



AGENDA

CHARTER TOWNSHIP OF
MERIDIAN
TOWNSHIP BOARD
REGULAR MEETING
December 13, 2016
6:00 P.M.



1. CALL MEETING TO ORDER⁺
2. PLEDGE OF ALLEGIANCE/INTRODUCTIONS
3. ROLL CALL
4. PRESENTATION
 - A. Dave Hall, Chief of Police-Introduction of New Police Officers
 - B. 175th Township Celebration-Deborah Guthrie
5. CITIZENS ADDRESS AGENDA ITEMS AND NON-AGENDA ITEMS*
6. TOWNSHIP MANAGER REPORT
7. BOARD MEMBER REPORTS AND ANNOUNCEMENTS
 - A. Treasurer's Quarterly Report-Julie Brixie
8. APPROVAL OF AGENDA
9. CONSENT AGENDA (SALMON)
 - A. Communications
 - B. Bills
 - C. 2017 Proposed Non-Union Wage Schedule
10. QUESTIONS FOR THE ATTORNEY
11. HEARINGS (CANARY)
12. ACTION ITEMS (PINK)
 - A. Appointments to Boards and Commissions
 - B. Urban Cooperation Agreement Amendment
 - C. 2016 End of Year Budget Amendments Request
13. BOARD DISCUSSION ITEMS (ORCHID)
 - A. Study Session
 - B. Township Branding
 - C. Investment Policy
 - D. Zoning Amendment #16050 (Planning Commission) Amendment to Industrial Zoning District
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.**

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

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

⁺ Appointment of Supervisor Pro Tem and/or Temporary Clerk if necessary

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

TOWNSHIP BOARD REGULAR MEETING COMMUNICATIONS, DECEMBER 13, 2016

(1) Board Information (BI)

- BI-1 Robert Francoeur, 6095 Horizon Drive, East Lansing; RE: Opposition to the proposed Walnut Hills development
- BI-2 Karla Hudson, 6009 Skyline Drive, East Lansing; RE: Concern with the Walnut Hills rezoning request and her previous application for appointment to the Transportation Commission
- BI-3 Lindsey and Russell LaForte, 4577 Van Atta Road, Okemos; RE: Support for Meridian Township's Welcoming Community Resolution
- BI-4 Laurie Dawson, 2369 Seminole Drive, Okemos; RE: Support for Meridian Township's Welcoming Community Resolution
- BI-5 Ellen Rzepka, 1840 Sunhollow Court, Haslett; RE: Support for Meridian Township's Welcoming Community Resolution

(2) Commission Linkage (CL)

- CL-1 Lise Schools, 2300 Kewanee Way, Okemos; RE: E-mail of intent not to seek reappointment to the Environmental Commission

Material handed out at the December 6, 2016 Board Meeting

- John Wolenberg, President, Wood Creek Homeowners Association, 2459 Barnsbury Road, East Lansing; RE: Wood Creek Homeowners Association requests and recommendations for the Least Lansing Costco Store
- Erica Wolf, 4965 Hillcrest Avenue, Okemos; RE: Letter of support for appointment of Diana Paiz Engle to the Transportation Commission
- Renee Korrey, 4633 Okemos Road, Okemos; RE: Support for Meridian Township's Welcoming Community Resolution
- Susan J. Masten, 1320 Ivywood Drive, Okemos; Support for Meridian Township's Welcoming Community Resolution
- Char Brooks, 2526 Dustin Road, Okemos; RE: Support for Meridian Township's Welcoming Community Resolution
- Mike McCurdy, 5458 Okemos Road, East Lansing; RE: Support for Meridian Township's Welcoming Community Resolution
- Alexia Mansour, 4354 Hulett Road, Okemos, RE: Support for Meridian Township's Welcoming Community Resolution
- Terri McElhinny, 4588 Van Atta Road, Okemos; RE: Support for Meridian Township's Welcoming Community Resolution
- Tom and Winifred Motherwell, 1153 Haslett Road, Haslett; RE: Support for Meridian Township's Welcoming Community Resolution
- Anne Woiwode, 5088 Powell Road, Okemos; RE: Support for Meridian Township's Welcoming Community Resolution

7-A

TOWNSHIP BOARD MEETING

REPORTS

December 8, 2016

TREASURER'S REPORT

Collections

Distributions

Investments

**DELINQUENT PERSONAL PROPERTY TAX COLLECTION TOTALS FOR 2011,
2012, 2013, 2014 & 2015 TAX YEARS**

COLLECTED IN 2016 (TO 12-07-16)	\$ 64,460.75
COLLECTED IN 2015	\$ 76,657.74
TOTAL REMAINING COLLECTIBLE	\$ 54,621.04

TOTAL 2016 TAX YEAR COLLECTIONS (to 12-07-16)

\$ 43,618,315.36

2016 TAX YEAR DISTRIBUTION TOTALS (to 11-10-16)

STATE EDUCATION TAX	\$ 9,622,619.53
HASLETT SCHOOLS	\$ 2,561,712.14
OKEMOS SCHOOLS	\$ 7,491,527.70
WILLIAMSTON SCHOOLS	\$ 167,669.93
EAST LANSING SCHOOLS	\$ 1,731,559.98
INGHAM INTERMEDIATE SCHOOL DISTRICT	\$ 9,605,536.48
INGHAM COUNTY	\$ 10,236,047.81
MERIDIAN TOWNSHIP ADMIN	\$ 414,298.20
INGHAM CO LANDBANK-BROWNFIELD DOUGLAS J	\$ 405.11
MERIDIAN TOWNSHIP DDA OF OKEMOS	\$ 4,881.16
TOTAL DISTRIBUTION:	\$ 41,836,258.04

CURRENT FIXED MATURITY INVESTMENTS

Maturity	Fund	Investment	Principal	Purc Date	Int. Rate	Certificate
04/19/17	general fund	Horizon Bank	1,000,000.00	04/19/16	0.90%	174271
10/01/27	general fund	DDA Loan	199,500.00	08/05/10	3.00%	
			<u>1,199,500.00</u>			
12/16/16	land pres	Mason State Bank	509,766.62	03/16/16	0.85%	1-4707
06/27/19	land pres	Bank of Holland (MBS)	150,000.00	07/12/12	1.35%	062649XV5
			<u>659,766.62</u>			
11/23/21	land pres res	Federal Natl Mtg (MBS)	330,000.00	05/19/16	1.50%	3136G3NP6
03/30/26	land pres res	Federal Natl Mtg (MBS)	500,000.00	03/30/16	1.25%	3136G3EX9
04/28/31	land pres res	Federal Natl Mtg (MBS)	1,000,000.00	04/28/16	2.00%	3136G3HS7
			<u>1,830,000.00</u>			
07/01/17	twp imp rev	Mason State Bank	506,680.70	07/01/16	0.75%	1-4708
			<u>506,680.70</u>			
4/22/2017	bike path	Horizon Bank	250,000.00	7/22/2016	0.75%	174601
			<u>250,000.00</u>			
Total Fixed Investments \$			4,445,947.32			

CURRENT NON-FIXED INVESTMENTS

10/31/2016

PURCH. DATE	FUND ACCOUNT NUMBER	INVESTMENT	PRINCIPAL	CURRENT RATE	INVESTMENT TYPE
8/1/2002	GF RMB-005463	MBS	\$ -	0.00%	money market
5/12/2008	GF 0289-0001	MBIA Class	\$ 3,516,141.94	0.72%	pooled funds
5/20/2009	GF 367213-06	MSU Fed. CU	\$ 5.00	0.00%	savings
5/28/2009	GF 367213-26	MSU Fed. CU	\$ 1,236,578.40	0.20%	money market
Total			\$ 4,752,725.34		
8/1/2002	LP RMB-007923	MBS	\$ 166.44	0.00%	money market
4/16/2003	LP 349977489	Flagstar	\$ 252,027.18	0.50%	savings
9/13/2013	LP 1153251051	Huntington	\$1,009,422.40	0.299%	money market
Total			\$ 1,261,616.02		
8/1/2002	LP-R RMB-008103	MBS	\$ 10,000.00	0.00%	money market
1/16/2009	LP-R 7602000113	Horizon	\$ 952,761.01	0.15%	money market
11/27/09	LP-R 5478-7813	Wells Fargo	\$ -	0.00%	money market
Total			\$ 962,761.01		
8/1/2002	PM RMB-008145	MBS	\$ -	0.00%	money market
9/30/2008	PM 0289-0007	MBIA CLASS	\$ 1,002,472.26	0.72%	pooled funds
3/27/2014	PM 112832292	Flagstar	\$ 405,690.42	0.50%	savings
Total			\$ 1,408,162.68		
8/1/2002	SF RMB-007907	MBS	\$ -	0.00%	money market
1/8/2009	SF 340342006	Flagstar	\$ 5.48	0.00%	savings
Total			\$ 5.48		
12/1/2009	PA RMB-027657	MBS	\$ -	0.00%	money market
11/27/09	PA 5765-6311	Wells Fargo	\$ -	0.00%	money market
Total			\$ -		
2/8/2013	TA 0289-0003	MBIA Class	\$ -	0.00%	money market
Total			\$ -		
8/1/2002	WF RMB-007915	MBS	\$ -	0.00%	money market
5/22/2009	WF 0289-0005	MBIA Class	\$ -	0.00%	pooled funds
Total			\$ -		
Total Non-Fixed Investments			\$ 8,385,270.53		
Total Fixed and Non-Fixed Investments			\$ 12,831,217.85		

FIXED MATURITY INVESTMENT TRANSACTIONS FOR OCTOBER 2016

10/20/16	LAND PRESERVATION		
	Horizon CD matured funds placed in Horizon money market	\$	752,068.15
10/24/16	GENERAL FUND		
	Horizon CD matured funds placed in Horizon checking	\$	1,001,386.30

NON-FIXED INVESTMENT TRANSACTIONS FOR OCTOBER 2016

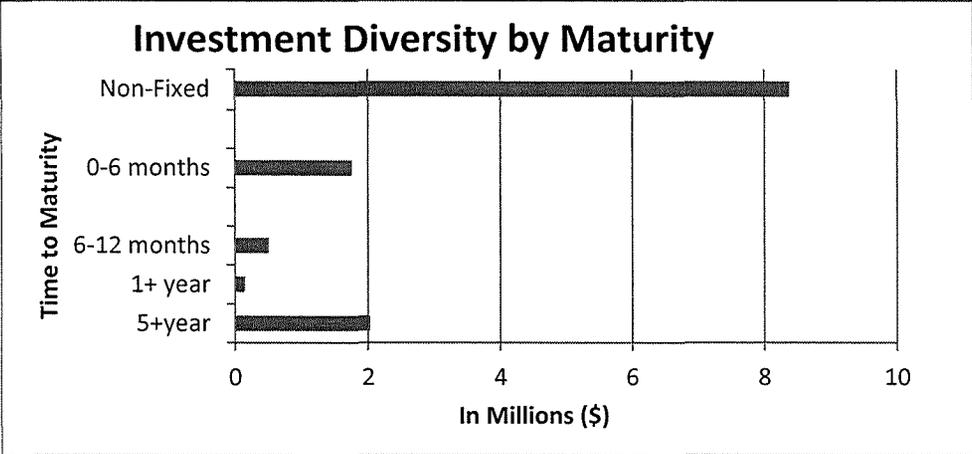
10/17/16	LAND PRESERVATION RESERVE		
	ACH'd funds from MBS money market to Horizon checking	\$	3,125.00
10/17/16	LAND PRESERVATION		
	ACH'd funds from MBS money market to Horizon checking	\$	171.99

Bank	Amount Fixed	Amount Non-Fixed	Total Investment
Horizon	\$ 1,250,000.00	\$ 952,761.01	\$ 2,202,761.01
Flagstar	\$ -	\$ 657,723.08	\$ 657,723.08
MBS	\$ 1,980,000.00	\$ 10,166.44	\$ 1,990,166.44
MBIA Class	\$ -	\$ 4,518,614.20	\$ 4,518,614.20
Mason State Bank	\$ 1,016,447.32	\$ -	\$ 1,016,447.32
MSU Federal CU	\$ -	\$ 1,236,583.40	\$ 1,236,583.40
Wells Fargo	\$ -	\$ -	\$ -
Huntington	\$ -	\$ 1,009,422.40	\$ 1,009,422.40
Independent Bank	\$ -		\$ -
The Private Bank	\$ -		\$ -
DDA Loan	\$ 199,500.00	\$ -	\$ 199,500.00
Totals	\$ 4,445,947.32	\$ 8,385,270.53	\$ 12,831,217.85
% of total investment	34.64945707	65.35054293	100

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

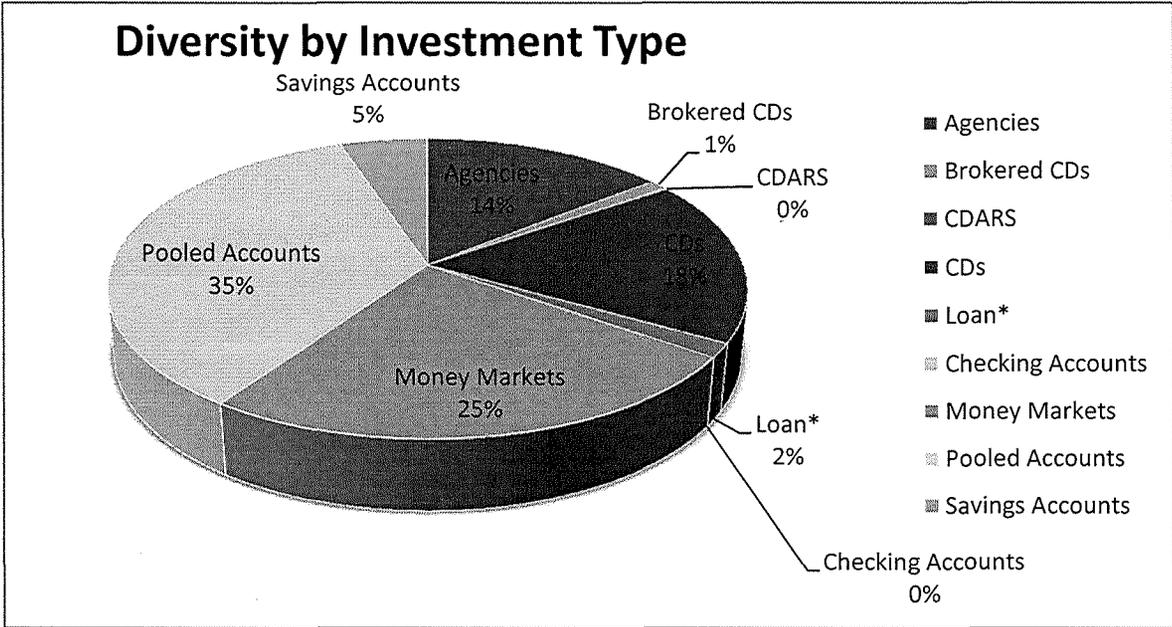
The signed agreement specifies that they are adhering to Public Act 20.

Investment Report Charter Township of Meridian



Current Investment Portfolio Size

Certificate of Deposits	\$ 2,266,447.32
CDARS	\$ -
Brokered CD's	\$ 150,000.00
Agencies	\$ 1,830,000.00
Loan*	\$ 199,500.00
Money Markets	\$ 3,208,928.25
Checking Accounts	\$ -
Savings Accounts	\$ 657,728.08
Pooled Funds	\$ 4,518,614.20
	\$ 12,831,217.85



* Not an official investment but reflected for tracking purposes.

**CLERK'S OFFICE
BOARD COMMUNICATIONS
DECEMBER 13, 2016**

Board Information (BI)

Sandy Otto

From: Robert Francoeur <francoeu@msu.edu>
Sent: Monday, December 05, 2016 1:04 PM
To: Board
Cc: Jan Jenkins; Neal Adams
Subject: Proposed Walnut Hills Development

Charter Township of Meridian
Board of Trustees

I have been living on Horizon Drive near Walnut Hills Country Club for 38 years. The neighborhood is pretty well established with a wide range of housing, a school and a small shopping area. The proposed addition of 300 houses in this area would have dramatic effect on our quality of life. It would create drainage challenges; it would further tax Lake Lansing Road, which has gotten more and more busy as areas northeast and west have been developed; and it would remove from the area an oasis of beauty and quiet that we have, perhaps too passively, assumed would always be there.

I urge you to deny the requested re-zoning of a large section of the Walnut Hills property from RR to RAA. I would also recommend that further consideration be given to how this property could best be used to fit the township master plan.

Robert L. Francoeur
6095 Horizon Drive
East Lansing, MI 48823

DEC 13 2016

BI-1

DEC 13 2016

Sandy Otto

From: Karla Hudson <hudson.kc@live.com>
Sent: Tuesday, December 06, 2016 9:52 PM
To: Board
Cc: Frank Walsh
Subject: Emailing Public comment, CATA Transportation failed

Dear Township Board,

I had planned to make public comment this evening on two issues. However, the CATA SpecTran that was scheduled to transport me was unable to pick me up in time to make the public comment portion of the meeting.

The two items I wanted to speak to were the Transportation Commission and the re-zoning of Walnut Hills. I have applied to be on the transportation commission and was hoping to get to introduce myself and let you put a face with the name. The events with CATA SpecTran struggling to meet my ride request for this evenings meeting is exactly why we need a Transportation Commission along with issues surrounding the Redi-ride system needing attention by the township.

The issue of Walnut Hills is one that is of concern to me as I reside on the street next to the property and the side of my home is on Lake Lansing Road. Of course, I know the planning Commission is currently responsible for this issue and that they will bring forth recommendations to the board. I wanted to express an interest in the township exploring the Road Diet with Ingham County Road Commission for Lake Lansing Road. Although I was initially excited about Costco being so close to my home I failed to consider the very extreme increase in traffic that will occur next to my home and the issues of safety this will cause our children who enjoy roaming the neighborhood and crossing to the school for outdoor fun. As you know Costco is pretty exciting to many and this means a huge draw that will create traffic challenges at our end of town. As our board, I am hopeful that you will work on solutions to address the traffic issues surrounding any development that happens and the traffic caused by the new Costco as part of your priorities for our end of town. I noted that you have a large piece of property between the neighborhood nearest Costco and that you have an interest in making this business work for the community in conjunction with working with the City of East Lansing. I am thinking that the needs of those who live on Lake Lansing Road or who have houses nearest to Lake Lansing Road will need provisions that will address the noise and overcrowding of traffic that will certainly occur from Costco and will be made worse from a large development on the Walnut Hills property. Even though the issue is currently at the Planning commission stage as far as Walnut Hills is concerned I am hoping that the township will begin reviewing the traffic challenges given that Costco will most likely be a huge contributor to the traffic creating noise and safety problems on the Lake Lansing Corridor between Hagadorn and Park Lake Road.

Thanks for hearing my Public comment in writing. Again, would have liked to have delivered it myself but transportation has its challenges.

Best,

Karla Hudson, Skyline Drive

DEC 13 2016
BI-2

DEC 13 2016

Sandy Otto

From: LaForte <lafortefamily4@gmail.com>
Sent: Tuesday, December 06, 2016 3:51 PM
To: Board
Subject: Resolution

Thank you to the Meridian Township Board for taking the time to solidify the Township's commitment to being a supportive, welcoming place for all. We are happy to extend our support for the resolution pledging Meridian Township as a welcoming community where all people, regardless of race, ethnicity, sexual orientation, gender identity or expression, immigration status, place of origin, religion or other social identity are welcome, accepted, and integrated.

Thank you,
Lindsey and Russell LaForte
4577 Van Atta, Okemos

Sent from my iPhone

DEC 13 2016

BI-3

DEC 13 2016

Sandy Otto

From: Laurie Dawson <dawsonlaurie@comcast.net>
Sent: Tuesday, December 06, 2016 4:40 PM
To: Board
Subject: Welcoming Resolution

To the Meridian Township board of trustees;

I understand that at tonight's meeting, the township board will discuss a resolution that would declare that all people, regardless of race, ethnicity, sexual orientation, gender identity or expression, immigration status, place of origin, religion or other social identity are welcome, accepted and integrated into our community.

I encourage the board to pass this resolution, although I have one suggested addition. Meridian Township is a relatively wealthy community. I would suggest that you add wording that specifies all people, regardless of economic status or standing.

Thank you for allowing me to provide input.

Laurie Dawson
2369 Seminole Drive
Okemos, MI 48864

DEC 13 2016

BI-4

DEC 13 2016

Sandy Otto

From: Rzepka, Ellen <rzepka@msu.edu>
Sent: Tuesday, December 06, 2016 4:52 PM
To: Board
Subject: Your Resolution to Pledge Support in Meridian Township to Welcome ALL people to our Community

I totally support your efforts to pass such a resolution for Meridian Township to Welcome ALL people, no matter their race, ethnicity, sexual orientation, gender identity, immigration status, etc. into our Community. We, or our relatives, at some point were immigrants to this nation and we were welcomed. We can work together for the common good and live together in peace – this is a good first step. We want our community to be exemplary among communities in Michigan and the Nation.

Thanks for showing your concern for this important issue!

Ellen Rzepka
Township Resident
1840 Sunhollow Ct.
Haslett, MI 48840

DEC 13 2016

BI-5

DEC 13 2016

9A

**CLERK'S OFFICE
BOARD COMMUNICATIONS
DECEMBER 13, 2016**

Commission Linkage (CL)

Sandy Otto

From: Peter Menser
Sent: Tuesday, December 06, 2016 1:05 PM
To: Sandy Otto; Michelle Prinz; Mark Kieselbach
Subject: FW: Environmental Commission term expiration

FYI regarding Lise Schools on Environmental Commission, her term expires at the end of this year and she is NOT asking to be reappointed.

-Peter

From: Lise Schools [mailto:lise@interpretiveideas.com]
Sent: Tuesday, December 06, 2016 1:04 PM
To: Peter Menser
Subject: Re: Environmental Commission term expiration

I am not planning to reapply. We may be moving before I would complete another term.
Thanks.
Lise

From: Peter Menser <menser@meridian.mi.us>
To: "kielbas3@msu.edu" <kielbas3@msu.edu>; "lise@interpretiveideas.com" <lise@interpretiveideas.com>
Sent: Tuesday, December 6, 2016 12:58 PM
Subject: Environmental Commission term expiration

Hi Jim and Lise,

Both of your terms on the Environmental Commission expire at the end of 2016, if you are interested in being reappointed please let reply to this email and let me know you. I would like to get a reply ASAP, the Township Board is discussing appointments at tonight's meeting.

-Peter

Peter Menser
Senior Planner
Department of Community Planning and Development
Charter Township of Meridian
517.853.4576
menser@meridian.mi.us
www.meridian.mi.us

DEC 13 2016

CL-1

DEC 13 2016

**Charter Township of Meridian
Board Meeting
12/13/2016**

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

COMMON CASH	\$	139,674.50
PUBLIC WORKS	\$	330,219.27
TRUST & AGENCY	\$	-
	TOTAL CHECKS:	\$ 469,893.77
CREDIT CARD TRANSACTIONS	\$	9,596.12
Dec 1st to Dec 7th, 2016		
	TOTAL PURCHASES:	<u>\$ 479,489.89</u>
ACH PAYMENTS	\$	<u>394,899.89</u>

*mmm
12-8-16*

12/08/2016 11:35 AM
User: hudecek
DB: Meridian

INVOICE APPROVAL BY INVOICE REPORT FOR CHARTER TOWNSHIP OF MERIDIAN
EXP CHECK RUN DATES 12/13/2016 - 12/13/2016
BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID
BANK CODE: GF

Vendor Name	Description	Amount	Check #
1. 4ALLPROMOTIONS			
	BEACH BALLS	322.46	
2. 4IMPRINT			
	500 MAGNETIC POWER CLIPS	353.02	
3. ABONMARCHE			
	PHASE 2 ASSESSMENT	8,630.75	
4. AIRGAS GREAT LAKES			
	MEDICAL OXYGEN SUPPLIES	78.09	
5. ALLGRAPHICS CORP			
	WIND SHIRTS	381.00	
6. APEX SOFTWARE			
	SKETCHING SOFTWARE MAINT RENEWAL	1,435.00	
7. ARROW INTERNATIONAL INC			
	STANDING PO FOR EZ IO SUPPLIES	672.72	
8. AUTOMATED BUSINESS EQUIPMENT			
	SERVICE ON FORMAX FOLDING MACHINE	385.00	
9. AUTOMATIC DOOR SERVICE INC			
	REPAIR AT OKEMOS PUBLIC LIBRARY	461.35	
10. B & H PHOTO-VIDEO			
	PANASONIC AG--DVX200 CAMCORDER & ACCESSORIES	5,368.74	
	PANASONIC AG--DVX200 CAMCORDER & ACCESSORIES	899.99	
	PANASONIC AG--DVX200 CAMCORDER & ACCESSORIES	181.41	
	DVD-R WHITE INKHET PRINTABLES/ POLICE BACKUPS	682.15	
	TOTAL	7,132.29	
11. BEST BEST & KRIEGER			
	PROFESSIONAL SERVICES THRU SEPTEMBER	2,002.50	
	PROFESSIONAL SERVICES THRU OCTOBER	2,520.00	
	TOTAL	4,522.50	
12. BOARD OF WATER & LIGHT			
	TOWNSHIP AREA LIGHTING	527.91	
13. BOYNTON FIRE SAFETY SERVICE			
	ANNUAL FIRE SURPRESSION TEST AND INSPECTIONS 2016	1,012.00	
14. BULKMEMORYCARDS.COM			
	50 - 16 GB SAND DISK ULTRA SD CARDS	272.50	
15. CAPITOL CITY RIFLE CLUB			
	ANNUAL DUES RENEWAL @ \$80 X 6 MEMBERS	480.00	
16. CATHERINE ADAMS			
	MILEAGE OCT, NOV, DEC	50.76	
17. CHRIS RYAN			
	MILEAGE FOR MAY AND JUNE	178.20	
18. CINTAS CORPORATION #725			
	MECHANICS UNIFORM RENTAL	32.90	
	MECHANICS UNIFORM RENTAL	32.90	
	WORK UNIFORMS FRANK/PUNG	32.90	
	TOTAL	98.70	
19. CITY OF EAST LANSING			
	SHARED ASSESSOR SERVICES FOR OCTOBER	5,034.96	
	SHARED ASSESSOR SERVICES FOR NOVEMBER	4,910.64	
	TOTAL	9,945.60	
20. CLINTON COUNTY RESA/ANNIE'S			
	PURCHASE OF REPLACEMENT STOOLS	131.37	
21. DAN THOMAS LAWN SPRINKLER CO			
	IRRIGATION MAINTENANCE 2016	75.00	
	IRRIGATION MAINTENANCE 2016	75.00	
	IRRIGATION MAINTENANCE 2016	100.00	
	TOTAL	250.00	
22. DATAPLEX PRINT & GRAPHICS			
	BUSINESS CARDS FOR NEW BOARDMEMBERS	210.90	

12/08/2016 11:35 AM
User: hudecek
DB: Meridian

INVOICE APPROVAL BY INVOICE REPORT FOR CHARTER TOWNSHIP OF MERIDIAN
EXP CHECK RUN DATES 12/13/2016 - 12/13/2016
BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID
BANK CODE: GF

Vendor Name	Description	Amount	Check #
23. DBI	OFFICE SUPPLIES	8.80	
24. DIETZ JANITORIAL SERVICE INC	CUSTODIAL SERVICE OCT,NOV, DEC 2016	2,001.90	
	CUSTODIAL SERVICE OCT,NOV, DEC 2016	343.00	
	TOTAL	2,344.90	
25. FAHEY SCHULTZ BURZYCH RHODES PLC	LEGAL FEES	5,000.00	
	LEGAL FEES	160.00	
	LEGAL FEES	400.00	
	LEGAL FEES	100.00	
	LEGAL FEES	140.00	
	LEGAL FEES	8,500.00	
	LEGAL FEES	380.50	
	TOTAL	15,280.50	
26. FISHBECK, THOMPSON, CARR & HUBER	MERIDIAN TWP/RYSBERG MITIGATIO THRU 11/18	382.50	
	ENVIRONMENTAL STUDIES THRU 11/18/16	4,000.00	
	TOTAL	4,382.50	
27. GARDEN PROJECT	REIMBURSEMENT FOR COMMUNITY GARDEN SUPPORT	2,500.00	
28. GRACON SERVICES INC	SOPHOS SUPPORT RENEWAL - 3 YEAR	6,240.00	
29. GRANICUS INC	MONTHLY SERVICE	725.00	
	MONTHLY SERVICE	325.00	
	TOTAL	1,050.00	
30. JANE GREENWAY	REIMB FOR MILEAGE - NOVEMBER	22.68	
31. JESSICA FERRIGAN	INSTRUCTOR FOR FITNESS OVER 50 - DEC	48.00	
32. JOAN HORVATH	REIMB MILEAGE TO CAMCA MTG	23.76	
33. JOHNNY MAC'S	7 & 8TH GRADE GIRLS BASKETBALL JERSEYS	624.00	
	BASKETBALL JERSEYS FOR WILLIAMSTON 4-6 GRADES	1,680.00	
	TOTAL	2,304.00	
34. JOHNSON & ANDERSON INC	CONVERSION OF FLEET SERVICES CMMS TO CITYWORKS PER	840.00	
35. KELSEY DILLON	MILEAGE FOR NOVEMBER	40.50	
36. KIMBALL MIDWEST	MISC PARTS/FASTENERS	142.81	
37. KIT RICH	MILEAGE FOR NOVEMBER	90.18	
38. KITCH DRUTCHAS WAGNER VALITUTTI	MCT RIGHTS OF WAY/TELECOM AND CABLE	175.00	
	MCT RIGHTS OF WAY/TELECOM AND CABLE	950.00	
	MCT RIGHTS OF WAY/TELECOM AND CABLE	5,850.28	
	MCT RIGHTS OF WAY/TELECOM AND CABLE	1,000.00	
	MCT RIGHTS OF WAY/TELECOM AND CABLE	3,960.15	
	TOTAL	11,935.43	

12/08/2016 11:35 AM
User: hudecek
DB: Meridian

INVOICE APPROVAL BY INVOICE REPORT FOR CHARTER TOWNSHIP OF MERIDIAN
EXP CHECK RUN DATES 12/13/2016 - 12/13/2016
BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID
BANK CODE: GF

Vendor Name	Description	Amount	Check #
39. LANSING SANITARY SUPPLY INC	JANITORIAL SUPPLIES 2016	422.05	
40. LUKE LANDSCAPE CO	MOWING SERVICES-5115 BROOKFIELD	75.00	
	MOWING SERVICES-5117 E BROOKFIELD	75.00	
	MOWING SERVICES-2275 KENMORE	75.00	
	MOWING SERVICES-1467 BISCAYNE	75.00	
	MOWING SERVICES-5988 MARTINUS	85.00	
	MOWING SERVICES-6196 POLLARD	75.00	
	MOWING SERVICES-4530 NAKOMA	50.00	
	TOTAL	510.00	
41. MACALLISTER RENTAL	DOZER RENTAL	711.00	
42. MEDICAL MANAGEMENT SYSTEMS OF	SERVICES FOR NOVEMBER COLLECTIONS	6,737.53	
43. MERIDIAN SUN GOLF CLUB	INSTRUCTORS FEE FOR 2016 GOLF CLASSES	3,250.00	
44. MERIDIAN TOWNSHIP	TRANSFER FOR FLEX CHECKING PAYROLL 12/09/16	1,234.66	
45. MICHIGAN.COM	ADS FOR FARM MARKET	167.00	
46. MITA	AD FOR BID MT. HOPE PATHWAY, S SIDE, MAUMEE TO OKE	50.00	
47. MOLLY NEVINS	INSTRUCTOR FEE FOR FITNESS OVER 50 - DEC	64.00	
48. MYERS PLUMBING	DRAIN CLEANING SERVICE	535.00	
49. OKEMOS COMMUNITY EDUCATION	MIDDLE SCHOOL CAFETERIA USE FOR FALL RECYCLING EVE	287.00	
50. PEOPLEFACTS LLC	SERVICE FOR NOVEMBER	16.67	
51. PITNEY BOWES	SERVICE 9/30 TO 12/29	822.00	
52. POSTMASTER	FAMILY FUN GUIDE POSTAGE - JANUARY 12TH	5,063.01	
53. PROGRESSIVE AE	LAKE LANSING WATERSHED MANAGEMENT - SEPT	892.50	
	LAKE LANSING WATERSHED MANAGEMENT - OCT	252.50	
	TOTAL	1,145.00	
54. PRO-TECH MECHANICAL SERVICES	PARTS & LABOR	533.52	
55. RED CEDAR YOUTH BASKETBALL LEAGUE	DEP REF PAY FOR WILLIAMSTON 4-6 YOUTH BB PROGRAM	420.00	
56. RED RIVER SPECIALTIES INC	CHEMICALS FOR INVASIVE TREATMENTS IN LAND PRESERV	1,071.46	
57. RESERVE ACCOUNT	TWP MONTHLY POSTAGE 2016-DECEMBER	3,000.00	
58. ROBIN FAUST	MILEAGE FOR NOVEMBER	38.34	
59. ROWE PROFESSIONAL SERVICES CO	CONSULTING SERVICES FOR PARKS & RECREATION 5 YEAR	2,571.25	
60. SAFETY KLEEN	PARTS WASHER SOLVENT	201.99	
61. SKILLPATH SEMINARS	SEMINAR FOR R. LEMLEY	159.20	
62. SNAP-ON EQUIPMENT	TIRE MACHINE REPAIR ESTIMATE	406.42	
63. SPRINT	CELLULAR PHONE SERVICE FOR SGT'S VEHICLES	97.02	
64. STAMP RITE INC	ENGRAVED SIGNS	80.60	
65. STATE OF MICHIGAN	ALS LICENSE FOR NEW ENGINE	25.00	94150

12/08/2016 11:35 AM
User: hudecek
DB: Meridian

INVOICE APPROVAL BY INVOICE REPORT FOR CHARTER TOWNSHIP OF MERIDIAN
EXP CHECK RUN DATES 12/13/2016 - 12/13/2016
BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID
BANK CODE: GF

Vendor Name	Description	Amount	Check #
66. SUNBELT RENTALS, INC	AIR COMPRESSOR FOR WINTERIZING	359.40	
67. SWAGIT PRODUCTIONS, LLC	SWAGIT STREAMING SERVICES START UP	19,470.00	
68. TEAM LANSING FOUNDATION/GLCVB	RENEWAL CERT AMBASSADOR ID: 53960	20.00	
69. TVU NETWORKS	OVERAGES IN EXCESS OF 40GB FOR OCTOBER	500.00	
	OVERAGES IN EXCESS OF 40 GB FOR NOVEMBER	500.00	
	TOTAL	<u>1,000.00</u>	
70. VARIPRO BENEFIT ADMINISTRATORS	FLEX ADMINISTRATION	205.00	
71. VERIZON WIRELESS	SERVICE SEPT 24 TO OCT 23	2,328.74	
72. WEST SHORE FIRE	OIL FOR SCBA COMPRESSOR	110.46	
	STANDING PO - SIREN MAINTENANCE	1,775.00	
	TOTAL	<u>1,885.46</u>	
TOTAL - ALL VENDORS		139,674.50	

12/08/2016 11:36 AM
User: hudecek
DB: Meridian

INVOICE APPROVAL BY INVOICE REPORT FOR CHARTER TOWNSHIP OF MERIDIAN
EXP CHECK RUN DATES 12/13/2016 - 12/13/2016
BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID
BANK CODE: PW

Vendor Name	Description	Amount	Check #
1. AHSAN SUMBAL	PERMIT #5463 FOR 2420 LAKE LANSING RD - CANCELLED	2,460.00	
2. ALLGRAPHICS CORP	WIND SHIRTS	496.00	
3. BARNHART & SON	EMERG REPAIR FOR EAST END LIFT STATION	18,992.97	
4. BLACKBURN MFG CO	BLUE & GREEN MARKING PAINT	578.20	
5. CARL SCHLEGEL INC	BULK SAND, TOPSOIL, GRAVEL FALL 2016	1,653.39	
6. CITY OF EAST LANSING	OPERATING & INTERCONNECT COST - DECEMBER 2016	217,597.50	
7. ETNA SUPPLY COMPANY	FORD PARTS AS PER QUOTE	13,079.30	
	FORD PARTS AS PER QUOTE	5,252.00	
	TOTAL	18,331.30	
8. FISHBECK, THOMPSON, CARR & HUBER	MERIDIAN TWP/SAW GRANT APP THRU 11/18	10,856.95	
9. IDC CORPORATION	REPAIR SERVICE FOR LIFT STATIONS	624.00	
	REPAIR SERVICE FOR LIFT STATIONS	866.85	
	TOTAL	1,490.85	
10. JOHNSON & ANDERSON INC	SCADA RADIO PLC & CENTRAL HMI THRU 10/29	34,853.81	
	CITYWORKS IMPLEMENTATION-STEPS 1&2 OF YOUR JANUARY	1,525.00	
	TOTAL	36,378.81	
11. JOSEPH BERNABEI	REFUND OVERPM'T OF FINAL #FOHI-001614-0000-05	152.10	
12. MICHIGAN METER TECHNOLOGY GROUP	5/8X3/4 T10 METERS USG INSIDE R900 V4 WALL MIU	11,656.52	
	5/8X3/4 T10 METERS USG INSIDE R900 V4 WALL MIU	5,903.13	
	TOTAL	17,559.65	
13. MISS DIG SYSTEM	2017 ANNUAL MEMBERSHIP FEES	1,408.51	
14. PERCEPTIVE CONTROLS	PROGRAM MODIFICATIONS FOR NEW LIFT STATION	1,266.50	
15. SAI SWAROOP MUDDLURU	REFUND OVERPAYM'T WATER/SEWER WRONG METER HEAD	515.20	
16. STATE OF MICHIGAN	RENEWAL DRINKING WATER T/D CERT-D. PERRY	95.00	
17. TOM GILES	REFUND OVERPM'T FINAL #BIYT-005898-0000-01	12.05	
18. VERIZON WIRELESS	SERVICE SEPT 24 TO OCT 23	374.29	
TOTAL - ALL VENDORS		330,219.27	

December 1st to December 7th 2016

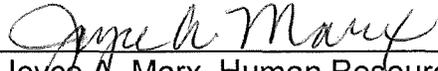
Date	Merchant Name	Amount	Account Name
2016/12/01	244 AUTO VALUE EAST LANSI	\$146.52	DAVID LESTER
2016/12/06	AMAZON MKTPLCE PMTS	\$8.15	MICHELLE PRINZ
2016/12/02	AMAZON.COM AMZN.COM/BILL	\$55.20	MICHELLE PRINZ
2016/12/03	AMAZON.COM AMZN.COM/BILL	\$77.50	MICHELLE PRINZ
2016/12/01	AMAZON.COM AMZN.COM/BILL	\$14.56	CHRISTOPHER DOMEYER
2016/12/01	ASFPM MADISON WI	\$150.00	DENISE GREEN
2016/12/02	BANNASCH WELDING	\$39.80	TODD FRANK
2016/12/01	BEST BUY 00004168	\$1,666.00	KEN PLAGA
2016/12/01	CORAL GABLES OF EAST LANS	\$25.09	FRANK L WALSH
2016/12/02	CORAL GABLES OF EAST LANS	\$279.63	FRANK L WALSH
2016/12/02	D & G EQUIPMENT	\$41.45	TODD FRANK
2016/12/02	DISCOUNTMUGS.COM	\$249.10	MICHELLE PRINZ
2016/12/01	DISCOUNTMUGS.COM	\$700.00	DEBORAH GUTHRIE
2016/12/02	E-CONOLIGHT	\$157.48	PETER VASILION
2016/12/01	GFS STORE #1901	\$33.98	WILLIAM PRIESE
2016/12/06	GIH*GLOBALINDUSTRIALEQ	(\$51.64)	LAWRENCE BOBB
2016/12/03	HUDSON HOTEL	\$2,079.55	MICHAEL DEVLIN
2016/12/01	KENDALL ELECTRIC INC	\$7.99	ROBERT MACKENZIE
2016/12/01	KROGER #793	\$29.82	WILLIAM PRIESE
2016/12/06	L E A DATA TECHNOLOGIES	\$200.00	SCOTT DAWSON
2016/12/01	MAPLE RAPIDS LUMBER MILL	\$88.00	LAWRENCE BOBB
2016/12/02	MEIJER INC #025 Q01	\$59.09	MICHELLE PRINZ
2016/12/05	MEIJER INC #025 Q01	\$33.99	BRANDIE YATES
2016/12/04	MICHAELS STORES 3847	\$66.14	ANDREA SMILEY
2016/12/05	MICHIGAN BATTERY EQUIPME	\$178.00	TODD FRANK
2016/12/06	MICHIGAN BATTERY EQUIPME	\$178.00	TODD FRANK
2016/12/06	MICHIGAN RECREATION & PAR	\$1,520.00	LUANN MAISNER
2016/12/02	MOORE MEDICAL LLC	\$117.71	CHRISTOPHER DOMEYER
2016/12/02	OFFICEMAX/OFFICEDEPOT #61	\$84.97	ROBIN FAUST
2016/12/05	OFFICEMAX/OFFICEDEPOT #61	\$18.38	ROBIN FAUST
2016/12/01	OFFICEMAX/OFFICEDEPOT #61	\$49.99	STEPHEN GEBES
2016/12/06	PANERA BREAD #715	\$10.58	TAVIS MILLEROV
2016/12/01	POS SUPPLY SOLUTIONS	\$178.22	STEPHEN GEBES
2016/12/06	POTAWATOMI INN	\$50.00	LUANN MAISNER
2016/12/06	POTAWATOMI INN	\$50.00	LUANN MAISNER
2016/12/06	SQ *GROOVY DONUTS	\$19.61	TAVIS MILLEROV
2016/12/06	STAMP-RITE INC	\$358.75	SANDRA OTTO
2016/12/04	STAPLES 00116996	\$21.98	ANDREA SMILEY
2016/12/04	STAPLES 00116996	\$21.98	ANDREA SMILEY
2016/12/05	TARGET 00003657	\$59.99	MICHELLE PRINZ
2016/12/03	THE HOME DEPOT #2723	\$77.54	DEREK BURCHAM
2016/12/02	THE HOME DEPOT #2723	\$98.83	CHRISTOPHER DOMEYER
2016/12/01	THE HOME DEPOT #2723	\$72.31	TODD FRANK
2016/12/05	THE HOME DEPOT #2723	\$7.90	GREGORY FRENGER
2016/12/02	TRACTOR-SUPPLY-CO #0638	\$30.98	TODD FRANK
2016/12/02	WINDSOR HOTEL	\$233.00	MICHAEL DEVLIN
		<u>\$9,596.12</u>	

ACH Transactions

<u>Date</u>	<u>Payee</u>	<u>Amount</u>	<u>Purpose</u>
12/01/16	MCT - Utilities	8.00	Pmt of Water/Sewer Bills
12/07/16	Various Financial Institutions	260,724.95	Direct Deposit 12/09 Payroll
12/07/16	IRS	101,022.21	Payroll Taxes 12/09 Payroll
12/07/16	ICMA	33,144.73	Payroll Deductions 12/09 Payroll
	Total ACH Payments	<u><u>394,899.89</u></u>	

MEMORANDUM

TO: Township Board

FROM: 
Joyce A. Marx, Human Resources Director

DATE: December 8, 2016

RE: **2017 Proposed Non-Union Wage Schedule**

The 2017 Budget includes a 2% wage adjustment to the pay ranges for Department Directors and other non-union staff. Several employees will be eligible for step increases upon their anniversary dates. The attached schedule reflects the changes.

MOVE TO APPROVE THE 2017 NON-UNION WAGE SCHEDULE, WITH A 2% WAGE ADJUSTMENT, AS PRESENTED.

Attachment:
2017 Proposed Non-Union Wage Schedule

**2017 Proposed Salaries for Non-Union Employees
Effective January 1, 2017**

			<u>2017 Salary</u>	
Assistant Township Manager/Director of Public Works				
Derek Perry	Step 1	\$ 90,657.00	\$105,080.00	January 1, 2017
	Step 2	\$ 94,778.00		
	Step 3	\$ 97,869.00		
	Step 4	\$ 100,445.00		
	Step 5	\$ 103,020.00		
	Step 6	\$ 105,080.00		
Human Resources Director				
Joyce Marx	Step 1	\$ 74,313.00	\$91,726.00	January 1, 2017
	Step 2	\$ 77,798.00		
	Step 3	\$ 81,283.00		
	Step 4	\$ 84,765.00		
	Step 5	\$ 88,246.00		
	Step 6	\$ 91,726.00		
Human Resources Specialist I *				
Carol Hasse	Step 1	\$ 40,019.00	\$55,627.00	January 1, 2017
	Step 2	\$ 43,139.00		
	Step 3	\$ 46,261.00		
	Step 4	\$ 49,381.00		
	Step 5	\$ 52,508.00		
	Step 6	\$ 55,627.00		
Finance Director				
Miriam Mattison	Step 1	\$ 74,313.00	\$88,246.00	January 1, 2017
	Step 2	\$ 77,798.00	\$91,726.00	April 4, 2017
	Step 3	\$ 81,283.00		
	Step 4	\$ 84,765.00		
	Step 5	\$ 88,246.00		
	Step 6	\$ 91,726.00		
Director of Communications				
Deborah Guthrie	Step 1	\$ 74,313.00	\$91,726.00	January 1, 2017
	Step 2	\$ 77,798.00		
	Step 3	\$ 81,283.00		
	Step 4	\$ 84,765.00		
	Step 5	\$ 88,246.00		
	Step 6	\$ 91,726.00		
Executive Assistant *				
Michelle Prinz	Step 1	\$ 38,654.00	\$48,552.00	January 1, 2017
	Step 2	\$ 40,178.00		
	Step 3	\$ 41,818.00		
	Step 4	\$ 44,500.00		
	Step 5	\$ 46,725.00		
	Step 6	\$ 48,552.00		

* Employees are entitled to overtime compensation. Salaries listed are base pay.

**2017 Proposed Salaries for Non-Union Employees
Effective January 1, 2017**

2017 Salary

Director of Community Planning & Development

Mark Kieselbach	Step 1	\$ 83,392.00	\$102,156.00	January 1, 2017
	Step 2	\$ 87,146.00		
	Step 3	\$ 90,898.00		
	Step 4	\$ 94,650.00		
	Step 5	\$ 98,404.00		
	Step 6	\$ 102,156.00		

EMS/Fire Chief

Fred Cowper	Step 1	\$ 83,392.00	\$102,156.00	January 1, 2017
	Step 2	\$ 87,146.00		
	Step 3	\$ 90,898.00		
	Step 4	\$ 94,650.00		
	Step 5	\$ 98,404.00		
	Step 6	\$ 102,156.00		

Police Chief

David Hall	Step 1	\$ 83,392.00	\$102,156.00	January 1, 2017
	Step 2	\$ 87,146.00		
	Step 3	\$ 90,898.00		
	Step 4	\$ 94,650.00		
	Step 5	\$ 98,404.00		
	Step 6	\$ 102,156.00		

Police Property Records Technician *

Christopher Domeyer	Step 1	\$ 35,801.00	\$41,999.00	January 1, 2017
	Step 2	\$ 36,837.00		
	Step 3	\$ 39,934.00		
	Step 4	\$ 41,999.00		
	Step 5	\$ 44,065.00		
	Step 6	\$ 46,130.00		

Parks and Recreation Director

LuAnn Maisner	Step 1	\$ 74,313.00	\$91,726.00	January 1, 2017
	Step 2	\$ 77,798.00		
	Step 3	\$ 81,283.00		
	Step 4	\$ 84,765.00		
	Step 5	\$ 88,246.00		
	Step 6	\$ 91,726.00		

Assessor - Contracted with the City of East Lansing (Township share budgeted at \$65,000)

* Employees are entitled to overtime compensation. Salaries listed are base pay.

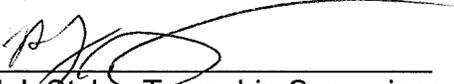
**2017 Proposed Salaries for Non-Union Employees
Effective January 1, 2017**

		<u>2017 Salary</u>		
Information Technology Director				
Stephen Gebes	Step 1	\$ 74,313.00	\$91,726.00	January 1, 2017
	Step 2	\$ 77,798.00		
	Step 3	\$ 81,283.00		
	Step 4	\$ 84,765.00		
	Step 5	\$ 88,246.00		
	Step 6	\$ 91,726.00		
 Systems Administrator II*				
Vacant	Step 1	\$ 50,962.00		
	Step 2	\$ 52,949.00		
	Step 3	\$ 54,929.00		
	Step 4	\$ 56,912.00		
	Step 5	\$ 58,897.00		
	Step 6	\$ 60,879.00		
 Systems Administrator I*				
Benjamin Hook	Step 1	\$ 47,566.00	\$53,363.00	January 1, 2017
	Step 2	\$ 49,016.00	\$54,805.00	September 6, 2017
	Step 3	\$ 50,462.00		
	Step 4	\$ 51,913.00		
	Step 5	\$ 53,363.00		
	Step 6	\$ 54,805.00		
 Systems Administrator I*				
Greg Akin	Step 1	\$ 47,566.00	\$49,016.00	January 1, 2017
	Step 2	\$ 49,016.00	\$50,462.00	November 16, 2017
	Step 3	\$ 50,462.00		
	Step 4	\$ 51,913.00		
	Step 5	\$ 53,363.00		
	Step 6	\$ 54,805.00		
 Engineering Aides *				
	Step 1	\$ 10.72		
	Step 2	\$ 11.66		
	Step 3	\$ 12.23		
	Step 4	\$ 13.19		
	Step 5	\$ 13.48		
	Step 6	\$ 14.22		
 Recycling Coordinator				
LeRoy Harvey		\$ 18.76		January 1, 2017
 Part-time Paramedic/Firefighter				
		\$14.03 - \$17.75		

* Employees are entitled to overtime compensation. Salaries listed are base pay.

MEMORANDUM

TO: Township Board

FROM: 
Ronald J. Styka, Township Supervisor

DATE: December 8, 2016

RE: **Appointments to Boards and Commissions**

Board members serve as members of, or as liaisons to, the following Boards and Commissions:

Board Election Commission	Government Liaison
Communications Commission	LEAP
CATA Board of Directors	Land Preservation Advisory Board
Downtown Development Authority	Pension Trustees
Economic Development Corporation	Schools Liaison
Groundwater Management Board	Transportation Commission
Zoning Board of Appeals	

Board members need to work together to fill these positions at the December 13th meeting.

In addition, the Supervisor appoints, subject to the Board's approval, the members of the Planning Commission and the Transportation Commission. I will be providing the list of my proposed appointments for approval prior to Tuesday's meeting.

Lastly, the Board must make appointments to fill public member vacancies on Boards and Commissions. A list of vacancies is attached. For your review, copies of the applications for new members will be sent electronically in the near future, later this month. These appointments will be made at the January 3, 2017 Board meeting.

Please let me know if you have any questions.

Attachment:
Boards and Commissions Vacancies

DDA*7 openings*

Kurt Jacobs
 *Renee Korrey
 *James Raynak
 Ronald Styka
 Rico Rios
 Ken Lane

CRC*3 openings*

Georgia Styka
 *Sharon Theroux
 *Carolyn Ahlbrand
 Jamie Hiller
 Emily Stivers
 Samantha Baruah
 Robert Lovell
 Chris Pawsat
 Rico Rios
 Ken Lane
 Rebecca Henry

Planning*5 openings*

Erik Lindquist
 Chris Hackbarth
 Marina Heos
 Jerry Richards
 Steven Smith
 Samantha Baruah
 Emily Stivers
 Eric Langdon
 Benjamin Louagie
 Chris Pawsat
 William McConnell
 Holly Cordill
 Aaron Richmond
 Shane Goodale
 David Premoe
 *Brett DeGroff
 *Richard Honicky
 Brian Czubak
 Thadd Gormas
 Thomas Deits
 Lynn Hildebrandt
 John Schlinker
 Rico Rios
 David Olson
 Jamie Hiller
 Gayelord Mankowski

Transportation*6 + Board Member*

Erik Lindquist
 Chris Hackbarth
 Robert Lovell
 Steven Vagnozzi
 Jon Kolbasa
 Phyllis Vaughn
 John Veenstra
 Tim Potter
 Diana Engle
 Karla Hudson

Bldg Bd of Appeals*1 opening*

Jon Kolbasa
 Rico Rios
 Ken Lane

EDC*3 openings*

Chris Hackbarth
 Sarah Smock
 Samantha Baruah
 Charles Lawler
 Emily Stivers
 Eric Langdon
 Benjamin Lougie
 Chris Pawsat
 Aaron Richmond
 Jamie Hiller
 *Brett Dreyfus
 *Julie Brixie
 Rico Rios
 Ken Lane
 David Olson

Land Preservation*4 openings*

Chris Hackbarth
 Benjamin Louagie
 Jamie Hiller
 Steve Thomas
 *Mark Stephens
 *James Kielbaso
 John Schlinker
 Rico Rios
 Ken Lane

*Indicates Currently Serving

(A) Alternate

Board of Review*7 openings*

Marina Heos
 Samantha Baruah
 Benjamin Louagie
 *Sonya Pentecost
 *Charles Hagen (A)
 *Deborah Federau
 *Bertice Ellis
 *Xavier Durand-Hollis
 *Martha Bashore (A)

Environmental*3 openings*

Marina Heos
 Danielle Ballard
 *William McConnell
 Jamie Hiller
 John Schlinker
 Rico Rios
 Ken Lane

ZBA*3 + Board Member*

Jerry Richards
 *Danielle Ballard (A)
 Charles Lawler
 Emily Stivers
 Chris Pawsat
 Holly Cordill
 *Brian Beauchine
 *Ken Lane
 Kirk Squires
 Shane Goodale
 Gayelord Mankowski

Pension*2 + Board Member*

Samantha Baruah
 John Schlinker

Comp*1 opening*

Samantha Baruah
 *Stacy Hickox

Comm**Communications***2 + Board Member*

Emily Stivers
 Bill Cleary
 Katherine Dike
 *Walter Benenson
 *Ronald Styka
 *Patrick Crowley

*Indicates Currently Serving

(A) Alternate

MEMORANDUM

TO: Township Board

FROM: 
Mark Kieselbach
Director of Community Planning and Development

DATE: December 8, 2016

RE: Urban Cooperation Agreement Amendment

A memorandum of understanding regarding the resolutions amending the conditions of annexation is attached for the Board's consideration. The memorandum of understanding clarifies the limit of the Brownfield Redevelopment funding to the proportionate share of taxes Meridian Township would contribute to repayment of only the first \$1,000,000.00 of eligible expenses.

Attachment:

1. Memorandum of Understanding

AGREEMENT FURTHER AMENDING THE
RESOLUTIONS AMENDING THE CONDITIONS OF ANNEXATION

WHEREAS, the City Council for City of East Lansing approved a resolution on October 30, 2001 to enter into an Urban Cooperation Agreement related to the annexation to the City of East Lansing of an area of the Township in Sections 8 and 9 containing 66.48 acres (the “annexed area”); and

WHEREAS, the Township Board of the Charter Township of Meridian approved a corresponding resolution on October 29, 2001 approving annexation of the annexed area to the city of East Lansing; and

WHEREAS, the City of East Lansing and the Charter Township of Meridian entered into the Urban Cooperation Agreement, dated November 1, 2001, to share, manage and control growth within the annexed area; and

WHEREAS, the November 1, 2001 Urban Cooperation Agreement contains tax sharing provisions in paragraph 8 of that agreement which were subsequently extended to December 31, 2039.

WHEREAS, the City of East Lansing subsequently approved a resolution on June 21, 2016 to amend the conditions of annexation; and

WHEREAS, the Township Board of the Charter Township of Meridian approved a corresponding resolution on July 5, 2016 to amend the conditions of annexation; and

WHEREAS, due to the tax sharing provisions of the Urban Cooperation Agreement, Meridian Township’s portion of the tax sharing revenue would be affected by a Brownfield redevelopment plan because Meridian Township would lose its share of the tax revenues during

the time period in which the taxes were captured and reimbursed to a developer.

WHEREAS, as a result, both the City of East Lansing's and the Charter Township of Meridian's resolutions contain a provision in paragraph 3 that reads as follows:

Brownfield Redevelopment. Should a request for funding under the provisions of a Brownfield redevelopment authority or a Brownfield redevelopment plan be made by the developer in connection with the construction of a Costco retail store or any appurtenant use located in the annexed area, if approved by the City of East Lansing, such funding provided pursuant to a Brownfield redevelopment authority or a Brownfield redevelopment plan shall not exceed the total sum of \$1,000,000.

WHEREAS, the City of East Lansing, on December 6, 2016, approved a Resolution to adopt Brownfield Plan #22, to allow total reimbursements for eligible expenses not to exceed \$1,513,150.00.

WHEREAS, the City and Township desire to amend paragraph 3, the provision that restricts the total funding of the Brownfield plan to the sum of \$1,000,000.00.

NOW, THEREFORE, IT IS HEREBY AGREED that the limit of \$1,000,000.00 in Brownfield redevelopment financing contained in paragraph 3 of the amended conditions of annexation of each party shall be amended to operate to proportionately reduce through tax capture the share of the taxes Meridian Township would receive under paragraph 8 of the Urban Cooperation Agreement only until the tax capture from all affected taxing units totals \$1,000,000.00. Thereafter, Meridian Township shall receive from the City its full share of the taxes it would otherwise receive pursuant to paragraph 8 of the Urban Cooperation Agreement without any reduction for additional tax capture as if the total amount of eligible costs under the approved Brownfield plan does not exceed \$1,000,000.00.

IT IS FURTHER AGREED that all other terms and conditions of the resolutions of the parties shall remain in full force and affect.

IT IS FURTHER AGREED that this Agreement shall be binding on the parties as if so stated in the approved resolutions amending the conditions of annexation. That the persons executing this Agreement have done so only after acknowledgment and approval of the same by the respective legislative bodies and the legislative bodies authorization to execute it.

This Agreement was approved by the City Council for City of East Lansing on December 13, 2016.

This Agreement was approved by the Township Board of the Charter Township of Meridian on December 13, 2016.

City of East Lansing,
Mark S. Meadows, Mayor

Meridian Charter Township,
Ronald J. Styka, Supervisor

MEMORANDUM

TO: Township Board

FROM: Miriam Mattison
Miriam Mattison, Finance Director

DATE: December 07, 2016

RE: **December 2016 Budget Amendment Request**

The December 2016 Amended Budget is attached. It reflects the recommended Budget Amendments that are detailed in Exhibit A. These amendments result from revenues and expenditures that were unknown during the original budget process.

Amendments to the General Fund include a \$127,000 reduction in State of MI revenue sharing revenue. This reduction in revenue is partially offset by increased revenue from Permits totaling \$16,000 and an increase in fines for parking tickets of \$13,000, Interest of \$30,000 and reimbursements totaling \$20,250. The additional funds will come from reduction in General Governmental expenses of \$36,300 and Capital Outlay reductions of \$37,500.

The Projected Fund Balance for General Fund is based on **budgeted** financial results at year-end. Final numbers for 2016 will not be available until after the audit.

The projected Fund Balance for the General Fund is computed as follows:

Fund Balance at 12/31/15 per audit		\$7,603,982
Budgeted Results of Operations - 2016		
Revenues per original budget	17,969,535	
Expenditures per original budget	<u>19,087,102</u>	
Original Budgeted Use of Fund Balance	(1,117,567)	
Amendments from February 2016	(245,100)	
September 2016 budget amendments	(16,634)	
2016 End of Year budget amendments	26,050	
Projected Use of Fund Balance		<u>(1,353,251)</u>
Projected Fund Balance at 12/31/16		<u>\$6,250,731</u>
Fund Balance/Average Monthly Expenditures		<u>3.88</u>

The Water Fund is being amended to account for the additional charges for overtime and contractual services for water maintenances. These expenses are offset with additional revenue from customer connection fees. The result will be an addition to the fund balance of \$14,000.

Please feel free to call me if you have any questions about the attached information. My direct-dial phone number is (517) 853-4104.

The following motion is proposed:

MOVE TO APPROVE THE DECEMBER 2016 BUDGET AMENDMENTS WITH A INCREASE IN BUDGETED FUND BALANCE FOR THE GENERAL FUND IN THE AMOUNT OF \$26,050 WHICH PROJECTS A USE OF FUND BALANCE OF \$1,353,251. BASED ON AUDITED 2015 RESULTS, THE PROJECTED FUND BALANCE AT DECEMBER 31, 2016 WILL BE \$6,250,731.

Attachment:

1. December 2016 Budget Amendment Financial Information

Third Quarter
Budget Amendments
End of Year 2016

Department	Amount	Explanation	Account
GENERAL FUND			
<i>Revenue</i>			
Permits - Mechanical	9,000	Higher than anticipated permits issued in 2016	101-000.000-451.100
Permits - Electrical	4,000	Higher than anticipated permits issued in 2016	101-000.000-451.200
Permits - Plumbing	3,000	Higher than anticipated permits issued in 2016	101-000.000-451.300
State Shared Revenue	-127,000	The State of MI reduced revenue sharing during the year	101-000.000-574.000
Fines - Parking Tickets	13,000	Higher than anticipated permits issued in 2016	101-000.000-656.000
Interest	30,000	Higher than anticipated for 2016	101-000.000-665.000
Reimbursements - Crossing Guards	10,250	Not budgeted for in 2016	101-000.000-678.000
Reimbursements - Elections	10,000	Higher than anticipated for 2016	101-000.000-679.000
Total Revenue	<u>-\$47,750</u>		
<i>Expenditures</i>			
General Government - Administrative Services	\$3,200	Postage - Utility Bills	101-170.173-730.000
	\$25,000	Legal Fees - DAS	101-170.173-808.000
	\$10,000	Legal Fees - Labor Relations	101-170.173-808.200
General Government - Information Technology	-\$15,000	Salaries - Temp. - Not used in 2016	101-170.230-701.080
	-\$6,000	Training	101-170.230-819.000
	-\$5,000	Contractual Services	101-170.230-820.000
	-\$20,000	Professional Services - GIS Services AV not doing at this time	101-170.230-821.000
	-\$35,000	Software License agreements not needed	101-170.230-829.010
General Government - Building Maintenance	\$6,500	Professional Services - Building Assessments	101-170.268-821.000
Total General Gov.	<u>-\$36,300</u>		
Pub Safety - Fire	\$10,000	Salaries - Part Time Firefighters	101-300.336-701.060
	\$6,000	Salaries - Overtime	101-300.336-706.000
	-16,000	Health Ins. Fire	101-300.336-715.000
Total Public Safety	<u>\$0</u>		
<i>Capital Outlay</i>			
Computer Upgrades	-2,500.00	Windows XP upgrades to Windows 7/10	101-900.901-980.030
Network Servers	-20,000.00	Memory upgrade	101-900.901-980.040
Server Upgrades	-15,000.00	Central monitoring and power improvements	101-900.901-980.050
Total Capital Outlay	<u>-\$37,500</u>		
Total Expenditures	<u>-73,800</u>		
Net to Fund Balance	<u><u>\$26,050</u></u>		
PUBLIC WORKS FUNDS			
Water Fund			
<i>Revenue - Connection Fees</i>			
	\$50,000	Higher than budgeted revenue from Customer Connections	591-000.000-640.000
<i>Expenditures</i>			
Overtime	4,000	Higher than budgeted	591-440.537-706.000
ICMA Contribution	2,000	Item not budgeted	591-440.537-709.000
Contractual Services - Water Maintenance	\$30,000	Higher than budgeted expense on Contract work	591-440.537-820.000
Total Expenditures	<u>\$36,000</u>		
Net to Fund Balance	<u><u>\$14,000</u></u>		

MEMORANDUM

TO: Board Members

FROM: 
Frank L. Walsh, Township Manager

DATE: December 8, 2016

RE: **Study Session**

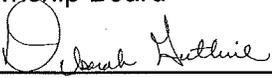
In my previous position in St. Joseph, the City Council held quarterly study sessions for the sole purpose of setting aside time to clearly evaluate projects, issues and proposals. The four additional meetings were used to delve into specific topics that would normally take up a significant chunk of a Tuesday evening meeting.

Supervisor Styka has asked me to place the topic on the December 13th agenda to see if the Township Board sees any merit in scheduling study sessions in 2017. The first quarter may be used for goal setting, legal update and manager performance review. Certainly, the Township is not short on topics for 2017. The question is, does the Township Board wish to set aside specific times in 2017 to provide targeted research about community projects, issues and proposals.

If the governing body wishes to move forward, we can discuss the dates at our goal setting on January 7th.

MEMORANDUM

TO: Township Board

FROM: 
Deborah Guthrie, Communications Director

DATE: December 7, 2016

SUBJECT: Township Branding

Township Branding Background**A. Township Branding Selection Committee:**

Staff created a branding RFP in 2015 and sought staff input. The RFP was submitted and made available to the public on August 11, 2015. Five proposals were received by the deadline of August 28, 2015. A Branding Selection Committee was created consisting of Communications Director, Deborah Guthrie; Parks and Recreation Director, LuAnn Maisner; Information Technology Director, Stephen Gebes; Associate Planner, Peter Menser; Communications Specialist, Brandie Yates and EDC Chair, Chris Buck. The committee weighed the merits of each proposal to have the ability to meet the scope of the project. Three out of the five companies were asked to provide a presentation. Those presentations were given at the end of September 2015. The Committee heard presentations from three regional branding companies.

After careful consideration, the committee selected Motion Marketing & Media, referred to as M3Group. The committee sought input from staff and the Communications Commission on multiple occasions prior to selecting M3 Group. At each step of the process, staff communicated with team members, the public and elected officials about the scope, cost and purpose of the project. The team felt M3Group best fit the needs of the project based on scope, ability to involve the public throughout the project, timeliness, costs to benefits ratio, ability to meet the goals of the project, experience and ability to work with the township. M3Group entered into an agreement with Meridian Township to provide services for brand assessment and research, brand identity creation, as well as brand plan development and implementation.

B. Township Branding Historical Perspective - EDC and Township Board Meeting Branding Discussions:

Nov. 13, 2008	EDC	Branding Proposal Discussion for Economic Vitality
Dec. 11, 2008	EDC	EDC Goals Branding Discussion for Economic Vitality
March 12, 2009	EDC	Discussed Making Branding Study a go Ahead
April 7, 2009	TB	Discussed Pursuing Branding in a Multi-Faceted Approach
April 16, 2009	EDC	Branding Businesses to Shop, Eat and Buy locally discussion
April 21, 2009	TB	Reported Branding and Economic Prosperity to be Useful
Jan. 19, 2012	EDC	Reported EDC will work with HOMTV on Branding
Aug. 16, 2012	EDC	Branding and Marketing the Township Discussion
Sept. 13, 2012	EDC	Branding/Marketing/Placemaking Ranked 3 rd Highest Priority
April 11, 2013	EDC	Discussed Creating a Branding and Marketing Campaign
April 11, 2013	EDC	Discussed HOMTV marketing the township as a whole
May 9, 2013	EDC	Discussed Making Branding a Priority
Jan. 3, 2014	EDC	Goal and Objective Discussion on Creating a Brand
Jan. 9, 2014	EDC	Branding Subcommittee Created
Feb. 4, 2014	TB	Policy Manual Pro Active Marketing and Branding Discussion
June 17, 2014	TB	Board Discussed Leaving Politics out of Branding
June 17, 2014	TB	Directed Staff Create Branding Selection Committee

June 17, 2014	TB	Branding Presentation by Communications team
July 1, 2014	TB	Branding Discussion
Sept. 16, 2014	TB	Branding Discussion
Oct. 7, 2014	TB	Branding Goals Discussion
Nov. 13, 2014	TB	Branding Goals Discussion
Dec. 12, 2014	TB	Branding Goals Discussion for 2015
Dec. 9, 2014	TB	Branding Goals Discussion for 2015
Jan. 6, 2015	TB	Goal to have Comm. Dept. Grassroots Branding/Placemaking
August 6, 2015	EDC	Branding Efforts in Township Presentation
Sept. 15, 2015	TB	Branding and Website Project Deleted from Board Agenda due to lateness of the hour
January 5, 2016	TB	Branding Budget Discussion
January 20, 2016	TB	Approval to Move Forward with Branding Campaign

Township Branding Process

A. Phase One: Discovery:

1. M3 Group worked with staff to create a Brand Development Committee (BDC). This committee decided on the final brand image and messaging presented by M3 Group. Working alongside this newly developed BDC, M3 Group met with Meridian Township leadership to narrow down the members of Meridian Township's BDC focusing on a creating a committee representative of the township.
2. M3 Group conducted a "data dump" meeting with staff to review all campaigns and creative material from the past, current projects, and campaign goals.
3. M3 Group dissected Meridian Township's current brand and messaging, strengths and areas of improvement.
4. M3 Group worked with the BDC to define and develop Meridian's audience and brand personality. The overall brand personality dictates the look and feel of the newly developed brand.
5. M3 Group sought community input through focus groups, community forums, online surveys, stakeholder interviews and multimedia interviews.
6. M3 Group worked with the BDC to identify Meridian Township's anchor tenants; most influential businesses and residents in the township.

B. Phase Two: Development:

M3 Group and the Brand Development Committee relied heavily on the information gathered through the research. In development of the new brand, M3Group utilized the research to provide clear direction targeting the market Meridian Township is hoping to attract, allow local buy-in over time, be attractive for the private sector to invest, allow for an outlined return on investment (ROI) that can be identified when investing, have a determined audience – local and beyond and have ubiquitous recognition that will not be limited by seasonality, garnering support from advocates in the community creating buy-in. Meridian Township's newly developed brand will communicate the community's ideals and provide a brand structure to operate for many years to come. This rebrand is the Township's opportunity to be unique and to portray in a single image, the importance and potential of the Township.

The next two phases will consist of implementation and measuring the success of the brand. Once the new brand is selected, M3Group will begin the implementation phase. Tuesday, December 13, 2016 M3 Group will provide a presentation to the Township Board on the research results, key findings and development, including two options for the board to choose from for a new brand image that will replace the current township seal.

MOVE TO ADOPT REPLACING THE NEW TOWNSHIP SEAL WITH ONE OF THE TWO OPTIONS; (LOGO) and (TAGLINE) AS PRESENTED BY M3 GROUP, AS A RESULT OF, RESEARCH FINDINGS THROUGH COMMUNITY FORUMS, BRANDING DEVELOPMENT COMMITTEE AND SURVEYS.

MERIDIAN TOWNSHIP INVESTMENT POLICY

Date Adopted: March 3, 2009
Date Amended: June 16, 2015

Purpose

It is the policy of Meridian Township to invest its funds in a manner which will ensure the preservation of principal and provide the highest investment return with the maximum security while meeting the daily cash flow needs of the Township and complying with all state statutes governing the investment of public funds.

Scope

This investment policy applies to all financial assets of the Township. These assets are accounted for in various funds of the Township and include the general fund, special revenue funds, debt service funds, capital project funds, enterprise funds (e.g. public works), internal service funds, trust and agency funds, and any new funds established by the Township.

Objectives

The primary objectives of the Township's investment activities in priority order shall be:

Safety – Safety of principal is the foremost objective of the investment program. Investments shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio.

Diversification – The investments will be diversified by security type and institution in order to reduce overall portfolio risk while obtaining market average rates of return.

Liquidity – The investment portfolio shall remain sufficiently liquid to meet all operating requirements that may be reasonably anticipated.

Return of Investment – The investment portfolio shall be designed with the objective of obtaining a reasonable rate of return throughout the budgetary and economic cycles, while taking into account the investment risk constraints and the cash flow characteristics of the portfolio.

Delegation of Authority

Management responsibility for the investment program is hereby delegated to the Township Treasurer pursuant to MCL 41.76 who shall establish written procedures and internal control policies for the operation of the investment program consistent with this investment policy. No person may engage in an investment transaction except as provided under the terms of this policy and the procedures established by the Treasurer. The Treasurer shall be responsible for all transactions undertaken and shall establish a system of controls to regulate the activities of subordinate officials.

Authorized Investments

The Township is limited to investments authorized by Act 20 of 1943 MCL 129.91 as amended, but may only invest in the following:

- (a) Bonds, securities, and other obligations of the United States or an agency or instrumentality of the United States.
- (b) Certificates of deposit, savings accounts, deposit accounts, or depository receipts of a financial institution, but only if the financial institution is eligible to be a depository of funds belonging to the state under a law or rule of this state or the United States.
- (c) Banker's acceptance of United States banks.
- (d) Obligations of this state or any of its political subdivisions that at the time of purchase are rated as investment grade by not less than one standard rating service.
- (e) Mutual funds registered under the investment company act 1940, title 1 of chapter 686, 54 Stat. 789, 15 U.S.C. 80a-1 to 80a-3 and 80a-4 to 80a-64, with authority to purchase only investment vehicles that are legal for direct investment solely by reason of either of the following:
 - (i) The purchase of securities on a when-issued or delayed delivery basis.
 - (ii) The ability to lend portfolio securities as long as the mutual fund receives collateral at all times equal to at least 100% of the value of the securities loaned.
 - (iii) The limited ability to borrow and pledge a like portion of the portfolio's assets for temporary or emergency purposes.
 - (iv) Investments in mutual funds shall be limited to securities whose intention is to maintain a net asset value of \$1.00 per share.*
- (f) Obligations described in subdivisions (a) through (e) if purchased through an interlocal agreement under the urban corporations act of 1967, 1967 (Ex Sess) PA 7, MCL 124.501 to 124.512.
- (g) Investment pools organized under the surplus funds investment pool act, 1982 PA 367, MCL 129.111 to 129.118.
- (h) Investment pools organized under the local government investment pool act, 1985 PA 121, MCL 129.141 to 129.150.
- (i) Certificates of Deposit as authorized by MCL 129.91(5) including Certificate of Deposit Account Registry Service (CDARS).

* This is a requirement of this policy but not required under MCL 129.91
Commercial Paper and Repurchase agreements may not be directly purchased but may be indirectly owned through investment pools and mutual funds.

Safekeeping and Custody

All security transactions, including collateral for repurchase agreements and financial institution deposits, entered into by the Treasurer shall be on a cash or delivery vs. payment basis. Securities may be held by a third party custodian designated by the Treasurer and evidenced by safekeeping receipts as determined by the Treasurer.

Prudence

Investments shall be made with judgment and care, under circumstances then prevailing which persons of prudence, discretion and intelligence exercise in the management of their own affairs. These decisions are not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived.

Reporting

The Treasurer shall provide quarterly (or more often) written investment reports to the Township Board which provide a clear picture of the status of the current investment portfolio. In addition, the Treasurer shall, as required by law, present an annual written report to the Board.

Conflict of Interest and Ethics

Officials and employees involved in the investment process shall refrain from personal business activity that could conflict with the proper execution of the investment program, or which could impair their ability to make impartial investment decisions. Employees and Board Members shall disclose to the Treasurer, and the Treasurer shall disclose to the Board, any material financial interest in financial institutions that conduct business with the Township. The Board, Employees, and the Treasurer shall disclose any material financial investment position related to the performance of the Township's portfolio.

Authorized Financial Institutions and Dealers

A list will be maintained of financial institutions authorized to provide investment services to Meridian Township. In addition, a list will also be maintained of approved security broker/dealers selected by credit worthiness who are authorized to provide investment services to Meridian Township.

All financial institutions and broker/dealers who desire to become qualified bidders for investment transactions must first be provided with a copy of the Township's Investment Policy and return to the Township a signed copy of the agreement to comply (appendix #1).

Adoption and Review

The Township's investment policy shall be adopted by the Township Board. The policy shall be reviewed annually by the Treasurer and any modifications must be approved by the Township Board.

Appendix #1

ACKNOWLEDGEMENT OF RECEIPT OF INVESTMENT POLICY AND AGREEMENT TO COMPLY

I have read and fully understand Act 20 PA 1943 as amended, and the Investment Policy of the Charter Township of Meridian.

Any investment advice or recommendation on investments given by _____ representing

_____,
to the Meridian Township Treasurer shall comply with the requirement of ACT 20 PA 1943 as amended, and the Investment Policy of the Charter Township of Meridian. Any existing investment not conforming to the statute or policy will be disclosed of promptly to the Meridian Township Treasurer. Further, should a broker/dealer learn of a forthcoming downgrading or devaluation of an investment that has been sold to the Charter Township of Meridian, the broker/dealer shall notify the Treasurer as soon as possible to determine if there is a need to trade or dispose of that investment.

By: _____

Title: _____

Date: _____

MEMORANDUM

DATE: December 9, 2016

TO: Planning Commission

FROM: 
Mark Kieselbach
Director, Community Planning and Development

RE: Zoning Amendment #16050 (Planning Commission), amendment to the I (Industrial) zoning district.

The Planning Commission initiated the zoning amendment to allow instructional centers, mobile food vending units and outdoor seating as permitted uses. The request for the zoning amendment originated from discussions with two Meridian Township businesses located in the I (Industrial) zoning district, both of which presented initiatives designed to grow their businesses that do not fit the uses currently permitted in the zoning district. The Meridian Company, a plumbing, HVAC, and remodeling contractor located at 1999 Saginaw Highway, is requesting to add a skilled trades instructional center to their property. The instructional center will be used to train workers in the skilled trades. Ellison Brewery, located at 4903 Dawn Avenue, has requested to add outdoor seating for brewery patrons and to allow mobile food vending units to provide service to the brewery.

The Planning Commission held a public hearing on the proposed amendment at its meeting on November 14, 2016. At its meeting on November 21, 2016 the Planning Commission voted 8-0 to recommend approval to the Township Board. The following reasons were cited by the Planning Commission in its recommendation:

- The Township's Economic Development Corporation at its meeting on August 4, 2016 voted unanimously to recommend approval of the zoning amendment.
- The proposed uses; instructional centers, outdoor seating and mobile food vending are consistent and compatible with the uses allowed in the Industrial zoning district.
- The proposed amendment could benefit existing businesses and encourage new businesses to locate in areas zoned Industrial.
- There is a need to update and expand the uses allowed in the Industrial zoning district to keep those areas currently zoned Industrial viable.

Copies of the staff memorandum and draft minutes from the Planning Commission meetings have been attached.

Attachments:

1. Proposed amendment as recommended by the Planning Commission dated November 18, 2016
2. Planning Commission Resolution

ZA #16050 (Planning Commission)
Planning Commission (12/9/16)
Page 2

3. Staff Memorandum
4. Draft Planning Commission minutes dated November 14, 2016 (public hearing) and November 21, 2016 (decision).

G:\Community Planning & Development\Planning\ZONING AMENDMENTS (ZA)\2016\ZA 16050 (Planning Commission)\ZA 16050 TB Memo.doc

Chapter 86 ZONING

ARTICLE IV, DISTRICT REGULATIONS

DIVISION 4. OTHER DISTRICTS.

Sec. 86-435. I District: Industrial District

- (a) Purpose. The I district is established for the purpose of encouraging within it the development of light manufacturing, processing, storage, and office establishments wholly compatible with adjacent residential areas. It is established as one in which the principal use of the land is for industrial activities wholly compatible with all other uses permitted in this district and commercial establishments not engaging in retail sales as a principal use. The specific intent of this section is to prohibit, for the benefit of the types of uses for which this district is designed, any and all other uses, such as residential, retail commercial, and industrial, not compatible with all other uses in this district. This section applies to the I district.
- (b) Uses permitted by right. In this district, no building, structure, or land shall be used and no building or structure shall be hereafter erected, structurally altered, or enlarged except for the following uses:
- (1) Any production, processing, cleaning, testing, repair, storage, and distribution of materials, goods, or foodstuffs.
 - (2) Contractor's establishment.
 - (3) Instructional centers for business, trade, music, art, dance, craft, martial arts, or other places of instruction.
 - (4) Accessory uses clearly appurtenant to the main use of the lot and customary to and commonly associated with the main use such as:
 - a. Restaurant or cafeteria facilities for employees.
 - b. Caretakers residence if situated upon a portion of the lot complying with all of the requirements of residential districts.
 - c. Office facility.
 - d. Wholesale or retail sales related to the principal use.
 - e. Outdoor seating. An outdoor seating area is permitted, subject to site plan approval. The outdoor seating area shall be either attached or immediately adjacent to the principal building to which the outdoor seating area is accessory.

- (c) Uses permitted by special use permit.
 - (1) Public garage, motor vehicle repair shop, or automobile paint and bump shop.
 - (2) Child care centers.
 - (3) Public utility structures, publicly owned, and operated buildings and uses.
- (d) Site plan review. All uses in this district are subject to site plan review as prescribed in Article II, Division 5 of this chapter. Applications for site plan review for projects in this district shall, in addition to the requirements of Article II, Division 5 of this chapter, also include the following:
 - (1) A description of the operations proposed in sufficient detail to indicate the effects of those operations in producing traffic congestion, noise, glare, air pollution, water pollution, fire hazards or safety hazards, or the emission of any potentially harmful or obnoxious matter or radiation.
 - (2) Engineering and architectural plans for the treatment and disposal of sewerage and industrial waste tailings or unusable by-products.
 - (3) Engineering and architectural plans for the handling of any excessive traffic congestion, noise, glare, air pollution, water pollution, fire or safety hazards, or the emission of any potentially harmful or obnoxious matter or radiation.
 - (4) The proposed number of shifts to be worked and the maximum number of employees on each shift.
- (e) Use requirements:
 - (1) Except for approved outdoor seating areas or mobile food vending units, activities in this district shall be carried on in completely enclosed buildings. Storage may be permitted out-of-doors but shall be effectively screened by a solid, uniformly finished wall or fence with solid entrance and exit gates, which wall or fence shall in no case be lower than the enclosed storage. Such storage shall not be deemed to include the parking of licensed motor vehicles under 1 1/2-ton-rated capacity.
 - (2) Noise emanating from a use in this district shall not exceed the level of ordinary conversation at the boundaries of the lot. Short intermittent noise peaks may be expected if they do not exceed normal traffic noise peaks at any point on the lot boundaries.
 - (3) Uses in this district shall be such that they:
 - a. Emit no obnoxious, toxic, or corrosive fumes or gases, except for those produced by internal combustion engines under design operating conditions.

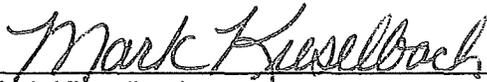
- b. Emit no odorous gases or other odorous matter in such quantities as to be humanly perceptible at or beyond any point on the boundary of the use parcel; provided, that any process which may involve the creation or emission of any odors shall be provided with a secondary safeguard system so that control will be maintained if the primary safeguard system should fail.
 - c. Emit no smoke, other than that produced by normally operating heating equipment.
 - d. Discharge into the air no dust or other particulate matter created by any industrial operation or emanating from any products stored prior to or subsequent to processing.
 - e. Produce no heat humanly perceptible at or beyond the lot boundaries.
 - f. Utilize all lighting in a manner which produces no glare on public streets or on any other parcel.
 - g. Produce no physical vibrations humanly perceptible at or beyond the lot boundaries.
 - h. Produce no electromagnetic radiation or radioactive emission injurious to human beings, animals, or vegetation or of any intensity that interferes with the lawful use of any other property.
 - i. Do not engage in the production or storage of any material designed for use as an explosive, nor in the use of such materials in production.
- (f) Site development requirements.
- (1) Minimum lot area: one acre.
 - (2) Minimum lot width: 100 feet.
 - (3) Maximum lot coverage. All buildings, including accessory buildings, shall not cover more than 40% of the lot area.
 - (4) Minimum yard dimensions.
 - a. Front yards. In accordance with the setback requirements of § 86-367 for the type of street upon which the lot fronts.
 - b. Side and rear yards. Ten percent of the width and depth, respectively, of the lot, but need not exceed 40 feet each nor shall they be less than 10 feet.

- c. Side and rear yards adjacent to residential district zone lines. No structure shall be less than 100 feet from any residential district zone line. Side and rear yards may be used for passenger vehicle parking except for a strip 40 feet in width along the side and rear boundaries of the development. This forty-foot transition strip shall be used for screening purposes and shall be composed of interlocking trees and/or foliage and other appropriate ground cover. The maintenance of this transition area shall be a continuing obligation of the owner of such area.
 - d. Corner lots. A front yard shall be maintained on each street side of a corner lot. Setbacks shall be equal to those required in § 86-367 for the type of street or streets upon which the lot has frontage and all regulations applicable to front yards shall apply.
- (5) Maximum building height. Forty feet unless each yard is increased one foot for each foot of height above 40 feet.
 - (6) Signs. In accordance with the requirements specified in Article VII of this chapter. No banners, flags, streamers, or similar devices for advertising or promotion purposes shall be permitted.
 - (7) Off-street parking and loading requirement. Motor vehicle parking and loading, and bicycle parking requirements for this district are specified in Article VIII of this chapter.
 - (8) Landscaping. Landscaping shall be maintained in all required front and side yards, in accordance with plans approved by the Planning Commission. A landscape plan showing locations and varieties of plant materials shall be submitted for site plan review as prescribed in Article II, Division 5 of this chapter. All landscaped areas shall be planted with suitable living plant materials and replaced as necessary. Landscaped areas shall be watered, weeded, and generally maintained.
 - (9) Other requirements.
 - a. Lighting shall be accomplished in a manner such that no illumination source is visible beyond the property lines of the lot upon which the use is located and such that no illumination shall adversely affect the welfare of an adjacent property.
 - b. Side or rear yards may not be used for storage.
 - c. Trash containers shall be enclosed by a covered structure on at least three sides. The property shall be maintained free from litter.
 - d. Air conditioning units, heating oil, storage tanks, or similar appurtenances shall be properly screened as approved by the Planning Commission.

MEMORANDUM

TO: Planning Commission

FROM:



Mark Kieselbach
Director, Community Planning and Development



Peter Menser
Senior Planner

RE: Zoning Amendment #16050 (Planning Commission), amendment to Section 86-435 I (Industrial) Zoning District to allow instructional centers, outdoor seating, and mobile food vending.

The Planning Commission at its last meeting held a public hearing on the proposed amendment to the Industrial District. A resolution consistent with the consensus of the Planning Commission to recommend approval has been attached.

Attachments

1. Resolution
2. Proposed Ordinance dated November 18, 2016

RESOLUTION TO APPROVE

**Zoning Amendment #16050
Planning Commission
Section 86-435 I (Industrial)**

RESOLUTION

At the regular meeting of the Planning Commission of the Charter Township of Meridian, Ingham County, Michigan, held at the Meridian Municipal Building, in said Township on the 21st day of November, 2016, at 7:00 p.m., Local Time.

PRESENT: _____

ABSENT: _____

The following resolution was offered by _____ and supported by _____

WHEREAS, Zoning Amendment #16050 was initiated to amend Section 86-435 I (Industrial) District to allow instructional centers, outdoor seating, and mobile food vending; and

WHEREAS, the Planning Commission held a public hearing on the proposed zoning amendment on November 14, 2016 and has reviewed staff material forwarded under cover memorandums dated September 19, 2016 and November 10, 2016; and

WHEREAS, the Township's Economic Development Corporation at its meeting on August 4, 2016 voted unanimously to recommend approval of the proposed zoning amendment; and

WHEREAS, the proposed uses; instructional centers, outdoor seating, and mobile food vending are consistent and compatible with the existing uses allowed in the Industrial zoning district; and

WHEREAS, the proposed amendment could benefit existing businesses and encourage new businesses to locate in areas zoned Industrial; and

WHEREAS, there is a need to update and expand the uses allowed in the Industrial Zoning District to keep those areas currently zoned Industrial viable.

NOW THEREFORE BE IT RESOLVED THE PLANNING COMMISSION OF THE CHARTER TOWNSHIP OF MERIDIAN hereby recommends approval of Zoning Amendment #16050, to amend Section 86-435 to allow instructional centers, outdoor seating, and mobile food vending in the Industrial Zoning District.

ADOPTED: YEAS: _____

NAYS: _____

ZA #16050 (Planning Commission)

November 18, 2016

Page 2

STATE OF MICHIGAN)
) ss
COUNTY OF INGHAM)

I, the undersigned, the duly qualified and acting Chair of the Planning Commission 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 Planning Commission on the 21st day of November, 2016.

John Scott-Craig
Planning Commission Chair

MEMORANDUM

TO: Planning Commission

FROM: 
Peter Menser
Senior Planner

DATE: November 10, 2016

RE: Zoning Amendment #16050 (Planning Commission)

At its regular meeting on September 26, 2016, the Planning Commission voted 6-0 to initiate a zoning amendment to the Code of Ordinances to add instructional centers, mobile food vending units, and outdoor seating as uses permitted in the I (Industrial) zoning district. Since that meeting, staff published a legal notice for the zoning amendment and scheduled the public hearing.

The request for the zoning amendment originated from discussions with two Meridian Township businesses located in the (I) Industrial zoning district, both of which presented initiatives to staff designed to grow their businesses that do not fit into the uses currently permitted in the zoning district. The Meridian Company, a plumbing, HVAC, and remodeling contractor located at 1999 Saginaw Highway, is requesting to add a skilled trades instructional center to their property. The instructional center will be used to train workers in the skilled trades. Ellison Brewery, located at 4903 Dawn Avenue, has requested to add outdoor seating for brewery patrons and to allow mobile food vending units to provide service to the brewery.

The Code of Ordinances lists "instructional centers for business, trade, music, art, dance, craft, martial arts, or other places of instruction" as a use permitted by right in the C-1 (Commercial), C-2 (Commercial), and C-3 (Commercial) zoning districts. The zoning amendment will add instructional centers as a use permitted by right in the I (Industrial) zoning district.

At its meeting on January 5, 2016, the Township Board adopted ordinance language allowing mobile food vending units to operate in the C-1 (Commercial), C-2 (Commercial), C-3 (Commercial), CR (Commercial Recreation), RP (Research Park), and PO (Professional and Office) zoning districts. The mobile food vending unit regulations are located in Chapter 38, Article IV, Division 3 of the Code of Ordinances. The regulations outline the requirements that must be met to operate a mobile food vending unit. The proposed zoning amendment will add the I (Industrial) zoning district to the list of zoning districts where mobile food vending units can operate.

Outdoor seating associated with a restaurant or other eating establishments which serves food or beverages for consumption on the premises or for carryout is permitted by right, subject to site plan review, in the C-1 (Commercial), C-2 (Commercial), and C-3 (Commercial) zoning districts. The outdoor seating has to be either attached to or immediately adjacent to the principal building to which the outdoor seating is accessory. The proposed zoning amendment would allow outdoor seating for any use permitted in the I (Industrial) zoning district, subject to site plan review and it being attached or immediately adjacent to the principal building to which the outdoor seating is accessory.

Zoning Amendment #16050 (Planning Commission)
Planning Commission (11/14/16)
Page 2

A draft ordinance incorporating the proposed changes to the I (Industrial) zoning district (Chapter 86-435 of the Code of Ordinances) and mobile food vending unit regulations (Chapter 38, Article IV, Division 3) of the Code of Ordinances is attached. Proposed changes are noted in bold.

Planning Commission Options

The Planning Commission may recommend approval as written, recommend approval of a revised version, or recommend denial of the proposed zoning amendment. A resolution will be provided at a future meeting.

Attachment

1. Draft ordinance dated September 19, 2016
2. Minutes from September 26, 2016 Planning Commission meeting
3. Letter from Meridian Township Economic Development Corporation (EDC)

Chapter 86 ZONING

ARTICLE IV, DISTRICT REGULATIONS

DIVISION 4. OTHER DISTRICTS.

Sec. 86-435. I District: Industrial District

- (a) Purpose. The I district is established for the purpose of encouraging within it the development of light manufacturing, processing, storage, and office establishments wholly compatible with adjacent residential areas. It is established as one in which the principal use of the land is for industrial activities wholly compatible with all other uses permitted in this district and commercial establishments not engaging in retail sales as a principal use. The specific intent of this section is to prohibit, for the benefit of the types of uses for which this district is designed, any and all other uses, such as residential, retail commercial, and industrial, not compatible with all other uses in this district. This section applies to the I district.
- (b) Uses permitted by right. In this district, no building, structure, or land shall be used and no building or structure shall be hereafter erected, structurally altered, or enlarged except for the following uses:
- (1) Any production, processing, cleaning, testing, repair, storage, and distribution of materials, goods, or foodstuffs.
 - (2) Contractor's establishment.
 - (3) **Instructional centers for business, trade, music, art, dance, craft, martial arts, or other places of instruction.**
 - ~~(3)~~(4) Accessory uses clearly appurtenant to the main use of the lot and customary to and commonly associated with the main use such as:
 - a. Restaurant or cafeteria facilities for employees.
 - b. Caretakers residence if situated upon a portion of the lot complying with all of the requirements of residential districts.
 - c. Office facility.
 - d. Wholesale or retail sales related to the principal use.
 - e. **Outdoor seating. An outdoor seating area is permitted, subject to site plan approval. The outdoor seating area shall be either attached or immediately adjacent to the principal building to which the outdoor seating area is accessory.**

- (c) Uses permitted by special use permit.
 - (1) Public garage, motor vehicle repair shop, or automobile paint and bump shop.
 - (2) Child care centers.
 - (3) Public utility structures, publicly owned, and operated buildings and uses.
- (d) Site plan review. All uses in this district are subject to site plan review as prescribed in Article II, Division 5 of this chapter. Applications for site plan review for projects in this district shall, in addition to the requirements of Article II, Division 5 of this chapter, also include the following:
 - (1) A description of the operations proposed in sufficient detail to indicate the effects of those operations in producing traffic congestion, noise, glare, air pollution, water pollution, fire hazards or safety hazards, or the emission of any potentially harmful or obnoxious matter or radiation.
 - (2) Engineering and architectural plans for the treatment and disposal of sewerage and industrial waste tailings or unusable by-products.
 - (3) Engineering and architectural plans for the handling of any excessive traffic congestion, noise, glare, air pollution, water pollution, fire or safety hazards, or the emission of any potentially harmful or obnoxious matter or radiation.
 - (4) The proposed number of shifts to be worked and the maximum number of employees on each shift.
- (e) Use requirements:
 - (1) **Except for approved outdoor seating areas or mobile food vending units,** activities in this district shall be carried on in completely enclosed buildings. Storage may be permitted out-of-doors but shall be effectively screened by a solid, uniformly finished wall or fence with solid entrance and exit gates, which wall or fence shall in no case be lower than the enclosed storage. Such storage shall not be deemed to include the parking of licensed motor vehicles under 1 1/2-ton-rated capacity.
 - (2) Noise emanating from a use in this district shall not exceed the level of ordinary conversation at the boundaries of the lot. Short intermittent noise peaks may be expected if they do not exceed normal traffic noise peaks at any point on the lot boundaries.
 - (3) Uses in this district shall be such that they:
 - a. Emit no obnoxious, toxic, or corrosive fumes or gases, except for those produced by internal combustion engines under design operating conditions.

- b. Emit no odorous gases or other odorous matter in such quantities as to be humanly perceptible at or beyond any point on the boundary of the use parcel; provided, that any process which may involve the creation or emission of any odors shall be provided with a secondary safeguard system so that control will be maintained if the primary safeguard system should fail.
 - c. Emit no smoke, other than that produced by normally operating heating equipment.
 - d. Discharge into the air no dust or other particulate matter created by any industrial operation or emanating from any products stored prior to or subsequent to processing.
 - e. Produce no heat humanly perceptible at or beyond the lot boundaries.
 - f. Utilize all lighting in a manner which produces no glare on public streets or on any other parcel.
 - g. Produce no physical vibrations humanly perceptible at or beyond the lot boundaries.
 - h. Produce no electromagnetic radiation or radioactive emission injurious to human beings, animals, or vegetation or of any intensity that interferes with the lawful use of any other property.
 - i. Do not engage in the production or storage of any material designed for use as an explosive, nor in the use of such materials in production.
- (f) Site development requirements.
- (1) Minimum lot area: one acre.
 - (2) Minimum lot width: 100 feet.
 - (3) Maximum lot coverage. All buildings, including accessory buildings, shall not cover more than 40% of the lot area.
 - (4) Minimum yard dimensions.
 - a. Front yards. In accordance with the setback requirements of § 86-367 for the type of street upon which the lot fronts.
 - b. Side and rear yards. Ten percent of the width and depth, respectively, of the lot, but need not exceed 40 feet each nor shall they be less than 10 feet.

- c. Side and rear yards adjacent to residential district zone lines. No structure shall be less than 100 feet from any residential district zone line. Side and rear yards may be used for passenger vehicle parking except for a strip 40 feet in width along the side and rear boundaries of the development. This forty-foot transition strip shall be used for screening purposes and shall be composed of interlocking trees and/or foliage and other appropriate ground cover. The maintenance of this transition area shall be a continuing obligation of the owner of such area.
 - d. Corner lots. A front yard shall be maintained on each street side of a corner lot. Setbacks shall be equal to those required in § 86-367 for the type of street or streets upon which the lot has frontage and all regulations applicable to front yards shall apply.
- (5) Maximum building height. Forty feet unless each yard is increased one foot for each foot of height above 40 feet.
 - (6) Signs. In accordance with the requirements specified in Article VII of this chapter. No banners, flags, streamers, or similar devices for advertising or promotion purposes shall be permitted.
 - (7) Off-street parking and loading requirement. Motor vehicle parking and loading, and bicycle parking requirements for this district are specified in Article VIII of this chapter.
 - (8) Landscaping. Landscaping shall be maintained in all required front and side yards, in accordance with plans approved by the Planning Commission. A landscape plan showing locations and varieties of plant materials shall be submitted for site plan review as prescribed in Article II, Division 5 of this chapter. All landscaped areas shall be planted with suitable living plant materials and replaced as necessary. Landscaped areas shall be watered, weeded, and generally maintained.
 - (9) Other requirements.
 - a. Lighting shall be accomplished in a manner such that no illumination source is visible beyond the property lines of the lot upon which the use is located and such that no illumination shall adversely affect the welfare of an adjacent property.
 - b. Side or rear yards may not be used for storage.
 - c. Trash containers shall be enclosed by a covered structure on at least three sides. The property shall be maintained free from litter.
 - d. Air conditioning units, heating oil, storage tanks, or similar appurtenances shall be properly screened as approved by the Planning Commission.

Chapter 38

LICENSES, PERMITS, AND MISCELLANEOUS REGULATIONS

ARTICLE IV, VENDORS

DIVISION 3. MOBILE FOOD UNITS.

Sec. 38-165. Title.

This article shall be known and cited as the Mobile Food Unit Ordinance of the Charter Township of Meridian.

Sec. 38-166. Definitions.

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

1. *Mobile Food Vending* shall mean vending, serving, or offering for sale food and/or beverages from a mobile food vending unit.
2. *Mobile Food Vending Unit* shall mean any motorized or non-motorized vehicle, trailer, stand, cart, or other device designed to be portable and not permanently attached to the ground from which food is vended, served, or offered for sale.
3. *Vendor* shall mean any individual engaged in the business of mobile food vending; if more than one individual is operating a motorized or non-motorized vehicle, trailer, stand, cart, or other device designed to be portable, then vendor shall mean all individuals operating such motorized or non-motorized vehicle, trailer, stand, cart, or other device designed to be portable.
4. *Operate* shall mean all activities associated with the conduct of business, including set up and take down and/or actual hours where the mobile food vending unit is open for business.

Sec. 38-167. Purpose.

In the interest of allowing and encouraging mobile food units that add to the vibrancy and desirability of Meridian Township, while providing a framework under which such businesses operate.

Sec. 38-168. Location.

Mobile food vending shall be permitted in the C-1 (Commercial), C-2 (Commercial), C-3 (Commercial), CR (Commercial Recreation), RP (Research Park), I (**Industrial**), and PO (Professional and Office) zoning districts.

Sec. 38-169 through 38-180 remains as written.



September 19, 2016

To: Meridian Township Board & Meridian Township Planning Commission

From: Meridian Township Economic Development Corporation

Re: Proposed changes for "Industrial" zoning district

Good Afternoon,

I am writing you in support of the enclosed proposed revision of our Industrial district. At our July EDC meeting, the EDC passed the following motion:

MOTION BY MEMBER LEDEBUHR TO DRAFT AMENDMENT TO INDUSTRIAL ZONING DISTRICT ORDINANCE LANGUAGE AND FORWARD TO PLANNING COMMISSION FOR REVIEW. SUPPORTED BY MEMBER OLSON. MOTION PASSES 8-0.

At the request of established and successful business owners currently operating within these districts, we submit these three revisions for your review.

1. Add Instructional centers as a use allowed, by right, in Industrial zoning (in this case skilled trades at the Meridian Company)
2. Add Industrial to the zoning districts where food trucks can operate
3. Allow public outdoor seating in Industrial zoning (in this case, adjacent to Ellison brewery)

It is important to listen to the requests of our business partners and ensure we revise language, as reasonable, to ensure their success and ultimately the success of the Township. The EDC appreciates your consideration!

Sincerely,

Chris

Chris Buck
Chair, Meridian Township Economic Development Corporation
chris.buck@comcast.net
517-528-4770

Mr. Schafer stated he will preserve the existing wetlands and any regulated wetland will not be calculated into the site plan. He stated his goal is to retain over 50% of the property as open space and would create significant buffers to the adjacent neighborhoods. Mr. Schafer believed the current zoning on the property is “out of line” as there is no transition to the adjacent properties. He noted the rezoning request complies with the Master Plan and will work to achieve a good PUD plan. Mr. Schafer stated it is his intent to install a stormwater system which can help alleviate the continuous running of sump pumps in neighboring homes. He envisioned not having many back-to-back lots on the single family homes portion of the PUD. Mr. Schafer believed he could provide the Planning Commission with concepts on how to avoid the wetlands, placement of buffers and the various development layouts on the property. He stated he would update the traffic study and have that information available for the next meeting.

Mr. Schafer requested some assurance on the zoning issue as he believed the RR zoning is not consistent with the surrounding area.

Chair Scott-Craig reminded the applicant the property backs up to a functioning farm to the north.

Chair Scott-Craig closed the public hearing at 8:50 P.M.

-  B. Zoning Amendment #16050 (Township Board), amend Section 86-435 and Chapter 38, Article IV, Division 3 of the Code of Ordinances to add instructional centers, mobile food vending units, and outdoor seating as uses permitted in the Industrial (I) zoning district.

Chair Scott-Craig opened the public hearing at 8:50 P.M.

- Summary of subject matter
Senior Planner Menser summarized the proposed zoning amendment as outlined in staff memorandum dated November 10, 2016.
- Public
Leonard Provencher, 5824 Buena Parkway, Haslett, stated there was no indication on Dawn Avenue as to the location of Ellison Brewery. He believed extending the “privilege” of allowing a brewery to locate in the industrial district is an “end run” maneuver in order to avoid the strictness of commercial zoning relative to parking, health standards, etc. Mr. Provencher alleged this zoning amendment is for the benefit of the Economic Development Corporation to help its business model. He wondered why the EDC is not considering other commercial areas with the required amount of parking, given the large amount of vacant commercial property in the Township (e.g., empty Chucky Cheese).

Bill McConnell, 4376 Manitou Drive, Okemos, spoke in support of the proposed change to the zoning ordinance. He believed the expansion of the industrial category is forward thinking, as no one could have predicted the current trend ten (10) years ago. Mr. McConnell stated a brewery makes “perfect sense” in an industrial area, as they are manufacturing a product. He noted there is a trend for people to enjoy sampling the

wares at the place of manufacture. Mr. McConnell believed the proposed extension of the River Trail along what is currently a dead end will considerably change the character of the area.

- Planning Commission discussion:

Commissioner Ianni supported the proposed amendment as it caters to changing needs in the community. He noted there is a movement throughout the state to have on-site tasting at local breweries and provide visits to manufacturing facilities with an option for food and drink. Commissioner Ianni believed allowing expansion of skilled trades near Michigan State University and a community college will make the Township more of an educational center for the area.

Commissioner DeGroff reiterated earlier public comment on whether this type of activity is more appropriate in traditional commercial locations such as downtown Okemos. He believed that not necessarily to be the case, as turning a brewery into a place where you can drink a beer is not “entirely” commercial, but part industrial and not an activity suitable for pure commercial areas. Commissioner DeGroff believed an industrial zoned area to be the appropriate place.

Commissioner Honicky stated he has visited a number of wine tasting facilities and finds it to be recreational as well as a gathering activity. He believed a brewery offering beer for sale fits together and makes “sense.” Commissioner Honicky spoke to a different experience he has had with mobile food units, as they traveled from one work site to another, offering coffee and doughnuts. He inquired as to why a mobile food unit owner needed a license at each site. Commissioner Honicky offered an example of a barbeque unit next to Tom’s Party Store as the trailer is “fixed” and not mobile, although it includes wheels. He voiced his preference for the vendors to have more leeway, with one license to operate within Meridian Township.

Senior Planner Menser replied that when the mobile food vending unit ordinance was adopted, there were several iterations of language proposed to be placed in Chapter 38, Licenses and Permits. He indicated all the different aspects and provisions of the proposed language were discussed and ultimately approved by the Township Board.

Commissioner Honicky inquired if the Planning Commission could propose an amendment to the present ordinance to provide vendors with more mobility.

Senior Planner Menser responded the Planning Commission can include an amendment in its recommendation to the Township Board.

Commissioner Opsommer reminded fellow Commissioners the mobile food unit ordinance is not what is before the Planning Commission this evening.

Commissioner Jackson inquired if a food truck operator was required to obtain permission from the property owner in order to temporarily locate their food truck and then come to the Township and pay a fee to obtain a license to stop there.

Senior Planner Menser responded in the affirmative. He added the units are required to have an electrical inspection and receive a building/fire review from the Township.

Commissioner Jackson inquired if that activity takes place for each location.

Senior Planner Menser stated the unit is inspected once and would be licensed at whatever number of locations they apply for. He clarified that to date, the three (3) or four (4) mobile food vending units which have been licensed have requested only one (1) location.

Commissioner Jackson wondered if the reason the mobile food vending unit operators have only requested one (1) location is due to the cost of licensure for each location. She noted the Township is already regulating where they can locate by limiting them to certain zoning districts. Commissioner Jackson believed it burdensome and expensive to require operators to obtain a license for each location.

Commissioner Opsommer believed the zoning amendment to be a useful repurposing tool to allow industrial areas to be used for breweries and distilleries. He noted the success of Red Cedar Spirits, which is a former industrial site with outdoor seating. Commissioner Opsommer also indicated there is an abundance of parking on that site. He spoke to the ratio of employees per square foot when the site was used for heavy industrial manufacturing, acknowledging the ratio has been lowered as industrial uses have evolved over time. Commissioner Opsommer noted Lansing has an industrial district directly adjacent to its downtown area, which was renovated into a mid-town district. He spoke in support of the zoning amendment, stating the Township must ensure the industrial areas have a secondary use, as that need will continue to grow.

Chair Scott-Craig also expressed support for the zoning amendment. He recalled that when one of the owners of Ellison Brewery spoke before the Planning Commission, he reminded Commissioners that because they are producing a food product (beer), they have strict health code regulations mandated by the State of Michigan. Chair Scott-Craig noted there is an issue with the appropriate amount of parking, but shared parking with the foundry next door should suffice.

Chair Scott-Craig asked if staff had determined whether smoking would be allowed in the outdoor seating area.

Senior Planner Menser stated he will follow-up on that question and provide an answer at the next meeting.

Commissioner Opsommer clarified that if staff is serving patrons on the patio, smoking is not permitted.

Chair Scott-Craig closed the public hearing at 9:19 P.M.

7. Unfinished Business (None)

8. Other Business (None)