



AGENDA

CHARTER TOWNSHIP OF MERIDIAN TOWNSHIP BOARD – VIRTUAL MEETING

May 18, 2021 6:00 PM

1. CALL MEETING TO ORDER
 2. PLEDGE OF ALLEGIANCE/INTRODUCTIONS
 3. ROLL CALL
 4. PRESENTATION
 - A. Xavier DeGroat Autism Foundation
 - B. Capital Area District Libraries-2020 Annual Report
 - C. Tribute to Mark Kieselbach
 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-April 20, 2021 Virtual Regular Board Meeting
 - C. Bills
 - D. DNR Acquisition Grant for Property on Okemos Road
 10. QUESTIONS FOR THE ATTORNEY
 11. HEARINGS (CANARY)
 - A. Powell Road Public Road Improvement SAD #43
 12. ACTION ITEMS (PINK)
 - A. Powell Road Public Road Improvement SAD #43- Resolution #5
 - B. Special Use Permit #18091 (Newton Pointe, LLC) request for an extension of the special use permit for the square footage of buildings at Newton Place, 6276 Newton Road
 - C. Community Survey Draft
 - D. Preliminary Plat #03012 Sierra Ridge Estates Extension
 - E. 2020 Downtown Development Authority Annual Report
 13. BOARD DISCUSSION ITEMS (ORCHID)
 - A. Rezoning #21020 (Martin Investment Properties, Inc.) rezone approximately six acres on the north side of Jolly Road and east of Kansas Road from I (Industrial) and RA (Single Family-Medium Density) to PO (Professional and Office)
 - B. Okemos Drain
 - C. SmartZone Local Development Finance Authority
 - D. Legal Counsel Contract & Continuing Legal Services
 14. COMMENTS FROM THE PUBLIC
 15. OTHER MATTERS AND BOARD MEMBER COMMENTS
 16. ADJOURNMENT
-

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

Individuals with disabilities requiring auxiliary aids or services should contact the Meridian Township Board by contacting:
Township Manager 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 (VIRTUAL MEETING)



2021 Meridian Township Resident Engagement and Priority Study - DRAFT 3

Thank you for your participation in this study. All answers will remain completely anonymous - your name will not be released or linked with the results without your permission.

Policy Feedback: Potential Marijuana Businesses

- In 2018 Michigan voters approved Proposal 1: the legalization of recreational use and possession of Marihuana for person 21 years of age or older in Michigan and enactment of tax on the sale of Marihuana. **Do you support the establishment of recreational Marihuana retail outlets in Meridian Township?**
 Yes No Not sure
- Did you vote to approve adult-use (recreational) marijuana in 2018?
 I voted yes I voted no I did not vote on this issue I prefer not to answer

Your Experiences with the Township

- First, think about Meridian Township's **fire and emergency medical services** on the following attributes using a scale from 1 to 10, where 1 means "**Poor**" and 10 means "**Excellent**." If you are not sure or have no opinion, please mark "**Don't Know**."

	Poor= 1	2	3	4	5	6	7	8	9	Excellent = 10	Don't Know
Fire protection for the community	<input type="checkbox"/>										
Engagement and educational opportunities	<input type="checkbox"/>										
Response time to fires	<input type="checkbox"/>										
Response time to medical emergencies	<input type="checkbox"/>										
Respectful interaction with residents	<input type="checkbox"/>										

- Please rate your satisfaction with the following **Township services**:

	Poor= 1	2	3	4	5	6	7	8	9	Excellent = 10	Don't Know
Building, plumbing and electrical inspections	<input type="checkbox"/>										
Code enforcement/property maintenance	<input type="checkbox"/>										
Rental inspections	<input type="checkbox"/>										
Ease of permitting services	<input type="checkbox"/>										
Plan review	<input type="checkbox"/>										
Respectful interaction with residents	<input type="checkbox"/>										

- The Township has 30 parks and 70 miles of paved pathways. In the past year, how many times did you use Meridian Township's **parks and pathways**?

Never
 1-5 times a year
 6-10 times a year
 11-20 times a year
 20+ times a year

6. Next, rate Meridian Township's **local parks and recreation** facilities and programs on the following attributes:

	Poor= 1	2	3	4	5	6	7	8	9	Excellent = 10	Don't Know
Parks/facilities meet your needs	<input type="checkbox"/>										
Parks/facility maintenance and cleanliness	<input type="checkbox"/>										
Quality of recreational programs	<input type="checkbox"/>										
Variety of recreational programs	<input type="checkbox"/>										
Variety of park amenities	<input type="checkbox"/>										
Quality of park amenities (trails, playgrounds, etc.)	<input type="checkbox"/>										
Marketplace on the Green Farmers Market	<input type="checkbox"/>										
Historical village	<input type="checkbox"/>										
Harris Nature Center	<input type="checkbox"/>										

7. Now, think about your **local public school system** and rate it on the following attributes:

	Poor= 1	2	3	4	5	6	7	8	9	Excellent = 10	Don't Know
Meeting the needs of the community	<input type="checkbox"/>										
Preparation of students for solid careers	<input type="checkbox"/>										
Preparation of students for college	<input type="checkbox"/>										
Communication with the public	<input type="checkbox"/>										
Support of diversity, equality and inclusion practices	<input type="checkbox"/>										

8. Please think about the **transportation infrastructure** in Meridian Township and rate it on the following attributes:

	Poor= 1	2	3	4	5	6	7	8	9	Excellent = 10	Don't Know
Street surface maintenance/repair	<input type="checkbox"/>										
Street snow plowing	<input type="checkbox"/>										
Street sweeping	<input type="checkbox"/>										
CATA/Redi-Ride	<input type="checkbox"/>										
Pathway system for biking and walking	<input type="checkbox"/>										
Street tree maintenance and care	<input type="checkbox"/>										

9. Next, rate the **Public Works services** that you use on the following attributes:

	Poor= 1	2	3	4	5	6	7	8	9	Excellent = 10	Don't Know
Drinking water quality	<input type="checkbox"/>										
Curbside garbage disposal services	<input type="checkbox"/>										
Curbside recycling	<input type="checkbox"/>										
Response time to water/sewer emergencies	<input type="checkbox"/>										
Storm water/drain maintenance	<input type="checkbox"/>										
Ease of paying Township utility bills	<input type="checkbox"/>										
Snow management on trails and pathways	<input type="checkbox"/>										
Streetlight maintenance	<input type="checkbox"/>										
Respectful treatment of residents/customer service	<input type="checkbox"/>										

10. Please rate Meridian Township's **local law enforcement** (police department) on the following attributes:

	Poor= 1	2	3	4	5	6	7	8	9	Excellent = 10	Don't Know
Respectful treatment of residents	<input type="checkbox"/>										
Fair and equitable enforcement	<input type="checkbox"/>										
Safety education	<input type="checkbox"/>										
Response time to emergencies	<input type="checkbox"/>										
Engagement with the community	<input type="checkbox"/>										
Transparency in sharing information	<input type="checkbox"/>										

11. In the past year, how much contact have you had with the Meridian Township Police Department/Township police officers?

None
 Fewer than 3 times
 3-5 times
 6-10 times
 More than 10 times

12. Please rate the maintenance of Meridian Township's **facilities and grounds**:

	Poor= 1	2	3	4	5	6	7	8	9	Excellent = 10	Don't Know
Meridian Township Hall (government offices)	<input type="checkbox"/>										
Okemos Library CADL Branch	<input type="checkbox"/>										
Haslett Library CADL Branch	<input type="checkbox"/>										
Glendale Cemetery	<input type="checkbox"/>										
Recycling/transfer station	<input type="checkbox"/>										

13. Have you paid property taxes in the last 12 months?

Yes
 No (Skip to Q15)

14. Rate Meridian Township's **property taxes** on the following attributes:

	Poor= 1	2	3	4	5	6	7	8	9	Excellent = 10	Don't Know
Fairness of property appraisals	<input type="checkbox"/>										
Adequacy of period to pay taxes	<input type="checkbox"/>										
Fairness of tax levels	<input type="checkbox"/>										
Amount and quality of services you receive for the local taxes you pay	<input type="checkbox"/>										
Communication on how tax dollars are used	<input type="checkbox"/>										

15. Rate the **local government** in Meridian Township on the following:

	Poor= 1	2	3	4	5	6	7	8	9	Excellent = 10	Don't Know
The follow-up provided by local staff	<input type="checkbox"/>										
Level of professionalism of local staff	<input type="checkbox"/>										
The ease of getting your question answered	<input type="checkbox"/>										

16. Please rate the **amenities of your neighborhood** on the following:

	Poor= 1	2	3	4	5	6	7	8	9	Excellent = 10	Don't Know
Amount of natural open space within walking distance of your home	<input type="checkbox"/>										
Quality of the natural open spaces near your home	<input type="checkbox"/>										
Amenities for pedestrians, cyclists, and dog walkers	<input type="checkbox"/>										

17. Rate the **economic health** of Meridian Township on the following aspects:

	Poor= 1	2	3	4	5	6	7	8	9	Excellent = 10	Don't Know
Cost of living	<input type="checkbox"/>										
Quality of jobs	<input type="checkbox"/>										
Affordability of housing	<input type="checkbox"/>										
Availability of jobs	<input type="checkbox"/>										
Stability of property values	<input type="checkbox"/>										
Strength of local economy	<input type="checkbox"/>										
Access to health care services	<input type="checkbox"/>										

18. Do you own or operate a business in Meridian Township?

Yes No

19. What would make Meridian Township a better place for small businesses?

Overall

20. Consider your experiences in the last year with Meridian Township. How satisfied are you? Use a 10-point scale, where 1 means **"Very Dissatisfied"** and 10 means **"Very Satisfied."**

Very Dissatisfied= 1 2 3 4 5 6 7 8 9 Very Satisfied= 10

21. Consider all of the expectations you have about Meridian Township. Use a 10-point scale where 1 means **"Falls Short of Your Expectations"** and 10 means **"Exceeds Your Expectations."** To what extent has Meridian Township fallen short of your expectations or exceeded your expectations?

Falls Short= 1 2 3 4 5 6 7 8 9 Exceeds= 10

22. Imagine an ideal community. How closely does Meridian Township compare with that ideal? Please use a 10-point scale where 1 is **"Not Very Close to the Ideal"** and 10 is **"Very Close to the Ideal."**

Not Very Close= 1 2 3 4 5 6 7 8 9 Very Close= 10

23. On a scale where 1 means **"Not Likely"** and 10 means **"Very Likely,"** how likely are you to take the following actions:

	Not Likely= 1	2	3	4	5	6	7	8	9	Very Likely=10
Be a community volunteer	<input type="checkbox"/>									
Encourage someone to start a business here	<input type="checkbox"/>									
Participate in community events and festivals	<input type="checkbox"/>									
Remain living here five years from now (if not, please note reasons below)	<input type="checkbox"/>									

24. On a scale where 1 is "Strongly Disagree" and 10 is "Strongly Agree," to what extent do you agree that Meridian Township is:

	Strongly Disagree= 1	2	3	4	5	6	7	8	9	Strongly Agree= 10	Don't Know
A safe place to live	<input type="checkbox"/>										
An enjoyable place for children	<input type="checkbox"/>										
An enjoyable place for young adults (age 18-35)	<input type="checkbox"/>										
An enjoyable place for older adults (age 62+)	<input type="checkbox"/>										
An enjoyable place for people to visit	<input type="checkbox"/>										
Physically attractive/great curb appeal	<input type="checkbox"/>										
A great place to have a business	<input type="checkbox"/>										
A community that is growing responsibly	<input type="checkbox"/>										
A safe place to bike and walk	<input type="checkbox"/>										
A safe place to bike and walk at night	<input type="checkbox"/>										
A perfect community for me	<input type="checkbox"/>										
A place that is inclusive and celebrates diversity	<input type="checkbox"/>										

25. What do you like most about living in Meridian Township?

26. Please list the top things the township should improve in the next two years:

Communication Preference

27. Where do you go most often for local news? (Mark all that apply.)

- TV stations
 Newspapers
 Family/friends/colleagues
 None of these
 Radio stations
 Internet
 Social media

28. How do you prefer to receive information from the Township (events, programs, updates, etc.)? (Mark all that apply.)

- Email
 Prime Meridian Magazine
 NextDoor
 HOMTV Cable Channel
 Township website
 Utility bill insert
 Meridian Township YouTube channel
 Meridian Happenings Digital Newsletter
 Township social media (Facebook, etc.)
 Text message

29. Which social media do you use? (Mark all that apply.)

- Facebook
 YouTube
 LinkedIn
 Other
 Twitter
 Instagram
 NextDoor
 None

30. Which types of communication have you used for personal use in the past 30 days. (Mark all that apply.)

- Cell phone
 Text message
 Video chat (Skype, FaceTime, Zoom, etc.)
 Social media
 Internet
 Landline telephone
 Email
 Smart phone apps.

31. What types of information, updates or special topics would you like to receive from the Township?

- Township news
 Township meetings
 Budget information
 Township projects
 Community events
 Other (note below)

32. Which languages are spoken in your home?

33. Think about the **internet and cell phone services** available in Meridian Township using the scale where 1 means "**Poor**" and 10 means "**Excellent**." Please rate the community for providing:

	Poor= 1	2	3	4	5	6	7	8	9	Excellent= 10	Don't Know
Your ability to access high-speed broadband	<input type="checkbox"/>										
Speed of your internet connection	<input type="checkbox"/>										
Variety of providers available for internet access	<input type="checkbox"/>										
Cell phone reception	<input type="checkbox"/>										

34. What type of internet service do you have? (Mark all that apply.)

- No access
 Cable Modem
 Mobile/wireless
 Not sure
 DSL (dial up)
 Fiber
 Satellite

35. How does your household use the internet at home? (Mark all that apply.)

- Business
 K-12
 Streaming/gaming
 Video conferencing
 Education
 Personal/general use
 (Zoom, Teams, etc)

36. Once the COVID-19 pandemic has passed, should the Township continue providing virtual participation/video conferencing of public meetings?

- Yes
 No

37. What additional Township services would you like to see available online?

Planning and Budget

38. Which **six Township services, programs or amenities** below are the most important to the people living in your household? (Mark up to 6.)

- | | | | |
|----------------------------------------------------------------|--------------------------------------------------------------|---------------------------------------------------------------------|----------------------------------------------|
| <input type="checkbox"/> Fire and ambulance services | <input type="checkbox"/> Police Services | <input type="checkbox"/> Economic development | <input type="checkbox"/> Recycling services |
| <input type="checkbox"/> Building inspection | <input type="checkbox"/> Township parks | <input type="checkbox"/> Election and voting process | <input type="checkbox"/> Road maintenance |
| <input type="checkbox"/> Code enforcement/property maintenance | <input type="checkbox"/> Trails and pathways | <input type="checkbox"/> Storm water management/flooding prevention | <input type="checkbox"/> Recreation Programs |
| <input type="checkbox"/> Rental inspection | <input type="checkbox"/> Trash/recycling containers in parks | <input type="checkbox"/> Public water and sewer | |
| <input type="checkbox"/> Permit services | | | |

39. Think about the Village of Okemos/Downtown Okemos: Which of the following community amenities below would you like to see **added or enhanced in the future in Okemos**? (Mark up to 6.)

- | | | | |
|-------------------------------------------------------------|---------------------------------------------------------|-----------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|
| <input type="checkbox"/> Community Center | <input type="checkbox"/> Indoor recreational space | <input type="checkbox"/> Outdoor seating spaces (around fire pit, fountain, game space) | <input type="checkbox"/> Pop up pedestrian spaces (streeteries, parklets, plazas) |
| <input type="checkbox"/> Community engagement opportunities | <input type="checkbox"/> New gateway signage | <input type="checkbox"/> Pickleball courts | <input type="checkbox"/> Sidewalks |
| <input type="checkbox"/> Disc golf courses | <input type="checkbox"/> Outdoor athletic fields/courts | <input type="checkbox"/> Playgrounds, indoor | <input type="checkbox"/> Traffic enforcement |
| <input type="checkbox"/> Dog parks | <input type="checkbox"/> Outdoor performance space | <input type="checkbox"/> Playgrounds, outdoor | <input type="checkbox"/> Walking/biking trails |
| <input type="checkbox"/> Green space | | | |

40. Think about Haslett Village/Downtown Haslett: Which of the following community amenities below would you like to see **added or enhanced in the future in Haslett?** (Mark up to 6.)

- | | | | |
|-------------------------------------------------------------|---------------------------------------------------------|-----------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|
| <input type="checkbox"/> Community Center | <input type="checkbox"/> Indoor recreational space | <input type="checkbox"/> Outdoor seating spaces (around fire pit, fountain, game space) | <input type="checkbox"/> Pop up pedestrian spaces (streeteries, parklets, plazas) |
| <input type="checkbox"/> Community engagement opportunities | <input type="checkbox"/> New gateway signage | <input type="checkbox"/> Pickleball courts | <input type="checkbox"/> Sidewalks |
| <input type="checkbox"/> Disc golf courses | <input type="checkbox"/> Outdoor athletic fields/courts | <input type="checkbox"/> Playgrounds, indoor | <input type="checkbox"/> Traffic enforcement |
| <input type="checkbox"/> Dog parks | <input type="checkbox"/> Outdoor performance space | <input type="checkbox"/> Playgrounds, outdoor | <input type="checkbox"/> Walking/biking trails |
| <input type="checkbox"/> Green space | | | |

41. Residents have shared many ideas for potential improvements throughout the Township. Which of the following potential future community improvements should the Township pursue? (Mark all that apply.)

- | | |
|-------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|
| <input type="checkbox"/> Improve broadband internet access to all areas of the Township | <input type="checkbox"/> Support installation of 5G cellular services in the Township |
| <input type="checkbox"/> Improve broadband internet service to key business areas of the Township to encourage economic development | <input type="checkbox"/> Expand solar and other green initiatives |
| | <input type="checkbox"/> Expand/enhance trails and pathways |
| | <input type="checkbox"/> None of these |

42. What other community amenities would you like to see considered for the future?

43. Meridian Township has an over-population of deer that has resulted in an increase of damage to landscaping, reports of vehicle/deer accidents, concern for public health, and a disruption to the ecological balance of our natural areas. In response, the Meridian Township Board directed staff to develop and implement a deer management plan that outlines measures for a highly-managed program to harvest white-tailed deer in a number of selected township-owned properties. Do you support or oppose continuation of this program?

- Support
 Oppose
 Not sure

Meridian Township is a welcoming community. The information below helps us improve services for all of our residents. These questions are for analysis only and will not be used in any way to identify you. You may skip any questions that you are not comfortable answering.

How long have you been living in Meridian Township?

- One year or less
 1-5 years
 6-10 years
 More than 10 years

Do you own or rent/lease your residence?

- Own
 Rent/Lease

Is your place of employment located in Meridian Township?

- Yes
 No, a different community
 I am not currently employed
 I am retired

What is your age group?

- 18 to 24
 25 to 34
 35 to 44
 45 to 54
 55 to 64
 65 or over

Which of the following categories best describes your level of education?

- Some high school or less
 High school graduate
 Some college
 College graduate
 Graduate degree(s)

Which of the following categories includes your total household income last year?

- \$25,000 or less
 \$25,001 to \$50,000
 \$50,001 to \$100,000
 \$100,001-\$175,000
 More than \$175,000

Please indicate your marital status:

- Single
 Married/living with partner
 Widowed
 Separated/divorced

Mark the boxes that describe the people living in your house (other than yourself). Check all that apply.

- Child(ren) age 12 or under
 Adult child(ren) age 18+
 Roommate
 None of these
- Child(ren) age 12-17
 Spouse/partner
 Parent age 65 or older

How do you identify (check all that apply)?

- Male
 Non-binary
 Prefer to self describe (note below)
- Female
 Prefer not to say

To which group do you consider yourself to belong? Check all that apply.

- Asian Black/African American Indigenous American Other
 White/Caucasian Hispanic/Latinx Prefer not to say

What is your ZIP Code?

- 48864 48823 48840 48895 Other

If you are interested in participating in potential future Township planning workshops, focus groups, or similar conversations, please enter your name, email, phone number, and address below. Your identity will not be linked with your other answers in this survey.

Thank you for your time. Please return this assessment in the postage-paid envelope provided.



13. D

To: Board Members
From: Ronald J. Styka, Township Supervisor
Date: May 18, 2021
Re: Legal Counsel Contract & Continuing Legal Services

The current agreement (attached) with Fahey, Schultz, Burzych and Rhodes for Township Attorney services is set to expire on July 1 of this year.

Does the Board want to entertain a renewal or would the preference be a RFP? I look forward to the discussion on Tuesday night.

Attachment:

1. Fahey, Schultz, Burzych and Rhodes Township Agreement

April 30, 2018

Frank L. Walsh, Township Manager
Charter Township of Meridian
5151 Marsh Road
Okemos MI 48840

Dear Manager Walsh:

Re: *Renewal Engagement as Township Attorneys*

We are very appreciative that the Township Board of the Charter Township of Meridian (the "Township") has elected to renew its engagement with Fahey Schultz Burzych Rhodes PLC to continue serving as your Township Attorneys for an additional period of three (3) years, beginning July 1, 2018. This letter confirms our representation.

You will be our Firm's primary contact for the Township and I will be the primary attorney responsible for our Firm's representation of the Township. Except as otherwise stated in this letter, the terms of our agreement are described in the enclosed Standard Terms, which are incorporated in this letter.

The basic services we will provide the Township are covered by a monthly flat fee of \$5,000 in the first year, increasing to \$5,250 in the second year and \$5,500 in the third year of this renewal term. This flat fee is in exchange for full access to our time, review and advice regarding the routine, day-to-day legal matters that the Township encounters, as generally outlined in the table below:

Examples of Matters Included:

Examples of Matters Not Included:

Review and advice on:

- | | |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------|
| <ul style="list-style-type: none">• Liability or potential litigation matters and claim letters.
• Any subpoena, summons, complaint, or claim served on you. | <ul style="list-style-type: none">• Prosecution or defense of litigation. |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------|



- Purchase or sale of Township property. Appearance in court or at depositions, preparing pleadings, motions and briefs, etc.
Closing or drafting of final contracts and documents for the purchase or sale of Township property or real estate.
 - Employment and labor relations matters, including contract interpretation, employment policy drafting and grievance issues. Defending or prosecuting at the MDCR, EEOC, MERC, UIA, MERS, or other government agencies, arbitrations or courts.
 - Collective bargaining matters. Serving as lead negotiator or representative
 - Zoning, land use, and code enforcement matters. Litigation of zoning or land use matters.
 - Ordinances and ordinance amendments proposed for adoption by Township Board. Drafting major new ordinances or ordinance revisions.
 - Public works, utility and contract matters. Drafting contracts or special assessment documents for public works projects.
- Attendance at:
- Township Board meetings as requested by the Township Board or Manager, scheduled to accommodate items of legal concern on the agenda. Scheduled office hours at Township Hall.
 - Township staff and external meetings, as requested by the Manager.

Whether a particular matter is covered by the scope of the monthly flat fee will be handled with common sense, mutual agreement, mutual respect, and fairness to both the Township and the firm. The firm and the Township will periodically meet and discuss the workings of this flat fee arrangement, including its cost effectiveness for both the Township and the firm. The terms of the flat fee may be renegotiated at any time, at the initiative or either the Township or the firm.

Matters not covered by the flat fee will be billed at hourly rates for the time incurred by each member of our professional staff on behalf of the Township. Although our hourly rates for other townships currently range up to \$275 per hour, for the Township our hourly rates will be capped at \$200 per hour in the first year, \$210 per hour in the

second year, and \$220 per hour in the third year of this renewal period. The Township will be billed the lower of the capped rate or the standard hourly rate for any member of our professional staff.

As a matter of disclosure to the Township, your future son-in-law, Kyle O'Meara, who worked as a summer associate at our firm last summer, has an offer of long-term employment at our firm upon passing the bar exam. If Mr. O'Meara accepts full-time employment with the firm, he will not at any time work on Meridian Township matters.

We are excited about the opportunity to continue representing the Township as your Township Attorneys. Although this engagement letter is intended to cover the three-year renewal period, we would be delighted to discuss future renewals on terms that are mutually agreeable to the Township and the firm.

We appreciate the confidence you have in us and look forward to working with you. If you have any questions about this letter, please do not hesitate to call me. If you agree with the above, please return a signed copy of this letter so we can continue to represent the Township's interests.

Sincerely,



WILLIAM K. FAHEY
MEMBER

Acknowledged and Agreed:

By: Frank L. Walsh
Frank L. Walsh, Township Manager

Dated: 5-1-2018

STANDARD TERMS OF ENGAGEMENT

Thank you for retaining **Fahey Schultz Burzych Rhodes PLC** ("Firm") for legal services. These **Standard Terms** govern our engagement unless otherwise stated in your engagement letter or by the Rules of Professional Conduct. Please review these **Standard Terms** carefully and retain them in your files. If you have any questions about our legal representation or invoices, please contact your primary attorney promptly.

1. SCOPE OF OUR SERVICES. Our engagement letter states specific matter(s) where we represent you and the scope of our services, which can only be varied by express written agreement. Our services do not include tax advice unless specified in the engagement letter. If you request opinions of law or outcomes, our opinions are limited by known facts and law at the time our opinion is rendered, subject to factors unknown or beyond our control. We use our best professional judgment, but cannot guarantee any outcome.

2. PRIMARY ATTORNEY. The primary attorney responsible for your representation may use other attorneys, paralegals or non-legal professionals with the Firm in the exercise of professional judgment. Attorneys outside the Firm may be consulted to serve as legal advisors to the Firm based on their licensed status in other jurisdictions or expertise in particular legal specialties.

3. CLIENT. The Firm will provide representation only to the person(s) or entity identified in our engagement letter. In matters for corporations, partnerships and other legal entities, unless otherwise agreed in writing, our representation does not extend to officers, directors, employees, shareholders, partners, members, individuals or any affiliates (such as parent, sister or subsidiary corporations).

4. OUR FEES. Unless other arrangements are made, we will bill for our legal services at our standard hourly rates, which are available on request. Hourly rates are subject to periodic review and adjustment at least annually. On request, we provide estimates of our anticipated fees on a matter when, in our professional judgment, they can be made; but unless we agree in writing to perform a specific service for a fixed fee, an estimate will not represent a maximum, minimum or agreed fee. We may also consider the following factors as appropriate to submit invoices in excess of our standard hourly rates: novelty and difficulty of the question involved; skill requisite to perform the legal services; likelihood that acceptance of a particular matter will preclude other representation; fee customarily charged in the locality for similar services; risk assumed by the Firm in performing certain types of work; amount involved and results obtained; and any time limitations imposed by the Client or by other circumstances.

5. COSTS. In addition to hourly rates, you must reimburse us for costs such as filing and recording, experts and expert witnesses, deposition transcripts, overnight or special delivery service, certified mail, mileage exceeding twenty-five (25) miles from our office and lodging (all without any mark-up). These costs will not include copies we make in-house, regular US postage, faxes or other costs that we typically consider as overhead. We submit costs in excess of \$1,500.00 by third parties to you for direct payment.

6. INVOICES. We will invoice you at the beginning of each month for hourly rates and costs. Payment within 30 days is expected, and we may charge you interest of 1% per month on accounts not paid within 30 days. Invoices can be paid by check (to Fahey Schultz Burzych Rhodes PLC), cash, money order or electronic transfer (ACH). If you have questions on any invoice, contact your primary attorney as soon as possible.



7. RETAINERS. Unless otherwise stated in the engagement letter, we may withdraw amounts from a retainer at any time as necessary to satisfy unpaid invoices. If the retainer becomes insufficient to cover past due invoices or falls below the agreed amount, you will be required to replenish the retainer. Any portion of the retainer remaining after all legal services have been paid for will be refunded to you.

8. CONFLICTS OF INTEREST. We try to identify existing and potential conflicts at the outset of any engagement. We may ask you to sign a conflict waiver prior to an engagement. Other clients or prospective clients may ask us to seek a conflict waiver from you to represent them, but that doesn't mean we will represent you less zealously. If a conflict arises or appears after we begin an engagement, we will do our best to address and resolve the conflict consistent with our professional responsibilities. We will not represent any other client on a matter where we represent you unless you expressly agree and we can do so under the Rules of Professional Conduct. We may represent another client who is one of your market competitors.

9. INSURANCE COVERAGE. You must determine if you are covered by insurance for liability or legal expenses. Please notify your insurer(s) of any claim or potential claim and our involvement as soon as possible. Please inform us if you have insurance coverage for the matter(s) for which we are retained. With your approval and cooperation of your insurer(s), we can work with or serve as assigned insurance counsel as appropriate.

10. TERMINATION OF REPRESENTATION. You may terminate our representation at any time, with or without cause. We may terminate your representation if you fail to pay us any amount invoiced, fail to cooperate with us, or we determine that your representation would violate the Rules of Professional Responsibility or be impractical. Termination of the representation does not relieve you of the obligation to pay for legal services we provided prior to termination or need to provide for orderly transfer to your new counsel. On termination of representation for any reason, we will return your papers, documents and other property to you at your request, but may retain a copy for our own files. If any unpaid invoices are owed to us, we may retain your documents if they are subject to a lien. When we complete the work for which you retained us, our representation will end. Any further or additional work will be subject to these **Standard Terms** unless otherwise expressly agreed in writing.

11. RECORDS RETENTION. Subject to the above, we will return your materials at the end of the engagement. After the engagement, in accordance with these **Standard Terms**, applicable law and the Rules of Professional Conduct, we will hold your files for seven (7) years, when they may be destroyed. We will attempt to notify you before destroying any files and may charge you to dispose of or retain your files.

12. ELECTRONIC DATA COMMUNICATION AND STORAGE. We may communicate with you and others by email or fax, send data over the Internet, store electronic data via computer software applications hosted remotely on the Internet, or allow access to data through third-party vendors' secured portals or clouds. Electronic data confidential to your matters(s) may be transmitted or stored using these methods. In using these data communication and storage methods, the Firm will make a reasonable effort to keep such communications and data secure in accordance with our obligations under applicable laws and professional standards. You agree that we have no control over the unauthorized interception or breach of any communications or data once it has been sent or has been subject to unauthorized access, notwithstanding all reasonable security measures employed by us or our third-party vendors.

Please contact your primary attorney if you have any questions regarding these **Standard Terms**.