



AGENDA
CHARTER TOWNSHIP OF MERIDIAN
TOWNSHIP BOARD – REGULAR MEETING
January 6, 2026 6:00 PM

1. CALL MEETING TO ORDER
2. PLEDGE OF ALLEGIANCE/INTRODUCTIONS
3. ROLL CALL
4. PRESENTATION
5. CITIZENS ADDRESS AGENDA ITEMS AND NON-AGENDA ITEMS
6. TOWNSHIP MANAGER REPORT
7. BOARD MEMBER REPORTS OF ACTIVITIES AND ANNOUNCEMENTS
8. APPROVAL OF AGENDA
9. CONSENT AGENDA
 - A. Communications
 - B. Minutes
 - (1) December 16, 2025 Regular Township Board Meeting
 - (2) December 16, 2025 Township Board Closed Session Meeting
 - C. Bills
 - D. 2026 MDOT Right-of-Way Permit
 - E. Set a Public Hearing for the Termination for the Village of Okemos BRA Plan
 - F. Contract with All City Management Services for Crossing Guards
 - G. Planning Commission Appointment
 - H. Board of Review Appointment
 - I. Parks & Recreation 5-Year Master Plan RFP/Contract Award
 - J. 2026 Emergency Support Operations Plan Update
10. BOARD DISCUSSION ITEMS
 - A. Senior Center Update
 - B. 2026 Township Board Goals
 - C. Board Rules and Procedures
11. COMMENTS FROM THE PUBLIC
12. OTHER MATTERS AND BOARD MEMBER COMMENTS
13. CLOSED SESSION – Motion to enter closed session pursuant to MCL 15.268(1)(h) to consult with the Township attorney regarding a confidential written legal opinion.
14. ADJOURNMENT

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

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

Providing a safe and welcoming, sustainable, prime community.

A PRIME COMMUNITY
meridian.mi.us



9.A

**CONSENT AGENDA
BOARD
COMMUNICATIONS**

From: [REDACTED]
To: [REDACTED]
Cc: [REDACTED]
Subject: Re: Expanding eligibility to have home chickens for lots zoned RB
Date: Friday, December 12, 2025 11:39:56 AM

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

Hi Scott,

Thank you for your response! Looking forward to hearing the board's response.

Maggie

On Fri, Dec 12, 2025 at 11:32 AM Scott Hendrickson <[REDACTED]> wrote:

Good Morning Maggie,

Thank you for reaching out to the Board on this topic and for bringing it to our attention at the Listening Session.

As I mentioned during that meeting, now that we are aware of the issue, we have asked the staff to bring this matter up for consideration in early 2026. I believe that this could come as early as January or February, depending on the schedule.

Please feel free to contact me if I may be of further assistance!

Sincerely,

Scott Hendrickson

Supervisor, Meridian Township

[REDACTED]
5151 Marsh Road | Okemos, MI 48864



A Prime Community

From: Maggie McConnaha <[REDACTED]>
Sent: Friday, December 12, 2025 9:48 AM
To: Board [REDACTED]
Subject: Expanding eligibility to have home chickens for lots zoned RB

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

Mary McConnaha
[REDACTED]

Okemos, MI 48864

12 December 2025

Meridian Township Board
5151 Marsh Rd.
Okemos, MI 48864

To the members of the Township Board:

I have been a resident of Meridian Township since July 2022, and I hope to never move again. In November, my son James and I attended a listening session and requested that the ordinance on keeping four chickens (hens) be amended to include houses zoned as RB (in addition to RAAA, RAA, and RA homes). Our single family home is zoned as RB. It is perfect for us—with a large backyard for our kids—except that we are not currently allowed to keep hens.

As written, there are requirements for the keeping of hens and rabbits that owners must adhere to, including a sanitary coop or pen, lockable food, no odor, no excessive noise (no roosters), and necessary distance from other properties. Although our lot is smaller than larger, more expensive lots in Meridian Township, we can meet the requirements as written, so an amendment to the ordinances would only require amending the language to read: “*The raising and keeping of chickens and rabbits accessory only to one-family dwellings in the RAAA, RAA, and RA, [and RB] zoning districts is subject to the following requirements.*”

Such an amendment is a move towards equity for homeowners in RB-zoned areas, which are not meant to be “lower quality than in the RR, RAA, and RA districts” (§86-374A). The amendment would increase access to environmental education and food security. And, as stated in the township listening session, very few people would be able to discern a difference between RB and RA lots.

I respectfully request that the ordinance be changed as early in the year 2026 as possible, in order for newly-eligible and interested families to participate in spring chick season. Thank you so much for your consideration of this proposal and your commitment to equity among Meridian township homeowners. If you have any questions, please do not hesitate to reach out to me.

Warmly,
Mary "Maggie" McConnaha

[REDACTED]

[REDACTED]

From: [REDACTED]
To: [REDACTED]
Subject: selection of Planning Commission members
Date: Tuesday, December 23, 2025 3:50:10 AM

Dear Board of Trustees,

I am writing to request that the Board of Trustees select, for the 7th seat on the Planning Commission (which can become the deciding vote on many issues), a candidate who places foremost the interests of current residents (who have already invested their fortunes and futures in Meridian Township). The candidate who is selected should support maintaining the character of current single family home neighborhoods, as other surrounding townships and municipalities are doing.

Moreover, I suggest the Board take an active role in vetting and interviewing the candidates thoroughly themselves, as opposed to allowing that process to be performed by the Planning Commission. As a matter of precedent, such a hands-off practice could result in the ongoing perpetuation of problems that might exist within the commission. The commission's work is too important for its selection not to be directly influenced by those publicly elected officials (the Board of Trustees) in whose wisdom the citizens of Meridian Township have invested their trust.

Thank you,

Vince Tomanica

From: [REDACTED]
To: [REDACTED]
Cc: [REDACTED]
Subject: New Senior Center
Date: Tuesday, December 30, 2025 4:55:56 PM

Members of the Meridian Township Board:

On December 3, Township staff members Tim Dempsey, Tim Schmitt, and Dan Opsommer met with the Advisory Board. We very much appreciate all three taking the time to update us on their thinking regarding a new facility for the township's senior citizens.

However, the Advisory Board—and other members of the Meridian Senior Center—are deeply disappointed that the Township Board and staff seem unable to agree on an arrangement with the board of the Nokomis Cultural Center that would provide for their relocation by December 30, 2027, or soon thereafter and for construction of an addition to the current building beginning almost immediately.

Of all the possibilities considered over the past two years, **the Nokomis Cultural Center seems by far the site that best meets the criteria established by the Township Board.**

--**The Township owns both the land and the Nokomis building.** Furthermore, maintaining the grounds and some utility costs are already in the Township budget, somewhat alleviating the operating cost of the new Senior Center. Proximity to the Township Hall should allow sharing other maintenance personnel and equipment.

--**The Nokomis building was designed and constructed to permit expansion,** significantly reducing the infrastructure construction costs.

--An **addition of about 6,000 square feet** could be built on the east/back side of the current 4,000 square foot building without interfering with Nokomis' current activities. If the Township could move promptly, **we believe that the building addition, driveways, and parking could be substantially completed by December 31, 2026.** The final connection of the old and new portions could be completed after Nokomis moves, using the existing Senior Center funds in the current Township millage.

--The Nokomis site has **adequate room for further expansion of building and parking for a Community Center.** Having such a possibility is a condition the State has put on using the \$5 million grant, given the wording of the Township's proposal.

--**Nokomis approached the Township about their interest in moving.** While the property they had identified may no longer be available, they could have a couple of years to locate another site.

Nokomis has 67 years remaining on their 99-year lease of the property for \$1 per year. Given Meridian Township's current lease rates for commercial property of at least

\$13/sq ft/year, that lease is worth approximately \$3.5 million. If we can **buy that lease for \$1.5 million, it will be a bargain for the Township, fall within the parameters of other property purchases that have been considered by the Township for the new Senior Center, and permit Nokomis to move.** However, since the Township Board seems unwilling to use part of the State grant for that purpose, the Township Board, their staff, the Senior Center Advisory Board, and members of the current Senior Center should engage in a concentrated effort to secure other resources from the Meridian Township community to donate to the Nokomis Cultural Center in return for relinquishing their lease.

We look forward to being significantly involved as planning proceeds.

Signed:

The Advisory Board of the Meridian Senior Center:

Steve Vagnozzi, Co-President

Barbara O'Kelly, Co-President

Sonya Boruszwski

Jane Cheritt

Suzanne Leialoha

Jean McDonald

Ellen Portnoy

Barbara O'Kelly (she/her)

[REDACTED]

Okemos, MI 48864

[REDACTED]

From: [REDACTED]
To: [REDACTED]
Subject: Planning Commission Appointment and Adherence to the Master Plan
Date: Tuesday, December 30, 2025 8:36:25 PM

Some people who received this message don't often get email from rs5142@[REDACTED]
[REDACTED]

Dear Board of Trustees,

I am writing to respectfully urge the Board of Trustees, in selecting a candidate for the 7th seat on the Planning Commission—a position that can serve as a deciding vote on critical matters—to appoint an individual who places the interests of existing residents first and who is firmly committed to upholding the Township’s adopted Master Plan.

Current residents have made long-term financial and personal investments in Meridian Township with the clear expectation that land-use decisions will be guided by the Master Plan they relied upon when choosing to live here. The newly appointed commissioner should not only personally adhere to the Master Plan, but should also reinforce a culture within the Planning Commission in which all commissioners consistently and faithfully follow the Master Plan, rather than treating it as advisory or optional. Maintaining the character and integrity of established single-family neighborhoods—an approach followed by many surrounding townships and municipalities—depends on this discipline.

Additionally, I encourage the Board to take an active and direct role in thoroughly vetting and interviewing candidates for this position, rather than delegating that responsibility to the Planning Commission itself. As a matter of sound governance and precedent, a hands-off approach risks perpetuating existing issues within the commission, if any exist. Given the significance and long-term impact of Planning Commission decisions, it is essential that publicly elected officials—the Board of Trustees—exercise their judgment directly in shaping its membership.

The citizens of Meridian Township have placed their trust in the Board to safeguard both the Township’s vision and the planning framework established through the Master Plan. I respectfully ask that this appointment reflect that responsibility.

Thank you for your time and consideration.

Sincerely and **Best Regards,**

RS

Confidentiality Notice: This message, including any attachments, is intended solely for the use of the named recipient(s) and may contain



FOR IMMEDIATE RELEASE
December 29, 2025

CONTACT: Jason Clements, Police Sergeant
517.853.4800 | clements@meridian.mi.us

Meridian Township's Deer Management Efforts to Continue in 2026

Police Department to Conduct a Deer Cull in January and February

Meridian Township, MI – Beginning January 4, 2026, Meridian Township's Deer Management Program will move into the police cull phase of management. Meridian Township police officers will conduct the cull in select parks, land preserves, and on private property where consent has been provided during January and February.

Officers will use firearms to perform the deer cull during the evening and overnight hours when parks are closed. The cull will be conducted at pre-selected sites due to their suitability for a safe, controlled cull of the deer herd. During the cull, parks will remain open from dawn to dusk, and signs have been posted to notify the public.

The Michigan Department of Natural Resources (MDNR) has issued Meridian Township a Damage and Nuisance Animal Control Permit that allows the police department to implement the cull. The permit allows a controlled cull outside the regular hunting season and includes exceptions to hunting rules. The goal is to cull approximately 140 deer, as recommended by the MDNR.

The Township's Deer Management Program was launched in 2011 to address persistently high numbers of car-deer collisions and ongoing vegetation destruction in parks, preserves, and residential neighborhoods. ***Since the program's implementation, reported car-deer accidents in Meridian Township have dropped by 49%.*** Venison processed through this program is donated to local food banks. In 2024, over 7,400 pounds of venison were donated.

For questions about the deer cull, please contact the Meridian Township Police Department at 517.853.4800. Visit www.meridian.mi.us/DeerManagement for more information about the Township's deer management efforts.

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





9.B

**CONSENT AGENDA
PROPOSED BOARD MINUTES**

PROPOSED MOTION:

- (1) Move to approve and ratify the minutes of the Regular Meeting of December 16, 2025 and Closed Session of December 16, 2025 as submitted. (1)**

ALTERNATE MOTION:

- (1) Move to approve and ratify the minutes of the Regular Meeting of December 16, 2025 Closed Session of December 16, 2025 with the following amendment(s):[insert amendments]**

CHARTER TOWNSHIP OF MERIDIAN
REGULAR MEETING TOWNSHIP BOARD **-DRAFT-**
5151 Marsh Road, Okemos MI 48864-1198
517.853.4000, Township Hall Room
TUESDAY, December 16, 2025, 6:00PM

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

ABSENT: Treasurer Burghardt

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

1. CALL MEETING TO ORDER

Supervisor Hendrickson called the December 16, 2025, Regular Township Board meeting to order at 6:00 pm.

2. PLEDGE OF ALLEGIANCE/INTRODUCTIONS

Supervisor Hendrickson led the Pledge of Allegiance.

Supervisor Hendrickson asked for a moment of silence for former Supervisor Patricia Herring Jackson.

3. ROLL CALL

Clerk Demas called the roll of the Board. Six Board members present at 6:02 pm.

Treasurer Burghardt was absent.

4. PRESENTATION

None

5. CITIZENS ADDRESS AGENDA ITEMS AND NON-AGENDA ITEMS

Supervisor Hendrickson opened public comment at 6:03 pm.

Vince Tomanica spoke about the Authentix Okemos Proposal.

Supervisor Hendrickson closed public comment at 6:07 pm.

6. TOWNSHIP MANAGER REPORT

Manager Dempsey gave updates on:

- Developer requested the Authentix Project be postponed to a future agenda.
- Reminded residents to be aware of email scams and that the Township does not accept wire transfers.
- M-43 bridge construction is complete and Grand River is open. The pedestrian bridge

will not be complete for a few months.

- Reminded residents to keep sidewalks clear of snow and ice.
- Noted upcoming events and requested residents please check the website for information about multiple upcoming Township events.
- Thanked staff, Board and Commission members, and other volunteers for their work throughout the year.
- Thanked Human Services Specialist Love, Meridian Cares volunteers and donors for providing holiday baskets to community members in need.

7. BOARD MEMBER REPORTS OF ACTIVITIES AND ANNOUNCEMENTS

Trustee Wilson reported that Santa's First Responders Party fed 600 children and their families.

Trustee Lentz announced cancellation of December's Tri-County Regional Planning Commission Meeting.

8. APPROVAL OF AGENDA

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

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

NAYS: NONE

Motion carried: 6-0

9. CONSENT AGENDA

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

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

NAYS: NONE

Motion carried: 6-0

10. HEARING

A. Haslett Village Square Brownfield Redevelopment Plan Amendment #2

Director Clark summarized the amendment.

Supervisor Hendrickson opened the Public Hearing at 6:17 pm.

The opportunity to speak during the public comment section was given.

Supervisor Hendrickson closed the Public Hearing at 6:17 pm.

11. ACTION ITEMS

A. Supervisor Pro Tem

Supervisor Hendrickson gave an overview of the Supervisor Pro Tem selection process.

Trustee Wilson moved that the Board appoint, through December 31, 2026, trustee Nickolas Lentz to act as Supervisor Pro Tem at any meeting of the Township Board wherein the Supervisor is absent and may act with the statutory authority of Township Supervisor, when specifically delegated that authority by the Supervisor in writing. Supported by Trustee Trezise.

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

NAYS: NONE

Motion carried: 6-0

B. 4th Quarter Budget Amendments

Manger Dempsey summarized the proposed budget amendments.

Board discussion took place. The consistency in fund balance over the years was noted.

Trustee Trezise moved to waive our normal process that would require two meetings for this and go ahead and pass this. Supervisor Hendrickson clarified the motion to be to move to suspend our rules for immediate consideration. Supported by Trustee Sundland.

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

NAYS: NONE

Motion carried: 6-0

Trustee Trezise moved to approve the fourth quarter 2025 budget amendments with an increase in budgeted fund balance for the general fund in the amount of \$351,697 which projects an increase in fund balance of \$418,599. Based on 2024 results, the projected fund balance at December 31, 2025, will be \$13,071,859. Supported by Trustee Lentz.

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

NAYS: NONE

Motion carried: 6-0

C. Senior Center-Okemos Public Schools Memorandum of Understanding

Trustee Trezise asked to recuse himself from this discussion.

Trustee Wilson moved to recuse Trustee Trezise. Supported by Clerk Demas.

VOICE VOTE: YEAS: Supervisor Hendrickson, Clerk Demas, Trustee Lentz, Trustee Sundland, and Trustee Wilson.

NAYS: NONE

ABSTAIN: Trustee Trezise

Motion carried: 5-0

Trustee Trezise left at 6:28 pm.

Director Wisinski gave an overview of the discussion that has occurred to date.

Board discussion took place. Delineating responsibilities regarding staff oversight in the future was requested.

Trustee Lentz moved to approve the Meridian Senior Center Memorandum of Understanding – Operations Agreement between the Charter Township of Meridian and Okemos Public Schools, retroactively dated for January 1, 2025, and expiring upon the planned closure of the current Chippewa Middle School facility in May of 2028. Supported by Trustee Wilson.

VOICE VOTE: YEAS: Supervisor Hendrickson, Clerk Demas, Trustee Lentz, Trustee Sundland, and Trustee Wilson.

NAYS: NONE

Motion carried: 5-0

Trustee Trezise returned at 6:34 pm.

12. BOARD DISCUSSION ITEMS

A. Haslett Village Square Brownfield Redevelopment Plan Amendment #2

Director Clark provided details for the amendment and answered Board questions.

Board discussion took place. Questions were raised regarding notifying other tax jurisdictions, the Housing Subsidy and related gap increase.

The Board expressed interest in taking action after timeline details were presented.

Trustee Lentz moved to suspend rules to take action on this tonight. Supported by Trustee Wilson.

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

NAYS: NONE

Motion carried: 6-0

Trustee Lentz moved to adopt the resolution authorizing a second amendment to the Haslett Village Square Brownfield Plan for properties at 1621-1655 Haslett Road, with a total incremental revenue to be captured not to exceed \$16,487,283 over a 26 year capture period. Supported by Trustee Trezise.

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

NAYS: NONE

Motion carried: 6-0

- B. Cornell Road, White Oak Drive, Wrightwind Drive, Fox Chase Sanitary Sewer Payback District

Deputy Manager Opsommer gave an overview of the item and answered Board questions.

Board discussion took place. Questions were asked regarding whether properties are within the Urban Service Boundary (USB), water use occurring without power, if other Township locations have this type of system, participation in water and sewer system, and notifications to homeowners and buyers.

The Board expressed interest in taking action on this item.

Trustee Trezise moved to suspend our rules to take this matter up for action tonight. Supported by Trustee Lentz.

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

NAYS: NONE

Motion carried: 6-0

Trustee Trezise moved to authorize Township staff to proceed with design, bidding and construction of a sanitary sewer to serve parcels location on Cornell Road, White Oak Drive, Wrightwind Drive, Fox Chase and bring back a Resolution to establish the Cornell Road, White Oak Drive, Wrightwind Drive, Fox Chase Sanitary Sewer Payback District and the associated benefit charges once the final costs of the construction are known. Supported by Trustee Lentz.

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

NAYS: NONE

Motion carried: 6-0

13. COMMENTS FROM THE PUBLIC

Supervisor Hendrickson opened public comment at 7:02 pm.

The opportunity to speak was provided to the public.

Supervisor Hendrickson closed public comment at 7:02 pm.

14. OTHER MATTERS AND BOARD MEMBER COMMENTS

None.

15. CLOSED SESSION

Trustee Trezise moved to enter closed session pursuant to MCL 15.268(1)(h) to consult with the Township attorney regarding a confidential written legal opinion and pursuant to MCL 15.268(1)(e) pending litigation in the Ingham County Circuit Court, being Case No. 25-3647-CZ, because discussion of litigation and settlement strategy at an open meeting would have a detrimental financial impact on the litigation and settlement position of the Township. Supported by Trustee Sundland.

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

NAYS: NONE

Motion carried: 6-0

At 7:04 pm, the Board entered closed session.

At 8:39 pm, the Board returned to open session.

Clerk Demas moved to authorize legal counsel to approve presented settlement agreement for Ingham County Circuit Court case number 25-3647-CZ. Supported by Trustee Trezise.

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

NAYS: NONE

Motion carried: 6-0

Clerk Demas asked to recuse herself from the following motion.

Trustee Trezise moved to allow Clerk Demas to recuse herself from the upcoming motion. Supported by Trustee Wilson.

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

NAYS: NONE

Motion carried: 6-0

Clerk Demas left at 8:40 pm.

Trustee Wilson moved to authorize participation of Attorney Mills, Attorney Fleury, and Manager Dempsey in a previously authorized investigation, which is in no manner to be construed as a waiver of the attorney client privilege or work product doctrine protections. Supported by Trustee Trezise.

VOICE VOTE: YEAS: Supervisor Hendrickson, Trustee Lentz, Trustee Sundland, Trustee Trezise, and Trustee Wilson.

NAYS: NONE

Motion carried: 5-0

Clerk Demas returned at 8:41 pm.

16. ADJOURNMENT

Trustee Trezise moved to adjourn. Supported by Trustee Lentz.

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

NAYS: NONE

Motion carried: 6-0

The meeting adjourned at 8:41 pm.

Scott Hendrickson
Township Supervisor

Angela Demas
Township Clerk



To: Board Members
From: Tim Dempsey, Township Manager
Date: December 30, 2025

Charter Township of Meridian
Board Meeting
1/6/2026

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

COMMON CASH	\$	656,738.70
PUBLIC WORKS	\$	595,034.52
TRUST & AGENCY	\$	18,131.04
TOTAL CHECKS:	\$	1,269,904.26
CREDIT CARD TRANSACTIONS 12/12/2025 to 12/31/2025	\$	19,681.12
TOTAL PURCHASES:	\$	<u>1,289,585.38</u>
ACH PAYMENTS	\$	<u>1,241,906.15</u>

Vendor Name	Description	Amount
1. A T & T	DEC 7 2025 - JAN 6 2026 - INTERNET F2 327774829	149.00
	DEC 7 2025 - JAN 6 2026 - INTERNET P1 327774999	195.25
	DEC 9 2025 - JAN 8 2026 - INTERNET F1 327775054	205.24
	TOTAL	549.49
2. ABONMARCHE CONSULTANTS INC	2025 LOCAL ROAD PROGRAM ENGINEERING & INSPECTION C	14,671.72
	2026 LOCAL ROAD PROGRAM ENGINEERING & INSPECTION C	1,481.80
	TOTAL	16,153.52
3. ABUNDANCE CAFE LLC	FARM MARKET VENDOR REIMBURSEMENT	100.00
	FARM MARKET VENDOR REIMBURSEMENT	9.00
	TOTAL	109.00
4. AIS CONSTRUCTION EQUIPMENT	MP - FIRE - 150	1,233.18
5. ALYSHA COWLES	FARM MARKET VENDOR REIMBURSEMENT	12.00
6. ANSARI, LARRY	REFUND FOR A CANCELED PERMIT PE25-0965	110.00
7. AT & T	NOV 11 - DEC 10 - INTERNET ASE 8310008214218 - 202	3,763.02
	DEC 7 2025 - JAN 6 2026 - TELEPHONE + INTERNET M1	1,260.74
	TOTAL	5,023.76
8. AT & T MOBILITY	DEC 5 2025 - JAN 4 2026 - WIRELESS 287252740666 51	33.91
	NOV 7 - DEC 6 - FIRSTNET 287312082574 517.331.8841	75.48
	TOTAL	109.39
9. AUTO VALUE OF EAST LANSING	MOTOR POOL - FLEET REPAIR PARTS 2025	12.39
	MOTOR POOL - FLEET REPAIR PARTS 2025	88.17
	MOTOR POOL - FLEET REPAIR PARTS 2025	369.98
	MOTOR POOL - FLEET REPAIR PARTS 2025 - 3RD PO	155.88
	MOTOR POOL - FLEET REPAIR PARTS 2025	119.39
	MOTOR POOL - FLEET REPAIR PARTS 2025	263.37
	MOTOR POOL - FLEET REPAIR PARTS 2025	95.00
	MOTOR POOL - FLEET REPAIR PARTS 2025	1,205.94
	MOTOR POOL - FLEET REPAIR PARTS 2025	23.49
	MOTOR POOL - FLEET REPAIR PARTS 2025	36.54
	MOTOR POOL - FLEET REPAIR PARTS 2025	500.00
	MOTOR POOL - FLEET REPAIR PARTS 2025	(101.00)
	MOTOR POOL - FLEET REPAIR PARTS 2025	19.58
	MOTOR POOL - FLEET REPAIR PARTS 2025	12.58
	MOTOR POOL - FLEET REPAIR PARTS 2025	119.70
	MOTOR POOL - FLEET REPAIR PARTS 2025	34.18
	TOTAL	2,955.19
10. BLUE CROSS BLUE SHIELD OF MICHIGAN	2026 BCBS PPO RETIREE HEALTH INSURANCE	1,608.27
11. BOYNTON FIRE SAFETY SERVICE	BUILDINGS - RECYCLE CENTER - FIRE EXTINGUISHER INS	125.00
	BUILDINGS - GLENDALE	45.00
	PARKS - HNC - FIRE EXTINGUISHER INSPECTION	215.00
	BUILDINGS - SERVICE CENTER	925.00
	BUILDINGS - POLICE - FIRE EXTINGUISHER INSPECTION	555.00
	BUILDINGS AND PARKS - FIRE EXTINGUISHER INSPECTION	430.00
	TOTAL	2,295.00
12. C & S FAMILY FARM	FARM MARKET VENDOR REIMBURSEMENT	35.00

Vendor Name	Description	Amount
13. C&S FAMILY FARM LLC	FARM MARKET VENDOR REIMBURSEMENT	6.00
	FARM MARKET VENDOR REIMBURSEMENT	118.00
	FARM MARKET VENDOR REIMBURSEMENT	60.00
	TOTAL	184.00
14. CALEY GUNTHORPE	FARM MARKET VENDOR REIMBURSEMENT	23.00
15. CAPITAL AREA TRANSPORTATION	100 REDI RIDE PASSES TO PURCHASE	600.00
16. CAROL WALKER	FARM MARKET VENDOR REIMBURSEMENT	44.00
17. CARRIE BALLOU	FARM MARKET VENDOR REIMBURSEMENT	56.00
18. CBL & ASSOCIATES LIMITED PARTNERSHIP	REFUND FOR POLICE FOIA PD-2025-207-INV-1	205.41
19. CDW	ADOBE ANNUAL RENEWAL 12/9/2025-12/8/2026	13,675.54
	ABSOLUTE SECURE ACCESS (NETMOTION) ANNUAL RENEWAL	5,526.90
	CROWDSTRIKE FALCON ENDPOINT PROTECTION 2026	5,324.55
	DECEMBER 2025 - CRUCIAL 64GB SO-DIMM RAM FOR POLIC	576.52
	TOTAL	25,103.51
20. CENTRALSQUARE TECHNOLOGIES LLC	FIRE CAD ANNUAL RENEWAL 2026	3,371.39
	POLICE CAD & RMS ANNUAL RENEWAL 2026	14,054.06
	TOTAL	17,425.45
21. CHA SHER XIONG	FARM MARKET VENDOR REIMBURSEMENT	96.00
22. CINTAS CORPORATION #725	MOTOR POOL - MECHANICS UNIFORMS 2025	54.89
	MOTOR POOL - MECHANICS UNIFORMS 2025	54.89
	TOTAL	109.78
23. COMCAST	DEC 29 2025 - JAN 28 2026 - TELEPHONE + INTERNET S	300.84
	TV P1 8529114160257253	38.43
	DEC 19 2025 - JAN 18 2026 - INTERNET SCADA 8529114	317.90
	TOTAL	657.17
24. COMCAST	DEC 14 2025 - JAN 13 2026 - INTERNET + TV HOMTV 85	491.61
25. CORE TECHNOLOGY CORP	POLICE CORE TALON CLIENT ANNUAL RENEWAL 2026	11,606.10
26. CORNELL WOODS ASSOCIATION INC	2025 GREEN GRANT - CORNELL WOODS HOA	2,625.12
27. COUNTRY MILL FARMS	FARM MARKET VENDOR REIMBURSEMENT	455.00
28. CRYSTAL FLASH	MOTOR POOL - FLEET FUEL 2025 - 2ND PO	11,529.61
29. DAVID CHAPMAN AGENCY	2026 TOWNSHIP INSURANCE POLICY PREMIUM	306,674.00
30. DAVID W HERSHEY, ARBITRATOR	ARBITIATOR FEES	2,256.02
31. DIANA TENNES	FARM MARKET VENDOR REIMBURSEMENT	310.00
	FARM MARKET VENDOR REIMBURSEMENT	367.00
	TOTAL	677.00

Vendor Name	Description	Amount
32. DOUGHNATION BAKERY	FARMERS MARKET REIMBURSEMENT	202.00
	FARM MARKET VENDOR REIMBURSEMENT	139.00
	FARM MARKET VENDOR REIMBURSEMENT	118.00
	TOTAL	459.00
33. ELAINE FLORE	FARM MARKET VENDOR REIMBURSEMENT	71.00
34. ELECTRICAL TERMINAL SERVICE	MP - STOCK	278.32
35. FARM & FOREST	FARM MARKET VENDOR REIMBURSEMENT	90.00
	FARMERS MARKET REIMBURSEMENT	196.00
	FARM MARKET VENDOR REIMBURSEMENT	36.00
	FARM MARKET VENDOR REIMBURSEMENT	157.00
	TOTAL	479.00
36. FIRST COMMUNICATIONS	NOVEMBER 2025 -TELEPHONE LINES 3142216 - 2025	56.28
37. FORESIGHT GROUP	WATER BILLS AND POSTAGE FOR 2025	642.09
38. FRESHIES BAKERY	FARMERS MARKET REIMBURSEMENT	49.00
	FARM MARKET VENDOR REIMBURSEMENT	146.00
	FARM MARKET VENDOR REIMBURSEMENT	157.00
	TOTAL	352.00
39. GAYELORD MANKOWSKI	FARM MARKET VENDOR REIMBURSEMENT	52.00
40. GEORGANNE L WITHEY	INSTRUCTOR FEE - 2025 FITNESS OVER 50	800.00
41. GRAMPAS PASTYS LLC	FARM MARKET VENDOR REIMBURSEMENT	53.00
42. GRANGER WASTE SERVICES	RUBBISH & RECYCLING DISPOSAL SERVICES 2025	74.76
	RUBBISH & RECYCLING DISPOSAL SERVICES 2025	33.63
	RUBBISH & RECYCLING DISPOSAL SERVICES 2025	47.40
	RUBBISH & RECYCLING DISPOSAL SERVICES 2025	33.97
	RUBBISH & RECYCLING DISPOSAL SERVICES 2025	143.38
	RUBBISH & RECYCLING DISPOSAL SERVICES 2025	358.83
	RUBBISH & RECYCLING DISPOSAL SERVICES 2025	104.15
	RUBBISH & RECYCLING DISPOSAL SERVICES 2025	136.33
	TOTAL	932.45
43. GRANICUS	GOVACCESSPLUS WEBSITE MANAGEMENT	3,545.71
44. HAILEY COLLINS	FARMERS MARKET REIMBURSEMENT	202.00
	FARM MARKET VENDOR REIMBURSEMENT	115.00
	FARM MARKET VENDOR REIMBURSEMENT	55.00
	TOTAL	372.00
45. HANNAH PACHUCKI	MILEAGE REIMBURSEMENT	20.64
	MILEAGE REIMBURSEMENT	18.76
	TOTAL	39.40
46. HIGHWATER FARMS	FARMERS MARKET REIMBURSEMENT	57.00
	FARM MARKET VENDOR REIMBURSEMENT	42.00
	FARM MARKET VENDOR REIMBURSEMENT	47.00
	TOTAL	146.00

Vendor Name	Description	Amount
47. HILLARY DOYLE	FARMERS MARKET REIMBURSEMENT	74.00
	FARM MARKET VENDOR REIMBURSEMENT	42.00
	TOTAL	<u>116.00</u>
48. IGNITE DONUTS LLC	FARMERS MARKET REIMBURSEMENT	63.00
	FARM MARKET VENDOR REIMBURSEMENT	47.00
	FARM MARKET VENDOR REIMBURSEMENT	29.00
	TOTAL	<u>139.00</u>
49. JACOB FARLEY	FARM MARKET VENDOR REIMBURSEMENT	139.00
	FARM MARKET VENDOR REIMBURSEMENT	230.00
	FARM MARKET VENDOR REIMBURSEMENT	201.00
	TOTAL	<u>570.00</u>
50. JANE EMILY WHITE	FARM MARKET VENDOR REIMBURSEMENT	8.00
	FARM MARKET VENDOR REIMBURSEMENT	20.00
	TOTAL	<u>28.00</u>
51. JAY KIRBY	FARMERS MARKET REIMBURSEMENT	14.00
	FARM MARKET VENDOR REIMBURSEMENT	34.00
	FARM MARKET VENDOR REIMBURSEMENT	29.00
	TOTAL	<u>77.00</u>
52. JEAN S. FIERKE	FARM MARKET VENDOR REIMBURSEMENT	20.00
	FARM MARKET VENDOR REIMBURSEMENT	15.00
	FARM MARKET VENDOR REIMBURSEMENT	74.00
	TOTAL	<u>109.00</u>
53. JEFF CLARK	FARM MARKET VENDOR REIMBURSEMENT	10.00
	FARM MARKET VENDOR REIMBURSEMENT	33.00
	FARM MARKET VENDOR REIMBURSEMENT	46.00
	TOTAL	<u>89.00</u>
54. JENNIFER ROTIER	FARMERS MARKET REIMBURSEMENT	10.00
	FARM MARKET VENDOR REIMBURSEMENT	30.00
	TOTAL	<u>40.00</u>
55. KEBS INC	2025 - BOUNDARY SURVEY AND LINE STAKES FOR ENCROAC	5,219.00
56. KEVIN THOMAS	FARMERS MARKET REIMBURSEMENT	14.00
	FARM MARKET VENDOR REIMBURSEMENT	35.00
	FARM MARKET VENDOR REIMBURSEMENT	123.00
	TOTAL	<u>172.00</u>
57. KIMS COUNTRY KITCHEN	FARMERS MARKET REIMBURSEMENT	16.00
	FARM MARKET VENDOR REIMBURSEMENT	59.00
	FARM MARKET VENDOR REIMBURSEMENT	56.00
	TOTAL	<u>131.00</u>
58. KIRKPATRICKS SUGAR SHACK	FARMERS MARKET REIMBURSEMENT	75.00

BANK CODE: GF53 - CHECK TYPE: PAPER CHECK

Vendor Name	Description	Amount
59. LAFONTAINE BUICK GMC INC	MP - PARKS 711	161.31
	MP - FIRE 135	74.06
	TOTAL	235.37
60. LAFONTAINE FORD OF LANSING	MP - FIRE - 679	53.76
	MP - SEWER - 680	101.24
	MP - SEWER - 680	3.52
	MP - POLICE - 715	(85.57)
	MP - POLICE - 723	2,199.37
	MP - POLICE - 717	814.42
	TOTAL	3,086.74
61. LAND VISIONS INC	PRIVATE SPRINKLER SYSTEM REPAIRS CAUSE BY SIDEWALK	925.00
62. LANSING ICE AND FUEL CO	BUILDINGS - MOTOR POOL - REPLACEMENT FOR 2-POST LI	8,210.55
63. LANSING WELDING INC	MP - PARKS - PLOWS	258.30
64. LEAK PETROLEUM EQUIPMENT INC	MP - ANNUAL AIR COMPRESSOR SERVICE	350.97
65. LEAP INC	2026 MEMBERSHIP DUES	15,000.00
66. LISA A. WILSON	FARMERS MARKET REIMBURSEMENT	187.00
	FARM MARKET VENDOR REIMBURSEMENT	54.00
	FARM MARKET VENDOR REIMBURSEMENT	186.00
	TOTAL	427.00
67. MACQUEEN EMERGENCY GROUP	MP - FIRE - 701	5,534.00
68. MADISON NATIONAL LIFE INS CO	2026 LIFE/DISABILITY INSURANCE	4,520.69
69. MARTIN BRAMAN	FARM MARKET VENDOR REIMBURSEMENT	26.00
	FARM MARKET VENDOR REIMBURSEMENT	34.00
	TOTAL	60.00
70. MARYANN SEDAO	FARMERS MARKET REIMBURSEMENT	24.00
71. MEDICAL MANAGEMENT SYSTEMS OF	2025 COLLECTION FEE FROM AMBULANCE BILLINGS	7,603.55
72. MEI TOTAL ELEVATOR SERVICES	BUILDINGS - POLICE - ELEVEATOR REPAIRS	96.20
73. MI GREAT LAKES FISH COMPANY	FARMERS MARKET REIMBURSEMENT	92.00
	FARM MARKET VENDOR REIMBURSEMENT	93.00
	FARM MARKET VENDOR REIMBURSEMENT	180.00
	TOTAL	365.00
74. MICH MUNICIPAL TREASURERS ASSN	2026 WINTER WORKSHOP - D. MULIETT	199.00
75. MICHELLE DELEON	FARMERS MARKET REIMBURSEMENT	25.00
76. MICHELLE PRINZ	MILEAGE REIMBURSEMENT-PRINZ	17.60
77. MIKE DEVLIN	2025 HOLIDAY EVENTS REIMBURSEMENT	68.89
78. MYCOPHILES GARDEN LLC	FARMERS MARKET REIMBURSEMENT	561.00
	FARM MARKET VENDOR REIMBURSEMENT	454.00
	TOTAL	1,015.00

Vendor Name	Description	Amount
79. NATIONAL WILDLIFE CONTROL	BUILDINGS - C FIRE PEST CONTROL	75.00
80. OVERHEAD DOOR OF LANSING	BUILDINGS - C FIRE - BATTALION CHIEF DOOR REPAIRS	1,538.22
81. PIZZELLES PLUS	FARM MARKET VENDOR REIMBURSEMENT	34.00
	FARM MARKET VENDOR REIMBURSEMENT	47.00
	TOTAL	81.00
82. PLANTE & MORAN, PLLC	FINANCE -TEMPORARY STAFFING	11,233.75
83. PONDSIDE FARMS	FARM MARKET VENDOR REIMBURSEMENT	99.00
	FARM MARKET VENDOR REIMBURSEMENT	120.00
	TOTAL	219.00
84. POWER DMS INC	POLICE POWERDMS ANNUAL SUBSCRIPTION 2026	19,287.87
85. PROTEC	2025-2026 PROTEC MEMBERSHIP RENEWAL	7,136.00
86. PRO-TECH MECHANICAL SERVICES	BUILDINGS - C. FIRE - REPLACE HEAT EXCHANGERS UNIT	7,001.28
	BUILDINGS - POLICE - HEATING ISSUES	475.00
	BUILDINGS - SC - REPAIRS TO AIR HANDLER	2,046.67
	TOTAL	9,522.95
87. QUALITY COATINGS	MP - SEWER - 742	850.00
88. QUALITY TIRE INC	MP - WATER - 728	844.00
	MOTOR POOL TIRES - 2025 4TH PO	750.00
	TOTAL	1,594.00
89. REBECCA HATCH	FARMERS MARKET REIMBURSEMENT	25.00
90. RECLAIMED BY DESIGN	2025 GREEN GRANT - PINE CREEK CONDO ASSOCIATION	500.00
91. RIVERSIDE ROASTERIE LLC	FARMERS MARKET REIMBURSEMENT	42.00
	FARM MARKET VENDOR REIMBURSEMENT	34.00
	FARM MARKET VENDOR REIMBURSEMENT	36.00
	TOTAL	112.00
92. ROBERT LEE PORRITT JR	2026 WINTER HASLETT BASKETBALL CLINIC	250.00
93. ROJAS FARM	FARMERS MARKET REIMBURSEMENT	1,768.00
94. ROYAL POT	FARM MARKET VENDOR REIMBURSEMENT	10.00
95. SARAH BROWN	FARM MARKET VENDOR REIMBURSEMENT	29.00
	FARM MARKET VENDOR REIMBURSEMENT	31.00
	TOTAL	60.00
96. SCHAEFFER MFG CO	MOTOR POOL - ENGINE OIL A GREASE	8,605.30
97. SEILER INSTRUMENT & MFG CO	INC	
	GNSS RECEIVER FOR DRONE	8,843.00
	DRONE	24,655.05
	TOTAL	33,498.05

Vendor Name	Description	Amount
98. SHAWN DIEMER	FARM MARKET VENDOR REIMBURSEMENT	978.00
	FARM MARKET VENDOR REIMBURSEMENT	858.00
	FARM MARKET VENDOR REIMBURSEMENT	2,545.00
	TOTAL	4,381.00
99. SME	2025 MISCELLANEOUS TESTING CONTRACT	747.80
100 SPALDING DEDECKER ASSOCIATES	2025 LOCAL ROAD PROGRAM ENGINEERING & INSPECTION C	3,024.56
	LRP BIOSWALE PROJECT - PHASE I PRELIMINARY INVESTI	27,369.50
	TOTAL	30,394.06
101 STARLIGHT FARMS INC	FARMERS MARKET REIMBURSEMENT	29.00
	FARM MARKET VENDOR REIMBURSEMENT	14.00
	FARM MARKET VENDOR REIMBURSEMENT	19.00
	TOTAL	62.00
102 STEPHEN GROSE	FARMERS MARKET REIMBURSEMENT	908.00
	FARM MARKET VENDOR REIMBURSEMENT	471.00
	TOTAL	1,379.00
103 STONE CIRCLE BAKEHOUSE	FARM MARKET VENDOR REIMBURSEMENT	134.00
	FARM MARKET VENDOR REIMBURSEMENT	105.00
	TOTAL	239.00
104 SUE MCMASTER	FARM MARKET VENDOR REIMBURSEMENT	293.00
105 SUMMER NIGHTS APIARIES LLC	FARMERS MARKET REIMBURSEMENT	45.00
	FARM MARKET VENDOR REIMBURSEMENT	44.00
	FARM MARKET VENDOR REIMBURSEMENT	103.00
	TOTAL	192.00
106 TARGET SOLUTIONS LEARNING LLC	VECTORSOLUTIONS TARGETSOLUTIONS CHECK IT FIRE 2026	2,287.41
	VECTORSOLUTIONS TARGETSOLUTIONS LEARNING MANAGEMEN	5,638.38
	TOTAL	7,925.79
107 TASTE OF THAI INC	FARM MARKET VENDOR REIMBURSEMENT	22.00
108 THE CHEESE PEOPLE OF GRAND RAPIDS	FARM MARKET VENDOR REIMBURSEMENT	116.00
	FARM MARKET VENDOR REIMBURSEMENT	113.00
	FARM MARKET VENDOR REIMBURSEMENT	219.00
	TOTAL	448.00
109 THE HARKNESS LAW FIRM PLLC	PROSECUTING SERVICES CONTRACT	8,156.91
110 THREE LAKES GARDEN	FARMERS MARKET REIMBURSEMENT	94.00
	FARM MARKET VENDOR REIMBURSEMENT	139.00
	FARM MARKET VENDOR REIMBURSEMENT	47.00
	TOTAL	280.00

Vendor Name	Description	Amount
111 TITUS FARMS LLC	FARMERS MARKET REIMBURSEMENT	1,158.00
	FARM MARKET VENDOR REIMBURSEMENT	907.00
	TOTAL	<u>2,065.00</u>
112 UM HEALTH - SPARROW OCCUPATIONAL	2025 EMPLOYEE PHYSICALS	1,267.00
113 UNCLE CALVINS SWEET POTATO PIES	FARM MARKET VENDOR REIMBURSEMENT	40.00
	FARM MARKET VENDOR REIMBURSEMENT	10.00
	TOTAL	<u>50.00</u>
114 VARIPRO BENEFIT ADMINISTRATORS	2026 RETIREE MEDICARE SUPPLEMENT	18,509.32
115 WADE TRIM INC	CREATION OF SAD MODEL	7,236.49
116 WILLIAMSTON GREEN HOUSE & FLORIST	FARM MARKET VENDOR REIMBURSEMENT	1,342.00
117 YMCA OF LANSING	2025 GREEN GRANT - YMCA PARKWOOD BRANCH	1,303.50
TOTAL - ALL VENDORS		656,738.70

Vendor Name	Description	Amount
1. BRD PRINTING, INC	SANITARY SEWER NON-FLUSHABLE PRODUCTS LITERATURE	318.21
2. CITY OF EAST LANSING	ELMWSA OPERATING, INTERCONNECT & DEBT SHARING	418,914.58
3. ETNA SUPPLY COMPANY	WATER - 4' HYMAX WATER MAIN CLAMPS - MERIDIAN MALL	627.10
4. FERGUSON WATERWORKS #3386	2025-2026 AMI GATEWAY COLLECTOR INSTALLATION PROJE	106,655.65
	WATER - 3/4"ANGLE VLAVES	1,342.32
	WATER - 2 - 1" IRR. PANDA EXPRESS & MISTER CAR WAS	1,123.52
	WATER - NEPTUNE 360	29,169.46
	TOTAL	138,290.95
5. GREATER LANSING TITLE & ESCROW	UB refund for account: MERC-001467-0000-	45.33
6. HOFFMAN, KENNETH	UB refund for account: GRAY-004212-0000-	644.11
7. K & H CONCRETE CUTTING INC	WATER - MERIDIAN MALL WATER - CORNER NORTH OF PLAN	262.50
8. KELLY PREUSS	UB REFUND FOR ACCOUNT	956.90
9. LEAVITT & STARCK EXCAVATING INC	2025 WATER MAIN BREAK AT MERIDIAN MALL SOUTH PARKI	26,515.00
	SERVICE REPAIR - 1729 LAKE LANSING - EMERGENCY CO	3,614.00
	SERVICE REPAIR - NORTHWIND DRIVE - EMERGENCY CONT	2,584.00
	TOTAL	32,713.00
10. MADISON NATIONAL LIFE INS CO	2026 LIFE/DISABILITY INSURANCE	668.22
11. MERIDIAN MALL	UB Receipt Refund for Account #: MALL-00	84.44
12. MICHIGAN RURAL WATER ASSOC	WATER - S1 AND S2 REVIEW CLASS FOR ROBERT STACY	380.00
	WATER - REVIEW CLASS FOR WATER EXAM ROBERT STACY	380.00
	TOTAL	760.00
13. OLGIER BROTHERS SAND & GRAVEL	WATER - SAND , GRAVEL & TOPSOIL 2025	552.75
14. OTTENS, DONALD	UB refund for account: BROF-005195-0000-	69.33
15. ROBERT SONG	UB refund for account: SONO-003681-0000-	127.10
TOTAL - ALL VENDORS		595,034.52

Vendor Name	Description	Amount
1. CLEAREdge TITLE, INC	2025 Sum Tax Refund 33-02-02-13-129-007	1,351.80
2. COMMERCIAL BANK	2025 Sum Tax Refund 33-02-02-21-127-001	212.18
3. CORELOGIC CENTRALIZED REFUNDS		
	2025 Sum Tax Refund 33-02-02-11-481-008	509.66
	2025 Win Tax Refund 33-02-02-26-328-024	3,979.10
	2025 Sum Tax Refund 33-02-02-28-276-007	696.40
	2025 Sum Tax Refund 33-02-02-28-401-020	2,335.22
	2025 Sum Tax Refund 33-02-02-33-426-008	1,066.25
	2025 Win Tax Refund 33-02-02-33-426-008	1,066.26
	TOTAL	9,652.89
4. GREATER LANSING TITLE & ESCROW	2025 Win Tax Refund 33-02-02-28-307-002	989.39
5. LIU, ZIYU	2025 Sum Tax Refund 33-02-02-04-451-009	2,449.26
6. MAC LEGENDS GOLF CENTER	OVERPAYMENT FOR 2025 ADVANCE TAX COLLECTION MAC LE	7.98
7. MENDOZA, JACKELINE Q	2025 Sum Tax Refund 33-02-02-09-426-006	27.75
8. MERIDIAN TOWNSHIP		
	ADVANCED TAX COLLECTION 2025 SUMMER FOR MAC LEGEND	826.61
	ADVANCED TAX COLLECTION 2025 WINTER FOR MAC LEGEND	169.21
	TOTAL	995.82
9. MORREALE REAL ESTATE SERVICES, INC.	2025 Sum Tax Refund 33-02-02-04-452-011	2,380.97
10. SUNSET COVE COTTAGE LLC	2025 Win Tax Refund 33-02-02-02-406-005	63.00
TOTAL - ALL VENDORS		18,131.04

Credit Card Report 12/12/2025 - 12/31/2025

Transaction Date	Account Name	Transaction Amount	Transaction Merchant Name
2025/12/12	LAWRENCE BOBB	\$15.12	AC&E RENTALS
2025/12/17	LAWRENCE BOBB	\$49.98	THE HOME DEPOT #2723
2025/12/19	LAWRENCE BOBB	\$18.19	THE HOME DEPOT #2723
2025/12/19	LAWRENCE BOBB	\$164.57	THE HOME DEPOT #2723
2025/12/29	ROBERT STACY	\$36.00	CATHEY CO
2025/12/16	TYLER KENNEL	\$530.00	TRANE SUPPLY - 113430
2025/12/16	TYLER KENNEL	\$500.58	TRANE SUPPLY - 113430
2025/12/18	TYLER KENNEL	\$57.42	THE HOME DEPOT #2723
2025/12/12	MICHAEL HAMEL	\$166.49	ASAP PRINTING
2025/12/19	MICHAEL HAMEL	\$71.97	AMAZON MKTPL*NG41Q86K3
2025/12/17	KYLE FOGG	\$120.64	THE HOME DEPOT #2723
2025/12/18	KYLE FOGG	\$53.48	THE HOME DEPOT #2723
2025/12/18	RYAN CAMPBELL	\$458.00	MIDWEST POWER EQUIPMENT
2025/12/17	RYAN CAMPBELL	\$44.86	THE HOME DEPOT #2723
2025/12/19	RYAN CAMPBELL	\$16.06	THE UPS STORE 811
2025/12/16	JACOB FLANNERY	\$67.96	COMPLETE BATTERY SOURCE
2025/12/16	JACOB FLANNERY	\$30.82	THE HOME DEPOT #2723
2025/12/18	JACOB FLANNERY	\$40.93	THE HOME DEPOT #2723
2025/12/17	ASHLEY WINSTEAD	\$471.37	COSTAR GROUP INC
2025/12/16	CHRISTOPHER JOHNSON	\$37.44	COMPLETE BATTERY SOURCE
2025/12/12	COURTNEY WISINSKI	\$640.96	MIDWEST POWER EQUIPMENT
2025/12/15	COURTNEY WISINSKI	\$145.22	AMAZON MKTPL*HW1EW2J33
2025/12/16	COURTNEY WISINSKI	\$21.00	JETS PIZZA - MI-053 MOTO
2025/12/16	COURTNEY WISINSKI	\$21.00	JETS PIZZA - MI-053 MOTO
2025/12/15	COURTNEY WISINSKI	\$157.98	MEIJER STORE #025
2025/12/17	COURTNEY WISINSKI	\$19.21	JETS PIZZA OF HASLETT
2025/12/17	COURTNEY WISINSKI	\$23.21	JETS PIZZA OF HASLETT
2025/12/17	COURTNEY WISINSKI	\$30.96	MEIJER STORE #025
2025/12/16	COURTNEY WISINSKI	\$251.98	GFS STORE #1901
2025/12/18	COURTNEY WISINSKI	\$6.50	MEIJER STORE #253
2025/12/18	COURTNEY WISINSKI	\$29.53	MEIJER STORE #025
2025/12/18	COURTNEY WISINSKI	\$78.03	SQ *GROOVY DONUTS
2025/12/19	COURTNEY WISINSKI	\$420.00	THE STEWARDSHIP NETWORK
2025/12/22	COURTNEY WISINSKI	\$44.56	BONFIRE.COM
2025/12/23	COURTNEY WISINSKI	(\$109.65)	AMAZON MKTPLACE PMTS
2025/12/23	COURTNEY WISINSKI	(\$49.00)	AMAZON MKTPLACE PMTS
2025/12/23	COURTNEY WISINSKI	\$645.64	FORESTRY SUPPLIERS INC
2025/12/16	KATIE LOVE	\$1,995.00	MEIJER GC
2025/12/17	KATIE LOVE	\$48.59	MEIJER STORE #025
2025/12/18	KATIE LOVE	\$288.00	BWL*10279063
2025/12/18	JUSTIN C CAROEN	\$318.68	O'REILLY 5505
2025/12/19	MIKE ELLIS	\$134.75	THE HOME DEPOT #2723
2025/12/19	STEPHEN GEBES	\$481.85	ZOOM.COM 888-799-9666
2025/12/15	RICHARD GRILLO	\$24.99	GANNETT MEDIA CO
2025/12/23	RICHARD GRILLO	\$82.99	GOOGLE *YOUTUBE TV
2025/12/26	RICHARD GRILLO	\$30.98	AMAZON MKTPL*JB4HX5VK3
2025/12/26	RICHARD GRILLO	\$36.98	AMAZON MKTPL*0R8JH18H3
2025/12/28	RICHARD GRILLO	\$13.07	FS *TECHSMITH
2025/12/26	YOUNES ISHRAIDI	\$90.00	ASFPM
2025/12/15	KEITH HEWITT	\$34.32	THE HOME DEPOT #2723
2025/12/17	KEITH HEWITT	\$121.57	THE HOME DEPOT #2723
2025/12/19	KEITH HEWITT	\$28.81	THE HOME DEPOT #2723
2025/12/12	MICHELLE PRINZ	\$5,545.15	LANDS END BUS OUTFITTERS

2025/12/15	MICHELLE PRINZ	\$19.99	GANNETT MEDIA CO
2025/12/16	MICHELLE PRINZ	\$25.42	LANDS END BUS OUTFITTERS
2025/12/15	MICHELLE PRINZ	\$18.95	AMAZON MKTPL*0T3Q70P53
2025/12/17	MICHELLE PRINZ	\$37.81	AMAZON.COM*C890T4N53
2025/12/19	MICHELLE PRINZ	\$19.99	GANNETT MEDIA CO
2025/12/19	MICHELLE PRINZ	\$24.99	GANNETT MEDIA CO
2025/12/20	MICHELLE PRINZ	\$76.26	LANDS END BUS OUTFITTERS
2025/12/17	CATHERINE ADAMS	\$40.97	THE HOME DEPOT #2723
2025/12/12	ED BESONEN	\$8.72	TACTACAM
2025/12/20	ED BESONEN	(\$28.14)	CARHARTT COMPANY GEAR
2025/12/29	ED BESONEN	\$718.00	CALIBRE PRESS
2025/12/15	BART CRANE	\$449.97	BEST BUY 00004168
2025/12/17	BART CRANE	(\$299.97)	BEST BUY 00004168
2025/12/24	BART CRANE	\$202.90	COMCAST / XFINITY
2025/12/16	ALLISON GOODMAN	\$65.47	FEEDERS SUPPLY COMPANY #4
2025/12/18	ALLISON GOODMAN	\$60.00	FEEDERS SUPPLY COMPANY #4
2025/12/19	ALLISON GOODMAN	\$27.44	MEIJER STORE #253
2025/12/22	ALLISON GOODMAN	\$8.98	TOM'S FOOD
2025/12/29	DAN PALACIOS	\$95.00	EGLD DW TRAIN AND CERT
2025/12/15	ROBERT MACKENZIE	\$639.92	EAST COAST GLOVE AND SUPP
2025/12/17	ROBERT MACKENZIE	\$230.00	STATE OF MI MIDEAL
2025/12/22	ROBERT MACKENZIE	(\$70.28)	AMAZON MKTPLACE PMTS
2025/12/22	ROBERT MACKENZIE	\$733.19	FULL SOURCE, LLC
2025/12/23	ROBERT MACKENZIE	\$30.00	OUTSHINER GRAND RIVER
2025/12/15	CURT SQUIRES	\$495.82	SQ *POLICE BIKE STORE
2025/12/19	CURT SQUIRES	\$350.00	A1 DETAILING & CUSTOMS
2025/12/18	CURT SQUIRES	\$295.88	MIDWAYUSA COM
2025/12/12	SAMANTHA DIEHL	\$31.43	FACEBK *BD8RD7M922
2025/12/21	SAMANTHA DIEHL	\$456.00	FLIPSNACK.COM
2025/12/22	SAMANTHA DIEHL	\$221.09	AMAZON MKTPL*E20766Z23
2025/12/27	SAMANTHA DIEHL	\$48.19	WEB*NETWORKSOLUTIONS
2025/12/29	SAMANTHA DIEHL	\$42.39	BEST BUY 00004168

TOTAL

\$19,681.12

ACH Transactions

Date	Payee	Amount	Purpose
12/12/2025	Alerus	\$ 69,195.98	Payroll 12/12/25 Deductions
12/12/2025	Nationwide	\$ 4,967.72	Payroll 12/12/25 Deductions
12/17/2025	ELAN Financial	\$ 32,490.16	Credit Card Payment
12/18/2025	Consumers Energy	\$ 81.20	Utility Transaction Fees
12/22/2025	IRS	\$ 132,610.95	Payroll 12/26/25 Taxes
12/22/2025	Various Financial Institutions	\$ 367,492.33	Payroll 12/26/25
12/23/2025	State of Michigan	\$ 41,710.50	State Payroll Taxes
12/26/2025	HealthEquity	\$ 15,230.00	Employee Health Savings
12/26/2025	Alerus	\$ 55,747.83	Payroll 12/26/25 Deductions
12/26/2025	Nationwide	\$ 11,166.38	Payroll 12/26/25 Deductions
12/29/2025	MERS	\$ 511,213.10	Employee Retirement
Total ACH Payments		\$ 1,241,906.15	



To: Board Members

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

Date: December 2, 2025

Re: 2026 MDOT Right-of-Way Permit

MDOT requires the resolution that is attached to this cover memorandum be approved by the governing body of the Township as part of the annual approval process for obtaining our right-of-way (ROW) permit for the 2026 calendar year.

Attachments:

1. MDOT's Standard Performance Resolution for Municipalities

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

MOVE TO APPROVE THE MICHIGAN DEPARTMENT OF TRANSPORTATION PERFORMANCE RESOLUTION FOR MUNICIPALITIES AND AUTHORIZE THE CLERK TO SIGN THE RESOLUTION.

PERFORMANCE RESOLUTION FOR MUNICIPALITIES

This Performance Resolution (Resolution) is required by the Michigan Department of Transportation for purposes of issuing to a Municipality an "Individual Permit for Use of State Highway Right of Way", and/or an "Annual Application and Permit for Miscellaneous Operations within State Highway Right of Way".

RESOLVED WHEREAS, the _____
(County, City, Village, Township, etc.)

hereinafter referred to as the "MUNICIPALITY," periodically applies to the Michigan Department of Transportation, hereinafter referred to as the "DEPARTMENT," for permits, referred to as "PERMIT," to construct, operate, use and/or maintain utilities or other facilities, or to conduct other activities, on, over, and under State Highway Right of Way at various locations within and adjacent to its corporate limits;

NOW THEREFORE, in consideration of the DEPARTMENT granting such PERMIT, the MUNICIPALITY agrees that:

1. Each party to this *Resolution* shall remain responsible for any claims arising out of their own acts and/or omissions during the performance of this *Resolution*, as provided by law. This *Resolution* is not intended to increase either party's liability for, or immunity from, tort claims, nor shall it be interpreted, as giving either party hereto a right of indemnification, either by Agreement or at law, for claims arising out of the performance of this Agreement.
2. If any of the work performed for the MUNICIPALITY is performed by a contractor, the MUNICIPALITY shall require its contractor to hold harmless, indemnify and defend in litigation, the State of Michigan, the DEPARTMENT and their agents and employee's, against any claims for damages to public or private property and for injuries to person arising out of the performance of the work, except for claims that result from the sole negligence or willful acts of the DEPARTMENT, until the contractor achieves final acceptance of the MUNICIPALITY Failure of the MUNICIPALITY to require its contractor to indemnify the DEPARTMENT, as set forth above, shall be considered a breach of its duties to the DEPARTMENT.
3. Any work performed for the MUNICIPALITY by a contractor or subcontractor will be solely as a contractor for the MUNICIPALITY and not as a contractor or agent of the DEPARTMENT. The DEPARTMENT shall not be subject to any obligations or liabilities by vendors and contractors of the MUNICIPALITY, or their subcontractors or any other person not a party to the PERMIT without the DEPARTMENT'S specific prior written consent and notwithstanding the issuance of the PERMIT. Any claims by any contractor or subcontractor will be the sole responsibility of the MUNICIPALITY.
4. The MUNICIPALITY shall take no unlawful action or conduct, which arises either directly or indirectly out of its obligations, responsibilities, and duties under the PERMIT which results in claims being asserted against or judgment being imposed against the State of Michigan, the Michigan Transportation Commission, the DEPARTMENT, and all officers, agents and employees thereof and those contracting governmental bodies performing permit activities for the DEPARTMENT and all officers, agents, and employees thereof, pursuant to a maintenance contract. In the event that the same occurs, for the purposes of the PERMIT, it will be considered as a breach of the PERMIT thereby giving the State of Michigan, the DEPARTMENT, and/or the Michigan Transportation Commission a right to seek and obtain any necessary relief or remedy, including, but not by way of limitation, a judgment for money damages.
5. The MUNICIPALITY will, by its own volition and/or request by the DEPARTMENT, promptly restore and/or correct physical or operating damages to any State Highway Right of Way resulting from the installation construction, operation and/or maintenance of the MUNICIPALITY'S facilities according to a PERMIT issued by the DEPARTMENT.

- 6. With respect to any activities authorized by a PERMIT, when the MUNICIPALITY requires insurance on its own or its contractor's behalf it shall also require that such policy include as named insured the State of Michigan, the Transportation Commission, the DEPARTMENT, and all officers, agents, and employees thereof and those governmental bodies performing permit activities for the DEPARTMENT and all officers, agents, and employees thereof, pursuant to a maintenance contract.
- 7. The incorporation by the DEPARTMENT of this *Resolution* as part of a PERMIT does not prevent the DEPARTMENT from requiring additional performance security or insurance before issuance of a PERMIT.
- 8. This *Resolution* shall continue in force from this date until cancelled by the MUNICIPALITY or the DEPARTMENT with no less than thirty (30) days prior written notice provided to the other party. It will not be cancelled or otherwise terminated by the MUNICIPALITY with regard to any PERMIT which has already been issued or activity which has already been undertaken.

BE IT FURTHER RESOLVED that the following position(s) are authorized to apply to the DEPARTMENT for the necessary permit to work within State Highway Right of Way on behalf of the MUNICIPALITY.

Title and/or Name:

I HEREBY CERTIFY that the foregoing is a true copy of a resolution adopted by

the _____
 (Name of Board, etc.)
 of the _____ of _____
 (Name of MUNICIPALITY) (County)
 at a _____ meeting held on the _____ day
 of _____ A.D. _____.

Signed

Title

Print Signed Name



9. E

To: Board Members
From: Amber Clark Neighborhood & Economic Development Director
Date: January 6, 2026
**Re: Notice to Set a Public Hearing Village of Okemos - Brownfield
Redevelopment Plan Termination**

Board Summary:

The Village of Okemos Brownfield Redevelopment Plan was approved by the MTBRA and Township Board October 24, 2022. The Village of Okemos BRA Plan included a portion of funding to be paid for through School Education Taxes (SET) as provided by an approval from the Michigan Economic Development Corporation (MEDC). The developer never submitted the formal Plan and request to MEDC, so the current Plan is only approved at the local level. The proposed 200 unit redevelopment project has encountered several hurdles related to construction. These hurdles have kept the project from achieving site plan approval. Without site plan approval, the proposed development will not gain authorization to begin construction. The developer on June 13, 2024, submitted a letter to the Township Manager and Community Planning Department, stating the project was on indefinite hold. With the project indefinitely delayed, it is the recommendation of staff to begin the process of terminating the Village of Okemos Brownfield Plan.

In accordance with the provisions of the Brownfield Redevelopment Financing Act, Public Act 90 of 2023, the Township will want to follow the MCL 125.2664(8) (b), which allows the termination of a brownfield plan if the eligible activities fail to occur within two years of approval. The Township Board must direct staff to notice the property owner by certified mail of the notice of public hearing, to receive public comment prior to termination of the Brownfield Redevelopment Plan. The Developer will have 30 days to submit comments and will be allowed the opportunity to be heard at the public hearing.

The Township board will set the public hearing to receive comments regarding the termination of the Village of Okemos Brownfield Plan on **Tuesday February 3, 2026** at 6:00 PM in Meridian Township Hall room, 5151 Marsh Road, Okemos MI 48864. At which time the representatives of the project and the Township may be heard regarding the termination of the existing Plan.

The following motion have been prepared for Board consideration:

MOVE TO SET THE PUBLIC HEARING REGARDING THE TERMINATION OF THE VILLAGE OF OKEMOS BROWNFIELD REDEVELOPMENT PLAN DATED AUGUST 2, 2022 FROM VILLAGE OF OKEMOS LLC FOR FEBRUARY 3, 2026 REGULAR MEETING OF THE TOWNSHIP BOARD. AUTHORIZE THE PUBLICATION OF THE NOTICE, ITS DISSEMINATION TO THE PUBLIC, AND ALL REQUIRED TAXING JURISDICTIONS.

Attachment:

1. Public Hearing Notice- Village of Okemos Brownfield Redevelopment Plan



**CHARTER TOWNSHIP OF MERIDIAN- INGHAM COUNTY,
MICHIGAN LEGAL AD NOTICE: Public Hearing
Brownfield Redevelopment Plan Village of Okemos
(Various Addresses 2138 Hamilton Road - 4675 Okemos Road)
TUESDAY FEBRUARY 3, 2026**

**CHARTER TOWNSHIP OF MERIDIAN LEGAL NOTICE: Brownfield
Redevelopment Plan Village of Okemos (Various Addresses 2138 Hamilton
Road - 4675 Okemos Road)
Public Hearing
FEBRUARY 3, 2026**

Notice is hereby given that the Township Board of the Charter Township of Meridian will hold a public hearing on Tuesday, February 3, 2026, at 6:00 p.m. in the Meridian Municipal Building, Town Hall Room, 5151 Marsh Road, Okemos, MI 48864 to hear all persons interested in the discussion to terminate by resolution the approved Brownfield Redevelopment Plan for the project site commonly referred to as the "Village of Okemos", comprised of various addresses at the northwest and southwest block of Hamilton and Okemos Road, in Downtown Meridian Township.

VILLAGE OF OKEMOS, LLC of Santa Barbara, CA has proposed a Brownfield Redevelopment Plan for the site at the northwest and southwest block of Hamilton and Okemos Road, 2138 Hamilton Road through 4675 Okemos Road, in support of demolition, asbestos abatement, the removal of contaminated soils due to previous business operations, and gap financing for redevelopment at the project site. The Township Board approved a 19-year Brownfield plan with the inclusion of a State Act 381 plan to cover the estimated cost of contamination removal. Total investment is estimated at \$92M with a reimbursement of \$11.8M to the developer for eligible reimbursable expenses. The following parcels are included in the proposed project:

2137 Hamilton Road; 33-02-02-21-409-004, 2138 Hamilton Road; 33-02-02-21-405-010, 2143 Hamilton Road; 33-02-02-21-409-002, 2148 Hamilton Road; 33-02-02-21-405-005, 2149 Hamilton Road; 33-02-02-21-409-002, 2153 Hamilton Road; 33-02-02-21-409-001, 4661 Okemos Road; 33-02-02-21-409-008; 4675 Okemos Road; 33-02-02-21-409-009, 4695 Okemos Road; 33-02-02-21-405-009, 4700 Ardmore Ave.; 33-02-02-21-405-008; 2150 Clinton St.; 33-02-02-21-409-006;

The currently approved Brownfield Plan for the Village of Okemos may be examined on the Township's website, [Village of Okemos Brownfield Plan](#) under the Township's Brownfield Redevelopment page. Written comments may be sent prior to the public hearing to Amber Clark Neighborhood and Economic Development Director, Charter Township of Meridian, 5151 Marsh Road, Okemos, Michigan, 48864, or by email to clark@meridian.mi.us.



**CHARTER TOWNSHIP OF MERIDIAN- INGHAM COUNTY,
MICHIGAN LEGAL AD NOTICE: Public Hearing
Brownfield Redevelopment Plan Village of Okemos
(Various Addresses 2138 Hamilton Road - 4675 Okemos Road)
TUESDAY FEBRUARY 3, 2026**

Publish:

**City Pulse
Lansing State Journal
Wednesday January 7, 2026**

**Angela Demas
Township Clerk**

1 Affidavit, please



To: Board Members
From: Rick Grillo, Township Supervisor
Date: January 6, 2026
Re: Contract with All City Management Services for Crossing Guards

The Meridian Township Police Department is committed to ensuring the safety of our students during their daily commutes. To address long-standing recruitment challenges and optimize our public safety resources, the Township has entered into a professional services agreement with **All City Management Services (ACMS)** to manage our School Crossing Guard program.

For several years, a shortage of qualified applicants has required on-duty police officers to staff our eight crossing sites. While this ensures student safety, it limits our officers' ability to perform critical traffic enforcement and proactive patrols within school zones. By partnering with ACMS—a specialist in recruiting, training, and managing crossing guard programs—we ensure that all eight sites remain fully staffed while returning our officers to their primary public safety functions.

The contract is effective from **January 5, 2026, through December 31, 2026**. At a rate of \$26.47 per hour, the program is estimated to utilize 3,240 service hours for a total investment of \$85,763

The following motion is proposed for Board consideration:

MOVE TO AUTHORIZE THE AGREEMENT FOR CROSSING GUARD SERVICES WITH ALL CITY MANAGEMENT SERVICES FOR THE MANAGEMENT OF THE CROSSING GUARD PROGRAM IN MERIDIAN TOWNSHIP.

Attachment:

1. ACMS Agreement for Crossing Guard Services



AGREEMENT FOR CROSSING GUARD SERVICES

This AGREEMENT FOR CROSSING GUARD SERVICES (the "Agreement") is dated November 20, 2025, and is between the (MERIDIAN TOWNSHIP) (hereinafter called the "Principal"), and ALL CITY MANAGEMENT SERVICES, INC., a California corporation (hereinafter called the "Contractor").

WITNESSETH

The parties hereto have mutually covenanted and agreed as follows:

1. This Agreement is for a term which commences on Contractor's best availability of staffing and ends on December 31, 2026 and for such term thereafter as the parties may agree upon by written amendments to this Agreement. Contractor shall assume liability for only those sites agreed to by both Contractor and the Principal by written amendment stating effective date of assignment.
2. The Contractor will provide personnel equipped and trained in appropriate procedures for crossing pedestrians in marked crosswalks. Such personnel shall be herein referred to as a "Crossing Guard". The Contractor will perform criminal background checks and confirm employment eligibility through E-Verify on all prospective personnel. The Contractor is an independent contractor and the Crossing Guards to be furnished by it shall at all times be its employees and not those of the Principal.
3. The Principal's representative in dealing with the Contractor shall be designated by Meridian Township.
4. The Principal shall determine the locations where Crossing Guards shall be furnished by the Contractor, which shall include but are not necessarily limited to the sites and schools set forth in Exhibit A attached hereto. The Contractor shall provide at each designated location personnel properly trained as herein specified for the performance of duties as a Crossing Guard. The Contractor shall provide supervisory personnel to see that Crossing Guard activities are taking place at the required places and times, and in accordance with the terms of this Agreement.
5. The Contractor shall maintain adequate reserve personnel to be able to furnish alternate Crossing Guards in the event that any person fails to report for work at the assigned time and location and agrees to provide immediate replacement.
6. Crossing Guard Services (the "Services") shall be provided by the Contractor at the designated locations on all days in which school is in session in the area under Principal's jurisdiction. The Contractor also agrees to maintain communication with the designated schools to maintain proper scheduling.
7. In the performance of its duties the Contractor and all employees of the Contractor shall conduct themselves in accordance with the conditions of this Agreement and all applicable laws of the state in which the Services are to be performed.

8. Persons provided by the Contractor as Crossing Guards shall be trained in all applicable laws of the state in which the Services are to be performed pertaining to general pedestrian safety in school crossing areas.
9. The Contractor shall provide all Crossing Guards with apparel by which they are readily visible and easily recognized as Crossing Guards. Such apparel shall be uniform for all persons performing the duties of Crossing Guards and shall be worn at all times while performing said duties. This apparel must be appropriate for weather conditions. The Contractor shall also provide all Crossing Guards with hand held Stop signs and any other safety equipment which may be necessary.
10. The Contractor shall at all times provide workers' compensation insurance covering its employees and shall provide and maintain liability insurance for Crossing Guard activities. The Contractor will provide to the Principal a Certificate of Insurance naming the Principal and its officials, officers and employees as additional insureds. Such insurance shall include commercial general liability with a combined single limit of not less than \$1,000,000.00 per occurrence and in aggregate for property damage and bodily injury. Such insurance shall be primary with respect to any insurance maintained by the Principal and shall not call on the Principal's insurance contributions. Such insurance shall be endorsed for contractual liability and personal injury and shall include the Principal, its officers, agents and interest of the Principal. Such insurance shall not be canceled, reduced in coverage or limits or non-renewed except after thirty (30) days written notice has been given to the Principal.
11. Contractor agrees to defend, indemnify and hold harmless the Principal, its officers, employees, agents and representatives, from and against any and all actions, claims for damages to persons or property, penalties, obligations or liabilities (each a "Claim" and collectively, the "Claims") that may be asserted or claimed by any person, firm, entity, corporation, political subdivision or other organization arising out of the sole negligent acts or omissions, or willful misconduct, of Contractor, its agents, employees, subcontractors, representatives or invitees.
 - a) Contractor will defend any action or actions filed in connection with any of said Claims, damages, penalties, obligations or liabilities and will pay all costs and expenses including attorney's fees incurred in connection herewith.
 - b) In the event the Principal, its officers, agents or employees is made a party to any action or proceeding filed or prosecuted against Contractor for such damages or other claims arising out of or in connection with the sole negligence of Contractor hereunder, Contractor agrees to pay Principal, its officers, agents, or employees, any and all costs and expenses incurred by the Principal, its officers agents or employees in such action or proceeding, including, but not limited to, reasonable attorney's fees.
 - c) In the event that a court determines that liability for any Claim was caused or contributed to by the negligent act or omission or the willful misconduct of Principal, liability will be apportioned between Contractor and Principal based upon the parties' respective degrees of culpability, as determined by the court, and Contractor's duty to indemnify Principal will be limited accordingly. Nothing herein shall be construed as a waiver of governmental immunity for third party claims against Principal as a matter of law.

- d) Notwithstanding anything to the contrary contained herein, Contractor's indemnification obligation to Principal for Claims under this Agreement will be limited to the maximum combined aggregate of Contractor's general liability and umbrella insurance policies in the amount of \$6,000,000 (Six Million Dollars).
12. Either party shall have the right to terminate this Agreement by giving sixty (60) days written notice to the other party. The Principal reserves the right to terminate the Agreement upon seven (7) days' written notice, in the event any of the designated sites or schools set forth in Exhibit A are not properly staffed pursuant to the terms of this Agreement.
13. The Contractor shall not have the right to assign this Agreement to any other person or entity except with the prior written consent of the Principal.
14. The Principal agrees to pay the Contractor for the Services rendered pursuant to this Agreement the sum of Twenty-six Dollars and Forty-seven Cents (**\$26.47**) per hour, per Crossing Guard during the term. It is understood that the cost for providing Three Thousand Two Hundred Forty (3,240) hours of service shall not exceed Eighty-five Thousand, Seven Hundred Sixty-three Dollars (\$85,763.00).
- For automatic renewals, the cost adjustments each year shall be equal to the cost during the immediately preceding one year period increased by the greater of either: (a) the percentage of increase in the Consumer Price Index for US – City Average (as promogulated by the Bureau of Labor Statistics of the U.S. Department of Labor) during the immediately preceding twelve (12) months; or (b) three percent (3%).
15. Payment is due within thirty (30) days of receipt of Contractor's properly prepared invoice.
16. Contractor may request a price increase during the term as a result of any legally-mandated increases in wages or benefits imposed in the state or municipality in which the Services are to be performed and to which Contractor's employees would be subject. Contractor shall provide Principal with 60 days-notice of its request to increase pricing. Principal agrees to review and respond to said notice within 30 days of receipt.
17. The Principal shall have an option to renew this Agreement. In the event this Agreement is extended beyond the end of the term set forth above, the compensation and terms for the Services shall be established by mutual consent of both parties.
18. This Agreement constitutes the complete and exclusive statement of the agreement among the parties with respect to the subject matter hereof and supersedes all prior written or oral statements among the parties, including any prior statements, warranties, or representations. This Agreement is binding upon and will inure to the benefit of the parties hereto and their respective heirs, administrators, executors, successors, and assigns. Each party hereto agrees that this Agreement will be governed by the law of the state in which the Services are to be performed, without regard to its conflicts of law provisions. Any amendments, modifications, or alterations to this Agreement must be in writing and signed by all parties. There will be no presumption against any party on the ground that such party was responsible for preparing this Agreement or any part of it. Each provision of this Agreement is severable from the other provisions. If any provision of this Agreement is declared invalid or contrary to existing law, the inoperability of that provision will have no effect on the remaining provisions of the Agreement which will continue in full force and effect.

[SIGNATURES FOLLOW ON NEXT PAGE]

IN WITNESS WHEREOF, the parties hereto have executed this Agreement the day and year written below.

PRINCIPAL

CONTRACTOR

Meridian Township

All City Management Services, Inc.

By _____
Signature

By  _____
D. Farwell, Corporate Secretary

Print Name and Title

Date _____

Date 12/15/25 _____



To: Board Members
From: Scott Hendrickson, Township Supervisor
Date: January 6, 2026
Re: Planning Commission Appointment

There is currently one vacancy on the Planning Commission with a term ending 12/31/27.

Joshua Nahum has applied to be appointed to the Planning Commission. Mr. Nahum attends almost all the Planning Commission meetings. As a result, he has a very good grasp on the things that the Planning Commission is working on. Mr. Nahum currently serves as an alternate on the Zoning Board of Appeals.

The following motion is proposed for Board consideration:

MOVE TO APPROVE THE APPOINTMENT MADE BY SUPERVISOR HENDRICKSON OF JOSHUA NAHUM TO THE PLANNING COMMISSION FOR A TERM ENDING 12/31/2027.



To: Board Members
From: Scott Hendrickson, Township Supervisor
Date: January 6, 2026
Re: Board of Review Appointment

The Board of Review currently has one alternate vacancy with a term ending 12/31/2026.

I am recommending Andrew Such to serve, as an alternate, the term expiring on 12/31/2026. Mr. Such is a former Township Board member (1996 to 2008), presently retired and active with the Kiwanis Club of Haslett-Okemos. He is a forty-year veteran of state government, residing in Haslett, and a spokesperson for the Michigan Chemical Industry and the Michigan Manufacturers Association.

Mr. Such may not work on any cases that were staffed at any point by a familial connection.

The following motion is proposed for Board consideration:

MOVE TO APPROVE THE APPOINTMENT OF ANDREW SUCH, AS AN ALTERNATE, TO THE BOARD OF REVIEW FOR A TERM ENDING 12/31/2026.

Attachment:

1. Public Service Application

Submission # 4527458
IP Address 68.36.107.109
Submission Recorded On 12/17/2025 3:40 PM
Time to Take Survey 46 minutes, 22 seconds

Page 1

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

Assessing Board of Review *

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

Committed to public service both as a volunteer and elected official. Long time resident of the Township; own my home in Haslett; former Township Board member (1996 to 2008), presently retired and active with the Kiwanis Club of Haslett-Okemos; President of the Capitol City Rifle Club located in Williamstown Township, member St Katherine's Episcopal Church and a lay delegate to the Michigan Episcopal Convention. Helped lead the effort to move the Haslett CADL library to larger quarters.

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

Army veteran Military Police 1966-1972. A forty-year veteran of state government and a spokesperson for the Michigan Chemical Industry and the Michigan Manufacturers Association. Member of the Michigan Society of Association Executives Hall of Fame. Former reporter for WILX-TV and News Director for WLNS-TV, Lansing.

(Attach resume if available)

SKIPPED

*** Full Name**

Andrew Such

*** Occupation**

Retired

*** Place of Employment**

Michigan Manufacturers Association, Director Government Affairs

*** Home Address**

██████████
Haslett 48840

*** Phone (Day)**

██████████

*** Phone (Evening)**

██████████

*** Email**

██████████

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

Andrew James Such, CAE

*** Date and Time**

12/17/2025

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



To: Township Board Members
From: Courtney Wisinski, Director of Parks & Recreation
Date: December 16, 2025
Re: Meridian Township Parks & Recreation 5-Year Master Plan RFP

Township staff issued a request for proposals for the development of the 2027–2031 plan. The lowest responsive bid received was \$12,370 from Mannik Smith Group.

Prior to the release of the RFP, Director Wisinski met with a representative from Mannik Smith Group and was impressed with the firm’s qualifications, particularly their experience with parks and recreation master plans. The Township has previously contracted with Mannik Smith Group for other professional services, and no concerns have been identified.

Township staff recommend awarding the contract to Mannik Smith Group in the amount of \$12,370.

Staff are happy to answer any questions the Board may have.

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

MOVE TO APPROVE THE CONTRACT WITH MANNIK SMITH GROUP IN THE AMOUNT OF \$12,370 AND DIRECT THE TOWNSHIP SUPERVISOR TO EXECUTE THE AGREEMENT.

Attachments:

1. Meridian Township Parks & Recreation 5-Year Master Plan RFP
2. Meridian Township Parks & Recreation 5-Year Master Plan Contract Bid Tab



CHARTER TOWNSHIP OF MERIDIAN
Request for Bid (RFP)
Parks and Recreation 5 Year Master Plan

OWNER: Charter Township of Meridian
Parks and Recreation Department
2100 Gaylord C. Smith Court
Haslett, MI 48840

CONTACT PERSON: Courtney Wisinski, Parks & Recreation Director

CONTACT PHONE: 517.853.4604
E-mail: <mailto:wisinski@meridian.mi.us>

PROJECT NAME: Community 5-Year Parks and Recreation Master Plan Update

BIDS DUE: Wednesday, November 26, 2025, by 3:00 PM

Community Description:

Meridian Township has a population of 43,916 and encompasses 32.5 square miles. The park system consists of 933 acres of parkland in 30 parks including a nature center, historical village, senior center and farmers' market. In addition, the Parks and Recreation Department acquires, develops and maintains more than 85 miles of bicycle-pedestrian pathways, 20 miles of nature trails, and 968 acres of land preserves. Meridian Township has special millages that support parks, recreation, senior center, nature center, bicycle-pedestrian pathway and land preservation. The parks are governed by an elected five-member Park Commission who have jurisdiction over parkland in the township.

Project Description:

The 5-Year Recreation Plan must meet all requirements of the Michigan Department of Natural Resources (MDNR) Grants Management Division as outlined in their guidelines material (IC1924) at <https://www.michigan.gov/dnr/buy-and-apply/grants/rec/5-yr>. The plan will be used to help assist priorities for the department and guide future development needs in our community and region.

Staff of the Parks and Recreation Department will complete the updates for items 1-4 of the plan which include the Community Description, Administrative Structure, Park Inventory and Resource Inventory. The portion of the plan that requires professional assistance includes items 5, 6, 7, and 8 as well as drafting the executive summary.

Request for Bid (RFP)
Parks and Recreation 5 Year Master Plan
Page 2

1. Community Description
2. Administrative Structure
3. Inventory of Existing Parks, Natural Areas and Recreation Facilities
4. Natural Resource Inventory
5. Description of the Planning Process
6. Description of Public Input Process
7. Goals and Objectives
8. Action Program

Proposal Preparation Instructions:

Please provide, as a minimum, with the following information in your proposal:

1. A detailed written description of the firm's understanding of the project, delivery approach, and proposed methods and work tasks to complete the work requested in this proposal.
2. A list of the people proposed for the work and a brief description of their education and experience and responsibilities on similar projects. List primary contact for projects.
3. A table listing the proposed personnel to be assigned to the project, their anticipated hours for each task, and total hours for each phase.
4. General company information including size, years in business, and philosophy. Include a description of the company's quality operating system.
5. Project histories for at least three similar projects both in project type and budget reference with contact information.

Content of Submissions:

1. Assisting the Township with defining their goals (2-3 meetings with the Park Commission and staff)
2. Facilitating public input meetings (2 or more meetings)
3. Facilitating a community survey and preparing a summary of the input
4. Providing an updated 5-Year Parks and Recreation Plan in paper and pdf format.

Required Information in Proposal:

Judging of Submissions:

The Township will judge submissions received based on professional qualification and experience, completeness of submission, quality of product, ability to meet project work schedule and total bid costs. The Township reserves the right to reject all bids, waive informalities or irregularities and accept the bid that it determines to be in the best interest of its residents, which may not necessarily be the lowest bid. All services provided will be consistent with the Township's policies and procedures.

Instructions:

Complete the A- Content of Proposal Form and the B- Proposal Form for Professional Services. These forms are applicable only for this project and all information requested must be submitted in three (3) copies to:

Meridian Charter Township, Clerk's Office
Attn: Courtney Wisinski, Director of Parks and Recreation
5151 Marsh Road
Okemos, MI 48864

Content of Proposal Form – A:

1. At the time of when the contract is signed, the company shall provide Meridian Township:
 - a. Statutory Workers Compensation Insurance
 - b. Comprehensive General Liability Insurance: \$100,000
 - c. Statutory Comprehensive Automobile Liability Insurance

2. If submittal is by association with more than one firm, outline for each firm, specific professional serviced responsibilities as it related to this project.

3. Please identify any additional supportive information not addressed in this proposal, which may be important for Meridian Township to consider evaluating your proposal.

4. Please describe, in detail, the process/steps that the firm will use to develop the most dynamic, creative and achievable plan.

5. The firm selected shall agree not to discriminate against any employee or applicant for employment because of gender, race, age, religion, color, national origin, or disability status.

Request for Bid (RFP)
Parks and Recreation 5 Year Master Plan
Page 5

Proposal Form for Design Services – B:

Organization Name:

Contact:

Email:

Address:

Telephone Number:

Total Not to Exceed Cost:

Submission Deadline: November 26, 2025, by 3:00 pm

Send Bids to: Meridan Township Clerk's Office

Parks and Recreation Department – Master Plan RFP

5151 Marsh Road

Okemos, MI 48864

Meridian Twp. Parks & Recreation 5-Year Plan Bid Tally

Company	Contact Info	Experience/List of Staff for Proposed Work (table included)	Professional Qualification/Firm Description	Project History (3 similar projects)	Completeness of Submittal	Project Work Schedule	Total Bid Costs	Notes
Spicer Group	Cynthia Todd	Excellent	Good	Excellent	Excellent	Good	\$25,500	Project scope detailed and accurate. Task table very clear. 32 similar projects.
Fishbeck	Joe Wright	Minimal	Minimal	Not included	Fair	Fair	\$17,700	Minimal staff experience not including PM. No resume for third individual. Lack of project history and not a core service.
Troyer Group	Mike Reese	Good	Good	Good	Good	Good	\$35,300	Not much experience in Michigan. High cost.
Mannik Smith	Mike Hoffmeister	Good	Excellent	Excellent	Excellent	Excellent	\$12,370	Project scope detailed and accurate. Task table vague. Many similar projects and staff experience. PM is CPRP certified.
Giffels Webster	Jill Bahn	Minimal	Excellent	Good	Fair	Poor	\$19,300	Project scope included wrong dates of Plan. Minimal team experience. Focus on park designs.



9. J

To: Board Members
From: Michael Hamel, Fire Chief
Date: December 22, 2025
Re: Support Emergency Operations Plan

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

Updates to the Support Emergency Operations Plan are listed below:

- Name changes
- New staff
- Title changes

The following motion is proposed for Board consideration:

MOVE TO APPROVE THE 2026 UPDATES TO THE SUPPORT EMERGENCY OPERATIONS PLAN.

Attachment:

1. 2026 Support Emergency Operations Plan

Charter Township of Meridian, Michigan

Support Emergency Operations Plan

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

January 1, 2026



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Promulgation Statement

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

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

Scott Hendrickson
Township of Meridian Supervisor
Chief Executive Official

Date

Approval and Implementation

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

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

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

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

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

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

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

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

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

This plan supersedes all previous plans.

Records of Revisions

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

Date	Reason for Revision	Page Numbers	Revised By
1/21/2020	Rewrite plan to meet required format	All	Chief Hamel, Chief Plaga, Sgt. Besonen
8/15/2020	Director Change HR	5, 6, 11	Chief Hamel
1/10/2021	Law Enforcement title correction; Public Health successor added	25, 28	Chief Hamel
7/1/2021	Community Planning and Development Director name change	6, 11	Chief Hamel
9/1/2021	Police Chief alternate/Succession	11, 24	Chief Hamel
12/1/2021	Damage Assessment alternate/Succession	20, 21	Chief Hamel
11/1/2022	Promulgation Document supervisor change, dept. and distribution name changes, succession changes	3,6,11,23,24 27,28,31,33	Chief Hamel
12/14/2023	Succession name changes <ul style="list-style-type: none"> • Police Chief • Alternate/Succession • Finance Director • Parks Director • Human Services Specialist 	6, 7, 11, 19,24, 25, 31, 34	Chief Hamel
1/1/2025	Name changes, new staff, supervisor, manager, population, new hazard mitigation plan date, RAVE	3, 5, 7, 9, 12, 18, 19, 20, 30, 31, 32	Chief Hamel
1/01/2026	Name changes, new staff, PD Captain change to Asst. Chief	11, 12, 19, 21, 22, 23, 25	Chief Hamel

Basic Plan

I. Purpose

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

II. Scope

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

A. Authority of local officials during an emergency:

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

B. References used to develop this Support EOP

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

III. Plan Development and Maintenance

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

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

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

IV. Situation Overview

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

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

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

V. Planning Assumptions

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

VI. Concept of Operations

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

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

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

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

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

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

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

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

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

VII. Organization and Assignment of Responsibilities

A. Emergency Management Organization

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

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

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

Department	2 nd Alternate		3 rd Alternate	
Township Administration	Dan Opsommer		Abby Tithof	
Fire Department	Ryan Campbell		Chris Johnson	
Emergency Mgmt Liasion	Rick Grillio		Ed Besonen	
Police Department	Bart Crane		Curt Squires	
Communications Department	Samantha Diehl		Peyton Skiver	
Building Department	Ron Rau		Tavis Millerove	
Public Works	Rob MacKenzie		Younes Ishraidi	
Human Services	Abby Tithof		Carol Hasse	

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

B. Responsibilities

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

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

VIII. After Action Report

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

Annexes

Annexes Overview

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

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

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

Annex A: Direction, Control, and Coordination

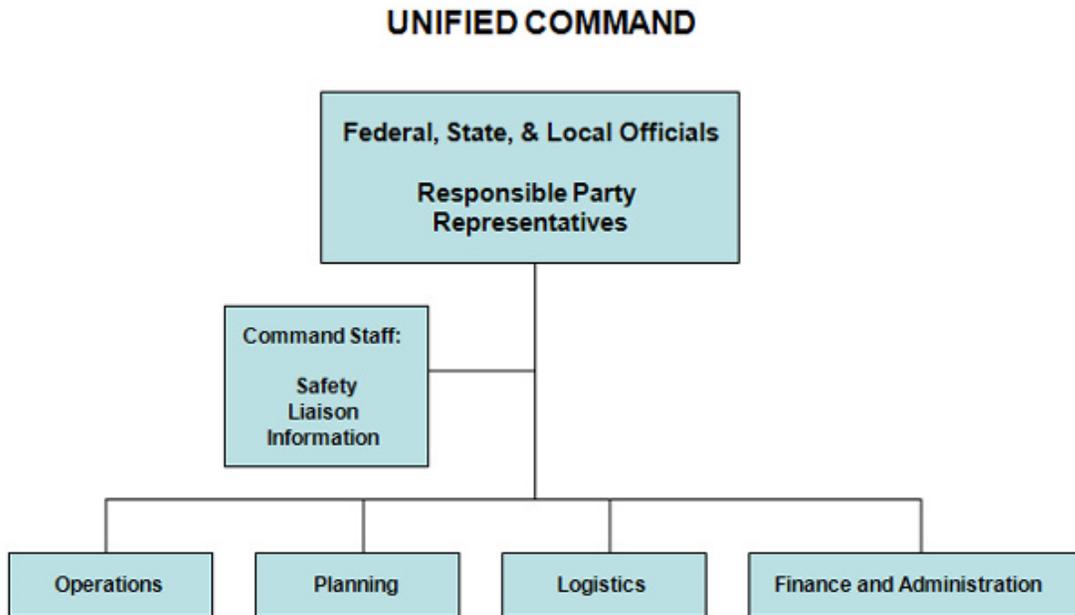
The Direction, Control, and Coordination function is responsible for the activation, organization and operation of the local EOC, the facilitation of the incident management, response, and recovery efforts, and coordination with the County Emergency Management Program.

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

Direction, Control, and Coordination Checklist

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

Figure 1. ICS Incident Management Structure



Direction, Control, and Coordination

The following is responsible for this annex:

DEPARTMENT	TITLE OF CONTACT
Township Administration	Township Manager

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

TITLE	DEPARTMENT

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

TITLE	AGENCY
Fire Chief	Fire Department
Police Chief	Police Department

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

SIGNATURE OF MANAGER	DATE

Tim Dempsey

SIGNATURE OF EMERGENCY MANAGEMENT LIAISON	DATE

Michael R. Hamel

Annex B: Communication and Warning

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

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

Communications and Warning Checklist

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

Communication and Warning

The following department is responsible for this annex:

Department	Title of Contact
Administration	Township Manager

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

Title	Department
Chief	Fire
Chief	Law Enforcement

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

SIGNATURE OF COMMUNICATIONS AND WARNING OFFICIAL	DATE

Tim Dempsey

Annex C: Damage Assessment

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

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

Damage Assessment Checklist

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

Damage Assessment

The following agency is responsible for this annex:

Department	Title of Contact
Community Planning & Development	Director

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

TITLE	DEPARTMENT
Ron Rau	Community Planning & Development
	Community Planning & Development
Fire Marshal	Fire Department

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

SIGNATURE OF DAMAGE ASSESSMENT OFFICIAL	DATE

Timothy Schmitt

Annex D: Fire Services

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

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

Fire Services Checklist

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

Fire Services

The following agency is responsible for this annex:

Department	Title of Contact
Fire	Fire Chief

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

TITLE	DEPARTMENT
Battalion Chief	Fire
Battalion Chief	Fire
Fire Marshal	Fire

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

SIGNATURE OF FIRE SERVICES OFFICIAL	DATE

Michael R. Hamel

Annex E: Law Enforcement

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

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

Public Safety Checklist

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

Law Enforcement

The following agency is responsible for this annex:

Department	Title of Contact
Police	Police Chief

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

TITLE	DEPARTMENT
Asst. Chief	Police
Lieutenant	Police
Sergeant	Police

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

SIGNATURE OF LAW ENFORCEMENT OFFICIAL	DATE

Rick Grillo

Annex F: Public Works

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

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

Public Works Checklist

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

Public Works

The following agency is responsible for this annex:

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

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

TITLE	DEPARTMENT
Chief Engineer	Engineering

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

SIGNATURE OF PUBLIC WORKS OFFICIAL	DATE

Dan Opsommer

Annex G: Public Health and Medical Services

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

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

Public Health and Medical Services Checklist

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

Public Health and Medical Services

The following agency is responsible for this annex:

Department	Title of Contact
Fire	EMS/Training Chief

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

TITLE	DEPARTMENT
EMS/Training Chief	Fire

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

SIGNATURE OF PUBLIC HEALTH AND MEDICAL SERVICES OFFICIAL	DATE

Brian Pennell

Annex H: Public Information

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

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

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

Public Information

The following agency is responsible for this annex:

Department	Title of Contact
Communications	Communications Manager

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

TITLE	DEPARTMENT
Communications Manager	Communications
Marketing & Public Relations	Communications

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

SIGNATURE OF PUBLIC INFORMATION OFFICIAL	DATE

Samantha Diehl

Annex I: Finance

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

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

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

The following agency is responsible for this annex:

Department	Title of Contact
Accounting & Budgeting	Finance Director

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

TITLE	DEPARTMENT

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

SIGNATURE OF FINANCE OFFICIAL	DATE

Bernadette Blonde

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

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

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

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

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

Mass Care, Emergency Assistance, Housing, and Human Services

The following agency is responsible for this annex:

Department	Title of Contact
Human Services	Human Services Specialist

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

TITLE	DEPARTMENT
HR Director	Human Resources
HR Administrator	Human Resources

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

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

Katie Love

MERIDIAN TOWNSHIP VULNERABLE POPULATIONS

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

Human Services: Resources and Support Services

TRANSPORTATION RESOURCES	TYPE
Information provided at the EOC	

SHELTERS	MAXIMUM OCCUPANCY
Information provided at the EOC	

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

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

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

Annex K: After Action Report Template



**TOWNSHIP
OF
MERIDIAN**

[Pick the date]

[Year]

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EXPLANATION OF TERMS

Examples:

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

INTRODUCTION

Include brief synopsis of incident here.

Sequence of events:

Include detailed sequence of events here, if available.

AFTER ACTION REPORT OVERVIEW

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

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

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

Incident Overview:

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

Duration:

[Insert incident/exercise /event time]

Sponsor:

[Insert Sponsor here, if applicable]

Funding Source:

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

Focus (Check appropriate area(s) below):

- Prevention:
- Response
- Recovery
- Other

Classification (Check appropriate area(s) below):

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

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

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

Location:

[Insert incident/exercise/event location here]

Participating Organizations:

[Insert organizations here]

STRENGTHS

List strengths here.

AREAS OF IMPROVEMENT

List Areas of Improvement here.

RECOMMENDATIONS

List Recommendations here.

CONCLUSION AND NEXT STEPS

Insert Conclusion here.

IMPROVEMENT PLANNING MATRIX

IMPROVEMENT PLANNING MATRIX

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



To: Township Board
From: Tim Dempsey, Township Manager
Date: December 30, 2025
Re: Senior Center Update

At the August 7 Township Board meeting, staff presented the Board with four options to proceed after the failed bond and operating millages for a combined Community and Senior Center. It was the Board's consensus to pursue available buildings/sites for a Senior Center facility that would allow the Township to utilize the existing \$5 million state grant before it expires (September 30, 2026). The Township Board also directed staff to provide quarterly progress updates on their efforts to identify such a building/site.

Staff provided the Board with the [first quarterly update](#) at the October 21 meeting. Staff will provide the next quarterly update at the January 6, 2026 meeting.



10.B

To: Township Board
From: Tim Dempsey, Township Manager
Date: December 30, 2025
Re: 2026 Township Board Goals

The Township Board approved the Board Values and 2026 Board Goals at the July 22 meeting. Since the Board adopted these goals earlier than usual to align with the 2026 budget process, it was requested to revisit these goals in early 2026 to ensure they still align with current priorities. I look forward to discussing these with the Board at the January 6, 2026 meeting.

Attachment: Adopted Board Values and 2026 Board Goals



Board Values and 2026 Board Goals

Township Board Values

Meridian Charter Township recognizes that certain values are essential to ensure a high-performing organization while also reflecting the needs and priorities of its residents and other stakeholders. These values are meant to guide all projects, programs, and activities, as well as the decision-making processes of the Board and staff.

Superior, Citizen-Driven Services – Provide exemplary, consistent public services that meet residents’ needs.

Fiscal Responsibility – Utilize public funds ethically and efficiently to ensure the short- and long-term financial health of the Township.

Environmental Sustainability – Manage Township facilities, programs, and natural resources to protect and enhance the environment.

Communication and Stakeholder Engagement – Actively and regularly seek input and feedback from residents and other stakeholders on Township issues and decisions, and share information frequently through appropriate channels.

Employee Growth and Well-Being – Provide a supportive and healthy work environment to ensure employee wellness, expertise, productivity, and retention.

Welcoming Community – Embrace the Township’s diversity and ensure current and future residents, and visitors, feel safe, respected, and empowered to participate in community life.

2026 Township Board Goals

Economic Redevelopment: Work with property owners and regional and State partners to advance development, property improvements, and business attraction for the Village of Okemos and Meridian Mall areas.

Environmental Sustainability: Complete and implement an updated, comprehensive water and sanitary sewer rate study prior to the 2026 budget process and develop strategies for sustaining and improving existing infrastructure, including strategies to meet the Township’s renewable energy target (100% of Township operations by 2035).

Community and Senior Center: Based on the August 5, 2025 election results, proceed with design and construction of a combined Community and Senior Center or proceed with developing an alternative plan for a Senior Center only project.

Communications: Identify ways to expand and enhance communication with Township residents and stakeholders, and create a digital accessibility plan that complies with the Americans with Disabilities Act.

Financial Planning: Develop a five-year financial forecast to better inform the 2027 Budget process, enhance long-term financial planning, and provide a basis for productive collective bargaining with Township unions.



To: Township Board
From: Tim Dempsey, Township Manager
Date: December 30, 2025
Re: Township Board Rules, Policies and Procedures

The Township Board has a practice where certain items are approved through a two-step process. The initial step is to place an item on the agenda for discussion, followed by placing the item under action at a subsequent meeting. The Board's Rules, Policies, and Procedures Manual, most recently updated at the Board's March 4, 2025 meeting, only places this requirement on ordinances (see RULE 10, page 16). The ordinance requirement is consistent with the Charter Township Act (PA 359 of 1947, as amended).

It would be helpful to discuss this process with the Board and seek clarity on whether this practice should continue or be modified going forward. I look forward to discussing this topic with the Board at the January 6, 2026 meeting.

Attachment: Township Board Rules, Policies, and Procedures Manual, Revised March 2025



Board Rules, Policies, and Procedures Manual Revised | March 2025

Approved by the Meridian Township Board on March 4, 2025

Established February 16, 1842

Incorporated as Charter Township in January 1960

(Charter Township Act - Act 359; Public Acts of 1947)



A PRIME COMMUNITY
meridian.mi.us

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Preamble

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

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

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

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

RULE 1. AUTHORITY OF THE BOARD

Policy: Board Member's Code of Conduct

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

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

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

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

If a complaint is made against any Board member for alleged violation of the Code of Conduct or other alleged malfeasance, the Supervisor shall receive the complaint and notify the remainder of the Board. If the complaint involves the Supervisor, then the Clerk shall receive the complaint. In the event of an investigation, the Board shall select a member as the primary contact for an investigator along with the Township attorney.

Policy: Board's Governing Style

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

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

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

Policy: Supervisor Responsibilities

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

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

- a. The Supervisor does not have individual authority to make decisions about Township policies.

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

Policy: Duties of Elected Department Heads

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

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

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

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

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

RULE 2. TOWNSHIP BOARD MEETINGS

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

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

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

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

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

Special Meetings: The Township Board may have special meetings. These shall be scheduled by the Township Clerk upon written request of either the Township Supervisor or two members of the

Township Board. Special meetings shall be posted by the Township Clerk in accordance with the Open Meetings Act. The matter or matters to be considered at a special meeting of the Township Board shall be stated in the call to the meeting. No other matters shall be considered except with all members present.

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

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

Procedures for Establishing Regular Board Meetings:

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

Annual Goal Setting:

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

1. The planning cycle will occur annually so that administrative planning and budgeting can be based on the Board's annual goals.
2. The planning cycle will start with the Board's development of its goals for the next year.

- a. Consultations with selected Township commissions, committees, or other boards and Township departments, or other methods of input will be arranged.
- b. Governance education, and education related to policy and goals will be arranged.

RULE 3. BOARD MEETING AGENDAS

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

Agenda Procedures:

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

Agenda and Packet Distribution:

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

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

RULE 4. PUBLIC NOTICE OF MEETINGS REQUIREMENTS

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

Procedures for Meeting Notices:

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

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

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

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

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

RULE 6. CONDUCT OF THE MEETINGS

1. The Supervisor is the Chairperson and shall chair all meetings of the Board.
2. The Township Board shall annually appoint a Supervisor Pro-Tem to chair board meetings in the absence of the Supervisor.
3. In the absence of the Clerk from a meeting, the Township Board shall appoint a Temporary Clerk from among its members to perform the duties of the Clerk.
4. Board members shall be recognized by the chair before speaking.
5. Other persons at a Township Board meeting may speak only when called on by a Board member and authorized by the Supervisor.
6. Upon request of a Board member, all motions pertaining to ordinances, Board policy, and other substantive proposals shall be made in writing.

7. Motions of a routine procedural nature may be exempt from this requirement unless there is a request by a Board member and by the Supervisor.
8. The Board will adhere to consent agenda items as expeditiously as possible.

Voting Procedures:

1. As recognized by the Supervisor, motions will be made by the maker of the motion and seconded. If the motion is submitted by a standing committee, it shall be made by the committee chair or other authorized member.
2. Standardized resolution format or motions as approved by the Board shall be used whenever possible.
3. When a question is put by the Supervisor, every Board member present shall vote either “yes” or “no” except that a Board member may abstain from voting if excused by unanimous consent of the other members present.
4. Generally, motions may be decided by a voice vote. The Board shall vote on motions with individually recorded roll call votes of “yes” and “no” as required by the Open Meetings Act, applicable statutes, and when the motion is any of the following:
 - a. An ordinance or ordinance amendment.
 - b. A policy document applicable to the Township, the Township Board, or an amendment to a policy document.
 - c. Adopting the budget and any amendment.
 - d. Expenditure of Township funds, including the payment of bills.
 - e. Setting salaries.
 - f. Setting regular meeting dates.
 - g. Setting the annual meeting date (if applicable).
 - h. Buying, selling, or leasing real property.
 - i. Creation of a special assessment district (road, lights, etc.).
 - j. Appointments to Planning Commission or Zoning Board of Appeals.
 - i. May also be made by unanimous consent.
 - ii. Appointments to fill vacancies need not be by roll-call vote.
 - k. Sale of bonds.
 - l. Enter into closed session.
 - m. Approval of ballot language to be placed before the voters at an election.
5. Ordinances which adopt provisions of state law or technical regulations shall clearly identify the correct legal citation by reference to recognized standard code.

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

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

Public Comment Procedures:

1. Individual members of the public shall be allotted two opportunities for public comment: one at the beginning of the meeting and another at the end of the meeting. Persons addressing the topic of a scheduled public hearing will be asked to present their remarks during that portion of the meeting.
2. A maximum of three minutes will be allowed to each individual during any public comment period, except when extended by the Supervisor for good cause.
3. Individuals wishing to speak are requested to complete an opt-in consent form listing the person's name, address, topic(s) to be addressed and position on the matter(s).
 - a. Such form shall be given to the Clerk or staff member.
 - b. No one may be required to register or otherwise provide his or her name or other information or otherwise to fulfill a condition precedent to attend a public meeting.
 - c. A timekeeper will communicate to each individual.
4. Persons shall be recognized by the Supervisor before speaking and address the board at the podium using the P.A. microphone, if available. The Supervisor will ask speakers to state which agenda items they will be addressing and give their name and address.
5. Three persons may speak for a combined total of fifteen minutes on behalf of the appellant(s) or applicant(s) on matters related to appeals (S.U.P, site plan review, etc.). Appellant(s) and applicant(s) may divide their total time between argument and rebuttal.
6. An individual may submit written comments to the Township Board in addition to, or in place of, speaking at the Board meeting.
7. Exceptions to these procedures may be made by the Supervisor, without objection from the Board, or upon majority vote of the Township Board members in attendance at any meeting.
8. Generally, the record of a formal public hearing shall be closed at the conclusion of said hearing unless the period is extended by a majority vote of the Board.

RULE 7. RECORD OF THE MEETINGS

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

Procedures for Minutes:

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

Minutes Policy:

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

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

1. Each public body shall keep minutes of each meeting showing the date, time, place, members present, members absent, any decisions made at a meeting open to the public, and the purpose or purposes for which a closed session is held. The minutes shall include all roll call

votes taken at the meeting. The public body shall make any corrections in the minutes at the next meeting after the meeting to which the minutes refer. The public body shall make corrected minutes available at or before the next subsequent meeting after correction. The corrected minutes shall show both the original entry and the correction.

2. Minutes are public records open to public inspection, and a public body shall make the minutes available at the address designated on posted public notices. The public body shall make copies of the minutes available to the public at the reasonable estimated cost for printing and copying as may be allowed by FOIA.
3. A public body shall make proposed minutes available for public inspection within eight business days after the meeting to which the minutes refer. The public body shall make approved minutes available for public inspection within five business days after the meeting at which the minutes are approved by the public body.

RULE 8. COMMITTEES

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

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

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

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

RULE 9. STATUTORY BOARDS AND COMMISSIONS

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

Vacancies:

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

Procedures for Vacancies on Boards and Commissions:

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

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

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

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

RULE 10. TOWNSHIP ORDINANCES

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

Ordinance Recommendation Procedures:

1. Recommendations for new ordinances or ordinance amendments may be initiated by Township commissions, committees, boards, staff, or residents of the Township.

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

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

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

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

Ordinance Adoption Procedures:

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

RULE 11. SPECIFIC SPECIALIZED RULES

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

RULE 12. RESCISION AND SUSPENSION OF RULES

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

RULE 13. TOWNSHIP POLICY

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

Procedures for Changes to Policies:

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

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

Date: _____

Board Member Signature