

CHARTER TOWNSHIP OF MERIDIAN
TOWNSHIP BOARD REGULAR MEETING - **APPROVED** -
5151 Marsh Road, Okemos, MI 48864-1198
853-4000, Town Hall Room
TUESDAY, JANUARY 3, 2017 **6:00 P.M.**

PRESENT: Supervisor Styka, Clerk Dreyfus, Treasurer Brixie, Trustees Deschaine, Jackson, Opsommer, Sundland

ABSENT: None

STAFF: Township Manager Frank Walsh, Assistant Township Manager/Director of Public Works and Engineering Derek Perry, Director of Community Planning & Development Mark Kieselbach, Police Chief David Hall, Communications Director Deborah Guthrie, Director of Information and Technology Stephen Gebes, Senior Planner Peter Menser, Associate Planner/Economic Development Coordinator Ben Motil

1. CALL MEETING TO ORDER

Supervisor Styka called the meeting to order at 6:00 P.M.

2. PLEDGE OF ALLEGIANCE/INTRODUCTIONS

Supervisor Styka led the Pledge of Allegiance.

3. ROLL CALL

The secretary called the roll of the Board.

4. PRESENTATION

A. Creating a Brownfield Authority-Peter Menser

Senior Planner Menser introduced Janet Michaluk, Brownfield Coordinator, Michigan Department of Environmental Quality (MDEQ), who provided a Powerpoint overview on brownfields and creating a Brownfield Redevelopment Authority.

Senior Planner Menser highlighted the process used to establish a Brownfield Redevelopment Authority (BRA).

Board members, staff and MDEQ representative discussion:

- Potential negatives to establishing our own BRA include a learning curve, administrative and operating cost, increased staff time
- Qualifications for people who serve on the BRA
- Percentage of communities who establish their own BRA
- Some larger townships and communities choose to establish their own BRA
- Board member concern with the additional costs and staffing needs associated with administering a BRA
- Suggestion to create an independent group of individuals to serve on the BRA
- Possibility of hiring consultants and charging the cost back to developers
- Ingham County BRA charges a five percent (5%) fee which goes to the Local Site Remediation Revolving Fund (LSRRF)
- Possibility of several brownfield sites in the western portion of Meridian Township over the next few years
- Suggestion for preference to be given to downtown Okemos, Haslett Village Square and Carriage Hills as possible brownfield sites
- Suggestion to have a list of responsibilities which would be assumed by Township staff in the establishment of a Meridian Township BRA
- A local BRA would give the Board another level of oversight in determining brownfields

It was the consensus of the Board for staff to explore the establishment of a Meridian Township Brownfield Redevelopment Authority.

5. CITIZENS ADDRESS AGENDA ITEMS AND NON-AGENDA ITEMS

Supervisor Styka opened Public Remarks.

Neil Bowlby, 6020 Beechwood Drive, Haslett, discussed the use of shall v. will and which v. that contained in the Investment Policy.

Steve Vagnozzi, 2144 Woodfield, Okemos, shared background information relative to consideration of him for appointment to the Transportation Commission.

Leonard Provencher, 5824 Buena Parkway, Haslett, expressed appreciation for the New Year's Eve fireworks display. He suggested the documentary shown at Studio C regarding the history of Meridian Township be made available to the public through the Capital Area District Library and the various schools systems within the Township.

Supervisor Styka closed Public Remarks.

6. TOWNSHIP MANAGER REPORT

Manager Walsh reported the following:

- January 7th: Township Board Goal Setting Session at 10:00 A.M.
- January 10th: Joint Meeting with Boards and Commissions at 6:00 P.M.
- January 24th: First Board study session beginning at 6:00 P.M.

7. BOARD MEMBER REPORTS AND ANNOUNCEMENTS

Clerk Dreyfus shared a letter he distributed from the Maple Ridge Condominium Association regarding regulation for air bnbs. He requested Board input on whether this should be discussed at the Board level with the potential to amend the Township's current ordinance. Clerk Dreyfus reported his attendance at the New Year's Eve fireworks display and the documentary shown at Studio C.

Trustee Deschaine also reported his attendance at the New Year's Eve fireworks celebration and the documentary at Studio C.

Trustee Opsommer reported his attendance at the December 23rd Capital Area Transportation Authority (CATA) meeting, where it was announced that Debbie Alexander, Assistant Executive Director of CATA, will retire at the end of this week.

Trustee Jackson spoke to the commencement of several regional activities in which Meridian Township will be involved, noting her participation in Shaping the Avenue, one of those activities.

Treasurer Brixie reported her attendance at December's Land Preservation Advisory Board (LPAB) Meeting, where the procurement of the Michigan Trust Fund Natural Resources Grant for the purchase of the Ponderosa property as a permanent preserve was celebrated. She also attended her first Tri-County Regional Planning Commission (TCRPC) Meeting.

Supervisor Styka reported he and some other members of the Board attended a meeting hosted by Michigan State University President Simon last month.

8. APPROVAL OF AGENDA

Treasurer Brixie moved to approve the agenda amended as follows:

- **Conduct the Board discussion of a Meridian Township Brownfield Authority directly after the Brownfield Authority Presentation**

Seconded by Clerk Dreyfus.

VOICE VOTE: Motion carried unanimously.

9. CONSENT AGENDA (SALMON)

Supervisor Styka reviewed the consent agenda.

Clerk Dreyfus moved to adopt the Consent Agenda. Seconded by Treasurer Brixie.

ROLL CALL VOTE: YEAS: Trustees Deschaine, Jackson, Opsommer, Sundland, Supervisor Styka, Treasurer Brixie, Clerk Dreyfus
NAYS: None
Motion carried unanimously.

A. Communications

(1) Board Deliberations (BD)

- BD12A-1 Donna Rose, 6207 Cobblers Drive, East Lansing; RE: Transportation Commission Appointments & CATA Board Meeting
BD12A-2 Donna Rose, 6207 Cobblers Drive, East Lansing; RE: JJ Jackson as a member of CATA's Local Advisory Committee

(2) Board Information (BI)

- BI-1 Suchrita Webster, Community Liaison, Michigan State University, 556 East Circle Drive, Room 169, East Lansing; RE: MSU Student Demographics and Housing Needs
BI-2 Trevor Wagenmaker, 1802 Creekview Terrace, Okemos; RE: Meridian Township's Water System
BI-3 Shaping the Avenue (unknown address); RE: Feedback on Shaping the Avenue 101

Clerk Dreyfus moved that the communications be received and placed on file, and any communications not already assigned for disposition be referred to the Township Manager or Supervisor for follow-up. Seconded by Treasurer Brixie.

ROLL CALL VOTE: YEAS: Trustees Deschaine, Jackson, Opsommer, Sundland, Supervisor Styka, Treasurer Brixie, Clerk Dreyfus
NAYS: None
Motion carried unanimously.

B. Minutes

(1) Clerk Dreyfus moved to approve and ratify the minutes of the December 6, 2016 Regular Meeting as submitted. Seconded by Treasurer Brixie.

ROLL CALL VOTE: YEAS: Trustees Deschaine, Jackson, Opsommer, Sundland, Supervisor Styka, Treasurer Brixie, Clerk Dreyfus
NAYS: None
Motion carried unanimously

(2) Clerk Dreyfus moved to approve and ratify the minutes of the December 13, 2016 Regular Meeting as submitted. Seconded by Treasurer Brixie.

Trustee Deschaine moved to amend the minutes of the December 13, 2016 Regular Meeting as follows:

- **Amend the first bullet point on Page 5 to read: "Board member noted that four (4) Applications for Public Service were missing and should be provided to the Board**
- **Amend Page 5 to add the following bullet point prior to the last bullet under Board discussion: "Township Manager stated there is no conflict of interest between he and Mr. Richards**
- **Amend Page 5 to add the following bullet point prior to the last bullet under Board discussion: "Township Manager stated there is no conflict of interest between the Township and any firm that employs Jerry Richards"**

Seconded by Treasurer Brixie.

VOICE VOTE: Motion carried unanimously.

ROLL CALL VOTE: YEAS: Trustees Deschaine, Jackson, Opsommer, Sundland,
Supervisor Styka, Treasurer Brixie, Clerk Dreyfus
NAYS: None
Motion carried unanimously

C. Bills

Clerk Dreyfus moved that the Township Board approve the Manager’s Bills as follows:

Common Cash	\$ 369,181.38
Public Works	\$ 250,940.55
Trust & Agency	\$ 1,490,712.43
 Total Checks	 \$ 2,110,834.36
 Credit Card Transactions (Dec. 7 th to Dec. 28 th , 2016)	 \$ 26,725.51
Total Purchases	<u>\$ 2,137,559.87</u>
 ACH Payments	 <u>\$ 1,863,063.07</u>

Seconded by Treasurer Brixie.

ROLL CALL VOTE: YEAS: Trustees Deschaine, Jackson, Opsommer, Sundland, Supervisor
Styka, Treasurer Brixie, Clerk Dreyfus
NAYS: None
Motion carried unanimously.

[Bill list in Official Minute Book]

10. QUESTIONS FOR THE ATTORNEY (None)

11. HEARINGS (None)

12. ACTION ITEMS

A. Appointments to Boards and Commissions

Trustee Jackson moved to appoint Chris Hackbarth, Karla Hudson, Jon Kolbasa, Tim Potter, Phyllis Vaughn and Steven Vagnozzi to the Transportation Commission for terms ending December 31, 2018. Seconded by Trustee Deschaine.

Board discussion:

- Board member belief there are other applicants with a more desirable skill set to sit on the Transportation Commission
- Need for a level of moderation and the ability to compromise from appointees who will serve on this Commission

VOICE VOTE: Motion carried 6-1 (Clerk Dreyfus).

Treasurer Brixie moved to appoint Jamie Hiller to the Land Preservation Advisory Board for a term ending December 31, 2020. Seconded by Trustee Deschaine.

Board discussion:

- Process used for Board and Commission appointments
- Suggestion for the appointment process to be “revamped” in the future

VOICE VOTE: Motion carried unanimously.

Trustee Deschaine moved to appoint Brian Beauchine to the Zoning Board of Appeals for a term ending December 31, 2019 and Emily Stivers to fill a vacancy on the Zoning Board of Appeals for a term ending December 31, 2017. Seconded by Treasurer Brixie.

Board discussion:

- Two members who applied for a full term currently serve as alternates on the Zoning Board of Appeals (ZBA)

VOICE VOTE: Motion carried unanimously.

Trustee Opsommer moved to appoint Joyce Van Coevering to fill a vacancy on the Board of Pension Trustees for a term ending December 31, 2017 and Kelli Martin to the Board of Pension Trustees for a term ending December 31, 2019. Seconded by Treasurer Brixie.

Board discussion:

- Board member belief Mr. Schlinker stepped down from his service on the Pension Board due to time commitments
- Ms. Van Coevering did not seek reappointment to the Planning Commission due to the time commitment involved, but the time needed for service on the Board of Pension Trustees is considerably less

VOICE VOTE: Motion carried 6-1 (Clerk Dreyfus).

Trustee Jackson moved to appoint William McConnell to the Environmental Commission. Seconded by Treasurer Brixie.

Board discussion:

- Mr. Kielbaso and Mr. McConnell have requested reappointment, leaving one additional vacancy

Trustee Jackson withdrew her motion.

Trustee Jackson moved to appoint James Kielbaso, William McConnell and Marina Heos to the Environmental Commission for terms ending December 31, 2019. Seconded by Treasurer Brixie.

VOICE VOTE: Motion carried unanimously.

Trustee Opsommer moved to appoint Donna Kregelka to fill a vacancy on the Building Board of Appeals for a term ending December 31, 2018. Seconded by Treasurer Brixie.

VOICE VOTE: Motion carried unanimously.

Trustee Deschaine moved to appoint Stacy Hickox to the Local Officials Compensation Commission for a term ending December 31, 2021. Seconded by Treasurer Brixie.

VOICE VOTE: Motion carried unanimously.

Treasurer Brixie moved to appoint Walter Benenson and Patrick Crowley to the Communications Commission for a term ending December 31, 2019 and Katherine Dike as an alternate to the Communications Commission for a term ending December 31, 2019. Seconded by Trustee Deschaine.

Board discussion:

- Value of having an alternate serve on the Communications Commission

VOICE VOTE: Motion carried unanimously.

Trustee Deschaine moved to appoint Jade Sims to fill a vacancy on the Economic Development Corporation for a term ending December 31, 2017. Seconded by Trustee Opsommer.

Board discussion:

- Appointee has extensive experience and background in this area

VOICE VOTE: Motion carried unanimously.

Clerk Dreyfus moved to appoint Renee Korrey and James Raynak to the Downtown Development Authority for a term ending December 31, 2020 and Kurt Jacobs to fill a vacancy on the Downtown Development Authority for a term ending December 31, 2019. Seconded by Trustee Deschaine.

Board and staff discussion:

- Applicants must obtain certain qualifications to sit on the Downtown Development Authority (DDA)
- Board member suggestion to review the criteria for DDA membership regarding ownership of property within the designated DDA
- Board member belief any resident in the Township benefits and has an interest in the restoration and revitalization of the downtown area
- Several applicants, who otherwise qualify, do not have the ability to serve
- Number of members allowed by law is up to 12
- Township currently works with a seven (7) to nine (9) member Board
- Township currently has seven (7) appointments to the DDA
- Five (5) openings are currently available
- State and local law require a member to either own property within the DDA, work within the DDA or be a resident of the DDA
- Majority of members must either work or own a business within the DDA
- Previous discussion regarding the feasibility of allowing residents from adjacent neighborhoods impacted by the DDA to have representation on the DDA
- Staff to research the requirements to serve on the DDA

VOICE VOTE: Motion carried unanimously.

Treasurer Brixie moved to appoint Georgia Styka, Sharon Theroux, Carolyn Ahlbrand and Rebecca Jones-Henry to the Community Resources Commission for terms ending December 31, 2018. Seconded by Trustee Deschaine.

Board discussion:

- Number of members who currently serve on the Community Resources Commission (CRC)
- Board member request for research on whether the CRC has the ability to have additional members as the Board received many applications from qualified residents

Supervisor Styka recused himself from voting on these appointments.

VOICE VOTE: Motion carried 6-0.

Trustee Deschaine moved to appoint Benjamin Louagie, Martha Bashore, Sonya Pentacost, Charles Hagen, Deborah Federau, Bertrice Ellis and Xavier Durand-Hollis to the Board of Review for terms ending December 31, 2018. Seconded by Treasurer Brixie.

VOICE VOTE: Motion carried unanimously.

Board discussion:

- Board member suggestion to consult the Township Assessor to ascertain if he would like a third Board of Review
- Possibility of staggering the CRC appointments for balance

B. Zoning Amendment #16050 (Planning Commission) Amendment to Industrial Zoning District, **Introduction**

Director Kieselbach summarized the zoning amendment request as outlined in staff memorandum dated December 28, 2016.

Clerk Dreyfus moved to adopt the resolutions to introduce for publication and subsequent adoption Zoning Amendment #16050 and the amendment to the Mobile Food Units ordinance. Seconded by Trustee Sundland.

Board discussion:

- Planning Commission and the Economic Development Corporation have recommended approval of the proposed zoning amendment
- Additional uses are consistent with current uses in the Industrial zoning district

ROLL CALL VOTE: YEAS: Trustees Deschaine, Jackson, Opsommer, Sundland, Supervisor Styka, Treasurer Brixie, Clerk Dreyfus
NAYS: None
Motion carried unanimously.

C. Township Branding-Final Selection

Treasurer Brixie moved to approve the new brand for Meridian Township, to include logo and tag line of option #2, a prime community. Seconded by Trustee Opsommer.

Director Guthrie noted the M3Group is available to respond to Board questions concerning the research behind the two (2) options.

Board and consultant discussion:

- Prime community is a unique identifier
- Board member interest in an outline for the implementation process relative to visualization
- Implementation process will be phased in over a period of time
- Consultant will work with the Communications Department to determine the priorities for implementation
- Priorities will take into consideration the costs associated with changes (i.e., park signage, vehicle logos)
- Differing views on the creative venue
- Board member concern the Township's brand is not clear
- Branding and placemaking should not be "vague"
- Logo and tag line are important factors of the brand
- Additional messaging, website implementation, customer service, etc. are all parts of the brand
- M3 Group thoroughly researched a broad demographic to solicit input regarding the community's thoughts and viewpoints

- Board member read through M3 Group’s research and found the logos and tag options to be representative of an appropriate face for Meridian Township
- Board member suggestion for fellow Board members to read through M3 Group’s research
- Appreciation for the creativity and pointedness of the brand
- Definition of prime as an adjective: Of the best possible quality; excellent
- Logo and tag line as the skeleton upon which to build
- Use of the logo and tag line as a cue
- Logo is an “icon” which represents our Township employees, our presence in the community and our responsiveness as Trustees and Township officials
- Logo is a launching point of the Township’s direction
- Brand is the people we are and the quality of our schools, parks and Township services

VOICE VOTE: Motion carried 6-1 (Clerk Dreyfus).

D. Investment Policy

Trustee Deschaine moved to adopt the resolution to approve the Meridian Township Investment Policy. Seconded by Trustee Jackson.

Board discussion:

- Strategy used for the Township’s investment to date
- Interest in adopting language changes as proposed by a member of the public
- Portion of the investment policy language suggested for revision by a member of the public is listed as the example used by communities which belong to the Michigan Municipal League, Michigan Townships Association and the Michigan Government Finance Officers Association
- Importance of focusing on the Township’s investment of funds
- Investment policy was last amended June 16, 2015
- Request for additional detail of the various investment options
- Township Board has the ability to make changes to the document in the future
- Board member belief the Board is being asked to adopt the “general” philosophy of Township investments
- Leeway within the policy to make different investments not currently being utilized
- Township does not purchase commercial paper due to the risk involved
- Township may purchase bonds on the secondary market, but does not sell bonds
- Policy does not allow the Treasurer to directly purchase commercial paper or repurchase agreements
- Policy puts into words the existing investment practice
- Township can invest in these vehicles through pooled funds handled by a professional financial manager who oversees that money pool
- The Township Board would need to change the investment policy to utilize the services of an investment banker to purchase commercial paper or repurchase agreements on the Township’s behalf
- Township currently operates under the existing policy which is not being amended
- Importance of Board members to understand their statutory and fiduciary responsibility to Meridian Township
- Four (4) new Trustees have not had an opportunity to vote on the investment policy

VOICE VOTE: Motion carried unanimously.

13. BOARD DISCUSSION ITEMS

- B. 2017 Goal Setting/2016 Township Manager Performance Review Process
Supervisor Styka summarized his plans for the 2017 Goal Setting/2016 Township Manager Performance Review process.

Board and staff discussion:

- Township Manager’s formal request for the performance review to be conducted in closed session

- Staff recommendation for the Board to discuss the process used for posting the Board packet
- Review of the appointment process as it needs to be handled by one (1) office
- Policy Governance Review Meeting began in 2000
- Goal setting commenced when the current Township Manager arrived
- Suggestion for the Board to engage in a retreat type concept

It was the consensus of the Board to move forward as discussed.

14. COMMENTS FROM THE PUBLIC

Neil Bowlby, 6020 Beechwood Drive, Haslett, inquired about the possibility of posting the documentary on the history of Meridian Township on the Township's website. He addressed information sharing as part of transparency. He believed the new policy of cutting out half of public remarks at Board meetings is not how a prime community functions..

Leonard Provencher, 5824 Buena Parkway, Haslett, inquired if HOMTV will video tape the goal setting session of January 7, 2017.

15. OTHER MATTERS AND BOARD MEMBER COMMENTS (None)

16. ADJOURNMENT

Clerk Dreyfus moved adjourn. Seconded by Trustee Jackson.

VOICE VOTE: Motion carried unanimously.

Supervisor Styka adjourned the meeting at 8:35 P.M.

RONALD J. STYKA
TOWNSHIP SUPERVISOR

BRETT DREYFUS, CMMC
TOWNSHIP CLERK

Sandra K. Otto, Secretary