 1,000 square feet (minimum) to 5 1/2 spaces per 1,000 square feet (maximum)
For centers having a gross leasable area (GLA) equal to or greater than 25,000 square feet but less than 400,000 square feet	4 spaces per 1,000 square feet (minimum) to 4 1/2 spaces per 1,000 square feet (maximum) but not less than 125 spaces
For centers having a gross leasable area (GLA) equal to or greater than 400,000 square feet but less than 600,000 square feet	4 spaces per 1,000 square feet (minimum) to 5 spaces per 1,000 square feet (maximum)
For centers having a gross leasable area (GLA) equal to or greater than 600,000 square feet	5 spaces per 1,000 square feet (minimum and maximum)
All other retail businesses, <u>unless specifically defined</u>	
For businesses with a gross floor area (GFA) less than 25,000 square feet	5 spaces per 1,000 square feet (minimum) to 5 1/2 spaces per 1,000 square feet (maximum)
For businesses with a gross floor area (GFA) equal to or greater than 25,000 square feet	4 spaces per 1,000 square feet (minimum) to 4 1/2 spaces per 1,000 square feet (maximum)

Commented [BS6]: Moved to Commercial and 'golf course' separated out

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Commented [BS9]: This 300 number comes from a rough average of four examples from APA's PAS report on parking standards

Commented [TS10]: Pull the reference here so we have some backup

Motor vehicle, recreational vehicle, boat, or mobile home sales or service establishments	1 for each 200 square feet of useable floor space of sales room, <u>1 for each service bay</u> , and 1 for each <u>1 vehicle displayed for sale</u> <u>employee</u>
Dance or music studios	1 space for every 200 square feet of instructional area plus 1 for each teacher
Restaurants, taverns, bars, nightclubs, and brewpubs	<u>One (1) space per 4 seats + one (1) space per employee + 5 stacking spaces per drive-through lane.</u> <u>Outdoor seating areas shall count toward total parking required unless the proprietor demonstrates that outdoor seating areas do not increase the capacity of the restaurant. 1 for each 75 square feet of usable floor area, plus 1 for every 4 seats or 1 for 37 1/2 square feet of usable floor area, whichever is greater</u>
Drive-in and self-service restaurants	1 for every 3 patron seats and 1 for each employee on duty during the highest staffed shift
Drive-up uses, except drive-in restaurants	In addition to the required parking for the principal use, each drive-up lane shall have sufficient stacking room for 3 cars. Each stacking space shall measure a minimum of 20 feet in length. A bypass lane shall be provided
Barber shops, beauty shops	<u>21.5 spaces for each chair, plus 1 for every 2 employees</u>
Laundromats and coin-operated dry cleaners	1 for each 2 washing or dry cleaning machines
Mini storage establishments	5 spaces for the office, plus 2 spaces for a resident manager. Access to individual storage units shall provide for loading/unloading of vehicles adjacent to units without impeding through internal traffic flow
Mini storage establishments and Enclosed climate controlled storage facilities	10 exterior spaces for the storage facility, plus 52 for the office, plus 1 space for each employee. Access by vehicles to/from and within the facility for loading/unloading shall be designed to promote smooth traffic flow in and out of the structure without impeding external site vehicle movements. Rows between storage buildings shall be designed to allow for simultaneous vehicle parking and passage
Drive-in banks or laundries	3 standing spaces for each drive-in window in addition to normal parking required for banks or laundries
Drive-in carwashes, automatic	15 <u>standing stacking</u> spaces for each washing bay, plus 1 space for each 2 employees
Drive-in carwashes, self-service	3 <u>standing stacking</u> spaces for each washing bay
Gasoline service stations	1 for each bay and 1 for each employee on the largest shift. <u>Parking shall be provided for convenience stores and other uses operated in</u>

Commented [BS11]: Mini storage and enclosed storage combined into one

	<u>conjunction with a gasoline service station, based on standards set forth herein.</u>
Bowling alleys	5 4 for each 1 alley, in addition to any requirement for other uses such as bar, restaurant, or billiard room
<u>Golf courses open to the general public, except miniature or "par-three"</u>	<u>4 for each 1 golf hole and 1 for each employee. Additional spaces shall be provided as required for clubhouse, restaurant, pro shop, or other affiliated facilities</u>
Golf courses, miniature or "par three"	3 for each 1 hole plus 1 for each 1 employee
<u>Golf driving range, stand alone</u>	<u>1 space for every two tees</u>
Mortuary establishments	1 for each 50 square feet of usable floor space
Motels, hotels, or other commercial lodging establishments	1 for each 1 occupancy unit plus extra spaces for dining rooms, ball rooms, or meeting rooms as required by this division. Should units revert to multiple type use then 2 spaces per unit shall be provided
Industrial	
Industrial or research establishments	1 for every 2 employees on the largest working shift
Warehousing or wholesale establishments	1 for every 2 employees on the largest working shift or 1 for every 1,700 square feet of useable floor space, whichever is greater
Contractor's establishments	1 for each 1,000 square feet of gross floor area (GFA), but no less than 5
Offices	
<u>General Office</u>	
<u>General Office</u> Minimum	3 spaces per 1,000 square feet of gross floor area <u>(minimum) to 4 spaces per 1,000 feet of gross floor area (maximum)</u>
Maximum	4 spaces per 1,000 square feet of gross floor area
<u>Dental office</u>	<u>1 space per 300 square feet of gross floor area</u>
<u>Stand-alone m</u> Medical office	5 spaces per 1,000 square feet of gross floor area
<u>Financial institutions (banks, credit unions, etc.)</u>	<u>1 space for every 150 square feet of useable floor area and 3 stacking spaces</u>



To: Township Board
From: Tim Dempsey, Township Manager
Abby Tithof, Human Resources Director
Bernie Blonde, Finance Director
Date: May 16, 2025
Re: Healthcare Savings Accounts

Meridian Township has contributed to eligible employees' Healthcare Savings Accounts (HSAs) going back to 2012. HSA contributions were paused for FY 2025 due to projected budget constraints; however, the Township Board agreed to revisit the topic in early 2025. The intent was to reconsider the contribution once there was a clearer financial picture.

While the FY 2024 audit is still underway, staff is projecting the general fund may see an increase to fund balance of approximately \$458,000. With the recent Q1 2025 amendment utilizing \$224,168, net increase to fund balance would be around \$234,000. This is a result of both higher than projected revenue and lower than expected expenses in FY 2024. However, due to the complexity of reconciliations and accounting adjustments related to the switchover in financial institutions last year, the audit process may result in additional adjustments impacting these estimates. In addition, with eight months remaining in FY 2025, it is difficult to predict what unforeseen issues may arise.

Despite the unknowns, staff is recommending that we provide employees with an HSA contribution in the following amounts for 2025:

Individual Plan	\$550
Two-Person Plan	\$1,320
Family Plan	\$1,660

These proposed allocations are based on a total Township HSA contribution of \$155,000. Staff believe this is an appropriate amount based on the projected FY 2024 results, while remaining somewhat conservative given ongoing uncertainties. For reference, the attached table provides the historic annual HSA contributions. While reduced from 2024, the proposed 2025 amounts are greater than five of the past ten years and just below the average.

While the current financial projections are driving this recommendation, the Township Board should be aware of pending costs pressures heading into the FY 2026 budget. Representatives from Gallagher, the Township's medical benefits consultant, recently shared that 2026 plan premiums are likely to increase by 12%, or approximately \$275,000. This estimate is based on recent claims history, current industry trends, and substantial losses faced by Michigan's two



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largest healthcare insurance providers. Ongoing healthcare plan increases are unsustainable long term without modifying the healthcare plans, finding new revenue, or making corresponding cuts, or some combination of all three options. These issues will be further discussed during the budget process.

Attachment: HSA Contribution History

HSA Contribution History

	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	10-YEAR AVERAGE	PROPOSED 2025
SINGLE	\$264	\$263	\$291	\$1,218	\$434	\$411	\$800	\$758	\$736	\$867	\$604	\$550
2-PERSON	\$633	\$630	\$699	\$2,923	\$1,042	\$986	\$2,000	\$1,818	\$1,766	\$2,082	\$1,458	\$1,320
FAMILY	\$792	\$788	\$874	\$3,654	\$1,303	\$1,232	\$2,500	\$2,273	\$2,208	\$2,602	\$1,823	\$1,660
TOTAL DEPOSITS	\$57,298	\$60,986	\$69,367	\$309,330	\$107,310	\$103,186	\$207,870	\$217,109	\$221,116	\$269,186	\$162,276	\$155,000
<u>IRS Deductibles</u>												
Single	\$1,300	\$1,300	\$1,300	\$1,350	\$1,350	\$1,400	\$1,400	\$1,400	\$1,500	\$1,600		\$1,650
2 Person/Family	\$2,600	\$2,600	\$2,600	\$2,700	\$2,700	\$2,800	\$2,800	\$2,800	\$3,000	\$3,200		\$3,300

HSA Deposit Info:

2015-2021 January & July 50% deposit
 2022 January 100% deposit



To: Township Board
From: Tim Dempsey, Township Manager
Date: May 16, 2025
Re: Board Goals and Action Plan

There is interest from the Township Board to align annual goal setting with the budget process. Since we are commencing the budget process for 2026 later this month, the timing is ideal to review last year's goals and establish goals for 2026.

Attached to this memo is a presentation briefly summarizing progress on 2025 goals. I will review this document and provide greater context during Tuesday evening's meeting. For comparison, the [2024 Top Goals](#) and [Action Plan](#) documents are available online.

After reviewing the 2025 progress at Tuesday meeting, I am suggesting the Board consider a work session at 5:00 pm prior to the regular meeting on June 3. This would be an opportunity to utilize a more constructive format for the goal setting process. We can discuss that approach further at Tuesday's meeting.

Attachments: 1. 2025 Board Goals
2. 2025 Board Goals – Progress Update



Meridian Township Board Top Five Goals 2025

Provide Superior, Citizen-Driven Services

Provide exemplary service to the community while actively soliciting contributions from citizens, volunteer boards, commissions, authorities, and regional partners to strengthen the connection between the staff, Board, community, and region.

Environmental Sustainability

Implement environmentally friendly and sustainable policies for both public and private projects while investing in replacement of aging infrastructure throughout the Township.

Enhance Redevelopment in Key Areas

Enhance our standing as a prime location to develop, own, and operate a business, with a focus on the redevelopment of our primary commercial areas: downtown Okemos, downtown Haslett, Carriage Hills, and the Meridian Mall.

Senior/Community Center

Following the Senior/Community Center Task Force's recommendation in Spring 2025, continue to move towards construction of a new facility, starting in late 2025 or early 2026.

Improve Citizen Outreach and Communication

Tell our story better by enhancing communications through social media, homeowners' associations, communitywide and major events, and any other mechanism to better engage our diverse, multicultural community.

2025 Board Goals

Progress Update

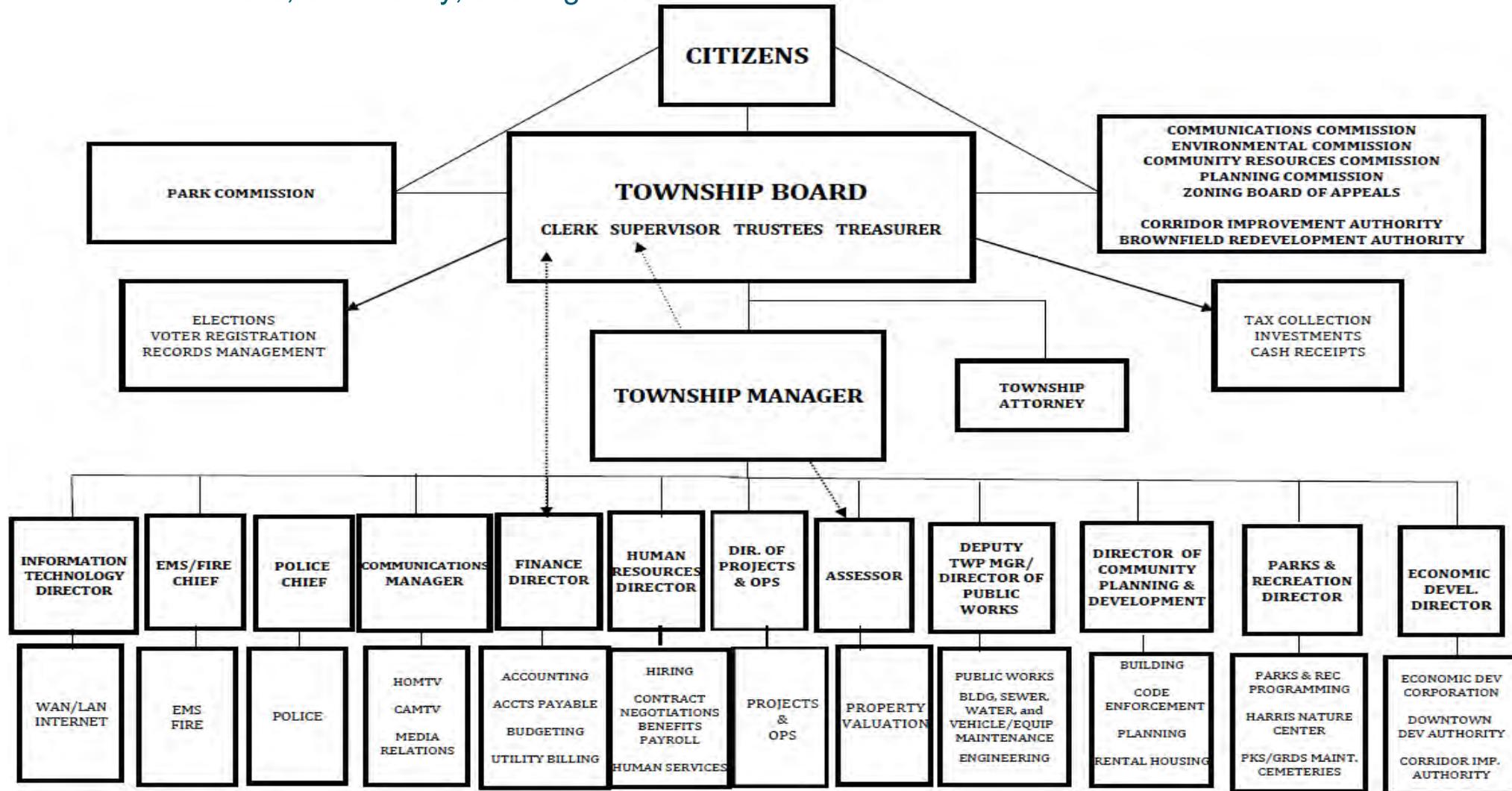


Tim Dempsey
Township Manager



GOAL 1: PROVIDE SUPERIOR, CITIZEN DRIVEN SERVICES

Provide exemplary service to the community while actively soliciting contributions from citizens, volunteer boards, commissions, authorities, and regional partners to strengthen the connection between the staff, Board, community, and region.





GOAL 2: ENVIRONMENTAL SUSTAINABILITY

Implement environmentally friendly and sustainable policies for both public and private projects while investing in replacement of aging infrastructure throughout the Township.

Solar Projects

- Utilizing two grants to construct solar arrays that will produce 100 percent of the annual energy usage at the Historical Village and the North Fire Station
- Construction is anticipated for fall of 2025 to early 2026

Pathway Projects

- Finalizing RFP to construct a boardwalk on the north side of Bennett Road immediately west of Bennett Woods Elementary to minimize the disturbance to the wetlands
- Construction will likely occur in summer or fall of 2025.

Local Road Program

- Designing a bioswale at Marshall Park to alleviate flooding near the Columbia Street/Lake Street intersection, filter storm water entering Lake Lansing, and help beautify Marshall Park
- Piloting a new asphalt mix that utilizes recycled tire rubber to improve the flexibility and useful life of asphalt
- Utilizing asphalt and cement treatments to strengthen the existing road base to reduce how much asphalt has to be used in road resurfacing



GOAL 3: ENHANCE REDEVELOPEMNT IN KEY AREAS

Enhance our standing as a prime location to develop, own, and operate a business, with a focus on the redevelopment of our primary commercial areas: downtown Okemos, downtown Haslett, Carriage Hills, and the Meridian Mall.

Haslett Village

- The Township Board recently approved a Housing TIF policy allowing the developers to present a revised Brownfield Plan.
- An updated brownfield plan is expected to be submitted next week incorporating Housing TIF and begin the formal review and approval process.

Village of Okemos

- Staff is compiling an updated development prospectus.
 - Working to better define infrastructure hurdles and related costs (Okemos Road reconstruction, drainage improvements, overhead power lines)
- The Downtown Development Authority is considering a subcommittee/task force to work on next steps in the development process.
- Informal discussions with prospective developers are ongoing.



GOAL 4: SENIOR/COMMUNITY CENTER

Following the Senior/Community Center Task Force's recommendation in Spring 2025, continue to move towards construction of a new facility, starting in late 2025 or early 2026.

- The Task Force completed its work in March after commencing its work back in September 2024.
 - Two recommendations provided to the Board – Senior Center only and combined Senior & Community Center
- The Township Board approved moving forward with operating and bond millages for the August 5, 2025 election.
 - If voters approve, design work would commence immediately after the election and construction would begin in 2026 with a 2027 projected completion.
 - Staff are developing communication materials to provide factual information: web page, slide deck, FAQ, and related information as needed.



GOAL 5: IMPROVE CITIZEN OUTREACH AND COMMUNICATION

Tell our story better by enhancing communications through social media, homeowners' associations, communitywide and major events, and any other mechanism to better engage our diverse, multicultural community.

- Released the 2025 edition of Prime Meridian Magazine, which showcased our community through storytelling and imagery
- Utilized Reels on Facebook and Instagram to share recaps of community events, encouraging participation in future events
- Collaborated with WLNS to promote our community events and increase event attendance
- Increased sponsorship revenue by 33% from 2024 to 2025, enhancing our community event offerings
- Scheduled three community listening sessions at different locations across the Township



KEY ISSUES FOR CONSIDERATION – MANAGER’S PERSPECIVE

- Senior & Community Center ballot proposals
- 2026 Budget and long-term financial planning – keeping wages and benefits competitive
- Expiring millages: Parks (2025), Police and Fire (2026), Local Roads (2027)
- Ongoing infrastructure needs with roads, water, and sewer