



AGENDA

CHARTER TOWNSHIP OF
MERIDIAN
TOWNSHIP BOARD
REGULAR MEETING
March 1, 2016
6:00 P.M.



1. CALL MEETING TO ORDER*
2. PLEDGE OF ALLEGIANCE/INTRODUCTIONS
3. ROLL CALL
4. PRESENTATION
5. PUBLIC REMARKS*
6. TOWNSHIP MANAGER REPORT
7. BOARD COMMENTS & REPORTS
 - A. Treasurer's Quarterly Report
8. APPROVAL OF AGENDA
9. CONSENT AGENDA (SALMON)
 - A. Communications
 - B. Minutes – February 16, 2016 Regular Meeting
 - C. Bills
 - D. 2015 Order to Maintain Sidewalks, Special Assessment District No. 16 – Resolution #4 (Set Public Hearing Date for April 5, 2016)
 - E. Disposal of Surplus Printers
10. QUESTIONS FOR THE ATTORNEY
11. HEARINGS (CANARY)
12. ACTION ITEMS (PINK)
 - **Public Comment
 - A. The Square, 2655 Grand River Avenue – Brownfield
 - B. Consumers Energy Company Gas Franchise Ordinance – **Introduction**
 - C. Special Use Permit #16011 (Marriott) – Request to Construct a 67,000 Square Foot Courtyard by Marriott
 - D. LEAP Public Art Grant Matching Fund
 - E. Tri-County Regional Hazard Mitigation Plan
 - F. Haslett-Okemos Rotary Club Community Room – Use Policy
 - G. Community Solar Project
13. BOARD DISCUSSION ITEMS (ORCHID)
 - **Public Comment
 - A. Travel Expense Policy
 - B. Mixed Use Planned Unit Development Concept Plan, 4675 Okemos Road/2150 Clinton Street
 - C. Pathway Master Plan
14. FINAL PUBLIC REMARKS*
15. FINAL BOARD MEMBER COMMENT
16. ADJOURNMENT
17. POSTSCRIPT – MILTON SCALES

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

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

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

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

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

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

TOWNSHIP BOARD REGULAR MEETING COMMUNICATIONS, MARCH 1, 2016

- (1) Board Deliberations (BD)
 - 13B-1 Renee Korrey, 4633 Okemos Road, Okemos; RE: MARC Redevelopment Project
- (2) Board Information (BI)
 - BI-1 Victoria Voges, Education Director, Nokomis Native American Learning Center, 5153 Marsh Road, Okemos; RE: Continued email exchange with the Director of Parks and Recreation Maisner relative to the condition of the furnace at Nokomis
 - BI-2 Gus Breymann, 2176 Donovan Place, Okemos; RE: Website and Branding Contractor M3 Group
 - BI-3 Doris W. Schwartz, 2209 Kent Street, Okemos; RE: Email exchange with Trustee Scales relative to Roads in Need of Repair – Cedar Bend Heights Heritage Neighborhood
- (3) Regional Linkage (RL)
 - RL-1 Nell Kuhnmuench, President, East Lansing School Board of Education, 501 Burcham Drive, East Lansing; RE: East Lansing Public Schools Board of Education Community Newsletter
- (4) Staff Communications (SC)
 - SC-1 Director Maisner; RE: 2016 Proposed Grant Applications for Park Development and Land Preservation Acquisition
- (5) On File in the Clerk's Office (OF)

Material submitted at the February 16, 2016 Board Meeting
Trustee Milton Scales; RE: Sample of Lansing Fire Department's Community Room Application

TOWNSHIP BOARD MEETING

REPORTS

February 26, 2016

TREASURER'S REPORT

Collections

Distributions

Investments

**DELINQUENT PERSONAL PROPERTY TAX COLLECTION TOTALS FOR 2010,
2011, 2012, 2013 & 2014 TAX YEARS**

COLLECTED IN 2016 (to 02-24-16)	\$	630.24
COLLECTED IN 2015	\$	76,657.74
TOTAL REMAINING COLLECTIBLE	\$	49,439.02

TOTAL 2015 TAX YEAR COLLECTIONS (to 02-24-16) \$ 84,744,500.51

2015 TAX YEAR DISTRIBUTION TOTALS (to 02-10-16)

STATE EDUCATION TAX	\$	9,481,053.31
HASLETT SCHOOLS	\$	4,650,149.52
OKEMOS SCHOOLS	\$	12,936,811.75
WILLIAMSTON SCHOOLS	\$	303,442.77
EAST LANSING SCHOOLS	\$	1,766,362.75
INGHAM INTERMEDIATE SCHOOL DISTRICT	\$	9,491,883.06
INGHAM COUNTY	\$	14,496,872.52
CATA	\$	3,829,217.95
CADL	\$	1,986,609.73
AIRPORT AUTHORITY	\$	890,119.87
LCC	\$	4,848,419.28
MERIDIAN TOWNSHIP OPERATING	\$	5,348,907.16
MERIDIAN SPECIAL MILLAGES	\$	4,633,006.57
MERIDIAN TOWNSHIP ADMIN	\$	745,240.62
MERIDIAN TOWNSHIP DDA OF OKEMOS	\$	3,769.28
INGHAM CO LANDBANK-BROWNFIELD DOUGLAS J	\$	1,580.62

TOTAL DISTRIBUTION: \$ 75,413,446.76

1/31/2016

CURRENT FIXED MATURITY INVESTMENTS

Maturity	Fund	Investment	Principal	Purc Date	Int. Rate	Certificate
05/04/16	general fund	The Private Bank	1,000,000.00	11/04/15	0.6500%	6822866/1
06/23/16	general fund	Flagstar CDARS	502,120.49	06/25/15	0.29955%	1017989223
12/30/20	general fund	Federal Natl Mtg (MBS)	1,000,000.00	06/30/15	2.00%	3136G2L54
10/01/27	general fund	DDA Loan	199,500.00	08/05/10	3.00%	
12/20/27	general fund	Federal Home Loan (MBS)	125,000.00	12/31/12	2.90%	313381JA4
12/27/27	general fund	Federal Home Loan (MBS)	125,000.00	12/31/12	2.25%	313381FM2
			<u>2,951,620.49</u>			
03/12/16	land pres	Mason State Bank	506,926.80	03/12/15	0.50%	1-3599
06/27/19	land pres	Bank of Holland (MBS)	150,000.00	07/12/12	1.35%	062649XV5
12/20/27	land pres	Federal Home Loan (MBS)	100,000.00	12/31/12	2.90%	313381JA4
			<u>756,926.80</u>			
12/30/20	land pres res	Federal Natl Mtg (MBS)	1,000,000.00	06/30/15	2.00%	3136G2L54
05/23/23	land pres res	Fed Home Loan (MBS)	330,000.00	05/07/13	1.75%	3133832Q3
06/20/24	land pres res	Wells Fargo (MBS)	75,000.00	06/20/12	2.20%	94986TKM8
12/27/27	land pres res	Fed Home Loan (MBS)	225,000.00	12/31/12	2.25%	313381FM2
03/01/28	land pres res	Federal Natl Mtg (MBS)	245,000.00	11/06/15	3.00%	3135G0UP6
			<u>1,875,000.00</u>			
07/29/16	parks	Independent Bank	<u>750,877.65</u>	10/29/15	0.70%	9019502118/1
			<u>750,877.65</u>			
06/25/16	twp imp rev	Mason State Bank	<u>752,822.86</u>	06/25/15	0.75%	1-4704
			<u>752,822.86</u>			

Total Fixed Investments \$

7,087,247.80

CURRENT NON-FIXED INVESTMENTS

1/31/2016

PURCH. DATE	FUND ACCOUNT NUMBER	INVESTMENT	PRINCIPAL	CURRENT RATE	INVESTMENT TYPE
8/1/2002	GF RMB-005463	MBS	\$ -	0.00%	money market
5/12/2008	GF 0289-0001	MBIA Class	\$ 1,504,972.17	0.34%	pooled funds
5/20/2009	GF 367213-06	MSU Fed. CU	\$ 5.00	0.00%	savings
5/28/2009	GF 367213-26	MSU Fed. CU	\$ 1,234,686.48	0.20%	money market
11/24/2014	GF 7167596266	Fifth Third Bank	\$ 100.00	0.00%	checking
11/24/2014	GF 7167596274	Fifth Third Bank	\$ 1,010,431.02	0.20%	savings
Total			\$ 3,750,194.67		
8/1/2002	LP RMB-007923	MBS	\$ 171.99	0.00%	money market
4/16/2003	LP 349977489	Flagstar	\$ 251,085.77	0.50%	savings
5/20/09	LP 367213-20	MSU Fed. CU	\$ -	0.00%	money market
9/13/2013	LP 1153251051	Huntington	\$ 1,007,158.16	0.299%	money market
Total			\$ 1,258,415.92		
8/1/2002	LP-R RMB-008103	MBS	\$ -	0.00%	money market
1/16/2009	LP-R 7602000113	Horizon	\$ 200,429.97	0.15%	money market
5/20/2009	LP-R 367213-21	MSU Fed. CU	\$ 673,672.52	0.20%	money market
11/27/09	LP-R 5478-7813	Wells Fargo	\$ -	0.00%	money market
Total			\$ 874,102.49		
8/1/2002	PM RMB-008145	MBS	\$ -	0.00%	money market
9/30/2008	PM 0289-0007	MBIA CLASS	\$ -	0.00%	pooled funds
3/27/2014	PM 112832292	Flagstar	\$ 404,175.01	0.50%	savings
Total			\$ 404,175.01		
8/1/2002	SF RMB-007907	MBS	\$ -	0.00%	money market
1/8/2009	SF 340342006	Flagstar	\$ 5.48	0.00%	savings
6/23/2010	SF 7602000278	Horizon	\$ -	0.00%	money market
Total			\$ 5.48		
12/1/2009	PA RMB-027657	MBS	\$ -	0.00%	money market
11/27/09	PA 5765-6311	Wells Fargo	\$ -	0.00%	money market
Total			\$ -		
2/8/2013	TA 0289-0003	MBIA Class	\$ -	0.00%	money market
Total			\$ -		
8/1/2002	WF RMB-007915	MBS	\$ -	0.00%	money market
5/22/2009	WF 0289-0005	MBIA Class	\$ -	0.00%	pooled funds
11/29/10	WF 367213-23	MSU Fed. CU	\$ -	0.00%	money market
Total			\$ -		
Total Non-Fixed Investments			\$ 6,286,893.57		
Total Fixed and Non-Fixed Investments			\$ 13,374,141.37		

FIXED MATURITY INVESTMENT TRANSACTIONS FOR JANUARY 2016

NON-FIXED INVESTMENT TRANSACTIONS FOR JANUARY 2016

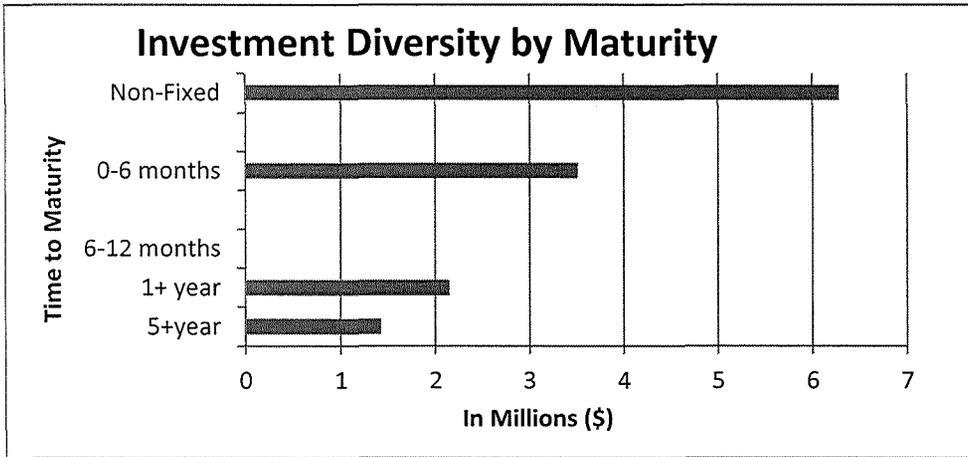
01/06/16	LAND PRESERVATION		
	To record ACH of funds from MBS money market to Horizon checking	\$	1,616.44
01/06/16	LAND PRESERVATION RESERVE		
	To record ACH of funds from MBS money market to Horizon checking	\$	12,942.62
01/11/16	TRUST AND AGENCY		
	Record additional interest earned on money market funds	\$	589.45
01/11/16	TRUST AND AGENCY		
	To record ACH of funds from MBIA money market to Horizon checking	\$	10,000,894.09
1/12/16	GENERAL FUND		
	To record ACH of funds from MBS money market to Horizon checking	\$	13,218.75

Bank	Amount Fixed	Amount Non-Fixed	Total Investment
Horizon	\$ -	\$ 200,429.97	\$ 200,429.97
Flagstar	\$ 502,120.49	\$ 655,266.26	\$ 1,157,386.75
MBS	\$ 3,375,000.00	\$ 171.99	\$ 3,375,171.99
MBIA Class	\$ -	\$ 1,504,972.17	\$ 1,504,972.17
Mason State Bank	\$ 1,259,749.66	\$ -	\$ 1,259,749.66
MSU Federal CU	\$ -	\$ 1,908,364.00	\$ 1,908,364.00
Wells Fargo	\$ -	\$ -	\$ -
Mercantile	\$ -	\$ -	\$ -
Huntington	\$ -	\$ 1,007,158.16	\$ 1,007,158.16
Fifth Third Bank	\$ -	\$ 1,010,531.02	\$ 1,010,531.02
Independent Bank	\$ 750,877.65		\$ 750,877.65
The Private Bank	\$ 1,000,000.00		\$ 1,000,000.00
DDA Loan	\$ 199,500.00	\$ -	\$ 199,500.00
Totals	\$ 7,087,247.80	\$ 6,286,893.57	\$ 13,374,141.37
% of total investment	52.99217052	47.00782948	100

Each investment institution has received and signed the Meridian Charter Township Investment Policy and Agreement to Comply.

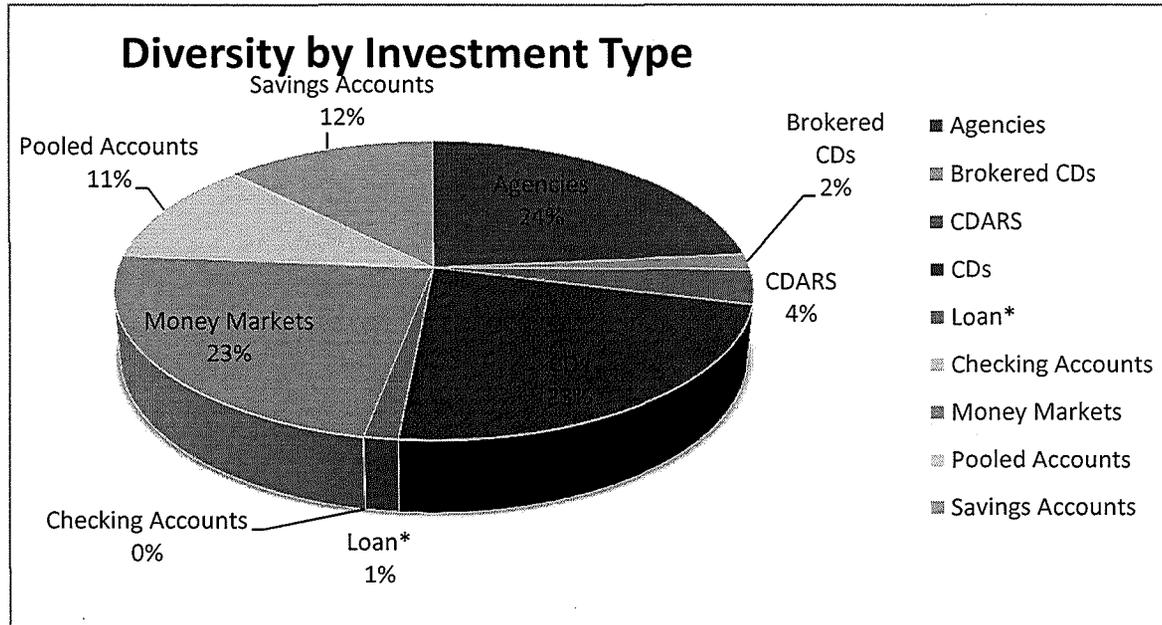
The signed agreement specifies that they are adhering to Public Act 20.

Investment Report Charter Township of Meridian



Current Investment Portfolio Size

Certificate of Deposits	\$ 3,010,627.31
CDARS	\$ 502,120.49
Brokered CD's	\$ 225,000.00
Agencies	\$ 3,150,000.00
Loan*	\$ 199,500.00
Money Markets	\$ 3,116,119.12
Checking Accounts	\$ 100.00
Savings Accounts	\$ 1,665,702.28
Pooled Funds	\$ 1,504,972.17
	\$ 13,374,141.37



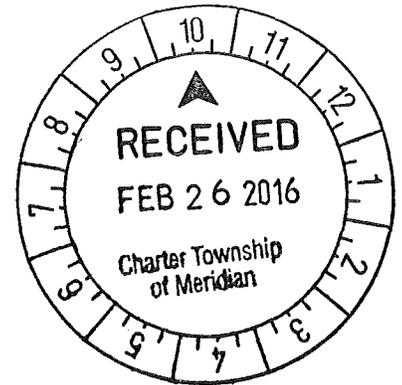
* Not an official investment but reflected for tracking purposes.

13B

**CLERK'S OFFICE
BOARD COMMUNICATIONS
MARCH 1, 2016**

Board Deliberations (BD)

To: Meridian Township Board
Fr: Renee Korrey
Da: February 25, 2016
Re: MARC Redevelopment Project



Dear Board Members,

I am writing with some concerns regarding the preliminary plans for the above named project.

Here are the concerns I need addressed:

- (1) There is no buffer shown on the plans for the southern side of the patio area. At the least voices will travel and at the most, if they elect to have music in the summer, it will travel freely. With the proper buffer, the noise could be reduced and my quality of life could be maintained.
- (2) There is no significant buffer on the entire southern edge of the property which may be an eye sore for myself, my tenant next door and the Carpenters (third house from Okemos Rd.). While it is true that I have tolerated a parking lot for years, I have every expectation that the noise from that lot will increase immensely. Between the noise and they eye sore, I think it is reasonable for a resident of more than 27 years and her rental since 2009 to be concerned. I would like to see at the least, something which will mitigate the noise and be visually appealing at my eye level.

An ugly fence or a few meager shrubs are both unacceptable solutions. I am hoping that you require something lush and substantial. As well, the Carpenter family faces the same problem and I believe they may also address the issue as it pertains to them.

- (3) With the increased volume of traffic that may be exiting and entering from Clinton, what methods are there to keep that traffic from becoming a problem for myself as I attempt to exit my driveway? What can be done to make a buffer for that traffic from my property? Has there been any consideration for traffic on either Okemos Rd or Clinton?

My intention is to also attend your board meeting. I look forward to seeing how we can all come to an agreement.

MAR 0 1 2016

13B - 1

MAR 0 1 2016

9A

**CLERK'S OFFICE
BOARD COMMUNICATIONS
MARCH 1, 2016**

Board Information (BI)

Sandy Otto

From: Victoria Voges <victoria.voges@gmail.com>
Sent: Sunday, February 14, 2016 10:31 AM
To: LuAnn Maisner
Cc: Frank Walsh; Board
Subject: Re: Nokomis Furnace Completely Down: Asking for Help

Sure LuAnn, A meeting would be nice. I know we have tried to rebuild a relationship with the Township and you have been especially open and good. The challenges with Nokomis have been many. I have been helping now going on 6 years.....with many role changes and new responsibilities. I do this because I see the importance in the Native Indigenous History of the Great Lakes and its beautiful Culture, Language and Arts. Nokomis is unique and is still open do to the efforts of people who share this passion. I shall call Monday ...and hope this cold spell changes to warmth!

Sincerely * Victoria Voges* Educational Director * Scheduling Coordinator*

On Fri, Feb 12, 2016 at 12:31 PM, LuAnn Maisner <maisner@meridian.mi.us> wrote:

Good Morning Victoria,

We are very supportive of your efforts to keep Nokomis open and appreciate all you do, plus I am aware of your long-time financial challenges. My response earlier was meant to address roles and responsibilities as defined in the lease agreement. I was attempting to clarify your inference that it was the Township's responsibility to replace the furnace. I'm glad to hear that the Nokomis Board has found a way to make this repair.

Victoria, I feel we have been generous with our assistance and that our relationship has been positive. I would be happy to meet to discuss this in greater detail. Let me know if you would like to get together.

Sincerely,

LuAnn

From: Victoria Voges [<mailto:victoria.voges@gmail.com>]
Sent: Monday, February 08, 2016 5:28 PM
To: LuAnn Maisner; Frank Walsh; Board
Subject: Re: Nokomis Furnace Completely Down: Asking for Help

MAR 0 1 2016

BI - 1

MAR 0 1 2016

Sandy Otto

From: Gus Breymann <gusbreymann@comcast.net>
Sent: Sunday, February 14, 2016 2:57 PM
To: Board
Subject: Website and Branding Contractor M3 Group

Having prepared numerous RFPs and then participated in bidder selection processes in a former life, I am motivated to make two observations about the presentation by M3 Group at the last Township Board meeting.

I am concerned about the professionalism of any bidder who calls elected board members “you guys” repeatedly, as the young M3 Group presenter did several times that evening. That did not demonstrate the mature skill and respect that will be required to interact effectively with a wide range of citizen groups in Meridian Township. Be candid. Weren’t you at least a little offended by the bidder addressing you as “you guys”?

I am concerned that M3’s scope of services, as described during the presentation and in its August, 2015 written proposal, far exceeds the funds the Township has approved. The August document includes a large, four-stage shopping list of activities that include focus groups, multiple online surveys, gift cards to participants, and many other expensive activities. It requires skill for a bidder to match proposed activities with the cost of performing them. It requires experience for proposal reviewers to assess the accomplishment of a scope of services in relation to an approved budget. In M3 Group’s case, the amount the Township Board approved and the four phases of the ambitious scope are significantly out of alignment, I believe.

Respectfully,
Gus Breymann
2176 Donovan Place

MAR 0 1 2016

BI-2

MAR 0 1 2016

Sandy Otto

From: Milton Scales
Sent: Friday, February 26, 2016 9:24 AM
To: Doris Schwartz
Cc: Frank Walsh; Raymond Severy; Sandy Otto; William Conklin
Subject: Re: Roads in Need of Repair - Cedar Bend Heights Heritage Neighborhood

Ms. Schwartz,

Thank you for following up our telephone conversation with your note as requested. I appreciate you taking the time to write.

By copy of this note I'm forwarding your information to William Conklin, Director of the Ingham County Road Department. We will visually inspect your roads, weather permitting, to assess and discuss available options.

Again, thank you for bringing this to my attention. Stay warm and think spring!

"Moving Meridian Forward"

Milton L. Scales, Trustee
Meridian Township
PO Box 1552
Okemos, Michigan 48805-1552

On Feb 25, 2016, at 1:15 PM, Doris Schwartz <doriss2209@sbcglobal.net> wrote:

Dear Trustee Scales,

When I called you last night you requested that I email you with the specifics of my serious concerns about the condition of the roads in our heritage neighborhood. All of them have many potholes and other major degradation. Kenmore is especially unsafe for cars, pedestrians or bicyclers. And since we have no sidewalks or streetlights, the lack of safety is compounded. Even though they have been periodically patched, they need very major attention as soon as possible.

My neighbors who live on these streets have the same concerns that I have, but most of them have no idea how the process of road repair works in our Township. That is why I requested a notice be put on the Township website that explains how it works and also gives them a deadline to contact you. I could then forward this info to them using our neighborhood d-list. I sincerely hope that you will reconsider and ask for the publication of such a notice.

I believe that Manager Walsh and Ray Severy have been here to view these roads in person, that is why I am cc-ing them on this email; you can consult them if you need verification. I am including Sandra Otto also so that she can distribute this note to the remainder of the Board and place it in the public record.

Here are the four streets:
Kenmore
Grandview
Hillcrest
Ardmore

MAR 01 2016

BI-3

MAR 01 2016

Thank you all for your attention to this matter.

Doris W. Schwartz...2209 Kent Street...Okemos MI 48864...517.381.1750

MAR 01 2016
BI-3
(page 2 of 2)
MAR 01 2016

9A

**CLERK'S OFFICE
BOARD COMMUNICATIONS
MARCH 1, 2016**

Regional Linkage (RL)

Sandy Otto

From: Nell Kuhnmuench <nell.kuhnmuench@elps.us>
Sent: Wednesday, February 17, 2016 1:24 PM
To: Board
Cc: Robyne Thompson; Gail Gillengerten; Kate Powers; Yasmina Bouraoui
Subject: ELPS Board of Education Community Newsletter

Thought this might be of interest to you.

Nell Kuhnmuench
2016 ELPS Board President

http://elps.us/downloads/news/community_newsletter_feb_2016.pdf

MAR 0 1 2016

RL-1

MAR 0 1 2016

9A

**CLERK'S OFFICE
BOARD COMMUNICATIONS
MARCH 1, 2016**

Staff Communications (SC)

MEMORANDUM

TO: Township Board

FROM: LuAnn Maisner, CPRP
Director of Parks and Recreation

DATE: February 26, 2016

RE: **2016 PROPOSED GRANT APPLICATIONS FOR PARK DEVELOPMENT
AND LAND PRESERVATION ACQUISITION**

Many of Meridian Township's parks and green spaces have been acquired or developed with assistance from State and Federal grants. Grants help the Township to accomplish many park development projects and help to better leverage our park and land preservation millage funds. Submittal of these grant applications will require final approval from the Township Board and will be in your packet for action on March 15, 2016. Public hearings are scheduled for each of the applications at the March 8, 2016 Park Commission meeting and March 9, 2016 Land Preservation Advisory Board Meeting. The deadline for grant submission is April 1, 2016.

2016 Grant Applications

The Park Commission adopted the new Central Park Master Plan in November 2015 and are interested in implementing the following elements of the plan:

1. Central Park Footbridge and Accessible Restroom

This project includes replacement of the **footbridge** from Central Park to the Meridian Historical Village; and construction of a **new restroom building** in the Historical Village. Estimated project cost: \$300,000 with the local match of \$150,000 funded by the Park Millage.

2. Central Park Pathway, Boardwalk and Fishing Station

This project will include the development of a boardwalk and pathway leading from the Historical Village footbridge toward Central Park South pond and back along the Mud Lake Drain. A boardwalk will extend along the pond and provide shoreline fishing access in Central Park South.

Estimated project cost: \$400,000

Minimum local match: 25% (\$100,000) Park Millage Funds

3. Land Preservation Acquisition PARCEL #33-02-02-35-426-006; 33-02-02-35-200-012

This project proposes to acquire an 89-acre property near the northwest corner of Jolly and Van Atta Roads. The property is located directly south of Legg Park and has large maples and oak trees.

Estimated acquisition cost: \$1,000,000

Township match funded by the Land Preservation Millage Fund: 50% (\$500,000)

Applications are due to the Michigan Department of Natural Resources by April 1, 2016 with decisions rendered in December 2016. Construction projects would not begin until spring of 2018. The acquisition grant if approved could be completed in 2017.

MAR 0 1 2016

SC-1

MAR 0 1 2016

9B

PROPOSED BOARD MINUTES

PROPOSED MOTION:

Move to approve and ratify the minutes of the February 16, 2016 Regular Meeting as submitted.

ALTERNATE MOTION:

Move to approve and ratify the minutes of the February 16, 2016 Regular Meeting with the following amendment(s): [insert amendments].

**MARCH 1, 2016
REGULAR MEETING**

CHARTER TOWNSHIP OF MERIDIAN
TOWNSHIP BOARD REGULAR MEETING - DRAFT -
5151 Marsh Road, Okemos, MI 48864-1198
853-4000, Town Hall Room
TUESDAY, FEBRUARY 16, 2016 6:00 P.M.

PRESENT: Supervisor LeGoff, Clerk Dreyfus, Treasurer Brixie, Trustees Scales, Styka, Veenstra
ABSENT: Trustee Wilson
STAFF: Assistant Township Manager/Director of Public Works Derek Perry, Director of
Community Planning & Development Mark Kieselbach, Fire Chief Fred Cowper,
Finance Director Gretchen Gomolka

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

Leonard Provencher, 4824 Buena Parkway, Haslett, spoke to the \$23 million in unfunded pension liability and inquired as to the plan to correct the problem prior to the election in November. He expressed a desire for candidates who are seeking reelection to publicly declare their intention so non-incumbents are aware of their decision. Mr. Provencher suggested a Township reimbursement policy be developed and presented in an open forum for public awareness.

Supervisor LeGoff closed Public Remarks.

6. TOWNSHIP MANAGER REPORT
Assistant Township Manager Perry announced the Manager will be returning to Township offices on Friday morning.
7. BOARD COMMENTS AND REPORTS
Trustee Veenstra noted a letter in the packet from Mr. Gordon Mackay concerning the future of the Capital Regional Airport and the possibility of no regularly scheduled passenger service out of Lansing. He alleged the approximate \$4.5 million in taxpayer annual subsidy for the airport is too high and needs to be cut. Trustee Veenstra spoke to the letter from Stoney Communications regarding the need for the local firm to be included in the Township's RFP process. He also addressed the letter from the Nokomis Center requesting assistance with the purchase and installation of a new furnace. Trustee Veenstra suggested the Board "help them out" with their financial difficulty. He reiterated his interpretation of rules for mileage reimbursement. Trustee Veenstra offered his opinion on the role Tri County Regional Planning Commission (TCRPC) plays in the decision making process for the Bus Rapid Transit project (BRT) in contrast to a statement made by another Board member at the January 26, 2016 Board meeting.

In response to earlier public comment regarding a Township travel policy, Trustee Scales clarified the Board was presented with a draft policy at the last Board meeting. He added that in working through the policy with the Human Resources Director, he believed the extent of travel for elected officials and staff allowed for a single policy with minor adjustments to the proposed draft.

Trustee Scales indicated four issues discussed during their February 11th meeting included a definition of reimbursements, establishment of meal eligibilities, consolidation of meal regulations and a refinement of the purpose. He stated the revised draft policy will go back to a meeting of the Department Directors and will then come back before the Board for approval.

Treasurer Brixie reported today was the last day to pay winter property taxes in the Township, noting that nearly 95% of Township taxpayers pay in full and on time. She noted her attendance at the Land Preservation Advisory Board (LPAB) meeting last week and a property will be brought to the Township through a grant application (DNR Trust Fund Grant). Treasurer Brixie indicated that because of the timing for the grant application, the Board will need to act on the grant application resolution(s) at its second meeting in Marsh. She announced on January 30th, a pedestrian was struck on Grand River Avenue between Park Lake Road and Northwind Drive and later passed away due to injuries. Treasurer Brixie stated this is a very unsafe area for pedestrians and is not the first fatality to occur in this "stretch" of Grand River Avenue.

Clerk Dreyfus reported the Election Commission met last week and approved election inspectors and receiving Board members for the March 8, 2016 Presidential Primary. He reminded citizens there is still time to request an absentee voter application and receive a ballot for the March 8th election. As the Board representative to the Economic Development Corporation (EDC), Clerk Dreyfus reported his attendance at last Thursday's meeting where \$10,000 in an unutilized micro loan fund was placed back in the EDC General Fund. He noted a broad discussion took place regarding the Bus Rapid Transit (BRT) project, including a community conversation to be held next month in the Town Hall Room. Clerk Dreyfus indicated discussion also ensued on a grant for public art at Wonch Park, continued strategies to enhance development in Meridian Township, and 2016 Goals and Objectives.

8. APPROVAL OF AGENDA

Treasurer Brixie moved to approve the agenda as submitted. Seconded by Clerk Dreyfus.

VOICE VOTE: Motion carried 6-0.

9. CONSENT AGENDA

Supervisor LeGoff reviewed the consent agenda.

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

ROLL CALL VOTE: YEAS: Trustee Scales, Styka, Veenstra, Supervisor LeGoff, Treasurer Brixie, Clerk Dreyfus
NAYS: None
Motion carried 6-0.

A. Communications

(1) Board Information (BI)

- BI-1 Ann Alchin, 5972 Cypress, Haslett; RE: Comments she made at the January 26, 2016 Board meeting
- BI-2 Janeile Cannon, 1769 Pine Creek Circle, Haslett; RE: Support for the BRT Plans
- BI-3 Mike Ma, 1862 Grand River Avenue, Okemos; RE: BRT Project Response
- BI-4 Steve Vagnozzi, 2144 Woodfield Road, Okemos; RE: On-time Performance for Intercity Passenger Rail
- BI-5 Gordon Mackay, President, Indian Trails, Inc., and Michigan Flyer, LLC, 333 Albert Street, Suite 100, East Lansing; RE: Concerns about the direction of Lansing's airport
- BI-6 Victoria Voges, Education Director, Nokomis Native American Learning Center, 5153 Marsh Road, Okemos; RE: Email exchange with the Director of Parks and Recreation Maisner relative to the condition of the furnace at Nokomis

BI-7 Mark Holoweiko, Stony Point Communications, 1190 Teakwood Circle, Haslett; RE: Email exchange with Director of Communications Guthrie relative to the branding and website contracts

- (2) Staff Communications (SC)
SC-1 Clerk Dreyfus; RE: Guidelines about Injunction Against PA 269 Gag Order

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

ROLL CALL VOTE: YEAS: Trustee Scales, Styka, Veenstra, Supervisor LeGoff, Treasurer Brixie, Clerk Dreyfus
NAYS: None
Motion carried 6-0.

B. Minutes

- (1) Treasurer Brixie moved to approve and ratify the minutes of the January 26, 2016 Regular Meeting as submitted. Seconded by Trustee Styka.

ROLL CALL VOTE: YEAS: Trustee Scales, Styka, Veenstra, Supervisor LeGoff, Treasurer Brixie, Clerk Dreyfus
NAYS: None
Motion carried 6-0.

- (2) Treasurer Brixie moved to approve and ratify the minutes of the February 2, 2016 Regular Meeting as submitted. Seconded by Trustee Styka.

ROLL CALL VOTE: YEAS: Trustee Scales, Styka, Veenstra, Supervisor LeGoff, Treasurer Brixie, Clerk Dreyfus
NAYS: None
Motion carried 6-0.

C. Bills

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

Table with 2 columns: Description and Amount. Rows include Common Cash, Public Works, Trust & Agency, Total Checks, Credit Card Transactions, Total Purchases, and ACH Payments.

Seconded by Trustee Styka.

ROLL CALL VOTE: YEAS: Trustee Scales, Styka, Veenstra, Supervisor LeGoff, Treasurer Brixie, Clerk Dreyfus
NAYS: None
Motion carried 6-0.

(Bill list in Official Minute Book)

- 10. QUESTIONS FOR THE ATTORNEY (None)
11. HEARINGS (None)
12. ACTION ITEMS

Supervisor LeGoff opened and closed Public Remarks.

A. Budget Amendments

Trustee Veenstra moved to approve the 2015 subsequent-to-year-end budget amendments with an increase in expenditure of the General Fund in the amount of \$24,000. Based on preliminary 2015 results, the projected fund balance at December 31, 2015 will be \$7,543,030. Seconded by Treasurer Brixie.

Finance Director Gretchen Gomolka summarized the 2016 beginning-of-year and 2015 subsequent-to-year-end amendment requests as outlined in staff memorandum dated February 11, 2016.

Board and staff discussion:

- \$24,000 is to pay the final bill from the Ingham County Road Department (ICRD) for 2015
- 2016 beginning of the year budget amendment is for carry over related to projects which were not completed in 2015, but originally budgeted for 2015 as well as other items which came up subsequent to preparing the 2016 budget (i.e., Celebrate Meridian Event)
- Most of the additional \$24,000 dealt with the American for Disabilities Act (ADA) work required to retrofit ramps into existing curb and gutter as well as older neighborhood streets needed additional asphalt for a good finished product
- ADA work covered eight (8) to ten (10) additional neighborhoods

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

NAYS: None

Motion carried 6-0.

Treasurer Brixie moved to approve the 2016 beginning-of-year budget amendments with a decrease in budgeted fund balance for the General Fund in the amount of \$237,000 which projects a use of fund balance of \$1,354,667. Based on preliminary 2015 results, the projected fund balance at December 31, 2016 will be \$6,188,363. Seconded by Trustee Styka.

Board and staff discussion:

- Board member belief frugality over the last six (6) years and the conscious effort to keep spending under control is paying off
- Board's Number 1 goal for 2016 is to address the current pension shortfall
- Board member assertion "this" is putting the Township in a good position to go into that analysis and to be poised to make some additional attempts to work out a solution
- 2016 budget includes "extra" money for the pensions
- Continued Board member opposition to spending as much as \$80,000 on branding

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

NAYS: None

Motion carried 6-0.

B. Zoning Amendment #15080 (Township Board) – Street Tree Ordinance – **Final Adoption**

Trustee Styka moved [and read into the record] NOW THEREFORE BE IT RESOLVED THE TOWNSHIP BOARD OF THE CHARTER TOWNSHIP OF MERIDIAN, hereby FINALLY ADOPTS Ordinance No. 2016-04, entitled "Ordinance Amending the Code of the Charter Township of Meridian, Ingham County, Michigan, Chapter 86, Article V, Division 1, by amending Section 86-473 Street trees.

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

Seconded by Treasurer Brixie.

Board and staff discussion:

- Ordinance helps preserves more trees
- Board member concern trees too close to the curb are a traffic hazard
- Board member preference for a clear zone of ten (10) feet between the edge of the pavement/curb and the tree to provide safety for cars traveling on streets during winter weather conditions
- Board member preference for a Township policy of no telephone poles, cell towers or new trees installed within a ten (10) foot safety zone
- Director of Community Planning and Development has the discretion to work with ICRD on placement of any particular street tree planted for new development
- Director of Community Planning and Development will consider speed limits, sight line considerations, unique landscape features, etc. as criteria for street tree replacement
- Staff statement it is unlikely for primary streets to have trees just back of the curb
- Street trees planted between the curb and the sidewalk are typically subdivision streets and required by the Township
- Tree guard for the root barrier was proposed for subdivision streets where there may only be a five (5) foot or less distance from the road
- Benefits of street trees to the community (help eliminate the “heat island effect: provide shade on the streets, reduce high summer temperatures, air purification, increased property value, help provide a sense of place)
- Street trees between the street and sidewalk make pedestrians and bicyclists “feel” more comfortable
- Width of the clear zone directly correlates to higher speeds traveled by vehicles
- Language in Section 86-473 A.(1) a. clearly provides for tree placement on arterial streets as determined appropriate by the Director of Community Planning and Development with input from the ICRD and Michigan Department of Transportation (MDOT), as applicable
- Language in Section 86-473 A.(1) b. clearly provides for tree placement on collector and local streets as determined appropriate by the Director of Community Planning and Development with input from the ICRD and MDOT, as applicable
- Quote read from Bill Conklin, Managing Director of the ICRD, which stated, “A street tree within ten (10) feet of the curb would be a hazard and should not be planted”
- Board member belief that since the ICRD has jurisdiction over the road right-of-way, our ordinance for street trees in the road right-of-way which the ICRD would not allow to be planted would accomplish “nothing”
- Board member preference for the proposed ordinance to provide for street trees to be planted on the building side of the sidewalk
- Inquiry if the proposed street tree ordinance applies to subdivisions
- Street trees are required in subdivisions and covered in subdivision regulations, including this regulation for street trees
- Proposed ordinance covers commercial, multifamily, and MUPUD and PUD where residential development is located
- Ordinance was initiated simultaneously by the Township Board and the Planning Commission for two (2) different reasons

ROLL CALL VOTE: YEAS: Trustee Scales, Styka, Supervisor LeGoff, Treasurer Brixie,
Clerk Dreyfus
NAYS: Trustee Veenstra
Motion carried 5-1.

13. BOARD DISCUSSION ITEMS

Supervisor LeGoff opened Public Remarks.

Leonard Provencher, 5824 Buena Parkway, spoke in support of SUP #16011 (Marriott), as the applicant was receptive to his suggestion during the Planning Commission public hearing relative to the location of bicycle parking. He continued to emphasize his previously expressed belief the cost of

room rental at the Haslett Okemos Rotary Club Community Room to be excessive. He believed the new facility at the central fire station to be different from the use of the Meridian Service Center. Mr. Provencher noted the room rental policy for the Meridian Service Center does not delineate use of the projection equipment which is in the new central fire station training room, and believed groups using the new community room would appreciate the option of its use.

Supervisor LeGoff closed Public Remarks.

A. Consumers Energy Company Gas Franchise Ordinance

Assistant Township Manager/Director of Public Works and Engineering Perry summarized the proposed gas franchise agreement renewal with Consumers Energy Company as outlined in staff memorandum dated February 11, 2016.

Chris Thelen, Area Manager, Consumers Energy, explained the franchise is required by the state constitution to operate the utility within public right-of-ways. He added the franchise is for a 30 year time frame as that is the maximum number of years allowed in the constitution and the on-exclusive franchise is revocable with a 60 day notice. Mr. Thelen availed himself for Board questions.

Board and staff discussion:

- The Township's legal counsel has reviewed the franchise agreement and expressed no concerns
- 60-day revocable clause provides comfort to Township staff
- No significant changes from the expiring franchise agreement to the proposed one before the Board
- Update on an incident a few years ago in the eastern portion of the Township involved the undercutting of trees in a resident's backyard related to the International Transmission Company (ITC) Transmission Corridor and not Consumer Energy's trimming practices
- The federal government requires clear zones for the high voltage transmission lines in Consumers' transmission corridor
- Several thousand Consumers Energy customers could be affected by the falling of a tree on the transmission corridor
- Board member inquiry as to what would happen if the franchise was for only three (3) years
- Reminder that what is before the Board is a gas franchise renewal
- Agreement contains standard language for gas lines
- Board member inquiry as to Consumers policy regarding placement of gas lines
- Consumers looks to take replacement lines out of the street and place between curb and sidewalk on a case-by-case basis
- Board has worked on an ordinance in the past regarding the removal of trees and vegetation by utility companies

It was the consensus of the Board to place this item on for action at the March 1, 2016 Board meeting.

B. Special Use Permit #16011 (Marriott) – Request to Construct a 67,000 Square Foot Courtyard by Marriott

Director Kieselbach summarized the proposed special use permit request as outlined in staff memorandum dated February 12, 2016.

Don Schappacher, Manager, Courtyard by Marriott, 3553 Meridian Crossing, Okemos, availed himself for Board questions on the hotel.

Board and staff discussion:

- Results of the traffic study showed little change to the level of service (LOS)
- Property on the north side of Jolly Oak across from Staybridge Suites was rezoned to C-2 with the condition the hotel development would be an all-suites hotel, but the original tenant (Hilton) has changed its mind

- ICRD reviewed the traffic study and did not express any concerns in their review
- Proposed changes to the Okemos/Jolly Road intersection is currently scheduled for late 2016 or early 2017
- Hotel is a lower traffic generating use than other allowed uses
- Proposed site is a good location for a hotel in this area
- Applicant has kept within the allowed pervious/impervious surface ratio
- Proposed developer is the same development company as the Staybridge Suites project
- Board member concern with traffic from Jolly Oak making a left hand turn onto Okemos Road to travel north
- Board member concern with traffic from Meridian Crossing making a left hand turn onto Jolly Road to travel east

It was the consensus of the Board to place this item on for action at the March 1, 2016 Board meeting.

- C. Tri-County Regional Hazard Mitigation Plan
Fire Chief Cowper summarized the Tri-County Regional Hazard Mitigation Plan as outlined in staff memorandum dated February 11, 2016.

Board and staff discussion:

- TCRPC adopted a Regional Hazard Mitigation Plan in the summer of 2015
- Township must adopt the plan because it applied for a hazard mitigation and disaster declaration grant for a flood prone area
- Township is investigating grants and other programs in an effort to reduce the cost of flood insurance for affected residents
- If the Township is successful in obtaining the grant, it can purchase and remove some of the flood prone homes out of the floodplain
- Mitigation Plan must be adopted in order for the Board to proceed in the grant process
- Board member belief some home(s) in the Township have previously been removed because they were flood prone (i.e., east end of Ottawa Hills)
- Regulations currently exist which prohibit homes being built in the floodway
- Process is in place to regulate construction of homes in the floodway fringe through the SUP process
- Homes built along the Red Cedar River would be considered in the floodway and could not be built today

It was the consensus of the Board to place this item on for action at its March 1, 2016 Board meeting.

- D. Haslett-Okemos Rotary Club Community Room – Use Policy
Assistant Township Manager/Director of Public Works and Engineering Perry continued discussion of the use policy for the Haslett-Okemos Rotary Club Community Room as outlined in staff memorandum dated February 8, 2016.

Board and staff discussion:

- Administration is looking for Board direction on this issue
- Board member preference to duplicate the policy from Charlotte, with modifications, as a template
- Board member preference for review by Township counsel, especially relative to nondiscrimination elements
- Board member belief his research revealed the City of Lansing’s room rental policy as “the best” as Lansing passed a millage to build its fire stations like Meridian Township did
- City of Lansing does not charge a fee for use of the community room
- City of Lansing’s policy is scaled down and includes a nondiscrimination clause
- Importance of allowing residents use of the community room free of charge

It was the consensus of the Board to place this item on for action at its March 1, 2016 Board meeting.

14. FINAL PUBLIC REMARKS

Supervisor LeGoff opened Public Remarks.

Leonard Provencher, 5824 Buena Parkway, Haslett, addressed charges submitted for food in the bill run, particularly purchases by members of the Fire Department and one previously for a purchase at Bigby. He suggested Meridian Township follow the food and beverage protocol exercised in both the Marine Corps and the Federal Department of Agriculture.

Supervisor LeGoff closed Public Remarks.

15. FINAL BOARD MEMBER COMMENTS

Trustee Styka announced the second meeting of the Redi-Ride Review Committee will be held on February 25th. He noted Okemos Public Schools was recently named as an academic champion in *Bridge Magazine*. Trustee Styka spoke to the excellence of the school systems in Meridian Township.

16. ADJOURNMENT

Supervisor LeGoff adjourned the meeting at 7:29 P.M.

ELIZABETH LEGOFF
TOWNSHIP SUPERVISOR

BRETT DREYFUS, CMMC
TOWNSHIP CLERK

Sandra K. Otto, Secretary

GGOM

**Charter Township of Meridian
Board Meeting
3/1/2016**

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

COMMON CASH	\$ 1,066,383.37
PUBLIC WORKS	49,963.36
TRUST & AGENCY	3,344,104.50
TOTAL CHECKS:	\$ 4,460,451.23
CREDIT CARD TRANSACTIONS	10,576.69
TOTAL PURCHASES:	<u>\$ 4,471,027.92</u>
ACH PAYMENTS	<u>\$ 655,837.76</u>

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INVOICE APPROVAL BY INVOICE REPORT FOR CHARTER TOWNSHIP OF MERIDIAN
 EXP CHECK RUN DATES 03/01/2016 - 03/01/2016
 BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID
 BANK CODE: GF

Vendor Name	Description	Amount	Check #
1. 4IMPRINT	HOMTV INTERN T-SHIRTS	651.54	91686
2. 54-A DISTRICT COURT	CASH BOND-JAMES AGISILAOS VLAHAKIS	300.00	91692
3. 55TH DISTRICT COURT	CASH BOND-STATON RICHARD LOTTMAN	100.00	91694
	CASH BOND- ROBIN WALTER JOLLY	500.00	91693
	CASH BOND-RONDA TANISIA JONES-JACKSON	750.00	91695
	TOTAL	1,350.00	
4. ACE EXHIBITS INC	10' CURVED EASY FABRIC STRETCH EXHIBITOR DISPLAY	1,502.69	91687
5. AIRGAS GREAT LAKES	STANDING PO - MEDICAL OXYGEN	104.11	
	STANDING PO - MEDICAL OXYGEN	519.15	
	TOTAL	623.26	
6. ALLGRAPHICS CORP	SAND VOLLEY BALL T-SHIRTS	130.00	
7. AMERICAN PLANNING ASSOCIATION	2016 MEMBERSHIP/ G ORANCHAK	475.00	
8. ANDREW BISAHA	REFUND OVERPMT OF HEALTHCARE LOAN	12.82	91688
9. ASAP PRINTING	FORMS AND PAMPHLET PRINTING	158.83	
	BASEBALL SOFTBALL TBALL FLYERS	126.02	
	FLYERS FOR VARIOUS SPORTS	600.64	
	TOTAL	885.49	
10. AT & T	SERVICE FOR FEBRUARY	75.93	91689
	SERVICE TO 2/10/16	40.34	
	TOTAL	116.27	
11. AT&T	SERVICE - JANUARY BILLING	121.10	
12. AT&T MOBILITY	SERVICE 01/05/16 TO 02/02/16	39.26	91690
13. AVI SYSTEMS INC	HOMTV 2016 LIGHTING UPGRADE	8,903.52	
	HOMTV 2016 LIGHTING UPGRADE	1,659.44	
	TOTAL	10,562.96	
14. BANNASCH WELDING INC	REPAIR TRACKLESS MT	252.00	
15. BART CRANE	REFUND OVERPM'T OF COMPUTER LOAN	18.74	
16. BARYAMES CLEANERS	STANDARD POLICE UNIFORM CLEANING	918.40	
17. BECKS PROPANE	PROPANE FOR HNC	413.26	
18. BRETT REED	REIMB FOR MILEAGE - JANUARY	64.80	
19. CARES-EMPLOYEE ASSISTANCE	EAP SERVICES JAN - MAR	1,094.00	
20. CBI INC	PHOTOCOPIER MAINT FEE FOR HNC	24.75	
21. CITY OF EAST LANSING	SHARED ASSESSOR SERVICES - JANUARY 2016	4,929.60	
22. CITY PULSE	TWP NOTICES	230.02	
23. COMCAST CABLE	HIGH SPEED INTERNET & DIGITAL VOICE - HNC	165.00	
24. CONVERGENT MEDIA DESIGNS, LLC	AV INSTALLATION IN NEW FIRE STATION	4,330.00	

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Vendor Name	Description	Amount	Check #
25. CORY CHVALA	REFUND OF UNUSED SECROW FOR WDV#1303/4280 PIPER RD	78.00	
26. COTY KENNETH	REIMB MILEAGE TO ANN ARBOR	63.72	
27. DAVID L FALLER	REFUND OVERPM'T RENTAL FEE - 3095 BIRCH ROW	50.00	
28. DBI	OFFICE SUPPLIES	27.55	
	OFFICE SUPPLIES	38.15	
	LABELS & BINDERS	333.90	
	TOTAL	399.60	
29. D'DESTIN KAUFMANN	REIMBURSEMENT FOR JEANS	108.17	91572
30. DELTA DENTAL	MARCH - PREMIUM	12,475.35	
31. DIETZ JANITORIAL SERVICE INC	JANITORIAL SERVICE PSB,SC, HARRIS NATURE, TOWER	2,001.90	
	JANITORIAL SERVICE PSB,SC, HARRIS NATURE, TOWER	343.00	
	TOTAL	2,344.90	
32. DISCOUNT MUGS	HOMTV PROMOTIONAL MUGS	707.42	91691
33. ELLIOTT FOOD EQUIPMENT	ICE MAKER NEW STATION	2,006.76	
34. FAHEY SCHULTZ BURZYCH RHODES PLC	LEGAL FEES - FEBRUARY RETAINER	5,000.00	
	LEGAL FEES - THRU JANUARY 31, 2016	152.00	
	LEGAL FEES-THRU JANUARY 31, 2016	1,646.00	
	LEGAL FEES - THRU JANUARY 31, 2016	608.00	
	LEGAL FEES - THRU JANUARY 31, 2016	1,395.25	
	LEGAL FEES - THRU JANUARY 31, 2016	1,710.00	
	LEGAL FEES - THRU JANUARY 31, 2016	219.00	
	TOTAL	10,730.25	
35. FISHBECK, THOMPSON, CARR & HUBER	WETLAND CONSULTING FEES	101.50	
36. FRIENDS OF INGHAM COUNTY PARKS	2016 SUPPORT OF THE STEWARDSHIP NETWORK	2,500.00	
37. GRAINGER	ELKAY EZS8L WATER COOLER FOR PSB	388.76	
38. GRANICUS INC	OPEN PLATFORM/GOVERNMENT TRANSPARENCY - FEBRUARY	325.00	
	MONTHLY MANAGED SERVICE FOR FEBRUARY	725.00	
	SERVICE 12/1/15 TO 12/31/15	725.00	
	TOTAL	1,775.00	
39. H & H	TOW CAR #101	138.00	
40. INGHAM COUNTY FINANCIAL SERVICES	OPTIMAN MONTHLY SUBSCRIPTION	3,145.23	
41. INGHAM COUNTY ROAD DEPARTMENT	FINAL 2014 PROJECTS COMPLETED IN 2015	52,431.00	
	2015 LOCAL ROAD PROGRAM PROJECTS	742,776.08	
	TOTAL	795,207.08	
42. JEFFORY BROUGHTON	INSTALLATION OF RADIOS FOR NEW FIRE STATION	6,796.00	
	5 EARPIECES	214.75	
	TOTAL	7,010.75	
43. JEROME J GALLAGHER PH.D.	EVALUATION SERVICE FOR EMPLOYMENT	400.00	
44. JOBMATCH LLC	ANNUAL LICENSE FEE	1,145.00	

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Vendor Name	Description	Amount	Check #
45. JOHNSON & ANDERSON INC	CONVERSION OF FLEET SERVICES CMMS TO CITYWORKS PER	1,265.00	
46. KIWANIS CLUB OF HASLET	2016 FLAGS OVER MERIDIAN	720.00	
47. KODIAK EMERGENCY VEHICLES	AMBULANCE REPAIR PARTS	1,452.00	
48. LANSING SANITARY SUPPLY INC	GLOVES FOR RESTROOM CLEANING	58.71	
	FLOOR RUNNER RUGS	930.18	
	STANDING PO - CLEANING SUPPLIES/EQUIPMENT	25.09	
	TOTAL	1,013.98	
49. LANSING UNIFORM COMPANY	STANDING PO - UNIFORMS	300.00	
	STANDARD POLICE UNIFORM PURCHASES	93.95	
	FALL INSPECTION - POLICE SHOES AND BOOTS	269.00	
	STANDARD POLICE UNIFORM PURCHASES	113.50	
	STANDARD POLICE UNIFORM PURCHASES	100.00	
	STANDARD POLICE UNIFORM PURCHASES	287.75	
	STANDARD POLICE UNIFORM PURCHASES	247.80	
	STANDING PO - UNIFORMS	100.00	
	TOTAL	1,512.00	
50. LAWRENCE BOBB	REFUND OVERPM'T OF COMPUTER LOAN	14.67	
51. LERMA, INC.	DEPARTMENT MEMBERSHIP FOR 2016	50.00	
52. LISA FALK	REFUND FOR CANCELED SNOW SHOE CLASS	40.00	
53. MATT WALTERS	REIMB FOR NFA ATTENDANCE EXPENSE	141.48	
54. MATTHEW BENDER & CO INC	MI CLS ADVANCE LEGISLATIVE SERVICE	123.35	
55. MB COMPAINIES	FRONT DRIVE MOTOR FOR MB-MSV	1,125.48	
56. MEDICAL MANAGEMENT SYSTEMS	OF COLLECTION FEE	3,932.46	
57. MERIDIAN TOWNSHIP	TRANSFER FOR FLEX CHECKING PAY ROLL 02/18	1,119.66	
58. MICHIGAN PAVING	PAVING CONTRACT 2015 PAY EST #4 (ORIG PO#52171)	146,555.49	
59. MICHIGAN RECREATION & PARKS ASSOC.	2016 CONFERENCE & TRADE SHOW	50.00	
60. NORTHERN LIGHTS ELECTRIC	ADD 240 VOLT CIRCUIT TO PRINT ROOM	400.00	
61. OFFICEMAX	OFFICE SUPPLIES	149.49	
62. PECKHAM	MUNICIPAL/CENTRAL FIRE STATION JANITORIAL SERVICE	2,445.16	
63. POSTMASTER	FIRST CLASS PERMIT #127	225.00	
64. PROFESSIONAL BENEFITS SERVICES INC	MARCH PREMIUM	11,576.60	
65. PRO-TECH MECHANICAL SERVICES	IGNITER ASSEMBLY	454.20	
	LABOR - CONDENSER	140.00	
	NO HEAT IN FLEET GARAGE	1,314.60	
	TOTAL	1,908.80	
66. RON ST GERMAIN	INSTRUCTORS FEE FOR HNC PHOTOGRAPHY CLASS	783.75	
67. RYAN MOORE	REIMB FOR CDL PERMIT	30.45	91696

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Vendor Name	Description	Amount	Check #
68. SHOWROOM SHINE	2015 / (16) CAR CLEANINGS @ \$8 EACH	128.00	
	2016 / (2) CAR CLEANINGS @ \$8 EACH	16.00	
	TOTAL	144.00	
69. SOCIETY OF ST VINCENT DE PAUL	REIMB PAYMENT TO AVOID EVICTION	96.00	
70. SPRINT	CELLULAR PHONE SERVICE FOR SGT'S VEHICLES	96.99	
71. STAMP RITE INC	SIGNS FOR NEW FIRE STATION	918.00	
72. STANDARD ELECTRIC CO	PARTS	119.70	
	PARTS	185.04	
	SUPPLIES	34.63	
	TOTAL	339.37	
73. STATE OF MICHIGAN	WATER QUALITY TEST N MERIDIAN RD PARK	16.00	
74. TASC	COBRA ADMIN FEE 4/1/16 TO 6/30/16	194.67	
75. TASER TRAINING ACADEMY	INSTRUCTOR COURSE VERSION 20	200.00	
76. THE HARKNESS LAW FIRM PLLC	LEGAL FEES-UTC	6,699.31	
77. THE LINCOLN NAT'L LIFE INS CO	MARCH - PREMIUM	4,091.27	
78. THE POLACK CORPORATION	CONTRACT 1/10 TO 2/9/2016	1,012.49	
79. THE STEWARDSHIP NETWORK	2016 SUPPORT OF THE STEWARDSHIP NETWORK	2,500.00	
80. US BANK EQUIPMENT FINANCE	MP C5503 COPIER MAINT	954.00	
81. VIRIDIS DESIGN GROUP	TOWNER ROAD PARK PROFESSIONAL SERVICES	2,500.00	
TOTAL - ALL VENDORS		1,066,383.37	

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INVOICE APPROVAL BY INVOICE REPORT FOR CHARTER TOWNSHIP OF MERIDIAN
 EXP CHECK RUN DATES 03/01/2016 - 03/01/2016
 BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID
 BANK CODE: PW

Vendor Name	Description	Amount	Check #
1. C & M WIRE ROPE & SUPPLY CO, INC	1/2" WIRE ROPE STUD W/ 3/4" THREAD	38.45	
2. DELTA DENTAL	MARCH - PREMIUM	1,410.95	
3. JAMES BARTOW	REFUND OVERPM'T ON FINAL/ PKLK-005226-0000-04	63.95	
4. JOHNSON & ANDERSON INC	CITYWORKS IMPLEMENTATION-STEPS 1&2 OF YOUR JANUARY SCADA PROTOCOL UPGRADE PROPOSAL 10-5-15 J&A#17678	140.00 1,155.00	
	TOTAL	1,295.00	
5. KATHLEEN A DENISI	REIMB APPLICATION FEE 1805 CREST/PERMIT #5312	2,000.00	
6. MANNIK AND SMITH	REVIEW OF SEWAGE TREATMENT PLANT	839.75	
7. MAULDON BROTHERS CONSTRUCTION LLC	CONSTRUCT TOWAR GARDENS LIFT STATION. 2015	4,250.00	
8. MICHIGAN METER TECHNOLOGY GROUP	WATER METERS	20,856.00	
9. MICHIGAN PAVING	PAVING CONTRACT 2015 PAY EST #4 (ORIG PO#52171)	15,792.97	
10. MICHIGAN SECTION, AWWA	BASIC MATH AND HYDRAULICS SHORT COURSE BASIC MATH & HYDRAULICS SHORT COURSE BASIC MATH AND HYDRAULICS SHORT COURSE BASIC MATH AND HYDRAULICS SHORT COURSE BASIC MATH AND HYDRAULICS SHORT COURSE	310.00 310.00 310.00 310.00 310.00	
	TOTAL	1,550.00	
11. MIDWEST GAS INSTRUMENT SERVICE	2 HONEYWELL MICROCLIP OFCH GAS MONITORS	1,314.07	
12. THE LINCOLN NAT'L LIFE INS CO	FEBRUARY - PREMIUM	485.92	
13. ZACHARY ARCHIBALD	REIMB CDL - ZAC ARCHIBALD	66.30	26238
TOTAL - ALL VENDORS		49,963.36	

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DB: Meridian

INVOICE APPROVAL BY INVOICE REPORT FOR CHARTER TOWNSHIP OF MERIDIAN

EXP CHECK RUN DATES 03/01/2016 - 03/01/2016

BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID

BANK CODE: TA

Vendor Name	Description	Amount	Check #
1. DEBORAH EARLS	REFUND OVERPM'T TAX/1692 CRYSTAL COVE #33-02-02-03	36.00	11747
2. EAST LANSING PUBLIC SCHOOLS	SUMMER 2015 TAX COLLECTION	639.79	11748
3. HASLETT PUBLIC SCHOOLS	WINTER & SUMMER 2015 TAX COLLECTION	524,477.46	11749
4. INGHAM INTERMEDIATE SCHOOL	SUMMER 2015 TAX COLLECTIONS	5,386.37	11750
5. LANSING COMMUNITY COLLEGE	WINTER 2015 & DPP TAX COLLECTION	1,032,455.64	11751
6. OKEMOS PUBLIC SCHOOLS	WINTER & SUMMER 2015 TAX COLLECTION	1,746,464.31	11752
7. WILLIAMSTON SCHOOLS	WINTER 2015 TAX COLLECTION	34,624.93	11753
8. YUEHUA CUI	REFUND OVERPM'T TAX / 2530 SUNDANCE #33-02-02-29-4	20.00	11754
TOTAL - ALL VENDORS		3,344,104.50	

<u>Date</u>	<u>Merchant Name</u>	<u>Amount</u>	<u>Name</u>
2016/02/12	244 AUTO VALUE EAST LANSI	\$24.49	WILLIAM RICHARDSON
2016/02/16	AMAZON MKTPLACE PMTS	\$16.99	CHRISTOPHER DOMEYER
2016/02/17	AMAZON.COM	\$9.51	CHRISTOPHER DOMEYER
2016/02/23	AMAZON.COM	\$92.52	CHRISTOPHER DOMEYER
2016/02/25	AMAZON.COM	\$23.21	CHRISTOPHER DOMEYER
2016/02/24	AMAZON.COM AMZN.COM/BILL	\$165.98	STEPHEN GEBES
2016/02/12	ART VAN FURNITURE 127	(\$49.98)	WILLIAM PRIESE
2016/02/12	ASFPM MADISON WI	\$140.00	DENISE GREEN
2016/02/19	ASFPM MADISON WI	\$100.00	DENISE GREEN
2016/02/22	B&H PHOTO, 800-606-6969	\$264.87	DARKUS BEASLEY
2016/02/19	B&H PHOTO, 800-606-6969	\$387.98	DEBORAH GUTHRIE
2016/02/24	BANNASCH WELDING	\$210.00	TODD FRANK
2016/02/13	C&M WIRE ROPE&SUPPLY R	\$38.45	ROBERT MACKENZIE
2016/02/19	CMP DISTRIBUTORS INC	\$125.00	ANDREW MCCREADY
2016/02/24	COMCAST OF LANSING	\$12.81	KRISTI SCHAEING
2016/02/12	COMPLETE BATTERY SOURCE	\$10.11	WILLIAM RICHARDSON
2016/02/15	CONERY MFG INC	\$153.25	ROBERT MACKENZIE
2016/02/16	D & G EQUIPMENT INC	\$227.88	KEN PUNG
2016/02/16	DELUX TENTS & EVENTS LLC	(\$816.00)	KRISTEN COLE
2016/02/19	DEQ OP TRAIN AND CERT	\$95.00	DENISE GREEN
2016/02/19	DEQ OP TRAIN AND CERT	\$225.00	DENISE GREEN
2016/02/18	DISCOUNT ONE HOUR SIGNS	\$265.00	TODD FRANK
2016/02/11	FIVE BELOW 576	\$6.10	DARCIE WEIGAND
2016/02/17	FORESTRY SUPPLIERS	\$203.48	JANE GREENWAY
2016/02/11	FOSTER SMITH MAIL ORDR	\$27.98	CATHERINE ADAMS
2016/02/19	FOSTER SMITH MAIL ORDR	\$29.66	CATHERINE ADAMS
2016/02/16	GFS STORE #1901	\$24.74	KRISTI SCHAEING
2016/02/13	GFS STORE #1901	\$64.91	MICHAEL DEVLIN
2016/02/15	GFS STORE #1901	\$6.79	TAVIS MILLEROV
2016/02/19	GRAND TRAV RESORT & SPA	\$791.60	LUANN MAISNER
2016/02/19	GRAND TRAV RESORT & SPA	\$791.60	LUANN MAISNER
2016/02/19	GRAND TRAV RESORT & SPA	\$373.20	LUANN MAISNER
2016/02/18	GRAND TRAV RESORT RETAIL	\$6.36	DARCIE WEIGAND
2016/02/17	GRAND TRAV RSRT FOOD/BEV	\$19.38	CATHERINE ADAMS
2016/02/19	GRAND TRAV RSRT FOOD/BEV	\$9.42	MICHAEL DEVLIN
2016/02/16	GRAND TRAV RSRT FOOD/BEV	\$41.25	LUANN MAISNER
2016/02/18	GRAND TRAV RSRT FOOD/BEV	\$44.00	LUANN MAISNER
2016/02/19	GRAND TRAV RSRT FOOD/BEV	\$29.33	LUANN MAISNER
2016/02/15	GUEST SERVICES-UNIT 3750	\$300.48	WILLIAM PRIESE
2016/02/14	HARDEE'S 1505558	\$12.00	WILLIAM PRIESE
2016/02/11	HASLETT TRUE VALUE HDW	\$9.58	RICH WHEELER
2016/02/15	HASLETT TRUE VALUE HDW	\$3.98	RICH WHEELER
2016/02/17	HASLETT TRUE VALUE HDW	\$9.06	TODD FRANK
2016/02/15	HASLETT TRUE VALUE HDW	\$51.98	TOM OXENDER
2016/02/15	HASLETT TRUE VALUE HDW	\$40.98	DAN PALACIOS

2016/02/16	IN *SIGN A RAMA	\$60.00	CHRISTOPHER DOMEYER
2016/02/16	JETS PIZZA OF HASLETT	\$439.82	MICHAEL DEVLIN
2016/02/20	JETS PIZZA OF HASLETT	\$33.40	MARK VROMAN
2016/02/22	LEOS SPIRITS AND GRUB	\$28.13	FRANK L WALSH
2016/02/12	LOWES #01596*	\$22.96	KEITH HEWITT
2016/02/17	MARATHON PETRO021485	\$19.46	CATHERINE ADAMS
2016/02/18	MCALISTERS DELI Q81	\$15.89	KRISTI SCHAEDING
2016/02/19	MCALISTERS DELI Q81	\$14.99	CHRISTOPHER DOMEYER
2016/02/15	MEIJER #209	\$33.14	KRISTI SCHAEDING
2016/02/19	MEIJER INC #025 Q01	\$19.49	CATHERINE ADAMS
2016/02/17	MEIJER INC #025 Q01	\$20.76	MATTHEW WALTERS
2016/02/15	MEIJER INC #025 Q01	\$41.88	DARCIE WEIGAND
2016/02/12	MEIJER INC #025 Q01	(\$32.98)	WILLIAM RICHARDSON
2016/02/18	MEIJER INC #025 Q01	\$50.99	KRISTI SCHAEDING
2016/02/17	MEIJER INC #025 Q01	\$63.55	SCOTT DAWSON
2016/02/19	MEIJER INC #025 Q01	\$52.93	CHRISTOPHER DOMEYER
2016/02/17	MEIJER INC #025 Q01	\$69.99	PETER VASILION
2016/02/21	MEIJER INC #025 Q01	\$32.05	JOAN HORVATH
2016/02/18	MEIJER INC #025 Q01	\$122.00	ROBERT MACKENZIE
2016/02/16	MI STATE POLICE PMTS	\$400.00	SCOTT DAWSON
2016/02/11	MICHIGAN ELECTRIC SUPPLY	\$33.28	KEITH HEWITT
2016/02/24	MICHIGAN MUNICIPAL LEAGUE	\$245.00	CAROL HASSE
2016/02/11	MICHIGAN RECREATION & PAR	(\$45.00)	LUANN MAISNER
2016/02/11	MICHIGAN RECREATION & PAR	(\$370.00)	DEREK PERRY
2016/02/22	MICHIGAN SUPPLY CO	\$141.54	PETER VASILION
2016/02/23	MIDWEST POWER EQUIPMEN	\$57.42	KEITH HEWITT
2016/02/22	MITA INC	\$50.00	DENISE GREEN
2016/02/19	MTU-CASHIERS OFFICE WEB	\$115.00	DENISE GREEN
2016/02/23	NATIONAL RECREATION &	\$60.00	LUANN MAISNER
2016/02/18	NORTH PEAK BREWING COM	\$71.68	LUANN MAISNER
2016/02/15	OFFICEMAX/OFFICEDEPOT #61	\$104.85	KATHERINE RICH
2016/02/17	OFFICEMAX/OFFICEDEPOT #61	\$33.98	KATHERINE RICH
2016/02/15	OFFICEMAX/OFFICEDEPOT #61	\$142.39	KRISTI SCHAEDING
2016/02/17	OFFICEMAX/OFFICEDEPOT #61	\$91.94	SCOTT DAWSON
2016/02/17	OFFICEMAX/OFFICEDEPOT #61	\$73.98	CHRISTOPHER DOMEYER
2016/02/12	OFFICEMAX/OFFICEDEPOT #61	\$103.99	MIKE ELLIS
2016/02/23	OFFICEMAX/OFFICEDEPOT #61	\$3.97	ROBIN FAUST
2016/02/23	OFFICEMAX/OFFICEDEPOT #61	\$47.77	ROBIN FAUST
2016/02/16	OHIO TURNPIKE REALTIME	\$13.00	WILLIAM PRIESE
2016/02/16	OKEMOS HARDWARE INC	\$12.36	LAWRENCE BOBB
2016/02/23	OKEMOS HARDWARE INC	\$16.57	LAWRENCE BOBB
2016/02/12	OKEMOS HARDWARE INC	(\$9.52)	TOM OXENDER
2016/02/12	OKEMOS HARDWARE INC	\$9.52	TOM OXENDER
2016/02/12	OKEMOS HARDWARE INC	\$8.98	TOM OXENDER
2016/02/16	OMELETTE SHOPPE	\$26.64	LUANN MAISNER
2016/02/14	PANERA BREAD #3380	\$11.65	WILLIAM PRIESE
2016/02/18	PAYPAL *EXTENSIONFO	\$275.00	DEREK PERRY

2016/02/14	PIZZA HUT # 023505	\$16.42	WILLIAM PRIESE
2016/02/17	SETTLEMENTONE SCREENING	\$41.67	CAROL HASSE
2016/02/19	SHELL OIL 52149540073	\$20.17	LUANN MAISNER
2016/02/12	SHERWIN WILLIAMS 701339	\$61.64	KEITH HEWITT
2016/02/19	SHOWROOM SHINE	\$100.00	KEN PUNG
2016/02/19	SNAPON TOOLS	\$60.95	PETER VASILION
2016/02/22	SOLDAN'S FEEDS & PET S	\$8.94	CATHERINE ADAMS
2016/02/15	SOLDAN'S FEEDS & PET S	\$17.03	KATHERINE RICH
2016/02/18	SPORTS STOP	\$84.80	KEN PLAGA
2016/02/19	STAMP-RITE INC	\$26.10	SANDRA OTTO
2016/02/11	STATE DEQ WATER TEST	\$16.00	KATHERINE RICH
2016/02/19	THE HOME DEPOT 2723	\$49.04	LAWRENCE BOBB
2016/02/12	THE HOME DEPOT 2723	\$304.49	DENNIS ANTONE
2016/02/12	THE HOME DEPOT 2723	(\$13.86)	WILLIAM RICHARDSON
2016/02/12	THE HOME DEPOT 2723	\$85.03	WILLIAM RICHARDSON
2016/02/12	THE HOME DEPOT 2723	\$156.93	PETER VASILION
2016/02/15	THE HOME DEPOT 2723	\$75.13	PETER VASILION
2016/02/16	THE HOME DEPOT 2723	(\$199.00)	PETER VASILION
2016/02/16	THE HOME DEPOT 2723	\$149.00	PETER VASILION
2016/02/16	THE HOME DEPOT 2723	\$211.96	PETER VASILION
2016/02/18	THE HOME DEPOT 2723	\$18.38	PETER VASILION
2016/02/22	THE HOME DEPOT 2723	\$123.44	PETER VASILION
2016/02/23	THE HOME DEPOT 2723	\$11.91	PETER VASILION
2016/02/15	THE HOME DEPOT 2723	\$10.14	RICH WHEELER
2016/02/15	THE HOME DEPOT 2723	\$2.06	RICH WHEELER
2016/02/23	THE HOME DEPOT 2723	\$11.34	RICH WHEELER
2016/02/11	THE HOME DEPOT 2723	\$10.97	KYLE WILKINS
2016/02/12	THE HOME DEPOT 2723	\$82.83	JANE GREENWAY
2016/02/22	THE HOME DEPOT 2723	\$151.87	TOM OXENDER
2016/02/11	THE HOME DEPOT 2723	\$5.44	KEITH HEWITT
2016/02/12	THE HOME DEPOT 2723	\$137.61	KEITH HEWITT
2016/02/16	THE HOME DEPOT 2723	\$151.33	KEITH HEWITT
2016/02/19	THE HOME DEPOT 2723	\$2.97	KEITH HEWITT
2016/02/18	TOM'S FOOD	\$13.92	DENNIS ANTONE
2016/02/12	TRACTOR SUPPLY #1149	\$16.57	TODD FRANK
2016/02/21	TRACTOR SUPPLY #1149	\$90.99	ROBERT MACKENZIE
2016/02/17	ULINE *SHIP SUPPLIES	\$372.35	WILLIAM PRIESE
2016/02/12	WAL-MART #2866	\$25.37	PETER VASILION
2016/02/15	WAL-MART #2866	\$85.57	ROBIN FAUST
2016/02/19	WALGREENS #11286	\$8.46	ANDREW MCCREADY
2016/02/17	WAYNE STATE U	\$495.00	SCOTT DAWSON
2016/02/19	WW GRAINGER	\$21.36	ROBERT MACKENZIE

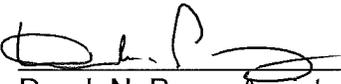
\$10,576.69

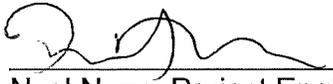
ACH Transactions

<u>Date</u>	<u>Payee</u>	<u>Amount</u>	<u>Purpose</u>
02/17/16	Elan	40,332.63	P'mt of Twp Credit Card Purchases
02/17/16	BCBS	193,446.29	Health Insurance
02/18/16	Meridian Twp	591.50	P'mt of Twp Utility Bills
02/19/16	Various Financial Institutions	252,010.05	Direct Deposit 2/19 Payroll
02/19/16	ICMA	32,826.24	Payroll Deductions
02/19/16	IRS	97,368.39	Payroll Taxes
02/24/16	Consumers Energy	39,262.66	P'mt of Twp Consumers Energy
	Total ACH Payments	<u><u>655,837.76</u></u>	

MEMORANDUM

TO: Township Board

FROM: 
Derek N. Perry, Assistant Township Manager
Director of Public Works & Engineering


Nyal Nunn, Project Engineer

DATE: February 23, 2016

RE: **2015 Order to Maintain Sidewalks Special Assessment District #16
Set Public Hearing for April 5, 2016**

The Township Board approved the 2015 Order to Maintain Sidewalks Special Assessment District #16 - Resolution #3 on May 7, 2015, which approved the improvement to repair the sidewalks in the following areas: Everett Farms & #2, 3, 4, 5; Everett Hills; Everett Woods; Sierra Ridge Estates; and Wood Creek Sub in Sections 4, and 9 of the Township. Notices were sent to each property owner with a defective sidewalk.

This project has been completed, and the assessments have been calculated for each impacted parcel. The assessment for each property varies with the amount of sidewalk that was repaired.

The attached 2015 Order to Maintain Sidewalk Special Assessment District #16 - Resolution #4 files the proposed final special assessment roll with the Township Clerk and sets the date for a public hearing on Tuesday, April 5, 2016.

Proposed Motion:

“Move to approve the 2015 Order to Maintain Sidewalk Special Assessment District #16 - Resolution #4, which files the proposed final special assessment roll with the Township Clerk and sets the date for a public hearing on April 5, 2016”

Attachment

2015 ORDER TO MAINTAIN SIDEWALK
SPECIAL ASSESSMENT DISTRICT NO. 16
RESOLUTION 4

Parcel #	Subdivision	Lot No.	Repair Address	Mailing Address					Homeowner Cost		
				Primary Name	Street Address	City	ST	Zip			
1	33-02-02-09-159-015	EVERETT FARMS #5	WORDEN PARK NORTH 0	BARNSBURY	EVERETT FARMS HOMEOWNERS ASSOCIATION	PO BOX 335	HASLETT	MI	48840	\$258.75	
2	33-02-02-09-130-001	EVERETT HILLS	1	2318	BARNSBURY	SUNDLAND, KATHY	2318 BARNSBURY RD	EAST LANSING	MI	48823	\$258.75
3	33-02-02-09-159-014	EVERETT FARMS #5	76	2321	BARNSBURY	REED, E ROMAINE, & MICHELLENE S	2321 BARNSBURY RD	EAST LANSING	MI	48823	\$57.50
4	33-02-02-09-160-014	EVERETT FARMS #4	62	2374	BARNSBURY	MARTINEZ, ELEAZAR	2374 BARNSBURY RD	EAST LANSING	MI	48823	\$563.50
5	33-02-02-09-161-008	WOOD CREEK SUB	10	2475	BARNSBURY	MASTERS, RICHARD & GREGORY TRUSTEES	2475 BARNSBURY RD	EAST LANSING	MI	48823	\$86.25
6	33-02-02-09-162-005	WOOD CREEK SUB	29	5800	BENT TREE	DANZIGER, JUDITH TRUST	5800 BENT TREE DR	EAST LANSING	MI	48823	\$57.50
7	33-02-02-09-130-011	EVERETT HILLS	11	5900	COVENTRY	LAMMERS, KEVIN M & KRISTIN M	5900 COVENTRY CIRCLE	EAST LANSING	MI	48823	\$51.75
8	33-02-02-09-103-001	EVERETT FARMS #2	37	5987	EVERETT LANE	JACKSON, ROBERT T & DEBRA KAY TRUSTEES	5987 EVERETT LANE	EAST LANSING	MI	48823	\$170.78
9	33-02-02-09-153-002	EVERETT WOODS	15	2358	KINGS CROSS	GUGGEMOS, BRIAN W & NICOLLE R	2358 KINGS CROSS	EAST LANSING	MI	48823	\$258.75
10	33-02-02-09-153-003	EVERETT WOODS	16	2366	KINGS CROSS	BROKER, RICHARD	2366 KINGS CROSS	EAST LANSING	MI	48823	\$86.25
11	33-02-02-09-152-004	EVERETT WOODS	4	2399	KINGS CROSS	BEKEMEIER, KARSTEN K & SARA J	2399 KINGS CROSS	EAST LANSING	MI	48823	\$86.25
12	33-02-02-09-153-009	EVERETT WOODS	21	2389	KINGS CROSS NORTH	LEMANSKI, GREGORY & BRENDA	2389 KINGS CROSS NORTH	EAST LANSING	MI	48823	\$258.75
13	33-02-02-09-161-023	WOOD CREEK SUB	25	2433	KINGS CROSS SOUTH	O'DONNELL, CASEY K & ANDREA B	2433 KINGS CROSS SOUTH	EAST LANSING	MI	48823	\$422.63
14	33-02-02-09-161-022	WOOD CREEK SUB	24	2441	KINGS CROSS SOUTH	LIU, RUIQI	2441 KINGS CROSS SOUTH	EAST LANSING	MI	48823	\$284.63
15	33-02-05-04-454-009	SIERRA RIDGE ESTATES	28	6032	MARIETTA	AGRAWAL, RAMPAL & RATNI	6032 MARIETTA	EAST LANSING	MI	48823	\$103.50
16	33-02-02-04-454-010	SIERRA RIDGE ESTATES	29	6038	MARIETTA	NEILSEN, JOHN L & NAOMI G	6038 MARIETTA	EAST LANSING	MI	48823	\$103.50
17	33-02-02-09-152-002	EVERETT WOODS	2	5736	WESTMINSTER	ARAUJO, LUIS	5736 WESTMINSTER WAY	EAST LANSING	MI	48823	\$207.00
18	33-02-02-09-152-003	EVERETT WOODS	3	5742	WESTMINSTER	KUO, HUNG JEN & YU-HWAI WU	5742 WESTMINSTER WAY	EAST LANSING	MI	48823	\$258.75
19	33-02-02-09-154-007	EVERETT WOODS	40	5763	WESTMINSTER	SANDHU, BALWINDER	5763 WESTMINSTER WAY	EAST LANSING	MI	48823	\$756.13
20	33-02-02-09-160-005	EVERETT FARMS	17	5884	WESTMINSTER	FISHER II, PAUL H & SANDRA	5884 WESTMINSTER WAY	EAST LANSING	MI	48823	\$57.50
21	33-02-02-09-128-003	EVERETT FARMS #2	22	5928	WESTMINSTER	HICKS, BARBARA A & RICHARD T TRUSTEES	5928 WESTMINSTER WAY	EAST LANSING	MI	48823	\$34.50
22	33-02-02-09-128-004	EVERETT FARMS #5	78	5942	WESTMINSTER	GUAN, ZHENGFEI & YUNFEI WU	16119 BRIDGEPARK DR	LITHIA	FL	33547	\$51.75
23	33-02-02-09-126-030	EVERETT FARMS #5	84	5953	WESTMINSTER	SMALLEY, JANE E	5953 WESTMINSTER	EAST LANSING	MI	48823	\$258.75
24	33-02-02-09-157-002	EVERETT FARMS	4	5883	YORK WAY	CALDWELL, WILSON & DELOIS	5883 YORK WAY	EAST LANSING	MI	48823	\$34.50
25	33-02-02-09-103-004	EVERETT FARMS #3	45	5944	YORK WAY	COSIO, ALVIN R & MA ISABEL D	5944 YORK WAY	EAST LANSING	MI	48823	\$350.00
26	33-02-02-09-103-002	EVERETT FARMS #3	47	5964	YORK WAY	GUGGEMOS, BERNARD W & SUSAN	5964 YORK WAY	EAST LANSING	MI	48823	\$310.50
										\$5,428.42	

**2015 ORDER TO MAINTAIN SIDEWALK
SPECIAL ASSESSMENT DISTRICT #16**

RESOLUTION NO. 4

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, March 1, 2016, at 6:00 p.m.

PRESENT: _____

ABSENT: _____

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

WHEREAS, by resolution adopted May 7, 2015, the Township Board of the Charter Township of Meridian, determined to construct the more particularly hereinafter described public improvements to repair sidewalk and assess the cost thereof to the property deemed benefited by said improvements, all in accordance with Act 188, Public Acts of Michigan, 1954, as amended; and

WHEREAS, the Supervisor has prepared and reported to the Township Board a special assessment roll assessing the cost of said improvements to the property benefited thereby with the proper certificate attached thereto.

NOW, THEREFORE, BE IT RESOLVED BY THE TOWNSHIP BOARD OF THE CHARTER TOWNSHIP OF MERIDIAN, INGHAM COUNTY, MICHIGAN, as follows:

1. Said special assessment roll shall be filed with the Office of the Township Clerk and shall be available for public examination during regular working hours on regular working days.
2. The Township Board shall meet at 6:00 p.m. on Tuesday, April 5, 2016, at the Meridian Township Municipal Building, 5151 Marsh Road, Okemos, Michigan, in the Charter Township of Meridian, for the purpose of reviewing and hearing objections to the special assessment roll.

3. The Township Clerk shall cause notice of such hearing and the filing of the assessment roll to be published twice in a newspaper of general circulation in the Township, prior to the date of the hearing. The first publication shall be at least ten (10) days before the hearing pursuant to Act 162, Public Acts of 1962. The Clerk shall also cause notice of such hearing to be mailed by first class mail to all property owners in the special assessment district shown on the current assessment rolls of the Township, at least ten (10) full days before the date of said hearing. Said notice as published and mailed shall be in substantially the following form: (SEE ATTACHED)
4. All resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution are hereby rescinded.

ADOPTED:

YEAS: _____

NAYS: _____

Resolution declared adopted.

STATE OF MICHIGAN)
) s.s.
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 Tuesday, March 1, 2016.

Brett Dreyfus, Township Clerk

<PARCEL NUMBER>
<OWNER NAME>
<OWNER ADDRESS>
<CITY, ST ZIP>

SUBJECT PROPERTY:
<ADDRESS>
<CITY, ST ZIP>

NOTICE OF PUBLIC HEARING

**2015 ORDER TO MAINTAIN SIDEWALK
SPECIAL ASSESSMENT DISTRICT #16**

April 5, 2016 AT 6:00 PM

**TO THE RECORD OWNERS OF, OR PARTIES IN INTEREST IN, THE FOLLOWING PROPERTY
CONSTITUTING THE PROPOSED SPECIAL ASSESSMENT DISTRICT:**

(SEE OTHER SIDE FOR LEGAL DESCRIPTIONS)

PLEASE TAKE NOTICE that a special assessment roll for the 2015 Order to Maintain Sidewalks (maintain by removal and replacement of sidewalk in various locations in the Township) has been prepared and is on file in the Office of the Township Clerk for public examination. Said special assessment roll has been prepared for the purpose of assessing the cost of the above described public improvements to the property benefited therefrom. All questions and/or concerns should be directed to Meridian Township Department of Public Works & Engineering at (517) 853-4440.

TAKE FURTHER NOTICE that the Township Board will meet on **Tuesday, April 5, 2016, at 6:00 p.m.** at the Meridian Township Municipal Building, 5151 Marsh Road, Okemos, MI 48864-1198, for the purpose of reviewing said special assessment roll and hearing objections thereto.

An owner or party in interest, or his or her agent, may appear in person at the hearing to protest the special assessment, or shall be permitted to file his or her appearance or protest by letter with the Township Clerk before the close of this hearing, and his or her personal appearance is not required. The owner or any person having an interest in the real property who protests in person or in writing at the hearing may file a written appeal of the special assessment with the Michigan Tax Tribunal within 30 days after the confirmation of the special assessment roll.

YOUR SPECIAL ASSESSMENT IS \$ _____
DATE: _____

Brett Dreyfus, Township Clerk
Charter Township of Meridian

**2015 ORDER TO MAINTAIN SIDEWALK
SPECIAL ASSESSMENT DISTRICT NO. 16**

- CERTIFICATE OF SUPERVISOR -

STATE OF MICHIGAN)
) ss.
COUNTY OF INGHAM)

I, Elizabeth Ann LeGoff, Supervisor of the Charter Township of Meridian, Ingham County, Michigan, hereby certify that the attached 2015 Order to Maintain Sidewalk Special Assessment District #16 Special Assessment Roll was made pursuant to the resolution of the Township Board of said Charter Township of Meridian heretofore adopted on May 7, 2015, and that in making such assessment roll, to the best of my judgment, I conformed in all respects to the directions contained in such resolution and the Statutes of the State of Michigan.

Elizabeth Ann LeGoff, Supervisor

DATED:

Subscribed and sworn to before me this _____ day of _____, 2016.

Notary Public, Ingham County, MI
My Commission expires: _____
Acting in Ingham County

AFFIDAVIT OF MAILING

STATE OF MICHIGAN)
) ss.
COUNTY OF INGHAM)

I, the undersigned, the duly qualified and acting Clerk of the Charter Township of Michigan, Ingham County, Michigan, depose and say that I personally prepared for mailing and mailed by first class mail, on _____, a notice of hearing, a true copy of which is attached hereto and made a part hereof, to each property owner of or party in interest in property located within the special assessment district described in the attached notice, whose name appears upon the last local tax assessment records for ad valorem tax purposes, which has been reviewed by the local board of review as supplemented by any subsequent changes in the names or the addresses of such owners or parties listed thereon; that I personally checked each envelope against the list of such owners or parties in interest shown by said tax assessment roll and that each envelope was properly addressed to each owner or party in interest as shown on said tax assessment roll; that each such envelope had contained therein the appropriate notice of the aforesaid hearing, was securely sealed, with postage fully prepaid thereon for first-class delivery, and was properly addressed; that I personally placed all of said envelopes in a United States Post Office receptacle in Okemos, Michigan, on said date; that said notice referred to a hearing scheduled for **April 5, 2016**, before the Board of the Charter Township of Meridian.

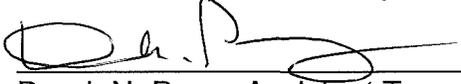
IN WITNESS WHEREOF, I have hereunto affixed my official signature this _____ day of _____, 2016.

Brett Dreyfus, Township Clerk

Sandra K. Otto, Notary Public
Acting in Ingham County, Michigan
My Commission Expires: _____

MEMORANDUM

TO: Meridian Charter Township Board

FROM: 
Derek N. Perry, Assistant Township Manager
Director Public Works & Engineering

DATE: February 24, 2016

RE: **Disposal of Surplus Equipment**

The following printers have been declared surplus by the Engineering Division of the Department of Public Works & Engineering. Each machine is out of date and software drivers are no longer supported for their use. We are requesting authorization to sell the items at public auction, internet auction, or by sealed bid.

Surplus Printers:

2003 HP Plotter 800 DesignJet
Serial number SG2CH3100M
Model number C7780B

2006 KIP 3000 Engineering Copier Scanner Printer
Serial number 10503211
Model number 3002

2003 Ricoh Aficio IS330dc Copier Scanner Printer
Serial number P5611100075
Model number RS330DC

Proposed Motion:

“Move to approve the disposal of the following surplus Township printers at public auction, internet auction, or by sealed bid: 2003 HP Plotter 800 DesignJet, 2006 KIP 3000 Engineering Copier Scanner Printer and 2003 Ricoh Aficio IS330dc Copier Scanner Printer.”

MEMORANDUM

TO: Township Board

FROM: 
Mark Kieselbach
Director of Community Planning and Development


Peter Menser
Associate Planner

DATE: February 24, 2016

RE: The Square on Grand River brownfield request

The Township Board discussed the brownfield request for The Square mixed use project at the January 5, 2016 and January 26, 2016 regular meetings.

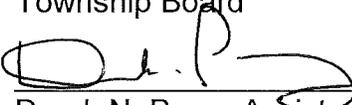
Please refer to the copies of the brownfield plan previously distributed. If you need another copy, please contact staff.

- **MOTION TO _____ THE REQUEST FOR REIMBURSEMENT OF ELIGIBLE ACTIVITIES AS PROPOSED IN BROWNFIELD PLAN FOR THE SQUARE ON GRAND RIVER IN THE AMOUNT OF \$3,779,223 FOR A PERIOD OF 13 YEARS FOR PROPERTY LOCATED AT 2655 GRAND RIVER AVENUE.**

12. B.

MEMORANDUM

TO: Township Board

FROM: 
Derek N. Perry, Assistant Township Manager
Director of Public Works & Engineering

DATE: February 24, 2016

RE: **Consumers Energy Co. Gas Franchise Ordinance- INTRODUCTION**

The current non-exclusive 30 year gas franchise agreement with Consumers Energy will expire on April 1, 2016. Consumers Energy has contacted the Township and has requested that a new 30 year revocable, non-exclusive franchise be approved.

The proposed Township ordinance granting the requested franchise agreement and adopting resolution are attached for your review and consideration.

RESOLUTION

Consumers Energy Co. Gas Franchise Ordinance

At a regular meeting of the Township Board of the Charter Township of Meridian, Ingham County, Michigan, held at the Meridian Municipal Building, in said Township on the 1st day of March 2016, at 6:00 p.m., Local time.

PRESENT: _____

ABSENT: _____

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

WHEREAS, on April 1, 2016, the current 30 year non-exclusive franchise agreement with Consumers Energy will expire; and

WHEREAS, in order to renew the gas franchise before the expiration date, the Consumers Energy Company Gas Franchise Ordinance is before the Township Board for consideration; and

WHEREAS, the proposed new 30 year franchise agreement would be revocable and non-exclusive and has been reviewed by the Meridian Township legal counsel; and

WHEREAS, on February 11, 2016, the Township Board was presented with the proposed Consumers Energy Company Gas Franchise Ordinance for discussion.

NOW, THEREFORE, BE IT RESOLVED THE TOWNSHIP BOARD OF THE CHARTER TOWNSHIP OF MERIDIAN hereby INTRODUCES FOR PUBLICATION AND SUBSEQUENT ADOPTION Ordinance No. _____, entitled "Consumers Energy Company Gas Franchise Ordinance" of the Charter Township of Meridian, Ingham County, Michigan.

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

CONSUMERS ENERGY COMPANY GAS FRANCHISE ORDINANCE

AN ORDINANCE, granting to CONSUMERS ENERGY COMPANY, its successors and assigns, the right, power and authority to lay, maintain and operate gas mains, pipes and services on, along, across and under the highways, streets, alleys, bridges, waterways, and other public places, and to do a local gas business in the CHARTER TOWNSHIP OF MERIDIAN, INGHAM COUNTY, MICHIGAN, for a period of thirty years.

THE CHARTER TOWNSHIP OF MERIDIAN ORDAINS:

SECTION 1. GRANT, TERM. The CHARTER TOWNSHIP OF MERIDIAN, INGHAM COUNTY, MICHIGAN, hereby grants to the Consumers Energy Company, a Michigan corporation, its successors and assigns, hereinafter called the "Grantee," the right, power and authority to lay, maintain and operate gas mains, pipes and services on, along, across and under the highways, streets, alleys, bridges, waterways, and other public places, and to do a local gas business in the CHARTER TOWNSHIP OF MERIDIAN, INGHAM COUNTY, MICHIGAN, for a period of thirty years.

SECTION 2. CONSIDERATION. In consideration of the rights, power and authority hereby granted, said Grantee shall faithfully perform all things required by the terms hereof.

SECTION 3. CONDITIONS. No highway, street, alley, bridge, waterway or other public place used by said Grantee shall be obstructed longer than necessary during the work of construction or repair, and shall be restored to the same order and condition as when said work was commenced. All of Grantee's pipes and mains shall be so placed in the highways and other public places as not to unnecessarily interfere with the use thereof for highway purposes.

SECTION 4. HOLD HARMLESS. Said Grantee shall at all times keep and save the Charter Township free and harmless from all loss, costs and expense to which it may be subject by reason of the negligent construction and maintenance of the structures and equipment hereby authorized. In case any action is commenced against the Charter Township on account of the permission herein given, said Grantee shall, upon notice, defend the Charter Township and save it free and harmless from all loss, cost and damage arising out of such negligent construction and maintenance.

SECTION 5. EXTENSIONS. Said Grantee shall construct and extend its gas distribution system within said Charter Township and shall furnish gas to applicants residing therein in accordance with applicable laws, rules and regulations.

SECTION 6. FRANCHISE NOT EXCLUSIVE. The rights, power and authority herein granted, are not exclusive. Either manufactured or natural gas may be furnished hereunder.

SECTION 7. RATES. Said Grantee shall be entitled to charge the inhabitants of said Charter Township for gas furnished therein, the rates as approved by the Michigan Public Service Commission, to which Commission or its successors authority and jurisdiction to fix and regulate gas rates and rules regulating such service in said Charter Township, are hereby granted for the term of this franchise. Such rates and rules shall be subject to review and change at any time upon petition therefor being made by either said Charter Township, acting by its Charter Township Board, or by said Grantee.

SECTION 8. REVOCATION. The franchise granted by this ordinance is subject to revocation upon sixty (60) days written notice by the party desiring such revocation.

SECTION 9. MICHIGAN PUBLIC SERVICE COMMISSION, JURISDICTION. Said Grantee shall, as to all other conditions and elements of service not herein fixed, be and remain subject to the reasonable rules and regulations of the Michigan Public Service Commission or its successors, applicable to gas service in said Charter Township.

SECTION 10. REPEALER. This ordinance, when accepted and published as herein provided, shall repeal and supersede the provisions of a gas ordinance adopted by the Charter Township Board on April 15, 1986 entitled:

AN ORDINANCE, granting to CONSUMERS POWER COMPANY, its successors and assigns, the right, power and authority to lay, maintain and operate gas mains, pipes and services on, along, across and under the highways, streets, alleys, bridges and other public places, and to do a local gas business in the CHARTER TOWNSHIP OF MERIDIAN, INGHAM COUNTY, MICHIGAN.

and amendments, if any, to such ordinance whereby a gas franchise was granted to Consumers Energy Company.

SECTION 11. EFFECTIVE DATE. This ordinance shall take effect upon the day after the date of publication thereof; provided, however, it shall cease and be of no effect after thirty days from its adoption unless within said period the Grantee shall accept the same in writing filed with the Charter Township Clerk. Upon acceptance and publication hereof, this ordinance shall constitute a contract between said Charter Township and said Grantee.

We certify that the foregoing Franchise Ordinance was duly enacted by the Charter Township Board of the CHARTER TOWNSHIP OF MERIDIAN, INGHAM COUNTY, MICHIGAN, on the ____ day of _____, 2016.

Elizabeth LeGoff, Charter Township Supervisor

Attest:

Brett Dreyfus, Charter Township Clerk

MEMORANDUM

TO: Township Board

FROM:



Mark Kieselbach

Director of Community Planning and Development



Martha K. Wyatt

Associate Planner/Landscape Architect

DATE: February 26, 2016

RE: Special Use Permit #16011 (PHG Land Development, LLC), request to construct a 4-story hotel and the structure is greater than 25,000 square feet in gross floor area

At its February 16, 2016 regular meeting, the Township Board discussed a request from PHG Land Development, LLC to construct a 4-story hotel with 99 rooms, which exceeds 25,000 square feet in gross floor area. The approximate 67,000 square foot hotel is to be located in Section 33 of the Township, on the south side of Jolly Oak Road, west of Meridian Crossing Drive, in the Meridian Crossing shopping center (Unit 5 in the Meridian Crossing Condominium).

The Planning Commission approved Special Use Permit #16011 for the hotel use on January 25, 2016 and also recommended approval for the size of the building.

Since the February 16, 2016 Township Board meeting the applicant has indicated while the current design for the hotel building is approximately 67,000 square feet in size they would like a maximum square footage of 70,000 square feet, to allow for potential design changes that could occur in site plan review when detailed drawings are submitted. As a result the request has been updated to allow the hotel to be a maximum of 70,000 square feet in size, to allow for flexibility. The resolution to approve the special use permit reflects this change.

Township Board Options

The Township Board may approve, approve with conditions, or deny SUP #16011. A resolution to approve has been provided.

Attachments

1. Resolution to approve

**RESOLUTION TO APPROVE
BUILDING SIZE**

**SUP #16011
(PHG Land Development, LLC)
Jolly Oak Road and Meridian Crossing Drive**

RESOLUTION

At a regular meeting of the Township Board of the Charter Township of Meridian, Ingham County, Michigan, held at the Meridian Municipal Building in said Township on the 1st day of March 2016 at 6:00 p.m., Local Time.

PRESENT: _____

ABSENT: _____

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

WHEREAS, PHG Land Development, LLC has requested a special use permit to construct, a 99-room hotel (Courtyard by Marriott), up to approximately 70,000 square feet in gross floor area, to be located at the southwest corner of Jolly Oak Road and Meridian Crossing Drive in Section 33 of the Township; and

WHEREAS, the Planning Commission held a public hearing at its regular meeting on January 11, 2016 and recommended approval of the special use permit for the building size at its regular meeting on January 25, 2106

WHEREAS, the Township Board discussed Special Use Permit #16011 at its regular meeting on February 16, 2016 and reviewed and discussed staff material forwarded under cover memoranda dated February 12, 2106 and February 26, 2106; and

WHEREAS, the structure has been designed to be harmonious and appropriate with the existing and potential future uses surrounding the site; and

WHEREAS, the surrounding road system has sufficient capacity to absorb the additional traffic projected to result from the 99-room hotel; and

WHEREAS, the site dimensions are consistent with minimum lot area and minimum lot width requirements of the C-2 (Commercial) district; and

WHEREAS, the proposed design meets the required building and parking setbacks, provides off-street parking, and meets the pervious surface coverage standards of the C-2 (Commercial) district; and

WHEREAS, the proposed development will be served by public water and sanitary sewer.

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


Mark Kieselbach
Director of Community Planning and Development


Peter Menser
Associate Planner

DATE: February 23, 2016**RE:** Public Art for Communities grant match request

The Lansing Economic Area Partnership (LEAP) is again offering a grant to fund the installation of public art in communities in the Tri-County region. Meridian Township received the \$10,000 grant in 2013, resulting in the erection of the sculpture in the Marsh Road/Hamilton Road roundabout. Staff submitted an application to install a sculpture at Wonch Park, just west of the seven-foot wide pathway on southbound Okemos Road, north of the new pedestrian bridge.

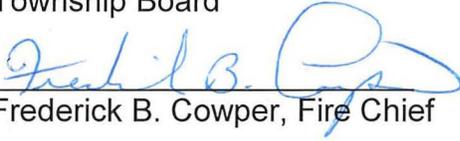
This year LEAP requested grant applicants to seek out matching funds. Staff is requesting \$1,000 from the Township Board to leverage towards the grant award, if the Township is selected for the grant. The money would be used to facilitate installation of the sculpture including foundation work, grading, or a plaque.

At their meeting on February 9, 2016, the Parks Commission voted to provide a \$500 match for the grant. Requests for a \$500 match will also be made to the Economic Development Corporation (EDC) at its March 3, 2016 meeting and the Downtown Development Authority (DDA) at its March 7, 2016 meeting. LEAP is planning to announce the three grant recipients in early March.

- **MOTION TO ALLOCATE \$1,000 AS A MATCH FOR THE PUBLIC ART IN COMMUNITIES GRANT OFFERED BY LEAP IF SELECTED**

MEMORANDUM

TO: Township Board

FROM: 
Frederick B. Cowper, Fire Chief

DATE: February 26, 2016

RE: **Tri-County Regional Hazard Mitigation Plan**

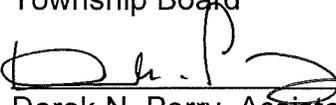
Tri-County Regional Planning Commission prepared and adopted a Regional Hazard Mitigation Plan in 2015. The document is hereby submitted for approval. Local adoption is required by Michigan State Police and FEMA in order to be eligible for hazard mitigation and disaster declaration grants.

The following motion is proposed for Board consideration:

MOVE TO APPROVE THE TRI-COUNTY REGIONAL HAZARD MITIGATION PLAN, AUTHORIZE THE CLERK TO SIGN THE RESOLUTION, AND DIRECT THE FIRE DEPARTMENT TO FORWARD A COPY TO MICHIGAN STATE POLICE EMERGENCY MANAGEMENT AND HOMELAND SECURITY DIVISION.

MEMORANDUM

TO: Township Board

FROM: 
Derek N. Perry, Assistant Township Manager
Director of Public Works & Engineering

DATE: February 26, 2016

RE: **Haslett-Okemos Rotary Club Community Room- Use Policy**

Attached for your review is the proposed Haslett-Okemos Rotary Club Community Room Use Policy and Application. It is based upon the policy presented by Trustee Scales and mirrors the policy the City of Lansing uses for their community rooms located within their fire stations.

The policy has been altered to incorporate a reference to the Meridian Township Human Relations Ordinance and proposes no fee as preferred by the majority of the Township Board at the February 16, 2016 Board meeting.

The following motion is proposed for Township Board consideration to adopt the presented policy for use of the Haslett-Okemos Rotary Club Community Room at Fire Station 91:

MOVE TO APPROVE THE HASLETT-OKEMOS ROTARY CLUB COMMUNITY USE POLICY FOR FIRE STATION 91 AS PRESENTED.

Attachments:

1. Community Room Use Policy and Application

Meridian Township Fire Department Community Room Use Policy

POLICY

It is the **policy** of Meridian Township to allow the use of the Community Room for Meridian Township non-profit community groups. Applicants may be asked to provide proof of their non-profit status. All applications are subject to the Meridian Charter Township Human Relations Ordinance Chapter 30.

CONDITIONS

1. **All reservations must be made by application to the Meridian Fire Administration office at 853-4700, located at 5000 Okemos Road, Okemos, MI.** Application must be completed and submitted by a responsible adult, no less than (2) weeks in advance and no more than (6) months in advance. The Meridian Township Fire Department has the right to use the Community Room before any other organization or group. The Meridian Township Fire Department retains the right of approval or disapproval of use applications. Approved reservations cannot be transferred, assigned or sublet.
2. The Meridian Township Fire Station Community Room is available from 8:00 a.m. to 9:00 p.m., 7 days a week.
3. Card keys are available for entry to the Community Room and must be returned within (2) days after the date of use unless otherwise arranged. There is a \$25 fee if the key is not returned.
4. Cancellations will only be accepted from the Applicant. This requirement is designed to prevent the unauthorized cancellation of an event.
5. The maximum capacity per event is 54 people due to the size of the room. Parking is restricted to marked spaces for visitors and public parking. Engine bay doors must be kept clear. Car-pooling is highly encouraged.
6. A coffee pot will be available for use. Coffee and coffee cups are not provided. Only light refreshments may be served. **The applicant/group using a room will leave the premises clean and will be responsible for any and all damage to the facility.**
7. The facility **will not** be used for Non-Fire Department groups who charge a fee to attend or who plan to use the facility for merchandise promotion.
8. The facility has an inventoried set of tables and chairs available for use. Applicant is responsible for arranging tables and chairs for their specific purpose and returning the tables and chairs to their stored or original location/configuration. Tables and chairs are to be used indoors only and only for the specific use for which they are intended. At no time should anyone stand on tables or chairs, or sit on tables.
9. Alcoholic beverages may not be served and are prohibited.
10. Smoking or use of tobacco products is not permitted in any indoor area and is only permitted in parking lots that are at least 50 feet from the building.
11. Dogs will not be allowed in the building unless they are service dogs.
12. Decorations that are attached to the walls or ceiling are prohibited.
13. Meridian Township reserves the right to cancel any use of its facilities in emergency situations or when it is deemed necessary for the safety and best interest of the Township of Meridian.
14. Any person(s) failing to comply with these rules and regulations, causing a public nuisance, or violating any federal, state, or local laws or the regulations may be required to leave the facility and premises.
15. The misuse of a township facility, failure to conform to the facility regulations, or any other federal, state, or local law, rule, regulation or ordinance shall be sufficient reason for immediate termination licensed use. This shall include overcrowding of the posted maximum capacity of the room in use.

Meridian Township Fire Department

Community Room Application

Applicant Information

Applicant Name:		Date:
Address:		
Phone Home/Work/Cell:		
E-Mail Address:		
Emergency Contact Name:		
Phone Home/Work/Cell:		

Purpose of Meeting:
Please List Association or Agency:
Number of Attendees:
Date and Time of Meeting: (Please list all dates and times requested. Attach another sheet of paper if necessary):

Please answer yes or no:

Is your organization a registered non-profit organization?

Will any admission be charged?

Is this meeting open to the public, or been advertised as open to the general public?

Will there be any products offered for sale?

Will children be present? _____. If yes number of children _____. Adult to child ratio _____?

Is this meeting for election or campaign purposes?

Is this a fundraiser?

Hold Harmless/Indemnification Agreement

The undersigned hereby makes application to Meridian Township for use of Township facilities described above and certifies that the information given in the application is correct. The undersigned further states that he/she has the authority to make this application for the applicant and agrees that the applicant will observe all rules and regulations of the city. The applicant agrees to exercise the utmost care in the use of the premises and property, and shall be responsible for any and all damage to the Township premises and property and shall be responsible for all actions, behavior and damages caused by their guest/attendees. The Township is not responsible for accidents, injury, illness or loss or damage to group or individual property. THE APPLICANT AGREES TO HOLD THE TOWNSHIP OF MERIDIAN HARMLESS AND DEFEND IT FROM ANY AND ALL CLAIMS BY ANY PERSON ARISING FROM THE USE OF THE FACILITIES. THE APPLICANT FURTHER AGREES TO REIMBURSE THE TOWNSHIP OF MERIDIAN FOR ANY DAMAGE ARISING FROM THE APPLICANT'S USE OF THE FACILITIES. Rules and regulations on the reverse side of this form are a part of this agreement.

Applicant Signature _____

Date _____

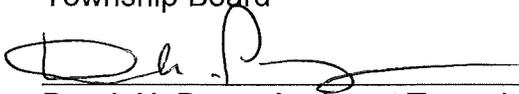
For Office Use Only

Approved Denied

Date Key issued _____ Date Key Returned _____

MEMORANDUM

TO: Township Board

FROM: 
Derek N. Perry, Assistant Township Manager
Director of Public Works & Engineering

DATE: February 24, 2016

RE: **Community Solar Project**

On February 2, 2016, Mr. David Gard, representing the Lansing Board of Water and Light (BW&L) Community Solar project, presented an opportunity for Meridian Township to participate in the lease purchase of solar panels at their upcoming Burcham Park solar panel project to the Township Board.

According to Mr. Gard, the Township, as an existing customer of the BW&L, may participate for a one-time upfront lease price of \$399 per 300-watt solar panel. For that lease purchase cost, the Township would receive a utility credit of \$20-25 per solar panel and help reduce pollution and increase the energy independence of the region.

Because the Township Board has consistently placed a high priority on sustaining and enhancing the environment (Goal #1) and has specifically requested that we explore solar energy in 2016, we are requesting the authorization to lease purchase five (5) solar panels and participate in the BW&L Community Solar project at a cost of \$1,995.00. According to information provided by the BW&L the five panels would generate 1,840 kWh per year.

The following motion is proposed for Township Board consideration to proceed with the lease purchase of five (5) BW&L solar panels:

Move to approve and authorize the Township Manager to proceed with the lease purchase of five (5) solar panels for the purpose of participating in the Lansing Board of Water and Light Community Solar program in support of Township Goal #1.



MI
COMMUNITY
SOLAR
•ORG

**Community solar parks are coming
to East Lansing and Lansing.**

PROJECT PARTNERS

Lansing Board of Water & Light

City of East Lansing

City of Lansing

Michigan Energy Options

Patriot Solar Group

**Rich Vander Veen,
Mackinaw Power, LLC**

David Gard Consulting, LLC

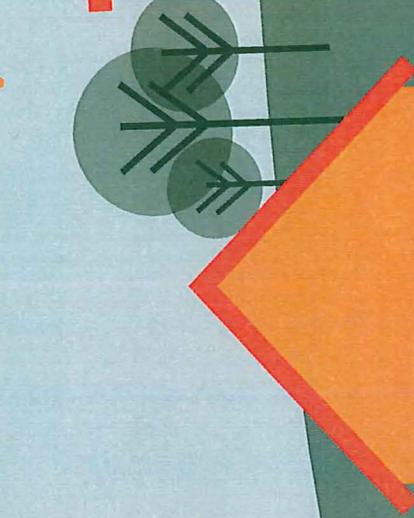
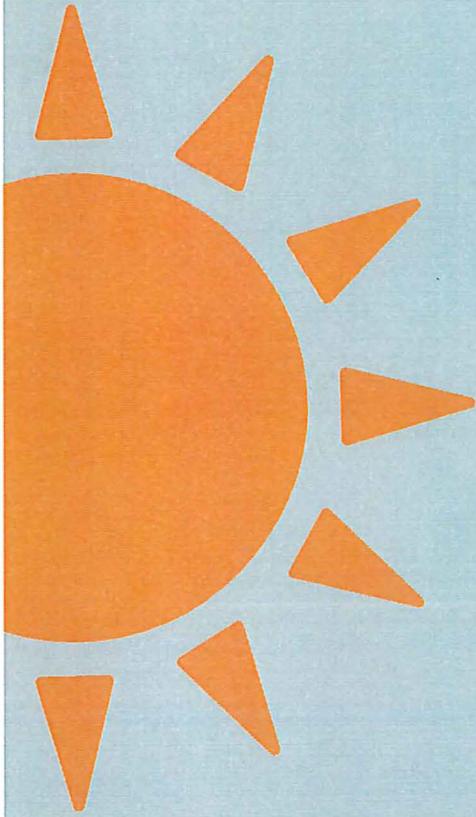
CLIMATE

SUSTAINABILITY

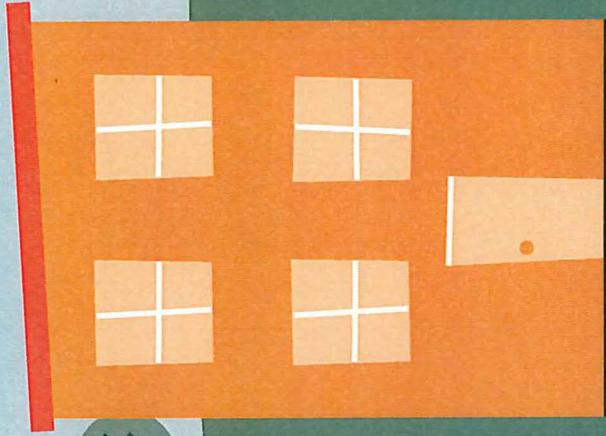
PLAN

87% 0/0

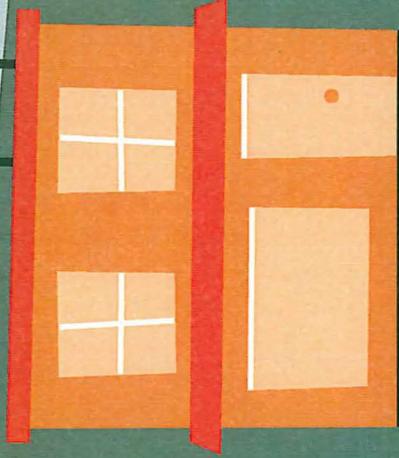
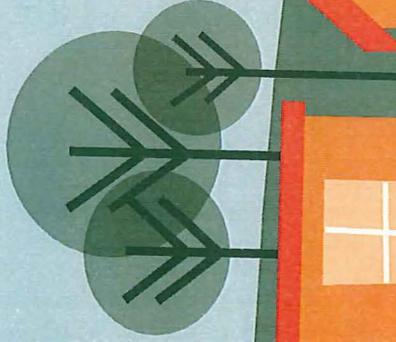




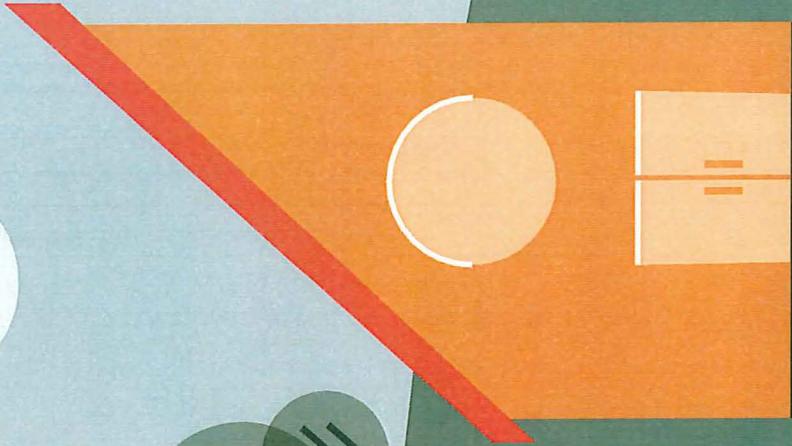
Home Owners



Apartment Renters



Businesses



Institutions



80%

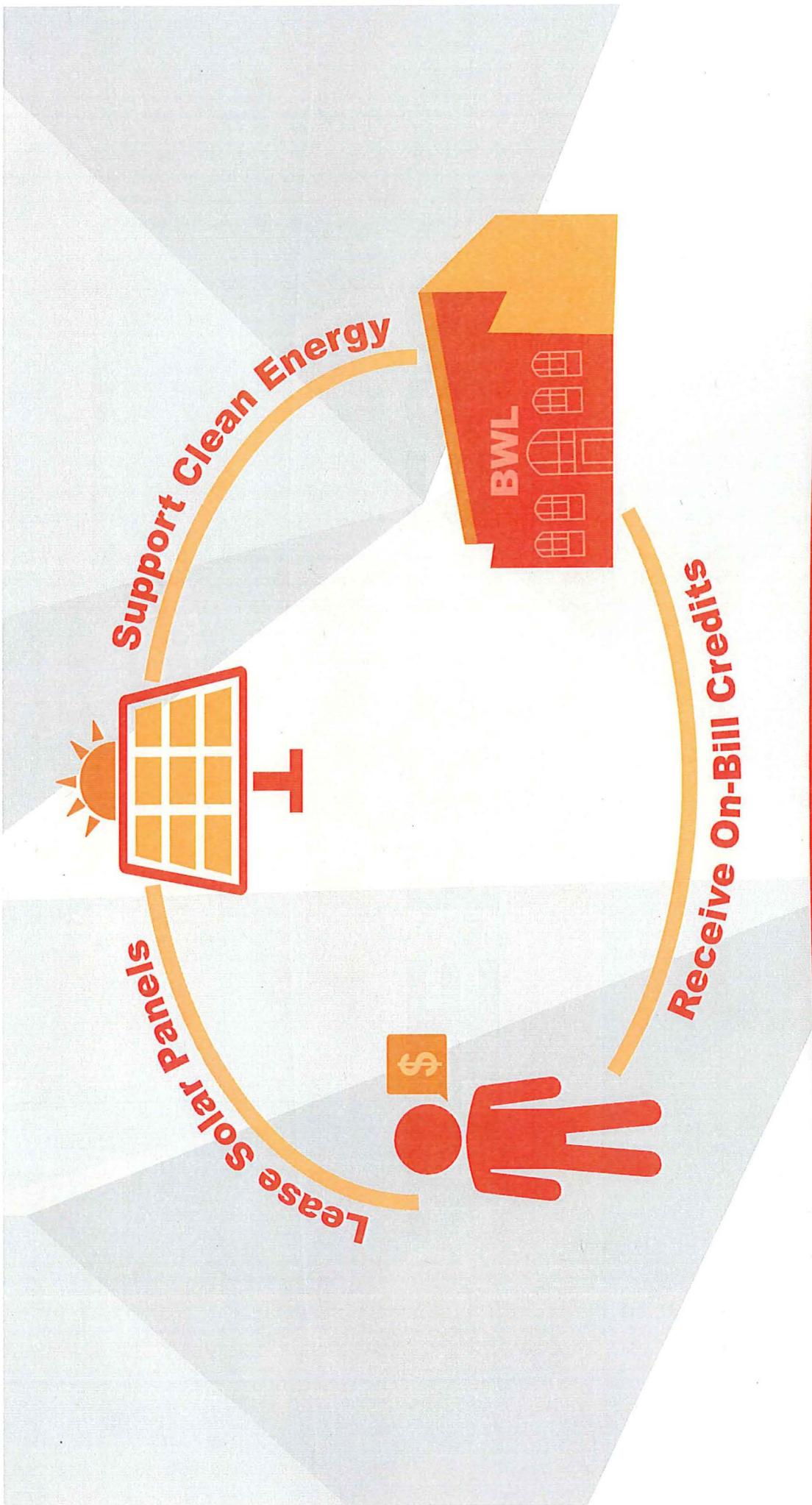
RESIDENTIAL

40%

COMMERCIAL

**WON'T WORK FOR
ROOFTOP SOLAR**

**SIMPLE.
AFFORDABLE.
LOCAL.**



THE PROCESS

\$399

COST TO LEASE ONE PANEL

\$1.33

INSTALLED WATT COST

25

YEARS OF LEASE

**SOLAR
NUMBERS**

LANSING



Wexford Montessori Academy

Lansing Church-God In Christ

Benjamin F. Davis Park

Pilgrim Rest Baptist Church

Reachout Christian Center Church

Lansing Police-North Precinct

Southside Community Center

Early Childhood

Eric's Cycling & Fitness Center

La Frontera Mexican Products

Sunoco Gas Station

Maple Grove Baptist Church





68,000

TEN PANELS / 25 YEARS

14,000,000

TWO PARKS / 25 YEARS

AVOIDED: CO² emissions
from pounds of coal burned

**One for every
grandchild. They
are inheriting this
world from us.**



**GET
INVOLVED**

**BE A COMMUNITY
SOLAR CHAMPION**

**MICOMMUNITYSOLAR
.ORG/SIGNUP**

JOHN A. KINCH, PHD
517.337.0422 x305
Jkinch@michiganenergyoptions.org



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Home(/) > About the BWL(/About-the-BWL) > News(/About-the-BWL/News/) > Community Solar Parks to be Developed in Cities of East Lansing and Lansing

Community Solar Parks to be Developed in Cities of East Lansing and Lansing

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[the-BWL%2fNews%2fCommunity-Solar-Parks-to-be-Developed-in-Cities-of-East-Lansing-and-Lansing%2f&subject=Community%20Solar%20Park](#)
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[\(http://twitter.com/intent/text=Currently reading Community%20Solar%20Park on template : https%3a%2f%2fwww.lbwl.co](#)
[the-BWL%2fNews%2fCommunity-Solar-Parks-to-be-Developed-in-Cities-of-East-Lansing-and-Lansing%2f](#)
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[the-BWL%2fNews%2fCommunity-Solar-Parks-to-be-Developed-in-Cities-of-East-Lansing-and-Lansing%2f&t=Community%2](#)

Project(/About-the-BWL/News/BWL-Announces-New-Substation-Project/)
2/8/2016 12:05:00 PM
Sixth Citizens Advisory Committee Meeting to be held at REO Depot on Wednesday(/About-the-BWL/News/Sixth-Citizens-Advisory-Committee-Meeting-to-be-held-at-REO-Depot-on-Wednesday/)
2/2/2016 3:15:00 PM
To Replace Eckert, Poll finds BWL Customers Favor a Balanced Energy Mix that is Reliable and Affordable(/About-the-BWL/News/To-Replace-Eckert,-Poll-finds-BWL-Customers-Favor-a-Balanced-Energy-Mix-that-is-Reliable-and-Affordable/)
1/14/2016 11:30:00 AM
Fifth Citizens Advisory Committee Meeting to be held at LCC West Campus on Wednesday(/About-the-BWL/News/Fifth-Citizens-Advisory-Committee-Meeting-to-be-held-at-LCC-West-Campus-on-Wednesday/)
1/12/2016 4:50:00 PM
Fourth Citizens Advisory Committee Meeting to be held in Lansing on Wednesday(/About-the-BWL/News/Fourth-Citizens-Advisory-Committee-Meeting-to-be-held-in-Lansing-on-Wednesday/)
12/8/2015 3:05:00 PM

Contact: Stephen Serkaian | 517-702-6735 | sxs@lbwl.com

10/27/2015 8:40:00 AM

EAST LANSING— Officials from the Lansing Board of Water & Light (BWL), City of East Lansing and City of Lansing announced plans today to build the first community solar parks in BWL’s service territory. The announcement was held at East Lansing’s Burcham Park, a retired landfill site and the proposed location of the first of the two community solar developments.

Following completion of the East Lansing community solar park, the BWL and project partners intend to build a second community solar park adjacent to the BWL Wise Road Water Treatment Plant in Lansing. Each solar park is expected to produce 300 kilowatts of power.

All BWL residential and commercial electric customers are eligible to participate in the community solar program. Community solar allows participants to enjoy the benefits of solar power without having to install and maintain panels on their homes or businesses.

Participants in the BWL program will be able to lease a panel, or panels, for 25 years and receive credit on their BWL electric utility bill for the solar power their lease produces. The lease cost for a 300-watt solar panel is \$399, which is a favorable industry price point.

“The BWL is a leader in providing our customers with clean and green renewable energy,” said Dick Peffley, BWL general manager. “The BWL was Michigan’s first utility to adopt a renewable energy portfolio and initiate a comprehensive energy efficiency program. Our new Community Solar Program will continue to provide BWL customers with cleaner energy, as we remain committed to providing energy efficiency and renewable energy to our customers.”

The BWL has been a leader in implementing solar energy in Michigan with the largest municipally-owned solar array, a distributed solar energy program, and is in the process of contracting for a large utility-scale array. The BWL also provides its customers with wind energy from a wind park in Ithaca, Michigan, landfill gas energy from Granger waste facilities and hydro-electric power. BWL’s state-of-the-art REO Town Cogeneration Plant is among the cleanest and most efficient in the country.

Referring to the first BWL community solar park being developed in East Lansing, Mayor Nathan Triplett said, “East Lansing has made significant investments in energy efficiency, adopted groundbreaking policies that promote green

[Read more\(/About-the-BWL/News/\)](#)

procurement and sustainable building, and built a state-of-the-art, single-stream recycling program. This community solar park is yet another example of that continued leadership and commitment.”

“The community solar program is yet another shining example of regional cooperation and our collaborative efforts to make metro Lansing cleaner and greener,” said Lansing Mayor Virg Bernero. “I am proud of BWL’s continued commitment to clean, sustainable energy the community engagement process they recently launched to replace the coal-fired Eckert Power Station. There’s no turning back on providing the cleaner and greener energy our citizens are asking for, and that’s exactly what we are doing with this innovative solar program.”

The solar array will occupy approximately one acre in the 24-acre Burcham Park in East Lansing. The East Lansing and Lansing sites are slated to have 1,000 solar panels each, for a total of up to 300 kilowatts. The East Lansing community solar park will be leased to 80 percent capacity before construction begins.

Other project partners include Patriot Solar Group, a solar developer, manufacturer and contractor based in Albion, Michigan; David Gard, LLC; Rich VanderVeen, Mackinaw Power LLC; and Michigan Energy Options, a nonprofit with offices in East Lansing and Marquette, Michigan.

BWL electric customers can pre-register for the program by going to www.micommunitysolar.org(<http://www.micommunitysolar.org>).

Formal registration will follow later this year with pre-registrants being notified when leasing panels will be available.

FACTS

- Proposed solar array size for each site is 1,000 solar panels, each rated at 300 watts, for a total of 300 kilowatts.
- The first community solar park will be located at a retired landfill site at Burcham Park in East Lansing.
- The second community solar park will be located adjacent to the BWL Wise Road Water Treatment Plant in Lansing.
- The community solar arrays will occupy approximately one acre each.
- Participants will sign a 25-year lease and pay an upfront cost of \$399 per solar panel. Participants can lease more than one solar panel if they wish.
- Annual electricity production of the Burcham Park community solar array will be about 385,000 kilowatt-hours, or enough to power 55 average households for a year.
- BWL electric residential and commercial customers are eligible to participate in the community solar program whether or not if they are located in East Lansing or Lansing.
- Pre-registration via micommunitysolar.org begins on Monday, October 19. Formal registration will follow later this year.
- Construction will begin on the East Lansing project when at least 80 percent of the panels have been leased. The Lansing project will follow that.

The community solar project has a website that provides details about how people can participate by leasing a panel or panels and explains the project in greater depth: www.micommunitysolar.org(<http://www.micommunitysolar.org>).

Email: info@micommunitysolar.org(<mailto:info@micommunitysolar.org>)

Call: 517.337.0422 ext. 4

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(<http://www.lbwl.com>)

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MEMORANDUM

TO: Township Board

FROM: 
Joyce A. Marx, Human Resources Director

DATE: February 24, 2016

RE: **Travel Expense Policy**

The Travel Expense Policy was introduced to the Board at the January 26, 2016 Board meeting. At that meeting, I requested the Board members to read the policy and provide me with input. Trustee Scales offered to meet with me to discuss the policy. I met with him on February 11, 2016.

There were four (4) specific areas addressed: (1) Redefined Purpose, (2) Eligibility, (3) Defined Meal Reimbursements, and (4) Consolidated In-county and Out-county Reimbursements.

Attached is a second draft, with highlighted changes, for your review.

Attachment:
Travel Expense Policy – 2nd Draft

MERIDIAN CHARTER TOWNSHIP TRAVEL EXPENSE POLICY 2nd DRAFT 3/1/16

Purpose

It is the policy of Meridian Charter Township to reimburse staff and Township Board Members for reasonable and necessary expenses incurred in connection with approved travel and attendance at conferences, training programs, and **conducting business** ~~business meetings, etc.~~, on behalf of the Township. Travelers seeking reimbursement should use a common sense approach and incur the lowest reasonable travel expenses and exercise care to avoid impropriety or the appearance of impropriety. Overnight travel expenses must be pre-approved by the Department Director and Township Manager.

Authorization and Responsibility

All overnight travel must be approved and authorized, and travelers should verify that planned travel is eligible for reimbursement before making travel arrangements. Prior to making arrangements, the Travel Expense Report Form must be authorized by the Director and the Township Manager. The Director and the Finance Director will review final expenses and may withhold reimbursement if there is reason to believe that the expenses are inappropriate. ~~or extravagant.~~

Personal Funds: **Eligible individuals** ~~Travelers~~ should review the above reimbursement guidelines before spending personal funds for business travel to determine if such expenses are reimbursable. The Director, Township Manager and/or the Finance Director reserve the right to deny reimbursement of travel or Township business related expenses for failure to comply with the policy.

Vacation in conjunction with Township business travel: In cases where vacation time is added to a business trip, any **increased** cost variance in mileage, car rental, lodging, or airfare or other transportation must not be included on the Travel Expense Report. Receipts that include charges for personal time must clearly have the personal expenses broken out on them. For example, if an employee stays an extra night in a hotel, there must be documentation with the receipt breaking out business and personal nights. The Township will not pay for any personal expenses what-so-ever.

Exceptions: On occasion, it may be necessary for **eligible individuals** ~~travelers~~ to request exceptions to the travel policy. Requests for exceptions must be made in writing and approved by the Township Manager.

Permissible prepaid expenses – Transportation, Conference or Training Registration, Lodging

Before travel, the Township may issue prepayments for airfare or other transportation, car rental, lodging or conference/training program registration fees. These prepayments made be paid using a Township credit card. Sometimes, business related lodging, banquets or meals are included as part of the conference/training as part of the registration fees; however, only meals that are not included in the registration fees will be reimbursed. To clarify, if a specific meal (i.e., breakfast, lunch, or dinner) is provided in the registration fees, there will be no reimbursement if the traveler decides to eat elsewhere for that meal.

Conference or Training Registration Fees not Pre-Paid

If the conference or training fee was not prepaid for by the Township, these fees will be reimbursed, including business-related banquets or meals that are part of the conference registration. Original receipts to support the payment are required. If the conference does not provide a receipt, then a cancelled check, credit card slip, statement, or documentation that the amount was paid is required for reimbursement. See next section for processing reimbursements.

Reimbursements

Requests for reimbursements of overnight travel related expenses must be submitted on the Travel Expense Report. The Travel Expense Report must be completed and submitted within 30 days of the event. All expenses incurred related to the approved travel are to be included on the Travel Expense Report and must be accompanied by original receipts. Travel Expense Reports not submitted within the 30 day timeframe are subject to the approval from the Township Manager.

Traveling with a Township Credit Card

Some travelers have Township issued credit cards. The Township issued credit card should be used to pay approved travel related costs whenever possible. The Travel Expense Report must be completed and submitted within 30 days of the event. All expenses incurred related to the approved travel are to be included on the Travel Expense Report. If there are any charges for which the Township issued credit card was not used that require reimbursement please include them on the Travel Expense Report as well. The back of the Travel Expense Report will have space to identify those charges that need to be reimbursed. This report must be accompanied by original receipts. Travel Expense Reports not submitted within the 30 day timeframe are subject to the approval of the Township Manager.

Travel Advances

Cash advances may be authorized by the Township Manager for specific situations that might cause undue financial hardship for the traveler. These situations are limited to travel on behalf of the Township. The traveler must repay the Township for any advances in excess of the approved travel expenses. The Travel Expense Report must be completed and submitted within 30 days of the event. All expenses incurred related to the approved travel are to be included on the Travel Expense Report and must be accompanied by original receipts. Travel Expense Reports not submitted within the 30 day timeframe require exception approval from the Township Manager.

Meal Reimbursements ~~Meals Per Diem~~

A Per Diem **overnight** maximum of up to **\$39.00** ~~\$45.00~~ is reimbursable for approved overnight travel **where meals are not provided.** ~~based on departure and return times over an entire 24 hour period or prorated for conferences or training where business meals are not provided.~~ **Daily reimbursements where overnight travel is not required are as follows: Breakfast \$7.50; Lunch \$12.50; Dinner \$19.00.**

Non-reimbursable expenses

Alcohol is not to be included on any receipts using the Township credit card or any receipts being submitted for reimbursement. If the traveler purchases alcohol while traveling they must pay for it themselves on a separate check. Commuting between work and home, parking tickets, moving violations, other fines, clothing or personal grooming charges, laundry and dry cleaning, club memberships, child care, personal entertainment (i.e., in-theatre movies, hotel pay per view movies, social activities such as golfing, sightseeing tours, etc.) or other expenses not directly related to Township business travel.

Mileage Reimbursement

Whenever possible, a Township vehicle should be considered for Township business and travel use. If no Township vehicle is available, or if an employee chooses to drive a personal vehicle, the approved mileage will be reimbursed at the applicable Internal Revenue Service (IRS) mileage rate. All drivers must have a valid driver's license and auto insurance coverage for personal vehicles.

Personal vehicle mileage reimbursement is meant to cover only those miles incurred above and beyond the traveler/employee/board member's normal commute from home to the Township offices. Reimbursement requests should indicate the purpose of the request and include the points of travel and the miles eligible for reimbursement. The reimbursement rate is determined

annually in January using the business rate per mile as established by the Internal Revenue Service (IRS).

When mileage is incurred in conjunction with out of town travel, it should be reported on the Travel Expense Report along with all other travel related expenses.

When mileage is incurred for approved local or single day travel, the Mileage Reimbursement Request form must be filled out and approved by the Department Director. Mileage Reimbursement Requests should be filled out as incurred. For those who travel often, the form should be filled out on a monthly basis. If the total reimbursement request is \$30.00 or less it can be paid out of petty cash. The approved Mileage Reimbursement Request must be attached to the approved petty cash form.

Taxation

Determining which travel expense reimbursements are taxable is outside the scope of the Meridian Charter Township Travel Expense Policy. This policy does not increase, lessen, or eliminate any tax liability imposed by the Internal Revenue Service (IRS). Employee reimbursements are subject to tax reporting and withholding based on applicable tax regulations. For guidance on the appropriate tax treatment of expense reimbursements please refer to the IRS Guidelines or personal accountant.

MEMORANDUM**TO:** Township Board**FROM:** 
Mark Kieselbach
Director of Community Planning and Development
Peter Menser
Associate Planner**DATE:** February 25, 2016**RE:** MUPUD Concept Plan – MARC/former Central Fire Station redevelopment

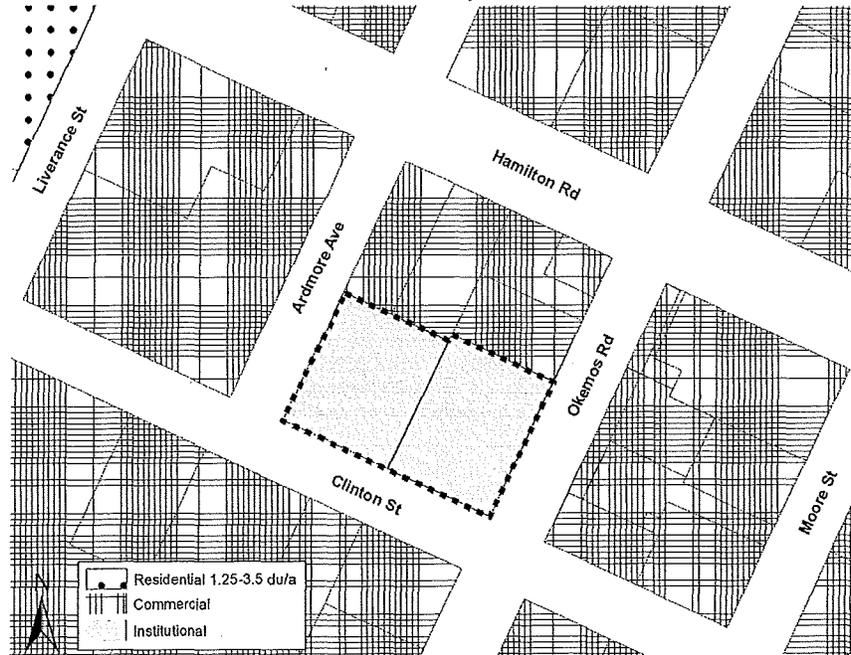
The mixed use planned unit development (MUPUD) ordinance includes a provision for an applicant to submit a concept plan for concurrent review by the Planning Commission and Township Board. The review provides both the Planning Commission and Township Board an opportunity to offer comments and suggestions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

Property owner Evergreen Companies submitted a concept plan for a mixed use project on property located at the northwest corner of Okemos Road and Clinton Street. The properties are addressed as 4675 Okemos Road and 2150 Clinton Street. Evergreen Companies proposes to develop the property as a mixed use planned unit development (MUPUD). The overall project site is approximately 1.0 acre in size.

The concept plan presented by the applicant shows an approximate 3,779 square foot addition to the existing 3,039 square foot MARC building, along with an additional 1,623 square foot covered patio addition. The building additions include an area for dining, kitchen space, entryway, and deliveries. A Tavern and Tap restaurant will occupy the renovated MARC building. The concept plan also shows a Phase 2 development of an 18 unit multiple family structure with parking below. No timeline for the construction of Phase 2 is identified.

Some features of the concept plan include the closing of one existing curb cut on Okemos Road, a covered bicycle parking area in Phase 2, and bicycle parking spaces along Okemos Road. The developer has preliminarily indicated the area of the site planned for the multiple family structure will be used as surface parking until Phase 2 is constructed.

FUTURE LAND USE MAP



The properties in the project area are designated on the Future Land Use Map from the 2005 Master Plan as Institutional.

ZONING MAP



The project area is located in the C-2 (Commercial) zoning district.

Utilities

Both public sewer and water are available to serve the proposed development.

Floodplain and Wetlands



The project area is located near the Red Cedar River, which has both floodplain fringe and floodway. Floodplain does not extend onto the project site. There are no wetlands on the site.

Project Analysis

The applicant is proposing to develop the site using the mixed use planned unit development (MUPUD) process. A MUPUD is permitted in the C-2 (Commercial) zoning district when public water and sewer is available. The concept plan shows a total of 18 residential units spread over approximately 1.0 acre, resulting in an overall residential density of 18 dwelling units per acre (du/a).

Under traditional zoning the total parking requirements for the project is 194 spaces, which includes both the restaurant and future apartment building. There are 63 parking spaces provided on the concept plan. The MUPUD ordinance allows for flexibility on parking requirements, so the final parking requirement will be decided during formal review by the Township Board. A reduction of required automobile parking spaces for providing bicycle parking spaces will also be considered.

**Concept Plan Review – MARC/former Central Fire Station
Township Board (2/25/16)
Page 4**

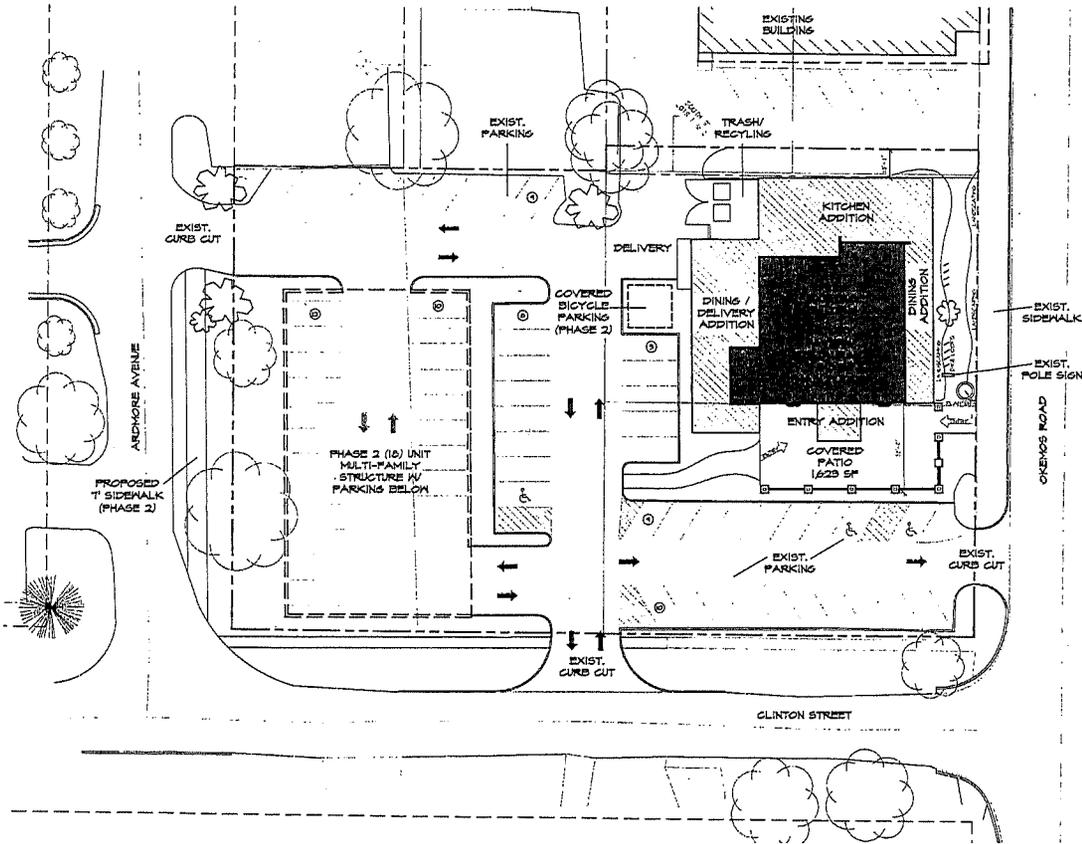
The applicant is scheduled to present the concept plan to the Economic Development Corporation on March 3, 2016, the Downtown Development Authority (DDA) on March 7, 2016, and the Planning Commission on March 14, 2016. If the applicant decides to move ahead with the project a formal public hearing will be scheduled with the Planning Commission and required public notices will be sent out. In a MUPUD the Planning Commission makes a recommendation on the project and the Township Board makes the final decision.

Township Board Option

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

Attachment

1. Preliminary site plans and rendering.



GRAPHIC SITE PLAN
1" = 20'-0"

**PRELIMINARY
NOT FOR
CONSTRUCTION**

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CLIENT REVIEW	PRELIMINARY
02/18/16	02/13/16

PROJECT INFO
ADDRESS: 2150 CLINTON & 4675 OKEANOS RD
ZONING: RS & C2
PROPOSED CONVEYING OF PARCELS & REZONING ALL TO C-2 - REDEVELOP UNDER MIXED-USE PLD.
PROPOSED USES:
PHASE 1 - RESTAURANT
PHASE 2 - MULTI-FAMILY
PARKING:
PHASE 1 - 500A USABLE SF / 215 = 144
PHASE 2 - 10 UNITS x 2 + (2000 x 2) = 45
TOTAL = 144 SPACES REQ'D, BEFORE TRASH/BIKE REDUCTION
= 60 SPACES PROVIDED



LOCATION MAP
N.T.A.

RECEIVED
FEB 22 2016

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studio interiors architects
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313.480.0000 • 313.480.0001 • 313.480.0002

Project Type:
**BAR/RESTAURANT
RENOV. EXIST BLDG**

Project:
TAVETI & TAVETI
4675 OKEANOS RD
OKEANOS, MI

Client:
EVERGREEN COMPANIES
110 E. ALLEGAN STREET
LANSING, MI 48933

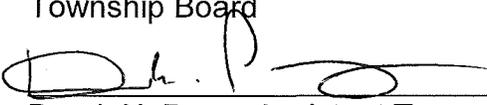
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Project Number:
15.151

Sheet:
A-001

MEMORANDUM

TO: Township Board

FROM: 
Derek N. Perry, Assistant Township Manager
Director of Public Works & Engineering

DATE: February 25, 2016

RE: **Township Pathway Master Plan**

As its been several years since the Pathway Master Plan has been reviewed by the Township Board, we thought it was appropriate that it be presented for comments, potential revisions and ultimately affirmation, by the Board and key stakeholders in the community. As the Township Board is aware, the pathway and trail systems in Meridian Township are used frequently and continue to receive strong support from the residents. With the upcoming expiration of the pathway millage this year, it's increasingly important that a review occur so that the updated plan for the pathway system reflects what the resident's desire and will ultimately continue to embrace and support.

Attached with this memo is the current plan. As you review it you will notice several existing gaps on the pathway system as well as the proposed Michigan State University (MSU) river trail connector to Lake Lansing. This river trail is highly supported regionally and is our number one priority as we seek funding from the Ingham County Parks and Trail millage for its construction. We also feel that the existing gaps should continue to receive priority for construction in the plan update.

The dedicated pathway millage of 0.2774 generated approximately \$430,000 dollars in 2015 and as a stable funding source provided the dollars to fund the construction of such projects as the pedestrian bridge over the Red Cedar River on Okemos Road and closing the gap on Haslett Road between Okemos Road and Bayonne Avenue in 2015. As you review the Pathway Master Plan it's important to remember that this dedicated funding source is what has allowed most of this extensive pathway network to be possible.

Because input from the various stakeholders is critical to achieve the best plan update, we are recommending a schedule that offers multiple options for comments from the public be used to develop the Master Plan update. At the next Township Board meeting in March (3/15/16), we will be recommending that a public hearing be set to approve the updated plan in May. This will allow all of April for the gathering of opinions and meeting with groups strongly interested in the plan. In addition, the Township Park Commission will review and offer comments in March and April and staff will also be meeting with the

Friends of Meridian Township Pathways in early April. We expect both stakeholder groups to provide valuable input to the process of updating the Pathway Master Plan.

Attachment: Pedestrian Bicycle Pathway Map