



AGENDA
CHARTER TOWNSHIP OF MERIDIAN
TOWNSHIP BOARD – REGULAR MEETING
January 9, 2018 6:00 pm

1. CALL MEETING TO ORDER*
 2. PLEDGE OF ALLEGIANCE/INTRODUCTIONS
 3. ROLL CALL
 4. PRESENTATION
 - A. Introduction of New Police Officer-Megan Klein

 5. CITIZENS ADDRESS AGENDA ITEMS AND NON-AGENDA ITEMS*
 6. TOWNSHIP MANAGER REPORT
 7. BOARD MEMBER REPORTS AND ANNOUNCEMENTS
 8. APPROVAL OF AGENDA
 9. CONSENT AGENDA
 - A. Communications
 - B. Minutes
 - (1) December 5, 2017 Regular Meeting
 - (2) December 12, 2017 Regular Meeting
 - C. Bills
 - D. Reappointment of Supervisor Pro-Tem

 10. QUESTIONS FOR THE ATTORNEY
 11. HEARINGS (CANARY)
 12. ACTION ITEMS (PINK)
 - A. Vacant and Abandoned Buildings-**Final Adoption**
 - B. ZBA Reappointment
 - C. CRC Appointment
 - D. Authorization for Police Candidate Sponsorship
 - E. Annual Performance Review of Township Manager
 - F. Township Manager Contract Extension
 - G. Planning Commission Appointment

 13. BOARD DISCUSSION ITEMS (ORCHID)
 - A. Outdoor Assembly Ordinance
 - B. Master Plan Implementation Strategy-PICA's
 - C. Police Department Ordinance Amendments and Additions
 - D. Tentative Preliminary Plat #17102

 14. COMMENTS FROM THE PUBLIC*
 15. OTHER MATTERS AND BOARD MEMBER COMMENTS
 16. ADJOURNMENT
 17. POSTSCRIPT – PATRICIA HERRING JACKSON
-

All comments limited to 3 minutes, unless prior approval for additional time for good cause is obtained from the Supervisor.
Appointment of Supervisor Pro Tem and/ or Temporary Clerk if necessary.

Individuals with disabilities requiring auxiliary aids or services should contact the Meridian Township Board by contacting:
Township Manager Frank L. Walsh, 5151 Marsh Road, Okemos, MI 48864 or 517.853.4258 - Ten Day Notice is Required.
Meeting Location: 5151 Marsh Road, Okemos, MI 48864 Township Hall

TOWNSHIP BOARD REGULAR MEETING COMMUNICATIONS JANUARY 9, 2017

(1) Board Information (BI)

- BI-1 Emily Stivers; 5445 W. Hidden Lake Dr., East Lansing; RE: Applying for Commission Vacancy
- BI-2 Charles Lawler; 4466 Arbor Dr. Okemos; RE: Application for Public Service
- BI-3 Angela Wilson; 4767 Mohican Lane, Okemos; RE: Application for Public Service
- BI-4 House Democratic Leader Sam Singh 69th District; RE: Visually Impaired Voters within Meridian Township
- BI-5 Meridian Township Clerk Brett Dreyfus; RE: Response to Rep. Sam Singh; Visually Impaired Voters and New Voting Equipment
- BI-6 Helen McNamara Assistant Superintendent of Finance and Business; RE: Ingham Intermediate School District Intent to Collect One Hundred Percent (100%) Summer Tax Collection
- BI-7 Ciney Rich, 5538 Silverleaf Court, Haslett; RE: Haslett and Okemos: Same Leadership, Different Communities
- BI-8 Renee Korrey, 4663 Okemos Rd., Okemos; RE: Higher Density for Okemos PICA December 26 Letter

**CLERK'S OFFICE
BOARD COMMUNICATIONS
January 9, 2018**

Board Information (BI)

Maggie Rodgers-Sanders

Subject: FW: Applying for Planning Commission Vacancy
Attachments: planning-commission-application-stivers-2018.pdf; stivers_resume_17-12-13.pdf

From: Emily Stivers [mailto:estivers@gmail.com]
Sent: Wednesday, December 13, 2017 1:41 PM
To: Brett Dreyfus
Subject: Applying for Planning Commission Vacancy

Hello Mr. Dreyfus,

Please accept the attached public service form and resume as application for a vacant seat on the Meridian Township Planning Commission for 2018. A more detailed version of my resume is available on LinkedIn at <https://www.linkedin.com/in/estivers/>.

In addition to the experience documented on my resume, I have also served for one year on the Township's Zoning Board of Appeals.

Thank you for your kind consideration.

Sincerely,

Emily Stivers

DEC 13 2017

CHARTER TOWNSHIP OF MERIDIAN

Ronald J. Styka
Brett Dreyfus
Jule Brxie
Frank L. Walsh

Supervisor
Clerk
Treasurer
Manager



Phil Deschaine
Patricia Herring Jackson
Dan Opsommer
Kathy Ann Sundland

Trustee
Trustee
Trustee
Trustee

APPLICATION FOR PUBLIC SERVICE

I am interested in service on one or more of the following public bodies as checked below:

- | | |
|---|--|
| <input type="checkbox"/> Assessing Board of Review*
<input type="checkbox"/> Board of Water and Light Representative*
<input type="checkbox"/> Brownfield Redevelopment Authority*
<input type="checkbox"/> Building and/or Fire Board of Appeals and Building Hearing Officer
<input type="checkbox"/> Capital Area Transportation Authority (C.A.T.A.)
<input type="checkbox"/> Communications Commission*
<input type="checkbox"/> Community Resources Commission
<input type="checkbox"/> Corridor Improvement Authority*
<input type="checkbox"/> Downtown Development Authority*
<input type="checkbox"/> East Lansing-Meridian Water & Sewer Authority
<input type="checkbox"/> Economic Development Corporation | <input type="checkbox"/> Elected Officials Compensation Commission*
<input type="checkbox"/> Environmental Commission
<input type="checkbox"/> Lake Lansing Watershed Advisory Committee*
<input type="checkbox"/> Land Preservation Advisory Board
<input type="checkbox"/> Park Commission (elected/appointed)
<input type="checkbox"/> Pension Trustees
<input checked="" type="checkbox"/> Planning Commission
<input type="checkbox"/> Township Board (elected/appointed)
<input type="checkbox"/> Transportation Commission*
<input type="checkbox"/> Zoning Board of Appeals
<input type="checkbox"/> Other |
|---|--|

(*Special conditions restrict eligibility for appointment)

Indicate areas not included above which may warrant special attention or study that are of interest to you:

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

To learn more and assist with my community's land use and development.
Describe education, experience or training which will assist you if appointed. (Attach resume if available)

Name: Emily Silvera
 Occupation: Manager Place of Employment: EduGulda
 Home Address: 6446 W. Hidden Lake Dr., East Lansing, MI 48823
 Phone: (days) 202-534-8691 (evenings) same E-mail esilvera@gmail.com
 Signature: *Emily Silvera* Date 12/13/17

Other than the Downtown Development Authority Board and the Economic Development Corporation, persons appointed to Meridian Township boards and commissions must be a resident and elector (if of voting age) of the Township during the term of office. Excessive absences may be cause for review of appointment.

(PLEASE USE BACK IF NEEDED)

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FOR OFFICE USE ONLY				
Date Received		Distro:	Application #	
Registered Voter:	Y / N			
Date Appointed:				

Revised: April 24, 2017

DEC 13 2017



EMILY KATHARINE STIVERS

5445 West Hidden Lake Drive, East Lansing, MI 48823
202-534-8691, estivers@gmail.com

SUMMARY OF SKILLS

- Writing** Creative, professional, and public writing and editing including mass emails, websites, press releases, news articles, blog entries and social media content
- Campaigns** Grassroots campaign development; execution, promotion and reporting
- Management** Graduate-level training and experience remotely managing projects and personnel
- Applications** Certified in Adobe Creative Suite; experienced with HTML and CSS; expert in Microsoft Office, Hootsuite, Wordpress, Salesforce, and various other CMS and CRM

EDUCATION

- University of Michigan**
Gerald R. Ford School of Public Policy
Master of Public Policy
2006 – 2008
- o Concentration: Public Management, Gender Studies
 - o Study Abroad: Economic & Social Policy in Jordan, 2008
 - o Campus Employment: Career counselor, writing consultant

- Michigan State University**
James Madison College
B.A., International Relations
2000 – 2003
- o Concentrations: Economic Development, Gender Studies
 - o Study Abroad: Public Affairs at Cambridge, United Kingdom, 2003
 - o Campus Employment: Writing consultant, community service coordinator, debate and speech coach

RELEVANT EXPERIENCE

EduGuide, Lansing, MI

Outreach & Recruitment Manager, February 2013 – present

- o Creates and executes outreach campaigns using email, social media and blogging to increase interest, build brand awareness and recruit partners
- o Uses analytical disciplines and CRM to test, study, report on and improve outreach tactics
- o Represents the organization and presents at major national and regional conferences
- o Holds recruitment meetings and cultivates relationships with potential partners
- o Writes and edits copy for campaigns, blog entries, landing pages and social media
- o Creates, edits and produces basic graphics, templates, Wordpress webpages and videos

KO13 Consulting, Washington, D.C. (remotely from Lansing, MI)

Project Manager, June – November 2012

Lead Project Manager, November 2012 – December 2013

- o Oversaw start-to-finish website, mobile, social media and print PR projects for clients
- o Conducted audience and competitor analysis, online auditing and integration strategies
- o Working entirely remotely, mediated between clients, developers, designers and company executives to ensure efficient, deadline-driven and successful communications projects

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EMILY KATHARINE STIVERS

5445 West Hidden Lake Drive, East Lansing, MI 48823
202-534-8691, estivers@gmail.com

Pace & Partners, Lansing, MI

New Media and Public Relations Specialist, June 2011 – May 2012

- o Developed and implemented comprehensive communications strategies including traditional PR, social media, websites and marketing for various clients
- o Wrote and pitched media advisories, press releases, interviews, articles, and TV and radio scripts to local and statewide TV, radio and print media
- o Prepared and gave public presentations for and about clients
- o Conducted media training sessions for clients; supervised TV and radio interviews

Michigan Credit Advocate, LLC, Southfield, MI

Director and Credit Consultant, October 2005 – June 2012

- o Started and independently managed credit consulting business from home
- o Handled administration, advertising, website, appointments and scheduling and accounting
- o Improved credit scores by up to 200 points for sub-prime clients, ensuring families could keep their homes with manageable monthly payments

United Nations Foundation, Washington, D.C.

Web Producer, July 2010 – April 2011

- o Managed editorial calendar and coordinated online engagement strategies between multiple campaigns for a busy PR team with more than 20 staff members
- o Developed all content, including graphics and layout, for public and internal newsletters
- o Maintained, monitored and expanded social media presence for multiple campaigns
- o Produced regular reports on web metrics, fundraising, reach and recommendations
- o Hired and supervised junior staff members

ONE Campaign, Washington, D.C.

Online Campaign Coordinator, August 2008 – May 2010

- o Designed, executed and promoted grassroots campaigns including petitions, phone call actions and letters to Congress; petitions averaged 100,000 signers
- o Co-managed ONE's college outreach program, including public content, messaging, project management and challenges for more than 30,000 students across the country
- o Ghost-wrote emails and other content for public figures including Matt Damon and Bono

Education for Peace in Iraq Center, Washington, D.C.

Research and Advocacy Fellow, May 2007 – April 2008

- o Developed website and a print interview series using Adobe Pagemaker and InDesign
- o Co-managed NGO advocacy group efforts and planned and publicized lobby days
- o Interviewed Iraqi refugees and produced articles, blog entries and press releases
- o Managed internship program, volunteers and human resources

CHARTER TOWNSHIP OF MERIDIAN

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Brett Dreyfus
Julie Brixie
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Phil Deschaine
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Kathy Ann Sundland

Trustee
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| <input type="checkbox"/> Community Resources Commission | <input checked="" type="checkbox"/> Planning Commission |
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| <input type="checkbox"/> Economic Development Corporation | <input type="checkbox"/> Other |

(*Special conditions restrict eligibility for appointment)

Indicate areas not included above which may warrant special attention or study that are of interest to you:

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

Want to give back to township and use my experience and expertise to aid process.
Describe education, experience or training which will assist you if appointed. (Attach resume if available)

Name: Charles Lawler

Occupation: Attorney Place of Employment: Clark Hill PLC

Home Address: 4465 Arbor Drive, Okemos, Michigan 48864

Phone: (days) 517-318-3016 (evenings) 517-896-8355 E-mail clawler@clarkhill.com

Signature Charles Lawler Digitally signed by Charles Lawler Date: 2017.12.13 16:40:15 -0500 Date 12/13/2017

Other than the Downtown Development Authority Board and the Economic Development Corporation, persons appointed to Meridian Township boards and commissions must be a resident and elector (if of voting age) of the Township during the term of office. Excessive absences may be cause for review of appointment.

(PLEASE USE BACK IF NEEDED)

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Registered Voter:	Y / N			
Date Appointed:				

Revised: April 24, 2017

DEC 13 2017

CLARK HILL

Clark Hill PLC
212 East Grand River Avenue
Lansing, MI 48906
T 517.318.3100
F 517.318.3099
clarkhill.com

Charles A. Lawler
Phone: (517) 318-3016
Fax: (517) 318-3069 / (517) 318-3099
E-Mail: clawler@clarkhill.com

December 13, 2017

Office of the Clerk
Charter Township of Meridian
5151 Marsh Road
Okemos, Michigan 48864-1198

Re: *Application for Public Service*

To Whom it May Concern:

This letter includes my Application for Public Service.

I have been a twenty plus year resident of Meridian Township ("Meridian"). My family has enjoyed our years of living in Meridian. We have had the experience of both of our kids attending the quality schools and being able to participate in the many activities provided by Meridian. At this time in my life I am now able to payback Meridian for all that it has provided to my family. With that in mind I am enclosing an Application for Public Service and my resume. As you will note, I have a wide variety of experience and skills. I am happy to put these to use to help Meridian in any way I can.

Thank you for taking the time to review and consider my submissions. Please feel free to contact me if you have any further questions.

Respectfully,

CLARK HILL PLC



Charles A. Lawler

CAL:kmt
Enclosures

DEC 13 2017

CHARLES A. LAWLER

4466 Arbor Drive
Okemos, MI 48864
Home: (517) 349-1792
Office: (517) 896-8355
Email: trev1792@yahoo.com



Summary: Enterprising, highly motivated attorney seeks an opportunity to combine legal expertise and business experience in a market-oriented environment. Will identify, initiate contact, and augment favorable partnerships and alliances to execute strategies in an ever-changing world.

Offers proven leadership in developing new business and bringing together successful teams from diverse backgrounds to achieve common goals.

Professional Experience

Clark Hill PLC, Lansing, Michigan

Attorney/Member-in-Charge

2004-Present

Was one of the top associates for originating new business at Clark Hill PLC. Areas of expertise include:

Corporate Law/Commercial Litigation

Negotiated and drafted corporate documents, including by-laws, buy/sell agreements and stock purchase agreements. Counseled and implemented business and strategic plans for clients. Participated in all aspects of commercial litigation, from claim evaluation through trial.

Real Estate Law

Evaluated, participated in, and led commercial transactions for buyers, sellers, lessors and lessees. Experienced in litigation related to real property disputes, including quiet title actions, delinquent property tax foreclosure, and private roadway/public roadway actions. Authored an appellate brief heard by the Michigan Court of Appeals.

Administrative Law

Participated in all aspects of litigation against state agencies involving constitutionality, application and enforcement of statutes and administrative rules. Responsible for implementation of program for Ingham County Treasurer's compliance with the new process for collection and foreclosure necessitated by the new property tax legislation. Reviewed and commented on legislation and administrative

rules. Familiar with administrative procedures and process. Extensive experience with the Michigan Liquor Control Commission.

Construction Lien Law

Managed and participated in litigation concerning collection of funds for materialmen and subcontractors. This includes appearances at state courts and federal bankruptcy courts. Familiar with all facets of Michigan Builders Construction Trust Fund Act.

Education

Michigan State University - Detroit College of Law

Juris Doctor Cum Laude with concentration in corporate law June 2004; 3.44 GPA, rank 45/220.

Geoffrey Fieger Trial Practice Institute

Selected as one of 32 students for two challenging years of trial practice training. Learned and sharpened these skills: interviewing clients, negotiating fees, drafting complaints and other pleadings, making and responding to preliminary motions, including oral arguments; preparing and defending motions for summary disposition; handling mediation and status conferences with the court; preparing joint pretrial statements, jury instructions and trial briefs; considering interlocutory appeals; preparing and arguing motions, including those for directed verdict and judgment notwithstanding the verdict; planning early litigation and discovery, finding key facts and documents, and handling discovery disputes; planning and preparing trial exhibits; handling jury selection; writing and delivering opening statements; conducting direct and cross examination of witnesses; handling expert, opponent expert, and hostile witnesses; anticipating impeachment of witnesses; making and supporting objections, and preserving same for appellate review; learning strategies for mid-trial negotiation; preparing and delivering closing arguments; and managing criminal case preliminaries and sentencing.

Other Honors

- Merit Scholarship for full tuition
- Outstanding Part-time Student 2003

Activities

- Certified Westlaw Research
- Student Chairman, Business Law Society
- Organizing Committee Member, Business Law Clinic
- Directed study of empirical research on negotiation techniques

Michigan State University

Bachelor of Arts with honors, Food Systems Economics and Management

June 1977

DEC 13 2017

Entrepreneurship

The Country Market, East Lansing, Michigan

Owner and General Manager

1983 to February 2004

Responsible for all aspects of owning, managing and operating a business grossing \$4 million annually and employing approximately 75 people year round.

Business Acquisitions and Sales

Personally negotiated the purchase of 100% of Country Market stock in 2002. Bought out minority shareholder, who in 1989 became my partner to purchase the company from the two original stockholders. Personally negotiated the successful purchase and sale of four other retail stores since 1990. Instrumental in negotiating former landlord's purchase of Brookfield Plaza, location of Country Market. Bought and sold several residential and rental properties after making value-increasing improvements. Negotiated successful bank workout plan.

These experiences have taught me the preparation, timing, place, methods and skills necessary in successful negotiation.

Business Litigation

Successfully strategized and directed response to civil litigation, thwarting landlord's unlawful attempts to break Country Market's 20-year lease in Brookfield Plaza. Extensive experience in negotiating contracts, both as lessee and lessor.

This legal experience as a participant is priceless and will enable me to accurately advise anyone should litigation become unavoidable.

Regulatory Compliance

Worked closely with East Lansing Police Department through its Targeted Alcohol Management program. Contributed to Michigan State University Alcohol Action Committee Task Force, created by MSU and the City of East Lansing, for the safe student consumption of alcoholic beverages. Worked with the Michigan Liquor Control Commission to meet standards for verifying age identification and other regulations. Kept current with all agencies concerning such issues as environmental law, workers' compensation, workers' safety and food safety to ensure compliance with statutes governing the safe operation of a private business. Kept abreast of age, discrimination, pricing and marketing laws,

This experience has taught me due diligence. I am aware of the governmental and regulatory demands faced by business owners.

Business Management

Managed Country Market for original shareholders from 1983 until 1989 purchase. Developed mission statement for newly acquired company. Designed yearly strategic plan and revised accounting methods. Developed forecasts, budget, tax planning, and analyses of cash flow, profitability and market share. Developed relationships with lenders and secured line of credit for operating capital. Secured credit through vendors. Developed customer-satisfaction initiative and redesigned method for handling customer

complaints. Trained specialists to whom I could delegate aspects of business operations, allowing me to focus on customer satisfaction.

Many people came through the doors of Country Markett in 20 years. I had time to turn many customers into business associates because I learned to network and delegate. I also learned to be as interested in the weekly wage earners as I was in their employers.

Personnel Management

Responsible for meeting payroll for approximately 75 people over a period of 20 years. Prepared and submitted needed government forms for payroll taxes and insurance. Responsible for hiring, training, disciplining, rewarding, motivating and dismissing Country Markett associates. This could involve counseling young people in the midst of completing their degrees, parents juggling part-time jobs and family lives, professionals learning food economics, or retirees embarking upon sunset careers.

Working with people has taught me three lessons: 1) Listen carefully and ask the right questions. Most often the person with the problem will choose the best solution; 2) Respect business owners who meet payroll and provide private-sector employment; and 3) Leadership is much more effective than so-called "drivership."

Merchandising and Marketing

Implemented online grocery ordering and delivery for customer convenience. Worked closely with vendors on promotions, customer incentives and displays. Stayed current with food trends, offering innovative products.

I learned to adapt strategy as local market conditions evolved.

Insurance Evaluation and Procurement

Conducted studies to evaluate rates and coverage from competitive companies each year, making sure proper coverage is in place for general liability, products liability, business continuation and casualty.

I learned to ask questions and eliminate redundant coverage.

Community Relations

Honored as only liquor-licensee in East Lansing invited to serve on the Michigan State University Alcohol Action Committee Task Force. Sponsored Michigan State University Women's Gymnastic Team. Co-founded and supplied food for the Celestial Auction at St. Martha Church in Okemos. Took special care to deliver groceries to shut-ins in the East Lansing community. Sponsored hot-dog days and high school activities.

I learned the value of giving back to my community.

Laundry & Cleaning Village, East Lansing, Michigan

Owner

1986 to 2004

This business provided additional experience managing the environmental regulatory compliance issues associated with a dry-cleaning facility.

DEC 13 2017

Employment

Felpausch Food Centers, Hastings, Michigan

Trainee to Assistant General Manager

1973 to 1983

Tackled numerous jobs in 13 different Felpausch stores, beginning as the first person in the new management-training program, and culminating as assistant general manager of the Urbandale store.

Biography

Memberships

- Board Member, Hiawatha Sportsman's Club 2015-present
- Board Member, Ingham County Bar Association Member 2014-present
- Board Member, Elite Nation Basketball 2015- present
- American Bar Association 2000-present
- Member, State Bar of Michigan 2003-present
- Member, Ingham County Bar Association 2004-present
- Board Member, Okemos Lacrosse Club 2006-present-instrumental in starting this program which now has over 250 participants
- Member, Michigan State University College of Law Dean Search Committee-2007-present
- Board Member, Okemos Booster Club 2003-2011-leader in organization that donates over \$60,000 yearly to Okemos High School
- Board Member and Officer, US Lacrosse-Michigan Chapter 2007-present-organization that supports growth of lacrosse in Michigan and donates in excess of \$40,000/year for same
- Member, MSU Alcohol Action Committee Task Force 1998-1999
- Member, St. Martha's Celestial Auction Committee 1995-instrumental in early development of group which has donated over \$500,000 to St. Martha's School
- Board Member, Associated Grocers of Michigan 1987-1989
- Member, Ingham Regional Medical Center Partners in Parenting Committee 1993-1999
- Board Member, Mid-Michigan MSU Alumni Association 1985-1988
- Board Member, Williamston Chamber of Commerce 1978-1983

Personal

- Married 33 years to wife, Karen
- Father to Stephen, 28, and Mackenzie, 25
- Member, Hiawatha Sportsman's Club, Engadine, Michigan
- Member, St. Martha Church, Okemos, Michigan
- Youth sports coach, enjoy fly-fishing, golfing, skiing and playing basketball
- Eagle Scout

References

Supplied upon request

CHARTER TOWNSHIP OF MERIDIAN

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Brett Dreyfus
Julie Brixle
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Supervisor
Clerk
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Trustee
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| <input type="checkbox"/> | Communications Commission* | <input type="checkbox"/> | Pension Trustees |
| <input checked="" type="checkbox"/> | Community Resources Commission | <input type="checkbox"/> | Planning Commission |
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| <input type="checkbox"/> | East Lansing-Meridian Water & Sewer Authority | <input type="checkbox"/> | Zoning Board of Appeals |
| <input type="checkbox"/> | Economic Development Corporation | <input type="checkbox"/> | Other |

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Indicate areas not included above which may warrant special attention or study that are of interest to you:

Summarize your reasons for applying for this type of public service: *I would like to help the people in our community that need an extra helping hand. I am aware of the varying needs of our community and have experience in fundraising and helping Describe education, experience or training which will assist you if appointed. (Attach resume if available) experience with organizations such as the United Way, LEAP and religious charities. to make difficult decisions for the community*

Name: Angela Wilson
Occupation: _____ Place of Employment: _____
Home Address: 4767 Mohican Ln
Phone: (days) 517-898-1373 (evenings) Same E-mail a_trapnell@comcast.net
Signature *Angela Wilson* Date 12-18-17

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Registered Voter:	Y/N			
Date Appointed:				

Revised: April 21, 2017

DEC 18 2017



69TH DISTRICT
STATE CAPITOL
P.O. BOX 30014
LANSING, MI 48909-7514

MICHIGAN HOUSE OF REPRESENTATIVES

SAM SINGH

HOUSE DEMOCRATIC LEADER

PHONE: (517) 373-1786
FAX: (517) 373-5717
E-MAIL: samsingh@house.mi.gov

December 13, 2017

The Honorable Brett Dreyfus
Meridian Township Clerk
5151 Marsh Road
Okemos, Michigan 48864

Dear Clerk Dreyfus,

My office has been contacted by voters in Meridian Township expressing their displeasure with their experience using the voting machines in the election on Tuesday, November 7, 2017. It has come to my attention that visually impaired voters within Meridian Township's 18th and 19th precincts felt they did not have access to a secret ballot due to the accessibility of the voting machines. While they have had little problem casting their ballots in previous elections with past voting equipment, last month they were met with technical difficulties with the county's new voting system, "Dominion".

Discussions with the Ingham County Clerk and staff from Michigan's Bureau of Elections concluded that these machines are fully handicap accessible, but require voter precinct workers to be properly trained on the operations of these devices. After inquiring into whether or not this issue happened in other areas of the county or state, it was made clear that this seemed to be an isolated incident in Meridian's precincts. I have serious concerns regarding this issue and would like to ensure there are steps being put into place in Meridian Township to prevent similar occurrences from happening in future elections. I look forward to your response and working together to address to this concern.

Sincerely,

Sam Singh
House Democratic Leader
69th District

DEC 18 2017

CC: Supervisor Ronald J. Styka
Treasurer Julie Brixie
Trustee Phil Deschaine
Trustee Patricia Herring Jackson
Trustee Dan Opsommer
Trustee Kathy Ann Sundland

Brett Dreyfus

From: Brett Dreyfus
Sent: Friday, December 29, 2017 4:56 PM
To: 'samsingh@house.mi.gov'
Cc: Board; Robert Cwiertniewicz
Subject: Visually Impaired Voters & New Voting Equipment

Dear Representative Singh:

Thank you for notifying our office that several visually impaired voters were concerned about the new Voter Assistance Terminals (VAT) selected by the Ingham County Clerk and the State of Michigan for implementation in Meridian Township and other municipalities.

The day after the November 7, 2017 election, the Clerk's Office received comments from 3 visually impaired voters who vote in Meridian Township Precincts 18 & 19. It is likely that several of these comments are from the same citizens you are referencing in your letter. Please forward the comments you received about the new voting equipment to our office, and we will follow-up on these.

The citizen communications we received last month stated that blind voters experienced problems using the VAT, not just locally but also in other areas of the state. Issues cited by a blind Meridian Township voter, who serves as the Director of the MSU Resource Center for Persons with Disabilities, included ergonomic design, voice output from the system, the input device/joystick, as well as other hardware/software concerns.

The Meridian Township Clerk's Office is committed to ensuring that people with disabilities have the same access to voting a secure, secret ballot as all citizens within our community. In 2017 the Clerk's Office partnered with Usability/Accessibility Research at Michigan State University and designated our community as an informal "beta test site" for research on voting accessibility issues. This department is part of a national group establishing technology standards for voting equipment for people with disabilities.

Several researchers spent hours before the election at Meridian Township examining and testing the VAT. After the election, we received an email from MSU confirming the comments of the citizen mentioned above regarding accessibility problems with the new voting equipment. I would be happy to share with you all communications we received that detail the problems visually impaired voters are having with the VAT.

In 2018, our office is re-designing our Election Inspector Training Program. Easy-to-follow checklists, more graphics and photos, and new training methods will be employed to simplify precinct operations (ex: set of one-minute instructional videos on laptops that election inspectors use). One focus area is working around the limitations of the VAT to improve the voting experience for people with disabilities. We will continue to work with our visually impaired citizens, the Michigan Bureau of Elections, and MSU Usability/Accessibility to provide input that can ultimately result in improvements to the VAT and other election technologies.

We look forward to an exciting election year ahead!

Sincerely,

Brett Dreyfus

Brett Dreyfus
Meridian Township Clerk



December 14, 2017

To: Township and City Clerks
County Clerks
County Treasurers
County Equalization Directors
Township and City Treasurers

Subject: Intent to collect one hundred percent (100%) 2018 Summer Tax Collection

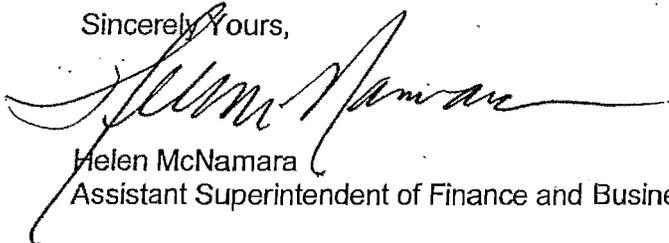
To Whom It May Concern:

This is to notify you that it is the intent of the Ingham Intermediate School District Board of Education to collect 100% of 2018 summer taxes. Enclosed is the related Board of Education resolution.

1. Ingham Intermediate School District intends to collect 100% of 2018 summer taxes, in parallel with its constituent local districts that collect 50% or 100% of their tax levy in the summer. If the local district is collecting, we will also collect. If not, we will not. Therefore, even though we are required by law to contact all the taxing authorities within our boundaries, if a similar request (to collect either 50% or 100% summer tax levy) has not been received from the local school district before January 1, 2018, you may ignore the enclosed resolution.
2. It has been past practice for the township/city and the local school district(s) to negotiate the collection fee, if any. The intermediate school district will pay a prorated share of that fee calculated to the nearest whole percent based on the proportion of total school millage levied. The local and intermediate districts' shares of the cost should be billed to each separately.

I have been designated to coordinate 2018 summer tax collection on behalf of Ingham Intermediate School District. If you have any questions, please contact me at (517) 244-1237. Thank you.

Sincerely Yours,



Helen McNamara
Assistant Superintendent of Finance and Business

HM/hw

Enclosure

cc: Local School District Superintendents

---DEC 20 2017

INGHAM INTERMEDIATE SCHOOL DISTRICT
SUMMER TAX RESOLUTION

WHEREAS, Act 333, Public Acts of Michigan, 1982, provides that a school district or intermediate school district may determine by resolution to impose a summer property tax levy, of one-half or all of its annual school property taxes; and

WHEREAS, for each year such a resolution applies the school district or intermediate school district must request, before February 1, 1983 or January 1, in any year thereafter, each city and township in which it is located to agree to collect the summer tax levy in that year of either the total or one-half ($\frac{1}{2}$) of school property taxes; and

WHEREAS, this Board of Education has determined that it would be in the best interest of this intermediate school district to impose a summer property tax levy to collect one hundred percent (100%) of school property taxes; and

WHEREAS, said Act 333 provides for certain procedural steps to be taken by this Board of Education in connection with the imposition of a summer property tax levy and also provides for the manner in which summer property tax levy shall be collected.

NOW, THEREFORE BE IT RESOLVED THAT:

1. This Board of Education pursuant to 1982 PA 333, hereby imposes a summer property tax levy of one hundred percent (100%) of school property taxes, upon property located within the intermediate school district, in 2018.
2. The Secretary of this Board of Education is authorized and directed to forward a copy of this resolution to the governing body of each city and/or township in which this district is located, together with this Board of Education's request that each such city and/or township agree to collect the summer tax levy for the ensuing year in the amount specified in this resolution. Such annual forwarding of this resolution and the request to collect the summer tax levy shall be sent so that they are received by the appropriate governing bodies before January 1, 2018.
3. Representatives of the local school districts which are also collecting are authorized and directed to negotiate on behalf of this district with the governing body of each city and/or township in which the district is located for the reasonable expenses for collection of the district's summer property tax levy that the city and/or township may bill under MCLA 380.1611 or MCLA 380.1612. If local districts do not collect summer taxes, then a representative will be appointed for purpose just noted.
4. If no agreement can be reached between this Board and any city or township within the time limits set forth in said Act 333, this Board shall then take such further action as is required and/or permitted under said Act 333.

DEC 20 2017

INGHAM INTERMEDIATE SCHOOL DISTRICT
SUMMER TAX RESOLUTION

The following preamble and resolution were offered by Member Wolenberg and supported by member Robinson.

WHEREAS, Act 333, Public Acts of Michigan, 1982, provides that a school district or intermediate school district may determine by resolution to impose a summer property tax levy, of one-half or all of its annual school property taxes; and

WHEREAS, for each year such a resolution applies the school district or intermediate school district must request, before February 1, 1983 or January 1, in any year thereafter, each city and township in which it is located to agree to collect the summer tax levy in that year of either the total or one-half (½) of school property taxes; and

WHEREAS, this Board of Education has determined that it would be in the best interest of this intermediate school district to impose a summer property tax levy to collect one hundred percent (100%) of school property taxes; and

WHEREAS, said Act 333 provides for certain procedural steps to be taken by this Board of Education in connection with the imposition of a summer property tax levy and also provides for the manner in which summer property tax levy shall be collected.

NOW, THEREFORE BE IT RESOLVED THAT:

1. This Board of Education pursuant to 1982 PA 333, hereby imposes a summer property tax levy of one hundred percent (100%) of school property taxes, upon property located within the intermediate school district, in 2018.
2. The Secretary of this Board of Education is authorized and directed to forward a copy of this resolution to the governing body of each city and/or township in which this district is located, together with this Board of Education's request that each such city and/or township agree to collect the summer tax levy for the ensuing year in the amount specified in this resolution. Such annual forwarding of this resolution and the request to collect the summer tax levy shall be sent so that they are received by the appropriate governing bodies before January 1, 2018.
3. Representatives of the local school districts which are also collecting are authorized and directed to negotiate on behalf of this district with the governing body of each city and/or township in which the district is located for the reasonable expenses for collection of the district's summer property tax levy that the city and/or township may bill under MCLA 380.1611 or MCLA 380.1612. If local districts do not collect summer taxes, then a representative will be appointed for purpose just noted.

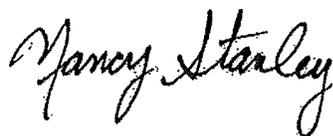
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4. If no agreement can be reached between this Board and any city or township within the time limits set forth in said Act 333, this Board shall then take such further action as is required and/or permitted under said Act 333.

Ayes: Schor, Robinson, Wolenberg, Stanley, Flowers

Nays: None

Resolution declared adopted

A handwritten signature in cursive script that reads "Nancy Stanley".

Secretary, Board of Education

November 21, 2017

DEC 20 2017

Maggie Rodgers-Sanders

From: Meridian Township, MI <meridian-mi@enotify.visioninternet.com>
Sent: Friday, December 22, 2017 10:29 AM
To: Board
Subject: Haslett and Okemos: Same leadership, different communities

Message submitted from the <Meridian Township, MI> website.

Site Visitor Name: Ciney Rich
Site Visitor Email: cineyr@hotmail.com

Good Morning Board!

This article captures the essence of leaving one community to decay while the other prospers. The rationale that the rents are cheaper in Okemos and therefore most commercial entities moved maybe part of the problem but maybe it has to do with the fact that Okemos has public art, street lights, banners on the street lights, flowers planted for the community a new colorful bridge and more sidewalks (Cornell Rd for example). Haslett is a great community that's been seemingly ignored by the leadership of the township and Nick and Terry Sabin who own the shopping center in Haslett. Maybe its time for a change in the "Okemos first" mentality.

<http://news.jrn.msu.edu/2017/12/from-the-outside-looking-in-the-haslett-community-seems-to-be-at-a-standstill-economically/>

Ciney Rich
Former Meridian Township Planning Commissioner and Haslett resident

BUSINESS & ECONOMY

Haslett and Okemos: Same leadership, different communities

By Janise Packnet December 18, 2017

From the outside looking in, an economist might look at Haslett as a “bedroom community” compared to its neighbor and seemingly-always-growing Okemos. But to Emily Drummelsmith, who grew up in the Haslett area, the two communities are not all that different to her.

And that’s just the way Meridian Township officials want residents of both communities to feel.

“Honestly I kind of grew up in both so they’re not that different to me truly,” said Drummelsmith, who has been a resident of Haslett for 20 years. “I always spent my time shopping in Okemos and walking around in Haslett. It’s just honestly not different to me.”

Haslett and Okemos are both unincorporated communities governed by Meridian Charter Township. The township provides identical services such as; police and fire protection and water services to the two communities as well as a small part of Williamston Township and East Lansing.

Although they are governed by the same administration, the two communities have separate post office addresses, school districts and census data for statistical reasons.

Okemos is larger in population and in geographic area and according to the U.S. Census Bureau in 2010

(<https://www.census.gov/quickfacts/fact/table/okemoscdpmichigan,hasletcdpmichigan/PST045216>), Okemos had 21,369 citizens and was made up of 16.76 square miles. Haslett had 19,220 citizens and consisted of 15.37 square miles. The median household income in Okemos was around \$16,000 more than Haslett. With Okemos having more wealth and size, it is easy for them to overshadow their sister city.

But comparing the two is kind of like comparing apples to oranges.

“It might have to do with land mass. There are more places for homes in Okemos versus Haslett,” said Chris Buck, the Economic Development Director for Meridian Township. “If you talk about it from a business standpoint, they’re more attracted to maybe shop in Okemos because there are more businesses in Okemos.”

The fact that Okemos is the more active community and has more economic prosperity does not surprise Dr. Eric Scorsone, the Director of Michigan State University’s Extension Center for Local Government Finance and Policy.

“I don’t think it’s that Haslett is doing poorly, it’s just that Okemos is larger and more prosperous generally.”

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Scorsone mentioned that Haslett is what they call a “bedroom community,” or for a common terminology, a commuter town. In bedroom communities, residents usually work in a different city than the one they live in.

According to an [article \(https://www.worldatlas.com/articles/what-is-a-bedroom-community.html\)](https://www.worldatlas.com/articles/what-is-a-bedroom-community.html) about bedroom communities, communities like this, tend to have few commercial or industrial activities, and sometimes none at all. Frequently, there will be a few retail business in the community and Haslett fits that stereotype.

In the early 2000s, Haslett had more businesses compared to what they have now.



Janise Packnet

This is a building in Haslett Village Square. The shopping center has a lot of vacant buildings and throughout the center there are open businesses located next to vacant spots.

After the Great Recession, which started in 2007 and ended in 2009, the community’s business district went in a downward spiral. Businesses that started in Haslett migrated to Okemos and vacancies started to appear in one community but disappear in another.

“What we saw happen, is that some businesses that made it through the recession and that were good businesses were able to move to Grand River avenue for less

money than they were charging for before,” said Julie Brixie who is Meridian Township’s treasurer. “So a lot of businesses relocated to a higher traffic area.”

According to Scorsone, the recession that occurred in 2007 was the worst America has had in many years. The recession put a crucial dent into several office spaces and retail spaces.

“That [recession] can harm a community,” said Scorsone. “It hurts property value, it lowers their property tax revenues. Local governments are very reliant on a healthy real estate market to keep them going. The recession has had a major impact, but I would argue that the recession plus the other trends [like] certain retailing has combined to cause this problem.

Since Okemos has a larger geographic area and a central location within the township, the community is granted with more space for businesses. The Okemos Road and Jolly Road intersection located by the freeway and all of Grand River Avenue, until it gets into the East Lansing area, are packed with a variety of businesses. The Meridian Mall also has an Okemos mailing address, which helps attract more people to the community.

With Haslett being a smaller community with a small business district, it is easy for people to get the impression that Haslett is the struggling neighborhood in the township. It also does not help to repair that impression when vacant buildings can be located throughout the community.

“It just feels quieter when you are talking about Haslett as a mailing address because so much of Haslett is really a residential community with great parks and a fantastic school district,” said Buck. “So I think you hear the word Okemos more because most of our businesses have an Okemos mailing address.”

Another factor that affected Haslett was a hit to the Haslett Village Square, a

shopping center in the community. It started with the closing of a grocery store that held the center together. After the store closed many other businesses in the center were affected as well.

According to Brixie, the closing of the grocery store was really an inconvenience to the citizens of Haslett. Due to the lack of a grocery store in the area, the citizens have to travel further for groceries and they also lost out on the socialization aspect a grocery store may bring.



Janise Packnet

Haslett Village Square shopping center located on the corner of Marsh Road and Haslett. Beneath the name there is a very faint sign with the name L&L Food Center, the grocery store that used to be located in the center.

“A grocery store which is a fairly large business, obviously you’re losing those jobs. Of course there are people that drive further to get access to food, especially for lower income people that can be quite a burden especially if they don’t have a car,” Scorsone mentioned. “In terms of community...they might lose what we call social capital. So there is sort of a money side and a social side that would be potentially lost.

Not only did Haslett lose a grocery store in their community, but they also lost two of its banks. The PNC bank which was located on Haslett road, was the last bank in Haslett to close in October 2016. At the time of the closing, PNC spokesman Fred Solomon told the Lansing State Journal that less people were visiting branches and using online banking instead. Because of the change, it led the company to consolidate some branches and Haslett was one, while the Okemos branch stayed open.

Losing these resources caused residents to travel outside of their community more often. However, due to the close proximity of the two communities, there are citizens that are not phased by the commute and they believe they are not really losing out on anything.

“It doesn’t bother me that much because they are so close together,” said Paula Smith, who moved to Meridian Township last year and chose to live in Haslett because the property taxes there were cheaper than in Okemos. “If I want to, I could ride my bike down to the Farmers Market, which is really on the line there, it’s not that far.”

Even with the lack of resources, people who live in or work in Haslett still look at the community as a good neighborhood with a good reputation. There are parks in the neighborhood, land preservation and more independent retailers are joining the community.

Good Eats Diva, is a new bakery owned by a Lansing citizen who was previously working out of incubator kitchens in the Lansing area before coming to the neighborhood. The business aims to bring European culture to the area.

A Bigby Coffee shop also took the place of one of the banks that closed down. Brixie said that the new establishment was good for the community because Bigby is a really popular spot and Haslett did not have one. There was also a nail shop that closed down which resulted in Central Pharmacy to move to the corner of Haslett Road and Marsh Road, which will allow Haslett to go through a transformation period.

“After [Central Pharmacy] moved, the gas station brought an application for a complete teardown, rebuild and transformation of the corner, which we approved earlier this year,” said Brixie. “We are on the cuff of a lot of transformational development going on in Haslett which is really exciting.”

Scorsone believes that in order for Haslett to move forward the community will have to go through a period where they invest in and create more of an identity. He says that when he thinks of Okemos he thinks of the mall, but in terms of Haslett nothing comes to mind.

However, Haslett residents believe their self-identity has already been created. To them, their community consists of a rich school district and a wealthy neighborhood and is an equal to Okemos.

“It’s very family oriented, I actually love living here,” said Smith. “Here people are actually very friendly and they just seem to talk to you more.”



Maggie Rodgers-Sanders

From: renee korrey <rkorrey@yahoo.com>
Sent: Tuesday, December 26, 2017 1:37 AM
To: Board
Subject: Higher Density for Okemos PICA
Attachments: December 26.docx

Dear Esteemed Board Members,

Please see attached letter regarding the above topic, for your consideration on January 9.

December 26, 2017

Dear Meridian Township Board Members,

It is likely that you will be discussing at the January 9 meeting, the topic of either lifting or increasing the density limits in our downtown Okemos PICA. I hope to attend your meeting to further show support for such a consideration; please accept this letter in my stead should I be unable to appear.

I do not take such a consideration lightly. Based on my personal conversations with as many of our residents as I can meet, the split for/against is about 50-50. After speaking in depth with these nay-sayers, it appears many of the concerns are as follows:

- Fear of student housing
- Fear of an eye sore structure
- Fear of parking issues
- Fear of over development when there are store fronts in Meridian empty
- Fear that Meridian Township will let anything happen in order to favor the developer to reap more money

It appears at this point that my communication is headed down the NO path – it is NOT. In fact I am in favor of lifting the density limits in the downtown Okemos area. What I did want to illuminate are the FEARS which those against have. Let us make sure that we hear them and help those folks to resolve those fears and see what is really happening.

Pragmatically speaking, the downtown Okemos area is riddled with blight. It has been featured as an eye sore of the week and it continues to be the talk of the town. Ideas have been passed around for years and either timing has been off, money has been tight or in one case I am aware of – little support was given to a person who wanted to actualize their development dream so they ditched the idea.

Currently we have a couple interested parties who really want to make our downtown something again. They have the vision, the money, the resources and they are local; at least at the facilitator level. What they still need is our help. One substantial way to assist is by lifting the density limits; not doing away with altogether but increasing density. The reality is as follows:

- Downtown Okemos is an eye sore and riddled with blight
- Developers are interested
- Developers need to be able to make money to develop
- Allowing increased density could insure a deal is lucrative enough to be alluring to developers
- We do nothing and it remains a blemish on Meridian Township

I urge you to allow higher density in this PICA, keeping in mind as projects come before you the fears; many legitimate – of those citizens who are against it. Let us make sure that we don't become a community of college students who know nothing of our history and our vision for the future. Let us make sure we expect the same high architectural standards that we do any place else. Let us hear our community and address any concerns in a constructive fashion so that we can move ahead with

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approving higher density and have the blessings of our citizens. Let us be pro-active and expeditious without being careless.

Please support a higher density for the PICA.

Respectfully,

Renee Korrey

PROPOSED BOARD MINUTES

PROPOSED MOTION:

Move to approve and ratify the minutes of the December 5, 2017, Regular Meeting as submitted.

Move to approve and ratify the minutes of the December 12, 2017, Regular Meeting as submitted.

ALTERNATE MOTION:

Move to approve and ratify the minutes of the December 5, 2017, Regular Meeting with the following amendment(s): [insert amendments].

Move to approve and ratify the minutes of the December 12, 2017, Regular Meeting with the following amendment(s): [insert amendments].

**January 9, 2018
REGULAR MEETING**

CHARTER TOWNSHIP OF MERIDIAN
TOWNSHIP BOARD REGULAR MEETING - **DRAFT** -
5151 Marsh Road, Okemos, MI 48864-1198
853-4000, Town Hall Room
TUESDAY, December 5, 2017, **6:00 P.M.**

PRESENT: Supervisor Styka, Clerk Dreyfus, Treasurer Brixie, Trustees Deschaine, Jackson, Opsommer, Sundland
ABSENT: None
STAFF: Township Manager Frank Walsh, Director of Public Works and Engineering Derek Perry, Director of Community Planning Mark Kieselbach, Police Chief David Hall, Fire Chief Fred Cowper, Human Resources Director Joyce Marx, Economic Development Director Chris Buck,

1. CALL MEETING TO ORDER

Supervisor Styka called the meeting to order at 6:05 P.M.

2. PLEDGE OF ALLEGIANCE/INTRODUCTIONS

Supervisor Styka led the Pledge of Allegiance.

3. ROLL CALL

The secretary called the roll of the Board.

4. PRESENTATION

A. Okemos High School Boys State Tennis Champions

Coach Chris Silker introduced the 2017 State Championship team who ended their season undefeated 20-0. Coach Silker shared his appreciation for the community support.

B. Introduction of Interim Fire Chief Lori Schafer retired Township Battalion Chief. She stated excitement to working with the great staff of the Meridian Township Fire Department.

C. Introduction of New Police Officer- Lerico White, who attended Mott Community College and went to the Law Enforcement Regional Training Academy. Officer White shared his excitement to serve the Township residents.

5. CITIZENS ADDRESS AGENDA ITEMS AND NON-AGENDA ITEMS

Supervisor Styka opened Public Remarks.

Peter Holz, 2215 Burcham Rd; Support for railroad quiet zone, worked with the Federal Railroad Administration. Township as Prime Community, stand out among other communities. RR Quiet Zone adds to community and property values. Concerned that the preliminary report did not include the constant warning time devices and the costs associated with those.

Supervisor Styka closed Public Remarks.

6. TOWNSHIP MANAGER REPORT

7. BOARD MEMBER REPORTS AND ANNOUNCEMENTS

A. Quarterly Treasurer's Report-Julie Brixie

- Treasurer Brixie provided the board with a report regarding delinquent personal property tax collection totals collected for tax years 2012-2016
- Total 2017 tax year collections, tax distributions, fixed maturity investment, and non-fixed investments.
- Winter tax bills went out on December 1, 2017
- New online system that residents can use to pay their taxes

Trustee Jackson reported:

- Attended LEAP with EDC Director Chris Buck, supporting and promoting economic development in the previous and coming year.

Trustee Opsommer reported:

- CATA board meeting on December 4th hired Interim CEO Brad Funkhouser as the permanent CEO of CATA. Opsommer believed that he was the most qualified candidate for the position.

Trustee Deschaine reported:

- EDC will be meeting December 7, 2017. Transportation Commission canceled their December meeting and won't meet again until January.

Treasurer Brixie reported:

- Attended Tri-County Planning Commission meeting, discussed issues including appointee representation and governmental unit definitions.

Trustee Sundland reported:

- Attended Planning Commission meeting last week, where form-based code was discussed.
- Attended the Intern Recognition Dinner on Dec 4th for HOM-TV interns.

Clerk Dreyfus reported:

- Post-election report regarding November election reimbursement process, and notification from Ingham County Clerk that Meridian would not be reimbursed for labor costs
- Clerk worked with Township Attorney, Township Manager, and other municipal clerks to share information and develop unified approach to full election cost reimbursement
- Subsequent notification from Ingham County Clerk of providing full reimbursement to local municipalities who only had Ingham County millage proposal on their ballots

Supervisor Styka reported:

- Christmas in the Historical Village, December 10, 2017, was a successful event. Fire Chief Cowper retiring after 20 years, celebration in his honor on December 20, 2017.
- CIA met November 29th, DDA met on December 4th with a presentation on the future of development in the downtown districts

8. APPROVAL OF AGENDA

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

VOICE VOTE: YEAS: Supervisor Styka, Treasurer Brixie, Clerk Dreyfus, Trustees Deschaine, Jackson, Opsommer, Sundland

NAYS: None

Motion carried unanimously.

9. CONSENT AGENDA (SALMON)

Supervisor Styka reviewed the consent agenda.

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

A. Communications

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

ROLL CALL VOTE: YEAS: Trustees Deschaine, Jackson, Opsommer, Sundland, Supervisor Styka, Treasurer Brixie, and Clerk Dreyfus

NAYS: None

Motion carried unanimously.

B. Minutes

Trustee Opsommer moved to approve and ratify the minutes of the Study Session Meeting and the Regular Meeting as submitted. Seconded by Treasurer Brixie.

ROLL CALL VOTE: YEAS: Trustees Deschaine, Jackson, Opsommer, Sundland, Supervisor Styka, Treasurer Brixie, and Clerk Dreyfus

NAYS: None

Motion carried unanimously.

C. Bills

Trustee Opsommer moved that the Township Board approve the Manager’s Bills as follows:

Common Cash	\$ 326,629.66
Public Works	\$ 5,568.33
Trust & Agency	\$ 60,488.31
Total Checks	\$ 392,686.30
Credit Card Transactions (Dec. 1 to Dec. 7, 2016)	\$ 5,308.49
Total Purchases	<u>\$ 397,994.79</u>
ACH Payments	<u>\$ 902,981.06</u>

Seconded by Treasurer Brixie.

ROLL CALL VOTE: YEAS: Trustees Deschaine, Jackson, Opsommer, Sundland, Supervisor Styka, Treasurer Brixie, and Clerk Dreyfus

NAYS: None

Motion carried unanimously.

10. TOWN HALL MEETING

Supervisor Styka opened the Town Hall Meeting at 6:35 P.M.

No comments were offered at the Town Hall Meeting.

Supervisor Styka Closed the Town Hall Meeting at 6:36 P.M.

Board and staff discussion:

- A history of not promoting the Town Hall Meeting, a belief that Town Hall Meetings could become a free-for-all if it is highly publicized without having clear goals or topics
- History of public not attending, Town Hall Meetings are not connecting with the public
- Board member belief that if singular topics were promoted and publicized, it may bring more people to the Town Hall Meetings – topic example: Medical Marijuana Facilities in the Township

11. HEARINGS

- A. Sleepy Hollow SAD Public Hearing

Public Hearing opened at 6:37 P.M

Public Works Director Perry summarized the proposed Special Assessment District as outlined in a staff memorandum dated December 5, 2017.

- Public Comment

Tom Pinnavaia, 5901 East Sleepy Hollow Lane; Questions about the Sleepy Hollow SAD, strong supporter of the SAD project. He mentioned the evolution of costs associated with the project, a large range of costs, doesn't know the actual final costs. He would like feedback from Public Works regarding the actual costs vs estimated costs. He would like to see where the low estimates originated.

- Staff Comment

Director Perry stated that when the initial estimates were all on the lower scale, design modifications have been done, construction technique changes, laterals brought out to the manholes, using plastic water main instead of iron. Underestimated the road project as well, using crushed concrete or asphalt milling instead of gravel instead. Worked hard with the contractors to get the project costs down as much as possible. He will provide the bid documents to residents who would like to see where the estimates were low.

Public Hearing closed at 6:42 P.M

12. ACTION ITEMS

A. Sleepy Hollow SAD Resolution #4

Treasurer Brixie moved to approve the Sleepy Hollow Special Assessment District Resolution #4, approving the cost, confirming the special assessment roll, declaring a lien on the assessed parcels and directing the payment and collection of the special assessment. Seconded by Trustee Sundland.

Board and staff discussion:

- Has the Township has received any letters objecting to the Special Assessment District?
- No formal objections, questions regarding reduced benefit on the sewer side of an assessment for a parcel in the south end of the project, because there may be additional costs in the future
- Importance of project, very expensive, needed to protect the health of the residents
- Water main available to some residents, thus assessments are only for the sewer portion
- Road bid increases and overall project bid increases, how bid estimates are conducted
- Savings with low bidder, differences between the first estimate and the new estimate
- No prepayment penalties, be aware of prepayments in order to not over-bond the project
- Residents can also make partial payments and avoid the 4% interest on what they pre-pay

ROLL CALL VOTE: YEAS: Trustees Deschaine, Jackson, Opsommer, Sundland, Supervisor Styka, Treasurer Brixie, and Clerk Dreyfus

NAYS: None

Motion carried unanimously.

B. Railroad Quiet Zone

Clerk Dreyfus moved to have Director Perry work with Abonmarche, the consultant for the Railroad Quiet Zone review and finalize the cost for the implementation of the limited option for the CSX line and for the CN line with the additions of the Z-gates at Haslett Road with finalized cost being included in the budget process. Seconded by Trustee Deschaine.

Board and staff discussion:

- Railroad Quiet Zones improve the quality of life by eliminating train horns at intersections, technology ensures Township resident safety, can improve property values, a form of “placemaking” showing that the Township cares about business and residents
- Support for a larger, more comprehensive version of quiet zones but happy to move forward
- Positive impact on the northern part of the Township
- Clarification between the limited option and the comprehensive proposal, costs of upgrading the CSX line (Option 1) \$600,000, a limited Option 2 could be implemented for \$27,000
- Number of trains on each line daily, CN line runs more trains and are ready to go for upgrades besides the installation of the Z-gates
- Inquiry on need for traffic counts at crossings, RR compelled to install gates if traffic counts reach a certain threshold, example of Meridian and Hulett Roads
- Project Task Force could be used to research feasibility/need for Township-wide RR Quiet Zone

VOICE VOTE: YEAS: Trustees Deschaine, Jackson, Opsommer, Sundland, Supervisor Styka, Treasurer Brixie, and Clerk Dreyfus

NAYS: None

Motion carried unanimously.

C. CATA Redi-Ride

Trustee Deschaine moved to direct the Township Manager to negotiate a formal agreement with CATA for Redi-Ride Service, replacing the 2000 Letter of Agreement. The new agreement would include regular reporting, data collection, on-going communications with the Township Board and Transportation Commission, service standards, updated technology tools for riders, investigation of options for cross-border commerce centers, and pursuit of increased capacity and/or hours of service. Seconded by Treasurer Brixie.

Board and staff discussion:

- Redi-Ride discussed often at Transportation Commission (TC) meetings
- Concerns about Redi-Ride data not supplied regularly by CATA
- Regular reporting data collection, communication among public bodies, service standards, who is using Redi-Ride, when they are using it
- Redi-Ride borders – past, present, and future, cross-border shopping destinations
- Negotiating with CATA – roles of Township Manager, Board, Transportation Commission
- Transportation Commission can propose service boundaries options for the Board

Trustee Opsommer moved to strike “investigation of options for cross-border commerce centers” from the motion. Seconded by Trustee Deschaine.

VOICE VOTE: YEAS: Trustee Opsommer

NAYS: Trustees Deschaine, Jackson, Sundland, Supervisor Styka, Treasurer Brixie, Clerk Dreyfus

Motion failed 6-1.

Treasurer Brixie moved to amend language in motion to “Implement service to cross-border commerce centers Costco and the Bath Meijer.” Seconded by Trustee Jackson.

VOICE VOTE: YEAS: Treasurer Brixie

NAYS: Trustees Deschaine, Jackson, Opsommer, Sundland, Supervisor Styka,
Clerk Dreyfus

Motion failed 6-1.

Vote on the Main Motion:

VOICE VOTE: YEAS: Trustees Deschaine, Jackson, Opsommer, Sundland, Supervisor Styka,
Treasurer Brixie, and Clerk Dreyfus

NAYS: None

Motion carried unanimously.

D. 2018 Township Goals

Treasurer Brixie moved to approve the 2018 Goals Action plan as developed by the Township Board and administrative team. Seconded by Trustee Jackson.

ROLL CALL VOTE: YEAS: Trustees Deschaine, Jackson, Opsommer, Sundland, Supervisor Styka,
Treasurer Brixie, and Clerk Dreyfus

NAYS: None

Motion carried unanimously.

E. Set a Date for Annual Performance Review Township Manager

Board and staff discussion:

- Performance Review scheduled for December 5, 2017, is moved to December 12, 2017
- Manager Walsh stated that he waived the right in the contract to have his review done by November 1, 2017. Manager Walsh has requested under the Open Meetings Act that the Performance Review be in Closed Session.

Trustee Jackson moved to set the date of December 12, 2017, for the purpose of conducting the 2017 performance review of Meridian Township Manager Frank L. Walsh in closed session. Seconded by Treasurer Brixie.

VOICE VOTE: YEAS: Trustees Deschaine, Jackson, Opsommer, Sundland, Supervisor Styka,
Treasurer Brixie, and Clerk Dreyfus

NAYS: None

Motion carried unanimously.

F. Appointment of Interim Fire Chief Lori Schafer

Board and staff discussion:

- Michigan Charter Townships Act requires that the Board appoint Fire Chief and Police Chief, which is why it was added to the agenda
- Unanimous decision on offering position to Lori Schafer
- Community support for Lori Schafer to take on this role, first female fire chief, very qualified pool of candidates
- Question regarding Interim Chief Schafer’s retirement status from Meridian Township and her current pension restricting her from seeking the full-time position
- MERS rules: a 60-90 day hiatus, work less than 1,000 hours in a year, cannot draw a MERS pension and come back and work in the same community
- Anyone currently employed at Meridian Township interested in the full-time position are on a level playing field moving forward

Trustee Sundland moved to appoint Lori Schafer to the position of Interim Fire Chief with the effective and ending date to be determined by the Township Manager. Seconded by Treasurer Brixie.

VOICE VOTE: YEAS: Trustees Deschaine, Jackson, Opsommer, Sundland, Supervisor Styka, Treasurer Brixie, and Clerk Dreyfus

NAYS: None

Motion carried unanimously.

13. BOARD DISCUSSION ITEMS

A. Vacant and Abandoned Land Ordinance

Director Kieselbach discussed the vacant and abandoned building ordinance. He stated that the Township Attorney reviewed the proposed ordinance and offered changes.

Board and staff discussion:

- Township Attorney recommendation regarding Definition section 14-200 and terms foreclosure, mortgage, and mortgagee; separating terms vacant and abandoned
- Fees for registration, renewals, and inspections or re-inspections
- Determining intent to return to property or maintain the building; no forwarding address, no utility connection, property damage – considered an abandoned building. Temporary absence was discussed and notice of such is not required
- Building access, need for keys, owner records & tax information, responsible party listed
- Board member belief vacant ordinance not needed, imposes unnecessary registration and expenses on township residents, few complaints justify need for ordinance
- Board member view that nuisance issues are covered in existing ordinances, issue seems to be obtaining contact information
- Board member views on buildings that are left vacant for longer than 6 months, protecting health, safety, and welfare, effect on property values, eliminating problems

It was the consensus of the Board to place this item on for action at the December 12, 2017 Board meeting.

B. Lake Lansing Road Diet

Director Kieselbach discussed the proposed Lake Lansing Road Diet. The Meridian Township Transportation Commission held on a Public Hearing November 16, 2017 at the request of the Ingham County Road Department. Proposal reducing the road on Lake Lansing from Saginaw Hwy to Hagadorn from four lanes to a single westbound lane, a single eastbound lane, and a center turn lane. ICRD is looking at road resurfacing and at that time they would perform the road diet. This will result in extra pavement for non-motorized use on both sides of the road. Replacing signals at Park Lake Road and Hagadorn Road will be part of the project.

Board and staff discussion:

- Three people spoke in favor, and one opposed, at the Public Hearing
- Belief that there are not significant markings for bike lanes on other projects
- ICRD stated they will come back to the Township with a proposal for markings and signage
- Congestion reduction, elementary school benefit, complete street approach favors marked bike lanes
- Impact of Walnut Hills potential re-development on Lake Lansing Road traffic
- Costco traffic affecting Lake Lansing Road, Costco traffic should stay on the highway and not flood township streets
- Dir. Kieselbach: Walnut Hills and Costco should have little impact on Lake Lansing Rd traffic
- ICRD is looking to implement this road diet in 2019
- Director Perry stated pathway funds could be utilized for bike path signage, ICRD would do the work, and the township would sign a cost-share agreement
- “Share The Road” signs put up on Park Lake, Director discouraged them – can cause confusion to drivers and non-motorists, he suggested only to have designated bike paths with signage
- ICRD calls bike lanes “paved shoulders”

It was the consensus of the Board to place this item on for action at the December 12, 2017 Board meeting.

14. COMMENTS FROM THE PUBLIC

Supervisor Styka opened Public Remarks.

Supervisor mentioned that commenting during board member discussion is not normal procedure and that members of the public have an opportunity to comment during two sessions of public comment

Supervisor Styka closed Public Remarks.

15. OTHER MATTERS AND BOARD MEMBER COMMENTS

16. ADJOURNMENT

Treasurer Brixie moved to adjourn. Seconded by Trustee Opsommer.

Supervisor Styka adjourned the meeting at 7:58 P.M.

RONALD J. STYKA
TOWNSHIP SUPERVISOR

BRETT DREYFUS
TOWNSHIP CLERK

Maggie Rodgers-Sanders, Secretary

CHARTER TOWNSHIP OF MERIDIAN
TOWNSHIP BOARD REGULAR MEETING - **DRAFT** -
5151 Marsh Road, Okemos, MI 48864-1198
853-4000, Town Hall Room
TUESDAY, December 12, 2017, **6:00 P.M.**

BD

PRESENT: Supervisor Styka, Clerk Dreyfus, Treasurer Brixie, Trustees Deschaine, Jackson, Opsommer, Sundland
ABSENT: None
STAFF: Township Manager Frank Walsh, Director of Public Works and Engineering Derek Perry, Director of Community Planning & Development Mark Kieselbach, Police Chief David Hall Fire Chief Fred Couper Human Resources Director Joyce Marx, Economic Development Director Chris Buck

1. CALL MEETING TO ORDER
Supervisor Styka called the meeting to order at 6:01 P.M.
2. PLEDGE OF ALLEGIANCE/INTRODUCTIONS
Supervisor Styka led the Pledge of Allegiance.
3. ROLL CALL
The secretary called the roll of the Board.
4. PRESENTATION
A. HBA Triangle Property Beautification

Ann Perkins, Vice President of the Haslett Beautification Association, presented a design for the HBA to transform a former eyesore on the edge of the downtown Haslett area into something the entire township can be proud of. Landscaper Bradford Meehle of Haslett presented the plant and foliage concepts for the Triangle Property Project, and artist Mike Magnotta of East Lansing explained he will create a stainless steel sailboat regatta that will serve as the central feature for the main flower bed.

Board and Staff Discussion:

- Board members shared excitement for the project and thanked the HBA for their hard work on this and also thanks to the Ingham County Treasurer

B. Introduction of New Paramedic/Firefighters

Chief Couper presented two New Paramedic/Firefighters, Nathan Lafayette and Brad Beaver. First time ever that there are more Fire Depts looking for firefighters than there are firefighters available. Nathan and Brad were in the part-time paramedic/firefighter program with the Township.

Manager Walsh spoke regarding Chief Cowper's retirement and gave appreciation.

5. CITIZENS ADDRESS AGENDA ITEMS AND NON-AGENDA ITEMS

Supervisor Styka opened Public Remarks.

There were no Public Remarks.

Supervisor Styka closed Public Remarks.

6. TOWNSHIP MANAGER REPORT

Manager Walsh reports: Two new firefighters will be sworn on December 15th at 10a.m., December 18th two new Police Officers will be sworn in.

7. BOARD MEMBER REPORTS AND ANNOUNCEMENTS

Trustee Sundland Reported:

- Attended Communications Commission meeting, reappointed members with no Chair present due to an accident. Discussions included the 175th celebration, the 2018 Meeting Schedule, and HOM-TV happenings
- Attended the CATA December 12, 2017 open house, wished farewell to retiring CEO

Trustee Deschaine reported:

- Gayelord Mankowski annual Christmas party to benefit local families in need, donations received at Treasurer’s Office and can accept cash
- Attended the Economic Development Series put on by the Michigan Business Network (MBN), Chris Holman of the MBN and the Lansing Chamber of Commerce hosted
- Discussion revolved around growing GDP in the Lansing area, MSU growth, LCC winning Best Community College in Michigan, and retail store development in the area

Treasurer Brixie reported:

- Attended the EDC meeting, they are discussing the Redevelopment Ready Community and the Redevelopment Fund, EDC elected new officers, Jade Sims new EDC Chair because ex-Chair Chris Buck was hired as Township Economic Development Director.

8. APPROVAL OF AGENDA

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

VOICE VOTE: YEAS: Trustees Deschaine, Jackson, Opsommer, Sundland, Supervisor Styka, Treasurer Brixie, Clerk Dreyfus

NAYS: None

Motion carried unanimously 7-0.

9. CONSENT AGENDA (SALMON)

Supervisor Styka reviewed the consent agenda.

Treasurer Brixie moved to adopt the Consent Agenda as amended, to only include A, C, E, F, G. Seconded by Trustee Deschaine.

A. Communications

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

ROLL CALL VOTE: YEAS: Trustees Deschaine, Jackson, Opsommer, Sundland, Supervisor Styka, Treasurer Brixie, Clerk Dreyfus

NAYS: None

Motion carried unanimously 7-0.

B. Minutes-December 5, 2017 Regular Meeting
(Minutes will be Approved at the January 9, 2018, Township Board Meeting)

C. Bills

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

Common Cash	\$	84,055.03
Public Works	\$	454,735.77
Trust & Agency	\$	-
Total Checks	\$	538,790.80
Credit Card Transactions (Dec. 1 to Dec. 7, 2016)	\$	5,265.12
Total Purchases		<u>\$544,055.92</u>
ACH Payments		<u>\$393,544.38</u>

Seconded by Trustee Deschaine

ROLL CALL VOTE: YEAS: Trustees Deschaine, Jackson, Opsommer, Sundland, Supervisor Styka, Treasurer Brixie, Clerk Dreyfus

NAYS: None

Motion carried unanimously 7-0.

D. Land and Water Conservation Fund Grant Agreement for Central Park
Trustee Jackson asked that D be added to the Action Items as 12 I.

ROLL CALL VOTE: YEAS: Trustees Deschaine, Jackson, Opsommer, Sundland, Supervisor Styka, Treasurer Brixie, and Clerk Dreyfus

NAYS: None

Motion carried unanimously 7-0.

E. 2018 Non-Union Wage Schedule

Treasurer Brixie moved to approve the 2018 Non-Union Wage Schedule, with a 2% wage adjustment, as presented. Seconded by Trustee Deschaine.

ROLL CALL VOTE: YEAS: Trustees Deschaine, Jackson, Opsommer, Sundland, Supervisor Styka, Treasurer Brixie, Clerk Dreyfus

NAYS: None

Motion carried unanimously 7-0.

F. Ratification of New Police Officer Appointment

Treasurer Brixie moved to ratify the appointment of Megan Klein to the position of police Officer contingent upon successful completion of those items stipulated in the conditional offer of employment. Seconded by Trustee Deschaine.

ROLL CALL VOTE: YEAS: Trustees Deschaine, Jackson, Opsommer, Sundland, Supervisor Styka, Treasurer Brixie, Clerk Dreyfus

NAYS: None

Motion carried unanimously 7-0.

G. Resolution for Tax Over/Under Payment Policy

Treasurer Brixie moved to approve the Resolution to Address the Collection of Payments or Refunds on Taxes Under/ Over \$5.00. Seconded by Trustee Deschaine.

ROLL CALL VOTE: YEAS: Trustees Deschaine, Jackson, Opsommer, Sundland, Supervisor Styka, Treasurer Brixie, Clerk Dreyfus

NAYS: None

Motion carried unanimously 7-0.

[Bill list in Official Minute Book]

10. QUESTIONS FOR THE ATTORNEY (None)

11. HEARINGS (None)

12. ACTION ITEMS

A. Vacant and Abandoned Buildings

Treasurer Brixie moved to approve the resolution for the introduction of the amendment to chapter 14 of the Code of Ordinances to add Article VII, Vacant or Abandoned Buildings and amend the Township Fee Schedule to include an Initial Registration Fee (including one inspection) of \$175.00, a Registration Renewal Fee (each year building remains vacant or abandoned) of \$100.00, and Inspection or Re-Inspection Fee of \$75.00. Seconded by Trustee Opsommer.

ROLL CALL VOTE: YEAS: Trustees Deschaine, Jackson, Opsommer, Sundland, Supervisor Styka, Treasurer Brixie

NAYS: Clerk Dreyfus

Motion carried 6 -1.

B. Lake Lansing Road Diet

Trustee Deschaine moved to support the Ingham County Road Department proposed road diet for Lake Lansing Road from Hagadorn Road to Saginaw Highway (BL-69) and the paved shoulders on Lake Lansing Road be identified as bike lanes with pavement markings and be signed with "No Parking - Bike Lane" signs next to the road from Hagadorn Road to Marsh Road. Seconded by Treasurer Brixie.

Board and staff discussion:

- Board member belief that road diets slow traffic, more pedestrian friendly
- Transportation Commission viewpoint, they reviewed road diet from Marsh Rd and corrected bike lane indications and markings

VOICE VOTE: YEAS: Trustees Deschaine, Jackson, Opsommer, Sundland, Supervisor Styka, Treasurer Brixie, Clerk Dreyfus

NAYS: None

Motion carried unanimously 7-0.

C. 4th Quarter Budget Amendments

Director Mattison explained the 4th Quarter Budget Amendments that resulted from revenues and expenditures that were unknown during the original budget process, as outlined in staff memorandum dated December 8, 2017.

Board discussion:

- Additional revenue from building permits, interest gained, and reimbursements
- November, 2017 election was not anticipated nor budgeted for in beginning of year
- November election expenses anticipated to be reimbursed from Ingham County
- Storm damage repair at the North Fire Station and the Lift Station
- Police Department requesting an increase of \$24,000 for overtime
- \$4,000 is being reimbursed to police from the school district for security
- Fire Department requesting \$35,000 for overtime and holiday payouts
- Use of Land Preservation Millage Fund (\$1,675,000) to purchase additional land

Trustee Jackson moved to approve the December 2017 budget amendments with an increase in budgeted fund balance for the general fund in the amount of \$66,000 which projects a use of fund balance of \$1,414,070. Based on audited 2016 results, the projected fund balance at December 31, 2017, will be \$6,011,633. Seconded by Treasurer Brixie.

ROLL CALL VOTE: YEAS: Trustees Deschaine, Jackson, Opsommer, Sundland, Supervisor Styka, Treasurer Brixie, Clerk Dreyfus

NAYS: None

Motion carried unanimously 7-0.

D. Board and Commission Appointments

Treasurer Brixie moves to make the appointments as recommended by Supervisor Styka. Seconded by Trustee Deschaine

Move to reappoint Diane Galbraith to the Board of Review for a 2 year term ending 12/31/2019.

Move to reappoint Kevin Thatcher, Tunga Kiyak to the Communications Commission for a 3 year term ending 12/31/2020.

Move to reappoint Eric Langdon, Leslie Charles, Patrick Crowley, to the Communications Commission for a 3 year term ending 12/31/2019.

Move to reappoint Kathleen Langhals, Suzanne Brouse, and Katherine Lincoln to the Community Resource Commission for a 2 year term ending 12/31/2019.

Move to reappoint Derek Perry to the EL-Meridian Water & Sewer Authority for a 3 year term ending 12/31/2020.

Move to reappoint Ned Jackson and John Sarver to the Environmental Commission for a 3 year term ending 12/31/2020.

Move to reappoint Joyce Van Coevering and Joseph Bonsall to the Pension trustees for a 3 year term ending 12/31/2020.

Move to approve the reappointments made by supervisor Styka of Ken Lane and John Scott-Craig to the Planning Commission for a 3 year term ending 12/31/2020.

Move to approve the reappointments made by supervisor Styka Emily Stivers to the Zoning Board of Appeals for a 3 year term ending 12/31/2020.

Move to approve the reappointments of Ned Jackson, Jade Sims and John Scott-Craig to the Brownfield Redevelopment Authority for a 3 year term ending 12/31/2020.

Move to reappoint Bill Cawood to the Downtown Development Authority for a 4 year term ending 12/31/2021.

Move to appoint Will Randle to the Downtown Development Authority for a 4 year term ending 12/31/2021.

Move to reappoint Jade Sims to the Economic Development Corporation for a 6 year term ending 12/31/2023.

Move to appoint Kimberly Thompson, and Tom Conway to the Economic Development Corporation for a 6 year term ending 12/31/2023.

Board and staff discussion:

- Reminding citizens that they should consider serving their community and can find applications for public service on the Meridian Township website
- Public service is a selfless act, time commitment, some boards and commissions get complaints, rewarding job, Meridian Township relies on volunteer citizens
- Vacancies in Corridor Improvement Authority, Downtown Development Authority, Economic Development Corporation, Local Officials' Compensation Commission, Planning Commission, Zoning Board of Appeals
- Sending "Thank You" letters to those who serve Meridian Township

VOICE VOTE: YEAS: Trustees Deschaine, Jackson, Opsommer, Sundland, Supervisor Styka, Treasurer Brixie, Clerk Dreyfus

NAYS: None

Motion carried unanimously 7-0.

E. Land Preservation Acquisition-Ponderosa Land

Treasurer Brixie moved to support the attached resolution to acquire parcel numbers 33-02-35-200-012 and 33-02-35-426-007 from Ponderosa LLC. Utilizing \$450,000 of grant funding through the Michigan Natural Resources Trust Fund; \$550,000 from the Land Preservation Millage; and a \$225,000 donation from the property owner, Ponderosa, LLC to add 89 acres of land to the Land Preservation Program. Seconded by Trustee Jackson.

Board and staff discussion:

- Land Preservation Board (LPB) efforts helped obtain properties, successful grant writing helped secure matching funds, professionally-written applications also noted
- Sincere appreciation to property owners and donors who have contributed to the Land Preservation Program
- Thanks to owners for selling large tracts of land instead of breaking it up, thus increasing ecological value

ROLL CALL VOTE: YEAS: Trustees Deschaine, Jackson, Opsommer, Sundland, Supervisor Styka, Treasurer Brixie, Clerk Dreyfus

NAYS: None

Motion carried unanimously 7-0.

F. Land Preservation Acquisition-Linn Property

Judy Linn donated \$200,000 towards the partial purchase of this property. It met with many of the objectives to preserve and provide habitat and allow for wildlife corridors throughout the Township.

Treasurer Brixie moved to approve the attached resolution supporting acquisition of 90 acres of land from Judy A. Linn for parcel #33-02-02-14-200-006 for land preservation purposes. Seconded by Clerk Dreyfus.

ROLL CALL VOTE: YEAS: Trustees Deschaine, Jackson, Opsommer, Sundland, Supervisor Styka, Treasurer Brixie, Clerk Dreyfus

NAYS: None

Motion carried unanimously 7-0.

G. Land Preservation Acquisition-Mitroka Property Donation

This land is at the intersection of Biber Street and Hardy Ave in East Lansing and is a donation.

Treasurer Brixie moved to support the attached resolution to accept a donation of 1 acre of land with parcel #33-02-02-06-276-002 from Matt Mitroka and Sarah Miller for land preservation purposes. Seconded by Trustee Deschaine.

ROLL CALL VOTE: YEAS: Trustees Deschaine, Jackson, Opsommer, Sundland, Supervisor Styka, Treasurer Brixie, Clerk Dreyfus

NAYS: None

Motion carried unanimously 7-0.

H. Land Preservation Acquisition-Mandenberg Woods

The Mandenberg Woods Property, located predominantly on the floodplain of the Red Cedar River, is listed in the Meridian Township Greenspace Plan as a Priority Conservation Corridor.

Board and staff discussion:

- Land Preservation total is now 953 acres, compared to parks comprising 910 acres
- Treasurer Brixie asked to refrain from voting on this purchase to ensure no conflict of interest
- The Land Preservation Millage started in 2000, first of its kind in Michigan
- Township exceeded original goal, acquired 12% of available vacant land in our community
- Renewal millage passed in 2010, reduced property values enabled the Township to buy additional land
- First millage, 75% was used towards the purchase of the properties, 25% designated for an endowment fund
- Interest from the endowment fund would cover maintenance of preserved land in perpetuity
- Part of the 2010 millage renewal was to provide additional funds for maintenance
- Board member belief that the main battle on these lands is invasive species

Clerk Dreyfus moved to recuse Treasurer Brixie from voting on the resolution to acquire the Mandenberg Wood's parcel #33-02-02-21-179-009. Seconded by Trustee Jackson.

VOICE VOTE: YEAS: Trustees Deschaine, Jackson, Opsommer, Sundland, Supervisor Styka, Clerk Dreyfus

NAYS: None

Motion carried unanimously 6-0.

Trustee Deschaine moved to approve the attached resolution to acquire parcel #33-02-02-21-179-009 in the amount of \$63,000 for 4.2 acres from property owners, Joni Elizabeth Starr and Mildred R. Mandenberg for land preservation purposes. Seconded by Trustee Jackson.

ROLL CALL VOTE: YEAS: Trustees Deschaine, Jackson, Opsommer, Sundland, Supervisor Styka, Clerk Dreyfus

NAYS: None

RECUSED: Treasurer Brixie

Motion carried unanimously 6-0.

I. Land and Water Conservation Fund Grand Agreement for Central Park

Trustee Jackson moved to approve the attached resolution to accept a grant from the Federal Land and Water Conservation Fund in the amount of \$150,000 or 50% of the total project costs of \$300,000. Seconded by Treasurer Brixie.

Board and staff discussion:

- Inquiry about source of funds - State or Federal
- Director Perry stated the Land and Water Conservation Fund is a federal program, the source of their revenues is offshore gas and oil royalties, similar to Michigan Natural Resource Trust Fund which gains its revenues from local gas and oil royalties in the State of Michigan
- The Land and Water Conservation Fund is handled through the Michigan Department of Natural Resources and they are the fiduciary for these funds

ROLL CALL VOTE: YEAS: Trustees Deschaine, Jackson, Opsommer, Sundland, Supervisor Styka, Treasurer Brixie, Clerk Dreyfus

NAYS: None

Motion carried unanimously 7-0.

13. BOARD DISCUSSION ITEMS

- Board member spoke about moving the Farmer's Market and relocating it adjacent to the Meridian Mall, Parks Director speaking to local Kiwanis Club, positive response of Club members, bringing together Haslett & Okemos through Farmers Market

14. COMMENTS FROM THE PUBLIC

Supervisor Styka opened Public Remarks.

No Public Remarks.

Supervisor Styka closed Public Remarks.

15. OTHER MATTERS AND BOARD MEMBER COMMENTS

16. CLOSED SESSION –Review Legal Opinion and Township Manager Performance Review

Clerk Dreyfus moved to go into closed session to Review Legal Opinion and Township Manager Performance Review. Seconded by Trustee Opsommer.

Board and staff discussion:

- Proposal that Board - during closed session - discuss Township Manager’s Annual Performance Review among Board members first, then bring Manager in for Board interaction
- Pros and cons of this approach, what other organizations do, logistical issues, alignment of live feedback with written statements, difficulty of being forthright and open when employee is present during Board review, preserving professional and personal relationships with the Manager, consistency of the evaluation process, part-time vs full-time Board members, no compelling need to change format, multiple supervisors means evaluation should be done collectively vs. deliberate separately first then evaluate Manager collectively, changing rules at last minute, individual relationships with Manager and evaluation process, Open Meetings Act as it applies to evaluations

ROLL CALL VOTE: YEAS: Trustees Deschaine, Jackson, Opsommer, Sundland, Supervisor Styka, Treasurer Brixie, Clerk Dreyfus

NAYS: None

Motion carried unanimously 7-0.

The Board moved into closed session.

Treasurer Brixie moved to return to public session. Seconded by Trustee Sundland.

VOICE VOTE: YEAS: Trustees Deschaine, Jackson, Opsommer, Sundland, Supervisor Styka,
Treasurer Brixie, Clerk Dreyfus

NAYS: None

Motion carried unanimously 7-0.

The Board returned to public session at 9:57 P.M.

Treasurer Brixie moved that the Township Attorney be instructed to proceed based on the direction provided in the closed session. Seconded by Trustee Opsommer.

VOICE VOTE: YEAS: Trustees Deschaine, Jackson, Opsommer, Sundland, Supervisor Styka,
Treasurer Brixie, Clerk Dreyfus

NAYS: None

Motion carried unanimously 7-0.

17. ADJOURNMENT

Treasurer Brixie moved to adjourn. Seconded by Trustee Jackson

Supervisor Styka adjourned the meeting at 9:58 P.M.

RONALD J. STYKA
TOWNSHIP SUPERVISOR

BRETT DREYFUS, CMMC
TOWNSHIP CLERK

Sandra K. Otto, Secretary



To: Board Members
From: Miriam Mattison, Finance Director
Date: January 9, 2018
Re: Board Bills

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

COMMON CASH \$ 1,325,252.87

PUBLIC WORKS \$ 30,211.32

TRUST & AGENCY \$ 6,212,409.18

TOTAL CHECKS: \$ 7,567,873.37

CREDIT CARD TRANSACTIONS

Dec 7, 2017 to Jan 3, 2018 \$ 28,633.64

TOTAL PURCHASES: \$ 7,596,507.01

ACH PAYMENTS \$ 1,493,109.13

Vendor Name	Description	Amount	Check #
1. INGHAM COUNTY 911	RADIO SYSTEM FEES 4/1/17-9/30/17	1,706.27	97031
2. ABONMARCHE	RAILROAD QUIET ZONE STUDY 17-0531	1,824.86	97032
3. AIRGAS GREAT LAKES	STANDING PO FOR MEDICAL OXYGEN	88.67	
	STANDING PO FOR MEDICAL OXYGEN	477.15	97033
	STANDING PO FOR MEDICAL OXYGEN	41.55	
	TOTAL	607.37	
4. ALDINGER INC	2500 #10 WINDOW ENVELOPES	145.11	97034
	MERIDIAN CARES - UB MAILINGS DEC, JAN, FEB	511.43	97034
	WATER BILLS 12/15	161.87	
	TOTAL	818.41	
5. ALLGRAPHICS CORP	FITNESS OVER 50 TSHIRTS WITH NEW LOGO	375.00	
6. AMERICAN ARBITRATION ASSOCIATION	CASE #01-17-0007-4918-2-MJ	275.00	97035
7. APEX SOFTWARE	SKETCHING SOFTWARE MAINT RENEWAL - ASSESING *2018 EXPENSE TO COME OUT OF 101-170.230.826.010	1,435.00	
8. APPLE INC.	1 MAC PRO COMPUTER AND 2 IMAC COMPUTERS	2,819.00	
	1 MAC PRO COMPUTER AND 2 IMAC COMPUTERS	2,819.00	
	TOTAL	5,638.00	
9. ARROW INTERNATIONAL INC	STANDING PO FOR IO SUPPLIES	1,759.89	
10. ASAP PRINTING	FORMS AND PAMPHLET PRINTING	1,346.26	
	FORMS AND PAMPHLET PRINTING	105.11	
	FORMS AND PAMPHLET PRINTING	345.58	
	TOTAL	1,796.95	
11. ASTI	PHASE ONE ESA FOR POTENTIAL LAND ACQUISITIONS	2,000.00	
	PHASE ONE ESA FOR POTENTIAL LAND ACQUISITIONS	2,000.00	
	PHASE ONE ESA FOR POTENTIAL LAND ACQUISITIONS	2,400.00	
	PHASE ONE ESA FOR POTENTIAL LAND ACQUISITIONS	400.00	
	ENVIRONMENTAL ASSESSMENT FOR LAND PRESERVATION ACQUISTION	2,000.00	
	TOTAL	8,800.00	
12. AT & T	MONTHLY SERVICE	30.22	97036
13. AT & T	MONTHLY SERVICE	122.42	97037
	MONTHLY SERVICE	142.81	97037
	MONTHLY SERVICE	122.42	97037
	MONTHLY SERVICE	254.03	97037
	MONTHLY SERVICE	137.89	97037
	MONTHLY SERVICE	383.48	97037
	MONTHLY SERVICE	2,660.27	97037
	MONTHLY SERVICE	2,844.77	97037
	TOTAL	6,668.09	
14. AT & T MOBILITY	MONTHLY SERVICE	91.27	97038

Vendor Name	Description	Amount	Check #
15. AUTO VALUE OF EAST LANSING			
	FLEET REPAIR PARTS 2017	140.00	97039
	FLEET REPAIR PARTS 2017	(140.00)	97039
	FLEET REPAIR PARTS 2017	27.98	97039
	FLEET REPAIR PARTS 2017	35.16	
	FLEET REPAIR PARTS 2017	22.20	
	FLEET REPAIR PARTS 2017	6.49	
	FLEET REPAIR PARTS 2017	29.96	
	FLEET REPAIR PARTS 2017	15.79	
	FLEET REPAIR PARTS 2017	36.99	97039
	FLEET REPAIR PARTS 2017	(36.99)	97039
	FLEET REPAIR PARTS 2017	34.99	97039
	FLEET REPAIR PARTS 2017	50.65	97039
	FLEET REPAIR PARTS 2017	6.99	97039
	FLEET REPAIR PARTS 2017	274.27	97039
	FLEET REPAIR PARTS 2017	129.16	97039
	FLEET REPAIR PARTS 2017	16.69	97039
	TOTAL	650.33	
16. AVALON TECHNOLOGIES INC			
	EQUALLOGIC FV76CZ1 MAINTENANCE RENEWAL	1,017.00	
17. B & H PHOTO-VIDEO			
	10 HAND HELD FIELD MICS	1,290.00	
	3 PANASONIC CAMCORDER SYSTEMS	401.70	
	3 PANASONIC CAMCORDER SYSTEMS	146.69	
	3 PANASONIC CAMCORDER SYSTEMS	293.38	
	3 PANASONIC CAMCORDER SYSTEMS	14,082.00	
	TOTAL	16,213.77	
18. BANNASCH WELDING INC			
	WELDING/PLOW PARTS	2,333.32	
19. BARKHAM & CO			
	2017 PUMPKINS FOR HNC HALLOWEEN ADV	300.00	
20. BEE'S PREP & ASPHALT			
	2017 CONCRETED REPAIRS	4,135.74	
21. BOARD OF WATER & LIGHT			
	STREET LIGHT - DECEMBER 2017	503.90	
22. BOBCAT OF LANSING			
	SB 200 66" BLOWER WITH 6.2 HYD PACKAGE	4,176.00	97040
23. BOUCK CORPORATION			
	POLICE SUPERVISION/ACHIEVING SUPERVISORY EXCELLENCE	1,500.00	
24. BOYNTON FIRE SAFETY SERVICE			
	ANNUAL FIRE SURPRESSION SYSTEMS TEST AND EXTINGISHER MAINTENANCE	608.00	97041
	ANNUAL FIRE SURPRESSION SYSTEMS TEST AND EXTINGISHER MAINTENANCE	90.00	97041
	TOTAL	698.00	
25. BRD PRINTING			
	WINTER 2017/2018 MERIDIAN MONITOR	6,397.87	97042
	WINTER 2017/2018 MERIDIAN MONITOR	331.67	97042
	TOTAL	6,729.54	
26. JEFFORY BROUGHTON			
	RADIO PARTS & LABOR REPAIR	533.00	
	RADIOS REPAIRS STANDING PO	322.50	
	TOTAL	855.50	
27. CARLSON APPRAISAL CO			
	APPRAISAL OF POTENTIAL LAND ACQUISITION ACQUISITION	1,400.00	97043

Vendor Name	Description	Amount	Check #
28. CDW	ADOBE PRO DC LICENSE	744.82	
	PROXIM ACCESPOINT FOR POLICE CAR DOWNLOADS	725.88	97044
	SOPHOS AP 100	2,580.00	97044
	ADOBE SUBSCRIPTION RENEWAL 1 YEAR	10,504.25	97044
	DELL LATITUDE 5580 FOR ELECTION STATIONS	6,009.78	
	TOTAL	20,564.73	
29. DAVID CHAPMAN AGENCY	18-19 UMBRELLA RENEWAL	5,459.00	
30. CINTAS CORPORATION #725	MECHANIC'S UNIFORMS	34.37	
31. CLARK HILL ATTORNEYS AT LAW	PENSION SYSTEMS - SERVICES THRU NOV 30,2017	312.00	
32. CMP DISTRIBUTORS INC.	EMPLOYEE GUN PURCHASE PROGRAM	1,839.47	97045
33. COMCAST CABLE	MONTHLY SERVICE	360.28	97088
	MONTHLY SERVICE	195.44	97089
	MONTHLY SERVICE	149.85	97046
	MONTHLY SERVICE	134.35	97090
	TOTAL	839.92	
34. COMFORT FIRST HEATING AND COOLING	PARTIAL REFUND PM17-0682 FOR 5915 COVENTRY	20.00	97047
35. CONSUMERS ENERGY	CRC EMERG PM'T TO AVOID SHUT OFF	212.54	97028
36. CONSUMERS ENERGY	NOV & DEC SERVICE	55.76	97048
37. COURTESY FORD	FORD REPAIR PARTS 2017	82.22	97049
	FORD REPAIR PARTS 2017	59.10	97049
	FORD REPAIR PARTS 2017	118.20	97049
	DIRVEABILTY DIAGNOSIS	778.65	97049
	BRAKE ABS MODULE UNIT 033	1,305.81	97049
	TOTAL	2,343.98	
38. CULLIGAN WATER CONDITIONING	WATER SOFTENER MAINTENANCE	17.00	
39. DBI	MISC OFFICE SUPPLIES	6.94	97050
	MISC OFFICE SUPPLIES	36.23	97050
	MISC OFFICE SUPPLIES	13.09	97050
	TOTAL	56.26	
40. DELTA DENTAL	EMPLOYEE DENTAL INSURANCE - JAN	10,937.57	97052
	EMPLOYEE DENTAL INSURANCE - JAN	2,138.21	97052
	EMPLOYEE DENTAL INSURANCE - JAN	62.14	97052
	TOTAL	13,137.92	
41. DOUGLASS SAFETY SYSTEMS LLC	STANDING PO - FIRE EQUIPMENT/GEAR	443.71	
	STANDING PO - FIRE EQUIPMENT/GEAR	58.63	
	TOTAL	502.34	
42. INGHAM COUNTY DRAIN COMMISSIONER	DRAIN ASSESSMENTS AT LARGE 2017-18	458,111.37	
43. DRURY'S LAWN CARE	YEAR END FLAG FOOTBALL MAINTENANCE	642.39	97020
44. EATON COUNTY	APPLICATION - NOTARY R. KELLY	10.00	97029

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45. EAST LANSING FIRE DEPARTMENT	HASZMAT RECOVERY PM'T INCIDENT 6/21/17 SHIAWASSEE CO	1,216.84	97054
46. EAST LANSING POLICE DEPT	OHSP 4TH QTR TRAFFIC GRANT	2,661.00	97055
47. FAHEY SCHULTZ BURZYCH RHODES PLC	LEGAL FEES - DEC	5,000.00	
	LEGAL FEES	100.00	
	LEGAL FEES	40.00	
	LEGAL FEES	1,340.00	
	LEGAL FEES	60.00	
	LEGAL FEES	1,720.00	
	LEGAL FEES	100.00	
	LEGAL FEES	182.50	
	LEGAL FEES	6,300.00	
	LEGAL FEES	600.00	
	LEGAL FEES	908.00	
	LEGAL FEES	1,046.76	
	TOTAL	17,397.26	
48. FEDEX	GROUND SHIPPING	12.12	
49. FIRST COMMUNICATIONS	MONTHLY SERVICE - NOV	895.45	97056
50. FISHBECK, THOMPSON, CARR & HUBER	WDV 17-3	1,805.95	97057
51. FRONTLINE MEDICAL	STANDING PO - AMBULANCE COT REPAIR/INSPECTION	27.63	
	AMB COT SERVICING/REPAIRS	740.00	
	TOTAL	767.63	
52. FRONT LINE APPRAISAL INC	APPRAISAL- GORDON'S FOOD MARKET	3,500.00	
53. GLOBAL TECHNOLOGY SYSTEMS INC	BATTERY FOR HARRIS P7100/P7200	240.75	
54. GOODYEAR COMMERCIAL TIRE	STATE CONTRACT HEAVY EQUIPMENT TIRES 2017	946.50	
55. GRANGER	ACCT #1106100 - NOV	111.00	97058
	ACCT #1106200 - NOV	128.51	97058
	ACCT #1106300 - NOV	67.40	97058
	ACCT #2509750 - NOV	76.00	97058
	ACCT#2598840 - NOV	325.00	97058
	ACCT #10159300 - NOV	146.70	97058
	ACCT#17334070 - NOV	87.00	97058
	ACCT #17349880 - NOV	17.50	97058
	TOTAL	959.11	
56. JANE GREENWAY	REIMB MILEAGE - NOV & DEC	21.94	97059
57. GABRIEL, ROEDER, SMITH & COMP	BENEFIT COMMUNICATIONS PROJECT 3426-003	400.00	
58. DAVID HALL	CHECK CASHED IN ERROR BY TWP	195.00	97060
59. THE HARKNESS LAW FIRM PLLC	LEGAL FEES-UTC	6,683.69	97061
60. KEVIN HARVEY	REIMBURSEMENT FOR MILEAGE JAN - DEC 2017	224.70	
61. HASLETT PUBLIC SCHOOLS	MAINTENANCE REIMB OCT, NOV, DEC 2017	4,434.39	
62. HASSELBRING CLARK CO	COPIER MAINTENANCE	54.03	97062

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63. HEINOWSKI APPRAISAL & CONSULTING			
	APPRAISAL- LTG HASLETT LLC	2,600.00	
	APPRAISAL- LTG HASLETT LLC	2,600.00	
	TOTAL	5,200.00	
64. INGHAM COUNTY SHERIFF DEPT			
	OHSP 4TH QTR TRAFFIC GRANT	2,942.00	97063
65. INGHAM COUNTY ROAD DEPARTMENT			
	2016 LOCAL ROAD PROGRAM PROJECTS	6,306.79	
	2017 LOCAL ROAD PROGRAM PROJECTS	504,828.96	
	TOTAL	511,135.75	
66. INGHAM COUNTY			
	APPLICATION NOTARY - M. SANDERS	10.00	97025
67. INGHAM COUNTY TREASURER			
	MEMB TRI-COUNTY REGIONAL PLANNING COMMISSION	21,307.00	97064
68. JOHN DEERE FINANCIAL			
	FLEET FUEL 2017	9,359.00	
	FLEET FUEL 2017	5,302.93	
	TOTAL	14,661.93	
69. KEBS INC			
	SURVEYING FOUR LAND PRESERVATION PARCELS	1,200.00	
	SURVEYING FOUR LAND PRESERVATION PARCELS	1,200.00	
	TOTAL	2,400.00	
70. KITCH DRUTCHAS WAGNER VALITUTTI			
	TWP RIGHTS OF WAY/TELECOM & CABLE	500.00	
71. KODIAK EMERGENCY VEHICLES			
	RIGHT/LEFT MIRROR GLASS HEATED	289.43	
72. L3 COMM MOBILE VISION INC			
	BRAVO BLURAY DISC PUBLISHER FOR POLICE VIDEO	3,733.25	
73. LAKE OF THE HILLS APARTMENTS			
	EMERG CRC PAYMENT TO AVOID EVICTION	185.00	97091
74. LAND'S END BUSINESS OUTFITTERS			
	LOGO APPLIECATION FEE	205.47	97065
75. LANSING FIRE DEPARTMENT			
	HASZMAT RECOVERY PM'T INCIDENT 6/21/17 SHIAWASSEE CO	596.63	97066
76. LANSING POLICE DEPARTMENT			
	OHSP 4TH QTR TRAFFIC GRANT	613.00	97067
77. LANSING SANITARY SUPPLY INC			
	STANSING PO - CLEANING SUPPLIES/EQUIPMENT	60.72	97068
	STANSING PO - CLEANING SUPPLIES/EQUIPMENT	67.83	
	TOTAL	128.55	
78. LANSING UNIFORM COMPANY			
	UNIFORMS	42.95	97069
	POLICE UNIFORM PURCHASE - SHOES AND BOOTS	744.36	
	POLICE UNIFORM PURCHASE - SHOES AND BOOTS	175.00	97069
	UNIFORMS	373.90	97069
	POLICE UNIFORM PURCHASE - SHOES AND BOOTS	169.95	
	UNIFORMS	425.80	
	STANDING PO - UNIFORMS	536.55	
	STANDING UNIFORM PO	63.05	
	UNIFORMS	60.00	97069
	UNIFORMS	112.50	97069
	UNIFORMS	80.00	97069
	STANDING UNIFORM PO	773.65	
	UNIFORM ALTERATIONS & PATCH'S	40.00	
	POLICE UNIFORM PURCHASE - SHOES AND BOOTS	175.00	
	TOTAL	3,772.71	

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79. MICHIGAN ASSOCIATION OF	MAB ASSOCIATE MEMBERSHIP 2018	342.00	97021
80. MADISON NATIONAL LIFE INS CO	EMPLOYEE LIFE INSURANCE - JANUARY	1,816.55	97092
81. MICHIGAN ASSOC OF MUNICIPAL CLERKS	RECERTIFICATION CMMC ASSOCIATION	140.00	97087
82. MANNIK AND SMITH	PROFESSIONAL SERVICES THRU OCT 27, 2017	2,772.80	
83. MARSH POINTE APARTMENTS	CRC EMERG PM'T FIRST MO RENT	152.00	97030
84. MIRIAM MATTISON	REIMB HOLIDAY PARTY CANDY	38.36	
85. MERIDIAN TOWNSHIP	TRANSFER FOR FLEX CKING PR 12/22/17	1,151.89	97070
	TRANSFER FOR FLEX CHING P/R 1-5-18	763.61	
	TOTAL	1,915.50	
86. MEDICAL MANAGEMENT SYSTEMS OF	COLLECTION FEES - DECEMBER	6,247.64	
87. MICHIGAN MUNICIPAL LEAGUE	PAYROLL AUDIT	4,979.61	
88. MIDSTATE SECURITY	SECURITY SYSTEM INSTALL	6,440.25	
89. MICHIGAN NOTARY SERVICE	NOTARY PACKAGE - M. SANDERS	69.90	97026
90. MITA	MITA AD 1000-3308	50.00	97071
91. MOORE MEDICAL LLC	STANDING PO FOR EMS SUPPLIES/EQUIPMENT	179.90	97072
	BATTERIES FOR STATIONS	216.70	97072
	STANDING PO FOR EMS SUPPLIES/EQUIPMENT	1,118.01	
	STANDING PO FOR EMS SUPPLIES/EQUIPMENT	67.50	
	STANDING PO FOR EMS SUPPLIES/EQUIPMENT	1,138.55	
	TOTAL	2,720.66	
92. MOORE TROSPER CONSTRUCTION	HASLETT LIBRARY COMMUNITY ROOM UPGRADES	28,759.18	
93. MSU POLICE DEPT	OHSP 4TH QTR TRAFFIC GRANT	4,134.00	97073
94. NAPA	REPAIR PARTS 9/17-12/17	180.85	97074
	REPAIR PARTS 9/17-12/17	114.60	97074
	REPAIR PARTS 9/17-12/17	(27.00)	97074
	AUG EXH REBATE	(38.03)	
	TOTAL	230.42	
95. NETWORKFLEET, INC	VERIZON NETWORKFLEET MONTHLY SERVICES MAY THROUGH DECEMBER 2017	56.85	97075
96. OKEMOS PUBLIC SCHOOLS	EMPLOYEE APPRECIATION LUNCH	1,537.00	97076
97. ORKIN, 551-LANSING, MI	MONTHLY SERVICE	125.00	
98. OVERHEAD DOOR OF LANSING	SERVICE CENTER WEST EXIT DOOR	314.73	97077
	EMERG OVERHEAD REPAIR - CFS	170.00	97077
	TOTAL	484.73	
99. PARAMOUNT COFFEE CO.	COFFEE & FILTERS	131.60	
100 PECKHAM	MUNICIPALBUILDING/CEN FIRE JANITORIAL 2017	2,445.16	
101 PEERLESS CANVAS PRODUCTS	CANVAS COVER FOR UNDER STEPS STATION 91	535.00	

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102 MERIDIAN TOWNSHIP PETTY CASH			
	PARK COMM/LP JOINT MTG REVIEW	34.12	97078
	PARKING - EAST LANSING	2.00	97078
	SENIOR FITNESS OVER 50 SUPPLIES	19.97	97078
	TOTAL	56.09	
103 THE POLACK CORPORATION			
	CONTRACT INVOICE SERVICES	1,060.10	
104 POSTMASTER			
	POSTAGE FOR UTILITY BILLS 12/15/17	314.17	97022
	POSTAGE FOR UTILITY BILLS 12/29/17	1,450.00	97086
	TOTAL	1,764.17	
105 PRINTING SYSTEMS INC			
	MISC OFFICE SUPPLIES	198.93	
106 MICHELLE PRINZ			
	REIMB MILEAGE SEPT - DEC	36.52	
107 PROFESSIONAL SERVICES INDUSTRIES			
	SOIL TESTING FOR TOWNER ROAD PARK PROJECT	5,469.00	
108 PROGRESSIVE AE			
	PROFESSIONAL SERVICES THRU 11/24/17	2,415.00	
109 PRO-TECH MECHANICAL SERVICES			
	REPAIR TO HEAT SYSTEM PUBLIC SAFETY BLD	2,027.57	
110 QUALITY FITNESS REPAIR, LLC			
	MAINTENANCE ON FITNESS EQUIPMENT	150.00	97079
111 RECLAIMED BY DESIGN			
	JANUARY RECYCLING CENTER SERVICE	2,000.00	
112 MERIDIAN TOWNSHIP RETAINAGE			
	MOORE TROSPER - HASLETT LIBRARY COMMUNITY ROOM	1,373.75	
113 ROSA SURVIVAL TRAINING LLC			
	TRAINING-WHAT EVERY OFFICER NEEDS TO KNOW	960.00	
114 SCOPE ELECTRIC			
	REFUND 4 PERMITS NOT OUR JURISDICTION	494.00	97080
115 SHOWROOM SHINE			
	CITY CAR WASHES	165.00	97081
116 SOLDAN'S FEED & PET SUPPLIES			
	CANINE SUPPLIES FOR TWO DOGS	32.99	
	CANINE SUPPLIES FOR TWO DOGS	56.99	
	TOTAL	89.98	
117 SPARROW OCCUPATIONAL			
	PROFESSIONAL SERVICES	478.00	
	PROFESSIONAL SERVICES	153.00	97082
	PROFESSIONAL SERVICES	836.00	
	TOTAL	1,467.00	
118 CURTIS SQUIRES			
	REIMB FOR MILEAGE - MAR TO DEC	69.55	97083
119 STAMP RITE INC			
	NAME TAGS FOR C. BUCK & D. GUTHRIE	77.50	
	NAME PLATE FOR D. PERRY	31.10	
	TOTAL	108.60	
120 STATE OF MICHIGAN			
	NOTARY FILING FEE - M. SANDERS	10.00	97027
121 SUPREME SANITATION			
	PORTABLE TOILET RENTAL	160.00	
122 SVCICC, INC			
	2018 MADCAD USER GROUP FEE	258.00	
123 SWAGIT PRODUCTIONS, LLC			
	VIDEO STREAMING SERVICES AND CLOSED CAPTIONING SERVICES	3,462.00	
124 TDS			
	MONTHLY SERVICE	1,309.45	

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125 TL HART	PAINT INTERIOR AND EXTERIOR SERVICE CENTER	39,350.00	97084
126 US BANK EQUIPMENT FINANCE	MONTHLY SERVICE CONTRACT	1,598.45	
127 SUSAN M. WESSELDYK	TRANSCRIPT BILLING - FILE #97-ST-86	22.55	
128 WEST SHORE FIRE	SCBA VOICE AMP REPAIR	57.33	
	SERVICE FOR SCBA FILL STATIONS	660.18	
	SIREN FIXES AT HARRIS NATURE CENTER SIREN	1,380.38	97085
	TOTAL	<u>2,097.89</u>	
129 ZOLL MEDICAL CORP	STANDING PO FOR HEART MONITOR SUPPLIES	419.38	
	STAINING PO FOR EKG SUPPLIES/EQUIPMENT	380.14	
	STAINING PO FOR EKG SUPPLIES/EQUIPMENT	1,069.98	
	TOTAL	<u>1,869.50</u>	
130 ZOLL DATA SYSTEMS INC	FIRE RMS ANNUAL MAINT	2,490.00	
TOTAL - ALL VENDORS		1,325,252.87	
FUND TOTALS:			
Fund 101 - GENERAL FUND		709,552.53	
Fund 203 - LOCAL ROADS		516,823.35	
Fund 204 - PEDESTRIAN BIKEPATH MILLAGE		3,020.86	
Fund 208 - PARK MILLAGE		7,107.44	
Fund 209 - Land Preservation Millage		12,690.15	
Fund 210 - Land Preservation Reserve Fund		5.84	
Fund 211 - PARK RESTRICTED/DESIGNATED		2.44	
Fund 230 - CABLE TV		33,306.20	
Fund 246 - TIRF		2,415.00	
Fund 250 - COMMUNITY NEEDS FUND		1,060.97	
Fund 277 - LAW ENFORCEMENT GRANTS		10,350.00	
Fund 454 - FIRE STATION CONSTRUCTION FUND		652.00	
Fund 661 - MOTOR POOL		28,266.09	

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1. AMERICAN WATER WORKS ASSOC	2018 MEMBERSHIP #00522430	211.00	
2. BARNHART & SON	EDSON STREET SEWER REPAIR	4,910.18	
3. BEE'S PREP & ASPHALT	2017 CONCRETE REPAIRS	206.70	
4. JEFF BRAATZ	REIMBURSEMENT FOR SEWER BACKUP ON 11/9/17	1,071.45	
5. DELTA DENTAL	EMPLOYEE DENTAL INSURANCE - JAN	1,604.82	27062
6. ETNA SUPPLY COMPANY	SEWER LID ON LAKE DRIVE	10.00	27063
7. FERGUSON WATERWORKS #3386	WATER REPAIR PARTS 2017	480.00	
	WATER REPAIR PARTS 2017	2,134.00	
	MISC SUPPLIES	59.99	
	TOTAL	2,673.99	
8. FISHBECK, THOMPSON, CARR & HUBER	PROFESSIONAL SERVICES THRU 12/1/17	3,139.00	
	PROFESSIONAL SERVICE THRU 12/29/17	1,278.26	
	TOTAL	4,417.26	
9. GOLDSTREET DESIGN AGENCY, INC	HOLIDAY STUFF YOUR STOCKING BILL INSERT	340.00	
10. JOHN HERRICK	REIMB OVERPM'T FINAL #LONG-002113-0000-01	310.20	
11. INGHAM COUNTY ROAD DEPARTMENT	COLD PATCH PURCHASES THRU 11/30/17	701.68	
12. CHENGFENG LI	REFUND OVERPM'T FINAL #CHTL-005305-0000-01	14.28	
13. MADISON NATIONAL LIFE INS CO	EMPLOYEE LIFE INSURANCE - JANUARY	247.58	27064
14. MAULDON BROTHERS CONSTRUCTION LLC	ARDMORE BL69 TOWNER WATER MAIN 2017	10,000.00	
15. MICHIGAN MUNICIPAL LEAGUE	PAYROLL AUDIT	570.39	
16. NYAL NUNN	REIMBURSEMENT FOR WORK BOOT	164.99	
17. PRO-TECH MECHANICAL SERVICES	REPLACE DISCHARGE AIR STAT MAIN LIFT STATION	750.00	
18. CARL SCHLEGEL INC	SAND/GRAVEL/TOPSOIL	1,200.00	
19. TDS	MONTHLY SERVICE	154.54	
20. TRI TITLE AGENCY LLC	REFUND OVERPM'T FINAL #COLU-006074-0000-06	239.66	
	REFUND OVERPM'T FINAL #DUST-002511-0000-01	176.20	
	REFUND OVERPM'T FINAL #EAWD-004555-0000-06	236.40	
	TOTAL	652.26	
TOTAL - ALL VENDORS		30,211.32	
FUND TOTALS:			
Fund 590 - SEWER FUND		8,515.07	
Fund 591 - WATER FUND		21,696.25	

Vendor Name	Description	Amount	Check #
1. LINDA ARENS	DEC BOR REFUND #33-02-02-28-226-005	1,924.77	12179
2. BANK OF AMERICA	REFUND-OVERP'MT OF TAXES @ 2379 HASLETT	1,384.69	12197
	REFUND-OVERP'MT OF TAXES @ 1566 MAIDEN LN	3,887.29	12197
	TOTAL	5,271.98	
3. JOHN & MARY LOU BONDARENKO TRUST	DEC BOR REFUND #33-02-02-24-426-028	356.30	12180
4. CALIBER HOME LOANS	REFUND-OVERP'MT OF TAXES @ 1579 PICADILLY	4,090.43	12198
5. JOSHUA KERRY CAMPBELL	VETERAN'S EXEMPTION ADJUSTMENT #33-02-02-11-430-006	968.08	12196
6. CAPITOL NATIONAL BANK	DEC BOR REFUND #33-02-02-22-126-003	2,629.46	12181
7. CHASE	DEC BOR REFUND #33-02-02-27-153-016	2,386.76	12182
	REFUND-OVERP'MT OF TAXES @ 1896 BIRCHWOOD	2,750.26	12199
	TOTAL	5,137.02	
8. CHOCOLA CLEANING MATERIALS INC	ORDER#154-17-0446 PERSONAL PROPERTY	2.56	12172
9. COLDWELL BANKER	PRIOR STC REFUND #33-02-02-91-519-743	136.67	12183
10. DART BANK	REFUND-OVERP'MT OF TAXES @ 2667 HEATHER DR	1,201.24	12200
11. DONALD DAVIS & SANDY CHAPMAN	DEC BOR REFUND #33-02-02-21-180-024	77.20	12184
12. ROGER DAVIS	DEC BOR REFUND #33-02-02-06-428-097	535.38	12185
13. MARILYN DOWN	REFUND-OVERP'MT OF TAXES @ 2510 HASLETT	100.00	12201
14. EAST LANSING PUBLIC SCHOOLS	2017 SUMMER TAX COLLECTION	4,867.13	12202
15. FLAGSTAR BANK	REFUND-OVERP'MT OF TAXES @ 4205 SHOALS DR	75.15	12203
16. FREEDOM MORTGAGE	DEC BOR REFUND #33-02-02-27-207-007	1,540.64	12186
	REFUND-OVERP'MT OF TAXES @ 4360 DOBIE RD	1,775.28	12204
	TOTAL	3,315.92	
17. MARLEEN HAMMOND	DEC BOR REFUND #33-02-02-22-477-024	829.91	12187
18. HANTZBANK	REFUND-OVERP'MT OF TAXES @ 3718 POWDERHORN	6,438.34	12205
19. HASLETT PUBLIC SCHOOLS	WINTER TAX COLLECTION	77,822.42	12173
	2017 WINTER & SUMMER TAX COLLECTION	969,305.71	12206
	TOTAL	1,047,128.13	
20. HUNTINGTON	REFUND-OVERP'MT OF TAXES @ 1404 FRANKLIN	1,424.44	12207
21. INGHAM INTERMEDIATE SCHOOL	2017 SUMMER TAX COLLECTION	44,103.60	12208
22. PAUL LARSEN	DEC BOR REFUND #33-02-02-24-426-029	993.78	12188
23. LANSING COMMUNITY COLLEGE	WINTER TAX COLLECTION	209,967.80	12174
	2017 WINTER TAX COLLECTION	2,402,964.84	12209
	TOTAL	2,612,932.64	
24. STEVEN LINVILLE	REFUND-OVERP'MT OF TAXES @ 3750 BEECH TREE LN	663.57	12210

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 DB: Meridian

INVOICE APPROVAL BY INVOICE REPORT FOR CHARTER TOWNSHIP OF MERIDIAN
 EXP CHECK RUN DATES 01/09/2018 - 01/09/2018
 JOURNALIZED OPEN AND PAID
 BANK CODE: TA

Vendor Name	Description	Amount	Check #
25. LOANCARE LLC	REFUND-OVERP'MT OF TAXES @ 6099 HART ST	451.87	12211
26. RAXAN MONAM MOEEN	DEC BOR REFUND #33-02-02-06-451-043	1,110.30	12189
27. MSU FEDERAL CREDIT UNION	REFUND-OVERP'MT OF TAXES @ 5791 WESTMINSTER WAY	3,205.40	12212
28. NATIONSTAR MORTGAGE LLC	DEC BOR REFUND #33-02-02-10-276-025	2,094.17	12190
	REFUND-OVERP'MT OF TAXES @ 5855 EDSON	2,397.24	12214
	REFUND-OVERP'MT OF TAXES @ 1075 WOODSIDE	1,694.51	12213
	TOTAL	6,185.92	
29. OCWEN LOAN SERVICING LLC	DEC BOR REFUND #33-02-02-10-479-004	39.93	12191
	REFUND-OVERP'NT OF TAXES @ 5504 MARSH	44.12	12215
	TOTAL	84.05	
30. OKEMOS PUBLIC SCHOOLS	WINTER TAX COLLECTION	151,911.04	12175
	2017 SUMMER & WINTER TAX COLLECTION	2,215,912.55	12216
	TOTAL	2,367,823.59	
31. MEREDITH PRATT TRUST	DEC BOR REFUND #33-02-02-03-255-028	2,369.54	12192
32. PROVIDENT FUNDING	REFUND-OVERP'MT OF TAXES @ 4422 GREENWOOD	3,084.41	12217
33. QUICKEN LOANS	DEC BOR REFUND #33-02-02-29-227-004	810.82	12193
	REFUND-OVERP'MT OF TAXES @ 5956 PATRIOTS WAY	1,761.80	12218
	REFUND-OVERP'MT OF TAXES @ 5305 CHANTILLY LN	3,532.89	12218
	REFUND-OVERP'MT OF TAXES @ 4466 COMANCHE DR	810.83	12218
	TOTAL	6,916.34	
34. NICHOLAS RYAN	DEC BOR REFUND #33-02-02-10-152-027	295.31	12194
35. SETERUS INC.	REFUND-OVERP'MT OF TAXES @ 5439 MARSH RD	2,819.92	12219
36. WAYNE & MARY ANN SWINDLEHURST	REFUND OVERPM'T SUMMER PROPERTY TAX	28.48	12176
37. TRANSNATION TITLE	REFUND OVERPM'T SUMMER PTAX @2028 CENTRAL PARK DR	112.36	12177
38. CATHIE VOLLMAR	REFUND- OVERPM'T OF TAXES @ 2022 HASLETT	200.00	12220
39. WELLS FARGO	REFUND-OVERP'MT OF TAXES @ 6087 PORTER	1,284.47	12221
40. WILLIAMSTON SCHOOLS	WINTER TAX COLLECTION	2,690.90	12178
	2017 SUMMER & WINTER TAX COLLECTION	68,410.80	12222
	TOTAL	71,101.70	
41. RAYMOND & SHIRELY YAEGER	REFUND OVERPM'T - ADJ VA EXEMPTION	131.82	12195
TOTAL - ALL VENDORS		6,212,409.18	
FUND TOTALS:			
Fund 701 - TRUST & AGENCY		6,212,409.18	

Credit Card Charges from December 7, 2017 to Jan 3, 2018

Date	Merchant Name	Amount	Name
2017/12/19	4IMPRINT	\$148.00	ANDREA SMILEY
2017/12/21	4IMPRINT	\$454.18	ANDREA SMILEY
2017/12/27	ACTIVE911 INC	\$12.75	WILLIAM PRIESE
2017/12/24	ADOBE *ACROPRO SUBS	\$15.89	DEREK PERRY
2017/12/07	AMAZON MKTPLACE PMTS	\$5.52	MICHELLE PRINZ
2017/12/21	AMAZON MKTPLACE PMTS	\$9.70	MICHELLE PRINZ
2017/12/07	AMAZON MKTPLACE PMTS	\$9.99	MICHELLE PRINZ
2017/12/16	AMAZON MKTPLACE PMTS	\$13.98	MICHELLE PRINZ
2017/12/18	AMAZON MKTPLACE PMTS	\$17.13	MICHELLE PRINZ
2017/12/16	AMAZON MKTPLACE PMTS	\$18.10	MICHELLE PRINZ
2017/12/16	AMAZON MKTPLACE PMTS	\$19.05	MICHELLE PRINZ
2017/12/08	AMAZON MKTPLACE PMTS	\$28.80	KRISTI SCHAEING
2017/12/13	AMAZON MKTPLACE PMTS	\$33.18	KRISTI SCHAEING
2017/12/28	AMAZON MKTPLACE PMTS	\$51.96	KRISTI SCHAEING
2017/12/23	AMAZON MKTPLACE PMTS	\$69.94	BENJAMIN MAKULSKI
2017/12/20	AMAZON MKTPLACE PMTS	\$95.00	KRISTI SCHAEING
2017/12/13	AMAZON MKTPLACE PMTS	\$127.83	MICHELLE PRINZ
2017/12/20	AMAZON MKTPLACE PMTS	\$143.96	BENJAMIN MAKULSKI
2017/12/09	AMAZON MKTPLACE PMTS	\$302.48	MICHELLE PRINZ
2017/12/20	AMAZON MKTPLACE PMTS WWW.	\$7.65	MICHELLE PRINZ
2017/12/20	AMAZON MKTPLACE PMTS WWW.	\$9.78	MICHELLE PRINZ
2017/12/20	AMAZON MKTPLACE PMTS WWW.	\$54.48	KRISTI SCHAEING
2017/12/17	AMAZON MKTPLACE PMTS WWW.	\$199.97	MICHELLE PRINZ
2017/12/07	AMAZON.COM	\$8.99	MICHELLE PRINZ
2017/12/30	AMAZON.COM	\$13.99	MICHELLE PRINZ
2017/12/16	AMAZON.COM	\$133.99	MICHELLE PRINZ
2017/12/12	AMAZON.COM AMZN.COM/BILL	\$17.26	KRISTI SCHAEING
2017/12/29	AMAZON.COM AMZN.COM/BILL	\$49.98	MICHELLE PRINZ
2017/12/12	AMAZON.COM AMZN.COM/BILL	\$57.40	KRISTI SCHAEING
2017/12/21	AMAZON.COM AMZN.COM/BILL	\$60.00	KRISTI SCHAEING
2017/12/20	AMAZON.COM AMZN.COM/BILL	\$104.60	KRISTI SCHAEING
2017/12/31	AMAZON.COM AMZN.COM/BILL	\$109.96	KRISTI SCHAEING
2017/12/21	AMAZON.COM AMZN.COM/BILL	\$132.40	BENJAMIN MAKULSKI
2017/12/20	AMAZON.COM AMZN.COM/BILL	\$229.95	KRISTI SCHAEING
2017/12/07	AMAZON.COM WWW.AMAZON.COM	\$224.91	CATHERINE ADAMS
2017/12/29	ASAP PRINTING	\$164.35	MARK VROMAN
2017/12/15	B&H PHOTO 800-606-6969	\$23.97	MICHELLE PRINZ
2017/12/20	B&H PHOTO 800-606-6969	\$26.45	BENJAMIN MAKULSKI
2017/12/21	B&H PHOTO 800-606-6969	\$139.90	BENJAMIN MAKULSKI
2017/12/08	BELLE TIRE 044	\$45.00	JIM HANSEN
2017/12/28	COMCAST	\$19.23	KRISTI SCHAEING
2017/12/13	COMCAST	\$38.45	ANDREA SMILEY
2017/12/13	COMCAST	\$124.90	ANDREA SMILEY
2017/12/13	COMCAST	\$134.85	ANDREA SMILEY
2017/12/15	COSTCO WHSE#1277	\$16.97	WILLIAM PRIESE
2017/12/20	COSTCO WHSE#1277	\$18.99	TAVIS MILLEROV
2017/12/18	CROWN AWARDS INC	\$5.49	MICHELLE PRINZ
2017/12/12	CROWN AWARDS INC	\$113.83	MICHELLE PRINZ
2017/12/13	CUSTOMINK LLC	\$379.40	ANDREA SMILEY
2017/12/28	D & M SILKSCREENING & EM	\$250.00	WILLIAM PRIESE
2017/12/08	EH WACHS	\$253.11	LAWRENCE BOBB
2017/12/15	EXOTIC AUTOMATION&SUPPLY	\$68.74	JIM HANSEN
2017/12/12	EXOTIC AUTOMATION&SUPPLY	\$70.30	TODD FRANK

2017/12/21	EXOTIC AUTOMATION&SUPPLY	\$238.36	TODD FRANK
2017/12/31	FACEBK MKHZCDWL92	\$53.63	ROBIN FAUST
2017/12/07	FASTENAL COMPANY01	\$16.90	ROBERT MACKENZIE
2017/12/12	FLEETPRIDE 476	\$54.67	TODD FRANK
2017/12/18	FLEETPRIDE 476	\$498.84	TODD FRANK
2017/12/07	FLICKR	\$49.99	ANDREA SMILEY
2017/12/19	GALLS	\$190.80	KRISTI SCHAEDING
2017/12/28	GALLS HQ	(\$10.80)	KRISTI SCHAEDING
2017/12/20	HASLETT TRUE VALUE HARDW	\$8.78	TODD FRANK
2017/12/27	HASLETT TRUE VALUE HARDW	\$11.99	WILLIAM RICHARDSON
2017/12/13	HASLETT TRUE VALUE HARDW	\$13.98	TODD FRANK
2017/12/21	HASLETT TRUE VALUE HARDW	\$43.85	DAVID LESTER
2017/12/08	HASLETT TRUE VALUE HARDW	\$60.98	MATTHEW WALTERS
2017/12/22	HASLETT TRUE VALUE HARDW	\$302.05	PETER VASILION
2017/12/18	IACP	\$175.00	DAVID HALL
2017/12/07	IN *H6 TACTICAL INC.	\$240.24	WILLIAM PRIESE
2017/12/19	IN *MICHIGAN ASSOCIATION	\$177.50	WILLIAM PRIESE
2017/12/16	JETS PIZZA OF HASLETT	\$129.95	RICHARD GRILLO
2017/12/13	KROGER FUEL #9711	\$20.00	ANDREA SMILEY
2017/12/21	LARRY CUSHION TROPHIES	\$12.00	KRISTI SCHAEDING
2017/12/12	LEXISNEXIS RISK SOL EPIC	\$64.65	KEN PLAGA
2017/12/07	LOWES #00777*	\$419.59	DENNIS ANTONE
2017/12/29	MARATHON PETRO144568	\$6.40	TODD FRANK
2017/12/11	MARATHON PETRO144568	\$100.00	JIM HANSEN
2017/12/14	MARCOS PIZZA - 1235	\$40.62	DEREK PERRY
2017/12/15	MEIJER INC #025 Q01	\$58.15	KRISTEN COLE
2017/12/13	MEIJER INC #025 Q01	\$92.93	MICHELLE PRINZ
2017/12/08	MEIJER INC #025 Q01	\$116.53	DARCIE WEIGAND
2017/12/14	MEIJER INC #025 Q01	\$360.00	DARLA JACKSON
2017/12/12	MERIDIAN AREA BUSINESS	\$125.00	JULIE BRIXIE
2017/12/15	MI ASSOC OF BROADCASTERS	\$580.00	BRANDIE YATES
2017/12/08	MICHIGAN MUNICIPAL LEAGUE	\$280.00	MICHELLE PRINZ
2017/12/12	MICHIGAN MUNICIPAL TREASU	\$50.00	JULIE BRIXIE
2017/12/15	MICHIGAN RECREATION & PAR	\$2,060.00	LUANN MAISNER
2017/12/08	MSU ATHLETIC COMMUNICATI	\$10.00	BRANDIE YATES
2017/12/12	MSU PAYMENTS	\$80.00	ANDREA SMILEY
2017/12/12	MSU PAYMENTS	\$300.00	JOYCE A MARX
2017/12/29	MTU-CASHIERS OFFICE WEB	\$195.00	YOUNES ISHRAIDI
2017/12/13	NATOA	\$750.00	ANDREA SMILEY
2017/12/08	OFFICEMAX/OFFICEDEPOT #61	\$34.99	MATT FOREMAN
2017/12/15	OFFICEMAX/OFFICEDEPOT #61	\$38.77	RICHARD GRILLO
2017/12/12	OFFICEMAX/OFFICEDEPOT #61	\$44.99	PETER VASILION
2017/12/21	OFFICEMAX/OFFICEDEPOT #61	\$45.98	TYLER KENNEL
2017/12/19	OFFICEMAX/OFFICEDEPOT #61	\$119.96	WILLIAM PRIESE
2017/12/19	OFFICEMAX/OFFICEDEPOT #61	\$149.95	WILLIAM PRIESE
2017/12/11	OFFICEMAX/OFFICEDEPOT #61	\$159.94	ROBIN FAUST
2017/12/29	OFFICEMAX/OFFICEDEPOT #61	\$405.54	PETER MENSER
2017/12/08	OKEMOS HDWE INC	\$15.44	MATTHEW WALTERS
2017/12/20	OLIVE GARDEN 00011874	\$543.17	KRISTEN COLE
2017/12/20	OPTICSPLANET, INC.	\$117.60	ANDREW MCCREADY
2017/12/20	OPTICSPLANET, INC.	\$129.60	ANDREW MCCREADY
2017/12/21	OPTICSPLANET, INC.	\$244.95	ROBERT MACKENZIE
2017/12/08	PANERA BREAD #608017	\$123.57	DARCIE WEIGAND
2017/12/22	PAW*MICHIGAN LAKE & STREA	\$45.00	YOUNES ISHRAIDI
2017/12/28	PAYPAL *MFIS	\$260.00	TAVIS MILLEROV

2017/12/08	QUALITY DAIRY 31280027	\$5.88	DARCIE WEIGAND
2017/12/15	QUALITY TIRE	\$12.00	TODD FRANK
2017/12/15	QUALITY TIRE	\$24.00	TODD FRANK
2017/12/27	SAFETY SERVICES INCORP	\$39.07	ANGELA RYAN
2017/12/19	SHAHEEN CHEVROLET	\$106.24	TODD FRANK
2017/12/08	SKILLPATH / NATIONAL	\$499.00	BRETT DREYFUS
2017/12/07	SQ *HUMPHREY ENTERP	\$150.00	LAWRENCE BOBB
2017/12/21	STAPLS6922744914000	\$115.53	ANDREA SMILEY
2017/12/15	TARGET 00003657	\$1,112.50	RICHARD GRILLO
2017/12/15	TARGET 00003657	\$7,432.60	RICHARD GRILLO
2017/12/13	THE HOME DEPOT #2723	(\$4.08)	PETER VASILION
2017/12/13	THE HOME DEPOT #2723	\$2.36	ROBERT MACKENZIE
2017/12/13	THE HOME DEPOT #2723	\$3.54	ROBERT MACKENZIE
2017/12/12	THE HOME DEPOT #2723	\$8.25	TYLER KENNEL
2017/12/15	THE HOME DEPOT #2723	\$11.98	PETER VASILION
2017/12/07	THE HOME DEPOT #2723	\$13.69	TYLER KENNEL
2017/12/20	THE HOME DEPOT #2723	\$18.97	DAVID LESTER
2017/12/12	THE HOME DEPOT #2723	\$19.97	DENNIS ANTONE
2017/12/19	THE HOME DEPOT #2723	\$22.94	PETER VASILION
2017/12/27	THE HOME DEPOT #2723	\$22.95	WILLIAM RICHARDSON
2017/12/28	THE HOME DEPOT #2723	\$24.94	DAN PALACIOS
2017/12/13	THE HOME DEPOT #2723	\$25.87	ROBERT STACY
2017/12/29	THE HOME DEPOT #2723	\$39.91	TODD FRANK
2017/12/19	THE HOME DEPOT #2723	\$39.94	PETER VASILION
2017/12/21	THE HOME DEPOT #2723	\$52.47	MATT FOREMAN
2017/12/22	THE HOME DEPOT #2723	\$53.61	MICHAEL DEVLIN
2017/12/12	THE HOME DEPOT #2723	\$72.08	PETER VASILION
2017/12/13	THE HOME DEPOT #2723	\$79.96	KENNITH PHINNEY
2017/12/08	THE HOME DEPOT #2723	\$94.08	PETER VASILION
2017/12/19	THE HOME DEPOT #2723	\$158.23	TYLER KENNEL
2017/12/08	THE HOME DEPOT #2723	\$160.90	MATT FOREMAN
2017/12/19	THE HOME DEPOT #2723	\$162.81	JANE GREENWAY
2017/12/20	THE HOME DEPOT #2723	\$170.78	MATTHEW WALTERS
2017/12/27	THE HOME DEPOT #2723	\$183.79	WILLIAM RICHARDSON
2017/12/21	THE HOME DEPOT #2723	\$279.00	ROBERT MACKENZIE
2017/12/14	THE HOME DEPOT #2725	\$68.00	PETER VASILION
2017/12/14	THE STEWARDSHIP NETWORK	\$540.00	LUANN MAISNER
2017/12/15	TOYS R US #9287	\$1,238.20	RICHARD GRILLO
2017/12/14	WALGREENS #11286	\$120.00	JOYCE A MARX
2017/12/16	WAL-MART #2866	\$11.41	RICHARD GRILLO
2017/12/21	WAL-MART #2866	\$17.76	ANDREW MCCREARY
2017/12/15	WAL-MART #2866	\$26.44	DAN PALACIOS
2017/12/11	WAL-MART #2866	\$34.19	GREGORY FRENGER
2017/12/11	WAL-MART #2866	\$39.82	DAVID LESTER
2017/12/27	WALMART.COM	(\$89.04)	ANDREA SMILEY
2017/12/13	WALMART.COM	\$89.04	ANDREA SMILEY
2017/12/16	WEB*NAMESECURE LLC.	(\$100.00)	DENISE GREEN
2017/12/21	WW GRAINGER	\$8.00	WILLIAM PRIESE
2017/12/19	WW GRAINGER	\$70.35	DAVID LESTER

Total

\$28,633.64

ACH Transactions

Date	Payee	Amount	Purpose
12/13/17	Blue Care Network	9,153.65	Employee Health Insurance
12/17/17	Elan	17,287.91	November Credit Card Bill
12/19/17	Meridian Twp	499.60	Twp Water & Sewer
12/20/17	Blue Care Network	26,091.80	Employee Health Insurance
12/21/17	ICMA	32,186.93	Payroll Deductions 12/22/17 Payroll
12/21/17	IRS	101,638.16	Payroll Taxes 12/22/17 Payroll
12/21/17	Various Financial Institutions	376,699.74	Direct Deposit 12/22/17 Payroll
12/27/17	IRS	6,653.05	Payroll Taxes 12/27/17 POAM Payroll
12/27/17	Various Financial Institutions	23,332.77	Direct Deposit 12/27/17 POAM Payroll
12/28/17	Blue Care Network	5,129.77	Employee Health Insurance
12/28/17	Consumers Energy	55,641.34	Twp Gas & Electric
12/29/17	Horizon	260.00	Bank Service Charge
12/29/17	State of Michigan	28,081.47	Withholding - December
01/02/18	MERS	235,089.05	Employee Retirement
01/03/18	Blue Care Network	26,815.88	Employee Health Insurance
01/03/18	Blue Care Network	46,270.88	Employee Health Insurance
01/04/18	ICMA	57,360.15	Payroll Deductions 01/05/18 Payroll
01/04/18	IRS	127,876.80	Payroll Taxes 01/05/18
01/04/18	Meridian Twp	985.31	Twp Water & Sewer
01/04/18	Various Financial Institutions	316,054.87	Direct Deposit 01/05/18 Payroll
	Total ACH Payments	<u><u>1,493,109.13</u></u>	



To: Board Members
From: Ronald J. Styka, Township Supervisor
Date: January 4, 2018
Re: Reappointment of Supervisor Pro-Tem

Trustee Jackson served as Supervisor Pro Tem in 2017. Since the Supervisor was not absent from a meeting last year, I recommend appointing her again through December 31, 2018.

The following motion has been prepared for Board consideration:

MOVE THAT THE BOARD APPOINT, THROUGH DECEMBER 31, 2018, TRUSTEE PATRICIA HERRING JACKSON TO ACT AS PRESIDENT PRO-TEM AT ANY MEETING OF THE TOWNSHIP BOARD WHEREIN THE SUPERVISOR IS ABSENT.



To: Township Board
From: Mark Kieselbach, Director of Community Planning & Development
Date: January 3, 2018
Re: Vacant or Abandoned Buildings

A resolution for final adoption of the Vacant or Abandoned Building Ordinance is attached for the Board's Approval. As directed by the Board, the Clerk has published the proposed ordinance.

Move to approve the resolution for the final adoption of the amendment to Chapter 14 of the Code of Ordinances to add Article VII, Vacant or Abandoned Buildings and amend the Township Fee Schedule to include an Initial Registration Fee (including one inspection) of \$175.00, a Registration Renewal Fee (each year building remains vacant or abandoned) of \$100.00, and Inspection or Re-Inspection fee of \$75.00.

Attachment

1. Resolution for final adoption

RESOLUTION TO APPROVE

**Amendment to Chapter 14
Vacant or Abandoned Buildings
(Township Board)
FINAL ADOPTION**

RESOLUTION

At the 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 9th day of January, 2018, at 6:00 p.m., Local Time.

PRESENT: _____

ABSENT: _____

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

WHEREAS, the Township Board initiated an amendment to Chapter 14, Buildings and Building Regulations, of the Code of Ordinances to provide for the registration and security of Vacant or Abandoned Buildings; and

WHEREAS, the proposed amendment will help protect the health, safety and welfare of the citizens by preventing blight, protecting property values and neighborhood integrity, avoiding the creation and maintenance of nuisances and ensuring safe and sanitary maintenance of buildings; and

WHEREAS, the Township Board discussed the proposed amendment at its regular meetings on July 6, August 15, September 5 and December 5, 2017; and

WHEREAS, the Township Board amends the Township Fee Schedule to include an Initial Registration Fee (including one inspection) of \$175.00, a registration Renewal Fee (each year the building remains vacant or abandoned) of \$100.00 and Inspection or Re-Inspection Fee of \$75.00; and

WHEREAS, the Township Board deems it to be in the best interest of the citizens to require the registration and inspection of vacant or abandoned buildings; and

WHEREAS, the Township Board introduced the proposed ordinance for publication and subsequent adoption on December 12, 2017.

NOW THEREFORE BE IT RESOLVED THE TOWNSHIP BOARD OF THE CHARTER TOWNSHIP OF MERIDIAN hereby **FINALLY ADOPTS** Ordinance No. 2018-01, entitled "Ordinance Amending the Code of the Charter Township of Meridian, Ingham County, Michigan, Chapter 14 by adding Article VII, Vacant or Abandoned Buildings, Section 14-200 through Section 14-210.

ADOPTED: YEAS: _____

NAYS: _____

STATE OF MICHIGAN)

) ss

COUNTY OF INGHAM)

I, the undersigned, the duly qualified and acting Clerk of the Charter Township of Meridian, Ingham County, Michigan, DO HEREBY CERTIFY that the foregoing is a true and a complete copy of a resolution adopted at a regular meeting of the Township Board on the 9th day of December, 2017.

Brett Dreyfus CMMC
Township Clerk

ORDINANCE NO. 2018-01

**ORDINANCE AMENDING THE CODE OF THE
CHARTER TOWNSHIP OF MERIDIAN, INGHAM COUNTY, MICHIGAN
CHAPTER 14 BY ADDING ARTICLE VII, VACANT OR ABANDONED
BUILDINGS, SECTION 14-200 THROUGH SECTION 14-210**

THE CHARTER TOWNSHIP OF MERIDIAN ORDAINS:

Section 1.

A. Amendment to Chapter 14, Buildings and Building Regulations. The code of the Charter Township of Meridian, Ingham County, Michigan, is hereby amended to add Article VII entitled Vacant or Abandoned Buildings to read as follows:

CHAPTER 14: BUILDINGS AND BUILDING REGULATIONS

ARTICLE VII. VACANT AND ABANDONED BUILDINGS

Section 14-200. Definitions.

The following words, terms and phrases, when used in this article shall have the meanings ascribed to them in this Article, except where context clearly indicates a different meaning:

DEPARTMENT - The Department of Community Planning & Development.

OWNER - The term "owner," as applied to property, includes any part owner, joint owner, tenant in common, tenant in partnership, joint tenant, or tenant by the entirety of the whole or part of such property.

VACANT BUILDING - Any building which has been used or was intended for use as a residential dwelling, commercial structure or industrial structure which the owner or an authorized tenant has not occupied for a period of at least 90 consecutive days for residential structures and 180 consecutive days for commercial or industrial structures.

ABANDONED BUILDING – Any building which has been used or was intended for use as a residential dwelling, commercial structure or industrial structure which the owner or an authorized tenant has not occupied for 30 days and which meets at least one of the following conditions:

- (a) Provides a location for loitering, vagrancy, unauthorized entry or other criminal activity.
- (b) Has been boarded or partially boarded restricting ingress and egress through windows and/or doors for at least 30 days.
- (c) Has real estate taxes in arrears for a period of time exceeding 365 days.
- (d) Has either water, sewer, electric or gas disconnected or not in use.
- (e) Has not been maintained in compliance with the Township Code requirements that relate to property maintenance.

- (f) Has been only partially completed and is not fit for occupancy.
- (g) Has had its wiring, plumbing or other fixtures essential for occupancy removed.
- (h) The owner has no intent to return to or maintain the building.

Section 14-201. Purpose.

The purpose of this article is to help protect the health, safety and welfare of the citizens by preventing blight, protecting property values and neighborhood integrity, avoiding the creation and maintenance of nuisances and ensuring safe and sanitary maintenance of buildings. Further, it is important for the Township to be able to contact owners of vacant or abandoned buildings for property maintenance, fire safety and police purposes. Nothing in this Article shall be construed as waiving, relieving, or otherwise excusing an owner of residential property from compliance with all applicable building codes and ordinances.

Section 14-202. Penalty.

Any owner of a vacant or abandoned building that fails to register, fails to report changes to registration information, or fails to renew a registration annually shall be responsible for a civil infraction and assessed a fine in an amount established from time to time by resolution of the Township Board. Any owner or owner's agent of a vacant or abandoned building subject to the registration requirements of this Article, and causes, permits, or maintains a violation of this Article as to that building, shall be responsible for a civil infraction. Each day during which a violation continues shall be deemed a separate violation. The imposition of any civil fine shall not exempt a violator from compliance with the provisions of this Ordinance. The foregoing civil fines shall not prohibit the Township from seeking injunctive relief against a violator or such other appropriate relief as may be provided by law.

Section 14-203. Applicability.

An owner of a vacant or abandoned building in the township shall register that property with the department by filing a completed "registration of vacant or abandoned building" form containing all the information required by this Article on forms provided by the department and by paying any registration and inspection fees required by this Article.

Section 14-204. Exceptions.

Registration under Section 14-206 shall not be required for the following:

- (a) Temporary Absence. A building that is unoccupied for a period of 180 days or less each year if the owner submits a request for exemption in writing to the Director of the department that the dwelling will remain unoccupied for a period of 180 consecutive days or less each year. An owner who has given the notice prescribed by this division shall notify the department not more than thirty (30) days after the building no longer qualifies for this exception.
- (b) Active Construction. A building under active construction or renovation and having a valid skilled trade permit(s) at the time of initial inspection shall be exempt from registration until the expiration of the most recent permit, or in the event of an extension, no longer than one (1) year, whichever occurs first.

(c) Newly Damaged. A building which has suffered fire damage or damage caused by extreme weather conditions shall be exempt from the registration requirement for a period of ninety (90) days after the date of the damage if the property owner submits a request for exemption in writing to the department.

(d) For Sale or Lease. A building that is for sale or lease shall be exempted for a period of twelve (12) months from the start of vacancy, provided that the owner or agent submits a request for exemption in writing to the department with proof of such listing for sale or lease. Proof includes, but is not limited to, a realtor contract or multiple listing service listing number with summary sheet.

(e) Multi-Tenant. Multi-tenant commercial or industrial structures containing more than one lawfully occupied and active tenant space shall not be considered vacant or abandoned.

Section 14-205. Mortgagee's obligation to determine vacancy or abandonment.

A mortgagee who becomes an owner, as defined herein, as a result of the initiation of foreclosure proceedings, shall at all times exercise reasonable care to determine if the building is vacant or abandoned. If the mortgagee determines the building is vacant or abandoned, or if through the exercise of reasonable care should have determined the building is vacant or abandoned, the mortgagee shall, within thirty (30) days, comply with the registration requirements of this article.

Section 14-206. Registration of vacant or abandoned buildings.

- (1) Within thirty (30) days of a building becoming vacant or abandoned, owners of vacant or abandoned buildings shall register any such vacant or abandoned building by submitting a completed registration form containing the following information:
 - (a) The address of the building and the name and address of all owners of the building. If the building owner is a limited liability company, the name and address of the managing member. If there are no managing members, the name and address of all members. If any of the members or managing members required to be disclosed under this section are limited liability companies, the process must be repeated until names and addresses of all individuals are identified.
 - (b) A mailing address where mail may be sent that will be acknowledged as received by the owner.
 - (c) The name of an individual or legal entity responsible for the care and control of the building as well as the current address, telephone number, facsimile number, and email address where communications may be sent that will be acknowledged as received by the individual responsible for the care and control of the building.
 - (d) The name and address of any agent submitting the form on behalf of the owner.
 - (e) An explanation as to the reason for the vacancy or abandonment of the building.
 - (f) The name and address of any and all mortgage holders.
 - (g) The name and address of any other persons with an interest in the subject building.

- (2) An owner may authorize an agent in writing to complete any required registration. The written authorization shall be included with the registration form.

Section 14-207. Requirement to keep information current.

If at any time the information contained in the registration form required pursuant to this article is no longer valid, the owner shall, within ten days, file a new form containing valid, current information. There shall be no fee to update an existing registered owner's current information.

Section 14-208. Inspections.

- (a) The Township is hereby authorized to make an inspection of a building upon receiving a complaint of a suspected violation under this Article, or upon its own initiative. The power to inspect shall include the authority to enter upon such building at reasonable times and under reasonable conditions as provided under the International Property Maintenance Code of current adoption.
- (b) Any violations of the Township Code or this article which are detected upon any of the inspections by the department shall be fully repaired and remedied within 30 days of notice to the owner, or within such additional time as permitted by the department.
- (c) Prior to conducting any inspection under this Article, the inspector must notify the owner and/or occupant of the premises that the owner and/or occupant has the right to refuse entry to an inspector who does not have a search warrant. If any owner or occupant refuses to permit or prevents free access and entry to the structure or premises when an inspection authorized by this Article is sought to be made, the department or inspector shall petition for, and, upon such showing as is required by law, obtain a search warrant from a court of competent jurisdiction permitting inspection of the premises, as well as any additional order directing compliance with the inspection requirements of this chapter and such other directive and remedies as the court deems appropriate under the circumstances.

Section 14-209. Registration, inspection and other fees.

- (1) All fees applicable to this article shall be set from time to time by resolution of the Township Board, which fees shall include:
- (a) a registration fee,
 - (b) an inspection fee,
 - (c) a re-inspection fee, and
 - (d) such other related fees established by resolution of the Township Board.
- (2) The payment of all fees required under this article is secured by a lien against the property subject to enforcement in the same manner as ad valorem real property taxes. Payment of the registration and inspection fee is due upon filing of the registration. Payment of re-inspection fees is due within 30 days of mailing of the bill.

Section 14-210. Maintenance and security requirements.

An owner of a vacant or abandoned building shall comply with all of the following maintenance and security requirements:

- (a) The property where the vacant or abandoned building is located shall be kept free from weeds; grass more than eight inches high; dry brush; dead vegetation; trash; junk; debris; building materials; any accumulation of newspapers, circulars, flyers, notices, except those required by federal, state, or local law; discarded items, including, but not limited to, furniture, clothing, large and small appliances, printed material, signage, containers, equipment, construction materials; or any other items that give the appearance that the property is abandoned.
- (b) The building shall be maintained free of graffiti, tagging, or similar markings.
- (c) All yards where the vacant or abandoned building is located shall be properly maintained. Maintenance includes, but is not limited to, cutting, pruning, and mowing of grass, ground covers, bushes, trees, shrubs, hedges or similar plantings and removal of all trimmings.
- (d) Pools, spas, and other water features shall be covered with an industry approved safety cover and shall also comply with the minimum security fencing and barrier requirements of applicable building, property maintenance codes and ordinances.
- (e) The building shall be maintained in a secure manner so as not to be accessible to unauthorized persons. Secure manner includes, but is not limited to, the closure and locking of windows, doors, gates and any other opening of such size that may allow a child or other person to access the interior of the building. Broken windows must be repaired or replaced with like glazing materials within 14 days, except as otherwise provided in the applicable building or property maintenance codes. Boarding up of open or broken windows is prohibited except as authorized by the department.
- (f) All vacant or abandoned buildings shall be properly winterized so as to prevent the bursting of water pipes.
- (g) Buildings shall be maintained in compliance with all other applicable code requirements.

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

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

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

Section 5. Effective Date. This Ordinance shall become effective thirty (30) days following the date of publication.

Ronald J. Styka, Township Supervisor

Brett Dreyfus, CMMC, Township Clerk

Stephen O. Schultz, Township Attorney



12. B

To: Board Members
From: Ronald J. Styka, Township Supervisor
Date: January 4, 2018
Re: ZBA Reappointment

Under the statutes, the Supervisor appoints, subject to the Board's approval, the members of the Zoning Board of Appeals. The current term for Rico Rios ended on 12/31/2017 and he wishes to be reappointed for a three year term.

The following motion has been prepared for Board consideration:

MOVE TO APPROVE THE REAPPOINTMENT MADE BY SUPERVISOR STYKA OF RICO RIOS TO THE ZONING BOARD OF APPEALS FOR A 3 YEAR TERM ENDING 12/31/2020.



To: Board Members
From: Ronald J. Styka, Township Supervisor
Date: January 4, 2018
Re: CRC Appointment

The Community Resources Commission currently has one vacancy. The commission term will expire on December 31, 2019.

Angela Wilson submitted an Application for Public Service on December 18, 2017 to request appointment to the Community Resources Commission. Ms. Wilson, having served four years on the Township Board and working with numerous other community organizations, including Girl Scouts, the United Way, and Lansing Area Economic Partnership, has a proven record of civic-mindedness and would be an excellent addition to the Community Resources Commission.

The following motion is proposed for Board consideration:

MOVE TO APPOINT ANGELA WILSON TO THE MERIDIAN TOWNSHIP COMMUNITY RESOURCES COMMISSION FOR A 2 YEAR TERM ENDING 12/31/2019.

Attachment:

1. Application for Public Service

CHARTER TOWNSHIP OF MERIDIAN

Ronald J. Styka
Brett Dreyfus
Julie Brixie
Frank L. Walsh

Supervisor
Clerk
Treasurer
Manager



Phil Deschaine
Patricia Herring Jackson
Dan Opsommer
Kathy Ann Sundland

Trustee
Trustee
Trustee
Trustee

APPLICATION FOR PUBLIC SERVICE

I am interested in service on one or more of the following public bodies as checked below:

- | | | | |
|-------------------------------------|--|--------------------------|--|
| <input type="checkbox"/> | Assessing Board of Review* | <input type="checkbox"/> | Elected Officials Compensation Commission* |
| <input type="checkbox"/> | Board of Water and Light Representative* | <input type="checkbox"/> | Environmental Commission |
| <input type="checkbox"/> | Brownfield Redevelopment Authority* | <input type="checkbox"/> | Lake Lansing Watershed Advisory Committee* |
| <input type="checkbox"/> | Building and/or Fire Board of Appeals and Building Hearing Officer | <input type="checkbox"/> | Land Preservation Advisory Board |
| <input type="checkbox"/> | Capital Area Transportation Authority (C.A.T.A.) | <input type="checkbox"/> | Park Commission (elected/appointed) |
| <input type="checkbox"/> | Communications Commission* | <input type="checkbox"/> | Pension Trustees |
| <input checked="" type="checkbox"/> | Community Resources Commission | <input type="checkbox"/> | Planning Commission |
| <input type="checkbox"/> | Corridor Improvement Authority* | <input type="checkbox"/> | Township Board (elected/appointed) |
| <input type="checkbox"/> | Downtown Development Authority* | <input type="checkbox"/> | Transportation Commission* |
| <input type="checkbox"/> | East Lansing-Meridian Water & Sewer Authority | <input type="checkbox"/> | Zoning Board of Appeals |
| <input type="checkbox"/> | Economic Development Corporation | <input type="checkbox"/> | Other |

(*Special conditions restrict eligibility for appointment)

Indicate areas not included above which may warrant special attention or study that are of interest to you:

Summarize your reasons for applying for this type of public service: *I would like to help the people in our community that need an extra helping hand. I am aware of the varying needs of our community and have experience in fundraising and helping*
 Describe education, experience or training which will assist you if appointed. (Attach resume if available)
experience with organizations such as The United Way, LEAP and religious charities. to make difficult decisions for the community

Name: Angela Wilson

Occupation: _____ Place of Employment: _____

Home Address: 4767 Mohican Ln

Phone: (days) 517-898-1373 (evenings) same E-mail a_trapnell@comcast.net

Signature *Angela Wilson* Date 12-18-17

Other than the Downtown Development Authority Board and the Economic Development Corporation, persons appointed to Meridian Township boards and commissions must be a resident and elector (if of voting age) of the Township during the term of office. Excessive absences may be cause for review of appointment.

(PLEASE USE BACK IF NEEDED)

The policy for appointment of candidates to the various public service positions is based on the following criteria: desire to serve, experience, expertise, availability of time to serve, and maintenance of equitable geographic representation. In most instances it will be desirable to develop further information through a personal interview. This application will be retained in township files for two years. Please return this form to the Office of the Clerk, Charter Township of Meridian.

FOR OFFICE USE ONLY				
Date Received		Distro:	Application #	
Registered Voter:	Y / N			
Date Appointed:				

Revised: April 21, 2017



12. D

To: Board Members

From: David Hall, Chief of Police

Date: January 9, 2018

Re: Authorization for Police Candidate Sponsorship

As part of the new police and fire millage, the Police Department's authorized strength has been increased to 41 sworn. Staff has been diligently working toward achieving full strength by aggressively recruiting qualified and diverse individuals using various avenues.

As discussed at the goal session on November 14, 2017, one goal is to increase diversity within the Police Department. One strategy we are currently implementing is the sponsorship of a candidate to attend the winter/spring Mid-Michigan Police Academy at Lansing Community College.

We have committed to Lorenzo Velasquez, a Haslett resident. He has been employed at Kohl's in Okemos as a Loss Prevention Officer and is pursuing a career in law enforcement. He has been attending Lansing Community College and has met all of the qualifications to attend the academy. He is highly recommended by members of the police department, due in part, to what officers have observed in his performance at Kohl's. He completed all the mandatory requirements of the Police Department to be employed as a police officer with Meridian Township, with the exception of the police academy.

The academy orientation started today with the first day of training beginning Monday, January 8, 2018. The Department is using educational credits to fund the expense of the academy incurring no cost to the Township. He will also be compensated with a reasonable wage, funded through current vacant positions in the Department.

The Department offers the following motion.

MOVE TO SPONSOR LORENZO VELASQUEZ USING EDUCATIONAL CREDITS TO THE MID-MICHIGAN POLICE ACADEMY AT LANSING COMMUNITY COLLEGE.



To: Board Members
From: Ronald J. Styka, Township Supervisor
Date: January 4, 2018
Re: Annual Performance Review of Township Manager

On December 12, 2017, the Township Board met in closed session, in conformance with the Open Meetings Act, to conduct the annual evaluation of Frank L. Walsh's performance as Township Manager. All seven Board members were present.

Board Members and Manager Walsh engaged in a review and lengthy discussions of the Manager's performance in nine areas of measurement: customer service, planning/problem solving, interpersonal relations, organization, communication, work attitudes/ethics, supervision/leadership, financial management, and Township goals and accomplishments. Each Board member rated the Manager in all nine areas and gave the Manager an overall performance rating. During discussion, the Board members reached a tentative consensus rating with regard to the Manager's performance and rating in all areas under review and on an overall basis.

A summary delineating the ratings awarded Manager Walsh by the Board in all nine areas and overall is attached for adoption by the Township Board.

The following motion is proposed for Board consideration:

MOVE THAT THE MERIDIAN TOWNSHIP BOARD ADOPT THE 2017 ANNUAL PERFORMANCE REVIEW OF TOWNSHIP MANAGER FRANK WALSH.

Attachment:

1. Township Manager Performance Review Summary

Meridian Charter Township
January 9, 2018
Annual Performance Evaluation of 2017
Frank L. Walsh
Township Manager

On December 12, 2017, the members of the Meridian Township Board met to evaluate Meridian Township Manager, Frank L. Walsh. Each board member and the manager reviewed and discussed the Manager's performance during the 2017 calendar year. After careful review the Board determined that overall Manager Walsh performed his duties in an excellent manner. Indeed, 2017 was in every respect an outstanding year. The Board's determination was based on review of the Manager's performance in nine areas.

First, the Board determined that Manager Walsh excelled in providing customer service. He responded in a timely, courteous, and effective manner to the hundreds of annual calls for service received from Meridian residents. Board members determined that he prided himself on providing service to residents, created a culture of excellent customer service, fostered a sense of confidence and cooperation in many township employees, and quickly brought about solutions to problems presented by residents or Board members.

Next, the Board determined that Mr. Walsh excelled in planning and problem solving. He anticipated and analyzed problem areas, researched and established alternative solutions, and was skillful in conflict resolution. Board members determined that he watched for signs of problems and took cues from board members and citizens before problems arose. He used innovative thinking and relied on his wealth of experience and fact-finding to resolve conflicts and problems. One example was the resolution of the township's unfunded pension liabilities. He worked to resolve both the immediate problem through a millage increase and the long term problem through renegotiation of retirement clauses in bargaining unity contracts.

Third, the Board determined that the manager far exceeded expectations with regard to interpersonal relations. He cooperated effectively with the governing body, department heads, supervisors, unions, employees and the public. He is empathetic and exhibited tact and sensitivity to the needs of others. He keeps Board members in the loop on all on-going matters. Board members determined that he was very helpful to them on all issues and cooperated very effectively with all constituencies—the board, employees, citizens, and businesses.

Fourth, the Board determined that Mr. Walsh excelled at organization. He demonstrated the ability to arrange work and to respond to conflicting or changing priorities. He maintained orderliness of documentation and assured the effective functioning of township government. Board members noted that he had to deal with many issues and did so in a very efficient and productive manner. In addition, the Manager undertook to reorganize significant portions of the Township departments and staff, resulting in efficiencies in work product, funds spent, and the timeliness of responses to both day-to-day activities and unusual circumstances. With redevelopment of key commercial areas being one of the Board's highest priorities, he reorganized the development office, hiring a director dedicated to working on development issues, including recruitment and retention of appropriate businesses and residential developments. Along with this, he encouraged the Board to establish a development fund.

Also, the Board determined that Manager Walsh was a strong communicator. He demonstrated the ability to effectively communicate in oral and written form with the governing body, department heads, supervisors, employees, media, other government leaders, and the public.

He kept others informed of pertinent information and listed to the positions of others. Board members determined that the manager had outstanding communication skills and excelled in most aspects of this skill. His messages were clear, concise, and easily understood. He kept board members informed of all aspects of township operations. He made over 25 presentations to the public on the facts behind the need for a police and fire millage, and did so in a clear and convincing manner. This clearly exceeded Board expectations.

Sixth, the Board determined that the manager also excelled in his work attitudes and ethics. He was open and straight-forward, accepted responsibility, responded to direction from the governing body, and conformed to high ethical standards. Board members determined that he was very responsible in responding to board issues, and seemed to always be on the job. It was noted that Mr. Walsh responded to board direction without complaint and accepted responsibility for success and failure. He willingly spent many evenings making community presentations, and did so without complaint. He rarely used sick or vacation time.

Seventh, the Board determined that Manager Walsh was excellent in providing supervision and leadership. He motivated others, effectively assigned work, encouraged employees and gave them the opportunity to increase their skills. Board members determined that Mr. Walsh was an excellent motivator and leader. Under his direction numerous employees received recognition, enhancing morale. Overall, the board found him to be an excellent leader and supervisor.

Next, the Board determined that, with regard to financial management, Mr. Walsh performed in an excellent manner. He accurately and effectively managed financial and material resources, maintained policies in purchasing procedures, materials replacement, equipment, etc. Also, he prioritized expenditures to reflect board policies. The budget process was very straight forward. Under Mr. Walsh's leadership the fund balance increased, allowing the board to approve one-time additional expenditures on roads and solar infrastructure.

Ninth, the Board determined that the manager performed excellently, as he worked to accomplish the Township's goals. He focused on efforts to accomplish the goals and needs as outlined by the board, effectively working as a team player. The Board appreciated the accomplishments that had occurred under Mr. Walsh's leadership. He led staff to work toward goal completion, with many being completed and significant progress being made on others. The manager was a team player and team leader, but deferred to the board's wishes on matters. The Board's highest goal, resolving the unfunded pension liabilities, was met in an outstanding manner.

In conclusion, the township board determined that Manager Frank Walsh is an excellent Township Manager. The consensus of the Board was that he was excellent in all phases of township governance. His insights and calm discernment of solutions to problems are to be envied. He cares about his job and about the community and its citizens, and takes pride in his work. His devotion to outstanding customer service gave the township government a reputation for caring about all of its citizens. In a year with difficult challenges, he was able to continue his focus on sustainability and stability, so that all programs and services of the township continued at a high level, even as the difficult tasks were being accomplished. It was observed that Meridian could not find a better Manager than Frank L. Walsh.

Ronald J. Styka, Supervisor
On behalf of the Township Board



To: Board Members
From: Ronald J. Styka, Township Supervisor, Julie Brixie, Township Treasurer, and Kathy Ann Sundland, Township Trustee
Date: January 4, 2018
Re: Township Manager Contract Extension

Following a closed session performance review of Meridian Township Manager Frank L. Walsh, the Township Board asked the three of us to meet with the Manager to review his 2017 employment contract. We were requested to bring an updated contract to the January 9, 2018 Board meeting.

Our internal committee met separately on December 27th and reviewed the Manager's requested terms or amendments to his existing contract. Following our meeting, we met with the Manager to discuss terms and conditions. After a brief meeting the group, including the Manager, unanimously agreed to recommend the following changes to the aforementioned contract.

2. Term

The term of the contract shall be two years with expiration on January 7, 2020.

To better reflect our actual experience, the March 1st date regarding preparing for the annual evaluation shall be changed to December 1st.

4. Salary

The salary shall be \$120,000 reflecting a 4.1% increase from his 2017 salary. It is important to understand that when Mr. Walsh was hired we offered him a base salary of \$120,000. He refused to accept more than what we were paying our current Township Manager at that time, which was \$107,000. After nearly 5 years of outstanding performance, we believe it is time to bring his salary to the level of that which was offered in 2013. In addition, a review of Manager's in comparable positions overwhelming indicates that Mr. Walsh's compensation is low.

5E. Vacation

Mr. Walsh shall receive 28 days of vacation per year. He currently receives 25 days of vacation per year.

7. Severance Settlement

Currently, Mr. Walsh would receive 9 months of salary and benefits should he be terminated without cause as defined in the employment agreement. Under the new terms, he shall receive 12 months of ongoing salary and benefits.

Memo to Township Board
January 4, 2018
Re: Township Manager Contract Extension
Page 2

10. Evaluations

The date of Mr. Walsh's annual performance review shall begin on December 1st instead of November 1st.

In addition language clarification was needed in section 2 and section 5E.

This concludes the suggested list of changes that we have for 2018. We look forward to your approval on January 9th.

The following motion is proposed for Board consideration:

MOVE TO APPROVE AND ENTER INTO THE EMPLOYMENT CONTRACT BETWEEN MANAGER FRANK L. WALSH AND THE TOWNSHIP BOARD DATED JANUARY 9, 2018, AND TO AUTHORIZE THE SUPERVISOR AND CLERK TO SIGN ON BEHALF OF THE TOWNSHIP.

Attachment:

1. Township Manager Employment Contract

EMPLOYMENT AGREEMENT

This AGREEMENT made on the date affixed by the parties below, between the CHARTER TOWNSHIP OF MERIDIAN, County of Ingham, State of Michigan (hereinafter referred to as the "Employer"), and Frank L. Walsh (hereinafter referred to as the "Township Manager").

RECITALS

WHEREAS, the Township Board has appointed Frank L. Walsh as Township Manager of the Charter Township of Meridian; and

WHEREAS, it is the desire of the Township Board to provide certain benefits, establish certain conditions of employment, and to set working conditions for the Township Manager; and

WHEREAS, the Township Manager desires to accept the appointment as Township Manager under the provisions as set forth herein.

IT IS AGREED as follows:

1. Appointment and Duties. The Employer hereby agrees to appoint Frank L. Walsh as Township Manager of the Charter Township of Meridian to perform the functions and duties specified in paragraphs (a) through (o) inclusive of Section 10 of the Charter Townships Act (MCL 42.10; MSA 5.46[10]), and to perform such other legally permissible and proper duties and functions as the Township Board shall from time to time assign. The Township Board reserves the unilateral right to add to, amend, modify, or withdraw any and all of the delegated and assigned functions and duties. The Township Manager accepts such appointment on the terms and conditions of this Agreement.

2. Term. The original term of this Agreement will begin on ~~January 17, 2017~~ **January 9, 2018** and end on ~~January 16, 2019~~ **January 7, 2020**.

Prior to ~~March 1~~ **December 1** of each year, the Employer or its authorized representative(s) shall meet with the Township Manager, and the parties shall review such

information as they deem relevant. The Employer may extend this Agreement for a successor year with any modifications to which the parties mutually agree.

Failure to renew or extend this Agreement or any successor Agreement **at the end of its term** shall obligate the Employer to pay to the Township Manager a Severance Settlement as specified and defined in Section 7 of this Agreement, but shall give the Township Manager no other right or claim. Failure to renew or extend this or any successor Agreement shall not be considered a breach hereof or a termination with or without cause, nor give rise to any cause of action which may be arbitrated under the terms of this Agreement or adjudicated in any court of law, tribunal or administrative agency.

3. Extent of Services.

A. Best Efforts. Except as provided in Section 3.8., the Township Manager shall devote his entire time, attention, and energies to the Employer's business and shall not, during the term of this Agreement, be engaged in any other employment or business activity, whether or not pursued for gain, profit, or pecuniary advantage, without the express prior written consent of the Township Board. The Township Manager also shall not engage in any activity which conflicts or interferes with the performance of his duties as specified in this Agreement and as directed by the Employer or any of its agents as described in Section 1 above.

B. Other Activities. The Township Manager may, with prior written consent of the Township Board, teach, write or engage in similar or related activities which do not interfere with, but rather enhance, the Township Manager's performance of the duties and functions required under this Agreement.

4. Salary. The Employer shall pay the Township Manager for all services rendered pursuant to this Agreement calculated at an annual rate of ~~\$115,260~~ **\$120,000**. The Township Manager's salary shall be payable in installments at the same time and in the same manner as other employees of the Township are paid.

5. Benefits. The Employer shall provide the Township Manager with the following benefits:

A. Pension. The Township Manager shall be included in the Township Employee's Pension Plan ("Plan") ICMA-RC Money Purchase Plan pursuant to the terms of the Plan. The Township shall provide 12% of the Manager's base salary into the pension plan.

B. Deferred Compensation. The Employer shall provide the Township Manager a mutually agreeable mechanism for deferred compensation, such as the International City Management Association-Retirement Corporation ("ICMA-RC"), for the Township Manager's participation. In addition to the Township Manager's salary, the Employer shall make an annual contribution of 1.5% of the annual salary annually to the Township Manager's account.

C. Automobile. The Employer will provide the Township Manager an automobile for the Township Manager's unlimited use for official purposes and unlimited use for personal purposes. The personal use shall be reported as required by IRS regulations and the Township Manager shall pay any required taxes for such personal use. The Employer shall have the option of selecting the automobile to be provided to the Township Manager. The Employer shall be responsible to pay for or provide maintenance expenses, gas, oil and insurance coverage for the automobile. The Township Manager may choose to receive a monthly car allowance of \$800.00 in lieu of the automobile, maintenance, gas, oil and insurance expenses as compensation for all business miles driven within a 50 mile radius of the Township Municipal Building.

D. Professional Activities, Conferences, and Training The Employer recognizes that the Township Manager's participation in municipal and professional activities, conferences, and training is mutually beneficial. The Employer will provide as budgeted, funds for the Township Manager to participate in a minimum of one

professional conference per year. Such funds shall be available for the activities of the Township Manager only. This provision shall supersede Section 25 of the "Personnel Policy" of the Charter Township of Meridian adopted March 24, 1992, as revised.

E. Vacation. On January 2 of each year beginning 2018, the Township Manager shall receive ~~twenty-five (25)~~ **twenty-eight (28)** days of vacation. The Township Manager shall not be paid for more than forty (40) vacation days upon separation of employment. The Township Manager shall use a minimum of fifteen (15) days per year, and is encouraged to use all vacation days each year.

F. Life Insurance. The Township shall reimburse the Township Manager for an annual life insurance policy with a maximum premium of \$1,000 per year.

G. The parties hereby adopt and incorporate by reference the following sections of the "Personnel Policy" of the Charter Township of Meridian as amended, or an adopted successor policy, which shall apply to the Township Manager.

- (1) Section 12 "Benefits."
- (2) Section 12.1 "Health and Hospitalization Insurance."
- (3) Section 12.3 "Life Insurance."
- (4) Section 12.4 "Accidental Death and Dismemberment."
- (5) Section 12.5 "Accident and Sickness Income."
- (6) Section 12.6 "Workers' Compensation ."
- (7) Section 12.7 "Sick Leave."
- (8) Section 12.8 "Funeral Leave."
- (9) Section 12.9 "Personal Leave Days."
- (10) Section 12.11 "Family and Medical Leave Act."
- (11) Section 12.12 "Holiday Provisions."
- (12) Section 12.14 "Jury Duty."
- (13) Section 12.15 "Longevity."

- (14) Section 12.17 "Act of God Days."
- (15) Any other benefits to which the parties shall subsequently mutually agree in writing, and as approved by the Township Board at a Board Meeting.

For purposes of this Agreement, all applicable sections of the Township Personnel Policy shall be modified by inserting the term "Township Board" for the terms "Township Manager", "Department Head", or "Supervisor" as appropriate.

6. Nature of Employment. The Parties recognize that the Township Manager serves at the pleasure of the Township Board and that the Township Manager is an at-will employee. The Employer may terminate the appointment of the Township Manger for any reason, with or without cause, at any time, either by refusing to extend this Agreement or a successor Agreement, or at any time during the term of this or any successor Agreement, subject to the terms of Section 7, "Severance Settlement", set forth below.

7. Severance Settlement. In the event the Township Board exercises its sole and exclusive right to terminate the Township Manager's at-will appointment, the Employer shall pay to the Township Manager a lump-sum severance settlement, equal to ~~nine (9)~~ **twelve (12)** months' salary at the Township Manager's then-current salary (hereinafter the "Severance Settlement"), or within the Employer's discretion pay ~~nine (9)~~ **twelve (12)** month salary continuation, plus any payments then due and owing to the Township Manager for accumulated and unused sick leave pursuant to Section 12.7 of the Township Personnel Policy, and any accumulated but unused vacation leave pursuant to Section 12.13 of the Township Personnel Policy. All Severance Settlement sums shall be reduced by applicable taxes or withholdings as required by law. The Manager shall also receive ~~nine (9)~~ **twelve (12)** months continued health care coverage at the level he was receiving at the time of termination.

8. Termination of Appointment for Gross Misconduct or Disability. The Township Manager's appointment may be terminated immediately and without Section 7 severance pay requirements by the Employer for "gross misconduct" as defined herein and shall terminate on the

date of occurrence in the event of "disability" of the Township Manager, as defined herein. Written notice of alleged gross misconduct shall be provided to the Township Manager and he shall be given an opportunity to respond to such charges.

A. Termination for Gross Misconduct. In the event of a termination of the Township Manager's appointment pursuant to this Section, no Severance Settlement payment shall be due to the Township Manager, but the Township Manager shall be entitled to receive only accrued but unused sick and vacation leave as specified in Section 7.

In the event the Township Manager's appointment is terminated by the Employer for gross misconduct, the Township Manager shall be paid his salary until the date of termination. Upon termination, all payments including the Township Manager's salary and all other benefits (except as may be required by law) shall there upon cease.

B. Definition of Gross Misconduct. As used in this Agreement, the term "gross misconduct" includes but is not limited to: (I) theft, dishonesty or fraud; (ii) an illegal act reflecting negatively on the Employer or relating to or affecting the Township Manager's duties or responsibilities to the Employer; (iii) grossly negligent failure to perform duties; (iv) intentional and material misrepresentation to the Employer; or (v) grossly deficient performance or gross failure to perform duties following written notice to the Township Manager that his performance has been deficient or that he had failed to perform his duties as specified.

C. Definition of Disability. As used in this Agreement, "disability" shall mean a physical or mental illness, injury, incompetency or incapacity, including alcoholism or drug addiction, which renders the Township Manager incapable of performing the services required of the Township Manager. Such definition shall include the definition as defined in the Township's insurance policy. Determination of disability and the date upon which it is deemed to have occurred shall be made by a physician who is acceptable to both the Employer and Township Manager. Such determination shall be binding on all parties to this Agreement. In the event the Employer and Township Manager do not agree upon a physician they shall each name a physician and the two physicians shall name a third physician who shall conduct the examination and make the determination as to whether the Township Manager is suffering a disability.

9. Resignation/Salary Reduction. In the event the Township Manager terminates his appointment pursuant to this Agreement by voluntary resignation in writing, the Township Manager shall not be entitled to any Severance Settlement as provided in Section 7 of this Agreement, except that a resignation submitted at the written request of a majority of the Township Board shall entitle the Township Manager to receive a Severance Settlement pursuant to Section 7 of this Agreement. The Township Manager shall give the Employer at least sixty (60) days prior written notice of his intent to voluntarily resign from his appointment, unless the parties agree otherwise in writing. If the Township Manager provides such notice, the Township Manager shall be eligible to receive pay for all accrued and unused sick leave and vacation leave pursuant to the applicable provisions of the Township Personnel Policy. If the Township Manager fails to provide written notice as required herein, the Township Manager shall forfeit any right or claim to any accrued sick or vacation leave or other benefits. Any reduction in the Township Manager's salary by a percentage greater than any average across-

the-board reduction for other employees may be considered a termination by the Township Manager and the Township Manager shall, upon submission of his written resignation giving notice as required in this Section, then be entitled to a Severance Settlement as specified in Section 7 of this Agreement.

10. Evaluations. The Employer shall conduct an annual evaluation of the Township Manager in a manner satisfactory to the Employer. The Township Manager shall assist in developing goal-based evaluation forms and an evaluation process subject to the sole approval of the Employer. The evaluation shall be completed and furnished to the Township Manager prior to ~~November 1~~ **December 1** of each year. The Township Manager shall have the right to file a written response to any written evaluation provided by the Employer. Such evaluation shall not alter or affect the nature of the Township Manager's at-will appointment status or any other term of this Agreement, including but not limited to, the Employer's rights under the "Term" or "Termination" provisions of this Agreement, shall not cause or require the Employer to extend or renew this Agreement or any extension of this Agreement, and shall not give rise to any right of the Township Manager to reply upon or enforce the terms of such evaluation with respect to job tenure, salary, benefits or any other reason or purpose.

11. Residency. The Township Manager shall maintain residency in the Township throughout his term of appointment.

12. Township Manager's Obligations under Township Personnel Policy. The parties hereby adopt and incorporate by reference the following sections of the Township Personnel Policy with respect to the Township Manager's obligations to the Employer. For the purposes of this Agreement, all sections of the Township Personnel Policy adopted by reference shall be modified by inserting the term "Township Board" for the terms "Superintendent" "Department Head", or "Supervisor" as appropriate.

Adoption of these provisions shall be in addition to all other duties and obligations of the Township Manager to the Employer as set forth in this Agreement and as imposed by the Employer:

- A. Section 4.6 "Physical Examination."
- B. Section 20 "Care and Control of Property."
- C. Section 21 "Ethics."
- D. Section 3 "Policy on Non-Discrimination and Harassment."
- E. Section 22 "Smoking Policy."
- F. Section 23 "Conferences and Workshops."
- G. Section 25 "Political Activities."
- H. Section 24 "Substance Abuse."

13. Other Terms and Conditions of Employment. The Township shall fix any other terms and conditions of the Township Manager appointment, as it may determine from time to time, provided such terms and conditions are not inconsistent with or in conflict with the provisions of this Agreement.

14. Assignment. The Township Manager acknowledges that the services to be rendered by him are unique and personal. The Township Manager shall temporarily appoint one Department Director as Acting Township Manager during periods of vacation, sick leave, or other short term leave periods. The Township Board may, at its discretion, choose an alternative person to perform the duties of Acting Township Manager.

15. Arbitration. Any controversy or claim arising out of, or relating to Section 8 of this Agreement, shall be settled by final and binding arbitration in the County of Ingham, State of Michigan, in accordance with the then applicable rules of the American Arbitration Association, and judgment upon the award rendered by the arbitrator may be entered and enforced in any court having jurisdiction.

The arbitrator, if he/she should determine that termination of the Township Manager was not for gross misconduct, shall be limited, by way of remedy, to issuing a monetary award not to exceed the Township Manager's Severance Settlement, and shall have no power of reinstatement. In the event the arbitrator determines that termination of the Township Manager was for gross misconduct, the arbitrator shall have no power to modify the termination or otherwise substitute his/her judgment for that of the Employer.

16. Waiver of Breach. The waiver by the Employer or any of its agents of a breach of any provision of this Agreement by the Township Manager shall not operate or be construed as a waiver of any subsequent breach by the Employer. No waiver shall be valid unless it is in writing and signed by the Township Board.

17. Situs. This Agreement shall be governed by and construed according to the laws of the State of Michigan.

18. Severability. The invalidity or unenforceability of any provision, or a portion thereof, of this Agreement, shall not affect the validity or enforceability of any other provision or portion thereof. Should a provision, or portion thereof, be deemed invalid or unenforceable and later be deemed valid or enforceable, the parties hereto agree that such provision shall be deemed revived and in full force and effect in this Agreement.

19. Section Headings. Section and other headings contained in this Agreement are for reference purposes only and shall not affect in any way the meaning or interpretation of this Agreement.

20. Entire Agreement. This Agreement constitutes the entire agreement between the parties respecting the appointment of the Township Manager, and there are no representations, warranties, or commitments between the parties, except as set forth herein. The terms of this Agreement shall prevail over any conflicting document, except the Meridian Township Employee's Pension Plan and in that case the Plan document shall control over any conflicting language in this Agreement.

21. Modification. Except where the Employer has reserved the right of unilateral amendment, this Agreement may be amended or modified only by written instrument intended as such executed by the parties.

IN WITNESS WHEREOF, the Charter Township of Meridian, through its Township Board, has caused this Agreement to be signed and executed in its behalf by its Supervisor and Clerk, and the Township Manager has signed and executed this Agreement on the _____ day of January ~~2017~~ 2018.

WITNESSES:

EMPLOYER CHARTER TOWNSHIP OF
MERIDIAN

By: Ronald J. Styka, Supervisor

By: Brett Dreyfus, Clerk

By: Frank L. Walsh, Township Manager



To: Board Members
From: Ronald J. Styka, Township Supervisor
Date: January 4, 2018
Re: Planning Commission Appointment

The Planning Commission currently has three vacancies.

Emily Stivers submitted an Application for Public Service on December 13, 2017 to request appointment to the Planning Commission. Ms. Stivers is currently serving on the Zoning Board of Appeals and is interested in assisting her community's land use and development.

The following motion is proposed for Board consideration:

MOVE TO APPROVE THE APPOINTMENT MADE BY SUPERVISOR STYKA OF EMILY STIVERS TO THE PLANNING COMMISSION FOR A 3 YEAR TERM ENDING 12/31/2020.

Attachment:

1. Application for Public Service

CHARTER TOWNSHIP OF MERIDIAN

Ronald J. Styka
Brett Dreyfus
Julie Brixie
Frank L. Walsh

Supervisor
Clerk
Treasurer
Manager



Phil Deschaine
Patricia Herring Jackson
Dan Opsommer
Kathy Ann Sundland

Trustee
Trustee
Trustee
Trustee

APPLICATION FOR PUBLIC SERVICE

I am interested in service on one or more of the following public bodies as checked below:

- | | |
|---|---|
| <input type="checkbox"/> Assessing Board of Review* | <input type="checkbox"/> Elected Officials Compensation Commission* |
| <input type="checkbox"/> Board of Water and Light Representative* | <input type="checkbox"/> Environmental Commission |
| <input type="checkbox"/> Brownfield Redevelopment Authority* | <input type="checkbox"/> Lake Lansing Watershed Advisory Committee* |
| <input type="checkbox"/> Building and/or Fire Board of Appeals and Building Hearing Officer | <input type="checkbox"/> Land Preservation Advisory Board |
| <input type="checkbox"/> Capital Area Transportation Authority (C.A.T.A.) | <input type="checkbox"/> Park Commission (elected/appointed) |
| <input type="checkbox"/> Communications Commission* | <input type="checkbox"/> Pension Trustees |
| <input type="checkbox"/> Community Resources Commission | <input checked="" type="checkbox"/> Planning Commission |
| <input type="checkbox"/> Corridor Improvement Authority* | <input type="checkbox"/> Township Board (elected/appointed) |
| <input type="checkbox"/> Downtown Development Authority* | <input type="checkbox"/> Transportation Commission* |
| <input type="checkbox"/> East Lansing-Meridian Water & Sewer Authority | <input type="checkbox"/> Zoning Board of Appeals |
| <input type="checkbox"/> Economic Development Corporation | <input type="checkbox"/> Other |

(*Special conditions restrict eligibility for appointment)

Indicate areas not included above which may warrant special attention or study that are of interest to you:

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

To learn more and assist with my community's land use and development.

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

Name: Emily Silvers

Occupation: Manager Place of Employment: EduGuida

Home Address: 5446 W. Hidden Lake Dr., East Lansing, MI 48823

Phone: (days) 202-534-8891 (evenings) same E-mail e.silvers@gmail.com

Signature [Signature] Date 12/13/17

Other than the Downtown Development Authority Board and the Economic Development Corporation, persons appointed to Meridian Township boards and commissions must be a resident and elector (if of voting age) of the Township during the term of office. Excessive absences may be cause for review of appointment.

(PLEASE USE BACK IF NEEDED)

The policy for appointment of candidates to the various public service positions is based on the following criteria: desire to serve, experience, expertise, availability of time to serve, and maintenance of equitable geographic representation. In most instances it will be desirable to develop further information through a personal interview. This application will be retained in township files for two years. Please return this form to the Office of the Clerk, Charter Township of Meridian.

FOR OFFICE USE ONLY			
Date Received		Distro:	Application #
Registered Voter:	Y / N		
Date Appointed:			

Revised: April 24, 2017

5151 Marsh Road, Okemos, MI 48864
517.853.4000



A PRIME COMMUNITY
meridian.mi.us

EMILY KATHARINE STIVERS

5445 West Hidden Lake Drive, East Lansing, MI 48823
202-534-8691, estivers@gmail.com

SUMMARY OF SKILLS

- Writing** Creative, professional, and public writing and editing including mass emails, websites, press releases, news articles, blog entries and social media content
- Campaigns** Grassroots campaign development, execution, promotion and reporting
- Management** Graduate-level training and experience remotely managing projects and personnel
- Applications** Certified in Adobe Creative Suite; experienced with HTML and CSS; expert in Microsoft Office, Hootsuite, Wordpress, Salesforce, and various other CMS and CRM

EDUCATION

- University of Michigan**
Gerald R. Ford School of Public Policy
Master of Public Policy
2006 – 2008
- o Concentration: Public Management, Gender Studies
 - o Study Abroad: Economic & Social Policy in Jordan, 2008
 - o Campus Employment: Career counselor, writing consultant

- Michigan State University**
James Madison College
B.A., International Relations
2000 – 2003
- o Concentrations: Economic Development, Gender Studies
 - o Study Abroad: Public Affairs at Cambridge, United Kingdom, 2003
 - o Campus Employment: Writing consultant, community service coordinator, debate and speech coach

RELEVANT EXPERIENCE

EduGuide, Lansing, MI

Outreach & Recruitment Manager, February 2013 – present

- o Creates and executes outreach campaigns using email, social media and blogging to increase interest, build brand awareness and recruit partners
- o Uses analytical disciplines and CRM to test, study, report on and improve outreach tactics
- o Represents the organization and presents at major national and regional conferences
- o Holds recruitment meetings and cultivates relationships with potential partners
- o Writes and edits copy for campaigns, blog entries, landing pages and social media
- o Creates, edits and produces basic graphics, templates, Wordpress webpages and videos

KO13 Consulting, Washington, D.C. (remotely from Lansing, MI)

Project Manager, June – November 2012

Lead Project Manager, November 2012 – December 2013

- o Oversaw start-to-finish website, mobile, social media and print PR projects for clients
- o Conducted audience and competitor analysis, online auditing and integration strategies
- o Working entirely remotely, mediated between clients, developers, designers and company executives to ensure efficient, deadline-driven and successful communications projects

EMILY KATHARINE STIVERS

5445 West Hidden Lake Drive, East Lansing, MI 48823
202-534-8691, estivers@gmail.com

Pace & Partners, Lansing, MI

New Media and Public Relations Specialist, June 2011 – May 2012

- o Developed and implemented comprehensive communications strategies including traditional PR, social media, websites and marketing for various clients
- o Wrote and pitched media advisories, press releases, interviews, articles, and TV and radio scripts to local and statewide TV, radio and print media
- o Prepared and gave public presentations for and about clients
- o Conducted media training sessions for clients; supervised TV and radio interviews

Michigan Credit Advocate, LLC, Southfield, MI

Director and Credit Consultant, October 2005 – June 2012

- o Started and independently managed credit consulting business from home
- o Handled administration, advertising, website, appointments and scheduling and accounting
- o Improved credit scores by up to 200 points for sub-prime clients, ensuring families could keep their homes with manageable monthly payments

United Nations Foundation, Washington, D.C.

Web Producer, July 2010 – April 2011

- o Managed editorial calendar and coordinated online engagement strategies between multiple campaigns for a busy PR team with more than 20 staff members
- o Developed all content, including graphics and layout, for public and internal newsletters
- o Maintained, monitored and expanded social media presence for multiple campaigns
- o Produced regular reports on web metrics, fundraising, reach and recommendations
- o Hired and supervised junior staff members

ONE Campaign, Washington, D.C.

Online Campaign Coordinator, August 2008 – May 2010

- o Designed, executed and promoted grassroots campaigns including petitions, phone call actions and letters to Congress; petitions averaged 100,000 signers
- o Co-managed ONE's college outreach program, including public content, messaging, project management and challenges for more than 30,000 students across the country
- o Ghost-wrote emails and other content for public figures including Matt Damon and Bono

Education for Peace in Iraq Center, Washington, D.C.

Research and Advocacy Fellow, May 2007 – April 2008

- o Developed website and a print interview series using Adobe Pagemaker and InDesign
- o Co-managed NGO advocacy group efforts and planned and publicized lobby days
- o Interviewed Iraqi refugees and produced articles, blog entries and press releases
- o Managed internship program, volunteers and human resources



To: Board Members
From: Mark Kieselbach, Director of Community Planning and Development
Date: January 8, 2018
Re: Outdoor Assembly Ordinance

The Township Board at its meeting on November 9, 2017 discussed updating the Outdoor Assembly Ordinance. One of the items discussed at the meeting was when a license for an outdoor assembly should be required. The current ordinance requires a license if the event is attended by more than 500 persons. The draft ordinance reduces the number to 150 persons. In the draft ordinance the process and requirements for obtaining a license remain the same. The Township attorney did review the draft ordinance. Changes recommended by the Township attorney included adding a section on Civil Infraction, updating sections related to when an applicant is a partnership or corporation, revocation of a license, the citations for regulations on liquid and solid waste disposal and insurance.

The draft ordinance is attached for the Board's consideration. Changes to the ordinance have been highlighted. The Fire, Police and Public Works Departments are still reviewing the draft ordinance.

Attachment:

1. Draft Ordinance

G:\Community Planning & Development\Planning\Mark\Outdoor Assembly Ordinance TB.1.docx

**CHARTER TOWNSHIP OF MERIDIAN
OUTDOOR ASSEMBLY ORDINANCE**

**DIVISION 1
Generally**

Section 38-185. Title.

This Ordinance shall be known as the Outdoor Assembly Ordinance of the Charter Township of Meridian.

Section 38-186. Definitions.

The following words, terms, and phrases, when used in this article shall have the meanings ascribed to them in this section except where the context clearly indicates a different meaning:

EVENT(S)- a gathering for any theatrical exhibition, public show, display, entertainment, amusement or other exhibition, including, but not limited to musical Festivals, rock Festivals, peace Festivals, weddings, fairs or similar gatherings.

LICENSEE- any person to whom a license is issued pursuant to this Ordinance.

OUTDOOR ASSEMBLY- any event attended by more than 150 persons, any part of which is held outside, but does not mean:

- (1) An event which is conducted or sponsored by a governmental unit or agency on publicly owned land or property;
- (2) An event which is conducted under statutory authority permitting the state, county, or Township to hold such an event;
- (3) An event held entirely within the confines of a permanently enclosed and covered structure;
- (4) An event conducted by a school district of the Township in which students are participants.

PERSON- any natural person, partnership, corporation, association, organization, or governmental entity.

Section 38-187. Findings.

The Township Board finds that the interests of the public health, safety, and welfare of the citizens of the Township require the regulation, licensing, and control of assemblages of large numbers of people in excess of those normally drawing upon the health, sanitation, fire, police, transportation, utility, and other public services regularly provided in this Township.

Section 38-188. Waiver.

The sponsor of the outdoor assembly may petition the Township Board for a waiver of one or more of the requirements for licensing under this article. Upon receipt of such a petition, if it appears to the Township Board that one or more requirements of this article creates an unnecessary hardship, not created by action of the sponsor, or that a genuine hardship exists because of unusual circumstances with regard to the particular activity, such requirement or requirements may be waived. The requirement of a license may not be waived.

Section 38-189. Violations.

It shall be unlawful for a licensee or a licensee's employee or agent, to knowingly:

- (a) Advertise, promote or sell tickets to, conduct or operate an assembly without first obtaining a license as herein provided.

- (b) Conduct or operate an assembly in such a manner as to create a public or private nuisance.
- (c) Conduct or permit, within the assembly any obscene display, exhibition, show, play, entertainment or amusement.
- (d) Permit any person on the premises to cause or create a disturbance in, around, or near the assembly by obscene or disorderly conduct.
- (e) Permit any person to unlawfully consume, sell, or possess, intoxicating liquor while on the premises.
- (f) Permit any person to unlawfully use, sell or possess any narcotics, narcotic drugs, drugs or other controlled substances as defined by state or federal law.

Section 38-190. Civil Infraction.

Any person or other entity who causes or permits to continue any assembly as prohibited by this Ordinance is responsible for a municipal civil infraction as defined by Michigan law and is subject to a civil fine of not more than \$500.00, plus costs, which may include all direct or indirect expenses which the Township has incurred in connection with the violation, including attorney's fees. A violator of this Ordinance shall also be subject to such additional sanctions, remedies, and judicial orders as are authorized under Michigan law. Each day a violation of this Ordinance continues to exist constitutes a separate violation. The foregoing civil fines shall not prohibit the Township from seeking injunctive relief against a violator or such other appropriate relief as may be provided by law.

**DIVISION 2
License**

SECTION 38-216. License required.

A person shall not sponsor, operate, maintain, conduct or promote an outdoor assembly in the Township without a license for each such assembly.

SECTION 38-217. License application.

Applicants for a license to conduct an outdoor assembly must submit a complete application to the Township Clerk at least sixty (60) days prior to the date of the proposed assembly. Each application must be accompanied by a non-refundable fee set from time to time by resolution of the Township Board, and must include at least the following information:

- (a) The applicant's name, age, residence and mailing address. Where the person making the application is a partnership, limited liability company, corporation or other corporate body, the application must state the names and addresses of all general partners, officers, directors, and managing members of such body. If the applicant is an unincorporated association, all members of the unincorporated association must sign the application. Where the applicant is a partnership, corporation, limited liability company, or other corporate body, the application must be signed by all general partners in the case of a partnership, all authorized officers on behalf of a corporation, all managers of a limited liability company, or other authorized officers for any other corporate body. Where applicable, a certified copy of the partnership agreement, the articles of incorporation, the articles of organization, or other charter, together with a certified copy of the resolution of the general partners, the corporate board of directors, managers, or governing board, authorizing the execution the application, shall accompany the application.
- (b) A statement of the kind, character, and type of proposed assembly.

(c) The address, legal description and proof of ownership of the site at which the proposed assembly is to be conducted. Where ownership is not vested in the prospective licensee, the prospective licensee must submit a copy of a binding written agreement from the landowner authorizing the use of the site for the assembly.

(d) The date or dates and hours during which the proposed assembly is to be conducted.

(e) An estimate of the maximum number of attendants expected at the assembly for each day it is conducted, along with a detailed explanation of the evidence of admission that will be used and of the sequential numbering or other method which will be used for accounting of attendants.

(f) A map or maps of the overall site of the proposed assembly.

(g) A detailed explanation, including drawings and diagrams where applicable, of the prospective Licensee's plans to provide for the following:

1. Police and fire protection;
2. Food and water supply facilities;
3. Health and sanitation facilities;
4. Medical facilities and services including emergency vehicles and equipment;
5. Vehicle access and parking facilities;
6. Camping and trailer facilities;
7. Lighting facilities;
8. Communications facilities;
9. Noise control and abatement;
10. Facilities for clean-up and waste disposal;
11. Insurance and bonding arrangements.

Section 38-218. Review.

On receipt by the Township Clerk, copies of the application shall be forwarded to the appropriate public officials as the Township Board may identify. Township officials shall review and investigate matters relevant to the application and report their findings and recommendations to the Board within twenty (20) days of receipt.

Section 38-219. Approval, Conditions, Insurance.

(a) If a complete application has not been received by the Township Clerk at least thirty (30) days prior to the next regularly scheduled meeting of the Township Board, deliberations on the application shall not commence, until the next regularly scheduled of the Board or until a special meeting called for the purpose of deliberating of the said application. Within sixty (60)

days after the complete application and all materials required by this Ordinance are filed with the Township, the Township Board shall:

1. Issue a license;
2. Issue a license subject to specified conditions; or
3. Deny a license.

If the Township does not take action within sixty (60) days after the complete application and all materials are filed with the Township, the application for a license is denied.

(b) The Township Board may require that adequate security or insurance be provided before a license is issued. Where conditions are imposed as prerequisite to the issuance of a license, or where a license is denied, notice must be mailed to the applicant by certified mail within five (5) days after the Board's decision.

Section 38-220 Denial.

A license may be denied if:

1. The applicant fails to comply with any or all requirements of this ordinance, or with any or all conditions imposed by the license, or with any other applicable provision of state or local law; or
2. The applicant has knowingly made a false, misleading or fraudulent statement in the application or in any supporting document; or
3. The Ordinance otherwise provides that the license is denied.

Section 38-221. License posting.

A license must specify the name and address of the licensee, the kind and location of the assembly, the maximum number of attendants permissible, the duration of the license, and any other conditions imposed by the Township. A license must be posted in a conspicuous place at all entrances to the premises or place of the assembly. The licensee cannot transfer the license to any other person or to any other location.

Section 38-222. Revocation, Reinstatement, Corrections.

The Township Supervisor, or designee, is authorized to revoke or suspend a license, in whole or in part, whenever the licensee, or the licensee's employee or agent fails neglects or refuses to fully comply with any and all provisions and requirements set forth herein, with the conditions of an issued license, or with any and all provisions, regulations, ordinances, statutes, or other laws incorporated herein by reference. The licensee, the licensee's employee or agent on-site shall be notified of such revocation or suspension in writing. Upon such revocation or suspension, all further activities and usage set forth in the notice of revocation, shall cease upon the site, other than for the purpose of correcting the violation. Upon correction, the Township Supervisor, or designee, may reinstate the licensee upon such conditions that are necessary to achieve compliance with the issued license. The Township Supervisor, or designee, may also issue a stop work order to halt all construction activities and usage pending correction of the violation. Failure to terminate or suspend the use, activity or Event for which the license was revoked or suspended, other than

actions for the purpose of correcting the violation, is declared to be a nuisance per se and a violation of this Ordinance.

DIVISION 3 Requirements

SECTION 38-246. Minimum requirements.

All licenses will, at a minimum, require the following:

(a) Security personnel - The licensee is responsible for employing such security personnel as are necessary and sufficient to provide for the adequate security and protection of the maximum number of attendants at the assembly and for the preservation of order and protection of property in and around the site of the assembly.

(b) Water supply - The licensee shall provide sufficient potable water for drinking, cooking, washing and other water-using facilities for peak demand conditions, in accordance with all applicable state and local statutes, rules, and regulations.

(c) Restroom facilities - The licensee shall provide sufficient toilet facilities or portable toilets, hand washing stations, and drinking water facilities. The number and type of facilities required shall be determined, on the basis of the number of prospective attendants, and all required permits shall be obtained in accordance with all applicable state and local statutes, rules, and regulations.

(d) Food service and beverage service. - If food service or beverage service is made available on the premises, it shall be delivered only through concessions operated in accordance with the temporary food establishment provisions of the Michigan Food Law of 2000, MCL 289.1101, et seq.; applicable rules and regulations; and any other applicable provision of state or local law, . No alcoholic beverages shall be provided or permitted on the site unless a permit is obtained from the Michigan Liquor Control Commission.

(e) Medical Facilities - If the assembly is not readily and quickly accessible to adequate existing medical facilities, the licensee shall be required to provide such facilities, including cooling tents or facilities, on the premises of the assembly.

(f) Liquid waste disposal - The licensee shall provide for liquid waste disposal in accordance with all the rules and regulations established by Ingham County Health Department, of the Public Health Code, Part 127; Water Supply and Sewer Systems, MCL 333.12701, et seq.; the Natural Resources and Environmental Protection Act, Part 117: Septage Waste Servicers, MCL 324.11701, et seq.; applicable rules and regulations, and any other applicable provision of state or local law. If liquid waste retention and disposal requires septage waste servicers, they shall be licensed in accordance with the Natural Resources and Environmental Protection Act, Part 13: Permits, MCL 324.1301, et seq., applicable rules and regulations, and any other applicable provision of state or local law. The licensee shall provide the Township Clerk with a true copy of an executed agreement with a licensed septage waste servicer for the proper, effective, and frequent removal of liquid wastes from the premises to prevent a nuisance or threat to the public health.

(g) Solid waste disposal - The licensee shall provide for solid waste storage on, and removal from, the premises in accordance with the Natural Resources and Environmental Protection Act, Part 115: Solid Waste Disposal, MCL 324.11501, et seq., applicable rules and regulations, and any other applicable provision of state or local law, including the rules and regulations of the Ingham County Health Department. Storage shall be in approved; covered; fly-tight and rodent-proof containers, provided in sufficient quantity to accommodate the number of attendants. Prior to issuance of any license, the licensee shall provide the Township Clerk with a true copy of an executed agreement with a licensed refuse collector for the proper, effective, and frequent removal of solid waste from the premises to prevent a nuisance or threat to the public health. The licensee shall implement effective control measures to minimize the presence of rodents, flies, roaches and other vermin on the premises. Poisonous materials, such as insecticides or rodenticides shall not be used in any way so as to contaminate food, equipment, or otherwise constitute a hazard to the public health. Solid waste containing food waste shall be stored so as to be inaccessible to vermin. The premises shall be kept in such condition as to prevent the harborage or feeding of vermin.

(h) Access and traffic control - The licensee shall provide for ingress to and egress from the premises so as to insure the orderly flow of traffic onto and off of the premises.

(i) Parking - The licensee shall provide a parking area sufficient to accommodate all motor vehicles, with at least one automobile space for every four (4) attendants, and located entirely off of all public rights of way. Licensee shall provide traffic controls necessary to direct traffic onto the premises parking areas so that the public rights of way remain free. No vehicles shall be parked upon the public rights of way.

(j) Camping and trailer parking - A licensee who permits attendants to remain on the premises between the hours of 2 a.m. and 6 a.m. shall provide for camping and trailer parking and facilities in accordance with the Public Health Code, Part 125: Campgrounds, Swimming Areas and Swimmer's Itch, MCL 333.12501, et seq., and the Michigan Department of Community Health rules regarding sanitation and safety standards for campgrounds and public health.

(k) Lighting - The licensee shall provide lighting of all occupied areas sufficient to ensure safety and comfort of all attendants. The licensee shall submit the lighting plan with the application for a license.

(l) Insurance - Before the issuance of a license, the licensee shall obtain public liability insurance with limits of not less than One Hundred Thousand and no/100 (\$100,000.00) Dollars, or such other figure as shall be established from time to time by resolution of the Township Board, and property damage insurance with a limit of not less than Twenty-Five Thousand and no/100 (\$25,000.00) Dollars, or such other amount determined from time to time by resolution of the Township Board, from a company or companies approved by the Commissioner of Insurance of the State of Michigan, which insurance shall insure liability for death or injury to person or damage to property which may result from the conduct of the assembly, or conduct incident thereto and which insurance shall remain in full force and effect in the specified amounts for the duration of the license.

(m) Fire Protection - The licensee is responsible for assuring the availability as appropriate of fire and ambulance personnel for the assembly. The licensee shall, at its own expense, take adequate steps as determined by the Township Fire Department to ensure fire and ambulance protection for the assembly.

(n) Miscellaneous – Prior to issuance of a license, the Board may impose any other condition(s) reasonably calculated to protect the health, safety, welfare and property of attendants or of citizens of the Township.

G:\Community Planning & Development\Planning\Mark\2017.12.28 Outdoor Gathering Ordinance.docx



To: Board Members
From: Chris Buck, Economic Development Director
Date: January 4, 2018
Re: Master Plan Implementation Strategy-PICA's

One of the 2017 Township Goals was to “implement a results-oriented strategy to redevelop Downtown Okemos, Downtown Haslett, Carriage Hills Commercial Area, and the Grand River Corridor.” Much progress was made in 2017 to this end. The Township has:

- Adopted the Master Plan which establishes these core commercial areas as potential intensity change areas (PICA's) and outlines its appetite for dense mixed-use development
- Approved the creation of the Meridian Redevelopment Fund to financially encourage development
- Hired its first Economic Development Director whose sole purpose is to network perspective stakeholders and encourage them to develop the vision in the Master Plan
- Established its Brownfield Redevelopment Authority
- Enrolled into the Redevelopment Ready Communities Program via the MEDC

Despite these monumental steps, we closed out the year without a single development project proposed in Downtown Okemos or in the Haslett Village Square. In addition, Ace Hardware officially closed its doors and vacated its three tenants on New Year's Eve, driving Downtown Okemos further into blight.

At the December 4, 2017 Downtown Development Authority (DDA) meeting, the DDA posed the question about how the vision of the Master Plan will get implemented in order to help development projects get into the planning funnel. I relayed that developers and land owners at the 4-corners of Okemos have communicated to me they are fully in support of the Master Plan, but the developments they wish to propose are outside of what is allowable in our Mixed Use Planned Unit Development (MUPUD) ordinance, namely the density, or dwelling units per acre, which is capped at fourteen, and with the proper amenities, eighteen. They cite recent developments that are occurring in neighboring municipalities and they feel strongly that those types of projects would be as successful, or more successful, in Meridian Township, but since they are not permitted they are investing their development efforts elsewhere. One example which measures 25 units/acre is included in your board packet. The DDA believes that the Township should consider these types of development projects and voted unanimously to draft a letter to the Township Supervisor (attached) to begin the process of removing the density cap from a small portion of the Okemos PICA so we can try to attract developers to propose projects for consideration before the opportunity is gone.

At the December 7, 2017 Economic Development Corporation meeting, I shared the DDA's position on the matter. A discussion ensued and the EDC unanimously passed a resolution to support the

Memo to Township Board
January 4, 2018
Re: Master Plan Implementation Strategy-PICA's
Page 2

DDA's plan and to add a similar boundary map for a portion of the Haslett PICA (attached). The sentiment was that if we truly want to eliminate the blight and create the village feel in these two defined target areas, we need to open the door wider for developers to bring projects forward for consideration.

On December 20, 2017, I called a meeting of the highly engaged community group called the 4-Corner Alliance of Okemos and presented them with the direction the DDA and EDC propose the Township should go. After much discussion and many questions, I think you'll find that they welcome development and would like to see projects come forward for consideration. It was communicated to me by a very engaged member "I can personally attest that when a dense environment is designed well, with the welfare of the pedestrian in mind, it is a great way to live."

All three groups want it to be known they expect nothing but the highest quality design and materials, the height of development not exceed what is currently allowed in the MUPUD ordinance (45'), and amenities, traffic, parking, pedestrian and bicycle traffic and other sustainable considerations need to be thoughtfully incorporated into the site plan.

The 2018 Township Goals calls for our TEAM to "create and adopt additional tools to assist in the redevelopment of our core commercial areas including the Four Corners of Okemos and Downtown Haslett". Staff has reviewed the MUPUD ordinance and has drafted the proposed revision for your consideration (attached). The Township attorney has reviewed and approved it from a legal standpoint. You'll notice the ordinance is largely unchanged that we have included eleven conditions that will be considered when reviewing projects with densities higher than 18 units per acre, and that building height will remain capped at 45'.

In the August 2016 issue of the City Pulse (attached), the vacant MARC building is highlighted as their regional Eyesore of the Week with an article that concludes with "The current situation (in Downtown Okemos), with vacant spaces and deteriorating buildings, projects an unacceptable municipal image." More than a year later, the MARC looks the same or worse, and the other half of the block is now vacant.

I heartily encourage the Township Board to direct the Planning Commission to begin the process of amending the ordinance and I assure you I will do all I can to get the highest quality developments proposed that I can.

Attachments:

1. Image of Esker Square Development in Holt
2. DDA Letter to Supervisor dated 12/6/2017
3. Proposed Okemos Density Boundary
4. EDC Density Resolution dated 12/7/2017
5. Proposed Haslett Density Boundary
6. Proposed MUPUD Ordinance Revision Draft
7. City Pulse Eyesore of the Week Article 8/17/2016





**CHARTER TOWNSHIP OF MERIDIAN
DOWNTOWN DEVELOPMENT AUTHORITY**



12/06/2017

Ronald J. Styka, Township Supervisor
Meridian Township
5151 Marsh Rd.
Okemos, MI. 48864

Dear Supervisor Styka:

Subject: Implementation of the Master Plan

On Monday, December 4th the Downtown Development Authority (DDA) met to discuss the adoption of the Master Plan and the potential impact of the newly conceived PICA areas. All current DDA members were in attendance except board chair Jim Raynak.

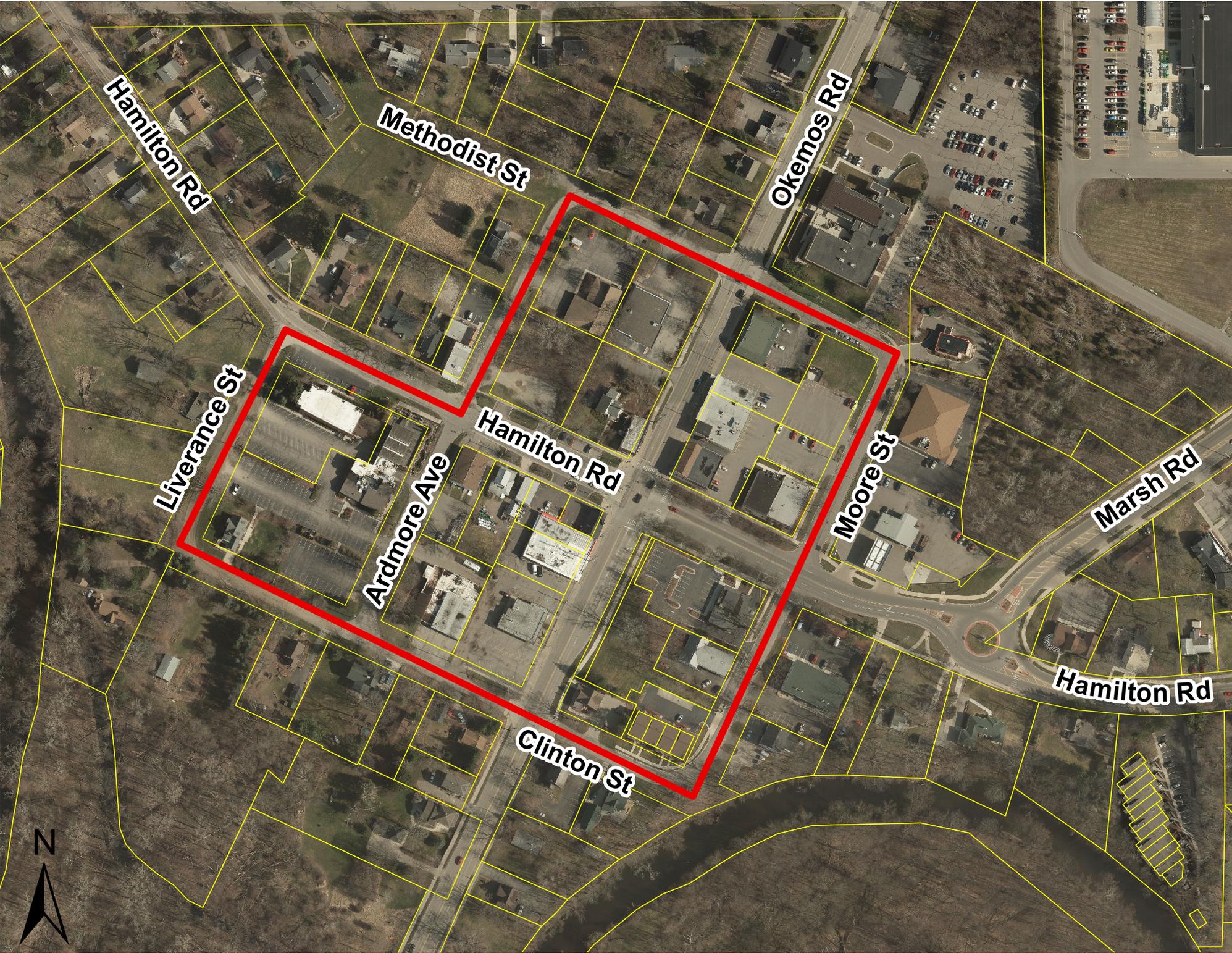
The discussion was pointed and extremely positive that we need to fix the overwhelming blight that exists in downtown Okemos. Most of the discussion centered on the unlikelihood of the area being redeveloped with the MUPUD density limit of 14 units per acre.

After discussion from all DDA members, a motion was offered by Scott Weaver to eliminate the density ceiling to support development and revitalization in the Okemos PICA (see attached map) and to support redevelopment in the Haslett and Carriage Hills PICAs as well. The motion was supported by me. The DDA members unanimously and enthusiastically approved this motion.

The DDA has decided to forward their recommendation to the EDC for discussion, and possible action, at their meeting this Thursday. If the EDC also supports the motion, we would like to bring the recommendation to the Township Board for discussion as soon as possible, if not December 12th, then on January 9th. There was also support from the Downtown Development Authority to help with facilitating community discussions on this topic with neighboring property owners and residents. We look forward to working with you over the coming months on this important update to the Master Plan.

Sincerely,

Sherry Fisher
Downtown Development Authority Vice-Chair



Hamilton Rd

Methodist St

Okemos Rd

Liverance St

Ardmore Ave

Hamilton Rd

Moore St

Marsh Rd

Clinton St

Hamilton Rd



RESOLUTION OF SUPPORT FOR LIFTING THE DENSITY CEILING IN THE PICA DISTRICTS

At a regular meeting of the Economic Development Corporation of the Charter Township of Meridian, Ingham County, Michigan, held at the Meridian Township Municipal Building, 5151 Marsh Road, Okemos, MI 48864-1198, (517) 853-4000, on Thursday, December 7, 2017 at 7:30am

PRESENT: David Ledebuhr, Shawn Dunham, Adam Carlson, Chris Buck, Trustee Phil Deschaine, Mikhail Murshak, Joel Conn, Jade Sims, Josh Hundt, Lynda Rowlee, Township Manager Frank Walsh,

ABSENT: David Olson

The following resolution was offered by David Ledebuhr and supported by Joel Conn.

WHEREAS, the Master Plan was adopted on November 21, 2017 defining the downtown Haslett, downtown Okemos and Carriage Hills potential intensity change areas (PICAs) as targets for new mixed use redevelopment; and

WHEREAS, the Meridian Township Board declared the revitalization of the PICA districts as a primary goal for 2018; and

WHEREAS, the Economic Development Corporation recognizes the unlikeliness of development with the current density limit of 14 units per acre; and

WHEREAS, the Economic Development Corporation wishes to support the Downtown Development Authority's motion on December 4, 2017 to eliminate the density ceiling to encourage development and revitalization in the Okemos PICA; and

WHEREAS, the Economic Development Corporation wishes to expand the elimination of the density ceiling to the Haslett PICA;

NOW, THEREFORE, BE IT RESOLVED, BY THE ECONOMIC DEVELOPMENT CORPORATION OF THE CHARTER TOWNSHIP OF MERIDIAN, INGHAM COUNTY, MICHIGAN, does hereby support the lifting of the density ceiling in defined areas of the Okemos and Haslett PICA districts, as illustrated in the attached maps.

ADOPTED: YEAS: David Ledebuhr, Shawn Dunham, Adam Carlson, Chris Buck, Trustee Phil Deschaine, Mikhail Murshak, Joel Conn, Jade Sims, Josh Hundt, Lynda Rowlee, Township Manager Frank Walsh,

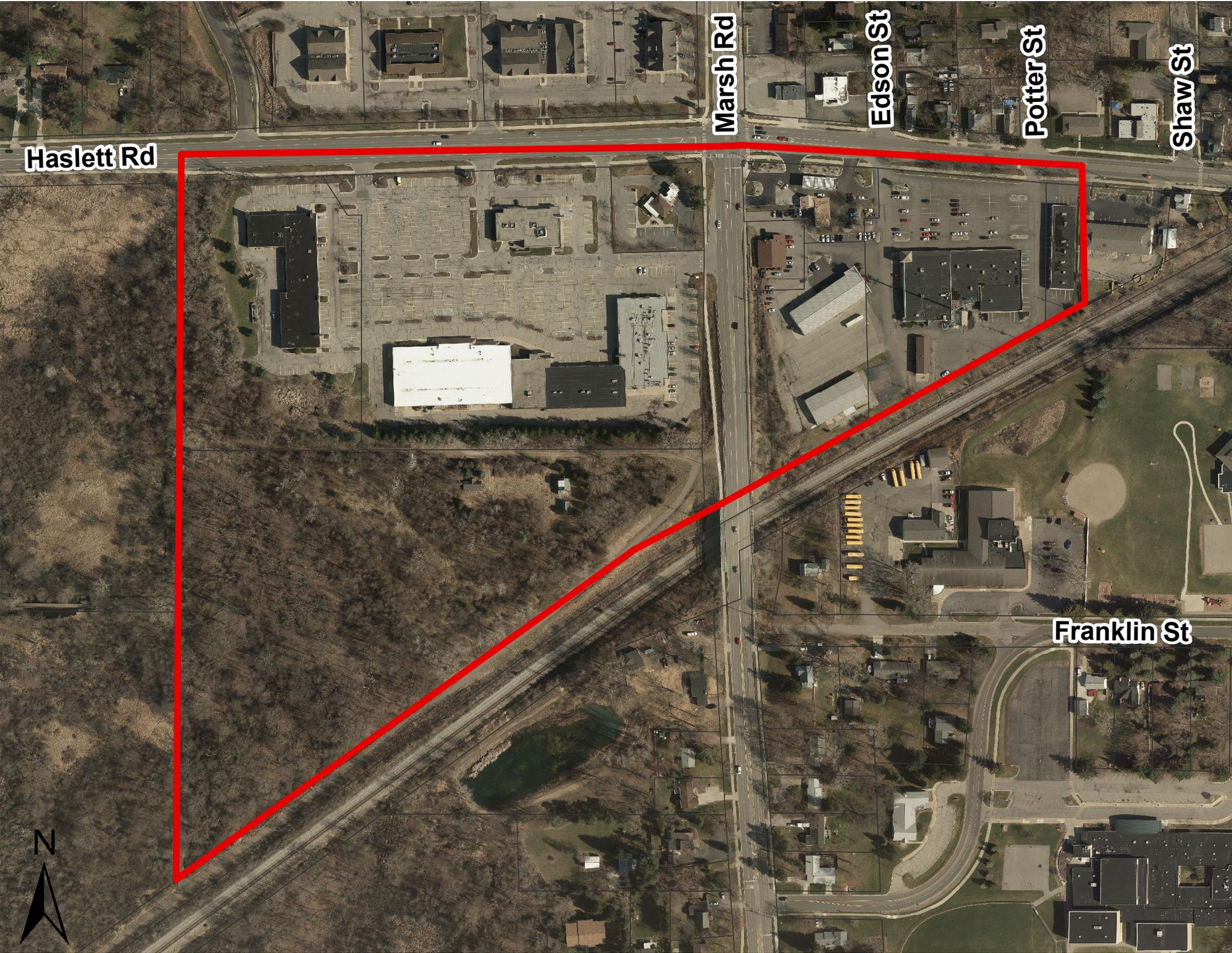
NAYS: None

STATE OF MICHIGAN)
) ss.
COUNTY OF INGHAM)

I, the undersigned, the duly qualified and acting Chairperson of the Economic Development Corporation, Charter Township of Meridian, Ingham County, Michigan, DO HEREBY CERTIFY that the foregoing is a true and complete copy of proceedings taken by the Economic Development Corporation at a regular meeting held on Thursday, December 7, 2017.



Chris Buck, Chairperson
Meridian Economic Development Corporation



Haslett Rd

Marsh Rd

Edson St

Potter St

Shaw St

Franklin St



DRAFT MUPUD ORDINANCE AMENDMENT
INCREASED UNIT DENSITY IN MAJOR REDEVELOPMENT AREAS

§ 86-440 Mixed use planned unit development (MUPUD).

(a) Purpose and intent. The purpose of the mixed use planned unit development (mixed use PUD) section is to create more walkable pedestrian oriented developments by promoting and accommodating developments in rational mixed patterns that respect Meridian Township's transitional land use concept to protect, enhance and preserve natural resources. The second purpose is to encourage rehabilitation of existing structures to include those originally built or partially built before zoning ordinances were adopted, and in such a manner that will maintain traditional urban design to preserve and enhance community resources. The intent of this section is two-fold.

(1) Meet Township goals through well planned, integrated, high quality mixed use in redevelopment projects:

- a. Enhance health and safety goals by requirements for walkability, pedestrian orientation and high quality, durable, building materials.
- b. Increase Township prosperity goals and citizen welfare by appreciated property values which will support necessary public services.
- c. Actualize our cultural heritage through citizen pride in creative, new places to walk to, shop at and work in that retain a flavor of Meridian Township's rich history.
- d. Enhance diversity goals with new types of residential uses in close-knit community design.
- e. Improve our natural environment goal by mixed use redevelopment with incentives for more intensely landscaped buffers and open spaces designed to complement Township parks and green space plans.

(2) Improve the potential for financially attractive and high quality mixed use projects in the Township while meeting Township goals of a safe, healthy and sustainable community.

- a. Enhance incentives for investment by the ability to mix residential with commercial and office uses within the same development.
- b. Allow flexibility in setback and parking requirements.
- c. Encourage redevelopment by allowing increases in density in exchange for providing specified community amenities.

- d. Achieve attractive and commercially successful core areas through cooperative development projects with one or more land owners.
- e. Encourage mitigation to lessen potential hazards associated with the location of a mixed use PUD such as when adjacent to a railroad.

(b) Definitions.

AMENITY Aesthetic, practical or other characteristics of a development that increase its desirability to a community or its marketability to the public. Amenities may differ from development to development.

AWNING A roof-like cover, often fabric, metal, or glass designed and intended for protection from weather or as a decorative embellishment, and which projects from a wall or roof of a structure over a window, walk, door, or the like.

BALCONY A platform that projects from the wall of a building and is surrounded by a railing or balustrade, for the private use of tenants.

CLOSE-KNIT COMMUNITY A style of land development advocating smaller, narrower lots, shallower yards and setbacks, smaller and more intensely used spaces, etc. that is less land consumptive than traditional suburban development.

HORTICULTURAL MAINTENANCE PLAN A written statement documenting the methods to be used to maintain landscaping materials in a healthy condition, free of refuse and debris.

IMPROVEMENT Alterations to any structure that do not change the intensity of its use, do not increase the gross floor area, height, or bulk of the structure by more than 10%, and/or do not block or impede public access.

MAJOR MIXED USE REDEVELOPMENT OVERLAY DISTRICT The real property within the Township that is legally described as:

[insert legal description of Okemos Four Corners Area]; and

[insert legal description of Haslett Village Square Area].

MONUMENT SIGN A freestanding sign, in which the entire bottom (base) is in contact with the ground and is independent of any other structure.

ORNAMENTAL Something that is either decorative or something that provides aesthetic quality to an object required for other purpose.

PEDESTRIAN-ORIENTED DEVELOPMENT Development designed with an emphasis primarily on the street sidewalk and on pedestrian access to the site and building,

rather than on auto access and parking areas with design bearing a definite relationship to the human dimension. The building is generally placed close to the street and the main entrance is oriented to the street sidewalk. There are generally windows or display cases along building facades which face the street. A pedestrian oriented neighborhood offers variety in housing clustered around well-defined neighborhood centers which support jobs, commercial activity, and a range of amenities to sustain lively streets and gathering places. It offers a gradient density from open space to high-intensity commercial cores. The layout of pathways, streets and transportation corridors minimizes conflict between walking, biking, and driving.

REDEVELOPMENT The process by which an existing developed area is rehabilitated, restored, renovated, expanded and/or adaptively reused. Redevelopment may also mean a site that contains an existing building(s) to be removed with the approval of the mixed use PUD.

SIGN PROGRAM A plan of all signs proposed to be installed in a mixed use PUD project submitted for approval to create a coordinated project theme of uniform design elements such as color, lettering style, size, and placement consistent with the context of the project and its surroundings and the purpose and intent of this section.

SUBSTANTIAL IMPROVEMENT Alterations to any structure that does change the intensity of its use, does increase the gross floor area, height, or bulk of the structure by more than 10%, and/or does block or impede public access.

WAIVER Permission to depart from the requirements or standards of the underlying zoning district.

(c) Permitted locations and uses.

(1) Locations.

a. Mixed use PUD shall be permitted in the C-2, C-3, CS, and CR zoning districts, where public water and sewer are available.

b. Mixed use PUD shall be permitted in the PO and C-1 districts where public water and sewer are available, provided that when adjacent to land zoned and developed in a single-family residential district, the height of buildings in the mixed use PUD shall be no taller than the abutting residential district would allow.

(2) Uses.

a. All uses permitted by right and by special use permit in the underlying zoning district or districts where a project includes more than one zoning district, provided that the purpose and intent of this section is incorporated within the total development plan.

b. Limited commercial uses in an underlying PO zoning district.

1. In addition to the uses permitted in the underlying PO zoning district, only the following neighborhood-oriented commercial uses are allowed:

i. Personal service establishments which perform services on the premises such as, but not limited to, barber or beauty shops, repair shops (jewelry, electronic, shoe, small appliances, etc.), pharmacies, tailor shops, laundries and dry cleaners, with the exception of dry cleaning plants.

ii. Restaurants and cafes which serve food or beverages. This use shall not include bars and taverns.

iii. Grocery stores.

iv. Financial institutions.

v. Retail merchandise establishments.

vi. Outdoor seating areas for cafes and restaurants.

2. Commercial development shall not be located in any PO zoned mixed use PUD without approval by the Township Board of the location and general amount of commercial uses shown in the form of a site plan at the time of approval of the mixed use PUD. The request will be evaluated for consistency with the intent of the mixed use PUD ordinance and whether it is harmonious with adjacent sites. The Township Board may approve, approve with conditions, or deny a request in regards to the location and amount of any allowed commercial development in a PO zoned mixed use PUD.

3. If the Township Board approves the location and/or amount of commercial uses in a PO zoned mixed use PUD, it may place conditions on the development in order to guarantee consistency with the purpose and intent of the mixed use PUD ordinance, which includes, but is not limited to, providing walkable, pedestrian-friendly communities and ensuring compatibility with surrounding residential neighborhoods on adjacent sites. Conditions may include, but are not limited to, the following subjects:

i. Hours of operation.

ii. Total square footage allotted for the commercial uses.

iii. Location, design, and orientation of specific commercial uses which may locate within the development and their placement in relationship to neighboring uses.

iv. Proportion of the development which may be occupied by individual commercial uses or by all commercial uses.

v. Maximum noise levels emitted.

vi. Lighting levels, direction, and timing.

vii. Sufficiency of parking.

viii. Enhancement of walkability within the development and connectivity to surrounding uses.

ix. Landscaping and screening.

c. Single-and-multiple-family residential uses up to a density of 14 dwelling units per acre when developed in conjunction with the redevelopment of an existing building(s) for a use permitted by right or by special use permit in the underlying zoning district and on the same parcel of land. The ~~maximum~~ density may be increased to ~~no more than~~ 18 dwelling units per acre by offering four or more additional unique and extraordinary amenities acceptable to the Township.

d. Single-and-multiple-family residential uses up to a density of 10 dwelling units per acre when developed in conjunction with the development of an undeveloped site for a use permitted by right or by special use permit in the underlying district and on the same parcel of land.

e. For mixed-use PUDs within the boundaries of the Major Mixed-Use Redevelopment Overlay District, the Township Board may in its discretion approve a higher density per acre of residential dwelling units based upon the degree to which the proposed mixed-use PUD complies with the following performance criteria:

1. Architectural design and placement of building(s) on the parcel(s) will be consistent with the vision of the Master Plan.

2. A parking plan that provides unified design elements with the main building through the use of similar building materials and color, and architectural style.

3. A number of different unit types, sizes and floor plans are available within the mixed-use PUD.

4. The interiors of the dwelling units provide unique features and conveniences that distinguish them from standard residential units and create a unique and attractive living environment.

5. The mixed-use PUD provides common areas and/or amenities for residents such as swimming pools, exercise rooms, storage rooms, lockers, covered parking, gardens, courtyards, etc.

6. The mixed-use PUD promotes pedestrian movements and convenient transportation by providing convenient access from the residential units to the public pedestrian/bicycle pathway system and transportation systems as outlined in the Master Plan.

7. The mixed-use PUD provides opportunities for shared parking, access-ways, driveways, etc., with adjoining properties or provides additional parking spaces that may be used by the public.

8. The mixed-use PUD provides non-residential uses on the ground floor(s).

9. The proposed development density will not negatively impact the character, aesthetics, safety, or welfare of surrounding businesses and neighborhoods.

10. The proposed development density will take into consideration the impact traffic patterns and the proposed impact will be clearly demonstrated during the approval process.

11. The proposed development density will not cause an increased need for public safety services due to influx of population.

ef. Uses may be mixed vertically and/or horizontally.

(d) Phasing. Mixed use planned unit developments may be phased provided each phase incorporates a use permitted in the underlying zoning district. Phasing plans shall be evaluated for the proportionality of permitted use(s) to residential use(s). Phasing plans shall be submitted with the original mixed use PUD.

(e) Amenities.

(1) Requirements and guidelines.

- a. Every mixed use PUD shall incorporate one or more amenities.
- b. Every request for a density bonus shall incorporate one or more amenities in addition to those required by subsection (e)(1)a.
- c. Waivers from zoning ordinance standards may be granted by the Township Board in exchange for amenities.
- d. Amenities shall not be combined or counted more than once or counted toward any other requirement of the ordinance.
- e. When multiple amenities are proposed, multiple criteria categories should be represented.
- f. Amenities shall be visible and/or accessible to the public from a fully improved street, and/or a benefit to the general public.

(2) Criteria. Amenities acceptable for consideration by the Township shall meet one or more of the following criteria:

- a. Type, value and number of amenities shall be proportionate to the size and/or cost of the project.
- b. Variety of amenity categories represented.
- c. Support of goals expressed in this section, the Township Board policy manual, the master plan or other applicable adopted plans.
- d. Consistency and compatibility with the intended use of the site.
- e. Continuity of design elements.
- f. Appropriate and harmonious with the surrounding area.
- g. Potential to act as a catalyst for improvements to surrounding sites.

(3) Categories listing examples of possible amenities.

- a. Conservation:
 - 1. Any alternative energy system.
 - 2. Grey water recycling.
 - 3. Green roofs.

4. Electric car charging stations.

5. Activities or technologies listed for Leadership in Energy and Environmental Design (LEED) certification by the U.S. Green Building Council or certification criteria of organizations with similar goals; for example, American Society of Landscape Architects' (ASLA) Sustainable Sites Initiative (SITES) or Society of Environmentally Responsible Facilities (SERF).

b. Environment:

1. Significantly increased pervious surfaces.

2. Rehabilitation of degraded sites.

3. Green space exceeding the underlying permeable surface regulation.

4. Rehabilitation of green space designated as links on the greenspace plan.

5. Street trees installed at a 20% higher density or one-inch caliper larger than required by the Code of Ordinances.

c. Accessibility:

1. Transit stops. The addition or relocation of one or more transit stops when supported by a local transit provider.

2. Foot and bicycle pathways and sidewalks that connect with the Township's pedestrian/bicycle pathway system and routes identified in the Township's green space plan via a public right-of-way or public access easement.

3. Covered bicycle storage on site.

d. Parks, recreation and culture for active and passive activities:

1. Public recreation resources.

2. Public cultural venues.

3. Public art at 1% of the project cost designed to withstand natural elements and reasonable public contact for at least 10 years.

e. Social interaction:

1. Outdoor gathering spaces or outdoor eating spaces of 300 square feet or more.
2. Public outdoor seating plazas adjacent to or visible and accessible from the street including, but not limited to, benches or other outdoor seating not associated with an outdoor cafe.
3. Privately maintained courtyards, plazas, pocket parks, and rooftop gardens and similar features with seating for the public.

f. Site and building design:

1. Underground utilities.
2. Combination of first floor awnings and upper floor balconies adjacent to a public street.
3. Porches on any structure.
4. Multilevel or underground parking.
5. Ornamental paving treatments for sidewalks and/or parking areas such as, but not limited to, concrete masonry unit pavers, brick, stone or pervious concrete or asphalt.
6. Innovative lighting.
7. Sidewalk planters located in the vicinity of sidewalks and/or outdoor seating areas.
8. Public access to new technology including wireless access points, electronic information displays, excluding unsolicited electronic broadcast information.
9. Consolidation of multiple land parcels into one to facilitate an integrated design.
10. Fountain.

(f) Design standards.

(1) General restrictions.

- a. Except as noted elsewhere in this section, the yard, setback, lot size, type and size of dwelling unit, frontage requirements, and impervious surface

regulations and restrictions are generally waived for the mixed use PUD, provided that the spirit and intent of this section, as defined in Subsection 86-440(a) above, are incorporated with the total development plan. The Planning Commission may recommend and the Township Board shall establish all requirements by means of the approval of the planned unit development.

b. Maximum height in a mixed use PUD shall be no higher than 45 feet. Exceptions provided in § 86-591 shall apply.

c. Except as stated above, all requirements regarding floodways, floodplains and wetlands in the conservancy district shall apply to the mixed use PUD.

d. Metal and portable buildings shall be prohibited.

e. Residential uses shall be located as far as possible from railroad tracks.

(2) Structure.

a. Building materials generally. Materials should include, but are not limited to, wood, brick, clapboards, beadboard, glass, and stone. Other materials, such as vinyl, aluminum, and other metal sidings should be avoided. All buildings shall be completed on all sides with acceptable finishing materials. Any element not specifically mentioned in this section shall otherwise conform to other provisions of the Code of Ordinances.

b. Architectural design. Diversity and variety in architecture is encouraged.

1. Architectural design shall be consistent with pedestrian-oriented development.

2. Property owners shall be encouraged to design and construct their building facades so that these improvements relate to and are sensitive to nearby historical features, blend with the facades of adjacent buildings and complement streetscape improvements in the area. Buildings greater than 50 feet in width shall be divided into increments of no more than 50 feet through articulation of the facade.

3. Windows shall cover no less than 50% of nonresidential street level facades.

4. All mechanical, heating, ventilation, and air conditioning (HVAC) and like systems shall be screened from street level view on all sides by an opaque structure or landscape material selected to complement the building.

5. Railings, benches, trash receptacles and/or bicycle racks, if provided, shall be of commercial quality, and complement the building design and style, subject to the approval of the Director of Community Planning and Development.

(3) Parking.

a. Setbacks for parking areas from the public street, adjoining properties, and when adjacent to residentially zoned properties shall be established during the review process. Consideration should be given to preservation of existing residential neighborhoods and heritage trees.

b. The number of required off-street parking spaces shall comply with § 86-755 of the Code of Ordinances, which outlines the schedule of requirements for parking spaces. The Township Board may reduce the number of off-street parking spaces required for a development. The Township Board shall establish a reasonable number of required off-street parking spaces based on the characteristics associated with the property and availability of other sources of parking or the provision of amenities in lieu of parking.

c. Parking lots are encouraged to be on the side or in the rear of a building.

d. Bicycle parking shall be separated from automobile parking in visible locations.

(4) Landscaping shall generally comply with the provisions of the Code of Ordinances. Landscaping should be designed to preserve existing significant natural features and to buffer service areas, parking, or dumpsters; a mix of evergreen and deciduous plants and trees are preferred with seasonal accent plantings to add to the visual appeal of the area. Native plant species are encouraged and a horticultural maintenance plan shall be required. Landscaping shall also comply with other applicable provisions of this section. Maintenance of landscaped areas shall be subject to Subsection 86-758(3) of the Code of Ordinances. Additional landscaping may be required in order to preserve and/or protect adjacent properties.

(5) Lighting. All outdoor lighting associated with nonresidential and multiple family residential projects in a mixed use overlay area shall conform to Article VII in Chapter 38 of the Code of Ordinances and is subject to the approval of the Director of Community Planning and Development. Street lighting intended to provide illumination for pedestrians on the sidewalk shall not exceed 15 feet in height.

(6) Signs. Each applicant shall submit a sign program illustrating each proposed sign type, its size and location as part of the project's application materials. The

size, number and location of signs shall be submitted at the same time as the mixed use PUD project. The Director of Community Planning and Development may be authorized to approve the entire sign program, or any part of the sign program, as part of the site plan review process.

a. General guidelines.

1. Signs designed to enhance the pedestrian experience, reflect and complement the character of the building, and respect the overall character of the area in an attractive and functional manner are preferred.
2. Signs shall not cover or obscure architectural features of buildings but should be located in logical signable areas which relate to the pattern of the facade.
3. Signs shall be properly maintained.
4. Signs or sign faces shall not be changed or installed without a new building permit and in accordance with an approved sign program.

b. The following sign types are permitted in the mixed use PUD district. Except as indicated below, the number and size of signs shall be approved as part of the project's application for the mixed use PUD approval.

1. Wall signs, defined as a sign mounted flat against, or painted on the wall of a building (not a window sign) with the exposed face of the sign in the plane parallel to the face of the wall.
 - i. Only one primary wall sign for each business with direct access to a public street shall be permitted.
 - ii. Identification signs are a type of wall sign that fit within an imaginary two square foot rectangle. One identification sign shall be permitted for the business name and/or logo and shall be located on the wall surface adjacent to a tenant's main entry. Restaurants may add an additional two square feet to the rectangle for a menu.
 - iii. Tenant directory signs are a type of wall sign used to identify businesses without direct frontage on a public street. The sign shall be located adjacent to the main entrance to the non-frontage suites and shall not exceed six feet in height.

2. Canopy or awning signs, defined as a sign incorporated into a canopy or awning. The sign and/or logo on a canopy or awning shall not exceed 30% of the canopy nor shall it be internally lit.

3. Projecting signs, defined as a sign attached to and projecting perpendicularly from a building wall, excluding canopy or awning signs. One projecting sign per business with direct access to a public street shall be permitted. Projecting signs shall fit within an imaginary six square foot rectangle except projecting signs located under a canopy or first floor eaves or overhang shall fit within an imaginary rectangle with a maximum area of four square feet. The lowest edge of a projecting sign shall be no lower than eight feet above the sidewalk elevation.

4. Window signs, defined as a sign affixed to the interior or exterior of a window or placed behind a window pane so as to attract attention of persons outside the building. Window signs shall not exceed 40% of the window area, except opaque signs shall be limited to 10% of the window area. Etched glass and similar artistic designs shall not be considered opaque.

5. Freestanding signs, defined as any sign supported wholly or in part by some structure other than the building housing the business to which the sign pertains, are generally not permitted in the mixed use PUD district. Exceptions for freestanding signs of the monument type may be permitted when a building is set back a minimum of 15 feet from the right-of-way line with the resulting yard set aside for permanent public open space. In such case, the size, location and design of the sign shall be reviewed and approved as part of the overall sign program.

(7) Sidewalks. Sidewalks shall be a minimum of five feet in width, except in two specific scenarios:

a. When the sidewalk(s) is immediately adjacent to an outdoor seating cafe, the sidewalk shall be a minimum of seven feet in width to provide additional maneuverability, and

b. When the sidewalk(s) is immediately adjacent to an off-street parking area, where vehicles may overhang on the sidewalk, the sidewalk shall be a minimum of seven feet in width to provide additional maneuverability.

(8) Pedestrian/bicycle pathways. Where a site submitted for mixed use PUD approval is located on a route of the Township's pedestrian/bicycle pathway master plan, construction or reconstruction of the route shall conform to Township standards for pedestrian/bicycle pathways.

(9) Noise levels. No noise exceeding 70 dB(A) shall be emitted, as measured from a property line.

(g) Procedure.

(1) Each applicant shall confer with the Department of Community Planning and Development regarding the preparation of the mixed use PUD application. The general proposal in the form of a conceptualized site plan shall be reviewed by the Director of Community Planning and Development in a pre-application conference prior to submission of the mixed use PUD application. The Director of Community Planning and Development shall furnish the applicant with requirements to the components of the mixed use PUD application. It is not required that any person requesting a pre-application conference be an owner of or holder of an equitable interest in the subject property.

(2) An applicant is urged to meet with owners and occupants of surrounding properties to apprise them of a proposed development, share the physical design, receive comments, and revise the proposal accordingly prior to submitting an official application. The Township will assist by providing property owner and occupant contact information.

(3) Concept plan (optional). A property owner, prospective applicant or their representative may submit a concept plan for review and comment by the Planning Commission and Township Board.

a. Purpose.

1. To acquaint the Planning Commission and Township Board with the proposed project.
2. To provide guidance regarding the proposed design's compatibility with the purpose, intent and standards of the mixed use PUD ordinance.
3. To reduce the applicant's time and cost.

b. Submittal requirements.

1. A written request to initiate a concept plan review submitted to the Director of Community Planning and Development.
2. A written summary of the project (amount and type of uses, basis for the design concept).

3. A concept plan drawn to scale containing the following information:

i. Boundaries and acreage of the site.

ii. Zoning.

iii. Adjacent road network.

iv. General layout of buildings, interior access roads and unique design elements.

v. General location of known features affecting the site layout such as, but not limited to, floodplain, wetlands, woodlands, railroads, drains, rivers or rivers and streams, parkland, etc.

c. Review procedure.

1. Upon receipt of a written request and other required data and information, the Director of Community Planning and Development shall review the concept plan.

2. Within 30 days of the date of receiving a complete request the director shall forward to the Planning Commission and Township Board the concept plan and accompanying data along with any written comments from the director. The Planning Commission and Township Board shall concurrently review the concept plan and may offer comments or suggestions on the design. Comments or suggestions made during the review of the concept plan shall not be binding on the Township or the applicant.

(4) Required data and information for a mixed use PUD.

a. A complete application accompanied by the appropriate fee.

b. A map drawn to an engineer's scale of the total property involved, showing its location in the Township and its relation to adjacent property.

c. A site analysis indicating principal factors which influenced the design, including building elevations and/or architectural documents and plans.

d. A schematic layout of the proposed storm sewer system.

e. A document generally describing the proposed phasing program for the mixed use PUD of all dwelling units, non-dwelling units, recreation and other facilities, and open space improvements.

f. A reproducible two-foot contour topographic map (i.e., sepia, mylar, etc.) drawn at the same scale as the site plan and showing the existing relief features on the site.

g. A sign program.

h. Natural features study for previously undeveloped properties.

i. Traffic study where the project will exceed 100 vehicle trips during the peak hour of the adjacent roadway.

j. Building elevations drawn to scale (in color).

k. The developer shall provide the Township with copies of comments from other reviewing agencies, such as:

1. The Ingham County Road Commission.
2. The Ingham County Drain Commissioner.
3. Michigan Department of Transportation (if applicable).
4. Michigan Department of Environmental Quality (if applicable).
5. Township Environmental Commission (if applicable).
6. Township Engineering Department.
7. Township Fire Department.
8. The appropriate School Board (if applicable).

l. The developer shall provide proof of property ownership, or a letter from the owner authorizing the request and proof of property ownership from the author of the letter.

(5) Hearing. Upon submittal of a complete application, the Planning Commission shall hold a public hearing.

a. Notice of public hearing. Notices shall comply with the provisions outlined in Subsection 86-65(b) of the Code of Ordinances.

(6) Planning Commission decision. Following the public hearing, the Planning Commission will make a decision on whether to recommend approval of the request, recommend approval with conditions of the request, or recommend denial of the request, to the Township Board. The Planning Commission shall recommend approval, modification, or denial, to the Township Board, within 60 days of the date the planned unit development was placed on the commission's agenda and shall within said 60 days, report its action to the Township Board. The sixty-day period may be extended if the applicant consents.

(7) Township Board decision. After receiving a recommendation from the Planning Commission, the Township Board shall conduct a public hearing which shall be preceded by notice as specified in the preceding subsection (e)(3). Following the public hearing, the Township Board shall make a determination to approve, modify, or deny the request. The Township Board shall approve, modify or deny the planned unit development within 30 days of the date the planned unit development was placed on the board's agenda. The thirty-day period may be extended if the applicant consents.

(8) Site plan review. Upon approval by the Township Board of the mixed use PUD, the developer shall submit a complete application to the Department of Community Planning and Development for site plan review, as outlined in the Code of Ordinances. The site plan review process shall be subject to the standards outlined in Chapter 86 of the Code of Ordinances.

(9) Any condition imposed upon a mixed use PUD shall be part of the record and remain unchanged, unaltered, and not expanded upon, except with the mutual consent of the Township and the landowner. The Township shall maintain a record of conditions which are changed.

(h) Effect of issuance.

(1) Effective date. The effective date of an approved mixed use PUD shall be the date of the Township Board decision.

(2) When a mixed use PUD becomes void. If construction related to the mixed use PUD has not commenced within four years after the effective date, approval shall be void, except one two-year extension may be considered if a written request is submitted to the Department of Community Planning and Development prior to the expiration date.

(3) Extension of a phased mixed use PUD. Once the first phase of a multi-phased mixed use PUD is under construction, the Township Board may grant a two-year extension for future phases if a written request is submitted to the Department of Community Planning and Development prior to the current expiration date. Provided construction progresses on subsequent phases, the Township Board may grant additional two-year extensions if a written request is submitted to the

Department of Community Planning and Development prior to the most recent expiration date.

(i) Amendments.

(1) Generally. The property owner may apply for an amendment in writing to the Director of Community Planning and Development. The director shall make a determination as to whether a proposed amendment constitutes a major or minor amendment to the original planned unit development.

(2) Major amendments. A major amendment shall have a significant impact on the mixed use PUD and the conditions of its approval, which shall include, but not be limited to:

a. Building additions located outside a building envelope as shown on the approved mixed use PUD site plan.

b. Building additions that reduce any setback shown on the approved mixed use PUD site plan.

c. Building additions in excess of 2,000 square feet for buildings under 20,000 square feet in gross floor area or 10% of an existing building over 20,000 square feet in gross floor area.

d. Expansion of a use that results in an additional 100 or more vehicle trip ends during the peak hours.

e. Addition of land to the mixed use PUD equal to or more than 20,000 square feet for existing sites less than 40,000 square feet in area or two times the original site size for sites over 40,000 square feet.

f. Expansion of a use that anticipates a 10% or greater increase in required off-street parking.

g. Any addition to a legal nonconforming site.

(3) Minor amendments. All amendments not deemed to be major amendments by the Director of Community Planning and Development shall be considered a minor amendment.

(4) Process to amend a mixed use PUD.

a. Major amendments shall follow the same procedure set forth in this section for new applications, including, but not limited to, submitting an application and fee.

b. Minor amendments. The Director of Community Planning and Development shall initiate the following review process:

1. Application. An application for an amendment to a mixed use PUD shall be submitted to the Director of Community Planning and Development.

2. Fee. A fee shall be paid at the time of filing the application in the amount established in the schedule of fees adopted by the Township Board.

3. Hearing. Upon submittal of a complete application, the Director of Community Planning and Development shall hold a public hearing.

i. Notice of the public hearing. Notices shall comply with the provisions outlined in Subsection 86-65(b) of the Code of Ordinances.

ii. Director of Community Planning and Development decision. Following the public hearing and after adequate review and study of the application, the Director of Community Planning and Development shall make a decision to approve, approve with conditions or deny the minor amendment request within 60 days of the public hearing date. The sixty-day period may be extended if the applicant consents.

4. Site plan review. Upon approval of a minor amendment by the Director of Community Planning and Development, the applicant shall submit a complete site plan review application to the Department of Community Planning and Development, as outlined in Chapter 86 of the Code of Ordinances.

5. Any condition imposed upon a minor amendment to a mixed use PUD by the Director of Community Planning and Development shall remain unchanged, unaltered, and not expanded upon, unless the change is reviewed and authorized by the Director of Community Planning and Development.

c. Appeal. An aggrieved person may appeal the decision of the Director of Community Planning and Development to the Township Board in accordance with § 86-188.

(j) Enforcement. The provisions of this article shall be enforced in the manner provided elsewhere in this Code of Ordinances. Any development that is not otherwise in conformance with these regulations shall not be approved.

Eyesore of the week (<http://lansingcitypulse.com/articles.sec-233-1-News.html>)

BY DANIEL BOLLMAN, AIA (<http://lansingcitypulse.com/byline/0306-979d.html>)



Property: Downtown Okemos, Okemos

Gertrude Stein is credited with coining the phrase “There is no here, there” to describe the pervasive anonymity of our built environment. This state of “placelessness” is frequently used to describe the modern suburban fringe. Urbanists apply the pejorative description to the nearly endless string of strip malls, office parks and residential subdivisions that mark our towns and cities.

Rarely can this the lack of identity be applied to a city’s main crossroads. Rather, the central core is the very place where a town’s identity is created. However, if the “four corners” of Okemos and Hamilton roads ever provided an identity for Okemos, they do not now.

The former Travelers Club International Restaurant & Tuba Museum sits vacant, awaiting demolition for the past few years. Shrubbery and vines have overtaken the building since its closure, which was accepted to make way for business relocation. One block south of the intersection, at 4675 Okemos Road, the shuttered MARC building (pictured above) sits in a state of semi demolition, covered with weathered plywood panels and surrounded by Jersey barriers.

Downtown Okemos is small, so even minor flaws are magnified. The current situation, with vacant spaces and deteriorating buildings, projects an unacceptable municipal image.

“Eyesore of the Week” is our look at some of the seedier properties in Lansing. It rotates each week with Eye Candy of the Week. If you have a suggestion, please e-mail eye@lansingcitypulse.com or call Berl Schwartz at 999-5061.

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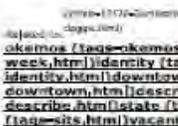
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To: Board Members
From: David Hall, Chief of Police
Date: January 9, 2018
Re: Police Department Ordinance Amendments and Additions

The Police Department is requesting the Township Board consider amending two ordinances. The State of Michigan amended the minor in possession (MIP) law to make it a civil infraction. The Township ordinance on MIP needs to be changed to follow the state to allow continued enforcement of this law under Township authority. The second ordinance recommended for change is resisting and obstructing a police officer. Additional wording would be added to include providing false information to a police officer. Also, the Department suggests the addition of four new crimes to the list of crimes enforceable under Township ordinance. They include Malicious Destruction of Property, Larceny, Embezzlement and Assault and Battery.

All of the listed ordinances are permitted for adoption by Meridian Township under the Charter Township Act, MCL 42.1, et seq. All of the proposed new ordinances and proposed amendments to the existing ordinances are currently enforced by Meridian Police under state law, so there will not be any added cost for police enforcement of the same. Also, these ordinances would all be found in Chapter 50 of the Township ordinances. Chapter 50, in its entirety, was included under the most recent township prosecutor contract, so there is no additional cost to the Township for local prosecution of these amended and new ordinances. Finally, the adoption of these ordinances will allow the Township to receive one third of the fines and costs resulting from pleas and convictions for the enforcement of these ordinances. All of the ordinances, except for MIP, have a penalty of up to 93 days in custody, \$500.00 in fines, or both.

50-115: Minor in Possession

This ordinance modifies the existing ordinance. With the enactment of Public Act 357 of 2016, the state statute for minor in possession of alcohol was significantly changed. First offenses became a civil infraction and subsequent offenses were reorganized. The statute also set forth other offenses that qualify as prior offenses, i.e. Operating While Intoxicated. The ordinance effectively mirrors the new state statute and is being updated to comply with state law. A first offense is a civil infraction. A second offense, where a probation violation is found, is punishable by up to 30 days in custody. A third offense, where a probation violation is found, is punishable by up to 60 days in custody.

50-141: Resisting and Obstructing:

This ordinance modifies the existing ordinance. The current ordinance does not currently penalize providing false information to a police officer. Meridian Officers are frequently supplied with false

or misleading information by suspects who have active warrants for their arrest. This modification allows for prosecution of individuals providing false information to officers. This ordinance effectively creates a local version of the state statute prohibiting false information to the police.

50-32: Malicious Destruction of Property:

This is a new ordinance. It effectively mirrors the relevant portion of the state statute. It prohibits individuals from destroying or injuring the property of another individual where the value of the property is \$200.00 or less.

50-33: Larceny:

This is a new ordinance. It effectively mirrors the relevant portion of the state statute. It prohibits individuals from stealing the property of another individual with a value of \$200 or less. Currently the only theft ordinance Meridian has is retail fraud. This will allow for local prosecution of certain non-retail thefts.

50-34: Embezzlement:

This is a new ordinance. It effectively mirrors the relevant portion of the state statute. It prohibits an individual from taking money or goods over which they have control, and which have a value of \$200.00 or less, from converting them for their own use, without the consent of the owner.

50-86: Assault and Battery:

This is a new ordinance. It effectively mirrors the relevant portion of the state statute. It simply prohibits an individual from committing an assault or battery against another individual.



To: Township Board

From: Mark Kieselbach, Director of Community Planning & Development
Peter Menser, Principal Planner

Date: January 4, 2018

Re: Tentative Preliminary Plat #17012 (Mayberry Homes)

Mayberry Homes has requested tentative preliminary plat approval for Silverstone Estates, a subdivision consisting of 25 single family lots on approximately 25.5 acres located on the east side of Powell Road, north of Grand River Avenue. The Township Board approved the tentative preliminary plat on May 3, 2016. The one year approval period expired in May 2017, requiring the applicant to resubmit. The resubmitted plat is in the same configuration as the one approved by the Township Board in 2016.

The expiration of the tentative preliminary plat triggered the expiration of Wetland Use Permit (WUP) #16-05, which was approved by the Township Board at its meeting on December 6, 2016. WUP #16-05 approved the enclosing of 192 linear feet of the Unruh Drain to accommodate a new road crossing into the proposed subdivision, impacting 0.04 acre of wetland located along the bottom of the drain. WUP #16-05 will be scheduled for a new public hearing at a future Township Board meeting.

The Planning Commission held the public hearing on the tentative preliminary plat request at its November 13, 2017 meeting and voted 7-0 to recommend approval of the request at its December 11, 2017 meeting, citing the following reasons for its decision:

- The proposed density of 0.98 dwelling units per acre meets the condition of the approval established in Rezoning #15040 of not greater than one dwelling unit per acre.
- All lots in the proposed tentative preliminary plat meet or exceed the minimum lot width and minimum lot area requirements of the RAA (Single Family-Low Density) zoning district.
- The proposed tentative preliminary plat will be adequately served by public water and sewer utilities.
- The proposed tentative preliminary plat complies with the Township's Land Division Ordinance and with the Land Division Act of the State of Michigan (MCL 560.101 et seq., as amended).

Staff memorandums outlining the tentative preliminary plat request and minutes from the Planning Commission meetings at which the request was discussed are attached for the Board's review.

Township Board Options

The Township Board may approve, approve with conditions, or deny the tentative preliminary plat based on the provisions of the Land Division ordinance (Chapter 62) and the RAA (Single Family-Low Density) zoning district (Section 86-374).

The Code of Ordinances requires the Township Board to take action on a tentative preliminary plat within 90 days of it being filed with the Township. The 90-day review period began October 16, 2017, the date the application was deemed complete, and ends January 14, 2018. To give the Township Board enough time to consider the proposal, the applicant has agreed to extend the tentative preliminary plat review period to February 7, 2018. Therefore the Township Board must make its decision no later than the February 6, 2018 regular meeting. A resolution will be provided at a future meeting.

Attachments

1. Staff memorandums dated November 10, 2017, November 21, 2017, and December 5, 2017 with related attachments.
2. Planning Commission minutes dated November 13, 2017 (public hearing), November 27, 2017, and December 11, 2017 (decision).

G:\Community Planning & Development\Planning\PLATS (PLAT)\2017\Plat #17012 (Mayberry)\TPP 17012.tb1.doc

**Tentative Preliminary Plat #17012
(Mayberry Homes)
November 13, 2017**

APPLICANT: Mayberry Homes
1650 Kendale Blvd, Suite 200
East Lansing, MI 48823

STATUS OF APPLICANT: Property Owner

REQUEST: Establish Silverstone Estates, located east of Powell Road and north of Grand River consisting of 25 single family lots on 25.5 acres.

CURRENT ZONING: RAA (Single Family- Low Density)

LOCATION: East side of Powell Road, north of Grand River

AREA OF SUBJECT SITE: 25.5 acres (1,110,780 sq. ft.)

EXISTING LAND USE: Undeveloped

EXISTING LAND USES IN AREA:
North: Undeveloped
South: Single Family Residence, Golf Driving Range, Undeveloped
East: Single Family Residence
West: Single Family Residences

CURRENT ZONING IN AREA:
North: RR (Rural Residential)
South: RR (Rural Residential) and CR (Commercial Recreation)
East: RR (Rural Residential)
West: RA (Single Family- Medium Density)

FUTURE LAND USE DESIGNATION: Residential 0.5-1.25 dwelling units per acre (du/a)

FUTURE LAND USE MAP:
North: Residential 0.5-1.25 du/a
South: Residential 0.5-1.25 du/a
East: Agriculture/Residential 0.0-0.5 du/a
West: Residential 3.5 – 5.0 du/a



To: Planning Commission

From:

Peter Menser

Peter Menser, Senior Planner

Keith Chapman

Keith Chapman, Assistant Planner

Date: November 10, 2017

Re: Tentative Preliminary Plat #17012 (Mayberry Homes), establish Silverstone Estates, located east of Powell Road and north of Grand River consisting of 25 single family lots on 25.5 acres.

Mayberry Homes has requested tentative preliminary plat (TPP) approval for Silverstone Estates, a subdivision consisting of 25 single family lots with three private parks on approximately 25.5 acres located on the east side of Powell Road north of Grand River Avenue. The Planning Commission recommended approval with conditions of the TPP on March 28, 2016. The Township Board approved the TPP on May 3, 2016. The one year approval period expired in May, requiring the applicant to resubmit. The plat is in the same configuration as the one that was approved.

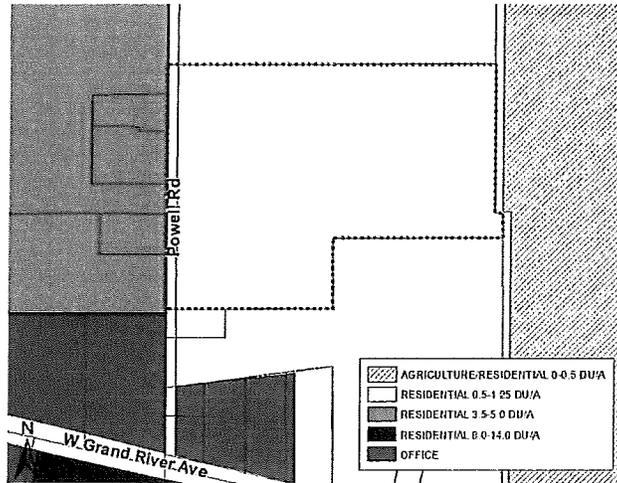
The site was rezoned in 2015 (REZ #15040) from RR (Rural Residential) to RAA (Single Family-Low Density) with the voluntary offer of a condition limiting the number of residences to not more than one unit per acre. The condition with one dwelling unit per acre (25 dwelling on 25.5 acres) is reflected on the plat. The proposed plat meets the condition of the rezoning.

The Tentative Preliminary Plat process includes a public hearing and a recommendation from the Planning Commission. The Township Board has the final authority to tentatively approve, approve with conditions, or deny the tentative preliminary plat.

Master Plan

The 2005 Master Plan designates the subject property in the Residential 0.5-1.25 dwelling unit per acre (du/a) category. The overall density of the proposed subdivision is approximately one dwelling unit per acre (25 dwellings on 25.5 acres) which is consistent with the Master Plan classification.

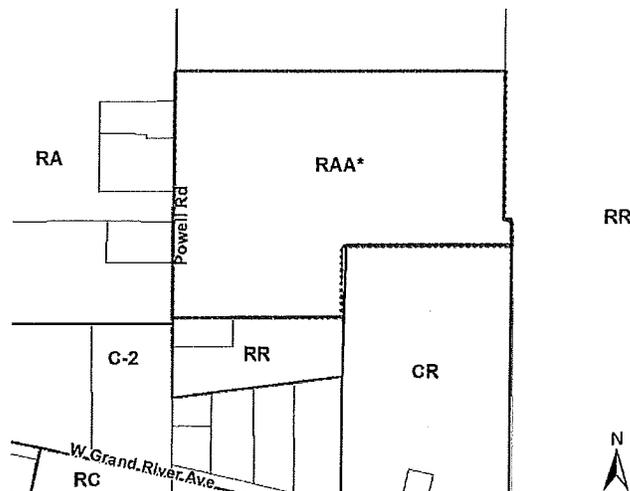
FUTURE LAND USE MAP



Zoning

The site is zoned RAA (Single Family-Low Density). The RAA district requires a minimum lot area of 13,500 square feet. All lots comply with the minimum lot area requirement, the smallest lot being 13,499 square feet. The RAA zoning district requires interior lots must be at least 90 feet in width. Up to 25 percent of interior lots may be reduced in size to not less than 80 feet provided the average lot width of all interior lots is 90 feet and no more than two adjacent lots are less than 90 feet. All lots comply with the minimum lot width requirement.

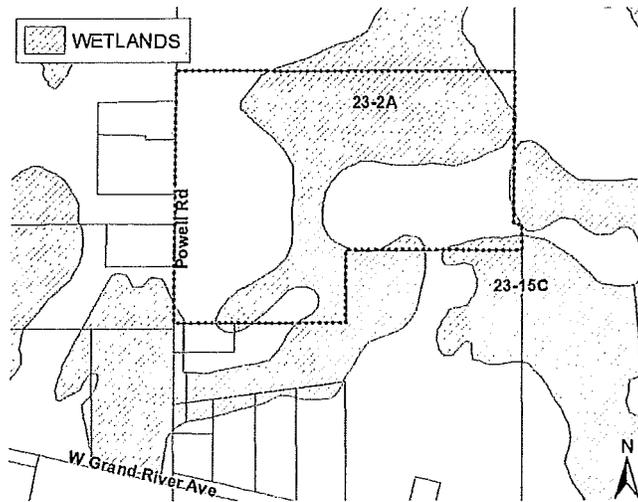
ZONING MAP



Physical Features

The approximate 25.5 acre site is undeveloped. The FEMA Flood Insurance Rate Map does not show areas of floodplain on the site.

WETLAND MAP



The Township environmental consultant delineated wetlands in 2015 (WDV #15-07) within the boundaries of the plat and prepared the attached report. The chart below, taken from the report, summarizes the status of the three wetland areas found.

WETLAND	AREA (ACRES)	REGULATORY CRITERIA MET	CORRESPONDING TOWNSHIP WETLAND	REGULATED BY	
				STATE	TOWNSHIP
A	0.23	Within 500 feet of a pond	23-15C (9.64 acres)	Yes	Yes
B	3.9	Adjacent to Unruh Drain	23-2A (41.78 acres)	Yes	Yes
C	1.3	Within 500 feet of Unruh Drain	23-2A (41.78 Acres)	Yes	Yes

In 2016 a Wetland Use Permit (WUP #16-05) was approved to allow the enclosure of 192 linear feet of the Unruh Drain by placing approximately 1,032 cubic yards of fill over an area 192 feet long, 25 feet wide, with a maximum depth of 5.6 feet. The project will impact 0.04 acres of wetland located along the bottom of the drain. The applicant is also proposing to create a detention pond at the convergence of the Unruh and Daniels Drain. Wetland mitigation would take place in this detention area.

The Township's water features setback ordinance (Sec. 86-471) calls for a 40-foot setback from the boundary of a wetland, within which no grading or construction may occur. Since the wetland areas within the site are each part of larger wetlands exceeding two acres in size, the plat correctly shows a 40-foot water features setback around each wetland. The setback abuts lot boundaries but does not encroach onto any lots.

Ingham County Drains

The plat shows three drains located on the property. The Unruh Drain and the Daniels Drain are open county drains. The Hathaway Drain is a closed (enclosed within a pipe) county drain.

The Unruh Drain runs north and south in a 100-foot wide easement on the west side of the site between Lots #3 and #4 and Lots #21 and #22 then turns west in a 50-foot easement within the southern 50-feet of Lots #2 and #3. Under the approved Wetland Use Permit (WUP #16-05), 192 linear feet of the Unruh Drain is proposed to be converted to a closed drain to allow for the construction of a road to access the property. A 192 foot long, four foot diameter pipe will be installed to take the place of the open drain.

The northern extent of the Daniels Drain is located in a 50 foot easement within "Private Park B" where it connects to the Unruh Drain. The water features setback ordinance includes a provision limiting construction and grading activities within 50-feet of the top of the bank of an open county drain. The final location of homes will be subject to the 50-foot setback from the "top of the bank" elevation. The 50 foot setback is not shown on the plat and may impact construction on Lot #1.

An underground 18" pipe contains the Hathaway Drain. It runs north and south in an irregular pattern within Private Park A and under Lots 11 through 14. The plat shows the existing path of the drain but notes a proposal has been made to re-route the drain underground from Private Park A south through a 30-foot easement between Lot #14 and #15, then under Silverstone Way and continuing underground in a 30-foot easement.

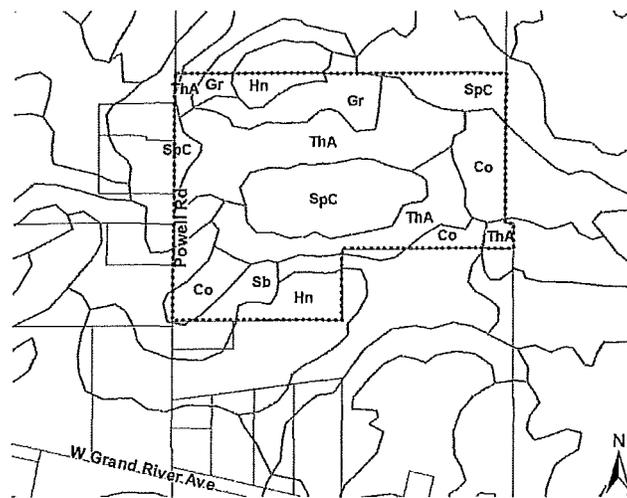
Soils

The following predominant soil types are found at the subject site:

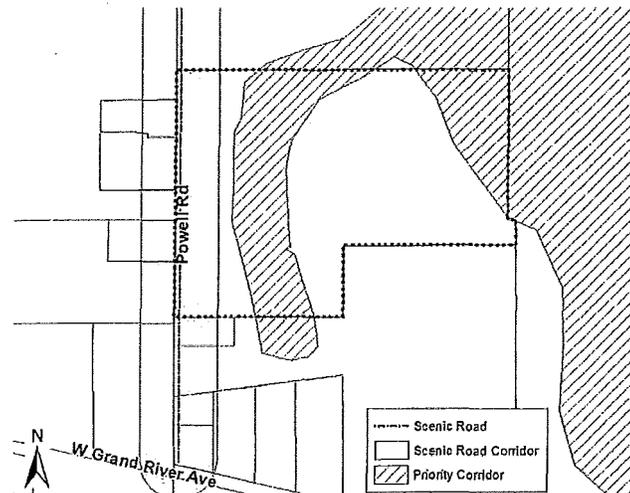
SOIL ASSOCIATION	SEVERE LIMITATIONS
Co (Colwood-Brookstone)	Ponding
Gr (Granby)	Ponding
Hn (Houghton)	Subsides, Ponding, Low Strength
Sb (Sebewa)	Ponding
SpB (Spinks)	None
ThA (Thetford)	Wetness

Source: Soil Survey of Ingham County, Michigan. 1992.

SOILS MAP



Greenspace Plan



The Township Greenspace Plan shows a Priority Conservation Corridor (PCC) associated with wetlands in the vicinity of the Unruh Drain, Daniels Drain, and in the northeast corner of the site. A PCC is a network of ecologically significant open spaces. Powell Road is identified as a Scenic Road and Scenic Road Corridor.

Streets and Traffic

Powell Road will provide access to the site via Silverstone Way. Silverstone Way is a proposed public street with a 60 foot right-of-way. The plat shows five foot sidewalks will be constructed on both sides of the street. Powell Road is a two lane gravel road classified as a Collector street. The previous Township Board approval had a condition on the plat that Powell Road is to be paved from Grand River Avenue up to the northern extent of the plat. Paving of the road has not been completed to date. The Ingham County Road Department's most recent traffic count (2008) showed a total of 121 northbound and southbound vehicle trips in 24 hours along the length of Powell Road.

During the 2015 rezoning (REZ #15040), the applicant's traffic consultant prepared a rezoning traffic assessment for this site. The following chart prepared from data submitted in the assessment shows expected trip generation for the 25-lot subdivision.

		RAA
		25 units
AM Peak Hour		27
	In	7
	Out	20
PM Peak Hour		30
	In	19
	Out	11
Weekday Vehicle Trips		293

The Township's traffic consultant reviewed the applicant's assessment concluding no further traffic reports will be necessary based on the low number trip increases for AM and PM peak traffic and average weekday vehicle trips, as well as the lack of sight distance concerns. A traffic impact study is not required since the development will generate less than 50 to 99 directional trips during the AM and PM peak hours and the average weekday vehicle trips is less than 750.

The submitted plan shows the eastern half of the Powell Road right-of-way will be widened from 33 feet to 45 feet along the project boundary. A paved shoulder in accordance with the Township's Pedestrian-Bicycle Master Plan will be required along the plat's Powell Road frontage.

Utilities

The applicant intends to extend public water and sewer to the subdivision. The applicant is working with the Township Engineering Department on the extension of public utilities to the site. Design and construction of public water and sewer services must be consistent with Department of Public Works and Engineering standards.

While a preliminary storm sewer plan is not required at the TPP stage, the system may not drain into regulated wetlands without the appropriate permits, and the runoff volumes from the site may not exceed predevelopment levels. The future storm drainage system must be reviewed and approved by the Director of Public Works and Engineering and the Ingham County Drain Commissioner.

Staff Analysis

TPP approval confers upon the applicant for a period of one year approval of lot sizes, lot orientation, street layout, and application of the subdivision regulations which are in effect at the time of the approval. If the applicant has received TPP approval from the Township, the plat will be submitted, as necessary, to the Ingham County Drain Commissioner, Ingham County Road Department, Ingham County Health Department, Michigan Department of Environmental Quality, Natural Resource Conservation, and Tri-County Regional Planning Commission for their approvals and the Ingham County Plat Board for information. Once the applicant has received approval from these agencies, the plat will be submitted to the Township for Final Preliminary Plat approval. This process is consistent with the State Land Division Act and the Township's Land Division Ordinance.

The requirements of the RAA zoning district and Chapter 62 of the Township Land Division ordinance are used to evaluate the TPP. The Township Board can grant waivers from the provisions of the Township Land Division ordinance. The Planning Commission can make a recommendation on the waiver request. The applicant is requesting a waiver from the following section of the Township Land Division ordinance:

- Section 62-61(c) of the Land Division ordinance states "residential lots shall not face. . . collector streets. . . The applicant has submitted a request for a waiver to allow Lots 1, 24, and 25 to front on Powell Road, a designated collector street.

The Planning Commission recommended approval and the Township Board approved the same waiver on the previous request. In making its recommendation for the waiver, the Planning Commission shall take into account the review criteria for considering waivers in Section 62-147 (4).

Planning Commission Options

The Planning Commission may recommend approval, approval with conditions, or disapproval of the tentative preliminary plat (TPP) within 60-days of the plat being filed with the Township. The application was deemed complete on October 16, 2017 therefore the Planning Commission must make its decision no later than the December 11, 2017 regular meeting. A resolution will be provided for the Commission's consideration at a future meeting.

Attachments

1. Application and supporting materials
2. Applicant's waiver request
3. Township Environmental Consultant's report
4. Township Traffic Consultant's comments
5. Tentative Preliminary Plat dated October 2, 2017 and received by the Township on October 7, 2017
6. Township Board approval letter dated May 6, 2016

G:\Planning\PLAT\TPP #17012 (Mayberry Homes)\Staff Reports\TPP #17012.pc1.doc

CHARTER TOWNSHIP OF MERIDIAN
DEPARTMENT OF COMMUNITY PLANNING AND DEVELOPMENT
5151 MARSH ROAD OKEMOS, MI 48864
(517) 853-4560

TENTATIVE PRELIMINARY PLAT APPLICATION

A. Proprietor(s) MAYBERRY HOWES
Address of proprietor 1650 Wendale Blvd, E. LANSING, MI 48823
Contact information: Work 517-371-5000 Home _____
517-927-0203 Fax 517 371.5001
Email stairmont@icloud.com

B. Plat name Silverstone Estates Number of lots _____
25
Site address/location Powell Road
Legal description (Attach additional sheets if necessary) Attached
Parcel number(s) 23-301-002 Zoning designation RAA
Acreage of site 25.5 Acres of floodplain 0 Acres of wetlands
5 - see Report

C. Architect, engineer, planner, and/or surveyor responsible for the design of the plat:
Name Enger Survey; Ron Enger of _____ Company
Contact _____ person
Contact information: Work _____ Home _____
517-676-6565 Fax 517 676 6675
Email RSE@acd.net

D. The proprietor shall submit the application, fee and all required materials as outlined in Section 62-34 of the Township Code of Ordinances. An application will not be considered complete until all required materials have been submitted.

E. I (we) hereby grant permission for members of the Charter Township of Meridian's Boards and/or Commissions, Township staff member(s) and the Township's representatives or experts the right to enter onto the above described property (or as described in the attached information) in my (our) absence for the purpose of gathering information including but not limited to the taking and the use of photographs.

Yes

No (Please check one)

By the signature(s) attached hereto, I (we) certify that the information provided within this application and accompanying documentation is, to the best of my (our) knowledge, true and accurate.

Scott Fairmont
Scott Fairmont

10-6-17
10-6-17

Signature of Proprietor

Date

Fee

MAY BERRY HOMES
Notarman 10-6-17

Proprietor's name (Printed)

Received by/Date

TENTATIVE PRELIMINARY PLAT CHECKLIST

The checklist is intended only as a guide to the information and materials that are required to be submitted with a tentative preliminary plat application. For a detailed list, refer to Section 62-34 of the Township Code of Ordinances.

Plat name Silverstone Estates

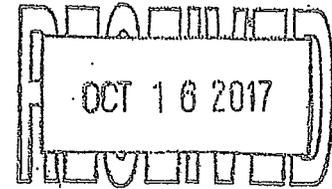
Check if provided

1	<input checked="" type="checkbox"/>	Ten sealed copies on paper not greater than 24" X 36" drawn at a scale of not more than 200 feet to one inch.
2	<input checked="" type="checkbox"/>	Scale and north arrow shown on the plat.
3	<input checked="" type="checkbox"/>	One 8.5" X 11" copy of the plat.
4	<input checked="" type="checkbox"/>	Proof of property ownership in the form of a title insurance policy or a title opinion prepared by an attorney licensed in Michigan showing all legal and equitable owners (including mortgagees, contract purchasers, and fee owners) of the land, all grants, reservations, restrictions, or easements.
5	<input checked="" type="checkbox"/>	Legal description of the property proposed for the subdivision.
6	<input checked="" type="checkbox"/>	Vicinity map showing the general relationship of the subdivision to the surrounding area and nearby facilities.
7	<input checked="" type="checkbox"/>	The boundary of the proposed subdivision with dimensions of the entire property and of any easements.
8	<input checked="" type="checkbox"/>	Owners of all adjacent properties and the names of adjacent subdivisions identified on the plat.
9	<input checked="" type="checkbox"/>	Boundary and character of woodlands, wetlands, 100-year floodplain, other features, and required setbacks. Wetlands shall be delineated by a wetlands professional, with data provided in a written report.
10	<input checked="" type="checkbox"/>	Existing stormwater drainage patterns.

11.	Soils based on the survey for Ingham County or soil borings
12.	Identified habitat of endangered, threatened, or special concern species.
13.	Sight distance limitations along existing or proposed streets.
14.	Topographic relief of the site and land within 100-feet of the site at two foot contour intervals (referenced to a USGS elevation datum). Slopes greater than eight percent must be highlighted.
15.	The general topography and features of adjacent land, when stub streets are proposed at or near the boundaries of the subdivision.
16.	Other unique features of the site (such as historic or archaeological).
17.	Zoning classification of the site and all adjacent properties.
18.	Table providing the area (in square feet), width, and depth of each lot.
19.	Buildable area shall be indicated on each lot as well as the required setbacks from any wetland or water feature.
20.	Name, location, and right-of-way width of any existing public roads, street, highways, or railroads adjacent to or on the site and within 100 feet of the site. Number of lanes and the most current traffic volumes shall be noted for existing public streets, roads, and highways.
21.	Location and size of any existing public or private water lines, sanitary sewers, or storm sewers, drains, culverts, and other underground structures within the site or immediately adjacent.
22.	Location of above or below ground utilities within the site or adjacent, including gas, electric, telephone, and cable.
23.	Location of existing permanent structures on or within 100' of the site.
24.	A written statement specifying the intended use of the plat.
25.	Traffic assessment or study (if required).
26.	Proposed subdivision name.
27.	Layout, right-of-way width, typical cross-section, and names of proposed public streets.
28.	Sight distance plan and profile at each intersection of a planned subdivision street with any existing public street.
29.	Location, width, and construction material of any sidewalks or pathways.
30.	Location, width, and purpose of any proposed easements.
31.	Dimensions and area of all proposed lots or outlots. Lots shall be numbered consecutively and outlots alphabetically.
32.	Location, dimensions, and area of all parcels of land proposed to be set aside for commons, parks, playgrounds, or other grounds. The conditions of any dedication or reservation shall be specified.
33.	For phased subdivisions; a general layout for the entire development shall be provided. The temporary construction and permanent access to future phases shall be identified.
34.	A statement indicating whether street lighting is proposed in the subdivision.

October 15, 2017

To: Meridian Township
From: Mayberry Homes
Re: Silverstone Estates Tentative Preliminary Plat Information



Dear Mr. Menser,

This is a detail on the questionnaire we submitted to you for the tentative preliminary plat for Silverstone Estates.

- #1. See plans submitted by Enger Survey
- #2. See plans
- #3. Plan submitted by Enger Survey
- #4. Submitted with zoning application, on file with Meridian Township
- #5. See attachment titled "Legal Description"
- #6. See plans
- #7. See plans
- #8. See plans
- #9. The wetland and woodland boundaries are on the plans submitted by Enger Survey. They were reviewed by the Township Wetland Consultant. The property between Powell Road and the Daniels Drain consists of scrub vegetation. East of the Daniels Drain there is a ridge that runs east to west, sloping north and south. The property is primarily "open land" consisting of high quality sand that drains into denser soil. There is one small stand of pine trees. The large oak trees east of the Daniels Drain are being preserved.
- #10. The existing storm water drains primarily into the wetlands. The offsite storm water transverses the property via the Daniels and Unruh Drains.
- #11. See Soils Map provided based on the Ingham County soil survey and borings provided by SME.
- #12. There are no habitats of endangered, threatened, or special concern species on the property.
- #13. Traffic report was submitted to the township. The report stated that there are no sight distance limitations along the existing or proposed streets.
- #14. See Plans
- #15. Stub streets/ROW are provided to serve land to the east and north.
- #16. There are no unique historical or archaeological features of the site. It is a vacant field.
- #17. Zoning is RAA with a condition limiting development to not more than 25 building sites.
- #18. See Plans
- #19. See Plans
- #20. See Plans
- #21. There are not any public water, sewer or other underground structures located on or adjacent to the property. The Daniels Drain bisects the property about 200 feet east of Powell Road. The Daniels Drain is under the jurisdiction of the Ingham County Drain Office. We

received approval from the DEQ and the Drain Office to enclose a section of the Daniels Drain to provide road access to property west of the Daniels Drain.

#22. Gas, electric and telephone service is available to the property.

#23. See Plans

#25. A traffic study has been submitted. The study states that the development will have negligible impact on the existing road system.

#26. We have reserved the name "Silverstone Estates" with the Tri County Regional Planning Authority. We also reserved the street name, "Silverstone Drive" with them.

#27. See Plans

#28. See Plans.

#29. The previous approval required public roads and sidewalks. Our proposal meets those requirements.

#30. See Plans

#31. See Plans

#32. See Plans

#33. We intend to build this project in a single phase.

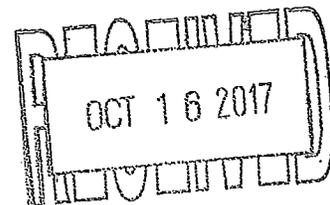
#34. We will follow "dark sky" lighting as installed by Consumers Energy.

Sanitary Sewer: We intend to hook up to the Township Sanitary Sewer system.

Sincerely,


Scott Fairmont

Agent for Mayberry Homes



October 15, 2017

Peter Menser
Principle Planner
Charter Township of Meridian
5151 Marsh Road
Okemos, MI 48864

Re: Re-submission of Tentative Preliminary Plat
Mayberry Homes; Silverstone Estates
Okemos, MI

Dear Mr. Menser,

In 2015, Mayberry Homes submitted a proposal to develop 25.5 acres located on Powell Road into a 25 lot subdivision. The Township Planning Commission recommended approval of this proposal and in May of 2016, the Township Board granted approval for the tentative preliminary plat.

We obtained all of the necessary agency approvals, and as per the Board's recommendation, we submitted a petition for the Powell Road Paving District with signatures from over 50% of the affected landowners requested by the Board. However, our efforts to meet all of the requirements caused a delay in the timetable and the one year approval limitation expired.

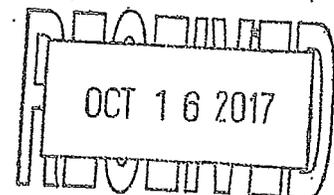
Thus, we are submitting a new application for Silverstone Estates. This new proposal mirrors the previously approved project. It consists of the same 25 lots (one unit per acre) which will be served by public utilities and protects the wetlands and large trees identified by the surveyors and engineers.

We request that you review the application and schedule a public hearing so we can move forward with this development.

Sincerely,


Scott Fairmont

Agent for Mayberry Homes



October 17, 2017

Peter Menser
Principle Planner, Meridian Township
Okemos, MI 48864



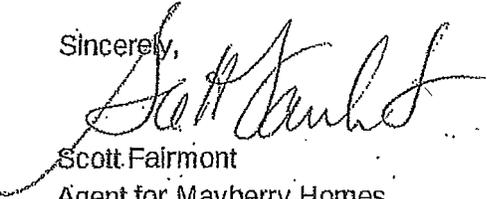
Re: Waivers for Silverstone Estates

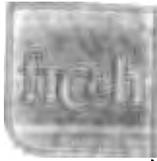
Dear Mr. Menser,

As part of the Silverstone Estates review, we respectfully request a waiver for Section 62-61 #1C. This Section restricts platted lots from fronting on collector streets. Lots 1, 24 and 25 of Silverstone front on Powell Road. While these lots meet all of the requirements to become individual parcels, we believe including them into the platted subdivision is preferable to developing them as "meets and bounds" parcels. By including these lots into the plat, the eventual property owners will have full rights to the subdivision's parks and other common areas and also be responsible for their fair share of the costs of maintaining those areas.

Please process this waiver request with the application for the tentative preliminary plat.

Sincerely,


Scott Fairmont
Agent for Mayberry Homes



November 24, 2015
Project No. G150126W10

Ms. Gail Oranchak
Principle Planner
Charter Township of Meridian
5151 Marsh Road
Okemos, MI 48864

Re: Wetland Delineation WDV #15-07
Mayberry Homes Property, Powell Road
Okemos, Ingham County, Michigan

Dear Ms. Oranchak:

On November 2, 2015, Fishbeck, Thompson, Carr & Huber, Inc. (FTCH) staff conducted a field investigation to delineate wetlands on 25.52 acres of vacant property located east of Powell Road and north of Grand River Avenue, Charter Township of Meridian (Township), Ingham County, Michigan. The area of investigation is noted on Figure 1.

The site is located in Section 23 of the Township (Town 4 North, Range 1 West) and consists of the northern 25.52 acres of Parcel Number 33-02-02-23-301-002 (the Site). The Site is bound by residential property to the west, residential and a golf driving range and undeveloped property to the south, and undeveloped property to the north and east.

The purpose of this letter is to summarize the results of the wetlands investigation. The wetlands investigation was conducted in a manner consistent with the 1987 *Corps of Engineers (USACE) Wetlands Delineation Manual* and 2012 *Regional Supplement to the Corps of Engineers Wetland Delineation Manual: Northcentral and Northeast Region (Version 2)*. The wetlands identification and delineation procedures outlined in these manuals require evaluation of site vegetation, soils, and hydrologic characteristics. Hydrophytic vegetation decisions are based on the wetland indicator status of species that are dominant in the plant community. Species with indicator statuses of obligate wetland (OBL), facultative wetland (FACW), and facultative (FAC) are considered wetland species, while species with indicator statuses of facultative upland (FACU) and upland (UPL) are considered upland species. FAC species are also commonly present in upland plant communities.

Literature Review

According to the Natural Resources Conservation Service (NRCS) *Web Soil Survey* (Attachment 1), the Site contains organic, hydric (wetland) soil (Houghton muck) at the north and south ends of the Site. These areas are surrounded by partially hydric soil, including Granby loamy fine sand (97 percent hydric rating), Colwood-Brookston-loams (80 percent hydric rating), and Sebewa loam (95 percent hydric rating).

The National Wetlands Inventory (NWI) map (Attachment 2) indicates an 8.5 acre, emergent wetland is present at the northwest end of the Site (mapping unit PEMCd). This wetland is seasonally flooded, partially drained or ditched, and corresponds to Wetland B on Figure 1. A seasonally flooded, 1.56-acre emergent wetland is also mapped at the southeast corner of the Site (mapping unit PEMC). It corresponds to Wetland A on Figure 1. This wetland is part of a large wetland complex that extends offsite to the east and south.

The Township wetland map indicates Wetlands B and C (as noted on Figure 1) are part of Wetland Number 23-2A, a 41.78-acre, emergent wetland associated with the Unruh Drain. Wetland A is part of Township Wetland 23-15C, a 9.64 acre, scrub shrub and emergent wetland.

A July 16, 2015, site survey completed by Enger Surveying and Engineering indicates the north end of the Daniels Drainage District corresponds to the southern tip of the Unruh Drain's open channel on the subject property. The Daniels Drainage District traverses to the south-southeast, in the vicinity of Wetland C.

Site Investigation

Although the site investigation was conducted after a killing frost, identification of most observed vegetation was possible. USACE Wetland Determination Data Forms were completed for three locations within the area of investigation (SP-A, SP-B, and SP-C) to describe site vegetation, soil, and hydrology (see Attachment 3). Wetland boundaries were flagged with pink ribbon and surveyed with a handheld GPS unit with sub-meter accuracy. Wetland boundaries and sampling point locations are noted on Figure 1. Attachment 4 includes photographs of the sampling point locations.

Wetland A was located in a depression at the southeast end of the Site. It contained emergent vegetation dominated by reed canary grass (*Phalaris arundinacea*, FACW), and was surrounded by upland meadow and mowed turf. The wetland extended offsite to the east. Based upon aerial photography and the Township's wetland map, Wetland A appears to be greater than 5 acres in size and is contiguous with an approximately 1.4-acre pond.

Wetland B consisted of an emergent and scrub shrub wetland dominated by reed canary grass and grey dogwood (*Cornus racemosa*, FAC), and contained occasional black willow (*Salix nigra*, OBL) trees. Wetland B extended to the north and is contiguous with the Unruh Drain (Drain). The Drain is buried in the southern portion of the Site, and surfaces into an open channel at the southern tip of Wetland B. Photographs of the drain and its corresponding culverts are included in Attachment 4. The Drain is regulated under Part 301, Inland Lakes and Streams, of the Natural Resources and Environmental Protection Act, 1994, PA 451, as amended.

Wetland C also consisted of an emergent and scrub shrub wetland dominated by reed canary grass and grey dogwood. European buckthorn (*Rhamnus cathartica*, FAC) and silky dogwood (*Cornus amomum*, FACW) were also commonly observed in the scrub shrub areas. This wetland is located within 500 feet of the Drain.

The remainder of the Site contained an abandoned farm field (in the eastern half of the Site) and a mix of large upland trees, upland field, and brush (in the western half of the Site).

Conclusions

According to Michigan's Natural Resources and Environmental Protection Act (NREPA), Act 451, Section 30301(d), wetlands "contiguous to the Great Lakes or Lake St. Clair, an inland lake or pond, or a river or stream" or "more than 5 acres in size" are regulated by the State of Michigan. "Contiguous" is defined as being within 500 feet of an inland lake, pond, river, or stream. In addition, the Township regulates wetlands greater than 2-acres in size which are not contiguous to a water body and wetlands between 0.25-acre and 2-acres in size that are determined to provide essential functions.

It is FTCH's opinion that all three of the delineated wetland are regulated by the State of Michigan and the Township. Table 1 summarizes the regulatory status of the wetlands observed onsite.

Wetland	Area (Acres)	Regulatory Criteria Met	Corresponding Township Wetland	Regulated by State	Regulated by Township
A	0.23	Within 500 feet of a pond	23-15C (9.64 acres)	Yes	Yes
B	3.9	Adjacent to Unruh Drain	23-2A (41.78 acres)	Yes	Yes
C	1.3	Within 500 feet of Unruh Drain	23-2A (41.78 acres)	Yes	Yes

A permit would be required from the Michigan Department of Environmental Quality and the Township for the following activities:

- Placing fill or permitting the placement of fill in regulated wetland.
- Dredging, removing, or permitting the removal of soil or minerals from regulated wetland.
- Constructing, operating, or maintaining any use or development in regulated wetland.
- Draining surface water from regulated wetland.

The Township also requires a Wetland Use Permit for diverting, obstructing or impeding the flow of water into a protected wetland.

If you have any questions or require additional information, please contact me at 616.464.3738 or email ehtripp@ftch.com.

Sincerely,

FISHBECK, THOMPSON, CARR & HUBER, INC.


Elise Hansen Tripp, PWS

pmb
Attachments
By email

William F. Savage, P.E.
Savage Traffic Engineering, Inc.

Summer Address

6401 Timber Ridge Trail
East Lansing, MI 48823
Phone & Fax: 517-339-3933

e-mail: MSUSavage@aol.com

Winter Address

6611 Stone River Road, #206
Bradenton, FL 34203
Phone & Fax: 941-755-4681

July 14, 2015

Gail Oranchak, AICP
Charter Township of Meridian
5151 March Road
Okemos, MI 48864

RE: Rezoning on Powell Road

Hi Gail:

The proposed zoning (RAA) increases morning traffic by only 5 trips (22 to 27), and afternoon traffic by only 9 Trips (21 to 30). Daily traffic will increase 87 trips (206 to 293). And, there is no sight distance concern.

There is no need for further traffic studies.

Sincerely,

WFSavage

William F. Savage, P.E.

CHARTER TOWNSHIP OF MERIDIAN

Elizabeth Ann LeGoff
Brett Dreyfus
Julie Brixie
Frank L. Walsh

Supervisor
Clerk
Treasurer
Manager



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

Trustee
Trustee
Trustee
Trustee

May 6, 2016

Mr. Bob Schroeder
Mayberry Homes
1650 Kendale Blvd.
East Lansing, MI 48823

RE: Tentative Preliminary Plat #16012 Silverstone Estates

Dear Mr. Schroeder:

The Township Board, at its meeting held on May 3, 2016, voted to approve the tentative preliminary plat for Silverstone Estates, a single family subdivision of 25 lots, located on the east side of Powell Road north of Grand River Avenue. Approval of the tentative preliminary plat was granted subject to the following conditions:

1. Approval is granted based on the revised Tentative Preliminary Plat dated April 6, 2016, prepared by Enger Surveying and Engineering, indicating 25 single family lots, subject to revisions as required.
2. Approval is granted for a waiver from Section 62-61(c) of the Code of Ordinances to permit Lot #1, Lot #24 and Lot #25 to face Powell Road, a collector street.
3. The applicant shall obtain all necessary permits and approvals from the Ingham County Drain Commissioner, Ingham County Road Department, Michigan Department of Environmental Quality (MDEQ), and the Township. Copies of all permits and approval letters shall be submitted to the Department of Community Planning and Development. Should a permit be required from the Michigan Department of Environmental Quality, no grading or construction work shall be conducted until the permit is final and unappealable at the MDEQ.
4. Final utility plans shall be subject to the approval of the Director of Public Works and Engineering and shall be completed in accordance with Township Engineering Design and Construction Standards.
5. Storm sewer leads shall be provided to each lot in the subdivision. The final location of the leads shall be subject to the approval of the Director of Public Works and Engineering. All residences constructed in the subdivision shall be connected to an approved outlet.



6. An overall grading plan for the subdivision shall be required with detailed construction plans, prior to issuance of any building permits.
7. Prior to any construction or grading on the site, the applicant shall install silt fencing at the upland edge of water feature setbacks. The silt fencing shall be removed after construction once the area is stabilized and vegetation has been established.
8. Powell Road shall be paved from the northern extent of the plat southward to Grand River Avenue in accordance with the requirements of the Ingham County Road Department. Consultation with Ingham County Road Department and Township shall occur regarding trees prior to construction of Powell Road.
9. A paved shoulder shall be constructed along Powell Road as shown on the Pedestrian-Bicycle Master Plan. The final location of the shoulder shall be subject to the approval of the Director of Public Works and Engineering and the Ingham County Road Department.
10. A five foot wide concrete sidewalk shall be constructed along the both sides of Silverstone Way and the stub street. The final location of the sidewalk shall be subject to the approval of the Director of Public Works and Engineering. The design and construction of the sidewalk shall be in accordance with Township Engineering Design and Construction Standards.
11. A landscape strip, a minimum of 20 feet wide, shall be planted along the Powell Road frontage of Lots, #1, #24, and #25. The planting plan shall be subject to the approval of the Director of Community Planning and Development.
12. The natural vegetation strip associated with wetlands and open county drains shall be clearly identified with permanent markers. The size, number, and location of the markers, and the language on the markers, shall be subject to the approval of the Director of Community Planning and Development.
13. As applicable, healthy, mature trees measuring 12" dbh (diameter at breast height) or greater shall be preserved. No trees shall be removed from the site until Final Preliminary Plat approval has been granted.
14. Street trees shall be required along the east side of Powell Road and along both sides of Silverstone Way within the subdivision. Species and location of the trees shall be subject to the approval of the Director of Community Planning and Development and the Ingham County Road Department.
15. Any wellhead(s) located on the site shall be properly closed and abandoned per the requirements of the Ingham County Health Department and the Township, prior to the issuance of any permit for construction activity, including grading permits.
16. A copy of the information that exists on computer for the plat and construction plans shall be provided to the Township Engineering staff in an Auto Cad compatible format.

All lots contained in the plat shall be developed in accordance with applicable Township ordinances, regulations and permitting requirements including, but not limited to, building permits

Mr. Bob Schroeder
Silverstone Estates
May 9, 2016
Page 3

that may include conditions for the protection and preservation of trees soils and other natural resources.

Tentative preliminary plat approval is valid for a period of one (1) year. Consequently, the tentative preliminary plat for Silverstone Estates is valid until May 3, 2017. The tentative preliminary plat may be extended if a request for an extension is submitted to the Township prior to the expiration of the one (1) year period.

If you have any questions regarding this matter, please contact me.

Sincerely,



Mark Kieselbach
Director of Community Planning and Development

CC: Scott Fairmont
Patrick Lindemann, Ingham County Drain Commissioner
Bob Peterson, Ingham County Road Department
Derrick Quinney, Ingham County Plat Board
Derek Perry, Asst. Township Manager/Director of Public Works and Engineering
John Heckaman, Chief Building Inspector



To: Planning Commission

From: Peter Menser, Senior Planner

Date: November 21, 2017

Re: Tentative Preliminary Plat #17012 (Mayberry Homes), establish Silverstone Estates, a single family subdivision consisting of 25 lots on 25.5 acres located east of Powell Road and north of Grand River Avenue.

The Planning Commission held the public hearing for the tentative preliminary plat of Silverstone Estates at its meeting on November 13, 2017. At the meeting the Planning Commission indicated support for including the same conditions of approval that were imposed on the tentative preliminary plat by the Township Board in 2016, which included, among other conditions, the paving of Powell Road from Grand River Avenue to the northern extent of the plat, approval of the requested waiver to permit Lots #1, #24, and #25 to front on Powell Road, and the establishment of a 20 foot wide landscape buffer for those same lots along Powell Road.

Also at the November 13, 2017 meeting the property owner requested feedback on a plan that would change the proposed layout of the plat. The proposed layout would change the road servicing the development, Silverstone Way, to a cul-de-sac. As approved in 2016, Silverstone Way was designed with stub streets at the north and east property lines for potential future road connections. Preliminary comments from the Ingham County Road Department (ICRD) indicate a preference for the previously approved stub street option as connectivity to adjacent properties is required per ICRD policy. According to the ICRD the cul-de-sac option would only be considered if adjacent properties were proven to be undevelopable. Formal review and comment from the ICRD will occur during the final preliminary plat phase of the project.

Planning Commission Options

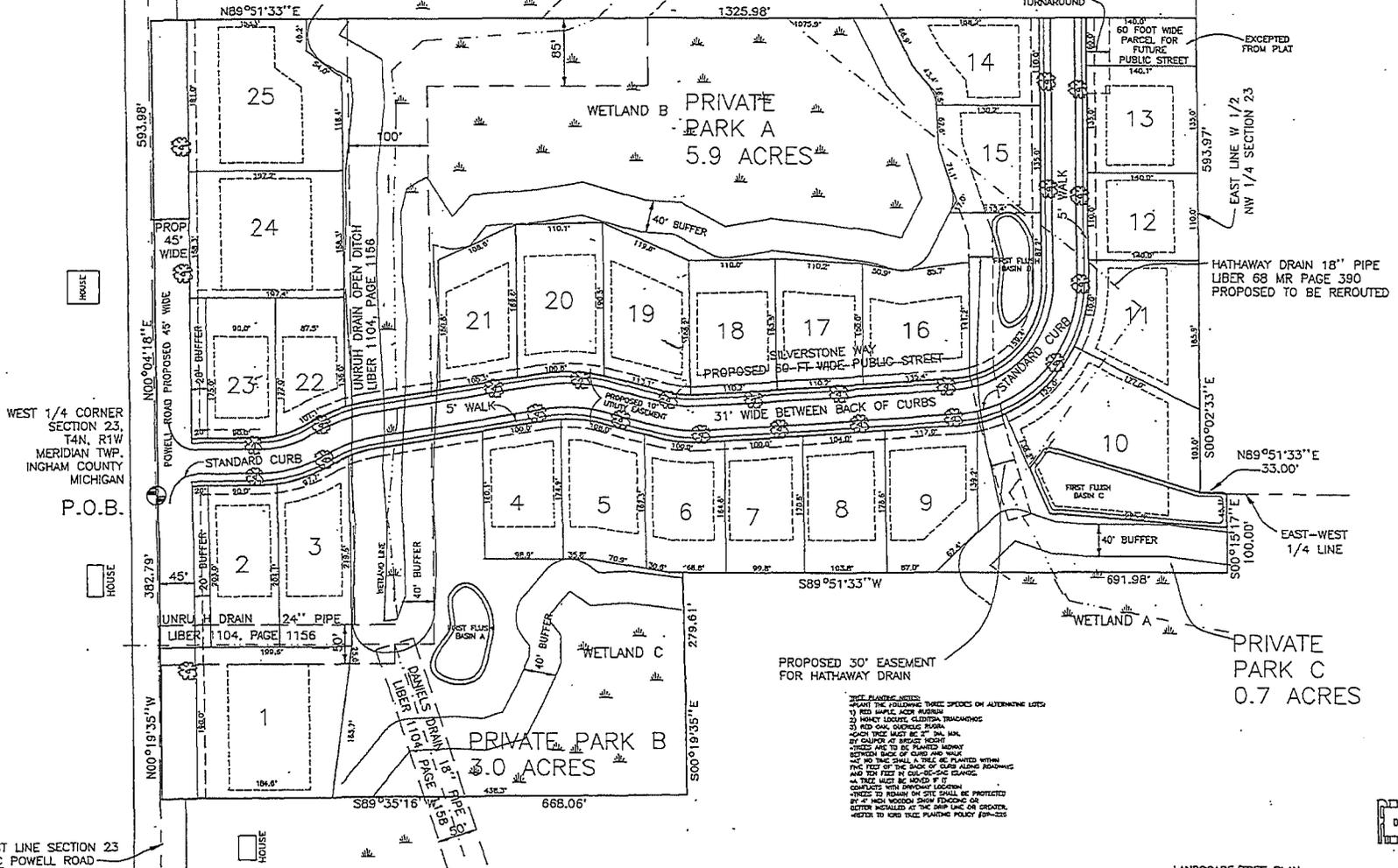
The Planning Commission may recommend approval, approval with conditions, or disapproval of the tentative preliminary plat (TPP) within 60-days of the plat being filed with the Township. The application was deemed complete on October 16, 2017 therefore the Planning Commission must make its decision no later than the December 11, 2017 regular meeting. A resolution will be provided for the Commission's consideration at a future meeting.

Attachments

1. Tentative Preliminary Plat as approved in 2016.
2. Tentative Preliminary Plat dated February 19, 2016 with cul-de-sac option.



NOTE
LOT LINES ADJACENT TO WETLAND ARE AT
40.1 FOOT MINIMUM OFFSET FROM THE
WETLAND LINE.



WEST 1/4 CORNER
SECTION 23,
T4N, R1W
MERIDIAN TWP.
INGHAM COUNTY
MICHIGAN
P.O.B.

P.O.B.

WEST LINE SECTION 23
& Q POWELL ROAD

TREE PLANTING NOTES:
1. PLANT THE FOLLOWING THREE SPECIES ON ALTERNATE LOTS:
2. RED BARKED DOGWOOD
3. HONEY LOCUST, CELESTINA BRACHYCARPUS
4. RED OAK, QUERCUS RUBRA
5. EACH TREE MUST BE 2" DBH
6. 47 CALIPERS AT BREAST HEIGHT
7. TREES ARE TO BE PLANTED HORIZ
8. BETWEEN BACK OF CURB AND WALK
9. NO TREE SHALL A TREE BE PLANTED WITH
10. THE FEET ON THE BACK OF CURB ALONG REDWOODS
11. AND TEN FEET IN CO-ORDINATE CHANGE
12. IN TREE MUST BE MOVED IF IT
13. COLLIDES WITH EXISTING LOTLINE
14. TREES TO REMAIN AND SITE SHALL BE PROTECTED BY
15. 4" HIGH WOODEN SIGN FENCING OR
16. BARRIER INSTALLED AT THE CURB LINE OR BORDER.
17. REFER TO OUR TREE PLANTING POLICY 809-225

PRIVATE
PARK C
0.7 ACRES

PRIVATE
PARK B
3.0 ACRES

PRIVATE
PARK A
5.9 ACRES

OCT 05 2017

LANDSCAPE/TREE PLAN

PLAN DATE: OCTOBER 2, 2017

DATE	REVISIONS

DESIGN SURVEYING & ENGINEERING
805 N CEDAR, PO BOX 47
MASON, MICHIGAN 48854-0047
517-474-6344
FAX 517-474-2675

OWNER/DEVELOPER
MAYBERRY HOMES
1500 KENDALE BLVD., SUITE 200
EAST LANSING, MI 48223
CONTACT: SCOTT FARMONT
PHONE: 313-422-0202

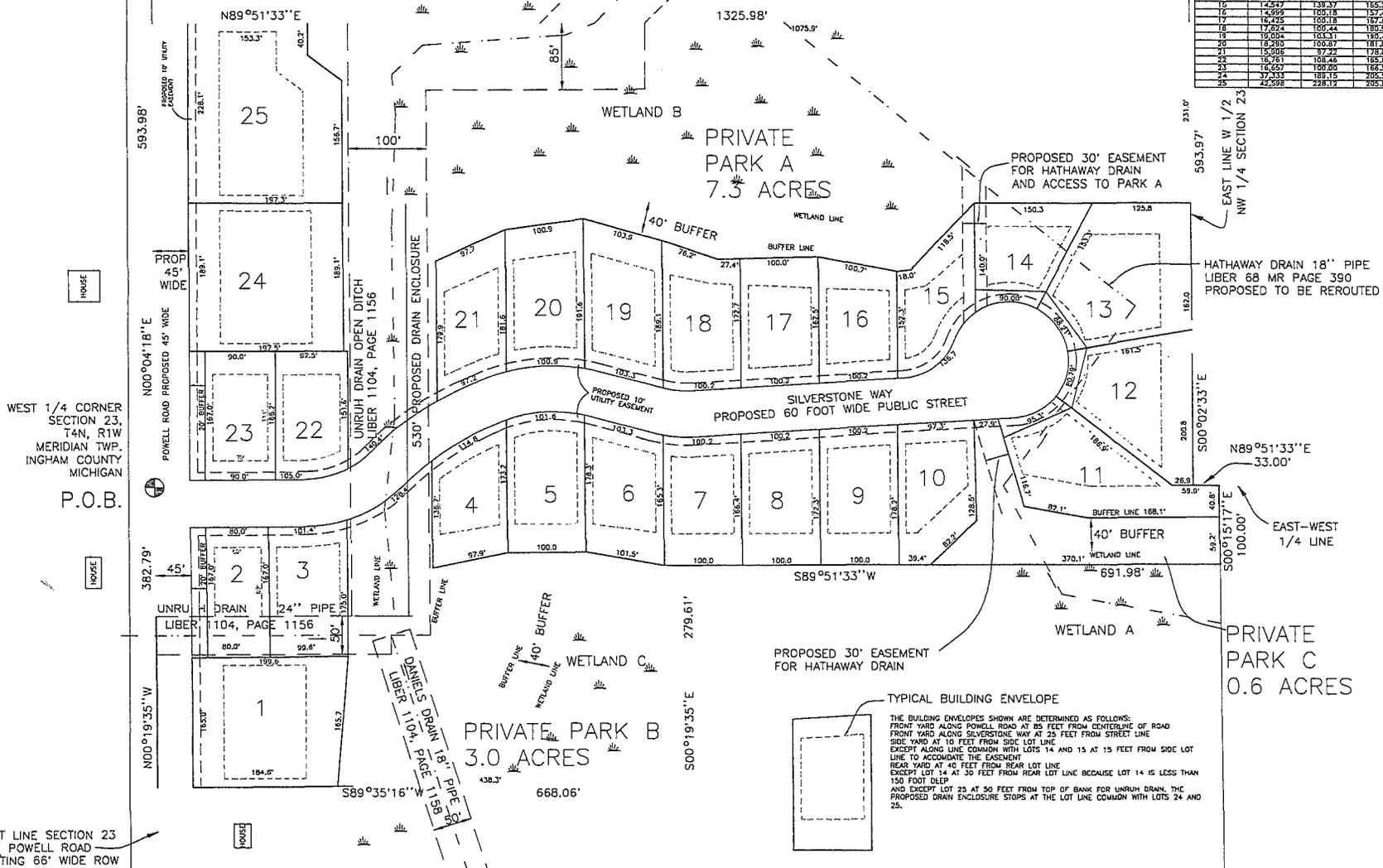
SILVERSTONE ESTATES
TENTATIVE PRELIMINARY PLAT

HORIZ SCALE: 1" = 40'
SHEET 5 OF 5

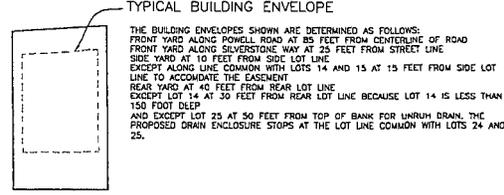


LOT NUMBER	AREA (SQ.FT.)	WIDTH (FT.)	DEPTH (FT.)
1	31,697	185.00	192.0
2	16,700	100.00	167.0
3	18,843	101.43	187.0
4	14,300	115.19	153.0
5	17,030	101.68	167.24
6	16,922	103.34	171.8
7	16,415	100.36	163.8
8	16,930	100.17	169.3
9	16,415	100.36	163.8
10	17,529	100.17	175.2
11	24,062	95.34	252.0
12	23,952	100.17	239.5
13	20,008	88.21	226.9
14	15,018	90.00	166.2
15	14,219	120.27	152.5
16	14,969	100.18	150.2
17	16,425	100.18	164.2
18	17,824	100.44	178.2
19	19,004	100.31	190.0
20	19,250	100.37	192.0
21	15,306	97.22	157.0
22	19,761	100.46	197.5
23	16,657	100.00	166.58
24	27,333	185.19	200.5
25	24,539	228.17	252.96

NOTE
LOT LINES ADJACENT TO WETLAND ARE AT
40.1 FOOT MINIMUM OFFSET FROM THE
WETLAND LINE.



WEST 1/4 CORNER
SECTION 23,
T4N, R1W
MERIDIAN TWP.
INGHAM COUNTY
MICHIGAN
P.O.B.



PLAN DATE FEBRUARY 19, 2016

DATE:	REVISIONS:		ENCOR SURVEYING & ENGINEERING 800 N. CEDAR ST. 3RD FL. 87 MASON, MICHIGAN 48854-0087 517-676-6568 FAX 517-676-6675	OWNER/DEVELOPER: HAYBERRY HOMES 1650 KENDALE BLVD., SUITE 200 EAST LANSING, MI 48823 CONTACT: SCOTT FARMWORTH PHONE: 517-927-6263	SILVERSTONE ESTATES SUBDIVISION TENTATIVE PRELIMINARY PLAT	HORIZ SCALE: 1" = 60'
						SHEET 2 OF 4



To: Planning Commission

From: Peter Menser, Senior Planner

Date: December 5, 2017

Re: Tentative Preliminary Plat #17012 (Mayberry Homes), establish Silverstone Estates, a single family subdivision consisting of 25 lots on 25.5 acres located east of Powell Road and north of Grand River Avenue.

The Planning Commission last discussed Tentative Preliminary Plat #17012 at its meeting on November 27, 2017. At the meeting the Planning Commission indicated support for the plat as it was approved in 2016, with Silverstone Way designed to include stub streets at the north and east property lines for potential future road connections. A resolution to recommend approval of the tentative preliminary plat is attached that incorporates the same conditions of approval that were imposed on the tentative preliminary plat by the Township Board in 2016, which included, among other conditions, the paving of Powell Road from Grand River Avenue to the northern extent of the plat, approval of the requested waiver to permit Lots #1, #24, and #25 to front on Powell Road, and the establishment of a 20 foot wide landscape buffer for those same lots along Powell Road.

Planning Commission Options

The Planning Commission may recommend approval, approval with conditions, or disapproval of the tentative preliminary plat (TPP) within 60-days of the plat being filed with the Township. The application was deemed complete on October 16, 2017 therefore the Planning Commission must make its decision no later than the December 11, 2017 regular meeting. A resolution to recommend approval of the tentative preliminary plat with conditions is attached.

- **MOTION TO ADOPT THE RESOLUTION APPROVING TENTATIVE PRELIMINARY PLAT #17012**

Attachment

1. Resolution to recommend approval.

RESOLUTION TO APPROVE

**Tentative Preliminary Plat #17012
Silverstone Estates**

RESOLUTION

At a regular meeting of the Planning Commission of the Charter Township of Meridian, Ingham County, Michigan, held at the Meridian Municipal Building, in said Township on the 11th day of December 2017, at 7:00 p.m., Local Time.

PRESENT: Chairperson Ianni, Vice-Chair Scott-Craig, Secretary Cordill, Commissioners Premoe, Baruah, Lane, Richards

ABSENT: Commissioner Tenaglia

The following resolution was offered by Secretary Cordill and supported by Commissioner Baruah.

WHEREAS, Mayberry Homes has requested tentative preliminary plat approval for a single family subdivision consisting of twenty-five lots located on the east side of Powell Road, north of Grand River Avenue; and

WHEREAS, the Planning Commission held the public hearing for Tentative Preliminary Plat #17012 at its meeting on November 13, 2017, and has reviewed the staff material forwarded under cover memorandums dated November 10, 2017 and November 21, 2017; and

WHEREAS, the proposed density of 0.98 dwelling units per acre meets the condition of approval established in Rezoning #15040 of not greater than one dwelling unit per acre; and

WHEREAS, the proposed tentative preliminary plat complies with the Township's Land Division Ordinance and with the Land Division Act of the State of Michigan (MCL 560.101 et seq., as amended); and

WHEREAS, all lots in the proposed tentative preliminary plat meet or exceed the minimum lot width and minimum lot area requirements of the RAA (Single Family-Low Density) zoning district; and

WHEREAS, the proposed tentative preliminary plat will be adequately served by public water and sewer utilities; and

WHEREAS, the applicant has requested a waiver from Section 62-61(c) of the Code of Ordinances to allow Lot #1, Lot #24, and Lot #25 to face Powell Road, a collector street.

NOW THEREFORE, BE IT RESOLVED THE PLANNING COMMISSION OF THE CHARTER TOWNSHIP OF MERIDIAN hereby recommends approval of Tentative Preliminary Plat #17012, subject to the following conditions:

1. Approval is recommended based on the revised Tentative Preliminary Plat dated October 2, 2017 and received by the Township on October 5, 2017 prepared by Enger Surveying and Engineering.
2. Approval is recommended for the requested waiver from Section 62-61(c) of the Code of Ordinances to permit Lot #1, Lot #24 and Lot #25 to face Powell Road, a collector street.

**Resolution to Recommend Approval
Tentative Preliminary Plat #17012 (Mayberry)
Page 2**

3. The applicant shall obtain all necessary permits and approvals from the Ingham County Drain Commissioner, Ingham County Road Department, Michigan Department of Environmental Quality (MDEQ), Ingham County Health Department, and the Township. Copies of all permits and approval letters shall be submitted to the Department of Community Planning and Development.
4. Final utility plans shall be subject to the approval of the Director of Public Works and Engineering and shall be completed in accordance with Township Engineering Design and Construction Standards.
5. Storm sewer leads shall be provided to each lot in the subdivision. The final location of the leads shall be subject to the approval of the Director of Public Works and Engineering. All residences constructed in the subdivision shall be connected to an approved outlet.
6. An overall grading plan for the subdivision shall be required with detailed construction plans, prior to issuance of any building permits.
7. Prior to any construction or grading on the site the applicant shall install silt fencing at the upland edge of water feature setbacks. The silt fencing shall be removed after construction once the area is stabilized and vegetation has been established.
8. Powell Road shall be paved from the northern extent of the plat southward to Grand River Avenue in accordance with the requirements of the Ingham County Road Department.
9. A paved shoulder shall be constructed along Powell Road as shown on the Pedestrian-Bicycle Master Plan. The final location of the paved shoulder shall be subject to the approval of the Director of Public Works and Engineering and the Ingham County Road Department. The design and construction of the pathway shall be in accordance with Ingham County Road Department and Township Engineering Design and Construction Standards.
10. Five foot wide concrete sidewalks shall be constructed along both sides of Silverstone Way. The final location of the sidewalk shall be subject to the approval of the Director of Public Works and Engineering. The design and construction of the sidewalk shall be in accordance with Township Engineering Design and Construction Standards.
11. The natural vegetation strip associated with wetlands and open county drains shall be clearly identified with permanent markers. The size, number, location, and the language on the markers shall be subject to the approval of the Director of Community Planning and Development.
12. Street trees shall be required along the east side of Powell Road and along both sides of Silverstone Way within the subdivision. Species and location of the trees shall be subject to the approval of the Director of Community Planning and Development and the Ingham County Road Department.
13. Any wellhead(s) located on the site shall be properly closed and abandoned per the requirements of the Ingham County Health Department and the Township, prior to the issuance of any permit for construction activity, including grading permits.

**CHARTER TOWNSHIP OF MERIDIAN
PLANNING COMMISSION
REGULAR MEETING MINUTES**

APPROVED

**November 13, 2017
5151 Marsh Road, Okemos, MI 48864-1198
517-853-4560, Town Hall Room, 7:00 P.M.**

**PRESENT: Commissioners Lane, Cordill, Ianni, Premoe, Scott-Craig, Richards, Baruah
ABSENT: Commissioner Tenaglia
STAFF: Senior Planner Peter Menser**

1. Call meeting to order

Chair Ianni called the regular meeting to order at 7:00 P.M.

2. Public Remarks-NONE

3. Approval of Agenda

Commissioner Scott-Craig moved to approve the agenda as written.
Seconded by Commissioner Cordill
VOICE VOTE: Motion approved unanimously.

4. Approval of Minutes

A. October 23, 2017 Regular Minutes (as revised)

Commissioner Baruah moved to approve the minutes as revised.
Seconded by Commissioner Premoe
VOICE VOTE: Motion approved unanimously.

5. Communications

-Email communication from Nicholas Roberts, 5604 Earliglow Lane, RE: SUP 17051

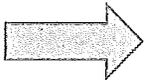
6. Public hearings

A. Tentative Preliminary Plat #17012 (Mayberry Homes), develop 25 single family lots on 25 acres located east of Powell Road, north of Grand River Avenue.

Chair Ianni opened the public hearing at 7:03 p.m.
Senior Planner Menser outlined the plat for discussion.

Robert Schroeder, 670 Aquila Drive, East Lansing, the applicant, stated he would like to change the Tentative Preliminary Plat map so the road is a cul-de-sac instead of a 90 degree turn which dead ends. He commented homeowners prefer a cul-de-sac and extending the road at the currently proposed angle would be very costly due to the amount of fill required to make it level.

Commissioner Richards commented the road should be built to stringent specifications regardless of whether it is private or public so it will last without needing maintenance. He also said the paving on Powell Road should extend all the way to the northern end of the development.



Senior Planner Menser remarked all road construction is done under the specifications of the Ingham County Road Department, regardless of who is paying for it.

Commissioner Scott-Craig asked for a recap of the conditions that were applied to the previous approval of this plat.

Senior Planner Menser listed all of the conditions from the previous approval.

Commissioner Scott-Craig asked that all of the prior conditions be added to any future approval of the plat and explained that the cul-de-sac was changed to a 90 degree turn and termination due to the desire to have water and sewer services extended to the end of the development in case another development went in on the adjacent property.

Commissioner Cordill stated she prefers the current plan rather than a cul-de-sac.

Commissioner Premoe stated the Ingham County Road Commission construction specifications are more than adequate for road construction.

Chair Ianni closed the public hearing at 7:37 p.m.

- B. Special Use Permit #17051 (Al Saedi), establish group child care home for up to 12 children at 5596 Earliglow Lane.

Chair Ianni opened the public hearing at 7:38 p.m.

Senior Planner Menser outlined the Special Use Permit for discussion. He remarked the Michigan Zoning Enabling Act has set criteria the application must meet but the Special Use Permit has to be issued if the application meets all of the criteria.

Richard Lycos, 5570 Earliglow, spoke in opposition to the Special Use Permit. He was concerned with lack of fencing and increased traffic and parking.

There was discussion by the commission and applicant about the fencing requirements.

Commissioner Richards asked adequate fencing be added as a condition of granting of the Special Use Permit.

Chair Ianni closed the public hearing at 8:06 p.m.

7. Unfinished Business-NONE

**CHARTER TOWNSHIP OF MERIDIAN
PLANNING COMMISSION
REGULAR MEETING MINUTES**

APPROVED

**November 27, 2017
5151 Marsh Road, Okemos, MI 48864-1198
517-853-4560, Town Hall Room, 7:13 P.M.**

**PRESENT: Commissioners Lane, Cordill, Ianni, Premoe, Scott-Craig, Richards, Tenaglia
ABSENT: Commissioner Baruah
STAFF: Senior Planner Peter Menser**

1. Call meeting to order

Chair Ianni called the regular meeting to order at 7:14 P.M.

2. Public Remarks

Richard Lycos, 5570 Earliglow, spoke in opposition to Special Use Permit #17051 and said even though there is a sign ordinance the daycare operator has a sign in her yard. The applicant stated the sign was from the Michigan Department of Human Services to acknowledge her efforts to improve the quality of her daycare.

3. Approval of Agenda

Commissioner Cordill moved to approve the agenda as written.
Seconded by Commissioner Premoe
VOICE VOTE: Motion approved unanimously.

4. Approval of Minutes

A. November 13, 2017 Regular Minutes

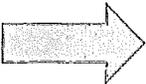
Commissioner Richards moved to approve the minutes as written.
Seconded by Commissioner Scott-Craig
VOICE VOTE: Motion approved unanimously.

5. Communications

Email communication from Nicholas Roberts, 5604 Earliglow Lane, RE: SUP 17051

6. Public hearings-NONE

7. Unfinished Business

 **A. Tentative Preliminary Plat #17012 (Mayberry Homes), develop 25 single family lots on 25.5 acres located east of Powell Road, north of Grand River Avenue.**

Principal Planner Menser outlined the proposed preliminary plat for review.

Commissioner Scott-Craig said he would like to see the stub option remain rather than changing it to a cul-de-sac due to the likelihood of future development of the surrounding properties.

An informal poll of the Commissioners indicated they would like a resolution to approve Tentative Preliminary Plat #17012 prepared for the next meeting.

B. Special Use Permit #17051 (Al Saedi), establish group child care home for up to 12 children at 5596 Earliglow Lane.

Principal Planner Menser reviewed Special Use Permit #17051 for discussion, he commented the Planning Commission has discretion over where and what type of fencing will be required, he said staff is recommending a 6 foot privacy fence be installed along the Haslett Road frontage. Principal Planner Menser stated the other option for fencing would be a fence around just the required 600 square feet play area.

Commissioner Scott-Craig commented he would like to see a fence that surrounded the entire property for the children's safety but the option of a fence surrounding the play area would be safe for the children as well.

Commissioner Premoe stated he felt the option of a 6 foot privacy fence along Haslett Road would be the best option.

Commissioner Premoe moved to approve Special Use Permit #17051.
Seconded by Commissioner Cordill.

ROLL CALL VOTE:

YEAS: Commissioners Premoe, Cordill, Scott-Craig, Richards, Lane, Tenaglia and Chair Ianni

NAYS: None

MOTION CARRIED 7-0.

8. Other Business

A. Shaping the Avenue/form-based code

Commissioner Premoe commented the Planning Commission needs to put energy into learning all there is to know about form-based code.

Principal Planner Menser said the consultants were proposing the form-based code to be applied to the Grand River Corridor on an optional basis and to the Downtown Okemos area as mandatory. He commented the form-based code would possibly make the process for developers easier by reducing the number of reviews and meetings required to get approval for a project.

Commissioner Richards asked if the surrounding local governments were adopting the same form-based code to provide continuity from community to community.

Principal Planner Menser said most of the local governments were exploring the option of using form-based code.

**CHARTER TOWNSHIP OF MERIDIAN
PLANNING COMMISSION
REGULAR MEETING MINUTES**

DRAFT

December 11, 2017

5151 Marsh Road, Okemos, MI 48864-1198

517-853-4560, Town Hall Room, 7:00 P.M.

**PRESENT: Commissioners Lane, Baruah, Cordill, Ianni, Premoe, Scott-Craig, Richards,
Tenaglia (arrived 7:25)**

ABSENT: None

STAFF: Senior Planner Peter Menser

1. Call meeting to order

Chair Ianni called the regular meeting to order at 7:03 P.M.

2. Public Remarks-NONE

3. Approval of Agenda

Commissioner Scott-Craig moved to approve the agenda as written.

Seconded by Commissioner Baruah

VOICE VOTE: Motion approved unanimously.

4. Approval of Minutes

A. November 27, 2017 Regular Minutes

Commissioner Premoe moved to approve the minutes as amended.

Seconded by Commissioner Scott-Craig

VOICE VOTE: Motion approved unanimously.

5. Communications-NONE

6. Public hearings-NONE

7. Unfinished Business

**A. Tentative Preliminary Plat #17012 (Mayberry Homes), develop 25 single family lots
on 25.5 acres located east of Powell Road, north of Grand River Avenue.**

Commissioner Cordill moved to approve Tentative Preliminary Plat #17012

Seconded by Commissioner Baruah

ROLL CALL VOTE: YEAS: Premoe, Baruah, Cordill, Richards, Lane, Scott-Craig
and Chair Ianni

NAYS: None

Motion carried:7-0.

