



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

1. CALL MEETING TO ORDER
2. PLEDGE OF ALLEGIANCE/INTRODUCTIONS
3. ROLL CALL
4. PRESENTATION
 - A. Deer Management

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-February 18, 2025 Regular Township Board Meeting
 - C. Bills
 - D. Request to Purchase MERS Generic Credited Service
 - E. Special Board Meeting Retreat-April 12, 2025
 - F. Pension Board Appointment
 - G. Michigan Municipal League (MML) Tax Exempt Bond Resolution
 - H. Women’s History Month Resolution

10. QUESTIONS FOR THE ATTORNEY
11. HEARINGS
12. ACTION ITEMS
 - A. Board Policy Update
 - B. MDOT Extended Work Hours
 - C. DNR Grant Application Resolution
 - D. Annual Emergency Management Plan Update

13. BOARD DISCUSSION 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
 - B. Federal (CDS)/State Funding Requests
 - C. Housing TIF

14. COMMENTS FROM THE PUBLIC
15. OTHER MATTERS AND BOARD MEMBER COMMENTS
16. ADJOURNMENT

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

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

Providing a safe and welcoming, sustainable, prime community.



A PRIME COMMUNITY
meridian.mi.us

Deer Management Final Report
2024 - 2025
February 16, 2024



In 2024, Meridian Township conducted their 14th year of the Deer Management Archery Program. The archery portion of the program operates annually from October 1-January 1. The Meridian Police cull was developed in 2020 and added to the management program in January of 2021 and occurs annually after the conclusion of the archery program, if management requires it. A walk in cooler was purchased the same year for the purpose of donating harvested venison to local food banks. These additions came from approved funding by the board and for the last five years has contributed to the overall success of management objectives.

The Township Board initiated this program in 2010 in response to the continued high number of car-deer collisions and concerns with ongoing destruction of vegetation in parks, land preserves and in residential neighborhoods. Deer management is also imperative to mitigate the return of Chronic Wasting Disease (CWD), which plagued the deer herd in 2015. The reported car/deer accidents have decreased over a fourteen year period of 49%, ([2011] 152/77 [2024]) with 2024 reporting the least accidents at 77.

Stewardship staff and volunteers have reported a noticeable reduction in deer browsing damage in parks and preserves included in management areas. CWD has not been reported since 2016, which indicates the white-tailed deer population is healthy enough to combat the disease. Due to the absence of CWD and funding from Michigan Department of Natural Resources (MDNR), venison from the program is donated to 14 local food banks. Locally harvested venison is providing a sustainable, local, and healthy source of protein to community members. Since 2020 over 35,000 pounds of venison has been donated through this management program.

2024 marked the second year of collaboration between Meridian Township and the Michigan State University (MSU) Fisheries and Wildlife Department. MSU researchers have partnered with Meridian Township to conduct a study on tick-borne disease in white-tailed deer and their relative home ranges. This study seeks to understand more about tick-borne disease distribution and possible reduction techniques within white-tailed deer populations.

The continued success of this program is a direct result of effective collaborative efforts with the Township Board, Departments of Public Works, Parks and Recreation, and Police, together with volunteer archery hunters, the MDNR, and MSU's Fisheries and Wildlife Department. **The culmination of efforts from these entities resulted in 300 deer harvested and an estimated 7,468 pounds of venison donated to 14 local food banks for the 2024-2025 management year.**

Program Overview: Archery Program

1. The Meridian Township Deer Management Program is highly managed and follows all MDNR rules and guidelines in conducting this program. The archery program utilizes Deer Management Assistance Permits (DMAPs), permitted from the MDNR.
2. All volunteer hunters must be residents of Meridian Township, submit to a criminal

background check, pass an archery proficiency test, and attend the mandatory training meeting.

3. Parks and Recreation staff provides clear, consistent communication and enforcement of program rules and guidelines throughout the season and communicates daily with program participants.
4. All parks and land preserves remained open to the public during the archery season. Volunteer archers are mandated to check-in and out every time they enter and exit property during the archery season.
5. DPW staff member, Mike Ellis leads and manages the cooler's maintenance as well as conducts venison deliveries four times per week to the approved processor in Carson City.

Program Overview: Police Cull

1. Damage and Nuisance Animal Control Permits are utilized for this program, permitted from the MDNR.
2. The Police Department utilizes infrared technology, cameras, thermal imaging and suppressors to conduct the cull.
3. The Police Cull operated during the evening hours once parks and land preserves are closed.
4. No overtime pay was paid to the officers participating in the program.
 - o Four DPW staff worked early morning hours, following the evening cull to field dress the deer before delivering them to the processor.

In addition Mike Ellis contacted and nurtured outstanding relationships with up to 15 local food banks where he continues to distribute an estimated 6,000 pounds of venison throughout both the archery and extended cull seasons. All donated venison went through testing for CWD per MDNR donation mandates. Non-toxic ammunition was implemented for use this year during the police cull.

Program Statistics:

2024 Volunteer Archery Deer Management Program

- Conducted under the MDNR, Deer Management Assistance Permit, during the regular archery season of October 1st 2024 - January 1st 2025.
- 67 resident volunteer archers participated.
- **147** Deer Harvested from 43 Township properties and 31 private properties (*see figure 1 at end of report*). The sex ratio was 60% does, 40% males harvested.
- Estimated **3,127.5 volunteer hours** served in the field

2025 Police Cull

- Conducted under a Damage and Nuisance Animal Control Permit from the Wildlife Division of the MDNR: January 13, 2025 – February 3, 2025
- Cull is implemented by pre-selected and specially trained Meridian Township police officers. Management areas were chosen based on intersections of high density deer-car collisions according to Michigan State Police reports for Meridian Township.
- **153** deer harvested and donated for the 2025 season. The sex ratio was 59% does, 41% males harvested

Total Deer Harvested- 300

Total Donation to Local Food Banks - 7,468 pounds of venison continues to be donated to the following local Food Banks:

- *Okemos Community Church*
- *Haslett Community Church*
- *Community Baptist Church of Lansing*
- *Dansville Clothing & Food Bank*
- *Community Baptist Church of Grand Ledge*
- *Santa's First Responders Holiday Party*
- *First Presbyterian Church*
- *Haslett Food Bank*
- *Lakeside Chapel of Park Lake*
- *Lansing City Rescue Mission*
- *Our Savior Lutheran Food Bank*
- *Williamston Food Bank*
- *Leslie Community Outreach*
- *Mason Food Bank*

Table 1. Meridian Deer Management program numbers since 2011

	Total Hunters	Properties Hunted	Archery Harvest	Police Cull	Reported Deer/Car Collisions	Dead Deer Pickup
2011	25	7	43	--	152	--
2012	50	18	90	--	153	--
2013	60	20	127	--	180	--
2014	73	21	150	--	137	--
2015	30	19	63	--	144	--
2016	73	31	73	--	164	--
2017	66	30	80	--	129	--
2018	74	38	57	--	129	--
2019	84	38	88	--	153	--
2020	75	42	176	150 (21')	100	46
2021	68	43	130	200 (22')	116	85
2022	70	63	156	200 (23')	103	134
2023	67	71	141	159 (24')	97	133
2024	67	74	147	153 (25')	77	131

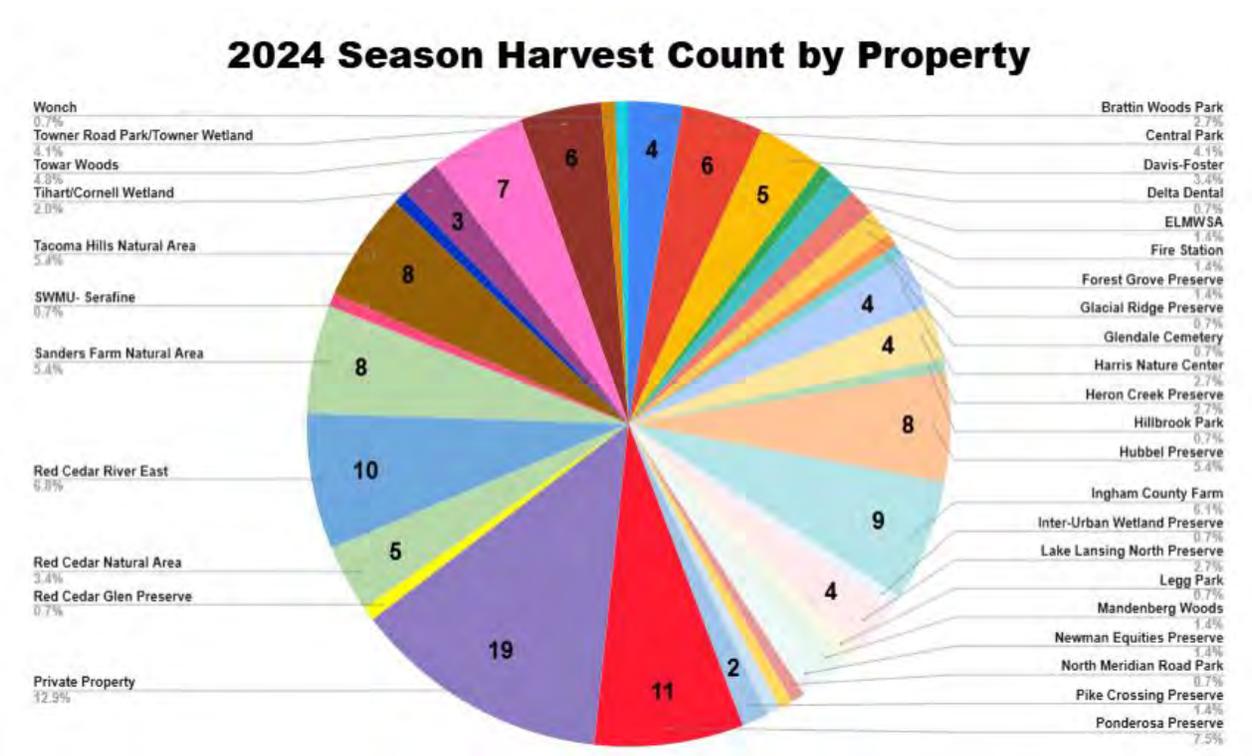
Summary:

Meridian Township's Deer Management Plan strives to focus on an ecosystems approach by creating co-existence among wildlife, citizens and our suburban/natural communities in a safe and efficient manner. Education and outreach to utilize native plants in landscaping is of utmost importance to this mission. A recent collaboration in 2023 with the Michigan State University Fisheries and Wildlife Department to study deer home ranges and tick-borne diseases within the deer population provides more insight into the ecology of Meridian's white-tailed deer herd. The deer management plan recognizes that the use and enjoyment of deer by residents is highly variable. Selection of deer management methods requires consideration of general concepts and location-specific deer dynamics.

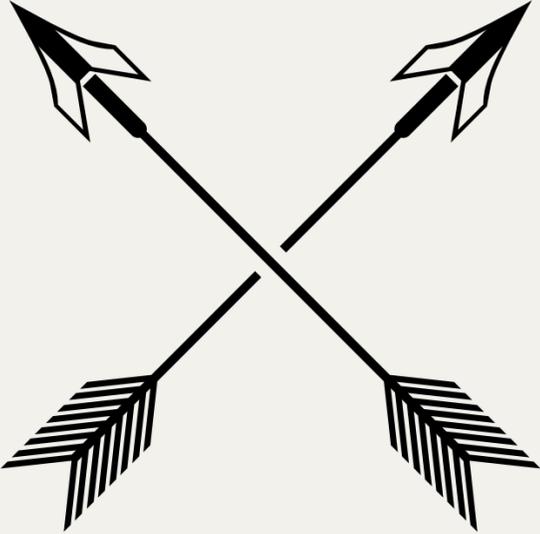
Meridian Township takes their role as an environmental steward seriously and as such, recognizes the need to implement science-based management of our fragile natural resources so that they may remain in perpetuity for future generations.

Figures for 2024 Season:

Figure 1: Total number of deer harvested at a property level. Only includes properties with >1 harvest.



MERIDIAN TOWNSHIP'S URBAN DEER MANAGEMENT PROGRAM



MERIDIAN TOWNSHIP'S DEER MANAGEMENT TEAM IS PROUD TO PARTNER WITH THE MICHIGAN DEPARTMENT OF NATURAL RESOURCES AND MICHIGAN STATE UNIVERSITY

HISTORY OF PROGRAM

- THE MANAGEMENT PROGRAM WAS LAUNCHED IN 2010 AS A VOLUNTEER ARCHERY ONLY PROGRAM.
- THIS PROGRAM IS A RESPONSE TO...
 - COMPLAINTS OF URBAN DEER DAMAGING PERSONAL PROEPRTY.
 - INCREASING TREND OF CAR/DEER ACCIDENTS.
 - URBAN DEER DAMAGING THE NATURAL ECOSYSTEMS IN MERIDIAN TOWNSHIP'S 2,000 ACRES OF PARKS & PRESERVES.
- MAY 2015, CHRONIC WASTING DISEASE WAS DISCOVERED IN MERIDIAN TOWNSHIP'S DEER POPULATION.
- USDA SHARPSHOOTERS WERE BROUGHT IN TO SWIFTLY MANAGE THE HERDS THAT WERE IMPACTED BY CWD.
- THE DONATION OF MEAT WAS HALTED UNTIL 2020.
- PERSISTENTLY HIGH CAR-DEER ACCIDENTS LED TO THE ADDITION OF A POLICE CULL TO OUR VOLUNTEER ARCHERY MANAGEMENT PROGRAM.
- THE PURPOSE OF THE CULL IS TO REDUCE THE NUISANCE DEER WITHIN NEIGHBORHOODS.
- MICHIGAN DEPARTMENT OF NATURAL RESOURCES HAS APPROVED THE TOWNSHIP TO REMOVE 300 DEER BETWEEN THE VOLUNTEER ARCHERY SEASON AND THE POLICE CULL.
- HUNTERS WILL BE PLACED AT 43 TOWNSHIP PROPERTIES AND 29 PRIVATE PROPERTIES.
- THE VOLUNTEER ARCHERY PROGRAM HAS 67 REGISTERED ARCHERS.
- MERIDIAN TOWNSHIP CONTINUES THEIR PARTERNSHIP WITH MSU FOR A DEER/TICK STUDY





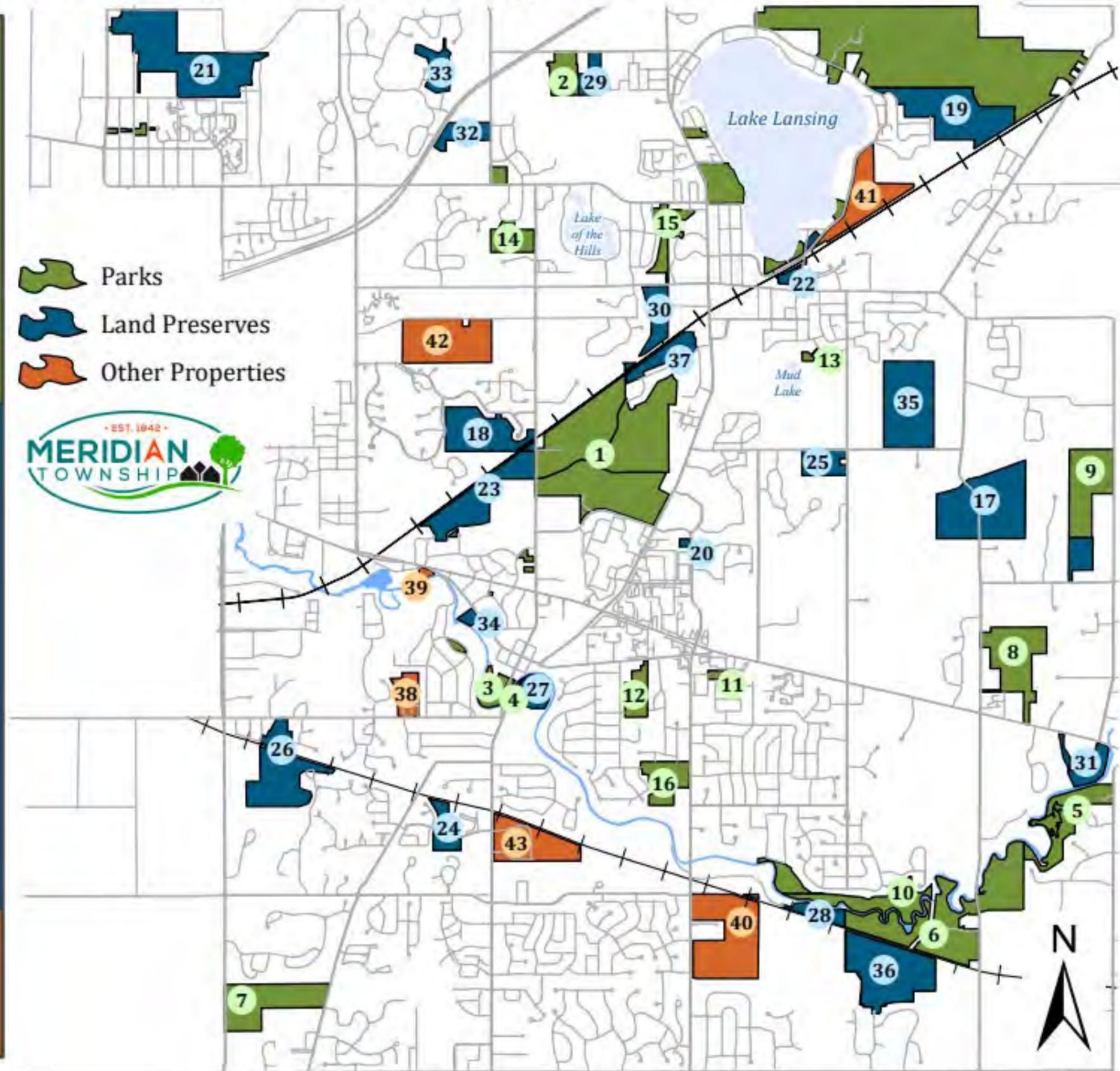
**HUNTERS ARE ASSIGNED TO 43
TOWNSHIP PROPERTIES**

**PRIVATE PROPERTY OWNERS CAN
PARTICIPATE BY GETTING A
HUNTER PLACED WITH THEIR
PERMISSION**

**THERE ARE CURRENTLY 29
PRIVATE PROPERTIES ENROLLED IN
THE PROGRAM**

Meridian Township Deer Management Areas 2024

- 1 Central Park
- 2 Towner Road Park
- 3 Wonch Park
- 4 Ferguson Park
- 5 Eastgate Park
- 6 Legg Park
- 7 Hartrick Park
- 8 Ted Black Woods
- 9 North Meridian Rd. Park
- 10 Red Cedar Natural Area
- 11 Forest Hills Natural Area
- 12 Tacoma Hills Natural Area
- 13 Orlando Outlot B
- 14 Brattin Woods
- 15 Hillbrook Park
- 16 Sanders Farm Preserve
- 17 Davis/Foster Preserve
- 18 Hubbel Preserve
- 19 Lake Lansing North Preserve
- 20 Newman Equities Preserve
- 21 Towar Woods Preserve
- 22 Pike Crossing Preserve
- 23 Okemos Road Preserve
- 24 Sower Woods Preserve
- 25 Cornell Wetland Preserve
- 26 Heron Creek Preserve
- 27 Sumbal Preserve
- 28 Red Cedar Glen Preserve
- 29 Towner Wetland Preserve
- 30 Inter-Urban Wetland
- 31 Red Cedar River East Preserve
- 32 Forest Grove Preserve
- 33 Glacial Ridge Preserve
- 34 Mandenberg Woods
- 35 Tihart Preserve
- 36 Ponderosa Preserve
- 37 Nemoke Preserve
- 38 Glendale Cemetery
- 39 Riverside Cemetery
- 40 Ingham County Farm
- 41 Transfer Station
- 42 ELMWSA
- 43 Delta Dental



PROGRAM PROCEDURE

THE TOP PRIORITY OF THE DEER MANAGEMENT PROGRAM IS TO PROTECT THE SAFETY OF HUNTERS, NEIGHBORING RESIDENCES, AND THE GENERAL PUBLIC.

ALL HUNTING IS ARCHERY ONLY, WITH THE EXCEPTION OF THE POLICE CULL THAT STARTS IN JANUARY.

VOLUNTEER ARCHERS MUST REPORT TO TOWNSHIP STAFF EACH TIME THEY ENTER AND LEAVE A PROPERTY.

EACH VOLUNTEER ARCHER MUST HAVE THEIR HUNTING STAND LOCATIONS APPROVED BY TOWNSHIP STAFF.

RESIDENTS ARE NOTIFIED OF THIS PROGRAM IN THE FOLLOWING WAYS: PRESS RELEASES, DIRECT MAILINGS TO NEIGHBORING PROPERTY OWNERS, SOCIAL MEDIA EDUCATIONAL POSTS, TOWNSHIP PUBLICATIONS, "BE ADVISED" SIGNS POSTED AT ENTRANCES TO TOWNSHIP PROPERTIES, AND DISCUSSIONS AT PUBLIC MEETINGS.



PERMITS

DMAP

DEER MANAGEMENT ASSISTANCE PERMITS

1. EVERY DEER HARVESTED MUST BE PROPERLY FOLLOWING STATE REGULATIONS & REPORTED TO THE DNR MANDATORY REPORTING
2. THE TOWNSHIP TURNS IN AN APPLICATION, WHICH IS APPROVED BY THE MICHIGAN DEPARTMENT OF NATURAL RESOURCES (MDNR)
3. DMAPS ARE ANTLERLESS ONLY - DOES & BUTTON BUCKS
4. HUNTERS GET TO FILL 2 PERSONAL BUCK PERMITS



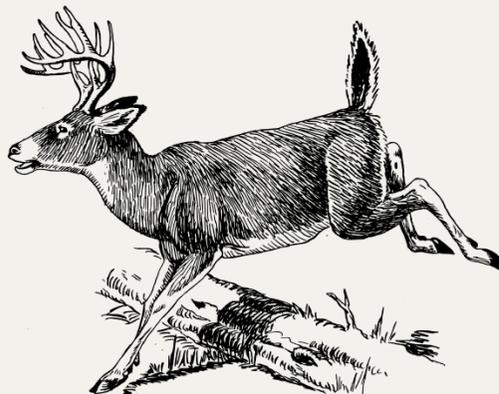
PROGRAM SUCCESS

PUBLIC SURVEY FROM 2021 SHOWS THAT 80% OF MERIDIAN TOWNSHIP RESIDENTS ARE IN SUPPORT OF OUR DEER MANAGEMENT PROGRAM.

CAR-DEER COLLISIONS HAVE DECREASED BY 49% SINCE 2011.

IN 2024-25' ALONE, 7,468 POUNDS OF VENISON WAS AND STILL IS BEING DISTRIBUTED TO 14 LOCAL FOOD BANKS PROVIDING NEARLY 29,872 MEALS TO LOCAL FAMILIES. OVER 35,000 POUNDS OF VENISON HAVE BEEN DONATED SINCE 2020!

IN 2024, MERIDIAN TOWNSHIP'S DEER MANAGEMENT TEAM HAVE RECEIVED FEWER COMPLAINTS REGARDING NUISANCE DEER IN MANAGEMENT AREAS, HAVE OBSERVED DECREASED DAMAGE TO NATURAL ECOSYSTEMS IN TOWNSHIP PARKS AND PRESERVES, AND HAVE OBSERVED HEALTHIER DEER HERDS TOWNSHIP-WIDE.



VOLUNTEER ARCHERS DISTRIBUTING VENISON AT SANTA'S FIRST RESPONDERS.

OVER THE YEARS

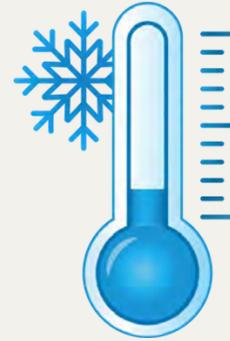
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2023	67	71	141	159 (24')	97	133
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DONATION COOLER

1. ALL HUNTERS ARE REQUIRED TO DONATE THEIR FIRST DEER (BUCKS TOO)
2. AFTER THEIR FIRST DONATION, THEY CAN KEEP/DONATE WHAT THEY WANT (MOST DONATE AFTER KEEPING 1-2)
3. THE COOLER IS KEPT HIGH EARLY IN THE SEASON WHEN THE WEATHER IS STILL WARM!
4. OVER 35,000,000 POUNDS SINCE 2020





Community Baptist Church

(Loving God, Helping Others, Making a Difference)

1502 W. An Hope Drive, Howell, MI 48840

313-587-1888 Community Baptist Foundation

Pastor Timothy Jackson &

Assoc. Pastor Joe Jackson

February 20, 2021

Mike Ellis

Public Works and Engineering

2100 Gaylord C. Smith Court

Haslett, MI 48840

Dear Sir:

Thank you for taking time to meet me at the Community Baptist Church parking lot to deliver venison. There was a lot of quality meat that will help many people through our food pantry connections. Please convey our thanks to all who are part of this effort.

After I left you, there were three deliveries made to get the meat to some needy folks and tomorrow I have a family with three generations living in one house that will get a big portion of the meat. The grandmother told me that she will make burritos and other food that will help them for months, she is a very sweet lady who organizes and feeds her family with whatever comes her way.

Thank you for phoning and making the delivery. Your generosity and that of your organization is making a difference, it really is super what you all are doing to help others.

Sincerely Yours,


Pastor Timothy W. Jackson

**WITH 5 YEARS FREE OF CWD IN
THE TOWNSHIP, WE WERE
APPROVED TO DONATE MEAT
ONCE AGAIN**

**ALL DONATION MEAT MUST BE
TESTED FOR CWD & SCANNED FOR
METAL PARTICLES (IF USING
TOXIC AMMUNITION)**

**IN THE PAST MICHIGAN
SPORTSMAN AGAINST HUNGER
(MSAH) PAID ALL PROCESSING**

**IN 2024 THE DNR IS FUNDING ALL
PROCESSING AND TESTING**



**GOOD
VIBES**

*Thank you for your generous
donation of venison. It allowed
me to pass out more meat.*

Margaret Brown

thank **YOU**
(Sooo much)

MSU DEER RESEARCH

MICHIGAN STATE UNIVERSITY RESEARCHERS HAVE PARTNERED WITH MERIDIAN TOWNSHIP TO CONDUCT A STUDY TO ASSESS THE FEASIBILITY OF USING A FOOD BASED DELIVERY UNIT TO ADMINISTER MEDICATION TO CONTROL TICKS ON DEER.

THIS PROJECT SEEKS TO REDUCE THE BURDEN OF TICKS ON WHITE-TAILED DEER AND SUBSEQUENTLY REDUCE THE RISK OF LYME DISEASE AND OTHER TICK-BORNE DISEASES BY EXAMINING THE POTENTIAL FOR DEPLOYING A FOOD PRODUCT CONTAINING AN ANTI-TICK MEDICATION TO DEER IN PARKS AND OTHER PUBLIC LANDS.

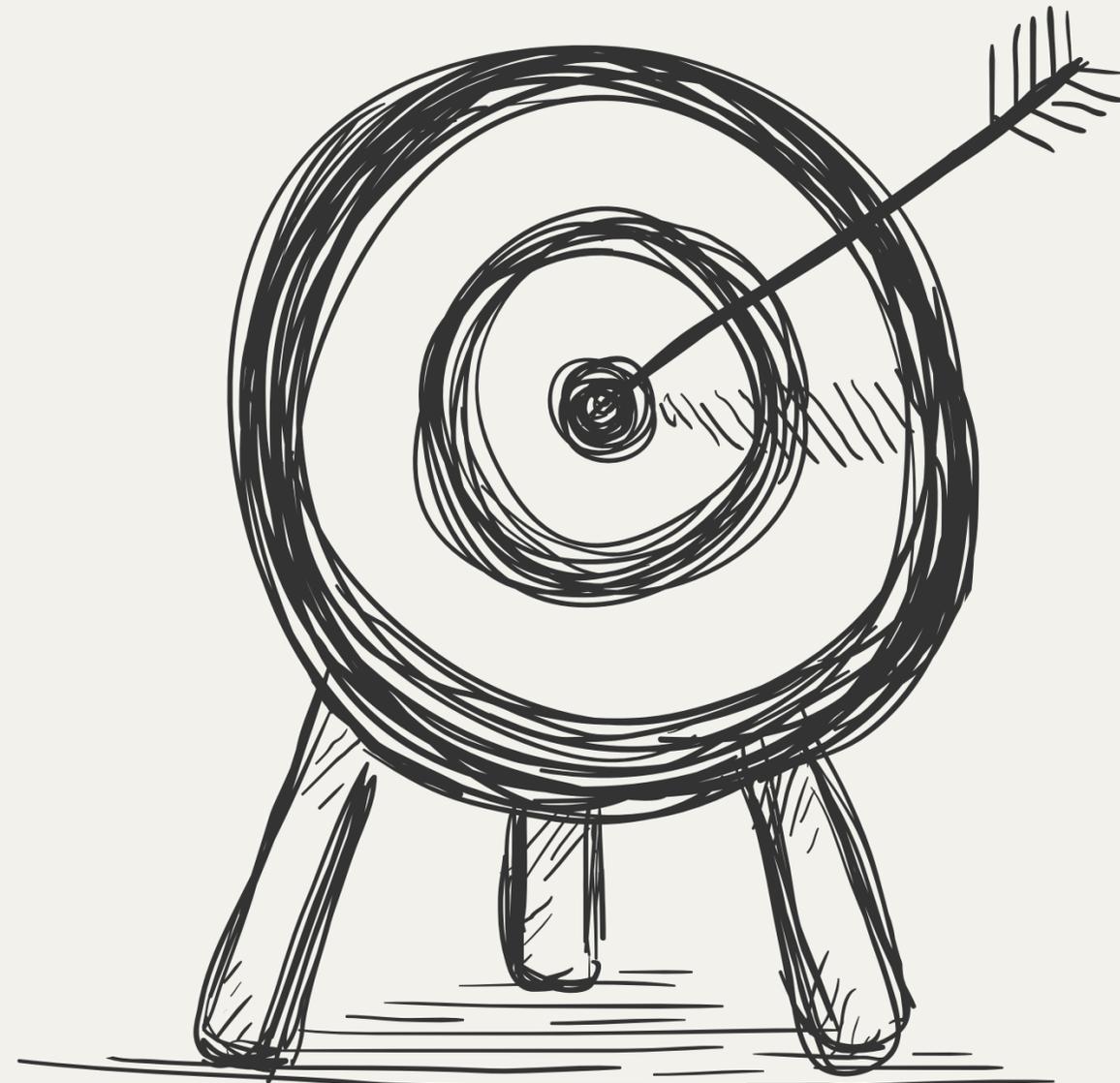
THE PROJECT IS FUNDED BY THE MIDWEST CENTER OF EXCELLENCE FOR VECTOR-BORNE DISEASE AND THE U.S. CENTERS FOR DISEASE CONTROL AND PREVENTION WITH SUPPORT AND APPROVAL FROM THE MICHIGAN DEPARTMENT OF NATURAL RESOURCES.

IN SELECTED PARKS AND LAND PRESERVES, THE RESEARCHERS WILL BE PLACING FOOD THAT CONTAINS A PLACEBO BIOMARKER TO “MARK” DEER THAT CONSUME A DELIVERY UNIT. THE PURPOSE OF THIS IS TO DETERMINE THE PROPORTION OF DEER THAT WOULD THEORETICALLY BE MEDICATED WITH A FUTURE APPROVED ANTI-TICK MEDICATION.

BEGINNING IN SPRING OF 2024 RESEARCHERS ALSO BEGAN STUDYING FAWN MORTALITY THROUGH RADIO COLLAR TRACKING AND DATA COLLECTION. THIS IS THE TYPE OF DATA AND RESEARCH THAT WILL HELP US MAKE THE MOST SOUND SCIENCE BASED MANAGEMENT DECISIONS.



QUESTIONS?





9.A

**CONSENT AGENDA
BOARD
COMMUNICATIONS**

From: [REDACTED]
To: [Board](#)
Subject: Senior Center proposal
Date: Tuesday, February 18, 2025 8:46:47 AM

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

]

Hello,

I utilize the current Senior Center twice a week (sometimes more) virtually every week of the year. I appreciate the comradery of the seniors there, the low fees, and the partnership with Okemos Public Schools. It saddens me that we will be losing that partnership and possibly the current senior comradery and low costs.

I understand a small millage would be required to support the ongoing operational expenses of a new Senior Center. I agree with Treasurer Deschaine's recommendation that the current 0.04% millage that retired the debt for the new fire station be renewed to support the Senior Center--meaning no net increase in property taxes.

I do not support any proposal that would increase property taxes or fees and further burden the residents of Meridian Township. Hence I do support the option to create a stand-alone Senior Center to mitigate costs.

Regards,
Sonya Boruszewski
Forest Hills Subdivision

Sent from ProtonMail, Swiss-based encrypted email.

Sent from Proton Mail Android

From: [REDACTED]
To: [REDACTED] [Board; SCC Taskforce](#)
Cc: [REDACTED]
Subject: Re: Revised calculations for new Senior Center
Date: Monday, February 24, 2025 2:15:07 PM

Thanks, Scott. The Advisory Board of the current Senior Center, as well as several other members of the Center and of the Township with whom I've talked, had input and concur with the space allocation I've suggested. It does have some expansion from even the pre-Covid space, notably an additional 750 sq. ft. multi-purpose room (total of three) plus dedicated rooms for table tennis and billiards. I think these cover most of the requests from the senior community.

Thanks again for your consideration and your work on this.

Barbara

From: Scott Hendrickson <[REDACTED]>
Sent: Monday, February 24, 2025 8:13 AM
To: Okelly, Barbara Ann <[REDACTED]>; Board <Board@meridian.mi.us>; SCC Taskforce <scctaskforce@meridian.mi.us>
Cc: [REDACTED]; Courtney Wisinski <[REDACTED]>; Margaret Frisch <[REDACTED]>; Ralph Frisch <[REDACTED]>; Steve Vagnozzi <[REDACTED]>; [REDACTED]; jean mcdonald <[REDACTED]>
Subject: Re: Revised calculations for new Senior Center

Good Morning Barbara!

Thank you again for this round of revisions. As with all the previous versions, they will be sent for review by the consultants.

So that I've said it, I do not conceptually disagree with the idea of bringing it back down a bit the point where it is not much larger than the current center, but this did feel like an opportunity to leave some room for expansion. I worry that this will not be possible in a senior center only option if we constrain it to just the size of the original facility. That said, we will take a look at every option.

I suppose the ancillary good news is that reducing the senior center size as you're suggesting here does also have an impact on the senior and community center proposition as well, making both options more palatable and more cost effective.

One further follow up: There seemed to be several of our public who were on board with reducing the size down from what was proposed, but each time we mentioned removing one of the rooms/items that had been included in the consultant's plan, there were noises of dissent

and shaking heads in the room. Am I to understand that your plan reflects the position of senior center advisory board or are you submitting this without your full body's review and consent? Either is fine and valid, but it is something that I think our task force and Board will want to know.

Thanks!

Scott Hendrickson

Supervisor, Meridian Township

5151 Marsh Road | Okemos, MI 48864



A Prime Community

From: Okelly, Barbara Ann <[REDACTED]>

Sent: Saturday, February 22, 2025 6:04 PM

To: Board <Board@meridian.mi.us>; SCC Taskforce <scctaskforce@meridian.mi.us>

Cc: [REDACTED]; Courtney Wisinski
[REDACTED]; Margaret Frisch <[REDACTED]>; Ralph Frisch <[REDACTED]>;
Steve Vagnozzi [REDACTED] jean
mcdonald [REDACTED]

Subject: Revised calculations for new Senior Center

S [REDACTED] n't often get email from [REDACTED]

Greetings--

At the Meridian Township Board meeting Tuesday (February 18, 2025) for the update from the Senior/Community Center Task Force, Michele Steed shared the measurement of the program area of the current Senior Center. As I commented later, this measurement did not include all the space in the original Senior Center, prior to reductions due to Covid-19 and Chippewa Middle School construction. For comparison to needs of a new Senior Center, the measurements also do not include the basic infrastructure, estimated at 35% by Progressive consultants.

Attached are two files. The first updates our earlier spreadsheet with suggested spaces for the Senior Center (stand-alone or Phase I of a two- or three-stage construction project), a Recreation Center, and a Community Center. The second spreadsheet compares our request for the new Senior Center (14,810 sq. ft.) with the space at the

current Meridian Senior Center as measured by Courtney Wisinski with my additions (11,876 sq. ft.).

I hope that these files can be forwarded to the consultants for their consideration as they modify their proposals prior to the March meeting of the SCC Task Force as well as entering the discussions of both the Task Force and the Township Board.

Thank you for your consideration,
Barbara

Barbara O'Kelly (she/her)
Member, Advisory Board, Meridian Senior Center

██████████.
Okemos, MI 48864

██████████

From: [REDACTED]
To: [Board](#)
Subject: Trustee Lentz, Join me in supporting refugees and immigrants
Date: Wednesday, February 26, 2025 4:32:48 PM

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

Dear Trustee Lentz,

As your constituent, I am writing to ask you to join me in supporting policies that help everyone – including refugees and immigrants – feel safe, welcome, and able to thrive in our community.

Refugees, immigrants, and the communities that welcome them face grave threats. The current administration has chosen fear and division over safety and unity. They are pursuing dangerous policies and targeting important U.S. programs—like refugee resettlement, asylum, and family reunification—that are not just lifelines for people seeking safety but vital investments in our country's future. These programs enable families to put down roots, contribute to our economy, and become our neighbors and friends. They represent the best of our nation's values, moral leadership, and economic interests.

Across the United States, over 60 percent of voters support welcoming policies. And at a time when so many families are concerned about making ends meet, it's important to appreciate that immigrant households pay nearly one in every six tax dollars that federal, state, and local governments collect to power our communities.

As my elected representative, please defend and support welcoming policies that enable new and longtime Americans alike to flourish together.

We are at a critical inflection point. Your leadership will serve as a beacon and inspire others to stand up for what's right.

Thank you.

Sincerely,
Banjor Musa



CHARTER TOWNSHIP OF MERIDIAN, INGHAM COUNTY
LEGAL AD NOTICE: Notice of Intent to Request Release of Funds,
CHILL Grant

CHARTER TOWNSHIP OF MERIDIAN
LEGAL NOTICE
Notice of Intent to Request Release of Funds,
CDBG Housing Improving Local Livability (CHILL) Grant, For Tiered Projects and Programs

Date of Publication: February 26, 2025

Charter Township of Meridian
5151 Marsh Road
Okemos, MI 48864
517.853.4000

On or after March 6, 2025 , **the** Charter Township of Meridian **will submit a request to the** Michigan State Housing Development Authority (MSHDA) **for the release of** CDBG Housing Improving Local Livability (CHILL) **funds under** Title 1 **of the** Housing and Community Development Act of 1974, Public Law 93-383 as amended 42 U.S.C. 5301 et seq., **to undertake the following project:**

Tier 1 Broad Review Project/Program Title: Meridian Charter Township's CDBG Housing Increasing Local Livability Grant

Purpose: The primary goal is to assist low- and moderate-income households within Meridian Township with their housing repair and improvement needs. Housing assisted through this program will be restored to a good, and safe condition. Eligible renovation activities may include correction of code compliance violations, major housing components that may need replacement within five (5) years, items to make the house energy efficient and less costly to the participant, and necessary accessibility improvements.

Rather than build out an internal team and stand up a new program, the Township intends to contract implementation of the program to Capital Area Housing Partnership (CAHP). CAHP is very experienced in this field and will oversee administrative aspects of program implementation including participant outreach, eligibility determination, creation of work specification and necessary bid documentation, contractor selection and oversight, and program reporting as necessary. The Township will be responsible for oversight of the program parameters.

The Township is targeting areas that we know have more persons of low to moderate income means, neighborhoods that have older housing, and areas that have a higher-than-average number of code enforcement issues, which can lead towards degradation in the quality of housing. We will leverage a portion of the Township ARPA allocation to pay for the third party administration of the grant, ensuring that all of the MSHDA funding will be put towards actual construction costs for homeowners.



CHARTER TOWNSHIP OF MERIDIAN, INGHAM COUNTY
LEGAL AD NOTICE: Notice of Intent to Request Release of Funds,
CHILL Grant

The purpose of this project is to bring 12 single-family homes up to code within Meridian Township, utilizing the \$480,000 we were awarded and an additional \$86,400 in local funding for grant administration. The project scope will not include any new construction or change the footprints of the existing homes.

Location: The project location is Meridian Township. Specific addresses will be assessed in the site specific reviews.

Project/Program Description: After applications from homeowners are received (first come, first served basis), project sites will be selected based off eligibility. The funding will allow selected homeowners to make critical repairs that meet code standards, resulting in safer and more secure homes for residents. **Tier 2 site specific reviews will be completed for those laws and authorities not addressed in the tier 1 broad review for each address under this program when addresses become known.**

Level of Environmental Review Citation: 24 CFR Part 58.35(a)(3)(i)

The Tier I broad assessment of the project area revealed no serious environmental adverse impacts for: Airport Hazards, Coastal Barrier Resources, Clean Air, Coastal Zone Management, Endangered Species, Farmlands Protection, Sole Source Aquifers, Wild and Scenic Rivers.

Tier 2 Site Specific Review: The site specific reviews will cover the following laws and authorities not addressed in the Tier 1 broad review: Flood Insurance, Floodplain Management, Wetlands Protection, Contamination and Toxic Substances, Historic Preservation – SHPO, THPO, Noise Abatement and Control, Environmental Justice, Asbestos, Lead Based Paint and Radon, Explosive and Flammable Hazards, Historic Preservation, Native American Tribes.

Mitigation Measures/Conditions/Permits (if any): Each site will be reviewed and tested as necessary and when applicable. Any findings of these reports will be addressed in accordance with MSHDA, EPA, OSHA and HUD requirements.

Estimated Project Cost: \$480,000 in HUD CDBG funds, \$86,400 in local match

The activity/activities proposed are categorically excluded under HUD regulations at 24 CFR Part 58 from National Environmental Policy Act (NEPA) requirements per 24 CFR Part 58.35(a)(3)(i). An Environmental Review Record (ERR) that documents the environmental determinations for this project is on file at the Charter Township of Meridian, 5151 Marsh Road, Okemos, MI 48864 and may be examined or copied weekdays 8 A.M to 5 P.M.

PUBLIC COMMENTS

Any individual, group, or agency may submit written comments on the ERR to the Charter Township of Meridian's Clerk's Office. All comments received by Tuesday, March 5, 2025 will be considered by the Charter Township of Meridian prior to authorizing submission of a request for release of funds.



CHARTER TOWNSHIP OF MERIDIAN, INGHAM COUNTY
LEGAL AD NOTICE: Notice of Intent to Request Release of Funds,
CHILL Grant

ENVIRONMENTAL CERTIFICATION

The Charter Township of Meridian certifies to MSHDA that Timothy Dempsey, Certifying Officer, in his capacity as Township Manager consents to accept the jurisdiction of the Federal Courts if an action is brought to enforce responsibilities in relation to the environmental review process and that these responsibilities have been satisfied. MSHDA's approval of the certification satisfies its responsibilities under NEPA and related laws and authorities and allows the Charter Township of Meridian to use HUD program funds.

OBJECTIONS TO RELEASE OF FUNDS

MSHDA will accept objections to its release of funds and the Charter Township of Meridian's certification for a period of fifteen days following the anticipated submission date or its actual receipt of the request (whichever is later) only if they are on one of the following bases: (a) the certification was not executed by the Certifying Officer of the Charter Township of Meridian; (b) the Charter Township of Meridian has omitted a step or failed to make a decision or finding required by HUD regulations at 24 CFR part 58; (c) the grant recipient or other participants in the development process have committed funds, incurred costs or undertaken activities not authorized by 24 CFR Part 58 before approval of a release of funds by MSHDA; or (d) another Federal agency acting pursuant to 40 CFR Part 1504 has submitted a written finding that the project is unsatisfactory from the standpoint of environmental quality. Objections must be prepared and submitted in accordance with the required procedures (24 CFR Part 58, Sec. 58.76) and shall be addressed to MSHDA at 735 E. Michigan Ave, PO Box 30044, Lansing, MI 48909. Potential objectors should contact MSHDA to verify the actual last day of the objection period.

Timothy Dempsey, Township Manger, **Certifying Officer**

Materials related to the request are available for viewing in the Department of Community Planning and Development office (5151 Marsh Road, Okemos, 48864), Monday-Friday, 8am-5pm, or on the Township website at the following location: www.meridian.mi.us/about-us/departments/community-planning-development. Written comments may be sent prior to March 5 to Charter Township of Meridian, 5151 Marsh Road, Okemos, Michigan, 48864, or by email to massie@meridian.mi.us.

**Publish: City Pulse
February 26, 2025**

**Angela Demas
Township Clerk**

1 Affidavit, please



9.B

**CONSENT AGENDA
PROPOSED BOARD MINUTES**

PROPOSED MOTION:

- (1) Move to approve and ratify the minutes of the Regular Meeting of February 18, 2025 as submitted. (1)**

ALTERNATE MOTION:

- (1) Move to approve and ratify the minutes of the Regular Meeting of February 18, 2025 with the following amendment(s):[insert amendments]**

CHARTER TOWNSHIP OF MERIDIAN
REGULAR MEETING TOWNSHIP BOARD -DRAFT-
5151 Marsh Road, Okemos MI 48864-1198
517.853.4000, Township Hall Room
TUESDAY, February 18, 2025, 6:00PM

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

ABSENT: None

STAFF: Manager Dempsey, Chief Grillo, Chief Hamel, Director Gebes, Deputy Manager Opsommer, Director Wisinski, Manager Diehl, Specialist Stohlin, Deputy Clerk Gordon

1. CALL MEETING TO ORDER
Supervisor Hendrickson called the February 18, 2025, Regular Township Board meeting to order at 6:00 pm.

2. PLEDGE OF ALLEGIANCE/INTRODUCTIONS
Supervisor Hendrickson led the Pledge of Allegiance.

3. ROLL CALL
Deputy Clerk Gordon called the roll of the Board. Supervisor Hendrickson, Clerk Demas, Treasurer Deschaine, Trustee Lentz, Trustee Wilson, Trustee Sundland and Trustee Trezise present at 6:01 pm.

4. PRESENTATION
A. Senior/Community Center Task Force Update
Michele Steed gave updates on the taskforce.

B. 2025 Local Roads
Deputy Manager Opsommer gave an overview of the work that has been done and work that is left to do regarding the local roads program.

Supervisor Hendrickson asked if the PASER rating includes State and County Roads. Deputy Manager Opsommer stated that it includes only Local Roads. Supervisor Hendrickson then asked for clarification regarding the presentation of the numbers. Deputy Manager Opsommer clarified that there was a typo in the 2024 numbers, and that 2025 number is projected. Supervisor Hendrickson noted that he would like to see a report on roads that are in poor condition currently to know what work is left to be done.

Treasurer Deschaine asked for details regarding the process of determining which roads are paved. Deputy Manager Opsommer gave details regarding who helps to make the decisions and the way roads are chosen. Treasurer Deschaine asked for an estimate of the PASER rating at the end of the project. Deputy Manager Opsommer gave an estimate.

Trustee Lentz asked about the way the Road Department generates PASER ratings based on road use. Deputy Manager Opsommer explained that higher average traffic volumes require thicker roads, but there is an option to stabilize the road base which leads to a cost savings and leads to additional benefits for improving roads. He also explained that road design determines what kind of vehicles can travel them.

C. 2025 Prime Meridian Magazine

Specialist Stohlin presented the Prime Meridian Magazine, noting that it is the second most preferred communication to the community at 31% of residents preferring the magazine.

Trustee Wilson asked if the cost of postage was included in the overall budget of the magazine. Specialist Stohlin stated that postage is included in the budget.

Clerk Demas asked how it is determined who receives the magazine. Specialist Stohlin clarified that the magazine is mailed by a process called every door direct mail, but some residents have said they do not receive it by mail, so the Communications Department offers it at other locations as well as by multiple digital formats.

5. CITIZENS ADDRESS AGENDA ITEMS AND NON-AGENDA ITEMS

Supervisor Hendrickson opened comments from the public at 6:35 pm.

Barb O'Kelley, Township resident, spoke about the Senior Center Task Force proposals.

Neil Bowlby, Township resident, spoke about the Senior Center Task Force proposals.

Beth Bechtel, Township resident, read an email she sent earlier in the day, regarding the Senior Center Task Force proposals.

Supervisor Hendrickson closed comments from the public at 6:46 pm.

6. TOWNSHIP MANAGER REPORT

Manager Dempsey gave updates on the following:

- Noted a fraudulent credit card purchase that appears on item 9.C. The Township will be credited.
- Cold weather pathway information is available on the Township's website.
- Reminded residents to keep heat on, at least 55 degrees, while they are away to prevent water supply breakage.
- Noted that there are multiple job opportunities posted on the Township's website.
- Assessors' Review will occur next week on February 25 and 26.

- Noted multiple community events that will occur this coming weekend, details on the Township's website.

7. BOARD MEMBER REPORTS OF ACTIVITIES AND ANNOUNCEMENTS

Supervisor Hendrickson spoke about the joint board and commission meeting.

8. APPROVAL OF AGENDA

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

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

NAYS: NONE

Motion carried: 7-0

9. CONSENT AGENDA

Supervisor Hendrickson listed the items on the Consent Agenda.

Clerk Demas proposed an amendment to include communications from Beth Bechtel.

Trustee Trezise noted a typo in the February 4, 2025 Regular Township Board Meeting Minutes.

Clerk Demas moved to approve the Consent Agenda as amended. Supported by Trustee Sundland.

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

NAYS: NONE

Motion carried: 7-0

10. QUESTIONS FOR THE ATTORNEY

NONE

11. HEARINGS

NONE

12. ACTION ITEMS

A. Police contract with the Harkness Law Firm

Chief Grillo summarized the discussion that has occurred to date.

Trustee Trezise moved to authorize the township attorney contract for the prosecution of specific crimes and other legal services in Meridian Township with the Harkness Law Firm. Supported by Trustee Wilson.

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

NAYS: NONE

Motion carried: 7-0

B. Board Policy Update

Attorney Kuschel reviewed the discussion that has occurred to date, noting changes and clarifications that have been made to the document with respect to the previous discussion.

Trustee Trezise noted items that he would like to have added to roll call vote guidelines to reflect the current practice the Board follows.

Supervisor Hendrickson noted that he would like the language regarding vacancies for appointed positions to account for longer timelines when there are not qualified applicants.

Treasurer Deschaine moved to table the revised Board Policy Manual until the March 4th, 2025 meeting. Seconded by Trustee Sundland

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

NAYS: NONE

Motion carried: 7-0

13. BOARD DISCUSSION ITEMS

A. DNR Grant Application Resolution

Director Wisinski gave an overview of the application and how the funds will benefit the Township if the Parks Department receives the grant.

Trustee Wilson asked if the grant match would come from the Park Fund. Director Wisinski affirmed that to be correct.

Treasurer Deschaine asked if there was a plan should only a portion of the request be rewarded. Director Wisinski stated that modifications can be made to the project.

Trustee Lentz asked about the funds remaining in the account after the matching funds are used. Director Wisinski indicated those funds would be used for pre-engineering needs and any funds remaining would be allocated to another project.

Supervisor Hendrickson asked if there was a plan for the entrance to Nancy Moore Park. Director Wisinski noted that it is still being discussed.

B. MDOT Extended Work Hours

Deputy Manager Opsommer gave an overview of the request to expand the construction hours for MDOT Red Cedar River Bridge project.

Trustee Wilson noted that a similar proposal for a past project was well regarded.

Trustees indicated that they would support the authorization.

C. Annual Emergency Management Plan Update

Chief Hamel summarized the changes made to update the Emergency Management Plan, noting that it was beneficial for debris removal after the August 2023 storm.

Treasurer Deschaine noted that the name of one of the businesses in the plan has changed.

Supervisor Hendrickson indicated his support for the update.

14. COMMENTS FROM THE PUBLIC

Supervisor Hendrickson opened public comments at 7:25 pm

Supervisor Hendrickson closed public comments at 7:25 pm

15. OTHER MATTERS AND BOARD MEMBER COMMENTS

Trustee Lentz invited the community to a nonprofit event for Haven House's Pancake Palooza.

16. ADJOURNMENT

Trustee Trezise moved to adjourn. Seconded 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

The meeting adjourned at 7:26 pm

Scott Hendrickson
Township Supervisor

Angela Demas
Township Clerk



9.C

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

Charter Township of Meridian
Board Meeting
3/4/2025

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

COMMON CASH	\$	435,095.34
PUBLIC WORKS	\$	85,088.15
TRUST & AGENCY	\$	-
	TOTAL CHECKS:	\$ 520,183.49
CREDIT CARD TRANSACTIONS		
02/11/2025 to 02/26/2025	\$	15,308.26
	TOTAL PURCHASES:	\$ <u>535,491.75</u>
ACH PAYMENTS	\$	<u>1,495,508.05</u>

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DB: Meridian

INVOICE APPROVAL BY INVOICE REPORT FOR CHARTER TOWNSHIP OF MERIDIAN
EXP CHECK RUN DATES 03/04/2025 - 03/04/2025
BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID
BANK CODE: GF53 - CHECK TYPE: PAPER CHECK

Vendor Name	Description	Amount	Check #
1. A T & T	FEB 7 - MAR 6 - INTERNET F2	158.99	114180
	FEB 7 - MAR 6 - INTERNET P1	205.24	114180
	FEB 9 - MAR 8 - INTERNET F1	205.24	114180
	TOTAL	569.47	
2. ABONMARCHE	PROF SERV THRU 1/31/2025 - 2025 LOCAL RD PROGR - M	5,627.60	
	PROF SERVICES THRU 1/31/2025 - 2026 LOCAL RD PROG	1,054.56	
	TOTAL	6,682.16	
3. AIS CONSTRUCTION EQUIPMENT	MOTOR POOL - FIRE - REPAIRS UNIT 140	9,862.51	
	MOTOR POOL - WATER - REPAIRS UNIT #690	2,105.61	
	TOTAL	11,968.12	
4. ALLEGRA PRINT & IMAGING	2025 PRIME MERIDIAN MAGAZINE PRINTING	11,030.50	
5. ASAP PRINTING	BUSINESS CARDS-BERNADETTE BLONDE, STEPHEN GEBES AN	87.53	
6. AT & T	JAN 11 - FEB 10 - INTERNET ASE 8310008214218	3,763.02	114181
7. AT & T MOBILITY	JAN 7 - FEB 6 - FIRSTNET 287312082574 517.331.8841	124.28	114174
8. AUTO VALUE OF EAST LANSING	MOTOR POOL - WATER - UNIT #731 UPFITTING	1,649.99	
9. BECKS PROPANE	2/12/2025 DELIVERY - PROPANE HNC	712.44	
10. BINGHAM ARS INC	ARBITRAGE REBATE COMPL, BOND YEAR 3 - 10/1/23 TO 1	1,200.00	
11. BLUE CROSS BLUE SHIELD OF MICHIGAN	3/1/2025 TO 3/31/2025 PPO RETIREE HEALTH INSURANCE	2,590.56	114182
12. BOARD OF WATER & LIGHT	2/1/2025 TO 2/28/2025 - STREETLIGHT SERVICE	836.25	
13. BOBCAT OF LANSING	PARKS - UNIT #55 - OIL, FILTERS, BELT, TENSIONER D	783.41	
	PARKS - UNIT #55 - BELT AND IDLER	355.73	114183
	TOTAL	1,139.14	
14. BRD PRINTING, INC	PARKING VIOLATION BOOKS	2,139.34	
15. BRIDGET CANNON	JAN 2025 MILEAGE REIMBURSEMENT REQUEST	13.72	
	REIMB NOTARY BOND FEE FOR B. CANNON	10.00	
	TOTAL	23.72	
16. BS&A SOFTWARE	BUILDING TRAINING ON 2/6/2025 - JOEL KINELL	1,200.00	
17. CDW	ORDER #1CGMOWP - REPLACE TREASURER THINKPAD SMART	314.96	
18. CINTAS CORPORATION #725	2/12/25 - MECHANICS UNIFORMS	52.93	
	2/19/25 - MECHANICS UNIFORMS	52.93	
	TOTAL	105.86	
19. CITY PULSE	1/29/2025 - TWP NOTICES	111.00	
	2/5/2025 - TWP NOTICES	185.00	
	2/12/2025 - TWP NOTICES	185.00	
	TOTAL	481.00	
20. CMP DISTRIBUTORS INC.	TACTICAL HOLSTER - POLICE DEPT	780.00	
	TACTICAL HOLSTER	205.00	
	TOTAL	985.00	

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Vendor Name	Description	Amount	Check #
21. COMCAST	MAR 2025 - INTERNET + TV M1	637.86	114184
	MAR 1 - MAR 28 - TELEPHONE + INTERNET S2	261.17	114184
	MAR 1 - MAR 28 - TV P1	38.43	114184
	FEB 19 - MAR 18 - INTERNET SCADA	264.90	114184
	TOTAL	1,202.36	
22. CREATIVE FINANCIAL STAFFING LLC	WEEK ENDING 2/16/2025 - TEMP STAFFING SERV - UB	1,446.26	
	WEEK ENDING 2/23/2025 TEMP STAFFING SERVICES - UTI	1,496.00	
	TOTAL	2,942.26	
23. CRYSTAL FLASH	ACCT #97833 - FLEET FUEL - BILL OF LADING #357095	15,983.62	114189
24. CUSTOM ELECTRIC	OVERPAYMENT ELECTRICAL PERMIT REFUND	15.00	
25. DETROIT SALT CO	ORDER SO25-15754 - BULK ROCK SALT JAN 2025	3,367.42	
26. ELECTION SOURCE	2025 ELECTION EQUIPMENT ANNUAL MAINT SERVICES	17,440.00	
27. ELECTRICAL TERMINAL SERVICE	SHOP SUPPLIES	484.07	
28. E-PLANSOFT	E-PLANSOFT ELECTRONIC PLAN REVIEW SETUP & SUBSCRIP	19,207.50	
29. FEDEX	ACCT 1482-7203-4 - SHIPPING POLICE DEPT	31.72	
	SHIPPING POLICE DEPT	37.66	
	TOTAL	69.38	
30. FIRST COMMUNICATIONS	JAN 2025 - TELEPHONE LINES 3142216	56.06	114175
31. FLEETPRIDE	REPAIR PARTS - HD RADIATOR CAP	5.89	
32. FORESIGHT GROUP	#10 WINDOW ENVELOPES FOR UTILITY BILLING	2,405.55	114176
	WATER BILLS 2/4/2025 AND POSTAGE	628.64	
	NAMEPLATES - DEMAS AND LENTZ	162.50	
	TOTAL	3,196.69	
33. GANNETT MEDIA CORP	JAN 1 TO JAN 31 2025 - LSJ ADVERTISEMENTS	289.14	
34. HASLETT PUBLIC SCHOOLS	JAN/FEB 2025 FACILITY USE FEES - MIDDLE SCHOOL GYM	956.25	
35. HOBBS & BLACK ASSOCIATES INC	PROF SERV THRU JAN 31 2025 - FIRE DORM ADD ARCHITE	9,506.32	
36. IDNETWORKS IDENTIFICATION	2025 POLICE FINGERROLL LIVESCAN ANNUAL MAINT	3,495.00	
37. INGHAM COUNTY HEALTH DEPT	INGHAM COUNTY POLLUTION PREVENTION PROGRAM	635.00	114185
38. JOHN HINES	2025 BOOT REIMB - J HINES	175.00	
39. KIMBALL MIDWEST	ORDER #532912MW - SHOP SUPPLIES	571.77	
40. LAFONTAINE FORD OF LANSING	MOTOR POOL - PARKS - REPAIRS TO #667	2,430.00	
	POLICE UNIT #684-BRAKE REPAIR PARTS	862.76	
	FIRE UNIT #134 TANK HEATER REPAIRS	926.61	
	TOTAL	4,219.37	
41. LANSING UNIFORM COMPANY	UNIFORM ITEMS	169.95	
42. LUNGHAMER FORD OF OWOSSO, LLC	2025 FORD POLICE INTERCEPTOR AWD - VIN 1FM5K8ABXSG	45,441.00	114186
	2025 FORD POLICE INTERCEPTOR - VIN 1FM5K8AB8SGB37	45,441.00	
	TOTAL	90,882.00	

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Vendor Name	Description	Amount	Check #
43. MAULDON BROTHERS CONSTRUCTION LLC	2023 TIMBERLANE WATER MAIN REPLACEMENT CONTRACT	20,175.00	
	2023 TIMBERLANE WATER MAIN REPLACEMENT CONTRACT	44,100.00	
	TOTAL	64,275.00	
44. MEDICAL MANAGEMENT SYSTEMS OF	JAN 2025 COLLECTION FEE FROM AMBULANCE BILLINGS	8,701.53	114177
45. MICHIGAN AGRI-TOURISM ASSOCIATION	2025 DIRECTORY MEMBERSHIP FARMER'S MARKET	145.00	
46. MICHIGAN MUNICIPAL LEAGUE	POLICY #5000880-24 - 7/1/2024 TO 7/1/2025 - WORKER	36,513.75	
	POLICY #5000880-23 - 7/1/2023 TO 7/1/2024 - PAYROL	30,121.94	
	TOTAL	66,635.69	
47. MID-MICHIGAN CHIEFS OF POLICE ASSOC	2025 DUES - GRILLO, CRANE, SQUIRES. BESONEN	200.00	
48. MILLENNIA TECHNOLOGIES	PHONE SYSTEM BRONZE LEVEL SUPPORT 11/30/24-12/31/2	7,607.50	114187
49. MSU VETERINARY MEDICAL CENTER	ACCT 41996 - K9 VETERINARY VISIT 1/14/2025	68.90	
50. NITE BEAM PRODUCTS	MULTI FUNCTION WORK LIGHT	298.00	
	FOLDABLE TRAFFIC CONES	5,517.00	
	TOTAL	5,815.00	
51. NORTHERN MI CODE OFFICALS ASSOC	2025 NMCOA MEMBERSHIP - R RAU	125.00	
52. ORKIN, 551-LANSING, MI	BUILDINGS - 2025 MUNICIPAL PEST TREATMENT	1,923.84	
53. OVERHEAD DOOR OF LANSING	SERVICE CENTER 02/04/2025 OVERHEAD DOOR REPAIR	3,414.46	
54. PAWSOME PETS OKEMOS LLC	K9 DOG FOOD	66.98	
55. PLANTE & MORAN, PLLC	SERV THRU DEC 9 2024 - TEMP STAFFING SERV - FINANC	9,975.00	114178
56. QUALITY TIRE INC	TIRES - POLICE UNIT #684	835.60	
	MOTOR POOL - STOCK TIRES	1,044.50	
	TIRES - PARKS #659 & FIRE #135	1,089.92	
	UNIT #140 TIRES	690.80	
	UNIT #140 TIRES	494.90	
	TOTAL	4,155.72	
57. RECDESK LLC	2025 PARKS RECREATION SOFTWARE AND INITIAL SET-UP	7,800.00	
58. RONALD LEEMANS	REIMB SESC PERMIT CHNGD TO SESC WAIVER 6100 GREEN	185.00	
59. RONALD RAU	2025 BOOT ALLOWANCE REIMBURSEMENT	100.14	
60. ROWERDINK AUTOMOTIVE PARTS	FIRE UNIT #663 - FLEET REPAIR PARTS	450.54	
	FIRE UNIT #663 - FLEET REPAIR PARTS	311.61	
	CORE CREDIT - FLEET REPAIR PARTS	(14.00)	
	STOCK - FLEET REPAIR PARTS	521.88	
	CORE RETURN - FLEET REPAIR PARTS	(14.00)	
	WATER UNIT #146 - FLEET REPAIR PARTS	151.00	
	SHOP STOCK - FLEET REPAIR PARTS	123.00	
	SHOP SUPPLY - FLEET REPAIR PARTS	52.56	
	CORE CREDIT - FLEET REPAIR PARTS	(28.00)	
	PLANNING UNIT #676 - FLEET REPAIR PARTS	197.96	
	SHOP SUPPLY - FLEET REPAIR PARTS	201.00	
	TOTAL	1,953.55	
61. SCHAEFFER MFG CO	ENGINE OIL AND GREASE	5,553.05	
62. SHAHEEN CHEVROLET INC	FIRE - UNIT #135 - REPAIR PARTS	182.17	

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Vendor Name	Description	Amount	Check #
63. SPALDING DEDECKER ASSOCIATES			
	PROF SERV OCT 28 2024 TO NOV 24 2024 - 2024 LOCAL	867.00	
	PROF SERV NOV 25 2024 TO DEC 29 2024 - 2024 LOCAL	834.50	
	PROF SERV FROM DEC 30 2024 TO JAN 26 2025 - 2025 L	6,552.50	
	TOTAL	8,254.00	
64. STATE OF MICHIGAN			
	TOWN HALL 2025 ELEV CERT OF OPERATION APPL AND INS	293.55	
	POLICE BLDG - 2025 ELEV CERT OF OPERATION RENEWAL	293.55	
	TOTAL	587.10	
65. STRYKER MEDICIAL			
	ORAL-NASAL FILTER LINE (QTY: 1 PACK) & QUICK COMBO	1,167.92	
66. SUPREME SANITATION			
	2/1/2025 TO 2/28/2025 - PARKS PORTABLE TOILET RENT	270.00	
67. T MOBILE			
	12/21/24 - 01/20/25 - CELLULAR 517.980.0920 960267	30.23	114179
68. THE CHEESE PEOPLE OF GRAND RAPIDS			
	FARM MARKET VENDOR	28.00	
69. THE HARKNESS LAW FIRM PLLC			
	FEB 2025 PROSECUTING SERVICES CONTRACT	6,707.86	
70. TRI-COUNTY EMERGENCY MEDICAL			
	DRUG BOX EXCHANGE FORMS	33.10	
71. UM HEALTH - SPARROW OCCUPATIONAL			
	2025 EMPLOYEE PHYSICALS	671.00	
	2025 ADMINISTRATIVE EAP EAP SERVICES FEE	3,750.00	
	TOTAL	4,421.00	
72. VERIZON CONNECT			
	JAN 2025 - VEHICLE DATA 100000198152	1,196.25	114188
73. VRC COMPANIES LLC			
	ACCT 68252789 - DOCUMENT DESTRUCTION SERVICES	30.00	
74. YOUNG ST JOHNS CHEVROLET			
	FIRE - REPAIRS TO UNIT #701	1,012.96	
TOTAL - ALL VENDORS		435,095.34	

02/27/2025 03:26 PM
User: GRAHAM
DB: Meridian

INVOICE APPROVAL BY INVOICE REPORT FOR CHARTER TOWNSHIP OF MERIDIAN
EXP CHECK RUN DATES 03/04/2025 - 03/04/2025
BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID
BANK CODE: PW53 - CHECK TYPE: PAPER CHECK

Vendor Name	Description	Amount	Check #
1. BLACKBURN MFG CO	MARKING PAINT - STAKING WATER	634.65	
2. CSM MECHANICAL LLC	2024 COUNTY PARK LIFT STATION REPLACEMENT	41,287.84	
3. CUMMINS INC	REPAIRS 1/31/2025 GENERATOR @ MAIN LIFT STATION	4,709.37	
4. FERGUSON WATERWORKS #3386	CUSTOMER INSTALL PARTS - 36" MONITOR COVER	1,041.00	
	2025 WATER - CUSTOMER INSTALLATION PARTS	3,206.16	
	WATER - OPERATING SUPPLIES	200.64	
	WATER - CUSTOMER INSTALL BRASS ORDER	2,317.28	
	TOTAL	6,765.08	
5. LEAVITT & STARCK EXCAVATING INC	REPAIRS ON 2/14/2025 TO 1-69 LIFT STATION	2,196.00	
	SERVICE REPAIR 2/15/2025 - 3238 BIBER ST - EMERGEN	5,662.00	
	TOTAL	7,858.00	
6. MAULDON BROTHERS CONSTRUCTION LLC	2023 TIMBERLANE WATER MAIN REPLACEMENT CONTRACT	7,980.00	
7. MICHIGAN MUNICIPAL LEAGUE	POLICY #5000880-24 - 7/1/2024 TO 7/1/2025 - WORKER	3,049.25	
	POLICY #5000880-23 - 7/1/2023 TO 7/1/2024 - PAYROL	3,215.06	
	TOTAL	6,264.31	
8. SME	2024 MISCELLANEOUS TESTING CONTRACT	9,588.90	
TOTAL - ALL VENDORS		85,088.15	

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

Transaction Date	Account Name	Transaction Amount	Transaction Merchant Name
2/12/2025	LAWRENCE BOBB	\$332.02	SUNBELT RENTALS #0315
2/11/2025	LAWRENCE BOBB	\$190.56	THE HOME DEPOT #2723
2/11/2025	LAWRENCE BOBB	\$29.97	THE HOME DEPOT #2723
2/19/2025	LAWRENCE BOBB	\$147.00	HAMMOND FARMS DIMONDALE
2/19/2025	LAWRENCE BOBB	\$198.00	THE HOME DEPOT #2723
2/20/2025	LAWRENCE BOBB	\$536.36	MENARDS LANSING SOUTH MI
2/25/2025	LAWRENCE BOBB	\$8.39	MIDWEST POWER EQUIPMENT
2/25/2025	LAWRENCE BOBB	\$47.97	MIDWEST POWER EQUIPMENT
2/12/2025	ROBERT STACY	\$32.76	AC&E RENTALS
2/19/2025	ROBERT STACY	\$115.96	THE HOME DEPOT #2723
2/11/2025	TYLER KENNEL	\$151.73	CATHEY CO
2/20/2025	MICHAEL HAMEL	\$21.50	RS WAREHOUSE STAMPS
2/11/2025	KYLE FOGG	\$16.98	THE HOME DEPOT #2723
2/18/2025	KYLE FOGG	\$25.46	COMPLETE BATTERY SOURCE
2/19/2025	KYLE FOGG	\$5.78	THE HOME DEPOT #2723
2/19/2025	RUDY GONZALES	\$7.98	MIDWEST POWER EQUIPMENT
2/18/2025	JACOB FLANNERY	\$25.46	COMPLETE BATTERY SOURCE
2/19/2025	JACOB FLANNERY	\$62.16	THE HOME DEPOT #2723
2/11/2025	ASHLEY WINSTEAD	\$449.35	COSTAR GROUP INC
2/15/2025	JEFFREY ROMMECK	\$26.89	THE HOME DEPOT #2723
2/18/2025	AL DIAZ	\$329.77	MIDWEST POWER EQUIPMENT
2/18/2025	AL DIAZ	\$15.88	THE HOME DEPOT #2723
2/11/2025	THOMAS BAKER	(\$1.56)	FEEDERS SUPPLY COMPANY #4
2/11/2025	THOMAS BAKER	\$27.54	FEEDERS SUPPLY COMPANY #4
2/11/2025	THOMAS BAKER	\$895.26	MENARDS LANSING SOUTH MI
2/20/2025	THOMAS BAKER	\$154.05	CATHEY CO
2/21/2025	MIKE DEVLIN	\$904.33	TST* SAROKI'S PIZZA - HAS
2/25/2025	BRIAN PENNELL	\$290.00	FS *DIGITALCOMBUST
2/12/2025	COURTNEY WISINSKI	\$69.54	EB *2025 MICHIGAN VERN
2/12/2025	COURTNEY WISINSKI	\$450.00	PY *MIFMA
2/12/2025	COURTNEY WISINSKI	\$61.85	QUALITY DAIRY#31
2/12/2025	COURTNEY WISINSKI	\$3.98	QUALITY DAIRY#31
2/12/2025	COURTNEY WISINSKI	\$28.68	OFFICEMAX/OFFICEDEPT#3379
2/18/2025	COURTNEY WISINSKI	\$903.83	4IMPRINT, INC
2/21/2025	COURTNEY WISINSKI	(\$50.45)	4IMPRINT, INC
2/21/2025	COURTNEY WISINSKI	\$107.81	SP ASC SCIENTIFIC
2/22/2025	COURTNEY WISINSKI	\$29.98	THE HOME DEPOT #2723
2/25/2025	COURTNEY WISINSKI	\$25.98	DICKS SPORTING GOODS
2/25/2025	COURTNEY WISINSKI	\$5.22	WAL-MART #2866
2/25/2025	COURTNEY WISINSKI	\$96.52	MERTS SPECIALTY MEA
2/11/2025	MIKE ELLIS	\$23.36	THE HOME DEPOT #2723
2/11/2025	MIKE ELLIS	\$129.92	THE HOME DEPOT #2723
2/19/2025	STEPHEN GEBES	\$481.85	ZOOM.COM 888-799-9666
2/25/2025	STEPHEN GEBES	\$410.48	ATT*BILL PAYMENT
2/12/2025	RICHARD GRILLO	\$31.36	AMAZON MKTPL*321Q12WZ3
2/12/2025	RICHARD GRILLO	\$846.75	AMAZON RETA* VA6JS0DS3
2/12/2025	RICHARD GRILLO	\$175.00	MICHIGAN ASSOC OF CHIEFS
2/13/2025	RICHARD GRILLO	\$23.94	AMZN MKTP US*7U4JL9BV3
2/13/2025	RICHARD GRILLO	\$34.95	AMZN MKTP US*SB9TV1CV3
2/14/2025	RICHARD GRILLO	\$143.60	AMZN MKTP US*X23251LT3
2/15/2025	RICHARD GRILLO	\$19.99	GANNETT MEDIA CO
2/17/2025	RICHARD GRILLO	\$31.94	AMAZON MKTPL*ZJ83G1E32
2/18/2025	RICHARD GRILLO	\$1,000.00	MICHIGAN ASSOC OF CHIEFS

2/23/2025	RICHARD GRILLO	\$82.99	GOOGLE *YOUTUBE TV
2/12/2025	YOUNES ISHRAIDI	\$10.00	RADISSON PARKING
2/13/2025	YOUNES ISHRAIDI	\$100.00	MSU PAYMENT ONLINE
2/19/2025	KEITH HEWITT	\$303.33	ETNA DISTRIBUTORS,LLC
2/12/2025	MICHELLE PRINZ	\$460.00	MICHIGAN MUNICIPAL LEAGU
2/13/2025	MICHELLE PRINZ	\$13.22	AMZN MKTP US*PJ5HJ8723
2/15/2025	MICHELLE PRINZ	\$14.99	GANNETT MEDIA CO
2/17/2025	MICHELLE PRINZ	\$138.99	AMAZON MKTPL*FX7CS7MJ3
2/19/2025	MICHELLE PRINZ	\$19.99	GANNETT MEDIA CO
2/19/2025	MICHELLE PRINZ	\$19.99	GANNETT MEDIA CO
2/22/2025	MICHELLE PRINZ	\$10.84	AMAZON MKTPL*BY9RL3NE3
2/25/2025	MICHELLE PRINZ	\$26.98	ASANA.COM
2/25/2025	MICHELLE PRINZ	\$9.62	AMAZON MKTPL*0P1FA1E33
2/13/2025	CATHERINE ADAMS	\$47.88	RIVERSTONE ACE LLC
2/13/2025	CATHERINE ADAMS	\$35.82	THE HOME DEPOT #2723
2/21/2025	CATHERINE ADAMS	\$199.24	AMAZON MKTPL*FZ1V75Y63
2/17/2025	ED BESONEN	\$32.99	COVERT SCOUTING
2/21/2025	ED BESONEN	\$1,118.88	HAMPTON INNS
2/18/2025	BART CRANE	\$10.17	SEC OF STATE ESERVICES
2/24/2025	BART CRANE	\$188.23	COMCAST
2/12/2025	PHIL DESCHAIINE	\$69.00	RANDALLDEAN.COM
2/14/2025	ALLISON GOODMAN	\$37.06	MARCOS PIZZA 1235
2/14/2025	ALLISON GOODMAN	\$4.99	TOM'S FOOD
2/19/2025	ALLISON GOODMAN	\$3.96	WAL-MART #2866
2/19/2025	ALLISON GOODMAN	\$9.99	PETSMART # 0724
2/19/2025	ALLISON GOODMAN	\$39.44	WAL-MART #2866
2/14/2025	DAN PALACIOS	\$21.21	COMPLETE BATTERY SOURCE
2/14/2025	DAN PALACIOS	\$13.51	COMPLETE BATTERY SOURCE
2/19/2025	ROBERT MACKENZIE	\$115.40	GRAINGER
2/18/2025	ROBERT MACKENZIE	\$17.35	HOMEDEPOT.COM
2/21/2025	ROBERT MACKENZIE	\$789.47	GRAINGER
2/21/2025	ROBERT MACKENZIE	\$0.94	ELAVON *SERVICE FEE
2/21/2025	ROBERT MACKENZIE	\$45.00	SEC OF STATE BRANCH 229
2/19/2025	CURT SQUIRES	\$18.99	PROWIRE USA LLC
2/19/2025	CURT SQUIRES	\$15.88	WAL-MART #2866
2/21/2025	CURT SQUIRES	\$220.00	A1 DETAILING & CUSTOMS
2/24/2025	CURT SQUIRES	\$391.48	MARGO SUPPLIES LLC
2/21/2025	SAMANTHA DIEHL	(\$17.01)	PENS.COM
2/21/2025	SAMANTHA DIEHL	\$300.41	PENS.COM
2/20/2025	SAMANTHA DIEHL	(\$63.59)	APPLE.COM/BILL
2/25/2025	SAMANTHA DIEHL	\$297.00	IN *ABLE EYES
TOTAL		\$15,308.26	

ACH Transactions

Date	Payee	Amount	Purpose
2/12/2025	Consumers Energy	\$ 148,326.39	Utility Transaction Fees
2/18/2025	Blue Care Network	\$ 83,027.83	Employee Health Insurance
2/18/2025	ELAN	\$ 30,009.12	Credit Card Payment
2/18/2025	Gallagher Benefit Services	\$ 3,250.00	Employee Health Insurance
2/19/2025	IRS	\$ 127,670.02	Payroll Taxes 02/21/2025
2/21/2025	MCT Utilities	\$ 1,022.82	Water/Sewer Utility Transactions
2/21/2025	Nationwide	\$ 9,406.39	Payroll Deductions 2/21/2025
2/21/2025	Various Financial Institutions	\$ 353,998.87	Payroll Deductions 02/21/2025
2/21/2025	Alerus	\$ 54,701.84	Payroll Deductions 02/21/2025
2/21/2025	MERS	\$ 509,253.30	Employee Retirement
2/24/2025	State of Michigan	\$ 38,760.15	Payroll Taxes 02/24/2025
2/26/2025	Blue Care Network	\$ 136,081.32	Employee Health Insurance
Total ACH Payments		\$ 1,495,508.05	

REIMBURSEMENT TO TOWNSHIP:

Date	Employee Name	Amount	Summary of Reimbursement	Transaction Reimbursed
1/23/2025	Emma Tomlin	\$625.00	Reimb Township for Tuition	Receipt 267068
2/24/2025	Emma Tomlin	\$630.00	Reimb Township for Tuition	Receipt 271935



To: Board Members
From: Angela Demas, Township Clerk
Date: March 4, 2025
Re: Special Board Meeting Retreat – April 12, 2025

I am proposing to add a Special Meeting to the Board Meeting Schedule for the purpose of conducting a Board Retreat on Saturday, April 12, 2025, in the Town Hall Room, 5151 Marsh Road, Okemos at 8:00 am.

The following motion has been prepared for Board consideration:

MOVE TO ADD TO THE 2025 BOARD MEETING SCHEDULE, SPECIAL BOARD MEETING RETREAT ON APRIL 12, 2025.



To: Board Members
From: Scott Hendrickson, Township Supervisor
Date: March 4, 2025
Re: Pension Board Appointment

Currently, there is a vacancy on the Pension Board and the attached application has been received for review and recommendation.

Joan Horvath served as Deputy Clerk of Meridian Township from 1997-2017. In her retirement, she is interested in continuing to serve the public. She is a member of the MERS pension, not the Meridian Township pension. Ms. Horvath resides in Meridian Township.

The following motions have been prepared for Board consideration:

MOVE TO APPOINT JOAN HORVATH TO THE PENSION BOARD FOR A TERM ENDING 12/31/26.

Attachment:

1. Public Service Application

CHARTER TOWNSHIP OF MERIDIAN

Patricia Herring Jackson Supervisor
 Deborah Guthrie Clerk
 Phil Deschaine Treasurer
 Frank L. Walsh Manager



Courtney Wisinski Trustee
 Scott Hendrickson Trustee
 Marna Wilson Trustee
 Kathy Ann Sundland Trustee

APPLICATION FOR PUBLIC SERVICE

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

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

(*Special conditions restrict eligibility for appointment)

Indicate areas not included above which may warrant special attention or study that are of interest to you:

Summarize your reasons for applying for this type of public service:

After retiring as Deputy Clerk, I would like to continue in public service

Describe education, experience or training which will assist you if appointed. (Attach resume if available)

My experience in the Clerk's office maintaining records, conducting elections, preparing Board of Commissions

Name: JOAN HORVATH

Occupation: RETIRED DEPUTY CLERK Place of Employment: MERIDIAN TOWNSHIP *city: meridian etc.*

Home Address: 4400 SENECA DR. OKEMOS MI 48864

Phone: (days) 517-974-2343 (evenings) _____ E-mail JMHORV@gmail.com

Signature Joan Horvath Date _____

Other than the Downtown Development Authority Board 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.

(PLEASE USE BACK IF NEEDED)

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. Please return this form to the Office of the Clerk, Charter Township of Meridian.

FOR OFFICE USE ONLY				
Date Received		Distro:	Application #	
Registered Voter:	Y / N			
Date Appointed:				

Revised April 13, 2011



To: Board Members
From: Tim Dempsey, Township Manager
Date: February 26, 2025
Re: Tax-Exempt Bond Resolution

The Michigan Municipal League is encouraging all its members adopt a resolution supporting protections for tax-exempt bonds. There has been discussion in Congress about eliminating this critical public financing tool. As a result, the National League of Cities, in collaboration with the Government Finance Officers Association (GFOA), has launched the #BuiltByBonds campaign to demonstrate the importance of tax-exempt municipal bonds across every congressional district. A [primer on tax exempt bonds](#) has been developed by GFOA which provides more background on the uses and benefits across the nation.

Meridian Township is currently utilizing tax-exempt bonding for the local road program, fire station construction, and the water resource recovery facility improvements, among others. Losing this tool would have negative financial impacts on future projects utilizing debt.

Staff recommends the Township Board adopt the attached resolution.

A motion is prepared for Board consideration:

**MOVE TO APPROVE THE RESOLUTION DECLARING SUPPORT FOR THE
PRESERVATION OF THE FEDERAL TAX EXEMPTION OF MUNICIPAL BONDS**

Attachment:

1. Resolution Declaring Support for the Preservation of the Federal Tax Exemption of Municipal Bonds

**RESOLUTION OF THE TOWNSHIP BOARD OF THE CHARTER TOWNSHIP OF
MERIDIAN, MICHIGAN, DECLARING SUPPORT FOR THE PRESERVATION OF THE
FEDERAL TAX EXEMPTION OF MUNICIPAL BONDS**

At a regular meeting of the Township Board of the Charter Township of Meridian, Ingham County, Michigan, held on the 4th day of March 2025, at 6:00 pm local time.

PRESENT: _____

ABSENT: _____

The following resolution was offered by _____ and supported by _____.

WHEREAS, the tax-exempt municipal bond market is a widely used source of capital for states, local governments, tribes, territories, and non-profit borrowers that finances a tremendous share of the nation’s public infrastructure; and

WHEREAS, state and local governments finance about three-quarters of the public infrastructure in the United States and use tax-exempt bonds to do so, with the federal government providing only about one-quarter of the investment; and

WHEREAS, federal tax exemption for municipal bonds, dating back to the 1800s and incorporated into the modern tax code in 1913, has been crucial for state and local governments to affordably finance critical infrastructure projects; and

WHEREAS, tax-exempt bonds offer borrowers to achieve a multiplier effect of 2.11, meaning that for every dollar, borrowers achieve \$2.11 in borrowing cost savings thereby demonstrating the efficiency and effectiveness of this exemption in facilitating infrastructure investment; and

WHEREAS, tax-exempt bonds provide for essential infrastructure projects, such as roads, bridges, utilities, broadband, water and sewer systems, and public facilities, which are vital to the health and well-being of our community such that without such bonds, the cost of borrowing would be more expensive thereby causing an increase in taxes and fees that would place an undue burden on taxpayers; and

WHEREAS, the Township Board of the Charter Township of Meridian (“Governing Body”) finds and determines that tax-exempt municipal bonds are an essential component in cost-effectively managing the use of public tax dollars and prudently investing in critical public infrastructure.

NOW, THEREFORE, BE IT RESOLVED by the Governing Body of the Township as follows: The Governing Body hereby encourages the Michigan Congressional Delegation to assist the Charter Township of Meridian, Michigan, by preserving the tax-exempt status of municipal bonds by supporting and ensuring the protection of the federal tax exemption of municipal bonds.

BE IT FURTHER RESOLVED, that copies of this Resolution shall be furnished to all members of the Michigan Congressional Delegation.

ADOPTED: YEAS:

NAYS:

STATE OF MICHIGAN)

) ss

COUNTY OF INGHAM)

I, the undersigned, the duly qualified and acting Clerk of the Township Board, Charter Township of Meridian, Ingham County, Michigan, DO HEREBY CERTIFY that the foregoing is a true and a complete copy of a resolution declaring support for the preservation of the federal tax exemption of municipal bonds, which Resolution was adopted at a regular meeting of the Township Board on the 4th of March, 2025.

Angela Demas
Meridian Township Clerk



To: Board Members
From: Scott Hendrickson, Township Supervisor
Date: March 4, 2025
Re: Resolution Celebrating Women's History Month

Women's history month is an annual observance in the United States during the month of March. The attached document has been drafted for Township Board approval. Our diversity is something we welcome, embrace and celebrate in Meridian Township.

A motion is prepared for Board consideration:

MOVE TO APPROVE THE RESOLUTION CELEBRATING WOMEN'S HISTORY MONTH.

Attachment:

1. Resolution Commemorating Women's History Month

RESOLUTION CELEBRATING WOMEN'S HISTORY MONTH

At a regular meeting of the Township Board of the Charter Township of Meridian, Ingham County, Michigan, held on the 4th day of March 2025, at 6:00 pm local time.

PRESENT: _____

ABSENT: _____

The following resolution was offered by _____ and supported by _____

WHEREAS, American women of every race, class, and ethnic background have made historic contributions to the growth and strength of our Nation in countless recorded and unrecorded ways;

WHEREAS, American women have played and continue to play critical economic, cultural, and social roles in every sphere of the life of the Nation, by constituting a significant portion of the labor force working inside and outside of the home;

WHEREAS, American women have played a unique role throughout the history of the Nation, by providing the majority of the volunteer labor force of the Nation;

WHEREAS, American women were particularly important in the establishment of early charitable, philanthropic, and cultural institutions in our Nation;

WHEREAS, American women of every race, class, and ethnic background served as early leaders in the forefront of every major progressive social change movement;

WHEREAS, American women have served our country courageously in the military;

WHEREAS, American women have been leaders, not only in securing their own rights of suffrage and equal opportunity, but also in the abolitionist movement, the emancipation movement, the industrial labor movement, the civil rights movement, and other movements, especially the peace movement, which have created a more fair and just society for all;

WHEREAS, despite these contributions, the role of American women in history has been consistently overlooked and undervalued, in the literature, teaching and study of American history;

WHEREAS, women have played and continue to play a major role in the governing of the Charter Township of Meridian, serving on numerous Boards and Commissions and as the Supervisor, Treasurer, Clerk, and Trustee throughout the Township's history; and

WHEREAS, the Congress of the United States passed a resolution in 1987 and in every successive year since then designating that March is "Women's History Month," calling upon the

people of the United States to observe and honor the role of women in the Nation with appropriate programs, ceremonies, and activities:

NOW, THEREFORE, BE IT RESOLVED BY THE TOWNSHIP BOARD OF THE CHARTER TOWNSHIP OF MERIDIAN, INGHAM COUNTY, MICHIGAN, that Meridian Township shall observe the month of March, 2025, as “Women’s History Month.”

ADOPTED: YEAS:
 NAYS:

STATE OF MICHIGAN)
) ss
COUNTY OF INGHAM)

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

Angela Demas, Clerk
Charter Township of Meridian



To: Board Members
From: Tim Dempsey, Township Manager
Date: February 28, 2025
Re: Revised Draft Board Policy Manual

Per the discussion at the February 18, 2025, Board meeting, please see the attached updated redline and clean versions of the **Board Policy Manual**. Matt Kuschel at Fahey Schultz Burzych Rhodes incorporated the revisions from the meeting discussion.

Should the Board choose to approve this policy, the following motion is suggested.

Motion to approve the revised Board Policy Manual.

Attachments:

1. February 14, 2025, Board Memo RE: Draft Board Policy Manual
2. February 4, 2025, Board Memo RE: Draft Board Policy Manual
3. August 29, 2024, Board Memo RE: Board Rules, Policies, and Procedures
4. Updated Draft Board Policy Manual-Redline
5. Updated Draft Board Policy Manual-Clean



12. B

To: Board Members
From: Tim Dempsey, Township Manager
Date: February 14, 2025
Re: Revised Draft Board Policy Manual

Per the discussion at the February 4, 2025, Board meeting, please see the attached updated redline and clean versions of the **Board Policy Manual**. Matt Kuschel at Fahey Schultz Burzych Rhodes incorporated the revisions from the meeting discussion. The prior cover memos are also included for reference.

Should the Board choose to approve this policy, the following motion is suggested.

Motion to approve the revised Board Policy Manual.

Attachments:

1. February 4, 2025, Board Memo RE: Draft Board Policy Manual
2. August 29, 2024, Board Memo RE: Board Rules, Policies, and Procedures
3. Draft Board Policy Manual-Redline
4. Draft Board Policy Manual-Clean



To: Board Members
From: Policy Review Work Group
Date: February 4, 2025
Re: Draft Board 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 **Board Policy Manual**. This document combined the **Board Policy Manual** which was originally adopted in 2001 by the Meridian Township Board and the **Board Rules and Procedures** last revised in 2000.

This Board Policy Manual is being presented for board discussion and review.

It is recommended that each year, the Board reviews this document with the Township Manager who then directs staff to establish goals and objectives that support the goals, mission, and vision statement adopted by the board. The Township Manager reports to the Board regarding compliance with the direction set by the Board through its policies.

Attachments:

1. August 29, 2024 Board Memo RE: Board Rules, Policies, and Procedures
2. Draft Board Policy Manual



To: Board Members
From: Deborah Guthrie, Township Clerk
Date: August 29, 2024
Re: Board Rules, Policies, and Procedures

On April 16, 2024, the Meridian Township Board unanimously established a Policy Review Working Group consisting of two Township Board Members, the Township Manager (or Representative), the Human Resources Director, and a relevant rotating Departmental Director, based on the Policy to be updated.

Since that appointment, Director Tithof, Trustee Tresize, and Clerk Guthrie have met on a weekly basis except where conflicts arose due to schedules. The purpose of this committee was not only to ensure the township's policies are up to date and in compliance with current laws and regulations, but also to identify and address problem areas and loopholes in accountability and safeguarding Township employees and appointed and elected officials.

Our top priority and number one focus was to identify and address concerns as they related to policy operations and/or affairs of township government as they relate to the **Personnel Policy** and **Board Policy Manual**.

The Policy Work Group started by reviewing the **Personnel Policy**. Specific areas of concern included, but were not limited to, the Open Door Policy, Promotions and Hiring Practices including Vacancies, Harassment policy, and how nepotism is addressed or not. Once the Committee made an initial assessment identifying areas of concern, and draft changes, we submitted these to legal who is currently reviewing that document. Once returned, we will work with the internal team for feedback and subsequent recommendation to the board. We expect a review from legal to be complete this month and to meet with staff soon thereafter.

We feel we have made significant headway on a vastly improved Personnel Policy, and we also feel receiving feedback from staff will be a significant, valued, component in this review and subsequent recommendation. We thank you in advance for your patience in receiving a draft of this document at a future meeting.

Today, we present a draft **Board Rules, Policies, and Procedures**. This document combined the **Board Policy Manual** which was originally adopted in 2001 by the Meridian Township Board and the **Board Rules and Procedures** last revised in 2000. The Policy Work Group combined the components related to Board Rules, Policies, and Procedures, and how the board works with staff on certain aspects of governance to combine these two separate documents into one.

It is recommended that each year, the Board reviews this document with the Township Manager who then directs staff to establish goals and objectives that support the goals, mission, and vision statement adopted by the board. The Township Manager reports to the Board regarding

Memo to Township Board
August 29, 2024
Re: Board Rules, Policies, and Procedures
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compliance with the direction set by the Board through its policies. It is the Policy Review Committee's goal to have an updated, revised, Board Rules, Policies, and Procedures document approved by the board and reviewed by staff prior to the hiring of a new Township Manager; giving clear guidance to the new Township Manager.

The Draft Board Rules, Policies, and Procedures document show combined areas related to rules, policies, and procedures of the board from the two other documents. Areas highlighted in yellow indicate new and/or updated wording extracted from the Board Policy Manual and Board Policies and Procedures document. These documents have been combined into one for board discussion and review.

Attachments:

1. Board Policies and Procedures
2. Board Policy Manual
3. Draft Board Rules, Policies, and Procedures



Board Rules, Policies, and Procedures Manual Revised | March 2025

Approved by the Meridian Township Board on [Month, Day, Year] March 4, 2025

Established February 16, 1842

**Incorporated as Charter Township in January 1960
(Charter Township Act - Act 359; Public Acts of 1947)**



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Preamble

The purpose of the Meridian Township Board, on behalf of the Township, property owners, and taxpayers, and as stewards of community resources, is to see to it that the Charter Township of Meridian achieves appropriate results for residents and visitors at an appropriate cost and avoid unacceptable actions and situations.

Vision Statement: (Approved May 2, 2017): Our vision is to achieve and maintain a sustainable and welcoming community with the highest quality of life for our residents. This encompasses protecting our natural environment and our health and safety, and enhancing our prosperity, cultural heritage, diversity and recreational opportunities.

Mission Statement: (Approved May 2, 2017): Meridian Township exists to create a sustainable community through the most effective use of available resources in order to achieve the highest quality of life for its residents.

These rules, procedures, and policies are adopted by the Township Board of the Charter Township of Meridian pursuant to the provisions of State Law, board policy, procedures, and guidelines.

RULE 1. AUTHORITY OF THE BOARD

Policy: Board Member's Code of Conduct

The Board commits itself and its members to ethical, businesslike, and lawful conduct, including proper use of authority and appropriate decorum when acting as Board members. Accordingly,

1. Members must have loyalty to the residents of Meridian Township, unconflicted by loyalties to staff, other organizations, and any personal interest.
2. Members must adhere to the ethical standards of the township and conduct themselves with integrity.
3. Members will be properly prepared to actively engage in Board deliberation.
4. Members must avoid conflicts of interest.
 - a. There will be no self-dealing or business by a Board member with the Township.
 - b. Members will disclose their involvement with other organizations, with vendors, or any associations that might be or reasonably be seen as a conflict upon joining the Board. Each Board member will annually review and update their involvement disclosure.
 - c. If a Board member has a conflict of interest on an issue or item of business, that member shall disclose that conflict of interest prior to Board deliberation.

- d. Board members must not use their Board position to obtain employment in the Township for themselves, family members, or close associates.
 - e. Should a Board member apply for employment with the Township, he or she will be considered for the position without any partiality; they will be considered the same as any other applicant.
 - i. To be considered, the Board member must meet the minimum qualifications for the position.
 - ii. Employment of a Board member will follow the processes consistent with the position and the standard Township hiring policies.
 - iii. The Board has determined that acting as a Board member while regularly employed by the Township represents a conflict of interest. (Volunteering or irregular employment, e.g., election worker, is not considered regular employment.)
 - iv. Except in cases of emergency, upon accepting employment with the Township, a Board member must resign their Board position.
5. Board members may not attempt to exercise individual authority over the Township.
- a. Members' interaction with the Township Manager or with staff must recognize that an individual member has no supervisory authority, except when explicitly Board authorized.
 - b. Members may offer constructive feedback to the Township Manager with the understanding that they have no individual authority except when explicitly Board authorized.
6. When interacting with public, media, or other entities:
- a. The Township Supervisor is the official spokesperson for the Board and may delegate that role.
 - b. Board members must recognize explicitly stated Board decisions.
 - c. Board members may discuss the content of issues or their individual position with the media but should refrain from making personal attacks on other Board member(s).
 - d. Preceding any comment to the media, Board members will make it clear that their comments are their personal opinion as an individual member of the Board and citizen of the Township and may not be the position of the Board.

- e. In the case of existing legal proceedings, from the point of suit filed to final disposition or public Board action, Board members will direct media questions on legal proceedings to the Township Manager or Supervisor as appropriate.
7. With the exception of the Township Manager, Board members should not express individual judgment of Township employees or their performance.
8. Members will respect and maintain confidentiality appropriate to issues of a sensitive nature, as is consistent with legal exceptions available in public disclosure laws and the Freedom of Information Act (FOIA).
9. In order to control legal fees incurred by the Township, members shall request access to the attorney through the Township Manager for township operations and the Township Supervisor for Board needs.
10. Board members will treat each other and staff with respect at Board meetings, refraining from personal criticism, personal attacks, and intimidating body language.
11. Board members will conduct all deliberations and decision making consistent with the Open Meetings Act.

If a complaint is made against any Board member for alleged violation of the Code of Conduct or other alleged malfeasance, the Supervisor shall receive the complaint and notify the remainder of the Board. If the complaint involves the Supervisor, then the Clerk shall receive the complaint. In the event of an investigation, the Board shall select a member as the primary contact for an investigator along with the Township attorney.

Policy: Board's Governing Style

On any issue, the Board must ensure that all divergent views are considered in making decisions yet must resolve into a single organizational position. Accordingly,

1. The Board is responsible for excellence in governing. Expertise of individuals and staff enhances the ability of the Board as a body.
2. The Board will lead the Township through the careful establishment of written policies reflecting the Board's good governance, efficient operations, and Township goals. The Board's major policy focus will be on the intended long-term impacts.
3. The Board will enforce policy and ensure the continuance of governance.
4. Continual Board development will include orientation of new Board members in the Board's governance process and periodic Board discussion of process improvement at least once per year.

5. The Board will encourage officers, individuals, and committees of the Board to fulfill their commitments.
6. The Board will monitor and discuss the Board's process and performance on a regular basis.
7. On questions of procedure, the Board will look to Robert's Rules of Order. The Township Attorney is the parliamentarian. In the absence of the parliamentarian, the Supervisor may consult with the Manager or otherwise resolve procedural questions consistent with Robert's Rules of Order. or .

Policy: Supervisor Responsibilities

1. **Supervisor Duties and Authority:** The Supervisor is the first point of contact about any Township Board business or complaint and is the Township Board's spokesperson. The authority of the Supervisor is limited to that provided by state statutes or delegated by the Township Board. Accordingly, as stated below, the Supervisor may or shall:
 - a. As a member of the Township Board, the Supervisor shall be the presiding and executive officer of the Board and shall have an equal voice and vote in the proceedings of the Board that is required by statute.
 - b. The Supervisor is the Township's agent for transacting legal business.
 - c. The Supervisor shall carry out all statutory duties.
 - d. The Supervisor may represent the Board to outside parties in announcing Board-stated positions.
 - e. The authority of the Supervisor consists in making decisions that fall within topics covered by Board policies, governance process, and board management with the exception of employment or termination of the Township Manager and where the Board specifically delegates portions of this authority to others. The Supervisor is authorized to use any reasonable interpretation of the provisions in these policies.
 - f. The supervisor may delegate aspects of the authority under this paragraph and subparagraphs but only as permitted by law. The supervisor remains accountable for the use of the delegated authority.
 - g. In the event no person is designated Township Manager, the Township Supervisor is considered the chief administrative officer for the development of the Township budget according to MCL 42.24.

Further, as stated below, the Supervisor **may not** undertake the following:

- a. The Supervisor does not have individual authority to make decisions about Township policies.

- b. The Supervisor has no authority to solely supervise or solely direct the Township Manager outside the Board's overall directive.
 - c. The Supervisor acknowledges that the Board appoints a Township Manager and it is presumed to have delegated to the Manager all of the functions and duties listed in MCL 42.10. The Supervisor will exercise the functions and duties listed in MCL 42.10 only when there is no appointed Manager, there is no appointed Interim Manager, or where the Board has removed a function or duty from the Township Manager.
2. **Supervisor's Role in the Board's Meeting Process:** The Supervisor assures the integrity of the Board's process and, secondarily, occasionally represents the Board to outside parties. Accordingly,
- a. The Supervisor is empowered to chair Board meetings with all the commonly accepted power of that position.
 - b. The Supervisor oversees that the Board meetings are conducted consistent with its own rules and statutory obligations.
 - c. The Supervisor oversees that the meeting discussion content will be only those issues which clearly belong to the Board to decide, not the Township Manager.
 - d. The Supervisor oversees that the deliberation will be fair, open, and thorough, but also timely, orderly, and kept to the point.

Policy: Duties of Elected Department Heads

The Township Clerk and Township Treasurer serve the Township in a dual capacity. In carrying out their duties within the scope of the law, these elected officials serve as elected Department Heads, responsible for designated department operations under the advisory supervision of the Township Manager. Accordingly,

- 1. They are responsible for carrying out statutory duties.
- 2. They are required to comply with statutory deadlines.
- 3. They will cooperate with the Township Manager, Department Heads, and the Executive Management team with respect to administrative policies and procedures.
- 4. They will cooperate on joint policy assessment.
- 5. Elected Department Heads are expected to attend weekly Executive Management team Meetings to provide departmental reports.

6. All leadership and supervisory resources available to Executive Management or Department Heads for administration of their departments are available to Elected Department Heads and their Deputies.
7. Elected Department Heads are expected to provide biannual and annual reports for their respective departments to the whole Board.
8. The Clerk and Treasurer are responsible for completing performance appraisals of employees in their departments.

The Clerk's responsibilities also include voter registration and election administration, township records management, and acting as secretary to the Township Board and the Zoning Board of Appeals.

The Treasurer's responsibilities also include serving as Township tax collector, bill payer, and investor.

RULE 2. TOWNSHIP BOARD MEETINGS

Meetings of the Township Board shall conform to requirements of the Open Meetings Act and established parliamentary procedures.

Meeting Location: Township Board meetings are usually held in the Township Hall Room of the Meridian Municipal Building. Township meetings may be held elsewhere for purposes of community outreach, to accommodate increased public attendance, or in the event that the Municipal Building is not available. Consistent with the Open Meetings Act, the Supervisor, Clerk, or Township Manager shall be authorized to change the meeting location when emergency situations arise.

Meeting Time: Regular Meetings of the Board begin at 6:00 pm local time. Agenda items will not be introduced for action, nor a public hearing opened, after 10:00 pm unless a majority of the Board members present vote to continue the meeting.

Change in Meeting Schedule: Cancellation of a meeting on the annual schedule of meetings may be made with the approval of a majority of Board members when in open session. In the event a quorum is not present at a regular or special meeting, a majority of Board members in attendance may reschedule the meeting providing proper notice is given to the public in accordance with the Open Meetings Act.

Regular Meetings: The Township Board shall normally meet in regular session at least twice each month. A twelve-month schedule of meetings, including dates, times and locations shall be set annually no later than the last regular meeting of December prior to the calendar year for the upcoming year.

Special Meetings: The Township Board may have special meetings. These shall be scheduled by the Township Clerk upon written request of either the Township Supervisor or two members of the

Township Board. Special meetings shall be posted by the Township Clerk in accordance with the Open Meetings Act. The matter or matters to be considered at a special meeting of the Township Board shall be stated in the call to the meeting. No other matters shall be considered except with all members present.

Closed Sessions: A public body may meet in a closed session consistent with the Open Meetings Act.

Open Meetings Act Meeting Requirements: All meetings of a public body shall be open to the public and shall be held in a place available to the general public consistent with the Open Meetings Act.

Procedures for Establishing Regular Board Meetings:

1. The annual schedule of meetings shall be approved by resolution of the Board, usually at the last regular meeting in the calendar year. The annual reappointment meeting shall include establishment of the annual calendar, as well as the annual appointment of board members as liaisons to boards and commissions.
2. Regular meetings will not be scheduled on holidays recognized by the Township, or federal election days.
3. The Township Board may schedule additional work sessions.
4. The Board may host meetings with all Township boards and commissions (or members of the same) to share updates and in alignment with Board goals, mission, and vision statement.
5. Boards and commissions required to provide annual reports to the Board will do so according to statutory requirements and deadlines.
6. To promote regional cooperation, the Township Board will make prudent efforts to meet periodically with school boards, adjacent or other municipalities, and county authorities. The Board may schedule and host meetings to discuss common issues and develop solutions to common problems.
7. At least once per year, the Township Board will discuss the Township budget and goals, as well as the Manager's Performance Review. These topics may be discussed at the same meeting or separate meetings.

Annual Goal Setting:

To accomplish Board goals with a governance style consistent with these Board policies, the Board will establish annual goal setting objectives to continually improve Board performance through education, enriched input, and deliberation.

1. The planning cycle will occur annually so that administrative planning and budgeting can be based on the Board's annual goals.
2. The planning cycle will start with the Board's development of its goals for the next year.

- a. Consultations with selected Township commissions, committees, or other boards and Township departments, or other methods of input will be arranged.
- b. Governance education, and education related to policy and goals will be arranged.

RULE 3. BOARD MEETING AGENDAS

An agenda of business for all Township Board meetings shall be prepared at the direction of the Supervisor and Township Manager.

Agenda Procedures:

1. Agenda items may be submitted by Board members; Township commissions, committees, or other boards; and Township departments in accordance with established deadlines.
2. Agenda items are to be submitted by the close of business on the Wednesday of the week prior to a Board meeting.
3. The Supervisor and the Manager shall review the proposed agenda and items submitted for consideration. The Supervisor and Manager may add or remove agenda items. The Supervisor shall approve the final agenda.
4. Agenda items submitted after the established deadlines may be considered by consent of the Board members at the meeting. Exceptions may be made by the Supervisor for business of an emergency nature.
5. Items shall be placed on the agenda under the appropriate category of business, labeled with the appropriate category, using the approved brand standards.
6. The agenda shall outline the established order of business. Items on the agenda can be reordered by the Manager prior to established deadlines or the Board during the scheduled meeting.

Agenda and Packet Distribution:

The agenda and related packet piece materials will be distributed to Board members in advance of scheduled meetings. Copies of agendas and Board materials shall be made available to the public, with the exception of those materials exempt from public disclosure. Packet materials will be delivered electronically.

The agenda and packet of Board meeting materials, excluding those materials exempt from public disclosure, will be available for public review on the township website the Friday before the upcoming regularly scheduled meeting, and remain online for public review.

RULE 4. PUBLIC NOTICE OF MEETINGS REQUIREMENTS

A meeting of a public body cannot be held unless public notice is given consistent with the Open Meetings Act.

Procedures for Meeting Notices:

The annual schedule of regular Township Board meetings shall be published in accordance with the Open Meetings Act after its adoption. Such notice shall be posted by the Clerk or their designee in the south vestibule in the Meridian Municipal Building, outside facing, and locations on the township website. The Clerk shall also post notice of any change in the annual schedule of regular meetings within three days following the meeting at which such change is made; any adjournment of a regular Board meeting then in session, immediately following such action; and any special meeting scheduled according to the Open Meetings Act.

RULE 5. QUORUM, ATTENDANCE, CALL OF THE TOWNSHIP BOARD

Quorum: Four board members shall constitute a quorum for the transaction of business at all meetings of the Township Board. A majority of the quorum shall be sufficient for the transaction of business, subject to existing legal exceptions, and these Policies.

Attendance: Board members shall notify the Supervisor and Clerk of any foreseeable absence in advance of a meeting, whenever possible.

Call of the Board: A call of the Township Board may be instituted by a majority vote or by no less than two members of the Board present, whether or not those present constitute a quorum.

RULE 6. CONDUCT OF THE MEETINGS

1. The Supervisor is the Chairperson and shall chair all meetings of the Board.
2. The Township Board shall annually appoint a Supervisor Pro-Tem to chair board meetings in the absence of the Supervisor.
3. In the absence of the Clerk from a meeting, the Township Board shall appoint a Temporary Clerk from among its members to perform the duties of the Clerk.
4. Board members shall be recognized by the chair before speaking.
5. Other persons at a Township Board meeting may speak only when called on by a Board member and authorized by the Supervisor.
6. Upon request of a Board member, all motions pertaining to ordinances, Board policy, and other substantive proposals shall be made in writing.

7. Motions of a routine procedural nature may be exempt from this requirement unless there is a request by a Board member and by the Supervisor.
8. The Board will adhere to consent agenda items as expeditiously as possible.

Voting Procedures:

1. As recognized by the Supervisor, motions will be made by the maker of the motion and seconded. If the motion is submitted by a standing committee, it shall be made by the committee chair or other authorized member.
2. Standardized resolution format or motions as approved by the Board shall be used whenever possible.
3. When a question is put by the Supervisor, every Board member present shall vote either "yes" or "no" except that a Board member may abstain from voting if excused by unanimous consent of the other members present.
4. Generally, motions may be decided by a voice vote. The Board shall ~~The vote on passage of an ordinance or Board policy shall be~~ motions with individually recorded by a roll call votes of "yes" and "no" votes as required by the Open Meetings Act, applicable statutes, and when the motion is any of the following:
 - a. An ordinance or ordinance amendment.
 - b. A policy document applicable to the Township, the Township Board, or an amendment to a policy document.
 - c. Adopting the budget and any amendment.
 - d. Expenditure of Township funds, including the payment of bills.
 - e. Setting salaries.
 - f. Setting regular meeting dates.
 - g. Setting the annual meeting date (if applicable).
 - h. Buying, selling, or leasing real property.
 - i. Creation of a special assessment district (road, lights, etc.).
 - j. Appointments to Planning Commission or Zoning Board of Appeals.
 - i. May also be made by unanimous consent.
 - ii. Appointments to fill vacancies need not be by roll-call vote.
 - k. Sale of bonds.
 - l. Enter into closed session.
 - a.m. Approval of ballot language to be placed before the voters at an election.

- 4.5. Ordinances which adopt provisions of state law or technical regulations shall clearly identify the correct legal citation by reference to recognized standard code.

Disorderly Conduct: The Supervisor may call to order any person who disrupts the orderly conduct of business at meetings, including speaking without being recognized, exceeding designated time limits, failure to be germane to the issue at hand, or use of vulgarities. A person may be prohibited from speaking again at the same meeting or may be removed from the meeting for breach of peace. When an individual is called to order, that person shall be seated until the Supervisor determines if the person was out of order.

Decorum of the Board: Debate must be confined to the merits of the pending question. Speakers must address their remarks to the Supervisor, maintain a courteous tone and especially in reference to any divergence of opinion – should avoid personal attacks or making any allusion to the personal motives of members.

Public Comment Procedures:

1. Individual members of the public shall be allotted two opportunities for public comment: one at the beginning of the meeting and another at the end of the meeting. Persons addressing the topic of a scheduled public hearing will be asked to present their remarks during that portion of the meeting.
2. A maximum of three minutes will be allowed to each individual during any public comment period, except when extended by the Supervisor for good cause.
3. Individuals wishing to speak are requested to complete an opt-in consent form listing the person's name, address, topic(s) to be addressed and position on the matter(s).
 - a. Such form shall be given to the Clerk or staff member.
 - b. No one may be required to register or otherwise provide his or her name or other information or otherwise to fulfill a condition precedent to attend a public meeting.
 - c. A timekeeper will communicate to each individual.
4. Persons shall be recognized by the Supervisor before speaking and address the board at the podium using the P.A. microphone, if available. The Supervisor will ask speakers to state which agenda items they will be addressing and give their name and address.
5. Three persons may speak for a combined total of fifteen minutes on behalf of the appellant(s) or applicant(s) on matters related to appeals (S.U.P, site plan review, etc.). Appellant(s) and applicant(s) may divide their total time between argument and rebuttal.
6. An individual may submit written comments to the Township Board in addition to, or in place of, speaking at the Board meeting.
7. Exceptions to these procedures may be made by the Supervisor, without objection from the Board, or upon majority vote of the Township Board members in attendance at any meeting.
8. Generally, the record of a formal public hearing shall be closed at the conclusion of said hearing unless the period is extended by a majority vote of the Board.

RULE 7. RECORD OF THE MEETINGS

The Clerk, or the Clerk's designee, shall be responsible for the minutes of each meeting of the Township Board and for maintaining the official record, including all Board actions consistent with the Open Meetings Act.

Procedures for Minutes:

1. Minutes shall include all motions made, the names of the mover and seconder, the method and outcome of votes taken.
2. Minutes shall include copies of resolutions, new or revised ordinances, and other actions approved by the Board.

Minutes Policy:

1. Minutes shall be brief and as concise as possible.
2. Minutes shall not be a transcript of a meeting, but summarize the actions taken.
3. Minutes shall summarize public comment by subject and whether pro or con and not attempt to restate the exact comments made.
4. The draft of the minutes may be reviewed and edited by the Clerk and the Manager prior to being submitted to the Board for consideration and approval.
5. All proposed amendments or corrections to the minutes shall be distributed to the Board members in written form at or before the meeting of adoption, except for simple mistakes or typographical corrections.
6. Verbatim written or oral comments by a Board member may be placed in the official record upon that member's request, provided they are not ruled out of order by the Supervisor.
7. Minutes shall be signed and posted online after approval at a meeting of the Township Board. The Clerk or Clerk's designee shall be responsible for such postings.
8. All approved non-closed session minutes will be retained permanently as required by the approved Records Retention Schedule.
9. A separate set of minutes must be taken for closed sessions.
10. Minutes of closed sessions shall be maintained separately and not disclosed to the public except upon court order.
11. Minutes of closed sessions must be destroyed one year and one day following their approval as required by the approved Records Retention Schedule and the Open Meetings Act.

Minutes Access by the Public: Minutes and records of Township Board meetings shall be made available to the public by the Clerk consistent with the Freedom of Information Act and the Open Meetings Act.

1. Each public body shall keep minutes of each meeting showing the date, time, place, members present, members absent, any decisions made at a meeting open to the public, and the purpose or purposes for which a closed session is held. The minutes shall include all roll call votes taken at the meeting. The public body shall make any corrections in the minutes at the next meeting after the meeting to which the minutes refer. The public body shall make

corrected minutes available at or before the next subsequent meeting after correction. The corrected minutes shall show both the original entry and the correction.

2. Minutes are public records open to public inspection, and a public body shall make the minutes available at the address designated on posted public notices. The public body shall make copies of the minutes available to the public at the reasonable estimated cost for printing and copying as may be allowed by FOIA.
3. A public body shall make proposed minutes available for public inspection within eight business days after the meeting to which the minutes refer. The public body shall make approved minutes available for public inspection within five business days after the meeting at which the minutes are approved by the public body.

RULE 8. COMMITTEES

The Township Board may establish and appoint committees to meet the needs and objectives of the Board. Committees shall be advisory to the Board.

1. The Board may authorize the Supervisor to appoint members to these committees, including the Chair of the Committee.
2. A committee may designate its own Chair unless appointed by the Supervisor or other process.
3. If applicable, a committee shall adhere to the Open Meetings Act.
4. Committees may set their own meeting schedule unless otherwise established by the Board.
5. The Board will annually review the purpose, responsibilities, appointments, and reporting requirements of any continuing committees.

Responsibilities: The Township Board will define the scope of responsibilities, functions, duration, and communication requirements for each committee. Committees shall report their findings and any proposed actions to the Township Board.

Liaison Assignments: Board members may be appointed to represent the Township Board and provide a communication link with other organized bodies or agencies within or outside the Township.

RULE 9. STATUTORY BOARDS AND COMMISSIONS

Members shall be appointed to Township boards and commissions provided for in statute in compliance with the applicable state statute, Township ordinance, and adopted policies.

Vacancies:

1. **Elected Offices:** Vacancies which occur in an elective Township office shall be filled by the Township Board within 45 days of the beginning of the vacancy. The person appointed shall serve for the remainder of the unexpired term or, in the event a general election is scheduled within the statutory period after the vacancy occurs, until a successor is elected at such general election.
2. **Appointed Position:** Vacancies which occur in an appointed Township office or board position shall be filled by an interested and qualified individual as soon as practicable within 30 days by the designated appointing authority (Township Board or Supervisor) for that position, providing the respective position or committee has not been abolished or discharged.
3. **Removal from Appointed Office:** An individual may be removed from appointed office for non-performance of duty, malfeasance, or misconduct in office by a two-thirds vote of the Township Board, providing there are written charges or records showing the breach in office. A public hearing shall be held at which the individual may show why they should not be removed before the Board vote. Failure to adhere to attendance requirements established in rule by the respective board or commission or by Board policy shall be considered grounds for such action.

Procedures for Vacancies on Boards and Commissions:

The staff liaison to the board or commission shall promptly notify the Supervisor, Clerk, and Township Manager (or any of their individual designees) of any vacancy. The staff liaison will also provide notification of applications received. The liaison may provide additional input to the Supervisor, Clerk, and Manager regarding filling the position.

The Supervisor reviews the applications both on file and received and either makes an appointment, subject to Board approval, or makes a recommendation for appointment to the Board.

Boards and commissions may make membership recommendations to the Supervisor. Staff liaisons and Department Heads may provide input and advice on appointments to the Manager and Supervisor.

Any membership recommendation by a board or commission must be made in an open meeting prior to sending a recommendation to the Supervisor. Reviews can be by application or open discussion with the applicants. However, if a board or commission decides to make a recommendation, fairness and openness are paramount. The recommendation shall be included in the Township Board packet.

RULE 10. TOWNSHIP ORDINANCES

Ordinances: Ordinances may be approved, amended, or repealed by the Township Board.

Ordinance Recommendation Procedures:

1. Recommendations for new ordinances or ordinance amendments may be initiated by Township commissions, committees, boards, staff, or residents of the Township.
2. The Board may schedule a public information forum to obtain comment and reaction from residents and other interested parties, prior to formal introduction for publication and subsequent adoption of the proposed ordinance.
3. Recommendations shall be reviewed by the Township Board and may be referred to an appropriate committee or commission, and/or staff for study.
4. Review for legal compliance shall be obtained from the Township attorney.
5. The ordinance or ordinance amendment will be introduced as a discussion item on the Township Board agenda.

Public Hearings: A public hearing may be held on proposed ordinances or ordinance amendments before or following the publication of said proposals in a local newspaper of general circulation. Emergency ordinances may be excluded from public hearings. All new ordinances and amendments are subject to Open Meetings Act requirements.

Majority Vote: The affirmative vote of four Township Board members shall be required for the enactment of new or amended ordinances.

Adoption: The Board shall not adopt an ordinance or ordinance amendment in the same meeting at which it is "introduced for publication and subsequent adoption" unless it is declared an emergency ordinance. All ordinances, except zoning ordinances, shall be effective upon final publication, unless a later date is set in the ordinance. Zoning ordinances may be effective seven days after publication or any date thereafter if specified in the ordinance.

Ordinance Adoption Procedures:

1. Ordinances enacted by the Township Board shall be published and made available to the public.
2. An ordinance book, containing ordinances enacted by the Board and signed by the Supervisor and the Clerk, shall be kept and maintained in the Clerk's Office and Planning Department.
3. All ordinances enacted by the Board and signed by the Supervisor and the Clerk, shall be codified with the current codification company.

RULE 11. SPECIFIC SPECIALIZED RULES

1. Upon request by any member, any question before the Board may be divided and separated into more than one question. The Supervisor shall determine that such may be done only when the original question is of such a nature that upon division, each of the resulting questions is a complete question permitting independent consideration and action.
2. A motion for the reconsideration of any motion shall be made at the same session at which the decision was made.

RULE 12. RESCISION AND SUSPENSION OF RULES

1. A motion to rescind or amend something previously adopted may be brought pursuant to Robert’s rules of Order, Newly Revised (Section 35).
2. A motion to suspend these rules may be brought pursuant to Robert’s Rules of Order, Newly Revised (Section 25).

RULE 13. TOWNSHIP POLICY

The Township Board is responsible for the adoption and oversight of policies governing the administration of Township government and the operations of those bodies appointed by and/or responsible to the Township Board. Board policies shall be made available to the public upon request. Public notice via the Agenda and an opportunity for public comment shall be provided prior to amending a policy. Changes in procedure, or policies may be made and shall require the affirmative vote of four Township Board members, following the meeting at which such changes are proposed, unless otherwise provided herein.

Procedures for Changes to Policies:

1. Upon introduction by a Board member, the Supervisor may refer a proposed Board policy or policy change to the appropriate committee for study and recommendation.
2. Proposals related to administrative operations of Township departments shall be referred to an appropriate Board committee and be sent to the department(s) affected by the proposal. An opportunity will be given to department staff for review and comment, such written comments to be made part of the committee record when submitted to the Board.
3. Upon adoption of a Board policy, the Clerk will notify each Township Department Head of such action and enter the policy in the Board Policy Book which will be maintained in the Clerk’s Office.

I, _____, (Printed Name) have read the Board Rules, Policies, and Procedures and agree to follow them.

Date: _____

Board Member Signature



Board Rules, Policies, and Procedures Manual Revised | March 2025

Approved by the Meridian Township Board on March 4, 2025

Established February 16, 1842

Incorporated as Charter Township in January 1960

(Charter Township Act - Act 359; Public Acts of 1947)



A PRIME COMMUNITY
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Preamble

The purpose of the Meridian Township Board, on behalf of the Township, property owners, and taxpayers, and as stewards of community resources, is to see to it that the Charter Township of Meridian achieves appropriate results for residents and visitors at an appropriate cost and avoid unacceptable actions and situations.

Vision Statement: (Approved May 2, 2017): Our vision is to achieve and maintain a sustainable and welcoming community with the highest quality of life for our residents. This encompasses protecting our natural environment and our health and safety, and enhancing our prosperity, cultural heritage, diversity and recreational opportunities.

Mission Statement: (Approved May 2, 2017): Meridian Township exists to create a sustainable community through the most effective use of available resources in order to achieve the highest quality of life for its residents.

These rules, procedures, and policies are adopted by the Township Board of the Charter Township of Meridian pursuant to the provisions of State Law, board policy, procedures, and guidelines.

RULE 1. AUTHORITY OF THE BOARD

Policy: Board Member's Code of Conduct

The Board commits itself and its members to ethical, businesslike, and lawful conduct, including proper use of authority and appropriate decorum when acting as Board members. Accordingly,

1. Members must have loyalty to the residents of Meridian Township, unconflicted by loyalties to staff, other organizations, and any personal interest.
2. Members must adhere to the ethical standards of the township and conduct themselves with integrity.
3. Members will be properly prepared to actively engage in Board deliberation.
4. Members must avoid conflicts of interest.
 - a. There will be no self-dealing or business by a Board member with the Township.
 - b. Members will disclose their involvement with other organizations, with vendors, or any associations that might be or reasonably be seen as a conflict upon joining the Board. Each Board member will annually review and update their involvement disclosure.
 - c. If a Board member has a conflict of interest on an issue or item of business, that member shall disclose that conflict of interest prior to Board deliberation.

- d. Board members must not use their Board position to obtain employment in the Township for themselves, family members, or close associates.
 - e. Should a Board member apply for employment with the Township, he or she will be considered for the position without any partiality; they will be considered the same as any other applicant.
 - i. To be considered, the Board member must meet the minimum qualifications for the position.
 - ii. Employment of a Board member will follow the processes consistent with the position and the standard Township hiring policies.
 - iii. The Board has determined that acting as a Board member while regularly employed by the Township represents a conflict of interest. (Volunteering or irregular employment, e.g., election worker, is not considered regular employment.)
 - iv. Except in cases of emergency, upon accepting employment with the Township, a Board member must resign their Board position.
5. Board members may not attempt to exercise individual authority over the Township.
- a. Members' interaction with the Township Manager or with staff must recognize that an individual member has no supervisory authority, except when explicitly Board authorized.
 - b. Members may offer constructive feedback to the Township Manager with the understanding that they have no individual authority except when explicitly Board authorized.
6. When interacting with public, media, or other entities:
- a. The Township Supervisor is the official spokesperson for the Board and may delegate that role.
 - b. Board members must recognize explicitly stated Board decisions.
 - c. Board members may discuss the content of issues or their individual position with the media but should refrain from making personal attacks on other Board member(s).
 - d. Preceding any comment to the media, Board members will make it clear that their comments are their personal opinion as an individual member of the Board and citizen of the Township and may not be the position of the Board.

- e. In the case of existing legal proceedings, from the point of suit filed to final disposition or public Board action, Board members will direct media questions on legal proceedings to the Township Manager or Supervisor as appropriate.
7. With the exception of the Township Manager, Board members should not express individual judgment of Township employees or their performance.
8. Members will respect and maintain confidentiality appropriate to issues of a sensitive nature, as is consistent with legal exceptions available in public disclosure laws and the Freedom of Information Act (FOIA).
9. In order to control legal fees incurred by the Township, members shall request access to the attorney through the Township Manager for township operations and the Township Supervisor for Board needs.
10. Board members will treat each other and staff with respect at Board meetings, refraining from personal criticism, personal attacks, and intimidating body language.
11. Board members will conduct all deliberations and decision making consistent with the Open Meetings Act.

If a complaint is made against any Board member for alleged violation of the Code of Conduct or other alleged malfeasance, the Supervisor shall receive the complaint and notify the remainder of the Board. If the complaint involves the Supervisor, then the Clerk shall receive the complaint. In the event of an investigation, the Board shall select a member as the primary contact for an investigator along with the Township attorney.

Policy: Board's Governing Style

On any issue, the Board must ensure that all divergent views are considered in making decisions yet must resolve into a single organizational position. Accordingly,

1. The Board is responsible for excellence in governing. Expertise of individuals and staff enhances the ability of the Board as a body.
2. The Board will lead the Township through the careful establishment of written policies reflecting the Board's good governance, efficient operations, and Township goals. The Board's major policy focus will be on the intended long-term impacts.
3. The Board will enforce policy and ensure the continuance of governance.
4. Continual Board development will include orientation of new Board members in the Board's governance process and periodic Board discussion of process improvement at least once per year.

5. The Board will encourage officers, individuals, and committees of the Board to fulfill their commitments.
6. The Board will monitor and discuss the Board's process and performance on a regular basis.
7. On questions of procedure, the Board will look to Robert's Rules of Order. The Township Attorney is the parliamentarian. In the absence of the parliamentarian, the Supervisor may consult with the Manager or otherwise resolve procedural questions consistent with Robert's Rules of Order. or .

Policy: Supervisor Responsibilities

1. **Supervisor Duties and Authority:** The Supervisor is the first point of contact about any Township Board business or complaint and is the Township Board's spokesperson. The authority of the Supervisor is limited to that provided by state statutes or delegated by the Township Board. Accordingly, as stated below, the Supervisor may or shall:
 - a. As a member of the Township Board, the Supervisor shall be the presiding and executive officer of the Board and shall have an equal voice and vote in the proceedings of the Board that is required by statute.
 - b. The Supervisor is the Township's agent for transacting legal business.
 - c. The Supervisor shall carry out all statutory duties.
 - d. The Supervisor may represent the Board to outside parties in announcing Board-stated positions.
 - e. The authority of the Supervisor consists in making decisions that fall within topics covered by Board policies, governance process, and board management with the exception of employment or termination of the Township Manager and where the Board specifically delegates portions of this authority to others. The Supervisor is authorized to use any reasonable interpretation of the provisions in these policies.
 - f. The supervisor may delegate aspects of the authority under this paragraph and subparagraphs but only as permitted by law. The supervisor remains accountable for the use of the delegated authority.
 - g. In the event no person is designated Township Manager, the Township Supervisor is considered the chief administrative officer for the development of the Township budget according to MCL 42.24.

Further, as stated below, the Supervisor **may not** undertake the following:

- a. The Supervisor does not have individual authority to make decisions about Township policies.

- b. The Supervisor has no authority to solely supervise or solely direct the Township Manager outside the Board's overall directive.
 - c. The Supervisor acknowledges that the Board appoints a Township Manager and it is presumed to have delegated to the Manager all of the functions and duties listed in MCL 42.10. The Supervisor will exercise the functions and duties listed in MCL 42.10 only when there is no appointed Manager, there is no appointed Interim Manager, or where the Board has removed a function or duty from the Township Manager.
2. **Supervisor's Role in the Board's Meeting Process:** The Supervisor assures the integrity of the Board's process and, secondarily, occasionally represents the Board to outside parties. Accordingly,
- a. The Supervisor is empowered to chair Board meetings with all the commonly accepted power of that position.
 - b. The Supervisor oversees that the Board meetings are conducted consistent with its own rules and statutory obligations.
 - c. The Supervisor oversees that the meeting discussion content will be only those issues which clearly belong to the Board to decide, not the Township Manager.
 - d. The Supervisor oversees that the deliberation will be fair, open, and thorough, but also timely, orderly, and kept to the point.

Policy: Duties of Elected Department Heads

The Township Clerk and Township Treasurer serve the Township in a dual capacity. In carrying out their duties within the scope of the law, these elected officials serve as elected Department Heads, responsible for designated department operations under the advisory supervision of the Township Manager. Accordingly,

- 1. They are responsible for carrying out statutory duties.
- 2. They are required to comply with statutory deadlines.
- 3. They will cooperate with the Township Manager, Department Heads, and the Executive Management team with respect to administrative policies and procedures.
- 4. They will cooperate on joint policy assessment.
- 5. Elected Department Heads are expected to attend weekly Executive Management team Meetings to provide departmental reports.

6. All leadership and supervisory resources available to Executive Management or Department Heads for administration of their departments are available to Elected Department Heads and their Deputies.
7. Elected Department Heads are expected to provide biannual and annual reports for their respective departments to the whole Board.
8. The Clerk and Treasurer are responsible for completing performance appraisals of employees in their departments.

The Clerk's responsibilities also include voter registration and election administration, township records management, and acting as secretary to the Township Board and the Zoning Board of Appeals.

The Treasurer's responsibilities also include serving as Township tax collector, bill payer, and investor.

RULE 2. TOWNSHIP BOARD MEETINGS

Meetings of the Township Board shall conform to requirements of the Open Meetings Act and established parliamentary procedures.

Meeting Location: Township Board meetings are usually held in the Township Hall Room of the Meridian Municipal Building. Township meetings may be held elsewhere for purposes of community outreach, to accommodate increased public attendance, or in the event that the Municipal Building is not available. Consistent with the Open Meetings Act, the Supervisor, Clerk, or Township Manager shall be authorized to change the meeting location when emergency situations arise.

Meeting Time: Regular Meetings of the Board begin at 6:00 pm local time. Agenda items will not be introduced for action, nor a public hearing opened, after 10:00 pm unless a majority of the Board members present vote to continue the meeting.

Change in Meeting Schedule: Cancellation of a meeting on the annual schedule of meetings may be made with the approval of a majority of Board members when in open session. In the event a quorum is not present at a regular or special meeting, a majority of Board members in attendance may reschedule the meeting providing proper notice is given to the public in accordance with the Open Meetings Act.

Regular Meetings: The Township Board shall normally meet in regular session at least twice each month. A twelve-month schedule of meetings, including dates, times and locations shall be set annually no later than the last regular meeting of December prior to the calendar year for the upcoming year.

Special Meetings: The Township Board may have special meetings. These shall be scheduled by the Township Clerk upon written request of either the Township Supervisor or two members of the

Township Board. Special meetings shall be posted by the Township Clerk in accordance with the Open Meetings Act. The matter or matters to be considered at a special meeting of the Township Board shall be stated in the call to the meeting. No other matters shall be considered except with all members present.

Closed Sessions: A public body may meet in a closed session consistent with the Open Meetings Act.

Open Meetings Act Meeting Requirements: All meetings of a public body shall be open to the public and shall be held in a place available to the general public consistent with the Open Meetings Act.

Procedures for Establishing Regular Board Meetings:

1. The annual schedule of meetings shall be approved by resolution of the Board, usually at the last regular meeting in the calendar year. The annual reappointment meeting shall include establishment of the annual calendar, as well as the annual appointment of board members as liaisons to boards and commissions.
2. Regular meetings will not be scheduled on holidays recognized by the Township, or federal election days.
3. The Township Board may schedule additional work sessions.
4. The Board may host meetings with all Township boards and commissions (or members of the same) to share updates and in alignment with Board goals, mission, and vision statement.
5. Boards and commissions required to provide annual reports to the Board will do so according to statutory requirements and deadlines.
6. To promote regional cooperation, the Township Board will make prudent efforts to meet periodically with school boards, adjacent or other municipalities, and county authorities. The Board may schedule and host meetings to discuss common issues and develop solutions to common problems.
7. At least once per year, the Township Board will discuss the Township budget and goals, as well as the Manager's Performance Review. These topics may be discussed at the same meeting or separate meetings.

Annual Goal Setting:

To accomplish Board goals with a governance style consistent with these Board policies, the Board will establish annual goal setting objectives to continually improve Board performance through education, enriched input, and deliberation.

1. The planning cycle will occur annually so that administrative planning and budgeting can be based on the Board's annual goals.
2. The planning cycle will start with the Board's development of its goals for the next year.

- a. Consultations with selected Township commissions, committees, or other boards and Township departments, or other methods of input will be arranged.
- b. Governance education, and education related to policy and goals will be arranged.

RULE 3. BOARD MEETING AGENDAS

An agenda of business for all Township Board meetings shall be prepared at the direction of the Supervisor and Township Manager.

Agenda Procedures:

1. Agenda items may be submitted by Board members; Township commissions, committees, or other boards; and Township departments in accordance with established deadlines.
2. Agenda items are to be submitted by the close of business on the Wednesday of the week prior to a Board meeting.
3. The Supervisor and the Manager shall review the proposed agenda and items submitted for consideration. The Supervisor and Manager may add or remove agenda items. The Supervisor shall approve the final agenda.
4. Agenda items submitted after the established deadlines may be considered by consent of the Board members at the meeting. Exceptions may be made by the Supervisor for business of an emergency nature.
5. Items shall be placed on the agenda under the appropriate category of business, labeled with the appropriate category, using the approved brand standards.
6. The agenda shall outline the established order of business. Items on the agenda can be reordered by the Manager prior to established deadlines or the Board during the scheduled meeting.

Agenda and Packet Distribution:

The agenda and related packet piece materials will be distributed to Board members in advance of scheduled meetings. Copies of agendas and Board materials shall be made available to the public, with the exception of those materials exempt from public disclosure. Packet materials will be delivered electronically.

The agenda and packet of Board meeting materials, excluding those materials exempt from public disclosure, will be available for public review on the township website the Friday before the upcoming regularly scheduled meeting, and remain online for public review.

RULE 4. PUBLIC NOTICE OF MEETINGS REQUIREMENTS

A meeting of a public body cannot be held unless public notice is given consistent with the Open Meetings Act.

Procedures for Meeting Notices:

The annual schedule of regular Township Board meetings shall be published in accordance with the Open Meetings Act after its adoption. Such notice shall be posted by the Clerk or their designee in the south vestibule in the Meridian Municipal Building, outside facing, and locations on the township website. The Clerk shall also post notice of any change in the annual schedule of regular meetings within three days following the meeting at which such change is made; any adjournment of a regular Board meeting then in session, immediately following such action; and any special meeting scheduled according to the Open Meetings Act.

RULE 5. QUORUM, ATTENDANCE, CALL OF THE TOWNSHIP BOARD

Quorum: Four board members shall constitute a quorum for the transaction of business at all meetings of the Township Board. A majority of the quorum shall be sufficient for the transaction of business, subject to existing legal exceptions, and these Policies.

Attendance: Board members shall notify the Supervisor and Clerk of any foreseeable absence in advance of a meeting, whenever possible.

Call of the Board: A call of the Township Board may be instituted by a majority vote or by no less than two members of the Board present, whether or not those present constitute a quorum.

RULE 6. CONDUCT OF THE MEETINGS

1. The Supervisor is the Chairperson and shall chair all meetings of the Board.
2. The Township Board shall annually appoint a Supervisor Pro-Tem to chair board meetings in the absence of the Supervisor.
3. In the absence of the Clerk from a meeting, the Township Board shall appoint a Temporary Clerk from among its members to perform the duties of the Clerk.
4. Board members shall be recognized by the chair before speaking.
5. Other persons at a Township Board meeting may speak only when called on by a Board member and authorized by the Supervisor.
6. Upon request of a Board member, all motions pertaining to ordinances, Board policy, and other substantive proposals shall be made in writing.

7. Motions of a routine procedural nature may be exempt from this requirement unless there is a request by a Board member and by the Supervisor.
8. The Board will adhere to consent agenda items as expeditiously as possible.

Voting Procedures:

1. As recognized by the Supervisor, motions will be made by the maker of the motion and seconded. If the motion is submitted by a standing committee, it shall be made by the committee chair or other authorized member.
2. Standardized resolution format or motions as approved by the Board shall be used whenever possible.
3. When a question is put by the Supervisor, every Board member present shall vote either “yes” or “no” except that a Board member may abstain from voting if excused by unanimous consent of the other members present.
4. Generally, motions may be decided by a voice vote. The Board shall vote on motions with individually recorded roll call votes of “yes” and “no” as required by the Open Meetings Act, applicable statutes, and when the motion is any of the following:
 - a. An ordinance or ordinance amendment.
 - b. A policy document applicable to the Township, the Township Board, or an amendment to a policy document.
 - c. Adopting the budget and any amendment.
 - d. Expenditure of Township funds, including the payment of bills.
 - e. Setting salaries.
 - f. Setting regular meeting dates.
 - g. Setting the annual meeting date (if applicable).
 - h. Buying, selling, or leasing real property.
 - i. Creation of a special assessment district (road, lights, etc.).
 - j. Appointments to Planning Commission or Zoning Board of Appeals.
 - i. May also be made by unanimous consent.
 - ii. Appointments to fill vacancies need not be by roll-call vote.
 - k. Sale of bonds.
 - l. Enter into closed session.
 - m. Approval of ballot language to be placed before the voters at an election.
5. Ordinances which adopt provisions of state law or technical regulations shall clearly identify the correct legal citation by reference to recognized standard code.

Disorderly Conduct: The Supervisor may call to order any person who disrupts the orderly conduct of business at meetings, including speaking without being recognized, exceeding designated time limits, failure to be germane to the issue at hand, or use of vulgarities. A person may be prohibited from speaking again at the same meeting or may be removed from the meeting for breach of peace. When an individual is called to order, that person shall be seated until the Supervisor determines if the person was out of order.

Decorum of the Board: Debate must be confined to the merits of the pending question. Speakers must address their remarks to the Supervisor, maintain a courteous tone and especially in reference to any divergence of opinion – should avoid personal attacks or making any allusion to the personal motives of members.

Public Comment Procedures:

1. Individual members of the public shall be allotted two opportunities for public comment: one at the beginning of the meeting and another at the end of the meeting. Persons addressing the topic of a scheduled public hearing will be asked to present their remarks during that portion of the meeting.
2. A maximum of three minutes will be allowed to each individual during any public comment period, except when extended by the Supervisor for good cause.
3. Individuals wishing to speak are requested to complete an opt-in consent form listing the person's name, address, topic(s) to be addressed and position on the matter(s).
 - a. Such form shall be given to the Clerk or staff member.
 - b. No one may be required to register or otherwise provide his or her name or other information or otherwise to fulfill a condition precedent to attend a public meeting.
 - c. A timekeeper will communicate to each individual.
4. Persons shall be recognized by the Supervisor before speaking and address the board at the podium using the P.A. microphone, if available. The Supervisor will ask speakers to state which agenda items they will be addressing and give their name and address.
5. Three persons may speak for a combined total of fifteen minutes on behalf of the appellant(s) or applicant(s) on matters related to appeals (S.U.P, site plan review, etc.). Appellant(s) and applicant(s) may divide their total time between argument and rebuttal.
6. An individual may submit written comments to the Township Board in addition to, or in place of, speaking at the Board meeting.
7. Exceptions to these procedures may be made by the Supervisor, without objection from the Board, or upon majority vote of the Township Board members in attendance at any meeting.
8. Generally, the record of a formal public hearing shall be closed at the conclusion of said hearing unless the period is extended by a majority vote of the Board.

RULE 7. RECORD OF THE MEETINGS

The Clerk, or the Clerk's designee, shall be responsible for the minutes of each meeting of the Township Board and for maintaining the official record, including all Board actions consistent with the Open Meetings Act.

Procedures for Minutes:

1. Minutes shall include all motions made, the names of the mover and seconder, the method and outcome of votes taken.
2. Minutes shall include copies of resolutions, new or revised ordinances, and other actions approved by the Board.

Minutes Policy:

1. Minutes shall be brief and as concise as possible.
2. Minutes shall not be a transcript of a meeting, but summarize the actions taken.
3. Minutes shall summarize public comment by subject and whether pro or con and not attempt to restate the exact comments made.
4. The draft of the minutes may be reviewed and edited by the Clerk and the Manager prior to being submitted to the Board for consideration and approval.
5. All proposed amendments or corrections to the minutes shall be distributed to the Board members in written form at or before the meeting of adoption, except for simple mistakes or typographical corrections.
6. Verbatim written or oral comments by a Board member may be placed in the official record upon that member's request, provided they are not ruled out of order by the Supervisor.
7. Minutes shall be signed and posted online after approval at a meeting of the Township Board. The Clerk or Clerk's designee shall be responsible for such postings.
8. All approved non-closed session minutes will be retained permanently as required by the approved Records Retention Schedule.
9. A separate set of minutes must be taken for closed sessions.
10. Minutes of closed sessions shall be maintained separately and not disclosed to the public except upon court order.
11. Minutes of closed sessions must be destroyed one year and one day following their approval as required by the approved Records Retention Schedule and the Open Meetings Act.

Minutes Access by the Public: Minutes and records of Township Board meetings shall be made available to the public by the Clerk consistent with the Freedom of Information Act and the Open Meetings Act.

1. Each public body shall keep minutes of each meeting showing the date, time, place, members present, members absent, any decisions made at a meeting open to the public, and the purpose or purposes for which a closed session is held. The minutes shall include all roll call

votes taken at the meeting. The public body shall make any corrections in the minutes at the next meeting after the meeting to which the minutes refer. The public body shall make corrected minutes available at or before the next subsequent meeting after correction. The corrected minutes shall show both the original entry and the correction.

2. Minutes are public records open to public inspection, and a public body shall make the minutes available at the address designated on posted public notices. The public body shall make copies of the minutes available to the public at the reasonable estimated cost for printing and copying as may be allowed by FOIA.
3. A public body shall make proposed minutes available for public inspection within eight business days after the meeting to which the minutes refer. The public body shall make approved minutes available for public inspection within five business days after the meeting at which the minutes are approved by the public body.

RULE 8. COMMITTEES

The Township Board may establish and appoint committees to meet the needs and objectives of the Board. Committees shall be advisory to the Board.

1. The Board may authorize the Supervisor to appoint members to these committees, including the Chair of the Committee.
2. A committee may designate its own Chair unless appointed by the Supervisor or other process.
3. If applicable, a committee shall adhere to the Open Meetings Act.
4. Committees may set their own meeting schedule unless otherwise established by the Board.
5. The Board will annually review the purpose, responsibilities, appointments, and reporting requirements of any continuing committees.

Responsibilities: The Township Board will define the scope of responsibilities, functions, duration, and communication requirements for each committee. Committees shall report their findings and any proposed actions to the Township Board.

Liaison Assignments: Board members may be appointed to represent the Township Board and provide a communication link with other organized bodies or agencies within or outside the Township.

RULE 9. STATUTORY BOARDS AND COMMISSIONS

Members shall be appointed to Township boards and commissions provided for in statute in compliance with the applicable state statute, Township ordinance, and adopted policies.

Vacancies:

1. **Elected Offices:** Vacancies which occur in an elective Township office shall be filled by the Township Board within 45 days of the beginning of the vacancy. The person appointed shall serve for the remainder of the unexpired term or, in the event a general election is scheduled within the statutory period after the vacancy occurs, until a successor is elected at such general election.
2. **Appointed Position:** Vacancies which occur in an appointed Township office or board position shall be filled by an interested and qualified individual as soon as practicable by the designated appointing authority (Township Board or Supervisor) for that position, providing the respective position or committee has not been abolished or discharged.
3. **Removal from Appointed Office:** An individual may be removed from appointed office for non-performance of duty, malfeasance, or misconduct in office by a two-thirds vote of the Township Board, providing there are written charges or records showing the breach in office. A public hearing shall be held at which the individual may show why they should not be removed before the Board vote. Failure to adhere to attendance requirements established in rule by the respective board or commission or by Board policy shall be considered grounds for such action.

Procedures for Vacancies on Boards and Commissions:

The staff liaison to the board or commission shall promptly notify the Supervisor, Clerk, and Township Manager (or any of their individual designees) of any vacancy. The staff liaison will also provide notification of applications received. The liaison may provide additional input to the Supervisor, Clerk, and Manager regarding filling the position.

The Supervisor reviews the applications both on file and received and either makes an appointment, subject to Board approval, or makes a recommendation for appointment to the Board.

Boards and commissions may make membership recommendations to the Supervisor. Staff liaisons and Department Heads may provide input and advice on appointments to the Manager and Supervisor.

Any membership recommendation by a board or commission must be made in an open meeting prior to sending a recommendation to the Supervisor. Reviews can be by application or open discussion with the applicants. However, if a board or commission decides to make a recommendation, fairness and openness are paramount. The recommendation shall be included in the Township Board packet.

RULE 10. TOWNSHIP ORDINANCES

Ordinances: Ordinances may be approved, amended, or repealed by the Township Board.

Ordinance Recommendation Procedures:

1. Recommendations for new ordinances or ordinance amendments may be initiated by Township commissions, committees, boards, staff, or residents of the Township.

2. The Board may schedule a public information forum to obtain comment and reaction from residents and other interested parties, prior to formal introduction for publication and subsequent adoption of the proposed ordinance.
3. Recommendations shall be reviewed by the Township Board and may be referred to an appropriate committee or commission, and/or staff for study.
4. Review for legal compliance shall be obtained from the Township attorney.
5. The ordinance or ordinance amendment will be introduced as a discussion item on the Township Board agenda.

Public Hearings: A public hearing may be held on proposed ordinances or ordinance amendments before or following the publication of said proposals in a local newspaper of general circulation. Emergency ordinances may be excluded from public hearings. All new ordinances and amendments are subject to Open Meetings Act requirements.

Majority Vote: The affirmative vote of four Township Board members shall be required for the enactment of new or amended ordinances.

Adoption: The Board shall not adopt an ordinance or ordinance amendment in the same meeting at which it is “introduced for publication and subsequent adoption” unless it is declared an emergency ordinance. All ordinances, except zoning ordinances, shall be effective upon final publication, unless a later date is set in the ordinance. Zoning ordinances may be effective seven days after publication or any date thereafter if specified in the ordinance.

Ordinance Adoption Procedures:

1. Ordinances enacted by the Township Board shall be published and made available to the public.
2. An ordinance book, containing ordinances enacted by the Board and signed by the Supervisor and the Clerk, shall be kept and maintained in the Clerk’s Office and Planning Department.
3. All ordinances enacted by the Board and signed by the Supervisor and the Clerk, shall be codified with the current codification company.

RULE 11. SPECIFIC SPECIALIZED RULES

1. Upon request by any member, any question before the Board may be divided and separated into more than one question. The Supervisor shall determine that such may be done only when the original question is of such a nature that upon division, each of the resulting questions is a complete question permitting independent consideration and action.
2. A motion for the reconsideration of any motion shall be made at the same session at which the decision was made.

RULE 12. RESCISION AND SUSPENSION OF RULES

1. A motion to rescind or amend something previously adopted may be brought pursuant to Robert’s rules of Order, Newly Revised (Section 35).
2. A motion to suspend these rules may be brought pursuant to Robert’s Rules of Order, Newly Revised (Section 25).

RULE 13. TOWNSHIP POLICY

The Township Board is responsible for the adoption and oversight of policies governing the administration of Township government and the operations of those bodies appointed by and/or responsible to the Township Board. Board policies shall be made available to the public upon request. Public notice via the Agenda and an opportunity for public comment shall be provided prior to amending a policy. Changes in procedure, or policies may be made and shall require the affirmative vote of four Township Board members, following the meeting at which such changes are proposed, unless otherwise provided herein.

Procedures for Changes to Policies:

1. Upon introduction by a Board member, the Supervisor may refer a proposed Board policy or policy change to the appropriate committee for study and recommendation.
2. Proposals related to administrative operations of Township departments shall be referred to an appropriate Board committee and be sent to the department(s) affected by the proposal. An opportunity will be given to department staff for review and comment, such written comments to be made part of the committee record when submitted to the Board.
3. Upon adoption of a Board policy, the Clerk will notify each Township Department Head of such action and enter the policy in the Board Policy Book which will be maintained in the Clerk’s Office.

I, _____ (Printed Name) have read the Board Rules, Policies, and Procedures and agree to follow them.

Date: _____

_____ Board Member Signature



To: Board Members

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

Date: February 24, 2025

**Re: Authorization to Waive Sec. 50-84, Subdivision 4.a. for the Grand River Ave
Over the Red Cedar River Bridge Replacement Project**

Sec. 50-84, subsection (4) of the Township's code of ordinances restricts construction hours to 7 a.m. to 9 p.m. Monday through Saturday. It prohibits construction work at all hours of the day on Sundays and holidays. Here is the specific subsection in question:

(4) Construction. Operating or permitting the operation of any tools or equipment used in construction, excavation, demolition, alteration, or repair of any building, street, or highway between the hours of 7:00 p.m. and 7:00 a.m. the following day or on Sundays or federal holidays such that the sound therefrom is plainly audible in any dwelling, hotel, hospital, office, or residence or on any residential property other than the property from which the noise emanates or originates with the following exceptions:

a. Noise from the operation of any tools or equipment used in construction, excavation, demolition, alteration, or repair of any building, street, or highway that does not exceed 50 dBA as measured at the property line of the closest residential use shall be permitted between 7:00 p.m. and 9:00 p.m., not including Sundays or federal holidays.

Township staff have spoken to MDOT about the schedule that the contractors will be working on this project. The contractors will be working Monday-Friday, 7 a.m. to 5 p.m. Saturdays will be used to make-up hours/days when the contractors cannot work due to weather. MDOT stated that Sunday might be used in very extreme situations if the Township were to allow for work on Sundays for this project.

Given the close proximity of single-family homes to this construction project, we would not recommend allowing construction on holidays or after 7 p.m. as the construction noise will exceed 50dBA at the nearest residential property line.

At Board's meeting on February 18, Township staff recommended allowing MDOT's contractors to work 7 a.m. to 7 p.m. on Sundays in addition to the construction hours we permit under our code of ordinances. The Township Board concurred with staff's recommendation.

While we don't anticipate that MDOT's contractors would utilize this ability to work on Sundays very frequently, this would give the contractors some additional flexibility to makeup work days that might be canceled due to weather or other issues.

Memo to Township Board

February 24, 2025

Re: Authorization to Waive Sec. 50-84, Subdivision 4.a. for the Grand River Ave Over the Red Cedar River Bridge Replacement Project

The following motion has been prepared for Board consideration:

MOVE TO WAIVE SECTION 50-84, SUBSECTION 4.A. IN THE TOWNSHIP'S CODE OF ORDINANCES TO PERMIT THE MICHIGAN DEPARTMENT OF TRANSPORTATION AND ITS CONTRACTORS WORKING ON THE GRAND RIVER AVE OVER THE RED CEDAR RIVER BRIDGE REPLACEMENT PROJECT TO CONDUCT CONSTRUCTION WORK MONDAY THROUGH SUNDAY, EXCLUDING HOLIDAYS, BETWEEN THE HOURS OF 7 A.M. AND 7 P.M. UNTIL JANUARY 31, 2026.



To: Board Members
From: Courtney Wisinski
Director of Parks and Recreation
Date: March 4, 2025
Re: Grant Application for the parcel located at 5280 Okemos Road through the Michigan Department of Natural Resources – Natural Resource Trust Fund Grant

The Meridian Township Park Commission has unanimously approved the motion to support an application to the Michigan Department of Natural Resources – Natural Resource Trust Fund Grant to develop a trailhead located at 5280 Okemos Road, Haslett, MI.

Over its 48-year history, the Michigan Natural Resources Trust Fund has had a tremendous impact on Michigan’s landscape. Over \$1.3 billion has been awarded to state and local units of government and has been used to acquire and develop recreation land in all 83 counties of the state. Requests for funds will be accepted in amounts from \$15,000 to \$400,000 per application with a minimum of 25% local match required. The deadline for the next round of funding is April 1, 2025.

Meridian Township Parks and Recreation Department proposes the following projects:

- **Proposed Trailhead at 5280 Okemos Road** – The parcel located at 5280 Okemos Road was purchased by Meridian Township to build a trailhead for walkers and bikers. The parcel is located between the Inter Urban Trail and the MSU to Lake Lansing pathway. As a result of the new Phase II pathway, there has been an increase in resident usage. A trailhead at this location would be approximately one mile to the proposed Haslett Village Square trailhead and then one mile to the Marketplace on the Green. Improvements would include a bathroom facility, bike repair station, drinking fountain, shade structure, seating areas and parking lot.

Project awards are scheduled to be announced in October of 2025.

A motion is prepared for Township Board consideration:

MOVE TO APPROVE AN APPLICATION TO THE MICHIGAN NATURAL RESOURCE TRUST FUND GRANT, ADMINISTERED BY THE MICHIGAN DEPARTMENT OF NATURAL RESOURCES FOR A TRAILHEAD AT 5280 OKEMOS ROAD. THERE IS A 25% LOCAL MATCH REQUIRED FOR THE APPLICATION.

**RESOLUTION TO AUTHORIZE A GRANT APPLICATION FOR A TRAILHEAD LOCATED AT 5280
OKEMOS ROAD, HASLETT, MI
MICHIGAN NATURAL RESOURCES TRUST FUND GRANT PROGRAM**

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

PRESENT:

ABSENT:

The following resolution was offered by _____ and supported by _____.

WHEREAS the Park Commission and Township Board are interested in the continued improvement of Meridian Township's Park system; and

WHEREAS the vacant parcel located at 5280 Okemos Road in Haslett, MI was purchased by Meridian Township for the development of a trailhead located near the MSU to Lake Lansing pathway; and

WHEREAS A trailhead at this location would be approximately one mile from the proposed Haslett Village Square trailhead and then one mile to the Marketplace on the Green.

WHEREAS the Charter Township of Meridian is interested in applying to the Michigan Department of Natural Resources for Natural Resource Trust Fund grant program assistance for improvements that would include a bathroom facility, bike repair station, drinking fountain, shade structure, seating areas and parking lot,

WHEREAS this project is outlined and justified in the 2021-2027 Parks and Recreation Master Plan adopted by the Meridian Township Board and Park Commission, and is on file with the Michigan Department of Natural Resources; and

WHEREAS, the Park Commission unanimously supported this application request for \$400,000 for the development of a trailhead located at 5280 Okemos Road, Haslett, MI, with a 25% required local match.

NOW, THEREFORE BE IT RESOLVED BY THE TOWNSHIP BOARD OF THE CHARTER TOWNSHIP OF MERIDIAN, INGHAM COUNTY, MICHIGAN DOES HEREBY APPROVE SUBMISSION OF AN APPLICATION TO THE MICHIGAN DEPARTMENT OF NATURAL RESOURCES, NATURAL RESOURCE TRUST FUND GRANT FOR A TRAILHEAD LOCATED AT 5280 OKEMOS ROAD IN HASLETT, MI WITH A 25% REQUIRED LOCAL MATCH.

ADOPTED: YEAS:

NAYS:

STATE OF MICHIGAN)

) ss

COUNTY OF INGHAM)

I, the undersigned, the duly qualified and acting Clerk of the Township Board, Charter Township of Meridian, Ingham County, Michigan, DO HEREBY CERTIFY that the foregoing is a true and a complete copy of a resolution relative to the Agreement with the Michigan Department of Natural Resources, which Resolution was adopted at a regular meeting of the Township Board on the 4th of March, 2025.

Angela Demas
Meridian Township Clerk



To: Board Members
From: Michael Hamel, Fire Chief
Date: February 26, 2025
Re: Support Emergency Operations Plan Update

The Township’s Support Emergency Operations Plan has been updated. The plan contains critical information that supports responding to and recovering from emergencies and/or disasters inside the Township as required by Michigan State Police Emergency Management and Homeland Security Division Pub. 204. Furthermore, when specific emergency circumstances arise, the updated plan will qualify the Township for disaster assistance.

Updates to the Support Emergency Operations Plan are listed below:

- Name changes
- New staff
- Updated population figures
- New hazard mitigation plan date
- Addition of RAVE as the new emergency alert system

The following motion is proposed for Board consideration:

MOVE TO APPROVE THE 2025 UPDATES TO THE SUPPORT EMERGENCY OPERATIONS PLAN.

Attachment:

1. 2025 Support Emergency Operations Plan

Charter Township of Meridian, Michigan

Support Emergency Operations Plan

An all-hazards plan supporting the Ingham County Emergency Operations Plan, for use in the event of disaster or severe emergency of natural, human, wartime, technological or terrorism origin.

January 1, 2025



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Promulgation Statement

Officials of the Township of Meridian, in conjunction with Ingham County and the State of Michigan Emergency Management Agencies, have developed this Support Emergency Operations Plan that will enhance the local emergency response capability.

This plan, when used properly and updated, will assist local government officials to accomplish their primary responsibilities of protecting lives and property in their community. This plan and its provision will become official when it has been signed and dated below by the Chief Executive Official (Supervisor) of the Township of Meridian.

Scott Hendrickson
Township of Meridian Supervisor
Chief Executive Official

Date

Approval and Implementation

The Support Emergency Operations Plan, referred to in this document as the Support EOP, describes how Meridian Township will handle Emergencies in cooperation with the Ingham County Emergency Management Program. The Support EOP assigns responsibilities to agencies for coordinating emergency response activities before, during, and after any type of emergency or disaster. The Support EOP does not contain specific instructions as to how each department will respond to an emergency; these can be found in the plan annexes or separate Standard Operating Procedures.

The goal of the Support EOP is to coordinate emergency response efforts to save lives, reduce injuries, and preserve property. The Support EOP addresses emergency issues before and after an emergency, but its primary goals are to assemble, mobilize and coordinate a team of responders that can respond to any emergency, and describe response procedures in relation to the county response procedures.

The Support EOP will use a graduated response strategy that is in proportion to the scope and severity of an emergency. The Township of Meridian will plan, prepare and activate resources for local emergencies that affect the local area and/or widespread disasters that affect the entire state and/or nation.

The Meridian Township Local Planning Team (LPT) developed this Support EOP. The LPT consists of key departments covering emergency functions such as law enforcement, fire, public works, and others as needed. The team works to establish and monitor programs, reduce the potential for hazard events in the Township through planning, review, and training, and assists the Ingham County Office of Emergency Management Program in developing and maintaining the County EOP.

The current Township of Meridian Supervisor must sign the support EOP each time it is updated, with the exception of the following activities:

1. Minor updates e.g. changing system names, grammar, spelling or layout changes
2. Updates to the annexes

The following individuals may update these activities in the plan without the Supervisors signature:

1. Township Manager
2. Emergency Management Liaison
3. Department head responsible for an annex

Homeland Security Presidential Directive (HSPD) 5 facilitates a standard management approach to major incidents, the National Incident Management System (NIMS). NIMS is administered as part of the National Response Framework (NRF), which integrates the federal government into a single, all discipline, and all-hazards plan. NIMS will provide a nationwide approach that enables federal, state, tribal and local government agencies to “work effectively and efficiently together to prepare for, respond to, and recover from domestic incidents, regardless of cause, size or complexity.” This Support EOP has integrated NIMS concepts, including the Incident Command System (ICS), and language to help incident management operate in accordance to the NIMS using the guidance provided by the Department of Homeland Security (DHS).

This plan supersedes all previous plans.

Records of Revisions

The following is a list of revisions made to the Support EOP. This chart tracks revisions made to the plan and shall be documented on the chart below.

Date	Reason for Revision	Page Numbers	Revised By
1/21/2020	Rewrite plan to meet required format	All	Chief Hamel, Chief Plaga, Sgt. Besonen
8/15/2020	Director Change HR	5, 6, 11	Chief Hamel
1/10/2021	Law Enforcement title correction; Public Health successor added	25, 28	Chief Hamel
7/1/2021	Community Planning and Development Director name change	6, 11	Chief Hamel
9/1/2021	Police Chief alternate/Succession	11, 24	Chief Hamel
12/1/2021	Damage Assessment alternate/Succession	20, 21	Chief Hamel
11/1/2022	Promulgation Document supervisor change, dept. and distribution name changes, succession changes	3,6,11,23,24 27,28,31,33	Chief Hamel
12/14/2023	Succession name changes <ul style="list-style-type: none"> • Police Chief • Alternate/Succession • Finance Director • Parks Director • Human Services Specialist 	6, 7, 11, 19,24, 25, 31, 34	Chief Hamel
1/1/2025	Name changes, new staff, supervisor, manager, population, new hazard mitigation plan date, RAVE	3, 5, 7, 9, 12, 18, 19, 20, 30, 31, 32, 35	Chief Hamel

Basic Plan

I. Purpose

Meridian Township has elected to be incorporated into the Ingham County Emergency Management Program. By becoming part of the County Emergency Management Program, Meridian Township and Ingham County have certain responsibilities to each other. This Support Emergency Operations Plan (EOP) developed in accordance with Section 19 of the Michigan Emergency Management Act (Public Act 390 of 1976, as amended). Activation of this plan at the beginning of a disaster or emergency also establishes eligibility to receive state assistance for disaster related expenses incurred during a State of Emergency or Disaster declared by the Governor, for which federal assistance is unavailable.

II. Scope

The Charter Township of Meridian Support EOP is an adaptable document that can be applied to all hazards. Due to the unique nature of emergencies, it may become necessary to deviate from the contents of the plan when responding to an incident. Departments that have been assigned supporting roles in this plan have developed and will maintain policies that provide systematic instructions for accomplishing their assigned functions. Meridian Township conducts additional activities, such as personnel training, participation in exercises, public information, land-use planning, etc., to support emergency preparedness, mitigation, and response efforts. To facilitate emergency management operations, Meridian Township continues to implement the NIMS.

A. Authority of local officials during an emergency:

1. Emergency Management Act PA 390, as amended
2. Meridian Township, Local Emergency Management Resolution
3. Meridian Township, adoption of Support EOP
4. Executive Directive No. 2005-09, the state adoption of the NIMS
5. The Robert T. Stafford Disaster Relief and Emergency Assistance Act

B. References used to develop this Support EOP

1. National Incident Management System (NIMS)
2. National Response Framework (NRF)
3. Michigan Emergency Management Plan (MEMP), Michigan State Police, Emergency Management and Homeland Security Division (MSP/EMSHD)
4. Support Emergency Operations Plan Guide, Pub. 204 (MSP/EMSHD)

III. Plan Development and Maintenance

To ensure that this Support EOP addresses the needs of the community and is consistent with the Ingham County EOP, this document was developed in a cooperative, whole community effort between municipal government, local community, and the County Emergency Management Program. The Support EOP is updated after every change of the municipal CEO or update to the County EOP. After the plan is adopted by resolution of the Charter Township of Meridian Board and approved by the Supervisor, it is forwarded to the County Emergency Management program. The plan will be

implemented, tested through exercises and maintained in accordance with the standards and currentness of the Ingham County EOP.

This plan has been provided to all municipal departments, local elected officials, the County Emergency Management program and all agencies tasked with the document. It includes this Basic Plan, which provides an overview of the Townships preparedness and response strategies, and functional annexes that describe the actions, roles and responsibilities of participating organizations.

IV. Situation Overview

- A.** The Township of Meridian has taken various preparedness and incident management steps to enhance capabilities in responding to incidents including:
 - 1.** The mitigation of potential hazards
 - 2.** Identification of emergency response agencies and mechanism that will protect life and property before, during and after an emergency.
 - 3.** Tasking departments, agencies, organizations, and individuals with specific functions and responsibilities relative to emergency operations. Assigned tasks are explained in further detail under “Assignment of Responsibilities”.
- B.** Integration with the Ingham County EOP, County Hazard mitigation plan, and Township policies.
- C.** Community Profile: The Charter Township of Meridian is located in northwest Ingham County. The community has a population of approximately 43,916 residents. The Township consists primarily of residential homes. In addition, there are many senior care centers, a large central commercial corridor, and many rental units due to the close proximity of Michigan State University. The Township’s industry includes Meridian Mall and Delta Dental Insurance Headquarters, employing and attracting thousands of people.
- D.** Hazard and threat analysis: According to the County’s Hazard Mitigation Plan, the community is most vulnerable to many common hazards such as but not limited to fire, hazardous material, severe weather, flooding, transportation, and pandemics. More information regarding hazard vulnerability can be found in the Tri-County’s Regional Hazard Mitigation Plan (2023).
- E.** Relationship between Charter Township of Meridian and Ingham County Emergency Management Program:

Emergency management and response are primarily local responsibilities. However, disasters and emergencies can exhaust the resources and capabilities of local governments. Therefore, the Township of Meridian has chosen to incorporate into the Ingham County Emergency Management Program. To coordinate the emergency management related matters with the County Emergency Management Program, the Township of Meridian has appointed the Fire Chief to serve as the Emergency Management Liaison. The Emergency Management Liaison facilitates communication

and coordination between the Township of Meridian and Ingham County, and is the local point of contact for the County Emergency Management Coordinator.

V. Planning Assumptions

- A.** The proper implementation of this plan will result in saved lives, incident stabilization, and property protection in the Township of Meridian.
- B.** Some incidents occur with enough warning, planning time, that necessary notification can be issued to ensure the appropriate level of preparation. Other incidents occur with no advanced warning.
- C.** Depending upon the severity and magnitude of the situation, local resources may not be adequate to deal with an incident. It may be necessary to request assistance through mutual aid agreement, private sector, volunteer organization, and/or county, state and federal resources. When provided, these will supplement, not substitute for, relief provided by local jurisdictions.
- D.** All emergency response agencies within the Township of Meridian that have been tasked in the plan are considered to be available to respond to emergency incidents. Agencies will work to save lives, protect property, relieve human suffering, sustain survivors, stabilize the incident, repair essential facilities, restore services and protect the environment.
- E.** When a jurisdiction receives a request to assist another jurisdiction, reasonable actions will be taken to provide the assistance as requested.
- F.** Emergency planning is a work-in-progress; the Support EOP is consistently reviewed and updated.
- G.** During an emergency or disaster, parts of the plan may need to be improvised or modified, if necessary, based on the situation.

VI. Concept of Operations

- A.** Activation of the Support EOP and declaration of a local state of emergency:

When a threat is perceived, the Emergency Management Liaison activates the Support EOP and the local Emergency Operations Center (EOC) to facilitate activities that ensure the safety of the people, property and environment. Pursuant to 1976 PA 390, as amended, the Supervisor designated by Meridian Township may declare a local state of emergency for Meridian Township if circumstances indicate that the occurrence or threat of widespread or severe damage, injury, or loss of life or property exists. In the absence of the Supervisor pursuant to the local legislation, the Township Manager or designee is authorized to declare a local state of emergency. Upon a local declaration, PA 390 authorizes the Chief Executive Official to issue directives as to travel restrictions on local roads. To facilitate activities that ensure the safety of people, property and environment, a local declaration also activates this Support EOP and the Townships Emergency Operations Center (EOC). A local state of emergency shall

not be continued or renewed for a period in excess of seven (7) days except with the consent of the governing body of the municipality.

B. The following procedures are conducted and coordinated with the county in response to an incident:

- 1.** The Emergency Management Liaison will perceive the threat, assess the hazard and ensure that the elected officials and executive group and County Emergency Management Coordinator are notified of the situation.
- 2.** Departments assess the nature and scope of the emergency or disaster.
- 3.** If the situation can be handled locally, the following guidelines are used:
 - i. The Emergency Management Liaison advises the Manager and coordinates all local emergency response actions.
 - ii. The Emergency Management Liaison will activate the EOC. The EOC is located at the Central Fire Station, 5000 Okemos Road, Okemos. If this location is unavailable, an alternate EOC location will be decided by the Executive group.
 - iii. The Township Supervisor declares a local state of emergency. The Emergency Management Liaison notifies the County EMC and forwards the declaration to the County Emergency Management Program.
 - iv. Emergency response departments are notified by the Emergency Management Liaison to report to the EOC through telephone, smart messaging, and RAVE.
 - v. The Township Manager directs departments to respond to the emergency in accordance with the guidelines outlined in this plan and its annexes, and issues directives as to protective actions and travel restrictions on local roads.
 - vi. The Emergency Management Liaison keeps the County Emergency Management Coordinator informed of the situation and actions taken.

C. If the emergency is beyond local control, Township resources become exhausted, or special resources are needed, county assistance is requested through the County Emergency Management Coordinator.

D. If county assistance is requested, the County Emergency Management Coordinator assesses the situation and makes a recommendation on the type and level of assistance. The county will also take the following steps:

- 1.** Activate county EOC and EOP
- 2.** Respond with county resources
- 3.** Activate Mutual Aid to supplement county resources
- 4.** Notify MSP/EMHSD District Coordinator
- 5.** Make incident information available to MSP/EMHSD and statewide agencies via the Michigan Critical Incident Management System (MI CIMS) online platform, by submitting and maintaining applicable MI CIMS boards and logs.

- E. If the county resources and capabilities are exhausted, the county requests the Governor to declare a State of Emergency or State of Disaster in accordance with procedures set forth in 1976 PA 390, as amended. If the emergency occurs solely within the confines of the Township of Meridian, the county shall not request state assistance or the Declaration of a State of Disaster or Emergency unless requested to do so by the Township of Meridian Supervisor.

VII. Organization and Assignment of Responsibilities

A. Emergency Management Organization

1. The Charter Township of Meridian emergency management organization consists of eight (8) departments responsible for conducting activities in response to emergencies within the community. These eight (8) departments have been assigned to ten (10) specific emergency functions that the municipality has identified necessary in order to provide an effective response to secure the safety of people, property, and the environment. Each department is responsible for implementing pre-disaster activities to help prevent and/or prepare for various hazards that the community is vulnerable to such as: chronic diseases, flooding, hazardous material spills, inclement weather, tornadoes, and public disturbance; a complete list can be found in the County’s Hazard Mitigation Plan/Analysis. Prevention and preparedness activities include: awareness training, exercising, hygienic practices to prevent spreading of infectious diseases, stockpiling equipment, and educating people to care for themselves in an emergency.
2. The Manager serves as the incident manager for municipal coordination. At his/her side includes the Emergency Management Liaison and six (6) department contacts.
3. The table lists the functions, assigned departments, primary point of contact, and phone number.

Function	Department	Primary Contact	Phone
Direction and Control	Township Administration	Tim Dempsey	
Fire Services	Fire Department	Michael Hamel	
Emergency Mgmt Liasion	Fire Department	Fire Chief	
Law Enforcement	Police Department	Rick Grillo	
Warning and Communications	Fire Department	Michael Hamel	
Public Information	Communications Department	Sam Diehl	
Damage Assessment	Building Department	John Heckaman	
Public Works	Public Works	Dan Opsommer	
Emergency Medical Services	Fire Department	Brian Pennel	
Human Services	Human Services	Katie Love	
Finance	Accounting & Budgeting		

4. The following is a list of the 2nd and 3rd alternates for each department identified in the plan to maintain the emergency tasks assigned.

Department	2 nd Alternate		3 rd Alternate	
Township Administration	Dan Opsommer		Abby Tithof	
Fire Department	Ryan Campbell		Rudy Gonzales	
Emergency Mgmt Liasion	Rick Grillio		Ed Besonen	
Police Department	Bart Crane		Curt Squires	
Communications Department	Samantha Diehl		Rachael Stohlin	
Building Department	Ron Rau		Tim Schmitt	
Public Works	Rob MacKenzie		Younes Ishraidi	
Human Services	Abby Tithof		Carol Hasse	

5. The Township of Meridian maintains several fulltime departments. All departments contribute to the safety and welfare of the community. Each department employs qualified emergency personnel and maintains equipment that can be used in emergency response. A list of resources available for utilization during incidents can be requested through the Emergency Management Liaison. If resource needs exceed the capabilities of Meridian Township, the Supervisor may activate mutual aid agreements and pre-disaster contracts, or it may become necessary to request county assistance.

B. Responsibilities

1. The following guidelines are general to the municipality, all agencies, and individuals who have an assigned responsibility in responding to an emergency within the community and coordinated by Meridian Township.
 - i. Report to the the local emergency operations center when activated for scheduled exercises or disasters, or delegate another individual to staff the Emergency Operations Center (EOC) and implement the plan.
 - ii. Implement mutual aid agreements or contracts with other organizations to supplement local resources that have been exhausted.
 - iii. Ensure compliance with this plan and the County EOP, and any pertinent procedures and documents issued, which impact the provision of emergency services in the municipality.
 - iv. Train department emergency personnel in emergency management functions and NIMS/Incident Command System (ICS) concepts.
 - v. Assist in the development, review and maintenance of the plan and of the County EOP.
 - vi. Develop and maintain standard operating procedures for specific functions or actions identified in the plan.
 - vii. Maintain a list of resources available by the departments.
 - viii. Protect records and other resources deemed essential for continuing government functions and each department's emergency operations in accordance to procedures and policies.

- ix. Train personnel in emergency management functions and NIM/ICS concepts.
 - x. Participate in the review and update of this emergency operations plan, in accordance to a schedule identified by the Municipal Emergency Management Liaison and the County EMC.
 - xi. Conduct pre-disaster public awareness activities including education classes, self-care guidelines, communications plans, and protocols.
 - xii. Make recommendations to the Manager regarding protective actions.
 - xiii. Continuously conduct emergency planning activities as it is a work-in-progress, periodically reviewing and updating.
 - xiv. All emergency response departments are considered available to respond.
2. The annexes attached to this plan further describe ten emergency support functions and their associated responsibilities in mitigation, preparedness, prevention, response and recovery. Annexes include the organization that are responsible for carrying out the emergency functions, and assign tasks associated with each function.

VIII. After Action Report

The After Action Reports are an essential part of the recovery phase of an emergency. Every declared state of emergency will have a Post Incident Analysis (PIA) completed with involvement from all the following assigned functions: Direction, Control, and Coordination, Fire Services, Law Enforcement, Warning and Communications, Public Information, Damage Assessment, Public Works, Emergency Medical Services, Human Services and Finance. The recovery phase allows the Township to recognize strengths and weaknesses to adjust training, exercising and potential policy changes.

Annexes

Annexes Overview

The annexes attached to the Basic Plan describe all-hazard functions and include the roles and responsibilities that each department should consider during an emergency for which the Support EOP has been activated. Each annex contains the departments responsible for carrying out a function, their assigned tasks, and the concept of operations.

The annexes attached to this plan include the following functions if assistance is requested; the County EMC assesses the situation and makes recommendations on the type/level of assistance. The County will also take the following steps:

- 1)** Activate the County EOC.
 - 2)** Activate the County EOP/Emergency Action Guidelines.
 - 3)** Respond with County resources as requested.
 - 4)** Activate mutual aid agreements.
 - 5)** Coordinate County resources with municipal resources.
 - 6)** Notify MSP/EMHSD District Coordinator.
 - 7)** Develop a jurisdiction situation report and a damage and injury assessment report and submit to the MSP/EMHSD.
 - 8)** Assist the municipality with prioritizing and allocating resources.
-
- a)** If County resources are exhausted, the County makes a request to the Governor to declare a state of emergency or state of disaster in accordance with procedures set forth in PA 390 of 1976, as amended. The County shall not request state assistance or a declaration of a state of disaster or a state of emergency unless requested to do so by the Meridian Township Manager if the situation occurs solely within the confines of the municipality.
 - b)** If state assistance is requested, the MSP/EMHSD District Coordinator, in conjunction with the County EMC and Municipal Emergency Management Liaison, assess the disaster or emergency and recommends the necessary resources that are required for its prevention, mitigation, or relief efforts.
 - c)** After completing the assessment, the MSP/EMHSD District Coordinator immediately notifies the State Director of MSP/EMHSD of the situation.
 - d)** The State Director of MSP/EMHSD notifies the Governor and makes recommendations.
 - e)** If state assistance is granted, procedures are followed in accordance to the Michigan Emergency Management Plan and the County EOP.

Annex A: Direction, Control, and Coordination

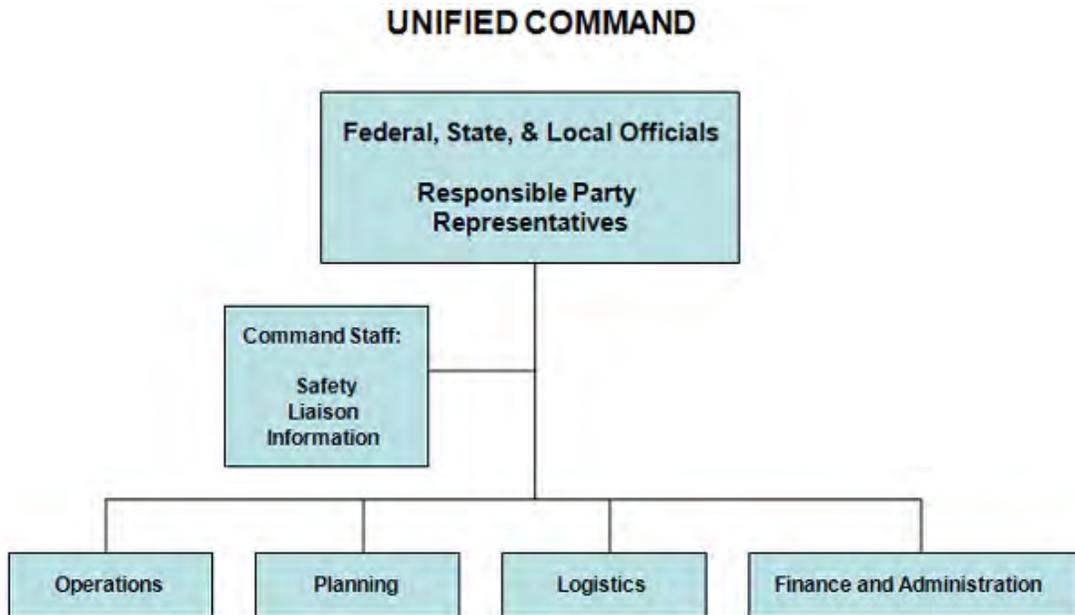
The Direction, Control, and Coordination function is responsible for the activation, organization and operation of the local EOC, the facilitation of the incident management, response, and recovery efforts, and coordination with the County Emergency Management Program.

Direction, Control, and Coordination officials will maintain and coordinate emergency management and response activities with the Direction, Control and Coordination function at the County level.

Direction, Control, and Coordination Checklist

	Report to the EOC, when activated, for scheduled exercises and disasters, or delegate another representative from the agency to staff the EOC and implement the plan.
	EOC Operations
	Activate the EOC and ensure that appropriate staff is notified
	Establish a system of coordination, such as ICS, within the EOC. (Field operations at the ICP are required to Utilize ICS.
	Maintain administrative materials for the EOC, i.e., pencils, paper, maps, and status boards
	Ensure copies of the Support EOP and EOC guidelines are available to EOC staff
	Determine if EOC security is needed
	Local Authority
	Direct and coordinate response activities in accordance with this plan, including prioritizing allocation of scarce resources
	Relieve jurisdiction employees of normal duties and temporarily reassign them to emergency duties, and employ temporary workers, as necessary
	Declare a local state of emergency
	Issue directives as to travel restrictions on municipal roads
	Recommend appropriate protective measures to ensure the health and safety of people and property
	Assistance to Other Agencies
	Ensure all resources are made available for response
	Formulate specific assistance requests to adjacent jurisdictions and the county
	Active MAA/MOUs and contracts with other jurisdictions and organizations
	Provide aid to other communities as provided by MAA/MOU's
	Ensure staff maintains logs of actions taken and financial records

Figure 1. ICS Incident Management Structure



Direction, Control, and Coordination

The following is responsible for this annex:

DEPARTMENT	TITLE OF CONTACT
Township Administration	Township Manager

The line of succession for the CEO for representing the Direction, Control, and Coordination function during a response to an emergency or disaster situation is:

TITLE	DEPARTMENT

The line of succession for the Emergency Management Liaison for representing the Direction, Control, and Coordination function during a response to an emergency or disaster situation is:

TITLE	AGENCY
Fire Chief	Fire Department
Police Chief	Police Department

The CEO and Emergency Management Liaison are responsible for reporting and delegating an individual from their department to report to the EOC during scheduled exercises or emergencies to coordinate and represent the Direction, Control, and Coordination function.

SIGNATURE OF MANAGER	DATE

Tim Dempsey

SIGNATURE OF EMERGENCY MANAGEMENT LIAISON	DATE

Michael R. Hamel

Annex B: Communication and Warning

The Communication and Warning function is responsible for alerting and notification of Key Officials, receiving and disseminating warning and critical emergency information to the public, and the establishment, maintenance, and coordination of communication protocols and links between the EOC and other incident departments.

The Communications and Warning official will maintain liaison and coordinate emergency management and response activities with the Communication and Warning functions at the County level.

Communications and Warning Checklist

	Report to the EOC, when activated, for scheduled exercises and disasters, or delegate another representative from the Township to staff the EOC and implement the plan
	Communication Link
	Ensure lines of communication have been established between all departments represented in the Meridian Township EOC, their department offices and their staff at the incident site. Available channels for established communications includes (communication channels, e.g. telephone, cell phone, radios etc.)
	Coordinate communications between municipal and county EOC. Available channels for establishing communications include (communication channels, e.g. telephone, cell phone, radios etc.)
	Establish communications links with the adjacent communities and higher levels of government
	Coordinate warning frequencies and procedures with adjacent communities and other government agencies
	Disaster Warning and Information
	Activate public warning systems when instructed to do so by CEO or Emergency Management Liaison. Warning methods include (warning methods, e.g., sirens, door-to-door notification, RAVE, etc.)
	Ensure that warning messages received through the Law Enforcement Information Network (LEIN), National Warning System (NAWAS), Emergency Alert System (EAS), National Weather Service, or other verifiable means are issued in a timely manner.
	Determine which facilities are endangered by the incident and contact those facilities. Ensure they are contacted when protective actions are rescinded
	Notify Special locations (e.g., schools, hospitals, nursing homes, major industry, institutions, and places of public assembly)
	Ensure that public warning systems provide notification to residents with access and functional needs, such as the elderly, hearing impaired, non-English speakers, individuals with mobility limitations, etc.
	Official Notification
	Ensure that all necessary officials have been notified and/or updated about the incident
	Notify neighboring jurisdictions of impending hazard and hazardous situations when instructed to do so by the Manager or Emergency Management Liaison.

Communication and Warning

The following department is responsible for this annex:

Department	Title of Contact
Administration	Township Manager

The line of succession for representing the Communications and Warning function during a response to an emergency or disaster situation is:

Title	Department
Chief	Fire
Chief	Law Enforcement

The Township Manager is responsible for reporting or delegating another individual from the Township to report to the EOC during scheduled exercises or emergencies to coordinate and represent the Communication and Warning Function.

SIGNATURE OF COMMUNICATIONS AND WARNING OFFICIAL	DATE

Tim Dempsey

Annex C: Damage Assessment

The Damage Assessment (DA) function is concerned with the process of documenting damage from the emergencies in the Township. Information gathered may be used to determine the extent of damage and impact on the community resulting from an incident to justify future federal funding, declarations of emergency and disaster proclamations. An accurate damage assessment is a necessary part of the recovery phase and determines qualification for state and federal disaster aid.

The Damage Assessment Official will maintain liaison and coordinate emergency management and response activities with the DA function at the county level.

Damage Assessment Checklist

	Report to the EOC, when activated, for scheduled exercises and disasters, or delegate another from the agency to staff the EOC and implement the plan
	Damage Assessment
	Maintain current list of DA field team members
	Maintain damage assessment field team supplies for contingency purposes, i.e., MSP/EMHSD Pub 901 Michigan Damage Assessment Handbook, blank forms, flashlights, cameras, pencils, paper, maps, IPAD, Tablet, and Tough Book.
	Activate DA field teams
	Collect both public and private damage assessment information
	Record initial information on damages from first responders (Windshield surveys)
	Augment DA field teams, as the situation dictates
	Dissemination of DA Information
	Provide an initial DA to EOC staff
	Provide and verify DA information to the Manager
	Prominently display DA information in the EOC, include maps, situation updates and assessment data
	Provide the PIO with current DA information for release to the public
	Provide DA data to the Emergency Management Liaison. The Emergency management Liaison will forward information to the County EMP for submission in MI CIMS
	Logistics
	Maintain a status list of requesting resources
	Compile and maintain a record of expenditures for personnel, equipment, supplies, etc.

Damage Assessment

The following agency is responsible for this annex:

Department	Title of Contact
Community Planning & Development	Director

The line of succession for the CEO for representing the Damage Assessment function during a response to an emergency or disaster situation is:

TITLE	DEPARTMENT
John Heckaman	Community Planning & Development
Ron Rau	Community Planning & Development
Tavis Millerov	Fire Marshal

The individual responsible for reporting and delegating an individual from their department to report to the EOC during scheduled exercises or emergencies to coordinate and represent the Damage Assessment function.

SIGNATURE OF DAMAGE ASSESSMENT OFFICIAL	DATE

Timothy Schmitt

Annex D: Fire Services

The Fire Service function is concerned with detecting and suppressing rural and urban fires, EMS, Hazardous materials, and any of these that result from, or occur coincidentally with, an incident response.

The Fire Service Official will maintain liaison and coordinate emergency management and response activities with the Fire Services function at the County Level.

Fire Services Checklist

	Report to the EOC, when activated, for scheduled exercises and disasters, or delegate another representative from the agency to staff the EOC and implement the plan.
	Response Activities
	Coordinate fire response and search and rescue activities with appropriate personnel at the County Emergency Management program, including assistance to regional special teams such as Region 1 Technical Response teams (USAR/HAZMAT/AVI)
	Respond to hazardous materials spills
	Coordinate with the County EMC and the State of Michigan in the decontamination of affected citizens and emergency workers after exposure to CBRNE hazards
	Assist in searching for bombs and explosive in connection with terrorism or weapons of mass destruction (WMD) events as directed by Law enforcement
	Assistance to Other Agencies
	Advise EOC staff about fire and rescue activities
	Provide communication and other logistical supplies, as needed
	Assist with evacuations
	Assist in Damage Assessment operations
	Assist in warning the population. Loud speakers on fire vehicles or door-to-door warning may be utilized
	Assist in salvage operations and debris clearance

Fire Services

The following agency is responsible for this annex:

Department	Title of Contact
Fire	Fire Chief

The line of succession for the CEO for representing the Fire Service function during a response to an emergency or disaster situation is:

TITLE	DEPARTMENT
Battalion Chief	Fire
Battalion Chief	Fire
Fire Marshal	Fire

The individual responsible for reporting and delegating an individual from their department to report to the EOC during scheduled exercises or emergencies to coordinate and represent the Fire services.

SIGNATURE OF FIRE SERVICES OFFICIAL	DATE

Michael R. Hamel

Annex E: Law Enforcement

The Law Enforcement function is concerned with ensuring the safety of all citizens, maintaining law and order, protecting public and private property and providing protection for essential industries, supplies and facilities.

The Law Enforcement will maintain liaison and coordinate emergency management and response activities with the Law Enforcement function at the county level.

Public Safety Checklist

	Report to the EOC, when activated, for scheduled exercises and disasters, or delegate another from the department to staff the EOC and implement the plan.
	Response Activities
	Provide security and access control at critical facilities and incident sites
	Implement any curfew ordered by the governor or CEO.
	Enforce evacuation orders and assist in evacuations.
	Ensure prisons and jails are notified of potential threat and determine whether proper safety and security precautions are being taken.
	Investigate incident and provide intelligence information to county, state and federal officials.
	Enforce evacuation orders and assist in evacuations.
	Transportation
	Secure unusable roads. (use fire services and public works for support, if necessary)
	Identify routes that need barricades and signs. Request necessary assistance from Public works
	Ensure vehicles on evacuation routes are removed. If necessary, request that Public Works agencies move vehicles off the road. Maintain record of where vehicles are being taken.
	Coordinate with the Ingham county Road Commission or Public Works in rerouting traffic and putting the appropriate signs in place.
	Assistance to Other Agencies
	Assist Warning function in warning the public, when necessary
	Assist the medical examiner with mortuary services
	Assist families isolated by the effects of the disaster

Law Enforcement

The following agency is responsible for this annex:

Department	Title of Contact
Police	Police Chief

The line of succession for director for representing the Law Enforcement function during a response to an emergency or disaster situation is:

TITLE	DEPARTMENT
Captain	Police
Lieutenant	Police
Sergeant	Police

The individual responsible for reporting and delegating an individual from their department to report to the EOC during scheduled exercises or emergencies to coordinate and represent the Law Enforcement function.

SIGNATURE OF LAW ENFORCEMENT OFFICIAL	DATE

Rick Grillo

Annex F: Public Works

The Public Works function is responsible for conducting pre- and post-incident assessments; ensuring critical services are met through existing contracts, providing technical assistance and engineering expertise and construction management, providing emergency repair of damaged public infrastructure and critical facilities, and the clearing of debris from public roads.

The Public Works Official will maintain liaison and coordinate emergency management and response activities with the Public Works function at the county level.

Public Works Checklist

	Report to the EOC, when activated, for scheduled exercises and disasters, or delegate another from the department to staff the EOC and implement the plan
	Response Activities
	Coordinate debris removal activities
	Coordinate activities designed to control the flow of floodwater
	Damage Assessment
	Provide engineering expertise to inspect public structures and determine if they are safe to use
	Provide DA information for roads, bridges, buildings, infrastructure, etc. to DA function
	Transportation
	Provide barricades and signs for road closures and boundary identification (to include activating MAA/MOU's if additional barricades are needed)
	Provide technical expertise in road weight limits, road capacity, etc., to determine whether evacuation routes are adequate for traffic flow
	Notify law enforcement of location(s) of disabled vehicles
	Contact appropriate Michigan Department of Transportation (MDOT) and county transportation officials to request travel restrictions on state and county roads, if necessary
	Assistance to Other Agencies
	Assist in identifying access control areas
	Assist with urban search and rescue activities, if necessary
	Maintain contact with local utilities to determine the extent and cause of damage and outages. Report this information and restoration schedules to EOC
	Coordinate with Utility companies in the restoration of essential services
	Logistics
	Provide vehicles and personnel to transport essential goods, such as food and medical supplies, when directed by the EOC
	In conjunction with public health, help identify sources of potable water
	Assist in identifying and obtaining the appropriate construction equipment to support disaster response and recovery operations
	Provide emergency generators and lighting

Public Works

The following agency is responsible for this annex:

Department	Title of Contact
Public Works	Deputy Manager/ Director of Public Works

The line of succession for director for representing the Public Works function during a response to an emergency or disaster situation is:

TITLE	DEPARTMENT
Chief Engineer	Engineering

The individual responsible for reporting and delegating an individual from their department to report to the EOC during scheduled exercises or emergencies to coordinate and represent the Public works function.

SIGNATURE OF PUBLIC WORKS OFFICIAL	DATE

Dan Opsommer

Annex G: Public Health and Medical Services

The Public Health and Medical Services function is responsible for assessing public health and medical needs, health surveillance, and provision of medical care personnel, supplies and equipment.

The Public Health and Medical Services Official will maintain liaison and coordinate emergency management and response activities with the Public Health and Medical Services function at the county level.

Public Health and Medical Services Checklist

	Report to the EOC, when activated, for scheduled exercises and disasters, or delegate another representative from the department to staff the EOC and implement the plan
	Patient Care
	Coordinate with medical providers and shelter managers to staff medical personnel at shelters
	Identify the transportation resources and personnel needs to transport disaster survivors to temporary care centers
	Provide transportation of patients to hospitals with transfer of patients
	Ensure identification and notification of disaster survivors and emergency responders in need of crisis counseling and/or debriefing
	Coordinate the monitoring of disaster survivors and emergency responders for exposure to chemical, radiological, or biological contaminants, and assist in their decontamination.
	Public Health
	If necessary, identify a site for a temporary morgue. Note: The medical examiner is responsible for identifying the deceased. Law enforcement and EMS may provide additional support in collecting and transporting
	Assist with animal and pet control and support the County Animal Control Unit in the quarantine and disposal of diseased animals

Public Health and Medical Services

The following agency is responsible for this annex:

Department	Title of Contact
Fire	EMS/Training Chief

The line of succession for director for representing the Public Health and Medical Services function during a response to an emergency or disaster situation is:

TITLE	DEPARTMENT
EMS/Training Chief	Fire

The individual responsible for reporting and delegating an individual from their department to report to the EOC during scheduled exercises or emergencies to coordinate and represent the Public Health and Medical Services function.

SIGNATURE OF PUBLIC HEALTH AND MEDICAL SERVICES OFFICIAL	DATE

Brian Pennell

Annex H: Public Information

The Public Information function ensures accurate, coordinated, timely, and accessible information is disseminated to governments, media, the general public, and the private sector throughout the prevention, preparedness, mitigation, response, and recovery phases of disasters and emergencies.

The Public Information Official will maintain liaison and coordinate emergency management and response activities with the Public Information function at the county level.

	Report to the EOC, when activated, for scheduled exercises and disasters, or delegate another representative from the department to staff the EOC and implement the plan
	Pre-disaster Public Education
	Assist the Emergency Management Liaison in developing educational materials on the hazards facing the community and explaining what people can do to protect themselves to recover from incidents
	Ensure that written materials are developed for non-English speaking individuals or others who require FNSS
	Disaster Warning and Information
	Develop and release updated Emergency Alert System (EAS) messages based on incoming information
	Document which EAS messages have been delivered over radio and television
	Ensure that accurate information is disseminated describing such items as the locations of shelter, missing persons information hotline, volunteer hotline, rumor control hotline, etc.
	Distribute prepared public education materials
	Media Coordination
	Establish and maintain contact with the EOC and/or the ICP
	Prepare press releases and ensure that all press releases and official information is reviewed by Township Manager or designee
	Verify that information is accurate before releasing it to the media
	Schedule media briefings
	Establish a Public Information Center as the central point from which municipal news releases are issued at (location determined during emergency)
	Assist the county in establishing a Joint Information Center (JIC; the JIC can be used by agency representatives for releasing information to the news media
	Coordinate public information activities with the County PIO and the JIC
	Schedule interviews between Elected officials etc.
	Monitor all forms of media, both traditional and social, for rumors, and address rumors as soon as possible

Public Information

The following agency is responsible for this annex:

Department	Title of Contact
Communications	Communications Manager

The line of succession for director for representing the Public Information function during a response to an emergency or disaster situation is:

TITLE	DEPARTMENT
Communications Manager	Communications
	Communications

The individual responsible for reporting and delegating an individual from their department to report to the EOC during scheduled exercises or emergencies to coordinate and represent the Public Information function.

SIGNATURE OF PUBLIC INFORMATION OFFICIAL	DATE

Samantha Diehl

Annex I: Finance

The Finance function is responsible for managing all financial aspects of an incident. Documentation of all expenditures and donations associated with the declared state of emergency

The Finance Official will maintain liaison and coordinate emergency management and response activities with the finance functions at the county level.

	Report to the EOC, when activated, for scheduled exercises and disasters, or delegate another representative from the department to staff the EOC and implement the plan
	Disaster-Related Needs
	Responsible for contracts with vendors, leases, and fiscal agreements associated with emergency
	Responsible for ensuring the accurate recording of daily personnel time and compliance with agency time recording policies.
	Ensures the proper identification of all equipment and personnel requiring payment; records all costs data; analyzes and prepares estimated of incident costs; and maintains accurate records of incident costs.

The following agency is responsible for this annex:

Department	Title of Contact
Accounting & Budgeting	Finance Director

The line of succession for representing the Finance function during a response to an emergency or disaster situation is:

TITLE	DEPARTMENT

The individual responsible for reporting and delegating an individual from their department to report to the EOC during scheduled exercises or emergencies to coordinate and represent the Finance function.

SIGNATURE OF FINANCE OFFICIAL	DATE

Annex J: Mass Care, Emergency Assistance, Housing, and Human Services

This function is concerned with issues related to the provision of mass care, emergency assistance, housing, and human services to disaster survivors, including those that require FNSS, throughout the prevention, preparedness, mitigation, response, and recovery phases of disasters and emergencies.

The Mass Care, Emergency Assistance, Housing, and Human Services Official will maintain liaison and coordinate emergency management and response activities with the Mass Care functions at the county level.

Mass Care, Emergency Assistance, Housing, and Human Services Checklist

	Report to the EOC, when activated, for scheduled exercises and disasters, or delegate another representative from the department to staff the EOC and implement the plan
	Disaster-Related Needs
	Coordinate activities of municipal departments that provide mass care and human services
	Coordinate with Ingham county Emergency Management, the American Red Cross and other agencies to distribute food, water, and clothing, and meet other basic needs of disaster survivors and emergency responders
	Coordinate to provide transportation for disaster survivors and emergency responders
	Arrange for the provision of crisis counseling to disaster survivors and emergency responders
	Coordinate procedures for the tracking go family members and reunification of families
	Identify and account for personal property that may be lost during a disaster
	Coordinate with the County EOC to establish procedures for the registration and management of volunteers and donations
	Coordinate with agencies in the community that work with individuals with access and functional needs to ensure disaster related needs are met.
	Protective Action
	Coordinate the provision of transportation for evacuation
	Provide staff and resources to manage open shelters
	Coordinate care for individuals at shelters and for those who have been sheltered-in-place
	Determine whether shelters must be opened long or short-term
	Provide guidance/policies for the care of household pets that are brought to shelters by evacuees (only service animals are allowed into ARC shelters)
	Pre-identified shelter locations include: 5000 Okemos Road

Mass Care, Emergency Assistance, Housing, and Human Services

The following agency is responsible for this annex:

Department	Title of Contact
Human Services	Human Services Specialist

The line of succession for director for representing the Mass Care, Emergency Assistance, Housing, and Human Services function during a response to an emergency or disaster situation is:

TITLE	DEPARTMENT
HR Director	Human Resources
HR Administrator	Human Resources

The individual responsible for reporting and delegating an individual from their department to report to the EOC during scheduled exercises or emergencies to coordinate and represent the Mass Care, Emergency Assistance, Housing, and Human Services function.

SIGNATURE OF MASS CARE, EMERGENCY ASSISTANCE, HOUSING, AND HUMAN SERVICES OFFICIAL	DATE

Katie Love

MERIDIAN TOWNSHIP VULNERABLE POPULATIONS

NAME	ADDRESS	PHONE
BICKFORD COTTAGE	3830 OKEMOS RD	517-507-3965
BROOKDALE MERIDIAN	5250 MARSH RD	517-803-2678
BROOKDALE SENIOR LIVING	5346 MARSH RD	517-381-8700
CARRIAGE LANE APARTMENTS	3882 DOBIE RD	517-349-1643
GRANGE ACRES	MARSH & HILLCURVE	517-339-9321
HOME SWEET HOME TOO	5917 EDSON	517-339-7278
INGHAM COUNTY EXTENDED CARE	3860 DOBIE RD	517-381-6100
MARSH POINTE	5895 MARSH RD	517-339-0440
MEDILODGE OF CAMPUS AREA	2815 NORTHWIND	517-332-0817
MEDILODGE OF OKEMOS	5211 MARSH RD	517-319-1400
MERIDIAN STRATFORD PLACE	2790 SIRHAL	517-333-2472
NEW LIFE ASSISTED LIVING CENTER	5905 EDSON	517-339-3677
NEW LIFE ASSISTED LIVING CENTER	2077 HASLETT	517-339-2390
SAFE HAVEN ASSISTED LIVING	981 JOLLY (ALAIEDON)	517-574-4579
STORYPOINT EAST LANSING	5968 PARK LAKE	517-339-1532
WILLOWS AT OKEMOS	4830 CENTRAL PARK	517-349-3600

Human Services: Resources and Support Services

TRANSPORTATION RESOURCES	TYPE
Information provided at the EOC	

SHELTERS	MAXIMUM OCCUPANCY
Information provided at the EOC	

FOOD AND FAMILY CARE RESOURCES	TYPE OF SERVICE
Information provided at the EOC	

SPECIAL/FUNCTIONAL NEEDS CARE SERVICES	TYPE OF SERVICE
Information provided at the EOC	

HOUSING FOR ADDITIONAL EMERGENCY WORKERS	TYPE OF SERVICE
Information provided at the EOC	
Local Fire Stations	Housing
Local Shelters	Housing
Willows at Okemos - background checks required prior to placement	Housing

Annex K: After Action Report Template



**TOWNSHIP
OF
MERIDIAN**

[Pick the date]

[Year]

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EXPLANATION OF TERMS

Examples:

AAR	After Action Report
CAD	Computer Aided Dispatch
DA	Damage Assessment
EOC	Emergency Operations Center
IC	Incident Command
ICS	Incident Command System
MTFD	Meridian Township Fire Department
MTPD	Meridian Township Police Department
NIMS	National Incident Management System
OEM	Office of Emergency Management
PSD	Public Service Department
PIO	Public Information Officer

INTRODUCTION

Include brief synopsis of incident here.

Sequence of events:

Include detailed sequence of events here, if available.

AFTER ACTION REPORT OVERVIEW

This report is a compilation of information from the different departments/organizations and staff who participated in the response to *[list incident/exercise/event here]*. The information was gathered by *[list departments here and various sources of information for the report]*

The recommendations in this AAR should be viewed with considerable attention to the needs for the safety of Meridian Township. In some cases, departments may determine that the benefits of implementation are insufficient to outweigh cost. In other cases, departments may identify alternative solutions that are more effective. However, each department should review the recommendations and determine the most appropriate action and time needed for implementation.

The issues addressed in this AAR are being requested to be reviewed and thoroughly examined for the appropriation of needed resources to ensure the functions of incident response; stabilization and notification are efficient and effective.

Incident Overview:

Township of Meridian – *[Insert incident/exercise/event location here]*

Duration:

[Insert incident/exercise /event time]

Sponsor:

[Insert Sponsor here, if applicable]

Funding Source:

[Insert funding source here or if no funding, insert “No funding allocated”]

Focus (Check appropriate area(s) below):

- Prevention:
- Response
- Recovery
- Other

Classification (Check appropriate area(s) below):

- Unclassified
- For Official Use Only (FOUO)
- By Invitation Only

Activity or Scenario (Check appropriate area(s) below):

- Fire
- Severe Weather
- Flood
- Hazardous Material Release
- Bomb Threat
- Medical Emergency
- Power Outage
- Evacuation
- Lockdown
- Special Event
- Exercise/Drill
- Other

Location:

[Insert incident/exercise/event location here]

Participating Organizations:

[Insert organizations here]

STRENGTHS

List strengths here.

AREAS OF IMPROVEMENT

List Areas of Improvement here.

RECOMMENDATIONS

List Recommendations here.

CONCLUSION AND NEXT STEPS

Insert Conclusion here.

IMPROVEMENT PLANNING MATRIX

IMPROVEMENT PLANNING MATRIX

<u>Area of Improvement</u>	<u>Improvement Action</u>	<u>Responsible Party/Areas</u>	<u>Targeted Completion Date</u>	<u>Status</u>
1)				
2)				
3)				
4)				
5)				
6)				
7)				
8)				
9)				
10)				
11)				
12)				
13)				
14)				
15)				
16)				
17)				
18)				



To: Board Members

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

Date: February 28, 2025

**Re: Ordinance 2025-03 - Rezone vacant Dobie Road parcel from RAA to RD,
subject to a conditional rezoning agreement**

Fedewa Holdings, the owner of the vacant property just north of Faith Lutheran Church (parcel ID# 33-02-02-22-454-003) has applied for rezoning of the 4.28 acre parcel. The property was previously a part of the Faith Lutheran parcel, but was split off and sold to Fedewa Holdings in 2024. The parcel is now vacant, having been split from the Faith Lutheran parent parcel, and is currently zoned RAA, One-Family, Low Density Residential. The Future Land Use Map was changed during the 2023 Master Plan update and the northern majority of the parcel is designated for multiple family uses, with the southern portion still designated as Institutional, in support of the church. The property to the north is used for multiple family, to the east properties are multiple family and single family, to the south is Faith Lutheran, and the properties to the west are single-family homes.

The applicant has applied for rezoning of the property to RD, Multiple Family Residential, up to 8 units per acre, subject to a conditional rezoning agreement. In 2024, the applicant applied for rezoning to RC, Multiple Family Residential up to 14 dwelling units per acre. This request was met with substantial opposition, the Planning Commission recommended denial, and the applicant withdrew the request. After meeting with the neighbors and reevaluating their proposal, they submitted the current request, at a lower density, and subject to the following conditions, which are intended to address some of the concerns that have been raised:

1. Increase the rear yard building setback on the western boundary from the required 40 ft to 100 ft, more than doubling the required buffer between the project and neighboring single-family homes.
2. Restrict the type of allowable unit to townhomes. A total of 4 buildings with 8 units per building each with their own front door and garage accessible from the outside.

The Planning Commission held a public hearing on January 13, 2025 and received some continued negative feedback from the neighbors over the development of the parcel. The Planning Commission again reviewed the matter on January 27, 2025 and recommended approval to the Township Board to rezone the property to RD, subject to the conditions offered by the applicant. The Planning Commission packet from both the January 13th and January 27th meetings are attached to this memo, with the entire Staff analysis. Staff looks forward to discussing this matter with the Board.

Attachments

1. Ordinance 2025-03 – Rezone vacant Dobie road
2. Application Information
3. Planning Commission memos from January 13, 2025 and January 27, 2025 meetings
4. Planning Commission minutes from January 13, 2025
5. Planning Commission minutes from January 27, 2025

ORDINANCE NO. 2025-03
ORDINANCE AMENDING THE ZONING DISTRICT MAP
OF MERIDIAN TOWNSHIP
PURSUANT TO REZONING #25001

The Charter Township of Meridian ordains:

Section 1. Amending the Zoning District Map.

A. The Zoning District Map of Meridian Township, as adopted in Section 86-312 of the Code of the Charter Township of Meridian, Michigan, as previously amended, is hereby amended by changing the RAA, One-Family Low Density Residential symbol and indication as shown on the Zoning District Map, for Parcel #33-02-02-22-454-003, land legally described as:

PART OF THE SE 1/4 OF SEC 22 T4N R1W DESC AS: COM AT S 1/4 COR OF SD SEC 22 - N00°03'21"E ALNG N-S 1/4 LN OF SD SEC 22 385.60 FT TO POB - N00°03'21"E CONT ALNG SD N-S 1/4 LN 297.20 FT TO S LN OF "CHIEF OKEMOS" - S89°56'32"E ALNG SD S LN 627.69 FT TO C/L OF DOBIE RD - S00°00'01"E ALNG SD C/L 297.20 FT - N89°56'32"W PLL WITH S SEC LN OF SD SEC 22 627.98 FT TO POB 4.28 A M/L

to that of **RD, Multiple Family Residential up to 8 dwelling units per acre, subject to a conditional rezoning agreement limiting the development on the site.**

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

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

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

Section 5. Effective Date. This Ordinance shall be effective seven (7) days after its publication or upon such later date as may be required under Section 402 of the Michigan Zoning Enabling Act (MCL 125.3402) after filing of a notice of intent to file a petition for a referendum.

Scott Hendrickson, Township Supervisor

Angela Demas, Township Clerk

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

REZONING APPLICATION

Part I, II and III of this application must be completed. Failure to complete any portion of this form may result in the denial of your request.

Part I

A. Owner/Applicant Fedewa Holdings
Address of applicant 1640 Haslett Rd. Suite 7A Haslett MI 48840
Telephone: Work (517)719-6300 Home _____
Fax _____ Email Greg@fedewahomes.com Jerry@jerryfedewahomes.com

If there are multiple owners, list names and addresses of each and indicate ownership interest. Attach additional sheets if necessary. If the applicant is not the current owner of the subject property, the applicant must provide a copy of a purchase agreement or instrument indicating the owner is aware of and in agreement with the requested action.

B. Applicant's Representative, Architect, Engineer or Planner responsible for request:
Name / Contact Person _____
Address _____
Telephone: Work _____ Home _____
Fax _____ Email _____

C. Site address/location Dobie Rd. Okemos MI. 48864
Legal description (Attach additional sheets if necessary) Attached
Parcel number 33-02-02-22-454-003 Site acreage 4.28

D. Current zoning RAA Requested zoning RD

E. The following support materials must be submitted with the application:

1. Nonrefundable fee.
2. Evidence of fee or other ownership of the subject property.
3. A rezoning traffic study prepared by a qualified traffic engineer based on the most current edition of the handbook entitled *Evaluating Traffic Impact Studies: A Recommended Practice for Michigan Communities*, published by the State Department of Transportation, is required for the following requests:
 - a. Rezoning when the proposed district would permit uses that could generate more than 100 additional directional trips during the peak hour than the principal uses permitted under the current zoning.
 - b. Rezoning having direct access to a principal or minor arterial street, unless the uses in the proposed zoning district would generate fewer peak hour trips than uses in the existing zoning district.
(Information pertaining to the contents of the rezoning traffic study will be available in the Department of Community Planning and Development.)
4. Other information deemed necessary to evaluate the application as specified by the Director of Community Planning and Development.

Part II

REASONS FOR REZONING REQUEST

Respond only to the items which you intend to support with proof. Explain your position on the lines below, and attach supporting information to this form.

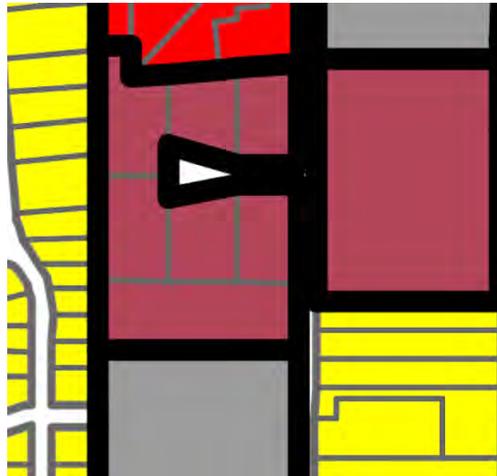
A. Reasons why the present zoning is unreasonable:

- 1) There is an error in the boundaries of the Zoning Map, specifically: _____

- 2) The conditions of the surrounding area have changed in the following respects: _____

- 3) The current zoning is inconsistent with the Township’s Master Plan, explain:

The parcel is listed as multi-family on the Future Land Use Map. See attached.



- 4) The Township did not follow the procedures that are required by Michigan laws, when adopting the Zoning Ordinance, specifically: _____

- 5) The Township did not have a reasonable basis to support the current zoning classification at the time it was adopted; and the zoning has exempted the following legitimate uses from the area:

The current zoning restrictions on the use of the property do not further the health safety or general welfare of the public, explain _____

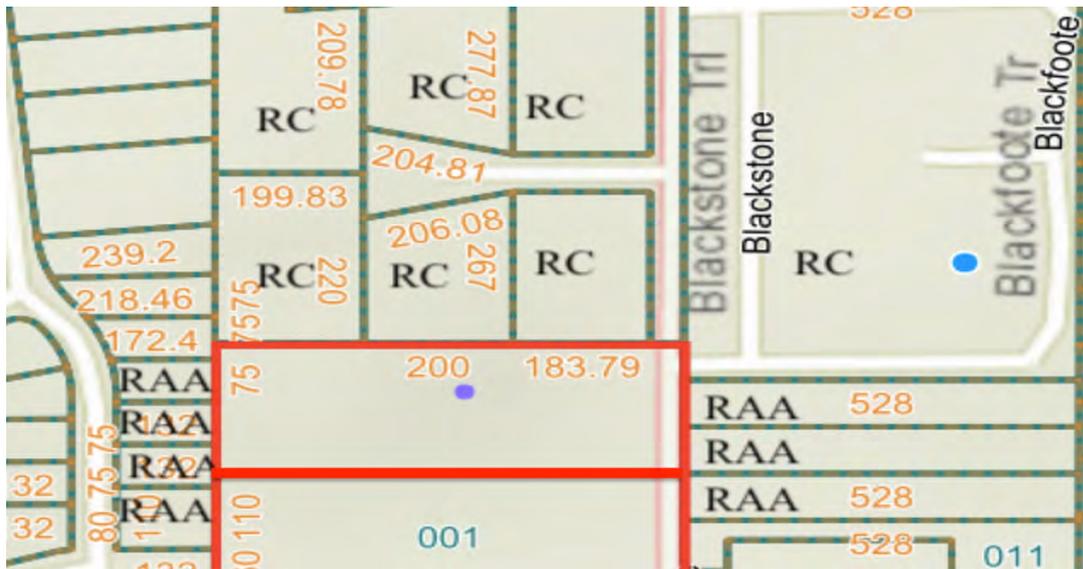
B. Reasons why the requested zoning is appropriate:

- 1) Requested rezoning is consistent with the Township’s Master Plan, explain:

The requested rezoning aligns with the Township's Master Plan, A goal of the Master Plan is to create a range of residential densities that will ensure diverse housing options to meet the needs of the residents. The example photo used in the Master Plan document on the page outlining the need for diverse types of housing options is a picture of our building. Additionally, the Master Plan promotes infill development along main vehicular corridors within the Urban Services Boundary as a way to balance growth with environmental preservation. This project achieves many of the stated goals in the Master Plan.

- 2) Requested rezoning is compatible with other existing and proposed uses surrounding the site, specifically: _____

The requested rezoning is compatible with existing and proposed uses surrounding the site, specifically the RC multifamily zoning to the north and east of the property.

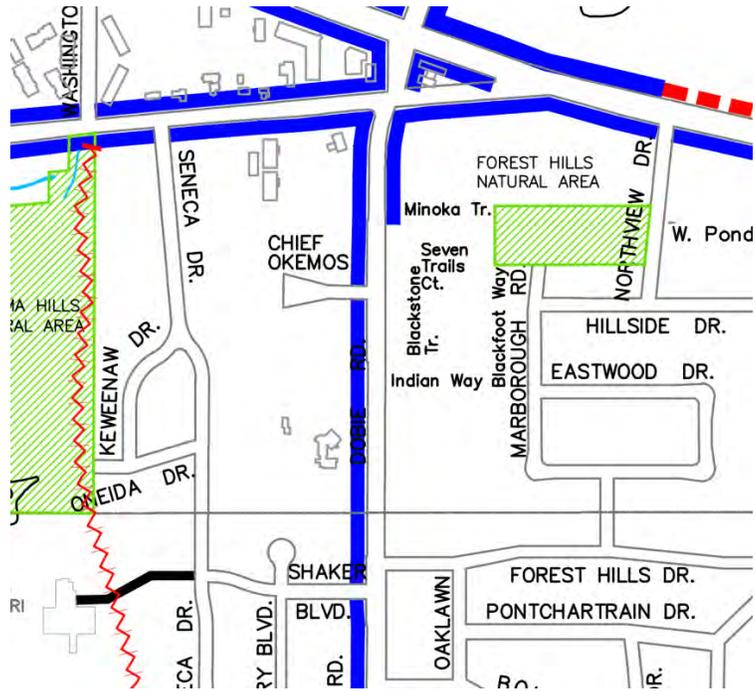


- 3) Requested rezoning would not result in significant adverse impacts on the natural environment, explain:

The parcel is currently vacant with some trees. it was originally farmland and does not feature any old growth trees. We plan to install detention ponds to address existing water issues in the area. The rezoning does not adversely impact the natural environment.

- 4) Requested rezoning would not result in significant adverse impacts on traffic circulation, water and sewer systems, education, recreation or other public services, explain:

We have attached a traffic report confirming that the requested rezoning will not adversely impact traffic circulation. The site has direct access to public water, sewer, and storm services, as well as public bus and school bus services, including a nearby bus stop. Furthermore, this parcel is included in the Township Pathway Master Plan, making it an ideal infill project along a main corridor within the Urban Services Boundary.



5) Requested rezoning addresses a proven community need, specifically: _____

The proposed townhomes, each with their own front door, will fulfill a housing need in the community, especially for new families relocating to the Township. These types of rentals are becoming increasingly scarce in Meridian Township.

6) Requested rezoning results in logical and orderly development in the Township, explain:

The requested RD zoning provides a logical transition from the RC multi-family zoning to the north to the single-family homes to the west. Additionally, our larger townhome design attracts families, offering an alternative to higher-density apartment complexes.

7) Requested rezoning will result in better use of Township land, resources and properties and therefore more efficient expenditure of Township funds for public improvements and services, explain: __

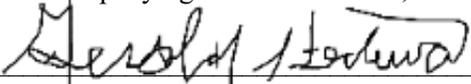
The Urban Services Boundary was created to limit development to areas already served by public utilities while focusing new growth to infill and redevelopment projects Promoting infill developments along main vehicular corridors supports both strategic growth and environmental preservation. This project aligns perfectly with the goals of the approved Master Plan.

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



11-20-24

Signature of Applicant

Date

Gerald Fedewa

Type/Print Name

Fee: _____

Received by/Date: _____

Legal Description

PART OF THE SE 1/4 OF SEC 22 T4N R1W DESC AS: COM AT S 1/4 COR OF SD SEC 22 -
N00°03'21"E ALNG N-S 1/4 LN OF SD SEC 22 385.60 FT TO POB - N00°03'21"E CONT ALNG SD N-S
1/4 LN 297.20 FT TO S LN OF "CHIEF OKEMOS" - S89°56'32"E ALNG SD S LN 627.69 FT TO C/L OF
DOBIE RD - S00°00'01"E ALNG SD C/L 297.20 FT - N89°56'32"W PLL WITH S SEC LN OF SD SEC 22
627.98 FT TO POB 4.28 A M/L



Tim Schmitt
Director of Community Planning and Development
Meridian Township
5151 Marsh Rd.
Okemos MI. 48864
(517)853-4506

November 20th, 2024

RE: Fedewa Holdings Dobie Rd. Rezoning Application

Tim,

Please find our attached rezoning application for your review. The parcel is currently zoned RAA, and we are requesting rezoning to RD (multi-family). The application includes the following documents:

1. Meridian Township Rezoning Application
2. Site survey
3. Site Legal Description
4. Traffic Assessment

Introduction

We intend to build a residential townhome development on our parcel on Dobie rd. our 5th townhome project in the Township. All of our projects are built to the highest standards with quality building materials. Our townhomes are much larger than typical units in the township and rent for much lower per sq ft than competing properties providing a great value for families living in the area.

Proposed Conditions of Rezoning

To address community concerns and enhance compatibility with surrounding residences, we propose the following conditions for the rezoning:

1. Increase the rear yard building setback on the western boundary from the required 40 ft to 100 ft., more than doubling the required buffer between the project and neighboring single-family homes.
2. Restrict the type of allowable unit to townhomes. A total of 4 buildings with 8 units per building each with their own front door and garage accessible from the outside.

Project Overview

Since our initial rezoning request in 2019, the category has changed on the Future Land Use Map to multi family. In response to feedback, we've increased the size of the lot while reducing the number of units. Additionally, we've changed the requested zoning from RC to RD, which reduces the traffic impact. We've also more than doubled the required rear yard setback, creating a significant buffer from the single family residences. The added detention ponds and drainage will help resolve pre-existing water issues in the surrounding area.

Because of their size and front door exterior access townhomes are typically occupied by families making them an ideal transition from single family housing to multi family residential. This is an infill project on a main vehicular corridor within the Urban services Boundary helping to balance growth with environmental preservation.

We are excited to bring this much needed housing option to the residents of Okemos.

Thank you,

Gerald Fedewa
Fedewa Holdings Inc.
6099 E Lake Drive
Haslett MI. 48840

WARRANTY DEED

33-24911623-ELN

KNOW ALL PERSONS BY THESE PRESENTS: That: Faith Lutheran Church (of Meridian Township), a Michigan non-profit Corporation ("Grantor")

the address of which is: 4515 Dobie Road, Okemos, MI 48864

convey(s) and warrant(s) to: Fedewa Holdings LLC, a Michigan limited liability company ("Grantee")

the address of which is: 6099 E Lake Drive, Haslett, MI 48840

the following described premises situated in the Township of Meridian Charter, County of Ingham, State of Michigan, to wit:

SEE EXHIBIT A

Commonly known as: V/L Dobie Rd, Okemos, MI 48864

Parcel ID No.: 33-02-02-22-454-001 (parent parcel) 33-02-02-22-454-003 (New for 2025)

This property may be located within the vicinity of farmland or a farm operation. Generally accepted agricultural and management practices which may generate noise, dust, odors, and other associated conditions may be used and are protected by the Michigan Right to Farm Act.

The Grantor grants to the Grantee the right to make all division(s) under Section 108 of the Land Division Act, Act No. 288 of the Public Acts of 1967, as amended.

together with all and singular the tenements, hereditaments and appurtenances thereunto belonging or in anywise appertaining, for the sum of Three Hundred Four Thousand One Hundred Eighty Two and 00/100 Dollars (***\$304,182.00***)

Subject to existing building and use restrictions, easements of record, and zoning ordinances, if any.

Dated this May 01, 2024

Signed by:

Faith Lutheran Church (of Meridian Township)

By: Randy Royalty
Randy Royalty

Its: Council President and Authorized Signer

State of Michigan)
County of Ingham)SS.
)

The foregoing instrument was acknowledged before me on this 1st day of May, 2024 by Faith Lutheran Church (of Meridian Township) by Randy Royalty, its Council President and Authorized Signer

NICOLE K. WING
NOTARY PUBLIC - STATE OF MICHIGAN
COUNTY OF INGHAM
My Commission Expires December 18, 2029
Acting in the County of Ingham

Nicole K. Wing
Notary Public: _____
Notary County: _____, State: _____
Commission Expires: _____
Acting In: _____

When Recorded return to:
Gerald S. Fedewa, Member

6099 E Lake Drive
Haslett, MI 48840

Send Subsequent Tax Bills To:
Grantee

Drafted By:
Randy Royalty
4515 Dobie Road
Okemos, MI 48864
Assisted by: ATA National Title Group,
LLC

EXHIBIT "A"

Land situated in the Township of Meridian Charter, County of Ingham, State of Michigan

Parcel B:

A parcel of land in the Southeast 1/4 of Section 22, Town 4 North, Range 1 West, Meridian Township, Ingham County, Michigan, the surveyed boundary of said parcel described as: Commencing at the South 1/4 corner of said Section 22; thence North 00°03'21" East along the North-South 1/4 line of said Section 22 a distance of 385.60 feet to the point of beginning of this description; thence North 00°03'21" East continuing along said North-South 1/4 line 297.20 feet to the South line of "Chief Okemos" as recorded in Liber 26 of Plats, Page 45, Ingham County Records; thence South 89°56'32" East along said South line a distance of 627.69 feet to the the centerline of Dobie Road; thence South 00°00'01" East along said centerline 297.20 feet; thence North 89°56'32" West parallel with said South line of Section 22 a distance of 627.98 feet to the point of beginning.

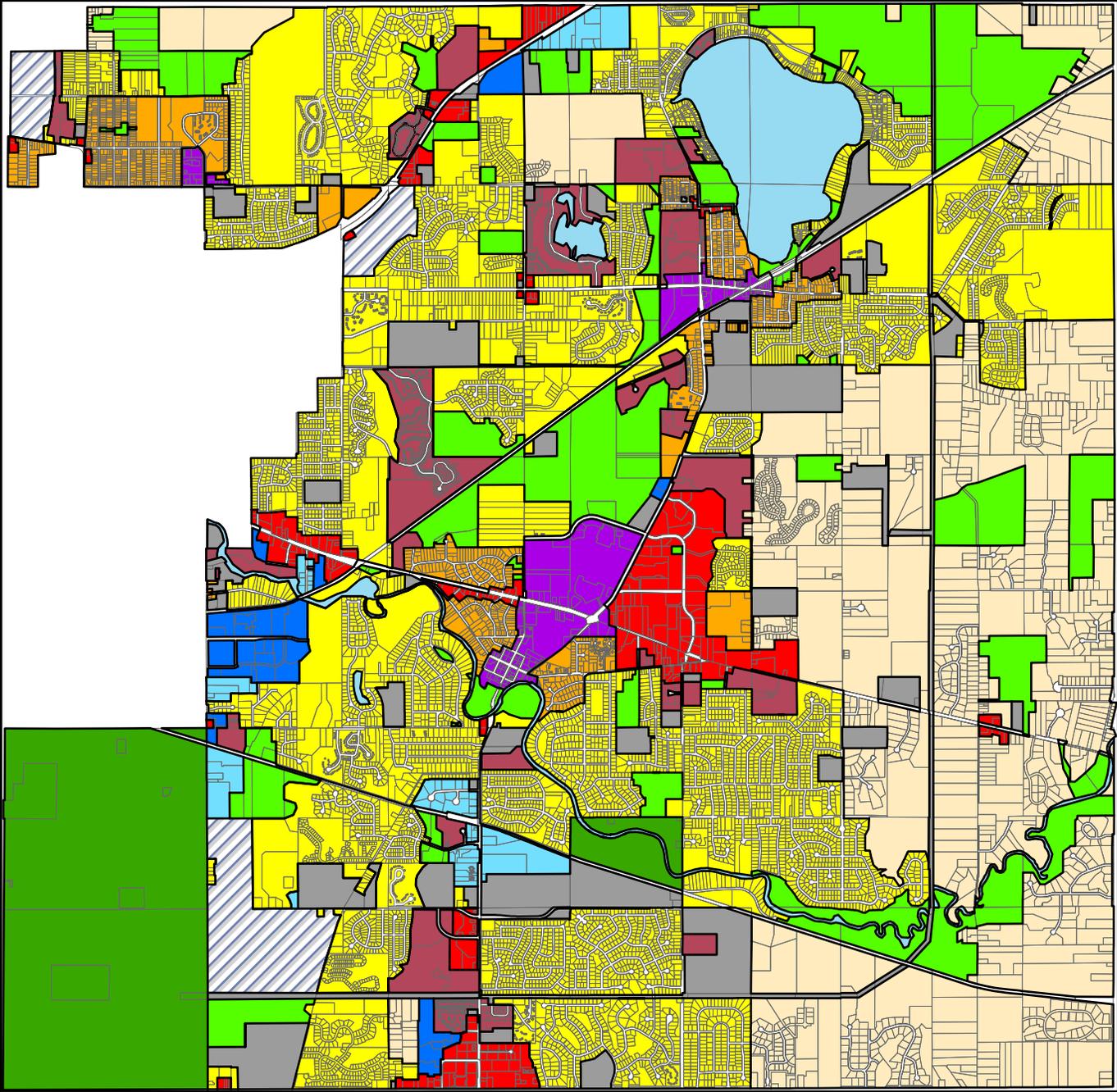
Subject to Ingress/Egress Easement described as follows: An area of land in the Southeast 1/4 of Section 22, Town 4 North, Range 1 West, Meridian Township, Ingham County, Michigan, the limits of said area described as: Commencing at the South 1/4 corner of said Section 22; thence North 00°03'21" East along the North-South 1/4 line of said Section 22 a distance of 385.60 feet to the point of beginning of this description; thence North 00°03'21" East continuing along said North-South 1/4 line 50.00 feet; thence South 89°56'32" East parallel with the South line of said Section 22 a distance of 627.93 feet to the centerline of Dobie Road; thence South 00°00'01" East along said centerline 50.00 feet; thence North 89°56'32" West parallel with said South line 627.98 feet the point of beginning.

Commonly Known as: V/L Dobie Rd

Tax Parcel ID: 33-02-02-22-454-001 (parent Parcel)

33-02-02-22-454-003 (New for 2025)

2023 Future Land Use



Future Land Use Categories

2020 FLU

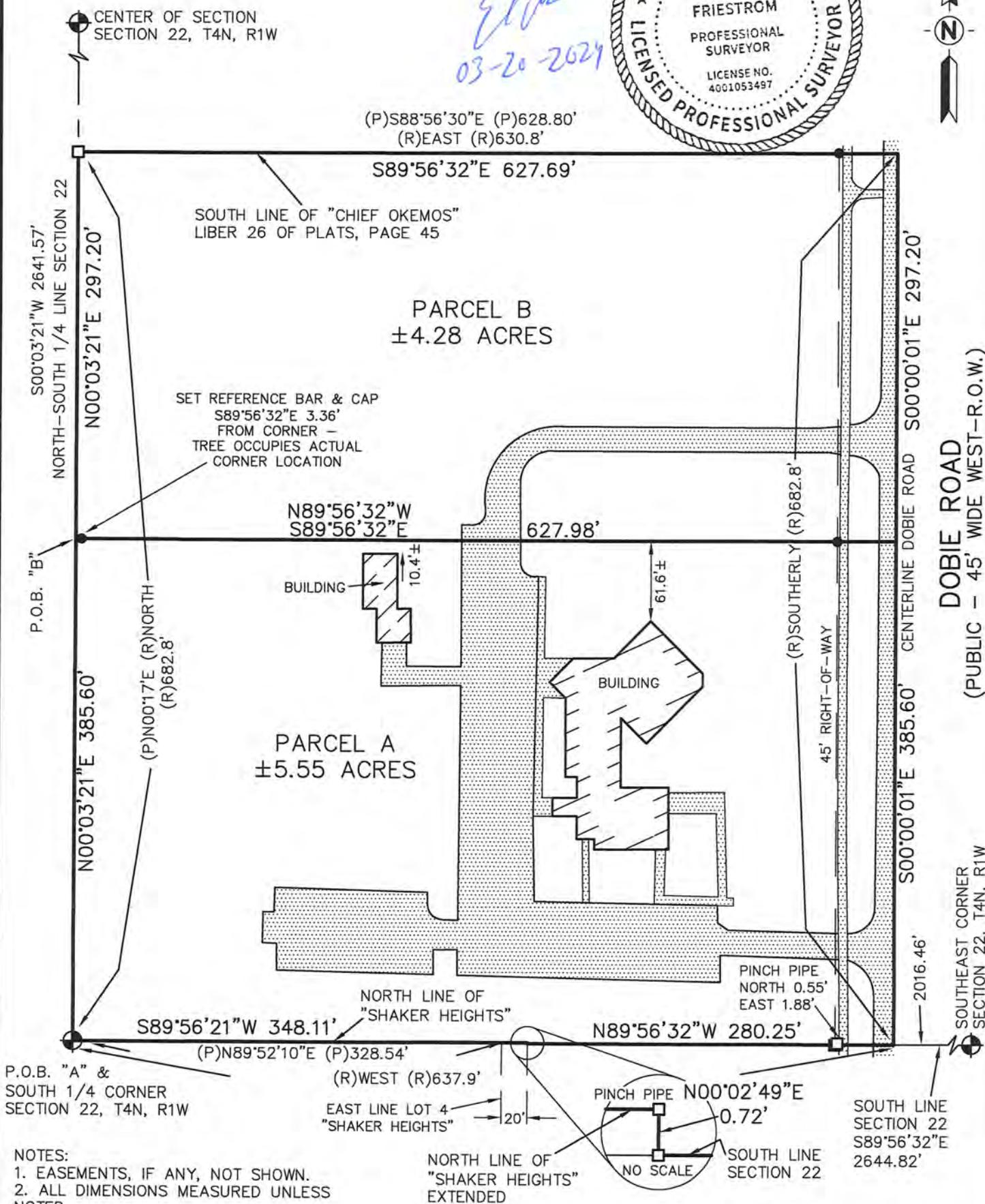
- Business/Technology
- Commercial
- Cooperative Agreement
- Institutional
- Multiple Family Residential
- Michigan State University
- Mixed Use
- PICA
- Greenspace
- Rural Residential
- Suburban Residential
- Transitional Residential
- Water

1:180,000



CERTIFIED BOUNDARY SURVEY

FOR: G.S. FEDEWA BUILDERS



P.O.B. "A" &
SOUTH 1/4 CORNER
SECTION 22, T4N, R1W

SOUTHEAST CORNER
SECTION 22, T4N, R1W

- NOTES:
1. EASEMENTS, IF ANY, NOT SHOWN.
 2. ALL DIMENSIONS MEASURED UNLESS NOTED.

LEGEND

- (M) = Measured Distance
- (R) = Record Distance
- (P) = Plat Record Distance
- = Set 1/2" Bar with Cap
- = Found Bar & Cap #53497 Unless Noted
- = Survey Boundary Line
- = Distance Not to Scale
- x—x— = Fence
- ←0.0'± = Denotes Distance to the Survey Line
- ▨ = Asphalt, Concrete

All Dimensions are in Feet and Decimals Thereof.

SCALE 1" = 100'



	KEBS, INC. KYES ENGINEERING BRYAN LAND SURVEYS
	2116 HASLETT ROAD, HASLETT, MI 48840 PH. 517-339-1014 FAX. 517-339-8047 13432 PRESTON DRIVE, MARSHALL, MI 49068 PH. 269-781-9800 FAX. 269-781-9805
DRAWN BY AN	SECTION 22, T4N, R1W
FIELD WORK BY EF	JOB NUMBER:
SHEET 1 OF 3	102361.BND

CERTIFIED BOUNDARY SURVEY

CERTIFICATE OF SURVEY:

I hereby certify only to the parties named hereon that we have surveyed and divided into two parcels, at the direction of said parties, a parcel of land previously described as:

(As provided)

Tax ID: 33-02-02-22-454-001

BEG AT S 1/4 POST OF SEC 22 - N 682.8 FT ON 1/4 LINE - E 630.8 FT PLL WITH S LINE OF SEC TO CEN LINE OF DOBIE RD - S'LY 682.8 F ALONG CEN LINE OF DOBIE RD TO S LINE OF SEC 22 -W 637.9 FT ON SAID S LINE TO BEG ON SE 1/4 OF SEC 22 T4NR1W.

and that we have found or set, as noted hereon, permanent markers to all corners and angle points of the boundaries of said parcels and that the more particular legal descriptions of said parcels are as follows:

Parcel A:

A parcel of land in the Southeast 1/4 of Section 22, Town 4 North, Range 1 West, Meridian Township, Ingham County, Michigan, the surveyed boundary of said parcel described as: Beginning at the South 1/4 corner of said Section 22; thence N00°03'21"E along the North-South 1/4 line of said Section 22 a distance of 385.60 feet; thence S89°56'32"E parallel with the South line of said Section 22 a distance of 627.98 feet to the centerline of Dobie Road; thence S00°00'01"E along said centerline 385.60 feet to said South line; thence N89°56'32"W along said South line 280.25 feet to a point 20.00 feet Easterly of the East line of Lot 4 of "Shaker Heights" as recorded in Liber 28 of Plats, Pages 36-37, Ingham County Records; thence N00°02'49"E 0.72 feet to the intersection of said line with the Easterly extension of the North line of said "Shaker Heights"; thence S89°56'21"W along said North line of "Shaker Heights" and said line extended 348.11 feet to the point of beginning; said parcel containing 5.55 acres, more or less, including 0.39 acre, more or less, presently in use as public right-of-way for Dobie Road; said parcel subject to all easements and restrictions, if any.

Parcel B:

A parcel of land in the Southeast 1/4 of Section 22, Town 4 North, Range 1 West, Meridian Township, Ingham County, Michigan, the surveyed boundary of said parcel described as: Commencing at the South 1/4 corner of said Section 22; thence N00°03'21"E along the North-South 1/4 line of said Section 22 a distance of 385.60 feet to the point of beginning of this description; thence N00°03'21"E continuing along said North-South 1/4 line 297.20 feet to the South line of "Chief Okemos" as recorded in Liber 26 of Plats, Page 45, Ingham County Records; thence S89°56'32"E along said South line a distance of 627.69 feet to the the centerline of Dobie Road; thence S00°00'01"E along said centerline 297.20 feet; thence N89°56'32"W parallel with said South line of Section 22 a distance of 627.98 feet to the point of beginning; said parcel containing 4.28 acres, more or less, including 0.30 acre, more or less presently in use as public right-of-way for Dobie Road; said parcel subject to all easements and restrictions of record, if any.



Erick Friestrom
03-20-2024

	KEBS, INC.	KYES ENGINEERING BRYAN LAND SURVEYS
	2116 HASLETT ROAD, HASLETT, MI 48840 PH. 517-339-1014 FAX. 517-339-8047 13432 PRESTON DRIVE, MARSHALL, MI 49068 PH. 269-781-9800 FAX. 269-781-9805	
DRAWN BY	AN	SECTION 22, T4N, R1W
FIELD WORK BY	EF	JOB NUMBER:
SHEET	2 OF 3	102361.BND

CERTIFIED BOUNDARY SURVEY

WITNESSES TO SECTION CORNERS:

South 1/4 corner, Section 22, T4N, R1W, Book 14, Page 288
 Found 4" square monument with 2.5" Aluminum cap stamped #71291
 Found 1/2" Pipe, East, 7.85'
 Found nail & tag #12018 in North side dead 20" Elm, N70°E, 24.10'
 Found nail & remon tag in East side twin 21" Cherry, North, 37.23'
 Found nail & remon tag in Southeast side 14" Elm, N34°E, 27.24'
 Found nail & remon tag in South side 34" Oak, N64°W, 29.41'
 Found nail & remon tag in Northwest side 14" Spruce, S41°W, 19.41'
 Found nail and remon tag in West side 12" Spruce, S19°E, 19.18'

Southeast corner, Section 22, T4N, R1W, Liber 7, Page 417
 Found 4" square monument with 1/2" rebar
 Found nail & tag #16053, Northwest side 20" Oak, N65°E, 14.80'
 Found nail & tag #16053, West side 32" Oak, North, 25.42'
 Found nail & tag #16053, North side 10" Maple, East, 15.85'
 Found nail & tag #17624, Northeast side 30" Oak, N50°W, 21.28'

Center of section, Section 22, T4N, R1W, Book 18, Page 87
 Found bar and remon cap #71291 in mon box in sidewalk on West side of Graff Chevrolet
 Fence post, N33°W, 100.17'
 Southwest corner of pillar between 2 garage doors, N20°E, 25.71'
 Building corner, S40°E, 7.80'
 Southwest building corner, N08°E, 37.90'
 Found nail & remon tag in North side 18" Locust, S72°W, 49.61'

I certify that the requirements for 1970 PA 132, MCL 54.213 have been met. The relative positional precision of the corners identified for this survey and shown on the map are within the limits accepted by the professional practice of surveying.

All bearings are Michigan State Plane South Zone grid bearings obtained from GPS observations using corrections obtained from the Lansing C.O.R.S.



E. Friestrom
 Erick R. Friestrom Date: 03-20-2024
 Professional Surveyor No. 53497

	KEBS, INC. KYES ENGINEERING BRYAN LAND SURVEYS
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DRAWN BY AN	SECTION 22, T4N, R1W
FIELD WORK BY EF	JOB NUMBER:
SHEET 3 OF 3	102361.BND

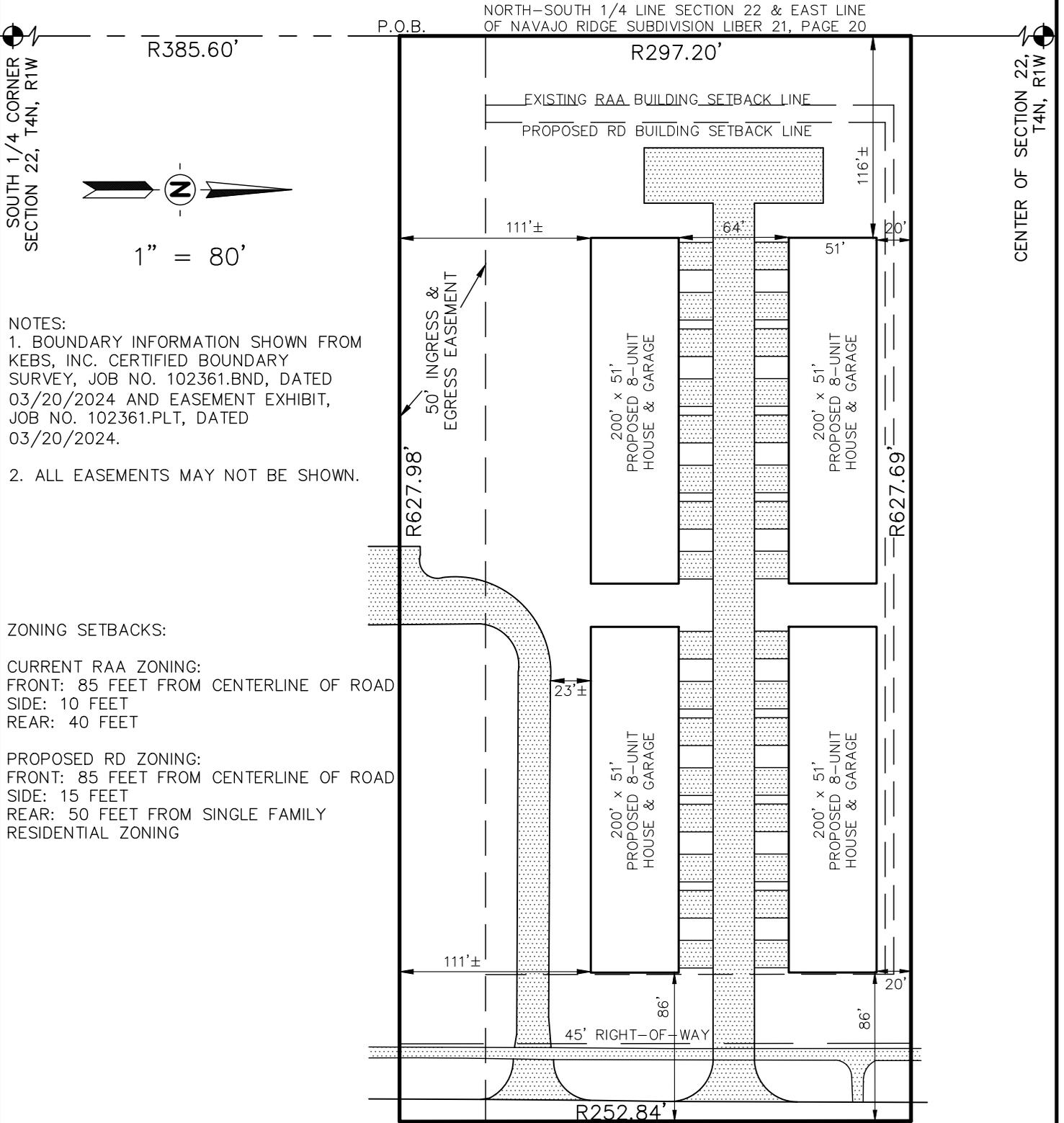


PLOT PLAN

For:
 G.S. Fedewa Builders
 1640 Haslett Road, Suite 7A
 Haslett, MI 48840

Survey Address:
 Vacant— Dobie Road
 Okemos, MI 48864
 Part of ID:
 33-02-02-22-454-001

SEE PAGE 2 FOR LEGAL DESCRIPTION



DOBIE ROAD
 (PUBLIC - 45' WIDE WEST-R.O.W.)

- NOTES:
- BOUNDARY INFORMATION SHOWN FROM KEBS, INC. CERTIFIED BOUNDARY SURVEY, JOB NO. 102361.BND, DATED 03/20/2024 AND EASEMENT EXHIBIT, JOB NO. 102361.PLT, DATED 03/20/2024.
 - ALL EASEMENTS MAY NOT BE SHOWN.

ZONING SETBACKS:

CURRENT RAA ZONING:
 FRONT: 85 FEET FROM CENTERLINE OF ROAD
 SIDE: 10 FEET
 REAR: 40 FEET

PROPOSED RD ZONING:
 FRONT: 85 FEET FROM CENTERLINE OF ROAD
 SIDE: 15 FEET
 REAR: 50 FEET FROM SINGLE FAMILY RESIDENTIAL ZONING

- R = Recorded Dimension x = Existing Elevation
- = Silt Fence D = Surface Drainage
- = Deed Line 800.00 = Proposed Finish Grade
- ⚡ = Distance Not to Scale
- ▨ = Deck, Porch, Sidewalk, & Patio Areas

KEBS, INC. KYES ENGINEERING
 BRYAN LAND SURVEYS

2116 HASLETT ROAD, HASLETT, MI 48840
 PH. 517-339-1014 FAX. 517-339-8047

13432 PRESTON DRIVE, MARSHALL, MI 49068
 PH. 269-781-9800 FAX. 269-781-9805

DRAWN BY SLH	SECTION 22, T4N, R1W
FIELD WORK BY —	JOB NUMBER:
SHEET 1 OF 2	103530.HSE

PRELIMINARY

ERICK R. FRIESTROM DATE
 PROFESSIONAL SURVEYOR NO. 53497

Traffic Impact Analysis

TO: Brian Shorkey, AICP, Principal Planner, Meridian Township
 Dan Opsommer, Deputy Township Manager/Director of Public Works & Eng, Meridian Township
 Tim Schmitt, Township Manager/Community Planning and Development Director, Meridian Twp.

CC: Greg Fedewa, Fedewa Homes, Inc.

FROM: Robert Matko, PE, PS, PTOE, CESO Senior Engineering Manager

DATE: November 14, 2024

SUBJECT: Traffic Analysis for Proposed Rezoning of Parcel Adjacent to 4515 Dobie Road, Meridian Township, Ingham County, Michigan

The following traffic analysis was prepared for the proposed Fedewa Homes residential development located on Dobie Road adjacent to 4515 Dobie Road. Specifically, Fedewa Homes proposes to rezone approximately 4.28 acres of the subject parcel from RAA (Single Family Low Density) to RD (Multiple Family, 8 dwelling units per acre). The rezoning will allow for the construction of 32-unit multifamily development with a mix of 3 and 4 bedroom units. The following analysis provides the trip generation and capacity analysis for the proposed zoning change compared with the existing zoning. Figure 1 illustrates the location of the proposed Fedewa Development.



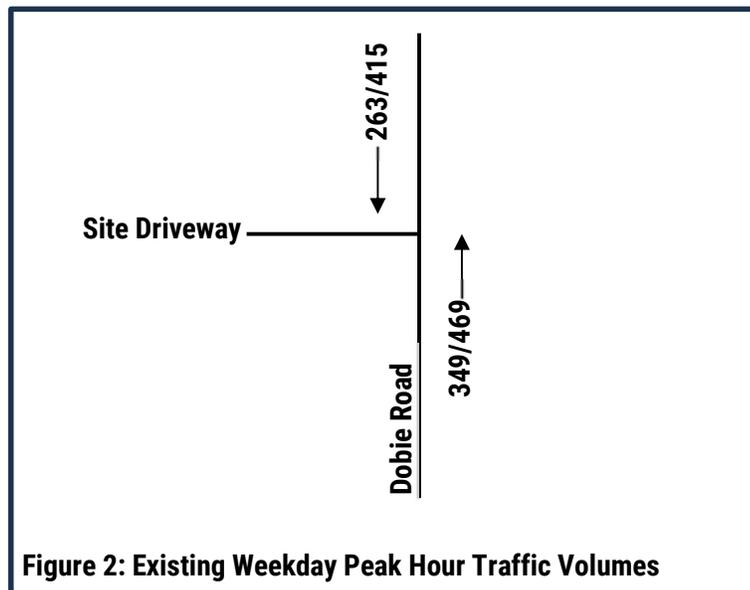
Figure 1: Site Location

Analysis Periods

- 2025 No-Build Traffic Scenario
- 2025 Build Year Traffic Scenario

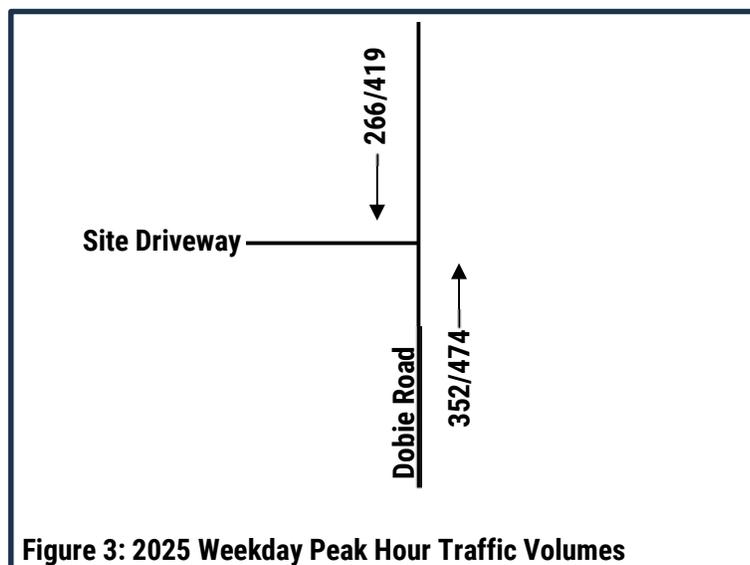
Existing Traffic Volumes

Existing traffic counts were obtained from the MDOT TCDS site for Dobie Road. Specifically, count Location ID 33-5056 was used. This ADT (24 hour count) two-way count was taken on Tuesday, September 19th, 2023. The Weekday AM Peak hour occurred between the hour of 8:00 am to 9:00 am while the Weekday PM Peak hour occurred between the hour of 4:30 pm to 5:30 pm. The two-way count was split into the NB and SB movements based on a count located further north (Location ID 33-0261). Based on the directional split, the traffic count at Location ID 33-5056 was increased for one (1) year at a 1.0% growth rate and split based on Location ID 33-0261 direction of traffic flow. The ADT counts used in the analysis can be found in **Attachment A**. Figure 2 illustrates the 2024 traffic volume on Dobie Road in the vicinity of the proposed site driveway.



2025 No-Build Traffic Volumes

The 2025 No-Build Traffic Volumes were calculated by applying a 1.0% growth rate for one (1) year to the growth to the Existing Traffic Volumes (Year 2024) (Figure 2). Figure 3 illustrates the 2025 No-Build Weekday Peak Hour Traffic Volumes.



Trip Generation

As indicated earlier, the site is currently zoned RAA that would permit construction of 10 unit single family low density development while the proposed zoning, RD, would permit construction of up to a 34 unit multi-family development. The proposed Fedewa Development only proposes construction of a 32 unit multi-family development. Table 1 summarizes the trips that would be generated under the current and proposed zoning. The Institute of Transportation Engineers (ITE) Trip Generation Manual, 11th Edition was used to calculate the trips for each scenario.

Table 1 Trip Generation Comparison

Land Use	ITE Land Use Description	ITE Cat.	Size	Unit	Total Generated Trips								
					Weekday 24 Hour			Weekday AM Peak Hour			Weekday PM Peak Hour		
					Tot	In	Out	Tot	In	Out	Tot	In	Out
Existing Zoning (RAA)	Single family detached housing	210	10	Du's	122	61	61	9	2	7	11	7	4
Entering (%) / Exiting (%)					100%	50%	50%	100%	25%	75%	100%	67%	33%
Proposed Zoning (RD)	Multi-Family Housing	220	32	Du's	280	140	140	33	8	25	34	22	12
Entering (%) / Exiting (%)					100%	50%	50%	100%	24%	76%	100%	50%	50%
Difference					+158	+79	+79	+24	+6	+18	+23	+15	+8

In comparing the Existing vs Proposed zoning trip generation, the Proposed zoning will result in an additional 158 trips during a 24-hour period, 24 trip increase during the Weekday AM peak hour and 23 trip increase during the Weekday PM peak hour. It should be noted that the Weekday AM and PM peak hour trips are over a full hour accounting for an additional trip every 10.0 minutes (inbound) and every 3.3 minutes (outbound) during the Weekday AM peak hour and an additional trip every 4.0 minutes (inbound) and every 7.5 minutes (outbound) during the Weekday PM peak hour.

Typically, developments that generate 250 trips directional trips require a full traffic impact study. Since that is not the case here, a full traffic impact study was not prepared. However, CESO did assign the trips to Dobie Road and input the volumes in HCS (Highway Capacity Software) Version 2024 to determine the impact that the proposed rezoning would have on Dobie Road.

Figure 4 illustrates the existing and proposed zoned trips for the site. The Trip Generation Summary Sheets can be found in **Attachment B**.

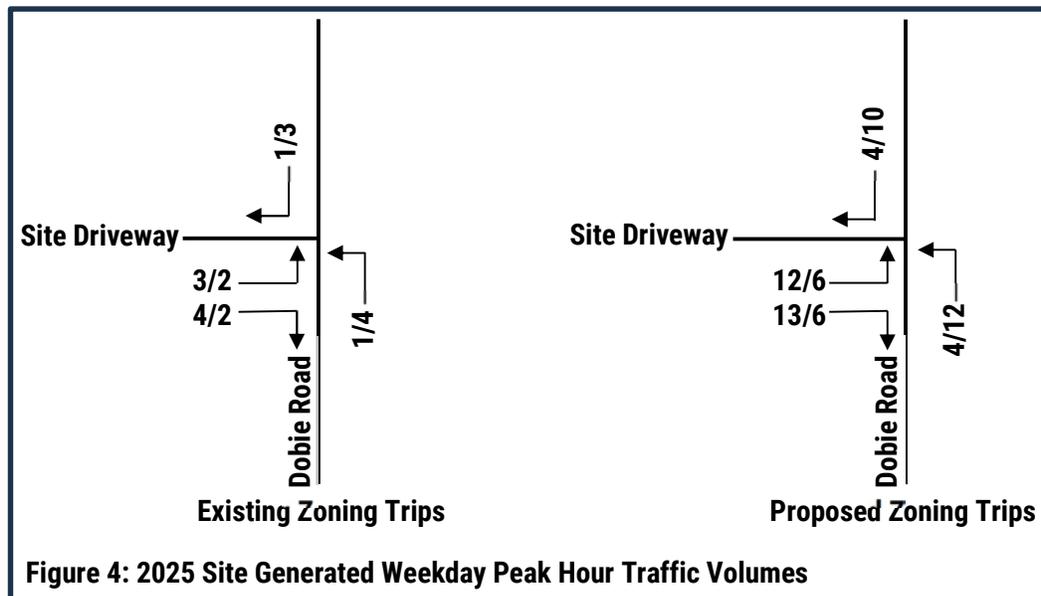
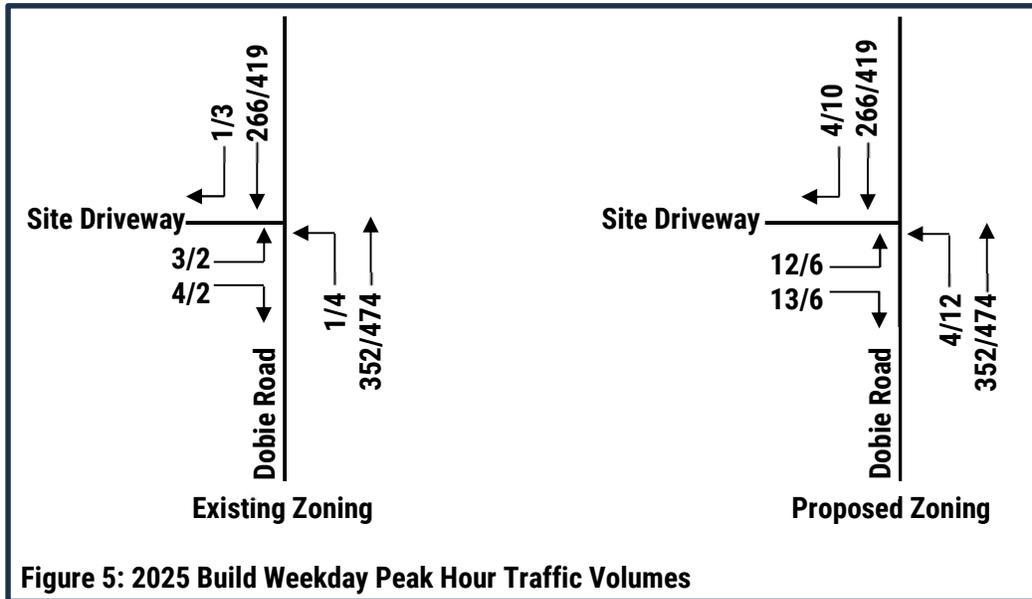


Figure 4: 2025 Site Generated Weekday Peak Hour Traffic Volumes

2025 Build Traffic Volumes

The 2025 Build Traffic Volumes (Figure 5) were calculated by adding the Site Generated Traffic Volumes (Figure 4) to the 2025 No-Build Traffic Volumes (Figure 3).



Capacity Analysis

Table 2 summarizes the capacity analysis results for the Dobie Road & Site Driveway intersection under the 2025 Build Year Traffic Scenario.

**Table 1
Summary of 2025 Build Year Traffic Scenario Capacity Analysis**

Lane	AM Peak Hour					PM Peak Hour				
	LOS	Delay (sec/veh)	v/c	QSR	95th %ile Queue (ft)	LOS	Delay (sec/veh)	v/c	QSR	95th %ile Queue (ft)
EXISTING ZONING: Dobie Road & Site Driveway (Stop Sign Controlled)										
Intersection	--	--	--	--	--	--	--	--	--	--
EBLR	B	11.5	0.020	0.10	0.0	B	14.0	0.010	0	0.0
EB Approach	B	11.5	--	--	--	B	14.0	--	--	--
NBL	A	7.8	0.000	0	0.0	A	8.3	0.000	0	0.0
NB Approach	A	0.0	--	--	--	A	0.1	--	--	--
PROPOSED ZONING: Dobie Road & Site Driveway (Stop Sign Controlled)										
Intersection	--	--	--	--	--	--	--	--	--	--
EBLR	B	12.1	0.050	0.20	5.1	C	15.2	0.040	0.10	2.6
EB Approach	B	12.1	--	--	--	C	15.2	--	--	--
NBL	A	7.9	0.000	0	0.0	A	8.3	0.010	0	0.0
NB Approach	A	0.1	--	--	--	A	0.1	--	--	--
L - Left T - Through R - Right										

Under the 2025 Build Year Traffic Scenario, the individual movements under each zoning scenario operate at LOS "C" or better conditions. The 2025 Build Year Traffic Scenario Capacity Analysis Summary sheets (Existing and Proposed Zoning) are contained in **Attachment C**.

Turn Lane Analysis

Based on the existing or proposed zoning trip generation and subsequent 2025 Build Year Traffic Volumes, left and right-turn warrants were reviewed. Table 3 provides a summary of the left-turn lane warrant and Table 4 provides a summary for the right turn lane warrant review.

**Table 3
Left-Turn Lane Warrant Review**

Intersection and Traffic Scenario	Lane	*Advancing Traffic (am/pm)	Opposing Traffic (am/pm)	Left-Turn (am/pm)	% Left	Method or Chart Used	Warranted
Existing Zoning							
Dobie Road & Site Driveway	NBL	353/478	267/422	1/4	0.003/0.008	605A	No / No
Proposed Zoning							
Dobie Road & Site Driveway	NBL	356/486	270/429	4/12	0.01/0.025	605A	No / No

Based on the MDOT Chart 605A, a NBL turn lane is not warranted under the 2025 Build Year Traffic Scenario (Existing or Proposed Zoning).

**Table 4
Right-Turn Lane Warrant Review**

Intersection and Traffic Scenario	Lane	Advancing Traffic (am/pm)	Right-Turn (am/pm)	Method or Chart Used	Warranted
Existing Zoning					
Dobie Road & Site Driveway	SBR	267/422	1/3	3-35	No / No
Proposed Zoning					
Dobie Road & Site Driveway	SBR	270/429	4/10	3-35	No / No

Based on the MDOT Access Management Manual, Figure 3-35, a SBR turn lane is not warranted under the 2025 Build Year Traffic Scenario (Existing or Proposed Zoning).

Conclusions

CESO compared the trips generated with the proposed parcel zoned RAA (Single Family Low Density) to RD (Multiple Family) and the net increase is minimal (+24 total trips in the AM Peak and +23 total trips in the PM Peak). This increase accounts for one trip every 10.0 minutes inbound and every 3.3 minutes outbound during the Weekday AM peak hour and an additional trip every 4.0 minutes inbound and every 7.5 minutes outbound during the Weekday PM peak hour. Furthermore, the Level of Service at Dobie Road & the Site Driveway does not increase more than 1.2 seconds per vehicle and all individual movements will operate at a Level of Service "C" or better condition. In conclusion, the analysis shows that the rezoning of the subject parcel from RAA to RD has very little impact on Dobie Road.

ATTACHMENTS INCLUDED:

- A. MDOT ADT Information
- B. Trip Generation Resources and Calculations
- C. 2025 Build Year Capacity Analysis Summary Sheets (Existing and Proposed Zoning)
- D. MDOT Turn Lane Warrant Charts

ATTACHMENT A
MDOT ADT Information

Location Info	
Location ID	33-5056
County ID	33
Station ID	5056
Type	I-SECTION
Functional Class	5
Located On	DOBIE RD
SOUTH OF	W Grand River Ave
Direction	2-WAY
Community	Meridian Twp - Ingham
MPO_ID	
HPMS ID	
Agency	Michigan Department of Transportation

Count Data Info	
Start Date	9/19/2023
End Date	9/20/2023
Start Time	10:00 AM
End Time	10:00 AM
Direction	
Notes	
Count Source	010117-0006072
File Name	33-5056NBSB.BIN
Weather	
Study	
Owner	brownv22
QC Status	Accepted

Interval: 15 mins					
Time	15 Min				Hourly Count
	1st	2nd	3rd	4th	
00:00 - 01:00	3	2	3	2	10
01:00 - 02:00	3	3	5	2	13
02:00 - 03:00	0	2	2	1	5
03:00 - 04:00	0	3	1	2	6
04:00 - 05:00	1	4	3	7	15
05:00 - 06:00	7	9	22	24	62
06:00 - 07:00	29	38	28	63	158
07:00 - 08:00	78	114	146	145	483
08:00 - 09:00	116	162	160	168	606
09:00 - 10:00	139	116	123	119	497
10:00 - 11:00	90	117	147	125	479
11:00 - 12:00	126	141	128	154	549
12:00 - 13:00	141	171	156	157	625
13:00 - 14:00	134	150	138	157	579
14:00 - 15:00	148	161	164	176	649
15:00 - 16:00	193	173	172	213	751
16:00 - 17:00	166	197	210	221	794
17:00 - 18:00	211	233	198	230	872
18:00 - 19:00	164	178	150	136	628
19:00 - 20:00	134	122	140	113	509
20:00 - 21:00	106	80	54	80	320
21:00 - 22:00	62	41	40	30	173
22:00 - 23:00	32	27	16	15	90
23:00 - 24:00	8	6	3	4	21
TOTAL					8894

ATTACHMENT B
Trip Generation Resources and Calculations

Land Use: 210

Single-Family Detached Housing

Description

A single-family detached housing site includes any single-family detached home on an individual lot. A typical site surveyed is a suburban subdivision.

Specialized Land Use

Data have been submitted for several single-family detached housing developments with homes that are commonly referred to as patio homes. A patio home is a detached housing unit that is located on a small lot with little (or no) front or back yard. In some subdivisions, communal maintenance of outside grounds is provided for the patio homes. The three patio home sites total 299 dwelling units with overall weighted average trip generation rates of 5.35 vehicle trips per dwelling unit for weekday, 0.26 for the AM adjacent street peak hour, and 0.47 for the PM adjacent street peak hour. These patio home rates based on a small sample of sites are lower than those for single-family detached housing (Land Use 210), lower than those for single-family attached housing (Land Use 251), and higher than those for senior adult housing -- single-family (Land Use 251). Further analysis of this housing type will be conducted in a future edition of *Trip Generation Manual*.

Additional Data

The technical appendices provide supporting information on time-of-day distributions for this land use. The appendices can be accessed through either the ITETripGen web app or the trip generation resource page on the ITE website (<https://www.ite.org/technical-resources/topics/trip-and-parking-generation/>).

For 30 of the study sites, data on the number of residents and number of household vehicles are available. The overall averages for the 30 sites are 3.6 residents per dwelling unit and 1.5 vehicles per dwelling unit.

The sites were surveyed in the 1980s, the 1990s, the 2000s, and the 2010s in Arizona, California, Connecticut, Delaware, Illinois, Indiana, Kentucky, Maryland, Massachusetts, Minnesota, Montana, New Jersey, North Carolina, Ohio, Ontario (CAN), Oregon, Pennsylvania, South Carolina, South Dakota, Tennessee, Vermont, Virginia, and West Virginia.

Source Numbers

100, 105, 114, 126, 157, 167, 177, 197, 207, 211, 217, 267, 275, 293, 300, 319, 320, 356, 357, 367, 384, 387, 407, 435, 522, 550, 552, 579, 598, 601, 603, 614, 637, 711, 716, 720, 728, 735, 868, 869, 903, 925, 936, 1005, 1007, 1008, 1010, 1033, 1066, 1077, 1078, 1079

Single-Family Detached Housing (210)

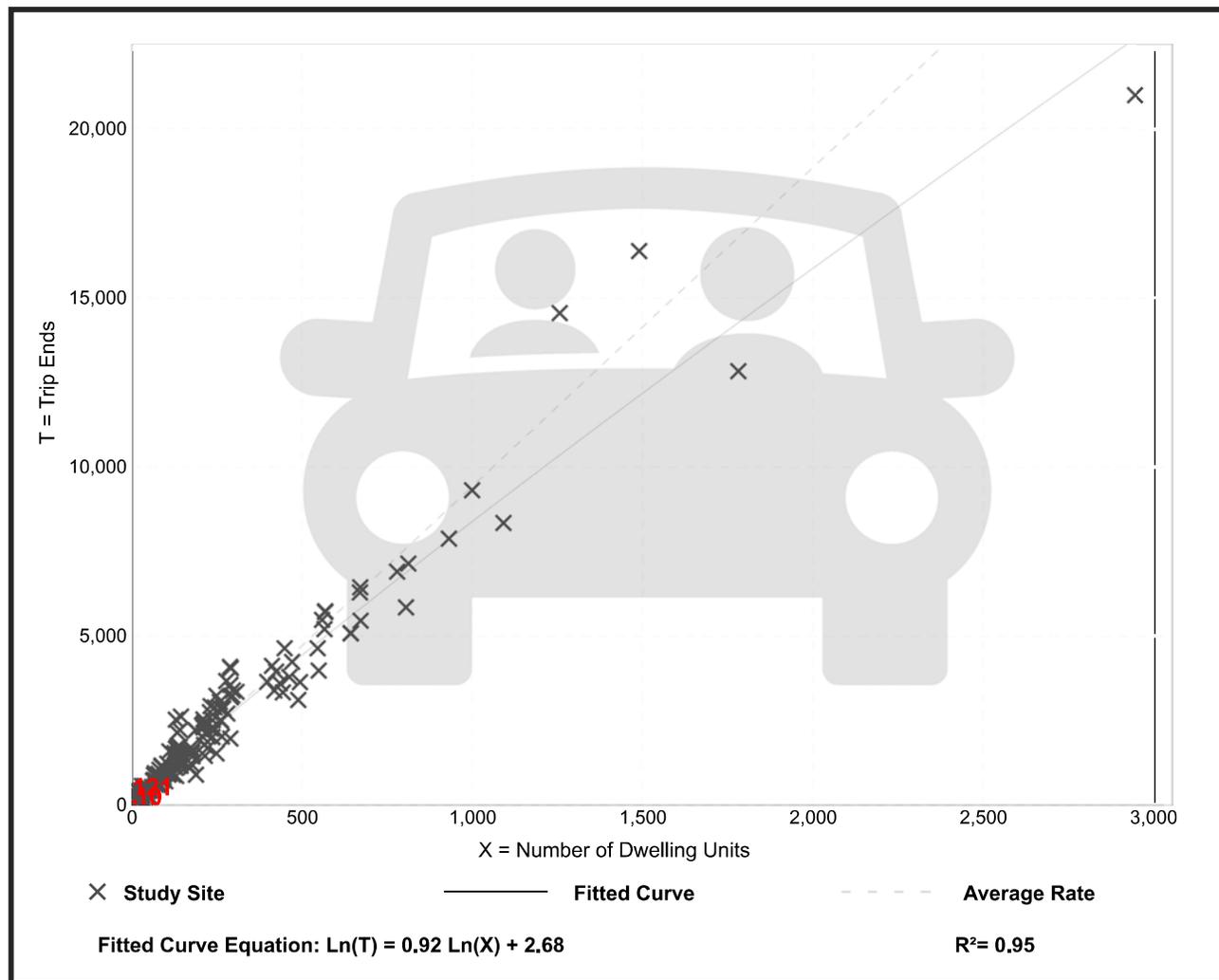
Vehicle Trip Ends vs: Dwelling Units
On a: Weekday

Setting/Location: General Urban/Suburban
Number of Studies: 174
Avg. Num. of Dwelling Units: 246
Directional Distribution: 50% entering, 50% exiting

Vehicle Trip Generation per Dwelling Unit

Average Rate	Range of Rates	Standard Deviation
9.43	4.45 - 22.61	2.13

Data Plot and Equation



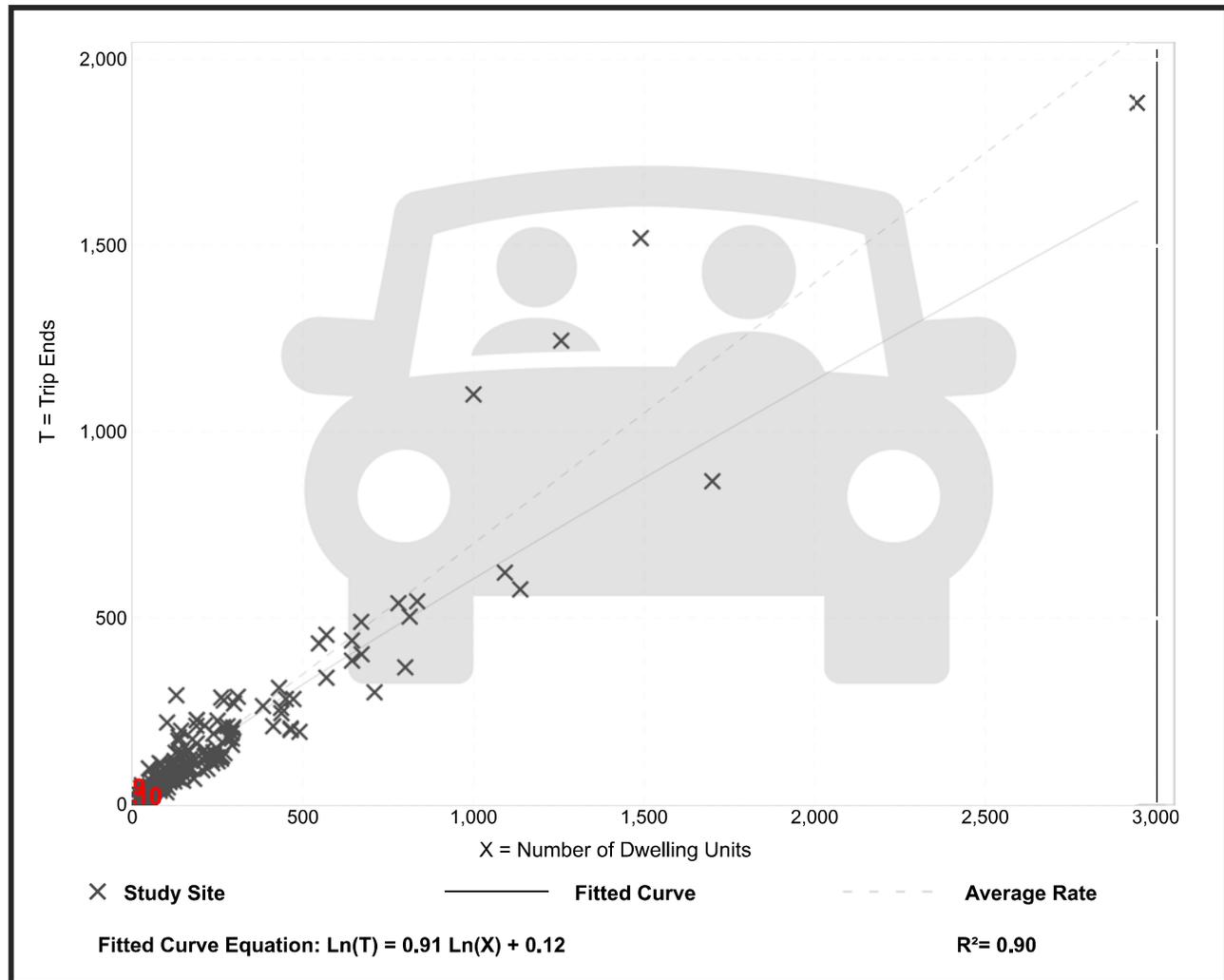
Single-Family Detached Housing (210)

Vehicle Trip Ends vs: Dwelling Units
On a: Weekday,
Peak Hour of Adjacent Street Traffic,
One Hour Between 7 and 9 a.m.
Setting/Location: General Urban/Suburban
 Number of Studies: 192
 Avg. Num. of Dwelling Units: 226
 Directional Distribution: 25% entering, 75% exiting

Vehicle Trip Generation per Dwelling Unit

Average Rate	Range of Rates	Standard Deviation
0.70	0.27 - 2.27	0.24

Data Plot and Equation



Single-Family Detached Housing (210)

Vehicle Trip Ends vs: Dwelling Units

On a: Weekday,

Peak Hour of Adjacent Street Traffic,

One Hour Between 4 and 6 p.m.

Setting/Location: General Urban/Suburban

Number of Studies: 208

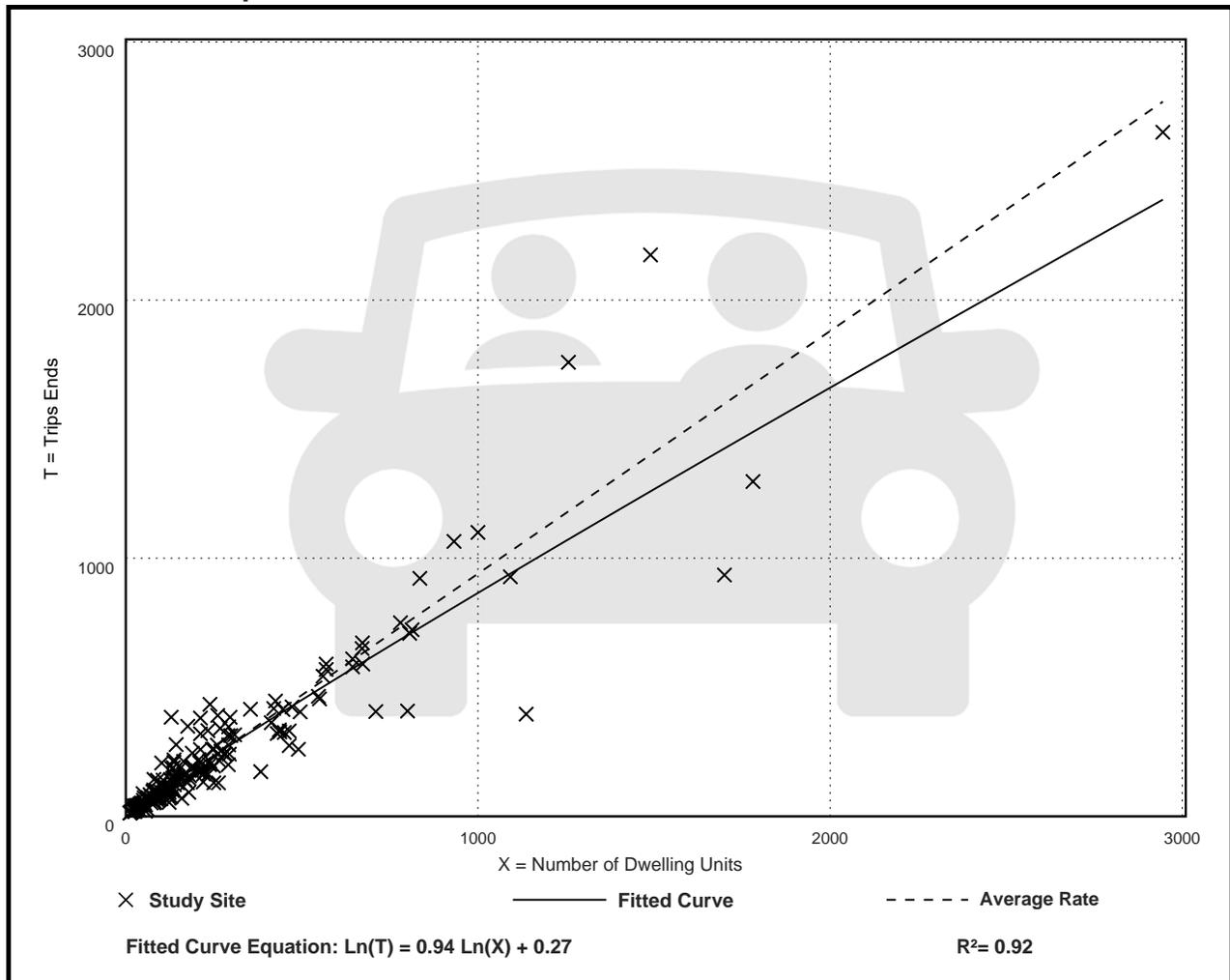
Avg. Num. of Dwelling Units: 248

Directional Distribution: 63% entering, 37% exiting

Vehicle Trip Generation per Dwelling Unit

Average Rate	Range of Rates	Standard Deviation
0.94	0.35 - 2.98	0.31

Data Plot and Equation



Land Use: 220

Multifamily Housing (Low-Rise)

Description

Low-rise multifamily housing includes apartments, townhouses, and condominiums located within the same building with at least three other dwelling units and that have two or three floors (levels). Various configurations fit this description, including walkup apartment, mansion apartment, and stacked townhouse.

- A walkup apartment typically is two or three floors in height with dwelling units that are accessed by a single or multiple entrances with stairways and hallways.
- A mansion apartment is a single structure that contains several apartments within what appears to be a single-family dwelling unit.
- A fourplex is a single two-story structure with two matching dwelling units on the ground and second floors. Access to the individual units is typically internal to the structure and provided through a central entry and stairway.
- A stacked townhouse is designed to match the external appearance of a townhouse. But, unlike a townhouse dwelling unit that only shares walls with an adjoining unit, the stacked townhouse units share both floors and walls. Access to the individual units is typically internal to the structure and provided through a central entry and stairway.

Multifamily housing (mid-rise) (Land Use 221), multifamily housing (high-rise) (Land Use 222), affordable housing (Land Use 223), and off-campus student apartment (low-rise) (Land Use 225) are related land uses.

Land Use Subcategory

Data are presented for two subcategories for this land use: (1) not close to rail transit and (2) close to rail transit. A site is considered close to rail transit if the walking distance between the residential site entrance and the closest rail transit station entrance is $\frac{1}{2}$ mile or less.

Additional Data

For the three sites for which both the number of residents and the number of occupied dwelling units were available, there were an average of 2.72 residents per occupied dwelling unit.

For the two sites for which the numbers of both total dwelling units and occupied dwelling units were available, an average of 96.2 percent of the total dwelling units were occupied.

The technical appendices provide supporting information on time-of-day distributions for this land use. The appendices can be accessed through either the ITETripGen web app or the trip

generation resource page on the ITE website (<https://www.ite.org/technical-resources/topics/trip-and-parking-generation/>).

For the three sites for which data were provided for both occupied dwelling units and residents, there was an average of 2.72 residents per occupied dwelling unit.

It is expected that the number of bedrooms and number of residents are likely correlated to the trips generated by a residential site. To assist in future analysis, trip generation studies of all multifamily housing should attempt to obtain information on occupancy rate and on the mix of residential unit sizes (i.e., number of units by number of bedrooms at the site complex).

The sites were surveyed in the 1980s, the 1990s, the 2000s, the 2010s, and the 2020s in British Columbia (CAN), California, Delaware, Florida, Georgia, Illinois, Indiana, Maine, Maryland, Massachusetts, Minnesota, New Jersey, Ontario (CAN), Oregon, Pennsylvania, South Carolina, South Dakota, Tennessee, Texas, Utah, and Washington.

Source Numbers

188, 204, 237, 300, 305, 306, 320, 321, 357, 390, 412, 525, 530, 579, 583, 638, 864, 866, 896, 901, 903, 904, 936, 939, 944, 946, 947, 948, 963, 964, 966, 967, 1012, 1013, 1014, 1036, 1047, 1056, 1071, 1076

Multifamily Housing (Low-Rise) Not Close to Rail Transit (220)

Vehicle Trip Ends vs: Dwelling Units
On a: Weekday

Setting/Location: General Urban/Suburban

Number of Studies: 22

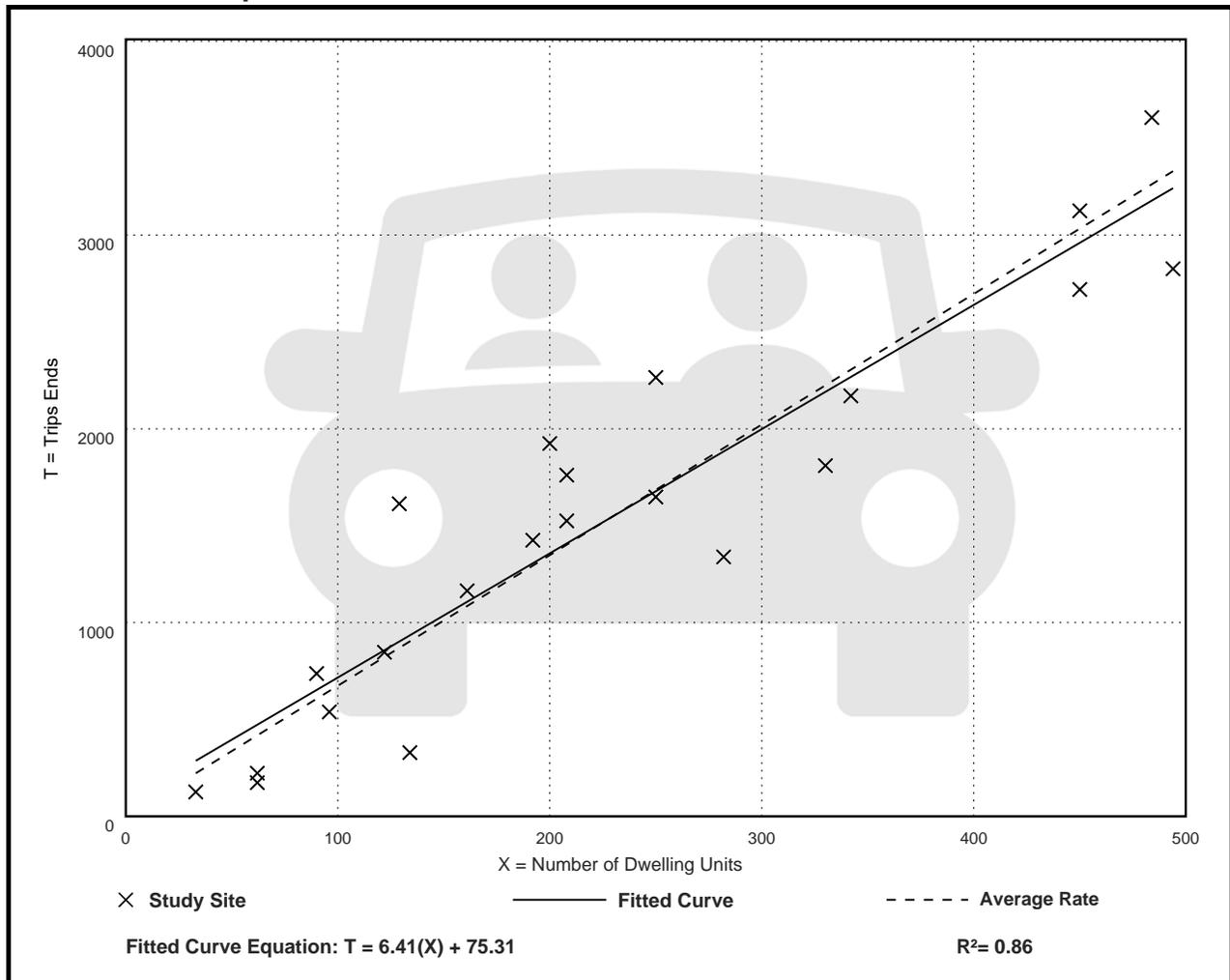
Avg. Num. of Dwelling Units: 229

Directional Distribution: 50% entering, 50% exiting

Vehicle Trip Generation per Dwelling Unit

Average Rate	Range of Rates	Standard Deviation
6.74	2.46 - 12.50	1.79

Data Plot and Equation



Multifamily Housing (Low-Rise) Not Close to Rail Transit (220)

Vehicle Trip Ends vs: Dwelling Units

On a: Weekday,

Peak Hour of Adjacent Street Traffic,

One Hour Between 7 and 9 a.m.

Setting/Location: General Urban/Suburban

Number of Studies: 49

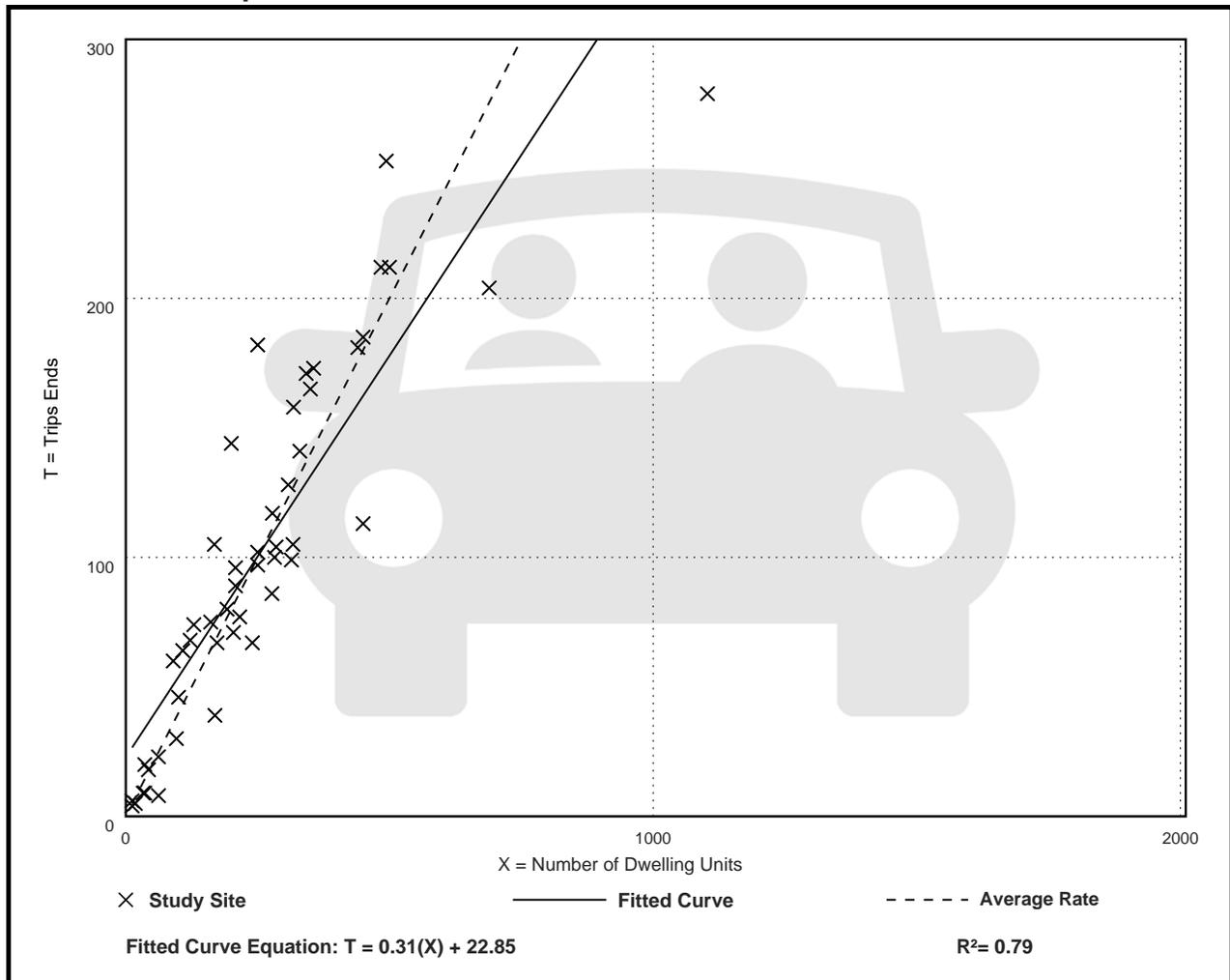
Avg. Num. of Dwelling Units: 249

Directional Distribution: 24% entering, 76% exiting

Vehicle Trip Generation per Dwelling Unit

Average Rate	Range of Rates	Standard Deviation
0.40	0.13 - 0.73	0.12

Data Plot and Equation



Multifamily Housing (Low-Rise) Not Close to Rail Transit (220)

Vehicle Trip Ends vs: Dwelling Units

On a: Weekday,

Peak Hour of Adjacent Street Traffic,

One Hour Between 4 and 6 p.m.

Setting/Location: General Urban/Suburban

Number of Studies: 59

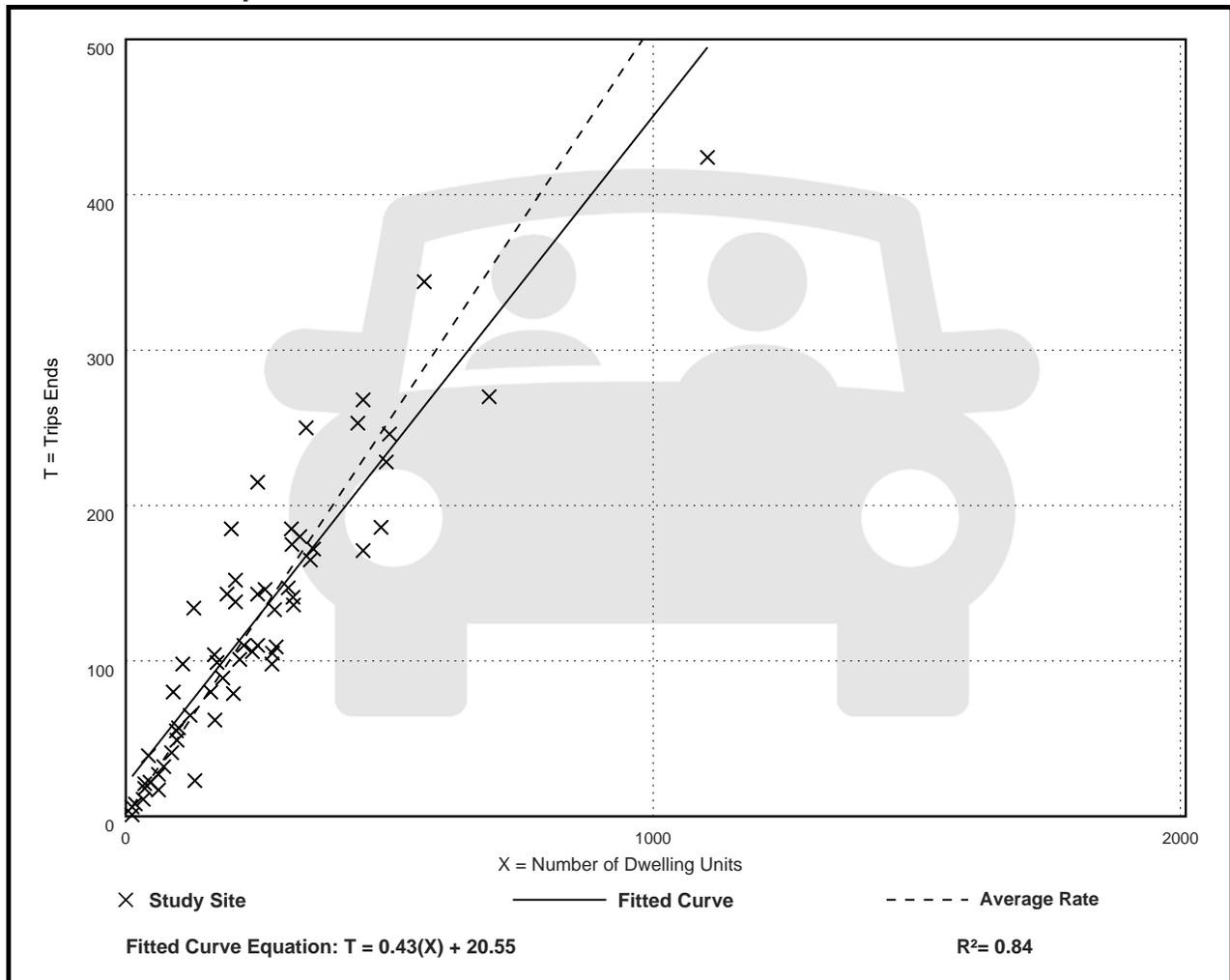
Avg. Num. of Dwelling Units: 241

Directional Distribution: 63% entering, 37% exiting

Vehicle Trip Generation per Dwelling Unit

Average Rate	Range of Rates	Standard Deviation
0.51	0.08 - 1.04	0.15

Data Plot and Equation

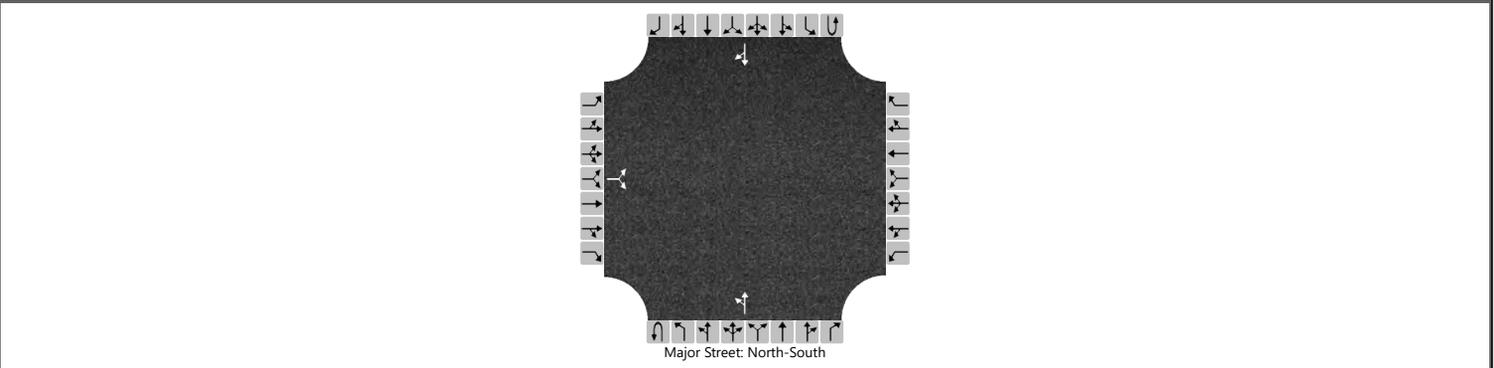


ATTACHMENT C
2025 Build Year Capacity Analysis Summary Sheets (Existing and Proposed Zoning)

HCS Two-Way Stop-Control Report

General Information				Site Information			
Analyst	REM	Intersection	Dobie Road & Site Driveway				
Agency/Co.	CESO, Inc.	Jurisdiction	Meridian Township				
Date Performed	10/17/2024	East/West Street	Site Driveway				
Analysis Year	2025	North/South Street	Dobie Road				
Time Analyzed	2025 Build Wkdy AM Peak	Peak Hour Factor	0.92				
Intersection Orientation	North-South	Analysis Time Period (hrs)	0.25				
Project Description	Fedewa Homes Development						

Lanes



Vehicle Volumes and Adjustments

Approach	Eastbound				Westbound				Northbound				Southbound			
	U	L	T	R	U	L	T	R	U	L	T	R	U	L	T	R
Priority		10	11	12		7	8	9	1U	1	2	3	4U	4	5	6
Number of Lanes		0	1	0		0	0	0		0	1	0		0	1	0
Configuration			LR							LT						TR
Volume (veh/h)		3		4						1	352				266	1
Percent Heavy Vehicles (%)		3		3						3						
Proportion Time Blocked																
Percent Grade (%)	0															
Right Turn Channelized																
Median Type Storage	Undivided															

Critical and Follow-up Headways

Base Critical Headway (sec)		7.1		6.2						4.1						
Critical Headway (sec)		6.43		6.23						4.13						
Base Follow-Up Headway (sec)		3.5		3.3						2.2						
Follow-Up Headway (sec)		3.53		3.33						2.23						

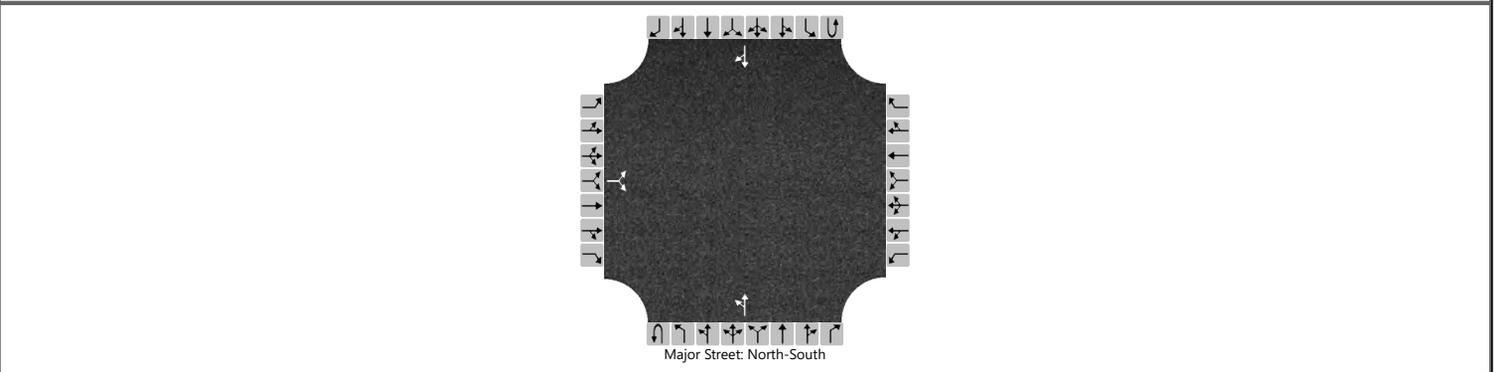
Delay, Queue Length, and Level of Service

Flow Rate, v (veh/h)			8							1						
Capacity, c (veh/h)			558							1266						
v/c Ratio			0.01							0.00						
95% Queue Length, Q ₉₅ (veh)			0.0							0.0						
95% Queue Length, Q ₉₅ (ft)			0.0							0.0						
Control Delay (s/veh)			11.5							7.8	0.0					
Level of Service (LOS)			B							A	A					
Approach Delay (s/veh)	11.5								0.0							
Approach LOS	B								A							

HCS Two-Way Stop-Control Report

General Information		Site Information	
Analyst	REM	Intersection	Dobie Road & Site Driveway
Agency/Co.	CESO, Inc.	Jurisdiction	Meridian Township
Date Performed	10/17/2024	East/West Street	Site Driveway
Analysis Year	2025	North/South Street	Dobie Road
Time Analyzed	2025 Build Wkdy PM Peak	Peak Hour Factor	0.92
Intersection Orientation	North-South	Analysis Time Period (hrs)	0.25
Project Description	Fedewa Homes Development		

Lanes



Vehicle Volumes and Adjustments

Approach	Eastbound				Westbound				Northbound				Southbound				
	U	L	T	R	U	L	T	R	U	L	T	R	U	L	T	R	
Priority		10	11	12		7	8	9	1U	1	2	3	4U	4	5	6	
Number of Lanes		0	1	0		0	0	0	0	0	1	0	0	0	1	0	
Configuration			LR							LT						TR	
Volume (veh/h)		2		3						4	474				419	3	
Percent Heavy Vehicles (%)		3		3						3							
Proportion Time Blocked																	
Percent Grade (%)		0															
Right Turn Channelized																	
Median Type Storage		Undivided															

Critical and Follow-up Headways

Base Critical Headway (sec)		7.1		6.2						4.1						
Critical Headway (sec)		6.43		6.23						4.13						
Base Follow-Up Headway (sec)		3.5		3.3						2.2						
Follow-Up Headway (sec)		3.53		3.33						2.23						

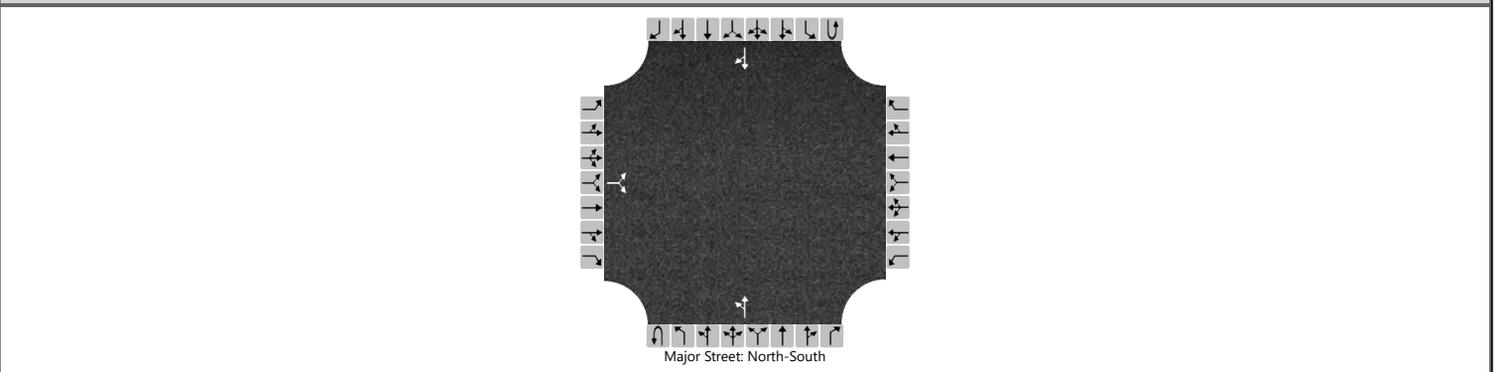
Delay, Queue Length, and Level of Service

Flow Rate, v (veh/h)			5							4						
Capacity, c (veh/h)			407							1097						
v/c Ratio			0.01							0.00						
95% Queue Length, Q ₉₅ (veh)			0.0							0.0						
95% Queue Length, Q ₉₅ (ft)			0.0							0.0						
Control Delay (s/veh)			14.0							8.3	0.0					
Level of Service (LOS)			B							A	A					
Approach Delay (s/veh)		14.0								0.1						
Approach LOS		B								A						

HCS Two-Way Stop-Control Report

General Information				Site Information			
Analyst	REM	Intersection	Dobie Road & Site Driveway				
Agency/Co.	CESO, Inc.	Jurisdiction	Meridian Township				
Date Performed	10/17/2024	East/West Street	Site Driveway				
Analysis Year	2025	North/South Street	Dobie Road				
Time Analyzed	2025 Build Wkdy AM Peak	Peak Hour Factor	0.92				
Intersection Orientation	North-South	Analysis Time Period (hrs)	0.25				
Project Description	Fedewa Homes Development - PROP ZONING						

Lanes



Vehicle Volumes and Adjustments

Approach	Eastbound				Westbound				Northbound				Southbound			
	U	L	T	R	U	L	T	R	U	L	T	R	U	L	T	R
Movement																
Priority		10	11	12		7	8	9	1U	1	2	3	4U	4	5	6
Number of Lanes		0	1	0		0	0	0		0	1	0		0	1	0
Configuration			LR							LT						TR
Volume (veh/h)		12		13						4	352				266	4
Percent Heavy Vehicles (%)		3		3						3						
Proportion Time Blocked																
Percent Grade (%)	0															
Right Turn Channelized																
Median Type Storage	Undivided															

Critical and Follow-up Headways

Base Critical Headway (sec)		7.1		6.2						4.1						
Critical Headway (sec)		6.43		6.23						4.13						
Base Follow-Up Headway (sec)		3.5		3.3						2.2						
Follow-Up Headway (sec)		3.53		3.33						2.23						

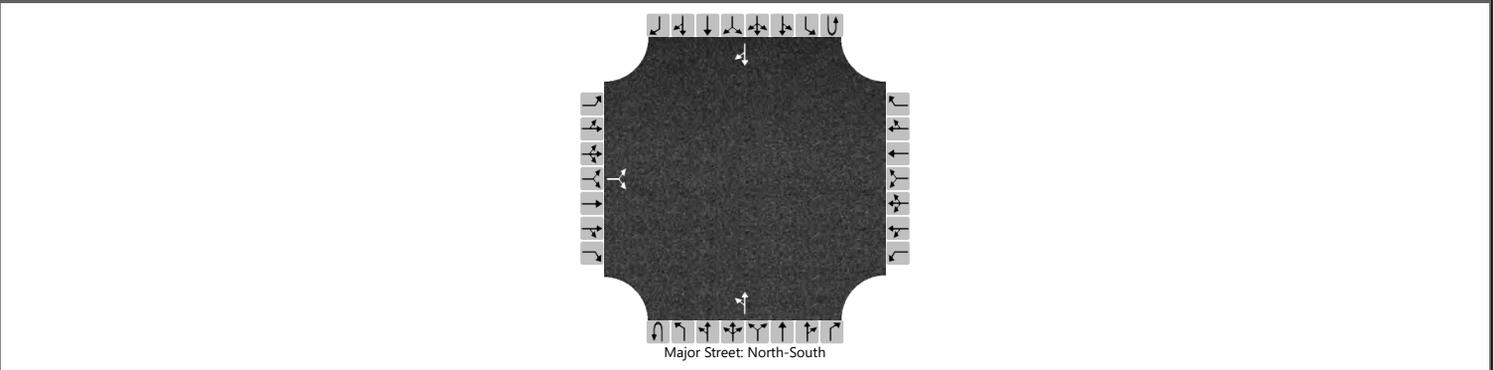
Delay, Queue Length, and Level of Service

Flow Rate, v (veh/h)			27							4						
Capacity, c (veh/h)			537							1262						
v/c Ratio			0.05							0.00						
95% Queue Length, Q ₉₅ (veh)			0.2							0.0						
95% Queue Length, Q ₉₅ (ft)			5.1							0.0						
Control Delay (s/veh)			12.1							7.9	0.0					
Level of Service (LOS)			B							A	A					
Approach Delay (s/veh)	12.1								0.1							
Approach LOS	B								A							

HCS Two-Way Stop-Control Report

General Information		Site Information	
Analyst	REM	Intersection	Dobie Road & Site Driveway
Agency/Co.	CESO, Inc.	Jurisdiction	Meridian Township
Date Performed	10/17/2024	East/West Street	Site Driveway
Analysis Year	2025	North/South Street	Dobie Road
Time Analyzed	2025 Build Wkdy PM Peak	Peak Hour Factor	0.92
Intersection Orientation	North-South	Analysis Time Period (hrs)	0.25
Project Description	Fedewa Homes Development (PROP Zoning)		

Lanes



Vehicle Volumes and Adjustments

Approach	Eastbound				Westbound				Northbound				Southbound			
	U	L	T	R	U	L	T	R	U	L	T	R	U	L	T	R
Priority		10	11	12		7	8	9	1U	1	2	3	4U	4	5	6
Number of Lanes		0	1	0		0	0	0	0	0	1	0	0	0	1	0
Configuration			LR							LT						TR
Volume (veh/h)		6		6						12	474				419	10
Percent Heavy Vehicles (%)		3		3						3						
Proportion Time Blocked																
Percent Grade (%)		0														
Right Turn Channelized																
Median Type Storage		Undivided														

Critical and Follow-up Headways

Base Critical Headway (sec)		7.1		6.2						4.1						
Critical Headway (sec)		6.43		6.23						4.13						
Base Follow-Up Headway (sec)		3.5		3.3						2.2						
Follow-Up Headway (sec)		3.53		3.33						2.23						

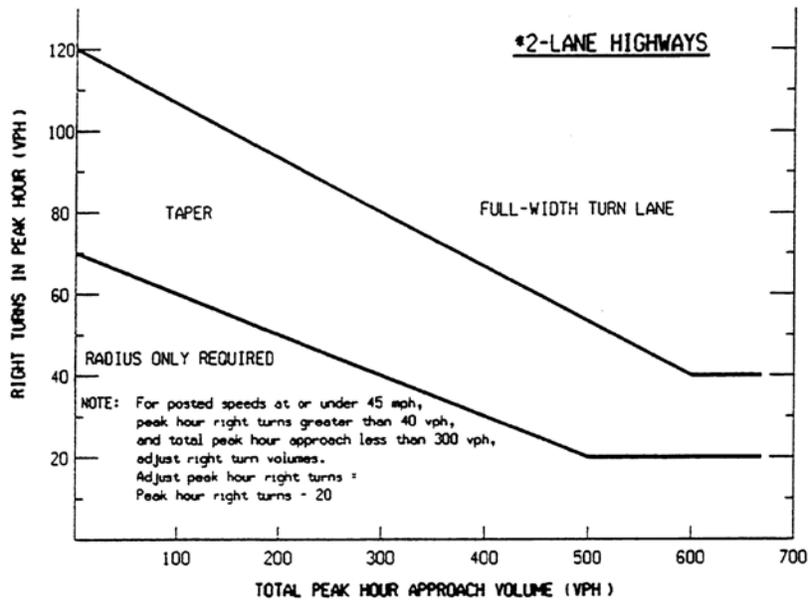
Delay, Queue Length, and Level of Service

Flow Rate, v (veh/h)			13							13							
Capacity, c (veh/h)			365							1090							
v/c Ratio			0.04							0.01							
95% Queue Length, Q ₉₅ (veh)			0.1							0.0							
95% Queue Length, Q ₉₅ (ft)			2.6							0.0							
Control Delay (s/veh)			15.2							8.3	0.1						
Level of Service (LOS)			C							A	A						
Approach Delay (s/veh)		15.2								0.3							
Approach LOS		C								A							

ATTACHMENT D
MDOT Turn Lane Warrant Charts

Figure 3-35

Traffic Volume Guidelines for Design of Right-Turn Lanes or Tapers



Example:

Design Speed = 55 mph
 Peak Hour Approach Volume = 300 vph
 Right Turns in Peak Hour = 100 vph

Problem:

Determine if a right turn lane is recommended.

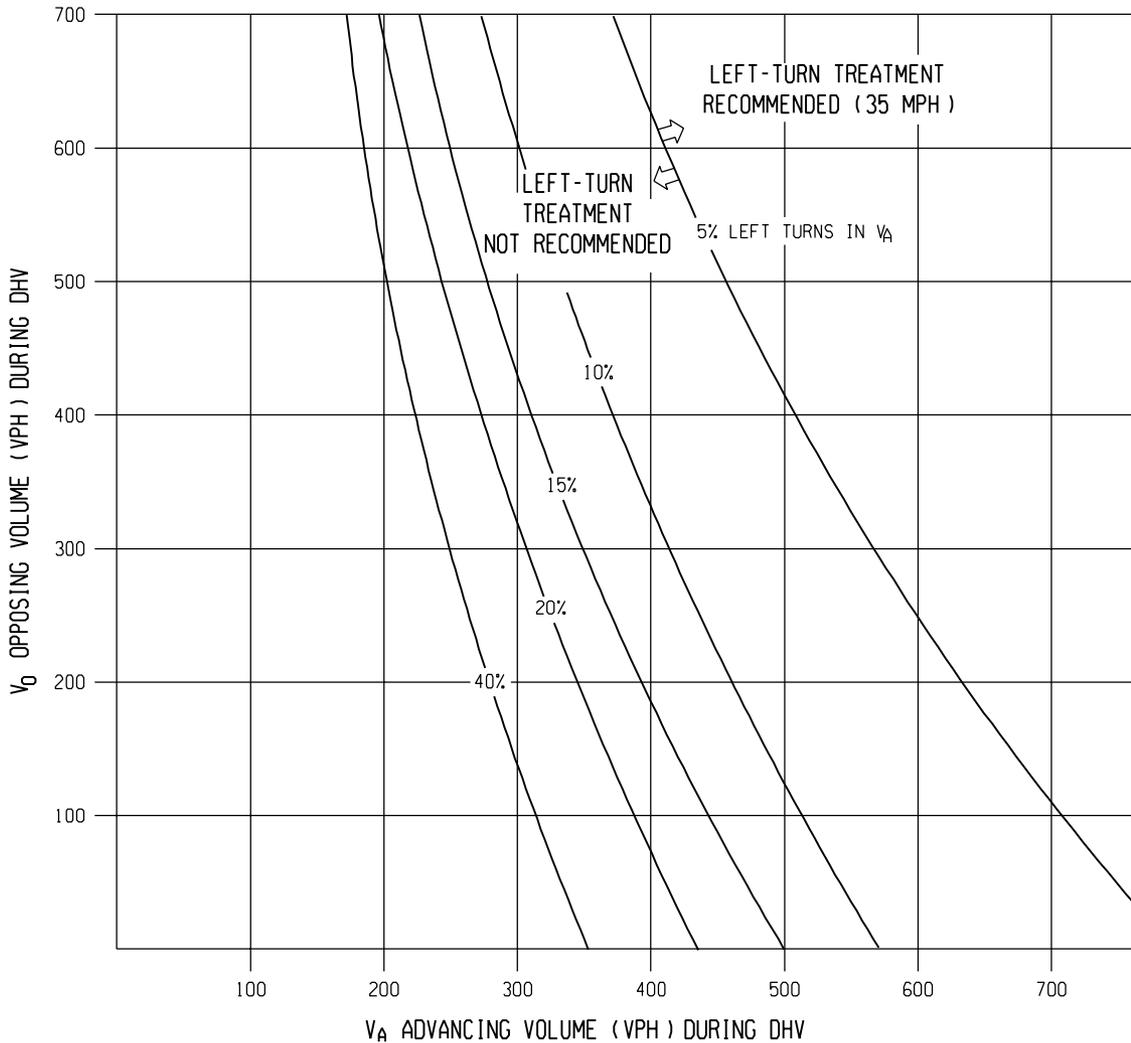
Solution:

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.

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

Source: MDOT, Traffic & Safety Division Note, *Traffic Volume Guidelines for Right-turn Lanes and Tapers*, #7.5. See also *Traffic Volume Guidelines for Left-turn Lanes and Passing Flares at Unsignalized Locations*, #7.6.

TWO-LANE HIGHWAYS WITH A POSTED SPEED OF 35 MPH



Instructions:

1. The family of curves represent the percentage of left turns in the advancing volume (V_A). The designer should locate the curve for the actual percentage of left turns. When this is not an even increment of 5, the designer should estimate where the curve lies.
2. Read V_A and V_O into the chart and locate the intersection of the two volumes.
3. Note the location of the point in #2 relative to the line in #1. If the point is to the right of the line, then a left-turn lane is recommended. If the point is to the left of the line, then a left-turn is not recommended based on traffic volumes.

Example: Speed = 35mph

Advancing volume during DHV = 400 vph
 Opposing volume during DHV = 400 vph
 Percentage of left-turns in advancing volume = 7%

Problem: Determine if left-turn lane is recommended.

Solution: Figure indicates that the intersection of 400 vph and 400 vph is located to the left of the 7% curve (estimated); thus a left-turn lane is not recommended based on volumes.

MDOT
 Michigan Department of Transportation
 TRAFFIC AND SAFETY
 NOTE

TRAFFIC VOLUME GUIDELINES
 FOR LEFT-TURN LANES AT
 UNSIGNALIZED INTERSECTIONS

DRAWN BY: MTS

08/05/2004

CHECKED BY: JAT

PLAN DATE:

605A

SHEET

3 OF 6

FILE: K:\DGN\ts notes\Note605A tsn.dgn

REV. 08/05/2004



To: Planning Commission

From: Brian Shorkey, Principal Planner

Date: January 13, 2025

Re: Rezoning #25001 - (Fedewa Holdings), rezone approximately 4.28 acres located on Dobie Road from RAA (Single Family-Low Density) to RD (Multiple Family).

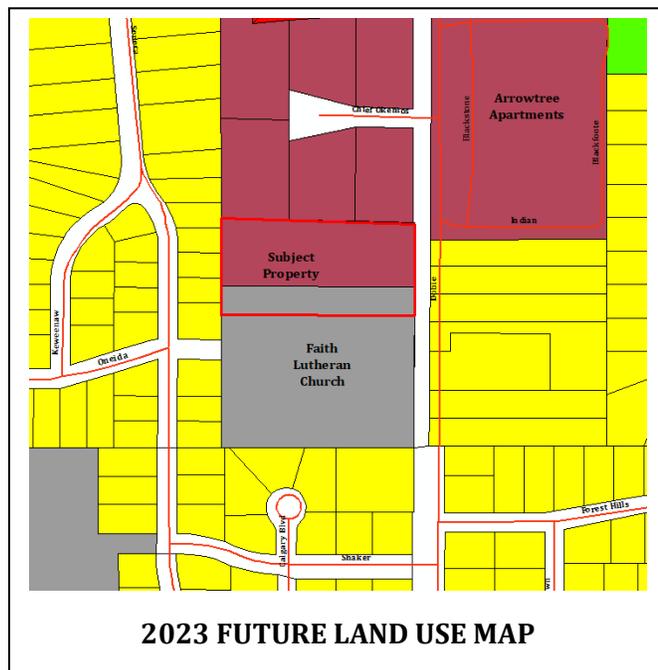
Fedewa Holdings (Applicant) has requested the rezoning of a property approximately 4.28 acres in size (Subject Property) located adjacent to the north of 4515 Dobie Road from RAA (Single Family-Low Density) to RD (Multiple Family, maximum 8 dwelling units per acre) subject to a conditional rezoning agreement. A similar rezoning request for the Subject Property was denied in 2019 and another was submitted in 2024, reviewed, and withdrawn from the Applicant. Since that time, the Master Plan has been updated and the Future Land Use map designation has been changed from Institutional to Multiple Family Residential for approximately most of the Subject Property.

A land division for the Subject Property was approved in 2023 and the resultant parcel conforms to the requested RD zoning district. The land division was followed by a rezoning application in June 2024 (REZ #24013). That rezoning application proposed to rezone the property from RAA to RC (Multiple Family, maximum 14 dwelling units per acre). After the Planning Commission recommended denial, the application was withdrawn before the Township Board made a final decision.

Future Land Use

The Future Land Use Map from the 2023 Master Plan designates the northern two thirds of the Subject Property as Multiple Family Residential. This category is intended to support multiple family development in the future and corresponds with the requested RC zoning district. The remainder of the Subject Property is designated as Institutional.

The Multiple Family Residential designation applies to the properties adjacent to the north and northeast. The properties to the west and east are designated as Suburban Residential on the Future Land Use map. The property to the south, Faith Lutheran Church, is designated as Institutional.



Zoning

The property is currently zoned RAA (Single Family-Low Density), which requires a minimum of 90 feet of lot width and 13,500 square feet of lot area. This is the same zoning adjacent to the west, south, and east.

The requested RD zoning district requires a minimum of 100 feet of lot width, 11,000 square feet of lot area for duplexes, and no minimum lot area for multiple family. The Subject Property complies with the RD dimensional requirements.

The properties adjacent to the north and northeast fall under the RC – Multiple-Family zoning designation. The properties adjacent to the west, south, and east are zoned RAA – Single-Family Residential.



Physical Features

The Subject Property is undeveloped and vegetated. The Township Wetland Map and the Flood Insurance Rate Map indicate neither wetlands nor floodplains are present on or near the site. The Subject Property has no special designation on the Township Greenspace Plan. A segment of the Township Pathway runs along the front of the Subject Property.

Streets & Traffic

The site fronts on Dobie Road, which is a two-lane road without curb and gutter. Dobie Road is classified as a Collector Street on the Street Setbacks and Service Drives Map in the zoning ordinance. A 7-foot pedestrian pathway is located along the Subject Property’s frontage.

An updated traffic impact analysis was submitted with this updated application, prepared by CESO Inc. and dated November 14, 2024. The assessment used data from the Institute of Transportation Engineers (ITE) Trip Generation Manual, 11th edition to estimate trip generation rates based on traffic count data from 2023. The analysis estimated that 10 units are potentially currently available under the RAA zoning. That was compared against the proposed 32 units under the requested RD zoning district. The following table summarizes findings from the submitted traffic assessment.

Land Use	Size	AM Peak Hour			PM Peak Hour			Weekday
		In	Out	Total	In	Out	Total	
Existing Zoning (RAA)	10 Units	2	7	9	7	4	11	122
Proposed Zoning	32	8	25	33	22	12	34	280

(RD)	units							
Difference		+6	+18	+24	+15	+8	+23	+158

A traffic impact study is required for developments that are expected to generate more than 250 additional directional trips during the peak hour. Based on the findings of the attached traffic analysis, the traffic expected to be generated by the proposed rezoning does not require a full traffic impact study. Note that the traffic assessment will have to be reviewed and accepted by the ICRD during Site Plan review.

Utilities

Municipal water and sanitary sewer are available to serve the subject site. The location and capacity of utilities for any proposed development will be reviewed in detail by the Department of Public Works and Engineering during Site Plan review.

Staff Analysis

The applicant has requested the rezoning of an approximately 4.28-acre parcel on Dobie Road from RAA to RD. When evaluating a rezoning request, the Planning Commission should consider all uses permitted by right and by special use permit in the current and proposed zoning districts, as well as the reasons for rezoning listed on page two of the rezoning application (attached). Based on this, Planning Staff has the following comments:

1. A rezoning application to same general property from RAA to RC (Multiple-Family Residential) was submitted by the Applicant in 2019. The 2019 application was denied, primarily based on the fact that the requested multiple-family zoning did not agree with the Future Land Use map. The Future Land Use map for 2.9 acres of the 4.3-acre Subject Property was updated during the 2023 Master Plan update to reflect Multiple Family Residential. This was done at the request of Faith Lutheran Church, who owned the Subject Property at that time, and was unanimously approved by the Township Planning Commission and the Board of Trustees.
2. This rezoning application was preceded by a similar application in 2024. That application proposed to rezone the Subject Property from RAA to RC (Multiple-Family Residential) and was recommended for denial by the Planning Commission. After that application was withdrawn, the Applicant held a meeting with residents to discuss the potential rezoning of the Subject Property at the Township Hall on Thursday, August 22nd.
3. The current request is to rezone the Subject Property to RD, which allows multiple-family developments up to eight units per acre. This is a less dense designation than the previously requested RC zone, which would have allowed a maximum of 14 units per acre. Several conditions of approval have been proposed by the Applicant in conjunction with this application, including the following:
 - a. A maximum number of 32 units
 - b. A maximum of four buildings, reduced from five
 - c. Rear setback increased to a minimum of 100 feet, which is 60 feet larger than required.
4. The main issue facing the development of the Subject Property is potential increased traffic. Based on the 2024 traffic assessment, the proposed rezoning is not expected to have adverse

effects on the surrounding traffic rising to the level of a traffic impact study. This finding will be required to be confirmed by the Ingham County Road Department before site plan approval can be granted.

5. The concept plan shows four potential buildings on the Subject Property. The setbacks appear to comply with the zoning requirements within the RD zoning district. If the rezoning to RD as proposed is approved, the next step will require a Special Use Permit, followed by site plan approval.

Planning Commission Options

The Planning Commission may recommend approval or denial of the request, or it may recommend a different zoning designation than proposed by the applicant to the Township Board. A resolution will be provided at a future meeting.

Attachments

1. Rezoning application and attached materials, dated November 20, 2024 and received by the Township on November 20, 2024.
2. Plot plan, prepared by Kebs, Inc., and received by the Township on December 19, 2024.
3. Traffic Impact Analysis, prepared by CESO, Inc., dated November 14, 2024 and received by the Township on November 20, 2024.
4. Supplemental presentation material.
5. Rezoning criteria.



To: Planning Commission

From: Brian Shorkey, Principal Planner

Date: January 27, 2025

Re: Rezoning #25001 (Fedewa Holdings), rezone approximately 4.28 acres located on Dobie Road from RAA (Single Family-Low Density) to RD (Multiple Family).

Fedewa Holdings (Applicant) has requested the rezoning of a property approximately 4.28 acres in size (Subject Property) located to the north of 4515 Dobie Road from RAA (Single Family-Low Density) to RD (Multiple Family, maximum 8 dwelling units per acre), subject to a conditional rezoning agreement. A similar rezoning request for the Subject Property was denied in 2019 and another was submitted in 2024, reviewed, and withdrawn by the Applicant. The Master Plan was updated in 2023 and the Future Land Use map designation was changed from Institutional to Multiple Family Residential for most of the Subject Property.

The Planning Commission held a public hearing for Rezoning #25001 at its January 13, 2025 regular meeting and the Planning Commission indicated that they supported the rezoning. Several residents spoke about the application and brought up concerns, including comments about traffic and whether or not the proposed development fits with the character of the area.

At the public hearing, the Planning Commission requested additional information from the applicant. Specifically, the Planning Commission requested the HUD Market Report referenced by the applicant at the public hearing. In addition, the applicant has provided the Ingham County Drain Commission's Design Criteria for Stormwater Management Systems. These rules will be required to be followed during eventual site plan review, if the rezoning is approved.

The original staff report, dated January 13, 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-3684#docan5601_5944_42

Planning Commission Options

The Planning Commission may recommend approval or denial of the request, or it may recommend a different zoning designation than proposed by the applicant to the Township Board. Staff **recommends approval** of Rezoning #25001 to rezone the Subject Property from RAA, Single-Family Residential to RD, Multiple-Family Residential with a maximum of 8 dwelling units per acre, subject to a Conditional Rezoning Agreement limiting the development on the site.

Staff would offer the following motion for the Planning Commission if they wish to approve the resolution to recommend **approval** 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 Rezoning #25001 to rezone approximately 4.28 acres located on Dobie Road from RAA (Single Family-Low Density) to RD (Multiple Family, maximum 8 dwelling units per acre), with a Conditional Rezoning Agreement limiting the development on the site, subject to the conditions found in the attached resolution, *for the following reasons:*

- The RD zoning proposed by the applicant is consistent with the Multiple-Family Residential Future Land Use Map designation in the 2023 Master Plan.
- The proposed RD zoning of the Subject Property is compatible with the denser RC zoning to the north and northeast of the Subject Property.
- The proposed development is compatible with existing development to the north and northeast of the Subject Property.

Attachments

1. Resolution recommending approval of the REZ #25001
2. Staff report from the public hearing, dated January 13, 2025
3. HUD Market Report
4. Ingham County Drain Commission's Design Criteria for Stormwater Management Systems

CHARTER TOWNSHIP OF MERIDIAN
REGULAR MEETING PLANNING COMMISSION
5000 Okemos Road, Okemos MI 48864-1198
517.853.4000, Central Fire Station-Community Room
Monday, January 13, 2025, 6:30 pm

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

ABSENT: None

STAFF: Principal Planner Brian Shorkey

1. CALL MEETING TO ORDER

Chair Shrewsbury called the January 13, 2024, regular meeting for the Meridian Township Planning Commission to order at 6:32 pm.

2. ROLL CALL

Chair Shrewsbury called the roll of the Board. All board members were present.

3. PUBLIC REMARKS

Patty McPhee, township resident, spoke in opposition to SUP #24030

Denise Dahlgren, township resident, spoke in opposition to SUP #24030

Jim Brendell, township resident, spoke in opposition to SUP #24030

Phil Mondro , township resident, spoke in opposition to SUP #24030

Milton Scales, township resident, spoke in opposition to SUP #24030

4. APPROVAL OF AGENDA

Chair Shrewsbury asked for approval of the agenda.

Commissioner McConnell moved to approve the January 13, 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.

Vice-chair Snyder moved to approve Minutes of the December 9, 2024, Planning Commission Regular Meeting as amended. Seconded by Commissioner McConnell. Motion passed as amended.

6. COMMUNICATIONS

- A. Corey Arendt re: SUP #24030
- B. Heidi Doherty re: SUP #24030 (Email)
- C. Ester and Brad Shaw re: REZ #25001

7. PUBLIC HEARINGS

- A. REZ #25001 – Fedewa Rezoning

Principal Planner Shorkey gave an overview of the application and changes the applicant made from their previous application due to previous Planning Commission recommendations.

Gerald Fedewa and Greg Fedewa, applicants, gave information about their application, noting the changes they made to their original application at the recommendation of the Planning Commission and with regard to input from neighboring residents. Robert Matko from CESO, gave details regarding the traffic analysis.

Commissioner McConnell noted difficulties with the audio system. Principal Planner Shorkey gave an update that Township staff are aware of the issue and will hopefully be able to resolve it.

After discussion of the application, Chair Shrewsbury opened public comment at 7:00 pm

John Leone, township resident, spoke in opposition to REZ #25001

Kristina Kloc, township resident, spoke in opposition to REZ #25001

Chair Shrewsbury called for a ten minute recess so that the communication equipment could be restarted in an effort to fix the issues with the audio system.

David Kloc, township resident, spoke in opposition to REZ #25001

Ester Shaw, township resident, spoke in opposition to REZ #25001

Brad Shaw, township resident, spoke in opposition to REZ #25001

Joel Major, township resident, spoke in opposition to REZ #25001

Debra Major, township resident, spoke in opposition to REZ #25001

Chair Shrewsbury closed public comment at 7:48 pm

Chair Shrewsbury conducted a straw poll, the members of the Commission indicated their support for REZ #25001. Principal Planner Shorkey said that he would prepare a resolution of approval for the next meeting.

8. UNFINISHED BUSINESS

- A. SUP #24025 – Panda Express Drive-through

After discussion, Commissioner McConnell moved to approve SUP #24025, subject to the conditions in the Resolution of Approval. Seconded by Commissioner Brooks. Motion passed unanimously.

B. SUP #24030 – Alsaedi Group Child Care

Vice-Chair Snyder asked Principal Planner Shorkey if the Township had any role in deed restrictions. Principal Planner Shorkey said that the Township does not and does not enforce deed restrictions or HOA regulations.

After discussion, Vice-Chair Snyder moved to approve SUP #24030, subject to the conditions in the Resolution of Approval. Seconded by Commissioner McConnell. Motion passed unanimously.

9. OTHER BUSINESS

A. 2025 Officers and Appointments

After discussion, Chair Shrewsbury was unanimously reelected as Chair of the Planning Commission, Vice-Chair Snyder was unanimously reelected as Vice-Chair of the Planning Commission, and Commissioner McCurtis was unanimously elected as the new Secretary of the Planning Commission.

10. REPORTS AND ANNOUNCEMENTS

A. Township Board Update

Principal Planner Shorkey had no report.

B. Liaison Reports

Planning Commissioners updated the Commission about their other board and commission activities.

11. PROJECT UPDATES

Principal Planner Shorkey noted the changes that have occurred since the last meeting.

12. PUBLIC REMARKS

Chair Shrewsbury opened public remarks at 8:22 pm.

Jim Brandell, township resident, expressed concerns about SUP #24030.

Heidi Doherty, township resident, expressed concerns about SUP #24030.

Chair Shrewsbury closed public remarks at 8:28 pm.

13. COMMISSIONER COMMENTS

None

14. ADJOURNMENT

Chair Shrewsbury called for a motion to adjourn the meeting at 8:29 pm

Commissioner Romback moved to adjourn the January 13, 2025 regular meeting of the Planning Commission. Seconded by Commissioner Vice-Chair Snyder. 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, January 27, 2025, 6:30 pm

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

ABSENT: Vice Chair Snyder

STAFF: Principal Planner Brian Shorkey

1. CALL MEETING TO ORDER

Chair Shrewsbury called the January 27, 2024, 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 were present.

3. PUBLIC REMARKS

- Joel Major, Township resident, spoke in opposition to REZ #25001
- Peggy Anderson, Township resident, spoke in opposition to REZ #25001
- Kris Kloc, Township resident, spoke in opposition to REZ #25001
- David Kloc, Township resident, spoke in opposition to REZ #25001
- John Leone, Township resident, spoke in opposition to REZ #25001
- David Fedewa, applicant, spoke in support of REZ #25001
- Jerry Fedewa, applicant, spoke in support of REZ #25001
- Greg Fedewa, applicant, spoke in support of REZ #25001

4. APPROVAL OF AGENDA

Chair Shrewsbury asked for approval of the agenda.

Commissioner Romback moved to approve the January 27, 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 Brooks asked that the Commissioner McConnell be given credit for his comment under item number 7.A paragraph three.

Chair Shrewsbury asked that an incomplete sentence be struck from the record under item 7.A

Commissioner McConell asked that the word unanimous be added to Commissioner McCurtis's election as Planning Commission Secretary.

Commissioner Romback moved to approve Minutes of the January 13, 2025, Planning Commission Regular Meeting as amended. Seconded by Commissioner McCurtis. Motion passed as amended.

6. COMMUNICATIONS

A. 2025 Joint Board and Commission Invitation

7. PUBLIC HEARINGS

NONE

8. UNFINISHED BUSINESS

A. REZ #25001 – Fedewa Rezoning

Principal Planner Shorkey gave an overview of the application and discussion that has occurred to date. The applicant has added information to the application as requested by Commissioners and that information is included in the packet.

Commissioner McCurtis asked about the Drain Commissioner's timeline for the drainage issues on the property. Principal Planner Shorkey outlined the process for the special use and site planning processes and clarified that engineering is not typically done for rezoning applications. Chair Shrewsbury noted that residents could address current drainage issues on their properties with the County, confirmed by Principal Planner Shorkey.

Commissioner McConell asked for background information about the land use plan update regarding the land division application that created this parcel. Principal Planner Shorkey clarified that the land division application came in after the master plan update that met the zoning at the time and by law does not consider future land use.

Commissioner McConell asked about split zoning on properties. Principal Planner Shorkey stated that staff will never recommend split zoning but were it to happen, the determination of zoning on the property would be made by the Director of Planning and Development. He also clarified that the Planning Commission cannot impose conditions on a rezoning.

Commissioner Brooks asked for details regarding the denial letter sent to the applicant in 2019. Principal Planner Shorkey said that the two reasons stated for denial were that their 2019 request didn't agree with the land use map and that the 2019 request didn't fit the character of the area.

Commissioner Brooks asked the applicant about the market data in their application. The applicant stated that it is the data their financing company used to decide to finance the project. The data supports the applicant's evidence that the project will be viable and is not the applicant's only source of information to determine viability.

Commissioner Brooks acknowledged the public feedback as well as the applicant's work, stating that this is a compromise that meets the Township's need for higher density housing while honoring the desire to maintain green space.

Principal Planner Shorkey suggested an amendment to the resolution. On condition number four he suggests adding "(west side)" after "rear" and eliminating "building".

Commissioner Brooks moved to adopt the resolution to recommend approval of Rezoning #25001 to rezone approximately 4.28 acres located on Dobie Road from RAA (Single Family-Low Density) to RD (Multiple Family, maximum 8 dwelling units per acre), with a Conditional Rezoning Agreement limiting the development on the site, subject to the conditions found in the attached resolution. Supported by Commissioner McCurtis. Motion passed unanimously.

9. OTHER BUSINESS

A. Discussion – Sec. 86-755 – Schedule of Requirements for Parking Space

Principal Planner Shorkey outlined the discussion that has occurred to date.

Commissioners discussed individual headings and the manner in which the number of spaces were determined for individual uses and asked about shared parking if a business has multiple uses. Principal Planner Shorkey gave details about the reasoning and noted that there is a section of the ordinance that may apply if a business has multiple uses.

Commissioner Brooks indicated that he supports simplification of the ordinance and suggested engaging with the community to make sure needs are met.

Commissioner Romback made a specific recommendation that golf courses be assumed to have driving ranges in their calculations, not ask them to comply with each use separately.

B. 2025 Brownfield Redevelopment Authority Appointment

Principal Planner Shorkey gave an overview of the packet item.

Commissioners discussed their respective schedules but were unable to nominate a Commissioner to the position at this time. Chair Shrewsbury suggested discussing this item again at the next meeting.

C. 2024 Annual Report

Chair Shrewsbury asked that the Chairperson's name be updated. She asked if staff could break out staff actions versus Commission actions versus Board actions in future reports.

Commissioner McConnell moved to approve the 2024 Annual Report to be presented to the Township Board. Supported by Commissioner Romback. Motion passed unanimously.

10. REPORTS AND ANNOUNCEMENTS

A. Township Board Update

Principal Planner Shorkey reported that the new Township Manager has started work and noted that the Village of Nemoka zoning ordinance text amendment has been approved.

B. Liaison Reports

Planning Commissioners updated the Commission about their other board and commission activities.

Commissioner Brooks reported that ZBA approved a variance for Playmaker's storage facility parking lot to accommodate semi-trucks and postponed a decision on a DTN site plan regarding wetland buffer variances.

11. PROJECT UPDATES

NONE

12. PUBLIC REMARKS

NONE

13. COMMISSIONER COMMENTS

Commissioners discussed the upcoming 2025 Joint Board and Commission meeting. Chair Shrewsbury noted that she is unable to present for the Planning Commission. Vice-chair Snyder was tentatively recommended to present the Planning Commission's report and all Commissioners were encouraged to attend.

14. ADJOURNMENT

Chair Shrewsbury called for a motion to adjourn the meeting at 8:06 pm

Commissioner Romback moved to adjourn the January 27, 2025 regular meeting of the Planning Commission. Seconded by Commissioner Brooks. Motion passed unanimously.



To: Board Members

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

Date: March 4, 2025

Re: Federal (CDS)/State Funding Requests

FEDERAL GRANTS/FUNDING OPPORTUNITY FOR FY 2026

The Office of U.S. Senator Gary Peters released their Congressionally Directed Spending (CDS) account list for fiscal year (FY) 2026 on February 18. Applications are due by March 17. Therefore, this will be the only regular meeting of the Township Board prior to the application deadline.

At the request of the Township Supervisor, staff have reviewed the guidelines and worked with Sen. Peters' office to determine if any of the following projects would qualify:

1. Central Fire Station Dormitory Addition
2. Construction of new recycling centers
3. Solar projects
4. Railroad Quiet Zone projects
5. County primary road projects (specifically raising Okemos Rd between Central Park Dr and Gaylord C Smith Ct to prevent the road from flooding)
6. Construction of new Senior & Community Centers
7. Construction of new Senior Center
8. Water and sanitary sewer projects
9. Installation of new technologies for collecting water meter reads

The only project that may be eligible would be solar projects. We are not certain that a solar project will meet all eligibility requirements, but based on initial research and conversations with Senator Peters' Office, we believe we might be eligible for a solar project through the Subcommittee on Energy and Water Development. The other projects listed above are not eligible.

The proposed project for which we are seeking funding is the addition of solar arrays to the roof of the Public Safety Building and the parking lot to the north of this building. This project would include a 204.22 kilowatt system, producing 244,677 kilowatt-hours annually. Upon completion of this project, we estimate that we would be able to produce just over 100% of the annual energy consumption of the Public Safety Building. This project would tie into the existing Public Safety Building solar infrastructure, which is connected to the electrical grid, so we can supply the grid when we produce more energy than we consume.

Memo to Township Board
March 4, 2025
Re: Federal (CDS)/State Funding Requests

Staff considered recommending the Municipal Building or the Public Safety Building solar plan for this grant request as they are the two largest solar concept plans that we have developed. These two plans are nearly equal in cost and will help us secure as much federal funding as possible.

From there, staff ultimately decided recommend the Public Safety Building solar concept plan as it includes fewer carports and we want to ease into the carports as there can be very strong public opinion regarding the aesthetics of carports. Additionally, while Sen. Peters' office couldn't assure us that this project would meet all eligibility requirements, they did share a list of similar solar projects funded through the Subcommittee on Energy and Water Development. This list included a solar project for a police department building. For these reasons, we felt this was the most appropriate project among all of the solar concept plans we have developed for Township facilities.

This would help move us toward our goal in the 2023 Climate Sustainability Plan of obtaining 50% of electricity used for Township operations from renewable energy sources by 2025 and 100% by 2035.

We are looking to apply for \$400,000 in funding for this project. We are still waiting for clarification from Sen. Peters' staff, but we currently believe the Township would have to provide a 50% local match for this project.

Given that applications are due before the Board's next regular meeting on March 18, we would ask that the Board suspend its rules in order to take action on the resolution in support of Meridian Township's FY 2026 CDS Grant Application this evening.

We look forward to answering any questions the Board may have.

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

**MOVE TO APPROVE THE RESOLUTION IN SUPPORT OF MERIDIAN TOWNSHIP'S
FISCAL YEAR 2026 CONGRESSIONALLY DIRECTED SPENDING GRANT APPLICATION.**

Attachments for Federal Grants/Funding Opportunity for FY 2026:

1. Resolution in Support of Meridian Township's FY 2026 CDS Grant Application
2. Solar Concept Plan for the Meridian Township Public Safety Building

STATE BUDGET APPROPRIATIONS REQUEST FOR FY25-26

Township Manager Tim Dempsey participated in a call with the Office of State Senator Sarah Anthony this week and learned there is an estimated \$282 million in discretionary funding for FY 25-26, compared to \$283 million that was distributed in Mid-Michigan alone in FY23-24 and FY24-25. Due to this significant reduction, it is clear that fewer and smaller awards will be the norm compared to recent years. Public safety was mentioned as an important funding category.

Memo to Township Board
March 4, 2025
Re: Federal (CDS)/State Funding Requests

Staff is proposing two potential requests:

1. **Central Fire Station Dorm Addition:** The dorm addition project to add capacity and provide a gender neutral dormitory for all staff is an important need for the Township. This project is estimated to be \$1 million to \$1.7 million depending on storage components. Given its ineligibility with federal CDS funding, a state request could be a good alternative.

This project was submitted as a funding request to our state lawmakers for FY24-25, but was not awarded funding. Staff believe this project was not awarded funding last year as it came on the heels of the Senior & Community Center grant award of \$5 million that we received in the FY 23-24 state budget.

2. **Regional Opticom Upgrades:** Fire Chief Mike Hamel is working with his regional counterparts to secure funding to update the intersection preemption systems in the Greater Lansing Region. The current infrared system allow emergency vehicles safe and expedient passage through intersections, but they are nearing the end of their useful life. The proposed GIS system would be safer and more reliable. The total regional project is estimated to be \$4.2 million. The request would be for a local match of at least 10 percent, but possibly up to 20 or 25 percent, to pursue competitive federal grant funds.

The Township would likely defer to another regional jurisdiction to be the lead requester, which is why we have not prepared a resolution for this grant application. We would likely draft a letter of support for the Board to submit in support of this grant application.

These state budget grant submissions have been requested by March 14. Given that application are due before the Board's next regular meeting, we would ask that the Board suspend its rules in order to take action on the resolution in support of Meridian Township's FY25-26 State Budget Central Fire Station Dorm Addition Grant Application this evening.

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

MOVE TO APPROVE THE RESOLUTION IN SUPPORT OF MERIDIAN TOWNSHIP'S FY25-26 STATE BUDGET CENTRAL FIRE STATION DORM ADDITION GRANT APPLICATION.

Attachments for State Budget Appropriations Request for FY25-26:

1. Resolution in support of Meridian Township's FY25-26 State Budget Central Fire Station Dorm Addition Grant Application

**RESOLUTION IN SUPPORT OF MERIDIAN TOWNSHIP'S FISCAL YEAR 2026
CONGRESSIONALLY DIRECTED SPENDING GRANT APPLICATION**

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, Michigan 48864-1198, (517) 853-4000, on Tuesday, March 4, 2025, at 6:00 p.m.

PRESENT: _____

ABSENT: _____

The following resolution was offered by _____ and supported by _____.

WHEREAS, Meridian Township has a long history of striving to be at the forefront of environmental sustainability; and

WHEREAS, In 2007, Meridian Township joined over 1,000 communities across the United States in signing the U.S. Mayors' Climate Protection Agreement; and

WHEREAS, Meridian resolved to achieve the goals of existing U.S. Multilateral Environmental Agreements and adopted a Climate Sustainability Plan; and

WHEREAS, Meridian Township's Climate Sustainability Plan established a goal for the Township to obtain 50% of electricity used for Township operations from renewable energy sources by 2025 and 100% by 2035; and

WHEREAS, To work toward this goal, the Township has established plans to construct grid-interconnected solar photovoltaic arrays for all Township facilities; and

WHEREAS, The Township has established a plan to construct a 204.22 kilowatt system, producing 244,677 kilowatt-hours annually to supply 100 percent of the energy use of the Township's Public Safety Building;

NOW, THEREFORE, BE IT RESOLVED BY THE TOWNSHIP BOARD OF THE CHARTER TOWNSHIP OF MERIDIAN, INGHAM COUNTY, MICHIGAN, MOVES TO ADOPT A RESOLUTION IN SUPPORT OF MERIDIAN TOWNSHIP'S FISCAL YEAR 2026 CONGRESSIONALLY DIRECTED SPENDING GRANT APPLICATION TO HELP FUND THE TOWNSHIP'S SOLAR PROJECT AT THE PUBLIC SAFETY BUILDING.

ADOPTED:

YEAS: _____

NAYS: _____

Resolution declared adopted.

STATE OF MICHIGAN)

)ss.

COUNTY OF INGHAM)

I, the undersigned, the duly qualified and acting Clerk of the Charter Township of Meridian, Ingham County, **DO HEREBY CERTIFY**, that the foregoing is a true and complete copy of proceedings taken by the Township Board at a regular meeting held on Tuesday, March 4, 2025.

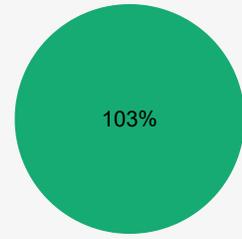
Angela Demas, Township Clerk
Charter Township of Meridian



Site Assessment

Customer: Public Safety Building
Address: 5147 Marsh Rd
Okemos, MI 48864

System size: 204.22 kW
Yr 1 Production: 244,677 kWh
Total Price: \$549,352
Designer: Absolute Solar
Date: June 8th, 2023



■ Solar ■ Utility



RESOLUTION IN SUPPORT OF MERIDIAN TOWNSHIP'S FISCAL YEAR 25-26 STATE BUDGET CENTRAL FIRE STATION DORM ADDITION GRANT APPLICATION

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, Michigan 48864-1198, (517) 853-4000, on Tuesday, March 4, 2025, at 6:00 p.m.

PRESENT: _____

ABSENT: _____

The following resolution was offered by _____ and supported by _____.

WHEREAS, Meridian Township is requesting funding to build a new dormitory at the Central Fire Station; and

WHEREAS, This project is greatly needed as we are successfully recruiting and hiring more female firefighters/EMTs than ever before. As a result, we have outgrown the existing female shared dorm room; and

WHEREAS, Firefighters work 24-hour shifts, so they are often getting rest in-between emergency responses. Therefore, the sleep quarters we provide are very important to our day-to-day operations; and

WHEREAS, We have analyzed all of our options based on the design of the existing building; and

WHEREAS, The least costly option is to build a small addition on the north side of the existing building;

NOW, THEREFORE, BE IT RESOLVED BY THE TOWNSHIP BOARD OF THE CHARTER TOWNSHIP OF MERIDIAN, INGHAM COUNTY, MICHIGAN, MOVES TO ADOPT A RESOLUTION IN SUPPORT OF MERIDIAN TOWNSHIP'S FISCAL YEAR 25-26 STATE BUDGET CENTRAL FIRE STATION DORM ADDITION GRANT APPLICATION.

ADOPTED:

YEAS: _____

NAYS: _____

Resolution declared adopted.

STATE OF MICHIGAN)

)ss.

COUNTY OF INGHAM)

I, the undersigned, the duly qualified and acting Clerk of the Charter Township of Meridian, Ingham County, **DO HEREBY CERTIFY**, that the foregoing is a true and complete copy of proceedings taken by the Township Board at a regular meeting held on Tuesday, March 4, 2025.

Angela Demas, Township Clerk
Charter Township of Meridian



To: Meridian Township Board Members
From: Neighborhoods & Economic Development Director Amber Clark
Date: March 4, 2025
RE: Brownfield Housing TIF Incentives

Summary

The Michigan State Housing Development Authority (MSHDA) Housing Tax Increment Finance program has shown progress in successfully approving projects and assisting the financing gap that many projects have due to current economics. The Haslett Village Square development project has long been stalled due to site infrastructure issues and gaps in financing. With the Haslett Village Square developer's recent request to realign the project incentives, staff would like to discuss the use of MSHDA Housing TIF as an incentive. In addition, at our last discussion Board members had questions related to the overall Housing TIF mechanism. We hope to provide information to answer those questions.

History

With the implementation of Brownfield Redevelopment Financing Act (PA 381 of 1996), sites that qualify as a "Brownfield (previously developed commercial property with contamination, suspected contamination, blight, or functionally obsolete) can use the future taxable value to offset project development costs. In general, a local Brownfield Redevelopment Authority will agree to reimburse a property owner/developer for "eligible activities." A developer will receive an approved plan with a duration that the local unit of government agrees to pay back over that time. The payment comes from the incremental increase in taxes generated on the property after the improvements are made.

The State of Michigan will partner with local developers or Brownfield Authorities to maximize incentives to assist the site. School Education Tax (SET) and local school operating millages may be accessible to a developer who meets the standard "eligible activities" for either EGLE, MEDC or MSHDA. To access MSHDA SET funds, a project must include the construction of housing units for incomes that are 120% of AMI or less. A request for the use of SET funds must come from the local unit of government to MSHDA via Work Plan applications.

Key Program Elements ([FAQ's may be found on MSHDA's website](#))

- A proposed housing development work plan must include an environmental review that meets MSHDA's Environmental Review Requirements found on MSHDA's website. If the environmental review discloses that the proposed housing development site has environmental contamination, then MSHDA staff will be reviewing to see if EGLE has provided the appropriate clearance for residential development. If documentation does not exist that EGLE has provided the necessary clearance for residential development, then the work plan or combined brownfield plan may be conditionally approved (assuming it meets



other requirements) subject to EGLE clearance of the site for the proposed residential development. MSHDA will only approve a plan first approved by the local BRA if the local government unit (LGU) has not approved the use of the TIF, MSHDA will not approve.

- The total amount of TIF Capture that a MSHDA-approved housing development will be based on [potential rent loss and potential development loss](#) calculations. Eligible reimbursement will not be greater than the amount of TIF generated over the life of the plan, based on the number of years and total amount approved by the BRA. Local governments are not responsible for any shortfall in projected TIF revenue, and this would be memorialized in a brownfield reimbursement/development agreement.
- Third party verification of income limitations will be required in the annual reporting.
- Annual reporting for BRA's will now include a special section to enter any MSHDA approved projects.
- Infrastructure to construct the housing units are also eligible as reimbursable activities.
- Local Unit of Governments have the authority to determine any parameters to housing affordability that meet their standard. MSDHA will not require any other specifications outside of the Brownfield Act requirements. Any additional requirements will come from the LGU.
- MSHDA will not require a deed restriction, or an affordability agreement to be recorded against the property. However, MSHDA will record a notice on the public record that references the required development agreement or reimbursement agreement between the municipality or local BRA and the owner or developer of the eligible property that stipulates price and income monitoring for residential units. That agreement will memorialize the price and income restrictions and their duration. The local municipality/BRA may have affordability requirements, and various means of enforcing those requirements.

Budgetary Implications

Each Brownfield Plan will have an approved reimbursement amount that the developer will be eligible for. Once the approved activities are conducted, a review of those activities and proof of payments are sent to Township staff. Any reimbursement must first be requested and reviewed for all required elements before payment is made. Once the reimbursement request is complete, approved by the Meridian Twp. BRA, payments can be distributed. Reimbursements are limited to the new tax revenue generated.

With the recent request from the Haslett Village Square developers, it is critical to understand how this tool functions and impacts a project. Providing this as an incentive could provide our community with additional units at affordable/workforce income levels (below 120% AMI). A developer that provides proof that there is a need for housing, with a desire to provide housing at an affordable rate, could find this as a means to achieve project feasibility.



Staff are seeking direction from the Township Board regarding this incentive. If the Board concurs, staff will work with the BRA to make updates to our policies in support of affordable/workforce housing.

There is no motion for the Board at this time. Staff would like a general understanding if the Board will consider allowances for housing development projects with the use of BRA TIF.



Brownfield Housing Incentive

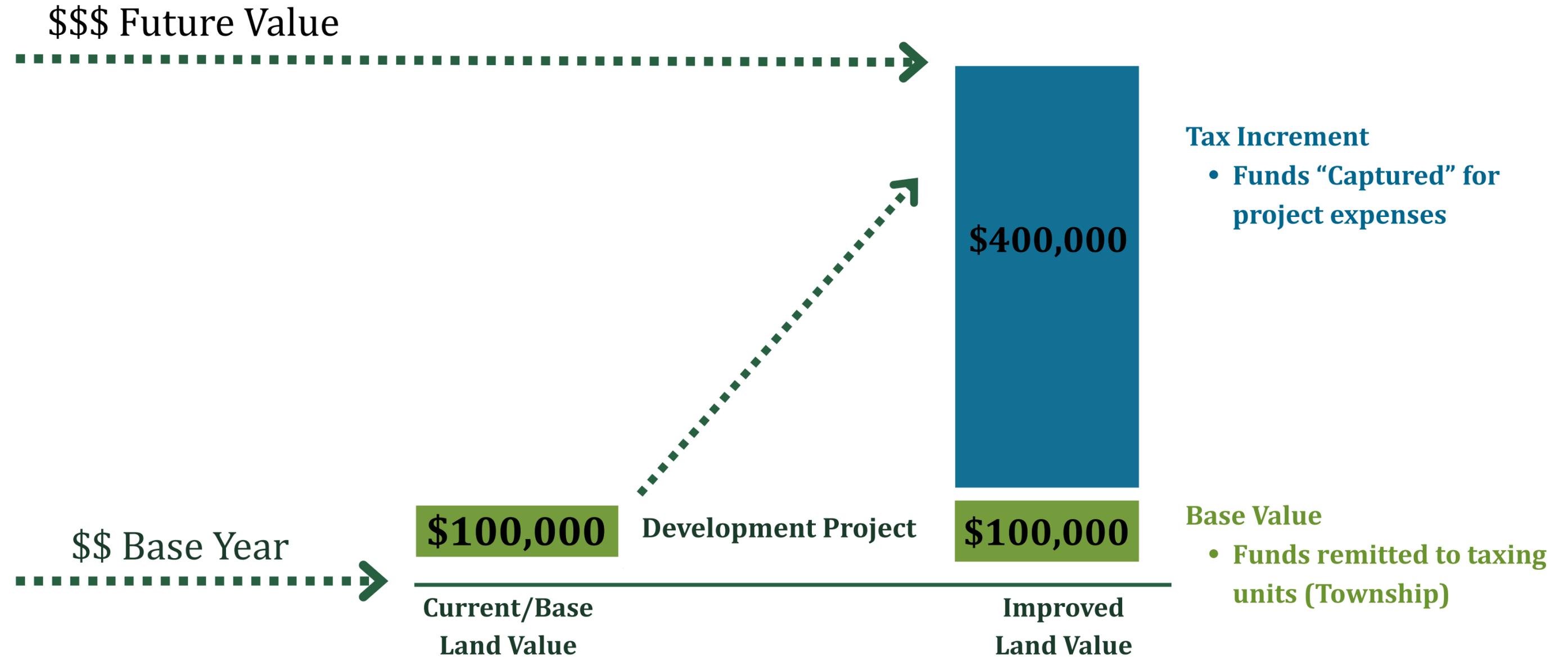
Presented by
Amber Clark
Neighborhoods &
Economic Development
Director

Date:
March 2025



What is Tax Increment Financing (TIF)?

Example:





Housing TIF:

Brownfield Act (PA 381 of 1996 amended 2023)

Housing is now an eligible activity to access TIF for eligible expenses:

- Public Infrastructure
- Demolition and renovation
- Site preparation
- Relocation Costs
- Financing gaps

*Units must meet income requirements



Ingham County Income Requirements

120% of Area Median Income (AMI) by household size:

AMI	1 PERSON	2 PERSON	3 PERSON	4 PERSON
120%	\$77,640	\$88,680	\$99,720	\$110,760

RENT	STUDIO	1 BDRM	2 BDRM	3 BDRM
120%	\$1,941	\$2,079	\$2,493	\$2,880

Positions in Meridian Township below \$77,640:

- DPW Records Manager/ GIS Specialist
- Utility Billing Supervisor
- Rental Housing Inspector
- Police Officer
- Mechanic



Program Details:

- Requests for Housing TIF Assistance must prove a need for housing and alignment with recent Housing Assessments.

[Tri -County Regional Planning Housing Assessment for Meridian Charter Township](#) states:

- Second fastest growing group ages 25-34 make up 16% of all Township households. This indicates a need for more diverse housing options that support this group.
 - Assuming the current growth rate, Meridian Twp. will need 1,652 units in the next 5 years.
 - Over 50% of those units demand will be for households earning below \$79,800.
- TIF benefits accrue to the developer NOT the renter or homeowner.
 - Plans require local approval first.
 - Plan length and terms are subject to the discretion of the BRA and Township Board.
 - Township is not a risk for plan shortfalls.
 - Plans also require MSHDA approval if school operating taxes are being captured.



Housing goals in the 2023 Masterplan:

- Strengthen and expand residential opportunities.
- Encourage mixed-use, density.
- Work toward increasing housing affordability for both new and existing residents.
- Evaluate the balance between residential typologies.
- Promote infill development along the main vehicular corridors in the Township.
- Create inclusionary zoning standards for affordable housing in future developments throughout the Township.



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