

**MERIDIAN CHARTER TOWNSHIP**

**SPECIAL TOWNSHIP BOARD MEETING MINUTES - APPROVED**

Service Center: ~~9:00~~ 8:00 a.m. – 12:00 noon

2100 Gaylord C. Smith Court

Okemos, MI 48864

SATURDAY, FEBRUARY 5 6, 1999

A Special Meeting of the Meridian Township Board was held on Saturday, February 6, 1999 for the purpose of creating a document outlining the Board's goals and objectives for the years 1999 and 2000.

The meeting was called to order at 8:10 a.m. by Supervisor Little.

PRESENT: Supervisor Little; Treasurer Klunzinger; Clerk Helmbrecht; Trustees Such, McCullough and McGillicuddy.

ABSENT Trustee Squiers

**PUBLIC COMMENTS:**

Charles Willems spoke regarding inventory of Township properties.

Wayne McLellen spoke regarding Trustee job description.

Jim Hershieser spoke regarding the 2/2/99 Board Meeting and the Grant Hearing.

Larry Sawdy spoke regarding the 2/2/99 Board Meeting and the Grant Hearing.

Ted Powess spoke regarding Mr. Squiers absence

**TOWNSHIP BOARD MEMBER COMMENTS:**

Treasurer Klunzinger spoke regarding comments he has received regarding 2/2/99 Board Meeting and Grant Hearing.

Manager Richards agreed to act as facilitator for the meeting and provided all members present a copy of the 1997-1998 Goals and Objective incorporating ideas, suggestions and comments he has received from Department heads.

1997-1998 Township Board Goals, Objectives and Activities, annotated were reviewed one by one with goals having been accomplished removed, new goals and continue goals being revised and added.

Supervisor Little adjourned the meeting at 11:55 a.m.

A copy of the draft copy of the 1999-2000 Goals, Objectives and Activities is attached.

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BRUCE A. LITTLE  
TOWNSHIP SUPERVISOR

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MARY M. G. HELMBRECHT  
TOWNSHIP CLERK

**TOWNSHIP BOARD  
GOALS, OBJECTIVES AND ACTIVITIES**

**1999 - 2000**

**GOAL NO. 1: IMPROVE THE OVERALL FISCAL INTEGRITY OF THE TOWNSHIP.**

*Objective No. 1: Assure congruence between Township revenues and expenditures.*

- Activities:
- a. Implement new software programs for Township accounting and financial systems that facilitate more accurate costing of personnel time by activity.
  - b. Continue to use a budget format, consistent with the Government Finance Officers Association of America (GFOA) recommended format. Apply for the GFOA distinguished Budget Award and GFOA Certificate of Achievement for Excellence in Financial Reporting.
  - c. Maintain the unrestricted fund balance of the General Fund at a minimum of 8½%.
  - d. Take bids for banking services.

*Objective No. 2: Adhere to an integrated planning program based on short and long-term financial projections.*

- Activities:
- a. Continue to evaluate implications of state tax reform and evolving state revenue sharing distribution on future Township finances.
  - b. Develop 5-year financial projections for General Fund and Public Works Fund.

*Objective No. 3: Adopt and implement cost effective and efficient management practices.*

- Activities:
- a. Improve and automate Township purchasing policies and procedures.
  - b. Continue to control legal costs through evaluation of retainer agreement costs, legal awareness, education and training.
  - c. Develop base statistics for each major service for comparing over time.
  - d. Develop an internal auditing program.

**GOAL NO. 2: PROVIDE ESSENTIAL SERVICES AND PHYSICAL INFRASTRUCTURE THAT PROMOTES THE SAFETY AND WELFARE OF THE PUBLIC.**

*Objective No. 1: Assure water and sewage services that safeguard public health, are cost efficient and based on equitable funding by residents, businesses and others.*

- Activities:
- a. Continue to review and develop long-range plans (including modeling) to accommodate Township wide needs for water and sewer services.
  - b. Initiate a water conservation and education program through the Township Engineer.
  - c. Continue to make improvements in water and sewer systems to increase reliability.
  - d. Continue a program for wellhead protection with the City of East Lansing.
  - e. Develop maintenance management plans for all Township properties.
  - f. Continue to explore joint projects with neighboring government units.
  - g. Develop a plan for the fiscal integrity of the Public Works Fund including a comprehensive review of water/sewer rates and charges for services.
  - h. Develop a plan to provide and/or notify the public of garden/yard waste services.
  - i. Develop a plan to provide and/or notify the public of hazardous waste services.

***Objective No. 2: Adopt a program with long-term strategies to continue and expand the Township's pedestrian/bicycle pathway system.***

- Activities:
- a. Continue a sidewalk and pathway maintenance monitoring and repair program.
  - b. Develop a plan for integration of the Township Pedestrian/Bicycle Pathway system with adjacent government pedestrian/bicycle pathway systems.

***Objective No. 3: Pursue an adequate transportation system for roads within the Township in cooperation with the Ingham County Road Commission.***

- Activities:
- a. Develop a long-term local road resurfacing plan utilizing special assessments.
  - b. Evaluate the need to reactivate a Traffic Study Committee.
  - c. Continue involvement in the Tri-County Regional Planning Commission's transportation planning process in cooperation with Ingham County.
  - d. Support efforts to seek enabling authority from the legislature for charter townships to assume jurisdiction, unilaterally, over local roads for funding, maintenance, and control of rights-of-way.

***Objective No. 4: Review the delivery of police, fire, and emergency medical services to maintain and enhance service levels as the Township population and tax base increases.***

- Activities:
- a. Continue with proactive approaches to crime, accident and fire prevention and continue to train regionally in the areas of emergency preparedness.
  - b. Continue improving the new Public Safety records computer system.
  - c. Explore options for the replacement of the Central Fire Station.

- d. Develop multi-year plans for capital purchases of Police and EMS/Fire equipment, vehicles and facilities.

**GOAL NO. 3: ENHANCE AN ENVIRONMENT BENEFICIAL TO THE COMMUNITY.**

***Objective No. 1: Protect and maintain important natural resources/features.***

- Activities:
- a. Utilize zoning strategies, such as the Planned Residential Development Ordinance and other conservation strategies, to conserve open space and secure park resources through dedication.
  - b. Continue to work to secure Department of Natural Resources grant funds and other funding for programs and facilities that benefit Township residents.
  - c. Examine, and possibly develop, a tree planting policy.

***Objective No 2: Monitor and promote the quality of residential and business structures (buildings) in the Township.***

- Activities:
- a. Continue the Rental Housing Registration and Inspection Program to ensure safe rental housing units.
  - b. Continue the code enforcement program through the Code Enforcement Officer, with emphasis on the eradication of abandoned, dangerous buildings.
  - c. Continue to develop strategies to implement the Grand River Corridor Study as part of a focus on redeveloping commercial areas.
  - d. Continue to examine the overlay districts that may be applicable for 1) Grand River, 2) Lake Lansing, 3) downtown Okemos, 4) downtown Haslett.
  - e. Finalize amendments to zoning ordinance and initiate a new subdivision control ordinance.
  - f. Look for a way to more efficiently process zoning and planning requests.

**GOAL NO. 4: PROVIDE FOR EFFECTIVE PARTNERSHIPS IN GOVERNMENT.**

***Objective No. 1: Strengthen the communication, interaction and goodwill among Township officials, the public and Township staff.***

- Activities:
- a. Develop formalized, measurable goal setting processes that involve the public, other boards and commissions and staff/employees.
  - b. Increase effectiveness of existing methods of information exchange with the public (e.g., *Meridian Monitor*, HOM-TV).
  - c. Create a Township Web site to facilitate communication and information exchange

with residents.

- d. Foster opportunities for Board/commission/management/employee interaction and increased mutual respect and confidence.
- e. Investigate the cost and advantages of hiring a media communication consultant.

***Objective No. 2: Evaluate and improve the collective bargaining process.***

- Activities:
- a. Strive to secure all labor agreements within three months after current contracts expire.

***Objective No. 3: Attract and retain highly qualified employees who are motivated to work in partnership with the Township Board and Manager in a team approach.***

- Activities:
- a. Review ways to either improve or eliminate the suggestion box/incentive program.
  - b. Continue to encourage social opportunities for employees to interact (i.e., annual employee picnic).
  - c. Consider economical ways to make wellness programs available to all Township employees.
  - d. Increase involvement by Township departments in cable television programs.
  - e. Develop a training program/schedule for supervisory and professional staff.
  - f. Investigate ways to enhance the employee recognition ceremony.
  - g. Investigate a cafeteria style fringe benefit program.

**GOAL NO. 5: ENSURE THE ORDERLY LAND USE PLANNING AND DEVELOPMENT OF THE TOWNSHIP.**

***Objective No. 1: Enact needed Township ordinances, regulations and policies consistent with these goals.***

- Activities:
- a. Revise the Township Zoning Ordinance.
  - b. Update the Comprehensive Development Plan and evaluate future revisions that conform with expected density and population projections.
  - c. Work with the Planning Commission to initiate examination of "special study areas" and consider overlay district regulations for these areas.
  - d. Work with the Michigan Townships Association, Michigan Municipal League and others to secure enabling authority for the legislature to allow localities to recover the costs of growth from new development.

***Objective No. 2: Improve procedures to facilitate an efficient and thorough review process for proposed development.***

- Activities:
- a. Revise Township Site Plan Regulations.
  - b. Adopt a revised Subdivision Regulation by ordinance.

**GOAL NO. 6: PROMOTE PROJECTS AND PROGRAMS THAT ADD TO THE QUALITY OF LIFE IN MERIDIAN TOWNSHIP.**

***Objective No. 1: Pursue active recreation projects and Township-wide recreation/cultural programs.***

- Activities:
- a. Complete the feasibility study and building of a recreational and Community Center facility as an expansion to the Snell-Towar Recreation Center.
  - b. Work with other units of government and community groups to review recreation programs available to Township residents and to make recommendations for increasing recreational opportunities.
  - c. Educate citizenry on options for services and facilities in advance of the Capitol Area District Library (CADL) millage renewal.
  - d. Hire a recreation coordinator to work with existing Continuing Education Public School Programs in order to increase the number and variety of active recreation programs available to Township residents.
  - e. Expand and enlarge the Township sledding hill at Meridian Road Park.
  - f. Continue to explore the feasibility of a Community/Performing Arts Center.