



**AGENDA**  
CHARTER TOWNSHIP OF MERIDIAN  
TOWNSHIP BOARD – REGULAR MEETING  
February 6, 2024 6:00 PM

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1. CALL MEETING TO ORDER
2. PLEDGE OF ALLEGIANCE/INTRODUCTIONS
3. ROLL CALL
4. PRESENTATION
  - A. Introduction of New Paramedic-Leslie Ireland
  - B. 2023 Meridian Township Annual Report
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-January 23, 2024 Regular Township Board Meeting
  - C. Bills
  - D. Acceptance of 2023 Planning Commission Annual Report
10. QUESTIONS FOR THE ATTORNEY
11. HEARINGS
12. ACTION ITEMS
  - A. Ordinance 2024-01 – Rezone 4660 Marsh Road from PO, Professional and Office, to C-1, Commercial-Final Adoption
  - B. Support Emergency Operations Plan Annual Update
  - C. 2023 Master Plan Update
  - D. Resolution Commemorating Black History Month
13. BOARD DISCUSSION ITEMS
  - A. Ordinance 2024-02 – Rezone 5681 Shaw Street from PO, Professional and Office, to RC, Multiple-Family Residential
  - B. Township Board Liaison Appointments
  - C. 360 Communication between Boards and Commissions
  - D. Ronald J. Styka Memorial Pathway
  - E. Resolution for Redevelopment Ready Community Recertification
  - F. Traffic Control Order for Summergate Lane adjacent to Hiawatha Elementary
14. COMMENTS FROM THE PUBLIC
15. OTHER MATTERS AND BOARD MEMBER COMMENTS
16. ADJOURNMENT

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All comments limited to 3 minutes, unless prior approval for additional time for good cause is obtained from the Supervisor. Appointment of Supervisor Pro Tem and/ or Temporary Clerk if necessary. Individuals with disabilities requiring auxiliary aids or services should contact the Meridian Township Board by contacting: Township Manager 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  
Providing a safe and welcoming, sustainable, prime community.



A PRIME COMMUNITY  
meridian.mi.us



# 2023

## Annual Report

Charter Township of Meridian



### Meridian Township

5151 Marsh Road  
Okemos, MI  
48864  
517.853.4000



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

# TOWNSHIP BOARD MEMBERS

**Patricia Herring Jackson, Supervisor**

**Deborah Guthrie, Clerk**

**Phil Deschaine, Treasurer**

**Scott Hendrickson, Trustee**

**Kathy Ann Sundland, Trustee**

**Marna Wilson, Trustee**

**Courtney Wisinski, Trustee**



Back Row, Left to Right: Treasurer Phil Deschaine; Trustee Courtney Wisinski;  
Trustee Scott Hendrickson; Trustee Kathy Ann Sundland  
Front Row, Left to Right: Clerk Deborah Guthrie; Supervisor Patricia Herring Jackson;  
Trustee Marna Wilson



**To: Board Members**

**From: Frank L. Walsh, Township Manager**

**Date: February 6, 2024**

**Re: 2023 Annual Report**

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The Meridian Township Board, and Management Team, are pleased to present the community with the Township's 2023 Annual Report. The enclosed report of departmental activities is meant to satisfy the requirements of the Charter Township Act and provide our residents with a complete overview of 2023 operations. This report is a compilation of activities provided by each department.

A copy of this report will be on file in the Clerk's Office, both libraries and posted on the Township's website at [www.meridian.mi.us](http://www.meridian.mi.us).

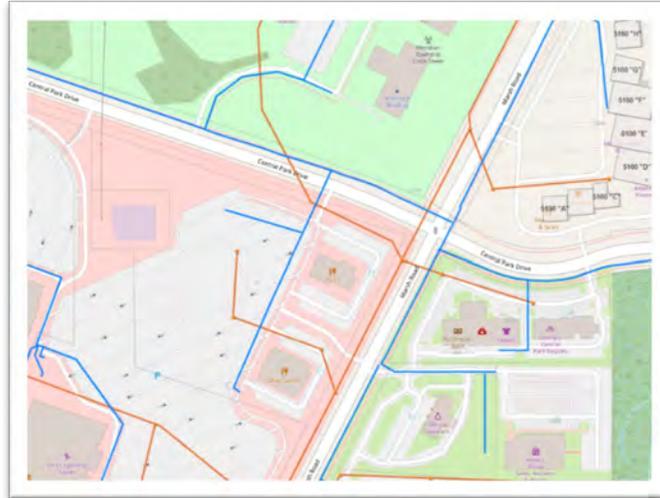
Please feel free to contact me should you have any questions regarding this report. We will continue our efforts in 2024 to work as a team united in spirit for the betterment of our 45,000 Township residents.

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**A. INFRASTRUCTURE ENHANCEMENTS**

Install new valves on Grand River Ave to minimize how many businesses and residents would be without water in the event of a water main break on Grand River Ave.



**This project was postponed until 2025 as we only received one bid and it came in far higher than our engineering estimate. We put this out to bid in hopes of performing this work in 2023, but that required going to bid in the summer months when contractors are extremely busy. We believe we can obtain lower pricing by putting this back out to bid in November of 2024, for 2025 construction. The RFP is ready to go back out to bid.**

**Additionally, we have experienced three main breaks over a three-month period on the water main that serves Chili's and Olive Garden. Therefore, we are going to invest these funds into the replacement of this water main in early 2024. We are currently working on a contract modification to add this water main work to our 2023 Timberlane Water Main Contract. Our goal is to replace this water main over the winter months or early spring.**

Complete year four of the Meridian Township Local Road Improvement Plan. Our PASER rating at the end of 2023 shall be a minimum of 5.98.



The fourth year of the 10-year, voter-approved program is complete. The goal of the program is to raise the average Pavement Surface Evaluation and Rating (PASER) of our 153-mile local road system to a “good” condition (8/10 on the PASER rating).

In 2019, when we proposed the new road millage, our average PASER rating was 4.48. At the end of 2023, our average PASER rating is now 5.423, over a 21% increase in the first four years of the 10-year local road program.

We completed all 8.86 miles of reconstruction with the lone exception of Timberlane St, Linden St, and the neighborhood on the north side of Lake Lansing. We had the contractor capacity to complete the reconstruction of the roads on the north side of Lake Lansing; however, we only received one bid on the sanitary sewer work that needs to precede the road work. The lone bid was exceedingly high (\$1.8 million). Therefore, we postponed the road work to May of 2024 so we could put this sanitary sewer RFP back out to bid in November of 2023 when contractors will have more time to submit bids. We just put the 2023 County Park West Sewer Replacement RFP back out to bid on November 13, 2023. The sanitary sewer work will be completed by April 12. The road work will then begin in May when asphalt plants reopen.

In addition to the nearly 8.86 miles of reconstruction, we completed 7.3 miles of overlay preventive maintenance paving on the 2022 “chip and fog” roads. This overlay paving completed a Texas Underseal treatment to these roads.

Thanks to the Board’s generous support with \$2 million in American Rescue Plan (ARP) funding, we were able to:

1. Add Wellington Estates (1.03 miles) to our 2022 contract. Construction occurred in June and July of 2023 at 2022 contract rates.
2. Prevent eliminating any of the 2022 roads after our asphalt prices increased by 55% due to the inflation caused by all of the one-time federal infrastructure funding.
3. Fund a significant portion of the 7.3 miles of “chip & fog” overlay paving.
4. Add a portion of Northview Drive immediately south of Grand River Avenue that was going to be left in poor condition based on the scope of the Drain Commissioner’s Daniels Drain project. This crush and shape paving project on Northview Dr was completed in November of 2023.

### 2023 Preventative Maintenance Road Projects

We completed all 3.95 miles of crack seal work and 14.27 miles of asphalt rejuvenator treatments to extend the life of the roads in fair, good, and excellent condition.

By the end of 2023, we will have reconstructed 32 miles of our poorest condition roads and will have completed over 47 miles of preventative maintenance road work.

Funding for the 2023 Local Road Program is provided by four main sources: the 2019 road bond proceeds (\$5,468,000), a transfer from the general fund (\$280,000), contribution from Ingham County (\$335,000), and American Rescue Plan (ARP) funding (\$700,000).

### 2024 Local Road Program Projects

We are currently reviewing the engineering plans for the Township’s 2024 local road program, which includes 6.32 miles of reconstruction, 3-5 miles of crack sealing, and 14 miles of asphalt rejuvenator treatments. We will be putting the 2024 roads out to bid in

**January and February of 2024. The final 2024 local road program list will be announced in March.**

Work with MDOT to complete the impacts of the Grand River Ave Enhancement Project and work to inform the community of the work that still needs to be completed in 2023.



**After two years of intensive construction, we have successfully rebuilt the Grand River Avenue corridor from the CN Railroad Bridge just east of Park Lake Road to Oak Pointe Court, which included work on the Okemos Consolidated Drain, the Township’s water mains, the Township’s sanitary sewer system, and other underground utilities.**

**The work that occurred in 2022 to raise Grand River Avenue approximately 2 feet and to take a compensating cut from behind the Central Fire Station on Township-owned property proved successful as Grand River Avenue did not have to be closed due to flooding in the spring of 2023.**

**We were also successful in coordinating the construction schedule to allow for the closure of Central Park Drive for the 2023 Celebrate Meridian event. This is the first time we were able to close Central Park Drive for Celebrate Meridian since 2019.**

## **B. DIVERSITY, EQUITY AND INCLUSION**

Continue to work with Michigan State University, and the Michigan Department of Civil Rights, to foster a workplace that adheres to the highest standards of diversity, equity and inclusion.

**Continue working with our constituents and colleagues to maintain an active engagement in programs, operations, events, policies and practices in order to demonstrate our commitment to inclusion, diversity, and equity.**

Continue to offer quarterly DEI training opportunities across the organization on a regular basis.

**Though an all-employee training had to be postponed due to multiple large-scale Township projects affecting employees’ ability to participate as a collective, Lansing Community College’s Business & Community Institute (BCI) looks forward to providing the planned program training.**

Develop a new cultural event to expand diverse opportunities throughout the community.

Through the Township DEI Committee, we held the inaugural Meridian Pride Event on Saturday, August 26 from 4:00 pm to 10:00 pm at the Marketplace on the Green pavilion. The event brought LGBTQ+ members, allies and organizations together to celebrate diversity and inclusion in the Meridian community. It was a huge success and included a 5K run/walk, dog parade, music, food, beer garden, vendors and entertainment.



### C. ECONOMIC DEVELOPMENT

Provide quality leadership, support and management of the redevelopment of Okemos PICA. Assist with implementation of the Meridian Redevelopment Fund, Brownfield TIF and DDA TIF for vertical construction.

**The focus of this goal was to maintain a relationship with the property owners, external stakeholders, and the community as we navigate the difficult challenges of this redevelopment. The project will take several years to produce a return on investment to the community. Without the investment, the site will remain contaminated and underutilized. Recommendations to get the project underway continue to be proposed as changes to the economic landscape and legislation fluctuate. The Economic Development Department, within the first quarter of 2024, will be able to provide the community an in-depth update of where the project will head.**

Seek alternative funding support mechanisms to strengthen the Meridian Redevelopment Fund to support PICA development and community development.

**The Meridian Economic Development Corporation (EDC) is authorized to support, engage, buy, sell, convey, promote, and fund a myriad of activities in support of economic development. This year, EDC members received training to assist with prioritizing focus of how to begin supporting or enhancing retention, attraction and sustainable business in our community. Several State and Federal grant programs require an entity to first establish themselves as a subject matter expert before offering program funding. The EDC has begun engaging organizations of Meridian Township to offer their supporting services to create a localized small business program. The efforts may extend to industries from agriculture to retail. The EDC's 2024 goals include the creation of a crowd source fund for a public amenity the overall community would enjoy.**

Manage the recertification of Meridian Township's Redevelopment Ready status with the Michigan Economic Development Corporation. Assist with the implementation of the required policy or procedural changes.



**The Economic Development Department manages the RRC program with the support of the Community Planning Director, Department Heads, and MEDC staff. The program is an ongoing account of activities that support the best practices of development in any community. Consistency and efficiency of process are time savers and money makers for development. With this program, we remain attractive to developers and capable of promotion at the State level. The opportunities through this program have increased, as communities that are RRC certified receive additional funding in design/planning support and consideration in grant funding. With the Master Plan soon to be completed, we are hoping to enact the data study reports, to better plan for development and development goals of the future, in early 2024.**

Work cooperatively with the several Meridian Township Boards and Commissions, CBL Property Management team, Meridian Mall property owners and the Ingham County Drain office to implement development goals, in support of redevelopment of the Meridian Mall.

**The parties involved to redevelop Meridian Mall will be; Meridian Township, The Ingham County Drain Office, CBL Properties, MDOT, Ingham County Road Department, and the developer(s). Depending on the concept plan, there are opportunities for entities like MEDC or MSHDA to be involved. The complications for this site will continue as discoveries are made about the current infrastructure. A portion of the building was built in the 1960's with several extensions added later. Changes in building standards will impact any project feasibility. To date, we have had three meetings with CBL this year about the property's potential. Discussion surrounds the Township's efforts to adopt a Tax Increment Financing Plan to assist in redevelopment.**

Support the small business owners negatively impacted by the reconstruction of Grand River M-43 in 2023.

**The planned reconstruction of Grand River Avenue addressed flooding issues of the Okemos/Grand River intersection. The heavily trafficked area started to see two and three flooding events annually. The 18- month construction was a necessary hurdle that many businesses endured after COVID-19. Our position in Economic Development is enhancement and support. The project was facilitated by MDOT. Through strong partnerships with the community, we were able to address issues on demand during construction. Business owners received regular updates on the activities of the construction until the closure of the project.**

#### **D. COMMUNITY PLANNING**

With the support of the Planning Commission, Township Board, and residents, complete the Township's update to the 2017 Master Plan.

**With the support of the Planning Commission and input from residents throughout the Township, Staff was able to present a draft Master Plan update to the Planning Commission on August 28th, which the Planning Commission authorized for distribution,**

pursuant to State enabling legislation. After the mandated 63-day review period, the Planning Commission held the required public hearing on November 13th. The Planning Commission is expected to make a recommendation at their December 11th meeting on adoption of the Plan, which will be forwarded to the Township Board for final approval.

Investigate a structure to increase affordable housing within the Township.

**Affordable housing is quickly becoming the main planning topic in most communities, as housing values continue to rise and interest rates make homeownership increasingly difficult. The challenging part of the problem in Meridian Township is that it is both a supply side problem (not enough units) and a demand side problem (people want to live here). To tackle this in a meaningful way, we need to address both sides of the equation. From a supply side problem, Staff has worked with developers to begin bringing new multiple-family units online, at different price points and catering to different ages. This helps loosen up the single-family market by increasing the potential for housing churn, where people want to sell their existing home, but stay in the community. Additionally, we've made ordinance changes to allow additional, targeted density options, most notably accessory dwelling units and second floor units in commercial districts. Over an extended period of time, and combined with potential dedicated low income project, this approach to the supply side should benefit the community.**

**On the demand side problem, the main thing that needs to be addressed in the long term is providing for persons of all levels of income to move into the community. This problem will require financial resources, likely from the State of Michigan or a Countywide initiative, as the Township alone cannot solve this problem. The recent CHILL grant that Staff applied for through MSHDA is one angle to address this problem, as it improves the housing stock, therefore making it more feasible to sell and attract a family at a lower price point than the majority of housing in the community. Some communities have moved towards land trust style models to help affordability. Additionally, Staff has been taking part in the development of the Statewide housing plan, aimed at increasing affordability throughout the State.**

**The addition of the new housing tax increment financing law passed by the State several months ago may provide for an opening to improve affordability. If the Township were to tie use of that incentive to long term affordability (under 120% AMI, under 30% of income going to housing), then we may be able to substantially improve affordability going forward. Staff is still researching the program to determine its usability, but the creation of a formal incentive/affordable housing policy may be on the horizon.**

Analyze the pros/cons of creating a Tax Increment Financing Plan (TIF) along the Grand River Corridor.

**The Corridor Improvement Authority (CIA) hit several hurdles after establishment of the committee. Most of the hurdles were equated with the lack of funding to take on a project or make investments in the community. This year, the Township Board focused efforts on the feasibility of a CIA TIF. Without a funding mechanism, the CIA would have difficulty executing the vision and plans. After discussion with the Township Board, CIA members, and Planning Staff a proposal for a CIA TIF plan was made. In order to begin the discussion around TIF, the Township Board needed to amend the resolution establishing the Corridor. The steps to gain approval for a TIF plan are currently in the works. The Township Board, at their November 9th meeting, approved the adoption of the proposed 20- year plan.**

## **E. ENVIRONMENTAL SUSTAINABILITY**

Continue to improve the service drive to the Recycling Center on Lake Drive and apply for the EGLE grant to construct a new Recycling Center behind the Service Center.

**Although our 2023 EGLE grant application was not successful, we made significant improvements to the design of the facility in 2023. We are hopeful that we will be successful in securing this grant in a future year. We will continue to reapply each year as the reason that we did not get the grant in 2023 was due to fact that there was less funding for this grant than most years. 2024 is also going to be a low funding year, but we are optimistic that we will obtain this grant at some point in the future.**

**Township staff met with EGLE in early September to discuss our 2023 application and received very positive feedback. The challenge that we have is that we are not in a recycle center desert, meaning we do have recycling centers in the Greater Lansing Region. The rural areas of the state are capturing all of the grant funding right now due to the low funding level and the points that are awarded based on the closest existing recycling centers.**



**This grant would fund 80% of the construction cost of the new recycling center located behind the Township Service Center.**



**We completed spring maintenance of the recycling center in April. Many years ago, the**

**Township would receive a significant number of complaints because of the poor condition of the service drive for the Recycling Center. As a result of our new maintenance program, we no longer receive any complaints about the condition of the service drive.**

With the support of the Environmental Commission, develop a plan for the Township to achieve its goal of 100% renewable energy by 2035.

**Township staff, along with help from Absolute Solar, the Energy Team and the Environmental Commission, have developed a renewable energy plan in accordance with this goal. This plan, if constructed, would result in 100% of the energy use being supplied by Township-owned solar arrays for our nine facilities that have the highest energy consumption:**

- 1. Municipal Building (partially powered by renewable energy)**
- 2. Public Safety Building (partially powered by renewable energy)**
- 3. Service Center (already powered by renewable energy at 100%)**
- 4. North Fire Station**
- 5. Central Fire Station**
- 6. South Fire Station (partially powered by renewable energy)**
- 7. Historical Village**
- 8. Harris Nature Center**
- 9. Main Lift Station (our largest sanitary sewer lift station)**

**The renewable energy plan focuses on these seven facilities:**

- 1. Central Fire Station**
- 2. North Fire Station**
- 3. Municipal Building**
- 4. Public Safety Building**
- 5. Historical Village**
- 6. Harris Nature Center (Options A and B)**
- 7. Main Lift Station Some additional work will be necessary in the future to develop a plan for our smaller Township facilities (predominantly park restroom facilities).**

With the support of the Environmental Commission, develop a plan for the Township to construct and install its first electric vehicle charging stations.

**This project is in design and we hope to have it completed in the spring of 2024. We have experienced delays in obtaining data and information that we need from Consumers Energy before we can design the electric vehicle charging system for the Municipal Complex.**

Work with the Environmental Commission to continue educating the community on the importance of protecting our wetlands, natural resources and the Township's wetland protection ordinance.

**The wetland education mailing was mailed to all property owners with wetlands and/or wetland buffers, 2,505 property owners in total, in May.**

**Township Staff have also developed new signage to help increase wetland protection and educate residents. The installation of these signs will be focused around Lake Lansing where we frequently receive complaints of dumping.**

- These signs will be implemented throughout the Township, in 2023-24, at roadside wetlands, land preserves, and park areas where we experience dumping.**
- Fifty 15" x 12" reflective signs were purchased for placement**

- **Figure 1 shows the area on Lake Drive that will receive signage due to observed dumping into wetlands.**
- **Figure 2 shows the ordered signage citing the Wetland Protection Ordinance for dumping.**

Figure 1

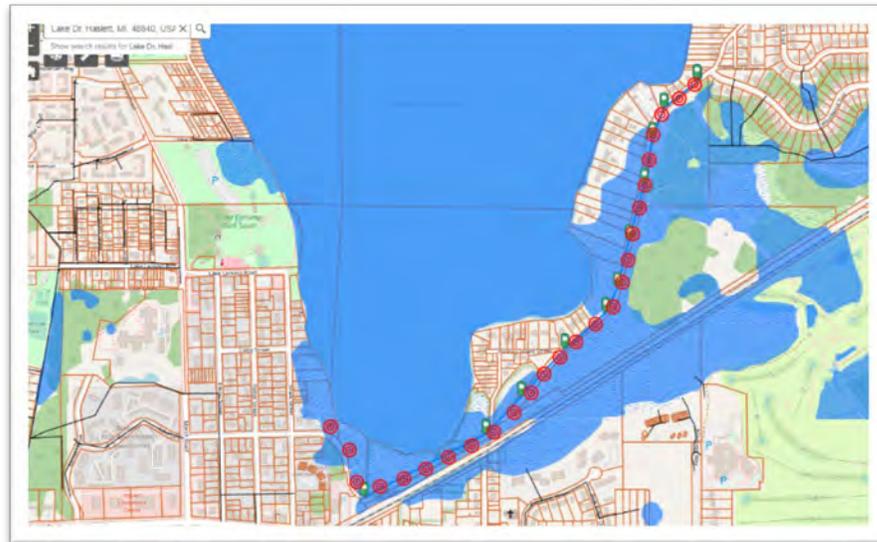


Figure 2



### Wetland Education Signage

- **Interpretive signage has been developed to place at wetland areas, such as the Nancy Moore wetland bridge, to educate residents about the importance of wetlands and associated flora and fauna.**
- **Bids are currently being developed to purchase signage. Priority areas are wetlands at parks in the Township. Land Preserve wetlands will also receive signage utilizing the preservation budget. Once quotes are obtained, signage will be ordered and installed.**

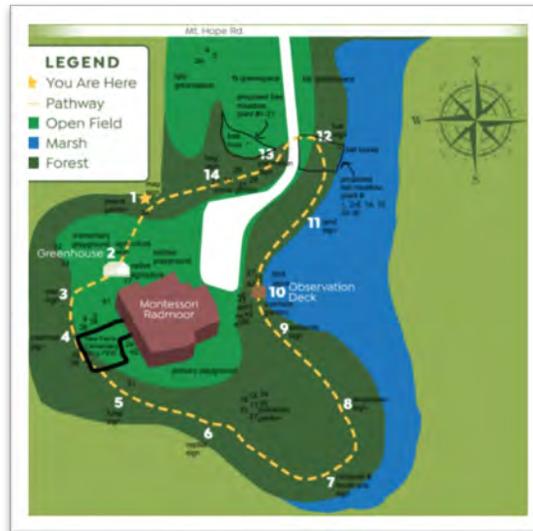


Oversee and administer the 2023 Green Grants Initiative.

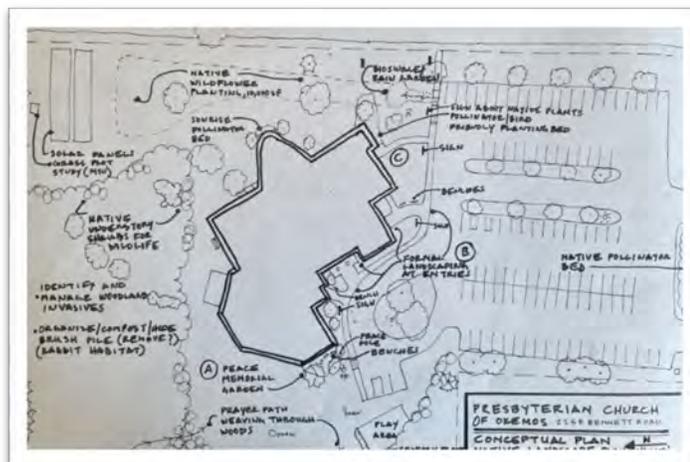
**Tree Planting at Cornell Woods:** This Green Grant supported tree planting in common areas in the Cornell Woods Subdivision, including a pond area and an open field. In addition to the environmental benefits (reduce run-off, enhanced biodiversity, natural habitat, etc.), the trees will also enhance the beauty of the area and serve as an outdoor classroom.



**Montessori Radmoor Meadow:** This Green Grant supported creation of meadows and campus-wide native plantings to enhance the biodiversity of Radmoor’s living classroom and provide educational planting and plant care opportunities for students.



**Presbyterian Church Native Landscape Enhancement Plan:** This Green Grant supported creation of an overall landscaping plan to support both humans and wildlife and provide a cohesive, sustainable, and healthy landscape.



**Publication and Distribution for Mud Lake:** This Green Grant supports printing and other costs related to a book about Wildlife Lake, formerly known as Mud Lake. The book, written by a former Haslett resident includes true local stories that reflect the importance of natural areas, outdoor adventures, and an understanding of our relationships with nature and climate adaptation.

**Ralya Pollinator Garden:** This Green Grant supports creation of a pollinator garden at Ralya Elementary School in Haslett. This is a collaborative effort with students, the Meridian Garden Club and a fifth grade teacher.



## **F. FACILITIES, PARKS AND GROUNDS**

Construct Phases I and II of the MSU to Lake Lansing Trail.



**Meridian Township recently opened Phase I of the MSU to Lake Lansing Trail on Friday, December 8 at 1 p.m. We held a ribbon cutting ceremony at noon on Friday, December 8 to celebrate the accomplishment of opening this regional asset that will serve our residents for decades to come.**

**Construction of Phase I began in December of 2022. Construction of Phase II began in late August. We currently anticipate that Phase II construction will be completed by June of 2024.**

**After many years of hard work to acquire the land, secure the necessary funding, and design the MSU to Lake Lansing Trail, we are very excited to announce the opening of Phase I. Once Phase II is complete in June of 2024, users will have an easy, safe, and enjoyable option for non-motorized travel between the MSU Campus and Lake Lansing Park South, along approximately five miles of connected pathways and trails.**

**Phase I is approximately one mile long and starts on the north side of the Hagadorn Road and Shaw Lane intersection and concludes at the Grand River Avenue and Park Lake Road intersection. Phase I includes a bridge that will take pedestrians and bicyclists over the Red Cedar River behind the MSU Community Music School. The trail will then take users**

along the banks of the Red Cedar River to the north side of the CN Railroad tracks.

The estimated cost of construction for Phase I is \$3.7 million. Meridian Township successfully obtained a \$1.7 million federal TAP grant for Phase I. The remaining portion of the project will be funded by the Ingham County Trails and Parks Millage and the Township Pathway Millage.

Phase II is 1.2 miles long and begins near the Grand River Avenue and Campus Hill Drive intersection and concludes near the Okemos Road and Gaylord C Smith Ct. intersection. Pedestrians and bicyclists will use the Township's existing pathway system to get from the Grand River Avenue and Park Lake Road intersection, where Phase I ends, to the Grand River Avenue and Campus Hill Drive intersection, where Phase II begins.

The estimated cost of construction for Phase II is \$730,000. This phase is funded by the Ingham County Trails and Parks Millage and the Township Pathway Millage.

From the northern end of Phase II on Okemos Road, users will be able to use the existing 10-foot-wide pathway on the east side of Okemos Road to the inter-urban pathway. The Township widened this half-mile stretch of the Okemos Road pathway for the MSU to Lake Lansing Trail in 2021. Users can then take the existing 1.1-mile inter-urban trail from Okemos Road to Marsh Road.

The Township hopes to complete the design and engineering of Phase III in 2024, which would allow for construction in 2025. Phase III is the final phase of the MSU to Lake Lansing Trail. Phase III will provide a trail route from Marsh Road, just south of Haslett Road, all the way to Green Road in the northeast corner of the Township.

Once all three phases are completed, the MSU to Lake Lansing Trail will provide residents with approximately 6.75 miles of trail system, which will enhance the region's trail network by connecting to the MSU and Lansing River Trails. We can't wait to celebrate the opening of Phases I and II with the community.

We will also be focusing on design of these pathway and trail projects in 2024:

1. Okemos Road bridge pathway and park connections to Wonch and Ferguson Park
2. Schultz Vet Clinic pathway gap on Bennett Road
3. Northern Tier Trail (west side of Towar Avenue) easement acquisition (design is complete)
4. Carlton Street pathway design and easement acquisition
5. Haslett Road pathway gap from Okemos Road to Park Lake Road

Complete the construction and installation of the Township's new welcome, wayfinding and park signage. This project includes 18 new signs across the Township, with welcome signs at each gateway into Meridian Township, new wayfinding signs at the Municipal Building and select park signs.

We are now at 56 total signs under the contract, with a total contact amount of \$700,079. The average cost per sign is \$12,501.41.

In 2023, we constructed 15 facility and welcome signs and 13 park signs.

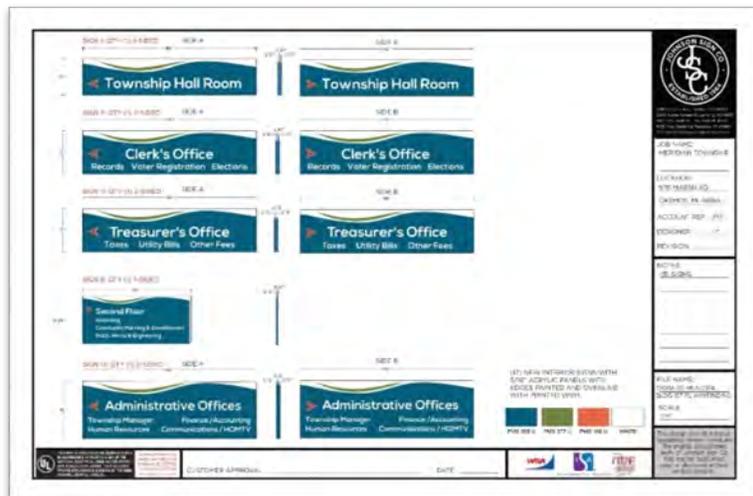
In 2024, we will construct 27 more Park signs.

The Parks Department has now invested \$375,700 to update all 39 of their signs (some are new signs for parks that did not have a sign). The average cost per park sign is \$9,633.33.

We are now at 56 total signs under the contract, with a total contact amount of \$700,079. The average cost per sign is \$12,501.41.



Modernize the signage in the Municipal Building and Service Center. Take inventory and establish a plan to modernize the signage in the Public Safety Building and the north and south fire stations.



We are going through the final proofs of these signs for the Municipal Building and the Service Center. The new signs will be printed and installed in the Municipal Building and Service Center in 2024. We will work on internal sign plans for the North and South Fire Stations in 2024.

Gather quotes and data needed to put a renovation project out to bid for the Municipal Building. Potential renovations would include new carpet, new office furniture and painting the walls.

Renovations to the Service Center began in April. The front entry and hallway at the Service Center received new carpet and newly painted walls. A new countertop was installed at the front counter and we lowered a section of the front counter to make it ADA compliant.

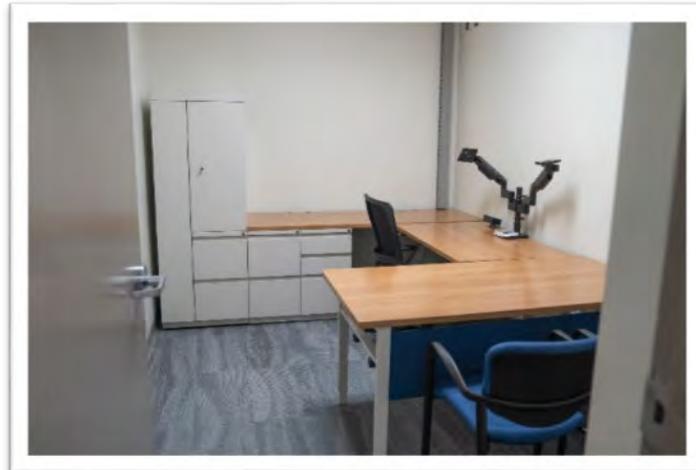
**Perpetration for this project began in December of 2022. Renovations to the Municipal Building began in April after we had relocated all of our 55-60 team members who work in this facility.**

**The renovations included removal of all wallpaper, extensive drywall repairs, painting the walls and trim, installing new flooring, and new office furniture.**

**The front counter in the lobby was also given a new façade, including dropping a portion of the counter to become ADA compliant. This project also included replacing the four banks of doors that comprise our front entrance.**

**The project was originally scheduled to be completed in October but was finished in early September.**

**The Public Safety locker rooms have been updated with new lockers. We began replacing flooring throughout the Public Safety Building in November. This project will be completed over the next 3-4 months as we are strategically phasing the work to keep the Public Safety Building open and operating during the renovations.**



Work with community stakeholders to evaluate the need to develop plans for a new Meridian Township Senior & Community Center. The committee shall consider location, amenities and funding options. The expectation is to bring a recommendation to the Township Board by July 1, 2023.

**The Community/Senior Center Task Force met multiple times in 2023 to discuss and determine options for creating a Recreation Center for our community. Topics discussed included costs, funding, amenities, and location. Task Force Chair, Trustee Wilson drafted a report highlighting the findings. The project received funding in the amount of \$5,000,000 toward the effort which will assist in jumpstarting a fundraising effort. At this time, a consultant has been secured to assist with pre-planning design and developing a color rendering for fundraising purposes.**

#### **G. PUBLIC SAFETY**

Continuing with our commitment to recruit and retain the most highly qualified candidates to serve our township, the Police Department will update our briefing room to make a more functional, efficient, and technologically advanced space.

**A new table, eight new chairs, and new cabinets were purchased and brought into the briefing room. Additionally, two new 50” televisions will be installed soon. The televisions will be used as electronic message boards to better communicate with our personnel. The briefing room will soon be painted and the entire police department, including the briefing room, will receive new flooring by the end of the year.**

Train a new canine Police Officer and purchase a new canine.



**Officer Trevino was chosen as the next canine handler and our newest canine, a German Shepard named Reno, was purchased. They attended training together in September and are currently assigned to road patrol. Our canine team now features two duos, Ofc. Anderson and Ares and Ofc. Trevino and Reno. This team enables us to have a canine scheduled to be on duty every day.**

**During 2023, the K9 vehicle was replaced by a new Ford Police Interceptor. The new vehicle has much needed upgrades from the prior vehicle, including a larger and safer internal K9 containment system, as well as several safety systems for the handlers and their K9 partners.**

Obtain reaccreditation through the Michigan Association of Police Chiefs.



**An onsite assessment was held in December of 2022 and Meridian Township Police Department received full re-accreditation from the Michigan Association of Chiefs of Police on February 6, 2023.**

Purchase new Fire Department Power Cots – Stryker Power Load Pro2

**The Fire Department continued to work toward eliminating old and worn out equipment with a strong replacement schedule reinforcing our commitment to protect residents with state of the art equipment. This year to support our EMS operation and protect firefighters from the daily wear and tear of constant lifting and lowering of patients on and off the cots, we entered into a contract with Stryker to purchase four new Stryker Power Load Pro2 Power Cots. These power cots raise and lower patients with the push of a button. This prevents our firefighters from lifting and lowering each patient manually which can lead to injury. We also received new 12-lead EKG monitors, AEDs, and Lucas CPR machines with the agreement.**



## **H. TOWNSHIP FINANCES**

Maintain a fund balance in the General Fund of at least 25% of annual General Fund expenditures.

**On December 31, 2023, our projected 2023 ending general fund balance is \$8,326,678 which is approximately 25% of our appropriated expenditures for 2023 of \$33,645,655.**

**On December 31, 2024, our projected 2024 ending general fund balance is \$8,441,048 which is approximately 31% of our appropriated expenditures for 2024 of \$27,111,490.**

Continue our 2017 pledge to voters by investing an additional \$1,500,000 into MERS to help reduce our underfunded pension liability.

**We have made an additional \$300,000 payment on our unfunded pension liability to date in 2023, and we are preparing to make additional payments this year to fulfill our pledge. These payments will help to reduce the Township's unfunded pension liability, improve the health of the retirement system for our retirees, and reduce future financial obligations for taxpayers.**

## **I. COMMUNITY ENGAGEMENT**

Work with the senior community to determine how to evolve the senior center programming and operations to meet modern needs.

**The Community/Senior Center Task Force has been meeting consistently to determine the feasibility, location, funding, etc. of developing a Community/Senior Center for the community. The Task Force will now meet first with the Senior Center Advisory Board to discuss the findings and to hear directly from them on their concerns and desires that will**

**best fit their needs. The Township Board also conducted listening sessions throughout the community where they received feedback, as well.**

Increase the Meridian Township website's Web Content Accessibility Guidelines (WCAG) 2.1 levels and fix issues that make it difficult for people with disabilities to use the website. Achieve Level A (minimal compliance) and Level AA (acceptable compliance).

**Web Content Accessibility Guidelines (WCAG) 2.1 Level A (minimal compliance) has been met as of November 2023. The goal of reaching Level AA (acceptable compliance) will need to be carried over into 2024. The current plan with Monsido, the website's accessibility software, only scans 5,000 pages on the website. There are over 9,000 pages on the website, and in order to reach Level AA (acceptable compliance), the plan will need to be increased to scan all pages. The plan for 2024 has been increased to allow for a complete scan of all website pages.**

Create a new video segment for Manager Frank Walsh to provide the community with updates in Meridian Township.

**On November 21, 2023, the first episode of Good Morning, Meridian was released. This monthly program will feature updates about the various projects, news, and events happening in Meridian Township. The show is hosted by Manager Walsh and includes interviews with various staff and Board members. Good Morning, Meridian is produced by the Communications Department.**



## **J. RETENTION, RECRUITMENT AND WELL-BEING**

Focus on implementing the 2022 Township Retention and Recruitment Program.

**We have demonstrated our desire to recruit, retain, and preserve the well-being of our exceptional staff through improved wages, celebratory events for staff, providing regular recognition of jobs well done and providing excellent, often long-term, service to the Township. The Township put additional pay increases into place, above what was already stated in our collective bargaining agreements..**

In an effort to foster teamwork, continue to offer programs and events such as team picnics, holiday parties and Lugnuts games.

**We actively promote connection and set the stage as often as possible for staff to get to know and celebrate our fellow workers by offering annual events, such as our Lugnuts**

**sporting events, annual holiday party, providing Township gear that can be worn to work, and the Archie Virtue Award. The award recognizes exemplary employees who continue to go above and beyond in their Township work. In addition this year, we enjoyed the Fun Friday program a trivia lunch hour program intended to step away from the office for an hour of comradery and goodwill.**

Continue to offer team incentives such as casual wear, flex time and fully paid health care premiums.

**In an effort to achieve balance in our work experience, we have offered flexible work hours through recruitment and retention programs, keeping in mind the importance of taking time to rest and recharge.**

# ACCOUNTING AND BUDGETING



The Department of Accounting and Budgeting is responsible for all aspects of the Township's accounting system. The Department maintains the general ledger, processes outgoing payments through the accounts payable system, approves purchase orders, processes utility billing transactions, prepares and monitors the budget, coordinates the pension board meeting, coordinates grant accounting, and is the coordinating department for the annual financial audit.

## 2023 DEPARTMENT GOALS AND ACTION PLAN

### **2022 Township Audit**

The annual audit was completed by Yeo & Yeo CPA's & Business Consultants. The audit was given a clean review. With the 2022 audit, we implemented GASB Statement No. 87, *Leases*. A single audit was also performed for the 2022 fiscal year and the Township received an unmodified opinion for our federal grants.

The Township submitted its 2022 audited financial reports to the Government Finance Officers Association (GFOA) and was awarded the Certificate of Achievement for Excellence in Financial Reporting for the 2022 audit.

### **2024 Budget**

The 2024 budget was presented to the Township Board on September 5, 2023 and approved at the September 16<sup>th</sup> Board meeting. The budget is showing a surplus of \$114,370 to the General Fund and the Township will have a strong expected fund balance of \$10.1 million. The projected fund balance is approximately 37% of our annual budgeted expenditures of \$27,111,490.

### **\$1.5 Million MERS Payment**

We made our \$1.5 million additional MERS payment in 2023 to help pay down our pension liability, improve our long-term financial position, and fulfill our promise to our voters and retirees.

### **Invoice Cloud**

We worked with the Treasurer's office to help integrate additional financial services into invoice cloud. Utility Billing payments have been integrated and we are expanding into permitting and other revenue collections.

### **Data Portal for Public Works**

We are integrating an IT system, Neptune 360, and are exploring ways that we may be able to pull reads more quickly to give residents quicker notifications of high-water usage.

**Implement a Paperless Accounts Payable and Approval Process**

Paperless approvals have been completed using the accounts payable module in BS&A. This has reduced work for staff and has created a better electronic record keeping system to support approval for our expenditures.

**Evaluate a New Credit Card (Purchasing Card) Company**

An RFP was issued 11/20/2023 and posted for public bid on Meridian Township’s website. Finance staff worked as a team to create an RFP that would deliver high value to the Township, while limiting our risk. We will evaluate proposals in 2024. Proposals are due to the Township by January 31, 2024.

**TEAM MEMBERS**

- Dante Ianni, Director
- Bernie Blonde, Accountant
- Christina Weber, Bookkeeper
- Korissa Freier, Bookkeeper
- Kimberly Graham, Account Payable Clerk

# ADMINISTRATION



The Township Manager works directly with the Township Board and the various departments of Meridian Township. The Manager is responsible for overseeing the day-to-day operations of the Township, budget preparation and administration, human resources, public service, public safety, public works, parks and recreation, and community relations. The Department Directors report directly to the Township Manager.

Numerous activities and projects were accomplished in 2023 under the leadership of the Township Manager's office:

- Coordinated the 2024 Goals and Objectives process.
- Continued to seek opportunities to reduce overall operating costs.
- Development and oversight of the Township's 2024 Budget.
- Conducted six listening sessions with the Board in the community.
- We were fortunate to select Dante Ianni as our new Finance Director.
- With the retirement of LuAnn Maisner, Parks & Recreation Director, we were able to hire former Trustee Courtney Wisinski as the Parks & Recreation Director.
- With the retirement of Ken Plaga, Chief of Police, we were able to promote Rick Grillo as Chief of Police.
- Developed Public Safety recruitment and retention program.
- Attended the monthly meetings of the Okemos Downtown Development Authority and the Economic Development Corporation.
- Continued our collective efforts to foster an environment that is welcoming, diverse and inclusive.
- Developed a committee to consider a location for a Meridian Community/Senior Center.
- Installed our fourth Solar Array.
- Reconstruction and resurfacing of 8.86 miles of local roads and 7.3 miles of preventative maintenance.
- Completed Municipal Building, Police Building and Service Center Building renovations.
- Installed 12<sup>th</sup> Outdoor Warning Siren.
- Conducted 14 2023 performance reviews.
- Coordinated Trustee recruitment process.
- Developed Good Morning Meridian telecast.
- Conducted retirement parties for Chief Plaga and Director Maisner.

- Chaired the State's Manager Member Success Committee.
- Developed plan to honor Gayelord Mankowski.
- Responded to over 120 citizen inquires.
- Managed the reorganization of 53 team members during the renovation project.
- Focused on retention and recruitment of team with flex time, casual wear, Lugnuts, Fun Fridays, holiday party, and Archie Virtue Excellence awards.
- Co-chaired Rotary Golf Outing.
- Active membership in the Haslett-Okemos Rotary Club.
- Built relationships with MSU leadership.
- Keynote moderator at State conference.
- Oversight of 2022 Audit.
- Led the solution-based project to fix the chip and fog roads.
- Raised funds for Pride Festival, Celebrate Meridian, Health & Safety Expo and Township Annual Holiday Party.
- Solicited funds for police department improvements.
- Continue to build great rapport with the Meridian Garden Club.

### **TEAM MEMBERS**

Frank L. Walsh, Township Manager  
 Dan Opsommer, Deputy Township Manager/Director of Public Works & Engineering  
 Michelle Prinz, Executive Assistant

# ASSESSING

The Assessing Department is responsible for establishing assessments of taxable property for the equitable distribution of the property tax burden in accordance with Michigan's General Property Tax Act and other applicable statutes. The Assessing Department's responsibilities include creating the annual assessment roll, maintaining ownership records and property descriptions for taxing purposes, processing Personal Property Statements and personal property exemption requests, and inspecting existing property and new construction for property tax purposes. Taxable values established by the Assessing Department annually are used by the Township Treasurer to produce property tax bills for property within the Township.

## 2023 TOP TEN TAXPAYERS

2023 TOP TEN TAXPAYERS (BY TAXABLE VALUE)					
RANK	TAXPAYER	PROPERTY TYPE	REAL PROPERTY TAXABLE VALUE	PERSONAL PROPERTY TAXABLE VALUE	TOTAL TAXABLE VALUE
1	CONSUMERS ENERGY COMPANY	UTILITY	\$2,035,064	\$32,576,300	\$34,611,364
2	C150 2929 HANNAH LOFTS, LLC	APARTMENTS	\$22,224,500	\$290,700	\$22,515,200
3	EAST LANSING I, LLC	APARTMENTS	\$16,169,374	\$0	\$16,169,374
4	MERIDIAN MALL, LP	RETAIL	\$15,252,000	\$0	\$15,252,000
5	GC CLUB MERIDIAN APARTMENTS LLC	APARTMENTS	\$11,218,900	\$0	\$11,218,900
6	TEG CENTRAL, LLC	APARTMENTS	\$11,165,995	\$0	\$11,165,995
7	EAST LANSING ATHLETIC CLUB, INC.	HEALTH CLUB	\$10,498,930	\$0	\$10,498,930
8	BRANDYWINE CREEK II, LLC	APARTMENTS	\$9,784,821	\$0	\$9,784,821
9	ACC OP, LLC	APARTMENTS	\$9,144,753	\$0	\$9,144,753
10	OKEMOS POINTE I, LLC	APARTMENTS	\$8,613,659	\$0	\$8,613,659

## 2023 VALUE SUMMARY

<b>PROPERTY CLASS</b>	<b>PARCEL COUNT</b>	<b>SEV</b>	<b>TV</b>
Commercial	673	558,340,200	463,009,408
Industrial	41	5,127,900	4,087,967
Residential	13,230	1,916,124,366	1,606,522,078
Personal	1,599	69,501,900	69,501,900
Exempt	367	0	0
<b>TOTALS:</b>	<b>15,919</b>	<b>2,549,094,366</b>	<b>2,142,121,353</b>

## 2023 DEPARTMENT GOALS AND ACTION PLAN

### **Defend Tax Appeals with Vigor**

At the end of 2023, there were eleven parcels under appeal in the Entire Tribunal Division of the Michigan Tax Tribunal. Two appeals were resolved during 2023. The taxable value in contention for pending 2023 appeals is just 0.14 of a percent of the Township’s tax base. Efforts are being made to determine which of the pending cases can be resolved without a trial and which, if any, may need to be defended at trial.

### **Conduct Annual Assessment/Re-Inspection of Taxable Properties**

The annual re-inspection program continued for 2023. The department did not utilize interns this summer due to the limited temporary office space while the municipal building was under renovation. Assessing staff reviewed and inspected the 1,746 condo units in the township. During this process record cards were reviewed for accuracy and photos were updated.

## 2023 Board of Review Members

Chris Silker	Michael Nussdorfer
Xavier Durand-Hollis	Terrance Warren (alternate)
Brandon Brooks (alternate)	Sonya Pentecost
Deborah Federau	Lanny Brunette

## TEAM MEMBERS

Ashley Winstead, Assessor  
 Jennifer Flower, Appraiser II  
 Angela Ryan, Appraiser II  
 Danielle Hughes, Assessing Clerk

# CLERK'S OFFICE



## RESPONSIBILITIES AND 2023 ACTIVITY

The Clerk's Office responsibilities are largely set by state statute and include but are not limited to; Election Administration, Freedom of Information Coordinator, Record Retention, Township Notices, Fiduciary Responsibilities, updates to the Code of Ordinances, and maintaining official Township Cemetery records. The Clerk's Office also provides free Notary services to the public.

## BOARDS AND COMMISSIONS MEMBER LISTS

Through the collaborative efforts with Executive Assistant Michelle Prinz, the Townships Boards and Commissions list is updated and maintained for date appointed/elected to office, sworn-in, ethics statement signed, and term of service. We also collaborate with Township Supervisor Pat Jackson in processing public service applications, and Supervisor appointment recommendations.

## CODE OF ORDINANCES -CODIFICATION

The Clerk's Office is responsible for the codification and publication of Township Ordinances. This includes publishing all ordinances internally and with Municipal Code. In 2023, eight (8) of eighteen (18) codes were sent to Municipal Code for codification. Through the collaborative efforts of the Community Planning and Development and Clerk's Office staff, a shared ordinance numbering system implemented in 2022 continued to be maintained and accurately recorded in a timely fashion. 2023 saw a third less the number of codifications from the previous year.

## ELECTION ADMINISTRATION AND 2023 ELECTIONS IN MERIDIAN TOWNSHIP

The Clerk's Office is also responsible for preparation, publication and posting of all public notices pertaining to elections, performing public accuracy testing on all tabulators, logistics for all polling locations, processing ballots, and transmitting election data to the County Clerk.

In 2023, the Clerk's office election voting records included:

- 33, 121 Voters and Records maintained via data base and manual changes

- 2,633 New Voters/Records updated with Master Card printed, and Voter Information Card sent

**Qualified Voter File (QVF) Data Records in 2023**

**TOTAL- ALL: 24, 404 Record Changes.**

Each change requires one or more of the following steps per voter:

Pulling of each Individual Master Card recording manually updates required, or follow up with a "Response Card" being sent for verification of change, and return of same card must be handled, cancelling of voters, by pulling Master Card with manually updates, preparation for retention of record changes. Includes but not limited to scanning to PDF format for digital record retention.

CHANGE: 19,643

ACTIVE: 345

CANCEL: 977

REJECT: 1

CHALLENGE: 631

VERIFY: 1, 736

**Meridian Township had no Elections in 2023**

- 8,218 Permanent Mail Ballot Requests January 1, 2023 - January 1, 2024
- 25 Overseas and Military Federal Post Card Application Received in 2023 for the 2024 February 27<sup>th</sup> Presidential Primary

**MAJOR NEW ELECTION LAWS BEGAN IMPLEMENTATION**

- Permanent Mail Ballot List Requirement
- Drop Box Requirement
- Video Surveillance Requirement
- Early Voting Site Requirement
- Pre-Processing Requirement

**FREEDOM OF INFORMATION (FOIA)**

The Clerk's Office responded to 96 Freedom of Information requests filed with the Clerk's Office during 2023 with three (3) closed due to lack of payment and one (1) outstanding partial payment. This number was half the number of FOIA's received in 2022.

The Clerk's Office also implemented a new online FOIA Request system in conjunction with the IT Department and Police Department. This system allows the FOIA Coordinators, respondents, and requestors to better monitor and track FOIA requests. This has streamlined the process and reduced redundancies led by Deputy Clerk Gordon.

**LEGAL NOTICES AND POSTING OF OFFICIAL TOWNSHIP MEETINGS AND MINUTES**

The Clerk's Office is tasked with submitting legal notices to the newspaper for publication. Notices are done to meet the Open Meetings Act requirements advising members of the community of upcoming meetings, hearings, as well as, changes in resolutions and ordinances. Legal notices are submitted to the local paper, posted online and the posted in Township Lobby. In 2023, the Clerk's Office submitted 141 legal notices for publication for a total cost of \$11,014.54. In addition, the Clerk's Office began publishing legal notices in the City Pulse in addition to the LSJ in an effort to increase transparency and encourage public participation at township meetings and public hearings.

## **NOTARY SERVICES AND OATHS OF OFFICES**

During 2023, the Clerk's Office performed 80 notarial services, and 71 oaths of office and signed ethics statements for public service and police and fire appointments. The oath of office must be taken whenever an official is originally elected or appointed and reelected or reappointed. This is true for both elected officials and those appointed to fill a vacancy.

Taking the oath tends to lend credibility to the position to which a person has just been appointed or assigned. It also provides an opportunity to create a "paper trail" for the Township Board to the date of appointment and; therefore, to the expiration date of that person's appointment so the board knows when to make future appointments.

## **TOWNSHIP CEMETERY RECORD KEEPING**

Meridian Township oversees two cemeteries with Glendale cemetery being the most active. In 2023, there were 46 burials, 52 lot sales, 1 Disinterment. The recordkeeping management is handled by the Clerk's Office and the grounds maintenance is handled by the Department of Public Works. With the hiring of a new Deputy Clerk, a review of the current process of record keeping and coordination with the Department of Public Works, Staff will be making recommendations for improvements including new software and an assessment of the cemetery rates.

## **TOWNSHIP RECORDS MANAGEMENT**

With the relocation of a majority of the Township department records to the former Haslett Library site, evaluation of the Township's record keeping needs, status, priorities, retention periods, and storage options (both on paper and electronically) is an ongoing process. Emphasis has been placed on continually building efforts to permanently preserve records as well as increase the efficiency through which records may be retrieved. Clerk's staff is currently safeguarding records digitally and with backup documents on external hard drives for all of the boards, commissions and departments documents. As an example in 2022, the Clerk's Office stored 28 sets of Township Board meeting packets, minutes and agendas along with 107 resolutions, Certificates of Supervisor and Quit Claim Deeds. Staff also retained and updated 16 Ordinances passed by the Township Board which were sent to EZ Code who creates the supplements to our Code of Ordinances.

## **2023 ELECTION COMMISSION**

Clerk Deborah Guthrie  
Trustee Kathy Ann Sundland  
Trustee Courtney Wisinski

## **TEAM MEMBERS**

Deborah Guthrie, Township Clerk  
Zack Lemaster, Assistant to the Clerk/Deputy Clerk (Jan.-June)  
Zack Spurlock, Administrative Assistant II (Mar.-Sept.)  
Emily Gordon, Deputy Clerk/Election Administrator (Aug.-Dec.)  
Rebekah Kelly, Records Technician II

# COMMUNICATIONS



The highest priority of the Communications Department is to provide residents with an increased access to transparency in governance with relevant information in a timely fashion. The Department is responsible for coordinating a strategic and comprehensive effort to inform the public of the Township's goals, plans, activities and events through various multimedia platforms including web, digital, and print.

The Department ensures that all media and communications successfully reaches their intended audience. Other main functions of the Communications Department includes serving as the Local Franchise Authority for nine Public, Educational and Governmental (PEG) Channels in Meridian Township, overseeing the operations and production for HOMTV (Government Access Channel) and CAMTV (Public Access Channel), operating a multimedia television internship training program, and providing staff support to the Township's Communications Commission.

## 2023 DEPARTMENT GOALS AND ACTION PLAN

### **Staffing Changes**

On May 1, Rachael Stohlin started in the position of Marketing and Public Relations Specialist, taking over for Andrea Smiley. The Marketing and Public Relations Specialist position received over 20 applications, and three in-person interviews were conducted before Manager Diehl made the final decision.

The interview panel consisted of Multimedia Production and Operations Specialist Danneisha McDole, Human Resources Director Abby Tithof, Director of Project Management and Operations Melissa Massey, and Janet Lillie, who serves as the Assistant Vice President at Michigan State University.

### **Digital Newsletters**

On March 1, the Meridian Township Parks and Recreation Department unveiled their new newsletter, "The Playbook". The newsletter is designed and sent out by the Communications Department. This monthly newsletter highlights the latest information about sports and recreation, Meridian Conservation Corps (MCC), Harris Nature Center, Meridian Township Farmers' Market, Meridian Historical Village, and the Meridian Senior Center. In addition to The Playbook, the Communications Department also sends out Meridian Happenings, which is a monthly newsletter, as well as the Green Gazette, another monthly newsletter.

### **Family Fun Guide Print Magazine**

In May 2023, the Communications Department designed and released the Family Fun Guide. This publication highlighted the various events and programs offered through the Parks and Recreation Department in 2023. The publication was mailed to all Meridian Township residents and was made available in digital format on the Township website.

### **Event Marketing**

The marketing and promotion of all Township events and activities is done through the Communications Department. This includes adding content to the Township website, sending press releases to media outlets, creating graphical material to be used both digitally and printed, promotional posts on the various Township social media platforms, capturing video and photos of events, and posting the photos and videos of the event on social media after they have occurred.

This work involves coordinating with multiple departments and committees to gather the information and plan how to effectively promote the events. Some of the main events that were promoted in 2023 will be listed below, but the list does not comprise all the events that were promoted in 2023:

- Meridian Cares About You: Health & Safety Expo
- Celebrate Meridian
- Meridian Freedom Fest Honoring Juneteenth
- Meridian Pride
- Summer Concert Series
- Meridian Township Farmers' Market
- Pancake Breakfast
- Christmas in the Village
- Meridian Historical Village Heritage Festival
- Memorial Day Service
- Halloween Events
  - Police Open House, Spooktacular Adventures at the Market, Howl-oween at the Small and Large Dog Parks, Treats and Tours at the Meridian Historical Village
- Fire Prevention Open House
- Spring and Fall Recycling Events
- Township Board Listening Sessions

### **Monsido Web Accessibility Software**

One of the Communication Department's goals for 2023 was to increase the Meridian Township website's Web Content Accessibility Guidelines (WCAG) 2.1 levels and fix issues that make it difficult for people with disabilities to use the website.

This was done by partnering with Monsido, the company who provides accessibility software for the Township website. In addition to providing easier reading services for those who visit the website, the software allows Staff to fix accessibility issues on the backend of the website.

This goal will carry over into 2024. The 2023 plan with Monsido only scanned 5,000 pages of the website. There are over 9,000 pages on the website, and to reach compliance, the plan will need to be increased to scan all pages. The plan for 2024 has been increased to allow for a complete scan of all website pages.

### **ArchiveSocial Records Retention Software**

A new software the Communications Department began utilizing in August 2023 is ArchiveSocial. ArchiveSocial serves as a social media archiving tool that constantly captures real-time snapshots of 20 different Meridian Township social media accounts.

Government social media accounts are considered public records, so it is important to maintain an active, accurate record to comply with the Freedom of Information Act (FOIA). Social networking sites

do not archive/retain records for us, so they have no obligation to maintain our records if a FOIA request is submitted. ArchiveSocial tracks all posts, comments, messages, and more relative to Township pages, including edits and deletions to this content to ensure the Township has a complete record of social media interactions.

In addition, ArchiveSocial provides “Risk Management and Analytics”, which allows Communications Staff to efficiently measure public sentiment towards the Township (positive/negative), and preserve public safety by immediately identifying threats or concerning statements made towards the Township through keyword detection.

For example, if a Facebook user sends the Township a message including the word “shooting” and deletes this message, ArchiveSocial can provide a record of the original message, as well as when it was deleted.

Staff obtained quotes from both Pagefreeze and Smarsh, the top two competitors of ArchiveSocial, but ultimately decided to go with ArchiveSocial due to their high customer rating from other government agencies.

### **Good Morning, Meridian**

In 2022, Manager Diehl and Manger Walsh discussed the possibility of having a video series that allowed Manager Walsh to provide updates to residents about what was going on in the community.

On November 21, 2023, the first episode of Good Morning, Meridian was released. It will be a monthly program that features updates about the various projects, news, and events happening in Meridian Township. The show is hosted by Manager Walsh and includes interviews with various staff and Township Board members.

The second episode aired on Tuesday, December 19, 2023 and will continue into 2024.

### **HOMTV Server Room Upgrades**

The HOMTV Server Room has seen great improvements in 2023. Engineer Brian Kusch worked with Manager Diehl to remove old equipment and cables. There were previously four racks of equipment, but due to the disposal of outdated equipment, they were able to reduce the equipment to three racks. New schematics were drawn up for the current workflow. Additional equipment was ordered and will be installed early 2024.

### **HOMTV Internship**

In 2023, HOMTV had six interns involved in the HOMTV Internship Program over the spring, summer, and fall semesters.

### **HOMTV and CAMTV Channel Issues**

In August 2023, it was reported to the Communications Department that HOMTV was without audio. A few days after the HOMTV audio issues were reported, CAMTV also experienced audio and video issues. Upon troubleshooting, Staff concluded that faulty encoders were dropping audio and video while the signals were being sent to Comcast, and that both encoders would need to be replaced.

At their September 19, 2023 regular meeting, the Township Board approved Manager Diehl’s request for an emergency purchase of two new encoders. The money for the encoders came from the previous PEG fee fund. After approval, Manager Diehl purchased two new encoders, which were installed by Comcast on October 19, 2023. After the encoders were installed, the audio and video issues for CAMTV and HOMTV were resolved.

Unfortunately, a new issue has come up with CAMTV. The playback server that allows for the scheduling and playback of videos has failed. The drives that host the video files are no longer operational, meaning no videos can be played on CAMTV. Due to this, the playback server will need to be replaced. Though

HOMTV is operational at this time, the HOMTV playback server is 11 years old and would benefit from being replaced at the same time as the CAMTV server. The Township Board approved a request for another emergency purchase for new equipment at their December 12, 2023 regular meeting. The funds for this purchase will once again come from the PEG fee fund.

Staff has narrowed it down to two companies that they would like to potentially purchase new equipment from, and equipment is expected to be ordered by the end of January 2024.

### **HOMTV National Award Winner**

The Alliance for Community Media (ACM) named HOMTV as the 2022 winner in the Overall Excellence in Government Access category for the Hometown Media Awards. Submissions were entered in March 2023 and HOMTV was honored at the ACM Hometown Media Awards in June 2023.

### **HOMTV Programming**

#### 2023 Programming Totals

- Meridian Live: 63
  - Township Board: 24
  - Planning Commission: 20
  - Environmental Commission: 8
  - Zoning Board of Appeals: 9
  - Park Commission: 2
- HOM Entertainment: 14
- Catching Up with Kenize: 3
- Women’s History Month: 5
- Meridian Makers: 2
- Good Morning, Meridian: 2
- Township Event Coverage: 20

## **MEMBERS OF THE CABLE COMMUNICATIONS COMMISSION IN 2023**

Leslie Charles, Chair  
Lisa Whiting-Dobson, Vice Chair  
Vacant, Commissioner  
Vacant Commissioner  
Vacant, Commissioner  
Vacant, Alternate Commissioner  
Mike Nevells, Alternate Commissioner  
Deborah Guthrie, Township Board Liaison

## **TEAM MEMBERS**

Samantha Diehl, Communications Manager  
Rachael Stohlin, Marketing & Public Relations Specialist  
Danneisha McDole, Multimedia Production & Operations Specialist

# COMMUNITY PLANNING AND DEVELOPMENT



After the COVID-19 pandemic dramatically slowed development in 2020, the level of activity in the Township has been at a consistently high level in the following years. 2023 was no different, with permitting activity running at a similar clip 2022 and only slightly behind 2021, which was a near record year in the Township. Values on construction are up substantially, as 2023 was nearly a record value year, despite the number of permits being slightly down. Most notably, the trades permits (plumbing, mechanical, and electrical) were down noticeably, most likely due to the pent up demand from the pandemic finally being resolved and permitting levels going back to normal. Code Enforcement continues to improve the quality of the Winslow Mobile Home Park, slowly but surely. Investment is being made in the park and some of the worst structures have been removed. The biggest change in 2023 was that our rental inspection program got fully back on track from the pandemic, getting back to 2019/2020 levels for inspections. Our customer service focus continues in the Department through building permits and inspections, site plan review, public engagement and education, code enforcement, and rental housing inspections. The Department works closely with residents, businesses, property owners, and provides Staff support to the following Boards and Commissions:

- ✓ Township Board
- ✓ Planning Commission
- ✓ Zoning Board of Appeals
- ✓ Transportation Commission
- ✓ Brownfield Redevelopment Authority
- ✓ Building Board of Appeals

## 2023 DEPARTMENT GOALS AND ACTION PLAN

### **Finish the 2023 Update to the Master Plan**

The Planning Commission finalized a Draft of the 2023 update to the Master Plan and recommended its adoption in December 2023. The Township Board has held an initial review of the Master Plan and will be going through the document at future meetings, with an eye towards adoption in the near future. Implementation is already beginning, with the adoption of Ordinance 2023-05, which updated some housing standards in the Township and permitted accessory dwelling units, both goals of the 2023 Master Plan update.

### **Modernize Vehicular Parking Standards in the Township**

This has been an ongoing goal for the Department since 2022 and will continue into 2024, as the scope of the project continues to grow as we dive into the topic further. In 2023, we developed a solid draft of the basic standards, along with an update to the lighting standards, which are intertwined with parking. But along with that, it is clear we need to update our landscape ordinance, in addition to developing low impact design standards that are needed to help alleviate flooding in many areas of the Township. Additionally, it is becoming more and more widespread to begin requiring electric car charging stations (or at least infrastructure planning for them) as part of any major parking lot construction and that needs to be evaluated in light of ongoing construction cost increases. Lastly, given that the size of cars has slowly but surely increased over the years since the dimensional standards were created in 1974, Staff needs to make sure that the standards are still relevant in today's environment.

### **Implement Paperless Permitting for Plumbing, Mechanical, and Electrical Permits and Determine Process for Building Permitting**

The system is prepared for mechanical, electrical, and plumbing permits to go fully digital. The Treasurer's Office is now able to take digital payments online, through the BS&A permitting system. Staff is preparing to start accepting permits in the coming days. Once Phase 1 is working well, Staff will begin work on the second phase of the project, the building permitting conversion to digital permitting. This phase of the project should go quicker, as it will piggyback the work that was already done on the MEP permits.

### **Improve Usability of all Ordinances and Forms**

Staff continues to make progress on this goal and at this point, it has become part of our normal course of business. On the form side, we've updated our Certificates of Occupancy to be clearer and more accurate and hope to roll that out officially in 2024. We've also updated rental forms as we utilize them throughout the year. We are currently in the process of standardizing lot split/combo forms, with support from the Assessing Department. On the Ordinance side, changes like the update to the floodplain ordinance and some of the portions of the RRC housing ordinance will help make things more usable for the average person doing business or living in the Township. We continue to move towards the ability for a homeowner to have all the regulations for their home on a single piece of paper, by reducing the number of zoning districts.

### **Analyze the Future of Single-Family Residential Zoning**

This is the topic that Staff ended up spending the most time on in 2023. Between the growing affordability crisis nationwide, the Township's Redevelopment Ready Communities recertification, and the Master Plan update, it was an excellent time to discuss the contours of single-family residential zoning going forward. While there are a growing number of communities that are eliminating these districts from their zoning ordinances, the single-family designation still has an important role in many communities. Where changes have been made and continue to need to be made in Meridian Township, is on the sheer number of regulations. Two properties that look identical can have different zoning ordinance standards, given how the Township developed in the 80s and 90s.

The main improvements that were made this year were in Ordinance 2023-05, the RRC housing update ordinance. This ordinance had several effects. One provision eliminates minimum unit sizes, which will allow for so called 'tiny houses' to be built, but also will allow for smaller lots, predominantly in Haslett, be more easily built upon, lowering the need for variances. Another provision authorizes accessory dwelling units on owner occupied residential properties. This change would slightly increase density in some residential neighborhoods, but would provide additional, more affordable housing opportunities in the community, while not fundamentally changing the character of the community. The last major change is to allow second floor residential uses, by right, in nearly all commercial areas of the City. This 'hidden' density can bring additional units to the market at a reasonable price point.

Given the nature of the American housing market in general, single-family zoning is likely to continue to be in a state of flux for years to come. Staff will continue to monitor trends and work with the Planning Commission to implement changes that make sense for Meridian Township, our current residents, and our future.

**Continue to Improve the Conditions in Winslow Mobile Home Park**

Winslow Mobile Home Park has somewhat stabilized in 2023. Staff wrote more violations, but less tickets than in years past, due in no small part to the hours spent working on the park in 2022. But there have been fewer major issues in 2023, compared to years past. The owner of the park has made some nominal investment in the park, with an eye towards selling the property. But large-scale improvement continues to be elusive. By focusing on the quality-of-life issues (junk, inoperable vehicles, unsafe work without permits), we have improved the park tangibly. This property will continue to eat up a great deal of Staff time, as we slowly move towards a universally better Winslow.

**2023 COMMISSION AND BOARD MEMBERS**

(\* indicates former member)

**PLANNING COMMISSION**

Mark Blumer, Chair

Peter Trezise, Vice-Chair

James McCurtis

Brandon Brooks

\*Jerry Richards

Alisande Shrewsbury

Bill McConnell

Christina Snyder

Milton Scales

The Planning Commission’s main accomplishment in 2023 was the work on the Master Plan update. The Commissions methodically reviewed each portion of the plan, leaving the specific drafting up to Staff, which kept the process moving forward. By December, they made a recommendation for approval to the Township Board, who will be the final adopters of the plan. There were a total of 15 development projects reviewed by the Planning Commission in 2023. Public Hearings were held and recommendations made on five rezoning requests and ten unique Special Use Permit requests, including an extremely controversial rezoning request at Park Lake and Grand River Avenue, in which the Commission recommended denial. The Planning Commission reviewed and recommended approval on three text amendments, all of which were major changes. These were updates to the marijuana regulations in the Zoning Ordinance, a series of updates to make housing easier in several situations to meet Redevelopment Ready Communities standards, and an update to the floodplain regulations in the Township.

**ZONING BOARD OF APPEALS**

Alexia Mansour, Chair

Monique Field-Foster, Vice-Chair

Phil Deschaine, Township Board Representative

Peter Trezise, Planning Commission Representative

James Koenig

Anthony Bennett

The Zoning Board of Appeals heard a total of 11 different requests in 2023. They denied two of those requests, one for a lot split of a lot that met current standards and one for a wetland setback where work had begun without permits. The requests in 2022 covered exiting commercial buildings, signage, existing and proposed residential structures, and the reconstruction of the building at Knob Hill Apartments that burned down in 2022.

## TRANSPORTATION COMMISSION

Myron Frierson  
Kathy Sundland, Township Board Representative  
\*Bob Lovell  
\*Tim Potter

James McCurtis, Planning Commission Representative  
Joshua Robertson  
\*Karla Hudson

The Transportation Commission discussed all aspects of mobility in 2023, providing input to the Master Plan, discussing the township's nonmotorized pathway system, getting updates from CATA on redi-ride service in the community, and providing input on the Climate Sustainability Plan.

## BROWNFIELD REDEVELOPMENT AUTHORITY

Peter Tresize, Chair, Planning Commission Representative  
Jeff Theuer, Vice-Chair  
Brenda Chapman  
\*James E. Jackson, Environmental Commission Representative  
\* Brenda Chapman, Economic Development Corporation Representative

Joyce Van Coevering  
Frank L. Walsh  
John Matuszak

The Brownfield Redevelopment Authority met three times in 2023 and made three major decisions to move three separate projects forward. They approved the formal reimbursement requests for both Haslett Marathon and American House of Meridian, allowing tax capture and reimbursement to formally begin on both projects. The reimbursement agreement was put in place for the Haslett Village Square project, finalizing another portion of their capital stack, which allowed the project to begin in the latter months of 2023.

## BUILDING BOARD OF APPEALS

Pete Potterpin  
Bill Cawood

The Building Board of Appeals meets as needed on technical items relating to building construction and code interpretations. In 2023, they met and rendered a decision on the Parkwood YMCA's bathrooms in their new daycare wing.

## TEAM MEMBERS

Timothy R. Schmitt, AICP, Director of Community Planning and Development  
John Heckaman, Building Official  
Debbie Budzynski, Administrative Assistant II  
Jaime Barrows, Administrative Assistant II  
Ron Rau, Senior Building Inspector  
John Hines, Senior Building Inspector  
Frank Christmas, Rental Housing Inspector  
Joe Wade, Rental Housing Inspector  
Zachary Fenner, Senior Code Enforcement Officer  
Keith Chapman, Assistant Planner  
Brian Shorkey, AICP, Senior Planner

# ECONOMIC DEVELOPMENT



## 2023 DEPARTMENT GOALS AND ACTION PLAN

### **Potential Intensity Change Area (PICA) Redevelopment**

The Haslett PICA, designated at the intersections of Haslett and Marsh Roads has moved the needle on redevelopment progressively. The approved redevelopment at 1673 Haslett Road known as the American House Meridian Project, is working toward certificate of occupancy January 2024. The project includes 149 units for 55+ independent seniors with an approved mixed-use planned unit development for the site. Approximately 10,000 sq. ft. of non-residential space will occupy the first floor with three additional stories above the first floor for residents. The site will include a pathway connection to the interurban and other amenities to support independent living at a centralized locale.

1655 Haslett Road, referred to as Haslett Village Square 2.0, began demolition for the existing 30,000 square feet of commercial space. This included the L & L Grocery Store that serviced the Haslett area for about 30+ years. The site is owned by SP Holding LLC and is approved for a mixed residential and commercial project. About 300 rental housing and townhouse units will occupy the site. The contaminated site will require the use of Brownfield Redevelopment reimbursement, after the developer finances and cleans up the contamination. The contaminated parcels are associated with an old laundromat that was operable for a short period of time. The site will include an updated trailhead to the interurban trail, year-round restroom facility, ample parking, and bike racks are to be installed for the general public to access our trail systems. A trail system that now connects to MSU's campus system and the Lansing Trail System. This regional effort to create a non-motorized pathway system will elevate our lifestyles around our most trafficked and utilized properties in the Township. We expect one of the 20 buildings planned for this site to begin construction in 2024.

### **Corridor Improvement Authority (CIA)**

At the launch of 2023, the Township Board implemented the goal to determine the feasibility of establishing a Tax Increment Plan for the Corridor Improvement Authority. The resolution creating the CIA restricted the CIA from having a TIF Plan. A TIF Plan is a legal mechanism that allows a community to forgo the capture of increased taxes over a period of time. The "captured" funds can be placed into a separate account and used for public purposes to make development or redevelopment feasible. The CIA, created in 2017 has been restricted in their ability to discuss or consider a TIF Plan. After the Board

amended the resolution, the CIA members began on the journey to launch their TIF Plan. Created in house, the plan details the eligible expenses for potential development along the Corridor. The plan was presented to the Township Board and adopted December 27, 2023. In 2024, the CIA will begin the steps to establish an integrated development plan for the district. These activities align with the 2023 Master Plan Update that will carry Meridian Township toward our development goals through 2028.

### **New Businesses**

In 2023, Meridian Township welcomed 75 new single family residences to the community. Most of these are in the Haslett Public Schools area with Copper Creek property completions. The 49 unit development of Woodward Way on Sirhal Drive is a wonderful affordable housing development in the Township. This project is one of the most recent PILT or Payment in Lieu of Taxes, development to occur in several years.

Meridian also welcomed ten new businesses with a ribbon cutting or promotional event. These services we offer free of charge to any new or expanding business in the Township. The Greater Lansing Chamber of Commerce and Meridian Township partner well to ensure our business community members find the best ways to engage and stay connected. We encourage small business owners to seek out our services to build awareness of your business. The wonderful establishments to open in 2023 include the following:

XP League Gaming Academy opened inside Meridian Mall as a gaming academy for safe gaming for students online. XP League is brought to us by a local Lansing native with a passion for teaching, gaming, and the gaming professional world. By the hour fees are available for drop in playtime.

Kaiyo Sushi brought to Meridian Township by an established entrepreneur from Okemos. The Sushi eatery fills a hole for traditional and modern sushi style meals. The opening of this restaurant was a great relief for those missing the previous Sushi restaurant that went out of business in 2021. Meridian Township is home to great small eatery locations like Kaiyo sushi. The advantage to Meridian to include more Mom and Pop restaurants supports a resilient community from economic downturn. These establishments need the support of the community to thrive and our ribbon cuttings help in our promotion of these unique locations.

The opening of Crumbl Cookie was another exciting addition to Meridian Township. This highly sought after specialty cookie establishment is famous for their ever changing menu of cookies. The large flavorful treats can be purchased in store or order ahead of time. This gracious host allowed Township Staff a sneak peek of the store, menu options, and a taste test. As the second opening in the Greater Lansing Region for this franchise, many of the unknowns about flavors, busy times, and more are all known. This location opens a year after the west Lansing location.

Other establishments to grace Meridian Township with their services and products are: Social Sloth Café and Bakery, a Turkish bakery store that moved from Downtown Lansing to Central Park Drive. Tripp's Auto and Collision, an expansion auto service provider out of Jackson, MI. Tripp's Auto found a home on Saginaw Highway near Meridian and Company. Jackson Popcorn Depot, brings a world of sweets, treats, and more to Meridian Mall. Valley Wings was a necessary addition to round out our food establishments. Valley Wing opened their doors in mid-spring on Jolly Road near Cancun. This south of town restaurant hits the mark for great wings to go. Yello Waffle, are sweets, treats, and waffles. Looking for a new twist on the great Belgian waffle, then Yello Waffle is your place. They opened shop a week before Kaiyo Sushi and are next door in Central Park Drive.

### **New Business Events**

After about a decade the Meridian Area Business Association (MABA) was capable of revamping the MABA Business Expo, a small business exposition at Meridian Mall. Members and non-member

businesses were invited to participate in the pay-per-booth event to engage with Meridian Township residents and visitors. The event included business presentation, performances, and demonstrations. Business organizations that participated noted the increase of business to business connections made at the event. A total of 40 small business registered and participated in the event. The overall success of the event has promoted MABA members to plan for the 2024 Expo.

**DOWNTOWN DEVELOPMENT AUTHORITY**

Renee Korrey  
Peter Campbell, Secretary/Treasurer  
Bill Cawood  
Angela Wright, Vice-Chair  
Patricia Herring Jackson, Township Supervisor

Don Romain  
James Spanos  
Thomas Stanko, Chair

**ECONOMIC DEVELOPMENT CORPORATION**

Kim Thompson, Chair  
Phil Deschaine, Township Treasurer, Ex-Officio  
Kathy Sundland, Township Board Liaison  
Frank L. Walsh, Township Manager/Secretary  
Shawn Dunham  
Brenda Chapman, Vice-Chair

Dave Ledebuhr  
Adam Carlson, Vice-Chair  
Tom Conway

**CORRIDOR IMPROVEMENT AUTHORITY**

Chris Nugent  
Patricia Herring Jackson, Township Supervisor  
Barry Goetz, Vice-Chair

Bruce Peffers, Chair  
Chris Rigterink

**TEAM MEMBERS**

Amber Clark, Economic Development & Neighborhoods Director  
Michelle Prinz, Executive Assistant

# FIRE/EMS



*Serving our Community with Pride, Integrity and Professionalism since 1929.*

It is my hope that as you review the Township of Meridian Fire Department's 2023 annual report you will be thoroughly impressed with examples of dedication, determination, sacrifice, selflessness, heroism, customer service, love of our community, and commitment to providing the highest level of emergency response in fire suppression, fire prevention, risk reduction, and advanced medical life support. This report reflects the tireless efforts of the firefighters, paramedics, officers, Fire Marshal, Training Chief and administrative staff that proudly represent the Township of Meridian. We are thankful to the residents, business owners, Township leadership, and elected officials for supporting our department with the staffing and resources to enable us to meet the needs of the Township.

This comprehensive report summarizes the responses, activities, training, and statistical data for the year. While 2023 had its challenges, it also saw significant opportunities and growth in our department. Our emergency response calls continued to increase in 2023 with 6307 total calls, a 3.7% increase over 2022.

The year started with continued recovery from the Knob Hill apartment fire followed by an active violence response to MSU on February 13th. This response was one of the biggest challenges in the history of the department in tasking personnel to perform under extreme hazards. This incident resulted in the death of three students and five injured students who were transported to local hospitals. Working with East Lansing Fire Department, Meridian Township transported three of the five injured students to a local hospital, and we are happy to report they have been released from the hospital. Additionally, the Fire Chief and Battalion Chief had a presence in the Unified Command Post on campus. The response by our firefighters was handled with the upmost bravery.

In 2023, we were able to maintain our staffing levels with four new hires. With two retirements and three resignations, we hired four new firefighter/paramedics. In 2022, we hired two firefighter/EMTs due to a nationwide shortage of paramedics. In January 2024, both individuals passed their National Registry Paramedic test. In 2023, the Township approved a Police and Fire Recruit and Retention Program to support our ability to recruit and hire fully trained firefighter/paramedics. With the addition of two positions to our staff in 2024, we are happy to report the positions have been filled and we are fully staffed as of January 2024.

Our community engagement in 2023 was successful as we worked with the community and local schools doing public education and smoke detector programs. This was accomplished via station tours

and fire safety programs in schools. We were also pleased that after a three-year absence we were able to hold our annual Open House in October during National Fire Prevention Month.

We continued to foster strong relationships with our neighboring fire departments through planning, training, and emergency response. Over the past year, we trained and responded with fire departments from East Lansing, Delhi Township, Mason, NIESA, Lansing Township, Bath, and Lansing. We look forward to continued cooperation with these outstanding departments as we work to make our communities safer places to work, live, and play.

As Fire Chief, I am honored to lead Meridian Township Fire Department. I would like to thank all the members of the Department for their commitment and professionalism as they serve the Meridian Township community. I would also like to thank Manager Walsh as well as the other Township staff, elected officials, and boards for their support over the year. We could not accomplish what we do without their support. We would be remiss not to acknowledge our community. We are blessed to have incredibly strong support from the community, and we do not take this support for granted.

Fire Chief Michael Hamel

## OUR MISSION

Each year the Fire Department evaluates its programs and service delivery models to ensure cost effectiveness and efficiency, but more importantly, to ensure it can meet the emergency service, prevention and risk-reduction needs of the Township.

- *Our mission* is to provide efficient, dependable and professional services to the residents of Meridian Township.
- *Our values* are to educate and provide caring, compassionate service with excellence and dignity.
- *Our vision* is to exceed the expectations of the community by proactively responding to the established priorities and needs.

The Meridian Township Fire Department (MTFD) is a full-service organization providing fire, rescue and emergency medical services to a community of 44,935 residents across 32 square miles. Three stations are strategically located to provide timely responses to residents and visitors alike. Three dual-paramedic staffed advanced life support ambulances deliver emergency medical care at the highest pre-hospital level. The Department also provides fire prevention, code enforcement, plan review and fire safety related programming. The Department is an active member of the Metro-Lansing Technical Rescue and Hazardous Materials Teams. These teams respond to high-risk, low-frequency incidents involving confined spaces, trenches, bodies of water, high/low angle rescues, chemical/gas releases and structural collapses. Each department member is committed to serving the community with excellence through the delivery of outstanding customer service.

### **Fire Prevention**

The Fire Marshal is dedicated to the goal of reducing the number and impact of fire-related incidents within the Township of Meridian. This is accomplished through a comprehensive fire inspection program, plan review, testing of new construction and fire protection systems, and investigation of all fires that occur within the Township. The Fire Marshal is also invested and involved in the fire and life safety education programs that are provided by the department.

Fire inspections are conducted in businesses on an annual basis. Scheduling is based on the risk posed by the building's occupants or operation (for example, a restaurant or theater has a greater inherent risk than a physician's office). These inspections are based on adopted codes and Township ordinances.

In 2022, we started the process of identifying buildings/occupancies and inspection schedules to develop a plan for completing inspections based on high, medium, and low risk occupancies according to national standards and best practices. This process was continued in 2023. The process consists of the following steps:

1. Use the Apartment Rental Inspection List from the Building Department as our top priority for high risk inspection scheduling. This allows us to tackle several higher concentration life safety occupancies in quick order. The number of units and buildings per complex varies greatly. For scheduling purposes, we use the inspection time estimates list and adjust as needed. In an effort to reduce the amount of time needed to complete inspections, we are working on a plan to use our operations staff who have required NFPA Inspector 1 certifications.
2. Conduct a definitive Community Risk Assessment (CRA). Conducting a CRA to identify all commercial buildings and occupancies within Meridian Township establishes our master list of buildings requiring inspections. Once that list is developed, it can then be applied to the NFPA 1730 Standard on Organization and Deployment of Fire Prevention Inspection and Code Enforcement, Plan Review, Investigation, and Public Education Operations. Through this document, these buildings can be categorized into an improved scheduling matrix for completing inspections, as well as estimate time and personnel requirements needed to keep the overall inspection schedule on target.
3. Initiate an Engine Company Inspection Program (ECIP). With the completion of the CRA, a significant portion of buildings and occupancies identified as low risk can be assigned to the ECIP for completion in their normally scheduled rotation (three years). With personnel investment it can be launched in conjunction with the other tasks as mentioned above.

### **2023 Fire Prevention Inspections**

- Total Inspections Conducted: 93
- Plan Reviews: 55
- Fire Alarm Inspections: 27
- Fire Suppression Inspections: 26
- Residential Smoke Alarm Inspections/Installations: 18
- Fire Investigations: 14

**Notable items:** Completed the International Association of Arson Investigators – Certified Fire Investigator credentialing (December 2023).

### **Training**

In 2023, Brian Pennell was promoted to Training Chief after TJ Booms returned to the Suppression Division. Chief Pennell is finalizing our annual training plan which will encompass current required training as well as new training to increase our ability to function at higher aptitudes. The department's adjunct instructors will utilize their expertise to advance our knowledge base. As a paramedic/firefighter, there is a tremendous amount of training required to maintain certifications, licensure, and job efficiency. The Training Chief is responsible for coordinating and providing this training.

All Meridian Township firefighters are state-certified Firefighter I, II and state-licensed paramedics. Paramedics must earn 45 continuing education credits and renew their licenses every three years. We require each paramedic to be certified in Advanced Cardiac Life Support (ACLS) and Pediatric Advanced Life Support (PALS). The initial certification courses are 24 hours each followed by eight hours of recertification every two years. Firefighters are held to state-mandated standards in highly

technical areas, each with their associated training requirements. Some areas of training include firefighting tactics and strategy, incident command, emergency driving, hazardous materials, ice and water rescue, extrication, confined space operations and medical care for the sick and injured.

Our fire officers carry Fire Officer I, II, and III certifications based on rank. These courses allow the officer to learn fire ground and day-to-day leadership skills.

In 2023, the Training Division spent many hours on live training at House to Home prior to demolition. This allowed firefighters to practice search and rescue, ventilations, hose advancement, building construction, and forcible entry. This training provided simulated fire conditions for crews to make entry and complete fire control, search and rescue of victims, and command and control of the fire scene.

Continuing to keep Meridian Township safe, in 2023, the Training Division trained parks and police staff in CPR & First Aid as well as provided continuing education. This will continue into 2024 with replacement of all Township AEDs. All Township employees will attend a one-hour training to learn how to use the new AEDs.

### **Fire Operations**

Fire Operations is composed of shift operations consisting of individual firefighting and EMS companies which perform the day-to-day public safety activities for Meridian Township. The members that comprise Operations are divided into two shifts and work a 24-hour on/24-hour off/24-hour on/72-hour off shift. A Battalion Chief fulfills the role of Shift Commander and supervises each shift. The Shift Commanders handle daily staffing issues and the scheduling of training and other activities for their shift. They also act as the liaison between the shift and Fire Administration. The Battalion Chiefs are responsible for command and control of most emergency incidents in the Township.

The Township's fire district is geographically divided into three districts each containing one fire station. The three fire stations are strategically located to support quicker response. Each station houses an ambulance, fire pumper, and one station also houses our ladder truck.

Each individual fire company is made up of a Company Officer (usually a Lieutenant) who is responsible for the supervision and safety of the company members assigned to them. The Company Officer is also responsible for all reports and communications relating to the operation of their company.

2023 demonstrated once again that Meridian Township Fire did much more than respond to emergency medical calls and residential structure fires. We are an all-hazards fire department that also responds to significant motor vehicle accidents and a variety of rescues and fires that present unusual hazards for the community. While responding to emergencies is the priority of the Operations Division, personnel also spend their time completing required training classes, conducting station tours for the public, maintaining the stations' apparatus and equipment, and performing annual inspections.

In 2023 our emergency response calls continued to increase with 6307 total calls, a 3.7% increase over 2022. Fire calls increased by 11% and EMS calls by 2.6% over 2022.

Below is a tables showing total fire and EMS incidents over a ten-year period from 2014-2023 (Fig. 1). Figures 2 and 3 show the number of fire calls (Fig. 2) and medical calls (Fig. 3) in 2023 categorized by dispatch type. The final chart compares total EMS calls by month in 2022 and 2023 (Fig. 4).

<b>10 Year Incident Count-Fig 1</b>			
<b>Yea</b>	<b>Fire Incident</b>	<b>EMS Incident</b>	<b>Total Incident</b>
2014	714	3,683	4,397
2015	623	3,884	4,507
2016	925	4,028	4,953
2017	1,181	3,988	5,169
2018	991	4,226	5,217
2019	1,217	4,220	5,437
2020	875	4,031	4,906
2021	963	4,627	5,590
2022	795	5,286	6,081
2023	883	5,424	6,307

<b>Confirmed Fire Responses Dispatch Type-Fig 2</b>	
FALRM: Fire Alarm	334
FBRUSH: Brush Fire	9
FBURN: Illegal Burns	48
FMAJOR: Commercial Bldg. Fire	5
FMINOR: Car/Dumpster Fire	180
FSTAND: Stand By	3
FSTILL: Smoke Investigation	72
FSTRUC: Residential Structure Fire	70
HAZMIN: Hazmat	9
ELEVAT: Stuck in Elevator	8
UTILF: Utility	103

<b>Medical Responses Dispatch Type-Fig 3</b>	
MED: Start EMD	1,429
MEDIC: Medical Response	505
MEDIC: Alpha Response	792
MEDICB: Bravo Response	238
MEDICC: Charlie Response	657
MEDICD: Delta Response	758
MEDICE: Echo Response	53
MUTAMB: Mutual Aid	122
PIACCF: Injury Accident	141
PINN: Extrication	25
SHOOTF: Assault Gun	3
STABF: Assault Knife	2
UNKACCF: Unknown Injury Accident	36
DROWN2F: Drowning Lake/River	1
CITAST: Fallen and Can't Get Up	477

EMS Calls by Month	2022	2023
January	517	516
February	428	465
March	471	537
April	513	520
May	478	532
June	486	513
July	571	550
August	473	577
September	489	531
October	552	584
November	538	494
December	538	488

Fig. 4

## 2023 DEPARTMENT GOALS AND ACTION PLAN

### Outdoor Warning Sirens

In 2023, Meridian Township Fire Department continued our multiyear project to install emergency warning sirens throughout the Township to alert residents to severe weather and other emergencies. The twelfth siren was installed at 4425 Van Atta Road south of Grand River. In 2024, we will complete this project by installing the remaining four sirens within the Township.

### Fire Department Safety Equipment

Over the past five years, we have been diligent in replacing equipment specified in our replacement schedule. The five-year plan is updated annually and includes replacement schedules supporting NFPA 1971 and MIOSHA Part 74 requirements. In 2023, we replaced the pieces of equipment listed below that failed to function, broke, or reached their life expectancy.

- Four Gas Monitor
- Structural Fire Gear
- Saws
- Helmets
- Fire Boots
- 12 Lead EKG Monitors
- Nozzles
- AVI Plate Carriers, Plates, and Helmets
- Personal Protective Hoods (carcinogen reducing exposure)
- Gloves
- Power Cots
- AEDs
- Stair Chairs

### Department Policies

In 2023, a goal was set to update our outdated Standard Operating Guidelines and Standard Operating Procedures. Ten operational policies were updated in 2023.

- SCBA Cleaning and Disinfecting
- Response Time Standards
- Ballistic Personal Protective Equipment
- Structural Firefighting Gear Annual Inspection
- Filling Oxygen Bottles from Cascade Fill Station
- Mental Health Petition Procedure
- Emergency Vehicle Care Response
- Response Guidelines
- Knox Box Key Systems
- Stuck Elevator

**Continuity of Operations Plan (COOP)**

The Township Board approved the 2023 Continuity of Operations Plan (COOP). This plan outlines each Township department's roles and responsibilities during emergencies. Meridian Township's COOP plan consists of the Basic Plan, a comprehensive 30-page document that covers the entire Township, along with the COOP Functional Annex and Support Plan for each department. In 2023, the preliminary department meetings were held prior to the Town Hall renovation. This consisted of training on the document and instructions on moving forward to implement the rest of the plan. Each department was given a copy of the COOP Functional Annex and Coop Support Plan. In 2024, these documents will be finalized which will involve training and exercise on each document.

**Grants**

In 2023, the Department received a FEMA Assistance to Firefighters Grant for \$265,000, which will pay for the purchase of 31 SCOTT Self Contained Breathing Apparatus (SCBA), 62 cylinders, and 34 masks. SCBAs are used by firefighters to breathe clean air during any type of Immediately Dangerous to Life or Health (IDLH) atmospheric concentration of any toxic, corrosive or asphyxiate substances that pose an immediate threat to life or would cause irreversible or delayed adverse health effects to our firefighters. Our current SCBAs are at the end of life expectancy based on OSHA and NFPA standards. This grant allowed Meridian Township to save on the expense of purchasing these SCBAs.

## MTFD TEAM

### **Fire Chief**

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Michael Hamel

### **Administration**

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Christine Cassidy, Admin Asst. II

Tavis Millerov, Fire Marshal

Brian Pennell, Training/EMS Chief

### **Battalion Chiefs**

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Ryan Campbell

Rudy Gonzales

### **Captains**

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Chris Johnson

Al Diaz

Jeff Rommeck

### **Lieutenants**

---

John McDermott

TJ Booms

RJ Lewis

Eddie Dennis

Jason Hillard

Bob Caretti

Sam Weber

### **Firefighters**

---

Corey Pant

Amanda Arnett

Erik Sellen

Nate Lafayette

Benjamin Haviland

Gavin Ulman

Tyler McNalley

Dustin Farhat

Jared Gentner

Joseph Harrison

Nicholas Irving

Zach Silver

Andrew Cummins

Chuck Malesko

Emma Brown

Tony Kozlowski

Don Carr

Carson Nitz

Andrew Zaleski

Steven Garelik

Michael Weber

Steven Schott

### **Retirements**

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Ken Phinney

Jason Everest

### **Resignations**

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Angela Kohls

Timothy Brighton

Justin Jones

**Promotions**

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Brian Pennell (Training Chief)  
Jeff Rommeck (Captain)

Al Diaz (Captain)  
Rudy Gonzales (Battalion Chief)

**New Firefighters**

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FF Zach Silver  
FF Andrew Cummins  
FF Emma Brown  
FF Carson Nitz

# MERIDIAN Cares

Making a Difference

Meridian Cares, the Township's Human Services program, aims to strengthen the community safety net for Township residents facing financial hardship. The emergency needs fund provides one-time yearly assistance to these households and aims to prevent them from facing further crises such as eviction or utility shut-off. These households are provided with additional resources and referrals as needed. This emergency needs account is funded 100% by donations and 100% of those donations assist Meridian Township residents who are in emergency need.

In 2023, Meridian Cares assisted 96 families with a total of \$41,296.56 in emergency financial assistance, averaging \$430.00 per family. Of the 96 families, 69 were assisted with rental payments to avoid eviction and 27 were assisted to prevent electricity shut off.

207 discounted Redi-Ride passes were provided to the community. The Township receives a 40% discount on these passes from Capital Area Transportation Authority.

Meridian Cares received \$23,640.34 in donations to the emergency needs fund.



Additional ways that Human Services works with the Township’s Community Resources Commission (CRC) includes:

- **Backpacks:** Meridian Cares partnered with Kiwanis of Haslett-Okemos to pack and provide 240 backpacks to lower income families in the Okemos and Haslett Public Schools.
- **Food:** Meridian cares collected information from residents and coordinated sponsorships for 262 families that requested Thanksgiving food assistance and 267 families that requested Holiday food assistance.
- **Community Events:** Coordinated community events in the Township including a Five Wishes Presentation, Sparrow Mobile Health Clinic, and Coat Drives.
- **Connecting Resources:** Continually works with residents, especially seniors, helping them navigate and apply for local, state, and federal programs.

*“Meridian Cares gives me an opportunity to support my local community with emergency needs. I am thankful that our Township has a fund like this.”- Donor to Meridian Cares Needs fund.*

# HUMAN RESOURCES



## 2023 DEPARTMENT GOALS AND ACTION PLAN

### **Diversity, Equity, and Inclusion**

Our DEI Taskforce met frequently throughout 2023 in order to plan and prepare for the Township's inaugural Meridian Pride Celebration which took place at Marketplace on the Green in August 26<sup>th</sup>. It was a welcoming and joyful opportunity to acknowledge yet another terrific part of our Township's diversity. The Pride celebration was made possible by the DEI Task Force, Township employees, volunteers, sponsors, participating vendors, and all of the many residents and attendees who enjoyed the beautiful day and resoundingly successful event. The Task Force will reconvene in 2024 to evaluate its effectiveness and positive impact, set this year's annual objectives and trainings for staff, while also filling Task Force vacancies created by departures and retirements of some of its members.

### **Employee Traffic**

In 2023, the Township welcomed 60 new hires across all of our Township departments, 30 departures (including full-time and part-time staff, temporary and seasonal workers, and Township interns). We had 2 departmental job changes, 10 promotional processes, and 5 retirements. We appreciate all of our Team and glad for those who joined us in 2023, as well as, those who are currently in the process to join our dedicated workforce.

### **Recruitment And Retention**

In addition to 3% contractual increases for Township employees, the Board approved the Township's proposed Recruitment and Retention Plan for police officers and firefighters in the last quarter of 2023, and set to take effect January 1, 2024. A 10% wage scale increase for public safety was approved in order to ensure that the Township is able to attract and retain police officers and firefighters, and continue to strive for full staffing which were falling critically short. In addition to the wage increase, a Recruitment Bonus Program was put in place to acknowledge and reward any Township employee who is successful in recruiting a permanent full-time sworn officer or firefighter to join our Team.

### **Retirement Plan Migration**

The Board-approved migration from one plan administrator to the current one is now complete. Township employees who had 401(a), 457, and/or Retiree Health Savings accounts managed through Mission Square have successfully had those plans transitioned over to the Municipal Employees Retirement System (MERS). The migration was completed in the last week of November 2023, where approximately \$30 million in retirement plan funds for participating retirees and active employees were successfully moved to MERS.

## **TEAM MEMBERS**

Abigail Tithof, Human Resources Director  
Carol Hasse, Human Resources Administrator  
Michelle Prinz, Executive Assistant

# INFORMATION TECHNOLOGY



In 2023, most Information Technology activities revolved around projects designed by and implemented in conjunction with our third party consultant, Brightline IT out of Brighton, MI. This included new meshed firewalls at most of our facilities, new Internet connections at most of our facilities, integration of private & commercial intra-facility connections, new wireless infrastructure across the entire organization, and implementation of new local infrastructure & cloud services that significantly enhance our business continuity posture across the entire operation.

## METHODOLOGY FOR OPERATIONAL IMPERATIVES

1. Highest priority is given to core infrastructure stability and keeping existing services and resources operating at optimum performance and availability.
2. Resolution of emergent end-user issues related to technology is an important function that all Department personnel spend a significant time addressing.
3. Training initiatives are presented in cases where staff resources are recognized to be deficient in the use of available technology or additional expertise would increase employee productivity.
4. Remaining resources are committed to replacing technology that is still functioning, but aging, and at end of useful life.

## 2023 DEPARTMENT GOALS AND ACTION PLAN

The Department's primary goal continues to be to support Township Board established Goals to the greatest extent possible. While successful in this endeavor, many other new important initiatives were prominent throughout the year. These included, but were not limited to the following:

### **Technology Upgrades**

The Technology Team continued work with our third party consultant, Brightline IT to finalize plans for and begin execution of major hardware and software upgrades across the entire organization. New high-speed internet connections were installed or upgraded at all facilities. At any facility where the service was available, Township Staff worked with third party service providers to install high-availability direct intra-facilities circuits. Township staff reconfigured network switches & firewalls purchased in 2022 to simultaneously increase performance and reliability at all locations.

### **Software Defined Wide Area Network SD-WAN**

The Technology Team continued work with our third party consultant, Brightline IT to configure the new internet circuits, intra-facility telecom circuits, and private connections between our buildings to create dynamic routing that significantly increases the reliability of our network. In essence, network services at all facilities work together to route around typical service outages or cable cuts.

### **Network Firewall & Switching Infrastructure**

The Technology Team worked with Brightline IT to reconfigure new switches and firewalls to improve IT Staff tools to deal with network security events in an efficient manner. In essence, all network traffic for all individual services such as voice, video, and phone now route through their respective facility firewalls. In the event of a security breach, this significantly reduces the ability of an intruder to easily move through our digital environment.

### **Relocations & Remote Work to Support Building Renovations**

Early in 2023, the Township Board allocated funds for building renovations at the Township Hall and Public Safety Building. To support these activities, IT Staff set up new methods to connect to our resources including VPN, Remote Desktop, and Cloud hosted services. Staff also assisted with the relocation of scores of workstations to alternative locations throughout our facilities and in rented space in the south part of the Township. In many cases IT Staff had to provide completely wireless computer and phone services for the entire duration of the renovation.

### **Training Initiatives for All Employees**

Staff hired third party vendors to provide phishing training to all end users. Once completed, IT Staff has been running live test events and working with end-users to improve responses to attempts to use phishing and social engineering to get sensitive information from our users. In addition to these classes, videos, documents, staff has assigned countless hours of training for end users on topics like Teams, Word, Excel, PowerPoint, and other technology based resources.

### **Cloud Services Hardening**

The IT Department worked with Brightline to enhance security of the Township's cloud based services. Strengthening of certificate management and verifications, enhanced login methods, and password management were just a few of the new initiatives undertaken in 2023.

### **Expanded Use of PowerDMS to Improve Police Operations**

The IT Department worked with the Police Department to purchase & configure additional services to improve efficiencies in Police onboarding operations, scheduling, and improve follow up with people interacting with our Police Department.

### **Implementation of the JustFOIA Hosted Service**

The IT Department worked with the Clerk's Office to purchase & configure additional services to improve processes related to the processing of Freedom of Information Act requests submitted and processed throughout Township operations. The JustFOIA service has been integrated with our Microsoft 365 system to significantly improve security and ease-of-use for both Township Staff and the entities making these regular requests.

### **Expansion of Cellular Services**

IT Staff worked with AT&T to evaluate their FirstNet service and potential impact that this prioritized service might bring to our mobile users. If working as intended, this offshoot from AT&T would allow registered users to 'jump to the front of the line' in events where cellular services are running beyond the designed capacity. Events such as a Michigan State University football game and/or an active shooter on campus are events that would likely highlight this technology. Initial tests were extremely dissatisfying, but we continue to work with the FirstNet team to explore the tremendous potential.

### **Continued Expansion of Cloud-Based Assets**

IT Staff worked with end user Departments to increase utilization of OneDrive, SharePoint, Teams, and other applications to support virtual operations. These activities will continue over all of 2024.

### **Reduced Use of Our Third Party Helpdesk**

This system is supposed to respond to requests for technical support 24 hour a day, 366 days a year. Technical issues with the connection between our system and our third party provider were more common throughout 2023. Staff continues to work with the third party provider to stabilize connections between our systems, but

internal staff continues to struggle to realize the expected potential.

**Established Relationships with Third Party Network Engineering Services**

IT staff worked with Brightline, Avalon, CDW-G, Trendset Communications Group, & Logicalis consulting services to expand knowledge of Network Technicians as they perform activities related to Desktop, Server, and Network projects undertaken throughout 2023.

**Routine Items**

The Department serviced over 750 requests for service throughout the year, and managed a network with over 1,000 nodes, including security and backup services.

**TEAM MEMBERS**

Stephen Gebes, Director of Information Technology  
Kristen Cole, Network Technician  
Kamic Jok, Network Technician

# PARKS AND RECREATION



## 2023 DEPARTMENT GOALS AND ACTION PLAN

### **Parks and Pathway Maintenance**

The Park Maintenance Division manages the upkeep of much of our community's public spaces and does so to a very high standard. Areas under their purview include our 1,000-acre park system, 78-miles of pedestrian-bicycle pathway, 20-miles of park trails, 22 park restrooms, 8 pavilions, 2 dog parks, field preparation for all youth and adult sports programs, special event set up and clean-up and multiple special projects.

Ongoing maintenance each year includes items such as mowing, tree trimming and clean-up of downed trees from storms, emptying park trash, snow removal, chipping Christmas trees chipping, mulching of garden beds, ball diamond maintenance, trail maintenance, playground maintenance, dog park maintenance, general park clean-up, pavilion maintenance, cleaning and maintaining park restrooms, watering DDA and Meridian Garden Club flower beds, event set-up and take down, repairing pathways, maintaining irrigation at various locations, raising and lowering flags when necessary and maintaining the new ice rink on a daily basis during the winter months.

Special Projects in 2023 included:

- Constructed multiple dumpster and port-a-john corrals for better aesthetics
- Hawk cage renovation at Harris Nature Center
- Upgrades to the backstops on all baseball/softball fields at Towner Road Park, Hartrick Park and Nancy Moore Park
- Conducted playground inspections and repaired and replaced items as necessary. In 2023, a new climbing wall and stepping pods were replaced at Hartrick Park, a Dragonfly seesaw and Log crawl-through tunnel were added at Harris Nature Center, thanks to the generous donation from the Haslett-Okemos Kiwanis Club.
- Worked with the Kiwanis Club to install 6 new benches in multiple parks
- Installed new "Leash your Dog" signs on all park trails and backstops at baseball fields
- Assembled and installed a new shade structure at Towner Road Park pickleball courts
- Windscreens were installed on the west side of Marketplace on the Green and on the stage
- Added a fence to divide the Large Dog Park in half in order to preserve turf for longer periods of time.

- Conducted heavy mulching to eradicate pesky burrs.
- Constructed new sidewalk at Marketplace to make crossing at the crosswalk more accessible.
- A total of 114 dead deer were removed from pathways and roadways by Park Maintenance and DPW staff.

Meridian Historical Village Building repair and maintenance – The following projects were completed in 2023 with financial assistance from ARPA funding:

- Roofs were replaced at the Grettenberger Farmhouse, Barnes House and Unruh Barn
- Exterior painting was completed on the Chapel and Schoolhouse
- Cracked and heaved sections of sidewalk were replaced throughout the Village
- All the interior lights in the Chapel were replaced with LED lighting
- Structural and electrical improvements were made to the Unruh Barn

Ferguson Park Improvements:

- A new roof was added on Ferguson Park restroom building
- Installed new picnic tables and benches

### **Harris Nature Center (HNC) Facility/Programming Report**

The Harris Nature Center continued as a shining gem in our park system providing opportunities for environmental education, outdoor recreation, wildlife viewing and an accessible trail for a peaceful walk in the woods.

- HNC had some wonderful upgrades to the exterior of the building including new paint on the brick and stone work on the front of the building to tie in the look of the pavilion and outdoor restroom building.
- The Harris Nature Center had another successful year with program participants, as well as, drop-in visitors since the pandemic hit.
- Hosted 8 weeks of Annie’s Big Nature Lesson exposing 241 students to a weeklong learning experience in an outdoor classroom.
- 4,570 drop-in visitors at the center
- 4,101 total program participants:
  - 864 public program participants
  - 2,745 School group participants
  - 492 of those participants attended Summer Camp (\$40,350 brought in from registrations)
- The park and trails remained very busy throughout the year.
- Hosted 2 Native Plant Sales (spring and fall) and sold over \$11,000 in native plants (profit=\$4,047).

### **Harris Nature Center Foundation**

- Hosted Turtle Toast event featuring live music and light refreshments. 50 people attended.
- Funded 9 school bus scholarships for a total of \$1,000 and 484 students.
- Purchased 2 new play features with the help of donations from the Haslett-Okemos Kiwanis Club. These features are a Dragonfly Seesaw and Log Crawl through Tunnel.
- Held an Outdoor Adventure Raffle with prizes for outdoor activities.
- Donated several winter clothing items for the “closet” at the nature center. These items are given to children that visit the nature center during field trips that are less fortunate and do not have the proper attire for being outdoors.

### **Farmers’ Market Report**

The Farmers’ Market has grown dramatically since moving to Marketplace on the Green both in the vendor participation and customer visits. The Market operated every Saturday May – October, every other Saturday

November – April and on Wednesdays from June through August for a total of 64 markets and 300 total hour of shopping! The Farmers Market saw over 70,000 visitors this year and over one quarter million in the last 3 years total.

Here are some other highlights:

- There was \$40,000+ in food assistance reimbursed to customers this year
- There were 145 unique vendors participating at the market in 2023
- Nearly 7,000 pounds of food from the Market was donated by farmers and customers for local pantries and soup kitchens
- Over 40 musicians played at the Market on Wednesdays and Saturdays throughout the year
- Okemos High School students volunteered over 150 hours at the Market counting people and assisting with the food assistance program
- Our food waste collection program at the Market received 250-300 gallons of food scraps from residents equating to 140-180 tons of CO2 kept out of the atmosphere
- CADL joined us every other Wednesday evening at the Market. They brought their mobile library and had an activity station with make and take crafts for kids and families to create that were related to books they brought with them.

### **Senior Center**

Providing a place for older adults to engage socially and keep their minds and bodies active, is an important element to being a prime community. The Meridian Senior Center located in Chippewa Middle School served a membership of 287 older adults with nearly 1,500 programs, events, and fitness activities throughout 2023.

### **Deer Management – 13<sup>th</sup> Year**

The Parks and Recreation Department placed and managed 67 hunters on 1,600 acres of parks and land preserves (44 properties) during the 2023 Deer Management Archery Program, as well as, on 29 private properties. The total deer harvested by the archers was 115.

### **Recreation Programs**

In 2023, the Department implemented a new registration system for recreation and HNC programs, Farmers' Market and pavilion rentals.

The youth sports programs continued with a large number of participants engaging youth in physical activity. Youth sports also serves as a vital component in connecting parents and neighbors, as much time is spent at practices and games.

#### **Okemos**

- K-6th Spring Season/549; Fall Season/437; Total = 986
- K-7th Grade Flag Football Program: 67
- 1st -8th Grade Baseball Programs: 83
- 1st-8th Grade Softball Program: 81

#### **Haslett**

- K-6th Grade Spring Soccer/280; Fall Season/215; Total = 495
- K-6th Grade Basketball Program: 285
- K-7th Flag Football Program: 106
- 1st-5th Softball Program: 20
- 1st-8th Grade Baseball Program: 67
- T-Ball Program: 67

#### **Williamston**

- T-Ball Program: 3
- 1st-4th Grade Softball: 11

#### **Other Programs**

- Sporties for Shorties: 470 (ages 3-5)
- Adult Softball Leagues: 6 teams

- 4 on 4 Sand Volleyball Leagues: 14 teams
- Our pickleball courts at Hillbrook and Towner Road Parks host drop-in play at scheduled times daily. Each site has a Facebook group to assist with communicating with other players and to promote events and social activities. These courts have been greatly used and appreciated by our older citizens.
- Fitness Over 50 Exercise Group had a total of 100 participants in 2023. They meet year-round on Monday, Wednesday, and Friday mornings at the Central Park Pavillion and inside at the Meridian Mall Food Court.

### **Special Events**

- Halloween at the Market Event – 200 kids + families
- 2 Howl-o-ween parties – 23 pups
- Mom to Mom Garage Sale - 22 vendors
- Music at the Market average 200-300+ audience members/week (23 weeks of live music)
- 2 Yappy Hours (dog park parties)- 50
- Flashlight Easter Egg Hunt - 400 kids +families
- Running Club - 26 Participants

### **Celebrate Meridian**

The largest special event of the year was the Celebrate Meridian Festival that occurred on Friday, June 23 with Meridian Township’s first Meridian Teen Night with the main event on Saturday, June 24. The event took place at Marketplace on the Green and in Central Park with live music, beer and wine tent, food trucks, children’s games, inflatable gaga ball pit, inflatable obstacle courses and fireworks finale.

The community-wide celebration was the result of a team effort from nearly every township department and from the generosity of local businesses and volunteers.

### **Meridian Heritage Festival**

The Meridian Heritage Festival took place on October 7 in the Meridian Historical Village hosted by the Friends of Historic Meridian and Nokomis Cultural Center. The event offered historical reenactments, demonstrations, food, music, fun and education! There was also a vintage baseball game between the Lansing Capitols and the Chelsea Monitors.

### **Re-Opening and Programming at Snell Towar Recreation Center**

The Snell Towar Recreation Center saw new life this year with its re-opening to the public in July. Programs that were offered include:

- Vinyl nights—an adult program where participants are encouraged to come and listen to/discuss their favorite records. We average anywhere from 5-10 adults and keep the front room open for the youth drop-in program to still run on these nights.
- Drop in programming – Recreation Intern, Alex Skinner created drop in nights twice per week with approximately 12-15 youth per night.
- Read-along nights were very popular that included neighborhood parents reading books to participants. The books were provided by the Capital Area District Library.
- July Open House and August Block Party events drew over 50 residents each night. Activities included a community cookout, inflatable gaga ball pit, cornhole, basketball, soccer, and kickball.

### **The Park Ranger Program**

The program continues to be an asset in assisting park users during evening hours and weekends from Memorial Day through Labor Day. This program has been very successful in providing positive interaction and assistance to park visitors. The program was first implemented in 2001.

### **Park Pavilion Reservations**

The Meridian Township Park System offers eight parks with pavilions for public use. Our most popular park pavilion was Central Park pavilion with 42 paid reservations and 150+ drop in usage events. The year ended with a total of 211 reservations at pavilions at seven different parks, and over 20,000 people using the pavilions on a reservation basis in 2023.

## PARK COMMISSION

The Meridian Township Park Commissioners are elected to 4-year terms and have the responsibility of setting policy and direction for the acquisition, development, and maintenance of parks.

### PARK COMMISSION MEMBERS

Mary Nardo Farris, Chair  
Ami Van Antwerp, Vice Chair  
Mark McDonald  
Mark Stephens  
Amanda Lick

## LAND PRESERVATION AND STEWARDSHIP PROGRAM

### **Land Preservation Program**

- Rule signage stating rules and citing the land preservation ordinance were designed and ordered for installation at all land preserves in 2024. The purpose of these signs is to increase awareness and accessibility of these areas.
- New hanging name plates have been designed and purchased for installation at all 26 land preserves.
- A new parcel was added to the Land Preservation Program through the acquisition of a 2.71-acre parcel on Cornell Road across from Cornell Elementary School.
- In partnership with the Environmental Commission, new Wetland Ordinance and Wetland Educational signage has been designed for installation in special areas of our publiclands.

### **Volunteer and Meridian Conservation Corps (MCC) Accomplishments**

- The Meridian Conservation Corps consists of 295 community volunteers who work under the leadership of Stewardship Coordinator, Emma Campbell and conduct valuable work to improve our natural environment.
- The MCC logged over 750 hours in 2023. Over 70 Meridian Conservation Corps Stewardship Workday and Educational Events were successfully completed.
- These events include invasive species removal, native planting and seed sowing, native seed collection, trash cleanup, and education on wetlands and local flora and fauna.
- The Meridian Conservation Corps partnered with MI Waterways Stewards for a community wide Red Cedar River Cleanup, collaborating with East Lansing to remove trash from over a mile corridor of the Red Cedar between Meridian and East Lansing.

### **Prescribed Burn Management**

3 prescribed burns were successfully completed at Davis Foster Preserve, Red Cedar Glen Preserve (first ever burn), and Lake Lansing North Preserve in 2023.

### **Wetland Education and Restoration Program**

The goal of this program is to expand the community's knowledge of ecosystem services that wetlands provide, as well as, Township ordinances and state regulations for wetland protection. Two wetland buffer restoration projects were completed at Central Park South in 2023. Seven Wetland Walks were conducted to educate the public on wetland protection and local ordinances.

## LAND PRESERVATION ADVISORY BOARD MEMBERS

Jamie Hiller, Chair  
Steve Thomas, Vice-Chair  
Yu Man Lee  
Kendra Grasseschi

Kris Parnell  
Courtney Wisinski, Township Board Liaison  
Mark Stephens, Park Commissioner Liaison

### TEAM MEMBERS

#### **Administration**

LuAnn Maisner	Director of Parks and Recreation
Bridget Cannon	Administrative Assistant II
Kati Adams	Parks and Land Preservation Superintendent
Michael Devlin	Parks and Recreation Specialist
Nick Wing	Parks and Recreation Specialist
Emma Campbell	Land Stewardship Coordinator
Kati Adams	Parks, Pathways and Land Preservation Superintendent
Tom Cary	Farmers' Market Manager

#### **Harris Nature Center**

Kati Adams	Parks, Pathways and Land Preservation Superintendent
Allison Goodman	Park Naturalist
Kathryn Page	Assistant Park Naturalist
Olivia Schneider	Assistant Park Naturalist
Audra Francis	Assistant Park Naturalist
Bryce Usiak	Assistant Park Naturalist
Jesse Munson	Assistant Park Naturalist

#### **Parks, Land Preservation and Pathways**

Larry Bobb	Parks, Land Preservation & Pathways Maintenance Lead
Traverse Fuller	Utility Worker
Josh Cannon	Utility Worker
Dan Inman	Utility Worker
Tom Baker	Utility Worker
Troy Goodwin	Utility Worker
Rebecca Fisher	Assistant Stewardship Coordinator
Alex Skinner	Recreation Intern
Daniel Fedorowicz	Park Ranger

Derm Clarkin	Seasonal Maintenance Worker
Tobias Lyons-Callo	Seasonal Maintenance Worker
Ashlyn Eddins	Seasonal Maintenance Worker
Samuel Schmidt	Seasonal Maintenance Worker
Adam Malinowski	Seasonal Maintenance Worker

#### **Meridian Senior Center**

Cherie Wisdom	Center Coordinator
Jenise Turchan	Administrative Assistant

# POLICE



The Meridian Township Police Department is committed to establishing and maintaining partnerships in our community; and with understanding, cooperation and equality; we strive to enhance the quality of life and protect the rights of our community.

## CORE VALUES

### **COMPASSION**

We care for and empathize with our fellow human beings.

### **COURAGE**

We face danger to ensure the safety of others. We will stand up for what is right. We will be brave when others may not. We strive to eliminate fear through our actions.

### **EXCELLENCE**

We employ those who strive to achieve a higher standard. We listen to our employees and the members of our community to continually improve our effectiveness and reliability. We strive to exceed community and professional expectations.

### **FAIRNESS**

We will treat all individuals impartially. We will act in a just manner. We appreciate different points of view. We exercise discretion appropriately.

### **INTEGRITY**

We will fulfill our mission in its entirety using sound principles, honesty and sincerity.

### **RESOURCEFULNESS**

We can be relied upon for help and support. We have the ability to deal with situations effectively. We build on our mutual experiences to effectively resolve problems.

### **RESPECT**

We value the rights and beliefs of others. We are courteous. We treat others as we expect to be treated. We appreciate diversity.

## WORK ETHIC

We are self-motivated and self-directed. We do what is asked and strive to achieve expectations. We hold ourselves to a higher standard.

In 2023, there were 19,026 calls for service (excluding traffic stops 2,637).

2023 Written Reports	
Alarms	383
Traffic Crashes	727
All Other	3,853
<b>Total</b>	<b>4,963</b>

### Yearly Comparisons

#### Written Reports

2020	2021	2022	2023
4,963	5,008	5,526	<b>4,963</b>

#### Calls for Service

2020	2021	2022	2023
16,228	17,211	18,540	<b>19,026</b>

#### Arrests

2020	2021	2022	2023
402	554	503	<b>441</b>

#### Citations

	2020	2021	2022	2023
Citations Issued	1,517	1,711	1,231	<b>736</b>
<b>Total # of Charges</b>	<b>1,888</b>	<b>2,279</b>	<b>1,590</b>	<b>1,055</b>

### Traffic Safety

Traffic safety is a primary focus of keeping the community safe. Our aim is to address traffic safety using three strategies: Education, Enforcement, and Engineering. The Department works in conjunction with the Ingham County Road Department and the State Highway Department to address concerns related to road design. The Department uses a data driven approach to target specific areas identified as potential problem areas based on review of traffic crash data, citizen complaints, and traffic problems that are created as a result of road closures. Speed monitoring instruments including a speed trailer and speed signs are used to complete traffic studies regarding speed-related safety concerns and traffic counts. The equipment is used to educate the motorists and can be deployed easily in areas identified internally or through citizen reporting. This year we completed eight (8) directed patrols and seven (7) traffic surveys.

One of our officers provides car seat inspections for the Department. During 2023, eight (8) car seats inspections took place throughout the year. We also provided one (1) free car seat to a parent in need during a traffic stop.

### Traffic Crash Investigation Team

Traffic crashes involving fatal or potentially fatal injuries require investigators with specialized training and equipment. Area law enforcement agencies have committed personnel to the Ingham Regional Crash Investigation Team (IRCIT). On-duty team members are called to assist participating agencies with potentially fatal crash investigations. While providing a more rapid response of team members to the scene of an accident, the sharing of resources has also provided investigators with increased experience and has reduced the financial burden on member agencies. The Department added two (2) new accident investigators to the IRCIT in 2023. The IRCIT was activated 49 times in 2023, with Meridian Township Police requesting it four (4) times. Additionally, Meridian Township Police accident investigators assisted in a total of eleven (11) IRCIT activations outside of the township in 2023. In 2023, the Department had two (2) fatal crashes, one (1) serious injury crash, and one (1) single vehicle/single occupant crash on private property that was determined to be medical and required no additional investigation.

<b>Meridian Township Deer Involved Collision Data</b>			
<b>Year</b>	<b>Injury Involved</b>	<b>No Injury Involved</b>	<b>Total</b>
2020	5	157	162
2021	4	125	129
2022	2	99	101
<b>2023</b>	<b>0</b>	<b>88</b>	<b>88</b>

### Volunteers

Volunteers continued to be instrumental this year during several events hosted by the Department. Volunteers assisted at our annual Halloween open house in October, greeting guests and helping to hand out treats and gift bags. Volunteers also came to assist the Department to help wrap presents for our Shop with a Cop event. A volunteer parking enforcement program has been looked at for revival in 2024.

### Community Police Officers

Community Policing is the foundation of all our actions and interactions. Officers are assigned specific neighborhoods to serve as a familiar point of contact for those neighborhoods and their leaders. Through this contact, relationships are formed, trust is built, and problem solving is shared. Officers communicate directly with their citizens, participate in community activities, and spend uncommitted time in their neighborhoods so our community trusts and understands our Department.

Neighborhood leader meetings are held quarterly at the Township Hall and are well attended, both by residents and officers.

Annually on the first Tuesday of August the Department engages the community through a nationwide event known as National Night Out (NNO). The event is a great opportunity for the community to come together with law enforcement in a casual and inclusive way. In 2023, 22 individual NNO events were attended by members of the both the Police and Fire Departments. Officers had the opportunity to interact with residents, play games with children, and enjoy food and casual conversations.

National Faith & Blue Weekend is based on the premise that strong communities are built on mutual respect, trust and understanding. Law Enforcement entities and faith-based groups are key pillars of a local community, and when they work together, communities thrive. The Department attended several events hosted by local churches in October.

### Adult Crossing Guards

The Department hires, trains, and manages five (5) adult school crossing guards for schools in the township. The guards are supervised by the School Resource Officers and the Department is always actively accepting applications for more.

## Canine Summary

Meridian Township Police Department maintained one K9 Team in 2023, Officer Anderson and K9 Ares, and added a second one in service comprised of Officer Trevino and K9 Reno. Officer Trevino and K9 Reno passed their certification course in October. Both teams are trained in article searches, area searches, building searches, narcotics detection, apprehension/protection, and tracking. Surrounding Departments request or provide mutual aid from K9 Teams when they either do not have one on-duty or do not have one at their Department. Officer Anderson and K9 Ares completed 388.75 hours of monthly maintenance training as well as certifying nationally through the National Association of Professional Canine Handlers (NAPCH) at the yearly seminar. Officer Trevino and K9 Reno completed 408 hours of training including initial certifications and monthly maintenance trainings.

2023 Canine Team Activity Numbers	
Calls Handled By Meridian's Canine Team	25
Calls Handled By Other Departments	14
Call Outs To Other Departments	19
<b>Total Calls For Service</b>	<b>58</b>
Activity Type	
Ingham Regional SRT	0
Article Search	7
Area Search	2
Building Search	3
Narcotics Search	15
School Sweeps (OHS/HHS/ELHS)	1
Tracking	30
Demonstrations	3
Other Use	3
<b>Total</b>	<b>64</b>

\*A canine call may include more than one activity type.

## Special Response Team

The Ingham Regional Special Response Team (IRSRT) is comprised of personnel from the Meridian Township Police Department, Ingham County Sheriff's Office, MSU Police Department, and East Lansing Police Department. The team is called upon to respond to high-risk situations such as barricaded suspects, active shooter situations, and other situations involving extreme danger. IRSRT's primary jurisdiction is all of Ingham County, with the exception of the city of Lansing. Meridian Township commits four operators to the team, currently one lieutenant, two sergeants, and one officer. Meridian Township operators received 576 hours of regular monthly training and 192 hours of annual training in 2023. This totals 768 hours of yearly training. IRSRT had 19 activations in 2023.

## School and Community Resource Unit

The School and Community Resource Unit is comprised of two School Resource Officers (SROs) who work with the Haslett and Okemos Public Schools. In 2023, a state funded grant allowed Haslett Schools to receive a full-time school resource officer. Officer Kolby Casaday was assigned to the position and began his service to HPS in August. The SROs provide a number of services to the schools in an effort to provide a safe environment for children to learn including DARE lessons, emergency planning, and security throughout the district. They also assist with a number of community events throughout the year.

The SROs participated in "No Senior with Christmas" event. This is a Tri-County TRIAD program which led to about 450 holiday baskets distributed to tri-county elderly residents. Meridian Township residents received 25 of the baskets.

Meridian Township Police Department held the annual "Shop with a Cop" event in December of 2023.

The SROs worked with school counselors and nine (9) area students participated. The officers worked in conjunction with Walmart, Buddies Pizza, and Dunkin Donuts to fund the event. Numerous private donors also provided funds to support this event.

**Investigations Unit**

Sergeant Ed Besonen handles the day-to-day operations of the unit and ensures each investigation is handled efficiently and with great care. In 2023, one sergeant and four officers were assigned to the unit.

Criminal complaints begin at the road patrol level but sometimes require additional attention from a specialized investigator. Our Investigations Unit may take over an investigation if it is determined the crime is complex or will require a more time consuming and thorough investigation. Investigators work closely with victims, officers, other law enforcement agencies, prosecutors, and the Township Attorney to ensure a thorough and fair investigation is complete.

The investigations unit assigned a total of 292 complaints in 2023.

<b>Complaints Assigned Per Year</b>	
2020	351
2021	279
2022	171
<b>2023</b>	<b>292</b>

**Court Services**

Our Court Services Officer (CSO) acts as a liaison between the police department, the Ingham County Prosecutors Office, the Township Attorney, and the court system. The CSO tracks and processes criminal complaints and submits them to the appropriate attorney’s office for review of warrant request and juvenile petitions. The CSO is also responsible for the registration and address verification of sex offenders in Meridian Township.

<b>Court Services</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>
Subpoenas Served	729	328	461	<b>422</b>
Personal Protection Orders	43	40	40	<b>44</b>
Warrant Requests	581	787	809	<b>873</b>
Warrants Signed by CSO	362	251	339	<b>398</b>
Twp. Attorney Requests	113	93	122	<b>112</b>
Total Petition Requests	39	50	107	<b>102</b>
Retail Fraud Requests	190	145	145	<b>111</b>
OWI Requests	61	69	55	<b>36</b>
Assault Requests	47	127	73	<b>175</b>
Assault Requests-Domestic	151	138	142	<b>90</b>
Larceny/Fraud Requests	70	48	63	<b>110</b>
Narcotics Requests	10	16	19	<b>20</b>

**Records Unit**

The Records Unit consists of a supervisor, two full-time technicians, and a part-time technician. They provide support to the Uniform Division as well as the Investigations Unit by preparing criminal reports for prosecution and reporting crime statistics to state agencies. They also maintain databases for statistical reports which are provided to department staff, the Township Manager, the Township Board,

and is made available to the public.

Records personnel also process all police reports, crash reports, traffic citations, and other related documents. Customer service is an emphasis of our Records Unit. Records personnel assist the public by responding to FOIA requests, processing insurance requests for reports, processing pistol purchase licenses, and answering incoming phone calls.

Annual Crime Reporting Summary	2020	2021	2022	2023	% Change 2022-2023
Murder/Non-Negligent Manslaughter	1	0	1	0	-100%
Rape and Attempted Rape	51	62	36	60	67%
Robbery	12	10	17	6	-92%
Aggravated Assault	39	35	35	51	57%
<b>Total Part 1 Violent Crime</b>	<b>103</b>	<b>107</b>	<b>89</b>	<b>117</b>	<b>31%</b>
Burglary	88	64	69	66	-4%
Larceny	749	611	467	478	2%
Vehicle Theft	44	56	75	74	-1%
Arson	0	6	0	3	300%
<b>Total Part 1 Property Crime</b>	<b>881</b>	<b>737</b>	<b>611</b>	<b>621</b>	<b>2%</b>
<b>Total Part 1 Offenses</b>	<b>984</b>	<b>844</b>	<b>700</b>	<b>738</b>	<b>5%</b>
OWI Arrests (Liquor or Drugs)	53	69	48	35	-27%
Traffic Accident – Roadway	588	785	818	711	-13%

### Accreditation

Accreditation is an on-going program that encourages law enforcement agencies to improve performance and service to the community. Accreditation status acknowledges the implementation of conceptually sound written directives, policies, procedures, and training. It is the voluntary adoption of the best practices in law enforcement and requires constant evaluation of the professional objectives set forth by an independent body of professionals in the Michigan Law Enforcement Accreditation Commission (MLEAC).

In February 2020, the Department became the first police agency in mid-Michigan to gain full accreditation status from the MLEAC and the 19th overall in the state of Michigan. Today, there are 64 accredited agencies in the state and many more agencies are in the process.

In February of 2023, through the hard work of our accreditation team, we officially received accredited status for an additional three years.

### Mid-Michigan Police Academy

The Services Division Commander represents the Department and acts as a coordinator for the Mid-Michigan Police Academy which is hosted by the Lansing Community College (LCC). Coordinators work closely with recruits during the 17-week academy, giving our coordinator an opportunity to identify possible candidates for employment. This also allows the coordinator to monitor each recruit's progress and assist in career development. Because of our involvement in the police academy, the Department can have an active role in shaping the future of law enforcement locally, regionally and across the state of Michigan. Three Department officers also teach various classes at the academy. The Department earns LCC credit hours for the time spent coordinating and teaching at the police academy. These credit hours can be used to send officers to training at LCC.

In 2023, the Department sponsored two recruits through the Mid-Michigan Police Academy during the fall session. Two other recruits are being sponsored through the Washtenaw Community College Police Academy and will be completing the academy in mid-March. The recruits from the fall academy are currently in field training.

**Training**

Under the direction of the Chief of Police, the Training Sergeant oversees all training for the Department. The Department provided employees with 2,572 hours of training in 2023. It included some of the following:

- In-Service: 1,151.50 hours (this includes de-escalation training, mental health/PRT training)
- External: 1,157 hours
- Firearms: 178 hours

The Department prides itself in keeping our employees up to date on best practices and keeping our skills sharp through training. Our officers are routinely trained in subjects such as verbal de-escalation, dealing with people in mental health crisis, domestic assault investigations, legal updates and many other important topics. The in-service training program consists of monthly training for all sworn employees, periodic roll call videos, policy tests, quarterly firearms sessions, and computer based instruction. The external training program utilizes universities and private experts to handle specialized training outside the scope of the Department trainers. The Department strives to remain at the forefront of progressive policing by acknowledging the importance of both continuing education to retain current skills and the acquisition of new knowledge for officers to expand their skill base.

**Citizens’ Academy**

The Department hosted a ten-week Citizens’ Academy that meets once a week for three hours in the fall. This academy exposes the attendees to police operations and procedures. The department did not host the academy this year due to renovations at both the Township Hall and the Police Department.

**Youth Citizens’ Academy**

The Department hosts a seven-week Youth Academy that meets once a week for two hours in the spring. The students learn about police work while being able to experience hands-on activities. The Department did not host a Youth Academy this year due to the renovations at the police department.

**Property Room Report**

The Quartermaster maintains the property room. Activity involving the property room in 2023 included:

- 1,872 items entered as evidence
- 506.5 pounds of narcotics incinerated from the Prescription Drug Drop Off Box
- 273 abandoned vehicles were processed

**Citizen Satisfaction Survey**

A total of 1,200 citizen satisfaction surveys were mailed to victims and complainants involved in traffic accidents and other calls for service in Meridian and Williamstown Township. Surveys are used as a tool to monitor customer satisfaction with the Department’s services. In 2023, a total of 179 surveys were returned. The 18% response rate was increased as compared to 2022.

**Citizen Satisfaction Survey for Sworn Personnel**

Category	Rating of Excellent/Good
Helpfulness	94%
Friendliness	93%
Knowledge	95%

Quality of Service	95%
Professional Conduct	94%
Response Time	94%

**Rating of Emergency and Non-Emergency Dispatch Service (Ingham 911 Dispatch)**

Category	Rating of Excellent/Good
Helpfulness	73%
Friendliness	73%
Knowledge	72%
Quality of Service	73%
Professional Conduct	73%

*\*Not all questions generated a response.*

**2023 DEPARTMENT GOALS AND ACTION PLAN**

In conjunction with the Township Manager, the Department establishes goals to help in the delivery of law enforcement services. Many of our goal accomplishments and other activities are listed as follows.

**Continue efforts to fill all vacant positions while simultaneously working toward creating a diverse and inclusive workforce.**

In 2023, we have hired four new officers to fill vacant positions. It was determined in field training that some of these officers did not meet our standards and are no longer employed here. However, we currently have four recruits in the police academy, two of which graduate in December. We have two other candidates who have accepted conditional offers to attend upcoming police academies as well.

Nine of our thirty one officers are female, bringing the total percentage of female officers to over 29%. Our goal of employing 30% females by the year 2030 is absolutely obtainable. We continue to seek out qualified candidates of all backgrounds who meet our standards.

**Leverage suggestions made by Uniform, Health and Wellness, Recruitment and Retention, and Social Media Committees to provide an environment more likely to retain employees while attracting potential employees.**

All officers have received new Class B uniforms, fulfilling a recommendation from the recruiting and retention committee and the uniform committee. The uniforms look professional, are more comfortable, and have tactical advantages over the Class A uniform.

A newsletter has been designed and sent out to all employees to ensure communication is routinely made to all, a recommendation from the retention committee.

New members were added to the recruitment team to ensure we are attracting the most qualified candidates to our agency.

**Refresh the Police Department by updating vital areas such as the briefing, locker, and equipment rooms to create a modern, comfortable, and efficient workspace.**

New lockers replaced old, mismatched lockers in both the men’s and women’s locker rooms. The briefing room received a much-needed update such as fresh paint, new table and chairs, new cabinets for more efficiency, and new technology including a message board that will be used to more effectively communicate through all shifts. Other updates including access control and new flooring throughout the building are scheduled for completion before the end of 2023.

**Expanding technology available to all employees for a more efficient workflow. Integration of new software to increase efficiency and flow of information through the township and to the community.**

PowerFTO, an online application, was purchased and is being utilized to document training for our newly hired officers. We are also using PowerTime, an online application that allows employees to check their work schedules, submit time off requests, and submit overtime among other things. Power Engage allows for online surveys to be sent to the public at the completion of a police contact via text message.

iPads are being purchased for all sworn officers to be used to make evidence collection more efficient, to improve our Telehealth program for people in crisis, and to offer a mobile option for many of our electronic applications.

**Collaborate with school district partners to receive School Resource Officer grants and secure two full time SRO positions.**

Haslett Public Schools secured a state-funded grant and Officer Kolby Casaday was named their full-time SRO. Officer Casaday will have an office in Haslett High School and will be committed to providing full-time service to Haslett Schools.

**Prepare for staff succession through training and mentoring.**

Multiple promotions have been made in 2023, including the promotion of Curt Squires to lieutenant, Dan King to sergeant, and Lorenzo Velasquez to sergeant. All will attend leadership training in the near future. Several officers were trained as field training officers, a necessary step in preparing young officers for supervision and leadership in our department.

**Assist the parks department with the Deer Cull to reduce injuries and damage as a result of collisions with the motoring public.**

Our department harvested approximately 200 deer during the program in 2023. The number of traffic crashes involving deer has steadily decreased over the past three years while the program has been in place.

**Upon becoming fully staffed, assign officers to specialized units to expand their job knowledge, provide added proactive services to the community without relying on partner agencies, and expand assignments needed to recruit and retain employees.**

Though we have added officers through our hiring process and sponsorship activities, we have not yet reached full staffing levels. We continue to work toward this goal as we focus on recruiting talented individuals that meet the high standards we have for our employees.

**Identify an officer to train as a canine handler and purchase a new canine to assist in the detection of narcotics, the location of missing and wanted persons, and location of missing articles.**

Officer Trevino was chosen as the next canine handler and our newest canine, a German Shepard named Reno, was purchased. They attended training together in September and are currently assigned to road patrol. Our canine team now features two duos, Officer Anderson and Ares and Officer Trevino and Reno. This team enables us to have a canine scheduled to be on duty every day.

During 2023, the K9 vehicle was replaced by a new Ford Police Interceptor. The new vehicle has much needed upgrades from the prior vehicle, including a larger and safer internal K9 containment system, as well as several safety systems for the handlers and their K9 partners.

## WILLIAMSTOWN TOWNSHIP POLICE SERVICES

The Meridian Township Police Department provides law enforcement services to Williamstown Township. The 2022-2024 contract arranges for Williamstown Township to compensate Meridian Township \$141,802.00 for calendar year 2023 and \$69.68 per hour outside of the 40 hours of weekly patrol for emergency and non-emergency responses.

Williamstown Township Statistics				
	2020	2021	2022	2023
Written Reports	285	280	251	232
Calls for Service	1,304	1,506	1,279	1,222
Calls for Service (excluding traffic stops)	1,043	1,143	1,063	1,035
Arrests	8	12	15	15
Citations Issued	115	95	46	10
Total Number of Charges	132	111	56	14

Written Reports				
	2020	2021	2022	2023
Alarms	31	29	23	19
Traffic Crashes	102	105	101	72
All Other	152	146	127	141
<b>Total</b>	<b>285</b>	<b>280</b>	<b>251</b>	<b>232</b>

### MTPD TEAM MEMBERS

**CHIEF**

Richard Grillo

**CAPTAIN**

Bart Crane

**LIEUTENANT**

Curt Squires

**SERGEANTS**

Edward Besonen  
 Dan King  
 Lorenzo Velasquez  
 Andrew McCready

Chris Lofton  
 Jason Clements  
 Brian Canen

**OFFICERS BY SENIORITY**

Christina Scaccia  
 Kyle Royston  
 Rebecca Payne  
 Bryan LeRoy  
 Doug Strouse  
 Adam Slavick  
 Ian Mandernack

Antonio Trevino  
 David Reinke  
 Megan Heinemann  
 Meghan Cole  
 Bryant Martin  
 Isabela Acker  
 Jack Akers

Kolby Casaday  
Megan Klein  
Blaine Anderson

Stacey Bazan  
Natalie Tyndall  
Larry Vandermolen  
Nathan Wicks

**CIVILIAN PERSONNEL**

Kristi Schaeding, Administrative Assistant  
Heidi LaFargue, Records Supervisor

Alycia Boik, Records Technician  
Emma Gorrell, Records Technician

**CADETS**

Kayla Frank  
Lauren Rico  
Carrigan McGraw  
Sara Hanson  
Tala Atta  
De'Mia Finley  
Maggie Eggleston

# PROJECT MANAGEMENT & OPERATIONS



## 2023 DEPARTMENT GOALS AND ACTION PLAN

### **Township Sign Project**

We are now at 56 total signs under the contract, with a total contact amount of \$700,079. The average cost per sign is \$12,501.41.

In 2023, we constructed 15 facility and welcome signs and 13 park signs.

### **2023 Renovations of the Service Center, Municipal Building and Public Safety Building**

Renovations to the Service Center began in April. The front entry and hallway at the Service Center received new carpet and newly painted walls. A new countertop was installed at the front counter and we lowered a section of the front counter to make it ADA compliant.

Perpetration for this project began in December of 2022. Renovations to the Municipal Building began in April after we had relocated all of our 55-60 team members who work in this facility.

The renovations included removal of all wallpaper, extensive drywall repairs, painting the walls and trim, installing new flooring, and new office furniture.

The front counter in the lobby was also given a new façade, including dropping a portion of the counter to become ADA compliant. This project also included replacing the four banks of doors that comprise our front entrance.

The project was originally scheduled to be completed in October but was finished in early September.

The Public Safety locker rooms have been updated with new lockers. We began replacing flooring throughout the Public Safety Building in November. This project will be completed over the next 3-4 months as we are strategically phasing the work to keep the Public Safety Building open and operating during the renovations.

## TEAM MEMBER

Melissa Massie, Director of Project Management & Operations

# PUBLIC WORKS DEPARTMENT



Charter Township of Meridian Code of Ordinances: Chapter 2, Article 1

A Department of Public Works shall be created and the department shall be headed by the Director of Public Works and Engineering. The department shall be responsible for all matters relating to the management, maintenance, and operation of all the physical properties of the Township. This department shall have exclusive control of the construction, maintenance, and operation of the Township sewers and water mains, the operation of Township dumps and landfills, the operation and maintenance of the cemetery, and the maintenance of all Township facilities.

## 2023 DEPARTMENT GOALS AND ACTION PLAN

### **2023 Sanitary Sewer Rehab Project**

The 2023 Sanitary Sewer Rehab Project was completed at the end of 2023. This project was designed and put out to bid in 2022. We began construction in April of 2023.

The project focuses on grouting and lining of the Township's sanitary sewer system in neighborhoods surrounding Lake Lansing, as well as in two areas near Wonch and Ferguson Parks. These areas of the Township's sanitary sewer system were identified for rehabilitation work through the 2017 Stormwater, Asset Management, and Wastewater (SAW) Grant.

This project is part of an ongoing utility maintenance program that will sustain the high-quality sanitary sewer infrastructure for our residents.

### **Phase I of the Timberlane Water Main Replacement Project**

We also recently completed the 2023 Timberlane Water Main Replacement Project. Design and engineering of this project began in 2022. This project was put out to bid in July of 2023. Construction began in August and was completed in November.

There will be a second phase of this water main project in 2024 which will involve replacing all of the water main on Timberlane St and Blue Haven Dr that is outside of the road ROW. We replaced all of the water main under the roads in 2023 to allow for the reconstruction of these roads as part of the 2022 Local Road Program contract.

Road construction was delayed in 2022 due to an emergency declaration project on the Proctor Drain by the Ingham County Drain Commissioner's Office. The drain project was completed in August, which allowed for the water main construction to begin prior to road reconstruction.

### **Local Road Program**

The fourth year of the 10-year, voter-approved program is complete. The goal of the program is to raise the average Pavement Surface Evaluation and Rating (PASER) of our 153-mile local road system to a "good" condition (8/10 on the PASER rating).

In 2019, when we proposed the new road millage, our average PASER rating was 4.48. At the end of 2023, our average PASER rating is now 5.423, over a 21% increase in the first four years of the 10-year local road program.

We completed all 8.86 miles of reconstruction with the lone exception of Timberlane St, Linden St, and the neighborhood on the north side of Lake Lansing. We had the contractor capacity to complete the reconstruction of the roads on the north side of Lake Lansing; however, we only received one bid on the sanitary sewer work that needs to precede the road work. The lone bid was exceedingly high (\$1.8 million). Therefore, we postponed the road work to May of 2024 so we could put this sanitary sewer RFP back out to bid in November of 2023 when contractors will have more time to submit bids. We put the 2023 County Park West Sewer Replacement RPF back out to bid on November 13, 2023. The sanitary sewer work will be completed by April 12. The road work will then begin in May when asphalt plants reopen.

In addition to the nearly 8.86 miles of reconstruction, we completed 7.3 miles of overlay preventive maintenance paving on the 2022 "chip and fog" roads. This overlay paving completed a Texas Underseal treatment to these roads.

Thanks to the Board's generous support with \$2 million in American Rescue Plan (ARP) funding, we were able to:

1. Add Wellington Estates (1.03 miles) to our 2022 contract. Construction occurred in June and July of 2023 at 2022 contract rates.
2. Prevent eliminating any of the 2022 roads after our asphalt prices increased by 55% due to the inflation caused by all of the one-time federal infrastructure funding.
3. Fund a significant portion of the 7.3 miles of "chip & fog" overlay paving.
4. Add a portion of Northview Drive immediately south of Grand River Avenue that was going to be left in poor condition based on the scope of the Drain Commissioner's Daniels Drain project. This crush and shape paving project on Northview Dr was completed in November of 2023.

### **2023 Preventative Maintenance Road Projects**

We completed all 3.95 miles of crack seal work and 14.27 miles of asphalt rejuvenator treatments to extend the life of the roads in fair, good, and excellent condition.

By the end of 2023, we will have reconstructed 32 miles of our poorest condition roads and will have completed over 47 miles of preventative maintenance road work.

Funding for the 2023 Local Road Program is provided by four main sources: the 2019 road bond proceeds (\$5,468,000), a transfer from the general fund (\$280,000), contribution from Ingham County (\$335,000), and American Rescue Plan (ARP) funding (\$700,000).

### **MDOT's Grand River Avenue Project**

After two years of intensive construction, we have successfully rebuilt the Grand River Ave corridor from the CN Railroad Bridge just east of Park Lake Rd to Oak Pointe Ct, which included work on the Okemos Consolidated Drain, the Township's water mains, the Township's sanitary sewer system, and other underground utilities.

The work that occurred in 2022 to raise Grand River Ave approximately 2 feet and to take a compensating cut from behind the Central Fire Station on Township-owned property proved successful as Grand River Ave did not have to be closed due to flooding in the spring of 2023.

We were also successful in coordinating the construction schedule to allow for the closure of Central Park Dr for the 2023 Celebrate Meridian event. This is the first time we were able to close Central Park Dr for Celebrate Meridian since 2019.

### **Recycling Center Projects**

Although our 2023 EGLE grant application was not successful, we made significant improvements to the design of the facility in 2023. We are hopeful that we will be successful in securing this grant in a future year. We will continue to reapply each year as the reason that we did not get the grant in 2023 was due to fact that there was less funding for this grant than most years. 2024 is also going to be a low funding year, but we are optimistic that we will obtain this grant at some point in the future.

Township staff met with EGLE in early September to discuss our 2023 application and received very positive feedback. The challenge that we have is that we are not in a recycle center desert, meaning we do have recycling centers in the Greater Lansing Region. The rural areas of the state are capturing all of the grant funding right now due to the low funding level and the points that are awarded based on the closest existing recycling centers.

This grant would fund 80% of the construction cost of the new recycling center located behind the Township Service Center.

We completed spring maintenance of the recycling center in April. Many years ago, the Township would receive a significant number of complaints because of the poor condition of the service drive for the Recycling Center. As a result of our new maintenance program, we no longer receive any complaints about the condition of the service drive.

### **Renewable Energy Plan**

Township staff, along with help from Absolute Solar, the Energy Team and the Environmental Commission, have developed a renewable energy plan in accordance with this goal. This plan, if constructed, would result in 100% of the energy use being supplied by Township-owned solar arrays for our nine facilities that have the highest energy consumption:

10. Municipal Building (partially powered by renewable energy)
11. Public Safety Building (partially powered by renewable energy)
12. Service Center (already powered by renewable energy at 100%)
13. North Fire Station
14. Central Fire Station
15. South Fire Station (partially powered by renewable energy)
16. Historical Village
17. Harris Nature Center
18. Main Lift Station (our largest sanitary sewer lift station)

The renewable energy plan focuses on these seven facilities:

8. Central Fire Station
9. North Fire Station
10. Municipal Building
11. Public Safety Building
12. Historical Village
13. Harris Nature Center (Options A and B)
14. Main Lift Station Some additional work will be necessary in the future to develop a plan for our smaller Township facilities (predominantly park restroom facilities).

### **Design of the Township's first electric vehicle charging stations**

This project is in design and we hope to have it completed in the spring of 2024. We have experienced delays in obtaining data and information that we need from Consumers Energy before we can design the electric vehicle charging system for the Municipal Complex.

### **Wetland Protection and Education**

The wetland education mailing was mailed to all property owners with wetlands and/or wetland buffers, 2,505 property owners in total, in May.

Township staff have also developed new signage to help increase wetland protection and educate residents. The installation of these signs will be focused around Lake Lansing where we frequently receive complaints of dumping.

- These signs will be implemented throughout the Township, in 2023-24, at roadside wetlands, land preserves, and park areas where we experience dumping.
- Fifty 15" x 12" reflective signs were purchased for placement
- Figure 1 shows the area on Lake Drive that will receive signage due to observed dumping into wetlands.
- Figure 2 shows the ordered signage citing the Wetland Protection Ordinance for dumping.

### **Wetland Education Signage**

- Interpretive signage has been developed to place at wetland areas, such as the Nancy Moore wetland bridge, to educate residents about the importance of wetlands and associated flora and fauna.
- Bids are currently being developed to purchase signage. Priority areas are wetlands at parks in the Township. Land Preserve wetlands will also receive signage utilizing the preservation budget. Once quotes are obtained, signage will be ordered and installed.

### **2023 Green Grants Initiative**

**Tree Planting at Cornell Woods:** This Green Grant supported tree planting in common areas in the Cornell Woods Subdivision, including a pond area and an open field. In addition to the environmental benefits (reduce run-off, enhanced biodiversity, natural habitat, etc.), the trees will also enhance the beauty of the area and serve as an outdoor classroom.

**Montessori Radmoor Meadow:** This Green Grant supported creation of meadows and campus-wide native plantings to enhance the biodiversity of Radmoor's living classroom and provide educational planting and plant care opportunities for students.

**Presbyterian Church Native Landscape Enhancement Plan:** This Green Grant supported creation of an overall landscaping plan to support both humans and wildlife and provide a cohesive, sustainable, and healthy landscape.

**Publication and Distribution for Mud Lake:** This Green Grant supports printing and other costs related to a book about Wildlife Lake, formerly known as Mud Lake. The book, written by a former Haslett resident includes true local stories that reflect the importance of natural areas, outdoor adventures, and an understanding of our relationships with nature and climate adaptation.

**Ralya Pollinator Garden:** This Green Grant supports creation of a pollinator garden at Ralya Elementary School in Haslett. This is a collaborative effort with students, the Meridian Garden Club and a fifth grade teacher.

### **MSU to Lake Lansing Trail**

Meridian Township recently opened Phase I of the MSU to Lake Lansing Trail on Friday, December 8 at

1 p.m. We held a ribbon cutting ceremony at Noon on Friday, December 8 to celebrate the accomplishment of opening this regional asset that will serve our residents for decades to come.

Construction of Phase I began in December of 2022. Construction of Phase II began in late August. We currently anticipate that Phase II construction will be completed by June of 2024.

After many years of hard work to acquire the land, secure the necessary funding, and design the MSU to Lake Lansing Trail, we are very excited to announce the opening of Phase I. Once Phase II is complete in June of 2024, users will have an easy, safe, and enjoyable option for non-motorized travel between the MSU Campus and Lake Lansing Park South, along approximately five miles of connected pathways and trails.

Phase I is approximately one mile long and starts on the north side of the Hagadorn Road and Shaw Lane intersection and concludes at the Grand River Avenue and Park Lake Road intersection. Phase I includes a bridge that will take pedestrians and bicyclists over the Red Cedar River behind the MSU Community Music School. The trail will then take users along the banks of the Red Cedar River to the north side of the CN Railroad tracks.

The estimated cost of construction for Phase I is \$3.7 million. Meridian Township successfully obtained a \$1.7 million federal TAP grant for Phase I. The remaining portion of the project will be funded by the Ingham County Trails and Parks Millage and the Township Pathway Millage.

Phase II is 1.2 miles long and begins near the Grand River Avenue and Campus Hill Drive intersection and concludes near the Okemos Road and Gaylord C Smith Ct. intersection. Pedestrians and bicyclists will use the Township's existing pathway system to get from the Grand River Avenue and Park Lake Road intersection, where Phase I ends, to the Grand River Avenue and Campus Hill Drive intersection, where Phase II begins.

The estimated cost of construction for Phase II is \$730,000. This phase is funded by the Ingham County Trails and Parks Millage and the Township Pathway Millage.

From the northern end of Phase II on Okemos Road, users will be able to use the existing 10-foot-wide pathway on the east side of Okemos Road to the inter-urban pathway. The Township widened this half-mile stretch of the Okemos Road pathway for the MSU to Lake Lansing Trail in 2021. Users can then take the existing 1.1-mile inter-urban trail from Okemos Road to Marsh Road.

The Township hopes to complete the design and engineering of Phase III in 2024, which would allow for construction in 2025. Phase III is the final phase of the MSU to Lake Lansing Trail. Phase III will provide a trail route from Marsh Road, just south of Haslett Road, all the way to Green Road in the northeast corner of the Township.

Once all three phases are completed, the MSU to Lake Lansing Trail will provide residents with approximately 6.75 miles of trail system, which will enhance the region's trail network by connecting to the MSU and Lansing River Trails. We can't wait to celebrate the opening of Phases I and II with the community.

### **2023 Curbside Storm Debris Collection Program**

At the Special Meeting held on August 30, the Meridian Township Board approved funding to conduct curbside brush and tree debris pickup in response to the severe storm that came through Greater Lansing on August 24.

The Township began picking up brush and tree debris from the storm on Tuesday, September 5. The Township completed the program in 2.5 weeks.

### **ELMWSA Wins 2023 Regional Water Taste-Off Competition**

East Lansing-Meridian Water and Sewer Authority (ELMWSA) has won the 2023 American Water Works Association Mt. Pleasant Regional Water Taste-Off Competition.

After winning the Regional Water Taste-off Competition, ELMWSA was honored to compete for the prize of best tasting water in the State of Michigan. The state competition was held at the Michigan Section American Water Works Association Annual Conference in Port Huron on September 13.

Water samples from all over the state were judged on taste, smell, and water clarity. The competition scoring was very close and ELMWSA finished 3<sup>rd</sup> in the Taste-Off. The winner for best tasting water in Michigan for 2023 was Marquette Township.

We are excited to compete in next year's competition and hope to be crowned as the best tasting water in Michigan.

### **Application to the Ingham County Trails & Parks Millage for a Grant for Phase I of the Eastern-Third Regional Trail**

In 2021, we updated our Pedestrian Bicycle Pathway Master Plan. One of the new additions to the Master Plan was the Eastern Third Regional Trail.

This trail is made possible by the Consumers Energy right-of-way (ROW). Treasurer Deschaine's desire to see a pathway along Cornell Rd was part of the impetus for this addition to the Pedestrian Bicycle Pathway Master Plan. For many reasons, it is not feasible to construct a trail along Cornell Rd. However, this Consumers Energy ROW runs parallel to Cornell Rd, making it the perfect alternative.

Similar to the MSU to Lake Lansing Trail, this would be a 10 foot wide asphalt trail with boardwalks being used to cross wetlands. We are proposing to construct this trail in four phases. This application is for the northern-most portion of the trail, which begins on the south side of Haslett Rd, just west of Green Rd. Phase I would conclude at Tihart Rd.

Township staff have applied to the Ingham County Trails and Parks Millage Program for funding. Our application includes a 10% local match, which will be comprised of \$90,000 toward the cost of construction and \$30,000 in in-kind support from Township staff for design, engineering, inspections and administrative support for this project. The estimated cost of Phase I is \$1,200,000.

We should learn if we are awarded the grant in early 2024.

### **2023 Asphalt Sealcoating and Striping Project**

This project was bided out in August of 2023 and construction began in September. We double sealcoated the parking lots and service drives at the following Township facilities and re-striped the parking lots:

- Municipal Complex
- Service Center Parking
- North Fire Station Parking
- Central Fire Station Parking
- South Fire Station Parking
- Okemos Library Parking
- Glendale Cemetery Service Drives

This work will extend the life of this asphalt by protect our parking lots and service drives from the harmful effects of water and sunlight.

We also replaced failing concrete in the Municipal Complex prior to beginning the sealcoating project.

## ENVIRONMENTAL COMMISSION

Bill McConnell, Chair  
Kendra Grasseeschi  
Anna Colby, Vice-Chair  
Courtney Wisinski, Township Board Liaison

John Sarver  
Amelia Saffron, Student  
Graham Diedrich  
Tom Frazier

### TEAM MEMBERS

#### **Administration**

Dan Opsommer

Deputy Township Manager  
Director of Public Works & Engineering  
Administrative Assistant II  
Administrative Assistant II

Denise Green

Robin Faust

#### **Engineering**

Younes Ishraidi, P.E., C.F.M.

Nyal Nunn, C.F.M.

Ryan Schaner

Jack Hughes

Michael Love

Tom Westerfield

Chief Engineer  
Senior Project Engineer  
Records Manager & GIS Specialist  
Project Engineer  
Engineering Technician  
Engineering Technician

#### **Environmental Programs**

LeRoy Harvey

Environmental Programs Coordinator (PT)

#### **Public Works Superintendent**

Rob MacKenzie

#### **Water Utility**

Robert Stacy

Mike Ellis

David Lester

Dan Palacios

D'Destin Kaufmann

Derrick Bobb

Ben McCann

James Arnett

Lead Utility Worker  
Utility Worker

#### **Sewer Utility**

Jacob Flannery

Kyle Fogg

Don Cuson

David Borowicz

Lead Utility Worker  
Utility Worker  
Utility Worker  
Utility Worker

#### **Buildings, Grounds and Cemetery**

Tyler Kennell

Keith Hewitt

Lead Utility Worker  
Utility Worker

#### **Motor Pool**

Todd Frank

Lead Mechanic

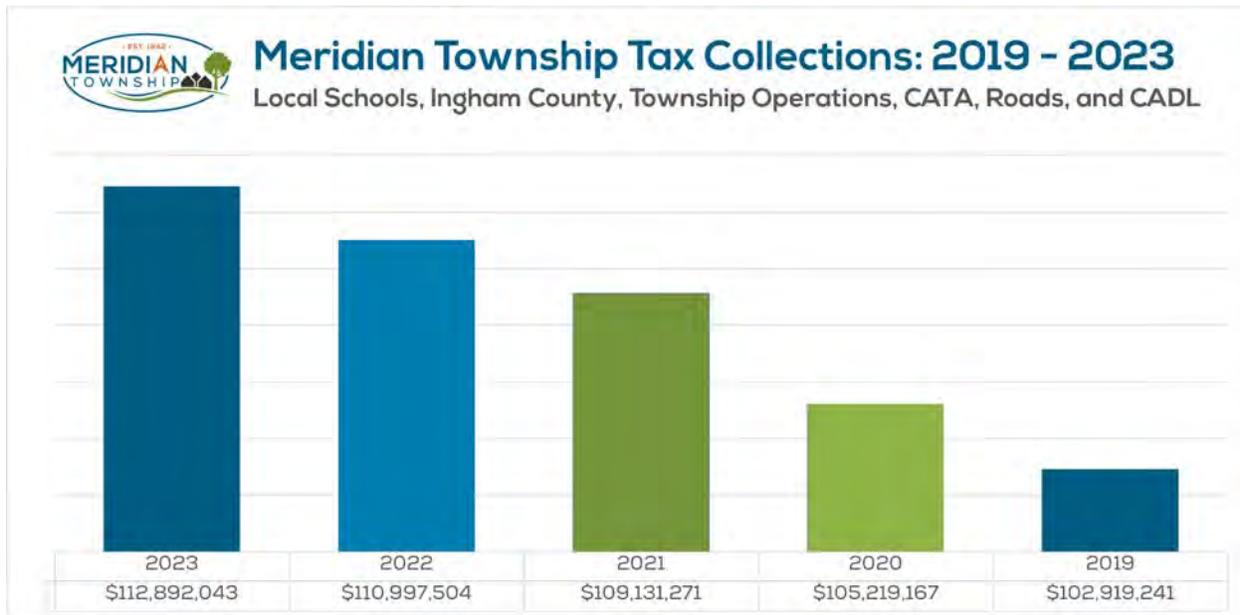
# TREASURER'S OFFICE

The Treasurer's Office is required by law to receive and take charge of all funds belonging to the Township and distribute other funds collected to the appropriate taxing authorities. These collections are primarily real estate and personal property taxes, but also include fines, licenses, permits, deposits, bonds, and fees.

In 2023, The Treasurer's Office:

- Mailed out 29,150 summer and winter tax bills, and 872 special assessment bills.
- Took approximately 20,000 in personal transactions annually at the counter.
- Received \$780,000.56 in cash at the counter.
- Mailed, or emailed, approximately 3,000 receipts or duplicate tax bills.
- Provided extensive financial reporting to the Board, auditors, and other taxing authorities.
- Provided the Township with nearly \$2.5 million in interest earnings from short-term liquid investments.

During the calendar year 2023, the total property taxes collected and distributed were \$112,892,043, an increase of 1.7% from the \$110,997,504 collected in 2022. By comparison, \$109,131,271 was collected in 2021.

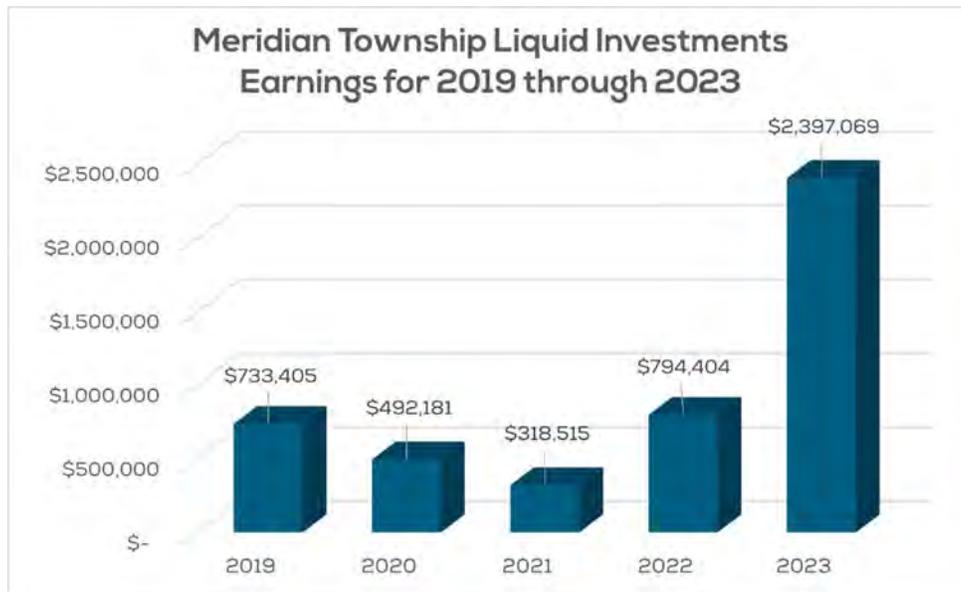


The Treasurer is required to pay out collected funds to local school districts within 10 days of receipt. In Meridian Township, these include the Okemos School District, Haslett School District, East Lansing School District, Williamston School District, and the Ingham Intermediate Schools. Other governmental units receive tax money from Meridian Township according to each taxing authority's millage. These receipts were also distributed to Ingham County, Lansing Community College (LCC), Capital Area Transit Authority (CATA), Capital Area District Library (CADL) and the Capital Region Airport Authority (CRAA). Meridian Township operations received approximately 20% of the tax collection in 2023.

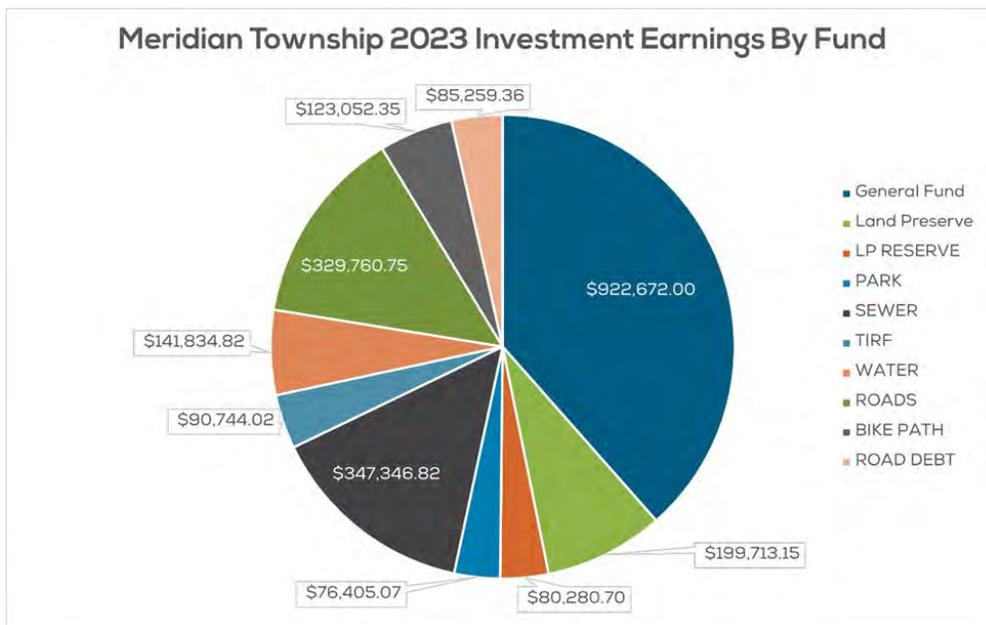
With the Winter 2023 taxes, this flyer was sent out to all taxpayers explaining where their taxes were distributed.



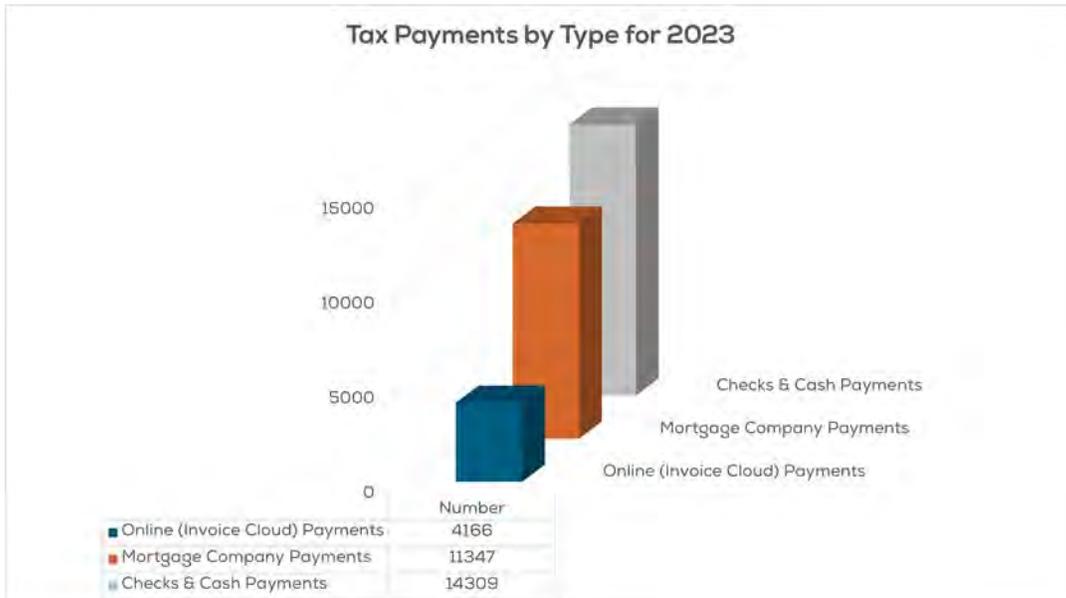
At the end of 2023, the Treasurer's Office managed \$53,094,213 in fixed and non-fixed investments. In 2023, interest earnings on liquid (cash) investment tripled over 2022 earnings. This was largely a result of significantly higher interest rates created by the Federal Reserve Bank trying to reduce inflation.



The interest earned was for the general fund and nine other Township funds maintained by the Treasurer’s Office. Here is a breakout of the earnings in 2023 by fund:



For 2023 the Treasurer’s office provided our residents with in-person and online access to tax and utility bill payments. The forms of payments received in the Treasures office continue to trend toward electronic payments. While checks and cash received still make up 48% of our tax payments, the percentage of electronic receipts reached 14% in 2023, up from less than 2% in 2019.



The Treasurer served as a Township Board member and attended twice-monthly meetings and presented quarterly reports to the Board on investments, collections, and distributions.

In 2023, the Treasurer’s Staff worked closely with other Township Departments and organizations:

- Assisted the Assessor with various Tax Tribunal property tax appeal cases.
- Assisted the Finance Director with documentation for the annual audit.
- Served on the Meridian Township Pension Board.
- Assisted the Meridian Brownfield Redevelopment Authority (BRA).
- Served as the Treasurer of the Meridian Economic Development Corporation (EDC).
- Board Member of the Capital Area Transit Authority (CATA).
- Meridian Township Zoning Board of Appeals (ZBA) Township Board liaison.
- Member of the two service clubs: Rotary and Kiwanis Clubs of Haslett & Okemos.
- Board Member of the Capital Area Treasurers Association (CAT).
- Served on the Community/Senior Center Task Force.

Residents can receive free tax information on their own property by using the Township website ([www.meridian.mi.us](http://www.meridian.mi.us)) or calling the Treasurer’s Office at (517) 853-4140

### **TEAM MEMBERS**

Phil Deschaine, Treasurer  
 Deanne Muliatt, Deputy/Assistant to the Treasurer  
 Stephaney Guild, Bookkeeper



9.A

**CONSENT AGENDA  
BOARD  
COMMUNICATIONS**

**From:** [REDACTED]  
**To:** [Board](#)  
**Subject:** Jolly Road - Hiawatha  
**Date:** Tuesday, January 23, 2024 5:09:01 PM

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Dear Patricia Herring Jackson,

Okemos Public Schools has requested a school speed zone on Jolly Road in front of Hiawatha Elementary and ultimately would like to install a 2nd entrance in front of the school. Area residents would like Ingham County Road Commission to approve this request.

There are many residents, high school students, teachers and parents driving elementary aged children along this stretch of Jolly Road; entering and exiting the neighborhoods off of Jolly Road. Currently the speed limit is 45 mph with many drivers exceeding that speed. There have been 3 accidents so far this year at Summergate and Jolly Road and others at Fairhills and Jolly Road, which has a dangerous blind spot at the top of the hill. Summergate and Fairhills are on either side of Hiawatha Elementary. We need to slow the cars down along this stretch of road.

A lower speed will also lower the sight line distance and allow Okemos Public Schools to install a 2nd entrance in front of the school. A light at this entrance would help also. All the schools in the district need two entrances in the case of an emergency at the schools. It is too congested with only one entrance.

We would appreciate your support on this important issue.

Sincerely,  
Howard and Marlene Russell Stover

[REDACTED]  
(Spring Lake subdivision)

**From:** [REDACTED]  
**To:** [Board](#)  
**Subject:** Jolly Road - Okemos Public Schools  
**Date:** Wednesday, January 24, 2024 4:39:38 PM

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Dear Patricia,

We are writing regarding the denial by Ingham County Road Commission (ICRC) to lower the speed zone on Jolly Road near Hiawatha elementary school. Due to the mass volume of cars that frequent Hiawatha during pick-up and drop-off times, things currently are chaotic and dangerous (particularly as traffic gets impeded on Jolly and cars race through the adjoining residential neighborhood). In order to help alleviate this, could you please support the Okemos Public Schools request and advocate for ICRC to reconsider its position? If the speed zone on Jolly Road near Hiawatha is reduced, a direct entrance could be added to the school, thereby alleviating numerous problems.

Thanking you in advance for your understanding and support.

Lauri & Shawn Adair

[REDACTED]  
[REDACTED]

**MERIDIAN TOWNSHIP  
NOTICE OF REGISTRATION  
FOR THE FEBURARY 27, 2024 ELECTION**

To the qualified electors of the Charter Township of Meridian:

Please take notice that Meridian Township will hold a Presidential Primary Election on February 27, 2024.

**For the purposes of nominating candidates for the following office:**

PRESIDENT OF THE UNITED STATES

Sample ballots can be found at [www.mi.gov/vote](http://www.mi.gov/vote). Sample ballots can also be viewed at the Meridian Township Clerk's Office, 5151 Marsh Road, Okemos, MI 48864.

Any qualified elector who is not already registered, may register to vote at the office of the Meridian Township Clerk; the office of their County Clerk; a Secretary of State Branch Office, or other designated state agency. Qualified electors who have a valid Michigan driver's license or state ID, may register online at <https://mvic.sos.state.mi.us/>. Registration forms may be obtained at [mi.gov/vote](http://mi.gov/vote) and mailed or dropped off at the office of the Meridian Township Clerk. Voters who are already registered may update their registration at [www.expressSOS.com](http://www.expressSOS.com).

**The last day to register in any manner other than in-person with the Meridian Township Clerk's Office is February 12, 2024. After this date, anyone who qualifies as an elector must register to vote in person with proof of residency (MCL 168.492) at the following locations and times:**

**Meridian Township Clerk's Office** - 5151 Marsh Road, Okemos, MI 48864

**Additional Weekend Hours:** Saturday, February 17 and Sunday, February 17 from 8 am – 5 pm and Saturday, February 24 and Sunday, February 25, 2024 from 8 am – 5 pm

**Regular Business Hours:** Monday - Friday from 8 am - 5 pm

**ABSENT VOTER BALLOTS:**

Any registered voter may request an Absent Voter Ballot. No reason required.

The Meridian Township Clerk's Office must have a signed application to issue an Absent Voter Ballot. You may apply online at [www.mi.gov/vote](http://www.mi.gov/vote) or at the Meridian Township Clerk's Office.

Monday, February 26, 2024, until 4 pm is the deadline to request an absentee ballot except for those who register to vote on Election Day. Ballots issued on February 26, 2024, must be requested and voted in person at the Meridian Township Clerk's Office. Those registering to vote on Election Day, February 27, 2024, are eligible to receive an Absent Voter Ballot at the Meridian Township Clerk's Office.

**EARLY VOTING CENTER:**

All qualified electors in the Meridian Township Clerk's Office have the right to mark a ballot and tabulate their ballot beginning the second Saturday before an election and ending the Sunday before the election from Saturday, February 17 to Sunday, February 25. For the February 27, 2024 election, the Early Voting Center will be held at the Meridian Township Municipal Building, Townhall Room – 5151 Marsh Road, Okemos, MI 48864.

Publish: City Pulse, 1 affidavit please  
January 29, 2023

Deborah Guthrie  
Township Clerk



**CHARTER TOWNSHIP OF MERIDIAN, INGHAM COUNTY**

**LEGAL AD NOTICE: TOWNSHIP BOARD**

**SPECIAL MEETING**

**MARCH 26, 2024**

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**CHARTER TOWNSHIP OF MERIDIAN  
LEGAL NOTICE**

**TOWNSHIP BOARD JOINT BOARD AND COMMISSION MEETING  
MARCH 26, 2024**

The Charter Township of Meridian Township Board will be holding an annual Joint Board and Commission Meeting at 6:00 p.m. on Tuesday, March 26, 2023 at the Municipal Building Town Hall Room at 5151 Marsh Rd., Okemos, MI. The meeting agenda, packet and/or virtual meeting credentials will be posted on the Township webpage at [www.meridian.mi.us](http://www.meridian.mi.us)

**Publish:**

**City Pulse  
March 17, 2024**

**Deborah Guthrie  
Township Clerk**

**From:** [REDACTED]  
**To:** [Board](#)  
**Subject:** Hiawatha Elementary School Zone  
**Date:** Monday, January 29, 2024 10:54:21 AM

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Dear Meridian Township Board Members,

I am a parent of a child at Hiawatha Elementary School in Okemos and a home owner in the Spring Lake subdivision. I am writing you to ask your support for a school zone on Jolly Road in front of our elementary school. A lower speed zone would significantly help increase safety for parents and buses as they are entering and exiting the school. It would also potentially allow a second entrance to our school off of Jolly, which the Okemos School Board is requesting in order to help increase safety and access to our school, especially in an emergency situation. The lower speed would decrease the sight line distance needed to safely have a second entrance. Any help you could provide to encourage the Ingham County Road Department to approve this school zone would be greatly appreciated. Please help improve the safety of our school and neighborhood!

Thank you!

Valerie Levitt  
[REDACTED]



**CHARTER TOWNSHIP OF MERIDIAN, INGHAM COUNTY**

**LEGAL AD NOTICE: Ordinance #24-01**

**4660 Marsh Road**

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**CHARTER TOWNSHIP OF MERIDIAN  
LEGAL NOTICE  
Ordinance #24-01 - 4660 Marsh Road**

The Township Board at its regular meeting on January 23, 2024 approved for introduction and subsequent adoption Ordinance #24-01, a request from Tamara Noe to rezone an approximately 1.309-acre parcel located at 4660 Marsh Road, from PO, Professional Office, to C-1, Commercial. The parcel identification number for the property that is rezoned is #33-02-02-21-428-002.

Materials related to the rezoning request may be examined at the Department of Community Planning and Development, 5151 Marsh Road, Okemos, Michigan 48864-1198 (517.853.4560) between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday.

**Publish:**                      **Lansing State Journal**  
   **February 4, 2024**

**Deborah Guthrie**  
**Township Clerk**

**1 Affidavit, please**



**From:** [Mike Mudrey](#)  
**To:** [Board; Clerk's Office](#)  
**Cc:** [Kelly Allen](#); [Chris Tower](#)  
**Subject:** your Jan 23rd discussion regarding quota liquor license  
**Date:** Saturday, February 3, 2024 9:27:43 AM

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Dear Board of Trustees,

My name is Mike Mudrey. You may know my wife (Gina) and I as the "other liquor license application that came through"...

After watching the ~17 minute dialogue during your January 23 board meeting related to the institution of a 120 day moratorium on new liquor license applications, I feel that some information that was given was incorrect or misleading. My wife and I are seeking to open [The Local Epicurean](#), the second location of a Grand Rapids fresh pasta market and culinary experience with a unique bar. This business will be wholly owned by Gina and I with support / coaching from the owners of the business in Grand Rapids. It's unique, family-owned and truly additive to the community.

I'm writing because we did not simply "submit an application". We have been working with Amber Clark and her office for months in preparation for this application. We have signed the lease on our space (which was required for us to start the process). We have hired a law firm to help navigate the process. We have hired an architect because of the level of detailed plans required for the process. We have sunk a significant portion of our time and our family's resources into this. During this time period, we also confirmed the number of quota licenses that are available multiple times with Miss Clark, in writing. We also confirmed the elements of the existing process, the timing and the requirements from us.

We then spent months of work and thousands and thousands of dollars on the application process. A significant amount of this time and money was spent with our architect in preparation for submitting what we thought was a very good, detailed and compelling application. As our architect told me last week, he spent "way more time than anticipated" on this portion of the project, so we had to rewrite our contract with him. After finally submitting the application in early January, we received confirmation from Miss Clark that the process was started. She even passed along questions directly from Tim Schmitt, Direct of Community Planning and Development. Those questions required us to go back to the architect to have additional work done to clarify a portion of the site plan, which we immediately did and sent back to Amber and Tim. After doing so we received confirmation that what we submitted answered all of his questions and the process would move forward. We then waited. At no point did we receive any suggestion or hint that the process would be delayed or changed. After weeks and weeks of not hearing anything from Miss Clark or the Township, our attorney was finally able to speak with Miss Clark this week on February 1. He was then told "the Township board decided to implement a 120 moratorium on new licenses" at the January 23rd board meeting and that the Township's attorney confirmed this would include our application. It is my belief that, like the board, the Township attorney did not get the full story, history and actual status of our application.

Therefore, I am writing to ask that this be reconsidered. We are not a large corporation or a big and enticing developer. We are a husband and wife chasing a dream. We are using only our own hard-earned savings and a lot of our own hard work for this project. The money going into this project and ultimately coming out of this business will all stay in the Lansing area.

We think we are working to bring something new and exciting to the community. Something that is value-add, unique and a wise use of a quota liquor license.

I understand from the discussion at the board meeting that this topic was brought up because you feel the application process itself may need to be updated. I do not disagree that it could be modernized. However, it seems that another goal is to use these licenses for financial gain for the Township and as an opportunity to attract more development. I think this is a missed opportunity - an opportunity to create a more vibrant community. The 120 day delay in the process (with no guarantee that the new process will even accommodate us) is impossible for us to bear. We are paying for the building space already (a requirement for us to start the application process) and will continue to incur other related costs. The only option now would be for us to search for and purchase an existing license on the market. This is at minimum, a \$100,000 impact on our ability to chase this dream and bring this business to Meridian Township. The market rate to purchase an Ingham County liquor license is not \$20,000, as was stated in your meeting. There is currently only one broker who has two licenses for sale at \$95,000 each. Those are the only two licenses officially on the market for Ingham County. That's a drop in the bucket for a large developer but a back-breaker for a locally-owned business and community member. Why save these quota licenses for large developers when you have an opportunity right in front of you?

Thank you for your time and thank you for all you do on behalf of the community.

Mike and Gina Mudrey

--

Mike Mudrey  
+1 678 551 9149  
The 601 Group



**From:** [ROGER TAYLOR](#)  
**To:** [Board](#)  
**Subject:** Oversight committee with Ombudsman.  
**Date:** Sunday, February 4, 2024 1:24:33 PM

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Hello Board members,

I would like to submit to you a request for instituting an Oversight committee.

Along, with an Ombudsman.

The Oversight Committee would be responsible for ethics and oversight of all issues that pertain to Meridian Township- Planning, Zoning and budget constraints that effect the township. They would perform Needs Analysis/Risk-Benefit Analysis, to display what we have to what we need to stay within budget.

Ombudsman, responsibility would take care of issues between the constituents and the Meridian township officials. His/her main purpose the is to make sure the township issues are heard and treated in an ethical/respectful manner.

I purpose a motion to be set forth by the township board to instate these special people to help safeguard rights and welfare of participants.

Regards

Roger Taylor

Meridian Township Board

5151 Marsh Road

Okemos, MI 48864

Dear Board of Trustees:

I am writing to you today regarding the Master Plan and thoughts about moving the Urban Services Boundary as well as changing the zoning on the Golf Range from CR to Commercial.

The boundary was put in place purposely during my administration to keep the services nearer to the center of the community instead of further extending it East to preserve the ruralness of the area. Moving this line further East though you think just behind the homes on Powell Rd is just a line, it will allow further expansion of development East toward Cornell Road and then it will not stop as what is just another few hundred feet of expansion? I don't believe any of you live in the rural area. Those of us who do value wildlife, large lots, the ability to have a homestead with large animals. Homesteading is becoming quite a modern way of life again. Many young families desire having livestock, goats, chickens, cows, horses, sheep which are only allowed in our RR zoning. You need acreage to do that. I cannot tell how many young families that I have met who want to homestead wanting to be self-sufficient.

Moving that line would allow the CR to develop in a much denser fashion than currently allowed. Meridian does not need any more apartments or commercial development. I fought that for 16 years on the Township Board myself. Having the CR zoning was purposeful to keep businesses like the golf range in business. It is a needed business in the community. Perhaps the assessment of properties in the CR zoning should be less so that it can be more profitable as all businesses need so much foot traffic in order to make a profit to live on. Something our Governor and legislature does not seem to understand as they continue to raise minimum wages and taxes. There is a point where an owner leaves and sells the business for lack of profitability.

Changes to lot sizes also bring more density and more traffic to our already busy roads. If you want all our connector streets to be four or five lanes, then continue to allow smaller lot sizes. However; people have been complaining about speeding and traffic according to your listening sessions as well as lighting. Did you share the future land use plans with them before each of these meetings? I couldn't attend as I was out of town. You speak of affordable housing as though Meridian has to house everyone who wants to live here. That is not your prerogative. You need to look regionally. There is plenty of housing regionally, as the Governor recently was complaining that our population numbers in Michigan are going down people are not choosing to move to Michigan. There is much I could say as to why, but taxes are a large part of that. As you know, as the community grows in numbers it becomes a less desirable place to live and trying to keep taxes reasonable is harder to do as you try to fund the basic needs of the community. Expanding water and sewer is expensive infrastructure and needs constant maintenance and upsizing for all the growth as well as expanding the water/sewer plant.

You were elected to serve the needs of the entire community, don't neglect our rural community needs by moving the urban services boundary. The rural area needs far less infrastructure and is less expensive for the community to maintain than neighborhoods and commercial areas. You have a sworn duty to uphold and protect the entire community, not just the business community and denser residential areas. Spend your time, on redevelopment of our Commercial Core where the mall is that is barely functioning. There is plenty of empty commercial and office space, putting neighborhoods in those areas make sense and good use of already served areas of water and sewer.

Sincerely

Susan McGillicuddy

████████████████████

████████████████████



9.B

**CONSENT AGENDA  
PROPOSED BOARD MINUTES**

**PROPOSED MOTION:**

**Move to approve and ratify the minutes of the Regular Meeting of January 23, 2024 as submitted.**

**ALTERNATE MOTION:**

**Move to approve and ratify the minutes of the Regular Meeting of January 23, 2024 with the following amendment(s):[insert amendments]**

CHARTER TOWNSHIP OF MERIDIAN  
REGULAR MEETING TOWNSHIP BOARD 2023 -DRAFT-  
5151 Marsh Road, Okemos MI 48864-1198  
517.853.4000, Township Hall Room  
Tuesday, January 23, 2024, 6:00 pm

PRESENT: Supervisor Jackson, Clerk Guthrie, Treasurer Deschaine, Trustees Hendrickson, Sundland, Wilson and Trezise

ABSENT:

STAFF: Director Schmitt, Director Gebes, Chief Grillo, Chief Hamel, Manager Diehl, Director Clark, Director Ianni, Manager Walsh, Director Tihoff

1. CALL MEETING TO ORDER

Supervisor Jackson called the January 23, 2024, Regular Township Board meeting to order at 6:01 pm.

2. PLEDGE OF ALLEGIANCE/INTRODUCTIONS

Supervisor Jackson led the Pledge of Allegiance.

3. ROLL CALL

Deputy Clerk Gordon called the roll of the Board. All board members present at 6:00 pm.

4. PRESENTATION

A. Introduction of New EMT/Firefighter

Chief Hamel introduced Firefighter Josh Hengesbach. Firefighter Hengesbach thanked the Board and Chief Hamel

5. CITIZENS ADDRESS AGENDA ITEMS AND NON-AGENDA ITEMS

Supervisor Jackson opened comments from the public at 6:06 pm

Supervisor Jackson closed comments from the public at 6:06 pm

6. TOWNSHIP MANAGER REPORT

Manager Walsh Talked about the following  
o Thanked Director Clark for filling in while Manager Walsh was out

- Acknowledged work anniversaries for Director Gebes, Chief Grillo, Captain Rommeck, Investigator Slavek
- Welcomed Trustee Trezise
- Deer management – 272 deer
- Police and Fire staffing are increasing
- Accounting position is opened.
- Admin assistant position is available in Engineering.
- Emergency Siren program – last 4 sirens are going up in March or April
- Marshall park playground improvements moving forward with the Parks Commission.
- Thanked Director Clark on work for CIA
- Acknowledged Culvers owners for their 20<sup>th</sup> anniversary
- Prime Meridian magazine will be coming out
- Flooring Project in the police department continues

7. BOARD MEMBER REPORTS OF ACTIVITIES AND ANNOUNCEMENTS

Treasurer Deschaine welcomed Trustee Trezise, thanked the new Firefighter Joshua, and thanked Chief Hamel for his work on recruiting.

Clerk Guthrie echoed Treasurer Deschaine’s comments welcoming Trustee Trezise. Thanked the Township Manager for the information about Culvers and for the changes made to enhance the security of elections. Clerk Guthrie addressed changes to the agenda that have been made prior to the meeting.

Trustee Wilson reported that the task force for the Senior Center has reconvened and will be meeting with the vendor, Progressive AE. A food pantry in Lansing received 700 pounds of venison last week from the deer cull. Thanked Mike Ellis, parks employee who helped deliver the venison.

8. APPROVAL OF AGENDA

**Trustee Hendrickson moved to approve the agenda. Seconded by Trustee Wilson**

**VOICE VOTE: YEAS: Supervisor Jackson, Clerk Guthrie, Treasurer Deschaine, Trustees Hendrickson, Sundland, Trezise and Wilson**

**NAYS: 0**

**Motion carried: 7 - 0**

9. CONSENT AGENDA

Supervisor Jackson reviewed the Consent Agenda

**Treasurer Deschaine moved to approve the agenda as presented. Seconded by Trustee Wilson.**

**ROLL CALL VOTE**

**YEAS: Clerk Guthrie, Treasurer Deschaine, Trustee Hendrickson, Trustee Trezise, Trustee Sundland, Trustee Wilson, Supervisor Jackson**

**NAYS: 0**

**Motion carried: 7 - 0**

10. QUESTIONS FOR THE ATTORNEY

NONE

11. HEARINGS

NONE

12. ACTION ITEMS

A. 2024 Board & Commission Appointments

**Supervisor Jackson moved to approve the appointment of Adam Hodges to the Corridor Improvement Authority for a term ending 2/1/2027. Seconded by Treasurer Deschaine.**

Director Clark clarified that the commission members do not need to be residents but must be property owners.

**VOICE VOTE**

**YEAS: Supervisor Jackson, Clerk Guthrie, Treasurer Deschaine, Trustee Hendrickson, Trustee Trezise, Trustee Sundland, Trustee Wilson**

**NAYS:**

**Motion carried: 7 - 0**

**Supervisor Jackson moved to approve the reappointment of Chris Nugent and Chris Rigterink to the Corridor Improvement Authority for a term ending 2/1/2027. Seconded by Trustee Hendrickson.**

**VOICE VOTE**

**YEAS: Supervisor Jackson, Clerk Guthrie, Treasurer Deschaine, Trustee Hendrickson, Trustee Trezise, Trustee Sundland, Trustee Wilson**

**NAYS:**

**Motion carried: 7 - 0**

**Supervisor Jackson moved to approve the appointment of Lisa Whiting Dobson to the Community Resources Commission for a term ending 12/31/2024. Seconded by Trustee Sundland.**

**VOICE VOTE YEAS: Supervisor Jackson, Clerk Guthrie, Treasurer Deschaine, Trustee Hendrickson, Trustee Trezise, Trustee Sundland, Trustee Wilson**

**NAYS:**

**Motion carried: 7 - 0**

**Supervisor Jackson moved to approve the appointment of Anthony Bennett to the Zoning Board of Appeals for a term ending 12/31/2026. Seconded by Treasurer Deschaine.**

**VOICE VOTE YEAS: Supervisor Jackson, Clerk Guthrie, Treasurer Deschaine, Trustee Hendrickson, Trustee Trezise, Trustee Sundland, Trustee Wilson**

**NAYS:**

**Motion carried: 7 - 0**

**Supervisor Jackson moved to approve the appointment of Ronald Sdao to the Downtown Development Authority for a term ending 12/31/2027. Seconded by Trustee Trezise.**

**VOICE VOTE YEAS: Supervisor Jackson, Clerk Guthrie, Treasurer Deschaine, Trustee Hendrickson, Trustee Trezise, Trustee Sundland, Trustee Wilson**

**NAYS:**

**Motion carried: 7 - 0**

**Supervisor Jackson moved to approve the appointment of Andrea Paul to the Environmental Commission for a term ending 12/31/2024. Seconded by Trustee Wilson.**

**VOICE VOTE YEAS: Supervisor Jackson, Clerk Guthrie, Treasurer Deschaine, Trustee Hendrickson, Trustee Trezise, Trustee Sundland, Trustee Wilson**

**NAYS:**

**Motion carried: 7 - 0**

**Supervisor Jackson moved to approve the appointment of Yu Man Lee to the Environmental Commission for a term ending 12/31/2026. Seconded by Trustee Hendrickson.**

**VOICE VOTE                    YEAS: Supervisor Jackson, Clerk Guthrie, Treasurer Deschaine, Trustee Hendrickson, Trustee Trezise, Trustee Sundland, Trustee Wilson**

**NAYS:**

**Motion carried: 7 - 0**

**Supervisor Jackson moved to approve the appointment of James Windsand to the Local Officials Compensation Commission for a term ending 12/31/2028. Seconded by Treasurer Deschaine.**

**VOICE VOTE                    YEAS: Supervisor Jackson, Clerk Guthrie, Treasurer Deschaine, Trustee Hendrickson, Trustee Trezise, Trustee Sundland, Trustee Wilson**

**NAYS:**

**Motion carried: 7 - 0**

**Supervisor Jackson moved to approve the appointment of David Lick and an Alternate to the Board of Review for a term ending 12/31/2024. Seconded by Trustee Wilson.**

**VOICE VOTE                    YEAS: Supervisor Jackson, Clerk Guthrie, Treasurer Deschaine, Trustee Hendrickson, Trustee Trezise, Trustee Sundland, Trustee Wilson**

**NAYS:**

**Motion carried: 7 - 0**

**B. Supervisor Pro Tem**

**Supervisor Jackson moved that the board appoint through December 31, 2024, Trustee Scott Hendrickson to act as Supervisor Pro Tem at any meeting of the Township Board where in the Supervisor is absent. Seconded by Trustee Wilson.**

Trustee Hendrickson thanked the Supervisor for being selected for this position.

**VOICE VOTE                    YEAS: Supervisor Jackson, Clerk Guthrie, Treasurer Deschaine, Trustee Hendrickson, Trustee Trezise, Trustee Sundland, Trustee Wilson**

**NAYS:**

**Motion carried: 7 - 0**

C. 2024 Initial Budget Amendments

Director Ianni updated the Board on the changes that have been made to the budget. Trustee Hendrickson thanked Director Ianni and asked about the amended Police and Fire budget. Trustee Wilson concurred with Trustee Hendrickson

**Trustee Hendrickson moved to approve the initial 2024 budget amendments with a decrease in budgeted fund balance for the general fund in the amount of \$655,804 which projects a use of fund balance of \$541,434. Based on 2024 results, the projected fund balance at December 31, 2024 will be \$9,356,394. Supported by Trustee Wilson.**

**ROLL CALL VOTE      YEAS: Trustee Hendrickson, Trustee Sundland, Trustee Trezise  
Trustee Wilson, Supervisor Jackson, Clerk Guthrie, Treasurer  
Deschaine**

**NAYS:**

**Motion carried: 7 - 0**

D. Ordinance 2024-01 – Rezone 4660 Marsh Road from PO, Professional and Office, to C-1, Commercial-Introduction.

Director Schmitt reviewed the resolution and the changes that would be made. Trustee Trezise gave background information from the Planning Commission. Board Members thanked Director Schmitt for his work on this rezoning. Trustee Deschaine asked Director Schmitt about different zoning requests.

**Trustee Trezise moved to adopt the resolution approving for introduction Ordinance 2024-01, an ordinance to rezone the property at 4660 Marsh Rd (Parcel ID number 33-02-02-21-428-002) from PO, Professional Office, to C-1, Commercial. Supported by Trustee Wilson.**

**VOICE VOTE      YEAS: Supervisor Jackson, Clerk Guthrie, Treasurer Deschaine,  
Trustee Hendrickson, Trustee Trezise, Trustee Sundland,  
Trustee Wilson**

**NAYS:**

**Motion carried: 7 - 0**

E. Set a Date for Joint Board and Commission Meeting

Manager Walsh spoke about the joint meeting. Board Members reiterated the importance of the meeting and thanked Manager Walsh. Treasurer Deschaine suggested the meeting take place in March. Trustee Hendrickson noted that the April date would take place during a conference.

**Trustee Wilson moved to set the following date of March 26<sup>th</sup> as the Annual Meridian Township Board & Commission Meeting. The meeting shall begin at 6:00 PM. Supported by Clerk Guthrie.**

**VOICE VOTE                    YEAS: Supervisor Jackson, Clerk Guthrie, Treasurer Deschaine, Trustee Hendrickson, Trustee Trezise, Trustee Sundland, Trustee Wilson,**

**NAYS:**

**Motion carried: 7 - 0**

13. BOARD DISCUSSION ITEMS

A. 2023 Master Plan Update

Director Schmitt spoke about the updates to the Master Plan that we made based off of Board suggestions at the January 9, 2024 Board meeting. Trustee Deschaine spoke about the name mixed intensity and the Urban Services Funds. Supervisor Jackson clarified what the next steps will be. Trustee Wilson asked about 8 parcels on Powell Road. The Master Plan Draft update will return to the agenda for further review from the Board. SH Made comments about western edge of the boundary regarding small area plans and asked for information about 425 agreements. Clerk Guthrie expressed concern about the clarity of the language in the document.

B. Liquor License Process-120 Day Moratorium

Director Clark gave background on the liquor license process. After reviewing the process, Director Clark is recommending a moratorium to allow time to train departments, update the Township's process and standards.

Trustee Wilson asked when the Moratorium would Commence and what the Class C Value of liquor Licenses are. Treasurer Deschaine asked about the pending liquor license. Supervisor Jackson asked if we would be able to stop the process for the pending liquor license. Clerk Guthrie thanked Director Clark for following up and setting up a process for the Liquor Licenses. Trustee Hendrickson asked when we were informed about the four new licenses and clarifying questions about the remaining license.

**Treasurer Deschaine made a motion to suspend rules and act on the liquor license process of resolution for a moratorium of liquor license approval for 120 days. Supported by Clerk Guthrie**

**VOICE VOTE**      **YEAS: Supervisor Jackson, Clerk Guthrie, Treasurer Deschaine, Trustee Hendrickson, Trustee Trezise, Trustee Sundland, Trustee Wilson,**

**NAYS:**

**Motion carried: 7 - 0**

**Trustee Wilson moved to approve the attached resolution for a 120-Day moratorium of liquor license application approvals in Meridian Township. During the 120 days, commencing on January 24, 2024, no new applications for liquor licenses will be accepted or approved by the Township Board. Supported by Treasurer Deschaine.**

**VOICE VOTE**      **YEAS: Supervisor Jackson, Clerk Guthrie, Treasurer Deschaine, Trustee Hendrickson, Trustee Trezise, Trustee Sundland, Trustee Wilson,**

**NAYS:**

**Motion carried: 7 - 0**

C. Support Emergency Operations Plan Annual Update

Chief Hamel spoke about the changes make to the Emergency Operations Plan. Trustee suggested a change on Page 6 to change LuAnn Maisner to Courtney Wisinski and Mary McGinnis to Katie Love. Clerk Guthrie asked that Communications Manager Sam Diehl be added to Page 6, 29 and 30. Chief Hamel clarified that the Communications Manager is the Township Manger in this instance.

Chief Hamel will bring final version back to the next meeting.

14. COMMENTS FROM THE PUBLIC

Supervisor Jackson opened comments from the public at 7:36 pm

Supervisor Jackson closed comments from the public at 7:36 pm

15. OTHER MATTERS AND BOARD MEMBER COMMENTS

Supervisor Jackson would like Board photographs to take place at the next meeting at 5:30 pm.

Treasurer Deschaine shared with the Board that Fifth Third Bank has been selected and a contract has been created as a result of the RFP for a new banking partner regarding the attempted fraud attack.

16. ADJOURNMENT

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

**VOICE VOTE: YEAS: Supervisor Jackson, Clerk Guthrie, Treasurer Deschaine, Trustees Hendrickson, Sundland, Trezise and Wilson**

**NAYS: 0**

**Motion carried: 7-0**

**The meeting adjourned at 7:40 PM**

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Patricia Jackson  
Township Supervisor

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Deborah Guthrie  
Township Clerk



9.C

To: Board Members  
From: Dante Ianni, Finance Director  
Date: February 6, 2024  
Re: Township Invoices/Expenses

Charter Township of Meridian  
Board Meeting  
2/6/2024

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

COMMON CASH	\$	1,114,634.31
PUBLIC WORKS	\$	49,449.67
TRUST & AGENCY	\$	-
<b>TOTAL CHECKS:</b>	<b>\$</b>	<b>1,164,083.98</b>
CREDIT CARD TRANSACTIONS 01/18/2024 to 01/31/2024	\$	10,927.01
<b>TOTAL PURCHASES:</b>	<b>\$</b>	<b><u>1,175,010.99</u></b>
<b>ACH PAYMENTS</b>	<b>\$</b>	<b><u>1,558,758.95</u></b>

Vendor Name	Description	Amount	Check #
1. US POSTMASTER	ANNUAL BULK MAILING PERMIT #28 FEE	320.00	111365
2. 54-A DISTRICT COURT	E. HARMON - FTA - CASH BOND	140.00	111230
3. A T & T	JAN 15 - FEB 14 2024 - INTERNET S1	195.25	111360
4. ABONMARCHE	PROF SERV THRU 12/31/2023 - LOCAL RD PROG ENGINEER	7,323.75	
5. ALEX & ALLISON REPP	FARMERS MARKET VENDOR	8.00	111232
6. AMISTEE AIR DUCT CLEANING &	HVACT/DUCT CLEANING FOR CENTRAL FIRE	3,550.00	
7. ASAP PRINTING	P. TREZISE BUS CARDS & BLDG INSP CARDS	106.15	
	COMMUNICATIONS INTERN BUSINESS CARDS	35.31	
	TOTAL	141.46	
8. AT & T	DEC 11 2023 - JAN 10 2024 - INTERNET ASE 831000821	3,763.02	111361
	JAN 7 - FEB 6 2024 - TELEPHONE + INTERNET M1 83100	1,232.02	111348
	TOTAL	4,995.04	
9. AUTO VALUE OF EAST LANSING	UNIT #66 - FLEET REPAIR PARTS	23.75	
	2023 RETURN MIRROR/HEXBIT - FLEET REPAIR PARTS	(142.58)	111362
	2023 UNIT #712 - FLEET REPAIR PARTS	634.86	111362
	2023 ALTERNATOR RETURN - FLEET REPAIR PARTS	(70.00)	111362
	2023 SHOP SUPPLY/UNIT 141 - FLEET REPAIR PARTS	104.35	111362
	2023 SHOP SUPPLY/UNIT 19 - FLEET REPAIR PARTS	884.38	111362
	2023 CORE - REPAIR PARTS	96.00	111362
	2023 UNIT 126 - FLEET REPAIR PARTS	172.36	111362
	2023 UNIT 87 - FLEET REPAIR PARTS	11.58	111362
	2023 UNIT 126 - FLEET REPAIR PARTS	44.01	111362
	2023 UNIT 118 - FLEET REPAIR PARTS	137.57	111362
	2023 CORE CREDIT (1492083) - FLEET REPAIR PARTS	(96.00)	111362
	2023 SHOP SUPPLY - FLEET REPAIR PARTS	504.47	111362
	2023 UNIT 23 - FLEET REPAIR PARTS	174.43	111362
	2023 STOCK - FLEET REPAIR PARTS	177.52	111362
	2023 CALIPER BRACKET - FLEET REPAIR PARTS	27.79	111362
	2023 UNIT 121 - FLEET REPAIR PARTS	496.27	111362
	TOTAL	3,180.76	
10. BLUE CROSS BLUE SHIELD OF MICHIGAN	2/1/24 - 2/29/24 PPO RETIREE HEALTH INS	2,206.24	111367
11. BODMAN PLC	2023 LEGAL REVIEW OF WEST WELCOME SIGN EASEMENT FO	210.50	111359
12. BOUNDTREE MEDICAL	ORDER 105041338 - MEDICAL SUPPLIES FOR AMBULANCES	1,655.60	
13. BRD PRINTING, INC	JOB #167317 - POLICE DEPT ENVELOPES	228.37	
	#9 RETURN ENVELOPES FOR ASSESSING	115.04	
	TOWNSHIP #10 WINDOW ENVELOPES	303.66	
	TOTAL	647.07	
14. BREAD BITES LLC	FARMER MARKET	67.00	111241
15. BS&A SOFTWARE	FEB 1 2024 - FEB 1 2025 - ALL BS&A SYSTEMS	44,426.00	
16. C & S FAMILY FARM	FARMERS MARKET VENDOR	81.00	111244
17. CAROL HASSE	MILEAGE REIMBURSEMENT	82.53	
18. CAROL WALKER	FARMERS MARKET	13.00	111245
19. CARRIE BALLOU	FARMERS MARKET VENDOR	15.00	111246

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 EXP CHECK RUN DATES 02/06/2024 - 02/06/2024  
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 BANK CODE: GF - CHECK TYPE: PAPER CHECK

Vendor Name	Description	Amount	Check #
20. CINTAS CORPORATION #725	01/17/2024 - MECHANICS UNIFORMS	48.08	
	01/24/2024 - MECHANICS UNIFORMS	48.08	
	01/31/2024 - MECHANICS UNIFORMS	48.08	
	TOTAL	144.24	
21. CITY PULSE	2023-05 LEGAL NOTICE ORDINANCE	117.29	
22. COLE SPALDING	REIMB DEER PROCESSING	90.00	
23. COMCAST	FEB 1 - FEB 29 2024 - INTERNET + TV	547.69	111364
24. DATAWORKS PLUS	1/1/24 - 12/31/24 - PD MOBILE FINGERPRINT SCANNER	505.00	
25. DAVID CHAPMAN AGENCY	2024 INSURANCE POLICY PREMIUM	326,907.00	
26. DAVID PRUDEN	2023 DEER MGMT DMAP REIMB	20.00	
27. DELL MARKETING LP	DELL 24-INCH REPLACEMENT MONITORS	1,522.50	
	POLICE GRANT LAPTOPS FOR ACADEMY RECRUITS	2,846.52	
	TOTAL	4,369.02	
28. DINGES FIRE COMPANY	3 BATTERY SAW CONVERSION KITS AND 3 EXTRA CHAINS	1,919.70	
29. DLT SOLUTIONS LLC	RAPID RECOVERY 2024 RENEWAL	2,588.00	
30. DOUGHNATION BAKERY	FARM MARKET VENDOR	117.00	111254
31. DUSTIN HILL	REFUND OVRPMT INV 89371	10.00	
32. EAST LANSING LOCKSMITH	CYLINDER & KEYS ROLLING SHELF UNIT CLERK'S OFFICE	999.98	
33. EATON COUNTY	NOTARY PROCESSING - R. KELLY	10.00	111355
34. FAMILY GRADE & GRAVEL	2023 WINTER GRADING RECYCLING CNTR SERV DR AND CIR	750.00	
35. FD HAYES ELECTRIC	10/9/2023 - CHECK OUTLETS MUN BLDG - NEW OFFICE FU	150.00	
36. FORESIGHT GROUP	WATER BILLS 1/18/2023 AND POSTAGE	574.63	
	#10 ENVELOPES FOR WATER BILLS	705.60	
	NAMES PLATES FOR PETER TREZISE	69.00	
	DOGS ON LEASH SIGNS FOR LAND PRESERVES	690.00	
	TOTAL	2,039.23	
37. FRANK CHRISTMAS	2024 BOOT REIMB - RENTAL INSPECTOR CP&D	175.00	
38. GRANGE ACRES	V. KING - EMERGENCY RENT ASSISTANCE	365.00	111349
39. GRANGER	DEC 2023 ACCT 17342460 RECYCLING	14.50	
	JAN 2024 - ACCT 17334070 - RECYCLING DISPOSAL SERV	72.46	
	JAN 2024 - GAYLORD C SMITH ACCT 17349880 - RECYCLI	31.49	
	JAN 2024 TOWN HALL & PUBLIC SAFETY - RUBBISH DISPO	130.68	
	JAN 2024 - ACCT 1106200 - GAYLORD C SMITH - RUBBIS	320.31	
	JAN 2024 - S. FIRE ACCT 1106300 - RUBBISH DISPOSAL	91.65	
	JAN 2024 - C. FIRE ACCT 2509750 - RUBBISH DISPOSAL	107.32	
	TOTAL	768.41	
40. HASLETT-OKEMOS ROTARY	3RD 4TH QTR 2023 - P. DESCHAIINE ROTARY DUES	300.00	
41. HAWORTH INC	12/20/2023 DELIVERED - STORAGE CABINET CLERK'S OFF	884.36	
42. HICKORY KNOLL FARMS	FARM MARKET VENDOR	76.00	111266
43. HIGHWATER FARMS	FARMERS MARKET	47.00	111267

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Vendor Name	Description	Amount	Check #
44. HYDRO-CHEM SYSTEMS	SERV CNTR POWER WASHER REPAIR	1,179.13	
45. INGHAM COUNTY DRAIN COMMISSIONER	2023 AT LARGE AND PETITION DRAIN INVOICE	527,090.80	
46. INGHAM COUNTY FIRE CHIEFS ASSOC	BEN HAVILAND - FIRE INSTRUCTOR I CLASS AT DELHI TW	50.00	
	G ULMAN - FIRE INSTRUCTOR I CLASS AT DELHI TWP	50.00	
	TOTAL	100.00	
47. INGHAM COUNTY TREASURER	BS&A TRAINING - D MULIETT, K FREIER	150.00	
48. JACK DOHENY COMPANIES INC	REF 93510 - BATTERIES FOR REMOTE CONTROLS	551.50	
49. JEAN S. FIERKE	FARMERS MARKET	35.00	111271
50. JULIE TAIBER	FARMERS MARKET	8.00	111276
51. KCI	POSTAGE 1/22/24-1/26/24	324.10	
	2024 AV BALLOT MAILING #3	956.47	
	TOTAL	1,280.57	
52. KEVIN COSGROVE	FARMERS MARKET	71.00	111278
53. KIWANIS CLUB OF HASLETT-OKEMOS	10/1/23 - 9/30/24 - PHIL DESCHAIINE MEMBERSHIP	150.00	
	2024 FLAGS OVER MERIDIAN	800.00	
	TOTAL	950.00	
54. KYLE COOK	2023 DEER MGMT DEER PROC REIMB	90.00	
55. LANDS END INC	EMPLOYEE APPRECIATION VESTS	3,764.65	
56. LANSING REGIONAL CHAMBER	3/1/2024 - 2/28/2025 TWP DUES	450.00	
57. LANSING SANITARY SUPPLY INC	1/8/2024 - CUSTODIAL SUPPLYS	684.88	
58. LANSING UNIFORM COMPANY	N. WICKS - OFFICER UNIFORM ITEMS	74.95	
	A. BARBER - OFFICER UNIFORM ITEMS	74.95	
	ROMMECK/ZALESKI - FIRE UNIFORMS	485.65	
	LEWIS - FIRE UNIFORM ITEMS	219.85	
	KOZLOWSKI - FIRE UNIFORM ITEMS	335.75	
	M. COLE - BOOTS	199.95	
	TOTAL	1,391.10	
59. LEAK PETROLEUM EQUIPMENT INC	MOTOR POOL - REPAIRS FOR HOIST	855.33	111368
	1/16/2024 FUEL ISLAND REPAIRS - COP DROVE OFF W/ H	345.89	111368
	FUEL RINGS AND BATTERY KIT	798.66	111368
	TOTAL	1,999.88	
60. LEAVITT & STARCK EXCAVATING INC	CONCRETE REPAIR CONTRACTS # 1, 2 AND 4 FOR LRP, WA	62.70	
61. MADISON GLASCOCK	FARMERS MARKET	14.00	111289
62. MADISON NATIONAL LIFE INS CO	FEB 2024 LIFE/DISABILITY INSURANCE	3,488.96	111350
63. MAMA C'S SAUCES	FARMERS MARKET VENDOR	8.00	111290
64. MASTER MOWING	5.30.23 MOWING- NOT SUBMITTED W/2023 INVOICES	164.00	
65. MATT DELONG	2023 DEER MGT DMAPS & PROCESSING REIMB	130.00	

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Vendor Name	Description	Amount	Check #
66. MERIDIAN CHARTER TOWNSHIP	E LAKE DR - 2023 WINTER TAX BILL	52.05	
	6105 MARSH RD - 2023 WINTER TAX	495.53	
	RUTHERFORD AVE - 2023 WINTER TAX	46.61	
	6146 PORTER AVE - 2023 WINTER TAX	233.14	
	6166 POLLARD AVE - 2023 WINTER TAX	30.33	
	5682 SCHOOL ST - 2023 WINTER TAX	26.70	
	TOTAL	884.36	
67. MI GREAT LAKES FISH COMPANY	FARMERS MARKET VENDOR	91.00	111294
68. MICH MUNICIPAL TREASURERS ASSN	2024 BASIC INSTITUTE FULL CONF - D MULIETT	599.00	
69. MICHIGAN SEPTIC LLC	2024 - PUMP OUT HNC PIT TOILETS	383.00	
70. MICHIGAN TOWNSHIP ASSOCIATION	BOR TRAINING - DAVID LICK	125.00	
71. MIDWEST POWER EQUIPMENT	ORDER 6696 - SIDEWALK SALT	1,594.32	
72. MIKE DEVLIN	REIMB SHELVING FOR STORAGE UNIT	450.90	
73. MIKE KEREKES	FARMERS MARKET	47.00	111300
74. MONSIDO INC	1/2/2024 - 1/1/2025 - MONSIDO RENEWAL	5,900.00	
75. MY GREEN MICHIGAN LLC	FEB 2024 COMPOST SERVICE MARKETPLACE	177.00	
76. MYCOPHILES GARDEN LLC	FARM MARKET VENDOR	294.00	111303
77. OKEMOS PUBLIC SCHOOLS	JULY-DEC 2023 SENIOR CENTER EXPENSES	56,825.03	
78. OLMSTEAD FARM	FARMERS MARKET VENDOR	309.00	111305
79. OPENGOV INC	11/1/23 - 10/31/24 - CARTEGRAPH OMS ANNUAL RENEWAL	43,569.18	111369
80. PITNEY BOWES BANK INC RESERVE ACCT	ACCT# 24708851 - TWP POSTAGE RESERVE ACCOUNT REFIL	10,000.00	111370
81. POSTMASTER	BUSINESS REPLY MAIL POSTAGE	1,000.00	111356
82. PRINTING SYSTEMS INC	GF CHECKS REORDER	191.63	111351
83. PRO-TECH MECHANICAL SERVICES	WORK ORDER #50927 - HEATING REPAIRS	180.00	
	WORK ORDER #50929 - HEAT REPAIRS	270.00	
	WORK ORDER #50168 - REPLACE ACUATOR MOTORS C. FIRE	1,084.94	
	TOTAL	1,534.94	
84. PURITY CYLINDER GASES INC	ORDER #0004375906-00 - MEDICAL OXYGEN	201.22	
85. REGIONAL ALLIANCE FOR FIREFIGHTER	FIRE OFFICER II COURSE (FF COREY PANT)	565.00	
86. ROB FORTINO	2023 DEER MGMT DMAPS REIMB	120.00	
87. SAFETY SYSTEMS INC	HIST VILLAGE 2024 ANNUAL ALARM SERVICE AGREEMENT	555.00	
	HNC 2024 FIRE ALARM SERVICE AGREEMENT	555.00	
	VANETTA 2024 ANNUAL LEASE SERVICE AGREEMENT	816.00	
	HIST VILLAGE 2024 ANNUAL LEASE SERVICE AGREEMENT	672.00	
	1/12/24 SERVICE CALL PHONE CONNECTION HIST VILLAGE	144.00	
	TOTAL	2,742.00	
88. SHILA KIANDER	BOR TRAINING - FEDERAU	30.00	111322
89. ST MARTHA CONFERENCE OF	K. MARTIN - EMERGENCY RENT ASSISTANCE	248.00	111357
90. ST THOMAS AQUINAS PARISH	T. HOPSON - EMERGENCY RENTAL ASSISTANCE	500.00	111352
91. STATE OF MICHIGAN	NOTARY BOND - R KELLY	10.00	111358

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DB: Meridian

INVOICE APPROVAL BY INVOICE REPORT FOR CHARTER TOWNSHIP OF MERIDIAN  
EXP CHECK RUN DATES 02/06/2024 - 02/06/2024  
JOURNALIZED OPEN AND PAID  
BANK CODE: GF - CHECK TYPE: PAPER CHECK

Vendor Name	Description	Amount	Check #
92. STEVEN SCHOTT	REIMB PARAMEDIC APP, LICENSE, EXAM FEES	440.00	
93. STRYKER MEDICAL	AEDS (2) FOR POLICE DEPARTMENT (MINUS TRADE-IN CRE X-RESTRAINT PACKAGE MEDICAL SUPPLIES STORE SUPPLIES (MEDICAL SUPPLIES)	3,352.40 602.70 2,130.82 1,419.60	
	TOTAL	7,505.52	
94. SUNBELT RENTALS, INC	2024 ACCT 647187 - FLOOR SCRUBBER RENTAL 2X/MO - M	332.02	
95. T MOBILE	12/21/23 - 1/20/24 - CELLULAR 517.980.0920 12/21/23 - 1/20/24 - CELLULAR 517.980.0920	20.48 9.75	
	TOTAL	30.23	
96. TAYLOR WOODALL	6/29/2024 DRONE SHOW (50% DEPOSIT) - CELEBRATE MER	12,497.50	111366
97. THE CHEESE PEOPLE OF GRAND RAPIDS	FARM MARKET VENDOR	104.00	111336
98. THE HARKNESS LAW FIRM PLLC	JAN 2024 PROSECUTING FEES	6,672.19	
99. TITUS FARMS LLC	FARM MARKET VENDOR	426.00	111337
100 TRI-COUNTY EM CONTROL AUTHORITY	DRUG BOX EXCHANGE FORMS (4 PKGS OF 100)	113.32	
101 UDDERLY MAGIC LLC	FARMERS MARKET	62.00	111338
102 VISUAL EDGE IT, INC	COPIER USAGE	717.60	
103 WILLOW CREEK BEES	FARMERS MARKET	39.00	111344
104 WILSON FARM FRESH MEATS	FARMERS MARKET VENDOR	81.00	111345
105 YOUNG ST JOHNS CHEVROLET	2023 - REPAIRS TO AMBULANCE	400.06	
TOTAL - ALL VENDORS		1,114,634.31	

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DB: Meridian

INVOICE APPROVAL BY INVOICE REPORT FOR CHARTER TOWNSHIP OF MERIDIAN  
EXP CHECK RUN DATES 02/06/2024 - 02/06/2024  
JOURNALIZED OPEN AND PAID  
BANK CODE: PWHZRZ - CHECK TYPE: PAPER CHECK

Vendor Name	Description	Amount	Check #
1. BEN MCCANN	REIMB FOOD AFTER-HOURS RESPONSE	11.92	
2. CONSUMERS ENERGY	REF 1000441794 - STREETLIGHT REPAIRS	1,726.01	
3. FERGUSON ENTERPRISES LLC	WATER - 1 INCH SOFT COPPER	2,229.00	
4. MADISON NATIONAL LIFE INS CO	FEB 2024 LIFE/DISABILITY INSURANCE	483.98	29606
5. MERIDIAN TOWNSHIP RETAINAGE	2023 VISU-SEWER - SANITARY SEWER REHABILITATION PR	3,751.38	
6. VISU-SEWER	2023 SANITARY SEWER REHABILITATION PROJECT	33,762.38	29608
7. WATERWORTH	MAR 2024 - FEB 2025 UTILITY RATE ANALYSIS SOFTWARE	7,485.00	29607
TOTAL - ALL VENDORS		49,449.67	

**Credit Card Report 1/18/2024 to 1/31/2024**

<b>Transaction Date</b>	<b>Transaction Merchant Name</b>	<b>Transaction Amount</b>	<b>Account Name</b>
2024/01/18	COVERT SCOUTING	\$44.99	ANDREW MCCREADY
2024/01/18	COSTCO WHSE#1277	\$91.96	CHRISTOPHER JOHNSON
2024/01/18	EXTENDEDSTAY 670	\$427.28	RICHARD GRILLO
2024/01/18	LANSINGSTATE JOURNAL	\$11.99	MICHELLE PRINZ
2024/01/18	FREEP.COM	\$14.99	MICHELLE PRINZ
2024/01/18	HEARST NEWSPAPERSMIDWEST	\$15.96	MICHELLE PRINZ
2024/01/18	AMZN MKTP US*R82TZ3CS1	\$341.82	MICHELLE PRINZ
2024/01/18	CITY OF LANSING, MI	\$0.97	ED BESONEN
2024/01/18	THE HOME DEPOT #2723	\$30.92	DAVID LESTER
2024/01/18	VISTAPRINT	\$293.24	SAMANTHA DIEHL
2024/01/19	GRAINGER	\$88.68	JACOB FLANNERY
2024/01/19	THE HOME DEPOT #2723	\$47.97	JACOB FLANNERY
2024/01/19	GFS STORE #1901	\$94.90	MIKE DEVLIN
2024/01/19	ZOOM.US 888-799-9666	\$449.85	STEPHEN GEBES
2024/01/19	AMZN MKTP US*R823O3NJ1	\$108.14	ROBERT MACKENZIE
2024/01/19	AMZN MKTP US*R00VB6OR0	\$10.05	MICHELLE PRINZ
2024/01/19	AMAZON RET* 113-553949	\$83.04	DANIEL OPSOMMER
2024/01/20	JETS PIZZA - MI-053 MOTO	\$88.71	RUDY GONZALES
2024/01/20	DOLLAR TREE	\$88.75	COURTNEY WISINSKI
2024/01/20	AMZN MKTP US*R06HF6400	\$162.48	STEPHEN GEBES
2024/01/20	EXTENDEDSTAY 670	\$480.76	RICHARD GRILLO
2024/01/21	REVEAL BY TACTACAM	\$13.00	ANDREW MCCREADY
2024/01/22	LOWES #01596*	\$29.98	KYLE FOGG
2024/01/22	GIH*GLOBALINDUSTRIALEQ	\$488.49	DEBORAH GUTHRIE
2024/01/22	OFFICEMAX/OFFICEDEPT#3379	\$54.49	CHRISTOPHER JOHNSON
2024/01/22	AMAZON.COM*R890Z65Z1	\$106.99	MICHELLE PRINZ
2024/01/22	AMZN MKTP US*R81XE25A1	\$113.94	MICHELLE PRINZ
2024/01/22	OFFICEMAX/OFFICEDEPT#3379	\$99.96	DAVID LESTER
2024/01/23	EAGLE ENGRAVING INC	\$185.45	MICHAEL HAMEL
2024/01/23	LANSING CENTER LOTS TIBA	\$10.00	FRANK L WALSH
2024/01/23	NASSCO, INC.	\$295.00	YOUNES ISHRAIDI
2024/01/23	AMZN MKTP US*R88LR0RB2	\$89.67	MICHELLE PRINZ
2024/01/23	AMZN MKTP US*R09Z27HE0	\$162.41	MICHELLE PRINZ
2024/01/23	AMZN MKTP US*R82DS4WK2	\$59.99	CATHERINE ADAMS
2024/01/23	DAZUMA.US	\$768.98	CATHERINE ADAMS
2024/01/23	TOP HAT CRICKET FARM INC	\$48.89	CATHERINE ADAMS
2024/01/23	CITY OF LANSING, MI	\$0.97	ED BESONEN
2024/01/23	AMZN MKTP US*R86ID8U02	\$152.97	DANIEL OPSOMMER
2024/01/23	BRIGHTARROWTECHNOLOGIES	\$340.00	DANIEL OPSOMMER
2024/01/24	MSU PAYMENTS	\$35.00	COURTNEY WISINSKI
2024/01/24	AMZN MKTP US*R05GW00J2	\$37.98	CATHERINE ADAMS
2024/01/24	CITY OF LANSING, MI	\$2.10	ED BESONEN
2024/01/24	COMCAST	\$167.73	BART CRANE
2024/01/24	TRITECH FORENSICS	\$146.00	BART CRANE
2024/01/25	TST* BUDDIES PUB AND GRIL	\$9.33	MICHAEL HAMEL
2024/01/25	COMPLETE BATTERY SOURCE	\$25.46	KYLE FOGG
2024/01/25	WWW.MICHIGANCLERKS.ORG	\$1,400.00	DEBORAH GUTHRIE
2024/01/25	TARGET 00003657	\$20.00	AL DIAZ
2024/01/25	STATE OF MI EMS	\$50.00	BRIAN PENNELL
2024/01/25	EVENTS TO RENT INC	\$250.00	COURTNEY WISINSKI
2024/01/25	EXTENDEDSTAY 670	\$427.28	RICHARD GRILLO
2024/01/25	AMZN MKTP US*R061B7U30	\$16.95	PHIL DESCHAIINE
2024/01/26	PANERA BREAD #600715 O	\$38.18	MICHAEL HAMEL

2024/01/26	MICHIGAN TOWNSHIPS ASS	\$390.00	FRANK L WALSH
2024/01/26	INDUSTRIALSAFETY.COM	\$227.59	ROBERT MACKENZIE
2024/01/26	AMZN MKTP US*R02E230F2	\$34.49	MICHELLE PRINZ
2024/01/26	EVIDENT INC	\$242.00	BART CRANE
2024/01/27	EXTENDEDSTAY 670	\$480.76	RICHARD GRILLO
2024/01/27	AMZN MKTP US*R01HX5ES1	\$26.97	MICHELLE PRINZ
2024/01/27	AMZN MKTP US*R293O9FQ0	\$153.36	CATHERINE ADAMS
2024/01/29	THE HOME DEPOT #2723	\$50.61	ROBERT STACY
2024/01/29	THE HOME DEPOT #2723	\$427.00	TYLER KENNEL
2024/01/29	COMPLETE BATTERY SOURCE	\$62.52	RYAN CAMPBELL
2024/01/29	THE HOME DEPOT #2723	\$31.44	RYAN CAMPBELL
2024/01/29	GRAINGER	\$25.80	JACOB FLANNERY
2024/01/29	AMZN MKTP US*R008V5IL2	\$34.82	RICHARD GRILLO
2024/01/29	AMZ*WSJBARRONSMW	\$2.00	MICHELLE PRINZ
2024/01/29	CITY OF LANSING, MI	\$0.97	ED BESONEN
2024/01/30	AMZN MKTP US*R06V93SE1	\$40.98	FRANK L WALSH
2024/01/30	AMZN MKTP US*R28S964C2	\$16.24	FRANK L WALSH
2024/01/30	AMZN MKTP US*R27GD1GO0	\$18.00	RICHARD GRILLO
2024/01/30	AMZN MKTP US*R09DA4YS2	\$26.95	RICHARD GRILLO
2024/01/30	CITY OF LANSING, MI	\$1.87	ED BESONEN
2024/01/30	MCDONALD'S F2306	\$8.00	DAN PALACIOS
	<b>Total</b>	<b>\$10,927.01</b>	

ACH Transactions

Date	Payee	Amount	Purpose
1/18/2024	First American	\$ 2,976.77	Employee Vision Insurance
1/19/2024	Health Equity	\$ 246,329.14	Employee Health Savings
1/19/2024	Blue Care Network	\$ 13,773.44	Employee Health Insurance
1/22/2024	MCT Utilities	\$ 1,452.80	Water/Sewer
1/23/2024	Health Equity	\$ 171.70	Employee Health Savings
1/24/2024	Blue Care Network	\$ 213,514.58	Employee Health Insurance
1/24/2024	Gallagher Benefit Services	\$ 3,250.00	Employee Health Insurance
1/26/2024	Nationwide	\$ 8,769.04	Payroll Deductions 01/26/2024
1/26/2024	Various Financial Institutions	\$ 353,019.63	Direct Deposit 01/26/2024
1/26/2024	IRS	\$ 131,217.92	Payroll Taxes 01/26/2024
1/26/2024	Alerus	\$ 73,568.47	Payroll Deductions 01/26/2024
1/26/2024	State of Michigan	\$ 41,146.74	MI Business Tax
1/26/2024	MERS	\$ 461,253.44	Employee Retirement
1/29/2024	Consumers Energy	\$ 450.76	Utilities
1/31/2024	First American	\$ 2,716.90	Employee Vision Insurance
1/31/2024	Blue Care Network	\$ 5,021.09	Employee Health Insurance
1/31/2024	Consumers Energy	\$ 33.53	Utilities
1/31/2024	Wageworks	\$ 93.00	Employee Health Savings
<b>Total ACH Payments</b>		<b>\$ 1,558,758.95</b>	



**To: Members of the Planning Commission**

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

**Date: January 5, 2024**

**Re: 2023 Planning Commission Annual Report**

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Staff is pleased to present the following Annual Report for the Planning Commission's consideration. Under the Michigan Planning Enabling Act, Planning Commissions are required to create an annual report outlining the work that was done in the previous year, to be presented to the legislative body in the local municipality. There are number of items to track, from zoning changes to site plans and potential ordinance changes. If the Planning Commission has suggestions for other items they would like to see in this year-end wrap up in future years, please let us know and Staff would be happy to incorporate them.

### **Development Reviews**

2023 was a busy and productive year for planning activity in the Township. The attached chart outlines all of the applications that were submitted in 2023. 2023 proved to be a busy year for zoning ordinance updates, including the completion of the recreational marijuana ordinance, RRC recertification updates, and an update of the Conservation Overlay District. Overall, there were 49 new applications submitted for review last year, including projects that are administratively reviewed. 18 of these applications were reviewed by the Planning Commission.

### **Variances**

In addition to the Planning Commission and administrative applications, the Zoning Board of Appeals heard 11 requests in 2023. The majority related to residential properties, but there were some commercial requests as well.

Although not specifically related to the Planning Commission's work in 2023, a synopsis of Zoning Board of Appeals activities for the year is attached at the end of this report, to show that Board's work and the occasional overlap with the Planning Commission.

### **Zoning Amendments**

There were three ordinance text amendments reviewed by the Planning Commission in 2023, all of which were recommended for approval. The first was the update of the marijuana ordinance to allow adult use marijuana in the Township and to establish five zones where such uses are allowed. The second was a set of amendments that were required for the Township to pursue reauthorization of the Redevelopment Ready Community (RRC) certification. Finally, the Planning Commission recommended approval of an update of the Conservancy District to allow administrative approval of small floodplain disturbances and to allow decks in floodplains by right instead of by special use permit.

There were also five rezoning requests that were reviewed by the Commission in 2023. Rezoning property is similar in nature to the text amendments described above, in that it amends the official

## 2023 Planning Commission Annual Report

zoning map for the township, which is adopted as part of the Zoning Ordinances. The Planning Commission recommended approval of three requests, recommended denial of one request, and carried one application into 2024.

### Current Planning Commission Membership

The Planning Commission lost three members during 2022. Early in 2023, three new members were appointed to the Planning Commission, bringing the total up to nine and filling the entire roster. However, Jerry Richards resigned at the end of the year, meaning that the Planning Commission enters 2024 with one vacancy. The nine members of the Commission in 2023 were as follows:

Mark Blumer, Chair	Alisande Shrewsbury
Peter Trezise, Vice Chair	Bill McConnell
Christina Snyder, Secretary	Brandon Brooks
Milton Scales	Jerry Richards
James McCurtis	

### Master Plan

The Township began to review and update the Master Plan in 2022, five years after the previous plan was adopted. That was pursuant to the Michigan Planning Enabling Act, which requires a review every five years. The Planning Commission unanimously recommended the approval of the Master Plan in December. The main updates include the following:

- **Goals and Objectives** – Staff recommended reducing the topline Goals from 7 to 5 and make the underlying objectives actionable and trackable. There were a number of items in the 2017 plan that should simply be standard practice, not a goal in the main long term planning document. Additionally, there were a number of items that came up in the public input or from the Planning Commission that were very specific or didn't fall under one of the five topline goals. These items were included as Implementation Ideas so they can be worked on in the future. Many of the existing goals and objectives are still incorporated into the proposed update.
- **Future Land Use map** – The Future Land Use (FLU) map did not see a large number of changes. Given the pandemic's effect on development, only minor changes were looked at in very specific areas, with input from the public. Three of the changes are technical in nature, to align the current use of the property with the future land use map. The remaining changes, which are more extensive, are as follows:
  - o The Meridian Mall has been designated as a Potential Intensity Change Area (PICA), so that further study of the area can be done in anticipation of potential redevelopment in the future.
  - o The vacant land to the east of the existing Copper Creek development was redesignated to be consistent with Copper Creek and the existing developments surrounding it. Given that stub streets have been installed to the property already, maintaining the density in the area makes sense.
  - o The northern 1/3 of the Faith Lutheran Church property at 4515 Dobie Road is vacant and the church has previously attempted to rezone it to match the multi-family development on Chief Okemos Circle. The rezoning was denied, largely due to it not being in compliance with the Master Plan. The FLU would be changed to

**2023 Planning Commission Annual Report**

- designate this area as multiple family, consistent with the property to the north and allowing the church to eventually sell that portion of land for development.
- o The driving range on Grand River at Powell Road is currently designated Rural Residential, despite being a commercial use and located on busiest street in the Township. The new FLU would designate the property as commercial, which would allow for potential redevelopment, either as straight commercial or as a mixed use gateway project to the Community.
- **Urban Service Boundary** – The final major change in the 2023 Update are proposed changes to the Urban Service Boundary (USB). Staff recommended, and the Planning Commission approved, two changes to the USB.
  - o At the far northern end, on Green Road, the current USB cuts through the middle of two parcels. Staff recommended either including or excluding them, to make the map cleaner. At the Planning Commission’s request, we reached out to both property owners and the current changes represent the property owner’s desires.
  - o The main change is to the boundary on Powell Road. The current USB includes some properties on the east side of Powell Road inside the USB, while others are left out. The current plan also has an exception built in for any property in that area that were previously a part of a Special Assessment District. The current plan does not include the already developed frontage on Grand River Avenue inside of the boundary. Lastly, utilities are available to a number of these properties already. All of these factors led Staff to recommend a new boundary which would run along the eastern property lines of each of the properties on the east side of Powell Road. This is a much more ‘firm’ and defensible boundary that the current one, while recognizing the development pressure along Powell Road.

The plan also includes two new planning initiatives that Staff will implement over the coming years. First, we developed a rudimentary build out analysis for the purposes of discussion during the Planning Commission’s review, trying to outline roughly how much residential development remains in the community, based on the current situation. This was well received by the Planning Commission and Staff intends to further refine this analysis and to add the vacant commercially zoned properties into the mix as well. This will help us as we begin to transition in earnest to a community more focused on redevelopment. Secondly, given the high-profile nature of the PICAs in the Township, Staff intends on working with the Planning Commission to create Small Area Plans for each of the PICAs, which will be used for both planning and marketing purposes.

Synopsis of Planning Activities – 2023				
Case #	Applicant	Request	Location	Decision
<b>ZONING AMENDMENTS</b>				

## 2023 Planning Commission Annual Report

2022-19	Planning Commission	Update of the Marijuana ordinance to include Recreational Marijuana	Marijuana overlay districts	Approved
23029	Planning Commission	RRC Amendments	Various	Approved
23032	Planning Commission	Update of Conservation Overlay District to allow admin approval of floodplain cuts	Various	Approved
<b>REZONINGS</b>				
23001A	MW6	Lake Court rezoning	Between Lake Court and Lake Lansing Road	Approved
23006	Jessica Worful	Administrative rezoning of property to bring it into land use conformance	5677 Cade Street	Approved
23030	Redwood USA, LLC	Multifamily	5010 Park Lake & V/L	Denied
23034	Casa De Granada, LLC	Rezoning of property to bring it into land use conformance	4660 Marsh Road	Approved
23036	Lilliac LLC	Shaw Street Rezoning	5681 Shaw Street	Ongoing
<b>SPECIAL USE PERMITS</b>				
23004	Mayberry Homes	Schultz Vet Expansion	2806 Bennett Road	Approved
23005	New Potato Creek Holding, LLC	Tidal Car Wash	4880 Marsh Road	Approved
23007	The Work of Christ Community	Work of Christ Office	1502 River Terrace Drive	Approved
23010	Township Engineering	MSU to Lake Lansing Trail - Phase II	Between Park Lake Road and Marsh Road	Approved

## 2023 Planning Commission Annual Report

23011	Haslett Gallery Inc.	Herbana Medical Marijuana	2119 Haslett Road	Approved
23012	The W. Investment Holdings	1614 Grand River Medical Marihuana	1614 W. Grand River	Approved
23013	Green Peak Innovations, LLC	Skymint	Vacant Lot	Approved
23022	Knob Hill Apartments, LLC	New Apartment Building	2300 Knob Hill Drive	Approved
23035	Okemos Pointe III LLC	Elevation Phase 4	2362 Jolly Oak Road	Approved
23037	Meridian Retail Management II LLC	2731 Restaurant	2731 East Grand River	Ongoing

COMMISSION REVIEW				
23001	William & Julia Cawood	Land Division	2511 Raby Rd & V/L Burcham Dr.	Approved
23015	New Potato Creek Holding, LLC	Tidal Wave Car Spa - Land Division	4880 Marsh Road	Approved
23018	Meridian Township	Land Preservation purchase	Vacant Lot on Cornell Road	Approved
23021	Starbucks	Starbucks Drive-Thru Sign Update	3552 Meridian Crossings Drive	Approved
23028	Nichole Harrell	Harrell Combination	5070 Country Drive	Approved
23031	Okemos Gateway LLC	W Investors	1614 W. Grand River	Approved
WETLAND DELINEATIONS				

## 2023 Planning Commission Annual Report

23033	Dan Kramer	Wetland delineation for the construction of a new home	Property on Van Atta Road	Approved
<b>PLANNED UNIT DEVELOPMENTS</b>				
23025	ACD II	PUD Lot Combination	The Greens Unit 24 & 25	Approved
23038	ACD II	PUD Lot Combination	The Greens Unit 86 & 87	Approved

<b>ZONING BOARD OF APPEALS APPLICATIONS</b>				
23-01	Nikolaj & Carol Oryszczak	Land Division	6206 Columbia St.	Approved
23-02	Elizabeth Seagull	Boardwalk	1236 Jolly Road	Approved
23-03	Susan Luks & Edward Clayton	Carport	2292 E Lake Lansing	Approved
23-04	Johnson Sign Company	Sparrow Sign	4660 S Hagadorn	Approved
23-05	Michigan First Credit Union	Meijer Exterior Building Sign	2055 W. Grand River	Approved
23-06	Massa Multimedia Architecture	Walmart Wall Signs	5110 Times Square Drive	Approved
23-07	Knob Hill Apartments, LLC	Knob Hill Apartment Reconstruction	2502 Lake Lansing Road, Suite C	Approved
23-08	Craig Skcozylas	Skcozylas Home	6329 Milenz Street	Denied
23-09	Gary & Suzette Tyler	Tyler Garage	6261 E. Lake Drive	Approved
23-10	East Lansing - Meridian Water & Sewer Authority	Reservoir	2470 Burcham Drive	Approved

## 2023 Planning Commission Annual Report

23-11	Julia McKenzie	McKenzie Lot Split	715 Red Cedar	
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SITE PLANS				
23002	TIMN, LLC	Renovations to City Limits	2120 M-78	Withdrawn
23003	Newman Equities II, LLC	Grand Reserve development	Central Park Drive and Powell Road	Ongoing
23008	Ilex Outdoors	Sidewalk ramp installation	1574 Haslett Road	Approved
23009	Okemos Pointe III LLC	Elevation Phase 4	2362 Jolly Oak Road	Ongoing
23014	Case De Granada, LLC	Demo of existing accessory building and construction of new accessory building	4660 Marsh Road	Withdrawn
23016	New Potato Creek Holding, LLC	Tidal Wave Car Spa	4880 Marsh Road	Ongoing
23017	River Terrace Church	Improvements at River Terrace Church	1509 River Terrace Drive	Approved
23019	Mayberry Homes	Schultz Vet Expansion	2806 Bennett Road	Approved
23020	Evergreen Vet Clinic	Addition of cremation services at existing vet clinic	4737 Marsh Road	Approved
23023	Jim Giguere	Hulett Road Estates	3560 Hulett Road	Ongoing
23024	Knob Hill Apartments, LLC	New apartment building	2300 Knob Hill Drive	Ongoing
23027	SP Holding Company LLC	Haslett Village	1621 & 1655 Haslett Road	Ongoing



**To:** Township Board

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

**Date:** January 30, 2024

**Re:** Ordinance 24-01 – Tamara Noe - Rezone the property at 4660 Marsh Road from PO, Professional Office, to C-1, Commercial

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The Township Board approved Ordinance 2024-01 for introduction at its last regular meeting on January 23, 2024. At that meeting, the Township Board raised no major concerns about the proposal. The proposed ordinance was published, as directed by the Board, in advance of a final decision being made on the request.

Rezoning 24-01 is a Township initiated ordinance that would rezone the property at 4660 Marsh Road from PO, Professional Office, to C-1, Commercial. This would bring the current use of the building in alignment with the zoning and allow for potential business expansions in the future. The Planning Commission held a public hearing for the rezoning at its November 13, 2023 regular meeting and voted to recommend approval at their December 11, 2023 meeting. No major concerns were raised during the discussion of the request. The Township Board discussed the matter at their January 9, 2024 and January 23, 2024 meetings and were generally supportive of the request.

Staff **recommends approval** of the proposed ordinance at this time to rezone the property to be in conformance with its current use, which will allow the property owner and businesses therein to make modifications more easily to the building and allow future tenants to move into any vacant spaces. Staff has provided the following recommended motion and attached resolution to finalize adoption of the ordinance.

**Move to adopt the resolution approving Ordinance 2024-01, an ordinance to rezone the property at 4660 Marsh Road (Parcel ID number 33-02-02-21-428-002) from PO, Professional Office, to C-1, Commercial.**

**Attachments**

1. Resolution to approve Ordinance 2024-01
2. Ordinance 2024-01 – Final Version

**RESOLUTION TO APPROVE**

**Ordinance 2024-01  
4660 Marsh Road – Rezoning**

**RESOLUTION**

At a regular meeting of the Township Board of the Charter Township of Meridian, Ingham County, Michigan, held at the Meridian Municipal Building, in said Township on the 6<sup>th</sup> day of February, 2024 at 6:00 p.m., Local Time.

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

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

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

WHEREAS, the owner of the property, Tamara Noe, approached Staff about adding a new user for the building at 4660 Marsh Road; and

WHEREAS, the property is currently zoned PO, Professional Office, which does not allow the use being proposed or many of the uses currently operating in the building; and

WHEREAS, Staff recommended the owner apply for a rezoning to a commercial designation, allowing new uses to occupy the building; and

WHEREAS, the Planning Commission held a public hearing and discussed at its regular meeting on November 13, 2023, and made a positive recommendation for a change to C-1, Commercial, to the Township Board at their December 11, 2023 meeting; and

WHEREAS, the Township Board discussed the proposed rezoning at its meeting on January 9, 2024, and has reviewed the staff and Planning Commission materials provided; and

WHEREAS, the Township Board discussed the proposed rezoning at its January 23, 2024 meeting and after raising no major concerns, directed Staff to publish a notice of intent to adopt, prior to a final review of the matter; and

WHEREAS, the rezoning would bring the property into compliance with the current use and allow the owner to make improvements to the property and bring in new tenants; and

NOW THEREFORE, BE IT RESOLVED THE TOWNSHIP BOARD OF THE CHARTER TOWNSHIP OF MERIDIAN hereby ADOPTS Ordinance Number 2024-01, entitled “Ordinance Amending the Zoning District Map of Meridian Township pursuant to Rezoning Application #23034” rezoning the property at 4660 Marsh Road from PO, Professional Office, to C-1, Commercial.

BE IT FURTHER RESOLVED that the Clerk of the Charter Township of Meridian is directed to publish the Ordinance in the form in which it was adopted.

**Resolution to Approve  
Ordinance 2024-01 – 4660 Marsh Road  
Page 2**

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 6<sup>th</sup> day of February, 2024.

\_\_\_\_\_  
Deborah Guthrie  
Township Clerk

**ORDINANCE NO. 2024-01**  
**ORDINANCE AMENDING THE ZONING DISTRICT MAP**  
**OF MERIDIAN TOWNSHIP**  
**PURSUANT TO REZONING #23034**

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 PO, Professional Office symbol and indication as shown on the Zoning District Map, for Parcel #33-02-02-21-428-002, commonly known as 4660 Marsh Road, land legally described as:

A PORTION OF A PARCEL OF LAND IN THE SOUTHWEST  $\frac{1}{4}$  OF SECTION 21, TOWN 4 NORTH, RANGE 1 WEST, MERIDIAN TOWNSHIP, INGHAM COUNTY, MICHIGAN, THE SURVEYED BOUNDARY OF SAID PARCEL DESCRIBED AS:

THAT PART OF LOTS 23, 24, & 48 OF SUPERVISOR'S PLAT NO 1 OF OKEMOS DESCRIBED AS BEGINNING ON THE NORTHERN LINE OF LOT 48, NORTH 71 DEGREES 22' WEST 438.74 FEET FROM THE EASTERLY MOST CORNER OF LOT 48, THENCE SOUTH 35 DEGREES 03'15" WEST 95.32 FEET, THENCE SOUTH 04 DEGREES 16'45" EAST 174.46 FEET, THENCE SOUTH 86 DEGREES WEST 108.28 FEET TO THE EASTERLY LINE OF LOT 25, THENCE NORTH 04 DEGREES 16' 45" WEST 33 FEET TO NORTHEAST CORNER OF LOT 25, THENCE SOUTH 86 DEGREES WEST 104 FEET TO SOUTHEAST CORNER OF LOT 31 OF SAID PLAT, THENCE NORTH ALONG THE EAST LINE OF LOT 31 162 FEET TO NORTHEAST CORNER OF LOT 31, THENCE NORHTEASTERLY ALONG THE SOUTHERLY RIGHT OF WAY LINE OF MARSH ROAD 219 FEET, THENCE SOUTH 71 DEGREES 22' EAST ALONG THE NOTHERLY LINE OF LOT 48 116.26 FEET TO THE POINT OF BEGINNING

to that of C-1, Commercial.

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.

\_\_\_\_\_  
Patricia Herring Jackson, Township Supervisor

\_\_\_\_\_  
Deborah Guthrie, Township Clerk



**To: Board Members**  
**From: Michael Hamel, Fire Chief**  
**Date: January 31, 2024**  
**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:

- Succession name changes
  - Police Chief
  - Alternate/Succession
  - Finance Director
  - Parks Director
  - Human Services Specialist

The following motion is proposed for Board consideration:

**MOVE TO APPROVE THE 2024 UPDATES TO THE 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, 2024



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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.

---

Patricia Herring Jackson  
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.

<b>Date</b>	<b>Reason for Revision</b>	<b>Page Numbers</b>	<b>Revised By</b>
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	25	Chief Hamel
1/10/2021	Public Health successor added	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
12/1/21	Damage Assessment alternate/ Succession	20, 21	Chief Hamel
11/1/22	Promulgation Document Supervisor change, dept. and Distribution name changes, succession changes	3,6,11,23,24 27,28,31,33	Chief Hamel
12/14/23	Succession name changes <ul style="list-style-type: none"> <li>• Police Chief</li> <li>• Alternate/Succession</li> <li>• Finance Director</li> <li>• Parks Director</li> <li>• Human Services Specialist</li> </ul>	6, 7, 11, 19, 24, 25, 31, 34	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 43,318 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 (2015).
- 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 Township's 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 Everbridge.
    - 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	Frank Walsh	
Fire Services	Fire Department	Michael Hamel	
Law Enforcement	Police Department	Rick Grillo	
Warning and Communications	Fire Department	Michael Hamel	
Public Information	Communications Department	Frank Walsh	
Damage Assessment	Building Department	John Heckaman	
Public Works	Public Works	Dan Opsommer	
Emergency Medical Services	Fire Department	Brian Pennell	
Human Services	Human Services	Katie Love	
Finance	Accounting & Budgeting	Dante Ianni	

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

Department	2 <sup>nd</sup> Alternate	3 <sup>rd</sup> Alternate	
Township Administration	Dan Opsommer	Abby Tithof	
Fire Department	Ryan Campbell	Rudy Gonzales	
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 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

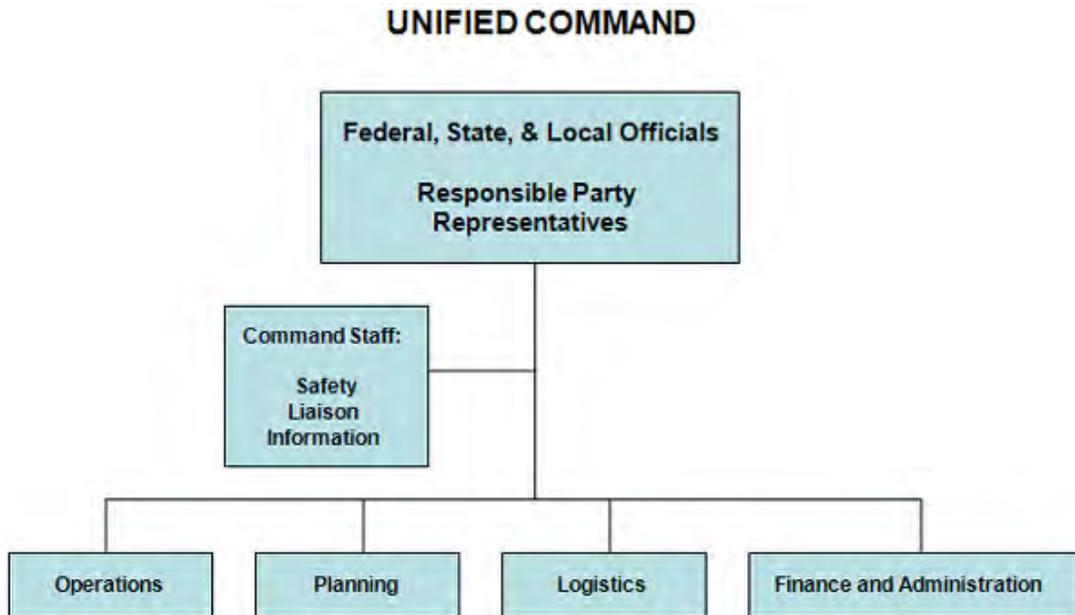
The Direction, Control, and Coordination function is responsible for the activation, organization and operation of the local EOC, the facilitation of the incident management, response, and recovery efforts, and coordination with the County Emergency Management Program.

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.
	<b>EOC Operations</b>
	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
	<b>Local Authority</b>
	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
	<b>Assistance to Other Agencies</b>
	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

Frank L. Walsh

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
	<b>Communication Link</b>
	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
	<b>Disaster warning and information</b>
	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, Everbridge, 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.
	<b>Official notification</b>
	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
Fire	Fire Chief

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

Title	Department
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

Michael R. Hamel

## 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
	<b>Damage assessment</b>
	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
	<b>Dissemination of DA information</b>
	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
	<b>Logistics</b>
	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.
	<b>Response activities</b>
	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
	<b>Assistance to other agencies</b>
	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 Inspector	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.
	<b>Response activities</b>
	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.
	<b>Transportation</b>
	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.
	<b>Assistance to other agencies</b>
	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

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
	<b>Response activities</b>
	Coordinate debris removal activities
	Coordinate activities designed to control the flow of floodwater
	<b>Damage assessment</b>
	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
	<b>Transportation</b>
	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
	<b>Assistance to other agencies</b>
	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
	<b>Logistics</b>
	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

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
	<b>Patient Care</b>
	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.
	<b>Public Health</b>
	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

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
	<b>Pre-disaster public education</b>
	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
	<b>Disaster warning and information</b>
	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
	<b>Media Coordination</b>
	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	Township 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
Director	Communications
Communications Manager	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

Frank L. Walsh

## 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
	<b>Disaster Related Needs</b>
	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

Dante Ianni

## 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
	<b>Disaster-related needs</b>
	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.
	<b>Protective action</b>
	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

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
MARQUETTE (HOLIDAY RETIREMENT)	5968 PARK LAKE	517-339-1532
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
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	

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

<b>HOUSING FOR ADDITIONAL EMERGENCY WORKERS</b>	<b>TYPE OF SERVICE</b>
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)				



12.C

**To: Township Board**

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

**Date: February 1, 2024**

**Re: 2023 Master Plan Update**

---

Attached is the final draft of the 2023 Master Plan update. The Planning Commission has thoroughly reviewed the plan and recommended its approval. The Township Board has previously reviewed the matter, offered several suggestions and asked many questions, leading to the attached document. Should the Township Board approve the plan, Staff will work to get it into the flipbook format that we've previously shown and then distribute the plan as required by the State enabling act.

I would like to take a moment to thank everyone involved with this project over the last 18 months. This is an excellent plan update and puts us in a position to expand our planning efforts in the next several years, laying excellent groundwork for a potential major overhaul of the Master Plan in 2029, while giving us a great view towards the long-term outlook of the Township. We are well prepared to address development in the post pandemic world and will keep Meridian Township a Prime Community for decades to come.

If the Township Board is prepared to move forward, Staff would offer the following motion for adoption:

**Motion to approve the 2023 Meridian Township Master Plan Update and to direct the Clerk to sign the document and direct Staff to distribute the adopted plan as required by Public Act 33 of 2008.**

The background of the top half of the page is a dark blue color with a light blue, semi-transparent map of Meridian Township overlaid. The map shows various streets, roads, and geographical features in a simplified, line-art style.

# Meridian Township Master Plan: The Next Big Thing

This Plan was approved by the Meridian  
Township Planning Commission on  
December 11, 2023

Christina Snyder, Planning Commission  
Secretary  
Charter Township of Meridian

This Plan was approved by the  
Meridian Township Board on

Deborah Guthrie, Clerk  
Charter Township of Meridian

# ACKNOWLEDGEMENTS

## TOWNSHIP BOARD

Patricia Herring Jackson, Supervisor  
Deborah Guthrie, Clerk  
Phil Deschaine, CPFIM, Treasurer  
Scott Hendrickson, Trustee  
Kathy Ann Sundland, Trustee  
Marna Wilson, Trustee  
Courtney Wisinski, Trustee\*  
Peter Trezise, Trustee

## COMMUNITY PLANNING AND DEVELOPMENT DEPARTMENT

Timothy R. Schmitt, *AICP*, Director  
Brian J. Shorkey, *AICP*, Senior Planner  
Keith Chapman, Assistant Planner  
Joey Emery, Planning Intern

## TOWNSHIP MANAGER

Frank L. Walsh

## PLANNING COMMISSION

Mark Blumer, Chair  
Peter Trezise, Vice Chair\*  
Christina Snyder, Secretary  
Bill McConnell  
Gerald Richards  
Alisande Shrewsbury  
James McCurtis  
Milton Scales  
Brandon Brooks  
David Premoe\*  
Holly Cordill\*

\*Former members





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- Goals and Objectives
- Future Land Use Plan
- Zoning Plan
- Potential Intensity Change Areas
- Urban Service Boundary
- Build Out Analysis
- Township Natural Features
- Transportation
- Infrastructure
- Other Township Plans

Select the button to the left of the Master Plan section you wish to view

# EXECUTIVE SUMMARY

The Michigan Planning Enabling Act of 2008 requires communities to review their Master Plan every five years after adoption to determine whether or not to commence the procedure to amend the Master Plan or to adopt a new Master Plan. Meridian Township adopted our current Master Plan in 2017 and in August of 2022, the Planning Commission issued a Notice of Intent to Plan, leading to this update to the 2017 Plan.

The Master Plan is a culmination of planning efforts within the community with a focus on land use and development policy. It is not intended to be a retelling of the other plans within the community but instead act as a conduit to bring the information together and help implement the other specialty plans that cover a wide variety of topics. The Township's other plans are referenced in the Master Plan and should be consulted for details on their specific topic and how they potentially interact with land use and development.



# EXECUTIVE SUMMARY

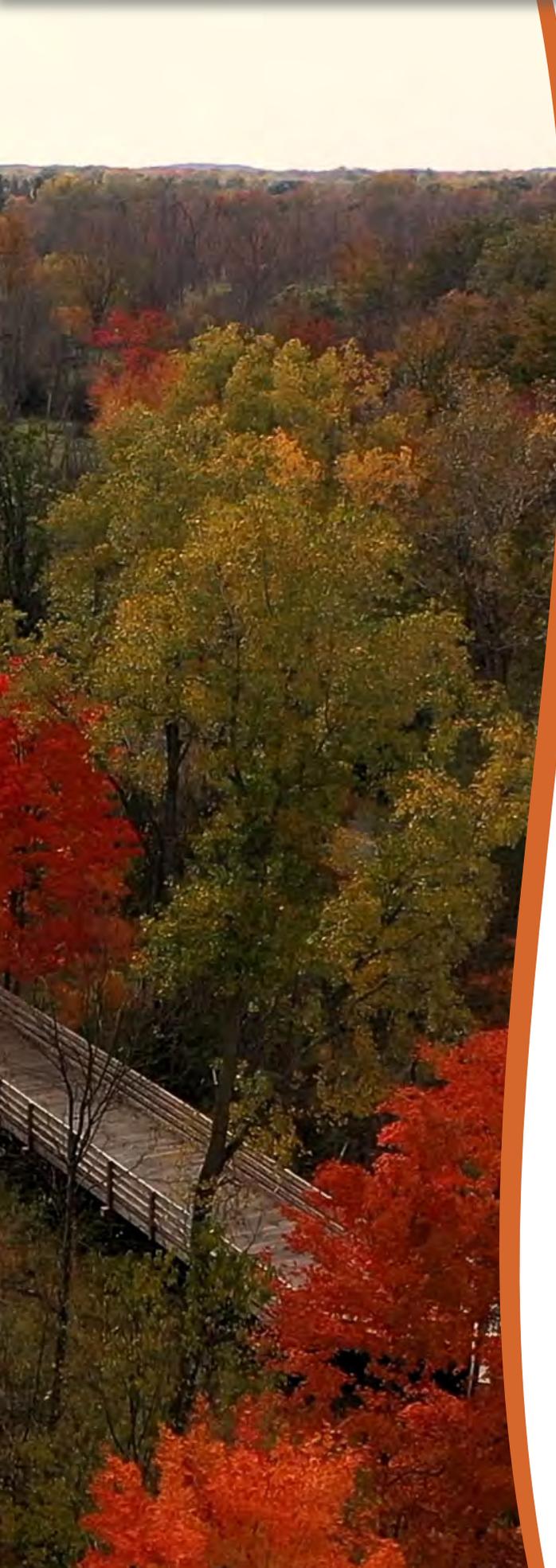
The Charter Township of Meridian's 2023 Master Plan represents the vision, values, goals, and objectives for the future of the Township. The Master Plan is intended to provide a snapshot of potential future development for anyone from a current resident to a potential future business owner. The Master Plan acts as the official land use policy document of the Meridian Township Board and Planning Commission, establishing a cohesive decision-making strategy for the community.

The Plan is focused on preserving and enhancing the best characteristics of the Township. At the same time, it recognizes that there are opportunities for improvements in the future and makes recommendations on how to make those improvements happen. The goals and objectives are written to be measurable and achievable and provide the Township Board, Planning Commission, and Staff guidance when future decisions need to be made. The plan proposes the modernization of the Future Land Use Map with only minimal changes proposed to the designations on the Future Land Use Map and the Urban Service Boundary, as the community saw two years of stunted implementation of the 2017 plan as a result of the COVID-19 pandemic.

This update builds on many of the principles established in the 2017 Master Plan, which was a major overhaul of the Township's planning efforts. This update also acknowledges that we still don't fully know the results of some of the behavioral changes in the general public that have resulted from the pandemic and how they will affect local development, so major change is not prudent at this time. Additionally, development in the Township is starting to focus more on redevelopment opportunities, which are both more complicated and time consuming, but also can have a much greater impact on the Community.

This Update represents a bridge for the next five years, which will lead to a new Master Plan. In the intervening five years, we hope to prepare Small Area Plans for each of the PICAs established in 2017 (see Page 26), in addition to adding the Meridian Mall area to this group. We hope to make progress on housing diversity and affordability, in light of the current cost of housing throughout the United States. And we hope to continue making our ordinances and processes more user-friendly, as we move towards larger redevelopment projects. All in all, we hope to lay the groundwork for The Next Big Thing in Meridian Township.





## GOALS AND OBJECTIVES

The primary purpose of any Master Plan is the establishment of clear goals and objectives. These are the fundamental statements of the Township's values and act as the bedrock for future policy decisions. The goals and objectives can be viewed as a road map for the work of the Community Planning Staff and the Planning Commission for the next five years and beyond.

Supported by input from the general public, Staff developed an initial list of goals for the Planning Commission to discuss, mold, and add to. Staff then worked the commentary and input into the five primary goals and the subgoals under each main heading. Additionally, a series of specific recommendations have been developed, incorporating action items that were brought up during the discussions and maintaining the direct nature of the recommendation.

# GOAL: STRENGTHEN AND EXPAND RESIDENTIAL OPPORTUNITIES

Preserve the character of existing single-family residential neighborhoods.

Encourage the development of new mixed-use developments to direct residential density towards existing development nodes.

Help to create better engagement between residents and neighborhoods by strengthening coordination with existing and future homeowner associations.

Continue the restoration of housing and neighborhoods in the Lake Lansing area by designating the area surrounding Lake Lansing as a special land use area and adopting zoning standards specific to conditions in the Lake Lansing area.

Support the increasing work-at-home population by evaluating the home business standards to ensure that the regulations for home occupations are changing appropriately as society is changing.

Ensure that the Future Land Use Map and Zoning Ordinance allows for a range of residential densities that will ensure diversity of housing to meet the needs of residents of all household types and income levels.

Evaluate the potential for inclusion of accessory dwelling units on owner occupied, single family properties.

Determine whether or not minimum house sizes continue to be a necessary requirement for new construction, specifically outside of new subdivisions.

Evaluate potential programs to help keep existing homeowners in their existing homes, allowing them to age in place.

Work towards increasing the affordability of housing for both new and existing residents.

Evaluate the balance between varying residential typologies and what that balance should look like going forward.





# GOAL: ENHANCE VIABILITY OF TOWNSHIP BUSINESSES

Work with Michigan State University Corporate Research Park to ensure that any potential expansion or relocation of the Van Camp Incubator + Research Labs occurs within Meridian Township.

In conjunction with the Meridian Township Brownfield Redevelopment Authority (BRA), identify potential targets for use of the growing Brownfield Revolving Loan Fund.

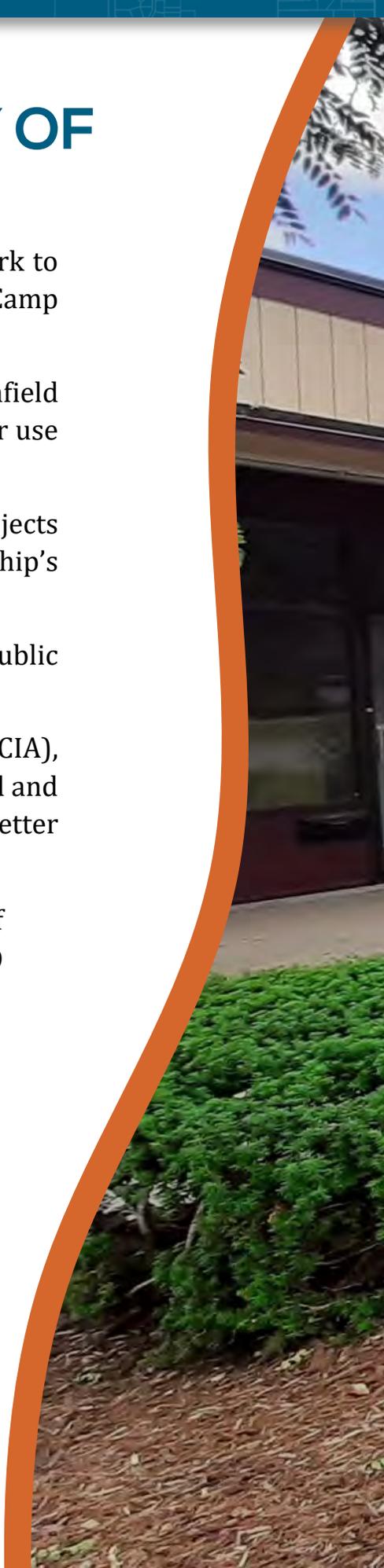
Implement walkable design principles in redevelopment projects to help change the auto dominated nature of the Township's commercial corridors.

Partner with the private sector to provide opportunities for public art throughout the Community.

In partnership with the Corridor Improvement Authority (CIA), study the West Grand River corridor between Park Lake Road and the Township border to implement policies that will better achieve the goals of the Authority and the Community.

Evaluate the M-78 corridor for more detailed analysis of future land use, given market changes since the COVID-19 pandemic.

Analyze the impact of the Michigan State University Campus Master Plan on the Hagadorn corridor and make potential changes to the future land use and zoning of the area as necessary.







HASLETT HIGH SCHOOL

OFFICE



## GOAL: MAINTAIN OUTSTANDING PUBLIC SERVICES

Work with Haslett and Okemos Public Schools on the construction, reconstruction, or rehabilitation of their buildings and properties throughout the Township.

Continue to eliminate inflexible or obsolete zoning regulations to further streamline the Zoning Ordinance and make it more easily used by the public.

Coordinate with the Capital Area Transit Authority to evaluate their services within the Township and in conjunction with large scale development proposals.

Pursue pedestrian/bicycle/pathway linkages that best connect parks and facilities to residential neighborhoods.

In coordination with the Haslett and Okemos Public Schools, help implement Safe Routes to Schools principles that are identified for the districts' buildings.

Create greater accessibility in all aspects of Township operations to ensure that every resident can participate in civic life.

Collaborate with the Ingham County Drain Commissioner's office on future projects to ensure that public input is incorporated into drainage plans.

Work to ensure that planning and land use decisions consider equity and inclusion.

Implement the Parks and Recreation Master Plan in land use decisions, where appropriate.

Study how to invert the transportation planning process by changing the goal from a higher level of service to reducing vehicle miles traveled.

Enhance public safety during development design to ensure that CPTED principles are met.





# GOAL: ENCOURAGE POTENTIAL INTENSITY CHANGE AREA (PICA) DEVELOPMENT

Add the Meridian Mall and surrounding areas as a PICA.

Develop Small Area Plans, as addendums to the Master Plan, for each of the PICAs, in anticipation of future development.

Work with the property owners of the Carriage Hills shopping center to determine how the Township can support jumpstarting redevelopment in that area.

In conjunction with the Economic Development Corporation, Brownfield Redevelopment Authority, and Corridor Improvement Authority, conduct a market study to support future commercial redevelopment of the PICAs.

Coordinate with the Ingham County Drain Commissioner's office on potential stormwater management enhancements in the area between the Downtown Okemos PICA and the potential Meridian Mall PICA.

Update the Downtown Development Authority's Integrated Plan and the Corridor Improvement Plan for the post Covid pandemic atmosphere.

# GOAL: BALANCE STRATEGIC GROWTH & ENVIRONMENTAL PRESERVATION

Focus growth onto previously developed sites to ensure efficient land use patterns within the Urban Service Boundary.

Continue to expand opportunities for cluster developments to preserve environmentally significant areas.

Promote infill development along the main vehicular corridors in the Township, reusing existing developed land for new uses.

Update the Township's 2004 Greenspace Plan to be a more effective tool.

Aid in evaluating the potential shift of the Land Preservation program's focus away from acquisition.

Review the wetland setback requirements, which have created a two tiered system of land ownership in the Township.

Continue to support efforts from the Environmental Commission to educate the public on wetland regulations and benefits.

Incorporate Low Impact Design standards into the Zoning Ordinance wherever possible.

Investigate the possibility of developing a woodlands ordinance to protect woodlots.

Improve walkability throughout existing neighborhoods and developments whenever site updates or road projects allow.





# GOALS AND OBJECTIVES: IMPLEMENTATION IDEAS

In establishing goals and objectives, there are often specific items that don't neatly fit under a broad goal or are a direct action statement that can and should be implemented directly. These items form the beginning of the implementation of this Master Plan. They advance goals, but are also more directly achievable than some of the broader statements made in the goals and objectives. Additionally, the Planning Commission can utilize these recommendations as a beginning to their work over the upcoming years.

- Update the landscape ordinance to create low impact design standards.
- Amend the zoning ordinance to allow for an increase in missing middle housing development, such as duplex units.
- Analyze the entire Township to align the Future Land Use map with the existing, established land uses, outside of potential redevelopment areas.
- Consolidate Future Land Use categories in the next Master Plan update.
- Increase the Township's Bike Friendly Community status to at least Bronze level.
- Develop standards to require electric car charging stations in new commercial development.
- Update alternative energy generation ordinances to address changes in technology.
- Create a bicycle/pedestrian plan to complement and help implement the Pathway Master Plan.
- Eliminate split zoned parcels in the Township.
- Refine the build out analysis to take into account natural features, uniquely shaped lots, and other specific factors to create a more accurate picture of future growth.
- Support the development of broadband service throughout the Township.
- Improve coordination with outside agencies during the plan review process.
- Consider a Purchase of Development Rights program for the Land Preservation program.
- Work with the Department of Public Works to determine if a green burial program is appropriate for the Township's cemeteries.
- Create inclusionary zoning standards for affordable housing in future developments throughout the Township.
- Enhance road maintenance on newly paved roadways.



# FUTURE LAND USE PLAN

The Future Land Use Map is the graphic representation of the vision for land use in the Township. The Goals and Objectives outlined previously work in harmony with the Future Land Use map to create a pattern of development that the community desires. The Future Land Use map divides the Township into different categories and lays out the location of each land use type.

## **Michigan State University**

Michigan State University owns and operates this land and uses it for research and living classrooms.

## **Rural Residential**

These areas, characterized by agricultural fields, natural settings, wetlands, and stands of vegetation, and are generally found in the eastern third of the Township. No water and sewer services are intended to be extended to these locations.

## **Suburban Residential**

The most prevalent residential category in the Township, these areas are characterized by planned aesthetics, proximity to retail and cultural centers, and personal vehicle-centric transportation.

## **Mixed Intensity Residential**

This single-family residential category is similar in feel and function to the Suburban Residential category, but has the additional benefit of proximity to the PICAs. Accessory dwelling units, prioritization of pedestrian movement, and higher density should be encouraged in these areas.

## **Multiple Family Residential**

The multi-family residential category provides housing options of varying intensity, often located between high-intensity commercial uses and low-intensity single-family housing.

# FUTURE LAND USE PLAN

## **Commercial**

A variety of retail/office/service opportunities exist throughout the community, from large, national retailers and restaurants mixed with regional draws, indoor malls, and smaller strip malls.

## **Business/Technology**

These areas serve the community and regional need for research facilities, light industrial opportunities, or corporate campuses and are major employment centers.

## **Institutional**

Publicly or privately owned facilities providing recreational, educational, religious, governmental, and other services to the community.

## **Parks/Land Preservation**

Properties owned by the Township or other governmental agencies, intended for active and passive recreation, open space, and similar outdoor uses for the benefit of the entire community.

## **MUPUD Mixed Use**

Areas envisioned for mixed uses containing engaging and walkable streetscapes with varied storefronts and activities and multiple residential housing types mixed throughout.

## **Potential Intensity Change Area (PICA)**

These distinct nodes in the community are recommended for redevelopment and higher density uses.

# FUTURE LAND USE PLAN

Given the effects of the COVID-19 pandemic and its accompanying economic impact, many development projects in the past three years have been delayed, slowed, or postponed. Work on major projects in the Potential Intensity Change Areas (PICAs) has been slow, but steady. Additionally, several residential projects that were conceived pre-Covid have not yet broken ground. With this backdrop, only limited changes to the Future Land Use map are proposed at this time.

Several relatively minor changes are proposed to align the future land use map with the current use of the property. These include:

- The property at 3215 County Line Road is currently designated as parkland, but is privately owned. The designation for the property is proposed to be switched to Rural Residential, consistent with the surrounding properties.
- Along the same vein, even numbered properties in the 6200 and 6300 blocks of Porter Avenue, even numbered properties on Margate Lane, and odd numbered properties in the 6200 and 6300 block of Skyline Drive are designated as parkland, but are privately owned. The designation for these properties is proposed to be switched to Suburban Residential, consistent with the surrounding properties.
- The Schultz Veterinary Clinic at 2770 Bennett Road is currently designated for Suburban Residential use, as vet clinics are special uses within certain residential zoning districts. However, there is no viable use of the site beyond a vet clinic, therefore the property is proposed to be changed to the Business/Technology designation, to allow for potential rezoning and long term viability of the building on the site.
- As discussed elsewhere in this document, the Meridian Mall area is recommended to be designated as a Potential Intensity Change Area, to facilitate redevelopment of the site.

The full Future Land Use map can be found at  
[www.meridian.mi.us/futurelanduse](http://www.meridian.mi.us/futurelanduse)

# FUTURE LAND USE PLAN

There are also three larger changes proposed in this Master Plan update. Each is consistent with the use of the property currently or the surrounding properties.

- The vacant land to the east of the Copper Creek subdivision is currently designated Rural Residential. Copper Creek's developer was required to install stub streets to the adjoining property and further phases of Copper Creek are expected. The proposed change would designate the vacant property Suburban Residential, consistent with the first portion of Copper Creek and the existing residential subdivisions in the nearby area.
- The driving range on Grand River Avenue, just east of Powell Road is currently designated Rural Residential, despite the commercial nature of the business and the northern portion of the property having been split off for a single-family subdivision. The property is zoned CR, Commercial Recreation, one of the only properties with this classification. The property represents a prime redevelopment opportunity and utilities are now available, given the development on Powell Road to the north. The proposed change would designate the property as Commercial, which is consistent with its current use and provides a gateway to potential redevelopment.
- The northern 1/3 of the Faith Lutheran property at 4515 Dobie Road is currently designated Institutional, consistent with past practice for all schools, churches, and similar facilities. The Church has requested the Township change the designation of the northern 1/3 of the property only to Multiple Family Residential, consistent with the development to the north. This would allow potential redevelopment on the vacant 1/3 of the site.

The full Future Land Use map can be found at  
[www.meridian.mi.us/futurelanduse](http://www.meridian.mi.us/futurelanduse)



# ZONING PLAN

The Zoning Plan is one of the required elements of any Master Plan and directly ties the Future Land Use map and its designations to the community's Zoning Ordinance. The Zoning Ordinance is the primary tool used to implement the Master Plan and within the Master Plan, the Future Land Use map is the primary guide of implementation. This makes the Zoning Plan the key nexus between the documents.

## Future Land Use and Zoning Map correlation

<u>Future Land Use Designation</u>	<u>Zoning Districts</u>
Michigan State University	AG, RR
Rural Residential	AG, RR
Suburban Residential	RAAA, RAA, RA
Mixed Intensity Residential	RA, RB, RX
Multiple Family Residential	RX, RD, RDD, RC, RCC, RN, PRD, MP, PUD
Commercial	C-1, C-2, C-3, PO, CR
Business/Technology/Industrial	PO, RP, I
Institutional	All districts
Parks and Land Preservation	All districts
Mixed Use	PUD, CPUD, MUPUD
Potential Intensity Change Area (PICA)	MUPUD

# ZONING PLAN RECOMMENDATIONS

In reviewing the Master Plan/Zoning Ordinance interface, several items were raised that would benefit further review and potential change. These recommendations expand on the changes proposed in the 2017 Master Plan, some of which were implemented in recent years.

- Consolidate the C-1, C-2, and C-3 districts into a single zoning district.
- Consolidate the four multiple-family zoning districts into a single district.
- Continue reducing the number of single-family zoning districts.
- Simplify and potentially consolidate the three different PUD districts.

# POTENTIAL INTENSITY CHANGE AREAS

During the 2017 Master Plan update, there was substantial discussion and public input about the historic commercial nodes throughout the Township and the desire for redevelopment in several of those areas. This led to the Potential Intensity Change Areas designation being created for these three areas:

- Haslett Village, the area around the intersection of Haslett and Marsh Roads
- Downtown Okemos, the area around the intersection of Okemos and Hamilton Roads
- Carriage Hills, the shopping area at the intersection of Lake Lansing and Hagadorn Roads

Since the 2017 plan, both the Haslett Village and Downtown Okemos PICAs have seen projects begin to emerge, but only one site in either area has started substantial construction. Additionally, the Economic Development Corporation, seeing the nationwide changes in traditional enclosed malls that have been accelerated by the COVID-19 pandemic, has recommended that the Meridian Mall area be added as a PICA as part of this Plan Update.

To further spur redevelopment in these areas, additional focus should be given to the PICAs, beyond the two page descriptions in the previous plan. Staff and the Planning Commission will develop a Small Area Plan for each of the four PICA areas, over the next several years. This will put direct focus on planning efforts in those areas and will serve as potential marketing materials in attracting development to the sites.

Details on the Potential Intensity Change Areas can be found at [www.meridian.mi.us/PICAs](http://www.meridian.mi.us/PICAs)



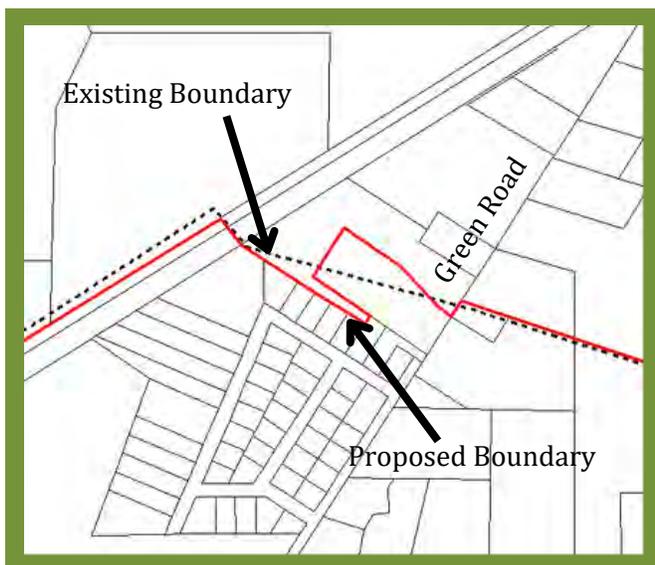


# URBAN SERVICE BOUNDARY

The 2017 Master Plan included, for the first time, a formal Urban Service Boundary (USB). The intention of the USB is to indicate to the public where public utilities are intended to be provided. The Township is roughly separated 2/3 to the west of (or within) the USB and 1/3 to the east of it.

The Urban Service Boundary is intended to be a 'living line' that is reviewed regularly and modified when circumstances are appropriate. It should allow the Township to focus its development efforts inside the Boundary, where infrastructure already exists and we can improve the land use in the western 2/3 of the Township through a variety of redevelopment opportunities.

Any changes to the USB should be based on the development surrounding the USB, the lack of development opportunity in the western portion of the Township, the economic benefit vs. burden of modifying the boundary, or a compelling public health or safety issue requiring an amendment to the USB. After review, two changes are recommended to the Urban Service Boundary at this time.



The first proposed change is a 'housekeeping' type of change. Staff noted that a property on Green Road, at the far northeast corner of the Township was split by the USB. To avoid any confusion in the future, the USB has been modified to include the property within the USB. This corrects an obvious error in the original map.

The full Urban Service Boundary map can be found at  
[www.meridian.mi.us/urbanserviceboundary](http://www.meridian.mi.us/urbanserviceboundary)

# URBAN SERVICE BOUNDARY

The second change to the USB is a modification to include all of the properties on the east side of Powell Road inside the boundary. Previously, the Boundary included some, but not all properties along Powell, even in situations where there were stub streets built to continue development to adjacent parcels. There was an exception built into the previous plan, allowing potential utility expansion to properties that were part of a previous Special Assessment District. Lastly, a portion of the already developed frontage on Grand River Avenue was included, but the immediately adjacent parcel, with an active land use on it, was not.

This change will allow the properties at Grand River and Powell to all be treated similarly and will create a 'firmer' edge on the eastern 1/3 of the Township, by eliminating previous exceptions to the boundary.



The full Urban Service Boundary map can be found at [www.meridian.mi.us/urbanserviceboundary](http://www.meridian.mi.us/urbanserviceboundary)

# BUILD OUT ANALYSIS

The Township created an Urban Service Boundary in the 2017 Master Plan to direct growth inward to areas already served by public utilities. The Urban Service Boundary does not prevent development, it limits where public services will be provided. The public services, notably water and sewer, are what increase the density yield for any given property. One question this inevitably raises is 'How many potential residential units remain to be built within the Township, given the current zoning and the Urban Service Boundary Limitations?' With this in mind, Staff started analyzing what the full build out of the Township looks like.

Meridian Township is nearing a point where all of the buildable land of any substantial size has been utilized for development, so we can begin to predict more accurately how many new residential units remain to be constructed, under current ordinances. As this number gets smaller, the focus of any growth moves towards redevelopment and infill opportunities. Redevelopment takes existing developed sites and removes or repurposes the existing buildings for a higher intensity of use on the site. Infill projects are generally small scale, utilizing small pieces of property that have never been developed and have small potential development yields.

To start, Staff took a high level review of all vacant property in the Township and analyzed its development potential under current circumstances. This can help us plan for utilities, guide corridor studies or PICA analyses, and helps us to understand where our remaining growth may occur and what we need to do to prepare for it.

Conservatively, Staff estimated a 75% yield for any vacant residential parcel. This number varies widely from parcel to parcel depending on natural features, parcel shape, and other existing conditions. But it acts as a good baseline to start. This led us to the following estimates for build out potential in the Township:

- There are 375 residentially zoned parcels that can support the development of one or more dwelling units. Under the current zoning of each parcel, this would account for approximately 3,441 dwelling units. As of the adoption of this plan, 998 of those dwelling units have been approved, but are not under construction yet.
- There are an additional 87 parcels that are extremely small, but could theoretically support a dwelling on them. This brings the total theoretical number of future dwelling units to 3,528 units.

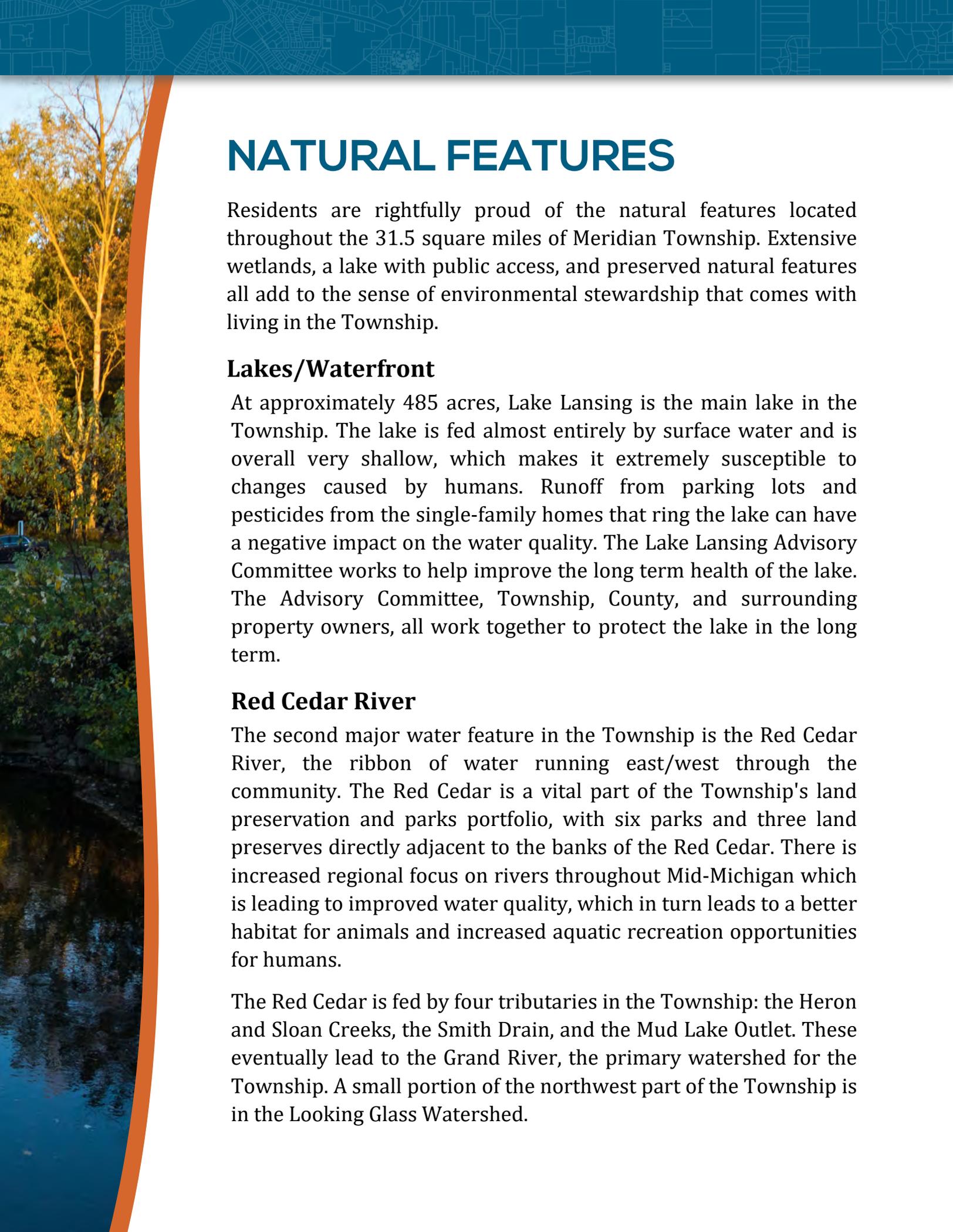
# BUILD OUT ANALYSIS

In relation to the current Urban Service Boundary, approximately 606 of the potential dwelling units are located outside of the existing USB, with 1,837 located within it. Additionally, there are 998 potential dwelling units that are within already approved developments, both inside and outside of the Urban Service Boundary.

As part of the Community Planning and Development Department's work in the next five years, we hope to further refine this analysis. This will involve analyzing the 58 vacant commercially zoned properties in the Township and determining how mixed-use developments and changing commercial demand could potentially increase residential capacity. We will also take the opportunity to do a more detailed analysis of natural features and parcel shape to determine if reductions in yield are warranted in our above calculations.

Of note from the build out Analysis, there are 620 'vacant' parcels in the Township that are owned by homeowners' associations, churches, schools, governmental agencies, utilities, or other tax-exempt organizations. There is no way to account for potential residential density on these properties, as there is no anticipation for development on them. For planning purposes, these parcels are not considered developable.





# NATURAL FEATURES

Residents are rightfully proud of the natural features located throughout the 31.5 square miles of Meridian Township. Extensive wetlands, a lake with public access, and preserved natural features all add to the sense of environmental stewardship that comes with living in the Township.

## **Lakes/Waterfront**

At approximately 485 acres, Lake Lansing is the main lake in the Township. The lake is fed almost entirely by surface water and is overall very shallow, which makes it extremely susceptible to changes caused by humans. Runoff from parking lots and pesticides from the single-family homes that ring the lake can have a negative impact on the water quality. The Lake Lansing Advisory Committee works to help improve the long term health of the lake. The Advisory Committee, Township, County, and surrounding property owners, all work together to protect the lake in the long term.

## **Red Cedar River**

The second major water feature in the Township is the Red Cedar River, the ribbon of water running east/west through the community. The Red Cedar is a vital part of the Township's land preservation and parks portfolio, with six parks and three land preserves directly adjacent to the banks of the Red Cedar. There is increased regional focus on rivers throughout Mid-Michigan which is leading to improved water quality, which in turn leads to a better habitat for animals and increased aquatic recreation opportunities for humans.

The Red Cedar is fed by four tributaries in the Township: the Heron and Sloan Creeks, the Smith Drain, and the Mud Lake Outlet. These eventually lead to the Grand River, the primary watershed for the Township. A small portion of the northwest part of the Township is in the Looking Glass Watershed.

# NATURAL FEATURES

## **Wetlands**

Meridian Township is home to a substantial amount of wetlands and has long had a wetland protection ordinance in place to protect these vital natural resources. The Township has gone one step further and has an ordinance that limits ground disturbance adjacent to wetlands in some circumstances. These natural features provide habitat for native species, help regulate flooding, and mitigate the urban heat island effect in developed areas. The Township's land stewardship and environmental programs have focused on retaining and restoring wetlands, along with educating the public about their positive benefits.

Future development in any wetlands is not viable, due to State and Local regulations. Development adjacent to wetlands must be done in a way that maintains the long term viability of the wetlands, i.e. not flooding it or drying it out. Protecting these natural resources is an important part of creating a Prime Community.

## **Township Greenspace Plan**

Meridian Township contracted for the creation of a Township Greenspace Plan in 2004. That plan has helped guide work in Land Preservation and Development, identifying important corridors and connections. As that plan nears 20 years in age, revisiting and updating that plan, in conjunction with the Parks and Recreation Department, could prove a valuable tool as the Township transitions to more redevelopment and infill development.





# TRANSPORTATION

Transportation planning revolves around the modes of transportation, which are the different ways by which people and/or goods are transported. There are numerous modes of transportation, but in most communities, transportation can be broken down between motorized and non-motorized. In Meridian Township, on the motorized side we have automobiles and buses (mass transit) forming the bulk of passenger transportation options in the community. On the non-motorized side, we have both human powered (walking) and human assist (cycling, rollerblading, skateboarding, etc.). On a more regional level, there are rail and water transit options available.

There are approximately 153 miles of local roads and 53 miles of primary roads in the Township. However, as a Township, we do not have direct control of our roads. Roads in Meridian Township are under the jurisdiction of either the Ingham County Road Department or in the case of M-78 (Saginaw Highway) and M-43 (Grand River Avenue), the Michigan Department of Transportation. The Township collaborates with both entities to ensure that road maintenance is done regularly to keep our pavement quality ratings as high as possible, within financial constraints. The Township has a dedicated road millage that is being used to reconstruct local roads. This ten year program is nearing its halfway mark and has been very successful thus far.

Since 2012, the Township has followed a policy of Complete Streets, intending to create streets for multiple modes of transportation. Any road built or completely rebuilt since then has followed the Complete Streets Ordinance.

The future of planning for transportation in the Township revolves around both accommodating new technologies and needs for existing modes of transportation while also looking out for opportunities to expand modes of transportation. Planning for the electrification of single occupancy vehicles, the next generation of public transit, and even the use of the Red Cedar River as a water trail are all among the future challenges for the Township to address as transportation needs finish stabilizing from the Pandemic.

# TRANSPORTATION

The Community has long supported non-motorized transportation options in the Township. Since its original approval in 1974, voters have continually renewed a dedicated pathway millage that has allowed our pathway/sidewalk system to be expanded and maintained. Work on those facilities is directed by the Pathway Master Plan, most recently updated in 2021. That plan is a comprehensive view of every non-motorized facility in the Township, organized by functional classification, and it was reviewed by multiple Boards and Commissions during its development and approval.

The 2021 Township Pathway Master Plan can be found at  
[www.meridian.mi.us/pathwaymasterplan](http://www.meridian.mi.us/pathwaymasterplan)



Public Transit in Meridian Township is operated by the Capital Area Transit Authority, or CATA. CATA operates in the Township through both fixed routes and several specialty services intended to support as wide a variety of residents as possible. The Meridian Mall and the Grand River Avenue Meijer store are regional draws and act as hubs in the Township for CATA services. The Township voters approved a millage in 2019 to further support the Redi-Ride service used by many Township residents.

Information about CATA routes and services within Meridian Township and the region can be found at [www.cata.org](http://www.cata.org)

# INFRASTRUCTURE

Infrastructure consists of the systems that make a community function. Without one or more of these, the residents of the Township would be severely hamstrung. Some are Township operations, while others are the responsibility of other governmental agencies, outside utility providers, or a blend of all three. Roads and pathways are typically categorized as infrastructure as well.

## **Water**

Meridian Township owns and operates our own water distribution system, i.e. the pipes that bring water to individual homes and businesses. Since 1970, we have partnered with East Lansing as part of the East Lansing-Meridian Water and Sewer Authority (ELMSWA). ELMWSA pumps and treats the drinking water, which they then distribute to the respective communities. As a backup, we have interconnections with the Lansing Board of Water and Light (LBWL) that are used in case of system issues or emergencies.

## **Sewer**

Meridian Township does not have a sanitary sewer treatment facility. We contract with the City of East Lansing and pump all sanitary sewage to East Lansing's Water Resource Recovery Facility where it is treated and discharged to the Red Cedar River.

## **Electricity**

Electrical service in the Township is split between the Lansing Board of Water and Light in the far western portion of the Township and Consumer's Energy over the remaining area.

Information about the Lansing Board of Water and Light can be found at  
[www.lbwl.com](http://www.lbwl.com)

Information about Consumer's Energy can be found at  
[www.consumersenergy.com](http://www.consumersenergy.com)

# INFRASTRUCTURE

## **Storm Sewer/Drains**

In a Township setting within the State of Michigan, storm drains are the responsibility of the Ingham County Drain Commissioner's Office. The Township works with the Drain Commissioner to ensure that maintenance and improvements to the storm water system are done to best support Township residents and businesses and alleviate any flooding concerns, as best as possible.

## **Floodplain/Floodway**

The Township manages a floodplain permitting system with additional permits often required from the Michigan Department of Environment, Great Lakes, and Energy or the Federal Emergency Management Agency. Filling in floodplains or floodways is discouraged in most cases, due to the potential increase in flooding that results in fill. Any impacts to the floodplain must be offset by compensating cuts elsewhere nearby, to ensure that the flood storage capacity remains at its current level.

## **Communications/Internet**

AT&T Uverse and Comcast both have video service franchise agreements with the Township, allowing them to operate their cable television franchises within the Township. There are several companies that provide internet services within the Township, including national and regional internet service providers.

# ADDITIONAL TOWNSHIP PLANS

There are several other Township plans of note that are important to the development process. Each has its own focus and should be consulted as the expert document for the topic, similar to the Pathway Master Plan mentioned earlier.

## **Parks and Recreation Master Plan**

The Parks and Recreation Department developed and maintains a Master Plan that covers all of the properties under the Department's purview. The current plan was adopted in 2022 and runs until 2026. A parks master plan is often a requirement for grant funding through the State of Michigan, so this plan is regularly updated to ensure that the plans for the parks and land preservation properties are always current.

The 2022 Township Parks and Recreation Master Plan can be found at  
[www.meridian.mi.us/parksmasterplan](http://www.meridian.mi.us/parksmasterplan)

## **Climate Sustainability Plan**

The Environmental Commission prepared the Township's first Climate Sustainability Plan in 2017 and is currently in the process of updating it. The Climate Sustainability Plan builds on the Township's commitment under the U.S. Mayor's Climate Protection Agreement and previous support of the Paris Climate Accords. The document helps guide decision making and processes toward a more sustainable future and lays out specific actions for the Township to take to do its part to battle man-made climate change.

The 2023 Climate Sustainability Plan can be found at:  
[www.meridian.mi.us/climatesustainabilityplan](http://www.meridian.mi.us/climatesustainabilityplan)

## **DDA Integrated Plan**

As part of the establishment of the Downtown Development Authority, an Integrated Plan was created, outlining the goals of the DDA and the plan for the expenditure of captured tax dollars. The focus of this plan is entirely on the DDA area, around the Hamilton Road and Okemos Road intersection.

The DDA Integrated Plan can be found at:  
[www.meridian.mi.us/ddaintegratedplan](http://www.meridian.mi.us/ddaintegratedplan)

## **Economic Development Strategy**

The Township developed a comprehensive Economic Development Strategy in 2023 to help development as we transition away from greenfield style development. The plan focuses on creating a resilient, sustainable future for the Township in the post-COVID-19 environment.

The Economic Development Strategy can be found at:  
[www.meridian.mi.us/economicdevelopmentstrategy](http://www.meridian.mi.us/economicdevelopmentstrategy)





5151 Marsh Road  
Okemos, MI 48864  
517.853.4000  
[meridian.mi.us](http://meridian.mi.us)



12. D

**To: Board Members**  
**From: Patricia Herring Jackson, Township Supervisor**  
**Date: February 2, 2024**  
**Re: Resolution Commemorating Black History Month**

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Black history month is an annual observance in the United States during the month of February. The attached document has been drafted by staff members 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 COMMEMORATING BLACK HISTORY MONTH.**

**Attachment:**

1. Resolution Commemorating Black History Month

**RESOLUTION COMMEMORATING BLACK HISTORY MONTH**

At a regular meeting of the Township Board of the Charter Township of Meridian, Ingham County, Michigan, held on the 6th day of February 2024, at 6:00 p.m. local time.

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

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

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

**WHEREAS**, Meridian Township acknowledges the contributions of African Americans to the history of the United States and that all people of the United States benefit from the inclusion of African American contributions to US history; and

**WHEREAS**, In February, Meridian Township recognizes Black History Month as an opportunity to reflect on the contributions of black history to Township history, Michigan history and US history; and

**WHEREAS**, Meridian Township encourages learning from the past in order to understand and improve the experiences that shape the United States; and

**WHEREAS**, African Americans engage and serve the United States at all levels of American life including government, military, academia, and industry; and

**WHEREAS**, During Black History Month Meridian Township acknowledges and commemorates the importance of African American citizenship, engagement and resilience; and

**WHEREAS**, In Meridian Township, Gilbert Sherman was the first African American to serve on the Township Board, appointed Township Treasurer in 1999. In 2000, Gilbert Sherman was the first African American to run for the office of Treasurer and thus for a Township Board seat; and

**WHEREAS**, Milton L. Scales was the first African American elected to the Township Board in 2012. He served from 2012-2016; and

**WHEREAS**, Since 2015, the Meridian Township Board has adopted a recurring commitment to increased diversity in all aspects of Township function, and specifically in it's "Board Goals and Objectives"; and

**WHEREAS**, In November 2016, Patricia Herring Jackson, became the first African American female elected to the Township Board, as a Trustee; and

**WHEREAS**, In 2021, the federal government declared Juneteenth a National Independence Day, a federal holiday for us all and Meridian Township began hosting community celebrations to bring awareness of the holiday and its importance to honor the true end of slavery in America; and

**WHEREAS,** In February 2022, Patricia Herring Jackson, was the first African American female appointed to the Township Board, as Supervisor and in November 2022, she was elected to serve as Township Supervisor.

**NOW, THEREFORE, BE IT RESOLVED BY THE TOWNSHIP BOARD OF THE CHARTER TOWNSHIP OF MERIDIAN, INGHAM COUNTY, MICHIGAN,** that Meridian Township commemorates Black History Month to pay tribute to the generations of African Americans who struggled with adversity and to celebrate the accomplishments, contributions, and history of African Americans.

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 6th day of February 2024.

\_\_\_\_\_  
Deborah Guthrie  
Meridian Township Clerk



**To:** Board Members

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

**Date:** February 3, 2024

**Re:** Ordinance 2024-02 – rezone one parcel at 5681 Shaw Street from PO (Professional Office) to RC (Multiple-Family Residential)

---

Liliac LLC (Applicant) has requested the rezoning of their property at 5681 Shaw Street (Subject Property) in order to redevelop the existing building from a multi-tenant office building into a four-unit residential building. The Subject Property is currently unoccupied and previously operated as a dental office. The property is currently zoned PO, Professional Office, which is inconsistent with the future land use of the property, which calls for residential uses on the site, up to 5 dwelling units per acre. The uses of the surrounding properties are a mix of commercial, multiple-family, single-family residential, and institutional uses.

The Planning Commission held a public hearing on December 11, 2023 and received no comments from the general public. The Planning Commission again reviewed the matter on January 8, 2024 and recommended approval to the Township Board to rezone the property to RC, to bring the use of the property to fit the character of the area and to meet the Master Plan's goals for increased walkability and diversity of housing.

The Planning Commission packet from the January 8, 2023 meeting is attached to this memo, with the entire Staff analysis. Staff looks forward to discussing this matter with the Board.

#### **Attachments**

1. Ordinance 2024-02 – Rezone 5681 Shaw Street
2. Rezoning Application and Attached Information
3. Planning Commission Information from January 8, 2024 Meeting
4. Planning Commission minutes from January 8, 2024 Meeting
5. Planning Commission minutes from December 11, 2023

**ORDINANCE NO. 2024-02**  
**ORDINANCE AMENDING THE ZONING DISTRICT MAP**  
**OF MERIDIAN TOWNSHIP**  
**PURSUANT TO REZONING #23036**

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 PO, Professional Office symbol and indication as shown on the Zoning District Map, for Parcel #33-02-02-10-428-007, land legally described as:

Block 10, Lots 16 and 17 of the plat of the Village of Nemoka

to that of RC, Multiple Family Residential.

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.

\_\_\_\_\_  
Patricia Herring Jackson, Township Supervisor

\_\_\_\_\_  
Deborah Guthrie, 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 Liliac LLC  
Address of applicant 4510 Dobie Rd, Okemos MI 48864  
Telephone: Work 857 600 2033 Home \_\_\_\_\_  
Fax \_\_\_\_\_ Email Liliac.inc@gmail.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 Roozbeh Dargazany  
Address 16922 Thorngate Rd, East Lansing MI 48823  
Telephone: Work 617 583 2602 Home \_\_\_\_\_  
Fax \_\_\_\_\_ Email Drgzny@gmail.com

C. Site address/location 5681 Shaw St, Haslett MI  
Legal description (Attach additional sheets if necessary) \_\_\_\_\_  
Parcel number 33-02-02-10-428-007 Site acreage 0.4 Acre

D. Current zoning PO Requested zoning RC - 4 Units

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. Rezonings 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. Rezonings 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: \_\_\_\_\_  
Not Applicable
- 2) The conditions of the surrounding area have changed in the following respects: \_\_\_\_\_  
Surrounding conditions have shifted away from professional offices, creating an urgent need for more residential housing options
- 3) The current zoning is inconsistent with the Township's Master Plan, explain:  
Current zoning is inconsistent with the Township's Future Master Plan which indicates a preference for residential use in this area.
- 4) The Township did not follow the procedures that are required by Michigan laws, when adopting the Zoning Ordinance, specifically: \_\_\_\_\_  
Not Applicable
- 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:  
Not Applicable
- 6) The current zoning restrictions on the use of the property do not further the health safety or general welfare of the public, explain: \_\_\_\_\_  
The vacant offices don't serve the public interest; converting to residential units addresses housing shortages and activates unused space.

B. Reasons why the requested zoning is appropriate:

- 1) Requested rezoning is consistent with the Township's Master Plan, explain:  
The rezoning aligns with the Master Plan's vision for residential development, supporting an organic transition from professional to residential use.
- 2) Requested rezoning is compatible with other existing and proposed uses surrounding the site, specifically: \_\_\_\_\_  
Rezoning request responds to reduced demand for professional offices and increased demands for mid-scale family housing. There are multiple RC facilities within 100 yards of the property.
- 3) Requested rezoning would not result in significant adverse impacts on the natural environment, explain: \_\_\_\_\_  
The requested rezoning requires No structural changes, No changes in siteplan. It also reduces the traffic.
- 4) Requested rezoning would not result in significant adverse impacts on traffic circulation, water and sewer systems, education, recreation or other public services, explain: \_\_\_\_\_  
It won't significantly alter current traffic patterns or overburden public utilities and services, given the property's history and size.
- 5) Requested rezoning addresses a proven community need, specifically: \_\_\_\_\_  
It addresses the urgent need for additional housing, directly contributing to alleviating the local housing shortage.
- 6) Requested rezoning results in logical and orderly development in the Township, explain:  
It would be 'downzoning' from PO to RC for a single quadruplex instead of a multi-tenant office building.
- 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: \_\_\_\_\_  
REzoning a 20-year vacant office building into a much-needed leasing unites, provides an efficient use of existing structure, fostering cost-effective public service provision and property utilization.

**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

\_\_\_\_\_  
Signature of Applicant  
Roozbeh Dargazany  
\_\_\_\_\_  
Type/Print Name

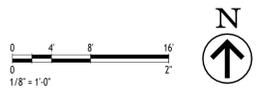
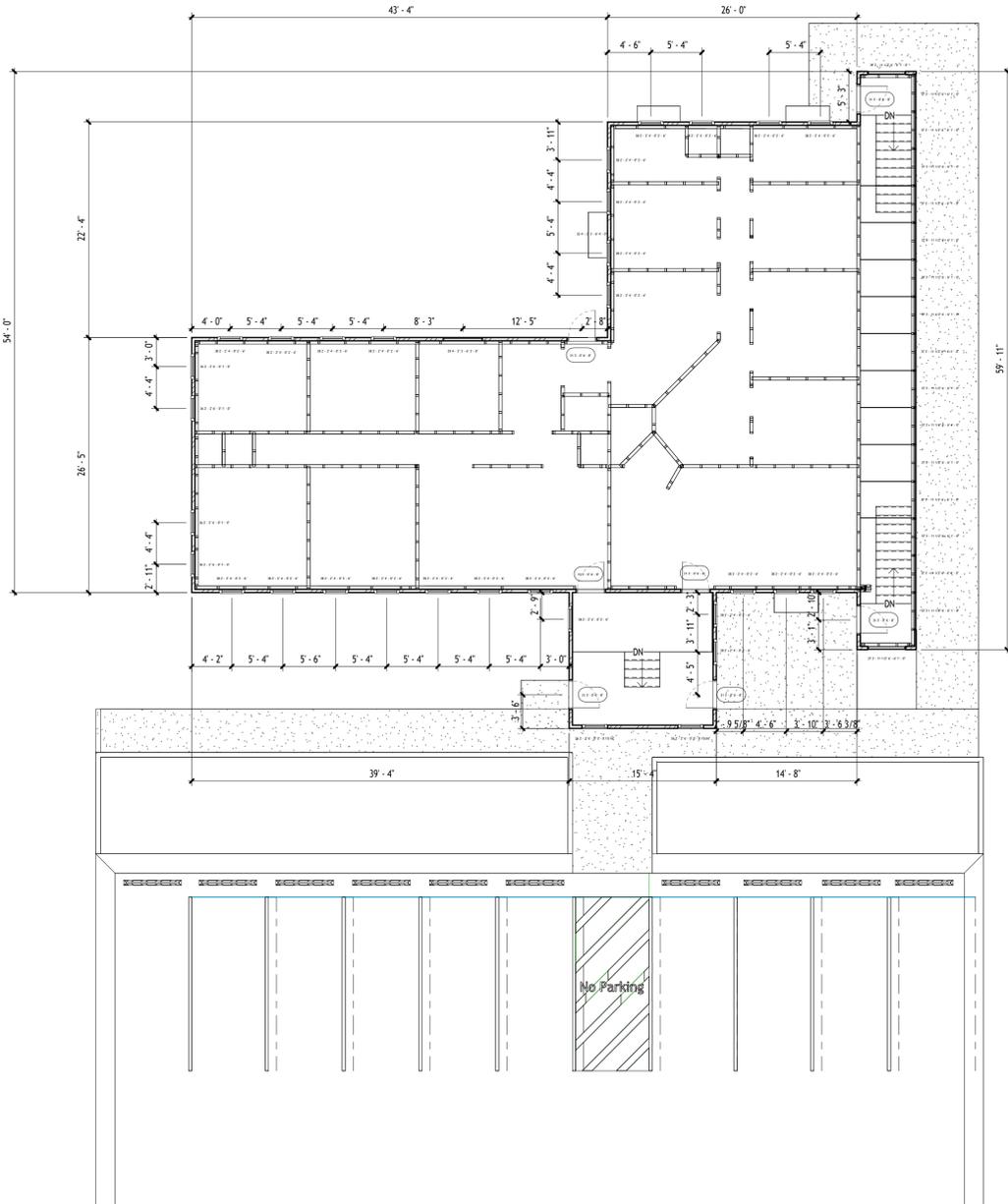
11/07/2023  
\_\_\_\_\_  
Date

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





Siteplan







No Parking

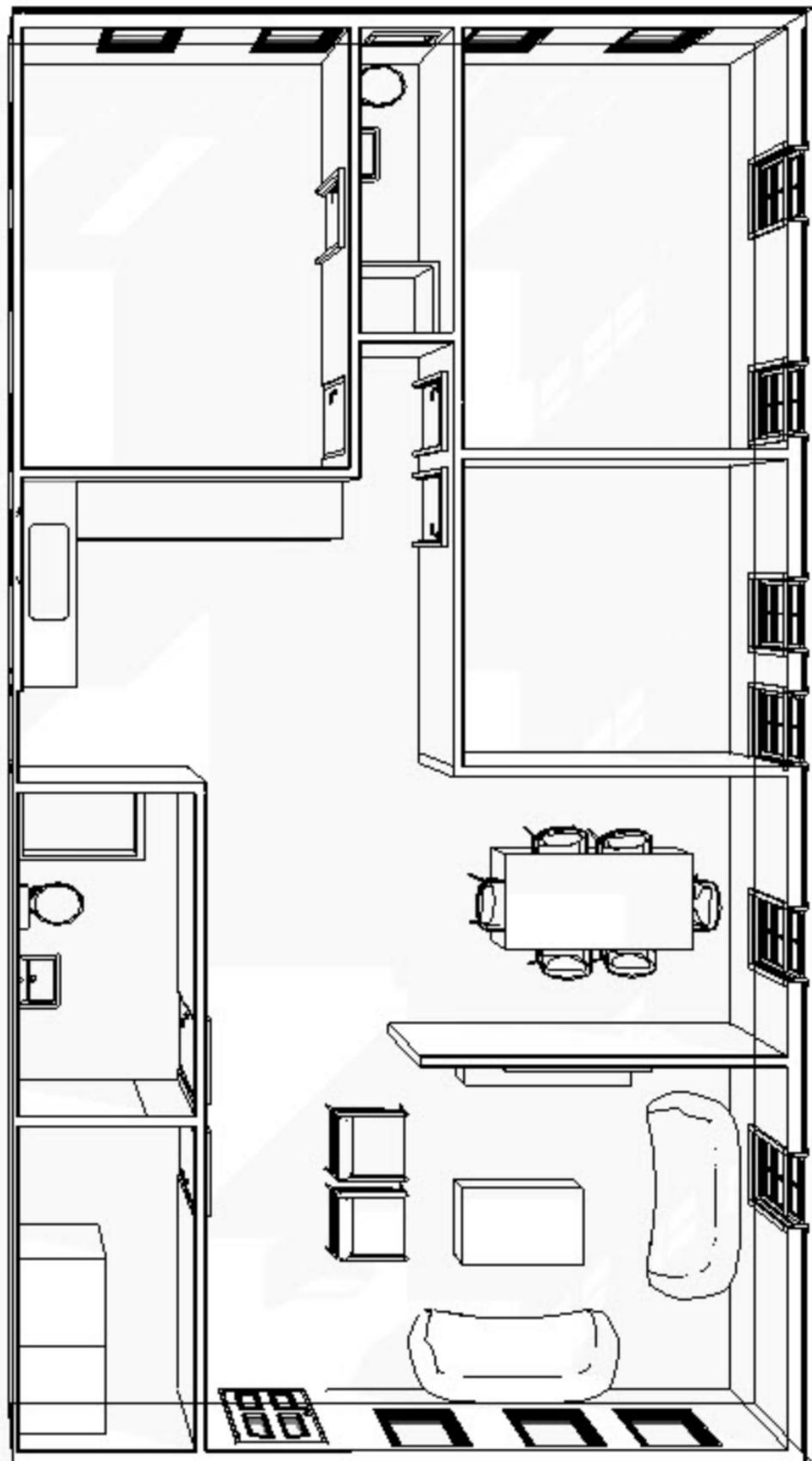


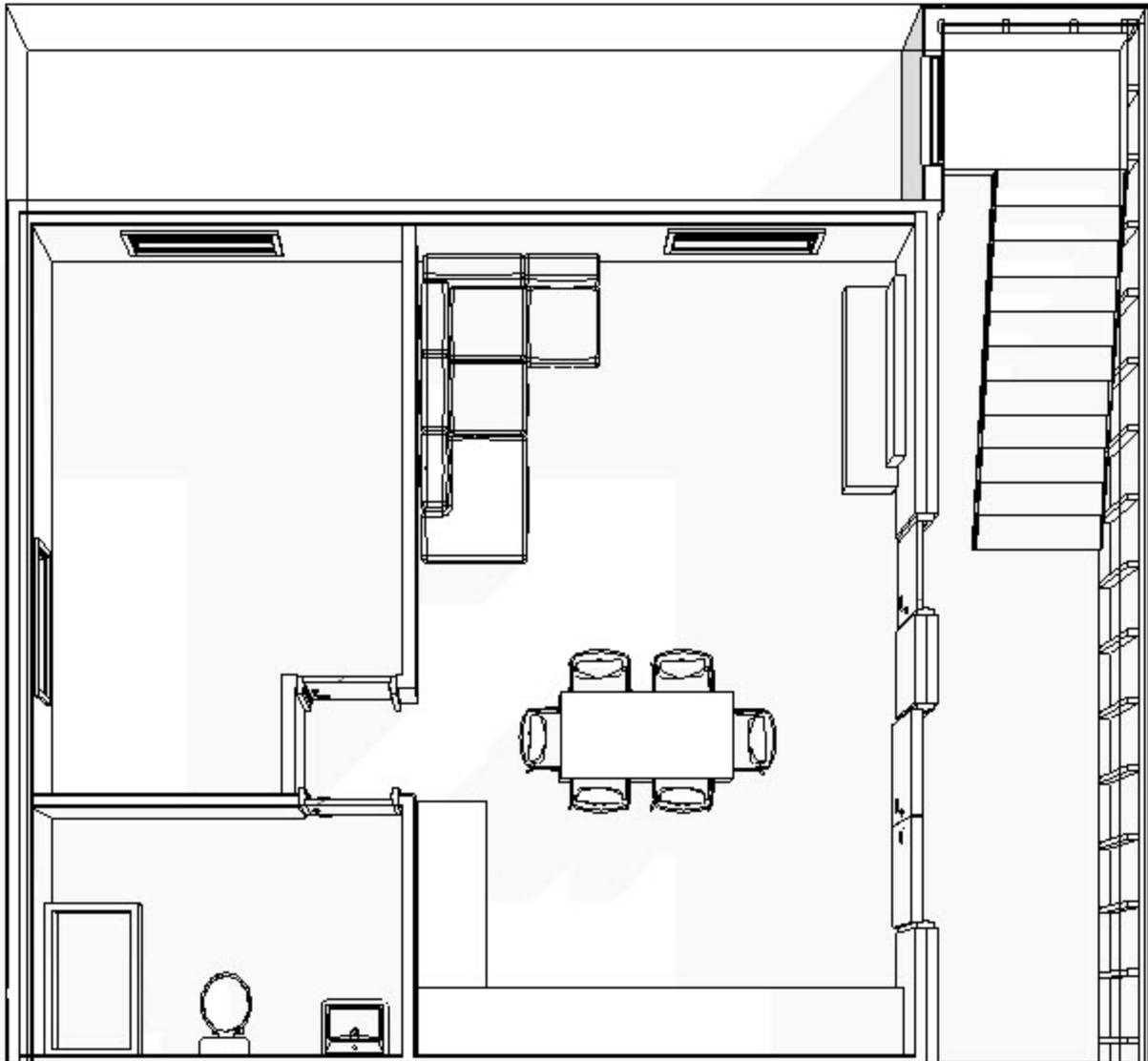




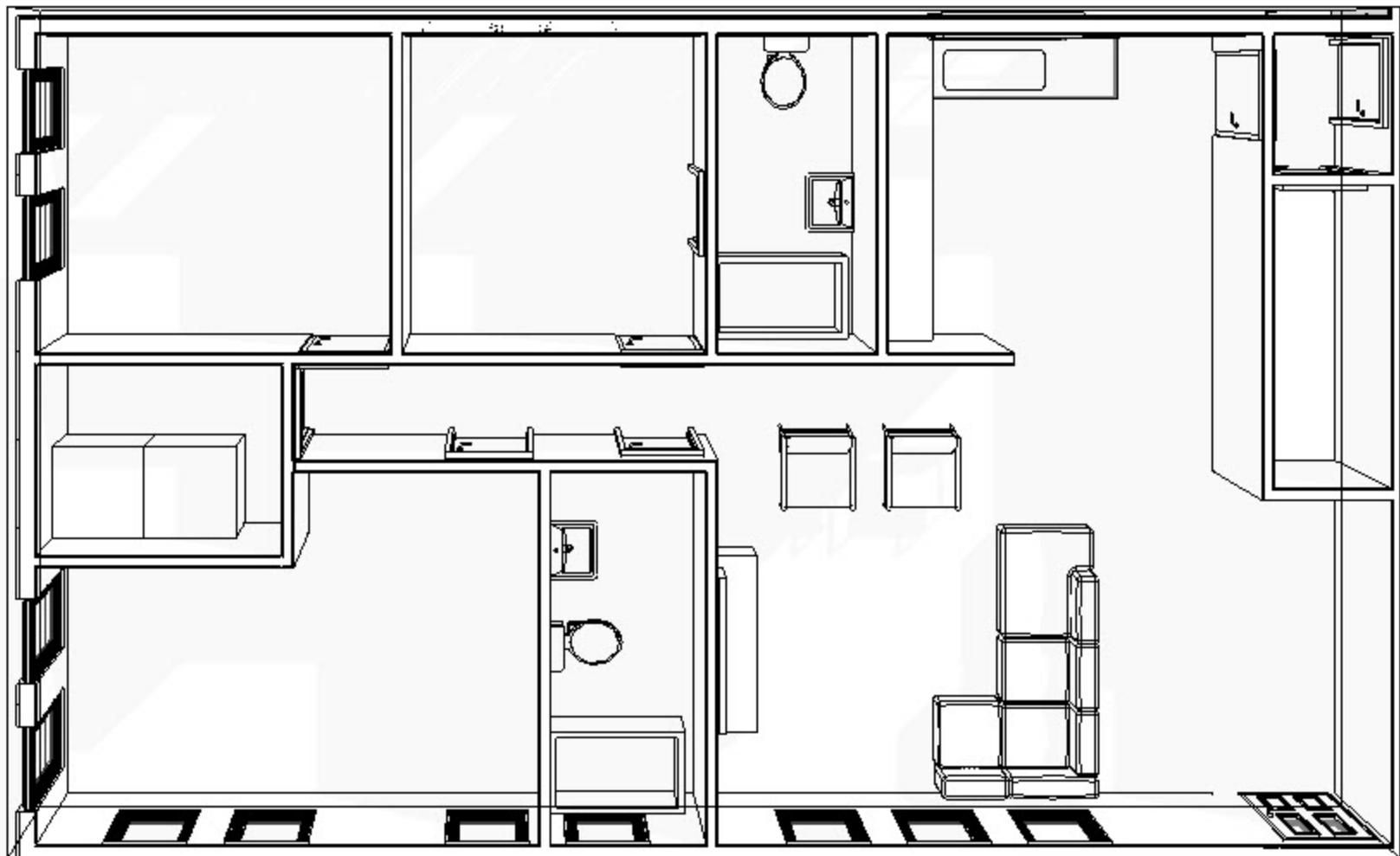














**To:** Planning Commission

**From:** Brian Shorkey, AICP, Senior Planner

**Date:** January 5, 2024

**Re:** **Rezoning #23036 (5681 Shaw), rezone one parcel at 5681 Shaw Street from PO (Professional Office) to RC (Multiple-Family Residential).**

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Liliac LLC (Applicant) has requested the rezoning of their property at 5681 Shaw Street (Subject Property) in order to redevelop the existing building from a multi-tenant office building into a four-unit residential building. The Subject Property is currently unoccupied and previously operated as a dental office.

The Planning Commission held a public hearing for Rezoning #23036 at its December 11, 2023 regular meeting and the Planning Commission indicated that they supported the rezoning from PO to RC. No other major concerns were raised during the discussion of the request. No comments have been received from the public regarding this request.

The original staff report, dated December 8, 2023, is attached. Additional materials from the public hearing may be found at the following link: [https://www.meridian.mi.us/government/boards-and-commissions/agendas-packets-and-minutes/-folder-3610#docan5601\\_5944\\_42](https://www.meridian.mi.us/government/boards-and-commissions/agendas-packets-and-minutes/-folder-3610#docan5601_5944_42)

### **Planning Commission Options**

The Planning Commission may 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 to recommend approval of the request is attached to this memo.

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

**Move to adopt the resolution to recommend approval of Rezoning #23036 to rezone the Subject Property at 5681 Shaw Street from PO (Professional Office) to RC (Multiple-Family Residential), for the following reason:**

- The proposed project that would result from the rezoning fits the character of the area.
- The proposed project that would result from the rezoning meets the Master Plan's goals for increased walkability and diversity of housing.

### **Attachments**

1. Resolution recommending approval of the rezoning
2. Staff report and attached materials from the public hearing, dated November 13, 2023



**To:** Planning Commission

**From:** Brian Shorkey, AICP, Senior Planner

**Date:** December 8, 2023

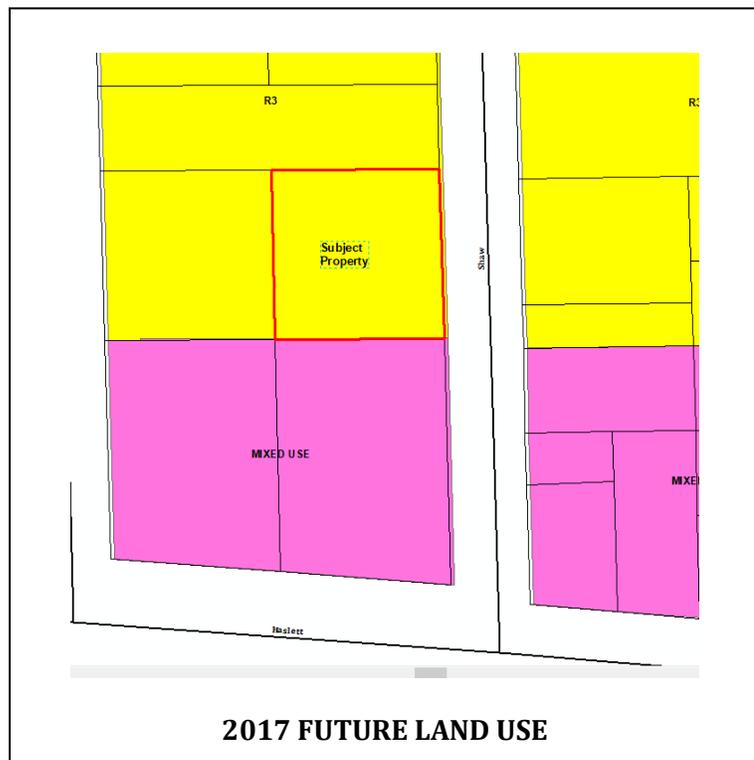
**Re:** Rezoning #23036 (5681 Shaw), rezone one parcel at 5681 Shaw Street from PO (Professional Office) to RC (Multiple-Family Residential).

Liliac LLC (Applicant) has requested the rezoning of their property at 5681 Shaw Street (Subject Property) in order to redevelop the existing building from a multi-tenant office building into a four-unit residential building. The Subject Property is currently unoccupied and previously operated as a dental office.

#### **Future Land Use**

The Future Land Use Map from the 2017 Master Plan designates the Subject Property in the R3 – 1.25-3.5 DU/A Future Land Use category. This category corresponds with the RA, RB, and RX zoning designations, which means that neither the current PO zoning, nor the requested RC zoning, comply with the R3 future land use designation. However, the RC zoning might be considered to be closer to the R3 Future Land Use category than the current PO zoning.

The surrounding properties to the west, north, and east are also designated as R3 in the 2017 future land use map. The properties to the south are designated as Mixed Use Core and include the various office and service businesses. The property immediately adjacent to the west is owned by the Ingham County Drain Commission.



#### **Zoning**

The schedule of regulations in the Zoning Ordinance indicates that the requested RC zoning district requires a minimum of 100 feet of lot width. The Subject Property is approximately 130 feet wide and meets the minimum lot width for the requested RC district. The RC district allows a maximum density

of 14 residential units per acre. The Subject Property is approximately 0.4 acre in size, which would allow 5 residential units, which the proposed four-unit development would comply with.

The Subject Property is surrounded on the west, north, and east by the RN – Village of Nemoka zoning designation. The RN district generally allows single-family residential units, as well as duplex units. The property to the south is zoned C-2 – Commercial.

### **Physical Features**

The Subject Property is developed with a vacant multiple-tenant business building and associated parking lot. Past conversations with potential applicants indicates that there is a drain easement on the north property line of the Subject Property.

### **Wetlands and Greenspace Plan**

The Township Wetland Map depicts no wetlands on the Subject Property. In addition, the Subject Property contains no floodplains. The Township Greenspace Plan does not show any preservation corridors.

### **Streets & Traffic**

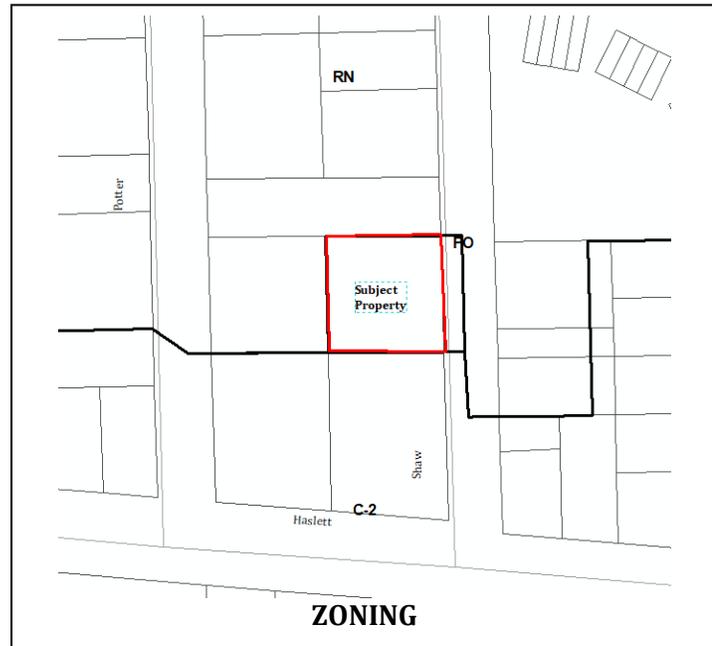
The applicant has indicated in their application that no increase in traffic is expected. Staff consulted the ITE Trip Generation Manual and compared General Office to MFR. According to the ITE Manual, a general office is generally expected to generate 9.74 trips per 1,000 square feet per weekday, meaning that the existing building could be expected to generate approximately 23.5 trips per weekday. In comparison, the ITE Manual suggests that a multifamily housing structure is generally expected to generate 7.32 trips per day per unit per weekday, meaning that the proposed quadplex could be expected to generate approximately 29.3 trips per weekday. The Zoning Ordinance requires a traffic study to be prepared when the proposed uses that could generate more than 100 additional directional trips during the peak hour. As a result, no traffic study is required for this rezoning application.

### **Utilities**

Municipal water and sanitary sewer serve the subject site.

### **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 associated drawings from Lilliac LLC, dated November 7, 2023.



CHARTER TOWNSHIP OF MERIDIAN  
REGULAR MEETING PLANNING COMMISSION  
5151 Marsh Road, Okemos MI 48864-1198  
517.853.4000, Township Hall Room  
MONDAY, January 8th, 2024, 6:30 pm

PRESENT: Chair Blumer, Vice-Chair Trezise, Commissioners Snyder, Brooks, McConnell, Shrewsbury, Scales (arrived 6:35)

ABSENT: Commissioners McCurtis

STAFF: Senior Planner Brian Shorkey

- 1. CALL MEETING TO ORDER  
Chair Blumer called the January 8, 2024 regular meeting for the Meridian Township Planning Commission to order at 6:30pm.
- 2. ROLL CALL  
Chair Blumer called the roll of the Board. Commissioner Scales and Commissioner McCurtis absent, all other board members present.
- 3. PUBLIC REMARKS  
Robert Schroeder spoke about the golf driving range on Grand River Avenue and asked the Planning Commission to show it as Commercial in the Master Plan update. Mr. Schroeder spoke about the potential future development of the property

Commissioner Scales arrived at 6:35 PM.

Vice-Chair Trezise addressed Mr. Schroeder and said that the Planning Commission had already recommended changing the future land use map in the Master Plan to reflect Mr. Schroeder's request. Senior Planner Shorkey said that he would talk to Mr. Shroeder more after the meeting.

- 4. APPROVAL OF AGENDA  
**Commissioner McConnell moved to approve the January 8, 2024 regular Planning Commission meeting agenda. Seconded by Commissioner Brooks.**

**VOICE VOTE      YEAS: Chair Blumer, Vice-Chair Trezise, Commissioners Snyder, Brooks, McConnell, Shrewsbury, and Scales**

**NAYS: None**

**Motion carried: 7-0**

- 5. APPROVAL OF MINUTES  
**Vice-Chair Trezise moved to approve the Minutes of the December 11, 2023 Planning Commission Regular Meeting as amended. Seconded by Commissioner Brooks.**

**VOICE VOTE      YEAS: Chair Blumer, Vice-Chair Trezise, Commissioners Snyder, Brooks, McConnell, Shrewsbury, and Scales**

**NAYS: None**

**Motion carried: 7-0**

6. COMMUNICATIONS

A. None

7. PUBLIC HEARINGS

A. None

8. UNFINISHED BUSINESS

A. REZ #23036 – 5681 Shaw Street, PO, Professional and Office, to RC, Multiple-Family Residential

Senior Planner Shorkey outlined his memo and described the application for the rezoning. Senior Planner Shorkey pointed out the resolution of support in the packet.

**Vice-Chair Trezise moved to approve the resolution to recommend approval of REZ #23036 to rezone the subject property from PO, Professional Office to RC, Multiple-Family Residential. Seconded by Commissioner Scales.**

**VOICE VOTE      YEAS: Chair Blumer, Vice-Chair Trezise, Commissioners Snyder, Brooks, McConnell, Shrewsbury, and Scales**

**NAYS: None**

**Motion carried: 7-0**

9. OTHER BUSINESS

A. 2024 Planning Commission Annual Report

Senior Planner Shorkey explained the report and suggested that the Planning Commission vote to accept the report.

**Vice-Chair Trezise moved to accept the 2023 Planning Commission Annual Report. Seconded by Commissioner Scales.**

**VOICE VOTE      YEAS: Chair Blumer, Vice-Chair Trezise, Commissioners Snyder, Brooks, McConnell, Shrewsbury, and Scales**

**NAYS: None**

**Motion carried: 7-0**

10. REPORTS AND ANNOUNCEMENTS

A. Township Board Update

Senior Planner Shorkey said that the Board was having a special meeting on January 9, 2024 to interview candidates to fill the vacant Board seat.

B. Liaison Reports

Chair Blumer said that he was supposed to have a DDA meeting that morning, but they did not have a quorum.

11. PROJECT UPDATES

A. Project Report

Senior Planner Shorkey said that there was no change to the last project report and that an updated report would be in the next packet.

12. PUBLIC REMARKS

None

13. COMMISSIONER COMMENTS

Commissioner McConnell said that he appreciated the level of detail in the annual report and that the Planning Commission should start discussing what they wanted to accomplish in the new year. Senior Planner Shorkey said that discussion was going to be on the next Planning Commission agenda.

14. ADJOURNMENT

Chair Blumer asked for a motion to close the meeting.

**Commissioner Scales moved to close the meeting. Seconded by Commissioner McConnell. Motion passed unanimously.**

Meeting adjourned at 6:45 pm.

CHARTER TOWNSHIP OF MERIDIAN  
REGULAR MEETING PLANNING COMMISSION  
5151 Marsh Road, Okemos MI 48864-1198  
517.853.4000, Township Hall Room  
MONDAY, December 11th, 2023, 6:30 pm

PRESENT: Chair Blumer, Vice-Chair Trezise, Commissioners Richards, Scales, Snyder, Brooks, McConnell, McCurtis

ABSENT: Commissioner Shrewsbury

STAFF: Community Development Director Schmitt, Senior Planner Brian Shorkey

1. CALL MEETING TO ORDER  
Chair Blumer called the December 11, 2023 regular meeting for the Meridian Township Planning Commission to order at 6:30pm.

2. ROLL CALL  
Chair Blumer called the roll of the Board. Commissioner Shrewsbury and Commissioner McCurtis absent, all board members present.

3. PUBLIC REMARKS  
None

4. APPROVAL OF AGENDA  
**Commissioner Richards moved to approve the December 11, 2023 regular Planning Commission meeting agenda. Seconded by Vice-Chair Trezise.**

**VOICE VOTE YEAS: Chair Blumer, Vice-Chair Trezise, Commissioners Richards, Scales, Snyder, Brooks, McConnell**

**NAYS: None**

**Motion carried: 7-0**

5. APPROVAL OF MINUTES  
**Vice-Chair Trezise moved to approve the Minutes of the November 13, 2023 Planning Commission Regular Meeting as amended. Seconded by Commissioner Snyder.**

Commissioner Scales pointed out a correction in the November 13, 2023 minutes. Senior Planner Shorkey said that he would correct the minutes.

**VOICE VOTE YEAS: Chair Blumer, Vice-Chair Trezise, Commissioners Richards, Scales, Snyder, Brooks, McConnell**

**NAYS: None**

**Motion carried: 7-0**

6. COMMUNICATIONS

A. Williamston Township – Intent to Plan letter

Commissioner McCurtis arrived at 6:32 PM.

7. PUBLIC HEARINGS

A. REZ #23036 – 5681 Shaw Street, PO, Professional and Office, to RC, Multiple-Family Residential

Senior Planner Shorkey outlined his memo and described the application and the reasons for the rezoning request.

Vice-Chair Trezise asked that since it was surrounded by RN, would the RN zoning be more appropriate and allow the requested density. Senior Planner Shorkey checked the RN zoning and pointed out that the 14 units per acre are not allowed by right but by special use permit. Senior Planner Shorkey said that the RC zoning would allow the applicant to go straight to site plan while the RN zoning would still require a special use permit.

Commissioner McCurtis asked if the dental office would still be allowed if the rezoning was approved. Senior Planner Shorkey said that the plan was the remodel the existing building and that there was no dental office at this time. Chair Blumer asked if there was any current occupancy. Senior Planner Shorkey said no.

Commissioner McConnell asked Senior Planner Shorkey to discuss how the application relates to the Haslett PICA in the Master Plan. Senior Planner Shorkey showed the PICA area in the Master Plan and generally discussed it with the Planning Commission.

Commissioner Brooks asked about the approval process. Senior Planner Shorkey explained that after the rezoning, the applicant would be required to go through site plan review.

The Applicant, Roozbeh Dargazany, addressed the Planning Commission and discussed the history of the property and the reasons for his rezoning request. Vice-Chair Trezise asked if the applicant if he planned on changing the building. Mr. Dargazany said that they were not changing the exterior of the building.

Commissioner Scales asked how many tenants were in the building in the past. Senior Planner Shorkey said that the building had the capability to hold four tenants. Commissioner Richards asked if the parking had been looked at for the proposed development. Senior Planner Shorkey said that based on a preliminary review, there appeared to be enough parking spaces, but that the Ingham County Road Department would have to approve the parking during site plan review. Commissioner Richards asked about the presence of any single-family residence in the area. Chair Blumer said that multiple family residential on the property was not out of character for the area.

Commissioner Snyder asked for a clarification of the surrounding zoning. Senior Planner Shorkey described the area zoning. Commissioner McConnell asked to see more of the surrounding area on the overhead map and pointed out the presence of a nearby Township Pathway; this was a good spot to increase density to increase access to the Pathway.

Commissioner McConnell spoke about walkability and housing diversity and spoke in favor of the rezoning request. Commissioner Snyder agreed.

Chair Blumer called for a straw poll. After discussion, the Planning Commission unanimously indicated that they supported the application to rezone the subject property from PO, Professional Office, to RC, Multiple-Family.

8. UNFINISHED BUSINESS

A. REZ #23034 – 4660 Marsh Road, PO, Professional and Office, to C-2, Commercial

Senior Planner Shorkey outlined his memo and described the application for the rezoning. Senior Planner Shorkey pointed out the comparison between C-1 and C-2 in his memo and the resolution in the packet for the C-1 designation.

Commissioner Richards discussed the zoning history of the area and said that he believes that the commercial designation is appropriate along Marsh Road and supports the C-1. Chair Blumer pointed out that the rezoning would bring the existing uses into zoning compliance and would match the character of the area. Commissioner McConnell asked about drainage work on the property. Senior Planner Shorkey introduced the Applicant, Tamara Noe, who explained the project.

**Vice-Chair Trezise moved to approve the resolution to recommend approval of REZ #23034 to rezone the subject property from PO, Professional Office to C-1, Commercial. Seconded by Commissioner Richards.**

**VOICE VOTE            YEAS: Chair Blumer, Vice-Chair Trezise, Commissioners Richards, Scales, Snyder, Brooks, McConnell, McCurtis**

**NAYS: None**

**Motion carried: 8-0**

B. SUP #23035 – Elevation 4 Floodplain

Senior Planner Shorkey outlined his memo and described the application and the proposed project. Chair Blumer asked if this is subject to approval of the Drain Commissioner's office. Senior Planner Shorkey said that the Drain Commission is currently reviewing the site plan. Vice-Chair Trezise pointed out that EGLE also had to approve the site plan.

**Commissioner Richards moved to approve the resolution to approve SUP #23035. Seconded by Vice-Chair Trezise.**

**VOICE VOTE            YEAS: Chair Blumer, Vice-Chair Trezise, Commissioners Richards, Scales, Snyder, Brooks, McConnell, McCurtis**

**NAYS: None**

**Motion carried: 8-0**

C. 2023 Meridian Township Master Plan

Director Schmitt discussed the Master Plan and asked for a motion to recommend approval and move the Master Plan to the Board. Director Schmitt discussed the online format of the Master Plan and said that it is better for accessibility. Director Schmitt discussed the indigenous people language and said that the literature recommended reaching out the tribal leaders and recommended that the

Planning Commission recommend that the Township Board develop an acknowledgement for all Boards and Commissioners.

**Commissioner McConnell moved to recommend approval of the 2023 Meridian Township Master Plan and to forward it to the Board for final adoption. Seconded by Commissioner Scales.**

Director Schmitt commented about the good timing of the Master Plan approval. Vice-Chair Trezise complimented the Communication Department on the online presentation of the Master Plan. Commissioner Snyder thanked Staff for the further discussion of the Native American land acknowledgement. Commissioner Scales said that he appreciated the teamwork that moved the Mater Plan forward so quickly.

**VOICE VOTE            YEAS: Chair Blumer, Vice-Chair Trezise, Commissioners Richards, Scales, Snyder, Brooks, McConnell, McCurtis**

**NAYS: None**

**Motion carried: 8-0**

9. OTHER BUSINESS

A. 2024 Planning Commission Schedule – Reapproval

Director Schmitt described the slight changes to the schedule for 2024.

**Chair Blumer moved to approve the corrected resolution for the 2024 Planning Commission Meeting Schedule. Seconded by Commissioner McConnell.**

**VOICE VOTE            YEAS: Chair Blumer, Vice-Chair Trezise, Commissioners Richards, Scales, Snyder, Brooks, McConnell, McCurtis**

**NAYS: None**

**Motion carried: 8-0**

10. MASTER PLAN UPDATE

Director Schmitt informed the Planning Commission that now that the Master Plan had been forwarded to the Board, this agenda item would fall off.

11. REPORTS AND ANNOUNCEMENTS

A. Township Board Update

Director Schmitt updated the Planning Commission on Board activity; Review of Conservation District Ordinance; Review of Park Lake Road rezoning, moved to deny; Discussion about Community Senior Center; Approval of marijuana licensing standards, window open for applications in January. Director Schmitt said that this was Commissioner Richards last meeting and thanked Commissioner Richards for his service.

B. Liaison Reports

Vice-Chair Trezise said that he went to the ZBA meeting and said that they had one agenda item that they denied.

Chair Blumer said that he went to the DDA meeting and said that they discussed financial issues.

12. PROJECT UPDATES

A. Project Report

Senior Planner Shorkey said that there was no change to the last project report and it had been left out due to the size of the packet. Senior Planner Shorkey then discussed ways to reduce packet sizes in the future.

13. PUBLIC REMARKS

None

14. COMMISSIONER COMMENTS

Ms. Tamara Noe thanked the Planning Commission for their approval for her rezoning application.

Commissioner McConnell spoke about the newly opened MSU to Lake Lansing trail; it is already being well used and it is a scenic trail to ride.

Commissioner Scales thanked Commissioner Ricards for his service.

15. ADJOURNMENT

**Chair Blumer asked if there was anything else. Hearing nothing, Chair Blumer closed the meeting.**

Meeting adjourned at 7:18 pm.



**To: Board Members**  
**From: Patricia Herring Jackson, Township Supervisor**  
**Date: February 2, 2024**  
**Re: Township Board Liaison Appointments**

---

Board members serve as members of, or as liaisons to, the following Boards and Commissions. Due to the recent resignation of Trustee Wisinski, we have vacancies for a Board liaison to the Environmental Commission, Land Preservation Advisory Board and the Groundwater Management Board. For discussion purposes, below are the current Board member assignments among the boards and commissions through 11/20/24:

Local Officials Compensation Commission-	Deschaine
Communications Commission-	Guthrie
CATA Board of Directors-	Deschaine
Downtown Development Authority-	Jackson
Corridor Improvement Authority-	Jackson
Economic Development Corporation-	Sundland
Election Commission-	Hendrickson & Sundland
Groundwater Management Board-	VACANT
Zoning Board of Appeals-	Deschaine
LEAP-	Jackson
Tri-County Regional Commission-	Jackson
Land Preservation Advisory Board-	VACANT
Pension Trustees-	Guthrie
Transportation Commission-	Sundland
Brownfield Redevelopment Authority-	Walsh
Environmental Commission-	VACANT
Community Resources Commission-	Wilson

At Tuesday’s meeting we will discuss who wishes to serve in these capacities going forward.

The Board will approve appointments to these positions at an upcoming Board meeting.



**To: Board Members**  
**From: Frank L. Walsh, Township Manager**  
**Date: February 2, 2024**  
**Re: 360 Communication between Boards and Commissions**

---

As you are aware, one of the top goals of the Board is to enhance communication across all segments of our internal operation and the community. To that end, we thought placing the item on the Board's agenda would allow for an opportunity to vet new ideas on how to expand our current communication efforts. Are there steps you believe we should take to enhance communications amongst our appointed board and commission members? Should we bring back the Meridian Leadership Group (MLG) monthly breakfast meetings? What steps are we taking, or steps we could take, to further our communication with groups such as the Haslett Beautification Association and the Meridian Garden Club? Can we do more to enhance cross communication between groups? Should we develop a plan for the sharing of minutes from our various groups?

We look forward to the Board's discussion on fulfilling our overarching goal of enhancing communication.



**To: Board Members**  
**From: Frank L. Walsh, Township Manager**  
**Date: February 2, 2024**  
**Re: Ronald J. Styka Memorial Pathway**

---

From 1990-2022, Ron Styka served Meridian Township, and the Okemos Public Schools, with distinction. Ron proudly served as President of the Okemos Schools Board of Education and as Supervisor of Meridian Township. Sadly, the community lost a champion as Ron passed away on Tuesday, February 15, 2022.

Ron was credited with many successful projects during his time in public office. One of the things that Ron often spoke of was the pathway he helped create connecting Okemos Road to the new high school on Jolly/Hulett Road. The pathway is very popular and extends behind the homes in the Okemos Preserve. On a typical day, hundreds of runners, walkers and bicyclists use the pathway to journey throughout the community. As we approach the two year anniversary of Ron's passing, the idea was raised to formerly name the pathway the Ronald J. Styka Memorial Pathway. The recognition of Ron's 32 years of public service would be memorialized with signage at the entry points along the pathway.

We look forward to the Board's thoughts on the potential of recognizing our former leader and friend.

**Attachment:**

1. Proposed Ronald J. Styka Memorial Pathway Trailhead Sign Locations

# Proposed Ronald J. Styka Memorial Pathway Trailhead Sign Locations

■ Trailhead Sign Locations



# Proposed Ronald J. Styka Memorial Pathway Sign Design

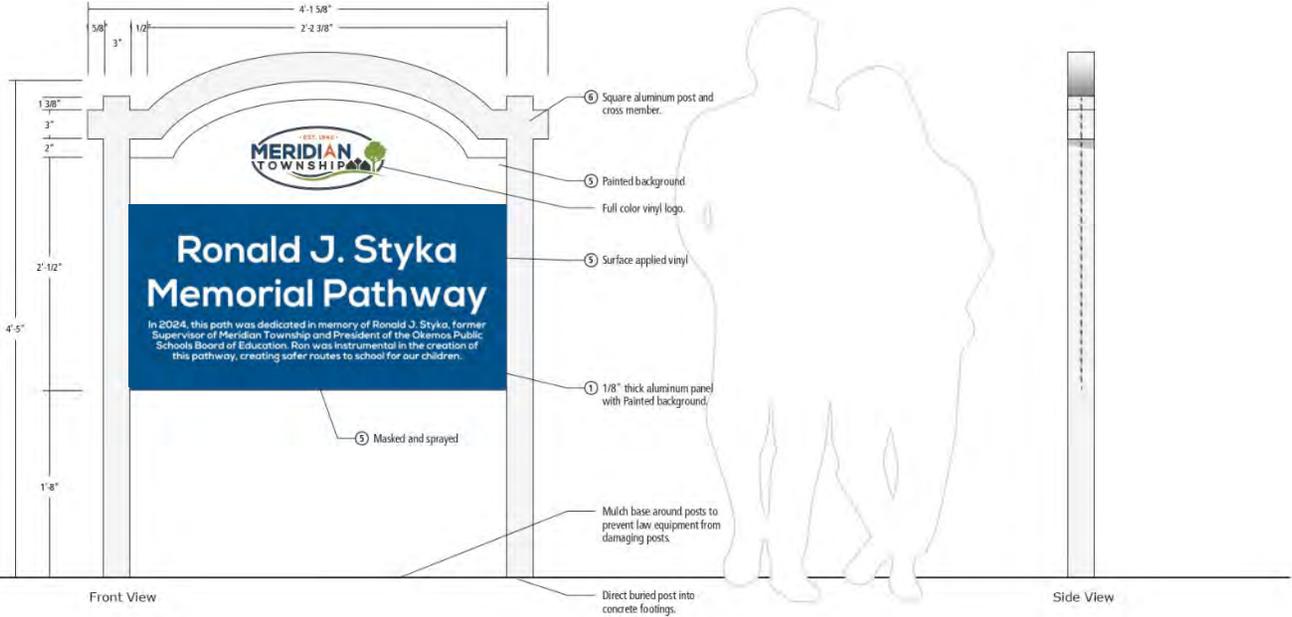
## Ronald J. Styka Memorial Pathway

In 2024, this path was dedicated in memory of Ronald J. Styka, former Supervisor of Meridian Township and President of the Okemos Public Schools Board of Education. Ron was instrumental in the creation of this pathway, creating safer routes to school for our children.

FABRICATOR TO PROVIDE ENGINEERED SHOP DRAWINGS FOR ENGINEER/OWNER REVIEW AND ACCEPTANCE.

**DOUBLE-SIDED SIGN FACE**

Panel Layout Detail



IX-4  
MUNICIPAL BUILDING  
IDENTIFICATION

SCALE: 1" = 1'

**COLOR CODE**

- 1 Navy
- 2 Green
- 3 Orange
- 4 Black
- 5 White
- 6 Off White
- 7 Light Blue
- 8 Corrugated Metal
- 9 Stone

**NOTES**

This drawing is design-intent only. Fabricator is responsible for fabrication and overall level of quality. Any changes in design, materials, fabrication method or other details must be approved by Corbin Design or the Owner.

DATE	DESCRIPTION
06.02.21	Submission
07.12.21	Revision
04.01.22	Revision
04.27.22	Revision



415 S Union, Second Floor  
Traverse City, MI 49684  
(231) 947-1236



**To: Township Board**

**From: Amber Clark  
Neighborhoods & Economic Development Director**

**Date: February 6, 2024**

**Re: Redevelopment Ready Communities (RRC) Recertification Memorandum of Understanding**

---

One goal of the Economic and Community Planning Departments, is the facilitation of the recertification of the RRC program. Redevelopment Ready Communities (RRC) is a development program offered by the MEDC to align communities in Michigan with modern and efficient development processes. The efficiency of the development process helps market our communities competitively to quality developers and projects across the nation. Staff has previously discussed the recertification in the RRC program with the Township Board and have been working with the Michigan Economic Development Corporation's (MEDC) Capital Assistance Team regarding the status of recertification of our Redevelopment Ready Communities designation.

Economic Development and Community Planning Staff diligently worked toward the recertification and our current status listed at the end of this report. At this time, all items are in process or completed the process for recertification.

To complete our recertification process, the Township Board will accept and sign the Memo of Understanding, authorizing Township Staff to complete the necessary annual tracking to maintain the active status. An active status with the RRC program will grant Meridian access to State funding, State development incentives, Design and strategic Planning resources and assistance of the State development professionals team. The support of MEDC with Match on Main, site selection resources have been a boost to bringing projects to fruition.

**Motion:** Authorize the execution and signing of the Memo of Understanding by the Township Supervisor with the State of Michigan Economic Development Corporation, to signify the Township's interest in applying for a **Certified Status** in the Redevelopment Ready Communities program.



## Current status Brief for RRC Recertification Board

### **Best Practice 1: Plans and Engagement**

#### ***Best Practice 1.1 | Master Plan***

##### **STATUS: IN PROGRESS WITH TOWNSHIP BOARD**

*"The governing body has adopted a master plan in the past five years".*

The Township is approaching a five (5) year review and potential update of their Master Plan (2017), as mandated by the Michigan Planning Enabling Act (PA 33 of 2008). It is recommended that the Township evaluate the goals, objectives, and strategies established in the Master Plan for ones that are more actionable and implementable. The restructuring of the goals, objectives, and strategies will then lend them to an updated Implementation Plan that should include responsible parties and projected timelines for each strategy, an aspect that is currently missing from the Master Plan.

##### **STATUS: CURRENT TO 2023- IN PROGRESS WITH TOWNSHIP BOARD**

Further, Best Practice 1.1 includes an expectation of annual review. To maintain Certification, the Township will need to demonstrate progress on the implementation of the Master Plan annually. As of 2021, the Township is not currently meeting this expectation.

#### ***Best Practice 1.3 | Capital Improvement Plan***

*"The governing body has adopted a capital improvements plan".*

##### **STATUS: CURRENT AND UPDATED 2023 ON WEBSITE FOR GENERAL PUBLIC**

While the current Annual Budget (2020) prepared by the Township includes a small section dedicated to annual capital investments, the Township needs to prepare a separate and comprehensive Capital Improvement Plan (CIP). Standard CIPs span six years of planning and are conducted annually with the municipal budgeting process.

#### ***Best Practice 1.4 | Public Participation Plan***

*"The community has a public participation plan for engaging a diverse set of community stakeholders".*

##### **STATUS: CURRENT ON MERIDIAN TOWNSHIP WEBSITE.**

The Township established their Community Engagement Plan in 2018 to meet their initial Certification. To meet recertification expectations, it is recommended the next iteration of the Community Engagement Plan include more details regarding which populations in the Township are not typically at the visioning table and how the Township plans to engage those populations.

##### **STATUS: CURRENT 2023 ANNUAL REVIEW & 2024 JOINT MEETING SCHEDULED 3/26**

Further, Best Practice 1.4 includes an expectation of annual review. To maintain Certification, the Township will need to demonstrate that the results of the community engagement efforts are reported to the Township Board annually. As of 2021, the Township is not currently meeting this expectation.

### **Best Practice 2: Zoning**



***Best Practice 2.1 | Alignment with Master Plan***

*"The governing body has adopted a zoning ordinance that aligns with the goals of the current master plan".*

**STATUS: NEW ANNUAL IMPLEMENTATION REPORTS ARE TO BE SUBMITTED WITH COMMENTS OR MINUTES FROM PLANNING DEPT. PLANNING COMMISSION, ECONOMIC DEVELOPMENT DEPARTMENT, CORRIDOR IMPROVEMENT AUTHORITY, & DOWNTOWN DEVELOPMENT AUTHORITY.**

It is recommended that the Township progress in making changes to the Zoning Ordinance as recommended by the current and any future Master Plans. Specifically, it is recommended that the Township provide an update on their ability to realize the revisions in the 'Recommendations for Revisions to the Zoning Ordinance and Map', Master Plan section.

***Best Practice 2.3 | Concentrated Development***

*"The zoning ordinance provides for areas of concentrated development in appropriate locations and encourages the type and form of development desired".*

**STATUS: COMPLETE WITH REVISED MUPUD ORDINANCE 2022- PICA DESIGNATIONS FALL IN OUR HIGHEST DENSITY AREAS. MIXED USE IS ALLOWED BY RIGHT IN A POTENTIAL INTENSITY CHANGE AREA.**

Mixed-use development is permitted within Sec. 86-440 (MUPUD) of the Zoning Ordinance, but to be deemed Redevelopment Ready, it is expected to allow mixed-use development permitted by-right, in areas of concentrated development.

**STATUS: COMPLETE WITH REVISED MUPUD ORDINANCE 2022- PICA DESIGNATIONS FALL IN OUR HIGHEST DENSITY AREAS. MIXED USE IS ALLOWED BY RIGHT IN A POTENTIAL INTENSITY CHANGE AREA.**

Additionally, it is clear that the 'Architectural Standards' outlined in the Master Plan only apply to the MUPUD District (Sec. 86.440(C)(2)(e)(1)). It is recommended that the Township incorporate similar placemaking elements to zoning districts in the Township's concentrated areas of development. Specifically, grade-level transparency and build-to lines could help the Township in meeting certified expectations.

***Best Practice 2.4 | Housing Diversity***

*"The zoning ordinance allows for a variety of housing options".*

**STATUS: COMPLETE- ACCESSORY DWELLING UNITS, SEE TOWNSHIP CODE OF ORDINANCES. UPDATES INCLUDE MIXED USE ON CIA CORRIDOR IN CODIFIED ORDINANCES**

Unfortunately, the Township does not currently permit applicable diverse housing typologies in any zoning district. To maintain Certification, the Township should permit three (3) diverse housing typologies, by-right. To exceed expectations, the Township could permit these diverse housing types near their areas of concentrated development, to support vibrant and walkable neighborhoods.



### **Best Practice 3: Development Review**

#### **Best Practice 3.6 | Fee Schedule**

*"The community maintains a fee schedule".*

#### **STATUS: CURRENT AND UPDATED 2023 ON WEBSITE FOR GENERAL PUBLIC UNDER COMMUNITY PLANNING – BUILDING DIVISION APPLICATIONS**

It is recommended that the Township post the updated Building Permit, Commercial Fire, and Planning fee schedules onto the Township website. Additionally, it is recommended that development-related fee schedules be updated and included in the Township's Guide to Development (Best Practice 3.8).

#### **STATUS: CURRENT AND UPDATED 2023 ON WEBSITE FOR GENERAL PUBLIC. SEE BUILDING DIVISION APPLICATIONS AND PERMITS**

Further, Best Practice 3.6 includes an expectation of annual review. To maintain Certification, the Township will need to review and update the development-related fee schedules annually. As of 2021, the Township is not currently meeting this expectation.

#### **Best Practice 3.7 | Payment Methods**

*"The community offers clear methods of payment".*

#### **STATUS: IN PROGRESS WITH TREASURY DEPARTMENT**

It is recommended that the Township identify what methods of payments an applicant can use to pay for development-related fees on the Township's website. Additionally, it is recommended that the Township accept credit card payments, either solely in-person or also online.

#### **Best Practice 3.8 | Access to Information**

*"The community maintains a guide to development that explains policies, procedures, and steps to obtain approvals".*

#### **STATUS: CURRENT ON WEBSITE UNDER COMMUNITY PLANNING "DEVELOPMENT GUIDE" & UNDER ECONOMIC DEVELOPMENT –DEVELOPMENT GUIDE**

#### **Best Practice 3.9 | Project Tracking**

*"The community has a method to track development projects".*

#### **STATUS: CURRENT AND UPDATED 2023 ON WEBSITE FOR GENERAL PUBLIC REGULARLY UPDATED**

It is recommended the Township provide documentation of the community's tracking system for development applications, from submissions to permitting.

#### **Best Practice 3.10 | Continued Improvement**

*"The community solicits feedback and regularly reviews the development review experience".*

The Township provides an excellent Development Process Feedback Survey on the Township's website to solicit details about applicants' experience with the Township's development processes.



**STATUS: CURRENT AND UPDATED 2023 ON WEBSITE UNDER DEVELOPMENT GUIDE, PLANNING & DEVELOPMENT DOCUMENTS.**

Best Practice 3.10 includes an expectation of annual review. To maintain Certification, the Township will need to provide details on how the Township assess their development review process annually, based on the responses garnered from the survey. As of 2021, the Township is not currently meeting this expectation.

**Best Practice 4: Boards and Commissions**

***Best Practice 4.1 | Recruitment Process***

*"The community has a clear recruitment and appointment process".*

**STATUS: CURRENT AND UPDATED ON WEBSITE UNDER "BOARDS AND COMMISSIONS"**

The Township provides a Public Service Application Form online for residents interested in applying to a board or commission. To meet certified expectations, it is recommended that the Township post either a document, statement, or quick blurb on what the typical process of appointment is.

***Best Practice 4.2 | Expectations & Interests***

*"The community sets expectations for board and commission positions".*

**STATUS: CURRENT AND UPDATED ON WEBSITE FOR ALL BOARDS AND COMMISSIONS –UNDER BOARDS AND COMMISSIONS**

The Township provides a very helpful Appointed Officials Ethics Statement on the Township's website that outlines ethical expectations of board and commission members (e.g. no taking of gifts, no financial gain, and serve with integrity). To meet this Best Practice, it is recommended that the Township incorporate additional expectations around attendance records, typical meeting schedule, duties to be performed, and term limits. Additionally, newer to RRC 2.0, to make the application process easier to understand for residents, highlighting associated interests and/or background experience that would best suit each type of board and commission position is an expectation.

***Best Practice 4.3 | Orientation***

*"The community provides orientation material to all appointed and elected members of development- related boards and commissions".*

**STATUS: NEW AND UPDATED ORIENTATION, TRAINING PLAN, COMMISSION DESCRIPTION AND CODE OF CONDUCT. CAN BE FOUND UNDER BOARDS & COMMISSIONS PAGE ON WEBSITE.**

Documentation of the orientation materials the Township provides to newly appointment officials is needed. It is recommended the Township provide this information for all development-related boards and commission, including the Township Board, Planning Commission, Zoning Board of Appeals, Downtown Development Authority, Corridor Improvement Authority, Brownfield Redevelopment Authority, and Economic Development Corporation.

***Best Practice 4.4 | Bylaws***

*"The community has bylaws for boards and commissions".*



**STATUS: NEW AND UPDATED ETHICS REQUIREMENTS, BYLAWS FOR ALL DEVELOPMENT BOARDS ARE AVAILABLE ON THE WEBSITE.**

It is recommended the Township make the bylaws for each development-related board and commission, easily accessible on their respective webpages.

***Best Practice 4.5 | Planning Commission Annual Report***

*"The community issues a planning commission annual report".*

**STATUS: CURRENT AND UPDATED 2022 ON WEBSITE FOR GENERAL PUBLIC REGULARLY UPDATED- 2023 TO BE POSTED JANUARY 2024.**

Best Practice 4.5 includes an expectation of annual review. To maintain Certification, the Township will need to prepare the annual Meridian Township Report. As of 2021, the Township is not currently meeting this expectation.

***Best Practice 4.6 | Training Strategy***

*"The community has a documented training strategy".*

**STATUS: NEW AND UPDATED ORIENTATION, TRAINING PLAN, COMMISSION DESCRIPTION AND CODE OF CONDUCT.**

Best Practice 4.6 is a new expectation under RRC 2.0. Communities need to create a training strategy document for all development-related boards and commissions in the Township. This includes addressing the Township's view on regular training for its elected/nominated officials, suggested training opportunities, how these training opportunities will be funded, and how participants will share out their training experiences.

***Best Practice 4.7 | Joint Meetings***

*"The community shares information between elected and appointed officials and staff".*

**STATUS: CURRENT AND UPDATED 2022 ON WEBSITE FOR GENERAL PUBLIC REGULARLY UPDATED- 2024 TO BE POSTED AFTER 3/26/2024**

Best Practice 4.7 includes an expectation of annual review. To maintain Certification, the Township will need to provide documentation that a joint meeting among development-related boards was held at least once a year.

***Best Practice 5: Economic Development and Marketing***

***Best Practice 5.1 | Economic Development Strategy***

*"The community has approved an economic development strategy".*

**STATUS: NEW AND READY TO BE ADDED TO THE WEBSITE. UNDER ECONOMIC DEVELOPMENT DEPARTMENT**

The Township provides an excellent Economic Development Strategy (2018) on its website. Best Practice 5.1 includes an expectation of annual review. To maintain Certification, the Township will need to provide documentation that the implementation of the Economic Development Strategy is accessed annually. As of 2021, the Township is not currently meeting this expectation.

***Best Practice 5.2 | Incentives Policies***



*"The community has adopted policies to guide economic development incentives".*

**STATUS: NEW AND READY TO BE ADDED TO THE WEBSITE (INCLUDED IN DEVELOPMENT GUIDE AND ECONOMIC DEVELOPMENT STRATEGY)**

Best Practice 5.2 is a new expectation under RRC 2.0, aimed at equipping communities with the tools to be attractive to developers. The Township will need to clearly outline the incentives available to developers and in what situations they will be considered. This can live in a stand-alone document or within the comprehensive Guide to Development (Best Practice 3.8).

***Best Practice 5.3 | Marketing Plan***

*"The community has a documented marketing plan".*

**STATUS: NEW AND UPDATED MARKETING PLAN- INCLUDED IN ECONOMIC DEVELOPMENT STRATEGY 2023**

The Township has an established Marketing and Promotion Strategy (2018) and a separate Brand Standards Quick Reference Guide. To ensure Township staff, applicants, and residents have access to a comprehensive resource regarding the Township's marketing efforts, it is recommended the Township incorporate the branding standards document into the Marketing and Promotion Strategy.



## Redevelopment Ready Communities

### Joint Memorandum of Understanding

This Memorandum of Understanding (“MOU”) by and between the Michigan Economic Development Corporation (“MEDC”), 300 North Washington Square, Lansing, Michigan and the Charter Township of Meridian (“Community”), 5151 Marsh Road, Okemos, Michigan 48864, jointly referred to as the “Parties” and individually as the “Party” is effective as of February 6, 2024 (“Effective Date”).

The Community is interested in apply to the MEDC under the Redevelopment Ready Communities 2.0 Program (“Program”) to become CERTIFIED as a Redevelopment Ready Community (“RRC”) and received assistance from the Program in promoting sites within the Community.

The MEDC is interested in evaluating the Community and making recommendations for the Community to become certified as a RRC under the Program and help market the Community to the public for redevelopment purposes.

Therefore, the above entities have come together in a strategic collaboration to achieve the above stated goals. This collaboration is based on the following understandings:

#### Community Responsibilities

1. Identifying a primary Program contact who will serve as the lead contact and provide overall technical support for all aspects of this project on behalf of the Community.
2. Provide adequate staff personnel to attend trainings, perform research collection and assessment of current practices of the Community, respond in a timely manner to MEDC questions, and to implement the needed actions to achieve certification of the Program after the evaluation.
3. Provide monthly updates to the Community's elected governing body on status of the Program progress.
4. Within fourteen (14) days of receiving the draft Community Report of Findings, provide comments and any additional documentation, and schedule the report out presentation for the Community's elected governing body.
5. Within thirty (30) days of the Community Report of Findings presentation, provide a resolution adopted by the Community's elected governing body that supports the Community's intent to implement the needed actions to achieve certification, if necessary, to meet the Program best practices.
6. Provide progress reports to the MEDC both pre-certification and post-certification on a quarterly or biannual basis, respectively.



7. Within three hundred sixty-five (365) days, complete the implementation of the needed actions to achieve certification, if necessary, to meet the Program best practices. Additional time to complete implementation may be provided at the discretion of the MEDC Program staff.
8. Provide documentation that the Community meets the Program best practices as determined by the MEDC prior to being awarded certification.

#### MEDC Responsibilities

1. Provide general training on the Program.
2. Provide general technical support to the Primary contact of the Community in collecting the information necessary to complete the Program evaluation and implementation of the best practices.
3. Evaluate information collected from the Community and produce a Community Report of Findings.
4. If necessary, make recommendations of steps to meet the best practices as identified by the MEDC.
5. Once the Program evaluation is completed, the MEDC will coordinate with the RRC Advisory Council to receive input on certifying the Community as a RRC.
6. If certified as a RRC, assist the Community in marketing to the public, sites as redevelopment ready.
7. Prepare a license agreement between the Community and the MEDC for Community's use of the RRC certification logo.

This MOU sets forth the intent of the Parties only and does not, and is not intended to, impose any binding obligations on the Parties nor shall it be the basis of any legal claims or liabilities by or among the Parties. Any liability of the Parties, whether in contract, tort or under any other legal or equitable theory, arising out of or in connection with the MOU shall be explicitly excluded. Neither Party shall be entitled to claim compensation for any expenses or losses incurred in bad faith if the intention of the MOU cannot be reached entirely or in part.

This MOU constitutes the entire agreement between Parties hereto. The MOU may be modified altered, revised, extended or renewed by mutual written consent of all Parties, by the issuance of a written amendment, signed and dated by all the Parties.

This MOU may be signed in multiple copies and in counterparts which, when taken together, shall constitute the executed MOU. Faxed or scanned copies shall be considered an original.

This MOU is effective until the three year anniversary of the date the Community is certified as a RRC, unless terminated earlier. However, either Party may terminate the MOU by providing notice in writing to the other Party thirty (30) days in advance of termination. Upon expiration of the Community's certification as a RRC, the Community may elect to



reapply for certification and enter into a new Memorandum of Understanding with the MEDC.

IN WITNESS WHEREOF, the Parties hereto have caused this MOU to be executed by their respective authorized representatives.

\_\_\_\_\_  
Patricia Herring Jackson, Township Supervisor  
Charter Township of Meridian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Linda Ascianto, Senior Vice President &  
General Counsel

\_\_\_\_\_  
Date



**To:** Board Members

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

Rick Grillo, Chief of Police

**Date:** February 6, 2024

**Re:** Traffic Control Order for Summergate Lane adjacent to Hiawatha Elementary

---

When Township staff recently visited Hiawatha Elementary to observe traffic patterns, we noticed that some motorists are parking on Summergate Lane ~~right~~ at the curb cut to Hiawatha Elementary and further south. Parking in this area causes safety concerns such as vision obstructions and unnecessary congestion for vehicles turning south on Summergate Lane. These conditions lead to an increased likelihood of crashes in the area.

Vehicular traffic leaving the school needs three lanes, which requires use of the full width of Summergate Lane:

1. One lane for right hand turns onto Jolly Road,
2. One lane for left hand turns onto Jolly Road, and
3. One lane for ingress from Jolly Road onto Summergate Lane.

To address these issues, we would like install no parking signs from just north of the curb cut to Hiawatha Elementary to Jolly Road. A Traffic Control Order (TCO) is required for the Township to request that the Ingham County Road Department install the no parking signs.

This TCO will help ensure that the traffic leaving the school campus can use the full width of Summergate Lane. It will also help prevent accidents involving vehicles parked on Summergate Lane and vehicles leaving the school campus.

Okemos Public Schools is supportive of the TCO before you this evening. We are happy to answer any questions the Board may have.

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

**MOVE TO APPROVE THE TRAFFIC CONTROL ORDER FOR SUMMGERGATE LANE FROM JUST NORTH OF THE HIAWATHA ELEMENTARY CURB CUT TO JOLLY ROAD.**

**Attachments:**

1. Traffic Control Order for Summergate Lane
2. Summergate Lane Plan

MERIDIAN TOWNSHIP  
5151 MARSH ROAD  
OKEMOS, MICHIGAN 48864

# TRAFFIC CONTROL ORDER

DATE: January 30, 2024  
TRAFFIC CONTROL ORDER #: 1-2024

TYPE OF ORDER: NO PARKING	
ROAD NAME(S): Summergate Lane	
TOWNSHIP: MERIDIAN CHARTER	SECTION: 34

BY ACTION OF THIS TRAFFIC CONTROL ORDER, PARKING ON EITHER SIDE OF SUMMERGATE LANE WITHIN 250 FEET NORTH OF THE INTERSECTION OF SUMMERGATE LANE AND JOLLY ROAD SHALL BE PROHIBITED.

*APPROVED BY THE CHARTER TOWNSHIP OF MERIDIAN ON:*

\_\_\_\_\_  
*Date*

*RECOMMENDED BY:*

\_\_\_\_\_  
*RICK GRILLO*  
*Chief of Police*

February 6, 2024  
*DATE*

\_\_\_\_\_  
*DAN OPSOMMER*  
*Director of Public Works*

February 6, 2024  
*DATE*

TCO Plan for Summergate Lane Adjacent to Hiawatha Elementary

■ No Parking Sign Locations

