



**AGENDA**  
CHARTER TOWNSHIP OF MERIDIAN  
TOWNSHIP BOARD – REGULAR MEETING  
April 15, 2025 6:00 PM

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1. CALL MEETING TO ORDER
2. PLEDGE OF ALLEGIANCE/INTRODUCTIONS
3. ROLL CALL
4. PRESENTATION
5. CITIZENS ADDRESS AGENDA ITEMS AND NON-AGENDA ITEMS
6. TOWNSHIP MANAGER REPORT
7. BOARD MEMBER REPORTS OF ACTIVITIES AND ANNOUNCEMENTS
8. APPROVAL OF AGENDA
9. CONSENT AGENDA
  - A. Communications
  - B. Minutes-April 3, 2025 Regular Township Board Meeting
  - C. Bills
  - D. Celebrate Meridian and Meridian Pride Outdoor Gathering Permits
  - E. Meridian Pride Liquor License
  - F. Resolution in Support of Frontline Workers
  - G. Communications Commission Appointment
  - H. Planning Commission Appointment
  - I. Treasurer’s Quarterly Report
  - J. Addendum to Sewer Contract and Agreement of January 17, 1961
10. QUESTIONS FOR THE ATTORNEY
11. HEARINGS
12. ACTION ITEMS
  - A. Special Use Permit #25-03 – Okemos Land Investments– 4360 South Hagadorn Road  
–Recreational Marijuana Retailer
  - B. 1<sup>st</sup> Quarter Budget Amendments
13. BOARD DISCUSSION ITEMS
  - A. Joint Board and Local Government/Schools Meeting Topics
  - B. Senior/Community Center
  - C. Personnel Policy Update
  - D. Brownfield/Housing TIF Program and Procedures Amendment
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.

A PRIME COMMUNITY  
meridian.mi.us



9.A

**CONSENT AGENDA  
BOARD  
COMMUNICATIONS**

**From:** [REDACTED]  
**To:** [Board](#)  
**Subject:** Public comments during Board Meetings  
**Date:** Friday, March 28, 2025 5:34:20 PM

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

Dear Township Board:

Allowing those individuals that have a direct financial stake in a rezoning debate to make a public comments during the “Public Comment” segment is wrong.

This practice of allowing multiple spokespersons representing the same company with the *exact same selling point* for their product, i.e.,(housing development), should not be allowed. This is actually a disingenuous way of attempting to “stack the deck” against actual Township residents, who are there, not to make money, but to voice their opinions, and fight for their basic rights.

The recent discussion over the natural land parcel on Dobie Road, (ordinance 2025-03), was disgraceful. There were five “public comments” made by four representatives from Fedewa Builders, nicely stacked up to lambast the Board with their scheme for rezoning. They should be there only to answer questions...not to use the public comment time to lobby the Board. The Board should know the facts by this time, and they do not need to be hammered by the developer.

I observed this same practice when the Board voted to approve the rezoning for the “Grand Reserve” high end rental development, on Central Park Dr., during the Covid virtual Board Meetings. On that evening, the developer lined up three representatives, (none of whom live in Meridan Township), to sell their development. (Apparently quite successfully).

I hope the Board will consider changing the manner in which developers are given free rein to monopolize the public comment time at Board meetings. It is unfair to Township residents, and skews the ability of Board members to make a sound decision, one that represents the wishes of bona fide Township residents.

Sincerely,

Charles Kotz

**From:** [REDACTED]  
**To:** [Board](#)  
**Cc:** [SCC Taskforce](#); [REDACTED]  
**Subject:** Proposals for New Senior and Community Centers  
**Date:** Sunday, March 30, 2025 9:17:56 PM

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Dear Members of the Meridian Township Board:

The Advisory Board of the current Meridian Senior Center has endorsed the Township Staff's proposal for a stand-alone Senior Center. The Advisory Board does NOT endorse their proposal for a combined Senior and Community Center.

—We expect that a stand-alone Senior Center can be built and operated without significantly increasing the tax burden on Meridian Township residents. The proposed combined center would require additional millage for both construction and operation. While we have estimates for the construction costs and the operational costs for the two alternatives, we have not seen how these translate into proposed millage requests. We also believe that the staff's usage and revenue projections are not realistic and are somewhat misleading; for example, while they do not project a membership fee for the Community Center, they do anticipate charging for every use of a room in the Community Center which would have to be passed on to the participants. Another example: They have projected revenue to the Senior Center from massage/reflexology and fitness programs, but these are essentially pass-through fees paid to the leaders of these programs.

—With some modifications, the proposed Senior Center can provide a secure entrance for seniors with both handicapper and ordinary parking near the entrance. The proposed combined center design has an area of plantings taking up considerable parking space near the main entrance, with parking south of that strip and the entrance much more convenient than parking north of the barrier. A visit to the current Senior Center will provide ample proof that signage is not sufficient to prevent people from using designated "Senior Center" parking spaces.

—We are concerned that insufficient attention has been directed to the possibility of collaborating with the Okemos and Haslett school systems regarding the use of their gymnasiums for community activities—pickleball, basketball, volleyball, and possibility other activities.

We very much appreciate the time and effort that the SCC Task Force, the Township staff, and the Progressive consultants have devoted to developing these proposals. We also are grateful that both concepts provide approximately 10,000 square feet dedicated

to the Senior Center. We look forward to working with the Township staff and consultants on the actual layout of the senior space of whichever proposal the Township Board decides to pursue.

Thank you for your consideration.

Respectfully submitted,

Members of the Advisory Board of the Meridian Senior Center

Margaret Frisch

Ralph Frisch

Steve Vagnozzi

Ellen Portnoy

Barbara O'Kelly

Submitted by:

Barbara O'Kelly (she/her)

[REDACTED]

Okemos, MI 48864

[REDACTED]

**From:** [REDACTED]  
**To:** [REDACTED]  
**Subject:** FW: Hi Brandy- Attached is the registration form for Chickens and Rabbits  
**Date:** Tuesday, April 1, 2025 2:40:19 PM  
**Attachments:** [Dear Members of the Board.docx](#)  
[Registration- Chickens- Bunnies.pdf](#)

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Good afternoon Clerk's Office!

Forwarding this letter on as the applicant wrote the letter to the Board and asked that it be sent to the Board. Staff is looking into the issue and will be prepared to discuss it as necessary with the Board.

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

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**From:** Deborah Budzynski <[REDACTED]>  
**Sent:** Tuesday, April 1, 2025 2:38 PM  
**To:** Tim Schmitt <[REDACTED]>  
**Subject:** FW: Hi Brandy- Attached is the registration form for Chickens and Rabbits

**Debbie Budzynski**  
Community Planning and Development  
Administrative Assistant II  
[REDACTED]  
[REDACTED]  
5151 Marsh Road | Okemos, MI 48864  
[meridian.mi.us](http://meridian.mi.us)

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**From:** Brandy Frank <[REDACTED]>  
**Sent:** Tuesday, April 1, 2025 1:59 PM  
**To:** Deborah Budzynski <[REDACTED]>  
**Subject:** RE: Hi Brandy- Attached is the registration form for Chickens and Rabbits

Thank you so much! I really appreciate your quick response on our request.

Please see the registration along with the letter to the board for their consideration,  
Please let me know if there is any additional information I can help provide.

Kind Regards,  
Brandy Frank  
Executive Director  
Willows at Okemos

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**From:** Deborah Budzynski <[REDACTED]>  
**Sent:** Tuesday, April 1 2025 11:52 AM  
**To:** Brandy Frank <[REDACTED]>  
**Cc:** Deborah Budzynski <[REDACTED]>  
**Subject:** Hi Brandy- Attached is the registration form for Chickens and Rabbits

**CAUTION:** External Email. Do NOT click links or open attachments unless you recognize the sender.

Hi Brandy,

So excited for your idea

Talk with you soon,

Debbie

**Debbie Budzynski**  
Community Planning and Development  
Administrative Assistant II

[REDACTED]  
[REDACTED]

5151 Marsh Road | Okemos, MI 48864

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

**Brandy Frank**

Executive Director

Willows at Okemos

4830 Central Park Drive

Okemos, MI 48864



Dear Members of the Board,

I hope this letter finds you well. I am writing to seek approval and permission to introduce bunnies and chickens as part of the therapeutic and recreational activities for our residents and employees at The Willows at Okemos. This is part of an initiative to improve the well-being of our residents and employees. I believe this addition will not only enhance the environment here but will also provide meaningful and therapeutic benefits for everyone involved.

As we continually seek ways to enrich the lives of our residents, animals have been shown to have a remarkable positive impact. Research has demonstrated that interacting with animals, such as bunnies and chickens, can promote mental health, reduce stress, and provide a sense of purpose. Many of our residents, especially those who may feel isolated or disconnected, could greatly benefit from the joy and companionship these animals would provide. In addition, our staff would also experience the positive effects of interacting with the animals, fostering a more supportive and uplifting workplace environment.

Introducing these animals would be a wonderful way to bring life and energy into our daily routines. The bunnies and chickens could be cared for as part of a volunteer program, allowing residents and employees alike to get involved in the process of feeding, grooming, and caring for the animals. This sense of shared responsibility and joy can build stronger bonds within our community, offering something tangible for everyone to look forward to.

We would take every necessary measure to ensure the safety, cleanliness, and proper care of the animals, and we are confident that the positive outcomes far outweigh any challenges. We are prepared to work with animal care experts to create a sustainable and enjoyable environment for the bunnies and chickens, ensuring that their well-being, as well as that of our residents and employees, is always prioritized.

I kindly ask for the Board's consideration and approval for this project. I am happy to provide additional information, answer any questions, or discuss any concerns you may have. Thank you for your time and attention to this proposal. I look forward to your response and to the possibility of bringing this exciting and meaningful initiative to life.

Warm regards,

Brandy Frank, LNHA

Executive Director

CHARTER TOWNSHIP OF MERIDIAN  
DEPARTMENT OF COMMUNITY PLANNING AND DEVELOPMENT  
5151 Marsh Road Okemos, MI 48864  
PLANNING DIVISION PHONE: (517) 853-4560, FAX: (517) 853-4095  
WEBSITE: www.meridian.mi.us

CHICKENS AND RABBITS REGISTRATION

Name: The Willows at Okemos  
Address: 4830 Central Park Drive, Okemos MI  
Telephone: [REDACTED] Email: [REDACTED]

The raising and keeping of chickens and rabbits accessory only to one family dwellings in the RRA, RAAA, RAA, and RA zoning districts subject to the following requirements:

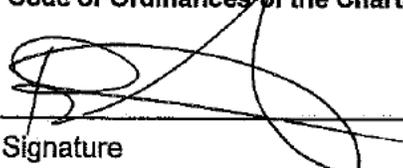
a. *Registration.*

1. Prior to the raising and keeping of chickens and rabbits on any property under this section, the property shall be registered with the Department of Community Planning and Development.
2. Only an individual living in a dwelling on the property shall raise or keep chickens and rabbits on the property. A registration may not be transferred.
3. Notwithstanding registering with the Township, private restrictions on the use of property shall remain enforceable and take precedence over the registration. Private restrictions include but are not limited to deed restrictions, condominium master deed restrictions, neighborhood association by-laws, and covenant deeds. The interpretation and enforcement of the private restriction is the sole responsibility of the private parties involved.

b. *Standards.* In addition to registering with the Township, the raising and keeping of chickens and rabbits accessory only to one family dwellings in the RRA, RAAA, RAA, and RA zoning districts shall comply with the following standards:

1. In no case shall the maximum number of chickens and rabbits in any combination exceed four (4).
2. Roosters shall not be allowed.
3. The sale of chickens, rabbits and eggs on the property is prohibited.
4. Chickens and rabbits shall not be kept in any location on the property other than in the rear yard as defined by the zoning ordinance.
5. Chickens and rabbits shall be provided with a covered structure and must be kept in the covered structure or an adjoining fenced area at all times. Covered structures and fenced areas used for the raising and keeping of chickens and rabbits are subject to all provisions of Chapter 86 (Zoning) except the covered structure and fenced area shall be set back a minimum of 10 feet from a side or rear lot line and structures proposed for reverse frontage lots shall be located no closer than 30 feet to the right-of-way of the designated rear yard.
6. All structures for the raising and keeping of chickens and rabbits shall be constructed so as to prevent rodents or other animals from being harbored underneath, within, or within the walls of the structure.
7. All feed and other items associated with the raising and keeping of chickens and rabbits shall be kept in containers or otherwise protected so as to prevent access to or contact with rodents or other animals.
8. The covered structure used to house the chickens and rabbits and any fenced area shall be kept in a sanitary condition.
9. This section shall not regulate the keeping of chickens in those areas zoned RR (Rural Residential), RRR (Single Family, Low Density, Rural Residential), or Ag (Agricultural) where the raising of chickens is a permitted use when conducted in compliance with the Michigan Right to Farm Act and the Generally Accepted Agricultural and Management Practices promulgated therein.

I certify I have read and understand the regulations regarding the raising and keeping of chickens and rabbits as listed on the registration form and that I live in the dwelling on the property indicated on the registration form where the raising and keeping of chickens and rabbits will take place. I agree to comply with all requirements for the raising and keeping of chickens and rabbits as specified in Section 86-368(b)(8) of the Code of Ordinances of the Charter Township of Meridian.

  
Signature

4/1/2025  
Date

Brandy Frank  
Executive Director

Request 2 bunnies  
2 chickens

**From:** [SCC Taskforce](#)  
**To:** [REDACTED]  
**Subject:** FW: For Meeting April 3, 2025  
**Date:** Wednesday, April 2, 2025 12:29:03 PM

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Another email from the SCC Taskforce email to be shared with the Board.

**Timothy R. Schmitt, AICP**

Director of Community Planning and Development

[REDACTED]  
[REDACTED]

5151 Marsh Road | Okemos, MI 48864

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

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**From:** JULIE STAUFFER <[REDACTED]>  
**Sent:** Tuesday, April 1, 2025 12:49 PM  
**To:** SCC Taskforce <scctaskforce@meridian.mi.us>  
**Subject:** For Meeting April 3, 2025

You don't often get email from [REDACTED]

[To the Meridian Task Force for New Senior Center:](#)

As a longtime (approximately 10 years) member of our Okemos Senior Center, I am advocating for a stand-alone new building. Keeping the building more private and individualized brings comfort to our seniors.

As prices continue to rise throughout our country, it is imperative to keep the fees and property taxes at a lower rate for those who struggle financially. Meridian Township needs to be fiscally responsible to its citizens.

Thank you,  
Julie Stauffer  
Chippewa Subdivision

**From:** [REDACTED]  
**To:** [Board](#)  
**Subject:** Senior/Community Center  
**Date:** Wednesday, April 2, 2025 5:31:32 PM

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

Hello,

I am a concerned citizen and new member of the Meridian Senior Center Advisory Board who resides in the Forest Hills subdivision and unable to attend the April 3rd board meeting. I wish, however, to voice my support for the stand-alone concept for the new Senior Center for the following reasons:

- a) operating costs for a full Senior/Community Center are estimated to be approximately 2.5 times higher than those for a stand-alone Senior Center.
- b) building costs are estimated to be roughly \$500/square foot. 10,000 square feet would utilize the entirety of the 5-million-dollar grant. Greatly expanding the center's footprint would gravely necessitate higher fees and taxes.
- c) personnel requirements for a complete Senior/Community Center are estimated to be 10.3 positions versus 3.8 for a stand-alone Senior Center.
- d) income projections from 100% program/space usage have no real-world basis.
- e) seniors have repeatedly raised concerns about entry ways and parking. The full Senior/Community Center concept does not specifically nor adequately address these concerns.

Thank you for your time and attention.

Sincerely,

Sonya Boruszewski

Sent from ProtonMail, Swiss-based encrypted email.

Sent from Proton Mail Android

**From:** [SCC Taskforce](#)  
**To:** [REDACTED]  
**Subject:** FW: Sorry I cannot attend the meeting tomorrow but would like to voice my support for a stand alone senior center with the option of adding on a community center at a later date when public opinion supports it and supports the additional cost to residents  
**Date:** Thursday, April 3, 2025 9:42:42 AM

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

[REDACTED]  
W 517.853.4506  
5151 Marsh Road | Okemos, MI 48864  
[REDACTED]

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

**From:** [REDACTED] >  
**Sent:** Wednesday, April 2, 2025 6:12 PM  
**To:** SCC Taskforce <[scctaskforce@meridian.mi.us](mailto:scctaskforce@meridian.mi.us)>  
**Subject:** Sorry I cannot attend the meeting tomorrow but would like to voice my support for a stand alone senior center with the option of adding on a community center at a later date when public opinion supports it and supports the additional cost to residents....

[You don't often get email from [REDACTED]  
[REDACTED] ]

R

**From:** [SCC Taskforce](#)  
**To:** [REDACTED]  
**Subject:** FW: Cont... Senior Center Thoughts  
**Date:** Thursday, April 3, 2025 9:42:46 AM

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

[REDACTED]  
5151 Marsh Road | Okemos, MI 48864  
meridian.mi.us

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

**From:** [REDACTED] >  
**Sent:** Wednesday, April 2, 2025 8:24 PM  
**To:** SCC Taskforce <[scctaskforce@meridian.mi.us](mailto:scctaskforce@meridian.mi.us)>  
**Subject:** Cont... Senior Center Thoughts

[You don't often get email from [REDACTED]  
[REDACTED]]

Sorry I cannot attend the meeting tomorrow but would like to voice my support for a stand alone senior center with the option of adding on a community center at a later date when public opinion supports it and supports the additional cost to residents. I have been a member of our existing senior center for a lot of years. I like that the seniors have a separate place to call heir own where they can decide on how to use the facility,what activities they would like to have there,when they would like to host special activities such as the annual fund raiser rummage sale etc. I also appreciate the easy access parking and entrance to the center.;as a senior walking can sometimes be difficult due to physical limitations. The size of the present senior center is adequate to accommodate the many activities that go on there on yet still have a warm welcoming feeling. I do hope the board will seriously consider the option of the stand alone senior center with the option of an addition at a future time. Pat lafave (senior center member)

From: [REDACTED]  
To: [Board](#)  
Cc: [REDACTED]  
Subject: Support for stand-alone Senior Center  
Date: Thursday, April 3, 2025 2:37:18 PM

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For the record, on behalf of the Advisory Board of the Meridian Senior Center: Steve Vagnozzi, Ellen Portnoy, Jean McDonald, Suzanne Leialoha, Sonya Boruszewski, Jane Cheritt

\*\*\*\*\*

April 3, 2025

#### STATEMENT TO THE MERIDIAN TOWNSHIP BOARD

Good evening. I'm Barbara O'Kelly from Okemos, and I'm a member of the Advisory Board to the current Meridian Senior Center.

The Advisory Board supports the concept of a stand-alone Senior Center. Unfortunately, we oppose the combined Center as presented by the SCC Task Force. I hope you've seen our memo sent earlier this week.

The Advisory Board met again yesterday, and we have a specific request: We ask the Township Board to charge the staff and the consultants to bring you revised plans for the stand-alone Senior Center and the combined Center with two changes.

—First, the Senior Center should be consolidated into a rectangle. Whether the Community Center portion is built now or later, the L-shaped senior portion would mean that users of the Community meeting rooms would need to go through the Senior Center or make an unnecessarily awkward detour around the Senior Center.

—Second, the Community Center should have a separate entrance from the Senior Center with parking reconfigured. The Advisory Board and our members would be happy to meet with a representative of the police department to hear their concerns regarding two entrances and discuss ways to address them. Note that plans call for entry to the Senior Center to be via key card, and staff will be present to monitor that entrance whenever the Senior Center is open. Presumably separate Community Center staff will be present for any activities in that section, so oversight of two entrances seems quite do-able with the proposed personnel.

We very much hope that we will have the opportunity to work with the Township staff and consultants on refining plans for both the exterior footprint and the interior space of a

new Senior Center, whether it will stand alone for now or be part of a combined Senior and Community Center.

Thank you for your consideration. I'd be happy to answer any questions Trustees may have later.

\*\*\*\*\*

Barbara O'Kelly (she/her)

[REDACTED]

Okemos, MI 48864

[REDACTED]

**From:** [REDACTED]  
**To:** [REDACTED]  
**Cc:** [Board](#); [REDACTED]  
**Subject:** RE: Trees, walking path  
**Date:** Wednesday, April 9, 2025 4:18:43 PM  
**Attachments:** [image005.png](#)  
[image007.png](#)

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Hi Victor,

Thank you again for your email. We did walk the site with our tree contractor today. Unfortunately, due to the existing grade and topography, the only way to remove the trees at this time is to bring in a crane and hoist them out, which is just not financially feasible in this instance and it could damage the new parking lot. Our contractor took the tree down just before the April 1 deadline on foot with chainsaws. Once we grade and bring in fill to construct the trail route, we will then have an access road and be able to remove them.

We apologize for the eye sore for the time being. Again, we are still acquiring all of the necessary permits before we put this project out to bid. Therefore, we do not have a construction schedule yet, but we hope to in the next 2-3 months. We are working to get this project under construction ASAP, but the permitting timelines are dependent upon how quickly the permitting entities respond to us.

Please let me know if you have any questions.

Thanks,

**Dan Opsommer**  
Deputy Township Manager  
Director of Public Works & Engineering  
[REDACTED]  
Work: 517.853.4440 | Fax: 517.853.4099  
5151 Marsh Road | Okemos, MI 48864

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**From:** Victor Charlie <[REDACTED]>  
**Sent:** Tuesday, April 8, 2025 1:44 PM  
**To:** Dan Opsommer <[REDACTED]>  
**Subject:** Re: Trees, walking path

You don't often get email from [REDACTED]  
[REDACTED]

Thank you so much for the update

**Victor Charlie**  
Maintenance Director



1673 Haslett Rd  
Haslett | MI | 48840

C [REDACTED]  
Email: [REDACTED]  
AmericanHouse.com

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**From:** Dan Opsommer <[REDACTED]>

**Sent:** Tuesday, April 8, 2025 1:43 PM

**To:** Victor Charlie <[REDACTED]>

**Cc:** Board <[Board@meridian.mi.us](mailto:Board@meridian.mi.us)>

**Subject:** RE: Trees, walking path

**EXTERNAL EMAIL: Be vigilant when opening attachments or clicking links.**

Hi Victor,

Thank you for your email. Our staff will be walking the site with our tree contractor ASAP to determine which trees can be removed at this time. The challenge is getting equipment to these areas of the property to collect the trees. It may not be possible to collect all of the trees based on the current topography of the land until we begin construction on the trail/pathway.

We will update you once our staff walk the site with our contractor to determine what trees can be removed at this time.

We are still acquiring all of the necessary permits before we put this project out to bid. Therefore, we do not have a construction schedule yet, but we hope to in the next 2-3 months.

Please let us know if you have any questions.

Thanks,

**Dan Opsommer**

Deputy Township Manager

Director of Public Works & Engineering

[REDACTED]  
Work: 517.853.4440 | Fax: 517.853.4099

5151 Marsh Road | Okemos, MI 48864

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**From:** Victor Charlie <[REDACTED]>

**Sent:** Tuesday, April 8, 2025 1:22 PM

**To:** Board <[Board@meridian.mi.us](mailto:Board@meridian.mi.us)>

**Subject:** Trees, walking path

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

[REDACTED]

I would like to reach out to get some information on the trees that were cut down on the west side of the building at American House Meridian in Haslett. I was told by Younes that the trees need to be cut by April 1<sup>st</sup> due to a migrating bat. The trees were trimmed but they were left lying there and not removed. This looks very bad our residents, and others are concerned about this. I was told by Younes that the cut trees might be removed when the walking path is installed but he could not give me a date when the path would start. I am not trying to complain, I am just trying to get some clarity about when the debris will be cleaned and when the walking path project is scheduled. I was not sure who to email about this so if I could be given the proper person to reach out to, it would be greatly appreciated. Thank you,

**Victor Charlie**  
**Maintenance Director**



1673 Haslett Rd  
Haslett | MI | 48840

C [REDACTED]  
Email: [REDACTED]  
AmericanHouse.com

**American House Senior Living Communities**, located in Bloomfield Hills, Michigan is a senior housing leader with communities in the Midwest and Florida. Founded in 1979, our vision is to provide high-quality housing for seniors at a price affordable for retirees and their families. Our mission is to enrich the lives of those we serve, providing an environment that fosters meaningful relationships. We aim to be an innovative senior housing company that creates sustainable excellence and stakeholder value, with an unparalleled commitment to passionate care provided by compassionate people.

This message is being sent by American House Senior Living Communities and is intended exclusively for the individuals and entities to whom it is addressed. This communication, including any attachments, may contain information that is proprietary, privileged, confidential or otherwise legally exempt from disclosure. If you are not the named addressee or intended recipient, you are not authorized to read, print, retain, copy or disseminate this message or any part of it. If you have received this message in error, please notify the sender immediately by email and delete all electronically maintained copies and destroy all printed copies of this message. Email transmission cannot be guaranteed to be secured or error-free, as information could be intercepted, corrupted, lost, destroyed, arrive late or incomplete or contain viruses. The sender, therefore, does not accept liability for any errors or omissions in the contents of this message which arise as a result of the electronic transmission thereof.

**American House Senior Living Communities**, located in Bloomfield Hills, Michigan is a senior housing leader with communities in the Midwest and Florida. Founded in 1979, our vision is to provide high-quality housing for seniors at a price affordable for retirees and their families. Our mission is to enrich the lives of those we serve, providing an environment that fosters meaningful relationships. We aim to be an innovative senior housing company that creates sustainable excellence and stakeholder value, with an unparalleled commitment to passionate care provided by compassionate people.

This message is being sent by American House Senior Living Communities and is intended exclusively for the individuals and entities to whom it is addressed. This communication, including any attachments, may contain information that is proprietary, privileged, confidential or otherwise legally exempt from disclosure. If you are not the named addressee or intended recipient, you are not authorized to read, print, retain, copy or disseminate this message or any part of it. If you have received this message in error, please notify the sender immediately by email and delete all electronically maintained copies and destroy all printed copies of this message. Email transmission cannot be guaranteed to be secured or error-free, as information could be intercepted, corrupted, lost, destroyed, arrive late or incomplete or contain viruses. The sender, therefore, does not accept liability for any errors or omissions in the contents of this message which arise as a result of the electronic transmission thereof.

**From:** [REDACTED]  
**To:** [REDACTED] [Board](#); [REDACTED]  
**Subject:** April 2025 Development Project List  
**Date:** Tuesday, April 1, 2025 10:53:10 AM  
**Attachments:** [Community Planning and Economic Development Projects April "25 2.pdf](#)  
[Outlook-2blj0v1q.png](#)

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Please see attached the April Development Project List.

**Amber Clark**

Neighborhood and Economic Development Director



5151 Marsh Road | Okemos, MI 48864  
[www.meridian.mi.us](http://www.meridian.mi.us)



Good evening—

I'm Barbara O'Kelly of Woodhill in Okemos and a member of the Advisory Board of the current Meridian Senior Center.

This evening I'm asking you again to direct your architectural firm, Progressive, to submit design sfor the stand-alone Senior Center and combined Community Center with a separate, central entrance more convenient for seniors. I have put together sample modifications of Progressive's concepts that are also more compact, saving on construction costs.

Picture, if you would, the combined Center on a Friday afternoon during the summer, with only one main entrance for everyone. Suppose the Senior Center has its regular euchre games scheduled for 2:00, and the Youth Program has invited the community to see the culmination of the summer basketball camp in the gym at 2:00, with about 100 people between players and spectators. After dropping off their player at the door, most parents will grab the first available parking space, missing the sign that reserves that section for seniors. I'd anticipate congestion at the doors and confusion about which direction to turn.

Then suppose a fire alarm is triggered by something burning near the emergency exit from the Senior Center. The building needs to be emptied rapidly. Seniors have to use the main entrance. Spectators in the gym should use its emergency exits, but they're probably not familiar with the building, and their first instinct is to get out the way they came in. We've all seen news reports of injuries and even deaths when everyone in a large crowd heads for the same exit in an emergency. I would be afraid to come to a senior center when anything else is going on in the community center as proposed here.

The Advisory Board would be happy to meet with a representative of the Department of Public Safety to discuss their concerns with two entrances and ways to address them.

We sincerely hope the Township Board will address our concerns. We would really like to bring able to support a new township facility.

Respectfully submitted,  
Barbara O'Kelly

[REDACTED]  
Okemos, MI 48864

[REDACTED]  
[REDACTED]





4-15-2025

Board Members,

I have been attending the senior center since 2018. It's a great community and very enjoyable for me.

It is my understanding that the current Meridian Township Senior Center will be demolished along with Chippewa School in 2028. Because of this a Grant has been filed for and issued from the State of Michigan to replace the Meridian Township Senior Center. I have heard the grant is for \$5 million and will expire sometime in 2026.

I believe most people do not know the scope of the grant. I could not find it on the internet. I respectfully request that grant be published on the internet for all to see.

I think that I can speak for the majority of Seniors that use the Meridian Senior Center, keeping the costs to seniors down to the current level or lower is a primary concern. No-cost activities at Meridian Senior Center have the highest attendance.

I think this because seniors tend to be very frugal when spending money on themselves. Seniors are generous when it comes to their children, grandchildren or great-grandchildren but very resistant to spending money on themselves. What a wonderful thing for seniors to indulge themselves by spending time with other seniors at a low or no-cost senior center.

Thank you,

Mark Lunetta

[REDACTED]

Okemos, MI 48864

[REDACTED]

**Businesses New & Relocating**

Date of Approval	Start Year	Developer Name	DVLPT Name	Review Category	Project Location	Project Type	Unit #	Assigned: Department/Commission	Project Description
9.2024	2024	Tarek Chawish	Chateau Coffee Co.	New Business Opening/ Relocating	2361 W Grand River Ave	New Commercial Development	1	Building Dept.	New coffee shop on Grand River hoping to open in September. Ribon Cutting4/3
1.12.2025	2025	Club Pilates	Club Pilates	New Business Open	4935 Marsh Road	New Commercial Development	1	Building Dept.	New fitness location open in the commercial shopping center next to Marshall's and Henry's Place.

**Under Construction**

Date of Approval	Start Date	Developer Name	Development Project Name	Review Category	Project Location	Project Type	Unit #	Assigned: Department/Commission	Project Description
2.28.2022	2024	Bennett Road Holding, LLC	Silverleaf (Phase I)	Under Construction	West Bennett Road	Single Family Homes	25 of 150	Building Dept.	First phase of 150 single family home development.
7.15.2022	2024	Newman Equities II, LLC	Grand Reserve	Under Construction	1580 Woodland Way Okemos	Mixed Housing - Middle Housing	115	Building Dept.	75 single family homes and 75 duplexes for rent off of Central Park, Powell Road.
1.23.2025	1.23.2025	Dollar Tree #10729	Dollar Tree Retail Store	Under Construction	1589-1581 Haslett Road	New Commercial Development	1	Planning Dept. Building Dept.	New Applications for a retail store to take over the previous "Rite Aid" location at the corner of Haslett and Marsh Road
2.24.2022	8.14.2022	DTN Property Management	Newton Pointe	Under Construction	626 Newton Road	New Commercial Development	1	Building Dept.	Planting of landscaping to separate the single family home section of this project/
11.12.24	11.12.24	Delta Dental of Michigan	Delta Dental	Under Construction	4100 Okemos Road	Existing Commercial Interior Renovation	1	Building Dept.	New Application received
2.12.2025	1.23.2025	Meijer Gas Station Remodel	Meijer Gas Station Remodel	Under Construction	2055 Grand River	Update to existing Gas Station	1	Building Dept.	New applications from Meijer Inc. to update the gas station at Marsh and Grand Rive

Under Site Plan Review

Date of Approval	Start Year	Developer Name	Development Project Name	Review Category	Project Location	Project Type	Unit #	Assigned: Department/Commission	Project Description
8.5.2022	2022	Jim Giguere	Sanctuary II	Under Site Plan Review	North of Robbins Way - East of Hulett Rd Okemos MI	Single Family Homes	7	Assessing and Community Planning Lot Division Issues	Renovation of 1 single family home and the addition of 6 new single family homes off Hulett and Jolly Road in Sanctuary II.
7.26.2022	2025	SP Holding, LLC	Haslett Village Square 2.0	Under Site Plan Review	1655-1621 Haslett Road Haslett MI	MUPUD Commercial + Residential	290	Planning Dept. Building Dept. Engineering	Redevelopment of the remaining 19 acres at Haslett and Marsh road. Rehab an existing 10,000 sq ft building, build a new 11,000 sq ft commercial building.
	8.20.2024	N/A	Panda Express	Under Site Plan Review	4990 Marsh Road	New Commercial Development	1	Planning Dept.	New Application received
	3.12.2025	Austin Hamilton	1486 Haslett Road Development	New Applications	1486 Haslett Road	New Commercial Development	1	Building Dept.	Plans received to renovate the established lumber yard building at 1486 haslett road into a commercial suite and residential suite for rent unit. Commercial first floor with residential second floor is a conditional use by right.
	2.20.2025	Radmoor Montesori	Radmoor Expansion	New Applications	2745 Mt Hope Road	Expansion of existng	1	Zoning Board	Radmoor will need to attend ZBA to determine if expansion is possible
	2025	Mr. Clean Car Wash	Mr. Clean Car Wash	New Applications	4880 Marsh Road	New Commercial Development	1	Planning Dept.	Proposed Car Wash at 4880 Marsh Road
3.28.2025	3.25.2025	Art Unlimited	Art Unlimited	New Applications	1929 Grand River Ave.	Relocation	1	Building Dept.	Relocation of Art Unlimited



**FOR IMMEDIATE RELEASE**  
**April 7, 2025**

**CONTACT:** Kati Adams, Harris Nature Center Coordinator  
517.853.4616 | [kadams@meridian.mi.us](mailto:kadams@meridian.mi.us)

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**Harris Nature Center Offers Sensory-Friendly Event for All Ages**  
*Center's Newest Program to Offer Comfortable, Inclusive Environment*

**Meridian Township, MI** – The Harris Nature Center invites families and friends to a special, sensory-inclusive event on Friday, April 11, from 5:30 pm to 7:30 pm. The center's Sensory-Friendly Evening will be held at the Harris Nature Center (3998 Van Atta Road, Okemos) and is open to all ages and abilities.

The center's exhibits will be altered to reduce sounds and lighting, and a quiet room with sensory kits will also be available.

Before arriving, guests are encouraged to explore the Harris Nature Center's social story and do a virtual tour to familiarize themselves with the layout. The social story and virtual tour can be found at [meridian.mi.us/HNC](https://meridian.mi.us/HNC) under the "Plan Your Visit" tab.

This event is free, and registration is not required.

**To ensure the comfort of our guests, we ask that media outlets film before the start of the event.**

For more information, please contact the Harris Nature Center at [hnc@meridian.mi.us](mailto:hnc@meridian.mi.us) or 517.349.3866.

###

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





**CONSENT AGENDA  
PROPOSED BOARD MINUTES**

**PROPOSED MOTION:**

- (1) Move to approve and ratify the minutes of the Regular Meeting of April 3, 2025 as submitted. (1)**

**ALTERNATE MOTION:**

- (1) Move to approve and ratify the minutes of the Regular Meeting of April 3, 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  
THURSDAY, April 3, 2025, 6:00PM

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

ABSENT: None

STAFF: Manager Dempsey, Deputy Manager Opsommer, Director Schmitt, Chief Hamel, Director Wisinski, Director Tithof, Director Clark

1. CALL MEETING TO ORDER

Supervisor Hendrickson called the April 3, 2025, Regular Township Board meeting to order at 6:00 pm.

2. PLEDGE OF ALLEGIANCE/INTRODUCTIONS

Supervisor Hendrickson led the Pledge of Allegiance.

Supervisor Hendrickson called for a moment of silence for the victim of a hit and run accident.

3. ROLL CALL

Deputy Clerk Gordon called the roll of the Board.

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

4. PRESENTATION

NONE

5. CITIZENS ADDRESS AGENDA ITEMS AND NON-AGENDA ITEMS

Opened Public Comment at 6:02 pm

The following people spoke about Agenda Item 12.A: Brad Shaw, Cecelia Kramer, Jerry Fedewa

The following people spoke about Agenda Item 13.A: Jane Cheritt, Suzanne Leialoha, Barb O’Kelley, Steve Vagnozzi, Beth Bechtel, Kathy Yenrich, Julie Stauffer, Paul Shimkos, Jean McDonald, Joe Hessinger, Bonnie Jordan

Closed public comment at 6:30 pm

6. TOWNSHIP MANAGER REPORT

Manager Dempsey gave updates on:

- The scheduled Joint Meeting conflicts with a County Board of Commission meeting. Instead of cancelling this meeting, a second meeting will be scheduled.
- Briefed the Board regarding the MTA conference sessions he attended.

Trustee Lentz asked Manager Dempsey what the township can do to help make Grand River Ave. safer for pedestrians. Manager Dempsey gave a quick overview of Township responsibilities.

7. BOARD MEMBER REPORTS OF ACTIVITIES AND ANNOUNCEMENTS

Trustee Wilson attended the CADL meeting.

Trustee Lentz attended the Tri-County Regional Planning Commission meeting and MTA conference.

Treasurer Deschaine attended the CADL meeting and the MTA conference.

Clerk Demas attended the Communications Commission meeting.

Trustee Sundland attended the MTA conference.

8. APPROVAL OF AGENDA

**Trustee Wilson moved to approve the Agenda with the addendum of moving 13D up to 13B. Supported by Trustee Trezise**

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

**NAYS: NONE**

**Motion carried: 7-0**

9. CONSENT AGENDA

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

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

**NAYS: NONE**

**Motion carried: 7-0**

10. QUESTIONS FOR THE ATTORNEY

NONE

11. HEARINGS

NONE

12. ACTION ITEMS

- A. Ordinance 2025-03 – Rezone vacant Dobie Road (parcel ID #33-0202-22-454-003) from RAA, One-Family, Low Density Residential, to RD, Multiple Family Residential, up to 8 units per acre, Subject to a Conditional Rezoning Agreement-Final Adoption

Board Members asked staff to take extra care to notify neighboring property owners of the site plan and other documents regarding this parcel.

**Trustee Trezise moved to adopt the resolution approving Ordinance 2025-03, an ordinance to rezone a vacant parcel on Dobie Road (parcel ID #33-02-02-22-454-003) from RAA, One-Family, Low Density Residential, to RD, Multiple Family Residential, up to 8 units per acre, subject to a Conditional Rezoning Agreement with the amendment that this is a two year rezoning and if construction has not begun in that time, the property will revert to RAA. Seconded by Trustee Wilson.**

**ROLL CALL VOTE: YEAS: Supervisor Hendrickson, Trustee Lentz, Trustee Trezise, and Trustee Wilson**

**NAYS: Clerk Demas, Treasurer Deschaine, Trustee Sundland**

**Motioned Carried: 4-3**

**At 6:53 Supervisor Hendrickson called a 5-minute recess. At 7:02, the Board reconvened.**

13. BOARD DISCUSSION ITEMS

- A. Senior/Community Center

Supervisor Hendrickson, Director Schmitt, consultants from Progressive, Director Wisinski, and Deputy Manager Opsommer gave an overview of the discussion and results of the Senior/Community Center Task Force.

Board Members discussed the number of entrances, cost of and estimated use of community rental spaces, general usage metrics, membership estimates, parking lot size, need for Senior Center alone versus combined Senior and Community Center, need for a millage proposal.

**At 8:34 Supervisor Hendrickson called a 5-minute recess. At 8:43, the Board reconvened.**

- B. Special Use Permit #25-03 – Okemos Land Investments– 4360 South Hagadorn Road – Recreational Marijuana Retailer

Director Schmitt gave background information on the permit and timing for project completion.

General Board discussion.

- C. Personnel Policy

Director Tithof gave an overview of the discussion that has occurred so far. Supervisor Hendrickson reminded Board Members that the discussion will center on pages 19-41.

Board members suggested incorporating statements about marihuana into the preceding phrase under Drug-Free Workplace, swapping the lists under Code of Conduct, adding credit card use to list of unauthorized uses, clarifying legitimate business reasons for confidentiality, more detail given regarding Gifts and Favors, clarifying Outside Employment, adding more specific examples and clarifying language to Attire and Grooming, clarifying the information that is subject to FOIA, and noting that the provisions refer to work done in other municipalities under Election Leave.

D. Brownfield Policy Updates- Housing TIF Incentives

Director Clark gave an overview of the proposed changes that have been made to the policy.

Board members suggested changing some language to clarify some of the statements in the policy. They asked questions about determining eligibility over time and discussed 10-year time period. Staff will return with detailed answers to board questions.

14. COMMENTS FROM THE PUBLIC

Opened at 10:11 pm

Closed at 10:11 pm

15. OTHER MATTERS AND BOARD MEMBER COMMENTS

Manager Dempsey told the Board about the Ingham County Broadband Task Force endorsing internet service providers and two providers have approached Township for letters of support. The Board supported Manager Dempsey to provide these letters.

16. ADJOURNMENT

**Trustee Wilson moved to adjourn. Seconded by Trustee Lentz**

**VOICE VOTE**

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

**NAYS: NONE**

**Motion carried: 7-0**

**The meeting adjourned at 10:12 pm**

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Scott Hendrickson  
Township Supervisor

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Angela Demas  
Township Clerk

# REVISED

CHARTER TOWNSHIP OF MERIDIAN  
REGULAR MEETING TOWNSHIP BOARD **-DRAFT-**  
5151 Marsh Road, Okemos MI 48864-1198  
517.853.4000, Township Hall Room  
THURSDAY, April 3, 2025, 6:00PM

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

ABSENT: None

STAFF: Manager Dempsey, Deputy Manager Opsommer, Director Schmitt, Chief Hamel, Director Wisinski, Director Tithof, Director Clark

1. CALL MEETING TO ORDER

Supervisor Hendrickson called the April 3, 2025, Regular Township Board meeting to order at 6:00 pm.

2. PLEDGE OF ALLEGIANCE/INTRODUCTIONS

Supervisor Hendrickson led the Pledge of Allegiance.

Supervisor Hendrickson called for a moment of silence for the victim of a hit and run accident.

3. ROLL CALL

Deputy Clerk Gordon called the roll of the Board.

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

4. PRESENTATION

NONE

5. CITIZENS ADDRESS AGENDA ITEMS AND NON-AGENDA ITEMS

Opened Public Comment at 6:02 pm

Brad Shaw spoke in opposition to Ordinance 2025-03

Jane Cheritt spoke in support of a senior center

Suzanne Leialoha spoke in support of a senior center, opposed senior/community center

Barb O'Kelley spoke in support of a senior center, opposed senior/community center

Steve Vagnozzi spoke in support of a senior center, opposed senior/community center

Beth Bechtel spoke in support of a senior center, opposed senior/community center

Cecelia Kramer spoke in support of Ordinance 2025-03

Kathy Yenrich spoke in support of a senior center

Julie Stauffer spoke in support of a senior center

Jerry Fedewa spoke in support of Ordinance 2025-03

Paul Shimkos spoke in support of a senior center

Jean McDonald spoke in support of a senior center, opposed senior/community center, supported wetland protection

Joe Hessinger spoke in support of a senior center

Bonnie Jordan spoke in support of a senior center, opposed senior/community center

Closed public comment at 6:30 pm

6. TOWNSHIP MANAGER REPORT

Manager Dempsey gave updates on:

- The scheduled Joint Meeting conflicts with a County Board of Commission meeting. Instead of cancelling this meeting, a second meeting will be scheduled.
- Briefed the Board regarding the MTA conference sessions he attended.

Trustee Lentz asked Manager Dempsey what the township can do to help make Grand River Ave. safer for pedestrians. Manager Dempsey gave a quick overview of Township responsibilities.

7. BOARD MEMBER REPORTS OF ACTIVITIES AND ANNOUNCEMENTS

Trustee Wilson attended the CADL meeting.

Trustee Lentz attended the Tri-County Regional Planning Commission meeting and MTA conference.

Treasurer Deschaine attended the CADL meeting and the MTA conference.

Clerk Demas attended the Communications Commission meeting.

Trustee Sundland attended the MTA conference.

8. APPROVAL OF AGENDA

**Trustee Wilson moved to approve the Agenda with the addendum of moving 13D up to 13B. Supported by Trustee Trezise**

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

**NAYS: NONE**

**Motion carried: 7-0**

9. CONSENT AGENDA

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

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

**NAYS: NONE**

**Motion carried: 7-0**

10. QUESTIONS FOR THE ATTORNEY

NONE

11. HEARINGS

NONE

12. ACTION ITEMS

- A. Ordinance 2025-03 – Rezone vacant Dobie Road (parcel ID #33-0202-22-454-003) from RAA, One-Family, Low Density Residential, to RD, Multiple Family Residential, up to 8 units per acre, Subject to a Conditional Rezoning Agreement-Final Adoption

Board Members asked staff to take extra care to notify neighboring property owners of the site plan and other documents regarding this parcel.

**Trustee Trezise moved to adopt the resolution approving Ordinance 2025-03, an ordinance to rezone a vacant parcel on Dobie Road (parcel ID #33-02-02-22-454-003) from RAA, One-Family, Low Density Residential, to RD, Multiple Family Residential, up to 8 units per acre, subject to a Conditional Rezoning Agreement with the amendment that this is a two year rezoning and if construction has not begun in that time, the property will revert to RAA. Seconded by Trustee Wilson.**

**ROLL CALL VOTE: YEAS: Supervisor Hendrickson, Trustee Lentz, Trustee Trezise, and Trustee Wilson**

**NAYS: Clerk Demas, Treasurer Deschaine, Trustee Sundland**

**Motioned Carried: 4-3**

**At 6:53 Supervisor Hendrickson called a 5-minute recess. At 7:02, the Board reconvened.**

13. BOARD DISCUSSION ITEMS

A. Senior/Community Center

Supervisor Hendrickson, Director Schmitt, consultants from Progressive, Director Wisinski, and Deputy Manager Opsommer gave an overview of the discussion and results of the Senior/Community Center Task Force.

Board Members discussed the number of entrances, cost of and estimated use of community rental spaces, general usage metrics, membership estimates, parking lot size, need for Senior Center alone versus combined Senior and Community Center, need for a millage proposal.

**At 8:34 Supervisor Hendrickson called a 5-minute recess. At 8:43, the Board reconvened.**

B. Special Use Permit #25-03 – Okemos Land Investments– 4360 South Hagadorn Road – Recreational Marijuana Retailer

Director Schmitt gave background information on the permit and timing for project completion.

Board members discussed the changes in building construction, timing concerns raised by staff, and drainage questions. No concerns were noted regarding SUP criteria. The Board asked staff to bring a resolution to approve to the next meeting.

C. Personnel Policy

Director Tithof gave an overview of the discussion that has occurred so far. Supervisor Hendrickson reminded Board Members that the discussion will center on pages 19-41.

Board members suggested incorporating statements about marihuana into the preceding phrase under Drug-Free Workplace, swapping the lists under Code of Conduct, adding credit card use to list of unauthorized uses, clarifying legitimate business reasons for confidentiality, more detail given regarding Gifts and Favors, clarifying Outside Employment, adding more specific examples and clarifying language to Attire and Grooming, clarifying the information that is subject to FOIA, and noting that the provisions refer to work done in other municipalities under Election Leave.

D. Brownfield Policy Updates- Housing TIF Incentives

Director Clark gave an overview of the proposed changes that have been made to the policy.

Board members suggested changing language to clarify some statements in the policy. They asked questions about determining eligibility over time and discussed 10-year time period. Staff plans to return with detailed answers to Board questions.

14. COMMENTS FROM THE PUBLIC

Opened at 10:11 pm

Closed at 10:11 pm

15. OTHER MATTERS AND BOARD MEMBER COMMENTS





To: Board Members  
From: Bernadette Blonde, Finance Director  
Date: April 15, 2025

Charter Township of Meridian  
Board Meeting  
4/15/2025

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

COMMON CASH	\$	427,620.60
PUBLIC WORKS	\$	595,961.73
TRUST & AGENCY	\$	360.80
	<b>TOTAL CHECKS:</b>	<b>\$ 1,023,943.13</b>
CREDIT CARD TRANSACTIONS		
03/19/2025 to 04/09/2025	\$	19,989.33
	<b>TOTAL PURCHASES:</b>	<b><u>\$ 1,043,932.46</u></b>
ACH PAYMENTS	\$	<u>1,320,054.93</u>

04/10/2025 04:22 PM  
 User: GRAHAM  
 DB: Meridian

INVOICE APPROVAL BY INVOICE REPORT FOR CHARTER TOWNSHIP OF MERIDIAN  
 EXP CHECK RUN DATES 04/15/2025 - 04/15/2025  
 BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID  
 BANK CODE: GF53 - CHECK TYPE: PAPER CHECK

Vendor Name	Description	Amount	Check #
1. A T & T	MAR 28 - APR 27 - INTERNET M1 321840834	205.24	114411
	APR 5 - MAY 4 - INTERNET F3	149.00	
	TOTAL	<u>354.24</u>	
2. ABONMARCHE	PROF SERV THRU 3/31/2025 - MILL & FILL CONTRACT -	14,992.08	
	PROF SERV THRU 3/31/2025 - MILL AND FILL CONTRACT	5,272.20	
	TOTAL	<u>20,264.28</u>	
3. ABSOLUTE ENVIRONMENTAL SOLUTIONS	REPL 2 SOLAREEDGE INVERTERS - S. FIRE STATION SOLAR	499.00	
4. ACME SPORTS INC	RIFLE PURCHASE PROGRAM - SQUIRES	2,251.00	
	BAZAN - RIFLE PURCHASE PROGRAM	1,601.97	
	TOTAL	<u>3,852.97</u>	
5. AIS CONSTRUCTION EQUIPMENT	REPAIRS TO CAT #6 BACKHOE	485.88	
6. ALLGRAPHICS CORP	LOGO WEAR FOR COMMUNICATIONS STAFF	224.00	
7. ALLSTATE	OVERPMT - AMBULANCE - K. ELLIOTT-12/17/2023	896.25	
8. AMERICAN RENTALS	3/21/25-4/21/25 - TRANSFER STATION PORTABLE TOILET	85.00	
9. APOLLO FIRE APPARATUS SALES	MOTOR POOL - FIRE - UNIT 140	620.00	
10. ASAP PRINTING	BUSINESS CARDS - VANDERMOLEN	66.57	
	YARD SIGNS - 2025 LOCAL ROADS PROGRAM	733.50	
	TOTAL	<u>800.07</u>	
11. ASCAP	LICENSE FEE JANUARY 1 2025 UNTIL MARCH 31 2026	447.75	
12. AT & T	MAR 2 - APR 1 - TELEPHONE P1 51734742859240	151.99	
	MAR 2 - APR 1 - TELEPHONE F1-3 51734760215648	430.88	
	MAR 2 - APR 1 - TELEPHONE P1 51734768261735	58.89	
	MAR 2 - APR 1 - TELEPHONE S1 51734797052196	57.33	
	TOTAL	<u>699.09</u>	
13. AUTO VALUE OF EAST LANSING	WATER UNIT #731 - FLEET REPAIR PARTS	1,649.99	
	PARKS UNIT #735 - FLEET REPAIR PARTS	156.94	
	SHOP SUPPLY - FLEET REPAIR PARTS	88.48	
	SHOP SUPPLY - FLEET REPAIR PARTS	30.78	
	SHOP SUPPLY - FLEET REPAIR PARTS	65.88	
	STOCK - FLEET REPAIR PARTS	929.97	
	UNIT #151 - FLEET REPAIR PARTS	209.17	
	WATER UNIT #722 - FLEET REPAIR PARTS	12.19	
	SEWER UNIT #741 - FLEET REPAIR PARTS	99.98	
	SEWER UNIT #741 - FLEET REPAIR PARTS	78.99	
	MOWER PARTS STOCK - FLEET REPAIR PARTS	267.95	
	FIRE UNIT #93 AND STOCK - FLEET REPAIR PARTS	104.07	
	WATER UNIT #731 - FLEET REPAIR PARTS	151.98	
	TOTAL	<u>3,846.37</u>	
14. B & L TOOLS LLC	MOTOR POOL - SCANNER UPDATE DOWNLOAD	1,437.00	
	MOTOR POOL - SCANNER & TRADE IN	2,600.00	
	TOTAL	<u>4,037.00</u>	
15. BARYAMES CLEANERS	MARCH 2025 UNIFORM CLEANING	748.70	
16. BECKS PROPANE	CUST #24064 - PROPANE FOR HARRIS NATURE CENTER	251.27	

04/10/2025 04:22 PM  
 User: GRAHAM  
 DB: Meridian

INVOICE APPROVAL BY INVOICE REPORT FOR CHARTER TOWNSHIP OF MERIDIAN  
 EXP CHECK RUN DATES 04/15/2025 - 04/15/2025  
 BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID  
 BANK CODE: GF53 - CHECK TYPE: PAPER CHECK

Vendor Name	Description	Amount	Check #
17. BOARD OF WATER & LIGHT	3/1/2025 TO 3/31/2025 STREETLIGHT SERVICE	877.14	114412
18. BOUNDTREE MEDICAL	ORDER #105992304 - AEROSOL DISINFECTANT	149.88	
	ORDER #106041453 - MEDICAL/AMBULANCE SUPPLIES	1,835.75	
	TOTAL	1,985.63	
19. BRIGHTLINE TECHNOLOGIES	ACRONIS BACKUP SERVER	4,782.50	
	APRIL 2025 BRIGHTLINE QUICKHELP SUBSCRIPTION	1,421.00	
	APRIL 2025 - AUVIK NETWORK & SAAS MONITORING & MAN	1,055.00	
	APRIL 2025 BRIGHTLINE HPE 36M II SUBSCRIPTION	4,272.00	
	APRIL 2025 - ACRONIS BACKUP SERVER	2,518.00	
	TOTAL	14,048.50	
20. BS&A SOFTWARE	UTILITY BILLING .NET REMOTE DEDICATED SUPPORT	800.00	
21. BSN SPORTS	DOUBLE BASE W/1ST & 2ND BASES FOR PARKS	1,738.00	
	REPLACEMENT SOCCER NETS FOR PARKS	552.12	
	TOTAL	2,290.12	
22. BULL ENTERPRISES	MARCH 2025 - JANITORIAL SERVICES TOWNSHIP BLDGS	8,867.00	
23. CDW	ORDER #1CGV9FZ - RAM MOUNT BASE FOR VEHICLE IPAD R	11.79	
24. CINTAS CORPORATION #725	3/19/25 - MECHANICS UNIFORMS	40.00	
	03/26/2025 - MECHANICS UNIFORMS	40.00	
	4/2/2025 - MECHANICS UNIFORMS	491.07	
	TOTAL	571.07	
25. CITY OF EAST LANSING	01.01.25 TO 03.31.25 - MEP PERMIT REVENUE TO CITY	57,556.58	
26. CITY PULSE	3/26/2025 - TWP NOTICES	344.84	
27. COMCAST	APR 16 - MAY 15 - INTERNET + TV F1	171.85	
	APR 20 - MAY 19 - TV F1	12.81	
	TOTAL	184.66	
28. CREATIVE FINANCIAL STAFFING LLC	WK ENDING 3/23/2025 TEMP STAFFING SERV - UTILITY B	878.90	
	WK ENDING 3/30/2025 TEMP STAFFING SERV - UTILITY B	1,156.41	
	WK ENDING 4/06/2025 TEMP STAFFING SERV - UTILITY B	1,439.90	
	TOTAL	3,475.21	
29. CREATIVE PRODUCT SOURCING	DARE PRODUCTS	3,255.12	
30. CRYSTAL FLASH	FLEET FUEL BILL OF LADING #357096518	13,940.57	114413
31. CULLIGAN WATER CONDITIONING	ACCT 5454003 - HNC WATER SOFTENER SALT	26.00	
32. DAVID CHAPMAN AGENCY	2025 FORD F-150 & TWO 2025 F350 FLATBED - ADD TO I	51.00	
33. DINGES FIRE COMPANY	6 NH LOW LEVEL STRAINERS FOR NEW ENGINES (QTY: 2)	1,196.84	
34. FIRST COMMUNICATIONS	TELEPHONE LINES 3142216	56.06	114407
	MAR 2025 - TELEPHONE LINES 3142216	56.06	
	TOTAL	112.12	

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Vendor Name	Description	Amount	Check #
35. FORESIGHT GROUP			
	WATER BILLS 4/3/2025 AND POSTAGE	1,727.30	
	WATER BILLS 3/14/2025 AND POSTAGE	477.80	
	MOTOR POOL - POLICE - GRAPHICS - 1 UNIT	1,156.72	
	TOTAL	3,361.82	
36. GRANGER			
	APR 2025 - ACCT NO 17334070 MUN BLDG & PS - RECYCL	86.96	
	APR 2025 - ACCT NO 17349880 - SERVICE CENTER RECYC	31.02	
	APR 2025 - ACCT 1106100 - TOWNHALL & PS RUBBISH DI	143.38	
	APR 2025 - ACCT NO 1106200 - SERVICE CENTER - RUBB	358.83	
	APR 2025 - ACCT 1106300 - S FIRE - RUBBISH DISPOSA	104.15	
	APR 2025 - ACCT 2509750 - C. FIRE - RUBBISH SERV	136.33	
	TOTAL	860.67	
37. GREAT LAKES BREATHING AIR			
	CASCADE SYSTEM REPAIR (INCLUDING LABOR, SUPPLIES,	1,091.69	
38. HASLETT COMMUNITY EDUCATION			
	HYRA BASKETBALL - PERMIT NO 3179 & 3177	4,095.00	
39. HASLETT PUBLIC SCHOOLS			
	JAN/FEB/MAR 2025 - MAINTENANCE REIMBURSEMENT	4,434.39	
40. IMAGE TREND INC			
	IMAGETREND REGIONAL EPCR SYSTEM FIRE ANNUAL RENEWA	5,801.82	
41. INGHAM COUNTY DRAIN COMMISSIONER			
	PROCTOR DRAIN SPECIAL ASSESSMENT INVOICE	43,305.45	
42. JEFFORY BROUGHTON			
	RADIO WORK IN NEW ENGINE	609.50	
	RADIO WORK AT NORTH AND SOUTH FIRE STATION	300.00	
	TOTAL	909.50	
43. JOES BODY SHOP INC			
	MOTOR POOL - PARKS - REPAIRS TO UNIT #698	3,271.13	
44. JOHNSON CONTROLS			
	BUILDINGS - SERVICE CENTER - CONTROLLER REPLACEMEN	7,961.00	
	BUILDINGS - JOHNSON CONTROLS HVAC CONTRACT - APRIL	5,942.00	
	TOTAL	13,903.00	
45. JUNGLE JANE PROMOTIONS			
	2024 INVOICE - 50TH ANNIVERSARY MARKET TOTE BAG	4,795.87	114414
46. KEBS INC			
	CORNELL/SWEETWOOD PRESERVE SURVEY & BOUNDARY MARKE	4,177.00	
47. KIESLER'S POLICE SUPPLY INC			
	DUTY AMMO - SO239772	1,832.44	
48. LAFONTAINE AUTOMOTIVE GROUP			
	MOTOR POOL - STOCK - BRAKE PARTS FOR INTERCEPTORS	75.36	
	MOTOR POOL - FIRE - UNIT #135 - 4 WHEEL ALIGNMENT	142.95	
	TOTAL	218.31	
49. LAFONTAINE BUICK GMC INC			
	MOTOR POOL - FIRE - 135	373.79	
50. LAFONTAINE BUICK GMC OF LANSING			
	MOTOR POOL - FIRE - UNIT #135 - REPAIRS	4,535.63	
51. LAFONTAINE FORD OF LANSING			
	BRAKE KITS FOR INTERCEPTORS - STOCK	1,006.68	
	MOTOR POOL - FIRE - 700	198.79	
	MOTOR POOL - PARKS #667 - TUBE ASSEMBLY	211.20	
	MOTOR POOL- STARTER CORE CREDIT	(20.00)	
	MOTOR POOL - PARKS - 735	175.00	
	TOTAL	1,571.67	
52. LANSING SANITARY SUPPLY INC			
	3/14/25 - BUILDINGS - CUSTODIAL SUPPLIES	810.17	
	FIRE - CUSTODIAL SUPPLIES	731.12	
	TOTAL	1,541.29	

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53. LANSING UNIFORM COMPANY	FIRE UNIFORMS (FF IRVING)	375.75	
	FIRE UNIFORMS (KOZLOWSKI, ROMMECK, MALESKO, ZALESK)	1,093.20	
	FIRE UNIFORMS (NITZ)	119.95	
	TOTAL	1,588.90	
54. LANSING WELDING INC	PARKS - TORNADO TRUCK SALTER	8,308.40	
	PARKS #738 & #739, WATER #731, SEWER #741 -SNOW PL	23,953.98	
	TOTAL	32,262.38	
55. LEAK PETROLEUM EQUIPMENT INC	MOTOR POOL - FUEL RINGS FOR VEHICLES	553.75	
56. LEXISNEXIS RISK DATA MGT LLC	MARCH 2025 SEARCH SERVICES	200.00	
57. MACQUEEN EMERGENCY GROUP	MOTOR POOL - FIRE - REPAIR PARTS FOR UNIT#701	151.05	
58. MADISON NATIONAL LIFE INS CO	2025 LIFE/DISABILITY INSURANCE	3,988.38	114408
59. MEDICAL MANAGEMENT SYSTEMS OF	MARCH 2025 - COLLECTION FEE FROM AMBULANCE BILLING	8,392.39	
60. MES SERVICE COMPANY LLC	REPAIR FOR CASCADE SYSTEM/COMPRESSOR	452.60	
61. MICHIGAN POLICE EQUIPMENT CO	RIFLE PURCHASE PROGRAM-TYNDALL	2,272.00	
	RIFLE PURCHASE PROGRAM-ACKER	1,716.00	
	TOTAL	3,988.00	
62. MICHIGAN REAGG INC	WORK ON 2/10/2024 - CRUSHING OF MILLINGS PATHWAY P	61,676.16	
63. MIKE DEVLIN	REIMB RACKS FOR STORAGE UNIT	599.97	114409
64. MY GREEN MICHIGAN LLC	COMPOST SERVICE AT MARKETPLACE	177.00	
65. NANCY HOLMES	OVERPMT AMBULANCE - HOLMES ON 9/15/2024	95.00	
66. ON DEMAND MOSQUITO MAN INC	2025 WEED CONTROL AND FERTILIZER AROUND BUILDINGS	5,510.00	
67. OVERHEAD DOOR OF LANSING	BUILDINGS - SOUTH FIRE STATION - OVERHEAD DOOR REP	2,308.58	
	BUILDINGS - SERVICE CENTER - REPAIR DOOR 6	1,000.06	
	BUILDINGS - SOUTH FIRE STATION - OVERHEAD DOOR REP	345.00	
	TOTAL	3,653.64	
68. PAWSOME PETS OKEMOS LLC	K9 DOG FOOD - SKU 076344884859	77.98	
69. PEOPLEFACTS LLC	MARCH 2025 CREDIT CHECKS	78.67	
70. PIONEER MFG.CO/PIONEER ATHLETICS	REPLACEMENTS PARTS FOR FIELD LINERS	29.95	
71. PLM LAKE & LAND MANAGEMENT	2025 HERBICIDE EGLE PERMIT FEE	1,600.00	
72. PROGRESSIVE AE	PROF SERV THRU 3/28/2025 - LAKE LANSING SAD PROFRE	425.00	
	PROF SERV THRU MARCH 28, 2025 - 2024 SERVICE CENTE	3,210.00	
	TOTAL	3,635.00	
73. PRO-TECH MECHANICAL SERVICES	BUILDINGS - MUNICIPAL - LIBERT UNIT HUMIDIER CANIS	1,502.00	
74. PURITY CYLINDER GASES INC	MEDICAL OXYGEN - ORDER 0004666004-00	164.72	
	MEDICAL OXYGEN QUARTERLY CYLINDER RENT CHARGES	455.15	
	TOTAL	619.87	

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75. QUALITY TIRE INC	MOTOR POOL TIRES - STOCK	1,044.50	
	MOTOR POOL - TIRE DISPOSAL	52.00	
	MOTOR POOL TIRES - STOCK	129.58	
	MOTOR POOL - TIRES - STOCK	264.48	
	TOTAL	1,490.56	
76. RECLAIMED BY DESIGN	2ND QTR 2025 - RECYCLING CENTER OPERATIONS	6,000.00	
77. REGAL EAGLE PHOTOGRAPHY	POLICE COMPOSITE UPDATE	425.00	
78. SAFETY KLEEN	SERVICE PARTS - WASHER SOLVENT	381.07	
	MOTOR POOL - REMOVE USED OIL/ANTIFREEZE	257.00	
	TOTAL	638.07	
79. SHAHEEN CHEVROLET INC	FIRE UNIT #701 - BRAKE PARTS FOR INTERCEPTORS	779.04	
	MOTOR POOL - STOCK - OIL FILTERS	69.60	
	FIRE - UNIT #135 - STARTER	159.49	
	FIRE - UNIT #701 - SEALS	96.54	
	TOTAL	1,104.67	
80. SIERRA HOMES OF MICHIGAN	PB23-0875 - CONSTRUCTION BOND REFUND - EYRIE DR	2,500.00	
81. SPENCER MANUFACTURING	VALVE FOR FIRE TRUCK	523.65	114410
82. ST MARTHA CONFERENCE OF	EMERGENCY RENTAL ASSISTANCE	467.50	114415
	EMERGENCY RENTAL ASSISTANCE	500.00	114415
	EMERGENCY UTILITIES ASSISTANCE	500.00	114415
	EMERGENCY RENTAL ASSISTANCE	1,000.00	114415
	TOTAL	2,467.50	
83. STAPLES	OFFICE SUPPLIES	1,412.81	
84. STATE OF MICHIGAN	2025 SUMMER DAY CAMP PROG & SITE LICENSE RENEWALS	100.00	
	2025 WATER TESTING - N. MERIDIAN ROAD PARK & HARRI	33.00	
	1ST QTR 2025 WATER TESTING N MERIDIAN ROAD PARK &	33.00	
	TOTAL	166.00	
85. SUPERIOR GROUND COVER	PLAYGROUND SAFETY SURFACE	4,812.50	
86. T MOBILE	2/21/2025 - 3/20/2025 - CELLULAR 517.980.0920 9602	30.23	114416
87. THE ROSSOW GROUP LLC	BASIC FOIA TRAINING - LAFARGUE/CANNON	410.00	
88. TRI-COUNTY CIT	TRAINING - ACKER/REINKE/SCARVEY/TYNDALL	480.00	
89. UM HEALTH - SPARROW OCCUPATIONAL	MARCH 2025 EMPLOYEE PHYSICALS	1,292.00	
90. VARIPRO BENEFIT ADMINISTRATORS	MAY 2025 RETIREE MEDICARE SUPPLEMENT	16,239.04	
91. VERIZON CONNECT	MAR 2025 - VEHICLE DATA 100000198152	1,583.60	
92. VERIZON WIRELESS	FEB 24 2025 TO MAR 23 2025 - WIRELESS MOBILE SERVI	2,329.27	114417
93. VRC COMPANIES LLC	RECORDS SHREDDING ACCT 68252789 (GRR1)	80.00	
	DOCUMENT SHREDDING SERVICE - ACCT #68253869	50.00	
	TOTAL	130.00	
94. WASTE MANAGEMENT	4/1/25 - 4/30/25 - GAYLORD C SMITH - DUMPSTER SERV	290.66	
95. WEST MICHIGAN INTERNATIONAL LLC	WATER VACTOR UNIT #140 REPAIRS	2,426.29	

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Vendor Name	Description	Amount	Check #
96. WHEN THE PROJECT LLC	SENERIO BASED SOFTWARE	2,032.00	
97. WOODWARD WAY APARTMENTS	EMERTENCY RENTAL ASSISTANCE	217.53	114418
TOTAL - ALL VENDORS		427,620.60	

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Vendor Name	Description	Amount	Check #
1. ADVANCED UNDERGROUP INSPECTION	EMERGENCY GROUTING SANITARY SEWER MAIN - 6200 BLOC	6,725.00	
2. ANNE SUCHECKI	UB REFUND WATER/SEWER	7.73	
3. CARL SCHLEGEL INC	TICKETS PY2001737, PY02001742, PY02001745, PY02001	1,581.44	
4. CHARLOTTE ELECTRIC MOTORS	REBUILD PUMPS MONTGOMERY COURT & WHITEHILLS - DEC	1,500.00	
5. CITY OF EAST LANSING	MARCH 2025 - ELMWSA OPERATING, INTERCONNECT & DEBT	377,461.25	
6. CONSUMERS ENERGY	2024 COUNTY PARK LIFT STATION - NATURAL GAS SERVIC	9,446.02	30003
7. FERGUSON WATERWORKS #3386	CUSTOMER INSTALLATION PARTS - RE-ISSUED	2,067.36	30007
	ORDER #000058435 - CUSTOMER INSTALL BRASS ORDER	3,259.20	
	WATER - CUSTOMER INSTALL BRASS ORDER	8,611.25	
	CUSTOMER INSTALLATION PARTS - RE-ISSUED	5,877.96	30007
	CUSTOMER INSTALL BRASS ORDER - REISSUED	5,919.92	30007
	OPERATING SUPPLIES - 4" GASKETS	13.67	
	4 FLG KIT - CUSTOMER INSTALLATION PARTS	3,206.16	
	CUSTOMER INSTALLATION - 4 FLANGE KIT	928.56	
	TOTAL	29,884.08	
8. GIVE EM A BRAKE SAFETY LLC	SANITARY SEWER REPAIR TRAFFIC CONTROLS - 6200 BLOC	2,912.00	
9. HE XIAN	UB REFUND WATER	1,979.86	30005
10. HYDROCORP	MARCH 2025 CROSS CONNECTION PROGRAM SERVICES CONTR	2,735.00	
11. LEAVITT & STARCK EXCAVATING INC	FIRST TAKE @ EAST LAKE DRIVE COLLAPSED SEWER REPAI	142,901.62	
12. MADISON NATIONAL LIFE INS CO	APRIL 2025 LIFE/DISABILITY INSURANCE	539.60	30004
13. OLGIER BROTHERS SAND & GRAVEL	SAND AND STONE - EAST LAKE DRIVE SEWER PROJECT	7,528.94	
	SAND AND STONE - EAST LAKE DRIVE SEWER PROJECT	1,882.24	
	TOTAL	9,411.18	
14. UPPERCUT TREE SERVICE LLC	TREE REMOVAL SANITARY MAIN EMERGENCY REPAIR - 6200	8,500.00	
15. VERIZON WIRELESS	FEB 24 2025 TO MAR 23 2025 - WIRELESS MOBILE SERVI	376.95	30006
TOTAL - ALL VENDORS		595,961.73	

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Vendor Name	Description	Amount	Check #
1. ENSPIRED SOLUTIONS	REFUND PP 2024 TAXES, STC ORDER 154-24-0317	295.15	14122
2. MOLLY K CAADS RANNS LPC	REFUND PP 2023 TAXES, STC ORDER 154-23-0229	65.65	14123
TOTAL - ALL VENDORS		360.80	

**Credit Card Report 03/19/2025 - 04/09/2025**

Transaction Date	Account Name	Transaction Amount	Transaction Merchant Name
3/19/2025	LAWRENCE BOBB	\$104.97	HARBOR FREIGHT TOOLS 157
3/21/2025	LAWRENCE BOBB	\$3.93	THE HOME DEPOT #2723
3/26/2025	LAWRENCE BOBB	\$337.72	SUNBELT RENTALS #0315
3/25/2025	LAWRENCE BOBB	\$77.83	THE HOME DEPOT #2723
4/3/2025	LAWRENCE BOBB	\$84.34	THE HOME DEPOT #2723
4/7/2025	LAWRENCE BOBB	\$13.98	THE HOME DEPOT #2723
3/19/2025	ROBERT STACY	\$18.97	THE HOME DEPOT #2723
3/19/2025	ROBERT STACY	\$83.05	THE HOME DEPOT #2723
3/24/2025	ROBERT STACY	\$39.99	HARBOR FREIGHT TOOLS3459
3/25/2025	ROBERT STACY	\$341.25	IN *DMW SALES & SERVICE,
3/20/2025	TYLER KENNELL	\$260.97	CARROT-TOP INDUSTRIES
3/28/2025	TYLER KENNELL	\$6.97	THE HOME DEPOT #2723
4/4/2025	TYLER KENNELL	\$53.66	THE HOME DEPOT #2723
3/27/2025	MICHAEL HAMEL	\$329.75	NFPA NATL FIRE PROTECT
4/2/2025	MICHAEL HAMEL	\$273.77	TRAFFICSAFETYSTORE.COM
4/7/2025	MICHAEL HAMEL	\$290.38	GRAINGER
4/2/2025	KYLE FOGG	\$29.98	GREAT LAKES ACE HDWE
4/2/2025	KYLE FOGG	\$24.98	THE HOME DEPOT #2723
4/2/2025	KYLE FOGG	\$87.70	THE HOME DEPOT #2723
4/7/2025	KYLE FOGG	\$33.60	THE HOME DEPOT #2723
4/3/2025	RYAN CAMPBELL	\$5.90	HASLETT TRUE VALUE HARDWA
4/3/2025	RYAN CAMPBELL	\$12.68	THE HOME DEPOT #2723
4/2/2025	RUDY GONZALES	\$134.91	MIDWEST POWER EQUIPMENT
4/2/2025	RUDY GONZALES	\$53.94	THE HOME DEPOT #2723
3/22/2025	JACOB FLANNERY	\$14.95	THE HOME DEPOT #2723
4/5/2025	JACOB FLANNERY	\$205.46	USABLUEBOOK
3/19/2025	ASHLEY WINSTEAD	\$449.35	COSTAR GROUP INC
3/24/2025	CHRISTOPHER JOHNSON	\$17.96	THE HOME DEPOT #2723
4/4/2025	CHRISTOPHER JOHNSON	\$29.99	HASLETT TRUE VALUE HARDWA
3/26/2025	AL DIAZ	\$27.92	THE HOME DEPOT #2723
3/28/2025	THOMAS BAKER	\$16.42	ALIBABA.COM
4/3/2025	THOMAS BAKER	\$16.82	ALIBABA.COM
4/2/2025	THOMAS BAKER	\$46.77	MARATHON PETRO95430
4/4/2025	THOMAS BAKER	\$64.20	CATHEY CO
4/5/2025	THOMAS BAKER	\$253.49	ALIBABA.COM
4/4/2025	THOMAS BAKER	\$57.62	THE HOME DEPOT #2723
4/6/2025	MIKE DEVLIN	(\$80.00)	COSTCO WHSE#1277
3/24/2025	BRIAN PENNELL	\$25.00	STATE OF MI EMS
3/28/2025	BRIAN PENNELL	\$148.00	AMERICAN RED CROSS
3/19/2025	COURTNEY WISINSKI	\$14.62	BIBIBOP ASIAN GRILL - FLO
3/19/2025	COURTNEY WISINSKI	\$8.67	SPEEDWAY 44029
3/19/2025	COURTNEY WISINSKI	\$45.66	KROGER FUEL #4434
3/20/2025	COURTNEY WISINSKI	\$22.24	DD *DRAKES
3/19/2025	COURTNEY WISINSKI	\$159.05	FAIRFIELD INN & SUITES
3/20/2025	COURTNEY WISINSKI	\$144.94	FAIRFIELD INN & SUITES
3/21/2025	COURTNEY WISINSKI	\$139.20	THE HOME DEPOT #2723
3/27/2025	COURTNEY WISINSKI	\$62.01	QUALITY DAIRY#31
3/27/2025	COURTNEY WISINSKI	\$3.98	QUALITY DAIRY#31
3/28/2025	COURTNEY WISINSKI	\$161.99	WAL-MART #2866
3/28/2025	COURTNEY WISINSKI	\$406.71	THE HOME DEPOT 2723
3/31/2025	COURTNEY WISINSKI	\$109.98	OFFICEMAX/OFFICEDEPT#3379
4/3/2025	COURTNEY WISINSKI	\$839.79	COSTCO WHSE#1277
4/6/2025	COURTNEY WISINSKI	\$344.09	AMAZON MKTPL*V68D093L3

4/6/2025	COURTNEY WISINSKI	\$519.80	COSTCO WHSE#1277
4/8/2025	COURTNEY WISINSKI	\$1,612.72	TST* HIGH CALIBER KARTING
3/20/2025	TAVIS MILLEROV	\$225.00	NATIONAL FIRE PROTECTION
3/28/2025	ANGELA DEMAS	\$42.90	SP CANCUN MX OKEMOS
4/2/2025	ANGELA DEMAS	\$15.26	STARBUCKS 75838
4/1/2025	TIMOTHY H DEMPSEY	\$27.98	TST*FRIESIAN GASTRO PUB
3/28/2025	MIKE ELLIS	\$106.37	THE HOME DEPOT #2723
3/19/2025	STEPHEN GEBES	\$481.85	ZOOM.COM 888-799-9666
4/3/2025	STEPHEN GEBES	\$181.81	AMAZON.COM*YJ7I57MP3
4/5/2025	STEPHEN GEBES	\$540.00	FRESHWORKS INC
4/7/2025	STEPHEN GEBES	\$109.99	AMAZON MKTPL*CK1HJ4EL3
3/23/2025	RICHARD GRILLO	\$82.99	GOOGLE *YOUTUBE TV
3/26/2025	RICHARD GRILLO	\$50.00	MICHIGAN ASSOC OF CHIEFS
3/25/2025	RICHARD GRILLO	\$38.94	THE HOME DEPOT #2723
4/2/2025	RICHARD GRILLO	\$19.50	IN *JOHNSON, ROBERTS, & A
4/5/2025	RICHARD GRILLO	\$205.98	AMAZON MKTPL*9M15D8OF3
3/26/2025	YOUNES ISHRAIDI	\$200.00	INTERNATIONAL ASSOCIATIO
3/28/2025	YOUNES ISHRAIDI	\$207.00	ACEC OF MICHIGAN
3/20/2025	MICHELLE PRINZ	(\$2.08)	GRAINGER
3/20/2025	MICHELLE PRINZ	(\$39.71)	GRAINGER
3/20/2025	MICHELLE PRINZ	(\$35.74)	GRAINGER
3/24/2025	MICHELLE PRINZ	\$210.72	AMAZON MKTPL*8N6B43UF3
3/24/2025	MICHELLE PRINZ	\$38.18	AMAZON MKTPL*Z25XS4NZ3
3/25/2025	MICHELLE PRINZ	\$26.98	ASANA.COM
3/24/2025	MICHELLE PRINZ	\$305.00	GOVERNMENT FINANCE OFF
3/25/2025	MICHELLE PRINZ	\$16.07	AMAZON MKTPL*X84DV6M43
3/26/2025	MICHELLE PRINZ	\$233.72	AMAZON MKTPL*AY9RG9F33
3/31/2025	MICHELLE PRINZ	\$150.63	AMAZON MKTPL*R605A9WZ3
4/3/2025	MICHELLE PRINZ	\$665.52	AMWAY GRAND PLAZA HOTE
4/3/2025	MICHELLE PRINZ	\$710.52	AMWAY GRAND PLAZA HOTE
4/5/2025	MICHELLE PRINZ	\$220.63	AMAZON MKTPL*8V28Y6F53
3/20/2025	CATHERINE ADAMS	\$292.12	HUESTON WOODS STATE PA
3/20/2025	CATHERINE ADAMS	\$40.57	SPEEDWAY 45224
3/20/2025	CATHERINE ADAMS	\$13.85	PANERA BREAD #600872 K
3/23/2025	CATHERINE ADAMS	\$53.99	AMAZON MKTPL*GM7GH4XQ3
3/25/2025	CATHERINE ADAMS	\$26.21	AMAZON MKTPL*YJ6RQ1PI3
3/31/2025	CATHERINE ADAMS	\$58.89	TOP HAT CRICKET FARM INC
4/2/2025	CATHERINE ADAMS	\$118.00	AMAZON RETA* 510F58XT3
3/19/2025	ED BESONEN	\$440.00	MI STATE POLICE PMTS
3/19/2025	ED BESONEN	\$440.00	MI STATE POLICE PMTS
4/2/2025	ED BESONEN	\$771.23	ROGUE
4/2/2025	DAVID LESTER	\$83.50	THE HOME DEPOT #2723
3/24/2025	BART CRANE	\$188.23	COMCAST
3/26/2025	PHIL DESCHAIINE	\$31.78	TST*LUCKYS STEAKHOUSE -
3/31/2025	PHIL DESCHAIINE	\$24.00	TST*UCCELLOS DOWNTOWN G
4/1/2025	PHIL DESCHAIINE	\$16.00	TST*CINCO DE MAYO MONROE
4/3/2025	PHIL DESCHAIINE	\$646.68	AMWAY GRAND PLAZA HOTE
4/3/2025	PHIL DESCHAIINE	\$631.68	AMWAY GRAND PLAZA HOTE
3/21/2025	DANIEL OPSOMMER	\$21.54	BP#1888600KRISH KRISHA 2
4/1/2025	DANIEL OPSOMMER	\$270.00	WWW.APWA.NET
4/2/2025	DANIEL OPSOMMER	\$376.25	TITANHQ
4/3/2025	DANIEL OPSOMMER	\$285.00	SP KEY COMPOSTABLES
3/20/2025	ALLISON GOODMAN	\$292.12	HUESTON WOODS STATE PA
3/20/2025	ALLISON GOODMAN	\$15.43	PANERA BREAD #600872 K
3/21/2025	ALLISON GOODMAN	\$67.98	FEEDERS SUPPLY COMPANY #4

3/28/2025	ALLISON GOODMAN	\$16.49	MEIJER STORE #253
4/8/2025	ALLISON GOODMAN	\$17.12	WAL-MART #2866
4/7/2025	DAN PALACIOS	\$74.49	GILLETTES INTERSTATE RV I
4/7/2025	DAN PALACIOS	\$70.27	GILLETTES INTERSTATE RV I
3/21/2025	ROBERT MACKENZIE	\$242.18	ELKAY SALES INC
3/28/2025	ROBERT MACKENZIE	\$271.04	AMAZON MKTPL*JE64X2B93
3/21/2025	CURT SQUIRES	\$100.00	A1 DETAILING & CUSTOMS
3/21/2025	SAMANTHA DIEHL	\$96.00	BITLY.COM
4/6/2025	SAMANTHA DIEHL	\$22.91	BITLY.COM
4/9/2025	SAMANTHA DIEHL	(\$46.85)	LANDS END BUS OUTFITTERS
4/7/2025	SAMANTHA DIEHL	\$290.00	NATIOAL ASSOCIATION OF

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<b>TOTAL</b>	<b>\$19,989.33</b>
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ACH Transactions

Date	Payee	Amount	Purpose
3/19/2025	ELAN	\$ 2,114.92	Credit Card Payment
3/21/2025	Alerus	\$ 55,389.05	Payroll Deductions 03/21/2025
3/21/2025	Nationwide	\$ 11,064.51	Payroll Deductions 03/21/2025
3/24/2025	MCT Utilities	\$ 177.77	Water/Sewer Utility Transactions
3/24/2025	State of Michigan	\$ 38,200.82	State Payroll Taxes March 2025
3/24/2025	MERS	\$ 125,000.00	Employee Retirement
3/26/2025	Blue Care Network	\$ 41,743.15	Employee Health Insurance
3/26/2025	MERS	\$ 382,799.81	Employee Retirement
4/2/2025	Blue Care Network	\$ 2,115.64	Employee Health Insurance
4/2/2025	First American	\$ 2,441.68	Employee Vision Insurance
4/3/2025	IRS	\$ 128,832.46	Payroll Taxes 4/4/2025
4/3/2025	Various Financial Institutions	\$ 357,330.44	Payroll Deductions 4/4/2025
4/4/2025	Alerus	\$ 58,478.65	Payroll Deductions 04/04/2025
4/4/2025	Nationwide	\$ 10,842.81	Payroll Deductions 04/04/2025
4/8/2025	Health Equity	\$ 11.75	Employee Health Savings
4/9/2025	Consumer Energy	\$ 68,959.32	Utility Transaction Fees
4/9/2025	Wageworks	\$ 93.00	Employee Health Savings
4/9/2025	Delta Dental	\$ 1,946.76	Employee Dental Insurance
4/10/2025	Blue Care Network	\$ 32,512.39	Employee Health Insurance
<b>Total ACH Payments</b>		<u><u>\$ 1,320,054.93</u></u>	



**To: Board Members**

**From: Courtney Wisinski  
Director of Parks and Recreation**

**Date: April 11, 2025**

**Re: Celebrate Meridian Outdoor Gathering Permit Approval**

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The Meridian Township Parks and Recreation Department is the applicant for the Outdoor Gathering Permit Application for Celebrate Meridian Festival scheduled for Friday, June 27, 2025 and Saturday, June 28, 2025 in Central Park and at Marketplace on the Green.

Celebrate Meridian is a community-wide event that will feature live music, food trucks, beer tent, games and activities for families, historic village tours, and drone display at approximately 10:20 pm on Saturday, June 28, 2025. This year, we will also feature festivities at Marketplace on the Green on Friday, June 27, 2025 for teens. This evening event will include music, dancing and food.

Township Ordinance requires the regulation, licensing, and control of gatherings which draws upon the health, sanitation, fire, police, transportation, utility, and other public services normally provided by the Township. The ordinance enumerates specific public safety standards that must be set. Therefore, the application was forwarded to the Fire, Police, and Community Planning & Development Departments and the Ingham County Health Department for inspection, review and approval.

The following motion is proposed for Board consideration:

**MOVE TO APPROVE THE OUTDOOR ASSEMBLY LICENSE FOR THE  
CELEBRATE MERIDIAN FESTIVAL TO BE HELD ON JUNE 27, 2025 AND  
JUNE 28, 2025 IN CENTRAL PARK AND MARKETPLACE ON THE GREEN.**

**Attachments:**

1. Application for Outdoor Assembly License
2. Map

Charter Township of Meridian

**Application for Outdoor Assembly License**

**I. Description of Applicant**

**Name:** Meridian Township Parks and Recreation Department

**Age:** N/A

**Residence Address:** 5151 Marsh Road, Okemos, MI 48864

**Mailing Address:** 2100 Gaylord C. Smith Court, Haslett, MI 48840

*If Applicant is a partnership or association, provide the above information for all partners, officers and directors, or other sponsors. If Applicant is a corporation, file its Articles of Incorporation, together with the names and address of all officers, directors, and shareholders having a financial interest greater than Five Hundred (\$500.00) dollars therein. Attach separate sheets containing such information.*

**II. The purpose and character of the proposed assembly is as follows:**

Celebrate Meridian Festival– a community-wide event sponsored by Meridian Township on Saturday, June 28, 2025. Saturday’s activities will include live music, food trucks and restaurant booths, beer and wine tent, games and activities for families, children’s activity area with inflatable obstacle course, kiddie carnival rides, historic village tours, Nokomis Cultural Heritage Center demonstrations, Farmers’ Market, and drone display at approximately 10:15 pm.

**III. The proposed assembly is to be conducted at (address):**

Central Park, 5151 Marsh Road, Okemos and  
Marketplace on the Green, 1995 Central Park Drive, Okemos

**The legal description of the premises is:**

Central Park – Meridian Township Municipal Building  
Marketplace on the Green

The premises are owned by Applicant.

*If the premises are not owned by Applicant, attach an affidavit from the owner indicating his consent to use the site for the proposed assembly.*

**IV. The dates and hours during which the proposed assembly is to be conducted are as follows:**

Saturday, June 28, 2025

- Farmers’ Market - 8:00 am – 1:00 pm
- Arts and Crafts Fair - 4:00 am – 9:00 pm
- Historic Village activities - 2:00 pm – 6:00 pm
- Central Park children’s activities - 4:00 pm – 9:00 pm

- Marketplace on the Green activities starting at 4:00 pm – midnight, including the cleanup

**V. Applicant estimates that the maximum number of persons expected at the assembly for each day it is conducted is:**

10,000

**VI. Applicant hereby agrees to observe and obey the minimum requirements contained in Chapter 65 of the Township Code of Ordinances, except that applicant requests that the Township Board grant a waiver of the following provisions:**

Section 65-9 Provision c: waive application fee

*The reasons in support of the requested waiver are as follows:*

This is a government operated community-wide celebration.

**VII. Attach a detailed explanation, including drawings and diagrams where applicable, of Applicant’s plans to provide for the following:**

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

In addition, attach a detailed map or maps of the overall site of the proposed assembly.

Date: April 11, 2025

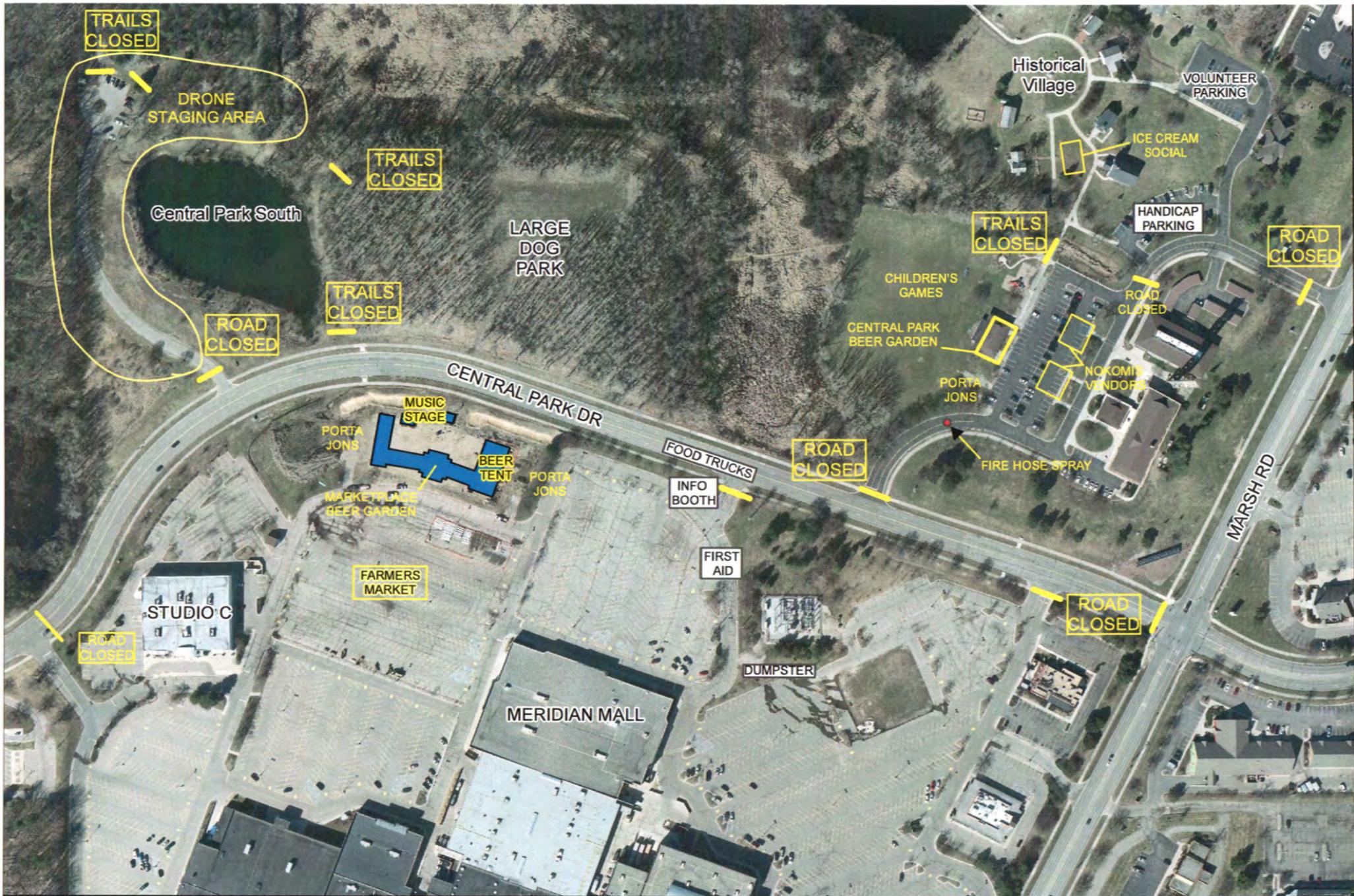


Director of Parks and Recreation

Received by Township Clerk’s Office:

By: \_\_\_\_\_ Date: \_\_\_\_\_

Please submit five (5) copies of this Application and its attachments. Copies shall be forwarded to the Township Police Chief, Fire Chief, Manager and the Ingham County Health Department, for their review, investigation and findings and recommendations, within twenty (20) day of the date this Application if filed.



# Celebrate Meridian Event

5151 MARSH ROAD, OKEMOS, MI



1" = 250'



**To: Board Members**

**From: Courtney Wisinski  
Director of Parks and Recreation**

**Date: April 11, 2025**

**Re: Meridian Pride Outdoor Gathering Permit Approval**

---

The Meridian Township Parks and Recreation Department is the applicant for the Outdoor Gathering Permit Application for Meridian Pride scheduled for Friday, May 31, 2025 at Marketplace on the Green.

Meridian Pride is a community-wide event that will feature live music and performances, food trucks, beer tent, games and activities for families.

Township Ordinance requires the regulation, licensing, and control of gatherings which draws upon the health, sanitation, fire, police, transportation, utility, and other public services normally provided by the Township. The ordinance enumerates specific public safety standards that must be set. Therefore, the application was forwarded to the Fire, Police, and Community Planning & Development Departments and the Ingham County Health Department for inspection, review and approval.

The following motion is proposed for Board consideration:

**MOVE TO APPROVE THE OUTDOOR ASSEMBLY LICENSE FOR THE  
MERIDIAN PRIDE TO BE HELD ON MAY 31, 2025 AT MARKETPLACE ON  
THE GREEN.**

**Attachments:**

1. Application for Outdoor Assembly License
2. Map

Charter Township of Meridian

**Application for Outdoor Assembly License**

**I. Description of Applicant**

**Name:** Meridian Township Parks and Recreation Department

**Age:** N/A

**Residence Address:** 5151 Marsh Road, Okemos, MI 48864

**Mailing Address:** 2100 Gaylord C. Smith Court, Haslett, MI 48840

*If Applicant is a partnership or association, provide the above information for all partners, officers and directors, or other sponsors. If Applicant is a corporation, file its Articles of Incorporation, together with the names and address of all officers, directors, and shareholders having a financial interest greater than Five Hundred (\$500.00) dollars therein. Attach separate sheets containing such information.*

**II. The purpose and character of the proposed assembly is as follows:**

Meridian Pride Event is a community-wide event that will feature live music, food trucks, beer garden, games, educational vendors, and activities for families.

**III. The proposed assembly is to be conducted at (address):**

1995 Central Park Drive, Okemos

**The legal description of the premises is:**

Marketplace on the Green

The premises are owned by Applicant.

*If the premises are not owned by Applicant, attach an affidavit from the owner indicating his consent to use the site for the proposed assembly.*

**IV. The dates and hours during which the proposed assembly is to be conducted are as follows:**

Saturday, May 31, 2025  
(4:00 pm – 12:00 am, including setup and cleanup)

**V. Applicant estimates that the maximum number of persons expected at the assembly for each day it is conducted is:**

2,000

**VI. Applicant hereby agrees to observe and obey the minimum requirements contained in Chapter 65 of the Township Code of Ordinances, except that applicant requests that the Township Board grant a waiver of the following provisions:**

Section 65-9 Provision c: waive application fee

*The reasons in support of the requested waiver are as follows:*

This is a government operated community-wide celebration.

**VII. Attach a detailed explanation, including drawings and diagrams where applicable, of Applicant’s plans to provide for the following:**

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

In addition, attach a detailed map or maps of the overall site of the proposed assembly.

Date: April 8, 2025

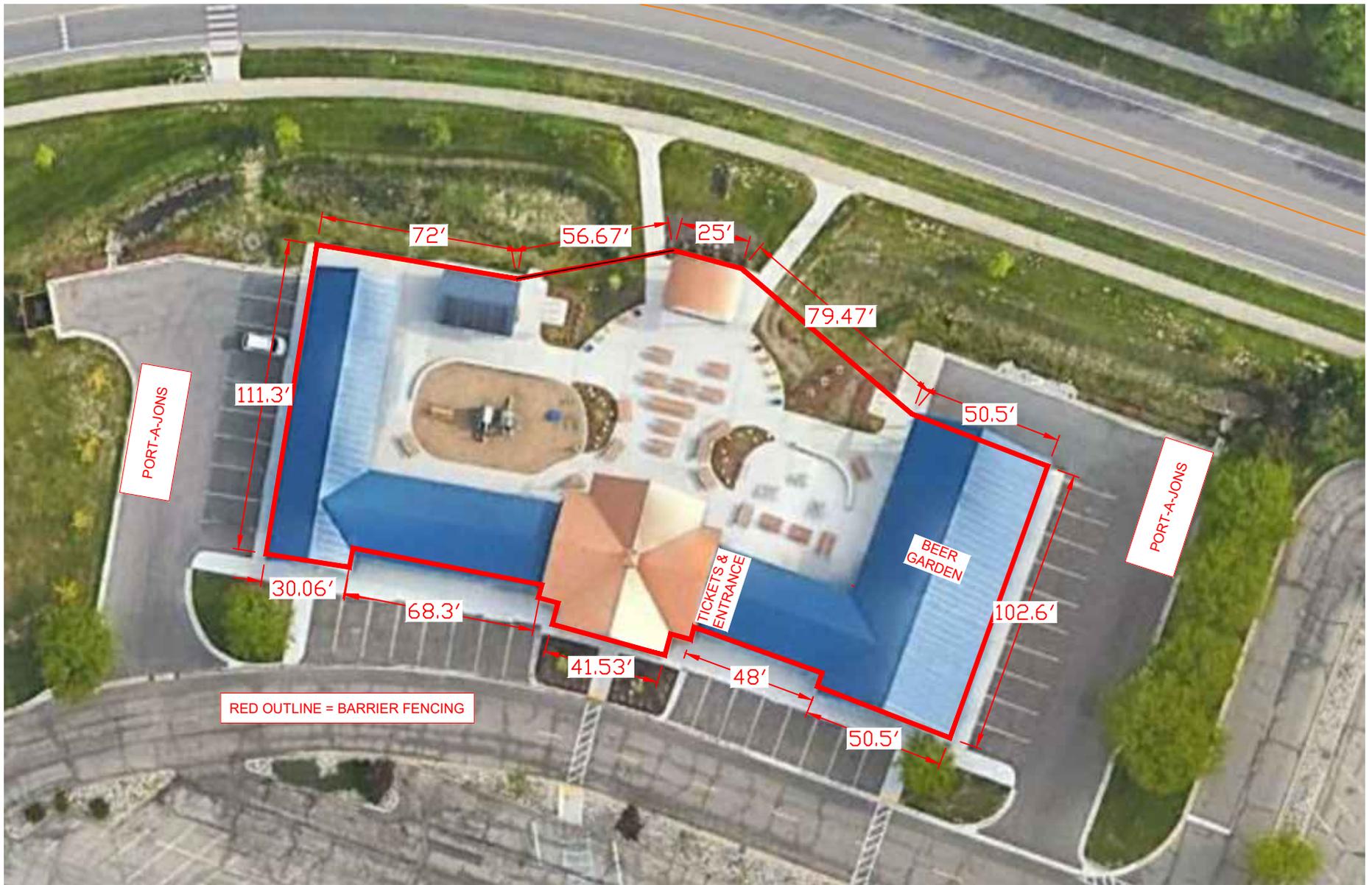


Director of Parks and Recreation

Received by Township Clerk’s Office:

By: \_\_\_\_\_ Date: \_\_\_\_\_

Please submit five (5) copies of this Application and its attachments. Copies shall be forwarded to the Township Police Chief, Fire Chief, Manager and the Ingham County Health Department, for their review, investigation and findings and recommendations, within twenty (20) day of the date this Application if filed.



# Marketplace on the Green Beer Garden

## 1995 Central Park Drive

PERIMETER = 789.51 FEET



Meridian Charter Township  
 Ingham County, Michigan  
 1995 CENTRAL PARK DR  
 2024 CELEBRATE MERIDIAN EVENT

DATE	BY:	COMMENTS:
00/00/00	XX	XX
00/00/00	XX	XX
00/00/00	XX	XX
02/29/24	RS	DRAFT

SHEET
1



**To: Township Board**  
**From: Courtney Wisinski, Director of Parks and Recreation**  
**Date: April 8, 2025**  
**Re: Meridian Pride Event Liquor License Application**

---

Meridian Township Parks and Recreation is requesting approval to apply for a one-day liquor license to sell beer at the 2025 Meridian Pride Event event scheduled for Saturday, May 31, 2025. The license type is a *Special License Application* which is issued by the Michigan Liquor Control Commission (MLCC), under authority from the Michigan Department of Licensing and Regulatory Affairs (LARA). A certified copy of a resolution of the Township Board authorizing the license request must be included in the application to the State.

For municipalities, the license fee for the “Special License” is \$50. The license is good for one day, with sales restricted to 7:00 a.m. until 2:00 a.m., the following day. The Meridian Pride Event liquor sales will run from approximately 5:00 pm until 10:00 pm on May 31, 2025. The Meridian Township Parks and Recreation is prepared to provide a secure site with appropriate barriers as required per law, and monitor and restrict beer/wine sales from visibly intoxicated persons and minors.

- **MOTION TO APPROVE THE MERIDIAN TOWNSHIP PARKS AND RECREATION REQUEST TO APPLY FOR ONE-DAY LIQUOR LICENSE FROM THE MICHIGAN LIQUOR CONTROL COMMISSION (MLCC) FOR THE MERIDIAN PRIDE EVENT ON MAY 31, 2025.**

**Attachments:**

1. Resolution to approve Meridian Pride Event special license application
2. Map of proposed Beer Garden for Meridian Pride Event
3. Special License Application



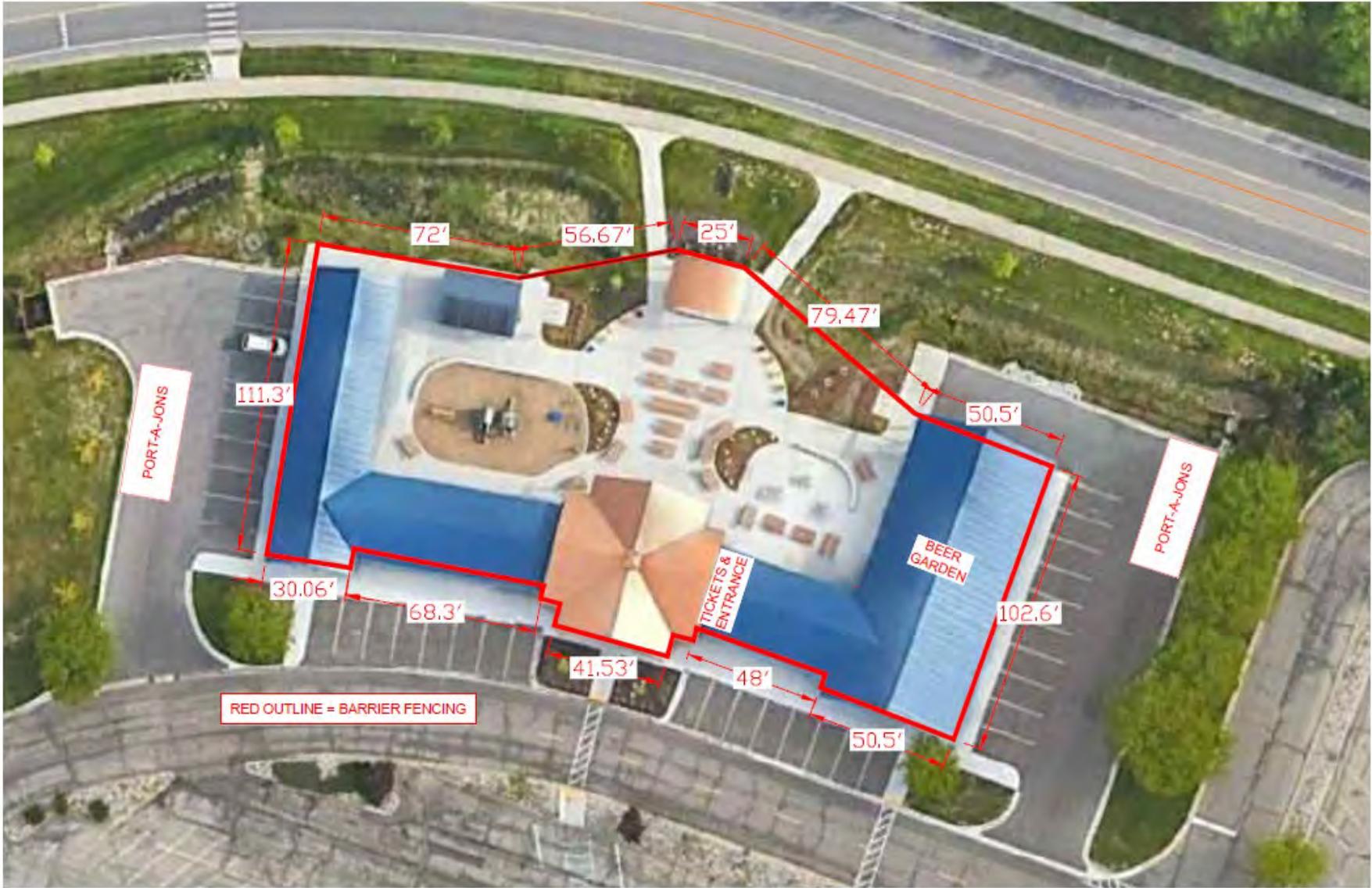
**Township Board**  
**April 16, 2024**  
**RE: Resolution to Approve**  
**Liquor License Request Meridian Pride Event**  
**Page 2**

I, the undersigned, the duly qualified and acting Clerk of the Charter Township of Meridian, Ingham County, Michigan, DO HEREBY CERTIFY that the foregoing is a true and a complete copy of a resolution adopted at a regular meeting of the Township Board on the 15<sup>th</sup> day of April, 2024.

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Angela Demas  
Township Clerk

N:\MAPS\PARKS\2024\_CelebrateMeridian\_BeerTent.dwg



# Marketplace on the Green Beer Garden

## 1995 Central Park Drive

PERIMETER = 789.51 FEET



Meridian Charter Township  
 Ingham County, Michigan  
 1995 CENTRAL PARK DR  
 2024 CELEBRATE MERIDIAN EVENT

DATE	BY	COMMENTS
00/00/00	XX	XX
00/00/00	XX	XX
00/00/00	XX	XX
02/29/24	RS	DRAFT

SHEET
1



### Special License Application

**A completed Special License application must be submitted as early as possible before your event(s) to avoid any delays in processing. It is strongly recommended that you submit the application as soon as you know the date of your event(s). Failure to submit a completed application at least ten (10) business days prior to the event(s) may result in no Special License being issued, pursuant to administrative rule R 436.575.**

**Part 1 - Applicant Organization Information**

Applicant organization name: Charter Township of Meridian		
Applicant address: 5151 Marsh Road		
City: Okemos		Zip Code: 48864
Contact name: Courtney Wisinski	Phone: 517.853.4604	Email: wisinski@meridian.mi.us
Alternate contact name: Hannah Pachucki	Phone: 517.853.4608	Email: pachucki@meridian.mi.us
1. Has the applicant organization previously received a Special License? <input checked="" type="radio"/> Yes <input type="radio"/> No		<i>Leave Blank - MLCC Use Only</i>
<i>Michigan organizations must provide current articles of incorporation filed with Michigan Corporations Division.</i>  <i>Out-of-state organizations must provide: (a) current articles of incorporation from state of issuance; (b) current certificate of good standing from state of incorporation; and (c) current Certificate of Authority to Transact Business in Michigan issued by the Michigan Corporations Division.</i>		
2. Has the applicant organization been established for one (1) year or longer? <input checked="" type="radio"/> Yes <input type="radio"/> No		
Date the applicant organization was established (month/day/year): _____		
3. Is the applicant organization a municipality? <input checked="" type="radio"/> Yes <input type="radio"/> No		

**Part 2 - Event Information - For requests at more than one location, submit separate forms for each location.**

Address of event location: Marketplace on the Green, 1995 Central Park Drive	
City, township, or village where event will be held: Okemos [Meridian Township]	County: Ingham
<b>1. Will you submit your completed application at least ten (10) business days before your event?</b> <i>It is strongly recommended that you submit the application as soon as you know the date of your event(s).</i>	
<input checked="" type="radio"/> Yes <input type="radio"/> No	
2. Do you have permission from the property owner of the location listed above to hold your event(s) on the date(s) listed below (see pages 2-3) at this location?	
<input checked="" type="radio"/> Yes <input type="radio"/> No	
3. Has the local law enforcement agency with primary jurisdiction over the event location approved this application for a Special License? (See Part 5 on Page 5)	
<input checked="" type="radio"/> Yes <input type="radio"/> No	
4. Is the event location within 500 feet of a church or school? If Yes, the church or school must consent to the event(s). (See Part 6 on Page 5)	
<input type="radio"/> Yes <input checked="" type="radio"/> No	
5. Is the event location outdoors or partially outdoors?	
<input checked="" type="radio"/> Yes <input type="radio"/> No	
If Yes, list the exact dimensions of the outdoor area: <b>Submit a clear diagram of the outdoor service area with your application form.</b>	
111.3	feet X 283.64 feet = 31,569 square feet
Width	Length
Describe type and height of the barrier that will be used to enclose the outdoor area: Fencing & barricades, approximately 4' tall, will surround pavilion; beverages served from inside pavilion	
6. Describe type of security that will be used for event(s) and how it will be utilized to secure and monitor to prevent sales to minors and visibly intoxicated persons: The beer tent is enclosed by barricades. To access, the visitor goes through a check point where the identification (driver's license) is shown and a colored band will be attached to wrist to identify age of visitor; tickets for alcohol are purchased at access point; server will verify color of wrist band before alcohol is served. Meridian Twp Police Dept will have representatives on site.	

7. Is the event location situated in or on state owned land, such as a state park or National Guard armory?  Yes  No  
 If Yes, attach a copy of your documentary proof of approval to use the state owned land.

8. Is there an existing liquor licensee issued at the event location, such as a Class C or Club license?  Yes  No  
 If Yes, the existing licensee must request to place its license in escrow during the event(s). (See Part 7 on Page 5)

9. Will the event(s) involve an auction of donated wine?  Yes  No  
 If Yes, please check "Wine Auction" for the applicable event date(s) on pages 2-3. Only donated wine may be auctioned under a Special License; beer and spirits cannot be auctioned. If you request a Special License for on-premises consumption AND for a Wine Auction both on the same date at the same location, you are requesting two (2) separate licenses and you must pay a license fee for both licenses.

10. Will marijuana be sold and consumed under a Temporary Marihuana Event License issued by the Cannabis Regulatory Agency (CRA) within the proposed event area where alcoholic liquor will be sold and consumed?  Yes  No

11. Is the event location within the commons area of a Social District?  Yes  No  
 If Yes, you must obtain written documentation from the local governmental unit, including a clear diagram, that delineates the part of the commons area of the Social District to be used exclusively for your event and the part to be used exclusively by the Social District permittees during the time period for your event pursuant to MCL 436.1551(3). Submit the documentation and the diagram with this application.

12. The applicant organization may request up to twelve (12) Special Licenses total (one Special License per day) in a calendar year. Please complete the information below **for each individual date** for which you are requesting a Special License at this location. **If you are requesting Special Licenses for consecutive days, completely fill out a separate box for each date.** **If you request a Special License for on-premises consumption AND for a Wine Auction both on the same date at the same location, you are requesting two (2) separate licenses and you must pay a license fee for both licenses.**

1	May 31st, 2025	Describe event being held: Meridian Pride Event, annual event including live music, beer tent, business vendors and food trucks.
	Date	
	3:00 PM    11:00 PM	
Start Time	End Time	Special License will be used for: <input checked="" type="checkbox"/> Beer & Wine Service <input type="checkbox"/> Beer, Wine, & Spirit Service <input type="checkbox"/> Wine Auction
		Is this date a Sunday? <input type="radio"/> Yes <input checked="" type="radio"/> No    If Yes, will alcohol be served between 7:00AM and 12:00 Noon? <input type="radio"/> Yes <input checked="" type="radio"/> No

2		Describe event being held:
	Date	
	Start Time    End Time	
		Special License will be used for: <input type="checkbox"/> Beer & Wine Service <input type="checkbox"/> Beer, Wine, & Spirit Service <input type="checkbox"/> Wine Auction
		Is this date a Sunday? <input type="radio"/> Yes <input type="radio"/> No    If Yes, will alcohol be served between 7:00AM and 12:00 Noon? <input type="radio"/> Yes <input type="radio"/> No

3		Describe event being held:
	Date	
	Start Time    End Time	
		Special License will be used for: <input type="checkbox"/> Beer & Wine Service <input type="checkbox"/> Beer, Wine, & Spirit Service <input type="checkbox"/> Wine Auction
		Is this date a Sunday? <input type="radio"/> Yes <input type="radio"/> No    If Yes, will alcohol be served between 7:00AM and 12:00 Noon? <input type="radio"/> Yes <input type="radio"/> No

4		Describe event being held:
	Date	
	Start Time    End Time	
		Special License will be used for: <input type="checkbox"/> Beer & Wine Service <input type="checkbox"/> Beer, Wine, & Spirit Service <input type="checkbox"/> Wine Auction
		Is this date a Sunday? <input type="radio"/> Yes <input type="radio"/> No    If Yes, will alcohol be served between 7:00AM and 12:00 Noon? <input type="radio"/> Yes <input type="radio"/> No

5		Describe event being held:
	Date	
	Start Time    End Time	
		Special License will be used for: <input type="checkbox"/> Beer & Wine Service <input type="checkbox"/> Beer, Wine, & Spirit Service <input type="checkbox"/> Wine Auction
		Is this date a Sunday? <input type="radio"/> Yes <input type="radio"/> No    If Yes, will alcohol be served between 7:00AM and 12:00 Noon? <input type="radio"/> Yes <input type="radio"/> No

6		Describe event being held:
	Date	
	Start Time    End Time	
		Special License will be used for: <input type="checkbox"/> Beer & Wine Service <input type="checkbox"/> Beer, Wine, & Spirit Service <input type="checkbox"/> Wine Auction
		Is this date a Sunday? <input type="radio"/> Yes <input type="radio"/> No    If Yes, will alcohol be served between 7:00AM and 12:00 Noon? <input type="radio"/> Yes <input type="radio"/> No

12. Special license date information Continued from Page 2.

7	Date	Describe event being held:
	Start Time End Time	Special License will be used for: <input type="checkbox"/> Beer & Wine Service <input type="checkbox"/> Beer, Wine, & Spirit Service <input type="checkbox"/> Wine Auction
		Is this date a Sunday? <input type="radio"/> Yes <input type="radio"/> No If Yes, will alcohol be served between 7:00AM and 12:00 Noon? <input type="radio"/> Yes <input type="radio"/> No
8	Date	Describe event being held:
	Start Time End Time	Special License will be used for: <input type="checkbox"/> Beer & Wine Service <input type="checkbox"/> Beer, Wine, & Spirit Service <input type="checkbox"/> Wine Auction
		Is this date a Sunday? <input type="radio"/> Yes <input type="radio"/> No If Yes, will alcohol be served between 7:00AM and 12:00 Noon? <input type="radio"/> Yes <input type="radio"/> No
LCC-110 (01-23)		
9	Date	Describe event being held:
	Start Time End Time	Special License will be used for: <input type="checkbox"/> Beer & Wine Service <input type="checkbox"/> Beer, Wine, & Spirit Service <input type="checkbox"/> Wine Auction
		Is this date a Sunday? <input type="radio"/> Yes <input type="radio"/> No If Yes, will alcohol be served between 7:00AM and 12:00 Noon? <input type="radio"/> Yes <input type="radio"/> No
10	Date	Describe event being held:
	Start Time End Time	Special License will be used for: <input type="checkbox"/> Beer & Wine Service <input type="checkbox"/> Beer, Wine, & Spirit Service <input type="checkbox"/> Wine Auction
		Is this date a Sunday? <input type="radio"/> Yes <input type="radio"/> No If Yes, will alcohol be served between 7:00AM and 12:00 Noon? <input type="radio"/> Yes <input type="radio"/> No
11	Date	Describe event being held:
	Start Time End Time	Special License will be used for: <input type="checkbox"/> Beer & Wine Service <input type="checkbox"/> Beer, Wine, & Spirit Service <input type="checkbox"/> Wine Auction
		Is this date a Sunday? <input type="radio"/> Yes <input type="radio"/> No If Yes, will alcohol be served between 7:00AM and 12:00 Noon? <input type="radio"/> Yes <input type="radio"/> No
12	Date	Describe event being held:
	Start Time End Time	Special License will be used for: <input type="checkbox"/> Beer & Wine Service <input type="checkbox"/> Beer, Wine, & Spirit Service <input type="checkbox"/> Wine Auction
		Is this date a Sunday? <input type="radio"/> Yes <input type="radio"/> No If Yes, will alcohol be served between 7:00AM and 12:00 Noon? <input type="radio"/> Yes <input type="radio"/> No

**A completed Special License application must be submitted as early as possible before your event(s) to avoid any delays in processing. It is strongly recommended that you submit the application as soon as you know the date of your event(s). Failure to submit a completed application at least ten (10) business days prior to the event(s) may result in no Special License being issued, pursuant to administrative rule R 436.575.**

**Part 3 - Special License Fees - Complete the Special License fee calculation on Page 4**

**For Organizations established less than one year or are municipalities** - a \$50.00 Special License base fee for each separate, consecutive day of the event is required. If the event is held on a Sunday and spirits will be served after 12:00 Noon, an additional \$7.50 Sunday Sales Permit (P.M.) fee is required. In addition, if any alcoholic beverages, including beer, wine, and spirits, will be served between 7:00AM and 12:00 Noon, an additional \$160.00 Sunday Sales Permit (A.M.) fee is required. Sunday Sales Permit (A.M.) and/or Sunday Sales Permit (P.M.) fees will be required for each date that is a Sunday. **If you request a Special License for on-premises consumption AND for a Wine Auction both on the same date at the same location, you are requesting two (2) separate licenses and you must pay a license fee for both licenses.**

**For Organizations established one year or more** - a \$25.00 Special License base fee for each separate, consecutive day of the event is required. If the event is held on a Sunday and spirits will be served after 12:00 Noon, an additional \$3.75 Sunday Sales Permit (P.M.) fee is required. In addition, if any alcoholic beverages, including beer, wine, and spirits, will be served between 7:00AM and 12:00 Noon, an additional \$160.00 Sunday Sales Permit (A.M.) fee is required. Sunday Sales Permit (A.M.) and/or Sunday Sales Permit (P.M.) fees will be required for each date that is a Sunday. **If you request a Special License for on-premises consumption AND for a Wine Auction both on the same date at the same location, you are requesting two (2) separate licenses and you must pay a license fee for both licenses.**

The fees must be paid by check, bank or postal money order, or by credit card, using the attached Credit Card Authorization Form (LCC-300). Checks and money orders should be made payable to **State of Michigan**.



**Part 5 - Local Law Enforcement Approval\***

The local law enforcement agency with primary jurisdiction over the event location must complete this section.

Name of law enforcement agency: Meridian Township Police Department	
Name & title of reviewing officer: Richard Grillo, Chief of Police	
Phone number of officer: 517.853.4804	Email of officer: grillo@meridian.mi.us
If event will be held on a Sunday, is the sale of alcohol from 7:00am to 12:00 Noon on Sunday allowed in this local governmental unit? <input type="radio"/> Yes <input checked="" type="radio"/> No	
If the event will be held on a Sunday, is the sale of alcohol after 12:00 Noon on Sunday allowed in this local governmental unit? <input type="radio"/> Yes <input checked="" type="radio"/> No	
<b>I certify that I have reviewed the application of the applicant organization for a Special License and approve the issuance of a Special License by the Michigan Liquor Control Commission at the proposed event location.</b>	
<div style="text-align: right;">           _____            Signature of Reviewing Officer         </div> <div style="text-align: right;">           _____            Date         </div>	

**Part 6 - Church/School Consent (If Applicable)\***

If the event location is located within 500 feet of a church or school, the applicant organization must obtain the consent of the church or school. A church or school within 500 feet of the event location may object based on such the sale of alcohol at the location adversely affecting the church or school's operations. If a proper objection is filed, the Commission shall hold a hearing to determine whether the granting of the application will adversely affect the operation of the church or school.

Name of church or school:	
Address of church or school:	
City:	Zip Code:
Phone number:	Email:
Name of clergy member or superintendent:	
<b>I, the authorized representative of the above named church or school, state that the church or school has no objection to the issuance of a Special License to the applicant organization at its proposed event location.</b>	
<div style="text-align: right;">           _____            Signature of Clergy Member or Superintendent         </div> <div style="text-align: right;">           _____            Date         </div>	

***\*Please note: the Commission has the sole and only right to approve or deny this request for a Special License.***

**Part 7 - Existing On-Premises Licensee Escrow Request (If Applicable)**

If the event location is currently licensed with an on-premises license, the licensee must request that its license be placed into escrow for the date(s) and time(s) of the Special Licenses issued for use at the event location requested on this application. If the existing license would prefer to temporarily drop space from its licensed premises, it must submit a letter to the Commission requesting to drop space temporarily from its licensed premises during the event date(s) and time(s), accompanied by a diagram showing the area where the license will temporarily drop space from its licensed premises to accommodate the applicant organization.

Name of licensee:	Business ID Number:
Type of license held at this location (e.g. Class C, Club, Tavern, etc.):	
Phone number:	Email:
Name of authorized signer for licensee:	
<b>I, the authorized signer, for the above named on-premises licensee, request that the licensee's licenses at this location be placed into escrow during the date(s) and time(s) specified for the Special Licenses issued for use at this location.</b>	
<div style="text-align: right;">           _____            Signature of Authorized Signer for Licensee         </div> <div style="text-align: right;">           _____            Date         </div>	



Michigan Department of Licensing and Regulatory Affairs  
 Liquor Control Commission (MLCC)  
 Mailing Address: P.O. Box 30005, Lansing, MI 48909  
 Toll-Free: 866-813-0011 - [www.michigan.gov/lcc](http://www.michigan.gov/lcc)

Business ID: \_\_\_\_\_  
 Request ID: \_\_\_\_\_  
 (For MLCC Use Only)

**Certified Resolution of the Membership or Board of Directors Authorizing the Application for Special License**

(Required under Administrative Rule R 436.576 - Not Required for Candidate Committee)

At a  Regular  Special meeting of the  Membership  Board of Directors

called to order by \_\_\_\_\_ on \_\_\_\_\_ at \_\_\_\_\_  
(Date) (Time)

the following resolution was offered:

Moved by \_\_\_\_\_ and supported by \_\_\_\_\_

that the application from \_\_\_\_\_  
(Name of Organization)

for a Special License to serve alcohol on \_\_\_\_\_  
(Event Date or Dates)

to be located at \_\_\_\_\_  
(Physical Address - Include Location Name, Street Address, City, State, & Zip Code)

It is the consensus of this body that the application be \_\_\_\_\_ for issuance.  
(Recommended or Not Recommended)

**Approval Vote Tally**

Yeas: \_\_\_\_\_  
 Nays: \_\_\_\_\_  
 Absent: \_\_\_\_\_

**Certification by Authorized Officer of Organization:**

I hereby certify that the foregoing is true and is a complete copy of the resolution offered and adopted by the

Membership  Board of Directors at a  Regular  Special meeting held on \_\_\_\_\_  
(Date)

\_\_\_\_\_  
 Print Name & Title of Authorized Officer      Signature of Authorized Officer      Date





Michigan Department of Licensing and Regulatory Affairs
Finance and Administrative Services
Revenue Services

LARA Revenue Services is not a part of the Michigan Liquor Control Commission (see note below).

Credit Card Authorization Form

\*\* FAX COMPLETED FORM TO SECURE FAX LINE: 517-284-8557 \*\*

\*\* DO NOT EMAIL OR MAIL THIS FORM \*\*

Requests with credit card payments that are not faxed to the above secure fax line will be destroyed along with the credit card authorization in order to ensure the security of applicants' personal credit card numbers.

\*\* IF YOU ARE NOT SUBMITTING AN APPLICATION FORM WITH THIS CREDIT CARD AUTHORIZATION, YOU MUST PROVIDE AN ITEMIZATION OF THE FEES FOR WHICH YOU ARE SUBMITTING PAYMENT OR YOUR PAYMENT WILL NOT BE PROCESSED \*\*

Name on Card: \_\_\_\_\_

Payment Amount: \_\_\_\_\_

Billing Address: \_\_\_\_\_

Card Number: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Check One:

Phone: \_\_\_\_\_

MasterCard  Visa  Discover  American Express

Email: \_\_\_\_\_

Security Code/CVV Code: \_\_\_\_\_

Applicant/Licensee Name: \_\_\_\_\_ Request or Business ID #: \_\_\_\_\_

Expiration Date: \_\_\_\_\_

Payment is for: \_\_\_\_\_

Signature \_\_\_\_\_

IF YOU ARE NOT SUBMITTING AN APPLICATION FORM WITH THIS CREDIT CARD AUTHORIZATION, YOU MUST PROVIDE AN ITEMIZATION OF THE FEES FOR WHICH YOU ARE SUBMITTING PAYMENT OR YOUR PAYMENT WILL NOT BE PROCESSED.

Credit Card Payment Itemization:

Table with 3 columns: Fee Type, Fee Amount, MLCC Fee Code. Includes items like Inspection Fee(s), Special License Fee(s), Temporary Authorization Fee, License Renewal Fee(s), Manufacturer License(s), Wholesaler License(s), New Retailer License(s), Transfer Retailer License(s), Conditional License, New Add Bar, Transfer Add Bar, Sunday Sales Permit (AM/PM), and Catering Permit.

LARA Revenue Services is not a part of the Michigan Liquor Control Commission (MLCC). Receipt of payment and application forms by LARA Revenue Services does not constitute receipt of an application by the MLCC. Applications submitted through LARA Revenue Services may take up to two (2) additional business days to be received by the MLCC after receipt by LARA Revenue Services.

For requests that require a timely receipt of an application by the MLCC to be processed, such as Special Licenses and temporary requests, please ensure that your application will be received in adequate time to be processed by the MLCC after the payment is received and processed by LARA Revenue Services.



**To: Board Members**  
**From: Scott Hendrickson, Township Supervisor**  
**Date: April 15, 2025**  
**Re: Resolution Supporting Frontline Worker Appreciation Month**

---

Every day, frontline workers show up for us—from teachers shaping the future to healthcare workers saving lives, from firefighters and EMS rushing into emergencies— frontline workers keep our communities safe, healthy, and thriving.

Whether it's wildfires, floods, pandemics, a cold, a cat in a tree, or reading comprehension —frontline workers are there. Even as resources become more limited and challenges multiply, they continue to serve.

That's why this May, we're making it loud and clear: We see you. We appreciate you. We've got your back.

A motion is prepared for Board consideration:

**MOVE TO APPROVE THE RESOLUTION SUPPORTING FRONTLINE WORKER APPRECIATION MONTH**

**Attachment:**

1. Resolution Supporting Frontline Worker Appreciation Month



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 15<sup>th</sup> day of April 2025.

---

Angela Demas, Clerk  
Charter Township of Meridian



**To: Township Board**  
**From: Scott Hendrickson, Township Supervisor**  
**Date: April 10, 2025**  
**Re: Communications Commission Appointment**

---

At the regular meeting held on March 26, 2025, the Communications Commission put forth a recommendation to approve Megan English's application for membership on the Commission.

The following motion has been prepared for Board consideration:

**MOVE TO APPROVE THE APPOINTMENT OF MEGAN ENGLISH TO THE COMMUNICATIONS COMMISSION WITH A TERM ENDING DECEMBER 31, 2026.**

**Attachment:**

1. Public Service Application

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

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

My reason for applying to the Communications Commission is tied to my education and work experience and a desire to connect with my community. I work as a trained evaluator and highly value collaboration and communication. Great things happen in our communities, and presenting those findings in new and dynamic ways is a challenge I enjoy. In my education, I have spent years learning about the value of communicating with residents about the latest information and bright spots in the community.

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

I obtained a Bachelor of Political Science and a Master of Public Administration and interned with San Jose Mayor Sam Liccardo as a Communications intern. In my professional roles as an Evaluation Manager and previously as an Operations Coordinator, I have worked in teams that are conducting listening sessions, dispatching surveys, and presenting findings with stakeholders. As an Operations Coordinator, I held budgeting and document retention responsibilities.

(Attach resume if available)

[REDACTED]

\* Full Name  
Megan English

\* **Occupation**  
Evaluation Manager

\* **Place of Employment**  
Alliance for a Healthier Generation

\* Home Address

[REDACTED]

\* Phone (Day)

[REDACTED]

\* Phone (Evening)

[REDACTED]

\* **Email**

[REDACTED]

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

\* **Date and Time**  
01/22/2025

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

# MEGAN ENGLISH, MPA

## EXPERIENCE

### Alliance for a Healthier Generation

#### Evaluation Manager

February 2024 – Present

- Design and lead listening sessions to gather insights from diverse stakeholders in schools, and prepare report findings with meaningful feedback to guide program development and decision-making.
- Conduct thematic analysis to identify trends and patterns across qualitative data sources, transforming raw input into actionable insights and recommendations.
- Oversee qualitative and quantitative analysis projects, ensuring methodological rigor and producing reports that communicate findings clearly to various audiences through visuals and reports.
- Develop, distribute, and manage surveys on platforms like SurveyMonkey and Qualtrics.
- Collaborate with cross-functional teams to translate evaluation findings into practical recommendations that align with funder goals and expectations.

### The David and Lucile Packard Foundation

#### Operations Coordinator

June 2020 – February 2024

- Developed and maintained the department's annual budget of \$1M, demonstrating strong financial acumen and expertise in fund reconciliation, projections, and coordination with vendors and internal stakeholders.
- Spearheaded operational effectiveness and efficiency initiatives, successfully transitioning the department to an automated scheduling tool, restructuring file systems for enhanced usability, and creating templates for presentations and the RFP process.
- Provided logistical support and executed the annual E&L Partner Meeting and quarterly off-site meetings, exhibiting exceptional coordination skills by liaising with vendors, arranging food services, and setting up meeting rooms.
- Assisted the Director in preparing Board docket materials and proofread critical documents to maintain quality and accuracy.
- Provided valuable administrative support for Foundation-wide reporting, data queries, and ad hoc report requests, actively contributing to testing the Foundation's data platform to ensure quality and functionality.
- Updated and tracked data strategies for grants using Fluxx, STATA, and Tableau, ensuring accurate and up-to-date information for effective decision-making processes

### Stanford Division of Vascular Surgery

#### Faculty Affairs Administrator

February 2019 – May 2020

- Acted as liaison between the Division of Vascular Surgery and the Dean's Office
- Managed the appointment, promotion, and reappointment portfolios of 18 faculty members

- Provided administrative support to three faculty members with management of calendars, booking travel, and reimbursements
- Scheduling of multi-day interviews for prospective candidates, coordinating with faculty, staff, and labs
- Serve as the primary point of contact in orienting new faculty to the department.
- Supported staff and lab researchers with F-1 and J-1 Visa submissions

## **EDUCATION**

- Master in Public Administration, University of Delaware
- Bachelor in Political Science, San Jose State University
- Project Management Coursework, Stanford University



**To: Board Members**  
**From: Scott Hendrickson, Township Supervisor**  
**Date: April 10, 2025**  
**Re: Planning Commission Appointment**

---

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

William Fowler submitted an Application for Public Service to request an appointment to the Planning Commission. He has over forty years of experience working in local, county, and state government and is a Haslett resident.

The following motion is proposed for Board consideration:

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

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

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

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

After serving on the Absentee Voter Counting Board this year, would like expand my service to Meridian Township in a formal manner. During my period of active employment I have held governmental positions at the local, county, and state levels.

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

BA degree Secondary Education 47 + years of employment at local, county, and state levels. Both support level and administrative level. 16 years - part-time faculty at Lansing Community College . Former Property Valuation/Assessment Administration Program..

(Attach resume if available)

\*\*SKIPPED\*\*

\* Full Name  
William Fowler

\* **Occupation**  
Assessor (Part-time)

\* **Place of Employment**  
Flint Township

\* Home Address

[REDACTED]

\* Phone (Day)

[REDACTED]

\* Phone (Evening)

[REDACTED]

\* **Email**

[REDACTED]

\* **Please type your name in the box below as a digital signature**  
William E Fowler

\* **Date and Time**  
11/18/2024

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.



**To: Board Members**  
**From: Phil Deschaine, Treasurer**  
**Date: April 11, 2025**  
**Re: First Quarter 2025 Investment Report**

---

Attached is Meridian Township's first-quarter 2025 Investment Report prepared with the assistance of our Financial Advisors at Robinson Capital.

To overcome the yield fluctuations in US Treasury bonds and in Certificates of Deposits, I am working with Robinson Capital advisors to 'ladder' our investments over a 5-year cycle. The goal is to have approximately 20% of our investments maturing each year over a five-year ladder. You will note in the "Maturity Distributions %" chart in the report that we made real progress in balancing our investment portfolio to achieve this goal.

ROBINSON FUNDS

**R** ROBINSON | CAPITAL

MERIDIAN TOWNSHIP

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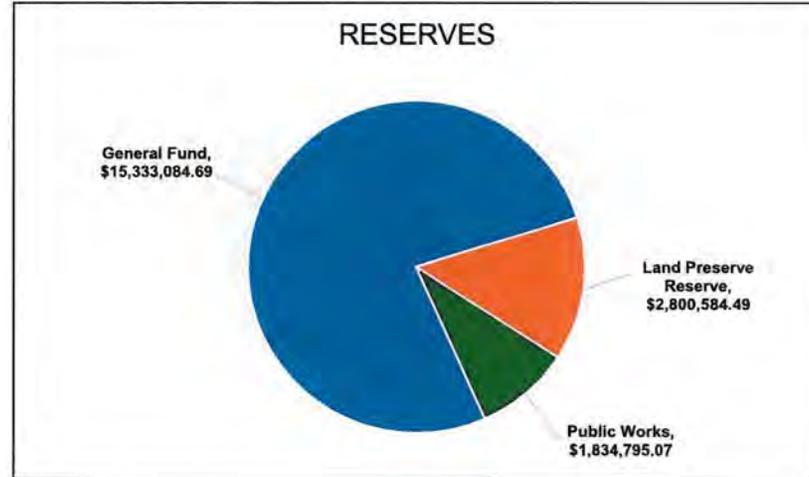
IMPORTANT DISCLOSURES . . . . . 12

# MERIDIAN TOWNSHIP SUMMARY

As of Mar. 31, 2025

## QUARTERLY PORTFOLIO CHARACTERISTICS

PORTFOLIO MARKET VALUE	\$51,563,268
NUMBER OF HOLDINGS	29
PURCHASE YIELD	4.05%
YIELD TO MATURITY	4.05%
ESTIMATED ANNUAL INCOME	\$432,919
AVERAGE COUPON	1.33%
AVERAGE MATURITY (Yrs)	1.10
AVERAGE CREDIT RATING	AA+

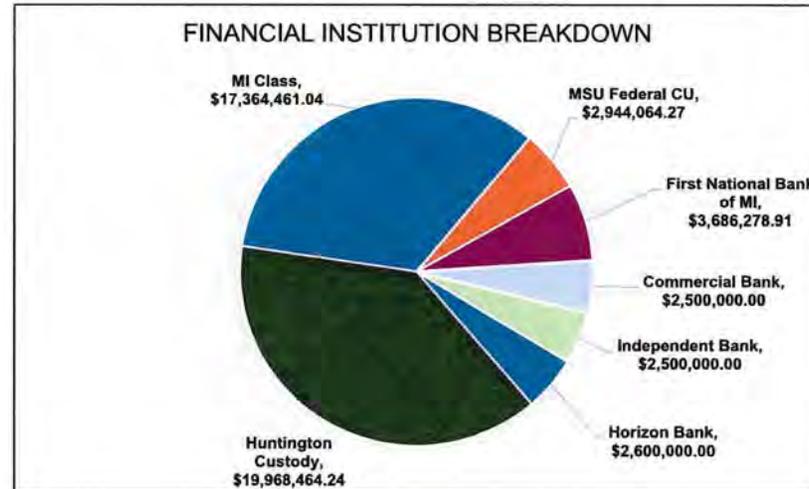


## CASH BALANCE

Q3 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>

Q1 2025	Amount	Yield
Morgan Stanley Money Market Fund	\$1,440,258.39	4.02%
MI CLASS	\$17,364,461.04	4.40%
MSUFCU	\$812,031.26	4.47%
Road Improvement Funds	\$13,418,311.92	3.72%
<b>Total</b>	<b>\$33,035,062.61</b>	<b>4.11%</b>

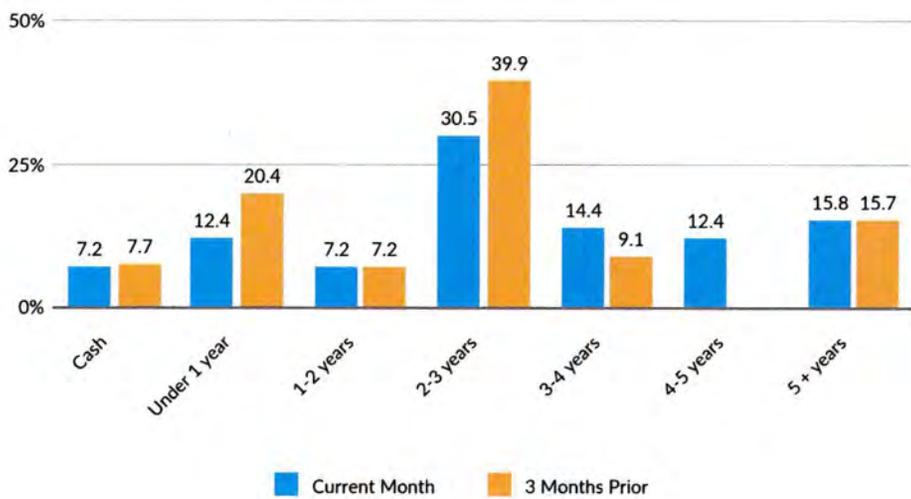


## Portfolio Characteristics

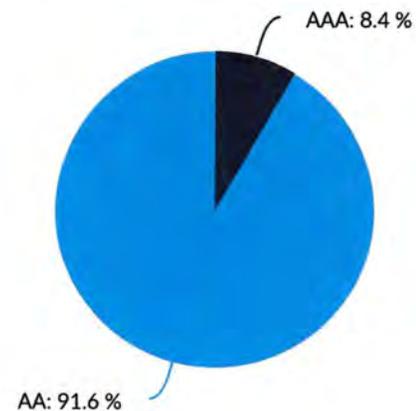
(03/31/2025)

Portfolio Market Value	\$19,968,464.25
Number of Holdings	20
Yield to Maturity	4.01%
Yield to Maturity at Cost	3.32%
Estimated Annual Income	\$402,099.32
Average Coupon	2.43%
Average Years to Maturity	2.84
Average Credit Rating	

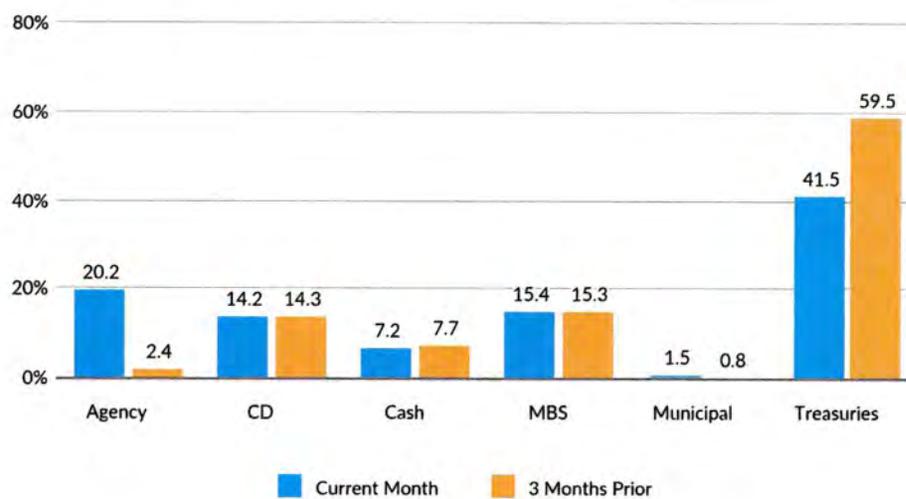
## Maturity Distribution (%)



## Credit Quality Breakdown



## Sector Allocation (%)



## TRANSACTIONS | FIXED INCOME

CUSIP	Description	Current Units	Trade Date	Settle Date	Price	Principal	Accrued Interest	Total Amount	Net Realized Gain/Loss
<b>Buy</b>									
3133ELL28	FEDERAL FARM CREDIT BANKS FUNDING CORP	500,000.00	03/07/2025	03/10/2025	\$88.76	\$443,795.00	\$1,309.72	\$445,104.72	--
3130AV5P3	FEDERAL HOME LOAN BANKS	375,000.00	03/21/2025	03/24/2025	\$101.58	\$380,921.25	\$729.17	\$381,650.42	--
594654PK5	MICHIGAN ST HSG DEV AUTH SINGLE FAMILY MTG REV	150,000.00	03/28/2025	03/31/2025	\$94.38	\$141,564.00	\$706.00	\$142,270.00	--
<b>Total Buy</b>	--	--	--	--	--	<b>\$966,280.25</b>	--	<b>\$969,025.14</b>	--
<b>Custody Fee</b>									
CCYUSD	US DOLLAR	(126.58)	03/10/2025	03/10/2025	--	\$126.58	--	\$126.58	--
CCYUSD	US DOLLAR	(1.21)	03/10/2025	03/10/2025	--	\$1.21	--	\$1.21	--
CCYUSD	US DOLLAR	(15.21)	03/10/2025	03/10/2025	--	\$15.21	--	\$15.21	--
CCYUSD	US DOLLAR	(22.00)	03/10/2025	03/10/2025	--	\$22.00	--	\$22.00	--
<b>Total Custody Fee</b>	--	--	--	--	--	<b>\$165.00</b>	--	<b>\$165.00</b>	--
<b>Interest</b>									
3140HYAD0	FN BL6303	--	03/01/2025	03/01/2025	--	\$3,389.95	--	\$3,389.95	--
3140HYAD0	FN BL6303	--	03/01/2025	03/01/2025	--	\$235.82	--	\$235.82	--
3140HVK4	FN BL4313	--	03/01/2025	03/01/2025	--	\$1,792.78	--	\$1,792.78	--
3133ENQ37	FEDERAL FARM CREDIT BANKS FUNDING CORP	--	03/29/2025	03/29/2025	--	\$7,218.75	--	\$7,218.75	--
32110YUG8	First National Bank of America	--	03/30/2025	03/30/2025	--	\$1,808.22	--	\$1,808.22	--
32110YUJ2	First National Bank of America	--	03/30/2025	03/30/2025	--	\$698.63	--	\$698.63	--
9128285C0	UNITED STATES TREASURY	--	03/31/2025	03/31/2025	--	\$37,500.00	--	\$37,500.00	--
<b>Total Interest</b>	--	--	--	--	--	<b>\$52,644.15</b>	--	<b>\$52,644.15</b>	--
<b>Money Market Funds</b>									
61747C608	MORG STAN I LQ:GV ADV	--	03/03/2025	03/03/2025	--	\$63.58	--	\$63.58	--
61747C608	MORG STAN I LQ:GV ADV	--	03/03/2025	03/03/2025	--	\$8.98	--	\$8.98	--
61747C608	MORG STAN I LQ:GV ADV	--	03/03/2025	03/03/2025	--	\$2,046.17	--	\$2,046.17	--
61747C608	MORG STAN I LQ:GV ADV	--	03/03/2025	03/03/2025	--	\$3,961.27	--	\$3,961.27	--
<b>Total Money Market Funds</b>	--	--	--	--	--	<b>\$6,080.00</b>	--	<b>\$6,080.00</b>	--

## 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	125,286.80	MORG STAN I LQ:GV ADV	4.02%	03/31/2025	AAA	--	4.02%	\$1.00	\$125,286.80	0.63%
61747C608	1,287,518.89	MORG STAN I LQ:GV ADV	4.02%	03/31/2025	AAA	--	4.02%	\$1.00	\$1,287,518.89	6.45%
61747C608	24,082.52	MORG STAN I LQ:GV ADV	4.02%	03/31/2025	AAA	--	4.02%	\$1.00	\$24,082.52	0.12%
61747C608	3,370.18	MORG STAN I LQ:GV ADV	4.02%	03/31/2025	AAA	--	4.02%	\$1.00	\$3,370.18	0.02%
<b>Total Cash</b>	<b>1,440,258.39</b>	<b>--</b>	<b>4.02%</b>	<b>--</b>	<b>AAA</b>	<b>--</b>	<b>4.02%</b>	<b>--</b>	<b>\$1,440,258.39</b>	<b>7.21%</b>
<b>CD</b>										
32110YUJ2	1,000,000.00	First National Bank of America	0.85%	09/30/2026	NR	0.85%	4.07%	\$95.31	\$953,184.58	4.77%
32110YUG8	2,000,000.00	First National Bank of America	1.10%	09/29/2028	NR	1.10%	4.00%	\$90.53	\$1,810,712.55	9.07%
48128UHQ5	90,000.00	JPMorgan Chase Bank, N.A.	1.20%	07/31/2030	AA+	1.20%	4.07%	\$86.35	\$77,890.28	0.39%
<b>Total CD</b>	<b>3,090,000.00</b>	<b>--</b>	<b>1.02%</b>	<b>--</b>	<b>--</b>	<b>1.02%</b>	<b>4.03%</b>	<b>--</b>	<b>\$2,841,787.41</b>	<b>14.23%</b>
<b>Treasuries</b>										
9128285C0	2,500,000.00	UNITED STATES TREASURY	3.00%	09/30/2025	AA+	3.79%	4.24%	\$99.39	\$2,484,970.54	12.44%
9128282R0	6,000,000.00	UNITED STATES TREASURY	2.25%	08/15/2027	AA+	3.53%	3.89%	\$96.30	\$5,794,594.27	29.02%
<b>Total Treasuries</b>	<b>8,500,000.00</b>	<b>--</b>	<b>2.48%</b>	<b>--</b>	<b>AA+</b>	<b>3.61%</b>	<b>4.00%</b>	<b>--</b>	<b>\$8,279,564.81</b>	<b>41.46%</b>
<b>Agency</b>										
3130APGT6	500,000.00	FEDERAL HOME LOAN BANKS	1.15%	10/28/2026	AA+	1.15%	4.06%	\$95.60	\$480,452.25	2.41%
3133ENQ37	350,000.00	FEDERAL FARM CREDIT BANKS FUNDING CORP	4.13%	09/29/2028	AA+	4.37%	3.96%	\$100.53	\$351,946.06	1.76%
3130B3W25	350,000.00	FEDERAL HOME LOAN BANKS	4.30%	11/27/2028	AA+	4.29%	3.98%	\$101.07	\$359,025.45	1.80%
3133ER2K6	350,000.00	FEDERAL FARM CREDIT BANKS FUNDING CORP	4.25%	01/30/2029	AA+	4.29%	3.97%	\$100.98	\$355,938.59	1.78%
3133ELL28	500,000.00	FEDERAL FARM CREDIT BANKS FUNDING CORP	1.15%	06/18/2029	AA+	4.04%	3.99%	\$89.08	\$447,035.64	2.24%
3133EEWA4	450,000.00	FEDERAL FARM CREDIT BANKS FUNDING CORP	2.91%	06/27/2029	AA+	4.46%	3.99%	\$95.82	\$434,599.35	2.18%
3133ENV64	500,000.00	FEDERAL FARM CREDIT BANKS FUNDING CORP	4.38%	10/24/2029	AA+	4.15%	4.01%	\$101.50	\$517,043.43	2.59%
3134A3ZU3	450,000.00	FEDERAL HOME LOAN MORTGAGE CORP	0.00%	12/14/2029	AA+	4.54%	4.17%	\$82.35	\$370,590.75	1.86%
3133ER4H1	325,000.00	FEDERAL FARM CREDIT BANKS FUNDING CORP	4.50%	01/18/2030	AA+	4.30%	4.03%	\$102.02	\$333,327.80	1.67%
3130AV5P3	375,000.00	FEDERAL HOME LOAN BANKS	4.38%	03/08/2030	AA+	4.02%	4.03%	\$101.52	\$381,756.05	1.91%
<b>Total Agency</b>	<b>4,150,000.00</b>	<b>--</b>	<b>3.04%</b>	<b>--</b>	<b>AA+</b>	<b>3.89%</b>	<b>4.02%</b>	<b>--</b>	<b>\$4,031,715.37</b>	<b>20.19%</b>
<b>MBS</b>										
3140HYAD0	160,000.00	FN BL6303	1.90%	05/01/2030	AA+	1.88%	4.50%	\$89.06	\$142,743.87	0.71%
3140HYAD0	2,300,000.00	FN BL6303	1.90%	05/01/2030	AA+	4.04%	4.50%	\$89.06	\$2,051,943.11	10.28%
3140HWYK4	1,000,000.00	FN BL4313	2.31%	09/01/2031	AA+	3.70%	4.59%	\$88.45	\$886,499.30	4.44%

**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>Total MBS</b>	<b>3,460,000.00</b>	--	<b>2.01%</b>	--	<b>AA+</b>	<b>3.84%</b>	<b>4.53%</b>	--	<b>\$3,081,186.28</b>	<b>15.43%</b>
<b>Municipal</b>										
594654PK5	150,000.00	MICHIGAN ST HSG DEV AUTH SINGLE FAMILY MTG REV	1.41%	06/01/2027	AA	4.15%	4.14%	\$94.41	\$142,315.00	0.71%
594654XU4	150,000.00	MICHIGAN ST HSG DEV AUTH SINGLE FAMILY MTG REV	4.05%	12/01/2027	AA	4.05%	4.15%	\$99.74	\$151,637.00	0.76%
<b>Total Municipal</b>	<b>300,000.00</b>	--	<b>2.77%</b>	--	<b>AA</b>	<b>4.10%</b>	<b>4.14%</b>	--	<b>\$293,952.00</b>	<b>1.47%</b>
<b>Grand Total</b>	<b>20,940,258.39</b>	--	<b>2.43%</b>	--	--	<b>3.32%</b>	<b>4.09%</b>	--	<b>\$19,968,464.25</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	125,286.80	MORG STAN I LQ:GV ADV	4.02%	03/31/2025	--	--	\$125,286.80	\$125,286.80	\$125,286.80	\$0.00
61747C608	3,370.18	MORG STAN I LQ:GV ADV	4.02%	03/31/2025	--	--	\$3,370.18	\$3,370.18	\$3,370.18	\$0.00
61747C608	24,082.52	MORG STAN I LQ:GV ADV	4.02%	03/31/2025	--	--	\$24,082.52	\$24,082.52	\$24,082.52	\$0.00
61747C608	1,287,518.89	MORG STAN I LQ:GV ADV	4.02%	03/31/2025	--	--	\$1,287,518.89	\$1,287,518.89	\$1,287,518.89	\$0.00
<b>Total Cash</b>	<b>1,440,258.39</b>	<b>--</b>	<b>4.02%</b>	<b>--</b>	<b>--</b>	<b>--</b>	<b>\$1,440,258.39</b>	<b>\$1,440,258.39</b>	<b>\$1,440,258.39</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	\$1,000,000.00	\$953,138.00	\$953,184.58	(\$46,862.00)
32110YUG8	2,000,000.00	First National Bank of America	1.10%	09/29/2028	04/12/2024	04/12/2024	\$2,000,000.00	\$1,810,592.00	\$1,810,712.55	(\$189,408.00)
48128UHQ5	90,000.00	JPMorgan Chase Bank, N.A.	1.20%	07/31/2030	07/31/2020	07/31/2020	\$90,000.00	\$77,712.75	\$77,890.28	(\$12,287.25)
<b>Total CD</b>	<b>3,090,000.00</b>	<b>--</b>	<b>1.02%</b>	<b>--</b>	<b>--</b>	<b>--</b>	<b>\$3,090,000.00</b>	<b>\$2,841,442.75</b>	<b>\$2,841,787.41</b>	<b>(\$248,557.25)</b>
<b>Treasuries</b>										
9128285C0	2,500,000.00	UNITED STATES TREASURY	3.00%	09/30/2025	09/13/2022	09/14/2022	\$2,490,344.62	\$2,484,765.63	\$2,484,970.54	(\$5,578.99)
9128282R0	6,000,000.00	UNITED STATES TREASURY	2.25%	08/15/2027	09/14/2022	09/15/2022	\$5,826,034.98	\$5,777,812.50	\$5,794,594.27	(\$48,222.48)
<b>Total Treasuries</b>	<b>8,500,000.00</b>	<b>--</b>	<b>2.48%</b>	<b>--</b>	<b>--</b>	<b>--</b>	<b>\$8,316,379.60</b>	<b>\$8,262,578.13</b>	<b>\$8,279,564.81</b>	<b>(\$53,801.47)</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	\$478,008.50	\$480,452.25	(\$21,991.50)
3133ENQ37	350,000.00	FEDERAL FARM CREDIT BANKS FUNDING CORP	4.13%	09/29/2028	01/16/2025	01/17/2025	\$347,249.14	\$351,865.85	\$351,946.06	\$4,616.71
3130B3W25	350,000.00	FEDERAL HOME LOAN BANKS	4.30%	11/27/2028	01/30/2025	01/31/2025	\$350,049.57	\$353,757.95	\$359,025.45	\$3,708.38
3133ER2K6	350,000.00	FEDERAL FARM CREDIT BANKS FUNDING CORP	4.25%	01/30/2029	01/30/2025	01/31/2025	\$349,468.39	\$353,418.10	\$355,938.59	\$3,949.71
3133ELL28	500,000.00	FEDERAL FARM CREDIT BANKS FUNDING CORP	1.15%	06/18/2029	03/07/2025	03/10/2025	\$444,522.90	\$445,390.50	\$447,035.64	\$867.60
3133EEWA4	450,000.00	FEDERAL FARM CREDIT BANKS FUNDING CORP	2.91%	06/27/2029	01/23/2025	01/24/2025	\$423,401.87	\$431,180.10	\$434,599.35	\$7,778.23
3133ENV64	500,000.00	FEDERAL FARM CREDIT BANKS FUNDING CORP	4.38%	10/24/2029	02/25/2025	02/26/2025	\$504,684.83	\$507,503.50	\$517,043.43	\$2,818.67
3134A3ZU3	450,000.00	FEDERAL HOME LOAN MORTGAGE CORP	0.00%	12/14/2029	01/23/2025	01/24/2025	\$364,389.43	\$370,590.75	\$370,590.75	\$6,201.32
3133ER4H1	325,000.00	FEDERAL FARM CREDIT BANKS FUNDING CORP	4.50%	01/18/2030	02/24/2025	02/25/2025	\$327,838.65	\$331,580.93	\$333,327.80	\$3,742.27
3130AV5P3	375,000.00	FEDERAL HOME LOAN BANKS	4.38%	03/08/2030	03/21/2025	03/24/2025	\$380,897.88	\$380,707.88	\$381,756.05	(\$190.00)
<b>Total Agency</b>	<b>4,150,000.00</b>	<b>--</b>	<b>3.04%</b>	<b>--</b>	<b>--</b>	<b>--</b>	<b>\$3,992,502.66</b>	<b>\$4,004,004.05</b>	<b>\$4,031,715.37</b>	<b>\$11,501.39</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>MBS</b>										
3140HYAD0	2,300,000.00	FN BL6303	1.90%	05/01/2030	04/27/2022	04/28/2022	\$2,094,873.72	\$2,048,311.02	\$2,051,943.11	(\$46,562.70)
3140HYAD0	160,000.00	FN BL6303	1.90%	05/01/2030	04/17/2024	04/17/2024	\$160,000.00	\$142,491.20	\$142,743.87	(\$17,508.80)
3140HVYK4	1,000,000.00	FN BL4313	2.31%	09/01/2031	10/28/2019	10/28/2019	\$923,320.77	\$884,514.44	\$886,499.30	(\$38,806.33)
<b>Total MBS</b>	<b>3,460,000.00</b>	<b>--</b>	<b>2.01%</b>	<b>--</b>	<b>--</b>	<b>--</b>	<b>\$3,178,194.49</b>	<b>\$3,075,316.66</b>	<b>\$3,081,186.28</b>	<b>(\$102,877.83)</b>
<b>Municipal</b>										
594654PK5	150,000.00	MICHIGAN ST HSG DEV AUTH SINGLE FAMILY MTG REV	1.41%	06/01/2027	03/28/2025	03/31/2025	\$141,574.08	\$141,609.00	\$142,315.00	\$34.92
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	\$149,614.50	\$151,637.00	(\$385.50)
<b>Total Municipal</b>	<b>300,000.00</b>	<b>--</b>	<b>2.77%</b>	<b>--</b>	<b>--</b>	<b>--</b>	<b>\$291,574.08</b>	<b>\$291,223.50</b>	<b>\$293,952.00</b>	<b>(\$350.58)</b>
<b>Grand Total</b>	<b>20,940,258.39</b>	<b>--</b>	<b>2.43%</b>	<b>--</b>	<b>--</b>	<b>--</b>	<b>\$20,308,909.22</b>	<b>\$19,914,823.48</b>	<b>\$19,968,464.25</b>	<b>(\$394,085.74)</b>

## Current Month

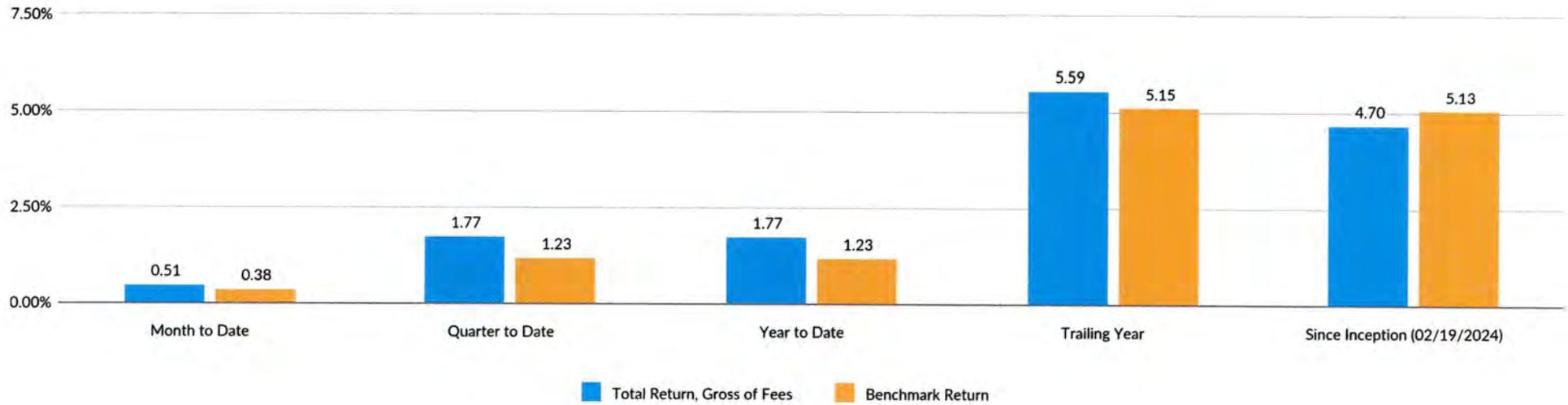
<b>Beginning Total Market Value</b>	<b>\$19,868,220.03</b>
Contributions	\$0.00
Withdrawals	(\$165.00)
Realized Gains	\$0.00
Unrealized Gains	\$58,620.43
Interest	\$58,724.15
Change In Accrued Income	(\$16,935.36)
<b>Ending Total Market Value</b>	<b>\$19,968,464.25</b>

## 3 Month Summary

<b>Beginning Total Market Value</b>	<b>\$19,620,840.38</b>
Contributions	\$320,000.00
Withdrawals	(\$490.77)
Realized Gains	(\$47,310.07)
Unrealized Gains	\$114,852.66
Interest	\$155,587.60
Change In Accrued Income	(\$35,015.55)
<b>Ending Total Market Value</b>	<b>\$19,968,464.25</b>

**PERFORMANCE OVERVIEW**

## Performance Returns (%)



Period	Month to Date	Quarter to Date	Year to Date	Trailing Year	Since Inception* (02/19/2024)
Meridian Township	0.51%	1.77%	1.77%	5.59%	4.70%
Benchmark Return	0.38%	1.23%	1.23%	5.15%	5.13%

\*Annualized. Portfolio returns are a total return calculation, gross of fees.  
 Benchmark: Bloomberg 3-Month T-Bill (66%) and the 1-3 Year U.S. Government Index (33%)



**To: Board Members**

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

**Date: April 10, 2025**

**Re: Addendum to Sewer Contract and Agreement of January 17, 1961**

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In order to effectively and efficiently treat our sanitary wastewater, the Township has successfully partnered with the city of East Lansing and Michigan State University since 1961. This partnership has allowed all three entities to save significant costs for our respective customers by not operating and maintaining duplicative infrastructure, the most notable of which is the Water Resource Recovery Facility (WRRF). The WRRF is the facility where all of our sanitary wastewater goes to be treated.

We are in the final stages of planning three capital improvement projects with the City of East Lansing and Michigan State University. In order to fund the improvements estimated at \$46,874,357, we will be utilizing the Clean Water State Revolving Fund (CWSRF) to bond over 20 years at 2.5% interest for \$42,223,000.

In order to be eligible for CWSRF funding, we must have contractual agreements in place between the three ownership entities that extend beyond the 20-year bond repayment period. This addendum will simply extend the existing agreement with the city of East Lansing and Michigan State University through 2050 to meet these requirements for CWSRF funding. There are no other changes being made to the existing agreement.

The first project involves the separation of combined sewers in the city of East Lansing on River Street, Waters Edge, Woodmere Street, Gunson Street, Milford Street, and the Wilmarth Area, through the conversion of existing combined storm/sanitary sewers to either separate storm sewers or sanitary sewers and the construction of new complimentary storm sewers or sanitary sewers as appropriate, the reduction of sanitary sewer, and combined sewer overflows to the Red Cedar River, stormwater quality improvements, and the construction of a flow control structure to meet EGLE's current standards.

This project is estimated to cost \$19,305,257 in total. Meridian Township's share would be \$1,213,194, or 6.28%, which is based on the amount of sanitary sewer flow the Township has through this infrastructure. This cost share is governed by the existing agreement.

The second project involves capital improvements to the WRRF administration and controls building, including repurposing of building spaces occupied by obsolete and abandoned equipment previously used for incineration, solids storage, solids dewatering, and handling processes in order to construct staff offices, a central control operations center, and laboratory

**Memo to Township Board**

**April 1, 2025**

**Re: Sewer Contract and Agreement of January 17, 1961**

improvements. This project will also bring the WRRF up to current ADA standards; provide equitable facilities for female employees; utilize excess heat from the combined heat and power unit to heat the administration building and galleries; and upgrading the existing laboratory and the sampling systems to modern standards.

The this project also involves improvements to the WRRF, including bringing the existing treatment system's operations and controls up to modern standards, including without limitation, solids handling piping modifications and instrumentation improvements, improvements to the aeration tank instrumentation and controls, modifications to the WRRF effluent reaeration chamber, RAS headbox modifications, construction of a vector dump station, and modifications to the equalization basin; as well as all work, equipment, and appurtenances necessary or incidental to these improvements and such other improvements to the Sewage Disposal System.

This project is estimated to cost \$27,569,000 in total. Meridian Township's share would be \$9,097,770, or 33.33%. This cost share is governed by the existing agreement.

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

**MOVE TO APPROVE THE ADDENDUM TO SEWER CONTRACT AND AGREEMENT OF JANUARY 17, 1961, AS AMENDED, AND AUTHORIZE THE TOWNSHIP SUPERVISOR AND CLERK TO EXECUTE THE ADDENDUM.**

**Attachments:**

1. 2025 Addendum to Sewer Contract and Agreement with the City of East Lansing

**ADDENDUM TO THE SEWER CONTRACT**

**AND AGREEMENT OF JANUARY 17, 1961 AS AMENDED**

This Contract made this \_\_\_\_\_ day of \_\_\_\_\_, 2025, between the CITY OF EAST LANSING (hereinafter referred to as the "City") and the CHARTER TOWNSHIP OF MERIDIAN (hereinafter referred to as the "Township"), both being Municipal Corporations of the County of Ingham, State of Michigan, having hereto executed Agreements for the City of East Lansing to provide sewer service to Meridian Township with the original agreement dated January 17, 1961, say as follows:

WHEREAS, the Agreement of January 17, 1961, as supplemented and amended from time to time, provides for the transmission of sewage from the Charter Township of Meridian to the City of East Lansing, and determines the rights, duties and liabilities of the parties, and;

WHEREAS, one of the lines transporting sewage from Meridian Township is the East Side Interceptor, which has been the subject of a number of contracts and addendums thereto, and;

WHEREAS, the City and Township have established formulas for determining the Township's proportionate share of the annual cost of operation, maintenance, and repair of the East Lansing sewer system, and:

WHEREAS, the City and Township have agreed to proceed with the following two projects as part of the EGLE FY 2025 CWSRF Project: (1) River and Waters Edge Sewer District Improvements including Milford-Gunson Improvements and Wilmarth-Woodmere Relief and (2) WRRF Operational Facilities and Treatment Optimization Improvements, and have agreed to share the cost consistent with the manner in which the parties have previously shared the annual costs of operation, maintenance and repair;

NOW, THEREFORE, THE PARTIES AGREE AS FOLLOWS:

1. The Township agrees to pay a portion of the future debt service for the construction of the two projects in accordance with the existing agreements.
2. The parties hereto agree that the general sewer contract dated January 17, 1961, as supplemented, between the City and Township covering the sanitary sewers and sewage disposal system used by the City and the Township is hereby amended to the extent necessary by reason of the specific provisions of this Agreement: Provided, however, that every other section, paragraph, clause and word of said general sewer contract and supplements between the City and the Township not inconsistent herewith shall in all other respects remain in full force and effect.
3. This contract shall be in full force and affect until no less than December 31, 2050, and shall inure to the benefit of and be binding upon the parties hereto, their successors and assigns.

**WITNESSES:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**CHARTER TOWNSHIP OF MERIDIAN**

BY: \_\_\_\_\_

Scott Hendrickson  
Supervisor

BY: \_\_\_\_\_

Angela Demas  
Clerk

**CITY OF EAST LANSING**

BY: \_\_\_\_\_

George Brookover  
Mayor

BY: \_\_\_\_\_

Amy Gordon  
Clerk



**To: Township Board**

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

**Date: April 11, 2025**

**Re: Special Use Permit #25-03 – Okemos Land Investments – 4360 South Hagadorn Road – Recreational Marijuana Retailer**

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Okemos land Investments has requested special use permit approval to construct an approximately 2,030 square foot recreational marihuana retailer at 4360 South Hagadorn Road. The 0.62 acre site is located just south of Mount Hope Road, on the east side of South Hagadorn Road, and is zoned RP, Research and Office Park. The property is located within the Marihuana Business Overlay District 4. The site was in the original overlay area for potential medical marijuana licenses and is still in the amended overlay districts that were approved by the Township Board. This special use permit application follows the Township Board’s approval of the adult use marijuana conditional license on May 9, 2024.

The Planning Commission held a public hearing on the proposal at its meeting on March 10, 2025 and there was no public comment. The matter was further discussed by the Planning Commission at their March 24, 2024 meeting where the Commission recommended approval to the Township Board. The Township Board reviewed the matter at their April 3, 2025 meeting and no major concerns were raised.

The majority of the conversation surrounded the upcoming timeframes for the facility to open and be operational. Staff wants to take this opportunity to put in writing the time ‘gates’ the project needs to meet in order to open. As a reminder, the Conditional Recreational Marijuana License was granted by the Township Board on May 9, 2024.

- SUP submission must occur within 60 days of granting a conditional recreational marijuana license. The applicant met this standard in 2024.
- All building and other permits must be obtained within 12 months of the issuance of the conditional recreational marijuana license. This gives the applicant until **May 9, 2025** to obtain all construction permits on the site. This can be extended once at the discretion of the Director of Community Planning and Development, upon showing good cause.
- The facility must commence operation within 18 months of the issuance of a conditional recreational marijuana license. This gives the applicant until **November 9, 2025** to open the facility. The Township Board can extend this once for six additional months.

As a reminder, Staff is providing the Special Use Permit criteria for direct review by the Board members. There are no additional review criteria under the Zoning Ordinance for the matter in question.

Sec. 86-126 Review Criteria

Applications for special use permits shall be reviewed for compliance with the following standards and requirements, where applicable. An application for a special use permit that complies with all the following standards and requirements in this chapter may be approved. The applicant shall assure that:

- (1) The project is consistent with the intent and purposes of this chapter.

Special Use Permit 25-03 – Recreational Marijuana Retailer  
Okemos Land Investments – 4360 South Hagadorn

- (2) The project is consistent with applicable land use policies contained in the Township's comprehensive development plan of current adoption.
- (3) The project is designed, constructed, operated, and maintained so as to be harmonious and appropriate in appearance with the existing or intended character of the general vicinity and that such a use will not change the essential character of the same area.
- (4) The project will not adversely affect or be hazardous to existing neighboring uses.
- (5) The project will not be detrimental to the economic welfare of surrounding properties or the community.
- (6) The project is adequately served by public facilities, such as existing roads, schools, stormwater drainage, public safety, public transportation, and public recreation, or that the persons or agencies responsible for the establishment of the proposed use shall be able to provide any such service.
- (7) The project is adequately served by public sanitation facilities if so designed. If on-site sanitation facilities for sewage disposal, potable water supply, and stormwater are proposed, they shall be properly designed and capable of handling the long term needs of the proposed project.
- (8) The project will not involve uses, activities, processes, materials, and equipment and conditions of operation that will be detrimental to any persons, property, or the general welfare by reason of excessive production of traffic, noise, smoke, fumes, glare, or odors.
- (9) The project will not directly or indirectly have a substantial adverse impact on the natural resources of the Township, including, but not limited to, prime agricultural soils, water recharge areas, lakes, rivers, streams, major forests, wetlands, and wildlife areas.

Staff has identified no concerns in reviewing the Special Use Permit criteria, based on the application submitted and the previously reviewed licensing information, and would **recommend approval** of the Special Use Permit. Staff has provided the following recommended motion and attached resolution to approve the Special Use Permit.

**Move to adopt the resolution approving Special Use Permit 25-03, a request to establish a recreational marijuana retailer at 4360 South Hagadorn Road (Parcel Id No 33-02-02-29-151-003). The subject property is zoned RP, Research and Office Park, and the property is located within the Marijuana Business Overlay District #4.**

**Attachments**

1. Resolution for Approval
2. Township Board Packet Information from April 3, 2025 meeting

**RESOLUTION TO APPROVE**

**Special Use Permit #25-03  
Okemos Land Investments – 4360 South Hagadorn  
Recreational Marihuana Retailer**

**RESOLUTION**

At a regular meeting of the Township Board of the Charter Township of Meridian, Ingham County, Michigan, held at 5151 Marsh Road, Okemos, MI 48864 on the 15<sup>th</sup> day of April 2025, at 6:00 p.m., Local Time.

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

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

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

WHEREAS, Okemos Land Investments has submitted a request to establish a 2,030 square foot adult use marihuana retailer at 4360 South Hagadorn Road, identified as Parcel I.D.# 33-02-02-29-151-003; and

WHEREAS, the Township Board adopted standards to allow adult use marihuana retailers in designated overlay areas throughout the Township at its meeting on July 11, 2023; and

WHEREAS, the subject site is located entirely within Overlay Area 4 and is appropriately zoned RP, Research and Office Park, which allows adult use marihuana retailers by special use permit; and

WHEREAS, the Township Board approved the permit for an adult use marihuana conditional license on the subject property at its meeting on May 9, 2024; and

WHEREAS, the overlay areas adopted by the Township Board allow one adult use marihuana retailer in each one of five overlay areas, subject to the approval of a special use permit reviewed by the Planning Commission and approved by the Township Board; and

WHEREAS, the applicant was required to submit for Special Use Permit approval within 60 days of the Board’s approval of their conditional license, which the applicant did with their initial submission; and

WHEREAS, the Township Planning Commission held a public hearing on the Special Use Permit application at their regular meeting on March 10, 2025 and recommended approval to the Township Board at their meeting on March 24, 2025; and

WHEREAS, the Township Board reviewed the request at their April 3, 2025 meeting; and

WHEREAS, the proposed adult use marihuana retailer will not adversely affect adjacent land uses or the health, safety, and general welfare of the community; and

**Resolution to Approve  
SUP #25-03 (Okemos Land Investments)  
Page 2**

WHEREAS, the proposed project meets the operational requirement for marihuana establishments found in Section 40-71 of the Code of Ordinances.

WHEREAS, the proposed project is consistent with the general standards for granting a special use permit found in Section 86-126 of the Code of Ordinances.

NOW THEREFORE, BE IT RESOLVED THE TOWNSHIP BOARD OF THE CHARTER TOWNSHIP OF MERIDIAN hereby approves Special Use Permit #25-03, subject to the following conditions:

1. Approval is in accordance with the site plan prepared by Gumma Group dated January 27, 2025.
2. Approval is in accordance with the floor plans prepared by Gumma Group dated January 30, 2025.
3. Approval of SUP #25-03 is required to be followed by site plan approval.
4. Any proposed future changes to the scope of the SUP will require an amendment to Special Use Permit #25-03.
5. Approval is subject to the applicant receiving approval of an Adult Use Marihuana Facility permit by the Director of Community Planning and Development.
6. Approval is subject to the applicant receiving Final Approval for an adult use marihuana license from the State of Michigan, Department of Licensing and Regulatory Affairs.
7. The applicant shall obtain and maintain any and all other applicable permits, licenses, and approvals necessary to operate the proposed commercial medical marihuana retailer from the State of Michigan, Township, and any other applicable agencies. Copies of all permits, licenses, and approvals shall be submitted to the Department of Community Planning and Development.
8. A sign permit shall be required to install a wall sign on the building.
9. The retailer shall remain in compliance with the operational requirements established in Section 40-31 of the Code of Ordinances.
10. The special use permit shall be revoked if the applicant fails to maintain a valid Adult Use Marihuana Facility permit from the Township and Facility License from the State of Michigan.

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





# Previous Packet Information

**To:** Board Members

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

**Date:** March 27, 2025

**Re:** Special Use Permit #25-03 -Okemos Land Investments - 4360 South Hagadorn - Recreational Marijuana Retailer

---

Okemos Land Investments has submitted a Special Use Permit (SUP) application for the construction of a 2,030 square foot adult use marijuana retailer at 4360 South Hagadorn Road. The Subject Property is approximately 0.62 acres in size and is zoned RP, Research and Office Park. The property is located on the east side of Hagadorn Road, south of Mount Hope. The site was in the original overlay area for potential medical marijuana licenses and is still in the amended overlay districts that were approved by the Township Board for recreational marijuana. This special use permit application follows the Township Board's approval of the adult use marijuana conditional license on May 9, 2024.

This is an updated application from the first Special Use Permit submitted for the site. The original submittal would have retained and renovated the existing structure on the site. After detailed reviewed, the applicant determined that was not feasible, so they have moved on to a new construction model. The Planning Commission held a public hearing on the proposal at its meeting on March 10, 2025 and received no input from the general public. The Planning Commission further discussed the matter at their March 24, 2025 meeting and voted unanimously to approve the Special Use Permit to operate an recreational marijuana retailer.

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

## Township Board Options

The Township Board may approve or deny the proposed special use permit. If the Board amends the proposal, the request may be referred back to the Planning Commission for a recommendation. A resolution will be provided at a future meeting.

## Attachments

1. Application Information
2. Staff memorandums dated March 10, 2025 and March 24, 2025
3. Planning Commission resolution recommending approval
4. Planning Commission minutes dated March 10, 2025 (Public Hearing) and March 24, 2025 (Recommendation)

CHARTER TOWNSHIP OF MERIDIAN  
DEPARTMENT OF COMMUNITY PLANNING AND DEVELOPMENT  
5151 MARSH ROAD, OKEMOS, MI 48864  
PLANNING DIVISION PHONE: (517) 853-4560, FAX: (517) 853-4095

SPECIAL USE PERMIT APPLICATION

Before submitting this application for review, an applicant may meet with the Director of Community Planning and Development to discuss the requirements for a special use permit and/or submit a conceptual plan for review to have preliminary technical deficiencies addressed prior to submittal of the application. If the property or land use is located in the following zoning districts RD, RC, RCC, RN then the applicant must meet with the Planning Director to discuss technical difficulties before filing a formal application.

Part I

- A. Applicant Okemos Local Investments LLC  
 Address of Applicant 4360 S Hagadorn Rd  
 Telephone - Work 248-914-0631 Home \_\_\_\_\_ Fax \_\_\_\_\_ Email pernickprogressive@gmail.com  
 Interest in property (circle one): Owner \_\_\_\_\_ Tenant \_\_\_\_\_ Option \_\_\_\_\_ **Other** \_\_\_\_\_  
 (Please attach a list of all persons with an ownership interest in the property.)
- B. Site address / location / parcel number 4360 S Hagadorn Rd 33-02-02-29-151-003  
 Legal description (please attach if necessary) Please see attached.  
 Current zoning Research and Office Park (RP)  
 Use for which permit is requested / project name Marihuana Retailer  
 Corresponding ordinance number Ord. No. 2022-19
- C. Developer (if different than applicant) \_\_\_\_\_  
 Address \_\_\_\_\_  
 Telephone – Work \_\_\_\_\_ Home \_\_\_\_\_ Fax \_\_\_\_\_
- D. Architect, Engineer Planner or Surveyor responsible for design of project if different from applicant:  
 Name Gumma Group  
 Address 7419 Middlebelt Rd, Suite 4, West Bloomfield, MI 48322  
 Telephone – Work (248)-865-5555 Home \_\_\_\_\_ Fax \_\_\_\_\_
- E. Acreage of all parcels in the project: Gross 0.621 Net \_\_\_\_\_
- F. Explain the project and development phases: Please see attached.
- G. Total number of:  
 Existing: structures 1 bedrooms \_\_\_\_\_ offices \_\_\_\_\_ parking spaces 12 carports \_\_\_\_\_ garages \_\_\_\_\_  
 Proposed: structures \_\_\_\_\_ bedrooms \_\_\_\_\_ offices \_\_\_\_\_ parking spaces \_\_\_\_\_ carports \_\_\_\_\_ garages \_\_\_\_\_
- H. Square footage: existing buildings 2587 proposed buildings 2030  
 Usable Floor area: existing buildings \_\_\_\_\_ proposed buildings \_\_\_\_\_
- I. If employees will work on the site, state the number of full time and part time employees working per shift and hours of operation: 10 employees – 9 am to 9 pm public hours; 8am to 10pm total hours
- J. Existing Recreation: Type \_\_\_\_\_ Acreage \_\_\_\_\_  
 Proposed Recreation: Type \_\_\_\_\_ Acreage \_\_\_\_\_  
 Existing Open Space: Type \_\_\_\_\_ Acreage \_\_\_\_\_  
 Proposed Open Space: Type \_\_\_\_\_ Acreage \_\_\_\_\_



- M. Any other information specified by the Director of Community Planning and Development which is deemed necessary to evaluate the application.
- N. In addition to the above requirements, for zoning districts, **RD, RC, RCC, RN, and CV** and **Group Housing Residential Developments** the following is required:
1. Existing and proposed contours of the property at two foot intervals based on United States Geological Survey (USGS) data.
  2. Preliminary engineering reports in accordance with the adopted Township water and sewer standards, together with a letter of review from the Township Engineer.
  3. Ten copies of a report on the intent and scope of the project including, but not limited to: Number, size, volume, and dimensions of buildings; number and size of living units; basis of calculations of floor area and density and required parking; number, size, and type of parking spaces; architectural sketches of proposed buildings.
  4. Seven copies of the project plans which the Township shall submit to local agencies for review and comments.
- O. In addition to the above requirements, a special use application in zoning district **RP** requires the following material as part of the site plan: [Please see the attached business operations plan.](#)
1. A description of the operations proposed in sufficient detail to indicate the effects of those operations in producing traffic congestion, noise, glare, air pollution, water pollution, fire hazards or safety hazards or the emission of any potentially harmful or obnoxious matter or radiation.
  2. Engineering and architectural plans for the treatment and disposal of sewerage and industrial waste tailings, or unusable by-products.
  3. Engineering and architectural plans for the handling of any excessive traffic congestion, noise, glare, air pollution, or the emission of any potentially harmful or obnoxious matter or radiation.
- [Please see the attached business operations plan which includes a description of our cannabis waste disposal procedure.](#)
- P. In addition to the above requirements, a special use application for a use in the Floodway Fringe or zoning district **CV** requires the following:
1. A letter of approval from the State Department of Environmental Quality.
  2. A location map including existing topographic data at two-foot interval contours at a scale of one inch representing 100 feet.
  3. A map showing proposed grading and drainage plans including the location of all public drainage easements, the limits, extent, and elevations of the proposed fill, excavation, and occupation.
  4. A statement from the County Drain Commissioner, County Health Department, and Director of Public Works and Engineering indicating that they have reviewed and approved the proposal.
- Q. In addition to the above requirements, a special use application for a use in the Groundwater Recharge area or zoning district **CV** requires the following:
1. A location map including existing topographic data at two-foot interval contours.
  2. A map showing proposed grading and drainage plans including the location of all public drainage easements, the limits and extent of the proposed fill, excavation, and occupation.
  3. A statement from the County Drain Commissioner, County Health Department, and Director of Public Works and Engineering indicating that they have reviewed and approved the proposal.
- R. In addition to the above requirements, the Township Code of Ordinances, Article VI, should be reviewed for the following special uses: group housing residential developments, mobile home parks, nonresidential structures and uses in residential districts, planned community and regional shopping center developments, sand or gravel pits and quarries, sod farms, junk yards, sewage treatment and disposal installations, camps and clubs for outdoor sports and buildings greater than 25,000 square feet in gross floor area.

**Part II**

**SUP REQUEST STANDARDS  
Township Code of Ordinances, Section 86-126**

**Applications for Special Land Uses will be reviewed with the standards stated below. An application that complies with the standards stated in the Township Ordinance, conditions imposed pursuant to the Ordinance, other applicable Ordinances, and State and Federal statutes will be approved. Your responses to the questions below will assist the Planning Commission in its review of your application.**

- (1) The project is consistent with the intent and purposes of this chapter.
- (2) The project is consistent with applicable land use policies contained in the Township's Master Plan of current adoption.
- (3) The project is designed, constructed, operated, and maintained so as to be harmonious and appropriate in appearance with the existing or intended character of the general vicinity and that such a use will not change the essential character of the same area.
- (4) The project will not adversely affect or be hazardous to existing neighboring uses.
- (5) The project will not be detrimental to the economic welfare of surrounding properties or the community.
- (6) The project is adequately served by public facilities, such as existing roads, schools, stormwater drainage, public safety, public transportation, and public recreation, or that the persons or agencies responsible for the establishment of the proposed use shall be able to provide any such service.
- (7) The project is adequately served by public sanitation facilities if so designed. If on-site sanitation facilities for sewage disposal, potable water supply, and storm water are proposed, they shall be properly designed and capable of handling the longterm needs of the proposed project.
- (8) The project will not involve uses, activities, processes, materials, and equipment and conditions of operation that will be detrimental to any persons, property, or the general welfare by reason of excessive production of traffic, noise, smoke, fumes, glare, or odors.
- (9) The project will not directly or indirectly have a substantial adverse impact on the natural resources of the Township, including, but not limited to, prime agricultural soils, water recharge areas, lakes, rivers, streams, major forests, wetlands, and wildlife areas.

**Part III**

I (we) hereby grant permission for members of the Charter Township of Meridian's Boards and/or Commissions, Township staff member(s) and the Township's representatives or experts the right to enter onto the above described property (or as described in the attached information) in my (our) absence for the purpose of gathering information including but not limited to the taking and the use of photographs.

Yes     No    (Please check one)

By the signature(s) attached hereto, I (we) certify that the information provided within this application and accompanying documentation is, to the best of my (our) knowledge, true and accurate

*Sam Pernick*  
7A7EC4110CE4426...

2/10/2025

Signature of Applicant

Date

Sam Pernick

Type/Print Name

Fee: \_\_\_\_\_

Received by/Date: \_\_\_\_\_

**Special Use Permit Application Attachment  
Site Plan Requirements Per Section 86-124(c)(4)**

A site plan, drawn to a legible scale, containing the following information where applicable:

- a. Boundaries of the subject property.
- b. Total area of the subject property.
- c. Location of all existing and proposed structures.
- d. Approximate location and distance of all structures within 100 feet of the subject property.
- e. Uses of existing and proposed buildings, on the subject site.
- f. Proposed means of vehicular and pedestrian ingress and egress to the subject property.
- g. Public and private roads and streets, rights-of-way, and easements, indicating names and widths, which abut or cross the site.
- h. Existing and proposed parking spaces, and vehicular and pedestrian circulation patterns.
- i. The buildable area of the subject property indicating all required setbacks, yards and open space.
- j. Zoning classification of the subject and adjacent properties.
- k. Existing and proposed fencing, screening, landscaping, and buffers.
- l. Location and sizes of existing utilities including power lines and towers, both above and below the ground.
- m. Amount and location of all impervious surfaces.
- n. The verified boundaries of all natural water features and required setback lines.

# **Attachment 1**

## **List of Persons Possessing Property Interest and Description of Property Interest**

Re: 4360 S Hagadorn Road, Okemos, MI 48864

Parcel Number: 33-02-02-29-151-003

The subject property described above is owned by Marc and Deborah Santucci of 5909 Blythfield Drive, East Lansing, MI 48823. A copy of the Ingham County GIS data search results for the subject property has also been enclosed, and it confirms Mr. and Mrs. Santucci's ownership of that property.

The applicant, Okemos Local Investments LLC, has received permission from the property owners to operate a marijuana retailer at the property. Please find enclosed copies of: (1) an authorization by Marc Santucci and (2) a Commitment for Commercial Lease/Purchase.

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**4360 HAGADORN RD** OKEMOS, MI 48864 (Property Address)

Parcel Number: 33-02-02-29-151-003



Item 1 of 7 5 Images / 2 Sketches

**Property Owner: SANTUCCI, MARC & DEBORAH**

**Summary Information**

> Residential Building Summary

- Year Built: 1935
- Bedrooms: 2
- Full Baths: 1
- Half Baths: 0
- Sq. Feet: 1,475
- Acres: 0.621

- > Assessed Value: \$109,400 | Taxable Value: \$77,481
- > Property Tax information found

Access additional record information for a small convenience fee. \*

- > Additional areas of information include: *Delinquent Tax Information*

Show Purchase Options

\* Additional record information is free for all homeowners, click the 'Show Purchase Options' button for more information.

**Important Message**

The information presented on this site is as of the close of the 2022 March Board of Review and the 2022 Assessment and Specific Tax Rolls.

If you require current ownership and mailing address information click on the Municipalities drop-down box above. You may enter the local Township or City name in the search box and click on the Search tab. This will redirect you to the local unit. Once the local unit window opens you can search by name, address, or parcel code number. If you require additional services, it is recommended that you contact the local unit Assessor's Office.

Local unit email and telephone numbers are available at: <https://docs.ingham.org/Department/Equalization/Twp-City%20Directory%20List22.pdf>

**Owner and Taxpayer Information**

**Owner** SANTUCCI, MARC & DEBORAH **Taxpayer** SEE OWNER INFORMATION  
 5909 BLYTHFIELD DR  
 EAST LANSING, MI 48823

**General Information for Tax Year 2024**

<b>Property Class</b>	201 COMMERCIAL-IMPROVED	<b>Unit</b>	02 MERIDIAN CHARTER TWP
<b>School District</b>	OKEMOS PUBLIC SCHOOLS	<b>Assessed Value</b>	\$109,400
<b>MG</b>	No Data to Display	<b>Taxable Value</b>	\$77,481
<b>APPRAISAL</b>	0	<b>State Equalized Value</b>	\$109,400
<b>C. AREA</b>	Not Available	<b>Date of Last Name Change</b>	09/13/2023
<b>INFLUENCE</b>	Not Available	<b>Notes</b>	Not Available
<b>Historical District</b>	Not Available	<b>Census Block Group</b>	Not Available
<b>SOLAR/EV</b>	Not Available	<b>Exemption</b>	No Data to Display

**Principal Residence Exemption Information**

**Homestead Date** No Data to Display

Principal Residence Exemption	June 1st	Final
2023	0.0000 %	0.0000 %

**Previous Year Information**

Year	MBDR Assessed	Final SEV	Final Taxable
2023	\$91,900	\$91,900	\$73,792
2022	\$81,800	\$81,800	\$70,279
2021	\$79,700	\$79,700	\$68,034

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<b>Zoning Code</b>	RP	<b>Total Acres</b>	0.621
<b>Land Value</b>	\$133,947	<b>Land Improvements</b>	\$3,347
<b>Renaissance Zone</b>	No	<b>Renaissance Zone Expiration Date</b>	No Data to Display
<b>ECF Neighborhood</b>	2035 OKEMOS DOWNTOWN/HAGADORN/OUT LYING OFFICE	<b>Mortgage Code</b>	999
<b>Lot Dimensions/Comments</b>	No Data to Display	<b>Neighborhood Enterprise Zone</b>	No

Lot(s)	Frontage	Depth
No lots found.		
<b>Total Frontage: 0.00 ft</b>		<b>Average Depth: 0.00 ft</b>

**Legal Description**

M 29-13 COM. AT RT. 64 RDS. N OF W 1/4 POST-N 1/2 FT-E 20 RDS-S 82 FT-W 20 RDS TO BEG., SEC. 29 T4N R1W.

**Land Division Act Information**

<b>Date of Last Split/Combine</b>	No Data to Display	<b>Number of Splits Left</b>	0
<b>Date Form Filed</b>	No Data to Display	<b>Unallocated Div.s of Parent</b>	0
<b>Date Created</b>	01/01/0001	<b>Unallocated Div.s Transferred</b>	0
<b>Acreege of Parent</b>	0.00	<b>Rights Were Transferred</b>	Not Available
<b>Split Number</b>	0	<b>Courtesy Split</b>	Not Available
<b>Parent Parcel</b>	No Data to Display		

**Sale History**

Sale Date	Sale Price	Instrument	Grantor	Grantee	Terms of Sale	Year(s)
06/01/1990	\$78,000.00	WD	CHAPMAN	SANTUCCI	03-ARM'S LENGTH	

**Building Information - 0 sq ft User-Defined (Commercial)**

<b>Floor Area</b>	0 sq ft	<b>Estimated TCV</b>	\$0
<b>Occupancy</b>	User-Defined	<b>Class</b>	C
<b>Stories Above Ground</b>	0	<b>Average Story Height</b>	0 ft
<b>Basement Wall Height</b>	0 ft	<b>Identical Units</b>	Not Available
<b>Year Built</b>	1935	<b>Year Remodeled</b>	1983
<b>Percent Complete</b>	100%	<b>Heat</b>	No Heating or Cooling
<b>Physical Percent Good</b>	74%	<b>Functional Percent Good</b>	100%
<b>Economic Percent Good</b>	100%	<b>Effective Age</b>	20 yrs

**Building Information - 1475 sq ft 1 STORY (Residential)**

**General**

<b>Floor Area</b>	1,475 sq ft	<b>Estimated TCV</b>	\$81,489
<b>Garage Area</b>	630 sq ft	<b>Basement Area</b>	1,215 sq ft
<b>Foundation Size</b>	1,475 sq ft	<b>Year Remodeled</b>	1983
<b>Year Built</b>	1935	<b>Class</b>	CD
<b>Occupancy</b>	Single Family	<b>Tri-Level</b>	No
<b>Effective Age</b>	55 yrs	<b>Heat</b>	Forced Air w/ Ducts
<b>Percent Complete</b>	100%	<b>Wood Stove Add-on</b>	No
<b>AC w/Separate Ducts</b>	No	<b>Water</b>	Water Well
<b>Basement Rooms</b>	5	<b>Sewer</b>	Septic
<b>1st Floor Rooms</b>	5	<b>Style</b>	1 STORY
<b>2nd Floor Rooms</b>	0		
<b>Bedrooms</b>	2		

**Area Detail - Basic Building Areas**

Height	Foundation	Exterior	Area	Floors
1 Story	Crawl Space	Brick	260 sq ft	1 Story
1 Story	Basement	Brick	1,215 sq ft	1 Story

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<b>Recreation</b>	729 sq ft	<b>Recreation % Good</b>	0%
-------------------	-----------	--------------------------	----

<b>Living Area</b>	0 sq ft	<b>Living Area % Good</b>	0%
<b>Walk Out Doors</b>	0	<b>No Concrete Floor Area</b>	0 sq ft

*Plumbing Information*

<b>3 Fixture Bath</b>	1	<b>Ceramic Tile Floor</b>	1
-----------------------	---	---------------------------	---

*Fireplace Information*

<b>Interior 1 Story</b>	1
-------------------------	---

*Garage Information*

<b>Area</b>	630 sq ft	<b>Exterior</b>	Siding
<b>Foundation</b>	42 Inch	<b>Common Wall</b>	1 Wall
<b>Year Built</b>	<i>No Data to Display</i>	<b>Finished</b>	No
<b>Auto Doors</b>	0	<b>Mech Doors</b>	0

*Porch Information*

<b>WSEP (1 Story)</b>	96 sq ft	<b>Foundation</b>	Standard
<b>WGEP (1 Story)</b>	160 sq ft	<b>Foundation</b>	Standard

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### Authorization

I, Marc Santucci, owner of record of the property located at 4366 Hagadorn Rd., Okemos, MI 48864 and 4360 Hagadorn Road, Okemos, MI 48864 hereby acknowledge and authorize the use of 4366 Hagadorn Rd., Okemos, MI 48864 and 4360 Hagadorn Road, Okemos, MI 48864 by Okemos Local Investments, LLC for the legal operation of a marijuana facility that is compliant with state and local laws.

DocuSigned by:  
*Marc Santucci*  
431F850E7E804CA

Marc Santucci

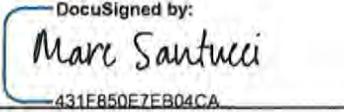
1/24/2024

Date

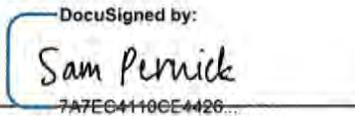
**Commitment for Commercial Lease/ Purchase**  
**4366 Hagadorn Rd., Okemos, MI 48864 AND 4360 Hagadorn R., Okemos, MI 48864**

This Commitment for Commercial Lease/ Purchase ("Agreement") made this 24th of January 2024, between Okemos Local Investments, a Michigan limited liability company ("Purchaser"), whose address is 4360 S Hagadorn Rd, Okemos MI 48864 and Marc Santucci, an individual ("Seller") whose address is 4360 S Hagadorn Rd, Okemos MI 48864. Purchaser and Seller are each a "Party" and collectively the "Parties" to this Agreement.

IN CONSIDERATION of the premises and agreements set forth herein, which consideration the parties acknowledge is adequate, the Parties hereby agrees as follows: Marc Santucci, owner of record of the property located at 4366 Hagadorn Rd., Okemos, MI 48864 and 4360 Hagadorn Road, Okemos, MI 48864 hereby acknowledge and authorize the use of 4360 Hagadorn Rd., Okemos, MI 48864 and 4360 Hagadorn Road, Okemos, MI 48864 by Okemos Local Investments for the legal operation of a marijuana facility that is compliant with state and local laws. Okemos Local Investments, LLC ("Purchaser") shall lease or purchase the property, conditional upon receiving all required state and local licenses, on terms to be negotiated between the parties.

Signed by: 431F850E7EB04CA

Marc Santucci

7A7EC4110CE4426...

Okemos Local Investments, LLC

Sam Pernick - Authorized Signatory

## Attachment 2

Legal Description for 4360 S Hagadorn Road, Okemos, MI 48864

Parcel Number: 33-02-02-29-151-003

The Legal Description for the subject property is as follows:

*M 29-13 COM. AT PT. 64 RDS. N OF W 1/4 POST-N 82 FT-E 20 RDS-S 82 FT-W  
20 RDS TO BEG., SEC. 29, T4N R1W.*

## **Attachment 3**

### **Description of Project and Development Phases**

The enclosed document was drafted by the Project Manager, Zack Lask, and explains the Project and Development Phases for the Marihuana Retailer at 4360 S Hagadorn, Okemos, MI 48864.

# **Overview of Project and Development Phases for Marihuana Retailer at 4360 S Hagadorn Road, Okemos, MI 48864**

## **Stage 1: Preliminary Design and Cost Estimation**

- Design Phase
  - During this phase develop conceptual designs of the project
- Define Requirements
- Early Project Schedule
- Compose Budget
- Layout

## **Stage 2: Site Plan Approval**

## **Stage 3: Construction Phase**

- Demolition
- Site Stabilization
- Rough Framing
  - (Install Doors/ Windows, wall frames)
- Exterior Work
  - Siding, Brickwork, or relevant exterior covering and relevant inspections
  - Parking Lot Repairs or new construction and relevant inspections
  - Exterior Concrete Work (repair sidewalks and construct new walkways)
  - Fencing and Dumpster Encloser and relevant inspections
  - Security Bollard installation
- Rough HVAC
- Rough Plumbing
- Rough Electrical
- Rough Inspections
  - (Mechanical, Plumbing, Electric, Frame)
- Insulation
- Insulation Inspection
- Drywall
- Drywall Inspection
- Flooring
- Final HVAC
- Final Plumbing
- Final Electrical
- Interior Painting
- Final MEP inspections
  - (Mechanical, Electric, Plumbing)

- Trim and Finish Carpentry
  - Install Cabinets
  - Install Handrails
  - Door Hardware
  - Door Thresholds
- Exterior Painting
- Final Inspection
- Sign Installation
- Landscaping

**Stage 4: Occupancy Phase**

- Certificate of Occupancy
- Install of Furniture and Fixtures

## **Attachment 4**

### **Nonrefundable Application Fee**

Enclosed please find a check from the applicant in the amount of One Thousand Dollars (\$1,000.00).

This is the fee listed for an Special Use Permit Review in the 2024 Meridian Township Fee Schedule.

# Business and Operations Plan

Okemos Local Investments LLC

## FACILITY DESCRIPTION/BUSINESS PLAN OVERVIEW

Okemos Local Investments LLC (the "Company") is seeking to operate a marihuana retailer which is capable of selling licensed marihuana to adults 21 years of age or older. The Company's mission is to provide high-quality, usable marihuana products and accessories to adults 21 years of age or older. The Company anticipates employing between 10 to 15 employees depending on workforce eligibility and availability.

## SECURITY PLAN

The need for security with the operation of any Marihuana Facility is obvious. The Company will enact security measures to ensure the safety and protection of company assets, workers, and those located near the business. It is the belief of the Company that a multi-tier security system will optimize the security of the facility. A multi-tier security system for purposes of this Plan means multiple layers of security, implemented in a manner so that each layer complements or supplements the next. To effectively and efficiently explain each layer this Plan will be organized in the following manner:

- I. Building and Perimeter Security Plan**
  - Physical Barriers
  - On-site Security
  - Alarm Systems
  - Signage
  - Building and Fire Safety
- II. Interior Security Plan**
  - Physical Barriers
  - Signage
- III. Secured Storage Security Plan**
  - Physical Barriers
  - Access Points
  - Activity Monitor
  - Other Security Measures
- IV. EMPLOYEE SECURITY TRAINING**

- I. Building and Perimeter Security Plan**

*Physical Barriers*

Steel bollards or concrete barriers, concealed by landscaping and/or a wood facade, will be used to ensure that the property is not vulnerable to "smash and grabs," where robbers "ram" their vehicle into the side of the property. Our external physical barriers will be strong enough to withstand this type of attack and to make it a non-viable method of entry.

All external entry points will have steel doors and frames with controlled access.

All doors are commercial steel and will have high grade locks. Security doors installed throughout the interior of the facility allow for the restricted access to all areas requiring an elevated level of security.

#### *On-site Security*

Security cameras will monitor all vantage points on the property. Security cameras on the exterior of the building shall run continuously 24/7/365 and capture at least 4MP resolution. Cameras used by the facility can be programmed to include state of the art face and license plate recognition software. Perimeter cameras will be installed so that they are permanently mounted in a fixed location and in a manner and position that protects them from potential tampering.

Vehicular traffic entering and exiting the premises will be encouraged to reduce their speed by way of signs placed alerting drivers to reduce speed in the parking area, near the sidewalks, and near exits and entrances.

The preliminary location of these security cameras is included in the attached CCTV Floor Plan along with a quote from Digital Protection Systems.

#### *Alarm Systems*

Alarm systems will monitor all possible entrances from the exterior of the building. Alarms will also be strategically placed in any window front areas, and will have fail safe alert technology built in. Alarm systems protecting portions of the property from forced entry will be sensitive to motion and any forced entry. All alarm systems used will meet all applicable State requirements. The Company plans to use a central station monitoring service to provide 24/7/365 coverage in responding to any alarm signals received from the facility.

The Company will use Digital Protection Systems for alarm services at the facility. Digital Protection Systems will have a 24 hour monitoring service contracted to monitor for robbery and unauthorized entry of any type. All doors and windows of the facility will be fitted with sensors to detect entry. Motion sensors will be mounted inside each room of the facility to protect against any bypass of entry sensors. The alarm system will also monitor the access of all secured storage areas keeping a record of the times and date of access. The alarm system installed shall use both a mobile and landline connection to the monitoring component to ensure reliability and redundancy.

The facility will also have fire and carbon monoxide alarms in the facility. (e) Upon request, the facility shall make available to any regulatory or law enforcement agency all information related to the alarm system, monitoring, and alarm activity.

The alarm system will be registered with the Charter Township of Meridian, Michigan as required by local city codes or ordinances. The alarm system will be supported by a battery backup in order to maintain function during a power interruption to the facility. Notifications to police and management will be sent in the event of an alarm.

#### *Signage*

Along the perimeter and where appropriate signage will be posted to educate the public about the security measures taken by the Company. Such signage includes but is not limited to:

- Premises under 24 hr Video Surveillance
- No Trespassing
- Trespassers Will Be Prosecuted to The Full Extent of The Law
- Active Security Personnel On-Site
- Unauthorized Access Prohibited

The signage will be posted as a deterrent to any possible commission of a crime or security breach.

#### *Building and Fire Safety*

The facility construction will comply with the Stille-DeRossett-Hale single state construction code act, 1972 PA 230, MCL 125.1501 to 125.1531. All necessary Bureau of Fire Services inspections will be completed prior to open and on an annual basis thereafter. The facility will meet or exceed all requirements of the national fire protection association (NFPA) standard 1, 2018 edition. The facility will be open to inspectors upon request. More information is available in facility plan and included facility plan documents and site plans.

## **II. Interior Security Plan**

#### *Physical Barriers*

The lobby area will be isolated and require a check in at the Reception Center. All entryways leading out of the lobby will be locked with buzz in, key, or key card accessible only. This will ensure traffic flow within the facility is controlled, coordinated, and traceable.

Upon review of appropriate documentation and confirmation of records, inspectors, visitors, and others will be granted access to whatever part of the facility they are entitled to be present in. Access will be allowed through buzz in or call in from an employee. Guests, visitors, and inspectors will always be accompanied by staff while within the facility.

All IDs will be checked for all public visitors in the first entry room before allowing into the waiting area and the purchasing area. Each employee selling marihuana products will check customers' drivers' license.

Security measures within the interior of the facility will be very intensive. Strategically placed around the rooms will be silent alarm triggers. The triggers will also act as law enforcement alerts and any trigger will immediately put a request in for emergency assistance.

There will be strategically placed cameras throughout the premises. Like the exterior cameras, the indoor cameras will be permanently affixed in position and in a manner that prevents tampering. Cameras will be placed to ensure they record all areas in which marihuana is weighed, packed, stored, loaded and unloaded, prepared, or moved within the facility. Interior exit and entrance cameras will act as a secondary support for exterior cameras placed above exits and entrances. Cameras will be high resolutions cameras (at least 4MP resolution). Indoor

cameras will be placed throughout the facility in all rooms including those not open to clients. These cameras will also be able to clearly record any activity occurring within twenty (20) feet.

Footage recorded by the Company cameras will be displayed on screens monitored by security personnel. Monitors used to view the live feed will be at minimum (32") to ensure a clear view of footage and time and date stamp. The Company will utilize onsite and cloud storage systems to store video footage. The secured hard drive will store recorded footage that is accessible for at least fourteen (14) days. This footage will be available on demand and upon request. Further, the Company will have at least one high quality laser color printer in the observation area. The printer will be able to provide photo quality stills from recorded images. The viewing room will also be under video surveillance and have a room specific sign in sheet. This will allow the Company to know who is responsible for viewing the live feed at what time. The video surveillance system will meet all applicable State requirements.

All recordings destroyed will only be destroyed in accordance with state requirements. Any footage that is part of an ongoing Township or State investigation will not be destroyed until given the appropriate clearance from Township or State employees. The employee destroying the recorded information will be forced by Computer software to enter their previously approved credentials before deleting. This will create a log and control access to the files.

All visitors to the facility will be accompanied at all times by Company personnel, when in any limited access areas. All facility entry, exit, and potential forced entry points will be securely locked, with commercial grade locks. Interior rooms and secured storage rooms will be equipped with the same commercial grade locks. All locks used in the facility will be compliant with NFPA 1, local fire codes, and Michigan building code, as required by state law. All access control systems will meet all applicable State requirements.

#### *Signage*

While inside the facility exits and entrances will be properly and clearly marked. Reception and other facility factors will be clearly marked so that traffic flow through the facility is able to be curbed and people are not where they do not belong. Additional security signs will be placed on the inside of the premises. Such signs include but are not limited to:

- Authorized Personnel Only
- Have ID Ready
- Video Recording in Progress
- No Entry
- Emergency Exit Only

The signs will be posted in areas where they are easily and clearly visible.

### **III. Secured Storage Security Plan**

#### *Physical Barriers*

The Company is considering the use of a vault if it is determined that a secured storage room would not adequately protect Company products. The secured storage room will be used to

store new shipments and any excess marijuana not ready for wholesale. Beginning with the room, the initial security barrier will be a reinforced steel door that will have restricted access by way of key, keycard, or unique PIN.

If a secured storage area is determined to be the most adequate approach, the Company will place a GSA Certified Safe within the secured storage area. Only the Company's most valuable items will be stored within this safe. The primary use of this safe will be to ensure that if cash or liquid assets need to be stored for a short time they can be secured properly. To ensure compliance with Township code, the safe will be able to be permanently affixed to the property utilizing secure bolts.

#### *Access Points*

The area can only be accessed through the initial steel door, which will require anyone entering to have the appropriate security clearance. Entrance will require use of key, keycard, or pin. This will limit access and protect the marijuana and valuables inside. Access will be limited to a specified number of employees.

#### *Activity Monitor*

A log sheet will be kept in the room to confirm who enters, when they enter, what they remove from the area, time spent in the room, and time of exit. This will act as an activity monitor for all those with access to the area. All interactions in the area will be reviewed at the close of business. Along with the other logs collected throughout the facility, this activity log will be digitally recorded and archived at the close of business.

## **IV. EMPLOYEE SECURITY TRAINING**

#### *Pre-screening*

All employees of the facility will undergo pre-employment screening for criminal activity and experience.

Cannabis will be labeled and inventoried into a regulatory complaint tracking system. Daily checks will be taken to ensure the integrity of the inventory system, and to ensure no employee theft or error has occurred that would affect accounting accuracy.

Any person at the facility, except for employees of the licensee, will be escorted at all times by the licensee or at least 1 employee of the licensee when in the limited-access areas at the marijuana facility.

Any employee who enters the facility will be subject to the random search of their personal belongings when they depart the facility or at any time security feels it necessary.

**Employee instructions will cover the following:**

1. Armed Robbery
  - 1) Employees must be told to remain calm, and to encourage anyone in the provision center to do the same.
  - 2) If possible, have someone dial 911 if they are out of sight of the perpetrators. If not, no one should risk their lives making the call.
  - 3) Try to observe carefully all details of the robbers dress, and noticeable scars or tattoos, voice patterns, height, and what direction they headed to when they exited the store.
2. Fire or other emergency
  - 1) The manager should evacuate the store
  - 2) If possible, stop the fire with one of the fire extinguishers, the staff should attempt to do so, but first dial 911 and notify them of the nature of the emergency.
  - 3) In the event the fire is too large to contain, ensure all rooms are vacated by calling into them, and also going into the manager's office and observing each room quickly through the closed circuit camera system.
  - 4) When everyone is outside, have them move a sufficient distance away from the building in order to facilitate the fire department or other emergency responders access to the building.
    5. Report any unwanted fire to the CRA and BFS within 1 business day as required by state administrative rules.
3. Inventory Misappropriation
  - 1) Inventory theft or misappropriation is usually discovered during a random audit, a shift change, or during a time when provision center employees are retrieving an order for a patient from the safe. In a cultivation facility, it is also found during a shift change, random audit, or when assembling inventory for transfer to the provision center.
  - 2) When theft or misappropriation of inventory is noticed, management should immediately be notified.
  - 3) When the theft is noticed , the beginning inventory sheet and current inventory sheet must be copied and sent to the internal controller.

- 4) The manager must file an incident report immediately upon finding inventory discrepancy.
4. Interruption of Electrical Service
    - 1) The manager should be alerted that there is a power outage, and the cultivation facility (if there is one) should also be notified.
    - 2) The computer system and the point of sale should be on battery backup.
    - 3) The provision center should announce it is closing due to the electrical outage, the management should apologize for the inconvenience, and that they will re-open immediately after power is restored, but that they cannot stay in the store when there is no power.
    - 4) Any refrigerated units should have a note posted not to open the door due to the power outage. The time of the outage should be recorded both in the manager's shift reconciliation sheet, and on any notes on the refrigerator so employees can tell if anything has spoiled.
    - 5) Employees should be safely escorted to their vehicles; however they may stay at the facility for up to an hour if it is daylight and if it is not the weather that is causing the disruption.
    - 6) The emergency lighting should come on during a power outage.

**\*\*\*In compliance with the MMFLA the facility will notify the state police, and local law enforcement authorities within 24 hours of theft or loss of any marijuana product or criminal activity.**

## STAFFING PLAN

The Company will seek to hire qualified staff prior to opening the facility. Employment opportunities will be posted on relevant job boards. The Company will extend offers of employment to any candidates it feels are qualified. However, employment will not be guaranteed until each prospective employee can pass a criminal background check according to the criminal background check standards set by the Company. Background checks will be administered prior to a formal employment offer. Employee records will be stored at the Company's offices.

The Company may bring on a facility general manager to oversee the operation of the facility.

All staff shall receive sufficient training before they are able to begin working within the facility.

The Company further anticipates contracting with a security or staffing company to provide security and maintenance services to the facility. The Company will conduct background checks on all employees. In total the Company anticipates employing between 10 to 15 employees depending on workforce eligibility and availability.

## PRODUCTS TO BE SOLD

The Company plans to sell products in each of the following categories:

- Cannabis flower
- Vape cartridges
- Edibles
- CBD Oil Products
- THC Oil Products
- Tinctures
- Topicals
- Cannabis clones
- Devices and accessories for the use of cannabis products

## CHEMICALS

The Company does not anticipate the use of any nutrients, pesticides, or other chemicals at its marijuana retailer.

## DISPOSAL / ODOR / SANITATION PLAN

The purpose of this Facility Disposal / Odor / Sanitation Plan is:

- (1) Ensure that no marijuana waste product may be ingested by any person or animal.
- (2) Establish how marijuana waste product will be stored and disposed of.
- (3) Establishing how any marijuana will be rendered unusable upon disposal.
- (4) Provide general cleanliness standards to ensure employee and customer health and safety.
- (5) Reduce noticeable smell.

### **1. Cleanliness Standards**

- a. At all times, the facility will be maintained in a clean and sanitary manner appropriate to ensure the health and safety of customers and employees alike.

- b. All displays will be cleaned and sanitized with an appropriate industrial sanitization agent at minimum twice per business day. All surfaces will be cleaned and/or sanitized when needed or appropriate.
- c. All floors and walls of the facility will be cleaned and sanitized with the appropriate industrial sanitization agent at minimum once per day. The ceilings of the facility are to be cleaned and sanitized as needed, but at minimum once per week.
- d. All kitchen or break areas for employee use will be maintained in a clean and sanitary condition at all times, and said area will be cleaned and sanitized at minimum of one time per business day.
- e. All bathrooms will be maintained in a clean and sanitary fashion. Employees and/or agents of the Business will maintain status checks on all bathrooms made available for use once every three (8) hours per business day; compliance will be ensured with a log detailing when the status check on said bathroom was made and what action was taken.

## **2. Implementation**

- a. A designated employee of the Business will perform a daily sanitation and cleanliness inspection of all facilities upon the Business premises at the beginning and end of each business day.
- b. All sanitation and cleanliness inspections will be monitored and cataloged by the use of a daily log book.
- c. Each inspection will be logged and initialed by the inspecting employee. Any and all corrective actions required will also be noted on the log.

## **2. Corrective Actions**

- a. When the manager determines that the facilities are not properly cleaned and/or sanitized the manager will instruct an employee and/or agent of the Business to take the required actions to bring the facility to an appropriate condition.
- b. An employee failing to take instructed corrective action may be sanctioned in an appropriate fashion including, but necessarily requiring, termination of employment.

## **3. Sanitation Facilities**

- a. Okemos Local Investments will provide our employees with a sanitary and neat work environment:
  - i. Okemos Local Investments will provide employees with adequate and readily-accessible toilet facilities.
  - ii. Toilet facilities will be maintained in a sanitary condition;
  - iii. Toilet facilities will be adequately stocked with toilet paper, soap, and single use paper towels or other hand-drying devices;
  - iv. Toilet facilities will be kept in good repair at all time

- b. Okemos Local Investments must provide adequate and convenient hand-washing stations.
  - i. Hand washing stations must be provided with running water of suitable temperature;
  - ii. Hand washing stations must be provided with effective hand cleaning or sanitizing preparations and single use paper towels or other hand drying devices;
  - iii. Hand washing stations must be located at points in the facility where good sanitary practices require employees to wash or sanitize their hands; and
  - iv. Okemos Local Investments will also provide shower stalls in the future to allow employees to decontaminate while also ensuring no cross contamination between crops.
- c. Okemos Local Investments, in an effort to maintain a sanitary facility, will:
  - i. Design of operational areas to protect the work process and minimize the risk of contamination or adulteration;
  - ii. Protect cannabis from contact with birds, rodents, insects, and other animals and from exposure to the elements;
  - iii. Maintain common areas and delegate one authorized employee to maintain common space in the following manor;
  - iv. Vacuum, Mop and keep common, non-secured areas free of personal clutter of staff
  - v. Collect trash and other recyclable products from collection receptacles and place them in appropriate dumpsters for removal
  - vi. Maintain cleanliness of any common employee kitchen equipment. (Refrigerator, microwave, coffee maker).

#### **5. Disposal and waste practices**

- a. Cannabis Waste: must be composted or disposed of in a manner which prevents unauthorized use and such disposal must be documented with state monitoring system.
- b. All disposed of marijuana waste product will be rendered unusable upon disposal by an approved industry standard or procedure.
  - i. No marijuana waste product shall be rendered unusable by either: (1) on-site burning; (2) introduction into the sewerage system.
  - ii. Marijuana waste will be rendered unusable (mixing with kitty litter and ground into a fine powder) and placed into a secure dumpster.
- c. Waste will be weighed and entered into store inventory monitoring system as well as METRC when applicable by authorized employee.

- d. Cannabis powder will be added to non-cannabis mix product (soil) so that the ratio of cannabis to mix does not exceed 40% cannabis powder. Unusable mix will be placed in smell proof, opaque packaging to await disposal.
- e. Unrecognizable unusable waste will be placed in opaque packaging, by authorized employee, will be stored in locked receptacle until such time it can be disposed of by secure third party trash disposal and deposited at a manned waste facility.
- f. Cannabis waste will be stored locked storage for more than 10 days.

#### **6. Locked Dumpster/Waste Facility**

- a. Any and all waste generated by Okemos Local Investments will be disposed of in a locked dumpster located upon the premises.
- b. The dumpster facility will remain locked at all times while not in use by an employee and/or agent of Okemos Local Investments.
- c. Only employees associated with Okemos Local Investments and the waste management company owning the dumpster will have access to the locked dumpster facility.
- d. A designated agent of Okemos Local Investments will handle or supervise waste collection by employees to ensure that all waste is appropriately disposed of into the locked dumpster.

#### **7. Security**

- a. The locked dumpster facility will be continuously monitored by security cameras providing full view of the locked dumpster facility and the surrounding area.
- b. The installed security cameras will be in accordance with the Security Plan attached to this application.

#### **8. Recycling Policy**

- a. Okemos Local Investments will recycle as much materials and office waste as possible. We plan to contract an authorized and licensed waste management company. If none exist for recycling with appropriate credentials we will carry out these policies as a company and bring our own recyclable waste to recycling depots with our employees and infrastructure.
- b. We will have a strict policy of ensuring no sensitive data or information is released inadvertently more about this policy can be found in our recordkeeping and security plans. All paper waste will be shredded, if necessary before recycling. Non-sensitive paper waste will be collected at receptacles around the facility in order to be emptied by authorized

staff of Okemos Local Investments.

c. Any and all recyclable waste generated by the Applicant will be disposed of in a locked dumpster facility located upon the premises of the Business.

d. The dumpster facility will remain locked at all times while not in use by an employee and/or agent of the Business.

e. Only employees associated with the Business and the waste management company owning the dumpster will have access to the locked dumpster facility.

f. A designated agent of the Business will handle or supervise waste collection by employees to ensure that all waste is appropriately disposed of into the locked dumpster.

#### **9. Trash Collection in Facility**

a. The Okemos Local Investments facility will have a precise schedule for collection of waste from trash and recycle bins from the entire facility.

b. Authorized employees with empty receptacles daily at the end of their shift.

c. Authorized employees and supervisors will be the only employees with key access to locks used on receptacle bins for non-cannabis waste and recyclables.

d. Per waste removal contractor schedule authorized manager will unlock rendered unusable product storage bin so that waste can be transferred to dumpster so that it can be deposited in a manned facility.

e. Authorized Okemos Local Investments employees will place waste in the appropriate locked receptacle outside in the locked parking area. (see site plan)

f. Waste bins in potentially hazardous work environments will be collected at the end of shifts by employees authorized and trained to be in such areas.

#### **10. Odor**

a. Carbon scrubbers clean the air.

i. These cycle air through the filter and charcoal in the filter cleans the air.

ii. Brand: Can Filters.

b. IMPACT ON ADJACENT USES. The Company plans to employ a central air system on the property, a chimney and exhaust vents on the roof and a filtration system. The building is a standalone building and thus does not share a ventilation system with any non-marihuana establishment, non-marihuana facility, or other non-marihuana business. The company plans to utilize carbon filters for its filtration system, which will be adequate to eliminate odor outside of the permitted premises.

**11. Material Safety Data Sheets for all nutrients pesticides and other chemicals proposed for use in the Commercial Medical Marijuana Facility:**

- a. This retail facility will not have any nutrients, pesticides and other chemicals. This is a proposed retail facility that will use basic cleaning products such as isopropyl alcohol, lysol or clorox (data sheets included).

## SOCIAL EQUITY

Social equity is important to Okemos Local Investments LLC. We are focused on the following goals as we invest and create jobs in Meridian Charter Township:

1. Prioritize the hiring of Meridian Charter Township residents
2. Prioritize the hiring of individuals who have been disproportionately impacted by marihuana prohibition, per the State of Michigan definition
3. Set a goal of hiring to having at least 15 percent of our workforce be individuals who have been disproportionately impacted by marihuana prohibition, per the State of Michigan definition
4. Prioritize the hiring of local contractors and laborers to make improvements to our marihuana establishment
5. Prioritize events and functions to assist those who have been arrested for marihuana with expungement of the arrest from their records
6. Work with Meridian Charter Township and community stakeholders to ensure we are working together to create opportunity in the community
7. Pay a living wage to our employees.

Okemos Local Investments LLC is committed to be an equal opportunity employer in every community it invests in. The goal of equal opportunity employment isto provide for a diverse, non-discriminatory environment of equal opportunities. In accordance with MDHHS and MIOSHA policy, it is also our mission tofacilitate a culture of equal opportunity regardless of age, color, disability, height, weight, genetic information, marital status, national origin, partisan consideration, race, religion, sex, and sexual orientation as defined by federal laws, state laws, and regulations in our relations with employees.

In order to ensure that this standard is upheld, we anticipate that we will:

- Regularly conduct performance evaluation of supervisors, if any, on their specific efforts to support MIOSHA's EEO policy.
- Establish a reporting system from which to analyze the status of employees.
- Cooperate with inquiries and investigations of equal employment opportunity complaints and participate, if required, in the hearing process.
- Work with persons in social equity communities, including appearances at job fairs, expos, and networking events.

--- Okemos Local Investments LLC

Project:

**Proposed Adult-Use  
Marijuana Retailer**

4366 Hagadorn Rd  
Okemos, MI 48864

Designed J. GUMMA

Drawn L. NSEIR

Approved S. SEGAL

Scale AS NOTED

Notes

All drawings and written material appearing herein constitute original and unpublished work of Gumma Group and may not be duplicated, used or disclosed without the written consent of Gumma Group.

Do not scale drawings. Use given dimensions only. If not shown, verify correct dimensions with Gumma Group.

Contractor shall check and verify all dimensions conditions at job site.

Project No. \_\_\_\_\_

Issued

ISSUE DATE 01/30/25

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Sheet Title  
and Number

PROPOSED FLOOR  
PLAN

A-1

NOTE  
ALL MARIJUANA PRODUCTS SHALL BE IN SECURED ROOM. ALL ACTIVITIES RELATED TO MARIJUANA FACILITY WILL BE DONE INDOOR.

NOTE  
NO SALE OF ALCOHOL IN PREMISES A DRUG AND ALCOHOL AWARENESS PROGRAM WILL BE MADE AVAILABLE TO THE PUBLIC.

NOTE  
HOURS OF OPERATIONS BETWEEN 7:00 AM AND 9:00 PM.

NOTE  
ALL PUBLIC AREAS ARE SEPARATED FROM RESTRICTED AREAS AND EMPLOYEE AREAS WITH LOCKED DOORS.

NOTE  
FACILITY WILL BE AT ALL TIMES LOCKED, INCLUDING INTERIOR ROOMS, ALL WINDOWS, ANY POINTS OF ENTRY AND EXITS WITH COMMERCIAL GRADE LOCKS, AND AN ALARM MONITORING SYSTEM. MARIJUANA WILL BE STORED INSIDE OF BUILDING ONLY.

NOTE  
LOCKING SAFES ARE LOCATED IN THE VAULT ROOM AND AFFIXED TO THE PREMISES TO STORE ALL PROCESSED MARIJUANA AND CASH REMAINING IN THE FACILITY OVERNIGHT. PRODUCTS IN REFRIGERATORS WILL ALSO BE LOCKED TO COMPLY WITH CITY REQUIREMENTS.

WALL LEGEND

NEW INTERIOR WALL CONSTRUCTION:

NEW EXTERIOR WALL CONSTRUCTION

NOTE  
ALL ELECTRICAL N.E.C. COMPLIANT

NOTE  
ALL AIR HANDLING UNIT WILL BE SET TO MAINTAIN NEGATIVE PRESSURE INSIDE OF BUILDING.

NOTE  
AIR SCRUBBERS AND FILTERS (AS) WILL BE INSTALLED IN ALL ROOMS CONTAINING MARIJUANA PRODUCTS.

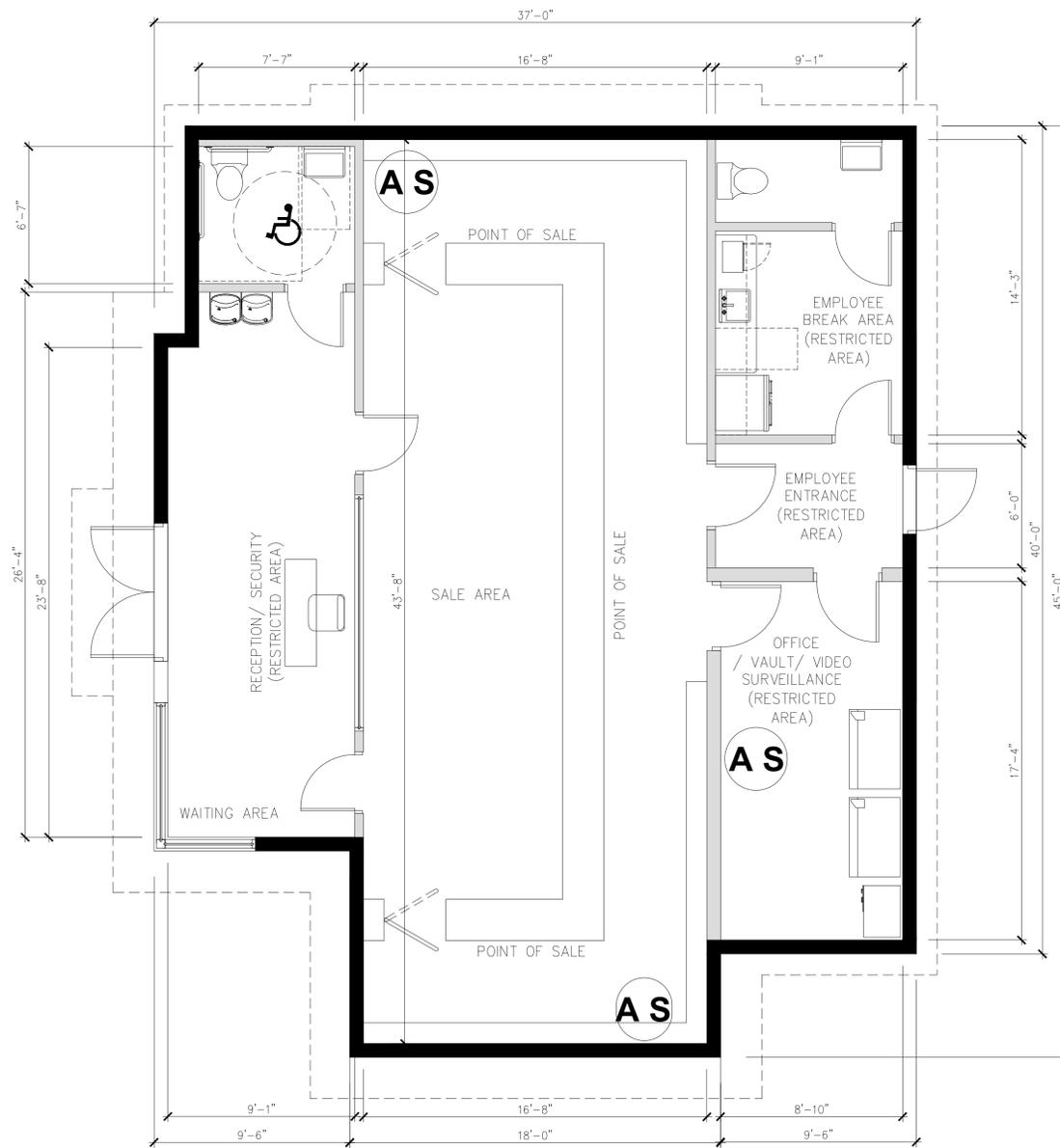
NOTE  
DELIVERY THROUGH BACK DOOR PRODUCT INTAKE ROOM, TRANSFER TO VAULT ROOM.

NOTE  
WALLS TO BE 1 HOUR FIRE RATED.

NOTE:  
ALL DOORS SHALL HAVE COMMERCIAL GRADE LOCKS

NOTE:  
LEVER HANDLES ARE REQUIRED FOR ALL DOORS.

NOTE:  
ALL DOORS SHALL HAVE A 32" MINIMUM CLEAR OPENING.



PROPOSED FLOOR PLAN  
SCALE: 1/4" = 1'-0"  
NORTH

Project:

**Proposed Adult-Use  
Marijuana Retailer**

4366 Hagadorn Rd  
Okemos, MI 48864

Designed J. GUMMA

Drawn L. NSEIR

Approved S. SEGAL

Scale AS NOTED

Notes

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ISSUE DATE 01/30/25

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Sheet Title  
and Number

SECURITY FLOOR PLAN

NOTE

ALL FACILITIES, MARIJUANA ADULT USE RETAILER OPERATIONS SHALL INSTALL AND MAINTAIN AN ALARM SYSTEM AND SHALL HAVE A VIDEO SURVEILLANCE SYSTEM, THAT AT A MINIMUM, CONSISTS OF DIGITAL OR NETWORK VIDEO RECORDERS, CAMERAS CAPABLE OF MEETING THE RECORDING REQUIREMENTS OF THE ACT, VIDEO MONITORS, DIGITAL ARCHIVING DEVICES AND A COLOR PRINTER CAPABLE OF DELIVERING STILL PHOTOS. RECORDINGS SHALL AT A MINIMUM BE IN THE FOLLOWING AREAS: ANY AREAS WHERE MARIJUANA PRODUCTS ARE WEIGHED, PACKED, STORED, LOADED AND UNLOADED FOR TRANSPORTATION, PREPARED, OR MOVED WITHIN THE FACILITY, LIMITED-ACCESS AREAS AND SECURITY ROOMS AND TRANSFER AREAS BETWEEN ROOMS, ENTRANCE AND EXITS AREAS FROM BOTH INTERIOR AND EXTERIOR VANTAGE POINTS, POINTS OF SALE OR AREAS WHERE PRODUCTS ARE DISPLAYED.

SECURITY CAMERAS SHALL BE INSTALLED AS SHOWN AND OPERATED IN THE ESTABLISHMENT 24-HOURS PER DAY, 365 DAYS PER YEAR, AND SHALL BE DIRECTED TO RECORD ONLY THE SUBJECT PROPERTY.

NOTE

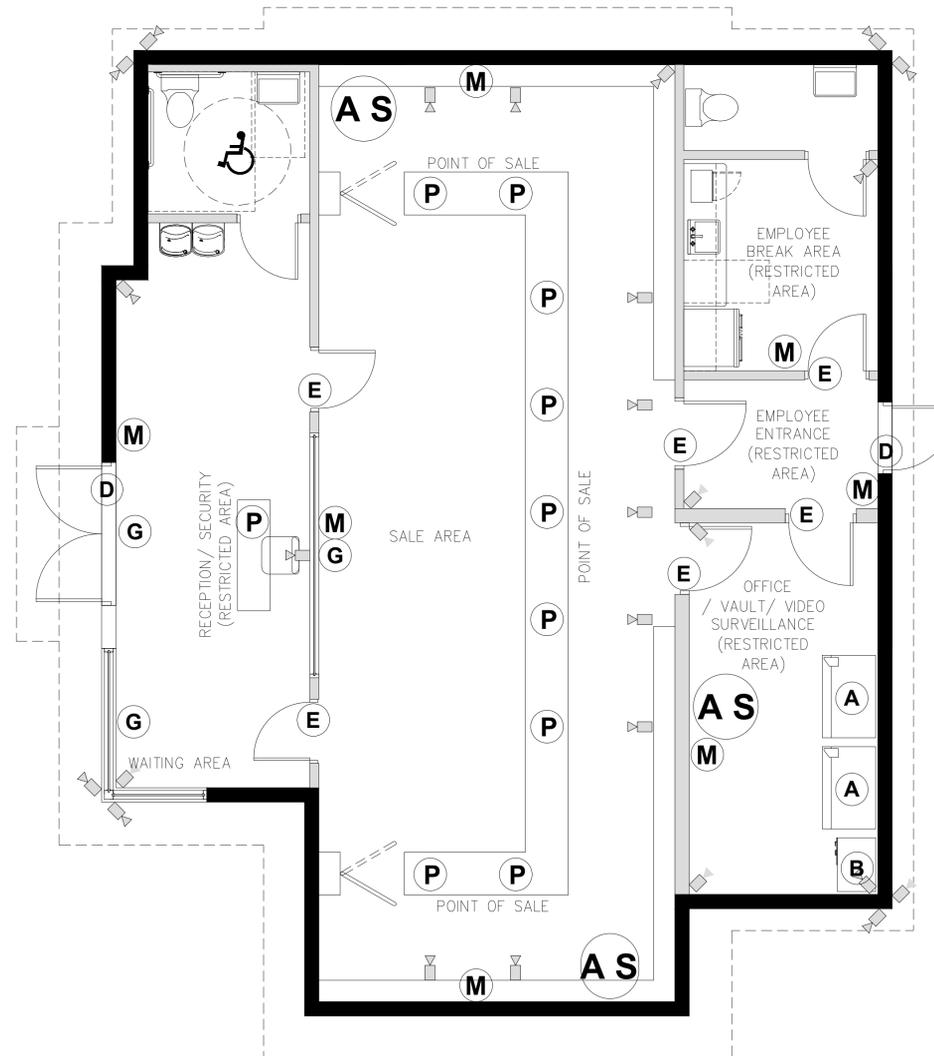
A SECURITY GUARD WILL BE PRESENT DURING BUSINESS HOURS.

SECURITY LEGEND

- SECURITY CAMERA
- DOOR W/ ELECTRIC LOCK - RFID CARD
- MOTION SENSOR
- DOOR CONTACT
- SILENT BUTTON
- GLASS BREAK SENSOR
- MESA MTLF 7236C HIGH SECURITY BURGLARY SAFE - PERMANENTLY SECURED TO CONCRETE FLOOR
- MESA MFL 2731EE DEPOSITORY SAFE - PERMANENTLY SECURED TO CONCRETE FLOOR

NOTE

THE FACILITY SHALL CONTINUOUSLY MONITOR THE ENTIRE PREMISES, INTERIOR AND EXTERIOR WITH SURVEILLANCE SYSTEM THAT INCLUDE A HIGH DEFINITION SECURITY CAMERAS WITH 1080 QUALITY OPERATING 24 HOURS A DAY, SEVEN DAYS A WEEK.



SECURITY FLOOR PLAN

SCALE: 1/4" = 1'-0"



Project:

**Proposed Adult-Use  
Marijuana Retailer**

4366 Hagadorn Rd  
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Designed J. GUMMA

Drawn L. NSEIR

Approved S. SEGAL

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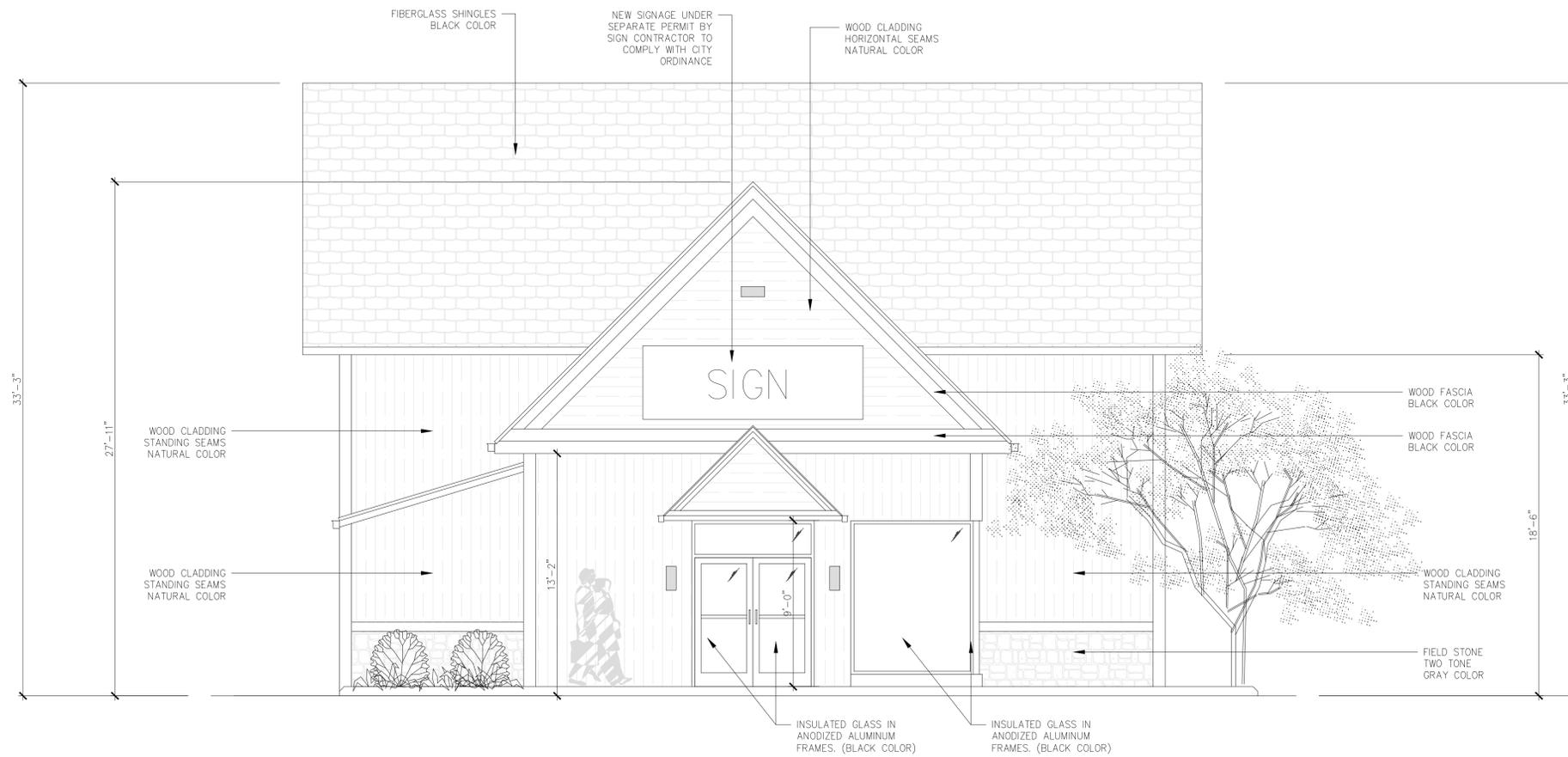
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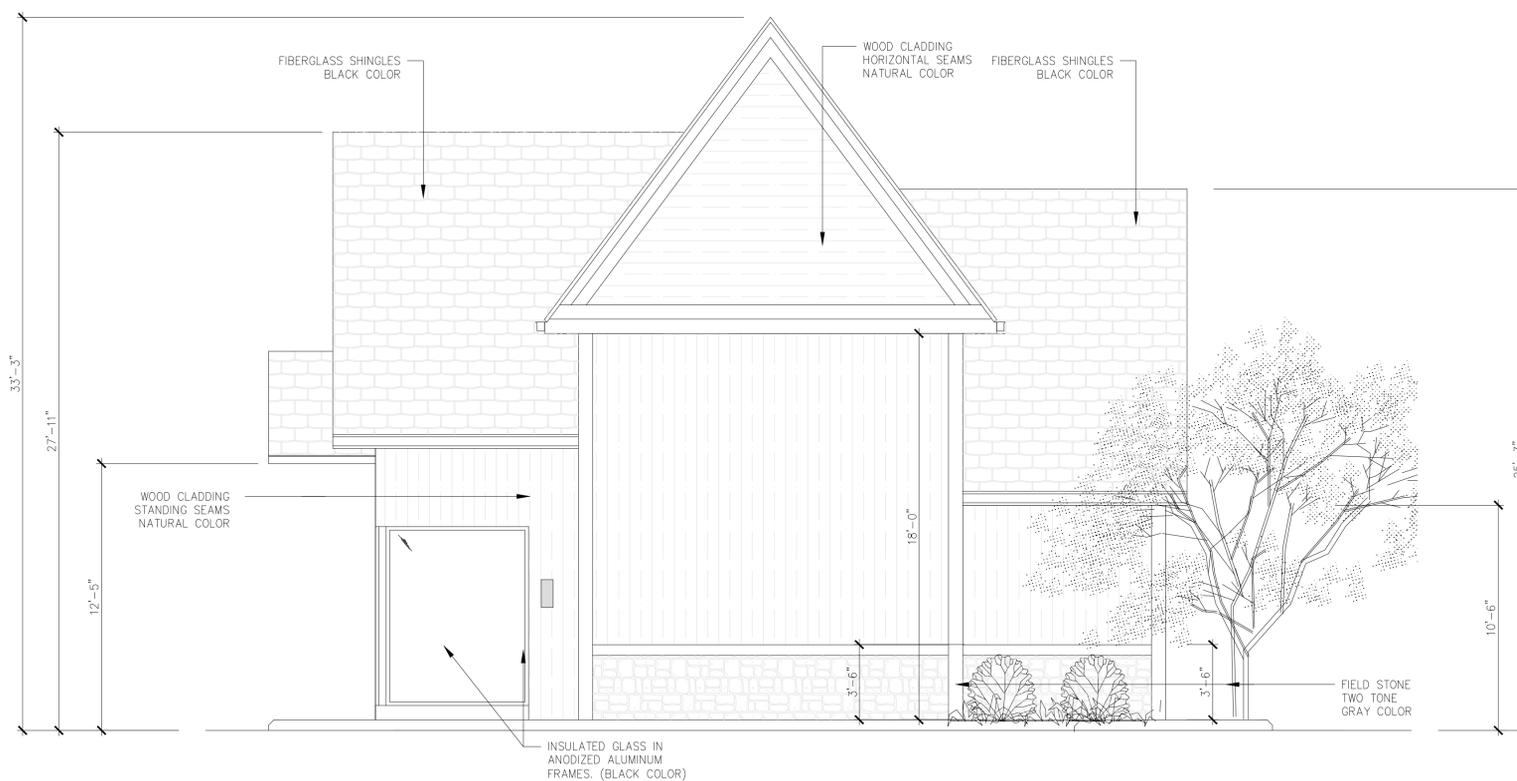
Sheet Title  
and Number

ELEVATIONS



WEST ELEVATION

SCALE: 1/4" = 1'-0"



SOUTH ELEVATION

SCALE: 1/4" = 1'-0"

Project:

**Proposed Adult-Use  
Marijuana Retailer**

4366 Hagadorn Rd  
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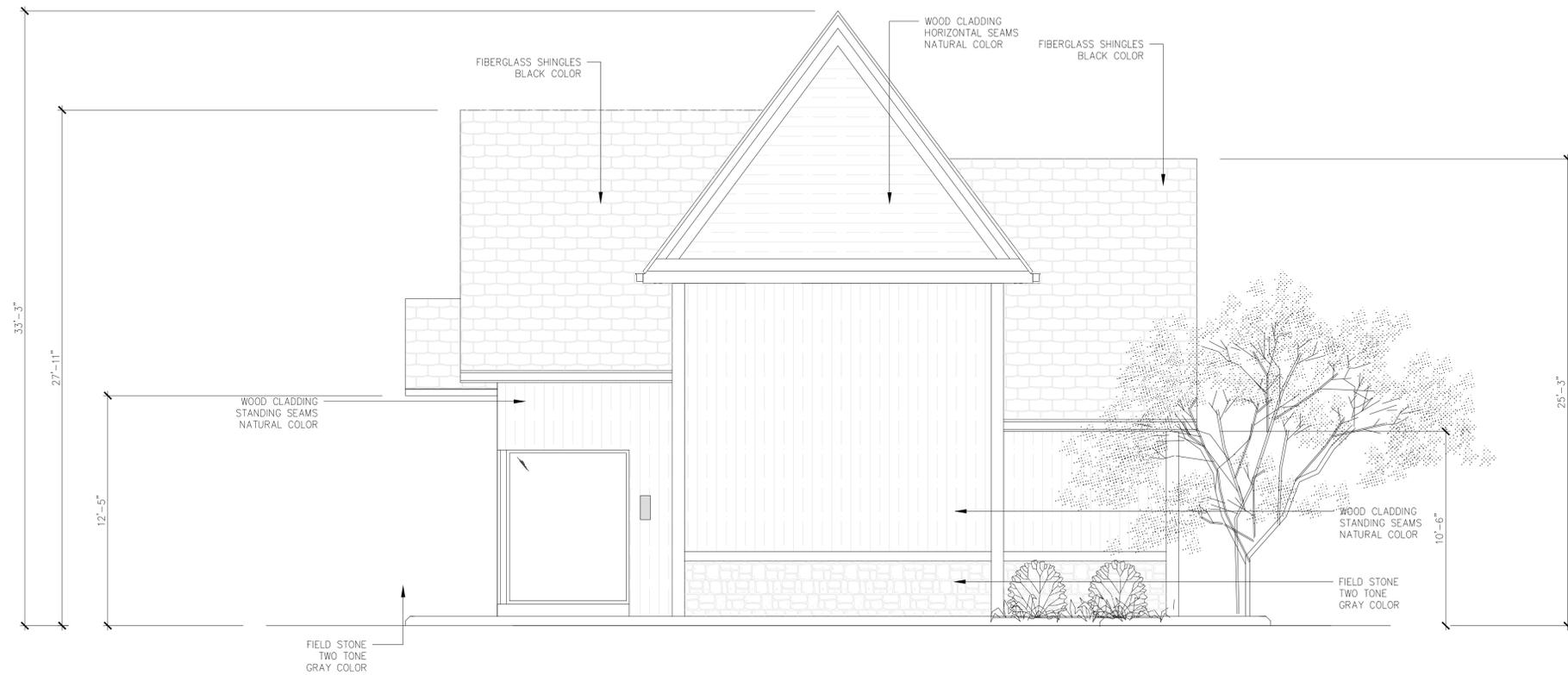
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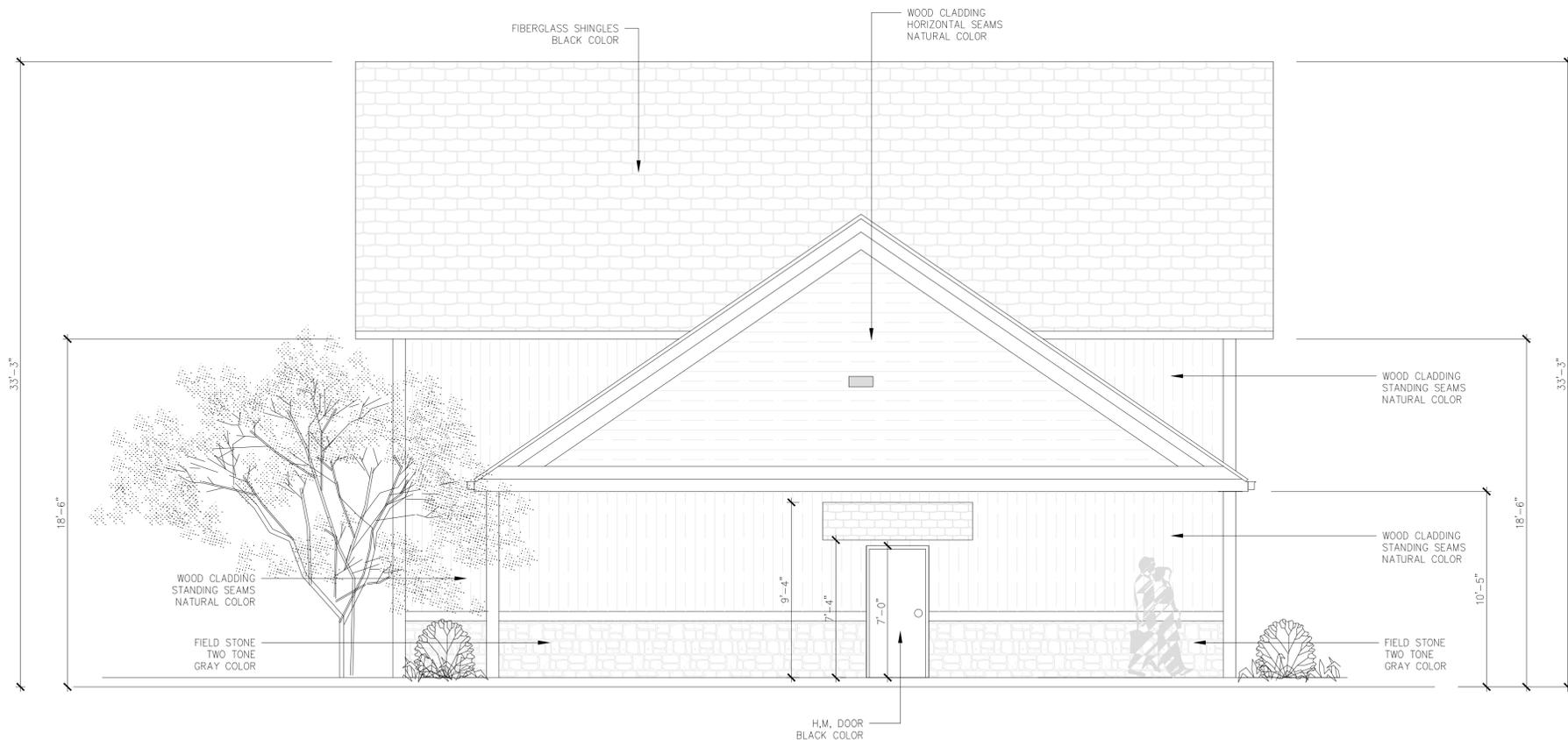
Sheet Title  
and Number

ELEVATIONS



NORTH ELEVATION

SCALE: 1/4" = 1'-0"



EAST ELEVATION

SCALE: 1/4" = 1'-0"

Project:

**Proposed Adult-Use Marijuana Retailer**

4366 Hagadorn Rd  
Okemos, MI 48864

Designed J. GUMMA

Drawn L. NSEIR

Approved S.S. SEGAL

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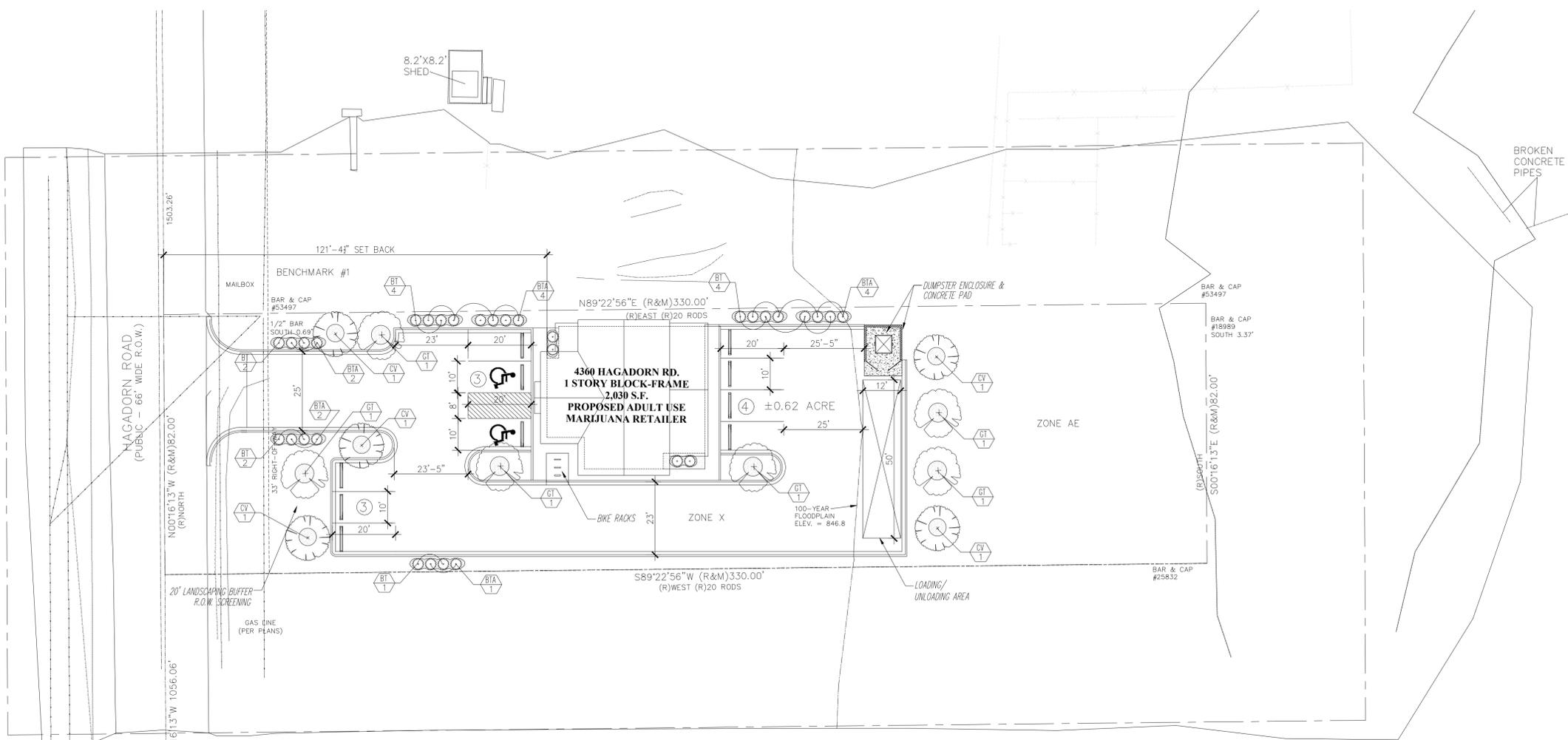
Project No.

Issued

ISSUE DATE 01/27/25

Sheet Title and Number

SITE PLAN



PROPOSED SITE PLAN

SCALE: 1" = 20'-0"

NOTE:  
STRIPE LOT AS INDICATED.

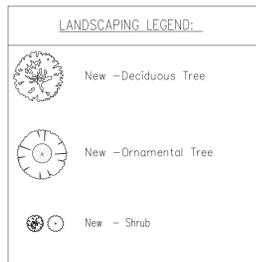
NOTE:  
PROVIDE 6" CONC. CURB AROUND ALL NEW LANDSCAPE AREAS. SEE SITE DETAILS SHEET.

NOTE:  
ALL LANDSCAPED AREAS WILL BE AUTOMATICALLY IRRIGATED.

NOTE:  
ALL MULCH IS TO BE A MINIMUM OF 6".

NOTE:  
LANDSCAPE AND TURF AREAS SHALL BE IRRIGATED TO MAINTAIN PLANT MATERIALS IN GOOD AND HEALTHY CONDITION.

KEY	QTY.	BOTANICAL NAME	COMMON NAME	SIZE AS INSTALLED	NOTES
BT	18	Berberis Thunbergii "Atropurpurea"	Japanese Barberry "Crimson Pygmy"	3 gal. pot 5' O.C.	Deciduous - Shrub
GT	7	GLEDITSIA TRIACANTHOS "INERMIS"	THORNLESS HONEYLOCUST	2 1/2" C. B&B	Deciduous - Tree
CV	35	CRATAEGEUS VIRIDIS "WINTER KING"	WINTER KING "GREEN HAWTHORN"	2" B&B 6' FIRST BRANCH	Ornamental - Tree
BTA	17	BERBERIS THUNBERGII "AUREA"	JAPANESE BARBERRY "AUREA"	5 GAL. POT 5' O.C.	Deciduous - Shrub



**LEGAL DESCRIPTION:**  
(As provided)  
TAX ID: 33-02-02-29-151-003  
COM. AT PT. 64 RDS. N OF W 1/4 POST-N 82 FT-E 20 RDS-S 82 FT-W 20 RDS TO BEG., SEC. 29, T4N R1W

**AS SURVEYED:**  
(The following legal description describes the same parcel of land as the provided description)  
A parcel of land in the Northwest 1/4 of Section 29, T4N, R1W, Meridian Township, Ingham County, Michigan, the surveyed boundary of said parcel described as: Commencing at the West 1/4 corner of said Section 29; thence N00°16'13"W along the West line of said Section 29 a distance of 1056.06 feet to the point of beginning of this description; thence N00°16'13"W continuing along said West line 82.00 feet; thence N89°22'56"E 330.00 feet; thence S00°16'13"E parallel with said West line 82.00 feet; thence S89°22'56"W 330.00 feet to the point of beginning; said parcel containing 0.62 acre, more or less, including 0.06 acre, more or less, presently in use as public right-of-way for Hagadorn Road; said parcel subject to all easements and restrictions, if any.

**WITNESSES TO SECTION CORNERS:**  
West 1/4 corner Section 29, T4N, R1W, Liber 8, Page 449  
Found Remon bar & cap in monument box in C/L of Hagadorn Road  
Found nail & tag in East side utility pole, S20°W, 89.39'  
Found nail & tag in East side fence post, N55°W, 57.23'  
Found nail & tag in East side utility pole, N20°W, 125.61'  
Found nail & tag in Southwest side 4" maple tree, West, 40.06'  
Northwest corner Section 29, T4N, R1W, Liber 8, Page 447  
Found Remon bar & cap in monument box in C/L of Hagadorn & Mt Hope Roads  
Found nail & tag #18994 Northwest side power pole, N42°E, 70.08'  
Found nail & tag #25832 Northwest side power pole, N65°E, 69.26'  
Centerline of fire hydrant, S57°E, 75.86'  
Centerline of gas valve, S55°W, 56.45'

USES	PARKING SPACE REQUIREMENTS	PARKING REQUIRED
4366 Hagadorn Rd PROPOSED MARIJUANA RETAILER (RETAIL USE) 2,030 GSF	FIVE (5) PARKING SPACES PER EACH ONE THOUSAND (1,000) SQUARE FEET OF USEABLE FLOOR AREA.	2,030 ÷ 250 = 9 SPACES REQUIRED.
HANDICAP SPACES	ONE (1) PARKING SPACE PER EACH 25' SPACES ON SITE	6 SPACES ÷ 25 = 1 SPACE REQUIRED
LOADING AREAS	ALL LOADING AREAS SHALL BE LAID OUT IN THE DIMENSIONS OF 10' X 80' WITH A CLEARANCE OF AT LEAST 14' IN HEIGHT.	1 LOADING AREA REQUIRED.
<b>TOTAL PARKING REQUIRED:</b>		<b>9</b>
<b>PARKING PROVIDED:</b>		<b>10</b>
<b>HANDICAP SPACES PROVIDED:</b>		<b>1</b>
<b>LOADING AREAS PROVIDED:</b>		<b>2</b>

Project:

**Proposed Adult-Use Marijuana Retailer**

4366 Hagadorn Rd  
Okemos, MI 48864

Designed J. GUMMA

Drawn L. NSEIR

Approved S.S. SEGAL

Scale AS NOTED

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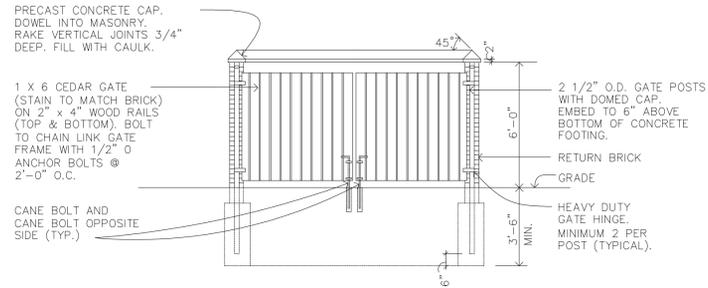
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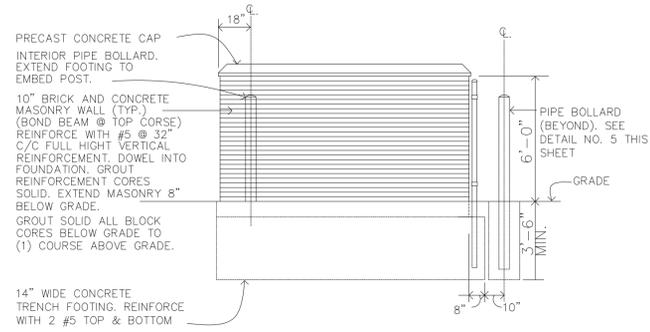
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SITE DETAILS

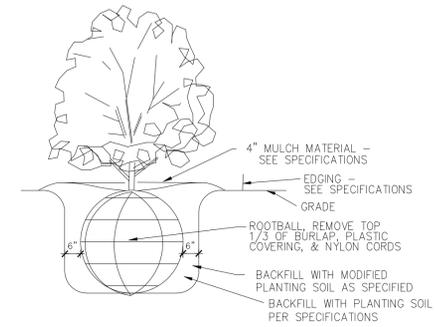
S-2



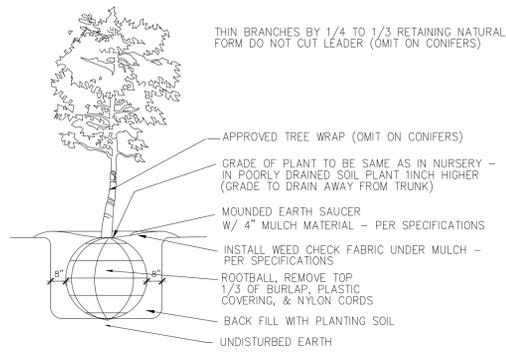
1  
S-3  
DUMPSTER ENCLOSURE  
FRONT ELEVATION  
SCALE: 1/4"=1'-0"



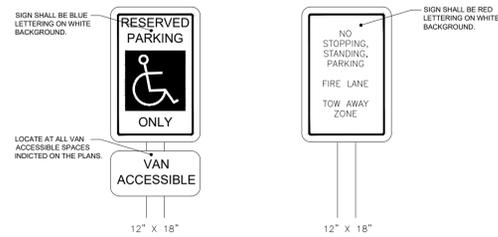
2  
S-3  
DUMPSTER ENCLOSURE  
SIDE ELEVATION  
SCALE: 1/4"=1'-0"



3  
S-3  
SHRUB PLANTING DETAIL  
SCALE: NONE

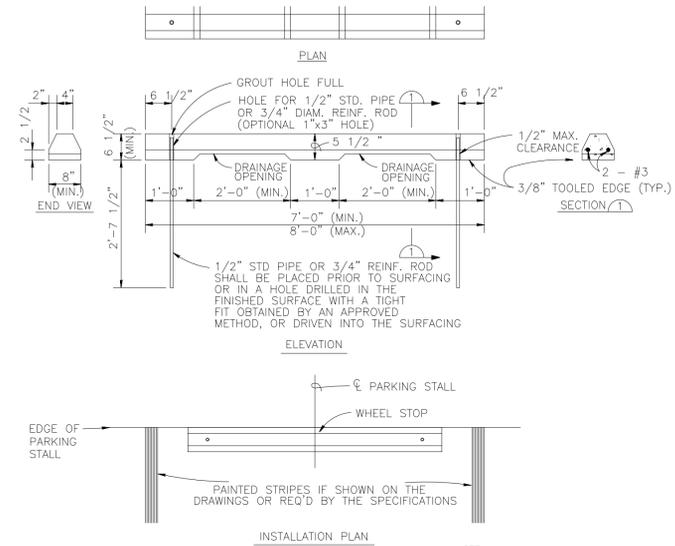


4  
S-3  
DECIDUOUS TREE PLANTING DETAIL  
SCALE: NONE



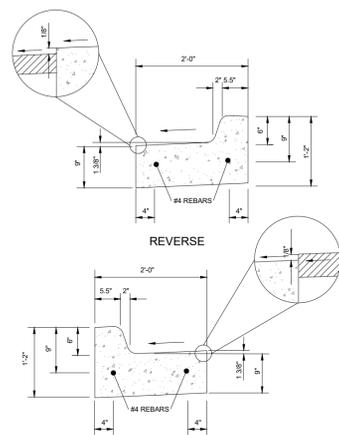
NOTE:  
1. REFER TO THE MUTCD FOR OTHER SIGN DIMENSIONS.  
2. BARRIER FREE PARKING SIGN SHALL CONFORM WITH CURRENT STATE AND LOCAL CODES AND REGULATIONS.  
3. ALL REGULATORY AND TRAFFIC CONTROL SIGN SHALL COMPLY WITH MICHIGAN MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES (MUTCD), AND ANY OTHER APPLICABLE FEDERAL, STATE AND LOCAL REQUIREMENTS.  
4. COORDINATE SIGN LOCATIONS WITH LANDSCAPING AS REQUIRED.  
5. ALL REGULATORY SIGNS SHALL BE REFLECTORIZED OR ILLUSTRATED TO SHOW SAME SHAPE AND COLOR BOTH BY DAY AND BY NIGHT.  
6. SIGN BACKING MATERIAL SHALL BE .007" ALUMINUM UNLESS NOTED OR OTHERWISE REGULATED.  
7. ILLUMINATED SIGNS SHALL BE U.L. LISTED OR APPROVED EQUIVALENT.  
8. REGULATORY SIGN POSTS AND SIGN BACKS TO BE PAINTED WITH A SEMI-GLOSS ALIPHATIC ACRYLIC POLYURETHANE TO MATCH PMS BLACK 622K.  
9. ALL SIGNS INSTALLATION SHALL FOLLOW THE MANUFACTURER'S INSTRUCTIONS AND AS INDICATED BY THESE PLANS.  
10. DRIVE ANCHOR POST AND ANCHOR SLEEVE INTO THE GROUND TOGETHER LEAVING A MAX. OF ONE HOLE EXPOSED FOR BOLT CONNECTION. FOR HAND INSTALLATION, DRIVE CAP OF PROPER SIZE SHALL BE USED TO PREVENT DAMAGE TO TUBING. SREWALK SHALL BE POURED AROUND ANCHOR SLEEVE OR EXISTING SIDEWALK SHALL BE CORE DRILLED AND REPAIRED AROUND THE SLEEVE.  
11. INSERT SIGN POST INTO ANCHOR ASSEMBLY APPROXIMATELY 1/2" TO 3/4" AND BOLT IN PLACE.  
12. INSTALLED SIGN AND POST SHALL BE PLUMB AND FREE OF VERTICAL AND LATERAL MOVEMENT.  
13. ALL TUBING SHALL BE #12 U.S. STD. GAGE WALL THICKNESS.

5  
S-3  
PARKING SIGNAGE  
SCALE: NONE



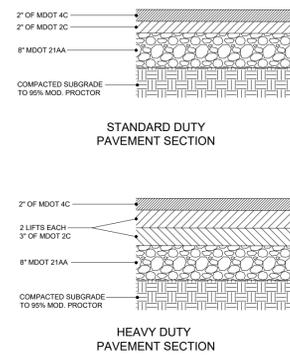
6  
S-3  
PARKING BLOCK  
SCALE: NONE

NOTE:  
DETAIL IS INCLUDED TO DEMONSTRATE INTENT ONLY AND MAY OR MAY NOT BE SUBJECT TO AVAILABILITY OF PRECAST PARKING BLOCK STYLES.



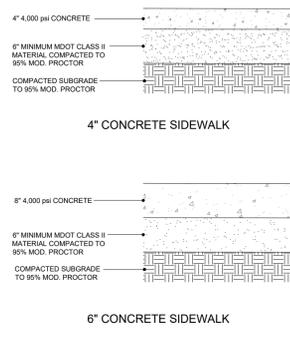
NOTE:  
1. USE MDOT 3P CONCRETE UNLESS OTHERWISE NOTED.  
2. CONTRACTOR SHALL SMOOTHLY TRANSITION BETWEEN STANDARD AND REVERSE CURB.  
3. ALL CURB & GUTTERS WILL BE SAME HEIGHT & WIDTH WITH NO VARIANCES ON STRAIGHT LINE RUNS OR RADII UNLESS A TAPERING HEIGHT CURB IS CALLED FOR ON THE PLANS. ALL WIDTHS SHALL REMAIN THE SAME.

7  
S-3  
CONCRETE CURB & GUTTER  
SCALE: NONE



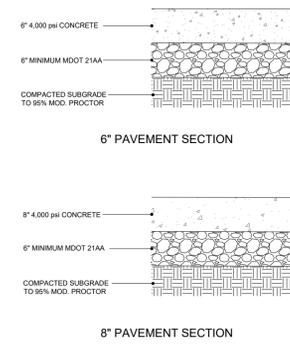
NOTE:  
1. IF ANY OF THE EXISTING BASE CANNOT BE UTILIZED, IT SHALL BE REMOVED AND REPLACED WITH MDOT 21AA MATERIAL.  
2. THE PLACEMENT OF THE FINAL LIFT OF ASPHALT SHALL BE DELAYED UNTIL THE MAJORITY OF THE CONSTRUCTION HAS BEEN COMPLETED, OR AS DIRECTED BY THE ENGINEER.  
3. A BOND COAT OF SS-1H EMISSION SHALL BE APPLIED AT A RATE OF 0.15 (MIN) BETWEEN THE LEVELING AND WEARING COURSE WHEN 48 HOURS HAVE ELAPSED BETWEEN PLACEMENT.

8  
S-3  
HMA PAVEMENT  
SCALE: NONE



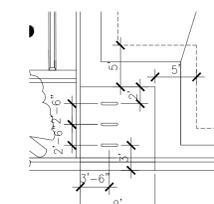
NOTE:  
1. IF ANY OF THE EXISTING BASE CANNOT BE UTILIZED, IT SHALL BE REMOVED AND REPLACED WITH MDOT CLASS II MATERIAL.  
2. BROOM FINISH SURFACE.  
3. IF NOT INDICATED ON THE PLANS THE CONTRACTOR SHALL SUBMIT A JOINTING PLAN PRIOR TO PLACEMENT OF CONCRETE PAVEMENT.  
4. JOINTS SHALL BE SAWCUT AS SOON AS PAVEMENT CAN SUPPORT MACHINE.  
5. AN EXPANSION JOINT SHALL BE PLACED BETWEEN NEW WALKS AND EXISTING PAVEMENT AND/OR BUILDINGS.

9  
S-3  
CONCRETE SIDEWALK  
SCALE: NONE



NOTE:  
1. IF ANY OF THE EXISTING BASE CANNOT BE UTILIZED, IT SHALL BE REMOVED AND REPLACED WITH MDOT 21AA MATERIAL.  
2. BROOM FINISH SURFACE.  
3. IF NOT INDICATED ON THE PLANS THE CONTRACTOR SHALL SUBMIT A JOINTING PLAN PRIOR TO PLACEMENT OF CONCRETE PAVEMENT.

10  
S-3  
CONCRETE PAVEMENT  
SCALE: NONE



11  
S-3  
BIKE RACKS AREA DETAIL  
SCALE: NONE

# Technical Memo

**SUBJECT:** Hagadorn Dispensary Traffic Impact Assessment

**TO:** Sam Pernick – Okemos Local Investments

**FROM:** Michael Labadie, PE and Alyssa Wambold, PE, PTOE

**DATE:** November 14, 2024

**PROJECT NO.:** 241751

## Introduction

On behalf of Okemos Local Investments, Fishbeck has completed a traffic impact assessment (TIA) for a proposed dispensary located on the east side of Hagadorn Road between Bennett Road and Mt. Hope Road in Meridian Township, Ingham County, Michigan. The dispensary will be located in an existing 2,587 square foot (sq ft) building located at 4360 Hagadorn Road. The existing building will be renovated. Access to the site will be provided via one existing driveway. The development will be completed in one phase, assumed to be open and fully operational in 2025. The project and site driveway locations are displayed in Figure 1.

**Figure 1 – Project Location and Study Network**



## Existing Traffic Volumes

Vehicular turning movement counts (TMCs) were collected at the following study intersection during the weekday morning (7 a.m. to 9 a.m.) and afternoon (4 p.m. to 6 p.m.) peak periods of the road network on Thursday November 7, 2024:

- Hagadorn Road and University Research Containment Facility Access

Traffic volume information is provided in Attachment 1.

## Trip Generation

Using the information and methodologies specified in the *Trip Generation Manual*, Fishbeck forecast the weekday a.m. and p.m. peak hour trips associated with the proposed development. Table 1 presents the resulting trip generation for the development. Additional trip generation information is provided in Attachment 2.

**Table 1 – Trip Generation for Proposed Development**

ITE Land Use	LUC	Units	a.m. Peak Hour			p.m. Peak Hour			Weekday
			In	Out	Total	In	Out	Total	
Marijuana Dispensary	882	2,587 sq ft	14	13	27	25	24	49	547

## Trip Distribution

The directions that site traffic will travel to and from were based upon existing traffic patterns during the a.m. and p.m. peak hours. Table 2 provides the probable distribution based on existing traffic patterns. The trip distribution data is presented in Attachment 3.

**Table 2 – Trip Distribution**

Direction	Via	a.m. Peak Hour		p.m. Peak Hour	
		To	From	To	From
North	Hagadorn Road	66%	34%	44%	56%
South	Hagadorn Road	34%	66%	56%	44%

## Turn Lane Analysis

An evaluation was performed in accordance with MDOT guidance to determine if left turn passing lanes or right turn deceleration lanes should be considered at the site driveway. The results of the analysis indicated that no turn lane treatment is recommended at the site driveway. All turn lane charts are provided in Attachment 4. The results of the analysis are presented in Table 3.

**Table 3 – Turn Lane Warrants**

Intersection	Movement	Existing Treatment	Result
Hagadorn Road and Site Driveway	NB Right	None	No Treatment Recommended
	SB Left	None	No Treatment Recommended

# Attachment 1

---

Traffic Data

University Research Containment Facility Acc... - TMC

Thu Nov 7, 2024

Full Length (7 AM-9 AM, 4 PM-6 PM)

All Classes (Lights, Articulated Trucks, Buses and Single-Unit Trucks)

All Movements

ID: 1244268, Location: 42.707176, -84.462045

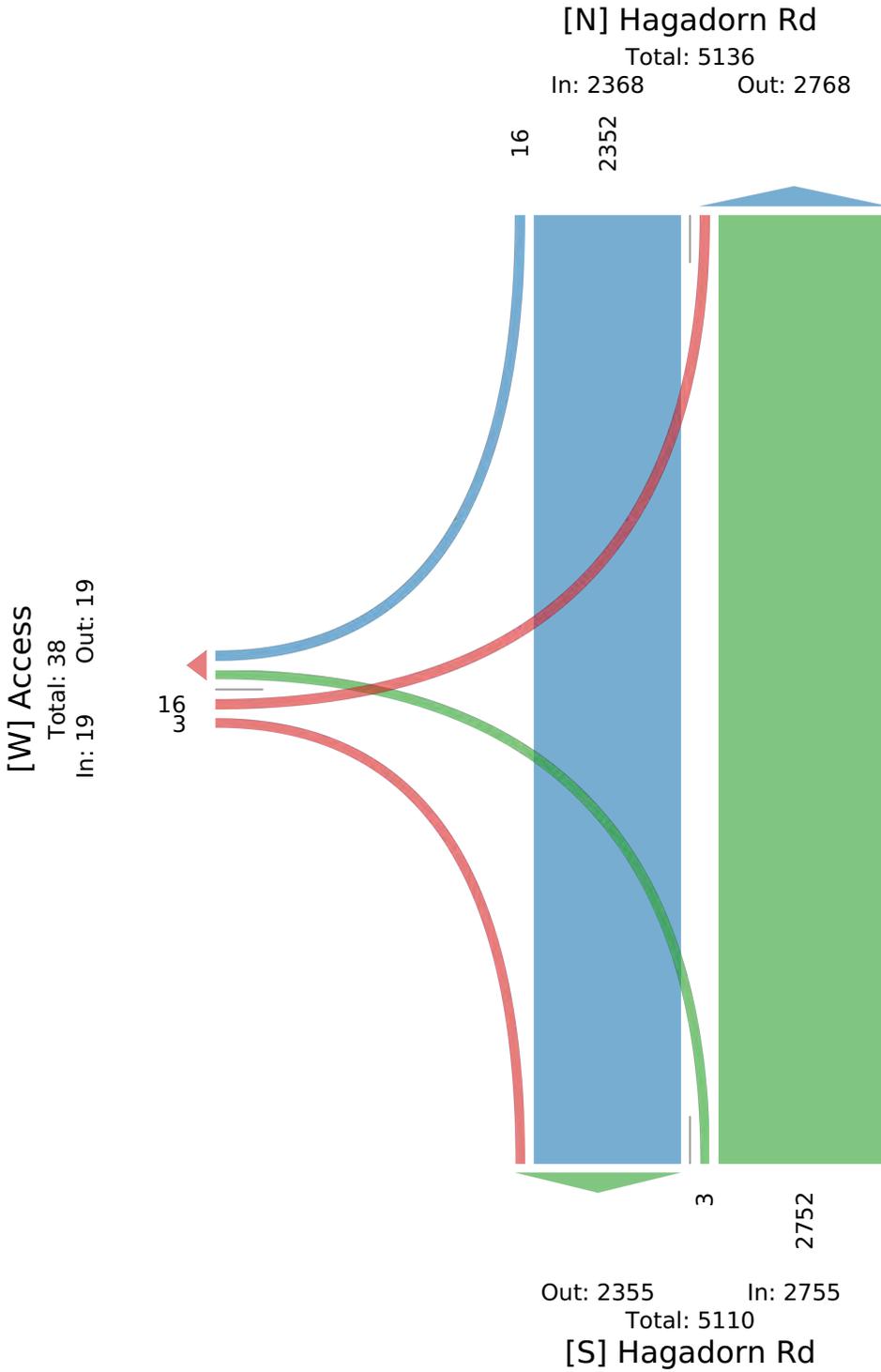


Provided by: Gewalt Hamilton Associates Inc.  
625 Forest Edge Drive, Vernon Hills, IL, 60061, US

Leg Direction	Access Eastbound				Hagadorn Rd Northbound				Hagadorn Rd Southbound				Int
	L	R	U	App	L	T	U	App	T	R	U	App	
2024-11-07 7:00AM	0	0	0	0	1	73	0	74	77	0	0	77	151
7:15AM	0	1	0	1	1	166	0	167	93	2	0	95	263
7:30AM	0	0	0	0	0	212	0	212	111	1	0	112	324
7:45AM	1	0	0	1	1	254	0	255	113	2	0	115	371
Hourly Total	1	1	0	2	3	705	0	708	394	5	0	399	1109
8:00AM	0	0	0	0	0	177	0	177	97	2	0	99	276
8:15AM	1	0	0	1	0	156	0	156	89	0	0	89	246
8:30AM	0	0	0	0	0	216	0	216	110	1	0	111	327
8:45AM	2	0	0	2	0	221	0	221	85	2	0	87	310
Hourly Total	3	0	0	3	0	770	0	770	381	5	0	386	1159
4:00PM	5	1	0	6	0	159	0	159	189	1	0	190	355
4:15PM	0	0	0	0	0	154	0	154	189	2	0	191	345
4:30PM	0	0	0	0	0	123	0	123	211	1	0	212	335
4:45PM	2	1	0	3	0	172	0	172	186	0	0	186	361
Hourly Total	7	2	0	9	0	608	0	608	775	4	0	779	1396
5:00PM	2	0	0	2	0	159	0	159	214	1	0	215	376
5:15PM	0	0	0	0	0	167	0	167	233	0	0	233	400
5:30PM	1	0	0	1	0	155	0	155	190	1	0	191	347
5:45PM	2	0	0	2	0	188	0	188	165	0	0	165	355
Hourly Total	5	0	0	5	0	669	0	669	802	2	0	804	1478
<b>Total</b>	<b>16</b>	<b>3</b>	<b>0</b>	<b>19</b>	<b>3</b>	<b>2752</b>	<b>0</b>	<b>2755</b>	<b>2352</b>	<b>16</b>	<b>0</b>	<b>2368</b>	<b>5142</b>
<b>% Approach</b>	84.2%	15.8%	0%	-	0.1%	99.9%	0%	-	99.3%	0.7%	0%	-	-
<b>% Total</b>	0.3%	0.1%	0%	<b>0.4%</b>	0.1%	53.5%	0%	<b>53.6%</b>	45.7%	0.3%	0%	<b>46.1%</b>	-
<b>Lights</b>	14	3	0	17	3	2722	0	2725	2330	15	0	2345	5087
<b>% Lights</b>	87.5%	100%	0%	<b>89.5%</b>	100%	98.9%	0%	<b>98.9%</b>	99.1%	93.8%	0%	<b>99.0%</b>	98.9%
<b>Articulated Trucks</b>	0	0	0	0	0	4	0	4	5	0	0	5	9
<b>% Articulated Trucks</b>	0%	0%	0%	<b>0%</b>	0%	0.1%	0%	<b>0.1%</b>	0.2%	0%	0%	<b>0.2%</b>	0.2%
<b>Buses and Single-Unit Trucks</b>	2	0	0	2	0	26	0	26	17	1	0	18	46
<b>% Buses and Single-Unit Trucks</b>	12.5%	0%	0%	<b>10.5%</b>	0%	0.9%	0%	<b>0.9%</b>	0.7%	6.3%	0%	<b>0.8%</b>	0.9%

\*L: Left, R: Right, T: Thru, U: U-Turn

University Research Containment Facility Acc... - TMC  
 Thu Nov 7, 2024  
 Full Length (7 AM-9 AM, 4 PM-6 PM)  
 All Classes (Lights, Articulated Trucks, Buses and Single-Unit Trucks)  
 All Movements  
 ID: 1244268, Location: 42.707176, -84.462045



University Research Containment Facility Acc... - TMC

Thu Nov 7, 2024

AM Peak (7:15 AM - 8:15 AM)

All Classes (Lights, Articulated Trucks, Buses and Single-Unit Trucks)

All Movements

ID: 1244268, Location: 42.707176, -84.462045



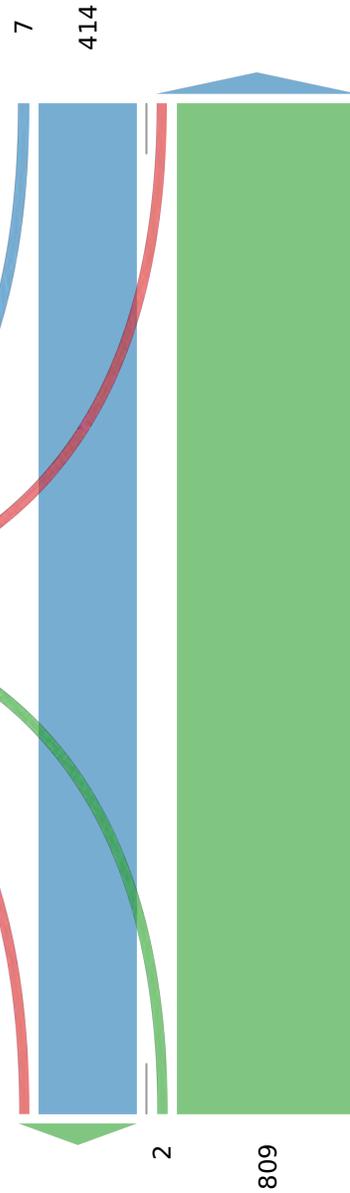
Provided by: Gewalt Hamilton Associates Inc.  
625 Forest Edge Drive, Vernon Hills, IL, 60061, US

Leg Direction	Access Eastbound				Hagadorn Rd Northbound				Hagadorn Rd Southbound				Int
	L	R	U	App	L	T	U	App	T	R	U	App	
2024-11-07 7:15AM	0	1	0	1	1	166	0	167	93	2	0	95	263
7:30AM	0	0	0	0	0	212	0	212	111	1	0	112	324
7:45AM	1	0	0	1	1	254	0	255	113	2	0	115	371
8:00AM	0	0	0	0	0	177	0	177	97	2	0	99	276
<b>Total</b>	1	1	0	2	2	809	0	811	414	7	0	421	1234
<b>% Approach</b>	50.0%	50.0%	0%	-	0.2%	99.8%	0%	-	98.3%	1.7%	0%	-	-
<b>% Total</b>	0.1%	0.1%	0%	0.2%	0.2%	65.6%	0%	65.7%	33.5%	0.6%	0%	34.1%	-
<b>PHF</b>	0.250	0.250	-	0.500	0.500	0.796	-	0.795	0.916	0.875	-	0.915	0.832
<b>Lights</b>	1	1	0	2	2	795	0	797	408	7	0	415	1214
<b>% Lights</b>	100%	100%	0%	100%	100%	98.3%	0%	98.3%	98.6%	100%	0%	98.6%	98.4%
<b>Articulated Trucks</b>	0	0	0	0	0	1	0	1	1	0	0	1	2
<b>% Articulated Trucks</b>	0%	0%	0%	0%	0%	0.1%	0%	0.1%	0.2%	0%	0%	0.2%	0.2%
<b>Buses and Single-Unit Trucks</b>	0	0	0	0	0	13	0	13	5	0	0	5	18
<b>% Buses and Single-Unit Trucks</b>	0%	0%	0%	0%	0%	1.6%	0%	1.6%	1.2%	0%	0%	1.2%	1.5%

\* L: Left, R: Right, T: Thru, U: U-Turn

University Research Containment Facility Acc... - TMC  
 Thu Nov 7, 2024  
 AM Peak (7:15 AM - 8:15 AM)  
 All Classes (Lights, Articulated Trucks, Buses and Single-Unit Trucks)  
 All Movements  
 ID: 1244268, Location: 42.707176, -84.462045

[N] Hagadorn Rd  
 Total: 1231  
 In: 421 Out: 810



Out: 415 In: 811  
 Total: 1226  
 [S] Hagadorn Rd

University Research Containment Facility Acc... - TMC

Thu Nov 7, 2024

PM Peak (4:45 PM - 5:45 PM) - Overall Peak Hour

All Classes (Lights, Articulated Trucks, Buses and Single-Unit Trucks)

All Movements

ID: 1244268, Location: 42.707176, -84.462045

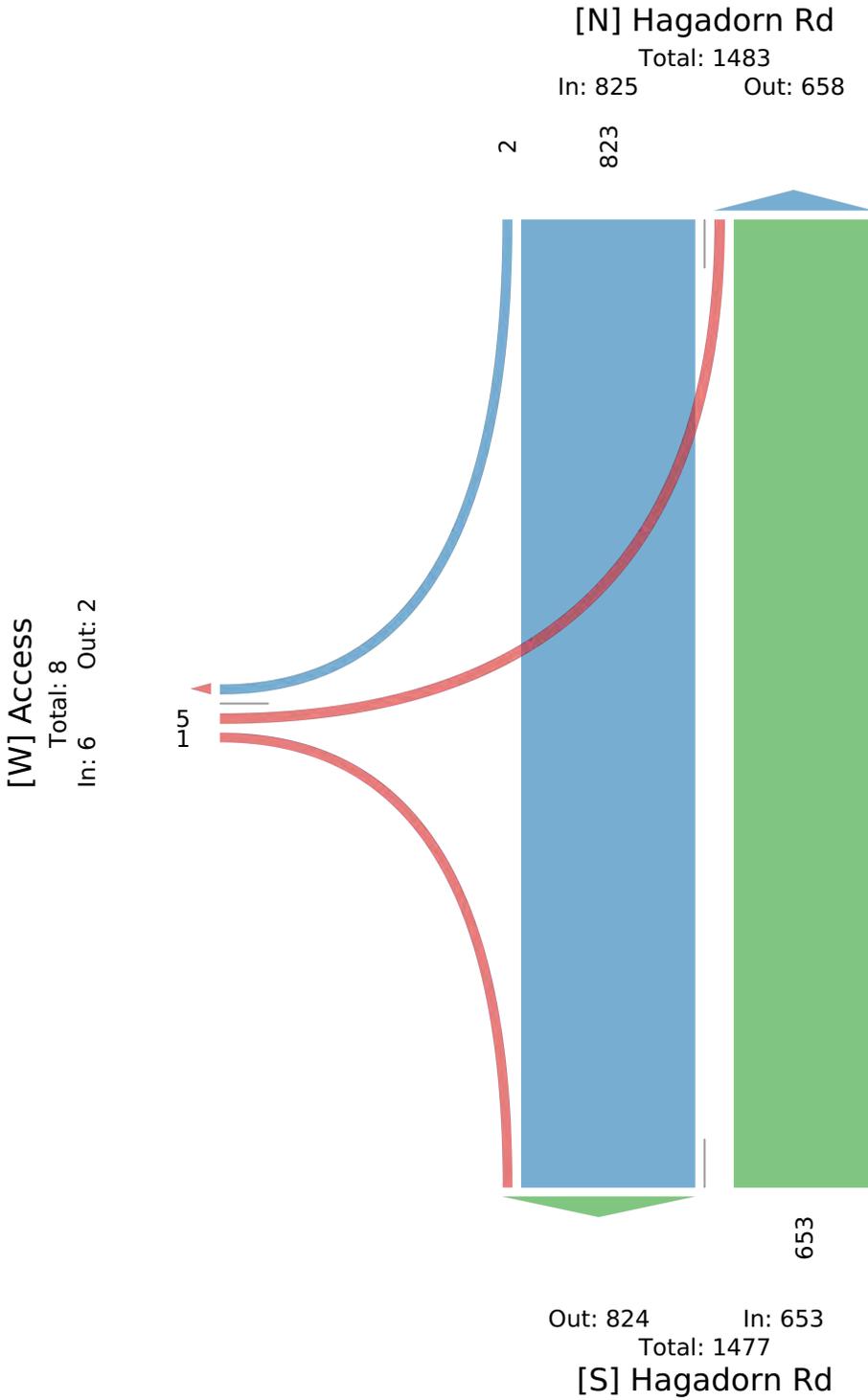


Provided by: Gewalt Hamilton Associates Inc.  
625 Forest Edge Drive, Vernon Hills, IL, 60061, US

Leg Direction	Access Eastbound				Hagadorn Rd Northbound				Hagadorn Rd Southbound				Int
	L	R	U	App	L	T	U	App	T	R	U	App	
Time													
2024-11-07 4:45PM	2	1	0	3	0	172	0	172	186	0	0	186	361
5:00PM	2	0	0	2	0	159	0	159	214	1	0	215	376
5:15PM	0	0	0	0	0	167	0	167	233	0	0	233	400
5:30PM	1	0	0	1	0	155	0	155	190	1	0	191	347
<b>Total</b>	5	1	0	6	0	653	0	653	823	2	0	825	1484
<b>% Approach</b>	83.3%	16.7%	0%	-	0%	100%	0%	-	99.8%	0.2%	0%	-	-
<b>% Total</b>	0.3%	0.1%	0%	0.4%	0%	44.0%	0%	44.0%	55.5%	0.1%	0%	55.6%	-
<b>PHF</b>	0.625	0.250	-	0.500	-	0.949	-	0.949	0.883	0.500	-	0.885	0.928
<b>Lights</b>	5	1	0	6	0	652	0	652	821	2	0	823	1481
<b>% Lights</b>	100%	100%	0%	100%	0%	99.8%	0%	99.8%	99.8%	100%	0%	99.8%	99.8%
<b>Articulated Trucks</b>	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>% Articulated Trucks</b>	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
<b>Buses and Single-Unit Trucks</b>	0	0	0	0	0	1	0	1	2	0	0	2	3
<b>% Buses and Single-Unit Trucks</b>	0%	0%	0%	0%	0%	0.2%	0%	0.2%	0.2%	0%	0%	0.2%	0.2%

\* L: Left, R: Right, T: Thru, U: U-Turn

University Research Containment Facility Acc... - TMC  
 Thu Nov 7, 2024  
 PM Peak (4:45 PM - 5:45 PM) - Overall Peak Hour  
 All Classes (Lights, Articulated Trucks, Buses and Single-Unit Trucks)  
 All Movements  
 ID: 1244268, Location: 42.707176, -84.462045



**Disclaimer:** The Michigan Department of Transportation (MDOT) works with individual agencies (cities/villages, counties, metropolitan planning organizations (MPOs), regional planning organizations (RPOs), and other areas of MDOT) to identify existing traffic count programs and/or traffic data. [... more](#)

[List View](#)
[All DIRs](#)
[Report Center](#)

[Record](#)
1 of 1
[Goto Record](#)

Location ID	33-5089	MPO ID	
Type	SPOT	HPMS ID	
On NHS	No	On HPMS	No
LRS ID	0354105	LRS Loc Pt.	19.738
SF Group	Urban Non State (2024)	Route Type	
AF Group	NoFactor (2024)	Route	
GF Group	Urban Non State (2024)	Active	Yes
Class Dist Grp	NTL_4 (2024)	Category	Primary
Seas Class Grp			
WIM Group			
QC Group	Default		
Funct'l Class	(4) Minor Arterial	Milepost	
Located On	HAGADORN RD		
Loc On Alias	SOUTH OF E Mount Hope Rd		
<a href="#">More Detail</a>			

### STATION DATA

Directions: **2-WAY** [NB](#) [SB](#) [?](#)

AADT <a href="#">?</a>							
Year	AADT	DHV-30	K %	D %	PA	BC	Src
2023	12,981	1,239	10		12,630 (97%)	351 (3%)	
2022	10,674 <sup>3</sup>				10,363 (97%)	311 (3%)	Grown from 2021
2021	10,663 <sup>3</sup>				10,161 (95%)	502 (5%)	Grown from 2020
2020	9,358 <sup>3</sup>				8,910 (95%)	448 (5%)	Grown from 2019
2019	10,958 <sup>3</sup>				10,530 (96%)	428 (4%)	Grown from 2018

1-5 of 8

VOLUME COUNT			
Date	Int	Total	
Wed 9/20/2023	15	13,314	
Tue 9/19/2023	15	13,044	

VOLUME TREND <a href="#">?</a>	
Year	Annual Growth
2023	22%
2022	0%
2021	14%
2020	-15%
2019	0%

**Location**

Location ID: 33-5089

Located On: HAGADORN RD SOUTH OF E Mount Hope Rd

Direction: 2-WAY

Count: 12981 (2023)

[View Detail in a New Search](#)

[Go to Record in Current Search](#)

# Attachment 2

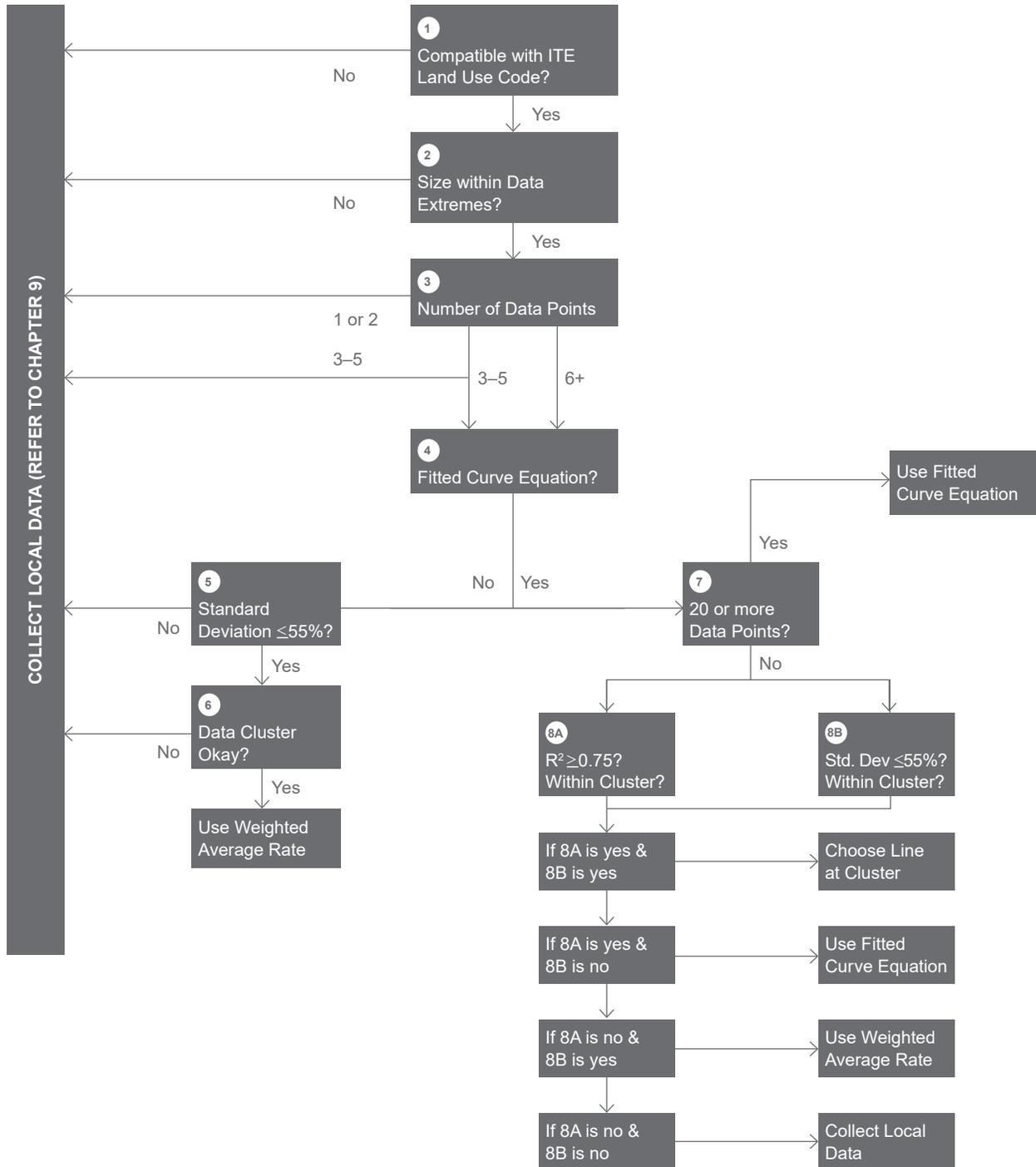
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Trip Generation Calculations

ITE Land Use	Land Use Code	Units	a.m. Peak Hour			p.m. Peak Hour			Weekday
			In	Out	Total	In	Out	Total	
Marijuana Dispensary	882	2,587 sq ft	14	13	27	25	24	49	547

ITE Land Use	Land Use Code	Units	Time Period	Equation	R2	Rate	Pass-By	Studies	Notes
Marijuana Dispensary	882	2,587 sq ft	a.m.	-	-	10.54	-	6	Use Average Rate.
			p.m.	-	-	18.92	-	16	Use Average Rate.
			Weekday	-	-	211.12	-	7	Use Average Rate.

**Figure 4.2 Process for Selecting Average Rate or Equation in *Trip Generation Manual* Data**



# Attachment 3

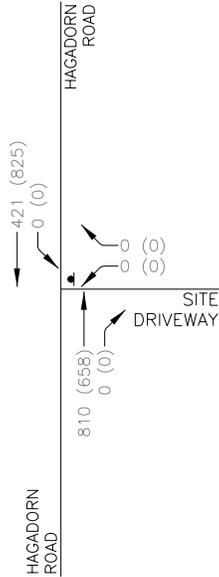
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Trip Distribution Figure



### LEGEND

- LANE ASSIGNMENT
- ▬ STOP CONTROL
- XX a.m. PEAK HOUR
- (XX) p.m. PEAK HOUR



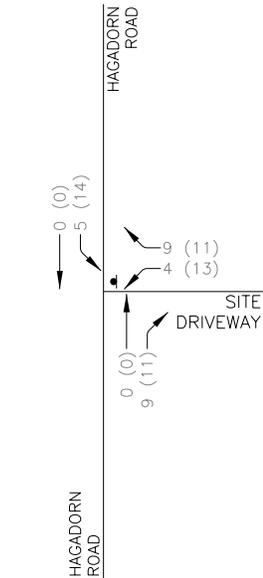
### EXISTING TRAFFIC VOLUMES

NO SCALE



### LEGEND

- LANE ASSIGNMENT
- ▬ STOP CONTROL
- XX a.m. PEAK HOUR
- (XX) p.m. PEAK HOUR



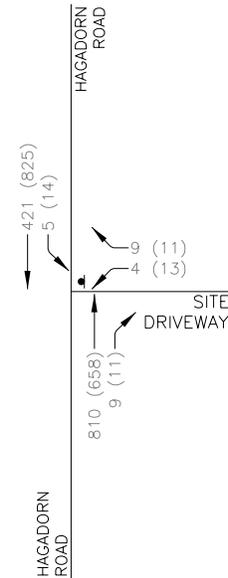
### TRIP GENERATION VOLUMES

NO SCALE



### LEGEND

- LANE ASSIGNMENT
- ▬ STOP CONTROL
- XX a.m. PEAK HOUR
- (XX) p.m. PEAK HOUR



### FUTURE TRAFFIC VOLUMES

NO SCALE



Hard copy Is Intended to be 8.5"x11" when plotted. Scale(s) Indicated and graphic quality may not be accurate for any other size.

## HAGADORN DISPENSARY

Okemos (Meridian Township), Michigan 48864

### Traffic Impact Assessment

PROJECT NO.

241751

FIGURE NO.

3

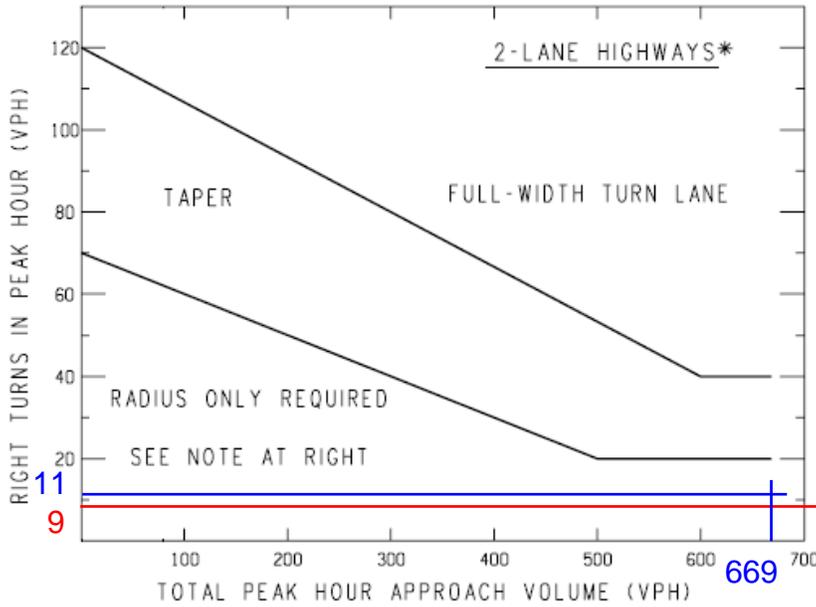
# Attachment 4

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Turn Lane Charts

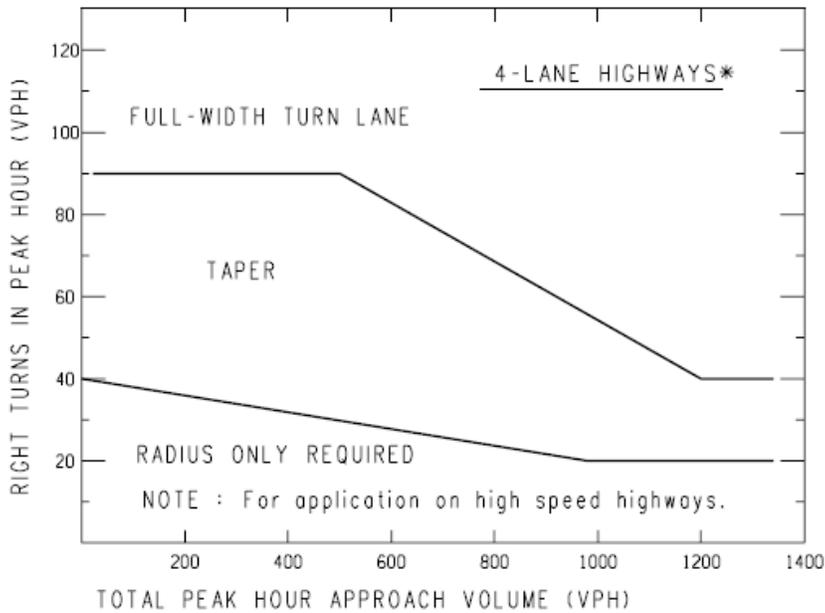
Hagadorn Road and Site Driveway  
NB Right Turn Movement

a.m. Peak Hour  
p.m. Peak Hour



NOTE: For posted speeds at or under 45 mph, peak hour right turns greater than 40 vph, and total peak hour approach less than 300 vph, adjust right turn volumes.

Adjust peak hour  
Right turns = Peak hour  
Right turns - 20



\*If a center left-turn lane exists (ie 3 or 5 lane roadway), subtract the number of left turns in approach volume from the total approach volume to get an adjusted total approach volume.

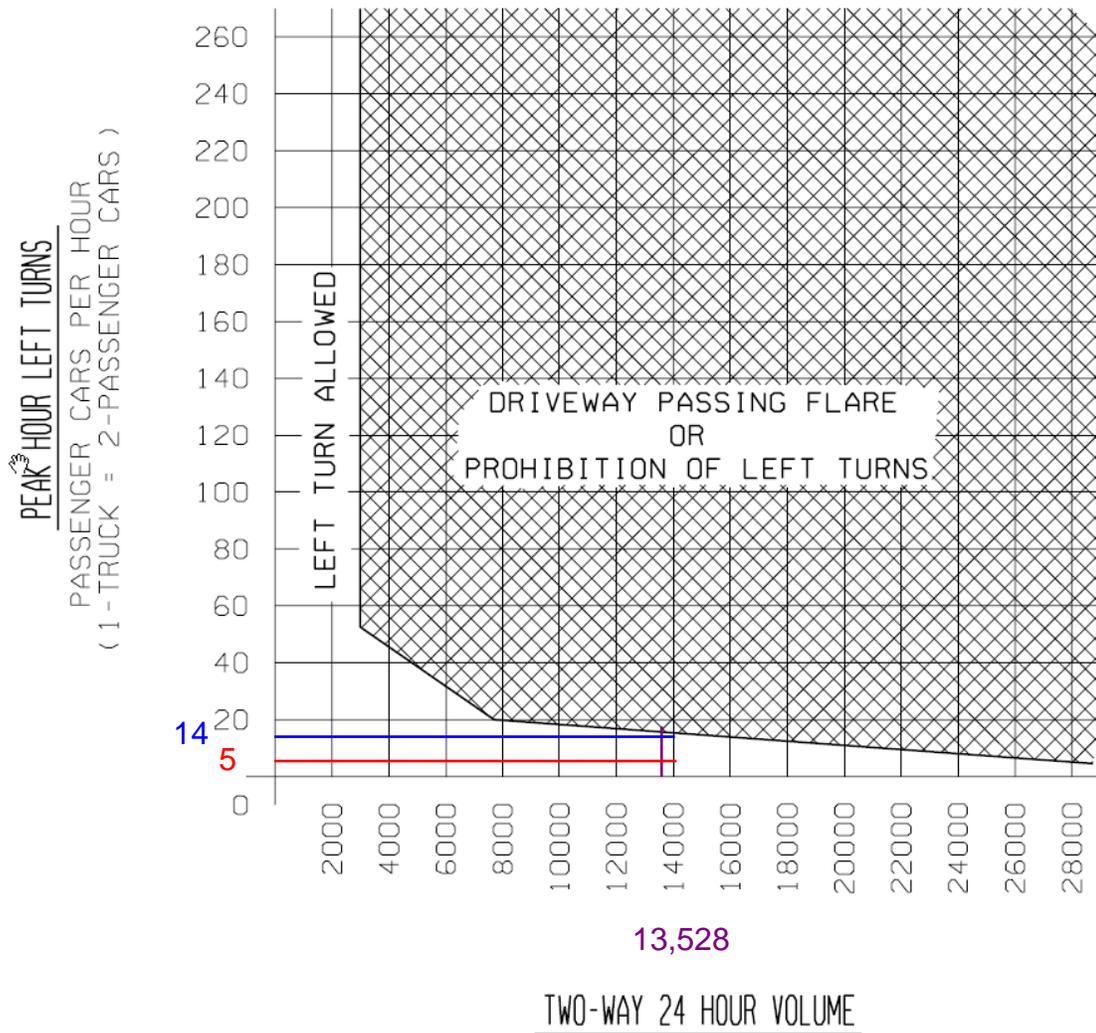
Sample Problem: The Design Speed is 55 mph. The Peak Hour Approach Volume is 300 vph. The Number of Right Turns in the Peak Hous is 100 vph. Determine if a right turn lane is recommended.

Solution: Figure indicates that the intersection of 300 vph and 100 vph is located above the upper trend line; thus, a right-turn lane may be recommended.

### 1.2.3 Traffic Volume Guidelines for Driveway Passing Flares

Driveways serving large developments along state trunkline highways frequently generate large numbers of left-turns. On two-lane, two-way roadways, this situation can aggravate the efficiency of traffic operations and often make shoulder maintenance difficult. In such situations, prohibition of left-turns at driveways to large developments or construction of driveway passing flares should be considered.

In an attempt to alleviate the types of problems outlined above, the following chart is provided showing the relationship between peak hour left-turns and 24-hour volumes. When peak hour left-turns and 24-hour volumes fall within the area above and to the right of the trend line, left-turns should be prohibited or a driveway passing flare be installed. If a driveway passing flare is constructed, the entire cost should be borne by the developer. For additional information and geometric design guidance regarding driveway passing flares, please refer to [Geometric Design Guide GEO-650](#).



NOTE: This chart is based on Total Development and is for Two-Way Roadways.

24 Hour Volume: 2023 AADT (12,981) + Weekday Development Traffic (547) = 13,528



**To:** Planning Commission

**From:** Brian Shorkey, Principal Planner

**Date:** March 10, 2025

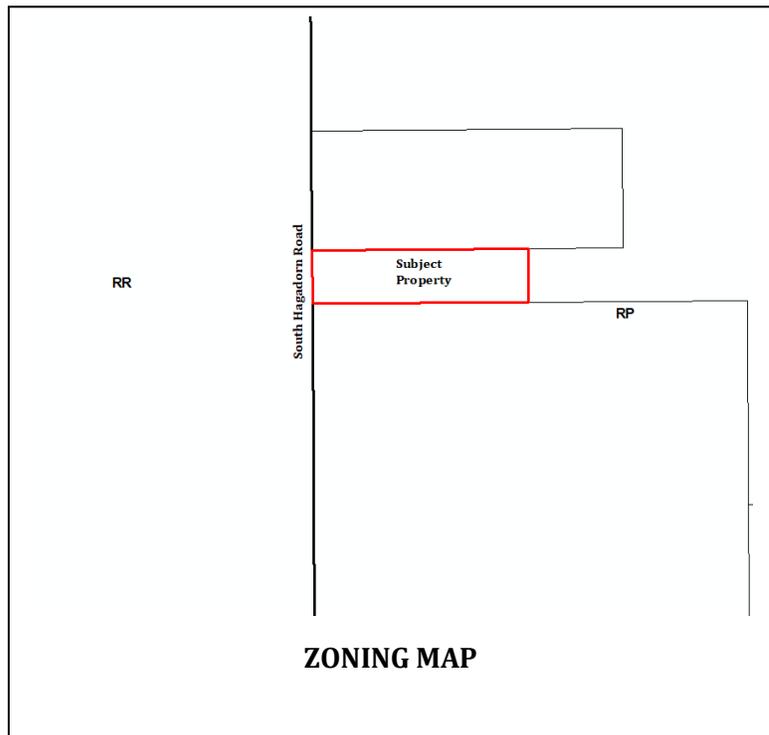
**Re:** Special Use Permit #25003 (Okemos Local Investments), to construct an adult use marijuana provisioning center at 4360 South Hagadorn Road, Okemos, MI 48864.

Okemos Local Investments (Applicant) has submitted a Special Use Permit (SUP) application for the construction of a 2,030 square foot adult use marijuana retailer at 4360 South Hagadorn Road, Okemos, MI 48864 (Subject Property). This is a major amendment from the Applicant's previous application (SUP #24020) for an adult use marijuana retailer in the existing 2,587 square foot building at the Subject Property. The Subject Property is approximately 0.62 acre in size and is zoned RP – Research and Office Park. This SUP application follows the Board of Trustees' approval of the adult use marijuana conditional license on May 9, 2024.

### Zoning and Future Land Use

The Subject Property is located in the RP – Research and Office Park zoning district. The same zoning designation applies to the adjacent properties to the north, east, and south. The property to the west is zoned RR – Rural Residential and is Michigan State University property.

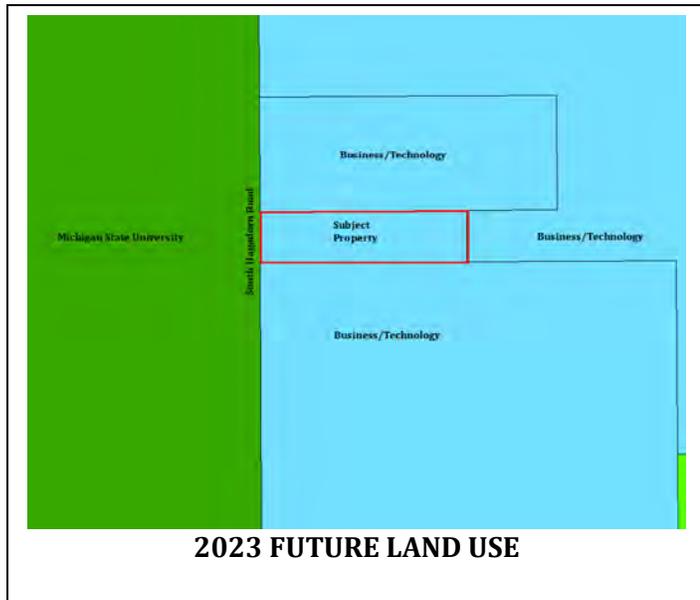
The RP district requires a minimum of 200 feet of lot frontage and 2 acres of lot area for new lots. The Subject Property is an existing parcel and is approximately 0.62 acres in size (approximately 27,000 square feet) and has approximately 82 feet of frontage along South Hagadorn Road.



The Future Land Use Map from the 2023 Master Plan designates the subject site in the Business/Technology category. This is likewise true for the properties to the north, east, and south. The property to the west is shown as Michigan State University property.

### **Staff Analysis**

Applications for special land use permits are reviewed under Sec. 86-126 in the Zoning Ordinance. Based on that review, Staff has the following comments:



1. This application is a major amendment from the Applicant's prior SUP application (#24020) in 2024. At that time, the Planning Commission asked the Applicant was asked to update the traffic assessment. This was completed and the updated traffic assessment is attached. After the traffic assessment was completed, the Applicant decided to amend the application to reflect the decision to demolish the existing building on the Subject Property and construct a new, slightly smaller building. The decision to not use the existing building constituted a major amendment to SUP #24020.
2. The Subject Property lies within Adult Use Marijuana Overlay Area 4. This has been approved of one of the only five areas in the Township where adult use marijuana retailers are allowed. An adult use marijuana retail conditional license has been approved for the site.
3. The project is consistent with the intent and purposes of this chapter and the proposed adult use marijuana retailer conforms with the Subject Property's zoning and Future Land Use designations.
4. The project is consistent with applicable land use policies contained in the Township's comprehensive development plan of current adoption.
5. The project is designed, constructed, operated, and maintained so as to be harmonious and appropriate in appearance with the existing or intended character of the general vicinity and that such a use will not change the essential character of the same area.
6. The project is not expected to adversely affect or be hazardous to existing neighboring uses.
7. The project is not expected to be detrimental to the economic welfare of the surrounding properties or the community.
8. The project is adequately served by public facilities, such as existing roads, schools, stormwater drainage, public safety, public transportation, and public recreation, or that the persons or agencies responsible for the establishment of the proposed use shall be able to provide any such service.

## **Special Use Permit #25003 (Okemos Local Investments)**

**Planning Commission (March 10, 2025)**

**Page 3**

9. The project is adequately served by public sanitation facilities if so designed. If on-site sanitation facilities for sewage disposal, potable water supply, and stormwater are proposed, they shall be properly designed and capable of handling the long term needs of the proposed project.
10. The project will not involve uses, activities, processes, materials, and equipment and conditions of operation that will be detrimental to any persons, property, or the general welfare by reason of excessive production of traffic, noise, smoke, fumes, glare, or odors.
11. The project is not expected to directly or indirectly have a substantial adverse impact on the natural resources of the Township, including, but not limited to, prime agricultural soils, water recharge areas, lakes, rivers, streams, major forests, wetlands, or wildlife areas.
12. Attachment #7 details the safety and odor control that is being proposed by the Applicant. The safety and odor control systems meet the Township's requirements.
13. The Subject Property is adequately served by water and sewer. An attached traffic assessment (Attachment #6, dated November 2024) verifies that the existing roads are capable of handling the traffic and no traffic study is required.
14. A site plan was submitted (Attachment #5) as required by Sec. 40-30. If this SUP application is approved, the applicant will be required to formally submit for site plan approval before any construction or land clearing is approved.

Based on the information provided by the Applicant, Staff has identified no major concerns that would negatively impact surrounding properties or the Township at large while reviewing the proposed Special Use Permit. If the Special Use Permit for the project is approved by the Planning Commission and the Township Board, the applicant will be required to submit for Site Plan Review and/or any required building permits prior to beginning operations.

### **Recreational Marihuana Approval Process**

Applicants for a Recreational Marihuana Facility must go through various steps in order to establish a facility within Meridian Township, including securing local and state approval. Applications are submitted to the Director of Community Planning and Development for review. All inspections, review, processing, and competitive review, if necessary, shall be completed within 90 days of a complete application. A completed application is forwarded to the Township Board, who must approve or deny the application within 120 days of a completed application and fees. If the application is approved, then the Applicant shall receive a conditional approval, the conditions of which must be met for the Applicant to receive a Permit as the Permit Holder. If the Township Board issues conditional approval, then the Applicant must submit their SUP application to the Planning Commission within 60 days. Recreational Marihuana permits are reviewed for renewal or amendment, but the SUP does not require annual renewal. If the applicant maintains a valid State license and remains in good standing with both the State and Township a renewal will be granted for another one year period.

### **Planning Commission Options**

The Planning Commission may recommend approval, approval with conditions, or denial of the proposed special use permit. A resolution will be provided at a future meeting.

**Special Use Permit #25003 (Okemos Local Investments)**

**Planning Commission (March 10, 2025)**

**Page 4**

**Attachments**

1. Special use permit application
2. Attachment 1: List of Persons Possessing Property Interest and Description of Property Interest
3. Attachment 2: Legal Description for 4360 South Hagadorn Road, Okemos, MI 48864
4. Attachment 3: Description of Project and Development Phases
5. Attachment 4: Nonrefundable Application Fee
6. Attachment 5: Site Plan, dated January 27, 2025
7. Attachment 6: Building Floor Plans and Elevations, dated January 30, 2025
8. Attachment 7: Business Operation Plan
9. Attachment 8: Traffic Impact Analysis, dated November 14, 2024



**To: Planning Commission**

**From: Brian Shorkey, Senior Planner**

**Date: March 24, 2025**

**Re: Special Use Permit #25003 (Okemos Local Investments), to construct an adult use marijuana provisioning center at 4360 South Hagadorn Road, Okemos, MI 48864.**

---

Okemos Local Investments (Applicant) has submitted a Special Use Permit (SUP) application for the construction of a 2,030 square foot adult use marijuana retailer at 4360 South Hagadorn Road, Okemos, MI 48864 (Subject Property). This is a major amendment from the Applicant's previous application (SUP #24020) for an adult use marijuana retailer in the existing 2,587 square foot building at the Subject Property. The Subject Property is approximately 0.62 acre in size and is zoned RP – Research and Office Park. This SUP application follows the Board of Trustees' approval of the adult use marijuana conditional license on May 9, 2024.

A public hearing for this application was held at the Planning Commission's regular meeting on Monday, March 10, 2025, during which the Planning Commission indicated support for the application. There was no comment from the public.

The original staff report, dated March 10, 2025, is attached. Additional materials from the public hearing may be found at the following link: [https://www.meridian.mi.us/government/boards-and-commissions/agendas-packets-and-minutes/-folder-3610#docan5601\\_5944\\_42](https://www.meridian.mi.us/government/boards-and-commissions/agendas-packets-and-minutes/-folder-3610#docan5601_5944_42)

### **Planning Commission Options**

The Planning Commission may approve, approve with conditions, or deny the special use permit. A resolution to approve the request is provided. Staff **recommends approval** of Special Use Permit #25003 for the construction of an adult use marijuana retailer at 4360 South Hagadorn Road, with the conditions listed in the resolution.

Staff would offer the following motion for the Planning Commission to consider during their review of the proposed rezoning request. Should the Planning Commission have additional reasons for supporting the recommendation, they can be added to the end of the motion.

**Move to adopt the resolution to recommend approval of SUP #25003 to construct an adult use marijuana retailer at 4360 South Hagadorn Road, Okemos, MI 48864, for the following reasons:**

- The proposed project conforms with the Township Master Plan and the Future Land Use map.
- The proposed project conforms with the Adult Use Marijuana regulations that have been adopted by the Township.
- The proposed project that would result fits the character of the area.

**Special Use Permit #25003 (Okemos Local Investments)  
Planning Commission (March 24, 2025)  
Page 2**

**Attachments**

1. Resolution to approve SUP #25003.
2. Staff Memo, Dated March 10, 2025.

**RESOLUTION TO APPROVE**

**Special Use Permit #25003  
(Okemos Land Investments)**

**RESOLUTION**

At a regular meeting of the Planning Commission of the Charter Township of Meridian, Ingham County, Michigan, held at the Meridian Municipal Building, in said Township on the 24th day of March, 2025 at 6:30 p.m., Local Time.

PRESENT:

ABSENT:

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

WHEREAS, Okemos Land Investments has submitted a request to establish a 2,030 square foot adult use marihuana retailer located at 4360 South Hagadorn Road; and

WHEREAS, the Township Board adopted both zoning and non-zoning ordinances allowing commercial medical marihuana facilities in designated overlay areas throughout the Township at its meeting on May 21, 2019; and

WHEREAS, Township Board adopted standards to allow adult use marihuana retailers in designated overlay areas throughout the Township at its meeting on July 11, 2023; and

WHEREAS, the overlay areas adopted by the Township Board allow one adult use marihuana retailer in each one of five overlay areas, subject to the approval of a special use permit reviewed by the Planning Commission and approved by the Township Board; and

WHEREAS, the subject site is located entirely within Overlay Area 4 and is appropriately zoned RP (Research and Office Park), which allows adult use marihuana retailers by special use permit; and

WHEREAS, the applicant was required to submit for Special Use Permit approval within 60 days of the Board's conditional approval of their license; and

WHEREAS, the applicant has submitted for Special Use Permit approval as required by the Township's adult use marihuana ordinances; and

WHEREAS, the Township Planning Commission held a public hearing on the Special Use Permit application at their regular meeting on August 12, 2024; and

WHEREAS, the Township Planning Commission asked the applicant to produce an up to date traffic assessment showing more recent traffic data; and

WHEREAS, the applicant complied and sent an updated traffic assessment to the Township on February 10, 2025; and

WHEREAS, the updated traffic assessment concluded that the expected traffic generated by the proposed adult use marihuana retailer would be handled by the existing road system; and

**Resolution to Approve  
SUP #25003 (Okemos Local Investments)  
Page 2**

WHEREAS, the applicant indicated at that time that they now wished to redevelop the site which triggered a major amendment to the application; and

WHEREAS, the Township Planning Commission held a public hearing on the amended Special Use Permit application at their regular meeting on March 10, 2025; and

WHEREAS, the proposed adult use marihuana retailer meets the required setbacks from any public or private K-12 school, church, place of worship or other religious facility, library, preschool, or child care center established in Section 40-31 of the Code of Ordinances; and

WHEREAS, the proposed adult use marihuana retailer will not adversely affect adjacent land uses or the health, safety, and general welfare of the community; and

WHEREAS, the proposed project is consistent with the general standards for granting a special use permit found in Section 86-126 of the Code of Ordinances.

NOW THEREFORE, BE IT RESOLVED THE PLANNING COMMISSION OF THE CHARTER TOWNSHIP OF MERIDIAN hereby recommends approval of Special Use Permit #25003, subject to the following conditions:

1. Approval of SUP #25003 is required to be followed by site plan approval.
2. Approval is subject to the applicant receiving approval of a Commercial Adult Use Marihuana Facility permit by the Director of Community Planning and Development.
3. Approval is subject to the applicant receiving Final Approval for an adult use marihuana license from the State of Michigan, Department of Licensing and Regulatory Affairs.
4. The applicant shall obtain and maintain any and all other applicable permits, licenses, and approvals necessary to operate the proposed commercial adult use marihuana provisioning center from the State of Michigan, Township, and any other applicable agencies. Copies of all permits, licenses, and approvals shall be submitted to the Department of Community Planning and Development.
5. Any proposed future changes to the scope of the SUP will require an amendment to Special Use Permit #25003.
6. All applicable conditions from previous approvals for the Subject Property shall remain in effect.
7. The retailer shall remain in compliance with the operational requirements established in Section 40-31 of the Code of Ordinances.
8. The special use permit shall be revoked if the applicant fails to maintain a valid Adult Use Marihuana Facility permit from the Township and Facility License from the State of Michigan.

ADOPTED: YEAS:

NAYS:



CHARTER TOWNSHIP OF MERIDIAN  
REGULAR MEETING PLANNING COMMISSION  
5000 Okemos Road, Okemos MI 48864-1198  
517.853.4000, Central Fire Station-Community Room  
Monday, March 10, 2025, 6:30 pm

PRESENT: Chair Shrewsbury, Vice Chair Snyder, Commissioners Brooks, McConnell, McCurtis, and Romback.

ABSENT: None

STAFF: Planner Shorkey

1. CALL MEETING TO ORDER

Chair Shrewsbury called the March 10, 2025, regular meeting for the Meridian Township Planning Commission to order at 6:31 pm.

2. ROLL CALL

Chair Shrewsbury called the roll of the Board. All Board members except for Commissioner Romback were present. Commissioner Romback arrived at 6:34 pm.

3. PUBLIC REMARKS

None

4. APPROVAL OF AGENDA

Chair Shrewsbury asked for approval of the agenda.

**Commissioner McCurtis moved to approve the March 10, 2025, Regular Planning Commission meeting agenda. Seconded by Vice Chair Snyder. Motion passed unanimously.**

5. APPROVAL OF MINUTES

Chair Shrewsbury asked for approval of the minutes.

**Commissioner McCurtis moved to approve Minutes of the February 24, 2025 meeting with minor amendments. Seconded by Vice chair Snyder. Motion passed unanimously.**

6. COMMUNICATIONS

None

7. PUBLIC HEARINGS

A. SUP #25003 – Okemos Land Investments

Principal Planner Shorkey gave an overview of the Special Use Permit process and briefed the Commission on the application.

Commissioner McCurtis asked for more details about the timeline for completing the demolition and building of the proposed project, expressing concerns that the developer be held accountable to a reasonable timeline. Principal Planner Shorkey outlined the parts of the planning process that involve specific timelines.

Commissioner Brooks noted that the reason the Commission denied a previous permit for this development was to get an updated traffic study. Commissioner Brooks then asked about the non-conformance of the lot size. Principal Planner Shorkey stated that so long as the construction fits the existing building, no variance will be required.

Commissioner McCurtis asked about the proposed appearance of the property. Anderson Grandstaff, the attorney representing the applicant, explained that the original plan was to remodel the existing building, but the new plan proposes a new but smaller building. John Gumma, project engineer, noted that the project should be completed within six months and the building is intended to look like a house consistent with the applicant's branding.

Commissioner Romback asked why the plan was changed from remodeling the original building to building a new structure. Mr. Gumma stated that it would be faster, easier, and energy-compliant to build new than to rehabilitate the existing building.

Commissioner McConnell asked for more details regarding the traffic study. Zach Lask, project manager, interpreted the data provided and noted that the building size will limit the amount of traffic. Principal Planner Shorkey noted that if the Road Department has problems with the site plan, it will not be approved until those problems are resolved.

Commissioner Romback questioned the long-term viability of the type of business planned for the location. Mr. Grandstaff noted that market research shows the need for this type of business in this area based on data that shows residents are traveling out of the area to access this type of business.

Commissioners indicated via straw poll that they would likely support the permit.

8. UNFINISHED BUSINESS

None

9. OTHER BUSINESS

A. 2025 Brownfield Redevelopment Authority Appointment

Commissioner Brooks stated that he would like to be appointed to the Planning Commission's seat on the BRA.

**Commissioner McConnell moved to appoint Commissioner Brandon Brooks to the Brownfield Redevelopment Authority. Supported by Commissioner McCurtis. Motion passed unanimously.**

10. REPORTS AND ANNOUNCEMENTS

A. Township Board Update

Principal Planner Shorkey stated that there was an update to the Emergency Management Plan, Rezoning 2025-03 was discussed as was potential housing Tax Increment Funding. Action on Rezoning 2025-03 will be taken at the next meeting.

B. Liaison Reports

Commissioner McConnell noted that the Environmental Commission welcomed a new staff member and adopted a resolution for a grant application for installing solar on a fire station and submitted a proposal for small scale anaerobic digestion units.

11. PROJECT UPDATES

Principal Planner Shorkey noted that Puff Puff Tobacco is going into a vacant property on Okemos Road and is expected to open in April. Principal Planner Shorkey gave Commissioners a copy of the Notice of Intent-CHILL Grant public notice that appeared in Lansing Pulse.

12. PUBLIC REMARKS

None

13. COMMISSIONER COMMENTS

Commissioners discussed clarifying requirements for traffic studies.

Commissioners discussed attendance at upcoming meetings. Principal Planner Shorkey asked that members notify him immediately if they were going to be absent as that would mean that there would be no quorum.

14. ADJOURNMENT

Chair Shrewsbury called for a motion to adjourn the meeting at 7:22 pm

**Commissioner McConnell moved to adjourn the March 10, 2025 regular meeting of the Planning Commission. Seconded by Commissioner Brooks. Motion passed unanimously.**

CHARTER TOWNSHIP OF MERIDIAN  
REGULAR MEETING PLANNING COMMISSION  
5000 Okemos Road, Okemos MI 48864-1198  
517.853.4000, Central Fire Station-Community Room  
Monday, March 24, 2025, 6:30 pm

PRESENT: Chair Shrewsbury, Commissioners, McConnell, McCurtis, and Romback.

ABSENT: Vice Chair Snyder, Commissioner Brooks

STAFF: Planner Shorkey

1. CALL MEETING TO ORDER

Chair Shrewsbury called the March 10, 2025, regular meeting for the Meridian Township Planning Commission to order at 6:31 pm.

2. ROLL CALL

Chair Shrewsbury called the roll of the Board. All Board members except for Vice-chair Snyder and Commissioner Brooks were present.

3. PUBLIC REMARKS

None

4. APPROVAL OF AGENDA

Chair Shrewsbury asked for approval of the agenda.

**Commissioner McConnell moved to approve the March 24, 2025, Regular Planning Commission meeting agenda. Seconded by Commissioner McCurtis . Motion passed unanimously.**

5. APPROVAL OF MINUTES

Chair Shrewsbury asked for approval of the minutes.

**Commissioner McCurtis moved to approve Minutes of the March 10, 2025 meeting with minor amendments. Seconded by Commissioner McConnell. Motion passed unanimously.**

6. COMMUNICATIONS

- A. SUP #25006 – Bruce and Paula Shaffer (Email)
- B. SUP #25006 – Catherine Lein (Email)
- C. SUP #25006 – Richard and Marilyn Hallgren (Email)

7. PUBLIC HEARINGS

A. SUP #25006 – Precious Sprouts Group Child Care

Principal Planner Shorkey gave an overview of the Special Use Permit process and briefed the Commission on the application.

Commissioners asked for clarity regarding State and Township requirements. Principal Planner Shorkey provided clarification.

Chair Shrewsbury opened public hearing at 6:41 pm.

Chair Shrewsbury closed public hearing at 6:421pm.

Commissioners indicated via straw poll that they would likely support the permit.

B. ZA #25002 – Sec. 6-755 – Schedule of Requirements for Parking Space

Intern Kanade gave an overview of the reasoning behind the Ordinance updates and noted the changes proposed by staff.

Commissioners asked for clarity regarding the current Ordinance and proposed changes. Principal Planner Shorkey provided clarification.

Chair Shrewsbury opened public hearing at 6:49 pm.

Chair Shrewsbury closed public hearing at 6:55 pm.

Commissioners indicated via straw poll that they would likely support the permit.

8. UNFINISHED BUSINESS

A. SUP #25003 – Okemos Local Investments

Principal Planner Shorkey gave an overview of the process that has occurred to date.

**Commissioner McCurtis moved to adopt the resolution to recommend approval of SUP #25003 to construct an adult use marijuana retailer at 4360 South Hagadorn Road, Okemos MI 48864 for the following reasons: the proposed project conforms with the Township Master Plan and the Future Land Use map, the proposed project conforms with the Adult Use Marihuana regulations that have been adopted by the Township, the proposed project that would result fits the character of the area. Supported by Commissioner McConnell. Motion passed unanimously.**

9. OTHER BUSINESS

None

10. REPORTS AND ANNOUNCEMENTS

A. Township Board Update

Principal Planner Shorkey stated that the Board approved REZ #25001 and an SUP will be presented to the Planning Commission in an upcoming meeting.

B. Liaison Reports

None

11. PROJECT UPDATES

Principal Planner Shorkey highlighted the report provided in the packet. He noted that staff will be proposing language about roosters in an upcoming meeting.

12. PUBLIC REMARKS

None

13. COMMISSIONER COMMENTS

None

14. ADJOURNMENT

Chair Shrewsbury called for a motion to adjourn the meeting at 7:02 pm

**Commissioner McConnell moved to adjourn the March 24, 2025 regular meeting of the Planning Commission. Seconded by Commissioner McCurtis. Motion passed unanimously.**



**To: Board Members**  
**From: Bernadette Blonde, CGFM**  
**Finance Director**  
**Date: April 15, 2025**  
**Re: 1<sup>st</sup> Quarter Budget Amendments**

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The 1<sup>st</sup> quarter 2025 budget amendments are detailed in the attached document. These amendments result from revenue and expenditures that were unknown during the original budget process.

**GENERAL FUND**

The amendments to the 2025 General Fund include revenue adjustments to account for higher than expected revenues from tax penalties, permits, and the challenge coin program. Expenditure adjustments cover costs for financial services needed due to the vacancy of the Finance Director position, as well as temporary staffing to fill an open position in Utility Billing. Furthermore, the carryover amount for the Public Safety Generator and Sign Project from 2024, along with ongoing planning and review for Okemos Public Schools, are also included.

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

*Estimated Fund Balance on December 31, 2024	\$13,475,593.36
Original budgeted addition to Fund Balance 2025	40,254
1 <sup>st</sup> quarter budget amendments	<u>(264,422)</u>
Projected use of Fund Balance	<u>(224,168)</u>
Projected Fund Balance on December 31, 2025	<u>\$13,251,425.36</u>
Fund Balance/Average Monthly Expenditures	5.46

**SPECIAL REVENUE FUNDS**

Amendments to the Special Revenue Funds include the removal of bond proceeds revenue, as the funds were received at the end of 2024. Additionally, grant revenue and related expenditures for the River Clean-Up Project are recognized, along with the purchase of a handheld narcotics scanner funded by the Opioid Settlement Fund.

\*Fund Balance has not been finalized pending the completion of outstanding fiscal year-end activities

### **DEBT SERVICE FUND**

Amendments to the Debt Service Funds consist of additional principal and interest payments for the 2024 General Obligation Unlimited Tax Bonds, as well as, the recognition of the anticipated interest revenue for 2025.

### **CAPITAL PROJECTS FUND**

Amendments to the Capital Projects Fund include expenses for the conceptual planning of the Senior Center, the inclusion of the Opticom project from the Ingham County Road Department, and the creation of architectural plans for the fire station dormitory remodel.

### **ENTERPRISE FUNDS**

Amendments to the Enterprise Funds include the recognition of revenue from the City of East Lansing's share of the Timberland Street Water Main Replacement Project, the reallocation and addition of funds for the Grand River Avenue and Park Lake Road Gate Valve Project, and the inclusion of AMI Collectors for water meter readings.

The following motion is proposed:

**MOVE TO APPROVE THE 1<sup>st</sup> QUARTER 2025 BUDGET AMENDMENTS WITH AN DECREASE IN BUDGETED FUND BALANCE FOR THE GENERAL FUND IN THE AMOUNT OF \$264,422 WHICH PROJECTS A USE OF FUND BALANCE OF \$224,168. BASED ON 2024 RESULTS, THE PROJECTED FUND BALANCE AT DECEMBER 31, 2025, WILL BE \$13,251,425.36.**

#### **Attachment:**

1. 1<sup>st</sup> Quarter 2025 Budget Amendments

Beginning of Year Budget Amendments  
2025 Budget  
Charter Township of Meridian

Department	Amount	Explanation	Account
<b>GENERAL FUND</b>			
<i>Revenue</i>			
Tax Penalties	16,000.00	Revenue has exceeded initial projections	101-000.000-445.000
Land Clearing Permits	420.00	Revenue has exceeded initial projections	101-000.000-480.000
Challenge Coin Revenue	1,400.00	New program for 2025	101-000.000-637.030
Surplus Property	70.00	Revenue has exceeded initial projections	101-000.000-647.010
<b>Total Revenue</b>	<b>17,890.00</b>		
<i>Expenditures</i>			
<b>General Government</b>			
Accounting - Salaries - Temporary	151,420.00	Utility Billing Temporary Staff (29,920) & Financial Services for 2025 (121,500)	101-170.191-701.000
Clerk - Health Insurance	(4,500.00)	Employee's insurance requirements have changed post -budget approval	101-170.215-715.000
Clark - Insurance opt Out	4,500.00	Employee's insurance requirements have changed post -budget approval	101-170.215-715.010
Information Technology - Salaries	(12,000.00)	Vacant IT Technician	101-170.228-701.000
Information Technology - Longevity	(320.00)	Vacant IT Technician	101-170.228-710.000
Information Technology - FICA	(1,000.00)	Vacant IT Technician	101-170.228-714.000
Admin & Human Resources - Auto Allowance	1,000.00	New contract agreement with the manager	101-170.270-723.000
Admin & Human Resources - Operating Supplies	600.00	The need for document shredding service was unforeseen during the budgeting process	101-170.270-728.000
Admin & Human Resources - Interview/Hiring Expenses	1,000.00	Applicant Pro software increase was not anticipated during the budget process	101-170.270-822.020
Police - Sick Leave Incentive Pay	112.00	Higher than estimated	101-300.301-702.000
Police - Printing Contact	2,000.00	Product initially planned for the previous year was delayed and arrived in 2025	101-300.301-825.000
Police - Machinery and Equipment	2,000.00	Costs were higher than anticipated for Shields and Radar	101-300.301-979.000
Dev - Planning / Admin - Professional Services	20,000.00	Continued Plan Review for Okemos Public Schools	101-700.701-821.000
Parks & Recreation Admin - Health Insurance	(2,251.00)	Employee's insurance requirements have changed post -budget approval	101-750.753-715.000
Parks & Recreation Admin - Insurance opt Out	2,251.00	Employee's insurance requirements have changed post -budget approval	101-750.753.715.010
Capital Outlay - Construction/Improvements	117,500.00	Carryover - Sign project (7,500) and Public Safety Generator (110,000)	101-900.901-974.000
<b>Total General Government</b>	<b>164,812.00</b>		
<b>Total Capital Outlay</b>	<b>117,500.00</b>		
<b>Total Expenditures for General Fund</b>	<b>282,312.00</b>		
<b>Net to (from) Fund Balance</b>	<b>(264,422.00)</b>		
<b>SPECIAL REVENUE FUNDS</b>			
<b>Local Roads</b>			
<i>Revenue</i>			
Current Property Taxes	350.00	Revenue has exceeded initial projections	204-000.000-402.000
Other Financing Srce - Bond Proceeds	(10,239,532.00)	Received Bond Proceeds in late November after the budget process was completed	204-000.000-696.000
<b>Net to (from) Fund Balance</b>	<b>(10,239,182.00)</b>		
<b>Park Millage</b>			
<i>Revenue</i>			
Delinquent Property Taxes	180.00	Revenue has exceeded initial projections	208-000.000-412.000
<i>Expenditures</i>			
Parks and Recreation Admin - Health Insurance	(2,251.00)	Employee's insurance requirements have changed post -budget approval	208-750.753-715.000
Parks and Recreation Admin - Insurance opt Out	2,251.00	Employee's insurance requirements have changed post -budget approval	208-750.753-715.010
Parks Maintenance - Radio Maintenance	800.00	Verizon Wireless Parks Portion is higher than anticipated	208-750.758-827.000
<b>Total Expenditures</b>	<b>800.00</b>		
<b>Net to (from) Fund Balance</b>	<b>(620.00)</b>		

Department	Amount	Explanation	Account
<b>Park Restricted/Designated</b>			
<b>Revenue</b>			
Grant Revenue - Local	50,000.00	River Clean up Grant	211-000.000-581.000
<b>Expenditures</b>			
Park Development	50,000.00	River Clean up Expenses	211-000.000-975.090
<b>Net to (from) Fund Balance</b>	<u><u>-</u></u>		
<b>Fire Restricted/Designated</b>			
<b>Revenue</b>			
Interest	25.00	Revenue has exceeded initial projections	214-000.000-665.000
<b>Net to (from) Fund Balance</b>	<u><u>25.00</u></u>		
<b>Pedestrian Bike path</b>			
<b>Expenditures</b>			
Overtime	1,000.00	Increase of Snow events during the 2024-2025 winter season	216-440.450-706.000
Operating Supplies	1,500.00	Additional Trimming along the pathway system this winter	216-440.450-728.000
<b>Total Expenditures</b>	<u><u>2,500.00</u></u>		
<b>Net to (from) Fund Balance</b>	<u><u>(2,500.00)</u></u>		
<b>Opioid Settlement Fund</b>			
<b>Expenditures</b>			
Education	1,460.00	DARE officer training	284-000.000-831.000
Machinery and Equipment	40,000.00	Handheld Narcotics Scanner	284-000.000-979.000
<b>Total Expenditures</b>	<u><u>41,460.00</u></u>		
<b>Net to (from) Fund Balance</b>	<u><u>(41,460.00)</u></u>		
<b>DEBT SERVICE FUNDS</b>			
<b>Road Debt Retirement Fund</b>			
<b>Revenue</b>			
Delinquent Property Taxes	265.00	Revenue has exceeded initial projections	310-000.000-412.000
Local Community Stabilization Share	1,219.00	Revenue has exceeded initial projections	310-000.000-573.000
Interest	50,000.00	Revenue has exceeded initial projections	310-000.000-665.000
<b>Total Revenue</b>	<u><u>51,484.00</u></u>		
<b>Expenditures</b>			
Principal Expense	2,260,000.00	Addition of the 2024 GO Unlimited Tax Bond Principal Payments	310-000.000-992.200
Debt Service - Interest	378,076.39	Addition of the 2024 GO Unlimited Tax Bond Interest Payments	310-000.000-993.000
<b>Total Expenditures</b>	<u><u>2,638,076.39</u></u>		
<b>Net to (from) Fund Balance</b>	<u><u>(2,586,592.39)</u></u>		
<b>Fire Station Debt Service</b>			
<b>Revenue</b>			
Local Community Stabilization Share	450.00	Revenue has exceeded initial projections	372-000.000-573.000
Interest	1,500.00	Revenue has exceeded initial projections	372-000.000-665.000
<b>Total Revenue</b>	<u><u>1,950.00</u></u>		
<b>Net to (from) Fund Balance</b>	<u><u>1,950.00</u></u>		
<b>CAPITAL PROJECTS FUND</b>			
<b>Capital Projects Fund</b>			
<b>Expenditures</b>			
Senior & Community Center	40,000.00	Senior Center Conceptual Planning	401-900.901-821.000
Construction/Improvements	16,040.00	Opticom Project from Ingham County Road Department	401-900.901-974.000
Construction/Improvements	80,000.00	Fire Dorm Architecture Plans	401-900.901-974.000-FIREFDORMS
<b>Total Expenditures</b>	<u><u>136,040.00</u></u>		
<b>Net to (from) Fund Balance</b>	<u><u>(136,040.00)</u></u>		
<b>ENTERPRISE FUNDS</b>			
<b>Sewer Fund</b>			
<b>Expenditures</b>			
Water/Sewer Administration - Overtime	1,000.00	Overtime to keep up with permitting	590-440.441-706.000
Water/Sewer Administration - Miscellaneous	1,000.00	Higher than anticipated	590-440.441-955.000
<b>Total Expenditures</b>	<u><u>2,000.00</u></u>		
<b>Net to (from) Fund Balance</b>	<u><u>(2,000.00)</u></u>		

Department	Amount	Explanation	Account
<b>Water Fund</b>			
<b>Revenue</b>			
Reimbursements	202,000.00	Reimbursement from the City of East Lansing for their portion of the Timberlane St Water Main Replacement Project	591-000.000-676.000
<b>Total Revenue</b>	<b><u>202,000.00</u></b>		
<b>Expenditures</b>			
Water/Sewer Administration - Overtime	1,000.00	Overtime to keep up with permitting	591-440.441-706.000
Water Maintenance - Health Insurance	(4,500.00)	Employee's insurance requirements have changed post -budget approval	591-440.537-715.000
Water Maintenance - Insurance opt Out	4,500.00	Employee's insurance requirements have changed post -budget approval	591-440.537-715.010
Capital Outlay - Construction/Improvements	525,000.00	Grand River Ave and Park Lake Rd Gate Valve Project (425,000) and AMI collectors for Water Meter Reading (100,000)	591-900-901-974.000
Capital Outlay - Construction/Improvements	(648,000.00)	Reallocate funds to other projects, working on current inventory before purchase of more meters	591-900-901-974.000-METER-2024
<b>Total Expenditures</b>	<b><u>(122,000.00)</u></b>		
<b>Net to (from) Fund Balance</b>	<b><u>324,000.00</u></b>		
<b>INTERNAL SERVICE FUND</b>			
<b>Motor Pool</b>			
<b>Expenditures</b>			
Clothing Allowance	563.00	New Employee prorated clothing allowance	661-000.000-761.000
<b>Net to (from) Fund Balance</b>	<b><u>(563.00)</u></b>		



**To: Township Board Members**  
**From: Tim Dempsey, Township Manager**  
**Date: April 11, 2025**  
**Re: Joint Board and Local Government/Schools Meeting Topics**

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Staff is seeking Board input on agenda topics for the April 29 joint meeting. The M-Team has discussed potential topics and has come up with the following possibilities:

- **Area Road Projects and Needed Improvements.** Highlight upcoming major road projects and discuss critical needs.
- **Red Cedar Cleanup Project.** Review current and ongoing plans across jurisdictions doing river cleanup work.
- **MSU-Lake Lansing Trail.** Provide updates on Phase I and II remaining work and Phase III design/planning work.

We are also in the process of soliciting topics from attendees and will share those additional suggestions with the Board during the April 15 meeting.



**To: Board Members**

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

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

**Courtney Wisinski, Director of Parks & Recreation**

**Date: April 9, 2025**

**Re: Senior/Community Center**

---

At the Board's April 3 meeting, the Board reviewed and discussed the two recommendations from the Senior Community Center Task Force, both located at the Central Fire Station site, 5000 Okemos, Road. The packet materials from the April 3 meeting are attached to this cover memorandum for your reference.

At the April 15 Board meeting, we will be discussing the costs associated with both options and the resulting millage rates that are required. Before we get into new millage rates, we want to remind the Board that the following Township millages have officially been levied for the last time:

1. CATA Redi Ride: 0.2 mill

This millage was levied for the last time on the winter 2023 tax bill. This millage had been reduced to 0.1971 under the Headlee Amendment in the state Constitution when it was last levied on the winter 2023 tax bill.

2. Central Fire Station Construction Bond Millage: 0.2 mill

This millage was levied for the last time on the winter 2024 tax bill at 0.0624 mill, which was the millage rate that was necessary to finish retiring the bonds for the construction of the Central Fire Station.

All of the figures below account for the \$5 million grant the Township has received from the state of Michigan, the approximately \$550,000 fund balance from the existing Community Services Millage, and the estimated \$2,105,050 in revenue the existing Community Services Millage will bring in over the next 10 years.

**Memo to Township Board  
April 9, 2025  
Senior/Community Center**

**Senior Center**

For the Senior Center option, the estimate cost to operate the facility over 10 years is \$4,630,210. This equates to a millage rate of 0.101 mill.

The estimated construction cost is \$9,800,000, or \$629 per square foot. Once you subtract the \$5 million grant from the state of Michigan, the remaining construction cost of \$4,800,000 equates to a millage rate of 0.2336 to fund the construction over a 10-year period.

<b><u>Senior Center</u></b>			
<b>Millage</b>	<b>Rate</b>	<b>First Year Revenue</b>	<b>Total Revenue</b>
Operating Millage	0.1010	\$236,438.06	\$2,530,530.76
Construction Bond Millage	0.2336	\$546,850.80	\$4,800,000.00
<b>Totals</b>	<b>0.3346</b>	<b>\$783,288.86</b>	<b>\$7,330,530.76</b>

Here is a table that shows the approximate increase that property owners would see based on market and taxable value:

<b><u>Senior Center</u></b>		
<b>Market Value of Home</b>	<b>Taxable Value of Home</b>	<b>Senior Center Annual Increase to Tax Bill</b>
\$200,000.00	\$100,000.00	\$33.46
\$250,000.00	\$125,000.00	\$41.83
\$300,000.00	\$150,000.00	\$50.19
\$350,000.00	\$175,000.00	\$58.56
\$400,000.00	\$200,000.00	\$66.92

**Senior & Community Center**

For the Senior & Community Center option, the estimate cost to operate the facility over 10 years is \$12,088,130. This equates to a millage rate of .3985 mill.

The estimated construction cost is \$29,100,000, or \$541 per square foot. Once you subtract the \$5 million grant from the state of Michigan, the remaining construction cost of \$24,100,000 equates to a millage rate of .6949 to fund the construction over a 20-year period.

<b><u>Senior &amp; Community Center</u></b>			
<b>Millage</b>	<b>Rate</b>	<b>First Year Revenue</b>	<b>Total Revenue</b>
Operating Millage	0.3985	\$932,876.90	\$9,984,321.85
Construction Bond Millage	0.6949	\$1,626,740.68	\$24,100,000.00
<b>Totals</b>	<b>1.0934</b>	<b>\$2,559,617.58</b>	<b>\$34,084,321.85</b>

**Memo to Township Board**  
**April 9, 2025**  
**Senior/Community Center**

Here is a table that shows the approximate increase that property owners would see based on market and taxable value:

<b>Senior &amp; Community Center</b>		
<b>Market Value of Home</b>	<b>Taxable Value of Home</b>	<b>Increase to Tax Bill</b>
\$200,000.00	\$100,000.00	\$109.34
\$250,000.00	\$125,000.00	\$136.68
\$300,000.00	\$150,000.00	\$164.01
\$350,000.00	\$175,000.00	\$191.35
\$400,000.00	\$200,000.00	\$218.68

Below is a table that shows how the approximate revenue various millage rates would generate in the first year:

<b>Millage Rate</b>	<b>First Year Revenue</b>
0.33	\$793,240.81
0.5	\$1,201,880.02
0.67	\$1,610,519.23
0.75	\$1,802,820.03
0.875	\$2,103,290.04
1	\$2,403,760.05
1.1	\$2,644,136.05

At the Board April 3 meeting, there was some discussion about the cost and square footage differential between the two recommendations. The Senior & Community Center conceptual design that the Task Force recommended is 3.45 times the size of the Senior Center in terms of the square footage of the two facilities. The Senior & Community Center conceptual design that the Task Force recommended would cost 2.97 times more to construct than the Senior Center. As our consultants and Progressive AE were explaining at the previous Board meeting, the reason for this differential is the fixed cost to grade the site and bring water and sanitary sewer into the site is the same between the two. Therefore, this makes the Senior Center more costly to construct per square foot.

There was also some discussion about the total cost differential between the two recommendations at the previous Board meeting. A lot of this differential is attributed to the difference in the hours that the two facilities would be open.

The Senior Center would be open eight hours per day, Monday-Friday, or 40 hours per week. The Senior & Community Center would be open 12 hours per day, Monday-Saturday, or 72 hours per week. Here is a table that compares the total cost (construction and operation, including all existing revenue) on a per hour basis:

**Memo to Township Board**  
**April 9, 2025**  
**Senior/Community Center**

<b>Recommendation</b>	<b>Total Cost Over the First 10 Years</b>	<b>Hours of Operation Over the First 10 Years</b>	<b>Cost/Hour Over the First 10 Years</b>
Senior Center	\$14,430,210.95	20857.2	\$691.86
Senior & Community Center	\$41,188,130.33	37542.96	\$1,097.09

Therefore, the Senior & Community Center conceptual design that the Task Force recommended would cost 1.59 times more per hour of operation over the first 10 years than the Senior Center.

We look forward to discussing this with the Board in greater depth.

**Attachments:**

1. Resolution Authorizing Ballot Proposal for a 10-Year Senior Center Operating Millage
2. Resolution Authorizing Ballot Proposal for a 10-Year Senior Center Project Bond
3. Resolution Authorizing Ballot Proposal for a 10-Year Community and Senior Center Operating Millage
4. Resolution Authorizing Ballot Proposal for a 20-Year Community and Senior Center Project Bond
5. Construction Bond Millage Impact Summary
6. Board Packet Materials for Agenda Item 13.A from the April 3, 2025 Meeting

**CHARTER TOWNSHIP OF MERIDIAN  
(Ingham County, Michigan)**

**RESOLUTION AUTHORIZING BALLOT PROPOSAL FOR A 10-YEAR  
SENIOR CENTER OPERATING MILLAGE**

At a regular meeting of the Township Board of the Charter Township of Meridian, Ingham County, Michigan, held at the Meridian Township Municipal Building, 5151 Marsh Road, Okemos, MI 48864, in said Township on May 8, 2025, at 6:00 p.m. local time.

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

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

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

**WHEREAS**, the Township Board of the Charter Township of Meridian (the "Township") has determined that it is in the best interest of the Township to provide for the operation and maintenance of a Township senior center; and

**WHEREAS**, the Township Board has determined that construction and operational funding for the project are intertwined such that construction should proceed only if operational funding is secured; and

**WHEREAS**, the Township Board wishes to submit the question of approving a new additional millage to the voters at an election to be held on August 5, 2025.

**NOW, THEREFORE, BE IT RESOLVED BY THE TOWNSHIP BOARD OF THE CHARTER TOWNSHIP OF MERIDIAN, INGHAM COUNTY, MICHIGAN, THAT:**

1. The following millage proposal shall be submitted to the electors of the Township at the August 5, 2025 election:

**MERIDIAN TOWNSHIP SENIOR CENTER OPERATING MILLAGE**

For the purposes of expanding and improving existing senior center services and operating a new senior center, including, but not limited to the cost of operating and maintaining a senior center and related improvements, shall the Constitutional limitation upon the total amount of taxes which may be assessed in one (1) year upon all property within Meridian Charter Township be increased and a new additional millage be levied in the amount of up to 0.101 mill (\$0.101 per \$1,000 of taxable value) for the period of ten (10) years (2025-2034) inclusive? If approved and levied in full, this Millage will raise an estimated \$236,438 in the first calendar year of the levy. Adoption of this proposal is conditioned on adoption of the Township Senior Center Project Bond proposal at this election.

Yes \_\_\_\_\_

No \_\_\_\_\_



**CHARTER TOWNSHIP OF MERIDIAN  
(Ingham County, Michigan)**

**RESOLUTION AUTHORIZING BALLOT PROPOSAL FOR  
SENIOR CENTER BOND**

At a regular meeting of the Township Board of the Charter Township of Meridian, Ingham County, Michigan, held at the Meridian Township Municipal Building, 5151 Marsh Road, Okemos, MI 48864, in said Township on May 8, 2025, at 6:00 p.m. local time.

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

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

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

**WHEREAS**, the Township Board of the Charter Township of Meridian (the "Township") has determined that it is in the best interest of the Township to provide for the acquisition, construction, and financing of a Township senior center; and

**WHEREAS**, the Township Board has determined that it would be necessary to borrow money and issue its bonds to finance the acquisition and construction of this project; and

**WHEREAS**, the Township Board has determined that it would be necessary to borrow money and issue its bonds to finance the acquisition and construction of this project; and

**WHEREAS**, the Township Board wishes to submit the question of issuing bonds to the voters at an election to be held on August 5, 2025.

**NOW, THEREFORE, BE IT RESOLVED BY THE TOWNSHIP BOARD OF THE CHARTER TOWNSHIP OF MERIDIAN, INGHAM COUNTY, MICHIGAN, THAT:**

1. The following proposition shall be submitted to the electors of the Township at the August 5, 2025 election:

**MERIDIAN TOWNSHIP SENIOR CENTER PROJECT BOND**

For the purposes of paying the cost of constructing a new senior center facility, including, but not limited to the cost of acquiring, designing, constructing, furnishing and equipping this, and related improvements, parking and site, shall the Charter Township of Meridian, Ingham County, Michigan, borrow the principal amount of not to exceed \$4,800,000 and issue its general obligation unlimited tax bonds for all or a portion of that amount in one or more series payable over not to exceed 10 years from the date of issue each series? Adoption of this proposal is conditioned on adoption of the Township Senior Center Operating millage at this election.

The estimated millage to be levied in the first year of the levy is 0.2336 mill (\$0.2336 per \$1,000 of taxable value) and the estimated simple average annual millage rate required to retire the bonds over approximately 10 years is 0.2327 mill (\$0.2327 per \$1,000 of taxable value).



**CHARTER TOWNSHIP OF MERIDIAN  
(Ingham County, Michigan)**

**RESOLUTION AUTHORIZING BALLOT PROPOSAL FOR A 10-YEAR  
COMMUNITY AND SENIOR CENTER OPERATING MILLAGE**

At a regular meeting of the Township Board of the Charter Township of Meridian, Ingham County, Michigan, held at the Meridian Township Municipal Building, 5151 Marsh Road, Okemos, MI 48864, in said Township on May 8, 2025, at 6:00 p.m. local time.

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

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

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

**WHEREAS**, the Township Board of the Charter Township of Meridian (the "Township") has determined that it is in the best interest of the Township to provide for the operation and maintenance of a Township community and senior center; and

**WHEREAS**, the Township Board has determined that construction and operational funding for the project are intertwined such that construction should proceed only if operational funding is secured; and

**WHEREAS**, the Township Board wishes to submit the question of approving a new additional millage to the voters at an election to be held on August 5, 2025.

**NOW, THEREFORE, BE IT RESOLVED BY THE TOWNSHIP BOARD OF THE CHARTER TOWNSHIP OF MERIDIAN, INGHAM COUNTY, MICHIGAN, THAT:**

1. The following millage proposal shall be submitted to the electors of the Township at the August 5, 2025 election:

**MERIDIAN TOWNSHIP COMMUNITY AND SENIOR CENTER OPERATING MILLAGE**

For the purposes of expanding and improving existing senior center services and operating a new community and senior center, including, but not limited to the cost of operating and maintaining a community and senior center and related improvements, shall the Constitutional limitation upon the total amount of taxes which may be assessed in one (1) year upon all property within Meridian Charter Township be increased and a new additional millage be levied in the amount of up to 0.3985 mill (\$0.3985 per \$1,000 of taxable value) for the period of ten (10) years (2025-2034) inclusive? If approved and levied in full, this Millage will raise an estimated \$932,877 in the first calendar year of the levy. Adoption of this proposal is conditioned on adoption of the Township Community and Senior Center Project Bond proposal at this election.

Yes \_\_\_\_\_

No \_\_\_\_\_



**CHARTER TOWNSHIP OF MERIDIAN  
(Ingham County, Michigan)**

**RESOLUTION AUTHORIZING BALLOT PROPOSAL FOR  
COMMUNITY AND SENIOR CENTER BOND**

At a regular meeting of the Township Board of the Charter Township of Meridian, Ingham County, Michigan, held at the Meridian Township Municipal Building, 5151 Marsh Road, Okemos, MI 48864, in said Township on May 8, 2025, at 6:00 p.m. local time.

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

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

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

**WHEREAS**, the Township Board of the Charter Township of Meridian (the "Township") has determined that it is in the best interest of the Township to provide for the acquisition, construction, and financing of a Township community and senior center; and

**WHEREAS**, the Township Board has determined that it would be necessary to borrow money and issue its bonds to finance the acquisition and construction of this project; and

**WHEREAS**, the Township Board has determined that construction and operational funding for the project are intertwined such that construction should proceed only if operational funding is secured; and

**WHEREAS**, the Township Board wishes to submit the question of issuing bonds to the voters at an election to be held on August 5, 2025.

**NOW, THEREFORE, BE IT RESOLVED BY THE TOWNSHIP BOARD OF THE CHARTER TOWNSHIP OF MERIDIAN, INGHAM COUNTY, MICHIGAN, THAT:**

1. The following proposition shall be submitted to the electors of the Township at the August 5, 2025 election:

**MERIDIAN TOWNSHIP COMMUNITY AND SENIOR CENTER PROJECT BOND**

For the purposes of paying the cost of constructing a new community and senior center facility, including, but not limited to the cost of acquiring, designing, constructing, furnishing and equipping this, and related improvements, parking and site, shall the Charter Township of Meridian, Ingham County, Michigan, borrow the principal amount of not to exceed \$24,100,000 and issue its general obligation unlimited tax bonds for all or a portion of that amount in one or more series payable over not to exceed 20 years from the date of issue each series? Adoption of this proposal is conditioned on adoption of the Township Community and Senior Center Operating millage at this election.



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Angela Demas, Township Clerk  
Charter Township of Meridian

DRAFT

**Charter Township of Meridian  
County of Ingham, State of Michigan  
Estimated Debt Service and Millage Impact Summary <sup>1</sup>**

	Senior Center Project	Senior Center Project	Senior & Community Center Project
<b>Est Bond Size:</b>	\$4,940,000	\$4,955,000	\$24,600,000
<b>Amortization Legnth:</b>	10-Year	20-Year	20-Year
<b>Estimated Rate:</b>	3.64%	4.25%	4.25%
<b>Total Interest:</b>	\$912,621	\$2,411,777	\$11,943,996
<b>Total Debt Service:</b>	\$5,852,621	\$7,366,777	\$36,543,996
<b>Construction Deposit:</b>	\$4,800,000	\$4,800,000	\$24,100,000
<b>Est. Financing Cost <sup>2</sup>:</b>	\$140,000	\$155,000	\$500,000
<b>Average Debt Service:</b>	\$585,262	\$368,339	\$1,827,200
<b>Max Annual Debt Service:</b>	\$611,085	\$404,164	\$2,005,472
<b>Average Millage <sup>3</sup>:</b>	0.2327	0.1392	0.6905
<b>Maximum Millage <sup>3</sup>:</b>	0.2336	0.1401	0.6949

Notes:

- 1 All assumptions are preliminary and are subject to change.
- 2 Based on actual Tax Year 2025/Fiscal Year 2026 Taxable Value with a 1.00% Taxable Value growth rate.
- 3 Financing cost includes Cost of Issuance and Underwriter's Discount.

**Charter Township of Meridian  
County of Ingham, State of Michigan  
Estimated Debt Service and Millage Impact Schedule**

**Senior & Community Center Project  
--\$24,100,000 Project/ 20-Year Amortization--**

Assumptions	
<b>Dated Date (Est):</b>	10/1/2025
<b>1st Interest Payment:</b>	4/1/2026
<b>1st Principal Payment:</b>	4/1/2026
<b>Bond Term:</b>	20-Year
<b>Estimated Rate:</b>	4.25%

Project Costs	
<b>Construction Fund Deposit:</b>	\$24,100,000
<b>Estimated Financing Cost<sup>3</sup>:</b>	\$500,000

Debt Levy Information	
<b>Maximum Annual Millage:</b>	0.6949
<b>Average Annual Millage:</b>	0.6905
<b>Max Annual Debt Service:</b>	\$2,005,472
<b>Avg Annual Debt Service:</b>	\$1,827,200

**Proposed 2025 Senior & Community  
Center Bonds**

Tax Year	Fiscal Year	Est. Projected TV <sup>1</sup>	Growth Rate	Principal Payment Due April -1	Annual Interest Payment	Total Annual Debt Service	Mills Required for Proposed Bonds
2025	2026	\$2,403,760,054		\$725,000	\$945,389	\$1,670,389	<b>0.6949</b>
2026	2027	2,427,797,655	1.000%	750,000	923,781	1,673,781	<b>0.6894</b>
2027	2028	2,452,075,631	1.000%	790,000	900,825	1,690,825	<b>0.6895</b>
2028	2029	2,476,596,387	1.000%	835,000	875,893	1,710,893	<b>0.6908</b>
2029	2030	2,501,362,351	1.000%	880,000	848,915	1,728,915	<b>0.6912</b>
2030	2031	2,526,375,975	1.000%	925,000	819,731	1,744,731	<b>0.6906</b>
2031	2032	2,551,639,735	1.000%	975,000	787,913	1,762,913	<b>0.6909</b>
2032	2033	2,577,156,132	1.000%	1,025,000	753,404	1,778,404	<b>0.6901</b>
2033	2034	2,602,927,693	1.000%	1,080,000	715,996	1,795,996	<b>0.6900</b>
2034	2035	2,628,956,970	1.000%	1,140,000	675,386	1,815,386	<b>0.6905</b>
2035	2036	2,655,246,540	1.000%	1,200,000	631,495	1,831,495	<b>0.6898</b>
2036	2037	2,681,799,005	1.000%	1,265,000	584,187	1,849,187	<b>0.6895</b>
2037	2038	2,708,616,995	1.000%	1,335,000	533,777	1,868,777	<b>0.6899</b>
2038	2039	2,735,703,165	1.000%	1,410,000	480,068	1,890,068	<b>0.6909</b>
2039	2040	2,763,060,197	1.000%	1,485,000	422,368	1,907,368	<b>0.6903</b>
2040	2041	2,790,690,799	1.000%	1,565,000	359,932	1,924,932	<b>0.6898</b>
2041	2042	2,818,597,707	1.000%	1,655,000	290,968	1,945,968	<b>0.6904</b>
2042	2043	2,846,783,684	1.000%	1,750,000	215,142	1,965,142	<b>0.6903</b>
2043	2044	2,875,251,521	1.000%	1,850,000	133,355	1,983,355	<b>0.6898</b>
2044	2045	2,904,004,036	1.000%	1,960,000	45,472	2,005,472	<b>0.6906</b>
				<b>\$24,600,000</b>	<b>\$11,943,996</b>	<b>\$36,543,996</b>	

Notes:

- 1 Based on actual Tax Year 2025/Fiscal Year 2026 Taxable Value with a 1.00% Taxable Value growth rate.
- 2 Assumptions, debt service schedules and taxable value growth assumptions are estimated and are subject to change.
- 3 Finance cost includes Cost of Issuance and Underwriter's Discount.

**Charter Township of Meridian  
County of Ingham, State of Michigan  
Estimated Debt Service and Millage Impact Schedule  
Senior Center Project  
--\$4,800,000 Project/ 20-Year Amortization--**

Assumptions	
<b>Dated Date (Est):</b>	10/1/2025
<b>1st Interest Payment:</b>	4/1/2026
<b>1st Principal Payment:</b>	4/1/2026
<b>Bond Term:</b>	20-Year
<b>Estimated Rate:</b>	4.25%

Project Costs	
<b>Construction Fund Deposit:</b>	\$4,800,000
<b>Estimated Financing Cost<sup>3</sup>:</b>	\$155,000

Debt Levy Information	
<b>Maximum Annual Millage:</b>	0.1401
<b>Average Annual Millage:</b>	0.1392
<b>Max Annual Debt Service:</b>	\$404,164
<b>Avg Annual Debt Service:</b>	\$368,339

**Proposed 2025 Senior Center Bonds 20-Year Amortization**

Tax Year	Fiscal Year	Est. Projected TV <sup>1</sup>	Growth Rate	Principal Payment Due April -1	Annual Interest Payment	Total Annual Debt Service	Mills Required for Proposed Bonds
2025	2026	\$2,403,760,054		\$140,000	\$190,631	\$330,631	<b>0.1375</b>
2026	2027	2,427,797,655	1.000%	150,000	186,383	336,383	<b>0.1386</b>
2027	2028	2,452,075,631	1.000%	160,000	181,761	341,761	<b>0.1394</b>
2028	2029	2,476,596,387	1.000%	170,000	176,698	346,698	<b>0.1400</b>
2029	2030	2,501,362,351	1.000%	175,000	171,272	346,272	<b>0.1384</b>
2030	2031	2,526,375,975	1.000%	185,000	165,451	350,451	<b>0.1387</b>
2031	2032	2,551,639,735	1.000%	195,000	159,087	354,087	<b>0.1388</b>
2032	2033	2,577,156,132	1.000%	205,000	152,185	357,185	<b>0.1386</b>
2033	2034	2,602,927,693	1.000%	220,000	144,631	364,631	<b>0.1401</b>
2034	2035	2,628,956,970	1.000%	230,000	136,400	366,400	<b>0.1394</b>
2035	2036	2,655,246,540	1.000%	240,000	127,585	367,585	<b>0.1384</b>
2036	2037	2,681,799,005	1.000%	255,000	118,085	373,085	<b>0.1391</b>
2037	2038	2,708,616,995	1.000%	270,000	107,906	377,906	<b>0.1395</b>
2038	2039	2,735,703,165	1.000%	285,000	97,046	382,046	<b>0.1397</b>
2039	2040	2,763,060,197	1.000%	300,000	85,387	385,387	<b>0.1395</b>
2040	2041	2,790,690,799	1.000%	315,000	72,798	387,798	<b>0.1390</b>
2041	2042	2,818,597,707	1.000%	335,000	58,875	393,875	<b>0.1397</b>
2042	2043	2,846,783,684	1.000%	355,000	43,509	398,509	<b>0.1400</b>
2043	2044	2,875,251,521	1.000%	375,000	26,925	401,925	<b>0.1398</b>
2044	2045	2,904,004,036	1.000%	395,000	9,164	404,164	<b>0.1392</b>
				<b>\$4,955,000</b>	<b>\$2,411,777</b>	<b>\$7,366,777</b>	

Notes:

- 1 Based on actual Tax Year 2025/Fiscal Year 2026 Taxable Value with a 1.00% Taxable Value growth rate.
- 2 Assumptions, debt service schedules and taxable value growth assumptions are estimated and are subject to change.
- 3 Finance cost includes Cost of Issuance and Underwriter's Discount.

**Charter Township of Meridian  
County of Ingham, State of Michigan  
Estimated Debt Service and Millage Impact Schedule**

**Senior Center Project  
--\$4,800,000 Project/ 10-Year Amortization--**

Assumptions	
Dated Date (Est):	10/1/2025
1st Interest Payment:	4/1/2026
1st Principal Payment:	4/1/2026
Project Size:	\$4,800,000
Bond Term:	10-Year
Estimated Rate:	3.64%

Project Costs	
Construction Fund Deposit:	\$4,800,000
Estimated Financing Cost <sup>3</sup> :	\$140,000

Debt Levy Information	
Maximum Annual Millage:	0.2336
Average Annual Millage:	0.2327
Max Annual Debt Service:	\$611,085
Avg Annual Debt Service:	\$585,262

**Proposed 2025 Senior Center Bonds 10-  
Year Amortization**

Tax Year	Fiscal Year	Est. Projected TV <sup>1</sup>	Growth Rate	Principal Payment Due April -1	Annual Interest Payment	Total Annual Debt Service	Mills Required for Proposed Bonds
2025	2026	\$2,403,760,054		\$400,000	\$157,221	\$557,221	<b>0.2318</b>
2026	2027	2,427,797,655	1.000%	420,000	145,208	565,208	<b>0.2328</b>
2027	2028	2,452,075,631	1.000%	440,000	132,389	572,389	<b>0.2334</b>
2028	2029	2,476,596,387	1.000%	455,000	118,659	573,659	<b>0.2316</b>
2029	2030	2,501,362,351	1.000%	480,000	103,951	583,951	<b>0.2335</b>
2030	2031	2,526,375,975	1.000%	500,000	88,107	588,107	<b>0.2328</b>
2031	2032	2,551,639,735	1.000%	525,000	70,943	595,943	<b>0.2336</b>
2032	2033	2,577,156,132	1.000%	545,000	52,482	597,482	<b>0.2318</b>
2033	2034	2,602,927,693	1.000%	575,000	32,578	607,578	<b>0.2334</b>
2034	2035	2,628,956,970	1.000%	600,000	11,085	611,085	<b>0.2324</b>
				<b>\$4,940,000</b>	<b>\$912,621</b>	<b>\$5,852,621</b>	

Notes:

- 1 Based on actual Tax Year 2025/Fiscal Year 2026 Taxable Value with a 1.00% Taxable Value growth rate.
- 2 Assumptions, debt service schedules and taxable value growth assumptions are estimated and are subject to change.
- 3 Finance cost includes Cost of Issuance and Underwriter's Discount.



**To:** Township Board Members

**From:** Courtney Wisinski, Director of Parks & Recreation  
Dan Opsommer, Deputy Township Manager and Director of Public Works  
Timothy R. Schmitt, AICP, Community Planning and Development Director

**Date:** March 28, 2025

**Re:** Senior Community Center Task Force Recommendation

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Over the course of the last eight months, Staff and the Senior Community Center Task Force have been gathering and synthesizing information in order to return the Township Board with a recommendation on the topic. There has been a tremendous amount of discussion at the Task Force level and Staff wholeheartedly thanks the members for their work on this project.

At the March 11, 2025 Senior Community Center Task Force meeting, the following recommendations were made to the Township Board regarding the potential Senior Community Center:

- Recommend to the Township Board that the Central Fire Station site, between the Okemos Post Office and the Central Fire Station, be the location for the Senior Center or Senior Community Center
- Recommend to the Township Board the Staffing/Operational plan presented by Staff as presented, acknowledging that future adjustments may be necessary based upon changes outside of the Senior Community Center Task Force's purview
- Recommend to the Township Board the 'Senior Center South' conceptual building layout for either the Senior Center or Senior Community Center building.
- Recommend to the Township Board the Senior Center, No Gym building program.
- Recommend to the Township Board the Senior Community Center, Single Gym building program.

The packets and background information for each of the Senior Community Center Task Force meetings can be found [HERE](#) for reference and are linked throughout the document based on the area of discussion, along with additional links to the video of the meeting. There are **six** areas of focus that were discussed over the course of the meetings that Staff will summarize.

### **Building Site**

Throughout the course of the last several years, a number of sites were mentioned for the potential home of the new senior community center. There was further discussion with the Task Force on the sites, notably at the [October](#) meeting (video [HERE](#)), which resulted in a lengthy discussion and a recommendation to pursue two sites in earnest, the MAC Legends

driving range on Grand River Avenue, which is on the market for sale, and the site adjacent to the Central Fire Station, which the Township already owns. Staff prepared an offer, based on an appraisal, for the MAC Legends site and the owners of the property did not accept the offer, so further planning focused on the Fire Station site solely, which the Task Force ultimately recommended to the Board. Director Schmitt will be prepared to walk through all the potential sites at the Board meeting, but the Fire Station site is the site that the rest of the work was based on.

### **Building Programs**

At the beginning of the process to get to a building layout was the building program, i.e. what is actually going to be in the building. This discussion started initially with Needs Assessment discussions in [October](#) (video [HERE](#)) and [November](#) and culminated with the formal discussion of the building program in [January](#) (video [HERE](#)) and [February](#) (video [HERE](#)) and even into [March](#) (video [HERE](#)) with the final discussions and recommendations. Our partners at Progressive worked through the initial conceptual building programs and with the Task Force's input, offered potential reductions in the size of both options, which were ultimately adopted as the final recommendations. The final program statements that were recommended are attached and Progressive will go through them at the Board meeting to discuss the high-level programming of the building.

### **Building Layout Options**

The biggest item to come of the Task Force's work is the conceptual building program and layout. Discussion on that occurred at the [January](#) (video [HERE](#)) and [February](#) (video [HERE](#)) meetings. The Township's consultant Progressive developed two primary concept plan options for the Task Force to discuss. One had the senior center portion of the building on the north side of the property and the other had the senior center portion of the building on the southern portion of the property. As noted previously, the Task Force recommended the 'Senior Center South' plan. This building can easily be built as either a standalone senior center or a senior community center. The conceptual plan is attached, along with cost projections for both a senior center only and a senior community center option. These rough layouts can and will be refined, if the Township moves forward with the project. But until we get much more committed to the project, major changes to these layouts are not expected at this point, unless there are major errors that need to be fixed. Progressive will be at the meeting to walk the Board through the building layout and building programs.

### **Programming**

Programming of the building occurred at multiple points briefly, but the focused discussion was at the [December](#) meeting (video [HERE](#)). This is the most fluid of the items, as the Parks and Recreation Department will be addressing this item on a regular basis, based on the usage of the building and trends in the community. The biggest direction from the Task Force in this area was the hours of operation. The entirety of the financial picture was based on the Task Force's recommendation of:

- Senior Center only – Monday through Friday, 8 hours per day
- Senior Community Center – Monday through Saturday, 14 hours per day

These hours of operation directly impacted staffing and programming discussions, so this decision needed to be made relatively early in the process. If the hours of operation were to be changed, Staff would need to revisit the staffing and operations plans. Director Wisinski will be available at the Board meeting to discuss programming on a high-level basis.

### **Revenue**

There was discussion at multiple points about potential revenues from the facility and how those revenues could be used to offset the operations costs going forward on the facility. Staff is currently modeling \$0 in the operating budget from revenue. This conservative approach is being recommended so we don't have a situation where we build it and they don't come, leading to budget shortfalls. Very rough revenue projections were discussed at the [March](#) meeting (video [HERE](#)).

The main takeaway is that the revenue generating spaces are the meetings rooms and the gym and those would be the only spaces that can offset any substantial amount of operations cost. At the outset, any revenue monies can be used to begin establishing a strong fund balance for the building fund, to help offset longer term costs. Staff's expectation after that is that in year three or four of the facility being open, we can revisit how to account for the revenue in the operating budget of the facility, as we will have good data on how much is being collected. Director Wisinski prepared the attached projections and will be available to discuss them at the Township Board meeting.

### **Operations and Staffing**

Operations and Staffing are inextricably linked and were discussed together at the [January](#) (video [HERE](#)) and [February](#) (video [HERE](#)) and [March](#) meetings (video [HERE](#)). Staff presented a very conservative staffing plan and operating budget, showing what the facility would need to operate as standalone facility. The staffing plan for both options is as follows:

<b>Senior Center Only</b>	<b>Senior Community Center</b>
FT – Senior Center Manager	FT – Senior Center Manager
FT – Senior Center Programmer/Assistant	FT – Senior Center Programmer/Assistant
FT – Utility Worker	FT – Administrative Assistant*
PT – Seasonal support staff	FT – Program Coordinator
0.35 – Building and Grounds Superintendent	2X FT – Recreation Specialists
	3X FT – Utility Workers
	2X PT – Seasonal support staff
	0.35 – Building and Grounds Superintendent
<b>Total – 3.8 Staff</b>	<b>Total – 10.3 Staff</b>

\*We would need a minimum of two administrative assistants if we have separate entrances for the senior center and senior community center

Staff has reviewed these extensively and discussed them with the Task Force and we believe this is the minimum necessary to add this size of a new building to our portfolio. Directors Opsommer and Wisinski will be available to discuss the staff plans.

The operations costs have been modeled extensively, based on work originally done for the Younkers proposal in 2024. Starting in year three, total operating costs are estimated to follow this model. Staff will be able to speak directly to each category at the Board meeting.

**Annual Operating Budget - Year 1 of Opening**

<b>Category</b>	<b>Senior Center Only (20,007 SF)</b>	<b>Senior Community Center (53,784 SF)</b>
<b>Utilities &amp; Insurance</b>	\$64,047.00	\$165,159.00
<b>IT Equipment &amp; Infrastructure</b>	\$16,900.00	\$20,700.00
<b>Personnel</b>	\$316,472.50	\$863,020.50
<b>Motor Pool &amp; Building and Grounds Maintenance</b>	\$149,722.00	\$317,886.00
<b>Office Supplies/Community &amp; Event Promotion/Programing Supplies</b>	\$22,000.00	\$52,500.00
<b>Total:</b>	<b>\$569,141.50</b>	<b>\$1,419,265.50</b>

There is a small scenario where some of these costs could be reduced. Currently, there is approximately \$550,000 in fund balance from the existing Community Services Millage, which is partially used to fund the existing senior center. There are options to utilize these funds to offset some costs from the operations noted above, potentially lowering some operations costs. If we purchase the network hardware for the new building, fund preventative maintenance of the parking lot, grounds maintenance during construction, and all of the motor pool acquisitions for the Senior Center option and over half of the motor pool acquisitions for the Senior & Community Center, we can potentially save 7.86% on the annual operation costs for the Senior Center option and 3.51% for the Senior & Community Center option. This would, however, put the facility in the position of not having a fund balance of any substantive size for the first few years. This is an item that Staff is happy to discuss further.

This is a major distillation of seven months of the Task Force’s work, but accurately represents the path taken to get to the recommendations that were made. Staff and our partners Progressive look forward to discussing this matter and talking next steps to move this major initiative forward.

# Senior & Community Center Revenue Metrics and Assumption Description – Amended

Facility Annual Revenue			
Revenue Type	Senior Only	Senior & Community Center (full capacity)	Senior & Community Center (65% capacity)
Membership Single Resident Fees	\$6,500	\$6,500	\$6,500
Membership Single Non-Resident Fees	\$8,400	\$8,400	\$8,400
Massage/Reflex	\$1,733	\$1,733	\$1,733
Fitness/Exercise Programs	\$2,224	\$2,224	\$2,224
Sponsorships (assumed 4 per year at \$300)	\$1,200	\$1,200	\$1,200
Meeting Rooms	\$0	\$514,800	\$334,620
Basketball/Volleyball/Pickleball/Camps/Drop-ins	\$0	\$131,600	\$85,540
<b>Revenue Subtotal</b>	<b>\$20,057</b>	<b>\$666,457</b>	<b>\$440,217</b>

## Senior Center Memberships and Revenue

- Current fees are \$25/year resident and \$35/year non-resident
- Assumed **500 members**
  - 53% Resident
  - 47% Non-resident
- **Massage/Reflexology** numbers based on October Metric Report
  - (722 duplicated participants \* 16% usage) (\$15/person) = \$1,733
- **Fitness/Exercise Programs** include jazzercise, Tai Chi I&II, and yoga
  - (722 duplicated participants \* 44% usage) (\$7/person)
- **Sponsorship:** \$300 per event, assuming 4 events per year
- The meeting rooms will not be for rent

## Senior & Community Center

- No additional annual membership

## SCC Gym

- **Pickleball**
  - 250 players at \$50 per year = \$12,500
- **Basketball Leagues** (Dec-Apr)
  - 300 players at \$75 per year = \$22,500
    - Based on clinics held in Haslett school gyms
- **Volleyball Leagues** per Team (Dec-Apr)
  - 24 teams at \$150 per team = \$3,600
- **Camps/Clinics**
  - Sporties 550 per outdoor season

- Basketball Camp 500 per season
- Rugby/volleyball/baseball/softball/soccer clinics 500 per season
  - 1000 participants at \$80/person = \$80,000
- **Drop-ins**
  - 25 people per week \* 52 weeks per year = 1300 players at \$10/person/visit = \$13,000

**SCC Meeting Rooms (assumptions)**

- **40-person multi-purpose room**
  - M-F 4pm – 8pm (20 hours \* \$50 = \$1,000/week\*52 weeks = \$52,000 annually)
  - S-Sun 8am – 8pm (8 per day \* 2 days \* \$50 = \$800/week\*52 weeks= \$41,600 annually)
    - \$93,600 annually Monday-Sunday
    - Conservative number of hours Saturday/Sunday (8) based on weekend needs
- **100-person sectioned meeting room**
  - M-F 4pm – 8pm (20 hours \* \$75 = \$1,500/week\*52 weeks = \$78,000)
  - S-Sun 8am – 8pm (8 per day \* 2 days \* \$75 = \$1,200/week\*52 weeks = \$62,400)
    - \$140,400 annually Monday-Sunday
    - Conservative number of Saturday/Sunday hours (8) based on weekend needs
- **120-person multi-purpose room**
  - M-F 4pm – 8pm (20 hours \* \$150 = \$3,000/week\*52 weeks = \$156,000 annually)
  - S-Sun 8am – 8pm (8 per day \* 2 days \* \$150 = \$2,400/week\*52 weeks = \$124,800 annually)
    - \$280,800 annually Monday-Sunday
    - Conservative number of Saturday/Sunday hours (8) based on weekend needs

SCC - Meeting Rooms				
Room/Use	Cost per Hour	Average Hours per Week	Weekly Revenue	Annual Revenue
40 Space – 4/night M-F & 8/day S-Sun	\$50	36	\$1,800	\$93,600
100 Space – 4/day/night M-F & 8/day S/Sun	\$75	36	\$2,700	\$140,400
120 Space – 4/night & 8/day S/Sun	\$150	36	\$5,400	\$280,800
<b>Meeting Annual Room Revenue Subtotal</b>			<b>\$9,900</b>	<b>\$514,800</b>

Gym Use			
Activity	Cost per Person/Team	Average Participants per Year	Annual Revenue
Pickleball	\$50	250	\$12,500
Basketball Leagues (Dec-April)	\$75	300	\$22,500
Volleyball (Dec-Apr) (per team)	\$150	24	\$3,600
Camp/Clinics	\$80	1000	\$80,000
Drop-ins	\$10	1300	\$13,000
<b>Gym Annual Revenue Subtotal</b>			<b>\$131,600</b>

**SCC Meeting/Gym Annual Revenue**                      **\$646,400**                      Does not include MSC Activities

# Meridian Township Senior Center - No Gym

CONCEPTUAL PROGRAM 03-10-2025

Notes

CONCEPTUAL PROGRAM 03-10-2025					Notes
<b>Greeting &amp; Reception</b>					<b>870</b>
Vestibule (Main Entry)	1 @	150 s.f.	=	150 s.f.	150 Weather barrier
Vestibule (Secondary Entry)	1 @	120 s.f.	=	120 s.f.	120 Weather barrier
Lobby with Seating for Four	1 @	400 s.f.	=	400 s.f.	400 Soft seating area for waiting
Reception Desk / Work Station	1 @	200 s.f.	=	200 s.f.	200 Large enough for two staff
<b>Administrative Offices</b>					<b>1,160</b>
Director	1 @	150 s.f.	=	150 s.f.	150
Admin. Assistant Work Station	1 @	100 s.f.	=	100 s.f.	100
Admin. Office	1 @	120 s.f.	=	120 s.f.	120
Admin. Assistant / Receptionist (area listed above)	1 @	0 s.f.	=	0 s.f.	0
Work / Copy Room	1 @	190 s.f.	=	190 s.f.	190
Break Room / Lounge with Kitchenette	1 @	500 s.f.	=	500 s.f.	500
Storage	1 @	100 s.f.	=	100 s.f.	100
<b>Activity Areas</b>					<b>5,550</b>
Primary Activity / Conversation and Lounge	1 @	1,100 s.f.	=	1,100 s.f.	1,100 Soft seating, tables & chairs
Hospitality / Self-Serve Coffee	1 @	300 s.f.	=	300 s.f.	300 Sink, small refrig, coffee maker
Fireside Seating Area	1 @	575 s.f.	=	575 s.f.	575
Library Shelving	1 @	250 s.f.	=	250 s.f.	250
Billiards Room	1 @	400 s.f.	=	400 s.f.	400 Two 8' tables, recreational area
Table Tennis Room	1 @	730 s.f.	=	730 s.f.	730 Two tables, recreational area
Storage	1 @	100 s.f.	=	100 s.f.	100
Multi-Purpose Room for 40	1 @	720 s.f.	=	720 s.f.	720 18 sf / person
Table / Chair Storage	1 @	100 s.f.	=	100 s.f.	100
Activity / Classroom for up to 35	1 @	525 s.f.	=	525 s.f.	525 15 sf / person
Small Group Meeting / Conference Room for up to 12	1 @	250 s.f.	=	250 s.f.	250 Moveable tables and chairs
Senior Women's Toilet Room	1 @	200 s.f.	=	200 s.f.	200 3 toilets, 2 sinks
Senior Men's Toilet Room	1 @	200 s.f.	=	200 s.f.	200 1 toilet, 2 urinals, 2 sinks
Janitor Closet	1 @	100 s.f.	=	100 s.f.	100
<b>Senior Focused Wellness</b>					<b>3,050</b>
Multi-Purpose Activity Room	1 @	1,300 s.f.	=	1,300 s.f.	1,300 Group exercise
Equipment Storage	1 @	250 s.f.	=	250 s.f.	250
Wellness Equipment Room	1 @	1,300 s.f.	=	1,300 s.f.	1,300 Exercise Equipment
Massage / Reflexology Room(s)	2 @	100 s.f.	=	200 s.f.	200
<b>Building Support</b>					<b>910</b>
Women's Toilets	1 @	200 s.f.	=	200 s.f.	200
Men's Toilets	1 @	200 s.f.	=	200 s.f.	200
Family Toilet	1 @	110 s.f.	=	110 s.f.	100
Custodial	1 @	110 s.f.	=	110 s.f.	110
General Building Storage	1 @	300 s.f.	=	300 s.f.	300
<b>Program Area Sub-Totals</b>					<b>11,540</b>
<b>Factor for Walls, Mechanical, Electrical and Public Circulation (35% of program area)</b>					<b>4,039</b>
<b>Total Senior Center Building Area</b>					<b>15,579</b>

# Meridian Township

## Senior Center + Community Center with Gym

CONCEPTUAL PROGRAM 03-10-2025

Notes

Senior Center Conceptual Program Areas		
Greeting & Reception		870
Administrative Offices		1,160
Activity Areas		5,550
Senior Focused Wellness		3,050
Building Support		910
<b>Program Area Sub-Totals</b>		<b>11,540</b>
Factor for Walls, Mechanical, Electrical and Public Circulation (35% of program area)		4,039
<b>Total Senior Center Building Area</b>		<b>15,579</b>

Community Center Greeting & Reception			
Vestibule (Community Center Main Entry)	1 @ 150 s.f. = 150 s.f.	150	
Lobby with Seating for Six	1 @ 500 s.f. = 500 s.f.	500	
Reception Desk / Work Station	1 @ 200 s.f. = 200 s.f.	200	
Equipment Lending Room / Storage	1 @ 200 s.f. = 200 s.f.	200	
Vending	1 @ 120 s.f. = 120 s.f.	120	
<b>Community Center Administrative Offices (Additional to Senior Center Offices)</b>		<b>1,230</b>	
Market Manager Work Station	1 @ 100 s.f. = 100 s.f.	100	
Intern Work Station	1 @ 100 s.f. = 100 s.f.	100	
Intern Work Station	1 @ 100 s.f. = 100 s.f.	100	
Admin. Assistant / Receptionist (area listed in reception)	1 @ 0 s.f. = 0 s.f.	0	
Admin Office (Parks & Rec Specialist Office)	1 @ 120 s.f. = 120 s.f.	120	
Admin Office (Parks & Rec Specialist Office)	1 @ 120 s.f. = 120 s.f.	120	
Admin Office (Parks & Rec Specialist Office)	1 @ 120 s.f. = 120 s.f.	120	
Parks & Rec Specialist New Center Work Station	1 @ 100 s.f. = 100 s.f.	100	
Parks & Rec Specialist New Center Work Station	1 @ 100 s.f. = 100 s.f.	100	
Conference Room (8) people	1 @ 270 s.f. = 270 s.f.	270	
Storage	1 @ 100 s.f. = 100 s.f.	100	
<b>Meeting Rooms</b>		<b>3,280</b>	
Multi-Purpose Room for 120 (Tables and chairs on a flat floor)	1 @ 2,160 s.f. = 2,160 s.f.	2,160	18 sf / person
Raised Platform	1 @ 200 s.f. = 200 s.f.	200	16" higher than main floor
Ramp / Steps	1 @ 120 s.f. = 120 s.f.	120	Required by ADA
Table / Chair Storage	1 @ 200 s.f. = 200 s.f.	200	
Warming Kitchen	1 @ 600 s.f. = 600 s.f.	600	
<b>Community Center Activity Space</b>		<b>2,280</b>	
Activity / Meeting Room for up to 120 (with folding partitions to subdivide)	1 @ 2,160 s.f. = 2,160 s.f.	2,160	18 sf / person
Table / Chair Storage	1 @ 120 s.f. = 120 s.f.	120	
<b>Community Multi-Sport Gym</b>		<b>14,900</b>	
Open Court Area (2 Full Court Basketball, 2 Volleyball, 6 Pickleball)	1 @ 14,600 s.f. = 14,600 s.f.	14,600	
As the level of competition changes, so do the court dimensions. High school courts are normally 84 feet long by 50 feet wide, or 4,200 sq ft. With the recommended safety zone of 3 – 10 feet, the total square footage for each court is between 5,100 and 6,800 square feet. Includes areas for spectator seating on bleachers			
Gym Equipment Storage	1 @ 300 s.f. = 300 s.f.	300	
<b>Youth Recreation Program</b>		<b>5,000</b>	
<b>Community Center Support</b>		<b>1,610</b>	
Women's Toilets with Changing / Locker Area	1 @ 700 s.f. = 700 s.f.	700	No showers
Men's Toilets with Changing / Locker Area	1 @ 700 s.f. = 700 s.f.	700	No showers
Family Toilet / Changing	1 @ 110 s.f. = 110 s.f.	100	
Custodial	1 @ 110 s.f. = 110 s.f.	110	
<b>Community Center Program Area Sub-Totals</b>		<b>28,300</b>	
Factor for Walls, Mechanical, Electrical and Public Circulation (35% of program area)		9,905	
<b>Total Community Center Building Area</b>		<b>38,205</b>	

<b>Total Building Area If Programs Are Combined</b>		<b>53,784</b>	
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SENIOR CENTER CONCEPTUAL PLAN  
1/16" = 1'-0"



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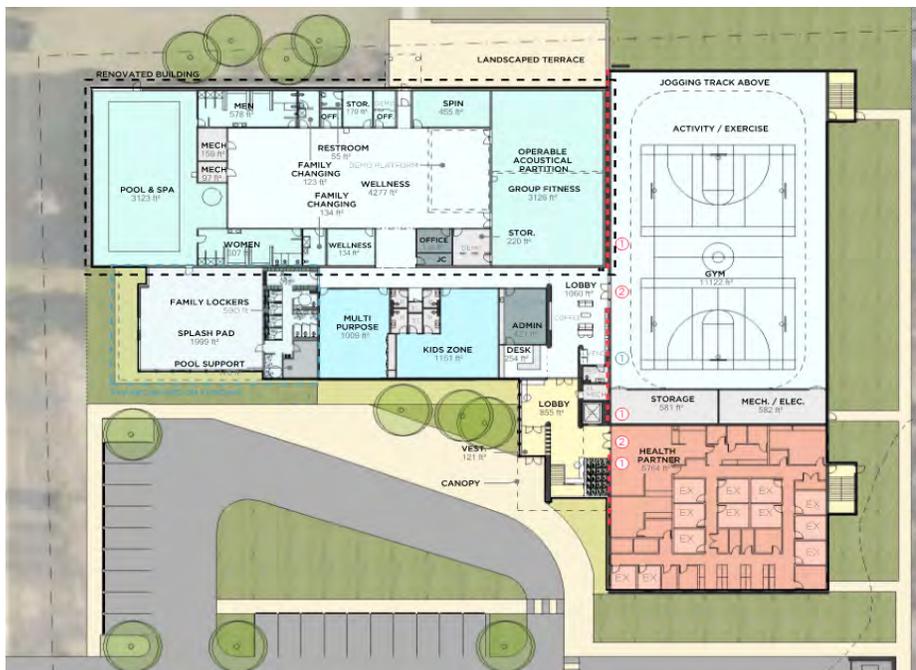


# Greenville YMCA

## Budget Benchmarking



Greenville YMCA features a multipurpose room, meeting rooms, offices and breakroom, single full size basketball gym with volleyball, elevated jogging track, yoga room, fitness room and locker rooms.



Estimate for Summer 2024 Bidding		\$/SF	Cost
Building SF = 32340			
2024 Estimated Cost	\$	357	\$ 11,545,380
2026 Escalated Construction Cost	\$	387	\$ 12,526,737
<b>Including FF&amp;E/AE Design Fees/Contingency (+22%)</b>	<b>\$</b>	<b>473</b>	
Site Clearing, Grading & Storm Water Mitigation (Inc. fees, contingency, escalation, etc)	\$		\$ 1,946,000

<b>Senior Center (No Gym)</b>	<b>15,579</b>	<b>SF</b>	<b>\$ 597</b>	<b>\$ 9,300,000</b>
<b>Senior &amp; Community Center (One Gym)</b>	<b>53,784</b>	<b>SF</b>	<b>\$ 509</b>	<b>\$ 27,400,000</b>

The probable costs are extrapolated from existing projects as indicated and combined on Programming square foot numbers. A thorough investigation and a complete design will be necessary to determine the exact scope of work and associated costs applied to a specific site.

# Portage Zhang Senior Center

Budget Benchmarking



The Portage Zhang Senior Center features a multipurpose room with a capacity to seat 330 people, a courtyard with an outdoor fireplace, an outdoor terrace for warm-weather activities, recreational space for pickleball, basketball, and other activities, fitness space, a center promenade for indoor walking, a commercial kitchen, a coffee shop, dedicated space for games and reading, and a health clinic.



	\$/SF	Cost
<b>Bid Summer 2020</b>		
Building SF = 36,694		
2020 Construction Cost	\$ 305	\$ 11,200,000
2026 Escalated Construction Cost	\$ 440	\$ 15,250,000
<b>Including FF&amp;E/AE Design Fees/Contingency (+22%)</b>	<b>\$ 536</b>	
Site Clearing, Grading & Storm Water Mitigation (Inc. fees, contingency, escalation, etc)		\$ 1,946,000

<b>Senior Center (No Gym)</b>	<b>15,579</b>	<b>SF</b>	<b>\$ 661</b>	<b>\$ 10,300,000</b>
<b>Senior &amp; Community Center (One Gym)</b>	<b>53,784</b>	<b>SF</b>	<b>\$ 573</b>	<b>\$ 30,800,000</b>

The probable costs are extrapolated from existing projects as indicated and combined on Programming square foot numbers. A thorough investigation and a complete design will be necessary to determine the exact scope of work and associated costs applied to a specific site.

# Senior Community Center Financial Discussion



# SENIOR COMMUNITY CENTER OPTION



**53,784 square feet  
 (estimated) current  
 design**

**Estimated cost,  
 including escalation  
 for 2026 costs:**

**\$27,400,000 to  
 \$30,800,000**

# SENIOR CENTER OPTION



**15,579 square feet  
 (estimated) current  
 design**

**Estimated cost,  
 including escalation  
 for 2026 costs:**

**\$9,300,000 to  
 \$10,300,000**



# PROJECTED MILLAGE

## DEBT MILLAGE

### Senior Community Center

### Senior Center

20-year bond term  
\$24,600,000 bond size (includes all costs of bonding and provides \$24.1 million for construction)

10-year bond term  
\$4,940,000 bond size (includes all costs of bonding and provides \$4.8 million for construction)

Required millage: 0.6949

Required millage: 0.2336



# PROJECTED MILLAGE

## OPERATIONS MILLAGE

**Senior Community Center**

**Senior Center**

**10-year term**

**10-year term**

**Cost to operate over 10 years:  
\$12,088,130**

**Cost to operate over 10 years:  
\$4,630,210**

**Needed millage: 0.3985**

**Needed millage: 0.101**

## TOTAL MILLAGE

**Senior Community Center  
1.0934 mills**

**Senior Center  
0.3346 mills**





# PROJECTED REVENUE OFFSETS

Staff has taken an extremely conservative approach in developing the operating model, taking into account \$0 of revenue to begin, with an eye towards potentially including revenue into the operating model in future years. Millage reductions based on revenue are roughly as follows.

	500 members	65% capacity	Potential Millage Reduction
Senior Community Center		\$420,160	<b>0.0176</b> (approximately 4.4%)
Senior Center	\$20,057	\$20,057	<b>0.001</b> (approximately .99%)



# 2024 MILLAGE POLLING

Millage Rate	Total Respondents	Yes	Percent Yes	No	Percent No
0.75 Mill	153	94	61.4%	59	38.6%
1.00 Mill	148	90	60.8%	58	39.2%
Total	301	184	61.1%	117	38.9%

**Registered voters were canvassed using a mock ballot methodology.**

- Ballots were mailed back after being completed.
- Canvassing took place from June 25 to July 31, 2024 and ballots received from July 3 to August 28, 2024.

**Meridian Senior / Community Center**  
Costs, Taxes, Community, & Consensus



Phil Deschaine  
Treasurer

1



**This is a Luxury Item, Not a Necessity**

- We can pay for a new Senior Center over 10 years, for .233 mills, and millage would fund operations of this senior center, with an operating millage of .101 mills. **Costs over 20 years are approximately 10 million dollars.**
- It will take 20 years to pay for a Community Center with .6949 mills and an operating millage of .3985 mills. **Costs over 20 years will be approximately 44 million dollars.**



2



**Cost of A New Senior Center**

- The cost for a Senior Center over the next 20 years, for construction and operations is **approximately 10 million dollars.**
- For our 14,000 property owners, this will be an average additional **tax increase of \$714 over the next 20 years.**



3



**Cost of A New Community Center**

- The cost for a Community Center over the next 20 years, for construction and operations is **approximately 44 million dollars.**
- For our 14,000 property owners, this will be an average additional **tax increase of 3,142 over the 20 years.**



4



**Community Center is Nearly Five Times More Expensive**

**The Community Center will require a tax increase of nearly 4.5 times more than for a new Senior Center.**



5

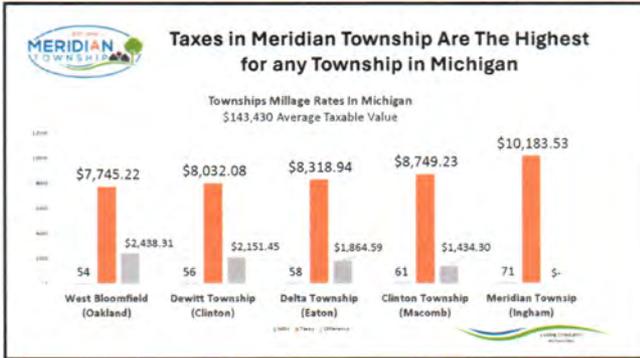


**Taxes in Meridian Township Are The Highest for any Township in Michigan**

- Meridian Township has a high millage and debt of nearly 10 mills.
- Ingham County taxes (nearly 14 mills) is the highest county tax in Michigan.
- The CATA mass transit tax we pay is the highest municipal mass transit tax in Michigan.
- We also have high library and community college taxes.



6



7

**Taxes in Meridian Township Are The Highest for any Township in Michigan**

- Meridian Township taxes are 27% higher (\$2,151) higher than our neighbors in Dewitt Township.
- Meridian Township taxes are 22% higher (\$1,864) higher than our neighbors in Delta Township.
- Even our most progressive voters and taxpayers are now saying, "I CAN'T AFFORD TO PAY MERIDIAN TOWNSHIP TAXES."
- Higher taxes cancel our goal of more affordable housing in Meridian Township.

8

**We Are A Township, Not A City**

- Townships don't have the resources to build and operate a community center of this size.
- Cities build community centers. We are looking at community centers in East Lansing, Howell, Portage, and Farmington Hills.
- Our residents already pay for 19 parks and very robust parks and recreation programming.

9

**This Community Center will Take Funding from Township Needs**

- If built, this community center, like all the others we have looked at, will very likely require significant additional funding that will drain resources from other needs in the Township.
- The cities of East Lansing, Howell, Portage and Farmington have all had to bail out their community centers with general fund subsidies of \$600,000 to \$4,000,000 annually.
- This will block us from other more important goals such as providing staffing for police and fire/EMT essential service and funding our many current capital improvement projects.

10

**A Community Center Competes With Our Existing Businesses & Taxpayers**

- We want to encourage these businesses, not create a government subsidized threat to their operations.

Here are the current facilities we will be harming by building a community center:

Haslett Anytime Fitness, Haslett/East Lansing CrossFit, Haslett YMCA, Haslett/Okemos Court One Locations, Okemos Eagle Fit, Okemos GymKind Academy, Okemos Jet Fitness, Okemos Planet Fitness, Okemos Training Factory, East Lansing Crunch Fitness, East Lansing F45 Training, Michigan Athletic Club (MAC), East Lansing Powerhouse Gym.

11

**We Are Living in Very Uncertain Economic Times**

- According to the Wall Street Journal (April 14, 2025) 45% of leading economists are predicting a recession in 2025. The stock market is down and now in a correction phase.
- Billions in federal funding is being taken away from universities, including Michigan State University. Many of our residents may lose their jobs due to DOGE and Tariffs.
- To propose a tax increase in these very uncertain times is the wrong message to send to our residents who are struggling and uncertain about their future.

12



### **There is No Community Excitement or Private Support for a Community Center**

- In two years of discussions and meetings, we have seen very little support from our residents for a community center.
- We have reached out to private supporters and found all to be unwilling to provide any funding whatsoever.
- In August of 2024, the community center millage was voted down by the Board on 5 to 2 vote. Voting against the Community Center in August brought only gratitude from our residents to this Board member for my NO vote.



13



### **We Can Find Consensus for A New Senior Center**

- Based on previous Board discussions and votes, we will not reach a consensus to build a new Community Center, even a scaled back one that cost a little less.
- If we are proposing a tax increase to our 44,000 residents, we should have consensus on this tax increase, not a split vote.
- We can find consensus for a millage for a Senior Center, and I encourage a vote for a Senior Center millage only.



14



**To: Township Board Members**  
**From: Policy Review Work Group**  
**Date: April 10, 2025**  
**Re: Draft Personnel Policy Manual**

---

In April 2024, and as referenced in a prior Board memorandum dated August 29, 2024, the Meridian Township Board unanimously established a Policy Review Work Group consisting of two Township Board Members, the Township Manager (or Representative), the Human Resources Director, and a rotating Departmental Director, as appropriate, to review and update our Township Board Policy Manual and its Personnel Policy Manual.

As a result of the review process, and with additional consideration and input from our Township attorneys, attached is a draft **Personnel Policy Manual**. This document was originally adopted in 2015, with later additions made to incorporate our Non-Discrimination & Fair Employment Practices Policy (2021), Juneteenth holiday (2023), and Paid Parental Leave Policy (2023).

The Township Board began review of the Personnel Policy Manual at its March 18 and April 3, 2025, meetings and will continue according to the following schedule:

March 18: Introduction – Page 18

April 3: Page 19 – Page 41

**April 15: Page 42 – Page 69**

After the April 15 meeting, staff will work with legal counsel to revise the document as discussed during the Board’s review and provide a final edited version for the Board’s consideration. This will likely be at the May 20 Board meeting.

**Attachment:**

1. Draft Personnel Policy Manual

# Meridian Township

## Personnel Policy Manual



~~June 28, 2024~~  
March 14, 2025 DRAFT

# THE CHARTER TOWNSHIP OF MERIDIAN PERSONNEL POLICY MANUAL

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# THE CHARTER TOWNSHIP OF MERIDIAN PERSONNEL POLICY MANUAL

## I. WELCOME AND INTRODUCTION

Welcome to the Charter Township of Meridian (also referred to as “Meridian Township” and the “Township”). As an employee of the Township, your mission is to serve the people of the community in a friendly, respectful, dedicated, and effective manner so they may fully enjoy an attractive, clean, safe, secure, and enriching environment. All employees contribute to making Meridian Township a community of choice.

The primary purpose of this manual is to introduce new employees to the [general](#) work rules, policies, [procedures](#), and benefit plans that cover all Township employees, as well as to serve as a reference for current employees. It is also intended to serve as a communication tool for promoting positive employee relations by providing comprehensive information to employees regarding their employment. This manual does not and cannot provide a policy for every situation that may arise; rather, it is designed to give an overall understanding of Township policies.

This Policy Manual supersedes any and all prior practices and policies of the Township, oral or written. Any and all statements and policies herein are subject to unilateral change in whole or in part by the Township at any time. The Township retains the right to change, modify, suspend, interpret, or cancel in whole or in part any of the published or unpublished Personnel Policies or Procedures of the Township without advance notice, in its sole discretion as approved by the Township Board. Recognition of these rights of the Township is a term and condition of employment and of continued employment.

This manual, or any other written or verbal communication by the Township, is not intended as and does not create a contract of employment, either expressed or implied, and does not constitute contracted obligations between the Township and employees unless specifically addressed in a formal employment contract or collective bargaining agreement (CBA). Where such documents specifically differ from these policies, then the applicable provision(s) of the subject agreement shall govern.

No person, other than the Township Manager as authorized by the Township Board, has the authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the provisions of this manual.

**A. Severability**

If one or more provisions of this manual are superseded by or become in conflict with a formal employment contract, collective bargaining agreement, insurance plan document, federal, state, or local law, or if a provision is determined by a court of competent jurisdiction to be unenforceable or void, then the balance of the manual shall remain in effect.

**B. Distribution and Revisions**

A copy of this manual will be provided to each employee, who will be required to sign a standard form certifying [his/hers/their](#) receipt and review of the manual.

Revisions or updates to the manual will be provided to all employees in either paper form, by email, or by other electronic communication such as posting on the Township website. Employees are expected to review all changes and updates and remain knowledgeable of all current personnel policies. Periodically, employees may be required to sign an update form that they have received and reviewed the manual and changes in policy.

## **II. EQUAL EMPLOYMENT OPPORTUNITY (EEO) STATEMENT AND NON-DISCRIMINATION POLICY**

Meridian Township is firmly committed to non-discriminatory employment practices, ~~including with respect to disabilities,~~ for all employees and applicants for employment. The Township will comply with all federal, state, and local laws with respect to the employment relationship. The goal of the Township is to provide a positive work environment that demonstrates respect for human differences and guarantees that all employees are treated with dignity, respect, and professionalism.

Every employee has an obligation to promote an inclusive workplace free from discrimination in all employment activities. Management is responsible and accountable to identify and correct any discriminatory actions and to ensure that non-discrimination policies are followed. The Township is responsible to take prompt and immediate remedial action to maintain a work environment that is free of unlawful discrimination, harassment, intimidation, or retaliation.

Employees are expected to immediately bring forth any concerns about discrimination, retaliation, or harassment in any form, to the attention of management and the Human Resources (HR) Director. All allegations are taken seriously, and management is responsible to immediately report concerns to the Human Resources Director for a prompt response and investigation. Please refer to specific employment policies contained in this manual that address compliance.

~~The Township has an Open Door Policy in effect and employees are encouraged to bring concerns and issues forward for discussion with any member of management, including the Human Resources Director and the Township Manager. The Township encourages employees to make suggestions and provide feedback for mutual understanding and quick resolution.~~

### **A. Meridian Township Human Relations Ordinance Article I. In General, Section 30-1 Intent**

It is the intent of the Township that no person be denied equal protection of the laws; nor shall any person be denied the enjoyment of ~~his or her~~their civil or political rights or be discriminated against or harassed because of actual or perceived race, color, religion, national origin, sex, age, height, weight, condition of pregnancy, marital status, physical or mental limitation, disability, source of income, familial status, education association, sexual orientation, gender identity or expression, or HIV status. [For more information about the Township's commitment to non-discrimination, please see the Human Relations Ordinance, which is Chapter 30 in the Township's Code of Ordinances available online.](#)

### **B. Non-Discrimination and Fair Employment Practices Policy**

~~The purpose of this policy is to ensure the hiring practices of the Township do not unfairly deny people with arrest and conviction records employment with the Township and further encouraging rehabilitation of people with records to strengthen communities.~~

~~The ability of people with records to successfully reintegrate into their communities contributes to reduced recidivism, strengthens families, and leads to safer communities.~~

~~People with records suffer from pervasive discrimination in many areas of life, including~~

| ~~employment, housing, education, and eligibility for many forms of social service benefits.~~

~~People of color are arrested, convicted, and incarcerated in numbers disproportionate to their representation in the population as a whole.~~

~~Many people with records in the Township are likely to be unemployed or underemployed.~~

~~People with records represent a workforce that have skills to contribute and a desire to add value to their community.~~

~~The Township seeks to assist the rehabilitation of people with records and ensure healthier, safer communities.~~

~~Studies indicate that stable employment is one of the best predictors of post-conviction success.~~

~~The U.S. Equal Employment Opportunity Commission, to maximize compliance with federal anti-discrimination law, recommends delaying inquiry of a job applicant's conviction history and considering the job-relatedness of the conviction taking into account length of time since conviction, and providing an individualized assessment affording the opportunity to correct any inaccuracies and to submit evidence of mitigation or rehabilitation.~~

The Township ~~Human Resources Department~~ shall adhere to ~~this a~~ fair chance policy, which ~~prohibits limits~~ inquiry into conviction history information on all Township employment applications unless required by state or federal law.

The Township shall make a good faith determination as to which specific positions of employment are of such sensitivity that a background check is warranted or are required by law and shall conduct background checks for these positions only.

If it has been established that a position requires a background check, the Township shall not conduct the check until after the applicant has been provided a conditional offer of employment.

~~Unless required by state or federal law, the Township shall not use or access the following criminal records in relation to a background check: records of arrest not followed by a valid conviction, sealed, dismissed, or expunged convictions, misdemeanor convictions where no jail sentence can be imposed, and civil infractions.~~

The Township shall consider job-related convictions taking into account the length of time since the offense occurred, such that no person shall be disqualified from employment, solely or in part because of a prior conviction, unless it is a job-related conviction. The Township Human Resources Department shall conduct an individualized assessment of any job-related conviction record.

~~If an applicant has been convicted of an offense that is directly related to the position sought, the Township Human Resources Department shall notify the applicant and conduct an individualized assessment that permits the applicant to submit information regarding inaccuracy of the record and evidence of mitigation or rehabilitation, as appropriate.~~

~~The Township also urges private employers and government contractors to adopt fair hiring practices that encourage the rehabilitation and employment of people with records.~~

### **C. Open Door Policy**

It is the Township's desire to provide good working conditions and maintain harmonious working relationships among employees, as well as between employees and management, because doing so helps to ensure the orderly and efficient operation of Township business. In order to correct any work-related problems, the Township must be fully informed about them. Therefore, the Township has an "open door" policy. You are encouraged to discuss concerns or suggestions with your Department [HeadDirector](#). If you believe that your Department [HeadDirector](#) has not, or cannot, adequately address the situation, you are encouraged to discuss it with the Human Resources Director and/or the Township Manager. This procedure should in no way foreclose the direct discussions Department [HeadsDirectors](#) have always had on an informal basis with employees.

### **III. EMPLOYMENT**

#### **A. At-Will Employment**

All employees (~~with the exception of previously approved employment agreements~~) are considered at-will, unless a different status is conferred by a collective bargaining agreement or a specific employment agreement. This means that the employment relationship is for an indefinite period of time and can be terminated at any time, with or without cause and with or without notice by you or the Township. The provisions in this policy manual supersede any and all contrary representations that have been made by either the Township or you. No employee, supervisor, member of management, or other person except the Township Manager, in writing, and approved by the Township Board, has the authority to enter into any employment agreement on behalf of the Township for any specified period of time, pursuant to any particular conditions or to make any agreement contrary to the terms expressed here and in this manual.

#### **B. Training Period**

Up to the first six (6) months of employment (~~please see specific training period designations in individual collective bargaining agreements (CBA's) for clarification~~) is considered to be a period of training. This training period provides intensive training efforts and frequent feedback and written evaluations ~~at 30-60-90 day and six (6) month intervals~~. You are encouraged to ask questions and seek additional help during this period to better understand your job expectations, policies, procedures, and goals of the department and Township.

#### **C. ~~182 Day Limitations Period for Employment Related Claims~~**

~~As a condition of employment, you agree not to commence any action, claim, or suit relating to your employment or termination of employment against the Township more than 182 days after the date you knew or should have known that a claim existed or later than the applicable limitations period established by law, whichever is less. Your written acknowledgement of these policies is also your written agreement to this limitation.~~

#### **D.C. Hours of Work**

Township Administrative offices (Municipal Building and Public Safety Building) operate on a regular eight (8) hour day, forty (40) hour work week, Monday through Friday, from 8:00 a.m. to 5:00 p.m. The Service Center operates on a regular eight (8) hour day, forty (40) hour work week, Monday through Friday, from 7:30 a.m. to 4:30 p.m. In the interest of efficiency or special situation, a Director may deviate from the above prescribed hours, with the approval of the Township Manager.

~~It is the responsibility of the Director to assure that employees work the required hours and that any absences are properly accounted for on absence forms, which are forwarded to the Human Resources Department/Payroll.~~

### **E.D. Time Reporting**

The workweek covers seven consecutive days beginning on Saturday at 12:01 a.m. and ending on Friday at 12:00 midnight. The usual workweek period is 40 hours.

Overtime is defined as hours worked by ~~an hourly or~~ non-exempt employee in excess of 40 hours in a workweek and should be recorded to the nearest quarter of an hour. Overtime must be approved in advance by the Director to whom the employee reports. Failure to obtain approval to work overtime may result in disciplinary action up to and including termination of employment.

Employees will submit their bi-weekly timesheets as required by their Director. Each employee is to maintain an accurate daily record of ~~his or her~~their hours worked. All absences from work schedules should be appropriately recorded.

### **F.E. Flexible Work Schedule and Temporary Flexible Work Hours**

Flexible work schedules are those that vary from the regular work schedule of the Township. Prior approval from the department Director and Human Resources Director must be obtained before use of a flexible work arrangement. Adjustments to an employee's regular work schedule may be altered on a permanent basis or for an extended period of time, however, the revised schedule must continue to support the operational needs of the department and the Township. ~~In the event of~~If a work schedule changes, a plan for continued fulfillment of work expectations, including how communications with co-workers, customers, and the Director will occur and how to handle departmental needs that arise during the employee's absence, must be addressed. Due to the nature of the work being performed, some options may not be available to all employees.

A permanent or ~~long-term~~long-term work schedule adjustment must be approved, in writing, by the department Director and Human Resources Director. All permanent work schedule alterations will be documented in the personnel file and the information provided to payroll for accurate record keeping. Flexible work schedule adjustments may be revised or revoked by the Director, Human Resources Director, or Township Manager as needed.

Flexible work hours are temporary changes in an employee's regular work schedule in order to adjust for an unplanned, short-notice, or special circumstance. When an unforeseen event or special circumstance occurs, the department Director and Human Resources Director may approve an adjustment to the employee's schedule ~~that may include altering the start and/or end time, or reducing an unpaid lunch period to allow for work hours to total no more than 8 hours in a workday. For unanticipated use of leave time, the Director may approve leave time to be used during flexible work hours. Although a late arrival or leave early may still be considered tardiness, the employee can, with the Director's approval, work additional time on that day or sometime that week to make up the missed time.~~

### **G.F. Lunch, Rest Periods and Breaks**

The schedule of lunch periods and breaks at Meridian Township is set by the employee's supervisor or department Director with the goal of providing the least possible disruption to Township operations.

Employee lunch periods are important to employee productivity and employee health. Full-time employees will be provided an unpaid one (1) hour lunch break. The lunch period will not be included in the total time of work per day. Part-time employees working a minimum of six (6) hours per day will be provided an unpaid one-half (1/2) hour lunch break. Non-exempt employees are to be completely relieved of all job duties while on lunch breaks.

Non-exempt employees are permitted a 15-minute rest break for each four hours of work as scheduled or permitted by their supervisor or Director. Non-exempt employees on rest breaks are not required to clock in and clock out because this time is considered “time worked” and is compensable.

### **H.G. Impermissible Use of Meal Period and/or Rest Breaks**

Neither the ~~lunch meal~~ period nor rest break(s) may be used to account for an employee’s late arrival or early departure or to cover time off for other purposes. For example, rest breaks may not be accumulated to extend a meal period and rest breaks may not be combined to allow a ~~one-half hour~~ 30-minute break.

### **H.H. Emergency Closings**

In cases where a Township office is ordered to be closed because of inclement weather, a state of emergency, natural disaster, or other order by the Township Manager, all regularly scheduled employees will receive their regular pay based upon hours scheduled to be worked that day. If an employee has a pre-approved scheduled day off, he or she shall not receive an additional day off or additional pay for the day of the emergency closing.

Declared closures may not apply to “essential employees” such as Police, Fire, Public Works, and others as designated by the Township Manager. Please refer to the Township’s Continuity of Operations Plan (COOP) for detailed outline of procedures for emergency or other unplanned closures.

### **H.I. Anniversary Date**

For all purposes regarding the Township, including but not limited to, pay and longevity benefits, an employee’s anniversary date is defined as the day (day/month/year) work began as a regular full-time or regular part-time employee for the Township.

### **H.J. Performance Evaluations**

~~The Human Resources Director shall prepare a~~ The Township uses a uniform system for evaluating the work performance of all employees. The primary purpose of the employee performance evaluation is to maintain communication between supervisor and employee and inform employees on ~~how well they are doing~~ the quality of their work and how they can improve their work performance. Employees will sign the evaluation form ~~as an indication that the evaluation was made to acknowledge their review and receipt of the document,~~ but not ~~to~~ necessarily to indicate agreement with the rating(s).

Employees performance will typically be formally evaluated in writing annually by their immediate supervisors. ~~however, the~~ The Human Resources Director and management may participate in employee evaluations. The Township endeavors to provide all employees with an evaluation at least once per calendar year and the Township retains the right to evaluate employees more than once per calendar year. Copies of all performance evaluations will be given to evaluated employees, as well as the Human Resources Department to retain in employee personnel files. Employees wishing to appeal their performance evaluations must contact the Human Resources Director within five (5) days after receiving their performance evaluation. The Human Resources Director will handle appeals on a case-by-case basis and will retain any additional documentation regarding the performance evaluation appeal.

Employees and evaluators are encouraged to have regular informal conversations about performance and areas for improvement outside the formal review process. This may include, but is not limited to, ongoing efforts to coach, mentor, and otherwise provide employees with the support necessary.

### **L.K. Promotions**

~~Township management may choose to promote Township employees on the basis of factors such as, but not limited to, positive performance evaluations, merit, and terms in individual collective bargaining agreements.~~ A promotion is defined as a change to a position in a class having a higher salary range than the class from which the employee left. When employees are promoted to a position in a higher class, their annual salary shall be increased by an amount as determined in the salary range. The new rate of pay becomes effective upon the date of promotion; the next step increase (if applicable) will occur one year from the promotion date. ~~All provisions contrary to this policy in any employee's collective bargaining agreement shall prevail and be applied to covered collective bargaining agreement employees.~~

Township management may choose to promote Township employees on the basis of past performance, job skills, initiative, demonstrated desire for advancement, and attainment of the preferred and minimum qualifications for the job (such as certifications, licenses, and academic achievement).

### **M.L. Personnel Files/ Data Changes**

The Township keeps personnel files on all employees. ~~Personnel files may include job applications and related hiring documents, training records, performance documentation, salary history, and other employment records. Personnel files are the property of the Township.~~ Because personnel files contain confidential information, the only people who can see them are people with a legitimate business reason. ~~If Under the Bullard-Plawecki Employee Right to Know Act 397 of 1978, employees may wish to review their own file, and may do so by employees will need to contacting the Human Resources Director. Once a request is received by the Human Resources Department, it will be documented in writing and an appointment will be set up within five (5) working days for the employee to review their file.~~ Employees may review their file only when a representative of the Human Resources Department is also present. Copies of the file may be requested, and the Township may charge a reasonable copying fee to the employee. ~~Documents will be copied and issued to the employee within five (5) working days.~~

It is important for the Township to have certain personal information about employees in personnel

records. Employees must notify the Township Human Resources Department as soon as there is a change to their mailing address, telephone number, marital status, dependents' information, educational accomplishments, emergency contacts, and other possibly related information. Personal data will be stored by the Human Resources Department in a confidential manner.

### **N.M. Social Security Number Privacy and Protection**

Meridian Township values privacy and will take all necessary steps to ensure compliance with the provisions of the [Michigan Social Security Number Privacy Act 454 of 2004](#). To protect employee personal information, the Township will not use Social Security numbers to identify employees. However, Social Security numbers may be included in job applications and forms sent by mail.

The Township will not:

- Publicly post or publicly display employee Social Security numbers.
- Require employees to send their Social Security number over the Internet, unless the connection is secure or the Social Security number is encrypted.
- Require employees to use their Social Security number to access an Internet Website, unless a password or unique personal identification number or other authentication device is also required to access the Internet Website.
- Print employee Social Security numbers on any mailed materials, unless state or federal law requires the Social Security number to be on the document that is mailed.

The Township will continue to collect, use, or release Social Security numbers as required by state or federal law, and may use Social Security numbers for Township identification or authorization purposes. ~~Questions about this policy, please contact the~~ [may be directed to Human Resources Director](#).

### **O.N. Layoffs and Recalls**

This policy shall govern all [layoffs and recalls](#) ~~and layoffs~~ of Township employees who are not covered by a [layoff or recall](#) ~~or layoff~~ procedure in a collective bargaining agreement. ~~Language in any of the collective bargaining agreements regarding layoff and recall procedures of covered Township employees shall prevail and be applied over any conflicting language in this policy. In the event of~~ [a reduction in force layoff occurs](#), consideration will be given to the quality of each employee's past performance, the need for the service, and the employee's seniority in that classification, in determining which employees will be retained. Employees to be laid off will be notified at the earliest date possible of that decision, ~~but not less than 14 calendar days' notice will be given~~. All layoffs and recalls of positions will be based upon the Township's operational needs and financial position. ~~Employee employment history, performance and job related qualifications, abilities as determined by the Township, and seniority may also be considered in making layoff and recall determinations.~~ [The Township retains sole discretion to determine which employees will be impacted in a layoff.](#)

### **P.O. Internal Job Vacancies**

When there is a vacancy or position to be posted at the Township~~an internal vacancy~~, the Human Resources Department~~is~~ will be notified, and the Township will post the position both internally and externally through the “all employees” e-mail notification system and listings on the Township website. External advertisements will be posted on the Applicant online job posting system and all other job posting sources as necessary. ~~Postings will be maintained for seven (7) workdays or as defined in collective bargaining agreements. Internal and external requests to interview are received simultaneously. The Township will attempt to schedule interviews with qualified internal candidates first, however, internal and external candidates may be interviewed during the same time period.~~ Internal candidates will be required to submit a resume and cover letter to the Human Resources Director for consideration. Such materials must be submitted by the interview deadline or the employee will not be considered an applicant.

The interview process may include Supervisors, Managers, Directors, and Human Resources. If necessary, candidates will be called back for additional~~second~~ interview(s). The overall most qualified candidate, as determined by the Township, will be selected. ~~When hiring or undergoing a promotional procedure specified in a CBA collective bargaining agreement, all provisions of the CBA shall prevail and be applied first should they conflict with the hiring procedures stated above.~~

~~Prior to a conditional job offer and depending on the qualifications and requirements of the position, the Township will may be required to conduct a criminal background check, driving record check, background check, and reference checks. In addition, a post offer physical examination including and/or drug screen as required. Required physicals will be conducted by Township selected medical professionals. Where appropriate, certain positions require a more complete background and credit history check. In addition, employees who possess certain licenses will be subject to on-going tests for drugs and alcohol use. Certain jobs require different essential functions, therefore, physical examinations are customized to evaluate abilities to perform the essential functions of a particular job. A successful candidate will be notified by the Human Resources Department and an official start date will be determined at that time.~~

### **Q.P. Orientation for New Employees**

~~New hires must meet with An orientation with Human Resources on or before will be scheduled their first day of employment to complete required forms and review employment documents. New employees will be required to submit documentation necessary for the I-9 process (Immigration and Naturalization through Homeland Security) to verify legal status to work in the Township. Paperwork including W-4s for federal withholdings, state and local withholdings, internet policy guidelines, insurance documents, authorization for direct deposit of paychecks, and other necessary documents will be completed at orientation with Human Resources. A more detailed, job-specific orientation will take place with the department staff where the new hire will be working.~~

### **R.Q. Hiring of Family/Relatives – Fraternalization**

The Township permits the employment of qualified individuals who are related to a current employee provided that a supervisory/subordinate relationship does not exist as a result of that employment.

For purposes of this policy, F~~family/relatives~~ includes spouse, child, father, mother~~parent~~, sister, brother~~sibling~~, step-parents, step-siblings, half-siblings, mother or father~~parent~~-in-law, son or

~~daughter~~child-in-law, grandparents, grandchildren, and ~~brother or sister~~siblings-in-law.

~~If an employee is involved in a dating relationship and works in the same area/department, it may cause difficulties at work. A dating relationship is a relationship that may casually lead to a consensual romantic or sexual relationship. If a supervisory relationship exists for two employees who become relatives after hire, or who start a dating relationship and one of them supervises the other, the one who is the supervisor is required to tell the employees must inform~~ Human Resources about the relationship. The Township ~~will then ask the two employees to decide which one of them is to be transferred to another available position. If they do not make that decision within 30 calendar days or there is no other available position, the Township will decide which one will be transferred or, if necessary, terminated from employment.~~ may seek to transfer one of the employees if a vacancy exists for which one or both employees are qualified. The Township may alternatively seek the voluntary resignation of one of the impacted employees. The Township retains the right to terminate an employee to avoid a violation of this policy.

Consensual romantic or sexual relationships between employees, while not expressly forbidden, are generally considered unwise. Employees should be aware of the risks and potential work-related difficulties of such relationships.

~~There may also be situations when there is a conflict or the potential for conflict because of the relationship between employees~~ The Township retains the discretion to transfer, seek voluntary resignation, or terminate related employees, even if there is no direct reporting relationship or authority involved supervisory relationship if the familial relationship causes a conflict or potential conflict in the workplace. Relatives of current Township employees shall not be given preference in any hiring decisions. In that case, the Township may separate the employees by reassignment or termination of employment.

## S.R. Employment Classification Categories

Meridian Township has established the following classifications for employees:

- **Regular, full time:** Employees who are not in a temporary status and who are regularly scheduled to work a full-time schedule of 40 hours per week. Generally, these employees are eligible for the full benefits package, subject to the terms, conditions, and limitations of each benefits program.
- **Regular, part time:** Employees who are not in a temporary status and who are regularly scheduled to work less than the full-time schedule. These employees are eligible for pro-rated leave time and holiday pay. Depending on the number of hours worked over the course of a year, these employees may also be eligible for health insurance coverage.
- **Temporary, full time:** Employees who are hired as interim replacements to temporarily supplement the workforce or to assist in the completion of a specific project and who are temporarily scheduled to work a schedule for a limited duration. Employment beyond any initially stated period does not in any way imply a change in employment status.
- **Temporary, part time:** Employees who are hired as interim replacements to temporarily supplement the workforce or to assist in the completion of a specific project and who are temporarily scheduled to work less than a full-time schedule for a limited duration. Employment beyond any initially stated period does not in any way imply a change in employment status.
- **Seasonal Workers/Interns/Irregular:** Employees who are hired as interim workers during the summer months, or on a limited work schedule throughout the year, for a limited duration. Temporary, irregular and/or seasonal workers are not eligible for Township benefits.

All employees are also designated as either nonexempt or exempt under state and federal wage and hour laws. The following is intended to help employees understand their employment classification.

**Nonexempt employees** are employees whose work is covered by the Fair Labor Standards Act (FLSA). They are ~~NOT exempt from~~ entitled to the law's requirements concerning minimum wage and overtime.

**Exempt employees** are generally managers or professional, administrative, or technical staff who ~~ARE~~ are exempt from the overtime provisions of the FLSA. Exempt employees hold jobs that meet the standards and criteria established under the FLSA by the U.S. Department of Labor.

## F.S. Background and Reference Checks

To ensure that individuals who join Meridian Township are ~~well~~-qualified and to ensure that we maintain a safe and productive work environment, it is our policy to conduct pre-employment background checks on applicants who are being considered for employment to the extent such a background check is necessary based on the requirements and expectations of the position. Background checks may include verification of any information on the applicant's resume or

application form, a driving record check, a criminal background check, and in certain positions, a credit report.

All offers of employment are conditional based on a successful background check (if any). All background checks are conducted in compliance with the Federal Fair Credit Reporting Act, the Americans with Disabilities Act, and state and federal privacy and anti-discrimination laws. Reports are kept confidential and are only viewed by individuals involved in the hiring process those with a legitimate business need to know the information.

This policy will be administered, and any background or reference checks will be performed, in compliance with the Township's Non-Discrimination and Fair Employment Practices Policy as found elsewhere in this Manual.

The Township also reserves the right to conduct a background check for current employees to determine eligibility for promotion or reassignment in the same manner as described above.

### **U.T. Progressive Discipline**

~~Every employee has the duty and the responsibility to be aware of and abide by existing rules and policies. Employees also have the responsibility to perform his/her/their duties to the best of his/her/their ability and to the standards as set forth in his/her/their job description or as otherwise established.~~

~~Meridian Township supports the use of progressive discipline to address issues such as poor work performance or misconduct. The Township's progressive discipline policy is designed to provide a corrective action process to improve and prevent a recurrence of undesirable inappropriate behavior and/or performance issues. The Township's progressive discipline policy has been designed consistent with Township values, Human Resources best practices, and employment laws.~~

~~The Township believes it is important to make sure that all employees are treated fairly and that disciplinary actions are prompt, consistent, and impartial. The major purpose of a disciplinary action is to correct the problem, prevent it from happening again, and prepare the employee for satisfactory performance in the future. This policy describes the procedure for administering fair and consistent discipline for unsatisfactory conduct or performance at the Township. Any language regarding disciplinary procedures governing covered employees in CBAs contrary to this policy shall prevail over the language of this policy.~~

In order to correct or eliminate employee poor performance or misconduct, the Township may utilize the disciplinary process.

Disciplinary action may take any form the Township deems appropriate to the circumstances, including be any of the following ~~four types~~:

- 1) Verbal warning
- 2) Written warning
- 3) Suspension with or without pay
- 4) Termination of employment

The Township retains the discretion to utilize whatever level of discipline is deemed appropriate under the circumstances or to craft individualized discipline and correction on a case-by-case basis. In all cases, the Township strives for discipline to be corrective, not punitive. The Township will follow the principles of progressive discipline whenever practicable, except that the Township may skip disciplinary steps for sufficiently serious conduct as determined in the Township's sole discretion unless otherwise limited by an applicable collective bargaining agreement.

~~When deciding which discipline to impose is appropriate, the Township will administer disciplinary actions on a case-by-case basis depending on how severe the severity and/or frequency of the problem is and how often it has happened. There may be circumstances when one or more levels of discipline are bypassed. In many cases, progressive discipline means that the Township will normally take action through a warning for a first offense, with more significant discipline for later offenses, up to and including termination.~~

~~In very serious situations, some types of employee problems may justify either a suspension, or, in extreme situations, termination of employment without going through the progressive disciplinary process. Employees should consult this Personnel Policy Manual and the Township's and their department's work rules and expectations to understand the impact of these guidelines. Meridian Township reserves the right to determine the appropriate level of discipline for any inappropriate conduct, including verbal and written warnings, suspension with or without pay, demotion and termination.~~

~~By using progressive discipline, however, the goal is that most employee problems can be corrected at an early stage, benefiting both the employee and the Township.~~

~~The Township retains the right to retain any documents related to employee disciplinary actions in employee personnel files in accordance with all applicable federal, state, and local laws.~~

## **V.U. Separation of Employment**

Separation of employment can occur for several different reasons.

- **Voluntary Resignation:** ~~Although the Township hopes employment will be a mutually rewarding experience, varying circumstances cause employees to voluntarily resign.~~ Resigning employees must provide two weeks' notice, in writing, to facilitate a smooth transition. Proper notice of resignation entitles an employee to a payout of accrued but unused vacation leave. Management reserves the right to provide an employee with two weeks' pay in lieu of notice in situations where job or business needs warrant such action. If an employee provides less than two weeks' notice, the employee is disqualified from any payout for accrued vacation ~~or other leave payments~~ and the Township may deem the individual to be ineligible for rehire depending on the circumstances regarding the notice given.
- **Retirement:** Employees who wish to retire are required to notify their Director and the Human Resources Department in writing at least one (1) month before the planned retirement date. Employees who retire under an applicable retirement plan are entitled to a payout of accrued but unused vacation leave.

- **Job Abandonment:** Employees who fail to report to work or contact their supervisor for three (3) consecutive workdays will be considered to have abandoned their job and voluntarily quit without notice, effective at the end of their normal shift on the third day. The Supervisor will notify the Human Resources Department at the expiration of the third workday and initiate the paperwork to document the employee's termination~~voluntary resignation~~. Employees who are separated due to job abandonment are ineligible to receive ~~accrued benefits~~a payout for accrued but unused vacation leave and are ineligible for rehire.
- **Termination:** ~~Except as may be provided in a collective bargaining agreement or by contract,~~eEmployees are employed on an at-will basis and the Township retains the right to terminate an employee at any time. Employees who are involuntarily terminated are ineligible to receive payout for accrued but unused vacation leave.

Employees covered by a collective bargaining agreement may be subject to different separation of employment procedures than stated in this policy and are advised to refer to individual collective bargaining agreements for separation of employment procedures.

Health insurance terminates the last day of the month of employmentseparation; unless an employee requests immediate termination of benefits. Information for Consolidated Omnibus Budget Reconciliation (COBRA) continued health coverage will be provided.

## W.V. Exit Interview

All Township employees who ~~terminate~~ separate from employment with the Township are encouraged to take part in an exit interview. Exit interviews will take place with the Human Resources Director. Upon the request of the Human Resources Director or the separating employee, additional attendees may be permitted in exit interviews. The Human Resources Director will coordinate the time and dates of all exit interviews.

The Township utilizes exit interviews to assess outgoing employee experiences while working for the Township. The Township may utilize some information discovered during exit interviews to improve employment practices at the Township.

The separating employee must return all Township property at the time of separation, including credit cards, uniforms, Township cell phones, keys, computers, identification cards, etc.

## X.W. Rehire

Employees who leave the Township in good standing may be considered for reemployment. ~~An application must be submitted to the Human Resources Department, and t~~The applicant must meet all minimum qualifications and requirements of the position and follow the applicant process as described in section (P)the Job Vacancies Policy found elsewhere in this Manual.

Supervisors must obtain approval from the Human Resources Director or designee prior to rehiring a former employee. Rehired employees begin benefits just as any other new employee. Previous tenure will not be considered in calculating longevity, leave accruals, or any benefits unless approved in advance by the Township Manager or as required by law.

An applicant or employee who was terminated for violating policy or who resigned in lieu of termination from employment is not eligible for rehire.

## IV. WORKPLACE SAFETY

### A. Drug-Free Workplace

Meridian Township has a longstanding commitment to provide a safe and productive work environment. Alcohol and drug abuse pose a threat to the health and safety of employees and to the security of our equipment and facilities. For these reasons, Meridian Township is committed to the elimination of drug and/or alcohol use and abuse in the workplace.

Meridian Township prohibits all employees from manufacturing, distributing, dispensing, possessing, ~~or using,~~ or being under the influence of an illegal drug or alcohol in or on Township premises or while conducting Township business. This prohibition applies to ~~medical~~-marihuana. Employees are also prohibited from misusing legally prescribed or over-the-counter (OTC) drugs.

The policy outlines the practice and procedure designed to correct instances of identified alcohol and/or drug use in the workplace. This policy applies to all employees and all applicants for employment of the Township. The Human Resources Department is responsible for administration of the drug and alcohol policy.

Employees ~~should~~ must report to work fit for duty and free of any adverse effects of illegal drugs or alcohol. This policy does not prohibit employees from the lawful use and possession of prescribed medications. Employees must, however, consult with their doctors about the medications' effect on their fitness for duty and ability to work safely and promptly disclose any work restriction to Human Resources. In some positions, employees will not be permitted to return to work if they have restrictions. The Human Resources Department will make the final determination regarding return to work restrictions. The following work rules apply to all employees:

- Whenever employees are working, are operating any Township vehicle, are present on Township premises, or are conducting related work off-site, they are prohibited from:
  - Using, possessing, buying, selling, manufacturing, dispensing an illegal drug (which includes possession of drug paraphernalia).
  - Being under the influence of alcohol or an illegal drug or abusing over-the-counter drugs.
- The presence of any detectable amount of any illegal drug or illegally controlled substance in an employee's body while performing Township business or while in a Township facility or vehicle is prohibited.
- ~~Meridian Township will not allow any e~~Employees must not to perform their duties while taking prescribed drugs that are adversely affecting the employee's ability to safely perform their job duties. If an employee is aware that a prescription drug they are taking may impact their ability to perform their job duties safely, they must notify the Human Resources Department of that concern.
- Any illegal drugs or drug paraphernalia will be turned over to the appropriate law enforcement agency and may result in criminal prosecution.

Meridian Township reserves the right to inspect all portions of its premises for drugs, alcohol, or other contraband. All employees may be asked to cooperate in inspections of their persons, work

areas, and property that might conceal drugs, alcohol, or other contraband. Employees who possess such contraband or refuse to cooperate in such inspection are subject to appropriate discipline up to and including termination.

## **B. Employee Assistance and Drug-Free Awareness**

Illegal drug use, abuse of legal medications, and alcohol/drug misuse have a number of adverse health and safety consequences. Information about those consequences and sources of help for drug/alcohol problems are available from the Human Resources Department, which can make referrals and assist employees with drug/alcohol problems who may be struggling with their use of drugs and/or alcohol.

The Township will assist and support employees who voluntarily seek help for such problems before becoming subject to discipline and/or termination under this or other policies. Such employees may be allowed to use accrued paid time off, be placed on leaves of absence, referred to treatment providers, and otherwise be accommodated as required by law. Such employees will be required to document that they are successfully following prescribed treatment and to take and pass follow-up tests if they hold jobs that are safety sensitive or that require driving or if they have violated this policy previously.

~~Employees should report to work fit for duty and free of any adverse effects of illegal drugs or alcohol. This policy does not prohibit employees from the lawful use and possession of prescribed medications. Employees must, however, consult with their doctors about the medications' effect on their fitness for duty and ability to work safely and promptly disclose any work restriction to their supervisor. In some positions, employees will not be permitted to return to work if they have restrictions. The Human Resources Department will make the final determination regarding return to work restrictions. The following work rules apply to all employees:~~

- ~~• Whenever employees are working, are operating any Township vehicle, are present on Township premises, or are conducting related work off-site, they are prohibited from:
  - ~~— Using, possessing, buying, selling, manufacturing, or dispensing an illegal drug (which includes possession of drug paraphernalia).~~
  - ~~— Being under the influence of alcohol or an illegal drug or abusing over the counter drugs.~~~~

- ~~• The presence of any detectable amount of any illegal drug or illegally controlled substance in an employee's body while performing Township business or while in a Township facility or vehicle is prohibited.~~
- ~~• Meridian Township will not allow any employee to perform their duties while taking prescribed drugs that are adversely affecting the employee's ability to safely and effectively perform his or her job duties. Employees taking a prescribed medication must carry it in the container labeled by a licensed pharmacist, or provide other proof of the prescribed medication, and be prepared to produce it if asked.~~
- ~~• Any illegal drugs or drug paraphernalia will be turned over to the appropriate law enforcement agency and may result in criminal prosecution.~~

### C. Required Drug and Alcohol Testing

The Township retains the right to require the following tests:

- **Pre-employment:** All applicants to positions designated by the Township as requiring a drug test must pass a drug test after receiving an offer of employment. Refusal to submit to testing will result in disqualification for further employment consideration. Pre-employment testing for marijuana will be restricted to positions specifically identified by the Township in its sole discretion.
- **Reasonable Suspicion:** Employees are subject to testing based on observation of apparent workplace use, possession, or impairment by a supervisor. The Human Resources Department must be consulted before sending an employee for reasonable suspicion testing.
- **Random Drug and Alcohol:** Employees in safety-sensitive positions requiring a CDL are subject to random testing as required by the U.S. Department of Transportation.
- **Post-accident:** Employees may be subject to testing when they cause or contribute to accidents that damage a company-Township vehicle, machinery or equipment, and/or result in an injury to themselves or another employee requiring off-site medical attention. In any of these instances, the investigation and subsequent testing will take place immediately or within two (2) hours at the a clinic, urgent care, emergency room, or hospital facility equipped to do such testing.
- **Follow-up:** Depending on the circumstances and the employee's work history/record, the Township may offer an employee who violates this policy or tests positive the opportunity to return to work on terms acceptable to the Township, which could include follow-up drug testing at various times and frequencies for a minimum of one (1) year.

### D. Consequences for Violation of Drug-Free Policies

Applicants who are required to but fail to take a valid drug test or who test positive will not be hired. Employees who fail to cooperate in required tests or who use, possess, buy, sell, manufacture, ~~or~~ dispense, or work under the influence of an illegal drug in violation of this policy are subject to termination. If an employee tests positive for alcohol or illegal drug use in violation of this policy, the employee will be subject to discipline up to and including termination.

Employees will be paid for regularly scheduled work hours when they are sent for alcohol/drug testing and during any paid suspension pending the results of the drug/alcohol test. After the results of a test are received, a date/time will be scheduled to discuss the results of the test. This meeting will include a member of management, union (if applicable), and the Human Resources Department. ~~Should the results prove to be negative, the employee will be informed and reinstated without loss of pay.~~

## **E. Confidentiality of Drug-Test Information**

Information and records relating to test results, drug and alcohol dependencies, and medical explanations provided to the Human Resources Department shall be kept confidential to the extent required by law and maintained in secure files separate from regular personnel files.

### **A. Workplace Bullying**

~~Meridian Township defines bullying as “repeated inappropriate behavior, either direct or indirect, whether verbal, physical, or otherwise, conducted by one or more persons against another or others, at the place of work and/or in the course of employment.” Such behavior violates Meridian Township’s Code of Conduct, which clearly states that all employees will be treated with dignity and respect.~~

~~The purpose of addressing bullying is to communicate to all employees, including Supervisors, Managers, and Directors, that the Township will not tolerate bullying behavior. Employees found in violation will be disciplined up to and including termination.~~

~~Bullying may be intentional or unintentional. However, it must be noted that where an allegation of bullying is made, the intention of the alleged bully is irrelevant and will not be given consideration when administering discipline. As in sexual harassment, it is the effect of the behavior upon the individual that is more important. The following are examples of bullying behavior:~~

- ~~• **Verbal bullying:** Slandering, ridiculing, or maligning a person or his/her family; persistent name calling that is hurtful, insulting, or humiliating; using a person as the butt of jokes; abusive and offensive remarks.~~
- ~~• **Cyber bullying:** The same definition of verbal bullying, including cyber threats and harassment.~~
- ~~• **Physical bullying:** Pushing, shoving, kicking, poking, tripping, assault, or threat of physical assault; damage to a person’s work area or property.~~
- ~~• **Gesture bullying:** Nonverbal threatening gestures or glances that convey threatening messages.~~
- ~~• **Exclusion:** Socially or physically excluding or disregarding a person in work-related activities.~~

## **F. Violence in the Workplace**

~~All employees, residents, and vendors must be treated with courtesy and respect at all times.~~ Employees are expected to refrain from conduct that may be dangerous to others.

The Township encourages employees to bring their disputes to the attention of their supervisors and the Human Resources Department before a situation escalates.

Conduct that threatens, intimidates, or coerces another employee, resident, or a vendor will not be tolerated. Township resources may not be used to threaten, stalk, or harass anyone at the workplace or outside the workplace. The Township handles threats ~~coming from an abusive personal relationship~~ as it does other forms of violence.

Indirect or direct threats of violence, incidents of actual violence, and suspicious ~~individuals or~~ activities should be reported as soon as possible to supervisory personnel, Human Resources, or the Police Department. ~~When reporting a threat or incident of violence, the employee should be as specific and detailed as possible.~~ Employees should not place themselves in danger during an incident.

Employees should promptly inform the Human Resources Department of any protective or restraining order that they have obtained that lists the workplace as a protected area. ~~Employees are encouraged to report safety concerns with regards to domestic violence. Meridian Township is committed to supporting victims of domestic violence. The Township will not retaliate against employees making good faith reports.~~

~~Meridian-The~~ Township will promptly and thoroughly investigate all reports of threats of violence or incidents of actual violence, and of suspicious ~~individuals or~~ activities. The identity of the individual making a report will be protected ~~as much as possible~~ to the extent possible under applicable law. In order to maintain workplace safety and the integrity of its investigation, the Township may suspend employees suspected of workplace violence or threats of violence, either with or without pay, pending investigation.

Anyone found to be responsible for threats of or actual violence or other conduct that is in violation of these guidelines will be subject to disciplinary action up to and including termination of employment.

## **G. Safety**

It is the responsibility of each employee to conduct all tasks in a safe and efficient manner complying with all federal, state, and local safety and health regulations and Township standards, and with any special safety concerns for use in a particular area.

Although most safety regulations are consistent throughout each department, each employee has the responsibility to identify and familiarize her/himself with the emergency plan for ~~his/her/their~~ working area. Each facility shall have posted an emergency plan detailing procedures in handling emergencies such as fire, weather-related events, and medical crises.

It is the responsibility of the employee to complete an Incident and Accident Report within 24 hours for each safety and health incident/accident that occurs by an employee or that the employee witnesses. Failure to report such an incident/accident may result in employee disciplinary action up to and including termination.

The Human Resources Department and Township shall have the responsibility to develop and the authority to implement the safety and health program in the interest of a safer work environment.

## **H. Right to Know**

Meridian Township adheres to all applicable Michigan Occupational Safety and Health Administration (MIOSHA), federal, state, and local regulations concerning workplace safety. Township employees shall be informed of what hazardous substances are in the workplace and shall also be trained how to properly work with these substances, label these substances as appropriate, and document these substances. Employees who have concerns regarding the Township's workplace safety guidelines are encouraged to contact supervisory personnel, Managers, Directors, or the Human Resources Director.

## **I. Smoke-Free Workplace**

It is the policy of Meridian Township to prohibit smoking and use of tobacco/[nicotine](#) products on all Township premises. Smoking is defined as the "act of lighting, smoking, or carrying a lighted or smoldering cigar, cigarette, or pipe of any kind, including [vaping](#) e-cigarettes." Tobacco/[nicotine](#) products include chewing tobacco, all smoked tobacco products, and all other forms of smokeless tobacco [or nicotine-delivery](#) products.

The smoke-free workplace policy applies to

- All areas of Township buildings.
- All Township-sponsored off-site conferences and meetings.
- All vehicles owned or leased by the Township.
- All visitors to the Township premises.
- All contractors and consultants and/or their employees working on Township premises.
- All employees, temporary employees, interns, seasonal workers, and visitors.

Smoking and use of tobacco products is only permitted in parking lots that are at least 50 feet from any municipal building including, but not limited to, the Township Hall, the Public Safety Building, the Service Center, and all Fire Stations. Meridian Township is not required to give employees any additional breaks for smoking other than the breaks granted to employees outlined in this Personnel Policy Manual. Littering after the use of smoking and tobacco products (including cigarette butts) will not be tolerated on any Township property and offenders may be subject to disciplinary action up to and including termination.

## V. WORKPLACE EXPECTATIONS

### A. Performance Expectations / Code of Conduct/ Workplace Etiquette and Work Rules

~~The Township has a strong commitment to providing an inclusive, non-discriminatory, and professional workplace. Employees of different backgrounds and perspectives add unique insights to the workplace and help foster innovation while providing great value to the Township.~~

~~The Township serves its residents best when functioning as a strong team. As such, the Township expects that staff from all departments, at every level of the Township, treat each other as respected and valuable colleagues. To promote an inclusive and well-functioning workplace, the Township requires employees to act in a professional and courteous manner to each other and the public. Although it is impossible to create an all-encompassing list of prohibited behaviors, below is a list of examples of unacceptable workplace behaviors that may result in discipline up to and including termination.~~

The Township is a professional work environment and expects employees to conduct themselves in a professional manner. Employees are expected to:

- Be respectful of other's time.
- Be punctual when arriving to work and meetings.
- Focus on Township matters and minimize personal and social distractions during working time.
- Be attentive and respectful in interactions with colleagues, vendors, and residents.
- Communicate important matters to colleagues and supervisors in a professional and timely manner.
- Be a willing and eager learner of new skills.
- Be receptive to constructive feedback and coaching.

In addition, the Township also maintains a code of conduct to ensure the orderly and efficient operation of the Township, as well as to protect the rights of all employees and officials. You should understand that the list below is for illustration purposes only and there are other types of conduct that may jeopardize personal safety, security, or welfare that may be prohibited. This list in no way modifies the at-will employment relationship between employees and the Township.

- Falsification of timekeeping records and any employment application statements.
- Any discourteous treatment of the public, other Township employees or officials, or residents.
- Working under the influence of alcohol, illegal drugs, or ~~medical~~-marihuana.
- Possession, distribution, sale, transfer, or use of alcohol or illegal drugs or ~~medical~~-marihuana in the workplace, while on duty, or while operating employer-owned vehicles or equipment.
- Theft in any form ~~is not acceptable~~.

- Fighting or threatening violence in the workplace.
- Violation of safety or health rules.
- Sexual or other unlawful harassment or discrimination.
- Extensive absenteeism or any absence without notice.
- Unauthorized use of employer telephones, mail system, Internet, or computer networks.
- Unauthorized use of employee personal telephones, Internet, or computers during work hours.
- Unauthorized disclosure of confidential Township information
- Socializing that interferes with work performance or impacts the public's perception of Township operations.
- Unsatisfactory performance or conduct including insubordination.
- Abuse of Township property.
- Violation of personnel policies, Township ordinances, department rules, or federal, state, or local laws'

In general, the Township expects that common sense, professionalism, and general decency will govern personal conduct. Please contact the Human Resources Director if you have any questions regarding the Township's Code of Conduct.

## **B. Professionalism & Civility**

The Township has a strong commitment to providing an inclusive, non-discriminatory, and professional workplace. Employees of different backgrounds and perspectives add unique insights to the workplace and help foster innovation while providing great value to the Township.

The Township serves its residents best when functioning as a strong team. As such, the Township expects that staff from all departments, at every level of the Township, treat each other as respected and valuable colleagues. To promote an inclusive and well-functioning workplace, the Township requires employees to act in a professional and courteous manner to each other and the public. Although it is impossible to create an all-encompassing list of prohibited behaviors, below is a list of examples of unacceptable workplace behaviors that may result in discipline up to and including termination.

All Township employees are expected to support a professional and civil workplace by adhering to the following guidelines for conduct in their interactions with colleagues, supervisors, the public, and vendors:

- Treat others with dignity and respect.
- Ensure that critiques of others are well meaning and constructive. Focus on what can be improved.
- Foster teamwork and participation from others with differing experiences, perspectives, and backgrounds.
- Seek out insights and input from others with different experiences, perspectives, and backgrounds.

- Remain open-minded and listen when given constructive feedback regarding others' perception of your conduct.

Any manager or department director who is aware of conduct inconsistent with this Policy should immediately engage the employee in question in a dialogue to understand their perspective. If necessary, the Human Resources Department should be engaged to ensure this Policy is adhered to and that employees, the public, and vendors are treated with dignity and respect.

Certain unprofessional and non-constructive behavior may result in discipline up to and including termination of employment.

## **B.C. Confidentiality**

~~Employees at the Township may overhear or have knowledge of confidential information from various sources (e.g. residents, businesses, etc.). It is the Township's policy that all information employees receive should be considered confidential unless the context clearly indicates otherwise.~~In the course of employment with the Township, employees may encounter confidential information that is not subject to disclosure under the law and should not be made known to the public. Confidential information does not include information the public would be entitled to receive under statutes such as the Freedom of Information Act and does not include information relating to the terms and conditions of employment with the Township such as wages, protected concerted union activity, and workplace complaints. Confidential information will not be disclosed to external parties or to other employees without a legitimate business reason. If a Township employee has any questions about whether information is considered confidential, ~~he/she/they should may~~ check with ~~his or her/their~~ supervisor, Director, or the Human Resources Director.

~~This policy is to alert employees to the need for discretion at all time and is not intended to inhibit normal Township communications.~~

## **D. Media Contacts**

All ~~inquiries from the~~ media inquiries should be referred to the Township Manager, Chief of Police, EMS/Fire Chief, or the Communications Director as applicable. Employees may not speak on behalf of the Township unless authorized to do so by the Township Manager, Chief of Police, Fire Chief, or the Communications Director.

## **D.E. Conflicts of Interest**

Township employees must avoid any relationship or activity that might impair, or even appear to impair their ability to make objective and fair decisions when performing their jobs. ~~At times, an employee may be faced with situations in which actions taken on behalf of the Township may conflict with the employee's own personal interest.~~ Township property, information, or business opportunities may not be used for personal gain.

~~Listed below are examples that may lead to conflicts of interest~~Certain conflicts of interest (or the appearance of conflicts) may include, but are not limited to:

- Obtaining or continuing outside employment that may impair an employee's Township work responsibilities.
- Hiring family members or closely related persons especially within the same supervisory chain of command, where the employee may have a personal interest.
- Serving as a board member ~~or elected official~~ for an outside organization, where the employee's responsibilities to the organization could conflict with the employee's responsibilities to the Township.
- Accepting gifts, discounts, favors, or services from a business based on one's status as a Township employee.

Township employees shall be required to submit an annual conflict of interest disclosure.

### **E.F. Gifts and Favors**

No elected or appointed official or employee shall solicit directly or indirectly or accept any gift, whether in the form of service, loan, thing, or promise, from any person, firm, or corporation, in order to influence ~~his/her~~their Township decision-making.

### **F.G. Outside Employment**

Employees may engage in outside employment in accordance with the following limitations. In no case shall outside employment conflict with or impair work responsibilities to the Township. Outside employment is defined as any paid employment a Township employee participates in outside of their Township work responsibilities.

Any full-time employee desiring to participate in outside employment must obtain written permission from ~~his/her~~their Director and the Human Resources Director prior to beginning ~~his/her~~their outside employment. Unless granted expressed written permission from the Director and Human Resources Director, a Township employee shall not be allowed to engage in any outside employment while on a paid or unpaid leave of absence from the Township where benefits may be maintained.

Employees engaged in outside or supplemental employment shall:

- Not use Township facilities as a source of referral for private customers or clients.
- Not be engaged in outside employment during the employee's regularly scheduled working hours.
- Not use the name of the Township or any Township agency as a reference or credential in advertising or soliciting customers or clients.
- Not use any Township supplies, facilities, staff, or equipment, including computers or technology, with any outside employment or private practice.
- Maintain a clear separation of outside or supplemental employment from activities performed for the Township.
- Not cause any incompatibility, conflict of interest, or any possible appearance of a conflict of interest.

~~The Township shall not be liable, either directly or indirectly, for any activities performed by an employee participating in outside employment. Additionally, t~~The Township retains the right to review and change any decisions granting a Township employee permission to obtain or participate in outside employment while employed by Township. Approval shall be reviewed at least on an annual basis.

### **G.H. Attendance and Punctuality**

Attendance and punctuality are critical to the service the Township provides to its residents. Therefore, employees are expected to be on time and present at work when able. Except as restricted by applicable law, Pp patterns of absenteeism or tardiness may result in discipline even if the employee has not yet exhausted available paid time off. Absences due to illnesses or injuries that

qualify under the [Earned Sick Time Act \(ESTA\)](#) and/or Family and Medical Leave Act (FMLA) will not be counted against an employee's attendance record. Medical documentation within the guidelines of the [ESTA and FMLA](#) may be required in these instances. Vacation and personal leave must be scheduled with one's supervisor in advance. Sick leave may be used in the case emergency or sudden illness without prior scheduling.

Not reporting to work and not calling to report the absence is a no-call/no-show and is a serious matter. [Unless an employee is incapacitated and notice to the Township is impracticable:](#)

1. The first instance of a no-call/no-show will result in not less than a written warning.
2. The second separate offense may result in more serious discipline up to termination of employment.
- 3. A no-call/no-show lasting three days will be considered job abandonment and will be deemed an employee's voluntary resignation of employment.**

### **H.I. Attire and Grooming**

As public servants, it is important for all employees to project a professional image while at work by being appropriately attired. ~~Meridian~~ Township employees are expected to be neat, clean, and well-groomed while on the job. Clothing must be consistent with the standards for a business environment and must be appropriate to the type of work being performed. Employees in Township departments required to wear uniforms must do so and apply by all uniform policies implemented by the specific department.

The Township is confident that employees will use their best judgement regarding attire and appearance. Management reserves the right to determine appropriateness. Any employee who is improperly dressed will be counseled or in some cases may be sent home to change clothes.

Examples of unprofessional attire include but are not limited to:

- Sweatpants, leggings, yoga pants, exercise wear (spandex), shorts, and any pants or jeans that are worn or that have tears or holes.
- Beachwear, crop tops, clothing showing midriff, tops with spaghetti straps, and sleeveless t-shirts.
- Any clothing with a printed message, slogan, political message/endorsement, picture, or art depicting drugs, alcohol, sex, weapons, violence, or anything that is obscene, disrespectful, or offensive.

In keeping with appropriate attire and grooming, the Township allows reasonable self-expression through personal appearance unless it conflicts with an employee's ability to perform ~~his or her~~ [their](#) position effectively or it is regarded offensive or harassing towards co-workers, residents or others with whom the Township conducts business.

The Township permits employees to wear jewelry or to display tattoos at the workplace with the following guidelines. [To make this determination, management will consider](#)~~Factors that management will consider to determine~~ whether jewelry or tattoos ~~may~~ [poses](#) a conflict with an employee's job or work environment. ~~considering include:~~

- Personal safety of self or others.

- Productivity or performance expectations.
- Offensiveness to co-workers, customers, residents, vendors, or others in the workplace based on racial, sexual, religious, ethnic, or other characteristics or attributes of a sensitive or legally protected nature.
- ~~Customer or resident complaints.~~

If management determines an employee's jewelry or tattoos ~~may present such a conflict~~ is not appropriate for the work environment, the employee will be encouraged to identify appropriate options, such as removal of excess or offensive jewelry, covering of tattoos, or other reasonable means to resolve the ~~conflict~~matter.

### **I.J. Electronic Communication and Internet Use**

The following guidelines have been established for using the Internet, Township-provided cell phones, and e-mail in an appropriate, ethical, and professional manner:

- All technology systems used by the Township (telephones, facsimile machines, photocopiers, computers, printers, voice mail, e-mail systems, and other technology) are for Township business purposes and are provided to further our goals and service to the public. Employees must use common sense and adhere to appropriate work behavior when using the Township's technology systems.
- Any personal use of personal communication devices should be limited in duration and frequency so that it does not interfere with the employee's work responsibility or adversely affect the productivity of the employee or the employee's co-workers.
- Internet, ~~company~~Township-provided equipment (e.g., cell phone, laptops, computers), and services may not be used for transmitting, retrieving, or storing any communications of a defamatory, discriminatory, harassing, or pornographic nature.
- The following actions are forbidden: using ~~disparaging~~, abusive, profane, or offensive language; creating, viewing, or displaying material that might adversely or negatively reflect upon the Township or be contrary to the Township's best interests; and engaging in any illegal activities, including piracy, hacking, extortion, blackmail, copyright infringement, and unauthorized access of any computers and Township-provided equipment such as cell phones and laptops.
- Employees may not copy, retrieve, modify, or forward copyrighted materials, except with permission or as a single copy reference only.
- Employees should not open suspicious e-mails, pop-ups, or downloads. Employees may not install hardware or software, or engage in any other sort of file downloading or uploading without permission of the Township Manager, or ~~his or her~~their designee. Contact IT with any questions or concerns to reduce the release of viruses or to contain viruses immediately.
- Internal and external e-mails ~~are considered to be~~ public records and may be subject to discovery in the event of litigation and to the Freedom of Information Act (FOIA). Be aware of this possibility when sending e-mails within and outside the Township.

Violation of these rules or other misuse of Township technology or other actions that undermine the Township's cybersecurity may be the subject of discipline up to and including termination.

### **J.K. Right to Monitor**

All Township-supplied technology and Township-supplied work records belong to the Township and not to the employee. The Township may routinely monitor the use of Township-supplied technology. Inappropriate or illegal use or communications may be subject to disciplinary action up to and including termination of employment.

### **K. Inspection**

~~Meridian Township reserves the right to inspect all portions of its premises for drugs, alcohol, or other contraband. All employees may be asked to cooperate in inspections of their persons, work areas, and property that might conceal drugs, alcohol, or other contraband. Employees who possess such contraband or refuse to cooperate in such inspection are subject to appropriate discipline up to and including termination.~~

### **L. Solicitation, Distribution, and Posting of Materials**

Except with respect to protected labor relations activities, ~~Meridian the~~ Township prohibits the solicitation, distribution, and posting of material on or at Township property ~~by or to an employee~~ during worktime, except as may be permitted by this policy. ~~The sole exceptions to this policy are Township-sponsored programs related to Meridian Township's employee activities.~~

**Provisions:** Except for protected labor relations activity,

- Non-employees may not solicit employees or distribute literature of any kind in the workplace during worktime.
- Employees may only admit non-employees to work areas with management approval or as part of a Township-sponsored program. These visits should not disrupt workflow. An employee must ~~accompany the non-employee at all times~~ always accompany the non-employee. Former employees are not permitted in Township workspaces unless on official business or invited by management. Protected labor relations activities are not permitted during scheduled working hours in the workplace unless prior approval is received.
- Employees may not solicit other employees during work times, except in connection with a Township-approved or sponsored event for employees.
- Employees may not distribute literature of any kind during work times ~~or in any work area at any time~~, except in connection with a Township-sponsored employee event, ~~or approved by the Township Manager~~.
- The posting of material on employee bulletin boards or electronic announcements ~~related to employees~~ are permitted so long as they are not done during working times or in work areas with approval from the Township Manager or the Human Resources Department.

Violations of this policy should be reported to the Human Resources Department and are subject

to disciplinary actions up to and including termination of employment.

### **M. Employee Travel and Reimbursement**

Employees will be reimbursed for reasonable expenses and applicable IRS mileage reimbursements incurred in connection with ~~Township Manager~~ approved travel on behalf of the Township. Employees must complete and submit proper forms provided by the Township to be eligible for reimbursement. Employee travel beyond 50 miles within the State of Michigan requires approval by the Department Director and all travel outside the State of Michigan requires approval by the Township Manager.

### **N. Use of Township Equipment**

The use of Township equipment for other than official Township business is strictly prohibited.

### **O. Township Vehicles**

Vehicles are authorized for use in conjunction with official duties or while in service only, unless otherwise specified within Department policy, subject to review and approval of the Township Manager, or by Township Board action.

All other Township vehicles, assigned or pool vehicles, will be used for official business only. Trips for personal business, other than breaks when the employee is in the field, will not be permitted. Employees shall not permit persons to drive Township vehicles who are not approved to do so.

All vehicles will be operated in accordance with applicable federal, state, and local traffic laws. Operators are responsible for reasonable vehicle maintenance checks (gas, oil, fluid levels, tires, unusual operation symptoms, noises, interior and exterior cleaning, etc.) and reporting vehicle problems to the Township mechanic.

Employees who receive a moving violation(s) may have the use of Township vehicles restricted by the Township Manager and may be subject to discipline.

### **~~P. Energy Efficient Workplace~~**

~~Meridian Township is committed to raising awareness among employees on how to make better energy saving choices during the workday. The following list, although not all inclusive, will assist in making the Township a more green work environment:~~

- ~~• Make energy efficiency a habit.~~
- ~~• Lights will be turned off in employee offices, restrooms, storage areas, etc. when not occupied.~~
- ~~• Unplug unused electrical devices.~~
- ~~• Turn off computers overnight.~~
- ~~• Limit printer use and reduce paper usage.~~

- Use less electricity wherever possible.
- Utilize the recycle bins throughout the workplace.

## **VI. TIME OFF/LEAVES OF ABSENCE**

### **A. Holiday Pay**

Meridian Township recognizes paid holidays each year:

- New Year's Day
- Martin Luther King Jr. Day
- [President's Day](#)
- Good Friday (4 hours)
- [Memorial Day](#)
- [Juneteenth](#)
- Independence Day
- Labor Day
- Veterans Day
- Thanksgiving Day
- Day After Thanksgiving
- Christmas Eve
- Christmas Day
- New Year's Eve

Should a holiday fall on a weekend, the holiday will be observed on the ~~work day~~[workday](#) closest to the holiday.

To qualify for holiday pay, employees must report to work on [his/her/their](#) regularly scheduled work day immediately preceding and immediately after [his/her/the](#) scheduled holiday, unless [he/she/the employee](#) is on vacation or is otherwise excused by [his/her/their](#) supervisor, except that holiday pay will not be paid to an employee who is on a leave of absence of one (1) week or more during which the holiday falls.

If an employee terminates [his/her/their](#) employment, he/she will not receive pay for holidays occurring after the last day worked.

~~Time off may be granted by the Township Manager to employees who desire to observe a religious holiday that is not recognized by the Township. Employees who observe religious holidays not observed by the Township may request time off from the Department Director. If granted, such time off will be the employee's vacation or personal time. Holiday pay only applies to those holidays listed in this Section.~~

### **B. Vacation**

All [permanent](#) full-time and part-time employees are eligible for vacation leave benefits. Part-time employees working 20 to 29 hours per week will earn vacation on a pro-rated basis. For purposes of vacation leave, full-time employees are those working ~~over~~[30 or more](#) hours per week.

Vacation accrual begins on the first day of the month following the hire date for full-time or permanent part-time employment. Vacation is accrued according to the schedule in this policy. ~~Vacation can be used only after an employee has completed six months of continuous employment.~~

Vacation leave will not be earned during an unpaid leave of absence.

To schedule vacation time, employees should submit a completed leave form to the employee's supervisor at least two weeks before the requested leave (~~refer to collective bargaining units for clarification~~).

Employees must ensure that they have enough accrued leave available to cover the dates requested. Requests will be approved based on ~~a number of~~ several factors, including department operating and staffing requirements. The supervisor should return the leave request to the employee within three business day of the date it is submitted indicating that the request has been approved or denied. ~~If the request for vacation leave is denied, the supervisor should provide an appropriate reason on the form returned to the employee.~~

### ***Non-Union Personnel Vacation Benefits Schedule***

Each full-time employee not within an organized bargaining unit shall accumulate vacation monthly up to a maximum of 25 working days (200 hours). The Township Manager may waive the maximum accumulation of vacation time upon written request of the employee. Vacation shall be earned according to the following schedule of continuous and completed years of service:

- Start through 4 years = 8 hours per full month worked
- 5 years through 9 years = 10 hours per full month worked
- 10 years and over = 14 hours per full month worked

Regular part-time employees earn vacation in a pro-rated amount.

~~If employment is terminated, accrued unused vacation leave earned through the last day of active employment will be paid at the employee's base rate of pay at termination. If an employee resigns or retires after giving at least a two-week notice of their intent to resign or retire, that employee shall be paid for their accrued but unused vacation leave earned through the last day of active employment. Employees who do not give proper notice or who are involuntarily terminated for any reason shall not receive any payout for accrued but unused vacation time.~~

### **C. Personal Leave**

Personal leave days are made available to provide for pressing personal business which cannot be conveniently scheduled on the employee's time off. Each full-time employee shall be allowed three (3) paid personal leave days (24 hours) each calendar year with full pay and pro-rated if the employee is employed for less than one year. Regular, part-time employees receive pro-rated hours based on hours worked. Paid personal leave days must be used by the end of the calendar year. Personal leave may not be changed to sick or vacation leave, and shall not be cumulative. Personal leave also may not be used in conjunction with regularly established vacation periods and may not be scheduled consecutively at the end of the calendar year. Unused leave will be forfeited at the end of the calendar year.

### **D. Sick Leave**

All regular full-time employees accrue sick leave beginning on the first day of the month following the employee's first day of work after hire for a maximum of 12 days per year at a rate of 8 hours

per month beginning on the date of hire.

Regular, part-time employees accrue sick leave ~~the first day of the month following the employee's first day of work~~immediately after hire in a pro-rated amount using the full-time total of ~~12 days per year~~8 hours per month and the average number of hours the part-time employee works per week. ~~Leave can be accumulated up to a total of one hundred ten (110) working days. Employees may carry over no more than 880 hours of sick leave from one year to the next.~~

All other employees accrue 1 hour of sick leave for every 30 hours they work. Seasonal employees, interns, and irregular employees may not use accrued sick leave until they have completed 120 calendar days of employment.

Employees may use sick leave ~~if their presence is needed at home because of the illness of a member of their immediate family or they have a medical appointment of a routine or preventative nature. "Immediate family" is defined as parents, spouse, children, stepchildren, and any family members living in the employee's household or any other relative for whom the employee is legally responsible for as a dependent or guardian.~~for the following purposes as outlined in the Earned Sick Time Act, as amended:

1. An employee or family member's mental or physical illness, injury, or health condition; medical diagnosis, care, or treatment of the employee or mental or physical illness, injury, or health condition; or preventative care for the employee or their family member.
2. An employee or a family member is the victim of domestic violence or sexual assault and needs time off for medical / psychological care, to obtain services from a victim services organization, to relocate, to obtain legal services, or to participate in any civil or criminal proceedings.
3. For a meeting at the employee's child's school or place of care related to the child's health or disability or the effects of domestic violence or sexual assault on the child.
4. For the closure of the employee's workplace or the employee's child's school or place of care if such locations are closed due to a public health emergency or it is determined by a health care provider that the employee or a family member's presence in the community would jeopardize the health of others due to exposure to a communicable disease.

An employee using sick time for any reason other than listed in this Section may be subject to discipline up to and including termination of employment.

Employees must request foreseeable uses of sick leave at least 7 days in advance. For unforeseeable sick leave usage, the employee must call in before the start of their shift unless emergency circumstances make that impossible. If an employee is unable to call in prior to the start of their shift for legitimate reasons, the employee must call in as soon as possible thereafter. Directors may require substantiation of sick leave as they deem necessary, including a certificate from a physician or an examination by a physician duly appointed by the Township if an employee misses more than three (3) consecutive workdays. If such examination is required, the Township will pay the cost if not covered by insurance all out-of-pocket costs that would have otherwise been incurred by the

employee.

Sick leave may not be used during a vacation period or immediately before or after a vacation or holiday, unless substantiated by a doctor's certificate.

Upon separation of employment, ~~the full and regular part-time~~ employees shall receive payment of 1/4 of ~~his/her~~their accumulated sick leave which is paid into the employee's ICMA/RHS account, provided at least two (2) weeks written notice of separation is given by the employee, and providing no abuse of sick leave takes place during the final two (2) weeks of ~~his/her~~their employment. Employees who are involuntarily terminated by the Township ~~due to misconduct~~ are not entitled to any payout for unused sick leave and all such leave is forfeited. Employees who retire shall receive payment for one-half of ~~his/her~~their accumulated sick leave, which shall be paid into the employee's ICMA/RHS account, provided the employee has given the Township 30 days prior notice of retirement. Seasonal employees, interns, and irregular employees are not eligible for any payout of unused sick leave upon separation. If an employee is separated from employment for two or more months, their sick leave bank shall be reset to zero upon any subsequent rehire.

Employees who have accumulated 500 or more hours of unused sick leave at the beginning of any calendar year, have the option to sell back to the Township up to forty hours of sick leave at the end of the calendar year. Payment shall be based on the employee's current hourly rate of pay as of December 31 of that year.

#### **E. Bereavement Leave**

An employee who wishes to take time off due to the death of an immediate family member should notify ~~his or her~~their supervisor immediately.

Paid bereavement leave is granted according to the following schedule:

- Employees are allowed three days of paid leave in the event of the death of the employee's spouse, child, father, father-in-law, mother, mother-in-law, brother, sister, brother-in-law, sister-in-law, son-in-law, daughter-in-law, stepfather, stepmother, stepbrother, stepsister, stepson, stepdaughter, grandparent, grandchild, or spouse's grandparent. Based on extenuating circumstances, a Director, the Human Resources Director, or the Township Manager may grant leaves in excess of three days for bereavement.
- Employees are allowed one day of paid leave in the event of death of the employee's aunt, uncle, nephew, or niece.

#### **F. Jury Duty**

Upon receipt of notification from the state or federal courts of an obligation to serve on a jury, employees must notify their supervisor and provide him/her with a copy of the jury summons. The Township will pay a regular full-time and regular part-time employee ~~his/her~~their regular straight time rate which he/she would have earned if working. If jury duty ends before an employee's scheduled shift ends, he/she may either return to work or take personal or vacation leave for the remainder of the day. In order to receive payment, an employee must give the Township at least

two (2) days' prior notice that he/she has been summoned for jury duty, furnish satisfactory evidence that he/she reported for or performed jury duty on the day(s) for which he/she claims payment, and submit payment(s) received for jury duty, less mileage paid, to Human Resources/Payroll.

### **G. Election Leave**

Employees who are chosen to serve as an election official at polling sites will be permitted to take required time off to serve in this capacity. It is incumbent on employees who are chosen to act as election officials to notify their supervisor or Director a minimum of seven (7) days in advance of the need for time off in order to accommodate the necessary rescheduling of work periods. Time engaged as an election official should be reported and coded appropriately on timekeeping records.

### **H. Military Leave of Absence**

Meridian Township is committed to protecting the job rights of employees absent on military leave. In accordance with federal and state law, it is the Township's policy that no employee or prospective employee will be subjected to any form of discrimination on the basis of that person's membership in or obligation to perform service for any of the Uniformed Services of the United States. Specifically, no person will be denied employment, reemployment, promotion, or other benefit of employment on the basis of such membership. Furthermore, no person will be subjected to retaliation or adverse employment action because such person has exercised ~~his or her~~their rights under applicable law or ~~company~~-Township policy. If any employee believes that he or she has been subjected to discrimination in violation of ~~company~~-Township policy, the employee should immediately contact Human Resources.

Employees taking part in a variety of military duties are eligible for benefits under this policy. Such military duties include leaves of absence taken by members of the Uniformed Services, including Reservists and National Guard members, for training, periods of active military service and funeral honors duty, as well as time being spent being examined to determine fitness to perform such service.

Employees requesting leave for military duty should contact the Human Resources Department to request leave as soon as they are aware of the need for leave.

### **I. Lactation/Breastfeeding**

For up to one year after a child's birth, any employee who is breastfeeding her child will be provided reasonable break times as needed to express breast milk for her baby. The Township will designate a private room for this purpose. Breaks of more than 20 minutes in length will be unpaid, and the employee should indicate this break period on her time record.

### **J. Paid Parental Leave**

[This policy provides eligible Meridian Township \(Township\) employees with the opportunity to be provided up to four \(4\) weeks of Paid Parental Leave Time for the birth of a child, or placement of a child with you for adoption.](#)

## 1. Eligibility:

- A. Must be a permanent full-time employee with twelve (12) months of service accrued.
- B. Employee must be the biological parent who has given birth to a new child, the spouse of that biological parent, or committed partner of that biological parent, OR be the legally designated guardian of a minor child up to and including age 5 who is newly adopted. The adoption of a spouse's child is not eligible for this benefit.
- C. Employee must not have taken any Paid Parental Leave Time under this policy in the 12-month period immediately preceding the date Paid Leave begins.
- D. Paid Parental Leave is predicated on the understanding that the employee will return to work after the conclusion of the Paid Parental Leave time. If it is known that the employee will not be returning to work following the leave, this benefit may be denied or discontinued. An employee who fails to return to work on or before the conclusion of their approved Paid Parental Leave period shall be deemed to have voluntarily resigned from the Township.

## 2. Procedure

- A. Employee shall provide at least 30 days' notice (unless due to the circumstances this would not be possible) to their Department Head and the Human Resource Department as to their intent to use Paid Parental Leave Time.
- B. Employee must specify in the written notice the total amount of Paid Leave employee plans to take not to exceed four (4) calendar weeks. Paid Parental Leave Time is not subject to extension.
- C. Paid Parental Leave Time will commence immediately upon the birth of the child OR the legal placement of the adoptive child.
- D. Employees must provide proof of the date of the birth or adoption within 30 calendar days of the birth or placement of the child.
- E. If an employee is a parent or adoptive to multiple new children at the same time, (i.e. birth of twins or adoption of two eligible children simultaneously) it shall be considered one event for the purposes of the Paid Parental Leave Time program and will not increase the length of leave for the employee.
- F. For FMLA-eligible employees, the FMLA provides up to 12 weeks of unpaid leave following the birth or adoption of a minor child. Any Paid Parental Leave utilized under this policy will run simultaneously with any available FMLA leave for the same qualifying event. It is the intent of this policy that Township employees will remain in a paid status during part of the FMLA period allowed for the birth or adoption of a child.
- G. Employees who are eligible and provide timely notice and adequate proof as required under this policy will be approved for Paid Parental Leave time not to exceed four (4) calendar weeks, beginning on the effective date of the event. The Township shall continue to pay the employee at their base rate of pay, including any increases that would normally occur under the covered period. An employee's job remains protected during the period of Paid Parental Leave. Paid Parental Leave must be used consecutively and is not permitted to be used intermittently.
- H. If an employee elects to voluntarily return to work prior to the conclusion of the Paid Parental Leave Time period, they will only be paid for the time they took, and will receive no additional Paid Parental Leave Time.

- I. The Employee shall remain eligible for all Township benefits and will continue to accrue leave time while on Paid Parental Leave Time, in accordance with their collective bargaining agreement, contract, or letter of understanding or employment.
- J. Employees who are on Paid Parental Leave are not eligible for overtime pay, as they are not actively working. An employee whose requested Paid Parental Leave Time falls on a scheduled holiday will receive Paid Parental Leave Time pay but will not receive additional holiday pay. Employees are ineligible to work alternative employment during the period of Paid Parental Leave time.
- K. It is the responsibility of the Human Resources Department to administer this Paid Parental Leave program. It is the responsibility of the Human Resources Department to notify the employee and the Department Head of the employees expected return date based on the approved Paid Parental Leave period.

## VII. BENEFITS

For more information regarding benefits programs, please contact the Human Resources Department or refer to the Township Summary Plan Descriptions, which were provided to employees upon hire. In the event of a conflict between the provisions of this Manual and the terms of any insurance or plan document, the insurance or plan document shall apply.

### A. Medical and Dental Insurance

The Township currently offers regular full-time employees regularly scheduled to work a minimum of 30 hours per week enrollment in medical and dental insurance coverage options in effect the first day of the month following their first day of work after hire.

Insurance elections are fixed for the remainder of the plan year. Changes in family status, as defined in the Plan document, allow employees to make midyear changes in coverage consistent with the family status change. Please contact the Human Resources Department to determine if a family status change qualifies under the Plan document and IRS regulations.

During open enrollment, employees may change medical, dental, and vision elections for the following year. An employee may refuse medical insurance coverage at his/her/their will. Such refusal must be documented in writing and submitted to the Human Resources Department. ~~NOTE: if employees waive coverage considered affordable and the minimum essential under the Patient Protection and Affordable Care Act ("ACA"), they will not qualify for government credits and subsidies to purchase individual health insurance on the Marketplace. Employees should be aware of the individual responsibility requirement under the ACA. If employees refuse the offer of the Employer's health coverage and do not obtain coverage on their own, they will be subject to a penalty.~~

The Township will pay an employee ~~\$375.00 per each~~ month if medical coverage is refused, but an employee waiving coverage must acknowledge that the Township has offered him or her affordable minimum essential coverage, as defined under the ACA and that he or she understands the consequences of the waiver of coverage.

The Township reserves the right to change insurance carriers and terms and conditions of insurance coverage at any time with the goal that the fundamental provisions of the coverage will not be changed.

The Human Resources Department is available to answer benefits plan questions and assist in enrollment as needed.

### B. Flexible Spending Account

The Township currently offers an employee-funded flexible spending account (FSA) to regular full-time employees. Plan participants may elect an annual amount of flexible dollars to pay for eligible health care expenses, including medical or dental insurance deductibles, copayments, and out-of-pocket costs for vision care and other types of care.

If eligible medical or dental expenses are less than the elected annual amount of flex dollars for that calendar year, the balance may be held over to use for 2 months 15 days in the next calendar year. Claims must be submitted by March 31 for the previous calendar year to be applied to that balance.

### **C. Group Life Insurance**

The Township provides regular full-time employees an employer-paid basic group term life policy along with an accidental death and dismemberment policy. Each policy pays a death benefit equal to the employee's salary to the next multiple of \$1,000, subject to the terms of the policy as to an age reduction in benefits and other terms.

### **D. Long-Term Disability Benefits**

The Township offers regular full-time employees who are regularly scheduled to work a minimum of 30 hours per week a non-contributory long-term disability (LTD) base plan. This non-contributory base plan provides for monthly LTD benefits of 60% of basic monthly earnings to a pre-determined maximum benefit less any other offsets. Eligible employees are automatically enrolled as of the first day of the calendar month following their first date of work after hire. Long-term disability coverage terminates on the last day of employment.

Please direct any questions about long-term disability benefits to the Human Resources Department.

### **E. Pension Plans**

~~Please refer to any applicable Collection Bargaining Agreement.~~

### **F.E. Retirement**

- **401(a) Defined Contribution Plan:** The Township offers a contribution plan, requiring employee contributions and Township contributions, for eligible employees.
- **457 Deferred Compensation Plan:** Available to eligible employees.

The benefits are outlined in the plan documents which are available in the Human Resources Department. Please direct any questions about retirement benefits to the Human Resources Department.

### **G.F. Workers' Compensation Benefits - Coordination with Township Benefits**

An employee who receives compensation under the Michigan Workers' Compensation Act may supplement workers' compensation benefits with the use of sick leave but only to the extent that the sick leave, together with workers' compensation benefits, does not result in ~~regular~~ take home

pay that exceeds what the employee would have received for working ~~his or her~~their regular shift. An employee will not accrue additional vacation, sick leave, personal leave, or holiday pay while receiving workers' compensation. The Township will provide health, dental, and vision insurance benefits equivalent to those received by active employees for up to a total of six (6) months while an employee is on a leave covered by workers' compensation.

### **H.G. CARES Employee Assistance Program (EAP)**

Through the Township's CARES—employee assistance program, the Township provides confidential access to professional counseling services. The EAP, available to all employees, offers problem assessment, short-term counseling and referral to appropriate community and private services. This service is provided on behalf of the Township by Sparrow Health System.

The EAP is confidential and is designed to safeguard an employee's privacy and rights. Contacts to and information given to the EAP counselor may be released to the Township only if requested by the employee in writing. There is no cost for an employee to consult with an EAP counselor. If further counseling is necessary, the EAP counselor will outline community and private services available. The counselor will also let employees know whether any costs associated with private services may be covered by their health insurance plan. Costs that are not covered are the responsibility of the employee.

### **I.H. COBRA**

Eligible employees shall have the right to continue group health coverage for themselves and their dependents when they terminate employment at the Township. Such coverage is subject to the provisions of the COBRA laws and will be at the employee's expense.

Employees who terminate their employment with the Township or who experience another qualifying event under the provisions of the COBRA law will be advised of their rights by the Township.

## VIII. COMPENSATION

### A. Overtime Pay

Non-exempt employees who work more than 40 hours in a workweek will be paid time and one half for all hours worked over 40 in a workweek.

Employees who anticipate the need for overtime to complete their work must notify their supervisor in advance and obtain approval before working hours that extend beyond their normal schedule.

If an employee is assigned to light duty or on work restrictions, they will not be assigned or permitted to work overtime hours except in emergency circumstances as designated by the Department Head/Director. This overtime exception must be approved in advance by the Director of Human Resources and the Director to whom the employee reports.

### B. Compensatory Time

Non-exempt employees paid at an overtime rate for hours worked over 40 in a workweek may elect to receive compensatory time to be used for additional time off. Time worked over 40 hours in a workweek will be eligible for compensatory time if the additional time worked is approved in advance by the Director or Human Resources Director. Compensatory time is earned at the rate of one and one-half hour for each hour worked over 40 hours in a workweek. Accumulated compensatory time may be taken off only upon approval of the Director ~~or~~ and Human Resources Director. Compensatory time may not be used before or after a scheduled vacation or a holiday.

An employee may not carry over more than forty (40) hours of compensatory time from one calendar year to the following calendar year. If it is not convenient to grant the use of compensatory time prior to the end of a calendar year, the Township Manager, in ~~his or her~~ their sole discretion, may pay an employee for such compensatory time as he or she determines appropriate.

### C. Longevity

The Township will pay longevity pay to employees according to the following schedule of continuous and completed years of service:

- 5 through 9 years = \$320
- 10 through 13 years = \$640
- 14 through 17 years = \$960
- Over 17 years = \$1280

Longevity payments must be earned (as of the end of five (5) years and paid in the first pay period thereafter) of any calendar year. For the purposes of computation, years of service shall be measured from the last date of continuous employment with the Township. Elected Officials are not eligible to receive longevity payments. Pro-rated longevity payments shall be made to an employee at retirement or to an employee who is currently, or has been, on an unpaid leave within the previous year who is otherwise eligible for longevity.

## **IX. UNLAWFUL HARASSMENT POLICY**

### **A. Objective**

The objective of the Township in implementing and enforcing this policy is to define unlawful workplace harassment, prohibit it in all forms, provide procedures for lodging complaints about conduct that violates this policy, investigate claims of unlawful harassment, and carry out appropriate disciplinary measures in the case of violations.

### **B. Scope**

This policy applies to all employees, Full-Time, Part-Time, Seasonal, Interns, and Volunteers of the Township, as well as for citizens, vendors, visitors, or contracted employees. All employees, including Supervisors, Managers, and Directors will be subject to discipline, up to and including termination, for any violation of this Policy.

### **C. Workplace Harassment**

The Township expects employees to respect the dignity and rights of others. Consistent with our policy of equal employment opportunity, harassment or discrimination in the workplace based on a race, color, ancestry, religion, sex, sexual orientation, national origin, age, physical or mental disability, citizenship status, veteran status, gender identity or expression or any other characteristic protected by applicable law (~~workplace harassment, including cyber harassment and cyber sexual harassment~~) will not be tolerated. It is the Township's policy that all employees are responsible for assuring that the workplace is free from discrimination and unlawful harassment against any employee, including sexual harassment and harassment on the basis of their protected characteristics. Actions, words, jokes, or comments based on or ridiculing an individual's protected characteristic will not be tolerated. Any employee found in violation of this policy will be subject to disciplinary action, up to and including termination.

### **D. Prohibited Conduct – Discrimination**

It is a violation of this Policy to discriminate in the provision of employment opportunities, benefits or privileges; to create discriminatory work conditions; or to use discriminatory evaluative standards in employment if the basis of that discriminatory treatment is, in whole or in part, an individual's race, national origin, color, sex, sexual orientation, gender identity/expression, pregnancy, disability, religion, age, height, weight, familial status, marital status, veteran or active military status, genetic information or any other legally protected characteristic. Discrimination violates this Policy regardless of whether the applicant or employee actually has the protected characteristic or is merely perceived to have it.

Discrimination in violation of this Policy will be subject to disciplinary measures up to and including termination.

### **E. Prohibited Conduct – Harassment**

The Township prohibits unlawful harassment of any kind, including sexual harassment, and will take appropriate and immediate action in response to complaints or knowledge of violations of this Policy. For purposes of this Policy, harassment is any disrespectful or unprofessional conduct that is not welcomed by the person being harassed and is designed to threaten, intimidate or coerce an employee, co-worker, or any person working for or on behalf of the Township and is based solely or in part on the individual's race, national origin, color, sex, sexual orientation, gender identity/expression, pregnancy, disability, religion, age, height, weight, familial status, marital status, veteran or active military status, genetic information or any other legally protected characteristic.. Harassment violates this Policy regardless of whether the applicant or employee actually has the protected characteristic or is merely perceived to have it. Harassment also violates this Policy when it's based on a combination of two or more protected characteristics or the protected characteristic of someone with whom the applicant or employee is associated, such as a family member or friend.

The following examples of harassment are intended to be guidelines and are not exclusive when determining whether there has been a violation of this Policy:

- Verbal harassment includes comments that are offensive or unwelcome regarding a person's race, national origin, color, sex, sexual orientation, gender identity/expression, pregnancy, disability, religion, age, height, weight, familial status, marital status, veteran or active military status, genetic information or any other legally protected characteristic, including epithets, slurs and negative stereotyping.
- Nonverbal harassment includes distribution, display or discussion of any written or graphic material that ridicules, denigrates, insults, belittles or shows hostility, aversion or disrespect toward an individual or group because of race, national origin, color, sex, sexual orientation, gender identity/expression, pregnancy, disability, religion, age, height, weight, familial status, marital status, veteran or active military status, genetic information or any other legally protected characteristic..
- Such unlawful harassment or discrimination may include epithets, slurs and derogatory remarks, stereotypes, jokes, posters, cartoons or any form of stalking or bullying based on individual's race, national origin, color, sex, sexual orientation, gender identity/expression, pregnancy, disability, religion, age, height, weight, familial status, marital status, veteran or active military status, genetic information or any other legally protected characteristic.

## **F. Defining Sexual Harassment**

Sexual harassment is unwelcome conduct of a sexual nature that is sufficiently persistent or offensive to unreasonably interfere with an employee's job performance or creates an intimidating, hostile, or offensive working environment. Sexual harassment is defined by the Equal Employment Opportunity Commission Guidelines as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when, for example: a) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, b) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or c) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

~~Under Title VII of the Civil Rights Act of 1964, there are two types of sexual harassment: a) quid pro quo and b) hostile work environment. Sexual harassment can be physical and psychological in nature. An aggregation of a series of incidents can constitute sexual harassment even if one of the incidents considered on its own would not be harassing.~~ Employees are prohibited from sexually harassing other employees whether or not the incidents of harassment occur on Township premises and whether or not the incidents occur during working hours. Meridian Township adheres to all federal, state, and local anti-discrimination and harassment laws applying to sexual harassment including Michigan's Elliot-Larsen Civil Rights Act.

### G. Examples of Prohibited Conduct

Though sexual harassment encompasses a wide range of conduct, some examples of specifically prohibited conduct include the following:

- Physical assaults of a sexual nature, such as rape, sexual battery, molestation, or attempts to commit these assaults, and intentional physical conduct that is sexual in nature, such as touching, pinching, patting, grabbing, brushing against another employee's body, or poking another employee's body.
- Unwelcome sexual advances, propositions, or other sexual comments, such as sexually oriented gestures, noises, remarks, jokes, or comments about a person's sexuality or sexual experience.
- Preferential treatment or promises of preferential treatment to an employee for submitting to sexual conduct, including soliciting or attempting to solicit any employee to engage in sexual activity for compensation or reward.
- Sexual or discriminatory displays or publications anywhere in the Township workplace.
- Retaliation for sexual harassment complaints.

### G. Retaliation

As used in this Policy, "retaliation" means any adverse employment action taken against an applicant or employee because that person participated in activity protected under this Policy or reasonably thought to be protected under this Policy. Examples of protected activities include, but are not limited to:

- Reporting or assisting someone in reporting suspected violations of this Policy
- Cooperating in investigations or proceedings arising out of a violation of this Policy
- Filing a complaint with the Michigan Department of Civil Rights or the U.S. Equal Employment Opportunity Commission.

"Adverse employment action" is conduct or an action that materially affects the terms and conditions of the applicant's or employee's employment status or is reasonably likely to discourage the person from engaging in a protected activity. Even actions that do not result in a direct loss of compensation or in termination may be regarded as an adverse employment action when considered in the totality of

the circumstances.

The Township will not permit coercion, intimidation, retaliation, interference, or discrimination for filing a complaint or assisting in an investigation. However, the Township may take disciplinary action if an employee:

1. Intentionally files a false complaint; or
2. Intentionally provides false information during an investigation or review of a complaint.

Complaints made in good faith, even if they are not substantiated by an investigation, will not subject the employee to discipline or termination. The Township will also take appropriate steps to assure that the person against whom such an allegation is made is treated fairly.

Any person who is found to have violated this aspect of the Policy will be subject to discipline up to and including termination of employment.

## **H. Complaint Resolution Procedures**

### **1. Employees**

If an employee believes that ~~he or she~~they has/have been subjected to unlawful harassment on the basis of sex or any other protected characteristic or any unwelcome attention on the basis of a protected characteristic, they must report the incident to their own supervisor and the Human Resources Director. ~~he or she~~They may address the situation directly and immediately to the harasser, if ~~possible~~they feel comfortable doing so. ~~If the inappropriate conduct does not cease, or if the employee is unable to or is uncomfortable with addressing the alleged harasser directly, he or she must report the incident to his or her own supervisor or manager and the Human Resources Director.~~ If the alleged harassment complaint is directly related to an employee's Supervisor, Manager or Director, the employee may report the incident to the Human Resources Director, Township Manager, or any other Director or Supervisor. In no event is an employee required to report alleged harassment to the alleged harasser.

It is important to report any and all concerns of unlawful harassment or inappropriate conduct to the Human Resources Director or a supervisor/director as soon as possible, ~~but no later than 182 days from the initial event.~~ Management must be made aware of the situation so that it can conduct an immediate and impartial investigation and take appropriate action to remediate or prevent the prohibited conduct from continuing.

A complaint may be verbal or in writing. While there is no requirement that the incident be reported in writing, a written report that details the nature of the harassment, dates, times and other persons present when the harassment occurred will better enable the Township to take effective, timely and constructive action.

~~To initiate a formal investigation into an alleged violation of this policy, employees are asked to provide a statement about the alleged misconduct to the Human Resources Director. The Human~~

~~Resources Director may assist the complainant in completing or documenting the statement. To ensure the prompt and thorough investigation of a complaint of unlawful harassment, the complainant should provide as much of the following information as is possible:~~

- ~~• The name, department, and position of the person or persons allegedly engaging the harassment.~~
- ~~• A description of the incident(s), including the date(s), location(s), and the presence of any witnesses.~~
- ~~• The effect of the incident(s) on the complainant's ability to perform his or her job, or on other terms or conditions of his or her employment.~~
- ~~• The names of the other individuals who might have been subject to the same or similar harassment.~~

~~Any other information the complainant believes to be relevant to the harassment complaint.~~

## **2. *Directors, Managers, and Supervisors***

Directors, Managers, and Supervisors must deal expeditiously and fairly with allegations of unlawful harassment within their departments whether or not there has been a written or formal complaint. They must:

- Take all complaints or concerns of alleged or possible harassment or discrimination seriously no matter how minor or who is involved.
- Ensure that harassment or inappropriate sexual oriented conduct is immediately reported to the Human Resources Director or Human Resources Department (also referred to as "Human Resources") so that a prompt investigation can occur.
- Take appropriate action to prevent retaliation or prohibited conduct from recurring during and after any investigations or complaints.

Directors, Managers and Supervisors who knowingly allow and tolerate unlawful harassment or retaliation, including the failure to immediately report such conduct to Human Resources, are in violation of this policy and subject to discipline up to and including termination.

## **3. *Human Resources Township Response / Investigation***

Upon receipt of any complaint, the Township will conduct, or will retain an outside party to conduct, a prompt and thorough investigation. The investigation may include interviews with the parties involved and may also include interviews with individuals who may have witnessed the alleged misconduct or who may have other relevant personal knowledge. The Township will investigate all reports as confidentially as permitted under the law, and participants in the investigation may be asked to maintain confidentiality during open investigations to ensure the integrity of the investigation. Retaliation against anyone who reports a violation of this Policy or participates in an investigation is strictly prohibited, regardless of the merit of the complaint. Nothing in this Policy should be interpreted to interfere with any employee rights under state or federal law, including rights under the Public Employment Relations Act.

In most cases, the Human Resources Director shall conduct investigations or shall be the primary point of contact for any outside party retained to conduct an investigation. If the complaint involves the Human Resources Director or if there is otherwise a conflict that may impact or appear to impact the Human Resources Director's impartiality, the Township Manager shall conduct investigations (if properly trained to do so) or shall be the primary point of contact for any outside party retained to conduct an investigation. If the complaint involves the Township Manager or if there is otherwise a conflict that may impact or appear to impact the Manager's impartiality, the Township Supervisor shall be the primary point of contact for any outside party retained to conduct an investigation. If the complaint involves a Township Board Member, the remaining Board Members shall select from among their members who will act as the primary point of contact for any outside party retained to conduct an investigation.

At the conclusion of the investigation, the investigator shall deliver a report summarizing the investigative findings and making recommendations. If the investigation is conducted by the Human Resources Director, the report shall be delivered to the Township Manager. If the investigation is conducted by the Township Manager, the report shall be delivered to the Township Supervisor. If the investigation is conducted by an outside party, the report shall be delivered to the investigator's primary point of contact within the Township.

The complainant and alleged harasser shall be notified of the outcome of the investigation and whether any corrective action will be taken.

The Human Resources Director is responsible for:

- Ensuring that both the individual filing the complaint and the allegedly accused individual are aware of the seriousness of a harassment complaint.
- Explaining this policy and investigation procedures to the complainant and the respondent.
- Exploring informal means of resolving harassment complaints.
- Arranging for and conducting an investigation of the alleged harassment and the preparation of a written report.
- Submitting a written report summarizing the results of the investigation and making recommendations to the Township Manager.
- Notifying the complainant and the accused of the corrective actions to be taken, if any, and administering those actions.

## **H.I. Confidentiality**

To the extent permitted by law, the Township will endeavor to keep the reporting of the applicant or employee's concerns confidential; however, complete confidentiality cannot be guaranteed when it interferes with the Township ability to fulfill its obligations under this Policy, applicable law, and any court order. All employees are required to cooperate fully with any investigation. In order to protect the interests of all involved, confidentiality will be maintained to the extent practicable and deemed appropriate by the Township. The Human Resources Director shall take adequate steps to ensure that the complainant is protected from retaliation during the period of the investigation. All the information pertaining to a harassment complaint or investigation is

~~maintained by the Human Resources Director.~~

### **I.J. Discipline**

Any employee who violates this Policy will be subject to disciplinary action, up to and including termination of employment. To the extent a customer, vendor, or other person with whom the Township does business engages in unlawful harassment, discrimination, or retaliation, the Township will take appropriate action to remedy the situation and prevent further harassment or discrimination.

The Township will resolve all complaints pursuant to applicable law. If the Township determines that the complaint is valid, the Township will take prompt action designed to stop the harassment immediately and to prevent its recurrence, which may include termination of the offending employee.

If you are unclear on any provisions of this Policy, please contact the Human Resources Director for more information.~~Employees who violate this policy are subject to appropriate discipline. If an investigation results in finding that this policy has been violated, the mandatory minimum discipline is a written warning. The discipline for very serious or repeat violations is termination of employment.~~

## **Y.X. FAMILY AND MEDICAL LEAVE ACT (FMLA) POLICY**

### **A. Purpose**

The Township will comply with the Family and Medical Leave Act (FMLA) and will grant up to 12 weeks of job-protected leave during a 12-month period to eligible employees (or up to 26 weeks of military caregiver leave).

The purpose of this policy is to provide employees with a general description of their FMLA rights. In the event of any conflict between this policy and the applicable law, employees will be afforded all rights required by law. If you have any questions about this policy, please contact the Human Resources Director.

### **B. Reasons For Leave**

The following is a list of valid reasons for purposes of taking FMLA leave. If the reason for leave falls under one or more of the following categories and if the employee is eligible, FMLA leave is available.

1. Birth of the employee's child and after-birth care.
2. Placement of a child with the employee for adoption or foster care.
3. To care for the employee's spouse, son, daughter or parent of the employee who has a serious health condition.
4. For a serious health condition that makes the employee unable to perform the employee's job.

### **C. Special Military Related Leave**

The law provides for the following two (2) types of special FMLA leaves available only to eligible employees of family members serving in the Armed Forces.

1. Active Duty Injury or Illness. An eligible employee is granted up to a maximum total of 26 workweeks of unpaid, job protected leave within a single 12-month period of time in order to care for the employee's spouse, son, daughter, next of kin or parent of the employee who has a serious injury or illness incurred as a member of the Armed Forces, National Guard or Reserves while on active duty.
2. Qualifying Exigency. An eligible employee is granted up to a maximum total of 12 workweeks of unpaid, job protected leave within a 12-month period of time due to any "qualifying exigency" (emergency, crisis, circumstance, difficulty, hardship) arising out of the fact that the employee's spouse, son, daughter or the employee's parent is on active duty (or has been notified of an impending call or order to active duty) in the Armed Forces in support of a "contingency operation."

### **D. Eligibility Requirements.**

Even if the reason for needing FMLA leave qualifies under one or more of the categories listed above in this Policy, an employee must also meet the eligibility requirements established by the law. FMLA leave is available only if an employee satisfies all of the following three (3) eligibility requirements:

Requirement #1. The employee requesting leave must have been employed by the Township

for at least 12 months.

AND

Requirement #2. The employee requesting leave must have actually worked at least 1,250 hours with the Township during the immediately preceding 12-month period of time.

AND

Requirement #3. There are a combined total of 50 or more employees employed by the Township either at or within 75 miles of the employee's worksite.

Employees on FMLA Leave will be required to use available sick time until such time is exhausted. After sick time is exhausted, employees may choose to utilize other forms of paid leave or to go unpaid during the remainder of the FMLA leave.

### **E. Intermittent Leave or a Reduced Work Schedule**

Employees may take FMLA leave in one consecutive block of time or may use the leave intermittently. In all cases, the leave may not exceed a total of 12 workweeks (or 26 workweeks to care for an injured or ill service member) in a 12-month period.

The Township may temporarily transfer an employee to an available alternative position with equivalent pay and benefits if the alternative position would better accommodate the intermittent or reduced schedule in instances when leave for the employee or employee's family member is foreseeable and for planned medical treatment, including recovery from a serious health condition or to care for a child after birth or placement for adoption or foster care.

For the birth, adoption or foster care of a child, the Township and the employee must mutually agree to the schedule before the employee may take the leave intermittently or work a reduced-hour schedule. Leave for birth, adoption or foster care of a child must be taken within one year of the birth or placement of the child.

When leave is needed for planned medical treatment, the employee must make a reasonable effort to schedule treatment so as not to unduly disrupt the Township's operations.

### **F. Employee Status and Benefits During Leave**

The Township will continue an employee's health benefits during the leave period at the same level and under the same conditions as if the employee was continuously at work.

While on paid leave, the employer will continue to make payroll deductions to collect the employee's share of insurance premiums. While on unpaid leave, the employer will cover the cost of insurance premiums. When an employee returns from an unpaid leave of absence, they will be expected to make arrangements with the Township to repay the value of those insurance premiums. If the payment is more than 30 days late, the employee's health care coverage may be dropped for the duration of the leave. The Township will provide 15 days' notification prior to the employee's loss of coverage.

If the employee chooses not to return to work for reasons other than a continued serious health condition of the employee or the employee's family member or a circumstance beyond the employee's control, the Township will require the employee to reimburse the Township the amount it paid for the employee's health insurance premium during the leave period.

If the employee contributes to a life insurance or disability plan, the Township will continue making payroll deductions while the employee is on paid leave. While the employee is on unpaid leave, the employee may request continuation of such benefits and pay their portion of the premiums, or the Township may elect to maintain such benefits during the leave and pay the employee's share of the premium payments. If the employee does not continue these payments, the Township will discontinue coverage during the leave. If the Township maintains coverage, the Township may recover the costs incurred for paying the employee's share of any premiums, whether or not the employee returns to work.

## **G. Employee Status After Leave**

Generally, an employee who takes FMLA leave will be able to return to the same position or a position with equivalent status, pay, benefits and other employment terms. The position will be the same or one that is virtually identical in terms of pay, benefits and working conditions. The Township may choose to exempt certain key employees from this requirement and not return them to the same or similar position when doing so will cause substantial and grievous economic injury to business operations. Key employees will be given written notice at the time FMLA leave is requested of their status as a key employee.

### **A. About**

~~The function of this policy is to provide Township employees with a general description of their FMLA rights. In the event of any conflict between this policy and the applicable law, employees will be afforded all rights required by law.~~

~~If you have any questions, concerns, or disputes related to this policy, you must contact the Human Resources Director in writing.~~

### **A. General Provisions**

~~Under this policy, Meridian Charter Township will grant up to 12 weeks (or up to 26 weeks of military caregiver leave to care for a covered service member with a serious injury or illness) during a 12-month period to eligible employees. The leave may be paid, unpaid, or a combination of paid and unpaid leave, depending on the circumstances of the leave and as specified in this policy.~~

### **A. Eligibility**

~~To qualify to take family or medical leave under this policy, the employee must meet all of the following conditions:~~

~~12) The employee must have worked for the Township for 12 months or 52 weeks. The 12 months or 52 weeks need not have been consecutive. Separate periods of employment will be counted, provided that the break in service does not exceed seven (7) years. Separate periods of employment will be counted if the break in service exceeds seven (7) years due to National Guard or Reserve military service obligations or when there is a written agreement, including a collective bargaining agreement, stating the employer's intention to rehire the employee after the service break. For eligibility purposes, an employee will be considered to have been employed for an entire week even~~

~~if the employee was on the payroll for only part of a week or if the employee is on leave during the week.~~

~~14)1) \_\_\_\_\_ The employee must have worked at least 1,250 hours during the 12-month period immediately preceding the commencement of the leave. The 1,250 hours do not include time spent on paid or unpaid leave. Consequently, these hours of leave will not be counted in determining the 1,250 hours eligibility test for an employee under FMLA.~~

## **B. Types of Leave Covered**

~~To qualify as FMLA leave under this policy, the employee must be taking leave for one of the reasons listed below:~~

- ~~— The birth of a child and in order to care for that child.~~
- ~~1) The placement of a child for adoption or foster care and to care for the newly placed child.~~
- ~~1) To care for a spouse, child, or parent with a serious health condition.~~
- ~~1) The serious health condition (described below) of the employee.~~

~~An employee may take leave because of a serious health condition that makes the employee unable to perform the functions of the employee's position.~~

~~A serious health condition is defined as a condition that requires inpatient care at a hospital, hospice, or residential medical care facility, including any period of incapacity or any subsequent treatment in connection with such inpatient care or a condition that requires continuing care by a licensed health care provider.~~

~~This policy covers illnesses of a serious and long-term nature, resulting in recurring or lengthy absences. Generally, a chronic or long-term health condition that would result in a period of three consecutive days of incapacity with the first visit to the health care provider within seven (7) days of the onset of the incapacity and a second visit within 30 days of the incapacity would be considered a serious health condition. For chronic conditions requiring periodic health care visits for treatment, such visits must take place at least twice a year. Pregnancy (including pre-natal medical appointments, incapacity due to related sickness, and medical required bedrest) is also covered. Employees with questions about what illnesses are covered under this FMLA policy or under the Township's sick leave policy are encouraged to consult with the Human Resources Director.~~

~~If an employee takes paid sick leave for a condition that progresses into a serious health condition and the employee requests unpaid leave as provided under this policy, the Township may designate all or some portion of related leave taken as leave under this policy, to the extent that the earlier leave meets the necessary qualifications.~~

- ~~1) Qualifying exigency leave for families of members of the National Guard or Reserves or of a regular component of the Armed Forces when the covered military member is on covered active duty or called to covered active duty.~~

*The qualifying exigency must be one of the following:*

— Short notice deployment

a. ~~Military events and activities~~

a. ~~Child care and school activities~~

a. ~~Financial and legal arrangements~~

a. ~~Counseling~~

a. ~~Rest and recuperation~~

a. ~~Post-deployment activities~~

a. ~~Additional activities that arise out of active duty, provided that the employer and employee agree, including agreement on timing and duration of the leave.~~

~~Eligible employees are entitled to FMLA leave to care for a current member of the Armed Forces, including a member of the National Guard or Reserves, or a member of the Armed Forces, the National Guard or Reserves who is on the temporary disability retired list, who has a serious injury or illness incurred in the line of duty on active duty for which he or she is undergoing medical treatment, recuperation, or therapy; or otherwise in outpatient status; or otherwise on the temporary disability retired list. Eligible employees may not take leave under this provision to care for former members of the Armed Forces, former members of the National Guard and Reserves, and members on the permanent disability retired list.~~

~~In order to care for a covered service member, an eligible employee must be the spouse, son, daughter, or parent, or next of kin of a covered service member. Any employee with specific eligibility questions should seek assistance from the Human Resources Department.~~

**C. Amount of Leave**

~~An eligible employee can take up to 12 weeks for the FMLA circumstances (1) through (5) above under this policy during any 12-month period. The Township will measure the 12-month period as a rolling 12-month period measured forward from the date an employee uses any leave under this policy.~~

~~An eligible employee can take up to 26 weeks for the FMLA circumstance military qualifying exigencies during a single 12-month period. For this military caregiver leave, the Township will measure the 12-month period as a rolling 12-month period measured forward. FMLA leave already taken for other FMLA circumstances will be deducted from the total of 26 weeks available.~~

~~If a husband and wife both work for the Township and each wishes to take leave for the birth of a child, adoption or placement of a child in foster care, or to care for a parent (but not a parent "in-law") with a serious health condition, the husband and wife may only take a combined total of 12 weeks of leave. If a husband and wife both work for the Township and each wishes to take leave to care for a covered injured or ill service member, the husband and wife may only take a combined total of 26 weeks of leave.~~

#### **D. Employee Status and Benefits during Leave**

~~While an employee is on leave, the Township will continue the employee's health benefits during the leave period at the same level and under the same conditions as if the employee had continued to work.~~

~~If the employee chooses not to return to work for reasons other than a continued serious health condition of the employee or the employee's family member or a circumstance beyond the employee's control, the Township may require the employee to reimburse the Township the amount it paid for the employee's health insurance premium during the leave period.~~

~~The Township shall have no obligation to pay health care premiums for the employee on unpaid leave for any time after the employee's approved FMLA absence from work. Employees may continue insurance coverages at their own expense during approved, unpaid leave of absence. An employee will not accumulate sick or vacation leave, nor be paid for holidays which may fall during the unpaid leave period.~~

~~If the employee does not continue these payments, the Township may discontinue coverage during the leave. If the Township maintains coverage, the Township may recover the costs incurred for paying the employee's share of any premiums, whether or not the employee returns to work. The Township will provide 15 calendar days' notice prior to the employee's loss of coverage.~~

#### **Employee Status after Leave**

~~In order to return to work an employee who takes leave under this policy will be asked to provide a fitness for duty without restrictions from the health care provider. This requirement will be included in the Township's response to the FMLA request. Generally, an employee who takes FMLA leave will be able to return to the same position or a position with equivalent status, pay, benefits and other employment terms. The position will be the same or one which is equivalent in terms of pay, benefits and working conditions. The Township may choose to exempt certain key employees from this requirement and not return them to the same or similar position.~~

#### **E. Use of Paid and Unpaid Leave**

~~An employee who is taking FMLA leave because of the employee's own serious health condition or the serious health condition of a family member must use all paid sick leave prior to the use of personal and vacation leave. FMLA leave will be unpaid except that employees must exhaust any accumulated sick leave time as compensation during the FMLA leave. FMLA leave will run concurrently with all paid sick leave that must be exhausted or that is voluntarily taken, all workers compensation leave and all long-term disability leaves. An employee who is using military FMLA leave for a qualifying exigency must use all paid sick leave prior to being eligible for unpaid leave. An employee using FMLA military caregiver leave must also use all paid sick leave prior to being eligible for unpaid leave.~~

## **F. Intermittent Leave or a Reduced Work Schedule**

Township employees may take FMLA leave in 12 consecutive weeks, may use the leave intermittently (take time when needed over the year) or, under certain circumstances, may use the leave to reduce the workweek or workday, resulting in a reduced hour schedule. In all cases, the leave may not exceed a total of 12 workweeks (or 26 workweeks to care for an injured or ill service member over a 12-month period). In all cases, the leave must be qualified leave under the FMLA.

The Township may temporarily transfer an employee to an available alternative position with equivalent pay and benefits if the alternative position would better accommodate the intermittent or reduced schedule, in instances of when leave for the employee or employee's family member is foreseeable and for planned medical treatment, including recovery from a serious health condition or to care for a child after birth or placement for adoption or foster care.

For the birth, adoption or foster care of a child, the Township and its employees must mutually agree to a schedule before any employee may take the leave intermittently or work a reduced hour schedule. Leave for birth, adoption or foster care of a child must be taken within one year of the birth or placement of the child.

If an employee is taking leave for a serious health condition or because of a serious health condition of a family member, the employee should try to reach agreement with the Township before taking intermittent leave or working a reduced hour schedule. If this is not possible, then the employee must prove that the use of the leave is medically necessary.

### **Certification for the Employee's Serious Health Condition/ Family Member/ Qualifying Military Exigency**

The Township will require certification for an employee's/family member's serious health condition or qualifying exigency. The employee must respond to such a request within 15 calendar days of the request or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of continuation of leave. Medical certification will be provided using the U.S. Department of Labor (DOL) Certification of Health Care Provider for Employees/Family Members Serious Health Condition and the DOL Certification of Qualifying Exigency.

The Township may directly contact the employee's health care provider for verification or clarification purposes using a health care professional, a Human Resources employee, leave administrator, or management official. The Township will not use the employee's direct supervisor for this contact. Before the Township makes this direct contact with the health care provider, the employee will be given an opportunity to resolve any deficiencies in the medical certification. In compliance with HIPAA Medical Privacy Rules, the Township will obtain the employee's permission for clarification of individually identifiable health information.

The Township has the right to ask for a second opinion if it has reason to doubt the certification. The Township will pay for the employee to get a certification from a second doctor, which the Township will select. The Township may deny FMLA leave to an employee who refuses to release relevant medical records to the health care provider designated to provide a second or third opinion.

~~If necessary to resolve a conflict between the original certification and the second opinion, the Township will require the opinion of a third doctor. The Township and the employee will mutually select the third doctor, and the Township will pay for the opinion. This third opinion will be considered final. The employee will be provisionally entitled to leave and benefits under the FMLA policy pending the second or third medical opinion.~~

#### ~~**H. Recertification**~~

~~The Township may request recertification for the serious health condition of an employee or the employee's family member, or military/family service member no more frequently than every 30 days unless circumstances have changed significantly, or if the Township receives information casting doubt on the reason given for the absence, or if the employee seeks an extension of the leave.~~

#### ~~**Procedure for Requesting FMLA Leave**~~

~~All employees requesting FMLA leave must provide verbal or written notice of the need for the leave to the Human Resources Department. Within five (5) business days after the employee has provided this notice, the Human Resources Department will complete and provide the employee with the DOL Notice of Eligibility and Rights.~~

~~When the need for the leave is foreseeable, the employee must provide the Township with at least 30 days' notice. When an employee becomes aware of a need for FMLA leave less than 30 days in advance, the employee must provide notice of the need for the leave either the same day or the next business day. When the need for FMLA leave is not foreseeable, the employee must comply with the Township's usual and customary notice and procedural requirements for requesting leave, absent unusual circumstances.~~

#### ~~**I. Designation of FMLA Leave**~~

~~Within five (5) business days after the employee has submitted the appropriate certification form, the Human Resources Department will complete and provide the employee with a written response to the employee's request for FMLA leave using the DOL Designation Notice.~~

#### ~~**I. Intent to Return to Work from FMLA Leave**~~

~~The Township may require an employee on FMLA leave to report periodically on the employee's status and intent to return to work.~~

~~Prior to returning to work, an employee must provide a fitness for duty release from the physician.~~

# **XI. REASONABLE ACCOMMODATION/ AMERICANS WITH DISABILITIES ACT (ADA) AND AMENDMENTS ACT (ADAAA) POLICY**

## **A. Reasonable Accommodation/ Americans with Disabilities Act (ADA)**

~~The Americans with Disabilities Act (ADA), the State of Michigan’s Persons With Disabilities Civil Rights Act, and Meridian Charter Township’s Human Relations ordinance provide an opportunity for greater economic security for a significant number of citizens by providing Equal Employment Opportunity (EEO) protection for achieving and maintaining employment. The Township strives to demonstrate its commitment to this concept by requiring the removal of unnecessary and artificial barriers to employee selection and work access and by maintaining an orderly and structured process for working with employees in an interactive process to make reasonable accommodations that allow an otherwise qualified individual with a disability to perform the essential functions of a job assignment.~~ It is the policy of the Township to provide reasonable accommodations in employment to qualified individuals with disabilities unless the accommodation would impose an undue hardship on Township operations or would change the essential functions of the position. Retaliation against an individual with a disability for using this policy is prohibited. The Township is committed to its legal obligations under the Americans with Disabilities Act and the Persons with Disabilities Civil Rights Act including the interactive process.

### **— Notification and Medical Documentation**

~~In general, it is the responsibility of an applicant or employee with a disability to inform the Human Resources Director that a need for an accommodation exists or that some adjustment or change is needed to perform the essential function of a job because of limitations caused by a disability. A reasonable accommodation refers to change or adjustment in the job or the work environment that allows a qualified employee with a disability to perform the essential functions of his or her job. While it has been our experience that supervisors and employees often informally work through issues surrounding limitations caused by a disability, this policy has been developed to provide a formal process through which the employee notifies the Human Resources Director for assistance.~~

Generally speaking, any request for an accommodation should be made in writing within 182 days or sooner after you know or reasonably should have known of the need for accommodation.

When the Human Resources Director is so notified, the Human Resources Department initiates the interactive process with the individual by requesting the employee to identify what accommodations are requested (if known) and to provide appropriate medical documentation. A form for accommodation requests (to be supported by medical documentation) is available from Human Resources. Employees can also provide requests in another format so long as the necessary information is provided. After sufficient documentation is provided, the Human Resources Director and the employee will confer as to possible reasonable accommodations (if any).

Appropriate medical documentation should:

- Describe the nature, severity, and duration of the employee's impairment.
- 1. Describe the activity or activities that the impairment limits.
- 1. Describe the extent to which the impairment limits the employee's ability to perform any specific employment activity or activities.
- 1. Substantiate the need for accommodation and makes suggestions, if reasonably possible, for any specific accommodations.

Employees seeking accommodation will be notified if their documentation is insufficient. In obtaining this information, employees are cautioned that the Township is not requesting nor should the employee provide part of his or her medical documentation any genetic information regarding the employee or a family member protected by the Genetic Information Nondiscrimination Act (GINA).

### **C. Interactive Process**

Once a request has been made and appropriate medical documentation supporting the need for accommodation has been provided, then the circumstances will be addressed on a case-by-case basis. This process may encompass one or more of the following steps or other efforts not listed below that are reasonably needed to determine where an applicant's or employee's needs can be met through the reasonable accommodation process:

- Job analysis, job description review, and review of any other relevant data regarding job requirements and functions.
- Consultations with the appropriate supervisor and Human Resources, and others as necessary, to define possible accommodation that might be reasonably necessary to permit or allow an otherwise qualified person with a disability to participate in the screening process in the case of applicants, or to perform the job assignment under consideration for employees.
- Applicant accommodation requests will be handled by Human Resources in conjunction with the selection manager.
- Among the points to be addressed in the analysis are whether, based on the information available, the employee is otherwise qualified to perform the essential job functions; the physical and/or mental work requirements; physical barriers, if any, based on the work location; the effect of accommodations on related jobs or individuals; any possible threats to the health/safety of the person with a disability or to others in the work place; any undue hardship on the Township in providing the accommodation; and estimated dollar costs (if any) to accomplish the desired accommodation.

All applicants and employees are expected to cooperate in the interactive process. As part of the process, employees should also remember that the Township is not obligated to and will not provide personal use items needed in accomplishing daily activities, such as eye glasses or hearing aids, but will consider work specific equipment, such as but not limited to, voice-activated software or adaptive technology where appropriate.

#### D. Decision on Accommodation and Recordkeeping

Once the interactive process is complete and a decision is made regarding accommodations, the employee will be notified by Human Resources. The employee will also be notified if/when documentation needs to be renewed or updated.

Human Resources will also produce the decision in writing and document it in the employee's confidential medical file. The supervisor is responsible for providing support in completing appropriate written documentation to Human Resources. Information regarding an employee's disability and requests for accommodations will be kept confidential and shared with others only if they have a legitimate business reason to know.

#### Terms Used in This Policy

- **Disability:** A physical or mental impairment that substantially limits one or more major life activities of the individual, a record of such an impairment, or being regarded as having such an impairment.
- **Major life activities:** Term includes caring for oneself, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating and working.
- **Major bodily functions:** Term includes physical or mental impairment such as any physiological disorder or condition, cosmetic disfigurement or anatomical loss affecting one or more body systems, such as neurological, musculoskeletal, special sense organs, respiratory (including speech organs), cardiovascular, reproductive, digestive, genitourinary, immune, circulatory, hemic, lymphatic, skin and endocrine. Also covered are any mental or psychological disorders, such as intellectual disability (formerly termed "mental retardation"), organic brain syndrome, emotional or mental illness and specific learning disabilities.
- **Substantially limiting:** In accordance with the ADAAA final regulations, the determination of whether an impairment substantially limits a major life activity requires an individualized assessment, and an impairment that is episodic or in remission may also meet the definition of disability if it would substantially limit a major life activity when active. Some examples of these types of impairments may include epilepsy, hypertension, asthma, diabetes, major depressive disorder, bipolar disorder, and schizophrenia. An impairment, such as cancer that is in remission but that may possibly return in a substantially limiting form, is also considered a disability under US Equal Employment Opportunity Commission (EEOC) final ADA Amendments Act of 2008 (ADAAA) regulations.

- ~~**Direct threat:** A significant risk to the health, safety or well-being of individuals with disabilities or others when this risk cannot be eliminated by reasonable accommodation.~~
- ~~**Qualified individual:** An individual who, with or without reasonable accommodation, can perform the essential functions of the employment position that such individual holds or desires.~~
- ~~**Reasonable accommodation:** Includes any changes to the work environment and may include making existing facilities readily accessible to and usable by individuals with disabilities, job restructuring, part time or modified work schedules, telecommuting, reassignment to a vacant position, acquisition or modification of equipment or devices, appropriate adjustment or modifications of examinations, training materials or policies, the provision of qualified readers or interpreters, and other similar accommodations for individuals with disabilities.~~

#### ~~F. Appeals~~

~~If the employee disagrees with the accommodation selected or has been denied an accommodation to which the employee believes he/she is entitled to, the employee may appeal the decision to the Township Manager within twenty (20) working days of the date of the decision.~~

## **XII. SOCIAL MEDIA POLICY**

### **A. Introduction**

In order to provide residents timely information about activities, news, and events regarding Meridian Township, the Township may administer various social media accounts. The Township also acknowledges and honors employees' rights to have their own personal social media accounts.

To promote an inclusive work environment, the Township has developed a policy for official Meridian Township social media accounts. The Township has also drafted guidelines for employees to consider while using their own personal social media accounts. If there are any questions regarding this policy, please feel free to contact the Human Resources Director.

### **B. "Official" Township Social Media Accounts**

An official Township social media account is defined as a social media account representing the Township in an official capacity (e.g. a social media account representing the Police Department). The Township retains the rights to alter any employee's access to any social media platform at the workplace and to also republish or re-use any content posted on an official Township social media account. Although not all-encompassing, the following is a list of Township regulations regarding employee use of official Township social media accounts.

- **Approval** – The creation of any official Township social media accounts must be approved by the Township Manager or by a designated appointee of the Township Manager. [Only those authorized to post from official Township social media accounts are permitted to do so.](#)
- **Adherence to Departmental Policies** – Township departmental guidelines regarding official Township social media accounts may not usurp the Township Social Media Policy. However, employees must adhere to any additional official Township social media policies set by their department. Additionally, employees operating official Township social media accounts must adhere to all Information Technology (IT) policies.
- **Identification** – When relevant, all employees representing the Township on an official Township social media account, must identify themselves by name and role within the Township.
- **Confidential Information** – Operators of official Township social media accounts shall not share any confidential Township information including, but not limited to, pending Township litigation or personnel matters.
- **Obscene Content** – Although not an all-encompassing list, Township employees operating official Township social media accounts shall not share any content that is deemed harassing, libelous, defamatory, discriminatory, pornographic, or any material which may cause a hostile work environment.
- **Endorsements** – Employees operating official Township social media accounts shall not, without prior written approval from the Township Manager or by a designated appointee of the Township Manager, [produce or](#) share any content that endorses political candidates,

political causes, ballot proposals, or businesses and services.

- ~~Usage~~ ~~Content posted by operators of official Township social media accounts shall not be a substitute for any public notice requirements mandated by federal, state, or local law.~~
- **Intellectual Property** – Official Township social media accounts shall adhere to all federal and state laws that govern intellectual property including, but not limited to, copyright and trademark protections.
- **Document Storage** – All official Township social media content shall adhere to existing Township electronic document storage procedures and all Township Freedom of Information Act (FOIA) policies and procedures.
- **Right to Monitor** – Operators of official Township social media accounts shall have the right to monitor all content shared by these accounts as well as content contributed by the public. Additionally, operators have the right to remove content contributed by the public if deemed vulgar, harassing, or threatening. Threats or harassing material shall be reported to the proper law enforcement agency.
- ~~Press Requests~~ ~~Meridian Township honors employees' rights to speak to the press. However, the Township asks employees operating official Township social media accounts to consider forwarding all requests from the media or press to a supervisor or the Communications Department.~~
- **Work Responsibilities** – Operators of official Township social media accounts shall only use these accounts for work-related purposes. ~~Excessive use of non-work related use of social media platforms during work hours is subject to discipline.~~

### C. Personal Social Media Use

Meridian Township respects employees' rights to express themselves through social media and additionally adheres to all provisions in Michigan's Internet Privacy Protection Act. ~~However, all content shared by Meridian Township employees on their personal social media accounts should be considered public and permanent, and may be monitored by the Township.~~

Personal social media use is considered as employees using social media on their own personal accounts, not representing the Township in an official capacity. Although not all-encompassing, the following is a list of guidelines for an employee to consider when using personal social media.

- **Identification** – If an employee of Meridian Township identifies themselves as an employee of Meridian Township on a personal social media account, the employee should note that the account is non-official.
- **Disclaimer Recommendation** – Employees who identify themselves as Township employees on personal social media accounts may want to consider posting a disclaimer on their account stating, “The views and opinions expressed here are the views of the writer and do not necessarily reflect the views and opinions of Meridian Charter Township.”
- **Be Respectful** - ~~Always be fair and courteous to fellow employees, the public, vendors or people who work on behalf of the Township. Also, keep~~Keep in mind that you are more likely to resolve work-related complaints by speaking directly with your co-workers or by utilizing our Open Door Policy than by posting complaints to a social media outlet. Nevertheless, if you decide to post complaints or criticism, avoid using statements, photographs, video or audio that reasonably could be viewed as ~~malicious~~, obscene, threatening or intimidating, that disparage co-workers, customers, associates or suppliers, or that might constitute harassment ~~or bullying~~.
- **Obscene Content** – Township employees should refrain from publicly sharing obscene content on personal social media accounts (as defined in the “Official” Township Social Media Accounts).
- ~~Confidential Information~~ – ~~Township employees may not publicly share confidential Township information on personal social media accounts (as defined in the “Official” Township Social Media Accounts).~~
- **Use of Township Logos** – Township employees may not use any Township logos on their personal social media accounts without the expressed written permission by the Township Manager or by a designated appointee of the Township Manager.
- Personal Use on Work Time – Employees shall not use personal social media during working hours. Personal social media use may be the basis for discipline up to and including termination.

### **XIII. Military Leave Policy (USERRA)**

~~Meridian Charter~~The Township values its employees who also serve in the military. It is the policy of ~~Meridian Charter~~the Township to comply with the Uniformed Services Employment and Reemployment Act of 1994 (USERRA), as ~~revised~~amended, and applicable state laws that protect job rights and benefits for veterans and members of the reserves. The laws cover all persons serving in the Army, Navy, Marine Corps, Air Force, Coast Guard, Public Health Service commissioned corps, and the reserve components of these services, and the National Guard.

USERRA provides protection to employees who are absent from work for active duty, active duty for training, initial active duty for training, funeral honors duty, inactive duty training, full-time National Guard duty under federal direction, and a period for which a person is absent from a position of employment for the purpose of an examination to determine the fitness of the person to perform any of those duties. In addition, also protected are those in service in the commissioned corps of the Public Health Service, those attending a military service academy, and those participating in a ROTC active or inactive duty training program. Covered service also includes an employee's service as an intermittent disaster-response appointee upon activation of the National Disaster Medical System (NDMS) or as a participant in the authorized NDMS training program. Finally, in times of war or national emergency, the President has the authority to designate any category of persons called into the country's service at such times as a service member covered by USERRA's rights and protections.

#### **A. Notice Required**

An employee taking leave provided in USERRA (~~for appropriate commanding officer of the employee~~) must provide as much advance written or oral notice as possible of the need for leave, unless impossible because of military necessity or otherwise impracticable or unreasonable. Consistent with the Department of Defense recommendations, the Township requests at least thirty (30) days' notice.

#### **B. Documentation**

An employee taking leave provided in USERRA is required to provide documentation confirming ~~his or her~~their military service for leave that is longer than thirty (30) days. The Township requests that employees provide documentation for all leave taken under USERRA.

#### **C. Confirmation of Service**

An employee taking leave provided in USERRA must provide the name and contact information of ~~his or her~~their commanding officer. The Township reserves the right provided in USERRA to contact the commanding officer of an employee to confirm the service related to any leave.

#### **D. Employment and Pay**

Upon presentation by a regular full-time employee of compensation records identifying the date of and payment made for the training program, the Township shall pay the difference between the compensation received for the training and the compensation that would have been received had the regular full-time employee worked as scheduled for up to ten (10) working days annually. In

the event that the annual training required for an employee exceeds the ten (10) days specified above, the additional days shall be granted as a leave of absence without pay (or charged against the employee’s accumulated vacation leave, if requested by the employee).

**E. Reemployment**

Under USERRA, an employee is entitled to reemployment upon separation from military leave, if the employee:

- Was honorably discharged or terminated from service;
- Was employed in a position for which there was an expectation of continued employment;
- Has not been absent for duty in the military for longer than a cumulative period of five years, unless involuntarily retained in the military;
- Reported to work or notified [his or her/their](#) supervisor of an intention to return to work, at the proper time, as indicated within this policy.

<b>Period of Service</b>	<b>Required Employee Action</b>	<b>When Action Must Be Taken</b>
1 – 30 days	Report to work	(1) On the next regularly scheduled work shift on the first full calendar day after service ended, plus the time for safe transportation back to <a href="#">his/her/their</a> residence and eight hours of rest – OR – (2) As soon as possible after the eight hour rest period, if, through no fault of the employee, it would be impossible or unreasonable to report within the time described in (1)
31 – 180 days	Notify <a href="#">his or her/their</a> supervisor in writing of the employee’s intent to return to work	Within 14 calendar days (Unless impossible or unreasonable through no fault of the employee, then the next first full calendar day that submitting the request becomes possible)
181+ days	Submit a written request for reemployment	Within 90 days after completing service

This policy may not address all issues concerning your rights during military leave. If issues arise that are not addressed in this policy, the Township will abide by USERRA and other applicable laws. Should you have any questions or require further information, please see the Human Resources Director.



**To: Board Members**  
**From: Amber Clark, Neighborhoods & Economic Development Director**  
**Date: April 15, 2025**  
**Re: Brownfield/Housing TIF Policy Program and Procedures Amendment**

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### Summary

With the direction of the Township Board at the April 3rd Township Board meeting, the proposed policy amends the current Meridian Township Brownfield Program and Procedures Policy, to include “housing” as defined in PA 90 of 2023 as an eligible activity. The Meridian Township Brownfield Redevelopment Authority (MTBRA) has preliminarily reviewed the amended draft Brownfield Policy and has accepted the major foundational changes.

- Board members requested updates to the definitions used throughout the policy such as “the Developer”, “Affordable Dwelling Unit”, “Income Qualified Household”, etc. Updates to the defined terms are included in this draft. The updated policy has restrictions on the eligibility of individuals seeking to use the Brownfield TIF for housing concepts for themselves or another single individual. Plans are reviewed separately with the purpose of the Brownfield Redevelopment Act at the forefront of MTBRA members’ minds as they approve the Plan and reimbursement agreements. Developers must prove their financial capability to produce the proposed project and without the proof, the MTBRA will not approve the Plan.
- Board members had questions related to the management/reporting of a Brownfield Plan that includes housing as an eligible activity. An increase to 10% of the TIF capture is a required fee that a developer will pay to the MTBRA to hire a third-party consultant to assist with various verifications for the approved Plan.
- Regarding the Michigan State Housing Development Authority’s (MSHDA) policy on income, the Income Qualified Household (IQH) shall be qualified at the time of rent/sale of the property. MSHDA’s goal is to provide quality-housing units to the public. Continued annual verification will indicate that the same person occupies the unit. Both the Township Board and MSHDA are not in favor of limiting someone from achieving greater financial security.
- The affordable for sale dwellings will also have a direct benefit to the developer, an ancillary benefit to the end user, and potentially support the repayment of the TIF reimbursement should properties continue to sell to new occupants. To assist with maintaining a level of affordability and reduce the potential for abuse, Staff suggests a seven-year affordability period before an income-qualified homeowner may sell the property at market rate. For qualified housing activities approved in a Plan, the duration of the Plan is the required affordability period.

### Brownfield Policy Change Details

In tonight’s packet, the Board will have access to the draft track changes and clean-line versions of

**Memo to Township Board**

**April 15, 2025**

**Re: Brownfield/Housing TIF Policy Program and Procedures Amendment**

**Page 2**

the Policy. The foundation of the draft Policy was created from the current Brownfield Redevelopment Policy and Procedures. This document outlines, at a high level, the general purpose of the incentive, how to access the incentive, the procedures to approve/adopt a Plan, reimbursement agreement requirements, Affordable Housing Fund, and contributions to the Revolving Loan Fund.

The proposed changes include specifically section 4 C, which amends the policy to include multifamily-for-rent housing units, developed for incomes at or below 120% of the Area Median Income (AMI). The Developer is required to prove the “but/for”, requirement for the incentive. As is the requirement with any incentive, the Project must show that without the support of the tool, it would not proceed. The Developer is also required to administer the majority of the reporting requirements. Please see the [Michigan State Housing Development Authority FAQ’s](#) for additional information.

Section 4 D requires the same parameters as “4 C” to be met in order to be eligible for the incentive, and separates the requirements of an “affordable for-sale” housing development, under the same affordability obligations. This section includes the conditions regarding the sale of an “affordable for-sale dwelling unit” to other occupants.

In both instances, a restrictive deed would need to be produced to prove to the Michigan State Housing Development Authority (MSHDA) that the property will maintain the agreed upon rent loss/development loss for the intended term. MSHDA will not support a project if the Developer has not included this requirement in the reimbursement agreement.

**Budgetary Implications**

There are no known impacts to either the BRA or General Fund to amend the policy. In the future, each Brownfield Plan will have an approved reimbursement eligibility amount for the Developer. Once the approved activities are conducted, a review of those activities and proof of payments will be sent to Township Staff. Any reimbursement must first be requested and reviewed for all required elements before payment will be made. Once the reimbursement request is complete, approved by the MTBRA, payments can be distributed. Reimbursements are limited to the new tax revenue generated.

The following motion is proposed for Board consideration:

**MOVE TO ADOPT THE MODIFICATIONS TO THE MERIDIAN TOWNSHIP BROWNFIELD REDEVELOPMENT AUTHORITY'S PROGRAM AND PROCEDURE POLICY, INCORPORATING THE PROPOSED CHANGES AND PERMITTING HOUSING AS AN ELIGIBLE ACTIVITY UNDER PA 90 OF 2023.**

**Attachment:**

1. Draft Meridian Township Brownfield Redevelopment Authority (MTBRA) Program Policies and Procedures (Red Line) and (Clean Version)

**Meridian Township Brownfield Redevelopment Authority (MTBRA)**  
**Program Policies and Procedures**  
**Adopted: [DATE] 2025**

**Section 1: Purpose**

Michigan’s Brownfield Redevelopment Financing Act, 1996 Public Act 381 (Act 381), as amended PA 90, enables brownfield redevelopment in the State of Michigan and the establishment of brownfield authorities. The Act establishes brownfield redevelopment authorities with multiple tools to facilitate redevelopment. This includes tax increment financing to support eligible brownfield expenses incurred through reuse of a contaminated, blighted, historic, functionally obsolete property, and/ or rehabilitation or construction of housing.

The purpose of the Meridian Township Brownfield Redevelopment Authority (MTBRA) is to facilitate the redevelopment of sites classified as “Eligible Property” in PA 90 of 2023, PA 381 of 1996, and Part 201 of Public Act 451 of 1994 (Natural Resources and Environmental Protection Act), as amended.

Meridian Township has identified a need for additional housing availability to families and individuals earning up to 120% of the Area Median Income AMI, referred throughout as “Affordable” dwelling units or “Affordable” for-sale dwelling units.

Meridian Township staff will assist with the implementation of the policies and procedures described herein. Township staff will serve as a liaison between the MTBRA, and the various entities involved with the redevelopment of a brownfield site and guide the developer through the brownfield process. “The developer” may be an entity, person, or person(s) authorized to conduct the eligible activities of an approved Brownfield Plan and the subsequent reimbursement agreement. It is strongly encouraged that the developer contact staff early in the project planning process to minimize delays in the approval process.

**Section 2: MTBRA Board of Directors**

Under the Bylaws established by the MTBRA, the MTBRA shall consist of one member each of the Planning Commission, Economic Development Corporation, and Environmental Commission, the Township Manager, and three members having an interest or expertise in the fields of engineering, finance, or law.

**Section 3: Background**

The Meridian Township Brownfield Redevelopment Authority (MTBRA) was established April 18, 2017, pursuant to Michigan Public Act 381, MCL 125.265, as amended (“Act 381”) to promote the revitalization of environmentally distressed and blighted areas within the boundaries of the Township. Pursuant to Act 381, the MTBRA facilitates the approval of brownfield plans (“Plans”) which provide for the utilization of certain tax increment revenues to pay for or reimburse costs of Eligible Activities as defined in Section 2 of Act 381. Michigan Public Act 90 of 2023, an amendment to Act 381 that went into effect on July 19, 2023, provides new opportunities to support certain housing development activities using tax increment revenues (“Housing Tax Increment Financing”) by amending the definition of both “Eligible Property” and “Eligible Activities”, specific to projects constructing or rehabilitating housing units (rental and/or for-sale).

**MTBRA POLICY**

**Section 4: Policies for Brownfield Activities**

**4. A. Eligible Activities**

The MTBRA is authorized to allow the use of Tax Increment Financing (TIF) revenues to pay for or reimburse public or private costs of “eligible activities” as identified in Public Act 381 and as [amended in Public Act 90 of 2023](#).

**4. B. To qualify for brownfield incentives:**

- 1.) The proposed project site meets the definition of an eligible property as defined in Public Act 381 of 1996, as amended. [See MEDC Brownfield TIF Guidelines and](#) MCL 125.2652(o).
- 2.) The project is located within the jurisdictional boundaries of Meridian Township.
- 3.) The proposed redevelopment for the eligible property is consistent with the master plan, zoning ordinance, and economic development strategy of Meridian Township, as determined by the MTBRA and Township Board.
- 4.) The existing character of the eligible property is such that redevelopment activities would be limited or not feasible without brownfield redevelopment assistance provided by Public Act 381, as amended, and/or other brownfield redevelopment programs. In addition, the project developer commits to explore all other available private and public funding sources, as determined in consultation with the MTBRA.
- 5.) An analysis has been provided that demonstrates the required eligible activities can be satisfactorily completed within the available resources under this program, or if not, supplemental funding sources, such as private equity or financing, tax credits, or grants or loans, will be utilized to complement the financial resources available under the Act for proposed projects.
- 6.) The developer has provided evidence of a firm commitment to the project and a demonstration of sufficient experience, financial resources (including submittal of pro forma financial statement), and development capabilities to successfully implement the proposed redevelopment project.
- 7.) The proposed project site will have adequate access to the necessary public infrastructure and utilities needed to serve the proposed redevelopment project, as determined in consultation with the MTBRA.
- 8.) The MTBRA reserves the right to consider other factors applicable to a specific project.

**4. C. To qualify for housing brownfield incentives for multi-family/rental properties, a project would meet all the criteria in 4.B above and:**

1.) The developer must demonstrate Potential Rental Loss (PRL) and the Total Housing Subsidy (THS) for every application received as defined by the Michigan State Housing Development Authority (MSHDA). Maximum reimbursement revenue is limited by PRL and other eligible costs as deemed necessary to complete the project. The overall project should incorporate the financial impact of any PRL or other eligible activity reimbursements.

2.) The proposed development must provide no less than 20% of all dwelling unit types in an approved Plan (studio, one (1) bedroom, two (2) bedroom, etc.) evenly distributed throughout the project/development site. The Affordable dwelling units shall be leased to an Income Qualified Household (IQH) earning 120% of the Area Median Income (AMI) or below as defined by MSHDA. MTBRA may encourage greater percentages or more limited income affordability levels based on underwriting, overall project size, type of units, etc.

3.) The developer must agree to a restrictive covenant describing the rent and income restrictions as set forth in the Plan. The covenant must encumber the Housing Development/Property for a minimum of the Plan duration.

4.) The developer shall be responsible for verifying that the rental eligibility is met. At least annually, the developer shall provide the MTBRA with information and documentation of the income eligibility of each subsidized unit. The developer must also provide the MTBRA with any information or documentation provided to MSHDA, including the number of qualified units, certified rent rolls, etc. along with any other relevant information relating to the Plan or Eligible Activity, as directed by the MTBRA.

5.) Funding of the Potential Rent Loss (PRL) is only available for the Affordable dwelling units occupied by an IQH as approved in the Plan.

**4. D. To qualify for housing brownfield incentives for single-family for sale properties a project would meet all the criteria in 4.B above and:**

1.) The developer must demonstrate Potential Development Loss (PDL) Gap Cap and the Total Housing Subsidy (THS) for every application received, as defined by MSHDA. The PDL Gap Cap and the THS will be utilized to establish the reasonableness of certain housing activities for which tax capture is being planned. Maximum reimbursement revenue is limited by PRL, THS, and other eligible costs as deemed necessary to complete the project. The overall project should incorporate the financial impact of any PRL or other eligible activity reimbursements.

2.) With the exception of a sale after seven (7) years per section 4 D, subsection 6 b; a restrictive covenant describing the income limitations and required sale to an IQH as defined by the MSHDA shall encumber the Housing Property for a minimum of the Plan duration, commencing on the date the Housing Property obtains a Certificate of Occupancy from the Township Building Official. This is the "Affordability Period" of any Affordable for-sale dwelling unit subsidized through the approved Brownfield Plan.

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3.) Affordable for-sale dwelling units must be sold to an IQH during the affordability period, except as provided in section 4 D, subsection 6 b. IQH for-sale properties may not be rented or leased at any time.

4.) Plans contemplating Housing TIF that include Affordable for-sale dwellings shall only be proposed/submitted by the developer. **Individual homebuyers are not eligible, in addition, any for-sale subsidized property cannot be rented/leased by the IQH.** MTBRA support will include, but may not be limited to, a development loss subsidy in an amount necessary to make the dwelling affordable to a purchaser who qualifies as an IQH. In all cases, the development loss subsidy shall initially be funded by the developer, or its lender(s) and the development loss subsidy shall be eligible for reimbursement with Housing TIF so long as all applicable conditions are satisfied by the developer. For a mixed-use development, the costs of Housing Development Activities approved in the Plan for a dwelling occupied by an IQH will be eligible for full reimbursement with tax increment revenues under the Plan, as permitted by Act 381, as amended; however, for the portion of the development that is not affordable, reimbursement of Housing Development Activities costs will only be available as a pro rata share of the square footage of the dwellings occupied by an IQH compared to the total square footage of common areas of the development.

5.) The PDL subsidy amount is equal to the difference between the total Development cost and the amount an IQH can afford based on annual household income.

6.) Under the following conditions an Affordable for-sale dwelling may be sold prior to the end of the affordability period:

a.) The property may sell to an IQH for no more than the *MSHDA Income & Sales Price Limits as set for the MI Home Loan & MCC Program*, for Ingham County. The IQH shall provide the following documentation to the MTBRA to verify the sales price of the for-sale dwelling:

- i. Appraisals/Broker Price Opinions to confirm the value of the completed dwelling.
- ii. Annual Ingham County AMI limits as designated by MSHDA
- iii. Annual Ingham County Income and Sales Price Limits of the MI Home Loan & MCC Program as designated by MSHDA.
- iv. After the closing of the dwelling sold to the new homebuyer, the property may be required to continue to provide the affordability income limitations as set by the MTBRA and MSHDA, if the dwelling sold is within the affordability period, and is not subject to the provisions of 4 D, subsection 6 b.

b.) After seven (7) years of affordability, the IQH may sell their dwelling unit at "Market Rate" (Market Rate refers to the prevailing or current market price of a dwelling unit of similar make and type), providing 25% of the net sale proceeds (sales price less any mortgage payoff and typical closing costs) to the MTBRA Affordable Housing Fund (see section 4 J) at the time of the sale. The IQH shall provide the following documentation to the MTBRA to verify the sales price of the for-sale dwelling:

- i. Appraisals/Broker Price Opinions to confirm the value of the completed dwelling.
- ii. Listing agreements to verify the for-sale price of the dwelling.
- iii. After the closing of the dwelling sold at market rate to the new property owner, the property may no longer be required to continue to provide the affordability income limitations as set by the MTBRA and MSHDA.

7.) Additionally, the developer shall be responsible for any applicable Meridian Township/MTBRA reporting requirements through the sale of the dwelling and, to the extent the developer has any continuing obligations during the affordability period, the developer shall continue meeting annual reporting requirements until the end of the duration of the affordability period or developer's obligations are completed. During the affordability period, the IQH may also have annual reporting requirements, which include, but are not limited to, confirmation that property taxes, utilities, are paid, etc.

**4. E. To qualify for payment of interest on carrying costs of unreimbursed eligible activities:**

The reimbursement of interest on unreimbursed eligible activities will be determined on a case-by-case basis, but only where a clear financial gap is demonstrated, and where actual interest expenses and carrying costs will be incurred by the applicant. The following criteria must be met to qualify for interest reimbursement:

- 1.) All costs for which interest is being requested must be eligible activities.
- 2.) The total amount of interest, and the interest rate, shall be determined in accordance with MEDC guidelines or MSHDA guidelines and shall be approved by the MTBRA. Provided reimbursement of interest is generally approved, pursuant to the above, the reimbursement of interest on costs of eligible activities *using local-only taxes* may be allowed only if either of the following criteria is met:
  - a.) The specific activity or activities are not supported for interest reimbursement by the Michigan Economic Development Corporation (MEDC), Michigan Department of Environmental, Great Lakes and Energy (EGLE), or MSHDA, and are supported by the MTBRA as a cost resulting from an activity that, by its nature, will have specific or general environmental benefits.
  - b.) A significant financial gap has been identified by the applicant, and supported by the MTBRA, such that the requested interest would help close the gap.

**4. F. To qualify for local-only reimbursement:**

The MTBRA encourages costs of all eligible activities be reimbursed with both incremental local and state school operating taxes to the extent practicable; however, there are circumstances when reimbursement only with local tax increments will be approved, on a case-by-case basis, under the following circumstances:

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- 1.) The activities are eligible under Act 381 as amended, the state declined to participate in the cost, or State policy prohibits their participation on a specific project, but the MTBRA supports the activity, which, by its nature, will have specific or general environmental benefits.
- 2.) When the activity or activities were approved in a Brownfield Plan, and subsequently denied for state school operating tax participation, local-only tax increment financing may be considered, provided the approved Brownfield Plan does not prohibit or cap the use of local-only tax increment finances to reimburse the particular activity proposed for local-only reimbursement.
- 3.) For any eligible activity completed prior to plan approval, but now included in a Brownfield Plan or Combined Brownfield Plan and Act 381 Work Plan submitted for approval, the MTBRA may support the inclusion of the costs for local-only reimbursement, and the following conditions must be met:
  - a.) The approved Plan states that certain or all eligible activities initiated or completed prior to plan approval, and subsequently denied for state school operating taxes participation, will be funded with local-only taxes.
  - b.) The entity that incurred the costs is the same as applying for Brownfield Plan approval; and
  - c.) Eligible activities were conducted and expenses incurred prior to Brownfield Plan approval as allowed under Section 13b (7) and (8) of Act 381 or due to unanticipated circumstances or compressed project timeline.

**4. G. Unanticipated Eligible Environmental Response Activities**

Pursuant to Act 381 as amended, local-only and state school operating tax increment revenues may be used to reimburse unanticipated eligible environmental response activities conducted after Brownfield Plan and/or Work Plan approvals provided the owner must have contacted the Michigan Department of Environment Great Lakes & Energy (EGLE) and MTBRA prior to taking action and subsequently included the eligible environmental costs in an amended Work Plan, and Brownfield Plan if necessary, and secured all requisite approvals.

**4. H. Administrative Costs Capture**

- 1.) The annual capture of administrative fees from brownfield projects from local taxes is permitted under Public Act 381 of 1996, as amended. Each Brownfield Plan may include capture of administrative fees. Administrative fees will be used to cover actual expenses related to operating the Brownfield Redevelopment program.
- 2.) For reimbursement of reasonable and actual administrative expenses, the MTBRA will transfer to its Administrative Fund five percent (5%) of the annual total available TIF capture per project, during the entire capture period for the project. Actual administrative expenses will be captured with only local incremental taxes. These fees shall be paid before any annual reimbursements of costs are made to the applicant. For approved Plans that include the reimbursement of eligible

housing activities, this fee will be increased to 10 percent (10%) of the annual total TIF capture due to additional reporting requirements.

3.) In accordance with MTBRA policy, capture of administrative fees may exceed actual brownfield program expenses in any one year, provided any reserves are maintained in the Administrative Fund and utilized to reimburse for future years' expenses or used as otherwise allowed by Act 381 as amended. At no time will surplus funds exceed one year's allowable maximum capture under Act 381 based on the previous year's allowable capture. Any fund reserves that exceed one year's allowable capture will be returned to the appropriate taxing jurisdictions.

#### **4. I. Local Brownfield Revolving Fund Capture**

The MTBRA intends to capitalize its Local Brownfield Revolving Fund (LBRF) by capturing tax increment revenue, as allowable by Act 381, as amended. The MTBRA will include provisions to capture five percent (5%) annual total available TIF capture per project (pursuant to total allowable per statute) for deposit into the LBRF in the approved Brownfield Plan.

LBRF funds will be used to further the purpose of the MTBRA's Brownfield program, which is to facilitate the redevelopment of previously developed sites classified as a "facility," functionally obsolete, or blighted as defined by Act 381, as amended. LBRF funds can only be used to fund eligible activities, as defined by Act 381, as amended. LBRF funds are eligible for use by all eligible properties located within the Meridian Township to assist with the completion of eligible activities. The LBRF funds typically will be distributed as revolving loans, which allows the funds to continually revolve throughout Meridian Township. LBRF funds may be distributed as grants in response to exceptional circumstances solely at the discretion of the MTBRA. The use of the funds will be determined on case-by-case basis.

#### **4. J. Affordable Housing Fund**

The MTBRA will include a provision in the Brownfield Housing Redevelopment Reimbursement Agreements to allow an Affordable for-sale dwelling to be sold after the seven (7) year affordability period at market rate, provided that 25% of the net sale proceeds are paid to the Meridian Township's Affordable Housing Fund.

The Affordable Housing Fund may be used at the discretion of the MTBRA to support IQH with down payment assistance or other housing needs in the form of a forgivable loan to a homebuyer or other Affordable housing project subsidies as determined by the Township Board.

#### **Section 5: Procedures:**

The MTBRA recognizes the importance of development project schedules and will expedite brownfield plan review and approval process to the greatest extent possible. The following are typical steps to access brownfield redevelopment incentives in Meridian Township. The steps may change if a combined Brownfield Plan/Work Plan is proposed.

- A. Concept Plan submittal and meeting – Review by committee of Township staff**
- B. Brownfield Plan application submittal**

- C. Brownfield Plan Development – Applicant and Staff**
- D. Brownfield Plan Introduction to MTBRA**
- E. Brownfield Plan Recommendation from MTBRA**
- F. Brownfield Plan – Public Hearing at Township Board**
- G. Brownfield Plan Approval by Township Board**
- H. Act 381/ Act 90 Work Plan(s) – Approval by Staff**

The applicant needs to execute a Reimbursement Agreement with the MTBRA (See **Section 7: Reimbursement Agreement**).

Work Plan(s) (or Combined Brownfield Plan and Work Plan(s)) must be completed in accordance with the requirements of Act 381, as amended, and guidance published by the EGLE, MSHDA, and MEDC, and be submitted to Staff. Staff will review the Work Plan and work with the developer and/or developer’s representative (consultant) to finalize it. Staff will coordinate with the appropriate agency(s) for the submission and review of the Work Plan (or Combined Brownfield Plan).

Generally, conducting eligible activities can begin once the relevant elements of the approval process are complete. However, pursuant to Act 381, as amended, and in accordance with **Section 4: Policies**, conducting certain eligible activities prior to Brownfield Plan approval may still be reimbursed, with either or both local-only or state school operating Tax Incremental Revenues.

**Section 6: Application Fee**

The application fee is due after Project Concept Application approval and is based on total project investment:

- \$0- \$5 Million = \$5,000
- \$5M - \$10M = \$7,000
- \$10 M and over = \$12,000

**Section 7: Reimbursement Agreement**

Staff will provide the most current Reimbursement Agreement template. The applicant should fill in required information using the template, then work with MTBRA staff to finalize. The Reimbursement Agreement **must be approved by the MTBRA** and fully executed in accordance with Township contract procedures.

If capture of state school operating taxes for reimbursement of eligible costs is approved, the reimbursement agreement with the MTBRA must be signed and executed before submission of an Act 381/Act 90 Work Plan or Combined Brownfield Plan, for those activities.

**Section 8: Reimbursement Process**

All eligible activities must be completed within the time specified in the Reimbursement Agreement.

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Request for reimbursement for eligible activities shall be submitted in the form required by the MTBRA. The form shall generally include a detailed list of approved costs, actual costs, and proof of payment. Staff will forward the submitted completed request, with a recommendation, to the MTBRA for certification and approval.

The MTBRA will only reimburse the actual costs to conduct approved eligible activities. The BRA uses only the incremental taxes generated by the redevelopment project to reimburse approved eligible activities, and the yearly reimbursement amount is based on the actual yearly incremental taxes collected on a project, less any applicable administrative and revolving fund capture noted herein.

Once TIF capture begins, and any or all eligible expenses have been approved, reimbursement may begin in accordance with the terms of the Reimbursement Agreement.

**CONTACT INFORMATION**

[Amber Clark Neighborhoods & Economic Development Director](#)  
[517-853-4568](tel:517-853-4568) or [clark@meridian.mi.us](mailto:clark@meridian.mi.us)

Timothy Schmitt Director of Community Planning and Development  
(517) 853-4506 or [schmitt@meridian.mi.us](mailto:schmitt@meridian.mi.us)

**Meridian Township Brownfield Redevelopment Authority (MTBRA)**  
**Program Policies and Procedures**  
**Adopted: 2025**

**Section 1: Purpose**

Michigan’s Brownfield Redevelopment Financing Act, 1996 Public Act 381 (Act 381), as amended PA 90, enables brownfield redevelopment in the State of Michigan and the establishment of brownfield authorities. The Act establishes brownfield redevelopment authorities with multiple tools to facilitate redevelopment. This includes tax increment financing to support eligible brownfield expenses incurred through reuse of a contaminated, blighted, historic, functionally obsolete property, and/ or rehabilitation or construction of housing.

The purpose of the Meridian Township Brownfield Redevelopment Authority (MTBRA) is to facilitate the redevelopment of sites classified as “Eligible Property” in PA 90 of 2023, PA 381 of 1996, and Part 201 of Public Act 451 of 1994 (Natural Resources and Environmental Protection Act), as amended.

Meridian Township has identified a need for additional housing availability to families and individuals earning up to 120% of the Area Median Income AMI, referred throughout as “Affordable” dwelling units or “Affordable” for-sale dwelling units.

Meridian Township staff will assist with the implementation of the policies and procedures described herein. Township staff will serve as a liaison between the MTBRA, and the various entities involved with the redevelopment of a brownfield site and guide the developer through the brownfield process. “The developer” may be an entity, person, or person(s) authorized to conduct the eligible activities of an approved Brownfield Plan and the subsequent reimbursement agreement. It is strongly encouraged that the developer contact staff early in the project planning process to minimize delays in the approval process.

**Section 2: MTBRA Board of Directors**

Under the Bylaws established by the MTBRA, the MTBRA shall consist of one member each of the Planning Commission, Economic Development Corporation, and Environmental Commission, the Township Manager, and three members having an interest or expertise in the fields of engineering, finance, or law.

**Section 3: Background**

The Meridian Township Brownfield Redevelopment Authority (MTBRA) was established April 18, 2017, pursuant to Michigan Public Act 381, MCL 125.265, as amended (“Act 381”) to promote the revitalization of environmentally distressed and blighted areas within the boundaries of the Township. Pursuant to Act 381, the MTBRA facilitates the approval of brownfield plans (“Plans”) which provide for the utilization of certain tax increment revenues to pay for or reimburse costs of Eligible Activities as defined in Section 2 of Act 381. Michigan Public Act 90 of 2023, an amendment to Act 381 that went into effect on July 19, 2023, provides new opportunities to support certain housing development activities using tax increment revenues (“Housing Tax Increment Financing”) by amending the definition of both “Eligible Property” and “Eligible Activities”, specific to projects constructing or rehabilitating housing units (rental and/or for-sale).

## **Section 4: Policies for Brownfield Activities**

### **4. A. Eligible Activities**

The MTBRA is authorized to allow the use of Tax Increment Financing (TIF) revenues to pay for or reimburse public or private costs of “eligible activities” as identified in Public Act 381 and as amended in Public Act 90 of 2023.

### **4. B. To qualify for brownfield incentives:**

- 1.) The proposed project site meets the definition of an eligible property as defined in Public Act 381 of 1996, as amended. See MEDC Brownfield TIF Guidelines and MCL 125.2652(o).
- 2.) The project is located within the jurisdictional boundaries of Meridian Township.
- 3.) The proposed redevelopment for the eligible property is consistent with the master plan, zoning ordinance, and economic development strategy of Meridian Township, as determined by the MTBRA and Township Board.
- 4.) The existing character of the eligible property is such that redevelopment activities would be limited or not feasible without brownfield redevelopment assistance provided by Public Act 381, as amended, and/or other brownfield redevelopment programs. In addition, the project developer commits to explore all other available private and public funding sources, as determined in consultation with the MTBRA.
- 5.) An analysis has been provided that demonstrates the required eligible activities can be satisfactorily completed within the available resources under this program, or if not, supplemental funding sources, such as private equity or financing, tax credits, or grants or loans, will be utilized to complement the financial resources available under the Act for proposed projects.
- 6.) The developer has provided evidence of a firm commitment to the project and a demonstration of sufficient experience, financial resources (including submittal of pro forma financial statement), and development capabilities to successfully implement the proposed redevelopment project.
- 7.) The proposed project site will have adequate access to the necessary public infrastructure and utilities needed to serve the proposed redevelopment project, as determined in consultation with the MTBRA.
- 8.) The MTBRA reserves the right to consider other factors applicable to a specific project.

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**4. C. To qualify for housing brownfield incentives for multi-family/rental properties, a project would meet all the criteria in 4.B above and:**

1.) The developer must demonstrate Potential Rental Loss (PRL) and the Total Housing Subsidy (THS) for every application received as defined by the Michigan State Housing Development Authority (MSHDA). Maximum reimbursement revenue is limited by PRL and other eligible costs as deemed necessary to complete the project. The overall project should incorporate the financial impact of any PRL or other eligible activity reimbursements.

2.) The proposed development must provide no less than 20% of all dwelling unit types in an approved Plan (studio, one (1) bedroom, two (2) bedroom, etc.) evenly distributed throughout the project/development site. The Affordable dwelling units shall be leased to an Income Qualified Household (IQH) earning 120% of the Area Median Income (AMI) or below as defined by MSHDA. MTBRA may encourage greater percentages or more limited income affordability levels based on underwriting, overall project size, type of units, etc.

3.) The developer must agree to a restrictive covenant describing the rent and income restrictions as set forth in the Plan. The covenant must encumber the Housing Development/Property for a minimum of the Plan duration.

4.) The developer shall be responsible for verifying that the rental eligibility is met. At least annually, the developer shall provide the MTBRA with information and documentation of the income eligibility of each subsidized unit. The developer must also provide the MTBRA with any information or documentation provided to MSHDA, including the number of qualified units, certified rent rolls, etc. along with any other relevant information relating to the Plan or Eligible Activity, as directed by the MTBRA.

5.) Funding of the Potential Rent Loss (PRL) is only available for the Affordable dwelling units occupied by an IQH as approved in the Plan.

**4. D. To qualify for housing brownfield incentives for single-family for sale properties a project would meet all the criteria in 4.B above and:**

1.) The developer must demonstrate Potential Development Loss (PDL) Gap Cap and the Total Housing Subsidy (THS) for every application received, as defined by MSHDA. The PDL Gap Cap and the THS will be utilized to establish the reasonableness of certain housing activities for which tax capture is being planned. Maximum reimbursement revenue is limited by PRL, THS, and other eligible costs as deemed necessary to complete the project. The overall project should incorporate the financial impact of any PRL or other eligible activity reimbursements.

2.) With the exception of a sale after seven (7) years per section 4 D, subsection 6 b; a restrictive covenant describing the income limitations and required sale to an IQH as defined by the MSHDA shall encumber the Housing Property for a minimum of the Plan duration, commencing on the date the Housing Property obtains a Certificate of Occupancy from the Township Building Official. This is the "Affordability Period" of any Affordable for-sale dwelling unit subsidized through the approved Brownfield Plan.

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3.) Affordable for-sale dwelling units must be sold to an IQH during the affordability period, except as provided in section 4 D, subsection 6 b. IQH for-sale properties may not be rented or leased at any time.

4.) Plans contemplating Housing TIF that include Affordable for-sale dwellings shall only be proposed/submitted by the developer. **Individual homebuyers are not eligible, in addition, any for-sale subsidized property cannot be rented/leased by the IQH.** MTBRA support will include, but may not be limited to, a development loss subsidy in an amount necessary to make the dwelling affordable to a purchaser who qualifies as an IQH. In all cases, the development loss subsidy shall initially be funded by the developer, or its lender(s) and the development loss subsidy shall be eligible for reimbursement with Housing TIF so long as all applicable conditions are satisfied by the developer. For a mixed-use development, the costs of Housing Development Activities approved in the Plan for a dwelling occupied by an IQH will be eligible for full reimbursement with tax increment revenues under the Plan, as permitted by Act 381, as amended; however, for the portion of the development that is not affordable, reimbursement of Housing Development Activities costs will only be available as a pro rata share of the square footage of the dwellings occupied by an IQH compared to the total square footage of common areas of the development.

5.) The PDL subsidy amount is equal to the difference between the total Development cost and the amount an IQH can afford based on annual household income.

6.) Under the following conditions an Affordable for-sale dwelling may be sold prior to the end of the affordability period:

a.) The property may sell to an IQH for no more than the *MSHDA Income & Sales Price Limits as set for the MI Home Loan & MCC Program*, for Ingham County. The IQH shall provide the following documentation to the MTBRA to verify the sales price of the for-sale dwelling:

- i. Appraisals/Broker Price Opinions to confirm the value of the completed dwelling.
- ii. Annual Ingham County AMI limits as designated by MSHDA
- iii. Annual Ingham County Income and Sales Price Limits of the MI Home Loan & MCC Program as designated by MSHDA.
- iv. After the closing of the dwelling sold to the new homebuyer, the property may be required to continue to provide the affordability income limitations as set by the MTBRA and MSHDA, if the dwelling sold is within the affordability period, and is not subject to the provisions of 4 D, subsection 6 b.

b.) After seven (7) years of affordability, the IQH may sell their dwelling unit at "Market Rate" (Market Rate refers to the prevailing or current market price of a dwelling unit of similar make and type), providing 25% of the net sale proceeds (sales price less any mortgage payoff and typical closing costs) to the MTBRA Affordable Housing Fund (see section 4 J) at the time of the sale. The IQH shall provide the following documentation to the MTBRA to verify the sales price of the for-sale dwelling:

- i. Appraisals/Broker Price Opinions to confirm the value of the completed dwelling.
- ii. Listing agreements to verify the for-sale price of the dwelling.

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iii. After the closing of the dwelling sold at market rate to the new property owner, the property may no longer be required to continue to provide the affordability income limitations as set by the MTBRA and MSHDA.

7.) Additionally, the developer shall be responsible for any applicable Meridian Township/MTBRA reporting requirements through the sale of the dwelling and, to the extent the developer has any continuing obligations during the affordability period, the developer shall continue meeting annual reporting requirements until the end of the duration of the affordability period or developer's obligations are completed. During the affordability period, the IQH may also have annual reporting requirements, which include, but are not limited to, confirmation that property taxes, utilities, are paid, etc.

**4. E. To qualify for payment of interest on carrying costs of unreimbursed eligible activities:**

The reimbursement of interest on unreimbursed eligible activities will be determined on a case-by-case basis, but only where a clear financial gap is demonstrated, and where actual interest expenses and carrying costs will be incurred by the applicant. The following criteria must be met to qualify for interest reimbursement:

- 1.) All costs for which interest is being requested must be eligible activities.
- 2.) The total amount of interest, and the interest rate, shall be determined in accordance with MEDC guidelines or MSHDA guidelines and shall be approved by the MTBRA. Provided reimbursement of interest is generally approved, pursuant to the above, the reimbursement of interest on costs of eligible activities *using local-only taxes* may be allowed only if either of the following criteria is met:
  - a.) The specific activity or activities are not supported for interest reimbursement by the Michigan Economic Development Corporation (MEDC), Michigan Department of Environmental, Great Lakes and Energy (EGLE), or MSHDA, and are supported by the MTBRA as a cost resulting from an activity that, by its nature, will have specific or general environmental benefits.
  - b.) A significant financial gap has been identified by the applicant, and supported by the MTBRA, such that the requested interest would help close the gap.

**4. F. To qualify for local-only reimbursement:**

The MTBRA encourages costs of all eligible activities be reimbursed with both incremental local and state school operating taxes to the extent practicable; however, there are circumstances when reimbursement only with local tax increments will be approved, on a case-by-case basis, under the following circumstances:

- 1.) The activities are eligible under Act 381 as amended, the state declined to participate in the cost, or State policy prohibits their participation on a specific project, but the MTBRA supports the activity, which, by its nature, will have specific or general environmental benefits.

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2.) When the activity or activities were approved in a Brownfield Plan, and subsequently denied for state school operating tax participation, local-only tax increment financing may be considered, provided the approved Brownfield Plan does not prohibit or cap the use of local-only tax increment finances to reimburse the particular activity proposed for local-only reimbursement.

3.) For any eligible activity completed prior to plan approval, but now included in a Brownfield Plan or Combined Brownfield Plan and Act 381 Work Plan submitted for approval, the MTBRA may support the inclusion of the costs for local-only reimbursement, and the following conditions must be met:

a.) The approved Plan states that certain or all eligible activities initiated or completed prior to plan approval, and subsequently denied for state school operating taxes participation, will be funded with local-only taxes.

b.) The entity that incurred the costs is the same as applying for Brownfield Plan approval; and

c.) Eligible activities were conducted and expenses incurred prior to Brownfield Plan approval as allowed under Section 13b (7) and (8) of Act 381 or due to unanticipated circumstances or compressed project timeline.

**4. G. Unanticipated Eligible Environmental Response Activities**

Pursuant to Act 381 as amended, local-only and state school operating tax increment revenues may be used to reimburse unanticipated eligible environmental response activities conducted after Brownfield Plan and/or Work Plan approvals provided the owner must have contacted the Michigan Department of Environment Great Lakes & Energy (EGLE) and MTBRA prior to taking action and subsequently included the eligible environmental costs in an amended Work Plan, and Brownfield Plan if necessary, and secured all requisite approvals.

**4. H. Administrative Costs Capture**

1.) The annual capture of administrative fees from brownfield projects from local taxes is permitted under Public Act 381 of 1996, as amended. Each Brownfield Plan may include capture of administrative fees. Administrative fees will be used to cover actual expenses related to operating the Brownfield Redevelopment program.

2.) For reimbursement of reasonable and actual administrative expenses, the MTBRA will transfer to its Administrative Fund five percent (5%) of the annual total available TIF capture per project, during the entire capture period for the project. Actual administrative expenses will be captured with only local incremental taxes. These fees shall be paid before any annual reimbursements of costs are made to the applicant. For approved Plans that include the reimbursement of eligible housing activities, this fee will be increased to 10 percent (10%) of the annual total TIF capture due to additional reporting requirements.

3.) In accordance with MTBRA policy, capture of administrative fees may exceed actual brownfield program expenses in any one year, provided any reserves are maintained in the Administrative

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Fund and utilized to reimburse for future years' expenses or used as otherwise allowed by Act 381 as amended. At no time will surplus funds exceed one year's allowable maximum capture under Act 381 based on the previous year's allowable capture. Any fund reserves that exceed one year's allowable capture will be returned to the appropriate taxing jurisdictions.

**4. I. Local Brownfield Revolving Fund Capture**

The MTBRA intends to capitalize its Local Brownfield Revolving Fund (LBRF) by capturing tax increment revenue, as allowable by Act 381, as amended. The MTBRA will include provisions to capture five percent (5%) annual total available TIF capture per project (pursuant to total allowable per statute) for deposit into the LBRF in the approved Brownfield Plan.

LBRF funds will be used to further the purpose of the MTBRA's Brownfield program, which is to facilitate the redevelopment of previously developed sites classified as a "facility," functionally obsolete, or blighted as defined by Act 381, as amended. LBRF funds can only be used to fund eligible activities, as defined by Act 381, as amended. LBRF funds are eligible for use by all eligible properties located within the Meridian Township to assist with the completion of eligible activities. The LBRF funds typically will be distributed as revolving loans, which allows the funds to continually revolve throughout Meridian Township. LBRF funds may be distributed as grants in response to exceptional circumstances solely at the discretion of the MTBRA. The use of the funds will be determined on case-by-case basis.

**4. J. Affordable Housing Fund**

The MTBRA will include a provision in the Brownfield Housing Redevelopment Reimbursement Agreements to allow an Affordable for-sale dwelling to be sold after the seven (7) year affordability period at market rate, provided that 25% of the net sale proceeds are paid to the Meridian Township's Affordable Housing Fund.

The Affordable Housing Fund may be used at the discretion of the MTBRA to support IQH with down payment assistance or other housing needs in the form of a forgivable loan to a homebuyer or other Affordable housing project subsidies as determined by the Township Board.

**Section 5: Procedures:**

The MTBRA recognizes the importance of development project schedules and will expedite brownfield plan review and approval process to the greatest extent possible. The following are typical steps to access brownfield redevelopment incentives in Meridian Township. The steps may change if a combined Brownfield Plan/Work Plan is proposed.

**A. Concept Plan submittal and meeting – Review by committee of Township staff**

**B. Brownfield Plan application submittal**

**C. Brownfield Plan Development – Applicant and Staff**

**D. Brownfield Plan Introduction to MTBRA**

**E. Brownfield Plan Recommendation from MTBRA**

**F. Brownfield Plan – Public Hearing at Township Board**

**G. Brownfield Plan Approval by Township Board**

### **H. Act 381/ Act 90 Work Plan(s) - Approval by Staff**

The applicant needs to execute a Reimbursement Agreement with the MTBRA (See **Section 7: Reimbursement Agreement**).

Work Plan(s) (or Combined Brownfield Plan and Work Plan(s)) must be completed in accordance with the requirements of Act 381, as amended, and guidance published by the EGLE, MSHDA, and MEDC, and be submitted to Staff. Staff will review the Work Plan and work with the developer and/or developer's representative (consultant) to finalize it. Staff will coordinate with the appropriate agency(s) for the submission and review of the Work Plan (or Combined Brownfield Plan).

Generally, conducting eligible activities can begin once the relevant elements of the approval process are complete. However, pursuant to Act 381, as amended, and in accordance with **Section 4: Policies**, conducting certain eligible activities prior to Brownfield Plan approval may still be reimbursed, with either or both local-only or state school operating Tax Incremental Revenues.

#### **Section 6: Application Fee**

The application fee is due after Project Concept Application approval and is based on total project investment:

- \$0- \$5 Million = \$5,000
- \$5M - \$10M = \$7,000
- \$10 M and over = \$12,000

#### **Section 7: Reimbursement Agreement**

Staff will provide the most current Reimbursement Agreement template. The applicant should fill in required information using the template, then work with MTBRA staff to finalize. The Reimbursement Agreement **must be approved by the MTBRA** and fully executed in accordance with Township contract procedures.

If capture of state school operating taxes for reimbursement of eligible costs is approved, the reimbursement agreement with the MTBRA must be signed and executed before submission of an Act 381/Act 90 Work Plan or Combined Brownfield Plan, for those activities.

#### **Section 8: Reimbursement Process**

All eligible activities must be completed within the time specified in the Reimbursement Agreement.

Request for reimbursement for eligible activities shall be submitted in the form required by the MTBRA. The form shall generally include a detailed list of approved costs, actual costs, and proof of payment. Staff will forward the submitted completed request, with a recommendation, to the MTBRA for certification and approval.

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The MTBRA will only reimburse the actual costs to conduct approved eligible activities. The BRA uses only the incremental taxes generated by the redevelopment project to reimburse approved eligible activities, and the yearly reimbursement amount is based on the actual yearly incremental taxes collected on a project, less any applicable administrative and revolving fund capture noted herein.

Once TIF capture begins, and any or all eligible expenses have been approved, reimbursement may begin in accordance with the terms of the Reimbursement Agreement.

**CONTACT INFORMATION**

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