



**AGENDA**  
CHARTER TOWNSHIP OF MERIDIAN  
TOWNSHIP BOARD – REGULAR MEETING  
February 4, 2025 6:00 PM

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1. CALL MEETING TO ORDER
2. PLEDGE OF ALLEGIANCE/INTRODUCTIONS
3. ROLL CALL
4. PRESENTATION
  - A. Introduction of New Township Manager
  - B. 2024 Township Annual Report
  
5. CITIZENS ADDRESS AGENDA ITEMS AND NON-AGENDA ITEMS
6. TOWNSHIP MANAGER REPORT
7. BOARD MEMBER REPORTS OF ACTIVITIES AND ANNOUNCEMENTS
8. APPROVAL OF AGENDA
9. CONSENT AGENDA
  - A. Communications
  - B. Minutes-January 21, 2025 Regular Township Board Meeting
  - C. Bills
  - D. Designation of Updated Signer for the MSHDA CHILL Grant
  - E. Economic Development Corporation Appointment
  - F. Authorization of Surplus Property Disposal
  - G. Acceptance of 2024 Planning Commission Annual Report
  - H. 4<sup>th</sup> Quarter Treasurer's Report
  
10. QUESTIONS FOR THE ATTORNEY
11. HEARINGS
12. ACTION ITEMS
  - A. Text Amendment 2025-01-Fire Code Update-Final Adoption
  - B. Purchasing Policy Update
  - C. Rifle Purchase Program
  - D. Police Contract with Michigan State University
  
13. BOARD DISCUSSION ITEMS
  - A. Prosecuting Attorney Contract Renewal
  - B. Board Policy Update
  
14. COMMENTS FROM THE PUBLIC
15. OTHER MATTERS AND BOARD MEMBER COMMENTS
16. ADJOURNMENT

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

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

Providing a safe and welcoming, sustainable, prime community.



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# 2024

## Annual Report

Charter Township of Meridian



### Meridian Township

5151 Marsh Road  
Okemos, MI  
48864  
517.853.4000



[meridian.mi.us](http://meridian.mi.us)

# TOWNSHIP BOARD MEMBERS

**Scott Hendrickson, Supervisor**

**Angela Demas, Clerk**

**Phil Deschaine, Treasurer**

**Nickolas Lentz, Trustee**

**Kathy Ann Sundland, Trustee**

**Peter Trezise, Trustee**

**Marna Wilson, Trustee**





**To: Board Members**

**From: Tim Dempsey, Township Manager**

**Date: February 4, 2025**

**Re: 2024 Annual Report**

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The Meridian Township Board, and Management Team, are pleased to present the community with the Township's 2024 Annual Report. The enclosed report of departmental activities is meant to satisfy the requirements of the Charter Township Act and provide our residents with a complete overview of 2024 operations. This report is a compilation of activities provided by each department.

A copy of this report will be on file in the Clerk's Office, both libraries, and posted on the Township's website at [www.meridian.mi.us](http://www.meridian.mi.us).

Please feel free to contact me should you have any questions regarding this report. We will continue our efforts in 2025 to work as a team united in spirit for the betterment of our 44,000 Township residents.

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2024

## GOALS ACTION PLAN

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### A. INFRASTRUCTURE ENHANCEMENTS

#### **Complete the second phase of the Timberlane Water Main replacement project.**

The second phase of the Timberlane Street Water Main was replaced between Linden Street and Melrose Street. The work was completed by late summer and involved replacing 290 feet of main.

#### **Complete the reconstruction of the County North Lift station.**

Construction of this project began in November of 2024 and will continue through May of 2025 when we complete the asphalt restoration. This project includes the following scope of work:

- Removal of the existing lift station including all hardware and plumbing
- Installation of a new lift station including:  
Valve Vault, Control Panel, Antenna, Pumps, Generator and all plumbing, conduits, etc;  
Installation of a new 750 gallon Oil and Grease interceptor; Installation of a new 48" Sanitary Manhole; Connection of the Existing Gravity Sewers (8" and 12") and Pressure Sewer (6") to the Station; Connection of an existing 6" Sewer Service to existing 12" Gravity Sewer; Bypass Pumping of the Lift Station (250gpm); and, Dewatering of the construction zone.

#### **Begin the first phase of the water meter replacement project. In total, we will replace approximately 9,000 water meters, or 60% of our water meters, that are approaching the end of their battery life over the next 3-5 years.**

Staff has made substantial progress on replacing water meters, using in-house Staff. Although there has been a great deal of upheaval in the Utility Billing area of Township operations, these replacements should allow us to get ahead of future issues, while we catch up on existing ones.

#### **Complete year four of the Meridian Township Local Road Improvement Plan. Our PASER rating at the end of 2024 shall be a minimum of 5.7.**



During the 2024 construction season, we completed the following road reconstruction projects:

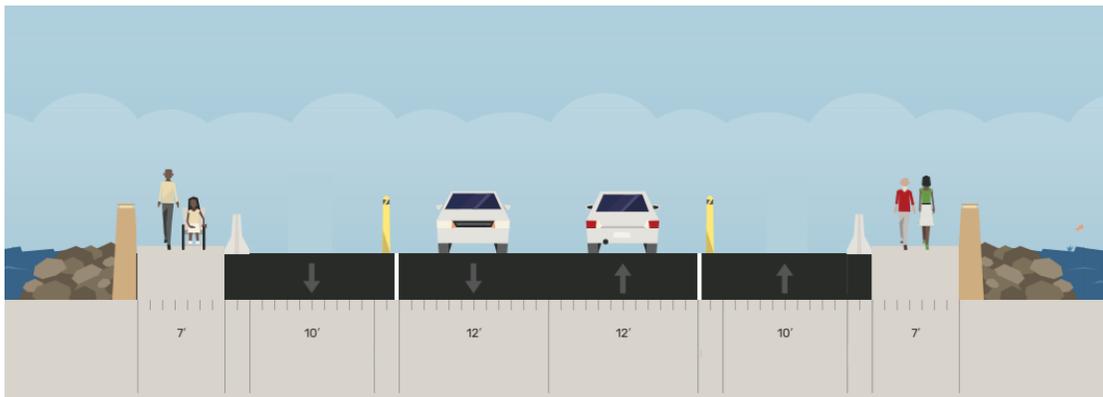
- All 6.32 miles of road reconstruction schedule for 2024
- Reconstructed the roads in the Randall St, W Reynolds Rd, E Reynolds Rd, Milenz St, Perry Rd, and Quail St neighborhood under a 2023 contract (this road project was delayed to 2024 due to the winter construction schedule required to complete the 2024 County Park West Sanitary Sewer Replacement Project)
- Reconstructed Linden St (Timberlane St to the cul-de-sac) and Timberlane St (Linden St to Melrose Ave) under a 2022 contract (this project was delayed due to a storm drain project and a water main replacement project)

In 2024, we also reconstructed the following roads that were scheduled for 2025 construction:

- Tomahawk Rd (Tacoma Blvd to Manitou Dr)
- Tacoma Cir (Tacoma Blvd to End)
- Kenosha Dr (Penobscot Dr to Birchwood Dr)
- Redwing Dr (Birchwood Dr to End)
- Dobie Cir (Dobie Rd to End)
- York Way (Westminster Way to Everett Ln)

During the first five years of the new Local Road Program millage, we have reconstructed 39 miles of our poorest condition roads and will have completed over 50 miles of preventative maintenance road work.

**Work with MDOT to plan and coordinate for the Grand River Avenue bridge replacement project between north and south Meridian Rd in 2025.**



Beginning in February 2025, the Michigan Department of Transportation (MDOT) will start work on a project to replace the Grand River Avenue/M-43 bridge located east of the North Meridian Road intersection.

This project will involve a complete bridge replacement. There will be a full closure eastbound and westbound Grand River Avenue while the existing bridge is demolished and the new bridge is constructed. Once the details have been finalized, the closure date and detours will be announced.

Future phases of the project will involve work at the North Meridian Road/Grand River Avenue intersection and the South Meridian Road/Grand River Avenue intersection. The project is estimated to be completed between December 2025 and February 2026.

This project was designed in 2023 and 2024. As part of this project, the new bridge will include protected bike lanes and seven-foot-wide sidewalks on both sides of the bridge. The pedestrian and bicycle facilities on the new bridge deck are critical to constructing the regional trail to Williamston and Webberville that has been identified as a priority trail project for funding under the Ingham County Trails & Parks Millage.

## **B. DIVERSITY, EQUITY AND INCLUSION**

**Maintain steady efforts to ensure that Township programs, policies, and procedures are managed and improved through DEI best practices. Continue to work on updates to the Township’s Personnel Handbook.**

The Board-designated policy committee, met regularly to review and update the Township Board Policy manual and Township Personnel Policy Manual. Final edits and reviews are being conducted with Township Counsel with an anticipated completion date of both manuals expected in February of 2025. Township programs, policies, and procedures are managed and improved through DEI best practices and we continue to welcome community and employee input.

**Offer training opportunities to all Township Staff to provide operational DEI framework for all that we do throughout our employment experience.**

All permanent Township employees attended “Building a Conversational Culture” which was presented as a mandatory educational opportunity in October 2024. Multiple dates were offered in order to accommodate all work schedules, shifts, and departments and allow operations to continue while staff were able to attend this interactive learning session about different ways of communicating and connecting with each other across the organization.

**Celebrate diversity through programs, events, and increase opportunities for DEI education and unity in a fun, inclusive, and engaging way.**



We continue to celebrate diversity through programs, events, and increased opportunities for DEI education in multiple ways. The Township held its annual Celebrate Meridian, Juneteenth, and Meridian Pride Celebrations in June and August, respectively, and which facilitates the enjoyment of employees and community alike. We are steadfast in our commitment to generate new and ongoing opportunities for unity in a fun, inclusive, and engaging way.

**Implement AbleEyes virtual tours of all public buildings in the Township. Virtual tours allow customers to explore beforehand to decrease anxiety, but the tours can also be used by persons with disabilities to explore accessibility beforehand.**

Meridian Township partnered with Able Eyes to create virtual walk-through tours of the Township's public buildings. These virtual tours can be used by anyone, but they were specifically designed to help people with both physical and invisible disabilities such as autism, anxiety, or PTSD. Tours include the Meridian Township Municipal Building, the Meridian Township Service Center, Meridian Township Central Fire Station #91, Harris Nature Center, and Nancy Moore Park.

**C. ECONOMIC DEVELOPMENT**

**Begin the implementation of the 2023 Master Plan focusing redevelopment efforts to the PICAs of the community. Create an implementation matrix for each Potential Intensity Change Area (PICA) with tasks identified that will progress the development timeline to completion.**

Work has begun on the implementation of the 2023 Master Plan, notably the inclusion of Accessory Dwelling Units throughout residential districts, elimination of minimum house sizes, working with MSU on Van Camp business relocations, and working with Okemos Public Schools on the reconstruction of their buildings. However, the changes in staffing in the Township Manager's Office in 2024 directly impacted the Community Planning and Economic Development Team's ability to make further progress. In 2025, barring additional staffing changes, the Planning Teams should have ample staff time to focus on the Code of Ordinances.

Redevelopment efforts continue, headed by the Economic Development Department's work to see the final approvals for the Haslett Village Square 2.0 project, allowing construction to commence. The potential for the area is vast and we are ready to see the project complete the Board's vision for redevelopment. We continue to work with the owners of the Village of Okemos and Meridian Mall to determine the future for those important properties.

**Continue efforts to bring vitality to Downtown and commence development of the Village of Okemos Project with the assistance of the Meridian Redevelopment Fund, Brownfield Redevelopment Authority and Downtown Development Authority Tax Increment Financing Authority.**

The future of redevelopment in Okemos, Haslett, Carriage Hills, and Meridian Mall will rely heavily upon State and Local incentives for redevelopment. The Redevelopment Fund started the initial conversations with developers interested in revitalizing our PICA's, but the fund was fully removed from the budget and is not expected to be revisited in the future. Each of the PICAs is still in the planning phases, although Haslett Village Square is closer than the other three to actual construction. Staff has spent countless hours on the project and expect to see vertical construction in the coming months. Development Assistance remains available for redevelopment through the BRA, EDC, and CIA, as needed for any given project.

**Conduct a market, housing, or other analytical research study that will aid the development boards in the community with their decision making. Utilize the updated data to move the needle on stagnant projects sites.**

A housing study was not conducted in 2024 due to the lack of support from the Development Boards. In 2025, staff will attempt to gain support to conduct another study to assist with community planning.

**Work cooperatively with the several Meridian Township Boards and Commissions, CBL Property Management team, Meridian Mall property owners and the Ingham County Drain office to implement development goals, in support of redevelopment of the Meridian Mall.**

The mall is on stable footing going into 2025. A new tenant is proposed in the vacant Younkers space, bringing life to that vacant and high profile wing of the building. Additionally, Schuler’s Bookstore is transitioning to a larger space. Both projects will launch the Meridian Mall into a new stage of development. Staff has continued to work with the Drain Commissioner’s Office to develop a stronger relationship, with an eye towards major redevelopment of the mall site. We hope to facilitate additional steps between CBL and the Drain Commissioner’s Office to allow for further redevelopment on the site, ensuring the viability of Meridian Mall for decades to come.

**D. COMMUNITY PLANNING**

**Develop a Township Affordable Housing Development Policy.**

The Township took initial steps towards an affordable housing development policy during the discussion on State legislation that allowed for Tax Increment Financing to be used for development costs related to housing. Although the Board opted not to proceed with this development tool, they were able to agree on several ordinance changes that can have the effect of promoting housing affordability, including the elimination of minimum unit sizes, elimination of minimum lot sizes, and the allowance of accessory dwelling units in the Township. Moving forward, Staff will continue to evaluate the zoning ordinance with an eye towards eliminating administrative burdens on housing, to further lower potential costs in the Township.

**Effectively administer the marijuana licensing and permitting process.**

At the beginning of 2024, the Township Board opened up an application window for recreational marijuana in the Township, after having developed the standards of review and process in 2023. The Township received five applications in four of the potential districts. One district did not receive an application. Three of the applications were reviewed and processed as single applications in the district and were ultimately approved by the Township Board. Two of the applications were in the same district and a competitive review was completed by Staff, with a recommendation made to the Township Board. After multiple rounds of discussion, the Township Board issued conditional approval to one of the applicants, giving the Township four conditionally approved licenses.

The applicants then moved through the Special Use permit process, which is still ongoing for one of the locations, who had issues with their traffic study, which was required. Of the remaining three applicants, two locations are opened (Jolly Road and Haslett Road), while the third location is awaiting the start of construction sometime in 2025.

There is no intention for Staff to recommend a new application window and each of the remaining two conditionally approved licensees are currently ‘on the clock’ under the ordinance to open their facility or risk revocation of their conditional approval.

**Pilot the concept of “single-page” zoning for single-family properties.**

Given the personnel changes in the Township Manager’s office, Staff was unable to make progress on this goal. Staff has already started preparing to discuss this in 2025, to substantially streamline the zoning ordinance.

**Continue modernizing the zoning ordinance.**

Two major items were worked on in 2024 to further modernize the Zoning Ordinance. First off, the RN zoning district was updated, eliminating confusing and sometimes contradictory references throughout and providing direct standards for the district, rather than referencing other standards. This is a first step towards a complete overhaul of the district, which is one of the more complicated zoning districts currently. The second, and substantially larger update, is work on the parking ordinance. Staff and the Planning Commission have discussed this a number of times and an initial draft is being developed for formal presentation in the early part of 2025. Modernization of the Zoning Ordinance will continue for years, as the majority of the Code still has not been updated since the 1970's.

**Implement MSHDA Community Development Block (CHILL) Grant**

In March 2024, the Township entered into a grant agreement with Michigan State Housing Development Authority (MSHDA) for the Community Development Block Grant (CDBG) Housing Improving Local Livability (CHILL) Program. This grant awarded the Township with \$480,000 in funding to use for homeowner improvement projects in the Towar Gardens neighborhood and the Core Haslett neighborhoods. The tier I environmental review has been completed. In June 2024, the Township signed a third party grant administrator agreement with Capital Area Housing Partnership (CAHP). CAHP has assisted with creating the application packet for residents to apply for the grant, promotional materials to garner interest in the program, and managing incoming applications. The application for residents to fill out was put on our website in August. Currently, submitted applications are being processed and undergoing income verification, with five property owners moving on to the next step of the process, with an eye towards construction in mid-2025.

**E. ENVIRONMENTAL SUSTAINABILITY**

**Continue to improve the service drive at the Recycling Center on Lake Drive and reapply for the EGLE grant to construct a new Recycling Center behind the Service Center.**



We completed spring maintenance of the recycling center in April. Many years ago, the Township would receive a significant number of complaints because of the poor condition of the Recycling Center service drive. As a result of our new maintenance program, we no longer receive any complaints about the condition of the service drive.

We also added recycled millings to the Recycling Center service drive in the summer of 2024 as part of the adjacent Local Road Program projects. After we crushed Carlton St, Hickory Island St, W Reynolds, Roe St, Lee St, and Mack Ave, we took the excess millings and transported them to the Township's Recycling center where they were graded out to improve the condition of the drive.

After talking with EGLE staff, we did not apply for a grant this year, as the funding was geared towards recycling deserts, as opposed to improving existing systems. We will continue to monitor the funding and expect to apply in 2025, if the funding is allocated by the State.

**Construct our fifth major solar array at the North Fire Station, which will supply the entire building with 100% renewable energy generation via a 29.71 kW system that will generate 35,255 kWh per year.**

Due to Staff resources, this project has been postponed to 2025. It will be completed this year, along with the solar project at the Historic Village, the last of the easy to implement projects. After these two projects, Staff will begin evaluating next steps, looking for our most cost effective next step.

**With the support of the Environmental Commission, finish developing a plan for the Township to construct and install its first electric vehicle charging stations.**

This project is in design and we hope to have it completed in 2025. We have a first draft of the design that we are currently reviewing.

**Work with the Environmental Commission to continue educating the community on the importance of protecting our wetlands, natural resources and the Township's wetland protection ordinance, including the installation of new wetland protection and education signage.**

Staff has designed, purchased and received the wetland educational signage to be installed at wetlands located on township property to continue educating on the importance of protecting our wetlands, natural resources and the Township's wetland protection ordinance.

**Oversee and administer the 2024 Green Grants Initiative.**



Eight total grants were awarded for a total of \$19,705. These projects included the following: Printing and distribution of the book Mud Lake (\$1,500), pollinator Garden at the Haslett Public Library (\$300), tree planting and raised bed for trellises/grapes at Haslett Child Development Center (\$1,660), construction of a native garden and an outdoor lending library at Haslett Community Church (\$4,345), rain garden restoration project at the Burcham Drive and Park Lake Road roundabout (\$2,750), Mid-Michigan Land Conservancy tree planting (\$700), construction of a mycology (i.e. mushroom/fungi) garden with native plant diversity and a plant ID sign at Montessori Radmoor School (\$7,450), and invasive species removal at the Pine Creek Condo Association Property (\$1,000).

**Continue active stewardship of parks and land preserves utilizing trained staff and volunteer support through the Meridian Conservation Corp (MCC) Program.**



The Meridian Conservation Corps (MCC) consists of 346 community volunteers who work under the leadership of Stewardship Coordinator, Emma Campbell, and conduct valuable work to improve our natural environment in Township parks and preserves. The MCC logged 632.5 hours in 2024 and 55 Meridian Conservation Corps Stewardship Workday and Educational Events were successfully completed. These events included invasive species removal, native planting and seed sowing, native seed collection, trash cleanup, and education on wetlands and local flora and fauna.

The Meridian Conservation Corps partnered with MI Waterways Stewards for a community wide Red Cedar River Cleanup, collaborating with East Lansing to remove trash from over a mile corridor of the Red Cedar between Meridian and East Lansing. 2024 marked the start of invasive species education and removal as part of this annual event.

**F. FACILITIES, PARKS AND GROUNDS**

**Finish constructing Phase II of the MSU to Lake Lansing Trail by July and complete the design of Phase III for bidding and construction in 2025.**

The wildly successful MSU to Lake Lansing Trail gained a new phase in 2024, with the opening of Phase 2. This phase, running from Grand River Avenue, overland to Okemos Road at Gaylord C. Smith Drive, provides the gap connection between Phase 1, which ends at Grand River and Park Lake, to the Interurban Pathway system, which is just north of Gaylord C. Smith. After a ribbon cutting in the fall, we are currently closing out the contract.

As of right now, here is where our finances stand:

Funding Source	Amount	Percentage
Township Pathway Millage	\$75,749.75	9.93%
Ingham County Trails & Parks Millage	\$687,000.00	90.07%
Total	\$762,749.75	100%

We completed the surveying for Phase III in 2024 and began land acquisition and design. This phase will require us to work with CN Railroad to allow access. Working with other agencies is always a challenge, but we have started that coordination now and are confident that we will get to construction in the near future.



**Replace the original standby generator at the Public Safety Building and configure the transfer switches to provide emergency power to the entire building to ensure the Police Department has reliable energy supply during emergencies.**

This project was put out to bid in early 2024 and we are currently waiting for our contractor to apply for their permits before we begin construction on this project.

**Complete the construction and installation of the Township’s new welcome, facility, wayfinding, and park signage. This project includes 56 new signs across the Township, with welcome signs at each gateway into Meridian Township, new facility and wayfinding signs at the Municipal Complex, and the construction of all new park signs.**

We are now at 76 total signs under the contract, with a total contact amount of \$736,820.68:

- 37 Park Signs
- 15 Facility Signs
- 23 Pathway Signs
- 1 Downtown Development Authority (DDA) Sign

The Parks Department has now invested \$400,605 to update all 37 of their signs (some are new signs for parks that did not have a sign). The average cost per park sign is \$10,827.16. The final sign we have to install is the west welcome sign. This sign, currently located in front of the International House of Pancakes on Grand River Avenue, is being moved further west to better outline our boundaries.



We have had difficulty in securing the necessary easements from one property owner and Township staff are currently working on another property to secure the easement for this final sign to be installed in 2025.

**Modernize the interior signage in the Municipal Building and Service Center. Take inventory and establish a plan to modernize the signage in the Public Safety Building and the north and south fire stations.**

The Township worked with Johnson Sign Co. to design new internal signage for the Municipal Building, Public Safety Building and the Service Center. The new internal signs provide more direction and information than previous signs, as well as a fresh update using Township branding standards.

**Complete additional renovations to the Municipal Building and Public Safety Building including new counters, sinks, and faucets, and painting some existing cabinetry.**



Municipal Building Projects: Painted cabinetry and installed new counters, sinks, and faucets in the:

- Mail Room
- Clerk/Treasurer Break Room
- Assessing Conference Room

Public Safety Building Projects:

- Updated the Front Counter in the Lobby
- Painted the Locker Rooms
- Installed New Counters, Sinks, and Faucets in the Locker Rooms
- Painted the Cadet Room
- Updated the Desks and Counters in the Cadet Room

The last update to the Public Safety Building will occur in 2025, with the budgeted expense to replace the last desks that need to be updated and the replacement of the workout equipment in the building.



**Establish a site plan for a trail head for the MSU to Lake Lansing Trail, including amenities and parking, at the recently acquired property at the northwest corner of Okemos Road and Gaylord C Smith Court.**

Staff development a site plan at the recently acquired property at 5280 Okemos Rd. for a trailhead intended for the MSU to Lake Lansing pathway including restrooms, water station, bike repair station, shade seating and parking. Funding that project is now the focus of Staff, with an eye towards a Natural Resources Trust Fund Grant application in 2025.

**Complete the design and begin construction of the park and pathway connections for the newly constructed pathway under the Okemos Road Bridge, including a new accessible kayak launch at Wonch Park.**

Staff completed the design and began construction of the park and pathway connections for the newly constructed pathway under the Okemos Road Bridge and completed the site engineering for a kayak launch to be installed at Wonch Park. Once completed, these will be excellent additions to the burgeoning Red Cedar Water Trail that runs through the region.

**Replace playground in Marshall Park and renovate/replace pavilion in Central Park.**



Installed an inclusive play structure, a native plant wet meadow and resurfaced the parking lot and basketball courts at Marshall Park. This project, which was slowed by poor soil conditions on the property, will have final touches completed in 2025 and an official ribbon cutting, opening the park officially.

The Central Park Pavilion renovation project included a new roof, gutters, ceiling, sliding barn doors, siding, bathroom remodel, and painting the structure. The pavilion, one of the oldest and most used facilities in the Parks’ portfolio, will allow the structure to continue to be a focal point of the community for decades to come.

**G. PUBLIC SAFETY**

**Implement the 2023 Public Safety Township Retention and Recruitment Program.**

All sworn Police Officers and Firefighters received an additional 10% pay increase on January 1, 2024. Throughout the year, the Police Department hired twelve new officers. Eight Officers were sponsored through the Police Academy using a state-funded grant. The Police Department successfully retained all officers who were off of probation throughout the year. The Fire Department hired four new Firefighters in 2024. Four employees received the Township’s recruiting bonus for referring Firefighters and three employees received the bonus for referring Police Officers who were hired by the Departments.

**Provide each officer with additional mobile technology to more efficiently collect evidence and share information with partner agencies while also allowing more time for proactive duties.**

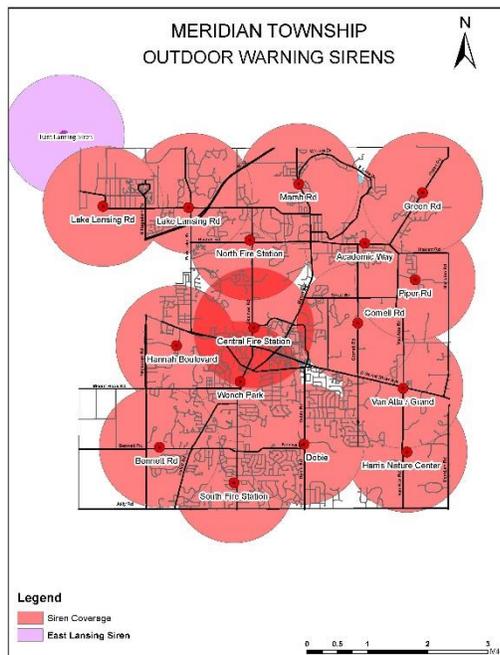
All Officers were assigned iPads which are used daily to collect evidence, conduct training, document reports, assist with field training, allow access to policies and procedures, and many other functions leading to increased productivity all around.

**Provide the sworn employees with new handguns and enhanced pistol optics that improve public and officer safety through increased accuracy and situational awareness during high-stress encounters.**

New Glock 45 MOS handguns and holsters were purchased to replace the previous model with a more modern option. The new handgun uses a caliber of rounds that are cheaper and easier to find. State-of-the-art Trijicon RCR red dot sights were added to each handgun. The sights will increase accuracy and situational awareness during high-stress encounters.

**Because of the severity of the September 2023 thunderstorm, the Township Board made the decision, out of safety for the residents, to install the final four emergency sirens in 2024.**

The final four emergency sirens were installed in Summer 2024. These were installed and tested at the following locations: South of Tihart 4979 Cornell, North Meridian Road Park-5191 Meridian Road, 6191 Green Road, and 6157 Towar Road. This brings near 100% perfect coverage to the Township for our emergency sirens and is a huge improvement for our emergency planning and response efforts.



**Create, design and build updated bunking area for firefighter/paramedics.**

We have made great strides in designing the new addition to Central Fire Station. The addition will result in private dorm rooms for each Firefighter. The current layout involves sleeping quarters separated by half-walls. This addition is essential to Department operations given the gender makeup of the Department.

## **H. TOWNSHIP FINANCES**

**Maintain a fund balance in the General Fund of at least 25% of annual General Fund expenditures.**

The fund balance on the General Fund is currently budgeted at nearly 50%, taking into account transfers out in 2025 authorized by the Board for pension payments and capital projects.

**Continue our 2017 pledge to voters by investing an additional \$1,500,000 into MERS to help reduce our underfunded pension liability.**

We continue to make additional payments to our unfunded pension liabilities on an annual basis, led by the \$1,500,000 from the Police and Fire millage that was approved by the voters to help pay down this liability. Our contribution in 2025 will exceed \$5.5 million. We await our 2025 actuarial report to get updated information on our funded levels across all funds.

**Complete the audit of our 2023 fiscal year to assure the public that our finances are being effectively managed.**

The 2023 audit was completed and reviewed by the Township Board on June 18, 2024. No major concerns were found and Staff continues to implement any and all recommendations from the auditors to continue to improve our management of public dollars.

**I. COMMUNITY ENGAGEMENT**

**Work with Progressive AE Consultants to engage multiple segments of the community to obtain feedback and direction on the new proposed Meridian Community/Senior Center.**

In preparation for the Meridian Senior Center to find a new home once Chippewa Middle School is demolished, we continue to work with Progressive AE Consultants to engage multiple segments of the community to obtain feedback and direction on the new proposed Meridian Community/Senior Center. The Senior/Community Center Task Force has been meeting monthly since September 2024.

**Increase the Meridian Township website's Web Content Accessibility Guidelines (WCAG) 2.1 levels and fix issues that make it difficult for people with disabilities to use the website. Achieve Level AA (acceptable compliance)**

The Communications Department is still working on achieving Level AA compliance on the Meridian Township website. This is an ongoing project due to the website's frequent updates and the many documents added every week. Since the Township will be required to have all digital assets ADA compliant by April 2027, the Communications Department is working on an accessibility plan in 2025 to ensure that requirement will be achieved.

**Implement a year-long 50<sup>th</sup> anniversary celebration of the Meridian Farmers' Market.**

The Communications Department and Parks and Recreation Department implemented a year-long campaign for the 50<sup>th</sup> anniversary of the Meridian Township Farmers' Market. This campaign included the creation of a new Farmers' Market logo, a community mural painting that was installed at the Marketplace on the Green Pavilion and Central Park Pavilion, merchandise with the new logo that the public can purchase, and a history tent and recipe tent that was available at various markets throughout the year. In 2025, a cookbook with recipes gathered from vendors and community members will also be available for the public.



## **J. RETENTION, RECRUITMENT AND WELL-BEING**

### **Continue to foster teamwork and connection through Township events and gatherings.**

In 2024, we celebrated Administrative Professionals Day with a lunch for all members of this group. The Township Annual Holiday Party was held on December 13, 2024 at High Caliber Karting. David Lester, Utility Worker in the Water Department was recognized with the Archie Virtue Excellence Award, intended to highlight the Staff member whose peers believe is one of the best of the best.

### **Promote creative ideas to spark interest in employees' self-care and activities that promote wellbeing.**

The police and fire recruitment/retention bonus was successful in attracting new talent. The Township is taking a closer look at alternative scheduling to provide better work/life balance, while still meeting all of the needs of the Township residents. We've offered onsite flu clinics and blood drives to promote health and wellness. Working more of these unique ideas into our day to day activities will help us be successful in recruiting and retaining talent in the long run.

### **Continue ongoing employee incentives that add value to the employee experience, retain employees, and serve as an attractive benefit to future hires.**

The Township continues to offer a robust benefits package, including fully paid health care for employees and families and a variety of team building events. Although these benefits and events change on an annual basis, we will continue to monitor the market to stay best in class, retaining the talent we have. Going forward, we will put the focus back on the achievements of our teams and teammates, as they are the fuel that keeps us moving forward.

### **Continue to offer team incentives such as casual wear, flex time and fully paid health care premiums.**

Along with the aforementioned items, the Township also adopted Paid Parental Leave as of January 1, 2024. In just one year, we had nine employees take advantage of this for their families, representing 36 weeks of time for families to spend with their newborn babies. Staff will continue to analyze this issue as the labor market changes to ensure that Township is a prime place to work.

# ACCOUNTING AND BUDGETING



The Department of Accounting and Budgeting is responsible for all aspects of the Township's accounting system. The Department maintains the general ledger, processes outgoing payments through the accounts payable system, approves purchase orders, processes utility billing transactions, prepares and monitors the budget, coordinates the pension board meeting, coordinates grant accounting, and is the coordinating department for the annual financial audit.

## 2024 DEPARTMENT GOALS AND ACTION PLAN

### **2023 Township Audit**

The annual audit was completed by Yeo & Yeo CPA's & Business Consultants. The audit was given an unmodified, or clean opinion. A single audit was also performed for the 2023 fiscal year and the Township received an unmodified opinion for our federal grants. There were no material weaknesses, no significant deficiencies, and no federal award findings.

### **2025 Budget**

The 2025 budget was presented to the Township Board on September 3, 2024 and approved at the September 17, 2024 Board meeting. The budget is showing a surplus of \$40,254 to the General Fund and the Township will have a strong expected fund balance of \$14.7 million, including the Capital Projects Fund and Pension Stabilization Fund. The projected fund balance, including these subfunds, is approximately 52% of our annual budgeted expenditures of \$28,257,414.

### **\$1.5 Million MERS Payment**

We made our \$1.5 million additional MERS payment in 2024 to help pay down our pension liability, improve our long-term financial position, and fulfill our promise to our voters and retirees under the Police and Fire millage that was adopted.

## TEAM MEMBERS

Vacant, Director  
Eunil Lee, Accountant  
Christina Weber, Bookkeeper  
Vacant, Bookkeeper  
Kimberly Graham, Account Payable Clerk

# ADMINISTRATION



The Township Manager works directly with the Township Board and the various departments of Meridian Township. The Manager is responsible for overseeing the day-to-day operations of the Township, budget preparation and administration, human resources, public service, public safety, public works, parks and recreation, and community relations. The Department Directors report directly to the Township Manager.

Numerous activities and projects were accomplished in 2024 under the leadership of the Township Manager's office:

- Coordinated the development of the 2025 Township Goals
- Continued to seek opportunities to reduce overall operating costs
- Development and oversight of the Township's 2025 Budget
- Conducted three listening sessions with the Board in the community
- Implemented Public Safety recruitment and retention program
- Continued our collective efforts to foster an environment that is welcoming, diverse and inclusive
- Restarted the Task Force analyzing the potential for a new Meridian Community/Senior Center
- Completed 6.32 miles of local road reconstruction
- Installed final four Outdoor Warning Sirens, providing full coverage for the Township
- Conducted 11 2024 performance reviews
- Coordinated Trustee recruitment process
- Responded to hundreds of citizen inquires
- Oversight of 2023 Audit
- Organized the Annual Township Holiday Party
- Effectively transitioned Township leadership to new Township Manager in early 2025
- Served on Michigan Municipal League's Economic Development & Land Use Subcommittee
- Coordinated purchase and delivery of new fire engines, while continuing litigation on unusable ladder truck
- Worked through solutions to move forward development of the Haslett Village Square Project with Drain Commissioner's Office

## TEAM MEMBERS

Timothy R. Schmitt, AICP, Interim Township Manager  
Dan Opsommer, Deputy Township Manager/Director of Public Works & Engineering  
Michelle Prinz, Executive Assistant

# ASSESSING

The Assessing Department is responsible for establishing assessments of taxable property for the equitable distribution of the property tax burden in accordance with Michigan's General Property Tax Act and other applicable statutes. The Assessing Department's responsibilities include creating the annual assessment roll, maintaining ownership records and property descriptions for taxing purposes, processing Personal Property Statements and personal property exemption requests, and inspecting existing property and new construction for property tax purposes. Taxable values established by the Assessing Department annually are used by the Township Treasurer to produce property tax bills for property within the Township.

## 2024 TOP TEN TAXPAYERS

2024 TOP TEN TAXPAYERS (BY TAXABLE VALUE)					
RANK	TAXPAYER	PROPERTY TYPE	REAL PROPERTY TAXABLE VALUE	PERSONAL PROPERTY TAXABLE VALUE	TOTAL TAXABLE VALUE
1	CONSUMERS ENERGY COMPANY	UTILITY	\$889,389	\$35,072,490	\$35,961,879
2	C150 2929 HANNAH LOFTS, LLC	APARTMENTS	\$23,103,300	\$274,200	\$23,377,500
3	EAST LANSING I, LLC	APARTMENTS	\$16,977,842	\$0	\$16,977,842
4	MERIDIAN MALL, LP	RETAIL	\$15,488,300	\$0	\$15,488,300
5	TEG CENTRAL, LLC	APARTMENTS	\$11,724,294	\$0	\$11,724,294
6	GC CLUB MERIDIAN APARTMENTS LLC	APARTMENTS	\$11,627,700	\$0	\$11,627,700
7	EAST LANSING ATHLETIC CLUB, INC.	HEALTH CLUB	\$11,023,876	\$0	\$11,023,876
8	BRANDYWINE CREEK II, LLC	APARTMENTS	\$10,274,061	\$0	\$10,274,061
9	ACC OP, LLC	APARTMENTS	\$9,601,990	\$0	\$9,601,990
10	OKEMOS POINTE I, LLC	APARTMENTS	\$8,613,659	\$0	\$8,613,659

## 2024 VALUE SUMMARY

PROPERTY CLASS	PARCEL COUNT	SEV	TV
Commercial	668	575,013,500	485,928,041
Industrial	41	5,369,800	4,292,342
Residential	13,307	2,117,179,100	1,721,508,814
Personal	1,615	71,775,800	71,775,800
Exempt	357	0	0
<b>TOTALS:</b>	<b>15,919</b>	<b>2,549,094,366</b>	<b>2,283,504,997</b>

## 2024 DEPARTMENT GOALS AND ACTION PLAN

### **Defend Tax Appeals with Vigor**

At the end of 2024, there were eight parcels under appeal in the Entire Tribunal Division of the Michigan Tax Tribunal. Six appeals were resolved during 2024. The taxable value in contention for pending 2024 appeals is just 0.29 of a percent of the Township's tax base. Efforts are being made to determine which of the pending cases can be resolved without a trial and which, if any, may need to be defended at trial.

### **Conduct Annual Assessment/Re-Inspection of Taxable Properties**

The annual re-inspection program continued for 2024, two summer interns joined the Staff part time to assist with the re-inspection program. Assessing Staff reviewed and inspected the 1,958 parcels in 2024. During this process record cards were reviewed for accuracy and photos were updated.

## 2024 BOARD OF REVIEW MEMBERS

Kathy Birchen	Michael Nussdorfer
Xavier Durand-Hollis	Nathan Ide (alternate)
David Lick (alternate)	Sonya Pentecost
Deborah Federau	Lanny Brunette

## TEAM MEMBERS

Ashley Winstead, Assessor  
Jennifer Flower, Appraiser II  
Angela Ryan, Appraiser II  
Danielle Hughes, Assessing Clerk

# CLERK'S OFFICE



## RESPONSIBILITIES

The Clerk's Office responsibilities are largely set by state statute and include, but are not limited to; election administration, Freedom of Information Act coordination, record retention, free notary services to Township residents, fiduciary responsibilities, oaths of offices and ethic statements, Township notices, updates to the Code of Ordinances, and maintaining official Township records.

## ELECTION ADMINISTRATION AND 2024 ELECTIONS IN MERIDIAN TOWNSHIP

The Clerk's Office is also responsible for preparation, publication and posting of all public notices pertaining to elections, performing public accuracy testing on all tabulators, logistics for all polling locations, processing ballots, and transmitting election data to the County Clerk. In 2024, the Clerk's office election voting records included:

### **Meridian Township had four elections in 2024**

<b>Absentee Voting (AV) Turnout:</b>	<b>Sent</b>	<b>Received</b>	<b>Percentage</b>
<b>February Presidential Primary</b>	8,360	7,107	85.01%
<b>May East Lansing Schools</b>	1,128	8,677	73.94%
<b>August State Primary</b>	11,735	694	61.52%
<b>November State General</b>	14,911	14,453	96.93%

**Total Voter Turnout** (Including In-Person, Early Voting, and Absentee Voting):

**February Presidential Primary:** 10,057 – 30.43%

**May East Lansing Schools** (Precincts 18 & 19 only): 783 – 19.88%

**August State Primary:** 11,188 – 33.37%

**November State General:** 25,903 – 75.46%

### **February 2024 Presidential Primary Election:**

MVIC Voter Requests: 200

FPCA Requests: 39

Accessible Ballot Requests: 10

**May 2024 East Lansing Schools Election:**

MVIC Voter Requests: 32  
FPCA Requests: 5  
Accessible Ballot Requests: 0

**August 2024 State Primary Election:**

MVIC Voter Requests: 380  
FPCA Requests: 99  
Accessible Ballot Requests: 9

**November 2024 State General Election:**

MVIC Voter Requests: 1,661  
FPCA Requests: 270  
Accessible Ballot Requests: 7

Qualified Voter File (QVF) Data Records in 2024

**Registered # New Voters: 4,117**

Master Card and Voter Information Cards for new registered voters

**Master Cards: 34,228**

Maintained Master Cards and Voter Identification Cards for registered voters

**Voter Status Changes: 3,034**

Returned mail by Post Office resulting in follow-up with a response card to voters

Records Management of 2024

21,790 total changes requiring data and/or manual updates regarding Individual Master Cards

<b>Total Changes:</b>	<b>21,790</b>
Change:	15,735
Active:	1,091
Cancel:	613
Reject:	1
Challenge:	580
Verify:	1,851
Voting Status:	1,919

**Implementation of New Election Laws**

Proposal 2022-2 implementation began with some of the many new changes including: adding nine additional days of early voting, additional drop box requirements, drop box video monitoring and the Permanent Ballot List. In compliance with the Law, Meridian Township installed four new ballot boxes, all under video surveillance, and increased security where our election equipment is stored. Over 13,000 voters signed up for the Permanent Mail Ballot List in Meridian Township.

Meridian Township completed the twenty-seven total days of early voting for 2024 and brought in some of the highest voter turnout in Ingham County. Pre-processing of absentee ballots took place the day prior to the February, August, and November elections, which resulted in making absentee ballot processing go much smoother on each election day.

## **2024 ELECTION COMMISSION**

Clerk Deborah Guthrie (January-November 2024)  
Clerk Angela Demas (appointed November 2024)  
Supervisor Scott Hendrickson (January-May 2024)  
Trustee Kathy Ann Sundland  
Trustee Peter Trezise (appointed May 2024)

## **TEAM MEMBERS**

Deborah Guthrie, Township Clerk (January-November 2024)  
Angela Demas, Township Clerk (elected November 2024)  
Emily Gordon, Deputy Clerk/Election Administrator  
Stephaney Keroson, Administrative Assistant II  
Rebekah Kelly, Records Technician III

# COMMUNICATIONS



The highest priority of the Communications Department is to provide residents with an increased access to transparency in governance with relevant information in a timely fashion. The Department is responsible for coordinating a strategic and comprehensive effort to inform the public of the Township's goals, plans, activities and events through various multimedia platforms including web, digital, and print.

The Department ensures that all media and communications successfully reaches their intended audience. Other main functions of the Communications Department includes serving as the Local Franchise Authority for nine Public, Educational and Governmental (PEG) Channels in Meridian Township, overseeing the operations and production for HOMTV (Government Access Channel), and CAMTV (Public Access Channel), operating a multimedia television internship training program, and providing staff support to the Township's Communications Commission.

## 2024 DEPARTMENT GOALS AND ACTION PLAN

### **50<sup>th</sup> Anniversary Campaign for the Meridian Township Farmers' Market**

The Meridian Township Farmers' Market celebrated its 50<sup>th</sup> anniversary in 2024. As part of this milestone, the Communications Department partnered with the Parks and Recreation Department to implement a year-long campaign. This campaign included the creation of a new Farmers' Market logo (created by Courtland Jenkins), a community mural that was installed at the Marketplace on the Green and Central Park pavilions, merchandise with the new logo, and a history and recipe tent that was available at multiple markets throughout the year.

### **2024 Prime Meridian Magazine**

The Communications Department designed and mailed its annual print publication, the Prime Meridian Magazine. This 16-page publication was sent to all residents in Meridian Township, with additional copies available at the various Township buildings. A digital copy of the magazine was also available on Meridian Township's website. To allow the Communications Department to provide more information to residents, the Township Board approved an increase to a 24-page issue for 2025. The 2025 Prime

Meridian Magazine will be mailed out in mid-February.

### **Able Eyes Virtual Tours**

The Communications Department partnered with Able Eyes to create virtual walk-through tours of the Township's public buildings. Anyone can use these virtual tours, but they were specifically designed to help people with both physical and invisible disabilities such as autism, anxiety, or PTSD. The tours allow people to view Meridian Township's public buildings, leading to decreased anxiety and allowing them to explore a building's layout before their visit. Tours include the Meridian Township Municipal Building, the Meridian Township Service Center, Meridian Township Central Fire Station #91, Harris Nature Center, and Nancy Moore Park.

### **HOMTV's Your Choice 2024 Election Coverage**

For the August 6 primary election, HOMTV requested interviews from 32 candidates across nine races. Of those 32 candidates, 18 replied and were interviewed. The interviews aired on Comcast channel 21 and were made available on HOMTV's YouTube and website. The races that were included are as follows:

- 7th Congressional District
- 73rd District State Representative
- 75th District State Representative
- Ingham County Commissioner (12th, 13th, 14th, and 15th Districts)
- Meridian Township Supervisor
- Meridian Township Clerk
- Meridian Township Treasurer
- Meridian Township Trustee
- Meridian Township Park Commission

### **HOMTV Televised Meeting Addition – Senior/Community Center Task Force**

At their September 17, 2024, regular meeting, the Township Board requested that HOMTV televise meetings for the newly formed Senior/Community Center Task Force. Manager Diehl brought the item before the Communications Commission at their September 25, 2024, regular meeting, and the Commission voted unanimously to approve their request. The first meeting aired in October 2024 and will continue to be televised until April 2025. A webpage for the task force was also created and made available to the public.

### **HOMTV Intern Wins Philo Award**

On September 10, 2024, HOMTV was notified that one of their submissions won Best Documentary in the Student Division for the 2024 Philo Festival of Media Awards. The submission was titled Meridian Makers: Young Environmentalists and was created by Stella Govitz, a HOMTV intern during the summer and fall 2023 semesters.

### **Meridian Township Newsletters**

The Communications Department sent out three different newsletters in 2024: Meridian Happenings, The Playbook, and the Green Gazette. All three of those newsletters were staggered and sent every month. There are 9,430 contacts across all three newsletters, with an average open rate of 56%. The industry average for open rates is 42%, which means Meridian Township is performing above average. In 2025, the Green Gazette will be discontinued due to a personnel change in the current Environmental Programs Coordinator position.

### **Meridian Township Event Marketing**

The Communications Department worked with various departments and organizations to help market events targeted toward Meridian Township residents and community members who visit the area. Some of those 2024 events included:

- Chinese New Year Celebration
- Meridian Historical Village Speaker

Series

- Sustainable Fashion Show
- Celebrate Meridian Festival
- Juneteenth Over Lake Lansing
- Meridian Pride
- Summer Concert Series
- Memorial Day Tribute
- Victorian Tea in the Village
- Friends of Historic Meridian 50<sup>th</sup> Anniversary Party
- Spring and Fall Native Plant Sales
- Spring Recycling Day
- Team Puzzle Competitions
- Summer Green Fair
- Karaoke at the Marketplace
- Senior/Community Center Information Sessions
- National Night Out
- Touch-A-Truck
- Turtle Toast
- Beer in the Barn Fundraising Event
- Pancake Breakfast
- Farmers' Market 50<sup>th</sup> Anniversary Mural Ribbon Cutting
- Halloween Events (Parks and Recreation, Police)
- Heritage Festival
- Nokomis Holiday Market
- Christmas in the Village
- Fire Prevention Open House

**MEMBERS OF THE CABLE COMMUNICATIONS COMMISSION IN 2024**

Lisa Whiting-Dobson, Chair  
Leslie Charles, Vice Chair  
Amol Pavangadkar, Commissioner  
Mike Nevells, Commissioner  
Vacant, Commissioner  
Vacant, Alternate Commissioner  
Vacant, Alternate Commissioner  
Angela Demas, Township Board Liaison

**TEAM MEMBERS**

Samantha Diehl, Communications Manager  
Rachel Stohlin, Marketing & Public Relations Specialist  
Danneisha McDole, Multimedia Production & Operations Speciali

# COMMUNITY PLANNING AND DEVELOPMENT



Once again, the Community Planning and Development Department is seeing levels of activity that are well above the levels seen after the COVID-19 pandemic. 2024 represented a high water mark in permitting activity, with the highest value of construction permits issued in the past thirty years, lead by the Township’s review of the Okemos Public Schools reconstruction of Chippewa Middle School and a major renovation at the Delta Dental Headquarters. In terms of numbers, Trades permits (plumbing, mechanical, and electrical) also hit near record levels, with then umber and value of permits up substantially from the year before. Code Enforcement activity remains robust, with most of our issues coming through anonymous neighborhood complaints and focused on sidewalk clearing, junk/unlicensed vehicles, and general neighbor complaints. We continue to put pressure on the owners of the Winslow Mobile Home Park to improve the property, something that will continue for years to come. Although there was not a great deal of forward progress in 2024, we did not backslide substantially, which is just as important. Our rental inspection program remains on track, despite loss of and medical issues among Staff in 2024. Our customer service focus continues in the Department through building permits and inspections, site plan review, public engagement and education, code enforcement, and rental housing inspections. The Department works closely with residents, businesses, property owners, and provides Staff support to the following Boards and Commissions:

- ✓ Township Board
- ✓ Planning Commission
- ✓ Zoning Board of Appeals
- ✓ Transportation Commission
- ✓ Brownfield Redevelopment Authority
- ✓ Building Board of Appeals

## 2024 DEPARTMENT GOALS AND ACTION PLAN

### **Implement the 2023 Update to the Master Plan**

Work has begun on the implementation of the 2023 Master Plan, notably the inclusion of Accessory Dwelling Units throughout residential districts, elimination of minimum house sizes, working with MSU on Van Camp business relocations, and working with Okemos Public Schools on the reconstruction of their buildings. However, the changes in staffing in the Township Manager’s Office in 2024 directly impacted the Community Planning and Economic Development Team’s ability to make further progress. In 2025, barring additional staffing changes, the Planning Teams should have ample staff time to focus on the Code of Ordinances.

**Finalize the Transition to Digital Permitting**

Given the personnel changes in the Manager’s office, this project was put on hold. It is expected to be completed in Q1 of 2025, as the software is in place and training is scheduled to start the transition officially.

**Effectively Administer the Marijuana Licensing and Permitting Processes**

At the beginning of 2024, the Township Board opened up an application window for recreational marijuana in the Township, after having developed the standards of review and process in 2023. The Township received five applications in four of the potential districts. One district did not receive an application. Three of the applications were reviewed and processed as single applications in the district and were ultimately approved by the Township Board. Two of the applications were in the same district and a competitive review was completed by Staff, with a recommendation made to the Township Board. After multiple rounds of discussion, the Township Board issued conditional approval to one of the applicants, giving the Township four conditionally approved licenses.

The applicants then moved through the Special Use permit process, which is still ongoing for one of the locations, who had issues with their traffic study, which was required. Of the remaining three applicants, two locations are opened (Jolly Road and Haslett Road), while the third location is awaiting the start of construction sometime in 2025.

There is no intention for Staff to recommend a new application window and each of the remaining two conditionally approved licensees are currently ‘on the clock’ under the ordinance to open their facility or risk revocation of their conditional approval.

**Pilot the Concept of ‘single-page’ Zoning for Single-Family properties**

Given the personnel changes in the Township Manager’s office, Staff was unable to make progress on this goal. Staff has already started preparing to discuss this in 2025, to substantially streamline the zoning ordinance.

**Continue Modernizing the Zoning Ordinance**

Two major items were worked on in 2024 to further modernize the Zoning Ordinance. First off, the RN zoning district was updated, eliminating confusing and sometimes contradictory references throughout and providing direct standards for the district, rather than referencing other standards. This is a first step towards a complete overhaul of the district, which is one of the more complicated zoning districts currently. The second, and substantially larger update, is work on the parking ordinance. Staff and the Planning Commission have discussed this a number of times and an initial draft is being developed for formal presentation in the early part of 2025. Modernization of the Zoning Ordinance will continue for years, as the majority of the Code still has not been updated since the 1970’s.

**2024 COMMISSION AND BOARD MEMBERS**

\*indicates former member

**PLANNING COMMISSION**

Alisande Shrewsbury, Chair  
Bill McConnell  
James McCurtis

Jeff Rombach  
Brandon Brooks  
Christina Snyder, Vice-Chair

Milton Scales\*

Mark Blumer\*

The Planning Commission had a productive year in 2024, beginning the implementation of the Master Plan, that was updated in 2023. There were a total of 15 development projects reviewed by the Planning Commission throughout the year. Public Hearings were held and recommendations made on two rezoning requests and twelve unique Special Use Permit requests, including an request for a three-story self storage facility on Grand River Avenue in which the Commission recommended approval, but the

request was ultimately denied by the Township board. The Planning Commission reviewed and recommended approval on one text amendment, updating the RN district, while beginning work on overhauling the parking ordinance.

### ZONING BOARD OF APPEALS

Alexia Mansour, Chair

James Koenig, Vice-Chair

Max Benoit

Brandon Brooks, Planning Commission Representative

Peter Trezise, Township Board Representative

James McCurtis\*

Anthony Bennett\*

The Zoning Board of Appeals heard a total of 12 different requests in 2024. They denied two of those requests, one for a lot split of a lot that did not meet width standards and an oversized accessory dwelling unit. Additionally, one more request, regarding wetland setback reductions, is still under review after being tabled in December. The requests in 2024 were decidedly more on the commercial side than previous years, with only three traditional residential requests in the year.

### BROWNFIELD REDEVELOPMENT AUTHORITY

Jeff Theuer, Chair

Tim Dempsey, Township Manager

John Sarver Environmental Commission Representative

James Houthoofd

Dave Ledebuhr, Economic Development Corporation Representative

Kim Thompson\*

Timothy Schmitt, AICP\*

The Brownfield Redevelopment Authority met five times in 2024 and made two major decisions to move two projects forward. They approved the formal reimbursement requests for both Joe's on Jolly and American House of Meridian, allowing tax capture to be reimbursed, along with approving an amendment to the American House Reimbursement Agreement, to clarify some issues that were discovered. The BRA selected an alternative Brownfield consultant, in the event our primary consultant was not available to work on a project due a conflict of interest. Additionally, the BRA discussed the potential the an affordable housing brownfield plan, under the legislation that was adopted early in the year.

### BUILDING BOARD OF APPEALS

Pete Potterpin

Bill Cawood

Todd West

The Building Board of Appeals meets as needed on technical items relating to building construction and code interpretations. They did not meet in 2024.

### TEAM MEMBERS

Timothy R. Schmitt, AICP, Director of Community Planning and Development

John Heckaman, Building Official Emeritus

Debbie Budzynski, Administrative Assistant II

Jaime Barrows, Administrative Assistant II

Ron Rau, Senior Building Inspector

John Hines, Senior Building Inspector

Frank Christmas, Rental Housing Inspector

Zachary Fenner, Senior Code Enforcement Officer

Keith Chapman, Assistant Planner

Brian Shorkey, AICP, Senior Planner

# ECONOMIC DEVELOPMENT



## 2024 DEPARTMENT GOALS AND ACTION PLAN

### **Potential Intensity Change Area (PICA) Redevelopment**

The Haslett PICA, designated at the intersections of Haslett/Marsh Roads has moved the needle on redevelopment progressively. The approved redevelopment at 1673 Haslett Road known as the American House Meridian Project, achieved their certificate of occupancy in May 2024. The project includes 132 units for 55+ independent seniors, three stories of residential space only. This is a completely independent living multifamily facility. The site was approved to include mixed-use planned unit development. Approximately 10,000 sq. ft. of non-residential space includes the first floor currently occupied by The Therapy Institute, a long standing business in Haslett. The site will include a pathway connection to the interurban pathway, at the south end of the complex. This is the first of many buildings to be developed on the site. This site is owned as a ten acre parcel developed by Redico.

1655 Haslett Road, referred to as "Haslett Village Square 2.0," completed site demolition for the existing 30,000 square feet of commercial space. This included the old L & L Grocery store that serviced the Haslett area for about 30+ years. The site is owned by SP Holding LLC and is approved for a mixed residential and commercial project. About 300 rental housing and townhouse units will occupy the site. In August of 2024, Township Staff prepared to approve the developer to begin vertical construction on the site. Unfortunately, the Ingham County Drain Office has delayed the advancement of construction on the site, requiring the developer to redirect a private drain on the site to move most of the sites storm water to the Township's land preserve to the west of the site. The Ingham County Road Department has also made comments much later in the approval process than what is typical. Township Staff are hopeful the developer will be granted the approvals necessary to start Phase 1 construction in reasonable time.

The area commonly referred to as "Village of Okemos" has hit a delay that has caused the project to be indefinitely paused. There are no known timelines for the previously approved two-block redevelopment at Hamilton and Okemos Road. With the new Township Manager, a discussion with the Downtown Development Authority (DDA) regarding next steps will need to occur within the first quarter of the year. To have the site developed, the community must be willing to invest where it makes the most financially feasible sense. Since the announced delay, Township Staff have met with the sites representatives to discuss new options. Discussions revolve around new proposed developments, public infrastructure improvements, and current available funding sources. Until a pathway is determined, Staff are working with the property owners to bring a new development to the community.

## **Community Survey**

The 2024 Community Survey was conducted out of the Economic Development Department. This is the second time this Department has facilitated the Community Survey. Our mission is to work with the Board to have a consulting team create an equitable survey to help staff understand the general public needs and desires. The survey got off to a later start than typical, with the analysis going out over the summer instead of in the early spring. A large portion of this survey focused on the Senior/Community Center proposal. Conditions in the community have not changed monumentally compared with 2021. Many factors like housing affordability, downtown redevelopment, recreational space, current status of the Mall, all remain key elements to the community. Cultural celebrations and promotions are also key elements that residents hope to see expanded.

## **New Housing**

Completed residential homes can be found in the Copper Creek subdivision off Haslett and Green Road. Approved for 98 homes, the development is complete and there are limited plots available. Silverstone is another residential single-family site with approved 150 single-family home developments. Construction began in the fall of 2024 off of Bennett near Hulett Road. These two subdivisions are brought to us by Mayberry Homes, with the first 25 plots under construction right now. Newton Place is a mixed-use project that will combine residential use with a small commercial gym at Newton Road and Saginaw Highway. Newton Pointe is a 239-unit development, with phase one the 100-unit apartment building that is currently open. There are several available units in the multifamily building for rent at this new complex. Finally, Grand Reserve, the approved 115-unit missing middle-density development off of Central Park Drive and Grand River is underway. The project brought to us by DTN Property Management. The development began construction in the fall of 2024, collaborating with Mayberry on the build of the units. As weather permits the first of several units will be open in 2025.

## **New Businesses**

Meridian also welcomed 14 new businesses, and many elected to forego a ribbon-cutting or promotional event this year. These services we offer free of charge to any new or expanding business in the Township. The wonderful establishments to open in Meridian Township include:

- Pins and Pints- renovated the City Limits East Lansing Bowling Alley at 2120 E Saginaw Highway. The renovated space has been open since summer 2024. Pins and Pints call the updated space a “new chapter in our story”. The existing space has been expanded to include an exterior patio. The Hagan family bought the site and have worked tirelessly to take the old City Limits facility to new heights.
- Moka & Co- brought to Meridian Township the first fine Turkish coffee house at 4738 Central Park Drive. This unique coffee house provides lite snacks, sweets, and a variety of delicate coffees at a reasonable price. This location previously was home to the Township’s local Panera Bread. Panera relocated over 5 years ago and the corner suite at Central Park and Grand River has been vacant since. The location is a new hotspot for young professionals, and connoisseurs of Turkish delights.
- Consumers Credit Union- welcomed their second location in the Lansing region. It was exciting for our teams as the project was initially announced in 2022. With the fluctuations in the market related to development, the project lagged on its initial timeline. Personal and commercial banking locations have changed their model significantly, in turn, new banking facilities are typically small averaging less than 5,000 square feet. The site has open seating, inviting ambiance, and access to several staff, with fewer walls, doors, and areas that are restricted to the client. This change in banking highlights the drastic change in business we have experienced in the last two decades.
- White Pine Sotherby’s International Realty- was a surprise opening. This business came quickly to the Township and was located in a vacant commercial office at 2124 Hamilton Road. The site

had been under discussion for redevelopment when a local realtor decided this was the place for a new office.

Other establishments to grace Meridian Township with their services and products:

Jars (Cannabis), Escapes Unlocked, Fahey Schultz office expansion, Becky Beachaine Kulka relocation, Baryames Relocation, Chateau Coffee, Pepperidge Farm, Uptowne Cheapskate, Herbana (Cannabis), Crunch Fitness Expansion, Planet Fitness expansion, Chtoura Grill Opening, Okemos Meijer Renovation, Char's Jerk Chicken.

### **DOWNTOWN DEVELOPMENT AUTHORITY**

Thomas Stanko, Chair  
Angela Wright, Vice-Chair  
Peter Campbell, Secretary/Treasurer  
Scott Hendrickson, Township Supervisor

Bill Cawood  
Renee Korrey  
Don Romain  
Ron Sdao

### **ECONOMIC DEVELOPMENT CORPORATION**

Kim Thompson, Chair  
Adam Carlson, Vice-Chair  
Dave Ledebuhr, Secretary  
Phil Deschaine, Township Treasurer, Ex-Officio  
Kathy Sundland, Township Board Liaison

Shawn Dunham  
David Fosdick  
Sai Turlapati

### **CORRIDOR IMPROVEMENT AUTHORITY**

Bruce Peffers, Chair  
Barry Goetz, Vice-Chair  
Scott Hendrickson, Township Supervisor

Chris Nugent  
Adam Hodges  
Chris Rigterink

### **TEAM MEMBERS**

Amber Clark, Economic Development & Neighborhoods Director  
Michelle Prinz, Executive Assistant

# FIRE/EMS



*Serving our Community with Pride, Integrity and Professionalism since 1929.*

On behalf of the dedicated men and women of the Meridian Township Fire Department, I am pleased to present the 2024 Annual Report. The report provides an in-depth look at department operations for the 2024 calendar year and includes system structure, personnel assignments, response data, and other notable areas of interest.

We are proud to continue serving our community with the utmost professionalism and readiness in emergency response.

Call volume for the department increased slightly in 2024 as the department responded to 6,361 calls for service. Emergency medical services (EMS) represented 86% of the requests for service responses in 2024.

The department's fleet was also updated in 2024 with the replacement of a pumper and fire marshal vehicle. Our 2023 ladder truck was taken out of service due to electrical problems, and litigation was filed for the vehicle's repair and/or replacement.

We maintained our staffing levels with four new hires to cover two resignations and two additional staff added to our operation. We hired two firefighter/paramedics and two firefighter/EMTs who passed their National Registry Paramedic test in the fall of 2024. We are happy to report we are fully staffed as of January 2025.

Our community engagement in 2024 was successful as we worked with the community and local schools doing public education and smoke detector programs. This was accomplished via station tours and fire safety programs in schools. We also held our annual Open House in October during National Fire Prevention Month. Additionally we rolled out our HEART Safe Community program which allows businesses to purchase an AED at a discounted rate.

We continued to foster strong relationships with our neighboring fire departments through planning, training, and emergency response. Over the past year, we trained and responded with fire departments from East Lansing, Delhi Township, Mason, NIESA, Lansing Township, Bath, and Lansing. We look forward to continued cooperation with these outstanding departments as we work to make all our communities safer places to live, work, and play.

As Fire Chief, I am honored to lead Meridian Township Fire Department. I would like to thank all the members of the department for their commitment and professionalism as they serve the Meridian Township community. I would also like to thank Interim Manager Tim Schmidt as well as the other

Township staff, elected officials, and boards for their support over the past year. We could not accomplish what we do without their support. Finally, we would be remiss not to acknowledge our community. We are blessed to have incredibly strong support from the community, and we do not take this support for granted.

Fire Chief Michael Hamel

## OUR MISSION

Each year the Fire Department evaluates its programs and service delivery models to ensure cost effectiveness and efficiency, but more importantly, to ensure it can meet the emergency service, prevention and risk-reduction needs of the Township.

- Our mission is to provide efficient, dependable and professional services to the residents of Meridian Township.
- Our values are to educate and provide caring, compassionate service with excellence and dignity.
- Our vision is to exceed the expectations of the community by proactively responding to the established priorities and needs.

The Meridian Township Fire Department (MTFD) is a full-service organization providing fire, rescue and emergency medical services to a community of 44,935 residents across 32 square miles. Three stations are strategically located to provide timely responses to residents and visitors alike. Three dual-paramedic staffed advanced life support ambulances deliver emergency medical care at the highest pre-hospital level. The Department also provides fire prevention, code enforcement, plan review and fire safety related programming. The Department is an active member of the Metro-Lansing Technical Rescue and Hazardous Materials Teams. These teams respond to high-risk, low-frequency incidents involving confined spaces, trenches, bodies of water, high/low angle rescues, chemical/gas releases and structural collapses. Each department member is committed to serving the community with excellence through the delivery of outstanding customer service.

### **Fire Prevention**

The Fire Marshal is dedicated to the goal of reducing the number and impact of fire-related incidents within the Township of Meridian. This is accomplished through a comprehensive fire inspection program, plan review, testing of new construction, and fire protection systems, and investigation of all fires that occur within the Township. The Fire Marshal is also invested and involved in the fire and life safety education programs that are provided by the department.

Fire inspections are conducted in businesses on an annual basis. Scheduling is based on the risk posed by the building's occupants or operation (for example, a restaurant or theater has a greater inherent risk than a physician's office). These inspections are based on adopted codes and Township ordinances. In 2022, we started the process of identifying buildings/occupancies and inspection schedules to develop a plan for completing inspections based on high, medium, and low risk occupancies according to national standards and best practices. This process was continued in 2024. The process consists of the following steps:

1. Use the Apartment Rental Inspection List from the Building Department as our top priority for high risk inspection scheduling. This allows us to tackle several higher concentration life safety occupancies in quick order. The number of units and buildings per complex varies greatly. For scheduling purposes, we use the inspection time estimates list and adjust as needed. In an effort to reduce the amount of time needed to complete inspections, we are working on a plan to use our operations staff who have required NFPA Inspector 1 certifications.
2. Conduct a definitive Community Risk Assessment (CRA). Conducting a CRA to identify all commercial buildings and occupancies within Meridian Township establishes our master list of

buildings requiring inspections. Once that list is developed, it can then be applied to the NFPA 1730 Standard on Organization and Deployment of Fire Prevention Inspection and Code Enforcement, Plan Review, Investigation, and Public Education Operations. Through this document, these buildings can be categorized into an improved scheduling matrix for completing inspections, as well as estimate time and personnel requirements needed to keep the overall inspection schedule on target.

3. Initiate an Engine Company Inspection Program (ECIP). With the completion of the CRA, a significant portion of buildings and occupancies identified as low risk can be assigned to the ECIP for completion in their normally scheduled rotation (three years). With personnel investment it can be launched in conjunction with the other tasks as mentioned above.

### **2024 Fire Prevention Inspections**

- Total Inspections Conducted: 131
- Building Inspections: 56
- Plan Reviews: 77
- Fire Alarm Inspections: 20
- Fire Suppression Inspections: 23
- Residential Smoke Alarm Inspections/Installations: 31
- Food Trucks: 2
- Fire Investigations: 4

*Note from Fire Marshal Millerov:* 2024 had the lowest number of fire loss incidents (4) and the lowest total fire loss dollars (\$155K) in the past 11 years.

### **Training**

As a paramedic/firefighter, there is a tremendous amount of training required to maintain certifications, licensure, and job efficiency. The Training Chief is responsible for coordinating and providing this training. In 2024 Training Chief Pennell worked extremely hard to increase our ability to function at higher aptitudes by ensuring our annual training plan encompassed current required training along with new training. Additionally, the department's adjunct instructors utilized their expertise to advance our knowledge base.

All Meridian Township firefighters are state-certified Firefighter I, II, and state-licensed paramedics. Paramedics must earn 45 continuing education credits and renew their licenses every three years. We require each paramedic to be certified in Advanced Cardiac Life Support (ACLS) and Pediatric Advanced Life Support (PALS). The initial certification courses are 24 hours each followed by eight hours of recertification every two years. Firefighters are held to state-mandated standards in highly technical areas, each with their associated training requirements. Some areas of training include firefighting tactics and strategy, incident command, emergency driving, hazardous materials, ice and water rescue, extrication, confined space operations, and medical care for the sick and injured.

Our fire officers carry Fire Officer I, II, and III certifications based on rank. These courses allow the officer to learn fire ground and day-to-day leadership skills.

Last year the Training Division spent many hours on live fire training at Lansing Community College. This training provided simulated fire conditions for firefighters to practice search and rescue, ventilations, hose advancement, building construction, forcible entry, and command and control of the fire scene in a live fire scenario.

Continuing to keep Meridian Township safe, in 2024 the Training Division trained parks and police staff in CPR & First Aid and provided continuing education. Additionally, all Meridian Township employees received training on how to use our new AEDs.

### Training Hours in 2024:

- Fire Training: 2646 hours
- EMS Training: 928 hours

### Fire Operations

The addition of two full-time firefighter positions in 2024 brought us closer to meeting the National Fire Protection Association’s standards for staffing (NFPA 1710), enhancing the quality of service we provide to the community.

Fire Operations is composed of shift operations consisting of individual firefighting and EMS companies which perform the day-to-day public safety activities for Meridian Township. The members that comprise Operations are divided into two shifts and work a 24-hour on/24-hour off/24-hour on/72-hour off shift. A Battalion Chief fulfills the role of Shift Commander and supervises each shift. The Shift Commanders handle daily staffing issues and the scheduling of training and other activities for their shift. They also act as the liaison between the shift and Fire Administration. The Battalion Chiefs are responsible for command and control of most emergency incidents in the Township.

The Township’s fire district is geographically divided into three districts each containing one fire station. The three fire stations are strategically located to support quicker response. Each station houses an ambulance, fire pumper, and one station also houses our ladder truck.

Each individual fire company is made up of a Company Officer (usually a Lieutenant) who is responsible for the supervision and safety of the company members assigned to them. The Company Officer is also responsible for all reports and communications relating to the operation of their company.

2024 demonstrated once again that Meridian Township Fire Department did more than respond to emergency medical calls and residential structure fires. We are an all-hazards fire department that also responds to significant motor vehicle accidents and a variety of rescues and fires that present unusual hazards for the community. While responding to emergencies is the priority of the Operations Division, personnel also spend their time completing required training classes, conducting station tours for the public, maintaining the stations’ apparatus and equipment, and performing annual inspections.

In 2024, our emergency response calls increased slightly to 6,361 total calls. Below is a table showing total fire and EMS incidents over a ten-year period from 2015-2024 (Fig. 1). Figure 2 lists mutual aid and automatic aid incidents. Mutual aid is when we respond to calls (primarily medical calls) in another jurisdiction. Automatic aid is an automatic response for structure fires based on an agreement with a specific jurisdiction (our auto aid agreements are with East Lansing Fire Department and NIESA). Figure 3 contains a comparison of monthly calls in 2023 and 2024.

Figure 1

10 Year Incident Count			
Year	Fire Incident	EMS Incident	Total Incident
2015	623	3,884	4,507
2016	925	4,028	4,953
2017	1,181	3,988	5,169
2018	991	4,226	5,217
2019	1,217	4,220	5,437
2020	875	4,031	4,906
2021	963	4,627	5,590

2022	795	5,286	6,081
2023	883	5,424	6,307
2024	878	5,483	6,361

Figure 2

<b>Mutual and Automatic Aid</b>	
Mutual Aid	352
Auto Aid (structure fires)	49
<b>Total Aid</b>	<b>401</b>

Figure 3

<b>EMS Calls by Month</b>	<b>2023</b>	<b>2024</b>
<b>January</b>	516	528
<b>February</b>	465	477
<b>March</b>	537	523
<b>April</b>	520	501
<b>May</b>	532	551
<b>June</b>	513	553
<b>July</b>	550	501
<b>August</b>	577	540
<b>September</b>	531	566
<b>October</b>	584	580
<b>November</b>	494	502
<b>December</b>	488	539

## 2024 DEPARTMENT GOALS AND ACTION PLAN

### **Outdoor Warning Sirens**

In 2024, Meridian Township Fire Department completed our multiyear project to install emergency warning sirens throughout the Township to alert residents to severe weather and other emergencies. In early 2024, the Township Board voted to finish installing the final four sirens in 2024 instead of one siren per year through 2027. As of August 2024, the final four sirens have been installed and are operational.

### **Fire Department Safety Equipment**

Over the past five years, we have been diligent in replacing equipment specified in our replacement schedule. The five-year plan is updated annually and includes replacement schedules supporting NFPA 1971 and MIOSHA Part 74 requirements. In 2024, we replaced the following pieces of equipment that failed to function, broke, or reached their life expectancy.

- Four Gas Monitor
- Structural Fire Gear
- Saws
- Fire Boots
- High Vis Safety Reflective Response Coats
- AVI Plate Carriers, Plates, and Helmets
- Personal Protective Hoods (carcinogen reducing exposure)
- Gloves
- SCBAs
- Cascade SCBA Cylinder Fill Station

## **Department Policies**

In 2023, a goal was set to update our outdated Standard Operating Guidelines and Standard Operating Procedures. Four operational polices were updated in 2024.

- Wildland Fires PPE
- SCBA Operational Inspection and Donning
- Rapid Intervention Team
- Carbon Monoxide Incidents

## **Continuity of Operations Plan (COOP)**

The Township Board approved the 2023 Continuity of Operations Plan (COOP). This plan outlines each Township department's roles and responsibilities during emergencies. Meridian Township's COOP plan consists of the Basic Plan, a comprehensive 30-page document that covers the entire Township, along with the COOP Functional Annex and Support Plan for each department. In 2023 the preliminary department meetings were held prior to the Town Hall renovation. This consisted of training on the document and instructions on moving forward to implement the rest of the plan. Each department was given a copy of the COOP Functional Annex and COOP Support Plan. In 2024 we continued to work on educating the departments on the COOP and restructured the forms for more practical use. Our target date to complete COOP planning which will involve training and practice exercises is the end of 2025.

## **Grants**

In 2024, the Department received a FEMA Assistance to Firefighters Grant for \$65,000 to replace our 24-year old Cascade fill station. This device is used to fill the cylinders of our Self Contained Breathing Apparatus (SCBA), so we can enter an immediately dangerous to life or health (IDLH) atmosphere, such as a fire, and protect our lungs and bodies from exposure.

## **Health and Wellness**

In 2024, we formed a firefighter health and wellness committee with the goal to improve firefighter health and quality of life, reduce lost work time, workers' compensation and disability, and provide resources for mental health issues due to stress and trauma. Since 1989, 43% of firefighter line of duty deaths have been cardiac-related. We have written a grant for high-level physicals (stress test, coronary artery calcium scan, comprehensive blood panel, all-organ ultrasound, pulmonary function test, etc.) for each employee. Firefighters also have a 34% higher likelihood of cancer due to the nature of the job. When entering a structure on fire we are exposed to over 100 carcinogens. We have put protection measures in place, but we do still absorb carcinogens through the skin. In November, a medical team was hired to perform a series of ultrasounds of organs from the chin to reproductive area. 30 firefighters took part in the ultrasound testing. Additionally, we have written a grant for high-level physicals (stress test, comprehensive blood panel, all-organ ultrasound, pulmonary function test, etc.) for each employee.

## **Future**

As we work to improve our department for the health, wellness and safety of our firefighters and our residents, we have continually examined our response procedures, staffing and response times. In early 2024, we entered into discussions with the Township Manager and HR Director regarding adding six additional firefighters over the next three to five years.

This increase is based on national best practices, threat and risk, and NFPA 1710 (staffing recommendations). Additionally, the Occupational Safety and Health Administration (OSHA) two-in /two-out rule is a safety requirement for firefighters fighting interior structural fires. The rule requires that at least two firefighters are stationed outside the building while two firefighters are inside the structure fire. This is required any time firefighters enter an immediately dangerous to life or health (IDLH) atmosphere.

NFPA 1710 recommends that the first alarm for a structure fire should have a minimum of 16 firefighters on scene. The first arriving unit should be on scene within four minutes and the remaining units to reach 16 firefighters should be on scene within eight minutes. Our current daily staffing model allows us to

have an average of eight firefighters on scene as long as all staff are in house and not on other emergencies. In 2019, we entered into an agreement with East Lansing Fire Department for automatic aid on all structure fires in Meridian Township and East Lansing plus MSU campus. This allowed us to increase the number of firefighters on scene of a structure fire to an average of 13.

In 2010, the fire department was forced to eliminate nine full-time positions in operations and administration in the aftermath of the 2008 recession. In 2024, we returned to our 2010 staffing level in operations by adding two firefighter positions in 2018, 2022, and 2024 to bring the operations staff to 36. Since 2010 our population has increased from 39,727 to 43,916, and our call volume has increased by 57% (4078 to 6400 emergencies).

Our goal for the past five years has been to increase our staffing to support more than our minimum staffing requirement of seven: three ambulances (one at each station with two personnel each) and one battalion chief. According to national standards based on call volume and threat and risk assessment, we should staff three ambulances (one at each station with two personnel each) and two ALS engines (one at Central Fire Station and one at South Fire Station) to support a safe response.

Fire departments of all sizes and locations are facing higher expectations for their service delivery, including emergency medical services (EMS), active shooter response, community risk reduction, and more. Additionally, longer response times and relying on mutual aid has become the norm. Adequate staffing levels help offset the strain caused by an increase in call volume; when a fire department is understaffed, it significantly decreases morale due to greater workload, stress, and concerns about safety, ultimately impacting firefighter well-being and job satisfaction.

The ideal ratio of firefighters to the population can vary depending on factors such as the size of the area being covered, the density of the population, emergency call volume, and the level of threat and risk within the response area. However, a commonly recommended ratio is around 1 firefighter per 1,000 to 1,200 people. Meridian Township Fire Department's current ratio is .81 (36 in operations divided by 44) per 1,000 residents.

We will continue exploring the Staffing for Adequate Fire and Emergency Response Grant (SAFER) for additional staffing needs. If awarded, this grant will pay 100% of a firefighter's salary and fringe benefits for three years.

Meridian Township Fire Department is in a position to continue providing our residents and visitors with a high level of medical treatment/transport and fire suppression services. While the Township's great qualities will attract new residents, the department will be required to adapt accordingly.

## MTFD TEAM

### **Fire Chief**

---

Michael Hamel

### **Administration**

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Christine Cassidy, Admin Asst. II

Tavis Millerov, Fire Marshal

Brian Pennell, Training/EMS Chief

### **Battalion Chiefs**

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Ryan Campbell

Rudy Gonzales

### **Captains**

---

Chris Johnson

Al Diaz

Jeff Rommeck

**Lieutenants**

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John McDermott	Jason Hillard
TJ Booms	Bob Caretti
RJ Lewis	Sam Weber
Eddie Dennis	

**Firefighters**

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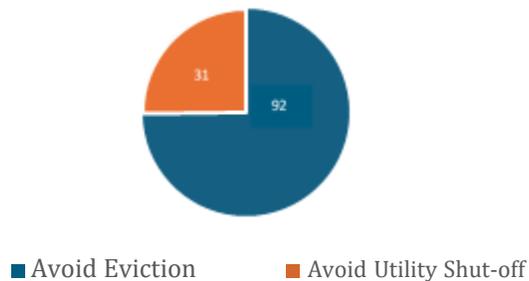
Corey Pant	Steven Garelik
Amanda Arnett	Andrew Cummins
Erik Sellen	Chuck Malesko
Nate Lafayette	Emma Brown
Benjamin Haviland	Tony Kozlowski
Gavin Ulman	Don Carr
Tyler McNalley	Carson Nitz
Dustin Farhat	Andrew Zaleski
Nicholas Irving	Joshua Hengesbach (hired in 2024)
Joseph Harrison	Leslie Ireland (hired in 2024)
Steven Schott	Max Slabbekoorn (hired in 2024)
Michael Weber	Ben Conners (hired in 2024)

# MERIDIAN Cares Making a Difference

Meridian Cares, the Township's Human Services program, aims to strengthen the community safety net for Township residents facing financial hardship. The emergency needs fund provides one-time yearly assistance to these households and aims to prevent them from facing further crises such as eviction or utility shut-off. These households are provided with additional resources and referrals as needed. This emergency needs account is funded 100% by donations and 100% of those donations assist Meridian Township residents who are in emergency need.

In 2024, Meridian Cares assisted 123 families with a total of \$51,088.69 in emergency financial assistance, averaging \$415.00 per family. Of the 123 families, 92 were assisted with rental payments to avoid eviction and 31 were assisted to prevent electricity shut off.

218 discounted Redi-Ride passes were provided to the community. The Township receives a 50% discount on these passes from Capital Area Transportation Authority.



Additional ways that Human Services worked with the Township's Community Resources Commissions (CRC) in 2024 includes:

- Coordinated with Operation Gratitude to give out 26 bags of goodies to local Seniors in our community.
- Participated in several community events including Protect the Pack, #SockoutSuicide, Celebrate Meridian, MTPD Halloween Event, Recycling events and more.
- Participated in the Santas First Responder's event and provided food items for hundreds of residents to take home to help them prepare their donated venison.
- Collected information and coordinated sponsorships for 285 families that requested Thanksgiving food assistance and 287 families that requested Holiday food assistance.
- Coordinated and held a Community Resource Connection in the Town Hall with over 70 people representing 40 organizations, all to learn more about how we can help our community.
- Collaborated with Okemos Community Church to hold a coat drive. 76 families were served (adults and children). 236 Coats, 30 pairs of snow pants and 78 pairs of boots were given to local families in need through the Okemos Food Pantry.
- Coordinated the Michigan Sparrow Mobile Health Clinic coming to local apartment complexes to assist in bringing free health services to local families.
- Worked in collaboration with Rotary and Kiwanis Clubs of Haslett and Okemos to support a Back-to-School project for Meridian Township schools. Each school was given a combination of high priority school supplies and snacks that they requested.

***"From the bottom of my heart thank you so much for saving my boys and I from a very difficult stressful situation right before Christmas"-local resident who used the Emergency Needs Fund.***

# HUMAN RESOURCES



## 2024 DEPARTMENT GOALS AND ACTION PLAN

### **Retention, Recruitment, and Employee Wellbeing**

Creating the right balance for employees to thrive at the Township is imperative in our employment experience. As we welcome new employees and celebrate those already on our Team, we seek out and implement programs in order to demonstrate our dedication in supporting the wellbeing of each individual. We look forward to the continued offering of regular interactive opportunities during the year for the Township team to gather and connect, such as events, like team picnics, holiday parties, and enrichment and educational sessions on a number of topics. In 2024, we processed well over 200 employee traffic items, including selection, hire and onboarding, promotions, transfers, departures/retirements, and numerous temporary, seasonal, cadet, and election worker positions. As of the start of this year, we are working to fill numerous open permanent Township positions, work on promotional processes as planned retirements yield new vacancies, and will continue to plan ahead with succession planning for planning for their retirement in coming years.

### **Diversity, Equity, and Inclusion**

In our commitment to DEI, Human Resources continues to refine and update policies, training, and other employment activities to reflect our vision of promoting and supporting a diverse, equitable and inclusive workforce. We work to ensure our Department's view operations through the lens of belonging, equity, and access, which also applies to our Township personnel policy manual, Board policy manual, employee inclusion events, and upcoming training opportunities. This year, we will commence negotiations with our Supervisory Professionals Union, whose current contract runs through the end of this year.

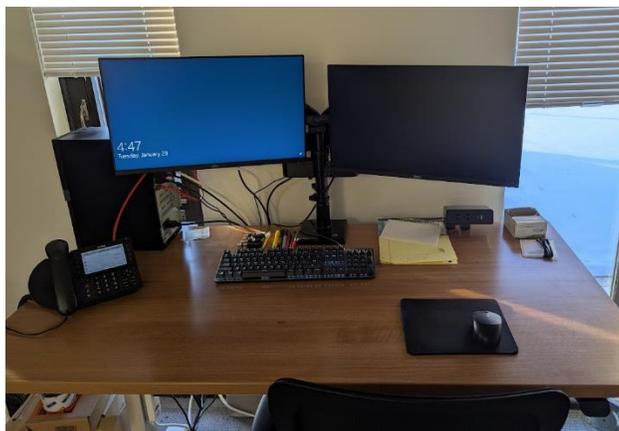
### **Employee Health Insurance Benefits**

Our Township team works in partnership with Gallagher Healthcare Benefits Consultants, to closely monitor actual expenses versus maximum expected costs throughout the benefit year and will continue to do so in order to ensure maximum cost effectiveness. The self-insured Blue Care Network (BCN) product has provided savings to the Township even with rising healthcare costs. The Township calculations went over the PA 152 Hard Cap in 2025, however the Board approved covering the cost so there would again be no employee premium cost sharing for BCN HMO health insurance coverage in 2025. Further discussions are pending regarding an opportunity for a Health Savings Account (HSA) deposit for those employees who take the Township's HMO coverage. There is an employee premium cost sharing for the alternative option for Blue Cross Blue Shield Michigan PPO insurance.

## TEAM MEMBERS

Abigail Tithof, Human Resources Director  
Carol Hasse, Human Resources Administrator  
Michelle Prinz, Executive Assistant

# INFORMATION TECHNOLOGY



In 2024, most Information Technology activities continued to revolve around projects implemented in conjunction with our third-party consultant, Brightline IT. This included new backup systems for Township local and cloud resources. These projects significantly enhanced the Township's business continuity posture across the entire operation. Additionally, IT assisted a wide variety of our internal departments and divisions with technology enhancements related to their specific functions. Most of these initiatives are detailed later in this report.

## METHODOLOGY FOR OPERATIONAL IMPERATIVES

1. Highest priority is given to core infrastructure stability and keeping existing services and resources operating at optimum performance and availability.
2. Resolution of emergent end-user issues related to technology is an important function that all Department personnel spend a significant time addressing.
3. Training initiatives are presented in cases where staff resources are recognized to be deficient in the use of available technology or additional expertise would increase employee productivity and/or enhance overall data security.
4. Remaining resources are committed to replacing technology that is still functioning, but aging, and at end of useful life.

## 2024 DEPARTMENT GOALS AND ACTION PLAN

The Department's primary goal continues to be to support Township Board established Goals to the greatest extent possible. While successful in this endeavor, many other new important initiatives were prominent throughout the year. These included, but were not limited to the following:

### **Upgrades to Backup Infrastructure**

The Technology Team continued work with our third-party consultant, Brightline IT to implement hardware, software, and design improvements to the backup systems utilized across the entire organization.

### **Network Firewall & Switching Infrastructure**

The Technology Team worked with Brightline to enhance switch and firewalls configurations. Additional Palo Alto Firewall configuration and traffic segmentation will continue throughout 2025.

### **Training Initiatives for all Employees**

IT Staff utilizes third-party vendors to provide training to all end users. Special attention continues to focus on proper response to phishing, malware, and social engineering, and then IT follows up with test events that assess our overall responses. Additionally, IT coordinates classes, videos, sample documents,

and other educational materials on a variety of topics such as BS&A Utility Billing, Cash Receipting, Accounts Payable, General Ledger, Teams, Word, Excel, PowerPoint, Acrobat, and other technology-based resources.

### **Cloud Services Security**

The IT Department continues work with Brightline to enhance security of the Township's cloud-based services. Most of the 2024 initiatives revolved around the projects to improve security and integrity for data backup systems.

### **Evaluation of Cellular Services**

IT staff worked with AT&T to conclude our evaluation the FirstNet service. Overall, it was determined that for our region and the current configuration, the FirstNet service causes more complications than it resolves when the service is compared to Verizon's Wireless Priority Service. Any existing FirstNet services will be converted to Verizon Wireless Priority Services as staff resources allow.

### **Continued Expansion of Cloud-Based Assets.**

IT staff worked with end user Departments to increase utilization of OneDrive, SharePoint, Teams, and other applications to support virtual operations. These activities will continue throughout all of 2025.

### **Termination of Logicalis Contract for Third-Party Helpdesk**

Technical issues with the connection between the Township system and the provider were more common throughout the first half of 2024. Moreover, virtually all after hours calls ended up being forwarded to the Director for response. As a result of poor fit, the service was terminated in June. The IT Team has returned to using the Freshdesk system utilized prior to the Logicalis contract.

### **Enhanced Relationships with Third Party Network Engineering Services**

IT staff worked with Brightline, Avalon, CDW-G, Logicalis, Millennia, and other consulting services to expand knowledge of Network Technicians as they perform activities related to Telephone, Desktop, Server, and Network improvements undertaken throughout all of 2024.

### **IPads Deployed to all Police Sworn Personnel**

The IT team worked with the Police Department to procure and deploy iPad devices to all sworn Police personnel. Police Command Staff maintains administrative rights over the 42 new mobile devices. The hardware was paid for with forfeiture funds, and General Fund is paying for mobile service on several of the devices to facilitate Internet connectivity away from police cars.

### **Reconfiguration of Invoice Cloud and BS&A to Accept Online Building Permits**

The IT team worked with the Department of Community Planning & Development to streamline technical issues with the online permitting process.

### **Assisted in Election Operations**

The IT team worked with the Clerk's Office to set up user accounts for training of temporary election workers, maintenance of precinct laptops, transfer of election related files, and general support of election activities for three Township wide election throughout the year. Two new cameras were set up to monitor election activities at various locations throughout the Township.

### **Assisted in the Evaluation of and Transition to Fifth Third Bank**

The IT team worked with the Treasurer, Accounting, and HR office to transition to Fifth Third Bank.

### **Conversion from Verizon Fleet to Verizon Reveal Data Collection System**

The IT team worked with the Department of Public Works to convert our fleet over to the Verizon Reveal system. The previously deployed Verizon Fleet System was scheduled for shut down on December 31, 2024. Conversion activities will continue into 2025 when the Reveal system will be once again handing off vehicle mileage for maintenance use in the Cartograph system.

### **Addition of Electronic Plan Review to Further Facilitate Online Building Permits**

The IT team worked with the Department of Community Planning & Development to contract with E-Plan Soft for a hosted service to add Electronic Plan review to the building permit process.

### **Routine Items**

The Department responded to over 1,000 requests for service throughout the year, including security, application, file, print, backup, telephone, and other technology services. Activities spanned seven separate facilities, over 1,000 network nodes, and over 200 end-users.

## **TEAM MEMBERS**

Stephen Gebes, Director of Information Technology  
Kristen Cole, Network Technician  
Kamic Jok, Network Technician

# PARKS AND RECREATION



## 2024 DEPARTMENT GOALS AND ACTION PLAN

### **Parks and Pathway Maintenance**

The Department of Public Works (DPW) Utility Workers assigned to the Parks & Recreation Department maintain 30 parks, 25 land preserves and over 85 miles of pedestrian-bicycle pathways. Ongoing maintenance each year includes: mowing, tree trimming and cleaning up downed trees from storms, emptying park trash, plowing and salting parking lots, sidewalks and pathways, collecting and disposing of residents' Christmas trees, mulching garden beds, maintaining ball fields, trail maintenance, playground maintenance, dog park maintenance, general park clean-up, pavilion maintenance and cleaning, cleaning and maintaining park restrooms, watering Downtown Development Authority (DDA) and Meridian Garden Club flower beds in the summer, event set-up and take down, repairing pathways, maintaining irrigation at various locations, installing new bricks in the Harris Nature Center (HNC) Patio, raising and lowering flags when necessary and maintaining the new ice rink on a daily basis during the winter months.

Special Park Maintenance Projects in 2024 included:

- Constructed a greenhouse for the Land Preservation program
- Replaced the split rail fence in the overflow parking lot at the Harris Nature Center
- Repaired/upgraded several play features in park playgrounds and/or installed new play curbs in the following parks: Wonch Park, Central Park, Hatrick Park, Towar Park, North Meridian Road Park, Marshall Park, Cedar Bend Heights Neighborhood Park, Nancy Moore Park, Ferguson Park, Orlando Park and Hillbrook Park
- Repaired and stained all the picnic tables under the Central Park pavilion
- Planted a memorial tree and installed a plaque for the George and Diane Grettenberger family in the Historical Village
- Replaced the railing on the overlook deck at the Harris Nature Center
- Upgraded indoor classroom and office lighting at Harris Nature Center to LED
- Upgraded the exterior lights at the Snell Towar Recreation Center to LED
- Installed benches in the parks that were donated by the Haslett-Okemos Kiwanis Club
- Installed new walkway lights at Nature Center
- Installed split rail fence at Central Park South to project the wetland buffer plantings
- Replaced the drinking fountains at North Meridian Road Park and Hillbrook Park

Parks & Land Preservation Superintendent managed the following notable projects in 2024:

- Central Park Pavilion renovation project

- Installation of an AED at Marketplace on the Green
- East baseball field at Towner Road Park was resized and resurfaced for better play in the spring
- Purchased three robot mowers that were a huge success in Historical Village
- Completed the Meridian Township Trails & Pathway Guide maps

Meridian Historical Village Building repair and maintenance included:

- Ceiling repairs, new roof, porch repairs and the addition of gutters to the Chapel
- Siding repairs and painting the Barn and Corn Crib
- Brick repairs and ceiling repairs on the General Store
- Several other small repairs to all other buildings in the Historical Village

### **Harris Nature Center (HNC) Facility/Programming Report**

The Harris Nature Center continued as a shining gem in our park system providing opportunities for environmental education, outdoor recreation, wildlife viewing and an accessible trail for a peaceful walk in the woods. Most notable accomplishments are listed as follows:

- With the addition of new siding, the exterior renovation project at the nature center was completed
- The Harris Nature Center had another successful year with program participants, as well as, drop-in visitors. School group numbers have started to return to what they were prior to the pandemic
- Hosted nine weeks of Annie's Big Nature Lesson exposing 321 students to a weeklong learning experience in an outdoor classroom
- 4,512 drop-in visitors at the center
- 4,549 total program participants
- 797 public program participants
- 2,968 school group participants (at HNC and outreach)
- 303 private organization program participants (at HNC and outreach)
- 481 attended Summer Camp (\$40,150 brought in from registrations)
- The park and trails remained very busy throughout the year with walkers/runners, bikers, dog walkers and skiers
- Hosted two Native Plant Sales (spring and fall) with 180 visitors in attendance purchasing over \$9,000 in native plants (profit \$3,708.50)

### **Harris Center Foundation Report**

2024 highlights included the following:

- Hosted the first annual Motivated by Nature Run/Walk with 44 participants and \$1,233 in profits.
- Hosted the annual Turtle Toast event featuring live music and light refreshments. Thirty people attended.
- Funded 12 school bus scholarships for a total of \$1,500 and 597 students (27 classes)
- Purchased an interactive weather panel play feature for the Nature Exploration Area (NEA)
- Worked with a contractor to enhance the Fossil Dig feature in the NEA. This included digging up the fossils and laying them back in a concrete bed to hold everything in place
- Worked with Sinclair Recreation, LLC/Game Time to purchase and install a new playground feature with the help of donations from the Haslett-Okemos Kiwanis Club. This feature is called the Log Jam, which replaced the original feature that deteriorated over time, and includes logs, stumps, rocks and mushrooms to help develop gross motor skills such as balancing, walking, climbing and crawling
- Participated in four Culver's Share Nights making \$1,763.37 in profits for HNCF
- Continued to donate winter clothing items for the "closet" at the nature center. These items are given to children that visit the nature center during field trips that are less fortunate and do not have the proper attire for being outdoors.

## **Farmers' Market Report**

This year the Farmers Market celebrated its 50th Anniversary, having begun as a hope and a dream on August 24, 1974. The celebration year began with a gathering of vendors and leaders from the market's inception to now. Promotion and marketing efforts included the creation of a market logo, a history display, launching market wearables, and tote bags. The celebration concluded with the dedication of four murals, painted by the public that captured the spirit and history of the market.

The Market operated every Saturday from May until Christmas, and first and third Saturdays January–April and every Wednesday June through October, for a total of 64 yearly markets and 300 total hours of shopping. The Farmers Market saw nearly 87,000 visitors this year, up 21% from last year's total.

Most notable 2024 accomplishments are listed as follows:

- Nearly \$33,000 in food assistance was dispersed through the Market, representing a 12% increase from 2023, due to changes in the Double Up Food Bucks and the end of the WIC Project Fresh Coupon Program.
- There were 201 unique vendors participating in the market in 2024, up 25% over 2023.
- Over 8,600 pounds of food from the Market was donated by farmers and customers for local pantries and soup kitchens - up 24% from last year. (7,300 from vendors & 1,300 purchased from vendors for donation by customers)
- Thirty-three musicians played at the Market on Wednesdays and Saturdays throughout the year
- Thirty-two Okemos High School students volunteered for over 115 hours at the Market counting people and assisting with the Food Assistance Program.
- Our food waste collection program at the Market received \$1,455 in donations and subscriptions by residents to support the composting 250-300 gallons of food scraps (keeping an estimated 140-180 tons of CO2 out of the atmosphere).
- The Capital Area District Library joined us every other Wednesday evening at the Market with their mobile library and activity station with make and take crafts for kids and families to create that were related to books they brought with them.
- Over 120 volunteers, children & adults participated in our four community mural painting events at the Market.

## **Senior Center**

Providing a fun and relaxing place for older adults to engage socially and keep their minds and bodies active is an important element to being a prime community. The Meridian Senior Center is located in Chippewa Middle School and served a membership of 393 older adults with 1,837 programs, events, and fitness activities throughout 2024. Integrative health services, including massage and reflexology, are very popular amongst the members.

## **Nokomis Cultural Heritage Center**

The Nokomis Cultural Heritage Center was started in 1988 and moved into its current building in 1989. The purpose of Nokomis, which means My Grandmother, was to have a cultural center for the native community and to teach the public on native culture.

In the fall of 2024, programming was initiated at the Okemos elementary schools and Grand Ledge elementary schools, teaching all third-grade classes on the history of the Anishinaabeg, which are the Ojibwe, Odawa and Potawatomi nations in Michigan. Three classroom lessons occurred during the 2024-2025 school year. This is set to continue into the 2025-2026 school year, with another public school coming on board.

The Nokomis Center staff and volunteers also provide presentations to organizations, of which 11 presentations occurred this past year. Additionally, various groups visit and use the Nokomis Center for meetings and are given a brief discussion of the Nokomis Center and the Anishinaabeg people. The Nokomis Center has partnered with various departments at Michigan State University. Recently, a partnership with the Wharton Center has developed.

The program includes Tuesday, Wednesday and Thursday for organizations and in-house school presentations. Sundays are for public culture classes in which five classes occurred in 2024. Additionally, Saturdays have expanded hours for open craft day. From February through April, the number of visitors increased from 15 to 32 people every Saturday. Membership has more than doubled in 2024.

### **Deer Management – 14<sup>th</sup> Year**

The Parks and Recreation Department placed and managed 64 hunters on 1,600 acres of parks and land preserves (43 properties) during the 2024 Deer Management Archery Program, as well as, on 29 private properties. The total deer harvested by Township archers was 147.

### **Red Cedar Waterway Navigability Project**

Meridian Township is intertwined with the Red Cedar River, a variety of our parks and preserves borders on its shores and it is an invaluable part of our community in terms of natural beauty, as well as, for recreational purposes. We have put a lot of effort into the stewardship of this natural feature within our community and continue to put forward the best practices and procedures to keep this important natural resource in the best condition for our community.

Through a partnership with Williamstown Township, Williamston and Meridian Township, the Red Cedar River Multijurisdictional Clearing Project grant application was submitted by Meridian Township on September 16, 2024. The grant was approved for \$500,000 of funding from Ingham County, which was conditioned upon renewal of the Parks and Recreation millage in 2026.

This grant will allow for nearly 18-miles of water trail open and navigable from McCormick Park in Williamston to Hagadorn/Grand River Avenue in Meridian Township, for up to a period of three years. This cooperative effort will utilize a combination of volunteer support and licensed contractors where appropriate. The Red Cedar offers multiple opportunities for outdoor recreational experiences including canoeing, kayaking, fishing, photography and bird watching to name a few. Keeping the river open and navigable is a challenge based on the natural vegetation and mature trees that line the shoreline. The efforts of volunteers over the three years have helped but it is now to a point where dedicated financial effort is required.

### **Recreation Programs**

In 2024, Youth sports programs continued with a large number of participants engaging youth in physical activity. Youth sports also serve as a vital component in connecting parents and neighbors, as much time is spent on practices and games.

#### **Okemos**

- Spring Soccer: 512 participants
- Fall Soccer: 373 participants
- Flag Football: 61 participants
- Baseball: 105 participants
- Softball: 79 participants

#### **Haslett**

- K-1st grade basketball camp: 141 participants
- Spring Soccer: 266 participants
- Fall Soccer: 218 participants
- Flag Football: 115 participants
- Basketball: 161 participants
- T-Ball: 66 participants
- Baseball: 101 participants
- Softball: 82 participants

## Williamston

- T-Ball: 39 participants
- Baseball: 24 participants
- Softball: 7 participants

## Other Programs

- Sporties for Shorties: 543 (ages 3-5)

## Special Events

- Meridian Pride Celebration: Nearly 900 participants
- Halloween at the Market Event: 220 kids and families
- Two Howl-o-ween parties: 25 dogs
- Mom to Mom Garage Sale: 35 vendors
- Music at the Market: 17 weeks of live music with more than 5,000 participants for the season
- Two Yappy Hours (dog park parties): 50+ participants
- Running Club: 26 participants
- Teen Event: More than 120 participants
- Two Children's Concerts: More than 75 participants
- Three Skating Parties: More than 80 participants
- Cops and Bobbers Fishing Derby: More than 60 participants
- Karaoke: More than 40 participants

## Adult Sports

- Adult Softball Leagues: 6 teams
- 4 on 4 Sand Volleyball Leagues: 23 teams
- Meridian pickleball courts at Hillbrook and Towner Road Parks host drop-in play at scheduled times daily. Each site has a Facebook group to assist with communicating with other players and to promote events and social activities. These courts have been greatly used and appreciated by our older citizens.
- Fitness Over 50 Exercise Group had a total of 100+ participants in 2024. They meet year-round on Monday, Wednesday, and Friday mornings at the Central Park Pavilion and inside at the Meridian Mall Food Court.

## **Celebrate Meridian**

The greatest special event of the year was the Celebrate Meridian Block Party that occurred June 27 through June 29, 2024. The event has grown significantly over the years and now includes the first annual Children's Night, the very popular Teen Night, and the grand finale Block Party that included music, food trucks, vendors, children's area, dog parade, two beer gardens, Historical Village ice cream social, Nokomis Native American cultural arts and food vendors, the first annual cultural art performances, and a fireworks show. The community-wide celebration was the result of a team effort from nearly every Township Department and from the generosity of local businesses and volunteers.

## **Meridian Heritage Festival**

The Meridian Heritage Festival took place on September 26, 2024, in the Meridian Historical Village hosted by the Friends of Historic Meridian and Nokomis Cultural Center. The event offered historical reenactments, demonstrations, food, music, fun and education. There was also a vintage baseball game between the Lansing Capitols and the Chelsea Monitors.

## **Snell Towar Recreation Center**

Throughout 2024 we had the center open most Tuesdays and Thursdays for open play. There has been an average of 10-15 kids from the neighborhood who regularly attend the center. There were two Block Parties in which 40 – 50 residents attended. The center was also utilized for other gatherings such as record clubs and story readings.

## **Puzzle Nights**

This year our recreation team initiated the first Puzzle Competition Program. Teams of four were given a 500-piece puzzle and a two-hour time limit to complete the puzzle. Winners were given gift cards to the Farmers' Market or a local business who had donated a prize. The first competition was held at Snell-Towar Recreation Center; however, the number of teams that registered outgrew the center. The competitions moved to the Marketplace on the Green to accommodate more teams. The five events hosted nearly 175 participants.

## **Park Pavilion Reservations**

Central Park Pavilion received a beautiful renovation in 2024. New paint, bathrooms, and a new roof on the pavilion brightened up the pavilion. The popular pavilion welcomed 100+ drop in usage events at Central Park pavilion after the remodel. The Meridian Township Park System offers a total of eight parks with pavilions for public use. The year ended with a total of 200 paid reservations at pavilions and over 10,500 people using the pavilions on a reservation basis in 2024.

## **PARK COMMISSION**

The Meridian Township Park Commissioners are elected to four-year terms and have the responsibility of setting policy and direction for the acquisition, development, and maintenance of parks.

## **PARK COMMISSION MEMBERS**

Mary Nardo Farris, Chair  
Amanda Lick, Vice Chair  
Mark McDonald  
Mark Stephens  
Ami Van Antwerp

## **LAND PRESERVATION AND STEWARDSHIP PROGRAM**

### **Land Preservation Program**

- Signage stating rules and citing the land preservation ordinance were installed in land preserves at trailheads and property lines to increase awareness and accessibility of these areas.
- New hanging name plates were installed at all land preserves with fully updated signage, with seven preserves receiving a new, more geographically accurate name.
- An 8' X 10' greenhouse was installed at the Township Service Center to facilitate germination of native seeds as well as to improve the care of native transplants for habitat restoration efforts.
- An 8' X 20' storage shed was installed at the Township Service Center for the improved organization of equipment, tools and supplies used for stewardship staff and volunteer efforts.
- For the first time ever, three part-time staff positions were filled to aid the Stewardship Coordinator and carry out land management activities, such as managing invasive species.
- In Fall of 2024, contractors from Wildtype began managing 1.52 acres of priority invasive black locust tree species at Davis Foster Preserve.
- In partnership with the Environmental Commission, new Wetland Ordinance and Wetland Educational Signage has been designed for installation in special areas of our public lands.
- Spring/summer floristic surveys completed for the first time to gather more data to guide more specific land management practices.

### **Prescribed Burn Management**

A prescribed burn was successfully completed on 17 acres of Davis Foster Preserve, Burn Unit 1, in the spring of 2024. Prescribed burns are part of the Township's land management goals to enhance local biodiversity of native plants that are fire dependent.

## **Wetland Education and Restoration Program**

The goal of this program is to expand the community's knowledge of ecosystem services that wetlands provide, as well as, Township ordinances and state regulations for wetland protection. In 2024, staff worked to identify areas of greatest need at Township wetland sites. These sites have been assessed for the following: invasive species management, floristic inventories, native seed collection, native plantings, and educational signage and fencing installation. Staff completed inventory reports for interested Township residents to help restore wetland buffers on private property. All these practices are a collective restoration effort to ensure the preservation of wetlands in Meridian Township.

## **LAND PRESERVATION ADVISORY BOARD MEMBERS**

Jamie Hiller, Chair  
Steve Thomas, Vice-Chair  
Yu Man Lee  
Kathy Fay

Kris Parnell  
James McCurtis, Township Board Liaison  
Mark Stephens, Park Commissioner Liaison

## **TEAM MEMBERS**

### **Administration**

Courtney Wisinski	Director of Parks and Recreation
Bridget Cannon	Administrative Assistant II
Kati Adams	Parks, Pathways and Land Preservation Superintendent
Michael Devlin	Parks and Recreation Specialist
Nick Wing	Parks and Recreation Specialist
Emma Campbell	Land Stewardship Coordinator
Lucy Breda	Assistant Stewardship Coordinator
Rachel Mickey	Stewardship Field Assistant
Alex Skinner	Parks and Recreation Intern
Tom Cary	Farmers' Market Manager

### **Harris Nature Center**

Kati Adams	Senior Naturalist
Allison Goodman	Park Naturalist
Kathryn Page	Assistant Park Naturalist
Lyra Moore	Assistant Park Naturalist
Audra Francis	Assistant Park Naturalist
William Quisenberry	Assistant Park Naturalist
Jesse Munson	Assistant Park Naturalist

### **Parks, Land Preservation and Pathways**

Larry Bobb	Parks, Land Preservation & Pathways Maintenance Lead
Traverse Fuller	Utility Worker
Josh Cannon	Utility Worker
Dan Inman	Utility Worker
Tom Baker	Utility Worker
Troy Goodwin	Utility Worker
Daniel Fedorowicz	Park Ranger
Tobias Lyons-Callo	Seasonal Maintenance Worker
Ian Brown	Seasonal Maintenance Worker
Nathan McLain	Seasonal Maintenance Worker
Trenton Smiley	Seasonal Maintenance Worker

### **Meridian Senior Center**

Cherie Wisdom	Center Coordinator
Jenise Turchan	Administrative Assistant

# POLICE



The Meridian Township Police Department is committed to establishing and maintaining partnerships in our community; and with understanding, cooperation and equality; we strive to enhance the quality of life and protect the rights of our community.

## CORE VALUES

### **COMPASSION**

We care for and empathize with our fellow human beings.

### **COURAGE**

We face danger to ensure the safety of others. We will stand up for what is right. We will be brave when others may not. We strive to eliminate fear through our actions.

### **EXCELLENCE**

We employ those who strive to achieve a higher standard. We listen to our employees and the members of our community to continually improve our effectiveness and reliability. We strive to exceed community and professional expectations.

### **FAIRNESS**

We will treat all individuals impartially. We will act in a just manner. We appreciate different points of view. We exercise discretion appropriately.

### **INTEGRITY**

We will fulfill our mission in its entirety using sound principles, honesty and sincerity.

### **RESOURCEFULNESS**

We can be relied upon for help and support. We have the ability to deal with situations effectively. We build on our mutual experiences to effectively resolve problems.

### **RESPECT**

We value the rights and beliefs of others. We are courteous. We treat others as we expect to be treated. We appreciate diversity.

**WORK ETHIC**

We are self-motivated and self-directed. We do what is asked and strive to achieve expectations. We hold ourselves to a higher standard.

**Uniform Division**

The Uniform Division personnel includes a Lieutenant, 7 Sergeants, and 29 Officers. Within the division, there is the Road Patrol, Canine Unit and the School and Community Resource Unit. Road patrol personnel provide 24-hour patrol services to Meridian Township and Williamstown Township. Patrol officers are assigned to four platoons that work twelve-hour shifts with a sergeant on duty at all times.

In 2024, there were 19,533 calls for service (excluding 5,083 traffic stops).

2024 Written Reports	
Alarms	440
Traffic Crashes	810
All Other	3,804
<b>Total</b>	<b>5,054</b>

**Yearly Comparisons**

**Written Reports**

2021	2022	2023	2024
5,008	5,526	4,963	<b>5,054</b>

**Calls for Service**

2021	2022	2023	2024
17,211	18,540	19,026	<b>19,533</b>

**Arrests**

2021	2022	2023	2024
554	503	441	<b>460</b>

**Citations**

	2021	2022	2023	2024
Citations Issued	1,711	1,231	736	<b>2,647</b>
<b>Total # of Charges</b>	<b>2,279</b>	<b>1,590</b>	<b>1,055</b>	<b>3,664</b>

**Traffic Safety**

The Meridian Township Police Department views traffic safety as a primary focus of keeping the community safe. The Department works in conjunction with the Ingham County Road Department and the State Highway Department to address concerns related to road design. The Department takes enforcement action in areas designated as directed patrols based on review of traffic crash data, citizen complaints, and traffic problems that are created as a result of road closures. Speed monitoring instruments including a speed trailer and speed signs are utilized to complete traffic studies regarding speed-related safety concerns and traffic counts. The equipment is used to educate the motorists and

can be deployed easily in areas identified internally or through citizen reporting. This year we completed thirteen directed patrols and seven traffic surveys.

Our officers provide free car seat inspections for the community. During 2024, fourteen car seats inspections took place throughout the year.

### **Traffic Crash Investigation Team**

Traffic crashes involving fatal or potentially fatal injuries require investigators with specialized training and equipment. The Ingham Regional Crash Investigation Team, IRCIT, was created for that purpose. Area law enforcement agencies commit personnel to the IRCIT and on-duty members are called to assist participating agencies with those type of serious crash investigations. Using on-duty personnel provides a more rapid response to the scene of a major accident, while the sharing of resources provides investigators with increased experience and reduces the financial burden on anyone member agency. Currently, the Department has three investigators on the team. The IRCIT was activated 30 times in 2024, with Meridian Township Police requesting it twice. Additionally, Meridian Township Police accident investigators assisted in a total of eleven IRCIT activations outside of the township in 2024. The Department had one fatal crash, one serious injury crash involving a pedestrian in 2024.

<b>Meridian Township Deer Involved Collision Data</b>			
<b>Year</b>	<b>Injury Involved</b>	<b>No Injury Involved</b>	<b>Total</b>
2021	4	125	129
2022	2	99	101
2023	0	88	88
<b>2024</b>	<b>4</b>	<b>78</b>	<b>82</b>

### **Volunteers**

Volunteers continued to be instrumental this year during several events hosted by the Department. Volunteers assisted at our annual Halloween open house in October, greeting guests and helping to hand out treats and gift bags. Volunteers also came to assist the Department to help wrap presents for our Shop with a Cop event. A revival of our volunteer parking enforcement program was researched in 2024 and is still in the works. This would consist of a group of volunteers targeting handicap parking violations during the daytime hours.

### **Community Police Officers**

Community Policing is the foundation of all our actions and interactions. Officers are assigned specific neighborhoods to serve as a familiar point of contact for those neighborhoods and their leaders. Through this contact, relationships are formed, trust is built, and problem solving is shared. Officers communicate directly with their citizens, participate in community activities, and spend uncommitted time in their neighborhoods so our community trusts and understands our Department. Neighborhood leader meetings are held quarterly at the Township Hall and are well attended, both by residents and officers.

Annually on the first Tuesday of August the Department engages the community through a nationwide event known as National Night Out (NNO). The event is intended to strengthen relationships between the community and law enforcement to take a stand against crime. In 2024, 15 individual NNO events were attended by members of both the police and fire departments. Officers had the opportunity to interact with residents, play games with children, and enjoy food and casual conversations.

National Faith & Blue Weekend is based on the premise that strong communities are built on mutual respect, trust and understanding. Law Enforcement entities and faith-based groups are key pillars of a

local community, and when they work together, communities thrive. The Department attended several events hosted by local churches in October.

**Adult Crossing Guards**

The Department hires, trains, and manages six adult school crossing guards for schools in the township. The guards are supervised by the School Resource Officers and the Department is always actively accepting applications for more.

**Canine Summary**

In 2024, the Department maintained the two K9 teams for a total of 69 deployments. It consisted of Ofc. Anderson with K9 Ares and Ofc. Trevino with K9 Reno. Both teams are trained in article searches, area searches, building searches, narcotics detection, apprehension/protection and tracking. Surrounding Departments request or provide mutual aid from K9 Teams when they either do not have one on duty or do not have one readily available. Ofc. Anderson and K9 Ares completed 207 hours of monthly maintenance training as well as certifying nationally through the National Association of Professional Canine Handlers (NAPCH). Ofc. Anderson and K9 Ares were also added on to the Ingham Regional Special Response Team (IRSRT) in early August of 2024. Ofc. Trevino and K9 Reno completed 350 hours of monthly maintenance training. Ofc. Trevino and K9 Reno successfully certified nationally through the National Association of Professional Canine Handlers (NAPCH) seminar.

2024 Canine Team Activity Numbers	
Calls Handled By Meridian’s Canine Team	29
Calls Handled By Other Departments	4
Call Outs To Other Departments	40
<b>Total Calls For Service</b>	<b>73</b>
Activity Type	
Ingham Regional SRT	1
Article Search	7
Area Search	2
Building Search	3
Narcotics Search	26
School Sweeps (OHS/HHS/ELHS)	0
Tracking	36
Demonstrations	2
Other Use	0
<b>Total</b>	<b>77</b>

\*A canine call may include more than one activity type.

**Special Response Team**

The Ingham Regional Special Response Team (IRSRT) is comprised of personnel from the Ingham County Sheriff’s Office, Meridian Township Police Department, MSU Police Department, and East Lansing Police Department. The team is called upon by agencies when a tactical team is needed to respond. IRSRT’s primary jurisdiction is all of Ingham County, with the exception of the city of Lansing. Meridian Township commits four operators to the team, currently one lieutenant, two sergeants, and one officer. Meridian Township operators received 528 hours of regular monthly training and 100 hours of annual training in 2024. This totals 628 hours of yearly training. IRSRT had 19 activations in 2024.

**School and Community Resource Unit**

The School and Community Resource Unit is comprised of two School Resource Officers (SROs) who work with the Haslett and Okemos Public Schools. Officer Casaday continued his role as the Haslett SRO while Officer Short was assigned to the Okemos Public School District in the fall of 2024. The SROs provide several services to the schools to ensure a safe environment for children to learn. They also

assist with several community events throughout the year.

Our SROs hosted the Touch-A-Truck event this past year, where surrounding police and fire departments brought out their best vehicles and equipment for the ultimate show and tell session. The Meridian Mall volunteered their space for this event.

The SROs participated in the “No Senior with Christmas” event. This is a Tri-County TRIAD program which led to about 400 holiday baskets distributed to tri-county elderly residents. Meridian Township residents received 32 of the baskets that were delivered by our SROs and fire department.

The Department held its annual “Shop with a Cop” event in December. The SROs worked with school counselors and nine area students participated. The officers worked in conjunction with Walmart, Buddies Pizza, and Dunkin Donuts to fund the event. Numerous private donors also provided funds to support this event.

**Investigations Unit**

Sergeant Brian Canen handles the day-to-day operations of the unit and ensures each investigation is handled efficiently and with great care. In 2024, one sergeant and four officers were assigned to the unit.

Criminal complaints begin at the road patrol level but sometimes require additional attention from a specialized investigator. Our Investigations Unit may take over an investigation if it is determined the crime is complex or will require a more time-consuming and thorough investigation. Investigators work closely with victims, officers, other law enforcement agencies, prosecutors, and the Township Attorney to ensure a thorough and fair investigation is complete.

The investigations unit assigned a total of 281 complaints in 2024.

Complaints Assigned Per Year	
2021	279
2022	171
2023	292
<b>2024</b>	<b>281</b>

**Court Services**

Our Court Services Officer (CSO) acts as a liaison between the police department, the Ingham County Prosecutors Office, the Township Attorney, and the court system. The CSO tracks and processes criminal complaints and submits them to the appropriate attorney’s office for review of warrant request and juvenile petitions. The CSO is also responsible for the registration and address verification of sex offenders in Meridian Township.

Court Services	2021	2022	2023	2024
Subpoenas Served	328	461	422	<b>502</b>
Personal Protection Orders	40	40	44	<b>40</b>
Warrant Requests	787	809	873	<b>646</b>
Warrants Signed by CSO	251	339	398	<b>326</b>
Twp. Attorney Requests	93	122	112	<b>100</b>
Total Petition Requests	50	107	102	<b>85</b>
Retail Fraud Requests	145	145	111	<b>199</b>
OWI Requests	69	55	36	<b>30</b>

Assault Requests	127	73	175	<b>70</b>
Assault Requests-Domestic	138	142	90	<b>123</b>
Larceny/Fraud Requests	48	63	110	<b>139</b>
Narcotics Requests	16	19	20	<b>15</b>

### Records Unit

The Records Unit consists of a supervisor, two full-time technicians, and a part-time technician. They provide support to the Uniform Division as well as the Investigations Unit by preparing criminal reports for prosecution and reporting crime statistics to state agencies. They also maintain databases for statistical reports which are provided to department staff, the Township Manager, the Township Board, and is made available to the public.

Records personnel also process all police reports, crash reports, traffic citations, and other related documents. Customer service is an emphasis of our Records Unit. Records personnel assist the public by responding to FOIA requests, processing insurance requests for reports, processing pistol purchase licenses, and answering incoming phone calls.

Annual Crime Reporting Summary	2021	2022	2023	2024	% Change 2023-2024
Murder/Non-Negligent Manslaughter	0	1	0	0	0%
Rape and Attempted Rape	62	36	60	49	-18%
Robbery	10	17	6	10	67%
Aggravated Assault	35	35	51	47	-8%
<b>Total Part 1 Violent Crime</b>	<b>107</b>	<b>89</b>	<b>117</b>	<b>106</b>	<b>-9%</b>
Burglary	64	69	66	76	15%
Larceny	611	467	478	395	-17%
Vehicle Theft	56	75	74	95	28%
Arson	6	0	3	1	300%
<b>Total Part 1 Property Crime</b>	<b>737</b>	<b>611</b>	<b>621</b>	<b>567</b>	<b>-9%</b>
<b>Total Part 1 Offenses</b>	<b>844</b>	<b>700</b>	<b>738</b>	<b>673</b>	<b>-9%</b>
OWI Arrests (Liquor or Drugs)	69	48	35	37	6%
Traffic Accident – Roadway	785	818	711	810	14%

### Accreditation

Accreditation is an on-going program that encourages law enforcement agencies to improve performance and service to the community. Accreditation status acknowledges the implementation of conceptually sound written directives, policies, procedures, and training. It is the voluntary adoption of the best practices in law enforcement and requires constant evaluation of the professional objectives set forth by an independent body of professionals in the Michigan Law Enforcement Accreditation Commission (MLEAC).

In February 2020, the Department became the first police agency in mid-Michigan to gain full accreditation status from the MLEAC and the 19th overall in the state of Michigan. Today, there are 87 accredited agencies in the state and many more agencies are in the process.

The Department regularly assists other agencies throughout the state with their efforts to receive certification. Members of the Department act as on-site assessors for both mock and full accreditation events.

## **Mid-Michigan Police Academy**

The Services Division Commander represents the Department and acts as a coordinator for the Mid-Michigan Police Academy which is hosted by the Lansing Community College (LCC). Coordinators work closely with recruits during the 17-week academy, giving our coordinator an opportunity to identify possible candidates for employment. This also allows the coordinator to monitor each recruit's progress and assist in career development. Because of our involvement in the police academy, the Department can have an active role in shaping the future of law enforcement locally, regionally and across the state of Michigan. Three Department officers also teach various classes at the academy. The Department earns LCC credit hours for the time spent coordinating and teaching at the police academy. These credit hours can be used to send officers to training at LCC.

In 2024, the Department sponsored one recruit through the Mid-Michigan Police Academy during the winter session, and two additional recruits through the fall session. Three other recruits were sponsored through the Washtenaw Community College Police Academy, two through the Law Enforcement Regional Training Academy at Mott Community College, and one through the Delta Community College Police Academy. Four of the officers have completed training and are working on their own, while three remain in field training entering 2025.

## **Training**

Under the direction of the Chief of Police, the Training Sergeant oversees all training for the Department. The Department provided employees with 3,373.5 hours of training in 2024. It included some of the following:

- In-Service: 1,395 hours (legal update, active violence response, mental health/PRT training)
- External: 1,602 hours
- Firearms: 376.5 hours

Our commitment to excellence in policing rests on a foundation of continuous training. We prioritize equipping our officers with the most up-to-date knowledge, skills, and tools to effectively serve our community.

In 2024, our training program encompassed a wide range of critical topics, including de-escalation techniques, ethical considerations in law enforcement, implicit bias awareness, diversity, equity, and inclusion (DEI), emergency vehicle operations, and advanced defensive tactics.

We employ a diverse training methodology, incorporating classroom instruction, hands-on simulations, rigorous firearm training at our range and using advanced simulators, and leveraging cutting-edge computer software. Our dedicated team of in-house trainers, supplemented by expert external instructors, ensures the highest quality of instruction across all areas.

Furthermore, we were fortunate to receive funding from the Michigan Commission on Law Enforcement Standards (MCLEA) to support mandatory training in key areas such as ethics, interpersonal skills, and legal updates. This valuable support has enabled us to invest in new software and equipment, further enhancing our already robust and progressive training curriculum.

Our training team is committed to enhancing safety and security within Meridian Township. We offer a range of valuable training programs designed to equip individuals and organizations with the knowledge and skills to navigate challenging situations. In 2024, our services included:

- Security Assessments: Proactive risk assessments for schools, houses of worship, and businesses.
- De-escalation Training: Empowering customer service teams to handle conflicts with professionalism and composure.
- Run-Hide-Fight Active Shooter Training: Providing critical life-saving strategies for schools, places of worship, and businesses.

To inquire about our training services and schedule a consultation, please do not hesitate to contact us.

### Property Room Report

The Quartermaster maintains the property room. Activity involving the property room in 2024 included:

- 1,060 items entered as evidence
- 252 abandoned vehicles were processed

### Citizen Satisfaction Survey

A total of 1,200 citizen satisfaction surveys were mailed to victims and complainants involved in traffic accidents and other calls for service in Meridian and Williamstown Township. Surveys are used as a tool to monitor customer satisfaction with the Department's services. In 2024, a total of 241 surveys were returned. The 20% response rate was increased as compared to 2023.

#### Citizen Satisfaction Survey for Sworn Personnel

Category	Rating of Excellent/Good
Helpfulness	93%
Friendliness	98%
Knowledge	95%
Quality of Service	94%
Professional Conduct	97%
Response Time	94%

*\*Not all questions generated a response.*

In 2024, the Department looked to technology to supplement, or possibly replace, the mailed satisfaction survey using an automated system to send text messages to individuals that have called the police.

The process is started by sending a text message to the reporting phone number for limited types of calls. If the subject responds, there are a total of three questions asked. If the individual does not respond to the first text, no additional texts are sent. The questions are a combination of ratings and free text responses. The text messages are sent between the hours of 8 a.m. and 8 p.m., but only after a six-hour delay from the time of the call.

Thirty-five percent of the 1,187 messages sent received responses with a 90% approval rating. In 2025, the Department will be using the data collected from 2024 to increase the types of calls that initiate a survey request.

## 2024 DEPARTMENT GOALS AND ACTION PLAN

In conjunction with the Township Manager, the Department establishes goals to help in the delivery of law enforcement services. Many of our goal accomplishments and other activities are listed as follows.

**Continue our efforts to fill all vacant police officer positions with candidates that fit our standards through recruiting and academy sponsorship while simultaneously working toward creating a diverse and inclusive workforce that matches the demographics of our community.**

After starting the year with only 31 officers, we finished the year with 39 sworn. We hired several lateral transfers from other agencies and sponsored 8 recruits through the police academy using a state-funded grant. Though we were not able to retain 3 of our new hires, we made great progress in our efforts toward full staffing.

Due to our hiring practices, we were able to identify four female recruits who met and exceeded our

standards. Through sponsorship, we were able to hire these recruits. At this time, over 30% of our sworn workforce is female.

**Improve transparency through open communication with the public as well as our employees.**

Social media posts have been increased to communicate with the public. A new message board was installed in our lobby to communicate important events and safety tips with our visitors. Quarterly meetings with our neighborhood leaders were held.

A big part of communication is also in soliciting feedback. In 2024, we sent out 1,200 paper surveys to victims and utilize text message surveys to ensure we are providing the best service possible.

Internally, Chief Grillo sends out newsletters to the Department employees via email every two to three weeks. A departmental meeting was held in February for all employees. A scrolling message board was installed in the briefing room which is used to communicate important events.

**Improve public safety by continuing to engage in targeted proactive policing services while working with community partners to address quality of life issues in Meridian Township.**

The most prevalent concern of the public is traffic safety. As staffing has increased, our ability to conduct proactive policing tactics has also increased. The Department issued three times as many citations in 2024 as we did in 2023 and issued five times as many warnings as the previous year. This has led to safer roadways throughout Meridian Township.

We also helped the Ingham County Dispatch Center usher in a new community notification system to improve mass communications to the public.

A state funded traffic grant was obtained at the end of 2023 that is being used throughout 2024 for targeted enforcement of traffic laws in areas where crashes are most frequent.

Directed patrols are communicated more clearly to our officers through the use of Microsoft.

**Provide the sworn employees with enhanced pistol optics that improve public and officer safety through increased accuracy and situational awareness during high stress encounters.**

New handguns, holsters, and optics were ordered and received at the end of 2024. All the handguns and accessories have been issued to our officers. The optics, Trijicon RCR reflex sights, increase public safety and officer safety through increased accuracy and improve our officer's situational awareness.

**Provide each officer with additional mobile technology to more efficiently collect evidence and share information with partner agencies while also allowing more time for proactive duties.**

All officers were issued iPads in March which are used for evidence collection, note taking, quick access to email and calls for service, instant access to our Telehealth Program, and many other functions. The program has been well-received and has enabled officers to document and enter evidence more efficiently, saving time for proactive policing.

**Establish structured succession plans to better prepare personnel for special assignments and promotions through training and mentoring.**

Officers who were interested in promotions were sent through leadership training. Several officers have been sent to Field Training Officer training, generally regarded as the first step in introducing an officer to supervision.

**Assist the Parks Department with deer management efforts to reduce property damage and traffic crashes.**

The deer management program was again safe and successful. As we worked with the DNR to determine the best ways to cull the herd, we were issued 300 licenses. The Parks Department harvested 147 and

the Police Department harvested approximately 150. Since 2020, the number of traffic crashes involving deer has decreased from over 160 to just over 80 in 2024. The deer cull will continue in 2025.

### WILLIAMSTOWN TOWNSHIP POLICE SERVICES

The Meridian Township Police Department provides law enforcement services to Williamstown Township. The 2022-2024 contract arranges for Williamstown Township to compensate Meridian Township \$150,437.74 for calendar year 2024 and \$71.77 per hour outside of the 40 hours of weekly patrol for emergency and non-emergency responses.

Williamstown Township Statistics				
	2021	2022	2023	2024
Written Reports	280	251	232	224
Calls for Service	1,506	1,279	1,222	1,328
Calls for Service (excluding traffic stops)	1,143	1,063	1,035	1,090
Arrests	12	15	15	15
Citations Issued	95	46	10	10
Total Number of Charges	111	56	14	14

Written Reports				
	2021	2022	2023	2024
Alarms	29	23	19	16
Traffic Crashes	105	101	72	90
All Other	146	127	141	118
<b>Total</b>	<b>280</b>	<b>251</b>	<b>232</b>	<b>224</b>

### MTPD TEAM MEMBERS

**CHIEF**

Richard Grillo

**CAPTAIN**

Bart Crane

**LIEUTENANT**

Curt Squires

**SERGEANTS**

Edward Besonen  
 Dan King  
 Lorenzo Velasquez  
 Adam Slavick

Chris Lofton  
 Jason Clements  
 Brian Canen

**OFFICERS**

Kyle Royston  
 Rebecca Payne  
 Bryan LeRoy  
 Doug Strouse

David Reinke  
 Megan Heinemann  
 Meghan Cole  
 Bryant Martin

Maggie Cole  
Ian Mandernack  
Kolby Casaday  
Megan Klein  
Blaine Anderson  
Michael Hagbom  
Kendall LaFlair  
Elisha Olgine  
James Spencer  
Sara Hanson  
Antonio Trevino

Isabela Acker  
Jack Akers  
Stacey Bazan  
Natalie Tyndall  
Larry Vandermolen  
Nathan Wicks  
Jacob Scarvey  
Dustin Short  
Gabe Burroughs  
Taylor Berman

**CIVILIAN PERSONNEL**

Kristi Schaeding, Administrative Assistant

Heidi LaFargue, Records Supervisor

**CADETS**

Carrigan McGraw  
Maggie Eggleston  
Shane Helps  
Cassidy Allen  
Alex Short  
Amanda Thiele

# PROJECT MANAGEMENT & OPERATIONS



## 2024 DEPARTMENT GOALS AND ACTION PLAN

### **Central Fire Station Dorm Addition**

A Request for Proposals (RFP) was posted in January 2024, seeking a firm to provide design services for the Central Fire Station Dormitory Addition. The selected firm is Hobbs + Black Architects. Throughout 2024, several meetings have taken place to discuss project timelines, design concepts and working on getting all documents ready for when the project is ready to be put out to bid for construction.

### **CHILL Grant**

In March 2024, the Township entered into a grant agreement with Michigan State Housing Development Authority (MSHDA) for the Community Development Block Grant (CDBG) Housing Improving Local Livability (CHILL) Program. This grant awarded the Township with \$480,000 in funding to use for homeowner improvement projects in the Towar Gardens neighborhood and the Core Haslett neighborhoods. The tier I environmental review has been completed. In June 2024, the Township signed a third party grant administrator agreement with Capital Area Housing Partnership (CAHP). CAHP has assisted with creating the application packet for residents to apply for the grant, promotional materials to garner interest in the program, and managing incoming applications. The application for residents to fill out was put on our website in August. Currently, submitted applications are being processed and undergoing income verification.

### **Making Meridian a HEARTSafe Community**

To help Meridian Township become a HEARTSafe Community, the Meridian Township Fire Department will be partnering with Stryker Corporation to provide businesses with Automated External Defibrillators (AEDs) at a discounted rate. Our goal is to have AEDs placed throughout Meridian Township and provide sufficient training on how to use them so that when someone is experiencing an out-of-hospital cardiac arrest (OHCA), they have a better chance of survival.

The Fire Department is partnering with the Meridian Economic Development Corporation to help local businesses install AEDs in their public locations and supply them to businesses that cannot afford them. Businesses participating in this program can also donate funds to other businesses to help them purchase AEDs.

A webpage on our Township website was created for interested parties to fill out and submit their information. Once a business orders an AED, they are delivered upon receipt and training is scheduled with the Fire Department.

At this time, two businesses have joined this program -- Arnouts Insurance Agency and the Capital City Rifle Club. We are currently working on setting up trainings for these customers. Promotional materials and training schedules are still being worked on and we are hoping to have the program fully operational and promoted in the next few months.

### **Public Safety Building Updates**

In early 2024, the new flooring project in the Public Safety Building was completed. New counters and sinks were installed in both locker rooms. New furniture was installed in the Records Department, providing a much needed update to their space. Both locker rooms have been painted. In 2025, we will continue to work on updates, including painting hallways and slowly replacing furniture as needed.

### **Internal Signs**

The Township worked with Johnson Sign Co. to design new internal signage for the Municipal Building, Public Safety Building and the Service Center. The new internal signs provide more direction and information than previous signs, as well as a fresh update using Township branding standards.

### **TEAM MEMBER**

Melissa Massie, Director of Project Management & Operations

# PUBLIC WORKS DEPARTMENT



Charter Township of Meridian Code of Ordinances: Chapter 2, Article 1:

A Department of Public Works shall be created and the department shall be headed by the Director of Public Works and Engineering. The department shall be responsible for all matters relating to the management, maintenance, and operation of all the physical properties of the Township. This department shall have exclusive control of the construction, maintenance, and operation of the Township sewers and water mains, the operation of Township dumps and landfills, the operation and maintenance of the cemetery, and the maintenance of all Township facilities.

## 2024 DEPARTMENT GOALS AND ACTION PLAN

### **2023 Sanitary Sewer Rehab Project**

Construction was completed in 2023. We started our warranty inspections for this project in November of 2024. These warranty inspections will continue into 2025.

### **2024 County Park West Sanitary Sewer Replacement Project**

We completed this project in the spring of 2024, which involved replacing 1,305 feet of sanitary gravity sewer and 1,450 feet of sanitary force main that was failing under portions of East Reynolds Road, Quail Street, and the Ingham County boat launch property. The failure in these sanitary sewer force and gravity mains was discovered during the televising we completed through our 2017 SAW grant. We also replaced six manholes and constructed new sanitary lateral stubs to 22 single-family homes.

Construction of this project had to be completed between the day that the frost laws were lifted in late February and May 1 in order to reopen the boat launch in time for boating season. This required a very condensed construction schedule, significantly adding to the complexity of the project. The boat launch was reopened on schedule.

### **2024 Water Main Replacement Projects**

In 2024, we replaced the following water main:

- Timberlane St (Linden St to Melrose Ave)
- Blue Haven Dr (Raphael Rd to Linden St)
- Chili's and Olive Garden
- ELMWSA Park Lake Rd Raw Water Main Project
- ELMWSA Okemos Rd Raw Water Main Project, Phase II

### **Central Park Drive/Okemos Road Intersection Signal Replacement Project**

The Ingham County Road Department completed this signal replacement in 2024. As part of the project, the Township replaced the opticom at this intersection. Opticoms are used by the Fire Department to be able to control the signal for emergency response.

### **Phase I, MSU to Lake Lansing Trail**

Phase I opened to the public on December 9, 2023. We have a very small list of final work that the contractor needs to complete in the spring of 2025, then we will close out the construction contract for this project.

As of publication date, project finances stand:

<b>Funding Source</b>	<b>Amount</b>	<b>Percentage</b>
Township Pathway Millage	\$366,427.47	9.7%
Federal TAP Grant	\$1,700,000.00	44.9%
Ingham County Trails & Parks Millage	\$1,715,461.49	45.4%
<b>Total</b>	<b>\$3,781,888.96</b>	<b>100%</b>

We are reallocating the \$375,000 Ingham County Trails & Parks Millage (ICTPM) grant from the Northern Tier Trail (i.e. Towar Ave pathway) to Phase I to help fund the timber revetment project to stabilize the steep embankment immediately west of the boardwalk on Phase I. The embankment started to erode into the Red Cedar River in July of 2024 when the river crested after the three severe rain events we had caused the river elevation to rise.

### **Hamilton Road Pathway/Tacoma Hills Park Sign Project**

We reconstructed the existing pathway system at the Hamilton Road/Washing Heights Avenue intersection adjacent to Tacoma Hills Park in order to create enough space in the Hamilton Road right-of-way to install the new park sign and to create an ADA compliant pathway crosswalk at this intersection.

### **Fox Hollow Pathway Project**

Construction of this new pathway was completed in 2024 to improve safe routes to school. The concept for this new pathway came from parents who were seeking to improve their children's walking route to school.

### **Hamilton Road Pathway Gap Project (1878 Hamilton Road)**

Construction of this new pathway was completed in 2024. This gap in our pathway system had lingered for decades due to the former property owner being unwilling to sign an easement. The property recently sold and the new owner was willing to grant an easement to the Township so we could eliminate this gap in the system.

### **Bennett Road Pathway Gap Project**

We are in the process of redesigning this project as a boardwalk and hope to have it out to bid in the spring of 2025 for summer construction.

### **American House Pathway Project**

This project has been designed and we are working to obtain all necessary permits before we put this project out to bid.

### **Ronald J. Styka Memorial Pathway**

In June of 2024, we held a ribbon cutting ceremony for the newly renamed Ronald J. Styka Memorial Pathway, formerly known as the Okemos Hartrick Trail.

### **Recycling Old Roads to Build New Trails, Signs, etc.**

In 2022, the Township began crushing asphalt from the Local Road Program to use the millings to save on the cost of constructing various Township projects. These millings were used to construct:

- Phase II, MSU to Lake Lansing Trail
- Fox Hollow Pathway
- Tacoma Hills Park Pathway Project
- The New Sander Farm Preserved Natural Area Park Sign
- The New Harris Nature Center Park Sign
- The New DDA sign
- As Temporary Driving Surfaces after Water Main Breaks in a Roadway

In 2024, we restocked our construction yard with approximately 8,500 yards of millings from the 2024 Local Road Program. These millings will be used to construct Phase III of the MSU to Lake Lansing Trail and other Township infrastructure.

### **Williamstown Township Pathway System**

We have also been assisting our neighbors in Williamstown Township throughout 2024 as they are in the early planning stages of establishing a pathway system similar to ours.

### **Park Parking Lot and Basketball Resurfacing Projects**

We assisted the Parks Department with reconstructing the following park facilities in 2024:

- Marshall Park parking lot
- Marshall Park basketball court
- Ted Black Woods parking lot
- Harris Nature Center parking lot and service drives

## **ENVIRONMENTAL COMMISSION**

Bill McConnell, Chair  
Yu Man Lee  
Laur Belisle  
Nickolas Lentz, Township Board Liaison  
Richard Milsicek

John Sarver  
Harrison Batten, Student  
Cynthia Peterson  
Tom Frazier

## **TEAM MEMBERS**

### **Administration**

Dan Opsommer

Deputy Township Manager  
Director of Public Works & Engineering  
Administrative Assistant II

Denise Green

### **Engineering**

Younes Ishraidi, P.E., C.F.M.  
Caycee Hart  
Ryan Schaner  
Jack Hughes  
Michael Love  
Tom Westerfield

Chief Engineer/Deputy Director of Engineering & Public Works  
Project Engineer  
Records Manager & GIS Specialist  
Project Engineer  
Engineering Technician  
Engineering Technician

### **Environmental Programs**

LeRoy Harvey

Environmental Programs Coordinator (PT)

**Public Works Superintendent**

Rob MacKenzie

**Water Utility**

Robert Stacy

Lead Utility Worker

Mike Ellis

Utility Worker

David Lester

Utility Worker

Dan Palacios

Utility Worker

D'Destin Kaufmann

Utility Worker

Derrick Bobb

Utility Worker

Ben McCann

Utility Worker

James Arnett

Utility Worker

**Sewer Utility**

Jacob Flannery

Lead Utility Worker

Kyle Fogg

Utility Worker

Don Cuson

Utility Worker

David Borowicz

Utility Worker

**Buildings, Grounds and Cemetery**

Tyler Kennell

Lead Utility Worker

Keith Hewitt

Utility Worker

**Motor Pool**

Todd Frank

Lead Mechanic

Justin Caroen

Mechanic

# TREASURER'S OFFICE



The Treasurer's Office is required by law to receive and take charge of all funds belonging to the Township, and distribute other funds collected to the appropriate taxing authorities. These collections are primarily real estate and personal property taxes, but also include fines, licenses, permits, deposits, bonds, and fees.

In 2024, The Treasurer's Office:

- Mailed out 30,000 summer and winter tax bills, and nearly 1,000 special assessment bills
- Provided extensive financial reporting to the Board, auditors, and other taxing authorities
- Provided the Township with nearly two and a half million dollars in interest earnings from long and short-term liquid investments

During the calendar year 2024, the total property tax collected and distributed were \$123,850,242, an increase of ten percent over 2023. Here are the annual revenues for the past five years:

Tax Revenue	Amount	Increase
2024	\$ 123,850,242	10%
2023	\$ 112,892,043	2%
2022	\$ 110,997,504	2%
2021	\$ 109,131,271	4%
2020	\$ 105,219,167	2%

In 2024, we received \$19,088,958 in checks, over \$308,491 in credit card payments, and \$729,711 in cash and currency. Online payments for taxes totaled \$1,372,688 in 2024, a 40% increase over the past 24 months. The Treasurers office and counter are open nine hours a day, five days a week at the Municipal Building.

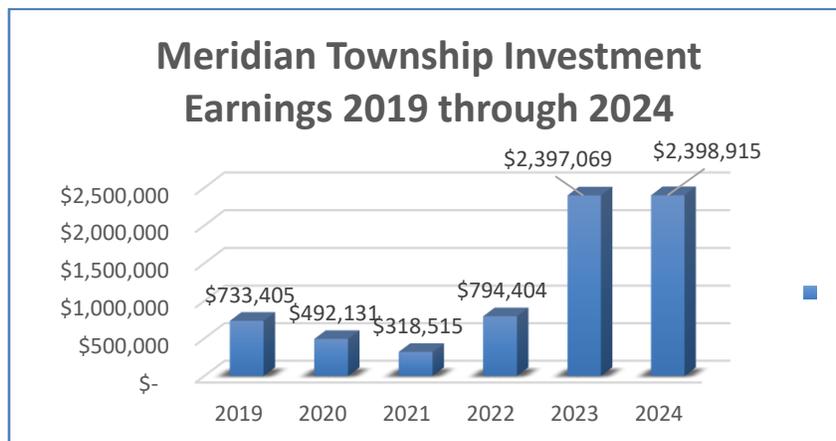
The Treasurer is required to pay out collected funds to local school districts with 10 days of receipt. In Meridian Township, these include the Okemos School District, Haslett School District, East Lansing School District, Williamston School District, and Ingham Intermediate Schools. Other governmental units also were distributed to Ingham County, Lansing Community College (LCC), Capital Area Transit

Authority (CATA), Capital Area District Library (CADL), and the Capital Region Airport Authority (CRAA).

<b>Meridian 2023 Tax Year Distributions</b>	
<b>Education:</b>	
Okemos School District	\$ 17,856,486
Haslett Schools District	\$ 6,382,183
Ingham Intermediate Schools	\$ 13,860,424
East Lansing School District	\$ 2,596,950
Williamston School District	\$ 412,647
<b>Ingham County, LCC, CATA, CADL, &amp; CRAA:</b>	
Ingham County	\$ 37,346,312
Lansing Community College (LCC)	\$ 6,301,483
Capital Area Transit Authority (CATA)	\$ 4,997,942
Capital Area District Library (CADL)	\$ 2,610,897
Capital Region Airport Authority (CRAA)	\$ 1,168,570
<b>Meridian Township:</b>	
Meridian Police, Fire, Parks, and Gen. Govt.	\$ 18,860,255

### Meridian Reserve Funds & Investments

At the end of 2024 the Treasurer’s office managed \$51,510,017 in fixed and non-fixed investments. In 2024, Interest earnings on liquid (cash) investment matched the 2023 earnings. This was largely a result of prudent, safe investments of Certificate of Deposits’ and U.S. Treasuries at higher interest rates.



The interest earned was for the general fund and nine other Township funds maintained by the Treasurer’s office.

# Taxpayer Outreach

With the Winter 2024 taxes, this information sheet was sent out to all taxpayers explaining the millages that are found on their Winter Tax bills. A Summer Tax bill sheet will be included in the Summer 2025 tax bills.

From Township Treasurer Phil Deschaine:  
**What Is On My Winter Tax Bill?**



The calculations below are based on the median taxable value (TV) of properties in Meridian Township of \$116,414. The median state equalized value (SEV), or 50% of a property's market value, is \$147,500.

### Meridian Township

Millage Purpose	Voter Adopted	Expires	Rate	Tax Collected
Operations	1959	N/A	4.1344	\$481
Community Services	2022	2031	0.1474	\$17
Pathways	2016	2028	0.3289	\$38
Fire Protection	2020	2035	0.6302	\$74
Parks & Recreation	2014	2025		\$76
Police Protection	2020	2035		
Land Preservation	2020	2029		
Local Roads	2019	2028		
Fire Station Debt	2012	2024		
Police & Fire Protection	2017	2026		
<b>TOTAL</b>				

\*Meridian Township: [www.meridian.mi.us](http://www.meridian.mi.us)

### Transportation, Libraries, and LCC

Millage Purpose	Voter Adopted	Expires
Lansing Community College	1964	
CATA - Capital Area Transportation Authority	2024	
CADL - Capital Area District Libraries	2022	
Capital Region Airport Authority	N/A	
<b>TOTAL</b>		

\*LCC: [www.lcc.edu](http://www.lcc.edu), CATA: [www.cata.org](http://www.cata.org); CADL: [www.cadl.org](http://www.cadl.org)

To calculate a property's taxes, multiply the taxable value (TV) show millage rate is the amount of tax that a property owner has to pay for the taxes described here are for your winter tax bills. The summer Intermediate School District, Ingham County, and the State Education Commission also pay special assessments like neighborhood street lights and other services. Contact the Township Commissioner at 517.676.8395.

From Township Treasurer Phil Deschaine:  
**What Is On My Winter Tax Bill? (cont.)**



### Ingham County

Millage Purpose	Voter Adopted	Expires	Rate	Tax Collected
911 Emergency Services	2020	2029	0.8483	\$99
Jail/Justice	2018	2037	0.8476	\$99
Basic Health Services	2024	2027	0.6300	\$73
Juvenile Justice	2022	2027	0.6000	\$70
Public Transportation	2020	2026	0.5988	\$70
Affordable Housing	2024	2027	0.5000	\$58
Potter Park Zoo	2020	2026	0.4986	\$58
Parks/Trails	2020	2025	0.4986	\$58
Elder Persons Services	2024	2027	0.3000	\$35
Animal Control	2022	2029	0.1500	\$17
Farmland Preservation	2018	2027	0.1395	\$16
<b>TOTAL</b>			<b>5.6114</b>	<b>\$653</b>

\*Ingham County: [www.ingham.org](http://www.ingham.org)

### Local Schools (Okemos, Haslett, East Lansing, and Williamston)

Millage Purpose	Voter Adopted	Expires	Rate	Tax Collected
Operating	N/A	N/A	9.000	\$1048
Less Primary Resident Exemption (PRE)	N/A	N/A	-9.000	(-\$1048)
Debt	N/A	N/A	3.8300	\$446
Building	N/A	N/A	0.7300	\$85
<b>AVERAGE TOTAL (WITH PRE EXEMPTION)</b>			<b>4.5600</b>	<b>\$531</b>

**WINTER 2024 MEDIAN MILLAGE RATE: 29.2563 MILLS**

**MEDIAN WINTER 2024 TAX BILL: \$3,405**



"Our tax bills reflect the essential funding Meridian residents have provided for our police officers, firefighter/paramedics, parks, trails, and to fix our 155 miles of Township neighborhood roads. It has been an honor to serve as your Treasurer for the past six years. If you have any questions, please call my direct line at 517.853.4144, or email [deschaine@meridian.mi.us](mailto:deschaine@meridian.mi.us)."

- Phil Deschaine, Township Treasurer

Again in 2024, the Meridian Township Treasurer’s office provided our resident idents with in-person and online access to tax and utility bill payments. The forms of payments received in the Treasures office continue to trend toward electronic payments.

## Community Engagement

The Treasurer served as a Township Board member and attended twice-monthly meetings and presented quarterly reports to the Board on investments, collections, and distributions.

In 2024 the Treasurer’s staff worked closely with other Township departments and organizations:

- Assisted the assessor with various Tax Tribunal property tax appeal cases.
- Assisted the Finance Director with documentation for the annual audit.
- Served as Chair of the Meridian Township Pension Board.
- Assisted the Meridian Brownfield Redevelopment Authority (BRA).
- Served as the Treasurer of the Meridian Economic Development Corporation (EDC).
- Secretary Treasurer of the Capital Area Transit Authority (CATA).
- Member of the two service clubs: Rotary and Kiwanis Clubs of Haslett & Okemos.
- Board Member of the Capital Area Treasurers Association (CAT).

Residents can receive free tax information on their own property by using the Township website ([www.meridian.mi.us](http://www.meridian.mi.us)) or calling the Treasurer’s Office at (517) 853-4140.

### TEAM MEMBERS

Phil Deschaine, Treasurer  
Deanne Muliatt, Deputy/Assistant to the Treasurer  
Korissa Freier, Bookkeeper



9.A

**CONSENT AGENDA  
BOARD  
COMMUNICATIONS**

**From:** [REDACTED]  
**To:** [Board](#); [REDACTED]  
**Subject:** El Camino Garage Bar  
**Date:** Friday, January 17, 2025 4:32:58 PM  
**Attachments:** [ingham county escrow accounts .docx](#)  
[meridian township email of findings .docx](#)

---

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

Hello,

I have attached a formal letter and a summary of my research on the escrowed liquor licenses available in Ingham County.

Thank you for your time and consideration.

Warm regards,

Stacey Wesolek

Cell: [REDACTED]

Dear Meridian Township Board Members,

I hope this message finds you well. I am writing to formally request your support in granting us one of the two available liquor licenses in Meridian Township.

Since the board meeting, I have conducted extensive research and outreach to explore all possible avenues for acquiring a Class C liquor license. After cold calling over 20 licenses in escrow, I found that only one was potentially available for sale. Unfortunately, another buyer is already lined up. This highlights the scarcity and competitive nature of liquor licenses in our area.

Furthermore, I have consulted with industry experts from the Michigan Licensed Beverage Association (MLBA) and Shawn O'Brien with Colliers. They have informed me of limited opportunities, such as the license tied to Green Dot Stables, which is only available with the sale of their building. This situation underscores the challenges new businesses face when trying to secure a license in Ingham County.

Considering these challenges, I respectfully ask for your support in granting us one of the township's available liquor licenses. Our establishment aims to contribute positively to the community by offering a unique and welcoming experience for residents and visitors alike. We are committed to adhering to all regulations and ensuring responsible business practices.

Attached to this email is the list detailing my outreach efforts and findings. I believe our request aligns with the township's goals of fostering economic growth and enhancing local business development.

Thank you for considering our request. I am more than happy to discuss this further and provide any additional information you may need.

Warm regards,

Stacey Wesolek

### Summary of all licenses in Escrow for Ingham County

The license highlighted in yellow is the only one available for purchase but has a pending buyer.

1. **Deluca's:** Not for sale as they are trying to sell with the building.
2. **Dispatch Lounge:** Phone number: 517 [REDACTED] phone is disconnected called on 1-13-25 at 01:22pm. Emailed / messaged the Facebook page on 11-11-24. The account read it but did not respond. I have reached out yet again asking for a response either way.  
**Norval Young-stockholder cannot get ahold of.**
3. **Little Caesars:** They are moving this license down to Detroit per Amber Clark
4. **Los Tres: Stockholders:** Noel La Porte, Paul Vlahakis, Arnulfo Ramirez- Villanueva. License was under escrow in the care of Mike Brown but was sold to an undisclosed buyer.
5. **Outback Steakhouse:** Number listed is only for the Outback franchise. OSI RESTAURANT PARTNERS, LLC (A DELAWARE LIMITED LIABILITY COMPANY) is the company listed for the stock holder.
6. **Peking Seoul:** c/o Steven Dornbos [REDACTED] Traverse City MI 49696-9404 Escrow mailing address. TAI ZHENG stocker holder. 231 [REDACTED]. The buyer is not sure if they want to part ways with the liquor license as they are trying to sell the space and liquor license as a package.
7. **Leo's Spirit's and Grub:** Stockholder: Matthew Elliott represented by Mike Brown. Mike Brown stated he did not have any class C liquor licenses available in Ingham County.
8. **Abraham 415 Saginaw:** Charles J. Abraham stockholder is intending to sell the liquor license with the building. Formally Bonnie's Place.
9. **The Creole:** stockholders: Alan Hooper Aaron Matthews and DRAM 1215 LLC. This liquor license is not available as it was sold via Mike Brown.
10. **GG HOLDING CO., LLC:** Stockholder: Patrick Gillespie is not going to sell as he is a developer in downtown Lansing and owns many of the buildings that the liquor licenses are attached to.
11. **Green Dot Stables:** This liquor license is attached to the building and is being sold as a package. Stockholder: JACQUES DRISCOLL and Timothy Driscoll
12. **Champps:** stockholders:

DEL MAR GROUP HOLDINGS, LLC

Member

Active

FEAD HOLDINGS, LLC

---

13. **Old Chicago:** Jeff Neely [REDACTED] Mt Pleasant MI 48858-2846
14. **LPT HOLDINGS LLC:** no DBA, no stockholder listed. Blue owl is in the location. [REDACTED] [REDACTED] Lansing, MI 48910-1648 Phone (517) [REDACTED] made a call for an inquiry.
15. **Punk Taco:** stockholders: potent potables (517) [REDACTED] East Lansing location phone number is not active and belongs to state of Michigan. We spoke to Aaron Matthews and he said this license is not for sale at this time.

16. **Gus' Bar:** stockholder: GUS CALIACATSOS/ Bill Calicacatsos Phone number [REDACTED]. Liquor license has a buyer lined up.
17. **TS one llc:** DBA cantina Eastwood. Stockholders: WILLIAM COSTELLO, Michael Eyde not willing to sell as it is an asset to the development.
18. **LESLIE HAPPY OURS LLC:** stockholder: LENA PADDOCK phone number: 517-[REDACTED] called and they cannot sell their liquor license until October of 2025.
19. **KRG LANSING EASTWOOD, LLC (A DELAWARE LIMITED LIABILITY COMPANY):** no information for sale. Formally Claddagh Irish pub.
20. **CORATTIS IN GREEN, LLC:** bar is already being constructed and built in this location. There was not a prior liquor license at this location so it is being saved for this business.
21. **GG LL, LLC:** This license is being held for the development of a future business within this location. Stockholder: Patrick Gillespie.
22. **DAVE & BUSTERS, INC. (A MISSOURI CORPORATION):** Property is being built in Eastwood Towne center, not for sale.
23. **COOPER'S HAWK LANSING, LLC:** property is being built in Eastwood Towne Center, not for sale.
24. **SINGH PUB AND GRILL INC:** stockholder: LOVE PREET SINGH. DBA N/A. Address [REDACTED] LANSING, MI 48911-5708 phone: 517-[REDACTED] He is not looking to sell this license. Called on 1-13-25 at 3:42pm.

**From:** [REDACTED]  
**To:** [REDACTED] [Board](#)  
**Subject:** RE: MetroNet  
**Date:** Friday, January 24, 2025 1:38:12 PM

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Mr. White,

Thank you for reaching out. Metronet is exempt from soil erosion requirements under rule 1705, as the earth disturbing activity is under 225 square feet. The vast majority of their work is being done through directional bore, so they don't disturb enough soil to require a permit.

Please let me know if you have any other questions, happy to help!

Sincerely,

**Timothy R. Schmitt, AICP**

Interim Township Manager///Director of Community Planning and Development

[REDACTED]  
W 517.853.4506

5151 Marsh Road | Okemos, MI 48864

[meridian.mi.us](http://meridian.mi.us)

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**From:** gwhiterealtor <gwhiterealtor@comcast.net>  
**Sent:** Friday, January 24, 2025 10:51 AM  
**To:** Board <Board@meridian.mi.us>  
**Subject:** MetroNet

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

MetroNet is installing infrastructure around Lake Lansing. Are they exempt from installing silt fence along the wetlands they are working next to?

Gilbert White

[REDACTED], Haslett

Sent from my Verizon, Samsung Galaxy smartphone

**From:** Angela Demas <[REDACTED]>  
**Sent:** Monday, December 30, 2024 4:01 AM  
**To:** Phil Deschaine <[REDACTED]>; Board <Board@meridian.mi.us>; MTeam <[REDACTED]us>  
**Cc:** Georgia Styka ([REDACTED])  
**Subject:** Re: Meridian Garden Club & Meridian Cares

That's so generous. Thank you Georgia and the Garden Club!

**Angela Demas**  
Meridian Township Clerk

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Wonderful news! Thank you, Georgia and the Garden Club!

**Katie Love**  
**Human Services Specialist**  
Meridian Township  
[REDACTED]  
W 517.853.4204 |  
5151 Marsh Road | Okemos, MI 48864  
[meridian.mi.us](http://meridian.mi.us)

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**From:** Abigail Tithof [REDACTED]  
**Sent:** Monday, December 30, 2024 11:33 AM  
**To:** Scott Hendrickson <hendrickson@meridian.mi.us>; Tim Schmitt [REDACTED];  
Katie Love [REDACTED]; Carol Hasse [REDACTED]  
**Cc:** Phil Deschaine [REDACTED]; Board <Board@meridian.mi.us>; MTeam <[REDACTED]>; Georgia Styka ([REDACTED])  
**Subject:** Re: Meridian Garden Club & Meridian Cares

We are grateful to the garden club for their artistry and their generosity. Thank you to Georgia for her inspiring passion and commitment to our community.

Abby

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**From:** Scott Hendrickson [REDACTED]  
**Sent:** Friday, December 27, 2024 4:52:00 PM  
**To:** Tim Schmitt [REDACTED]  
**Cc:** Phil Deschaine [REDACTED] Board <[Board@meridian.mi.us](mailto:Board@meridian.mi.us)>; MTeam [REDACTED] Georgia Styka ([REDACTED])  
**Subject:** RE: Meridian Garden Club & Meridian Cares

Thank you and kudos to Georgia and the entire garden club for being such amazing and dedicated folks!

Scott

On Dec 27, 2024 4:43 PM, Tim Schmitt <[\[REDACTED\]@us](mailto:[REDACTED]@us)> wrote:  
That is wonderful. Thank you so much Georgia and the Garden Club!

**Timothy R. Schmitt, AICP**  
Interim Township Manager///Director of Community Planning and Development  
[REDACTED]  
W 517.853.4506  
5151 Marsh Road | Okemos, MI 48864  
[meridian.mi.us](http://meridian.mi.us)

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**From:** Phil Deschaine <[\[REDACTED\]](mailto:[REDACTED])>  
**Sent:** Friday, December 27, 2024 4:37 PM  
**To:** Board <[Board@meridian.mi.us](mailto:Board@meridian.mi.us)>; MTeam <[\[REDACTED\]](mailto:[REDACTED])>  
**Cc:** Georgia Styka ([REDACTED])  
**Subject:** Meridian Garden Club & Meridian Cares

At their last meeting, the Meridian Garden passed around a donation envelope and they contributed \$1,115 in individual donations to Meridian Cares, which we received today.

We are all so fortunate to work in a community this gives so much in so many ways to help others.

Thank your Georgia for organizing this and your leadership as the Chair of the CRC.

**Phil Deschaine**  
Meridian Township Treasurer



**CHARTER TOWNSHIP OF MERIDIAN, INGHAM COUNTY**

**LEGAL AD NOTICE: Text Amendment #2025-01**

**Fire Code Update**

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**CHARTER TOWNSHIP OF MERIDIAN  
LEGAL NOTICE**

**Zoning Amendment #2025-01 (Fire Code Update)**

The Township Board at its regular meeting on January 21, 2025 approved for introduction and subsequent adoption Ordinance 2025-01, an Ordinance amending the code of the charter Township of Meridian, Ingham County update the standards in Chapter 26 to meet the standards of the 2024 International Fire Code, with local amendments as outlined.

A complete copy of the amendment may be viewed at the Community Planning and Development office, 5151 Marsh Road, Okemos, Michigan 48864-1198 (phone 517-853-4560), between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday.

**Publish:**                      **Lansing State Journal**  
**Friday, January 31, 2025**

**Angela Demas**  
**Township Clerk**

**1 Affidavit, please**



**CHARTER TOWNSHIP OF MERIDIAN, INGHAM COUNTY**

**LEGAL AD NOTICE: MARCH BOARD OF REVIEW**

**MARCH 4, 10, 11 AND 12, 2025**

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**CHARTER TOWNSHIP OF MERIDIAN  
BOARD OF REVIEW MEETINGS  
5151 MARSH ROAD, OKEMOS, MICHIGAN 48864  
(517) 853-4400  
MUNICIPAL BUILDING**

The Charter Township of Meridian Board of Review will conduct its organizational meeting on Tuesday, March 4, 2025 at 10:00 a.m. at the Township Municipal Building, 5151 Marsh Road, Okemos, Michigan 48864.

**2025 Tentative Factors:**

<b>Commercial Real Property</b>	<b>1.00000</b>
<b>Industrial Real Property</b>	<b>1.00000</b>
<b>Residential Real Property</b>	<b>1.00000</b>
<b>Personal Property</b>	<b>1.00000</b>

The Board of Review will meet for assessment appeals at the Township Municipal Building on the following days:

<b>Monday, March 10, 2025:</b>	<b>2:00 p.m. to 5:00 p.m. and 6:00 p.m. to 9:00 p.m.</b>
<b>Tuesday, March 11, 2025:</b>	<b>9:00 a.m. to 12:00 noon and 1:00 p.m. to 4:00 p.m.</b>
<b>Wednesday, March 12, 2025:</b>	<b>9:00 a.m. to 12:00 noon</b>

For an appointment to appear before the Board of Review, call (517)853-4400 by 5:00 p.m. on Tuesday, March 11, 2025.

Written appeals will be accepted if received by 12:00 noon on Wednesday, March 12, 2025. Appeals must be in office by this time, post marks are not accepted.

**ANGELA DEMAS  
MERIDIAN TOWNSHIP CLERK**



9.B

**CONSENT AGENDA  
PROPOSED BOARD MINUTES**

**PROPOSED MOTION:**

- (1) Move to approve and ratify the minutes of the Regular Meeting of January 21, 2025 as submitted. (1)**

**ALTERNATE MOTION:**

- (1) Move to approve and ratify the minutes of the Regular Meeting of January 21, 2025 with the following amendment(s):[insert amendments]**

CHARTER TOWNSHIP OF MERIDIAN  
REGULAR MEETING TOWNSHIP BOARD -DRAFT-  
5151 Marsh Road, Okemos MI 48864-1198  
517.853.4000, Township Hall Room  
TUESDAY, JANUARY 21, 2025, 6:00PM

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

ABSENT: None

STAFF: Interim Manager Schmitt, Chief Hamel, Fire Marshal Millerov, Director Gebes, Director Clark, Manager Diehl

1. CALL MEETING TO ORDER

Supervisor Hendrickson called the January 21, 2025, Regular Township Board meeting to order at 6:00 pm.

2. PLEDGE OF ALLEGIANCE/INTRODUCTIONS

Supervisor Hendrickson led the Pledge of Allegiance.

3. ROLL CALL

Clerk Demas called the roll of the Board.

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

4. PRESENTATION

A. Electric Vehicle Fires

Chief Hamel explained the danger of EV fires and gave details about the Township Fire Department protocol and response plan for EV fires.

Trustee Lentz asked about the frequency of EV fires. Chief Hamel clarified that battery failure that leads to fire can occur without there being a car wreck.

Trustee Wilson asked about occurrences of EV fires in the Township. Chief Hamel clarified that there have been no EV fires but there have been three fires caused by this same effect in smaller batteries.

Supervisor Hendrickson asked if Chief Hamel could provide some advice to residents. Chief Hamel said the primary advice he would give is to not charge the vehicle in the garage or near buildings. He also said to be careful when purchasing after-market charging devices for all rechargeable batteries.

5. CITIZENS ADDRESS AGENDA ITEMS AND NON-AGENDA ITEMS

Supervisor Hendrickson opened comments from the public at 6:27 pm.

Supervisor Hendrickson closed comments from the public at 6:28 pm.

6. INTERIM TOWNSHIP MANAGER REPORT

- Director Wisinski has completed the Request for Proposals for the Red Cedar Multijurisdictional Clearing Project.
- The police portion of deer cull will continue for roughly two more weeks, completing when the take permitted by MI Department of Natural Resources is reached. A report will be provided to the Board late in February or early in March.
- The new fire truck has arrived and is in use. The second engine will be inspected on January 22 in Ohio, then will be delivered.

Supervisor Henrickson asked about the payroll transition to a new bank. Interim Manager Schmitt indicated that the transition would occur with this week's payroll

7. BOARD MEMBER REPORTS OF ACTIVITIES AND ANNOUNCEMENTS

Trustee Sundland reported that the Economic Development Corporation discussed the Business and Façade Improvement Program grants available to local businesses to improve their façades.

Trustee Wilson reported that the Community Resource Commission utilized donations to deliver holiday baskets to 280 families and noted that this number was achievable because of a 4<sup>th</sup> quarter budget amendment to the Meridian Cares program.

Clerk Demas reported that the Land Preservation Advisory Board discussed property acquisition. She also attended the I Heart Mac and Cheese opening event.

Trustee Lentz reported that the Environmental Commission discussed the Climate Sustainability Plan. He will be attending a Tri-County Regional Planning Commission meeting on January 22. He met with a member of the Greater Lansing Chamber of Commerce to discuss Meridian Township's role in the Greater Lansing community.

Treasurer Deschaine reported that Capital Area Transportation Authority ridership in Meridian Township has increased and that a presentation will be available in March. He noted that the Ingham County Materials Management is working on a Countywide Materials Management Plan. He gave more details regarding the transfer to the new bank.

Trustee Trezise briefed the Board on the cases that were before the Zoning Board of Appeals meeting this month.

Supervisor Hendrickson noted that the Corridor Improvement Authority meeting was cancelled for lack of business, but that there are upcoming items to be addressed to increase safety in the corridor. The Local Officials Compensation Commission discussed comparable wages, and the results of the meeting are in the packet. He met with a contact from ITC that is responsible for the high voltage towers and equipment in Meridian Township and the potential for using ITC property to create pathways. The upcoming Senior and Community Center meeting will discuss building plans and costs.

8. APPROVAL OF AGENDA

**Trustee Sundland moved to approve the Agenda. Supported by Trustee Lentz.**

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

**NAYS: NONE**

**Motion carried: 7-0**

9. CONSENT AGENDA

Supervisor Hendrickson listed the items on the Consent Agenda and noted that he noticed one misspelling on item 9.B which he asked to be corrected.

Clerk Demas noted that a Communications item related to 12.C was received late and that it will be included in the Communications section of the next meeting's packet.

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

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

**NAYS: NONE**

**Motion carried: 7-0**

10. QUESTIONS FOR THE ATTORNEY

NONE

11. HEARINGS

NONE

12. ACTION ITEMS

A. Ordinance 2025-02-Youth Commission Establishment-Final Adoption

Director Clark briefly presented the item, indicating no changes since the previous discussions. She indicated that there is a period of 30 days between this approval and when the Commission can be created.

**Trustee Trezise moved for final adoption Ordinance 2025-02 to amend Chapter 2, Article VI of the Code of Ordinances to establish a Youth Commission for and in the Charter Township of Meridian. Supported by Clerk Demas.**

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

**NAYS: NONE**

**Motion carried: 7-0**

B. Findings of the Local Officials Compensation Commission

Supervisor Hendrickson gave an overview of the item. The increases will take effect 30 days from the January 15<sup>th</sup>, the date it was filed with the Clerk's Office, unless the Board takes specific action to reject the finding of the LOCC.

No motion was necessary if the Trustees agreed to allow the increases to take effect. The Trustees allowed the increases to take effect.

C. El Camino Liquor License

Director Clark provided a summary of the discussion that has occurred to date.

Trustee Lentz indicated that he would not support the resolution because it will not be issued in the regions that are targeted for redevelopment. Treasurer Deschaine concurred.

Trustee Wilson thanked the applicant for their willingness to provide information but cited the same reasons as Trustee Lentz and Treasurer Deschaine for not supporting the resolution.

Supervisor Hendrickson noted that there is already a space being created in one of the redevelopment areas appropriate for this kind of business and suggested that the applicant pursue this concept in a location within one of the redevelopment areas.

**Treasurer Deschaine moved to deny the Local Government Approval Resolution to recommend and approve the issuance of a For Quota Class C On-Premise With Sunday AM and PM Sales Liquor License to Stacy and Matthew Wesolek of El Camino's Garage, 4790 S. Hagadorn Rd Suite 102. Supported by Trustee Trezise.**

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

**NAYS: NONE**

**Motion carried: 7-0**

D. Text Amendment 2025-01-Fire Code Update-Introduction

Fire Marshal Millerov reviewed the proposed text amendment noting the change that the Township attorneys requested from the last time this item was discussed.

**Trustee Wilson moved to approve the Resolution to Introduce Ordinance 2025-01, and Ordinance to update the Township Code pursuant to the 2024 International Fire Code including Appendix chapters B, C, D, E, F, G, H, I, K, N, and O as published by the International Code Council with Meridian Township amendments. Seconded by Trustee Trezise.**

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

**NAYS: NONE**

**Motion carried: 7-0**

13. BOARD DISCUSSION ITEMS

A. Purchasing Policy Updates

Interim Manager Schmitt outlined the proposed updates.

Trustee Lentz asked how much the Township anticipates saving in late fees. Interim Manager Schmitt clarified that the primary concern is the amount of staff time devoted to avoiding late fees which is caused by the current process.

Trustee Sundland noted that these updates follow practices she has noticed at the State level and will streamline the process. Trustee Trezise concurred, adding that these are practices used elsewhere.

Trustee Wilson wanted more information about the \$1,000 threshold. Interim Manager Schmitt clarified that this only removes the requirement that the Finance Director reviews all purchases under \$1,000 and does not affect the other authorizations in the approval process.

Treasurer Deschaine disagreed with the Electronic Funds Transfer process as it does not reflect the current process. Interim Manager Schmitt suggested waiting to make any changes to the Electronic Funds Transfer process until a Finance Director is hired.

Supervisor Hendrickson expressed concern that the differences between the designations of "Accounting" and "Finance Director" are sometimes unclear and asked if the Accounting staff approve Finance Director purchases. Interim Manager Schmitt concurred. Supervisor Hendrickson asked what other communities do to help maintain oversight in such circumstances. Interim Manager Schmitt stated that he will find out.

B. Rifle Purchase Program

Chief Grillo outlined the existing program and explained the need for the increase in allowance.

Trustee Lentz asked if money has been set aside in the past for safe storage. Chief Grillo clarified that it was added to this update because the need for safe storage is based on a new law. Trustee Lentz asked for more details about how the Police Department ensures safe storage. Chief Grillo stated that he will need to speak with attorneys to clarify that. Supervisor Hendrickson noted that it could be included in contract negotiations and that safe storage is required by State Law regardless of whether the Police Department requires it contractually.

Trustee Wilson noted that other communities offer similar programs and stated that it makes sense to provide a higher allowance due to inflation.

Trustee Trezise asked if there is a limit for the times an individual can use this program. Chief Grillo stated that each officer is allowed to access it once every five years, that the purpose is to encourage them to use the best equipment they can while they are on duty.

Trustee Sundland asked if the rifle stays with the officer if they move away from the Township. Chief Grillo stated that once the rifle is paid off it is theirs, if it isn't paid off, they either surrender the rifle to the Police Department or they pay off the remainder of the allowance.

Treasurer Deschaine asked about the approval process within the Police Department. Chief Grillo gave details about the Department's process.

Clerk Demas asked if the addition of the safe storage law was the reasoning behind asking for the increase. She also asked if there are statistics regarding the safety due to customization. Chief Grillo stated that the increase is to accommodate safe storage options and indicated that he and other Police personnel state that they are most comfortable with their own personalized equipment because each person adjusts their equipment to their own needs.

Supervisor Hendrickson asked that the Township attorneys review the policy to ensure that the Township is not open to a potential lawsuit. He also asked that the motion include language about the additional \$500 for the safe on top of the increase to \$2500. Chief Grillo indicated that he can look into it and noted that the checks are issued directly to the manufacturers, not to the employees.

#### 14. COMMENTS FROM THE PUBLIC

Supervisor Hendrickson opened public comments at 7:30 pm

Supervisor Hendrickson closed public comments at 7:30 pm

#### 15. OTHER MATTERS AND BOARD MEMBER COMMENTS

None

#### 16. ADJOURNMENT

**Treasurer Deschaine moved to adjourn. Seconded by Trustee Wilson**

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

**NAYS: NONE**

**Motion carried: 7-0**

**The meeting adjourned at 7:31 pm**



9.C

To: Board Members  
From: Tim Dempsey, Township Manager  
Date: February 4, 2025

Charter Township of Meridian  
Board Meeting  
2/4/2025

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

COMMON CASH	\$	737,339.36
PUBLIC WORKS	\$	1,679,559.88
TRUST & AGENCY	\$	-
	TOTAL CHECKS:	\$ 2,416,899.24
CREDIT CARD TRANSACTIONS		
01/14/2025 to 01/28/2025	\$	10,318.68
	TOTAL PURCHASES:	\$ <u>2,427,217.92</u>
ACH PAYMENTS	\$	<u>2,272,718.23</u>

01/30/2025 03:37 PM  
 User: GRAHAM  
 DB: Meridian

INVOICE APPROVAL BY INVOICE REPORT FOR CHARTER TOWNSHIP OF MERIDIAN  
 EXP CHECK RUN DATES 02/04/2025 - 02/04/2025  
 BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID  
 BANK CODE: GF53 - CHECK TYPE: PAPER CHECK

Vendor Name	Description	Amount	Check #
1. A T & T	JAN 5 - FEB 4 - INTERNET F3	158.99	114000
	JAN 7 - FEB 6 - INTERNET F2	149.00	114000
	JAN 7 - FEB 6 - INTERNET P1	195.25	114000
	JAN 9 - FEB 8 - INTERNET F1	195.25	114000
	TOTAL	698.49	
2. ABONMARCHE	SERVICES THRU 12/31/2024 - 2026 LOCAL RD PROG ENGI	11,589.45	
3. ABUNDANCE CAFE LLC	FARMERS MARKET VENDOR	13.00	114001
4. ALEX OR ALLISON REPP	FARMERS MARKET VENDOR	40.00	114016
5. ALLGRAPHICS CORP	2025 BASKETBALL CAMP T SHIRTS	728.00	
	2025 BASKETBALL CAMP T SHIRTS	562.96	
	TOTAL	1,290.96	
6. ASAP PRINTING	DEMPSEY & PRINZ BUSINESS CARDS	61.87	
7. AT & T	DEC 11 2024 - JAN 10 2025 - INTERNET ASE 831000821	3,763.02	114002
	JAN 7 - FEB 6 - TELEPHONE + INTERNET M1 8310011392	1,247.62	114002
	TOTAL	5,010.64	
8. AT & T MOBILITY	JAN 5 - FEB 4 - WIRELESS 287252740666 517.332.6526	76.50	114003
9. AUTO VALUE OF EAST LANSING	SHOP SUPPLIES - SOLVENTS	300.92	
10. BECKS PROPANE	1/21/2025 DELIVERY PROPANE - 2500 MT HOPE - GLENDA	354.82	
11. BLUE CROSS BLUE SHIELD OF MICHIGAN	2-1-25 TO 2-28-25 BCBS PPO RETIREE HEALTH INSURANC	2,590.56	114004
12. BOARD OF WATER & LIGHT	01/01/2025 - 01/31/2025 STREETLIGHT SERVICE	837.21	
13. BOUNDTREE MEDICAL	ORDER 105860039 - MEDICAL SUPPLIES/AMBULANCE SUPP	2,005.45	
	ORDER 105773440 - AMBULANCE MEDICAL SUPPLIES	253.98	
	ORDER 105860039 - MEDICAL SUPPLIES/AMBULANCE SUPPL	220.18	
	ORDER 105864789 - MEDICAL SUPPLIES/AMBULANCE SUPPL	1,212.11	
	TOTAL	3,691.72	
14. BRD PRINTING, INC	FARMERS MARKET YARD SIGNS	368.79	
	FARMERS MARKET VINYL BANNERS	731.67	
	TOTAL	1,100.46	
15. BRIGHTLINE TECHNOLOGIES	DEC 2024 ACRONIS BACKUP SERVER	2,518.00	
16. BRK PRODUCTIONS LLC	HOMTV 2024 ENGINEERING WORK - BRIAN KUSCH	1,330.00	114017
17. C & S FAMILY FARM	FARMERS MARKET VENDOR	21.00	114005
18. CARLISLE WORTMAN ASSOC	PLAN REVIEW CHIPPEWA MIDDLE SCHOOL	405.00	
19. CAROL WALKER	FARMERS MARKET VENDOR	5.00	114006
20. CENTRALSQUARE TECHNOLOGIES LLC	FIRE CAD LICENSES X2 - 2/21/25-12/31/25	725.32	
21. CINTAS CORPORATION #725	1/15/25 - MECHANICS UNIFORMS	52.93	
	1/22/25 - MECHANICS UNIFORMS	52.93	
	TOTAL	105.86	
22. CITY OF EAST LANSING	10.1.24 TO 12.31.24 - MEP PERMIT REVENUE TO CITY O	67,074.48	114007
23. CITY PULSE	1/22/25 LEGAL AD	133.20	

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Vendor Name	Description	Amount	Check #
24. CMP DISTRIBUTORS INC.	CARTRIDGES - ACCT 1281	471.00	
	HOLSTER - ACCT 1281	147.25	
	TOTAL	618.25	
25. COMCAST	FEB 1 - 28 2025 - INTERNET + TV M1	651.81	114008
	JAN 29 - FEB 28 - TELEPHONE + INTERNET S2	265.12	114008
	JAN 29 - FEB 28 - TV P1	38.43	114008
	JAN 19 - FEB 18 - INTERNET SCADA	268.85	114008
	TOTAL	1,224.21	
26. CONSUMERS ENERGY	ACCT 1030-4259-3923 - EMERGENCY UTILITY ASSISTANCE	500.00	113996
27. CREATIVE FINANCIAL STAFFING LLC	WEEK ENDING 1/19/2025 - TEMP STAFFING SERVICES - U	891.24	
	WEEK ENDING 1/25/2025 - TEMP STAFFING SERVICES - U	1,187.45	
	TOTAL	2,078.69	
28. CRYSTAL FLASH	ACCT #97833 - FLEET FUEL - 332061072	11,220.55	113997
29. CUMMINS INC	1/13/2025 - FIRE STATION #92 - GENERATOR PM	589.43	
	SERVICE CENTER - GENERATOR REPAIRS ON 12/11/2024	2,996.05	
	1/8/2025 - MUNICIPAL BLDG - GENERATOR PM	724.92	
	1/9/2025 - MERIDIAN FIRE CENTRAL - GENERATOR PM	699.67	
	1/10/2025 - SOUTH FIRE STATION 93 - GENERATOR PM	589.43	
	TOTAL	5,599.50	
30. DAVID CHAPMAN AGENCY	2025 TOWNSHIP INSURANCE POLICY PREMIUM	370,857.00	
	2025 TWP INS POLICY PREMIUM - STORAGE TANK COVERAG	1,240.00	
	TOTAL	372,097.00	
31. DIANA TENNES	FARMERS MARKET VENDOR	71.00	114018
32. DINGES FIRE COMPANY	VULCAN STREAMLIGHT 180 - 120V AC/12V DC	1,032.51	
33. DOUGHNATION BAKERY	FARMERS MARKET VENDOR	45.00	114019
34. EDWARD BESONEN	REIMB PHYS ASSESSMENT TRAINING BREAKFAST	6.78	114020
35. ELECTION SOURCE	AV MACHINE TESING	2,445.00	
36. ELECTRICAL TERMINAL SERVICE	SHOP SUPPLIES	167.25	
	SHOP SUPPLIES	383.54	
	TOTAL	550.79	
37. FIRST ADVANTAGE OCCUPATIONAL HEALTH	RANDOM DRUG DRAW COLLECTION FOR CDL DRIVERS	102.43	
38. FORESIGHT GROUP	WATER BILLS 1/23/2025 AND POSTAGE	488.66	
39. FOSSIL INDUSTRIES	CUSTOM WETLAND EDUCATION SIGNAGE	2,873.00	114009
40. FRESHIES BAKERY	FARMERS MARKET VENDOR	43.00	114021
41. HAMMOND FARMS	RESIDENT CHRISTMAS TREE DISPOSAL	102.00	
	RESIDENT CHRISTMAS TREE DISPOSAL	102.00	
	RESIDENT CHRISTMAS TREE DISPOSAL	102.00	
	TOTAL	306.00	
42. HIGHWATER FARMS	FARMERS MARKET VENDOR	13.00	114022
43. HILLARY DOYLE	FARMERS MARKET VENDOR	21.00	114023

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Vendor Name	Description	Amount	Check #
44. HOBBS & BLACK ASSOCIATES INC	PROF SERV THRU NOV 30 2024 - FIRE DORM ADDITION AR	5,797.50	
	PROF SERV THRU DEC 31 2024 - FIRE DORM ADDITION AR	1,639.60	
	TOTAL	7,437.10	
45. IAN MANDERNACK	MILEAGE REIMB 12/15/24 TO 12/18/24	135.34	
46. INTERNAL REVENUE SERVICE	4TH QUARTER 2024 941 TAX CORRECTION	11.48	113999
47. JACOB FARLEY	FARMERS MARKET VENDOR	163.00	114024
48. JEAN S. FIERKE	FARMERS MARKET VENDOR	55.00	114010
49. JENNINGS FARMS	FARMERS MARKET VENDOR	33.00	114025
50. KCI	WORK FROM 10/28/2024 TRO 11/01/2024	87.83	
51. LAFONTAINE AUTOMOTIVE GROUP	POLICE UNIT #76-MIRROR ASSEMBLY	930.86	
52. LANSING UNIFORM COMPANY	FIRE UNIFORMS - NAVY KNIT HAT (QTY: 20)	340.00	
	UNIFORM ITEMS - GORDON & STROUSE	179.00	
	TOTAL	519.00	
53. LEADSONLINE LLC	12/15/2024 TO 12/14/2025 - CELLHAWK INVESTIGATOR S	6,530.00	
54. LEXIPOL LLC	1/1/25 TO 12/31/25 - POLICE ONE ACADEMY	3,758.20	
55. LOPEZ CONCRETE CONSTRUCTION	2024 CONCRETE REPAIR CONTRACT	28,115.83	
56. MACQUEEN EMERGENCY GROUP	FIRE UNIT #663 - AMBER SIDEMARKER	7.44	
	FIREFIGHTING FOAM (HCT F-500 ENCAPSULATING AGENT)	1,650.00	
	TOTAL	1,657.44	
57. MADISON NATIONAL LIFE INS CO	FEB 2025 LIFE/DISABILITY INSURANCE	3,878.82	114011
58. MERIDIAN CHARTER TOWNSHIP	2024 WINTER TAX BILL MERIDIAN TOWNSHIP PARCELS	1,057.82	113998
59. MFCI, LLC	2024 FINANCIAL ADVISORY FEE - GENERAL OBLIGATION U	40,650.00	
60. MI GREAT LAKES FISH COMPANY	FARMERS MARKET VENDOR	119.00	114026
61. MICHIGAN PAVING	2024 MILL & FILL LOCAL ROAD PROGRAM CONTRACT	19,352.37	114027
62. MID-MICHIGAN CODE OFFICIALS ASSOC	4/1/2025 TO 31/31/2026 - R RAU MEMBERSHIP	85.00	
	4/01/2025 TO 3/31/2026 - J. HINES MEMBERSHIP	85.00	
	TOTAL	170.00	
63. MIDWEST POWER EQUIPMENT	GROUNDS/BUILDINGS - SIDEWALK SALT	1,510.32	
64. MIKE KEREKES	FARMERS MARKET VENDOR	8.00	114028
65. MYCOPHILES GARDEN LLC	FARMERS MARKET VENDOR	833.00	114029
66. NATIONAL ENTERTAINMENT	EASTER EGGS - 2025 FLASHLIGHT EASTER EGG HUNT	1,820.00	
67. OKEMOS PUBLIC SCHOOLS	JULY 2024 TO DEC 2024 - SENIOR CENTER	57,231.65	
68. ON DEMAND MOSQUITO MAN INC	BI-WEEKLY RODENT CONTROL AT HNC	900.00	
	2025 MONTHLY RODENT CONTROL AT HISTORICAL VILLAGE	600.00	
	TOTAL	1,500.00	
69. ORKIN, 551-LANSING, MI	GAYLORD C SMITH - 2025 MONTHLY PEST TREATMENT	1,428.48	
70. PALMER CONSTRUCTION	CANCELED BLDG PERMIT APP- 80% REFUND	160.00	114030

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Vendor Name	Description	Amount	Check #
71. PAWSOME PETS OKEMOS LLC	K9 DOG FOOD - 073893268109	52.98	
72. PERFORMANCE ADVANTAGE COMPANY INC	EQUIPMENT MOUNTS - NEW ENGINES	2,841.59	
73. PITNEY BOWES BANK INC RESERVE ACCT	ACCT#247 088 51 TWP POSTAGE	10,000.00	114036
74. PLANTE & MORAN, PLLC	PROF SERV THRU 1/13/2025 - FINANCE DEPARTMENT	14,805.00	
75. PRINTING SYSTEMS INC	TAX FORMS W2 AND 1099 - ACCT #2050	335.98	
76. PROGRESSIVE AE	PROF SERV THRU DEC 27 2024 - 2024 LAKE LANSING SAD	410.83	114031
77. PRO-TECH MECHANICAL SERVICES	PUBLIC SAFETY- HVAC REPAIRS ON 12/30/2024	2,013.07	
	SERVICE CENTER - HVAC REPAIRS ON 12/30/2024	1,615.77	
	C. FIRE - CONTROL BOARD FOR UNIT 3	1,113.55	
	W/O 55697 - PUBLIC SAFETY - HVAC REPAIRS BLOWER MO	900.40	
	W/O 55765 - MUNICIPAL BUILDING - HVAC REPAIRS	180.00	
	W/O 55773 - CENTRAL FIRE - HVAC REPAIRS	135.00	
	W/O 55772 - PUBLIC SAFETY - HVAC REPAIRS	270.00	
	TOTAL	6,227.79	
78. PRO-TECH SECURITY SALES	BALLISTIC VEST - LEROY	1,043.00	
	BALLISTIC VEST-SPENCER	1,379.00	
	TOTAL	2,422.00	
79. PURITY CYLINDER GASES INC	ORDER 0004610766-00 - MEDICAL OXYGEN FOR 2025	205.18	
80. QUALITY TIRE INC	MOTOR POOL - SEWER UNIT #674 - TIRES	1,306.60	
	MOTOR POOL - WATER UNIT #6 - TIRES	502.90	
	TOTAL	1,809.50	
81. SCOTT BRYAN	ADDITIONAL PROCEEDS FROM 2024 PANCAKE BREAKFAST FO	150.00	114012
82. SHAHEEN CHEVROLET INC	FIRE - UNIT #134 - GRILLE, LAMP AND HEADLAMP	465.53	
	FIRE - UNIT #134 - GRILLE	451.02	
	HEADLAMP FOR FIRE VEHICLE #135	391.42	
	TOTAL	1,307.97	
83. SMART HOMES INC	MICROPHONE SERVICE CALL ON 1/14/2025	173.50	
84. STONE CIRCLE BAKEHOUSE	FARMERS MARKET VENDOR	28.00	114032
85. SUMMER NIGHTS APIARIES LLC	FARMERS MARKET VENDOR	8.00	114033
86. SUPREME SANITATION	HILLBROOK PARK - 1/1/2025 TO 1/31/2025 PORTABLE TO	90.00	
	NANCY MOORE PARK - 1/1/2025 TO 1/31/2025 PORTABLE	90.00	
	TOWNER ROAD PARK - 1/1/2025 TO 1/31/2025 PORTABLE	90.00	
	TOTAL	270.00	
87. THE CHEESE PEOPLE OF GRAND RAPIDS	FARMERS MARKET VENDOR	119.00	114013
88. THE HARKNESS LAW FIRM PLLC	JAN 2025 PROSECUTING SERVICES	6,816.20	
89. THE HUNDRED CLUB OF GREATER LANSING	2025 MEMBERSHIP DUES - CHIEF GRILLO	100.00	
90. THOMAS PORTER	2024 DEER MGT PROG REIMB	40.00	114014
91. TIM SCHMITT	2025 REIMB AICP, APA PROFESSIONAL & MI CHAPTER MEM	970.00	
92. UDDERLY MAGIC LLC	FARMERS MARKET VENDOR	10.00	114034
93. UNIQUE INTERIORS	PAINTING PSB LOCKER ROOMS	2,775.00	

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Vendor Name	Description	Amount	Check #
94. VERIZON CONNECT	DEC 2024 - VEHICLE DATA UPLINK MERI007	988.39	114015
95. VERIZON WIRELESS	DEC 24 2024 TO JAN 23 2025 WIRELESS MOBILE SERVICE	2,382.50	
96. VISUAL EDGE IT, INC	JAN 2025 COPIER USAGE	861.12	
	JAN 2025 - ACCT ABD-MT02 - COPIER USAGE	301.46	
	TOTAL	<u>1,162.58</u>	
97. WILSON FARM FRESH MEATS	FARMERS MARKET VENDOR	63.00	114035
98. ZACHRE PHILLIPS	50% REFUND - RENTAL/OWNER CHANGED MIND CLOSED CERT	400.00	
TOTAL - ALL VENDORS		737,339.36	

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Vendor Name	Description	Amount	Check #
1. CARL SCHLEGEL INC	1/7/25 TICKET PY02000484 - WATER - SAND	575.20	
2. CITY OF EAST LANSING	SEWER OPERATIONS BILLING - 2025 SEMI-ANNUAL	1,044,892.50	
	JAN 2025 OPERATING, INTERCONNECT & DEBT SHARING	377,461.25	
	TOTAL	1,422,353.75	
3. CSM MECHANICAL LLC	2024 COUNTY PARK LIFT STATION REPLACEMENT	147,454.09	
4. CUMMINS INC	1/14/2025 - EAST END LS - GENERATOR PM	689.57	
	1/3/25 - EMBER OAKS LS - GENERATOR PM	689.57	29948
	1/8/25 - MEADOWS LS - GENERATOR PM	582.36	
	1/15/2025 - WILDWOOD LS - GENERATOR PM	582.36	
	1/16/2025 - WOOD VALLEY LS - GENERATOR PM	589.43	
	TOTAL	3,133.29	
5. EJ USA, INC.	WATER - VALVE GASKET	51.79	
6. MADISON NATIONAL LIFE INS CO	FEB 2025 LIFE/DISABILITY INSURANCE	524.77	29947
7. MERIDIAN TOWNSHIP RETAINAGE	CSM MECHANICAL - 2024 COUNTY PARK LIFT STATION REP	16,383.79	
	PLUMMERS ENVIRO SERV - 2024 WATER SERVICE LINE PHY	5,000.00	
	TOTAL	21,383.79	
8. MISS DIG SYSTEM	2025 ANNUAL MISS DIG FEES	18,151.24	
9. PLUMMER'S ENVIRONMENTAL SERVICES	2024 WATER SERVICE LINE PHYSICAL VERIFICATION CONT	62,102.00	
10. TRI-COUNTY REGIONAL PLANNING	2025 AERIAL IMAGERY FOR ENGINEERING DESIGN	3,453.00	
11. VERIZON WIRELESS	DEC 24 2024 TO JAN 23 2025 WIRELESS MOBILE SERVICE	376.96	
TOTAL - ALL VENDORS		1,679,559.88	

**Credit Card Report 01/14/2025 - 01/29/2025**

<b>Transaction Date</b>	<b>Account Name</b>	<b>Transaction Amount</b>	<b>Transaction Merchant Name</b>
1/17/2025	LAWRENCE BOBB	\$62.97	THE HOME DEPOT #2723
1/14/2025	ROBERT STACY	\$108.00	CATHEY CO
1/15/2025	TYLER KENNEL	\$24.52	COMPLETE BATTERY SOURCE
1/16/2025	TYLER KENNEL	\$33.42	THE HOME DEPOT #2723
1/22/2025	TYLER KENNEL	\$72.91	THE HOME DEPOT #2723
1/22/2025	TYLER KENNEL	\$34.72	THE HOME DEPOT #2723
1/24/2025	MICHAEL HAMEL	\$16.99	PANERA BREAD #600715 O
1/23/2025	MICHAEL HAMEL	\$151.74	GRAINGER
1/24/2025	MICHAEL HAMEL	\$217.50	DREAMSEATS LLC
1/24/2025	MICHAEL HAMEL	\$15.63	TST* SADDLEBACK BBQ - OKE
1/27/2025	MICHAEL HAMEL	\$243.00	KEYCHAINS.CO
1/16/2025	KYLE FOGG	(\$12.68)	THE HOME DEPOT #2723
1/16/2025	KYLE FOGG	\$64.98	THE HOME DEPOT #2723
1/21/2025	RYAN CAMPBELL	\$24.44	THE HOME DEPOT #2723
1/16/2025	JACOB FLANNERY	\$128.85	THE HOME DEPOT #2723
1/25/2025	ASHLEY WINSTEAD	\$898.70	COSTAR GROUP INC
1/19/2025	AL DIAZ	\$34.97	THE HOME DEPOT #2723
1/25/2025	AL DIAZ	\$37.69	AUTO VALUE 244 EAST LANSI
1/17/2025	TIMOTHY SCHMITT	\$970.00	APA
1/16/2025	THOMAS BAKER	\$332.02	SUNBELT RENTALS #0315
1/16/2025	MIKE DEVLIN	\$59.79	QUALITY DAIRY#31
1/16/2025	MIKE DEVLIN	\$3.98	QUALITY DAIRY#31
1/25/2025	MIKE DEVLIN	\$64.99	MEIJER STORE #025
1/25/2025	MIKE DEVLIN	\$39.99	GFS STORE #1901
1/27/2025	MIKE DEVLIN	(\$64.99)	MEIJER STORE #025
1/22/2025	BRIAN PENNELL	\$39.86	MARATHON PETRO100123
1/27/2025	BRIAN PENNELL	\$25.00	STATE OF MI EMS
1/17/2025	COURTNEY WISINSKI	\$495.00	MICHIGAN RECREATION & PAR
1/25/2025	COURTNEY WISINSKI	\$92.91	SQ *MICHIGAN PRESCRIBED F
1/15/2025	KATIE LOVE	\$296.49	CONSUMER ENERGY
1/21/2025	MIKE ELLIS	\$30.95	THE HOME DEPOT #2723
1/16/2025	TODD FRANK	\$55.74	THE HOME DEPOT #2723
1/15/2025	STEPHEN GEBES	\$207.93	AMAZON MKTPL*ZD8KE7931
1/17/2025	STEPHEN GEBES	\$148.10	AMZN MKTP US*ZG90J56M2
1/24/2025	STEPHEN GEBES	\$481.85	ZOOM.COM 888-799-9666
1/25/2025	STEPHEN GEBES	\$126.34	AMAZON.COM*ZC64M9C30
1/23/2025	RICHARD GRILLO	\$49.99	GOOGLE *YOUTUBE TV
1/27/2025	RICHARD GRILLO	\$125.18	AMAZON RETA* ZG3H888E1
1/16/2025	YOUNES ISHRAIDI	\$62.73	PANERA BREAD #600715 O
1/15/2025	KEITH HEWITT	\$240.00	ETNA DISTRIBUTORS,LLC
1/21/2025	KEITH HEWITT	\$31.98	MIDWEST POWER EQUIPMENT
1/17/2025	MICHELLE PRINZ	\$400.00	MICHIGAN TOWNSHIPS
1/17/2025	MICHELLE PRINZ	\$88.00	AMZN MKTP US*ZG89X8QA2
1/17/2025	MICHELLE PRINZ	\$195.78	AMAZON MKTPL*ZG2VM66G2
1/19/2025	MICHELLE PRINZ	\$19.99	GANNETT MEDIA CO
1/19/2025	MICHELLE PRINZ	\$19.99	GANNETT MEDIA CO
1/21/2025	MICHELLE PRINZ	\$245.03	AMAZON MKTPL*Z56K87QJ1
1/22/2025	MICHELLE PRINZ	\$161.26	AMAZON MKTPL*Z564L5161
1/25/2025	MICHELLE PRINZ	\$26.98	ASANA.COM
1/26/2025	MICHELLE PRINZ	\$23.70	AMAZON MKTPL*ZC6I57ZQ0
1/14/2025	CATHERINE ADAMS	\$990.00	BIG CHEESE RODENT FACTORY
1/16/2025	CATHERINE ADAMS	\$26.89	TOP HAT CRICKET FARM INC
1/28/2025	CATHERINE ADAMS	\$129.99	CHEMWORLD.COM

1/27/2025	CATHERINE ADAMS	\$726.40	THE HOME DEPOT #2723
1/16/2025	ED BESONEN	\$215.28	BROWNELLS INC
1/17/2025	ED BESONEN	\$32.99	COVERT SCOUTING
1/23/2025	BART CRANE	\$26.99	BEST BUY 00004168
1/24/2025	BART CRANE	\$188.23	COMCAST
1/15/2025	PHIL DESCHAIINE	\$32.00	MARKS WATERSHED TAVERN
1/23/2025	SAMANTHA DIEHL	\$67.60	AMAZON MKTPL*Z55MI4WN1
1/23/2025	SAMANTHA DIEHL	\$199.00	SQ *JOHN GUILFOIL PUBLIC
1/17/2025	ALLISON GOODMAN	\$26.44	MEIJER STORE #253
1/21/2025	ALLISON GOODMAN	\$50.00	PY *MAEOE NEON
1/28/2025	ALLISON GOODMAN	\$20.98	MEIJER STORE #253
1/17/2025	CURT SQUIRES	\$125.00	A1 DETAILING & CUSTOMS
1/24/2025	CURT SQUIRES	\$205.98	BROWNELLS INC
<b>TOTAL</b>		<b>\$10,318.68</b>	

ACH Transactions

Date	Payee	Amount	Purpose
1/14/2025	EyeMed	\$ 2,919.05	Employee Vision Insurance
1/15/2025	Sutphen	\$ 974,037.47	Wire Transfer (2nd Fire Truck - Nov 26, 2024 mee
1/16/2025	Consumers Energy	\$ 70,900.69	Utility Transaction Fees
1/17/2025	ELAN	\$ 42,402.37	Credit Card Payment
1/17/2025	Gallagher Benefit Services	\$ 3,250.00	Employee Health Insurance
1/21/2025	Wageworks	\$ 376.00	Employee Health Savings
1/22/2025	IRS	\$ 124,256.93	Payroll Taxes 01/24/2025
1/22/2025	Various Financial Institutions	\$ 351,225.11	Payroll Deductions 01/24/2025
1/24/2025	Alerus	\$ 54,194.62	Payroll Deductions 1/24/2025
1/24/2025	Nationwide	\$ 5,707.36	Payroll Deductions 1/24/2025
1/24/2025	MERS	\$ 507,409.99	Employee Retirement
1/27/2025	Blue Care Network	\$ 5,430.59	Employee Health Insurance
1/28/2025	Blue Care Network	\$ 91,069.95	Employee Health Insurance
1/29/2025	State of Michigan	\$ 39,538.10	Payroll Taxes (January 2025)
<b>Total ACH Payments</b>		<b><u>\$ 2,272,718.23</u></b>	



**To: Board Members**

**From: Melissa Massie, Director of Project Management & Operations**

**Date: February 4, 2025**

**Re: Michigan State Housing Development Authority – Community Development Block Grant (CDBG) Housing Improving Local Livability Program**

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As part of the Community Development Block Grant Housing Improving Local Livability grant through the Michigan State Housing Development Authority, the Township must designate certifying officers for the Grant. This designation is the highest non-elected official in the Township and they must be formally named. As part of the transition to the new Manager, we need to update our certifying officer for the grant.

Staff is recommending the following motion to move this update to the grant forward:

**Motion to adopt the attached resolution for the Township’s application to the Michigan State Housing Development Authority’s CHILL program, which will do the following:**

- **Designate Township Manager Timothy Dempsey as the Certifying Officer for NEPA environmental review**

**AUTHORIZING RESOLUTION – MICHIGAN STATE HOUSING DEVELOPMENT AUTHORITY  
CHILL Grant**

**AUTHORIZING RESOLUTION**

At a regular meeting of the Township Board of the Charter Township of Meridian, Ingham County, Michigan, held at the Meridian Municipal Building, in said Township on the 4th day of February, 2025 at 6:00 p.m., Local Time.

PRESENT: \_\_\_\_\_  
\_\_\_\_\_

ABSENT: \_\_\_\_\_

The following resolution was offered by \_\_\_\_\_ and supported by \_\_\_\_\_.

WHEREAS, the Charter Township of Meridian has applied for the Michigan State Housing Development Authority (MSHDA) CDBG Housing Improving Local Livability (CHILL) program; and

WHEREAS, the Township received funding for a Homeowner Improvement Project in the Towar Gardens neighborhood and three neighborhoods near the intersection of Lake Lansing and Marsh Roads, rehabilitating existing single-family, owner-occupied structures; and

WHEREAS, the Township received \$480,000 in funding, to fund the rehabilitation of up to 12 single-family, owner-occupied homes, and is proposing to match the grant with up to \$90,000 of the Township’s American Rescue Plan Act (ARPA) funds; and

WHEREAS, at least 51 percent of the beneficiaries of the proposed project will be low- and moderate-income persons; and

WHEREAS, the proposed project is consistent with the Meridian Township’s Master Plan and the Township Board’s goals to provide affordable housing funding; and

WHEREAS, no project costs, either CDBG and non-CDBG, will be incurred prior to a formal grant award, completion of the environmental review procedures and formal, written authorization to incur costs has been provided by the CDBG Project Manager; and

NOW THEREFORE, BE IT RESOLVED that the TOWNSHIP BOARD OF THE CHARTER TOWNSHIP OF MERIDIAN hereby ESTABLISHES Timothy Dempsey, Township Manager, as the Certifying Officer for the NEPA Environmental Review;

**AUTHORIZING RESOLUTION – MICHIGAN STATE HOUSING DEVELOPMENT AUTHORITY**

**CHILL Grant**

**Page 2**

ADOPTED: YEAS: \_\_\_\_\_

NAYS: \_\_\_\_\_

STATE OF MICHIGAN )

) ss

COUNTY OF INGHAM )

I, the undersigned, the duly qualified and acting Clerk of the Township Board of the Charter Township of Meridian, Ingham County, Michigan, DO HEREBY CERTIFY that the foregoing is a true and complete copy of a resolution adopted at a regular meeting of the Township Board on the 4th day of February, 2025.

\_\_\_\_\_  
Angela Demas  
Township Clerk



**To: Board Members**  
**From: Scott Hendrickson, Township Supervisor**  
**Date: February 4, 2025**  
**Re: Economic Development Corporation Appointment**

---

Currently, there is a vacancy on the Economic Development Corporation (EDC) and the attached application has been received for review and recommendation.

Director Clark spoke with Joy Hazard who has recently applied to join the EDC. She has a background in business administration and a current role in local banking at MSUFCU. She would be a terrific addition. Ms. Hazard is a Haslett resident and is interested in having the opportunity to serve and engage with the Township.

Under State law, the Supervisor, with the advice and consent of the Township Board, puts appointments to the EDC forth.

The following motion has been prepared for Board consideration:

**MOVE TO APPROVE THE APPOINTMENT MADE BY SUPERVISOR HENDRICKSON OF JOY HAZARD TO THE ECONOMIC DEVELOPMENT CORPORATION FOR A TERM ENDING 12/31/30.**

**Attachment:**

1. Public Service Application

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

Assessing Board of Review \*  
Communications Commission \*  
Community Resources Commission  
Downtown Development Authority \*  
Economic Development Corporation  
Planning Commission  
Township Board (elected/appointed)

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

I have a strong passion for helping others and believe that holding a position serving the public will allow me to directly contribute to the betterment and well-being of our community. I am motivated by the opportunity to engage in meaningful work and contribute to positive changes in Meridian Township through transparency, accountability, and support.

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

I hold a BS in Business Administration and have several years of relevant experience that will assist me in this role. I have been with my employer for over 18 years and have progressively transitioned into a leadership role where I am able to utilize my passion for helping other by coaching and mentoring my team. I am also a member of several affinity groups which has allowed me to gain an awareness of social issues, foster diversity and inclusion, and create a sense of community and support.

(Attach resume if available)

[wire lead resume.docx](#)

\* Full Name  
JOY HAZARD

\* **Occupation**  
Wire Lead

\* **Place of Employment**  
MSU Federal Credit Union

\* Home Address  
1453 Biscayne Way  
Haslett 48840

\* Phone (Day)  
517.243.5742

\* Phone (Evening)  
517.243.5742

\* **Email**  
joyhazard@icloud.com

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

\* **Date and Time**  
06/05/2024

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

# JOY HAZARD

1453 Biscayne Way Haslett, MI 48840 · (517) 243-5742  
[joyhazard@icloud.com](mailto:joyhazard@icloud.com)

Passionate for continued growth and service to our, employees, members, and community

## EXPERIENCE

### FEBRUARY 2022-CURRENT

#### **WIRE LEAD**, MSU FEDERAL CREDIT UNION

Collaborate with managers to train and mentor employees. Support management in building department culture to ensure a positive environment for employees and members. Be a role model by demonstrating initiative, integrity, responsibility, and dependability. Oversee the department Teams Chat to assist with helping the department. Complete monthly stats, utilizing stats to identify trends, and communicating with management. Assist as needed to ensure daily volume is completed timely and accurately. Lead peers through complex change. Create and modify training materials and other department documents. Support management in responding to audit findings and requests. Assist management in employee scheduling.

### JANUARY 2021-CURRENT

#### **SENIOR WIRE SERVICES SPECIALIST**, MSU FEDERAL CREDIT UNION

Process and verify outgoing domestic and international wire transfer requests using the FedLine and PCBB vendor sites. Post the incoming wire transfer file using the Federal Reserve system and review any exceptions. Balance the daily wire log to the Federal Reserve general ledger to ensure all wires were processed and posted correctly and resolve any outstanding items in a timely manner. Provide overrides for wire requests while following procedures and guidelines. Review and take ownership of complex wire situations while maintaining the Credit Union's mission statement and staying in compliance with all required rules and regulations. Create and update department procedures and CU Info resources as well as assist with leading team meetings.

### JUNE 2007-JANUARY 2021

#### **SENIOR PAYMENT SERVICES SPECIALIST**, MSU FEDERAL CREDIT UNION

Balance Credit Union incoming and outgoing checks. Follow up with employees regarding check posting discrepancies. Balance and maintain various general ledgers daily. Assist with ACH and ACH Origination transactions. Process incoming and outgoing wire transfers; reviewing wire documents, account notes and overall transaction risk. Assist with creating procedures for the department and training new employees.

### JULY 2006-JUNE 2007

#### **TELLER**, MSU FEDERAL CREDIT UNION

Maintain cash drawer, count cash, prepare drawer for balancing. Post to general ledger accounts, reconcile account and process all monetary transactions within approved guidelines.

### JULY 2005-JULY 2006

#### **CREDIT UNION ASSOCIATE**, MSU FEDERAL CREDIT UNION

Learn about the Credit Union's policies, procedures and services.

## EDUCATION

AUGUST 2009-2013

**BACHELOR'S DEGREE: BUSINESS ADMINISTRATION**, SPRING ARBOR UNIVERSITY

JANUARY 2001- JANUARY 2009

**BUSINESS AND COMMUNICATIONS FOCUS**, LANSING COMMUNITY COLLEGE

CLASS OF 2000

**HIGH SCHOOL DIPLOMA**, HASLETT HIGH SCHOOL

## SKILLS

- Strong knowledge of all Payment Systems
- Growth mindset and eager to drive change
- Able to identify areas for improvement
- Develops strong relationships

## ACHIEVEMENTS

### **COMMUNITY OUTREACH *JUNIOR ACHIEVEMENT VOLUNTEER***

Represent the Credit Union by teaching lessons to students about community and finances

### **PROFESSIONAL DEVELOPMENT *ACTION LEADERSHIP***

MSUFCU Learning and Talent Development program 2022

### **CU AFFINITY GROUP MEMBER *CU PRIDE, CU BRAVE, CU NEURODIVERGENT***

MSUFCU affinity groups for building cultural competence, acceptance, and community.



9. F

**To: Board Members**  
**From: Rick Grillo, Chief of Police**  
**Date: February 4, 2025**  
**Re: Authorization of Surplus Property Disposal**

---

In 2024, the Meridian Township Police Department (MTPD) acquired four new SIM400 5.56 rifles from Acme Sports, Inc. to replace aging equipment. The purchase of these rifles, used solely by MTPD members of the Ingham County Regional Special Response Team, was partially offset by the trade-in of three Colt AR-15 5.56 rifles. The following is a list of serial numbers for the equipment we request to be turned in to Acme Sports, Inc. to complete the purchase agreement:

- LE004595
- LE004631
- LE039641

The following motion is proposed for Board consideration:

**MOVE TO AUTHORIZE THE CHIEF OF POLICE TO TRADE IN (3) COLT AR-15 5.56 RIFLES TO ACME SPORTS, INC. TO COMPLETE THE EXISTING PURCHASE AGREEMENT.**



**To: Members of the Planning Commission**

**From: Timothy R. Schmitt, AICP  
Director of Community Planning and Development**

**Date: January 27, 2025**

**Re: 2024 Planning Commission Annual Report**

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Staff is pleased to present the following Annual Report for the Planning Commission’s consideration. Under the Michigan Planning Enabling Act, Planning Commissions are required to create an annual report outlining the work that was done in the previous year, to be presented to the legislative body in the local municipality. There are number of items to track, from zoning changes to site plans and potential ordinance changes. If the Planning Commission has suggestions for other items they would like to see in this year-end wrap up in future years, please let us know and Staff would be happy to incorporate them.

**Development Reviews**

2024 was a busy and productive year for planning activity in the Township and included an update of the Village of Nemoka zoning district, as well as discussion about updated the Off-Street Parking regulations. The attached charts outline all of the applications that were submitted in 2024.

Overall, there were 33 new applications submitted for review last year, including projects that are administratively reviewed, down from 49 the year before. 15 of these applications were reviewed by the Planning Commission, down slightly from 18 the year before.

**Variances**

In addition to the Planning Commission and administrative applications, the Zoning Board of Appeals heard 12 requests in 2024, one more than in 2023. The majority related to residential properties, but there were some commercial requests as well.

Although not specifically related to the Planning Commission’s work in 2024, a synopsis of Zoning Board of Appeals activities for the year is attached at the end of this report, to show that Board’s work and the occasional overlap with the Planning Commission.

**Zoning Amendments**

There was one ordinance text amendment reviewed by the Planning Commission in 2024. During an analysis of the zoning ordinance, staff found several incorrect references in Sec. 86-377 – Village of Nemoka language. Staff reviewed this matter with the Planning Commission and it led to an update of the language in Sec. 86-377, which the Planning Commission recommended approval of.

There were also two rezoning requests that were reviewed by the Commission in 2024. Rezoning property is similar in nature to the text amendments described above, in that it amends the official zoning map for the township, which is adopted as part of the Zoning Ordinances. The Planning Commission recommended approval of one of the requests and recommended denial of the other.



## 2024 Planning Commission Annual Report

### Current Planning Commission Membership

At the recommendation of the Planning Commission, the Township Board of Trustees lowered the number of members on the Planning Commission from nine to seven. The Planning Commission ended 2024 with a full roster, but at the December meeting, Mark Blumer and Milton Scales resigned. At the same time, the Board of Trustees appointed James McCurtis to the Planning Commission, meaning that the Planning Commission enters 2025 with one vacancy. The seven members of the Commission in 2024 were as follows:

Mark Blumer, Chair  
Christina Snyder, Vice Chair  
Milton Scales, Secretary

Alisande Shrewsbury  
Bill McConnell  
Brandon Brooks  
Jeff Romback

<b>Synopsis of Planning Activities - 2024</b>				
<b>Case #</b>	<b>Applicant</b>	<b>Request</b>	<b>Location</b>	<b>Decision</b>
<b>ZONING TEXT AMENDMENTS</b>				
24010	Planning Commission	Update of the Village of Nemoka zoning district language	Village of Nemoka district	Approved
<b>REZONINGS</b>				
24013	Fedewa Holdings	Dobie Road rezoning	Parcel adjacent to the north of Faith Lutheran Church	Denied
24015	Mayberry Homes	Copper Creek Phase 5	Haslett Road, east of existing Copper Creek	Approved
<b>SPECIAL USE PERMITS</b>				
24001	Meridian Retail Management	New Starbucks on Grand River Avenue	2731 East Grand River	Approved
24002	Okemos Gateway LLC	DVNK Self Storage	1614 West Grand River	Denied

## 2024 Planning Commission Annual Report

24007	Lilliac LLC	Shaw Street Quadplex	5681 Shaw Street	Approved
24008	Michigan Montessori Internationale	Montessori Parking Lot Expansion	2745 Mount Hope Road	Approved
24009	SANDDS Meridian LLC	SANDDS Adult Use Marihuana Retailer	3520 Okemos Road	Approved
24012	Consumers Energy	Consumers Substation	NE Corner Rutherford Drive and Lake Lansing Road	Approved
24017	Haslett Gallery Inc.	Herbana Adult Use Marihuana Retailer	2119 Haslett Road	Approved
24020	Okemos Local Investments LLC	Adult Use Marihuana Retailer	4360 Hagadorn Road	No Decision
24023	Okemos Gateway LLC	Okemos Gateway Adult Use Marihuana Retailer	1614 West Grand River	Approved
24025	Lannie Cowden (Panda)	Panda Restaurant Drive-Through	4990 Marsh Road	Approved
24027	Consumers Energy	Consumers Substation	5180 Cornell Road	Approved (Minor Amendment)
24030	Murooj Al-Saedi	Butterflies Group Child Care	1609 Downing Street	Approved

## 2024 Planning Commission Annual Report

<b>COMMISSION REVIEW</b>				
24003	GS Fedewa Builders	Faith Lutheran Church Land Division	Dobie Road	Approved
24014	Gene Turnwald	Turnwald Land Combination	Cornell Road	Approved
24016	Nikolaj Oryszczak	Oryszczak Land Division	6206 Columbia Street	Denied
24028	Starbucks	Starbucks Drive-Through Signs	3552 Meridian Crossings Drive	Approved
24029	Steven Drayer	Drayer Land Division	3689 Van Atta Road	Approved
24031	Playmakers Inc.	School Street Parcel Adjustments	5707 & 5691 School Street	Under Review
<b>WETLAND DELINEATIONS/VERIFICATIONS</b>				
24-01	Sadiq A. Syed	Syed Home	6381 Pine Hollow Drive	Approved
24-02	Steve Parks	Parks Home	2474 Barnsbury Road	Approved
<b>ZONING BOARD OF APPEALS APPLICATIONS</b>				
24-01	Steven Drayer	Request to create three parcels from one	3689 Van Atta Road	Denied
24-02	Keri & Brandon Lardie	Side Yard Setback	5867 Bois Ile	Approved
24-03	2120 Saginaw, LLC	Parking Space Waiver	2120 Saginaw Highway	Approved
24-04	Metro Detroit Signs	Wall sign variances	2810 Hannah	Approved
24-05	Meridian Retail Management	Parking landscaping variances	2731 East Grand River	Approved
24-06	Tyler & Emily Dawson	All Grand Events Patio setback variance	2233 Grand River	Approved

## 2024 Planning Commission Annual Report

24-07	Consumers Power	Rutherford Substation fence height variance	Rutherford Drive	Approved
24-08	242 Church	Pedestrian bridge variances	2600 & 2630 Bennett	Approved
24-09	Playmakers Inc.	Wall sign variances	2299 West Grand River	Approved
24-10	B. K. Singh	Oversize ADU variance request	2020 M-78	Denied
24-11	Mayberry Homes	Wetland buffer setback variances	Grand Reserve	Under Review
24-12	Murshak & Parks	Wetland buffer setback variance	6499 Heathfield Drive	Approved

### SITE PLANS

SITE PLANS				
24004	Bennett Road Holding	Silverleaf PUD – Phase 1	Bennett Road	Approved
24005	Meridian Retail Management	Starbucks	2731 East Grand River	Approved
24006	Max Auto Real Estate	Midas Shed	2227 Grand River	Approved
24011	Matt Hagen	Pins and Pints Patio	2120 East Saginaw Highway	Approved
24018	Tyler & Emily Dawson	All Grand Events Patio	2233 Grand River	Approved
24019	Consumers Power	Rutherford Substation	Rutherford Drive	Approved
24021	Michael Mudrey	The Local Epicurean Outdoor Seating	2843 East Grand River	Approved
24022	Michigan Montessori Internationale	Radmoor Parking Lot Expansion	2745 Mt. Hope	Approved

**2024 Planning Commission Annual Report**

24024	Todd's Services Inc.	East Tower Apartments Patio	2900 Northwind Drive	Approved
24026	Consumers Power	Van Atta Substation	5180 Cornell Road	Approved



**To: Board Members**

**9-H**

**From: Phil Deschaine, Treasurer**

**Date: January 30, 2025**

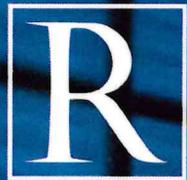
**Re: Investment Report for 4<sup>th</sup> Quarter 2024**

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Attached is the Meridian Township Investment Report for the fourth quarter of 2024. It lists the current fixed and non-fixed Meridian Township investments, transfers and the financial institutions that are holding Township investments.

Our investment balances shown in this report are essentially unchanged from the third quarter 2024 report, with only interest earnings added.

ROBINSON FUNDS



ROBINSON | CAPITAL

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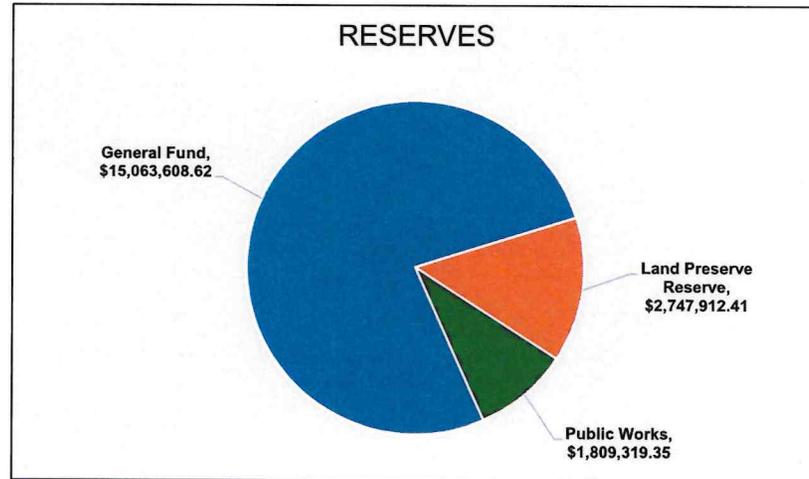
MERIDIAN TOWNSHIP  
TREASURER'S INVESTMENT REPORT  
4th QUARTER 2024

# MERIDIAN TOWNSHIP SUMMARY

As of Dec. 31, 2024

## QUARTERLY PORTFOLIO CHARACTERISTICS

PORTFOLIO MARKET VALUE	\$51,548,215
NUMBER OF HOLDINGS	19
PURCHASE YIELD	4.20%
YIELD TO MATURITY	4.20%
ESTIMATED ANNUAL INCOME	\$457,799
AVERAGE COUPON	0.88%
AVERAGE MATURITY (Yrs)	0.98
AVERAGE CREDIT RATING	AA+

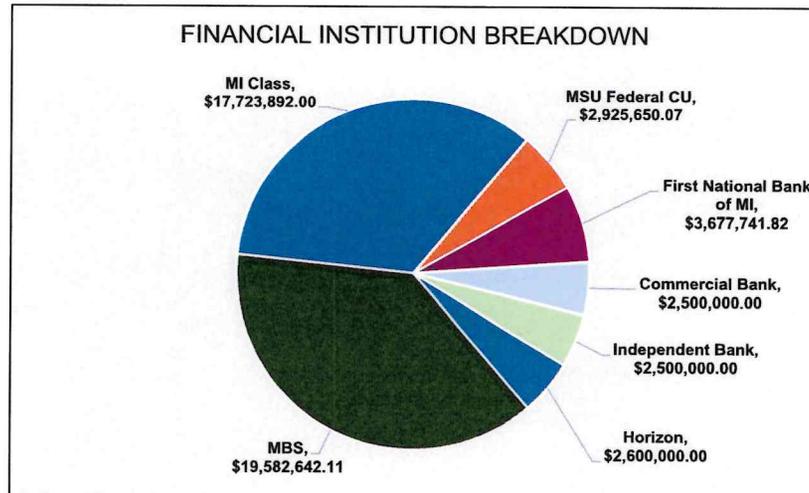


## CASH BALANCE

Q3 2024	Amount	Yield
Morgan Stanley Money Market Fund	\$342,097.79	4.58%
MI CLASS	\$18,556,977.64	4.98%
MSUFCU	\$800,633.38	3.00%
HORIZON	\$85.71	1.80%
Road Improvement Funds	3,174,973	2.74%
<b>Total</b>	<b>\$19,699,794.52</b>	<b>4.89%</b>

Q4 2024	Amount	Yield
Morgan Stanley Money Market Fund	\$1,513,554.13	4.17%
MI CLASS	\$17,633,982.87	4.58%
MSUFCU	\$806,585.95	4.37%
Road Improvement Funds	\$13,396,805.94	3.72%
<b>Total</b>	<b>\$33,350,928.89</b>	<b>4.21%</b>

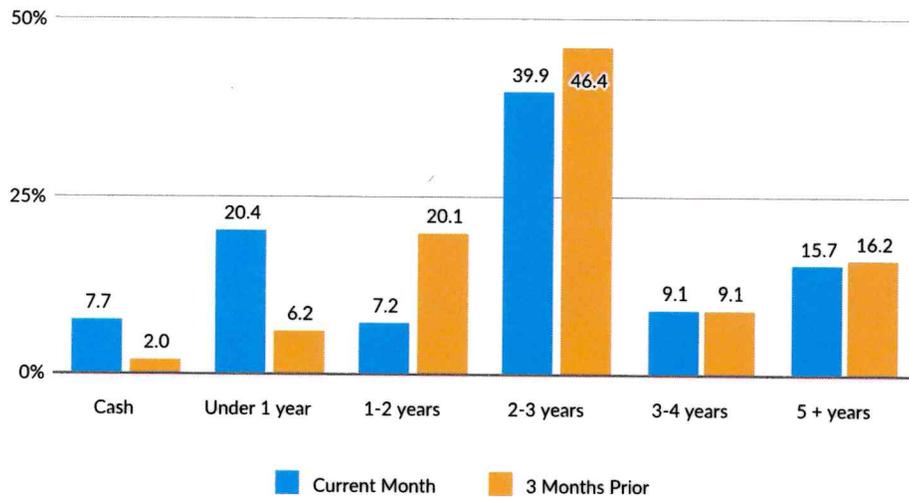


## Portfolio Characteristics

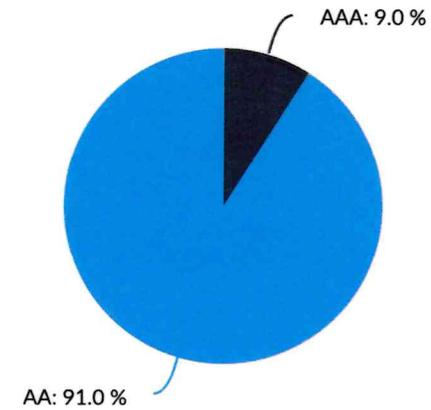
(12/31/2024)

Portfolio Market Value	\$19,620,840.38
Number of Holdings	10
Yield to Maturity	4.24%
Yield to Maturity at Cost	24.05%
Estimated Annual Income	\$412,873.39
Average Coupon	2.32%
Average Years to Maturity	2.57
Average Credit Rating	

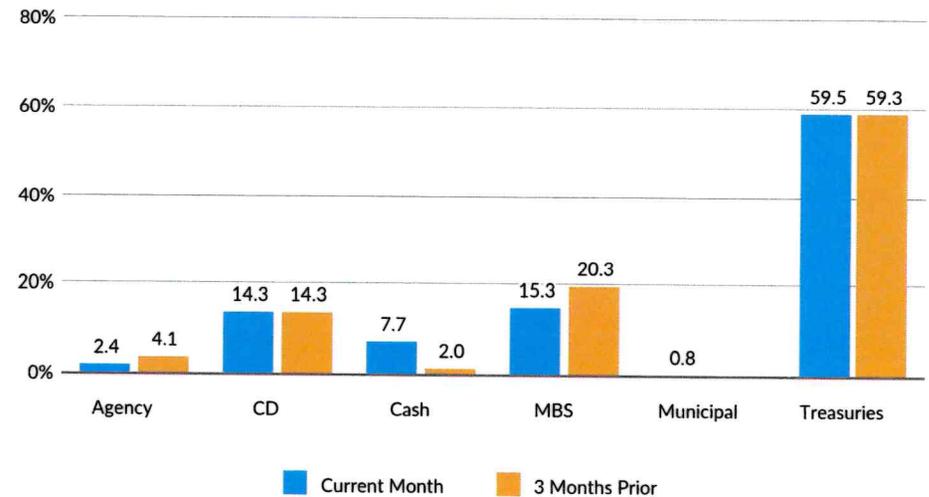
## Maturity Distribution (%)



## Credit Quality Breakdown



## Sector Allocation (%)



## HOLDINGS | FIXED INCOME

CUSIP	Quantity	Description	Coupon Rate	Final Maturity	Blended Rating	Yield to Maturity at Cost	Yield to Worst	Price	Market Value	% of Market Value
<b>Cash</b>										
61747C608	2,589.07	MORG STAN I LQ:GV ADV	4.17%	12/31/2024	AAA	--	4.17%	\$1.00	\$2,589.07	0.01%
61747C608	222,439.54	MORG STAN I LQ:GV ADV	4.17%	12/31/2024	AAA	--	4.17%	\$1.00	\$222,439.54	1.13%
61747C608	18,514.80	MORG STAN I LQ:GV ADV	4.17%	12/31/2024	AAA	--	4.17%	\$1.00	\$18,514.80	0.09%
61747C608	1,270,010.72	MORG STAN I LQ:GV ADV	4.17%	12/31/2024	AAA	--	4.17%	\$1.00	\$1,270,010.72	6.47%
<b>Total Cash</b>	<b>1,513,554.13</b>	--	<b>4.17%</b>	--	<b>AAA</b>	--	<b>4.17%</b>	--	<b>\$1,513,554.13</b>	<b>7.71%</b>
<b>CD</b>										
32110YUJ2	1,000,000.00	First National Bank of America	0.85%	09/30/2026	NR	121.67%	4.08%	\$94.55	\$945,579.58	4.82%
32110YUG8	2,000,000.00	First National Bank of America	1.10%	09/29/2028	NR	143.23%	4.12%	\$89.53	\$1,790,804.55	9.13%
48128UHQ5	90,000.00	JPMorgan Chase Bank, National Association	1.20%	07/31/2030	AA+	120.93%	4.19%	\$85.27	\$77,194.98	0.39%
<b>Total CD</b>	<b>3,090,000.00</b>	--	<b>1.02%</b>	--	--	<b>135.37%</b>	<b>4.11%</b>	--	<b>\$2,813,579.10</b>	<b>14.34%</b>
<b>Treasuries</b>										
9128285C0	4,000,000.00	UNITED STATES TREASURY	3.00%	09/30/2025	AA+	3.79%	4.26%	\$99.08	\$3,993,784.34	20.35%
9128282R0	8,000,000.00	UNITED STATES TREASURY	2.25%	08/15/2027	AA+	3.53%	4.26%	\$95.05	\$7,671,739.13	39.10%
<b>Total Treasuries</b>	<b>12,000,000.00</b>	--	<b>2.51%</b>	--	<b>AA+</b>	<b>3.62%</b>	<b>4.26%</b>	--	<b>\$11,665,523.47</b>	<b>59.45%</b>
<b>Agency</b>										
3130APGT6	500,000.00	FEDERAL HOME LOAN BANKS	1.15%	10/28/2026	AA+	1.15%	4.36%	\$94.43	\$473,140.25	2.41%
<b>Total Agency</b>	<b>500,000.00</b>	--	<b>1.15%</b>	--	<b>AA+</b>	<b>1.15%</b>	<b>4.36%</b>	--	<b>\$473,140.25</b>	<b>2.41%</b>
<b>MBS</b>										
3140HYAD0	2,300,000.00	FN BL6303	1.90%	05/01/2030	AA+	4.04%	4.79%	\$86.98	\$2,004,166.93	10.21%
3140HYAD0	160,000.00	FN BL6303	1.90%	05/01/2030	AA+	0.00%	4.79%	\$86.98	\$139,420.31	0.71%
3140HVYK4	1,000,000.00	FN BL4313	2.31%	09/01/2031	AA+	3.70%	4.93%	\$86.08	\$862,752.06	4.40%
<b>Total MBS</b>	<b>3,460,000.00</b>	--	<b>2.01%</b>	--	<b>AA+</b>	<b>3.75%</b>	<b>4.83%</b>	--	<b>\$3,006,339.30</b>	<b>15.32%</b>
<b>Municipal</b>										
594654XU4	150,000.00	MICHIGAN ST HSG DEV AUTH SINGLE FAMILY MTG REV	4.05%	12/01/2027	AA	4.05%	4.49%	\$98.80	\$148,704.13	0.76%
<b>Total Municipal</b>	<b>150,000.00</b>	--	<b>4.05%</b>	--	<b>AA</b>	<b>4.05%</b>	<b>4.49%</b>	--	<b>\$148,704.13</b>	<b>0.76%</b>
<b>Grand Total</b>	<b>20,713,554.13</b>	--	<b>2.32%</b>	--	--	<b>24.05%</b>	<b>4.32%</b>	--	<b>\$19,620,840.38</b>	<b>100.00%</b>

## HOLDINGS | FIXED INCOME DETAILS

CUSIP	Quantity	Description	Coupon Rate	Final Maturity	Purchase Date	Settle Date	Total Adjusted Cost	Market Value	Market Value + Accrued	Unrealized Gain/Loss
<b>Cash</b>										
61747C608	222,439.54	MORG STAN I LQ:GV ADV	4.17%	12/31/2024	--	--	\$222,439.54	\$222,439.54	\$222,439.54	\$0.00
61747C608	2,589.07	MORG STAN I LQ:GV ADV	4.17%	12/31/2024	--	--	\$2,589.07	\$2,589.07	\$2,589.07	\$0.00
61747C608	1,270,010.72	MORG STAN I LQ:GV ADV	4.17%	12/31/2024	--	--	\$1,270,010.72	\$1,270,010.72	\$1,270,010.72	\$0.00
61747C608	18,514.80	MORG STAN I LQ:GV ADV	4.17%	12/31/2024	--	--	\$18,514.80	\$18,514.80	\$18,514.80	\$0.00
<b>Total Cash</b>	<b>1,513,554.13</b>	<b>--</b>	<b>4.17%</b>	<b>--</b>	<b>--</b>	<b>--</b>	<b>\$1,513,554.13</b>	<b>\$1,513,554.13</b>	<b>\$1,513,554.13</b>	<b>\$0.00</b>
<b>CD</b>										
32110YUJ2	1,000,000.00	First National Bank of America	0.85%	09/30/2026	09/30/2021	09/30/2021	\$654,638.55	\$945,533.00	\$945,579.58	\$290,894.45
32110YUG8	2,000,000.00	First National Bank of America	1.10%	09/29/2028	04/12/2024	04/12/2024	\$340,490.50	\$1,790,684.00	\$1,790,804.55	\$1,450,193.50
48128UHQ5	90,000.00	JPMorgan Chase Bank, National Association	1.20%	07/31/2030	07/31/2020	07/31/2020	\$40,302.11	\$76,739.31	\$77,194.98	\$36,437.20
<b>Total CD</b>	<b>3,090,000.00</b>	<b>--</b>	<b>1.02%</b>	<b>--</b>	<b>--</b>	<b>--</b>	<b>\$1,035,431.16</b>	<b>\$2,812,956.31</b>	<b>\$2,813,579.10</b>	<b>\$1,777,525.15</b>
<b>Treasuries</b>										
9128285C0	4,000,000.00	UNITED STATES TREASURY	3.00%	09/30/2025	09/13/2022	09/14/2022	\$3,977,011.77	\$3,963,125.00	\$3,993,784.34	(\$13,886.77)
9128282R0	8,000,000.00	UNITED STATES TREASURY	2.25%	08/15/2027	09/14/2022	09/15/2022	\$7,745,048.05	\$7,603,750.00	\$7,671,739.13	(\$141,298.05)
<b>Total Treasuries</b>	<b>12,000,000.00</b>	<b>--</b>	<b>2.51%</b>	<b>--</b>	<b>--</b>	<b>--</b>	<b>\$11,722,059.83</b>	<b>\$11,566,875.00</b>	<b>\$11,665,523.47</b>	<b>(\$155,184.83)</b>
<b>Agency</b>										
3130APGT6	500,000.00	FEDERAL HOME LOAN BANKS	1.15%	10/28/2026	12/01/2021	12/01/2021	\$500,000.00	\$472,134.00	\$473,140.25	(\$27,866.00)
<b>Total Agency</b>	<b>500,000.00</b>	<b>--</b>	<b>1.15%</b>	<b>--</b>	<b>--</b>	<b>--</b>	<b>\$500,000.00</b>	<b>\$472,134.00</b>	<b>\$473,140.25</b>	<b>(\$27,866.00)</b>
<b>MBS</b>										
3140HYAD0	2,300,000.00	FN BL6303	1.90%	05/01/2030	04/27/2022	04/28/2022	\$2,082,725.53	\$2,000,534.85	\$2,004,166.93	(\$82,190.69)
3140HYAD0	160,000.00	FN BL6303	1.90%	05/01/2030	04/17/2024	04/17/2024	\$0.00	\$139,167.64	\$139,420.31	\$139,167.64
3140HVK4	1,000,000.00	FN BL4313	2.31%	09/01/2031	10/28/2019	10/28/2019	\$919,564.34	\$860,767.20	\$862,752.06	(\$58,797.14)
<b>Total MBS</b>	<b>3,460,000.00</b>	<b>--</b>	<b>2.01%</b>	<b>--</b>	<b>--</b>	<b>--</b>	<b>\$3,002,289.87</b>	<b>\$3,000,469.69</b>	<b>\$3,006,339.30</b>	<b>(\$1,820.18)</b>
<b>Municipal</b>										
594654XU4	150,000.00	MICHIGAN ST HSG DEV AUTH SINGLE FAMILY MTG REV	4.05%	12/01/2027	10/03/2024	10/17/2024	\$150,000.00	\$148,198.50	\$148,704.13	(\$1,801.50)
<b>Total Municipal</b>	<b>150,000.00</b>	<b>--</b>	<b>4.05%</b>	<b>--</b>	<b>--</b>	<b>--</b>	<b>\$150,000.00</b>	<b>\$148,198.50</b>	<b>\$148,704.13</b>	<b>(\$1,801.50)</b>
<b>Grand Total</b>	<b>20,713,554.13</b>	<b>--</b>	<b>2.32%</b>	<b>--</b>	<b>--</b>	<b>--</b>	<b>\$17,923,334.99</b>	<b>\$19,514,187.63</b>	<b>\$19,620,840.38</b>	<b>\$1,590,852.64</b>

## TRANSACTIONS | FIXED INCOME

CUSIP	Description	Current Units	Trade Date	Settle Date	Price	Principal	Accrued Interest	Total Amount	Net Realized Gain/Loss
<b>Custody Fee</b>									
CCYUSD	US DOLLAR	(21.73)	12/09/2024	12/09/2024	--	\$21.73	--	\$21.73	--
CCYUSD	US DOLLAR	(15.09)	12/09/2024	12/09/2024	--	\$15.09	--	\$15.09	--
CCYUSD	US DOLLAR	(124.82)	12/09/2024	12/09/2024	--	\$124.82	--	\$124.82	--
CCYUSD	US DOLLAR	(1.19)	12/09/2024	12/09/2024	--	\$1.19	--	\$1.19	--
<b>Total Custody Fee</b>	--	--	--	--	--	<b>\$162.83</b>	--	<b>\$162.83</b>	--
<b>Interest</b>									
594654XU4	MICHIGAN ST HSG DEV AUTH SINGLE FAMILY MTG REV	--	12/01/2024	12/01/2024	--	\$741.58	--	\$741.58	--
3140HYAD0	FN BL6303	--	12/01/2024	12/01/2024	--	\$3,632.08	--	\$3,632.08	--
3140HVYK4	FN BL4313	--	12/01/2024	12/01/2024	--	\$1,920.83	--	\$1,920.83	--
3140HYAD0	FN BL6303	--	12/01/2024	12/01/2024	--	\$252.67	--	\$252.67	--
32110YUG8	First National Bank of America	--	12/30/2024	12/30/2024	--	\$1,808.22	--	\$1,808.22	--
3130AQ37	FEDERAL HOME LOAN BANKS	--	12/30/2024	12/30/2024	--	\$1,650.00	--	\$1,650.00	--
32110YUJ2	First National Bank of America	--	12/30/2024	12/30/2024	--	\$698.63	--	\$698.63	--
<b>Total Interest</b>	--	--	--	--	--	<b>\$10,704.01</b>	--	<b>\$10,704.01</b>	--
<b>Maturity</b>									
3130AQ37	FEDERAL HOME LOAN BANKS	(330,000.00)	12/30/2024	12/30/2024	\$100.00	\$330,000.00	--	\$330,000.00	--
<b>Total Maturity</b>	--	--	--	--	--	<b>\$330,000.00</b>	--	<b>\$330,000.00</b>	--
<b>Money Market Funds</b>									
61747C608	MORG STAN I LQ:GV ADV	--	12/02/2024	12/02/2024	--	\$53.33	--	\$53.33	--
61747C608	MORG STAN I LQ:GV ADV	--	12/02/2024	12/02/2024	--	\$3,356.11	--	\$3,356.11	--
61747C608	MORG STAN I LQ:GV ADV	--	12/02/2024	12/02/2024	--	\$7.64	--	\$7.64	--
61747C608	MORG STAN I LQ:GV ADV	--	12/02/2024	12/02/2024	--	\$767.48	--	\$767.48	--
<b>Total Money Market Funds</b>	--	--	--	--	--	<b>\$4,184.56</b>	--	<b>\$4,184.56</b>	--

## Current Month

<b>Beginning Total Market Value</b>	<b>\$19,624,563.06</b>
Contributions	\$0.00
Withdrawals	(\$162.83)
Realized Gains	\$0.00
Unrealized Gains	(\$42,929.60)
Interest	\$17,478.98
Change In Accrued Income	\$24,481.18
<b>Ending Total Market Value</b>	<b>\$19,620,840.38</b>

## 3 Month Summary

<b>Beginning Total Market Value</b>	<b>\$19,714,452.36</b>
Contributions	\$0.00
Withdrawals	(\$489.24)
Realized Gains	\$0.00
Unrealized Gains	(\$205,215.72)
Interest	\$39,945.58
Change In Accrued Income	\$72,147.40
<b>Ending Total Market Value</b>	<b>\$19,620,840.38</b>



**To: Board Members**  
**From: Tavis Millerov, Fire Marshal**  
**Michael Hamel, Fire Chief**  
**Date: January 29, 2025**  
**Re: 2024 International Fire Code with Township Amendments – Final Adoption**

---

The Board reviewed the ordinance changes for the 2024 International Fire Code at the meeting on December 17, 2024 and approved introduction at the January 21, 2025 meeting. A resolution for final adoption is provided.

The 2024 International Fire Code is the most recent edition of the fire code as published by the International Code Council. It is a companion code to the International Building Code, from which the Michigan Building Code is derived and enacted by state statute. In an effort to remain current with rapidly changing technologies and best practices concerning energy storage systems, lithium-ion batteries, and hazardous chemicals, we are requesting the Township Board formally adopt the 2024 International Fire Code by ordinance.

The following motion is proposed for Board consideration:

**MOVE TO APPROVE THE RESOLUTION TO ADOPT ORDINANCE NO. 2025-01 PURSUANT TO THE 2024 INTERNATIONAL FIRE CODE INCLUDING APPENDIX CHAPTERS B, C, D, E, F, G, H, I, K, N, AND O AS PUBLISHED BY THE INTERNATIONAL CODE COUNCIL WITH MERIDIAN TOWNSHIP AMENDMENTS.**

Attachments:

1. Ordinance No. 2025-01
2. Resolution for Updating the Charter Township of Meridian Fire Code

**ORDINANCE NO. 2025-01**  
**ORDINANCE AMENDING THE CODE OF THE CHARTER TOWNSHIP OF MERIDIAN,**  
**MICHIGAN, CHAPTER 26, ARTICLE II, SECTIONS 26-26 AND 26-27**  
**TO ADOPT AND INCORPORATE BY REFERENCE THE 2024 INTERNATIONAL FIRE**  
**CODE WITH MERIDIAN AMENDMENTS**

**THE CHARTER TOWNSHIP OF MERIDIAN ORDAINS:**

Section 1. Amendment to Chapter 26, Article II, Sections 26-26 and 26-27. Section 26-26 entitled Adoption and Section 26-27 entitled Revisions; limitations; amendments of the Code of the Charter Township of Meridian, Michigan, are amended to read as follows:

**26-26 Adoption.**

That a certain document, a copy of which is on file in the office of the Township Clerk, being marked and designated as the International Fire Code, 2024 edition, including Appendix Chapters B, C, D, E, F, G, H, I, K, N, and O (International Fire Code Section 101.2.1, 2024 edition), as published by the International Code Council, is hereby adopted, and incorporated by reference into the Township Code of Ordinances, with Meridian Amendments, as the Fire Code of the Charter Township of Meridian, in the State of Michigan, to regulate and govern the safeguarding of life and property from fire and explosion hazards arising from the storage, handling and use of hazardous substances, materials and devices, and from conditions hazardous to life or property in the occupancy of buildings and premises in the Township and to provide for the issuance of permits and collection of fees. Such adoption and incorporation shall include all amendments to the 2018 International Fire Code effective as of the date this ordinance is adopted, and including all amendments thereafter made to the 2018 International Fire Code. Amendments made to the 2018 International Fire Code, as adopted by reference herein, become effective the same date they become effective in the 2018 International Fire Code. The penalties and procedures prescribed pursuant to the 2018 International Fire Code are applicable to violations occurring in the Township.

**26-27 Revisions; limitations; amendments.**

(a) The following sections of the 2024 International Fire Code, as amended, are hereby revised as follows:

Section 101.1: Title. These regulations shall be known as the *Fire Code* of **THE CHARTER TOWNSHIP OF MERIDIAN**, hereinafter referred to after as “this code.”

Section 113.4: Violation Penalties. Persons who shall violate provisions of this code or shall fail to comply with any of the requirements thereof or who shall erect, install, alter, repair or do work in violation of the *approved construction documents* or directive of the *fire code official*, or of a permit or certificate used under provisions of this code, shall be responsible for a **CIVIL INFRACTION**, punishable by a fine of not more than **\$500.00** dollars; or shall be guilty of a misdemeanor punishable by a fine of not more than \$500.00 dollars or by imprisonment not exceeding **NINETY (90)**

**DAYS**, or both such fine and imprisonment. Each day that a violation continues after due notice has been served shall be deemed as a separate offense.

Section 507.5.1: Where Required. Where a portion of the facility or building hereinafter constructed or moved into or within the jurisdiction is more than **150** feet (46 m) from a hydrant on a fire apparatus access road, as measured by an *approved* route around the exterior of the facility or building, on-site fire hydrants and mains shall be provided where required by the *fire code official*.

Exceptions:

1. For Group R-3 and Group U occupancies, the distance requirement shall be **250** feet (76 m).
2. For buildings equipped throughout with an *approved automatic sprinkler system* installed in accordance with Section 903.1.1 or 903.3.1.2, the distance requirement shall be **250** feet (76 m).

Section 507.5.1.1: Hydrant for **FIRE PROTECTION** systems. Buildings equipped with a **FIRE PROTECTION** system installed in accordance with **CHAPTER 9** shall have a fire hydrant within 100 feet (30 m) of the fire department connections.

Section 1103.5.3 Group I-2 Condition 2: In addition to the requirements of Section 1103.5.2, existing buildings of Group I-2, Condition 2 occupancy shall be equipped throughout with an *approved automatic sprinkler system* in accordance with Section 903.3.1.1. The *automatic sprinkler system* shall be installed as established by the **limits set forth by the Michigan Bureau of Fire Services rules for each respective facility**.

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

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

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

Section 5. Effective Date. This Ordinance shall be effective thirty (30) days after its publication.

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Scott Hendrickson  
Township Supervisor

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Angela Demas  
Township Clerk

**ORDINANCE NO. 2025-01**  
**CHAPTER 26**  
**FIRE PREVENTION & PROTECTION**  
**SECTIONS 26-26 & 26-27**  
**FINAL**

**RESOLUTION FOR UPDATING THE CHARTER TOWNSHIP OF MERIDIAN FIRE CODE**

At a meeting of the Township Board of the Charter Township of Meridian, Ingham County, Michigan, held at the Meridian Municipal building in said township on the 4th day of February, 2025 at 6:00 p.m. local time.

PRESENT: \_\_\_\_\_

ABSENT: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

The following resolution was offered by \_\_\_\_\_ and supported by \_\_\_\_\_.

**WHEREAS**, pursuant to Section 23 of the Charter Township Act, being MCL 42.23, the Charter Township of Meridian may adopt any provision of state law or detailed technical regulations as a township ordinance; and

**WHEREAS**, the Township Board has previously adopted a Uniform Fire Code being Article II of Chapter 26 of the Township's Code of Ordinances; and

**WHEREAS**, the Township Uniform Fire Code Article II of Chapter 26 incorporates by reference the 2018 International Fire Code, as published by the International Conference of Building Officials; and

**WHEREAS**, the International Conference of Building Officials updated the International Fire Code and has now adopted and published the 2024 International Fire Code; and

**WHEREAS**, the Township Board introduced the ordinance for publication and subsequent adoption on January 21, 2025; and

**WHEREAS**, the Township Board deems it in the best interest of the public health, safety, and welfare of the citizenry of the Charter Township of Meridian to adopt and incorporate by reference the 2024 International Fire Code with Meridian Amendments.

**NOW, THEREFORE, BE IT RESOLVED BY THE TOWNSHIP BOARD OF THE CHARTER TOWNSHIP OF MERIDIAN, INGHAM COUNTY, MICHIGAN**, that the Township Board hereby **FINALLY ADOPTS** Ordinance No. 2025-01, titled "Ordinance Amending the Code of the Charter Township of Meridian, Chapter 26, Article II, Sections 26-26 and 26-27, to Adopt and Incorporate by Reference the 2024 International Fire Code with Meridian Amendments."





**To:** Township Board Members  
**From:** Timothy R. Schmitt, *AICP*, Director of Community Planning and Development  
**Date:** January 29, 2025  
**Re:** Purchasing Policy Update

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At the January 21, 2025 meeting, we discussed a series of purchasing policy changes that were developed in conjunction with our consultant Plante Moran to help streamline the approval process. The main question that was raised by the Board during that discussion was how to address situations where just the Accounting Department is involved, as there didn't appear to be a check/balance there. In discussing this with Plante Moran they recommended adding an approval level that that specific scenario where the Township Manager signs off on the PO or invoice. We have incorporated that change into the attached policy.

As a reminder, the changes being proposed are as follows:

- Currently, the Finance Director touches every single approval in the Township, along with the Department head and each member of the Finance Department. Plante Moran recommends removing the Finance Director from invoices and purchase orders under \$1,000, making the process more streamlined. They are finding that the amount of time that goes into approving every single transaction is large and we are one of the only communities they are aware of that have this in place.
- After speaking with the Department heads, it is clear that we spend a great deal of time trying to process monthly payments for recurring items (i.e. Comcast, Verizon, etc.) where the amount and service are predictable, but the timeframe to pay the bill often results in us paying late fees, due to how our current policy is set up. The second change being proposed is to allow these services to be placed under a Blanket Purchase Order, which is already permitted in the policy for some other small dollar items. This will save a tremendous amount of Staff time and late fees.

At this time, Staff would **recommend approval** of the updated purchasing policy. We would offer the following motion for the Board's use in discussing this item.

**Motion to approve the updated Meridian Township Purchasing Policy.**



## **MERIDIAN CHARTER TOWNSHIP PURCHASING POLICY – Updated February 2025**

### **Purpose**

The purpose of this policy is to establish transparent and standard guidelines of the procurement function for the Charter Township of Meridian in coordination with established governmental best practices.

The policy shall ensure the best overall value for the Township in the acquisition of goods and services through competition among qualified vendors. Policy adherence shall result in financial accountability and efficient use of funds.

The policy shall be utilized for every expenditure by Meridian Township regardless of the funding source.

This policy provides the process for the efficient means of disposal of surplus real and personal property.

### **Authority**

This policy is designed to serve as a guide for all purchases by Charter Township of Meridian employees and elected officials for the Township. All purchases are ultimately the responsibility of the Township Manager, and may be approved or disapproved by their designee, in accordance with the provision of this policy and the limitations of the Township budget. The interpretation of the requirements contained herein and any revision to this policy shall be made by the Township Board.

The Department Director shall serve as the principal procurement administrator for their respective department(s) and shall be responsible for the execution of procurement in accordance with this policy, as well as the management and disposal of surplus property. The Finance Department shall work cooperatively with departments in making determinations relative to procurements. The Finance Department shall adopt this policy and procedures with respect to procurement and shall ensure their consistent application.

*Meridian Charter Township  
Purchasing Policy – Continued*

The Charter Township of Meridian utilizes a decentralized purchasing system with individual Department Directors responsible for the actual purchasing for their departments. Department Directors must anticipate and plan for the purchasing needs of their departments. All purchases must be budgeted and properly documented. The procedure and documentation will vary depending upon the nature of the purchase as defined within this policy.

*Purchase Order Approvals*

	Department Supervisor	Department Director	Accounts Payable	Accounting	Finance Director
Administrative Services department		X	X	X	X (if PO greater than \$1,000)
Clerk department		X	X	X	X (if PO greater than \$1,000)
Treasurer department		X	X	X	X (if PO greater than \$1,000)
Admin & Human Resources department		X	X	X	X (if PO greater than \$1,000)
Police department		X	X	X	X (if PO greater than \$1,000)
Dev. – Planning/Admin department		X	X	X	X (if PO greater than \$1,000)
Cable TV department		X	X	X	X (if PO greater than \$XXX)
Capital Outlay department		X	X	X	X (if PO greater than \$1,000)
Accounting department		X	X	X	Township Manager approval required (if PO greater than \$1,000)
Other	X (if applicable)	X	X	X	X (if PO greater than

Meridian Charter Township  
Purchasing Policy – Continued

					\$1,000)
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Accounts Payable Invoice Approvals

	Department Supervisor	Department Director	Accounts Payable	Accounting	Finance Director
Administrative Services department		X	X	X	X (if invoice greater than \$1,000)
Clerk department		X	X	X	X (if invoice greater than \$1,000)
Information Technology department		X	X	X	X (if invoice greater than \$1,000)
Assessing department		X	X	X	X (if invoice greater than \$1,000)
Treasurer department		X	X	X	X (if invoice greater than \$1,000)
Elections department		X	X	X	X (if invoice greater than \$1,000)
Admin & Human Resources department		X	X	X	X (if invoice greater than \$1,000)
Police department		X	X	X	X (if invoice greater than \$1,000)
Fire department		X	X	X	X (if invoice greater than \$1,000)
Water/Sewer Administration department		X	X	X	X (if invoice greater than \$1,000)
Dev. – Planning/Admin department		X	X	X	X (if invoice greater than \$1,000)
Dev. – Building Division department		X	X	X	X (if invoice greater than \$1,000)

Meridian Charter Township  
Purchasing Policy – Continued

<b>Parks &amp; Recreation Admin department</b>		<b>X</b>	<b>X</b>	<b>X</b>	<b>X (if invoice greater than \$1,000)</b>
<b>Cable TV department</b>		<b>X</b>	<b>X</b>	<b>X</b>	<b>X (if invoice greater than \$1,000)</b>
<b>Capital Outlay department</b>		<b>X</b>	<b>X</b>	<b>X</b>	<b>X (if invoice greater than \$1,000)</b>
<b>Cemetery department</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X (if invoice greater than \$1,000)</b>
<b>Engineering department</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X (if invoice greater than \$1,000)</b>
<b>Harris Nature Center department</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X (if invoice greater than \$1,000)</b>
<b>Accounting department</b>		<b>X</b>	<b>X</b>	<b>X</b>	<b>Township Manager approval required (if invoice greater than \$1,000)</b>
<b>Other</b>	<b>X (if applicable)</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X (if invoice greater than \$1,000)</b>

*Electronic Funds Transfer (EFT) Approvals*

<b>Department Supervisor</b>	<b>Department Director</b>	<b>Accounts Payable</b>	<b>Accounting</b>	<b>Finance Director</b>
			<b>X</b>	<b>X</b>

*Purchase Card Approvals*

<b>Department Supervisor</b>	<b>Department Director</b>	<b>Accounts Payable</b>	<b>Accounting</b>	<b>Finance Director</b>
<b>X (if applicable)</b>	<b>X</b>	<b>X</b>		<b>X</b>

## **Ethical Standards and Professional Conduct**

The Charter Township of Meridian’s decentralized purchasing system provides for responsive support to departments and empowers Department Directors to procure their department’s requirements timely and with minimal impediments. The Township places a high degree of trust in their employees with regard to proper purchasing ethics. Decentralized purchasing requires those employees in the approval and purchasing process to adhere to high ethical standards when engaged in purchasing tasks to ensure the integrity of township government and protect township assets. As such these employees must, at all times, avoid the appearance of impropriety and unethical conduct.

Ethical Standards and Professional Conduct are detailed in the Purchasing Procedures Manual. This expands on the following examples that are listed as a quick guide. Employees may not:

- a. Disclose, for financial gain for the employee’s grandparent, parent, parent-in-law, stepparent, sibling, spouse, child, or stepchild (Immediate Family), any confidential information that is not available to members of the general public.
- b. Engage in or agree to engage in, for financial gain of the employee’s Immediate Family, any business transaction or private arrangement that accrues from or is based on the employee’s official position or on confidential information gained by reason of the employee’s position.
- c. Solicit, accept, or agree to accept anything under any circumstances that could reasonably be expected to influence the manner in which the employee performs work or makes decisions.
- d. Make available any consideration, treatment, advantage, or favor beyond that which is generally granted or made available to others under similar circumstances.
- e. Represent or act as an agent for any private interests, whether for compensation or otherwise, in any transaction in which the township has a direct and substantial interest and which could reasonably be expected to result in a conflict between the employee’s private interest’s and official township responsibilities.
- f. Exercise any decision-making authority of the Township regarding any purchasing with respect to any business or entity in which the employee or a member of the employee’s Immediate Family has any financial interest.

An employee may accept *advertising items* (contractor or vendor promotional items that contain contractor or vendor logo) that have a fair market value of less than \$20.00. The aggregate fair market value of any advertising items must not exceed \$80.00 in any three-month period. The \$80.00 limit is an aggregate cap across all advertising items, from any combination of contractors or vendors. Any item that does not have a company logo on it is considered a gift and cannot be accepted.

All purchasing tasks, regardless of dollar amount, shall adhere to the listed standards and conduct. The Finance Department shall assist any employee with any questions in this regard.

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**Chapter 1. Quick Reference Chart**

	Amount (\$) or Type	Documents Required or Condition for Use	PCard <sup>1</sup> & AP.Net Processing	Requisition & Purchase Order <sup>2</sup>	Written Quote <sup>3</sup>	Sealed Bid or Proposal	Manager Approval	Department Director Approval
Small Purchases	\$0 - \$999		YES					YES
	\$1,000 - \$4,999	Verbal Quote Record from 2 sources or 2 emailed quotations	YES or RQ/PO	YES or PCard	YES			YES
Competitive Purchases	\$5,000 - \$24,999 Request for Quotation (RFQ)	Written Quotation from 3 sources.		YES	YES			YES
	\$25,000 + Request For Bid (RFP)	When vendors are needed to develop or propose ideas or solutions to fulfill a need.		YES	YES	YES		YES
Exceptions to	Cooperative Procurement (e.g. SourceWell, MiDeal)	When a joint purchase with another governmental unit can be made or when the Board determines that the public interest will be best served without competitive bidding.		YES	YES ≥\$5,000		YES	YES
	Sole Source Procurement	When only 1 vendor can meet requirements.		YES	YES ≥\$5,000		YES	YES
	Emergency Procurement	When Township Manager directs as such.		YES	YES ≥\$5,000		YES	YES

Purchases may not be artificially divided such that lower levels of approval may be obtained.

<sup>1</sup>Up to individual PCard limits.

<sup>2</sup>Requisition to be completed and purchase order created before order is placed. Purchase Order number to be included on all vendor invoices.

<sup>3</sup>Written quote includes Verbal Quote Record, RFQ, and RFP. Written quote number of bidders waived for Emergency Procurement

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**Chapter 2. Small Purchases**

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***Preface: Any purchase less than \$5,000 shall be considered a Small Purchase. Small Purchases do not require a sealed bid or sealed proposal.***

**Required Approvals:** All Small Purchases shall be approved by the Department Supervisor and/or Department Director.

**Section 2.1. Purchases Less Than \$1,000**

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Departments may make purchases less than \$1,000 without securing competitive quotes. Professional conduct and fiduciary duty of course still apply.

Either PCard transactions (up to individual PCard limits) or invoice entered into the Accounts Payable (AP.Net) application.

**Section 2.2. Purchases or Contracts Between \$1,000 - \$4,999**

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**Additional Required Approvals & Documentation:** Purchases and Contracts within this range shall require either a verbal quotation or email quote from two sources.

Verbal quotations shall be transcribed on the available Verbal Quotation Record. Vendors submitting emailed quotations shall include all the mandatory information requested on the Verbal Quotation Record. Received quotation shall be made part of the purchasing electronic file.

Either PCard transactions (up to individual PCard limits) or Requisition & Purchase Order transactions are acceptable.

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### Chapter 3. Competitive Purchases

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***Preface:*** Any purchase of \$5,000 or greater shall be considered a Competitive Purchase and is further distinguished by amount. A purchase between \$5,000 - \$24,999 shall require three written quotes. A purchase of \$25,000 or greater shall require a sealed bid. Request for Quotation (RFQ) and Request for Proposals (RFP) shall all qualify as Competitive Purchases. Board approval is not required to issue an RFQ or RFP.

**Required Approvals & Documentation:** All Competitive Purchases require a Purchase Requisition and a Purchase Order to effect a purchase. Competitive Purchases shall be approved by the Department Director.

**Specifications and Advertisement:** The solicitation for quotes, bids, and proposals shall include a clear and accurate description of the requirements of the goods or services to be procured. The description should not contain features that unduly restrict competition. The performance requirements of a solicitation may be described by stating “brand name or equivalent” to convey functionality without requiring the specific brand. Solicitations for sealed bids shall be sent to prospective bidders, placed with trade sources, and posted on the township website.

**Evaluation & Final Award:** All written quotes, bids, and proposals shall be technically evaluated and vendor responsibility shall be assessed. No criteria may be used in quote/bid/proposal evaluations that are not set forth in the solicitation. Also, failure of a vendor to supply information in connection with an inquiry may result in a determination of non-responsibility. The Township Manager reserves the right to accept or reject any and/or all quotes, bids, or proposals, to award the contract to other than the lowest bidder, to accept any or all alternates, to waive irregularities and/or informalities, and in general to make the award in any manner deemed by it, in its sole discretion, to be in the best interest of the Township. Quotes, bids and proposals will be available to the public after an award is made.

#### **Section 3.1. Request for Quotation (RFQ): \$5,000 - \$24,999**

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**Additional Required Documentation:** Comparative, written quotes are required from vendors for products and services except when the Department Director determines that no advantage to the Township would result from acquiring multiple quotes, or when the purchase is for the acquisition of professional services from pre-qualified providers.

Request for Quotation from prospective vendors may be made in person, by telephone, by written communication, or through an e-procurement system; however, the vendor’s response must be written as specified.

Quote Evaluation and Final Award: Quote evaluation and technical approval will normally be executed by the Department Director. A purchase shall be made from the vendor who quotes the best overall value while meeting specifications.

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**Section 3.2. Purchases or Contracts \$25,000 +**

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***Preface: Purchases or Contracts that are \$25,000 or greater will require a sealed Request for Proposal (RFP). The requirements below apply to the RFP. The RFP have additional unique requirements that shall be followed. The Conditions for Use statements will dictate when to use a RFP and the additional requirements for each are documented in Sections 3.2.B., and 3.2.C., respectively.***

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**Section 3.2.A. All Purchases and Contracts \$25,000 +**

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Solicitation Advertisement, Distribution, Posting, and Acceptance: Sealed Bids/proposals shall be solicited from a reasonable number of known, qualified, prospective vendors by distributing electronic and/or written notices, placed with trade sources, and posted on the township website. Bids/proposals shall be unconditionally accepted without alteration or correction.

Bid Opening: Bids/proposals shall be opened publicly at the Township Hall and at the time designated in the notice requesting the bid/proposal. Minimally, a representative from the Clerk's office and a representative from the using department shall be present during the Bid Opening.

Correction or Withdrawal of Bid/Proposal: Prior to Bid Opening, corrections or withdrawals of bids/proposals are permitted through written or e-mail notice to the initiating office. After award, if an awarded vendor alleges a mistake, the vendor must request in writing that the award be terminated or modified. The Board or designee may reject the request and hold the vendor to the awarded contract. The Board or designee may do otherwise when the mistake is alleged in writing and evidence of the mistake is clear and convincing. All decisions shall be documented through a written determination by the Board or designee.

Failure to Execute a Contract: Security deposits shall be retained by the Township until a contract is awarded and signed by the selected vendor. If the selected vendor fails/refuses to enter into the proposed contract and/or fails to file a required bond within ten (10) Township business days after signing such contract, the deposit accompanying the bid shall be forfeited to the Township. The Board shall then consider the interests of the public when determining to award the contract to a different qualified bidder or re-post the solicitation.

**Section 3.2.B. Request for Proposal (RFP): \$25,000 +**

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In addition to the requirements in the Chapter 3 Preface and in Section 3.2.A., the following procedures apply to sealed RFP's.

Condition for Use: A Request for Proposal (RFP) is issued when

- a. There exists a complex need that is difficult to specify and the need may be expressed as a statement or scope of work to be done along with criteria to evaluate responses from potential vendors.
- b. Requirements for the RFP are not clearly known and are qualitative rather than quantitative.
- c. When supplier selection is being made based on a combination of non-price factors.

Bid Opening: The amount of each proposal, the vendor name, and relevant information shall be recorded; however, only the vendor name shall be revealed to the public.

Correction or Withdrawal of Proposal: Mistakes in proposals after bid opening and prior to award have little impact since discussions and corrections to proposals are permitted.

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## Chapter 4. Exceptions to Competitive Bid

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**Preface:** Some procurements are exempt from competitive bidding. Utilize the Conditions for Use descriptions to determine if a purchase is exempt.

Required Approvals & Documentation: When exempt from competitive bidding, Department Director approval is required. Board approval is required for purchases and contracts as listed.

### Section 4.1. Cooperative Purchase

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Condition for Use: For purchases which meet one of the following criteria:

1. When the Board determines that the public interest and cost effectiveness will be best served by purchase from or joint purchase with another unit of government.
2. When cooperative contracts exist:
  - a. Michigan Department of Technology, Management and Budget (Member #: 890) MiDeal [www.michigan.gov/dtmb/0,5552,7-358-82550\\_85753---,00.html](http://www.michigan.gov/dtmb/0,5552,7-358-82550_85753---,00.html)
  - b. Sourcewell (Formerly NJPA) (Member #: 5167) [www.sourcewell-mn.gov](http://www.sourcewell-mn.gov)
  - c. Other governmental entities contracts offered as cooperatives and of value to the Township.

Final Award: The Township may award a contract to a public entity or approved vendor of the cooperative contract. When applicable, an award will be made by complying with the terms of the stated cooperative contract.

### Section 4.2. Sole Source Purchase

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Conditions for Use: For purchases or contracts that the Department Director determines in writing, after a good faith review of potential vendors, that there is only one vendor for the required product or service, especially when the procurement is for a product that is a part of a system in which selection of an alternative brand would alter the ability of the using department to operate and/or maintain the system.

Sole Source Vendors: A list of current sole source vendors shall be kept by the Finance Department. The list shall include the sole source determination from the using Department which must be re-established every three years.

**Section 4.3. Emergency Purchase**

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When an event occurs that is a threat to public health, maintenance of an essential Township service, welfare of persons or public property, or the security of the Township or its interests, the Township Manager in cooperation with the Township Supervisor, or in the Manager’s absence, the Finance Director, may authorize purchases. The emergency need not be officially declared. Failure to plan does not constitute an emergency.

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## CHAPTER 5. Purchasing Types

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***Preface: The Township utilizes both Purchase Orders and PCard transactions to conduct business with vendors. Each have unique approval paths and usages.***

Required Approvals & Documentation: Department Director approval is required for all purchases. Purchase Orders first require an approved purchase requisition, PCard transactions require approval post transaction.

### **Section 5.1. Purchase Order**

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A purchase order is the approval of a purchase for a specific item(s), from a specific vendor, at a specific rate. A purchase requisition is the departmental approval document to create a purchase order. Any significant change in the purchase order may void that purchase order, and the employee making the significant change in the purchase order may be held liable for that purchase. A significant change is a change in vendor, item(s) being purchased, or a change in price of greater than five percent (5%).

#### **Section 5.1.A Blanket Purchase Order**

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Blanket Purchase Orders: For some items, such as small hardware supplies, auto parts, or small plumbing supplies, which are purchased in large volume (as a class of item not as a specific item), or recurring items (such as utilities, telephone, internet) a blanket purchase order may be placed with a vendor. The blanket purchase order eliminates the need to get a purchase order for each specific item purchased or service received from the vendor. Department Directors are responsible for approving all invoices from purchases made on a blanket purchase order by their department.

Employees making purchases on a blanket purchase order shall submit to the Finance Department a record of the purchase which shall include the same information as an invoice.

## **Section 5.2 Electronic Purchase Requisition and Purchase Order System**

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Purpose: The electronic purchase requisition and purchase order system is designed to provide a method to screen and approve requests for purchase (purchase requisitions), to encumber available funds in the appropriate ledger accounts, to record the disbursement of funds, and keep track of purchases to be delivered (purchase orders). Purchase requisitions and purchase orders are to be used for all purchases, except purchases less than \$1,000, procurement card purchases, and emergency needs as authorized by the Township Manager. Failure of an employee to secure approval for a purchase may result in that employee being held liable for that purchase.

Guidelines: The purchase requisition is a request for a purchase. If the requisition is approved, a purchase order will be authorized and created. The purchase order is the authorization to make a purchase.

Exceptions: Under normal circumstances, no purchase orders will be issued without a completed purchase requisition. In situations where an unforeseen need for services, supplies, or materials arises, such as the need for emergency repairs on vehicles or complications in the course of normal maintenance, purchase requisitions may be approved by the Department Director after the purchase occurs. The Township Manager may, at their discretion, establish authorization levels for Department Director for approving such purchases. After the emergency purchase has concluded, the electronic requisition shall be completed, along with a note that a purchase has been made, and sent through the approval process for a purchase order to be created. The Department Director will approve the invoice for payment.

Changes in Purchase Orders: If for any reason, a significant change must be made in a purchase order after it has been received by an employee, that employee must notify the Finance Director. A significant change shall be defined as a change that:

- a. Switches the purchase order from one vendor to another vendor
- b. Changes the item being ordered (i.e. from roofing nails to finishing nails)
- c. Changes the price of the purchase order by more than 5% or price estimated on the purchase requisition.

Failure of an employee to notify the Finance Director's Office of a significant change in the purchase order may result in that employee being held liable for that purchase.

Completion of Transaction: When an order has been filled, it is the responsibility of the Department Director to have the shipment or services requested inspected to ensure the proper quantity and quality of goods or services have been received.

Invoices: An invoice is an itemized listing of quantities and charges for the purchase of supplies, materials, equipment, or services which have been furnished to the Township. An invoice is the means by which the vendor informs the purchaser of his obligation and it should contain the same basic information as the purchase order plus any conditions imposed by the vendor, such as discounts, time of expected payment, etc.

Prompt processing of invoices for the settlement of obligations is very important because it may favorably affect the relationship between the purchaser and the vendor. An invoice should contain:

- a. Purchase Order Number (if applicable)
- b. Date of order
- c. Date of delivery
- d. Destination of delivery (building where shipped and who received it, if signed delivery)
- e. Itemized list of materials or services rendered
- f. Quantities, prices (both in unit and total), terms and any
- g. Quantities, prices (both in unit and total), terms and any

### **Section 5.3. PCard System**

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Purpose: The purpose of a purchasing card (also known as a procurement card or PCard) program is to provide an efficient, cost-effective method of purchasing and paying for small-dollar purchases. This program is used as an alternative to traditional requisitioning and purchase order process.

- a. The Township Manager or designee (Finance Director) is responsible for issuing, accounting for, monitoring, retrieving and generally overseeing compliance with the Township's procurement card policy.
- b. Township procurement cards may be used only by an officer or employee of the Township for the purchase of goods or services for the official business of the Township.
- c. An official or employee who is issued a procurement card is responsible for its protection and custody. If a procurement card is lost or stolen, the Township Manager or designee (Finance Director) shall be notified. The entity issuing the lost or stolen procurement card shall be immediately notified to cancel the card.
- d. An officer or employee issued a procurement card shall return the procurement card to Township Manager or designee (Finance Director) upon termination of their employment or service with the Township.
- e. Each employee shall sign an agreement that the employee has received and read a copy of the PCard policy.
- f. Officers and employees who use a Township procurement card in a manner contrary to this policy shall be subject to disciplinary action, including possible termination of employment, reimbursement to the Township for unauthorized expenditures, legal action or criminal liability.

**Chapter 6. General Guidelines**

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**Section 6.1. Fund Availability**

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The Department Director shall certify that sufficient funds will be available for payment of a Purchase Order, contract or other agreement for purchases of \$5,000 and greater.

In the case of a purchase order, contract, or other agreement that requires periodic payments in future fiscal years for the furnishing of a continuing service or the leasing of property, such certification need not cover those payments which will be due in future fiscal years. This exception shall not apply to a contract for purchase of construction being financed by an installment contract.

**Section 6.2 Purchase of Unbudgeted Capital Outlay Items**

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Capital Items Under \$5,000: Items of Capital Outlay not specifically authorized by Township Board approval may be purchased upon the approval of the Manager only if the cost of the unbudgeted Capital Outlay item is equal to or less than Five Thousand Dollars (\$5,000).

Transfer to Other Line Items Within Activity: Amounts authorized for Capital Outlay by the Township Board may not be transferred to other line items within an Activity Budget without Township Board approval.

Transfer between Activity Budgets: Amounts authorized for Capital Outlay by the Township Board may not be transferred to other Activity Budgets without Township Board approval.

Related Activity Budget Policies: These actions shall replace all other existing policies relating to the purchase of Capital Outlay or Transfers within or between Activity Budgets.

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## CHAPTER 7. Disposal of Surplus Property

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Whenever any Township property, real or personal, is no longer needed for Township or public purposes, the property may be disposed in accordance with this provision, except where the property is restricted by law.

### Authority to Dispose of Surplus Property

- a. Per Article IX, Section 18 of the Michigan Constitution and MCL 41.2(3) the Township “may not give away public property without a consideration”. “Consideration” must be something of sufficiently fair value”. The Township has the express legal authority to sell or lease property which has value that is no longer needed for public purposes. The Township also has the implied power to throw away property that is no longer needed and that has no value. The Township has no legal authority to make a gift or donation of the property to any individual or entity, public or private.
- b. The Board or designee, in consultation with the Department Director, shall make the initial determination as to whether the surplus property has any value, or is without value.
- c. The Board or designee is authorized to determine the permissible method of disposing of surplus Township property. The Township Board or designee, as the legislative or executive body of the Township government, is the judge of what constitutes “fair value”.
- d. Surplus property that is used for trade-in purposes for new, similar or like items, is considered surplus property with value and can be disposed of to the vendor during the purchase and receiving process. The value received from the purchase process will be considered the value of the surplus property.

### Methods for Disposal of Surplus Property without value

- a. Surplus property without value shall be discarded or thrown away. Exceptions are items that could be recycled.
- b. Surplus property shall not be “given away” to employees or the general public.

### Methods for Disposal of Surplus Property with value

- a. Disposal of surplus property with value shall be consistent with the fiduciary duty of public officials. In general, the sale of surplus property will be accomplished through online auction sites, such as Repocast, govdeal.com and eBay.

Unsold Surplus Property: If property with value remains unsold after reasonable attempts to obtain cash for the item, it may be discarded or thrown away.

Records: Records regarding the disposition of the property are to be on file in the Finance Department.

Real Property: Real Property is real estate and buildings owned by the Township. All Board of Trustee members shall, on the behalf of the constituents, have the right and the responsibility to thoroughly review all information relating to real property prior to any decision regarding its sale.  
Township Real Property:

- a. Should not be sold when facts have been established that support prohibiting such sales;
- b. Should not be sold when there have been no facts established that support consummating such sales;
- c. May be sold when full fact-finding, with transparency to the Board and the public, demonstrates a compelling need to do so.



12. C

**To: Board Members**  
**From: Rick Grillo, Chief of Police**  
**Date: February 4, 2025**  
**Re: Rifle Purchase Program Update**

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On April 27, 2012 the Township Board authorized the rifle purchase program for sworn officers. The program allows officers to purchase AR-15 rifles and accessories on an interest-free loan from the Township. The loan is paid back by the employee through regular payroll deductions. The goal is to allow officers to customize their rifle to their preference and train with their rifle, leading to more comfort, accuracy, and proficiency. In addition, to ensure all rifles are stored safely and in accordance with Public Act 17 of 2023, all participants must own a gun safe capable of storing their rifle.

The current agreement allows for a maximum of \$2,000 for the rifle and accessories on a two year loan. Due to rising costs of rifles and accessories, the police department is requesting an increase on the loan to \$2,500 for the rifle and accessories with an additional \$500 if the employee needs to purchase a gun safe. Officers will have the option to repay over the course of three years.

The following motion is proposed for Board consideration:

**MOVE TO AUTHORIZE AN INCREASE IN THE MAXIMUM AMOUNT ALLOWED FOR THE RIFLE PURCHASE PROGRAM FROM \$2,000 TO A MAXIMUM OF \$3,000 ON AN INTEREST FREE LOAN FOR UP TO THREE YEARS WITH PROGRAM RULES SET BY THE TOWNSHIP MANAGER AND CHIEF OF POLICE.**



12. D

**To: Board Members**

**From: Rick Grillo, Chief of Police**

**Date: February 4, 2025**

**Re: Police Contract with Michigan State University**

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The Meridian Township Police Department has developed partnerships with area police agencies for many years, both extending and receiving mutual aid when needed. Michigan State home football games can attract over 100,000 people to campus. To maintain safety and order, the Michigan State University Department of Public Safety requests help in the form of personnel from area partners in law enforcement. For over 20 years, MTPD has provided officers for football games and other special events in which circumstances may overwhelm the resources of the MSUDPPS.

MTPD and MSUDPPS have developed a formalized contract to establish expectations for these events. MTPD will authorized personnel to be assigned to special events on the Michigan State University campus when staffing levels permit. In return, MSUDPPS agrees to compensate Meridian Township within 30 days of receipt of invoice at an hourly rate as determined by the contract.

The Township Board reviewed this matter at their September 17, 2024 meeting and raised no major concerns. Michigan State University legal has reviewed the Township Attorney's proposed changes and has agreed with them. At this time, Staff would recommend approval of the Master Service Agreement with Michigan State University and offers the following motion for the Board to utilize on this item.

After the Board approved our most recent contract in October, MSU came back with requests for changes. Our attorneys and their attorneys took a look and changes were made. Attached is the final version received from our attorneys this week.

The following motion is proposed for Board consideration:

**MOTION TO APPROVE THE MASTER SERVICE AGREEMENT FOR LAW ENFORCEMENT SERVICES BETWEEN MICHIGAN STATE UNIVERSITY AND MERIDIAN TOWNSHIP FOR A PERIOD OF THREE YEARS AND AUTHORIZE THE SUPERVISOR TO SIGN THE CONTRACT.**

**Attachment:**

1. Master Service Agreement with Michigan State University



**Master Service Agreement  
Law Enforcement Services**

This Master Service Agreement (this “**Agreement**”), entered into as of July 19, 2024 (“**Effective Date**”), is made by and between Michigan State University, with offices located at 426 Auditorium Rd, East Lansing, MI 48824 (“**MSU**” or “**University**”) and CHARTER TOWNSHIP OF MERIDIAN, with offices at 5151 Marsh Road, Okemos, MI 48864 (“**Supplier**”). MSU and Supplier are sometimes referred to in this Agreement individually as a “party” and collectively as the “parties.”

**1. SERVICES**

- 1.1 Supplier shall provide to MSU the law enforcement services set forth in the Statement of Work (collectively, the “**Services**”), attached as Schedule A to this Agreement (the “**Statement of Work**”).
- 1.2 Any Supplier personnel providing Services under this Agreement must comply with all licensing standards published by the Michigan Commission on Law Enforcement Standards (MCOLES).

**2. TERM**

The term of this Agreement shall commence on the Effective Date and shall continue for a period of three (3) years, unless earlier terminated in accordance with paragraph 13 (the “**Term**”). This Agreement may be renewed for up to two (2) additional one (1) year periods. Renewal must be by written agreement of the parties, and will automatically extend the Term of this Agreement.

**3. PAYMENT**

- 3.1 MSU will pay the fees set forth in the Statement of Work (the “**Fees**”) in accordance with this Section 3 and any payment milestones set forth in the Statement of Work.
- 3.2 Supplier’s invoices must conform to the requirements set forth in the Statement of Work. Invoices are due and payable by the University, in accordance with the University’s standard payment procedures, which are net 30 days after receipt, provided that the invoice was properly rendered under this Agreement. Supplier may only charge for Services performed as specified in the Statement of Work. Invoices must include an itemized statement of all charges. MSU is exempt from state sales tax for direct purchases and may be exempt from federal excise tax, if Services purchased under this Agreement are for MSU’s exclusive use.
- 3.3 MSU has the right to withhold payment of any disputed amounts until the parties agree as to the validity of the disputed amount. MSU will notify Supplier of any



dispute within 30 days after receipt. Payment by MSU will not constitute a waiver of any rights as to Supplier's continuing obligations, including claims for deficiencies or substandard Services.

- 3.4 Without prejudice to any other right or remedy it may have, MSU reserves the right to set off at any time any amount then due and owing to it by Supplier against any amount payable by MSU to Supplier.
- 3.5 Unless otherwise set forth in the Statement of Work, Supplier is solely responsible for any travel or other costs or expenses incurred by Supplier in connection with the performance of the Services, and in no event shall MSU reimburse Supplier for any such costs or expenses. If the Statement of Work allows for reimbursement of travel costs, such reimbursement is subject to MSU's Travel Reimbursement Policy set forth at <https://ctrl.msu.edu/COTravelNew/ReimbursementChart.aspx>.

#### 4. RELATIONSHIP OF THE PARTIES

- 4.1 Supplier is an independent contractor of MSU, and this Agreement shall not be construed to create any association, partnership, joint venture, employee or agency relationship between Supplier and MSU for any purpose. Supplier has no authority (and shall not hold itself out as having authority) to bind MSU and Supplier shall not make any agreements or representations on MSU's behalf without MSU's prior written consent. MSU has no authority to bind Supplier and MSU shall not make any agreements or representations on Supplier's behalf without Supplier's prior written consent.
- 4.2 Without limiting paragraph 4.1, Supplier will not be eligible under this Agreement to participate in any vacation, group medical or life insurance, disability, profit sharing or retirement benefits or any other fringe benefits or benefit plans offered by MSU to its employees, and MSU will not be responsible for withholding or paying any income, payroll, Social Security or other federal, state or local taxes, making any insurance contributions, including unemployment or disability, or obtaining worker's compensation insurance on Supplier's behalf. Supplier shall be responsible for, and shall indemnify MSU against, all such taxes or contributions, including penalties and interest. Any persons employed by Supplier in connection with the performance of the Services shall be Supplier's employees and Supplier shall be fully responsible for them.

#### 5. SUBCONTRACTORS

- 5.1 Supplier will not, without the prior written approval of MSU, which consent may be given or withheld in MSU's sole discretion, engage any third party to perform Services. MSU's approval of any such third party (each approved third party, a "**Subcontractor**")



does not relieve Supplier of its representations, warranties or obligations under this Agreement. Without limiting the foregoing, Supplier will:

- (a) be responsible and liable for the acts and omissions of each such Subcontractor (including such Subcontractor's employees who, to the extent providing Services, shall be deemed Supplier personnel) to the same extent as if such acts or omissions were by Supplier or its employees;
- (b) name MSU a third party beneficiary under Supplier's contract with each Subcontractor with respect to the Services; and
- (c) be responsible for all fees and expenses payable to, by or on behalf of each Subcontractor in connection with this Agreement, including, if applicable, withholding of income taxes, and the payment and withholding of social security and other payroll taxes, unemployment insurance, workers' compensation insurance payments and disability benefits.

## 6. INTELLECTUAL PROPERTY RIGHTS

6.1 MSU is and shall be, the sole and exclusive owner of all right, title and interest throughout the world in and to all designs, drawings, reports, or other materials created specifically for MSU under this Agreement, including but not limited to any deliverables set forth in the Statement of Work, including all patents, copyrights, trademarks, trade secrets and other intellectual property rights therein.

## 7. CONFIDENTIALITY

7.1 Meaning of Confidential Information. The term "Confidential Information" means all information and documentation of a party that: (a) has been marked "confidential" or with words of similar meaning, at the time of disclosure by such party; (b) if disclosed orally or not marked "confidential" or with words of similar meaning, was subsequently summarized in writing by the disclosing party and marked "confidential" or with words of similar meaning; or, (c) should reasonably be recognized as confidential information of the disclosing party. The term "Confidential Information" does not include any information or documentation that was or is: (a) in the possession of either party and subject to disclosure under the Michigan Freedom of Information Act (FOIA); (b) already in the possession of the receiving party without an obligation of confidentiality; (c) developed independently by the receiving party, as demonstrated by the receiving party, without violating the disclosing party's proprietary rights; (d) obtained from a source other than the disclosing party without an obligation of confidentiality; or, (e) publicly available when received, or thereafter became publicly available (other than through any unauthorized disclosure by, through, or on behalf of, the receiving party).

7.2 Obligation of Confidentiality. The parties agree to hold all Confidential Information in strict confidence and not to copy, reproduce, sell, transfer, or otherwise dispose of, give or disclose such Confidential Information to third parties other than employees,



agents, or subcontractors of a party who have a need to know in connection with this Agreement or to use such Confidential Information for any purposes whatsoever other than the performance of this Agreement. The parties agree to advise and require their respective employees, agents, and subcontractors of their obligations to keep all Confidential Information confidential. Disclosure to the Supplier's Subcontractor is permissible where (a) the disclosure is necessary or otherwise naturally occurs in connection with work that is within the Subcontractor's responsibilities; and (b) Supplier obligates the Subcontractor in a written contract to maintain the University's Confidential Information in confidence.

- 7.3 Cooperation to Prevent Disclosure of Confidential Information. Each party must use its best efforts to assist the other party in identifying and preventing any unauthorized use or disclosure of any Confidential Information. Without limiting the foregoing, each party must advise the other party immediately in the event either party learns or has reason to believe that any person who has had access to Confidential Information has violated or intends to violate the terms of this Agreement. Each party will cooperate with the other party in seeking injunctive or other equitable relief against any such person.
- 7.4 Remedies for Breach of Obligation of Confidentiality. Each party acknowledges that breach of its obligation of confidentiality may give rise to irreparable injury to the other party, which damage may be inadequately compensable in the form of monetary damages. Accordingly, a party may seek and obtain injunctive relief against the breach or threatened breach of the foregoing undertakings, in addition to any other legal remedies which may be available, to include at the sole election of the non-breaching party, the immediate termination without liability of this Agreement.
- 7.5 Surrender of Confidential Information upon Termination. Upon termination or expiration of this Agreement, each party must, within 15 days from the date of termination, return to the other party any and all Confidential Information received from the other party, or created or received by a party on behalf of the other party, which are in such party's possession, custody, or control. If Supplier or the University determine that the return of any Confidential Information is not feasible, such party must destroy the Confidential Information and certify the same in writing within 15 days from the date of termination to the other party.
8. **FERPA COMPLIANCE.** University is a qualifying educational agency or institution under the U.S. Family Educational Rights and Privacy Act ("FERPA"). To the extent Supplier or its personnel have access to data protected by FERPA, Supplier acknowledges that for the purposes of this Agreement it is designated as a "school official" with "legitimate educational interests" in such data and associated metadata, as defined under FERPA and its implementing regulations, and agrees to abide by the limitations and requirements imposed on school officials under those regulations. Supplier agrees to use such data only for the purpose of fulfilling its duties under this Agreement, and will not monitor, share, or disclose any such data to any third party



except as provided for in this Agreement, as required by law, or as authorized in writing by University. Supplier specifically agrees not to use any data for purposes of targeted advertising.

**9. RECORDS MAINTENANCE, INSPECTION, EXAMINATION AND AUDIT**

University shall have access to and the right to examine and copy any directly pertinent books, documents, papers, and records of Supplier involving invoicing related to this Agreement until the expiration of three (3) years after final payment hereunder. Supplier further agrees to promptly furnish, when requested by University, such books, documents, and records of Supplier as are necessary to verify the accuracy of the amounts invoiced to University against any past or current goods and services provided by Supplier. If any audit discloses an overpayment or underpayment by University or a discrepancy in the amount invoiced by Supplier against the goods and services actually provided by Supplier, each party will promptly reimburse or remit payment within thirty (30) days of notification of any such overpayment, underpayment, rectify such discrepancy, or both.

**10. REPRESENTATIONS AND WARRANTIES**

**10.1 Supplier represents and warrants to MSU that:**

- (a) Supplier has the right to enter into this Agreement, to grant the rights granted herein and to perform fully all of its obligations in this Agreement;
- (b) Supplier's entering into this Agreement with MSU and its performance of the Services do not and will not conflict with or result in any breach or default under any other agreement to which it is subject;
- (c) Supplier has the required skill, experience and qualifications to perform the Services, Supplier shall perform the Services in a professional and workmanlike manner in accordance with industry standards for similar services and Supplier shall devote sufficient resources to ensure that the Services are performed in a timely and reliable manner;
- (d) Supplier shall perform the Services in compliance with all applicable federal, state and local laws and regulations, including but not limited to the Michigan Commission On Law Enforcement Standards Act; and
- (e) Supplier, and each of its personnel, have and shall maintain any and all licenses and permits required by the Michigan Commission On Law Enforcement Standards Act, and any applicable federal, state or local laws and regulations.

**10.2 MSU hereby represents and warrants to Supplier that:**

- (a) it has the full right, power and authority to enter into this Agreement and to perform its obligations hereunder; and



- (b) the execution of this Agreement by its representative whose signature is set forth at the end hereof has been duly authorized by all necessary organizational action.

## **11. INDEMNIFICATION**

11.1 To the extent permitted by applicable law, Supplier shall defend, indemnify and hold harmless MSU and its affiliates and their trustees, officers, directors, employees, agents, successors and permitted assigns from and against all losses, damages, liabilities, deficiencies, actions, judgments, interest, awards, penalties, fines, costs or expenses of whatever kind (including reasonable attorneys' fees) arising out of or resulting from:

- (a) bodily injury, death of any person or damage to real or tangible, personal property resulting from Supplier's negligent acts or omissions; and
- (b) Supplier's negligent breach of any representation, warranty or obligation under this Agreement.

11.2 To the extent permitted by applicable law, MSU shall defend, indemnify and hold harmless Supplier and its affiliates and their trustees, officers, directors, employees, agents, successors and permitted assigns from and against all losses, damages, liabilities, deficiencies, actions, judgments, interest, awards, penalties, fines, costs or expenses of whatever kind (including reasonable attorneys' fees) arising out of or resulting from:

- (a) bodily injury, death of any person or damage to real or tangible, personal property resulting from MSU's negligent acts or omissions; and
- (b) MSU's negligent breach of any representation, warranty or obligation under this Agreement.

## **12. INSURANCE**

12.1 While performing services under this Agreement, Supplier shall purchase and maintain the following insurance:

- (a) Workers Compensation insurance, Coverage A, with limits statutorily required by any applicable Federal or state law and Employers Liability insurance, Coverage B, with minimum limit of \$500,000 per accident.
- (b) Automobile Liability insurance covering liability arising out of any owned, hired, and non-owned vehicles with minimum limit of \$1,000,000 each accident and Personal Injury Protection as required by statute.
- (c) Commercial General Liability insurance with a minimum limit of \$1,000,000 each occurrence/\$2,000,000 general aggregate. Coverage shall include bodily injury and property damage liability, personal and advertising injury



liability, products/completed operations, and liability assumed under an insured contract.

- (d) Professional Liability insurance for claims arising from negligent acts, errors or omissions by anyone providing professional services including but not limited to doctors, lawyers, architects, engineers, designers, appraisers and consultants. Minimum limit is \$3,000,000 per claim and \$3,000,000 annual aggregate.

12.2 Insurance policies shall be issued by companies licensed or approved to do business within the State of Michigan. Insurers shall possess a minimum A.M. Best rating of A. The insurance policies, where allowable, shall be endorsed to name Michigan State University, its Board of Trustees, agents, officers, and employees as "Additional Insureds." In the event any insurance policies required by this Agreement are written on a "claims made" basis, coverage shall extend for three years past completion and acceptance of Supplier's Services and must be evidenced by annual certificates of insurance. All policies of insurance must be on a primary basis, non-contributory with any other insurance and/or self-insurance carried by MSU. Supplier shall provide a minimum 30 days written notice to MSU via certified mail of cancellation or non-renewal of policies required under this Agreement and a renewal certificate at least 15 days prior to expiration.

### **13. TERMINATION**

13.1 Either party may terminate this Agreement without cause upon thirty (30) days' written notice to the other party. In the event of termination pursuant to this paragraph 13.1, the terminating party shall pay any Fees due and payable for any Services completed and provide any Services up to and including the date of such termination.

13.2 Either party may terminate this Agreement, effective upon written notice to the other party, in the event of a material breach of this Agreement, and such breach is incapable of cure, or with respect to a material breach capable of cure, the breaching party does not cure such breach within ten (10) days after receipt of written notice of such breach. MSU shall pay Supplier any Fees due and payable for any Services completed up to and including the date of such termination.

13.3 Upon expiration or termination of this Agreement for any reason, or at any other time upon MSU's written request, each party shall within fifteen (15) days after such request, expiration, or termination:

- (a) deliver to the other party all tangible documents and materials (and any copies) containing, reflecting, incorporating or based on the other party's Confidential Information;



- (b) take all reasonable and necessary measures to transition performance of the Services, reports and other documentation, to MSU or MSU's designee;
- (c) prepare an accurate accounting from which MSU and Supplier may reconcile all outstanding accounts;
- (d) permanently erase all of the other party's Confidential Information from its computer systems; and
- (e) certify in writing that it has complied with the requirements of this paragraph.

13.4 The terms and conditions of this paragraph 13.4 and paragraph 4 (Relationship of the Parties), paragraph 5 (Subcontractors), paragraph 7 (Confidentiality), paragraph 11 (Indemnification), and paragraph 13.3 shall survive the expiration or termination of this Agreement.

#### 14. LIMITATION OF LIABILITY

NEITHER PARTY WILL BE LIABLE, REGARDLESS OF THE FORM OF ACTION, WHETHER IN CONTRACT, TORT, NEGLIGENCE, STRICT LIABILITY OR BY STATUTE OR OTHERWISE, FOR ANY CLAIM RELATED TO OR ARISING UNDER THIS CONTRACT FOR CONSEQUENTIAL, INCIDENTAL, INDIRECT, OR SPECIAL DAMAGES, INCLUDING WITHOUT LIMITATION LOST PROFITS AND LOST BUSINESS OPPORTUNITIES.

#### 15. MISCELLANEOUS

15.1 Criminal Background Checks. Supplier may be required to perform criminal background checks of its personnel pursuant to the MSU Contractor Criminal Background Check Requirements Policy ("CBC Policy"), available at <https://upl.msu.edu/common/documents/criminal-back-ground-check.pdf>. If Supplier is subject to the CBC Policy, Supplier must sign and deliver the Contractor Certification for Criminal Background Checks to University prior to the provision of any services or delivery of any goods. University reserves the right to audit compliance with the CBC Policy requirements and may require further documentation of compliance from Supplier. Non-compliance with the Policy is considered a material breach of this Agreement, which may result in a termination for cause.

15.2 Further Assurances. Each party will, upon the reasonable request of the other party, execute such documents and perform such acts as may be necessary to give full effect to the terms of this Agreement.

15.3 Relationship of the Parties. The relationship between the parties is that of independent contractors. Nothing contained in this Agreement is to be construed as creating any agency, partnership, joint venture or other form of joint enterprise, employment or fiduciary relationship between the parties, and neither party has authority to contract for or bind the other party in any manner whatsoever.



15.4 Use of the University Name, Logo and Marks. The University acknowledges that Supplier may make public statements regarding the existence of this Agreement, its terms and conditions and an accurate description of the products or services being supplied without the consent of the University. However, other than as permitted by the previous sentence, Supplier will not use the name, logo, or any other marks (including, but not limited to, colors and music) owned by or associated with the University, or the name of any representative of the University without the prior written permission of the University in each instance.

15.5 Notices. All notices, requests, consents, claims, demands, waivers and other communications hereunder, other than routine communications having no legal effect, must be in writing and addressed to the parties as follows (or as otherwise specified by a party in a notice given in accordance with this Section):

If to Supplier:

Meridian Township Police Dept., 5151 Marsh Rd, Okemos, MI 48864

E-mail: [squires@meridian.mi.us](mailto:squires@meridian.mi.us)

Attention: Lieutenant Curtis Squires

Title: Uniform Division Commander

If to the University:

166 Service Rd, East Lansing, MI, 48824

E-mail: [yelselic@msu.edu](mailto:yelselic@msu.edu)

Attention: Cigdem Yelseli

Title: Core Procurement Buyer

Notices sent in accordance with this Section 23.4 will be deemed effectively given: (a) when received, if delivered by hand (with written confirmation of receipt); (b) when received, if sent by a nationally recognized overnight courier (receipt requested); (c) on the date sent by e-mail (with confirmation of transmission), if sent during normal business hours of the recipient, and on the next business day, if sent after normal business hours of the recipient; or (d) on the fifth (5th) day after the date mailed, by certified or registered mail, return receipt requested, postage prepaid.

15.6 Headings. The headings in this Agreement are for reference only and do not affect the interpretation of this Agreement.

15.7 Assignment. Supplier may not assign this Agreement, nor any money due or to become due without the prior written consent of the University. Any assignment made without such consent shall be deemed void.

15.8 No Third-party Beneficiaries. This Agreement is for the sole benefit of the parties and nothing herein, express or implied, is intended to or will confer on any other person or entity any legal or equitable right, benefit or remedy of any nature whatsoever under or by reason of this Agreement.



- 15.9 Amendment and Modification; Waiver. This Agreement may only be amended, modified or supplemented by an agreement in writing signed by each party's authorized Representative. No waiver by any party of any of the provisions hereof is effective unless explicitly set forth in writing and signed by the party so waiving. Except as otherwise set forth in this Agreement, no failure to exercise, or delay in exercising, any right, remedy, power or privilege arising from this Agreement will operate or be construed as a waiver thereof; nor will any single or partial exercise of any right, remedy, power or privilege hereunder preclude any other or further exercise thereof or the exercise of any other right, remedy, power or privilege.
- 15.10 Severability. If any term or provision of this Agreement is invalid, illegal or unenforceable in any jurisdiction, such invalidity, illegality or unenforceability will not affect any other term or provision of this Agreement or invalidate or render unenforceable such term or provision in any other jurisdiction. Upon such determination that any term or other provision is invalid, illegal or unenforceable, the parties hereto will negotiate in good faith to modify this Agreement so as to effect the original intent of the parties as closely as possible in a mutually acceptable manner in order that the transactions contemplated hereby be consummated as originally contemplated to the greatest extent possible.
- 15.11 Governing Law. This Agreement is governed, construed, and enforced in accordance with Michigan law, excluding choice-of-law principles, and all claims relating to or arising out of this Agreement are governed by Michigan law, excluding choice-of-law principles.
- 15.12 Compliance with Laws. Supplier shall comply with all applicable laws, regulations, and ordinances and the University's policies and rules, found at <https://upl.msu.edu/for-suppliers/policies-requirements/index.html>. Supplier has and shall maintain in effect all the licenses, permissions, authorizations, consents and permits that it needs to carry out its obligations under this Agreement.
- 15.13 Non-discrimination under Michigan Law. Pursuant to Section 209 of the Michigan Elliot-Larsen Civil Rights Act and Section 209 of the Michigan Persons with Disabilities Civil Rights Act, in providing services, the Supplier and its contractor(s) agree not to discriminate against any employee or applicant for employment with respect to hire, tenure, terms, conditions, or privileges of employment, or any matter directly or indirectly related to employment, because of age, color, familial status, height, marital status, national origin, race, religion, sex, gender identity or expression, sexual orientation, weight, or a disability that is unrelated to the individual's ability to perform the duties of a particular job or position.
- 15.14 Exclusion And Debarment. Supplier certifies that it is not presently debarred, suspended, proposed for debarment, declared ineligible, voluntarily excluded or otherwise ineligible for state or Federal program participation applied for to provide



the Services. In the event that Supplier becomes debarred, suspended or ineligible from state or Federal program participation in connection with the Services, Supplier shall notify MSU in writing within three (3) business days of such event. To the extent that Supplier will provide services to any MSU medical entity, Supplier hereby represents and warrants that Supplier is not currently, and at no time has been sanctioned, debarred, suspended, or excluded by any state or federally funded healthcare program, including without limitation, Medicare and Medicaid. Supplier agrees to immediately notify MSU of any threatened, proposed, or actual sanctions, debarment action, suspension, or exclusion by or from any state or federally funded health care program during the term of this Agreement.

15.15 Federal Contract Compliance.

- (a) **University is an equal opportunity employer and a federal contractor or subcontractor. Consequently, the parties agree that, as applicable, they will abide by the requirements of 41 CFR 60-1.4(a), 41 CFR 60-300.5(a) and 41 CFR 60-741.5(a) and that these laws are incorporated herein by reference. These regulations prohibit discrimination against qualified individuals based on their status as protected veterans or individuals with disabilities, and prohibit discrimination against all individuals based on their race, color, religion, sex, sexual orientation, gender identity or national origin. These regulations require that covered prime contractors and subcontractors take affirmative action to employ and advance in employment individuals without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, protected veteran status or disability. The parties also agree that, as applicable, they will abide by the requirements of Executive Order 13496 (29 CFR Part 471, Appendix A to Subpart A), relating to the notice of employee rights under federal labor laws.**
- (b) In accordance with Public Law 115-91 and FAR 52.204-23, Prohibition on Contracting for Hardware, Software, and Services Developed or Provided by Kaspersky Lab and Other Covered Entities, and Public Law 115-232 and FAR 52.204-25, Prohibition on Contracting for Certain Telecommunications and Video Surveillance Services or Equipment, Supplier is prohibited from delivering covered telecommunications equipment as defined in FAR 52.204-25 or covered articles as defined in FAR 52.204-23. Supplier hereby represents and warrants that it will abide by the prohibitions contained in this Section.

15.16 Conflict of Interest. Supplier warrants that to the best of Supplier's knowledge, there exists no actual or potential conflict between Supplier and the University, and its Services under this Agreement, and in the event of change in either Supplier's private interests or Services under this Agreement, Supplier will inform the University regarding possible conflict of interest which may arise as a result of the change. Supplier also affirms that, to the best of Supplier's knowledge, there exists no actual or potential conflict between a University employee and Supplier.



15.17 Schedules. All Schedules and Exhibits that are referenced herein and attached hereto are hereby incorporated by reference.

15.18 Counterparts. This Agreement may be executed in counterparts, each of which will be deemed an original, but all of which together are deemed to be one and the same agreement and will become effective and binding upon the parties as of the Effective Date at such time as all the signatories hereto have signed a counterpart of this Agreement. A signed copy of this Agreement delivered by facsimile, e-mail or other means of electronic transmission (to which a signed copy is attached) is deemed to have the same legal effect as delivery of an original signed copy of this Agreement.

15.19 Entire Agreement. This Agreement, including the Statement of Work and other Schedules and Exhibits attached hereto, constitute the sole and entire agreement of the parties to this Agreement with respect to the subject matter contained herein, and supersedes all prior and contemporaneous understandings and agreements, both written and oral, with respect to such subject matter. In the event of any conflict between the terms of this Agreement and those of any Schedule, Exhibit or other document, the following order of precedence governs: (a) first, this Agreement, excluding its Exhibits and Schedules; and (b) second, the Exhibits and Schedules to this Agreement as of the Effective Date. NO TERMS ON SUPPLIER'S INVOICES, WEBSITE, BROWSE-WRAP, SHRINK-WRAP, CLICK-WRAP, CLICK-THROUGH OR OTHER NON-NEGOTIATED TERMS AND CONDITIONS PROVIDED WITH ANY OF THE SERVICES, OR DOCUMENTATION HEREUNDER WILL CONSTITUTE A PART OR AMENDMENT OF THIS CONTRACT OR IS BINDING ON THE UNIVERSITY FOR ANY PURPOSE. ALL SUCH OTHER TERMS AND CONDITIONS HAVE NO FORCE AND EFFECT AND ARE DEEMED REJECTED BY THE UNIVERSITY, EVEN IF ACCESS TO OR USE OF SUCH SERVICE OR DOCUMENTATION REQUIRES AFFIRMATIVE ACCEPTANCE OF SUCH TERMS AND CONDITIONS.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the Effective Date.

**MSU**

BY: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**Supplier**

By: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_



**SCHEDULE A**  
**Statement of Work**

**1. General Requirements**

a. Performance of the work per this Agreement will be as coordinated with the University's Department of Police and Public Safety. MSU agrees that Supplier guarantees no minimum amount or hours of law enforcement services for any MSU event. Event start and end times and assignment information will be shared by DPPS before the event date. The hours or amount of law enforcement services provided shall be mutually agreed to by DPPS and the Township's Uniform Division Commander.

**2. Outline of Services and Fees**

- a. Pricing shall be fixed until Supplier has completed all Services under the Statement of Work.
- b. All invoices will be paid in accordance with agreement terms, Net 30 Days.
- c. Supplier will provide law enforcement services in connection with MSU events.
- d. Hourly rate for law enforcement services is \$75/hour.



**Master Service Agreement  
Law Enforcement Services**

This Master Service Agreement (this “**Agreement**”), entered into as of July 19, 2024 (“**Effective Date**”), is made by and between Michigan State University, with offices located at 426 Auditorium Rd, East Lansing, MI 48824 (“**MSU**” or “**University**”) and CHARTER TOWNSHIP OF MERIDIAN, with offices at 5151 Marsh Road, Okemos, MI 48864 (“**Supplier**”). MSU and Supplier are sometimes referred to in this Agreement individually as a “party” and collectively as the “parties.”

**1. SERVICES**

- 1.1 Supplier shall provide to MSU the law enforcement services set forth in the Statement of Work (collectively, the “**Services**”), attached as Schedule A to this Agreement (the “**Statement of Work**”).
- 1.2 Any Supplier personnel providing Services under this Agreement must comply with all licensing standards published by the Michigan Commission on Law Enforcement Standards (MCOLES).

**2. TERM**

The term of this Agreement shall commence on the Effective Date and shall continue for a period of three (3) years, unless earlier terminated in accordance with paragraph 13 (the “**Term**”). This Agreement may be renewed for up to two (2) additional one (1) year periods. Renewal must be by written agreement of the parties, and will automatically extend the Term of this Agreement.

**3. PAYMENT**

- 3.1 MSU will pay the fees set forth in the Statement of Work (the “**Fees**”) in accordance with this Section 3 and any payment milestones set forth in the Statement of Work.
- 3.2 Supplier’s invoices must conform to the requirements set forth in the Statement of Work. Invoices are due and payable by the University, in accordance with the University’s standard payment procedures, which are net 30 days after receipt, provided ~~the University determines~~ that the invoice was properly rendered under this Agreement. Supplier may only charge for Services performed as specified in the Statement of Work. Invoices must include an itemized statement of all charges. MSU is exempt from state sales tax for direct purchases and may be exempt from federal excise tax, if Services purchased under this Agreement are for MSU’s exclusive use.
- 3.3 MSU has the right to withhold payment of any disputed amounts until the parties agree as to the validity of the disputed amount. MSU will notify Supplier of any



dispute within ~~a reasonable time~~ 30 days after receipt. Payment by MSU will not constitute a waiver of any rights as to Supplier's continuing obligations, including claims for deficiencies or substandard Services.

3.4 Without prejudice to any other right or remedy it may have, MSU reserves the right to set off at any time any amount then due and owing to it by Supplier against any amount payable by MSU to Supplier.

3.5 Unless otherwise set forth in the Statement of Work, Supplier is solely responsible for any travel or other costs or expenses incurred by Supplier in connection with the performance of the Services, and in no event shall MSU reimburse Supplier for any such costs or expenses. If the Statement of Work allows for reimbursement of travel costs, such reimbursement is subject to MSU's Travel Reimbursement Policy set forth at <https://ctrl.msu.edu/COTravelNew/ReimbursementChart.aspx>.

#### 4. RELATIONSHIP OF THE PARTIES

4.1 Supplier is an independent contractor of MSU, and this Agreement shall not be construed to create any association, partnership, joint venture, employee or agency relationship between Supplier and MSU for any purpose. Supplier has no authority (and shall not hold itself out as having authority) to bind MSU and Supplier shall not make any agreements or representations on MSU's behalf without MSU's prior written consent. MSU has no authority to bind Supplier and MSU shall not make any agreements or representations on Supplier's behalf without Supplier's prior written consent.

4.2 Without limiting paragraph 4.1, Supplier will not be eligible under this Agreement to participate in any vacation, group medical or life insurance, disability, profit sharing or retirement benefits or any other fringe benefits or benefit plans offered by MSU to its employees, and MSU will not be responsible for withholding or paying any income, payroll, Social Security or other federal, state or local taxes, making any insurance contributions, including unemployment or disability, or obtaining worker's compensation insurance on Supplier's behalf. Supplier shall be responsible for, and shall indemnify MSU against, all such taxes or contributions, including penalties and interest. Any persons employed by Supplier in connection with the performance of the Services shall be Supplier's employees and Supplier shall be fully responsible for them.

#### 5. SUBCONTRACTORS

5.1 Supplier will not, without the prior written approval of MSU, which consent may be given or withheld in MSU's sole discretion, engage any third party to perform Services. MSU's approval of any such third party (each approved third party, a "Subcontractor")



does not relieve Supplier of its representations, warranties or obligations under this Agreement. Without limiting the foregoing, Supplier will:

- (a) be responsible and liable for the acts and omissions of each such Subcontractor (including such Subcontractor's employees who, to the extent providing Services, shall be deemed Supplier personnel) to the same extent as if such acts or omissions were by Supplier or its employees;
- (b) name MSU a third party beneficiary under Supplier's contract with each Subcontractor with respect to the Services; and
- (c) be responsible for all fees and expenses payable to, by or on behalf of each Subcontractor in connection with this Agreement, including, if applicable, withholding of income taxes, and the payment and withholding of social security and other payroll taxes, unemployment insurance, workers' compensation insurance payments and disability benefits.

## 6. INTELLECTUAL PROPERTY RIGHTS

- 6.1 MSU is and shall be, the sole and exclusive owner of all right, title and interest throughout the world in and to all designs, drawings, reports, or other materials created specifically for MSU under this Agreement, including but not limited to any deliverables set forth in the Statement of Work, including all patents, copyrights, trademarks, trade secrets and other intellectual property rights therein.

## 7. CONFIDENTIALITY

- 7.1 Meaning of Confidential Information. The term "Confidential Information" means all information and documentation of a party that: (a) has been marked "confidential" or with words of similar meaning, at the time of disclosure by such party; (b) if disclosed orally or not marked "confidential" or with words of similar meaning, was subsequently summarized in writing by the disclosing party and marked "confidential" or with words of similar meaning; or, (c) should reasonably be recognized as confidential information of the disclosing party. The term "Confidential Information" does not include any information or documentation that was or is: (a) in the possession of the University and subject to disclosure under the Michigan Freedom of Information Act (FOIA); (b) already in the possession of the receiving party without an obligation of confidentiality; (c) developed independently by the receiving party, as demonstrated by the receiving party, without violating the disclosing party's proprietary rights; (d) obtained from a source other than the disclosing party without an obligation of confidentiality; or, (e) publicly available when received, or thereafter became publicly available (other than through any unauthorized disclosure by, through, or on behalf of, the receiving party).

- 7.2 Obligation of Confidentiality. ~~The parties shall not transmit, transfer exchange, send, give, or otherwise disclose any Confidential Information to each other (MSU to Supplier and vice-versa) unless the Confidential Information is exempt from FOIA and~~



~~the providing party includes a legal opinion to that effect with the Confidential Information. See MCL 15.243.~~ The parties agree to hold all Confidential Information in strict confidence and not to copy, reproduce, sell, transfer, or otherwise dispose of, give or disclose such Confidential Information to third parties other than employees, agents, or subcontractors of a party who have a need to know in connection with this Agreement or to use such Confidential Information for any purposes whatsoever other than the performance of this Agreement. The parties agree to advise and require their respective employees, agents, and subcontractors of their obligations to keep all Confidential Information confidential. Disclosure to the Supplier's Subcontractor is permissible where (a) the disclosure is necessary or otherwise naturally occurs in connection with work that is within the Subcontractor's responsibilities; and (b) Supplier obligates the Subcontractor in a written contract to maintain the University's Confidential Information in confidence.

7.2 **Obligation of Confidentiality.** The parties agree to hold all Confidential Information in strict confidence and not to copy, reproduce, sell, transfer, or otherwise dispose of, give or disclose such Confidential Information to third parties other than employees, agents, or subcontractors of a party who have a need to know in connection with this Agreement or to use such Confidential Information for any purposes whatsoever other than the performance of this Agreement. The parties agree to advise and require their respective employees, agents, and subcontractors of their obligations to keep all Confidential Information confidential. Disclosure to the Supplier's Subcontractor is permissible where (a) the disclosure is necessary or otherwise naturally occurs in connection with work that is within the Subcontractor's responsibilities; and (b) Supplier obligates the Subcontractor in a written contract to maintain the University's Confidential Information in confidence.

7.3 **Cooperation to Prevent Disclosure of Confidential Information.** Each party must use its best efforts to assist the other party in identifying and preventing any unauthorized use or disclosure of any Confidential Information. Without limiting the foregoing, each party must advise the other party immediately in the event either party learns or has reason to believe that any person who has had access to Confidential Information has violated or intends to violate the terms of this Agreement. Each party will cooperate with the other party in seeking injunctive or other equitable relief against any such person.

7.4 **Remedies for Breach of Obligation of Confidentiality.** Each party acknowledges that breach of its obligation of confidentiality may give rise to irreparable injury to the other party, which damage may be inadequately compensable in the form of monetary damages. Accordingly, a party may seek and obtain injunctive relief against the breach or threatened breach of the foregoing undertakings, in addition to any other legal remedies which may be available, to include, ~~in the case of the University,~~ at the sole election of the University non-breaching party, the immediate termination, without liability ~~to the University,~~ of this Agreement.



7.5 Surrender of Confidential Information upon Termination. Upon termination or expiration of this Agreement, each party must, within ~~five (5) Business Days~~15 days from the date of termination, return to the other party any and all Confidential Information received from the other party, or created or received by a party on behalf of the other party, which are in such party's possession, custody, or control. If Supplier or the University determine that the return of any Confidential Information is not feasible, such party must destroy the Confidential Information and certify the same in writing within ~~five (5) Business Days~~15 days from the date of termination to the other party.

8. **FERPA COMPLIANCE.** University is a qualifying educational agency or institution under the U.S. Family Educational Rights and Privacy Act ("FERPA"). To the extent Supplier or its personnel have access to data protected by FERPA, Supplier acknowledges that for the purposes of this Agreement it is designated as a "school official" with "legitimate educational interests" in such data and associated metadata, as defined under FERPA and its implementing regulations, and agrees to abide by the limitations and requirements imposed on school officials under those regulations. Supplier agrees to use such data only for the purpose of fulfilling its duties under this Agreement, and will not monitor, share, or disclose any such data to any third party except as provided for in this Agreement, as required by law, or as authorized in writing by University. Supplier specifically agrees not to use any data for purposes of targeted advertising.

~~9. **RECORDS MAINTENANCE, INSPECTION, EXAMINATION AND AUDIT**~~

~~University and Supplier shall each have access to and the right to examine and copy any directly pertinent books, documents, papers, and records of Supplier or University involving transactions related to this Agreement until the expiration of three (3) years after final payment hereunder. Supplier and University each further agrees to promptly furnish, when requested by University, such books, documents, and records of Supplier as are necessary to verify the accuracy of the amounts invoiced to University against any past or current goods and services provided by Supplier. If any audit discloses an overpayment or underpayment by University or a discrepancy in the amount invoiced by Supplier against the goods and services actually provided by Supplier, Supplier each party will promptly reimburse University or remit payment within thirty (30) days of University's notification to Supplier of any such overpayment, underpayment, rectify such discrepancy, or both.~~

9. **RECORDS MAINTENANCE, INSPECTION, EXAMINATION AND AUDIT**

University shall have access to and the right to examine and copy any directly pertinent books, documents, papers, and records of Supplier involving invoicing related to this Agreement until the expiration of three (3) years after final payment hereunder. Supplier further agrees to promptly furnish, when requested by University, such books, documents, and records of Supplier as are necessary to verify



the accuracy of the amounts invoiced to University against any past or current goods and services provided by Supplier. If any audit discloses an overpayment or underpayment by University or a discrepancy in the amount invoiced by Supplier against the goods and services actually provided by Supplier, each party will promptly reimburse or remit payment within thirty (30) days of notification of any such overpayment, underpayment, rectify such discrepancy, or both.

## 10. REPRESENTATIONS AND WARRANTIES

10.1 Supplier represents and warrants to MSU that:

- (a) Supplier has the right to enter into this Agreement, to grant the rights granted herein and to perform fully all of its obligations in this Agreement;
- (b) Supplier's entering into this Agreement with MSU and its performance of the Services do not and will not conflict with or result in any breach or default under any other agreement to which it is subject;
- (c) Supplier has the required skill, experience and qualifications to perform the Services, Supplier shall perform the Services in a professional and workmanlike manner in accordance with ~~best~~ industry standards for similar services and Supplier shall devote sufficient resources to ensure that the Services are performed in a timely and reliable manner;
- (d) Supplier shall perform the Services in compliance with all applicable federal, state and local laws and regulations, including but not limited to the Michigan Commission On Law Enforcement Standards Act; and
- (e) Supplier, and each of its personnel, have and shall maintain any and all licenses and permits required by the Michigan Commission On Law Enforcement Standards Act, and any applicable federal, state or local laws and regulations.

10.2 MSU hereby represents and warrants to Supplier that:

- (a) it has the full right, power and authority to enter into this Agreement and to perform its obligations hereunder; and
- (b) the execution of this Agreement by its representative whose signature is set forth at the end hereof has been duly authorized by all necessary organizational action.

## 11. INDEMNIFICATION

11.1 Supplier shall defend, indemnify and hold harmless MSU and its affiliates and their trustees, officers, directors, employees, agents, successors and permitted assigns from and against all losses, damages, liabilities, deficiencies, actions, judgments, interest, awards, penalties, fines, costs or expenses of whatever kind (including reasonable attorneys' fees) arising out of or resulting from:



- (a) bodily injury, death of any person or damage to real or tangible, personal property resulting from Supplier's negligent acts or omissions; and
- (b) Supplier's Supplier's negligent breach of any representation, warranty or obligation under this Agreement.

~~11.2 MSU shall defend, indemnify and hold harmless Supplier and its affiliates and their trustees, officers, directors, employees, agents, successors and permitted assigns from and against all losses, damages, liabilities, deficiencies, actions, judgments, interest, awards, penalties, fines, costs or expenses of whatever kind (including reasonable attorneys' fees) arising out of or resulting from:~~

- ~~(a) bodily injury, death of any person or damage to real or tangible, personal property resulting from MSU's negligent acts or omissions; and~~
- ~~(b) MSU's negligent breach of any representation, warranty or obligation under this Agreement.~~

11.2 To the extent permitted by applicable law, MSU shall defend, indemnify and hold harmless Supplier and its affiliates and their trustees, officers, directors, employees, agents, successors and permitted assigns from and against all losses, damages, liabilities, deficiencies, actions, judgments, interest, awards, penalties, fines, costs or expenses of whatever kind (including reasonable attorneys' fees) arising out of or resulting from:

- (c) (a) bodily injury, death of any person or damage to real or tangible, personal property resulting from MSU's negligent acts or omissions; and
- (b) MSU's negligent breach of any representation, warranty or obligation under this Agreement.

## 12. INSURANCE

12.1 While performing services under this Agreement, Supplier shall purchase and maintain the following insurance:

- (a) Workers Compensation insurance, Coverage A, with limits statutorily required by any applicable Federal or state law and Employers Liability insurance, Coverage B, with minimum limit of \$500,000 per accident.
- (b) Automobile Liability insurance covering liability arising out of any owned, hired, and non-owned vehicles with minimum limit of \$1,000,000 each accident and Personal Injury Protection as required by statute.
- (c) Commercial General Liability insurance with a minimum limit of \$1,000,000 each occurrence/\$2,000,000 general aggregate. Coverage shall include bodily injury and property damage liability, personal and advertising injury liability, products/completed operations, and liability assumed under an insured contract.



- (d) Professional Liability insurance for claims arising from negligent acts, errors or omissions by anyone providing professional services including but not limited to doctors, lawyers, architects, engineers, designers, appraisers and consultants. Minimum limit is \$3,000,000 per claim and \$3,000,000 annual aggregate.

12.2 Insurance policies shall be issued by companies licensed or approved to do business within the State of Michigan. Insurers shall possess a minimum A.M. Best rating of A. The insurance policies, where allowable, shall be endorsed to name Michigan State University, its Board of Trustees, agents, officers, and employees as "Additional Insureds." In the event any insurance policies required by this Agreement are written on a "claims made" basis, coverage shall extend for three years past completion and acceptance of Supplier's Services and must be evidenced by annual certificates of insurance. All policies of insurance must be on a primary basis, non-contributory with any other insurance and/or self-insurance carried by MSU. Supplier shall provide a minimum 30 days written notice to MSU via certified mail of cancellation or non-renewal of policies required under this Agreement and a renewal certificate at least 15 days prior to expiration.

### 13. TERMINATION

13.1 ~~MSU~~Either party may terminate this Agreement without cause upon thirty (30) days' written notice to ~~Supplier~~the other party. In the event of termination pursuant to this paragraph 13.1, ~~MSU~~the terminating party shall pay ~~Supplier~~ any Fees due and payable for any Services completed and provide any Services up to and including the date of such termination.

13.2 ~~MSU~~Either party may terminate this Agreement, effective upon written notice to ~~Supplier~~the other party, in the event ~~that Supplier materially breaches~~of a material breach of this Agreement, and such breach is incapable of cure, or with respect to a material breach capable of cure, ~~Supplier~~the breaching party does not cure such breach within ten (10) days after receipt of written notice of such breach. MSU shall pay Supplier any Fees due and payable for any Services completed up to and including the date of such termination, ~~subject to MSU's right of offset for reasonable costs incurred by MSU as a result terminating the Agreement.~~

13.3 Upon expiration or termination of this Agreement for any reason, or at any other time upon MSU's written request, ~~Supplier~~each party shall within fifteen (15) days after such request, expiration, or termination:

- (a) deliver to ~~MSU~~the other party all tangible documents and materials (and any copies) containing, reflecting, incorporating or based on ~~MSU's~~the other party's Confidential Information;
- (b) take all reasonable and necessary measures to transition performance of the Services, reports and other documentation, to MSU or MSU's designee;



- (c) prepare an accurate accounting from which MSU and Supplier may reconcile all outstanding accounts;
- (d) permanently erase all of the other party's Confidential Information from Supplier's computer systems; and
- (e) certify in writing ~~to MSU~~ that Supplier has complied with the requirements of this paragraph.

13.4 The terms and conditions of this paragraph 13.4 and paragraph 4, (Relationship of the Parties), paragraph 5, (Subcontractors), paragraph 7, (Confidentiality), paragraph 11, (Indemnification), and paragraph 13.3 shall survive the expiration or termination of this Agreement.

#### 14. LIMITATION OF LIABILITY

NEITHER PARTY WILL BE LIABLE, REGARDLESS OF THE FORM OF ACTION, WHETHER IN CONTRACT, TORT, NEGLIGENCE, STRICT LIABILITY OR BY STATUTE OR OTHERWISE, FOR ANY CLAIM RELATED TO OR ARISING UNDER THIS CONTRACT FOR CONSEQUENTIAL, INCIDENTAL, INDIRECT, OR SPECIAL DAMAGES, INCLUDING WITHOUT LIMITATION LOST PROFITS AND LOST BUSINESS OPPORTUNITIES. ~~—OTHER THAN ITS PAYMENT OBLIGATIONS, IN NO EVENT WILL MSU'S AGGREGATE LIABILITY TO SUPPLIER UNDER THIS AGREEMENT, REGARDLESS OF THE FORM OF ACTION, WHETHER IN CONTRACT, TORT, NEGLIGENCE, STRICT LIABILITY OR BY STATUTE OR OTHERWISE, FOR ANY CLAIM RELATED TO OR ARISING UNDER THIS AGREEMENT, EXCEED THE TOTAL AMOUNT OF PAYMENTS PAID BY MSU TO SUPPLIER DURING THE TWELVE (12) MONTHS PRECEDING THE APPLICABLE CLAIM.~~

#### 15. MISCELLANEOUS

- 15.1 Criminal Background Checks. Supplier may be required to perform criminal background checks of its personnel pursuant to the MSU Contractor Criminal Background Check Requirements Policy ("CBC Policy"), available at <https://upl.msu.edu/common/documents/criminal-back-ground-check.pdf>. If Supplier is subject to the CBC Policy, Supplier must sign and deliver the Contractor Certification for Criminal Background Checks to University prior to the provision of any services or delivery of any goods. University reserves the right to audit compliance with the CBC Policy requirements and may require further documentation of compliance from Supplier. Non-compliance with the Policy is considered a material breach of this Agreement, which may result in a termination for cause.
- 15.2 Further Assurances. Each party will, upon the reasonable request of the other party, execute such documents and perform such acts as may be necessary to give full effect to the terms of this Agreement.



15.3 Relationship of the Parties. The relationship between the parties is that of independent contractors. Nothing contained in this Agreement is to be construed as creating any agency, partnership, joint venture or other form of joint enterprise, employment or fiduciary relationship between the parties, and neither party has authority to contract for or bind the other party in any manner whatsoever.

15.4 Use of the University Name, Logo and Marks. The University acknowledges that Supplier may make public statements regarding the existence of this Agreement, its terms and conditions and an accurate description of the products or services being supplied without the consent of the University. However, other than as permitted by the previous sentence, Supplier will not use the name, logo, or any other marks (including, but not limited to, colors and music) owned by or associated with the University, or the name of any representative of the University without the prior written permission of the University in each instance.

15.5 Notices. All notices, requests, consents, claims, demands, waivers and other communications hereunder, other than routine communications having no legal effect, must be in writing and addressed to the parties as follows (or as otherwise specified by a party in a notice given in accordance with this Section):

If to Supplier:

Meridian Township Police Dept., 5151 Marsh Rd, Okemos, MI 48864

E-mail: [squires@meridian.mi.us](mailto:squires@meridian.mi.us)

Attention: Lieutenant Curtis Squires

Title: Uniform Division Commander

If to the University:

166 Service Rd, East Lansing, MI, 48824

E-mail: [yelselic@msu.edu](mailto:yelselic@msu.edu)

Attention: Cigdem Yelseli

Title: Core Procurement Buyer

Notices sent in accordance with this Section 23.4 will be deemed effectively given: (a) when received, if delivered by hand (with written confirmation of receipt); (b) when received, if sent by a nationally recognized overnight courier (receipt requested); (c) on the date sent by e-mail (with confirmation of transmission), if sent during normal business hours of the recipient, and on the next business day, if sent after normal business hours of the recipient; or (d) on the fifth (5th) day after the date mailed, by certified or registered mail, return receipt requested, postage prepaid.

15.6 Headings. The headings in this Agreement are for reference only and do not affect the interpretation of this Agreement.



- 15.7 Assignment. Supplier may not assign this Agreement, nor any money due or to become due without the prior written consent of the University. Any assignment made without such consent shall be deemed void.
- 15.8 No Third-party Beneficiaries. This Agreement is for the sole benefit of the parties and nothing herein, express or implied, is intended to or will confer on any other person or entity any legal or equitable right, benefit or remedy of any nature whatsoever under or by reason of this Agreement.
- 15.9 Amendment and Modification; Waiver. This Agreement may only be amended, modified or supplemented by an agreement in writing signed by each party's authorized Representative. No waiver by any party of any of the provisions hereof is effective unless explicitly set forth in writing and signed by the party so waiving. Except as otherwise set forth in this Agreement, no failure to exercise, or delay in exercising, any right, remedy, power or privilege arising from this Agreement will operate or be construed as a waiver thereof; nor will any single or partial exercise of any right, remedy, power or privilege hereunder preclude any other or further exercise thereof or the exercise of any other right, remedy, power or privilege.
- 15.10 Severability. If any term or provision of this Agreement is invalid, illegal or unenforceable in any jurisdiction, such invalidity, illegality or unenforceability will not affect any other term or provision of this Agreement or invalidate or render unenforceable such term or provision in any other jurisdiction. Upon such determination that any term or other provision is invalid, illegal or unenforceable, the parties hereto will negotiate in good faith to modify this Agreement so as to effect the original intent of the parties as closely as possible in a mutually acceptable manner in order that the transactions contemplated hereby be consummated as originally contemplated to the greatest extent possible.
- 15.11 Governing Law. This Agreement is governed, construed, and enforced in accordance with Michigan law, excluding choice-of-law principles, and all claims relating to or arising out of this Agreement are governed by Michigan law, excluding choice-of-law principles.

~~Equitable Relief. Each party to this Agreement acknowledges and agrees that (a) a breach or threatened breach by such party of any of its obligations under this Agreement would give rise to irreparable harm to the other party for which monetary damages would not be an adequate remedy and (b) in the event of a breach or a threatened breach by such party of any such obligations, the other party hereto is, in addition to any and all other rights and remedies that may be available to such party at law, at equity or otherwise in respect of such breach, entitled to equitable relief, including a temporary restraining order, an injunction, specific performance and any other relief that may be available from a court of competent jurisdiction, without any requirement to post a bond or other security, and without any requirement to prove~~



~~actual damages or that monetary damages will not afford an adequate remedy. Each party to this Agreement agrees that such party will not oppose or otherwise challenge the appropriateness of equitable relief or the entry by a court of competent jurisdiction of an order granting equitable relief, in either case, consistent with the terms of this Section 23.11.~~

15.12 Compliance with Laws. Supplier shall comply with all applicable laws, regulations, and ordinances and the University's policies and rules, found at <https://upl.msu.edu/for-suppliers/policies-requirements/index.html>. Supplier has and shall maintain in effect all the licenses, permissions, authorizations, consents and permits that it needs to carry out its obligations under this Agreement.

15.13 Non-discrimination under Michigan Law. Pursuant to Section 209 of the Michigan Elliot-Larsen Civil Rights Act and Section 209 of the Michigan Persons with Disabilities Civil Rights Act, in providing services, the Supplier and its contractor(s) agree not to discriminate against any employee or applicant for employment with respect to hire, tenure, terms, conditions, or privileges of employment, or any matter directly or indirectly related to employment, because of age, color, familial status, height, marital status, national origin, race, religion, sex, gender identity or expression, sexual orientation, weight, or a disability that is unrelated to the individual's ability to perform the duties of a particular job or position.

15.14 Exclusion And Debarment. Supplier certifies that it is not presently debarred, suspended, proposed for debarment, declared ineligible, voluntarily excluded or otherwise ineligible for state or Federal program participation. applied for to provide the Services. In the event that Supplier becomes debarred, suspended or ineligible from state or Federal program participation in connection with the Services, Supplier shall notify MSU in writing within three (3) business days of such event. To the extent that Supplier will provide services to any MSU medical entity, Supplier hereby represents and warrants that Supplier is not currently, and at no time has been sanctioned, debarred, suspended, or excluded by any state or federally funded healthcare program, including without limitation, Medicare and Medicaid. Supplier agrees to immediately notify MSU of any threatened, proposed, or actual sanctions, debarment action, suspension, or exclusion by or from any state or federally funded health care program during the term of this Agreement.

15.15 Federal Contract Compliance.

- (a) **University is an equal opportunity employer and a federal contractor or subcontractor. Consequently, the parties agree that, as applicable, they will abide by the requirements of 41 CFR 60-1.4(a), 41 CFR 60-300.5(a) and 41 CFR 60-741.5(a) and that these laws are incorporated herein by reference. These regulations prohibit discrimination against qualified individuals based on their status as protected veterans or individuals with disabilities, and prohibit discrimination against all individuals based on**



**their race, color, religion, sex, sexual orientation, gender identity or national origin. These regulations require that covered prime contractors and subcontractors take affirmative action to employ and advance in employment individuals without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, protected veteran status or disability. The parties also agree that, as applicable, they will abide by the requirements of Executive Order 13496 (29 CFR Part 471, Appendix A to Subpart A), relating to the notice of employee rights under federal labor laws.**

- (b) In accordance with Public Law 115-91 and FAR 52.204-23, Prohibition on Contracting for Hardware, Software, and Services Developed or Provided by Kaspersky Lab and Other Covered Entities, and Public Law 115-232 and FAR 52.204-25, Prohibition on Contracting for Certain Telecommunications and Video Surveillance Services or Equipment, Supplier is prohibited from delivering covered telecommunications equipment as defined in FAR 52.204-25 or covered articles as defined in FAR 52.204-23. Supplier hereby represents and warrants that it will abide by the prohibitions contained in this Section.

15.16 Conflict of Interest. Supplier warrants that to the best of Supplier's knowledge, there exists no actual or potential conflict between Supplier and the University, and its Services under this Agreement, and in the event of change in either Supplier's private interests or Services under this Agreement, Supplier will inform the University regarding possible conflict of interest which may arise as a result of the change. Supplier also affirms that, to the best of Supplier's knowledge, there exists no actual or potential conflict between a University employee and Supplier.

15.17 Schedules. All Schedules and Exhibits that are referenced herein and attached hereto are hereby incorporated by reference.

15.18 Counterparts. This Agreement may be executed in counterparts, each of which will be deemed an original, but all of which together are deemed to be one and the same agreement and will become effective and binding upon the parties as of the Effective Date at such time as all the signatories hereto have signed a counterpart of this Agreement. A signed copy of this Agreement delivered by facsimile, e-mail or other means of electronic transmission (to which a signed copy is attached) is deemed to have the same legal effect as delivery of an original signed copy of this Agreement.

15.19 Entire Agreement. This Agreement, including the Statement of Work and other Schedules and Exhibits attached hereto, constitute the sole and entire agreement of the parties to this Agreement with respect to the subject matter contained herein, and supersedes all prior and contemporaneous understandings and agreements, both written and oral, with respect to such subject matter. In the event of any conflict between the terms of this Agreement and those of any Schedule, Exhibit or other



document, the following order of precedence governs: (a) first, this Agreement, excluding its Exhibits and Schedules; and (b) second, the Exhibits and Schedules to this Agreement as of the Effective Date. NO TERMS ON SUPPLIER'S INVOICES, WEBSITE, BROWSE-WRAP, SHRINK-WRAP, CLICK-WRAP, CLICK-THROUGH OR OTHER NON-NEGOTIATED TERMS AND CONDITIONS PROVIDED WITH ANY OF THE SERVICES, OR DOCUMENTATION HEREUNDER WILL CONSTITUTE A PART OR AMENDMENT OF THIS CONTRACT OR IS BINDING ON THE UNIVERSITY FOR ANY PURPOSE. ALL SUCH OTHER TERMS AND CONDITIONS HAVE NO FORCE AND EFFECT AND ARE DEEMED REJECTED BY THE UNIVERSITY, EVEN IF ACCESS TO OR USE OF SUCH SERVICE OR DOCUMENTATION REQUIRES AFFIRMATIVE ACCEPTANCE OF SUCH TERMS AND CONDITIONS.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the Effective Date.

**MSU**

BY: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**Supplier**

By: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_



**SCHEDULE A**  
**Statement of Work**

**1. General Requirements**

a. Performance of the work per this Agreement will be as coordinated with the University's Department of Police and Public Safety. MSU agrees that Supplier guarantees no minimum amount or hours of law enforcement services for any MSU event. Event start and end times and assignment information will be shared by DPPS before the event date. The hours or amount of law enforcement services provided shall be mutually agreed to by DPPS and the Township's Uniform Division Commander.

**2. Outline of Services and Fees**

- a. Pricing shall be fixed until Supplier has completed all Services under the Statement of Work.
- b. All invoices will be paid in accordance with agreement terms, Net 30 Days.
- c. Supplier will provide law enforcement services in connection with MSU events.
- d. Hourly rate for ~~-----~~ law enforcement services is \$75/hour.



**To: Board Members**  
**From: Rick Grillo, Chief of Police**  
**Date: February 4, 2025**  
**Re: Prosecuting Attorney Contract Renewal**

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For over a decade, the Harkness Law Firm has been retained by Meridian Township as an attorney to prosecute certain violations of the Township Code of Ordinances, to oversee the diversion program for offenders who commit retail fraud crimes and minors in possession of alcohol, and to oversee the forfeiture of property seized under Public Act 236 of 1961. The Harkness Law Firm has been a trusted partner for many years and has provided many services within the scope of our agreement necessary for the prosecution of crimes in the name of public safety in Meridian Township.

The current contract with Harkness Law Firm is set to expire on April 30, 2025. A new contract has been developed to extend our agreement with the Harkness Law Firm for the continuance of services through April 30, 2029 with an updated schedule of fees.

**Previous fees:** \$6,666.66 per month paid for services rendered with no annual increases

**Updated fees for 2025-2029:**

- May 1, 2025 through April 30, 2026: \$7,916.66
- May 1, 2026 through April 30, 2027: \$8,075.00
- May 1, 2027 through April 30, 2028: \$8,236.50
- May 1, 2028 through April 30, 2029: \$8,401.23

**Attachment:**

1. Retainer Agreement for Prosecution Services

RETAINER AGREEMENT FOR PROSECUTION OF UNIFORM TRAFFIC CODE,  
MOTOR VEHICLE CODE, AND OTHER SPECIFIED ORDINANCES,  
ADMINISTRATION OF RETAIL FRAUD AND MINOR IN POSSESSION DIVERSION  
PROGRAMS, FORFEITURE OF PROPERTY SEIZED PURSUANT TO THE  
MICHIGAN CONTROLLED SUBSTANCES ACT AND PUBLIC ACT 236 OF 1961  
(OMNIBUS FORFEITURE)

The Charter Township of Meridian, Ingham County, State of Michigan (“the Township”) with offices located at 5151 Marsh Road, Okemos, Michigan 48864-1198, and The Harkness Law Firm, PLLC (“the Contractor”), with offices at 4121 Okemos Rd., Suite 17, Okemos, MI 48864, agree as follows:

1. The Township agrees to retain the contractor to represent the Township as an attorney to prosecute certain violations of the Township Code of Ordinances as specified below.
2. The Township further agrees to retain the contractor to represent the Township as an attorney to oversee and administer the diversion program which has been instituted for offenders who commit the crime of Retail Fraud Third, have no prior criminal record, and otherwise meet the requirements of the diversion program.
3. The Township further agrees to retain the contractor to represent the Township as an attorney to oversee and administer the diversion program which has been instituted for offenders who commit the crime of Minor in Possession, have no prior criminal record, and otherwise meet the requirements of the diversion program.
4. The Township agrees to retain the Contractor to represent the Township as an attorney to forfeit property seized by the Meridian Township Police Department as a result of violations of the Michigan Controlled Substances Act, Public Act 236 of 1961 (Omnibus Forfeiture), and any other applicable forfeiture statute as authorized by the Township.
5. The Township agrees to retain the Contractor to represent the Township as an attorney to oversee and administer any later adopted and authorized diversion program for offenders who violate applicable local ordinances.
6. SCOPE OF SERVICES:
  - a. Prosecute traffic violations of Township Code Chapter 74 and the Uniform Traffic Code and the Michigan Vehicle Code as adopted by the Township.
  - b. Prosecute violations of Township Code Chapter 50.

- c. Assist the Township Police Department with preparation of appearance and complaint tickets.
- d. Review modifications to the Uniform Traffic Code and Michigan Vehicle Code and assist the Township with revisions to Chapter 74 and Chapter 50 of the Township Code.
- e. Submit monthly detailed reports to the Township Police Department summarizing the disposition of all cases and identifying the total monthly hours spent in prosecution and related services.
- f. Work with District Court Judges to assure efficient court scheduling of Township cases to contain costs.
- g. Provide advice to the Police Chief on methods for improving the cost efficiency of enforcing and prosecuting violations of Township Code Chapter 74, Township Code Chapter 50, and the Uniform Traffic Code and Michigan Vehicle Code as adopted by the Township.
- h. Evaluate cost recovery opportunities authorized by State statute for violations of Township Code Chapter 74, Township Code Chapter 50, and the Uniform Traffic Code and Michigan Vehicle Code as adopted by the Township.
- i. Represent the Township in appeals to the Circuit Court for violations of Township Code Chapter 74, Township Code Chapter 50, and the Uniform Traffic Code and Michigan Vehicle Code as adopted by the Township.
- j. Review police reports and advise Township Police Department regarding probable cause determinations and preparation of summons and complaints where neither an appearance ticket nor warrant is issued.
- k. Review police reports regarding retail fraud third violations to determine eligibility for the Meridian Township Diversion Program, which has been instituted for the crime of Retail Fraud Third violations.
- l. Prepare and issue the summons and complaints for the charge of Retail Fraud Third wherein the Defendant does not qualify for diversion or fail to successfully complete it.
- m. Meet with the Retail Fraud Third Defendants who are eligible for diversion, go over the necessary agreements and requirements of the program, and monitor the file to make sure the Defendant successfully completes the requirements of the program, including having paid the necessary fees to the Township.

- n. Send out all necessary correspondence/notification to the Defendants, Police Department, and Victim regarding the defendants' participation in the Retail Fraud Diversion Program.
- o. Review police reports regarding Minor in Possession violations to determine eligibility for the Meridian Township Diversion Program, which has been instituted for the crime of Minor in Possession violations.
- p. Prepare and issue the summons and complaints for the charge of Minor in Possession wherein the Defendant does not qualify for diversion or fail to successfully complete it.
- q. Meet with the Minor in Possession Defendants who are eligible for diversion, go over the necessary agreements and requirements of the program, and monitor the file to make sure the Defendant successfully completes the requirements of the program, including having paid the necessary fees to the Township.
- r. Send out all necessary correspondence/notification to the Defendants, Police Department, and Victim regarding the defendants' participation in the Minor in Possession Diversion Program.
- s. Review police reports regarding incidents where property subject to forfeiture has been seized.
- t. Prepare and issue the summons and complaints for the commencement of a judicial forfeiture action when necessary.
- u. Review and authorize, in conjunction with the Meridian Township Police Department, the seizure of property subject to seizure under the Michigan Controlled Substances Act and Omnibus Forfeiture Statute.
- v. Review and authorize, in conjunction with the Meridian Township Police Department, settlement agreements and releases of liability for seized property.
- w. In conjunction with the Meridian Township Police Department, conduct negotiations for settlement with property claimants;
- x. Send out all necessary correspondence/notification to the Claimants, Police Department, prosecuting officials, lien holders, and other parties with an interest in the seized property.
- y. Appear and represent the Township in any judicial forfeiture action arising out of property seized pursuant to the Michigan Controlled Substances Act and Omnibus Forfeiture Statute.

- z. Appeals by the Township to the Circuit Court as requested by the Chief of Police for cases and/or services described in paragraph 5 of this agreement.
  - aa. All litigation in the Court of Appeals, Supreme Court or federal courts for cases and/or services described in paragraph 6 of this Agreement.
  - bb. Legal research as requested by the Township and not included under paragraph 6 above.
  - cc. Ordinance and policy drafting as requested by the Township.
  - dd. Review police reports regarding ordinance violations to determine eligibility for later adopted diversion programs. Meet with the Defendants who are eligible for later adopted diversion programs, go over the necessary agreements and requirements of the program, and monitor the file to make sure the Defendant successfully completes the requirements of the program, including having paid the necessary fees to the Township.
7. The Contractor shall be compensated by the Township as follows:
- a. A retainer shall be paid monthly for services rendered pursuant to paragraphs 1, 2, 3, 4 and 5 above as follows:
    - i. May 1, 2025 through April 30, 2026: \$7,916.66
    - ii. May 1, 2026 through April 30, 2027: \$8,075.00
    - iii. May 1, 2027 through April 30, 2028: \$8,236.50
    - iv. May 1, 2028 through April 30, 2029: \$8,401.23
  - b. The Contractor shall bill in detail for and be reimbursed at cost for all out-of-pocket expenses incurred in pursuit of Township business including filing fees, postage, witness fees, service of process and computerized legal research charges.
8. The Contractor shall exercise full authority under MCL 41.187 to prosecute violations of the Township ordinances as set forth above, to countersign the certificates of jurors and witnesses, to authorize Complaints and Warrants for Arrest, and to perform such duties as are necessarily incidental to the prosecution of ordinance violations.
9. In the event of a conflict of interest, the Contractor may refuse to accept the representation of the Township on any particular matter and in that event shall immediately advise the Township and request the Township appoint another attorney to prosecute such matters.
10. The Township shall provide for document and record storage.

11. The Township shall provide personnel and procedures for response to document requests by defendants and defense attorneys.
12. The Township shall provide all necessary reports and documents to the Contractor in a timely manner.
13. All case files, including letters, notes, pleadings, briefs, memoranda and other documents prepared by the Contractor and filed in particular cases, and all reports required to be prepared under this agreement shall become and shall remain Township property. Any and all articles, software programs, forms, procedures, systems, trade secrets or other forms of intellectual property created or assembled by the Contractor that do not pertain directly and exclusively to particular case files or to reports required to be prepared under this agreement shall remain the sole and exclusive property of the Contractor.
14. It is expressly understood and agreed that the Contractor is retained by the Township as an independent contractor for the performance of the services required by this agreement. The Contractor shall in no way be deemed to be and shall not hold himself out as an employee of the Township and shall not be entitled to any benefits of the employees and officials of the Township, such as, but not limited to, health, accident, and life insurance, paid sick or vacation leave, and pension. The Contractor shall be responsible for payment of all applicable taxes including income and FICA and FUTA to the proper federal, state and local governments, at no additional cost to the Township.
15. The Contractor shall not assign, subcontract or otherwise transfer his duties and/or obligations under this agreement, except to persons in his employ approved by the Township.
16. In the event that the Contractor uses employees, he shall be solely responsible for their supervision as well as for their acts, omissions or negligence. The Contractor shall be solely responsible for payment of all compensation due to his employees for services rendered under this agreement and for payment of all applicable taxes including, but not limited to, income, FICA and FUTA taxes, to the proper federal, state and local governments, at no additional cost to the Township.
17. The contractor and all subcontractors performing work under this Contract shall not discriminate against an employee or applicant for employment with respect to hire, tenure, terms, conditions, or privileges of employment, or a matter directly or indirectly related to employment, because of race, color, religion, national origin, age, sex, including, but is not limited to, pregnancy, childbirth, or a medical condition related to pregnancy or childbirth that does not include nontherapeutic abortion not intended to save the life of the mother, height, weight, marital status, source of income, familial status, educational association, sexual orientation, gender identity or expression, HIV status,

physical or mental limitation, disability, including but not limited to or a disability that is unrelated to the individual's ability to perform the duties of a particular job or position. A breach of this covenant shall be regarded as a material breach of the contract.

18. The attorney shall comply with the Michigan Workers' Disability Compensation Act (WDC Act). If the Contractor acquires employees or he, himself, becomes an employee of a partnership or corporation within the meaning of the WDC Act, he shall provide the Township with either proof that he has acquired Workers' Compensation Insurance as required by the WDC Act, or that an exclusion form has been properly filed with the Bureau of Workers' Disability Compensation.
19. The Contractor shall maintain professional liability (malpractice) insurance in the amount of One Million Dollars (\$1,000,000.00) per claim and One Million Dollars (\$1,000,000.00) aggregate. In the event that the Contractor utilizes employees to perform services under this agreement, the Contractor shall ensure that such employees are covered by professional liability insurance in the amount specified.
20. The Contractor shall provide the Township Manager and Clerk with a certificate of insurance confirming the acquisition of the professional (malpractice) liability insurance required by the above section. The certificate of insurance shall contain a provision stating that the coverage afforded under the policy will not be changed or cancelled until at least thirty (30) days prior written notice has been provided directly to the Township by the carrier.
21. The Township may conduct an evaluation of the services performed by the Contractor. The Contractor shall provide the Township with such reasonable reports, records, and other information relating to the services performed under this agreement as the Township may require from time to time and/or to conduct its review or to verify that the services have been properly performed. Contractor shall attend such meetings and answer such questions as the Township Board or Township Supervisor or Township Manager or Township Police Chief may reasonably require regarding the services performed, without additional compensation.
22. No failure or delay on the part of either of the parties of this agreement in exercising any right, power or privilege hereunder shall operate as a waiver thereof, nor shall a single or partial exercise of any right, power or privilege preclude any other or further exercise of any other right, power or privilege.
23. Modifications, amendments or waivers of any provision of this agreement may be made only by the written mutual consent of the parties hereto.

24. This agreement contains all the terms and conditions agreed upon by the parties hereto and no other agreements, oral or otherwise, regarding the subject matter of this agreement or any part thereof shall have any validity or bind either of the parties hereto.
25. If any provision of this agreement is held to be invalid it shall be considered to be deleted and the remainder of this agreement shall not be affected thereby. Where the deletion of the invalid provision would result in the illegality and/or unenforceability of this agreement, this agreement shall be considered to have terminated as of the date in which the provision was declared invalid.
26. The term of this agreement shall be from May 1, 2025, through April 30, 2029, unless renewed by mutual written agreement of the parties as set forth in paragraph 28 or terminated according to its terms.
27. This agreement may be terminated by either party during its term upon thirty (30) days prior written notice.
28. The Township and the Contractor may, by mutual agreement, exercise an option to extend this agreement for four (4) additional years from May 1, 2029 to April 30, 2033. All terms and conditions shall remain in effect through the period of such renewal unless modified in writing by the parties.

Thus, the parties have caused this agreement to be signed by their duly authorized agents this \_\_\_\_ day of \_\_\_\_\_, 2025.

CHARTER TOWNSHIP OF MERIDIAN,  
COUNTY OF INGHAM, STATE OF MICHIGAN

By \_\_\_\_\_  
Scott Hendrickson, Township Supervisor

By \_\_\_\_\_  
Angela Demas, Clerk

The Harkness Law Firm, PLLC

By \_\_\_\_\_  
Cullen C. Harkness, Managing Member



**To: Board Members**  
**From: Policy Review Work Group**  
**Date: February 4, 2025**  
**Re: Draft Board Policy Manual**

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In April 2024, and as referenced in a prior Board memorandum dated August 29, 2024, the Meridian Township Board unanimously established a Policy Review Work Group consisting of two Township Board Members, the Township Manager (or Representative), the Human Resources Director, and a rotating Departmental Director, as appropriate, to review and update our Township Board Policy Manual and its Personnel Policy Manual.

As a result of the review process, and with additional consideration and input from our Township attorneys, attached is a draft **Board Policy Manual**. This document combined the **Board Policy Manual** which was originally adopted in 2001 by the Meridian Township Board and the **Board Rules and Procedures** last revised in 2000.

This Board Policy Manual is being presented for board discussion and review.

It is recommended that each year, the Board reviews this document with the Township Manager who then directs staff to establish goals and objectives that support the goals, mission, and vision statement adopted by the board. The Township Manager reports to the Board regarding compliance with the direction set by the Board through its policies.

**Attachments:**

1. August 29, 2024 Board Memo RE: Board Rules, Policies, and Procedures
2. Draft Board Policy Manual-Clean
3. Draft Board Policy Manual-Redline



**To: Board Members**  
**From: Deborah Guthrie, Township Clerk**  
**Date: August 29, 2024**  
**Re: Board Rules, Policies, and Procedures**

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On April 16, 2024, the Meridian Township Board unanimously established a Policy Review Working Group consisting of two Township Board Members, the Township Manager (or Representative), the Human Resources Director, and a relevant rotating Departmental Director, based on the Policy to be updated.

Since that appointment, Director Tithof, Trustee Tresize, and Clerk Guthrie have met on a weekly basis except where conflicts arose due to schedules. The purpose of this committee was not only to ensure the township's policies are up to date and in compliance with current laws and regulations, but also to identify and address problem areas and loopholes in accountability and safeguarding Township employees and appointed and elected officials.

Our top priority and number one focus was to identify and address concerns as they related to policy operations and/or affairs of township government as they relate to the **Personnel Policy** and **Board Policy Manual**.

The Policy Work Group started by reviewing the **Personnel Policy**. Specific areas of concern included, but were not limited to, the Open Door Policy, Promotions and Hiring Practices including Vacancies, Harassment policy, and how nepotism is addressed or not. Once the Committee made an initial assessment identifying areas of concern, and draft changes, we submitted these to legal who is currently reviewing that document. Once returned, we will work with the internal team for feedback and subsequent recommendation to the board. We expect a review from legal to be complete this month and to meet with staff soon thereafter.

We feel we have made significant headway on a vastly improved Personnel Policy, and we also feel receiving feedback from staff will be a significant, valued, component in this review and subsequent recommendation. We thank you in advance for your patience in receiving a draft of this document at a future meeting.

Today, we present a draft **Board Rules, Policies, and Procedures**. This document combined the **Board Policy Manual** which was originally adopted in 2001 by the Meridian Township Board and the **Board Rules and Procedures** last revised in 2000. The Policy Work Group combined the components related to Board Rules, Policies, and Procedures, and how the board works with staff on certain aspects of governance to combine these two separate documents into one.

It is recommended that each year, the Board reviews this document with the Township Manager who then directs staff to establish goals and objectives that support the goals, mission, and vision statement adopted by the board. The Township Manager reports to the Board regarding

**Memo to Township Board**  
**August 29, 2024**  
**Re: Board Rules, Policies, and Procedures**  
**Page 2**

compliance with the direction set by the Board through its policies. It is the Policy Review Committee's goal to have an updated, revised, Board Rules, Policies, and Procedures document approved by the board and reviewed by staff prior to the hiring of a new Township Manager; giving clear guidance to the new Township Manager.

The Draft Board Rules, Policies, and Procedures document show combined areas related to rules, policies, and procedures of the board from the two other documents. Areas highlighted in yellow indicate new and/or updated wording extracted from the Board Policy Manual and Board Policies and Procedures document. These documents have been combined into one for board discussion and review.

**Attachments:**

1. Board Policies and Procedures
2. Board Policy Manual
3. Draft Board Rules, Policies, and Procedures



**Board Rules, Policies, and Procedures Manual Revised |  
[MONTH] 2025**

Approved by the Meridian Township Board on [Month, Day, Year]

DRAFT

**Established February 16, 1842**

**Incorporated as Charter Township in January 1960  
(Charter Township Act - Act 359; Public Acts of 1947)**



A PRIME COMMUNITY  
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## **Preamble**

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

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

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

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

### **RULE 1. AUTHORITY OF THE BOARD:**

#### **Policy: Board Member's Code of Conduct**

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

1. Members must have loyalty to the residents of Meridian Township, unconflicted by loyalties to staff, other organizations, and any personal interest.
2. Members must adhere to the ethical standards of the township and conduct themselves with integrity.
3. Members will be properly prepared to actively engage in Board deliberation.
4. Members must avoid conflicts of interest.
  - a. There will be no self-dealing or business by a Board member with the Township.
  - b. Members will disclose their involvement with other organizations, with vendors, or any associations that might be or reasonably be seen as a conflict upon joining the Board. Each Board member will annually review and update their involvement disclosure.
  - c. If a Board member has a conflict of interest on an issue or item of business, that member shall disclose that conflict of interest prior to Board deliberation.
  - d. Board members must not use their Board position to obtain employment in the Township for themselves, family members, or close associates.
  - e. Should a Board member apply for employment with the Township, he or she will be considered for the position without any partiality; they will be considered the same as any other applicant.

- i. To be considered, the Board member must meet the minimum qualifications for the position.
  - ii. Employment of a Board member will follow the processes consistent with the position and the standard Township hiring policies.
  - iii. The Board determines that acting as a Board member while employed by the Township represents a conflict of interest.
  - iv. Except in cases of emergency, upon accepting employment with the Township, a Board member must resign their Board position.
5. Board members may not attempt to exercise individual authority over the Township.
  - a. Members' interaction with the Township Manager or with staff must recognize that an individual member has no supervisory authority, except when explicitly Board authorized.
  - b. Members may offer constructive feedback to the Township Manager with the understanding that they have no individual authority except when explicitly Board authorized.
6. When interacting with public, media, or other entities:
  - a. The Township Supervisor is the official spokesperson for the Board and may delegate that role.
  - b. Board members must recognize explicitly stated Board decisions.
  - c. Board members may discuss content issues or their individual position with the media but should refrain from making personal attacks on other Board member(s).
  - d. Preceding any comment to the media, Board members will make it clear that their comments are their personal opinion as an individual member of the Board and citizen of the Township and may not be the position of the Board.
  - e. In the case of existing legal proceedings, from the point of suit filed to final disposition or public Board action, Board members will direct media questions on legal proceedings to the Township Manager or Supervisor as appropriate.
7. With the exception of the Township Manager, Board members should not express individual judgment of Township employees or their performance.
8. Members will respect and maintain confidentiality appropriate to issues of a sensitive nature, as is consistent with legal exceptions available in public disclosure laws and the Freedom of Information Act (FOIA).
9. In order to control legal fees incurred by the Township, members shall request access to the attorney through the Township Manager for township operations and the Township Supervisor for Board needs.
10. Board members will treat each other and staff with respect at Board meetings, refraining from personal criticism, personal attacks, and intimidating body language.
11. Board members will conduct all deliberations and decision making consistent with the Open Meetings Act.

### **Policy: Board's Governing Style**

The Board will govern with an emphasis on openness and transparency, an outward vision rather than an internal preoccupation, encouraging expression of diverse viewpoints, strategic leadership more than administrative detail, clear distinction of Board and Chief Executive roles, collective rather than individual decisions, future rather than past or present, and proactivity rather than reactivity.

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

1. The Board will cultivate a sense of group responsibility. The Board, not the staff, will be responsible for excellence in governing. The Board will be the initiator of policy and may react to staff suggestions. The Board may use the expertise of individual members to enhance the ability of the Board as a body, rather than to substitute individual judgements for the Board's values.
2. The Board will lead the Township through the careful establishment of written policies reflecting the Board's good governance, efficient operations, and Township goals. The Board's major policy focus will be on the intended long-term impacts.
3. The Board will enforce policy and ensure the continuance of governance.
4. Continual Board development will include orientation of new Board members in the Board's governance process and periodic Board discussion of process improvement at least once per year.
5. The Board will encourage officers, individuals, and committees of the Board to fulfill their commitments.
6. The Board will monitor and discuss the Board's process and performance on a regular basis.
7. On questions of procedure, the Board will look to Robert's Rules of Order with the Township Attorney acting as the parliamentarian. The Board may annually appoint a member of the Board or the Manager to act as parliamentarian in the absence of or to assist the Township Attorney.

### **Policy: Supervisor Responsibilities**

1. **Supervisor Duties and Authority:** The Supervisor is the first point of contact about any Township Board business or complaint and is the Township Board's spokesperson. The authority of the Supervisor is limited to that provided by state statutes or delegated by the Township Board. Accordingly, as stated below, the Supervisor may or shall:
  - a. As a member of the Township Board, the Supervisor shall be the presiding and executive officer of the Board and shall have an equal voice and vote in the proceedings of the Board that is required by statute.
  - b. The Supervisor is the Township's agent for transacting legal business.
  - c. The Supervisor shall carry out all statutory duties.
  - d. The Supervisor may represent the Board to outside parties in announcing Board-stated positions.

- e. The authority of the Supervisor consists in making decisions that fall within topics covered by Board policies, governance process, and board management with the exception of employment or termination of the Township Manager and where the Board specifically delegates portions of this authority to others. The Supervisor is authorized to use any reasonable interpretation of the provisions in these policies.
- f. The supervisor may delegate aspects of the authority under this paragraph and subparagraphs but only as permitted by law and the supervisor remains accountable for the use of the delegated authority.
- g. In the event no person is designated Township Manager, the Township Supervisor is considered the chief administrative officer for the development of the Township budget according to MCL 42.24.

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

- a. The Supervisor does not have individual authority to make decisions about Township policies.
- b. The Supervisor has no authority to solely supervise or solely direct the Township Manager outside the Boards' overall directive.
- c. The Supervisor acknowledges that the Board appoints a Township Manager and it is presumed to have delegated to the Manager all of the functions and duties listed in MCL 42.10. The Supervisor will exercise the functions and duties listed in MCL 42.10 only when there is no appointed Manager, there is no appointed Interim Manager, or where the Board has removed a function or duty from the Township Manager.

**2. Supervisor's Role in the Board's Meeting Process:** The Supervisor assures the integrity of the Board's process and, secondarily, occasionally represents the Board to outside parties. Accordingly,

- a. The Supervisor is empowered to chair Board meetings with all the commonly accepted power of that position.
- b. The Supervisor oversees that the Board meetings are conducted consistent with its own rules and statutory obligations.
- c. The Supervisor oversees that the meeting discussion content will be only those issues which clearly belong to the Board to decide, not the Township Manager.
- d. The Supervisor oversees that the deliberation will be fair, open, and thorough, but also timely, orderly, and kept to the point.

**Policy: Duties of Elected Department Heads**

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

- 1. They are responsible for carrying out statutory duties.

2. They are required to comply with statutory deadlines.
3. They will cooperate with the Township Manager, Department Heads, and the Executive Management team with respect to administrative policies and procedures.
4. They will cooperate on joint policy assessment.
5. Elected Department Heads are expected to attend weekly Executive Management team Meetings to provide departmental reports.
6. All leadership and supervisory resources available to Executive Management or Department Heads for administration of their departments are available to Elected Department Heads and their Deputies.
7. Elected Department Heads are expected to provide biannual and annual reports for their respective departments to the whole Board.
8. The Clerk and Treasurer are responsible for completing performance appraisals of employees in their departments.

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

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

## **RULE 2. TOWNSHIP BOARD MEETINGS**

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

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

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

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

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

**Special Meetings:** The Township Board may have special meetings. These shall be scheduled by the Township Clerk upon written request of either the Township Supervisor or two members of the Township Board. Special Meetings shall be posted by the Township Clerk in accordance with the Open Meetings Act. The matter or matters to be considered at a special meeting of the Township Board shall be stated in the call to the meeting. No other matters shall be considered except with all members present.

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

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

**Procedures for Establishing Regular Board Meetings:**

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

**Annual Goal Setting:**

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

1. The planning cycle will occur annually so that administrative planning and budgeting can be based on the Board's annual goals.
2. The cycle will start with the Board's development of its goals for the next year.
  - a. Consultations with selected Township commissions, committees, or other boards and Township departments, or other methods of input will be arranged.
  - b. Governance education, and education related to policy and goals will be arranged.

### **RULE 3. BOARD MEETING AGENDAS**

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

#### **Agenda Procedures:**

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

#### **Agenda and Packet Distribution:**

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

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

### **RULE 4. PUBLIC NOTICE OF MEETINGS REQUIREMENTS**

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

#### **Procedures for Meeting Notices:**

The annual schedule of regular Township Board meetings shall be published in accordance with Open Meetings Act after its adoption. Such notice shall be posted by the Clerk or their designee in the south vestibule in the Meridian Municipal Building, outside facing, and locations on the township website.

The Clerk shall also post notice of any change in the annual schedule of regular meetings within three days following the meeting at which such change is made; any adjournment of a regular Board

meeting then in session, immediately following such action; and any special meeting scheduled according to the Open Meetings Act.

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

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

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

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

#### **RULE 6. CONDUCT OF THE MEETINGS**

1. The Supervisor is the Chairperson and shall chair all meetings of the Board.
2. The Township Board shall annually appoint a Supervisor Pro-Tem to chair board meetings in the absence of the Supervisor.
3. In the absence of the Clerk from a meeting, the Township Board shall appoint a Temporary Clerk from among its members to perform the duties of the Clerk.
4. Board members shall be recognized by the chair before speaking.
5. Other persons at a Township Board meeting may speak only when called on by a Board member and authorized by the Supervisor.
6. Upon request of a Board member, all motions pertaining to ordinances, Board policy, and other substantive proposals shall be made in writing.
7. Motions of a routine procedural nature may be exempt from this requirement unless there is a request by a Board member and by the Supervisor.
8. The Board will adhere to consent agenda items as expeditiously as possible.

#### **Voting Procedures:**

1. As recognized by the Supervisor, motions will be made by the maker of the motion and seconded. If the motion is submitted by a standing committee, it shall be made by the committee chair or other authorized member.
2. Standardized resolution format or motions as approved by the Board shall be used whenever possible.
3. When a question is put by the Supervisor, every Board member present shall vote either “yes” or “no” except that a Board member may abstain from voting if excused by unanimous consent of the other members present.
4. The vote on passage of an ordinance or Board policy shall be recorded by a roll call of “yes” and “no” votes.

5. Ordinances which adopt provisions of state law or technical regulations shall clearly identify the correct legal citation by reference to recognized standard code.

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

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

**Public Participation during Public Comments:** A member of the public may speak at public meetings of the Township Board in accordance with procedures established by the Board for not more than three minutes unless the Supervisor permits it for a longer period of time. The Supervisor will ask speakers to state which agenda items they will be addressing and give their name and address.

**Public Comment Procedures:**

1. Individual Members of the public shall be allotted two opportunities for public comment: one at the beginning of the meeting and another at the end of the meeting. A maximum of three minutes will be allowed to each individual member during the public comment period except when this is waived by the Supervisor for good cause.
2. Individuals wishing to speak are requested to complete an opt-in consent form listing the person's name, topic(s) to be addressed and position on the matter(s).
  - a. Such form shall be given to the Clerk or staff member.
  - b. No one may be required to register or otherwise provide his or her name or other information or otherwise to fulfill a condition precedent to attend a public meeting.
  - c. A timekeeper will communicate to each individual.
3. Persons shall be recognized by the Supervisor before speaking and address the board at the podium using the use a P.A. microphone, if available.
4. Persons shall adhere to proscribed time limits (three minutes). The Supervisor may extend such time period when the individual is authorized to speak for other persons or a community organization.
5. Persons addressing the topic of a scheduled public hearing will be asked to present their remarks during that portion of the meeting.
6. Three persons may speak for a combined total of fifteen minutes on behalf of the appellant(s) or applicant(s) on matters related to appeals (S.U.P, site plan review, etc.). Appellant(s) and applicant(s) may divide their total time between argument and rebuttal.

7. An individual may submit written comments to the Township Board in addition to, or in place of, speaking at the Board meeting.
8. Exceptions to these procedures may be made by the Supervisor, without objection from the Board, or upon majority vote of the Township Board members in attendance at any meeting.
9. Generally, the record of a formal public hearing shall be closed at the conclusion of said hearing unless the period is extended by a majority vote of the Board.

## **RULE 7. RECORD OF THE MEETINGS**

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

### **Procedures for Minutes:**

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

### **Minutes Policy:**

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

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

1. Each public body shall keep minutes of each meeting showing the date, time, place, members present, members absent, any decisions made at a meeting open to the public, and the purpose or purposes for which a closed session is held. The minutes shall include all roll call votes taken at the meeting. The public body shall make any corrections in the minutes at the next meeting after the meeting to which the minutes refer. The public body shall make corrected minutes available at or before the next subsequent meeting after correction. The corrected minutes shall show both the original entry and the correction.
2. Minutes are public records open to public inspection, and a public body shall make the minutes available at the address designated on posted public notices. The public body shall make copies of the minutes available to the public at the reasonable estimated cost for printing and copying as may be allowed by FOIA.
3. A public body shall make proposed minutes available for public inspection within 8 business days after the meeting to which the minutes refer. The public body shall make approved minutes available for public inspection within 5 business days after the meeting at which the minutes are approved by the public body.

#### **RULE 8. COMMITTEES**

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

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

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

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

## **RULE 9. STATUTORY BOARDS AND COMMISSIONS**

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

### **Vacancies:**

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

### **Procedures for Vacancies on Boards and Commissions:**

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

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

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

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

## **RULE 10. TOWNSHIP ORDINANCES**

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

### **Ordinance Recommendation Procedures:**

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

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

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

**Adoption:** The Board shall not adopt an ordinance or ordinance changes in the same meeting at which it is "introduced for publication and subsequent adoption" unless it is declared an emergency ordinance. All ordinances, except zoning ordinances, shall be effective upon final publication, unless a later date is set in the ordinance. Zoning ordinances may be effective seven (7) days after publication or any date thereafter if specified in the ordinance.

### **Ordinance Adoption Procedures:**

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

## **RULE 11. SPECIFIC SPECIALIZED RULES:**

1. Upon request by any member, any question before the Board may be divided and separated into more than one question. The Supervisor shall determine that such may be done only

when the original is of such a nature that upon division, each of the resulting questions is a complete question permitting independent consideration and action.

2. A motion for the reconsideration of any motion shall be made at the same session at which the decision was made.

**RULE 12. RECISION AND SUSPENSION OF RULES:**

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

**RULE 13. BOARD POLICY**

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

**Procedures:**

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

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

Date: \_\_\_\_\_

\_\_\_\_\_  
Board Member Signature



**Board Rules, Policies, and Procedures Manual Revised |**  
**[MONTH-2024]**  
**2025**

Approved by the Meridian Township Board on [Month, Day, Year]

DRAFT

**Established February 16, 1842**

**Incorporated as Charter Township in January 1960**  
**(Charter Township Act - Act 359; Public Acts of 1947)**



A PRIME COMMUNITY

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DRAFT

## Preamble

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

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

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

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

### Rule 1. Authority of the Board:

#### Policy: Board Member's Code of Conduct

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

1. Members must have loyalty to the residents of Meridian Township, unconflicted by loyalties to staff, other organizations, and any personal interest.
2. Members must adhere to the ethical standards of the township, and conduct themselves with integrity.
3. Members will be properly prepared to actively engage in Board deliberation.
- ~~3.4.~~ Members must avoid ~~conflict~~conflicts of interest.
  - ~~a.~~ There will be no self-dealing or business by a Board member with the Township.
  - ~~a.~~ Members will ~~annually~~ disclose their involvement with other organizations, with vendors, or any associations that might be or ~~might~~ reasonably be seen as ~~being~~ a conflict.
  - ~~b.~~ When upon joining the Board ~~is to decide upon an issue about which a~~. Each Board member will annually review and update their involvement disclosure.
  - ~~b.c.~~ If a Board member has a conflict of interest on an issue or item of business, that member shall disclose that conflict of interest prior to Board deliberation.
  - ~~d.~~ Board members ~~will~~must not use their Board position to obtain employment in the ~~organization~~Township for themselves, family members, or close associates.
  - ~~e.e.~~ Should a Board member apply for employment with the Township, he or she ~~must first resign from the Board.~~ will be considered for the position without any partiality; they will be considered the same as any other applicant.
    - ~~i.~~ To be considered, the Board member must meet the minimum qualifications for the position.
    - ~~ii.~~ Employment of a Board member will follow the processes consistent with the position and the standard Township hiring policies.

iii. The Board determines that acting as a Board member while employed by the Township represents a conflict of interest.

iv. Except in cases of emergency, upon accepting employment with the Township, a Board member must resign their Board position.

~~4.5.~~ Board members may not attempt to exercise individual authority over the ~~organization~~ Township.

a. Members' interaction with the Township Manager or with staff must recognize ~~the lack of~~ that an individual member has no supervisory authority ~~vested in individuals,~~ except when explicitly Board authorized.

b. ~~Members' interaction with the Township Manager does not prevent~~ Members may offer constructive feedback to the Township Manager with the understanding that they have no individual authority except when explicitly Board authorized.

~~5.6.~~ When interacting with public, media, or other entities, ~~Board members must recognize explicitly stated Board decisions.~~

a. The Township Supervisor is the official spokesperson for the Board and may delegate that role.

b. Board members must recognize explicitly stated Board decisions.

~~b.c.~~ Board members may discuss ~~CONTENT~~ content issues or their individual position with the media but ~~not~~ should refrain from making personal attacks on other Board member(s).

~~c.d.~~ Preceding any comment to the media, Board members will make it clear that their comments are their personal opinion as an individual member of the Board and citizen of the Township and may not be the position of the Board.

~~d.e.~~ In the case of existing legal proceedings, from the point of suit filed to final disposition or public Board action, Board members will direct media questions on legal proceedings to the Township Manager or Supervisor as appropriate.

~~6.7.~~ With the exception of the Township Manager, Board members ~~will~~ should not express individual judgment of Township employees or their performance.

~~7.8.~~ Members will respect and maintain confidentiality appropriate to issues of a sensitive nature, as is consistent with legal exceptions available in public disclosure laws and ~~or the~~ Freedom of Information Act (FOIA).

~~8.1.~~ ~~Members will be properly prepared to actively engage in Board deliberation.~~

9. In order to control legal fees incurred by the Township, members shall request access to the attorney through the Township Manager for township operations and the Township Supervisor for Board needs.

10. Board members will treat each other and staff with respect at Board meetings, refraining from personal criticism, personal attacks, and intimidating body language.

11. Board members will conduct all deliberations and decision making consistent with the spirit ~~of the~~ Open Meetings Act.

### Policy: Board's Governing Style

The Board will govern with an emphasis on openness and transparency, an outward vision rather than an internal preoccupation, encouraging expression of diverse viewpoints, strategic leadership more than administrative detail, clear distinction of Board and Chief Executive ~~Roles~~ roles, collective

rather than individual decisions, future rather than past or present, and proactivity rather than reactivity.

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

1. The Board will cultivate a sense of group responsibility. The Board, not the staff, will be responsible for excellence in governing. The Board will be the initiator of policy and may react to staff suggestions. The Board may use the expertise of individual members to enhance the ability of the Board as a body, rather than to substitute individual judgements for the Board's values.
2. The Board will lead the ~~organization~~Township through the careful establishment of written policies reflecting the Board's good governance, efficient operations, and ~~township~~Township goals. The Board's major policy focus will be on the intended long-term impacts.
3. The Board will enforce policy, and ensure the continuance of governance.
4. Continual Board development will include orientation of new Board members in the Board's governance process and periodic Board discussion of process improvement at least once per year.
5. The Board will encourage officers, individuals, and committees of the Board to fulfill ~~its~~their commitments.
6. The Board will monitor and discuss the Board's process and performance on a regular basis.
7. ~~The~~On questions of procedure, the Board ~~shall follow~~will look to Robert's Rules of Order with the Township ~~Manager~~Attorney acting as the parliamentarian. The Board may annually appoint a member of the Board or the Manager to act as parliamentarian in the absence of or to assist the Township Attorney.

### **Policy: Supervisor Responsibilities**

1. **Supervisor Duties and Authority:** The Supervisor is the first point of contact about any Township Board business or complaint and is the Township Board's spokesperson. The authority of the Supervisor is limited to that provided by state statutes or delegated by the Township Board. Accordingly, as stated below, the Supervisor may or shall:
  - a. As a member of the Township Board, the Supervisor shall be the presiding and executive officer of the Board and shall have an equal voice and vote in the proceedings of the Board that is required by statute.
  - b. The Supervisor is the Township's agent for transacting legal business.
  - c. The ~~Township~~ Supervisor shall carry out all statutory duties.
  - ~~e. The Supervisor does not have individual authority to make decisions about policies.~~
  - ~~f. The Supervisor has no authority to solely supervise or solely direct the Township Manager outside the boards' overall directive.~~
  - g.d. The Supervisor may represent the Board to outside parties in announcing Board-stated positions.
  - h.e. The authority of the Supervisor consists in making decisions that fall within topics covered by Board policies, governance process, and board management with the exception of employment or termination of the Township Manager and where the

Board specifically delegates portions of this authority to others. The Supervisor is authorized to use any reasonable interpretation of the provisions in these policies.

i.f. The supervisor may delegate ~~this aspects of the~~ authority under this paragraph and subparagraphs but only as permitted by law and the supervisor remains accountable for ~~its~~the use of the delegated authority.

j.g. In the event no person is designated Township Manager, the Township Supervisor is considered the ~~Chief~~chief administrative officer for the development of the Township budget according to MCL 42.24.

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

- a. The Supervisor does not have individual authority to make decisions about Township policies.
- b. The Supervisor has no authority to solely supervise or solely direct the Township Manager outside the Boards' overall directive.
- c. The Supervisor acknowledges that the Board appoints a Township Manager and it is presumed to have delegated to the Manager all of the functions and duties listed in MCL 42.10. The Supervisor will exercise the functions and duties listed in MCL 42.10 only when there is no appointed Manager, there is no appointed Interim Manager, or where the Board has removed a function or duty from the Township Manager.

**2. Supervisor's Role in the Board's Meeting Process:** The Supervisor assures the integrity of the Board's process and, secondarily, occasionally represents the Board to outside parties. Accordingly,

- a. The Supervisor is empowered to chair Board meetings with all the commonly accepted power of that position.
- b. The Supervisor oversees that the Board ~~behaves consistently~~meetings are conducted consistent with its own rules and ~~those legitimately imposed upon it from outside the organization~~statutory obligations.
- c. The Supervisor oversees that the meeting discussion content will be only those issues which clearly belong to the Board to decide, not the Township Manager.
- d. The Supervisor oversees that the deliberation will be fair, open, and thorough, but also timely, orderly, and kept to the point.

### **Policy: Duties of Elected Department Heads**

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

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

6. All leadership and supervisory resources available to Executive Management or Department Heads for administration of their departments are available to Elected Department Heads and their Deputies.

6.7. Elected Department Heads are expected to provide biannual and annual reports for their respective departments to the whole Board.

7.8. Performance appraisals by theThe Clerk and Treasurer are responsible for completing performance appraisals of employees in their departments.

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

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

## **Rule 2. Township Board Meetings**

Meetings of the Township Board shall ~~meet as a Committee of the Whole. The Township Board may meet as a Committee of the Whole during regular or special meetings. Such sessions shall~~ conform to requirements of the Open Meetings Act and established parliamentary procedures.

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

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

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

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

**Special Meetings:** The Township Board may have special meetings. These shall be scheduled by the Township Clerk upon written request of either the Township Supervisor or two members of the Township Board ~~and~~. Special Meetings shall be posted by the Township Clerk in accordance with the Open Meetings Act ~~requirements~~. The matter or matters to be considered at a special meeting of the Township Board shall be stated in the call to the meeting. No other matters shall be considered except with all members present.

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

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

**Procedures for Establishing ~~Annual~~Regular Board Meetings:**

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

**Annual Goal Setting:**

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

1. The planning cycle will occur annually so that administrative planning and budgeting can be based on the Board's annual goals.
2. The cycle will start with the Board's development of its goals for the next year.
  - a. Consultations with selected Township commissions, committees, or other boards and Township departments, or other methods of input will be arranged.
  - b. Governance education, and education related to policy and goals will be arranged.

**Board Meeting Agendas**

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

**Agenda Procedures:**

1. Agenda items may be submitted by Board members; Township commissions, committees, or other boards; and Township departments in accordance with established deadlines.

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

### **Agenda and Packet Distribution:**

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

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

**Rule 3. Public Notice of Meetings Requirements:** A meeting of a public body cannot be held unless public notice is given consistent with the Open Meetings Act.

### **Procedures for Meeting Notices:**

The annual schedule of regular Township Board meetings shall be published in accordance with ~~OMA~~Open Meetings Act after its adoption. Such notice shall be posted by the Clerk or their designee in the south vestibule in the Meridian Municipal Building, outside facing, and locations on the township website.

The Clerk shall also post notice of any change in the annual schedule of regular meetings within three days following the meeting at which such change is made; any ~~change in adjournment of~~ a regular Board ~~township~~ meeting then in session, immediately following such action; and any special meeting scheduled according to ~~OMA by the Township Board, immediately following such action~~Open Meetings Act.

### **Rule 4. Quorum, Attendance, Call of the Township Board**

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

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

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

### **Rule 5. Board Meeting Agendas and Agenda Planning**

- ~~1. An agenda of business for all Township Board meetings shall be prepared by the Executive Assistant to the Township Manager in conjunction with the Supervisor and Township Manager. Agenda items will be submitted by the Executive Management team or their designees for purposes of conducting township business. Agenda items submitted after the established deadlines may be considered by unanimous consent of Board members. Exceptions may be made by the Supervisor for business of an emergency nature.~~

#### **Agenda Procedures:**

- ~~1. Agenda items may be submitted by Board members, Township commissions, committees or other boards and Township departments in accordance with established deadlines, Wednesday by noon, the week prior to a board meeting.~~
- ~~1. The Supervisor has the ability to redline agenda items.~~
- ~~2.1. Items shall be placed on the agenda under the appropriate category of business, labeled with the appropriate category, using the approved brand standards.~~
- ~~2. The agenda shall outline the established order of business. Items on the agenda can be reordered by the Executive Team prior to established deadlines or the Board during the scheduled meeting.~~
- ~~2. The agenda shall be posted in the Meridian Municipal building, and online at the time it is distributed to the Township Board.~~

#### **Agenda Planning:**

~~To accomplish Board goals with a governance style consistent with Board policies, the Board will establish annual goal setting objectives which completes a re-exploration of Board policies and continually improves Board performance through Board education and enriched input and deliberation.~~

- ~~1. The planning cycle will occur annually so that administrative planning and budgeting can be based on accomplishing a one-year segment of the Boards most recent statement of long-term goals.~~
- ~~1. The cycle will start with the Board's development of its goals for the next year.~~
  - ~~-. Consultations with selected, or other methods of input will be arranged.~~
  - ~~a. Governance education, and education related to policy and goals will be arranged.~~
- ~~1. Throughout the year, the Board will adhere to consent agenda items as expeditiously as possible.~~
- ~~1. Special Meetings will have no other matters on the agenda except the matter or matters to be considered.~~

#### **Agenda Distribution:**

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

### **Procedures:**

- ~~0. Meeting materials will be prepared by the Executive Assistant to the Township Manager and made available to members about four days in advance of a meeting, by Friday at 5pm prior to a Tuesday Meeting.~~
- ~~0. Packet materials are due to the Executive Assistant by Thursday at 3 pm prior to the upcoming board meeting the following week.~~
- ~~0. Packet materials will be delivered electronically to members.~~
- ~~0. Packet materials for regular meetings will include the agenda, minutes of the previous meeting, the Manager's written report, and other reports or resources related to agenda items in conjunction with the Executive team.~~
- ~~0. Physical copies of agendas shall be available to the public at board meetings.~~
- ~~0. A packet of Board meeting materials, excluding those materials exempt from public disclosure, will be available for public review on the township website the Friday before the upcoming regularly scheduled meeting, and remain online for public review.~~

**Rule 6. Conduct of the Meetings:** The Supervisor is the Chairperson and shall chair all meetings of the Board.

- 1. The Township Board shall annually appoint a Supervisor Pro-Tem to chair board meetings in the absence of the Supervisor.
- 2. ~~The~~ In the absence of the Clerk from a meeting, the Township Board shall ~~annually~~ appoint a Temporary Clerk from among its members to perform the duties of the Clerk ~~in the absence of the Clerk.~~
- 3. Board members shall be recognized by the chair before speaking.
- 4. Other persons at a Township Board meeting may speak only when called on by a Board member ~~or~~ and authorized by the Supervisor.
- 5. Upon request of a Board member, all motions pertaining to ordinances, Board policy, and other substantive proposals shall be made in writing.
- 6. Motions of a routine procedural nature may be exempt from this requirement unless there is objection a request by a Board member or in any circumstances and by the Supervisor.
- ~~6.7. The Board will adhere to consent agenda items as expeditiously as possible.~~

### **Voting Procedures:**

- 1. As recognized by the Supervisor, motions will be made by the maker of the motion and seconded. If the motion is submitted by a standing committee, it shall be made by the committee chair or other authorized member.
- 2. Standardized resolution format or motions as approved by the Board shall be used whenever possible.
- 3. When a question is put by the Supervisor, every Board member present shall vote either "yes" or "no" except that a Board member may abstain from voting if excused by unanimous consent of the other members present.
- 4. The vote on passage of an ordinance or Board policy shall be recorded by a roll call of "yes" and "no" votes.

5. Ordinances which adopt provisions of state law or technical regulations shall clearly identify the correct legal citation by reference to recognized standard code.

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

**Decorum of the Board:** Debate must be confined to the merits of the pending question. Speakers must address their remarks to the Supervisor, maintain a courteous tone and especially in reference to any divergence of opinion – should avoid ~~injecting a personal note into debate. To this end they must never attack~~ attacks or ~~makemaking~~ any allusion to the personal motives of members.

**Public Participation during Public Comments:** A member of the public may speak at public meetings of the Township Board in accordance with procedures established by the Board for not more than three minutes unless the Supervisor permits it for a longer period of time. The Supervisor will ask speakers to state which agenda items they will be addressing and give their name and address.

~~**Public Participation during Remarks:** The Supervisor will ask speakers to state which agenda items they will be addressing; and if the comments are to be made on an agenda item, ask them to delay their comments to the later PUBLIC REMARKS on the agenda.~~

**Public Comment/~~Remarks~~ Procedures:**

1. Individual Members of the public shall be allotted two opportunities for public comment: one at the beginning of the meeting and another at the end of the meeting. A maximum of three minutes will be allowed to each individual member during the public comment period except when this is waived ~~in advance~~ by the Supervisor for good cause.
2. Individuals wishing to speak are requested to complete an opt-in consent form listing the person's name, topic(s) to be addressed and position on the matter(s).
  - a. Such form shall be given to the Clerk or staff member.
  - b. No one may be required to register or otherwise provide his or her name or other information or otherwise to fulfill a condition precedent to attend a public meeting.
  - c. A timekeeper will communicate to each individual.
3. Persons shall be recognized by the ~~Chair~~ Supervisor before speaking and address the board at the podium using the use a P.A. microphone, if available.
4. Persons shall adhere to proscribed time limits (three minutes). The Supervisor may extend such time period when the individual is authorized to speak for other persons or a community organization.
5. Persons addressing the topic of a scheduled public hearing will be asked to present their remarks during that portion of the meeting ~~or at the time scheduled for general public remarks.~~
6. Three persons may speak for a combined total of fifteen minutes on behalf of the appellant(s) or applicant(s) on matters related to appeals (S.U.P, site plan review, etc.). Appellant(s) and applicant(s) may divide their total time between argument and rebuttal.
7. An individual may submit written comments to the Township Board in addition to, or in place of, speaking at the Board meeting.

8. Exceptions to these procedures may be made by the Supervisor, without objection from the Board, or upon majority vote of the Township Board members in attendance at any meeting.
9. Generally, the record of a formal public hearing shall be closed at the conclusion of said hearing unless the period is extended by a majority vote of the Board.

**Rule 7. Record of the Meetings:** The Clerk, or the Clerk's designee, shall be responsible for minutes of each meeting of the Township Board and for maintaining the official record, including all Board actions consistent with the Open Meetings Act.

**Procedures for Minutes:**

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

**Minutes Policy:**

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

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

1. Each public body shall keep minutes of each meeting showing the date, time, place, members present, members absent, any decisions made at a meeting open to the public, and the

purpose or purposes for which a closed session is held. The minutes shall include all roll call votes taken at the meeting. The public body shall make any corrections in the minutes at the next meeting after the meeting to which the minutes refer. The public body shall make corrected minutes available at or before the next subsequent meeting after correction. The corrected minutes shall show both the original entry and the correction.

2. Minutes are public records open to public inspection, and a public body shall make the minutes available at the address designated on posted public notices ~~pursuant to section 4.~~ The public body shall make copies of the minutes available to the public at the reasonable estimated cost for printing and copying as may be allowed by FOIA.
3. A public body shall make proposed minutes available for public inspection within 8 business days after the meeting to which the minutes refer. The public body shall make approved minutes available for public inspection within 5 business days after the meeting at which the minutes are approved by the public body.
- ~~3. A public body shall not include in or with its minutes any personally identifiable information that, if released, would prevent the public body from complying with section 444 of subpart 4 of part C of the general education provisions act, 20 USC 1232g, commonly referred to as the family educational rights and privacy act of 1974.~~

**Rule 8. ~~Special Committees and Liaison Assignments:~~** The Township Board may establish and appoint ~~special~~ committees to meet the needs and objectives of the Board. Committees and task forces shall be advisory to the Board.

1. The Board may authorize the Supervisor to appoint members to these committees, including the Chair of the Committee. ~~Permission may be granted to a special committee to designate its own Chair.~~

**Principles:**

A committee ~~Committees and task forces shall be advisory to the Board.~~

- ~~0. Standing committees may be created by the Board.~~
2. Ad hoc committees may be created designate its own Chair unless appointed by the Supervisor with approval of the board. They shall have or other process.
- ~~0. If applicable, a mission and duration, have three Board members, and serve at the pleasure of the Supervisor.~~
- ~~0. Task forces may be created by the Supervisor. They shall have a mission and duration, have at least one Board member, and serve at the pleasure of the Supervisor.~~

**Procedures:**

- ~~0. The Supervisor will notify the Board and appropriate staff of appointments made by the Supervisor to special committees prior to the initiation of committee meetings.~~
- 12.3. Any special committee or task force shall adhere to the OMA, as applicable Open Meetings Act.
- 13.4. Committees may set their own meeting schedule. Special committees shall adhere to rules and procedures provided herein for Standing committees, as they relate to quorum, meeting records and reports, scheduling, posting of meetings and discharge of any matter before a committee unless otherwise established by the Board.
5. The Board will annually review the purpose, responsibilities, appointments, and reporting requirements of any continuing committees.

**Responsibilities:** The Township Board ~~or Supervisor shall~~will define the scope of responsibilities, functions, duration, and communication requirements for ~~special committees each committee.~~ Committees shall report their ~~study~~ findings and any proposed actions to ~~their appointing authority (the Township Board or Supervisor).~~ A special committee may be discharged from its responsibilities by a majority of the Township Board.

**Liaison Assignments:** ~~The Supervisor Board members~~ may ~~appoint individuals~~be appointed to represent the Township Board and provide a communication link with other organized bodies or agencies within or outside the Township. ~~The Township Board subject to board approval. The purpose, responsibilities, terms of appointment and reporting requirements of such liaison representatives shall be established and reviewed annually by the Board.~~

**Rule 9. Statutory Boards and Commissions:** Members shall be appointed to Township boards and commissions provided for in statute in compliance with the applicable state statute ~~or~~, Township ordinance, and adopted policies.

**Vacancies:**

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

**Procedures for Vacancies on Boards and Commissions:**

The ~~staff liaison to the board or commission shall promptly notify the~~ Supervisor, Clerk, and Township ~~Managers Executive Assistant, is notified~~ Manager (or any of their individual designees) of any vacancy ~~and receives official notification from the.~~ The staff liaison ~~of vacancy including~~ will also provide notification of applications received. The liaison may provide additional input to the Supervisor, Clerk, and Manager regarding filling the position.

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

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

Any ~~review membership recommendation~~ by a Board ~~/or~~ Commission must be ~~done~~ made in an open meeting prior to sending a recommendation to the Supervisor. Reviews can be ~~on paper~~ by application or open discussion with the applicants. However, if a Board ~~/or~~ Commission decides to make a recommendation, fairness & openness are paramount. ~~Recommendations must be during an open meeting and sent to the Supervisor to~~ The recommendation shall be included in the Township Board packet.

## **Rule 10. Township Ordinances**

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

### **Ordinance Recommendation Procedures:**

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

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

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

**Adoption:** The Board shall not adopt an ordinance or ordinance changes in the same meeting at which it is “introduced for publication and subsequent adoption” unless it is declared an emergency ordinance. All ordinances, except zoning ordinances, shall be effective upon final publication, unless a later date is set in the ordinance. Zoning ordinances may be effective upon seven (7) days after publication or any date thereafter if specified in the ordinance; ~~and shall be effective thirty (30) days after final publication if no effective date is specified in the ordinance.~~

### **Ordinance Adoption Procedures:**

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

3. All ordinances enacted by the Board and signed by the Supervisor and the Clerk, shall be codified with the current codification company.

**Rule 11. Specific Specialized Rules:**

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

**Rule 12. Rescission and Suspension of Rules:**

1. A motion to rescind or amend something previously adopted may be brought pursuant to ~~Section 34 of~~ Robert's rules of Order, Newly Revised: ~~(Section 35).~~
2. A motion to suspend these rules may be brought pursuant to ~~Section 25 of~~ Robert's Rules of Order, Newly Revised: ~~(Section 25).~~

**Rule 13. Board Policy:** The Township board is responsible for the adoption and oversight of policies governing the administration of Township government and the operations of those bodies appointed by and/or responsible to the Township Board. Board policies shall be made available to the public upon request. Public notice via the Agenda and an opportunity for public comment shall be provided prior to making changes in these rules. Changes in procedure or these Policies may be made by ~~majority shall require the affirmative~~ vote of ~~the four Township~~ Board Members. following the meeting at which such changes are proposed, unless otherwise provided herein.

**Procedures:**

1. Upon introduction by a Board member, the Supervisor may refer a proposed Board policy or policy change to the appropriate committee for study and recommendation.
2. Proposals related to administrative operations of Township departments shall be referred to an appropriate Board committee and be sent to the department(s) affected by the proposal. An opportunity will be given to department staff for review and comment, such written comments to be made part of the committee record when submitted to the Board.
3. ~~The~~Upon the motion and second of two Board members or at the direction of the Supervisor, a proposed policy shall be read in full at the meeting at which action will be taken ~~unless otherwise stated by the Board.~~
4. Upon adoption of a Board policy, the Clerk will notify each Township ~~department Director~~Department Head of such action and enter the policy in the Board Policy Book which will be maintained in the Clerk's Office.

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

Date: \_\_\_\_\_

Board Member ~~Printed Name and~~ Signature