



AGENDA
CHARTER TOWNSHIP OF MERIDIAN
TOWNSHIP BOARD – REGULAR MEETING
March 18, 2025 6:00 PM

1. CALL MEETING TO ORDER
2. PLEDGE OF ALLEGIANCE/INTRODUCTIONS
3. ROLL CALL
4. PRESENTATION
 - A. CATA-Brad Funkhouser, CEO & Andrew Brieschke, Deputy CEO
 - B. 2025 Water and Sewer Rates
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-March 4, 2025 Regular Township Board Meeting
 - C. Bills
 - D. Celebrate Meridian's Liquor License Application
 - E. Approval License Agreement to Encroach in a County Drain Easement and Permit to Cross a County Drain
 - F. License Agreement to Encroach in County Drain Easements
 - G. Drainage System Facilities Maintenance Agreement and Stormwater Management Easement
 - H. Disposal of Surplus Equipment
10. QUESTIONS FOR THE ATTORNEY
11. HEARINGS
12. ACTION ITEMS
 - A. Ordinance 2025-03 – Rezone vacant Dobie Road (parcel ID #33-0202-22-454-003) from RAA, One-Family, Low Density Residential, to RD, Multiple Family Residential, up to 8 units per acre, Subject to a Conditional Rezoning Agreement-Introduction
 - B. Earned Sick Time Act (ESTA) Compliance
 - C. Township Board 2025 Retreat Proposal
13. BOARD DISCUSSION ITEMS
 - A. 2025 Board Listening Sessions
 - B. Personnel Policy
 - C. Township Millage Rates
14. COMMENTS FROM THE PUBLIC
15. OTHER MATTERS AND BOARD MEMBER COMMENTS
16. ADJOURNMENT

All comments limited to 3 minutes, unless prior approval for additional time for good cause is obtained from the Supervisor. Appointment of Supervisor Pro Tem and/ or Temporary Clerk if necessary. Individuals with disabilities requiring auxiliary aids or services should contact the Meridian Township Board by contacting: 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

Meridian Redi-Ride Service and Booking Information

CATA provides Redi-Ride service to Meridian Township Monday through Saturday.

Monday through Friday service hours are 7:00 AM until 6:00 PM, with a total of six (6) runs:

1. 7:00 AM until 2:00 PM
2. 7:00 AM until 11:30 AM
3. 9:00 AM until 4:00 PM
4. 10:00 AM until 5:00 PM
5. 1:30 PM until 6:00 PM
6. 1:30 PM until 6:00 PM

Saturday service hours are 9:00 A.M. until 5:00 PM, with a total of 3 runs:

1. 9:00 AM until 5 PM
2. 9:00 AM until 5 PM
3. 10:00 AM until 2:00 PM

Meridian Redi-Ride customers can book rides up to seven (7) days in advance by:

- Calling the CATA Paratransit office at 517-394-CATA (2282) or:
- Using the MyRideCATA app

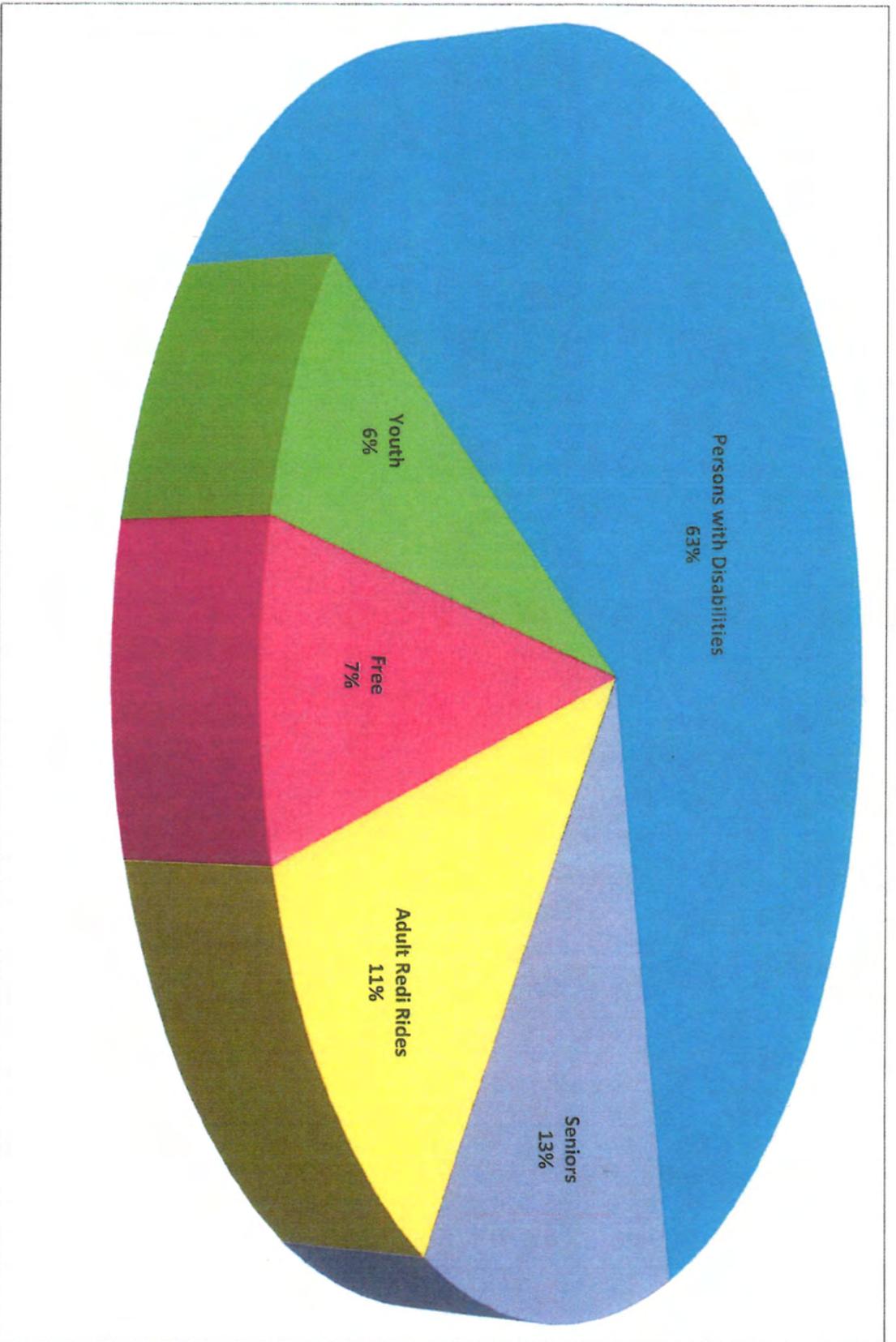
Booking hours are 6:30 AM until 5:00 PM Monday through Friday and 8:00 AM until 5:00 PM Saturday and Sunday, regardless of the method used to book trips.

Meridian Redi-Ride Ridership (Actual Rides)

November 2021 through February 2025

<u>Month</u>	<u>Rides</u>	<u>Month</u>	<u>Rides</u>
November, 2021	1102	July, 2023	993
December, 2021	1116	August, 2023	1070
January, 2022	1695	September, 2023	1098
February, 2022	1078	October, 2023	1122
March, 2022	1214	November, 2023	1189
April, 2022	1217	December, 2023	1176
May, 2022	1147	January, 2024	1114
June, 2022	1153	February, 2024	1165
July, 2022	986	March, 2024	1245
August, 2022	1115	April, 2024	1337
September, 2022	1023	May, 2024	1324
October, 2022	1105	June, 2024	1133
November, 2022	1213	July, 2024	1187
December, 2022	1222	August, 2024	1286
January, 2023	1238	September, 2024	1254
February, 2023	1043	October, 2024	1298
March, 2023	1130	November, 2024	1302
April, 2023	1075	December, 2024	1307
May, 2023	1196	January, 2025	1400
June, 2023	1101	February, 2025	1289

Meridian Redi-Ride by type: October 1, 2023, through September 30, 2024 (FY24)



October 2023 through September 2024

January 2023 - February 2025 Meridian Redi-Ride Booking Analysis

Month	Total Trips Booked	Capacity	% of Capacity Dentals to Total Bookings	Client Refusal	Client Refusals as % of Total Bookings	Cancel	% Cancel	No Shows	% No Shows	Days of Operation this Month
Jan-23	1659	0	0.00%	0	0.00%	366	22.10%	55	3.31%	26
Feb-23	1466	0	0.00%	0	0.00%	360	24.60%	63	4.30%	24
Mar-23	1487	0	0.00%	0	0.00%	308	20.70%	49	3.30%	27
Apr-23	1421	0	0.00%	0	0.00%	298	21.00%	48	3.40%	25
May-23	1570	0	0.00%	0	0.00%	332	21.10%	42	2.60%	25
Jun-23	1435	0	0.00%	0	0.00%	289	20.10%	45	3.10%	26
Jul-23	1326	0	0.00%	0	0.00%	286	22.00%	47	3.50%	25
Aug-23	1420	0	0.00%	0	0.00%	296	21.00%	54	3.80%	27
Sep-23	1394	0	0.00%	0	0.00%	243	17.40%	53	3.80%	25
Oct-23	1448	0	0.00%	0	0.00%	270	18.60%	56	3.90%	26
Nov-23	1542	0	0.00%	0	0.00%	289	18.70%	64	4.20%	25
Dec-23	1478	0	0.00%	0	0.00%	251	17.00%	51	3.50%	25
Jan-24	1492	0	0.00%	0	0.00%	330	22.12%	48	3.21%	26
Feb-24	1492	0	0.00%	0	0.00%	272	15.20%	49	3.30%	25
Mar-24	1614	0	0.00%	0	0.00%	334	20.70%	35	2.20%	26
Apr-24	1671	0	0.00%	0	0.00%	300	17.90%	34	2.03%	26
May-24	1726	0	0.00%	0	0.00%	339	19.60%	63	3.70%	26
Jun-24	1495	0	0.00%	0	0.00%	310	20.70%	52	3.50%	25
Jul-24	1513	0	0.00%	0	0.00%	280	18.50%	46	3.00%	26
Aug-24	1705	0	0.00%	0	0.00%	355	20.90%	64	3.80%	27
Sep-24	1634	0	0.00%	0	0.00%	344	20.40%	46	2.80%	24
Oct-24	1727	0	0.00%	0	0.00%	346	20.00%	83	4.80%	27
Nov-24	1741	0	0.00%	0	0.00%	363	20.90%	76	4.40%	25
Dec-25	1717	0	0.00%	0	0.00%	345	20.10%	65	3.80%	25
Jan-25	1860	0	0.00%	0	0.00%	373	20.10%	87	4.70%	26
Feb-25	1713	0	0.00%	0	0.00%	364	21.20%	55	3.20%	24
Total	41746	0	0.00%	0	0.00%	8233	19.70%	1437	3.40%	659

MERIDIAN REDI-RIDE

Additional Locations

<u>LOCATION</u>	<u>10/1/23 through 9/30/24</u>	<u>10/1/24 through 1/31/2025</u>
Bath Meijer	1372	669
College Fields	143	22
MSU Clinical Center	65	23
Costco	53	37
East Lansing Aquatic Center	0	0
McLaren Greater Lansing	100	26

Meridian Redi-Ride Ridership Extended Hours August 2018 through February 2025

Time	Trips Booked	Taken	Cancels	No-Shows	Cap-Denials	Refusals
7:00 - 7:30	2197	1765	169	86	0	0
7:31 - 8:30	3556	2939	461	261	0	0
Total	5753	4704	630	347	0	0

16:00 - 17:00	6153	4309	1478	391	0	0
17:01 - 18:00	2840	1820	787	211	0	0
Total	8993	6129	2265	602	0	0

Meridian Redi-Ride Ridership August 2018 through February 2025

Time	Trips Booked	Taken	Cancels	No-Shows	Cap-Denials	Refusals
14:00-15:00	11969	9523	2886	744	17	4
15:01-16:00	14920	11283	2751	853	40	9
Total	26889	20806	5637	1597	57	13



2025 Water & Sewer Rates

March 18, 2025



Summary Overview

Meridian Township water and sanitary sewer rates increased in 2025. The Township's rates remain the lowest in the Greater Lansing region by a considerable margin. The main contributing factors for the rate increases were:

- 1. Escalating inflation and the impact on the cost to maintain the water and sanitary sewer systems.**
- 2. Capital improvements to the water and sewer treatment facilities shared by Meridian Township, the City of East Lansing, and Michigan State University.**



2025 Rate Increases

Effective January 1, 2025, the Township raised water and sewer rates as follows:

- 1. \$5.96 to \$7.15 (20%) on the cost per 1,000 gallons of water.**
- 2. \$7.58 to \$7.96 (5%) on the cost per 1,000 gallons for sanitary sewer.**
- 3. The base ready-to-serve fee increased from \$12 to \$24 per billing cycle.**



2025 Ready-to-Serve Fees

As many water and sewer systems have done across the country, the Township also incorporated the American Water Works Association's (AWWA) sliding scale based on the diameter of the customer's water service line/water meter.



2025 Ready-to-Serve Fees

The AWWA's sliding scale is designed to ensure customers are contributing equitably toward the cost of maintaining the water and sanitary systems.

When a customer has a larger service line/meter, this increases the cost of all infrastructure to serve this customer. The AWWA's sliding scale accounts for this cost.



2025 Ready-to-Serve Fees

Even with the 2025 rate increases, Meridian Township's water and sewer rates remain the lowest in the Greater Lansing Region by a considerable margin.



Water & Sewer Rate Comparison
Based on 12,500 gallons per quarter
Average Quarterly Bill for a Single-Family Home

Water and Sewer System	2025 Average Quarterly Bill	% Higher Than Meridian Township
Grand Ledge	\$434.73	104.21%
Leslie	\$352.28	65.48%
Potterville	\$325.98	53.13%
Mason	\$317.25	49.03%
Delhi Township	\$303.51	42.57%
Lansing	\$300.18	41.01%
Williamston	\$299.28	40.58%
St Johns	\$293.76	37.99%
East Lansing	\$264.79	24.38%
Eaton Rapids	\$248.66	16.81%
Bath Township	\$240.08	12.78%
Meridian Township	\$212.88	N/A



Increasing Costs

One of the primary reasons for the Township's 2025 water and sewer rate increase is the significant increase in cost to properly maintain and replace the water and sanitary sewer systems to the professional standards that our residents deserve and expect.



Increasing Costs Cont'd

The cost per linear foot to construct a water main has doubled since the pandemic.

It used to be between \$100 and \$130 per linear foot, but it is now between \$180 and \$280 per linear foot.

The Township even had a contractor bid \$416.84 per linear foot for an 8-inch diameter water main in 2024.



Increasing Costs Cont'd

The cost of replacing lift stations has also increased approximately 200-300%.

The Township has 31 lift stations that our customers rely upon daily to prevent sewer backups.

Before the pandemic, the cost to replace a lift station was approximately \$400,000-\$500,000. The cost has now increased to \$740,000-\$1.5 million.



Capital Improvement to ELMWSA Water Plant

Another reason for the 2025 rate increase is the capital improvements that are currently being completed at the East Lansing-Meridian Water and Sewer Authority (ELMWSA).



Capital Improvement to ELMWSA Water Plant Cont'd

- 1. Adding additional well capacity to the system through the purchase of three new wells.**
- 2. Constructing a second reservoir so that we have a redundancy when our existing, aging reservoir needs to have maintenance work completed.**
- 3. Looping our raw water main to ensure we can supply the ELMWSA water plant and our customers with water if we sustain a leak to a raw water main. It is very important to have redundancies in the water distribution system as our raw water mains continue to age.**



Capital Improvement to ELMWSA Water Plant Cont'd

The ELMWSA water plant had not received substantial capital improvements since 1993, and many of the mechanical components, such as pumps, had reached the end of their useful life.



Capital Improvement to Water Resource Recovery Facility

Another reason for the 2025 rate increase is the capital improvements that are currently being completed at the Water Resource Recovery Facility (WRRF).



Capital Improvement to WRRF Cont'd

We have doubled the capacity and brought it up to modern standards to protect our natural resources for many years to come.

The WRRF had not had substantial capital improvements since 1973, and many of the mechanical components, such as pumps, had reached the end of their useful life.



2025 Ready-to-Serve Fees

Even with the 2025 rate increases, Meridian Township's water and sewer rates remain the lowest in the Greater Lansing Region by a considerable margin.



Water & Sewer Rate Comparison
Based on 12,500 gallons per quarter
Average Quarterly Bill for a Single-Family Home

Water and Sewer System	2025 Average Quarterly Bill	% Higher Than Meridian Township
Grand Ledge	\$434.73	104.21%
Leslie	\$352.28	65.48%
Potterville	\$325.98	53.13%
Mason	\$317.25	49.03%
Delhi Township	\$303.51	42.57%
Lansing	\$300.18	41.01%
Williamston	\$299.28	40.58%
St Johns	\$293.76	37.99%
East Lansing	\$264.79	24.38%
Eaton Rapids	\$248.66	16.81%
Bath Township	\$240.08	12.78%
Meridian Township	\$212.88	N/A



Thank you for your time this evening.



9.A

**CONSENT AGENDA
BOARD
COMMUNICATIONS**

From: [REDACTED]
To: [Board](#)
Subject: Abutter's Protest Petition to Pending Ordinance 2025-03
Date: Tuesday, March 4, 2025 10:05:08 AM

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

Good morning,

Ordinance 2025-03 is currently pending before the Board of Trustees. The owners of the area of land included within an area extending outward 100 feet from the border of this proposed rezoning will be filing a protest petition in accordance with MCL Section 125.3403 of the Michigan Zoning Enabling Act of 2006.

Please advise if the Township Board has a form which must be completed for this purpose or if written notice indicating intent with accompanying owner signatures is sufficient.

Thank you,
Kristina Kloc

[REDACTED]

From: Angela Demas [REDACTED] >

Sent: Tuesday, March 4, 2025 5:00 PM

To: [REDACTED] >; [REDACTED]
[REDACTED] >; [REDACTED] >;
[REDACTED] >; [REDACTED]
<[REDACTED] >; [REDACTED] >

Cc: Board <Board@meridian.mi.us>; Tim Schmitt <[REDACTED]>

Subject: Fw: Board Meeting March 4, 2025 - Agenda Item 13.A Dobie Road Rezoning Proposal

Dear Planning Commissioners,

Please see the following email and attachments.

Thank you.

Angela Demas

Meridian Township Clerk



A Prime Community

[REDACTED]
517.853.4304

5151 Marsh Road | Okemos, MI 48864

meridian.mi.us/elections

From: [LeoneLawAssociates](#)
To: Board; [REDACTED] Clerk's Office
Subject: Board Meeting March 4, 2025 - Agenda Item 13.A Dobie Road Rezoning Proposal
Date: Tuesday, March 4, 2025 2:45:13 PM
Attachments: [Ltr to Tsp Board re Dobie Road Rezoning \(2025-03-04\).PDF](#)
[1 Shaw Ltr to Township \(01-09-2025\).PDF](#)
[3 Shaw Email to Township \(01-27-2025\).pdf](#)
[4 Shaw Email to Township \(01-27-2025\) Attach 1 mcl-Act-33-of-2008.pdf](#)
[2 Shaw Ltr to Township \(01-09-2025\) Attachments.pdf](#)
[5 Shaw Email to Township \(01-27-2025\) Attach 2 Procedures and Guidelines for Developing Public Roads.pdf](#)
[6 Shaw Email to Township \(01-27-2025\) Attach 3 Parcels.pdf](#)

Some people who received this message don't often get email from john@leonelawassociates.com. [Learn why this is important](#)

Dear Township Board Members:

Please review the attached information prior to final voting on the Dobie Road Rezoning Proposal.

Dear Township Clerk:

Please forward this email and all attachments to all Planning Commission members.

Sincerely,

- John Leone

LEONE LAW ASSOCIATES PLLC

John Fordell Leone

John@LeoneLawAssociates.com

T: 517-701-2000

4544 Dobie Road

Okemos, Michigan 48864

NOTICE: This electronic mail transmission and any attachment is confidential and may constitute an attorney-client communication that is privileged by law. It is not intended for transmission to, or receipt by, any unauthorized persons. If you have received this electronic mail transmission in error please delete it from your system without copying it and notify the sender by reply e-mail or by calling LEONE LAW ASSOCIATES PLLC at (517) 701-2000, so that our address record can be corrected. Thank you.

March 4, 2025

Meridian Township Board
5151 Marsh Road
Okemos, Michigan 48864

Sent via email to:
board@meridian.mi.us

Dear Board Members:

RE: Board Meeting scheduled for Tuesday, March 4, 2025
Agenda Item 13.A – Dobie Road Proposed Rezoning from RAA to RD
(Parcel ID #33-0202-22-454-003)

This letter is supported by the signatories below and, after discussion and consensus, by all property owners neighboring the subject location that are on record as opposing the proposed rezoning. The purpose of this letter is to alert the Board to several serious concerns over deficiencies and improprieties with the substance of the proposed rezoning and the Planning Commission's process. These concerns justify an outright denial of the proposal or, at minimum, a return to the Planning Commission. Additional details for each concern will be supplied upon request.

Item 1 – 2023 Amendment to Master Plan and Future Land Use Map

In 2023, the Master Plan and Future Land Use Map were amended with the actual public input of, apparently, only the developer (Fedewa Holdings) and one adjacent landowner (Faith Lutheran Church) that needed to sell the property to resolve a financial bind. While it appears the usual public notice in the City Pulse was published, the actual input from the community for amending the Master Plan and Future Land Use Map was limited to the two parties that would financially benefit from the amendment, with no input from the affected community.¹ Also, it appears that notice of the proposed amendment was never published on the Township website. While this may also be the usual procedure, any earnest effort to notify the public on such an important matter would include a notice on the Township website. **Notably, in 2019** this Board voted unanimously, denying a rezoning of this same parcel from RAA to RC, citing traffic congestion and surface drainage concerns (that continue to this day), and that the Master Plan/Future Land Use Map did not support the rezoning of the subject parcel. Also, please remember that amending the Master Plan and Future Land Use Map **is not a rezoning**, nor controlling, evident from the several Township properties developed in conflict with the Master Plan and Future Land Use Map.

¹ “This was done at the request of Faith Lutheran Church . . . and had no opposition from the Township Planning Commission or Board of Trustees.” *Brian Shorkey report to Planning Commission (June 10, 2024), p 3.*

Item 2 – Traffic Congestion/Public Safety (at Grand River and Seneca Drive)

First, the Planning Commission fully disregarded the real-world fact of the additional high density traffic from the in-construction Grand Reserve development’s 225 additional residential homes (75 single family, 75 duplexes) feeding into the already dangerously burdened double-intersection of Grand River at Dobie Road/Central Park Drive and Marsh Road. The Planning Commission’s apparent basis for ignoring this reality is that no public notice and therefore no objections were received from properties north of Grand River because it is all commercial. While technically accurate, it does not justify simply ignoring the real world fact that a huge additional traffic burden will soon come from the 225 additional homes and converge on this major double-intersection. **Importantly**, this huge increase in area traffic will also find many drivers using **Seneca Drive** as a cut-through alternative. The subject stretch of Seneca Drive has a short-view curve and streetside parking that creates a single lane for through traffic, with pedestrians (including children) walking the street as there are no sidewalks. The situation is currently dangerous and such a large traffic increase will almost certainly result in avoidable tragedies. **Second**, the Planning Commission was informed that: “Based on the findings of the traffic assessment, a traffic impact study is not required.”² However, the traffic “assessment” (complete copies of which have never been made public) used a single day’s traffic data on September 19, 2019; ignored the zero actual traffic from the subject undeveloped RAA area when calculating an additional traffic burden of only +169 vehicle trips (rather than the assessment’s admitted +295 vehicle trips) as being below the +250 trips to require a formal traffic impact study³; presumed only 1.5 vehicles per dwelling despite no such limit upon the 32 units with 3-4 bedrooms; and at the January 27, 2025, Planning Commission hearing, accepted an undocumented verbal update of only a 1% traffic increase from the 2019 single-day traffic assessment data. The Planning Commission also relied upon 2018 MDOT traffic count data. It appears clear that actual 2025 traffic data has not been properly assessed much less properly studied.

Item 3 – Proposed Rezoning Satisfies No Established Housing Need

Developer, Fedewa Holdings, claims it’s rezoning proposal satisfies the need for “missing middle” income “transitional” housing needs “priced below market values.” He estimated rents starting at \$2,500/month and up from there. Census data states the median gross rent for 2019-2023 Meridian Township \$1,149 per month.⁴ The proposed rents would be geared toward a high end rental market at 2-3 times our Township’s median gross rent.

² *Brian Shorkey report to Planning Commission (June 10, 2024), p 2.*

³ *Ibid.*

⁴ U.S Census – Meridian Township “Housing” data 2019-2023:

<https://www.census.gov/quickfacts/meridianchartertownshipinghamcountymichigan>

Item 4 – Erroneous Information re Property Lines/Acreage, Water

Drainage and Failures under the Michigan Planning Enabling Act

It is understood some matters are resolved later in the development process. However, the attached letter and email from Esther and Brad Shaw (dated respectively, January 9 and 27, 2025) explain substantive errors in the rezoning proposal, and with the Planning Commission’s review, which should be addressed and corrected prior to expending time and expense that may prove wasted due to these errors; some of which appear to violate the Michigan Planning Enabling Act, MCL 125.3801, *et seq.* The primary concerns are the Planning Commission’s failure to address: (1) how the driveway in full regular use for the abutting Faith Lutheran Church property (but now included as part of the proposed development) can satisfy required setbacks and allow the church to install a new driveway, and (2) numerous issues of how water drainage from the development site can be properly devised.

Item 5 – Unknown “Conditional Rezoning Agreement”

Throughout this rezoning proposal process, and apparently⁵ also in the Planning Commission’s finalized Resolution, it is stated that any development will be “subject to a conditional rezoning agreement.” However, no copy or description of any of the “conditions” have been offered by the Planning Commission or the developer.

Item 6 – Unresolved Conflict of Interest with Commissioner Jeff Romback

At the October 9, 2024 Planning Commission meeting, Commissioner Jeff Romback explained he believed he had no conflict of interest and would be voting on this rezoning matter despite the fact his wife was being or had been paid by the developer, Fedewa Holdings, under contract for her professional services. Later in the meeting he decided he should not vote given his assessment of the public attendees response to his position. At the January 13, 2025, Planning Commission meeting, Commissioner Romback proclaimed that he determined there was and is no such conflict of interest and he voted in support of the subject rezoning proposal at both the January 13 and January 27 Planning Commission meetings. Commissioner Romback has offered no documents to support any of his positions. Of course, it is not the person possibly in a conflict of interest to determine whether it exists or has been resolved. Commissioner Romback and Fedewa Holding should be required to produce all documentation necessary for the Planning Commission and this Board to determine if and when Commissioner Romback was in a conflict of interest and determine how to handle his past and future voting on this rezoning proposal.

⁵ As of today, March 4, 2025, at 1:32 p.m., neither the minutes of the January 27, 2025, Planning Commission hearing, nor it’s finalized Resolution, can be found to have been made public.

Item 7 – Prior Planning Commission Much More Investigative

It is well worth noting the record demonstrates that in 2019, when the same developer proposed rezoning this same undeveloped land from RRA to RC, the Planning Commission was far more inquisitive of the issues created. The actual text of bullet points from the Planning Commission’s October 24, 2019 meeting reads:

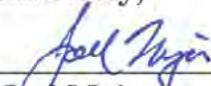
“Planning Commission Discussion:

- Homes backing up to the proposed property will require screening.
- There are many trees on the property and there is a desire to preserve them.
- The configuration of the future development will probably require variances.
- Consideration for duplex development in the proposed area instead of a multi-family project as this would be a better transition in the area, considering the single family homes to the west.
- RC zoning is not suitable in the proposed location.
- Approximately one third of the original property has already been developed.
- Traffic flow and safety in the proposed area is a concern as the area is already very busy.
- A multi-family project would create a lot more traffic onto Dobie Road.
- The proposed rezoning to RC is inconsistent with the Future Land Use Map.”

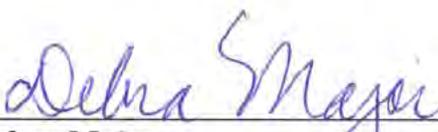
Request for Relief from the Board

As stated above: These concerns justify an outright denial of the proposal or, at minimum, a return to the Planning Commission.

Sincerely,



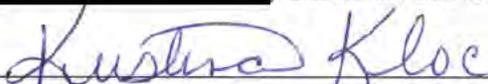
 Joel Major
 [Redacted] Okemos MI 48864



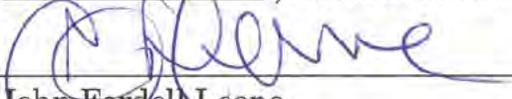
 Debra Major
 [Redacted] Okemos MI 48864



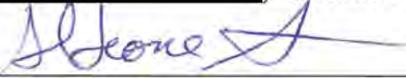
 David Kloc
 [Redacted], Okemos MI 48864



 Kristina Kloc
 [Redacted], Okemos MI 48864



 John Fordell Leone
 [Redacted] Okemos MI 48864



 Alba Sanchez Leone
 [Redacted] Okemos MI 48864

JFL/asl

Attchs: Shaw letter dated 01-09-2025 and email dated 01-27-2025.

cc: Signatories

Tim Schmitt, Community Planning and Development Director ([Redacted])
 Planning Commissioners, via Township Clerk’s Office (ClerksOffice@meridian.mi.us)
 File

Fwd: Fedewa Holdings Rezoning Application

BRAD SHAW <[REDACTED]>

Mon, Mar 3, 2025 at 9:45 AM

To: [REDACTED]

for attachments

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

From: BRAD SHAW <[REDACTED]>

To: [REDACTED]

Date: 01/27/2025 6:43 AM EST

Subject: Fedewa Holdings Rezoning Application

Meridian Township Department of Community Planning and Development
c/o shorkey@meridian.mi.us

January 27, 2025

Subject Parcels:

33-02-02-22-453-002

33-02-02-22-454-001

33-02-02-22-454-002

33-02-02-22-454-003

Re: Amendment of the Township's Master Plan for Fedewa Holdings Rezoning Application

Please accept these written comments with attachments sent prior to the public hearing before the Planning Commission, Charter Township of Meridian on the evening of January 27, 2025, regarding a rezoning request from Fedewa Holdings for two parcels once owned by the Faith Lutheran Church and later combined.

The third WHEREAS clause of the drafted resolution is a false statement. The requested rezoning is not consistent with the Future Land Use Map. This false statement is documented as false in the packet provided. This false statement was also made clear during the public hearing on January 13, 2025. Note that the same false statement is contained in the cover letter signed by Scott Hendrickson, Township Supervisor, Meridian Township.

The Rezoning packet provided by the Township is internally contradictory and provides clear evidence of false statements within the Rezoning Application and draft resolution. For example, Staff Analysis contained in Brian Shorkey's report dated January 13, 2025 states: "The Future Land Use map for 2.9 acres of the 4.3-acre Subject Property was updated during the 2023 Master Plan update to reflect Multiple Family Residential. This was done at the request of Faith Lutheran Church, who owned the Subject Property at that time, and was unanimously approved by the Township Planning Commission and the Board of Trustees."

Also, the total acreage provided in the current Rezoning Application includes the existing north Lutheran driveway (see undated plot plan submitted to Meridian Township by Fedewa Holdings with Rezoning Application dated November 15, 2024). The actual acreage available to the residential project should be used, something less than 4.28 acres (after excluding the church driveway)..

It is truly remarkable that when presented a site plan which contains a driveway to a church, the Township produces a resolution that does not mention the driveway to the church. Granted, a request to rezone a church driveway as residential would look absurd in writing. Nonetheless, it is what it is and important to the public interest and public safety. The two Lutheran driveways that form a turnaround are in constant use, including vehicles owned by UPS, FedX, USPS, Waste Management, Granger, Meridian Township Police Department, Meridian Township Fire Department, and citizens using a polling location for the Township.

Please note that the closest fire hydrant to the Lutheran Church is behind the Lutheran Church which requires existing driveways for access and egress.

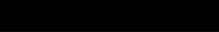
At the very least, the resolution should be subject to the applicant's and future deed holder's obligation to maintain or rebuild the north driveway into the Lutheran Church or any future landowners of parcel number 33-0202-22-454-002. Please note that Meridian Township allowed the combination of parcel 33-02-02-22-454-001 and 33-02-02-22-454-002 on April 17, 2024. **The Planning Commission was aware that this was relevant to rezoning under consideration yet made the decision prior to a public hearing on rezoning these parcels.**

The fifth WHEREAS clause states "proposed redevelopment of the existing building complies with Master Plan goals regarding increased housing diversity." There is no existing building.

The latest amendment to the Master Plan was a contrivance to enable the subject rezoning application, and the discernment of the amendment does not appear compliant with the Michigan Planning Enabling Act. As a critical example, **Dobie Road is currently defined as "Rural" which is not consistent with high density housing (see Board of County Road Commissioners, County of Ingham, State of Michigan, Procedures and Guidelines for Developing Public Roads, May 2009). Moreover, since there is no ditch or conduits on Dobie Road (roughly between the Arrowtree Apartments and Forest Hills Drive), it can be considered a Substandard Rural Road. How could this be missed in any meaningful amendment of the Master Plan?**

The amendment to the Township's Master Plan should be made null and void and the subject Rezoning Application should be denied or tabled. The resolution is wholly inadequate.

Thank you for your consideration.

Esther and Brad Shaw


Attachments

Michigan Planning Enabling Act
Procedures and Guidelines for Developing Public Roads
Subject Parcels

3 attachments

 **mcl-Act-33-of-2008.pdf**
83K

 **Procedures and Guidelines for Developing Public Roads.pdf**
2045K

 **Parcels.pdf**
88K

Fwd: Fedewa Holdings Rezoning Application

BRAD SHAW [REDACTED]

Mon, Mar 3, 2025 at 9:45 AM

To: [REDACTED]

for attachments

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

From: BRAD SHAW <[REDACTED]>
To: [REDACTED]
Date: 01/27/2025 6:43 AM EST
Subject: Fedewa Holdings Rezoning Application

Meridian Township Department of Community Planning and Development
c/o [REDACTED]

January 27, 2025

Subject Parcels:
33-02-02-22-453-002
33-02-02-22-454-001
33-02-02-22-454-002
33-02-02-22-454-003

Re: Amendment of the Township's Master Plan for Fedewa Holdings Rezoning Application

Please accept these written comments with attachments sent prior to the public hearing before the Planning Commission, Charter Township of Meridian on the evening of January 27, 2025, regarding a rezoning request from Fedewa Holdings for two parcels once owned by the Faith Lutheran Church and later combined.

The third WHEREAS clause of the drafted resolution is a false statement. The requested rezoning is not consistent with the Future Land Use Map. This false statement is documented as false in the packet provided. This false statement was also made clear during the public hearing on January 13, 2025. Note that the same false statement is contained in the cover letter signed by Scott Hendrickson, Township Supervisor, Meridian Township.

The Rezoning packet provided by the Township is internally contradictory and provides clear evidence of false statements within the Rezoning Application and draft resolution. For example, Staff Analysis contained in Brian Shorkey's report dated January 13, 2025 states: "The Future Land Use map for 2.9 acres of the 4.3-acre Subject Property was updated during the 2023 Master Plan update to reflect Multiple Family Residential. This was done at the request of Faith Lutheran Church, who owned the Subject Property at that time, and was unanimously approved by the Township Planning Commission and the Board of Trustees."

Also, the total acreage provided in the current Rezoning Application includes the existing north Lutheran driveway (see undated plot plan submitted to Meridian Township by Fedewa Holdings with Rezoning Application dated November 15, 2024). The actual acreage available to the residential project should be used, something less than 4.28 acres (after excluding the church driveway)..

It is truly remarkable that when presented a site plan which contains a driveway to a church, the Township produces a resolution that does not mention the driveway to the church. Granted, a request to rezone a church driveway as residential would look absurd in writing. Nonetheless, it is what it is and important to the public interest and public safety. The two Lutheran driveways that form a turnaround are in constant use, including vehicles owned by UPS, FedEx, USPS, Waste Management, Granger, Meridian Township Police Department, Meridian Township Fire Department, and citizens using a polling location for the Township. **Please note that the closest fire hydrant to the Lutheran Church is behind the Lutheran Church which requires existing driveways for access and egress.**

At the very least, the resolution should be subject to the applicant's and future deed holder's obligation to maintain or rebuild the north driveway into the Lutheran Church or any future landowners of parcel number 33-0202-22-454-002. Please note that Meridian Township allowed the combination of parcel 33-02-02-22-454-001 and 33-02-02-22-454-002 on April 17, 2024. **The Planning Commission was aware that this was relevant to rezoning under consideration yet made the decision prior to a public hearing on rezoning these parcels.**

The fifth WHEREAS clause states "proposed redevelopment of the existing building complies with Master Plan goals regarding increased housing diversity." There is no existing building.

The latest amendment to the Master Plan was a contrivance to enable the subject rezoning application, and the discernment of the amendment does not appear compliant with the Michigan Planning Enabling Act. As a critical example, **Dobie Road is currently defined as "Rural" which is not consistent with high density housing (see Board of County Road Commissioners, County of Ingham, State of Michigan, Procedures and Guidelines for Developing Public Roads, May 2009). Moreover, since there is no ditch or conduits on Dobie Road (roughly between the Arrowtree Apartments and Forest Hills Drive), it can be considered a Substandard Rural Road. How could this be missed in any meaningful amendment of the Master Plan?**

The amendment to the Township's Master Plan should be made null and void and the subject Rezoning Application should be denied or tabled. The resolution is wholly inadequate.

Thank you for your consideration.

Esther and Brad Shaw
[REDACTED]

Attachments

Michigan Planning Enabling Act
Procedures and Guidelines for Developing Public Roads
Subject Parcels

3 attachments

 **mcl-Act-33-of-2008.pdf**
83K

 **Procedures and Guidelines for Developing Public Roads.pdf**
2045K

 **Parcels.pdf**
88K

MICHIGAN PLANNING ENABLING ACT
Act 33 of 2008

AN ACT to codify the laws regarding and to provide for county, township, city, and village planning; to provide for the creation, organization, powers, and duties of local planning commissions; to provide for the powers and duties of certain state and local governmental officers and agencies; to provide for the regulation and subdivision of land; and to repeal acts and parts of acts.

History: 2008, Act 33, Eff. Sept. 1, 2008.

The People of the State of Michigan enact:

ARTICLE I.
GENERAL PROVISIONS

125.3801 Short title.

Sec. 1. This act shall be known and may be cited as the "Michigan planning enabling act".

History: 2008, Act 33, Eff. Sept. 1, 2008.

125.3803 Definitions.

Sec. 3. As used in this act:

(a) "Chief administrative official" means the manager or other highest nonelected administrative official of a city or village.

(b) "Chief elected official" means the mayor of a city, the president of a village, the supervisor of a township, or, subject to section 5, the chairperson of the county board of commissioners of a county.

(c) "County board of commissioners", subject to section 5, means the elected county board of commissioners, except that, as used in sections 39 and 41, county board of commissioners means 1 of the following:

(i) A committee of the county board of commissioners, if the county board of commissioners delegates its powers and duties under this act to the committee.

(ii) The regional planning commission for the region in which the county is located, if the county board of commissioners delegates its powers and duties under this act to the regional planning commission.

(d) "Ex officio member", in reference to a planning commission, means a member, with full voting rights unless otherwise provided by charter, who serves on the planning commission by virtue of holding another office, for the term of that other office.

(e) "Legislative body" means the county board of commissioners of a county, the board of trustees of a township, or the council or other elected governing body of a city or village.

(f) "Local unit of government" or "local unit" means a county or municipality.

(g) "Master plan" means either of the following:

(i) As provided in section 81(1), any plan adopted or amended before September 1, 2008 under a planning act repealed under section 85.

(ii) Any plan adopted or amended under this act. This includes, but is not limited to, a plan prepared by a planning commission authorized by this act and used to satisfy the requirement of section 203(1) of the Michigan zoning enabling act, 2006 PA 110, MCL 125.3203, regardless of whether it is entitled a master plan, basic plan, county plan, development plan, guide plan, land use plan, municipal plan, township plan, plan, or any other term.

(h) "Municipality" or "municipal" means or refers to a city, village, or township.

(i) "Planning commission" means either of the following, as applicable:

(i) A planning commission created pursuant to section 11(1).

(ii) A planning commission retained pursuant to section 81(2) or (3), subject to the limitations on the application of this act provided in section 81(2) and (3).

(j) "Planning jurisdiction" for a county, city, or village refers to the areas encompassed by the legal boundaries of that county, city, or village, subject to section 31(1). Planning jurisdiction for a township refers to the areas encompassed by the legal boundaries of that township outside of the areas of incorporated villages and cities, subject to section 31(1).

(k) "Population" means the population according to the most recent federal decennial census or according to a special census conducted under section 7 of the Glenn Steil state revenue sharing act of 1971, 1971 PA 140, MCL 141.907, whichever is the more recent.

(l) "Public transportation agency" means a governmental entity that operates or is authorized to operate

intercity or local commuter passenger rail service in this state or a public transit authority created under 1 of the following acts:

- (i) The metropolitan transportation authorities act of 1967, 1967 PA 204, MCL 124.401 to 124.426.
- (ii) The public transportation authority act, 1986 PA 196, MCL 124.451 to 124.479.
- (iii) 1963 PA 55, MCL 124.351 to 124.359.
- (iv) The home rule city act, 1909 PA 279, MCL 117.1 to 117.38.
- (v) The revenue bond act of 1933, 1933 PA 94, MCL 141.101 to 141.140.
- (vi) The charter township act, 1947 PA 359, MCL 42.1 to 42.34.
- (vii) The urban cooperation act of 1967, 1967 (Ex Sess) PA 7, MCL 124.501 to 124.512.
- (m) "Public transportation facility" means that term as defined in section 2 of the metropolitan transportation authorities act of 1967, 1967 PA 204, MCL 124.402.
- (n) "Street" means a street, avenue, boulevard, highway, road, lane, alley, viaduct, or other public way intended for use by motor vehicles, bicycles, pedestrians, and other legal users.

History: 2008, Act 33, Eff. Sept. 1, 2008;—Am. 2010, Act 134, Imd. Eff. Aug. 2, 2010;—Am. 2010, Act 306, Imd. Eff. Dec. 17, 2010.

125.3805 Assignment of power or duty to county officer or body.

Sec. 5. The assignment of a power or duty under this act to a county officer or body is subject to 1966 PA 293, MCL 45.501 to 45.521, or 1973 PA 139, MCL 45.551 to 45.573, in a county organized under 1 of those acts.

History: 2008, Act 33, Eff. Sept. 1, 2008.

***** 125.3807 THIS SECTION IS AMENDED EFFECTIVE 91 DAYS AFTER ADJOURNMENT OF THE 2024 REGULAR SESSION SINE DIE: See 125.3807.amended *****

125.3807 Master plan; adoption, amendment, and implementation by local government; purpose.

Sec. 7. (1) A local unit of government may adopt, amend, and implement a master plan as provided in this act.

(2) The general purpose of a master plan is to guide and accomplish, in the planning jurisdiction and its environs, development that satisfies all of the following criteria:

- (a) Is coordinated, adjusted, harmonious, efficient, and economical.
- (b) Considers the character of the planning jurisdiction and its suitability for particular uses, judged in terms of such factors as trends in land and population development.
- (c) Will, in accordance with present and future needs, best promote public health, safety, morals, order, convenience, prosperity, and general welfare.
- (d) Includes, among other things, promotion of or adequate provision for 1 or more of the following:
 - (i) A system of transportation to lessen congestion on streets and provide for safe and efficient movement of people and goods by motor vehicles, bicycles, pedestrians, and other legal users.
 - (ii) Safety from fire and other dangers.
 - (iii) Light and air.
 - (iv) Healthful and convenient distribution of population.
 - (v) Good civic design and arrangement and wise and efficient expenditure of public funds.
 - (vi) Public utilities such as sewage disposal and water supply and other public improvements.
 - (vii) Recreation.
 - (viii) The use of resources in accordance with their character and adaptability.

History: 2008, Act 33, Eff. Sept. 1, 2008;—Am. 2010, Act 134, Imd. Eff. Aug. 2, 2010.

***** 125.3807.amended THIS AMENDED SECTION IS EFFECTIVE 91 DAYS AFTER ADJOURNMENT OF THE 2024 REGULAR SESSION SINE DIE *****

125.3807.amended Master plan; adoption, amendment, and implementation by local government; purpose.

Sec. 7. (1) A local unit of government may adopt, amend, and implement a master plan as provided in this act.

(2) The general purpose of a master plan is to guide and accomplish, in the planning jurisdiction and its environs, development that satisfies all of the following criteria:

- (a) Is coordinated, adjusted, harmonious, efficient, and economical.

(b) Considers the character of the planning jurisdiction and its suitability for particular uses, judged in terms of such factors as trends in land and population development.

(c) Will, in accordance with present and future needs, best promote public health, safety, morals, order, convenience, prosperity, and general welfare.

(d) Includes, among other things, promotion of or adequate provision for 1 or more of the following:

(i) A system of transportation to lessen congestion on streets and provide for safe and efficient movement of people and goods by motor vehicles, bicycles, pedestrians, and other legal users.

(ii) Safety from fire and other dangers.

(iii) Light and air.

(iv) Healthful and convenient distribution of population.

(v) Good civic design and arrangement and wise and efficient expenditure of public funds.

(vi) Public utilities such as sewage disposal and water supply and other public improvements.

(vii) Recreation.

(viii) The use of resources in accordance with their character and adaptability.

(ix) A range of housing types, costs, affordability, attainability, ages, and other characteristics, including single- and multiple-family dwellings, to serve the housing demands of a diverse population.

History: 2008, Act 33, Eff. Sept. 1, 2008;—Am. 2010, Act 134, Imd. Eff. Aug. 2, 2010;—Am. 2024, Act 153, Eff. (sine die).

ARTICLE II.

PLANNING COMMISSION CREATION AND ADMINISTRATION

125.3811 Planning commission; creation; adoption of ordinance by local unit of government; notice required; exception; adoption of charter provision by city or home rule village; effect of repeal of planning act; continued exercise or transfer of powers and duties of zoning board or zoning commission.

Sec. 11. (1) A local unit of government may adopt an ordinance creating a planning commission with powers and duties provided in this act. The planning commission of a local unit of government shall be officially called "the planning commission", even if a charter, ordinance, or resolution uses a different name such as "plan board" or "planning board".

(2) Within 14 days after a local unit of government adopts an ordinance under subsection (1) creating a planning commission, the clerk of the local unit shall transmit notice of the adoption to the planning commission of the county where the local unit is located. However, if there is not a county planning commission or if the local unit adopting the ordinance is a county, notice shall be transmitted to the regional planning commission engaged in planning for the region within which the local unit is located. Notice under this subsection is not required when a planning commission created before the effective date of this act continues in existence under this act, but is required when an ordinance governing or creating a planning commission is amended or superseded under section 81(2)(b) or (3)(b).

(3) If, after the effective date of this act, a city or home rule village adopts a charter provision providing for a planning commission, the charter provision shall be implemented by an ordinance that conforms to this act. Section 81(2) provides for the continuation of a planning commission created by a charter provision adopted before the effective date of this act.

(4) Section 81(3) provides for the continuation of a planning commission created under a planning act repealed under section 85.

(5) Section 83 provides for the continued exercise by a planning commission, or the transfer to a planning commission, of the powers and duties of a zoning board or zoning commission.

History: 2008, Act 33, Eff. Sept. 1, 2008.

125.3813 Planning commission; effect of township ordinance; number of days; petition requesting submission of ordinance to electors; filing; petition subject to Michigan election law; violation.

Sec. 13. (1) Subject to subsection (2), a township ordinance creating a planning commission under this act shall take effect 63 days after the ordinance is published by the township board in a newspaper having general circulation in the township.

(2) Subject to subsection (3), before a township ordinance creating a planning commission takes effect, a petition may be filed with the township clerk requesting the submission of the ordinance to the electors residing in the unincorporated portion of the township for their approval or rejection. The petition shall be signed by a number of qualified and registered electors residing in the unincorporated portion of the township equal to not less than 8% of the total vote cast for all candidates for governor, at the last preceding general

election at which a governor was elected. If such a petition is filed, the ordinance shall not take effect until approved by a majority of the electors residing in the unincorporated portion of the township voting thereon at the next regular or special election that allows reasonable time for proper notices and printing of ballots or at any special election called for that purpose, as determined by the township board. The township board shall specify the language of the ballot question.

(3) Subsection (2) does not apply if the planning commission created by the ordinance is the successor to an existing zoning commission or zoning board as provided for under section 301 of the Michigan zoning enabling act, 2006 PA 110, MCL 125.3301.

(4) If a township board does not on its own initiative adopt an ordinance under this act creating a planning commission, a petition may be filed with the township clerk requesting the township board to adopt such an ordinance. The petition shall be signed by a number of qualified and registered electors as provided in subsection (2). If such a petition is filed, the township board, at its first meeting following the filing shall submit the question to the electors of the township in the same manner as provided under subsection (2).

(5) A petition under this section, including the circulation and signing of the petition, is subject to section 488 of the Michigan election law, 1954 PA 116, MCL 168.488. A person who violates a provision of the Michigan election law, 1954 PA 116, MCL 168.1 to 168.992, applicable to a petition described in this section is subject to the penalties prescribed for that violation in the Michigan election law, 1954 PA 116, MCL 168.1 to 168.992.

History: 2008, Act 33, Eff. Sept. 1, 2008.

***** 125.3815 THIS SECTION IS AMENDED EFFECTIVE 91 DAYS AFTER ADJOURNMENT OF THE 2024 REGULAR SESSION SINE DIE: See 125.3815.amended *****

125.3815 Planning commission; membership; appointment; terms; vacancy; representation; qualifications; ex-officio members; board serving as planning commission; removal of member; conditions; conflict of interest; additional requirements.

Sec. 15. (1) In a municipality, the chief elected official shall appoint members of the planning commission, subject to approval by a majority vote of the members of the legislative body elected and serving. In a county, the county board of commissioners shall determine the method of appointment of members of the planning commission by resolution of a majority of the full membership of the county board.

(2) A city, village, or township planning commission shall consist of 5, 7, or 9 members. A county planning commission shall consist of 5, 7, 9, or 11 members. Members of a planning commission other than ex officio members under subsection (5) shall be appointed for 3-year terms. However, of the members of the planning commission, other than ex officio members, first appointed, a number shall be appointed to 1-year or 2-year terms such that, as nearly as possible, the terms of 1/3 of all the planning commission members will expire each year. If a vacancy occurs on a planning commission, the vacancy shall be filled for the unexpired term in the same manner as provided for an original appointment. A member shall hold office until his or her successor is appointed.

(3) The membership of a planning commission shall be representative of important segments of the community, such as the economic, governmental, educational, and social development of the local unit of government, in accordance with the major interests as they exist in the local unit of government, such as agriculture, natural resources, recreation, education, public health, government, transportation, industry, and commerce. The membership shall also be representative of the entire territory of the local unit of government to the extent practicable.

(4) Members of a planning commission shall be qualified electors of the local unit of government, except that the following number of planning commission members may be individuals who are not qualified electors of the local unit of government but are qualified electors of another local unit of government:

(a) 3, in a city that on September 1, 2008 had a population of more than 2,700 but less than 2,800.

(b) 2, in a city or village that has, or on September 1, 2008 had, a population of less than 5,000, except as provided in subdivision (a).

(c) 1, in local units of government other than those described in subdivision (a) or (b).

(5) In a township that on September 1, 2008 had a planning commission created under former 1931 PA 285, 1 member of the legislative body or the chief elected official, or both, may be appointed to the planning commission, as ex officio members. In any other township, 1 member of the legislative body shall be appointed to the planning commission, as an ex officio member. In a city, village, or county, the chief administrative official or a person designated by the chief administrative official, if any, the chief elected official, 1 or more members of the legislative body, or any combination thereof, may be appointed to the planning commission, as ex officio members, unless prohibited by charter. However, in a city, village, or

county, not more than 1/3 of the members of the planning commission may be ex officio members. Except as provided in this subsection, an elected officer or employee of the local unit of government is not eligible to be a member of the planning commission. The term of an ex officio member of a planning commission shall be as follows:

(a) The term of a chief elected official shall correspond to his or her term as chief elected official.

(b) The term of a chief administrative official shall expire with the term of the chief elected official that appointed him or her as chief administrative official.

(c) The term of a member of the legislative body shall expire with his or her term on the legislative body.

(6) For a county planning commission, the county shall make every reasonable effort to ensure that the membership of the county planning commission includes a member of a public school board or an administrative employee of a school district included, in whole or in part, within the county's boundaries. The requirements of this subsection apply whenever an appointment is to be made to the planning commission, unless an incumbent is being reappointed or an ex officio member is being appointed under subsection (5).

(7) Subject to subsection (8), a city or village that has a population of less than 5,000, and that has not created a planning commission by charter, may by an ordinance adopted under section 11(1) provide that 1 of the following boards serve as its planning commission:

(a) The board of directors of the economic development corporation of the city or village created under the economic development corporations act, 1974 PA 338, MCL 125.1601 to 125.1636.

(b) The board of a downtown development authority created under 1975 PA 197, MCL 125.1651 to 125.1681, if the boundaries of the downtown district are the same as the boundaries of the city or village.

(c) A board created under the tax increment finance authority act, 1980 PA 450, MCL 125.1801 to 125.1830, if the boundaries of the authority district are the same as the boundaries of the city or village.

(8) Subsections (1) to (5) do not apply to a planning commission established under subsection (7). All other provisions of this act apply to a planning commission established under subsection (7).

(9) The legislative body may remove a member of the planning commission for misfeasance, malfeasance, or nonfeasance in office upon written charges and after a public hearing. Before casting a vote on a matter on which a member may reasonably be considered to have a conflict of interest, the member shall disclose the potential conflict of interest to the planning commission. The member is disqualified from voting on the matter if so provided by the bylaws or by a majority vote of the remaining members of the planning commission. Failure of a member to disclose a potential conflict of interest as required by this subsection constitutes malfeasance in office. Unless the legislative body, by ordinance, defines conflict of interest for the purposes of this subsection, the planning commission shall do so in its bylaws.

(10) An ordinance creating a planning commission may impose additional requirements relevant to the subject matter of, but not inconsistent with, this section.

History: 2008, Act 33, Eff. Sept. 1, 2008;—Am. 2010, Act 105, Imd. Eff. June 29, 2010.

***** 125.3815.amended THIS AMENDED SECTION IS EFFECTIVE 91 DAYS AFTER ADJOURNMENT OF THE 2024 REGULAR SESSION SINE DIE *****

125.3815.amended Planning commission; membership; appointment; terms; vacancy; representation; qualifications; ex-officio members; board serving as planning commission; removal of member; conditions; conflict of interest; additional requirements.

Sec. 15. (1) In a municipality, the chief elected official shall appoint members of the planning commission, subject to approval by a majority vote of the members of the legislative body elected and serving. In a county, the county board of commissioners shall determine the method of appointment of members of the planning commission by resolution of a majority of the full membership of the county board.

(2) A city, village, or township planning commission shall consist of 5, 7, or 9 members. A county planning commission shall consist of 5, 7, 9, or 11 members. Members of a planning commission other than ex officio members under subsection (5) shall be appointed for 3-year terms. However, of the members of the planning commission, other than ex officio members, first appointed, a number shall be appointed to 1-year or 2-year terms such that, as nearly as possible, the terms of 1/3 of all the planning commission members will expire each year. If a vacancy occurs on a planning commission, the vacancy must be filled for the unexpired term in the same manner as provided for an original appointment. A member shall hold office until a successor is appointed.

(3) The membership of a planning commission must be representative of important segments of the community, such as the economic, governmental, educational, and social development of the local unit of government, in accordance with the major interests of the local unit of government, such as agriculture, natural resources, recreation, education, public health, government, transportation, industry, housing, and

commerce. The membership must also be representative of the entire territory of the local unit of government to the extent practicable.

(4) Members of a planning commission must be qualified electors of the local unit of government. However, the following number of planning commission members may be individuals who are not qualified electors of the local unit of government but are qualified electors of another local unit of government:

(a) 3, in a city that on September 1, 2008 had a population of more than 2,700 but less than 2,800.

(b) 2, in a city or village that has, or on September 1, 2008 had, a population of less than 5,000, except as provided in subdivision (a).

(c) 1, in a local unit of government not described in subdivision (a) or (b).

(5) In a township that on September 1, 2008 had a planning commission created under former 1931 PA 285, 1 member of the legislative body or the chief elected official, or both, may be appointed to the planning commission as ex officio members. In any other township, 1 member of the legislative body must be appointed to the planning commission as an ex officio member. In a city, village, or county, the chief administrative official or an individual designated by the chief administrative official, if any, the chief elected official, 1 or more members of the legislative body, or any combination thereof, may be appointed to the planning commission as ex officio members, unless prohibited by charter. However, in a city, village, or county, not more than 1/3 of the members of the planning commission may be ex officio members. Except as provided in this subsection, an elected officer or employee of the local unit of government is not eligible to be a member of the planning commission. The term of an ex officio member of a planning commission is as follows:

(a) The term of a chief elected official must correspond to the individual's term as chief elected official.

(b) The term of a chief administrative official expires with the term of the chief elected official that appointed the chief administrative official.

(c) The term of a member of the legislative body expires with the member's term on the legislative body.

(6) For a county planning commission, the county shall make every reasonable effort to ensure that the membership of the county planning commission includes a member of a public school board or an administrative employee of a school district located, in whole or in part, within the county's boundaries. This subsection applies each time an appointment is to be made to the planning commission, unless an incumbent is being reappointed or an ex officio member is being appointed under subsection (5).

(7) Subject to subsection (8), a city or village that has a population of less than 5,000, and that has not created a planning commission by charter, may by an ordinance adopted under section 11(1) provide that 1 of the following boards serve as its planning commission:

(a) The board of directors of the economic development corporation of the city or village created under the economic development corporations act, 1974 PA 338, MCL 125.1601 to 125.1636.

(b) The board of a downtown development authority created under part 2 of the recodified tax increment financing act, 2018 PA 57, MCL 125.4201 to 125.4230, if the boundaries of the downtown district are the same as the boundaries of the city or village.

(c) The board of a tax increment finance authority under part 3 of the recodified tax increment financing act, 2018 PA 57, MCL 125.4301 to 125.4329, if the boundaries of the authority district are the same as the boundaries of the city or village.

(8) Subsections (1) to (5) do not apply to a planning commission established under subsection (7). All other provisions of this act apply to a planning commission established under subsection (7).

(9) The legislative body may remove a member of the planning commission for misfeasance, malfeasance, or nonfeasance in office on written charges and after a public hearing. Before casting a vote on a matter on which a member may reasonably be considered to have a conflict of interest, the member shall disclose the potential conflict of interest to the planning commission. The member is disqualified from voting on the matter if so provided by the bylaws or by a majority vote of the remaining members of the planning commission. Failure of a member to disclose a potential conflict of interest as required by this subsection constitutes malfeasance in office. Unless the legislative body, by ordinance, defines conflict of interest for the purposes of this subsection, the planning commission shall do so in its bylaws.

(10) An ordinance creating a planning commission may impose additional requirements relevant to the subject matter of, but not inconsistent with, this section.

History: 2008, Act 33, Eff. Sept. 1, 2008;—Am. 2010, Act 105, Imd. Eff. June 29, 2010;—Am. 2024, Act 153, Eff. (sine die).

125.3817 Chairperson, secretary, and other offices; election; terms; appointment of advisory committees.

Sec. 17. (1) A planning commission shall elect a chairperson and secretary from its members and create and fill other offices as it considers advisable. An ex officio member of the planning commission is not

eligible to serve as chairperson. The term of each officer shall be 1 year, with opportunity for reelection as specified in bylaws adopted under section 19.

(2) A planning commission may appoint advisory committees whose members are not members of the planning commission.

History: 2008, Act 33, Eff. Sept. 1, 2008.

125.3819 Bylaws; adoption; public record requirements; annual report by planning commission.

Sec. 19. (1) A planning commission shall adopt bylaws for the transaction of business, and shall keep a public record of its resolutions, transactions, findings, and determinations.

(2) A planning commission shall make an annual written report to the legislative body concerning its operations and the status of planning activities, including recommendations regarding actions by the legislative body related to planning and development.

History: 2008, Act 33, Eff. Sept. 1, 2008.

125.3821 Meetings; frequency; time; place; special meeting; notice; compliance with open meetings act; availability of writings to public.

Sec. 21. (1) A planning commission shall hold not less than 4 regular meetings each year, and by resolution shall determine the time and place of the meetings. Unless the bylaws provide otherwise, a special meeting of the planning commission may be called by the chairperson or by 2 other members, upon written request to the secretary. Unless the bylaws provide otherwise, the secretary shall send written notice of a special meeting to planning commission members not less than 48 hours before the meeting.

(2) The business that a planning commission may perform shall be conducted at a public meeting of the planning commission held in compliance with the open meetings act, 1976 PA 267, MCL 15.261 to 15.275. Public notice of the time, date, and place of a regular or special meeting shall be given in the manner required by that act.

(3) A writing prepared, owned, used, in the possession of, or retained by a planning commission in the performance of an official function shall be made available to the public in compliance with the freedom of information act, 1976 PA 442, MCL 15.231 to 15.246.

History: 2008, Act 33, Eff. Sept. 1, 2008.

125.3823 Compensation; expenses; preparation of budget; acceptance of gifts.

Sec. 23. (1) Members of a planning commission may be compensated for their services as provided by the legislative body. A planning commission may adopt bylaws relative to compensation and expenses of its members and employees for travel when engaged in the performance of activities authorized by the legislative body, including, but not limited to, attendance at conferences, workshops, educational and training programs, and meetings.

(2) After preparing the annual report required under section 19, a planning commission may prepare a detailed budget and submit the budget to the legislative body for approval or disapproval. The legislative body annually may appropriate funds for carrying out the purposes and functions permitted under this act, and may match local government funds with federal, state, county, or other local government or private grants, contributions, or endowments.

(3) A planning commission may accept gifts for the exercise of its functions. However, in a township, other than a township that on the effective date of this act had a planning commission created under former 1931 PA 285, only the township board may accept such gifts, on behalf of the planning commission. A gift of money so accepted in either case shall be deposited with the treasurer of the local unit of government in a special nonreverting planning commission fund for expenditure by the planning commission for the purpose designated by the donor. The treasurer shall draw a warrant against the special nonreverting fund only upon receipt of a voucher signed by the chairperson and secretary of the planning commission and an order drawn by the clerk of the local unit of government. The expenditures of a planning commission, exclusive of gifts and grants, shall be within the amounts appropriated by the legislative body.

History: 2008, Act 33, Eff. Sept. 1, 2008.

125.3825 Employment of planning director and other personnel; contract for services; use of information and advice provided by public officials, departments, and agencies.

Sec. 25. (1) A local unit of government may employ a planning director and other personnel as it considers necessary, contract for the services of planning and other technicians, and incur other expenses, within a budget authorized by the legislative body. This authority shall be exercised by the legislative body, unless a

charter provision or ordinance delegates this authority to the planning commission or another body or official. The appointment of employees is subject to the same provisions of law as govern other corresponding civil employees of the local unit of government.

(2) For the purposes of this act, a planning commission may make use of maps, data, and other information and expert advice provided by appropriate federal, state, regional, county, and municipal officials, departments, and agencies. All public officials, departments, and agencies shall make available public information for the use of planning commissions and furnish such other technical assistance and advice as they may have for planning purposes.

History: 2008, Act 33, Eff. Sept. 1, 2008.

ARTICLE III. PREPARATION AND ADOPTION OF MASTER PLAN

125.3831 Master plan; preparation by planning commission; meetings with other governmental planning commissions or agency staff; powers.

Sec. 31. (1) A planning commission shall make and approve a master plan as a guide for development within the planning jurisdiction subject to section 81 and the following:

(a) For a county, the master plan may include planning in cooperation with the constituted authorities for incorporated areas in whole or to the extent to which, in the planning commission's judgment, they are related to the planning of the unincorporated area or of the county as a whole.

(b) For a township that on September 1, 2008 had a planning commission created under former 1931 PA 285, or for a city or village, the planning jurisdiction may include any areas outside of the municipal boundaries that, in the planning commission's judgment, are related to the planning of the municipality.

(2) In the preparation of a master plan, a planning commission shall do all of the following, as applicable:

(a) Make careful and comprehensive surveys and studies of present conditions and future growth within the planning jurisdiction with due regard to its relation to neighboring jurisdictions.

(b) Consult with representatives of adjacent local units of government in respect to their planning so that conflicts in master plans and zoning may be avoided.

(c) Cooperate with all departments of the state and federal governments, public transportation agencies, and other public agencies concerned with programs for economic, social, and physical development within the planning jurisdiction and seek the maximum coordination of the local unit of government's programs with these agencies.

(3) In the preparation of the master plan, the planning commission may meet with other governmental planning commissions or agency staff to deliberate.

(4) In general, a planning commission has such lawful powers as may be necessary to enable it to promote local planning and otherwise carry out the purposes of this act.

History: 2008, Act 33, Eff. Sept. 1, 2008;—Am. 2010, Act 306, Imd. Eff. Dec. 17, 2010.

***** 125.3833 THIS SECTION IS AMENDED EFFECTIVE 91 DAYS AFTER ADJOURNMENT OF THE 2024 REGULAR SESSION SINE DIE: See 125.3833.amended *****

125.3833 Master plan; land use and infrastructure issues; inclusion of maps, plats, charts, and other related matter; recommendations for physical development; additional subjects; implementation of master street plan or certain elements; specifications; section subject to MCL 125.3881(1); public transportation facilities.

Sec. 33. (1) A master plan shall address land use and infrastructure issues and may project 20 years or more into the future. A master plan shall include maps, plats, charts, and descriptive, explanatory, and other related matter and shall show the planning commission's recommendations for the physical development of the planning jurisdiction.

(2) A master plan shall also include those of the following subjects that reasonably can be considered as pertinent to the future development of the planning jurisdiction:

(a) A land use plan that consists in part of a classification and allocation of land for agriculture, residences, commerce, industry, recreation, ways and grounds, subject to subsection (5), public transportation facilities, public buildings, schools, soil conservation, forests, woodlots, open space, wildlife refuges, and other uses and purposes. If a county has not adopted a zoning ordinance under former 1943 PA 183 or the Michigan zoning enabling act, 2006 PA 110, MCL 125.3101 to 125.3702, a land use plan and program for the county may be a general plan with a generalized future land use map.

(b) The general location, character, and extent of all of the following:

(i) All components of a transportation system and their interconnectivity including streets and bridges, public transit including public transportation facilities and routes, bicycle facilities, pedestrian ways, freight facilities and routes, port facilities, railroad facilities, and airports, to provide for the safe and efficient movement of people and goods in a manner that is appropriate to the context of the community and, as applicable, considers all legal users of the public right-of-way.

(ii) Waterways and waterfront developments.

(iii) Sanitary sewers and water supply systems.

(iv) Facilities for flood prevention, drainage, pollution prevention, and maintenance of water levels.

(v) Public utilities and structures.

(c) Recommendations as to the general character, extent, and layout of redevelopment or rehabilitation of blighted areas; and the removal, relocation, widening, narrowing, vacating, abandonment, change of use, or extension of streets, grounds, open spaces, buildings, utilities, or other facilities.

(d) For a local unit of government that has adopted a zoning ordinance, a zoning plan for various zoning districts controlling the height, area, bulk, location, and use of buildings and premises. The zoning plan shall include an explanation of how the land use categories on the future land use map relate to the districts on the zoning map.

(e) Recommendations for implementing any of the master plan's proposals.

(3) If a master plan is or includes a master street plan or 1 or more elements described in subsection (2)(b)(i), the means for implementing the master street plan or elements in cooperation with the county road commission and the state transportation department shall be specified in the master street plan in a manner consistent with the respective powers and duties of and any written agreements between these entities and the municipality.

(4) This section is subject to section 81(1).

(5) The reference to public transportation facilities in subsection (2)(a) only applies to a master plan that is adopted or substantively amended more than 90 days after the effective date of the amendatory act that added this subsection.

History: 2008, Act 33, Eff. Sept. 1, 2008;—Am. 2010, Act 134, Imd. Eff. Aug. 2, 2010;—Am. 2010, Act 306, Imd. Eff. Dec. 17, 2010.

***** 125.3833.amended THIS AMENDED SECTION IS EFFECTIVE 91 DAYS AFTER ADJOURNMENT OF THE 2024 REGULAR SESSION SINE DIE *****

125.3833.amended Master plan; land use and infrastructure issues; inclusion of maps, plats, charts, and other related matter; recommendations for physical development; additional subjects; implementation of master street plan or certain elements; specifications; section subject to MCL 125.3881(1); public transportation facilities.

Sec. 33. (1) A master plan must address land use and infrastructure issues and may project 20 years or more into the future. A master plan must include maps, plats, charts, and descriptive, explanatory, and other related matter and must show the planning commission's recommendations for the physical development of the planning jurisdiction.

(2) A master plan must also include those of the following subjects that reasonably can be considered as pertinent to the future development of the planning jurisdiction:

(a) A land use plan that consists in part of a classification and allocation of land for agriculture, residences, commerce, industry, recreation, ways and grounds, subject to subsection (5), public transportation facilities, public buildings, schools, soil conservation, forests, woodlots, open space, wildlife refuges, and other uses and purposes. If a county has not adopted a zoning ordinance under former 1943 PA 183 or the Michigan zoning enabling act, 2006 PA 110, MCL 125.3101 to 125.3702, a land use plan and program for the county may be a general plan with a generalized future land use map.

(b) The general location, character, and extent of all of the following:

(i) All components of a transportation system and their interconnectivity, including streets and bridges, public transit including public transportation facilities and routes, bicycle facilities, pedestrian ways, freight facilities and routes, port facilities, railroad facilities, and airports, to provide for the safe and efficient movement of people and goods in a manner that is appropriate to the context of the community and, as applicable, considers all legal users of the public right-of-way.

(ii) Waterways and waterfront developments.

(iii) Sanitary sewers and water supply systems.

(iv) Facilities for flood prevention, drainage, pollution prevention, and maintenance of water levels.

(v) Public utilities and structures.

(c) Recommendations as to the general character, extent, and layout of redevelopment or rehabilitation of blighted areas, and the removal, relocation, widening, narrowing, vacating, abandonment, change of use, or extension of streets, grounds, open spaces, buildings, utilities, or other facilities.

(d) For a local unit of government that has adopted a zoning ordinance, a zoning plan for various zoning districts controlling the height, area, bulk, location, and use of buildings and premises. The zoning plan must include an explanation of how the land use categories on the future land use map relate to the districts on the zoning map.

(e) An assessment of the community's existing and forecasted housing demands, with strategies and policies for addressing those demands.

(f) Recommendations for implementing any of the master plan's proposals.

(3) If a master plan is or includes a master street plan or 1 or more elements described in subsection (2)(b)(i), the means for implementing the master street plan or elements in cooperation with the county road commission and the state transportation department must be specified in the master street plan in a manner consistent with the respective powers and duties of and any written agreements between these entities and the municipality.

(4) This section is subject to section 81(1).

(5) The reference to public transportation facilities in subsection (2)(a) only applies to a master plan that is adopted or substantively amended after March 17, 2011.

History: 2008, Act 33, Eff. Sept. 1, 2008;—Am. 2010, Act 134, Imd. Eff. Aug. 2, 2010;—Am. 2010, Act 306, Imd. Eff. Dec. 17, 2010;—Am. 2024, Act 153, Eff. (sine die).

125.3835 Subplan; adoption.

Sec. 35. A planning commission may, by a majority vote of the members, adopt a subplan for a geographic area less than the entire planning jurisdiction, if, because of the unique physical characteristics of that area, more intensive planning is necessary for the purposes set forth in section 7.

History: 2008, Act 33, Eff. Sept. 1, 2008.

125.3837 Metropolitan county planning commission; designation; powers.

Sec. 37. (1) A county board of commissioners may designate the county planning commission as the metropolitan county planning commission. A county planning commission so designated shall perform metropolitan and regional planning whenever necessary or desirable. The metropolitan county planning commission may engage in comprehensive planning, including, but not limited to, the following:

(a) Preparation, as a guide for long-range development, of general physical plans with respect to the pattern and intensity of land use and the provision of public facilities, together with long-range fiscal plans for such development.

(b) Programming of capital improvements based on relative urgency, together with definitive financing plans for the improvements to be constructed in the earlier years of the program.

(c) Coordination of all related plans of local governmental agencies within the metropolitan area or region.

(d) Intergovernmental coordination of all related planning activities among the state and local governmental agencies within the metropolitan area or region.

(2) In addition to the powers conferred by other provisions of this act, a metropolitan county planning commission may apply for, receive, and accept grants from any local, regional, state, or federal governmental agency and agree to and comply with the terms and conditions of such grants. A metropolitan county planning commission may do any and all things necessary or desirable to secure the financial aid or cooperation of a regional, state, or federal governmental agency in carrying out its functions, when approved by a 2/3 vote of the county board of commissioners.

History: 2008, Act 33, Eff. Sept. 1, 2008.

125.3839 Master plan; adoption; procedures; notice; submittals; use of electronic mail.

Sec. 39. (1) A master plan shall be adopted under the procedures set forth in this section and sections 41 and 43. A master plan may be adopted as a whole or by successive parts corresponding with major geographical areas of the planning jurisdiction or with functional subject matter areas of the master plan.

(2) Before preparing a master plan, a planning commission shall send to all of the following, by first-class mail or personal delivery, a notice explaining that the planning commission intends to prepare a master plan and requesting the recipient's cooperation and comment:

(a) For any local unit of government undertaking a master plan, the planning commission, or if there is no planning commission, the legislative body, of each municipality located within or contiguous to the local unit of government.

(b) For a county undertaking a master plan, the regional planning commission for the region in which the county is located, if any.

(c) For a county undertaking a master plan, the county planning commission, or if there is no county planning commission, the county board of commissioners, for each county located contiguous to the county.

(d) For a municipality undertaking a master plan, the regional planning commission for the region in which the municipality is located, if there is no county planning commission for the county in which that municipality is located. If there is a county planning commission, the municipal planning commission may consult with the regional planning commission but is not required to do so.

(e) For a municipality undertaking a master plan, the county planning commission, or if there is no county planning commission, the county board of commissioners, for the county in which that municipality is located.

(f) For any local unit of government undertaking a master plan, each public utility company, railroad company, and public transportation agency owning or operating a public utility, railroad, or public transportation system within the local unit of government, and any government entity that registers its name and mailing address for this purpose with the planning commission.

(g) If the master plan will include a master street plan, the county road commission and the state transportation department.

(3) A submittal under section 41 or 43 by or to an entity described in subsection (2) may be made by personal or first-class mail delivery of a hard copy or by electronic mail. However, the planning commission preparing the plan shall not make such submittals by electronic mail unless, in the notice described in subsection (2), the planning commission states that it intends to make such submittals by electronic mail and the entity receiving that notice does not respond by objecting to the use of electronic mail. Electronic mail may contain a link to a website on which the submittal is posted if the website is accessible to the public free of charge.

History: 2008, Act 33, Eff. Sept. 1, 2008;—Am. 2010, Act 306, Imd. Eff. Dec. 17, 2010.

125.3841 Preparation of proposed master plan; submission to legislative body for review and comment; approval required; notice; submission of comments; statements as advisory.

Sec. 41. (1) After preparing a proposed master plan, a planning commission shall submit the proposed master plan to the legislative body for review and comment. The process of adopting a master plan shall not proceed further unless the legislative body approves the distribution of the proposed master plan.

(2) If the legislative body approves the distribution of the proposed master plan, it shall notify the secretary of the planning commission, and the secretary of the planning commission shall submit, in the manner provided in section 39(3), a copy of the proposed master plan, for review and comment, to all of the following:

(a) For any local unit of government proposing a master plan, the planning commission, or if there is no planning commission, the legislative body, of each municipality located within or contiguous to the local unit of government.

(b) For a county proposing a master plan, the regional planning commission for the region in which the county is located, if any.

(c) For a county proposing a master plan, the county planning commission, or if there is no county planning commission, the county board of commissioners, for each county located contiguous to the county.

(d) For a municipality proposing a master plan, the regional planning commission for the region in which the municipality is located, if there is no county planning commission for the county in which that local unit of government is located. If there is a county planning commission, the secretary of the municipal planning commission may submit a copy of the proposed master plan to the regional planning commission but is not required to do so.

(e) For a municipality proposing a master plan, the county planning commission, or if there is no county planning commission, the county board of commissioners, for the county in which that municipality is located. The secretary of the municipal planning commission shall concurrently submit to the county planning commission, in the manner provided in section 39(3), a statement that the requirements of subdivision (a) have been met or, if there is no county planning commission, shall submit to the county board of commissioners, in the manner provided in section 39(3), a statement that the requirements of subdivisions (a) and (d) have been met. The statement shall be signed by the secretary and shall include the name and address of each planning commission or legislative body to which a copy of the proposed master plan was submitted under subdivision (a) or (d), as applicable, and the date of submittal.

(f) For any local unit of government proposing a master plan, each public utility company, railroad company, and public transportation agency owning or operating a public utility, railroad, or public

transportation system within the local unit of government, and any government entity that registers its name and address for this purpose with the secretary of the planning commission. An entity described in this subdivision that receives a copy of a proposed master plan, or of a final master plan as provided in section 43(5), shall reimburse the local unit of government for any copying and postage costs thereby incurred.

(g) If the proposed master plan is or includes a proposed master street plan, the county road commission and the state transportation department.

(3) An entity described in subsection (2) may submit comments on the proposed master plan to the planning commission in the manner provided in section 39(3) within 63 days after the proposed master plan was submitted to that entity under subsection (2). If the county planning commission or the county board of commissioners that receives a copy of a proposed master plan under subsection (2)(e) submits comments, the comments shall include, but need not be limited to, both of the following, as applicable:

(a) A statement whether the county planning commission or county board of commissioners considers the proposed master plan to be inconsistent with the master plan of any municipality or region described in subsection (2)(a) or (d).

(b) If the county has a county master plan, a statement whether the county planning commission considers the proposed master plan to be inconsistent with the county master plan.

(4) The statements provided for in subsection (3)(a) and (b) are advisory only.

History: 2008, Act 33, Eff. Sept. 1, 2008;—Am. 2010, Act 306, Imd. Eff. Dec. 17, 2010.

125.3843 Proposed master plan; public hearing; notice; approval by resolution of planning commission; statement; submission of copy of master plan to legislative body; approval or rejection by legislative body; procedures; submission of adopted master plan to certain entities.

Sec. 43. (1) Before approving a proposed master plan, a planning commission shall hold not less than 1 public hearing on the proposed master plan. The hearing shall be held after the expiration of the deadline for comment under section 41(3). The planning commission shall give notice of the time and place of the public hearing not less than 15 days before the hearing by publication in a newspaper of general circulation within the local unit of government. The planning commission shall also submit notice of the public hearing in the manner provided in section 39(3) to each entity described in section 39(2). This notice may accompany the proposed master plan submitted under section 41.

(2) The approval of the proposed master plan shall be by resolution of the planning commission carried by the affirmative votes of not less than 2/3 of the members of a city or village planning commission or not less than a majority of the members of a township or county planning commission. The resolution shall refer expressly to the maps and descriptive and other matter intended by the planning commission to form the master plan. A statement recording the planning commission's approval of the master plan, signed by the chairperson or secretary of the planning commission, shall be included on the inside of the front or back cover of the master plan and, if the future land use map is a separate document from the text of the master plan, on the future land use map. Following approval of the proposed master plan by the planning commission, the secretary of the planning commission shall submit a copy of the master plan to the legislative body.

(3) Approval of the proposed master plan by the planning commission under subsection (2) is the final step for adoption of the master plan, unless the legislative body by resolution has asserted the right to approve or reject the master plan. In that case, after approval of the proposed master plan by the planning commission, the legislative body shall approve or reject the proposed master plan. A statement recording the legislative body's approval of the master plan, signed by the clerk of the legislative body, shall be included on the inside of the front or back cover of the master plan and, if the future land use map is a separate document from the text of the master plan, on the future land use map.

(4) If the legislative body rejects the proposed master plan, the legislative body shall submit to the planning commission a statement of its objections to the proposed master plan. The planning commission shall consider the legislative body's objections and revise the proposed master plan so as to address those objections. The procedures provided in subsections (1) to (3) and this subsection shall be repeated until the legislative body approves the proposed master plan.

(5) Upon final adoption of the master plan, the secretary of the planning commission shall submit, in the manner provided in section 39(3), copies of the adopted master plan to the same entities to which copies of the proposed master plan were required to be submitted under section 41(2).

History: 2008, Act 33, Eff. Sept. 1, 2008.

125.3845 Extension, addition, revision, or other amendment to master plan; adoption; procedures; review and findings.

Sec. 45. (1) An extension, addition, revision, or other amendment to a master plan shall be adopted by following the procedure under sections 39, 41, and 43, subject to all of the following:

(a) Any of the following amendments to a master plan may be made without following the procedure under sections 39, 41, and 43:

(i) A grammatical, typographical, or similar editorial change.

(ii) A title change.

(iii) A change to conform to an adopted plat.

(b) Subject to subdivision (a), the review period provided for in section 41(3) shall be 42 days instead of 63 days.

(c) When a planning commission sends notice to an entity under section 39(2) that it intends to prepare a subplan, the notice may indicate that the local unit of government intends not to provide that entity with further notices of or copies of proposed or final subplans otherwise required to be submitted to that entity under section 39, 41, or 43. Unless the entity responds that it chooses to receive notice of subplans, the local unit of government is not required to provide further notice of subplans to that entity.

(2) At least every 5 years after adoption of a master plan, a planning commission shall review the master plan and determine whether to commence the procedure to amend the master plan or adopt a new master plan. The review and its findings shall be recorded in the minutes of the relevant meeting or meetings of the planning commission.

History: 2008, Act 33, Eff. Sept. 1, 2008.

125.3847 Part of county master plan covering incorporated area; adoption by appropriate city or village required; exception.

Sec. 47. (1) Subject to subsection (2), a part of a county master plan covering an incorporated area within the county shall not be recognized as the official master plan or part of the official master plan for that area unless adopted by the appropriate city or village in the manner prescribed by this act.

(2) Subsection (1) does not apply if the incorporated area is subject to county zoning pursuant to the Michigan zoning enabling act, 2006 PA 110, MCL 125.3101 to 125.3702, and a contract under the urban cooperation act, 1967 (Ex Sess) PA 7, MCL 124.501 to 124.512, or 1967 (Ex Sess) PA 8, MCL 124.531 to 124.536.

History: 2008, Act 33, Eff. Sept. 1, 2008.

125.3849 City or village planning department; authority to submit proposed master plan, or proposed extension, addition, revision, or other amendment.

Sec. 49. (1) This act does not alter the authority of a planning department of a city or village created by charter to submit a proposed master plan, or a proposed extension, addition, revision, or other amendment to a master plan, to the planning commission, whether directly or indirectly as provided by charter.

(2) Subsection (1) notwithstanding, a planning commission described in subsection (1) shall comply with the requirements of this act.

History: 2008, Act 33, Eff. Sept. 1, 2008.

125.3851 Public interest and understanding; promotion.

Sec. 51. (1) To promote public interest in and understanding of the master plan, a planning commission may publish and distribute copies of the master plan or of any report, and employ other means of publicity and education.

(2) A planning commission shall consult with and advise public officials and agencies, public utility companies, civic, educational, professional, and other organizations, and citizens concerning the promotion or implementation of the master plan.

History: 2008, Act 33, Eff. Sept. 1, 2008.

ARTICLE IV.

SPECIAL PROVISIONS, INCLUDING CAPITAL IMPROVEMENTS AND SUBDIVISION REVIEW

125.3861 Construction of certain projects in area covered by municipal master plan; approval; initiation of work on project; requirements; report and advice.

Sec. 61. (1) A street; square, park, playground, public way, ground, or other open space; or public building or other structure shall not be constructed or authorized for construction in an area covered by a municipal master plan unless the location, character, and extent of the street, public way, open space, structure, or utility have been submitted to the planning commission by the legislative body or other body having jurisdiction

over the authorization or financing of the project and has been approved by the planning commission. The planning commission shall submit its reasons for approval or disapproval to the body having jurisdiction. If the planning commission disapproves, the body having jurisdiction may overrule the planning commission by a vote of not less than 2/3 of its entire membership for a township that on the enactment date of this act had a planning commission created under former 1931 PA 285, or for a city or village, or by a vote of not less than a majority of its membership for any other township. If the planning commission fails to act within 35 days after submission of the proposal to the planning commission, the project shall be considered to be approved by the planning commission.

(2) Following adoption of the county plan or any part of a county plan and the certification by the county planning commission to the county board of commissioners of a copy of the plan, work shall not be initiated on any project involving the expenditure of money by a county board, department, or agency for the acquisition of land, the erection of structures, or the extension, construction, or improvement of any physical facility by any county board, department, or agency unless a full description of the project, including, but not limited to, its proposed location and extent, has been submitted to the county planning commission and the report and advice of the planning commission on the proposal have been received by the county board of commissioners and by the county board, department, or agency submitting the proposal. However, work on the project may proceed if the planning commission fails to provide in writing its report and advice upon the proposal within 35 days after the proposal is filed with the planning commission. The planning commission shall provide copies of the report and advice to the county board, department, or agency sponsoring the proposal.

History: 2008, Act 33, Eff. Sept. 1, 2008.

125.3863 Approval of construction project before effective date of act; rescission of authorization; failure of planning commission to act within certain period of time.

Sec. 63. If the opening, widening, or extension of a street, or the acquisition or enlargement of any square, park, playground, or other open space has been approved by a township planning commission that was created before the effective date of this act under former 1931 PA 285 or by a city or village planning commission and authorized by the legislative body as provided under section 61, the legislative body shall not rescind its authorization unless the matter has been resubmitted to the planning commission and the rescission has been approved by the planning commission. The planning commission shall hold a public hearing on the matter. The planning commission shall submit its reasons for approval or disapproval of the rescission to the legislative body. If the planning commission disapproves the rescission, the legislative body may overrule the planning commission by a vote of not less than 2/3 of its entire membership. If the planning commission fails to act within 63 days after submission of the proposed rescission to the planning commission, the proposed rescission shall be considered to be approved by the planning commission.

History: 2008, Act 33, Eff. Sept. 1, 2008.

125.3865 Capital improvements program of public structures and improvements; preparation; basis.

Sec. 65. (1) To further the desirable future development of the local unit of government under the master plan, a planning commission, after adoption of a master plan, shall annually prepare a capital improvements program of public structures and improvements, unless the planning commission is exempted from this requirement by charter or otherwise. If the planning commission is exempted, the legislative body either shall prepare and adopt a capital improvements program, separate from or as a part of the annual budget, or shall delegate the preparation of the capital improvements program to the chief elected official or a nonelected administrative official, subject to final approval by the legislative body. The capital improvements program shall show those public structures and improvements, in the general order of their priority, that in the commission's judgment will be needed or desirable and can be undertaken within the ensuing 6-year period. The capital improvements program shall be based upon the requirements of the local unit of government for all types of public structures and improvements. Consequently, each agency or department of the local unit of government with authority for public structures or improvements shall upon request furnish the planning commission with lists, plans, and estimates of time and cost of those public structures and improvements.

(2) Any township may prepare and adopt a capital improvement program. However, subsection (1) is only mandatory for a township if the township, alone or jointly with 1 or more other local units of government, owns or operates a water supply or sewage disposal system.

History: 2008, Act 33, Eff. Sept. 1, 2008.

125.3867 Programs for public structures and improvements; recommendations.

Sec. 67. A planning commission may recommend to the appropriate public officials programs for public structures and improvements and for the financing thereof, regardless of whether the planning commission is exempted from the requirement to prepare a capital improvements program under section 65.

History: 2008, Act 33, Eff. Sept. 1, 2008.

125.3869 Copy of zoning ordinance and amendments; request by county planning commission for submission by municipal planning commission.

Sec. 69. If a municipal planning commission has zoning duties pursuant to section 83 and the municipality has adopted a zoning ordinance, the county planning commission, if any, may, by first-class mail or personal delivery, request the municipal planning commission to submit to the county planning commission a copy of the zoning ordinance and any amendments. The municipal planning commission shall submit the requested documents to the county planning commission within 63 days after the request is received and shall submit any future amendments to the zoning ordinance within 63 days after the amendments are adopted. The municipal planning commission may submit a zoning ordinance or amendment under this subsection electronically.

History: 2008, Act 33, Eff. Sept. 1, 2008.

125.3871 Recommendations for ordinances or rules governing subdivision of land; public hearing; notice; action on proposed plat; approval, approval with conditions, or disapproval by planning commission; approval of plat as amendment to master plan.

Sec. 71. (1) A planning commission may recommend to the legislative body provisions of an ordinance or rules governing the subdivision of land authorized under section 105 of the land division act, 1967 PA 288, MCL 560.105. If a township is subject to county zoning consistent with section 209 of the Michigan zoning enabling act, 2006 PA 110, MCL 125.3209, or a city or village is subject to county zoning pursuant to the Michigan zoning enabling act, 2006 PA 110, MCL 125.3101 to 125.3702, and a contract under the urban cooperation act of 1967, 1967 (Ex Sess) PA 7, MCL 124.501 to 124.512, or 1967 (Ex Sess) PA 8, MCL 124.531 to 124.536, the county planning commission may recommend to the legislative body of the municipality provisions of an ordinance or rules governing the subdivision of land authorized under section 105 of the land division act, 1967 PA 288, MCL 560.105. A planning commission may proceed under this subsection on its own initiative or upon request of the appropriate legislative body.

(2) Recommendations for a subdivision ordinance or rule may address plat design, including the proper arrangement of streets in relation to other existing or planned streets and to the master plan; adequate and convenient open spaces for traffic, utilities, access of firefighting apparatus, recreation, light, and air; and the avoidance of congestion of population, including minimum width and area of lots. The recommendations may also address the extent to which streets shall be graded and improved and to which water and sewer and other utility mains, piping, or other facilities shall be installed as a condition precedent to the approval of a plat.

(3) Before recommending an ordinance or rule described in subsection (1), the planning commission shall hold a public hearing on the proposed ordinance or rule. The planning commission shall give notice of the time and place of the public hearing not less than 15 days before the hearing by publication in a newspaper of general circulation within the local unit of government.

(4) If a municipality has adopted a master plan or master street plan, the planning commission of that municipality shall review and make recommendations on plats before action thereon by the legislative body under section 112 of the land division act, 1967 PA 288, MCL 560.112. If a township is subject to county zoning consistent with section 209 of the Michigan zoning enabling act, 2006 PA 110, MCL 125.3209, or a city or village is subject to county zoning pursuant to the Michigan zoning enabling act, 2006 PA 110, MCL 125.3101 to 125.3702, and a contract under the urban cooperation act of 1967, 1967 (Ex Sess) PA 7, MCL 124.501 to 124.512, or 1967 (Ex Sess) PA 8, MCL 124.531 to 124.536, and the municipality has adopted a master plan or master street plan, the county planning commission shall also review and make recommendations on plats before action thereon by the legislative body of the municipality under section 112 of the land division act, 1967 PA 288, MCL 560.112.

(5) A planning commission shall not take action on a proposed plat without affording an opportunity for a public hearing thereon. A plat submitted to the planning commission shall contain the name and address of the proprietor or other person to whom notice of a hearing shall be sent. Not less than 15 days before the date of the hearing, notice of the date, time, and place of the hearing shall be sent to that person at that address by mail and shall be published in a newspaper of general circulation in the municipality. Similar notice shall be mailed to the owners of land immediately adjoining the proposed platted land.

(6) A planning commission shall recommend approval, approval with conditions, or disapproval of a plat within 63 days after the plat is submitted to the planning commission. If applicable standards under the land

division act, 1967 PA 288, MCL 560.101 to 560.293, and an ordinance or published rules governing the subdivision of land authorized under section 105 of that act, MCL 560.105, are met, the planning commission shall recommend approval of the plat. If the planning commission fails to act within the required period, the plat shall be considered to have been recommended for approval, and a certificate to that effect shall be issued by the planning commission upon request of the proprietor. However, the proprietor may waive this requirement and consent to an extension of the 63-day period. The grounds for any recommendation of disapproval of a plat shall be stated upon the records of the planning commission.

(7) A plat approved by a municipality and recorded under section 172 of the land division act, 1967 PA 288, MCL 560.172, shall be considered to be an amendment to the master plan and a part thereof. Approval of a plat by a municipality does not constitute or effect an acceptance by the public of any street or other open space shown upon the plat.

History: 2008, Act 33, Eff. Sept. 1, 2008.

ARTICLE V.

TRANSITIONAL PROVISIONS AND REPEALER

125.3881 Plan adopted or amended under planning act repealed under MCL 125.3885; effect; city or home rule village charter provision creating planning commission or ordinance implementing provision before effective date of act; ordinance creating planning commission under former law; ordinance or rules governing subdivision of land.

Sec. 81. (1) Unless rescinded by the local unit of government, any plan adopted or amended under a planning act repealed under section 85 need not be readopted under this act but continues in effect as a master plan under this act, regardless of whether it is entitled a master plan, basic plan, county plan, development plan, guide plan, land use plan, municipal plan, township plan, plan, or any other term. This includes, but is not limited to, a plan prepared by a planning commission and adopted before the effective date of this act to satisfy the requirements of section 1 of the former city and village zoning act, 1921 PA 207, section 3 of the former township zoning act, 1943 PA 184, section 3 of the former county zoning act, 1943 PA 183, or section 203(1) of the Michigan zoning enabling act, 2006 PA 110, MCL 125.3203. The master plan is subject to the requirements of this act, including, but not limited to, the requirement for periodic review under section 45(2) and the amendment procedures set forth in this act. However, the master plan is not subject to the requirements of section 33 until it is first amended under this act.

(2) Unless repealed, a city or home rule village charter provision creating a planning commission before the effective date of this act and any ordinance adopted before the effective date of this act implementing that charter provision continues in effect under this act, and the planning commission need not be newly created by an ordinance adopted under this act. However, both of the following apply:

(a) The legislative body may by ordinance increase the powers and duties of the planning commission to correspond with the powers and duties of a planning commission created under this act. Provisions of this act regarding planning commission powers and duties do not otherwise apply to a planning commission created by charter before the effective date of this act and provisions of this act regarding planning commission membership, appointment, and organization do not apply to such a planning commission. All other provisions of this act, including, but not limited to, provisions regarding planning commission selection of officers, meetings, rules, records, appointment of employees, contracts for services, and expenditures, do apply to such a planning commission.

(b) The legislative body shall amend any ordinance adopted before the effective date of this act to implement the charter provision, or repeal the ordinance and adopt a new ordinance, to fully conform to the requirements of this act made applicable by subdivision (a), by the earlier of the following dates:

- (i) The date when an amendatory or new ordinance is first adopted under this act for any purpose.
- (ii) July 1, 2011.

(3) Unless repealed, an ordinance creating a planning commission under former 1931 PA 285 or former 1945 PA 282 or a resolution creating a planning commission under former 1959 PA 168 continues in effect under this act, and the planning commission need not be newly created by an ordinance adopted under this act. However, all of the following apply:

(a) Beginning on the effective date of this act, the duties of the planning commission are subject to the requirements of this act.

(b) The legislative body shall amend the ordinance, or repeal the ordinance or resolution and adopt a new ordinance, to fully conform to the requirements of this act by the earlier of the following dates:

- (i) The date when an amendatory or new ordinance is first adopted under this act for any purpose.
- (ii) July 1, 2011.

(c) An ordinance adopted under subdivision (b) is not subject to referendum.

(4) Unless repealed or rescinded by the legislative body, an ordinance or published rules governing the subdivision of land authorized under section 105 of the land division act, 1967 PA 288, MCL 560.105, need not be readopted under this act or amended to comply with this act but continue in effect under this act. However, if amended, the ordinance or published rules shall be amended under the procedures of this act.

History: 2008, Act 33, Eff. Sept. 1, 2008.

125.3883 Transfer of powers, duties, and records.

Sec. 83. (1) If, on the effective date of this act, a planning commission had the powers and duties of a zoning board or zoning commission under the former city and village zoning act, 1921 PA 207, the former county zoning act, 1943 PA 183, or the former township zoning act, 1943 PA 184, and under the Michigan zoning enabling act, 2006 PA 110, MCL 125.3101 to 125.3702, the planning commission may continue to exercise those powers and duties without amendment of the ordinance, resolution, or charter provision that created the planning commission.

(2) If, on the effective date of this act, a local unit of government had a planning commission without zoning authority created under former 1931 PA 285, former 1945 PA 282, or former 1959 PA 168, the legislative body may by amendment to the ordinance creating the planning commission, or, if the planning commission was created by resolution, may by resolution, transfer to the planning commission all the powers and duties provided to a zoning board or zoning commission created under the Michigan zoning enabling act, 2006 PA 110, MCL 125.3101 to 125.3702. If an existing zoning board or zoning commission in the local unit of government is nearing the completion of its draft zoning ordinance, the legislative body shall postpone the transfer of the zoning board's or zoning commission's powers, duties, and records until the completion of the draft zoning ordinance, but is not required to postpone the transfer more than 1 year.

(3) If, on or after the effective date of this act, a planning commission is created in a local unit of government that has had a zoning board or zoning commission since before the effective date of this act, the legislative body shall transfer all the powers, duties, and records of the zoning board or zoning commission to the planning commission before July 1, 2011. If the existing zoning board or zoning commission is nearing the completion of its draft zoning ordinance, the legislative body may, by resolution, postpone the transfer of the zoning board's or zoning commission's powers, duties, and records until the completion of the draft zoning ordinance, but not later than until 1 year after creation of the planning commission or July 1, 2011, whichever comes first.

History: 2008, Act 33, Eff. Sept. 1, 2008.

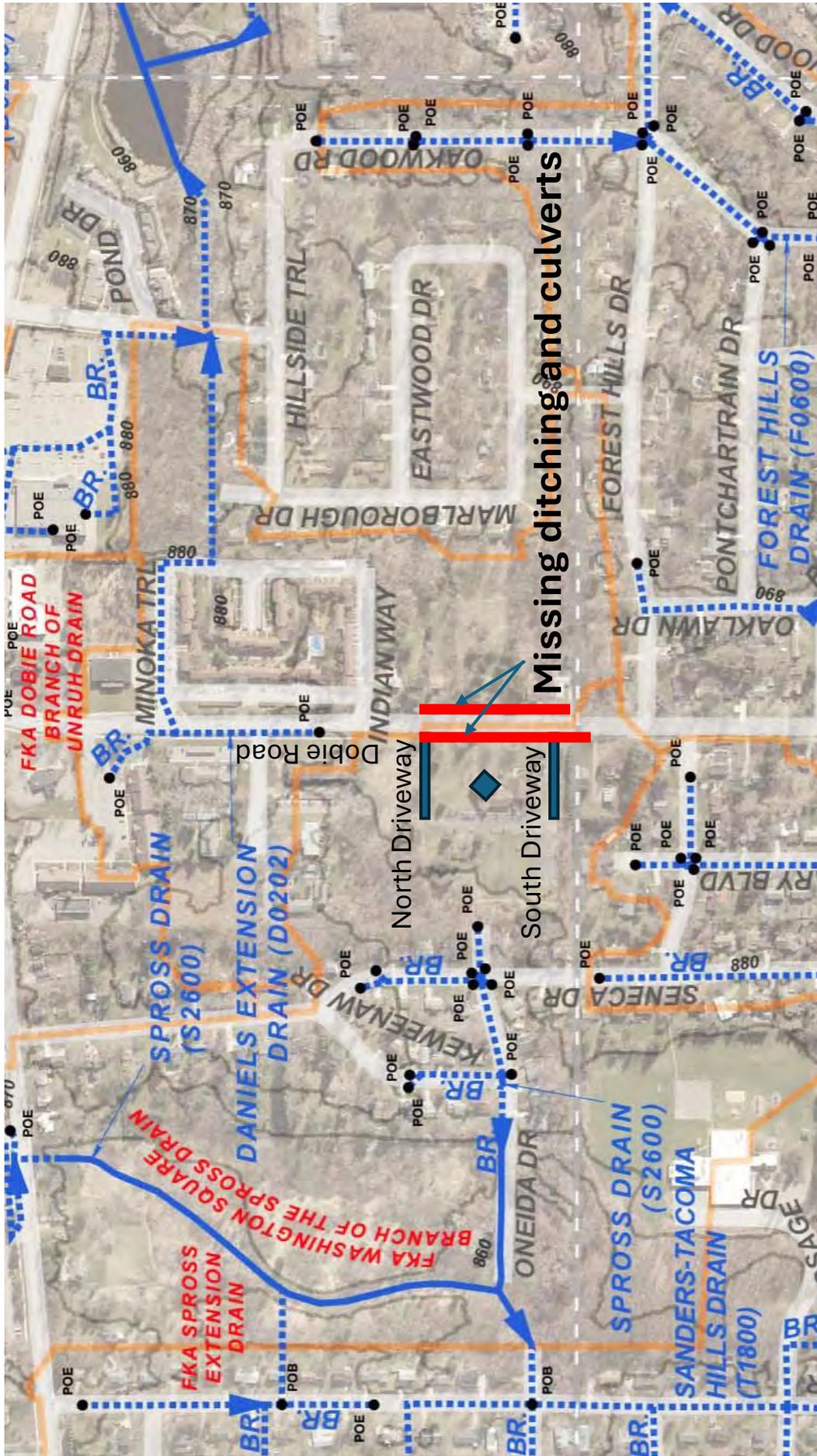
125.3885 Repeal of certain acts.

Sec. 85. (1) The following acts are repealed:

- (a) 1931 PA 285, MCL 125.31 to 125.45.
- (b) 1945 PA 282, MCL 125.101 to 125.115.
- (c) 1959 PA 168, MCL 125.321 to 125.333.

(2) Any plan adopted or amended under an act repealed under subsection (1) is subject to section 81(1).

History: 2008, Act 33, Eff. Sept. 1, 2008.



Ingham County Drainage Map with overlay



Photo 1 (East of Dobie looking North)



Photo 2 (East of Dobie looking North)



Photo 3 (North Chruch Driveway)



Photo 4 (West side of Dobie looking South)



Photo 5 (West side of Dobie looking South)

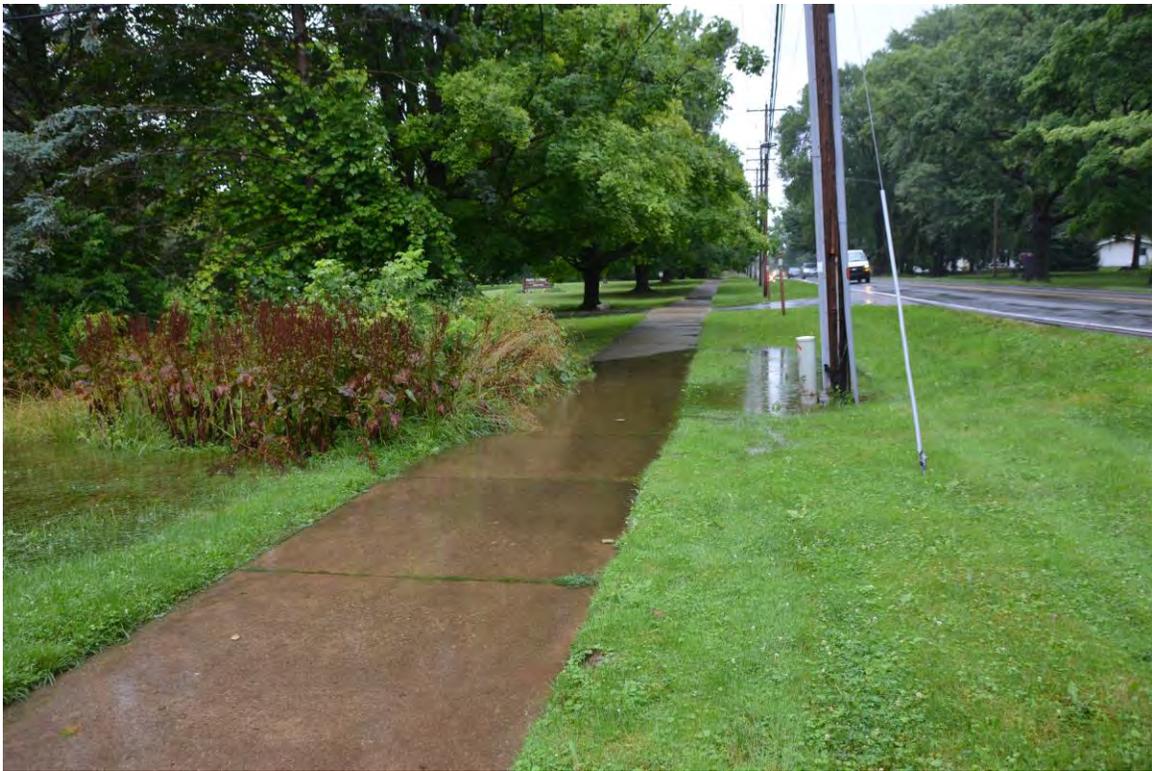


Photo 6 (West side of Dobie looking North)

Board of County Road Commissioners
County of Ingham, State of Michigan

**PROCEDURES AND GUIDELINES
FOR
DEVELOPING PUBLIC ROADS**

INGHAM COUNTY ROAD COMMISSION
301 Bush Street, P.O. Box 38
Mason, Michigan 48854
Ph.: (517) 676-9722
Fax: (517)676-2085
www.inghamcrc.org

May 2009

TABLE OF CONTENTS

PROCEDURES AND GUIDELINES FOR DEVELOPING PUBLIC ROADS

	<u>Page</u>
SECTION I	Definitions..... 5
SECTION II	Order of Procedure..... 8
SECTION III	General Requirements..... 10
SECTION IV	Submittal Requirements..... 13
	A. Preliminary Plat..... 13
	B. Road and Drainage Construction Plans..... 16
	C. Right-of-Way Requirements..... 19
SECTION V	Road Design Elements and Construction Standards 21
	A. Typical Cross Sections 21
	B. Alignment..... 28
	C. Storm Sewer..... 31
	D. Roadside Ditches and Culverts..... 32
	E. Clearing and Grubbing..... 32
	F. Existing Road Cleanup..... 33
	G. Utilities and Backfill..... 33
	H. Subgrade Preparation 34
	I. Sand Subbase Installation 34
	J. Aggregate Base Installation 34
	K. Bituminous Base, Leveling and Top Course Placement 35
	L. Concrete Pavement Placement 36
	M. Sidewalks 36
	N. Curb and Gutter 36
	O. Topsoil, Seed, Fertilizer & Mulch..... 37
	P. Trees..... 37

	Q.	Nonspecified Materials & Construction.....	37
	R.	Traffic Control	37
	S.	Inspection and Testing	38
	T.	Construction Within Existing County Right-of-Way	40
	U.	Acceptance of Roads for Maintenance	40
SECTION VI		Procedures for Road Construction to be Completed After Acceptance of Roads	42
	A.	Escrow Agreements.....	42
	B.	Insurance Requirements.....	42
SECTION VII		Fees.....	44
	A.	Road Construction Fee.....	44
	B.	Bituminous Pavement Agreement.....	44
	C.	Sign Fee.....	44
	D.	Permits.....	44
SECTION VIII		Severability Clause.....	46
APPENDIX			47
		Bituminous Pavement Agreement.....	48
		Irrevocable Commercial Letter of Credit.....	51
		Engineer's Certificate.....	52
		Progress Inspection Checklist	53
		Figure for Concrete Curb & Gutter	56
		Figure for Cul-De-Sac and Temporary Turnaround.	57
		Utility Trench Backfill in Roadway and Outside Roadway.....	58
		Turning Private Roads to Public Roads	59

SECTION I - Definitions

- A. **A.A.S.H.T.O.**
The American Association of State Highway and Transportation Officials.
- B. **Agreement:**
A document signed by the Proprietor and the Road Commission that indicates construction and financial obligations of the Proprietor and the intention of the Road Commission to accept the new roads as public roads.
- C. **A.S.T.M.**
The American Society for Testing Materials.
- D. **Board:**
The Board of County Road Commissioners of the County of Ingham, State of Michigan.
- E. **Condominium Act of 1978:**
Act 59 of the Michigan Public Acts of 1978 and all amendments thereto.
- F. **County Engineer:**
The Director of Engineering or other representative designated by the Board of Ingham County Road Commissioners.
- G. **Final Plat:**
A map of all or part of the subdivision prepared and certified by the Proprietor's Land Surveyor in accordance with the requirements of the Subdivision Control Act of 1967, Act 288, of the Public Acts of 1967, as amended.
- H. **Governing Body:**
Township Board, City Council, or Village Board having jurisdiction of the land in which the plat, land division, or condominium is to be located.
- I. **Independent Testing Agent:**
Any materials testing laboratory which is approved by the County Engineer.
- J. **Inspection:**
The close observation and examination of the various construction operations and products as a means of determining the acceptability of completed roads.
- K. **Land Division Act of 1967:**
Act 288 of the Michigan Public Acts of 1967 and all amendment thereto.
- L. **Local Road:**
Lowest of the two functional classifications that county road commissions must use to describe their roads. Local roads typically carry traffic from the origination point of a vehicle trip to the primary road grid, which has a higher functional classification. Residential subdivision roads and local collector roads are examples of local roads.

- M. **Local Collector Road:**
Local roads, other than residential subdivision roads, that provide a link between subdivision roads and the primary road grid. Many local collector roads exhibit a grid type pattern, similar to the primary road grid, but don't qualify for primary road status.
- N. **M.D.O.T.**
Michigan Department of Transportation
- O. **M.D.O.T. Specifications:**
The Michigan Department of Transportation Standard Specifications for Construction, current edition.
- N. **M.M.U.T.C.D:**
Michigan Manual of Uniform Traffic Control Devices, current edition.
- O. **Pre-Preliminary Plat:**
A sketch or plan, drawn to scale, showing the existing features of a site, its surroundings, and the general layout of the proposed subdivision, land division, or condominium. In the case of land divisions and condominiums the drawing may be referred to as a pre-preliminary plan or pre-preliminary plat.
- P. **Preliminary Plat:**
A refined plan, drawn to scale, showing the existing features of a site, its surroundings, and the layout of the proposed subdivision, land division, or condominium. In the case of land divisions and condominiums the drawing may be referred to as a preliminary plan or pre-preliminary plat.
- Q. **Primary Road:**
Highest of the two functional classifications that county road commissions must use to describe their roads. Primary roads are part of the basic road grid that connect local roads (subdivision and local collector) to places that generate higher concentrations of traffic.
- R. **Proprietor:**
A natural person, firm, association, partnership, corporation or combination of such which holds ownership interest in land upon which a plat, land division, condominium, or other development is planned.
- S. **Proprietor's Engineer or Proprietor's Land Surveyor:**
- A. With reference to the Preliminary Plat, and/or the Final Plat, means a civil engineer who is licensed as a professional engineer in the State of Michigan or a land surveyor who is licensed as a professional land surveyor in the State of Michigan and who is representing the Proprietor.
 - B. With reference to design and construction plans, means a civil engineer who is licensed as a professional engineer in the State of Michigan and who is representing the Proprietor.

- T. Sight Distance:**
The length of clear view along a roadway required so that a specified object is visible to the driver of a specified design vehicle.
- U. Subdivision:**
A division of land as described in Subdivision Control Act, the Land Division Act, and the Condominium Act.
- V. Subdivision Roads:**
Subdivision roads are assigned the lowest functional classification and are part of the county's local road system. Subdivision roads are typically serpentine in nature, have a posted speed of 25 mph, and lined entirely by residential properties.
- W. Utilities:**
All persons, firms, corporations, copartnerships, municipal, or other public authority providing gas, electricity, water, steam, telephone, sanitary sewer, storm sewer or other services of a similar nature. Also included is the service that these utilities would provide.

SECTION II - Order of Procedure

The following steps, which will be explained in detail in subsequent sections, will be followed by the Road Commission in considering any plat, land division, condominium project, and other development that involve additions to the public road network. In the case of proposed land division developments and condominium projects, Preliminary Plans will also be referred to as Preliminary Plats. At various stages of the following procedures, the Road Commission will require a 30 day review period for plans and supporting information submitted for formal Board action. All items required to support a developer's request must be submitted at least 14 days in advance of a scheduled Board meeting in order to assure that the request can be adequately considered before the meeting.

1. Review of Preliminary Plat by the County Engineer: As set forth in MCL 560.112 and MCL 560.113, the Proprietor shall submit a proposed Preliminary Plat and support information meeting the requirements of Section IV of this document. The County Engineer may require a letter from the Governing Body indicating they have reviewed the Preliminary Plat, agree with the general layout, and that the proposed use conforms to all applicable ordinances, published rules, and zoning requirements of the Governing Body. The County Engineer shall then review the proposed Preliminary Plat, the letter from the Governing Body, and all other required documents, as submitted, and make a recommendation to the Board.
2. Consideration of the Preliminary Plat by the Board: The Road Commission, within 30 days of receipt of the Preliminary Plat, shall either approve it and note its approval on the copy to be returned to the Proprietor or reject it. If rejected, the reasons for rejection and requirements for approval, if possible, shall be given the Proprietor in writing. Preliminary Plat approval by the Board shall be void after two years from the date of approval unless otherwise extended in writing.
3. Consideration of road and drainage construction plans by the Board: When the road and drainage plans are approved or denied, such action will be marked on the plans and a copy will be returned to the Proprietor's Engineer. Revised plans will be approved for construction when they show compliance with all requirements identified by the County Engineer. If construction is not started within two years of the date of approval, then the approval will become null and void.
4. Inspection of road & drainage facilities during construction: A pre-construction meeting shall be held with the Proprietor and/or the Proprietor's Engineer, the Proprietor's independent testing agent, the Contractor, a Township representative, and an Ingham County Road Commission representative in attendance. The meeting is intended to delineate the proposed construction, discuss testing requirements, progress inspections, identify haul routes, and define the sequence of construction and construction schedule.

5. Final Inspection of completed construction: Once proper progress inspections have been performed and a request for final inspection is received, the Ingham County Road Commission will inspect the completed construction, prepare a punch list of items to be corrected and provide said list to the Proprietor or the Proprietor's Engineer for further action.
6. Acceptance of completed road(s) into the Ingham County Road System: The Proprietor's Engineer shall certify that he or she has personally directed the observation and inspection of the construction and that the construction and materials testing results conform to the requirements of this document, the approved construction plans, and the final punch list. As-constructed drawings shall also be submitted with the Engineer's certificate. Once submitted the County Engineer will review the submitted information, consult those responsible for providing the information contained in the submittal, ask for additional information, or make a recommendation to the Board regarding acceptance of roads.
7. Approval of Final Plat or acceptance of deeded road right of way: Once all of the above procedures have been completed the Ingham County Board of Road Commissioner's will sign the Final Plat signature sheet or accept road right of way deeded to the Road Commission as part of land division and condominium developments.

SECTION III - General Requirements

- A. The contents of this publication do not supersede any part of Act 288, Public Acts of 1967, Act 591, Public Acts of 1996, or any part of Act 59, Public Acts of 1978, as amended.
- B. Pre-Preliminary Plats may be submitted by the Proprietor or the Proprietor's Engineer to solicit comments from the County Engineer. The Pre-Preliminary Plat should contain enough detailed information concerning the proposed geometry and drainage that comments can be forwarded to the Proprietor prior to commencing with the Proprietor's development plans and Preliminary Plat submittal. It is hoped that these discussions will avoid needless delays and wasted effort by acquainting the Proprietor and the Proprietor's Engineer with any long range plans of the Board which may have bearing on the development; any coordination which may be required between the Board and the affected Governing Body; and to discuss any points contained herein that may not be clear to the Proprietor or the Proprietor's Engineer.
- C. Private roads within developments, if allowed by the Governing Body, shall become the jurisdiction of the Governing Body or other entity holding title of the land. The location of their intersection with the county road system, drainage, and geometry shall be reviewed and approved by the County Engineer during the preliminary plat and road and drainage construction plan review phase. All approaches of private roads within county road right of way shall conform to the minimum requirements for public roads as established in this document, Procedures and Guidelines for Developing Public Roads.
- D. Roads that are to be public roads within proposed platted and unplatted lands shall conform to the requirements of this document, "Procedures and Guidelines for Developing Public Roads". The standard fees covering engineering review costs and progress inspection costs will be required for both types of developments.
- E. Proprietors desiring variations from these requirements may submit their requests in writing to the Board. The Board, in cases which it considers meritorious, may waive individual requirements in specific instances. Variance request submittals shall include all materials pertinent to the issue. Once a complete variance submittal is received, the County Engineer will schedule an appointment for the appeal. Allow a minimum of two weeks for review and scheduling. (Rev. 09-09-04)
- F. When a proposed plat, land division, or condominium project is adjacent to an existing county road which is not constructed to current standards, said existing road shall be reconstructed, by the Proprietor, as necessary to improve the road to conform with standards acceptable to the Board. In addition, the Board may require service roads to be constructed, by the Proprietor, where development is proposed so that damage to existing county roads by construction equipment is minimized. When a proposed residential lot is bordered by an interior subdivision road, an existing local collector road, or a primary road, vehicular access will be allowed only from an interior subdivision road in the proposed plat.

- G. Ingham County Road Commission permits must be obtained by the Proprietor's contractor for all construction within the right-of-way of existing county roads. All proposed work within any existing or proposed road right-of-way must be reviewed and approved by the County Engineer. Road and drainage plans for said work shall conform to the requirements contained herein.
- H. All proposed public and private underground utilities within the proposed road right-of-way shall be installed prior to the installation of the subbase and base of the new road. Exceptions to this rule may be solicited for action by the County Engineer.
- I. It is recommended that all open trench underground utility installation and road base construction work be accomplished in one construction season and road surfacing be placed during a subsequent construction season after construction traffic and, at least, one freeze/thaw season has further compacted the utility trenches and road base materials, or revealed construction defects and material problems. In some instances, the first course of pavement may be installed immediately with the final course to follow after the development is substantially built-out. Regardless, any settlement problems, construction defects, and material problems are to be corrected, to the County Engineer's satisfaction, prior to placement of the final pavement surface.
- J. The Proprietor may be required to furnish a bond in the amount deemed sufficient by the Board to repair or remedy problems or situations including, but not limited to the following:
 - 1. In the event it is determined that destructive construction traffic must travel roads built and accepted into the County Road System as part of previous phases of the development.
 - 2. Repair of existing and proposed roads damaged as a result of any activity attributed to a development and to provide for the cost of required road clean-up not performed by the Proprietor.
 - 3. To construct and maintain a construction haul road throughout development of the plat to minimize construction traffic on existing roads and to minimize damage to existing roads.
 - 4. Situations which, in the discretion of the Board, is in the best interest of the public and/or the public roads.
- K. All proposed road construction and testing shall be in accordance with the current edition of the Michigan Department of Transportation (MDOT) Standard Specifications for Construction and the provisions contained herein. When a conflict exists between the MDOT standards and the provisions contained herein, the more stringent standards shall prevail.
- L. The Board reserves the right, in its discretion, to add requirements and to delete or modify existing requirements in the exercise of its statutory authority to maintain streets reasonably safe and convenient for public travel.

- M. All roads shall be designed in accordance with current AASHTO guidelines, MDOT standard plans, and the design guidelines contained herein. Roads shall also be designed to serve the convenience and safety of the traveling public. All design features relative to public safety and convenience shall be subject to review by the County Engineer.
- N. The Proprietor will be responsible for all costs deemed necessary, by the County Engineer, to provide for public safety and convenience along existing and proposed roads directly affected by the development. These costs include, but are not limited to, Road Commission approved road signs, traffic signals, pavement striping, and pavement markings.
- O. The Proprietor shall be responsible for submission and implementation of an approved traffic control plan and or detour plan to control vehicular and pedestrian traffic during the development's construction. The Proprietor shall provide all traffic control devices called for on the approved traffic control plan or detour plan, if any.
- P. In the event that the standards contained herein change between the approval date of the Master Preliminary Plat and submission of road and drainage construction plans for a particular phase of the development, the standards in effect when the road and drainage construction plans are submitted are to be followed.

SECTION IV - Submittal Requirements

As set forth in MCL 560.112 and MCL 560.113, the Proprietor must submit, along with the Preliminary Plat which meets the requirements of this document, all other supporting documents, and a letter from the Governing Body indicating that it has reviewed the Preliminary Plat, agree with the general layout, and that the proposed use conforms to all applicable ordinances, published rules, and zoning requirements of the Governing Body.

The Proprietor is reminded that approval of the Preliminary Plat and the Road and Drainage Construction Plans by the Governing Body and the Ingham County Drain Commissioner are also required under the Subdivision Control Act. The Proprietor is also reminded that if a Preliminary Plat or the Road and Drainage Construction Plans, approved by the Board, are revised because of requirements of the above mentioned agencies, or revisions are otherwise made by the Proprietor, those revisions shall be incorporated into the respective document(s) and re-submitted for approval or denial by the Board. The Proprietor is further reminded that under certain conditions, the Michigan Department of Transportation, the Michigan Department of Natural Resources, the Michigan Department of Environmental Quality, and the Ingham County Health Department may also be required to review and approve Preliminary Plats and the Road and Drainage Construction Plans.

When received, final approval of the Preliminary Plat by the Board imparts upon the Proprietor for a period of two years from date of approval, the conditional right that the general terms and conditions under which Preliminary Plat approval was granted, will not be changed.

A. Preliminary Plat

Five copies of the Preliminary Plat submittal, drawn to a scale no smaller than one inch equals 200 feet on either a 22" x 34" or 24" x 36" sheet(s), prepared by the Proprietor's Engineer or the Proprietor's Surveyor shall be submitted to the County Engineer for review. Preliminary Plats that are incomplete or require more information shown to facilitate the County Engineer's review, will be returned to the Proprietor's Engineer or the Proprietor's Surveyor. An example of a Preliminary Plat can be found in the appendix.

The Preliminary Plat layout must, at minimum, plainly show all of the following and meet the requirements listed:

1. Show dimensions and bearings of the entire parcel proposed for development, a layout of the entire development (Master Plan), and that portion of layout for which approval is requested. Approximate dimensions are sufficient.
2. Indicate the location of the plat with reference to the Township, and Section in which the parcel is situated. Include a location map showing the plat in relation to the Ingham County road system.
3. Each initial Preliminary Plat layout shall be superimposed on a topographic map with not more than two foot contour intervals, using USGS elevation datum.

4. Show locations and names of proposed roads together with arrows indicating direction of overland drainage flow. It is desirable to show proposed storm sewers, detention basins, and other proposed drainage features so that the County Engineer can develop a good picture of what is proposed.
5. Show all existing and proposed road right of way widths within and adjacent to the development. Proposed widths shall comply with the requirements of established Road Commission standards.
6. Plainly show all governing conditions such as:
 - a. Adjoining subdivisions with lot lines and lot numbers and easements for public access to drains, public utilities, etc., and adjoining roads. Include existing and proposed zoning for the subject parcels along with descriptions of what type of development can be built within the given type of zoning.
 - b. State highways shall be identified by name and route number. Proposed work within a state right of way shall be noted as such.
 - c. Rivers, the one hundred year flood plain contour, wetlands, natural water courses, existing county or private drains, sewers and cross culverts.
 - d. Railroads, cemeteries and parks.
 - e. All other existing topographic features whose location or existence might influence the layout of the plat, including existing and proposed private roads, and driveways within 300 feet of the proposed subdivision's boundaries.
7. Show typical cross section of roads to be constructed including right-of-way width, pavement width, pavement materials, and pavement thicknesses. The typical cross section shall comply with the requirements contained herein.
8. Show the name of the Proprietor and Proprietor's Engineer and Land Surveyor, with mailing addresses, email addresses, fax numbers, and telephone numbers for each.
9. Show sight distances, in both directions, at all proposed intersections with existing county roads. Plan and profile sheets of the existing county road centerline may be required by the County Engineer.
10. In the case where the Proprietor proposes to subdivide a given parcel of land but wishes to begin with only a portion of the total parcel, the Preliminary Plat submittal shall include the proposed general layout for the entire parcel (Master Plan). The portion which is proposed to be subdivided first and subsequent portions shall be clearly defined upon the master plan in order to clearly illustrate the sequence of development which the Proprietor intends to follow. Each subsequent plat shall follow the same procedure until the entire development is subdivided.

11. The minimum road length to be constructed in each subdivision or phase of subdivision, shall not be less than 500 feet.
12. The Board may require proposed developments, and possibly future adjacent developments to connect to the existing county road system for reasons of public safety and welfare. A proposed development that isolates lands from existing public roads will not be allowed. The layout of roads in proposed developments shall provide a continuous circuit for travel. Dead-end roads, ending in permanent cul-de-sacs are allowed only when, in the opinion of the Board, the lands subdivided are limited in area or are subject to natural barriers. Dead-end roads, ending in cul-de-sacs shall be not less than 250 feet or greater than 660 feet in length as measured from the intersecting road centerline and the center of the cul-de-sac. All culdesacs shall be designed in accordance with the specifications contained herein. The layout of roads shall also include road stubs, with dedicated right of way, to provide future connections to unplatted or undeveloped lands adjacent to the proposed development. The road stubs shall have, if required by the County Engineer, temporary turnarounds at their terminus to facilitate plowing and routine maintenance of the road system. Temporary turnarounds shall be located within dedicated road right of way or recordable easements. Proposed developments adjacent to existing developments with road stubs shall connect to all road stubs at their boundaries, shall fit the pattern established by adjacent roads, and shall display a continuous circuit for travel. (Rev. 08-14-06)
13. The edge of pavement, both left and right of the centerline, must maintain a parallel alignment. "Elbows", "eyebrows", "bumpouts", and other non-uniform sections of roadway will not be allowed unless approved or required by the Board. The Proprietor's Engineer may be required to incorporate traffic calming features into their designs to address future traffic problems identified by the County Engineer. Most common examples of traffic calming measures are legitimate use of horizontal curves, roundabouts, and mini-traffic circles. Proposed traffic calming measures shall encourage efficient traffic flow, reduced speeds, and promote safe pedestrian facilities. Traffic calming measures shall be designed so that maintenance of the roadway can be performed using normal procedures and techniques.
14. All roads which are extensions of, or in line with, existing streets must carry the names of those in existence. Other roads shall be given such names as the owner may choose, subject to the recommendation of the Tri-County Regional Planning Commission and the approval of the Board.
15. Half width road right of ways will be accepted only when the boundary of the proposed development coincides with the boundary of a recorded plat on which a half width road right of way has previously been dedicated. Developments proposed for parcels of land that extend to a section or quarter section line that does not already have a road centered upon it, may be required to dedicate half width right of ways along the section or quarter section line for future road construction.

16. Strip-type subdivisions along existing non-subdivision roads where access to each lot is from the existing primary or local collector road will not be allowed. The concept of fronting lots on an internal road system is encouraged for reasons of public safety and welfare. Existing parcels adjacent to proposed subdivision roads that have driveways that provide access to non-subdivision roads may have their driveways redirected onto the proposed subdivision road. Access shall not be denied by the Proprietor for reasons of public safety and welfare.
17. Proposed subdivision roads that intersect with existing primary or local roads shall be designed in accordance with the current Ingham County Road Commission standards and the provisions contained herein. The Road Commission may require the Proprietor to provide either a Traffic Impact Statement or Traffic Impact Assessment depending on the trip generation data calculated for the proposed development. Criteria outlining the need for traffic studies are contained in the Evaluating Traffic Impact Studies handbook.
18. The Road Commission, within 30 days of receipt of the Preliminary Plat, shall either approve it and note its approval on the copy to be returned to the Proprietor or reject it. If rejected, the reasons for rejection and requirements for approval, if possible, shall be given to the Proprietor in writing.
19. Preliminary Plat approval by the Board shall be void after two years from the date of approval unless otherwise extended in writing. When approval of a Preliminary Plat is granted, the Proprietor's Engineer may proceed with Road and Drainage Construction Plans.

B. Road and Drainage Construction Plans

1. General

After approval of the Preliminary Plat, three copies of the Road and Drainage Construction Plans, prepared by the Proprietor's Engineer, covering all the roads within the proposed development may be submitted to the County Engineer for review. The plans shall be in accordance with the requirements stated in this document and comply with the current specifications required by the Board. The construction plans must bear the seal of a licensed professional engineer, licensed to practice in the State of Michigan.

Final approval of the Road and Construction Plans by the County Engineer imparts upon the Proprietor for a period of two years the conditional right that the general terms and conditions will not be changed. (Rev. 09-09-04)

The County Engineer may require the Proprietor to obtain and submit a detailed soils investigation that can be used to determine the suitability of the proposed road bed material. The soils investigation report shall be prepared and sealed by a licensed professional engineer, licensed to practice in the State of Michigan. Soil boring log information shall be gathered and reported in accordance with the Michigan Department of Transportation Requirements for Geotechnical Investigations and Analysis.

A construction haul road, to be constructed and maintained during the course of the development's construction, may need to be included in the plans. Said construction haul road may be required, at the sole discretion of the Board, for reasons stated in Section III of this document.

Road stubs, with dedicated right of way, extending to adjacent properties may be required to provide a continuous circuit for travel between a proposed development and adjacent properties. Interconnected subdivisions facilitate road maintenance, school bus routing, emergency services, and lessens congestion of the primary road system. The expense to convey the road right of way and construct the road stub to the development's property line shall be the responsibility of the Proprietor.

Galvanized steel beam guard rails, installed by the Proprietor, will normally be required at the end of road stubs which are temporarily dead-ended at the subdivision limits. At such dead-end streets, the Proprietor will be required to pay for signs as the County Engineer specifies, informing the public that the street is not a through street. Temporary turnarounds may not be required, as determined by the County Engineer, if the road stub length is less than 250 feet, measured from the centerline of the intersecting street to the subdivision limits.

Vehicular access to residential developments onto two-lane county primary roads shall be provided with paved acceleration, deceleration, passing lane, or center left turn lane. Vehicular access to residential developments onto two-lane county local roads shall be evaluated in accordance with the Ingham County Road Commission Rules, Standards and Procedures for Driveways, Banners, and Parades manual, Exhibit 6, Warrants for Left Turn Passing Lane". Acceleration, deceleration, and passing lane design shall conform to the standards shown in Exhibit 7 of the manual. (Rev. 09-09-04)

The Proprietor's Engineer shall completely illustrate proposed intersections with the existing county primary or local collector road system. Illustration details shall include, but are not limited to, radii dimensions, lane widths, taper lengths, and pavement striping details. Boulevard roads within proposed developments shall transition to a normal cross section at its intersection with county primary or local collector road systems, unless otherwise approved by the Board.

Intersections within proposed developments shall not be less than 250 feet apart. Intersections of proposed roads entering onto the county primary or local collector road system shall not be less than 660 feet apart. The maximum length of blocks within a development shall be 1320 feet. The maximum distance between access points (road stubs) to abutting property shall be 1320 feet. The above requirements shall be measured from the centerline of intersecting road to the centerline of the nearest intersecting road.

All roads shall be provided with facilities for adequate surface drainage. This may be accomplished by the use of ditches, county drains, natural water courses, or constructed tributaries thereto. It is strongly recommended that this be accomplished with an underground storm drainage system, but rural developments may be approved utilizing a combination of roadside ditches and underground storm drainage. Proposed developments

within the Lansing Federal Aid Urban Boundary shall be designed with an underground storm drainage system.

Where surface drainage courses (other than standard roadside ditches) and underground storm drainage systems are provided, they shall be made a part of the county drain system, using the proper legal procedures. The Proprietor shall work with the Ingham County Drain Commissioner to meet all necessary drainage system requirements.

The Road Commission, within 30 days of receipt of the Road and Drainage Construction Plans, shall either approve them and note its approval on the copy to be returned to the Proprietor or reject them. If rejected, the reasons for rejection and requirements for approval, if possible, shall be given the Proprietor in writing. Revised plans will be approved when they show compliance with all requirements.

No construction of roads or utilities shall be started until the Road and Drainage Construction Plans have been approved.

2. Drawing Requirements

All proposed development work within proposed and existing rights of way must be detailed and the construction plans reviewed and approved by the County Engineer. The construction plans shall show all pertinent data necessary to review and construct the development. The construction plans shall be submitted drawn on either 22" x 34" or 24" x 36" sheets to a scale of not less than one inch to 50 feet horizontal and 5 feet vertical. All road and drainage construction shall be illustrated using plan and profile drawings with the existing and proposed road centerline profile along with all proposed vertical curve data illustrated directly below the plan view. The County Engineer may elect not to review construction plans that are deemed incomplete or lack sufficient information to conduct a complete review. The construction plans must, at minimum, show all of the following information:

- a. Typical cross section of the road(s) to be constructed and any road widening to be performed;
- b. Proposed grades shall correspond to USGS or NGVD datum, unless otherwise approved. At least one permanent bench mark shall be established within the development and its location and description shall be noted on the plans;
- c. The location, size, material type, and depth of all existing and proposed drainage systems and underground utilities within existing and proposed road right of way;
 1. Clearly show sizes, lengths, end treatments, and locations of all road cross culverts.

2. Show location and type of proposed catch basins, inlets, and clean-out points for underground drainage systems.
- d. Show plan and profile of all proposed drainage system elements outside of the road right of way that are to be connected to existing or proposed road drainage facilities.
- e. Show details for all applicable trench details, catch basins, inlets, manholes, etc. This may be done by reference to current M.D.O.T. Standard Plans, except for curb & gutter details.
- f. Soil boring locations shall be shown on the plans at the true and accurate locations where they were performed. Soil boring logs shall be forwarded to the County Engineer as part of the Road and Drainage Construction Plan submittal.

3. Location of Underground Utilities

Storm sewers, sanitary sewers, gas main, and water main may be located in the road right of way or an adjacent easement for public utilities. All other utilities shall be located outside the road right of way in an adjacent easement for public utilities. Utility manhole castings shall be located outside of the road pavement whenever possible. If utility manhole castings must be within the road pavement, they shall be centered within a travel lane and outside the normal wheel path of a motor vehicle.

Utility alignments shall conform to Township requirements or the following standards:

- a. Storm sewers shall be located and aligned as to best conform with the layout of existing facilities and according to the Ingham County Drain Commissioner's standards. In roads where no pattern has been established, storm sewers should be located on the east or north side of the road.
- b. Sanitary sewers shall be located and aligned as to best conform with the layout of existing facilities. In roads where no pattern has been established, sanitary sewers shall be located on the west or south side of the road.
- c. Water mains shall be located on the east or north side of the road, between the back of curb or edge of pavement and the right of way line.
- d. Gas mains shall be located on the west or south side of the road, between the back of curb or edge of pavement and the right of way line.
- e. Other utilities shall be located within an easement adjacent to the right of way.

C. **Right-of-Way Requirements**

1. The right of way required for proposed public roads shall be conveyed by dedication of the land in a subdivision plat or by warranty deed conveyed to the Road Commission for site condominiums, land divisions, or similar developments.
2. The Board may require that additional right of way be conveyed to the Road Commission when proposed developments border existing primary and local collector roads. When required, the right of way shall be at least 45 feet in width, measured from the existing center of right of way to the proposed right of way line for local roads and 50 feet in width, measured from the existing center of right of way to the proposed right of way line for primary roads. State or U.S. highway right of way widths are determined by the Michigan Department of Transportation.
3. All proposed public roads shall have minimum rights of way as illustrated in Table 1 - Standard Pavement Sections. Right of ways shall be of sufficient width to allow proper drainage, installation of sidewalks, and allow installation of public utilities as described above.
4. The right of way on all curvilinear roads shall be the same width as the right of way on the tangent portions of roads.
5. All road construction shall be centered within the road right of way. Section line and quarter section line roads shall be centered on the respective lines unless otherwise approved by the County Engineer.
6. Widths of right-of-way in excess of the widths illustrated in Table 1 - Standard Pavement Sections, may be required by the Board when considered necessary due to existing situations or future adjacent developments including, but not limited to commercial areas, multi-lane roadways, divided roadways, non-motorized facilities, utilities, cut or fill sections of roadway, or for reasons of health, welfare, or safety.
7. The above right of way requirements are only intended to represent the minimum widths established by the Board. The Townships within Ingham County may have other requirements that need to be researched, considered, and possibly required by the County Engineer.
8. When addition of a by-pass lane or center left turn lane is required at the entrance to a proposed development, the Proprietor shall be responsible for obtaining additional right of way for the by-pass lane, when the existing right of way is not sufficient.
9. When a grading permit, tree removal agreement, or tree trimming agreement is required for work on neighboring private property, the Proprietor shall be responsible for obtaining the permits and providing a copy to the County Engineer.

10. Any additional deeds or permanent easements required to properly construct proposed developments must be identified and submitted to the County Engineer for review prior to approval of the construction plans. The additional deeds and easements may include grading easements, drainage easements, clear vision easements, by-pass lane right of way, and any other type required to properly construct the required roadways. All easement documents shall be recorded with the Register of Deeds office upon acceptance of the roads by the Road Commission.

11. Platted subdivisions with outlots for future road purposes, or similar descriptions will not be accepted. Right of way for future stub roads shall be dedicated to the Road Commission in the same manner as roads that exhibit a continuous circuit.

SECTION V - Road Design Elements and Construction Standards

A. Typical Cross Sections

1. The minimum requirements for road widths and pavement structures are shown in Table 1 - Standard Pavement Sections. The table is divided into sections for bituminous pavement with granular base, full depth asphalt pavement, and concrete pavement. Each section is further divided according to commonly used road classifications. Also included in this portion of the document are illustrations of Ingham County Road Commission typical cross sections that show the pavement sections contained in Table 1.
2. Non-standard pavement section designs may be considered by the Road Commission, provided their structural strengths are equivalent or greater than those contained in Table 1. The Proprietor's Engineer may submit complete pavement designs using the AASHTO Pavement Design Procedure using actual roadbed soil characteristics from an acceptable soils investigation report, prepared by a licensed Geotechnical Engineer, for the County Engineer's review and approval or denial.
3. The road width and pavement structure requirements shown in Table 1 - Standard Pavement Sections are only intended to represent the minimum requirements established by the Board. The Townships within Ingham County may have other requirements that need to be researched, considered, and possibly incorporated into the road and drainage construction plans.

The requirements in Table 1 for Industrial/Commercial developments will result in roads with Class A trucking designations, which will be subject to annual restricted axle loads (generally in spring) of 75% of normal legal loads. If the Proprietor desires, or the Township requires, the roads in a particular development to be all-season (no annual spring weight restrictions), the Proprietor's Engineer must perform a pavement design using the AASHTO pavement design procedure, or approved equal. The pavement design shall be based on 20 year pavement life, using reasonably estimated, fully developed, lifetime 18,000 pound equivalent axle loadings, and using actual roadbed soil characteristics from an acceptable soils investigation report, prepared by a licensed Geotechnical Engineer, and submitted for the County Highway Engineer's review. If approved, the Proprietor shall include the cross-section in the project plans, and construct the roads per the plans in order for the roads to be designated all-season and avoid spring weight restrictions. (Rev. 05-11-09)

4. The cross slope (crown) on all pavements shall be 2% to 4% unless otherwise approved. The cross slope of all pavement shoulders shall be 4% or ½" per foot, unless otherwise approved.
5. Road and ditch foreslopes (front slopes) and back slopes shall be 4:1 unless otherwise approved. Slopes behind curbs shall be no more than +4% through cut sections and -4% through fill sections from the back of curb to the hinge point. The

hinge point shall be located five feet from the back of curb. Slopes from the hinge point to existing ground shall be 4:1 unless otherwise approved.

6. Landscaping berms or any other type of berm will not be allowed within the road right of way. Designs that necessitate the need for guard rail installation are prohibited. Resulting construction that necessitate the need for guard rail installation shall be corrected by the Proprietor immediately. The cost for corrective action shall be the responsibility of the Proprietor.
7. Continuous subbase drains shall be provided on all curb and gutter cross sections. Subbase drains shall be 4" diameter, with filter sock, and conform to M.D.O.T. specifications.
8. In a residential subdivision where each lot has an area of at least 40,000 square feet and lot frontage as shown in Chart 1, concrete curb and gutter may be deleted. However, the pavement shall have a minimum width of 22 feet with aggregate shoulders, at least, three feet wide on each side of the pavement.

CHART 1 - MINIMUM LOT WIDTH

Location	Minimum Lot Width at Building Setback Line	Minimum Lot Width at Right of Way Line
Cul-de-sac	165 feet	90 feet ^(a)
Other	165 feet	120 feet ^(b)

(a) The maximum number of lots per cul-de-sac shall be four. A cul-de-sac shall be defined as the circular portion of the roadway at the end of a dead end road.

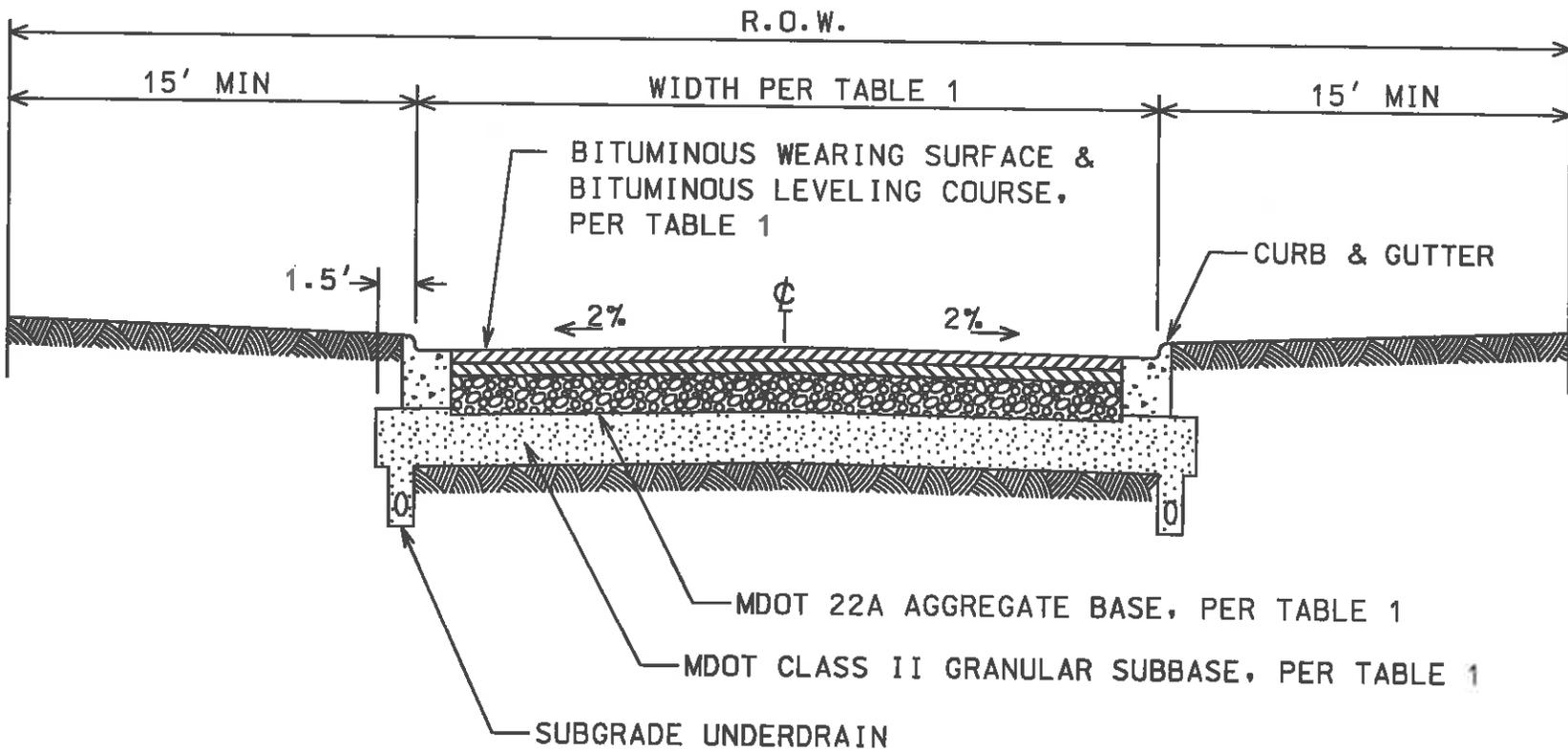
(b) For each lot less than 165 feet in width at the right of way line, there must be another lot such that the average width of the two is at least 165 feet at the right of way line. A lot shall not be used more than once for averaging.

The maximum number of consecutive lots with less than 165 feet of width at the right of way line shall be four.

All lots on a road with a speed limit greater than 25 MPH shall have a minimum lot width of 165 feet at the right of way.

TABLE 1 - STANDARD PAVEMENT SECTIONS

Pavement Section/ Design Feature	Light Residential Section	Medium Residential Section	Heavy Residential Section	Industrial or Commercial Section
No. of Lots Served	0-25	26-50	51+	-----
Width of R/W, feet	60 - 66	60 - 66	66	66 - 90
Bituminous Pavement with Granular Base: (Urban and rural areas)				
Urban: Curb & Gutter, Fact-to-Face, feet	30	30	30 - 36	36 - 60
Rural: Edge-to-Edge with 3' Shoulder, feet	22	22	22	-----
Bit. Pav't, inches	5	5	5	7 - 11
Aggregate Base, inches	6	8	8	8 - 10
Subbase, inches	8	8	10	12
Full Depth Bituminous Pavement: (Urban areas only)				
Curb & Gutter, Fact-to-Face, feet	30	30	30 - 36	36 - 60
Bit. Top, inches	1 ½	1 ½	1 ½	2
Bit. Base, inches	5 ½	6 ½	7 ½	9
Open Graded Aggregate Base, inches	6	6	6	8
Concrete Pavement: (Urban areas only)				
Curb & Gutter, Face-to-Face, feet	30	30	30 - 36	36 - 60
Portland Cement Concrete, inches	7	7	9	9
Open Graded Aggregate Base, inches	6	6	6	6
Longitudinal Lane Tie Spacing, inches	21	21	18	18
Transverse Lane Tie Spacing, inches	12	12	10	10

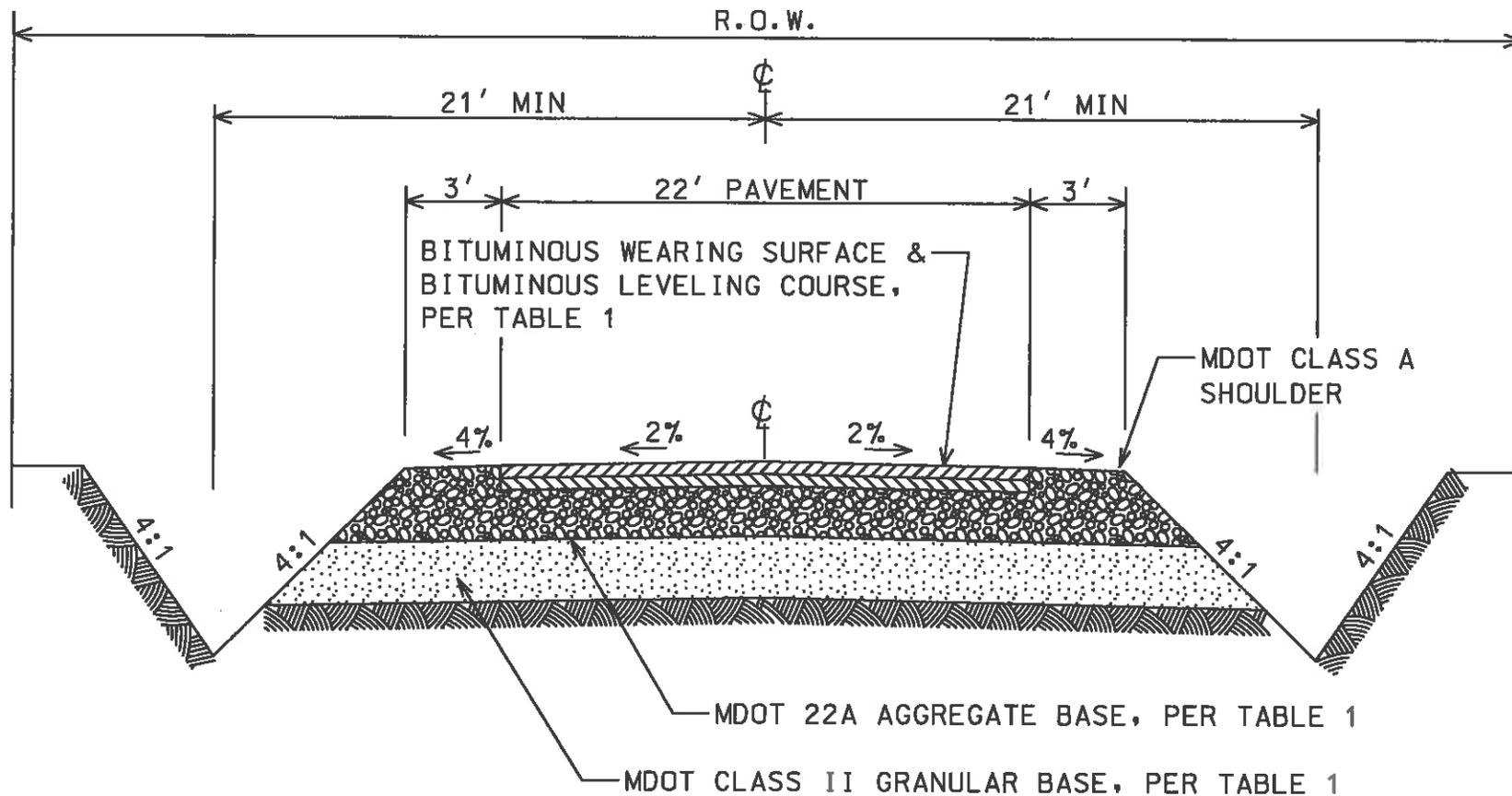


25

NOT TO SCALE

URBAN SECTION
 BITUMINOUS PAVEMENT WITH GRANULAR BASE

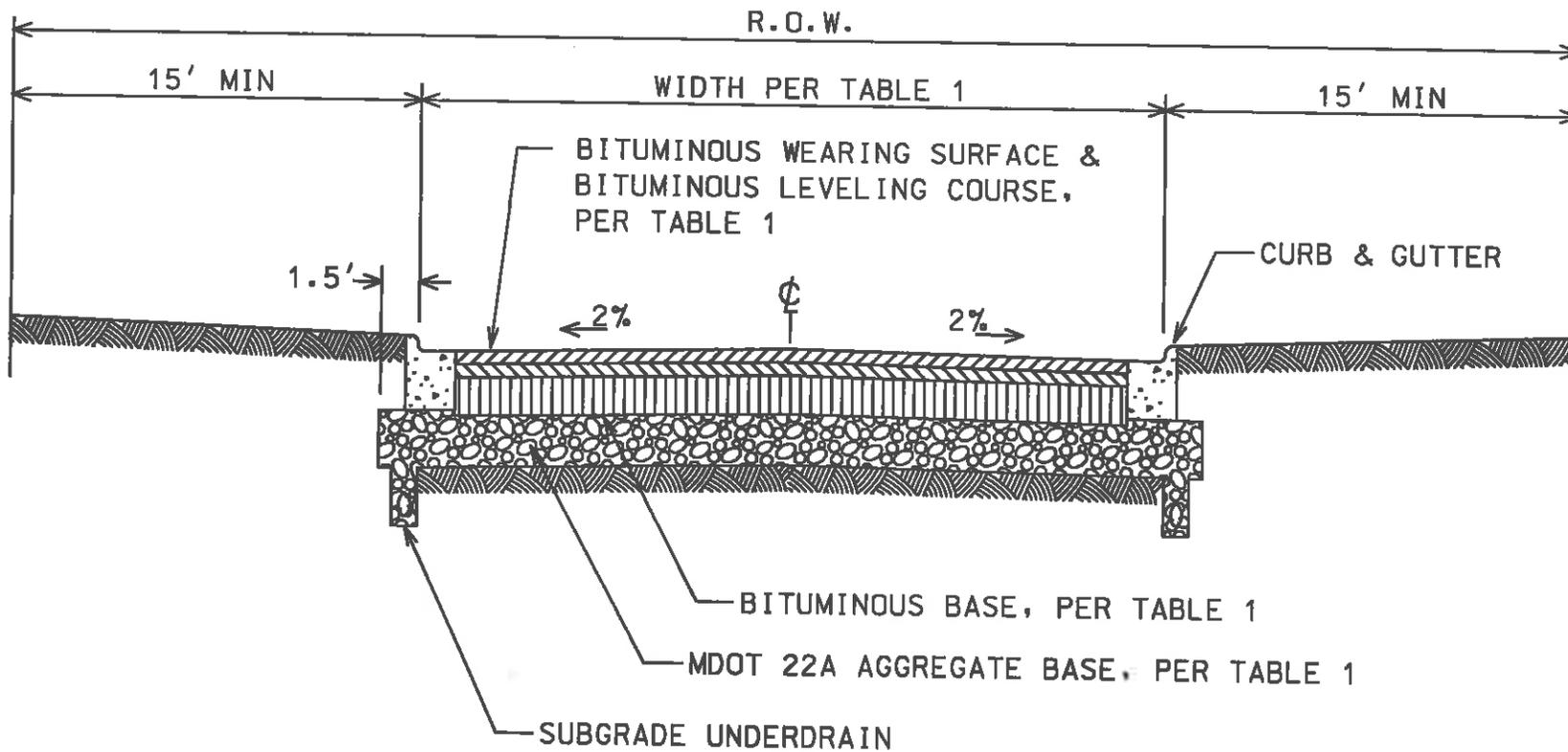




NOT TO SCALE

RURAL SECTION BITUMINOUS PAVEMENT WITH GRANULAR BASE



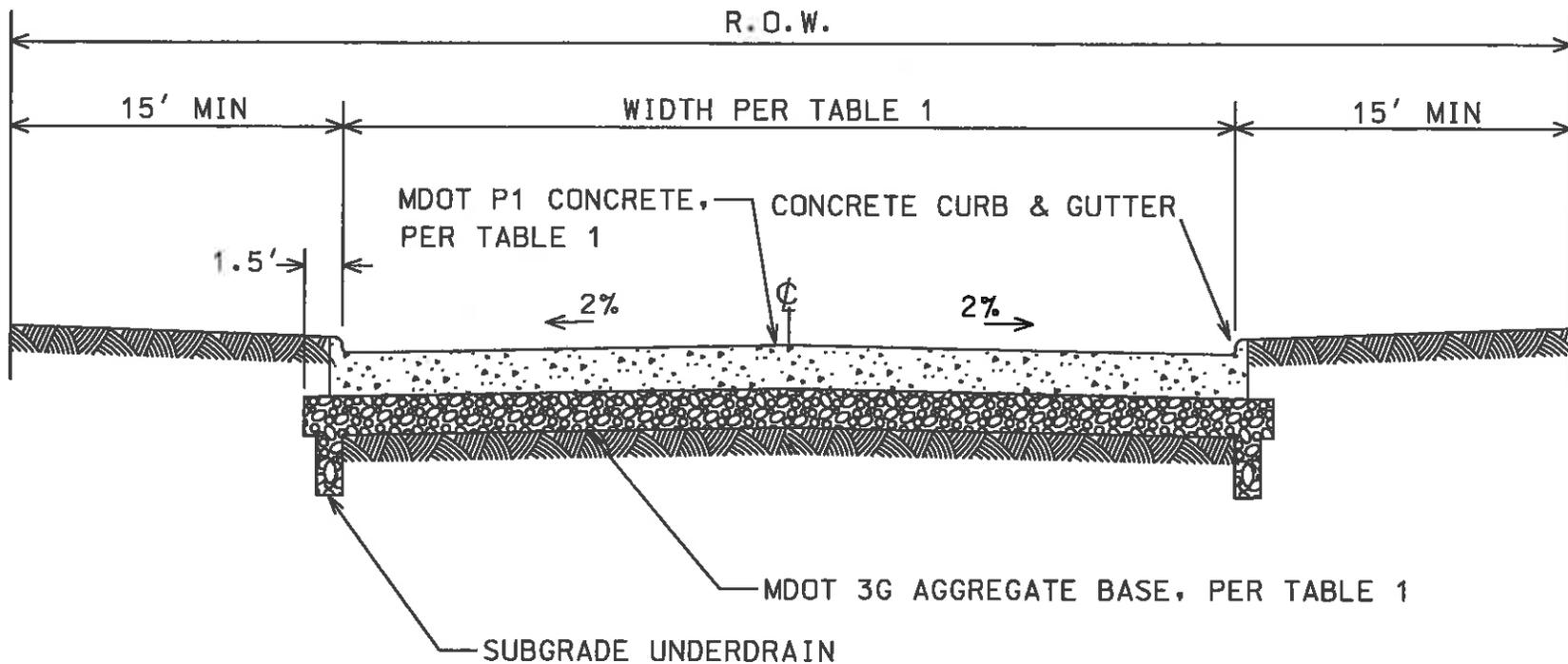


27

NOT TO SCALE

URBAN SECTION FULL DEPTH BITUMINOUS PAVEMENT





28

NOT TO SCALE

URBAN SECTION CONCRETE PAVEMENT



B. Alignment

1. The centerline of construction shall coincide with the centerline of the right of way. All variations from this standard must be noted on the plans and approved by the County Engineer.
2. Minimum sight distance values to be used for design of proposed public roads and modifications of existing public roads shall be as follows:
 - a. For vertical alignment, stopping sight distance shall meet or exceed the stopping sight distance "k" values illustrated in Table 2.
 - b. Corner sight distance at internal subdivision intersections shall meet or exceed 330 feet.
 - c. Sight distance at an intersection of a subdivision road with a local road or primary road shall meet or exceed the values illustrated in Table 3 as amended by Table 4.
3. Vertical curves shall have minimum length of 100 feet and be designed with "k" values within the tolerances listed in Table 2.
4. Horizontal curves shall be designed with a minimum centerline radius as shown in Table 5.
5. The minimum grade on any road shall be 0.5 percent. The maximum grade on any street shall be 5.0 percent.
6. The radius of corners at intersections within a development without curb and gutter shall be at least 20 feet to the edge of pavement. The radius of corners at intersections within a development with curb and gutter shall be at least 25 feet to the back of curb. The radius of corners when subdivision roads intersect with existing primary or local collector roads shall be at least 35 feet to the back of curb.
7. The intersecting angle of proposed roads shall be 90 degrees, unless a variance is approved by the County Engineer. In no case will a variance be granted for intersections that have more than a 10 degree difference from the standard 90 degree requirement.

TABLE 2 - MINIMUM STOPPING SIGHT DISTANCE & DESIGN "K" VALUES

Design Speed (mph)	Minimum Stopping Sight Distance for Roadway Design (ft.)	K Value^a for Crest Vertical Curves (Rounded)	K Value^a for Sag Vertical Curves (Rounded)
25	155	12	26
30	200	19	37
35	250	29	49
40	305	44	64
45	360	61	79
50	425	84	96
55	495	114	115

Table 2 values were taken from Exhibit 3-76 and 3-79 of the AASHTO, A Policy on Geometric Design of Highways and Streets, 2001 edition.

For stopping sight distance the height of eye is 3.5 feet above the pavement surface and the height of object is 2.0 feet above the pavement surface.

(a) K value is a coefficient by which the algebraic difference in grade may be multiplied to determine the length in feet of the vertical curve which will provide minimum sight distance.

TABLE 3 - INTERSECTION SIGHT DISTANCE REQUIREMENTS AT SUBDIVISION ROADS & TWO-LANE LOCAL COLLECTOR OR PRIMARY ROADS (Single Unit Trucks)

Local or Primary Road Posted Speed (mph)	Minimum Decision Sight Distance (ft.) ^a
55	770
45	630
35	490
25	350

Table 3 values were taken from the AASHTO manual, A Policy on Geometric Design of Highways and Streets, 2001 edition.

(a) Intersection sight distance measured from a point on the minor road at least 18 feet from the edge of the local collector or primary road pavement and measured from a height of eye located 3.50 feet above the pavement surface of the minor road to a height of object located 3.50 feet above the pavement surface of the local collector or primary road.

Intersection sight distance requirements for commercial or industrial roads where the design vehicle, as determined by the County Engineer, is a WB-50 will be evaluated on a case by case basis. A case by case evaluation of required sight distance will also be performed for proposed subdivision roads that intersect with multi-lane local collector and primary roads.

All intersection sight distance requirements shall be subject to adjustment using the factors set forth in Table 4 - Effect of Grade on Sight Distance.

TABLE 4 - EFFECT OF GRADE ON SIGHT DISTANCE

Grade of Local Collector or Primary Road (%)	Downgrade ⁽¹⁾	Upgrade ⁽²⁾
2.0% to 3.0%	0.9	1.1
3.1% to 4.0%	0.7	1.3
4.1% to 5.0%	0.6	1.4

(1) When the local collector or primary road in the section to be used for acceleration after a vehicle has made a turning movement exhibits a downgrade, sight distance in the direction of approaching descending traffic should be reduced by these factors.

(2) When the local collector or primary road in the section to be used for acceleration after a vehicle has made a turning movement exhibits an upgrade, sight distance in the direction of approaching ascending traffic should be increased by these factors.

TABLE 5 - MINIMUM HORIZONTAL CURVES (Centerline Radius)

Type of Street	Design Speed (25 mph)	Design Speed (35 mph)
Light Residential	150 feet	-----
Medium Residential	175 feet	350 feet
Heavy Residential	175 feet	350 feet
Indus. Or Heavy Commercial	175 feet	450 feet

C. Storm Sewer

1. Design.

- a. Storm sewer sizing shall be in accordance with the Ingham County Drain Commissioner's design standards and be approved by the Ingham County Drain Commissioner and the County Engineer.
- b. Storm sewer installation within county road right of way shall conform to M.D.O.T. specifications, or the Ingham County Drain Commissioner's standards.

2. Structures and Covers.

- a. Proposed drainage structures installed within county road right of way shall conform to M.D.O.T. specifications, or the Ingham County Drain Commissioner's standards, whichever is more stringent.
- b. Drainage structure covers shall conform to the Ingham County Drain Commissioner's standards, or approved equivalent.

3. Spacing of Structures.

- a. Catch basins, inlets and culverts shall be placed such that all intersections and low points are properly drained. Additional or intermediate catch basins, inlets, or culverts may be required by the County Engineer to facilitate proper drainage patterns, existing or proposed.
- b. Catch basins and inlets should be designed so that they align with side lot lines and therefore don't conflict with proposed driveway opening locations.
- c. Drainage structures shall be located at all changes in sewer alignment, size, or grade. Storm sewers shall be located and aligned such as to best conform with the layout of existing facilities. In roads where no pattern has been established, storm sewers shall be located on the east or north side of the road.

- d. Drainage structure spacing and inlet capacity shall conform to the Ingham County Drain Commissioner's standards and prevent standing water on the roadway.

4. **Construction.**

All storm sewer installation shall be inspected and certified by the Proprietor's Engineer and be true to line, grade, properly bedded, and backfilled.

D. **Roadside Ditches and Crossroad Culverts**

1. All ditches shall have an established growth of vegetation provided by top-soiling, seeding and mulching in accordance with M.D.O.T. specifications. The minimum roadside ditch grade shall be 0.5%. Ditch grades with slopes from 0.5% to 4% shall be stabilized with mulch to prevent soil erosion and sedimentation. Ditch grades with slopes in excess of 4% shall have properly installed mulch blankets and check dams to prevent soil erosion and sedimentation.
2. Roadside ditches shall be stabilized with vegetation and free of rills and sediment prior to acceptance by the Board.
3. Where culverts cross a proposed public road, the culvert shall consist of reinforced concrete culvert pipe with flared end sections on each side.
 - a. Reinforced concrete culvert pipe shall meet the current specifications of ASTM, designation C-76, with elliptical reinforcement.
 - b. Materials and methods for installation of culverts shall be in accordance with M.D.O.T. Specifications.
4. The maximum distance that surface water may be carried in an open roadside ditch shall be 1320 feet, unless otherwise approved by the County Engineer.
5. The proprietor shall provide an acceptable system of drainage to enable property owners to drain sump pump outlets, roof drains and similar private drainage. In all cases, discharge of any sump pump outlets, roof drains and similar private drainage to the curb and gutter or onto the roadway is prohibited.

E. **Clearing and Grubbing.**

All trees and brush, including the roots thereof, shall be removed from the right-of-way of the roads within the limits of the subdivision, unless otherwise permitted by the County Engineer.

F. Existing Road Cleanup

Ditches along existing county roads, adjacent to proposed developments, shall be cleared and graded to provide positive drainage for both the existing and proposed roads. All brush, fences, obstructions, etc., shall be removed from the right-of-way. Trees or tree limbs that obstruct proper site distance shall be removed, as directed by the County Engineer, before new roadways can be considered for acceptance into the county road system.

G. Utilities and Backfill

1. All utilities shall be located in accordance with Section IV of this document. All lot or house services shall be extended to the right-of-way line prior to sand subbase and aggregate base installation. All public and private underground utilities shall be installed after the rough grading has been completed so that proper cover over the utilities can be determined and verified.
2. The following backfill requirements shall apply to all utilities located within an area delineated by a 1 on 1 slope measured from the back of curb or a point on the outside edge of shoulder toward the right-of-way line.
 - a. Pipe bedding material shall conform to M.D.O.T. specifications or the respective utility's standard requirements, whichever is more stringent.
 - b. All trench excavations shall be backfilled with M.D.O.T. class II or class III granular material compacted to 95% of its maximum unit weight in accordance with M.D.O.T. specifications. Backfill material shall be placed in lifts so that standard mechanical compaction equipment can thoroughly and uniformly achieve the stated compaction requirements. Material and compaction testing shall be performed by an independent testing agent and the results reported and approved by the County Engineer before subgrade preparation can begin. All testing shall be performed by an independent testing agent and conform to M.D.O.T. specifications.
 - c. The use of native material may be approved if an approved soils investigation report indicates that the native material is suitable as backfill and if the material testing frequency and effort meets the approval of the County Engineer. Material and compaction testing shall conform to the Controlled Density Method for Embankment as contained in the Michigan Department of Transportation's Standard Specifications for Construction. Native material analysis and compaction testing shall be performed by an independent testing agent, throughout the backfilling operation, and the results sealed by a licensed professional engineer, licensed to practice in the State of Michigan. The results shall be reported in a timely manner and be approved by the County Engineer before subgrade preparation can begin.

H. Subgrade Preparation:

1. The finished subgrade shall be free of all topsoil, stones, stumps, organic material, muck, peat, and material prone to frost heave. The finished subgrade shall be prepared in accordance with M.D.O.T. Specifications. Material and compaction testing shall be performed by an independent testing agent and the results reported and approved by the County Engineer before subbase installation can begin. All testing shall conform to M.D.O.T. specifications.
2. Upon completion of the subgrade preparation, the Proprietor's Engineer shall request and accompany the County Engineer, or County Engineer's representative, on an inspection of the finished subgrade. If approval of the subgrade is granted, installation of subbase material may begin. ICRC personnel will be inspecting the subgrade for suitability only. ICRC inspection does not relieve the Proprietor's Engineer of the responsibility of ensuring and certifying that the roadway is built per the approved plans and the specifications herein. Sufficient construction staking shall be present so that horizontal and vertical alignment can be determined and subgrade elevations can be verified. Construction staking is the responsibility of the Proprietor.

I. Sand Subbase Installation:

1. Sand subbase shall consist of M.D.O.T. class II granular material compacted to 95% of its maximum unit weight in accordance with M.D.O.T. specifications. Material and compaction testing shall be performed by an independent testing agent and the results reported and approved by the County Engineer before aggregate base installation can begin. All testing shall conform to M.D.O.T. specifications.
2. Upon completion of subbase installation, the Proprietor's Engineer shall request and accompany the County Engineer, or County Engineer's representative, on an inspection of the subbase installation. If written approval of the subbase is granted, installation of aggregate base material may begin. ICRC personnel will be inspecting the subbase for suitability only. ICRC inspection does not relieve the Proprietor's Engineer of the responsibility of ensuring and certifying that the roadway is built per the approved plans and the specifications herein. Sufficient construction staking shall be present so that horizontal and vertical alignment can be determined and subbase elevations can be verified. Construction staking is the responsibility of the Proprietor.

J. Aggregate Base Installation:

1. Aggregate base material shall conform to M.D.O.T. specifications and as illustrated on the approved plans. Aggregate base shall be compacted to 98% of its maximum unit weight in accordance with M.D.O.T. specifications. Material and compaction testing shall be performed by an independent testing agent and the results reported and approved by the County Engineer before preparation for pavement placement can begin. All testing shall conform to M.D.O.T. specifications.

2. Upon completion of aggregate base installation, the Proprietor's Engineer shall request and accompany the County Engineer, or County Engineer's representative, on an inspection of the aggregate base installation. If written approval of the aggregate base is granted, preparation for pavement placement may begin. ICRC personnel will be inspecting the aggregate base for suitability only. ICRC inspection does not relieve the Proprietor's Engineer of the responsibility of ensuring and certifying that the roadway is built per the approved plans and the specifications herein. Sufficient construction staking shall be present so that horizontal and vertical alignment can be determined and aggregate base elevations can be verified. Construction staking is the responsibility of the Proprietor.

K. Bituminous Base, Leveling and Top Course Placement:

1. Bituminous mixtures and placement shall conform to M.D.O.T. specifications, this document, and the approved plans. Bituminous mixtures shall be compacted to 97% of the Theoretical Maximum Density from the Job Mix Formula in accordance with M.D.O.T. specifications or as contained herein. Material and compaction testing shall be performed by an independent testing agent and the results reported and approved by the County Engineer before further paving can begin. All testing shall conform to M.D.O.T. specifications.
2. ICRC personnel shall be given a minimum of 48 hours notice of the intent to place bituminous pavement. Placement of bituminous mixtures shall not commence unless the existing aggregate surface or pavement's surface temperature is a minimum of 40 degrees Fahrenheit and rising.
3. Bituminous mixture placement shall not exceed an application rate of 330 lbs per square yard for any single lift of base or leveling course unless approved by the County Engineer.
4. Bituminous mixture placement shall not exceed an application rate of 220 lbs per square yard for any single lift of top course unless approved by the County Engineer.
5. Pavements to receive additional lifts of bituminous pavement shall be swept clean of all dirt, dust, grit, and other loose material prior to application of the asphaltic bond coat.
6. Butt joints shall be provided at connections to existing paved roads and at "overnight" construction joints when the top course is being placed.
7. All utility manhole castings within roadway pavement shall be adjusted to grade after the base or leveling course has been placed to ensure proper elevation and cross slope.

L. Concrete Pavement Placement:

1. Concrete pavements shall conform to M.D.O.T. specifications, this document, and the approved plans. Material testing shall be performed by an independent testing agent and the results reported to the County Engineer in a timely manner. All testing shall conform to M.D.O.T. specifications.
2. ICRC personnel shall be given a minimum of 48 hours notice of the intent to place concrete pavement. Placement of concrete pavement shall not commence unless the ambient air temperature is at least 25 degrees Fahrenheit and no more than 90 degrees Fahrenheit. The Contractor shall provide cold weather, hot weather, and rain protection, as directed by the County Engineer, to protect the concrete from environmental damage during curing.
3. Integral curb and gutter may be allowed if approved by the County Engineer.

M. Sidewalks:

Sidewalks, when called for on the plans, shall conform to M.D.O.T. specifications, or the local Governing Body's standards, as approved by the County Engineer. The thickness of sidewalk shall be not less than four inches (4"), except at driveways where it shall be not less than six inches (6"). Sidewalk locations, grades, and construction details shall be shown on the plans.

N. Curb and Gutter:

1. Roadway cross section elements, back of curb elevations, and standard Ingham County Road Commission curb and gutter details shall be shown on the plans. Materials and methods for construction of concrete curb and gutter shall conform to M.D.O.T. Specifications and shall include two continuous half inch (1/2") diameter deformed reinforcing bars. Material testing shall be performed by an independent testing agent and the results reported and approved by the County Engineer before paving can begin.
2. ICRC personnel shall be given a minimum of 48 hours notice of the intent to place concrete curb & gutter. Placement of concrete curb & gutter shall not commence until the line and grade of the curb & gutter has been approved by the Proprietor's Engineer.
3. Expansion joint material shall be placed at all spring points and at 200' intervals as measured along the back of curb and gutter. Contraction joints shall be located at 10' intervals.
4. Either straight faced curb and gutter or rolled curb and gutter may be used if requested by the Proprietor and approved by the County Engineer.

5. Horizontal sawing of curb cuts on straight back curbs is allowed providing the finished curb cut conforms to the geometric requirements of M.D.O.T. Standard Plan Series R-29.

O. **Topsoil, Seed, Fertilizer and Mulch:**

All areas void of acceptable vegetative growth within the right-of-way shall be top-soiled, seeded, fertilized and mulched. The methods and time of seeding and mulching shall be in accordance with M.D.O.T. specifications. All disturbed areas within the road right of way shall be covered with a minimum of three inches (3") of topsoil. Vegetative cover shall be established, to the County Engineer's satisfaction, on all ditches and drainage courses within the right-of-way before the roads are accepted into the county road system.

P. **Trees:**

1. Any new trees to be planted must be a minimum of 15 feet behind the back of curb or 19 feet from the nearest edge of pavement, if no curb is proposed. The above limitations may be waived by the County Engineer, in accordance with ICRC Board policy BP-226, if certain conditions are obeyed. At no time shall a tree be planted within five feet of the back of curb along roadways and ten feet in cul-de-sac islands.
2. Existing trees within 15 feet of the proposed back of curb shall be removed unless specifically allowed by the County Engineer. Trees allowed to remain must be deciduous trees with significant aesthetic value, not obstruct motorists sight lines, and be no closer than five feet behind the proposed back of curb.

Q. **Nonspecified Materials and Construction:**

All materials and methods of construction that are not specified herein but that are essential to the proper construction of the roads in question, shall be in accordance with M.D.O.T. specifications or as approved by the County Engineer.

R. **Traffic Control:**

1. The contractor is responsible for furnishing, erecting, and maintaining all temporary construction traffic control measures in accordance with the Michigan Manual of Uniform Traffic Control Devices (MMUTCD), current edition.
2. At the start of construction, or during construction, the Ingham County Road Commission may require the Proprietor to furnish and install signs stating "**STREET NOT OPEN FOR PUBLIC TRAVEL**" at each access point to a proposed public road or extension of a public road until the County Engineer determines that the roadway is reasonably safe and convenient for public travel.

S. Inspection and Testing:

1. Inspections may be performed by the County Engineer or County Engineer's representative prior to, during, and after any and all road construction. The Proprietor shall allow access onto the site as a condition of the Road and Drainage Construction Plan approval. As stated in Section V, Subsection H through L, upon completion of each of the elements in the road building process, the Proprietor's Engineer shall request and accompany the County Engineer, or County Engineer's representative, on an inspection of the completed construction. If written approval of the completed construction is granted, the Contractor may continue with the road building process. ICRC personnel will be inspecting for suitability of the completed work only. ICRC inspection does not relieve the Proprietor's Engineer of the responsibility of ensuring and certifying that the roadway is built per the approved plans and the specifications herein.
2. The Proprietor's Engineer shall give ICRC personnel a minimum of 48 hours notice of the intent to place bituminous or concrete pavement.
3. The Proprietor's Engineer shall inspect grades and alignment, verify all materials incorporated into road and utility construction, arrange and supervise independent materials testing services, evaluate the test results, and inspect all roadway construction so that he or she can certify that the roadways are constructed per the approved plans and the specifications herein.
4. Construction on, or use of frozen material will not be accepted.
5. Minimum testing requirements and documentation to be provided to the County Engineer by the Proprietor's Engineer are as follows:
 - a. Subgrade - visual inspection while the grade is being proof-rolled with a loaded tandem-axle truck, rubber tired roller, or loader with full bucket to identify areas of unstable materials. Inspection with a level to ensure that the prepared subgrade has at least a 2% slope from the centerline of the proposed road to the edge of the subgrade. Inspector's daily report (IDR) approved by Proprietor's Engineer is required.
 - b. Subbase - at least one sieve analysis per 3,000 cubic yards of material used with a minimum of one sieve analysis per project. Density tests shall be taken in accordance with the M.D.O.T. Sampling and Testing Guide every 1,500 square yards of roadway at varying depths to verify compaction requirements. Frequency of sieve analyses and density testing may be increased if compaction is a problem or if the subbase material characteristics shows a lot of variability throughout the project. Conversely, frequency of sieve analyses and density testing may be decreased if consistent acceptable compaction is obtained and the subbase material characteristics remain consistent throughout the project. This also applies to granular material under the concrete curb and gutter.

- c. Aggregate Base - at least one sieve analysis per 1,000 tons or 600 cubic yards of aggregate base material used with a minimum of one sieve analysis per project. Density tests shall be taken in accordance with the M.D.O.T. Sampling and Testing Guide every 1,500 square yards of roadway at varying depths to verify compaction requirements. Frequency of sieve analyses and density testing may be increased if compaction is a problem or if the aggregate base material characteristics shows a lot of variability throughout the project.
 - d. Concrete Curb and Gutter - verification of proper base installation and compaction, air tests, slump tests, and strength tests of concrete in accordance with the M.D.O.T. Sampling and Testing Guide. At least one series of concrete tests shall be performed per day during concrete placement. During "all day" pours, concrete tests shall be performed at least once in the A.M. and once in the P.M.
 - e. Bituminous Mixture - at least one extraction test per course of bituminous mixture placed in a day, or one extraction test per 1,000 tons of mixture placed.
6. Copies of all independent testing results are to be forwarded to the County Engineer as soon as they are available so that an evaluation can be made as to whether subsequent construction should continue or not. The Contractor shall be informed by the independent testing agent when tests indicate that the required materials don't meet specifications or if the required density is not being achieved. Upon notice, the Contractor shall alter their construction methods to meet or exceed the requirements contained herein.
7. Any field changes to the approved plans and specifications deemed necessary due to unforeseen circumstances encountered during construction shall be submitted to the County Engineer for approval before the work begins. If work is performed without approval, the work may need to be redone, in accordance with the County Engineer's recommendations. Costs associated with the above work shall be the responsibility of the Proprietor. All field changes are to be illustrated and or noted on the as constructed drawings.
8. The Ingham County Road Commission may perform pavement cores of proposed public roads and conduct tests to verify the results of the independent testing agent. The Contractor shall provide assistance and a safe work zone for the coring rig, if requested. If, in the opinion of the County Engineer, the results of road commission tests show that the road(s) are not built in accordance with this document or the construction plans, the roads may be rejected for inclusion into the county road system, regardless of whether an Engineer's Certificate has been submitted or not.

T. Construction Within Existing County Right-of-Way:

Construction activities within existing county road right-of-way, such as by-pass lanes, turn lanes, shoulder additions, underground utilities, drainage facilities, and intersection construction shall be performed with due diligence. The Contractor shall diligently work toward completing said construction and minimize the traveling public's exposure to the construction work zone. If, at the discretion of the County Engineer, the work is not proceeding in an orderly manner, the Ingham County Road Commission may perform the required work and invoice the Proprietor for the cost of the work, including but not limited to labor, material, equipment, signing, and administrative costs.

U. Acceptance of Roads for Maintenance:

1. After completion of all construction within the existing and proposed right-of-way, the Proprietor or Proprietor's Engineer shall furnish the County Engineer a letter requesting a final visual inspection of the project, a set of as constructed plans reflecting field changes, and a letter from the Ingham County Drain Commissioner's office stating that the storm drainage system installed as part of the development has been approved and will be accepted as part of the county drainage system.
2. If the work is not completed to the satisfaction of the County Engineer, the Proprietor will be notified by the County Engineer as to the deficiencies found during the visual inspection or subsequent inspections. The County Engineer will conduct a reinspection of the work after being notified that the deficiencies have been corrected.
3. Once the County Engineer has completed the visual inspection and accepts the construction, the Proprietor's Engineer may submit an Engineer's Certification, which certifies that the project was constructed per the approved plans and specifications. If the Engineer's Certificate, sufficient testing reports, verification of County Drain Commissioner approval, and all required warranty deeds have been received, the County Engineer will recommend to the Board, acceptance of the roads into the county road system. In the case of platted subdivisions, the County Engineer will recommend signing of the Final Plat. Approval of any phase of construction by the County Engineer does not guarantee acceptance by the Ingham County Board of Road Commissioners or relieve the Proprietor of responsibilities and liabilities inherent in pursuing development of a parcel of land.
4. The Ingham County Road Commission may assume maintenance of the roads before the final course of paving is installed, if the construction performed to date has been accepted by the County Engineer, a Bituminous Paving Agreement has been executed, and the Board has accepted maintenance responsibility. However, before assuming responsibility for maintenance, if any construction defect repairs or road reconstruction is required, they shall be accomplished at the expense of, and by the Proprietor. In this circumstance, the Ingham County Road Commission will only provide routine maintenance, such as snow removal and emergency repairs for the affected roads. All other maintenance or repair including, but not

limited to, asphalt pavement repairs, catch basin cleaning, and turf restoration shall be the responsibility of the Proprietor.

5. On occasion, manhole castings and water boxes are raised after the bituminous leveling course is placed, but the top course of asphalt isn't able to be placed until the following summer. For that case, and similar cases, the Proprietor is responsible for installing and maintaining asphalt ramps around the exposed castings or valve boxes so that they don't hamper winter maintenance (snow plowing). If the asphalt ramps are not installed or maintained in a timely manner, the Ingham County Road Commission may have the work performed and bill the Proprietor for all costs associated with scheduling the work and ensuring proper installation.
6. In no case will a partial acceptance of a street in the plat be given for maintenance.
7. The Proprietor may be required to furnish the Board a deposit using either cash, certified check, or irrevocable bank letter of credit, in an amount and term to be determined by the County Engineer, to be used to insure the integrity of new roads built as part of a development. Said deposit shall be used to correct any deficiencies that manifest themselves after acceptance of the roads.

SECTION VI - Procedures for Road Construction to be Completed After Acceptance of Roads

A. Escrow Agreements

The Proprietor is encouraged to complete all construction within the road right-of-way through placement of the second to last course of asphalt and place the final course of asphalt after the majority of the development is built out. Therefore, the Proprietor and ICRC may, in the interim, enter into a bituminous pavement agreement with escrow funds deposited to guarantee the completion of the final course of bituminous paving, in accordance with the approved plans and specifications. Once the agreement has been executed and escrow funds have been secured, the Board may accept the new roads into the county road system and accept limited maintenance responsibility for the affected roads (refer to Section V, Subsection U).

1. Escrow agreements covering pavement placement are prepared by the County Engineer and approved or denied by the Board. The agreements are intended to be implemented for a one to five year build out period.
2. Deposits shall be in the form of cash, certified checks, certificates of deposit or an irrevocable bank letter of credit.
3. The amount of the deposit required shall equal 120 percent of the County Engineer's estimate of the cost of the road improvements or \$10,000, whichever is more. The extra 20 percent is to cover inflation that may occur during the build out period.
4. If the roads are not completed and in acceptable condition within the terms of the escrow agreement, the Proprietor will be held in default and steps may be taken to have the roads completed using the deposit money.
5. Release of the deposit money will be made upon receipt of the Engineer's Certificate, sufficient testing reports, verification of County Drain Commissioner's approval, all required deeds and easements, and Board acceptance of the roads into the county road system.
6. The Board may rebate to the Proprietor, as work progresses, amounts of any deposits equal to the ratio of the work completed to the entire project. However, a minimum balance of \$10,000 shall be retained until all items of work in the agreement are complete and acceptable to the County Engineer.

B. Insurance Requirements

The Proprietor, prior to performing any work within any existing or proposed county road right-of-way and continuing through completion of the project, shall furnish to the Ingham County Road Commission, and maintain, the following:

1. Copy of the Comprehensive General Liability Certificate, naming the Ingham County Road Commission and the Board of County Road Commissioners of the County of Ingham, Michigan, as an Additional Named Insured under the contractors Comprehensive General Liability Certificate, with minimum policy limits of \$1,000,000 per occurrence. The County Engineer and the Board Secretary are authorized to perform a review process to determine whether higher limits of insurance coverage will be required according to risk exposure, size of plat or ultimate size of the plat, location, any unique characteristics, current stage of construction of the road right-of-way, and including any other criteria pertinent to the individual plat.
2. The policy should protect against all risks of liability typically associated with the work performed, including but not limited to, coverage for products and completed operations, coverage for property of others in the contractors care, custody and control, coverage against the perils of explosion, collapse and underground hazards, XCU, and contractual.
3. In addition, the Proprietor shall furnish, or cause to be furnished, Certificate of Insurance covering Workers' Compensation Insurance, as required under the Michigan Workers' Compensation Act.
4. Alternatively, rather than comply with Section VI, Subsection B. 1., the Proprietor shall provide an Owner's Protective policy, naming the Proprietor and Ingham County Road Commission and the Board of County Road Commissioners of the County of Ingham, Michigan, as a named insured covering the project as described in the proposal. Limits of the coverage under the Owners Protective policy shall be the amount of limits indicated in Section VI, Subsection B. 1.

SECTION VII - Fees

A. Review and Inspection Fee

A fee in the amount of three percent (3%) of the County Engineer's estimate of the total cost of road construction shall be paid to the Board of Ingham County Road Commissioner's prior to Board acceptance of the roads into the county road system. The fee is to cover administrative costs, progress inspections, and all other development related costs incurred by the Ingham County Road Commission. The fee is non-refundable and shall be paid in cash or certified check.

B. Bituminous Pavement Agreement

The Proprietor is encouraged to complete all construction within the road right-of-way through placement of the second to last course of asphalt during the initial construction phase and place the final course of asphalt after the majority of the development is built out or completed. The Board may accept the incomplete roads into the county road system if the work to date is acceptable to the County Engineer and upon received assurance that the final course of asphalt will be placed when appropriate. To accomplish this, it will be necessary for the Proprietor to enter into a Bituminous Pavement Agreement with the Board and place sufficient funds in escrow to accomplish placement of the final course of bituminous pavement. The final course of bituminous pavement shall be completed by a contractor hired by the Proprietor and be subject to inspection and approval by the County Engineer. The pavement contractor's equipment and work force must be capable of performing the work as determined by the Ingham County Road Commission. The amount of the escrow fund required will be estimated by the County Engineer.

C. Sign Fee

The Proprietor shall pay a fee to the Board to furnish and erect road name signs, traffic control signs, and devices as determined necessary at locations specified by the County Engineer. The fee amount will be determined by the County Engineer, is non-refundable, shall be paid in cash or certified check, and shall be submitted prior to Board acceptance of the roads into the county road system.

D. Permits

1. All proposed work within existing and proposed right-of-way of roads must have plans reviewed and approved by the County Engineer.
2. If the proposed work is outside existing county road rights-of-way, but within the right-of-way of proposed roads to be dedicated to the Ingham County Road Commission, included in the construction plans approved by the County Engineer, and the road has not been accepted by the Ingham County Road Commission for maintenance, a permit will not be required.
3. If the work is within the right-of-way of an existing county road and the work is

included in the construction plans, a permit, free of charge, is required from the Permit Office of the Ingham County Road Commission. The permit applicant shall be the contractor that will perform the work within the existing right-of-way.

4. If the work is within the right-of-way of an existing county road, is not included in the construction plans, approved by the County Engineer, or the road has been accepted by the Ingham County Road Commission for maintenance, a permit, including applicable fees, is required from the Permit Office of the Ingham County Road Commission. The permit applicant shall be the contractor that will perform the work within the right-of-way.
5. All driveways installed prior to acceptance of the road for maintenance will be inspected during final inspection. If not included on the construction plans, a driveway shall require a completed driveway permit, including applicable fees, processed through the Permit Office of the Ingham County Road Commission.
6. There may be imposed upon the Proprietor a bond in an amount deemed sufficient by the Board to repair existing and proposed roads damaged as a result of any activity attributed to a development and to provide for the cost of required road clean-up not performed by the Proprietor. The bond shall be released at such time as the Board determines, in the reasonable exercise of its discretion.

SECTION IX - Severability Clause

If any part of these procedures or requirements are found to be invalid, each invalidity shall not affect the remaining portion of the procedures or requirements which can be given effect without the invalid portion, and to this end the procedures or requirements are declared to be severable.

APPENDIX

(Plat, Land Division, or Condominium Name)

BITUMINOUS PAVEMENT AGREEMENT

This Agreement made and entered into this the _____ day of _____, 20 ____, A.D., by and between _____, party of the first part; and the Board of County Road Commissioners of the County of Ingham, Michigan, a public body corporate, party of the second part.

WITNESSETH

WHEREAS, the party of the first part is the proprietor of the development of _____, a development lying in the _____ of Section _____, in _____, Ingham County, Michigan.

WHEREAS, both parties desire that _____, located within said development, be constructed in conformance with the standards and specifications of the party of the second part, be surfaced with a bituminous pavement, and that the bituminous surface be applied approximately _____ feet in width and approximately _____ inches in depth on the above named road(s).

WHEREAS, the party of the first part is desirous that said constructed road(s) become public roads under limited control and jurisdiction of the party of the second part before the road(s) are totally finished and ready to be accepted into the county road system;

NOW THEREFORE, IT IS AGREED AS FOLLOWS:

1. The party of the first part agrees to:
 - (a) Deposit with the party of the second part, the sum of _____, in the form of an irrevocable letter of credit as a commitment to payment for the placing of the final bituminous surface mixture, restoration, and final cleanup on _____.
 - (b) Agrees to reimburse the party of the second part for the total cost as outlined in paragraph 2(b) below if the costs exceed the amount of the irrevocable letter of credit.
 - (c) Comply with, and abide by, any and all current, applicable Rules for Plat Street Development of the Ingham County Road Commission in the construction of all roads within the Plat. The obligation of the party of the first part to cause the roads to be constructed in accordance with the published standards and requirements of the party of the second part is an on-going requirement upon the party of the first part until it is accomplished. Party of the first part's acceptance of this on-going

obligation is a condition for final Plat approval permitting the sale of lots within said Plat, which requirement is not waived under any circumstance. The irrevocable Letter of Credit required pursuant to this Agreement is security to insure that party of the first part meets its road construction obligations necessary for Plat approval and is not a waiver or release of those obligations whether or not the party of the second Part exercises its rights under the irrevocable Letter of Credit.

(d) Accomplish the placing of the final course of bituminous pavement on or before October __, _____.

2. If the party of the first part does not conform to the conditions above, the party of second part may cash the irrevocable letter of credit and use the money to complete the work. If the party of the second part completes the work, it shall:

(a) Keep cost records on the work accomplished.

(b) Upon completion of the work when final costs have been determined, including overhead, engineering and inspection, the party of the second part will submit an accounting to the party of the first part of the costs incurred and invoice the party of the first part for costs in excess of the amount collected.

(c) The party of the second part may, if it so desires, subcontract for the performance of the work specified herein.

(d) In the event the irrevocable letter of credit expires prior to completion of construction, the party of the second part shall have the right to draw upon the entire amount of said letter of credit and to deposit same, in its own name, in a secure account pending completion of the construction. The party of the second part shall have the right to withdraw funds from said account for any of the reasons it could draw upon the letter of credit. Any funds remaining at the termination of construction and acceptance of same by the party of the second part shall be returned to the party of the first part.

3. IT IS FURTHER AGREED that during the term of this Agreement and at all times prior to completion of the above work, the party of the first part shall, at its expense, ensure the structural integrity, condition, and ability to maintain the road(s) within said development. The party of the second part only agrees to provide routine maintenance, such as snow removal and emergency repairs.

The party of the first part further agrees that at any time during the term of this Agreement and at all times prior to completion of the above work, the party of the second part shall determine that any of said roads are not maintained as stated above, the party of the first part shall immediately upon receiving notice of such necessity from the party of the second part, proceed to correct such conditions in a manner acceptable to the party of the second part, which shall be completed within the period of time specified when noticed.

Additionally, the party of the first part agrees that upon its failure to immediately proceed with correcting the condition(s) or to complete the same within the period of time specified when noticed, the party of the second part shall proceed to make such correction(s) and shall charge the costs of said correction(s) to the party of the first part and retain an amount equivalent to said costs from the performance guarantee deposit.

4. The party of the first part shall hold harmless and defend the party of the second part against any and all claims, lawsuits and demands of any kind whatsoever for damage to public or private property and/or for injuries or death to persons arising out of and during the progress of the work under this Agreement.

IN WITNESS WHEREOF, the parties hereto have hereunto set their hands and seals the day and year first above written.

IN THE PRESENCE OF:

**COMPANY NAME
ADDRESS**

Witness

Proprietor's Name, Title

**BOARD OF COUNTY ROAD COMMISSIONERS
OF THE COUNTY OF INGHAM, MICHIGAN**

Witness

JOSEPH A. GUENTHER, Chair

ANY BANK, MICHIGAN

Number _____

Date: _____

IRREVOCABLE COMMERCIAL LETTER OF CREDIT

Board of Ingham County Road Commissioners
301 Bush Street, P.O. Box 38
Mason, Michigan 48854

Dear Commissioners:

We hereby establish our Irrevocable Letter of Credit #12345 and hereby authorize the Ingham County Road Commission to draw on us at sight for the account of _____ Proprietor's Name and Address _____ up to a total of \$ _____.

Funds are available hereunder in an amount not exceeding in the aggregate \$ _____ for bituminous paving or street construction (select one) in _____ Name of Development _____.

This Letter of Credit will expire _____ Date _____.

All drafts must be marked "Drawn under Letter of Credit of _____ Name of Proprietor number _____ dated _____".

We hereby agree with the drawers, endorsers, and bona fide holders of drafts drawn under and in compliance with the terms of this credit, that such drafts will be duly honored on due presentation to the drawees negotiated on or before the expiration date of this Letter, or presented at this office together with this Letter of Credit on or before that date.

NAME OF BANK

Signature of Authorized Personnel

ENGINEER'S CERTIFICATE

TO: COUNTY ENGINEER
ENGINEERING DEPARTMENT
INGHAM COUNTY ROAD COMMISSION

Please be advised that the finished grades of the roads built as part of the (plat) (land division) (condominium) named _____, located in _____ Township, Michigan, are as shown and approved on the road and utility plans reviewed and approved by the Ingham County Road Commission on _____, or are as subsequently changed and approved on _____, for construction and shown on the enclosed "as constructed" street and utility plans.

I, _____ a Professional Engineer, licensed to practice in the State of Michigan, do hereby certify that the construction of all the streets is complete and that:

1. Water main, storm sewers, sanitary sewers, and all other facilities shown on the plans have been installed in accordance with the approved plans;
2. All roads are built in accordance with the approved plans and Ingham County Road Commission standard specifications;
3. The surfacing materials and other specified construction materials meet the requirements of the Ingham County Road Commission standard specifications and that material testing and density reports are filed with the County Engineer that meet or exceed the minimum standards of the Ingham County Road Commission.

(Consulting Firm)

SEAL

By _____
(Signature of Licensed Professional Engineer)

Date: _____

(Plat, Land Division, or Condominium Name)

PROGRESS INSPECTION CHECKLIST

UTILITIES AND BACKFILL:

Date Requested _____ Date Approved _____

SUBGRADE PREPARATION:

Date Requested _____ Date Approved _____

SAND SUBBASE INSTALLATION:

Date Requested _____ Date Approved _____

AGGREGATE BASE INSTALLATION:

Date Requested _____ Date Approved _____

BITUMINOUS PAVEMENT INSTALLATION:

Base

Date Requested _____ Date Approved _____

Leveling

Date Requested _____ Date Approved _____

Top

Date Requested _____ Date Approved _____

CONCRETE PAVEMENT INSTALLATION:

Date Requested _____ Date Approved _____

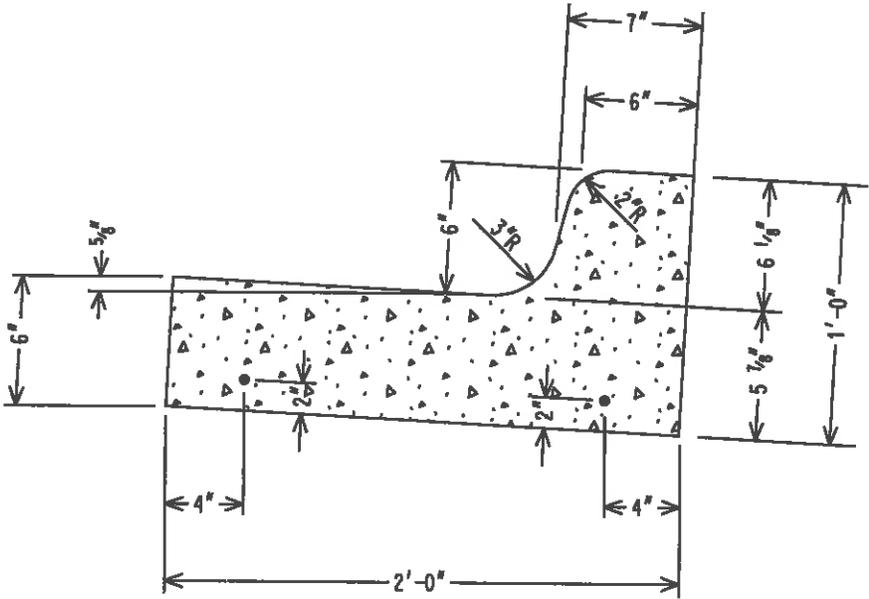
RESTORATION:

FINAL INSPECTION:

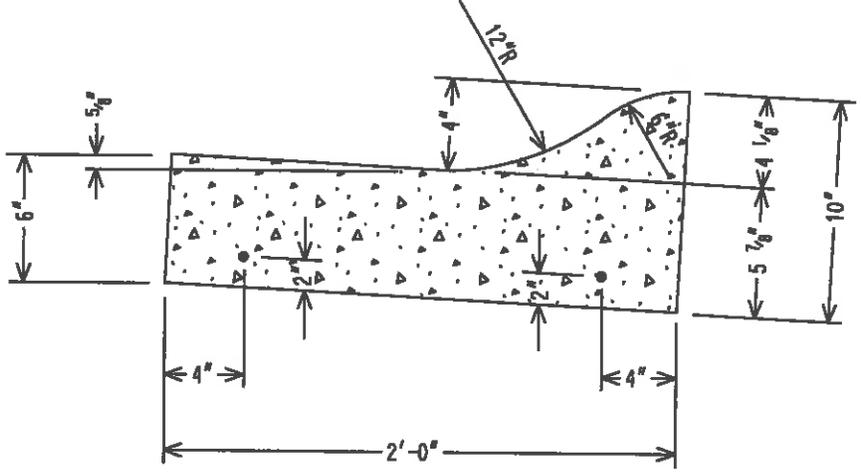
Date Requested _____ Date Approved _____

PUNCH LIST:

CONCRETE CURB & GUTTER



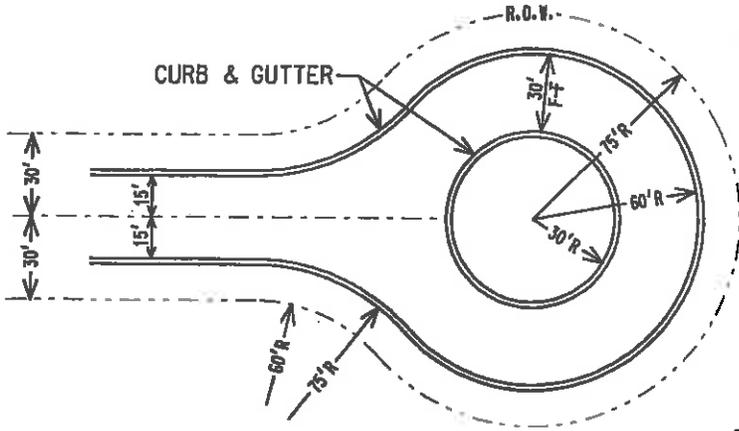
STANDARD



ROLL

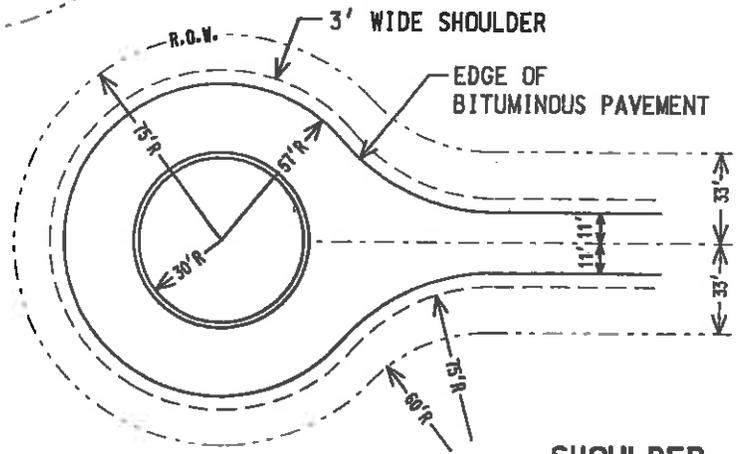
CUL-DE-SAC

ISLAND IS REQUIRED
USE F-4 CURB & GUTTER



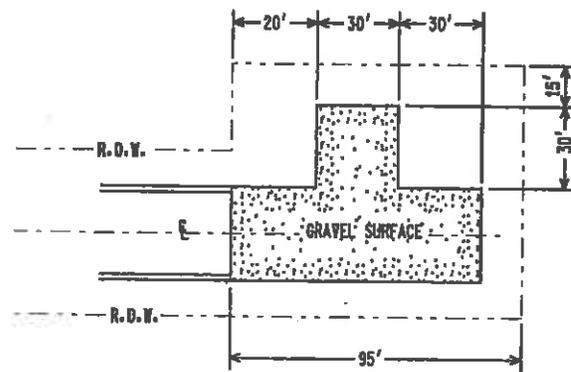
ISLAND IS REQUIRED
USE F-4 CURB & GUTTER

CURB & GUTTER

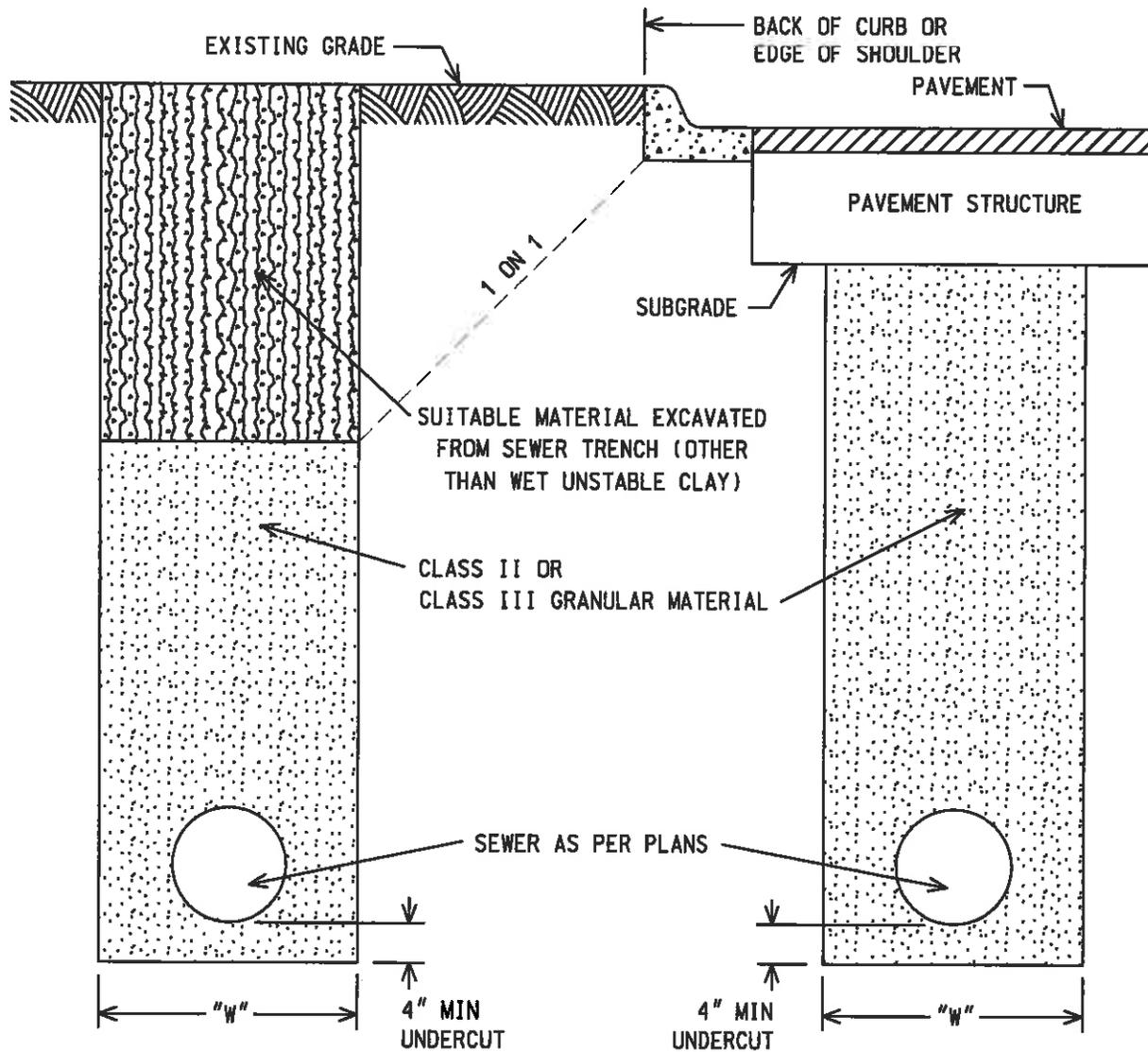


SHOULDER

TEMPORARY TURNAROUND



NOTE: BITUMINOUS SURFACE
MAY BE REQUIRED



SEWER UNDER ROADBED OR WITHIN INFLUENCE OF ROADBED

**BOARD OF INGHAM COUNTY
ROAD COMMISSIONERS**

BOARD POLICY

EFFECTIVE DATE: Immediate POLICY #BP-267

SUPERSEDES BP# RESOLUTION #071-02

SUBJECT: Turning Private Roads to Public Roads

ADOPTED BY THE BOARD OF INGHAM COUNTY ROAD COMMISSIONERS ON MARCH 28, 2002.

WHEREAS, the Road Commission receives numerous inquiries regarding turning private roads to public roads; and

WHEREAS, in the past the Road Commission has provided free engineering services and has done all the work required to bid the job to a contractor for residents along private roads wishing to make the roads public; and

WHEREAS, this practice has become cost prohibitive to the Road Commission;

WHEREAS, the Ingham County Road Commission publishes procedures and guidelines for developing public roads within Ingham County; and

THEREFORE, BE IT RESOLVED that effective immediately, citizens requesting that their private roads become public will be required by the Road Commission to follow the same procedures and guidelines imposed upon developers when developing public roads; and

BE IT FURTHER RESOLVED that citizens who request that their private roads become public will be required to retain a qualified Professional Engineer to prepare plans and drawings and will also be required to hire their own contractor to perform the work required to bring the condition of the road to Ingham County Road Commission standards; and

BE IT FURTHER RESOLVED that citizens who request that their private roads become public will also be required to provide the Ingham County Road Commission with a Warranty Deed and certificate of survey for the road right of way to become public, in accordance with the Ingham County Road Commission's procedures and guidelines; and

BE IT FURTHER RESOLVED that the Board of Ingham County Road Commissioners will accept the private road into the county's public road system when all of the above requirements have been met.

**Parent Parcel: 33-02-02-22-454-001;
Child Parcel (s) : 33-02-02-22-454-002, 33-02-02-22-454-003**

Parcel Number: 33-02-02-22-454-003		Jurisdiction: MERIDIAN TOWNSHIP		County: INGHAM		Printed on		08/13/2024			
Grantor	Grantee	Sale Price	Sale Date	Inst. Type	Terms of Sale	Liber & Page	Verified By	Prcnt. Trans.			
FAITH LUTHERAN CHURCH	FEDWA HOLDINGS LLC	304,182	05/01/2024	WD	03-ARM'S LENGTH	2024-012869	DEED	100.0			
Property Address		Class: COMMERCIAL-IMPROV		Zoning: RAA		Building Permit(s)		Date	Number	Status	
DORIE RD		School: OKEMOS PUBLIC SCHOOLS		P.R.S. 01							
Owner's Name/Address		MG:		2025 Est. TCY Tentative							
FEDWA HOLDINGS LLC 6059 E LAKE DRIVE HASLETT MI 48840		Improved		X Vacant		Land Value Estimates for Land Table 2035.2035 O. D'TOWN/RAG./OOTLYING OFFICE					
Tax Description		Public Improvements		Dirt Road		Gravel Road		Paved Road		Storm Sewer	
PART OF THE SE 1/4 OF SEC 22 T4N R1W DESC AS: COM AT S 1/4 COR OF SD SEC 22 - N00°03'21"E ALNG N-S 1/4 LN OF SD SEC 22 385.60 FT TO POB - N00°03'21"E CONT ALNG SD N-S 1/4 LN 297.20 FT TO S LN OF "CHIEF OKEMOS" - S89°56'32"E ALNG SD S LN 627.69 FT TO C/L OF DORIE RD - S00°00'01"E ALNG SD C/L 297.20 FT - N89°56'32"W PELL WITH S SEC LN OF SD SEC 22 627.98 FT TO POB 4.28 A M/L		Sewer		Electric		Gas		Curb		Street Lights	
SPLIT/COMBINED ON 04/17/2024 FROM 33-02-02-22-454-001;		Standard Utilities		Underground Utilis.		Topography of Site		Level		Rolling	
Comments/Influences		Split/Comb. on 04/17/2024 completed 04/17/2024 AMINSTAD OWNER REQUEST ; Parent Parcel(s): 33-02-02-22-454-001; Child Parcel(s): 33-02-02-22-454-002, 33-02-02-22-454-003;		High		Landscaped		Swamp		Wooded	
		Flood		Waterfront		Ravine		Wetland		Flood Plain	
		Year		Land Value		Building Value		Assessed Value		Board of Review	
		2023		Tentative		Tentative		Tentative		Tentative	
		2024		EXEMPT		EXEMPT		EXEMPT		EXEMPT	
		2023		0		0		0		0	
		2022		0		0		0		0	

*** Information herein deemed reliable but not guaranteed***

The Equalizer. Copyright (c) 1999 - 2009. Licensed To: Township of Meridian, County of Ingham, Michigan

From: [REDACTED]
To: [Board](#)
Cc: [SCC Taskforce](#)
Subject: Question & Annual Recreation Membership Fees for Community Center-1 Gym Proposal
Date: Wednesday, March 5, 2025 11:25:59 AM

Dear Township Board Members,

First, I respectfully ask that there be further analysis and serious consideration of the submitted Senior Center Advisory Board's more reasonable request of Senior Center Only-No Gym proposal at 14,500 total finished square feet? Currently, the Task Force is now moving forward with the 2 much larger & more expensive proposals as follows:

Task Force 2 Proposals

1. **Senior Center Only-No Gym at 20,007 total finished square feet** which is double the size of the current Senior Center & beyond what the Seniors requested & want.
2. **Much larger Community Center-1 Gym at 53,784 total finished square feet**, which is 37% larger than the Board Voted NO original Younkers proposal at 39,230 total finished square feet, which included the Factor for Walls (Thursday, May 9, 2025 Board Meeting Packet, Page 10).

Second, I want to highlight that on top of the significant annual property tax increases from a likely new additional tax millage, this very large Community Center-1 Gym proposal will also likely have significant Annual Recreation Membership Fees. Community Center Annual Recreation Membership fees for both residents and non-residents are usually very necessary as incoming revenue in order to offset the much bigger Community Center's large operating costs. Both significant annual property tax increases from an additional tax millage and significant annual recreation membership fees are substantial and will be placed upon the Meridian Township citizens to bear the burden and pay forever into perpetuity.

Please note the following list of Senior-Adult resident Annual Recreation Membership Fees ranges at various Michigan Community Centers as examples.

Community Center Senior-Adult Resident Annual Recreation Membership Fees

1. **City of East Lansing: Hannah Community Center: \$175-\$255**

<https://www.cityofeastlansing.com/845/Fitness-Passes>

2. **City of Farmington Hills: Hawk Community Center (Opened 2021): \$238-\$270**

<https://www.fhgov.com/thehawkfh/hawk-pass/>

3. **City of Howell/Local Area: Oceola Community Center (Opened 2021): \$165-\$220**

<https://static1.squarespace.com/static/533470d4e4b0d5e2d59fef4a/t/67852a883034294a90bcf4e3/1736780429221/2025+Membership+%2B+Passport.pdf>

4. **City of Williamston/Local Area: Williamston Community Center (Using High School Facilities): \$125-\$200**

<https://wcpfc.studio.xplor.co?type=storeproducts&id=118518>

Meridian Township citizens will likely pay Annual Recreation Membership fees as well to use a Community Center-1 Gym just like paying annual membership fees to local nearby private Court One, the MAC, etc.

As a result, a large Community Center-1 Gym proposal will possibly be duplicating services and competing with local nearby private businesses/etc.

Additionally, several Michigan Community Centers have struggled with large annual operating losses. Since these operating losses are not sustainable in the long-term, their municipal governments may be forced to go back to the citizens voters for additional tax millages, continually increasing fees (annual recreation membership fees, rental fees, etc.), and/or getting outside investor(s) funds to reduce the annual large operating losses that are beyond the original tax millage.

Again, I respectfully ask the Board Members to please remain steadfast and continue to place primary and utmost importance on being fiscally and financially responsible to the Meridian Township citizens. Please, also again consider the need of further analysis and serious consideration of the Seniors' more reasonable request Senior Center Only-No Gym proposal at 14,500 total finished square feet. This very important decision made on this new facility project will forever significantly, financially impact the Meridian Township citizens now and into the future for perpetuity.

Thank you,
Beth Bechtel
Haslett, MI

From: [REDACTED]
To: [Board](#)
Subject: Zoning change on Dobie Road
Date: Tuesday, March 11, 2025 8:12:48 AM

[Some people who received this message don't often get email from [REDACTED]. Learn why this is important at [REDACTED]]

To the Meridian Township Board,

Among other problems of adding even more rental properties in the area we should look at the condition of the asphalt on Seneca Drive. The potholes are unbelievable and embarrassing and if it is too difficult to maintain that road with the current traffic, imagine more traffic that we know will be caused by this zoning.

It would benefit the community to add homes, specifically single family homes for ownership, not rental as a search on Zillow results in very few (approximately 20) available homes for sale.

"Examples of communities that didn't control their growth are Woodinville, WA and Bothell, WA. Young people can rarely find housing to own now that the Board has allowed so many multi family dwellers for rentals. The community feels completely different than 2-3 years ago and young people can only live there as long as they are willing to rent.

I doubt the developer in this zoning request lives with an apartment/townhouse structure in his backyard.

Thank you for all of the time you spend on our community,

Amanda Olivier

From: [REDACTED]
To: [Board](#)
Subject: Rezoning Ordinance 2025-03 Fedewa Builders
Date: Tuesday, March 11, 2025 12:53:37 PM

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

Dear Board Members:

I am in opposition to this ordinance because as a resident of the Township for 47+ years, I do not believe we need additional apartments/townhomes, the traffic and noise they will bring, along with drainage issues and subsequent drain assessments that always come along with this type of project. The Board has already rejected this project in various forms and I would be very pleased if you reject the newest proposal again. I might also suggest that a new traffic study on this project be performed because my understanding of the current one was that it contained numerous flaws. If you have any questions or would like to discuss this matter further, please contact me. Thanks for your service to our community.

Michael L. Horvath
[REDACTED]
Okemos, MI 48864

From: [REDACTED]
To: [Board](#); [REDACTED]
Subject: Meridian Board Meeting on March 18, 2025
Date: Wednesday, March 12, 2025 5:22:46 PM
Attachments: [BoardLetter BTS_03122025a.pdf](#)

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

Please accept the attached letter sent prior to the public hearing before the Charter Township of Meridian Board on the evening of March 18, 2025, regarding a rezoning request from Fedewa Holdings for two parcels once owned by the Faith Lutheran Church and later combined.

**4504 Dobie Road
Okemos, MI 48864**

March 12, 2025

Meridian Township Board
5151 Marsh Road
Okemos, Michigan 48864

c/o board@meridian.mi.us
schmitt@meridian.mi.us

Subject Parcels:

33-02-02-22-453-002
33-02-02-22-454-001
33-02-02-22-454-002
33-02-02-22-454-003

Re: Amendment of the Township's Master Plan for Fedewa Holdings Rezoning Application

Dear Board Members:

Please accept these written comments sent prior to the public hearing before the Charter Township of Meridian Board on the evening of March 18, 2025, regarding a rezoning request from Fedewa Holdings for two parcels once owned by the Faith Lutheran Church and later combined.

Perhaps the best way to summarize the problematic action before the Board is to review the last words from the Planning Commission:

“One of the reservations I have been harboring is this issue of the rezoning request not fitting the map because I’m a geographer by training and it bugs me when squares don’t fit rectangles, but I get great reassurance from the fact that during the site plan review the validity of the easement will be verified by township staff. In that sense then those two are now one parcels [sic]. They don’t have the same shape as the master plan, but they have the same effect of what the master plan was attempting to do and **I kind of wish that the two parcels had not been combined so we could do this more cleanly.** That **may prove to be a stumbling block later on**, but I feel like it meets what we were intending to do with the master plan so I will be supporting it.” (bolding added for emphasis)

Planning Commission Member Bill McConnell
Planning Commission Meeting, January 27, 2025, 7:27 p.m.

Furthermore, the significance of joining two subject parcels is clearly documented in a Staff Report:

“Commissioner McConell asked for background information about the land use plan update regarding the land division application that created this parcel. Principal Planner

Shorkey clarified that the land division application came in after the master plan update that met the zoning at the time and by law does not consider future land use. Commissioner McConell asked about split zoning on properties. Principal Planner Shorkey stated that staff will never recommend split zoning but were it to happen, the determination of zoning on the property would be made by the Director of Planning and Development. He also clarified that the Planning Commission cannot impose conditions on a rezoning.” (January 27, 2025, 6:30 pm).

Please note that Meridian Township allowed the combination of parcel 33-02-02-22-454-001 and 33-02-02-22-454-002 on April 17, 2024 (the Assessor’s office lists the sale date between Faith Lutheran Church and Fedewa Holdings, LLC as May 1, 2024). The Planning Commission was aware that this was relevant to rezoning under consideration, yet the Township made the decision prior to a public hearing on rezoning these parcels.

Now we can turn to false statements in the Rezoning Application and related concerns. There are four significant false items in the Rezoning Application before the Board, namely:

1. alignment to the Master Plan,
2. acreage of the land available for residential development,
3. description of the parcel, and
4. available infrastructure for high-density residential development.

I. Alignment to the Master Plan

The Applicant’s statement “The requested rezoning aligns with the Township’s Master Plan” is known to be false and well-documented to be false. This false statement was also clarified during the public hearing on January 27, 2025. Documentation includes Brian Shorkey’s report dated January 13, 2025:

“The Future Land Use map for 2.9 acres of the 4.3-acre Subject Property was updated during the 2023 Master Plan update to reflect Multiple Family Residential. This was done at the request of Faith Lutheran Church, who owned the Subject Property at that time.”

and

“The Future Land Use Map was changed during the 2023 Master Plan update and the **northern majority of the parcel** is designated for multiple family uses, with the southern portion still designated as Institutional, in support of the church.” (Staff Report, January 13, 2025). (bolding added for emphasis)

In amending the Master Plan, the Planning Commission largely ignored its duty-of-care obligations under the Michigan Planning Enabling Act. A Master plan amendment must satisfy multiple criteria, including:

1. promoting public safety;
2. providing safe and efficient movement of people and goods by motor vehicles, bicycles, and pedestrians;
3. providing accessible recreational facilities;
4. considering all legal users of the public right-of-way; and
5. addressing flood prevention and drainage.

As detailed further below, the Planning Commission clearly omitted meaningful discernment of these criteria. To be clear, it is incorrect to state that the Township does not need to consider drainage until a site plan is available (according to the Michigan Planning Enabling Act).

II. Acreage of the Land Available to Residential Development

The total acreage provided in the current Rezoning Application includes the existing north Lutheran driveway (see undated plot plan submitted to Meridian Township by Fedewa Holdings with Rezoning Application dated November 15, 2024). The actual acreage available to the planned residential project should be used, something less than 4.28 acres (after excluding the church driveway). **Please note that this misstated acreage ties into the dwelling-units-per-acre calculation.**

III. Description of the Parcel

The Applicant omits important information necessary to evaluate the application. The Applicant's statement "The parcel is currently vacant with some trees, it was originally farmland and does not feature any old growth trees." There is no mention of the north driveway to the church and the mature trees that grace that driveway (see Figure 1 below). Granted, a request to rezone a church driveway as residential would look absurd in writing. Nonetheless, it is what it is and important to the public interest and public safety. The two Lutheran driveways that form a turnaround are in constant use, including vehicles owned by UPS, FedEx, USPS, Waste Management, Granger, Meridian Township Police Department, Meridian Township Fire Department, and citizens using a polling location for the Township. **Please note that the closest fire hydrant to the Lutheran Church is behind the Lutheran Church which requires existing driveways for access and egress.**

At the very least, any resolution should be subject to the applicant's and future deed holder's obligation to maintain or rebuild the north driveway into the Lutheran Church or any future landowners of parcel number 33-0202-22-454-002. **Verbal assurances from the applicant that this is covered in a sales agreement does not adequately ensure the public interest.**

IV. Available Infrastructure for High-Density Residential Development

The Applicants statement "The site has direct access to public water, sewer, and storm services..." is false. Any meaningful amendment to the Master Plan would have included the lack of drains and/or conduits on both sides of Dobie Road (from the Arrowtree Apartments to Forest Hill Drive) that should run to the Spross Drain or Daniels Drain Extension. Routine flooding occurs around both Lutheran driveway as a result of poor drainage off Dobie Road.

Ingham County provides no ditching or conduits of any kind on this section of Dobie Road and no connection to the Spross or Daniels Drain Extension (see Figure 2 below). The Applicant's statement "We plan to install detention ponds to address existing water issues in the area" does not measure up to the scope of the drainage issues to be addressed.

As mentioned above, the latest amendment to the Master Plan served as a contrivance to enable the subject Rezoning Application, and the discernment of the amendment does not appear compliant with the Michigan Planning Enabling Act. As a critical example, **Dobie Road is currently defined as "Rural" which is not consistent with high density housing** (see Board of County Road Commissioners, County of Ingham, State of Michigan, *Procedures and Guidelines for Developing Public Roads*, May 2009). **Moreover, since there is no ditch or conduits on Dobie Road (roughly between the Arrowtree Apartments and Forest Hills Drive), so it can be considered a substandard rural road (see Figures 3 and 4). As such, the Applicant does not have direct access to the infrastructure necessary for a high-density residential development.**

V. Conclusions

As 29-year owners and residents of 4504 Dobie Road, we would be directly impacted by the subject rezoning. In addition, we have open matters with the Ingham County Drain Commission and Meridian Township. Due to the known deficiencies of ditching and conduits on both side of Dobie Road near the subject parcels and the current rate of vehicular accidents on Dobie Road, Esther and Bradley Shaw, owners of 4504 Dobie Road, Okemos MI (parcel 33-02-02-22-455-009), should receive any and all notifications for highly impacted and/or Adjacent Property Owners relative to any changes to driveways and drainage on the subject parcels (listed above) and review of any site plan for the subject parcels.

The last amendment to the Township's Master Plan should be made null and void and the subject Rezoning Application should be denied or tabled.

As stated in the Goals and Objectives of the Master Plan, there should be improved "coordination with outside agencies during the plan review process." It is now clear that the any development will require the coordination of the Meridian Township's planning and funding of its pathway (under the Township Pathway Master Plan), Ingham County Drain Commission, and the Ingham County Road Department. Requests for new driveways and new drainage schemes on the subject parcels should be considered in the context of existing problems and in communication with owners of all impacted parcels. This is an opportunity to address standing water on both sides of Dobie Road with proper ditches and conduits to send water to the Spross Drain or Daniels Drain Extension, and to improve the Pathway.

Thank you for your consideration.

Esther and Brad Shaw

██████████
Okemos, MI 48864

Figures below

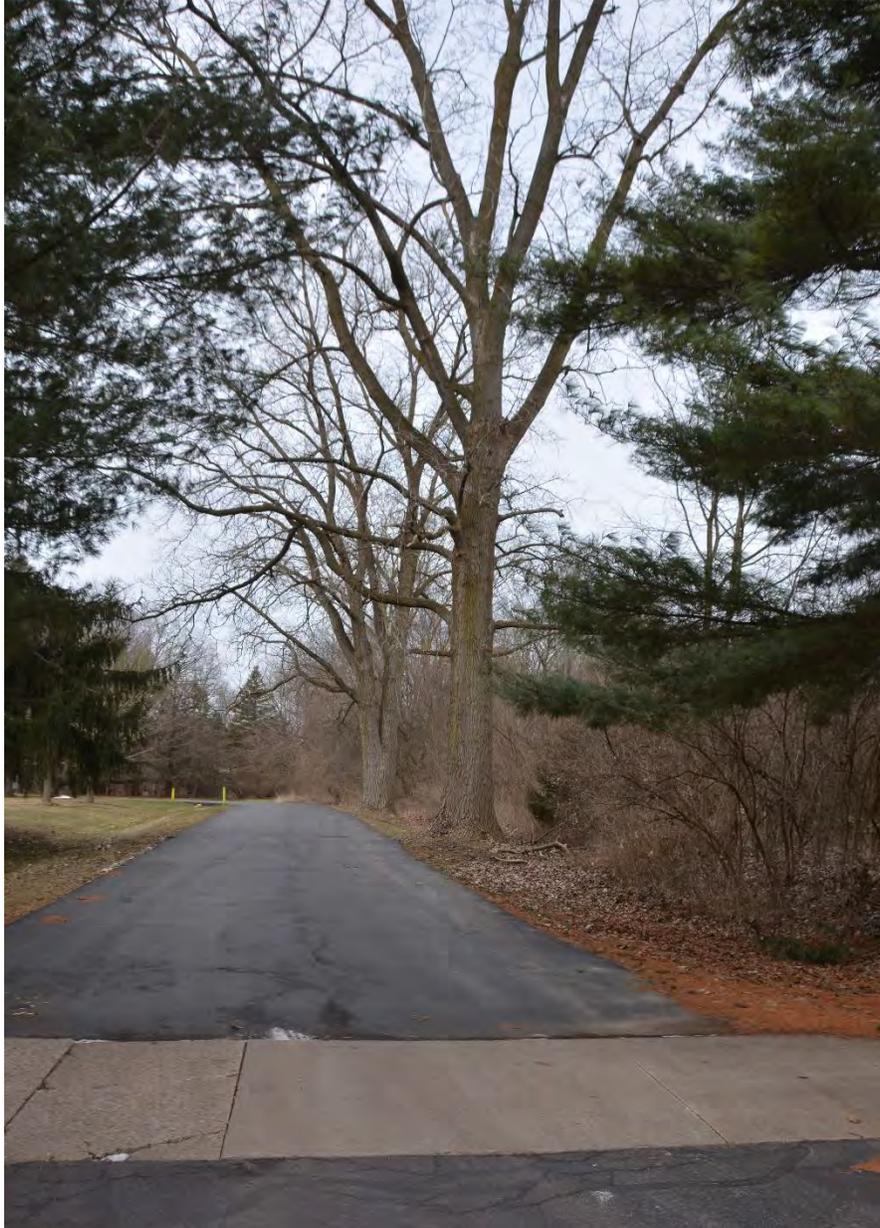


Figure 1 Threatened heritage trees along the current northern driveway of the Faith Lutheran Church (looking west). There is no mention of these features in the Rezoning Application before the Board.



Figure 2 The Ingham County Drain Commissioner's Drainage Map for Meridian Township Southwest clearly shows flows to the west (2025).

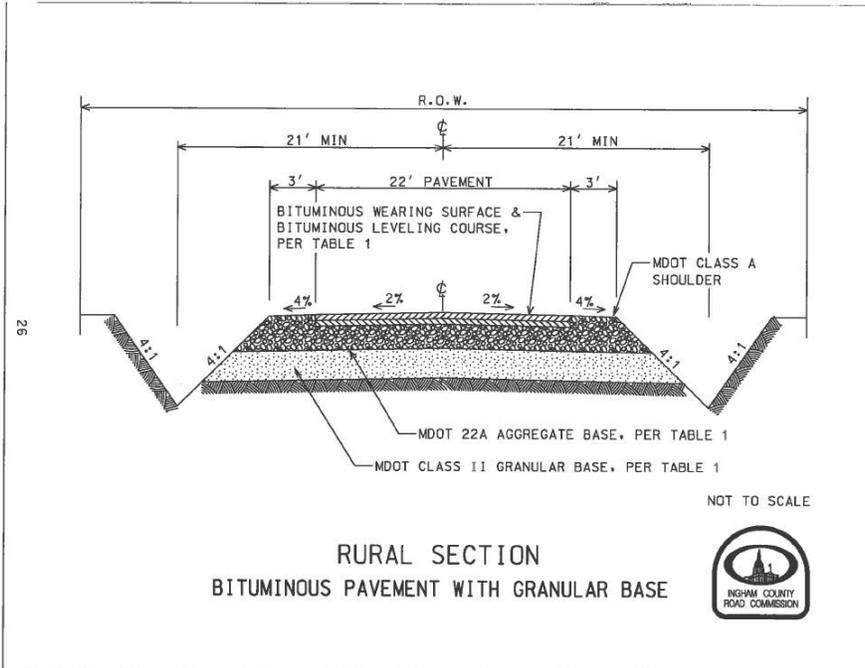


Figure 3 Top: Dobie Road is currently defined as “Rural” which is not consistent with high-density housing (illustration from the Board of County Road Commissioners, County of Ingham, State of Michigan, *Procedures and Guidelines for Developing Public Roads*, May 2009). Bottom: Dobie Road looking south, showing in the lower right an asphalt extension that is part of the north driveway to the Faith Lutheran Church (2025).



Figure 4. Dobie Road looking north with Faith Lutheran Church property on the left. The photograph documents substandard conditions even for a road defined as “Rural” by the Ingham County Road Department. Ingham County currently provides no functioning ditching or conduits of any kind on this section of Dobie Road and no connection to the Spross Drain or Daniels Drain Extension (2025).

From: [REDACTED]
To: [Board](#)
Subject: Opposition to Ordinance 2025-03
Date: Wednesday, March 12, 2025 9:36:07 PM

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

3/12/25

Dear Board of Trustees,

I am voicing my opposition to rezoning the acres of woodlands adjacent to Faith Lutheran Church on Dobie Road to multi-family residential (Ordinance 2025-03). This proposal has a long history, beginning in 2019. After starting with a request for RC rezoning (max 14 units per acre) of this same area in 2019, Mr. Fedewa then reduced his request on 1/7/2020 to 8 units per acre. The Board of Trustees still denied the applicant's request 6-0 on 1/7/2020 "in order to allow the developer to come up with a new proposal that will provide affordable smaller single-family homes to better match the character of the existing adjacent neighborhoods". Please see the Board minutes and packet from the 12/10/19 and 1/7/2020 meetings.

Six years have passed, and the applicant still has not adequately demonstrated why the requested rezoning to RC is appropriate or why the current RAA (single-family) zoning is unreasonable. The subject property **can** be developed as currently zoned. I am not opposed to building single-family homes in this area. My objection arises from the density of the request for rezoning in Ordinance 2025-03.

Additional rental properties are not needed in Meridian Township. While the population of Meridian Township grew from the 2010 to 2020 census by 4,228 residents, the US Census Bureau population estimate for July 2023 has a decrease in the population for Meridian Township (www.census.gov). The same US Census Bureau data shows the percentage of owner-occupied housing to be 58.6% for Meridian Township. This is well below the owner-occupied housing unit rate of 72.9% for the entire state of Michigan, well below the 65% rate for the United States, and even below the Ingham County rate of 59.5%. Additionally, today I found 3-bedroom townhomes available for immediate occupancy within the township, including availability in Mr. Fedewa's other properties. Excluding Mr. Fedewa's available rental of \$2,600 per month, the other properties are around \$1,700 per month. None of this data supports the need for additional high-end rental properties, especially given the number of units that will be available in Grand Preserve. Mr. Fedewa submitted HUD market analysis data to the Planning Commission, which was absent from the data forwarded to the Board of Trustees. This data showed the rental market is currently balanced with a vacancy rate of 5.9% for the apartment market, with an additional 260 under construction. The home sales market was described as slightly tight. The township needs affordable/entry-level single-family homes for first-time home buyers, young families, and empty nesters. Communities where neighbors become like family and grow the wonderful and diverse fabric of our township. Exactly the type of neighborhood you would be destroying by allowing this parcel to be rezoned multi-family residential.

The township was asked repeatedly by the property owner, Faith Lutheran Church, to alter the master plan and future land use map to include a change in zoning of only the undeveloped northern third of their property (approximately 3 acres) to multi-

family residential. This was done in 2023 at the request of the property owner. While the township published the legally required notice in the Lansing City Pulse for the master plan update, I hope you can understand how the optics of this process are less than ideal and contribute to an erosion of faith and trust in our public institutions. The change to the master plan occurred based on a property owner's request, with no consideration given to the impact on the surrounding residents or community. The only interests considered were the two parties who stood to gain financially from the change (Fedewa Builders and Faith Lutheran Church). During the master plan discussion at the Planning Commission meeting on 8/14/23, Director Schmidt presented the Faith Lutheran rezoning as an addition to the future land use map at the request of the property owner, while providing no history of the property or prior rezoning requests. Director Schmidt further states, "no major overhauls" are present in this section of the master plan. I was naïve enough to think my elected officials would consider the interests of all community members in their decision-making process, not just the wishes of the wealthy and well-connected members of this community.

We have heard on multiple occasions that this rezoning is "in the master plan". Only 3 acres are actually in the master plan and future land use map. Increasing the size of this project by approximately 50% changes the scope and impact of the project sufficiently to render it inconsistent with the master plan. The master plan and future land use map specifically state on page 23 the following, "The Church has requested the Township change the designation of the **northern 1/3** of the property **only** to Multiple Family Residential, consistent with the development to the north. This would allow potential redevelopment on the **vacant 1/3** of the site". The master plan specifically and intentionally excludes the additional 1.28 acres of developed land. To further support this assertion, please see a letter dated 12/5/22 from Faith Lutheran Church to the Planning Commission. The letter discusses the proposed density change request for their vacant parcel of land only. It makes no mention of the inclusion of developed land used daily.

Rezoning to multi-family residential would also cause traffic issues, environmental harm, and drainage issues from disruption of the existing natural habitat:

- Traffic Impact
 1. A traffic analysis, not a full traffic study, was completed which assumed single-family homes were already on this wooded site. The traffic analysis also failed to consider the impact of the 115 new nearby housing units that will be opening in Grand Preserve. Dobie Road will be the main north/south corridor for people traveling to nearby interstates. Is a traffic study considered unbiased when the provider is paid for and chosen by the applicant?
 2. As discussed in previous public comments, Seneca/Shaker directly parallels Dobie/Hamilton. Many use this route to avoid traffic at the Dobie intersection as there are no right-hand turn lanes. Our neighborhood has no sidewalks, no streetlights, and multiple young families and elderly residents. The safety risk is untenable to the residents of our neighborhood. The Board has been made aware of the safety risks to this neighborhood should they approve this rezoning.

- Environmental Impact

1. No value is given to environmental preservation if this wooded, undeveloped area is allowed to be replaced with acres of concrete and 32 multiple-family units. This area is described in the rezoning application as “vacant with some trees”, which is not accurate. It is a fully wooded lot. The application also states that the lot “does not feature any old-growth trees”. Unless the area has been surveyed by an arborist, I question the accuracy of this statement. Several trees in the northwestern corner of the property may be considered old-growth.

- Drainage Issues

1. Replacing acres of currently undeveloped land with mostly concrete impacts the existing drainage systems. Our home sits at the lowest point on Seneca where drains converge. While water often pools by the drainage area near the woods, it eventually drains. Whoever built the drainage system in the 60's did a great job! In 25 years, we've never had a drop of water in our basement. Altering the natural habitat and ecosystem will impact drainage. I want it to be a matter of public record that no drainage issues exist at my home, or have existed in the last 25 years, as of the writing of this letter. If the Township Board of Trustees approves this rezoning to multi-family residential and drainage issues develop, the responsibility lies solely with the township for approving the rezoning to multi-family residential. The residents will not be responsible for another Daniels drain situation. Single-family homes would preserve more greenspace and impact drainage much less than multiple-family residential buildings.
2. The applicant mentioned at the 3/4/25 Board meeting that an elevated detention pond could be right on the property line. This would be my property line. The negative impacts of a detention pond so close to homes include pest control issues, drowning hazards, algae growth, etc. especially if not well maintained. Not to mention it will be an eyesore.

The rezoning of this area to multi-family residential also directly conflicts with other stated goals in the master plan, specifically the goal on page 8 of “preserving the character of existing single-family residential neighborhoods”. Increasing traffic in a neighborhood with no sidewalks, tearing down multiple acres of woodlands, destroying green space, increasing noise and light pollution, drainage issues, etc., do not preserve the character of our existing single-family residential neighborhood. This development also conflicts with the goal on page 8 of “working towards increasing the affordability of housing for both new and existing residents”. According to US Census data, the median gross rent is \$1,149 for Meridian Township. Rental prices that start at \$2,500 and go up from there are the exact opposite of affordable housing, especially for the 11.9% of our township residents who live in poverty. Rezoning to multi-family residential is not compatible with the existing surrounding area. The largest bordering area is single-family homes on the east and west. Mr. Fedewa's multi-family development does not fit the surrounding area at all and is far too dense for this land. All of Mr. Fedewa's multi-family builds in the township have

been 2 stories on top of a garage, essentially making them 3 story buildings. I understand that Mr. Fedewa has the right to build on this land that he now rightfully owns; however, what he builds must fit the land, the neighborhood, the infrastructure, and the township. Single-family homes would be more suitable for this location and limit the detrimental impact of high-density housing in this small area.

Please deny the request to rezone this property as multi-family residential for the following reasons:

- The development is not compatible with other existing uses surrounding this site.
- This development does not address a proven community need.
- The requested rezoning would result in significant adverse impacts on traffic circulation, water and sewer systems, the environment, and public safety.

Respectfully submitted,

Kris Kloc



From: [REDACTED]
To: [Board](#); [REDACTED]
Subject: Township Board Meeting March 18, 2025 - Fedewa Rezoning Proposal
Date: Thursday, March 13, 2025 9:42:01 AM
Attachments: [D Kloc Presentation to Meridian Township Board 3-18-25.docx](#)

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

Meridian Township Board and Tim Schmitt, please include my attached letter with the Agenda and Packet for the Township Board Meeting on March 18, 2025 regarding the Fedewa Rezoning request.

Thank you,
David Kloc

[REDACTED]
Okemos, MI 48864

Presentation to Meridian Township Board – March 18, 2025
Rezoning Request for Parcel ID #33-0202-22-454-003
Submitted by Fedewa Holdings

David Kloc

██████████ Okemos, MI 48864

Please accept these written comments sent to Charter Township of Meridian Board prior to the next Township Board meeting on March 18, 2025, regarding rezoning request for parcel ID #33-0202-22-454-003 submitted by Fedewa Holdings.

I OPPOSE the rezoning request by Fedewa Holdings to rezone an approximate 4.28 acre parcel, located on Dobie Road, from RAA (Single Family-Low Density) to RD – Multiple Family. I SUPPORT keeping the current zoning of this property as single family-low density. I support updating the Future Land Use map to match the current zoning of this property as RAA (Single Family-Low Density).

I spoke and objected to the proposed rezoning of this same property at previous Planning Commission meetings in October 2019, June 2024 and July 2024 and at the Township Board meeting on March 4, 2025.

I don't feel proper attention has been given, or an independent party traffic study has been completed for the proposed units and rezoning of the Fedewa property, especially with 200+ new units/homes being built in the Grand Preserve neighborhood on the Northeast corner of Grand River Avenue and Dobie Road. I would presume many vehicles from the Grand Preserve neighborhood will travel Dobie Road, making congestion worse on Dobie Road than it is now. Add to that, the proposed 32 additional units from the Fedewa property, which will make traffic on Dobie Road worse, not better. A traffic analysis was prepared and presented to the Township Board on March 4, 2025, when I believe an independent traffic 'study', rather than an 'analysis', should be completed using many days of data, rather than one single day of study used for the traffic 'analysis'.

Additional traffic on Dobie and Hamilton Roads will lead to more cut-through traffic on Seneca Dr. and Shaker Blvd., with Seneca Dr. already being a narrow street. In addition, Seneca Dr. and Shaker Blvd. do NOT have sidewalks. These issues were discussed at the Planning Commission meetings in 2019, 2024 and 2025, and also at the March 4, 2025 Township Board Meeting.

Rezoning requests for the same property were denied by the Planning Commission in 2019 and again denied in 2024. In 2019 the Township Board denied rezoning of this property for various reasons, not simply because the subject property was not in the Future Land Use map and the 60 unit proposal. There were other reasons for Township Board denial. I refer to the October 14, 2019 Regular Meeting Minutes.

One major issue of the Fedewa rezoning request is that 1/3 of the 4.28 acre parcel is NOT labeled Multiple Family in the 2023 Future Land Use map. We should not assume intentions of any party, as

mentioned at the January 13, 2025 Planning Commission Meeting and at the March 4, 2025 Township Board Meeting. Details and specifics matter when considering property lines and rezoning requests.

I don't feel appropriate attention has been given to the detention pond projected to be built on the property, where 4.28 acres of water will now be PURPOSELY directed toward the lowest elevation on Seneca Dr.

At the June 24th Planning Commission meeting, I spoke specifically about the detention pond, projected to be built 10 feet from our properties on Seneca Dr. Detention ponds:

- a. Create a habitat for mosquitoes and their diseases, along with attracting snakes.
- b. Horrible view for us homeowners, which doesn't preserve the character of our single-family residential neighborhood.
- c. The smell of stagnant water.
- d. Downing risk.
- e. Risk of water being contaminated.
- f. Disturbing the existing natural eco-system.

Fedewa properties mentioned at the March 4, 2025 Township Board meeting that accumulated water on the subject property would be directed to the basin/detention pond, and then directed to the street. If Dobie Road, I refer to water issues outlined in Brad and Ester Shaw's letters submitted to the Planning Commission and Township Board. If Seneca Dr., what benefit would arise from water being purposely directed toward the lowest elevation of properties along Seneca Dr.

My concerns go away if the 4+ acre parcel remains zoned single-family:

1. Noise, lights, the view, mosquitoes, snakes, smell, drowning risk will go away if a retention pond isn't needed because single-family homes have more green space and lawns to absorb water.
2. Not having 4+ acres of water purposely being directed toward our backyards.
3. Single-family homeowners will most likely want to keep a buffer of existing trees and landscape between their property and ours, as us Seneca Dr. residents also prefer.
4. Single-family homes WON'T lower our property values, where re-zoning to multiple family WILL reduce our property values.
5. Remember, that 4+ acre parcel was never zoned multiple family when current Seneca Dr. residents purchased our homes. Let's not change the rules mid-game and move the goals posts by re-zoning to multiple family.
6. Less cut-through traffic on Seneca Dr. and Shaker Blvd. adding 8-9 homes, compared to adding 32 multiple family units.

7. NOT rezoning to multiple family is consistent with the Master Plan goal of wanting to preserve the character of existing single family residential neighborhoods. I feel shoehorning 32 units into that 4+ acre parcel is not preserving the character of the surrounding existing single family residential neighborhoods.

My Final Points:

1. There AREN'T right turn lanes at Hamilton and Dobie Roads. One car going straight and stopped at the lights would hold up traffic needing to turn right on either road from any direction. Thereby resulting in more cut-thru traffic on Seneca Dr. and Shaker Blvd.
2. Fedewa mentioned 2-story dwellings, but recent builds by Fedewa near the Hamilton Road traffic circle and Chief Okemos Court may technically be 2-stories of living space. But with the garage on the ground level, the dwelling is 3-stories tall with the garage taking up the 1st floor.
3. Fedewa doubled the setback in their latest proposal. However, the asphalt turn-around/parking and proposed site for the detention pond in the west part of the property would clear all landscape. Meaning the additional setback doesn't have any benefit to the residents to the west when all the landscape is cleared.
4. Latest Fedewa proposal may have less density at 32 units, however the water run-off and potential water issues would remain the same as with higher density because of the projected asphalt turn-around in the west part of the property.
5. It was mentioned at the March 5, 2025 Township Board meeting that it was the intend to develop the north undeveloped part of the Faith Lutheran Church property. However, 1.4 acres of that site is developed with a driveway on it.

The whole rezoning request process of this property, how the Future Land Use map was updated between the Township, Faith Lutheran Church and Fedewa Builders, without oral or written notification to the surrounding neighbors, feels disingenuous to me. The 'residents to the west' (Seneca Dr.) was mentioned during the Future Land Use Map presentations to the Planning Commission and Township Board. However, no oral or written notification was provided to the 'residents to the west' until a vote of the Planning Commission was imminent. We feel we were purposely not invited to the discussion.

One of the goals in the Master Plan is to preserve the character of existing single-family residential neighborhoods. I feel adding 32 multiple family units into a 4 acre parcel of land behind our homes and purposely directing 4 acres of waters toward the residents along Seneca Dr. is not preserving the character of OUR existing single family residential neighborhood.

According to the minutes from the 1-7-2020 Township Board meeting, the 2019 rezoning was denied 'in order to allow the developer to come up with a new proposal that will provide affordable, smaller

single-family homes in that property that will better match the character of the existing adjacent neighborhoods'. I still haven't seen that kind of proposal five years later. How does anything I mentioned in this letter better my home and property?

David Kloc



Okemos, MI 48864

From: [REDACTED]
To: Board; [REDACTED]
Subject: Abutters Protest Petition - Rezoning Request for Parcel ID #33-0202-22-454-003
Date: Thursday, March 13, 2025 11:36:54 AM
Attachments: [Abutters Protest Petition-Concerned Citizens of Merdian Twp Mar 2025.pdf](#)

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

Dear Meridian Township Board of Trustees,

Absent a response to an email sent on 3/4/25 to the Board of Trustees regarding the format required for a protest petition, please accept the attached, with the intention of the attached being a good faith effort on the part of the signatories to file with Meridian Township, the Board of Trustees, and the Clerk a protest petition to the adoption of Ordinance 2025-03.

We, the signatories of the attached document and property owners within 100 feet of the proposed rezoning site, formally object to the adoption of Ordinance 2025-03 pursuant to MCL 125.3403. By signing the attached petition, we invoke our legal right under MCL 125.3403 to require the rezoning request to meet the supermajority threshold for approval.

Respectfully submitted (for the March 18, 2025 Township Board Meeting).

David Kloc

ABUTTERS PROTEST PETITION

Opposition to Ordinance 2025-03

(Rezoning of Vacant Dobie Road, Parcel ID #33-02-02-22-454-003)

To: Meridian Township Board of Trustees

Attn: Township Clerk's Office

Address: 5151 Marsh Rd, Okemos, MI 48864

Date: 03/08/2025

Statement of Protest

We, the undersigned property owners within 100 feet of the proposed rezoning site, formally object to the adoption of Ordinance 2025-03, which seeks to rezone parcel #33-02-02-22-454-003 (Vacant Dobie Road) from RAA (One-Family, Low-Density Residential) to RD (Multiple-Family Residential, allowing up to 8 units per acre).

A previous attempt to rezone this parcel to RC (14 units per acre) was denied, recognizing concerns regarding extreme traffic congestion, water concerns, and neighborhood compatibility. While RD zoning represents a lower density than RC, it still constitutes a significant departure from the existing single-family designation and remains incompatible with the surrounding residential area.

This rezoning would increase traffic congestion, strain public services, and alter the character of the neighborhood in a way that is not in the best interest of the current residents. Therefore, we respectfully urge the Meridian Township Board to reject Ordinance 2025-03 in order to preserve the integrity, safety, and sustainability of our community as stated in the 2023 master plan.

Legal Basis for Protest

Pursuant to Michigan Compiled Laws (MCL) 125.3403(2), property owners representing at least 20% of the land area within 100 feet of the proposed rezoning boundary have the statutory right to file a formal protest petition. If a valid protest petition is submitted, state law requires that the rezoning can only be approved by a two-thirds (supermajority) vote of the legislative body, rather than a simple majority.

By signing this petition, we invoke our legal right under MCL 125.3403 to demand that this rezoning request must meet the supermajority threshold for approval.

Furthermore, we strongly urge the Meridian Township Board to reject Ordinance 2025-03 in the best interest of the community.

Signatures of Property Owners

(By signing below, each property owner affirms their ownership of property within 100 feet of the proposed rezoning site or a directly affected parcel.

Each signature represents formal opposition to the rezoning proposal under MCL 125.3403.)

Printed Name	Signature	Property Address/Parcel ID	Date
DAVID Kloc	<i>David Kloc</i>	[REDACTED]	3-9-25
Kristina Kloc	<i>Kristina Kloc</i>	[REDACTED]	3/9/25
Katie Love	<i>KLove</i>	[REDACTED]	3/9/25
Robert Westrate	<i>R. & B. Westrate</i>	[REDACTED]	3-9-25
MICHAEL WINTHROP	<i>Michael Wintrop</i>	[REDACTED]	3/9/25
John Leone	<i>J. Leone</i>	[REDACTED]	3/11/25
Alba Leone	<i>Alba Leone</i>	[REDACTED]	3/11/25
Jael Major	<i>Jael Major</i>	[REDACTED]	3/11/25
Debra Major	<i>Debra Major</i>	[REDACTED]	3/11/25
Gordon Love	<i>G. Love</i>	[REDACTED]	3/11/25

Petition Organizer Contact Information

For any questions or verification requests regarding this petition, please contact:

Kristina Kloc

[REDACTED] Okemos, MI 48864

[REDACTED]

[REDACTED]



CHARTER TOWNSHIP OF MERIDIAN, INGHAM COUNTY

LEGAL AD NOTICE: Special Use Permit #25006

(Precious Sprouts Group Child Care)

MONDAY, March 24, 2025

CHARTER TOWNSHIP OF MERIDIAN

LEGAL NOTICE

Special Use Permit #25006 (Precious Sprouts Group Child Care)

Public Hearing

Notice is hereby given that the Planning Commission of the Charter Township of Meridian will hold a public hearing on Monday, March 24, 2025 at 6:30 p.m. in the Meridian Municipal Building, Town Hall Room, 5151 Marsh Road, Okemos, MI, 48864 (phone 517-853-4560) to hear all persons interested in a request from Trusha Nayak to operate a group child care home for up to fourteen children located at 2137 Butternut Drive. The approximate 0.3 acre site is zoned RA (Single-Family Residential).

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

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

Publish: City Pulse
March 5, 2025

Angela Demas
Township Clerk

1 Affidavit, please



CHARTER TOWNSHIP OF MERIDIAN, INGHAM COUNTY

**LEGAL AD NOTICE: Zoning Amendment #25002
Sec. 86-755 – Schedule of Requirements for Parking Space**

MONDAY, March 24, 2025

**CHARTER TOWNSHIP OF MERIDIAN
LEGAL NOTICE
Zoning Amendment #25002 – Sec. 86-755
Schedule of Requirements for Parking Space
Public Hearing**

Notice is hereby given that the Planning Commission of the Charter Township of Meridian will hold a public hearing on Monday, March 24, 2025 at 6:30 p.m. in the Meridian Municipal Building, Town Hall Room, 5151 Marsh Road, Okemos, MI, 48864 to hear all persons interested in a proposed zoning amendment. The Meridian Township Planning Commission has proposed to amend Section #86-755 of the Zoning Ordinance to update the Schedule of Requirements for Parking Space language to reduce impervious surfaces in future developments, modernize the language for land uses, and simplify some of the parking calculations.

A complete copy of the amendment may be viewed at the Community Planning and Development office, 5151 Marsh Road, Okemos, Michigan 48864-1198 (phone 517-853-4560), between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday. Written comments may be sent prior to the public hearing to the Planning Commission, Charter Township of Meridian, 5151 Marsh Road, Okemos, Michigan, 48864, or by email to shorkey@meridian.mi.us.

**Publish: City Pulse
March 5, 2025**

**Angela Demas
Township Clerk**

1 Affidavit, please



9.B

**CONSENT AGENDA
PROPOSED BOARD MINUTES**

PROPOSED MOTION:

- (1) Move to approve and ratify the minutes of the Regular Meeting of March 4, 2025 as submitted. (1)**

ALTERNATE MOTION:

- (1) Move to approve and ratify the minutes of the Regular Meeting of March 4, 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, March 4, 2025, 6:00PM

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

ABSENT: None

STAFF: Manager Dempsey, Chief Hamel, Deputy Manager Opsommer, Director Schmitt, Deputy Clerk Gordon, Director Clark

1. CALL MEETING TO ORDER

Supervisor Hendrickson called the March 4, 2025, Regular Township Board meeting to order at 6:00 pm.

2. PLEDGE OF ALLEGIANCE/INTRODUCTIONS

Supervisor Hendrickson led the Pledge of Allegiance.

3. ROLL CALL

Deputy Clerk Gordon called the roll of the Board.

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

4. PRESENTATION

A. Deer Management Program

Emma Campbell reported on the 2025 Deer Cull.

5. CITIZENS ADDRESS AGENDA ITEMS AND NON-AGENDA ITEMS

Supervisor Hendrickson opened comments from the public at 6:18 pm.

Kristina Kloc, township resident, spoke in opposition of Ordinance 2025-03.

Peggy Anderson, township resident, spoke in opposition of Ordinance 2025-03.

David Kloc, township resident, spoke in opposition of Ordinance 2025-03.

Cecelia Kramer, township resident, speaking on behalf of Faith Lutheran Church in support of Ordinance 2025-03.

Beth Bechtel, township resident, speaking regarding the senior center .

John Leoni, township resident, spoke in opposition of Ordinance 2025-03.

Supervisor Hendrickson closed comments from the public at 6:36 pm.

6. TOWNSHIP MANAGER REPORT

Manager Dempsey gave updates on the following:

- Celebrate Meridian thinking of doing a drone show instead of a fireworks show.
- Submitted grant proposal for funding to acquire property along Algonquin Rd. for drainage overflow through FEMA swift current project.
- Listening session dates for 2025 are being scheduled.

Supervisor Hendrickson suggested putting the listening session on the next agenda discussion items.

7. BOARD MEMBER REPORTS OF ACTIVITIES AND ANNOUNCEMENTS

Trustee Lentz thanked Township staff for allowing him to meet with them.

Trustee Sundland and Treasurer Deschaine attended the Michigan Township Association (MTA) conference.

Treasurer Deschaine provided information about tax collection, noting that taxes must be paid to the county after February 28th.

Trustee Wilson attended the community services program conducted by the CRC and Human Services Specialist Katie Love. She also announced the Baby Bottle Boomerang fundraiser.

Trustee Trezise updated the board on an application approved by the ZBA.

Supervisor Hendrickson outlined a rough schedule of the presentation of findings from the Senior/Community Center Task Force to the Board. He also noted that the DDA discussed plans for the Village of Okemos parcels.

8. APPROVAL OF AGENDA

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

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

NAYS: NONE

Motion carried: 7-0

9. CONSENT AGENDA

Supervisor Hendrickson listed the items on the Consent Agenda.

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

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

NAYS: NONE

Motion carried: 7-0

10. QUESTIONS FOR THE ATTORNEY

NONE

11. HEARINGS

NONE

12. ACTION ITEMS

A. Board Policy Update

Supervisor Hendrickson noted a last-minute change by the attorneys provided by paper copy to the Board Members. Attorney Karsten presented the document, giving context for the late change to the information provided in the packet.

Clerk Demas asked for more details about the procedure regarding complaints should a complaint involve all Board Members or both the Supervisor and the Clerk. Attorney Karsten stated that the Township Manager and attorneys would be involved in a case involving all Board Members, and that other Board Members could be contacted in the instance where both Supervisor and Clerk were involved in a complaint. Clerk Demas asked why this wasn't introduced prior. Attorney Karsten explained the change came up in a meeting between himself, Manager Dempsey, and Director Tithof late in the previous week.

Supervisor Hendrickson asked for expansion of details regarding the changes the packet. Attorney Karsten explained the relevance of these changes in an instance where a complaint could arise regarding harassment.

Trustee Trezise noted that this topic was discussed early in the process of reviewing the Board Policy Manual but that no conclusion was made at the time. He also stated that he was glad it was brought up again. Treasurer Deschaine concurred.

Trustee Trezise moved to approve the revised Board Policy Manual with the addition of the paragraph involving complaints against Board Members presented this evening. Supported by Clerk Demas.

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

NAYS: NONE

Motion carried: 7-0

B. MDOT Extended Work Hours

Deputy Manager Opsommer gave an overview of the request for authorization.

Trustee Lentz asked if delays could compound, particularly if construction goes into winter months. Deputy Manager Opsommer stated that there could be issues if there is an early winter.

Treasurer Deschaine moved to waive Section 50-84, Subsection 4.A in the Township's Code of Ordinances to permit the Michigan Department of Transportation and its contractors working on the Grand River Ave over the Red Cvedar River bridge replacement project to conduct construction work Monday through Sunday, excluding holidays, between the hours of 7AM and 7PM until January 31, 2026. Supported by Trustee Lentz.

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

NAYS: NONE

Motion carried: 7-0

C. DNR Grant Application Resolution

Deputy Manager Opsommer gave an overview of the grant.

Trustee Wilson asked which funds would support the match. Deputy Manager Opsommer stated that it could be a combination of Park Millage and Pathway Millage funds.

Supervisor Hendrickson asked if the match was in the 2025 budget. Deputy Manager Opsommer stated that the match would be requested in the budget at the time of construction. Supervisor Hendrickson asked if there was a plan to fund the project if the grant funds are not awarded. Deputy Manager Opsommer noted a County level grant that is available.

Trustee Lentz asked if there is a plan to fund the project if only a portion of funds are awarded. Deputy Manager Opsommer noted a few options for modifying the plan.

Trustee Trezise moved to approve an application to the Michigan Natural Resource Trust Fund grant, administered by the Michigan Department of Natural Resources for a trailhead at 5280 Okemos Road. There is a 25% local match required for the application. Supported by Trustee Wilson.

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

NAYS: NONE

Motion carried: 7-0

D. Annual Emergency Management Plan Update

Chief Hamel gave an overview of the discussion that has occurred so far, noting the change he made at the Board's request.

Clerk Demas moved to approve the 2025 updates to the Support Emergency Operations Plan. Supported by Treasurer Deschaine.

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

NAYS: NONE

Motion carried: 7-0

At 7:20 Supervisor Hendrickson called a 5-minute recess. At 7:26, the Board reconvened.

13. BOARD DISCUSSION ITEMS

- A. Ordinance 2025-03 – Rezone vacant Dobie Road (parcel ID #33-02-02-22-454-003) from RAA, One-Family, Low Density Residential, to RD, Multiple Family Residential, up to 8 units per acre, Subject to a Conditional Rezoning Agreement

Director Schmitt outlined the request. He clarified that the conditions are part of the original application and the proposal in front of the Board this evening is based on feedback from the Planning Commission and Township Board. He also noted that the concerns raised by neighboring property owners will be addressed in site plan review and are not considered as part of rezoning proposals.

Supervisor Hendrickson asked if the conditions stay with the rezoning should the current landowner sell the land before development. Director Schmitt stated that the conditions stay with the rezoning, however policy states that rezoning can be reverted if development does not occur.

David Fedewa and Gerald Fedewa, applicants, presented their request to the board. Mr. D. Fedewa gave details regarding the changes made to this application.

Robert Matco, traffic engineer, presented analysis of traffic conditions for the area surrounding the proposed rezoning.

Clerk Demas noted the page numbers for members of the public to review the traffic analysis

Trustee Wilson asked about the zoning for the surrounding parcels. Director Schmitt indicated that it is currently RAA, Single Family Residential. Trustee Wilson asked if buildings are permitted in the ingress/egress easement. Director Schmitt stated that buildings are not permitted in that area.

Trustee Wilson asked if a retention area would be required for drainage. Director Schmitt indicated that the Drain Commission would determine drainage mitigation, and the

Township Planning Department would not approve a permit without appropriate drainage. Treasurer Deschaine added that drainage is his concern as well.

Treasurer Deschaine asked how many single-family homes could be built on the parcel at the current zoning designation. Director Schmitt replied that 10-12 could be built based on a calculation using minimum lot area and total property area, but that it is a rough guess that doesn't take infrastructure or layout into consideration.

Trustee Lentz asked if the plot plan provided in the rezoning application is what will be expected. Director Schmitt indicated that there are other variables that could come into play during the planning process but that this is the rough layout, no dramatic changes should be expected. He also explained that zoning is concerned with basics, and specifics will be determined during the site plan process.

Supervisor Hendrickson asked about the easement to the neighboring property, noting that the curb cut and driveway for the neighboring property are not in the easement area. Director Schmitt stated that this layout has not been approved by the Road Department or the Drain Commission and that those items are likely to change during the site plan process.

Supervisor Hendrickson asked the developer for the distance between the fire department turn-around and the west property line. David Fedewa indicated that it would provide about a 60' width of tree line and noted that the driveway and curb cut were planned to be moved into the ingress/egress area.

Supervisor Hendrickson and Trustee Trezise added historic information based on their respective tenures on the Planning Commission.

Trustee Lentz asked for more information about the potential for development on the site if the rezoning is not granted. Director Schmitt indicated that in theory it would be developed, but single-family homes would be largely based on market values for that area versus the cost of developing the property.

Clerk Demas asked for clarification regarding traffic analysis and master plan. Director Schmitt indicated that the traffic analysis considered existing volumes with background growth and there are no changes to the traffic pattern projected because the increase in traffic isn't large. He also noted that, by the nature of the master plan setting broad goals for the township, there can be conflicts in the master plan depending on the component that someone focuses upon.

Trustee Wilson asked for more clarity regarding parking areas in setbacks. Director Schmitt noted that the setback in the request is for backyards and does not include the parking area.

Supervisor Hendrickson asked if the Board could request a different zoning designation from the developer. Director Schmitt indicated that he would need to speak with attorneys.

B. Federal (CDS)/State Funding Requests

Deputy Manager Opsommer gave an overview of the funding requests. After discussions with Senator Peters office, staff determined that the most appropriate project would be the solar project. He also noted that with the reduction in State discretionary funding and the potential for a regional application for Opticom upgrades, staff recommends resubmitting the Central Fire Station dorm addition application.

Supervisor Hendrickson noted that sustainability is a focus in the Board goals and converting to renewable energy sources are a part of the Climate Sustainability Plan. He suggested changing the resolution language to remove the reference to the Paris Climate Accord because the Federal government has withdrawn from it. He also noted a typo in the resolution for the State Budget grant application.

Treasurer Deschaine moved to suspend rules and take action on Item 13.B. Supported by Trustee Wilson.

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

NAYS: NONE

Motion carried: 7-0

Treasurer Deschaine moved to approve the Resolution in support of Meridian Township's fiscal year 2026 congressionally directed spending grant application with the amendment suggested by Supervisor Hendrickson. Supported by Trustee Wilson.

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

NAYS: NONE

Motion carried: 7-0

Trustee Trezise moved to approve the resolution in support of Meridian Township's FY25-26 State budget Central Fire Station dorm addition grant application subject to the correction of spelling errors in the resolution. Supported by Trustee Wilson.

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

NAYS: NONE

Motion carried: 7-0

At 8:53 Supervisor Hendrickson called a 5-minute recess. The Board reconvened at 8:59.

C. Housing TIF

Director Clark gave an overview of the TIF incentive program through the State.

Treasurer Deschaine asked for details about the income limits placed on developers who may choose to utilize the incentive program. Director Clark stated that the local BRA will

set the limits and make that determination; a plan must be approved locally before the State will look at it.

Supervisor Hendrickson asked about the Board's ability to advise the Brownfield Authority. Director Clark indicated that in order for the BRA to adjust their policies, they must consult the Township Board. Supervisor Hendrickson then asked what the effect would be on other taxing jurisdictions. Director Clark stated that the other taxing jurisdictions must be notified, and they can convey their opinion, but they cannot opt out of the TIF.

Trustee Trezise asked how the TIF recapture works for the property owner. Director Clark stated that the recapture is based off a rent loss calculation determined by the BRA. Trustee Trezise asked about the responsibility of the lessor to determine the qualifications of applicants for the subsidized homes. Director Clark stated that the information will be included in the reimbursement agreement set by the BRA, and it is expected that the lessor monitors their client for compliance.

Supervisor Hendrickson asked about what happens after the TIF is completed. Director Clark noted that the Township will enforce a deed restriction for the term of the recapture but has no control when the TIF is completed. Supervisor Hendrickson asked that it be added to the requirements that the developer notify the tenants annually of how many years are left of the subsidized rent.

Trustee Lentz expressed concern that a developer might construct a project that deteriorates over the period of the TIF and fail to maintain it for the duration. Director Clark referenced the Code of Ordinances as the means of enforcing the condition of homes.

Supervisor Hendrickson asked about the transfer of TIF properties. Director Clark confirmed that a new owner would be subject to the requirements of the TIF.

Trustee Wilson wanted to know if developers could layer incentives for financing projects. Director Clark noted that layering is permitted and explained how it is working on property currently in the Township.

Director Clark asked the Board if they would prefer staff to bring this policy back to the Board before or after addressing the questions surrounding a specific development that had been noted during the discussion. Supervisor Hendrickson stated that he would first prefer details about the policy.

14. COMMENTS FROM THE PUBLIC

Supervisor Hendrickson opened public comments at 9:34 pm

Kristina Kloc, township resident, spoke in opposition to 2025-03.

Peggy Anderson, township resident, spoke in opposition to 2025-03.

David Kloc, township resident, spoke in opposition to 2025-03. Jerry

Fedewa, applicant, spoke in support of 2025-03.

Greg Fedewa, applicant, spoke in support of 2025-03.

Supervisor Hendrickson closed public comments at 9:46 pm

15. OTHER MATTERS AND BOARD MEMBER COMMENTS

NONE

16. ADJOURNMENT

Treasurer Deschaine moved to adjourn. Seconded by Trustee Wilson

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

NAYS: NONE

Motion carried: 7-0

The meeting adjourned at 9:46 pm

Scott Hendrickson
Township Supervisor

Angela Demas
Township Clerk



9.C

To: Board Members
From: Tim Dempsey, Township Manager
Date: March 18, 2025

Charter Township of Meridian
Board Meeting
3/18/2025

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

COMMON CASH	\$	1,015,785.23
PUBLIC WORKS	\$	112,843.76
TRUST & AGENCY	\$	3,054.75
TOTAL CHECKS:	\$	1,131,683.74
CREDIT CARD TRANSACTIONS 02/26/2025 to 03/11/2025	\$	11,799.13
TOTAL PURCHASES:	\$	<u>1,143,482.87</u>
ACH PAYMENTS	\$	<u>742,142.19</u>

Vendor Name	Description	Amount	Check #
1. 65-A DISTRICT COURT	BOND - S DEITERS	212.00	114192
2. A T & T	FEB 28 - MAR 27 - INTERNET M1	195.25	
3. ABONMARCHE	PROF SERV THRU 2/28/2025 - 2026 LOCAL RD PROG ENG	6,794.62	
	PROF SERV THRU 2/28/2025 - 2025 LOCAL RD PROG ENG	6,428.50	
	TOTAL	13,223.12	
4. ABUNDANCE CAFE LLC	FARM MARKET VENDOR	10.00	
5. AIS CONSTRUCTION EQUIPMENT	MOTOR POOL - CEMETARY - REPAIRS TO JCB #94 BACKHOE	4,109.98	
6. ALEX OR ALLISON REPP	FARMERS MARKET VENDOR	10.00	
7. ALLGRAPHICS CORP	LOGO-WEAR FOR PARKS AND REC OFFICE STAFF AND DPW	239.15	
8. ALYSHA COWLES	FARMERS MARKET	5.00	
9. AMERICAN RENTALS	2/21/25-3/21/25 - TRANSFER STATION PORTABLE TOILET	85.00	
10. APOLLO FIRE APPARATUS SALES	VALVE REPAIR IN FIRE ENGINE (HS7460)	202.15	114193
11. APPAREL PRINTERS LTD	FIRE DEPARTMENT UNIFORM TSHIRTS (QTY: 45)	483.75	
12. APPLICANT PRO HOLDINGS LLC	ANNUAL RENEWAL - ONLINE EMPLOYMENT APPLICATION SYS	2,090.00	
13. ASAP PRINTING	BUSINESS CARDS FOR DENISE GREEN	40.86	
	BUSINESS CARDS FOR HUGHES AND RYAN	61.87	
	H. PACHUCKI BUSINESS CARDS	40.86	
	TOTAL	143.59	
14. AUTO VALUE OF EAST LANSING	SHOP SUPPLY - FLEET REPAIR PARTS	98.36	
	PARKS #87 - FLEET REPAIR PART	51.06	
	PARKS #87 - FLEET REPAIR PARTS	60.12	
	PARKS #87 - FLEET REPAIR PARTS	49.41	
	TIE ROD ENDS RETURN - FLEET REPAIR PARTS	(202.48)	
	SHOP SUPPLY - FLEET REPAIR PARTS	142.16	
	SEWER UNIT #37 - FLEET REPAIR PARTS	314.00	
	SEWER UNIT #38 - FLEET REPAIR PARTS	35.49	
	PARKS UNIT #712 - FLEET REPAIR PARTS	78.99	
	SHOP SUPPLY - FLEET REPAIR PARTS	18.98	
	FIRE UNIT #701 - FLEET REPAIR PARTS	22.92	
	SHOP SUPPLY - FLEET REPAIR PARTS	309.18	
	SHOP SUPPLY - FLEET REPAIR PARTS	21.98	
	PARKS WIPER BLADE - FLEET REPAIR PARTS	50.70	
	SEWER UNIT #41 - FLEET REPAIR PARTS	137.00	
	TOTAL	1,187.87	
15. BARYAMES CLEANERS	FEB 2025 UNIFORM CLEANING	681.28	
16. BOBCAT OF LANSING	PARKS - UNIT #707 - HYDRAULIC LEAK REPAIRS	388.67	
17. BOUNDTREE MEDICAL	ORDER 105939104 - MEDICAL/AMBULANCE SUPPLIES	3,298.14	
	ORDER 105860039 - MEDICAL ACCESSORY POUCH (BLUE, L	11.76	
	ORDER 105984341 - PARTICULATE RESPIRATORS (SMALL &	163.09	
	ORDER 105992302 - MISC MEDICAL SUPPLIES	3,395.54	
	TOTAL	6,868.53	
18. BRD PRINTING, INC	#10 WINDOW ENVELOPES - JOB 171485	691.64	

03/13/2025 04:05 PM
 User: GRAHAM
 DB: Meridian

INVOICE APPROVAL BY INVOICE REPORT FOR CHARTER TOWNSHIP OF MERIDIAN
 EXP CHECK RUN DATES 03/18/2025 - 03/18/2025
 BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID
 BANK CODE: GF53 - CHECK TYPE: PAPER CHECK

Vendor Name	Description	Amount	Check #
19. BRIGHTLINE TECHNOLOGIES	MARCH 2025 BRIGHTLINE QUICKHELP SUBSCRIPTION	1,421.00	
	MARCH 2025 AUVIK NETWORK & SAAS MONITORING & MANAG	1,055.00	
	MARCH 2025 BRIGHTLINE HPE 36M II SUBSCRIPTION	4,272.00	
	ACRONIS BACKUP SERVER	2,518.00	
	TOTAL	9,266.00	
20. CARRIE BALLOU	FARMERS MARKET VENDOR	44.00	
21. CHRISTOPHER JOHNSON	REIMB TRAINING STAFF AND COMMAND COURSE	530.84	
22. CINTAS CORPORATION #725	2/26/25 - MECHANICS UNIFORMS	52.93	
	3/5/25 - MECHANICS UNIFORMS	52.93	
	3/12/25 - MECHANICS UNIFORMS	40.00	
	TOTAL	145.86	
23. CMP DISTRIBUTORS INC.	TACTICAL GUN LIGHTS	90.40	
24. CREATIVE FINANCIAL STAFFING LLC	WEEK ENDING 3/2/2025 TEMP STAFF SERVICES - UTILITY	1,190.44	
	WEEK ENDING 3/9/2025 TEMP STAFFING SERV - UB	598.40	
	TOTAL	1,788.84	
25. DETROIT SALT CO	FEB 2025 - GROUNDS AND PARKS - BULK ROCK SALT	3,068.02	
26. DINGES FIRE COMPANY	HELMETS FOR UTV (QTY: 4) AND SHIPPING	240.37	
	BLITZFIRE COMBO PKG	4,889.92	
	HANDLELOK MOUNTING BRACKET	409.89	
	TOTAL	5,540.18	
27. DOUGHNATION BAKERY	FARM MARKET VENDOR	25.00	
28. ESRI INC	3/14/2025 TO 3/13/2026 SMALL GOVERNMENT DEPT PLATF	17,000.00	
29. FAHEY SCHULTZ BURZYCH RHODES PLC	ENFORCEMENT MATTERS - LEGAL FEES	575.00	
	POLICE FOIA - LEGAL FEES	190.00	
	POLICY RESEARCH & DRAFTING - LEGAL FEES	2,576.00	
	PUBLIC WORKS - LEGAL FEES	543.00	
	BWL FRANCHISE - LEGAL FEES	3,776.00	
	CENTRAL PARK DR DEVELOPMENT - LEGAL FEES	713.00	
	FIRE TRUCK LITIGATION - LEGAL FEES	1,955.00	
	FOIA/OMA - LEGAL FEES	147.44	
	HR/LABOR - LEGAL FEES	1,769.23	
	MANAGER - LEGAL FEES	2,064.10	
	TOWNSHIP BOARD - LEGAL FEES	1,769.23	
	MTT 24-002200 - LEGAL FEES	67.00	
	MTT 24-002436 - LEGAL FEES	304.00	
	MTT 24-001412 - LEGAL FEES	1,069.00	
	MTT 24-002640 - LEGAL FEES	21.00	
	MTT 24-003099 - LEGAL FEES	21.00	
	MTT 24-001264 - LEGAL FEES	453.00	
	GRIEVANCES - LEGAL FEES	869.00	
	TOTAL	18,882.00	
30. FORESIGHT GROUP	WATER BILLS 3/5/2025 AND POSTAGE	2,013.15	
31. FRESHIES BAKERY	FARMERS MARKET	7.00	
	FARMERS MARKET	10.00	
	TOTAL	17.00	
32. GRAMPAS PASTYS LLC	FARM MARKET VENDOR	54.00	

03/13/2025 04:05 PM
 User: GRAHAM
 DB: Meridian

INVOICE APPROVAL BY INVOICE REPORT FOR CHARTER TOWNSHIP OF MERIDIAN
 EXP CHECK RUN DATES 03/18/2025 - 03/18/2025
 BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID
 BANK CODE: GF53 - CHECK TYPE: PAPER CHECK

Vendor Name	Description	Amount	Check #
33. GRANGER	MAR 2025 - ACCT NO 17334070 MUN BLDG & PS - RECYCL	86.96	
	MAR 2025 - ACCT NO 17349880 - SERVICE CENTER RECYC	31.02	
	MAR - MAY 25 - ACCT NO 10159300 HNC - RUBBISH & RE	215.43	
	MAR 2025 - ACCT 1106100 - TOWNHALL & PS RUBBISH DI	143.38	
	MAR 2025 - ACCT NO 1106200 - SERVICE CENTER - RUBB	358.83	
	MAR 2025 - ACCT 1106300 - S FIRE - RUBBISH DISPOSA	104.15	
	MAR 2025 - ACCT 2509750 - C. FIRE - RUBBISH SERV	136.33	
	TOTAL	1,076.10	
34. HAMMOND FARMS	CHRISTMAS TREE DISPOSAL FOR RESIDENTS	136.00	
	CHRISTMAS TREE DISPOSAL FOR RESIDENTS	102.00	
	PARKS AND PATHWAY MAINTENANCE SUPPLIES	102.00	
	CHRISTMAS TREE DISPOSAL FOR RESIDENTS	102.00	
	DUMP FEE - BRUSH - PARKS AND PATHWAY MAINTENANCE S	34.00	114261
	TOTAL	476.00	
35. HIGHWATER FARMS	FARMERS MARKET	8.00	
36. HILLARY DOYLE	FARMERS MARKET	19.00	
37. INGHAM COUNTY DRAIN COMMISSIONER	ASSESSMENT FOR THE DANIELS DRAIN - FEB 18 2025 ICD	347,527.20	
	2025 REMY CHANLDER INTERCOUNTY DRAIN SPECIAL ASSES	11,745.83	
	TOTAL	359,273.03	
38. INGHAM COUNTY ROAD DEPARTMENT	PED PUSH BUTTON REPAIR - HIT BY TWP PLOW	961.42	
39. JACOB FARLEY	FARM MARKET VENDOR	114.00	
	FARM MARKET VENDOR	42.00	
	TOTAL	156.00	
40. JENNIFER ROTIER	FARMERS MARKET VENDOR	20.00	
41. JOES BODY SHOP INC	POLICE UNIT #734 - PAINT REPAIRS	884.00	
42. JOHNSON, ROBERTS & ASSOCIATES INC	FEB 2025 SERVICES PROVIDED	19.50	
43. KCI	2025 ASSESSMENT CHANGE NOTICES	3,935.99	
44. KENT COUNTY DEPT OF PUBLIC WORKS	EVIDENCE DISPOSAL	90.00	
45. KIWANIS CLUB OF HASLETT-OKEMOS	10/1/24 - 9/30/25 - PHIL DESCHAINÉ MEMBERSHIP	175.00	
46. LAFONTAINE AUTOMOTIVE GROUP	POLICE- UNIT #684 TPMS SENSOR KIT	110.38	
	GARAGE- UNIT #668 STARTER MOTOR	262.40	
	POLICE- UNIT #684 TPMS SENSOR KIT CREDIT	(203.86)	
	TOTAL	168.92	
47. LAFONTAINE CHRYSLER DODGE	PARKS UNIT #659 - ELECTRICAL REPAIRS	837.50	
48. LAFONTAINE FORD OF LANSING	POLICE - UNIT #702 - FUEL TANK PRESSURE ASSEMBLY R	1,425.43	
49. LANGUAGE LINE SERVICES	ACCT 9020508339 - FEB 2025 INTERPRET SERVICES	14.70	
50. LANSING UNIFORM COMPANY	FIRE UNIFORMS (S. WEBER, LAFAYETTE, ZALESKI, FARHA	1,259.25	
51. LEAK PETROLEUM EQUIPMENT INC	2025 BI-ANNUAL FILTER CHANGE	381.93	
52. LEXISNEXIS RISK DATA MGT LLC	ACCT 1228701 - FEB SEARCH SERVICES	200.00	

03/13/2025 04:05 PM
 User: GRAHAM
 DB: Meridian

INVOICE APPROVAL BY INVOICE REPORT FOR CHARTER TOWNSHIP OF MERIDIAN
 EXP CHECK RUN DATES 03/18/2025 - 03/18/2025
 BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID
 BANK CODE: GF53 - CHECK TYPE: PAPER CHECK

Vendor Name	Description	Amount	Check #
53. LUNGHAMER FORD OF OWOSSO, LLC	POLICE VIN 1FM5K8AB5SGB37083 & 1FM5K8AB6SGB37318 -	90,882.00	
	MOTOR POOL - 2025 VEHICLE ORDER - POLICE VIN 1FM5K	45,441.00	
	VIN 1FTFX1L57SKD25741 - 2025 VEHICLE ORDER - WATER	47,102.00	
	VIN 1FDRF3HN2SEC32432 - 2025 PURCHASE - PARKS - 2	63,414.60	
	VIN 1FDRF3HN5SEC31971 - 2025 PURCHASE - PARKS - 20	63,414.60	
	TOTAL	310,254.20	
54. MADISON NATIONAL LIFE INS CO	MARCH 2025 LIFE/DISABILITY INSURANCE	4,143.34	114263
55. MARK'S LOCK SHOP, INC.	TREASURER'S OFFICE CHANGE TWO SAFE COMBINATIONS	500.00	
56. MEI TOTAL ELEVATOR SERVICES	MAR - MAY 2025 - 2ND QTR ELEVATOR SERVICE	618.92	
57. MI GREAT LAKES FISH COMPANY	FARMERS MARKET VENDOR	79.00	
58. MICHIGAN MUNICIPAL LEAGUE	PMT 3 - POLICY #5000880-24 - 7/1/2024 TO 7/1/2025	36,525.50	114266
59. MICHIGAN POLICE EQUIPMENT CO	RIFLE PURCHASE PROGRAM - MANDERNACK	2,028.47	
60. MICHIGAN STATE POLICE	PBT EQUIPMENT	140.00	
	HAZARDOUS MATERIALS TECHNICIAN COURSE REGISTRATION	950.00	
	BASIC INVESTIGATOR SCHOOL - B. MARTIN	200.00	
	TOTAL	1,290.00	
61. MICHIGAN TOWNSHIP ASSOCIATION	2025 MTA ANNUAL CONFERENCE & EXPO - P. DESCHAIINE	400.00	
62. MIKE DEVLIN	REIMB - 2/22/2025 FISHING DERBY & SLEDDING EVENT S	210.63	
63. MIKE KEREKES	FARMERS MARKET	10.00	
64. MORRIES OKEMOS FORD	PARKS UNIT #712 WHEEL ALIGNMENT	98.95	
65. MY GREEN MICHIGAN LLC	FEB 2025 - COMPOST SERVICE AT MARKETPLACE	177.00	
66. NEWTON POINTE LLC	80% REFUND CANCELED SIGN PERMIT - NEWTON PLACE	120.00	
67. OVERHEAD DOOR OF LANSING	SERVICE CENTER 03/03/2025 OVERHEAD DOOR REPAIR	857.32	
68. PAWSOME PETS OKEMOS LLC	K9 DOG FOOD - SKU 076344884859	77.98	
69. PROGRESSIVE AE	PROF SERV THRU FEB 28 2025 - SENIOR CENTER CONCEPT	10,491.25	
	PROF SERV THRU FEB 28, 2025 - 2024 SERVICE CENTER	722.50	
	PROF SERV THRU FEB 28 2025 - 2025 LAKE LANSING SAD	1,227.50	
	TOTAL	12,441.25	
70. PRO-TECH MECHANICAL SERVICES	BRING UP TO CODE HVAC VENTING - HISTORICAL VILLAGE	460.00	
	INDUCER MOTOR IN FURNACE AT HISTORICAL VILLAGE CHA	847.03	
	BUILDINGS - 2025 PM HVAC SERVICES	4,206.25	
	TOTAL	5,513.28	
71. PRO-TECH SECURITY SALES	3 BALLISTIC VESTS	4,087.00	
72. PURITY CYLINDER GASES INC	ORDER 0004636005-00 - MEDICAL OXYGEN	137.91	
73. QUALITY TIRE INC	MOTOR POOL TIRES - DISPOSAL	60.00	
	MOTOR POOL - SEWER - UNIT #674 TIRES	1,400.00	
	MOTOR POOL - STOCK TIRES	284.34	
	TOTAL	1,744.34	

03/13/2025 04:05 PM
 User: GRAHAM
 DB: Meridian

INVOICE APPROVAL BY INVOICE REPORT FOR CHARTER TOWNSHIP OF MERIDIAN
 EXP CHECK RUN DATES 03/18/2025 - 03/18/2025
 BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID
 BANK CODE: GF53 - CHECK TYPE: PAPER CHECK

Vendor Name	Description	Amount	Check #
74. ROBINSON CAPITAL MANAGEMENT LLC	1/1/2025 - 1/31/25 INVESTMENT ADVISORY - ACCOUNT M	2,083.33	
	2/1/2025 - 2/28/2025 - INVESTMENT ADVISORY - ACCOU	2,083.33	
	TOTAL	4,166.66	
75. SPALDING DEDECKER ASSOCIATES	PROF SERV FROM DEC 30 2024 TO JAN 26 2025 - 2026 L	137,889.75	
76. ST THOMAS AQUINAS PARISH	EMERGENCY RENTAL ASSISTANCE	200.00	114257
	EMERGENCY RENTAL ASSISTANCE	500.00	114257
	EMERGENCY RENTAL ASSISTANCE	500.00	114257
	TOTAL	1,200.00	
77. STATE OF MICHIGAN	1ST QTR 1/1/2025 TO 3/31/2025 - QA ASSESSMENT - AM	3,140.44	
78. STONE CIRCLE BAKEHOUSE	FARMERS MARKET	8.00	
79. STONY LAKE TOFFEE CO	FARMERS MARKET	15.00	
80. STRYKER MEDICIAL	ELECTRODES (QTY: 6)	564.00	
	SIDEKICK 6X10 IN WIPES	79.10	
	TOTAL	643.10	
81. T MOBILE	1/21/2025 - 2/20/2025 - CELLULAR 517.980.0920 9602	30.23	114265
82. TEAM FINANCIAL GROUP	FEB 2025 COPIER CONTRACT	2,552.82	
83. THE CHEESE PEOPLE OF GRAND RAPIDS	FARM MARKET VENDOR	53.00	
84. THE MERIDIAN COMPANY	WATER HEATER REPAIR - SNELL-TOWAR REC CENTER	340.00	
85. TITUS FARMS LLC	FARM MARKET VENDOR	732.00	
86. UDDERLY MAGIC LLC	FARMERS MARKET VENDOR	4.00	
	FARMERS MARKET	12.00	
	TOTAL	16.00	
87. UM HEALTH - SPARROW OCCUPATIONAL	FEB 2025 EMPLOYEE PHYSICALS	681.00	
88. UNIQUE INTERIORS	PAINTING OF THE PSB FITNESS ROOM	820.00	
89. VARIPRO BENEFIT ADMINISTRATORS	APRIL 2025 RETIREE MEDICARE SUPPLEMENT	16,239.04	
90. VERIZON CONNECT	FEB 2025 - VEHICLE DATA 100000198152	1,210.50	
91. VERIZON WIRELESS	JAN 24 TO FEB 23 2025 WIRELESS MOBILE SERVICES 686	2,330.63	114264
92. VRC COMPANIES LLC	FEB 2025 - SHREDDING SERVICE	80.00	
93. WASTE MANAGEMENT	3/1/25 - 3/31/25 - GAYLORD C SMITH - DUMPSTER SERV	291.93	
94. WILLIAMSTOWN TOWNSHIP	2025 FIELD RENTAL - WILLIAMSTON YOUTH BASEBALL/SOF	1,200.00	114267
95. WILSON FARM FRESH MEATS	FARMERS MARKET VENDOR	51.00	
	FARMERS MARKET VENDOR	105.00	
	TOTAL	156.00	
TOTAL - ALL VENDORS		1,015,785.23	

03/13/2025 04:05 PM
 User: GRAHAM
 DB: Meridian

INVOICE APPROVAL BY INVOICE REPORT FOR CHARTER TOWNSHIP OF MERIDIAN
 EXP CHECK RUN DATES 03/18/2025 - 03/18/2025
 BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID
 BANK CODE: PW53 - CHECK TYPE: PAPER CHECK

Vendor Name	Description	Amount	Check #
1. ADA KIDD	UB REFUND WATER/SEWER	144.89	
2. ALLGRAPHICS CORP	LOGO-WEAR FOR DPW	122.85	
3. ANN ALCHIN	CYPRESS ST - FINAL WATER/SEWER OVERPAYMENT	56.35	
4. BLACKBURN MFG CO	MARKING PAINT - STAKING WATER	167.40	
5. CARL SCHLEGEL INC	1/24/25 TICKETS PY02000611 & PY02000612 - WATER -	1,150.40	
6. DUSTIN OR MARGARET BOWYER	UB REFUND WATER/SEWER	731.50	
7. ETNA SUPPLY COMPANY	WATER - 1" HARD COPPER	687.00	
8. FERGUSON WATERWORKS #3386	CHIPPEWA MIDDLE SCHOOL 4" METER	4,560.31	
	ORDER 000058435 - CUSTOMER INSTALL BRASS ORDER	580.02	
	ORDER 000058435 - CUSTOMER INSTALL BRASS ORDER	1,392.60	
	R900 WALL - CUSTOMER INSTALLATION PARTS	2,934.60	
	ORDER 24X20 N12 - GRAND RESERVE - PLASTIC PIPE	1,457.60	
	E LAKE DRIVE SEWER LINE REPAIR - CI PVC COUPLINGS	88.96	
	ORDER 000058435- 1 IN. QUICK JOINT BRASS COUPLINGS	940.80	
	ORDER 000058435- 1 IN. QUICK JOINT BRASS COUPLINGS	235.20	
	TOTAL	12,190.09	
9. GEORGE F EYDE FAMILY LLC	GEORGETOWN SEWER SETTLEMENT - YEAR 5 OF 7	37,500.00	
10. HAMMOND FARMS	SEWER - MI STONE - E LAKE DRIVE SEWER LINE REPAIRS	400.00	
	SEWER - MI STONE - E LAKE DRIVE SEWER LINE REPAIRS	400.00	
	TOTAL	800.00	
11. HYDROCORP	FEB 2025 CROSS CONNECTION PROGRAM SERVICES CONTRAC	2,735.00	
12. IDC CORPORATION	2025 LIFT STATION CONTROLS MAINTENANCE	1,011.16	
13. JULIE BRIKIE	UB REFUND WATER/SEWER	834.90	
14. LOUIS J. EYDE FAMILY, LLC	GEORGETOWN SETTLEMENT - YEAR 5 OF 7	37,500.00	
15. MADISON NATIONAL LIFE INS CO	MARCH 2025 LIFE/DISABILITY INSURANCE	560.57	29980
16. MICHIGAN MUNICIPAL LEAGUE	PMT 3 - POLICY #5000880-24 - 7/1/2024 TO 7/1/2025	3,039.50	29982
17. MICHIGAN RURAL WATER ASSOC	APRIL 1-2 2025 WATER - MATH REVIEW CLASS D. CUSON	380.00	
	APRIL 16-17 2025 -WATER REVIEW S3 & S4 - D. CUSON	380.00	
	APRIL 29-30 2025 -WATER REVIEW S1 & S2 - D. BOBB	380.00	
	APRIL 1-2 2025 WATER - MATH REVIEW CLASS D. BOBB	380.00	
	APRIL 1-2 2025 WATER - MATH REVIEW CLASS T BAKER	380.00	
	APRIL 1-2 2025 WATER - MATH REVIEW CLASS D. INMAN	380.00	
	APRIL 16-17 2025 -WATER REVIEW S3 & S4 - T BAKER &	760.00	
	TOTAL	3,040.00	
18. RAMPAL AGRAWAL	UB REFUND WATER/SEWER	606.30	
19. SME	PROF SERV FROM DEC 30 2024 TO FEB 2 2025 - MISC TE	9,588.90	
20. VERIZON WIRELESS	JAN 24 - FEB 23 2025 WIRELESS MOBILE SERVICES 6863	376.95	29981
TOTAL - ALL VENDORS		112,843.76	

03/13/2025 04:04 PM
User: GRAHAM
DB: Meridian

INVOICE APPROVAL BY INVOICE REPORT FOR CHARTER TOWNSHIP OF MERIDIAN
EXP CHECK RUN DATES 03/18/2025 - 03/18/2025
BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID
BANK CODE: TA53 - CHECK TYPE: PAPER CHECK

Vendor Name	Description	Amount	Check #
1. ANGELA R STEWART	STEWART TRUST KINGS CROSS N. - 2024 WIN TAX REFUND	36.06	14114
2. CORELOGIC CENTRALIZED REFUNDS	DEVILLE CT E - 2024 SUM TAX REFUND	1,354.41	14115
3. INGHAM COUNTY TREASURER	TAX PAYOUT #2 FOR DDA.CIA.BRA.ICLB 09.17.24-02.28.	46.10	
4. ROSARIO & GLORIA PLAYA DE LA CRUZ	CYPRESS ST - 2024 SUM TAX REFUND	1,574.35	14116
5. THERESE A FOSSUM	COMANCHE DR - 2024 WIN TAX REFUND	43.83	14117
TOTAL - ALL VENDORS		3,054.75	

Credit Card Report 02/27/2025 - 03/11/2025

Transaction Date	Account Name	Transaction Amount	Transaction Merchant Name
2/26/2025	LAWRENCE BOBB	\$337.83	THE HOME DEPOT #2723
2/28/2025	LAWRENCE BOBB	\$29.00	ETNA DISTRIBUTORS, LLC
3/4/2025	LAWRENCE BOBB	(\$25.12)	THE HOME DEPOT #2723
3/4/2025	LAWRENCE BOBB	(\$4.88)	THE HOME DEPOT #2723
3/4/2025	LAWRENCE BOBB	(\$5.45)	THE HOME DEPOT #2723
3/4/2025	LAWRENCE BOBB	\$25.80	THE HOME DEPOT #2723
3/4/2025	LAWRENCE BOBB	\$5.45	THE HOME DEPOT #2723
3/4/2025	LAWRENCE BOBB	\$5.14	THE HOME DEPOT #2723
3/6/2025	LAWRENCE BOBB	\$54.53	THE HOME DEPOT #2723
3/6/2025	LAWRENCE BOBB	\$58.94	THE HOME DEPOT #2723
3/7/2025	LAWRENCE BOBB	\$115.62	THE HOME DEPOT #2723
3/10/2025	LAWRENCE BOBB	\$5.65	THE HOME DEPOT #2723
2/27/2025	ROBERT STACY	\$218.00	THE HOME DEPOT #2723
2/27/2025	TYLER KENNEL	\$90.34	(PC) 3986 ALL PHASE
2/27/2025	TYLER KENNEL	\$16.26	THE HOME DEPOT #2723
3/5/2025	TYLER KENNEL	\$22.52	GRAINGER
3/4/2025	TYLER KENNEL	\$11.97	THE HOME DEPOT #2723
3/6/2025	TYLER KENNEL	\$55.00	SQ *MARKS LOCK AND SAFE,
3/5/2025	TYLER KENNEL	\$28.95	THE HOME DEPOT #2723
3/11/2025	TYLER KENNEL	\$27.98	TRACTOR SUPPLY #1149
3/10/2025	TYLER KENNEL	\$23.90	THE HOME DEPOT #2723
2/26/2025	MICHAEL HAMEL	\$60.24	JIMMY JOHNS - 90055 - MOT
2/27/2025	MICHAEL HAMEL	\$16.99	PANERA BREAD #600715 O
3/3/2025	MICHAEL HAMEL	\$297.00	SP FORENSICSDETECTORS
3/10/2025	MICHAEL HAMEL	\$955.05	SP FIREHOSEDIRECT FRQ
2/28/2025	RYAN CAMPBELL	\$102.08	THE HOME DEPOT #2723
3/3/2025	JACOB FLANNERY	\$57.92	THE HOME DEPOT #2723
3/7/2025	JACOB FLANNERY	\$29.09	THE HOME DEPOT #2723
3/5/2025	ASHLEY WINSTEAD	\$118.56	MEIJER STORE #025
3/10/2025	ASHLEY WINSTEAD	\$27.05	TRADER JOE S #804
3/4/2025	THOMAS BAKER	\$132.84	THE HOME DEPOT #2723
3/7/2025	THOMAS BAKER	\$3.87	THE HOME DEPOT #2723
3/6/2025	MIKE DEVLIN	\$368.60	GRAND TRAVERSE RESORT
3/6/2025	BRIAN PENNELL	\$148.00	AMERICAN RED CROSS
3/4/2025	MELISSA MASSIE	\$48.42	AMAZON RETA* TU75Y81X3
3/4/2025	MELISSA MASSIE	\$180.00	AMR ALLIANCE
2/26/2025	COURTNEY WISINSKI	\$201.31	THE MAYFAIR
2/28/2025	COURTNEY WISINSKI	\$69.57	QUALITY DAIRY#31
2/28/2025	COURTNEY WISINSKI	\$3.98	QUALITY DAIRY#31
3/7/2025	COURTNEY WISINSKI	\$588.99	GRAND TRAVERSE RESORT
3/6/2025	COURTNEY WISINSKI	\$294.75	SLEEP INN & SUITES MI174
2/26/2025	KATIE LOVE	\$59.29	MAKESTICKERS.COM
3/10/2025	KATIE LOVE	\$31.41	TARGET.COM *
2/26/2025	ANGELA DEMAS	\$50.00	WWW.MICHIGANCLERKS.ORG
2/26/2025	ANGELA DEMAS	\$50.00	WWW.MICHIGANCLERKS.ORG
3/9/2025	ANGELA DEMAS	\$621.60	COMFORT INNS
2/27/2025	RICHARD GRILLO	\$47.32	TOM'S FOOD
3/4/2025	RICHARD GRILLO	\$119.68	AMAZON MKTPL*249O250N3
3/6/2025	YOUNES ISHRAIDI	\$380.00	IN *MICHIGAN RURAL WATER
3/6/2025	YOUNES ISHRAIDI	\$275.00	STATE EGLE EVENTS
2/26/2025	KEITH HEWITT	\$40.00	MIDWEST POWER EQUIPMENT
3/4/2025	KEITH HEWITT	\$664.19	ETNA DISTRIBUTORS,LLC
2/26/2025	MICHELLE PRINZ	\$89.99	AMAZON MKTPL*T14Y25X53

2/26/2025	MICHELLE PRINZ	\$91.29	AMAZON MKTPL*G06OB7IW3
2/27/2025	MICHELLE PRINZ	\$38.00	AMAZON MKTPL*RN2MM38E3
3/1/2025	MICHELLE PRINZ	\$42.69	AMAZON MKTPL*VT51R1R53
3/1/2025	MICHELLE PRINZ	\$181.00	AMAZON MKTPL*PL37R4SR3
3/3/2025	MICHELLE PRINZ	\$30.31	AMAZON RETA* OO74Q8HR3
3/5/2025	MICHELLE PRINZ	\$31.39	AMAZON MKTPL*8R4X40LC3
3/6/2025	MICHELLE PRINZ	\$53.88	AMAZON MKTPL*YN0T63HU3
3/8/2025	MICHELLE PRINZ	\$19.89	AMAZON.COM*941FQ86W3
2/27/2025	CATHERINE ADAMS	\$27.81	AMAZON MKTPL*241GJ6YM3
2/27/2025	CATHERINE ADAMS	\$89.85	AMAZON MKTPL*I59J528Q3
3/1/2025	CATHERINE ADAMS	\$61.98	AMAZON MKTPL*ZR59K1AN3
2/28/2025	CATHERINE ADAMS	\$38.11	TOP HAT CRICKET FARM INC
3/5/2025	CATHERINE ADAMS	\$86.34	AMAZON RETA* M69HK3NO3
3/4/2025	CATHERINE ADAMS	\$13.92	TOM'S FOOD
3/5/2025	CATHERINE ADAMS	\$64.80	AMAZON RETA* DQ6HV8PQ3
3/6/2025	CATHERINE ADAMS	\$112.38	AMAZON MKTPL*3H9IB8IE3
3/6/2025	CATHERINE ADAMS	\$538.78	POS PORTAL
3/7/2025	CATHERINE ADAMS	\$80.91	AMAZON MKTPL*5W9CU5LR3
3/5/2025	ED BESONEN	\$175.82	AMWAY GRAND PLAZA HOTE
3/5/2025	ED BESONEN	(\$8.94)	AMWAY GRAND PLAZA HOTE
3/7/2025	ED BESONEN	\$244.72	HTL*HILTONGARDENIN
3/11/2025	ED BESONEN	\$300.00	GLOCK PROFESSIONAL INC
3/11/2025	ED BESONEN	\$440.00	MI STATE POLICE PMTS
2/26/2025	DAVID LESTER	\$196.63	THE HOME DEPOT #2723
3/4/2025	PHIL DESCHAIINE	\$10.00	LANSING CENTER LOTS TIBA
3/5/2025	PHIL DESCHAIINE	\$23.99	OFFICEMAX/OFFICEDEPT#3379
3/2/2025	DANIEL OPSOMMER	\$376.25	TITANHQ
3/10/2025	DANIEL OPSOMMER	\$17.96	THE HOME DEPOT #2723
2/27/2025	DAN PALACIOS	\$16.87	THE HOME DEPOT #2723
3/5/2025	ROBERT MACKENZIE	\$452.89	AMAZON MKTPL*KA6DA1VG3
3/9/2025	ROBERT MACKENZIE	\$110.99	AMAZON MKTPL*UA65I32G3
2/27/2025	CURT SQUIRES	\$96.75	SP HUMANERESTRAINT.C
2/28/2025	SAMANTHA DIEHL	\$239.00	FILMFREEWAY
3/5/2025	SAMANTHA DIEHL	\$206.90	LANDS END BUS OUTFITTERS
3/11/2025	SAMANTHA DIEHL	\$65.75	LANDS END BUS OUTFITTERS

TOTAL \$11,799.13

ACH Transactions

Date	Payee	Amount	Purpose
2/27/2025	Blue Care Network	\$ 136,081.32	Employee Health Insurance
2/28/2025	MCT Utilities	\$ 1,134.06	Water/Sewer Utility Transactions
3/5/2025	IRS	\$ 128,407.28	Payroll Taxes 03/07/2025
3/5/2025	Blue Care Network	\$ 14,173.40	Employee Health Insurance
3/7/2025	WageWorks	\$ 109.00	Employee Health Savings
3/7/2025	Nationwide	\$ 10,931.22	Payroll Deductions 03/07/2025
3/7/2025	Various Financial Institutions	\$ 361,174.74	Payroll Deductions 03/07/2025
3/7/2025	Alerus	\$ 57,401.35	Payroll Deductions 03/07/2025
3/10/2025	First American	\$ 2,028.55	Employee Vision Insurance
3/10/2025	Delta Dental	\$ 15,632.37	Employee Dental Insurance
3/10/2025	Health Equity	\$ 11.75	Employee Health Savings
3/11/2025	Inv Cloud	\$ 4,485.15	Water/Sewer Utility Transactions
3/12/2025	Blue Care Network	\$ 6,469.97	Employee Health Insurance
3/12/2025	MCT Utilities	\$ 4,102.03	Water/Sewer Utility Transactions
Total ACH Payments		<u><u>\$ 742,142.19</u></u>	



To: Township Board
From: Courtney Wisinski, Parks & Recreation Director
Date: March 18, 2025
Re: Celebrate Meridian Festival Liquor License Resolution

Meridian Township Parks & Recreation Department is requesting approval to apply for a one-day liquor license to sell beer and wine at the Celebrate Meridian Festival event scheduled for Saturday, June 28, 2025. The license type is a *Special License Application* which is issued by the Michigan Liquor Control Commission (MLCC), under authority from the Michigan Department of Licensing and Regulatory Affairs (LARA). A certified copy of a resolution by the Township Board authorizing the license request must be included in the application to the State.

For municipalities, the license fee for each “Special License” is \$50. The license is good for one day, with sales restricted to 7:00 a.m. until 2:00 a.m., the following day. The Celebrate Meridian event liquor sales will run from approximately 4:00 pm until 11:00 pm on June 28, 2025, at two locations, Marketplace on the Green and Central Park pavilion. Parks & Recreation is prepared to provide a secure site with appropriate barriers as required by law and monitor and restrict beer/wine sales from visibly intoxicated persons and minors.

- **MOTION TO APPROVE THE PARKS & RECREATION REQUEST TO APPLY FOR ONE-DAY LIQUOR LICENSE FROM THE MICHIGAN LIQUOR CONTROL COMMISSION (MLCC) FOR THE CELEBRATE MERIDIAN EVENT ON JUNE 28, 2025.**

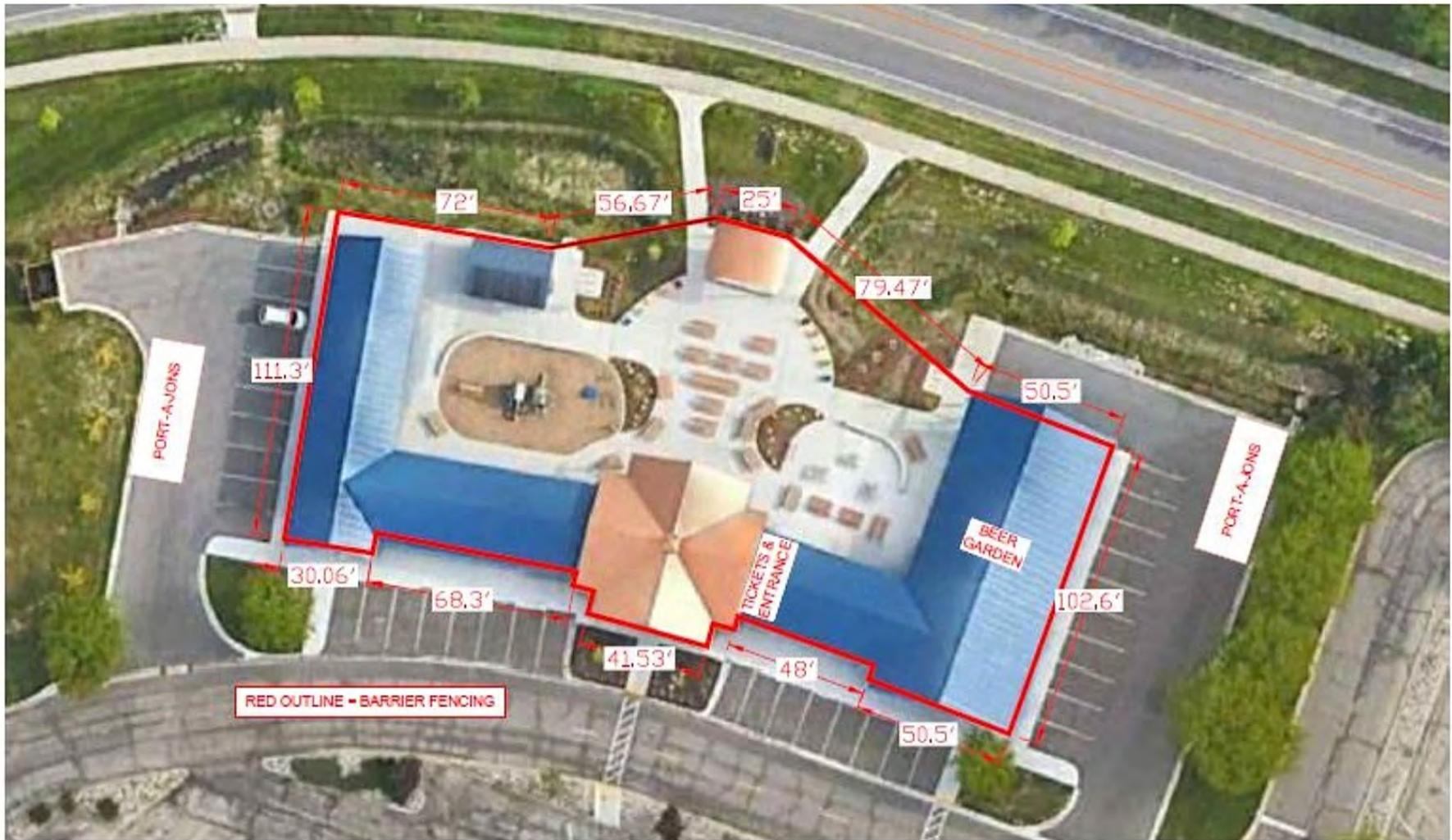
Attachment

1. Resolution to approve Celebrate Meridian Festival special license application
2. Map of proposed Beer Tent for Celebrate Meridian Festival at Marketplace on the Green
3. Map of proposed Beer Tent for Celebrate Meridian Festival at Central Park

Township Board
March 18, 2025
RE: Resolution to Approve
Liquor License Request Celebrate Meridian Festival
Page 2

I, the undersigned, the duly qualified and acting Clerk of the Charter Township of Meridian, Ingham County, Michigan, DO HEREBY CERTIFY that the foregoing is a true and a complete copy of a resolution adopted at a regular meeting of the Township Board on the 18th day of March, 2025.

Angela Demas
Township Clerk



**Marketplace on the Green Beer Garden
1995 Central Park Drive**



Central Park Beer Garden
5151 Marsh Rd



To: Board Members
**From: Dan Opsommer, Deputy Township Manager
Director of Public Works and Engineering**
Date: March 10, 2025
**Re: License Agreement to Encroach in a County Drain Easement and Permit to
Cross a County Drain - Parcel # 33-02-02-33-301-014**

As part of the development of the Sanctuary II plat off of Robins Way in Okemos, the developer will be required to build a segment of pathway in accordance with the Township's Code of Ordinances.

In order to build the pathway, the Township will have to encroach in a County Drain easement and cross the Smith Consolidated Drain.

This license agreement is the instrument by which the Ingham County Drain Commissioner's Office is permitting the Township to building the pathway through the drain easement. This license agreement is specific to parcel # 33-02-02-33-301-014.

Under the terms of the license agreement, the Township will be required to pay for "all increased costs incurred by the Drainage District to operate, inspect, maintain, repair, or improve the Drain that results from the Township's Encroachments in the Easement or Drain crossing."

Any costs of this nature would be minimal. It would really only amount to the cost to remove asphalt to repair the drain and then to restore the pathway after the drain work has been completed.

Attachments:

1. License Agreement to Encroach in a County Drain Easement and Permit to Cross a County Drain for parcel # 33-02-02-33-301-014

The following motion has been prepared for Board consideration:

MOVE TO APPROVE THE LICENSE AGREEMENT TO ENCROACH IN A COUNTY DRAIN EASEMENT AND PERMIT TO CROSS A COUNTY DRAIN FOR PARCEL # 33-02-02-33-301-014 AND AUTHORIZE THE TOWNSHIP SUPERVISOR AND CLERK TO SIGN AND EXECUTE THE LICENSE AGREEMENT.

SMITH CONSOLIDATED DRAIN

**LICENSE AGREEMENT TO ENCROACH IN A COUNTY DRAIN EASEMENT
AND PERMIT TO CROSS A COUNTY DRAIN**

PERMIT TO CROSS #25-_____

This License Agreement to Encroach in a Drain Easement (“License Agreement”) and Permit to Cross a County Drain (“Permit”) are made and entered into this _____ day of _____, 2025, by and between the **Smith Consolidated Drain Drainage District** (“Drainage District”), a Michigan body corporate established under the provisions of Michigan Public Act 40 of 1956, as amended (“Drain Code”), under the jurisdiction of Patrick E. Lindemann, Ingham County Drain Commissioner (“Drain Commissioner”), whose address is 707 Buhl Avenue, Mason, Michigan 48854; and **Meridian Charter Township**, a Michigan charter township, whose address is 5151 Marsh Road, Okemos, Michigan 48864 (“Township”);

WHEREAS, the Township is owner of Parcel Number 33-02-02-33-301-014, which is described and depicted in the attached **Exhibit A** (“Property”); and

WHEREAS, the Smith Consolidated Drain (“Drain”) is a county drain duly established pursuant to the Drain Code, serving lands within the Drainage District, including the Property; and

WHEREAS, the Property is subject to a Permanent Drain Easement held by the Drainage District, recorded with the Ingham County Register of Deeds, and depicted in the attached **Exhibit A** (“Easement”); and

WHEREAS, the Township proposes to encroach in portions of the Easement with a private path and culvert, as depicted in the attached **Exhibit B** (“Encroachments”); and

WHEREAS, the Township has acquired an EGLE Permit, WRP044119 v.1, authorizing the activity necessary to install and construct the requested Encroachments; and

WHEREAS, Section 85 of the Drain Code (MCL 280.85) provides that any use of the Drainage District’s Easement that will interfere with the operation of the Drain or will increase the cost to the Drainage District of performing any work on the Drain is deemed inconsistent with Drainage District’s Easement; and

WHEREAS, any violation of Section 85 of the Drain Code subjects the Township to the provisions of Section 421 of the Drain Code (MCL 280.421), which Section makes persons responsible for obstructions of any established drain liable for the expense attendant upon the removal thereof; and

WHEREAS, the Drainage District is willing to allow the Township's Encroachments in portions of the Easement and grant the Township a Permit for the Encroachments to cross the Drain, as depicted in the attached **Exhibit B**, upon the terms and conditions set forth below and Township is agreeable to those terms and conditions.

NOW THEREFORE, the Drain Commissioner does hereby grant to the Township a License Agreement and Permit for purposes of installing and constructing the Encroachments within the Easement and across the Drain upon the following terms and conditions:

1. The Encroachments shall be constructed as set forth in the plans attached as **Exhibit B**, except as amended by an agreement of the parties.
2. Any paths, paved surfaces, or other non-moveable items not described in the attached **Exhibit B** shall not be placed in the Easement or cross the Drain without the prior written consent of the Drainage District.
3. **The Township shall not commence, or construct work authorized herein without an Ingham County Drain Office Inspector present.** The Drain Commissioner shall be provided with at least three days' written notice in advance of construction of the Encroachments within the Easement and crossing of the Drain. Every attempt to accommodate the Township's schedule will be made when notified of the need for an inspector; however, failure of the Drain Office to have an inspector available on any requested days does not absolve the Township of the requirement to have an Ingham County Drain Office Inspector present at commencement and during the permitted work.
4. The Township shall be responsible for maintaining the Encroachments in good repair and in a safe condition. The Drainage District shall not be responsible for damages to property and/or injuries to persons which may arise from, or be related to, the Encroachments as permitted herein.
5. The Township shall install and maintain all soil erosion and sedimentation control measures to prevent sedimentation of the Drain and any adjacent waters of the State during construction.
6. If at any time it is determined that the Encroachments are inconsistent with the approved plans, or with any approved written changes to the plans, the Township shall be given 30-days' notice to perform such work as necessary to correct any inconsistency. If the Township fails to perform such work, the Drainage District is authorized to perform all work necessary to correct the inconsistency.
7. Within 30 days of completion of the initial construction of the Encroachments, and within

30 days of completion of any subsequent repair, or replacement of any portion of the Encroachments, the Township shall provide the Drain Commissioner with a digital (CD/pdf) file and one paper copy of engineer certified as-built drawings of same. The as-built drawings shall indicate the location and USGS invert elevation of each item and all other relevant information. If the Township fails to provide the as-built drawings within the required time, the Drainage District is authorized to have the as-built drawings drawn by an engineer of its choosing, and the Township shall be responsible for all costs for same.

8. The Township shall be responsible for all costs, including but not limited to engineering, inspection, legal, and administrative fees, that are associated with the Encroachments and construction and reconstruction of the Drain crossing, as well as any costs necessary to correct any use deemed inconsistent with the Easement, whether the work is performed by the Township or by the Drain Commissioner.
9. The Township understands and agrees that the Drainage District is authorized to perform various work on the Drain. If, in the discretion of the Drain Commissioner, it becomes necessary to remove or modify the Encroachments permitted by this License Agreement and Permit, in whole or in part, for purposes of Drain operation, inspection, maintenance, repair, improvement, or other work, all expenses incurred in connection with that removal shall be paid by the Township within 30 days of being invoiced for same by the Drainage District. Replacement or repair of any permitted Encroachments in the Easement following completion of the Drainage District's work on the Drain shall be the Township's responsibility, at the Township's sole expense.
10. The Township shall pay all increased costs incurred by the Drainage District to operate, inspect, maintain, repair, or improve the Drain that results from the Township's Encroachments in the Easement or Drain crossing.
11. To the extent permitted by law, the Township shall defend, indemnify, and hold harmless the County of Ingham, the Drainage District, the Drain Commissioner, and their successors in interest and in office, representatives, members, consultants, and employees against any and all claims or liability, regardless of kind or character, for injuries, losses, or damages allegedly sustained by any person or entity in any way related to the Encroachments, and crossing of the Drain. The Township further agrees to pay all actual costs, including attorney, engineering, and expert fees reasonably incurred by the Drainage District in response to any such claim or liability.
12. The permission to encroach in the Easement and cross the Drain granted by this License Agreement and Permit does not excuse the Township's obligation, to obtain other permits, licenses, and/or permissions, that may be required due to any other existing rights, federal, state, and/or local laws, ordinances, regulations, and/or requirements.
13. Nothing contained in this License Agreement and Permit shall affect or alter the liability of the Property for Drain assessments levied, or to be levied, by the Drainage District.

14. The Township shall not enlarge, lower, raise, or in any way alter the Encroachments within the Easement or Drain crossing without the express written approval of the Drainage District.
15. Any violation of the terms and conditions contained in this License Agreement and Permit shall constitute a breach for which permission to encroach in the Easement and cross the Drain may be revoked. In the event of revocation, the Drain Commissioner may order the permitted Encroachments removed, undertake to remove those Encroachments, and/or pursue any other legal remedy available to the Drainage District. The Township shall be responsible for paying all costs and expenses arising from, or in any way connected with, the Township's violation of this License Agreement and Permit including, but not limited to, actual attorneys' fees.
16. This License Agreement and Permit contain the entire agreement of the parties with respect to the subject matter. All previous negotiations of the parties and statements by them or their representatives regarding the subject matter are merged into this License Agreement and Permit. There are no third-party beneficiaries and none are intended. No modification of this License Agreement and Permit shall be valid or binding unless that modification is contained in writing, dated, and signed by all parties.
17. This License Agreement and Permit will be construed in accordance with Michigan law and any legal action related to it shall be brought in the 30th Circuit Court for the State of Michigan. If any portion of this License Agreement and Permit is determined to be invalid the remaining portions shall continue in effect.
18. This License Agreement and Permit shall be recorded with the Ingham County Register of Deeds, shall run with the land, and shall be binding on the parties, their employees, agents, representatives, heirs, assigns and successors in interest and in office.

IN WITNESS WHEREOF the parties hereto have agreed upon the terms, conditions, and restrictions of this License Agreement and Permit and executed same by their duly authorized representatives as of the day and year first above written.

**SMITH CONSOLIDATED DRAIN
DRAINAGE DISTRICT:**

By: Patrick E. Lindemann
Ingham County Drain Commissioner

STATE OF MICHIGAN)
) ss.
COUNTY OF INGHAM)

_____, Notary Public
_____, County, Michigan
My Commission Expires: _____
Acting in the County of Ingham

Drafted By/When Recorded Return To:

Patrick E. Lindemann
Ingham County Drain Commissioner
707 Buhl Avenue
Mason, Michigan 48854
(517) 676-8395

EXHIBIT A

PARCEL NO. 33-02-02-33-301-014:

(M33-12, 33-13) PART OF SW 1/4 OF SEC 33 T4N R1W DESC AS: COM AT W 1/2 COR OF SEC 33 - N89D 45' 08"E 50 FT ALNG EW 1/4 LN - S00D 28' 37"E 447.78 FT - SW'LY .3 FT ALNG CURVE TO LEFT, RAD OF 75 FT, CHD BRG S41D 40' 32"W - SW'LY 50.46 FT ALNG CURVE TO RT, RAD OF 60 FT, CHD BRG S65D 39' 27"W 48.99 FT - S89D 45' 08"W 5 FT TO W SEC LN - N00D 28' 37"W 468 FT ALNG SD W LN TO POB .531 A ML SPLIT ON 02/10/2011 FROM 33-02-02-33-301-008.

UTILITY COMPANY UTILITIES

AT&T
337 N. ABBOTT, RM. 201
EAST LANSING, MI 48823
517.337.3660

TELEPHONE

CONSUMERS ENERGY
530 W. WILLOW ST.
P.O. BOX 30162
LANSING, MI 48909
517.373.6100

GAS
ELECTRIC

COMCAST
1070 TROWBRIDGE ROAD
EAST LANSING, MI 48823
517.332.1012

CABLE TV

MERIDIAN CHARTER TOWNSHIP
5151 MARSH RD.
OKEMOS, MI 48864
517.853.4440

WATER MAINS
SANITARY SEWER
PATHWAYS

WOLVERINE PIPE LINE
8105 VALLEYWOOD LANE
PORTAGE, MI 49024-5251
231.323.2491

PETROLEUM PIPELINE

INGHAM COUNTY DRAIN
COMMISSIONER
707 BUHL ST.
MASON, MI 48854
517.676.8395

DRAINS
STORM SEWER

INGHAM COUNTY ROAD DEPT
301 BUSH ST.
MASON, MI 48854
517.676.9722

PUBLIC ROADS AND
RIGHTS OF WAY

SOIL EROSION & SEDIMENTATION CONTROL NOTES

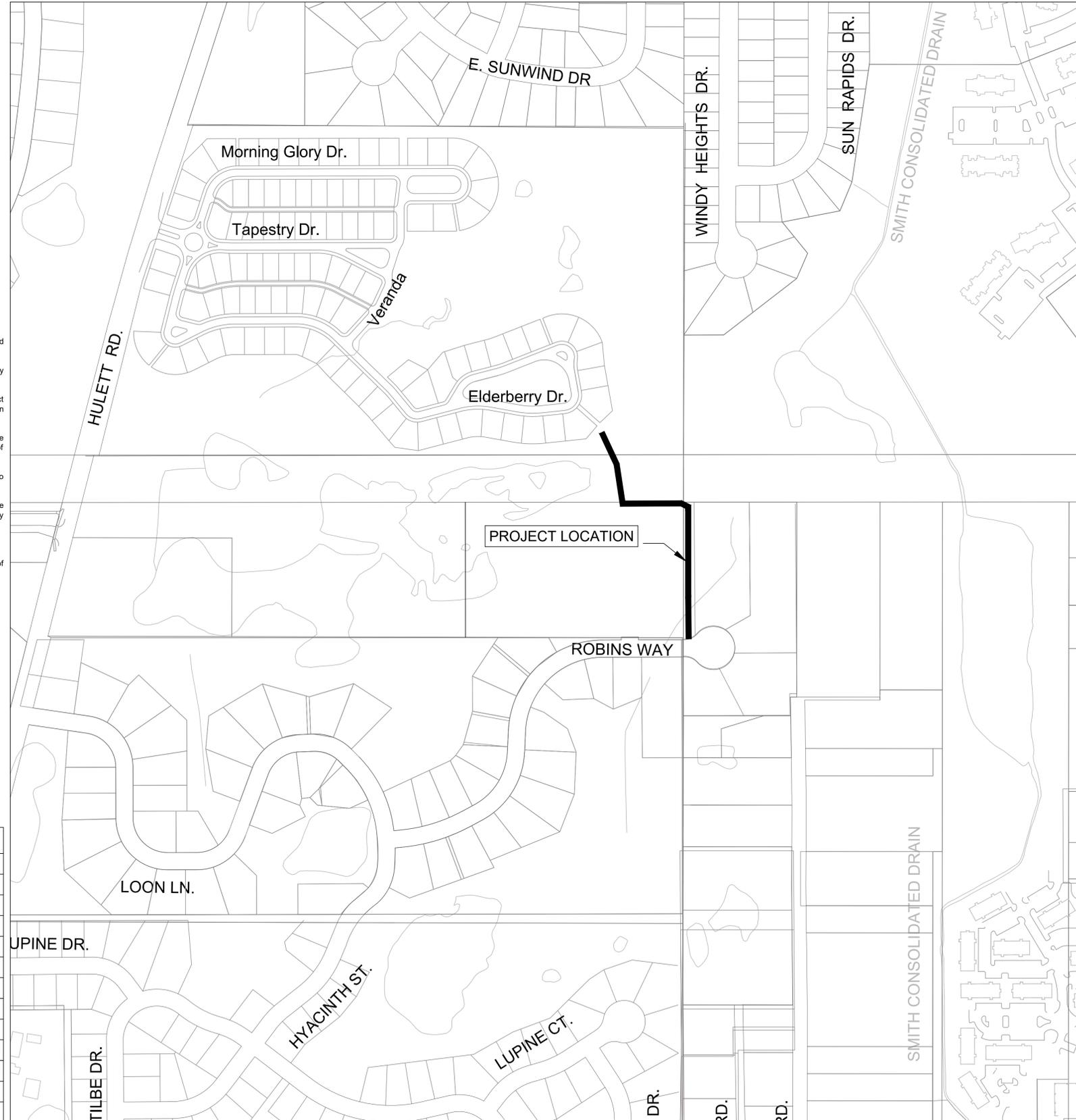
- All soil erosion and sediment control (SESC) work shall conform to the standards and specifications of the Ingham County Drain Commissioner's Office and Meridian Charter Township.
- Daily inspections shall be made by the contractor for effectiveness of SESC measures. Any necessary repairs shall be performed without delay.
- Erosion of any sediment from work on the site shall be contained on-site and not allowed to collect on any off-site areas or in waterways. Waterways include both natural and man-made open ditches, streams, storm drains, lakes, ponds, and wetlands.
- The Contractor shall apply temporary SESC measures when required and as directed on these plans. The Contractor shall remove temporary measures as soon as permanent stabilization of slopes, ditches, and other changes have been established.
- Staging the work shall be done by the Contractor as directed in these plans and as required to ensure progressive stabilization of disturbed earth.
- Soil erosion control practice shall be established in the early stages of construction by the Contractor. Sedimentation control practices shall be applied as a perimeter defense against any transporting of soil off the site.
- The Contractor shall preserve natural vegetation as much as possible.
- Vegetative stabilization of all disturbed areas shall be established within 15 days of completion of the final grading.

**SANCTUARY II PATHWAY
CONSTRUCTION PLANS
FOR
MERIDIAN CHARTER TOWNSHIP
INGHAM COUNTY, MICHIGAN**



Call 811 before you dig.

EXHIBIT B



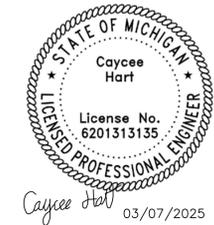
STANDARD CONSTRUCTION NOTES

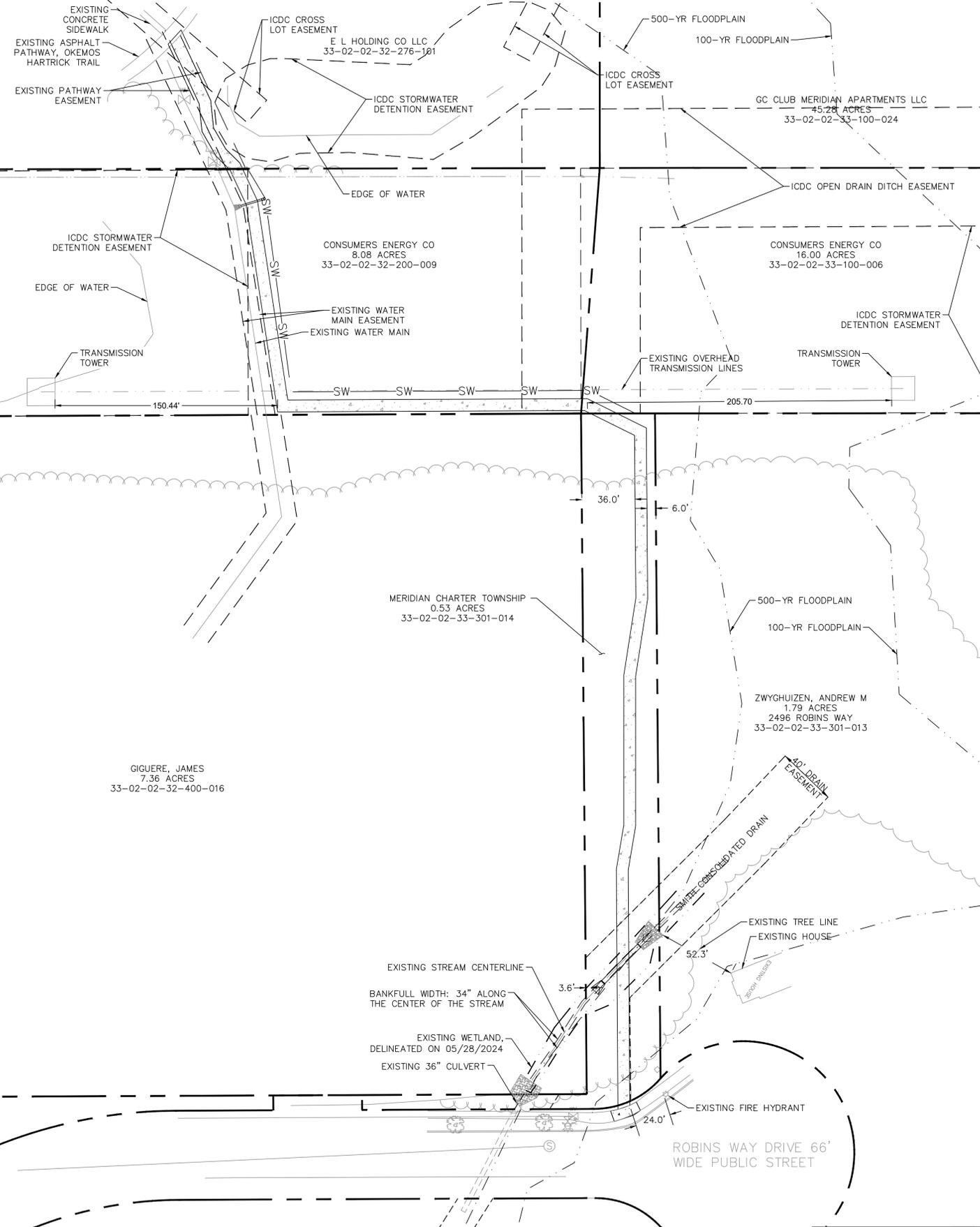
- The Contractor shall notify the Charter Township of Meridian, Department of Public Works, Office of Engineering 517-853-4440 a minimum of 72 hours prior to the start of construction of public utilities or of construction within the public right-of-way.
- All construction shall conform to the current standards and specifications of the Charter Township of Meridian which are included as part of these plans in effect at the time of construction.
- After the completion of construction of public utilities or construction within public right-of-way, the contractor must request a final inspection. Any punchlist items resulting from the final inspection must be resolved prior to final release and acceptance.
- The existing utilities indicated on the plans are in accordance with available information. It shall be the contractor's obligation to verify the exact location of all existing utilities, which might affect this job.
- The contractor shall notify "MISS DIG" 1-800-482-7171 at least 72 hours prior to the start of construction.
- The contractor shall at all times be aware of inconvenience caused to the abutting property owners and the general public. Where the contractor does not remedy undue inconveniences, the Charter Township of Meridian, upon four hours notice, reserves the right to perform the work and deduct the cost therefore from the money due the contractor.
- A Registered Land Surveyor provided by the contractor at the contractor's expense shall replace all property irons and monuments disturbed or destroyed by the contractor's operations.
- Contractor shall provide Owner and Township Engineer a copy of written permission to use private property for storage of equipment and materials or for his construction operations.
- Trench backfill under existing or proposed roadways, driveways, and parking areas, shall be sand or gravel, placed in 12" layers (maximum) and consolidated to 95% of maximum density as measured by modified proctor unless otherwise noted.
- Trees and shrubs are to be protected during construction and bored where necessary.
- Existing fences shall be removed and restored to their original condition or better where in conflict with construction.
- Driveways, culverts, ditches, drain tile, tile fields, drainage structures, etc., that are disturbed by the contractor's operations shall be immediately restored.
- All established lawn areas disturbed by the contractor's operations shall be resodded with matching sod. All other areas shall be seeded and mulched. Seeding and mulching shall be done in accordance with the General Specifications.
- All ditch slopes shall have established vegetation and be protected from erosion.
- All utility poles in close proximity to construction shall be supported in a manner satisfactory to the utility owner.
- Onsite parking and sanitary facilities shall be provided for construction workers. The facilities shall be constructed and operated (with minimal impact to the surrounding area) to the satisfaction of the Township.

PATHWAY NOTES

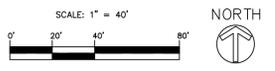
- Pathways and sidewalks shall be four (4) inch thick concrete except at driveways where they shall be six (6) inch (residential) or seven (7) inch (commercial) thick concrete.
- Three (3) inches of compacted sand base shall be placed under all pathways and sidewalks.
- All bituminous aprons shall be two and one-half (2½) inches thick, unless otherwise noted.
- Property irons shall be maintained by the Contractor.
- All existing concrete and bituminous to be removed shall be sawcut. All bituminous removal shall be considered incidental to construction.
- All aggregate base material shall be four (4) inches of 22A.
- All tree (less than 6") and shrub removal shall be considered part of subgrade preparation.
- Location of new plant material shall be as directed by the Engineer, and shall be installed in accordance with guidelines established by the A.N.L.A.
- All plant material not marked for removal shall be protected.
- Bituminous drives shall be sawcut 18" on either side of proposed pathway.
- The maximum longitudinal slope is 5% (up to an absolute maximum of 8½% at the direction of the Engineer) and the maximum cross slope is 2%.
- Expansion joints shall be placed at approximately 100' intervals and shall be ½" thick. Contraction joints shall be sawcut to a depth of ¼ of the depth of the concrete.
- All lumber to be pressure treated (Osmose 33 or equal) to 0.4 retention.
- All items not covered under a specific pay item shall be considered incidental.

Sheet List Table	
Sheet Number	Sheet Title
1	COVER SHEET
2	OVERALL PATHWAY SITE PLAN
3	PATHWAY SITE PLAN
4	PATHWAY SITE PLAN
5	PATHWAY SITE PLAN
6	SESC PLAN
7	SESC PLAN
8	SESC DETAILS
9	CULVERT PROFILE AND CROSS SECTION
10	CULVERT PROFILE AND CROSS SECTION
11	CULVERT DETAILS
12	PATHWAY STANDARD DETAILS
13	TYPICAL SECTION
14	LANDSCAPE PLAN



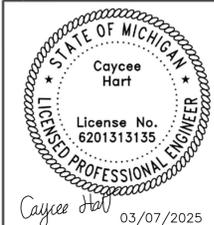


- PATHWAY NOTES**
1. Pathways and sidewalks shall be four (4) inch thick concrete except at driveways where they shall be six (6) inch (residential) or seven (7) inch (commercial) thick concrete.
 2. Three (3) inches of compacted sand base shall be placed under all pathways and sidewalks.
 3. All bituminous aprons shall be two and one-half (2½) inches thick, unless otherwise noted.
 4. Property irons shall be maintained by the Contractor.
 5. All existing concrete and bituminous to be removed shall be sawcut. All bituminous removal shall be considered incidental to construction.
 6. All aggregate base material shall be four (4) inches of 22A.
 7. All tree (less than 6") and shrub removal shall be considered part of subgrade preparation.
 8. Location of new plant material shall be as directed by the Engineer, and shall be installed in accordance with guidelines established by the A.N.L.A.
 9. All plant material not marked for removal shall be protected.
 10. Bituminous drives shall be sawcut 18" on either side of proposed pathway.
 11. The maximum longitudinal slope is 5% (up to an absolute maximum of 8½% at the direction of the Engineer) and the maximum cross slope is 2%.
 13. Expansion joints shall be placed at approximately 100' intervals and shall be ½" thick. Contraction joints shall be sawcut to a depth of ¼ of the depth of the concrete.
 14. All lumber to be pressure treated (Osmose 33 or equal) to 0.4 retention.
 15. All items not covered under a specific pay item shall be considered incidental.



Call 811 before you dig.

WOLVERINE PIPE LINE COMPANY 219-844-9510



Meridian Charter Township
Ingham County, Michigan

PATHWAY

SANCTUARY II PATHWAY
NE 1/4 SECTION 32 AND NW 1/4 SECTION 33, T4N, R1W, MERIDIAN CHARTER TOWNSHIP, INGHAM COUNTY, MICHIGAN

DRAWN BY: CH CHECKED BY: VI

REVISIONS:		
DATE	BY:	COMMENTS:
09.11.24	CH	EGLS SUBMITTAL #2
01.02.25	CH	ICDC SUBMITTAL #2
01.21.25	CH	ICDC SUBMITTAL #3
01.27.25	CH	ICDC SUBMITTAL #4
01.30.25	CH	ICDC SUBMITTAL #5
3.07.25	CH	PATHWAY ALIGNMENT SHIFT

SHEET:
2 - OVERALL PATHWAY SITE PLAN

MATCH LINE SEE SHEET 4

GIGUERE, JAMES
7.36 ACRES
33-02-02-32-400-016

ZWYGHUIZEN, ANDREW M
1.79 ACRES
2496 ROBINS WAY
33-02-02-33-301-013

MERIDIAN CHARTER TOWNSHIP
0.53 ACRES
33-02-02-33-301-014

EXISTING CENTERLINE OF STREAM
BANKFULL WIDTH: 34" ALONG THE CENTER OF THE STREAM
EXISTING WETLAND, DELINEATED ON 5/28/2024
EXISTING 30" CULVERT

LIMITS OF DISTURBANCE

36" CONCRETE CULVERT

8" CONCRETE PATHWAY WITH 1" GRAVEL SHOULDERS (TYP.)

TIE INTO EXISTING 7" SIDEWALK

ROBINS WAY DRIVE 66' WIDE PUBLIC STREET

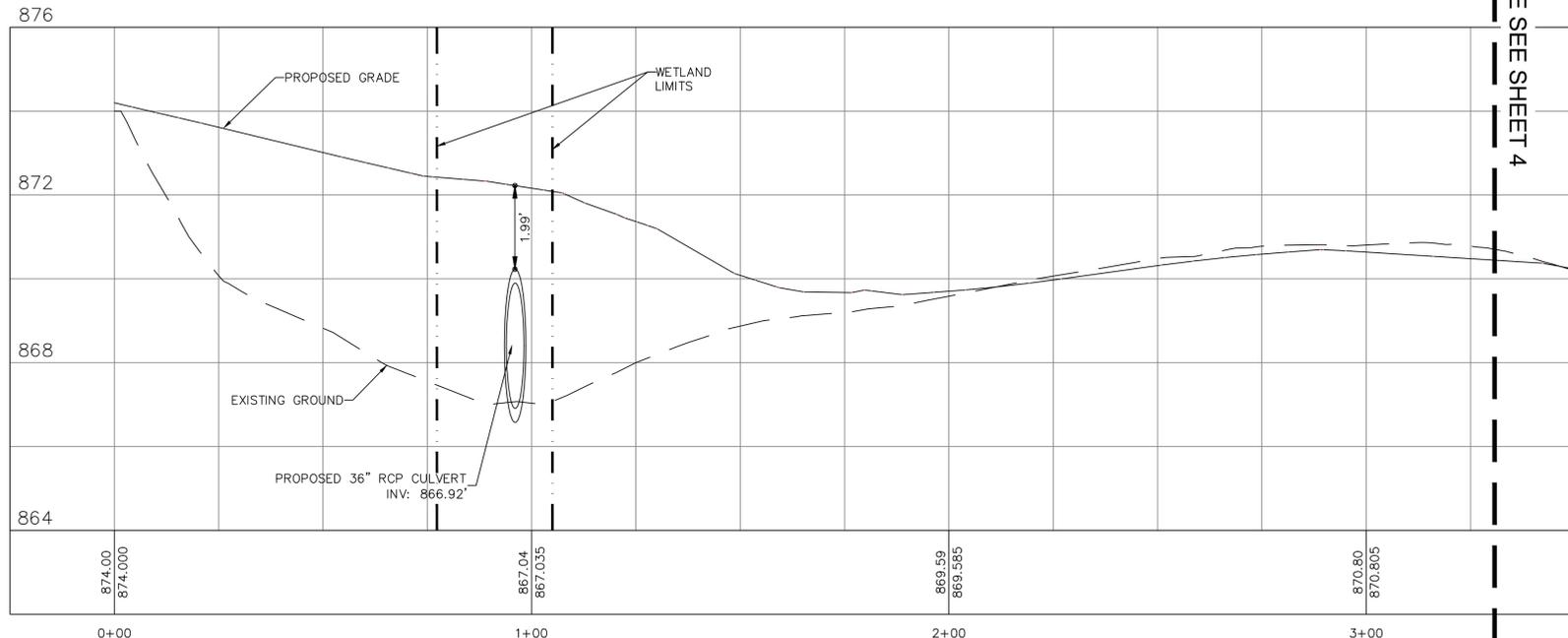
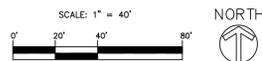
RIP RAP (TYP.)

EXISTING TREE LINE

EXISTING HOUSE

40' DRAIN EASEMENT

SMITH CONSOLIDATED BRAIN

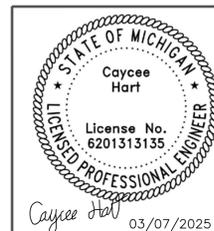


SCALE
HORZ: 1" = 20'
VERT: 1" = 2'

MATCH LINE SEE SHEET 4

Call 811 before you dig.

WOLVERINE PIPE LINE COMPANY 219-844-9510



Meridian Charter Township
Ingham County, Michigan
PATHWAY

SANCTUARY II PATHWAY
NE 1/4 SECTION 32 AND NW 1/4 SECTION 33, T4N, R1W, MERIDIAN CHARTER TOWNSHIP, INGHAM COUNTY, MICHIGAN

DRAWN BY: CH CHECKED BY: YI

REVISIONS:		
DATE	BY:	COMMENTS:
09.11.24	CH	EGL E SUBMITTAL #2
01.02.25	CH	ICDC SUBMITTAL #2
01.21.25	CH	ICDC SUBMITTAL #3
01.27.25	CH	ICDC SUBMITTAL #4
01.30.25	CH	ICDC SUBMITTAL #5
3.07.25	CH	PATHWAY ALIGNMENT SHIFT

SHEET:
3 - PATHWAY SITE PLAN

E L HOLDING CO LLC
33-02-02-32-276-101

GC CLUB MERIDIAN APARTMENTS LLC
45.28 ACRES
33-02-02-33-100-024

CONSUMERS ENERGY CO
8.08 ACRES
33-02-02-32-200-009

CONSUMERS ENERGY CO
16.00 ACRES
33-02-02-33-100-006

CENTERLINE OF SWALE WITH CHECK DAMS (SEE DETAIL ON SHEET 13) (TYP.)

LIMITS OF DISTURBANCE

EXISTING OVERHEAD TRANSMISSION LINES

SWALE (TYP.)

8' CONCRETE PATHWAY WITH 1' GRAVEL SHOULDERS (TYP.)

STATION=4+25.95
OFFSET=6.37L

GIGUERE, JAMES
7.36 ACRES
33-02-02-32-400-016

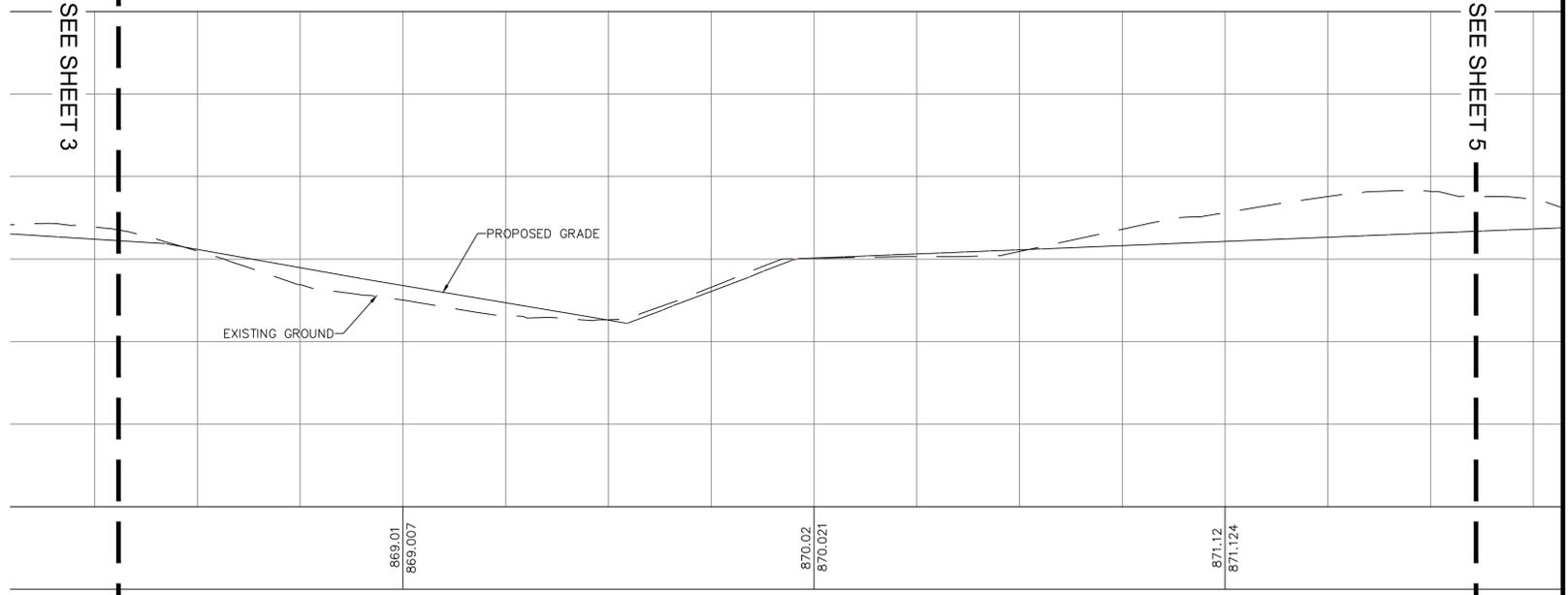
MERIDIAN CHARTER TOWNSHIP
0.53 ACRES
33-02-02-33-301-014

ZWYCHUIZEN, ANDREW M
1.79 ACRES
2496 ROBINS WAY
33-02-02-33-301-013

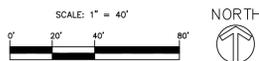
MATCH LINE SEE SHEET 3

MATCH LINE SEE SHEET 3

MATCH LINE SEE SHEET 5

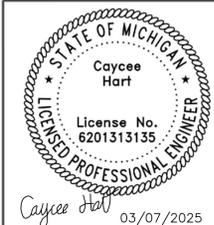


SCALE
HORZ: 1" = 20'
VERT: 1" = 2'



Call 811 before you dig.

WOLVERINE PIPE LINE COMPANY 219-844-9510



Meridian Charter Township
Ingham County, Michigan

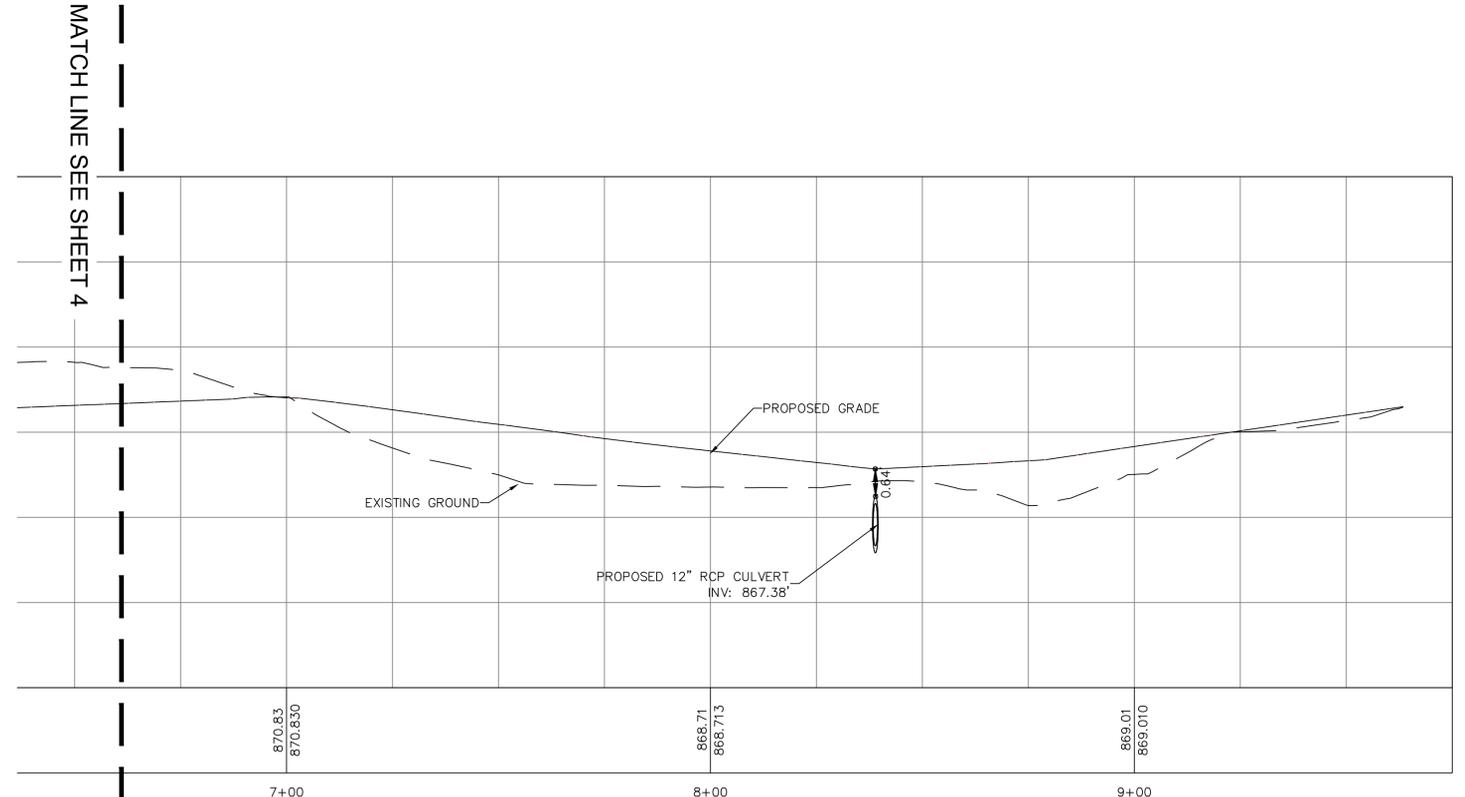
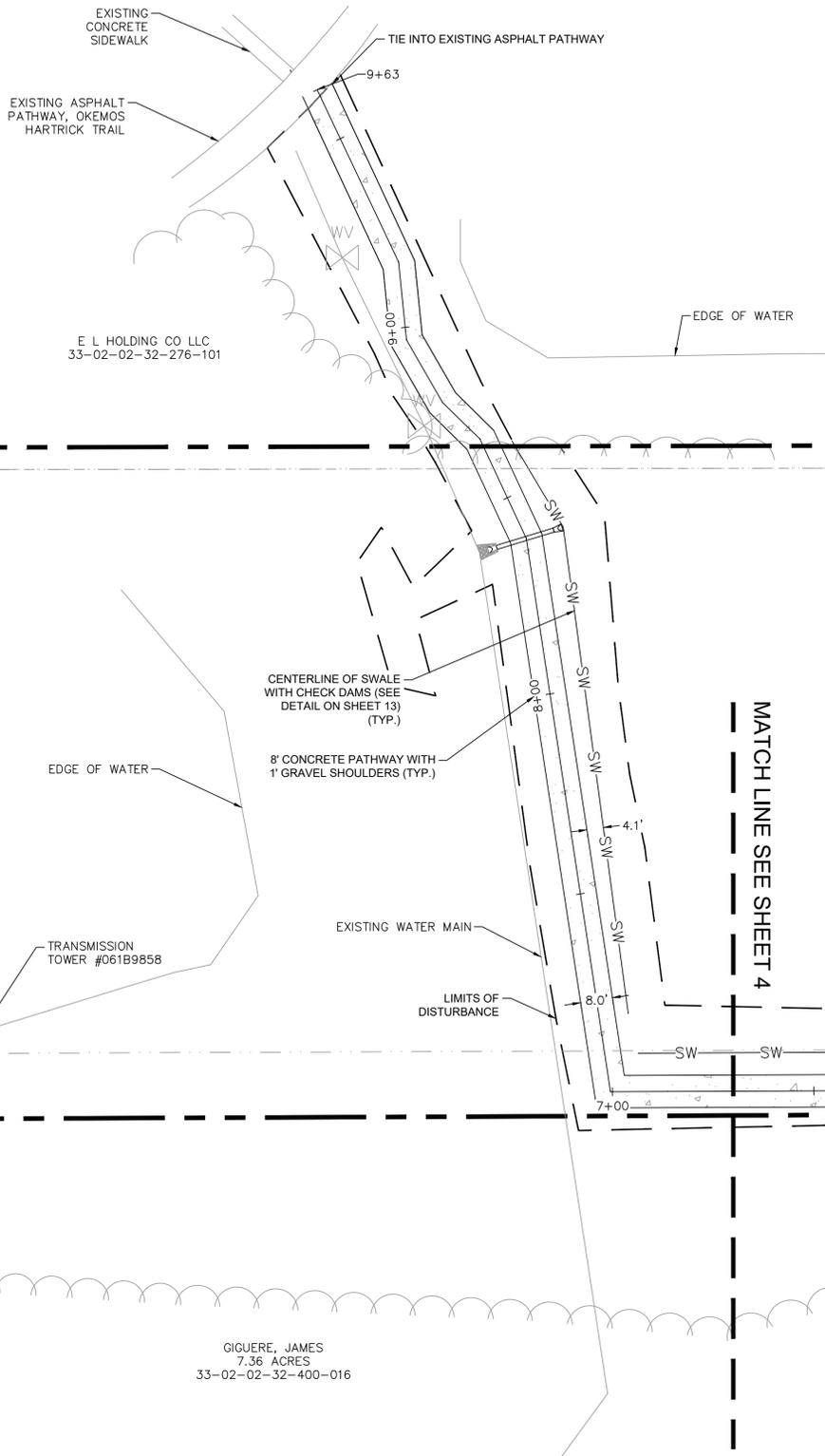
PATHWAY

SANCTUARY II PATHWAY
NE 1/4 SECTION 32 AND NW 1/4 SECTION 33, T4N, R1W, MERIDIAN CHARTER TOWNSHIP, INGHAM COUNTY, MICHIGAN

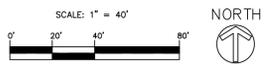
DRAWN BY: CH CHECKED BY: YI

REVISIONS:		
DATE	BY:	COMMENTS:
09.11.24	CH	EGL E SUBMITTAL #2
01.02.25	CH	ICDC SUBMITTAL #2
01.21.25	CH	ICDC SUBMITTAL #3
01.27.25	CH	ICDC SUBMITTAL #4
01.30.25	CH	ICDC SUBMITTAL #5
3.07.25	CH	PATHWAY ALIGNMENT SHIFT

SHEET:
4 - PATHWAY SITE PLAN

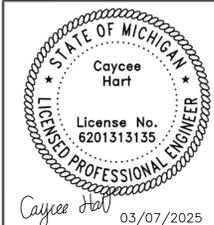


SCALE
 HORZ: 1" = 20'
 VERT: 1" = 2'



Call 811 before you dig.

WOLVERINE PIPE LINE COMPANY 219-844-9510



Meridian Charter Township
 Ingham County, Michigan
PATHWAY

SANCTUARY II PATHWAY
 NE 1/4 SECTION 32 AND NW 1/4 SECTION 33, T4N, R1W, MERIDIAN CHARTER TOWNSHIP, INGHAM COUNTY, MICHIGAN

DRAWN BY: GH CHECKED BY: YI

REVISIONS:		
DATE	BY:	COMMENTS:
09.11.24	CH	EGL E SUBMITTAL #2
01.02.25	CH	ICDC SUBMITTAL #2
01.21.25	CH	ICDC SUBMITTAL #3
01.27.25	CH	ICDC SUBMITTAL #4
01.30.25	CH	ICDC SUBMITTAL #5
3.07.25	CH	PATHWAY ALIGNMENT SHIFT

SHEET:
 5 - PATHWAY SITE PLAN

MATCH LINE SEE SHEET 7

LEGEND

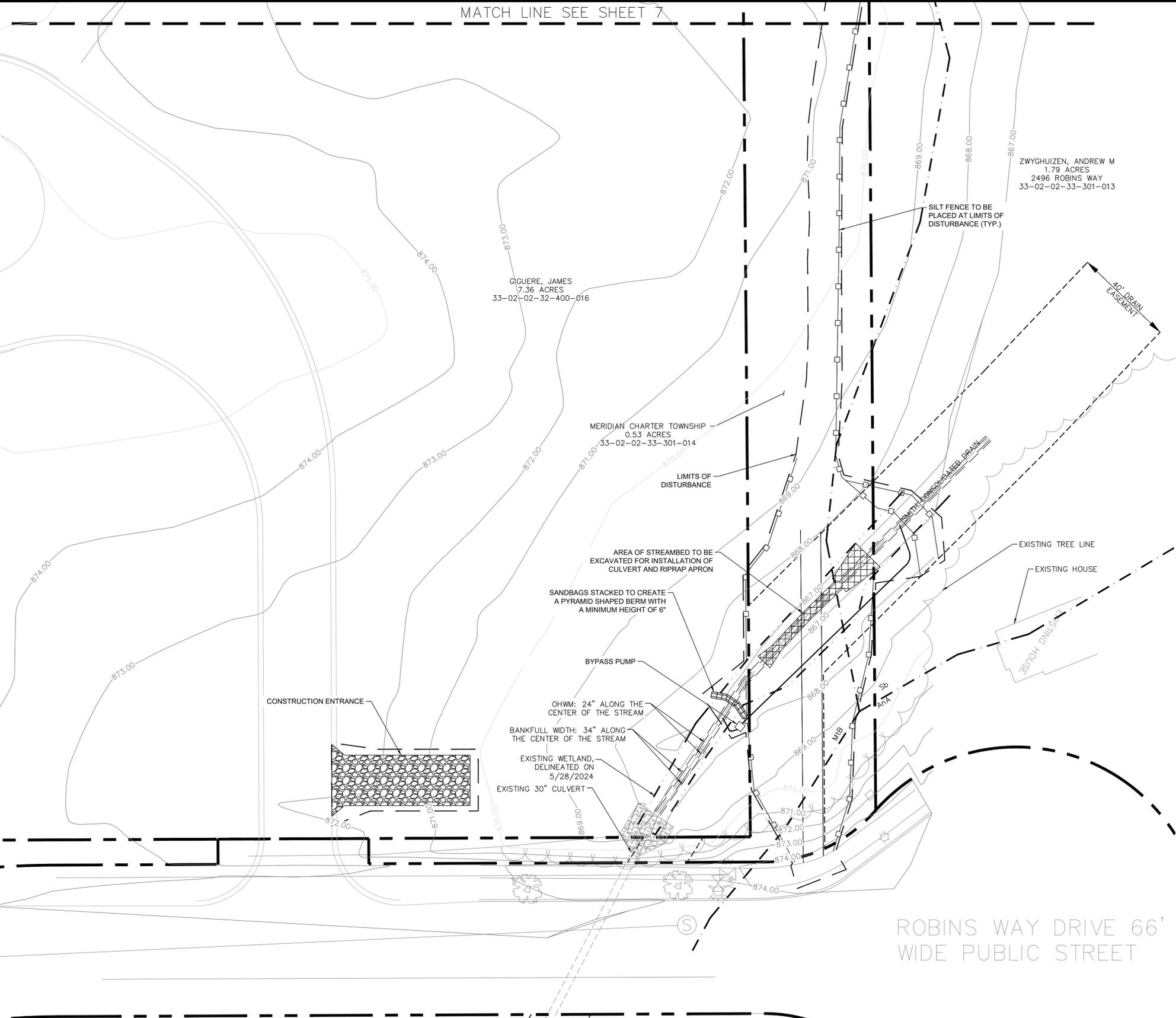
- PROPERTY LINE
- EXISTING EASEMENT
- EXISTING CONTOUR
- STREAM CENTER LINE
- BANKFULL WIDTH
- ORDINARY HIGH WATER MARK (OHWM)
- LIMIT OF DELINEATED WETLAND
- SOIL BOUNDARY
- AREA OF EXCAVATION WITHIN THE STREAMBED (360 SF)
- SILT FENCE
- SANDBAGS

SEQUENCE OF CONSTRUCTION

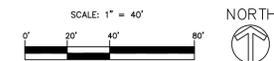
1. INSTALL CONSTRUCTION ENTRANCE.
2. INSTALL PERIMETER EROSION CONTROLS; SILT FENCE.
3. PERFORM CLEARING AND GRUBBING OF THE SITE WITHIN THE LIMITS OF DISTURBANCE.
4. CONSTRUCT PYRAMID SHAPED BERM (6' MINIMUM HEIGHT) OUT OF SANDBAGS TO PROVIDE A TEMPORARY DAM IN THE STREAM. INSTALL BYPASS PUMP.
5. EXCAVATE THE AREA OF THE STREAMBED AND RIPRAP APRON.
6. INSTALL THE CULVERT/END SECTIONS AND RIPRAP APRON.
7. CONSTRUCT THE EMBANKMENT AROUND THE CULVERT AND STABILIZE WITH SEED AND STRAW MATTING.
8. REMOVE THE SANDBAG BERM ONCE THE SEED AND STRAW MATTING HAS BEEN INSTALLED ON THE CULVERT EMBANKMENT.
9. GRADE THE REST OF THE SITE TO ACHIEVE THE ELEVATION OF THE PATHWAY. GRADE IN THE SWALE ADJACENT TO THE PATHWAY.
10. ONCE THE FINAL ELEVATIONS ARE ACHIEVED STABILIZE WITH SEED, MULCH, AND/OR STRAW MATTING.
11. PERFORM THE PAVING OF THE PATHWAY.
12. ONCE VEGETATION HAS ESTABLISHED REMOVE THE SILT FENCE.

RECOMMENDED CONSTRUCTION SCHEDULING & SEQUENCING	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY
	INSTALL SESC MEASURES											
CLEAR AND GRUB SITE												
INSTALL CULVERT AND EMBANKMENT												
GRADE SITE												
PAVE PATHWAY												
CLEANUP AND RESTORATION												
REMOVE SESC MEASURES												

SOILS:
 AnA - Aubbeenaubee-Capac Sandy Loams, 0 to 3 percent slopes
 BrB - Boyer sandy loam, 0 to 6 percent slopes
 Co - Colwood-Brookston loams
 HgtahA - Houghton Muck, 0 to 1 percent slopes
 MaC - Filer Fine Sandy Loam, Saginaw Lobe, 6 to 12 percent slopes
 MIB - Metea Loamy Sand, 2 to 6 percent slopes
 Sb - Sebewa Loam, 0 to 2 percent slopes

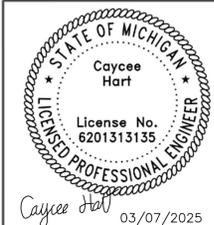


ROBINS WAY DRIVE 66' WIDE PUBLIC STREET



Call 811 before you dig.

WOLVERINE PIPE LINE COMPANY 219-844-9510



Meridian Charter Township
 Ingham County, Michigan
PATHWAY

SANCTUARY II PATHWAY
 NE 1/4 SECTION 32 AND NW 1/4 SECTION 33, T4N, R1W, MERIDIAN CHARTER TOWNSHIP, INGHAM COUNTY, MICHIGAN

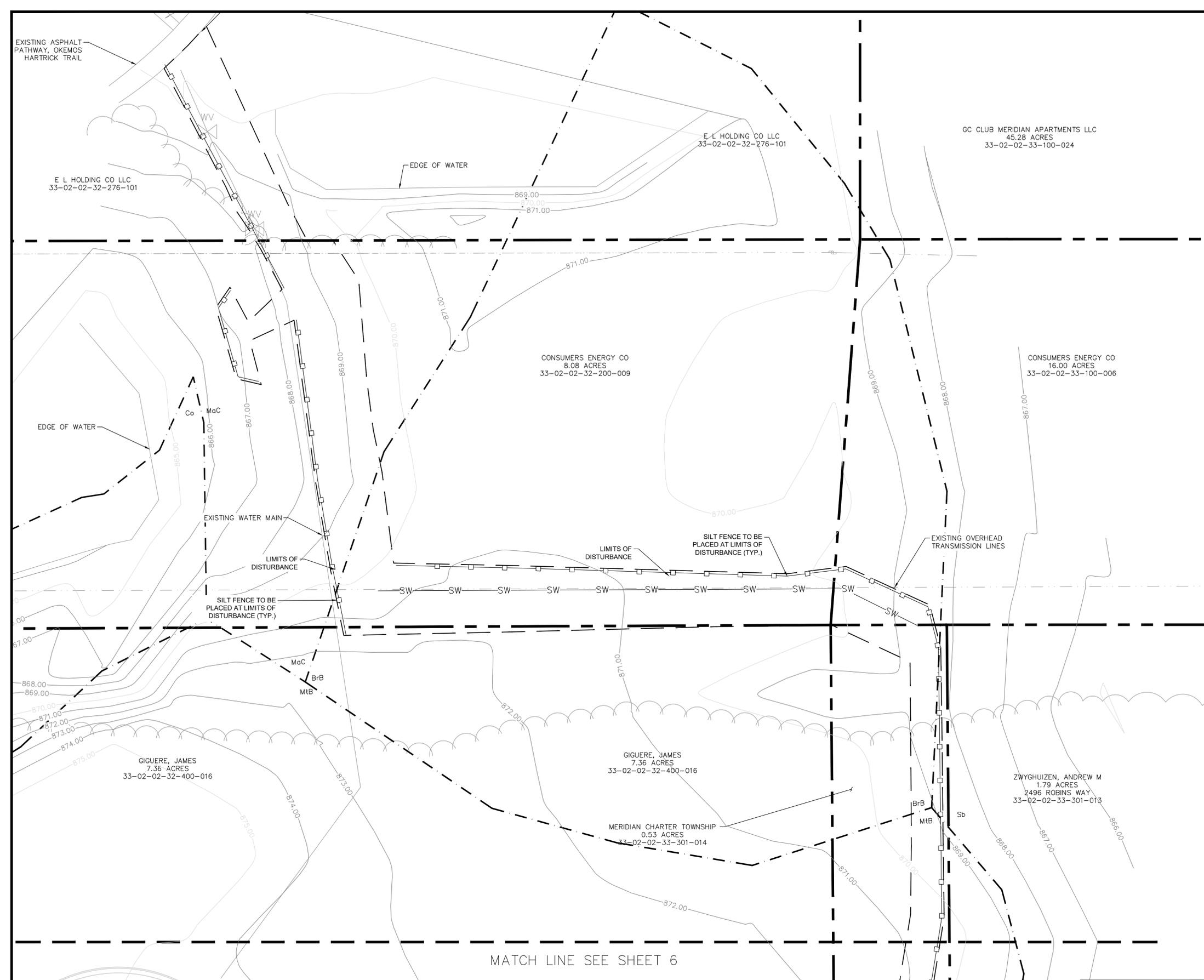
DRAWN BY: GH CHECKED BY: YI

REVISIONS:		
DATE	BY:	COMMENTS:
09.11.24	CH	EGLE SUBMITTAL #2
01.02.25	CH	ICDC SUBMITTAL #2
01.21.25	CH	ICDC SUBMITTAL #3
01.27.25	CH	ICDC SUBMITTAL #4
01.30.25	CH	ICDC SUBMITTAL #5
3.07.25	CH	PATHWAY ALIGNMENT SHIFT

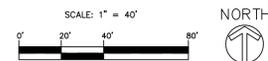
SHEET:
6 - SESC PLAN

LEGEND

- PROPERTY LINE
- EXISTING EASEMENT
- EXISTING CONTOUR
- STREAM CENTER LINE
- BANKFULL WIDTH
- ORDINARY HIGH WATER MARK (OHWM)
- LIMIT OF DELINEATED WETLAND
- SOIL BOUNDARY
- AREA OF EXCAVATION WITHIN THE STREAMBED (360 SF)
- SILT FENCE
- SANDBAGS

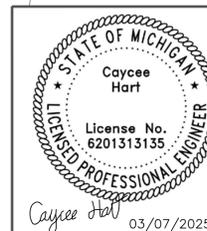


MATCH LINE SEE SHEET 6



Call 811 before you dig.

WOLVERINE PIPE LINE COMPANY 219-844-9510



Meridian Charter Township
Ingham County, Michigan

PATHWAY

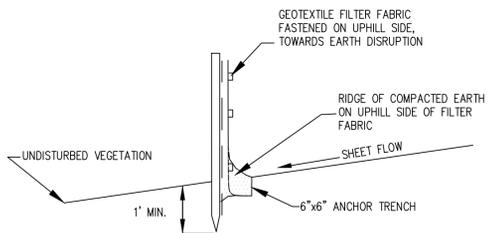
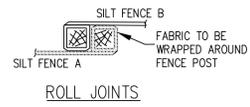
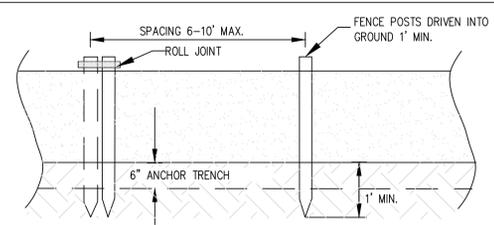
SANCTUARY II PATHWAY
NE 1/4 SECTION 32 AND NW 1/4 SECTION 33, T4N, R1W, MERIDIAN CHARTER TOWNSHIP, INGHAM COUNTY, MICHIGAN

DRAWN BY: GH CHECKED BY: YI

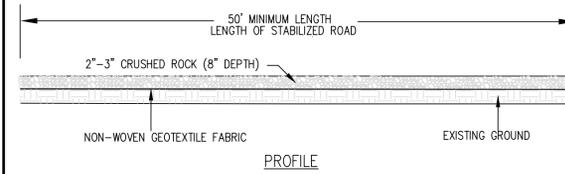
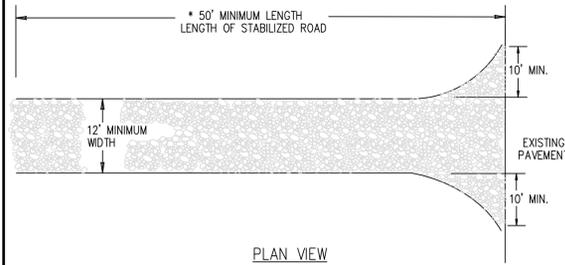
REVISIONS:		
DATE	BY:	COMMENTS:
09.11.24	CH	EGLE SUBMITTAL #2
01.02.25	CH	ICDC SUBMITTAL #2
01.21.25	CH	ICDC SUBMITTAL #3
01.27.25	CH	ICDC SUBMITTAL #4
01.30.25	CH	ICDC SUBMITTAL #5
3.07.25	CH	PATHWAY ALIGNMENT SHIFT

SHEET:
7 - SESC PLAN

SILT FENCE



CONSTRUCTION ENTRANCE



- NOTES:**
1. Establish stabilized construction entrance prior to the initiation of site construction activities.
 2. Care should be taken to prevent material movement into adjacent wetlands/waterbodies.
 3. Care should be taken to maintain existing roadside drainage via culvert installation, with sediment sump placed downflow of culvert.

PERMANENT SEEDING SPECIFICATIONS

- When**
- To finalize stabilization of temporary seeding areas or when an area needs permanent stabilization following completion of construction. Also used when vegetative establishment can correct existing soil erosion or sedimentation problem.
 - Within 5 days of final grade.
- Why**
- To stabilize soil and prevent or reduce soil erosion/sedimentation problems from developing.
- Where**
- Used on construction and earth change sites which require permanent vegetative stabilization.
- How**
1. Review SESC plan and construction phasing to identify areas in need of permanent vegetative stabilization.
 2. Select perennial grass and ground cover for permanent cover.
 3. Seed mixes vary. However, they should contain native species.
 4. Seed mixes should be selected through consultation with a certified seed provider and with consideration of soil type, light, moisture, use applications, and native species content.
 5. Soil tests should be performed to determine the nutrient and pH levels in the soil. The pH may need to be adjusted to between 6.5 and 7.0.
 6. Prepare a 3-5" deep seedbed, with the top 3-4" consisting of topsoil.
 7. Slopes steeper than 1:3 should be roughened.
 8. Apply seed as soon as possible after seedbed preparation. Seed may be broadcast by hand, hydroseeding, or by using mechanical drills.
 9. Mulch immediately after seeding.
 10. Dormant seed mixes are for use after the growing season, using seed which lies dormant in the winter and begins growing as soon as site conditions become favorable.

PERMANENT SEEDING SPECIFICATIONS

- How (cont.)**
11. Protect seeded areas from pedestrian or vehicular traffic.
 12. Divert concentrated flows away from the seeded area until vegetation is established.
- Maintenance**
- Inspect weekly and within 24 hours following each rain event in the first few months following installation to be sure seed has germinated and permanent vegetative cover is being established.
 - Add supplemental seed as necessary.
- Limitations**
- Seeds need adequate time to establish.
 - May not be appropriate in areas with frequent traffic.
 - Seeded areas may require irrigation during dry periods.
 - Seeding success is site specific, consider mulching or sodding when necessary.

PERMANENT SEEDING

Planting Zones:	Lower Peninsula (South of T20N) Zone 1	Lower Peninsula (North of T20N) Zone 2	Upper Peninsula Zone 3
Seeding Window Permanent Seeding	4/15 - 10/10	5/1 - 10/1	5/1 - 9/20
Seeding Window Dormant Seeding*	11/15 - Freeze	11/01 - Freeze	11/01 - Freeze

Source: Adapted from MDT Interim 2003 Standard Specifications for Construction

	Zone 1 (Lower Peninsula South of U.S. 10)	Zone 2 (Lower Peninsula North of U.S. 10)	Zone 3 (Upper Peninsula)
Seeding Dates (with Irrigation or Mulch)	4/1 - 8/1	5/1 - 9/20	5/1 - 9/10
Seeding Dates (w/o Irrigation or Mulch)	4/1 - 5/20 or 8/10 - 10/1	5/1 - 6/10 or 8/1 - 9/20	5/1 - 6/15 or 8/1 - 9/20
Dormant Seeding Dates*	11/1 - Freeze	10/25 - Freeze	10/25 - Freeze

Source: Adapted from USDA NRCS Technical Guide #342 (1999)

* Dormant seeding is for use in the late fall after the soil temperature remains consistently below 50°F, prior to the ground freezing. This practice is appropriate if construction on a site is completed in the fall but the seed was not planted prior to recommended seeding dates. No seed germination will take place until spring. A cool season annual grass may be added in an attempt to have some fall growth.

- Mulch must be used with dormant seed.
- Do not seed when the ground is frozen or snow covered.
- Do not use a dormant seed mix on grassed waterways.

SILT FENCE MAINTENANCE & INSPECTIONS

1. IT IS THE CONTRACTOR'S RESPONSIBILITY TO ENSURE THE SILT FENCE IS MAINTAINED AND FUNCTIONING.
2. THE SILT FENCE SHOULD BE INSPECTED AT LEAST WEEKLY. SILT FENCE SHOULD BE INSPECTED BEFORE FORECASTED RAIN EVENTS AND AFTER EACH RAIN EVENT.
3. FABRIC TEARS, POST FAILURES, VEHICLE DAMAGE, AND/OR UNDERMINING SHOULD BE REPAIRED IMMEDIATELY.
4. SEDIMENT BUILD UP SHOULD BE REMOVED WHEN IT REACHES 1/3 TO 1/2 THE HEIGHT OF THE SILT FENCE ABOVE THE GROUND ELEVATION.
5. REMOVE THE SILT FENCE ONCE THE SITE IS STABILIZED WITH PERMANENT SESC MEASURES.

CONSTRUCTION ENTRANCE MAINTENANCE & INSPECTIONS

1. IT IS THE CONTRACTOR'S RESPONSIBILITY TO ENSURE THE CONSTRUCTION ENTRANCE IS MAINTAINED AND FUNCTIONING.
2. THE CONSTRUCTION ENTRANCE SHOULD BE INSPECTED DAILY DURING USE. THE ADJACENT ROADWAYS SHOULD ALSO BE INSPECTED FOR SOIL TRAC-KOUT.
3. CLEAN, REPLENISH (ADDING ADDITIONAL AGGREGATE LAYERS), OR REPLACE THE AGGREGATE SURFACE BEFORE SOIL BUILD UP CAUSES TRACK-OUT.
4. INCREASE THE LENGTH OF THE CONSTRUCTION ENTRANCE OR INSTALL A TIRE WASH IF THE ENTRANCE IS NOT EFFECTIVELY REMOVING SEDIMENT FROM THE TIRES DURING EGRESS.
5. IMMEDIATELY REMOVE ALL SEDIMENT DROPPED OR ERODED ONTO PUBLIC RIGHT-OF-WAYS BY SWEEPING OR SHOVELING. DO NOT WASH SEDIMENT INTO WATERWAYS OR STORM SEWERS.
6. IMMEDIATELY REMOVE ANY AGGREGATE THAT HAS LOOSENED FROM THE PAD AND ENDED UP ON THE ROADWAY.
7. REMOVE THE CONSTRUCTION ENTRANCE ONCE THE SITE IS STABILIZED WITH PERMANENT SESC MEASURES.

RIPRAP SPECIFICATIONS

- When**
- When concentrated water flows have the potential to create scour, down-cutting, or lateral cutting.
- Why**
- To prevent loss of land or damage to utilities or structures. In aquatic applications, riprap is used to control channel meander and maintain capacity, protect against wave attack, and reduce sediment load.
- Where**
- In natural or constructed channels with areas susceptible to erosion from the action of water, ice, or debris, or to damage by livestock or vehicular traffic.
 - In shoreline areas where the erosion problem may be solved through simple structural measures.
 - On slopes with profiles measuring 1:1.5 or less.
- How**
1. Review subject site to identify areas subject to concentrated flows or wave/current attack.
 2. The appropriateness and extent of riprap placement is site specific and should be determined in the field.
 3. The area under review for riprap placement must be shaped and contoured appropriately by grading prior to material placement.
 4. Non-woven geotextile fabric should be installed prior to riprap placement, with upper end and toe end of fabric buried or anchored to prevent movement.
 5. Riprap placement should be started at a stabilized location and ended at a stabilized or contoured point.
 6. Material selected for riprap should be hard, angular, and resistant to weathering. Appropriate material size depends on expected water energy and intended function of the material.

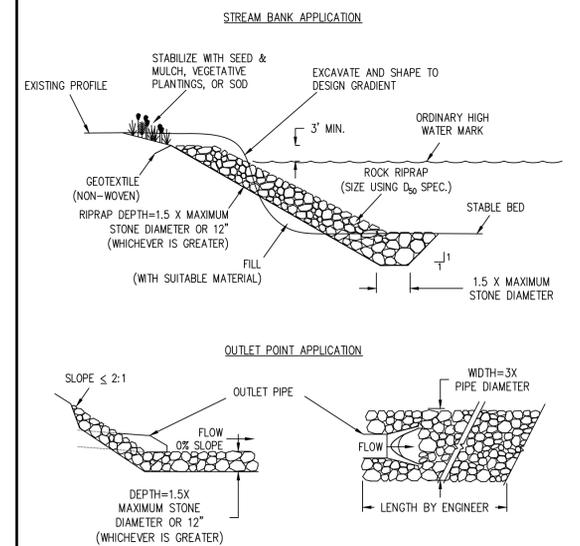
RIPRAP SPECIFICATIONS

- How (cont.)**
7. Riprap mixture should be an even mixture of stone sizes based on the average, or D_{50} . This means 50% of the stone, by size, will be larger than the diameter specified, and 50% will be smaller than the size specified. The diameter of the largest stone should not be more than 1.5 times the D_{50} stone size.
 8. See table on the following page for typical riprap stone sizes.
 9. Rock shall be placed so that larger rocks are uniformly distributed and in contact with one another. Smaller rocks should fill the voids.
 10. When in contact with moving water, riprap will tie into a stable bank at the downstream end and will be keyed into the bank at the upstream end. Riprap should extend 3 ft. above the ordinary high water mark or to the top of the bank on short slopes. Extend riprap a minimum 10 ft. beyond active erosion area.
- Maintenance**
- All installations should be inspected immediately after the first rainfall to confirm the stability of the placed material. Follow-up inspections should occur regularly and provisions made for prompt repair if needed.
- Limitations**
- Area is cleared prior to the addition of riprap, therefore no areas are preserved with native vegetation.

Weight (lbs.)	Average Spherical Diameter (in.) D_{50}	Typical Rectangular Shape Length (in.)	Typical Rectangular Shape Width/Height (in.)
50	10	18	6
100	13	21	7
150	14	24	8
300	18	30	10
500	22	36	12
1000	27	45	15
1500	31	52	17
2000	34	57	19
4000	45	72	24
6000	49	83	28
8000	54	90	30

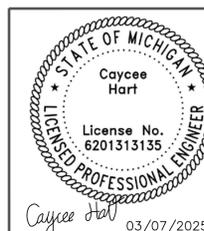
Source: Adapted from USDA NRCS

RIPRAP



Call 811 before you dig.

WOLVERINE PIPE LINE COMPANY 219-844-9510



Meridian Charter Township
Ingham County, Michigan
PATHWAY

SANCTUARY II PATHWAY

NE 1/4 SECTION 32 AND NW 1/4 SECTION 33, T4N, R1W, MERIDIAN CHARTER TOWNSHIP, INGHAM COUNTY, MICHIGAN

DRAWN BY: CH

CHECKED BY: VI

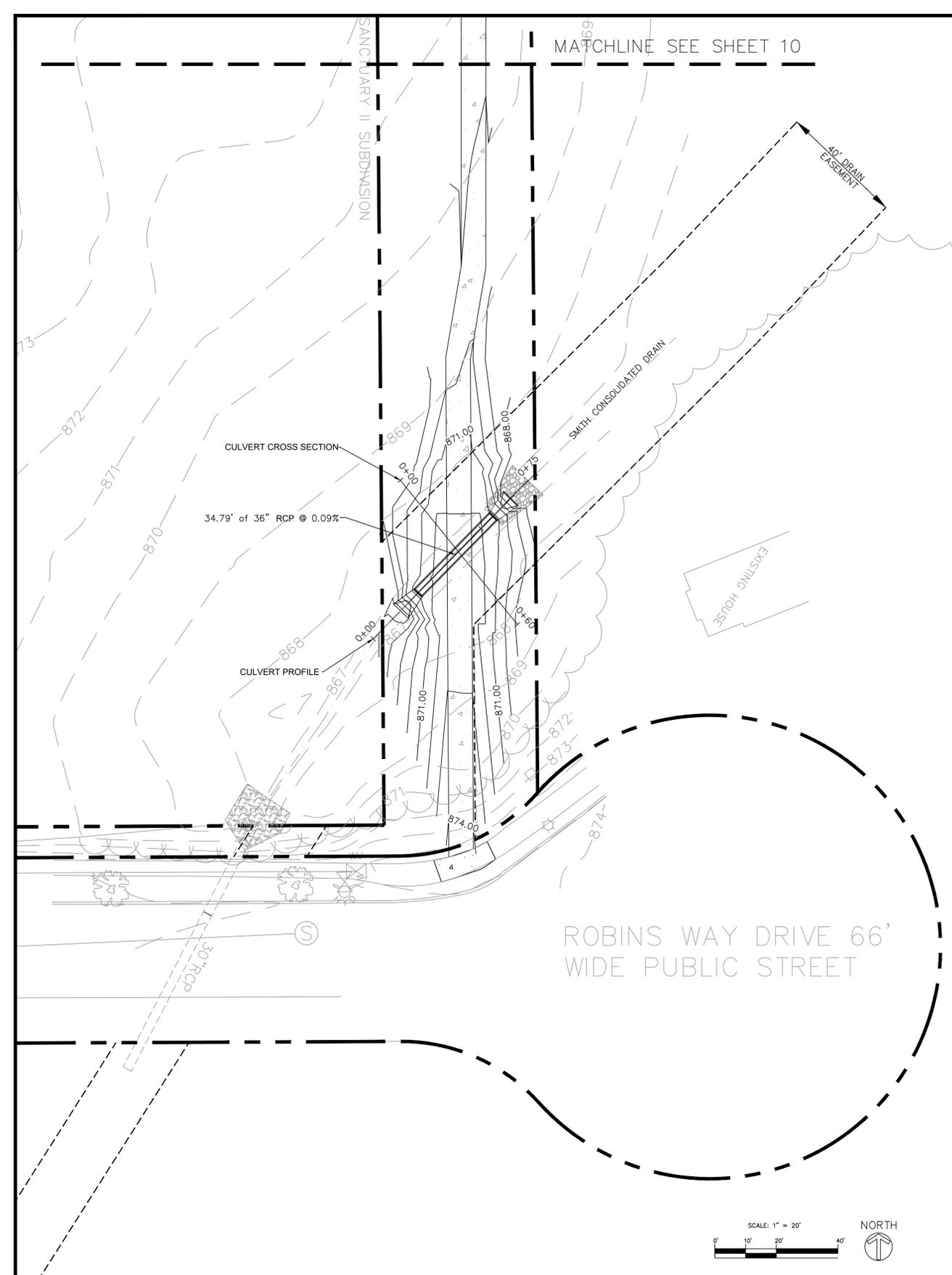
REVISIONS:

DATE	BY:	COMMENTS:
09.11.24	CH	EGLE SUBMITTAL #2
01.02.25	CH	ICDC SUBMITTAL #2
01.21.25	CH	ICDC SUBMITTAL #3
01.27.25	CH	ICDC SUBMITTAL #4
01.30.25	CH	ICDC SUBMITTAL #5
3.07.25	CH	PATHWAY ALIGNMENT SHIFT

SHEET:

8 - SESC DETAILS

Caycee Hart 03/07/2025



MATCHLINE SEE SHEET 10

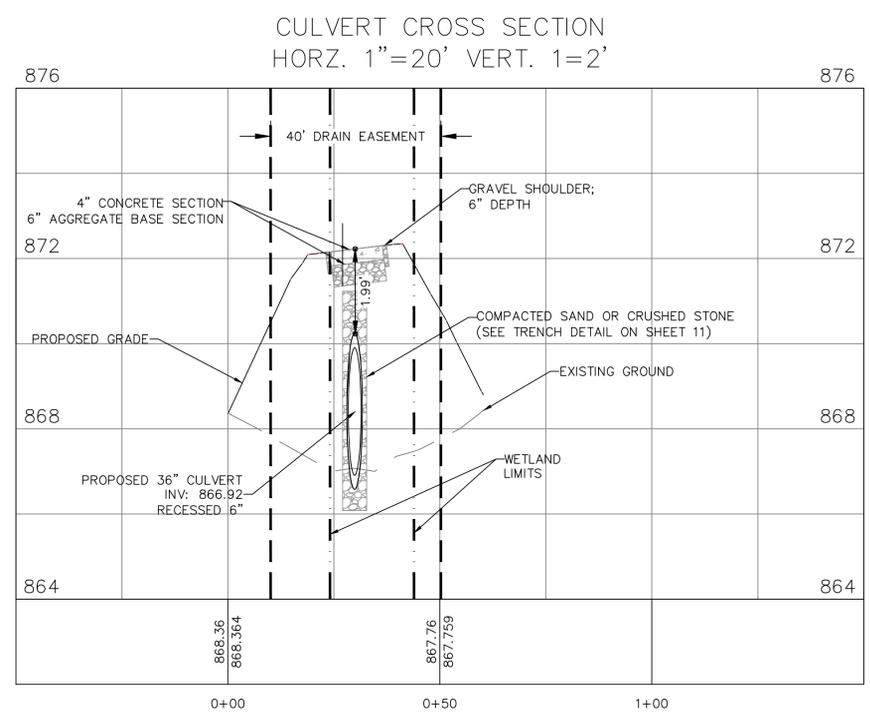
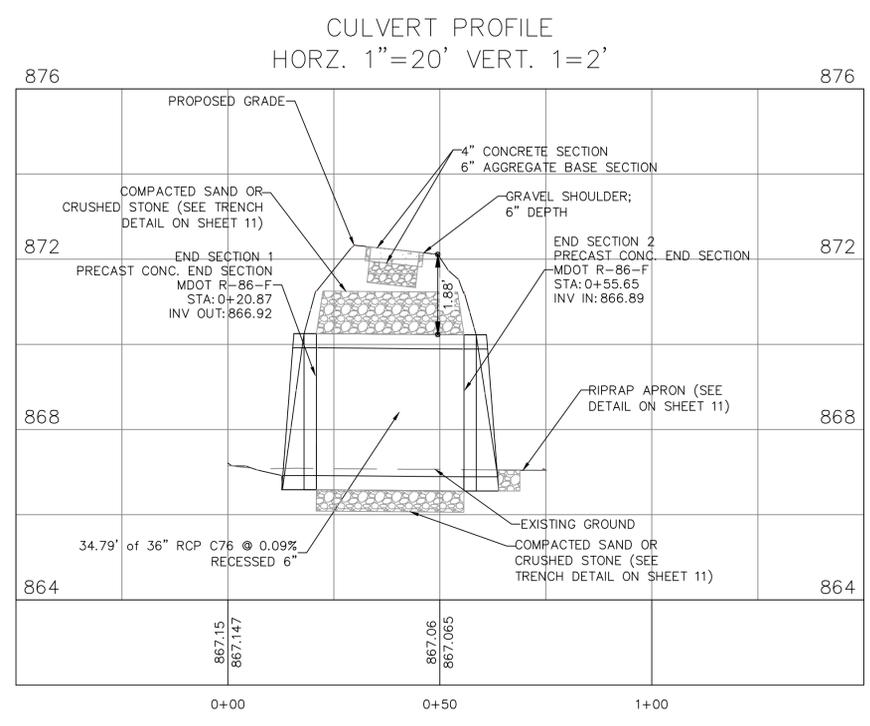
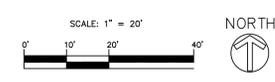
SANCTUARY II SUBDIVISION

40' DRAIN EASEMENT

SMITH CONSOLIDATED DRAIN

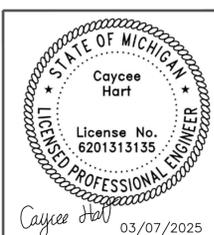
EXISTING HOUSE

ROBINS WAY DRIVE 66' WIDE PUBLIC STREET



Call 811 before you dig.

WOLVERINE PIPE LINE COMPANY 219-844-9510



Meridian Charter Township
Ingham County, Michigan

PATHWAY

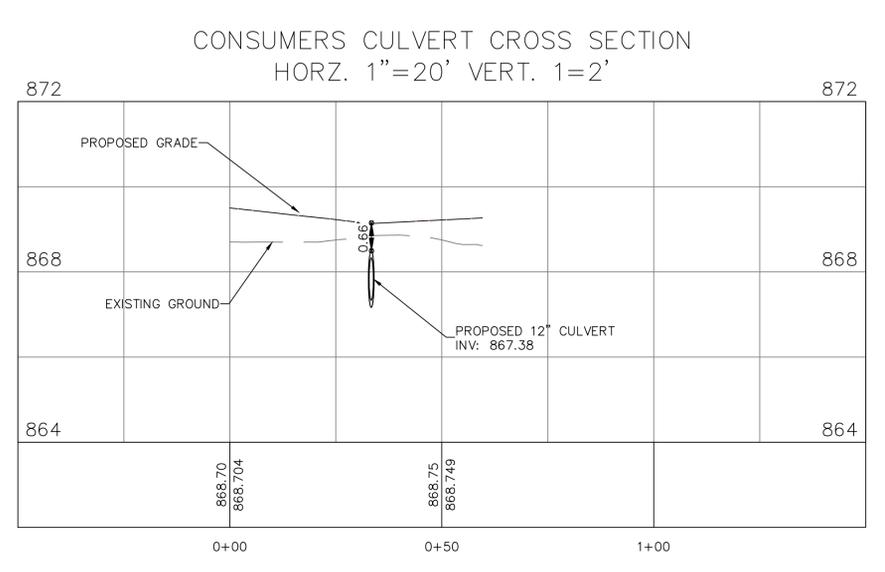
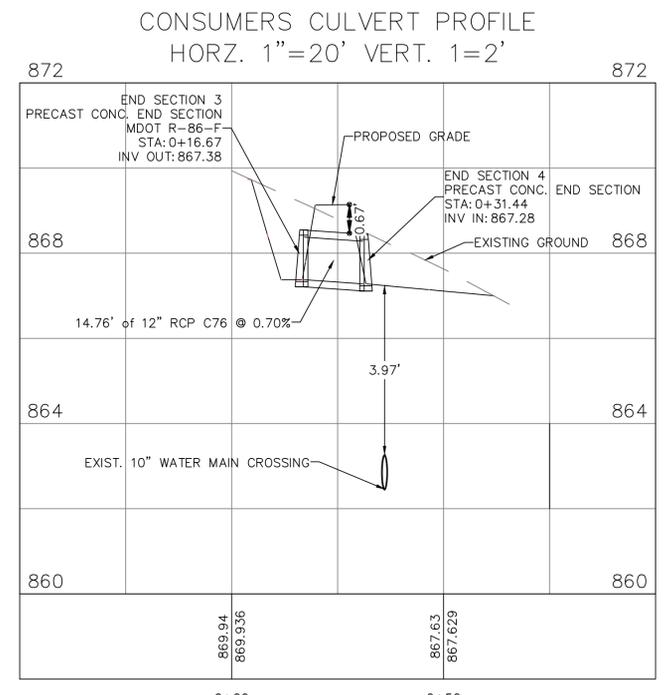
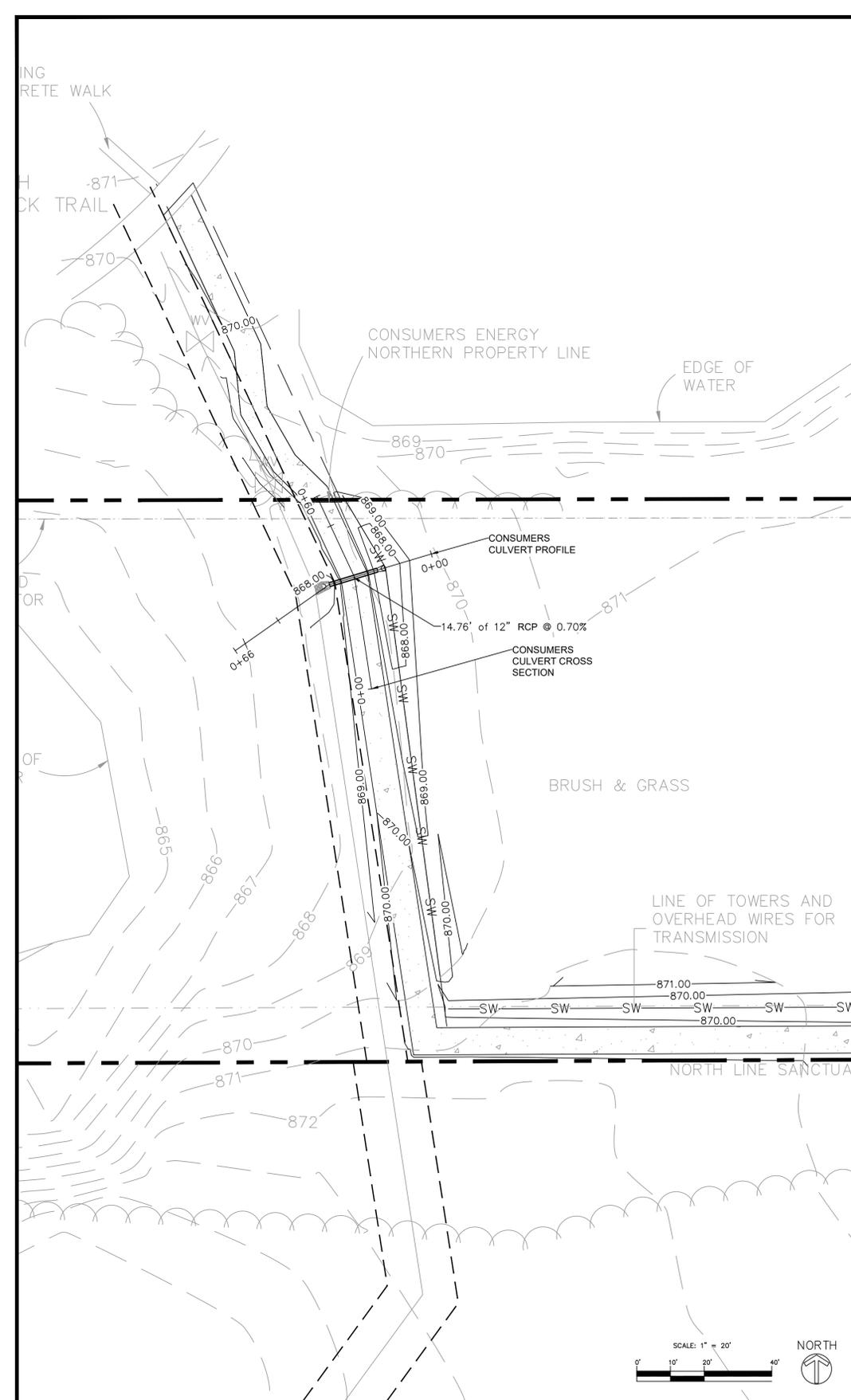
SANCTUARY II PATHWAY

NE 1/4 SECTION 32 AND NW 1/4 SECTION 33, T4N, R1W, MERIDIAN CHARTER TOWNSHIP, INGHAM COUNTY, MICHIGAN

DRAWN BY: GH CHECKED BY: YI

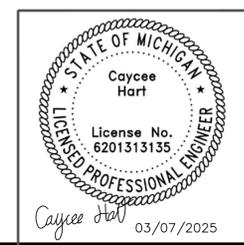
REVISIONS:		
DATE	BY:	COMMENTS:
09.11.24	CH	EGLE SUBMITTAL #2
01.02.25	CH	ICDC SUBMITTAL #2
01.21.25	CH	ICDC SUBMITTAL #3
01.27.25	CH	ICDC SUBMITTAL #4
01.30.25	CH	ICDC SUBMITTAL #5
3.07.25	CH	PATHWAY ALIGNMENT SHIFT

SHEET:
9 - CULVERT PROFILE AND CROSS SECTION



Call 811 before you dig.

WOLVERINE PIPE LINE COMPANY 219-844-9510



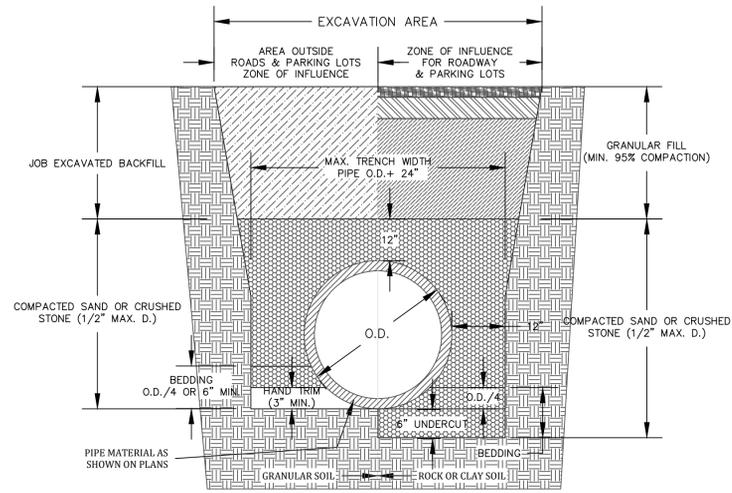
Meridian Charter Township
Ingham County, Michigan
PATHWAY

SANCTUARY II PATHWAY
NE 1/4 SECTION 32 AND NW 1/4 SECTION 33, T4N, R1W, MERIDIAN CHARTER TOWNSHIP, INGHAM COUNTY, MICHIGAN

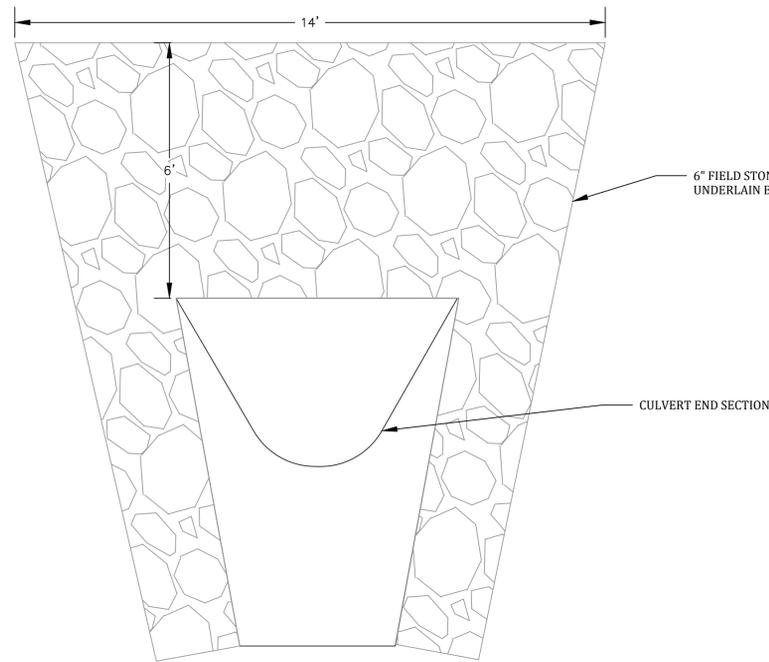
DRAWN BY: GH CHECKED BY: YI

REVISIONS:		
DATE	BY:	COMMENTS:
09.11.24	CH	EGLE SUBMITTAL #2
01.02.25	CH	ICDC SUBMITTAL #2
01.21.25	CH	ICDC SUBMITTAL #3
01.27.25	CH	ICDC SUBMITTAL #4
01.30.25	CH	ICDC SUBMITTAL #5
3.07.25	CH	PATHWAY ALIGNMENT SHIFT

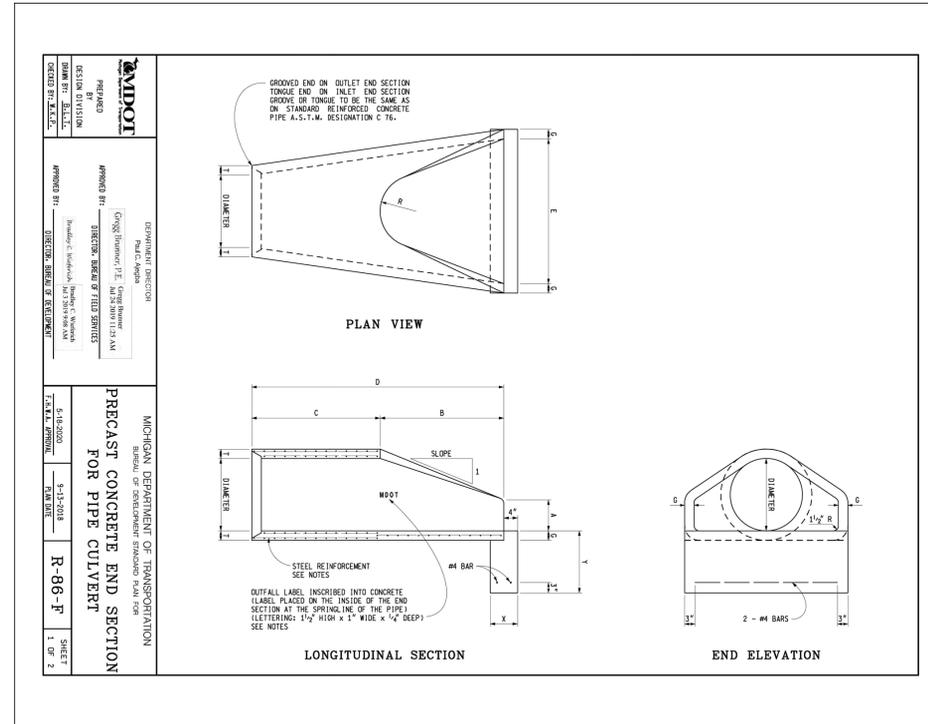
SHEET:
10 - CULVERT PROFILE AND CROSS SECTION



TYPICAL TRENCH DETAIL



RIPRAP APRON DETAIL



SLOPE DETAIL

SHOULDER HINGE POINT (TYP.)
 1:1.5 FILL SLOPE
 1:1.5 FILL SLOPE
 1:1.5 FILL SLOPE
 SLOPE SEE TABLE
 RIPRAP TO BE PLACED ON THE SIDE SLOPE WHEN SPECIFIED ON THE PLANS
 CONCRETE FOOTING SEE NOTES
 LENGTH OF CULVERT AS SPECIFIED ON PLANS

TABLE OF DIMENSIONS										
PIPE DIAMETER (INCHES)	APPROX. SLOPE	T (INCHES)	A (INCHES)	B (INCHES)	C (INCHES)	D (INCHES)	E (INCHES)	G (INCHES)	R (INCHES)	Y (INCHES)
12	2.4 to 1	2	4	24	49	73	24	2	8	18
15	2.4 to 1	2 1/4	6	27	46	73	30	2 1/4	11	8
18	2.3 to 1	2 1/2	9	27	46	73	36	2 1/2	12	8
21	2.4 to 1	2 3/4	9	36	37 1/2	73 1/2	42	2 3/4	13	8
24	2.5 to 1	3	9 1/2	43 1/4	30 1/2	73 1/4	48	3	14	8
27	2.5 to 1	3 1/4	10 1/2	49 1/4	24 1/2	73 1/4	54	3 1/4	14 1/2	8
30	2.5 to 1	3 1/2	12	54	18 1/4	73 1/4	60	3 1/2	15	8
36	2.5 to 1	4	15	63	34 1/4	91 1/4	72	4	20	8
42	2.5 to 1	4 1/2	21	63	35	99	78	4 1/2	22	10
48	2.5 to 1	5	24	72	26	98	84	5	22	10
54	2.0 to 1	5 1/2	27	65	33 1/4	98 1/4	90	5 1/2	24	10
60	1.9 to 1	6	35	60	39	99	96	6	24	10
66	1.7 to 1	6 1/2	30	72	27	99	102	6 1/2	24	10
72	1.8 to 1	7	36	78	21	99	108	7	24	10
78	1.8 to 1	7 1/2	36	90	21	111	114	7 1/2	24	10
84	1.6 to 1	8	36	90 1/2	21	111 1/2	120	8	24	10

* AS FURNISHED BY THE MANUFACTURER

NOTES:
 CONCRETE IN THESE END SECTIONS SHALL BE THE SAME GRADE AND STRENGTH AS SPECIFIED FOR REINFORCED CONCRETE PIPE, A.S.T.M. DESIGNATION C 76 CLASS 11, EXCEPT AS MODIFIED BY THE STANDARD SPECIFICATION.
 REINFORCEMENT IN THE "C" PORTION SHALL BE THE SAME AS SPECIFIED FOR REINFORCED CONCRETE, A.S.T.M. DESIGNATION C 76 CLASS 11 FOR THE SIZE OF CONNECTING PIPE.
 REINFORCEMENT IN THE "D" PORTION SHALL HAVE A CROSS-SECTIONAL AREA EQUAL TO THAT OF ONE LAYER OF STEEL IN THE "C" PORTION.
 THE END OF THE PIPE CULVERT SHALL BE PLACED IN THE CONCRETE END SECTION SO THAT THE FLOW LINES ARE FLUSH. THE JOINT MUST BE COMPLETELY FILLED WITH MORTAR ON THE INSIDE AND OUTSIDE AND STROCK FLUSH. THE JOINT MUST BE WRAPPED WITH GEOTEXTILE BLANKET 36" WIDE WITH A 12" OVERLAP.

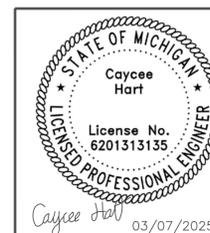
TO CHANGE THE FILL SLOPE TO THE SLOPE OF THE END SECTION USE A TRANSITION SLOPE OF APPROXIMATELY 10' IN LENGTH TO PROVIDE A PLEASING APPEARANCE.
 VARIATIONS IN DIMENSIONS - THE THICKNESS OF CONCRETE, THE POSITION OF STEEL, AND THE INTERNAL DIAMETER OF THE PIPE SHALL CONFORM WITH THE VARIATIONS IN DIMENSIONS AS PROVIDED IN THE SPECIFICATIONS FOR REINFORCED CONCRETE CULVERT, STORM DRAIN, AND SMOKE PIPE, A.S.T.M. DESIGNATION C 76.
 PLACE CONCRETE FOOTING AS SHOWN.
 OUTFALL LABEL TO BE USED ONLY WHERE STORMWATER WILL DISCHARGE DIRECTLY TO THE WATERS OF THE STATE.

MICHIGAN DEPARTMENT OF TRANSPORTATION
 BUREAU OF DEVELOPMENT STANDARD PLAN FOR
PRECAST CONCRETE END SECTION FOR PIPE CULVERT

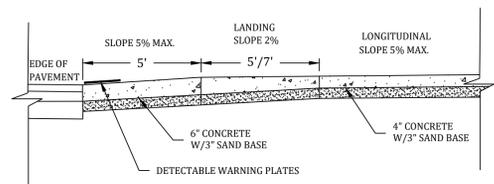
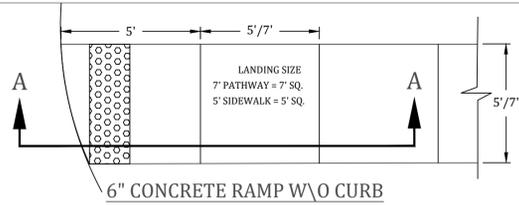
5-18-2020 F.S.K.A. APPROVAL
 9-13-2018 PLAN DATE
R-86-F
 SHEET 2 OF 2

Call 811 before you dig.

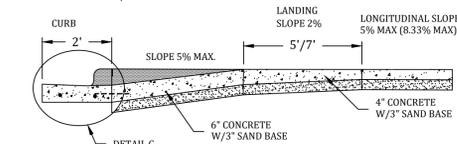
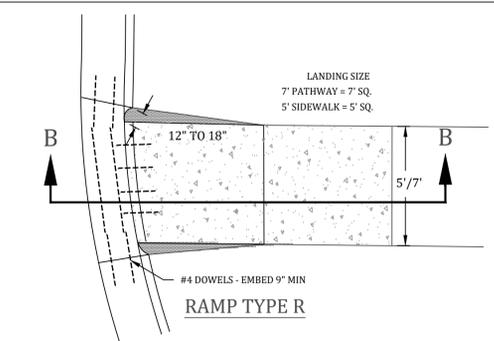
WOLVERINE PIPE LINE COMPANY 219-844-9510



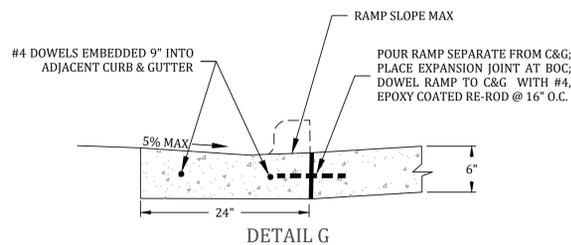
Meridian Charter Township Ingham County, Michigan		REVISIONS:	
PATHWAY		DATE	BY: COMMENTS:
SANCTUARY II PATHWAY		09.11.24	CH EGLE SUBMITTAL #2
NE 1/4 SECTION 32 AND NW 1/4 SECTION 33, T4N, R1W, MERIDIAN CHARTER TOWNSHIP, INGHAM COUNTY, MICHIGAN		01.02.25	CH ICDC SUBMITTAL #2
DRAWN BY: GH		01.21.25	CH ICDC SUBMITTAL #3
CHECKED BY: YI		01.27.25	CH ICDC SUBMITTAL #4
		01.30.25	CH ICDC SUBMITTAL #5
		3.07.25	CH PATHWAY ALIGNMENT SHIFT
		SHEET:	



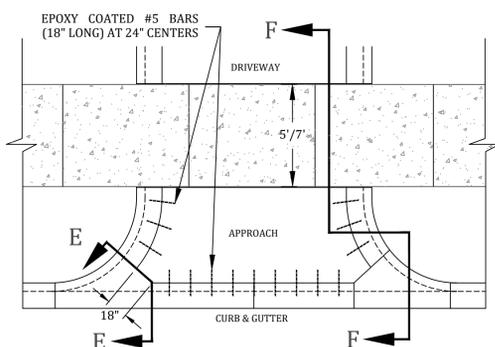
CROSS SECTION A-A



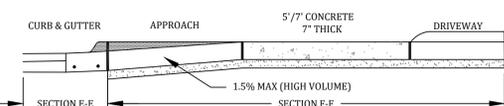
CROSS SECTION B-B



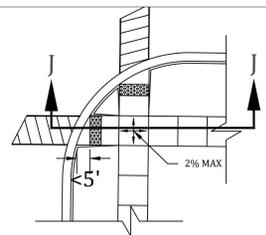
DETAIL G



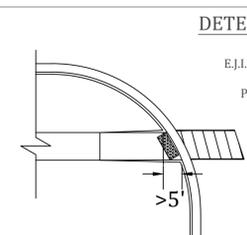
TYP. COMMERCIAL DRIVEWAY PLAN



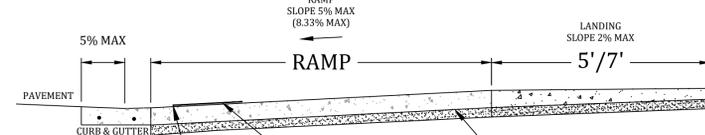
CROSS SECTIONS E-E; F-F



RAMPS LOCATED IN RADIUS



RAMP LOCATED IN RADIUS

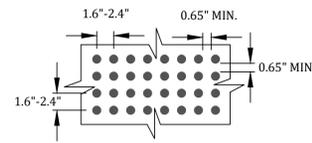


SECTION J-J

GRADE BREAKS AT THE TOP AND BOTTOM OF PERPENDICULAR CURB RAMPS SHALL BE PERPENDICULAR TO THE DIRECTION OF TRAVEL. AT LEAST ONE END OF THE BOTTOM GRADE BREAK SHALL BE AT THE BACK OF CURB.

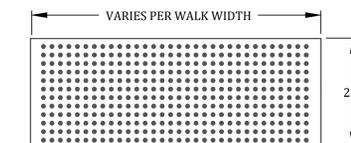
DETECTABLE WARNING DETAILS

E.I.L.W. 7005 DETECTABLE WARNING PLATE
SIZES AVAILABLE 12", 18" & 24"
PLATES MUST BE ASPHALTIC COATED

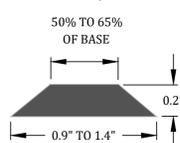


DOME SPACING

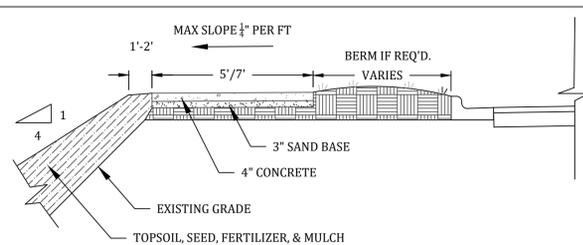
RAMP PERPENDICULAR TO TANGENT CURB



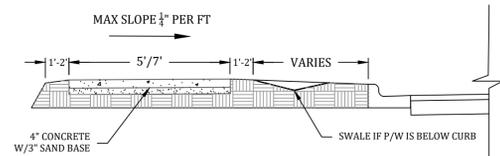
DOME ALIGNMENT



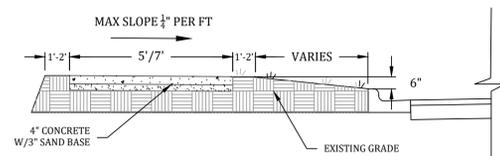
DOME SECTION



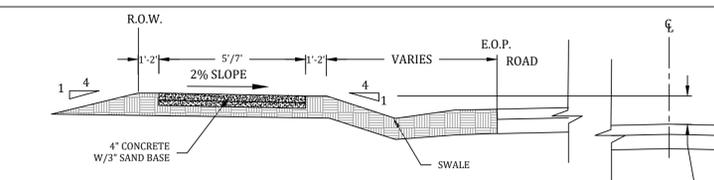
EMBANKMENT & BERM CROSS SECTION



SWALE CROSS SECTION

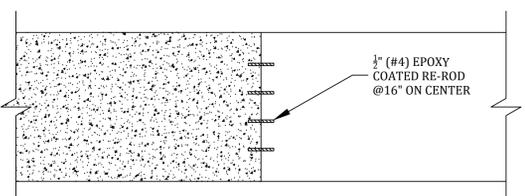


TYPICAL CROSS SECTION



TYPICAL SECTION W/O CURB

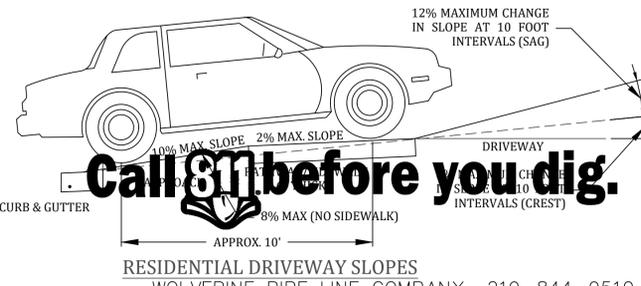
KEEP PATHWAY 1' HIGHER THAN ROAD CENTERLINE



CONCRETE PINNING DETAIL

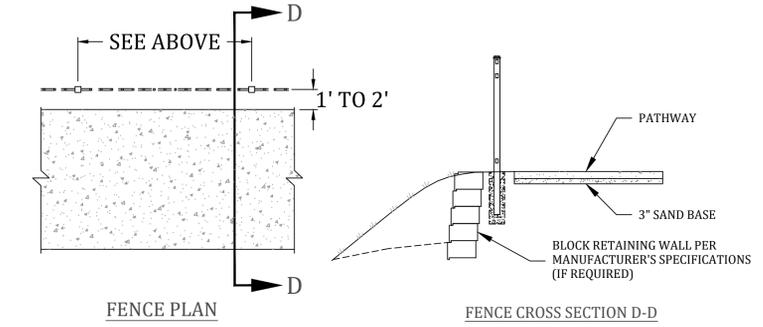
CROSS SECTION - (NO SCALE)

- GENERAL NOTES
1. SIDEWALKS/PATHWAYS SHALL BE 4" THICK CONCRETE EXCEPT AT DRIVEWAYS.
 2. SIDEWALKS/PATHWAYS THRU DRIVES SHALL BE: 6" (RESIDENTIAL); 7" (MULTI-RESIDENTIAL & COMMERCIAL)
 3. 3" OF COMPACTED SAND BASE SHALL BE PLACED UNDER ALL SIDEWALKS/PATHWAYS.
 4. ALL BITUMINOUS APRONS SHALL BE 2 1/2" THICK, UNLESS NOTED OTHERWISE
 5. PROPERTY IRONS SHALL BE MAINTAINED BY THE CONTRACTOR
 6. ALL EXISTING CONCRETE AND BITUMINOUS TO BE REMOVED SHALL BE SAWCUT. ALL CONCRETE AND BITUMINOUS REMOVAL SHALL BE CONSIDERED INCIDENTAL TO CONSTRUCTION.
 7. ALL AGGREGATE BASE SHALL BE 22A, 4" THICK.
 8. ALL TREE AND BUSH REMOVAL SHALL BE CONSIDERED PART OF SUB-GRADE PREPARATION.
 9. LOCATION OF NEW PLANT MATERIAL SHALL BE AS DIRECTED BY THE ENGINEER, AND SHALL BE INSTALLED IN ACCORDANCE WITH GUIDELINES ESTABLISHED BY THE A.A.O.N.
 10. ALL PLANT MATERIAL NOT MARKED FOR REMOVAL SHALL BE PROTECTED.
 11. BITUMINOUS DRIVES SHALL BE SAWCUT 18" ON EITHER SIDE OF PROPOSED PATHWAY.

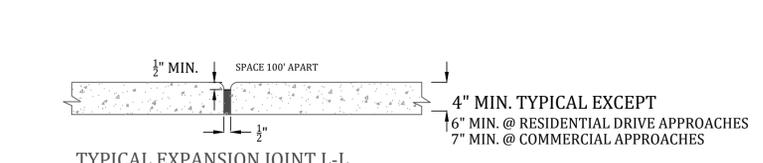
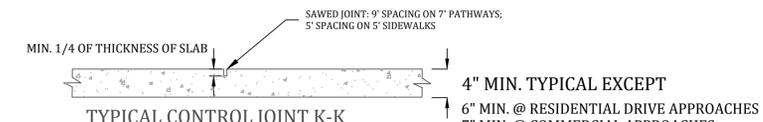
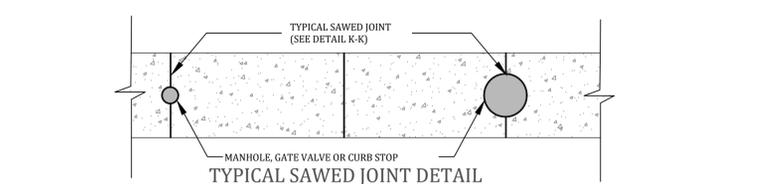


Call 811 before you dig.

RESIDENTIAL DRIVEWAY SLOPES
WOLVERINE PIPE LINE COMPANY 219-844-9510

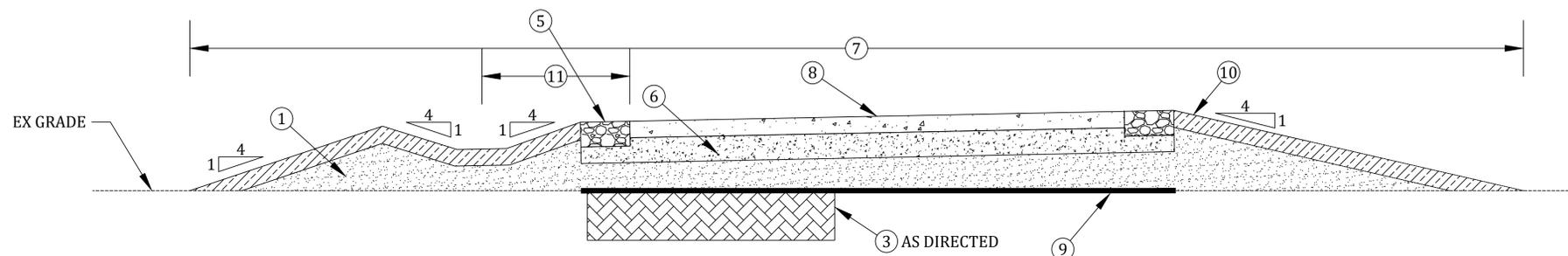


NOTE: FENCE POSTS CAN BE ANCHORED TO THE PATHWAY; THEN PATHWAY MUST BE WIDENED TO EIGHT FEET

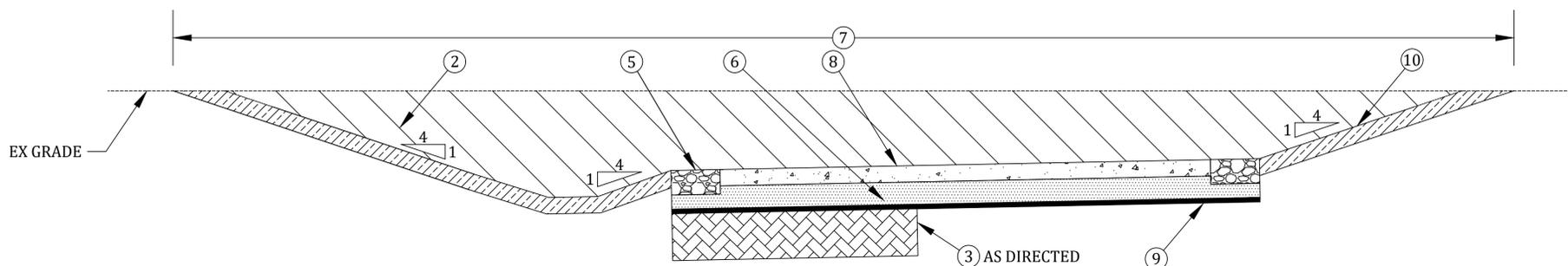


Meridian Charter Township Ingham County, Michigan PATHWAY		
SANCTUARY II PATHWAY		
NE 1/4 SECTION 32 AND NW 1/4 SECTION 33, T4N, R1W, MERIDIAN CHARTER TOWNSHIP, INGHAM COUNTY, MICHIGAN		
DATE	BY:	COMMENTS:
09.11.24	CH	EGLE SUBMITTAL #2
01.02.25	CH	ICDC SUBMITTAL #2
01.21.25	CH	ICDC SUBMITTAL #3
01.27.25	CH	ICDC SUBMITTAL #4
01.30.25	CH	ICDC SUBMITTAL #5
3.07.25	CH	PATHWAY ALIGNMENT SHIF
SHEET:		
DRAWN BY: CH		CHECKED BY: YI

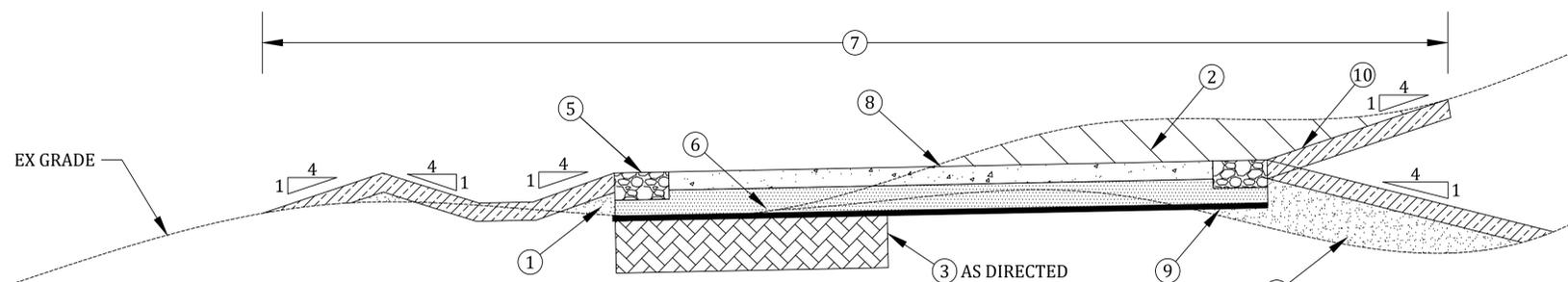
STATION 0+00 TO STATION 4+62 AND STATION 8+62 TO 9+64 DO NOT INCLUDE THE SWALE. AT THESE LOCATIONS THE CONTRACTOR SHALL TIE BACK INTO EXISTING GRADE USING A 4:1 SLOPE



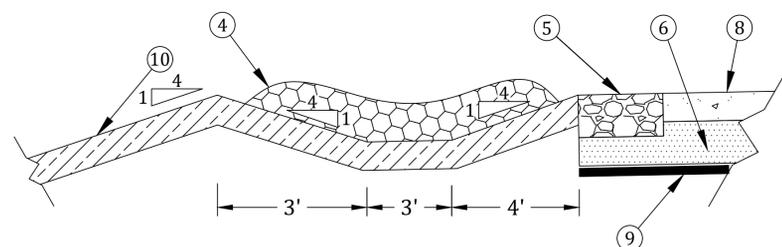
TYPICAL DETAIL: FILL
STA. 0+00 - 2+11, 6+97 - 9+18



TYPICAL DETAIL: CUT
STA. 5+52 - 6+97



TYPICAL DETAIL: MINOR CUT/FILL TO CONSTRUCT AT/NEAR GRADE
STA. 2+11 - 5+52, 9+18 - 9+64



TYPICAL DETAIL: SWALE (POST CONSTRUCTION RUNOFF MITIGATION)
STA. 4+62 - 8+62

PAY ITEM LEGEND:

- ① EMBANKMENT, LM
- ② EXCAVATION, EARTH
- ③ SUBGRADE UNDERCUTTING, TYPE II
- ④ EROSION CONTROL, CHECK DAM, STONE
- ⑤ SHLD, CL II, 6 INCH (1 FOOT WIDE)
- ⑥ SHARED USE PATH, AGGREGATE (6 INCH DEEP)
- ⑦ SHARED USE PATH, GRADING
- ⑧ SHARED USE PATH, CONCRETE
- ⑨ CHEMICAL ROOT INHIBITOR
- ⑩ SITE RESTORATION (3" SCREENED TOPSOIL)
- ⑪ DISTANCE FROM EDGE OF PATHWAY TO CENTERLINE OF THE SWALE VARIES, SEE PLAN

GENERAL NOTES:

- CROSS-SECTIONS ARE NOT TO SCALE.
- CROSS-SECTIONS ARE LOOKING DOWN-STATION.
- SALVAGE OR REMOVE EXISTING TOPSOIL WITHIN THE GRADING LIMITS, OR AS DIRECTED BY THE ENGINEER. REMOVAL AND DISPOSAL WILL BE PAID FOR AS EXCAVATION, EARTH.
- TOPSOIL FOR SITE RESTORATION MAY BE SALVAGED FROM SITE, BUT MUST BE SCREENED OR RAKED TO REMOVE 1" OR GREATER DEBRIS.
- FOR SITE RESTORATION, USE SEED MEETING MDOT THM MIXTURE.
- EMBANKMENT, LM SHALL BE CLASS II GRANULAR MATERIAL OR ASPHALT MILLINGS.
- SHARED USE PATH, AGGREGATE SHALL BE SAND OR ASPHALT MILLINGS.
- FOR EMBANKMENT, LM, SHLD, CL II, AND SHARED USE PATH, AGGREGATE THE CONTRACTOR MAY USE MILLINGS FROM THE STOCKPILE AT MERIDIAN TOWNSHIP'S SERVICE CENTER. IF THE CONTRACTOR IS INTERESTED IN USING MILLINGS THEY SHALL CONTACT THE ENGINEERING DEPARTMENT TO DISCUSS THE UNIT PRICE FOR THE MILLINGS. THE CONTRACTOR WILL BE RESPONSIBLE TO PROVIDE THE LABOR AND EQUIPMENT TO LOAD AND TRANSPORT THE MILLINGS FROM THE STOCKPILE LOCATION TO THE CONSTRUCTION SITE.

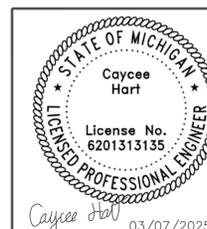
ESTIMATED CUT/FILL QUANTITIES:
TOTAL CUT- 175 CY
TOTAL FILL- 455 CY
NET FILL - 280 CY

CHECK DAMS:

- USE CHECK DAMS FOR SWALE GRADES 3-5%.
- SPACE OUT CHECK DAMS AT 20' O.C.
- USE 1-3" CRUSHED, WASHED STONE OR CONCRETE.

Call 811 before you dig.

WOLVERINE PIPE LINE COMPANY 219-844-9510



Meridian Charter Township
Ingham County, Michigan
PATHWAY

SANCTUARY II PATHWAY

NE 1/4 SECTION 32 AND NW 1/4 SECTION 33, T4N, R1W, MERIDIAN CHARTER TOWNSHIP, INGHAM COUNTY, MICHIGAN

DRAWN BY: CH

CHECKED BY: YI

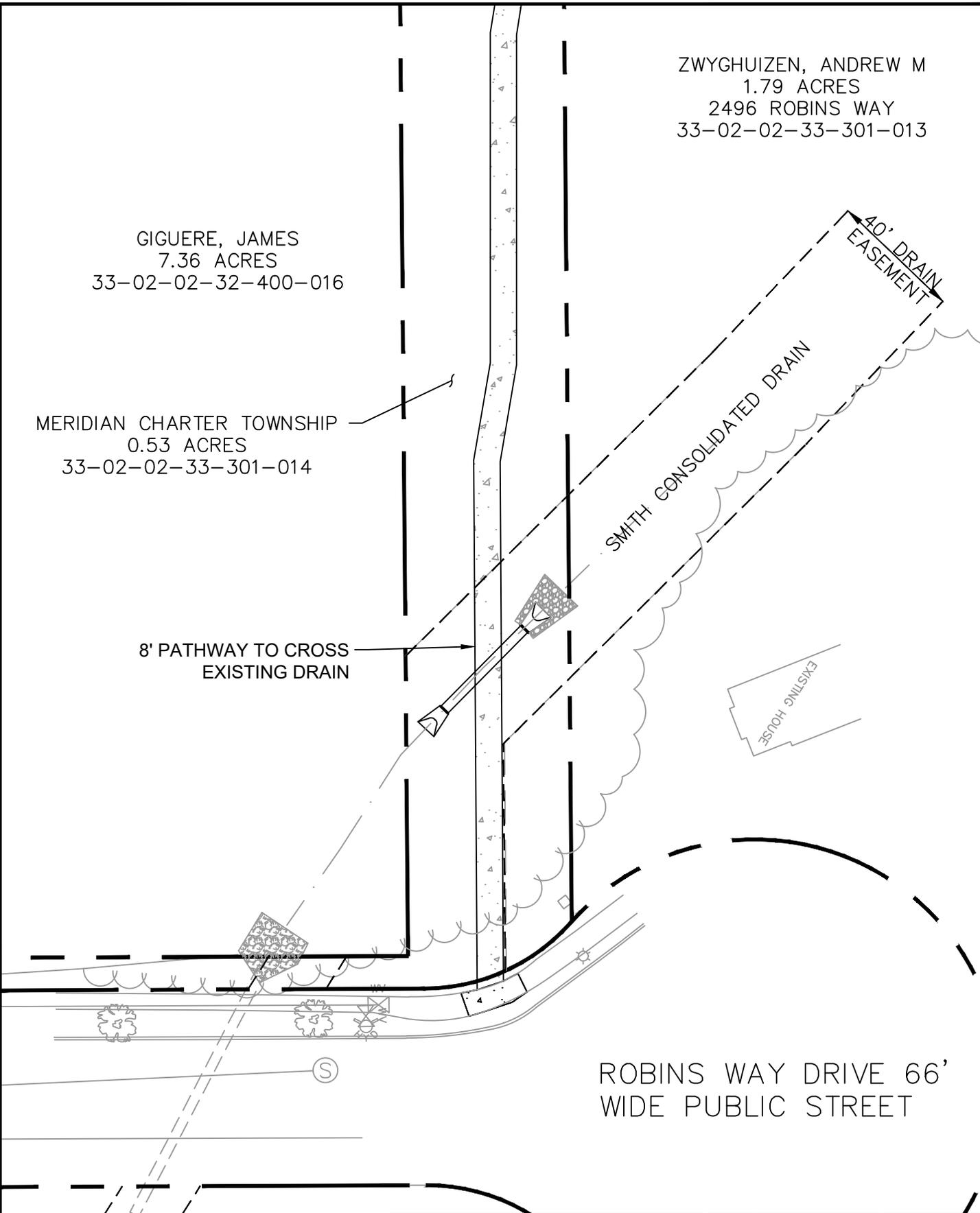
REVISIONS:		
DATE	BY:	COMMENTS:
09.11.24	CH	EGL E SUBMITTAL #2
01.02.25	CH	ICDC SUBMITTAL #2
01.21.25	CH	ICDC SUBMITTAL #3
01.27.25	CH	ICDC SUBMITTAL #4
01.30.25	CH	ICDC SUBMITTAL #5
3.07.25	CH	PATHWAY ALIGNMENT SHIFT

SHEET:

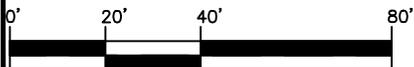
ZWYGHUIZEN, ANDREW M
 1.79 ACRES
 2496 ROBINS WAY
 33-02-02-33-301-013

GIGUERE, JAMES
 7.36 ACRES
 33-02-02-32-400-016

MERIDIAN CHARTER TOWNSHIP
 0.53 ACRES
 33-02-02-33-301-014



SCALE: 1" = 30'



NORTH



Meridian Charter Township
 Ingham County, Michigan
 SANCTUARY II PATHWAY
 EXHIBIT B

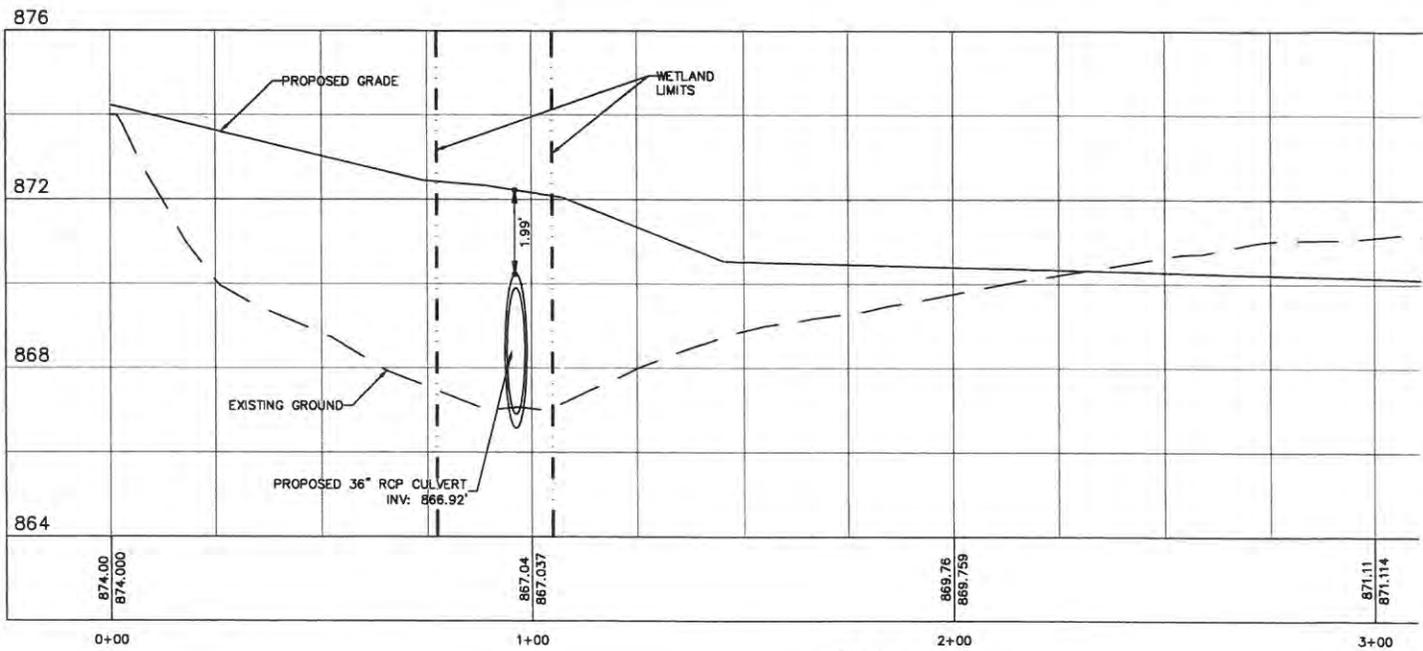
DATE	BY:	COMMENTS:
03/07/24	CH	

SHEET

1

5

5'



SCALE
 HORZ: 1" = 20'
 VERT: 1" = 2'

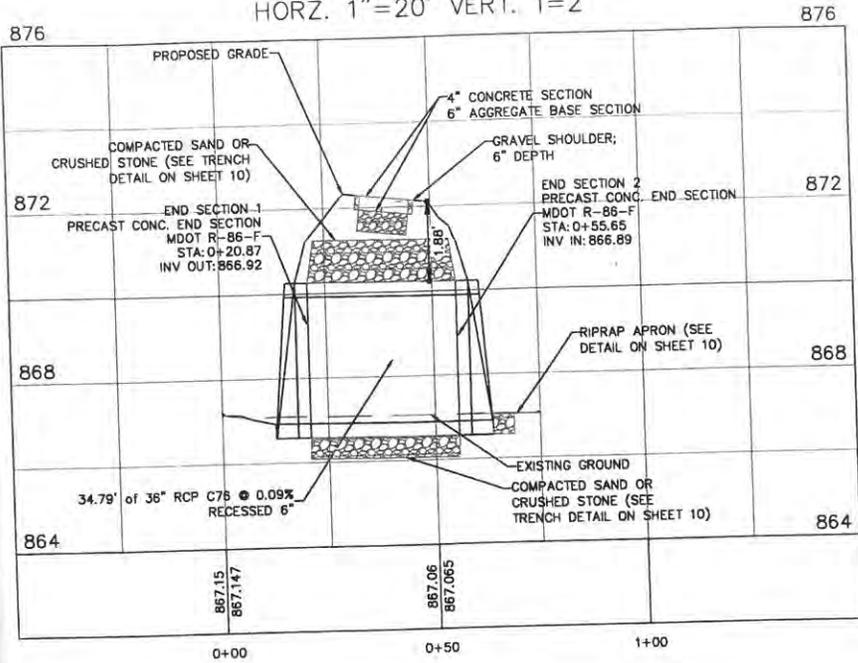
Call 811 before you dig.

WOLVERINE PIPE LINE COMPANY 219-844-9510

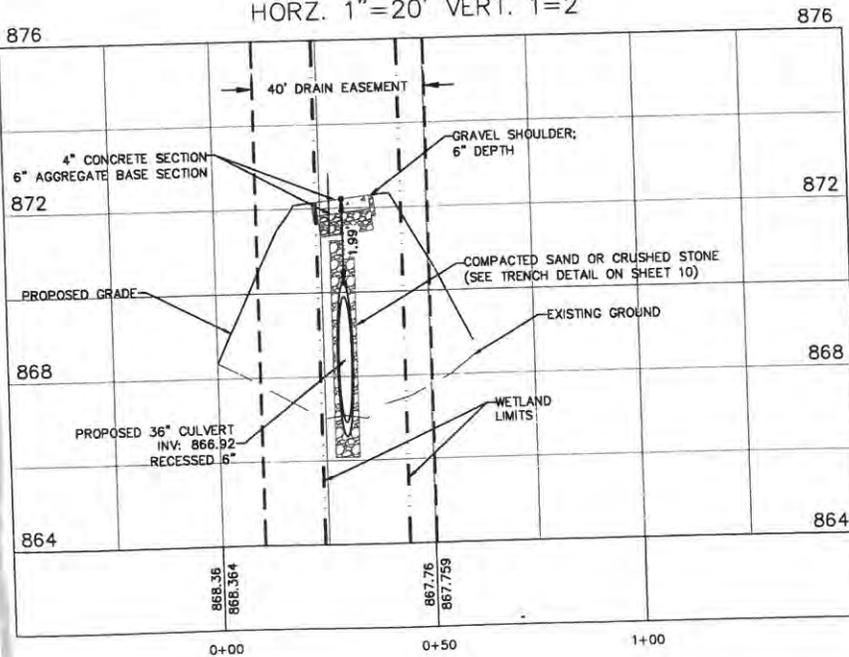


Meridian Charter Township Ingham County, Michigan PATHWAY																							
SANCTUARY II PATHWAY <small>NE 1/4 SECTION 32 AND NW 1/4 SECTION 33, T-1N, R1W, MERIDIAN CHARTER TOWNSHIP, INGHAM COUNTY, MICHIGAN</small>																							
<table border="1" style="width: 100%;"> <thead> <tr> <th colspan="3">REVISIONS:</th> </tr> <tr> <th>DATE</th> <th>BY:</th> <th>COMMENTS:</th> </tr> </thead> <tbody> <tr> <td>07.02.24</td> <td>CH</td> <td>ICDC SUBMIT</td> </tr> <tr> <td>07.05.24</td> <td>CH</td> <td>CONSUMERS</td> </tr> <tr> <td>09.11.24</td> <td>CH</td> <td>EGLE SUBMIT</td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>			REVISIONS:			DATE	BY:	COMMENTS:	07.02.24	CH	ICDC SUBMIT	07.05.24	CH	CONSUMERS	09.11.24	CH	EGLE SUBMIT						
REVISIONS:																							
DATE	BY:	COMMENTS:																					
07.02.24	CH	ICDC SUBMIT																					
07.05.24	CH	CONSUMERS																					
09.11.24	CH	EGLE SUBMIT																					
<table border="1" style="width: 100%;"> <tr> <td colspan="2">DRAWN BY: CH</td> <td>CHECKED BY: YI</td> </tr> </table>			DRAWN BY: CH		CHECKED BY: YI																		
DRAWN BY: CH		CHECKED BY: YI																					
SHEET: 3 - PATHWAY SITE PLAN																							

CULVERT PROFILE
HORZ. 1"=20' VERT. 1=2'



CULVERT CROSS SECTION
HORZ. 1"=20' VERT. 1=2'



Call 811 before you dig.

WOLFRINE PIPE LINE COMPANY 219-844-9510



Meridian Charter Township Ingham County, Michigan PATHWAY		
SANCTUARY II PATHWAY		
NE 1/4 SECTION 32 AND NW 1/4 SECTION 33, T4N, R11W, MERIDIAN CHARTER TOWNSHIP, INGHAM COUNTY, MICHIGAN		
DRAWN BY: CH	CHECKED BY: YI	

REVISIONS:		
DATE	BY:	COMMENTS:
07.02.24	CH	ICDC SUBMITTAL
07.05.24	CH	CONSUMERS SUB
09.11.24	CH	EGLE SUBMITTAL

SHEET:
8 - CULVERT PROFILE AND CROSS SE



To: Board Members
From: Dan Opsommer, Deputy Township Manager
Director of Public Works and Engineering
Date: March 10, 2025
Re: License Agreement to Encroach in a County Drain Easements - Parcel # 33-02-02-32-200-009

As part of the development of the Sanctuary II plat off of Robins Way in Okemos, the developer will be required to build a segment of pathway in accordance with the Township's Code of Ordinances.

In order to build the pathway, the Township will have to encroach in a County Drain easement and cross the Smith Consolidated Drain.

This license agreement is the instrument by which the Ingham County Drain Commissioner's Office is permitting the Township to building the pathway through the drain easement. This license agreement is specific to parcel # 33-02-02-32-200-009.

Under the terms of the license agreement, the Township will be required to pay for "all increased costs incurred by the Drainage District to operate, inspect, maintain, repair, or improve the Drain that results from the Township's Encroachments in the Easement or Drain crossing."

Any costs of this nature would be minimal. It would really only amount to the cost to remove asphalt to repair the drain and then to restore the pathway after the drain work has been completed.

Attachments:

1. License Agreement to Encroach in County Drain Easements for parcel # 33-02-02-32-200-009

The following motion has been prepared for Board consideration:

MOVE TO APPROVE THE LICENSE AGREEMENT TO ENCROACH IN COUNTY DRAIN EASEMENTS FOR PARCEL # 33-02-02-32-200-009 AND AUTHORIZE THE TOWNSHIP SUPERVISOR AND CLERK TO SIGN AND EXECUTE THE LICENSE AGREEMENT.

SMITH CONSOLIDATED DRAIN

LICENSE AGREEMENT TO ENCROACH IN COUNTY DRAIN EASEMENTS

This License Agreement to Encroach in County Drain Easements (“License Agreement”) is made and entered into this _____ day of _____, 2025, by and between the **Smith Consolidated Drain Drainage District** (“Drainage District”), a Michigan body corporate established under the provisions of Michigan Public Act 40 of 1956, as amended (“Drain Code”), under the jurisdiction of Patrick E. Lindemann, Ingham County Drain Commissioner (“Drain Commissioner”), whose address is 707 Buhl Avenue, Mason, Michigan 48854; and **Meridian Charter Township**, a Michigan charter township, whose address is 5151 Marsh Road, Okemos, Michigan 48864 (“Township”);

WHEREAS, the subject properties are known as Parcel Numbers 33-02-02-32-200-009 and 33-02-02-33-100-006, and are described and depicted in the attached **Exhibit A** (collectively referred to as the “Property”); and

WHEREAS, the Smith Consolidated Drain (“Drain”) is a county drain duly established pursuant to the Drain Code, serving lands within the Drainage District, including the Property; and

WHEREAS, the Property is subject to Permanent Drain Easements held by the Drainage District, recorded with the Ingham County Register of Deeds, and depicted in the attached **Exhibit A** (“Easements”); and

WHEREAS, the Township proposes to encroach in portions of the Easements with a private path depicted in the attached **Exhibit A** (“Path”); and

WHEREAS, the Drainage District will, contemporaneously with the execution of this License Agreement, execute the 3rd Party Acknowledgement Form, as requested and provided by landowner, Consumers Energy; and

WHEREAS, Section 85 of the Drain Code (MCL 280.85) provides that any use of the Drainage District’s Easements that will interfere with the operation of the Drain or will increase the cost to the Drainage District of performing any work on the Drain is deemed inconsistent with Drainage District’s Easements; and

WHEREAS, any violation of Section 85 of the Drain Code subjects the Township to the provisions of Section 421 of the Drain Code (MCL 280.421), which Section makes persons

responsible for obstructions of any established drain liable for the expense attendant upon the removal thereof; and

WHEREAS, the Drainage District is willing to allow Township's encroachment in portions of the Easements by the Path as depicted in the attached **Exhibit B**, upon the terms and conditions set forth below and Township is agreeable to those terms and conditions.

NOW THEREFORE, the Drain Commissioner does hereby grant to the Township a License Agreement for purposes of encroaching into the Easements with the Path, upon the following terms and conditions:

1. The Path shall be constructed within the Easements as set forth in the plans attached as **Exhibit B**, except as amended by an agreement of the parties.
2. Any paths, paved surfaces, or other non-moveable items not described in the attached **Exhibit B** shall not be placed in the Easements without the prior written consent of the Drainage District.
3. **The Township shall not commence, or construct work authorized by this License Agreement without an Ingham County Drain Office Inspector present.** The Drain Commissioner shall be provided with at least three days' written notice in advance of construction of the Path within the Easements. Every attempt to accommodate the Township's schedule will be made when notified of the need for an inspector; however, failure of the Drain Office to have an inspector available on any requested days does not absolve the Township of the requirement to have an Ingham County Drain Office Inspector present at commencement and during the permitted work.
4. The Township shall be responsible for maintaining the Path in good repair and in a safe condition. The Drainage District shall not be responsible for damages to property and/or injuries to persons which may arise from, or be related to, the encroachment in the Easements as permitted herein.
5. The Township shall install and maintain all soil erosion and sedimentation control measures to prevent sedimentation of the Drain and any adjacent waters of the State during construction.
6. If at any time it is determined that the Path is inconsistent with the approved plans, or with any approved written changes to the plans, the Township shall be given 30-days' notice to perform such work as necessary to correct any inconsistency. If the Township fails to perform such work, the Drainage District is authorized to perform all work necessary to correct the inconsistency.
7. Within 30 days of completion of the initial Path construction, as well as within 30 days of any subsequent repair, or replacement of any portion of the Path, the Township shall provide the Drain Commissioner with a digital (CD/pdf) file and one paper copy of engineer certified as-built drawings of same. The as-built drawings shall indicate the

location and USGS invert elevation of each item and all other relevant information. If the Township fails to provide the as-built drawings within the required time, the Drainage District is authorized to have the as-built drawings drawn by an engineer of its choosing, and the Township shall be responsible for all costs for same.

8. The Township shall be responsible for all costs, including but not limited to engineering, inspection, legal, and administrative fees, that are associated with the Path, as well as any costs to necessary to correct any use deemed inconsistent with the Easements, whether the work is performed by the Township or by the Drain Commissioner.
9. The Township understands and agrees that the Drainage District is authorized to perform various work on the Drain. If, in the discretion of the Drain Commissioner, it becomes necessary to remove the portions of the Path permitted by this License Agreement, in whole or in part, for purposes of Drain operation, inspection, maintenance, repair, improvement, or other work, all expenses incurred in connection with that removal shall be paid by the Township within 30 days of being invoiced for same by the Drainage District. Replacement or repair of any permitted encroachment in the Easement(s) following completion of the Drainage District's work on the Drain shall be the Township's responsibility, at the Township's sole expense.
10. The Township shall pay all increased costs incurred by the Drainage District to operate, inspect, maintain, repair, or improve the Drain that results from the Township's encroachment in the Easements.
11. To the extent permitted by law, the Township shall defend, indemnify, and hold harmless the County of Ingham, the Drainage District, the Drain Commissioner, and their successors interest and in office, representatives, members, consultants, and employees against any and all claims or liability, regardless of kind or character, for injuries, losses, or damages allegedly sustained by any person or entity in any way related to Township's Path, and encroachment in the Easements. The Township further agrees to pay all actual costs, including attorney, engineering, and expert fees reasonably incurred by the Drainage District in response to any such claim or liability.
12. The permission to encroach in the Easements granted by this License Agreement does not excuse the Township's obligation to obtain landowner permission, and other permits, licenses, and/or permissions, that may be required due to any other existing rights, federal, state, and/or local laws, ordinances, regulations, and/or requirements.
13. Nothing contained in this License Agreement shall affect or alter the liability of the Property for Drain assessments levied, or to be levied, by the Drainage District.
14. The Township shall not enlarge, lower, raise, or in any way alter the Path within the Easements without the express written approval of the Drainage District.
15. Any violation of the terms and conditions contained in this License Agreement shall constitute a breach for which permission to encroach in the Easements may be revoked. In

the event of revocation, the Drain Commissioner may order the permitted encroachments removed, undertake to remove those encroachments, and/or pursue any other legal remedy available to the Drainage District. The Township shall be responsible for paying all costs and expenses arising from, or in any way connected with, the Township's violation of this License Agreement including, but not limited to, actual attorneys' fees.

- 16. This License Agreement contains the entire agreement of the parties with respect to the subject matter. All previous negotiations of the parties and statements by them or their representatives regarding the subject matter are merged into this License Agreement. There are no third-party beneficiaries and none are intended. No modification of this License Agreement shall be valid or binding unless that modification is contained in writing, dated, and signed by all parties.
- 17. This License Agreement will be construed in accordance with Michigan law and any legal action related to it shall be brought in the 30th Circuit Court for the State of Michigan. If any portion of this License Agreement is determined to be invalid the remaining portions shall continue in effect.
- 18. This License Agreement shall be recorded with the Ingham County Register of Deeds, shall run with the land, and shall be binding on the parties, their employees, agents, representatives, heirs, assigns and successors in interest and in office.

IN WITNESS WHEREOF the parties hereto have agreed upon the terms, conditions, and restrictions of this License Agreement and executed same by their duly authorized representatives as of the day and year first above written.

**SMITH CONSOLIDATED DRAIN
DRAINAGE DISTRICT:**

By: Patrick E. Lindemann
Ingham County Drain Commissioner

STATE OF MICHIGAN)
) ss.
COUNTY OF INGHAM)

The foregoing instrument was acknowledged before me on the ____ day of _____, 2025, by Patrick E. Lindemann, Ingham County Drain Commissioner, for and on behalf of the Smith Consolidated Drain Drainage District.

_____, Notary Public
State of Michigan, County of _____
My Comm. Expires: _____
Acting in the County of Ingham

CHARTER TOWNSHIP OF MERIDIAN:

By: Scott Hendrickson
Its: Supervisor

STATE OF MICHIGAN)
) ss.
COUNTY OF INGHAM)

The foregoing instrument was acknowledged before me on the ____ day of _____, 2025, by Scott Hendrickson, Township Supervisor, on behalf of the Charter Township of Meridian.

_____, Notary Public
State of Michigan, County of _____
My Comm. Expires: _____
Acting in the County of Ingham

CHARTER TOWNSHIP OF MERIDIAN:

By: Angela Demas
Its: Clerk

STATE OF MICHIGAN)
) ss.
COUNTY OF INGHAM)

The foregoing instrument was acknowledged before me on the ____ day of _____, 2025, by Angela Demas, Township Clerk, on behalf of the Charter Township of Meridian.

_____, Notary Public
State of Michigan, County of _____
My Comm. Expires: _____
Acting in the County of Ingham

Drafted By/When Recorded Return To:

Patrick E. Lindemann
Ingham County Drain Commissioner
707 Buhl Avenue
Mason, Michigan 48854
(517) 676-8395

Spicer Group, Inc.
 1400 Zeeb Drive
 St. Johns, MI 48879
 TEL (989) 224-2355
 www.SpicerGroup.com



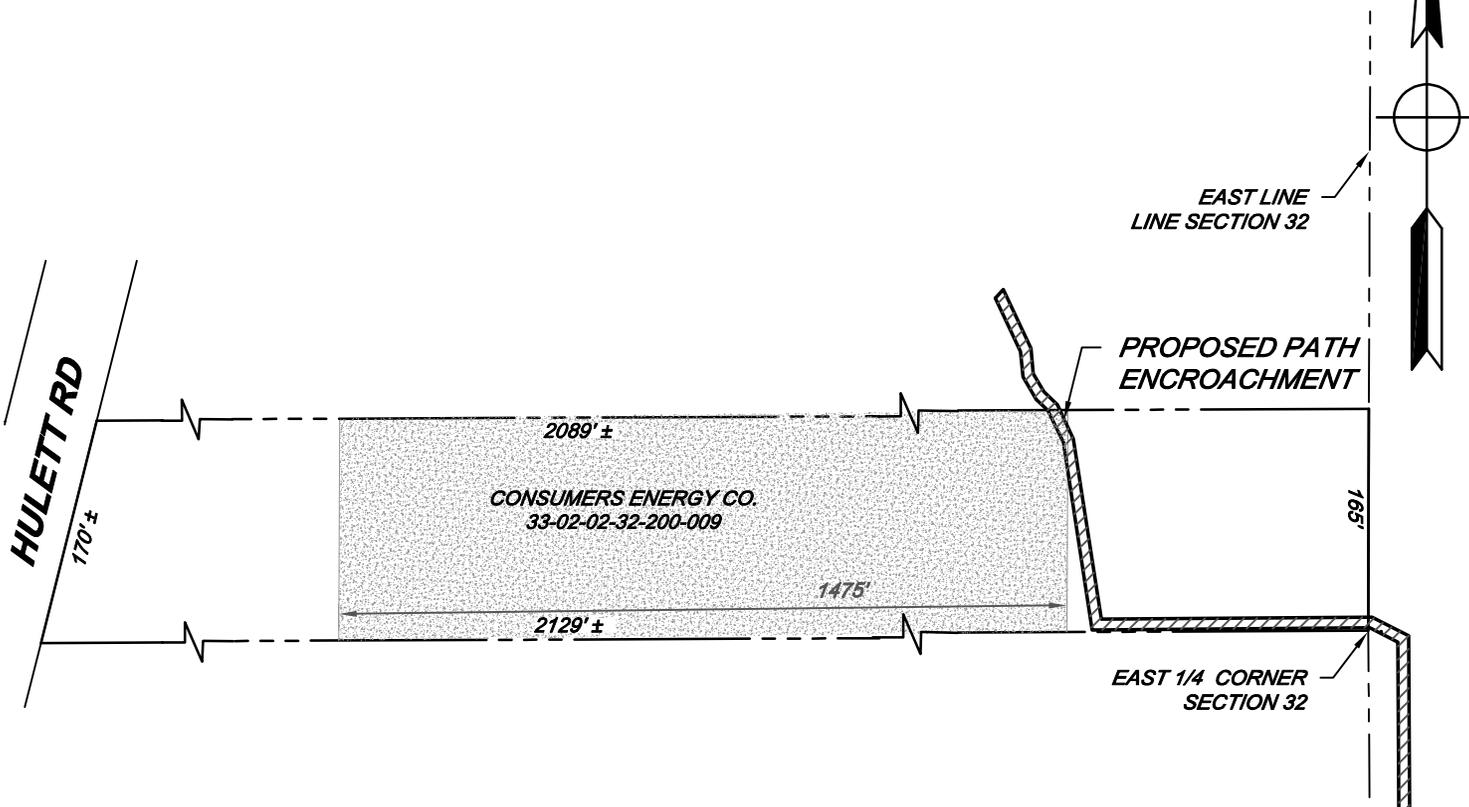
EXHIBIT A

SCALE: 1" = 150'

DWG. NO.: A-30009

**SECTION 32 T.4 N. - R.1W.
 MERIDIAN TOWNSHIP
 INGHAM COUNTY,
 MICHIGAN**

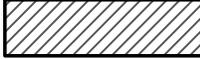
NOTE: PARCEL BOUNDARIES WERE NOT FIELD VERIFIED. BEARINGS AND DISTANCES ARE BASED ON INGHAM COUNTY GIS INFORMATION.



TAX ID: 33-02-02-32-200-009
 OWNER NAME: CONSUMERS POWER CO
 PROPERTY: Okemos, MI

DATE: 1-10-2025

LEGEND

-  PROPOSED PATH
-  STORM WATER DETENTION EASEMENT

PARCEL DESCRIPTION (PER TAX DESCRIPTION): South 165 feet of the NE 1/4 of Section 32, T.4 N - R.1 W., Meridian Township, Ingham County Michigan. EXCEPT that part lying West of Hulett Road.

DRAWN BY: DCS
 CHECKED BY: DMW

PLOT DATE: 1-10-2025
 SHEET 1 OF 1

JOB#: 120296SG2013
 DWG#: A-30009

Spicer Group, Inc.
 1400 Zeeb Drive
 St. Johns, MI 48879
 TEL (989) 224-2355
 www.SpicerGroup.com



EXHIBIT A

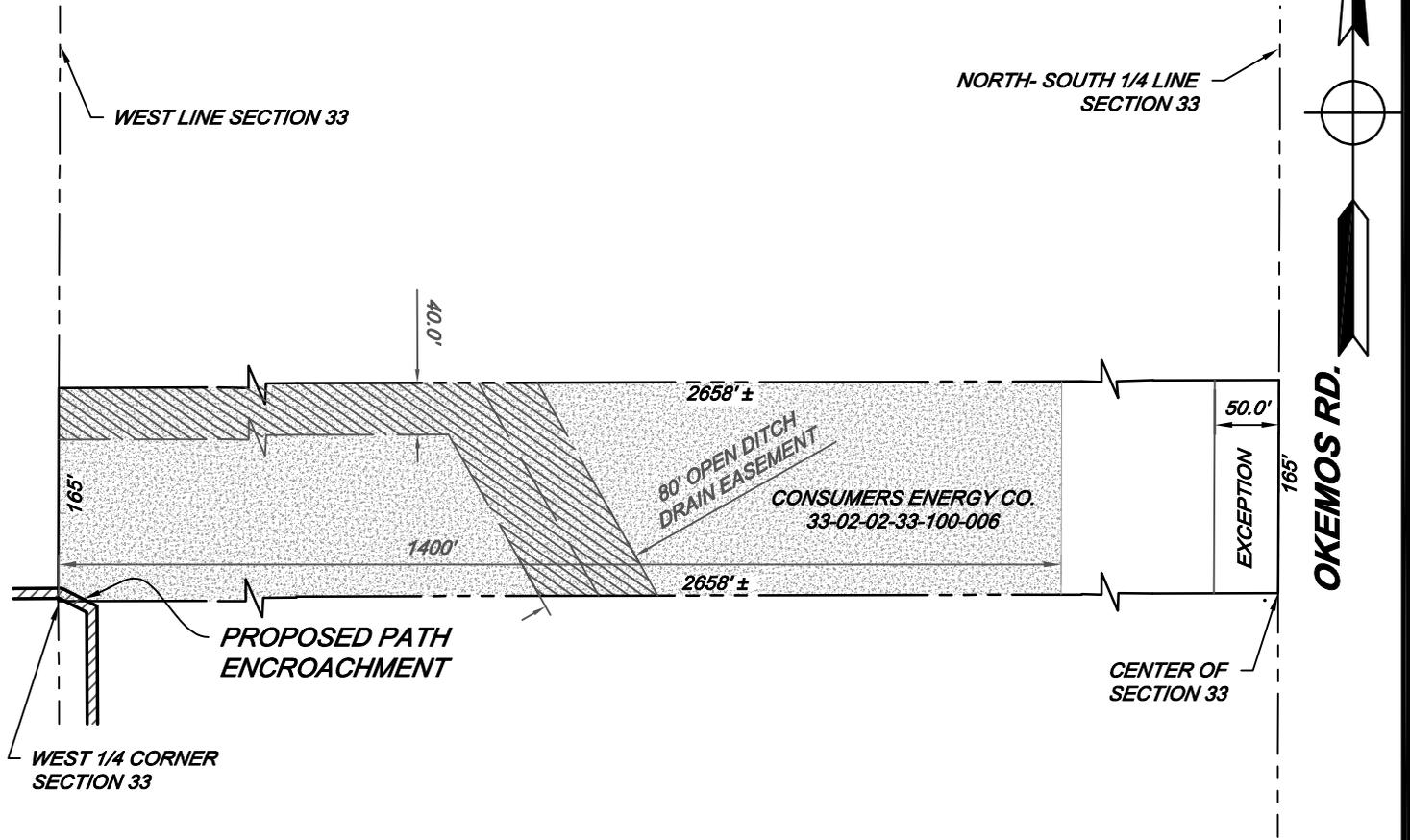
SCALE: 1" = 150'

DWG. NO.: A-30014

**SECTION 33 T.4 N. - R.1W.
 MERIDIAN TOWNSHIP
 INGHAM COUNTY,
 MICHIGAN**

NOTE: PARCEL BOUNDARIES WERE NOT FIELD VERIFIED. BEARINGS AND DISTANCES ARE BASED ON INGHAM COUNTY GIS INFORMATION.

N



TAX ID: 33-02-02-33-100-006
 OWNER NAME: CONSUMERS POWER CO
 PROPERTY: Okemos, MI

DATE: 1-10-2025

LEGEND

-  PROPOSED PATH
-  OPEN DITCH DRAIN EASEMENT
-  STORM WATER DETENTION EASEMENT

PARCEL DESCRIPTION (PER TAX DESCRIPTION): South 165 feet of the NW 1/4 of Section 33, T.4 N - R.1 W., Meridian Township, Ingham County Michigan. EXCEPT the East 50 feet thereof.

DRAWN BY: DCS
 CHECKED BY: DMW

PLOT DATE: 1-10-2025
 SHEET 1 OF 1

JOB#: 120296SG2013
 DWG#: A-30014

UTILITY COMPANY UTILITIES

AT&T
337 N. ABBOTT, RM. 201
EAST LANSING, MI 48823
517.337.3660

TELEPHONE

CONSUMERS ENERGY
530 W. WILLOW ST.
P.O. BOX 30162
LANSING, MI 48909
517.373.6100

GAS
ELECTRIC

COMCAST
1070 TROWBRIDGE ROAD
EAST LANSING, MI 48823
517.332.1012

CABLE TV

MERIDIAN CHARTER TOWNSHIP
5151 MARSH RD.
OKEMOS, MI 48864
517.853.4440

WATER MAINS
SANITARY SEWER
PATHWAYS

WOLVERINE PIPE LINE
8105 VALLEYWOOD LANE
PORTAGE, MI 49024-5251
231.323.2491

PETROLEUM PIPELINE

INGHAM COUNTY DRAIN
COMMISSIONER
707 BUHL ST.
MASON, MI 48854
517.676.8395

DRAINS
STORM SEWER

INGHAM COUNTY ROAD DEPT
301 BUSH ST.
MASON, MI 48854
517.676.9722

PUBLIC ROADS AND
RIGHTS OF WAY

SOIL EROSION & SEDIMENTATION CONTROL NOTES

- All soil erosion and sediment control (SESC) work shall conform to the standards and specifications of the Ingham County Drain Commissioner's Office and Meridian Charter Township.
- Daily inspections shall be made by the contractor for effectiveness of SESC measures. Any necessary repairs shall be performed without delay.
- Erosion of any sediment from work on the site shall be contained on-site and not allowed to collect on any off-site areas or in waterways. Waterways include both natural and man-made open ditches, streams, storm drains, lakes, ponds, and wetlands.
- The Contractor shall apply temporary SESC measures when required and as directed on these plans. The Contractor shall remove temporary measures as soon as permanent stabilization of slopes, ditches, and other changes have been established.
- Staging the work shall be done by the Contractor as directed in these plans and as required to ensure progressive stabilization of disturbed earth.
- Soil erosion control practice shall be established in the early stages of construction by the Contractor. Sedimentation control practices shall be applied as a perimeter defense against any transporting of soil off the site.
- The Contractor shall preserve natural vegetation as much as possible.
- Vegetative stabilization of all disturbed areas shall be established within 15 days of completion of the final grading.

**SANCTUARY II PATHWAY
CONSTRUCTION PLANS
FOR
MERIDIAN CHARTER TOWNSHIP
INGHAM COUNTY, MICHIGAN**



Call 811 before you dig.

EXHIBIT B

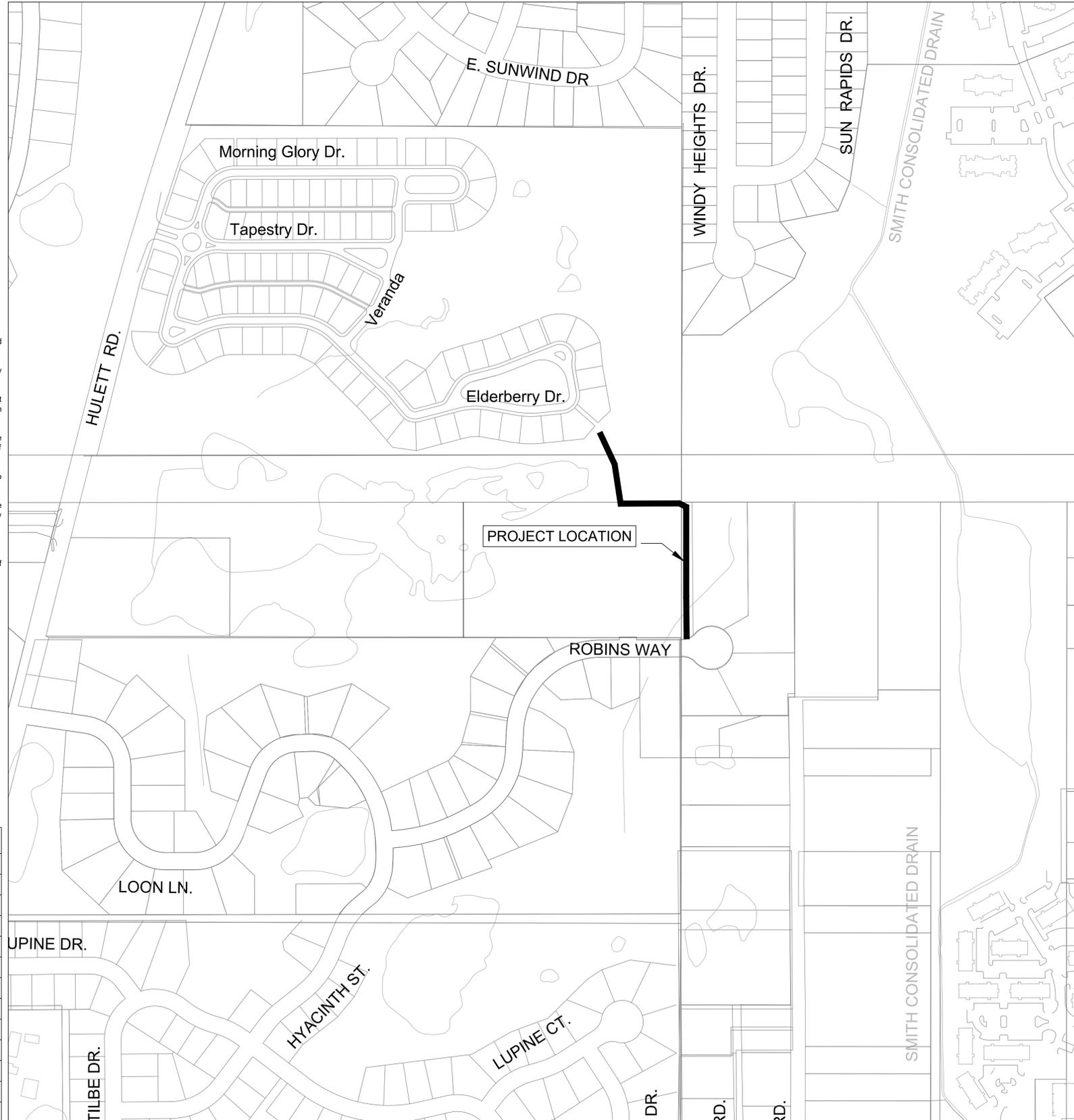
STANDARD CONSTRUCTION NOTES

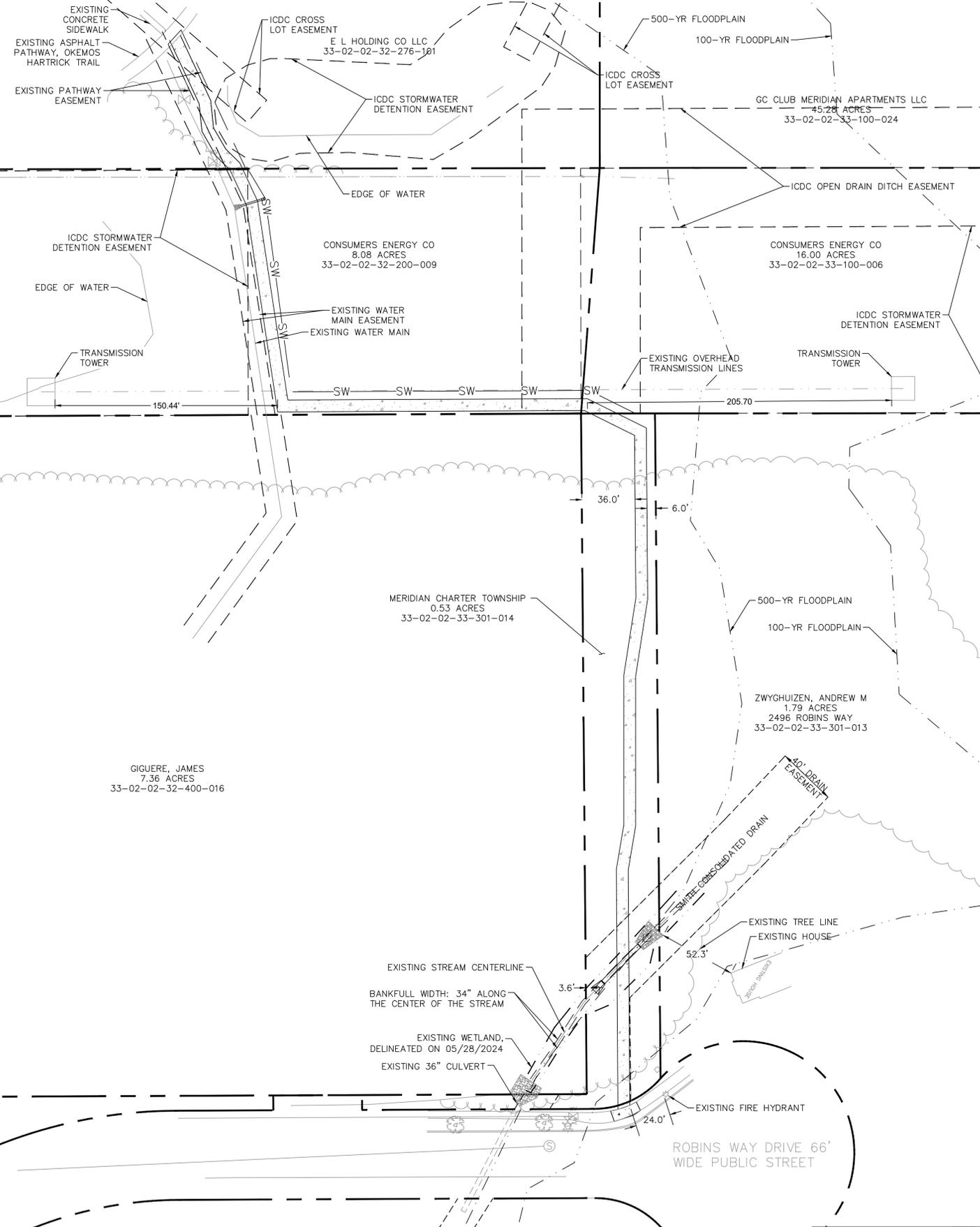
- The Contractor shall notify the Charter Township of Meridian, Department of Public Works, Office of Engineering 517-853-4440 a minimum of 72 hours prior to the start of construction of public utilities or of construction within the public right-of-way.
- All construction shall conform to the current standards and specifications of the Charter Township of Meridian which are included as part of these plans in effect at the time of construction.
- After the completion of construction of public utilities or construction within public right-of-way, the contractor must request a final inspection. Any punchlist items resulting from the final inspection must be resolved prior to final release and acceptance.
- The existing utilities indicated on the plans are in accordance with available information. It shall be the contractor's obligation to verify the exact location of all existing utilities, which might affect this job.
- The contractor shall notify "MISS DIG" 1-800-482-7171 at least 72 hours prior to the start of construction.
- The contractor shall at all times be aware of inconvenience caused to the abutting property owners and the general public. Where the contractor does not remedy undue inconveniences, the Charter Township of Meridian, upon four hours notice, reserves the right to perform the work and deduct the cost therefore from the money due the contractor.
- A Registered Land Surveyor provided by the contractor at the contractor's expense shall replace all property irons and monuments disturbed or destroyed by the contractor's operations.
- Contractor shall provide Owner and Township Engineer a copy of written permission to use private property for storage of equipment and materials or for his construction operations.
- Trench backfill under existing or proposed roadways, driveways, and parking areas, shall be sand or gravel, placed in 12" layers (maximum) and consolidated to 95% of maximum density as measured by modified proctor unless otherwise noted.
- Trees and shrubs are to be protected during construction and bored where necessary.
- Existing fences shall be removed and restored to their original condition or better where in conflict with construction.
- Driveways, culverts, ditches, drain tile, tile fields, drainage structures, etc., that are disturbed by the contractor's operations shall be immediately restored.
- All established lawn areas disturbed by the contractor's operations shall be resodded with matching sod. All other areas shall be seeded and mulched. Seeding and mulching shall be done in accordance with the General Specifications.
- All ditch slopes shall have established vegetation and be protected from erosion.
- All utility poles in close proximity to construction shall be supported in a manner satisfactory to the utility owner.
- Onsite parking and sanitary facilities shall be provided for construction workers. The facilities shall be constructed and operated (with minimal impact to the surrounding area) to the satisfaction of the Township.

PATHWAY NOTES

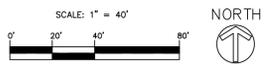
- Pathways and sidewalks shall be four (4) inch thick concrete except at driveways where they shall be six (6) inch (residential) or seven (7) inch (commercial) thick concrete.
- Three (3) inches of compacted sand base shall be placed under all pathways and sidewalks.
- All bituminous aprons shall be two and one-half (2½) inches thick, unless otherwise noted.
- Property irons shall be maintained by the Contractor.
- All existing concrete and bituminous to be removed shall be sawcut. All bituminous removal shall be considered incidental to construction.
- All aggregate base material shall be four (4) inches of 22A.
- All tree (less than 6") and shrub removal shall be considered part of subgrade preparation.
- Location of new plant material shall be as directed by the Engineer, and shall be installed in accordance with guidelines established by the A.N.L.A.
- All plant material not marked for removal shall be protected.
- Bituminous drives shall be sawcut 18" on either side of proposed pathway.
- The maximum longitudinal slope is 5% (up to an absolute maximum of 8½% at the direction of the Engineer) and the maximum cross slope is 2%.
- Expansion joints shall be placed at approximately 100' intervals and shall be ½" thick. Contraction joints shall be sawcut to a depth of ¼ of the depth of the concrete.
- All lumber to be pressure treated (Osmose 33 or equal) to 0.4 retention.
- All items not covered under a specific pay item shall be considered incidental.

Sheet List Table	
Sheet Number	Sheet Title
1	COVER SHEET
2	OVERALL PATHWAY SITE PLAN
3	PATHWAY SITE PLAN
4	PATHWAY SITE PLAN
5	PATHWAY SITE PLAN
6	SESC PLAN
7	SESC PLAN
8	SESC DETAILS
9	CULVERT PROFILE AND CROSS SECTION
10	CULVERT PROFILE AND CROSS SECTION
11	CULVERT DETAILS
12	PATHWAY STANDARD DETAILS
13	TYPICAL SECTION
14	LANDSCAPE PLAN



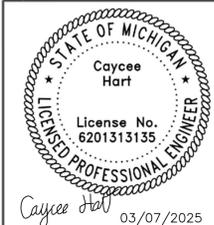


- PATHWAY NOTES**
1. Pathways and sidewalks shall be four (4) inch thick concrete except at driveways where they shall be six (6) inch (residential) or seven (7) inch (commercial) thick concrete.
 2. Three (3) inches of compacted sand base shall be placed under all pathways and sidewalks.
 3. All bituminous aprons shall be two and one-half (2½) inches thick, unless otherwise noted.
 4. Property irons shall be maintained by the Contractor.
 5. All existing concrete and bituminous to be removed shall be sawcut. All bituminous removal shall be considered incidental to construction.
 6. All aggregate base material shall be four (4) inches of 22A.
 7. All tree (less than 6") and shrub removal shall be considered part of subgrade preparation.
 8. Location of new plant material shall be as directed by the Engineer, and shall be installed in accordance with guidelines established by the A.N.L.A.
 9. All plant material not marked for removal shall be protected.
 10. Bituminous drives shall be sawcut 18" on either side of proposed pathway.
 11. The maximum longitudinal slope is 5% (up to an absolute maximum of 8½% at the direction of the Engineer) and the maximum cross slope is 2%.
 13. Expansion joints shall be placed at approximately 100' intervals and shall be ½" thick. Contraction joints shall be sawcut to a depth of ¼ of the depth of the concrete.
 14. All lumber to be pressure treated (Osmose 33 or equal) to 0.4 retention.
 15. All items not covered under a specific pay item shall be considered incidental.



Call 811 before you dig.

WOLVERINE PIPE LINE COMPANY 219-844-9510



Meridian Charter Township
Ingham County, Michigan

PATHWAY

SANCTUARY II PATHWAY
NE 1/4 SECTION 32 AND NW 1/4 SECTION 33, T4N, R1W, MERIDIAN CHARTER TOWNSHIP, INGHAM COUNTY, MICHIGAN

DRAWN BY: CH CHECKED BY: VI

REVISIONS:		
DATE	BY:	COMMENTS:
09.11.24	CH	EGL E SUBMITTAL #2
01.02.25	CH	ICDC SUBMITTAL #2
01.21.25	CH	ICDC SUBMITTAL #3
01.27.25	CH	ICDC SUBMITTAL #4
01.30.25	CH	ICDC SUBMITTAL #5
3.07.25	CH	PATHWAY ALIGNMENT SHIFT

SHEET:
2 - OVERALL PATHWAY SITE PLAN

MATCH LINE SEE SHEET 4

GIGUERE, JAMES
7.36 ACRES
33-02-02-32-400-016

ZWYGHUIZEN, ANDREW M
1.79 ACRES
2496 ROBINS WAY
33-02-02-33-301-013

MERIDIAN CHARTER TOWNSHIP
0.53 ACRES
33-02-02-33-301-014

EXISTING CENTERLINE OF STREAM
BANKFULL WIDTH: 34" ALONG THE CENTER OF THE STREAM
EXISTING WETLAND, DELINEATED ON 5/28/2024
EXISTING 30" CULVERT

LIMITS OF DISTURBANCE

36" CONCRETE CULVERT

8" CONCRETE PATHWAY WITH 1" GRAVEL SHOULDERS (TYP.)

TIE INTO EXISTING 7" SIDEWALK

ROBINS WAY DRIVE 66' WIDE PUBLIC STREET

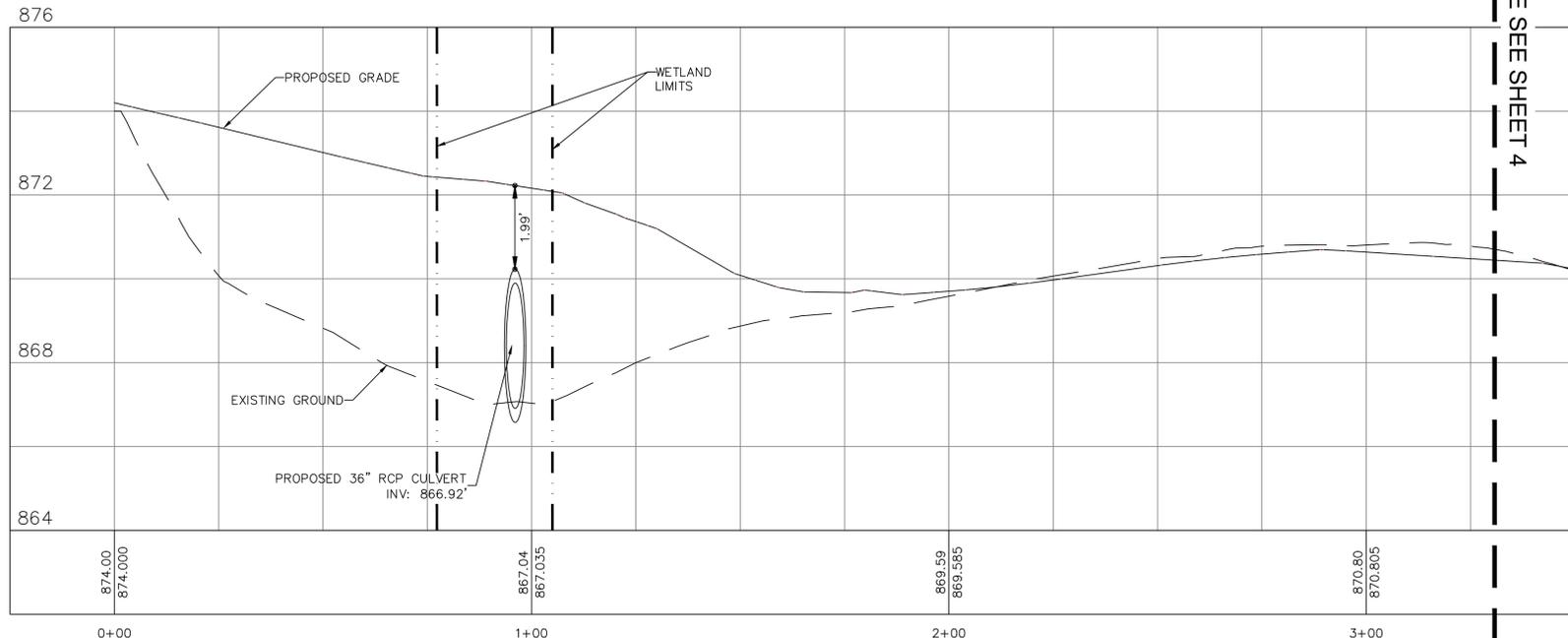
SMITH CONSOLIDATED BRAIN
RIP RAP (TYP.)

EXISTING TREE LINE

EXISTING HOUSE

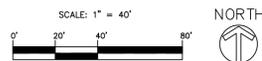
EXISTING HOUSE

40' DRAIN EASEMENT



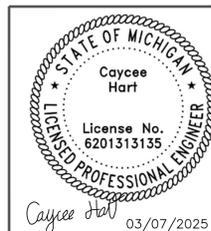
SCALE
HORZ: 1" = 20'
VERT: 1" = 2'

MATCH LINE SEE SHEET 4



Call 811 before you dig.

WOLVERINE PIPE LINE COMPANY 219-844-9510



Meridian Charter Township
Ingham County, Michigan
PATHWAY

SANCTUARY II PATHWAY
NE 1/4 SECTION 32 AND NW 1/4 SECTION 33, T4N, R1W, MERIDIAN CHARTER TOWNSHIP, INGHAM COUNTY, MICHIGAN

DRAWN BY: CH CHECKED BY: YI

REVISIONS:		
DATE	BY:	COMMENTS:
09.11.24	CH	EGL E SUBMITTAL #2
01.02.25	CH	ICDC SUBMITTAL #2
01.21.25	CH	ICDC SUBMITTAL #3
01.27.25	CH	ICDC SUBMITTAL #4
01.30.25	CH	ICDC SUBMITTAL #5
3.07.25	CH	PATHWAY ALIGNMENT SHIFT

SHEET:
3 - PATHWAY SITE PLAN

E L HOLDING CO LLC
33-02-02-32-276-101

GC CLUB MERIDIAN APARTMENTS LLC
45.28 ACRES
33-02-02-33-100-024

CONSUMERS ENERGY CO
8.08 ACRES
33-02-02-32-200-009

CONSUMERS ENERGY CO
16.00 ACRES
33-02-02-33-100-006

CENTERLINE OF
SWALE WITH CHECK
DAMS (SEE DETAIL ON
SHEET 13) (TYP.)

LIMITS OF
DISTURBANCE

EXISTING OVERHEAD
TRANSMISSION LINES

SWALE (TYP.)

8' CONCRETE PATHWAY WITH
1' GRAVEL SHOULDERS (TYP.)

STATION=4+25.95
OFFSET=6.37L

GIGUERE, JAMES
7.36 ACRES
33-02-02-32-400-016

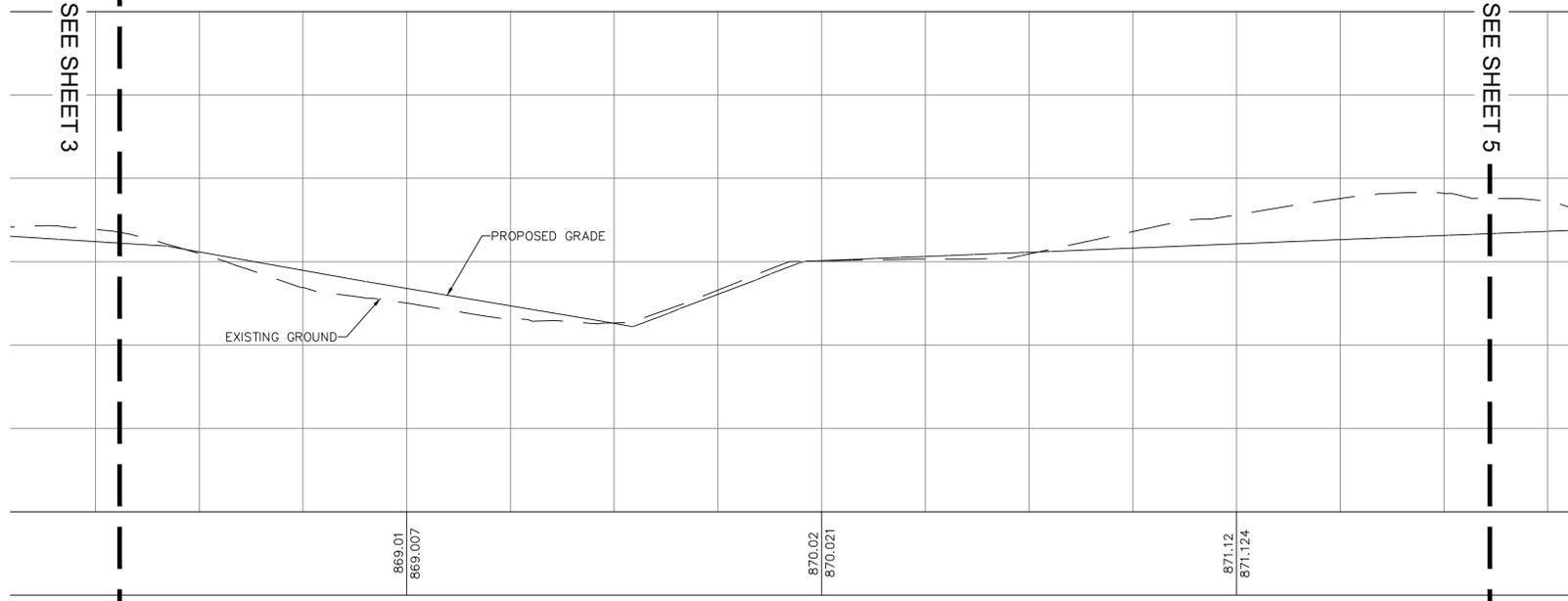
ZWYCHUIZEN, ANDREW M
1.79 ACRES
2496 ROBINS WAY
33-02-02-33-301-013

MERIDIAN CHARTER TOWNSHIP
0.53 ACRES
33-02-02-33-301-014

MATCH LINE SEE SHEET 3

MATCH LINE SEE SHEET 3

MATCH LINE SEE SHEET 5



869.01
869.007

870.02
870.021

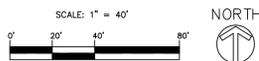
871.12
871.124

4+00

5+00

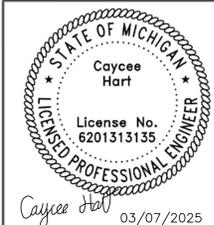
6+00

SCALE
HORZ: 1" = 20'
VERT: 1" = 2'



Call 811 before you dig.

WOLVERINE PIPE LINE COMPANY 219-844-9510



Meridian Charter Township
Ingham County, Michigan

PATHWAY

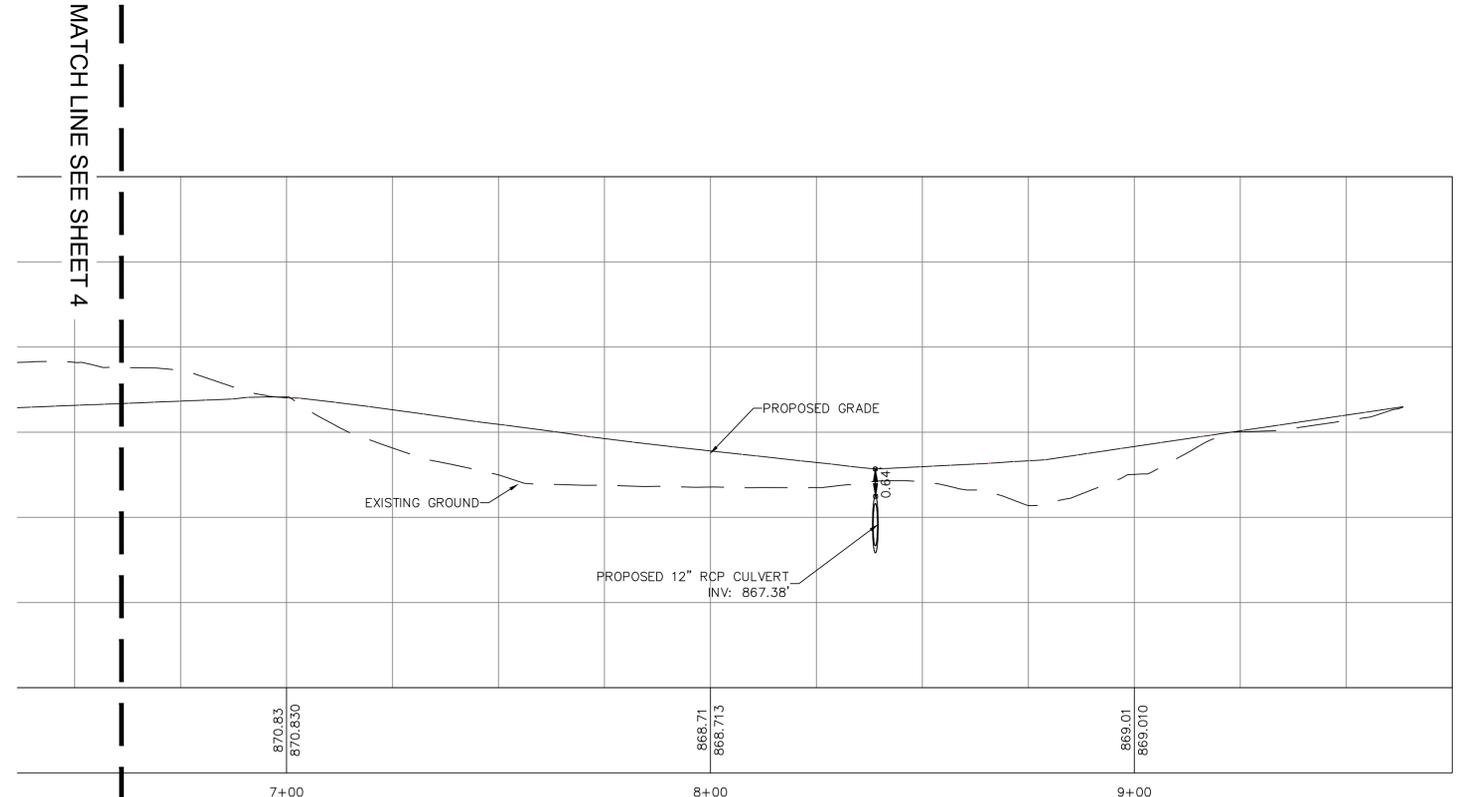
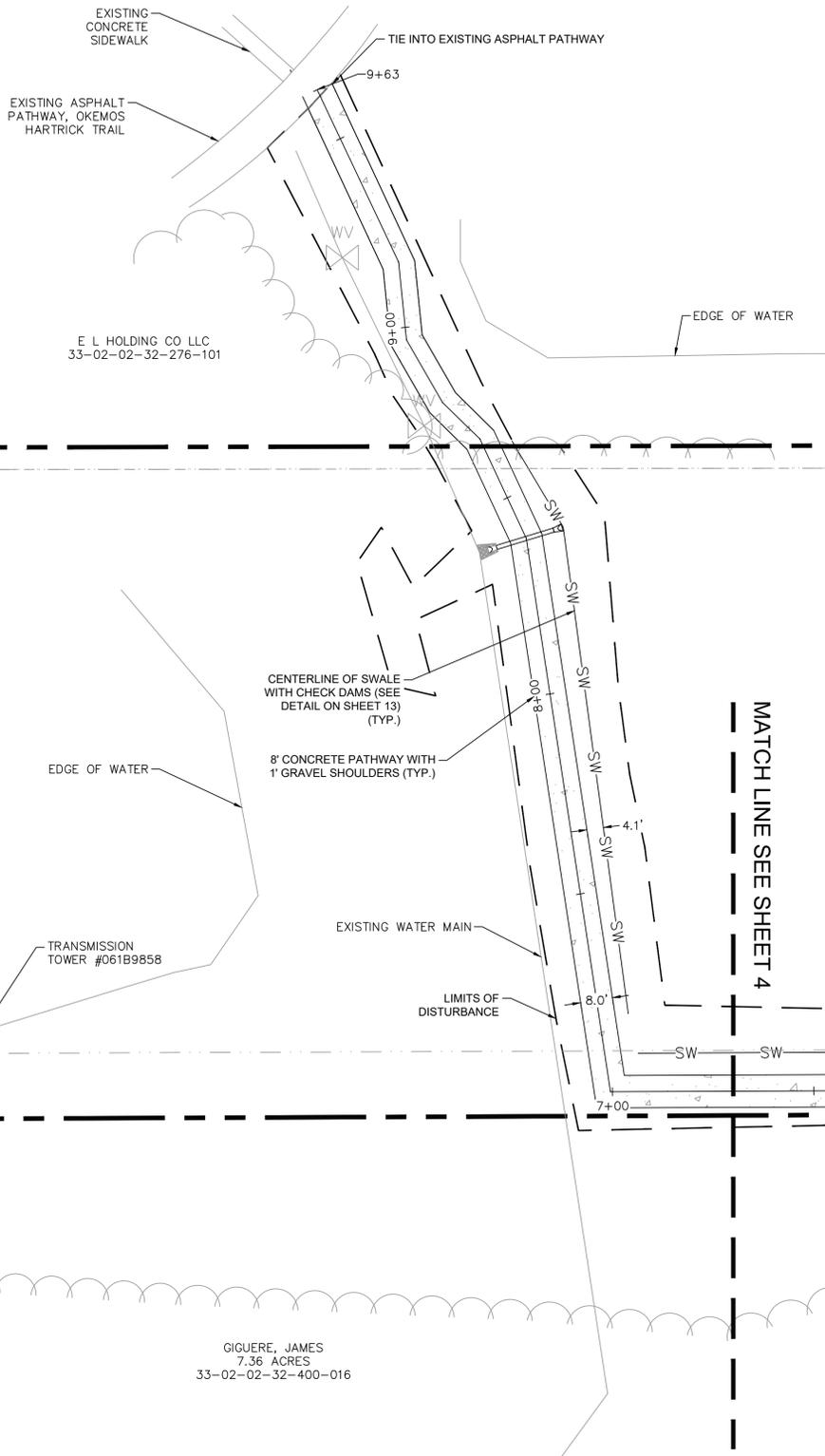
Sanctuary II Pathway

NE 1/4 SECTION 32 AND NW 1/4 SECTION 33, T4N, R1W, MERIDIAN CHARTER TOWNSHIP, INGHAM COUNTY, MICHIGAN

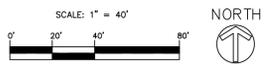
DRAWN BY: CH CHECKED BY: YI

REVISIONS:		
DATE	BY:	COMMENTS:
09.11.24	CH	EGL E SUBMITTAL #2
01.02.25	CH	ICDC SUBMITTAL #2
01.21.25	CH	ICDC SUBMITTAL #3
01.27.25	CH	ICDC SUBMITTAL #4
01.30.25	CH	ICDC SUBMITTAL #5
3.07.25	CH	PATHWAY ALIGNMENT SHIFT

SHEET:
4 - PATHWAY SITE PLAN

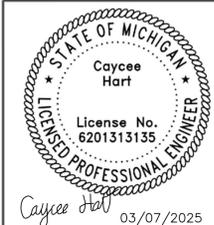


SCALE
 HORZ: 1" = 20'
 VERT: 1" = 2'



Call 811 before you dig.

WOLVERINE PIPE LINE COMPANY 219-844-9510



Meridian Charter Township
 Ingham County, Michigan
PATHWAY

SANCTUARY II PATHWAY
 NE 1/4 SECTION 32 AND NW 1/4 SECTION 33, T4N, R1W, MERIDIAN CHARTER TOWNSHIP, INGHAM COUNTY, MICHIGAN

DRAWN BY: GH CHECKED BY: YI

REVISIONS:		
DATE	BY:	COMMENTS:
09.11.24	CH	EGL E SUBMITTAL #2
01.02.25	CH	ICDC SUBMITTAL #2
01.21.25	CH	ICDC SUBMITTAL #3
01.27.25	CH	ICDC SUBMITTAL #4
01.30.25	CH	ICDC SUBMITTAL #5
3.07.25	CH	PATHWAY ALIGNMENT SHIFT

SHEET:
 5 - PATHWAY SITE PLAN

MATCH LINE SEE SHEET 7

LEGEND

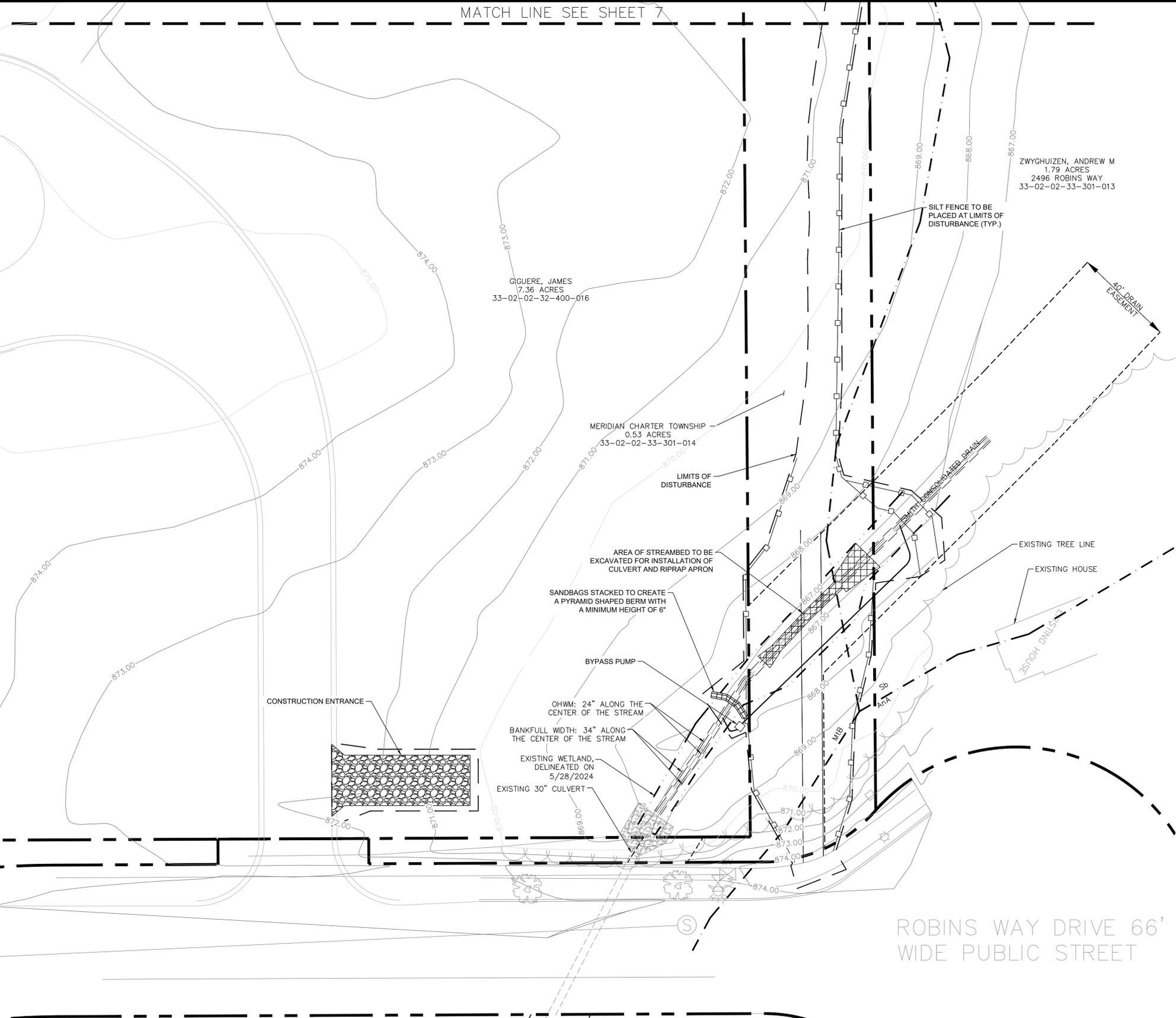
- PROPERTY LINE
- EXISTING EASEMENT
- EXISTING CONTOUR
- STREAM CENTER LINE
- BANKFULL WIDTH
- ORDINARY HIGH WATER MARK (OHWM)
- LIMIT OF DELINEATED WETLAND
- SOIL BOUNDARY
- AREA OF EXCAVATION WITHIN THE STREAMBED (360 SF)
- SILT FENCE
- SANDBAGS

SEQUENCE OF CONSTRUCTION

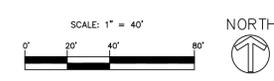
1. INSTALL CONSTRUCTION ENTRANCE.
2. INSTALL PERIMETER EROSION CONTROLS; SILT FENCE.
3. PERFORM CLEARING AND GRUBBING OF THE SITE WITHIN THE LIMITS OF DISTURBANCE.
4. CONSTRUCT PYRAMID SHAPED BERM (6' MINIMUM HEIGHT) OUT OF SANDBAGS TO PROVIDE A TEMPORARY DAM IN THE STREAM. INSTALL BYPASS PUMP.
5. EXCAVATE THE AREA OF THE STREAMBED AND RIPRAP APRON.
6. INSTALL THE CULVERT/END SECTIONS AND RIPRAP APRON.
7. CONSTRUCT THE EMBANKMENT AROUND THE CULVERT AND STABILIZE WITH SEED AND STRAW MATTING.
8. REMOVE THE SANDBAG BERM ONCE THE SEED AND STRAW MATTING HAS BEEN INSTALLED ON THE CULVERT EMBANKMENT.
9. GRADE THE REST OF THE SITE TO ACHIEVE THE ELEVATION OF THE PATHWAY. GRADE IN THE SWALE ADJACENT TO THE PATHWAY.
10. ONCE THE FINAL ELEVATIONS ARE ACHIEVED STABILIZE WITH SEED, MULCH, AND/OR STRAW MATTING.
11. PERFORM THE PAVING OF THE PATHWAY.
12. ONCE VEGETATION HAS ESTABLISHED REMOVE THE SILT FENCE.

RECOMMENDED CONSTRUCTION SCHEDULING & SEQUENCING	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY
	INSTALL SESC MEASURES											
CLEAR AND GRUB SITE												
INSTALL CULVERT AND EMBANKMENT												
GRADE SITE												
PAVE PATHWAY												
CLEANUP AND RESTORATION												
REMOVE SESC MEASURES												

SOILS:
 AnA - Aubbeenaubee-Capac Sandy Loams, 0 to 3 percent slopes
 BrB - Boyer sandy loam, 0 to 6 percent slopes
 Co - Colwood-Brookston loams
 HgtahA - Houghton Muck, 0 to 1 percent slopes
 MaC - Filer Fine Sandy Loam, Saginaw Lobe, 6 to 12 percent slopes
 MIB - Metea Loamy Sand, 2 to 6 percent slopes
 Sb - Sebewa Loam, 0 to 2 percent slopes

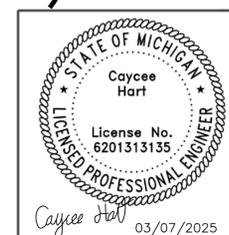


ROBINS WAY DRIVE 66' WIDE PUBLIC STREET



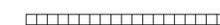
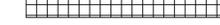
Call 811 before you dig.

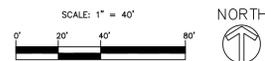
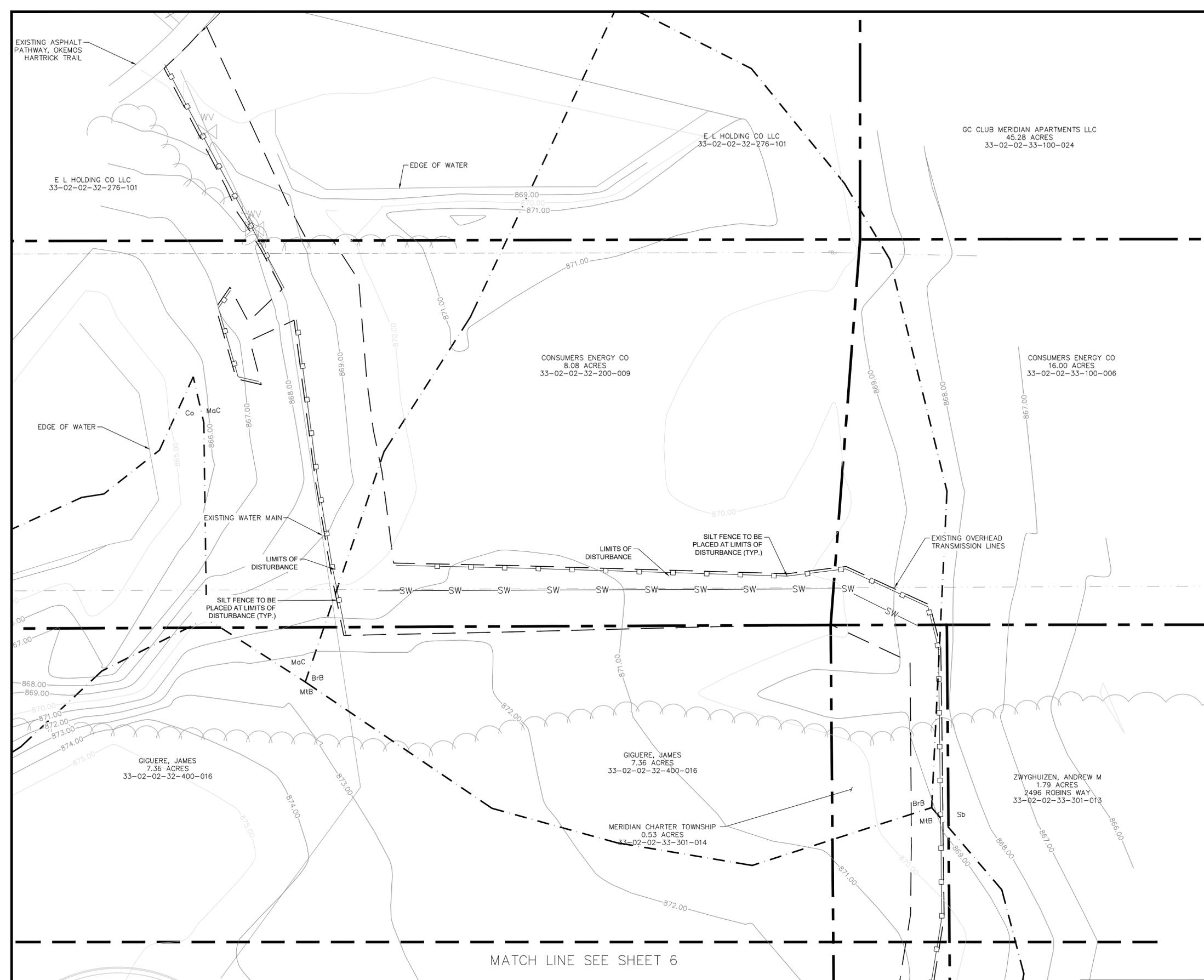
WOLVERINE PIPE LINE COMPANY 219-844-9510



Meridian Charter Township Ingham County, Michigan PATHWAY	REVISIONS: DATE BY COMMENTS:		
	09.11.24	CH	EGLE SUBMITTAL #2
	01.02.25	CH	ICDC SUBMITTAL #2
	01.21.25	CH	ICDC SUBMITTAL #3
	01.27.25	CH	ICDC SUBMITTAL #4
	01.30.25	CH	ICDC SUBMITTAL #5
	3.07.25	CH	PATHWAY ALIGNMENT SHIFT
SANCTUARY II PATHWAY NE 1/4 SECTION 32 AND NW 1/4 SECTION 33, T4N, R1W, MERIDIAN CHARTER TOWNSHIP, INGHAM COUNTY, MICHIGAN	SHEET: 6 - SESC PLAN		
DRAWN BY: GH	CHECKED BY: YI		

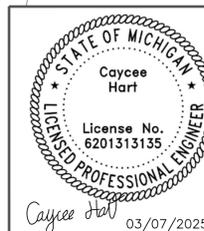
LEGEND

-  PROPERTY LINE
-  EXISTING EASEMENT
-  EXISTING CONTOUR
-  STREAM CENTER LINE
-  BANKFULL WIDTH
-  ORDINARY HIGH WATER MARK (OHWM)
-  LIMIT OF DELINEATED WETLAND
-  SOIL BOUNDARY
-  AREA OF EXCAVATION WITHIN THE STREAMBED (360 SF)
-  SILT FENCE
-  SANDBAGS



Call 811 before you dig.

WOLVERINE PIPE LINE COMPANY 219-844-9510



Meridian Charter Township
Ingham County, Michigan
PATHWAY

SANCTUARY II PATHWAY

NE 1/4 SECTION 32 AND NW 1/4 SECTION 33, T4N, R1W, MERIDIAN CHARTER TOWNSHIP, INGHAM COUNTY, MICHIGAN

DRAWN BY: GH

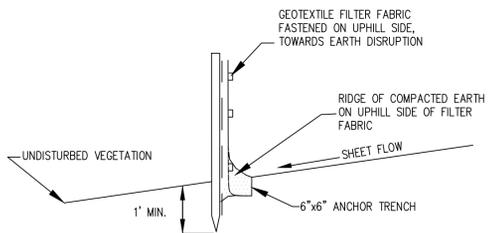
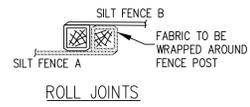
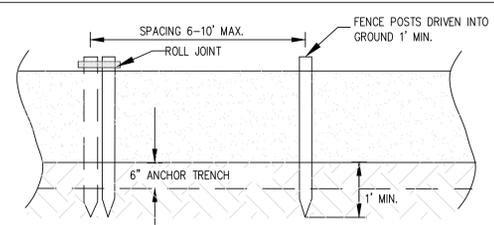
CHECKED BY: YI

REVISIONS:		
DATE	BY:	COMMENTS:
09.11.24	CH	EGLE SUBMITTAL #2
01.02.25	CH	ICDC SUBMITTAL #2
01.21.25	CH	ICDC SUBMITTAL #3
01.27.25	CH	ICDC SUBMITTAL #4
01.30.25	CH	ICDC SUBMITTAL #5
3.07.25	CH	PATHWAY ALIGNMENT SHIFT

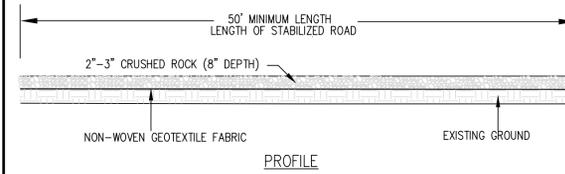
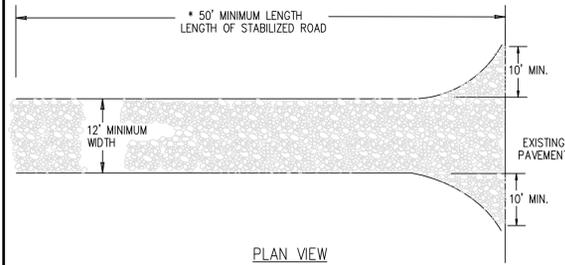
SHEET:
7 - SESC PLAN

Caycee Hart 03/07/2025

SILT FENCE



CONSTRUCTION ENTRANCE



- NOTES:**
1. Establish stabilized construction entrance prior to the initiation of site construction activities.
 2. Care should be taken to prevent material movement into adjacent wetlands/waterbodies.
 3. Care should be taken to maintain existing roadside drainage via culvert installation, with sediment sump placed downflow of culvert.

PERMANENT SEEDING SPECIFICATIONS

- When**
- To finalize stabilization of temporary seeding areas or when an area needs permanent stabilization following completion of construction. Also used when vegetative establishment can correct existing soil erosion or sedimentation problem.
 - Within 5 days of final grade.
- Why**
- To stabilize soil and prevent or reduce soil erosion/sedimentation problems from developing.
- Where**
- Used on construction and earth change sites which require permanent vegetative stabilization.
- How**
1. Review SESC plan and construction phasing to identify areas in need of permanent vegetative stabilization.
 2. Select perennial grass and ground cover for permanent cover.
 3. Seed mixes vary. However, they should contain native species.
 4. Seed mixes should be selected through consultation with a certified seed provider and with consideration of soil type, light, moisture, use applications, and native species content.
 5. Soil tests should be performed to determine the nutrient and pH levels in the soil. The pH may need to be adjusted to between 6.5 and 7.0.
 6. Prepare a 3-5" deep seedbed, with the top 3-4" consisting of topsoil.
 7. Slopes steeper than 1:3 should be roughened.
 8. Apply seed as soon as possible after seedbed preparation. Seed may be broadcast by hand, hydroseeding, or by using mechanical drills.
 9. Mulch immediately after seeding.
 10. Dormant seed mixes are for use after the growing season, using seed which lies dormant in the winter and begins growing as soon as site conditions become favorable.

PERMANENT SEEDING SPECIFICATIONS

- How (cont.)**
11. Protect seeded areas from pedestrian or vehicular traffic.
 12. Divert concentrated flows away from the seeded area until vegetation is established.
- Maintenance**
- Inspect weekly and within 24 hours following each rain event in the first few months following installation to be sure seed has germinated and permanent vegetative cover is being established.
 - Add supplemental seed as necessary.
- Limitations**
- Seeds need adequate time to establish.
 - May not be appropriate in areas with frequent traffic.
 - Seeded areas may require irrigation during dry periods.
 - Seeding success is site specific, consider mulching or sodding when necessary.

PERMANENT SEEDING

Planting Zones:	Lower Peninsula (South of T20N) Zone 1	Lower Peninsula (North of T20N) Zone 2	Upper Peninsula Zone 3
Seeding Window Permanent Seeding	4/15 - 10/10	5/1 - 10/1	5/1 - 9/20
Seeding Window Dormant Seeding*	11/15 - Freeze	11/01 - Freeze	11/01 - Freeze

Source: Adapted from MDT Interim 2003 Standard Specifications for Construction

	Zone 1 (Lower Peninsula South of U.S. 10)	Zone 2 (Lower Peninsula North of U.S. 10)	Zone 3 (Upper Peninsula)
Seeding Dates (with Irrigation or Mulch)	4/1 - 8/1	5/1 - 9/20	5/1 - 9/10
Seeding Dates (w/o Irrigation or Mulch)	4/1 - 5/20 or 8/10 - 10/1	5/1 - 6/10 or 8/1 - 9/20	5/1 - 6/15 or 8/1 - 9/20
Dormant Seeding Dates*	11/1 - Freeze	10/25 - Freeze	10/25 - Freeze

Source: Adapted from USDA NRCS Technical Guide #342 (1999)

* Dormant seeding is for use in the late fall after the soil temperature remains consistently below 50°F, prior to the ground freezing. This practice is appropriate if construction on a site is completed in the fall but the seed was not planted prior to recommended seeding dates. No seed germination will take place until spring. A cool season annual grass may be added in an attempt to have some fall growth.

- Mulch must be used with dormant seed.
- Do not seed when the ground is frozen or snow covered.
- Do not use a dormant seed mix on grassed waterways.

SILT FENCE MAINTENANCE & INSPECTIONS

1. IT IS THE CONTRACTOR'S RESPONSIBILITY TO ENSURE THE SILT FENCE IS MAINTAINED AND FUNCTIONING.
2. THE SILT FENCE SHOULD BE INSPECTED AT LEAST WEEKLY. SILT FENCE SHOULD BE INSPECTED BEFORE FORECASTED RAIN EVENTS AND AFTER EACH RAIN EVENT.
3. FABRIC TEARS, POST FAILURES, VEHICLE DAMAGE, AND/OR UNDERMINING SHOULD BE REPAIRED IMMEDIATELY.
4. SEDIMENT BUILD UP SHOULD BE REMOVED WHEN IT REACHES 1/3 TO 1/2 THE HEIGHT OF THE SILT FENCE ABOVE THE GROUND ELEVATION.
5. REMOVE THE SILT FENCE ONCE THE SITE IS STABILIZED WITH PERMANENT SESC MEASURES.

CONSTRUCTION ENTRANCE MAINTENANCE & INSPECTIONS

1. IT IS THE CONTRACTOR'S RESPONSIBILITY TO ENSURE THE CONSTRUCTION ENTRANCE IS MAINTAINED AND FUNCTIONING.
2. THE CONSTRUCTION ENTRANCE SHOULD BE INSPECTED DAILY DURING USE. THE ADJACENT ROADWAYS SHOULD ALSO BE INSPECTED FOR SOIL TRAC-KOUT.
3. CLEAN, REPLENISH (ADDING ADDITIONAL AGGREGATE LAYERS), OR REPLACE THE AGGREGATE SURFACE BEFORE SOIL BUILD UP CAUSES TRACK-OUT.
4. INCREASE THE LENGTH OF THE CONSTRUCTION ENTRANCE OR INSTALL A TIRE WASH IF THE ENTRANCE IS NOT EFFECTIVELY REMOVING SEDIMENT FROM THE TIRES DURING EGRESS.
5. IMMEDIATELY REMOVE ALL SEDIMENT DROPPED OR ERODED ONTO PUBLIC RIGHT-OF-WAYS BY SWEEPING OR SHOVELING. DO NOT WASH SEDIMENT INTO WATERWAYS OR STORM SEWERS.
6. IMMEDIATELY REMOVE ANY AGGREGATE THAT HAS LOOSEENED FROM THE PAD AND ENDED UP ON THE ROADWAY.
7. REMOVE THE CONSTRUCTION ENTRANCE ONCE THE SITE IS STABILIZED WITH PERMANENT SESC MEASURES.

RIPRAP SPECIFICATIONS

- When**
- When concentrated water flows have the potential to create scour, down-cutting, or lateral cutting.
- Why**
- To prevent loss of land or damage to utilities or structures. In aquatic applications, riprap is used to control channel meander and maintain capacity, protect against wave attack, and reduce sediment load.
- Where**
- In natural or constructed channels with areas susceptible to erosion from the action of water, ice, or debris, or to damage by livestock or vehicular traffic.
 - In shoreline areas where the erosion problem may be solved through simple structural measures.
 - On slopes with profiles measuring 1:1.5 or less.
- How**
1. Review subject site to identify areas subject to concentrated flows or wave/current attack.
 2. The appropriateness and extent of riprap placement is site specific and should be determined in the field.
 3. The area under review for riprap placement must be shaped and contoured appropriately by grading prior to material placement.
 4. Non-woven geotextile fabric should be installed prior to riprap placement, with upper end and toe end of fabric buried or anchored to prevent movement.
 5. Riprap placement should be started at a stabilized location and ended at a stabilized or contoured point.
 6. Material selected for riprap should be hard, angular, and resistant to weathering. Appropriate material size depends on expected water energy and intended function of the material.

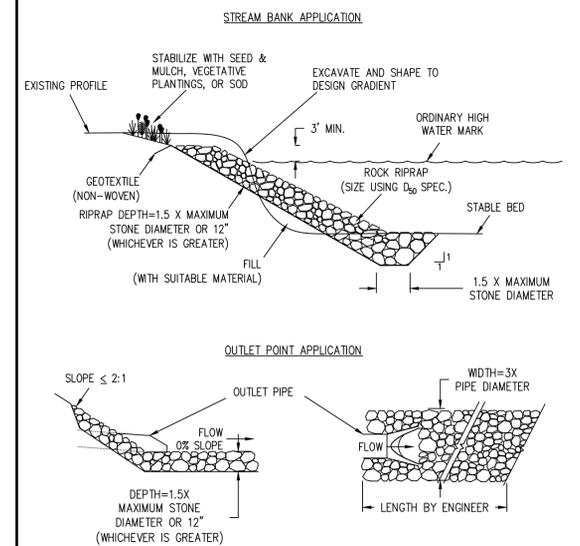
RIPRAP SPECIFICATIONS

- How (cont.)**
7. Riprap mixture should be an even mixture of stone sizes based on the average, or D_{50} . This means 50% of the stone, by size, will be larger than the diameter specified, and 50% will be smaller than the size specified. The diameter of the largest stone should not be more than 1.5 times the D_{50} stone size.
 8. See table on the following page for typical riprap stone sizes.
 9. Rock shall be placed so that larger rocks are uniformly distributed and in contact with one another. Smaller rocks should fill the voids.
 10. When in contact with moving water, riprap will tie into a stable bank at the downstream end and will be keyed into the bank at the upstream end. Riprap should extend 3 ft. above the ordinary high water mark or to the top of the bank on short slopes. Extend riprap a minimum 10 ft. beyond active erosion area.
- Maintenance**
- All installations should be inspected immediately after the first rainfall to confirm the stability of the placed material. Follow-up inspections should occur regularly and provisions made for prompt repair if needed.
- Limitations**
- Area is cleared prior to the addition of riprap, therefore no areas are preserved with native vegetation.

Weight (lbs.)	Average Spherical Diameter (in.) D_{50}	Typical Rectangular Shape Length (in.)	Typical Rectangular Shape Width/Height (in.)
50	10	18	6
100	13	21	7
150	14	24	8
300	18	30	10
500	22	36	12
1000	27	45	15
1500	31	52	17
2000	34	57	19
4000	45	72	24
6000	49	83	28
8000	54	90	30

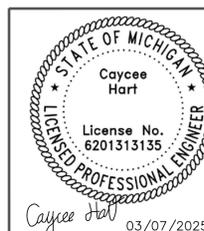
Source: Adapted from USDA NRCS

RIPRAP



Call 811 before you dig.

WOLVERINE PIPE LINE COMPANY 219-844-9510



Meridian Charter Township
Ingham County, Michigan
PATHWAY

SANCTUARY II PATHWAY

NE 1/4 SECTION 32 AND NW 1/4 SECTION 33, T4N, R1W, MERIDIAN CHARTER TOWNSHIP, INGHAM COUNTY, MICHIGAN

DRAWN BY: GH

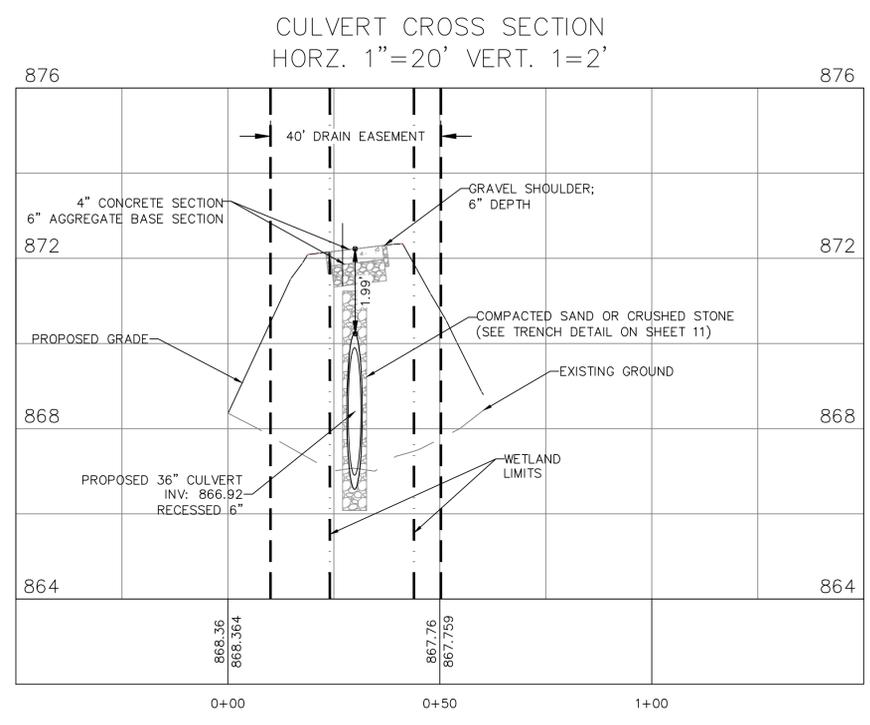
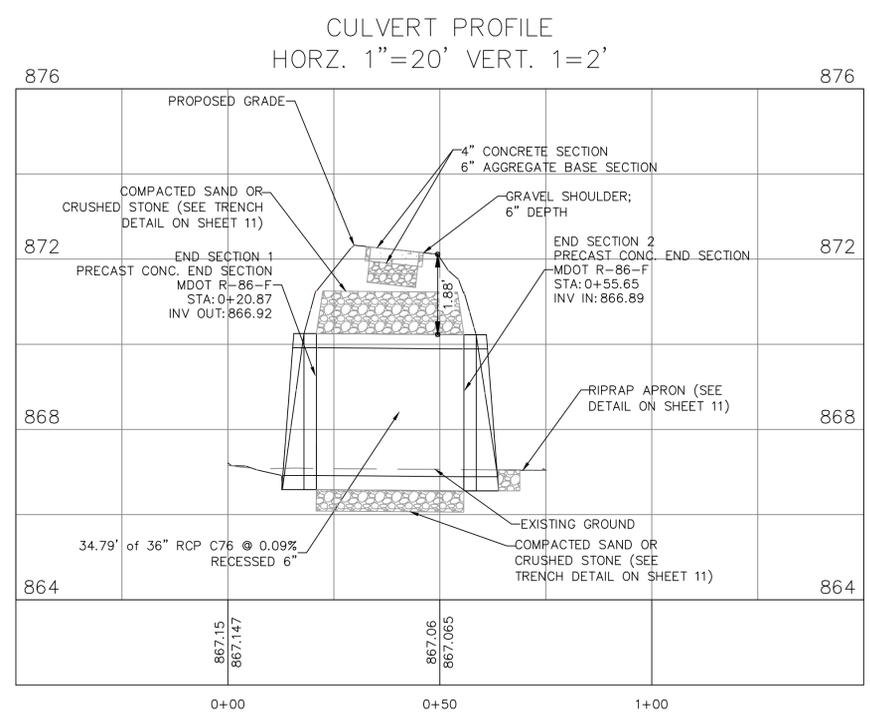
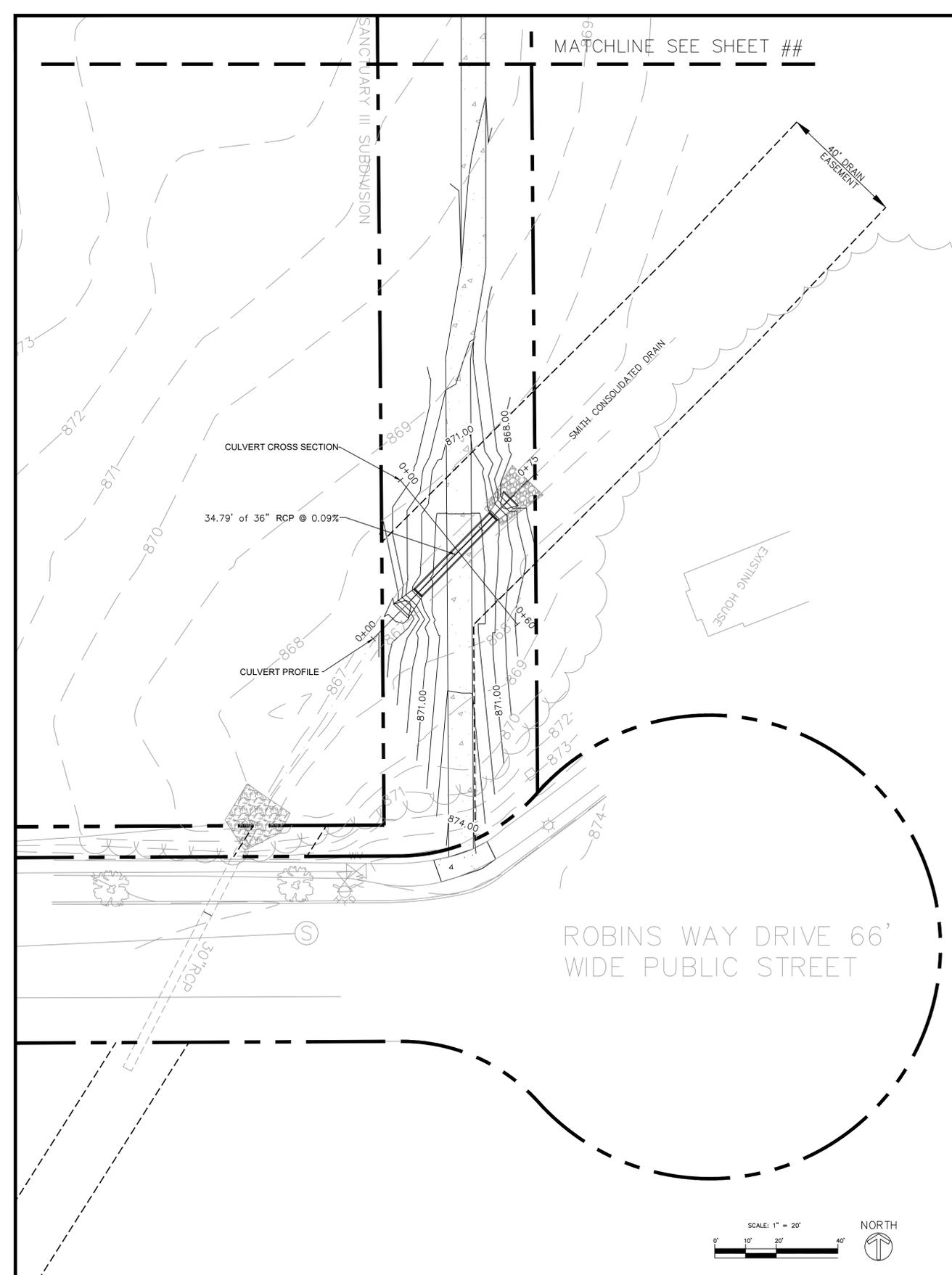
CHECKED BY: YI

REVISIONS:

DATE	BY:	COMMENTS:
09.11.24	CH	EGLE SUBMITTAL #2
01.02.25	CH	ICDC SUBMITTAL #2
01.21.25	CH	ICDC SUBMITTAL #3
01.27.25	CH	ICDC SUBMITTAL #4
01.30.25	CH	ICDC SUBMITTAL #5
3.07.25	CH	PATHWAY ALIGNMENT SHIFT

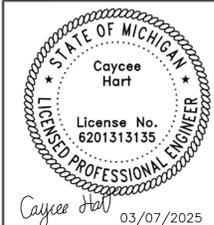
SHEET:

8 - SESC DETAILS



Call 811 before you dig.

WOLVERINE PIPE LINE COMPANY 219-844-9510



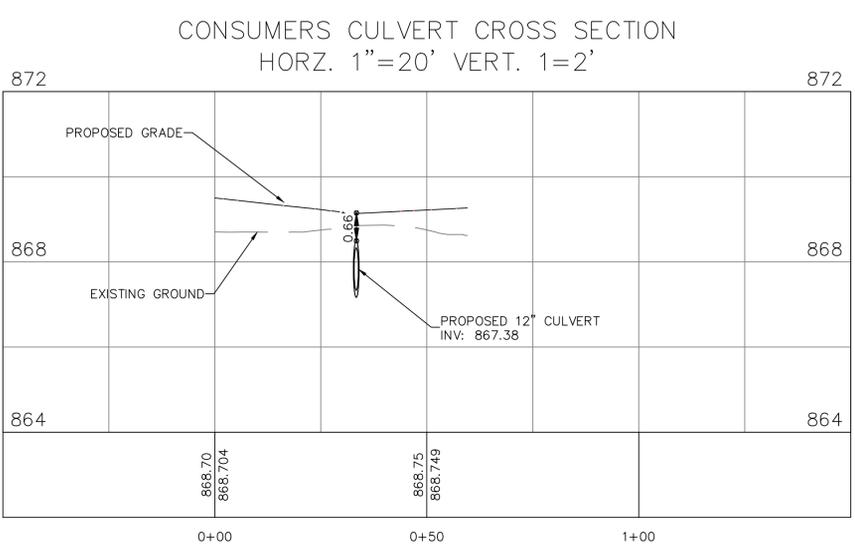
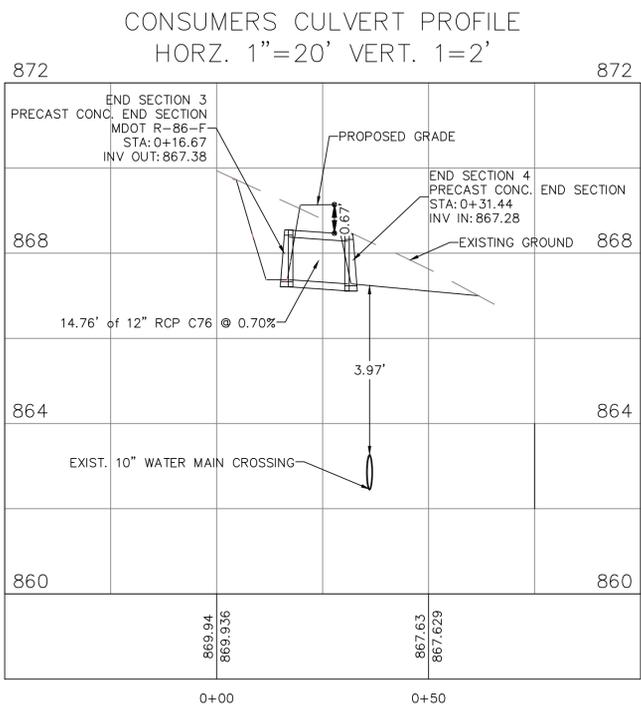
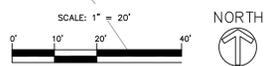
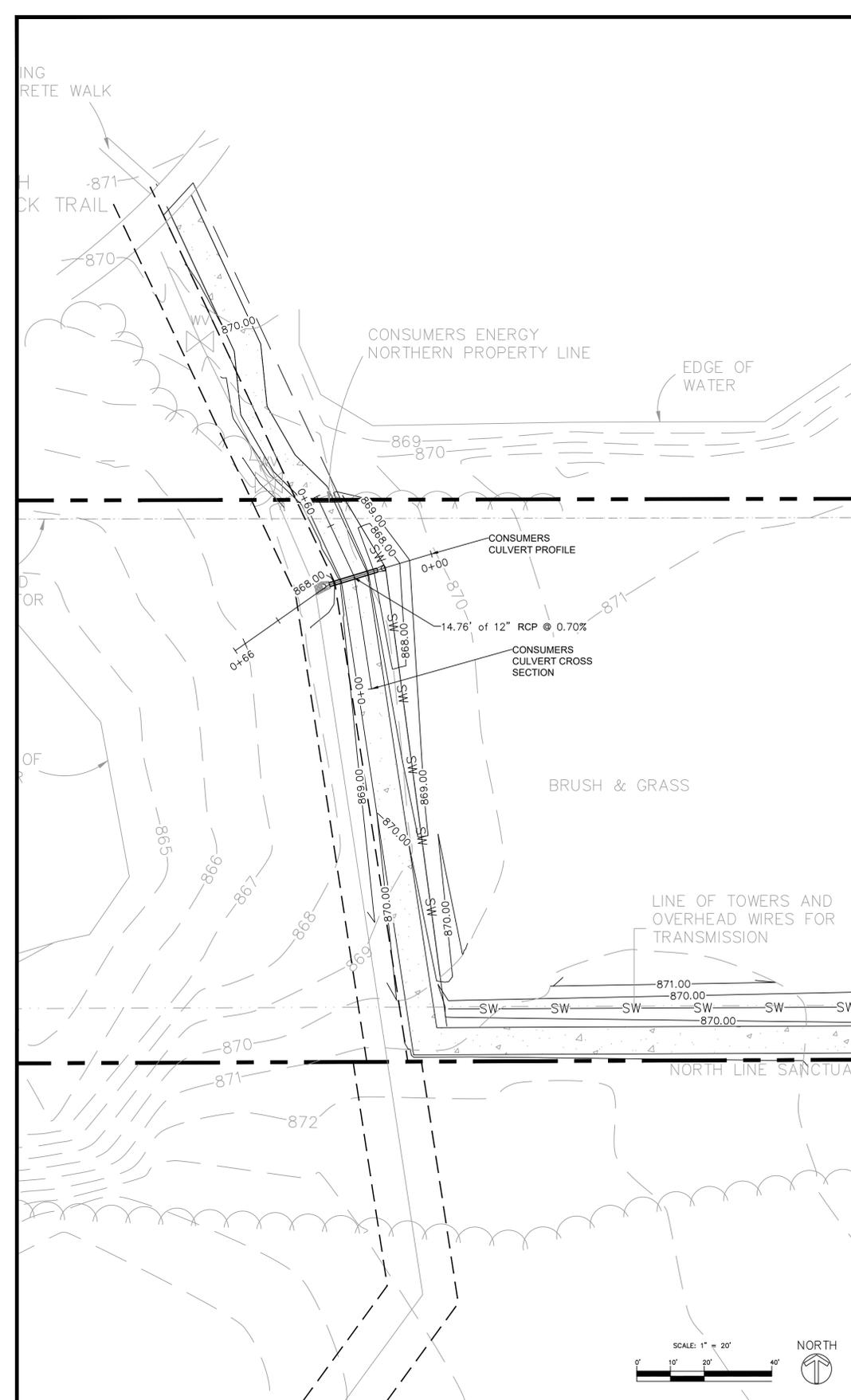
Meridian Charter Township
Ingham County, Michigan
PATHWAY

SANCTUARY II PATHWAY
NE 1/4 SECTION 32 AND NW 1/4 SECTION 33, T4N, R1W, MERIDIAN CHARTER
TOWNSHIP, INGHAM COUNTY, MICHIGAN

REVISIONS:		
DATE	BY:	COMMENTS:
09.11.24	CH	EGLE SUBMITTAL #2
01.02.25	CH	ICDC SUBMITTAL #2
01.21.25	CH	ICDC SUBMITTAL #3
01.27.25	CH	ICDC SUBMITTAL #4
01.30.25	CH	ICDC SUBMITTAL #5
3.07.25	CH	PATHWAY ALIGNMENT SHIFT

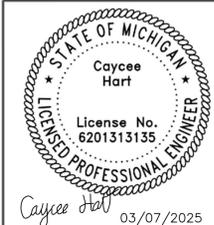
SHEET:
9 - CULVERT PROFILE AND CROSS SECTION

DRAWN BY: GH CHECKED BY: YI



Call 811 before you dig.

WOLVERINE PIPE LINE COMPANY 219-844-9510



Meridian Charter Township
Ingham County, Michigan

PATHWAY

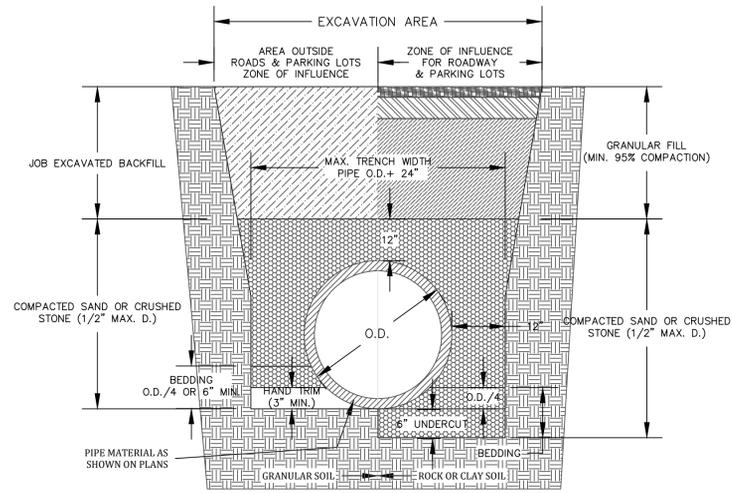
SANCTUARY II PATHWAY

NE 1/4 SECTION 32 AND NW 1/4 SECTION 33, T4N, R1W, MERIDIAN CHARTER TOWNSHIP, INGHAM COUNTY, MICHIGAN

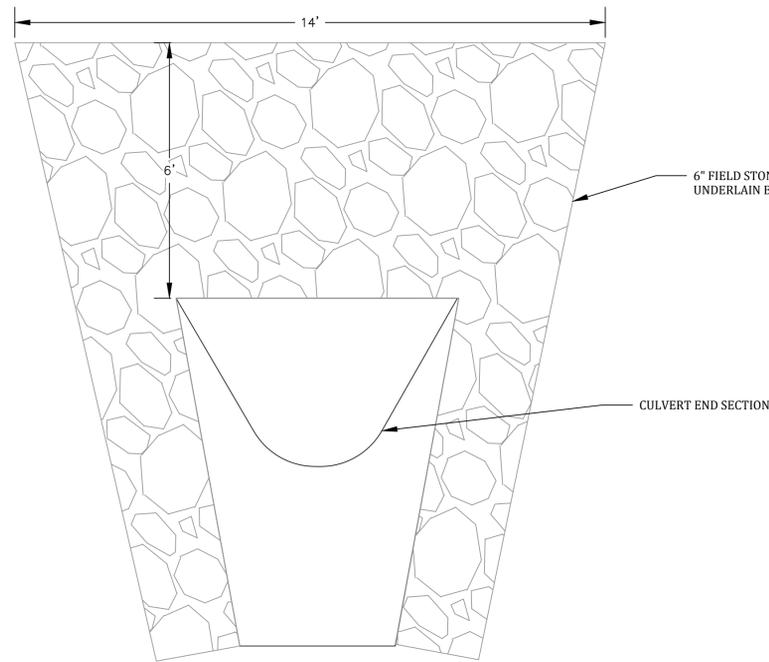
DRAWN BY: GH CHECKED BY: YI

REVISIONS:		
DATE	BY:	COMMENTS:
09.11.24	CH	EGLE SUBMITTAL #2
01.02.25	CH	ICDC SUBMITTAL #2
01.21.25	CH	ICDC SUBMITTAL #3
01.27.25	CH	ICDC SUBMITTAL #4
01.30.25	CH	ICDC SUBMITTAL #5
3.07.25	CH	PATHWAY ALIGNMENT SHIFT

SHEET:
10 - CULVERT PROFILE AND CROSS SECTION



TYPICAL TRENCH DETAIL



RIPRAP APRON DETAIL

MICHIGAN DEPARTMENT OF TRANSPORTATION
 BUREAU OF DEVELOPMENT
 PRECAST CONCRETE END SECTION FOR PIPE CULVERT
 R-86-F
 SHEET 1 OF 2

PLAN VIEW

GROOVED END ON INLET END SECTION
 TONGUE END ON OUTLET END SECTION
 GROOVES OR TONGUES TO BE THE SAME AS ON STANDARD REINFORCED CONCRETE PIPE A.S.T.M. DESIGNATION C 76.

LONGITUDINAL SECTION

STEEL REINFORCEMENT SEE NOTES
 #4 BAR
 SLOPE
 1
 4"
 A
 G
 X
 Y

OUTFALL LABEL INSCRIBED INTO CONCRETE LABEL PLACED ON THE INSIDE OF THE END SECTION AT THE SPRINGLINE OF THE PIPE (LETTERING: 1" HIGH x 1" WIDE x 1/4" DEEP) SEE NOTES

END ELEVATION

DIAMETER
 1 1/2" R
 2 - #4 BARS

SLOPE DETAIL

TABLE OF DIMENSIONS											
PIPE DIAMETER (INCHES)	APPROX. SLOPE	T (INCHES)	A (INCHES)	B (INCHES)	C (INCHES)	D (INCHES)	E (INCHES)	G (INCHES)	R (INCHES)	X (INCHES)	Y (INCHES)
12	2.4 to 1	2	4	24	49	73	24	2	8	8	18
15	2.4 to 1	2 1/4	6	27	46	73	30	2 1/4	11	8	18
18	2.3 to 1	2 1/2	9	27	46	73	36	2 1/2	12	8	18
21	2.4 to 1	2 3/4	9	36	37 1/2	73 1/2	42	2 3/4	13	8	18
24	2.5 to 1	3	9 1/2	43 1/4	30 1/2	73 1/4	48	3	14	8	18
27	2.5 to 1	3 1/4	10 1/2	49 1/4	24 1/2	73 3/4	54	3 1/4	14 1/2	8	18
30	2.5 to 1	3 1/2	12	54	18 1/4	73 3/4	60	3 1/2	15	8	18
36	2.5 to 1	4	15	63	34 1/4	91 1/4	72	4	20	8	18
42	2.5 to 1	4 1/2	21	63	35	99	78	4 1/2	22	10	24
48	2.5 to 1	5	24	72	26	98	84	5	22	10	24
54	2.0 to 1	5 1/2	27	65	33 1/4	98 1/4	90	5 1/2	24	10	24
60	1.9 to 1	6	35	60	39	99	96	6	24	10	24
66	1.7 to 1	6 1/2	30	72	27	99	102	6 1/2	24	10	24
72	1.8 to 1	7	36	78	21	99	108	7	24	10	24
78	1.8 to 1	7 1/2	36	90	21	111	114	7 1/2	24	10	24
84	1.6 to 1	8	36	90 1/2	21	111 1/2	120	8	24	10	24

* AS FURNISHED BY THE MANUFACTURER

NOTES:

CONCRETE IN THESE END SECTIONS SHALL BE THE SAME GRADE AND STRENGTH AS SPECIFIED FOR REINFORCED CONCRETE PIPE, A.S.T.M. DESIGNATION C 76 CLASS 11, EXCEPT AS MODIFIED BY THE STANDARD SPECIFICATION.

REINFORCEMENT IN THE "C" PORTION SHALL BE THE SAME AS SPECIFIED FOR REINFORCED CONCRETE, A.S.T.M. DESIGNATION C 76 CLASS 11 FOR THE SIZE OF CONNECTING PIPE.

REINFORCEMENT IN THE "D" PORTION SHALL HAVE A CROSS-SECTIONAL AREA EQUAL TO THAT OF ONE LAYER OF STEEL IN THE "C" PORTION.

THE END OF THE PIPE CULVERT SHALL BE PLACED IN THE CONCRETE END SECTION SO THAT THE FLOW LINES ARE FLUSH. THE JOINT MUST BE COMPLETELY FILLED WITH MORTAR ON THE INSIDE AND OUTSIDE AND STROCK FLUSH. THE JOINT MUST BE WRAPPED WITH GEOTEXTILE BLANKET 36" WIDE WITH A 12" OVERLAP.

TO CHANGE THE FILL SLOPE TO THE SLOPE OF THE END SECTION USE A TRANSITION SLOPE OF APPROXIMATELY 10' IN LENGTH TO PROVIDE A PLEASING APPEARANCE.

VARIATIONS IN DIMENSIONS - THE THICKNESS OF CONCRETE, THE POSITION OF STEEL, AND THE INTERNAL DIAMETER OF THE PIPE SHALL CONFORM WITH THE VARIATIONS IN DIMENSIONS AS PROVIDED IN THE SPECIFICATIONS FOR REINFORCED CONCRETE CULVERT, STORM DRAIN, AND SOWER PIPE, A.S.T.M. DESIGNATION C 76.

PLACED CONCRETE FOOTING AS SHOWN.

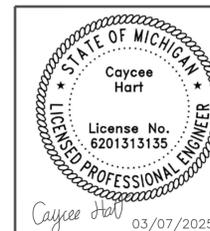
OUTFALL LABEL TO BE USED ONLY WHERE STORMWATER WILL DISCHARGE DIRECTLY TO THE WATERS OF THE STATE.

MICHIGAN DEPARTMENT OF TRANSPORTATION
 BUREAU OF DEVELOPMENT STANDARD PLAN FOR
PRECAST CONCRETE END SECTION FOR PIPE CULVERT

5-16-2020 F.S.K.A. APPROVAL 9-13-2018 PLAN DATE **R-86-F** SHEET 2 OF 2

Call 811 before you dig.

WOLVERINE PIPE LINE COMPANY 219-844-9510



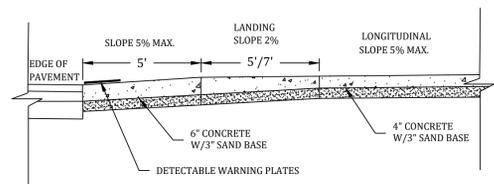
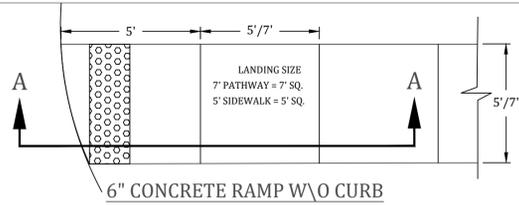
Meridian Charter Township
 Ingham County, Michigan
PATHWAY

SANCTUARY II PATHWAY
 NE 1/4 SECTION 32 AND NW 1/4 SECTION 33, T4N, R1W, MERIDIAN CHARTER TOWNSHIP, INGHAM COUNTY, MICHIGAN

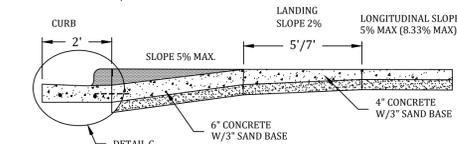
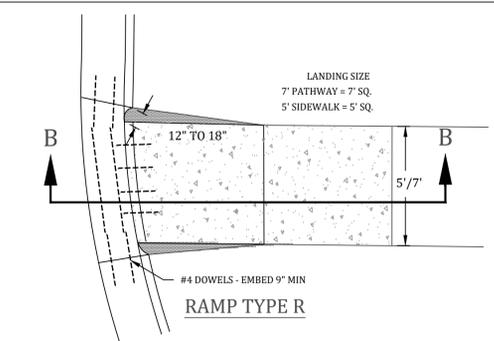
DRAWN BY: CH CHECKED BY: YI

REVISIONS:		
DATE	BY:	COMMENTS:
09.11.24	CH	EGLE SUBMITTAL #2
01.02.25	CH	ICDC SUBMITTAL #2
01.21.25	CH	ICDC SUBMITTAL #3
01.27.25	CH	ICDC SUBMITTAL #4
01.30.25	CH	ICDC SUBMITTAL #5
3.07.25	CH	PATHWAY ALIGNMENT SHIFT

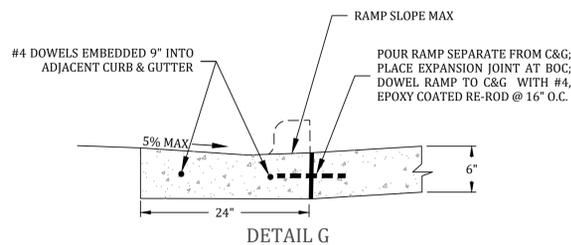
SHEET:



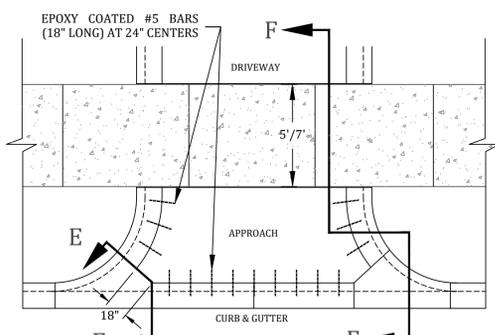
CROSS SECTION A-A



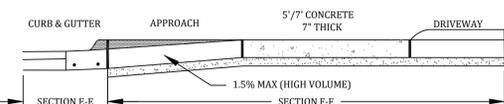
CROSS SECTION B-B



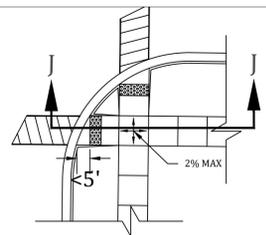
DETAIL G



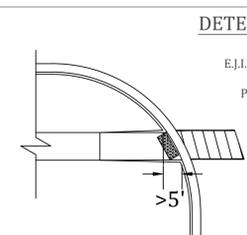
TYP. COMMERCIAL DRIVEWAY PLAN



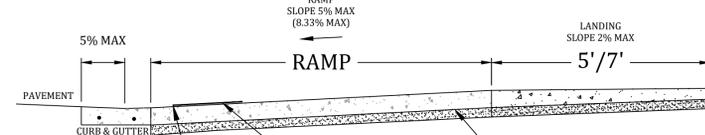
CROSS SECTIONS E-E; F-F



RAMPS LOCATED IN RADIUS



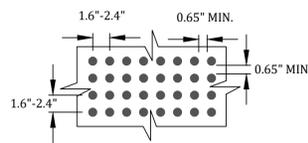
RAMP LOCATED IN RADIUS



SECTION J-J

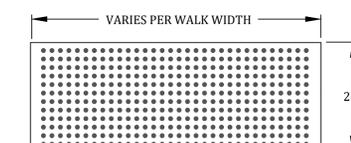
DETECTABLE WARNING DETAILS

E.I.L.W. 7005 DETECTABLE WARNING PLATE
SIZES AVAILABLE 12", 18" & 24"
PLATES MUST BE ASPHALTIC COATED

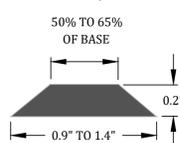


DOME SPACING

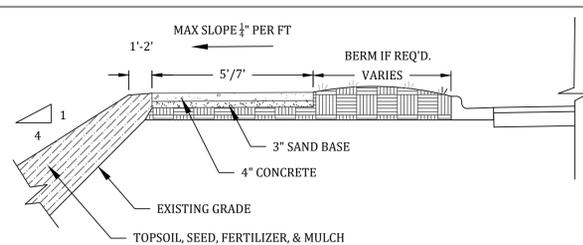
RAMP PERPENDICULAR TO TANGENT CURB



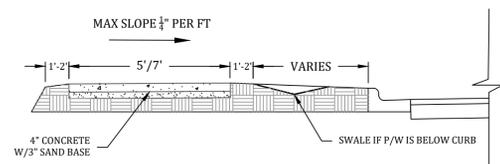
DOME ALIGNMENT



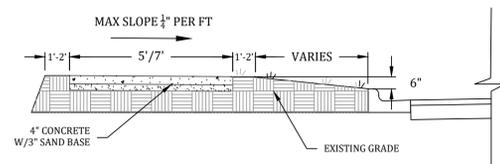
DOME SECTION



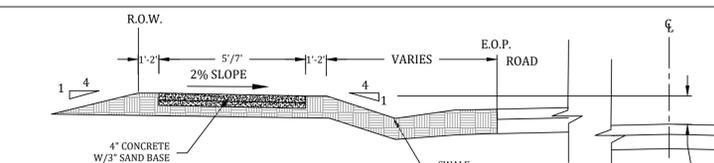
EMBANKMENT & BERM CROSS SECTION



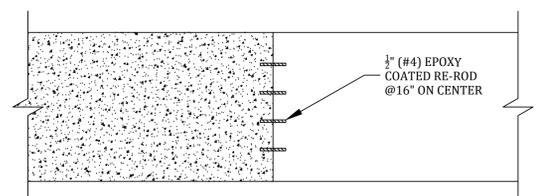
SWALE CROSS SECTION



TYPICAL CROSS SECTION

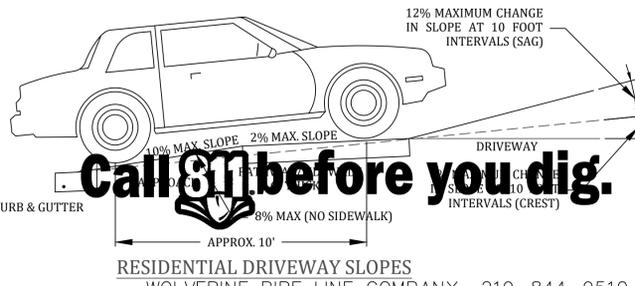


TYPICAL SECTION W/O CURB

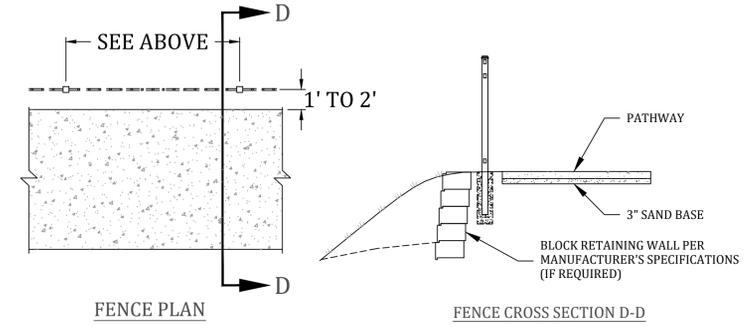


CONCRETE PINNING DETAIL

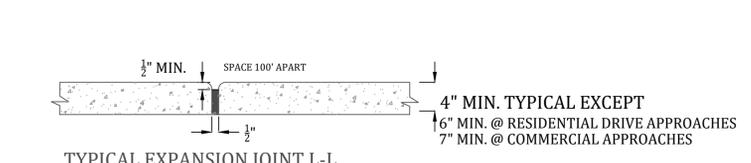
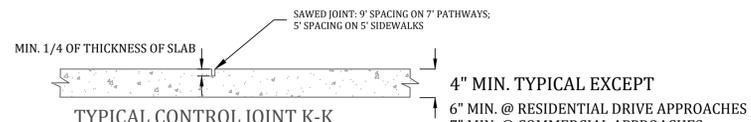
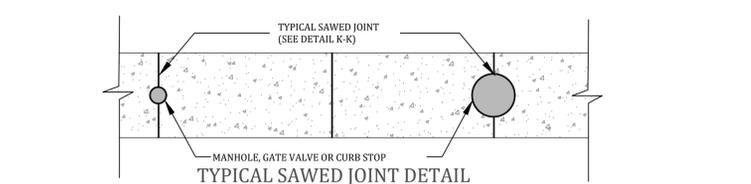
- GENERAL NOTES
1. SIDEWALKS/PATHWAYS SHALL BE 4" THICK CONCRETE EXCEPT AT DRIVEWAYS.
 2. SIDEWALKS/PATHWAYS THRU DRIVES SHALL BE: 6" (RESIDENTIAL); 7" (MULTI-RESIDENTIAL & COMMERCIAL)
 3. 3" OF COMPACTED SAND BASE SHALL BE PLACED UNDER ALL SIDEWALKS/PATHWAYS.
 4. ALL BITUMINOUS APRONS SHALL BE 2 1/2" THICK, UNLESS NOTED OTHERWISE
 5. PROPERTY IRONS SHALL BE MAINTAINED BY THE CONTRACTOR
 6. ALL EXISTING CONCRETE AND BITUMINOUS TO BE REMOVED SHALL BE SAWCUT. ALL CONCRETE AND BITUMINOUS REMOVAL SHALL BE CONSIDERED INCIDENTAL TO CONSTRUCTION.
 7. ALL AGGREGATE BASE SHALL BE 22A, 4" THICK.
 8. ALL TREE AND BUSH REMOVAL SHALL BE CONSIDERED PART OF SUB-GRADE PREPARATION.
 9. LOCATION OF NEW PLANT MATERIAL SHALL BE AS DIRECTED BY THE ENGINEER, AND SHALL BE INSTALLED IN ACCORDANCE WITH GUIDELINES ESTABLISHED BY THE A.A.O.N.
 10. ALL PLANT MATERIAL NOT MARKED FOR REMOVAL SHALL BE PROTECTED.
 11. BITUMINOUS DRIVES SHALL BE SAWCUT 18" ON EITHER SIDE OF PROPOSED PATHWAY.



RESIDENTIAL DRIVEWAY SLOPES
WOLVERINE PIPE LINE COMPANY 219-844-9510



NOTE: FENCE POSTS CAN BE ANCHORED TO THE PATHWAY; THEN PATHWAY MUST BE WIDENED TO EIGHT FEET



Meridian Charter Township
Ingham County, Michigan
PATHWAY

SANCTUARY II PATHWAY
NE 1/4 SECTION 32 AND NW 1/4 SECTION 33, T4N, R1W, MERIDIAN CHARTER TOWNSHIP, INGHAM COUNTY, MICHIGAN

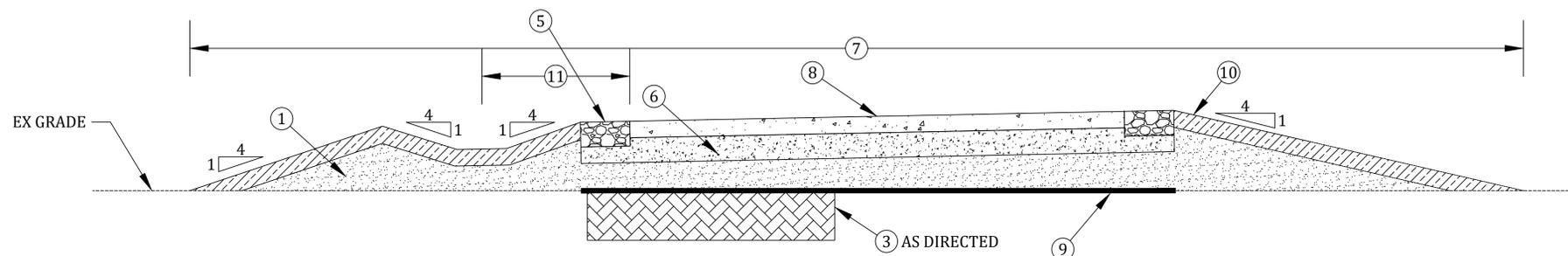
DATE: 09.11.24 BY: CH COMMENTS: EGLE SUBMITTAL #2
01.02.25 CH ICDC SUBMITTAL #2
01.21.25 CH ICDC SUBMITTAL #3
01.27.25 CH ICDC SUBMITTAL #4
01.30.25 CH ICDC SUBMITTAL #5
3.07.25 CH PATHWAY ALIGNMENT SHIF

SHEET:

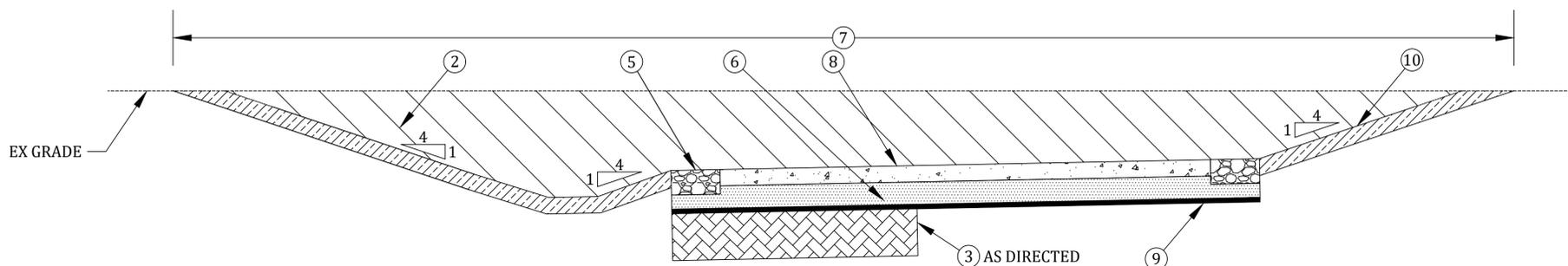
DRAWN BY: CH CHECKED BY: YI

Call 811 before you dig.

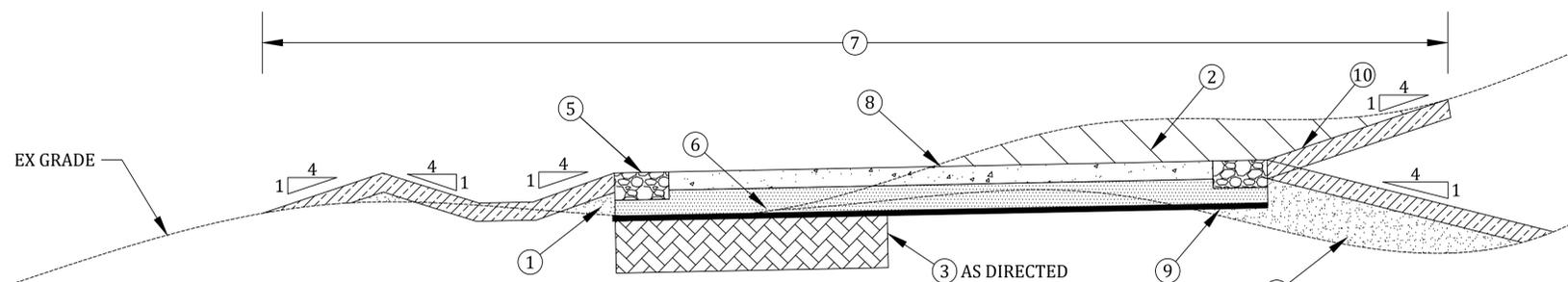
STATION 0+00 TO STATION 4+62 AND STATION 8+62 TO 9+64 DO NOT INCLUDE THE SWALE. AT THESE LOCATIONS THE CONTRACTOR SHALL TIE BACK INTO EXISTING GRADE USING A 4:1 SLOPE



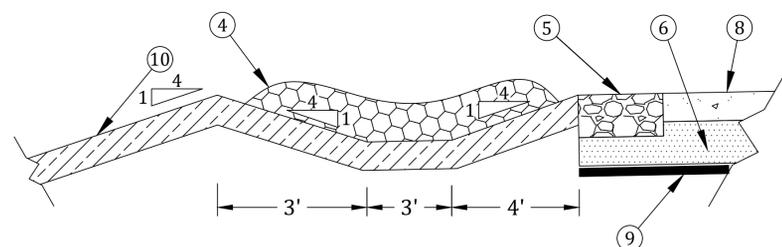
TYPICAL DETAIL: FILL
STA. 0+00 - 2+11, 6+97 - 9+18



TYPICAL DETAIL: CUT
STA. 5+52 - 6+97



TYPICAL DETAIL: MINOR CUT/FILL TO CONSTRUCT AT/NEAR GRADE
STA. 2+11 - 5+52, 9+18 - 9+64



TYPICAL DETAIL: SWALE (POST CONSTRUCTION RUNOFF MITIGATION)
STA. 4+62 - 8+62

PAY ITEM LEGEND:

- ① EMBANKMENT, LM
- ② EXCAVATION, EARTH
- ③ SUBGRADE UNDERCUTTING, TYPE II
- ④ EROSION CONTROL, CHECK DAM, STONE
- ⑤ SHLD, CL II, 6 INCH (1 FOOT WIDE)
- ⑥ SHARED USE PATH, AGGREGATE (6 INCH DEEP)
- ⑦ SHARED USE PATH, GRADING
- ⑧ SHARED USE PATH, CONCRETE
- ⑨ CHEMICAL ROOT INHIBITOR
- ⑩ SITE RESTORATION (3" SCREENED TOPSOIL)
- ⑪ DISTANCE FROM EDGE OF PATHWAY TO CENTERLINE OF THE SWALE VARIES, SEE PLAN

GENERAL NOTES:

- CROSS-SECTIONS ARE NOT TO SCALE.
- CROSS-SECTIONS ARE LOOKING DOWN-STATION.
- SALVAGE OR REMOVE EXISTING TOPSOIL WITHIN THE GRADING LIMITS, OR AS DIRECTED BY THE ENGINEER. REMOVAL AND DISPOSAL WILL BE PAID FOR AS EXCAVATION, EARTH.
- TOPSOIL FOR SITE RESTORATION MAY BE SALVAGED FROM SITE, BUT MUST BE SCREENED OR RAKED TO REMOVE 1" OR GREATER DEBRIS.
- FOR SITE RESTORATION, USE SEED MEETING MDOT THM MIXTURE.
- EMBANKMENT, LM SHALL BE CLASS II GRANULAR MATERIAL OR ASPHALT MILLINGS.
- SHARED USE PATH, AGGREGATE SHALL BE SAND OR ASPHALT MILLINGS.
- FOR EMBANKMENT, LM, SHLD, CL II, AND SHARED USE PATH, AGGREGATE THE CONTRACTOR MAY USE MILLINGS FROM THE STOCKPILE AT MERIDIAN TOWNSHIP'S SERVICE CENTER. IF THE CONTRACTOR IS INTERESTED IN USING MILLINGS THEY SHALL CONTACT THE ENGINEERING DEPARTMENT TO DISCUSS THE UNIT PRICE FOR THE MILLINGS. THE CONTRACTOR WILL BE RESPONSIBLE TO PROVIDE THE LABOR AND EQUIPMENT TO LOAD AND TRANSPORT THE MILLINGS FROM THE STOCKPILE LOCATION TO THE CONSTRUCTION SITE.

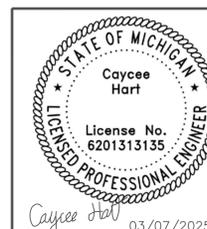
ESTIMATED CUT/FILL QUANTITIES:
TOTAL CUT- 175 CY
TOTAL FILL- 455 CY
NET FILL - 280 CY

CHECK DAMS:

- USE CHECK DAMS FOR SWALE GRADES 3-5%.
- SPACE OUT CHECK DAMS AT 20' O.C.
- USE 1-3" CRUSHED, WASHED STONE OR CONCRETE.

Call 811 before you dig.

WOLVERINE PIPE LINE COMPANY 219-844-9510



Meridian Charter Township
Ingham County, Michigan
PATHWAY

SANCTUARY II PATHWAY

NE 1/4 SECTION 32 AND NW 1/4 SECTION 33, T4N, R1W, MERIDIAN CHARTER TOWNSHIP, INGHAM COUNTY, MICHIGAN

DRAWN BY: CH

CHECKED BY: YI

REVISIONS:		
DATE	BY:	COMMENTS:
09.11.24	CH	EGL E SUBMITTAL #2
01.02.25	CH	ICDC SUBMITTAL #2
01.21.25	CH	ICDC SUBMITTAL #3
01.27.25	CH	ICDC SUBMITTAL #4
01.30.25	CH	ICDC SUBMITTAL #5
3.07.25	CH	PATHWAY ALIGNMENT SHIFT

SHEET:

Caycee Hart 03/07/2025



To: Board Members

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

Date: March 10, 2025

**Re: Drainage System Facilities Maintenance Agreement and Stormwater
Management Easement - Smith Consolidated Drain Drainage District**

As part of the development of the Sanctuary II plat off of Robins Way in Okemos, the developer will be required to build a segment of pathway in accordance with the Township's Code of Ordinances.

In order to build the pathway, the Township will have to encroach in a County Drain easement and cross the Smith Consolidated Drain.

In order for the Township to encroach in the County Drain easement and cross the Smith Consolidated Drain, the Ingham County Drain Commissioner's Office is also requiring a maintenance agreement.

Under the terms of the maintenance agreement, the Township will be required to pay for "all increased costs incurred by the Drainage District to operate, inspect, maintain, repair, or improve the Drain that results from the Township's Encroachments in the Easement or Drain crossing."

Any costs of this nature would be minimal. It would really only amount to the cost to remove asphalt to repair the drain and then to restore the pathway after the drain work has been completed.

Attachments:

1. Drainage System Facilities Maintenance Agreement and Stormwater Management Easement - Smith Consolidated Drain Drainage District

The following motion has been prepared for Board consideration:

MOVE TO APPROVE THE DRAINAGE SYSTEM FACILITIES MAINTENANCE AGREEMENT AND STORMWATER MANAGEMENT EASEMENT FOR THE SMITH CONSOLIDATED DRAIN AND AUTHORIZE THE TOWNSHIP SUPERVISOR AND CLERK TO SIGN AND EXECUTE THE AGREEMENT.

DRAINAGE SYSTEM FACILITIES MAINTENANCE AGREEMENT
AND STORMWATER MANAGEMENT EASEMENT

This Drainage System Facilities Maintenance Agreement and Stormwater Management Easement (“Agreement”) is made this _____ day of _____, 2025, by and between **Meridian Charter Township**, a Michigan charter township (“Township”), whose address is 5151 Marsh Road, Okemos, Michigan 48864; and Patrick E. Lindemann, Ingham County Drain Commissioner (“Drain Commissioner”) on behalf of the **Smith Consolidated Drain Drainage District** (“Drainage District”), whose address is 707 Buhl Avenue, Mason, Michigan 48854.

RECITALS

1. Township is the owner of land in Meridian Charter Township and plans to develop a path through the real property described on the attached **Exhibit A** (“Property”); and
2. Township’s development plans provide for stormwater collection and treatment for the Property by utilizing trees (“Drainage System Facilities”) which are to be planted and maintained on portions of the Property, as shown on **Exhibit B**, and such Drainage System Facilities are intended to remain in under the ownership and control of the Township; and
3. The Drainage District is requiring the Township to enter into an agreement concerning the operation and maintenance of the Drainage System Facilities for the Property.

NOW, THEREFORE, IT IS AGREED:

(a) Prior to planting the trees, the Drainage System Facilities plan shall be reviewed and approved by the Drain Commissioner and the Township shall be solely responsible for all costs associated with the planting and maintenance of such Drainage System Facilities.

(b) Township shall be solely responsible for all maintenance of the Drainage System Facilities according to the Maintenance Schedule attached as **Exhibit C** incorporated herein by reference. In all cases, the Drainage System Facilities shall be maintained to their designed capacity and function, as approved by the Drain Commissioner. In addition, the Drain Commissioner, his agents, employees, and contractors shall

have the right to enter the Property and inspect the Drainage System Facilities for any reason after providing 24-hours' notice to the Township. In the event the Drain Commissioner determines there is an emergency, the notice requirements shall not apply and the Drain Commissioner, his agents, employees, and contractors shall have immediate access to the Property and Drainage System Facilities.

(c) In the event the Township wishes to remove or alter the Drainage System Facilities, written permission shall first be obtained from the Drain Commissioner; additionally, the Drain Commissioner may condition such removal or alteration on alternative methods of stormwater management, including but not limited to replacement with one or more trees of designated size and variety. Proper signage prohibiting the removal or alteration of designated stormwater management trees must be created and installed on the Property by the Township and at the Township's expense; the removal or relocation of such signage is prohibited.

(d) The Township does hereby grant, release, and convey to the Drain Commissioner, his agents, employees and contractors, on behalf of the Drainage District, an easement over the Property, which includes, but is not limited to, permission to enter the Property for the purpose of inspecting the Drainage System Facilities and maintenance thereof, and to perform such maintenance as may be required in the event the Township fails to perform the required maintenance under the terms of this Agreement.

(e) If the Township fails to perform the maintenance required under this Agreement, the Drain Commissioner may issue a written notice to perform the required maintenance. If the Township does not perform the required maintenance within thirty (30) days of the notice being issued, the Drain Commissioner shall have the right to perform the required maintenance, with all costs to be paid by the Township. In such event, the Drain Commissioner and his agents, employees, contractors, and assigns shall have the right to enter the Property for the purpose of performing such maintenance without any additional notice other than the thirty (30) day notice set forth above. The Drain Commissioner shall provide the Township with written verification of all costs incurred and the Township shall pay this amount within fifteen (15) days after receipt of the accounting. If the Township fails to pay such costs, then the Drainage District may take any actions permitted under the Michigan Drain Code of 1956, as amended (MCL 280.1, et. seq.) and other Michigan authority to collect payment.

(f) The Township shall be responsible for the cost of all required inspections and shall provide to the Drain Commissioner written verification of compliance with the Maintenance Schedule on or before July 31 of each year.

(g) Any notice or other communication required or desired to be given under this Agreement shall be in writing and shall be deemed to have been sufficiently given for all purposes if hand-delivered or if sent by first class mail addressed to the official offices of the parties. Any notice that is hand-delivered shall be deemed to be given on the date in which the same is served. Any notice that is served by first class mail shall be deemed to be given on the date of mailing. Any party may change its address for purposes of this Agreement by giving the other party notice in the manner provided herein for the giving of notices.

Either party may also agree to accept such notices via e-mail if such authorization is provided in writing and executed by both parties.

(h) This Agreement shall be binding upon the parties hereto, their legal representatives, successors and assigns, and the covenants contained herein shall run with the Property.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed by the duly authorized officers as of the day and year first above written.

**SMITH CONSOLIDATED DRAIN
DRAINAGE DISTRICT:**

By: Patrick E. Lindemann
Ingham County Drain Commissioner

STATE OF MICHIGAN)
) ss.
COUNTY OF INGHAM)

The foregoing instrument was acknowledged before me on the ____ day of _____, 2025, by Patrick E. Lindemann, Ingham County Drain Commissioner, on behalf of the Smith Consolidated Drain Drainage District.

_____, Notary Public
State of Michigan, County of _____
My Comm. Expires: _____
Acting in the County of Ingham

CHARTER TOWNSHIP OF MERIDIAN:

By: Scott Hendrickson
Its: Supervisor

STATE OF MICHIGAN)
) ss.
COUNTY OF INGHAM)

The foregoing instrument was acknowledged before me on the ____ day of _____, 2025, by Scott Hendrickson, Township Supervisor, on behalf of the Charter Township of Meridian.

_____, Notary Public
State of Michigan, County of _____
My Comm. Expires: _____
Acting in the County of Ingham

CHARTER TOWNSHIP OF MERIDIAN:

By: Angela Demas
Its: Clerk

STATE OF MICHIGAN)
) ss.
COUNTY OF INGHAM)

The foregoing instrument was acknowledged before me on the ____ day of _____, 2025, by Angela Demas, Township Clerk, on behalf of the Charter Township of Meridian.

_____, Notary Public
State of Michigan, County of _____
My Comm. Expires: _____
Acting in the County of Ingham

Drafted By/When Recorded Return To:

Patrick E. Lindemann
Ingham County Drain Commissioner
707 Buhl Avenue
Mason, Michigan 48854
(517) 676-8395

EXHIBIT A

PARCEL NO. 33-02-02-33-301-014:

(M33-12, 33-13) PART OF SW 1/4 OF SEC 33 T4N R1W DESC AS: COM AT W 1/2 COR OF SEC 33 - N89D 45' 08"E 50 FT ALNG EW 1/4 LN - S00D 28' 37"E 447.78 FT - SW'LY .3 FT ALNG CURVE TO LEFT, RAD OF 75 FT, CHD BRG S41D 40' 32"W - SW'LY 50.46 FT ALNG CURVE TO RT, RAD OF 60 FT, CHD BRG S65D 39' 27"W 48.99 FT - S89D 45' 08"W 5 FT TO W SEC LN - N00D 28' 37"W 468 FT ALNG SD W LN TO POB .531 A ML SPLIT ON 02/10/2011 FROM 33-02-02-33-301-008.

EXHIBIT B

Drainage System Facilities

Calculations for Minimum Stormwater Runoff Volume Control

SITE NAME: Sanctuary Pathway



Total Site Disturbed Area: 0.63 acres

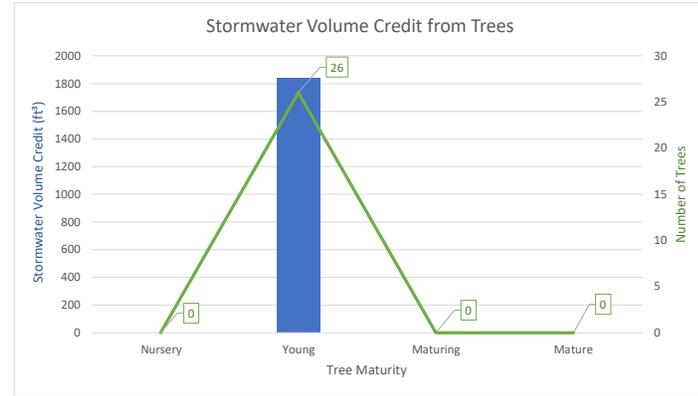
2-Year, 24-Hour Rainfall: 2.42 in (Rainfall Based upon Atlas 14 for 2 year-24 hour event)

Pre-Development Conditions

Cover Type	Soil Type	Area (sf)	Area (ac)	CN (from TR-55)	S	Q Runoff ¹ (in)	Runoff Volume ² (ft ³)
					$\frac{1000}{CN} - 10$	$\frac{(P - 0.2S)^2}{(P - 0.8S)}$	$Q \times 1/12 \times A$
Woods	A	954	0.022	30	23.3	0.239	19.03
Open Space	A	8316	0.191	39	15.6	0.034	23.27
Woods	B	8468	0.194	55	8.2	0.068	48.33
Meadow	B	0	0.000	58	7.2	0.115	0.00
Open Space	B	3337	0.077	61	6.4	0.173	48.07
Woods	C	3001	0.069	70	4.3	0.418	104.45
Meadow	C	0	0.000	71	4.1	0.452	0.00
Open Space	C	0	0.000	74	3.5	0.564	0.00
Woods	D	2740	0.063	77	3.0	0.691	157.70
Meadow	D	0	0.000	78	2.8	0.737	0.00
Open Space	D	578	0.013	80	2.5	0.834	40.17
Wetland/Open Water	N/A	0	0.000	100	0.0	2.420	0.00
Impervious	N/A	130	0.003	98	0.20	2.191	23.74
Other: GRAVEL	C	0	0.000	89	1.24	1.385	0.00
TOTAL:	N/A	27523.5	0.63	N/A	N/A	N/A	465

Post-Development Conditions

Cover Type	Soil Type	Area (sf)	Area (ac)	Area with Tree Credit (ac)	CN*	S	Q Runoff ¹ (in)	Runoff Volume ² (ft ³)	Tree Credit Runoff Volume ² (ft ³)
Woods	A	0	0.000	0.000	30	23.3	0.24	0.00	0.00
Open Space	A	6647	0.153	0.153	39	15.6	0.03	18.61	18.61
Woods	B	0	0.000	0.239	55	8.2	0.07	0.00	59.36
Meadow	B	0	0.000	0.000	58	7.2	0.11	0.00	0.00
Open Space	B	5632	0.129	0.129	61	6.4	0.17	81.14	81.14
Woods	C	0	0.000	0.000	70	4.3	0.42	0.00	0.00
Meadow	C	0	0.000	0.000	71	4.1	0.45	0.00	0.00
Open Space	C	4456	0.102	0.102	74	3.5	0.56	209.37	209.37
Woods	D	0	0.000	0.000	77	3.0	0.69	0.00	0.00
Meadow	D	0	0.000	0.000	78	2.8	0.74	0.00	0.00
Open Space	D	2897	0.067	0.067	80	2.5	0.83	201.33	201.33
Wetland/Open Water	N/A	0	0.000	0.000	100	0.0	2.42	0.00	0.00
Impervious	N/A	7902	0.181	-0.057	98	0.20	2.19	1442.88	-456.18
Other: Gravel	C	0	0.000	0.000	98	0.20	2.19	0.00	0.00
TOTAL:	N/A	27534.3	0.63	0.63	N/A	N/A	N/A	1,953	114



TREE CREDIT CALCULATOR

NURSERY → Young → MATURING → MATURE

Per Tree Credit	Nursery	Young	Maturing	Mature	SQFT
	200	400	600	800	
	0.005	0.009	0.014	0.018	AC
TOTAL TREE COUNT PER SOIL TYPE					
A Soil Trees	0	0	0	0	0 A Trees
B Soil Trees	0	26	0	0	26 B Trees
C Soil Trees	0	0	0	0	0 C Trees
D Soil Trees	0	0	0	0	0 D Trees
Tree Quantity	0	26	0	0	26 Total Trees
HSG A	0.000	0.000	0.000	0.000	0.000
HSG B	0.000	0.239	0.000	0.000	0.239
HSG C	0.000	0.000	0.000	0.000	0.000
HSG D	0.000	0.000	0.000	0.000	0.000
Total	0.000	0.239	0.000	0.000	0.239

0	1840	0	0	1840
---	------	---	---	------

Runoff Volume Increase To be controlled (ft³): 1,489

Tree Credits Applied (ft³): 1,840 124%

Runoff Volume Increase less Tree Credits (ft³): -351

Runoff Volume Increase = (Post-Dev. Runoff Volume) MINUS (Pre-Dev. Runoff Volume)

1. Runoff (in) = Q = (P - Ia)² / (P - Ia) + S

Ia = 0.25 therefore;

Runoff (in) = Q = (P - 0.25)² / (P + 0.85)

Where: P = 2-Year, 24-Hour Rainfall (in)

S = 1000 / CN - 10

CN = Curve Number

Q = Runoff (in)

Trees from the preferred tree list trees get scored a maturity category better.

Protection from construction activity under a tree canopy is required for tree credit on existing trees. The 'No Disturbance' areas should be protected by having the limits clearly shown on the site plans, and delineated/flagged/fenced in the field. The 'No Disturbance' areas need to be strictly enforced to ensure no compaction of the soil. 'No Disturbance' areas are not to be stripped of existing topsoil or vegetation or be subject to equipment movement.

2. **Runoff Volume (ft³)** = $Q \times 1/12 \times \text{Area}$

Area = Area of specific land cover (ft²)

EXHIBIT C

Maintenance Schedule



Department of Public Works

5151 Marsh Road
Okemos, MI 48864
517.853.4440
dpw@meridian.mi.us

Sanctuary Pathway Tree Maintenance/Monitoring Agreement

Newly planted trees typically take three years to become well established. Meridian Township will monitor the newly planted trees planted for a period of three years to ensure that they have become successfully established.

During this period Township staff shall assess trees for damage caused by mower/weed whips, vandals, and/or animals. Perform corrective actions, such as, ensuring mulch is in place to prevent mower/whip damage; pruning broken limbs caused by vandalism; or installing tree guards to prevent animal damage. The trees shall also be monitored for insect and disease problems.

If the trees die during the three-year monitoring period they will be replanted at the expense of the Township.



To: Board Members

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

Date: March 11, 2025

Re: Disposal of Surplus Vehicle

The following Motor Pool equipment has been declared surplus by the Department of Public Works. We are requesting authorization to sell the following equipment at public auction, internet auction, direct sale to another municipality, or by sealed bid:

1997 Trackless MT5 and attachments
Vin# E4V1007

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

MOVE TO APPROVE THE DISPOSAL OF THE SURPLUS EQUIPMENT.



To: Board Members

**From: Timothy R. Schmitt, AICP
Director of Community Planning and Development**

Date: March 14, 2025

Re: Ordinance 2025-03 – Rezone vacant Dobie Road (parcel ID #33-02-02-22-454-003) from RAA, One-Family, Low Density Residential, to RD, Multiple Family Residential, up to 8 units per acre, Subject to a Conditional Rezoning Agreement - INTRODUCTION

Fedewa Holdings, the owner of the vacant property just north of Faith Lutheran Church (parcel ID# 33-02-02-22-454-003) has applied for rezoning of the 4.28 acre parcel. The property is currently zoned RAA, One-Family, Low Density Residential. The Future Land Use Map was changed during the 2023 Master Plan update and the northern majority of the parcel is designated for multiple family uses, with the southern portion still designated as Institutional, in support of the church.

The applicant has applied for rezoning of the property to RD, Multiple Family Residential, up to 8 units per acre, subject to a conditional rezoning agreement with the following conditions:

1. Increase the rear yard building setback on the western boundary from the required 40 ft to 100 ft., more than doubling the required buffer between the project and neighboring single-family homes.
2. Restrict the type of allowable unit to townhomes. A total of 4 buildings with 8 units per building each with their own front door and garage accessible from the outside.

The Planning Commission held a public hearing on January 13, 2025 and received some continued negative feedback from the neighbors over the development of the parcel. The Planning Commission again reviewed the matter on January 27, 2025 and recommended approval to the Township Board to rezone the property to RD, subject to the conditions offered by the applicant.

The Township Board discussed this matter extensively at their March 4th meeting. There are two follow up items that Staff would like to bring to the Board's attention:

What the process would be if the Board wanted to modify the request?

Because this was submitted as a conditional rezoning, the Township **cannot** modify the request. In order to rezone the property to a lesser zoning category, the Board would need to deny the current request and then, separately, formally introduce a new rezoning, which would go through the normal process outlined in the Ordinance. We have confirmed this process with the Township Attorney, given the nature of the conditional rezoning legislation.

How long does the conditional rezoning stay in place?

This is one area that the Board can have input into a conditional rezoning agreement. The Township can establish a time period under which the conditions would remain in effect. If the project was not underway in that time period, the Township could rezone the property back to its previous zoning category. Staff would recommend a two year period, consistent with other segments of our

Ordinance 2025-03 – Vacant Dobie Road Rezoning

Page 2

ordinance. *If the Board wishes to include this in the approval, they should note that during the motion for introduction.*

Additionally, Staff has received a protest petition, filed under Section 403 of the Michigan Zoning Enabling Act, opposing this rezoning. We reached out to the Township Attorney on this item for formal analysis, as this has never occurred previously in the Township. Their memo on the matter is attached for the Board's review.

Staff **recommends approval** of the proposed ordinance at this time to change the zoning to be consistent with the intent of the Master Plan, while limiting the development on the property. Given the discussion at the March 4, 2025 Township Board meeting, Staff has provided two motions and two resolutions for the Board to consider in their review of this matter, one to Introduce the ordinance and one to deny the rezoning.

FOR INTRODUCTION

Move to adopt the resolution approving for introduction Ordinance 2025-03, an ordinance to rezone one vacant parcel on Dobie Road (Parcel ID# 33-02-02-22-454-003) from RAA, One-Family, Low Density Residential, to RD, Multiple Family Residential up to 8 dwelling units per acre, subject to a conditional rezoning agreement.

(OPTIONAL ADDITION: Limiting the term of the conditional rezoning agreement to two years, which will require construction to begin in that time period.)

FOR DENIAL

Move to adopt the resolution denying Ordinance 2025-03, an ordinance to rezone one vacant parcel on Dobie Road (Parcel ID# 33-02-02-22-454-003) from RAA, One-Family, Low Density Residential, to RD, Multiple Family Residential up to 8 dwelling units per acre, subject to a conditional rezoning agreement.

Attachments

1. Ordinance 25-03 – Vacant Dobie Road Rezoning
2. Resolution to Approve Ordinance 25-03 for Introduction
3. Resolution to Deny Ordinance 25-03
4. Legal Opinion regarding MCL 125.3403

ORDINANCE NO. 2025-03
ORDINANCE AMENDING THE ZONING DISTRICT MAP
OF MERIDIAN TOWNSHIP
PURSUANT TO REZONING #25001

The Charter Township of Meridian ordains:

Section 1. Amending the Zoning District Map.

A. The Zoning District Map of Meridian Township, as adopted in Section 86-312 of the Code of the Charter Township of Meridian, Michigan, as previously amended, is hereby amended by changing the RAA, One-Family Low Density Residential symbol and indication as shown on the Zoning District Map, for Parcel #33-02-02-22-454-003, land legally described as:

PART OF THE SE 1/4 OF SEC 22 T4N R1W DESC AS: COM AT S 1/4 COR OF SD SEC 22 - N00°03'21"E ALNG N-S 1/4 LN OF SD SEC 22 385.60 FT TO POB - N00°03'21"E CONT ALNG SD N-S 1/4 LN 297.20 FT TO S LN OF "CHIEF OKEMOS" - S89°56'32"E ALNG SD S LN 627.69 FT TO C/L OF DOBIE RD - S00°00'01"E ALNG SD C/L 297.20 FT - N89°56'32"W PLL WITH S SEC LN OF SD SEC 22 627.98 FT TO POB 4.28 A M/L

to that of **RD, Multiple Family Residential up to 8 dwelling units per acre, subject to a conditional rezoning agreement limiting the development on the site.**

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

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

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

Section 5. Effective Date. This Ordinance shall be effective seven (7) days after its publication or upon such later date as may be required under Section 402 of the Michigan Zoning Enabling Act (MCL 125.3402) after filing of a notice of intent to file a petition for a referendum.

Scott Hendrickson, Township Supervisor

Angela Demas, Township Clerk

RESOLUTION

At a regular meeting of the Township Board of the Charter Township of Meridian, Ingham County, Michigan, held at the Meridian Municipal Building, in said Township on the 18th day of March, 2025 at 6:00 p.m., Local Time.

PRESENT: _____

ABSENT: _____

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

WHEREAS, the owner of the property, Fedewa Holdings, has submitted a conditional rezoning request for the vacant 4.28-acre property just north of Faith Lutheran Church on Dobie Road, parcel ID number 33-02-02-02-22-454-003; and

WHEREAS, the property is currently zoned RAA, One-Family Low Density Residential, allowing limited residential development; and

WHEREAS, the Owner has applied for rezoning of the property to RD, Multiple Family Residential, up to 8 dwelling units per acre, subject to a conditional rezoning with the following two conditions

1. Increase the rear yard building setback on the western boundary from the required 40 ft to 100 ft., more than doubling the required buffer between the project and neighboring single-family homes.
2. Restrict the type of allowable unit to townhomes. A total of 4 buildings with 8 units per building each with their own front door and garage accessible from the outside; and

WHEREAS, the Planning Commission held a public hearing and discussed at its regular meeting on January 13, 2025, and made a positive recommendation for the proposed rezoning to the Township Board at their January 27, 2025 meeting; and

WHEREAS, the Township Board discussed the proposed rezoning at its meeting on March 4, 2025 meeting, and has reviewed the staff and Planning Commission materials provided; and

WHEREAS, the rezoning would be in compliance with the intent of the Master Plan and Future Land Use map, would limit the density on the site, and would increase the setbacks required on the site from the adjoining single-family residential neighborhood;

NOW THEREFORE, BE IT RESOLVED THE TOWNSHIP BOARD OF THE CHARTER TOWNSHIP OF MERIDIAN hereby INTRODUCES FOR PUBLICATION AND SUBSEQUENT ADOPTION Ordinance Number 2025-03, entitled “Ordinance Amending the Zoning District Map of Meridian Township pursuant to Rezoning Application #25001” to rezone the subject properties from RAA, One-Family

RESOLUTION TO DENY

**Ordinance 2025-03
Vacant Dobie – Rezoning**

RESOLUTION

At a regular meeting of the Township Board of the Charter Township of Meridian, Ingham County, Michigan, held at the Meridian Municipal Building, in said Township on the 18th day of March, 2025 at 6:00 p.m., Local Time.

PRESENT: _____

ABSENT: _____

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

WHEREAS, the owner of the property, Fedewa Holdings, has submitted a conditional rezoning request for the vacant 4.28-acre property just north of Faith Lutheran Church on Dobie Road, parcel ID number 33-02-02-02-22-454-003; and

WHEREAS, the property is currently zoned RAA, One-Family Low Density Residential, allowing limited residential development; and

WHEREAS, the Owner has applied for rezoning of the property to RD, Multiple Family Residential, up to 8 dwelling units per acre, subject to a conditional rezoning with the following two conditions

1. Increase the rear yard building setback on the western boundary from the required 40 ft to 100 ft., more than doubling the required buffer between the project and neighboring single-family homes.
2. Restrict the type of allowable unit to townhomes. A total of 4 buildings with 8 units per building each with their own front door and garage accessible from the outside; and

WHEREAS, the Planning Commission held a public hearing and discussed at its regular meeting on January 13, 2025, and made a positive recommendation for the proposed rezoning to the Township Board at their January 27, 2025 meeting; and

WHEREAS, the Township Board discussed the proposed rezoning at its meeting on March 4, 2025 meeting, and has reviewed the staff and Planning Commission materials provided; and

WHEREAS, the rezoning would not be in strict compliance with the Future Land Use map, which shows a smaller area of multiple family use than is being proposed;

NOW THEREFORE, BE IT RESOLVED THE TOWNSHIP BOARD OF THE CHARTER TOWNSHIP OF MERIDIAN hereby DENIES Ordinance Number 2025-03, entitled “Ordinance Amending the Zoning District Map of Meridian Township pursuant to Rezoning Application #25001” to rezone the subject properties from RAA, One-Family Low Density Residential, to RD, Multiple Family Residential up to

Resolution to Deny
Ordinance 2025-03 – Vacant Dobie Road
Page 2

8 dwelling units per acre, subject to a conditional rezoning agreement limiting the development on the site.

ADOPTED: YEAS: _____

NAYS: _____

STATE OF MICHIGAN)

) ss

COUNTY OF INGHAM)

I, the undersigned, the duly qualified and acting Clerk of the Township Board of the Charter Township of Meridian, Ingham County, Michigan, DO HEREBY CERTIFY that the foregoing is a true and complete copy of a resolution adopted at a regular meeting of the Township Board on the 18th day of March 2025.

Angela Demas
Township Clerk

March 14, 2025

Via electronic mail

Tim Dempsey
Township Manager
5151 Marsh Road
Okemos, MI 48864

Dear Manager Dempsey:

Re: Protest Petitions in Response to Township Rezoning Consideration

The Township has asked whether protest petitions under the Michigan Zoning Enabling Act (MZEA) which may be submitted by a citizen modify the Township's zoning procedures. Meridian is a charter township; by its plain terms, protest petitions are only applicable to a city or village. This section is not applicable to the Township and protest petitions, if filed, would be invalid.

We understand that a property owner on Dobie Road filed an application for conditional rezoning. The Planning Commission recommended approval of the rezoning. At its Board meeting, concerns were expressed regarding the density of the residential housing. Additionally, we understand that a resident stated an intent to file a protest petition against the rezoning.

Protest petitions are permitted under MCL 125.3403. The first sentence reads: "An amendment to a zoning ordinance by a **city or village** is subject to a protest petition as required by this subsection" (emphasis added). A protest petition challenges a zoning amendment by requiring a super majority of the legislative body for it to be enacted. Specifically, instead of the majority vote generally required, the requirement becomes a 2/3 vote unless a larger vote is required by ordinance or charter. MCL 125.3403(1). However, the statute's plain terms demonstrate that the provision applies only to zoning amendments adopted in a city or village.

When interpreting a statute, the words of statute are interpreted according to their plain meaning and the overall context in which they are used. *Donajkowski v Alpena Power Co*, 460 Mich 243, 248–49, 596 NW2d 574 (1999). Every word, phrase, and clause in a statute is given effect; statutory construction avoids an interpretation that would render words of the statute without value or as



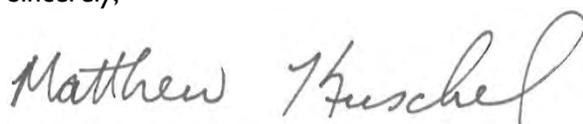
excessive surplus. *State Farm Fire & Cas Co v Old Republic Ins Co*, 466 Mich 142, 146 (2002). If the legislature desired a different result, then it could have said so by using alternative language. See *Lash v Traverse City*, 479 Mich 180, 189 (2007).

Under the statutory interpretation doctrine of *expressio unius est exclusio alterius*, “the express mention of one thing implies the exclusion of other similar things.” *Comerica, Inc v Dep’t of Treasury*, 509 Mich 204, 218 (2022) citing *Detroit v Redford Twp*, 253 Mich 453, 456 (1931). The statute expressly states its application to amendments by a “city” or by a “village.” It does not say “township.” Naming only cities and villages in the protest petition subsection and leaving out townships is equivalent to stating that the provision does not apply to townships.

Additionally, the legislature has also made certain portions of the MZEA applicable to townships but not cities or villages. For example, only townships submit proposed zoning ordinances to counties for review (where the county has a planning commission). MCL 125.3307. The legislature only named townships for this requirement, making it inapplicable to villages or cities. Finally, when the MZEA applies to all types of local governments, the legislature simply uses the broad and inclusive term “legislative body” without restriction to city, village, township, or county. MCL 125.3401. Throughout the MZEA, the legislature intentionally uses different language when a provision is applicable to only some or to all municipalities. Townships like Meridian are not included in MCL 125.3403 and therefore, protest petitions are not applicable.

In conclusion, it is my opinion that the filing of protest petitions under MCL 125.3403 to challenge the Township’s rezoning decision are not valid since the statutory section does not apply. If there are any additional questions or concerns, please contact me.

Sincerely,



MATTHEW A. KUSCHEL
SENIOR ASSOCIATE

Direct: 517.381.3162

mkuschel@fsbrlaw.com



12. B

To: Township Board
From: Tim Dempsey, Township Manager
Date: March 14, 2025
Re: ESTA Compliance - Sick Time Policy

Provided for approval by the Board is the updated Sick Time Policy that is consistent with the approved Earned Sick Time Act that went into effect February 21, 2025. The State of Michigan has provided a 30-day window to adjust relevant policies. This is the same language in the proposed Personnel Policy Manual and staff requests that it be adopted for use until the broader policy manual is approved.

The following motions have been prepared for Board consideration:

MOVE TO APPROVED THE SICK LEAVE POLICY AS PRESENTED.

Attachment:

1. Sick Leave Policy

Sick Leave Policy

All regular full-time employees accrue sick leave beginning on the first day of the month following the employee's first day of work after hire for a maximum of 12 days per year at a rate of 8 hours per month beginning on the date of hire.

Regular, part-time employees accrue sick leave the first day of the month following the employee's first day of work immediately after hire in a pro-rated amount using the full-time total of 12 days per year, 8 hours per month, and the average number of hours the part-time employee works per week. Leave can be accumulated up to a total of one hundred ten (110) working days. Employees may carry over no more than 880 hours of sick leave from one year to the next.

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

Employees may use sick leave if their presence is needed at home because of the illness of a member of their immediate family or they have a medical appointment of a routine or preventative nature. Immediate family" is defined as parents, spouse, children, stepchildren, and any family members living in the employee's household or any other relative for whom the employee is legally responsible for as a dependent or guardian for the following purposes as outlined in the Earned Sick Time Act, as amended:

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

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

Employees must request foreseeable uses of sick leave at least 7 days in advance. For unforeseeable sick leave usage, the employee must call in before the start of their shift unless emergency circumstances make that impossible. If an employee is unable to call in prior to the start of their shift for legitimate reasons, the employee must call in as soon as possible thereafter. Directors may require substantiation of sick leave as they deem necessary, including a certificate from a physician or an examination by a physician duly appointed by the Township if an employee misses more than three (3) consecutive workdays. If such examination is required, the Township will pay the cost if not covered by insurance all out-of-pocket costs that would have otherwise been incurred by the employee.

Sick leave may not be used during a vacation period or immediately before or after a vacation or holiday, unless substantiated by a doctor's certificate.

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

Employees who have accumulated 500 or more hours of unused sick leave at the beginning of any calendar year, have the option to sell back to the Township up to forty hours of sick leave at the end of the calendar year. Payment shall be based on the employee's current hourly rate of pay as of December 31 of that year.



12. C

To: Board Members
From: Scott Hendrickson, Supervisor & Phil Deschaine, Treasurer
Date: March 12, 2025
Re: Township Board Retreat, April 12, 2025

With input from all Board members, we have scheduled a Board Retreat for April 12, 2025 in the Township Hall Room. The retreat will start at 8:00 am and conclude by 2:00 pm.

The Board has held retreats in 2018, 2019, 2020, and 2022. Since our last retreat, we have a new Supervisor, Clerk, two Trustees and a new Manager. The retreat will be directed by Larry Merrill, consultant and former Executive Director of the Michigan Townships Association, who has led the other four Board retreats.

The retreat will focus on reaching a consensus on the governance principles by which the Board and Manager will make decisions. The retreat overview and agenda are found in the attached consulting agreement by Larry Merrill.

The retreat will be open to the public and a light lunch will be provided for all participants.

Move for Meridian Township to accept Township Governance Retreat proposal from Larry Merrill for April 12, 2025, at the Meridian Township Hall Room, at a cost not to exceed \$3,075.00

Consulting Services Proposal

Township Governance Retreat

for the Charter Township of Meridian

Board of Trustees and Management

Board of Trustees and Management

Meridian Township Municipal Building

5151 Marsh Road, Okemos, MI 48864

April 12, 2025 - 8:00 a.m. to 2:00 p.m.

Presented by Larry Merrill, Consultant

Overview

Participants: Board Members, Manager, Assistant Manager.

General Description: Since its last board governance retreat in 2022 focusing on board leadership principles, the Charter Township of Meridian Board of Trustees has had four major changes to its composition and a new Supervisor and Clerk, as well as a new township Manager. All board members have attended classes on basic township board statutory duties. The Consultant proposes that the 2025 retreat focus on reaching a consensus as to the governance principles by which the Board and Manager will make decisions consistent with agreed-to roles and responsibilities.

Specific Objectives: Clarity and consensus as to:

- What the Board aspires to be;
- How the Board conducts its business;
- Delegation of authority to the Manager;
- Monitoring compliance with Board expectations;
- Commitment to and process for implementing retreat decisions.

Retreat Structure:

The Consultant will facilitate normative group discussions on Meridian Township's current approaches to governance, how individuals see their jobs, and the jobs of others. The consultant will also introduce additional principles for participant consideration. These discussions will provide a foundation for participants to establish a consensus regarding the respective roles of the Board and Manager, the governance principles to which participants will be expected to adhere, and a group commitment to implement agreed-to changes.

Agenda

8:00 a.m.

Welcome and Introductions

Affirm retreat objectives and rules of engagement

The Board's role and the means by which it governs:

- a. What are our mental models of governance? How does the Meridian board differ from our mental models?
- b. What does the Board do that makes a difference?
- c. How does the Board spend its time?
- d. What principles should guide the Board's governance?

The Manager's governance role:

- a. What do we expect of the Manager?
- b. What authority is delegated to the Manager?
- c. What potential actions by the Manager would be unacceptable?
- d. How does the Board communicate its expectations?
- e. How does the Board monitor operational performance?
- f. How does the Board assure accountability for compliance with its expectations?

What principles should we adhere to regarding:

- a. Stakeholder engagement and accountability.
- b. The board's position relative to staff in the chain of command.
- c. Defining organization success, intended outcomes and priorities.
- d. Board holism.
- e. Board meeting structure and conduct.
- f. Board member behavior and conduct.
- g. Clarity of delegated authority.
- h. Limitations on managerial authority.
- i. Managerial discretion and policy interpretation.
- j. Documenting the township's principles of governance.
- k. Monitoring and evaluating compliance with governance principles.

How will we adopt and enforce our governance principles?

Who do we hold accountable for adoption and enforcement?

What key performance indicators could we use to monitor progress toward adoption and enforcement of our governance principles?

Wrap up

2:00 Adjournment

Consulting Services Agreement

Consultant Services:

Ideation of retreat outcomes and structure with client input.

Additional client meeting if needed.

Plan and deliver retreat content consistent with this agreement.

Participant handout.

Blank wallboards for recording participant insights.

Power Point slides for content delivery.

Facilitate participant dialogue.

Compile notes and prepare a report on discussions and consensus decisions to assist implementation.

Cost Not to Exceed \$3,075

This cost represents an estimated 20.5 hours for the incurred ideation and planning and anticipated content development, additional planning, retreat facilitation and notes and a post-retreat report at the Consultant's customary rate of \$150 per hour. Additional work as agreed to by the client and the consultant will be billed at the customary hourly rate.

Client's Obligations:

Schedule the meeting room and arrange for appropriate logistics:

Table and chairs arranged conference style (two circular or rectangular tables with 4-5 chairs each)

Note paper for participants

LCD projector and screen

Morning and afternoon refreshments and lunch

Michigan Open Meetings Act notice, public participation and recording minutes compliance.
Print copies of handout for participants.

Proposal Acceptance

Note that the consultant is not an attorney and information does not constitute legal advice. By signing below, the client, Charter Township of Meridian, accepts this proposal and agrees to its terms.

Authorized Signature

Date



To: Township Board
From: Tim Dempsey, Township Manager
Date: March 14, 2025
Re: 2025 Board Listening Sessions

Last year, the Board of Trustees held three community listening sessions in the month of June. The sessions started with a series of updates on select Township initiatives including public safety, local road construction, senior/community center design, and economic development projects. The sessions were held in the Township Municipal Building and over 200 residents attended. A summary of these sessions is attached for reference.

Staff is recommending the Board host another series this year as a way to communicate key issues and foster continued resident engagement. Rather than hold these session in successive weeks, there may be value in holding them throughout the year. Staff suggest the following general time frames:

- Early/mid May
- Late September/early October
- Early/mid November

Some additional suggestions to consider would be hosting one of the sessions off site and one session virtually with the goal of encouraging broader participation, especially from those who have challenges with transportation and accessibility.

Staff will be seeking Board input on the time frames and locations so we can finalize dates and publish a schedule.

Attachment:

1. 2024 Listening Session Summary



2024 Township Board Listening Sessions

UPDATE

November 1, 2024

In 2022, the Meridian Township Board established a goal to enhance the Township's communication outreach to our 45,000 residents. To help meet this goal, the board embarked on a series of six Listening Sessions throughout the community in the fall of 2023. These sessions brought out just under 300 residents to talk about everything from the Township's road program to public safety issues, County drain projects to land preservation and a wide variety of other topics. One of the Township Board's goals for 2024 was to further improve our Citizen Outreach and Communication, leading to another round of Listening Sessions in June.

The 2024 Listening Sessions started with Staff mailing an invitation to every resident in the Township, inviting them to one of three evening sessions, held at the Town Hall Room in the Municipal Building. In those three nights, over 200 residents shared their opinions and asked questions on a variety of topics. Each session was opened with updates from Staff and Trustees on four topics:

- Police and Public Safety related issues from Police Chief Grillo
- Road Construction updates from Deputy Township Manager Dan Opsommer
- Senior Community Center Design Development from Township Trustee Marna Wilson
- Economic Development Project update from Interim Township Manager Tim Schmitt

After those four updates, the Supervisor opened the floor to the general public to ask questions, which ranged from recreational marijuana to issues with invasive garlic mustard. Additionally, the Township Board stayed beyond the nominal end time of 7:30PM to continue to discuss and answer questions from constituents. Below is an update on the main topics that Staff have been working on since July.

POLICE UPDATE

Staffing Levels

The Meridian Township Police Department (MTPD) is funded to staff 42 police officers. Over the past five years, we have struggled to reach full staffing. The struggle is not unique to Meridian Township as many agencies across the area, the state, and the country have faced similar challenges. At the end of 2023, staffing levels sunk to 30 sworn officers. Thanks to the Recruiting and Retention Program which was passed by the Township Board in early 2024, the number of sworn officers has risen to 38 with 3 more recruits in the police academy. It is anticipated that by the end of 2024, MTPD will be have at least 41 sworn officers and may be fully staffed.

Traffic

The biggest concerns expressed by the residents of Meridian Township relate to traffic safety. In 2023, MTPD made 2,641 traffic stops and wrote 894 citations. So far in 2024, MTPD has made 3,458 stops and written 1847 citations, a marked increase. Pedestrian crossing signs have been placed in the roadways around schools in the crosswalks. Our 4 speed signs and our speed trailer are deployed daily to areas of concern around the township. Utilizing a traffic grant received from the National Highway Traffic Safety Administration (NHTSA), 48 hours of targeted traffic enforcement have been conducted in specific areas where traffic crashes are most prominent.

The Township Board has approved additional funds in the 2025 budget to purchase speed monitoring equipment including new radars and speed signs with the ability to conduct traffic surveys, bringing our fleet of signs to seven. Allowing additional targeted enforcement.

Through our efforts this year, we are projecting a decrease of 5-8% in traffic crashes compared to 2023.

Emergency Alert System

There are over 7,500 subscribers to the new emergency alert system, RAVE, in Meridian Township. This is a great number, but we would love to see more! To subscribe to emergency alerts please visit <https://www.smart911.com/smart911/ref/reg.action?pa=ingham>

LOCAL ROAD/ROAD CONSTRUCTION UPDATE

Mount Hope Road Diet Project

The Ingham County Road Department's Mount Hope Road Diet project is tentatively scheduled to begin construction in May of 2025 with an open to traffic date (meaning the roadway has been fully reopened to traffic, but there may be some additional restoration work to complete) of August 19. Although not a township project, we intend to keep the public informed of the project's progress.

Phase II of ELMWSA's Okemos Road Raw Water Main Project

Phase II of ELMWSA's Okemos Road raw water main project was completed in July of 2024.

Timberlane Water Main Replacement Project

The Timberlane water main project has been completed.

Blue Haven Drive Water Main Replacement Project

The Blue Haven Drive water main project is substantially complete. The Township's contractor still needs to touch up some of the grass restoration this fall.

MSU to Lake Lansing Trail

Phase II of the MSU to Lake Lansing Trail officially opened to the public on Saturday, September 14.

The Township is currently working to acquire the land and design Phase III. The anticipated opening of Phase III will be announced once all land has been acquired and the project is ready to proceed to construction. Phase III is the final phase of the MSU to Lake Lansing Trail and will provide a trail route from Marsh Road, just south of Haslett Road, all the way to Lake Lansing Park North in the northeast corner of the Township.

Once all three phases are completed, the MSU to Lake Lansing Trail will provide residents with approximately 6.75 miles of trail system, enhancing the region and township's trail system by connecting to the MSU and Lansing River Trails.

Local Road Program

The Township has completed all of the asphalt rejuvenator spray treatments and all of the paving and concrete work under the 2024 Local Road Program.

The Township's contractors also fixed three paving issues that arose during this year's construction cycle.

- A failure of the new asphalt caused by a rain event that occurred while our contractor was paving. This failure is on Riverwood Drive, immediately south of the Butternut Drive intersection.
- A drainage issue on the west side of the island in the cul-de-sac of Pine Creek Cir. The pavement does not have enough slope to properly drain the roadway.
- Paving the second a final layer of asphalt on Linden St and Timberlane Street where the Township compelled our contractor to remove all of the asphalt due to initial paving not being completed in conformance with the contract and road design.

The Township's contractors are currently working to finish raising manholes and touching up restoration in some of the work limits of the paving projects.

The Township completed the 2024 paving projects ahead of schedule. To make use of the remaining construction season, and get a jump start on the 2025 program, the Township is working to resurface these roads from the 2025

Local Road Program in September and October of 2024:

- York Way: Westminster Way to Everett Lane
- Tomahawk Road: Tacoma Blvd to Manitou Drive
- Tacoma Circle: Tacoma Blvd to End
- Kenosha Drive: Penobscot Drive to Birchwood Drive
- Redwing Drive: Birchwood Drive to End
- Dobie Circle: Dobie Road to End

The 2024-2025 crack fill contract is nearly ready to go out to bid, which will include over 20 miles of roadway.

Invasive Species

Ingham County Parks Department is looking into a grant opportunity from the DNR to address invasive species. The 2024 Michigan Invasive Species Grant Program application is now available and it is due by November 1, 2024. This grant may be able to aid with the invasive species (i.e. garlic mustard) that is spreading on the County Park North property.

COMMUNITY/SENIOR CENTER PROJECT

Facility Concept Plan

The current Meridian Senior Center is being demolished with the renovation of Chippewa Middle School. There is a demand for Parks and Recreation space in the winter as well as meeting room space for public use. The plan presented to the Township Board was for a multigenerational senior and community center. The Parks and Recreation Department would be housed in the facility. The facility would include space for a senior center, meeting rooms/multipurpose room, two regulation size basketball courts, badminton courts, pickleball courts, volleyball, two exercise rooms, warming kitchen, lockers, changing rooms, vending area, and youth activities. \$5 million has been given to the Township from State Legislators as a catalyst for the Project. In August, the Township Board opted out to proceed with a millage, but directed the Senior Community Center Task Force to revisit the concept and location.

Facility Location

The Community/Senior Center Committee reviewed six possible locations. Due to the fact that some of the location options had wetland issues and substantial tree removals, the Committee decided to go with the former Younkers location. After Township Board feedback in August, the Senior Community Center Task Force will be revisiting all possible options and reporting back to the Board and public with options.

Community Survey

The Township conducted the 2024 Community Survey with the consultation of Cobalt Community Research out of Charlotte. Final survey results were tabulated in September with a presentation to the Board at the October 1, 2024 meeting. Cobalt explained how the survey was conducted, how people can read the results, and what the high and low changes were across the several indicators. In general, Meridian Township maintains a high level of service and programs for our community. The Building permitting and engagement with Police Department were areas noted for improvement. The Board added three questions related to the Senior Center. Residents responded in favor of a Community/Senior Center, in favor of repurposing Younkers, and were split on passing a millage to finance the project.

ECONOMIC DEVELOPMENT/REVITALIZATION EFFORTS

Current Single Family Projects

Currently, the Township has four major residential projects under construction. These include the following:

- Silverleaf on Bennett Road-150 total homes, 25 in the first phase under construction.
- Copper Creek on Haslett Road-has completed 3rd and 4th phases underway with the addition of 37 homes.
- Grand Reserve on Central Park Drive-60 duplexes, 55 family homes, is set to begin vertical construction this

year. Each building will receive an individual permit and the property will be completed in “groupings” of buildings to assist Consumers Energy as they provide the necessary utilities. The permit for the Clubhouse has been issued.

- Newton Pointe on Saginaw-239 units in a variety of configurations with the 100 unit stacked flat building being open and occupants moved in.

Commercial Project Updates

The following updates were shared:

- ACE Hardware construction and design plans have been approved and will be issued a construction permit.
- Chateau Coffee is awaiting final approvals from the Health Department prior to final inspection. The site is next to the building near to Playmakers.
- Escapes Unlocked at 1831 Newman will host a ribbon cutting on November 8th at noon.
- I Heart Mac and Cheese has an open permit for construction as a new eatery in Hannah Plaza.
- Becky Beauchine Kulka is moving into the former bank site on Okemos Road.
- Tantay-first Peruvian restaurant in the region received occupancy in October and held ribbon cutting on October 25th.
- Consumers Credit Union held its ribbon cutting on September 24th.
- On October 28th, the Planning Commission held a public hearing for a drive through at Panda Express (former Wheat Jewelers).

Haslett Village Square

This Project has an approved MUPUD for a mixed-use space with apartments and commercial space. We are working through an issue with the Ingham County Drain Commission regarding detention of this site and the American House Meridian site. According to the Drain office, after the stormwater design for American House Meridian was approved, the storms in June and July (1000 year events) exceeded the capacity of the detention pond. Several conversations with all parties continue as we navigate getting approval for the project to begin phase 1 construction.

Village of Okemos

After conversations with Ingham County Road Department, it is apparent that the public road improvements and public infrastructure associated with the site must be handled by public entities for a project to be successful. History shows Okemos Road with on street parking which was eliminated by the County Road Department prior to 1980. The decline in the “Okemos Village” area began at that time and continued. Any project at the corner of Hamilton and Okemos will increase traffic within the area and the Road Department will require a left turn lane. A developer will not be able to finance public road improvements through traditional financing. Township Staff are working to address the public improvements that need to occur prior to construction. There is no movement on the approved project for now and the developer is evaluating their options.

OTHER ITEMS DISCUSSED

Order to Maintain Program

The Order to Maintain Program is a replacement program for sidewalks that is paid for through special assessments. The 2022 Program was just completed. We inspect neighborhoods and flag sidewalks for trip and fall hazards. If they reach a certain height, they are temporarily fixed with asphalt until that area is part of the Program. ADA ramps are upgraded and installed when missing as part of the Program. Concrete sidewalk has been repaired in front of Quality Dairy on Grand River at Central Park Drive/Dobie Road.

Road Diets

Deputy Manager Opsommer explained that Road Diets are studied nationally, not locally and they work best on roads that have 15,000 trips or fewer. The Mt. Hope Road Diet will not happen until 2025. The Ingham County Road Department will be doing the project. By cutting down thru lanes on Mt. Hope, it improves safety due to less distracted driving. You can contact the Ingham County Road Department for studies on it or questions. Also, reach out to the Ingham County Commissioners.

Recreational Marijuana Dispensaries

There was discussion regarding the dispensary at Okemos and Jolly Roads. Marijuana uses were approved initially in 2019/2020 for medical marijuana and approved for a recreational marijuana license in 2024. The Special Use Permit (SUP) was approved by the Township Board and they are now open. There is a possibility of four recreational dispensaries in the Township. These were previously medical marijuana locations. The Township has discussed marijuana licensing for over five years and this is the first location that is opened.



To: Board Members
From: Policy Review Work Group
Date: March 18, 2025
Re: Draft Personnel Policy Manual

In April 2024, and as referenced in a prior Board memorandum dated August 29, 2024, the Meridian Township Board unanimously established a Policy Review Work Group consisting of two Township Board Members, the Township Manager (or Representative), the Human Resources Director, and a rotating Departmental Director, as appropriate, to review and update our Township Board Policy Manual and its Personnel Policy Manual.

As a result of the review process, and with additional consideration and input from our Township attorneys, attached is a draft **Personnel Policy Manual**. This document was originally adopted in 2015, with later additions made to incorporate our Non-Discrimination & Fair Employment Practices Policy (2021), Juneteenth holiday (2023), and Paid Parental Leave Policy (2023).

This Personnel Policy Manual is being presented for Board discussion and review. The intent is to review this policy over the course of several meetings given its length.

Attachment:

1. Draft Personnel Policy Manual

Meridian Township

Personnel Policy Manual



~~June 28, 2024~~
March 14, 2025 DRAFT

THE CHARTER TOWNSHIP OF MERIDIAN PERSONNEL POLICY MANUAL

Table of Contents

I.	Welcome and Introduction	1
	A. Severability	2
	B. Distribution and Revisions	2
II.	Equal Employment Opportunity (EEO) Statement and Non-Discrimination Policy	3
	A. Human Relations Ordinance Article I. In General, Section 30-1 Intent	3
	B. Non-Discrimination & Fair Employment Practices Policy	3
	C. Open Door Policy.....	5
III.	Employment.....	6
	A. At-Will Employment.....	6
	B. Training Period.....	6
	C. 182-Day Limitations Period for Employment-Related Claims	6
	D. Hours of Work.....	6
	E. Time Reporting.....	7
	F. Flexible Work Schedule and Temporary Flexible Work Hours.....	7
	G. Lunch, Rest Periods and Breaks.....	7
	H. Impermissible Use of Meal Period and/or Rest Breaks	8
	I. Emergency Closings.....	8
	J. Anniversary Date.....	8
	K. Performance Evaluations.....	8
	L. Promotions	9
	M. Personnel Files/ Data Changes.....	9
	N. Social Security Number Privacy and Protection	9
	O. Layoffs and Recalls.....	10
	P. Internal Job Vacancies	10
	Q. Orientation for New Employees.....	11
	R. Hiring of Family/Relatives	11
	S. Employment Classification Categories	12
	T. Background and Reference Checks	12
	U. Progressive Discipline.....	13
	V. Separation of Employment.....	14
	W. Exit Interview	15
	X. Rehire.....	15
IV.	Workplace Safety	16
	A. Drug-Free Workplace.....	16
	A.B.	
	B.C.	Em
	ployee Assistance and Drug-Free Awareness	16
	C.D.	Re
	quired Drug and Alcohol Testing.....	17
	D.E.	Co
	nsequences.....	17
	E.F.	Co

Confidentiality	18
<u>F.G.</u>	Wo
Workplace Bullying	18
<u>G.H.</u>	Vio
Violence in the Workplace	19
<u>H.I.</u> Safety	19
<u>I.J.</u> Right to Know	20
<u>J.K.</u>	Sm
Smoke-Free Workplace	20
V. Workplace Expectations	21
A. Code of Conduct/Workplace Etiquette and Work Rules	21
B. Confidentiality	22
C. Conflicts of Interest	22
D. Gifts and Favors	22
E. Outside Employment	22
F. Attendance and Punctuality	23
G. Attire and Grooming	24
H. Electronic Communication and Internet Use	25
I. Right to Monitor	25
J. Inspection	25
K. Solicitation, Distribution, and Posting of Materials	26
L. Employee Travel and Reimbursement	26
M. Use of Township Equipment	26
N. Township Vehicles	27
O. Energy Efficient Workplace	27
VI. Time Off/Leaves of Absence	28
A. Holiday Pay	28
B. Vacation	28
C. Personal Leave	29
D. Sick Leave	29
E. Bereavement Leave	30
F. Jury Duty	30
G. Election Leave	31
H. Military Leave of Absence	31
I. Lactation/Breastfeeding	31
VII. Benefits	32
A. Medical and Dental Insurance	32
B. Flexible Spending Account	32
C. Group Life Insurance	33
D. Long-Term Disability Benefits	33
E. Pension Plans	33
F. Retirement	33
G. Workers' Compensation Benefits - Coordination with Township Benefits	33
H. CARES Employee Assistance Program (EAP)	34
I. COBRA	34
VIII. Compensation	35
A. Overtime Pay	35
B. Compensatory Time	35
C. Longevity	35

IX. Unlawful Harassment Policy	36
A. Objective	36
B. Scope	36
C. Workplace Harassment.....	36
D. Defining Sexual Harassment	36
E. Examples of Prohibited Conduct.....	37
F. Complaint Resolution Procedures	37
G. Confidentiality.....	39
H. Discipline	39
X. Family and Medical Leave Act (FMLA) Policy	40
A. About.....	40
B. General Provisions.....	40
C. Eligibility.....	40
D. Types of Leave Covered	41
E. Amount of Leave.....	42
F. Employee Status and Benefits during Leave	43
G. Employee Status after Leave	43
H. Use of Paid and Unpaid Leave	43
I. Intermittent Leave or a Reduced Work Schedule.....	44
J. Certification for the Employee’s Serious Health Condition/ Family Member/ Qualifying Military Exigency	4
K. Recertification	45
L. Procedure for Requesting FMLA Leave.....	45
M. Designation of FMLA Leave	45
N. Intent to Return to Work from FMLA Leave	45
XI. Reasonable Accommodation/ Americans With Disabilities Act (ADA) And Amendments Act (ADAAA) Policy	4
6	
A. Reasonable Accommodation/ Americans with Disabilities Act (ADA).....	46
B. Notification and Medical Documentation.....	46
C. Interactive Process.....	47
D. Decision on Accommodation and Recordkeeping.....	48
E. Terms Used in This Policy	48
F. Appeals.....	49
XII. Social Media Policy	50
A. Introduction	50
B. “Official” Township Social Media Accounts.....	50
C. Personal Social Media Use.....	51
XIII. Military Leave Policy (USERRA)	53
A. Notice Required.....	53
B. Documentation	53
C. Confirmation of Service	53
D. Employment and Pay.....	53
E. Reemployment.....	54

THE CHARTER TOWNSHIP OF MERIDIAN PERSONNEL POLICY MANUAL

I. WELCOME AND INTRODUCTION

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

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

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

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

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

A. Severability

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

B. Distribution and Revisions

A copy of this manual will be provided to each employee, who will be required to sign a standard form certifying [his/hers/their](#) receipt and review of the manual.

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

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

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

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

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

~~The Township has an Open Door Policy in effect and employees are encouraged to bring concerns and issues forward for discussion with any member of management, including the Human Resources Director and the Township Manager. The Township encourages employees to make suggestions and provide feedback for mutual understanding and quick resolution.~~

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

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

B. Non-Discrimination and Fair Employment Practices Policy

~~The purpose of this policy is to ensure the hiring practices of the Township do not unfairly deny people with arrest and conviction records employment with the Township and further encouraging rehabilitation of people with records to strengthen communities.~~

~~The ability of people with records to successfully reintegrate into their communities contributes to reduced recidivism, strengthens families, and leads to safer communities.~~

~~People with records suffer from pervasive discrimination in many areas of life, including~~

| ~~employment, housing, education, and eligibility for many forms of social service benefits.~~

~~People of color are arrested, convicted, and incarcerated in numbers disproportionate to their representation in the population as a whole.~~

~~Many people with records in the Township are likely to be unemployed or underemployed.~~

~~People with records represent a workforce that have skills to contribute and a desire to add value to their community.~~

~~The Township seeks to assist the rehabilitation of people with records and ensure healthier, safer communities.~~

~~Studies indicate that stable employment is one of the best predictors of post-conviction success.~~

~~The U.S. Equal Employment Opportunity Commission, to maximize compliance with federal anti-discrimination law, recommends delaying inquiry of a job applicant's conviction history and considering the job-relatedness of the conviction taking into account length of time since conviction, and providing an individualized assessment affording the opportunity to correct any inaccuracies and to submit evidence of mitigation or rehabilitation.~~

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

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

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

~~Unless required by state or federal law, the Township shall not use or access the following criminal records in relation to a background check: records of arrest not followed by a valid conviction, sealed, dismissed, or expunged convictions, misdemeanor convictions where no jail sentence can be imposed, and civil infractions.~~

The Township shall consider job-related convictions taking into account the length of time since the offense occurred, such that no person shall be disqualified from employment, solely or in part because of a prior conviction, unless it is a job-related conviction. The Township Human Resources Department shall conduct an individualized assessment of any job-related conviction record.

~~If an applicant has been convicted of an offense that is directly related to the position sought, the Township Human Resources Department shall notify the applicant and conduct an individualized assessment that permits the applicant to submit information regarding inaccuracy of the record and evidence of mitigation or rehabilitation, as appropriate.~~

~~The Township also urges private employers and government contractors to adopt fair hiring practices that encourage the rehabilitation and employment of people with records.~~

C. Open Door Policy

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

III. EMPLOYMENT

A. At-Will Employment

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

B. Training Period

Up to the first six (6) months of employment (~~please see specific training period designations in individual collective bargaining agreements (CBA's) for clarification~~) is considered to be a period of training. This training period provides intensive training efforts and frequent feedback and written evaluations ~~at 30-60-90 day and six (6) month intervals~~. You are encouraged to ask questions and seek additional help during this period to better understand your job expectations, policies, procedures, and goals of the department and Township.

C. ~~182 Day Limitations Period for Employment Related Claims~~

~~As a condition of employment, you agree not to commence any action, claim, or suit relating to your employment or termination of employment against the Township more than 182 days after the date you knew or should have known that a claim existed or later than the applicable limitations period established by law, whichever is less. Your written acknowledgement of these policies is also your written agreement to this limitation.~~

D.C. Hours of Work

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

~~It is the responsibility of the Director to assure that employees work the required hours and that any absences are properly accounted for on absence forms, which are forwarded to the Human Resources Department/Payroll.~~

E.D. Time Reporting

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

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

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

F.E. Flexible Work Schedule and Temporary Flexible Work Hours

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

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

Flexible work hours are temporary changes in an employee's regular work schedule in order to adjust for an unplanned, short-notice, or special circumstance. When an unforeseen event or special circumstance occurs, the department Director and Human Resources Director may approve an adjustment to the employee's schedule ~~that may include altering the start and/or end time, or reducing an unpaid lunch period to allow for work hours to total no more than 8 hours in a workday. For unanticipated use of leave time, the Director may approve leave time to be used during flexible work hours. Although a late arrival or leave early may still be considered tardiness, the employee can, with the Director's approval, work additional time on that day or sometime that week to make up the missed time.~~

G.F. Lunch, Rest Periods and Breaks

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

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

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

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

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

H.H. Emergency Closings

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

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

H.I. Anniversary Date

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

H.J. Performance Evaluations

~~The Human Resources Director shall prepare a~~ The Township uses a uniform system for evaluating the work performance of all employees. The primary purpose of the employee performance evaluation is to maintain communication between supervisor and employee and inform employees on ~~how well they are doing~~ the quality of their work and how they can improve their work performance. Employees will sign the evaluation form ~~as an indication that the evaluation was made to acknowledge their review and receipt of the document,~~ but not ~~to~~ necessarily to indicate agreement with the rating(s).

Employees performance will typically be formally evaluated in writing annually by their immediate supervisors. ~~however, the~~ The Human Resources Director and management may participate in employee evaluations. The Township endeavors to provide all employees with an evaluation at least once per calendar year and the Township retains the right to evaluate employees more than once per calendar year. Copies of all performance evaluations will be given to evaluated employees, as well as the Human Resources Department to retain in employee personnel files. Employees wishing to appeal their performance evaluations must contact the Human Resources Director within five (5) days after receiving their performance evaluation. The Human Resources Director will handle appeals on a case-by-case basis and will retain any additional documentation regarding the performance evaluation appeal.

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

L.K. Promotions

~~Township management may choose to promote Township employees on the basis of factors such as, but not limited to, positive performance evaluations, merit, and terms in individual collective bargaining agreements.~~ A promotion is defined as a change to a position in a class having a higher salary range than the class from which the employee left. When employees are promoted to a position in a higher class, their annual salary shall be increased by an amount as determined in the salary range. The new rate of pay becomes effective upon the date of promotion; the next step increase (if applicable) will occur one year from the promotion date. ~~All provisions contrary to this policy in any employee's collective bargaining agreement shall prevail and be applied to covered collective bargaining agreement employees.~~

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

M.L. Personnel Files/ Data Changes

The Township keeps personnel files on all employees. ~~Personnel files may include job applications and related hiring documents, training records, performance documentation, salary history, and other employment records. Personnel files are the property of the Township.~~ Because personnel files contain confidential information, the only people who can see them are people with a legitimate business reason. ~~If Under the Bullard-Plawecki Employee Right to Know Act 397 of 1978, employees may wish to review their own file, and may do so by employees will need to contacting~~ the Human Resources Director. ~~Once a request is received by the Human Resources Department, it will be documented in writing and an appointment will be set up within five (5) working days for the employee to review their file.~~ Employees may review their file only when a representative of the Human Resources Department is also present. Copies of the file may be requested, and the Township may charge a reasonable copying fee to the employee. ~~Documents will be copied and issued to the employee within five (5) working days.~~

It is important for the Township to have certain personal information about employees in personnel

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

N.M. Social Security Number Privacy and Protection

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

The Township will not:

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

The Township will continue to collect, use, or release Social Security numbers as required by state or federal law, and may use Social Security numbers for Township identification or authorization purposes. ~~Questions about this policy, please contact the~~ [may be directed to Human Resources Director](#).

O.N. Layoffs and Recalls

This policy shall govern all [layoffs and recalls](#) ~~and layoffs~~ of Township employees who are not covered by a [layoff or recall](#) ~~or layoff~~ procedure in a collective bargaining agreement. ~~Language in any of the collective bargaining agreements regarding layoff and recall procedures of covered Township employees shall prevail and be applied over any conflicting language in this policy. In the event of~~ [a reduction in force layoff occurs](#), consideration will be given to the quality of each employee's past performance, the need for the service, and the employee's seniority in that classification, in determining which employees will be retained. Employees to be laid off will be notified at the earliest date possible of that decision, ~~but not less than 14 calendar days' notice will be given~~. All layoffs and recalls of positions will be based upon the Township's operational needs and financial position. ~~Employee employment history, performance and job related qualifications, abilities as determined by the Township, and seniority may also be considered in making layoff and recall determinations.~~ [The Township retains sole discretion to determine which employees will be impacted in a layoff.](#)

P.O. Internal Job Vacancies

When there is a vacancy or position to be posted at the Township~~an internal vacancy~~, the Human Resources Department~~is~~ will be notified, and the Township will post the position both internally and externally through the “all employees” e-mail notification system and listings on the Township website. External advertisements will be posted on the Applicant online job posting system and all other job posting sources as necessary. ~~Postings will be maintained for seven (7) workdays or as defined in collective bargaining agreements. Internal and external requests to interview are received simultaneously. The Township will attempt to schedule interviews with qualified internal candidates first, however, internal and external candidates may be interviewed during the same time period.~~ Internal candidates will be required to submit a resume and cover letter to the Human Resources Director for consideration. Such materials must be submitted by the interview deadline or the employee will not be considered an applicant.

The interview process may include Supervisors, Managers, Directors, and Human Resources. If necessary, candidates will be called back for additional-second interview(s). The overall most qualified candidate, as determined by the Township, will be selected. ~~When hiring or undergoing a promotional procedure specified in a CBA collective bargaining agreement, all provisions of the CBA shall prevail and be applied first should they conflict with the hiring procedures stated above.~~

~~Prior to a conditional job offer and depending on the qualifications and requirements of the position, the Township will may be required to conduct a criminal background check, driving record check, background check, and reference checks. In addition, a post offer physical examination including aand/or drug screen as required. Required physicals will be conducted by Township selected medical professionals. Where appropriate, certain positions require a more complete background and credit history check. In addition, employees who possess certain licenses will be subject to on-going tests for drugs and alcohol use. Certain jobs require different essential functions, therefore, physical examinations are customized to evaluate abilities to perform the essential functions of a particular job. A successful candidate will be notified by the Human Resources Department and an official start date will be determined at that time.~~

Q.P. Orientation for New Employees

~~New hires must meet with An orientation with Human Resources on or before will be scheduled their first day of employment to complete required forms and review employment documents. New employees will be required to submit documentation necessary for the I-9 process (Immigration and Naturalization through Homeland Security) to verify legal status to work in the Township. Paperwork including W-4s for federal withholdings, state and local withholdings, internet policy guidelines, insurance documents, authorization for direct deposit of paychecks, and other necessary documents will be completed at orientation with Human Resources. A more detailed, job-specific orientation will take place with the department staff where the new hire will be working.~~

R.Q. Hiring of Family/Relatives – Fraternalization

The Township permits the employment of qualified individuals who are related to a current employee provided that a supervisory/subordinate relationship does not exist as a result of that employment.

For purposes of this policy, Ffamily/relatives includes spouse, child, father, motherparent, sister, brothersibling, step-parents, step-siblings, half-siblings, mother or fatherparent-in-law, son or

~~daughter~~child-in-law, grandparents, grandchildren, and ~~brother or sister~~siblings-in-law.

~~If an employee is involved in a dating relationship and works in the same area/department, it may cause difficulties at work. A dating relationship is a relationship that may casually lead to a consensual romantic or sexual relationship. If a supervisory relationship exists for two employees who become relatives after hire, or who start a dating relationship and one of them supervises the other, the one who is the supervisor is required to tell the employees must inform~~ Human Resources about the relationship. The Township ~~will then ask the two employees to decide which one of them is to be transferred to another available position. If they do not make that decision within 30 calendar days or there is no other available position, the Township will decide which one will be transferred or, if necessary, terminated from employment.~~ may seek to transfer one of the employees if a vacancy exists for which one or both employees are qualified. The Township may alternatively seek the voluntary resignation of one of the impacted employees. The Township retains the right to terminate an employee to avoid a violation of this policy.

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

~~There may also be situations when there is a conflict or the potential for conflict because of the relationship between employees~~ The Township retains the discretion to transfer, seek voluntary resignation, or terminate related employees, even if there is no direct reporting relationship or authority involved supervisory relationship if the familial relationship causes a conflict or potential conflict in the workplace. Relatives of current Township employees shall not be given preference in any hiring decisions. In that case, the Township may separate the employees by reassignment or termination of employment.

S.R. Employment Classification Categories

Meridian Township has established the following classifications for employees:

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

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

Nonexempt employees are employees whose work is covered by the Fair Labor Standards Act (FLSA). They are NOT exempt from entitled to the law's requirements concerning minimum wage and overtime.

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

F.S. Background and Reference Checks

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

application form, a driving record check, a criminal background check, and in certain positions, a credit report.

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

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

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

U.T. Progressive Discipline

~~Every employee has the duty and the responsibility to be aware of and abide by existing rules and policies. Employees also have the responsibility to perform his/her/their duties to the best of his/her/their ability and to the standards as set forth in his/her/their job description or as otherwise established.~~

~~Meridian Township supports the use of progressive discipline to address issues such as poor work performance or misconduct. The Township's progressive discipline policy is designed to provide a corrective action process to improve and prevent a recurrence of undesirable inappropriate behavior and/or performance issues. The Township's progressive discipline policy has been designed consistent with Township values, Human Resources best practices, and employment laws.~~

~~The Township believes it is important to make sure that all employees are treated fairly and that disciplinary actions are prompt, consistent, and impartial. The major purpose of a disciplinary action is to correct the problem, prevent it from happening again, and prepare the employee for satisfactory performance in the future. This policy describes the procedure for administering fair and consistent discipline for unsatisfactory conduct or performance at the Township. Any language regarding disciplinary procedures governing covered employees in CBAs contrary to this policy shall prevail over the language of this policy.~~

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

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

- 1) Verbal warning
- 2) Written warning
- 3) Suspension with or without pay
- 4) Termination of employment

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

~~When deciding which discipline to impose is appropriate, the Township will administer disciplinary actions on a case-by-case basis depending on how severe the severity and/or frequency of the problem is and how often it has happened. There may be circumstances when one or more levels of discipline are bypassed. In many cases, progressive discipline means that the Township will normally take action through a warning for a first offense, with more significant discipline for later offenses, up to and including termination.~~

~~In very serious situations, some types of employee problems may justify either a suspension, or, in extreme situations, termination of employment without going through the progressive disciplinary process. Employees should consult this Personnel Policy Manual and the Township's and their department's work rules and expectations to understand the impact of these guidelines. Meridian Township reserves the right to determine the appropriate level of discipline for any inappropriate conduct, including verbal and written warnings, suspension with or without pay, demotion and termination.~~

~~By using progressive discipline, however, the goal is that most employee problems can be corrected at an early stage, benefiting both the employee and the Township.~~

~~The Township retains the right to retain any documents related to employee disciplinary actions in employee personnel files in accordance with all applicable federal, state, and local laws.~~

V.U. Separation of Employment

Separation of employment can occur for several different reasons.

- **Voluntary Resignation:** ~~Although the Township hopes employment will be a mutually rewarding experience, varying circumstances cause employees to voluntarily resign.~~ Resigning employees must provide two weeks' notice, in writing, to facilitate a smooth transition. Proper notice of resignation entitles an employee to a payout of accrued but unused vacation leave. Management reserves the right to provide an employee with two weeks' pay in lieu of notice in situations where job or business needs warrant such action. If an employee provides less than two weeks' notice, the employee is disqualified from any payout for accrued vacation ~~or other leave payments~~ and the Township may deem the individual to be ineligible for rehire depending on the circumstances regarding the notice given.
- **Retirement:** Employees who wish to retire are required to notify their Director and the Human Resources Department in writing at least one (1) month before the planned retirement date. Employees who retire under an applicable retirement plan are entitled to a payout of accrued but unused vacation leave.

- **Job Abandonment:** Employees who fail to report to work or contact their supervisor for three (3) consecutive workdays will be considered to have abandoned their job and voluntarily quit without notice, effective at the end of their normal shift on the third day. The Supervisor will notify the Human Resources Department at the expiration of the third workday and initiate the paperwork to document the employee's ~~termination~~voluntary resignation. Employees who are separated due to job abandonment are ineligible to receive ~~accrued benefits~~a payout for accrued but unused vacation leave and are ineligible for rehire.
- **Termination:** ~~Except as may be provided in a collective bargaining agreement or by contract,~~eEmployees are employed on an at-will basis and the Township retains the right to terminate an employee at any time. Employees who are involuntarily terminated are ineligible to receive payout for accrued but unused vacation leave.

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

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

W.V. Exit Interview

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

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

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

X.W. Rehire

Employees who leave the Township in good standing may be considered for reemployment. ~~An application must be submitted to the Human Resources Department, and t~~The applicant must meet all minimum qualifications and requirements of the position and follow the applicant process as described in section (P)the Job Vacancies Policy found elsewhere in this Manual.

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

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

IV. WORKPLACE SAFETY

A. Drug-Free Workplace

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

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

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

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

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

Meridian Township reserves the right to inspect all portions of its premises for drugs, alcohol, or other contraband. All employees may be asked to cooperate in inspections of their persons, work

areas, and property that might conceal drugs, alcohol, or other contraband. Employees who possess such contraband or refuse to cooperate in such inspection are subject to appropriate discipline up to and including termination.

B. Employee Assistance and Drug-Free Awareness

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

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

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

- ~~• Whenever employees are working, are operating any Township vehicle, are present on Township premises, or are conducting related work off-site, they are prohibited from:
 - ~~— Using, possessing, buying, selling, manufacturing, or dispensing an illegal drug (which includes possession of drug paraphernalia).~~
 - ~~— Being under the influence of alcohol or an illegal drug or abusing over the counter drugs.~~~~

- ~~• The presence of any detectable amount of any illegal drug or illegally controlled substance in an employee's body while performing Township business or while in a Township facility or vehicle is prohibited.~~
- ~~• Meridian Township will not allow any employee to perform their duties while taking prescribed drugs that are adversely affecting the employee's ability to safely and effectively perform his or her job duties. Employees taking a prescribed medication must carry it in the container labeled by a licensed pharmacist, or provide other proof of the prescribed medication, and be prepared to produce it if asked.~~
- ~~• Any illegal drugs or drug paraphernalia will be turned over to the appropriate law enforcement agency and may result in criminal prosecution.~~

C. Required Drug and Alcohol Testing

The Township retains the right to require the following tests:

- **Pre-employment:** All applicants to positions designated by the Township as requiring a drug test must pass a drug test after receiving an offer of employment. Refusal to submit to testing will result in disqualification for further employment consideration. Pre-employment testing for marijuana will be restricted to positions specifically identified by the Township in its sole discretion.
- **Reasonable Suspicion:** Employees are subject to testing based on observation of apparent workplace use, possession, or impairment by a supervisor. The Human Resources Department must be consulted before sending an employee for reasonable suspicion testing.
- **Random Drug and Alcohol:** Employees in safety-sensitive positions requiring a CDL are subject to random testing as required by the U.S. Department of Transportation.
- **Post-accident:** Employees may be subject to testing when they cause or contribute to accidents that damage a ~~company-Township~~ vehicle, machinery or equipment, and/or result in an injury to themselves or another employee requiring off-site medical attention. In any of these instances, the investigation and subsequent testing will take place immediately or within two (2) hours at the a clinic, urgent care, emergency room, or hospital facility equipped to do such testing.
- **Follow-up:** Depending on the circumstances and the employee's work history/record, the Township may offer an employee who violates this policy or tests positive the opportunity to return to work on terms acceptable to the Township, which could include follow-up drug testing at various times and frequencies ~~for a minimum of one (1) year.~~

D. Consequences for Violation of Drug-Free Policies

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

Employees will be paid for regularly scheduled work hours when they are sent for alcohol/drug testing and during any paid suspension pending the results of the drug/alcohol test. After the results of a test are received, a date/time will be scheduled to discuss the results of the test. This meeting will include a member of management, union (if applicable), and the Human Resources Department. ~~Should the results prove to be negative, the employee will be informed and reinstated without loss of pay.~~

E. Confidentiality of Drug-Test Information

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

A. Workplace Bullying

~~Meridian Township defines bullying as “repeated inappropriate behavior, either direct or indirect, whether verbal, physical, or otherwise, conducted by one or more persons against another or others, at the place of work and/or in the course of employment.” Such behavior violates Meridian Township’s Code of Conduct, which clearly states that all employees will be treated with dignity and respect.~~

~~The purpose of addressing bullying is to communicate to all employees, including Supervisors, Managers, and Directors, that the Township will not tolerate bullying behavior. Employees found in violation will be disciplined up to and including termination.~~

~~Bullying may be intentional or unintentional. However, it must be noted that where an allegation of bullying is made, the intention of the alleged bully is irrelevant and will not be given consideration when administering discipline. As in sexual harassment, it is the effect of the behavior upon the individual that is more important. The following are examples of bullying behavior:~~

- ~~• **Verbal bullying:** Slandering, ridiculing, or maligning a person or his/her family; persistent name calling that is hurtful, insulting, or humiliating; using a person as the butt of jokes; abusive and offensive remarks.~~
- ~~• **Cyber bullying:** The same definition of verbal bullying, including cyber threats and harassment.~~
- ~~• **Physical bullying:** Pushing, shoving, kicking, poking, tripping, assault, or threat of physical assault; damage to a person’s work area or property.~~
- ~~• **Gesture bullying:** Nonverbal threatening gestures or glances that convey threatening messages.~~
- ~~• **Exclusion:** Socially or physically excluding or disregarding a person in work-related activities.~~

F. Violence in the Workplace

~~All employees, residents, and vendors must be treated with courtesy and respect at all times.~~ Employees are expected to refrain from conduct that may be dangerous to others.

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

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

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

Employees should promptly inform the Human Resources Department of any protective or restraining order that they have obtained that lists the workplace as a protected area. ~~Employees are encouraged to report safety concerns with regards to domestic violence. Meridian Township is committed to supporting victims of domestic violence. The Township will not retaliate against employees making good faith reports.~~

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

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

G. Safety

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

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

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

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

H. Right to Know

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

I. Smoke-Free Workplace

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

The smoke-free workplace policy applies to

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

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

V. WORKPLACE EXPECTATIONS

A. Performance Expectations / Code of Conduct/ Workplace Etiquette and Work Rules

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

~~The Township serves its residents best when functioning as a strong team. As such, the Township expects that staff from all departments, at every level of the Township, treat each other as respected and valuable colleagues. To promote an inclusive and well-functioning workplace, the Township requires employees to act in a professional and courteous manner to each other and the public. Although it is impossible to create an all-encompassing list of prohibited behaviors, below is a list of examples of unacceptable workplace behaviors that may result in discipline up to and including termination.~~

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

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

In addition, the Township also maintains a code of conduct to ensure the orderly and efficient operation of the Township, as well as to protect the rights of all employees and officials. You should understand that the list below is for illustration purposes only and there are other types of conduct that may jeopardize personal safety, security, or welfare that may be prohibited. This list in no way modifies the at-will employment relationship between employees and the Township.

- Falsification of timekeeping records and any employment application statements.
- Any discourteous treatment of the public, other Township employees or officials, or residents.
- Working under the influence of alcohol, illegal drugs, or ~~medical~~-marihuana.
- Possession, distribution, sale, transfer, or use of alcohol or illegal drugs or ~~medical~~-marihuana in the workplace, while on duty, or while operating employer-owned vehicles or equipment.
- Theft in any form ~~is not acceptable~~.

- Fighting or threatening violence in the workplace.
- Violation of safety or health rules.
- Sexual or other unlawful harassment or discrimination.
- Extensive absenteeism or any absence without notice.
- Unauthorized use of employer telephones, mail system, Internet, or computer networks.
- Unauthorized use of employee personal telephones, Internet, or computers during work hours.
- Unauthorized disclosure of confidential Township information
- Socializing that interferes with work performance or impacts the public's perception of Township operations.
- Unsatisfactory performance or conduct including insubordination.
- Abuse of Township property.
- Violation of personnel policies, Township ordinances, department rules, or federal, state, or local laws'

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

B. Professionalism & Civility

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

The Township serves its residents best when functioning as a strong team. As such, the Township expects that staff from all departments, at every level of the Township, treat each other as respected and valuable colleagues. To promote an inclusive and well-functioning workplace, the Township requires employees to act in a professional and courteous manner to each other and the public. Although it is impossible to create an all-encompassing list of prohibited behaviors, below is a list of examples of unacceptable workplace behaviors that may result in discipline up to and including termination.

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

- Treat others with dignity and respect.
- Ensure that critiques of others are well meaning and constructive. Focus on what can be improved.
- Foster teamwork and participation from others with differing experiences, perspectives, and backgrounds.
- Seek out insights and input from others with different experiences, perspectives, and backgrounds.

- Remain open-minded and listen when given constructive feedback regarding others' perception of your conduct.

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

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

B.C. Confidentiality

~~Employees at the Township may overhear or have knowledge of confidential information from various sources (e.g. residents, businesses, etc.). It is the Township's policy that all information employees receive should be considered confidential unless the context clearly indicates otherwise.~~In the course of employment with the Township, employees may encounter confidential information that is not subject to disclosure under the law and should not be made known to the public. Confidential information does not include information the public would be entitled to receive under statutes such as the Freedom of Information Act and does not include information relating to the terms and conditions of employment with the Township such as wages, protected concerted union activity, and workplace complaints. Confidential information will not be disclosed to external parties or to other employees without a legitimate business reason. If a Township employee has any questions about whether information is considered confidential, ~~he/she/they should may~~ check with ~~his or her/their~~ supervisor, Director, or the Human Resources Director.

~~This policy is to alert employees to the need for discretion at all time and is not intended to inhibit normal Township communications.~~

D. Media Contacts

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

D.E. Conflicts of Interest

Township employees must avoid any relationship or activity that might impair, or even appear to impair their ability to make objective and fair decisions when performing their jobs. ~~At times, an employee may be faced with situations in which actions taken on behalf of the Township may conflict with the employee's own personal interest.~~ Township property, information, or business opportunities may not be used for personal gain.

~~Listed below are examples that may lead to conflicts of interest~~Certain conflicts of interest (or the appearance of conflicts) may include, but are not limited to:

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

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

E.F. Gifts and Favors

No elected or appointed official or employee shall solicit directly or indirectly or accept any gift, whether in the form of service, loan, thing, or promise, from any person, firm, or corporation, in order to influence ~~his/her~~their Township decision-making.

F.G. Outside Employment

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

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

Employees engaged in outside or supplemental employment shall:

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

~~The Township shall not be liable, either directly or indirectly, for any activities performed by an employee participating in outside employment. Additionally, t~~The Township retains the right to review and change any decisions granting a Township employee permission to obtain or participate in outside employment while employed by Township. Approval shall be reviewed at least on an annual basis.

G.H. Attendance and Punctuality

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

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

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

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

H.I. Attire and Grooming

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

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

Examples of unprofessional attire include but are not limited to:

- Sweatpants, leggings, yoga pants, exercise wear (spandex), shorts, and any pants or jeans that are worn or that have tears or holes.
- Beachwear, crop tops, clothing showing midriff, tops with spaghetti straps, and sleeveless t-shirts.
- Any clothing with a printed message, slogan, political message/endorsement, picture, or art depicting drugs, alcohol, sex, weapons, violence, or anything that is obscene, disrespectful, or offensive.

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

The Township permits employees to wear jewelry or to display tattoos at the workplace with the following guidelines. [To make this determination, management will consider](#)~~Factors that management will consider to determine~~ whether jewelry or tattoos ~~may~~ [poses](#) a conflict with an employee's job or work environment. ~~considering include:~~

- Personal safety of self or others.

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

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

I.J. Electronic Communication and Internet Use

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

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

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

J.K. Right to Monitor

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

K. Inspection

~~Meridian Township reserves the right to inspect all portions of its premises for drugs, alcohol, or other contraband. All employees may be asked to cooperate in inspections of their persons, work areas, and property that might conceal drugs, alcohol, or other contraband. Employees who possess such contraband or refuse to cooperate in such inspection are subject to appropriate discipline up to and including termination.~~

L. Solicitation, Distribution, and Posting of Materials

Except with respect to protected labor relations activities, ~~Meridian the~~ Township prohibits the solicitation, distribution, and posting of material on or at Township property ~~by or to an employee during worktime, except as may be permitted by this policy. The sole exceptions to this policy are Township-sponsored programs related to Meridian Township's employee activities.~~

Provisions: Except for protected labor relations activity,

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

Violations of this policy should be reported to the Human Resources Department and are subject

to disciplinary actions up to and including termination of employment.

M. Employee Travel and Reimbursement

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

N. Use of Township Equipment

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

O. Township Vehicles

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

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

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

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

~~P. Energy Efficient Workplace~~

~~Meridian Township is committed to raising awareness among employees on how to make better energy saving choices during the workday. The following list, although not all inclusive, will assist in making the Township a more green work environment:~~

- ~~• Make energy efficiency a habit.~~
- ~~• Lights will be turned off in employee offices, restrooms, storage areas, etc. when not occupied.~~
- ~~• Unplug unused electrical devices.~~
- ~~• Turn off computers overnight.~~
- ~~• Limit printer use and reduce paper usage.~~

- Use less electricity wherever possible.
- Utilize the recycle bins throughout the workplace.

VI. TIME OFF/LEAVES OF ABSENCE

A. Holiday Pay

Meridian Township recognizes paid holidays each year:

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

Should a holiday fall on a weekend, the holiday will be observed on the ~~work day~~[workday](#) closest to the holiday.

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

If an employee terminates [his/her/their](#) employment, he/she will not receive pay for holidays occurring after the last day worked.

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

B. Vacation

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

Vacation accrual begins on the first day of the month following the hire date for full-time or permanent part-time employment. Vacation is accrued according to the schedule in this policy. ~~Vacation can be used only after an employee has completed six months of continuous employment.~~

Vacation leave will not be earned during an unpaid leave of absence.

To schedule vacation time, employees should submit a completed leave form to the employee's supervisor at least two weeks before the requested leave (~~refer to collective bargaining units for clarification~~).

Employees must ensure that they have enough accrued leave available to cover the dates requested. Requests will be approved based on ~~a number of~~ several factors, including department operating and staffing requirements. The supervisor should return the leave request to the employee within three business day of the date it is submitted indicating that the request has been approved or denied. ~~If the request for vacation leave is denied, the supervisor should provide an appropriate reason on the form returned to the employee.~~

Non-Union Personnel Vacation Benefits Schedule

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

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

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

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

C. Personal Leave

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

D. Sick Leave

All regular full-time employees accrue sick leave beginning on the first day of the month following the employee's first day of work after hire for a maximum of 12 days per year at a rate of 8 hours

per month beginning on the date of hire.

Regular, part-time employees accrue sick leave ~~the first day of the month following the employee's first day of work~~immediately after hire in a pro-rated amount using the full-time total of ~~12 days per year~~8 hours per month and the average number of hours the part-time employee works per week. ~~Leave can be accumulated up to a total of one hundred ten (110) working days. Employees may carry over no more than 880 hours of sick leave from one year to the next.~~

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

Employees may use sick leave ~~if their presence is needed at home because of the illness of a member of their immediate family or they have a medical appointment of a routine or preventative nature. "Immediate family" is defined as parents, spouse, children, stepchildren, and any family members living in the employee's household or any other relative for whom the employee is legally responsible for as a dependent or guardian.~~for the following purposes as outlined in the Earned Sick Time Act, as amended:

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

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

Employees must request foreseeable uses of sick leave at least 7 days in advance. For unforeseeable sick leave usage, the employee must call in before the start of their shift unless emergency circumstances make that impossible. If an employee is unable to call in prior to the start of their shift for legitimate reasons, the employee must call in as soon as possible thereafter. Directors may require substantiation of sick leave as they deem necessary, including a certificate from a physician or an examination by a physician duly appointed by the Township if an employee misses more than three (3) consecutive workdays. If such examination is required, the Township will pay the cost if not covered by insurance all out-of-pocket costs that would have otherwise been incurred by the

employee.

Sick leave may not be used during a vacation period or immediately before or after a vacation or holiday, unless substantiated by a doctor's certificate.

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

Employees who have accumulated 500 or more hours of unused sick leave at the beginning of any calendar year, have the option to sell back to the Township up to forty hours of sick leave at the end of the calendar year. Payment shall be based on the employee's current hourly rate of pay as of December 31 of that year.

E. Bereavement Leave

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

Paid bereavement leave is granted according to the following schedule:

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

F. Jury Duty

Upon receipt of notification from the state or federal courts of an obligation to serve on a jury, employees must notify their supervisor and provide him/her with a copy of the jury summons. The Township will pay a regular full-time and regular part-time employee ~~his/her~~their regular straight time rate which he/she would have earned if working. If jury duty ends before an employee's scheduled shift ends, he/she may either return to work or take personal or vacation leave for the remainder of the day. In order to receive payment, an employee must give the Township at least

two (2) days' prior notice that he/she has been summoned for jury duty, furnish satisfactory evidence that he/she reported for or performed jury duty on the day(s) for which he/she claims payment, and submit payment(s) received for jury duty, less mileage paid, to Human Resources/Payroll.

G. Election Leave

Employees who are chosen to serve as an election official at polling sites will be permitted to take required time off to serve in this capacity. It is incumbent on employees who are chosen to act as election officials to notify their supervisor or Director a minimum of seven (7) days in advance of the need for time off in order to accommodate the necessary rescheduling of work periods. Time engaged as an election official should be reported and coded appropriately on timekeeping records.

H. Military Leave of Absence

Meridian Township is committed to protecting the job rights of employees absent on military leave. In accordance with federal and state law, it is the Township's policy that no employee or prospective employee will be subjected to any form of discrimination on the basis of that person's membership in or obligation to perform service for any of the Uniformed Services of the United States. Specifically, no person will be denied employment, reemployment, promotion, or other benefit of employment on the basis of such membership. Furthermore, no person will be subjected to retaliation or adverse employment action because such person has exercised ~~his or her~~their rights under applicable law or ~~company~~-Township policy. If any employee believes that he or she has been subjected to discrimination in violation of ~~company~~-Township policy, the employee should immediately contact Human Resources.

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

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

I. Lactation/Breastfeeding

For up to one year after a child's birth, any employee who is breastfeeding her child will be provided reasonable break times as needed to express breast milk for her baby. The Township will designate a private room for this purpose. Breaks of more than 20 minutes in length will be unpaid, and the employee should indicate this break period on her time record.

J. Paid Parental Leave

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

1. Eligibility:

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

2. Procedure

- A. Employee shall provide at least 30 days' notice (unless due to the circumstances this would not be possible) to their Department Head and the Human Resource Department as to their intent to use Paid Parental Leave Time.
- B. Employee must specify in the written notice the total amount of Paid Leave employee plans to take not to exceed four (4) calendar weeks. Paid Parental Leave Time is not subject to extension.
- C. Paid Parental Leave Time will commence immediately upon the birth of the child OR the legal placement of the adoptive child.
- D. Employees must provide proof of the date of the birth or adoption within 30 calendar days of the birth or placement of the child.
- E. If an employee is a parent or adoptive to multiple new children at the same time, (i.e. birth of twins or adoption of two eligible children simultaneously) it shall be considered one event for the purposes of the Paid Parental Leave Time program and will not increase the length of leave for the employee.
- F. For FMLA-eligible employees, the FMLA provides up to 12 weeks of unpaid leave following the birth or adoption of a minor child. Any Paid Parental Leave utilized under this policy will run simultaneously with any available FMLA leave for the same qualifying event. It is the intent of this policy that Township employees will remain in a paid status during part of the FMLA period allowed for the birth or adoption of a child.
- G. Employees who are eligible and provide timely notice and adequate proof as required under this policy will be approved for Paid Parental Leave time not to exceed four (4) calendar weeks, beginning on the effective date of the event. The Township shall continue to pay the employee at their base rate of pay, including any increases that would normally occur under the covered period. An employee's job remains protected during the period of Paid Parental Leave. Paid Parental Leave must be used consecutively and is not permitted to be used intermittently.
- H. If an employee elects to voluntarily return to work prior to the conclusion of the Paid Parental Leave Time period, they will only be paid for the time they took, and will receive no additional Paid Parental Leave Time.

- I. The Employee shall remain eligible for all Township benefits and will continue to accrue leave time while on Paid Parental Leave Time, in accordance with their collective bargaining agreement, contract, or letter of understanding or employment.
- J. Employees who are on Paid Parental Leave are not eligible for overtime pay, as they are not actively working. An employee whose requested Paid Parental Leave Time falls on a scheduled holiday will receive Paid Parental Leave Time pay but will not receive additional holiday pay. Employees are ineligible to work alternative employment during the period of Paid Parental Leave time.
- K. It is the responsibility of the Human Resources Department to administer this Paid Parental Leave program. It is the responsibility of the Human Resources Department to notify the employee and the Department Head of the employees expected return date based on the approved Paid Parental Leave period.

VII. BENEFITS

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

A. Medical and Dental Insurance

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

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

During open enrollment, employees may change medical, dental, and vision elections for the following year. An employee may refuse medical insurance coverage at his/her/their will. Such refusal must be documented in writing and submitted to the Human Resources Department. ~~NOTE: if employees waive coverage considered affordable and the minimum essential under the Patient Protection and Affordable Care Act ("ACA"), they will not qualify for government credits and subsidies to purchase individual health insurance on the Marketplace. Employees should be aware of the individual responsibility requirement under the ACA. If employees refuse the offer of the Employer's health coverage and do not obtain coverage on their own, they will be subject to a penalty.~~

The Township will pay an employee ~~\$375.00 per each~~ month if medical coverage is refused, but an employee waiving coverage must acknowledge that the Township has offered him or her affordable minimum essential coverage, as defined under the ACA and that he or she understands the consequences of the waiver of coverage.

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

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

B. Flexible Spending Account

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

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

C. Group Life Insurance

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

D. Long-Term Disability Benefits

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

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

E. Pension Plans

~~Please refer to any applicable Collection Bargaining Agreement.~~

F.E. Retirement

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

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

G.F. Workers' Compensation Benefits - Coordination with Township Benefits

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

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

H.G. CARES Employee Assistance Program (EAP)

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

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

I.H. COBRA

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

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

VIII. COMPENSATION

A. Overtime Pay

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

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

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

B. Compensatory Time

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

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

C. Longevity

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

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

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

IX. UNLAWFUL HARASSMENT POLICY

A. Objective

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

B. Scope

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

C. Workplace Harassment

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

D. Prohibited Conduct – Discrimination

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

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

E. Prohibited Conduct – Harassment

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

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

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

F. Defining Sexual Harassment

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

~~Under Title VII of the Civil Rights Act of 1964, there are two types of sexual harassment: a) quid pro quo and b) hostile work environment. Sexual harassment can be physical and psychological in nature. An aggregation of a series of incidents can constitute sexual harassment even if one of the incidents considered on its own would not be harassing.~~ Employees are prohibited from sexually harassing other employees whether or not the incidents of harassment occur on Township premises and whether or not the incidents occur during working hours. Meridian Township adheres to all federal, state, and local anti-discrimination and harassment laws applying to sexual harassment including Michigan's Elliot-Larsen Civil Rights Act.

G. Examples of Prohibited Conduct

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

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

G. Retaliation

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

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

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

the circumstances.

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

1. Intentionally files a false complaint; or
2. Intentionally provides false information during an investigation or review of a complaint.

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

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

H. Complaint Resolution Procedures

1. Employees

If an employee believes that ~~he or she~~they has/have been subjected to unlawful harassment on the basis of sex or any other protected characteristic or any unwelcome attention on the basis of a protected characteristic, they must report the incident to their own supervisor and the Human Resources Director. ~~he or she~~They may address the situation directly and immediately to the harasser, if ~~possible~~they feel comfortable doing so. ~~If the inappropriate conduct does not cease, or if the employee is unable to or is uncomfortable with addressing the alleged harasser directly, he or she must report the incident to his or her own supervisor or manager and the Human Resources Director.~~ If the alleged harassment complaint is directly related to an employee's Supervisor, Manager or Director, the employee may report the incident to the Human Resources Director, Township Manager, or any other Director or Supervisor. In no event is an employee required to report alleged harassment to the alleged harasser.

It is important to report any and all concerns of unlawful harassment or inappropriate conduct to the Human Resources Director or a supervisor/director as soon as possible, ~~but no later than 182 days from the initial event.~~ Management must be made aware of the situation so that it can conduct an immediate and impartial investigation and take appropriate action to remediate or prevent the prohibited conduct from continuing.

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

~~To initiate a formal investigation into an alleged violation of this policy, employees are asked to provide a statement about the alleged misconduct to the Human Resources Director. The Human~~

~~Resources Director may assist the complainant in completing or documenting the statement. To ensure the prompt and thorough investigation of a complaint of unlawful harassment, the complainant should provide as much of the following information as is possible:~~

- ~~• The name, department, and position of the person or persons allegedly engaging the harassment.~~
- ~~• A description of the incident(s), including the date(s), location(s), and the presence of any witnesses.~~
- ~~• The effect of the incident(s) on the complainant's ability to perform his or her job, or on other terms or conditions of his or her employment.~~
- ~~• The names of the other individuals who might have been subject to the same or similar harassment.~~

~~Any other information the complainant believes to be relevant to the harassment complaint.~~

2. *Directors, Managers, and Supervisors*

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

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

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

3. *Human Resources Township Response / Investigation*

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

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

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

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

~~The Human Resources Director is responsible for:~~

- ~~● Ensuring that both the individual filing the complaint and the allegedly accused individual are aware of the seriousness of a harassment complaint.~~
- ~~● Explaining this policy and investigation procedures to the complainant and the respondent.~~
- ~~● Exploring informal means of resolving harassment complaints.~~
- ~~● Arranging for and conducting an investigation of the alleged harassment and the preparation of a written report.~~
- ~~● Submitting a written report summarizing the results of the investigation and making recommendations to the Township Manager.~~
- ~~● Notifying the complainant and the accused of the corrective actions to be taken, if any, and administering those actions.~~

H.I. Confidentiality

To the extent permitted by law, the Township will endeavor to keep the reporting of the applicant or employee's concerns confidential; however, complete confidentiality cannot be guaranteed when it interferes with the Township ability to fulfill its obligations under this Policy, applicable law, and any court order. All employees are required to cooperate fully with any investigation. In order to protect the interests of all involved, confidentiality will be maintained to the extent practicable and deemed appropriate by the Township. The Human Resources Director shall take adequate steps to ensure that the complainant is protected from retaliation during the period of the investigation. All the information pertaining to a harassment complaint or investigation is

~~maintained by the Human Resources Director.~~

I.J. Discipline

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

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

If you are unclear on any provisions of this Policy, please contact the Human Resources Director for more information.~~Employees who violate this policy are subject to appropriate discipline. If an investigation results in finding that this policy has been violated, the mandatory minimum discipline is a written warning. The discipline for very serious or repeat violations is termination of employment.~~

Y.X. FAMILY AND MEDICAL LEAVE ACT (FMLA) POLICY

A. Purpose

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

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

B. Reasons For Leave

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

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

C. Special Military Related Leave

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

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

D. Eligibility Requirements.

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

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

for at least 12 months.

AND

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

AND

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

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

E. Intermittent Leave or a Reduced Work Schedule

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

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

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

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

F. Employee Status and Benefits During Leave

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

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

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

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

G. Employee Status After Leave

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

A. About

The function of this policy is to provide Township employees with a general description of their FMLA rights. In the event of any conflict between this policy and the applicable law, employees will be afforded all rights required by law.

If you have any questions, concerns, or disputes related to this policy, you must contact the Human Resources Director in writing.

A. General Provisions

Under this policy, Meridian Charter Township will grant up to 12 weeks (or up to 26 weeks of military caregiver leave to care for a covered service member with a serious injury or illness) during a 12-month period to eligible employees. The leave may be paid, unpaid, or a combination of paid and unpaid leave, depending on the circumstances of the leave and as specified in this policy.

A. Eligibility

To qualify to take family or medical leave under this policy, the employee must meet all of the following conditions:

12) The employee must have worked for the Township for 12 months or 52 weeks. The 12 months or 52 weeks need not have been consecutive. Separate periods of employment will be counted, provided that the break in service does not exceed seven (7) years. Separate periods of employment will be counted if the break in service exceeds seven (7) years due to National Guard or Reserve military service obligations or when there is a written agreement, including a collective bargaining agreement, stating the employer's intention to rehire the employee after the service break. For eligibility purposes, an employee will be considered to have been employed for an entire week even

~~if the employee was on the payroll for only part of a week or if the employee is on leave during the week.~~

~~14)1) _____ The employee must have worked at least 1,250 hours during the 12-month period immediately preceding the commencement of the leave. The 1,250 hours do not include time spent on paid or unpaid leave. Consequently, these hours of leave will not be counted in determining the 1,250 hours eligibility test for an employee under FMLA.~~

B. Types of Leave Covered

~~To qualify as FMLA leave under this policy, the employee must be taking leave for one of the reasons listed below:~~

- ~~— The birth of a child and in order to care for that child.~~
- ~~1) The placement of a child for adoption or foster care and to care for the newly placed child.~~
- ~~1) To care for a spouse, child, or parent with a serious health condition.~~
- ~~1) The serious health condition (described below) of the employee.~~

~~An employee may take leave because of a serious health condition that makes the employee unable to perform the functions of the employee's position.~~

~~A serious health condition is defined as a condition that requires inpatient care at a hospital, hospice, or residential medical care facility, including any period of incapacity or any subsequent treatment in connection with such inpatient care or a condition that requires continuing care by a licensed health care provider.~~

~~This policy covers illnesses of a serious and long term nature, resulting in recurring or lengthy absences. Generally, a chronic or long term health condition that would result in a period of three consecutive days of incapacity with the first visit to the health care provider within seven (7) days of the onset of the incapacity and a second visit within 30 days of the incapacity would be considered a serious health condition. For chronic conditions requiring periodic health care visits for treatment, such visits must take place at least twice a year. Pregnancy (including pre-natal medical appointments, incapacity due to related sickness, and medical required bedrest) is also covered. Employees with questions about what illnesses are covered under this FMLA policy or under the Township's sick leave policy are encouraged to consult with the Human Resources Director.~~

~~If an employee takes paid sick leave for a condition that progresses into a serious health condition and the employee requests unpaid leave as provided under this policy, the Township may designate all or some portion of related leave taken as leave under this policy, to the extent that the earlier leave meets the necessary qualifications.~~

- ~~1) Qualifying exigency leave for families of members of the National Guard or Reserves or of a regular component of the Armed Forces when the covered military member is on covered active duty or called to covered active duty.~~

The qualifying exigency must be one of the following:

— Short notice deployment

a. ~~Military events and activities~~

a. ~~Child care and school activities~~

a. ~~Financial and legal arrangements~~

a. ~~Counseling~~

a. ~~Rest and recuperation~~

a. ~~Post-deployment activities~~

a. ~~Additional activities that arise out of active duty, provided that the employer and employee agree, including agreement on timing and duration of the leave.~~

~~Eligible employees are entitled to FMLA leave to care for a current member of the Armed Forces, including a member of the National Guard or Reserves, or a member of the Armed Forces, the National Guard or Reserves who is on the temporary disability retired list, who has a serious injury or illness incurred in the line of duty on active duty for which he or she is undergoing medical treatment, recuperation, or therapy; or otherwise in outpatient status; or otherwise on the temporary disability retired list. Eligible employees may not take leave under this provision to care for former members of the Armed Forces, former members of the National Guard and Reserves, and members on the permanent disability retired list.~~

~~In order to care for a covered service member, an eligible employee must be the spouse, son, daughter, or parent, or next of kin of a covered service member. Any employee with specific eligibility questions should seek assistance from the Human Resources Department.~~

C. Amount of Leave

~~An eligible employee can take up to 12 weeks for the FMLA circumstances (1) through (5) above under this policy during any 12-month period. The Township will measure the 12-month period as a rolling 12-month period measured forward from the date an employee uses any leave under this policy.~~

~~An eligible employee can take up to 26 weeks for the FMLA circumstance military qualifying exigencies during a single 12-month period. For this military caregiver leave, the Township will measure the 12-month period as a rolling 12-month period measured forward. FMLA leave already taken for other FMLA circumstances will be deducted from the total of 26 weeks available.~~

~~If a husband and wife both work for the Township and each wishes to take leave for the birth of a child, adoption or placement of a child in foster care, or to care for a parent (but not a parent "in-law") with a serious health condition, the husband and wife may only take a combined total of 12 weeks of leave. If a husband and wife both work for the Township and each wishes to take leave to care for a covered injured or ill service member, the husband and wife may only take a combined total of 26 weeks of leave.~~

~~D. Employee Status and Benefits during Leave~~

~~While an employee is on leave, the Township will continue the employee's health benefits during the leave period at the same level and under the same conditions as if the employee had continued to work.~~

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

~~The Township shall have no obligation to pay health care premiums for the employee on unpaid leave for any time after the employee's approved FMLA absence from work. Employees may continue insurance coverages at their own expense during approved, unpaid leave of absence. An employee will not accumulate sick or vacation leave, nor be paid for holidays which may fall during the unpaid leave period.~~

~~If the employee does not continue these payments, the Township may discontinue coverage during the leave. If the Township maintains coverage, the Township may recover the costs incurred for paying the employee's share of any premiums, whether or not the employee returns to work. The Township will provide 15 calendar days' notice prior to the employee's loss of coverage.~~

~~Employee Status after Leave~~

~~In order to return to work an employee who takes leave under this policy will be asked to provide a fitness for duty without restrictions from the health care provider. This requirement will be included in the Township's response to the FMLA request. Generally, an employee who takes FMLA leave will be able to return to the same position or a position with equivalent status, pay, benefits and other employment terms. The position will be the same or one which is equivalent in terms of pay, benefits and working conditions. The Township may choose to exempt certain key employees from this requirement and not return them to the same or similar position.~~

~~E. Use of Paid and Unpaid Leave~~

~~An employee who is taking FMLA leave because of the employee's own serious health condition or the serious health condition of a family member must use all paid sick leave prior to the use of personal and vacation leave. FMLA leave will be unpaid except that employees must exhaust any accumulated sick leave time as compensation during the FMLA leave. FMLA leave will run concurrently with all paid sick leave that must be exhausted or that is voluntarily taken, all workers compensation leave and all long-term disability leaves. An employee who is using military FMLA leave for a qualifying exigency must use all paid sick leave prior to being eligible for unpaid leave. An employee using FMLA military caregiver leave must also use all paid sick leave prior to being eligible for unpaid leave.~~

F. Intermittent Leave or a Reduced Work Schedule

Township employees may take FMLA leave in 12 consecutive weeks, may use the leave intermittently (take time when needed over the year) or, under certain circumstances, may use the leave to reduce the workweek or workday, resulting in a reduced hour schedule. In all cases, the leave may not exceed a total of 12 workweeks (or 26 workweeks to care for an injured or ill service member over a 12-month period). In all cases, the leave must be qualified leave under the FMLA.

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

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

If an employee is taking leave for a serious health condition or because of a serious health condition of a family member, the employee should try to reach agreement with the Township before taking intermittent leave or working a reduced hour schedule. If this is not possible, then the employee must prove that the use of the leave is medically necessary.

Certification for the Employee's Serious Health Condition/ Family Member/ Qualifying Military Exigency

The Township will require certification for an employee's/family member's serious health condition or qualifying exigency. The employee must respond to such a request within 15 calendar days of the request or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of continuation of leave. Medical certification will be provided using the U.S. Department of Labor (DOL) Certification of Health Care Provider for Employees/Family Members Serious Health Condition and the DOL Certification of Qualifying Exigency.

The Township may directly contact the employee's health care provider for verification or clarification purposes using a health care professional, a Human Resources employee, leave administrator, or management official. The Township will not use the employee's direct supervisor for this contact. Before the Township makes this direct contact with the health care provider, the employee will be given an opportunity to resolve any deficiencies in the medical certification. In compliance with HIPAA Medical Privacy Rules, the Township will obtain the employee's permission for clarification of individually identifiable health information.

The Township has the right to ask for a second opinion if it has reason to doubt the certification. The Township will pay for the employee to get a certification from a second doctor, which the Township will select. The Township may deny FMLA leave to an employee who refuses to release relevant medical records to the health care provider designated to provide a second or third opinion.

~~If necessary to resolve a conflict between the original certification and the second opinion, the Township will require the opinion of a third doctor. The Township and the employee will mutually select the third doctor, and the Township will pay for the opinion. This third opinion will be considered final. The employee will be provisionally entitled to leave and benefits under the FMLA policy pending the second or third medical opinion.~~

~~**H. Recertification**~~

~~The Township may request recertification for the serious health condition of an employee or the employee's family member, or military/family service member no more frequently than every 30 days unless circumstances have changed significantly, or if the Township receives information casting doubt on the reason given for the absence, or if the employee seeks an extension of the leave.~~

~~**Procedure for Requesting FMLA Leave**~~

~~All employees requesting FMLA leave must provide verbal or written notice of the need for the leave to the Human Resources Department. Within five (5) business days after the employee has provided this notice, the Human Resources Department will complete and provide the employee with the DOL Notice of Eligibility and Rights.~~

~~When the need for the leave is foreseeable, the employee must provide the Township with at least 30 days' notice. When an employee becomes aware of a need for FMLA leave less than 30 days in advance, the employee must provide notice of the need for the leave either the same day or the next business day. When the need for FMLA leave is not foreseeable, the employee must comply with the Township's usual and customary notice and procedural requirements for requesting leave, absent unusual circumstances.~~

~~**I. Designation of FMLA Leave**~~

~~Within five (5) business days after the employee has submitted the appropriate certification form, the Human Resources Department will complete and provide the employee with a written response to the employee's request for FMLA leave using the DOL Designation Notice.~~

~~**I. Intent to Return to Work from FMLA Leave**~~

~~The Township may require an employee on FMLA leave to report periodically on the employee's status and intent to return to work.~~

~~Prior to returning to work, an employee must provide a fitness for duty release from the physician.~~

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

A. Reasonable Accommodation/ Americans with Disabilities Act (ADA)

~~The Americans with Disabilities Act (ADA), the State of Michigan's Persons With Disabilities Civil Rights Act, and Meridian Charter Township's Human Relations ordinance provide an opportunity for greater economic security for a significant number of citizens by providing Equal Employment Opportunity (EEO) protection for achieving and maintaining employment. The Township strives to demonstrate its commitment to this concept by requiring the removal of unnecessary and artificial barriers to employee selection and work access and by maintaining an orderly and structured process for working with employees in an interactive process to make reasonable accommodations that allow an otherwise qualified individual with a disability to perform the essential functions of a job assignment.~~ It is the policy of the Township to provide reasonable accommodations in employment to qualified individuals with disabilities unless the accommodation would impose an undue hardship on Township operations or would change the essential functions of the position. Retaliation against an individual with a disability for using this policy is prohibited. The Township is committed to its legal obligations under the Americans with Disabilities Act and the Persons with Disabilities Civil Rights Act including the interactive process.

— Notification and Medical Documentation

~~In general, it is the responsibility of an applicant or employee with a disability to inform the Human Resources Director that a need for an accommodation exists or that some adjustment or change is needed to perform the essential function of a job because of limitations caused by a disability. A reasonable accommodation refers to change or adjustment in the job or the work environment that allows a qualified employee with a disability to perform the essential functions of his or her job. While it has been our experience that supervisors and employees often informally work through issues surrounding limitations caused by a disability, this policy has been developed to provide a formal process through which the employee notifies the Human Resources Director for assistance.~~

Generally speaking, any request for an accommodation should be made in writing within 182 days or sooner after you know or reasonably should have known of the need for accommodation.

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

Appropriate medical documentation should:

- Describe the nature, severity, and duration of the employee's impairment.
- 1. Describe the activity or activities that the impairment limits.
- 1. Describe the extent to which the impairment limits the employee's ability to perform any specific employment activity or activities.
- 1. Substantiate the need for accommodation and makes suggestions, if reasonably possible, for any specific accommodations.

Employees seeking accommodation will be notified if their documentation is insufficient. In obtaining this information, employees are cautioned that the Township is not requesting nor should the employee provide part of his or her medical documentation any genetic information regarding the employee or a family member protected by the Genetic Information Nondiscrimination Act (GINA).

C. Interactive Process

Once a request has been made and appropriate medical documentation supporting the need for accommodation has been provided, then the circumstances will be addressed on a case-by-case basis. This process may encompass one or more of the following steps or other efforts not listed below that are reasonably needed to determine where an applicant's or employee's needs can be met through the reasonable accommodation process:

- Job analysis, job description review, and review of any other relevant data regarding job requirements and functions.
- Consultations with the appropriate supervisor and Human Resources, and others as necessary, to define possible accommodation that might be reasonably necessary to permit or allow an otherwise qualified person with a disability to participate in the screening process in the case of applicants, or to perform the job assignment under consideration for employees.
- Applicant accommodation requests will be handled by Human Resources in conjunction with the selection manager.
- Among the points to be addressed in the analysis are whether, based on the information available, the employee is otherwise qualified to perform the essential job functions; the physical and/or mental work requirements; physical barriers, if any, based on the work location; the effect of accommodations on related jobs or individuals; any possible threats to the health/safety of the person with a disability or to others in the work place; any undue hardship on the Township in providing the accommodation; and estimated dollar costs (if any) to accomplish the desired accommodation.

All applicants and employees are expected to cooperate in the interactive process. As part of the process, employees should also remember that the Township is not obligated to and will not provide personal use items needed in accomplishing daily activities, such as eye glasses or hearing aids, but will consider work specific equipment, such as but not limited to, voice-activated software or adaptive technology where appropriate.

D. Decision on Accommodation and Recordkeeping

Once the interactive process is complete and a decision is made regarding accommodations, the employee will be notified by Human Resources. The employee will also be notified if/when documentation needs to be renewed or updated.

Human Resources will also produce the decision in writing and document it in the employee's confidential medical file. The supervisor is responsible for providing support in completing appropriate written documentation to Human Resources. Information regarding an employee's disability and requests for accommodations will be kept confidential and shared with others only if they have a legitimate business reason to know.

Terms Used in This Policy

- **Disability:** A physical or mental impairment that substantially limits one or more major life activities of the individual, a record of such an impairment, or being regarded as having such an impairment.
- **Major life activities:** Term includes caring for oneself, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating and working.
- **Major bodily functions:** Term includes physical or mental impairment such as any physiological disorder or condition, cosmetic disfigurement or anatomical loss affecting one or more body systems, such as neurological, musculoskeletal, special sense organs, respiratory (including speech organs), cardiovascular, reproductive, digestive, genitourinary, immune, circulatory, hemic, lymphatic, skin and endocrine. Also covered are any mental or psychological disorders, such as intellectual disability (formerly termed "mental retardation"), organic brain syndrome, emotional or mental illness and specific learning disabilities.
- **Substantially limiting:** In accordance with the ADAAA final regulations, the determination of whether an impairment substantially limits a major life activity requires an individualized assessment, and an impairment that is episodic or in remission may also meet the definition of disability if it would substantially limit a major life activity when active. Some examples of these types of impairments may include epilepsy, hypertension, asthma, diabetes, major depressive disorder, bipolar disorder, and schizophrenia. An impairment, such as cancer that is in remission but that may possibly return in a substantially limiting form, is also considered a disability under US Equal Employment Opportunity Commission (EEOC) final ADA Amendments Act of 2008 (ADAAA) regulations.

- ~~**Direct threat:** A significant risk to the health, safety or well-being of individuals with disabilities or others when this risk cannot be eliminated by reasonable accommodation.~~
- ~~**Qualified individual:** An individual who, with or without reasonable accommodation, can perform the essential functions of the employment position that such individual holds or desires.~~
- ~~**Reasonable accommodation:** Includes any changes to the work environment and may include making existing facilities readily accessible to and usable by individuals with disabilities, job restructuring, part time or modified work schedules, telecommuting, reassignment to a vacant position, acquisition or modification of equipment or devices, appropriate adjustment or modifications of examinations, training materials or policies, the provision of qualified readers or interpreters, and other similar accommodations for individuals with disabilities.~~

~~F. Appeals~~

~~If the employee disagrees with the accommodation selected or has been denied an accommodation to which the employee believes he/she is entitled to, the employee may appeal the decision to the Township Manager within twenty (20) working days of the date of the decision.~~

XII. SOCIAL MEDIA POLICY

A. Introduction

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

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

B. "Official" Township Social Media Accounts

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

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

political causes, ballot proposals, or businesses and services.

- ~~Usage~~ ~~Content posted by operators of official Township social media accounts shall not be a substitute for any public notice requirements mandated by federal, state, or local law.~~
- **Intellectual Property** – Official Township social media accounts shall adhere to all federal and state laws that govern intellectual property including, but not limited to, copyright and trademark protections.
- **Document Storage** – All official Township social media content shall adhere to existing Township electronic document storage procedures and all Township Freedom of Information Act (FOIA) policies and procedures.
- **Right to Monitor** – Operators of official Township social media accounts shall have the right to monitor all content shared by these accounts as well as content contributed by the public. Additionally, operators have the right to remove content contributed by the public if deemed vulgar, harassing, or threatening. Threats or harassing material shall be reported to the proper law enforcement agency.
- ~~Press Requests~~ ~~Meridian Township honors employees’ rights to speak to the press. However, the Township asks employees operating official Township social media accounts to consider forwarding all requests from the media or press to a supervisor or the Communications Department.~~
- **Work Responsibilities** – Operators of official Township social media accounts shall only use these accounts for work-related purposes. ~~Excessive use of non-work related use of social media platforms during work hours is subject to discipline.~~

C. Personal Social Media Use

Meridian Township respects employees’ rights to express themselves through social media and additionally adheres to all provisions in Michigan’s Internet Privacy Protection Act. ~~However, all content shared by Meridian Township employees on their personal social media accounts should be considered public and permanent, and may be monitored by the Township.~~

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

- **Identification** – If an employee of Meridian Township identifies themselves as an employee of Meridian Township on a personal social media account, the employee should note that the account is non-official.
- **Disclaimer Recommendation** – Employees who identify themselves as Township employees on personal social media accounts may want to consider posting a disclaimer on their account stating, “The views and opinions expressed here are the views of the writer and do not necessarily reflect the views and opinions of Meridian Charter Township.”
- **Be Respectful** - ~~Always be fair and courteous to fellow employees, the public, vendors or people who work on behalf of the Township. Also, keep~~Keep in mind that you are more likely to resolve work-related complaints by speaking directly with your co-workers or by utilizing our Open Door Policy than by posting complaints to a social media outlet. Nevertheless, if you decide to post complaints or criticism, avoid using statements, photographs, video or audio that reasonably could be viewed as ~~malicious~~, obscene, threatening or intimidating, that disparage co-workers, customers, associates or suppliers, or that might constitute harassment ~~or bullying~~.
- **Obscene Content** – Township employees should refrain from publicly sharing obscene content on personal social media accounts (as defined in the “Official” Township Social Media Accounts).
- ~~Confidential Information~~ – ~~Township employees may not publicly share confidential Township information on personal social media accounts (as defined in the “Official” Township Social Media Accounts).~~
- **Use of Township Logos** – Township employees may not use any Township logos on their personal social media accounts without the expressed written permission by the Township Manager or by a designated appointee of the Township Manager.
- Personal Use on Work Time – Employees shall not use personal social media during working hours. Personal social media use may be the basis for discipline up to and including termination.

XIII. Military Leave Policy (USERRA)

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

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

A. Notice Required

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

B. Documentation

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

C. Confirmation of Service

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

D. Employment and Pay

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

the event that the annual training required for an employee exceeds the ten (10) days specified above, the additional days shall be granted as a leave of absence without pay (or charged against the employee’s accumulated vacation leave, if requested by the employee).

E. Reemployment

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

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

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

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



To: Board Members
From: Tim Dempsey, Township Manager
Date: March 14, 2025
Re: Township Millage Rates

The forthcoming Senior/Community Center Task Force recommendations will require the Township Board to carefully evaluate the financial impacts of constructing and operating a new facility. A key component of the financial analysis will include understanding the impacts of potential debt and operating tax levies. This memo provides an overall summary of the current and ongoing Township millage rates, along with the parameters impacting future additional levies.

Township Millage Rates

Table 1 below provides a summary of the current Township millage rates and the annual revenue budgeted for the current fiscal year.

Table 1 - Millage Rates and Revenue		
Millage	Millage Rate*	FY 2025 Budgeted Revenue
Township Operating	4.1344	\$9,217,375
Police Protection	0.5981	\$1,333,425
Fire Protection	0.6302	\$1,404,990
Community Services	0.1474	\$328,718
Land Preservation	0.0993	\$221,483
Pathways	0.3289	\$732,952
Streets (Debt)	1.9429	\$4,332,569
Police and Fire Protection	1.4687	\$3,274,371
Parks	0.6559	\$1,462,536
Fire Station (Debt)	0.0624	\$139,133
TOTAL	10.0862	\$22,447,552
<i>*1 mill generates approximately \$2.2M in annual revenue.</i>		

Table 2 (attached) provides the current millage rates, rates at time of adoption before any Headlee Amendment reductions, and projects them into the year 2036. This is the year when all of the current millages, except for operating, would be expired if they are not renewed before then.

Millage Rate Overview

Meridian Township is limited to enacting 5 mills for operating expenses and an additional 5 mills if approved by Township voters for a maximum of 10 mills. Debt millages are an exception to this limitation. The Township attorneys are reviewing the limitation with regard to adopted millage rates (8.9668 w/o debt) and Headlee-reduced rates (8.0629 w/o debt). Staff will discuss this further during the Board meeting.

The ten current Township millages are described below.

- **Township Operating:** This levy was set at 5 mills at its inception in 1959 per Charter Township law. The operating millage has been reduced due to Headlee requirements to 4.1344, 16 percent less than when originally enacted. These funds are used for general fund operating purposes and there is no expiration for this millage.
- **Police Protection (1998):** This millage was originally passed in 1998 and renewed in 2020 for 15 years. Funding is for Police Department personnel. This millage will expire in 2035.
- **Fire Protection (1998):** This millage was originally passed in 1998 and renewed in 2020 for 15 years. Funding is for Fire Department personnel, supplies, and equipment. This millage will expire in 2035.
- **Community Services:** This millage was originally passed in 2002 and subsequently extended in 2022. This millage funds senior citizen programs (Meridian Senior Center), human services (Meridian CARES), and recreation activities. The 2022 renewal required at least 0.05 mill be dedicated to senior citizen programs and the balance (0.983 for 2025) between the three designated activities. For FY 2025, senior activities receive approximately 57% of the funding, human services 27%, and recreation 16%. This millage expires in 2031.
- **Land Preservation:** The Land Preservation millage was originally adopted in 2000 at 0.75 mills and provides funding for land acquisition and conservation easements and maintenance of those lands. The millage was renewed in 2010 at a reduced rate of 0.33 mills. This millage expires in 2029.
- **Pathways:** This millage was originally adopted in 1974 and provides for the construction, maintenance, and improvement of Township pedestrian and bicycle pathways. The Township now has and maintains nearly 90 miles of pathways. This millage expires in 2028.
- **Local Roads Debt:** A \$35M bond issuance was authorized for local street rehabilitation work with a corresponding debt millage of 1.9428. The debt is currently projected to be paid down in 2027. The final year millage is projected to be lower (1.0625) than the current rate. The funds from this issuance are still being utilized for work this year and in 2026 and 2027. Funding spenddown requirements will result in limited road work in 2028.

- **Police and Fire Protection (2017):** This millage was approved at 1.4830 mills for ongoing police and fire costs with a focus on addressing unfunded pension liabilities, equipment, and adding additional staff resources to adequately maintain effective service.
- **Parks:** The parks millage was originally approved in 1984 and renewed in 2014 at 0.6667 mills and is used for ongoing park development, maintenance, and operations. The Township has also had prior park capital improvement millages, the last being from 2005-2016 at 0.319 mill.
- **Fire Station Debt:** In 2012, the Township received approval for issuing \$3.5 million in debt for the construction of a new Central Fire Station. The millage to support this was originally 0.2 mill, but is reduced to 0.0624 mill for 2025 which is the final year of the millage. The debt was originally projected to be paid off in 2027.

Other Jurisdiction Millage Rates

For comparison purposes, **Table 3** (attached) provides the millage rates of other local governments in the region, including Ingham County.

Headlee Amendment and Proposal A Reductions

The Headlee Amendment (1974) and Proposal A (1994) are Michigan constitutional amendments that impact the millage rates and taxable value of properties. Together, these restrictions impact the amount of revenue that local governments can collect. Headlee limits the total maximum tax revenue the Township may collect to inflationary rates. This often requires millage rates to be reduced or “rolled back” to meet the requirements. In addition, Proposal A limits the annual increases in taxable value on individual parcels to the lesser of inflation or five percent. The difference between market rate growth and the restricted growth rate are reflected in the difference between a property’s assessed value and taxable value.

Michigan State University Extension has more resources on the [Headlee Amendment](#) and [Proposal A](#).

Attachments:

1. Table 2 – Current and Future Millage Rates
2. Table 3 – Local Government Millage Rates

Table 2 - Current and Future Millage Rates															
Millage (Original Enactment)	Last Approval	Expiration Data	Rate When Last Enacted	2025⁽¹⁾	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036
Township Operating (1959)	Dec-1959	N/A	5.0000	4.1344	4.1344	4.1344	4.1344	4.1344	4.1344	4.1344	4.1344	4.1344	4.1344	4.1344	4.1344
Police Protection (1998)	Nov-2020	Dec-2035	0.6016	0.5981	0.5981	0.5981	0.5981	0.5981	0.5981	0.5981	0.5981	0.5981	0.5981	0.5981	0.5981
Fire Protection (1998)	Nov-2020	Dec-2035	0.6339	0.6302	0.6302	0.6302	0.6302	0.6302	0.6302	0.6302	0.6302	0.6302	0.6302	0.6302	0.6302
Community Services (2002)	Aug-2022	Dec-2031	0.1483	0.1474	0.1474	0.1474	0.1474	0.1474	0.1474	0.1474					
Land Preservation (2000)	Nov-2020	Dec-2029	0.1000	0.0993	0.0993	0.0993	0.0993	0.0993							
Pathways (1974)	Aug-2016	Dec-2028	0.3333	0.3289	0.3289	0.3289	0.3289								
Local Roads Debt (2019)	Aug-2019	<i>Dec-2027⁽²⁾</i>	1.9429	1.9429	1.9429	<i>1.0625</i>									
Police and Fire (2017)	Aug-2017	Dec-2026	1.4830	1.4687	1.4687										
Parks (1984)	Aug-2013	Dec-2025	0.6667	0.6559											
Fire Station Debt (2012)	Nov-2012	Aug-2028	0.2000	0.0624											
Total Twp. Millage Rate			11.1097	10.0682	9.3499	7.0008	5.9383	5.6094	5.5101	5.5101	5.3627	5.3627	5.3627	5.3627	4.1344
Total Twp. Millage Rate Less Debt			8.9668	8.0629	7.4070	5.9383	5.9383	5.6094	5.5101	5.5101	5.3627	5.3627	5.3627	5.3627	
<i>NOTES:</i>															
<i>(1) 2025 and beyond are pending revised Headlee calculations.</i>															
<i>(2) Current estimate for final year</i>															

Table 3 - Local Governments Millage Rates

Meridian Township	Millage Rate	City of East Lansing	Millage Rate
Township Operating (1959)	4.1344	ALLOC/CHARTER	12.5362
Police Protection (1998)	0.5981	LIBRARY	0.9970
Fire Protection (1998)	0.6302	PARKS/LIBRARY	0.9970
Community Services (2002)	0.1474	SOLID WASTE	1.8250
Land Preservation (2000)	0.0993	Total	16.3552
Pathways (1974)	0.3289		
Local Roads Debt (2019)	1.9429	City of Grand Ledge	
Police and Fire (2017)	1.4687	OPERATING/STREETS	10.4474
Parks (1984)	0.6559	RECREATION	0.8032
Fire Station Debt (2012)	0.0624	Total	11.2506
Ingham County		City of Lansing	
ALLOC/CHARTER	6.7479	ALLOC/CHARTER	19.4400
ANIMAL CONTROL/SHELTER	0.1500	BOND	3.5000
EMS 911/CENTRAL DISPATCH	0.8483	DRAIN DEBT	0.2600
FARMLAND PRESERV.	0.1395	Total	23.2000
HEALTH DEPT. SERVICES	0.6300		
JAIL/LAW ENFORCEMENT	0.8476	City of Mason	
JUVENILE	0.6000	ALLOC/CHARTER	15.2500
MENTAL HEALTH	0.5000	PARKS/REC - TRAILS/BIKE PATH	0.9891
PARKS/REC	0.4986	Total	16.2391
SENIORS	0.3000		
TRANSIT/BUS	0.5988	City of Stockbridge	
VETERANS	0.0328	ALLOC/CHARTER	11.2498
ZOO	0.4986	CEMETERY	0.7408
Total	12.3921	ROADS	4.1722
		Total	16.1628
Delhi Township		City of Webberville	
ALLOC/CHARTER	4.2410	ALLOC/CHARTER	11.6081
EQUIPMENT	0.4960	ROADS	1.5919
FIRE/EMERGENCY/EMS	1.4761	Total	13.2000
PARKS/REC - TRAILS/BIKE PATH	0.9921		
POLICE	1.4761	City of Williamston	
Total	8.6813	ALLOC/CHARTER	14.8663
		SENIORS - SENIOR CENTER	0.2475
DeWitt Township		Total	15.1138
OPERATING	6.4324		
Total	6.4324		
Lansing Township			
ALLOC/CHARTER	4.6206		
EV OPER. GENERAL	0.9714		
EV OPER. GENERAL	0.9714		
EV OPER. GENERAL	1.7000		
SIDEWALKS/SAFETY PATHS	0.4857		
Total	8.7491		

Township Millages Review



Tim Dempsey
Township Manager

CURRENT MILLAGE RATES

Millage (Original Enactment)	Last Approval	Expiration Data	Rate When Last Enacted	2025 Rate (Headlee Adj.)
Township Operating (1959)	Dec-1959	N/A	5.0000	4.1344
Police Protection (1998)	Nov-2020	Dec-2035	0.6016	0.5981
Fire Protection (1998)	Nov-2020	Dec-2035	0.6339	0.6302
Community Services (2002)	Aug-2022	Dec-2031	0.1483	0.1474
Land Preservation (2000)	Nov-2020	Dec-2029	0.1000	0.0993
Pathways (1974)	Aug-2016	Dec-2028	0.3333	0.3289
Local Roads Debt (2019)	Aug-2019	Dec-2027	1.9429	1.9429
Police and Fire (2017)	Aug-2017	Dec-2026	1.4830	1.4687
Parks (1984)	Aug-2014	Dec-2025	0.6667	0.6559
Fire Station Debt (2012)	Nov-2012	Aug-2028	0.2000	0.0624
Total Twp. Millage Rate			11.1097	10.0682
Total Rate Excluding Debt			8.9668	8.0629

FUTURE MILLAGE RATES

Millage	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036
Township Operating	4.1344	4.1344	4.1344	4.1344	4.1344	4.1344	4.1344	4.1344	4.1344	4.1344	4.1344
Police Protection	0.5981	0.5981	0.5981	0.5981	0.5981	0.5981	0.5981	0.5981	0.5981	0.5981	
Fire Protection	0.6302	0.6302	0.6302	0.6302	0.6302	0.6302	0.6302	0.6302	0.6302	0.6302	
Community Services	0.1474	0.1474	0.1474	0.1474	0.1474	0.1474					
Land Preservation	0.0993	0.0993	0.0993	0.0993							
Pathways	0.3289	0.3289	0.3289								
<i>Local Roads Debt</i>	<i>1.9429</i>	<i>1.0625</i>									
Police and Fire	1.4687										
Parks											
<i>Fire Station Debt</i>											
Total Rate	9.3499	7.0008	5.9383	5.6094	5.5101	5.5101	5.3627	5.3627	5.3627	5.3627	4.1344
Total Rate Ex. Debt	7.4070	5.9383	5.9383	5.6094	5.5101	5.5101	5.3627	5.3627	5.3627	5.3627	4.1344

MILLAGE LIMITATIONS AND CAPACITY

- Township is subject to a tax levy limit equal to one-tenth (1/10) of one percent (1%) of total assessed value, or 10 mills.
 - 10 mills is \$10 of tax per \$1,000 of taxable value.
 - The millage limit has exceptions for bonds and indebtedness approved by voters.
- Current Township tax levy is **10.0682**, but the 10 mills limit calculation (excluding debt) is **8.0629**.
 - The current available millage capacity is **1.973**.
- One (1) mill in 2025 TV will generate approximately \$2.35M per year.

Millage Example

\$300,000 Home

\$150,000 Taxable Value

10 mills = \$1,500 in Annual Taxes

$(150,000/1,000 * 10)$