



**AGENDA**  
CHARTER TOWNSHIP OF MERIDIAN  
TOWNSHIP BOARD – SPECIAL MEETING  
October 7, 2025 4:30 pm

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1. CALL MEETING TO ORDER
2. PLEDGE OF ALLEGIANCE/INTRODUCTIONS
3. ROLL CALL
4. CITIZENS ADDRESS AGENDA ITEMS AND NON-AGENDA ITEMS
5. APPROVAL OF AGENDA
6. BOARD DISCUSSION ITEMS
  - A. Township Treasurer Candidate Interview  
(1) 4:30pm-Linda Burghardt
7. COMMENTS FROM THE PUBLIC
8. OTHER MATTERS AND BOARD MEMBER COMMENTS
9. ADJOURNMENT

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All comments limited to 3 minutes, unless prior approval for additional time for good cause is obtained from the Supervisor.  
Appointment of Supervisor Pro Tem and/ or Temporary Clerk if necessary.

Individuals with disabilities requiring auxiliary aids or services should contact the Meridian Township Board by contacting:  
Township Manager Frank L. Walsh, 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



6. A

**To: Township Board**  
**From: Scott Hendrickson, Township Supervisor**  
**Date: October 3, 2025**  
**Re: Treasurer Interview**

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The Treasurer Application Review Committee met on September 23 to review application materials. A total of four applicants submitted materials. The committee has selected two finalists for interviews with the full Board, but only one has opted to proceed – Linda Burghardt . The application materials for the finalist are attached. A list of interview questions will be provided to the Board at the meeting.

## Abigail Tithof

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**From:** LINDA BURGHARDT <[REDACTED]>  
**Sent:** Tuesday, September 16, 2025 10:50 PM  
**To:** Abigail Tithof  
**Subject:** Application for Treasurer's position  
**Attachments:** References -- Linda Burghardt -9-16-25.xls; Linda Burghardt Candidate Questionnaire for Meridian Township Treasurer 9-14-25.docx; Linda Burghardt Resume 9-14-25.doc

You don't often get email from [REDACTED] [Learn why this is important](#)  
Dear Ms. Tithof,

I have just submitted my resume, references, and candidate questionnaire online to apply for the position of Meridian Township Treasurer. Just to make sure you receive them, though, I am attaching them to this email as well. Please let me know if you have any questions or would like additional information,

Thank you,

Linda

Linda Burghardt  
[REDACTED]  
[REDACTED]  
[REDACTED]

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**LINDA P BURGARDT**

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**REFERENCES**

Linda Danders

[REDACTED]

Penelope Tsernoglou

[REDACTED]

Paul Pratt

[REDACTED]

# APPLICATION FOR MERIDIAN TOWNSHIP TREASURER CANDIDATE QUESTIONNAIRE

Please complete this questionnaire and attach it to your application, along with your resume and three professional references. Completed applications must be returned by **4:00 pm on Wednesday, September 17, 2025. Incomplete questionnaires will be disqualified.** Candidates selected for an interview will be notified on Wednesday, September 24, 2025. If you have any questions, please contact Human Resources Director Abby Tithof at [tithof@meridian.mi.us](mailto:tithof@meridian.mi.us).

- 1. Please confirm that you are available to be interviewed at the Special Meridian Township Board meeting to be held at 4:00 pm, on Tuesday, October 7, 2025. Please confirm that you are available to assume the position of Treasurer of the Charter Township of Meridian on a full-time basis, 8:00 am to 5:00 pm, Monday through Friday, in addition to participating in before and after work hours meetings and responsibilities.**

I will be available for the interview at 4 pm on October 7, 2025, and will be available to work on a full-time basis from 8 am to 5 pm Monday through Friday. I also will be available to participate in meetings and assume other responsibilities before and after work hours.

- 2. In your opinion what are the best qualities of Meridian Township and the areas that need improvement?**

Meridian Township has so much to offer its residents that it is hard to choose its best qualities. Certainly the excellence of its school districts, the number and caliber of its community events, and the extensive opportunities to enjoy nature through the Township's parks, trailways, and other recreational areas are qualities that I rank very highly. Further, I applaud the Township's dedication to preserving wildlife habitats while still allowing sufficient development of businesses and retail establishments to support the community. As friends and relatives from out-of-town and out-of-state have told me, "Wow, you have everything here and you don't have to drive far to get it."

Perhaps more effort could be made, though, in communicating with the township residents starting with a survey of what they believe needs improvement. The survey could be on-line with paper copies available on request. Another communication method could be the inclusion of notices in utility and tax bills about the progress of specific projects. For example, a friend of mine was wondering the status of the road reconstruction and resurfacing project. A notice in a bill pointing people to the 2025 Prime Meridian Magazine or the Township website to find out more about specific projects might help them feel more connected with the Township. Regularly scheduled review of the website to update old information might be useful, too.

- 3. Please share your experience and/or training in municipal finance, including your knowledge of the duties of the position of Township Treasurer.**

- Experience/Training -- My training and experience with finances have been in the area of State of Michigan appropriations, campaign finance reporting, and nonprofit association financial management.
  - I shepherded a \$250 million dollar budget bill through the legislature while researching programs, funding initiatives, and staffing needs and advised the legislative appropriations committee members on new and existing priorities. I also wrote the 46-page training manual on the state's appropriations process for the Michigan Senate Fiscal Agency.
  - As treasurer of the Meridian Democrats Club I am responsible for receiving and depositing all donations to the Club, paying the Club's bills, and regular campaign finance reporting to the Club's Executive Board and the Ingham County Clerk's Office.
  - I have taken courses in accounting for non-accountants and financial management for nonprofits through MSU's Evening College.
  - I took courses in budgeting and finance through the Michigan Society of Association Executives Academy of Association Management and the Certified Association Executive Exam Preparation Course.
  - More information about my experience with budgeting and financial management is in my answer to Question #5.
- Duties of Treasurer – According to the Revised Statutes of 1846 Chapter 41, Section 76, (MCL 41.76), “the township treasurer shall receive and take charge of money belonging to the township, or that is by law required to be paid into the township treasury, and shall pay over and account for the money, according to the order of the township board, or the authorized officers of the township.”
  - The funds are primarily real estate and personal property taxes, but also include fines, licenses, permits, deposits, bonds, and fees. (Meridian Township website.)
  - The Treasurer also is required to pay out funds to local school districts and Lansing Community College. Other governmental units such as districts and authorities also receive tax money according to the district's tax rate.
  - Temporary surplus funds are invested prudently with the emphasis on the safety of the principal as required by state law.
  - Training by Michigan Townships Association – The MTA has both in-person trainings and publications on budgeting, investments, and the roles and responsibilities of township treasurers.

**4. Please share your community activities and volunteerism in the community over the past 5-10 years.**

- I currently serve on the Board of Directors and Steering Committee for Art in the

Wild (AITW), a 501 c3 nonprofit organization whose purpose is to raise public awareness of the extent to which human lifestyles and activities contribute to the pollution of our water resources. The intent of AITW is to provide educational opportunities to the public in environmentally restored areas through stationery and performing art exhibits.

- Most of my service and volunteer activities have been work-related. I have served on a variety of councils and committees such as the Behavioral Health Advisory Council, the Recovery Council, Partners for Parity, Partners in Crisis, Open Access to Medications group, the Advisory Committee on Mental Illness, Community Certified Behavioral Health Centers (steering committee), Enroll Michigan (Board of Directors), Medicaid Medicare Assistance Program (Board of Directors), Lt. Governor's Section 298 Large Work Group and FACTS Subcommittee, Citizens Alliance on Prisons and Public Spending, Mental Health Coalition, Prisoner Re-entry Initiative, Juvenile Justice Initiative, the Service Array and Provider Network Focus Group of Michigan's Dual Eligibles Project, and MSAE's CEO Circle.
- I also have volunteered for several Democratic candidate campaigns, the Michigan Democratic Party and its coordinated campaigns, and the Ingham County Democratic Party. I received the ICDP's A. Geraldine Rappaport Volunteer of the Year Award in 2009.
- In the past few years I have served as an election worker and, most recently, as an election challenger in various Meridian Township election districts.

**5. A significant amount of your time will be allocated to Township Board responsibilities, such as planning, zoning, budgeting, re-zonings, land use, economic development, audit review, and supervisory responsibility for two Treasury staff. Please share with us your experience with, and understanding of, the aforementioned responsibilities.**

- Experience
  - During my tenure with the Michigan State Senate I wrote the analyses for a number of legislative initiatives that pertain to economic development and municipal finance initiatives including tax increment financing, downtown development authorities, economic growth zones, brownfield redevelopment, revenue sharing, urban land assembly fund, surplus funds investment pools for municipalities, land use inventory reports, principal shopping areas redevelopment, plant rehabilitation tax credit, enterprise zones, and zoning of day care homes.
  - I have been through audits for the three different nonprofits I led as the executive director (all successful) and a review of the finances of the political

action committee for a fourth nonprofit (also successful) for which I was responsible.

- I have been responsible for developing, implementing, and monitoring the budgets for three nonprofit organizations with various funding sources including membership dues, sponsor and vendor fees, event revenues, donations, private foundation grants, and federal grant funds through the Michigan Department of Health and Human Services (MDHHS). I also was responsible for monitoring the investment of a several million dollar bequest for which I worked with an investment firm. I made regular reports to the private foundations and MDHHS on the use of the funds received from those entities as well as to the boards of directors of the nonprofits.
- The type of planning that I have been involved in has been strategic planning for nonprofit organizations and service delivery systems for state government. I understand the goal and process of strategic planning and the procedures involved.
- I supervised staff and interns for three nonprofit organizations. The staffs were small (one to three full-time workers) and we worked as a team.
- Understanding
  - “Meridian Township’s 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”. (Meridian Township website)
  - To realize such a vision necessitates careful planning. The current and future needs and interests of all residents and entities in the community must be considered in the planning process. Ideally, and not without considerable effort, those needs and interests can be balanced to achieve shared goals and create a harmonious community.
  - Almost any action designed to address the needs and interests of the residents and entities of the community, e.g., any economic development initiative, land use proposal, or zoning request, is going to affect the Township financially.
  - To ensure that efforts to address the needs and interests of the community are financially realistic, it behooves the Treasurer (“the keeper of the funds”) to advise, and be advised by, the Township committees that deal with economic development, zoning, land use, and other such issues.

**6. Have you ever served on a Board or Commission for Meridian Township? Please be specific.**

Yes, I was appointed to, and served on, the Township's Environmental Commission in 2019.

**7. The position of Township Treasurer is an elected position, and the holder of the office must reside within the township. How long have you resided in Meridian Township?**

I have resided in Meridian Township for 36 years.

**8. Appointees to this position must, by law, run for election to the partial term in August/November of 2026. Have you ever served as an elected official? Please be specific. Would you intend to run in 2026 for the remainder of the term?**

I have never served as an elected official but I ran for the position of county commissioner for Ingham County's 12<sup>th</sup> district in 2018. I would certainly intend to run in 2026 for the remainder of the Treasurer's term.

**9. In 200 words or less, please provide the Township Board with the reason why you are seeking the Township Treasurer's position**

For a long time now I have had the pleasure and privilege of living in the safe, culturally diverse, vibrant community that is Meridian Township. Although my husband passed away soon after he and I and our infant son moved into the Township, I considered myself very lucky to be in a stable community with excellent educational opportunities, recreational options, and cultural adventures. Since neither my husband nor I had any family in Michigan, I felt that the Township was the perfect place to rear my son on my own. I have always wanted to give back to the community but full-time employment and family responsibilities took priority.

Running for county commissioner in 2018 heightened my awareness of all the opportunities that the Township offers and re-awakened my desire to serve the Meridian community. It also made me realize that I can indeed run for public office, and that I do have a lot of experiences that are applicable to the job of Township Treasurer and transferable skills that would enable me to be successful in the position.

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## LINDA P BURGHARDT

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### PROFILE

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- **Public Speaking** – Over 400 presentations across the state to legislators, faculty, students, professionals, and the general public which included training, advocacy, public education on issues, and classroom lectures.
- **Writing** - Over 3,000 legislative analyses on a wide range of topics; briefing and public policy materials; testimony on legislation; budget bills and decision documents; training and advocacy materials; responses to questions from Governor’s Task Force on Licensure; Appropriations Manual for Senate Fiscal Agency; articles for newsletters and agency publications; communications with regulatory agencies; marketing materials. Editor of business plan for non-profit.
- **Liaison/Collaborations/Networking** - Liaison to legislators, staff, government agencies, business and community groups, association members and national offices, nonprofit and other organizations. Collaborations with, or member of, over 20 coalitions /committees, including Behavioral Health Advisory Council, the Board of Directors for Enroll Michigan and MMAP, the Lt. Governor’s Section 298 Large Work Group and 298 Next Steps Workgroup, Partners for Parity, Partners in Crisis, Recovery Council, Dual Eligibles Task Force, Steering Committee/Board of Directors for Art in the Wild (water resources protection/education through art nonprofit).
- **Events** - Trained NASW-MI members on licensure issues for Lobby Day. For eight years planned and conducted annual Legislative Education and Advocacy Day for over 400 college students, faculty, and social workers. Speakers included issue experts, state legislators, and representatives from the Governor’s office and various state agencies. Planned all content and speakers for NAMI Michigan and AAAAM annual conferences.
- **Social Media/Communications** - Worked with NASW-MI Communications Director on web advocacy tools, including a Legislative Action Web Page for communication with legislators. Worked with Deputy Director at NAMI MI to provide information to members through social media. Authored MHAM Updates and AAAAM newsletter. Participated in radio, phone, and print interviews. Led and participated in press conferences. Use/oversight of website, Facebook, LinkedIn, and Twitter in disseminating information.
- **Analysis** - Policy, fiscal, and/or program analysis of budget and non-budget legislation, administrative rules, departmental program operations and staffing priorities; insurance accounts and regulations. Identified, analyzed, and communicated legislative/policy initiatives for MHAM, NAMI MI, NASW MI, and AAAAM.
- **Capacity Building** - Educated members, staff, and boards on legislative issues, advocacy techniques, appropriations processes, functions of political action committees. Worked with MHAM, NAMI MI, NASW MI, and AAAAM public policy committees on legislative and policy issues and testimony on bills. Obtained training for NAMI Board Members and sent employees to various trainings and workshops.
- **Fiscal Responsibility** – Responsible for total NAMI MI, MHAM, and AAAAM budgets, including membership dues, donations, bequest, investment portfolio, sponsorship funds, foundation grants, and federal grant through Michigan Department of Health and Human Services. Led \$250 million budget bill through the State budget process. Responsible for disbursement of political action committee (PAC) funds, compliance with state campaign finance/lobbying laws and government and private foundation grant reporting requirements. Resolved 2,000 problem accounts for Zurich East Lansing and analyzed large accounts for self-insurance.
- **Management** – Supervised staff at NAMI MI, MHAM, and AAAAM. Oversaw all daily operations of associations. Trained and directly supervised 15 employees at Zurich US East Lansing office. Drafted update of NAMI Michigan’s Strategic Plan and worked with MHAM Board and outside consultant on revised MHAM strategic plan. Developed all documents/policies necessary for the chartering of state office by NAMI National.

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## LINDA P BURGHARDT

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- **Teaching** – Instructor of Legislative Relations class for Masters in Public Administration (MPA) degree program for Western Michigan University. Guest lecturer at a number of colleges and universities.
- **Additional course work** – Took courses toward Microsoft Certified Systems Engineer and A+ certification; courses in financial management and accounting for nonprofits; and seminars in grant seeking and government contracting.
- **Credential** -- Completed Michigan Society of Association Executives' (MSAE) Academy of Association Management classes for nonprofit executives and the Certified Association Executive (CAE) exam preparation course. Earned CAE credential in 2014 (currently inactive). Invited member of MSAE CEO Circle.
- **International Experience** – Lived in/attended school in five countries; traveled extensively (33 countries).
- **Appointments and Volunteer Work** -- Meridian Township Environmental Commission; Board of Directors -- Art in the Wild; MI Democratic Party Volunteer; Ingham County Democratic Party Volunteer; Meridian Democrats Club Executive Board – Treasurer; Okemos Education Foundation -- Trustee

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## EMPLOYMENT HISTORY

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**RETIRED** 2021 to present

**FULL-TIME FAMILY CARE GIVER** Elderly Parent • Lansing, MI • 2018 to 2021

**EXECUTIVE DIRECTOR** Area Agencies on Aging Association of Michigan • Lansing, MI • 2017 to 2018

**PRESIDENT AND CEO** Mental Health Association in Michigan • Okemos, MI • 2014 to 2016

**EXECUTIVE DIRECTOR** National Alliance on Mental Illness – Michigan Chapter • Lansing, MI • 2010 to 2014

**GOVERNMENT RELATIONS DIRECTOR** National Association of Social Workers - Michigan Chapter • Lansing, MI • 2002 to 2010

**IT STUDENT** Career Quest Learning Center • Lansing, MI • 2000 to 2002

**MANAGER/SENIOR UNDERWRITER** Zurich U.S. • East Lansing, MI • 1997 to 2000

**LEGISLATIVE/FISCAL ANALYST** Michigan Senate Fiscal Agency • Lansing, MI • 1986 to 1997

**LEGISLATIVE ANALYST** Michigan Senate Analysis Section • Lansing, MI • 1980 to 1986

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## EDUCATION

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**MASTER OF PUBLIC ADMINISTRATION** Emphasis on Public Policy and Program Evaluation • Michigan State University • East Lansing, MI

**BACHELOR OF ARTS** Major in Government • Cornell University • Ithaca, NY