



**AGENDA**  
CHARTER TOWNSHIP OF MERIDIAN  
TOWNSHIP BOARD – REGULAR MEETING  
August 8, 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 Sergeant Adam Slavick
5. CITIZENS ADDRESS AGENDA ITEMS AND NON-AGENDA ITEMS
6. INTERIM TOWNSHIP MANAGER REPORT
7. BOARD MEMBER REPORTS OF ACTIVITIES AND ANNOUNCEMENTS
8. APPROVAL OF AGENDA
9. CONSENT AGENDA
  - A. Communications
  - B. Minutes-July 23, 2024 Regular Township Board Meeting
  - C. Bills
  - D. Charitable Gaming License – Santa’s First Responders
  - E. Appointment to Tri-County Regional Planning Commission
  - F. Appointment to Environmental Commission
  - G. Treasurer’s Investment Report for 2<sup>nd</sup> Quarter of 2024
10. QUESTIONS FOR THE ATTORNEY
11. HEARINGS
  - A. Whitehills Lakes South #1 Public Streetlighting Improvement Special Assessment District #428 – Public Hearing
12. ACTION ITEMS
  - A. Special Use Permit #24-09 – SANDDS Meridian LLC– 3520 Okemos Road – Recreational Marijuana Retailer
  - B. Community and Senior Center Millage
  - C. Ordinance 2024-05 – Liquor License Regulations Update – **Final Adoption**
  - D. Text Amendment #2024-04 – Local Prosecution of Marijuana Violations Ordinance-**Introduction**
  - E. Ordinance 2024-07 – Rezone Two Parcels at 350 Haslett Road and the Adjacent Vacant Parcel from RR, Rural Residential, to RA, Single-Family Residential-**Introduction**
  - F. Selection of Firm for Township Manager Search
13. BOARD DISCUSSION ITEMS
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: Interim Township Manager Tim Schmitt, 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



9.A

**CONSENT AGENDA  
BOARD  
COMMUNICATIONS**

From: Marlene Stover <[REDACTED]>

Sent: Tuesday, July 30, 2024 10:17 AM

To: Board <[Board@meridian.mi.us](mailto:Board@meridian.mi.us)>

Subject: Fwd: Traffic Study

Good morning,

This was forwarded to me and is worth sharing with you all.

>>

>> Most residents were unaware of this vote until a month ago and a write in petition circulated gathered over 1,049 signatures in just 8 days.

>> A traffic study that was conducted in 2018-2019 was for medical use and recreational use will bring a lot more traffic to the area. Since then many new businesses at the intersection have gone in bringing additional traffic: Sparrow Emergency Center nearby on Jolly Road, Joe's on Jolly, Savvy Sliders, Juice Nation (which just moved out do to higher rent), Buff City Soaps, Jersey Mikes, Staybridge Suites, Holiday Inn Express Suites, Tropical Smoothie Cafe and soon to be Ace Hardware.

**From:** Erica Phillipich <[REDACTED]>  
**Sent:** Thursday, July 18, 2024 4:36 PM  
**To:** Board <[Board@meridian.mi.us](mailto:Board@meridian.mi.us)>  
**Subject:** Proposed Senior/Community Center

Hello,

Given the short notice for the 2 Community and Senior Center Update Sessions, I am not able to attend either session. I am writing to share my feedback as a township resident.

It is unfortunate that the only two options for the community/senior center seem to be:

- raise taxes/pass a special millage to fund this venture
- new community/senior center does not come to fruition

There seems to be little transparency about the HOW. How is this funded? Where do the on-going maintenance and operational funds come from?

I ask that the Township Board take a more realistic approach to this proposed center. I am not willing to pay more taxes to fund this.

Erica Phillipich

From: Christine Andrew <[REDACTED]>

Sent: Tuesday, July 23, 2024 12:18 AM

To: Township Board <[Townshipboard@meridian.mi.us](mailto:Townshipboard@meridian.mi.us)>

Subject: Community/senior center

I'm not entirely too sure how to provide feedback for the proposed community /senior center, nor am I certain which of the information I've seen about it (largely on Nextdoor) is credible. Having said that, although it would be nice to have somewhere the community can gather the costs I've seen associated with the renovation or repurposing of the mall are extraordinary. As a resident of East Lansing I can say that we are not in any way interested in pursuing this at the cost of many millions of dollars including as a mileage. Certainly there are less costly ways to get something similar accomplished.

If there is a survey or something available that we can complete I'm happy to do so.

Thank you,

Christine

Sent from my iPhone

**From:** Marlene Stover <[REDACTED]>

**Sent:** Tuesday, July 23, 2024 9:54 PM

**To:** Board <[Board@meridian.mi.us](mailto:Board@meridian.mi.us)>

**Subject:** Social Impact - Marijuana

Good evening,

Unable to attend in person tonight, I caught the last hour of the meeting on tv. If I am understanding this correctly, one of the 9 criteria is social impact. Determining whether something has a social impact is very arbitrary. How does having a recreational marijuana dispensary in essentially the “downtown” of Okemos not have a societal impact?! I have lived next to Hiawatha Elementary for 20 years. I work from home so I see what goes on in this area all day long. I live .08 of mile from the proposed dispensary. If you drive down Jolly Road you will see 10, 11, 12 year old girls walking in groups, riding their bikes down Jolly Road to 7-11, Subway, Bigby, Pancheros. Will it be safe for those girls to walk down Jolly Road in a few months if this rec weed dispensary opens?! If those were my girls, no way! If you drive through the Jolly/Okemos intersection there are constantly kids riding bikes, walking on their way home or to the high school for sports practice, tutoring, school or down Okemos Road to Chippewa Middle School for sports practice, to school for class, to the library. How does this not impact society when this is such a busy and frequently traversed area for CHILDREN?! What will happen when one of them disappears or is hit by a car driven by an impaired marijuana user?! This WILL happen, it’s just a matter of time.

If this goes in it will completely change the social fabric of this community. It will no longer be walkable or safe for children to walk with their friends to the Okemos/Jolly corner to get an ice cream at 7-11. Maybe it won’t matter because the entire strip mall will eventually be a marijuana dispensary and there won’t be any businesses to visit. Unless of course they walk to the only business there, which will be a marijuana dispensary. Let’s not send the message to our children that society thinks it’s ok to have a Metro Detroit business come in, buy the building that wasn’t even for sale, triple the rent, drive out businesses and take over entire strip and turn it into a recreational/medical marijuana dispensary. Yes, this in fact does have a social impact. A big one if you live in this neighborhood!

Thank you for your time,

Marlene Russell Stover

Spring Lake resident

From: Alison Kochan <[REDACTED]>

Sent: Wednesday, July 24, 2024 2:27 PM

To: Board <[Board@meridian.mi.us](mailto:Board@meridian.mi.us)>

Subject: July 23, 2024 Township Meeting

Dear Board Members,

Let me thank you all again for your Meridian Township Board participation and for allowing opportunity for citizens to make their comments and concerns public at your meetings.

Regarding the meeting on July 23, 2024, I would like to point out an inequity that the Board allowed to happen during Agenda Item 5 "Citizens Address Agenda Items and Non-Agenda Items." State Representative Ms. Brixie was the only person allowed to speak beyond their three minutes and was also allowed to speak twice before the public comment section. When another person tried to stand up and speak twice, they were told that they could not do so until the Agenda Item 14 "Public Comment Section." Other people who went beyond the three minutes time allotment were not allowed to continue speaking. As far as I am concerned, Ms. Brixie came as a Meridian Township citizen, and not as a special guest speaker in the planned presentation segment.

The Board should hold all people speaking during Township meetings to your rules of order.

Thank you for your time and consideration of my concern.

Respectfully,

Alison Kochan

**From:** Ved Gossain <[REDACTED]>  
**Sent:** Wednesday, July 24, 2024 12:31 PM  
**To:** Board <[Board@meridian.mi.us](mailto:Board@meridian.mi.us)>  
**Subject:** Marijuana dispensary

I am a physician and very concerned about the potential of a Marijuana dispensary opening in our neighborhood . it is not good for the health of our school going children. It may also increase crime in our neighborhood .It will almost certainly affect our property values .

I therefore would like to suggest ( request ) that a task force be created to study the social ,medical and its effect on property values before a decision is made to open this dispensary .

Thanks for listening.

Ved Gossain .MD

**From:** Michael Gawecki <[REDACTED]>  
**Sent:** Wednesday, July 24, 2024 1:46 AM  
**To:** Marlene Stover <[REDACTED]> Board <[Board@meridian.mi.us](mailto:Board@meridian.mi.us)>; Rebecca Gawecki <[REDACTED]>  
**Cc:** Becky Gawecki <[REDACTED]>  
**Subject:** Re: Social Impact - Marijuana

I concur with Mrs. Stover, wrong location. It's the entrance to our award-winning schools and our community. You only have one opportunity to make a first impression. This is an absurd location and will be the first perception of our community.

There will be billboards on I-96 to exit to purchase marijuana in the main entrance into our community.

Do you want that first impression?

I understand it's coming in our community via prior votes but let's use common sense here. There has to be a more reasonable location.

Respectfully submitted,

Michael B. Gawecki

Attorney at Law

From: Theresa Rice <[REDACTED]>  
Sent: Wednesday, July 24, 2024 12:02 PM  
To: Board <[Board@meridian.mi.us](mailto:Board@meridian.mi.us)>  
Subject: Special Use Permit: Jolly/Okemos marijuana store

Hi,

I am requesting that a task force be formed that will research the social, property value impact and safety of surrounding neighborhoods and to DELAY the vote on August 8th.

Regards,

Theresa Rice-Olowolafe  
[REDACTED]

----- Forwarded message -----

From: Cummings Property Management <[REDACTED]>  
Date: Wed, Jul 24, 2024 at 10:51 AM  
Subject: Message from SPRING LAKE HOMEOWNERS ASSOCIATION - - [#XN487719]  
To: <[REDACTED]> <[REDACTED]>

Hello Spring Lake Homeowners,

There are a group of concerned Meridian Township residents who are collecting signatures on a petition to get a proposal on the November ballot that would revoke the Special Use Permit to allow the sale of recreational marijuana at the corner of Jolly/Okemos Roads. People will be collecting signatures tonight at Hiawatha Elementary parking lot from 7-8:30 Wednesday, July 24th. Residents can also take a form and collect 10 signatures on their own. The goal is 1500 signatures by 7/29.

Residents can also email the Meridian Township Board ([Board@meridian.mi.us](mailto:Board@meridian.mi.us)) to ask for a task force to be formed that will research the social, property value impact and safety of surrounding neighborhoods and to DELAY the vote on August 8th.

We are also looking for volunteers to collect signature in front of the Okemos Library and Okemos Post Office. Those interested in volunteering, please contact Dave Pawsay at [REDACTED]

Sincerely,

Cummings Property Management on behalf of SPRING LAKE HOMEOWNERS ASSOCIATION  
(800) 965-5292 | <https://www.cummingsmanagement.com/index.cfm>

From: Marlene Stover <[REDACTED]>

Sent: Sunday, July 28, 2024 8:13 AM

To: Board <[Board@meridian.mi.us](mailto:Board@meridian.mi.us)>

Subject: Okemos and Haslett best place to raise a family in Michigan

Good morning,

My husband and I moved from Chicago to East Lansing 25 years ago and then to Okemos 20 years ago to raise our children in a safe community with excellent schools. Many families move here from other cities for the same reasons. Since then, Okemos has only gotten better and as you know Okemos and Haslett are ranked in several publications as the best places to live and raise a family in Michigan.

Our 3 children have gone through our award winning Okemos schools. Our daughter is getting her Phd in Physics, our son is a rising Senior at Hope College and our other son just graduated OHS. He was Captain of the soccer team and is going to attend Farmer School of Business at Miami University this Fall. For me, this is not about my kids, they've already been raised in a safe community with award winning schools and are moving on. This is about all the other kids in Meridian Township who deserve the same safe environment to grow up in as my kids and their friends had. This generation of school children and beyond should be able to live in a safe community where their parents don't have to be scared to let them walk down the street. All children in Meridian Township, whether they live in the apartment buildings on Okemos Road, within walking distance to the dispensary, or a few miles away in Haslett deserve it. Kids today already have a hard enough time growing up without having to pass dispensaries on their way to school, sports practice, their friend's houses and home everyday! This normalizes marijuana and tempts them to try it. I don't know why anyone would want to influence and expose children in this way. This is not a safe way for children to grow up, to be surrounded by recreational marijuana.

If you allow recreational marijuana into this community, will the highly ranked communities of Haslett and Okemos lose their ranking? I believe so, especially after the first thing they see when they exit the highway is a dispensary taking up an entire strip mall (where there used to be a juice store, tutoring center, dry cleaner and I'm sure more will leave that strip in time) and then 4 more recreational weed dispensaries throughout the community. That's a horrible first impression, it would certainly give our family second thoughts about moving here.

Another big concern of mine relates to Criteria 4. Dispensaries in Detroit require 2 armed guards in their stores and surrounding Lansing dispensaries require 1 armed guard in their stores. Okemos

will not require any in their 5 dispensaries because Meridian Police have a 90 second response time. It saves the owner of the dispensary money, but at what cost to Meridian Township taxpayers? Will additional police need to be hired to accommodate this increased demand due to 5 recreational dispensaries? Will this strain the budget? Meridian Township homeowners already pay high property taxes. Will they be raised to pay for additional police? What happens when a resident calls the police and they are busy assisting one of the 5 dispensaries? This is a hazard to Meridian Township citizens.

If you allow recreational marijuana, you risk jeopardizing Meridian's Township's Prime ranking as a best place to live and raise a family. In addition to the hazards created by having a tasked police force.

Thank you for your time and consideration, Marlene Stover Meridian Township resident

**From:** Dawn Lambert <[REDACTED]>

**Sent:** Tuesday, July 30, 2024 6:57 PM

**To:** Board <[Board@meridian.mi.us](mailto:Board@meridian.mi.us)>

**Subject:** Concerned resident regarding marijuana dispensaries in Meridan Township

Dear Board Members,

I am writing to express my concerns as a resident regarding the Special Use Permit for the marijuana dispensary at Okemos and Jolly Road.

Several reasons make this location inappropriate:

**Essential Character Change:** The existing businesses in the strip cater to families. Introducing a dispensary could significantly alter the area's character.

**Hazard to Existing Property Uses:** Declining property values, businesses forced out due to rent increases, and marijuana odors pose hazards. Increased traffic, noise, and safety concerns are also relevant.

**Economic Welfare:** The dispensary may impact community safety, health, and economic well-being. Diversion of marijuana and increased crime are valid worries.

Thank you for your time and consideration.

Sincerely,

Dawn Lambert

Meridian Township Resident

CASSIUS STREET  
[REDACTED]  
EAST LANSING, MI 48823  
Land-Line Phone: [REDACTED]  
Cell Phone: [REDACTED]

July 5, 2024

RECEIVED

JUL 22 2024

Meridian Township  
Clerk's Office

Deborah Guthrie  
Meridian Township, Michigan Clerk  
5151 Marsh Rd.  
Est Lansing, MI 48864

Dear Deborah,

"Just in case", my e-mail to you ([please see below](#)), went awry.

Thank you,

Cassius ("Cash") Street



\*\*\*\*\*

Dear Deborah Guthrie,

As a rather new Resident of [REDACTED], a short time ago, I called, and left some important questions for you, as Meridian Township Clerk, about the upcoming Election. SUPER-PROMPTLY thereafter, you called me back, and left answers to ALL MY QUESTIONS – PLUS some additional equally important information that I should also have asked, if I had known enough to do so.

The information you gave me was precisely what I needed, and in a friendly, warm, clear, concise, cogent, and wonderfully understandable form.

I want to express my sincerest THANKS TO YOU for this deeply appreciated outstanding service, presented in such a warm and winsome spirit and manner. If you are not the one who, personally, sent this kind and thoughtful response to me – but one of your fine Staff -- it is the result of your having set this kind of high standard MODEL, for them, as their

Leader, in the way you regularly personally handle such calls.

So, I want to THANK **YOU ALL**, FOR THIS VERY HELPFUL, AND PLEASANT EXPERIENCE. IF **ALL** SUCH ENCOUNTERS WERE LIKE THIS ONE, THIS BEAUTIFUL WORLD OF OURS WOULD BE AN EVEN MORE WONDER-FULL PLACE TO LIVE!

With a deeply grateful heart,

Cassius ("Cash") Street

A handwritten signature in blue ink that reads "Cash Street". The signature is written in a cursive, flowing style with a large initial 'C' and 'S'.

RECEIVED

July 23, 2024

Meridian Township  
Clerk's Office

July 14, 2024

To: Meridian Township Board Members

I recently attended your public listening session. During that session, several individuals spoke about all the wonderful new developments and proposed developments we could look forward to in the township.

Until the public questions were posed, no mention was made about the proposed marijuana facility at Okemos and Jolly Roads. I can only conclude that this is because you were aware of the opposition from many township residents—the half that voted against having recreational cannabis facility in our area and the petition signed by hundreds of residents asking you not to pursue this development. I am one of those concerned residents.

This proposed facility is within walking distance of an elementary school and within very close driving distance of the high school and middle school. As was mentioned in a conversation with Mr. Hendrickson, Okemos High School is already known as “Smokemos” because of the amount of drug usage there. As a community, why would we want to contribute to this problem?

We all know the potential for long-term harm stemming from children using cannabis. We heard at your listening session that the proposed facility would be highly regulated. However, what happens directly outside the door is no longer highly regulated.

In addition, this proposed very visible facility has already driven out some businesses in the area. I wonder how many more businesses will be driven out or no longer want to locate their business investment here.

Personally, my family chose to live in Okemos because of the high regard our community had for the development of our youth. I feel that voting to allow the cannabis facility at this location would indicate that this is no longer so. I urge you to vote against permitting any cannabis facility at Okemos and Jolly Roads. Thank you.

Patricia Hagan

**From:** [Tim Schmitt](#)  
**To:** [Tim Schmitt](#)  
**Subject:** A Moment of Gratitude  
**Date:** Monday, July 29, 2024 4:38:00 PM

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Good afternoon fellow Staff members and Board members,

I wanted to take a brief second to pass along two email snippets that I've gotten from the public in the last week. We don't tout the good stuff nearly as much as we should, so I wanted to interrupt you for just a second and send these on.

First off, from a potential resident about Keith Chapman in the Community Planning and Development Department:

"My husband and I are in the process of buying a home with LOTS of wetlands. Keith met us on-site within 48 hours and talked us through what we could and could not do. He was helpful and responsive, two things I often don't see "

Secondly, from an HOA president about Deputy Manager Opsommer in relation to some of the recent rain events:

"Dan I do not tell you nearly enough how much we appreciate you and your dedication to the Township. You're truly an asset."

Going forward, please send me more of the 'good stuff' if I am not copied on it. It is always good to celebrate some wins whenever we can!

Have a tremendous rest of the week!

Tim

**Timothy R. Schmitt, AICP**

Interim Township Manager///Director of Community Planning and Development

[schmitt@meridian.mi.us](mailto:schmitt@meridian.mi.us)

W 517.853.4506

5151 Marsh Road | Okemos, MI 48864

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

# Ingham County Board of Commissioners

CHAIRPERSON  
**RYAN SEBOLT**  
*DISTRICT 9*

VICE-CHAIRPERSON  
**CHRIS TRUBAC**  
*DISTRICT 3*

VICE-CHAIRPERSON PRO TEM  
**RANDY MAIVILLE**  
*DISTRICT 1*



INGHAM COUNTY COURTHOUSE  
P.O. BOX 319  
MASON, MICHIGAN 48854-0319

TELEPHONE: 517 676-7200  
FAX: 517 676-7264  
*web site: [www.ingham.org](http://www.ingham.org)*

**BECKY BENNETT**  
*DIRECTOR*

**KARLA RUEST**  
*DISTRICT 2*

**TODD TENNIS**  
*DISTRICT 4*

**MYLES JOHNSON**  
*DISTRICT 5*

**VICTOR CELENTINO**  
*DISTRICT 6*

**THOMAS MORGAN**  
*DISTRICT 7*

**ROBERT PEÑA**  
*DISTRICT 8*

**GABRIELLE LAWRENCE**  
*DISTRICT 10*

**MARK GREBNER**  
*DISTRICT 11*

**IRENE CAHILL**  
*DISTRICT 12*

**SIMAR PAWAR**  
*DISTRICT 13*

**MARK POLSDOFER**  
*DISTRICT 14*

**MONICA SCHAFFER**  
*DISTRICT 15*

July 24, 2024

Mr. Phillip Deschaine  
1383 Silverwood Drive  
Okemos, MI 48864

Dear Mr. Deschaine:

The Ingham County Board of Commissioners appointed you to serve on the Materials Management Planning Committee to a term expiring July 31, 2029.

The Board hopes that your involvement in County government will prove to be a rewarding experience.

Sincerely,

Becky Bennett, Director  
Board of Commissioners' Office



FOR IMMEDIATE RELEASE  
July 22, 2024

CONTACT: Deborah Guthrie, Clerk  
517.853.4324 | [guthrie@meridian.mi.us](mailto:guthrie@meridian.mi.us)

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**Meridian Township Clerk's Office to Begin Early Voting on July 27**  
*Nine Consecutive Days of Early Voting Available for Residents*

**Meridian Township, MI** – The 2024 primary election is on Tuesday, August 6, and begins with nine consecutive days of early voting prior to the Monday before Election Day.

Below are the details for registered, qualified voters in Meridian Township who wish to take advantage of early voting:

- WHAT:** Early voting in Meridian Township.
- WHO:** All qualified, registered voters in Meridian Township.
- WHEN:** Nine consecutive days for eight hours each day (8:00 am – 5:00 pm) beginning Saturday, July 27 and running through Sunday, August 4.
- WHERE:** Meridian Township Municipal Building Town Hall Room (5151 Marsh Road, Okemos, MI 48864).

An early voting site operates similarly to a polling location that voters would use on Election Day. Early voters will be issued a ballot where they will cast their vote and insert it into the tabulator at the early voting site.

All voters, including voters with disabilities, have the right to vote in person at an early voting site, polling location, or by using a standard absentee ballot. Accessible curbside voting is available at the early voting site, and interested voters can contact the Meridian Township Clerk's Office at 517.853.4300 for more information.

###

The community of Meridian Township is in close proximity to the Michigan State Capitol and Michigan State University. The Township serves the community through exceptional services, beneficial amenities and an outstanding quality of life. It is a welcoming community that celebrates quality education, recreation and lifestyles.





FOR IMMEDIATE RELEASE  
July 22, 2024

CONTACT: Deborah Guthrie, Clerk  
517.853.4324 | [guthrie@meridian.mi.us](mailto:guthrie@meridian.mi.us)

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**Meridian Township's Notice of Pre-Processing and Tabulating Absentee Ballots**  
*Clerk's Office to Hold Absentee Ballot Pre-Processing on August 5*

**Meridian Township, MI** – At their July 15, 2024 meeting, the Meridian Township Election Commission approved a motion to set a date, time, and location for the pre-processing and tabulating of absentee voter ballots.

According to [section 168.765a of Public Act 116 of 1954](#), the board of election commissioners of a city or township with a population of at least 5,000 may authorize that absent voter counting boards be established to process and tabulate absent voter ballots between the hours of 7:00 am and 8:00 pm on any of the eight days before Election Day, and ending the Monday before Election Day.

For the August 6 primary election, the Meridian Township Clerk's Office will be pre-processing absent voter ballots on **Monday, August 5 from 8:00 am to 6:00 pm at 2630 Bennett Road, Okemos, MI, 48864.**

Written notice stating the Clerk's intent to participate in the processing and tabulation of absent voter ballots before Election Day was provided to the Secretary of State, as required by law. Absent voter ballots must be processed and tabulated in the same manner and under the same requirements as absent voter ballots are processed and tabulated on Election Day.

"The purpose of pre-processing is to streamline the absentee ballot counting process. The high volume of absent voters since 2018 has led to longer ballot processing times for local clerks," stated Meridian Township Clerk Deborah Guthrie.

Ahead of Michigan's 2018 presidential primary election, the Meridian Township Clerk's Office received around 3,300 ballots. During Michigan's 2024 presidential primary, the office received over 7,000 absentee ballots. As of the date of this press release, the Clerk's Office has issued almost 12,000 absentee ballots and received almost 4,000 returned by voters.

For questions, please contact the Meridian Township Clerk's Office at 517.853.4300.

###

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DATE: August 8, 2024  
TO: Meridian Township Board  
FROM: Members of the Meridian Senior Center  
SUBJECT: Replacing the current Senior Center

We, the undersigned stakeholders, strongly object to implementing the concept for a Meridian Community Center as presented to our members by the Task Force on July 16, July 24, and at other times. **We urge the Meridian Township Board to reject the current concept.**

- There has been no professional study demonstrating a need for the proposed functions of a community center. Three questions on a general community survey do not constitute a needs analysis.
- No professional estimate has been presented of the costs of building, maintaining, and staffing the proposed community center.
- No firm plan has been presented for paying the initial and continuing costs of the proposed center.
- The Younkers building space is much larger (about 82,000 square feet after removing part of the second floor) than the Task Force proposes using (about 44,000 square feet), but the entire space would need to be maintained by the township—a significant cost for an aged building.
- The space would be removed from the tax rolls, decreasing township income at the same time as the township's expenses for the property increase.
- In the event of an economic downturn affecting the viability of Meridian Mall, the township could be stuck with an isolated piece of property in the midst of a deteriorating parking lot and abandoned stores.
- Township residents have many other opportunities for physical activities: the Haslett YMCA, Court One, Planet Fitness in the Mall, and many other fitness businesses.
- The Township Board has not explored partnering with the Okemos and Haslett schools, which offer activities for seniors, other adults, and youth.
- The proposed concept does not replace the current Senior Center. At the Chippewa Middle School location, senior citizens have near-exclusive use of about 9,600 square feet with a large common area, five separate rooms (six pre-Covid), a reception desk and office, bathrooms, and a kitchen.

Signed:

*Sue Schultz*

DATE: August 8, 2024  
TO: Meridian Township Board  
FROM: Members of the Meridian Senior Center  
SUBJECT: Replacing the current Senior Center

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Signed:

*Mary Dawson*

*Cooper DeBor*

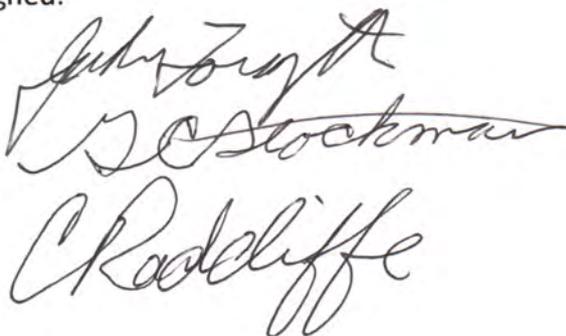
*David J. Davidson*

DATE: August 8, 2024  
TO: Meridian Township Board  
FROM: Members of the Meridian Senior Center  
SUBJECT: Replacing the current Senior Center

We, the undersigned stakeholders, strongly object to implementing the concept for a Meridian Community Center as presented to our members by the Task Force on July 16, July 24, and at other times. **We urge the Meridian Township Board to reject the current concept.**

- There has been no professional study demonstrating a need for the proposed functions of a community center. Three questions on a general community survey do not constitute a needs analysis.
- No professional estimate has been presented of the costs of building, maintaining, and staffing the proposed community center.
- No firm plan has been presented for paying the initial and continuing costs of the proposed center.
- The Younkers building space is much larger (about 82,000 square feet after removing part of the second floor) than the Task Force proposes using (about 44,000 square feet), but the entire space would need to be maintained by the township—a significant cost for an aged building.
- The space would be removed from the tax rolls, decreasing township income at the same time as the township's expenses for the property increase.
- In the event of an economic downturn affecting the viability of Meridian Mall, the township could be stuck with an isolated piece of property in the midst of a deteriorating parking lot and abandoned stores.
- Township residents have many other opportunities for physical activities: the Haslett YMCA, Court One, Planet Fitness in the Mall, and many other fitness businesses.
- The Township Board has not explored partnering with the Okemos and Haslett schools, which offer activities for seniors, other adults, and youth.
- The proposed concept does not replace the current Senior Center. At the Chippewa Middle School location, senior citizens have near-exclusive use of about 9,600 square feet with a large common area, five separate rooms (six pre-Covid), a reception desk and office, bathrooms, and a kitchen.

Signed:



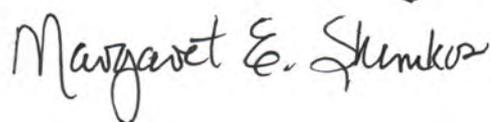
The image shows three handwritten signatures in black ink. The top signature is the most legible and appears to be 'John Zupnik'. The middle signature is 'W. Stockman'. The bottom signature is 'C. Radcliffe'.

DATE: August 8, 2024  
TO: Meridian Township Board  
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Signed:



Signatures for Memo to the Meridian Township Board on Replacing the Senior Center

Pamela Ruegg

Pamela Ruegg

Deanne Huff

Paul Stumler

Signatures for Memo to the Meridian Township Board on Replacing the Senior Center

Monetta Kass  
Ruth E. Stutz  
Patricia Allen  
Bryn Allen  
Kathy Toman  
Karen Fieles  
Jill H  
Donald Baron

~~John~~  
Jack E. Johnson  
Margaret Fusch  
Mary Ann Martin  
Leslie E. Quiring  
Judene Leatoha  
Sharon Stutz

Signatures for Memo to the Meridian Township Board on Replacing the Senior Center

Barbara O'Kelly

Pat LaFave

Julie Stauffer (will attend Not talk)

Rebecca Armstrong

Fancy Brown

Lara Lewis

Lari-Ann Maron

Judy Wuyler

Robin M. Gleason

Donna

Mary Burt

Suzanne B.

Nirmala Shah

Susan E. Blumes

Joan Cook

John J. Ebert JOHN O. EBERT

Jean McDonald

Michelle Boyd

Susan Schulz

Signatures for Memo to the Meridian Township Board on Replacing the Senior Center

Bob Myers

Donnie Jordan

Janelle Craig

Duane Mezga

Linda Higginson

Key Pyical

Sandy Bray

Joni Smith

Linda Kopper

Nancy Adams

Elen Briggs

Teresa Cipparone

Deborah Galvan

Synda Rowles

Bridget L. Stומר

Alan Huff

Greg J. Smith

Paul Palmer

Ralph R. Pina

Scott B. B. B.





9.B

**CONSENT AGENDA  
PROPOSED BOARD MINUTES**

**PROPOSED MOTION:**

- (1) Move to approve and ratify the minutes of the Regular Meeting of July 23, 2024 as submitted. (1)**

**ALTERNATE MOTION:**

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

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

PRESENT: Supervisor Hendrickson, Clerk Guthrie, Treasurer Deschaine, Trustee McCurtis,  
Trustee Sundland, Trustee Trezise, Trustee Wilson

ABSENT: NONE

STAFF: Interim Manager Schmitt, Director Gebes, Manager Diehl, Fire Marshal Millerov

1. CALL MEETING TO ORDER

Supervisor Hendrickson called the July 23, 2024, Regular Township Board meeting to order at 6:00 pm.

2. PLEDGE OF ALLEGIANCE/INTRODUCTIONS

Supervisor Hendrickson led the Pledge of Allegiance.

3. ROLL CALL

Clerk Guthrie called the roll of the Board. Supervisor Hendrickson, Clerk Guthrie, Treasurer Deschaine, Trustee McCurtis, Trustee Sundland, Trustee Trezise, and Trustee Wilson present at 6:00 pm.

4. PRESENTATION

A. Eagle Scout Project

Manger Diehl introduced Nathan Bemer, Eagle Scout in Troop 125 from Okemos. Nathan’s project will focus on assisting HOMTV with digitization of VHS and CD formats to make those items accessible to the public.

B. Introduction of New Full Time Firefighters/EMTs – Max Slabbekoorn and Benjamin Connors

Fire Marshal Millerov introduced Max Slabberkoorn and Benjamin Connors, both completing their Paramedic education and coming to Meridian Township with prior EMT experience.

C. Interim Manager’s Semi-Annual Goals Update

Interim Manager Schmitt updated on the following goals:

- 1) Enhance Public Safety – as of Dec, police should be at full staffing, Fire is almost at full staffing and plans for gender neutral housing are under review

- 2) Community/Senior Center – public meetings are in progress and a survey will be sent soon. Funding is being obtained
- 3) Citizen Outreach and enhance Citizen Communication – listening sessions have occurred and more information will be provided regarding those sessions. Prime Meridian Magazine has been sent and is a popular item for people to take away.
- 4) Diversity, Equity, and Inclusion – great progress has been made, building upon community events. Policy review is making great progress.
- 5) Environment, Infrastructure, and Recreation Sustainability – RFP for North Fire Station is going out, staff is working on interpretive signage for wetlands, Central Park Pavilion is complete, MSU to Lake Lansing pathway is well underway and expected to be completed in 2026, water meter replacement program is underway, electric car charging station is planned.

5. CITIZENS ADDRESS AGENDA ITEMS AND NON-AGENDA ITEMS

Supervisor Hendrickson opened comments from the public at 6:19 pm.

Julie Brixie, State Representative, gave an update of items she has introduced in Legislature to help residents, HB 5865 through HB 5868.

Vinod Singh, Township resident, spoke in opposition to proposed marijuana dispensary at the corner of Okemos and Jolly Roads.

Shivkumar Singh, Township resident, spoke in opposition to proposed marijuana dispensary at the corner of Okemos and Jolly Roads.

Harish Tekchandani, Township resident, spoke in opposition to proposed marijuana dispensary at the corner of Okemos and Jolly Roads.

Pushpa Tekchandani, Township resident, spoke in opposition to proposed marijuana dispensary at the corner of Okemos and Jolly Roads.

Tina Awokuse, Township resident, spoke in opposition to marijuana.

Neera Tewari-Singh, Township resident, spoke in opposition to proposed marijuana dispensary at the corner of Okemos and Jolly Roads.

David Pawsat, Township resident, spoke in opposition to marijuana.

Suresh, State DHHS employee, spoke in opposition to marijuana dispensaries.

Raja Kalatturu, Township resident, spoke in opposition to proposed marijuana dispensary at the corner of Okemos and Jolly Roads.

Srinivasa Marpina, Township resident, spoke in opposition to proposed marijuana dispensary at the corner of Okemos and Jolly Roads.

Ravi Shankar Chihbomma, Township resident, spoke in opposition to proposed marijuana dispensary at the corner of Okemos and Jolly Roads.

Venkata Bonam, Township resident, spoke in opposition to proposed marijuana dispensary at the corner of Okemos and Jolly Roads.

Sunita Ojha, Township resident, spoke in opposition to proposed marijuana dispensary at the corner of Okemos and Jolly Roads.

Julie Brixie, State Representative, clarified that the resident who inferred that she opposed the SUP for the dispensary was incorrect and she does support the SUP.

Sanjay Ojha, Township resident, spoke in opposition to proposed marijuana dispensary at the corner of Okemos and Jolly Roads.

Narender Moluguri, Township resident, spoke in opposition to proposed marijuana dispensary at the corner of Okemos and Jolly Roads.

Kannan Seshiyer, Township resident, spoke in opposition to proposed marijuana dispensary at the corner of Okemos and Jolly Roads.

Siva Parupalli, Township resident, spoke in opposition to proposed marijuana dispensary at the corner of Okemos and Jolly Roads.

Tannu Arora, Township resident, spoke in opposition to proposed marijuana dispensary at the corner of Okemos and Jolly Roads.

Jamie Garmo, representative of SAANDS Meridian LLC, spoke in support of proposed marijuana dispensary at the corner of Okemos and Jolly Roads.

Jian Ren, Township resident, spoke in opposition to proposed marijuana dispensary at the corner of Okemos and Jolly Roads.

Debora Dantus, Township resident, spoke in opposition to marijuana dispensaries.

Siva Nadimpalla, Township resident, spoke in opposition marijuana dispensaries.

Marcos Dantus, Township resident, spoke in opposition to marijuana dispensary at the corner of Okemos and Jolly Roads.

Clara Regal, Township resident, spoke in opposition to proposed marijuana dispensary at the corner of Okemos and Jolly Roads.

Bhanu Pratap Singh, Township resident, spoke in opposition to proposed marijuana dispensary at the corner of Okemos and Jolly Roads.

Ashim Aggarwal, Township resident, spoke in opposition to proposed marijuana dispensary at the corner of Okemos and Jolly Roads.

Sowmya Spiram Narayanan, Township resident, spoke in opposition to proposed marijuana dispensary at the corner of Okemos and Jolly Roads.

Supervisor Hendrickson closed comments from the public at 7:13 pm.

At 7:13 pm Supervisor Hendrickson called a 5-minute recess. The board reconvened at 7:18 pm.

## 6. INTERIM TOWNSHIP MANAGER REPORT

Interim Manager Schmitt gave updates about the following:

- Local road program is progressing. Two streets on hold for drain project.
- Promotions in the police department
- Change to new banking institution is almost complete
- Thanked IT team and Deputy Manager Opsommer for their quick response to the CrowdStrike outage

7. BOARD MEMBER REPORTS OF ACTIVITIES AND ANNOUNCEMENTS

Treasurer Deschaine gave the CATA report to the Board, and that he has been elected Secretary/Treasurer of the CATA board.

Clerk Guthrie noted that CATA will transport people to their precinct location for free on election day. Asked residents to return their absent ballots as soon as they are able. Gave times for early voting and election day voting. Met with Department of Homeland Security to have election security assessed.

Trustee Trezise gave an update about Policy updates. All of the general policy for employees has been reviewed, updated, and given to legal counsel. The Policy Review Committee is working on Board Policy review.

Trustee Wilson spoke regarding the Community Resource Commission's partnership with Kiwanis and Rotary to provide backpacks with school supplies to low-income students in the area. Invited residents to the July 24 meeting to see the proposed Community/Senior Center plans.

Trustee McCurtis updated the board regarding an upcoming ribbon cutting at Davis-Foster Preserve.

Supervisor Hendrickson attended the previous Community/Senior Center discussion and expressed his thanks to the community for their feedback.

8. APPROVAL OF AGENDA

Supervisor Hendrickson spoke about the changes that had been made on the agenda.

**Treasurer Deschaine moved to approve the agenda. Supported by Trustee McCurtis.**

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

**NAYS: NONE**

**Motion carried: 7-0**

9. CONSENT AGENDA

Supervisor Hendrickson listed the items on the agenda and noted that the Liquor License Regulation Update has been reintroduced due to technical changes made by the attorneys.

**Trustee Wilson moved to approve the Consent Agenda. Supported by Trustee Sundland.**

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

**NAYS: NONE**

**Motion carried: 7-0**

Clerk Guthrie noted an item that needs to be redacted and an updated packet will be posted.

10. QUESTIONS FOR THE ATTORNEY

NONE

11. HEARINGS

NONE

12. ACTION ITEMS

A. Final Plat #19012 – Sanctuary 3

Interim Manager Schmitt gave an overview of the Plat process and explained the details of this Plat. Clarified that there will be no utility impact.

**Trustee Trezise moved to approve the resolution for Final Plat #19012, Giguere Homes, for Sanctuary III, a single-family subdivision consisting of 7 lots located east of Hulett Road, north of Jolly Road, off of Robins Way. Seconded by Trustee Wilson.**

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

**NAYS: NONE**

**Motion carried: 7-0**

13. BOARD DISCUSSION ITEMS

A. Text Amendment #2024-04 – Local Prosecution of Marijuana Violations Ordinance

Chief Grillo and Attorney Cullin Harkness presented the ordinance. Attorney Harkness clarified that this is not tied to the dispensaries, that this is an item that has been in process for a while, and this was the most convenient time to present it.

Clerk Guthrie asked for clarity regarding what Township properties are covered by this Ordinance. Interim Manager Schmitt clarified that the language in the Ordinance does cover all township properties.

B. Special Use Permit #24-09 – SAANDS Meridian LLC – 3520 Okemos Road – Recreational Marijuana Retailer

Interim Manager Schmitt gave an overview of the process that has occurred to date and gave background information regarding the overall marijuana application process. He directed the Board to review the SUP regarding the nine standards listed in the Zoning Ordinance.

Supervisor Hendrickson clarified for residents that the Board must focus on the Special Use criteria set forth in Zoning Ordinance and cannot consider items outside of the scope of the nine criteria. He then asked for a review of the 2019 traffic study. Interim Manager Schmitt stated that for the purpose of a traffic study the study is based on traffic expected for a dispensary but does not differentiate between dispensary types, has been conducted for the addition of this specific business and that the questions surrounding the other development in the area since the study are not pertinent to this specific study. It is the responsibility of the Road Department to seek further information if they think there is a problem with the collective developments in that area.

Supervisor Hendrickson asked for clarity regarding the location of the dispensary. Interim Manager Schmitt clarified that the zoning ordinance allows a dispensary in this zone.

Supervisor Hendrickson asked the applicant to provide an overview of the odor control strategy for the facility. The applicant stated that HEPA air filters will be used, and all products will be packaged before arriving and remain packaged at the facility.

Trustee McCurtis and Clerk Guthrie asked for more information regarding the zoning criteria which state that the project will not adversely affect or be hazardous to neighboring uses and that the project will not be detrimental to surrounding properties or the community. Schmitt clarified that the property is retail use and neighboring properties are commercial which typically are not affected by an additional commercial use. There is no long-term study to indicate that there would be an adverse effect of this type of use on neighboring properties. There would need to be something in the application to indicate that there would be an impact on properties that are located further from the property in question. The location criteria were established in the zoning overlay district and is not in question in this SUP.

Clerk Guthrie asked how the SUP meets criteria six. Interim Manager Schmitt clarified that the criteria refers to public services being available for use and if the public services available are sufficient to serve the applicant, it does not refer to location. Location criteria are found in the zoning overlay district, not the SUP criteria.

Clerk Guthrie asked for more information about the applicant's ability to expand the facility. Interim Manager Schmitt clarified that the property is split in such a manner that it cannot be expanded without either being out of compliance with proximity to a church to the north or exceeding the setback area and parking area requirements.

Supervisor Hendrickson asked staff to construct two motions for the next meeting when this item will be brought to the Board for action.

- C. Ordinance 2024-07 – Rezone Two Parcels at 350 Haslett Road and the Adjacent Vacant Parcel from RR, Rural Residential, to RA, Single-Family Residential

Interim Manager Schmitt gave an overview of the rezoning request and the process as has occurred thus far.

Supervisor Hendrickson stated that the Board is exploring the possibility of changing the practice of three step process to allow the final action to be taken as part of the Consent Agenda instead of requiring it be an Action Item.

14. COMMENTS FROM THE PUBLIC

Supervisor Hendrickson opened comments from the public at 8:45 pm

Allison Kochan, Township resident, spoke against people other than property owners speaking during Item 5. Citizen's Address, spoke against marijuana dispensaries

Venkata Bonam, Township resident, spoke in opposition to the SUP process.

Tina Awokuse, Township resident, spoke in opposition to proposed marijuana dispensary at the corner of Okemos and Jolly Roads and spoke in opposition to the SUP process.

Jian Ren, Township resident, spoke in opposition to proposed marijuana dispensary at the corner of Okemos and Jolly Roads.

David Pawsat, Township resident, spoke in opposition to proposed marijuana dispensary at the corner of Okemos and Jolly Roads.

Marcos Dantos, Township resident, spoke in opposition to proposed marijuana dispensary at the corner of Okemos and Jolly Roads.

Supervisor Hendrickson closed comments from the public at 9:01 pm

15. OTHER MATTERS AND BOARD MEMBER COMMENTS

NONE

16. ADJOURNMENT

**Treasurer Deschaine moved to adjourn. Seconded by Trustee McCurtis.**

**VOICE VOTE**

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

**NAYS: NONE**

**Motion carried: 7-0**

**The meeting adjourned at 9:01 pm.**

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Scott Hendrickson  
Township Supervisor

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Deborah Guthrie  
Township Clerk



To: Board Members  
From: Dante Ianni, Finance Director  
Date: August 8, 2024

Charter Township of Meridian  
Board Meeting  
8/8/2024

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

COMMON CASH	\$	1,422,678.47
PUBLIC WORKS	\$	492,137.39
TRUST & AGENCY	\$	2,665.57
TOTAL CHECKS:	\$	1,917,481.43

CREDIT CARD TRANSACTIONS 07/17/2024 to 07/31/2024	\$	14,419.06
TOTAL PURCHASES:	\$	<u>1,931,900.49</u>

ACH PAYMENTS	\$	<u>1,147,371.06</u>
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08/01/2024 04:32 PM  
 User: GRAHAM  
 DB: Meridian

INVOICE APPROVAL BY INVOICE REPORT FOR CHARTER TOWNSHIP OF MERIDIAN  
 EXP CHECK RUN DATES 08/08/2024 - 08/08/2024  
 BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID  
 BANK CODE: GF - CHECK TYPE: PAPER CHECK

Vendor Name	Description	Amount	Check #
1. A CATERED AFFAIRE INC	AVCB FOOD - PRE PROCESSING AND ELECTION DAY	2,325.00	112608
2. A T & T	JUL 15 - AUG 14 2024 - INTERNET S1	195.25	112586
3. ABUNDANCE CAFE LLC	FARM MARKET VENDOR	29.00	
4. ADAM STACKPOLE	FARMERS MARKET VENDOR	27.00	
5. ALEX OR ALLISON REPP	FARMERS MARKET VENDOR	28.00	112604
	FARMERS MARKET VENDOR	16.00	
	FARMERS MARKET VENDOR	40.00	
	TOTAL	84.00	
6. ANDREA LUNDSTEAD	REIMB DAMAGE TO MAILBOX DURING LRP CONSTRUCTION	290.00	
7. APRIL HOARD	FARMERS MARKET	20.00	
8. ASAP PRINTING	2024 TOWNSHIP BOARD LISTENING SESSION MAILINGS	1,975.95	
	2024 TOWNSHIP BOARD LISTENING SESSION MAILINGS	1,045.28	
	2024 TOWNSHIP BOARD LISTENING SESSION MAILINGS	931.32	
	THANK YOU CARDS & POSTERS - GLEANING INITIATIVE	232.46	
	TOTAL	4,185.01	
9. AUTO VALUE OF EAST LANSING	SHOP SUPPLIES - FLEET REPAIR PARTS	129.29	
	SHOP SUPPLIES - FLEET REPAIR PARTS	325.14	
	FIRE UNIT #134 - FLEET REPAIR PARTS	8.91	
	PARKS UNIT #711 - FLEET REPAIR PARTS	7.93	
	WATER UNIT #104 - FLEET REPAIR PARTS	147.13	
	CORE RETURN CREDIT - FLEET REPAIR PARTS	(18.00)	
	PARKS UNIT #92 - FLEET REPAIR PARTS	27.35	
	SHOP SUPPLIES - FLEET REPAIR PARTS	73.78	
	SHOP SUPPLIES - FLEET REPAIR PARTS	41.86	
	GROUPS UNIT #649 - FLEET REPAIR PARTS	161.99	
	PARKS UNIT #77 - FLEET REPAIR PARTS	51.99	
	TOTAL	957.37	
10. BASTEDO CONTRACTOR SERVICES	BLDG PERMIT DENIED- 80% REFUND	160.00	
11. BOBCAT OF LANSING	PARKS - UNIT #686 AC BELT	26.96	
12. BOUNDTREE MEDICAL	ORDER #105415918 - MEDICAL SUPPLIES FOR AMBULANCES	1,441.46	
	ORDER #105427011 - MEDICAL SUPPLIES FOR AMBULANCES	1,580.10	
	ORDER #105444607 - SURGICAL CLIPPER SET, HEROS SHE	443.27	
	TOTAL	3,464.83	
13. BRIDGET CANNON	JULY 2024 MILEAGE REIMBURSEMENT	34.57	
14. CASEY CROAD	FARMERS MARKET VENDOR	43.00	
	FARMERS MARKET VENDOR	15.00	
	TOTAL	58.00	
15. CDW	ORDER #1CMZV - 14TB EXTERNAL DRIVE X2	524.26	
16. CENTRALSQUARE TECHNOLOGIES LLC	POLICE FIELDOPS LICENSE	120.00	
17. CHA SHER XIONG	FARMERS MARKET	130.00	
18. CINTAS CORPORATION #725	7/17/24 - MECHANICS UNIFORMS	48.07	
	7/24/24 - MECHANICS UNIFORMS	48.07	
	TOTAL	96.14	

08/01/2024 04:32 PM  
 User: GRAHAM  
 DB: Meridian

INVOICE APPROVAL BY INVOICE REPORT FOR CHARTER TOWNSHIP OF MERIDIAN  
 EXP CHECK RUN DATES 08/08/2024 - 08/08/2024  
 BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID  
 BANK CODE: GF - CHECK TYPE: PAPER CHECK

Vendor Name	Description	Amount	Check #
19. CINZORI FARMS LLC	FARM MARKET VENDOR	191.00	
20. CITY OF EAST LANSING	MEP PERMIT REVENUE DUE TO CITY OF EAST LANASING	105,059.68	
21. CITY PULSE	7/24/2024 - TWP NOTICES	146.52	
22. COMCAST	AUG 2024 - INTERNET + TV M1	529.98	112587
23. CONSUMERS ENERGY	ACCT #1000-4580-5635 - EMERGENCY UTILITY ASSISTANC	233.36	112609
	ACCT #1000-9894-8316 - EMERGENCY UTILITY ASSISTANC	262.22	112609
	TOTAL	495.58	
24. CREATIVE FINANCIAL STAFFING LLC	WEEK ENDING 7/21/2024 - TEMP STAFF - UB & TREASURE	3,136.92	
	WEEK ENDING 7/28/2024 - TEMP STAFF - UB & TREASURE	3,142.60	
	TOTAL	6,279.52	
25. CRYSTAL FLASH	ACCT #97833 - FLEET FUEL	1,394.39	
	ACCT #97833 - FLEET FUEL	16,880.61	
	TOTAL	18,275.00	
26. CUMMINS INC	7/1/2024 - SERVICE CENTER - GENERATOR PM	549.67	
27. DAN HENRY DISTRIBUTING CO.	2024 TOWNSHIP PRIDE EVENT BEER GARDEN	1,261.60	
28. DANTE IANNI	REIMB MICPA MEMBERSHIP 2024/2025	365.00	
29. DAVID & ANN BROGREN	FARMERS MARKET VENDORS	28.00	
30. DAVID CHAPMAN AGENCY	COVERAGE AS OF 5/7/24 - UPDATE VEHICLE & EQUIPMENT	62.00	
31. DAVIS CONSTRUCTION INC	MSU/LL PH. 1 - EMERGENCY REPAIRS	13,365.62	
32. DIANA TENNES	FARM MARKET VENDOR	150.00	
33. DON MIDDLEBROOK	08.28.2024 PERFORMANCE SUMMER CONCERT SERIES DON M	400.00	
34. DOUGHNATION BAKERY	FARM MARKET VENDOR	83.00	
	FARM MARKET VENDOR	153.00	
	TOTAL	236.00	
35. EDGEWOOD VILLAGE APARTMENTS	EMERGENCY RENTAL ASSISTANCE	500.00	112588
	EMERGENCY RENT ASSISTANCE	25.00	112605
	TOTAL	525.00	
36. ELECTION SOURCE	BALLOT TEST DECK CHART AND MARK	1,592.35	
37. ELECTRICAL TERMINAL SERVICE	SHOP SUPPLIES - LED FLASHING LIGHTING/CONNECTORS	305.58	
38. EMBER OAKS CO	FP #00012 - PERF GUARANTEE RFND - EMBER OAKS III 2	4,250.00	112589

Vendor Name	Description	Amount	Check #
39. FAHEY SCHULTZ BURZYCH RHODES PLC	CLERK MATTERS - LEGAL FEES	1,413.00	112590
	ENFORCEMENT MATTERS - LEGAL FEES	297.50	112590
	POLICE FOIA - LEGAL FEES	820.00	112590
	MARIJUANA REGULATION - LEGAL FEES	8,321.50	112590
	AZTEC WAY (VITRO) - LEGAL FEES	22.50	112590
	DEFECTIVE FIRE TRUCK LITIGATION - LEGAL FEES	11,583.50	112590
	QUOTA LIQUOR LICENSES - LEGAL FEES	6,623.00	112590
	MARSH RD (CRISTIN) - LEGAL FEES	2,165.00	112590
	COMMUNITY PLANNING & DEVELOPMENT - LEGAL FEES	1,062.96	112590
	FIRE DEPARTMENT - LEGAL FEES	51.13	112590
	FOIA/OMA - LEGAL FEES	25.57	112590
	HUMAN RESOURCES/LABOR - LEGAL FEES	664.71	112590
	MANAGER - LEGAL FEES	1,764.03	112590
	PUBLIC WORKS - LEGAL FEES	25.57	112590
	SUPERVISOR - LEGAL FEES	1,823.68	112590
	LEGAL FEES	332.35	112590
	DUFFY (23-001333) - LEGAL FEES	45.00	112590
	LAKE TRUST - LEGAL FEES	175.00	112590
	COMERICA (23-001895) - LEGAL FEES	45.00	112590
	MOREY ENTERPRISES (23-002659) - LEGAL FEES	650.00	112590
	COMMUNITY/SENIOR CENTER - LEGAL FEES	4,691.00	112590
	PT2 LLC (COA 369541) - LEGAL FEES	562.50	112590
	LOEKS THEATERS (MTT 24-001412) - LEGAL FEES	107.50	112590
	WAL-MART (MTT 24-001264) - LEGAL FEES	455.00	112590
	TOTAL	43,727.00	
40. FEDEX	ACCT 1482-7203-4 - 5/28/2024 & 6/18/2024 MAILINGS	63.29	
41. FEEDERS SUPPLY COMPANY LLC	JUNE 2024 HOUSE CHARGES	144.98	
42. FORESIGHT GROUP	JOB #218764 - #10 WINDOW ENVELOPES - UTILITY BILLI	1,298.34	
	TABLE AND CANOPY FOR THE GLEANING PROJECT AT THE M	1,398.00	112592
	WATER BILLS 7/29/2024 AND POSTAGE	1,878.14	
	LOGO DECAL TOWNSHIP STICKERS	151.09	
	TOTAL	4,725.57	
43. FRANK LOWDEN WALSH	AUGUST 8/8/2024 BIWEEKLY PMT - CONSULTING CONTRACT	9,278.25	
44. GALE HUNT	FARMERS MARKET VENDOR	8.00	
45. GANNETT MEDIA CORP	JUNE 1 TO JUNE 30 2024 - LEGAL ADS	536.10	
46. GRAMPAS PASTYS LLC	FARM MARKET VENDOR	80.00	
47. GRANGE ACRES	EMERGENCY RENTAL ASSISTANCE	373.00	112593
48. HAMMOND FARMS	SERVICE CENTER - BRUSH DUMP FEE	105.00	
	DUMP FEE - BRUSH/PATHWAY TRIMMING	26.25	
	SERVICE CENTER - BRUSH DUMP FEE	84.00	
	SERVICE CENTER - BRUSH DUMP FEE	84.00	
	PARKS & PATHWAY MAINT - DUMP FEE FOR TRIMMING	42.00	
	PARKS & PATHWAY MAINT - DUMP FEE FOR TRIMMING	26.25	
	SERVICE CENTER - BRUSH DUMP FEE	73.50	
	PARKS AND PATHWAY MAINT - DUMP FEE	31.50	
	DUMP FEE FOR PATHWAY TRIMMING	63.00	
	SERVICE CENTER - BRUSH DUMP FEE	84.00	
	DUMP FEE FOR TRIMMING PATHWAYS	31.50	
	TOTAL	651.00	
49. HASLETT-OKEMOS ROTARY	1ST/2ND/3RD QTR 2024 ROTARY DUES - P. DESCHAI	460.00	
50. HEARTY GREENS LLC	FARMERS MARKET	43.00	

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Vendor Name	Description	Amount	Check #
51. HIGHWATER FARMS	FARMERS MARKET	24.00	
	FARMERS MARKET	17.00	
	TOTAL	41.00	
52. INGHAM COUNTY SHERIFF DEPT	BALLISTIC PLATES	4,719.00	
53. INGHAM COUNTY TREASURER	MCAT TRAINING COURSE - P. DESCHAIINE	100.00	112611
	MCAT TRAINING COURSE - D. MULIETT	100.00	112610
	TOTAL	200.00	
54. JACOB FARLEY	FARM MARKET VENDOR	80.00	
	FARM MARKET VENDOR	80.00	
	TOTAL	160.00	
55. JANET'S LLC	FARM MARKET VENDOR	10.00	
	FARM MARKET VENDOR	16.00	
	TOTAL	26.00	
56. JEAN S. FIERKE	FARMERS MARKET	48.00	
57. JEFF CLARK	FARMERS MARKET VENDOR	8.00	
	FARMERS MARKET VENDOR	7.00	
	TOTAL	15.00	
58. JENNIFER SORIA	JULY 2024 MILEAGE REIMBURSEMENT	46.70	
59. JERRY FEDEWA HOMES, INC	REFUND 3 CONSTR BONDS-6118, 6123, 6125 FRESNO LN	7,500.00	
60. JOEL MATTHEW KRUPA	2024 PRIDE EVENT DJ PERFORMER	200.00	
61. JOHN PATRICK PETERS	2024 PRIDE EVENT PERFORMER	600.00	
62. JOHNSON SIGN COMPANY	2022 WELCOME & WAYFINDING SIGN PROJECT	1,820.00	
63. JOSEPH CESARIO	FARMERS MARKET VENDOR	31.00	
	FARMERS MARKET VENDOR	8.00	
	TOTAL	39.00	
64. JUSTIN FAIRCHILD	FARMERS MARKET VENDOR	46.00	
65. KCI	AUG 2024 BALLOT MAILING	41.41	
	AUG 2024 BALLOT MAILING	52.01	
	MAIL BALLOTS 7/15-7/19/2024	61.37	
	2024 PRINTING & MAILING SUMMER TAX BILLS	11,703.52	
	TOTAL	11,858.31	
66. KEVIN COSGROVE	FARMERS MARKET	76.00	
	FARMERS MARKET	49.00	
	TOTAL	125.00	
67. KEVIN THOMAS	FARMERS MARKET	12.00	
68. KIMBALL MIDWEST	ORDER #530032MW - GARAGE/SHOP SUPPLIES	514.24	
69. KIMS COUNTRY KITCHEN	FARM MARKET VENDOR	95.00	
	FARM MARKET VENDOR	92.00	
	TOTAL	187.00	

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70. KODIAK EMERGENCY VEHICLES	FIRE UNIT #135 REPAIR PARTS - SIREN SPEAKER	725.70	
71. LAFONTAINE AUTOMOTIVE GROUP	POLICE - UNIT #702 KIT TPMS SENSOR	331.14	
	UNIT 712 - PARKS - MIRROR ASSEMBLY	141.71	
	UNIT 712 - PARKS - GLASS ASY	71.53	
	POLICE UNIT 678 REPAIRS	701.82	
	TOTAL	1,246.20	
72. LAKEVIEW APARTMENTS	EMERGENCY RENT ASSISTANCE	238.00	112606
73. LANSING UNIFORM COMPANY	FIRE PATCHES FOR UNIFORMS	300.00	
	STOCK - OFFICER UNIFORM ITEMS	245.00	
	UNIFORM ITEMS - BERMAN/HANSON	399.90	
	TOTAL	944.90	
74. LEAVITT & STARCK EXCAVATING INC	REMAINING WORK ON EXISTING CONTRACT: MSU TO LAKE L	4,900.00	112594
75. LOPEZ CONCRETE CONSTRUCTION	2024 CONCRETE REPAIR CONTRACT	144,038.18	112595
76. LUCINDA E CLARK	REIMB PERF GUARANTEE - COMPLTION OF SESC - 5249 VA	3,000.00	
77. M3 GROUP INC	MUSIC IN THE PARK AD JUNE/JULY 517 MAGAZINE	350.00	112596
78. MADISON NATIONAL LIFE INS CO	AUGUST 2024 LIFE/DISABILITY INSURANCE	3,776.99	112597
79. MAMA C'S SAUCES	FARMERS MARKET VENDOR	38.00	
80. MARTIN BRAMAN	FARMERS MARKET	65.00	
81. MEI TOTAL ELEVATOR SERVICES	MI1767 - ELEVATOR MI27847 -TROUBLE CALL LABOR TICK	564.00	
82. MERIDIAN TOWNSHIP	HASLETT STORAGE FACILITY PROJECT - BUILDING PERMIT	137.00	112598
	HASLETT STORAGE FACILITY PROJECT - BUILDING PERMIT	150.00	112598
	TOTAL	287.00	
83. MI GREAT LAKES FISH COMPANY	FARMERS MARKET VENDOR	170.00	
	FARMERS MARKET VENDOR	107.00	
	TOTAL	277.00	
84. MICHAEL FREDERICKS	08.14.2024 GLOBAL VILLAGE - SUMMER CONCERT SERIES	1,300.00	
85. MICHELLE DELEON	FARMERS MARKET	57.00	
86. MICHIGAN PAVING	2024 MILL & FILL LOCAL ROAD PROGRAM CONTRACT	607,354.03	
	2024 LOCAL ROAD PROGRAM CRUSHING AND RESURFACING C	26,840.08	112599
	TOTAL	634,194.11	
87. MICHIGAN STATE UNIVERSITY	REIMBUSEMENT FOR PARK PAVILION SECURITY DEPOSIT	100.00	
88. MID MICHIGAN EMERGENCY EQUIPMENT	FIRE UNIT #678 - TRIANING VEHICLE UPFITTING	4,240.00	
89. MIKE KEREKES	FARMERS MARKET	8.00	
	FARMERS MARKET	26.00	
	TOTAL	34.00	
90. MOSQUITO MOB	MOSQUITO TREATMENT PARKS/BLDGS/GROUNDS	1,866.50	
91. MOST DEPENDABLE FOUNTAINS	TOUCH UP PAINT FOR PARK DRINKING FOUNTAINS	40.00	
92. MSU VETERINARY MEDICAL CENTER	6/10/2024 - K9	29.85	

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Vendor Name	Description	Amount	Check #
93. MYCOPHILES GARDEN LLC	FARM MARKET VENDOR	213.00	
94. OFFICE MAX	3 HIGH SPEED ENVELOPE OPENERS	8,687.97	
95. OKEMOS PUBLIC SCHOOLS	SENIOR CENTER 2ND HALF 2024 FY EXP	57,908.45	
96. PALMER CONSTRUCTION	REROOF CENTRAL PARK RESTROOM	17,320.00	
97. PAVEMENT TECHNOLOGY, INC	2024 ASPHALT REJUVENATOR CONTRACT	251,603.20	
98. PERRY D. CURTIS	1 HR TIME PEOPLE V CONN CASE REVIEW	125.00	
99. PHOENIX SAFETY OUTFITTERS	LEATHER STRUCTURAL FIRE BOOTS, LION	380.00	
100 PONDSIDE FARM	FARMERS MARKET VENDOR	41.00	
101 PRINTING SYSTEMS INC	2022 ELECTION FORMS AND SUPPLIES FOR THE PRECINCT	871.98	
	ACCT 3879 - GF CHECKS 4TH REORDER	155.20	112600
	ACCT 3879 - PW CHECKS 2ND REORDER - HORIZON BANK	85.08	112600
	NOV 2024 SECRECY SLEEVES/VOTER INSTR SHEETS	1,824.84	
	TOTAL	2,937.10	
102 PROGRESSIVE AE	PROF SERV THRU APRIL 26 2024 - 2024 LAKE LANSING S	381.45	
	PROF SERV THRU JULY 31 2024 - 2024 LAKE LANSING SA	1,460.45	
	TOTAL	1,841.90	
103 QUALITY TIRE INC	PARKS - UNIT # 698 TIRES	440.40	
	POLICE STOCK TIRES	1,044.50	
	FIRE - MEDIC TIRES STOCK	520.32	
	TOTAL	2,005.22	
104 RICHARD BEADERSTADT	MILEAGE REIMBURSEMENT	24.12	
105 RICHARD JANKA PSY.D	PSYCHOLOGICAL EVALUATION SERVICES	1,800.00	
106 ROBINSON CAPITAL MANAGEMENT LLC	4/1/24 TO 4/30/24 INVESTMENT ADVISORY - ACCOUNT MA	2,083.33	
	5/1/24 TO 5/31/24 INVESTMENT ADVISORY - ACCOUNT MA	2,083.33	
	6/1/24 TO 6/30/24 INVESTMENT ADVISORY - ACCOUNT MA	2,083.33	
	TOTAL	6,249.99	
107 RODNEY WOLFE	AUG 7TH 2024 - FARMERS MARKET PERFORMER GARAGE SAL	500.00	112601
108 SA SMITH PAVING & TRUCKING INC	2024 ASPHALT SPOT REPAIR CONTRACT	766.30	112602
	2024 ASPHALT SPOT REPAIR CONTRACT	1,307.20	
	TOTAL	2,073.50	
109 SAMIA'S MEDITERRANEAN GOURMET LLC	FARM MARKET VENDOR	53.00	
110 SARAH BROWN	FARMERS MARKET	10.00	
	FARMERS MARKET	5.00	
	TOTAL	15.00	
111 SARAH BRUCE	FARMERS MARKET	9.00	
112 SEE MY LEGACY LLC	2024/2025 SUBSCRIPTION FOR PARK MEMORIALS	2,589.00	
113 SHAHEEN CHEVROLET INC	CREDIT - CORE RETURN MEDIC #91	(250.00)	
	CREDIT - CORE RETURN MEDIC #92	(125.00)	
	TOTAL	(375.00)	

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Vendor Name	Description	Amount	Check #
114 SHAWN DIEMER	FARM MARKET VENDOR	1,342.00	
115 SHILA KIANDER	TRAINING - IAAO ON THE ROAD	160.00	
116 SPARTAN BARRICADING	ROAD CLOSURE BARRICADING - 2024 CELEBRATE MERIDIAN	1,040.00	
117 ST MARTHA CONFERENCE OF	EMERGENCY RENT ASSISTANCE	500.00	112607
118 ST THOMAS AQUINAS PARISH	EMERGENCY RENTAL ASSISTANCE	400.00	112603
	EMERGENCY RENTAL ASSISTANCE	500.00	112603
	EMERGENCY UTILITY ASSISTANCE	488.00	112603
	TOTAL	1,388.00	
119 STATE OF MICHIGAN	REPEAT WATER SAMPLES - N MERIDIAN RD PARK	96.00	
	2024 WATER TESTING N MERIDIAN RD PARK & HNC	16.00	
	2024 WATER TESTING N MERIDIAN RD PARK & HNC	16.00	
	TOTAL	128.00	
120 STEVEN J FORGEY	08.21.2024 SUMMER CONCERT SERIES PERFORMER FROG AN	500.00	
121 SUE MCMASTER	FARM MARKET VENDOR	171.00	
122 SUPREME SANITATION	7/1/2024 - 7/31/2024 - EASTGATE PARK - PORTABLE TO	180.00	
	7/1/2024 - 7/31/2024 - MARKETPLACE - PORTABLE TOIL	180.00	
	7/1/2024 - 7/31/2024 - NEWTON ST - PORTABLE TOILET	90.00	
	7/1/2024 - 7/31/2024 - HILLBROOK PARK - PORTABLE T	90.00	
	7/1/2024 - 7/31/2024 - NANCY MOORE PARK - PORTABLE	90.00	
	7/1/2024 - 7/31/2024 - TOWNER RD PARK - PORTABLE T	90.00	
	TOTAL	720.00	
123 SWEETIE PIE PANTRY LLC	FARMERS MARKET VENDOR	15.00	
124 THE CHEESE PEOPLE OF GRAND RAPIDS	FARM MARKET VENDOR	105.00	
	FARM MARKET VENDOR	74.00	
	TOTAL	179.00	
125 ULINE	DOG BAGS AND MISC	645.77	
126 UNCLE CALVINS SWEET POTATO	PIES	8.00	
	FARM MARKET VENDOR		
127 VERIZON WIRELESS	JUNE 24 TO JULY 23 2024 WIRELESS MOBILE SERVICES 6	2,322.89	
128 WILSON FARM FRESH MEATS	FARMERS MARKET VENDOR	109.00	
	FARMERS MARKET VENDOR	93.00	
	TOTAL	202.00	
TOTAL - ALL VENDORS		1,422,678.47	

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Vendor Name	Description	Amount	Check #
1. 601 RESIDENTIAL LLC	FINAL DUPLICATE PMT WATER/SEWER	123.83	
2. ANN ALCHIN	ELECTION INSPECTOR	56.35	
3. BLACKBURN MFG CO	MARKING PAINT - STAKING WATER/SEWER LINES	868.00	
4. CARL SCHLEGEL INC	TICKET 1079310 WATER - CLASS II SAND - GAYLORD C S	1,003.20	
5. CHURCHILL TITLE SOLUTIONS	OVER PMT FINAL WATER/SEWER	38.35	
6. CITY OF EAST LANSING	ELMWSA OPERATING, INTERCONNECT & DEBT SHARING JAN- JULY 2024 - OPERATING, INTERCONNECT & DEBT SHARING	9,290.27 47,868.33	29746
	TOTAL	57,158.60	
7. CLIFFORD BECKETT	OVER PMT FINAL WATER/SEWER	229.00	
8. CUMMINS INC	7/09/2024 - EAST END LS - GENERATOR PM	373.77	
9. D'DESTIN KAUFMANN	REIMB PARKING 2024 MI-AWWA OPERATOR DAYS LANSING C	30.00	
10. DENNY OR GRETCHEN ROSENBROOK	OVER PMT FINAL WATER/SEWER	87.93	
11. DTN CONSTRUCTION COMPANY	WATER MAIN BREAK REPAIR	7,930.99	
12. E T MACKENZIE CO	2024 COUNTY PARK WEST SEWER REPLACEMENT PROJECT 2024 COUNTY PARK WEST SEWER REPLACEMENT PROJECT	19,560.00 83,750.00	29747
	TOTAL	103,310.00	
13. EJ USA, INC.	WATER - CIP - 3-16"VALVES, 1-20" VLAVE, 1-8" VALVE	16,881.58	
14. ERIC SWORTHWOOD	OVER PMT WATER/SEWER	228.35	
15. FD HAYES ELECTRIC	CENTRAL LIFT STATION - GENERATOR REMOVE AND INSTAL	21,745.00	29748
16. FERGUSON WATERWORKS #3386	JULY 2024 METERS - 5/8X3/4 METER CHANGE OUT PROJEC CUSTOMER INSTALL - 2" FLANGED BRASS METER STRAIGHT	164,000.00 1,583.10	
	TOTAL	165,583.10	
17. FIRST AMERICAN TITLE INS CO	OVER PMT FINAL WATER/SEWER	38.20	
18. GREATER LANSING TITLE & ESCROW LLC	OVER PMT FINAL WATER/SEWER	67.70	
19. JAMES MAGEE	OVER PMT FINAL WATER/SEWER	11.98	
20. JEFFRE OR JAMIE RAHRIGH	OVER PMT FINAL WATER/SEWER	46.63	
21. JOY SHERIDAN	OVER PMT FINAL WATER/SEWER	11.21	
22. KENNEDY INDUSTRIES INC	OKEMOS HIGH SCHOOL - LS REPAIR PUMP 1	2,488.50	
23. LARRY MITCHELL	OVER PMT FINAL WATER/SEWER	12.62	
24. LAURA CATANO	OVER PMT FINAL WATER/SEWER	20.38	
25. LEAVITT & STARCK EXCAVATING INC	SEWER - LRP - REPAIR - BIBER AND GOSSARD	13,847.88	29749
26. LING LE	OVER PMT FINAL WATER/SEWER	39.10	
27. LOPEZ CONCRETE CONSTRUCTION	2024 CONCRETE REPAIR CONTRACT	19,478.73	29750
28. MADISON NATIONAL LIFE INS CO	AUGUST 2024 LIFE/DISABILITY INSURANCE	523.93	29745
29. MARGARET SAYLOR	OVER PMT FINAL WATER/SEWER	49.80	
30. MARK MCCLANAHAN	REIMB PERF GUARANTEE - COMPLETION OF SESC - 4339 R	2,000.00	

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Vendor Name	Description	Amount	Check #
31. MARTIN COMMERICAL PROPERTIES	METER REMOVED - DUPLICATE PMT WATER/SEWER	12.00	
32. MARY ANN ADAMS	OVER PMT FINAL WATER/SEWER	27.08	
33. MAULDON BROTHERS CONSTRUCTION LLC	HYDRANT REPLACEMENT - CORNELL & GRAND RIVER	38,475.10	
34. MERIDIAN TOWNSHIP RETAINAGE	HYDRANT REPLACEMENT - CORNELL & GRAND RIVER	2,330.00	
35. MICHIGAN PAVING	2024 MILL & FILL LOCAL ROAD PROGRAM CONTRACT	10,000.00	
36. OKEMOS CONFERENCE CENTER	OVER PMT FINAL WATER/SEWER	12.65	
37. PROFESSIONAL SERVICES INDUSTRIES	2024 BLUE HAVEN WATERMAIN REPLACEMENT - COMPACTION	693.50	29751
38. ROBERT ALEXANDER	OVER PMT FINAL WATER/SEWER	53.82	
39. SA SMITH PAVING & TRUCKING INC	2024 ASPHALT SPOT REPAIR CONTRACT	10,488.06	29752
	2024 ASPHALT SPOT REPAIR CONTRACT	4,587.60	
	TOTAL	15,075.66	
40. SCARLETT EXCAVATING	2024 BLUE HAVEN DR WATER MAIN REPLACEMENT CONTRACT	10,000.00	29753
41. SHELITA CULBERSON	OVER PMT FINAL WATER/SEWER	11.73	
42. STATE OF MICHIGAN	OVER PMT FINAL WATER/SEWER	665.00	
43. SWAN COVE CONDOS	OVER PMT FINAL WATER/SEWER	38.14	
44. TRI-COUNTY TITLE AGENCY LLC	OVER PMT FINAL WATER/SEWER	80.50	
45. VERIZON WIRELESS	JUNE 24 TO JULY 23 2024 WIRELESS MOBILE SERVICES 6	377.50	
TOTAL - ALL VENDORS		492,137.39	

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Vendor Name	Description	Amount	Check #
1. CARLSON, WILLIAM	NEMOKE TRAIL - 2024 SUM TAX REFUND	75.20	13552
2. COMMERCIAL BANK	MOHAWK RD - 2024 SUM TAX REFUND	2,590.37	13553
TOTAL - ALL VENDORS		2,665.57	

**Credit Card Report 7/17/2024 - 7/31/2024**

Transaction Date	Transaction Merchant Name	Transaction Amount	Account Name
7/17/2024	THE HOME DEPOT 2723	\$89.37	LAWRENCE BOBB
7/17/2024	THE HOME DEPOT #2723	\$39.41	LAWRENCE BOBB
7/18/2024	THE HOME DEPOT #2723	\$15.58	LAWRENCE BOBB
7/18/2024	THE HOME DEPOT #2723	\$17.04	LAWRENCE BOBB
7/22/2024	THE HOME DEPOT #2723	\$17.54	LAWRENCE BOBB
7/24/2024	THE HOME DEPOT #2723	\$55.03	LAWRENCE BOBB
7/26/2024	MIDWEST POWER EQUIPMENT	\$140.93	LAWRENCE BOBB
7/25/2024	THE HOME DEPOT #2723	\$31.53	LAWRENCE BOBB
7/26/2024	THE HOME DEPOT #2723	\$21.16	LAWRENCE BOBB
7/29/2024	THE HOME DEPOT #2723	\$69.84	LAWRENCE BOBB
7/29/2024	THE HOME DEPOT #2723	\$24.98	LAWRENCE BOBB
7/18/2024	SHERWIN WILLIAMS 701339	\$96.88	TYLER KENNEL
7/18/2024	THE HOME DEPOT #2723	\$42.07	TYLER KENNEL
7/19/2024	THE HOME DEPOT #2723	\$15.94	TYLER KENNEL
7/25/2024	SQ *THE KEYLESS SHOP	(\$22.53)	KYLE FOGG
7/25/2024	SQ *THE KEYLESS SHOP	\$25.50	KYLE FOGG
7/25/2024	SQ *THE KEYLESS SHOP	\$22.53	KYLE FOGG
7/30/2024	COMPLETE BATTERY SOURCE	\$25.46	KYLE FOGG
7/25/2024	COMPLETE BATTERY SOURCE	\$91.32	RYAN CAMPBELL
7/27/2024	NFPA NATL FIRE PROTECT	\$155.44	RUDY GONZALES
7/28/2024	NFPA NATL FIRE PROTECT	\$306.15	RUDY GONZALES
7/17/2024	GFS STORE #1901	\$116.39	DEBORAH GUTHRIE
7/23/2024	COSTCO WHSE#1277	\$70.74	DEBORAH GUTHRIE
7/25/2024	OFFICEMAX/OFFICEDEPT#3379	\$82.58	DEBORAH GUTHRIE
7/26/2024	THE HOME DEPOT #2723	\$11.11	DEBORAH GUTHRIE
7/29/2024	JIMMY JOHNS - 90055 - MOT	\$85.99	DEBORAH GUTHRIE
7/30/2024	SADDLEBACK BBQ	\$486.27	DEBORAH GUTHRIE
7/18/2024	HASLETT TRUE VALUE HARDW	\$7.28	JACOB FLANNERY
7/17/2024	THE HOME DEPOT #2723	\$19.30	JACOB FLANNERY
7/18/2024	COSTAR GROUP INC	\$430.00	ASHLEY WINSTEAD
7/17/2024	IMS ALLIANCE	\$93.00	AL DIAZ
7/17/2024	OFFICEMAX/OFFICEDEPT#3379	\$25.55	AL DIAZ
7/29/2024	THE HOME DEPOT #2723	\$19.97	AL DIAZ
7/17/2024	MI PERMIT LIC PLAN REV	\$225.00	TIMOTHY SCHMITT
7/25/2024	GOVERNMENT FINANCE OFFICE	\$1,220.00	TIMOTHY SCHMITT
7/22/2024	THE HOME DEPOT #2723	\$47.50	BRIAN PENNELL
7/29/2024	USPS PO 2569800864	\$5.58	MELISSA MASSIE
7/19/2024	A1 DETAILING & CUSTOMS	\$104.00	CURT SQUIRES
7/23/2024	COPQUEST INC	\$835.00	CURT SQUIRES
7/17/2024	MIDWEST POWER EQUIPMENT	\$6.04	COURTNEY WISINSKI
7/18/2024	USPS PO 2569800864	\$8.99	COURTNEY WISINSKI
7/24/2024	STATE MI EGLE MIENVIRO	\$306.00	COURTNEY WISINSKI
7/24/2024	OFFICEMAX/OFFICEDEPT#3379	\$28.68	COURTNEY WISINSKI
7/26/2024	THE HOME DEPOT 2723	\$97.64	COURTNEY WISINSKI
7/27/2024	THE HOME DEPOT #2723	\$110.94	COURTNEY WISINSKI
7/18/2024	TARGET.COM *	(\$167.70)	KATIE LOVE
7/18/2024	TARGET.COM *	(\$27.95)	KATIE LOVE
7/18/2024	TARGET 00003657	\$185.65	KATIE LOVE
7/18/2024	TARGET.COM *	\$27.95	KATIE LOVE
7/18/2024	TARGET.COM *	\$167.70	KATIE LOVE
7/19/2024	AMZN MKTP US*RS7GF0K62	\$176.22	KATIE LOVE
7/22/2024	AMAZON RET* 112-214211	\$93.70	KATIE LOVE
7/23/2024	AMAZON MAR* 114-436618	\$400.17	KATIE LOVE

7/22/2024	IN *RIDE YOURWAY LLC	\$218.79	KATIE LOVE
7/22/2024	MEIJER # 025	\$649.27	KATIE LOVE
7/22/2024	CONSUMER ENERGY	\$123.99	KATIE LOVE
7/23/2024	AMAZON MKTPL*RJ39I5HV2	\$263.00	KATIE LOVE
7/25/2024	AMAZON MKTPL*RV1NB2F22	\$557.04	KATIE LOVE
7/19/2024	ZOOM.US 888-799-9666	\$449.85	STEPHEN GEBES
7/23/2024	CHARLOTTE SHOE REPAIR	\$190.00	RICHARD GRILLO
7/25/2024	AMAZON MKTPL*RV0P94442	\$178.34	RICHARD GRILLO
7/30/2024	AMZN MKTP US*RV3PV5X11	\$32.51	RICHARD GRILLO
7/31/2024	AMAZON MKTPL*RV6VR2HK1	\$114.99	RICHARD GRILLO
7/19/2024	BRIMAR INDUSTRIES	\$82.47	YOUNES ISHRAIDI
7/24/2024	FEDEX OFFIC40600004069	\$19.14	YOUNES ISHRAIDI
7/25/2024	MIDWEST POWER EQUIPMENT	\$136.49	KEITH HEWITT
7/18/2024	LANSINGSTATE JOURNAL	\$11.99	MICHELLE PRINZ
7/18/2024	FREEP.COM	\$19.99	MICHELLE PRINZ
7/19/2024	AMZN MKTP US*RS1TR57S1	\$38.90	MICHELLE PRINZ
7/22/2024	AMAZON.COM*RJ1UB5MT0	\$17.58	MICHELLE PRINZ
7/24/2024	AMAZON.COM*RJ9ML3762	\$340.46	MICHELLE PRINZ
7/25/2024	ASANA.COM	\$202.35	MICHELLE PRINZ
7/26/2024	AMAZON MKTPL*RV4BW73RO	\$186.33	MICHELLE PRINZ
7/19/2024	AMZN MKTP US*RJ5XK2OE0	\$13.26	CATHERINE ADAMS
7/30/2024	AMAZON MKTPL*RV74Y7SH0	\$138.84	CATHERINE ADAMS
7/17/2024	QUALITY DAIRY#15	\$5.59	ED BESONEN
7/17/2024	COVERT SCOUTING	\$32.99	ED BESONEN
7/24/2024	PAYPAL *LEO TAC GRP	\$595.00	ED BESONEN
7/30/2024	HASLETT TRUE VALUE HARDW	\$6.58	ED BESONEN
7/17/2024	BEST BUY 00004168	\$409.98	BART CRANE
7/23/2024	BEST BUY 00004168	\$91.95	BART CRANE
7/24/2024	COMCAST	\$176.61	BART CRANE
7/22/2024	OFFICEMAX/OFFICEDEPT#3379	\$49.94	PHIL DESCHAINED
7/22/2024	APT US&C	\$99.50	PHIL DESCHAINED
7/22/2024	APT US&C	\$898.00	PHIL DESCHAINED
7/23/2024	DELTA AIR 0062254217809	\$326.95	PHIL DESCHAINED
7/26/2024	THE HOME DEPOT #2723	\$139.88	DANIEL OPSOMMER
7/25/2024	FACEBK *UTKZ88QBJ2	\$1.88	SAMANTHA DIEHL
7/18/2024	MEIJER # 025	\$48.58	ALLISON GOODMAN
7/29/2024	MEIJER # 253	\$16.50	ALLISON GOODMAN
7/19/2024	THE HOME DEPOT #2723	\$16.87	DAN PALACIOS
7/22/2024	THE HOME DEPOT #2723	\$16.87	DAN PALACIOS
7/25/2024	THE HOME DEPOT #2723	\$54.35	ROBERT MACKENZIE
7/30/2024	ADAPTIVE MICRO SYSTEMS LL	\$865.00	ROBERT MACKENZIE

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**TOTAL**

**\$14,419.06**

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### ACH Transactions

Date	Payee	Amount	Purpose
7/18/2024	Blue Care Network	\$ 39,662.10	Employee Health Insurance
7/19/2024	Health Equity	\$ 260.22	Employee Health Savings
7/22/2024	MCT Utilities	\$ 396.68	Water/Sewer
7/24/2024	Blue Care Network	\$ 4,271.31	Employee Health Insurance
7/26/2024	MERS	\$ 465,294.35	Employee Retirement
7/26/2024	IRS	\$ 132,684.94	Payroll Taxes 07/26/2024
7/26/2024	Various Financial Institutions	\$ 374,714.76	Direct Deposit 07/26/2024
7/26/2024	State of Michigan	\$ 40,314.41	State Payroll Taxes 07/26/2024
7/26/2024	Nationwide	\$ 10,470.89	Payroll Deductions 07/26/2024
7/26/2024	Alerus	\$ 50,652.53	Payroll Deductions 07/26/2024
7/31/2024	Blue Care Network	\$ 27,043.49	Employee Health Insurance
7/31/2024	First American	\$ 1,605.38	Employee Vision Insurance
<b>Total ACH Payments</b>		<b>\$ 1,147,371.06</b>	



Charitable Gaming Division  
Box 30023, Lansing, MI 48909  
OVERNIGHT DELIVERY:  
101 E. Hillsdale, Lansing MI 48933  
(517) 335-5780  
www.michigan.gov/cg

**LOCAL GOVERNING BODY RESOLUTION FOR CHARITABLE GAMING LICENSES**  
(Required by MCL.432.103a(i)(ii))

At a \_\_\_\_\_ meeting of the \_\_\_\_\_  
REGULAR OR SPECIAL TOWNSHIP, CITY, OR VILLAGE COUNCIL/BOARD

called to order by \_\_\_\_\_ on \_\_\_\_\_  
DATE

at \_\_\_\_\_ a.m./p.m. the following resolution was offered:  
TIME

Moved by \_\_\_\_\_ and supported by \_\_\_\_\_

that the request from Santa's First Responders of Oakemos,  
NAME OF ORGANIZATION CITY

county of Ingham, asking that they be recognized as a  
COUNTY NAME

nonprofit organization operating in the community for the purpose of obtaining charitable

gaming licenses, be considered for \_\_\_\_\_  
APPROVAL/DISAPPROVAL

APPROVAL	DISAPPROVAL
Yeas: _____	Yeas: _____
Nays: _____	Nays: _____
Absent: _____	Absent: _____

I hereby certify that the foregoing is a true and complete copy of a resolution offered and adopted by the \_\_\_\_\_ at a \_\_\_\_\_ meeting held on \_\_\_\_\_  
TOWNSHIP, CITY, OR VILLAGE COUNCIL/BOARD REGULAR OR SPECIAL DATE

SIGNED: \_\_\_\_\_  
TOWNSHIP, CITY, OR VILLAGE CLERK

\_\_\_\_\_  
PRINTED NAME AND TITLE

\_\_\_\_\_  
ADDRESS

COMPLETION: Required.  
PENALTY: Possible denial of application.  
BSL-CG-1153(R4/24)



**To: Board Members**

**From: Scott Hendrickson, Township Supervisor**

**Date: July 31, 2024**

**Re: Tri County Regional Planning Commission Appointment - Deborah Guthrie**

The Tri County Regional Planning Commission's representation from Meridian Township has been vacant since the resignation of former Supervisor Jackson earlier this year. Delegates to the Commission must be approved by the member unit each year. Clerk Guthrie has volunteered to serve in the Township's role for the remainder of the year.

The following motion is proposed for Board consideration:

**MOVE TO APPROVE THE APPOINTMENT MADE BY SUPERVISOR HENDRICKSON OF DEBORAH GUTHRIE TO THE TRI COUNTY REIGONAL PLANNING COMMISSION, FILLING THE TOWNSHIP'S OPEN SEAT, FOR A TERM ENDING 12/31/2025.**



**To: Board Members**  
**From: Scott Hendrickson, Township Supervisor**  
**Date: July 31, 2024**  
**Re: Environmental Commission Appointment - Harrison Batten**

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The Environmental Commission currently has an open seat for a student representative. Earlier this month, an application was received from Harrison Batten, a rising sophomore at Haslett High School. Mr. Batten has a clear interest in the environment and sustainability and comes from the Haslett district, which has historically been underrepresented on the Environmental Commission. Staff is excited to have him join the commission in the non-voting, ex-officio role outlined in the Township's Code of Ordinances.

The following motion is proposed for Board consideration:

**MOVE TO APPROVE THE APPOINTMENT MADE BY SUPERVISOR HENDRICKSON OF HARRISON BATTEN TO THE ENVIRONMENTAL COMMISSION, FILLING THE OPEN STUDENT POSITION, FOR A TERM ENDING 7/31/2025.**

**Attachment:**

1. Application for public service

\* 1. I am interested in service on one or more of the following public bodies as checked below:  
Environmental Commission

**\* 2. Summarize your reasons for applying to do this type of service**

I have had the opportunity to participate in many sustainability and environmental activities in my school which has made me very interested and passionate about the topic. I want to continue to make a difference and learn how I can after high school. I think the Environmental Commission is a great way to get more involved and is something I would be very happy to be a part of.

**\* 3. Describe education, experience or training which will assist you if appointed.**

I am currently attending Haslett High School, and am going into my sophomore year. I put together both a presentation for our school board and a training for teachers on how to implement environmental topics into classrooms. I did both of these as a part of the SEAL (Student environmental activism leadership) Team which was created at the start of the school year. As a group, we have learned a lot about environmental topics preparing ourselves for the things we have accomplished.

(Attach resume if available)

\*\*SKIPPED\*\*

\* Full Name  
Harrison Batten

\* **Occupation**  
Student

\* **Place of Employment**  
Haslett High School

\* Home Address  
[REDACTED]  
Haslett 48840

\* Phone (Day)  
5 [REDACTED]

\* Phone (Evening)  
[REDACTED]

\* **Email**  
[REDACTED]

\* **Please type your name in the box below as a digital signature**  
Harrison Batten

\* **Date and Time**  
07/11/2024

Other than the Downtown Development Authority Board, the Corridor Improvement Authority, and the Economic Development Corporation, persons appointed to Meridian Township boards and commissions must be a resident and elector (if of voting age) of the Township during the term of office. Excessive absences may be cause for review of appointment. The policy for appointment of candidates to the various public service positions is based on the following criteria: desire to serve, experience, expertise, availability of time to serve, and maintenance of equitable geographic representation. In most instances it will be desirable to develop further information through a personal interview. This application will be retained in township files for two years.



**To: Board Members**

**9-H**

**From: Phil Deschaine, Treasurer**

**Date: July 30, 2024**

**Re: Second Quarter 2024 Investment Report**

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Attached is the second quarter of 2024 Investment Report from the Treasurer's office. It details our fixed and non-fixed Meridian Township investments, transfers and the financial institutions that are holding Township investments.

6/30/2024

Treasurer's Office

Bank	Amount Fixed	Amount Non-Fixed	Total Investment
Horizon	\$ -	\$ 216,586.56	\$ 216,586.56
MBS	\$ 20,143,340.19	\$ -	\$ 20,143,340.19
MI Class	\$ -	\$ 27,968,157.74	\$ 27,968,157.74
MSU Federal CU	\$ 2,092,795.47	\$ 794,689.62	\$ 2,887,485.09
First Nat'l Bank of MI	\$ 2,120,020.13	\$ -	\$ 2,120,020.13
Commercial Bank	\$ 2,072,751.14	\$ -	\$ 2,072,751.14
Independent	\$ 1,000,000.00	\$ -	\$ 1,000,000.00
PNC	\$ -	\$ -	\$ -
Totals	\$ 27,428,906.93	\$ 28,979,433.92	\$ 56,408,340.85
% of total investment	48.62562259	51.37437741	100

Each investment institution has received and signed the Meridian Charter Township Investment Policy and Agreement to Comply.

The signed agreement specifies that they are adhering to Public Act 20.

6/30/2024

**CURRENT FIXED MATURITY INVESTMENTS**Treasurer's  
Office

<b>Maturity</b>	<b>Fund</b>	<b>Investment</b>	<b>Principal</b>	<b>Purc Date</b>	<b>Int. Rate</b>	<b>Certificate</b>
07/31/30	general fund	JP Morgan Chase (MBS)	90,000.00	07/31/20	1.200%	48128UHQ5
09/30/26	general fund	First Natl Bk Amer (MBS)	1,000,000.00	09/30/21	0.850%	32110YUJ2
05/01/30	general fund	FNMA (MBS)	1,977,734.58	04/27/22	1.895%	3140HYAD0
09/30/24	general fund	United States Treas (MBS)	992,031.20	09/13/22	2.125%	9128282Y5
09/30/25	general fund	United States Treas (MBS)	3,901,875.20	09/13/22	3.000%	9128285C0
08/15/27	general fund	United States Treas (MBS)	7,475,000.00	09/14/22	2.250%	9128282R0
			<b>15,436,640.98</b>			
05/01/30	land pres	FNMA (MBS)	137,581.54	05/01/22	1.895%	3140HYAD0
			<b>137,581.54</b>			
10/01/24	land pres res	FNMA (MBS)	881,753.77	07/30/19	2.470%	3138LK5L7
09/01/31	land pres res	FNMA (MBS)	857,363.90	10/28/19	2.305%	3140HVYK4
10/28/26	land pres res	Federal Home Ln (MBS)	500,000.00	12/01/21	1.150%	3130APGT6
12/30/24	land pres res	Federal Home Ln (MBS)	330,000.00	12/30/21	1.000%	3130AQA37
			<b>2,569,117.67</b>			
09/29/28	public works	First Natl Bk Amer (MBS)	2,000,000.00	9/23/2021	1.100%	32110YUG8
			<b>2,000,000.00</b>			
09/01/24	road imp	Commercial Bank	2,072,751.14	09/01/22	2.050%	3200101015
09/02/24	road imp	First National Bank of MI	1,059,523.68	09/02/22	3.150%	310029509
09/02/25	road imp	First National Bank of MI	1,060,496.45	09/02/22	3.200%	310029525
09/01/24	road imp	Independent Bank	1,000,000.00	09/01/22	2.250%	29203823413
09/01/25	road imp	MSUFUCU	2,092,795.47	09/01/22	2.510%	367213-C4
			<b>7,285,566.74</b>			
		<b>Total Fixed Investments \$</b>	<b>27,428,906.93</b>			

## CURRENT NON-FIXED MATURITY INVESTMENTS

PURCH. DATE	FUND	ACCOUNT NUMBER	INVESTMENT	PRINCIPAL	CURRENT RATE	INVESTMENT TYPE
08/01/02	GF	RMB-005463	MBS	\$ -	0.00%	money market
05/12/08	GF	0289-0001	MI Class	\$ 3,711,747.90	5.4163%	pooled funds
05/12/08	GF	0289-0003	MI Class	\$ 8,549,460.94	5.4163%	pooled funds
12/23/21	GF	0289-E001	MI Class Edge	\$ -	0.00%	pooled funds
05/20/09	GF	367213-06	MSU Fed. CU	\$ 5.00	0.00%	savings
05/28/09	GF	367213-26	MSU Fed. CU	\$ 794,684.62	3.00%	money market
<b>Total</b>				<b>\$ 13,055,898.46</b>		
08/01/02	LP	RMB-007923	MBS	\$ -	0.00%	money market
05/12/08	LP	0289-0006	MI Class	\$ 4,034,331.04	5.4163%	pooled funds
<b>Total</b>				<b>\$ 4,034,331.04</b>		
08/01/02	LP-R	RMB-008103	MBS	\$ -	0.00%	money market
01/16/09	LP-R	7602000113	Horizon	\$ 216,586.56	1.800%	money market
05/12/08	LP-R	0289-0008	MI Class	\$ 494,955.27	5.4163%	pooled funds
<b>Total</b>				<b>\$ 711,541.83</b>		
08/01/02	PM	RMB-008145	MBS	\$ -	0.00%	money market
09/30/08	PM	0289-0007	MI Class	\$ 1,379,848.80	5.4163%	pooled funds
<b>Total</b>				<b>\$ 1,379,848.80</b>		
5/17/2022	PW	0289-0002	MI Class	\$ 13,500.29	5.4163%	pooled fund
<b>Total</b>				<b>\$ 13,500.29</b>		
08/01/02	SF	RMB-007907	MBS	\$ -	0.00%	money market
05/27/22	SF	0289-0004	MI Class	\$ 5,540,977.54	5.4163%	pooled fund
<b>Total</b>				<b>\$ 5,540,977.54</b>		
12/01/09	PA	RMB-027657	MBS	\$ -	0.00%	money market
<b>Total</b>				<b>\$ -</b>		
02/08/13	TA	0289-0003	MI Class	\$ -	0.00%	pooled funds
<b>Total</b>				<b>\$ -</b>		
08/01/02	WF	RMB-007915	MBS	\$ -	0.00%	money market
05/22/09	WF	0289-0005	MI Class	\$ 1,689,897.30	5.4163%	pooled funds
<b>Total</b>				<b>\$ 1,689,897.30</b>		
03/09/17	BP	0289-0009	MI Class	\$ 2,150,416.19	5.4163%	pooled funds
<b>Total</b>				<b>\$ 2,150,416.19</b>		
03/09/17	RDS	0289-0010	MI Class	\$ 403,022.47	5.4163%	pooled funds
<b>Total</b>				<b>\$ 403,022.47</b>		
12/6/2019	RDIMP	RMB-039025	MBS	\$ -	0.00%	money market
<b>Total</b>				<b>\$ -</b>		
<b>Total Non-Fixed Investments</b>				<b>\$ 28,979,433.92</b>		
<b>Total Fixed and Non-Fixed Investments</b>				<b>\$ 56,408,340.85</b>		

**FIXED MATURITY INVESTMENT TRANSACTIONS FOR APRIL - JUNE 2024**

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<b>4/2/2024</b>	<b>ROAD DEBT IMPROVEMENT</b>		
	Monthly interest received on 2 First National Bank of MI CDs	\$	5,663.86
<b>4/30/2024</b>	<b>GENERAL FUND</b>		
	Principal payment received on Huntington agency funds	\$	5,308.09
<b>4/30/2024</b>	<b>LAND PRESERVATION</b>		
	Principal payment received on Huntington agency funds	\$	261.26
<b>4/30/2024</b>	<b>LAND PRESERVATION RESERVE</b>		
	Principal payment received on Huntington agency funds	\$	6,759.53
<b>4/30/2024</b>	<b>PUBLIC WORKS</b>		
	Principal payment received on Huntington agency funds	\$	3,662.25
<b>4/30/2024</b>	<b>ROAD DEBT IMPROVEMENT</b>		
	Monthly interest received on MSU CD C4	\$	4,234.50
<b>5/2/2024</b>	<b>ROAD DEBT IMPROVEMENT</b>		
	Monthly interest received on 2 First National Bank of MI CDs	\$	5,495.71
<b>5/31/2024</b>	<b>GENERAL FUND</b>		
	Principal payment received on Huntington agency funds	\$	4,857.83
<b>5/31/2024</b>	<b>LAND PRESERVATION</b>		
	Principal payment received on Huntington agency funds	\$	252.62
<b>5/31/2024</b>	<b>LAND PRESERVATION RESERVE</b>		
	Principal payment received on Huntington agency funds	\$	3,752.71
<b>5/31/2024</b>	<b>PUBLIC WORKS</b>		
	Principal payment received on Huntington agency funds	\$	1,801.47
<b>5/31/2024</b>	<b>ROAD DEBT IMPROVEMENT</b>		
	Monthly interest received on MSU CD C4	\$	4,384.56
<b>5/31/2024</b>	<b>ROAD DEBT IMPROVEMENT</b>		
	Quarterly interest earned on Commercial Bank CD	\$	10,655.11

<b>6/2/2024</b>	<b>ROAD DEBT IMPROVEMENT</b>		
	Monthly interest received on 2 First National Bank of MI CDs	\$	5,693.99
<b>6/30/2024</b>	<b>GENERAL FUND</b>		
	Principal payment received on Huntington agency funds	\$	4,343.38
<b>6/30/2024</b>	<b>LAND PRESERVATION</b>		
	Principal payment received on Huntington agency funds	\$	262.22
<b>6/30/2024</b>	<b>LAND PRESERVATION RESERVE</b>		
	Principal payment received on Huntington agency funds	\$	3,906.94
<b>6/30/2024</b>	<b>PUBLIC WORKS</b>		
	Principal payment received on MBS agency fund	\$	1.47
<b>6/30/2024</b>	<b>ROAD DEBT IMPROVEMENT</b>		
	Monthly interest received on MSU CD C4	\$	4,252.05

**NON FIXED INVESTMENT TRANSACTIONS FOR APRIL - JUNE 2024**

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<b>5/13/2024</b>	<b>GENERAL FUND</b>		
	Transferred funds from MI Class Pooled Account to Horizon checking	\$	50,000.00
<b>6/6/2024</b>	<b>WATER</b>		
	Transferred funds from MI Class Water Account to Horizon checking	\$	500,000.00
<b>6/6/2024</b>	<b>GENERAL FUND</b>		
	Transferred funds from MI Class Pooled Account to Horizon checking	\$	300,000.00
<b>6/6/2024</b>	<b>GENERAL FUND</b>		
	Transferred funds from MI Class General Fund Account to Horizon checking	\$	300,000.00
<b>1/31/2024</b>	<b>PUBLIC WORKS</b>		
	Ach'd funds from MBS money market to Horizon Checking	\$	3,676.71
<b>2/29/2024</b>	<b>GENERAL FUND</b>		
	Ach'd funds from MBS money market to Horizon Checking	\$	4,464.97
<b>2/29/2024</b>	<b>LAND PRESERVATION</b>		
	Ach'd funds from MBS money market to Horizon Checking	\$	261.09
<b>2/29/2024</b>	<b>LAND PRESERVATION RESERVE</b>		
	Ach'd funds from MBS money market to Horizon Checking	\$	3,883.24
<b>2/29/2024</b>	<b>PUBLIC WORKS</b>		
	Ach'd funds from MBS money market to Horizon Checking	\$	1,808.22
<b>3/27/2024</b>	<b>GENERAL FUND</b>		
	Ach'd funds from MBS money market to Huntington National Bank	\$	93,582.94

<b>3/27/2024</b>	<b>LAND PRESERVATION</b>		
	Ach'd funds from MBS money market to Huntington National Bank	\$	244.24
<b>3/27/2024</b>	<b>LAND PRESERVATION RESERVE</b>		
	Ach'd funds from MBS money market to Huntington National Bank	\$	3,631.64



**To: Township Board Members**

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

**Younes Ishraidi, Township Engineer  
Deputy Director of Public Works & Engineering**

**Date: August 8, 2024**

**Re: Whitehills Lakes South #1 Public Streetlighting Improvement  
Special Assessment District #428 - Public Hearing**

---

A request was received from the property owners of Whitehills Lakes South #1 for installation and maintenance of streetlights in Whitehills Lakes South #1. The proposed plan is for four (4) LED streetlights, White bulb, Traditional fixtures with cut-off, and gray standard poles, to be installed and maintained along Southridge Road. Please refer to the map attached to this cover memorandum.

At your June 18, 2024 meeting, the Board held the first of two public hearings and heard no objections from property owners. At your July 9, 2024 meeting, the Board adopted Resolution #4, which scheduled the second and final public hearing.

The proposed first year cost for streetlighting in Whitehills Lakes South #1 is \$1,580 (\$121.54/lot) and the cost annually thereafter will be \$ 720 (\$55.39/lot) (subject to adjustment).

Resolution #5 is scheduled to come before the Board at your August 20, 2024 meeting.

**Attachments:**

1. Board Packet Materials from the July 9, 2024 Meeting



**To:** Township Board Members

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

Younes Ishraidi, Township Engineer  
Deputy Director of Public Works & Engineering

**Date:** July 9, 2024

**Re:** Whitehills Lakes South #1 Public Streetlighting Improvement  
Special Assessment District #428 – Public Hearing and Resolution #3

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A request was received from the property owners of Whitehills Lakes South #1 for installation and maintenance of streetlights in Whitehills Lakes South #1. The proposed plan is for four (4) LED streetlights, White bulb, Traditional fixtures with cut-off, and gray standard poles, to be installed and maintained along Southridge Road. Please refer to the map attached to this cover memorandum.

At your June 18, 2024 meeting, the Board held the first of two public hearings and heard no objections from property owners. At this meeting, the Board also adopted Resolution #3, which approves the construction of the public improvement, the estimate of cost and defraying the cost by special assessment, determines the special assessment district, and directs the making of an assessment roll.

The proposed first year cost for streetlighting in Whitehills Lakes South #1 is \$1,580 (\$121.54/lot) and the cost annually thereafter will be \$ 720 (\$55.39/lot) (subject to adjustment).

This evening, Resolution #4 is before the Board, which would set the second and final public hearing for Thursday, August 8, 2024.

**Proposed Motion:**

**MOVE TO APPROVE THE WHITEHILLS LAKES SOUTH #1 PUBLIC STREETLIGHTING IMPROVEMENT SPECIAL ASSESSMENT DISTRICT #428 – RESOLUTION #4, WHICH SETS A PUBLIC HEARING FOR AUGUST 8, 2024, FOR THE PRUPOSE OF REVIEWING AND HEARING OBJECTIONS TO THE SPECIAL ASSESSMENT ROLL.**

**Attachments:**

1. Resolution #4
2. Notice of Public Hearing – Resolution #4
3. Certificate of Supervisor – Resolution #4
4. Affidavit of Mailing – Resolution #4
5. Assessment Roll – Resolution #4
6. Streetlight Map

**WHITE HILLS LAKES SOUTH #1 PUBLIC STREETLIGHTING IMPROVEMENTS  
SPECIAL ASSESSMENT DISTRICT NO. 428  
RESOLUTION NO. 4**

At a regular meeting of the Township Board of the Charter Township of Meridian, Ingham County, Michigan, held in the Meridian Township Municipal Building, 5151 Marsh Road, Okemos, MI 48864-1198, (517) 853-4000 on Tuesday, July 9, 2024, at 6:00 p.m.

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

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

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

**WHEREAS**, the Township Board pursuant to the provisions of Act 188, Public Acts of Michigan, 1954, as amended, did on June 18, 2024, adopt a resolution approving the installation, operation and maintenance of certain public streetlighting improvements along Southridge Road, and approving the establishment of a special assessment district for the purpose of paying the cost thereof, which special assessment district is more specifically described as:

**Lots 1 through 13 (inclusive), Whitehills Lakes South #1**

**WHEREAS**, the Supervisor has prepared and reported to the Township Board a special assessment roll assessing the cost of said improvements to the property benefited thereby with the proper certificate attached thereto.

**NOW, THEREFORE, BE IT RESOLVED BY THE TOWNSHIP BOARD OF THE CHARTER TOWNSHIP OF MERIDIAN, INGHAM COUNTY, MICHIGAN**, as follows:

1. Said special assessment roll shall be filed with the Office of the Township Clerk and shall be available for public examination during regular working hours on regular working days.
2. The Township Board shall meet at 6:00 p.m. on Thursday, August 8, 2024, at the Meridian Township Municipal Building, 5151 Marsh Road, Okemos, Michigan, in the Charter Township of Meridian, for the purpose of reviewing and hearing objections to the special assessment roll.
3. The Township Clerk shall cause notice of such hearing and the filing of the assessment roll to be published twice in a newspaper of general circulation in the Township, prior to the date of the hearing with the first publication being not less than ten (10) days before the hearing. The Clerk shall also cause notice of such hearing to be mailed by first class mail to all property owners in the special assessment district shown on the current assessment rolls of the Township, at least ten (10) full days before the date of said hearing. Said notice as published and mailed shall be in substantially the following form: (SEE ATTACHED)

**Whitehills Lakes South #1 Public Streetlighting Improvements  
Special Assessment District #428 – Resolution #4  
July 9, 2024  
Page 2**

4. All resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution be and the same are hereby rescinded.

**ADOPTED:**

**YEAS:** \_\_\_\_\_  
\_\_\_\_\_

**NAYS:** \_\_\_\_\_

Resolution declared adopted.

**STATE OF MICHIGAN )**

**) ss.**

**COUNTY OF INGHAM )**

I, the undersigned, the duly qualified and acting Clerk of the Charter Township of Meridian, Ingham County, Michigan, **DO HEREBY CERTIFY** that the foregoing is a true and complete copy of proceedings taken by the Township Board at a regular meeting held on Tuesday, July 9, 2024.

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

**NOTICE OF PUBLIC HEARING ON THE SPECIAL ASSESSMENT ROLL  
for  
WHITE HILLS LAKES SOUTH #1 PUBLIC STREETLIGHTING IMPROVEMENTS  
SPECIAL ASSESSMENT DISTRICT NO. 428**

Charter Township of Meridian  
Ingham County, Michigan

**TO THE RECORD OWNERS OF, OR PARTIES IN INTEREST IN, THE FOLLOWING PROPERTY  
CONSTITUTING THE PROPOSED SPECIAL ASSESSMENT DISTRICT:**

**Lots 1 through 13 (inclusive), Whitehills Lakes South #1**

and excluding road right of way and other lands deemed not benefited and excluding all streets and other land deemed not benefited.

**PLEASE TAKE NOTICE** that a special assessment roll for the Whitehills Lakes South #1 Public Streetlighting Improvements Special Assessment District No. 428 (install, operate, and maintain streetlights along Southridge Road) has been prepared and is on file in the Office of the Township Clerk for public examination. Said special assessment roll has been prepared for the purpose of assessing the cost of the above described public improvements to the property benefited therefrom. All questions and/or concerns should be directed to Meridian Township Department of Public Works & Engineering at (517) 853-4440.

**TAKE FURTHER NOTICE** that the Township Board will meet on **Tuesday, August 9, 2024, at 6:00 p.m.**, at the Meridian Township Municipal Building, 5151 Marsh Road, Okemos, MI 48864-1198, for the purpose of reviewing said special assessment roll and hearing objections thereto. Said roll may be examined at the office of the Township Clerk during regular business hours and may be examined at the public hearing.

Appearance and protest at the hearing in the special assessment proceedings is required in order to appeal the amount of the special assessment to the state tax tribunal. Your personal appearance at the hearing is not required, but you or your agent may appear in person at the hearing and protest the special assessment. To make an appearance and protest, you must file your written objections by letter or other writing with the Township Clerk before the close of this hearing. The owner or any person having an interest in the real property may file a written appeal of the special assessment with the state tax tribunal with 30 days after the confirmation of the special assessment roll if that person appeared and protested the special assessment at this hearing.

The Township Board may proceed with the improvement and special assessment district unless written objections from more than 20% of the property owners are filed with the Township Board at or before the hearing.

Your special assessment is proposed to be **\$100.52** for the first year and **\$31.24/lot** annually thereafter, subject to annual increases.

Date: \_\_\_\_\_

\_\_\_\_\_  
Deborah Guthrie, Township Clerk  
Charter Township of Meridian





**WHITEHILLS LAKES SOUTH #1 PUBLIC STREETLIGHTIN IMPROVEMENT  
SPECIAL ASSESSMENT DISTRICT NO. 428**

**ASSESSMENT ROLL – RESOLUTION #4**

Lot 1 through 13 (inclusive), Whitehills Lakes South #1.

<b>Legal Description/ Address</b>	<b>Property Owner &amp; Address</b>	<b>First Year Cost</b>	<b>Annually Thereafter</b>
3302-02-0-478-001 (Lot 1) 6098 Southridge	Stephen McNeil & Jennifer Shaheen-McNeil 6098 Southridge Road East Lansing, MI 48823	\$121.54	\$55.39
3302-02-05-478-002 (Lot 2) 6092 Southridge	Lisa L & William G Lemanski 6092 Southridge Road East Lansing, MI 48823	\$121.54	\$55.39
3302-02-05-478-003 (Lot 3) 6086 Southridge	Wolfgang & Diane M. Bauer 6086 Southridge Road East Lansing, Mi 48823	\$121.54	\$55.39
3302-02-05-478-010 (Lot 4) 6080 Southridge	Bradley M & Danielle J Schertzing 6080 Southridge Road East Lansing, MI 48823	\$121.54	\$55.39
3302-02-05-478-011 (Lot 5) 6074 Southridge	Kevin & Touyen Nguyen 6074 Southridge Road East Lansing, MI 48823	\$121.54	\$55.39
3302-02-05-478-006 (Lot 6) 6068 Southridge	Christopher D & Kimberly B Dana 6068 Southridge Road East Lansing, MI 48823	\$121.54	\$55.39
3302-02-05-478-007 (Lot 7) 6062 Southridge	Walter L & Julie M Buzanowski 6062 Southridge Road East Lansing, MI 48823	\$121.54	\$55.39
3302-02-05-477-011 (Lot 8) 6075 Southridge	Mathew A & Jessica L Morales 6075 Southridge Road East Lansing, MI 48823	\$121.54	\$55.39
3302-02-05-477-010 (Lot 9) 6091 Southridge	Nihar & Pranamita Mahapatra 6091 Southridge Road East Lansing, MI 48823	\$121.54	\$55.39

**WHITEHILLS LAKES SOUTH #1  
PUBLIC STREETLIGHTING IMPROVEMENT  
SPECIAL ASSESSMENT DISTRICT NO. 428  
ASSESSMENT ROLL - RESOLUTION #4  
Page 2**

<b>Legal Description/ Address</b>	<b>Property Owner &amp; Address</b>	<b>First Year Cost</b>	<b>Annually Thereafter</b>
3302-02-05-477-009 (Lot 10) 6097 Southridge	Signature Land Development Corp 1188 E. Paris Avenue, Ste 100 Grand Rapids, MI 49546	\$121.54	\$55.39
3302-02-05-477-008 (Lot 11) 6103 Southridge	Sharon S Sung & Aaron M Abramovitz 6103 Southridge Road East Lansing, MI 48823	\$121.54	\$55.39
3302-02-05-477-007 (Lot 12) 6109 Southridge	Matthew Thomas McFadden & Amber Nicole Jackson 6109 Southridge Road East Lansing, MI 48823	\$121.54	\$55.39
3302-02-05-477-001 (Lot 13) 6115 Southridge	Peter T & Christine A Burke 6115 Southridge Road East Lansing, MI 48823	\$121.54	\$55.39

**(Subject to annual increases)**



# WHITEHILLS LAKES SOUTH

SAD #428

● - Proposed Street Light



**To: Board Members**  
**From: Amber Clark, Neighborhoods and Economic Development Director**  
**Date: August 8, 2024**  
**Re: Ordinance #2024-05 – Liquor License Regulations Update – Final Adoption**

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At the final June meeting, the Board introduced an ordinance to repeal and replace the current liquor license ordinance within the Township. Following that meeting, additional review by counsel identified modifications that would clarify the ordinance for applicants and better capture the regulatory intent of the Township regarding SDM and SDD licenses. On advice from counsel, staff recommends that the ordinance be re-introduced, with subsequent final adoption at the next regular Board meeting.

The Charter Township Act provides that generally an ordinance must be introduced and published in that form prior to final adoption. MCL 42.20. Due to the July 4 holiday, the updated ordinance was not received prior to the meeting of July 9. Although these are clarifications within the text of the ordinance, the conservative approach recommended by counsel is to re-introduce the updated text of the ordinance.

Enclosed is the updated ordinance with the following improvements made to the ordinance language:

- Improve the language and better highlight that SDM and SDD materials can be subject to a local application.
- Clarified and the use of defined terms, e.g., “Applicant.”
- Expanded defined terms to clarify intent, including “Licensee” and “Licensed Premises.”
- Clarified the documentation required as part of the application.
- Expanded the disclosure of civil or criminal convictions.
- Clarify transfers and expedited transfer consistent with MLCC practices.

The ordinance can now be adopted and any applications submitted will not be processed until the ordinance becomes finally effective and they will be processed at that time consistent with the new ordinance.

The following motions have been prepared for Board consideration:

**MOTION 1: MOVE TO ADOPT ORDINANCE #2024-05 TO AMEND THE CODE OF ORDINANCES TO REGULATE THE ISSUANCE, TRANSFER, RENEWAL, AND REVOCATION OF LIQUOR LICENSES WITHIN THE TOWNSHIP.**

**MOTION 2: MOVE TO ADOPT THE ATTACHED RESOLUTION ESTABLISHING THE LIQUOR LICENSE FEE SCHEDULE.**



12. A

**Attachments:**

1. Clean Version of Liquor License Ordinance
2. Resolution to establish a fee schedule for regulation of Liquor Licenses

**CHARTER TOWNSHIP OF MERIDIAN, INGHAM COUNTY, MICHIGAN  
LIQUOR LICENSE ORDINANCE**

**Ordinance No. \_\_\_\_\_**

At a meeting of the Township Board of the Charter Township of Meridian, Ingham County, Michigan, held at the Meridian Municipal Building on \_\_\_\_\_, 2024, at 6:00 p.m., Township Board Member \_\_\_\_\_ moved to introduce for first reading and subsequent adoption the following Ordinance, which motion was seconded by Board Member \_\_\_\_\_:

*An Ordinance to amend the Code of Ordinances to regulate the issuance, transfer, renewal, and revocation of liquor licenses in the Charter Township of Meridian to preserve the public health, safety, and welfare of the citizens of and visitors to the Township.*

THE CHARTER TOWNSHIP OF MERIDIAN, INGHAM COUNTY, MICHIGAN ORDAINS:

**SECTION 1. AMENDMENT TO CHAPTER 6, ARTICLE II, TO REPLACE SECTION 6-26.** Chapter 6, Article II, Section 6-26 of the Charter Township of Meridian Code of Ordinances is hereby repealed, replaced, and amended to read as follows:

**Section 6-26: Scope and intent.**

This Article governs applications for Specially Designated Merchant (“SDM”) licenses, Specially Designated Distributor (“SDD”) licenses, and all licenses to sell beer, wine, or spirits for on-premises consumption within the Township, including but not limited to, Class B licenses, Class C licenses, resort licenses, tavern licenses, club licenses, hotel licenses, and tasting rooms operated by manufacturers including, but not limited to, brewers, micro-brewers, wine makers, small wine makers, distillers, small distillers, mixed drink spirit manufacturers, and brandy manufacturers. This Article does not apply to applications for special licenses granted by the Michigan Liquor Control Commission, or one-day permits as allowed by statute.

The Township acknowledges the difference which the law recognizes between applications for new licenses and the transfer, renewal, or revocation of existing licenses. This Article is designed to provide a framework in which the Township can decide whether to approve or deny an application for a new license or an application to transfer an existing license. This framework, when followed, will show a reviewing court that the Township’s discretion was not exercised arbitrarily or capriciously. The Township acknowledges that existing licensees have certain property rights in those licenses. Thus, for the renewal or revocation of existing licenses, the Township has adopted a system in this Article to meet procedural due process requirements.

**SECTION 2. AMENDMENT TO CHAPTER 6, ARTICLE II, TO REPLACE SECTION 6-27.** Chapter 6, Article II, Section 6-27 of the Charter Township of Meridian Code of Ordinances is hereby repealed, replaced, and amended to read as follows:

**Section 6-27: Licensing policy.**

- A. This Article establishes an application and review process for the issuance of both new Licenses and the transfer of existing Licenses into the Township or between or among applicants. The process is intended to ensure that the individuals and entities seeking Licenses from, or charged with operating Licensed Establishments within, the Township meet certain qualifications and minimum requirements including but not limited to criminal history, past conduct, zoning, and ongoing business operation standards. It requires Township Board review of application information in light of certain criteria that is established for purposes of identifying the kinds of facilities that qualify for a License. It reserves to the Township any and all discretion afforded to it under applicable law relating to the issuance of Licenses.
- B. As a general matter of policy, each Applicant for a License will need to demonstrate an identifiable benefit to the Township and its inhabitants resulting from the granting of the License. The weight to be given to each item of the criteria identified in this Article, and the determination whether a particular Applicant meets or satisfies those criteria, is intended to be within the sole discretion of the Township Board. While all of the criteria set forth in this Article are relevant to the decision whether to grant a License, an Applicant must demonstrate in particular that the proposed business and Licensed Premises:
  - i. Will provide a service, product, or function that is not presently available within the Township or that would be unique to the Township or not presently available to an identifiable area within the Township;
  - ii. Is of a character that will foster or generate economic development, employment opportunity, or growth within the Township, or an identifiable area of the Township, in a manner consistent with the Township's policies; or
  - iii. Represents an added financial investment on the part of a long-term business or resident with recognized ties to the Township and the local community.

**SECTION 3. AMENDMENT TO CHAPTER 6, ARTICLE II, TO REPLACE SECTION 6-28.** Chapter 6, Article II, Section 6-28 of the Charter Township of Meridian Code of Ordinances is hereby repealed, replaced, and amended to read as follows:

**Section 6-28: Definitions.**

The following definitions shall apply to this Article. Terms not otherwise defined herein shall have the meaning assigned in the Michigan Liquor Control Code (MCL 436.1101 *et seq.*).

- A. “*Alcoholic Liquor*” shall mean any spirituous, vinous, malt, or fermented liquor, liquid or compound, whether or not medicated, proprietary, or patented, and by whatever name called, containing one-half (½) of one (1) percent or more of alcohol by volume which are fit use for beverage purposes.

- B. “*Affiliate*” shall mean any entity in which the Applicant, including any key management personnel, owner, member, shareholder thereof, owns ten percent or more.
- C. “*Applicant*” shall mean and include all persons and entities proposed to be owners of the License and/or of the proposed Licensed Premises, all key personnel involved in the management of the licensed business, and all persons and entities proposed to be involved in the finance of the License and/or Licensed Premises. In the case of a partnership, “Applicant” shall include all partners in the partnership. In the case of a corporation other than a corporation with publicly-traded stock, “Applicant” shall include all shareholders. In the case of a limited liability company, “Applicant” shall include all members.
- D. “*On-Premises License*” means a liquor license to sell Alcoholic Liquor at retail for consumption on the Licensed Premises, including, but not limited to, Class B licenses, Class C licenses, resort licenses, tavern licenses, club licenses, hotel licenses, and tasting rooms operated by manufacturers including, but not limited to, brewers, micro-brewers, wine makers, small wine makers, distillers, small distillers, mixed drink spirit manufacturers, and brandy manufacturers.
- E. “*In writing*” shall be construed to include written correspondence, including electronic mail.
- F. “*License*” shall mean an SDM license, SDD license, or On-Premises License.
- G. “*Licensee*” shall mean a person or entity holding a valid License in the Township.
- H. “*Licensed Premises*” means the building, property, or facility upon or in which Alcoholic Liquor is bought, sold, or manufactured in conjunction with a License.

**SECTION 4. AMENDMENT TO CHAPTER 6, ARTICLE II, TO REPLACE SECTION 6-29.** Chapter 6, Article II, Section 6-29 of the Charter Township of Meridian Code of Ordinances is hereby repealed, replaced, and amended to read as follows:

**Section 6-29: Applications for on-premises license.**

- A. *Application required.* Every Applicant for a new On-Premises License shall submit to the Economic Development Director a fully completed “Meridian Township Liquor License Application” on a form furnished by the Economic Development Director, along with all additional documents and materials referred to in the application form or otherwise required under this Article.
- B. *Required information.* The application shall include at least the following information:
  - i. *Name and address of Applicant.* If the Applicant is a partnership, the name and address of each partner shall be provided, and a copy of any partnership agreement attached. If the Applicant is a privately-held corporation, the names and addresses of all corporate officers, members of the board of directors, and stockholders shall be provided, and a copy of the articles of incorporation, bylaws, shareholder agreement, and applicable authorization resolution of the board of directors shall be attached. If the Applicant is a publicly-held corporation, the names and addresses of all corporate officers, members of the board of directors, and stockholders who own ten percent (10%) or more of the corporate stock shall be provided. If the

Applicant is a limited liability company, the names and addresses of all members, managers and assignees of membership interests shall be provided, and a copy of the articles of organization, operating agreement, and applicable authorization resolution of the members shall be attached.

- ii. License desired.
  - iii. The address and legal description of the property to become the Licensed Premises.
  - iv. A location map that identifies any church, school, or other Licensed Premises within five hundred (500) feet of the proposed Licensed Premises.
  - v. Information and documents addressing all review criteria below.
  - vi. If the Licensed Premises is to be located in a proposed building for which site plan approval has not yet been obtained, or in an existing building that is to be remodeled, a conceptual plan showing proposed building elevations, floor plans, seating arrangements, site dimensions, and parking areas.
  - vii. A written statement and supporting documentation as to the Applicant's character, experience, and financial ability to meet the obligations and business undertakings for which the License is to be issued.
  - viii. A written statement demonstrating that the location proposed, and the methods of operation will not detrimentally and unreasonably impact nearby property owners, businesses, and residents.
  - ix. Information and documents within the Applicant's knowledge or control regarding the criteria listed below.
  - x. Information of any previous License application(s) to the Michigan Liquor Control Commission, License history, and denial history of the Applicant or any Affiliate.
  - xi. Any other information or documents pertinent to the Applicant and operation of the proposed Licensed Premises as may be required by this Article. The Township may require the Applicant to provide documentation to or from the MLCC.
- C. *Nonrefundable application fee.* The application shall include payment of a nonrefundable fee, in an amount determined by the Township Board, to be sufficient to cover the costs of investigation, review, and inspection.
- D. *Recommendations from Township departments.*
- i. Following the receipt of the fully completed application, fees, and other such information as may be requested by the Township, the Economic Development Director shall forward the application to the Department of Community Planning & Development, Police Department, Fire Department, and such other departments as required by the Township Manager.
  - ii. All Township departments shall make their recommendations prior to consideration by the Township Board.
  - iii. In making its review, the Township may request from the Applicant other pertinent information.

- iv. All department reviews or processing of the application shall be completed within 60 days of receipt of a complete application, any additional information requested, and all required fees.
- E. *Placement upon Township Board agenda.* Upon receipt by the Economic Development Director of the recommendations of all the departments identified above, the Economic Development Director shall submit the application and recommendations for placement upon the agenda of the next regular Township Board meeting.
- F. *Township Board action required.*
- i. All applications are subject to the final approval of the Township Board.
  - ii. The Township Board may grant the requested License, conditionally grant the requested License, postpone consideration for a reasonable period, or deny the License.
  - iii. If the License is either approved or denied, the Township Board shall cause its decision to be transmitted to the Michigan Liquor Control Commission and promptly give notice of the decision to the Applicant, in writing.
  - iv. The Township shall grant, grant with conditions, or deny the application within 30 days of its placement on the agenda of a regular Township Board meeting or within 120 days of the Economic Development Director's receipt of the completed application.
    - a. The processing time may be extended upon written notice by the Township for good cause.
    - b. Any failure to meet the required processing times shall not result in the automatic grant of the application or License.
- G. *Contingencies; Requirements after Board approval.*
- i. Unless otherwise indicated by the Township Board, all approvals are contingent upon the Applicant obtaining any required building permits and any other permits, licenses, or approvals from the Township or other regulatory agencies within 60 days from the date of conditional approval.
  - ii. The construction of new buildings and alterations of existing buildings shall commence within six months after the date of conditional approval, with a completion date of no more than one year after the issuance of the relevant building permit. Extensions for completion of construction or alteration may be granted by the Township Board for good cause.
  - iii. Failure to comply with any contingency shall render the License subject to revocation.
  - iv. Upon completion and in accordance with a prior conditional approval granted by the Township Board, the Township Board shall thereupon recommend the Applicant for approval of the License to the Liquor Control Commission of the State of Michigan. The Township Board may withhold or refuse recommendation and approval of the Applicant if such Applicant fails to satisfy all conditions set forth under the Township's prior conditional approval.

H. *Review criteria.* In making its determination pursuant to subsections above, the Township Board shall consider whether the Applicant's proposal is reasonable when measured against any and all of the criteria listed below.

i. *General information regarding Applicant:*

- a. The Applicant's management experience in the alcohol or liquor business.
- b. The Applicant's general business management experience.
- c. The Applicant's general business reputation.
- d. The Applicant's financial status and its ability to build or operate the proposed Licensed Premises.
- e. The Applicant's or any Affiliate's labor violations, civil judgments, criminal arrests, criminal convictions, or any violations arising out of or in connection with the Michigan Liquor Control Code and its rules or regulations.

ii. *Information related to proposed Licensed Premises:*

- a. The recommendations of the Police Department, Building Department, Department of Community Planning & Development, Fire Department, and such other departments as required by the Township Manager with regard to the proposed Licensed Premises.
- b. Whether the proposed Licensed Premises complies, or will comply, with the applicable building, plumbing, electrical and fire prevention codes, zoning ordinance, or other ordinances applicable in the Township.
- c. The effects that the proposed Licensed Premises would have upon vehicular and pedestrian traffic in the area.
- d. The effects that the proposed Licensed Premises would have upon the surrounding neighborhood or business establishments, including impacts upon the area, district, or uses of residences, churches, and schools.
- e. The availability of utilities to serve the proposed Licensed Premises.
- f. The proximity of the proposed Licensed Premises to other similarly situated Licensed Premises.
- g. The proximity to complementary uses, such as office and commercial development.
- h. Availability of adequate parking, taking all circumstances of the location into consideration.

iii. *Benefits to community:*

- a. The effects that the issuance of the License would have upon the economic development of the Township or the surrounding area.
- b. Whether the Applicant has demonstrated a public need or convenience for the issuance of the License for the proposed Licensed Premises, taking

into consideration the following, together with other factors deemed relevant by the Township Board:

1. The total number of similar Licensed Premises in the Township, considered both in terms of whether such number of similar Licensed Premises are needed and whether there may be a need for other types of Licensed Premises that could go unmet if the requested License were granted;
  2. The proximity of the proposed Licensed Premises to other existing Licensed Premises, the type of such Licensed Premises, whether such other Licensed Premises are similar to that proposed, and the anticipated impact of all such determinations;
  3. Whether the proposed Licensed Premises is in an area characterized as developed, redeveloping, or undeveloped, and the anticipated impact of approving the proposed Licensed Premises in light of such character, taking into consideration the need for any type of additional Licensed Premises in the area, and the need for the particular type of Licensed Premises proposed;
  4. The impact of the proposed Licensed Premises on Township policing and code enforcement activities;
  5. The overall benefits of the proposed Licensed Premises to the Township;
  6. The overall detriments of the proposed Licensed Premises to the Township; and
  7. Any other factors that may affect the health, safety, and welfare relative to the need for or the convenience of the proposed Licensed Premises in the Township.
- c. The uniqueness of the proposed Licensed Premises when contrasted against other existing or proposed Licensed Premises, and the compatibility of the proposed Licensed Premises to surrounding architecture and land use.
  - d. The permanence of the proposed Licensed Premises in the community, as evidenced by the prior or proposed contributions to the Township or community by the Applicant or business, and the extent to which the issuance of the License will assist in the further investment of the Applicant or business in the Township or the community.
  - e. The character and extent of investment in improvements to the building, property, and general area.
  - f. Such other considerations as the Township Board may deem proper, provided such considerations are reasonable under all of the circumstances.

- I. *Restrictions on issuance of Licenses.* The Township may deny or refuse to approve a License for any of the following reasons:
- i. The Applicant previously had any liquor license revoked or not renewed under this Article, a comparable Township ordinance, other local ordinance, or state law, whether in Michigan or otherwise.
  - ii. The Applicant is a co-partnership or partnership in which less than all members of a co-partnership or partnership would qualify to obtain a License hereunder for any reason.
  - iii. The Applicant is a corporation, other than a public corporation, in which less than all officers, managers, directors, or stockholders owning in the aggregate more than ten percent (10%) of the stock of such corporation, would qualify to obtain a License hereunder for any reason.
  - iv. The Applicant is a limited liability company in which less than all members, managers or assignees owing a ten percent (10%) membership interest or more would qualify to obtain a License hereunder for any reason.
  - v. The Applicant has been convicted of a crime punishable by death or imprisonment in excess of one year under the law which he or she was convicted; a crime involving theft, dishonesty, or false statement (including tax evasion) regardless of punishment; a crime concerning alcohol consumption, manufacture, possession, sale, or distribution; an administrative violation of a federal or state law concerning alcohol consumption, manufacture, possession, sale, or distribution; a crime concerning controlled substance consumption, manufacture, possession, sale, or distribution.
  - vi. The proposed Licensed Premises violate applicable building, electrical, mechanical, plumbing, fire, or other codes; applicable zoning regulations; applicable public health regulations; or any other applicable Township ordinance.
  - vii. The Applicant cannot establish that the License will be used within six months of Township approval and will not be held for investment.
  - viii. The Township Board determines that the Licensed Premises is inappropriate because of the compatibility with adjacent uses of the land; traffic safety; accessibility to the site from abutting roads; capability of abutting roads to accommodate the commercial activity; proximity to churches or schools; proximity of an inconsistent zoning classification; or accessibility from primary roads or state highways.
  - ix. The Applicant has any personal property taxes, real property taxes, or any other obligations that are past-due and payable to the Township.
  - x. The Applicant omits or falsifies any information required by this Article.
- J. *Reservation of authority.* No Applicant for a License has a right to the issuance of such License to him, her, or it, and the Township Board reserves the right to exercise reasonable discretion to determine who, if anyone, shall be entitled to the issuance of such License.

**SECTION 5. AMENDMENT TO CHAPTER 6, ARTICLE II, TO ADD SECTION 6-30.** Chapter 6, Article II of the Charter Township of Meridian Code of Ordinances is hereby amended to add Section 6-30 entitled Transfer of Existing Licenses to read as follows:

**Section 6-30: Transfer of existing Licenses.**

- A. The transfer of any existing License to another individual or entity, from a location in the Township to another location in the Township, or from a location outside the Township into the Township, shall require approval of the Township Board before any use and occupancy of the proposed Licensed Premises to which the License is being transferred is permitted. An Applicant for approval of an License transfer and the use and occupancy of such a Licensed Premises shall:
  - i. Submit an application with all of the information required for a new License as provided for in this Article; and
  - ii. Pay the nonrefundable transfer application fee established by the Township Board.
- B. Certain transfers may be placed on a Township Board agenda for consideration without payment of a fee and without the necessity of furnishing the information required for new licenses, including:
  - i. The exchange of the assets of a licensed sole proprietorship for all outstanding shares of stock or membership interests to be held by the sole proprietor.
  - ii. The removal of a member of a firm, a stockholder, a member of a general partnership, a member of a limited partnership, a member of a limited liability company, or association of licensees from a license.
  - iii. The occurrence of any of the following events:
    - a. A corporate stock split of a licensed corporation.
    - b. To an existing member or stockholder holding 10% or more of a licensed corporation or company, the issuance of previously unissued stock or ownership interest to that member or stockholder as compensation for services performed.
    - c. The redemption by a licensed corporation of its own stock.
    - d. A corporate public offering.
- C. Existing permits ancillary to License are transferred with the License unless cancelled in writing. Transferees must present plans regarding the operation they intend to conduct using the particular permit.

**SECTION 6. AMENDMENT TO CHAPTER 6, ARTICLE II, TO ADD SECTION 6-31.** Chapter 6, Article II of the Charter Township of Meridian Code of Ordinances is hereby amended to add Section 6-31 entitled Prohibition on profiteering by On-Premises Licensees to read as follows:

**Section 6-31: Prohibition on profiteering by On-Premises Licensees.**

- A. The Township Board has determined that profiteering by a Licensee holding a newly issued On-Premises quota License is contrary to the best interests of the Township. Accordingly, in order to prevent profiteering, to the full extent authorized by law, the Township Board shall not approve the transfer of an On-Premises License issued as a new quota License under this Article within three years of the date of the original issuance of the quota License except under circumstances where the Licensee clearly and convincingly demonstrates that unusual hardship will result if the Township does not consent to the transfer. An agreement between the Applicant, Licensee, and the Township, following recommendation by the Township attorney, may be prepared and agreed upon to give effect to this provision prior to final action being taken by the Township Board on an application.
- B. The agreement shall provide that, unless excused by the Township Board as provided above and following notice and an opportunity to be heard, in the event a newly issued On-Premises quota License is proposed for transfer within three years from the date of issuance, the Licensee and Applicant agree that the Michigan Liquor Control Commission shall terminate the License and the Township Board may approve the issuance of a new License to a new Applicant without any compensation to the Licensee who placed the License at issue into escrow, and that Licensee waives any property interest in such License upon placement of the License into escrow within such three-year period.

**SECTION 7. AMENDMENT TO CHAPTER 6, ARTICLE II, TO ADD SECTION 6-32.** Chapter 6, Article II of the Charter Township of Meridian Code of Ordinances is hereby amended to add Section 6-32 entitled Off-Premises Licenses to read as follows:

**Section 6-33: Off-Premises Licenses.** The application and review requirements for On-Premises licenses in this Article shall apply to the application for new Specially Designated Merchant (“SDM”) and Specially Designated Distributor (“SDD”) licenses as well as to the application for transfer of an SDD or SDM license.

**SECTION 8. AMENDMENT TO CHAPTER 6, ARTICLE II, TO ADD SECTION 6-33.** Chapter 6, Article II of the Charter Township of Meridian Code of Ordinances is hereby amended to add Section 6-33 entitled Objections to renewal and requests for revocation to read as follows:

**Section 6-33: Objections to renewal and requests for revocation.**

- A. *Generally.* The Township Board may object to a renewal of any License or request the revocation of any License with the Michigan Liquor Control Commission.
- B. *Procedure.* Before filing an objection to the renewal or request for revocation of a License with the Michigan Liquor Control Commission, the Township Board shall serve the Licensee, by first class mail, mailed not less than 10 days prior to the hearing, a notice of such hearing, which notice shall contain the following information:
  - i. Notice of the proposed action.

- ii. Reasons for the proposed action.
  - iii. Date, time and place of such hearing.
  - iv. A statement that the Licensee may present evidence and testimony, and may confront witnesses and may be represented by a licensed attorney.
- C. *Hearing and final decision.* Such hearing may be conducted by the Township Board as a whole, or by a hearing officer appointed by the Township Board for such purposes. It shall be the duty of the Township Board—or the hearing officer, if appointed—to undertake such hearing, hear and take evidence and testimony from the interested parties, especially including from the Licensee or witnesses on its behalf, in opposition thereto. The hearing officer cannot be the Economic Development Director, the Community Planning and Development Director, or a member of the Township Board. If appointed, the hearing officer shall make a recommendation in writing to the Township Board. The Township Board shall have ultimate final review and decision and may adopt, adopt with modifications, or reject the recommendation of the hearing officer. The Township Board shall submit to the Licensee, and the Michigan Liquor Control Commission, a written statement of its ultimate findings and determination not less than 30 days before the date of expiration of the license.
- D. *Criteria for non-renewal or revocation.* The Township Board may recommend non-renewal or request revocation of a License upon a determination by it that, based upon a preponderance of the evidence presented at the hearing, any of the following exist:
- i. A violation of any applicable building, electrical, mechanical, plumbing, or fire code; applicable zoning regulations; applicable public health regulations; applicable rules and regulations of the county health department; or any other applicable Township Code provision.
  - ii. Maintenance of a nuisance upon the premises.
  - iii. A material change in those conditions, statements or representations contained in the written application by the Licensee, upon which the Township Board based its recommendation for approval, when that change is found to be contrary to the best interest of the Township residents, in the judgment of the Township Board.
  - iv. The Licensee has been convicted of any federal or state law concerning the manufacture, possession, or sale of alcoholic liquor or a controlled substance.
  - v. The Licensed Premises do not or will not reasonably soon have adequate off-street parking, lighting, refuse disposal facilities, screening, noise control, or nuisance control where a nuisance does or will exist.
  - vi. The Licensee’s Operations are detrimental to the public health, safety, or welfare of the Township, including but not limited to a violation of any Township ordinance, any section of this Article, the Liquor Control Code, or of the rules and regulations of the Michigan Liquor Control Commission.

**SECTION 9. SEVERABILITY.** The provisions of this Ordinance are hereby declared severable. If any part of this Ordinance is declared invalid for any reason by a court of competent jurisdiction,

that declaration does not affect or impair the validity of all other provisions that are not subject to that declaration.

**SECTION 10. SAVINGS CLAUSE.** This Ordinance does not affect rights and duties matured, or penalties that were incurred, before its effective date.

**SECTION 11. MORATORIUM LIFTED.** The moratorium established by the Township Board limiting the processing of License applications is terminated as of the effective date of this Ordinance.

**SECTION 12. EFFECTIVE DATE.** This Ordinance shall become effective immediately upon its publication after final adoption.

YEAS: \_\_\_\_\_

NAYS: \_\_\_\_\_

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

**ORDINANCE DECLARED ADOPTED.**

\_\_\_\_\_  
Scott Hendrickson, Supervisor  
Charter Township of Meridian

\_\_\_\_\_  
Deborah Guthrie, Clerk  
Charter Township of Meridian

**CHARTER TOWNSHIP OF MERIDIAN**

**RESOLUTION TO ESTABLISH FEE SCHEDULE FOR LIQUOR LICENSING**

At a regular meeting of the Township Board of the Charter Township of Meridian, Ingham County, Michigan, held at the Meridian Municipal Building, 5151 Marsh Road, Okemos, MI 48864, on the \_\_\_\_ day of \_\_\_\_\_ 2024, at 6:00 p.m., Local Time.

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

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

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

**WHEREAS**, the Charter Township Act, Act 359 of 1947, MCL 42.1 *et seq.*, and the Michigan Liquor Control Act of 1998, Act 58 of 1998, authorizes a township to adopt ordinances regulating the public health, safety and general welfare of persons and property, including reviewing, authorizing, and signifying approval of certain liquor licenses to the Liquor Control Commission; and

**WHEREAS**, the Charter Township of Meridian (the “Township”) has adopted Ordinance No. \_\_\_\_ (the “Liquor License Ordinance”), to regulate the issuance, transfer, renewal, and revocation of certain quota liquor licenses in the Township to preserve the public health, safety, and welfare of the citizens of and visitors to the Township; and

**WHEREAS**, the Liquor License Ordinance provides that the Township Board shall establish a schedule for liquor license application fees in an amount determined to be sufficient to cover the costs of investigation, review, and inspection; and

**WHEREAS**, the Township conducted a review and estimate of the current direct and indirect costs among the several Township departments processing the applications; and

**WHEREAS**, the Township Board finds that the fee schedule set forth herein is proportionate to the necessary costs incurred by the Township and its several departments for the investigation, review, and inspection of liquor license applications.

**NOW, THEREFORE, BE IT RESOLVED**, by the Township Board of Meridian Charter Township, Ingham County, Michigan, that the following fee schedule is hereby adopted for applications for liquor licenses under the Township's Liquor License Ordinance:

1. *Application Fee*. For each application the Township requires a fee for the Township's necessary costs to investigate, review, or process the application. These costs include—but are not limited to—any third-party direct costs, outside consultant(s) or attorney(s) retained, as well as the cost of Township staff used for those purposes.
2. *New Application Fee*. The fee required for new liquor licenses shall be as follows:
  - a) On-Premises Liquor License Application Fee: \$1,500.00.
  - b) Off-Premises Liquor License Application Fee: \$1,000.00.
3. *Transfer Application Fee*. The fee required to transfer a liquor license shall be as follows:
  - a) On-Premises Transfer Application Fee: \$1,500.00.
  - b) Off-Premises Transfer Application Fee: \$1,000.00.
4. *Renewal Application Fee*. The fee required at the time of renewal of an existing liquor license shall be as follows:
  - a) On-Premises Renewal Application Fee: \$250.00.
5. Any prior resolutions in conflict with this resolution are hereby rescinded.

ADOPTED:

YEAS: \_\_\_\_\_

NAYS: \_\_\_\_\_

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

The Supervisor declared the resolution adopted.

\_\_\_\_\_  
Scott Hendrickson, Supervisor  
Charter Township of Meridian

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 by the Township Board of the Charter Township of Meridian at a regular meeting held on the \_\_\_\_ of \_\_\_\_\_ 2024.

\_\_\_\_\_  
Deborah Guthrie, Clerk  
Charter Township of Meridian



**To: Township Board**

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

**Date: August 1, 2024**

**Re: Text Amendment #2024-04 - Local Prosecution of Marijuana Violations Ordinance - INTRODUCTION**

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Text Amendment #2024-04 is an ordinance suggested by the Township’s Prosecuting Attorney, Cullen Harkness. It would allow for local prosecution of marijuana violations. The actual violations would not change, but the fines that may be levied under the violation could be directed towards the Township, rather than the County with this ordinance. Prosecutor Harkness and Chief Grillo will be available at the Township Board meeting to discuss further. The Township Board discussed this matter at their July 23<sup>rd</sup> meeting and had no major concerns, directing Staff to bring the matter back for introduction at the next meeting.

Staff **recommends approval** of the proposed ordinance at this time to allow for local prosecution of marijuana violations. Staff has provided the following recommended motion and attached resolution to introduce the ordinance.

**Move to adopt the resolution approving for introduction Ordinance 2024-04, an ordinance to allow for local prosecution of certain marijuana violations.**

**Attachments**

1. Resolution to Approve Ordinance 24-04 for Introduction
2. Ordinance 24-04 – Local Prosecution of Marijuana

**RESOLUTION TO APPROVE - INTRODUCTION**

**Text Amendment 2024-04  
Local Prosecution of Marijuana**

**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 8<sup>th</sup> day of August 2024, at 6:00 p.m., Local Time.

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

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

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

WHEREAS, State law makes certain actions related to marijuana usage criminal violations;  
and

WHEREAS, the Township desires the ability to prosecute some of these violations locally;  
and

WHEREAS, the Township’s Prosecuting Attorney has provided an ordinance to allow for local prosecution; and

WHEREAS, the criminal violations would be no different than the existing violations in State law, but would instead be prosecuted locally and all fines would be kept locally under this ordinance;

NOW THEREFORE, BE IT RESOLVED THE TOWNSHIP BOARD OF THE CHARTER TOWNSHIP OF MERIDIAN hereby INTRODUCES FOR PUBLICATION AND SUBSEQUENT ADOPTION Ordinance No. 2024-04, entitled “An Ordinance to amend the Code of the Charter Township of Meridian, Michigan, at Chapter 50, Article II, by Adding Section 50-119, Entitled Possession and Use of Marijuana”; and

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.

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 8<sup>th</sup> day of August, 2024.

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

**ORDINANCE NO. 2024-04**

ORDINANCE AMENDING THE CODE OF THE CHARTER TOWNSHIP OF MERIDIAN,  
MICHIGAN CHAPTER 50, ARTICLE II, BY ADDING SECTION 50-119

**THE CHARTER TOWNSHIP OF MERIDIAN ORDAINS:**

**Section 1. Addition to Chapter 50, Article II. The code of the Charter Township of Meridian, Ingham County, Michigan, is hereby amended to add Section 119 to Chapter 50, Article II, entitled Possession and Use of Marihuana, which shall read as follows:**

**50-119: Possession and Use of Marihuana**

(a) Possession of Excess Marihuana

- (1) The possession of marihuana, in excess of the amounts authorized by the Michigan Regulation and Taxation of Marihuana Act, Initiated Law 1 of 2018, MCL 333.27951, et seq., as may be amended, (the "MRTMA"), is prohibited.
- (2) Except for a person who engaged in conduct described in MCL 333.27964(1)(a), (1)(b), (1)(c), (1)(d), (1)(g), or (1)(h), a person who possesses, delivers, or possesses with intent to deliver more than the amount of marihuana allowed by the MRTMA or cultivates more than the amount of marihuana plants allowed by the MRTMA, shall be responsible for a civil infraction and may be punished by a fine of not more than \$100.00 and forfeiture of all marihuana.
- (3) Except for a person who engaged in conduct described in MCL 333.27964, a person who possesses, delivers, or possesses with intent to deliver more than twice the amount of marihuana allowed by the MRTMA or cultivates more than twice the amount of marihuana plants allowed by the MRTMA, shall be punishable as follows:
  - a. For a first or a second violation, the person shall be responsible for a civil infraction and may be punished by a fine of not more than \$500.00 and forfeiture of the marihuana;
  - b. For a third or subsequent violation, the person shall be guilty of a misdemeanor and may be punished by a fine of not more than \$500.00 in addition forfeiture of the marihuana.

(b) Minors in Possession of Marihuana. A person under 21 years of age who possesses not more than 2.5 ounces of marihuana or who cultivates not more than 12 marihuana plants, except as otherwise authorized by law, shall be responsible for a civil infraction as follows:

(1) For a first offense:

- a. If the person is less than 18 years of age, a fine of not more than \$100.00 or community service, forfeiture of the marihuana, and completion of 4 hours of drug education or counseling.
- b. If the person is at least 18 years of age, a fine of not more than \$100.00 and forfeiture of the marihuana.

(2) For a second offense:

- a. If the person is less than 18 years of age, a fine of not more than \$500.00 or community service, forfeiture of the marihuana, and completion of 8 hours of drug education or counseling.
- b. If the person is at least 18 years of age, by a fine of not more than \$500.00 and forfeiture of the marihuana.

(c) Use of Marihuana on Township Property Prohibited. Consuming, smoking, or otherwise using marihuana on, in, or at any Township property or park is prohibited.

(d) Use of Marihuana in Public Prohibited. Consuming, smoking, or otherwise using marihuana in a public place or where prohibited by the person who owns, occupies, or manages the property is prohibited. As used in this section, "public place" shall not include an area designated for marihuana consumption authorized by the Township and which are not accessible to persons under 21 years of age. A person who violates this subsection is guilty of a misdemeanor punishable by imprisonment for not more than 90 days or a fine of not more than \$100.00, or both.

(e) Prosecution under any section of this ordinance shall not be deemed to preclude prosecution available under any other local, state, or federal law.

(f) The possession, use, delivery, or intent to deliver marihuana or the cultivation of marihuana plants specifically authorized or permitted by other Township Ordinances or state law is not a violation of this Section.

(g) Words used within this Section shall be construed to have the same meaning as provided in the MRTMA.

State Law Reference: MCL 333.27951, et seq

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. Except those ordinances implementing the Michigan Medical Marihuana Act, the Medical Marihuana Facilities Licensing Act, or the MRTMA, all ordinances or parts of ordinances in conflict herewith 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 thirty (30) days after its publication.

YEAS: \_\_\_\_\_

NAYS: \_\_\_\_\_

ABSENT / ABSTAIN: \_\_\_\_\_

ORDINANCE DECLARED ADOPTED

\_\_\_\_\_  
Scott Hendrickson  
Meridian Charter Township Supervisor

**CERTIFICATION**

I, Deborah Guthrie, Clerk of Meridian Charter Township, do hereby certify that the foregoing is a true and accurate copy of Ordinance No. 2024-04 adopted by Meridian Charter Township on the \_\_\_\_\_, 2024. A summary of the Ordinance was duly published in the \_\_\_\_\_ newspaper, a newspaper that circulates within Meridian Charter Township, on \_\_\_\_\_, 2014. Within 1 week after such publication, I recorded the Ordinance in a book of ordinances kept by me for that purpose, including the date of passage of the ordinance, the names of the members of the township board voting, and how each member voted. I filed an attested copy of the Ordinance with the Ingham County Clerk on \_\_\_\_\_, 2024.

ATTESTED:

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Deborah Guthrie  
Meridian Charter Township Clerk

Approved as to Form:  
The Harkness Law Firm, PLLC

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Cullen Harkness, Township Attorney

DRAFT



**To: Township Board**

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

**Date: August 1, 2024**

**Re: Special Use Permit #24-09 – SANDDS Meridian LLC – 3520 Okemos Road, Suites 8, 9, 10 – Recreational Marijuana Retailer**

---

SANDDS Meridian LLC has requested special use permit approval to build out an approximately 3,629 square foot recreational marijuana retailer in the existing space at 3520 Okemos Road. The 0.394 acre site is located just north of Jolly Road, on the east side of Okemos Road, is zoned C-2, Commercial, and is located within the Marijuana Business Overlay District. The site was in the original overlay area for potential medical marijuana licenses and is still in the amended overlay districts that were approved by the Township Board.

The Planning Commission held a public hearing on the proposal at its meeting on May 13, 2024. The application has generated substantial public feedback, largely focused on not allowing a marijuana retailer in this location. The matter was discussed further by the Planning Commission at their June 10<sup>th</sup> meeting and the Commission recommended approval to the Township Board at that meeting. The application under consideration is nearly identical to the one previously approved by the Township for medical marijuana, with the addition of Suite 8 in the building to the application. The applicant has received a temporary certificate of occupancy for Suites 9 and 10, which were built out under the medical marijuana special use permit.

The Township Board reviewed the matter at their July 23<sup>rd</sup> meeting and heard a substantial amount of public comment and feedback. The Board had a robust discussion, focused on the review standards, and asked that Staff bring back both a resolution for approval and a resolution for denial when the matter was presented for a final decision.

As a reminder, Staff is providing the Special Use Permit criteria for direct review by the Board members. There are no additional review criteria under the Zoning Ordinance for the matter in question.

**Sec. 86-126 Review Criteria**

Applications for special use permits shall be reviewed for compliance with the following standards and requirements, where applicable. An application for a special use permit that complies with all the following standards and requirements in this chapter may be approved. The applicant shall assure that:

- (1) The project is consistent with the intent and purposes of this chapter.
- (2) The project is consistent with applicable land use policies contained in the Township's comprehensive development plan of current adoption.
- (3) The project is designed, constructed, operated, and maintained so as to be harmonious and appropriate in appearance with the existing or intended character of the general vicinity and that such a use will not change the essential character of the same area.
- (4) The project will not adversely affect or be hazardous to existing neighboring uses.

Special Use Permit 24-09 – Recreational Marijuana Retailer  
 SANDDS Meridian – 3520 Okemos Road

- (5) The project will not be detrimental to the economic welfare of surrounding properties or the community.
- (6) The project is adequately served by public facilities, such as existing roads, schools, stormwater drainage, public safety, public transportation, and public recreation, or that the persons or agencies responsible for the establishment of the proposed use shall be able to provide any such service.
- (7) The project is adequately served by public sanitation facilities if so designed. If on-site sanitation facilities for sewage disposal, potable water supply, and stormwater are proposed, they shall be properly designed and capable of handling the long term needs of the proposed project.
- (8) The project will not involve uses, activities, processes, materials, and equipment and conditions of operation that will be detrimental to any persons, property, or the general welfare by reason of excessive production of traffic, noise, smoke, fumes, glare, or odors.
- (9) The project will not directly or indirectly have a substantial adverse impact on the natural resources of the Township, including, but not limited to, prime agricultural soils, water recharge areas, lakes, rivers, streams, major forests, wetlands, and wildlife areas.

Staff has identified no concerns in reviewing the Special Use Permit criteria, based on the application submitted and the previously reviewed licensing information, and would **recommend approval** of the Special Use Permit.

### **Township Board Options**

The Township Board may approve or deny the proposed special use permit for the proposed recreational marijuana retailer. Given the public input and Board discussion on the matter, Staff is providing a resolution and motion for both approval and denial of the request. The Township Board may decide which to use during their deliberations on the matter.

Staff would offer the following motions for the Township Board's use in discussing the matter. For both motions, the Township Board should explicitly outline their reasons for approval or denial, based on the SUP standards outlined previously in this memo.

#### **OPTION 1: Approval**

**Move to adopt the resolution approving Special Use Permit 24-09, a request to establish a recreational marijuana retailer at 3520 Okemos Road, Suites 8, 9, 10 (Parcel Id No 33-02-02-33-452-016). The subject property is zoned C-2, Commercial, and the property is located within the Marijuana Business Overlay District.**

#### **OPTION 2: Denial**

**Move to adopt the resolution denying Special Use Permit 24-09, a request to establish a recreational marijuana retailer at 3520 Okemos Road, Suites 8, 9, 10 (Parcel Id No 33-02-02-33-452-016).**

### **Attachments**

1. Resolution for Approval
2. Resolution for Denial
3. Township Board Packet Information from July 23, 2024 meeting

**RESOLUTION TO APPROVE**

**Special Use Permit #24-09  
SANDDS Meridian LLC – 3520 Okemos  
Recreational Marihuana Retailer**

**RESOLUTION**

At a regular meeting of the Township Board of the Charter Township of Meridian, Ingham County, Michigan, held at 5151 Marsh Road, Okemos, MI 48864 on the 8<sup>th</sup> day of August 2024, at 6:00 p.m., Local Time.

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

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

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

WHEREAS, SANDDS Meridian LLC has submitted a request to establish a 3,629 square foot adult use marihuana retailer in an existing commercial center located at 3520 Okemos Road, identified as Parcel I.D.# 33-02-02-33-452-016; and

WHEREAS, the Township Board adopted standards to allow adult use marihuana retailers in designated overlay areas throughout the Township at its meeting on July 11, 2023; and

WHEREAS, the subject site is located entirely within Overlay Area 5 and is appropriately zoned C-2 (Commercial), which allows adult use marihuana retailers by special use permit; and

WHEREAS, the Township Board approved the permit for an adult use marihuana conditional license on the subject property at its meeting on April 16, 2024; and

WHEREAS, the overlay areas adopted by the Township Board allow one adult use marihuana retailer in each one of five overlay areas, subject to the approval of a special use permit reviewed by the Planning Commission and approved by the Township Board; and

WHEREAS, the applicant was required to submit for Special Use Permit approval within 60 days of the Board’s approval of their conditional license, which the applicant did; and

WHEREAS, the Township Planning Commission held a public hearing on the Special Use Permit application at their regular meeting on May 13, 2024 and recommended approval to the Township Board at their meeting on June 10, 2024; and

WHEREAS, the Township Board reviewed the request at their July 23, 2024 meeting; and

WHEREAS, the proposed adult use marihuana retailer will not adversely affect adjacent land uses or the health, safety, and general welfare of the community; and

WHEREAS, the proposed project meets the operational requirement for marihuana establishments found in Section 40-71 of the Code of Ordinances.

**Resolution to Approve  
SUP #24-09 (SANDDS Meridian LLC)  
Page 2**

WHEREAS, the proposed project is consistent with the general standards for granting a special use permit found in Section 86-126 of the Code of Ordinances.

NOW THEREFORE, BE IT RESOLVED THE TOWNSHIP BOARD OF THE CHARTER TOWNSHIP OF MERIDIAN hereby approves Special Use Permit #24-09, subject to the following conditions:

1. Approval is in accordance with the site plan prepared by Kebs, Inc. dated August 5, 2019.
2. Approval is in accordance with the floor plans prepared by Serra-Marko & Associates dated January 19, 2024.
3. Approval is subject to the applicant receiving approval of an Adult Use Marihuana Facility permit by the Director of Community Planning and Development.
4. Approval is subject to the applicant receiving Final Approval for an adult use marihuana license from the State of Michigan, Department of Licensing and Regulatory Affairs.
5. The applicant shall obtain and maintain any and all other applicable permits, licenses, and approvals necessary to operate the proposed commercial medical marihuana retailer from the State of Michigan, Township, and any other applicable agencies. Copies of all permits, licenses, and approvals shall be submitted to the Department of Community Planning and Development.
6. Any proposed future expansion, additions, or revisions to the proposed tenant space, building, or site, will require an amendment to Special Use Permit #24-09.
7. All applicable conditions from previous approvals for the construction of the shopping center shall remain in effect.
8. A sign permit shall be required to install a wall sign on the building.
9. The retailer shall remain in compliance with the operational requirements established in Section 40-31 of the Code of Ordinances.
10. The special use permit shall be revoked if the applicant fails to maintain a valid Adult Use Marihuana Facility permit from the Township and Facility License from the State of Michigan.

ADOPTED: YEAS: \_\_\_\_\_  
\_\_\_\_\_

NAYS: \_\_\_\_\_

STATE OF MICHIGAN )



**RESOLUTION TO DENY**

**Special Use Permit #24-09  
SANDDS Meridian LLC – 3520 Okemos  
Recreational Marihuana Retailer**

**RESOLUTION**

At a regular meeting of the Township Board of the Charter Township of Meridian, Ingham County, Michigan, held at 5151 Marsh Road, Okemos, MI 48864 on the 8<sup>th</sup> day of August 2024, at 6:00 p.m., Local Time.

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

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

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

WHEREAS, SANDDS Meridian LLC has submitted a request to establish a 3,629 square foot adult use marihuana retailer in an existing commercial center located at 3520 Okemos Road, identified as Parcel I.D.# 33-02-02-33-452-016; and

WHEREAS, the Township Board adopted standards to allow adult use marihuana retailers in designated overlay areas throughout the Township at its meeting on July 11, 2023; and

WHEREAS, the subject site is located entirely within Overlay Area 5 and is appropriately zoned C-2 (Commercial), which allows adult use marihuana retailers by special use permit; and

WHEREAS, the Township Board approved the permit for an adult use marihuana conditional license on the subject property at its meeting on April 16, 2024; and

WHEREAS, the overlay areas adopted by the Township Board allow one adult use marihuana retailer in each one of five overlay areas, subject to the approval of a special use permit reviewed by the Planning Commission and approved by the Township Board; and

WHEREAS, the applicant was required to submit for Special Use Permit approval within 60 days of the Board’s approval of their permit; and

WHEREAS, the Township Planning Commission held a public hearing on the Special Use Permit application at their regular meeting on May 13, 2024 and recommended approval to the Township Board at their meeting on June 10, 2024; and

WHEREAS, the Township Board reviewed the request at their July 23, 2024 meeting; and

WHEREAS, the Township Board received substantial public input, raising concerns about the proposed use; and

WHEREAS, the proposed adult use marihuana retailer will adversely affect the public safety for the community; and

**Resolution to Deny**  
**SUP #24009 (SANDDS Meridian LLC)**  
**Page 2**

WHEREAS, the proposed adult use marihuana retailer will adversely affect the economic welfare of the surrounding properties by causing potential customers for other businesses to stay away due to the presence of the marihuana establishment; and

WHEREAS, the proposed project is not consistent with the general standards for granting a special use permit found in Section 86-126 of the Code of Ordinances, specifically Subsection (5), "The project will not be detrimental to the economic welfare of surrounding properties or the community."

NOW THEREFORE, BE IT RESOLVED THE TOWNSHIP BOARD OF THE CHARTER TOWNSHIP OF MERIDIAN hereby denies Special Use Permit #24-09.

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 Meridian, Ingham County, Michigan, DO HEREBY CERTIFY that the foregoing is a true and a complete copy of a resolution adopted at a regular meeting of the Township Board on the 8<sup>th</sup> day of August, 2024.

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



# JULY 23rd PACKET INFO

**To:** Township Board

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

**Date:** July 15, 2024

**Re:** Special Use Permit #24-09 – SANDDS Meridian LLC – 3520 Okemos Road, Suites  
8, 9, 10 – Recreational Marijuana Retailer

---

SANDDS Meridian LLC has requested special use permit approval to build out an approximately 3,775 square foot recreational marijuana retailer in the existing space at 3520 Okemos Road. The 0.394 acre site is located just north of Jolly Road, on the east side of Okemos Road, is zoned C-2, Commercial, and is located within the Marijuana Business Overlay District. The site was in the original overlay area for potential medical marijuana licenses and is still in the amended overlay districts that were approved by the Township Board.

The Planning Commission held a public hearing on the proposal at its meeting on May 13, 2024. The application has generated substantial public feedback, largely focused on not allowing a marijuana retailer in this location. The matter was discussed further by the Planning Commission at their June 10<sup>th</sup> meeting and the Commission recommended approval to the Township Board at that meeting. The application under consideration is nearly identical to the one previously approved by the Township for medical marijuana, with the addition of Suite 8 in the building to the application. The applicant has received a temporary certificate of occupancy for Suites 9 and 10, which were built out under the medical marijuana special use permit.

Staff memorandums outlining the SUP request and minutes from the Planning Commission meetings at which the request was discussed are attached for the Board's review.

## **Township Board Options**

The Township Board may approve or deny the proposed special use permit proposal. If the Board amends the proposal, the request may be referred back to the Planning Commission for a recommendation. A resolution will be provided at a future meeting.

## **Attachments**

1. Application Information
2. Staff memorandums dated May 13, 2024 and June 10, 2024
3. Planning Commission resolution recommending approval
4. Planning Commission minutes dated May 13, 2024 (public hearing) and June 10, 2024 (decision)

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

**SPECIAL USE PERMIT APPLICATION**

Before submitting this application for review, an applicant may meet with the Director of Community Planning and Development to discuss the requirements for a special use permit and/or submit a conceptual plan for review to have preliminary technical deficiencies addressed prior to submittal of the application. If the property or land use is located in the following zoning districts RD, RC, RCC, RN then the applicant must meet with the Planning Director to discuss technical difficulties before filing a formal application.

**Part I**

- A. Applicant SANDDS Meridian LLC  
 Address of Applicant 21445 Hoover Road, Suite 101, Warren, MI 48089  
 Telephone - Work 248-880-7518 Home \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_  
 Interest in property (circle one): Owner  **Tenant**  Option  Other   
 (Please attach a list of all persons with an ownership interest in the property.)
- B. Site address / location / parcel number 3520 Okemos Road, Suites 9 and 10, Okemos, MI 48864 - 33-02-02-33-452-016  
 Legal description (please attach if necessary) (Please see attached)  
 Current zoning C-2  
 Use for which permit is requested / project name Adult Use Marijuana Retailer  
 Corresponding ordinance number 2023-02
- C. Developer (if different than applicant) \_\_\_\_\_  
 Address \_\_\_\_\_  
 Telephone – Work \_\_\_\_\_ Home \_\_\_\_\_ Fax \_\_\_\_\_
- D. Architect, Engineer Planner or Surveyor responsible for design of project if different from applicant:  
 Name Roman Bonislowski, Ron & Roman LLC  
 Address 275 E Frank Street, Birmingham, MI 48009  
 Telephone – Work 248-723-5790 Home \_\_\_\_\_ Fax \_\_\_\_\_
- E. Acreage of all parcels in the project: Gross 1.28 Net .39
- F. Explain the project and development phases:
- G. Total number of:  
 Existing: structures 1 bedrooms \_\_\_\_\_ offices \_\_\_\_\_ parking spaces 68 carports \_\_\_\_\_ garages \_\_\_\_\_  
 Proposed: structures 1 bedrooms \_\_\_\_\_ offices \_\_\_\_\_ parking spaces 68 carports \_\_\_\_\_ garages \_\_\_\_\_
- H. Square footage: existing buildings 12,990 proposed buildings \_\_\_\_\_  
 Usable Floor area: existing buildings 12,990 proposed buildings \_\_\_\_\_
- I. If employees will work on the site, state the number of full time and part time employees working per shift and hours of operation:
- J. Existing Recreation: Type N/A Acreage \_\_\_\_\_  
 Proposed Recreation: Type N/A Acreage \_\_\_\_\_  
 Existing Open Space: Type N/A Acreage \_\_\_\_\_  
 Proposed Open Space: Type N/A Acreage \_\_\_\_\_

K. If Multiple Housing:

Total acres of property     N/A    

Acres in floodplain                      Percent of total     

Acres in wetland (not in floodplain)      Percent of total     

Total dwelling units                     

Dwelling unit mix:

Number of single family detached:	for Rent	<u>    </u>	Condo	<u>    </u>
Number of duplexes:	for Rent	<u>    </u>	Condo	<u>    </u>
Number of townhouses:	for Rent	<u>    </u>	Condo	<u>    </u>
Number of garden style apartments:	for Rent	<u>    </u>	Condo	<u>    </u>
Number of other dwellings:	for Rent	<u>    </u>	Condo	<u>    </u>

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

1. Nonrefundable Fee. Paid with MRTMA Application
2. Legal Description of the property. (Please See Attached)
3. Evidence of fee or other ownership of the property. (Lease previously submitted)
4. Site Plan containing the information listed in the attachment to this application. (Site Plan previously submitted)
5. Architectural sketches showing all sides and elevations of the proposed buildings or structures, including the project entrance, as they will appear upon completion. The sketches should be accompanied by material samples or a display board of the proposed exterior materials and colors. (No structural changes to structure. Only interior buildout)
6. A Traffic Study, prepared by a qualified traffic engineer, based on the most current edition of *Evaluating Traffic Impact Studies: A Recommended Practice for Michigan Communities*, published by the State Department of Transportation.
  - a. A traffic assessment will be required for the following:
    - 1) New special uses which could, or expansion or change of an existing special use where increase in intensity would, generate between 50 to 99 directional trips during a peak hour of traffic.
    - 2) All other special uses requiring a traffic assessment as specified in the Township Code of Ordinances, Chapter 86, Article IV, Division 2.
  - b. A traffic impact study will be required for the following:
    - 1) New special uses which would, or expansion or change of an existing special use where increase in intensity would, generate over 100 directional trips or more during a peak hour of traffic, or over 750 trips on an average day.
    - 2) All other special uses requiring a traffic assessment as specified in the Township Code of Ordinances, Chapter 86, Article IV, Division 2.
7. Natural features assessment which includes a written description of the anticipated impacts on the natural features at each phase and at project completion that contains the following:
  - a. An inventory of natural features proposed to be retained, removed, or modified. Natural features shall include, but are not limited to, wetlands, significant stands of trees or individual trees greater than 12 inches dbh, floodways, floodplains, waterbodies, identified groundwater vulnerable areas, slopes greater than 20 percent, ravines, and vegetative cover types with potential to sustain significant or endangered wildlife.
  - b. Description of the impacts on natural features.
  - c. Description of any proposed efforts to mitigate any negative impacts.

The natural features assessment may be waived by the Director of Community Planning and Development in certain circumstances.

- M. Any other information specified by the Director of Community Planning and Development which is deemed necessary to evaluate the application.
- N. In addition to the above requirements, for zoning districts, **RD, RC, RCC, RN, and CV** and **Group Housing Residential Developments** the following is required: (Does not apply)
1. Existing and proposed contours of the property at two foot intervals based on United States Geological Survey (USGS) data.
  2. Preliminary engineering reports in accordance with the adopted Township water and sewer standards, together with a letter of review from the Township Engineer.
  3. Ten copies of a report on the intent and scope of the project including, but not limited to: Number, size, volume, and dimensions of buildings; number and size of living units; basis of calculations of floor area and density and required parking; number, size, and type of parking spaces; architectural sketches of proposed buildings.
  4. Seven copies of the project plans which the Township shall submit to local agencies for review and comments.
- O. In addition to the above requirements, a special use application in zoning district **RP** requires the following material as part of the site plan:
1. A description of the operations proposed in sufficient detail to indicate the effects of those operations in producing traffic congestion, noise, glare, air pollution, water pollution, fire hazards or safety hazards or the emission of any potentially harmful or obnoxious matter or radiation.
  2. Engineering and architectural plans for the treatment and disposal of sewerage and industrial waste tailings, or unusable by-products.
  3. Engineering and architectural plans for the handling of any excessive traffic congestion, noise, glare, air pollution, or the emission of any potentially harmful or obnoxious matter or radiation.
- P. In addition to the above requirements, a special use application for a use in the Floodway Fringe of zoning district **CV** requires the following:
1. A letter of approval from the State Department of Environmental Quality.
  2. A location map including existing topographic data at two-foot interval contours at a scale of one inch representing 100 feet.
  3. A map showing proposed grading and drainage plans including the location of all public drainage easements, the limits, extent, and elevations of the proposed fill, excavation, and occupation.
  4. A statement from the County Drain Commissioner, County Health Department, and Director of Public Works and Engineering indicating that they have reviewed and approved the proposal.
- Q. In addition to the above requirements, a special use application for a use in the Groundwater Recharge area or zoning district **CV** requires the following:
1. A location map including existing topographic data at two-foot interval contours.
  2. A map showing proposed grading and drainage plans including the location of all public drainage easements, the limits and extent of the proposed fill, excavation, and occupation.
  3. A statement from the County Drain Commissioner, County Health Department, and Director of Public Works and Engineering indicating that they have reviewed and approved the proposal.
- R. In addition to the above requirements, the Township Code of Ordinances, Article VI, should be reviewed for the following special uses: group housing residential developments, mobile home parks, nonresidential structures and uses in residential districts, planned community and regional shopping center developments, sand or gravel pits and quarries, sod farms, junk yards, sewage treatment and disposal installations, camps and clubs for outdoor sports and buildings greater than 25,000 square feet in gross floor area.

**Part II**

**SUP REQUEST STANDARDS**  
**Township Code of Ordinances, Section 86-126**

**Applications for Special Land Uses will be reviewed with the standards stated below. An application that complies with the standards stated in the Township Ordinance, conditions imposed pursuant to the Ordinance, other applicable Ordinances, and State and Federal statutes will be approved. Your responses to the questions below will assist the Planning Commission in its review of your application.**

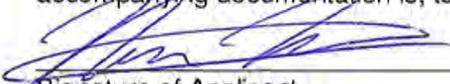
- (1) The project is consistent with the intent and purposes of this chapter.
- (2) The project is consistent with applicable land use policies contained in the Township's Master Plan of current adoption.
- (3) The project is designed, constructed, operated, and maintained so as to be harmonious and appropriate in appearance with the existing or intended character of the general vicinity and that such a use will not change the essential character of the same area.
- (4) The project will not adversely affect or be hazardous to existing neighboring uses.
- (5) The project will not be detrimental to the economic welfare of surrounding properties or the community.
- (6) The project is adequately served by public facilities, such as existing roads, schools, stormwater drainage, public safety, public transportation, and public recreation, or that the persons or agencies responsible for the establishment of the proposed use shall be able to provide any such service.
- (7) The project is adequately served by public sanitation facilities if so designed. If on-site sanitation facilities for sewage disposal, potable water supply, and storm water are proposed, they shall be properly designed and capable of handling the longterm needs of the proposed project.
- (8) The project will not involve uses, activities, processes, materials, and equipment and conditions of operation that will be detrimental to any persons, property, or the general welfare by reason of excessive production of traffic, noise, smoke, fumes, glare, or odors.
- (9) The project will not directly or indirectly have a substantial adverse impact on the natural resources of the Township, including, but not limited to, prime agricultural soils, water recharge areas, lakes, rivers, streams, major forests, wetlands, and wildlife areas.

**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

2/2/24  
Date

Nerner Haddad  
\_\_\_\_\_  
Type/Print Name

Fee: \_\_\_\_\_

Received by/Date: \_\_\_\_\_

**Special Use Permit Application Attachment**  
**Site Plan Requirements Per Section 86-124(c)(4)**

A site plan, drawn to a legible scale, containing the following information where applicable:

- a. Boundaries of the subject property.
- b. Total area of the subject property.
- c. Location of all existing and proposed structures.
- d. Approximate location and distance of all structures within 100 feet of the subject property.
- e. Uses of existing and proposed buildings, on the subject site.
- f. Proposed means of vehicular and pedestrian ingress and egress to the subject property.
- g. Public and private roads and streets, rights-of-way, and easements, indicating names and widths, which abut or cross the site.
- h. Existing and proposed parking spaces, and vehicular and pedestrian circulation patterns.
- i. The buildable area of the subject property indicating all required setbacks, yards and open space.
- j. Zoning classification of the subject and adjacent properties.
- k. Existing and proposed fencing, screening, landscaping, and buffers.
- l. Location and sizes of existing utilities including power lines and towers, both above and below the ground.
- m. Amount and location of all impervious surfaces.
- n. The verified boundaries of all natural water features and required setback lines.

## Meridian Charter Township

### Special Use Permit

#### Property Information

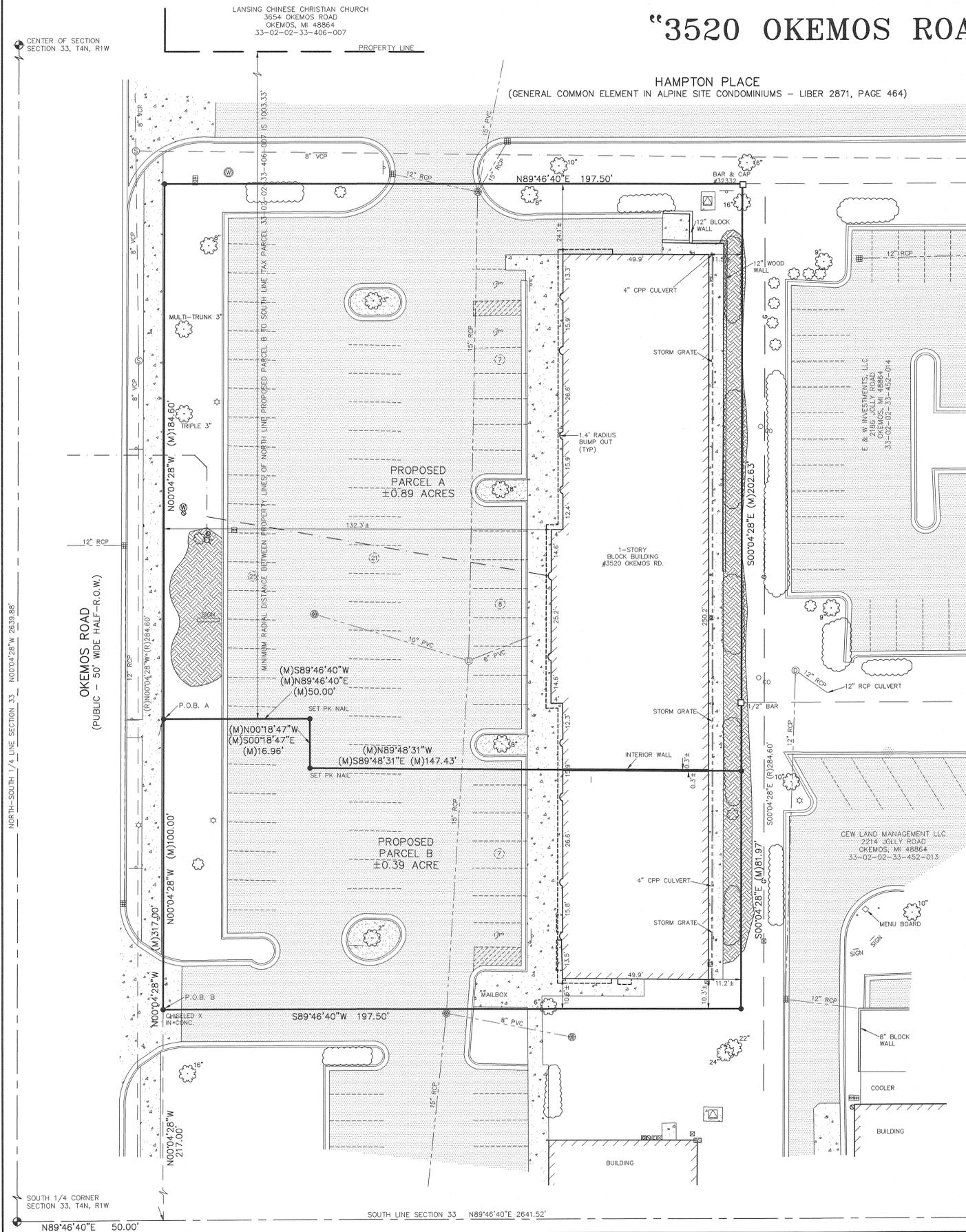
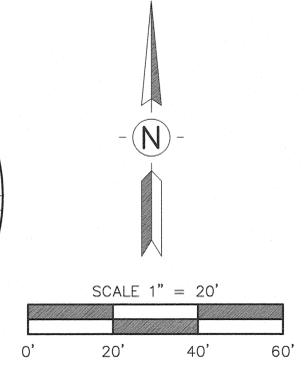
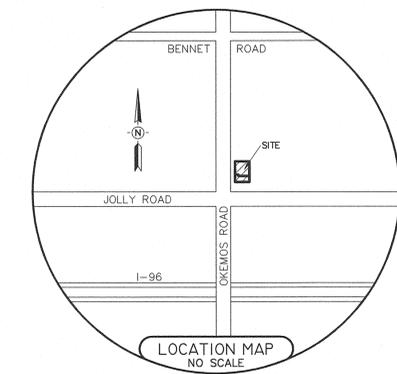
Address: 3520 Okemos Road, Suites 9 and 10, Okemos MI 48864

Legal Description: M 33-47 & 33-48 BEG @ THE S 1/4 COR SEC 33 -N 89 DEG 46'40"E ALNG S SEC LN 50 FT -N 0 DEG 04'28"W PLL WITH NS 1/4 LN 217 FT TO POB -N 0 DEG 04'28"W 284.6 FT -N 89 DEG 46'40"E PLL WITH S SEC LN 197.5 FT -S 0 DEG 04'28"E 284.6 FT -S 89 DEG 46'40"W 197.5 FT TO POB ON SE 1/4 OF SEC 33, T4NR1W 1.29 A M/L (SPLIT ON 02/22/2020 INTO 33-02-02-33-452-015, 33-02-02-33-452-016)

FOR: JOLLY OAK, LLC

# SITE PLAN

## "3520 OKEMOS ROAD, OKEMOS, MI 48864"



### CERTIFICATE OF SURVEY:

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

(As provided)  
Tax ID: 33-02-02-33-452-010  
BEG @ THE S 1/4 COR SEC 33 -N 89 DEG 46'40"E ALNG S SEC LN 50 FT -N 0 DEG 04'28"W PLL WITH NS 1/4 LN 217 FT TO POB -N 0 DEG 04'28"W 284.6 FT -N 89 DEG 46'40"E PLL WITH S SEC LN 197.5 FT -S 0 DEG 04'28"E 284.6 FT -S 89 DEG 46'40"W 197.5 FT TO POB ON SE 1/4 OF SEC 33, T4NR1W

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

**Parcel A:**  
A parcel of land in the Southeast 1/4 of Section 33, T4N, R1W, Meridian Township, Ingham County, Michigan, the surveyed boundary of said parcel described as: Commencing at the South 1/4 corner of said Section 33; thence N89°46'40"E along the South line of said Section 33 a distance of 50.00 feet; thence N00°04'28"W parallel with the North-South 1/4 line of said Section 33 a distance of 317.00 feet to the point of beginning of this description; thence continuing N00°04'28"W parallel with said North-South 1/4 line 184.60 feet; thence N89°46'40"E parallel with said South section line 197.50 feet; thence S00°04'28"E parallel with said North-South 1/4 line 202.63 feet; thence N89°48'31"W 147.43 feet; thence N00°18'47"W 16.96 feet; thence S89°46'40"W parallel with said South section line 50.00 feet to the point of beginning; said parcel containing 0.89 acre more or less; said parcel subject to all easements and restrictions if any.

**Parcel B:**  
A parcel of land in the Southeast 1/4 of Section 33, T4N, R1W, Meridian Township, Ingham County, Michigan, the surveyed boundary of said parcel described as: Commencing at the South 1/4 corner of said Section 33; thence N89°46'40"E along the South line of said Section 33 a distance of 50.00 feet; thence N00°04'28"W parallel with the North-South 1/4 line of said Section 33 a distance of 217.00 feet to the point of beginning of this description; thence continuing N00°04'28"W parallel with said North-South 1/4 line 100.00 feet; thence N89°46'40"E parallel with said South section line 50.00 feet; thence S00°18'47"E 16.96 feet; thence S89°48'31"E 147.43 feet; thence S00°04'28"E parallel with said North-South 1/4 line 81.97 feet; thence S89°46'40"W parallel with said South section line 197.50 feet to the point of beginning; said parcel containing 0.39 acre more or less; said parcel subject to all easements and restrictions if any.

### WITNESSES TO SECTION CORNERS:

South 1/4 corner, Section 33, T4N, R1W, Liber 9, Page 511  
Found Remon bar and cap in monument box, in C/L of Jolly and Okemos Roads  
Found nail and tag #12034, Southwest side power pole, S50°E, 60.51'  
C/L sanitary manhole, N30°E, 60.10'  
C/L sanitary manhole, S51°W, 77.33'  
Southeast bolt in sign base, N43°W, 61.65'

Center of Section 33, T4N, R1W, Liber 3, Page 255  
Found iron in monument box in centerline of Jolly Road  
Found nail & tag #12034 South side utility pole, S85°W, 33.10'  
Found nail & tag #12034 Northeast side utility pole, N40°W, 116.52'  
Found nail & tag #12034 Northwest side utility pole, N40°E, 115.00'  
Found nail & tag #18989 North side utility pole, N75°E, 52.62'

Southeast corner Section 33, T4N, R1W, Liber 9, Page 517  
Found Remon disk #30090 in mon box centerline of Jolly  
Found nail and tag #30090, Northeast side utility pole, N55°W, 50.07'  
Found Southwest corner brick of house, N15°E, 103.10'  
Found Remon disk #28414, West, 72.65'  
Found Northwest corner Square catch basin at back of curb, N45°E, 33.35'

### SURVEYOR'S NOTES:

- This plan was made at the direction of the parties named herein and is intended solely for their immediate use. Survey prepared from fieldwork performed in July 2019.
- All bearings and distances on the survey are record and measured unless otherwise noted. All bearings are based on the South line of Section 33 bearing N89°46'40"E per KEBS, Inc. Survey Job #05-B-77099.
- All dimensions are in feet and decimals thereof.
- No building tie dimensions are to be used for establishing the property lines.
- There are no observable potential encroachments onto the subject property from adjoining lands, or from the subject property onto adjoining lands, except as shown hereon.
- By scaled map location and graphic plotting only, this property lies entirely within Flood Zone "X", areas outside the 0.2% annual chance floodplain, according to the National Flood Insurance Program, Flood Insurance Rate Map for the Charter Township of Meridian, Ingham County, Michigan, Community Panel No. 260093 0170 D, dated August 16, 2011.
- Utility information as shown was obtained from available public records and from supporting field observations, where possible, and is subject to verification in the field by the appropriate authorities prior to use for construction. MISS DIG was not contacted to mark utilities on site.
- Easements, if any, not shown.

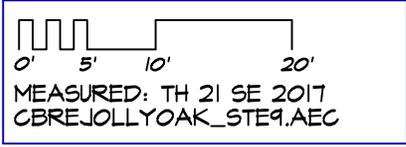
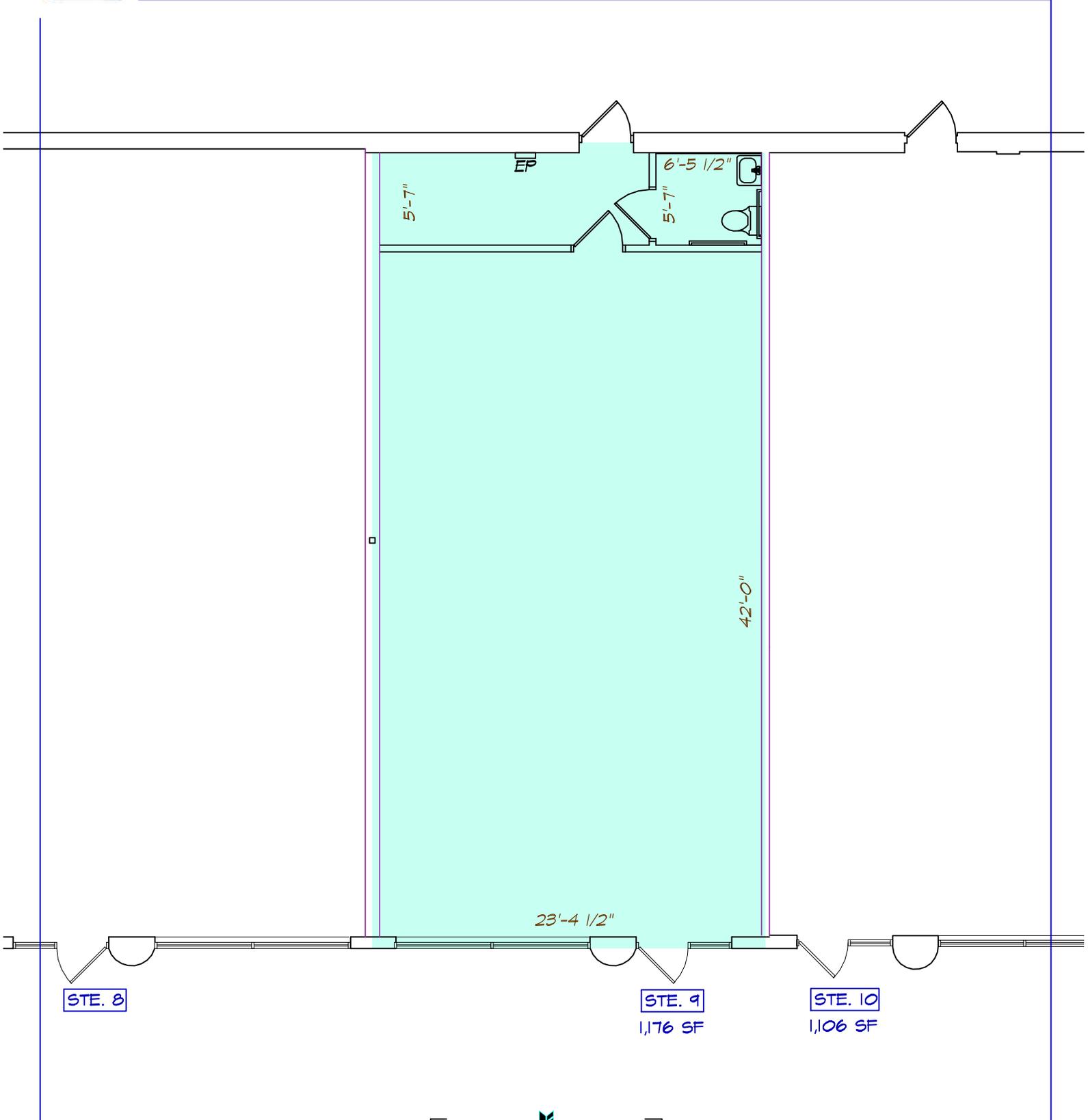
### LEGEND

(M)	= MEASURED DISTANCE	⊙	= SANITARY MANHOLE
(R)	= RECORD DISTANCE	⊕	= DRAINAGE MANHOLE
•	= SET 1/2" BAR WITH CAP	⊗	= WATER MANHOLE
□	= FOUND IRON AS NOTED	⊖	= ELECTRIC MANHOLE
—	= DEED LINE	Ⓣ	= TELEPHONE MANHOLE
—	= DISTANCE NOT TO SCALE	⊗	= CATCHBASIN
—	= FENCE	⊙	= SANITARY CLEANOUT
—	= ASPHALT	⊕	= FIRE HYDRANT
—	= CONCRETE	⊖	= VALVE
—	= LANDSCAPING	⊗	= UTILITY POLE
—	= GRAVEL	⊕	= LIGHT POLE
—	= BUILDING OVERHANG	⊖	= GUY POLE
—	= SANITARY SEWER	⊕	= GUY WIRE
—	= STORM SEWER	⊗	= UTILITY PEDESTAL
—	= WATER LINE	⊖	= TRANSFORMER
—	= GAS LINE	⊕	= HANDHOLE
—	= UNDERGROUND TELEPHONE	⊗	= ELECTRIC METER
—	= UNDERGROUND TELEVISION	⊖	= GAS METER
—	= UNDERGROUND ELECTRIC	⊕	= WATER METER
—	= OVERHEAD WIRES	⊗	= SOIL BORING
—	= HEDGE LINE	⊖	= SIGN
—	= DECIDUOUS TREE	•	= POST
—	= CONIFEROUS TREE	⊕	= AIR CONDITIONING UNIT
—	= BUSH	⊗	= MONITORING WELL



ERICK R. FRIESTROM DATE 08/05/19  
PROFESSIONAL SURVEYOR NO. 53497

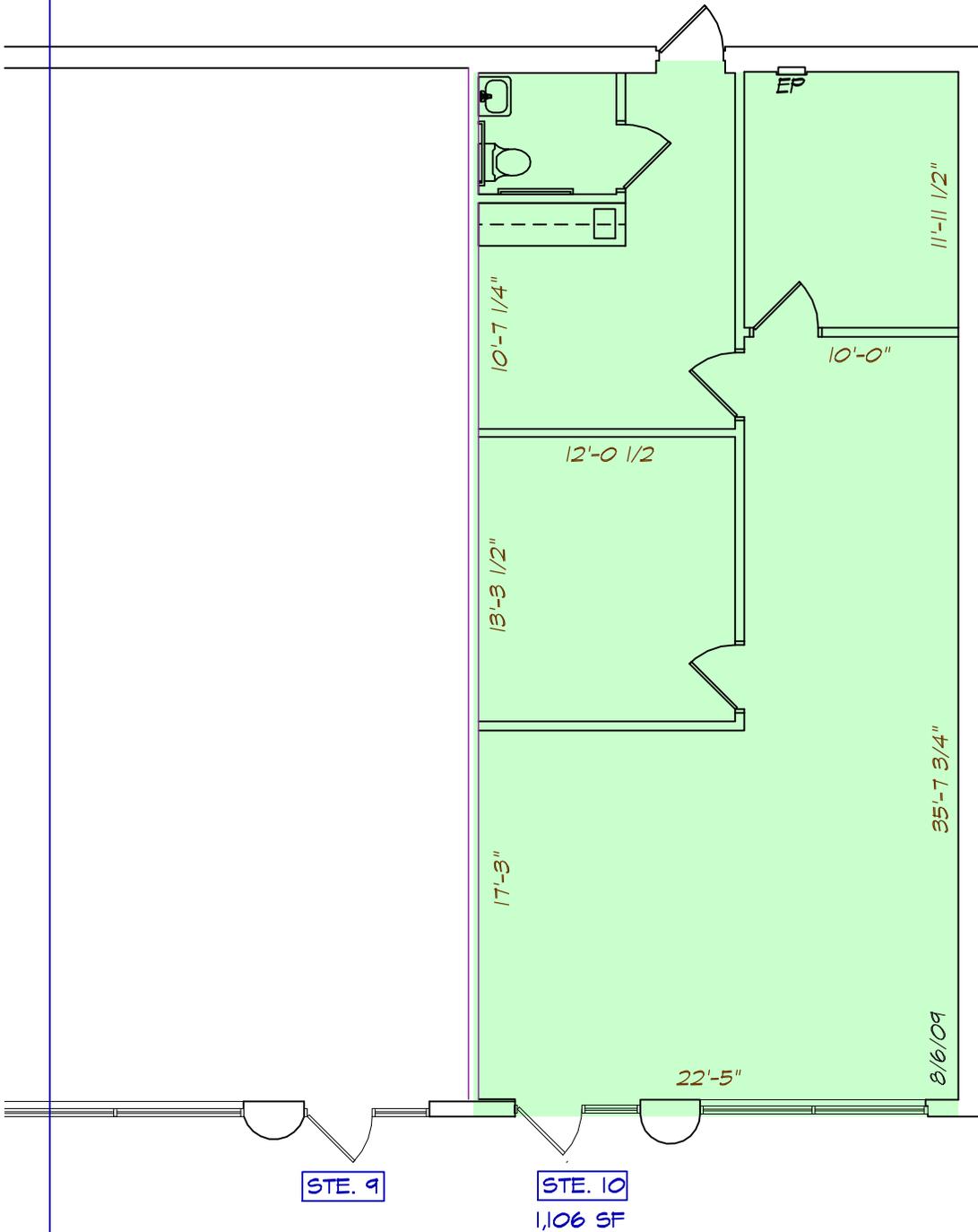
REVISIONS	COMMENTS	KEBS, INC. ENGINEERING AND LAND SURVEYING	
08/05/2019	ORIGINAL	2116 HASLETT ROAD, HASLETT, MI 48840 PH. 517-339-1014 FAX 517-339-8047 WWW.KEBS.COM	
		Marshall Office - Ph. 269-781-9800	
		DRAWN BY SSF	SECTION 33, T4N, R1W
		FIELD WORK BY SW	JOB NUMBER:
		SHEET 1 OF 1	95571.BND-1



**Martin**  
COMMERCIAL  
1111 MICHIGAN AVE/STE. 300  
EAST LANSING, MI 48823  
517-351-2200

JOLLY OAK CENTER/STE. 9  
3520 OKEMOS ROAD  
OKEMOS, MICHIGAN 48864

1  
OF  
1



# MEMORANDUM



TO: Nemer Haddad

CC: Michael G. Darga, P.E.

FROM: William Stimpson, P.E., Mohamed Aguib, E.I.T

SUBJECT: The Cured Leaf Development Traffic Impact Assessment

DATE: December 16, 2019

---

This memorandum documents a traffic impact assessment (TIA) for a 2,400 SF outparcel located on the east side of Okemos Road between Jolly Road and Hampton Place (at 3520 Okemos Road). The subject outparcel was previously used as a retail shop and a restaurant which are intended to be replaced by a marijuana dispensary. The site location is shown on **Figure 1**. A traffic impact assessment is being requested for the subject outparcel as part of the permit application. This study assumes that the proposed development would be fully occupied by end of 2020.

The key findings and conclusions of the assessment are summarized below, followed by supporting analyses. Detailed data used in the supporting analyses are provided in the appendix.

## **Key Findings and Conclusions**

- The subject development can be expected to generate about 25 vehicle trips in the AM peak hour (14 entering and 11 exiting) and 52 vehicle trips in the PM peak hour (26 entering and 26 exiting).
- Under existing and future traffic conditions, both study intersections are expected to operate at acceptable levels of service (LOS) of C or better, with acceptable delays during both the AM and PM peak hours. (LOS is assigned on a letter-based grading scale, based on average vehicular delay).
- The simulation models for the existing and future traffic conditions indicated acceptable traffic operations and negligible queues at the study intersections. (The results of the simulation and queue lengths are included in the appendix.)
- Sight distance evaluation indicated no apparent sight distance issues, contingent on keeping the sight distance clear at the site access locations.
- Access management evaluation indicated that there is no conflict with the opposing driveways for the entering or exiting vehicles at the study intersections.
- An evaluation of internal site circulation indicated that, provided the current two two-way lanes in the parking lot and the multiple access points to the plaza, traffic circulation is not of concern.
- The expected impacts of adding site-generated traffic to the site driveways on Okemos Road are negligible.



**Figure 1. Site Location**

### **Existing Conditions**

**Roads** – Okemos Road between Jolly Road and Hampton Place is classified as a principal arterial and consists of four lanes with a center left-turn lane. The posted speed limit on Okemos Road is 45 mph.

**Traffic Volumes** – Daily traffic volumes along Okemos Road were obtained from the Michigan Department of Transportation’s (MDOT) Transportation Data Management System (TDMS). The study segment has an interpolated Annual Average Daily Traffic volume (AADT 2018) of 21,981 vehicles-per-day.

For this study, Traffic Data Collection, LLC (TDC) was subcontracted to make video-based turning-movement counts during the typical 7-9 a.m. and 4-6 p.m. peak periods of Thursday, December 5, 2019. As approved by the township, these counts were conducted at the following intersections:

- Okemos Road and Hampton Place
- Okemos Road and Site Access

These recent detailed count data are also presented in the appendix. The peak-hour volumes for the study intersections during existing conditions are illustrated in **Figure 2**.

**Sight Distance Evaluation** – Since the study intersections are not proposed and currently being used, an evaluation of sight distance was deemed unnecessary. However, an evaluation of roadway geometry and obstructions at the study intersections was performed using traffic cameras, Google Earth Aerials, and Google Street View, indicating that no apparent issues would cause sight distance issues, contingent on keeping the sight distance clear.

**Access Management and Site Circulation** – The nearest opposing driveway on Okemos Road is located between the study intersections, about 80 feet south of Hampton Place, and it is currently a right-in/right-out driveway. This opposing driveway is not anticipated to affect the access to any of the study intersections due to its restricted movements. The second nearest opposing driveway on Okemos Road is located approximately 280 feet north of Hampton Place, and it is not anticipated to impact the Hampton Place site access. A simulation of traffic operations in future conditions indicated negligible vehicle queuing in the center two-way left-turn lane, see appendix for simulation files. Therefore, there will be no conflict with the opposing driveways for the entering or exiting vehicles at the study intersections.

The evaluation of internal site circulation indicated that, provided the current two two-way lanes in the parking lot and the multiple access points to the site, traffic circulation is not anticipated to be of concern.



**Legend**  
 X / Y, where  
 X = AM peak hour  
 Y = PM peak hour

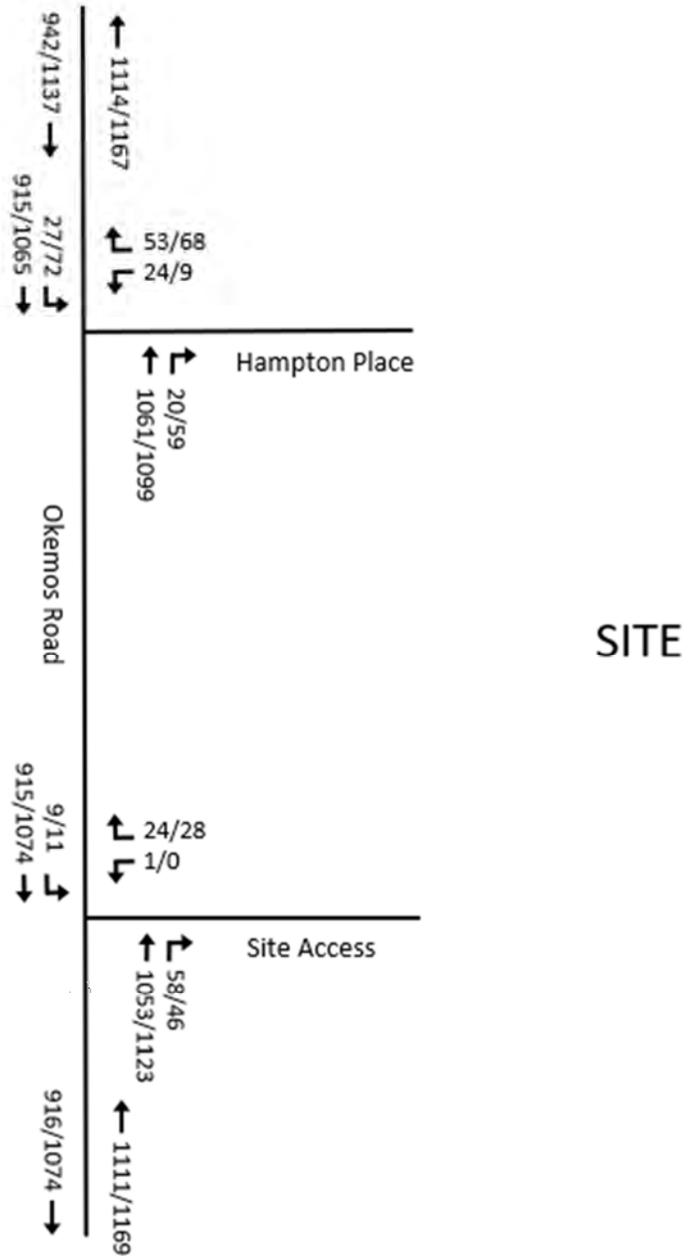


Figure 2. Existing Traffic Volumes

**Future Conditions**

**Roads** – This study assumes that no major road improvements will occur in the study area. In addition, improvements were recently completed at the intersection of Jolly Road and Okemos Road.

**Background Traffic Volumes** – To properly evaluate the traffic impacts of a proposed development, it is generally necessary to anticipate the background volumes at the time of project build-out. Since the subject parcel is planned for occupation within one year of this study, background growth was excluded from the study following industry standards.

**Trip Generation** – The published daily and peak hour trip generation rates, along with inbound/outbound percentages from the Institute of Transportation Engineer’s *Trip Generation Manual (10<sup>th</sup> Edition)*, were used to calculate the number of daily and peak hour trips for the land uses, as shown on **Table 1**.

**Table 1. Trip Generation**

Land Use		ITE Use	Size	Week-day Trips	AM Peak-Hour Trips			PM Peak-Hour Trips		
					In	Out	Total	In	Out	Total
Existing	High-Turnover (Sit-Down) Restaurant	932	1,200 SF	135	7	5	12	7	5	12
	Shopping Center <sup>1</sup>	820	1,200 SF	45	1	0	1	2	3	5
	<b>Total Existing Trips</b>			<b>180</b>	<b>8</b>	<b>5</b>	<b>13</b>	<b>9</b>	<b>8</b>	<b>17</b>
Proposed	Marijuana Dispensary	882	2,400 SF	606	14	11	25	26	26	52
<b>Change in Total Trips</b>				<b>426</b>	<b>6</b>	<b>6</b>	<b>12</b>	<b>17</b>	<b>18</b>	<b>35</b>

<sup>1</sup> Potential trip generation if this (now vacant) space were to be re-occupied by a retail use

**Trip Distribution and Assignment** – Site-generated traffic is commonly assumed to be distributed consistent with existing traffic patterns, subject to professional judgment. Here, the directionality of overall traffic on Okemos Road – 54% southbound and 46% northbound in the AM peak hour and 48% southbound and 52% northbound in the PM peak hour – was a major determinant of this study’s trip distribution modeling. The expected distribution of the future additional site traffic between the two access intersections on Okemos Road was estimated by applying professional judgment to the location of the proposed new use within the overall site.

It should be noted that the site has a third access point on Jolly Road which, if included in the study, would provide more distributed site-generated trips and reduce the impacts predicted on the other two access points on Okemos Road. However, per the Township’s request and as a conservative approach, only two site access points were considered in this study.

The above directional considerations were combined to develop trip distribution patterns, which were then applied to the trip generation totals in **Table 1** to assign site trips by peak hour; see **Figure 3**. Total peak-hour traffic at build-out is predicted in **Figure 4**; this figure adds the site trips shown in Figure 3 to the existing traffic volumes shown in Figure 2.

**Traffic Impacts** – Impact (or capacity) analyses for the site access drives were conducted using the *Synchro 10* computerized traffic model, based on methodology contained in the Transportation Research Board’s *Highway Capacity Manual (HCM)*. The current study applied the latest, most conservative methodology, first appearing in the *HCM 6<sup>th</sup> Edition*. The primary objective of such analyses is to determine the *level of service*, a qualitative measure of the “ease” of traffic flow based on vehicular delay. Analytical models are

used in *Synchro* to estimate average “control” delay. These models account for lane configuration, grade (if any), type of traffic control, traffic volume and composition, and other traffic flow parameters. At intersections with stop-sign control on the side street, results are provided only for the side street and major street left turns.

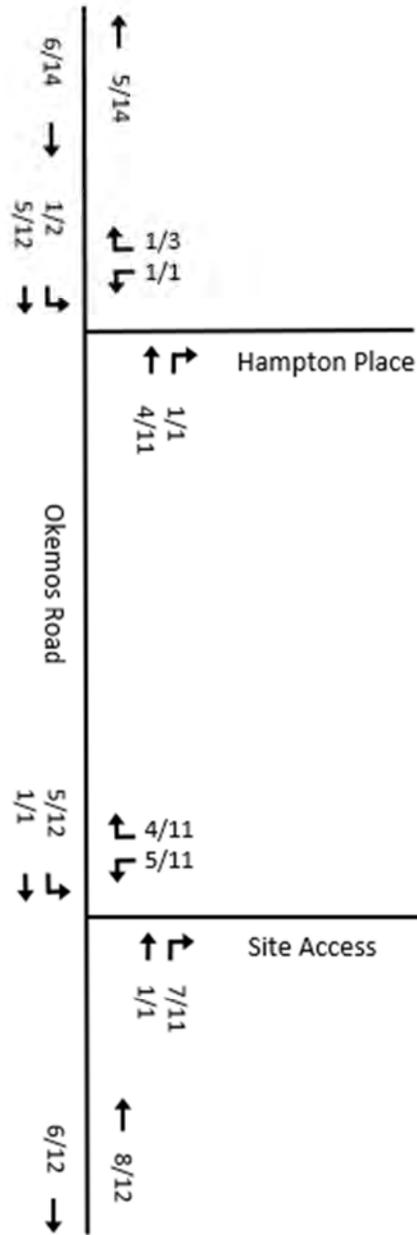
Level of service (LOS) is expressed on a letter-based grading scale, with A being the highest level and F being the lowest level. **Table 2** defines LOS in terms of average control delay per vehicle according to HCM methodology. Detailed *Synchro* printouts are presented in the appendix, with the results summarized in **Tables 3 and 4**. Note that the summary results address current traffic and future total (build-out) traffic.

**Table 2. Level of Service Criteria for Unsignalized Intersections**

Level of Service	Average Control Delay per Vehicle (sec)
A	≤ 10
B	> 10 and ≤ 15
C	> 15 and ≤ 25
D	> 25 and ≤ 35
E	> 35 and ≤ 50
F	> 50



**Legend**  
X / Y, where  
X = AM peak hour  
Y = PM peak hour



SITE

Figure 3. Site Generated Trips



**Legend**  
 X / Y, where  
 X = AM peak hour  
 Y = PM peak hour

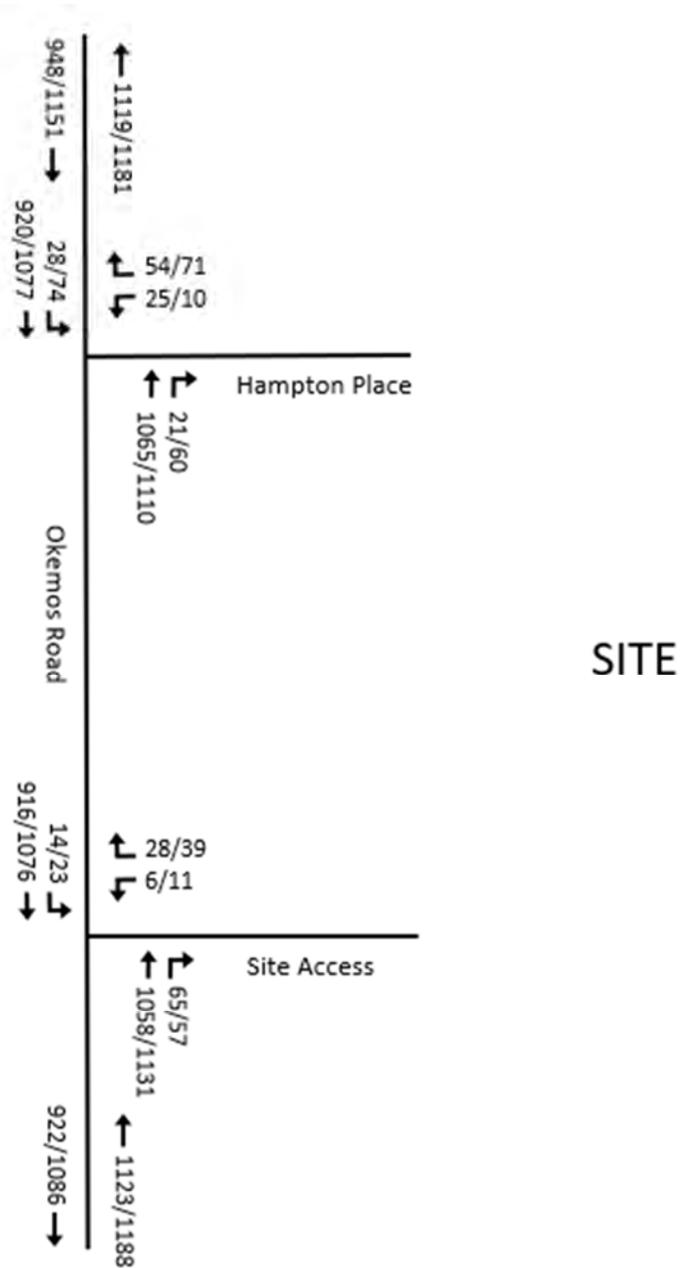


Figure 4. Future Traffic Volumes

The key findings of the *Synchro* analyses are as follows:

- Under the existing traffic condition, both study intersections are showing acceptable LOS of C or better, and acceptable delay during both the AM and PM peak hours.
- Under the future traffic condition, both study intersections are showing acceptable LOS of C or better, and acceptable delay during both the AM and PM peak hours.
- Under the future traffic condition at Okemos and Hampton, the delay on the westbound left-turn movement is 34.7 seconds (LOS D) during the PM peak hour. A simulation model was evaluated at this intersection indicating negligible queues, and vehicles were able to adequately enter Okemos Road.
- It should be noted that a third access to the site on Jolly Road was not included in the study, which is a conservative approach. More distributed site-generated trips (at three access points) would alleviate the operations at the two intersections evaluated.
- The simulation models for the existing and future traffic conditions indicated acceptable traffic operations and negligible queues. The results of the simulation and queue lengths are included in the appendix.

**Table 3. Level of Service Criteria at Okemos Road and Site Access**

Approach	Movement	AM Peak Hour		PM Peak Hour	
		Delay (sec)	LOS	Delay (sec)	LOS
<b>Existing Traffic Conditions</b>					
WB	L + R	14.8	B	15.3	C
SB	L	11.8	B	12.7	B
<b>Future Total Traffic Conditions</b>					
WB	L + R	17.4	C	21.5	C
SB	L	11.9	B	13.0	B

**Table 4. Level of Service Criteria at Okemos Road and Hampton Place**

Approach	Movement	AM Peak Hour		PM Peak Hour	
		Delay (sec)	LOS	Delay (sec)	LOS
<b>Existing Traffic Conditions</b>					
WB	L + R	20.2	C	19.0	C
SB	L	11.7	B	13.8	B
<b>Future Total Traffic Conditions</b>					
WB	L + R	20.5	C	19.5	C
SB	L	11.8	B	14.0	B



**To:** Planning Commission

**From:** Brian Shorkey, Principal Planner

**Date:** June 10, 2024

**Re:** **Special Use Permit #24009 (SANDDS Meridian LLC), establish an adult use marihuana retailer in an existing commercial center located at 3520 Okemos Road, Suites 8, 9, and 10.**

---

SANDDS Meridian LLC (Applicant) has applied for a Special Use Permit (SUP) to establish a 2,282 square foot adult use marihuana retailer in an existing commercial center located at 3520 Okemos Road (Subject Property). As proposed, the retail space would occupy multiple spaces that are currently vacant. The 0.39-acre project site is zoned C-2 (Commercial) and is currently developed with a 12,990 square foot multi-tenant building identified as Jolly Oak Center, which was built in 1989. Other tenants in the commercial center include Subway, Royal Nails, Mathnasium, Sport Clips, and Biggby.

This SUP application follows the Board of Trustees' approval of the adult use marijuana conditional license on April 16, 2024 and is similar to a medical marijuana SUP application on the same site that was approved by the Township in 2019. The Subject Property was divided from the rest of the Jolly Oak Center on February 22, 2020. The Planning Commission held a public hearing on this application at their regular meeting on May 13, 2024 and indicated support for the application.

The original staff report, dated May 13, 2024, 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)

Staff would **recommend approval** to establish a 2,282 square foot adult use marihuana retailer in an existing commercial center located at 3520 Okemos Road.

### **Planning Commission Options**

The Planning Commission may recommend approval, approval with conditions, or denial of the Special Use Permit. A resolution to approve the request is provided. If the Planning Commission wishes to recommend the approval of the Special Use Permit, Staff suggests the following motion:

**Move to adopt the attached resolution recommending approval of Special Use Permit #24009, a request to establish an adult use recreational marihuana retailer in an existing commercial center located at 3520 Okemos Road.**

### **Attachments**

1. Resolution recommending approval of the adult use marihuana retailer
2. Staff report and attached materials from the public hearing, dated May 13, 2024



**To:** Planning Commission

**From:** Brian Shorkey, Principal Planner

**Date:** May 13, 2024

**Re:** Special Use Permit #24009 (SANDDS Meridian LLC), establish an adult use marihuana provisioning center in an existing commercial center located at 3520 Okemos Road, Suites 9 and 10.

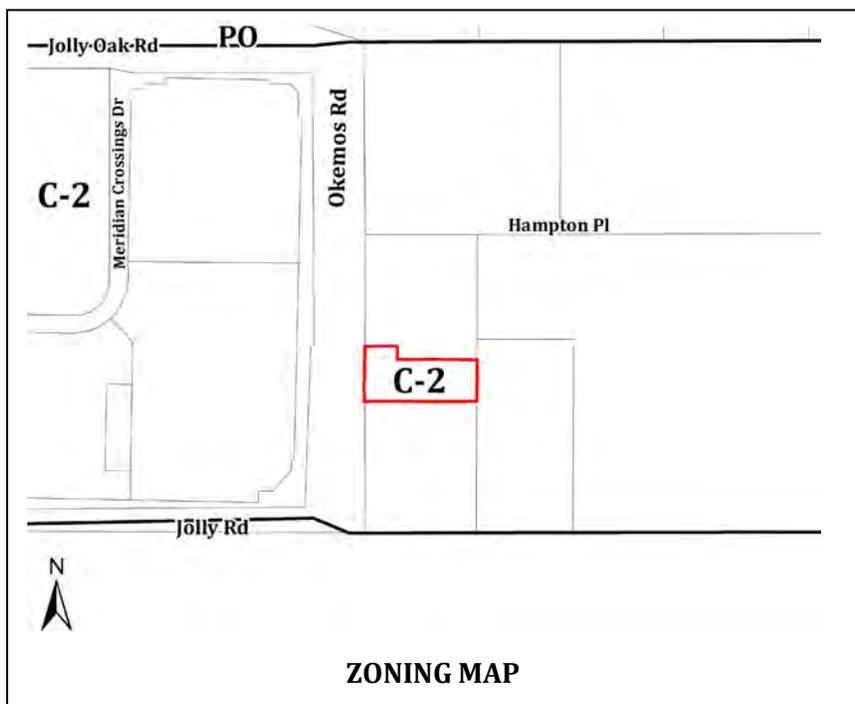
SANDDS Meridian LLC (Applicant) has applied for a special use permit (SUP) to establish a 2,282 square foot adult use marihuana provisioning center in an existing commercial center located at 3520 Okemos Road (Subject Property). As proposed, the provisioning center would occupy multiple spaces that are currently vacant. The 0.39 acre project site is zoned C-2 (Commercial) and is currently developed with a 12,990 square foot multi-tenant building identified as Jolly Oak Center, which was built in 1989. Other tenants in the commercial center include Subway, Royal Nails, Mathnasium, Sport Clips, Biggby, and Baryames Cleaners.

This SUP application follows the Board of Trustees' approval of the adult use marijuana facility on April 16, 2024 and is similar to a marijuana SUP application from the applicant in 2019. The Subject Property was divided from the rest of the Jolly Oak Center on February 22, 2020.

### Zoning and Future Land Use

The proposed project is located in the C-2 – Commercial zoning district and within the Marijuana Business Overlay District. An adult use marijuana facility is allowed permitted in the C-2 district subject to approval of a special use permit reviewed by the Planning Commission and approved by the Board of Trustees. All properties adjacent to the Subject Property are likewise zoned C-2.

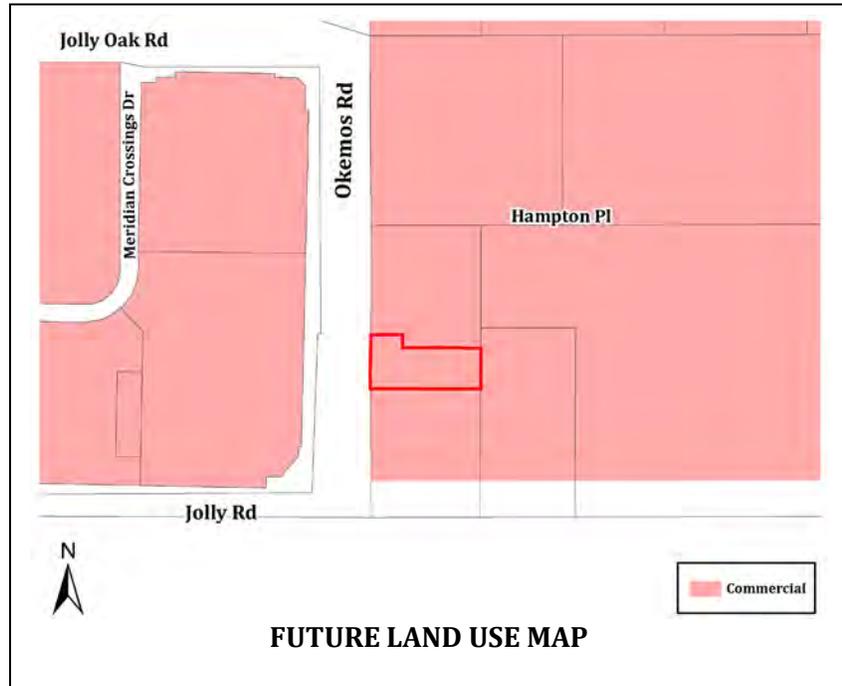
The C-2 district requires a minimum of 100 feet of lot frontage and 4,000 square



feet of lot area. The parcel is 0.39 acres in size (16,988 square feet) and has 100 feet of frontage along Okemos Road.

The Future Land Use Map from the 2023 Master Plan designates the subject site in the Commercial category. This is likewise true for all adjacent properties.

The proposed project is located in the C-2 (Commercial) zoning district, within the Marijuana Business Overlay District. A provisioning center is permitted in the C-1, C-2, C-3 (Commercial), I (Industrial), and RP (Research and Office Park) zoning districts subject to approval of a special use permit reviewed by the Planning Commission and approved by the Township Board.



### **Physical Features**

The site is currently developed with a 12,990 square foot multi-tenant commercial center identified as Jolly Oak Center, which was constructed in 1989.

The Flood Insurance Rate Map (FIRM) for Meridian Township indicates the property is not located in the floodplain and wetlands are not present on the site. The Township Greenspace Plan shows no special designation on the site.

### **Staff Analysis**

SANDDS Meridian LLC has requested SUP approval to occupy tenant space in the Jolly Oak Center commercial center at 3520 Okemos Road to operate an adult use marijuana provisioning center. For such marijuana facilities, the Planning Commission makes a recommendation on the request and the Township Board makes the final decision. The special use permit review criteria found in Section 86-126 of the Code of Ordinances should be used when evaluating the proposed special use permit. The Review Criteria are as follows:

1. The project is consistent with the intent and purposes of this chapter.
2. The project is consistent with applicable land use policies contained in the Township's comprehensive development plan of current adoption.

3. The project is designed, constructed, operated, and maintained so as to be harmonious and appropriate in appearance with the existing or intended character of the general vicinity and that such a use will not change the essential character of the same area.
4. The project will not adversely affect or be hazardous to existing neighboring uses.
5. The project will not be detrimental to the economic welfare of the surrounding properties or the community.
6. The project is adequately served by public facilities, such as existing roads, schools, stormwater drainage, public safety, public transportation, and public recreation, or that the persons or agencies responsible for the establishment of the proposed use shall be able to provide any such service.
7. The project is adequately served by public sanitation facilities if so designed. If on-site sanitation facilities for sewage disposal, potable water supply, and stormwater are proposed, they shall be properly designed and capable of handling the longterm needs of the proposed project.
8. The project will not involve uses, activities, processes, materials, and equipment and conditions of operation that will be detrimental to any persons, property, or the general welfare by reason of excessive production of traffic, noise, smoke, fumes, glare, or odors.
9. The project will not directly or indirectly have a substantial adverse impact on the natural resources of the Township, including, but not limited to, prime agricultural soils, water recharge areas, lakes, rivers, streams, major forests, wetlands, and wildlife areas.

Based on these criteria, Staff has the following comments:

### **Streets and Traffic**

The approximate 0.39-acre site is located on the east side of Okemos Road, north of Jolly Road. Access to the site is provided from two driveways, one from Okemos Road and one from Hampton Place. A seven foot wide pathway is installed along the Okemos Road frontage. Okemos Road and is a four-lane road with a center turn lane and curb and gutter that is classified as a Principal Arterial in the Street Setbacks and Service Drive map in Section 86-367 of the Code of Ordinances.

The most recent (2018) traffic count information from the Michigan Department of Transportation (MDOT) showed a total of 21,981 two-way vehicle trips in a 24 hour period on Okemos Road, north of Jolly Road.

A traffic assessment is required for an expansion or change of an existing special use where the increase in intensity would generate an additional 50 to 249 directional trips during morning and afternoon peak hours of traffic. The applicant submitted a traffic assessment prepared by Giffels Webster dated December 16, 2019. The traffic assessment provides information on potential traffic generated by the proposed provisioning center.

The assessment looks at existing and future level of service (LOS) during the AM (7:30-8:30 a.m.) and PM (4:45-5:45 p.m.) peak hours at the two existing driveway locations located along Okemos Road and Hampton Plaza. The traffic assessment notes existing traffic at the studied locations all operate at an acceptable LOS (LOS C or better) during the AM and PM peak hours. Under future

conditions, it is projected that all movements will operate at an acceptable level of service (LOS C or better).

The submitted traffic assessment contains a trip generation analysis which estimates future vehicle trips that could be generated by the proposed provisioning center. The Institute of Transportation Engineers (ITE) trip generation rates for a Marijuana Dispensary (Land Use Code 882) were selected to represent the proposed provisioning center. The following table summarizes findings from the trip generation analysis.

Description	Size	AM Peak Hour			PM Peak Hour			Weekday
		In	Out	Total	In	Out	Total	
Marijuana Dispensary, Land Use Code 882	2,400 sq. ft.	14	11	25	26	26	52	606

The findings of the traffic assessment show traffic generated by the proposed provisioning center would not create a significant impact at the studied locations.

**Parking**

The Township Code of Ordinances requires five (minimum) to 5.5 (maximum) parking spaces per 1,000 square feet of gross floor area for commercial centers and shopping malls having a gross floor area less than 25,000 square feet. The 12,990 square foot multi-tenant commercial center requires a minimum of 65 parking spaces and a maximum of 71 parking spaces. The shopping center currently has a total of 68 parking spaces, a portion of which the applicant intends to utilize.

**Required Spacing**

The non-zoning ordinance adopted by the Township Board requires marihuana facilities to be located one-thousand (1,000) feet from any public or private K-12 school, five hundred (500) feet from any church, place of worship or other religious facility, and five hundred (500) feet from any library, preschool, or child care center. The minimum distance between uses is measured horizontally between the nearest property lines. The closest facility to the proposed provisioning center is Gilden Woods Early Care and Preschool. Gilden Woods is located at 2190 Association Drive, which is approximately 890 feet away from the proposed provisioning center.

**Recreational Marihuana Approval Process**

Applicants for a Recreational Marihuana Facility must go through various steps in order to establish a facility within Meridian Township, including securing local and state approval. Applications are submitted to the Director of Community Planning and Development for review. All inspections, review, processing, and competitive review, if necessary, shall be completed within 90 days of a complete application. A completed application is forwarded to the Township Board, who must approve or deny the application within 120 days of a completed application and fees. If the application is approved, then the Applicant shall receive a conditional approval, the conditions of which must be met for the Applicant to receive a Permit as the Permit Holder. If the Township Board issues conditional approval, then the Applicant must submit their SUP application to the Planning Commission within 60 days. Recreational Marihuana permits are reviewed for renewal or amendment, but the SUP does not require annual renewal. If the applicant maintains a valid State

license and remains in good standing with both the State and Township a renewal will be granted for another one year period.

**Planning Commission Options**

The Planning Commission may recommend approval, approval with conditions, or denial of the proposed special use permit. A resolution will be provided at a future meeting.

**Attachments**

1. Special use permit application and attachments.
2. Site plan prepared by Kebs, Inc. dated August 5, 2019 and received on November 13, 2019.
3. Floor plans prepared by Serra-Marko & Associates dated August 2019 and received by the Township on November 13, 2019.
4. Traffic Assessment prepared by Giffels Webster dated December 16, 2019 and received by the Township on December 16, 2019.

**RESOLUTION TO APPROVE**

**Special Use Permit #24009  
SANDDS Meridian LLC**

**RESOLUTION**

At a regular meeting of the Planning Commission of the Charter Township of Meridian, Ingham County, Michigan, held at the Meridian Municipal Building, in said Township on the 10th day of June, 2024 at 6:30 p.m., Local Time.

PRESENT:

ABSENT:

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

WHEREAS, SANDDS Meridian LLC has submitted a request to establish a 2,282 square foot adult use marihuana retailer in an existing commercial center located at 3520 Okemos Road; and

WHEREAS, the Township Board adopted standards to allow adult use marihuana retailers in designated overlay areas throughout the Township at its meeting on July 11, 2023; and

WHEREAS, the Township Board approved the permit for an adult use marihuana conditional license on the subject property at its meeting on April 16, 2024; and

WHEREAS, the overlay areas adopted by the Township Board allow one adult use marihuana retailer in each one of five overlay areas, subject to the approval of a special use permit reviewed by the Planning Commission and approved by the Township Board; and

WHEREAS, the subject site is located entirely within Overlay Area 5 and is appropriately zoned C-2 (Commercial), which allows adult use marihuana retailers by special use permit; and

WHEREAS, the applicant was required to submit for Special Use Permit approval within 60 days of the Board's approval of their permit; and

WHEREAS, the applicant has submitted for Special Use Permit approval as required by the Township's adult use marihuana ordinances; and

WHEREAS, the Township Planning Commission held a public hearing on the Special Use Permit application at their regular meeting on May 13, 2024; and

WHEREAS, the proposed adult use marihuana retailer meets the required setbacks from any public or private K-12 school, church, place of worship or other religious facility, library, preschool, or child care center established in Section 40-31 of the Code of Ordinances; and

WHEREAS, the proposed adult use marihuana retailer will not adversely affect adjacent land uses or the health, safety, and general welfare of the community; and

WHEREAS, the proposed project is consistent with the general standards for granting a special use permit found in Section 86-126 of the Code of Ordinances.

**Resolution to Approve  
SUP #24009 (SANDDS Meridian LLC)  
Page 2**

NOW THEREFORE, BE IT RESOLVED THE PLANNING COMMISSION OF THE CHARTER TOWNSHIP OF MERIDIAN hereby approves Special Use Permit #24009, subject to the following conditions:

1. Approval is in accordance with the site plan prepared by Kebs, Inc. dated August 5, 2019 and received on November 13, 2019.
2. Approval is in accordance with the floor plans prepared by Serra-Marko & Associates dated August 2, 2019 and received by the Township on November 13, 2019.
3. Approval is subject to the applicant receiving approval of an Adult Use Marihuana Facility permit by the Director of Community Planning and Development.
4. Approval is subject to the applicant receiving Final Approval for an adult use marihuana license from the State of Michigan, Department of Licensing and Regulatory Affairs.
5. The applicant shall obtain and maintain any and all other applicable permits, licenses, and approvals necessary to operate the proposed commercial medical marihuana retailer from the State of Michigan, Township, and any other applicable agencies. Copies of all permits, licenses, and approvals shall be submitted to the Department of Community Planning and Development.
6. Any proposed future expansion, additions, or revisions to the proposed tenant space, building, or site, will require an amendment to Special Use Permit #24009.
7. All applicable conditions from previous approvals for the construction of the shopping center shall remain in effect.
8. A sign permit shall be required to install a wall sign on the building.
9. The retailer shall remain in compliance with the operational requirements established in Section 40-31 of the Code of Ordinances.
10. The special use permit shall be revoked if the applicant fails to maintain a valid Adult Use Marihuana Facility permit from the Township and Facility License from the State of Michigan.

ADOPTED: YEAS:

NAYS:

STATE OF MICHIGAN )

) ss

COUNTY OF INGHAM )

I, the undersigned, the duly qualified and acting Chairperson of the Planning Commission of the Charter Township Meridian, Ingham County, Michigan, DO HEREBY CERTIFY that the foregoing is a true and a complete copy of a resolution adopted at a regular meeting of the Planning Commission on the 10th day of June, 2024.

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Alisande Shrewsbury  
Planning Commission Chairperson

CHARTER TOWNSHIP OF MERIDIAN  
REGULAR MEETING PLANNING COMMISSION  
5151 Marsh Road, Okemos MI 48864-1198  
517.853.4000, Township Hall Room  
Monday, May 13, 2024, 6:30 pm

PRESENT: Chair Shrewsbury, Vice-Chair Snyder, Commissioners Blumer, Brooks, McConnell, McCurtis, and Scales

ABSENT: None

STAFF: Principal Planner Brian Shorkey

1. CALL MEETING TO ORDER

Chair Shrewsbury called the May 13, 2024, regular meeting for the Meridian Township Planning Commission to order at 6:30 pm.

2. ROLL CALL

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

3. PUBLIC REMARKS

None

4. APPROVAL OF AGENDA

**Commissioner Scales moved to approve the May 13, 2024, regular Planning Commission meeting agenda. Seconded by Commissioner Blumer. Motion passed unanimously.**

5. APPROVAL OF MINUTES

Commissioners discussed the level of detail that should be included in the minutes. Chair Shrewsbury recommended the discussion be held separately from discussing these specific minutes.

Commissioner McConnell asked that Mr. Heltzer’s comments in the last paragraph of section 9.A be amended to add that Mr. Heltzer stated that if the site was vegetated, it could only be around the perimeter of the site.

**Vice-Chair Snyder moved to approve the Minutes of the April 22, 2024, Planning Commission Regular Meeting as amended. Seconded by Commissioner McCurtis. Motion passed unanimously as amended.**

6. COMMUNICATIONS

- A. Baryshev Family re: SUP #24008 (Email)
- B. re: SUP #24009
- C. re: SUP #24009

## 7. PUBLIC HEARINGS

Principal Planner Shorkey gave an overview of the Public Hearing process

### A. SUP #24007 – Lilliac LLC (5681 Shaw)

Chair Shrewsbury opened the Public Hearing at 6:40pm.

Principal Planner Shorkey explained the project submitted for SUP.

The applicant was unavailable for comment.

Commissioner Scales asked for the dimensions of the parking lot. Principal Planner Shorkey stated that he has not seen an engineered drawing but that the size of the space indicates that there may be room for ten parking spaces.

Commissioner Brooks asked if there was a connection between this project and the Village of Nemoka zoning, and if the proposed change in parking ordinances would have an effect on this project. Principal Planner Shorkey could not answer the parking ordinance question specifically because the process is not complete, however in a broad sense it would be unlikely that the changes would affect the project. There is no connection between this project and the Village of Nemoka zoning. Commissioner Blumer said that this project is consistent with properties around it. Vice-Chair Snyder discussed the application and asked if they could approve it without the applicant present. Principal Planner Shorkey said the Planning Commission was not making a decision until the next meeting and that he would contact the applicant to ensure that he attends the next meeting. Chair Shrewsbury asked when the SUP would expire if the site plan could not be approved.

Chair Shrewsbury closed the public hearing at 6:50. By voice vote, the Planning Commission indicated support for the application.

### B. SUP #24008 Radmoor Montessori (2745 Mt. Hope)

Chair Shrewsbury opened the public hearing at 6:50.

Principal Planner Shorkey explained the project submitted for SUP. Commissioner Scales asked about the body of water to the east of the site. Principal Planner Shorkey showed the site on the Township Parcel Viewer and said that it appeared as a wetland. Commissioner Scales asked about the regulation of the wetland.

Irina Jameson, representative for Montessori Radmoor School, explained the need for the project. People are lingering past designated drop-off and pick-up times which leaves less parking spaces for later drop-off and pick-up vehicles. The additional spaces allow for the needed overflow for these times of day.

Commissioner McConnell stated that the size of the building is not changing so, from a planning standpoint, it is not an expansion of use. Commissioner McConnell asked if consideration will be given to non-traditional paving materials to alleviate runoff.

Chair Shrewsbury closed the public hearing at 7:04. By voice vote, the Planning Commission indicated support for the application.

C. SUP #24009 – SANDDS (3520 Okemos Road)

Chair Shrewsbury opened the public hearing at 7:04.

Principal Planner Shorkey explained the project submitted for SUP. Principal Planner Shorkey said that the SUP would require the Planning Commission to make a recommendation that will go to the Township Board.

Jamie Garmo, representative for SANDDS Meridian LLC, explained the need for the project. This is the next step in the process to establish an adult use marijuana provisioning center. The Township Board has conditionally approved the permit, pending approval of the SUP. The applicant explained that they can proceed as a medical marijuana applicant but have chosen not to because of economic pressures. She clarified State requirements for checking Identification.

Dr. David Pawsat, Township resident, spoke against the application.

Chair Shrewsbury closed the public hearing at 7:25. By voice vote, the Planning Commission indicated support for the application.

8. UNFINISHED BUSINESS

A. None

9. OTHER BUSINESS

A. Discussion regarding minutes

Principal Planner Shorkey discussed the minutes with the Planning Commission. Principal Planner Shorkey asked what the balance is between recording comments and summarizing. Vice-Chair Snyder said that she was generally happy with the detail in the minutes and that videos exist if someone wanted to dig deeper. Chair Shrewsbury discussed the minutes; she is generally happy with the level of detail and brought up Commissioner Brooks' question.

Commissioner Brooks clarified that in the specific meeting on April 22<sup>nd</sup>, he was wondering how discussion and feedback should be captured in minutes format. Commissioner Brooks wanted to know if the minutes or the recording are legally binding. Commissioner Blumer answered that the votes are legally binding, the minutes are information behind the vote. Commissioner McConnell discussed the distillation of information that happens when the meeting is summarized by Staff's reports.

Chair Shrewsbury discussed the conversations from April 22<sup>nd</sup> and suggested that the Planning Commission may have missed an opportunity to create a formal summary of their opinions for the Board. Commissioner Scales discussed the April 22<sup>nd</sup> meeting and said that the Board had received the message from the Planning Commission. Commissioner Blumer said that the conversation was broader than the April 22<sup>nd</sup> meeting and that the DDA had written a formal letter by consensus to express their opinion without a vote.

10. REPORTS AND ANNOUNCEMENTS

A. Township Board Update

Principal Planner Shorkey said that there was no report.

B. Liaison Reports

Commissioner Scales reported that the DDA was very upset regarding the Village of Okemos proposal and that they wrote a letter stating their position to the Township Board.

Commissioner McConnell reported that the Environmental Commission reviewed applications for Climate Sustainability Plan funding. Green Burial and Green Space Plan update were not recommended to go forward at this time. Commissioner McConnell supported a proposal from an MSU faculty member to Congressperson Slotkin's office supporting anaerobic digestion research.

11. PROJECT UPDATES

A. Project Report

Principal Planner Shorkey briefed the Commission on changes to the project report, highlighted in bold text, and new applications.

12. PUBLIC REMARKS

Chair Shrewsbury opened public remarks at 7:47

Ann Perkins, Township resident, asked board members to please remember to speak more clearly.

Chair Shrewsbury closed public remarks at 7:48

13. COMMISSIONER COMMENTS

Commissioner Scales attended Michigan Associations of Planners Spring Resilience Summit where he learned about recovery and mitigation from disaster.

Commissioner McConnell asked staff if they could provide information about levels of traffic service post-covid. Principal Planner Shorkey related the information he's received from speaking with engineers in other municipalities.

14. ADJOURNMENT

Chair Shrewsbury called for a motion to adjourn the meeting at 7:56 pm.

**Commissioner Scales moved to close the May 13, 2024 regular meeting of the Planning Commission. Seconded by Commissioner Blumer. Motion passed unanimously.**

CHARTER TOWNSHIP OF MERIDIAN  
REGULAR MEETING PLANNING COMMISSION  
5151 Marsh Road, Okemos MI 48864-1198  
517.853.4000, Township Hall Room  
Monday, June 10, 2024, 6:30 pm

PRESENT: Chair Shrewsbury, Vice-Chair Snyder, Commissioners Blumer, Brooks, McConnell, and Scales

ABSENT: None

STAFF: Principal Planner Brian Shorkey

1. CALL MEETING TO ORDER

Chair Shrewsbury called the June 10, 2024, regular meeting for the Meridian Township Planning Commission to order at 6:31 pm.

2. ROLL CALL

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

3. PUBLIC REMARKS

Chair Shrewsbury opened public remarks at 6:32 pm

Trustee James McCurtis thanked the commission for the honor and privilege of serving with them during his term.

Roger Taylor, Township resident, asked the Commission how many dispensaries the Township needs.

Debora Dantus, Township resident, spoke against marijuana dispensaries.

Clara Regal, Township resident, spoke against marijuana dispensaries, specifically the location of one of the dispensaries.

Dr. David Pawsat, Township resident, spoke against marijuana dispensaries.

Jay Meyer, Township resident, spoke against marijuana dispensaries.

4. APPROVAL OF AGENDA

**Commissioner McConnell moved to approve the June 10, 2024, regular Planning Commission meeting agenda. Seconded by Commissioner Scales. Motion passed unanimously.**

5. APPROVAL OF MINUTES

Chair Shrewsbury asked that the wording of the adjournment of the meeting be changed to reflect the word “adjourn” instead of the word “close.”

**Commissioner Scales moved to approve the Minutes of the May 13, 2024, Planning Commission Regular Meeting as amended. Seconded by Commissioner Blumer. Motion passed unanimously as amended.**

6. COMMUNICATIONS

- A. Kalyani Vangala re: SUP #24009 (Email)
- B. Mohan Madala, MD re: SUP #24009 (Email)
- C. Soumya Madala re: SUP #24009 (Email)
- D. Liz Kesler re: SUP #24009 (Email)
- E. Judith Leibinger/Richard York re: SUP #24009 (Email)
- F. Seth Kesler re: SUP #24009 (Email)
- G. Ellen Hoekstra re: SUP #24009 (Email)
- H. Satish Udpa re: SUP #24009 (Email)
- I. Xiaoping Li re: SUP #24009 (Email)
- J. Daniel Thompson re: SUP #24009 (Email)
- K. Sonh Su Kim re: SUP #24009 (Email)
- L. Zhichao Cao re: SUP #24009 (Email)
- M. Howard and Marlene Stover re: SUP #24009 (Email)
- N. Williamston Township Intent to Plan (Email)
- O. Alison Kochan re: SUP #24009 (Email)

7. PUBLIC HEARINGS

Principal Planner Shorkey gave an overview of the Public Hearing process. Principal Planner Shorkey noted that, with regards to the rezoning hearing, it is only in regards to the rezoning. The ensuing special use permit will come up for a public hearing in the future if the rezoning is approved.

- A. TA #24010 – Sec. 36-377 – RN – Village of Nemoka Ordinance Update

Chair Shrewsbury opened the Public Hearing at 6:48 pm.

Principal Planner Shorkey explained the project submitted for text amendment.

Chair Shrewsbury closed the public hearing at 6:54 pm. By voice vote, the Planning Commission indicated support for the application.

- B. SUP #24012 – Consumers Transfer Station (Rutherford Drive)

Chair Shrewsbury opened the public hearing at 6:54.

Principal Planner Shorkey explained the project submitted for SUP.

Anthony Stepke and Amy Gilpin, representatives for Consumers Energy, explained the need for the project. The current station provides gas to the neighborhood. It is in the right-of-way and it is outdated, issues that can be corrected if the SUP is approved. Mr. Stepke gave additional details regarding the upgrades that will be provided by creating a new station.

Commissioner McConnell asked for more information about the variance application for the fence. Mr. Stepke explained that a fence height is a requirement for safety, and in this instance part of the fence will be opaque as part of an agreement with the neighboring landowner. Principal Planner Shorkey clarified that concerns about the fence can be directed to the ZBA.

Commissioner Scales asked for the density of the population that the station will serve with regards to consideration of critical infrastructure. Mr. Stepke indicated that he will need to return to the Commission with the number of people served. Mr. Stepke stated that part of the reason for the application is because it serves many people and gave detail about how the station works to regulate gas pressure.

Vice-chair Snyder asked for more details about the appearance. Mr. Stepke gave details about what components will be visible above grade.

Roger Taylor, township resident, asked if a geological survey will be done to assess where rainwater will go with the change in grade and if an environmental survey will be done on the valves that are in the ground.

Chair Shrewsbury closed the public hearing at 7:20 pm. By voice vote, the Planning Commission indicated support for the application.

C. REZ #24013 – Fedewa Holdings (Dobie Road)

Chair Shrewsbury opened the public hearing at 7:20 pm.

Principal Planner Shorkey explained the project submitted for REZ.

Jerry Fedewa, David Fedewa, and Greg Fedewa, representatives for Fedewa Holdings, explained the need for the rezoning. Explained that their plans avoid the need for a variance request.

Commissioner Scales asked for clarity about the number of units. Jerry Fedewa explained that the number is still flexible because he has not spoken with the engineers to get details about the specific needs of the site. Once the details are available, the exact number of units will be determined. Principal Planner Shorkey clarified that if the REZ is approved, the project will need to gather more information to provide specifics when they apply for an SUP.

Chair Shrewsbury asked if affordability was being considered. Jerry Fedewa clarified that affordable units would result in higher density and would not provide garages and commented that there is a need in the community for the planned type of housing.

Joel Major, Township resident, spoke against the application, citing the denial of the 2019 rezoning application.

Michael McIntosh, Township resident, spoke against the application.

Kristina Kloc, Township resident, spoke against the application.

David Kloc, Township resident, spoke against the application.

Cecelia Kramer, Township resident and Faith Lutheran member, spoke in favor of the application. Ms. Kramer clarified that the church will be moving the driveway, not eliminating it.

John McCracken, Faith Lutheran member, spoke in favor of the application. Mr. McCracken stated that the only interest in the property has been multi-family development.

Wayne Popard, Township resident, spoke against the application.

Commissioner Blumer asked the applicant if they had architectural plans. Jerry Fedewa returned to clarify that there are currently no architectural drawings in this preliminary stage. Mr. Fedewa also commented that the Drain Commissioner's Office will require the development have appropriate drainage and that office will need to approve the plan.

Chair Shrewsbury closed the public hearing and opened Board Member comment at 8:03 pm.

Commissioner Blumer spoke in support of the developer but spoke against the application because it is not consistent with the neighborhood regarding density and land use planning. Commissioner Blumer asked if the western-most block of buildings could instead be planted as a buffer for view and traffic for the neighborhood.

Commissioner McConell spoke in support of the application because it is consistent with the Master Plan and in appropriate proximity to amenities but spoke against it because he acknowledges the inconsistency with the neighborhood.

Commissioner Scales acknowledged residents concerns and stated that the application is consistent with the Master Plan and he would like to hear more about the proposed development.

Chair Shrewsbury clarified to residents that this is just one step in a multi-step process and Commission support at this step does not mean the project is approved.

Vice-chair Snyder expressed her concern that this application does not meet the Master Plan goal to increase middle-housing development and does not support the application for this reason. Vice-chair Snyder asked if the Commission could be provided with the number of projects in the last year that cater to the demographic of multi-family housing rented for greater than \$2,000 per month.

Commissioner Brooks expressed concern about drainage from this property and stated that he would like the development to be middle level housing. He asked for more details about the differences this proposal has to the proposal that was rejected in 2019. Principal Planner Shorkey noted that the Master Plan changes are the main difference, and he would have to look deeper to have more specifics.

By voice vote Chair Shrewsbury, Commissioners McConnell and Scales support the project; Vice-chair Snyder and Commissioner Blumer oppose the project; Commissioner Brooks undecided.

## 8. UNFINISHED BUSINESS

A. SUP #24007 – Lilliac LLC (5681 Shaw)

Principal Planner Shorkey gave an overview of the process that has occurred regarding this permit to date and stated that this would be approval of the permit and it would not go before the Township Board.

**Commissioner McConnell moved to adopt the attached resolution approving Special Use Permit #24007, a request to reconstruct an existing building at 5681 Shaw Street into a four-unit residential building. Supported by Commissioner Scales. Motion passed unanimously.**

B. SUP #24008 – Radmoor Montessori (2745 Mt. Hope)

Principal Planner Shorkey gave an overview of the process that has occurred regarding this permit to date and stated that this will proceed to site plan approval.

**Commissioner Scales moved to adopt the attached resolution approving Special Use Permit #24008, a request to expand the parking lot to add 12 spaces at 2745 Mt Hope Road, known as the Montessori Radmoor School. Supported by Vice-chair Snyder. Motion passed unanimously.**

C. SUP #24009 – SANDDS (3520 Okemos Road)

Principal Planner Shorkey gave an overview of the process that has occurred regarding this permit to date and confirmed that the Commission’s recommendation will go before the Township Board.

**Commissioner Scales moved to adopt the attached resolution recommending approval of Special Use Permit #24009, a request to establish an adult use recreation marijuana retailer in an existing commercial center located at 3520 Okemos Rd. Supported by Commissioner Blumer. Motion passed unanimously.**

9. OTHER BUSINESS

A. Zoning Board of Appeals Appointment

Principal Planner Shorkey outlined the need for a Planning Commissioner to sit on the Zoning Board of Appeals and gave information about the topics reviewed by the Zoning Board of Appeals.

Commissioner Brooks indicated his interest in being the appointee. Commissioners unanimously appointed Commissioner Brooks to the Zoning Board of Appeals

10. REPORTS AND ANNOUNCEMENTS

A. Township Board Update

Principal Planner Shorkey said that there was no report.

B. Liaison Reports

Commissioner McConnell updated the Commission about the applications for Climate Sustainability related funding that the Environmental Commission has reviewed.

Commissioner Scales reminded the community that the EDC has planned a Juneteenth Festival at Lake Lansing South Park.

11. PROJECT UPDATES

A. Project Report

Principal Planner Shorkey briefed the Commission on changes to the project report, highlighted in bold text, and new applications.

12. PUBLIC REMARKS

Chair Shrewsbury opened public remarks at 8:42

Chair Shrewsbury closed public remarks at 8:42

13. COMMISSIONER COMMENTS

Commissioner McConnell complimented the layout of the project report and asked to see an aerial map view of the projects at a future meeting. Commissioner McConnell asked if a column could be added that will indicate the price-point of rental units on the project report.

Commissioner Brooks asked for an outline of how public hearings should be conducted. Chair Shrewsbury concurred and added detail as to what would help the Commission conduct them smoothly.

14. ADJOURNMENT

Chair Shrewsbury called for a motion to adjourn the meeting at 8:48 pm

**Commissioner Blumer moved to adjourn the June 10, 2024 regular meeting of the Planning Commission. Seconded by Commissioner Scales. Motion passed unanimously.**



**To:** Board Members

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

**Date:** July 31, 2025

**Re:** Ordinance 2024-07 – rezone two parcels at 350 Haslett Road and the adjacent vacant parcel from RR, Rural Residential, to RA, Single-Family Residential – INTRODUCTION

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Mayberry Homes (Applicant) has requested the rezoning of the property at 350 Haslett Road and the adjacent vacant parcel (Subject Property) in order to continue the development of the Copper Creek subdivision. In total, the area of property to be rezoned is approximately 139 acres directly adjacent to phases three and four of the existing Copper Creek subdivision. The property at 350 Haslett Road has a single family home on it, while the remaining property is vacant. The entire Subject Property is currently zoned RR, Rural Residential, which allows single-family residential homes at slightly more than one dwelling unit per acre. The Future Land Use Map changed in the 2023 update from residential use between 0-0.5 dwelling units per acre to Suburban Residential, which is consistent with the RAAA, RAA, and RA zoning categories. The surrounding properties are all single-family residential or they are vacant.

The Planning Commission held a public hearing on June 24, 2024 and received no comments from the general public. The Planning Commission again reviewed the matter on July 8, 2024 and recommended approval to the Township Board to rezone the property to RA, 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 Township Board discussed the matter at their July 23, 2024 meeting and after some discussion, were in support of bringing the matter back for Introduction at their next meeting.

Staff **recommends approval** of the proposed ordinance at this time to change the zoning of the property to be consistent with the Master Plan designation and allow continued development of the Copper Creek subdivision. Staff has provided the following recommended motion and attached resolution to introduce the ordinance.

**Move to adopt the resolution approving for introduction Ordinance 2024-07, an ordinance to rezone two parcels at 350 Haslett Road (Parcel ID# 33-02-02-12-400-003) and the adjacent vacant parcel (Parcel ID# 33-02-02-12-200-015) from RR, Rural Residential, to RA, Single-Family Residential.**

#### Attachments

1. Resolution to Approve Ordinance 24-07 for Introduction
2. Ordinance 24-07 – 350 Haslett and Vacant Land Rezoning

**RESOLUTION TO APPROVE - Introduction**

**Ordinance 2024-07  
350 and Vacant Haslett 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 8<sup>th</sup> day of August, 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, Haslett Land Investment, approached Staff about rezoning the property at 350 Haslett Road and the adjacent vacant 139+ acres; and

WHEREAS, the property is currently zoned RR, Rural Residential, allowing limited residential development; and

WHEREAS, the Owner has applied for rezoning of the property to RA, Single-Family Residential, consistent with the Future Land Use map and the surrounding properties; and

WHEREAS, the Planning Commission held a public hearing and discussed at its regular meeting on June 24, 2024, and made a positive recommendation for the proposed rezoning to the Township Board at their July 8, 2024 meeting; and

WHEREAS, the Township Board discussed the proposed rezoning at its meeting on July 23, 2024 and has reviewed the staff and Planning Commission materials provided; and

WHEREAS, the rezoning would bring the property into compliance with the Future Land Use map and would allow for the continued development of the Copper Creek subdivision, bringing new homeowners to the Haslett School District; and

NOW THEREFORE, BE IT RESOLVED THE TOWNSHIP BOARD OF THE CHARTER TOWNSHIP OF MERIDIAN hereby INTRODUCES FOR PUBLICATION AND SUBSEQUENT ADOPTION Ordinance Number 2024-07, entitled “Ordinance Amending the Zoning District Map of Meridian Township pursuant to Rezoning Application #24015” to rezone the subject properties from RR, Rural Residential, to RA, Single-Family Residential.

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 is introduced at least once prior to the next regular meeting of the Township Board.

ADOPTED: YEAS: \_\_\_\_\_

**Resolution to Introduce  
Ordinance 2024-07 – 350 and Vacant Haslett Road  
Page 2**

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 8<sup>th</sup> day of August, 2024.

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

**ORDINANCE NO. 2024-07**  
**ORDINANCE AMENDING THE ZONING DISTRICT MAP**  
**OF MERIDIAN TOWNSHIP**  
**PURSUANT TO REZONING #24015**

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 RR, Rural Residential symbol and indication as shown on the Zoning District Map, for Parcels #33-02-02-12-400-003 and #33-02-02-12-200-015, land legally described as:

An area of land in the Northeast 1/4, Southeast 1/4, and the Southwest 1/4 of Section 12, T4N, R1W, Meridian Township, Ingham County, Michigan, the limits of said area described as: Beginning at the East 1/4 corner of said Section 12; thence S00°28'42"E along the East line of said Section 12 a distance of 1312.81 feet to the South line of the North 1/2 of said Southeast 1/4 as surveyed and the North line of Haslett Road; thence S89°26'12"W along said North line 1541.67 feet; thence N05°37'52"W 441.37 feet; thence West 100.00 feet; thence North 135.00 feet; thence West 410.00 feet; thence North 310.00 feet; thence N14°00'00"W 440.00 feet; thence N17°43'43"W 70.29 feet; thence S80°00'00"W 425.00 feet to the property controlling Center of Section 12 as recorded in Liber 2 of corners, Page 441; thence N00°51'31"W along the property controlling North-South 1/4 line 1319.13 feet to the North line of the South 1/2 of the Northeast 1/4 of said Section 12 as monumented; thence N89°58'35"E along said North line as monumented 405.00 feet; thence N88°45'33"E along said North line 1237.01 feet; thence S00°50'17"E along the East line extended of Wood Valley No. 4 as recorded in Liber 41 of Plats, Pages 4 & 5, Ingham County Records a distance of 17.30 feet to the North line of the South 1/2 of the Northeast 1/4 of said Section 12 as surveyed; thence N89°33'38"E along said North line 997.72 feet to the East line of said Section 12; thence S00°27'20"E along said East line 1312.73 feet to the point of beginning; said area containing 136.28 acres more or less; said area subject to all easements and restrictions if any.

A parcel of land in the Southeast 1/4 of Section 12, T4N, R1W, Meridian Township, Ingham County, Michigan, the boundary of said parcel described as: Commencing at the East 1/4 corner of said Section 12; thence S00°28'42"E along the East line of said Section 12 a distance of 1312.81 feet to the South line of the North 1/2 of said Southeast 1/4 as surveyed and the North line of Haslett Road; thence S89°26'12"W along said North line 1976.72 feet to the point of beginning of this description; thence S89°26'12"W continuing along said North line 165.00 feet; thence N00°51'31"W parallel with the property controlling North-South 1/4 line of said Section 12 a distance of 264.00 feet; thence N89°26'12"E parallel with said North line 165.00 feet; thence S00°51'31"E parallel with said North-South 1/4 line 264.00 feet to the point of beginning; said parcel containing 1.00 acre more or less; said parcel subject to all easements and restrictions if any.

to that of RA, Single-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.

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Scott Hendrickson, Township Supervisor

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Deborah Guthrie, Township Clerk



**To: Township Board**  
**From: Abigail Tithof, Human Resources Director**  
**Date: July 31, 2024**  
**Re: National Township Manager Search**

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Attached is an overview of the proposals submitted by six (6) firms who wish to be considered by the Township Board to conduct a National Township Manager search. In June 2024, the Township released a request for proposals (RFP), which were due on July 19, 2024. Those captured in the comparison chart were timely submitted for the Board’s review, and are named below in alphabetical order. All of the listed proposals were submitted directly to the Board for thorough review and consideration. This item is being brought before the Township Board to select the firm who will conduct the search for our next Township Manager.

1. Amy Cell Talent
2. Clovity, Inc.
3. GovHR USA aka MGT of America Consulting LLC (MGT)
4. 100K Job Hunt
5. Michigan Municipal League (MML)
6. Raftelis

**Tentative Township Manager Search Timeline (Dates are estimated and subject to change):**

Date	Action
June 2024	1. RFP draft 2. Communication to employees/community
June 2024	3. RFP issued
July 2024	4. RFP response review & selection
August 2024	5. Search firm selection 6. Initial meeting with the search firm
September 2024	7. Position posted 8. Preliminary interviews & reference checks
October 2024	9. Initial interviews 10. Follow-up interviews, as deemed necessary 11. Full Township Board meet-and-greet with preferred candidate(s)
November 2024	12. Extend an offer to the preferred candidate 13. Post-offer reference checks & background/pre-employment process
November/December 2024	14. Announcement to staff and media
November/December 2024/ January 2025	15. New Township Manager on staff for a 2-3 week period that overlaps with Interim Township Manager

- **Move to approve the selection of \_\_\_\_\_ as the search firm to conduct a National search to fill the position of Township Manager for Meridian Charter Township.**

Attachments:

1. Manager search RFP.
2. Overview and comparison chart of search firm proposals received.
3. Proposals received from six (6) search firms in response to RFP.



# REQUEST FOR PROPOSALS (RFP) TOWNSHIP MANAGER EXECUTIVE SEARCH

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**Issue Date:** June 12, 2024

**Issued By:** Meridian Charter Township  
5151 Marsh Road  
Okemos, MI 48864

**Inquiries/Contact:** Abigail Tithof  
Meridian Charter Township  
Human Resources Director  
[Tithof@meridian.mi.us](mailto:Tithof@meridian.mi.us)

**Information Due:** 3:00 p.m. July 19, 2024

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## Section I.

### **Request for Proposal Notice**

Meridian Charter Township is hereby requesting proposals for qualified firms to assist with its Township Manager executive search. The deadline to submit proposals is 3:00 p.m., July 19, 2024.

Two hard copies OR one electronic copy (emailed to [Tithof@meridian.mi.us](mailto:Tithof@meridian.mi.us)) of your business proposal, clearly labeled "**RFP – Township Manager Executive Search**" should be sent to the Township. Hard copies may be mailed to the Township at the following address:

**RFP – Township Manager Executive Search**  
**Attn: Abigail Tithof, Human Resources**  
**Meridian Charter Township**  
**5151 Marsh Road**  
**Okemos, MI 48864**

And/or email to: [Tithof@meridian.mi.us](mailto:Tithof@meridian.mi.us)

Please note that no formal opening of the proposals will take place.

Proposals will be evaluated, and the successful vendor will be approved by the Township Board. The Charter Township of Meridian reserves the right to reject any or all proposals, waive irregularities in submitted proposals in the best interest of the Township, to reissue RFPs, and to request additional information. The Township reserves the right to negotiate the terms and conditions of all or any part of the project or to accept any proposals determined by the Township to be in the best interest of the Township and successful completion of the project.

Inquiries should be directed by email to Abigail Tithof, Human Resources Director, at [Tithof@meridian.mi.us](mailto:Tithof@meridian.mi.us) no later than 3:00 p.m. July 19, 2024.

### **Schedule (Dates are estimated and subject to change):**

- |                               |                |
|-------------------------------|----------------|
| • Release of RFP              | June 17, 2024  |
| • Search Firm's Questions Due | July 12, 2024  |
| • Proposals Due               | July 19, 2024  |
| • Review of Search Firms      | July 2024      |
| • Approval of Award           | August 8, 2024 |
| • Contract Begin Date         | August 2024    |

### **Section II. Township Background and Introduction**

Meridian Charter Township is a destination for raising families with a vision to achieve and maintain a sustainable and welcoming community with the highest quality of life for its 43,916 Township residents. This encompasses protecting our natural environment and our health and safety, and enhancing our prosperity, cultural heritage, diversity and recreational opportunities. Established in 1842, the Township of Meridian was organized by an act of the legislature. What was once an extension of Alaiedon Township, Meridian Township became its own municipality with somewhere around 50 residents. We commemorated the 175<sup>th</sup> anniversary of Meridian Township in 2017.

Centrally located, Meridian Township has nestled within its borders two healthy and active communities, Haslett and Okemos. A smaller portion of East Lansing and Williamston mailing addresses are also within our border. Lying along the eastern border of East Lansing and MSU, Meridian Township is in close proximity to the Michigan State Capitol.

Meridian Township welcomes visitors from surrounding areas to its vibrant business districts, over 32 square miles that includes 906 acres of parks and natural areas and to Lake Lansing, the largest lake within 25 miles of the State Capital.

### **Section III. Scope of Services**

- 1. Develop a comprehensive Township Manager profile** based on information and input from the Township Board, Staff, and representatives of the Meridian Township community. This should include interviews with key stakeholders to clarify the challenges and opportunities for the next Township Manager.
  - a. In addition to the position profile, assist with a revision to the Township Manager job description.
- 2. Review the area market** – Make recommendations regarding Township Manager Compensation.
- 3. Recruitment** – Conduct a regional and nationwide search process to attract a highly qualified candidate pool that meets the criteria outlined in the position profile. The process should include recruitment directed towards a diverse set of candidates. The search firm will receive all application materials and correspond with the candidates, as directed by the Township Board.
- 4. Communication** – Propose a communication strategy to keep key stakeholders updated at various stages of the recruitment process.
- 5. Candidate Screening** – Review all application materials, engage with qualified candidates, and manage a process that results in narrowing the field of candidates to those that most closely match the needs of the Township and the Township Manager position profile.

6. **Candidate Analysis** – Provide a written report that recommends the top group of candidates and provides the Township Board with detailed information about these candidates. The report will include candidate background information, strengths, weaknesses, education, and professional accomplishments.
7. **Facilitate an interview and selection process** with a select group of top candidates and advise the Township Board on a strategy to engage key stakeholders in the selection process. Once finalists are identified, the search firm will:
  - a. Assist the Township Board with the selection and decision-making process;
  - b. Assist with contract negotiation with the final candidate;
  - c. Assist in developing mutually agreed upon performance goals that will help guide the first 6 to 12 months of the new Township Manager’s employment.

**Section IV. Proposal Evaluation Criteria**

Meridian Charter Township will evaluate respondents based upon the written response to this RFP, consultant interviews, references, and any other information requested by the Township. The selection is based on the following criteria:

1. Consultant’s understanding of and approach in providing search services;
2. Consultant’s demonstrated qualifications and experience in this work, including the ability to search for the right candidate, having performed similar searches for local government.
3. Prior experience with an executive recruitment for Township Manager or other local government chief executive.
4. References.
5. Proposed fees.

**Tentative Township Manager Search Timeline (Dates are estimated and subject to change)**

<b>Date</b>	<b>Action</b>
<b>June 2024</b>	1. <b>RFP draft</b> 2. <b>Communication to employees/community</b>
<b>June 2024</b>	3. <b>RFP issued</b>
<b>July 2024</b>	4. <b>RFP response review &amp; selection</b>
<b>August 2024</b>	5. <b>Search firm selection</b> 6. <b>Initial meeting with the search firm</b>
<b>September 2024</b>	7. <b>Position posted</b> 8. <b>Preliminary interviews &amp; reference checks</b>
<b>October 2024</b>	9. <b>Initial interviews</b> 10. <b>Follow-up interviews, as deemed necessary</b> 11. <b>Full Township Board meet-and-greet with preferred candidate(s)</b>
<b>November 2024</b>	12. <b>Extend an offer to the preferred candidate</b> 13. <b>Post-offer reference checks &amp; background/pre-employment process</b>
<b>November/December 2024</b>	14. <b>Announcement to staff and media</b>
<b>November/December 2024/ January 2025</b>	15. <b>New Township Manager on staff for a 2-3 week period that overlaps with Interim Township Manager</b>

Meridian Charter Township reserves the right to accept any one or more than one proposal; to withdraw or cancel this RFP; to modify or amend, with the consent of the respondent, any proposal prior to acceptance; to reject any or all proposals or waive any informality and otherwise to affect any agreement that Meridian Charter Township, in its sole judgment, deems to be in its best interest. The successful respondent will be expected to enter into a standard services agreement.

## **Section V. Proposal Organization**

**Search firms must include the following in their proposal:**

- Cover letter addressed to the Township Board and copied to Human Resources;
  - Hiring firm's background, staff qualifications, and experience;
  - Scope of required services;
  - References;
  - Additional data and information;
  - Attachments;
  - Cost proposal.
1. **Cover letter** – Include the name of executive and professional personnel by skill and qualifications who will be employed in the work. Identify only individuals who will do the work on this project by name and title. Resumes and qualifications are required for all proposed Township Manager search personnel;
  2. **Describe the history of the firm**, in terms of length of existence, types of services provided, etc. Identify the details that make the firm uniquely qualified for this work;
  3. **Scope of Required Services** – Provide an overview of your recommended approach to each element outlined in the scope of services. This overview should include how the process will be managed and scheduled, communication and coordination, and the working relationship between the company and Township staff. Provide a detailed timeline in the process;
  4. **Provide examples of prior work** implementing similar search processes for both your company and the individuals to be involved in the project;
  5. **References** – A list of at least five references must be provided for similar Township Manager search processes recently completed. Please include the first/agency name, address, brief description of the work and contact person and contact information;
  6. **Additional Data and Information** – Any additional material such as communication materials, presentations, videos, etc., that may give the selection committee a broader sense of your company;
  7. **Cost Proposal** – Shall be submitted and include names, title, hourly rates, reimbursable expenses, and any other costs associated with providing the proposed services and any other anticipated expenses.

## **Section VI. Proposal Evaluation**

The Township will evaluate each proposal by the above-described criteria to select a short list of firms for further consideration. The Township reserves the right to reject any proposal that it determines to be unresponsive and deficient in any of the information requested for evaluation. A proposal with all the requested information does

not guarantee the proposing firm to be a candidate for an interview or follow-up. The Township may contact references to verify material submitted by the respondents.

The Township will then schedule interviews with the selected firms if necessary. The selected firms will be given the opportunity to discuss in more detail their qualifications, experience, proposed work plan and fee proposal.

The interview must include the project team members expected to complete most of the work on the project. The Township reserves the right to waive the interview process and evaluate the respondents based on their proposals and fee schedules prior to interviews.

## **Section VII. Additional RFP Details**

### **Public Records**

In entering into a contract with the Township (or responding to a Township solicitation), all consultants are hereby notified that all bids, proposals, quotations, RFP responses, agreements, invoices, correspondence and any other documents submitted to the Township become public property, are subject to public disclosure, and may be eligible for review under the Freedom of Information Act (FOIA). All public records will be made available upon request, at the earliest time permitted by law. Ownership of all data, materials, and documentation originated and prepared for the Township pursuant to this RFP shall belong exclusively to the Township.

### **Tax Exemption**

The Township is exempt from Federal and State of Michigan sales tax. A tax exemption certificate will be made available at the successful consultant's request.

### **Expense for Preparing Response to RFP**

The Township accepts no responsibility for any expenses incurred by the responders to this RFP, including costs associated with RFP responses and presentations. Such expenses are to be borne exclusively by the responders.

### **Compliance**

The contractor shall observe and comply with all applicable laws, ordinances, and the rules and regulations of all authorities having jurisdiction over the Township's contract.

The contractor shall comply, when applicable, with the US Department of Labor, Safety and Health Regulations identified as Chapter XVII of Title 29, Code of Federal Regulations (CFR) Parts 1910 and 1926 and subsequent amendments.

The contractor agrees that in the hiring of employees for the performance of work under the Township's contract or any subcontract, no contractor, subcontractor, or any person acting on his behalf shall, by reason or race, creed, sex, disability, color, discriminate against any citizen of the State in the employment of labor or workers who are qualified and available to perform the work to which the employment relates, nor shall any contractor, subcontractor, or any person acting on his behalf, in any manner, discriminate against or intimidate any employee hired for the performance of work under the Township's contract on account of race, creed, sex, disability, or color.

### **Non-Waiver of Rights**

No failure of either party to exercise any power given to it hereunder or to insist upon strict compliance by the other party with its obligations hereunder, and no custom or practice of the parties at variance with the terms hereof, nor any payment under this agreement shall constitute a waiver of either party's right to demand exact compliance with the terms hereof.

### **Indemnification/Insurance**

To the extent authorized by law, the contractor shall indemnify and hold harmless the Township its officers, elected officials, agents and employees from and against all claims, damages, losses and expenses including attorney's fees arising out of or resulting from the contractor's performance, provided that any such claims, damage, loss or expense is attributable to bodily injury, sickness, disease or death, or to injury to or destruction of tangible property, including the loss of use resulting there from; and is caused in whole or in part by any negligent

or willful act or omission of the contractor, subcontractor, anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable. If the contractor is required to go on Township property to perform work or services, the contractor shall assume full responsibility and expense to obtain all necessary insurance as required by the Township.

**Relationship of Parties**

The relationship between the parties to a contract resulting from this solicitation shall be that of independent contractors. Nothing contained herein shall be interpreted or construed as establishing an agency or employer/employee relationship between the parties or between either party and the employees or representatives of the other party. The contractor is responsible for all Social Security taxes and Bureau of Workers Compensation contributions for itself and any of its employees.

**Assignment**

Neither the contractor, nor the Township shall sell, transfer, assign or otherwise dispose of the contract or any portion thereof, or of their right, title or interest therein, or the obligation there under, without written consent of the other party.

**Termination**

The Township reserves the right to terminate any contract resulting from this solicitation in whole or in part for default (termination due to the contractor's failure to perform satisfactorily) or convenience (termination due to the best interests of the Township). After 10 days from delivery of a written notice to the contractor, the Township may, without cause and without prejudice to any other right or remedy, elect to terminate the contract. In such case, the contractor shall be paid for work executed, goods delivered and accepted, and any expense sustained, plus reasonable profit, unless such termination was due to the act or conduct of the contractor.

**Meridian Township Manager- National Search Firm Proposals Overview**

	Amy Cell Talent, LLC	Clovity, Inc.	GovHR USA MGT	100K Job Hunt	Michigan Municipal League	Raftelis
<b>A) HISTORY OF THE FIRM</b> Qualifications, experience with local government searches for township manager or chief executive, types of services provided	Established in 2015; well-versed in municipal recruiting, HR, project mgt; numerous municipal and public sector clients provided; has conducted over 1400 searches, including recruitment for 100+ executive and key leadership roles including City Managers, Executive Directors, Vice Presidents, etc.	Established 2008, has provided 400 recruitments for non-IT, IT, healthcare, public and private agencies in 25 states with 96% customer satisfaction. 150+ employees	MGT established in 1974; GovHR was established in 2009, originally as Voorhees Associates. GovHR recently acquired by MGT of America Consulting LLC. Public sector management experience in all areas of local govt. MGT has worked on 30,000+ projects. MGT combined with GovHR & includes more than 800 professionals and administrative staff.	New company established in Nov 2023. Facilitates connections between candidates and hiring companies. Provided searches yes, but local government not confirmed; not certain if Township Manager or local government search conducted by the firm.	Established in 1899 and began providing executive search services exclusively to Michigan communities since 1998. Longest serving association for Michigan municipal government.	Established in 1993, and has provided 160+ searches in local government. Predecessor, Raftelis Environmental Consulting Group, Inc. was established in 1993 to provide financial and management consulting services to public-sector clients. Name changes in 1999 and 2004 Raftelis Financial Consulting and Raftelis Financial Consultants, Inc., respectively.
<b>B) SCOPE OF SERVICES</b>	1. Create clear target and plan 2. Market the posting 3. Thoroughly access applicants 4. Conduct interviews 5. Negotiate 6. Transition support (incl 360 review at 6 mos)	Phase 1. Develop Comprehensive Township Manager Profile Phase 2. Review Area Market and Make Compensation Recommendations Phase 3. Recruitment Process Phase 4. Communication Strategy Phase 5. Candidate Screening Phase 6. Candidate Analysis Phase 7. Interview and Selection Process	Phase 1. Position assessment, announcement, & brochure Phase 2. Advertising, candidate recruitment & outreach Phase 3. Candidate evaluation & screening incl live video interview with each finalist candidate Phase 4. Presentation of recommended candidates Phase 5. Interview process & background screening Phase 6. Candidate appointment	Search engine linked with recruiters and staffing agencies	Profile Phase, Advertisement Phase, Screening & Shortlist Phase, Interview & Selection Phase, Final Phase + Optional services to solicit stakeholder feedback, provide public forum or "meet-and-greet"	Activity 1- Develop candidate profile and first-year goals for the position Activity 2- Conduct outreach, initial screening, post and advertise position Activity 3- Support interviews and selection process including candidate references and background checks
<b>C) TIMELINE</b>	12 weeks from initial meeting with Board and stakeholders through Township Manager interviews. Does not include negotiation, relocation and other supports for onboarding.	Time is estimated, based on each step in process	14 weeks from date of project initiation	Time is estimated, based on each step in process	A typical search requires at least 16 weeks to complete. The timeline varies on a number of factors	Mid-August 2024 through November 2024

Page 2 of 3	Amy Cell Talent, LLC	Clovity, Inc.	GovHR USA MGT	100K Job Hunt	Michigan Municipal League	Raftelis
<b>D) REFERENCES</b>	Traverse City (2023 City Manager), City of Ypsilanti (2023 City Manager), City of Fraser (2020 City Manager – Amy Cell who was appointed Acting City Manager during leadership transitions), Scio Township (Twp Supervisor).	Deputy Commissioner, Commissioner, Chief of Staff for State of MA, Providing recruitment solutions for several positions at Corewell Health, Qualified to provide staff for State of MA, Qualified to provide staff for Advantasure in VA, current contract to provide temp staff for State of MA.	Antioch, CA (2024 City Manager), Kalamazoo County, MI (2022 County Administrator), Burien, WA (City Manager 2022)	New company established Nov 2023, engagements through HR networks rather than direct contracts	City of Wayne (City Manager 2024), City of Grosse Pointe (2023 City Manager), Village of Lake Odessa (Village Manager 2023).	City of Novi (Assistant City Manager 2010, Finance Director 2012), City of Westerville (City Clerk 2024, City Manager 2020, Deputy Planning and Development Director 2013, Finance Director 2020), Washington Township, OH (Assistant Fire Chief 2022, Township Administrator 2014, 2018), City of Fairfax, VA (City Manager 2024, 2018, Deputy City Manager 2023, Police Chief 2018), City of Rockville, MD (City Attorney 2021, City Manger 2016, Community Planning and Development Svc Director 2018)
<b>E) PRIOR SEARCHES CONDUCTED BY FIRM</b>	Bedford Township, City of Ann Arbor, City of Clawson, City of Dearborn, City of Eastpointe, City of Farmington Hills, City of Fraser, City of Grand Rapids, City of Grosse Pointe, City of Holland, City of Jackson, City of Kentwood, City of Traverse City, city of Madison Heights, Macomb Township, and more.	City of Sacramento, CA, Illinois Public Higher Education Cooperative (IPHEC), San Antonio Water System, State of Michigan, Rochester Housing Authority, State of Florida executive search, California Air Resource Board, State of Cansas, State of Kansas, Maryland Judiciary, and more.	Six full pages of municipal placements nationwide provided, including 20 Michigan municipal placements listed; Adrian, Albany, Alpena, Caro, Charlotte, Clawson, Delta Charter Township, Eastpointe, Ferndale, Hamtramck, Kalamazoo, Lincoln Park, Oakland Township, Rochester, Royal Oak, and Troy.	New company	Livonia, Dearborn Heights, Wayne, East Lansing, Ecorse, Flint, Grosse Pointe, Manistique, Elk Rapids, Lake Odessa, Ypsilanti, Bloomfield Hills, Grandville, Muskegon, Chelsea, Ironwood, Petoskey, Marshall, Norway, Belding, Northfield Township, Manistee, Missaukee County, Ionia, Farmington Hills, Elk Rapids, and more.	Five full pages of municipal placements nationwide, including 3 Michigan Municipal placements listed in Novi and Rochester Hills

	Amy Cell Talent, LLC	Clovity, Inc.	GovHR USA MGT	100K Job Hunt	Michigan Municipal League	Raftelis
<b>F) PROPOSED COSTS/FEES</b>	\$18,500 Full Service , \$9,500 Value Service, \$4,950 Basic Service (Menu of services also provided) Hourly rate for additional services: Cell (\$125/hr), Sigers (\$110/hr), Roberts (\$75/hr).	Hourly rates provided per staff (Starman \$100/hour, Dogra \$75/hour, Imran/Khan \$50/hour, Baig \$50/hour); other costs listed as \$50	\$21,500 Recruitment Fee, Recruitment Expenses not to exceed \$1,500, Advertising up to \$2,000. Consultant travel expenses not included with price proposal. Additional visits requested \$195/hour.	\$10,811.17 per month for search services, plus per-candidate-per-month itemized costs	\$18,500 for the standard executive search services outlined in proposal, includes both professional fees and project expenses (advertising, travel, etc.); additional fees for optional services such as 3rd profiling session with stakeholders (\$1,100) or public meet-and-greet of semi-finalists during interview stage (\$1,100); \$75/hour for additional services plus actual cost of expenses.	\$34,300 total fixed fee to complete Township Manager recruitment as outlined. Additional costs: Advertising (\$2,000-\$2,500), Background checks (\$175-\$500 per finalist), Finalist interview travel (borne and reimbursed directly to finalists by the Township). Fixed fees: Activity 1 (\$11,453), Activity 2 (\$11,207), Activity 3 (\$11,640)
<b>G) SEARCH FIRM STAFF PERFORMING THE WORK</b>	Amy Cell, President, oversee all search aspects; <b>Barbie Sigers, Talent Acquisition Director</b> , manages search; <b>Rebecca Roberts, Consultant</b> , outreach, scheduling, candidate screening and interview support.	<b>Cameron Starman, Director of Client Management</b> , strategic guidance and oversight, client satisfaction, communication, collaboration, service delivery. <b>Prahlad Singh Dogra, Head of Delivery</b> , lead and manage delivery of interim services, coordinate placement of high-level executives, oversee service delivery. <b>Priyanka Pawar, Head of HR</b> , lead HR recruitment function, negotiate compensation, <b>Surya Pratap, Senior Account Manager</b>	<b>Ryan Cotton, VP and Project Manager</b> , main contact for this search project; <b>Michelle Morawski, Assistant Director of Client Services</b> .	<b>Tomya Mateo, General Project/Product Manager</b> , holds co-recruitment agreements with some partners. Undefined how many partners used, but linked in links provided for several people who may be called on.	<b>Patsy Moore, Facilitator and Primary Recruiter</b> , coordinate majority of the services within the proposal; <b>Emily Kieliszewski, Assistant Director of Member Services</b> , primary point of contact for negotiation, contractual matters and overall project oversight; <b>Heather Elliott, Project Coordinator</b> , task coordination, administrative support and research.	<b>Catherine Tuck Parrish, VP, Project Director and Lead Recruiter</b> , executive search and strategic planning, acting manager, <b>Pamela Wideman, Senior Manager and Recruiter</b> , <b>Heather Gantz, Recruiter</b> , <b>robert Colichio, Recruitment Specialist and Senior Consultant</b> , <b>Kelsey Batt, Recruitment Specialist, Consultant</b> , <b>Alexa Worrell, Recruitment Specialist, Consultant</b> , <b>Julia Novak, Executive VP</b> ;

# Executive Search Services

## Township Manager

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Prepared for Meridian Charter Township



Presented by Amy Cell, LLC

July 19, 2024

**AmyCell** Talent  
BUILD BETTER TEAMS

Meridian Charter Township Board,  
cc Human Resources  
Meridian Charter Township  
5151 Marsh Road  
Okemos, MI 48864

Thank you for the opportunity to submit this proposal to assist Meridian Charter Township in its search for a new Township Manager.

As you look through this proposal, you will find that we bring extensive experience with executive searches in the public and private sectors and we are committed to providing you exceptional service and sharing with you our passion for Michigan communities. My hope is that upon review you will find us to be an excellent fit for this engagement.

We believe that we are the right partner for Meridian Charter Township due to the following attributes which we will detail in the attached proposal:

- ***Passion for community service*** - Our team has worked for government, economic development and community development organizations. We are passionate about supporting Michigan’s communities!
- ***Local knowledge makes for better marketing*** - We get to know the communities we are working with, through research and one on one meetings. We will then create a “Community Profile” that we share widely to attract candidates.
- ***Consensus builders*** - We will interview Township Board members and staff and align the Board on the ideal candidate profile.
- ***Top notch candidates*** - Our combination of strategic marketing and targeted outreach results in a robust pool of qualified and motivated candidates. We then winnow the pool down to a short list of candidates through a thorough vetting of the candidates’ background and accomplishments.
- ***Diversity, equity, inclusion and belonging*** - We strive to develop candidate pools that are diverse and intentionally create a marketing plan and assessment strategy that is as inclusive as possible. Two of our team members have DEI certifications and our own team is rich in diversity.
- ***Customized approach*** - Each of our executive search engagements is unique. We focus on the key experiences, leadership style, and managerial competencies desired by the group of stakeholders that we interview. We create a tailored profile, service offering and communication approach that fits with your needs. Our extensive experience with planning and project management and transparent communication style will help the Board through the experience as smoothly as possible.

- **Transition support** - We are committed to the success of your new team member, and know how important the onboarding experience is for the organization. We provide onboarding plan development support, and offer a 360 degree feedback report after six months.
- **Our team** - We have a team of 24 highly qualified recruiters and HR experts.

For this recruitment, we have selected the following team of highly qualified professionals, all of whom are well-versed and experienced in municipal/public sector and executive recruitment. These three individuals are based out of our Ypsilanti office.

The table below lists the key persons assigned to this project, as well as their anticipated roles. Resumes are included as an attachment.

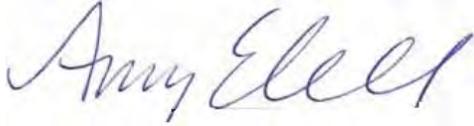
Proposed Team Includes:

Name	Title	Anticipated Roles
<b>Amy Cell</b>	President and Founder	<b>Role:</b> Lead. Oversees all search aspects included in this proposal.
<b>Barbie Sigers</b>	Talent Acquisition Director	<b>Role:</b> Manages search activities; participates in meetings; completes stakeholder intake interviews; finalizes the position description. Manages consultants and fine details.
<b>Rebecca Roberts</b>	Consultant	<b>Role:</b> Assists in document production, scheduling and outreach. Assists with candidate screening, background and reference checks. Provides on-site interview support.

Since our inception in 2015, we have supported hundreds of employers, communities, and job seekers with customized HR and recruiting services. Our team of seasoned professionals brings expertise and knowledge in the areas of municipal recruiting, human resources, economic development, project management, and marketing. We would be honored to work with the Meridian Charter Township on this important endeavor.

Please feel free to contact me with any questions. Thank you very much for the opportunity to share our interest in this engagement.

Best regards,



Amy Cell  
President, Amy Cell, LLC  
734-657-0370  
[Amy@AmyCellTalent.com](mailto:Amy@AmyCellTalent.com)

*Amy Cell, LLC is a certified Women-Owned Business, proud recipient of the 2022 Michigan Celebrates Small Business 50 Companies to Watch Award (SBAM), 2022 and 2023 Ann Arbor SPARK FASTTRACK Award, and a Gold Resource Partner of MISHRM.*

*Amy Cell, LLC is an equal opportunity employer.*

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## A. Qualifications

### Type of Business

Amy Cell, LLC of 215 W. Michigan Avenue, Ypsilanti, Michigan 48197, operates as a Limited Liability Corporation in the State of Michigan. As a registered LLC in Michigan, we are licensed to operate in the State of Michigan. We provide recruiting, human resources consulting, and career coaching services. We are in good standing with the state of Michigan and have all the necessary licenses and certifications to be able to perform the work indicated in this RFP. The contact person for this proposal is Amy Cell. She can be reached at 734-657-0370 or [amy@amycelltalent.com](mailto:amy@amycelltalent.com).

### History

Since our founding in March of 2015, Amy Cell, LLC has conducted over 1400 searches, including recruitment for 100+ executive and key leadership roles, such as CEOs, City Managers, Executive Directors, Vice Presidents, and other C-Suite roles. In addition to our strong track record of success in both the public and private sectors, Amy Cell brings significant relevant experience to municipal/public sector recruiting, having served as Senior Vice President of Talent Enhancement at the Michigan Economic Development Corporation (MEDC), and as Vice President Talent Enhancement for Ann Arbor SPARK. In these roles, Amy was responsible for programs in talent attraction, retention and development at regional and state levels, and was integral in the design and implementation of talent programs to benefit Michigan employers and citizens (e.g., job seekers, apprentices, displaced workers). Through this decade of public service, Amy Cell established a large professional network and national reputation as a thought leader in talent attraction. The firm's commitment to client satisfaction and a positive jobseeker experience has led to strong growth, and our firm is proud to have all but one of our employees based in Michigan.

### Why Us?

Here are the reasons that Councils, Commissions and Boards have trusted us to help them with one of their most important duties:

- We are experts in recruiting and sourcing. We have our own database of 1000+ municipal professionals, and send out monthly communications. We have four LinkedIn recruiter licenses so that we can effectively target top-notch talent, and ensure a diverse applicant pool.
- We are well versed in applicable laws including the Open Meetings Act and Freedom of Information Act.
- In addition to talent acquisition support, we provide HR consulting services to municipal clients, such as training programs, performance review management and have been the outsourced HR function for a municipality. We have had a team member serve as Acting City Manager, and have a team member that

was a long serving local government employee. Thus we understand the day to day activities of local government.

- We have a strong marketing team that is well versed in social media and media relations. We will prepare press releases as directed by the Township Board to support community engagement.
- We focus on success - we can provide a structured onboarding experience to help the new Township Manager hit the ground running. We also offer a 360 degree feedback review after six months to help address any issues to ensure that the Township Manager has an accurate understanding of what they should keep, stop and start doing.

**Municipal / Public Sector Clients We Have Served**

Municipal / Public Sector Clients We Have Served		
 <p><b>Bedford Township</b></p>	 <p><b>City Ann Arbor</b></p>	 <p><b>City of Clawson</b></p>
 <p><b>City of Dearborn</b></p>	 <p><b>City of Eastpointe</b></p>	 <p><b>City of Farmington Hills</b></p>
 <p><b>City of Fraser</b></p>	 <p><b>City of Grand Rapids</b></p>	 <p><b>City of Grosse Pointe</b></p>
 <p><b>City of Holland</b></p>	 <p><b>City of Jackson</b></p>	 <p><b>City of Kentwood</b></p>

 <b>City of Livonia</b>	 <b>City of Madison Heights</b>	 <b>City of Norton Shores</b>
 <b>City of Rochester Hills</b>	 <b>City of St. Clair Shores</b>	 <b>City of TRAVERSE CITY</b> <b>City of Traverse City</b>
 <b>City of Yale</b>	 <b>City of Ypsilanti</b>	 <b>Independence Township</b>
 <b>Lapeer County</b>	 <b>Lapeer County Road Commission</b>	 <b>Macatawa Area Express</b>
 <b>Macomb Township</b>	 <b>Redford Township</b>	 <b>Scio Township</b>
<p><i>Village of Almont</i></p> <b>Village of Almont</b>	 <b>Village of Capac</b>	 <b>Village of Dundee</b>
 <b>Washtenaw County Conservation District</b>	 <b>WB Parks</b>	

## Examples of Prior Engagements

Below is a sample of recent relevant engagements

### City of Traverse City

**Engagement:** Amy Cell, LLC conducted a successful **City Manager** search, in July 2023 for the City of Traverse City. After a thorough review of 88 applicants, 5 candidates were selected as finalists in the search for the new City Manager for the City of Traverse City. Candidates participated in 40-minute interviews with the entire city commission and one-on-one meetings with individual commissioners, followed by a reception in which all candidates were invited to meet and greet each other, city staff/officials, and the public.

### City of Ypsilanti

**Engagement:** In October 2023, Amy Cell, LLC was selected to assist the City of Ypsilanti with their search for a **City Manager**. The pool of 245 applicants was narrowed down to 4 finalists. Amy Cell, LLC arranged finalists interviews with the City Commission and encouraged residents to attend.

### City of Ann Arbor

**Engagements:** Amy Cell, LLC has been a key talent resource for the City of Ann Arbor, completing multiple, successful executive searches since 2020. These searches include: **City Administrator** search in June 2020 which resulted in 268 candidates and 3 finalists; **Chief Financial Officer** search in January 2021 resulted in 89 candidates and 4 finalists; **City Attorney** search in July 2021 which resulted in 19 candidates and 1 finalist; and **Director of Human Resources** search in June 2022 which resulted in 95 candidates and 2 finalists.

In addition to completing City Administrator and City Attorney Performance reviews (2020, 2022) and successfully recruiting for a senior staff position in the Public Works department, Amy Cell, LLC also provided organizational development support by designing and implementing 360 feedback assessments for key leaders.

May 25, 2022

*“As part of our City Council’s Administration Committee, I have enjoyed working closely with Amy Cell on a number of executive level searches. In a competitive recruitment environment shared by all municipalities, Amy was able to present a number of viable candidates for each position - even when a known internal candidate*

*existed. She presented clear, cost-effective plans that were thorough, efficient, and through supplemental materials such as video interviews, provided valuable insight into our candidates.*

In addition to her human resources expertise, I appreciated that Amy Cell took the time to capture our council, staff, and community priorities. This understanding of local context has undoubtedly contributed to our successful recruitment efforts.”

Fmr Ann Arbor Mayor Pro Tem Julie Grand

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### **City of Fraser**

**Engagement:** In July of 2020 we were selected by the City of Fraser over 5 other firms to provide an independent HR department to support approximately 70 employees and 100+ retirees. During the following 18 months we filled approximately 20 positions, restructured the leadership team, recruited an interim City Manager to address short term issues as well as the permanent City Manager. Additional HR projects included implementation of the BS&A HR module, developed a new handbook, oversaw benefits administration and open enrollment, developing new performance review processes, updating all job descriptions, creating a new compensation structure, and launching an employee newsletter. Additionally, Amy Cell was appointed Acting City Manager at one point during the leadership transitions.

### **Fraser City Council Meeting, February 10, 2022**

*“Our vision when we started with Amy Cell hit some major road blocks because some things happened we weren’t anticipating and you tackled those with such grace and such dignity and found us candidates.”*

Fraser City Council Member Amy Baranski

*“I just want to thank you and tell you what a privilege and honor it has been to work with you. You have impressed me repeatedly.”*

Fraser City Council Member Amy Baranski

*“Amy, I just want to thank you for everything you have done for us. You accomplished not only what we were looking for, you went beyond that.”*

Fraser City Council Member David Winowiecki

*“Amy, I also wanted to thank you. I feel you were objective and fair, knowledgeable, great people skills. You were exactly what we needed when you came to help us.”*

Fraser City Council Member Kathy Blanke

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### **City of St. Clair Shores**

**Engagements:** We conducted two successful City Manager searches, one in 2019 and most recently in February 2022. A summary of the searches is as follows: the City Manager search in 2019 which resulted in seven candidates presented to Council, four finalists selected for in person interviews. The City Manager search in February 2022 resulted in ten candidates presented to Council and four finalists.

### **St Clair Shores City Council Meeting, April 4, 2022**

*"Amy Cell and her office did a great job at preparing us and giving us the right candidates to select from."*

St Clair Shores Council Member Candice Rusie

*"It's been a pleasure again to work with Amy Cell's agency."*

St Clair Shores Council Member Chris Vitale

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### **Diversity Results**

We have a commitment to having diverse applicant pools, and wanted to share our recent results in this area.

We strive to provide a diverse pool of qualified applicants to our clients. Approximately 47% of recent executive public sector placements have been women and 16% have been people of color including the following searches.

- City of Ann Arbor Attorney
  - City of Ann Arbor Chief Financial Officer
  - City of Ann Arbor Human Resources Director
  - City of Eastpointe City Manager
  - City of Fraser City Manager
  - City of Fraser Finance Director
  - City of Fraser Asst. City Manager
  - City of Fraser Asst. Department of Public Works Director
-

- City of Grand Rapids Economic Development Director
- City of Madison Heights City Manager
- Township of Redford Township Superintendent

**References**

Please feel free to contact any of the following individuals as references.

Client	Project Title Search	Contact Person	Telephone / email
City of Traverse City 400 Boardman Avenue Traverse City, MI 49684 <a href="http://www.traversecitymi.gov">www.traversecitymi.gov</a>	City Manager Search	Amy Shamroe, Mayor	(231) 715-1777 <a href="mailto:ashamroe@traversecitymi.gov">ashamroe@traversecitymi.gov</a>
City of Ypsilanti 1 South Huron St Ypsilanti, MI <a href="http://cityofypsilanti.com">cityofypsilanti.com</a>	City Manager Search	Nicole Brown, Mayor	(313) 888-4044 <a href="mailto:nbrown@cityofypsilanti.com">nbrown@cityofypsilanti.com</a>
City of Fraser 33000 Garfield Road Fraser, MI 48026 <a href="http://ci.fraser.mi.us">ci.fraser.mi.us</a>	City Manager Search	Amy Baranski, City Council	(586) 293-3100 ext 110 <a href="mailto:amyb@micityoffraser.com">amyb@micityoffraser.com</a>
City of St Clair Shores 27600 Jefferson Avenue St. Clair Shores, MI 48081 <a href="http://scsmi.net">scsmi.net</a>	City Manager Search	Chris Vitale, City Council	(586) 801-4732 <a href="mailto:vitalec@scsmi.net">vitalec@scsmi.net</a>
Scio Township 827 North Zeeb Road Ann Arbor, MI 48103 <a href="http://sciotownship.org">sciotownship.org</a>	Township Supervisor	Kathy Knol, Board Trustee	(734) 369-9400 <a href="mailto:kknol1@comcast.net">kknol1@comcast.net</a> <a href="mailto:KKnol@sciotownship.org">KKnol@sciotownship.org</a>

## **B. Scope of Required Services**

To assist Meridian Charter Township in finding their new Township Manager we will follow our well-honed six step process, as described below. A full description of our approach and detailed timeline is included below. We also provide weekly status reports to the Board.

### **Step One - Create a Clear Target and Plan**

Through a detailed needs assessment, we will learn from you the “must have” and “ideal” experiences and behaviors for the Township Manager. We will start by interviewing stakeholders including elected officials and staff members to understand the goals, skills, experiences and behaviors that are critical and “ideal” for the position. We will also identify the key selling points of the position, organization and community, which informs the marketing strategy that we create.

Based on stakeholder data, we will create a rubric and align the selection group on experiences, leadership style, communication skills, etc. We will create a comprehensive position profile. We will research the existing compensation and benefits structure as it compares to the market. During this planning meeting we will present the rubric, profile, draft timeline and compensation data to the Board.

### **Step Two - Market the Posting to the Right People**

We use social media and national job boards to promote the opportunity, as well as to promote the amazing aspects of living, working and playing in the Meridian Charter Township region. This results in the largest possible pool of qualified applicants. In addition to our proprietary database of executive and professional talent, we will perform targeted outreach to candidates that might not otherwise apply through LinkedIn and other social media platforms, and engage with ICMA Newsletter/Job Center, Michigan Municipal League (MML), and other municipal websites to create a deep, diverse pool of qualified and interested candidates.

### **Step Three - Thoroughly Assess Applicants**

We will thoroughly assess the qualifications and suitability of all candidates in an independent and objective manner. We will use a survey, video interview, phone interview, cyber review, reference checks and background checks to thoroughly assess applicants. We will provide access to and summarize this data for review for the Board. We will coordinate any additional assessments as directed by the Board.

### **Step Four - Interviews**

We will coordinate an outstanding interview experience for candidates and stakeholders that complies with the Open Meetings Act. Finalists will have a Zoom or on-site interview that can include a wide range of interviews and tours. As directed by the Board, we will coordinate schedules, manage candidate communications, and

provide on-site logistic support during the on-site interviews. We will thoroughly prepare the Township Board for the interviews by providing guidance, support and interview questions customized to the qualities that emerged through the detailed needs assessment.

**Step Five - Negotiation**

We will assist with the negotiation process with other administrative and legal parties. Our specific role will be directed by the Board. .

**Step Six - Transition Support**

We help candidates successfully transition into their new roles by providing assistance with onboarding and relocation. If desired, we can provide a variety of support to assist with relocation and transition assistance, including housing assistance, partner job search assistance, child and elder care support, and finding local “greeters” to help welcome the new person into the community. We also offer a complimentary 360 degree feedback check-in after six months, and we assist the Board with determining performance expectations.

**Proposed Timeline**

The following timeline details the process (as described above) with a proposed schedule for deliverables and milestones.

Our proposed timeline is further customizable depending on the needs and goals of the Meridian Charter Township. It is our goal to create and implement a plan that works well to meet the Township’s objectives, recognizing that a flexible approach is often needed as plans unfold.

<b>The detailed timeline below demonstrates how a typical search process flows after we are contracted to begin the search.</b>	
<b>Activity</b>	<b>Time Frame</b>
<b>Stakeholder interviews</b> - We interview stakeholders including the Board, staff, and key community members to understand the goals, skills, experiences and behaviors that are critical and “ideal” for the position. We also learn about the key benefits of the position, organization and community.	Weeks 1, 2
<b>Selection Criteria Matrix</b> - Based on interview feedback and survey data we create a "talent matrix" of key criteria.	Week 3
<b>Marketing plan</b> - Based on the interview feedback and research, we will create a	Week 3

digital and print marketing package that will be used to market the opportunity.	
<b>Review salary data</b> - Review existing compensation and benefits structure as it compares to market comparables. Present compensation data to the hiring committee at the first meeting and determine target compensation range.	Week 3
<b>Align</b> - We will meet with the selection team to review the hiring criteria and job posting.	Week 4
<b>Market the opportunity</b> - We use social media and national job boards to promote the opportunity, and to promote the amazing aspects of living, working and playing in the community. This results in the largest possible pool of qualified applicants. In addition to our proprietary database of executive and professional talent, we perform targeted outreach through LinkedIn and other social media platforms, and engage with industry associations, which results in a deep, diverse pool of qualified and interested candidates.	Weeks 4-8
<b>Assess applicants</b> - We use a survey, video interview, phone interview, cyber review, reference checks and background checks to thoroughly review applicants.	Weeks 4-9
<b>Present candidates</b> - We will provide the selection team with a link to the candidate packets and videos. Selection team members will have approximately one week to review information prior to the meeting to determine finalists.	Week 10
<b>Determine finalists</b> - We will review candidates with the selection team and determine interview panelists.	Week 11
<b>Interviews</b> - We will invite the interviewers, providing them copies of information on the finalist candidates. We also will create sample interview questions and feedback forms.	Week 12
<b>Negotiation &amp; Relocation</b> - We can provide a variety of support regarding contract negotiations, onboarding and developing a 90 day plan. We can provide a six month 360 degree feedback report and coaching session for the new Township Manager to further enhance development and success.	TBD

**Key Personnel**

**Our Team**

For this recruitment, we have selected the following team of highly qualified professionals, all of whom are well-versed and experienced in municipal/public sector and executive recruitment. These three individuals are based out of our Ypsilanti office.

The table below lists the key persons assigned to this project, as well as their anticipated roles. Resumes are included as an attachment.

Proposed Team Includes:

Name	Title	Anticipated Roles
<b>Amy Cell</b>	President and Founder	<b>Role:</b> Lead. Oversees all search aspects included in this proposal.
<b>Barbie Sigers</b>	Talent Acquisition Director	<b>Role:</b> Manages search activities; participates in meetings; completes stakeholder intake interviews; finalizes the position description. Manages consultants and fine details.
<b>Rebecca Roberts</b>	Consultant	<b>Role:</b> Assists in document production, scheduling and outreach. Assists with candidate screening, background and reference checks. Provides on-site interview support.

**Background Checks**

We will conduct background checks of shortlisted candidates, using Background Check Central, a highly reputed, Michigan-based firm.

Background Check Central, 42815 Garfield Road, Suite 208, Clinton Township, MI 48038

## C. Costs

Search Components and add-on fees	Full	Value	Basic
Number of individual intake interviews	11-30	5-10	0
Develop and launch community survey, analyze results (\$500 additional fee outside of the full service package)	Yes	No	No
Create inviting job posting	Yes	Yes	Yes
Develop recruitment brochure (\$500 additional fee outside of the full service package)	Yes	No	No
Promotion via job boards and social media including LinkedIn, Facebook. Targeted outreach. Screening survey, gather references, video interview, phone interview.	Yes	Yes	Yes
Cyber review, reference checks and background checks completed before candidates are presented. (Additional assessment package can be added to the basic package at \$500 per candidate)	Unlimited, completed prior to presenting	Unlimited, completed prior to presenting	Up to three candidates
Write press release announcing finalists (\$500 additional fee outside of the full service package)	Yes	No	No
Host community reception, gather and analyze feedback (\$1000 additional fee outside of the full service package)	Yes	No	No
Coordinate interviews. Provide questions and guidelines (\$500 additional fee outside of the full service package)	Yes	Yes	No
Compile and summarize interview feedback (\$300 additional fee outside of the full service package)	Yes	No	No
Support offer negotiation process	Yes	No	No
360 degree feedback for new Township Manager (\$500 additional fee outside of the full service package)	Yes	No	No
Guarantee*	One year	None	None

Consultant mileage travel costs included in the fee.	Yes	No	No
Travel Costs	Included	Extra	Extra
<b>Total Cost</b>	<b>\$18,500</b>	<b>\$9,500</b>	<b>\$4,950</b>

**Note:** Reception food costs, interview food costs, and candidate travel costs are not included above.

**Hourly Rate for Additional Services, Outside the RFP Scope of Services**

Name	Title	Hourly Rates
Amy Cell	President and Founder	\$125/hour
Barbie Sigers	Talent Acquisition Director	\$110/hour
Rebecca Roberts	Consultant	\$75/hour

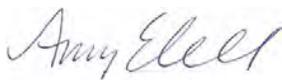
**Placement Guarantee Terms**

In the event the new employee rescinds their acceptance of the job offer, voluntarily leaves employment within one year of their start date or is fired for cause, we will waive our base recruiting fee and conduct one additional search for the cost of direct marketing, travel and third party fees.

**Payment Terms**

We will invoice one half of the fee upon contract signing to cover advertising and administrative costs. Another payment of one half of the total fee will be invoiced upon the presentation of a slate of finalist candidates. Net 30 day terms kindly requested.

Thank you again for the opportunity to submit this proposal to assist Meridian Charter Township in its search for a new Township Manager.



Amy Cell  
 President, Amy Cell, LLC  
 734-657-0370  
[Amy@AmyCellTalent.com](mailto:Amy@AmyCellTalent.com)

## **E. Attachments**

**ATTACHMENT I - Team Resumes**

Amy Cell

Barbie Sigers

Rebecca Roberts

*The remainder of this page is intentionally left blank.*

## AMY CELL

734-657-0370

[Amy@AmyCellTalent.com](mailto:Amy@AmyCellTalent.com)

### SUMMARY

Dynamic leader passionate about talent attraction, retention and development who has used her creativity, team building skills and expertise to create and launch statewide talent programs and support Michigan communities, companies and people.

### EXPERIENCE

#### **AMY CELL, LLC, Ypsilanti, MI**

##### **President, 3/2015 - Present**

Amy Cell Talent is a talent consultancy that provides a variety of talent acquisition, community development and job seeker support programs to clients. We are a team of skilled and dedicated professionals based in Ypsilanti Michigan.

- Provide efficient and effective talent acquisition services to Michigan technology companies - completed over 600 searches that span executive, administrative, and technical opportunities.
- Provide career development services to job seekers and people in career transitions.
- Supported Community Ventures, a program that provides a career pathway out of poverty.
- Launched a talent program for University technology transfer organizations.
- Frequent speaker, advisor, facilitator, panelist and judge. Engagements have included the Brookings Institution and Edward Lowe Foundation.
- Faculty member, Center for Entrepreneurship, U-Michigan College of Engineering.

#### **MICHIGAN ECONOMIC DEVELOPMENT CORPORATION, Lansing, MI**

##### **Senior Vice-President, Talent Enhancement, 1/2011 - 3/2015**

MEDC is the state economic development organization. Joined MEDC with the Gov. Snyder administration to develop a Talent function housed within economic development.

- Led the redesign of the state labor exchange and talent marketing strategy. Website average 80K postings per month and 200K active account holders. Approximately 3 million unique users per year. Social media strategy includes newsletters, Twitter, Facebook and LinkedIn.
- Created and launched Community Ventures in 2012, which has placed 4000 structurally unemployed into living wage jobs with a \$11.20 average wage and 68% one year retention rate.
- Launched the Michigan Advanced Technician Training program, a dual education program based on the German apprenticeship model. Program is viewed as a national model and was featured by the Brookings Institute on a German study tour. Program has been adopted by Illinois, and many other states have requested additional information.

- Designed and directed programs to attract and retain highly educated talent, including LiveWorkDetroit, Dream Job, Pure Michigan Opportunity and a college ambassador program. Results included thousands of IT and Engineering student connections to employers.
- Participated on a select task force to determine strategy to propel Michigan to a top 10 state in terms of adults with a post-secondary credential or higher.
- Launched the Community College Skilled Trades Equipment Program - a \$50 million bond initiative to provide community colleges with critical training equipment.
- Launched Global Michigan, an initiative to embrace, attract and retain international talent. Built a team from one staff person to 30. Team had one of the highest employee engagement levels in the state government per a survey managed by PricewaterhouseCoopers.
- Accomplished and well-regarded speaker and presenter with approximately 50 engagements as panelist, moderator or key note presenter.

**ANN ARBOR SPARK, Ann Arbor, MI**

**Vice-President, Talent Enhancement & Entrepreneurial Education, 8/2006 - 1/2011**

Ann Arbor SPARK is a non-profit regional economic development organization driving local and statewide economic development initiatives. Key responsibilities included the creation and management of all Talent Enhancement programs, directing all Entrepreneur Education programs and overseeing the SPARK East incubator.

- Positioned SPARK to be a “talent hub” for knowledge-based workers seeking dynamic opportunities through events, job posting service and weekly newsletters. Posted approximately 1000 jobs for 400 companies annually, saving thousands of dollars per hire.
- Created programming to support SPARK East, a successful incubator in a challenged area and have had two companies graduate from the program in the first 18 months.
- Developed and launched numerous entrepreneur education programs including the one-day “Starting Your Own Business” program, Michigan Energy Forum, Entrepreneur Education 1.0 and 2.0 series, Expert Resource Board, Power Lunch and SPARK East Speaker Series.
- Co-developed Shifting Gears, a 4-month developmental program to help displaced “large company” managerial talent transition into “new economy” opportunities. Program later was expanded by the Michigan Economic Development Corporation and helped approximately 400 highly educated, accomplished, later-career people transition to new opportunities.

**ROSS SCHOOL OF BUSINESS AT U-MICHIGAN, Ann Arbor, MI**

**Senior Associate Director, Office of Student Life, 9/2004 - 7/2006**

- Created and led the Office of Student Life. Developed policies/processes to support students, including leadership programming, diversity, training, recognition, and student relations.
- Championed school-wide leadership development efforts and programs.
- Created culturally sensitive environment through programming and addressing problems.
- Resolved scores of student relations concerns and community issues.

**APPLIED BIOSYSTEMS, Foster City, CA**

**Senior Manager, Human Resources, 11/2003 - 6/2004**

- Led the restructuring and reengineering of IT department. Results included more efficient structure, employee development and redeployment of managers to better utilize talent.
- Launched development councils to coordinate succession planning and employee development.
- Provided organizational effectiveness tools such as leadership development and coaching, training, 360-degree feedback, change management and facilitated new leader assimilations.

**HR DRIVERS, Los Altos, CA**

**Managing Partner, 9/2002 - 10/2003**

- Founded HR Consulting Partnership that provides HR consulting, training and outsourcing services to small businesses that want innovative and strategic HR programs and processes.
- Developed extensive HR audit program to thoroughly review each element of HR, to ensure that all legal issues and best practices are considered.

**SRI CONSULTING, Menlo Park, CA**

**HR Manager, 2001 - 2001**

- Reported to CFO of SRI International and directed all HR activities for SRI Consulting that resulted in cost savings, strategic leadership change and benefit and compliance improvements.
- Developed new processes for recruiting, merit planning, orientation, mentoring, leadership development/succession planning, performance management and visa management.

**FORD MOTOR COMPANY, Dearborn, MI**

**HR Roles Including Labor Rep, Associate and Analyst, 1995 - 2001**

- Provided counsel to business units in employee relations, performance management, diversity, staffing, compensation, job leveling/ranking, succession planning and work/life issues.
- Analyzed U.S. recruiting process; recommended switching to Resumix with an ROI of 40%.
- Participated on team, which integrated Global affiliate manufacturing operations.

**PLANTE & MORAN, CPA's, Ann Arbor, MI**

**Certified Public Accountant, 1990 - 1993**

- Passed CPA exam in first sitting.
- Planned, executed, supervised and managed audit and tax engagements.

**EDUCATION**

**THE UNIVERSITY OF MICHIGAN, Ann Arbor, MI**

**MBA - Ross School of Business Administration, 1993 - 1995**

- with High Distinction (Top 10%)

**BBA - Ross School of Business Administration, 1987 - 1991**

## **BOARD MEMBERSHIPS**

**Board & Community Involvement:** Michigan Center for Integrative Research in Critical Care, Career Education Advisory Committee, Desai Accelerator, Washtenaw Community College Foundation, Center for Entrepreneurship (CFE) - U-M College of Engineering, Washtenaw Community College Women’s Council, Women’s Exchange of Washtenaw, U-M SE Michigan Alumni Association, Washtenaw 2030 Steering Committee

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**BARBIE SIGERS**

Ann Arbor, MI • 517-230-9911

[barbie@amycelltalent.com](mailto:barbie@amycelltalent.com) • [linkedin.com/in/barbie-sigers-916769b](https://www.linkedin.com/in/barbie-sigers-916769b)

**SUMMARY** Energetic, detail- and results-oriented professional with over twenty years of experience in human resources, pharmaceutical sales and health / fitness training and management.

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**EXPERIENCE**

**AMY CELL, LLC** Ypsilanti, MI 2021-present

**Talent Acquisition Director**

- Build client relationships and manage recruitment lifecycle from engagement through closure.
- Recruit for hard to fill, newly created, and specialized positions ranging from entry level personnel to C-suite executives.
- Strategic sourcing, screening, evaluating and presenting of candidates to hiring managers.
- Review job postings to ensure accuracy and completeness. Update job posting language as necessary, to capture the attention of target audiences.
- Design and process job specific questionnaires to understand candidate's work styles, motivation, personality, and other information that cannot be determined from a resume.

**Burn Bootcamp**, Northville, MI 2020 – 2021

**Personal Trainer/Group Fitness Instructor**

- Designed and coached over 500 training classes.
- Conducted 1-on-1 coaching sessions with clientele to understand motivators and limitations, improve self-confidence and develop nutrition and training plans.

**Red Effect Infrared Fitness**, Ann Arbor, MI 2018 – 2020

**Lead Trainer**

- Developed and coached over 800 high intensity interval training classes.
- Sourced, screened, interviewed and trained new instructors.
- Integral role in the startup of the facility and building client base.

**CentraState Fitness & Wellness Center**, Freehold, NJ 2014-2018

**Personal Trainer / Group Fitness Instructor / Pilates Instructor**

- Conducted fitness assessments & goal planning for members.
- Developed & customized 1-on-1 fitness plans for 25 long term clients.
- Lead trainer in medically based programming, sports performance training, weight loss, and improvement of overall physical health.
- Designed & implemented customized individual & group pilates classes.
- Instructed 8 group training classes per week.

**Esprit Pharma, Detroit, MI** 2006 –2007

**Urology/Gynecology Sales Specialist**

- Launched new products to urologists, surgeons, and obstetrician-gynecologists.
- Planned medical education programs to improve sales and build strong rapport with key decision-makers.

**Wyeth Pharmaceuticals**, Grand Rapids, MI 2001 – 2005

**Territory Representative**

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- District Rep of the Year and Rookie of the Year.
- Territory analysis, business development & project management to increase product sales.
- Marketed products to cardiologists, neurologists, gastroenterologists, diabetic educators, pharmacists, and internal medicine and family practitioners through presentations, in-services, and education events.

**Nelson Professional Sales**, Lansing, MI

2000 – 2001

**Territory Representative**

- Developed and executed business and marketing plan for territory to exceed sales goals.
- Marketed cardiovascular products to cardiologists, internists, and family practitioners.

**SmithKline Beecham Pharmaceuticals**, Lansing, MI

1998-2000

**Sales Consultant**

- Ranked #1 in district for three consecutive quarters and #7 in the region of over 200 sales consultants for top product, Augmentin.
- Successfully launched a new product, achieving 64% over sales goal.
- Marketed a wide range of physicians in clinics & hospitals; Conducted in-service's & journal club meetings.

**Robert Half International**, Okemos, MI

1995-1998

**Division Director**

- Built a Fortune 500 client base and worked with clients to fill critical executive staffing needs.
- Sourced, screened, evaluated & presented applicants to hiring managers.
- Managed and operated a matrix of skilled candidates for future placements.
- Marketed services and candidate pool based on market trends and business needs; B2B relationship/ account management.

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**EDUCATION**

**Eastern Michigan University**, Ypsilanti, MI

Bachelor of Business Administration in Human Resource Management

**Keller Graduate School of Management, DeVry University**

Completed coursework toward Master of Human Resource Management (12 credits)

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**OTHER SKILLS**

Microsoft Office (Word, Excel, PowerPoint and Outlook); Google Productivity Tools, JazzHR, Rippling, Zoho, Zoom

## Rebecca Roberts

Kalamazoo, MI, 49009 • 269-447-8676

[rebecca@amycelltalent.com](mailto:rebecca@amycelltalent.com) • [linkedin.com/in/rebecca-roberts-0538201a3/](https://www.linkedin.com/in/rebecca-roberts-0538201a3/)

Human Resource Consulting | Recruitment | Training Design | Performance Management | Employee Engagement |  
Organizational Development | AR Functions | Inventory Management | Supplier Relations |

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### **WORK EXPERIENCE**

#### **AMY CELL, LLC, Ypsilanti, MI**

##### ***Consultant***, 8/2021 - Present

- Restructure performance evaluation forms and process to impact client's non-profit, healthcare organization.
- Develop organizational charts and SOP's for internal usage
- Management of different jobs postings and responsible for posting jobs on multiple platforms in a timely manner
- Produce HR Assessment with recommendations on organizational improvements by analyzing client documents and offer projects to support these recommendations
- Facilitate employee conversations and manage engagement activities to support a series of DEI workshops for 20 employees in a client's organization
- Facilitate full-cycle recruitment services for all level positions in multiple industries

#### **VANDE BUNTE EGGS, Otsego, MI**

##### ***Business Analyst Internship***, 1/2021 - 12/2020

- Conduct supplier analysis to ensure cost effectiveness of production materials
- Manage existing supplier relationships and establish new contacts for cost saving opportunities
- Inventory management, reporting, and purchasing for three facilities
- Establish and maintain spreadsheet and documentation for capital projects and future developments
- CFS inventory management and general IT onsite contact and liaison for third party IT company
- I-9 audit preparation and employee file review

##### ***Office Manager***, 12/2017 - 5/2021

- General office administration: answering phones, greeting visitors, incoming and outgoing mail administration, updating and creating spreadsheets, scanning invoices, buying equipment
- Supporting HR functions: new hire paperwork and system setup, validation of employee documentation, assist employees with form interpretation, and digitalization of all employee files
- Responsible for AR functions including creating invoices, intracompany transfers, verifying accuracy of orders, and monthly reporting of sales to American Egg Board
- Weekly and monthly reporting of production activity and quality comparison to industry standards and historical data
- Sourced and implemented uniform system for all processing and production employees at two facilities
- Representing the company at food shows in a professional manner
- Miscellaneous duties assigned by management

##### ***Accounting Assistant***, 11/2016 - 7/2017

- Established system for organization and digitalization of all capital asset files
- Archived accounting records in compliance with retention standards

### **EDUCATION**

#### **GRAND VALLEY STATE UNIVERSITY, Grand Rapids, MI**

Bachelors of Arts, Business Administration

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215 W. Michigan Ave., Ypsilanti, MI 48197  
Phone: 734-657-0370 E-Mail: [Amy@AmyCellTalent.com](mailto:Amy@AmyCellTalent.com)

**Clovity Inc response to :**

**REQUEST FOR PROPOSALS (RFP)  
TOWNSHIP MANAGER EXECUTIVE SEARCH**

**Meridian Charter Township, Michigan**



**Submitted by:**

**Name: Puneet Jain**

**Title: Senior Manager - Bid Management**

**Email: [procurement@clovity.com](mailto:procurement@clovity.com)**

**Phone: (510)916-1695**

**Website: [www.Clovity.com](http://www.Clovity.com)**





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# 1. Cover letter

**Date:** 07/19/2024

**Attn:** Abigail Tithof, Human Resources Director

**Address:** Meridian Charter Township, 5151 Marsh Road Okemos, MI 48864

**Email:** [Tithof@meridian.mi.us](mailto:Tithof@meridian.mi.us)

**Subject:** Response to “Request for Proposals Township Manager Executive Search”.

Dear Abigail,

Clovity Inc (Clovity) is pleased to submit our response to “Request for Proposals Township Manager Executive Search”. Clovity offers comprehensive recruitment services for the executive position of Township Manager as outlined in the Scope of Work. We certify that all statements made in this document are true, complete, and accurate.

Incorporated in **2008 in California** as a **Corporation**, Clovity is a leading executive recruitment firm providing a full range of recruitment services for both **Non-IT and IT roles** to public and private agencies. We are honored to have received several awards from various state, city, and private organizations.

Clovity is a registered entity in the State of California, with headquarters in Dublin. We are also **registered in the State of Michigan**. As a highly diverse company, we possess **MBE and SBE (DGS) certifications** from the State of California.

Based on our understanding of the scope and addenda, Clovity is officially submitting our interest and response to “Request for Proposals Township Manager Executive Search”, proposed by the **Meridian Charter Township, Michigan**. Clovity certifies that all statements made in this document are accurate and that the individual signing this cover letter is authorized to bind the company to all commitments made in the RFP. Clovity boasts a track record of nearly **100% deployment success** in all our engagements, including the services requested in this RFP by the **Meridian Charter Township**.

**Key Personnel for the Project:**

Name	Position	Role and Responsibilities	Qualifications and Experience
Cameron Starman	Director of Client Management	<ul style="list-style-type: none"> <li>• Provide <b>strategic guidance and oversight</b> for client management activities.</li> <li>• Ensure client satisfaction through <b>effective communication and service delivery</b>.</li> <li>• <b>Collaborate with clients</b> to understand staffing needs and propose suitable solutions.</li> </ul>	<ul style="list-style-type: none"> <li>• Proven track record of <b>13+ years in client management and stakeholder engagement</b> - Strong connections in the industry and successful placement of diverse candidates.</li> <li>• Experienced <b>in conducting in-depth interviews and evaluating candidate competencies</b>.</li> <li>• Adept at <b>summarizing candidate information in comprehensive reports</b>.</li> </ul>

<p><b>Prahlad Singh Dogra</b> Head of Delivery</p>	<ul style="list-style-type: none"> <li>• Lead and manage <b>delivery of interim management</b> services.</li> <li>• Coordinate <b>placement of high-level executives</b>.</li> <li>• <b>Oversee service delivery</b> to meet client expectations.</li> </ul>	<ul style="list-style-type: none"> <li>• Extensive experience of <b>over 11 years in project delivery</b> and stakeholder engagement - Skilled in designing effective screening processes and background checks.</li> <li>• Proficient in <b>community engagement and developing inclusive recruitment strategies</b></li> <li>• Expertise in <b>coordinating comprehensive background checks</b>.</li> </ul>
<p><b>Priyanka Pawar</b> Head of Human Resource</p>	<ul style="list-style-type: none"> <li>• <b>Lead HR functions related to recruitment</b> - Develop structured interview questions and facilitate interviews.</li> <li>• <b>Assist in negotiating compensation packages</b> - Manage the recruitment process and ensure timely execution.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>12+ years expertise in HR management and understanding role requirements</b> - Skilled in conducting <b>detailed background checks and creating comprehensive candidate profiles</b>.</li> <li>• Proficient in <b>developing and executing community engagement strategies</b>.</li> <li>• <b>Strong organizational skills</b> in managing recruitment timelines and processes.</li> </ul>
<p><b>Surya Pratap Kothari</b> Senior Account Manager</p>	<ul style="list-style-type: none"> <li>• <b>Coordinate complex staffing projects</b> and manage <b>client relationships</b>.</li> <li>• <b>Achieve recruitment goals</b> and ensure <b>client satisfaction</b>.</li> <li>• Address <b>client inquiries</b> and <b>provide solutions</b>.</li> </ul>	<ul style="list-style-type: none"> <li>• Demonstrated <b>ability in staffing projects</b> for <b>over 9+ years</b> of his experience.</li> <li>• Effective <b>client relationship management</b>.</li> <li>• <b>Detail-oriented</b> approach.</li> </ul>

**Resume of The Key Personnel:**

<p><b>Cameron Starman - Director of Client Management</b></p>	
<p><b>Brief Summary</b></p>	
<p>A seasoned <b>client facing professional</b> looking to help <b>grow and nurture</b> a brand by applying my ability to <b>create an optimal</b> client experience and transforming that into a strong business relationship.</p>	
<p><b>Education</b></p>	
<p><b>Bachelor of Arts in Sociology</b>, University of California Santa Barbara</p>	<p><b>Spring 2012</b></p>
<p><b>Skills</b></p>	

Google Suite, Salesforce CRM, Microsoft Dynamics CRM, Outlook 365, Microsoft Suite, WebEx, Jabber, Google Collaboration, Proprietary Recruiting Software – RecruitMax/MicroJ, Voice Storm, LinkedIn Recruiter/Sales Platform, Applicant Tracking Software

**Professional Experience**

**Senior Director, Client Management** **April 2018 - Present**

Clovity Inc, Culver city, CA/ Dublin, CA

**Responsibilities:**

- Actively maintain and consistently grow Clovity Inc.'s Fortune 500 and 1000 accounts
- Manage the majority of client facing aspects for Clovity Inc.'s Horizontal IoT Platform product CSensorNet
- Direct and manage all aspects of Clovity Inc.'s extensive talent acquisition/project program from a client and resource Perspective
- Ensure that all prospective resources for our clients fit technically, experientially, and culturally into the clients that we service for talent acquisition

**Client Relationship Representative** **November 2016 – February 2018**

Kforce Technology, Culver city, CA

**Responsibilities:**

- Discover new clients and partnership opportunities within the entertainment sector on a national level.
- Create lasting business relationships that ensure Kforce remains a strong partner as a human capital provider.
- Redeveloped relationships with companies in which Kforce had not been focusing for a number of years
- Uncovered over \$7 million in advanced technology service projects over the last 4 months within the Big 6 entertainment

**Account Executive & Staffing Manager** **April 2016 – November 2016**

Robert Half, Downtown Los Angeles, CA

**Responsibilities:**

- Strategic Account Executive
- Develop and maintain a book of business from Robert Half 's national staffing contracts with Fortune 100 companies while cognizant of the constraints on marketing prescribed in the contract.
- Being able to identify the staffing needs of decision makers in not only Accounting/ Finance and Administration but also Technology, Legal, and Creative when necessary.

**Employee Coordinator & Liaison** **March 2014 – December 2015**

TBWA\ Media Arts Lab, Playa Vista, CA

**Responsibilities:**

- Creating an optimal working environment by quickly executing assigned and self-originated tasks regarding maintenance, room re-and employee tasking for two offices with just under 400 employees.
- Coordinating and executing large multi-faceted company functions, keeping the agency running at optimum efficiency and cleanliness, and setting up/maintaining onsite and offsite restricted workspaces accommodations for as much as 80 people for extended durations.

**Bellman** **February 2013- March 2014**

The London Hotel, West Hollywood, CA

**Responsibilities:**

- Detail-oriented and perfection-driven hospitality point man capable of completing a wide variety of guest service requests while maintaining optimal rapport with the client.
- Entrusted me to manage first and last impressions of every guest's stay roughly 600 weeklies.

**Web Design & Copy Writer**

**September 2012 – April 2013**

Starman Electrical Contracting & Design

**Responsibilities:**

- Created an image and web presence for my father's company choosing all design features of the web site and authoring all of its content at: [www.starmanelectrical.com](http://www.starmanelectrical.com)

**Bellman**

**June 2009 – September 2012**

Baccara Resort & Spa, Santa Barbara, CA

**Responsibilities:**

- Developed a proficiency for building custom itineraries and recommendations of activities based on clients' interests, desires, and financial situation with each stay.
- Learned to multitask a wide variety of daily tasks ranging from delineating pending guest service requests during chaotic shifts to solely attending to the needs of entire bridal parties often worth more than \$100,000 dollars of revenue to the hotel.

**Sales and Customer Service Representative**

**January 2007 – June 2009**

Puma North America, Woodland Hills, CA

**Responsibilities:**

- Discovered natural abilities in personal interaction and building strong rapport; I am able to master tasks quickly and efficiently needing very little oversight.

**Prahlad Singh Dogra - Head of Delivery**

**Brief Summary**

- **Over 11 years of experience** in Recruiting and Business Development.
- Expertise in **international marketing, market research, and business development campaigns.**
- Extensive knowledge of **industry-standard methodologies** like the **Software Development Life Cycle.**
- Proficient in **SWOT Analysis** for evaluating projects or business ventures.
- Skilled in **building relationships** with upper-level decision makers and **managing client commitments.**
- Effective communicator with **strong interpersonal, organizational, and relationship management skills.**
- Well-versed in **Indian and international management** practices.
- Strong **team player with excellent analytical and leadership skills.**

**Education**

**B.E. –Information Technology,** Punjab Technical University, Punjab.

2011

**Professional Experience**

**Manager Recruitment**

**March 2021 – Present**

Clovity Inc, Dublin, CA

**Responsibilities:**

- Update current and design new recruiting procedures (e.g. job application and onboarding processes)
- Coordinate and conduct experience reviews for all proposed candidates for fitment to prospective roles
- Ensuring all submitted resources to account team are fully vetted from an experience and technical perspective
- Set up and participate in technical screenings, reviews, and coordinate with Clovity Inc. Center of Excellence leads for candidate vetting
- Supervise the recruiting team and report on its performance
- Keep track of recruiting metrics (e.g. time-to-hire and cost-per-hire)
- Implement new sourcing methods (e.g. social recruiting and Boolean searches)
- Review recruitment software and suggest the best option for company needs
- Research and choose job advertising options
- Advise hiring managers on interviewing techniques
- Recommend ways to improve our employer brand
- Coordinate with department managers to forecast future hiring needs
- Stay up-to-date on labor legislation and inform recruiters and managers about changes in regulations
- Participate in job fairs and career events
- Build the company's professional network through relationships with HR professionals, colleges and other partners
- Requirements and skills
- Hands-on experience with Applicant Tracking Systems and HR databases
- Knowledge of labor legislation

**Manager - Recruitment**

**August 2017 – March 2021**

Hayden Technology Inc., Charlotte, NC / India,

**Responsibilities:**

- Handling the commercial sales for IT services process for the clients in US geography.
- Generating leads for the company through campaigns, emailing and cold calling, thereby evaluating business opportunities.
- Content writing for company documents, brochures, portals and websites and drafting custom emails for clients to touch the pain areas and drive success through the same.
- Presenting and articulating product features, benefits, future product direction and overall solutions to customers.
- Screen candidates for availability, interest level, eligibility to work in the US, salary expectations, relocation needs, some technical skills and core competencies.
- Focus on sourcing passive candidates through networking, cold calling, internet searches and research.
- Placed high-end technical professionals in the area of Information Technology Industry in contract and full-time positions. Specialized in Software Engineers/Architects, SAP, Database Architects/Developers/Administrators, Network/System/Security Engineers, Web Developers, Quality Assurance/Test Engineers, Development Managers, and Business Analysts. Preparing Business Requirement Documents (BRD's) to develop a prototype of the overall system.
- Working on freelancing portals and placing bids, communicating with the clients for project specifications, defining scope of work, financial projections and other specification documents and closing the deal.

<ul style="list-style-type: none"> <li>• Providing oversight for the pricing of new proposals to ensure that all resources are identified, the cost is calculated accurately, and the price is determined within established guidelines.</li> <li>• Excellent knowledge of US Tax terms like W2, corp to corp, 1099 etc.</li> <li>• Dealing with various industry verticals like Telecom, Healthcare and Financial etc.</li> </ul>
<b>Lead Account Manager/Recruiting Manager</b> <span style="float: right;"><b>January 2014 – July 2017</b></span> IDC Technologies, Milpitas CA/ India,
<b>Talent Acquisition</b> <span style="float: right;"><b>August 2012 – December 2013</b></span> Okaya Inc., Hicksville, NY/India

<b>Priyanka Pawar - Head of Human Resource and Hiring</b>	
<b>Brief Summary</b>	
Discerning Human Resources Manager with a <b>12+ years of experience</b> promoting <b>productive communication and coordination</b> across organizations. Specializing in <b>Employee relations, Payroll &amp; compliance, and workforce Management</b> . Builds <b>Rapport at all level and resolve issues</b> quickly.	
<b>Education</b>	
All India Management Association (AIMA)	<b>Jul 2014 - Dec 2016</b>
<b>MBA - Delhi Human Resources Management</b>	
Uttar Pradesh Technical University	<b>Jul 2009 - May 2013</b>
<b>B. Tech - Electronics &amp; Communication Engineering</b>	
<b>Certifications</b>	
LITTLER - Certified Attendee	<b>Year: 2020</b>
<b>Certification body: "The Rite of Fall": Preparing Policy Handbook</b>	
LITTLER - Certified Attendee	<b>Year: 2020</b>
<b>Certification body: Legal Education Program: Certificate of Attendee</b>	
HRCI – Certified Attendee & SHRM Attendee	<b>Year 2020</b>
<b>Certificate of Professional Development Credit Anti- Harassment &amp; Compliance</b>	
HRCI –A Check Global Certified & HRCI – SHRM	<b>Year 2020</b>
<b>Form I9: What's new in 2020 HRCI</b>	
A Check Global Certified	<b>Year: 2019</b>
<b>Five reasons not to take day off from compliance</b>	
<b>Professional Experience</b>	
<b>Head – HR &amp; Hiring</b>	<b>August 2022 – Present</b>
Clovity Inc, Noida, Uttar Pradesh	
<b>Sr. HR Manager – North America</b>	<b>February 2018 – August 2022</b>
Net2source Consulting Ltd., Noida, Uttar Pradesh	
<b>Responsibilities:</b>	
<ul style="list-style-type: none"> <li>• Created and maintaining the complete gamut of consultant care.</li> <li>• Creating and implementing the employee care sop's and process guidelines for the team.</li> </ul>	

- Touch-base calls to the active employees and their feedbacks.
- Conducting reference, compliance, educational, certification, and background checks.
- Educating (w2, 1099 & c2c) new hire about the policies and procedure.
- Implementation of sense; where sense helps communication automation for candidate, client, and internal employee engagement.
- Carrying out surveys & analysis and work on shortcomings.
- Review and analysis of glass door ratings & net promoter score.
- Directed and controlled various benefit programs, including Cal savers, medical, dental and vision packages.
- Child support/ Court garnishment setup in ADP.
- Handling payroll, timesheet, BGC, Vendor payment related queries.
- Making sure timely deduction and tax deposits with ADP.
- Handling tax dispute with State, and Local agencies and EEOC reporting.
- Requesting new class code with Workers' comp insurance and the job role coverage.
- Initiated and maintained Workers Compensation cases for tracking, reporting and legal mechanics.
- Reduced workers' compensation claims by instituting corporate safety training programs
- Deliver ADHOC projects and support management in crisis situations.
- Responding unemployment notices received from State/Local agencies.
- Participating in court hearing with unemployment agencies.
- Respond to colleague & Labor relations (CLR) queries on shared mailbox, conduct necessary investigations for consultant grievances and partner with people leaders in seamlessly managing consultant matters in line with company/Client policies.
- Processing semi-monthly payroll through ADP.
- New state registration and setup Tax ID's in ADP for payroll & Taxes.
- Maintained company compliance with all local, state, and federal laws, in addition to establishing organizational standards.

**Sr. Talent Management Specialist** **Jan 2016 – Jul 2017**  
Enterprise Solutions Inc., Noida, Uttar Pradesh

**Talent Management Specialist (HR Executive)** **Feb 2015 – Dec 2015**  
Artech Info-systems Pvt. Ltd, Noida, Uttar Pradesh

**Senior Product Support Consultant** **Sep 2013 – Dec 2014**  
HCL Technologies Ltd, Noida, Uttar Pradesh

**Process Associate** **Jul 2013 – Sep 2013**  
Genpact, Gurgaon, Delhi

**Sr. Product Support Consultant** **2008 - 2011**  
NIIT Technologies, Gurgaon, Delhi

<b>Surya Pratap Kothari- Senior Account Manager</b>	
<b>Brief Summary</b>	
<ul style="list-style-type: none"> <li>As an experienced US Staffing professional, with <b>over 9 years</b> of experience, I bring a strong track record of success in delivering exceptional results for my clients and business. I have developed a deep understanding of the recruitment process and staffing industry trends.</li> <li>Successfully managed, mentored, and trained a staff of 40+ including Recruiters, Managers, Team Leads, and HR professionals all under one hood as Operations Manager.</li> <li>My expertise includes managing high-performance teams, building strong relationships with clients, and implementing innovative solutions that drive efficiency and reduce costs. I have a proven track record of success in resource and client management, along with process improvement, consistently producing desired results.</li> <li>Handled <b>Direct clients and Implementation Clients</b> from various industries like <b>Aerospace, Manufacturing, Telecom, IT Services, Pharmaceuticals, BFSI, Oil and Gas, Automobile, State &amp; Federal Government.</b></li> </ul>	
<b>Education</b>	
<ul style="list-style-type: none"> <li><b>B. Tech in ECE</b> from Kunwar Satya Vira College of Engineering &amp; Management (<i>formerly known as Veera College of Engineering</i>), Affiliated with UPTU, Lucknow in 2014.</li> <li>Senior Secondary in PCM from Dayavati Dharmavira Public School, Bijnor in 2010.</li> <li>High School from Dayavati Dharmavira Public School, Bijnor in 2008.</li> </ul>	
<b>Professional Experience</b>	
<b>Clovity Inc</b> <b>Noida</b> <b>Senior Account Manager</b>	<b>May 2024– Present</b>
Lead and manage client accounts to ensure satisfaction and retention and develop strategies to grow client accounts and drive revenue	
<b>Next Horizons LLC/KSNR IT Services</b> <b>Noida</b> <b>Operations Manager – Accounts &amp; Delivery Management</b>	<b>July 2020 – April 2024</b>
<b>Operations Management:</b>	
<ul style="list-style-type: none"> <li>Responsible for managing the whole US Process team for KSNR’s Staffing division Next Horizons LLC.</li> <li>Managed a staff of over 40 including, Recruiting, Sales, IT, HR, and Research teams.</li> </ul>	
<b>Delivery Management:</b>	
<ul style="list-style-type: none"> <li>Managed and on <b>Bristol Myers Squibb/(BMS) via VMS Beeline for Techno-functional roles.</b></li> <li>Managed <b>Aerospace client requirements including Defense Contractors and Direct Clients including Kirhill Inc., Arrowhead Products, Ascent Aerospace, Raytheon, Lockheed Martin, and Leidos for Techno-Functional and Engineering positions at all levels.</b></li> <li>Also, worked on multiple <b>US state and federal clients including, the State of MD, DC, VA, CA, TX, and federal clients including DOJ, DHS, DHHS, USAF, DOD, and USPS, and have expertise in recruiting clearance candidates.</b></li> </ul>	
<b>Reqroute Inc</b> <b>(Remote)</b> <b>Recruitment Lead and Delivery Management</b>	<b>March 2018 – April 2020</b>
<ul style="list-style-type: none"> <li>➤ Successfully handled full-cycle recruitment including requirement gathering, sourcing, initial screening, shortlisting, pre- and post-interview follow-ups, negotiation, document verifications, and background checks and closures.</li> </ul>	

- **Clients:** Cognizant and Infosys.
- **Industry:** BFSI, IT Services.
- **Tools:** VMS Beeline, Ceipal, Job-Diva, CATS, and other Job Boards.
- **Domain:** IT Developer and IT Engineering and Security, Non-IT and Networking

**Pyramid Consulting Inc** **Oct 2016 – March 2018**

**Noida**

**Executive Resourcing**

- Involved in full life cycle recruitment including, sourcing, screening, recruiting, interviewing, & assessing technical and interpersonal skills for potential candidates.
- Negotiate terms of employment including contract terms, salary, benefits, & relocation issues, and conduct reference & background checks.
- Acted as the main point of contact in the hiring process with each candidate from first Contact to acceptance of the offer.
- Developed and executed comprehensive search strategies to recruit senior and niche candidates in limited candidate spaces.

**Cynet Systems Inc** **Dec 2015 – Oct 2016**

**Noida**

**Talent Acquisition Specialist**

- Proactive recruitment skills to serve requirements within the minimum possible time.
- Maintained applicant tracking through a manual process utilizing MS Outlook and Excel
- Worked majorly with Implementation Partners and coordinated with their managers for gathering requirements and candidate follow-ups.
- **Clients:** Virtusa | Polaris; Tech Mahindra; CenturyLink; Impetus and HCL America.
- **Industry:** Telecom, IT Services, BFSI, Oil & Gas, Aerospace.

**Saffron Tech (@ CollarSearch)** **Nov 2014 – Dec 2015**

**Saket, New Delhi**

**Technical Recruiter**

- **Tools:** Monster.com; CareerBuilder; Dice; Indeed; Ladders; TechFetch; FieldGlass; Bullhorn.
- **Positions:** IT/ Non-IT requirements; Techno-Functional requirements; Software Developers; Engineers; Project/Program/ Managers; Testers; Analysts; Instructional Designers; SAP Trainer; US Federal Government requirements; Requirements under Healthcare domain.
- **Industry:** Telecom, IT Services, Pharmaceutical, Healthcare, BFSI, US State and Federal.
- **Clients:** Verizon (Wireless, Telecommunication, Business); AT&T; Symantec; Comcast; Blue Cross Blue Shield; UMB Bank; Facebook; Home Depot; Department of Justice; Department of Defence; USAF; NAVSEA; IBM; US Army.

We look forward to the opportunity to work with the **Meridian Charter Township** and are committed to delivering top-notch **Township Manager Search and Recruitment services** tailored to your specific needs. Thank you for considering our proposal.

Sincerely,

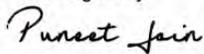
**Name:** Puneet Jain

**Title:** Senior Manager – Bid Management

**Email:** [procurement@Clovity.com](mailto:procurement@Clovity.com)

**Phone:** 510-916-1695

**Address:** 11501 Dublin Blvd, #200 Dublin, California, 94568

DocuSigned by:  
  
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## 2. Describe the history of the firm

Founded in December 2008, Clovity has amassed **over 15 years** of dedicated experience in the field of Executive Search, specializing in **Non-IT, IT, and Healthcare leadership roles**. As a forward-thinking firm, Clovity is committed to **future-proofing** our clients' leadership teams through **strategic recruitment and innovative solutions**. Over the years, Clovity has conducted **more than 400 recruitments in 25 states** for various government positions, establishing a robust track record of success.

We are particularly thrilled at the prospect of collaborating **With the Meridian Charter Township**. As we are **Registered entity from the State of Michigan**. Our partnership with The *Meridian Charter Township* presents an exciting opportunity to leverage our executive search expertise to enhance the organization's leadership team by providing it an excellent procurement of **Township Manager**, ensuring alignment with its strategic objectives and commitment to serving the community.

At Clovity, we don't just fill positions; we cultivate partnerships and empower our clients with the strategic advantage of exceptional leadership talent. We invite The *Meridian Charter Township* to partner with us as we work together to shape a future defined by excellence, diversity, and lasting success.

**Legal Name:** Clovity Inc

**Headquarter:** 11501, Dublin Blvd, #200, Dublin, California - 94568

**Name of Principal:** Anuj Sachdeva

**Number of Employees:** 150+

**Longevity:** 15+ Years

**Year of Establishment:** December, 2008

**State of Incorporation:** California

**Ownership Structure:** Corporation

**Website Address:** [www.Clovity.com](http://www.Clovity.com)

**Certification:** Inc.5000, Microsoft Gold Partner, Atlassian Gold Solution Partner & CIO Magazine Top Growth IoT Platform & Solution Provider

### Types of Services Provided

Clovity offers a comprehensive suite of recruitment services, including:

- **Executive Search:** Specializing in both IT and Non-IT leadership roles, as well as healthcare leadership.
- **Staff Augmentation:** Providing skilled professionals for short-term and long-term projects across various sectors.
- **Recruitment Process Outsourcing (RPO):** Managing the end-to-end recruitment process for clients to ensure efficiency and quality.
- **Diversity and Inclusion Initiatives:** Actively seeking out and promoting candidates from diverse backgrounds to foster inclusive leadership teams.

### Unique Qualifications

1. **Extensive Experience:** With over 15 years in the industry, Clovity has a deep understanding of the executive recruitment landscape. This extensive experience allows us to tailor our services to meet the specific needs of our clients.
2. **Successful Track Record:** Clovity has conducted over 400 recruitments across 25 states, demonstrating our ability to attract and place highly qualified candidates in key positions. Our

<p>delivery success ratio of approximately 96% and a customer satisfaction rate of 9.6 underscore our commitment to excellence.</p>
<p>3. <b>Diversity and Inclusion:</b> As a certified Minority Business Enterprise (MBE) and Small Business Enterprise (SBE) from the State of Ohio, Clovity is dedicated to fostering diversity and inclusion in the executive ranks. We actively seek out candidates from diverse backgrounds and champion initiatives to bring more women into leadership roles, recognizing the value of diverse perspectives in driving innovation and success.</p>
<p>4. <b>National Reach and Local Expertise:</b> While headquartered in Dublin, California, Clovity has a broad geographic reach, enabling us to conduct effective searches across the country. Our experience with various state and local government agencies, such as the City of Sacramento, the State of Michigan, and the California Air Resource Board, highlights our capability to understand and meet the unique needs of public sector organizations.</p>
<p>5. <b>Awards and Recognition:</b> Clovity has been recognized for its rapid growth and excellence in the industry, receiving multiple awards including Inc’s 5000 Fastest Growing Privately Held Companies in the US (2021, 2022 &amp; 2023), Gold Winner for Best of IoT – Smart Buildings by IoT Innovator Awards (2022), and USPAACC Fastest 50/100 Asian American Business (2022 &amp; 2023).</p>
<p>6. <b>Commitment to Customer Satisfaction:</b> Clovity’s client-centric approach is evident in our high customer satisfaction rate and our ability to provide resources within a short turnaround time of 2-4 hours. Our commitment to quality is further demonstrated by our ability to replace candidates within 24 hours if necessary.</p>

### Achievements and Performance Indicators

<ul style="list-style-type: none"> <li>• <b>Delivery Success Ratio:</b> Approximately 96% successful delivery over 15 years.</li> </ul>
<ul style="list-style-type: none"> <li>• <b>Customer Satisfaction Rate:</b> Rated at 9.6, reflecting our dedication to client satisfaction.</li> </ul>
<ul style="list-style-type: none"> <li>• <b>Standard Turnaround Time:</b> Capable of providing requested resources within 2-4 hours.</li> </ul>
<ul style="list-style-type: none"> <li>• <b>Candidate Replacement Time:</b> Ensuring replacement of candidates within 24 hours if needed.</li> </ul>

### Our Past Experience

At Clovity, we understand the unique needs of public sector organizations. We are proud to partner with a wide range of clients across the United States, including:

#### Government Agencies:

<p>1. <b>City of Sacramento, California</b></p>
<p>Clovity was awarded to provide Executive Recruitment Search Services to the city for the high level leadership roles.</p>
<p>2. <b>Illinois Public Higher Education Cooperative (IPHEC)</b></p>
<p>Our team understands the complexities of higher education recruitment. We assist IPHEC in finding exceptional leaders for its member institutions.</p>
<p>3. <b>San Antonio Water System</b></p>
<p>Clovity has provided Staff Augmentation Services for High Level Positions such as Human Resource Manager, Managing Director, Finance Director etc.</p>
<p>4. <b>State of Michigan</b></p>
<p>Clovity has a proven track record of successful placements for various Michigan state government agencies. Our deep understanding of the state’s recruitment landscape allows us to identify top talent aligned with your specific requirements.</p>
<p>5. <b>Rochester Housing Authority</b></p>

We have experience recruiting qualified leaders for housing authorities nationwide. We can leverage our expertise to find the perfect candidate to manage and oversee the Rochester Housing Authority.

**6. State of Florida (Statewide)**

Our experience positions us to be a valuable partner for the State of Florida as a pre-qualified vendor for executive search services. We efficiently fulfil recruitment needs while adhering to all established protocols.

**7. California's Air Resource Board**

We have a national network of environmental professionals and we assist the California Air Resource Board in finding the most qualified leaders to address air quality challenges.

**8. State of Kansas**

Clovity design and execute a customized search strategy to identify top talent for executive positions within the State of Kansas.

**9. US Army Corps of Engineers**

Our team has experience recruiting for government agencies with specialized needs. We can partner with the US Army Corps of Engineers to find the right leaders for their critical projects.

**Broad Geographic Reach:**

**10. State of MA (Statewide)**

While headquartered in Michigan, Clovity's national reach allows us to conduct effective searches across the country, including for the State of Massachusetts.

**11. Jasper County Sherriff, State of Missouri**

We assist the Jasper County Sheriff's office in Missouri with identifying qualified law enforcement leadership.

**12. State of Minnesota**

Our experience extends to the State of Minnesota. We leverage our national network to find the best candidates for executive positions.

**13. Judicial Council of California**

Clovity assist the Judicial Council of California in recruiting high-calibre leaders for the state's court system.

**Public Utilities:**

**14. University of Utah Health**

Our team understands the unique needs of academic medical centers. We partner with the University of Utah Health to find exceptional leaders for their healthcare system.

**15. UC Davis Health, California**

Similar to the University of Utah Health, Clovity assist UC Davis Health in California with recruiting top leaders for their healthcare organization.

**16. School District of Philadelphia**

Our K-12 education sector experience allows us to partner with the School District of Philadelphia to identify strong leaders for their school system.

**Non-Profits:**

**17. Maryland Judiciary**

Clovity partner with the Maryland Judiciary to find qualified leaders who uphold the integrity and efficiency of the court system.

**18. Baker Ripley**

While not a government agency, Baker Ripley is a non-profit organization focused on social services. Our experience extends to recruiting leaders for non-profit organizations and we assist Baker Ripley in finding the right candidate to guide their mission.

### 3. Scope of Required Services

**Overview of Recommended Approach to Scope of Services**

Clovity is committed to providing a comprehensive and efficient approach to **the executive recruitment process for the Township Manager role for Meridian Charter Township**. Our approach is designed to ensure thoroughness, inclusivity, and transparency at each stage of the recruitment process. Below is an overview of our recommended approach to each element outlined in the scope of services, along with a detailed Phases.

Phase 1 - Develop a Comprehensive Township Manager Profile
<p><b>Approach:</b></p> <ul style="list-style-type: none"> <li><b>Information Gathering:</b> Conduct interviews with key stakeholders, including the Township Board, staff, and representatives from the Meridian Township community, to understand the challenges and opportunities for the next Township Manager.</li> <li><b>Position Profile Creation:</b> Develop a detailed Township Manager profile that includes required skills, qualifications, and attributes. This profile will be used to guide the recruitment process.</li> <li><b>Job Description Revision:</b> Assist with revising the Township Manager job description to ensure it aligns with the updated profile and current needs of the Township.</li> </ul> <p><b>Management and Scheduling:</b></p> <ul style="list-style-type: none"> <li>Schedule and conduct stakeholder interviews.</li> <li>Draft and finalize the Township Manager profile and revised job description.</li> </ul>
Phase 2 - Review the Area Market and Make Compensation Recommendations

**Approach:**

- **Market Analysis:** Conduct a comprehensive review of the area market to gather data on compensation for similar roles.
- **Recommendations:** Provide a detailed report with compensation recommendations based on market analysis and best practices.

**Management and Scheduling:**

- Conduct market research and analysis.
- Prepare and present the compensation recommendations.

**Phase 3 - Recruitment Process**

**Approach:**

- **Regional and Nationwide Search:** Utilize our extensive network and advanced recruitment tools to conduct a regional and nationwide search for highly qualified candidates.
- **Diversity Focus:** Implement targeted outreach to attract a diverse candidate pool, ensuring inclusivity and broad representation.
- **Application Management:** Receive and manage all application materials, and correspond with candidates as directed by the Township Board.

**Management and Scheduling:**

- Execute the search process, actively reach out to potential candidates, and manage incoming applications.

**Phase 4 - Communication Strategy**

**Approach:**

- **Regular Updates:** Develop a communication plan to keep key stakeholders updated at various stages of the recruitment process. This includes scheduled progress reports and meetings with the Township Board.
- **Transparency:** Ensure that all communication is clear, transparent, and timely to maintain trust and engagement.

**Management and Scheduling:**

- Implement communication strategy throughout the recruitment process, with bi-weekly updates to stakeholders.

**Phase 5 - Candidate Screening**

**Approach:**

- **Application Review:** Thoroughly review all application materials and identify candidates who meet the criteria outlined in the position profile.
- **Engagement:** Engage with qualified candidates to further assess their fit for the role.
- **Narrowing the Field:** Narrow down the candidate pool to those who closely match the needs of the Township.

**Management and Scheduling:**

- Conduct application reviews and initial candidate engagements.
- Narrow the candidate pool and prepare for detailed analysis.

**Phase 6 - Candidate Analysis**

**Approach:**

- **Written Report:** Provide a detailed written report recommending the top group of candidates. This report will include background information, strengths, weaknesses, education, and professional accomplishments.
- **Candidate Presentation:** Present the top candidates to the Township Board for review.

**Management and Scheduling:**

- Prepare the written report and present it to the Township Board.

<b>Phase 7 - Interview and Selection Process</b>
<p><b>Approach:</b></p> <ul style="list-style-type: none"> <li>• <b>Interview Facilitation:</b> Facilitate an interview process with the select group of top candidates, advising the Township Board on the strategy to engage key stakeholders.</li> <li>• <b>Selection Assistance:</b> Assist the Township Board in the selection and decision-making process.</li> <li>• <b>Contract Negotiation:</b> Provide support in negotiating the contract with the final candidate.</li> <li>• <b>Performance Goals:</b> Help develop mutually agreed upon performance goals for the first 6 to 12 months of employment.</li> </ul> <p><b>Management and Scheduling:</b></p> <ul style="list-style-type: none"> <li>• Conduct interviews and assist in the selection process.</li> <li>• Assist with contract negotiation and performance goal development.</li> </ul>
<p><b>Communication and Coordination</b></p> <p>Clovity will maintain regular communication with the Township Board and key stakeholders throughout the recruitment process. Bi-weekly updates will be provided to ensure transparency and keep all parties informed of progress. Regular meetings and progress reports will be scheduled to discuss key milestones and any adjustments needed in the process.</p>
<p><b>Working Relationship with Township Staff</b></p> <p>Clovity values collaboration and partnership. We will work closely with Township staff to ensure that the recruitment process aligns with the Township's goals and expectations. Our team will be available for regular consultations, meetings, and updates to maintain a smooth and efficient working relationship.</p> <p>By following this comprehensive and structured approach, Clovity aims to deliver a successful recruitment process that results in the selection of a highly qualified Township Manager who will effectively lead Meridian Charter Township into the future.</p>

### Our Day - to - Day Timeline

<b>Day</b>	<b>Timelines</b>	<b>Task Owner</b>
1	Requisition Received from Our Client	<b>Head of Delivery - Project Manager</b>
1	Response to Client Confirming Receipt of Requirements and Undertaking of Staffing Process (1-4 hours)	<b>Project Manager</b>
1	Recruiting Team Begins to Source Candidates (4-8 hours)	<b>Sr. Recruiting Manager</b>
1	Internal Interviews, Code Tests, and Vetting of Shortlisted Candidates (1-2 hours)	<b>Executive Recruiter</b>
1	Submission of Selected Candidates (1 hour)	<b>Head of Delivery - Project Manager</b>
2	Recruiting Process Resumes to Provide More Options (4-6 hours)	<b>Executive Recruiter</b>
2	Further Testing, Interviewing, and Reference/Certification Checks (1-2 hours)	<b>Executive Recruiter</b>
2	Resume Review or Feedback Call with Client (1 hour)	<b>Head of Delivery - Project Manager</b>
2	Setting Up Interviews Post-Resume Meeting (1-2 hours)	<b>Sr. Recruiting Manager</b>
3	Client Interviews (1-4 hours)	<b>Executive Recruiter</b>
3	On-Boarding Selected Candidates (1 hour)	<b>Sr. Recruiting Manager</b>
3	Background Checks and E-Verify Compliance (1 hour)	<b>Sr. Recruiting Manager</b>

4/5	Background Check Reports Completion (1-2 hours)	Head of HR
4/5	Start On-Boarding Process for Compliant Candidates (1 hour)	Head of Delivery - Project Manager
4/5	Ordering Hardware for Selected Resource (1-4 hours)	Head of HR
4/5	System Access Setup (Varies)	Project Manager
6/7	Resource Start Date Coordination (Varies)	Head of HR
6/7	Day 1 Check-In and Daily Follow-Up for First Week	Head of HR
Post	Weekly and Monthly Governance Calls (1-4 hours per month)	Director of Client Management
Post	Performance Reviews	Director of Client Management
Post	Reporting to Client	Director of Client Management

This table format provides a clear overview of the project timeline with the tasks and corresponding task owners.

## 4. Provide examples of prior work

<i>Client: San Antonio Water System, Texas</i>	
<b>About:</b>	<p>The San Antonio Water System (SAWS) is a municipally owned utility that provides water and wastewater services to the greater San Antonio area in Texas. SAWS manages and distributes water to over 1.8 million customers across the city and surrounding areas. Committed to sustainability and innovation, SAWS continually invests in infrastructure upgrades and water conservation efforts to ensure reliable service for generations to come.</p> 
<b>Scope of service:</b>	<p>It is an overarching contract with San Antonio Water System for Non-IT and IT positions. In our collaboration with the Executive office of San Antonio Water System, we are providing a comprehensive suite of leadership positions to strengthen their Non-IT and IT team. This includes filling short-term, contract or permanent positions through staff augmentation, identifying and placing top talent that aligns perfectly with SAWS requirements through direct hire services, and even complete outsourcing of their departments or specific functions through managed service options. Our commitment goes beyond simply finding qualified candidates – we meticulously pre-vet all potential hires and possess deep knowledge in various Non-IT and IT domains relevant to SAWS’s operations. Furthermore, we offer flexible staffing solutions to seamlessly integrate with SAWS’s budget and resource requirements.</p>
<b>Deliverables:</b>	<p>For SAWS, we have provided several positions like Project Manager, Vice President of Operations, Human Resource Manager, Environmental Compliance Manager, Financial Analyst, Operations Manager, Customer Service Representative, Customer Service Manager and many more.</p>
<b>Services Provided:</b>	<p>We have successfully delivered Non-IT and IT staff for multiple projects for <b>San Antonio Water System</b>. Below provided are the descriptions of some of the services provided.</p> <p><b>Title: Project Manager</b></p> <p><b>Description of services provided:</b></p> <p>Our consultant is tasked with overseeing various projects within their infrastructure. He is responsible for coordinating the planning, execution, and completion of these projects, ensuring he</p>

meet the highest standards of quality and efficiency. Collaborating closely with internal teams, stakeholders, and external vendors, he facilitates effective communication and resource allocation to ensure projects are delivered on time and within budget. From defining project objectives to monitoring progress and resolving challenges along the way, he plays a pivotal role in driving project success and contributing to the continued reliability and sustainability of the water system.

**Title: Vice President of Operations**

**Description of services provided:**

Our consultant tasked with overseeing the comprehensive operations of water treatment, distribution, and wastewater management within the organization. He leads a team dedicated to ensuring the reliable and efficient delivery of water services to the community. Responsibilities include strategizing and implementing operational initiatives, optimizing resource allocation, and fostering collaboration across departments to enhance service quality and customer satisfaction. Additionally, he plays a key role in regulatory compliance, environmental stewardship, and continuous improvement efforts aimed at maintaining the integrity and sustainability of the water system. This leadership position requires a combination of strategic vision, operational expertise, and effective communication skills to drive operational excellence and support the mission of the San Antonio Water System.

**Title: Human Resource Manager**

**Description of services provided:**

Our consultant has pivotal role in ensuring effective HR operations and supporting the workforce needs of SAWS. He is responsible for overseeing all aspects of human resources management, including recruitment, training, performance management, employee relations, and compliance with employment laws and regulations. This entails developing HR policies and procedures tailored to SAWS's needs, managing recruitment processes to attract and retain top talent, and providing guidance and support to employees and management on HR-related matters. Additionally, he collaborates with SAWS leadership to develop and implement strategic HR initiatives that align with the organization's goals and objectives. His role is instrumental in fostering a positive work environment, promoting employee engagement and development, and contributing to the overall success of the San Antonio Water System.

**Title: Financial Analyst**

**Description of services provided:**

Our consultant acted as a Financial Analyst, providing in-depth financial analysis and reporting to support decision-making and strategic planning. He analyses financial data, including budgets, forecasts, and performance metrics, to identify trends, variances, and opportunities for improvement. Our consultant prepared financial models and projections to assess the financial impact of business initiatives and investments. Additionally, he conducts cost-benefit analyses and risk assessments to inform investment decisions and optimize resource allocation across the SAWS.

**Title: Chief Operating Officer**

**Description of services provided:**

the COO oversees the day-to-day operations of SAWS, ensuring efficiency, reliability, and regulatory compliance in water treatment, distribution, and wastewater management. He works closely with other executive leaders to develop and implement strategic initiatives that support SAWS' mission and goals. The COO is responsible for managing operational budgets, optimizing resource allocation, and fostering a culture of innovation and continuous improvement within the organization. Additionally, he plays a key role in stakeholder engagement, maintaining positive relationships with customers, regulators, and community partners. Overall, the COO's leadership is essential in driving SAWS' operational excellence and its commitment to providing high-quality water services to the residents of San Antonio.



<p><b>Title: Operations Manager</b></p> <p><b>Description of services provided:</b></p> <p>Our consultant plays pivotal role in overseeing the day-to-day operations related to water treatment, distribution, and wastewater management. Collaborating closely with SAWS leadership and personnel, his responsibilities encompass ensuring the efficient and effective functioning of water infrastructure systems. This includes supervising operational activities, managing resources, and optimizing processes to maintain service reliability and quality. He also plays a key role in implementing strategic initiatives, adhering to regulatory requirements, and driving continuous improvement efforts within the organization. His expertise and leadership contribute to the seamless delivery of water services to the residents and businesses of San Antonio, ultimately supporting SAWS' mission of providing sustainable water solutions to the community.</p> <p><b>Title: Environmental Compliance Manager</b></p> <p><b>Description of services provided:</b></p> <p>Our Environmental Compliance Manager has pivotal in ensuring that SAWS operations align with environmental regulations and sustainability standards. He oversees compliance efforts, ensuring that SAWS facilities and practices meet all relevant environmental laws and regulations. This includes monitoring water quality, managing permits, and implementing environmental management systems to minimize the impact of SAWS operations on the environment. He works closely with regulatory agencies, internal teams, and external stakeholders to address environmental concerns, mitigate risks, and promote sustainable practices. Additionally, he is responsible for conducting audits, developing policies and procedures, and providing training to SAWS staff to uphold environmental compliance standards. Overall, his role contributes to SAWS' commitment to environmental stewardship and ensures that his operations are conducted responsibly and in accordance with legal requirements.</p> <p><b>Success and Awards:</b></p> <p><b>Clovity Inc has achieved 100% success in completion of all the requirements asked by the San Antonio Water System with-in the defined timeframe and evaluated budget till date.</b></p>
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<b>Client: State of Massachusetts (DOR)</b>	
<b>About Agency:</b>	
	<p>This department is responsible for the state's transportation infrastructure, including roads, bridges, public transportation systems, and airports. Their mission is to provide safe, reliable, and efficient transportation options for the people of Massachusetts. This not only improves daily commutes but also strengthens the state's economy by ensuring the smooth flow of goods and services.</p>
<b>Contract Details:</b>	
<p>Clovity is providing recruitment solutions and Non-IT and IT staffing services to State of Massachusetts (DOR) for executive (C-Suite) and other pivotal leadership roles which includes but not limited to: Vice President of Operations, Senior Director, Chief Technology Officer, Business Analyst, SeniorManagers, Project Manager, Administrative Assistant and Management, Chief Human Resources Officer (CHRO), Business Management, Security Management etc.</p>	
<b>Services Provided:</b>	
<p>We have successfully delivered Executive recruitment and non-IT staff for multiple projects. Below provided are the descriptions of some of the services provided.</p> <p><b>Title: Director</b></p> <p><b>Areas of Responsibilities:</b></p> <p>In the state of Massachusetts, we have recruited a director who plays a pivotal role in overseeing strategic initiatives, managing departmental operations, and ensuring compliance with state</p>	



regulations. Responsibilities often include budget oversight, policy development, and stakeholder engagement.

**Title: Vice President of Operations**

**Areas of Responsibilities:**

In the role of Vice President of Operations, we focus on optimizing the efficiency and effectiveness of organizational processes. Our services encompass overseeing day-to-day operations, resource management, and performance optimization. We develop and implement strategies to streamline workflows, enhance productivity, and improve quality standards. Additionally, we monitor key performance indicators, identify areas for improvement, and implement best practices to drive operational excellence. With our leadership and strategic guidance, we aim to achieve operational efficiency, reduce costs, and support organizational growth and success.

**Title: Chief Technology Officer**

**Areas of Responsibilities:**

As Chief Technology Officers (CTOs), we provide strategic leadership in technology-related matters. Our services include evaluating emerging technologies, developing technology roadmaps, and overseeing IT infrastructure and systems architecture. We collaborate with stakeholders to align technology initiatives with business objectives and drive innovation. Additionally, we ensure the security and integrity of IT systems and data assets, as well as compliance with regulatory requirements. With our expertise, we aim to leverage technology to gain competitive advantages, enhance operational efficiency, and drive business transformation.

**Title: Project Managers**

**Areas of Responsibilities:**

Our Project Managers lead and oversee projects from initiation to completion, ensuring they are delivered on time, within budget, and according to specifications. We develop project plans, define scope, set objectives, and allocate resources effectively. Additionally, we facilitate communication among team members, stakeholders, and clients to ensure alignment and transparency throughout the project lifecycle. They monitor project progress, identify risks, and implement mitigation strategies to keep projects on track. With our strong leadership, organizational, and problem-solving skills, they drive project success and contribute to organizational growth and success.

**Title: Business Analyst**

**Description of services provided:**

Our consultants excelled as a Business Analyst, facilitating the translation of business needs and objectives into actionable requirements and solutions. They conduct thorough analysis of business processes, workflows, and systems, identifying opportunities for improvement and optimization. Our consultants collaborated closely with stakeholders to elicit and document business requirements, ensuring alignment with strategic goals and objectives. They also play a key role in project planning and management, guiding cross-functional teams through the development and implementation of solutions that delivered measurable value. Additionally, our consultants monitor and analyse key performance metrics, providing insights and recommendations to drive continuous improvement and informed decision-making across the organization.

**Success and Awards:**

**Clovity has achieved 100% success in completion of all the requirements asked by the Mass's DOR with-in the defined timeframe and evaluated budget till date.**

<b>Client: State of Massachusetts (EOHHS)</b>	
<b>About:</b>	
<p>This agency oversees a range of programs related to health, well-being, and social services for Massachusetts residents. EOHHS works to ensure access to healthcare, substance abuse treatment, support for older adults and individuals with disabilities, and various financial and nutritional programs. Essentially, their aim is to promote the health and independence of a large portion of the state's population</p>	
<b>Contract Details:</b>	
<p>Clovity currently holds a contract with the State of Mass - Executive office of Health and Human Services (EOHHS) to provide Information Technology Staff Augmentation Services to various State Government agencies of the State of MA. We are qualified to provide IT and Non-IT staff for over 40+ major IT and Non-IT categories including but not limited to Vice President of Operations, Chief Human Resource Officer (CHRO), Business Intelligence Analyst, Project Manager, Research Assistant, Senior Project Manager, Data Strategy, Security Management, Business Management, Training, Security Management etc.</p>	
<b>Services Provided:</b>	
<p>We have successfully delivered IT and Non-IT staff for multiple IT and Non-IT projects for the <b>State of MA (EOHHS)</b>. Below provided are the descriptions of some of the services provided.</p>	
<p><b>Title: Vice President of Operations</b>  <b>Description of services provided:</b>            Our Vice President of Operations (VP of Operations) is a senior executive responsible for managing and overseeing the day-to-day operational functions of the company. This role involves strategic planning, enhancing operational procedures, and ensuring the organization's efficiency, productivity, and profitability. The VP of Operations works closely with other executives to set and meet the department's short and long-term goals.</p>	
<p><b>Title: Head of Administration</b>  <b>Description of services provided:</b>            Our Head of Administration oversees and manages administrative functions within organization, ensuring efficient operations and support services. He provides leadership and direction to administrative staff, including administrative assistants and office managers. He develops and implements administrative policies, procedures, and workflows to optimize efficiency and productivity. Additionally, he oversees facilities management, office supplies procurement, and vendor management. He serves as a point of contact for internal and external stakeholders, handling inquiries and resolving issues effectively. With his strategic vision and management skills, he contributes to organizational success and growth.</p>	
<p><b>Title: Senior Project Manager</b>  <b>Description of services provided:</b>            Our senior project managers lead complex projects and initiatives, leveraging their extensive experience and expertise in project management. They oversee project teams, set strategic direction, and ensure alignment with organizational goals. They develop project plans, define scope, and establish key milestones to guide project execution. Additionally, they identify and mitigate risks, resolve issues, and manage stakeholder expectations to ensure project success. They serve as a mentor and coach to project managers, providing guidance and support to drive professional development. With their leadership and strategic vision, they play a pivotal role in delivering high-impact projects on time and within budget.</p>	

**Title: Business Consultant**

**Description of services provided:**

Our business consultants provide expert advice and guidance to organizations on various aspects of business operations, strategy, and management. They conduct thorough assessments, analyze data, and identify opportunities for improvement. They develop tailored solutions, recommendations, and action plans to address specific business challenges and objectives. Additionally, they facilitate workshops, meetings, and training sessions to align stakeholders and drive organizational change. With their industry knowledge, analytical skills, and strategic mindset, they empower organizations to achieve sustainable growth and success.

**Title: IT Support**

**Description of services provided:**

Our IT support professionals offer expert assistance in diagnosing and resolving technical issues within organizations. They provide troubleshooting support for hardware, software, and network-related problems, ensuring the smooth functioning of IT systems. Their responsibilities also include installing and configuring software, setting up computer systems, and providing technical guidance to end-users. With their in-depth knowledge of IT systems and dedication to customer service, they play a crucial role in maintaining IT infrastructure and supporting organizational productivity.

**Title: Business Intelligence Analyst**

**Description of services provided:**

Our business intelligence analysts specialize in gathering, analyzing, and interpreting data to provide actionable insights for organizational decision-making. They design and develop data models, dashboards, and reports to visualize key performance indicators and trends. They collaborate with stakeholders to understand business requirements and translate them into analytical solutions. Additionally, they conduct data mining, predictive modeling, and statistical analysis to uncover patterns and correlations in data. With their expertise in data analytics and business acumen, they empower organizations to make informed decisions and drive strategic initiatives.

**Title: Research Assistant**

**Description of services provided:**

Our Research assistants play a vital role in supporting research projects across various fields. They assist researchers by conducting literature reviews, gathering and analyzing data, and preparing research reports. Their responsibilities may include data collection, entry, and analysis, as well as assisting in experimental procedures and documentation. Our Research assistants contribute to the success of research initiatives by providing meticulous support throughout the research process, helping to advance knowledge and discovery.

**Success and Awards:**

**Clovity has achieved 100% success in completion of all the requirements asked by the Mass's EOHS with-in the defined timeframe and evaluated budget till date.**



<b>Client: Advantasure</b>
<p><b>About</b></p> <p>Advantasure in Virginia, a healthcare technology company now part of UST Health Proof, helps health plans, particularly those managing government programs like Medicare Advantage and Medicaid, operate more efficiently. Located in Glen Allen, Virginia, Advantasure offers a suite of software and services to improve plan performance. This includes tools for accurate risk assessment, improved quality care ratings, proactive member health management, and streamlined administrative tasks. By focusing on these areas, Advantasure helps health plans optimize their operations and ultimately provide better care for their members.</p> <div style="text-align: right;"> </div>
<p><b>Contract Details:</b></p> <p>We are qualified to provide IT staff for over 25+ major IT categories including but not limited to Business Consultant, IT Support, Data Scientist, Administration Assistant, Network Engineer, Project Coordinator, Data Strategy and Management, Quality Assurance, Network Management, Director of Operations, Telecommunications, ERP, Business Management, Training, Security Management etc.</p>
<p><b>Services Provided:</b></p> <p>We have successfully delivered IT staff for multiple IT projects for the <b>Advantasure</b>. Below provided are the descriptions of some of the services provided.</p> <p><b>Title: Chief Technology Officer</b>  <b>Description of services provided:</b>            Our consultant as Chief Technology Officer (CTO) is a key executive role responsible for the overall technology strategy and implementation within the organization. The CTO leads the technology team to develop, integrate, and manage the company’s technology infrastructure and applications, ensuring alignment with business goals and objectives. He is a visionary leader with a strong technical background and a proven track record in technology management.</p> <p><b>Title: IT Director</b>  <b>Description of services provided:</b>            Our Chief Technology Officer (CTO) is a key executive role responsible for the overall technology strategy and implementation within the organization. The CTO leads the technology team to develop, integrate, and manage the company’s technology infrastructure and applications, ensuring alignment with business goals and objectives. The candidate is a visionary leader with a strong technical background and a proven track record in technology management.</p> <p><b>Title: Project Coordinator</b>  <b>Description of services provided:</b>            Our project coordinators provide essential support to project teams, facilitating the planning, execution, and monitoring of projects. They assist with project documentation, scheduling meetings, and maintaining project timelines and milestones. They track project progress, update stakeholders on status, and escalate issues as needed to ensure project goals are met. Additionally, they coordinate resources, manage project budgets, and prepare reports and presentations for project stakeholders. With their organizational skills and attention to detail, they contribute to the successful delivery of projects within time and budget constraints.</p> <p><b>Title: Business Consultant</b>  <b>Description of services provided:</b>            Our business consultants provide expert advice and guidance to organizations on various aspects of business operations, strategy, and management. They conduct thorough assessments, analyze data, and identify opportunities for improvement. They develop tailored solutions, recommendations, and action plans to address specific business challenges and objectives. Additionally, they facilitate</p>

workshops, meetings, and training sessions to align stakeholders and drive organizational change. With their industry knowledge, analytical skills, and strategic mindset, they empower organizations to achieve sustainable growth and success.

**Title: Senior Data Scientist**

**Description of services provided:**

Our senior data scientists leverage advanced analytical techniques and tools to extract insights from data and inform decision-making within organizations. They collect, clean, and analyse large datasets to identify patterns, trends, and correlations. They develop predictive models, machine learning algorithms, and data visualizations to uncover actionable insights and drive business outcomes. Additionally, they collaborate with cross-functional teams to integrate data-driven solutions into business processes and systems. With their expertise in statistics, programming, and data analysis, they enable organizations to harness the power of data for strategic advantage.

**Title: IT Finance Analyst**

**Description of services provided:**

Our administrative assistants offer comprehensive support to organizations, handling a wide range of administrative tasks to ensure smooth operations. They excel in managing calendars, scheduling appointments, organizing meetings, and coordinating travel arrangements. Additionally, they are proficient in managing correspondence, drafting emails and documents, and maintaining accurate records. Their attention to detail and multitasking abilities makes them invaluable assets in maintaining efficiency within the office environment.

**Title: Senior Network Engineer**

**Description of services provided:**

Our Senior network engineers design, implement, and manage network infrastructure to ensure reliable and secure connectivity within organizations. They assess network requirements, design solutions, and configure hardware and software components to optimize performance. They troubleshoot network issues, diagnose problems, and implement solutions to minimize downtime and disruptions. Additionally, they monitor network performance, analyse data traffic, and implement security measures to protect against cyber threats. With their expertise in networking technologies and protocols, they contribute to the efficiency and reliability of organizational networks.

**Success and Awards:**

**Clovity has achieved 100% success in completion of all the requirements asked by Agency with-in the defined timeframe and evaluated budget till date.**

**Key Individuals Involved**

**1. Cameron Starman - Head of Client Management**

**Project Role:** Oversight of client relationships and project execution.

**Example Contribution:** Led strategic discussions with stakeholders, ensuring alignment of recruitment strategies with client objectives. Managed high-level communication and feedback loops.

**2. Prahalad Singh Dogra - Head of Delivery, Project Manager**

**Project Role:** Responsible for project management and delivery.

**Example Contribution:** Implemented streamlined recruitment processes, ensuring prompt sourcing and vetting of candidates. Coordinated with recruiting teams to meet client timelines and quality standards.

**3. Priyanka Pawar - Head of Human Resources and Hiring**

**Project Role:** Oversight of HR functions and compliance.  
**Example Contribution:** Ensured adherence to E-Verify and background check procedures. Facilitated seamless onboarding and integration of hired candidates into client organizations.

**4. Surya Pratap Kothari - Senior Accounts Manager**

**Project Role:** Management of client accounts and financial aspects.  
**Example Contribution:** Handled budgetary considerations and financial reporting for recruitment projects. Supported client negotiations and contract management processes.

**Summary**

Clovity's track record in implementing similar search processes demonstrates our capability to effectively manage executive recruitment projects across diverse sectors and geographical regions. Our team of experienced professionals, including Cameron Starman, Prahalad Singh Dogra, Priyanka Pawar, and Surya Pratap Kothari, brings a wealth of expertise in client management, project delivery, HR compliance, and financial management, ensuring successful outcomes for our clients.

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## 5. References

Reference 1	
<b>Agency Name</b>	State of MA – Department of Education
<b>Address</b>	135 Santilli Highway, Everett, MA 02149
<b>Brief Description of The Work</b>	Clovity is qualified vendor for State of MA, Dept of Education to provide for non-IT positions, where we have provided the agency with Deputy Commissioner for Teaching and Learning, Commissioner of Education, Commissioner of Education, Chief of Staff.
<b>Contact Person</b>	Sarah J Clifford
<b>Contact Information</b>	774-365-4444 (sjcliff408@gmail.com)

Reference 2	
<b>Agency Name</b>	Corewell Health
<b>Address</b>	3601 W.13 Mile Rd, Royal Oak, Michigan, 48067
<b>Brief Description of The Work</b>	Clovity is providing recruitment solutions and Non-IT and IT staffing services to Corewell Health for executive (C-Suite) and other pivotal leadership roles which includes but not limited to: Vice President of Operations, Director, Chief Technology Officer, Project Manager, Administrative Assistant and Management, Chief Human Resources Officer (CHRO), Business Management, Security Management etc
<b>Contact Person</b>	Swarup Sathe
<b>Contact Information</b>	734-717-7964 (swarup.sathe@corewellhealth.org)

Reference 3	
<b>Agency Name</b>	State of MA – EOHHS
<b>Address</b>	One Ashburton Place 11th Floor Boston, MA 02108
<b>Brief Description of The Work</b>	Clovity is qualified by State of MA (EOHHS), to provide Non-IT, IT staff for over 32+ major Non-IT and IT categories including but not limited to Project Manager, Administrative Assistant and Management, Chief Human Resources Officer (CHRO), Business Management, Security Management etc
<b>Contact Person</b>	Partha Gajula
<b>Contact Information</b>	781-775-7360 (Partha.gajula2@mass.gov)

Reference 4	
<b>Agency Name</b>	Advantasure
<b>Address</b>	4121 Cox Rd. Suite 200. Glen Allen, VA 23060, US
<b>Brief Description of The Work</b>	Clovity is qualified by Advantasure, Viginia based company to provide IT staff for over 25+ major IT categories including but not limited to, Director of Operations, IT Support, Data Scientist, Administration Assistant, Network Engineer, Project Coordinator, Data Strategy & Management, Quality Assurance Analyst, Network Management, Telecommunications Head etc.
<b>Contact Person</b>	Abe Chhaya
<b>Contact Information</b>	508-202-2508 (abhishekchhaya@yahoo.com)



Reference 5	
<b>Agency Name</b>	State of MA – Department of Revenue
<b>Address</b>	DOR, PO Box 7000, Boston, MA 02204
<b>Brief Description of The Work</b>	Clovity Inc currently holds a contract with the Dept. of Revenue, State of Massachusetts, to provide Temporary Staffing services. We are qualified to provide staff for over 50+ major Non-IT and IT categories including but not limited to Sr. Manager, Sr. Directors, General Managers, Vice President, Business Analyst, Project Manager, Chief Technology Officer etc.
<b>Contact Person</b>	Swati Mall
<b>Contact Information</b>	917-288-7549 (malls@dor.state.ma.us)

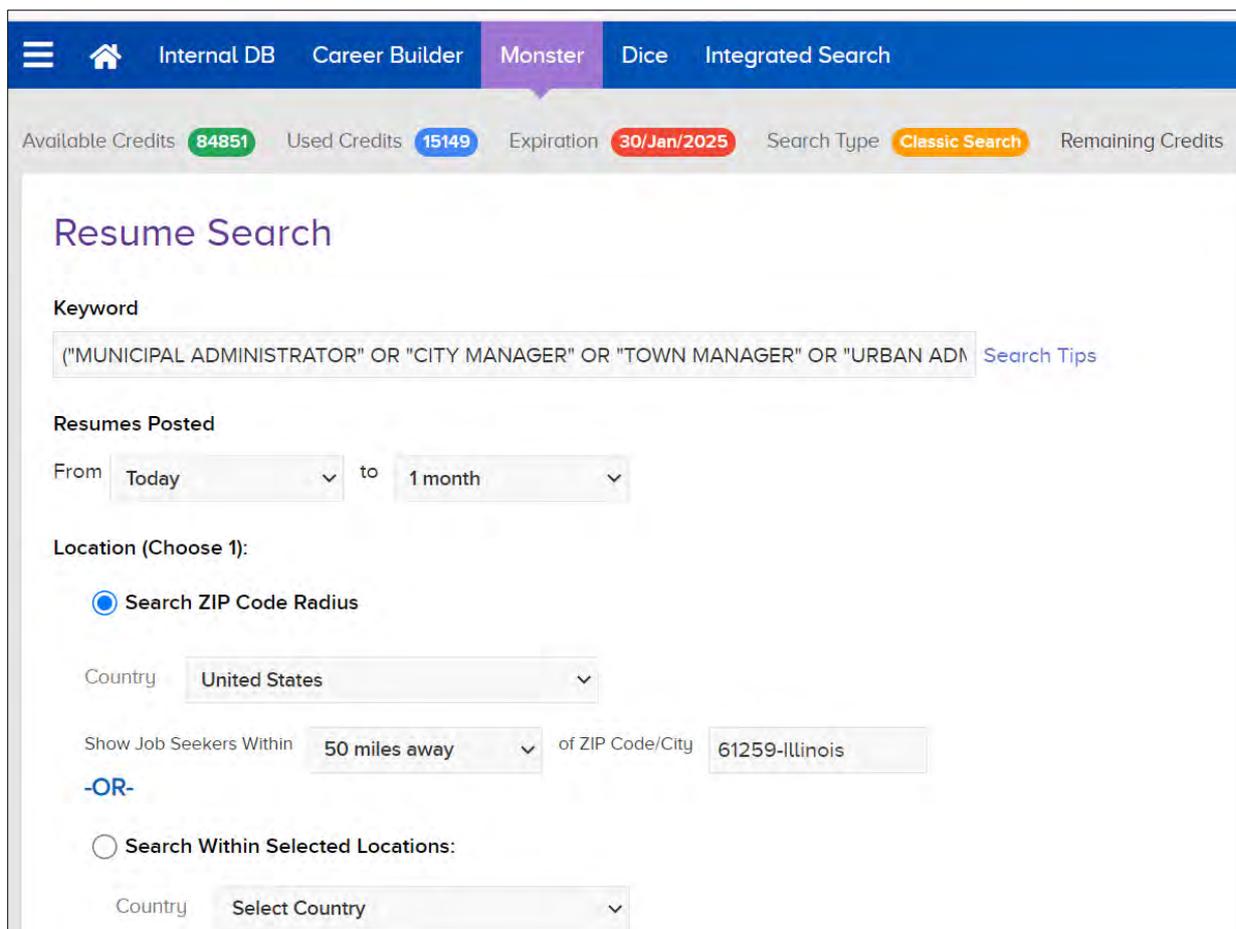
*This part of the page is left blank intentionally.*

## 6. Additional Data and Information

At Clovity, we take pride in our proven track record of recruiting top-tier leadership for government positions. As a testament to our commitment and expertise, we are sharing the samples illustrate our meticulous approach, from initial candidate sourcing and rigorous vetting to the final selection process. Our comprehensive methodology ensures that we identify and attract the most qualified candidates who can drive the strategic vision and operational excellence of municipal administrations. Through these samples, *Meridian Charter Township* will gain insight into the quality and depth of our recruitment services, demonstrating why Clovity is the preferred partner for executive search in the public sector.

### Initial Search for the candidates through different portals

#### Search on Monster



The screenshot shows the Monster job search interface. At the top, there is a navigation bar with options: Internal DB, Career Builder, **Monster**, Dice, and Integrated Search. Below the navigation bar, there are statistics: Available Credits (84851), Used Credits (15149), Expiration (30/Jan/2025), Search Type (Classic Search), and Remaining Credits. The main section is titled "Resume Search".

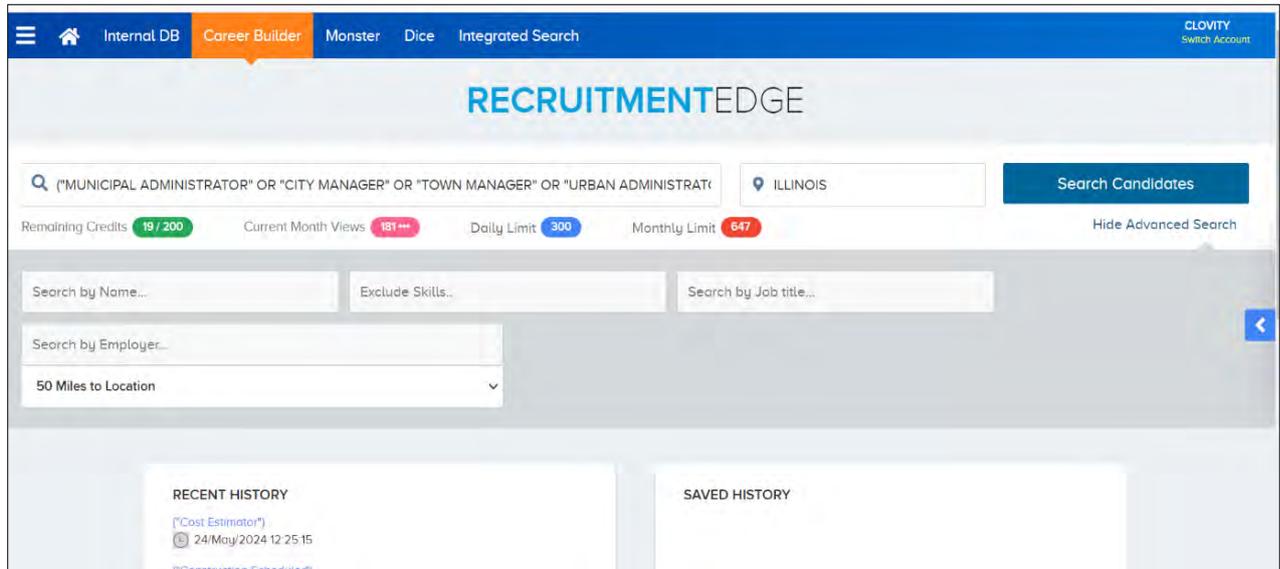
**Keyword:** ("MUNICIPAL ADMINISTRATOR" OR "CITY MANAGER" OR "TOWN MANAGER" OR "URBAN ADM" [Search Tips](#))

**Resumes Posted:** From Today to 1 month

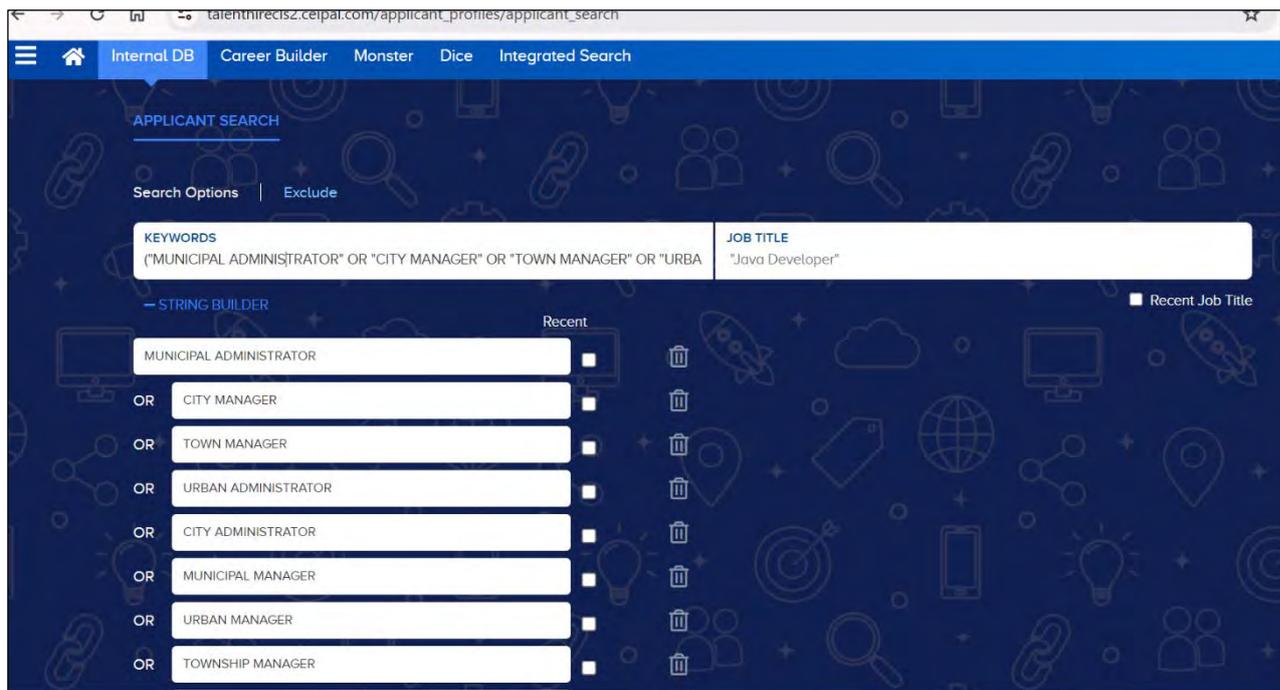
**Location (Choose 1):**

- Search ZIP Code Radius
  - Country: United States
  - Show Job Seekers Within: 50 miles away of ZIP Code/City: 61259-Illinois
- Search Within Selected Locations:
  - Country: Select Country

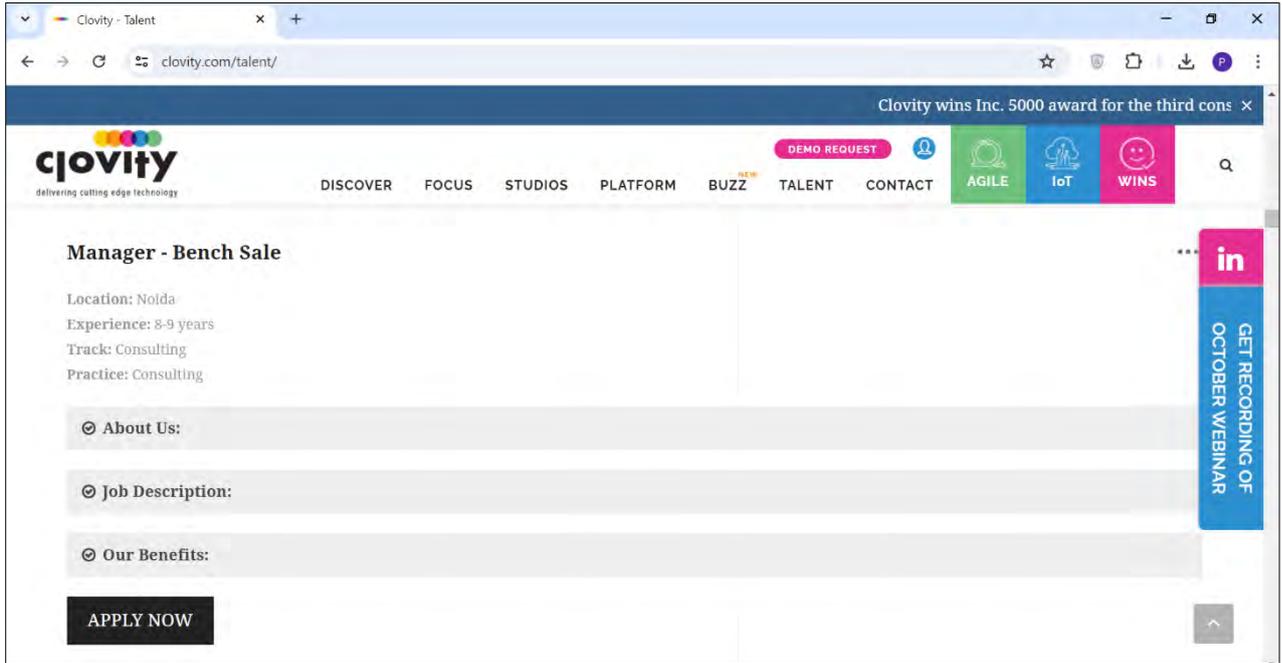
## Search on Career Builder



## Search In Our Internal Database



**Sample Candidate Brochures**



**Manager - Bench Sale**

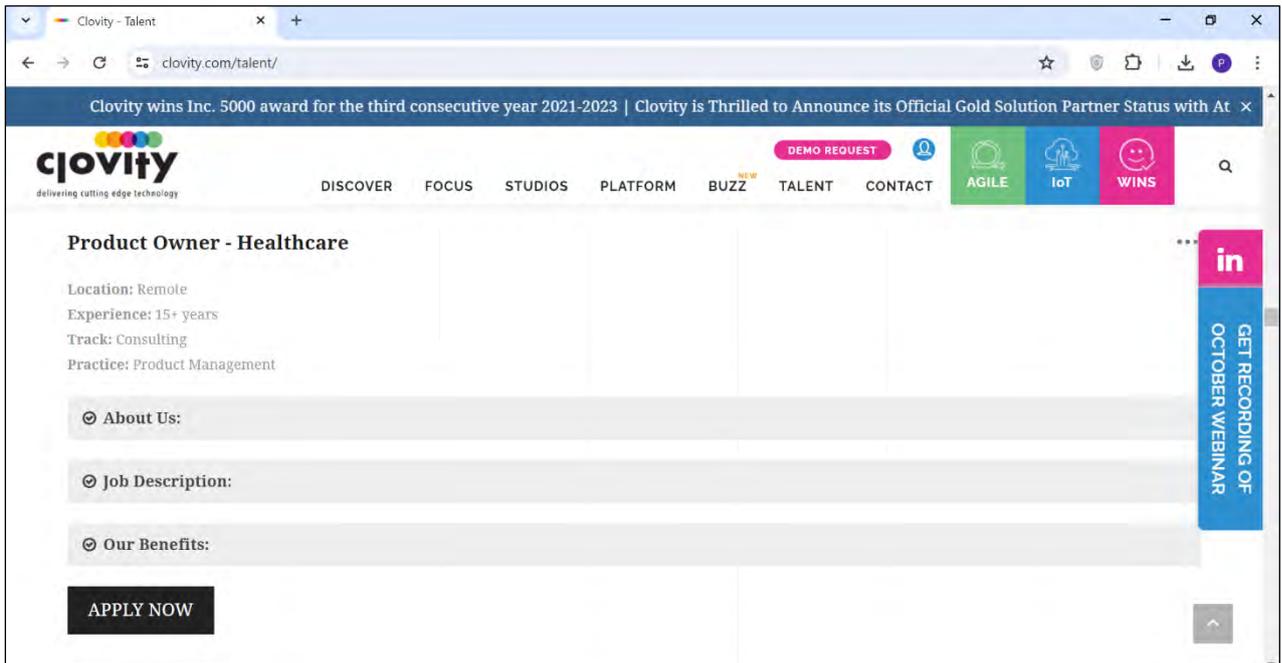
Location: Noida  
 Experience: 8-9 years  
 Track: Consulting  
 Practice: Consulting

☑ About Us:  
 ☑ Job Description:  
 ☑ Our Benefits:

**APPLY NOW**

DEMO REQUEST | AGILE | IoT | WINS

GET RECORDING OF OCTOBER WEBINAR



**Product Owner - Healthcare**

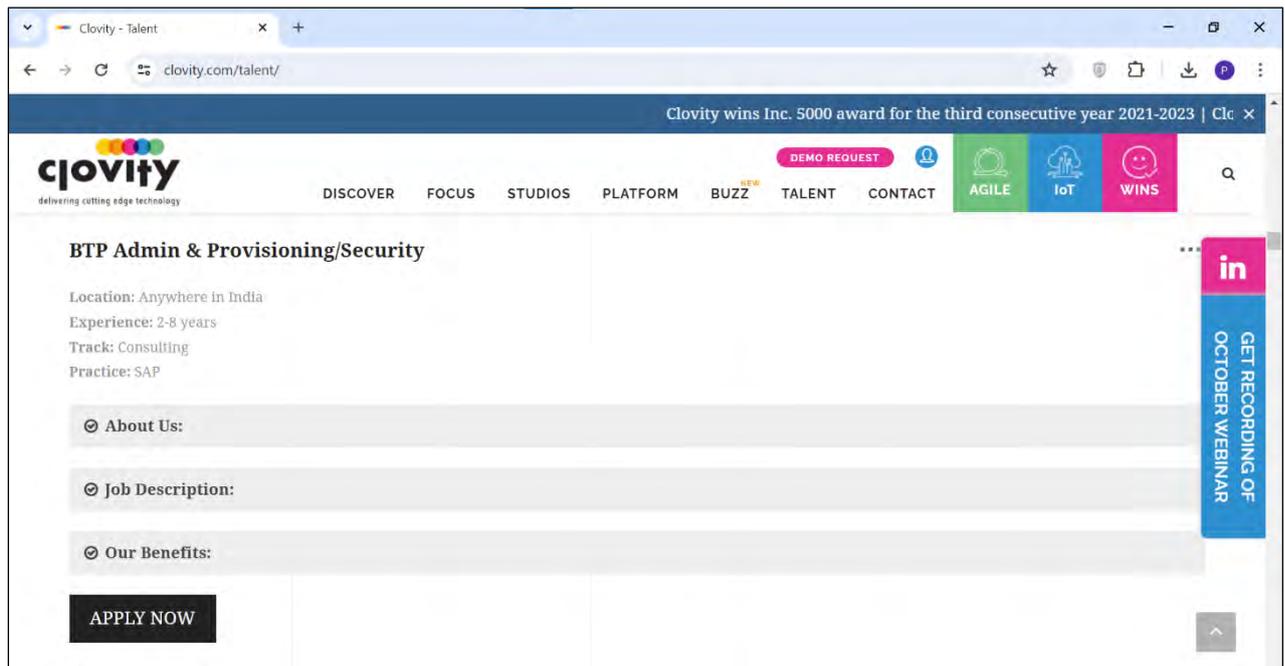
Location: Remote  
 Experience: 15+ years  
 Track: Consulting  
 Practice: Product Management

☑ About Us:  
 ☑ Job Description:  
 ☑ Our Benefits:

**APPLY NOW**

DEMO REQUEST | AGILE | IoT | WINS

GET RECORDING OF OCTOBER WEBINAR



Clovity - Talent

clovity.com/talent/

Clovity wins Inc. 5000 award for the third consecutive year 2021-2023 | Clovity

DISCOVER FOCUS STUDIOS PLATFORM BUZZ TALENT CONTACT

DEMO REQUEST AGILE IOT WINS

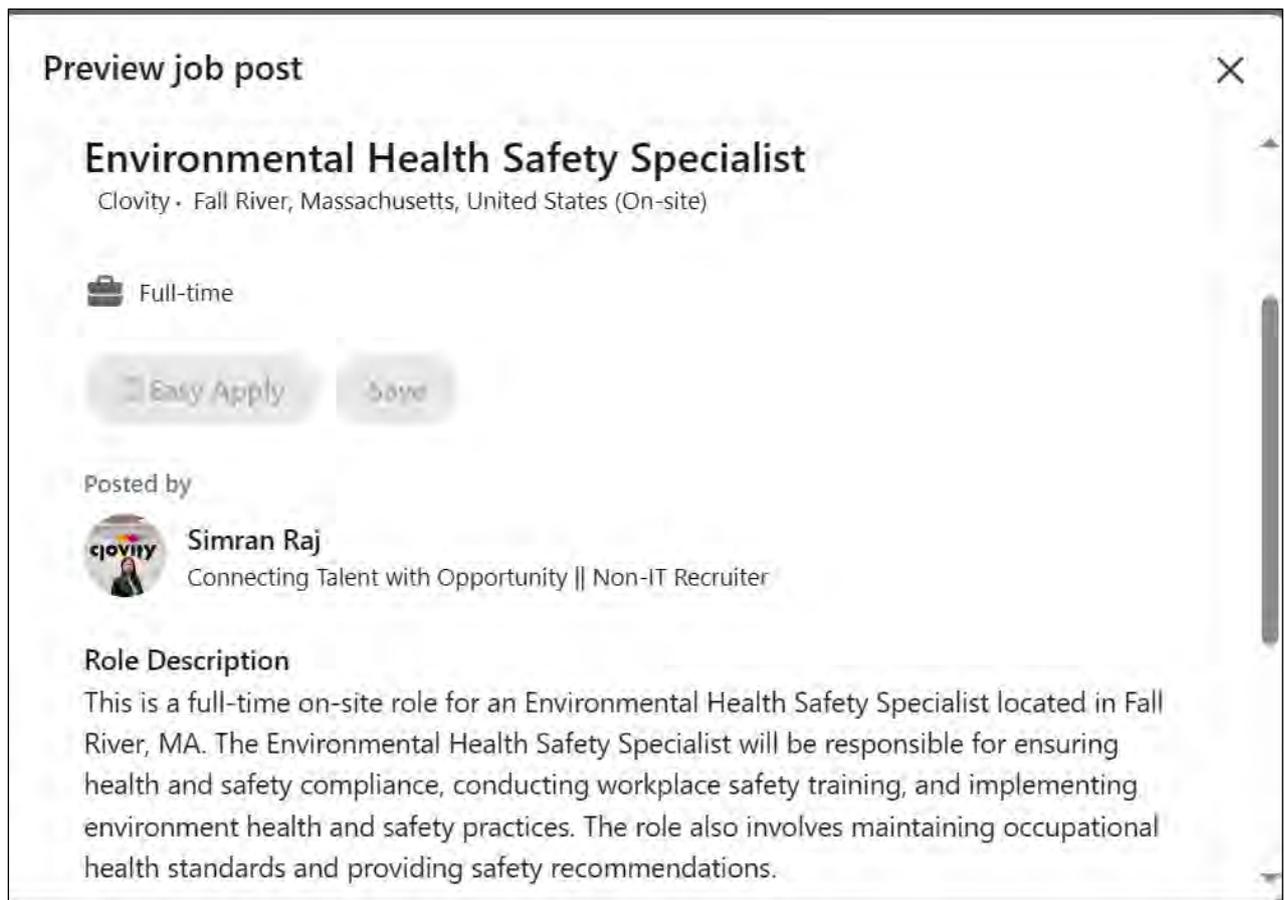
### BTP Admin & Provisioning/Security

Location: Anywhere in India  
 Experience: 2-8 years  
 Track: Consulting  
 Practice: SAP

About Us:  
 Job Description:  
 Our Benefits:

**APPLY NOW**

GET RECORDING OF OCTOBER WEBINAR



## Preview job post

### Environmental Health Safety Specialist

Clovity - Fall River, Massachusetts, United States (On-site)

Full-time

Easy Apply Save

Posted by

 **Simran Raj**  
 Connecting Talent with Opportunity || Non-IT Recruiter

#### Role Description

This is a full-time on-site role for an Environmental Health Safety Specialist located in Fall River, MA. The Environmental Health Safety Specialist will be responsible for ensuring health and safety compliance, conducting workplace safety training, and implementing environment health and safety practices. The role also involves maintaining occupational health standards and providing safety recommendations.

**Candidate Data Form for Easy Accessibility**

You can put your company name here

**Candidate Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Resi No:**(\_\_\_\_\_) \_\_\_\_\_ **Off No:**(\_\_\_\_\_) \_\_\_\_\_ **Mobile:** \_\_\_\_\_

**Marital Status:** \_\_\_\_\_ **Sex:** \_\_\_\_\_ **DOB:** \_\_\_\_\_ **Age:** \_\_\_\_\_

**Education:**

Undergraduate (\_\_\_\_\_)  Diploma (\_\_\_\_\_)  Additional Qualification: \_\_\_\_\_  
 Graduate (\_\_\_\_\_)  PG \_\_\_\_\_  Qualification \_\_\_\_\_  
 University / Board \_\_\_\_\_ Month & Year of Passing \_\_\_\_\_  
 Percentage / Grade \_\_\_\_\_

**Total Experience:** \_\_\_\_\_ (Yrs) **Relevant Experience:** \_\_\_\_\_ (Yrs)  
 (Current Employer to be mentioned first)

<b>Company Name</b>	<b>Last Designation Held</b>	<b>From</b>
<b>To dd/mm/yy</b>	<b>dd/mm/yy</b>	<b>Last Salary drawn</b>

**Expected CTC:** \_\_\_\_\_ **Time for Joining:** \_\_\_\_\_ (days)

**Serious Illness / Disability (if any):** \_\_\_\_\_

<b>References: Details</b>	<b>Reference 1</b>	<b>Reference 2</b>
<b>Reference 3</b>		
<b>Name</b>		
<b>Curr Company</b>		
<b>Designation</b>		
<b>Contact No</b>		

I hereby declare that above information furnished is true & complete to the best of my knowledge

**Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_ **Signature:** \_\_\_\_\_



**Candidate Evaluation Form**

**Candidate Evaluation Form - Part 1**

**Position:**

**Candidate Name:**

**Interviewer Name:**

**Interview Date:**

Based on the interview, please evaluate the candidate's qualifications for the position listed above. In each section, space is provided to write additional job specific comments. If one of the questions does not apply to the position, please write N/A in the comment section.

**Education / Training**

The candidate has the necessary education and/or training required by the position.

Exceeds requirements

Meets requirements

Needs a little more training

Doesn't meet requirements

Comments:

**Work Experience**

The candidate has prior work experience that is related to the position.

Extensive experience

Meets requirements

Not related but transferable skills

No prior experience

Comments:



### Skills (Technical)

The candidate demonstrated to your satisfaction that he/she had the necessary technical skills to perform the job successfully.

- Exceeds requirements
- Meets requirements
- Needs a little more training
- Doesn't meet requirements

Comments:

### Supervising Others

The candidate demonstrated to your satisfaction that he/she had the necessary experience in supervising others to perform the job successfully.

- Exceeds requirements
- Meets requirements
- Needs a little more training
- Doesn't meet requirements

Comments:

### Leadership Skills

The candidate demonstrated to your satisfaction that he/she had the necessary leadership skills to perform the job successfully.

- Exceeds requirements
- Meets requirements
- Needs a little more training
- Doesn't meet requirements

Comments:



### **Interpersonal Skills**

Communication: articulated ideas clearly both written and orally.

- Exceeds requirements
- Meets requirements
- Needs a little more training
- Doesn't meet requirements

Comments:

### **Teamwork**

Demonstrated the ability to work well in a team and with superiors, peers, and reporting staff.

- Exceeds requirements
- Meets requirements
- Needs a little more training
- Doesn't meet requirements

Comments:

### **Time Management**

Demonstrated the ability to manage time independently and work efficiently.

- Exceeds requirements
- Meets requirements
- Needs a little more training
- Doesn't meet requirements

Comments:



**Customer Service**

Demonstrated the ability to be customer focused.

- Exceeds requirements
- Meets requirements
- Needs a little more training
- Doesn't meet requirements

Comments:

**Motivation for the Job**

The candidate expressed interest and excitement about the job.

- Exceeds requirements
- Meets requirements
- Needs a little more training
- Doesn't meet requirements

Comments:

**Problem Solving**

Demonstrated the ability to design innovative solutions and solve problems.

- Exceeds requirements
- Meets requirements
- Needs a little more training
- Doesn't meet requirements

Comments:



**Skill Needed**

Demonstrated the ability to:

- Exceeds requirements
- Meets requirements
- Needs a little more training
- Doesn't meet requirements

Comments:

**Overall Recommendation**

- Highly recommend
- Recommend
- Need clarification of qualifications
- Do not recommend

Comments:



**Interview Assessment Form**

**INTERVIEW ASSESSMENT FORM - HR**

**Candidate:** Johan Anish

**Contact Number:** 989807XXXX

**Age:** 42

**Source of the Candidate:** N/A

**Applied Job Title:** Chief Finance Director

**Marital Status:** Married

<b>Qualification</b>	Bachelor of Business Administration (Finance)
<b>Year (s) of Work Experience</b>	12ear
<b>Communication Skills Scale of (1-10)</b>	Intermediate (6.3)
<b>Computer Knowledge</b>	<b>Data Analysis Tools:</b> Microsoft Excel: Proficiency in Excel is crucial for organizing and analyzing large datasets, performing calculations, creating charts and graphs, and conducting statistical analysis using formulas and functions.
<b>Current Salary + Benefits</b>	Not to be disclosed
<b>Salary Expectation</b>	Not to be disclosed

**COMPETENCY ASSESSMENT**

(Scores: 4 Exceeds Criterion, 3 Meets Criterion, 2 Almost Meets Criterion, 1 Criteria Not Met)

<b>COMPETENCY</b>	<b>SCORE</b>
<b>Customer Focused</b> (Identifying, Understanding and giving priority to the needs to customer)	<b>3</b>
<b>Interpersonal Skills &amp; Flexibility</b>	<b>2</b>
<b>Leadership Quality</b>	<b>3</b>
<b>Planning &amp; Organizing</b> ( Planning, prioritizing & organizing effectively to provide excellent services for the Company)	<b>2</b>



<b>Problem Solving and Decision Making</b> ( Identifying and solving problem using insight and creativity and making decisions which best fit to Company Goals)	<b>3</b>
<b>Pursuing professional excellence</b> (Pursuing excellence in line with the company goals and appropriate professional bodies and working within appropriate company norms)	<b>3</b>
<b>Thinking and Acting Strategically</b> (Thinking and Harnessing ideas to achieve the Company vision).	<b>2</b>

**TOTAL RATING: 18**

Overall Comments: The Candidate is suitable for the role and fulfill our requirement for this position.

ACCEPTED
  REJECTED

Interviewer Name: Priyanka Pawar

Signature of Interviewer: *Priyanka* Date:01/13/2024

## 7. Cost Proposal

Name	Title	Hourly Rates	Reimbursable Expenses	Other Costs
<b>Cameron Starman</b>	Director of Client Management	<b>\$ 100</b>	N/A	<b>\$ 50</b>
<b>Prahlad Singh Dogra</b>	Project Manager	<b>\$ 75</b>	N/A	
<b>M Imran Z Khan</b>	Senior Recruiting Manager	<b>\$ 50</b>	N/A	
<b>Noor Baig</b>	Executive Recruiter	<b>\$ 50</b>	N/A	

# Thank you

## Contact Us:

### Headquarter Address:

**11501, Dublin Blvd., #200, Dublin, California - 94568**

### Michigan Address:

**2222 W. Grand River Ave, STE A, Okemos, Michigan, 48864**

### Phone Number:

**925-264-6360**

### Email:

**[procurement@clovity.com](mailto:procurement@clovity.com)**

### Web Address:

**[www.clovity.com](http://www.clovity.com)**



# Proposal

JULY 19, 2024

RFP



## TOWNSHIP MANAGER EXECUTIVE SEARCH

**MERIDIAN CHARTER  
TOWNSHIP, MI**

**Submitted by:**

MICHELE MORAWSKI  
ASSISTANT DIRECTOR, CLIENT SERVICES  
790 FRONTAGE ROAD, SUITE 213  
NORTHFIELD, IL 60093  
224.415.3791  
mmorawski@govhrusa.com

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# Cover Letter



July 19, 2024

Abigail Tithof, Human Resources Director  
Meridian Charter Township  
5151 Marsh Road  
Okemos, MI 48864

## RE: PROPOSAL FOR TOWNSHIP MANAGER EXECUTIVE SEARCH

Dear Ms. Tithof:

Thank you for the opportunity to provide you with a proposal for the Township Manager recruitment and selection process for the Meridian Charter Township (Township). Our proposal provides the Township with firm qualifications, key experience, a detailed work plan and timeline, and associated fees to provide services that exceed expectations. We provide a tailored, personal approach to executive recruitment and selection, and can adapt to your specific requirements for the position.

Our extensive experience translates into several key benefits for Meridian Charter Township:

- ◆ **Enhanced Candidate Pool:** We leverage our vast network to reach a wider range of highly qualified candidates, maximizing your chances of identifying the perfect leader who aligns perfectly with Meridian Charter Township's vision and strategic goals.
- ◆ **Deeper Public Sector Insights:** MGT brings in-depth knowledge of public sector challenges and opportunities. This allows us to source candidates who not only possess the necessary leadership skills but also understand the unique landscape of Meridian Charter Township, ensuring they can effectively address your community's specific needs.

We have some very exciting news to share. GovHR USA (GovHR) has recently been acquired by MGT of America Consulting, LLC (MGT). MGT is a nationally respected leader in public sector management consulting and technology services with a long track record in support of state, local, and education clients. Our consultants have worked in all areas of local government leadership including city/county management, human resources, public safety, finance, public works, parks and recreation, and utilities. This combined hands-on knowledge and experience has made MGT and GovHR proven leaders in public sector consulting.

## MGT CONTACT INFORMATION

<b>MGT HEADQUARTERS</b>	<b>MGT of America Consulting, LLC</b> 4320 West Kennedy Boulevard   Tampa, Florida 33609 P: 813.327.4717   <a href="http://www.mgtconsulting.com">www.mgtconsulting.com</a> FEIN: 81-0890071
<b>PROPOSAL CONTACT</b>	<b>Michele Morawski, Assistant Director, Client Services</b> 790 Frontage Road, Suite 213   Northfield, IL 60093 224.415.3791   <a href="mailto:mmorawski@govhrusa.com">mmorawski@govhrusa.com</a>

Thank you for the opportunity to submit a proposal to Meridian Charter Township . Should you have questions on any aspect of this proposal, please contact **Michele Morawski** at **224.415.3791** or **[mmorawski@govhrusa.com](mailto:mmorawski@govhrusa.com)**.

Regards,

Patrick J. Dyer, Vice President, *Authorized to bind the firm*



# Firm Profile

*We impact the communities we serve – for good.*

MGT began operations in 1974 as a public sector research firm. Since then, we have significantly expanded our consulting capabilities and client offerings. Today, we are a national consulting firm specializing in **assisting clients to operate more efficiently and effectively.**

MGT has acquired a keen understanding of the structures, operations, and issues facing public entities. This understanding comes from **nearly 50 years** of experience providing innovative yet practical solutions to public sector clients. We provide objective, creative, expert services in the areas of human capital, finance, technology, programming, and planning. We draw on the expertise of our highly qualified staff, most of whom have had prior careers at city-, county-, and state-level government offices. This insider's knowledge of government operations and structure gives MGT a competitive advantage and an ability to hit the ground running from the very start of a project.

MGT has successfully worked with clients on **more than 30,000 projects** to help them adapt to change while maintaining the vision and direction towards their short- and long-term goals. With the recent combination of GovHR, our firm includes **more than 800 professionals and administrative staff** to support our clients' success.

## Our Commitment

MGT embraces the most complex challenges with deep commitment, agility, and local expertise to make a measurable and profound social impact. Simply stated, our promise is:

*We improve lives by advancing and lifting up your community.*

This purpose reflects the company's strong social conscience and service ethic that forms the core of the MGT "Why." MGT models this philosophy by systematically seeking out the highest-impact projects and relationships, encouraging community involvement, and investing in a collaborative and rewarding world-class work environment for employees.

Part of our success is based upon our **promise to be flexible and responsive.** We are acutely aware of the political, economic, social, and technological factors that impact today's public sector clients. MGT is structured into several primary consulting divisions to support these needs. **We are pleased to have the Government Consulting Experts within the MGT Performance Solutions Group responsible for leading the completion of this project.**



**Name:** MGT of America Consulting, LLC (MGT)

**Founded:** 1974

**Locations:** Headquarters in Tampa, Florida; branch offices nationwide

**Staff:** 800+ consultants across the country

**Structure:** Privately held and client-driven

**Cooperative Contracts:**

Allied States Cooperative (ASC) #23-7449, #24-7484

The Interlocal Purchasing System (TIPS) #220601

**Lines of Business:** Government Consulting; Education and Financial Solutions; Diversity and Inclusion; Human Capital; Cybersecurity and Technology

## Performance Solutions

The MGT Performance Solutions team has an impressive track record of providing **customized solutions, objective research, creative recommendations, and quality products** that respond to each client's unique needs and time requirements. GovHR is now a part of MGT's Performance Solutions Team.

### GovHR USA

GovHR was originally formed as Voorhees Associates in 2009, changed its name to GovHR USA in 2013, and joined MGT (**the nation's leading social impact firm**) in 2023. GovHR provides public management consulting services to local government clients and other public-sector entities across the country. GovHR offers customized executive recruitment services, management studies, and consulting projects for local government and organizations who work with local government. Additionally, GovHR's GovTempsUSA division provides interim staffing solutions to keep operations moving during the recruitment process.

GovHR's consultants are experienced executive recruiters who have conducted **over 1,250 recruitments** working with cities, counties, special districts, and other governmental entities of all sizes throughout the country. They have held leadership positions within local government, giving them an understanding of the complexities and challenges facing today's public sector leaders.

### GOVHR'S LEADERSHIP



**Heidi Voorhees**  
(847) 380-3240

[HVoorhees@GovHRusa.com](mailto:HVoorhees@GovHRusa.com)

*Ms. Voorhees has conducted more than 400 recruitments in her management consulting career, with many of her clients being repeat clients, attesting to the high quality of work performed for them. In addition to her 22 years of executive recruitment and management consulting experience, Ms. Voorhees has 19 years of local government leadership and management service, including 10 years as Village Manager for the Village of Wilmette, Illinois.*



**Joellen Cademartori**  
(847) 380-3238

[JCademartori@GovHRusa.com](mailto:JCademartori@GovHRusa.com)

*Ms. Cademartori is a seasoned manager, with expertise in public sector human resources management. She has held positions from Human Resources Director and Administrative Services Director to Assistant Town Manager and Assistant County Manager. Ms. Cademartori has worked in forms of government ranging from Open Town Meeting to Council-Manager and has supervised all municipal and county departments ranging from Public Safety and Public Works to Mental Health and Social Services.*

## The Social Impact of MGT's Work

*Impacting  
Communities.  
For Good.*



### Defined by Our Impact

Understanding Meridian Charter Township's vision and the need for a diverse, highly qualified leader, MGT will deliver a comprehensive search strategy. We will collaborate to define the ideal candidate profile, launch a nationwide search targeting diverse talent, and thoroughly evaluate applicants.

Our transparent communication, data-driven analysis, and expert facilitation will guide the Township Board through the selection process, ensuring they identify the perfect leader to propel Meridian Charter Township forward.

## MGT's Primary Consulting Divisions

Our firm includes **more than 800 professionals and administrative staff** to support our clients' success. MGT is structured into the following primary consulting divisions, along with various internal infrastructure groups to support our operations and growth.



### Performance Solutions

Our Performance Solutions team provides world-class financial, human capital, and equity solutions which enable clients to fully realize the potential of their most valuable resources. Our team excels at fiscal management and operational efficiency assessments that help clients make data-driven decisions, anticipate workforce issues, and integrate technologies to empower our clients to generate critical income and elevate enterprise performance objectives.



### Education Solutions

Our Education Solutions originate in our commitment to ensuring that every student has access to a high-quality education as they discover and realize their profound potential. From pre-K-12 to higher education, we partner with schools, districts, state agencies, and colleges and universities to deliver performance improvement and innovation, and transformation planning and implementation.



### Technology Solutions

Our Technology Solutions business supports state, local, education, and private companies as they seek to improve and protect their network infrastructure and data for greater resiliency. We offer world-class IT infrastructure management, cyber security, and strategic IT professional staffing. Our deep engineering expertise is foundational to all MGT's technology solutions.

## Why Choose MGT/GovHR?

- ✓ **Unparalleled Expertise and Level of Service.** With executive recruitment experience in 44 states, and in communities ranging in population from 1,000 to 3,000,000, we are a leader in the field of local government recruitment and selection. More than 40% of our clients are repeat clients, and 94% of surveys show our overall performance rating as **Outstanding** – indicating a plan to use our services and/or highly recommend us in the future.
- ✓ **Delivering the Best.** We conduct comprehensive **due diligence** on candidates. Our state-of-the-art process includes extensive use of social media for candidate outreach and video interviews with potential finalist candidates, ensuring successful recruitment for the Township. We will provide important information to potential candidates by developing a high quality, thorough Recruitment Brochure reflecting the knowledge we will have about your community and your organization. Before we recommend a candidate to you, **we ask probing questions** that will verify their expertise during video interviews, reference calls, and news and social media searches.
- ✓ **A Partner from Start to Finish.** We are your partners in this important process. We welcome you to review all the resumes we receive, and we will share our honest assessment of the candidates. Our goal is your **complete satisfaction**. We can strategize with you on a variety of approaches for meeting your recruiting needs, including evaluation of internal candidates, identification of non-traditional candidates who meet your recruitment requirements, succession planning, and mentoring options. We are committed to working with you until you find the candidate that is the best fit for your position.
- ✓ **Services for Any Budget and Any Search.** We strive to meet the specific needs of our clients by offering several options for recruitment services to meet your budget. Our services range from Full Executive Recruitments to Virtual Recruitments and even simply Professional Outreach for those who want to reach a broader network. In the following proposal, we have provided the scope we believe **best fits your needs**.



*“We were very impressed by how efficient they worked, their methodology, their insight, and their professionalism.”*

*I would highly recommend MGT and hope to do business with them again for our next study.”*



# Our Team

*The success of a consulting engagement is founded on the qualifications of the project team and the way in which it is structured and managed.*

MGT employs a team of professionals with backgrounds in local government and the not-for-profit sector. With the Township’s staffing needs in mind and due to the significance of this recruitment, we have assigned our highly knowledgeable and experienced consultant, Ryan Cotton. He will act as your project manager and primary point of contact for this project. His biography is attached as **Appendix A**.



## Project Manager & Main Point of Contact

**RYAN COTTON-VICE PRESIDENT**

616-638-8910 | RCotton@GovHRusa.com

Ryan is a Michigan resident and served as the City Manager of Holland, Michigan, prior to joining GovHR. He was also the Village Manager of Spring Lake and the City Manager of Grand Haven and served as the Interim Village Manager of Caledonia. ***Ryan has worked with Township officials on boards, on collaborative programs and policies, and on other matters that intersected for the common good (e.g., environmental/bike path collaborations).*** For references regarding Mr. Cotton’s collaborative work with other townships, please contact John Nash, Supervisor of Spring Lake Township, 616-502-4024, or Gordon Gallagher, the Spring Lake Township Manager, 616-502-7161.

During his 27 years of public service in Michigan, Ryan complied with and trained staff on the Michigan laws applicable to local government, including the Open Meetings Act and the Freedom of Information Act. He also taught GVSU Public Administration students for 20 years and Hope College Political Science students for five years, and part of the curriculum included instruction on these subjects.

Ryan holds several public information certificates obtained during his 35 years of interactions with the media. He and GovHR support staff are skilled in their use of social media, including Facebook, Indeed and LinkedIn to promote our clients’ recruitments.

Ryan is a lifetime member of the International City/County Manager Association and holds a Credentialed Manager certification. Neither he nor any of GovHR’s staff that will work on your City Manager recruitment has ever been involved in litigation or been investigated for any acts related to their work on behalf of their local government clients.

Since joining GovHR, Ryan has conducted several successful recruitments, including the City Managers of Adrian, Eastpointe, and Portage, Michigan, the City Manager of Burien, Washington and the City Administrator of Duvall, Washington. He is currently working on recruitments for the Deputy Director of Planning in San Jose, California and the Community Development Director for Grand Rapids, Michigan.

## Proposal Inquiries

**MICHELE MORAWSKI-ASSISTANT DIRECTOR, CLIENT SERVICES**

224.415.3791 | MMorawski@GovHRusa.com



# Project Approach & Methodology

*A detailed plan specifically designed for you.*

## Project Understanding

Meridian Charter Township aims to create a sustainable and inclusive community for its nearly 44,000 residents. Established in 1842, the township has grown significantly and is now home to vibrant neighborhoods and over 900 acres of parks and natural areas, including Lake Lansing. It is centrally located and shares borders with communities such as Haslett, Okemos, and East Lansing.

Meridian Charter Township seeks a highly qualified and experienced individual to lead its vibrant community as the next Township Manager. MGT will collaborate with the Township Board, Staff, and community representatives to develop a detailed position profile outlining the ideal candidate's qualifications and the township's key challenges and opportunities. We will then conduct a nationwide recruitment campaign targeting a diverse pool of highly qualified applicants. Throughout the process, we will maintain clear communication with key stakeholders and provide in-depth analysis of shortlisted candidates.



### MGT: EXPERTS IN RECRUITING

*"The coordination by the consultant helped to alleviate the workload of internal staff. Consultant was willing to customize the process based on the City's needs."*

### DELIVERABLES:

- ◆ A comprehensive Township Manager position profile
- ◆ A revised Township Manager job description
- ◆ Recommendations for competitive compensation packages
- ◆ A diverse pool of qualified candidates
- ◆ A communication strategy for stakeholder updates
- ◆ Analysis reports on top candidates, including strengths, weaknesses, and background information
- ◆ Facilitation of interviews and selection process, including support with decision-making, contract negotiation, and performance goal development for the new Township Manager.

A typical recruitment and selection process takes approximately 175 hours to conduct. At least 50 hours of this time is administrative, including advertisement placement, reference interviews, and due diligence on candidates. We believe our experience and ability to professionally administer your recruitment will provide you with a diverse pool of highly qualified candidates for your position search.

Our clients are informed of the progress of their recruitment throughout the entire process. We are always available by mobile phone or email should you have a question or need information about the recruitment.

### MGT Client Satisfaction Components



## Proposed Work Plan

### PHASE 1 POSITION ASSESSMENT, POSITION ANNOUNCEMENT, & BROCHURE

#### Activities

MGT treats each executive recruitment as a transparent partnership with our client. We believe in engaging with stakeholders early in each recruitment process to fully understand the challenges and opportunities inherent in the position. Understanding the organizational culture is critical to successful recruitment. We gain this insight and information through meetings (one on one and in small groups), surveys, and a review of relevant information. This information is reflected in a polished marketing piece that showcases the organization and the area it serves.

#### INFORMATION GATHERING

- ◆ One-on-one or group interviews with stakeholders identified by the Township.
- ◆ Community forums (in-person or via video) can be used to gather input and feedback.
- ◆ Surveys can be used for department personnel and/or the community to gather feedback.
- ◆ Conversations/interviews with department heads.

A combination of the items listed above can be used to fully understand community and organizational needs and expectations for the position (this proposal includes 12 hours of meetings – additional meetings can be added for a fee of \$195/hour plus actual expenses if incurred). One organizational survey is included. A Community Survey can be conducted for \$2,500. Community Forums are conducted as an optional service.

Development of a **POSITION ANNOUNCEMENT** to be placed on websites and social media.

Development of a thorough **RECRUITMENT BROCHURE** for Township review and approval.

Agreement on a detailed **RECRUITMENT TIMETABLE** – a typical recruitment takes between 90 to 120 days from the time you sign the contract to the appointment of the finalist candidate.

### PHASE 2 ADVERTISING, CANDIDATE RECRUITMENT, & OUTREACH

#### Activities

We make extensive use of social media as well as traditional outreach methods to ensure a diverse and highly qualified pool of candidates. Our website is well known in the local government industry – we typically have 17,000+ visits monthly to our website and career center. Additionally, our weekly jobs listings are sent to over 8,000 subscribers.

Phase 2 will include the following:

- ◆ MGT consultants will personally identify and contact potential candidates.
- ◆ Develop a database of potential candidates from across the country unique to the position and to the Township, focusing on:
  - Leadership and management skills.

## PROJECT APPROACH & METHODOLOGY

- Size of organization.
- Experience in addressing challenges and opportunities also outlined in Phase 1.
- The database will range from several hundred to thousands of names. An email campaign will be sent to each potential candidate.
- ◆ Placement of the Position Announcement:
  - Public sector online Career Centers.
  - **Social media:** LinkedIn (posted on MGT Executives LinkedIn news feeds to reach over 50,000 connections), Facebook, and Instagram.
  - MGT will provide the Township with a list of advertising options for approval.

## PHASE 3 CANDIDATE EVALUATION & SCREENING

### Activities

Phase 3 will include the following steps:

- ◆ Review and evaluation of candidates' credentials with consideration to the criteria outlined in the Recruitment Brochure.
- ◆ Candidates will be narrowed down to those that meet the qualification criteria.
- ◆ Candidate evaluation process:
  - Completion of a questionnaire explaining prior work experience.
  - Live Video Interview (45 minutes to 1 hour) conducted by consultant with each finalist candidate.
  - References provided by the candidate are contacted.
  - Internet/Social Media search conducted on each finalist candidate.

All resumes will be acknowledged and inquiries from candidates will be personally handled by MGT, ensuring the Township's process is professional and well regarded by all who participate.

## PHASE 4 PRESENTATION OF RECOMMENDED CANDIDATES

### Activities

Phase 4 will include the following steps:

- ◆ MGT will prepare a Recruitment Report presenting the credentials of those candidates most qualified for the position.
- ◆ MGT will provide an electronic recruitment portfolio which contains the candidates' materials along with a "mini" resume for each candidate so that credentials are presented in a uniform way.
- ◆ The Township will receive a log of all applicants and may review resumes if requested.
- ◆ Report will arrive in advance of the Recruitment Report Presentation.

MGT will meet with the Township to review the recruitment report and provide additional information on the candidates.

## PHASE 5 INTERVIEWING PROCESS & BACKGROUND SCREENING

### Activities

Phase 5 will include MGT completing the following steps:

- ◆ Develop the first and second round interview questions for Township review and comment.
- ◆ Coordinate candidate travel and accommodations.
- ◆ Provide Township with an electronic file that includes:
  - Candidates’ credentials.
  - Set of questions with room for interviewers to make notes.
  - Evaluation sheets to assist interviewers in assessing the candidate’s skills and abilities.

Background screening will be conducted along with additional references contacted:

MGT BACKGROUND SCREENING	
<ul style="list-style-type: none"> <li>✓ Social Security Trace &amp; Verification</li> <li>✓ US Federal Criminal Search</li> <li>✓ Enhanced Verified National Criminal                             <ul style="list-style-type: none"> <li>– National Sex Offender Registry</li> <li>– Most Wanted Lists: Federal Bureau of Investigation (FBI), Drug Enforcement Agency (DEA), Bureau of Alcohol, Tobacco, Firearms and Explosives (ATF), Interpol</li> <li>– Office of Foreign Assets Control (OFAC) Terrorist Database Search</li> <li>– Office of the Inspector General (OIG), General Services Administration (GSA), System for Award Management (SAM), Food and Drug Administration (FDA)</li> <li>– All felonies and misdemeanors reported to the National Database</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>✓ County/Statewide Criminal</li> <li>✓ Civil Search</li> <li>✓ Bankruptcy, Leans, and Judgements</li> <li>✓ Motor Vehicle Record</li> <li>✓ Education Verification – All Degrees Earned</li> </ul> <p><b>Optional:</b> Credit Report – Transunion with score (based on position and state laws)</p> <p><b>Optional:</b></p> <ul style="list-style-type: none"> <li>– Professional License Verification</li> <li>– Drug Screen</li> <li>– Employment Verification</li> </ul>

MGT will work with you to develop an interview schedule for the candidates and coordinate travel and accommodations. MGT consultants will be present for all the interviews, serving as a resource and facilitator.

MGT will coordinate a 2-Step Interview process. The first-round interviews will include four to five candidates. The second-round interviews will include two or three candidates. MGT will supply interview questions and an evaluation form.

In addition to a structured interview, the schedule can incorporate:

- ◆ Tour of Township facilities.
- ◆ Interviews with senior staff.

## PHASE 6 APPOINTMENT OF CANDIDATE

### Activities

- ◆ MGT will assist you as much as requested with the salary and benefit negotiations and drafting of an employment agreement, if appropriate.
- ◆ MGT will notify all applicants of the final appointment, providing professional background information on the successful candidate.

### Project Timeline

Based on our experience in conducting similar projects, we anticipate the proposed project can be completed within 14 weeks of project initiation as illustrated below.

WORK PLAN TASKS	WEEK													
	1	2	3	4	5	6	7	8	9	10	11	12	13	14
Phase 1: Position Assessment, Position Announcement, & Brochure														
Phase 2: Advertising, Candidate Recruitment, & Outreach														
Phase 3: Candidate Evaluation & Screening														
Phase 4: Presentation of Recommended Candidates														
Phase 5: Interviewing Process & Background Screening														
Phase 6: Appointment of Candidate														

### Commitment to Diversity, Equity, & Inclusion in Recruitments

MGT is a leader in diversity, equity, and inclusion (DEI) consulting services, strategic planning, and organization transformation. MGT’s experience working in diverse communities across the United States and working with organizations seeking to change organization culture is critical to the success of all our projects. We have a track record of building awareness, solutions, and direction for systemic change by generating transformative ideas and solutions, information, and practices into operational strategies, which help us stand out in all our projects.

MGT is also one of the original and premier disparity research firms in the country. Disparity studies were the first instance of bringing principles of diversity, equity, and inclusion into the public sector, through the procurement process, and since 1990, **MGT has conducted more than 230 public sector disparity studies**. These studies are designed to improve procurement departments, promote and advance equity, and improve economic outcomes for diverse communities that have been historically marginalized by analyzing policies, practices, and programs to increase the utilization of minority- and women-owned businesses. Clients that have conducted a disparity study are in the unique position to increase and improve systematic equity through procurement and contracting, which can ultimately promote economic empowerment by creating strong business and employment pipelines in communities of color.

## PROJECT APPROACH & METHODOLOGY

MGT's GovHR also has a long-standing commitment to DEI. Since the firm's inception they have supported, with their time and financial resources, organizations that advance underrepresented populations in local government. These include the National Forum for Black Public Administrators, the Local Government Hispanic Network, The League of Women in Government, and CivicPride. Our Team Members have moderated and spoken on DEI topics at the International City and County Management Association conference and state conferences. Our employees and consultants have undergone Implicit Bias Training, and we are frequent speakers on incorporating equity and inclusion into all levels of local government. Additionally, we provide a list of DEI resources on the homepage of the website at GovHRusa.com.

MGT's GovHR has formally partnered with the National Forum for Black Public Administrators' consulting arm, i4x, and in several recruitment and selection processes throughout the country including Toledo, OH; Fort Collins, CO; Ann Arbor, MI; Oakland, MI; and Arlington, TX. Our partnership reflects our mutual commitment to advancing DEI values and increasing the diversity of local government leaders at the highest levels of local government organizations.

### MGT/GovHR's Recommendations to **RECRUIT** and Retain Top Talent

**RESPONSIVE: ROLL OUT THE WELCOME MAT!** Candidates may struggle with relocating for a new position as well as being concerned about the "fit" with a new team. It is important to include costs for your top candidate(s) to travel to your location for the final interview process. Our team will work with you to create a welcoming, informative experience for both you and the candidate(s).

**ENCOURAGING:** Employee development is a must-have in today's market. Candidates appreciate their employer investing in them as much as they are investing themselves in the job. Consider "up and coming" candidates who may lack one or two preferred skills and assign a mentor or invest in a course to encourage their professional development. A mentor/training program will also help establish a peer-to-peer connection and make them feel more comfortable about the transition to a new job.

**COMPETITIVE:** Our team will guide you in offering a competitive market rate compensation and competitive benefits package attractive to today's candidates. Competitive employers must include relocation expenses and should consider signing bonuses and temporary housing.

**RESOURCEFUL:** Review your job description – do you need public sector experience? Are the years' experience you list essential, or can that be preferred? Consider a more resourceful approach when reviewing candidates' experience. Carefully assess requirements such as Certified Public Accountant (CPA), Professional Engineer, and others that will limit your talent pool – consider using the word "ideally" or "preferably."

**UNDERSTANDING:** These past few years have, without a doubt, changed the work environment. Competitive employers have recognized this and are offering flexible/hybrid/remote work options. Those positions that offer this type of flexibility consistently receive a better candidate response rate.

**INNOVATIVE:** Think about what is unique and attractive about your community and organization and highlight that in your recruitment efforts. Talk about organizational culture and what your values are with respect to your employees. MGT will assist you in being as innovative as possible in your outreach.

**TRANSPARENT:** Some states now mandate listing salary ranges in any job advertisements or postings. More and more companies are showing at least a salary range in their postings to promote pay transparency and equity. Post the salary range you will use for hiring – it is public information. If we make it too difficult for candidates to find out the salary, they will move on to the next opportunity.



# References

## *A leader in local government recruitment and selection.*

More than one-third of the organizations served by MGT's GovHR have contracted for multiple projects; we feel repeat business is the greatest testament to our commitment to customer service and client satisfaction. We encourage you to contact any of our references to learn of our professionalism, ability to meet timelines, and the expertise of our staff.

### **ANTIOCH, CA**

200 H STREET | ANTIOCH, CA 94509  
ANA CORTEZ, HUMAN RESOURCES DIRECTOR  
925-779-7021 | ACORTEZ@ANTIOCHCA.GOV  
THOMAS LLOYD SMITH, CITY ATTORNEY  
925-779-7015 | TLSMITH@ANTIOCHCA.GOV

MGT's GovHR provided recruitment and selection services for the City Manager in 2024.



### **KALAMAZOO COUNTY, MI**

201 WEST KALAMAZOO AVE. | KALAMAZOO, MI 49007  
KEVIN CATLIN, COUNTY ADMINISTRATOR & CONTROLLER  
269-384-8111 | KACATL@KALCOUNTY.COM  
JAMES RUTHERFORD, HEALTH OFFICER, FORMER INTERIM COUNTY ADMINISTRATOR  
269-373-5160 | JARUTH@KALCOUNTY.COM

MGT's GovHR provided recruitment and selection services for the County Administrator in 2022.



### **BURIEN, WA**

400 SW 152ND ST., STE. 300 | BURIEN, WA 98166  
ADOLFO BAILON, CITY MANAGER  
206-241-4647 | ADOLFOB@BURIENWA.GOV  
CATHY SCHROCK, ADMINISTRATIVE SERVICES DIRECTOR  
CATHYS@BURIENWA.GOV

MGT's GovHR provided recruitment and selection services for the City Manager in 2022 by Consultant Ryan Cotton.





# Cost Proposal

*Defined by Impact. Driven by People.*

*Dedicated to the Community.*

We take pride in customizing our client's needs — and we will work with you to ensure our fees are aligned with your expectations and budget.

## Full Scope Recruitment

Summary of Costs	Price
Recruitment Fee	\$21,500
<b>Recruitment Expenses (not to exceed)</b> Expenses include candidate due diligence efforts	\$1,500
<b>Advertising</b> <i>*Advertising costs over \$2,000 will be placed only with client approval. If less than \$2000, Client is only billed for actual cost.</i>	\$2,000*
<b>TOTAL:</b>	<b>\$25,000**</b>

*\*\*Consultant travel expenses are not included in the price proposal. If the consultant is requested to travel to the client, travel costs will be estimated at time of request. Only actual expenses will be billed to the Township for reimbursement.*

Possible in-person meetings could include:

- ◆ Recruitment brochure interview process
- ◆ Presentation of recommended candidates
- ◆ Interview Process

Any additional consultant visits requested by the Township (beyond the three visits listed above) will be billed at \$195/hour. The additional visits may also result in an increase in the travel expenses billed.

\*This fee does not include travel and accommodation for candidates interviewed.

## Payment for Fees & Services

- ◆ **1<sup>st</sup> Invoice:** Contract Award (40% of the Recruitment Fee).
- ◆ **2<sup>nd</sup> Invoice:** Presentation of Candidates (40% of the Recruitment Fee & expenses incurred to date).
- ◆ **Final Invoice:** Completion of Recruitment (20% of the Recruitment Fee plus all remaining expenses).

Payment of invoices is due within 30 days of receipt.

## Our Guarantee – Full Scope Recruitment

MGT is committed to assisting our clients until a candidate is appointed to the position. Therefore, no additional professional fee will be incurred if the client does not select from the initial group of recommended candidates and requests additional candidates be developed for interview consideration. If additional advertising beyond Phase I advertising is requested, the Township will be billed for actual advertising charges. Reimbursable expenses may be incurred should the recruitment process require consultant travel to the Township.

Upon appointment of a candidate, MGT provides the following guarantee: should the selected and appointed candidate, at the request of the Township or the employee's own determination, leave the employ of the Township within the first 12 months of appointment, we will, if desired, conduct one additional recruitment for the cost of expenses and announcements only. This request must be made within six months of the employee's departure.



# Optional Assessment Center

## *Qualified Assessors to Identify Your Needs.*

If requested, as part of the selection process MGT will perform an Assessment Center for candidates selected for interview. An Assessment Center is a useful tool for identifying and evaluating the strengths, areas for improvement, skills, and abilities of the candidates. MGT consultants will prepare all the related documents and scoring sheets for any three of the following exercises to be completed on the day of the Assessment Center:

- ◆ In-Basket Exercise
- ◆ Written/Oral Presentation Exercise
- ◆ Leaderless Group Exercise
- ◆ Structured Interview
- ◆ Budget Analysis Exercise
- ◆ Personnel Issues Exercise
- ◆ Other exercise of the Township's choosing

Optional Assessment Center Fee: **\$8,500\***

*\*The fee assumes the Assessment Center will be held on one day and be limited to no more than five candidates. For each additional candidate, the fee will increase by \$750.*

The fee includes the preparation of the Assessment Center material and a written report outlining the findings of the Assessment Center as reported by the Assessors. We will assist the Township in selecting three professionals from outside the organization to serve as Assessors in evaluating each candidate's strengths and weaknesses. The Township will be responsible for paying a \$750 stipend to each Assessor (and possible mileage or other transportation costs for the assessors).

The fee does not include lodging, travel, and meal expenses for the MGT facilitator(s) to be on-site for the Assessment Center. Actual expenses will be billed in addition to the fee. If the Township chooses to add the Assessment Center option, the fees and expenses for this will be billed separately.



# Optional Services

## *The Nation's Recruitment Leader.*

Having a solid plan in place is the only way to reach your long-term vision and goals, and we want to see you thrive. Our variety of services can be personalized to make the most of your strengths and give you an extra layer of support where you need it. We offer the following additional service offerings:

### **GOVTEMPSUSA**

Need an Interim? GovTempsUSA, a division of MGT, specializes in the temporary placement of positions in local government. The firm offers short-term assignments in addition to long-term and outsourced arrangements. Our placement professionals at GovTempsUSA have typically enjoyed distinguished careers in local government and displayed a commitment to public service throughout their careers.

### **RECORDED ONE-WAY VIDEO INTERVIEW OF CANDIDATES**

Candidates we recommend for your consideration can complete a one-way video interview with three to five questions that will be recorded and which you can review electronically at your convenience. This can occur prior to making your decision on which candidates to invite for an interview at a cost of \$100 per candidate.

### **LEADERSHIP/PERSONALITY TESTING**

MGT has experience working with a wide variety of leadership and personality assessment tools, depending on the qualities and experiences the Township is seeking in their candidates. These include but are not limited to Luminaspark, Caliper, DISC, and others. Depending on the evaluation type, selected fees can range between \$100 to \$500 per candidate.

### **360° EVALUATION**

As a service to the Township, we offer the option of providing you with a proposal for a 360° performance evaluation for the appointed position at six months into their employment. This evaluation will include seeking feedback from both elected officials and department directors, along with any other stakeholder the Township feels would be relevant and beneficial. This input will be obtained on a confidential basis with comments known only to the consultant. If you are interested in this option, MGT will prepare a proposal for this service.



# Appendix A. Consultant Biography

The biography of our proposed consultant is provided on the following page.



## Ryan Cotton

*Vice President | GovHR, within MGT's Social Impact Solutions*

**Ryan Cotton is a Vice President with GovHR USA and has over 35 years of experience as a local government management professional in multiple communities across five states: Lake Forest, Illinois; Upper Arlington, Ohio; Montpelier, Vermont; Grand Haven, Spring Lake, and Holland, Michigan; and Duvall, Washington. Mr. Cotton is an ICMA Credentialed Manager.**



Mr. Cotton has conducted talent recruitments for city and county managers; department directors; and engineering, utility, airport, economic development, building, and city attorney staff searches in seven states (NY, MI, IL, WI, CO, WA, and CA). Mr. Cotton has also completed strategic plans, organization studies, and facilitations in two states (VT and MI). He has completed grant writing and financial resourcing in three states (MI, IL, and WY). Mr. Cotton further accomplished GovTEMPS' recruitments in two states (MI and WA). Lastly, Mr. Cotton assisted with compensation studies in three states (MA, MI, and IL). Mr. Cotton has seven years of consulting experience.

From 2012 to 2017, Mr. Cotton served as the City Manager of Holland, a progressive, vibrant, diverse community in West Michigan. During his tenure in Holland, Mr. Cotton was responsible for a \$36 million budget and 185 full-time employees. Consensus on \$28 million in capital asset redevelopment was accomplished. Mr. Cotton was known for his organizational planning and facilitation, strategic management, neighborhood redevelopment, fiscal management, multicultural human relations, intergovernmental collaboration, and grant outcomes.

Mr. Cotton served as the Village Manager in Spring Lake, MI from 2002 to 2012 and as City Manager in Grand Haven, MI from 1995 to 2002. Spring Lake and Grand Haven are full-service, waterfront communities with high service demands. In Spring Lake, new intergovernmental agreements resulted in shared and expanded services. Mr. Cotton facilitated multiple community consensus building opportunities including master plans and strategic plans.

Prior management services were provided to Lake Forest, IL and Upper Arlington, OH in assistant manager positions. Mr. Cotton moved to Montpelier, VT from 1986 to 1994 where he served as City Manager, Legislative Director, and grew regional collaboration for improved ambulance services. He also assisted the Vermont League of Cities and Towns on municipal recruitment and team building. In each community, Mr. Cotton oversaw labor relations and conducted strategic planning and facilitation for multiple non-profits. Mr. Cotton served in leadership roles for regional services and on statewide boards.

Mr. Cotton brought in more than \$25 million in grants and other non-local tax funding to communities in IL, VT, MI, and WY – achieving a 95% success rate.

Mr. Cotton also has extensive experience in WA where he served as an Interim City Manager and conducted multiple executive searches, as well as recruitments from NY to CA.

### Professional Education

Master of Arts degree in Political Science, Western Michigan University

Master of Public Administration degree, University of Kansas

Bachelor of Arts degree in Public Administration, Miami University, OH

### Memberships and Affiliations

Michigan Municipal Executives

Michigan Local Government Managers Association, Former Board of Directors

West Michigan Strategic Alliance, Former Board of Directors

### Professional Development & Speaking Engagements

- Adjunct Instructor, Grand Valley State University and Hope College
- Michigan Municipal League Winter Conference, 2019
- West Michigan Green Infrastructure Conference, Michigan Department of Environmental Quality Grand Valley State University, Grand Rapids, Michigan, 2015
- Testimony to State of Michigan House and Senate Committees, On-Bill Energy Legislation, resulting in eventual adoption and Governor's signature, 2014.



## Ryan Cotton



*Vice President | GovHR, within MGT's Social Impact Solutions*

- Michigan Association of Municipal Attorneys, The ABCs for Municipal Attorneys, Lansing, Michigan, 2009
- Testimony to the State of Michigan House Committee on Land Use and the Environment, Impact Fees, 2013
- Michigan City Management Association, Community Information Systems, Ypsilanti, Michigan, 1999
- Michigan Municipal League, Building a Sense of Place Grants, Muskegon, Michigan, 1998
- Vermont Association of Realtors, Impact Fees, and Cities, 1988
- National Caucus of New England Legislators, Growth in New England, in Manchester, New Hampshire, 1988
- International City Manager Association National Conference, Service Request Systems, San Antonio, Texas, 1984

### Professional Background

#### Over 35 years of experience as a local government management professional

- Interim City Administrator, Duvall, WA, 2021
- Interim City Manager, Eastpointe, MI, 2019
- Interim Village Manager, Caledonia, MI, 2019
- Interim City Manager, Eastpointe, MI, 2018
- City Manager, Holland, MI, 2012-2017
- Village Manager, Spring Lake, MI, 2002-2012
- City Manager, Grand Haven, MI, 1995-2002
- City Manager, Montpelier, VT, 1986-1994
- Assistant City Manager, Upper Arlington, OH, 1984-1986
- Assistant to the City Manager, Lake Forest, IL, 1982-1984



# Appendix B. Client List

A list of the clients we have had the pleasure of partnering with that complements the Township’s recruitment request is provided below.



## City Management Client List

State	Client	Position Title	Year	Population
Alaska	Bethel	City Manager	2019	6,500
	Bethel	City Manager	2023	6,500
	Homer	City Manager (Professional Outreach)	2019	5,300
	Homer	City Manager (Professional Outreach)	2024	5,300
	Seward	City Manager	2019	2,693
	Unalaska	City Manager	2017	4,768
	Buckeye	City Manager	2021	69,744
Arizona	Kingman	City Manager	2023	34,669
California	Antioch	City Manager	2024	115,264
Colorado	Dacono	City Manager	2024	6,494
	Eagle	Town Manager	2017	6,739
	Englewood	City Manager	2019	34,857
	Loveland	City Manager	2024	82,460
	Bloomfield	Town Manager	2024	21,301
	Cheshire	Town Manager	2017	29,261
	East Hampton	Town Manager	2019	13,000
	Enfield	Town Manager	2015	45,246
	Enfield	Town Manager	2018	45,246
	Enfield	Town Manager	2022	45,246
	Granby	Town Manager	2023	11,375
	Manchester	General Manager	2021	59,710
	Meriden	City Manager	2018	60,838
	Simsbury	Town Manager	2023	25,517
Delaware	Newark	City Manager	2018	33,398
Florida	Apopka	City Administrator	2024	55,496
	Lakeland	City Manager	2020	110,000
	Miami Beach	City Manager	2024	88,000
	Ponce Inlet	Town Manager	2022	3,411
Georgia	Albany	City Manager	2021	77,434
	Decatur	City Manager	2018	25,000
Illinois	Algonquin	Village Manager	2012	30,947
	Arlington Heights	Village Manager	2014	75,500
	Barrington	Village Manager	2018	10,455
	Bensenville	Village Manager	2015	20,703
	Bloomington	City Manager	2018	78,005
	Buffalo Grove	Village Manager	2010	42,909
	Carbondale	City Manager	2011	25,092
	Cary	Village Administrator	2011	17,840
	Centralia	City Manager	2020	13,000
	Clarendon Hills	Village Administrator	2014	8,653
	Clarendon Hills	Village Manager	2010	8,653

APPENDIX B. CLIENT LIST

Crest Hill	City Administrator	2015	21,169
Crest Hill	City Administrator	2021	21,169
Crest Hill	City Administrator	2024	21,169
Decatur	City Manager	2014	76,178
Decatur	City Manager	2018	76,178
DeKalb	City Manager	2013	44,862
DeKalb	City Manager	2018	43,849
Dixon	City Manager	2015	18,601
East Moline	City Administrator	2011	21,300
East Moline	City Administrator	2016	21,300
East Peoria	City Administrator	2016	23,503
Effingham	City Administrator	2010	12,384
Effingham	City Administrator	2018	12,577
Elmhurst	City Manager	2010	46,387
Forsyth	Village Administrator	2021	3,490
Fox Lake	Village Administrator	2013	10,550
Fox Lake	Village Administrator	2021	10,550
Freeport	City Manager	2017	25,000
Galesburg	City Manager	2010	33,706
Galesburg	City Manager	2022	33,706
Galesburg	City Manager	2023	33,706
Geneseo	City Administrator (Virtual)	2019	6,500
Glen Ellyn	Village Manager	2010	27,000
Glencoe	Village Manager	2013	8,900
Greenville	City Manager	2021	7,000
Hanover Park	Village Manager	2012	38,510
Highland Park	City Manager	2011	31,365
Hinsdale	Village Manager	2013	17,631
Homer Glen	Village Manager	2011	24,220
Inverness	Village Administrator	2013	7,400
Joliet	City Manager	2013	147,806
Joliet	City Manager	2017	147,806
Kenilworth	Village Manager	2012	2,562
Kenilworth	Village Manager	2024	2,562
La Grange	Village Manager	2022	15,610
La Grange	Village Manager	2017	15,610
Lake Barrington	Village Administrator	2022	4,879
Lake Forest	City Manager	2018	19,375
Lake Villa	Village Administrator	2013	8,774
Lake Zurich	Village Manager	2015	19,967
Libertyville	Village Manager	2016	20,431
Lincoln	City Administrator	2014	14,500
Lincolnshire	Village Manager	2012	7,500
Lindenhurst	Village Administrator	2017	14,468
Lisle Township	Township Administrator (Virtual)	2024	119,040
Lombard	Village Manager	2013	43,815
Long Grove	Village Manager	2023	8,153
Marengo	City Administrator	2011	7,614

APPENDIX B. CLIENT LIST

McHenry	City Administrator	2023	27,135
Mokena	Village Administrator	2015	19,042
Moline	City Administrator	2017	43,100
Monmouth	City Administrator	2014	9,444
Morton Grove	Village Administrator	2011	23,500
Morton Grove	Village Administrator	2024	23,500
Mt. Prospect	Village Manager	2015	54,771
Mundelein	Village Administrator	2020	31,385
New Lenox	Village Administrator	2011	25,000
Niles	Village Manager	2021	30,001
Normal	City Manager	2017	54,264
North Chicago	Chief of Staff	2021	30,020
Northbrook	Village Manager	2021	35,000
Northfield	Village Manager	2023	5,400
Oak Brook	Village Manager	2014	8,058
Oak Brook	Village Manager	2021	8,058
Oak Park	Village Manager	2021	52,000
Oak Park Township	Township Manager	2023	51,774
Orland Park	Village Manager	2016	60,000
Orland Park	Village Manager	2019	60,000
Palos Heights	City Administrator (Virtual)	2021	12,480
Pekin	City Manager	2016	33,223
Pingree Grove	Village Manager	2020	10,000
Pingree Grove	Village Manager	2023	10,000
Plainfield	Village Administrator	2021	41,734
Princeton	City Manager	2011	7,700
Princeton	City Manager	2019	7,700
River Forest	Village Administrator	2010	11,635
River Forest	Village Administrator	2021	11,635
Rock Island	City Manager	2011	39,684
Rock Island	City Manager	2021	39,684
Savoy	Village Administrator (Virtual)	2020	8,607
Schaumburg Township	Township Administrator (Virtual)	2021	140,000
Schiller Park	Village Manager	2015	11,692
Shorewood	Village Administrator	2018	17,495
Skokie	Village Manager	2013	67,824
Sycamore	City Manager (Professional Outreach)	2021	18,557
Tinley Park	Village Manager	2013	56,831
Vernon Hills	Village Manager	2021	25,911
Villa Park	Village Manager	2022	22,038
Volo	Village Administrator	2013	6,283
Washington	City Administrator	2015	15,700
Washington	City Administrator	2021	15,700
Wauconda	Village Administrator	2013	14,125
Wauconda	Village Administrator	2017	14,125
Wauconda	Village Administrator	2021	14,125
Willowbrook	Village Administrator	2019	8,967
Woodridge	Village Administrator	2017	33,256

APPENDIX B. CLIENT LIST

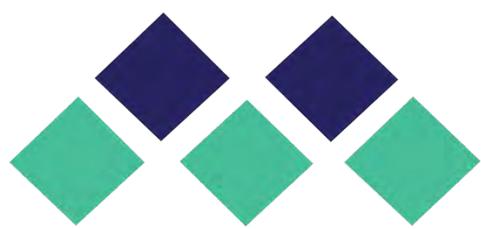
Indiana	Munster	Town Manager	2014	23,603
	St. John	Town Manager (Professional Outreach)	2020	18,047
Iowa	Bondurant	City Administrator	2017	5,493
	Burlington	City Manager	2011	25,663
	Indianola	City Manager	2022	15,833
	Knoxville	City Manager	2021	7,300
	Marshalltown	City Administrator	2024	27,338
	Muscatine	City Administrator	2020	23,819
	Newton	City Administrator	2016	15,000
	Washington	City Administrator	2011	7,266
	Webster City	City Manager	2016	8,000
	West Liberty	City Manager	2013	3,736
	Windsor Heights	City Administrator	2023	4,860
	Windsor Heights	City Administrator	2019	4,860
Kentucky	Paducah	City Manager	2021	24,850
	Paris	City Manager	2021	9,846
Maine	Bangor	City Manager	2021	33,039
Maryland	Greenbelt	City Manager	2016	23,753
	Hagerstown	City Administrator	2015	40,612
	Sykesville	Town Manager	2019	3,941
	Takoma Park	City Manager	2023	17,629
	Westminster	City Administrator	2021	18,522
Massachusetts	Cambridge	City Manager	2016	110,000
	Eastham	Town Administrator	2016	4,956
	Provincetown	Town Manager	2015	2,990
	Wayland	Town Manager	2022	13,882
	Williamstown	Town Manager	2015	8,400
	Williamstown	Town Manager	2021	8,400
Michigan	Adrian	City Administrator	2018	20,676
	Adrian	City Administrator	2020	20,676
	Albany	City Manager	2018	8,337
	Alpena	City Manager	2012	10,410
	Caro	City Manager	2012	4,208
	Charlotte	City Manager	2020	9,100
	Clawson	City Manager	2021	11,946
	Delta Charter Township	Township Manager	2014	32,400
	Eastpointe	City Manager	2019	32,673
	Ferndale	City Manager	2019	20,428
	Hamtramck	City Manager	2017	21,752
	Kalamazoo	City Manager	2013	75,000
	Lincoln Park	City Manager	2019	36,665
	Oakland Township	Township Manager	2013	16,779
	Oakland Township	Township Manager	2018	19,132
	Rochester	City Manager	2022	13,017
	Rochester	City Manager	2015	13,017
Royal Oak	City Manager	2020	59,112	
Troy	City Manager	2018	83,181	
Troy	City Manager	2024	83,181	

APPENDIX B. CLIENT LIST

Minnesota	Becker	City Administrator	2021	4,874	
	Blaine	Director of Administrative Services	2024	67,939	
	Fairmont	City Administrator	2024	10,477	
	Golden Valley	City Manager	2024	22,715	
	Hibbing	City Administrator	2021	15,855	
	Lindström	City Administrator	2023	4,888	
	Minnnetonka	City Manager	2022	53,953	
	Scandia	City Administrator	2023	4,149	
	St. Joseph	City Administrator	2022	7,342	
	St. Louis Park	City Manager	2021	48,662	
Missouri	Waconia	City Administrator	2021	13,500	
	Ballwin	City Administrator	2020	30,181	
	Cape Girardeau	City Manager	2020	38,000	
	Ferguson	City Manager	2015	21,111	
	Jackson	City Administrator	2024	15,702	
	Maryland Heights	City Administrator	2015	27,436	
	Ozark	City Administrator	2024	21,284	
	Republic	City Administrator	2016	15,590	
	South Lyon	City Manager	2018	11,327	
	University City	City Manager	2017	35,172	
	Warrensburg	City Manager	2021	20,200	
	Webster Groves	City Manager	2020	22,800	
	Wildwood	City Administrator	2014	35,517	
	Wildwood	City Manager	2019	35,524	
	Nebraska	Nebraska City	City Administrator	2022	7,200
	Nevada	Boulder City	City Manager	2021	16,207
	New Hampshire	Portsmouth	City Manager	2019	21,796
New Jersey	Waldwick	Borough Administrator	2015	9,800	
New York	Mamaroneck (Town)	Town Administrator	2021	29,156	
	Mamaroneck (Village)	Village Manager	2018	19,426	
	New Rochelle	City Manager	2022	79,067	
	Scarsdale	Village Manager	2021	17,837	
North Carolina	Albemarle	City Manager	2024	16,404	
	Ayden	Town Manager	2023	5,000	
North Dakota	Minot	City Manager	2020	45,700	
Ohio	Oberlin	City Manager	2016	8,390	
Pennsylvania	Ferguson Township	Township Manager	2017	18,300	
	Ferguson Township	Township Manager	2022	18,300	
	Patton Township	Township Manager	2022	15,801	
	South Fayette Township	Township Manager	2018	14,416	
Rhode Island	North Kingstown	Town Manager	2015	26,326	
Tennessee	Oak Ridge	City Manager	2023	31,402	
Texas	Burleson	City Manager	2011	36,990	
	Burleson	City Manager	2018	43,960	
	Missouri City	City Manager	2022	74,139	
Vermont	Winooski	City Manager	2022	7,997	
Virginia	Chesapeake	City Manager	2019	245,000	
	Newport News	City Manager	2023	181,958	

APPENDIX B. CLIENT LIST

	Portsmouth	City Manager	2020	96,000
	Salem	City Manager	2019	25,643
	Virginia Beach	City Manager	2019	442,707
Washington	Burien	City Manager	2022	52,066
	Duwall	City Administrator (Professional Outreach)	2021	8,090
West Virginia	Bridgeport	City Manager	2019	8,582
	Bridgeport	City Manager	2021	8,582
	Morgantown	City Manager	2016	31,000
Wisconsin	Baraboo	City Administrator	2019	12,048
	Beaver Dam	City Administrator	2021	16,291
	Bellevue	Village Administrator	2018	15,524
	Beloit (City)	City Manager	2015	36,966
	Beloit (Town)	Town Administrator	2016	7,083
	Beloit (Town)	Town Administrator	2020	7,083
	Brown Deer	Village Manager	2012	12,000
	Burlington	City Administrator	2014	10,511
	Cedarburg	Town Administrator	2015	11,475
	Fond du Lac	City Manager	2012	43,021
	Fort Atkinson	City Manager	2012	12,300
	Franklin	Director of Administration	2019	36,155
	Glendale	City Administrator	2016	12,920
	Harrison	Village Manager	2021	13,185
	Hartford	City Administrator	2015	14,251
	Hobart	Village Administrator	2016	8,500
	Janesville	City Manager	2013	63,480
	Lake Geneva	City Administrator	2015	7,710
	Lisbon	Town Administrator/Clerk	2014	10,734
	Monroe	City Administrator	2020	10,827
	Oak Creek	City Administrator	2016	35,243
	Plymouth	City Administrator/Utilities Manager	2020	8,540
	Plymouth	Director of City Services	2010	8,540
	Prairie du Chien	City Administrator	2017	5,900
	Princeton	City Administrator	2010	1,504
	Rhineland	City Administrator	2018	7,800
	Richfield	Village Administrator	2009	11,500
	Rome	Town Administrator	2016	2,720
	Sheboygan	City Administrator	2023	48,327
	Shorewood	Village Manager	2017	13,331
	Waukesha	City Administrator	2012	71,158
	Waukesha	City Administrator	2014	71,158
	Waukesha	City Administrator	2023	71,158
	West Bend	City Administrator	2016	31,000
	Whitewater	City Manager	2012	14,300
	Whitewater	City Manager	2022	14,300



**MGT**

# Cover Letter

[100K Job Hunt]  
[Franco Bido]  
[Santo Domingo, D.R.]  
[1-829-9444-777]

July 04, 2024

[Meridian Charter Township ]

100K Job Hunt is pleased to propose our services to address your permanent and temporary recruitment needs. The company provides services to global businesses. Based in Santo Domingo but completely remote first, 100K Job hunt has collaborated with +30 HR networks by supplying candidates for several startups, corporations, health institutions, US government among others.

The main service focus is Sourcing, pre-screening and hiring legally permanent and temporary employees in more than 100 countries worldwide, with local benefits. With that in mind, we are proposing contracting services for the Meridian Charter Township .

Our proposal outlines the following key components:

1. **Appendix:** Includes the managing director biography and the direct recruitment partners.
2. **Description of the company and capabilities:** A brief summary of the company profile and core competencies.
3. **Scope of Required Service:** Brief overview of the sequential steps, encompassing strategic planning, meticulous execution, and then broader description.
4. **Examples of work:** List of companies that we sourced for in the past.
5. **References:** Testimonials and feedback.
6. **Additional Data and Information:** Policies in place, sales deck and any other supporting material.
7. **Cost proposal:** Further pricing explanation.

We have outlined more details about our proposed work in the following proposal. Please look it over and contact us if you have any questions. You can reach us by calling [1-829-9444-777] or sending an email to [info@100kjobhunt.xyz]

Sincerely,

*Tomya Mateo*

[Tomya Mateo  
General Project/Product Manager]



## Appendix

### Managing partner Biography

Product evangelist. Growth Mindset. Servant Leader.

Worked in 11 startups, scaleups and unicorns across DE, US and Japan.

Grew communities from 0-30,000 /50,000 Users.

Helped grow startups 0 to 100k in transaction volume.

Product Director. Product evangelist. Growth Mindset. Servant Leader. Product/UX and designer with +10 years multidisciplinary experience. Entrepreneur. Certified Scrum Master. SAFe framework. Won several prizes as a Startup. 3 Accelerator programs: Startup school from Y-Combinator, SIBB and Zen Launchpad. Won a startup grant from SIBB and EU social funds.

Built their teams in product for own and external startup, from sourcing to closure.

Currently with +19 recruitment partners

[Resume](#)

[LinkedIn](#)

Currently, I hold co-recruitment agreements with some partners. It is undefined how many I may use, but here are the ones that I consider for this proposal.

<https://www.linkedin.com/in/suzanne-brennan-7b06969/>

<https://www.linkedin.com/in/daniilkirychenko/>

<https://www.linkedin.com/in/empowered-solutions/>

**Vera Lúcia Araújo**

**Steve Jacobs**

IT support



## Proposal recruitment services

Submitted to: Meridian Charter Township

Date: [July 04, 2024]

[Tomya Mateo]

[Managing Partner]

[100K Job Hunt]

[Franco Bido SD,D.R.]

[<https://100kjobhunt.xyz/>]

[Email: [info@100kjobhunt.xyz](mailto:info@100kjobhunt.xyz)]

[1-829-9444-777]

[DUNS: 982591835]

[UEI: KMCKZQ2NK234]

[RNC/VAT: 001-18293167]

Remote first and completely distributed.



<b>Cover Letter</b>	<b>1</b>
<b>Company Profile</b>	<b>4</b>
<b>Scope of required services</b>	<b>8</b>
<b>Example of prior work (Processes)</b>	<b>10</b>
<b>References</b>	<b>12</b>
• Social proof	
• Companies that we sourced for (indirectly).	
• Founder Biography	
<b>Additional data and information</b>	<b>13</b>
<b>Cost Proposal</b>	<b>14</b>



## Company Profile

100K Job Hunt is a HR tech startup which facilitates connections between candidates and companies by curating positions that offer a minimum salary of \$100000 USD worldwide. The project started in November 2023.

**For companies:** In addition to offering paid job ads, we are sourcing talent for innovative startups, tech unicorns or corporates, government and most recently, in the medical field.

We are currently part of 30+ HR networks, which enable us to connect, pre-screen, recruit suitable candidates with job openings in the following Regions: US, Canada, EU, UK, some countries in Latam and Asia.

Operating on a global scale, 100K Job Hunt visitors come from over 106 countries, and we're proud to receive applications from candidates worldwide.

Our talent pool is sourced from leading organizations and universities, including but not limited to NASA, Samsung, Google, OLX, Yahoo, Uber, Bosch, Tencent, Amazon, Twitch, SpaceX, US Government Stanford, Oxford, Cornell, Imperial College London, Cambridge and many more. The majority of our candidates are usually at senior, executive, c-level.

## Company Data and differentiator.

We are building an AI tool to optimize our internal sourcing processes. We are building an internal AI super sourcing machine, which together with a multijob post function helps us increase the job distribution reach.

We attract talent with a mixture of search engines, extensive job distribution, matchmaking and direct outreach. We are using AI to help with our internal specific needs.

So, we are technically a search engine but our back operations are akin to staffing agencies with some AI specializing in roles offering a minimum salary of 100K USD. An example would be if LinkedIn had an integrated staffing agency.

Depending on how well the job performs, we can get qualified candidates from 2 hours until a week.

Our main resource is LinkedIn, but we also have partnerships or integrations with several job boards, such as Jooble and Freejobpost +15 more in the pipeline. Ideally, we would integrate field specific job boards for this proposal.

Currently, we have more than 19 Recruiters/ staffing agencies partnerships and have access to hundreds of external recruiters, thanks to our partners and VMS.

Operating on a global scale, 100K Job Hunt visitors come from over 106 countries, and we're proud to receive applications from candidates worldwide. The current internal pool has +2500 candidates in our internal pool and is growing daily and sourced for around 163 different roles, delivering an avg. of 15 candidates per role.

We were granted Microsoft for Startup (Microsoft owns LinkedIn), which helps us with some of our internal tools: LinkedIn, OpenAI and Microsoft Azure.

We are completely remote-first and can hire legally in 100+ countries under our payroll, including the US with all compliance and local benefits.

We use Loxo as our ATS, but in combination with the tools we are building and our local DB



## Core Competencies Temporary and Permanent Staff (Commercial and cleared : Ts/sci, DoD, etc.)

- **Hiring:** We can hire permanent and temporary employees under our own payroll. The company is remote and distributed but currently can hire legally in 110 countries worldwide. With local benefits as required, e.g. taxes, insurances and can help with the background checks, drug test, visa processes thanks to our partners and payroll service provider.
- **Sourcing:** Which includes a series of tasks such as:
  - Job ad our website if applicable
  - Multijob post in external partners job such as Jooble or Postjob free and further integrations.
  - LinkedIn Job ad and direct outreach
  - Posting in our own social media groups: Twitter, Facebook, Reddit, Telegram, Slack, Instagram, Tiktok, Discord, Medium, Pinterest, Eventbrite.
  - Publish in public focus groups across+10 social media channels. Depending on the role these could be 10 until +100 groups.
  - Publish in our newsletter
  - Focus events
  - Own recurrent events
  - Job fairs
- **Pre-screening:**
  - Some companies provide us with a set of hiring criteria guidelines that we need to follow. Those are independent from the job description and shall be viewed only internally. Also, they provide us with a set of pre- screening questions that we should ask the candidates.

## Most common Professions

- |                       |                               |                      |
|-----------------------|-------------------------------|----------------------|
| - IT                  | - Engineering (Elect., Mech.) | - Research           |
| - Executive (C-Level) | - Blockchain                  | - Business           |
| - Management          | - Finance                     | - Sales              |
| - Clearance           | - Design                      | - Project Management |
| - Data                | - Medical                     | - CPA                |
| - Marketing           | - Operations                  | - Science            |
| - Product Management  |                               | - Academic           |

## Vertical

Agnostic.

## Past Performance

Thanks to our partners and our +30 HR networks, we sourced talent for top companies such as: Canon, Deloitte, Disney, Apple, US Government, among others. Unfortunately, we do not hold direct contracts with those companies as we were not prime vendors. We are taking this June 2024 and July 2024 to close the first prime vendor contracts.

Currently, have partnership or closed contracts with the following HR networks: Reflik, Huntly, Hunted, FindRecruiter, Cbrex, Jomigo, Juicy, HelloGustav, Hirechain, among many others.



## Scope of required Services

Our strategy planning involves collaboration with our partners, ensuring a comprehensive approach to achieving our objectives. The pipeline consists of five sequential steps, encompassing strategic planning, meticulous execution, and ultimately, the successful hiring of candidates.

1. **Requisition:** Interview(s) with the key stakeholders, set clear goals, deadlines, roles description, ideal candidate profile, salary range, candidate compensation package proposal, define recruitment KPIs (Targeted number of hires, deadlines and replacement strategy in case that a candidate fails to perform the role.
2. **Candidate Sourcing and Job distribution (Est. results 2 hrs - 1 week):** - Depending on how well the job post converts, we can guarantee in the first 2-5 hours between 10 until +100 candidates. This is combined with direct candidate outreach through LinkedIn. It may take longer if we wait for the candidate's reply. Will be iterating this process regularly until the right candidate has
3. **Pre-screening and Security screening (1 or 2 days):** We usually propose a specific date for candidates to book a call. So we can ensure on-time delivery.
4. **Sending and sorting qualified resumes:** This step is in collaboration with Meridian Charter Township. This shall be agreed from both parties how often shall we share progress reports and schedule update meetings.
5. **Final Security Screening:** For these steps, we have several providers. Through Deel we have access to Certn and Checkr. Which is our first option for this contract. If the candidate is under our payroll we can conduct the checks under 100K Job Hunt. If not, we will perform it under Meridian Charter Township, but may require the US Tax ID.
6. **Offer and information:** Ensure that candidates get the offer letter and after acceptance inform them concerning Meridian Charter Township's policies and requirements such as , follow all Meridian Charter Township policies and procedures at all times.
7. **Monitoring (Optional):** Regular communication with Meridian Charter Township for feedback, and also updates concerning the 6 to 12 month plan. Including candidate progress and possible need for replacement. It shall be agreed but we can deliver weekly, biweekly or monthly reports.
8. **Offboarding Support (Optional):** Ensure that the candidate complies with his last work day.

Below a detailed overview of each step:



## Scope of required services phases with timeline

Our philosophy and approach is to connect top tier candidates with roles offering a minimum salary of 100K USD. Because of the nature of our product, we attract senior and c-level executives to our pool. We combine expert recruiters with massive job distribution and optimization with AI.

This is an overview of our proposed Recruitment phases

1. Requisition	Notes
<ul style="list-style-type: none"> <li>- Needs assessment: Analyze the requirements parameters within the scope of work and job description provided by Meridian Charter Township</li> <li>- Work on strategic plans and clear deliverables dates, develop an ideal candidate profile, key criteria, position competencies, and tailor together job description.</li> <li>- Research and propose a compensation package.</li> <li>- Receive preferred starting date.</li> <li>-Work on a replacement strategy in case that the first candidate’s contract does not work as expected.</li> <li>- Design pre-screening questions.</li> </ul> <p>Timeline: TBD. It requires at least 2 meetings. Briefing and presentation.</p>	
2. Candidate Sourcing and Job distribution (Estimated results 2 hrs - 1 week, depending on conversion and reply)	Note
<ul style="list-style-type: none"> <li>-Assign to the internal and external partners recruiters.</li> <li>-Identify skills in internal and external partner talent pools.</li> <li>-Job distribution own search engine, LinkedIn +15 Job Boards and extra niche jobs boards if necessary.</li> <li>-Post in VMS for a broader candidates referrals</li> <li>-Post in our own social media in +10 channels and focus groups: public administration, business administration, municipal government, finance, public policy, among many others. Total 10 - 100 groups.</li> <li>- Outsource to direct candidates fitting the ideal candidate profile through LinkedIn.</li> <li>- Job ads</li> <li>- Events (when necessary).</li> <li>- Job Fairs (Regularly).</li> <li>- Ongoing AI candidate matchmaking with every new role.</li> </ul>	<p>Determine time frame for presenting and getting feedback</p>

<p>Timeline: This is an iterative process. The first round would take 2 hrs -1 week, but we will keep continuing the process by short cycles until we can find more suitable candidates.</p>	
<p><b>3.Pre-screening and Security screening (1 or 2 extra days)</b></p>	
<p>- Initial call with transcripts to confirm that all requirements are met and experience, motivation, salary, skill level, and potential team-fit.</p> <p>- Preparation of the candidate for the further interview steps, including necessary certifications, background checks (if necessary), references, etc.</p> <p>- Soft check through social media</p> <p>- Summarize the matching profiles based on the job specification, organize them by tiers in case that a replacement is required.</p> <p>Timeline: Also ongoing. We will try to book the calls 1 to 2 days after initial application. But this may vary depending on the candidate availability.</p>	
<p><b>4. Sending and sorting qualified resumes</b></p>	<p><b>External</b></p>
<p>- Create a skill matrix matching required skills with experience of candidates to present a consistent skill summary. Outlining the requested strengths, weaknesses, education and professional accomplishments.</p> <p>-Submit resumes with a skill summary of the selected candidates and references</p> <p>Discuss interview schedule, and with the Township hiring manager for pre-qualified candidates.</p> <p>Timeline: The specific dates for introducing the candidates shall be agreed directly with Meridian Charter Township</p>	<p>For those cases where Meridian Charter Township needs to review resumes, they would be sent at this stage already sorted out. It could be weekly or biweekly.</p>
<p><b>5.Final Security Screening (Optional, After Meridian Charter Township approval)</b></p>	<p>It could be an internal process or external</p>
<p>1. Criminal Background Checks, including scanning county, state, and/or federal records. Criminal records from any of those sources will contain the following:</p> <ul style="list-style-type: none"> <li>● Arrests</li> </ul>	<p>It depends on Meridian Charter Township, if those checks are run through 100K or if they have their internal processes that we need to follow instead.</p>

<ul style="list-style-type: none"> <li>● Convictions of felonies and misdemeanors</li> <li>● Court records (dockets, judgements, etc.)</li> <li>● Warrants</li> <li>● Sexual offenses</li> <li>● Incarceration records</li> </ul> <p>2. Employment Screening:</p> <ul style="list-style-type: none"> <li>● Employment history</li> <li>● Criminal history</li> <li>● Professional references</li> <li>● Social security number verification</li> <li>● Education verification (Bachelor and above)</li> </ul> <p>f. Credit (for I.T. and Finance positions)</p> <p>Pre-employment Physical Motor Vehicle Report</p> <p>Timeline: Most checks take between 24hrs- 72 hours from the time that the profile was submitted.</p>	
<b>6.Placement support (Offer and information)</b>	<b>External</b>
<p>Further support by sharing best-practice based materials, project management for onsite and/or virtual interview processes, and facilitating hiring committee interviews and debrief conversations. Complete all due diligence before extending an offer to successful candidates.</p> <ul style="list-style-type: none"> <li>- Extend the offer (Optional)</li> <li>- Share the candidate’s decision or initial response with hiring managers</li> <li>- After offer acceptance (Optional)</li> <li>- Prepare candidates with Meridian Charter Township’s policies and procedures including but not limited to anti-harassment, standards of conduct, conflict of interest, drug, and alcohol usage, etc.</li> </ul> <p>Timeline: This ongoing support can be provided for as long as it is required by Meridian Charter Township. Acceptance from the offer letter varies depending on the candidate availability, further negotiations, etc.</p>	<p>Share the candidate’s decision or initial response with Meridian Charter Township</p>

<b>8. Monitoring</b>	<b>External</b>
<p>-Monitor performance, track follow up plan 6-12 months and monitor contract end date.</p> <p>-Manage any replacement, or candidate's claims.</p> <p>Timeline: Ongoing as required from Meridian Charter Township</p>	
<b>9. Offboarding</b>	<b>External</b>
<p>-Ensure that the candidate had worked the expected hours and did not surpass that timeframe.</p> <p>Timeline: 1-2 days</p>	



## References

As a newly established startup, operating since November 2023, we're in the early stages of building our reputation and clientele. While we've successfully sourced candidates for renowned organizations like the US government, Canon, and Disney, our engagements have primarily been facilitated through HR networks rather than direct contracts, in other words, we are not the prime vendors or subcontractors of those contracts. As such, we're unable to provide traditional references from past clients or formal partnerships due to our limited history of direct engagements. However, despite this constraint, we recognize the importance of establishing credibility and trust with potential partners. While we may not have traditional references, we offer social proof through our website and platforms like [Product Hunt](#), where interested parties can explore testimonials, case studies, and user feedback. Additionally, our track record of successfully delivering quality candidates to esteemed organizations serves as indirect validation of our capabilities and reliability in fulfilling vendor contracts.

Furthermore, we've been granted Microsoft for Startups, completed the Canadian incubator ZenLaunchPad, and are presently undergoing the follow-up process with Techstars San Francisco.

So far, we closed +30 indirect contracts with HR networks.

Here are some [examples from the past agreements](#) that we have with HR networks, until now, we source for specific roles at various companies from small startups to big corporations or sometimes directly with some recruitment agencies or hiring managers. (Canon, Swatch group, Disney, US Government cleared and non cleared roles, etc).

Some of those networks are:

Reflik, Huntly, Hunted, FindRecruiter, Talentroom, Cbrex, Jomigo, Juicy, HelloGustav, Hirechain, among many others.

So far worked on 163 individual roles with an avg. on 15 candidates for the role. Actively in the last 3-4 months as the first months were dedicated to build the product.



## **Additional data and information.**

Website: <https://100kjobhunt.xyz/>

LinkedIn: <https://www.linkedin.com/company/100k-job-hunt/>

## **Policies in place**

In order to maintain compliance, we've established a set of policies spanning various regulations, aimed at fostering optimal internal practices as well as within our supply chain. These policies can be accessed [here](#), and they encompass the following:

[Privacy Policy GDPR](#)

[California Consumer Privacy Act](#)

[Supplier Code of Conduct](#)

[Anti-Bribery & Anti-Corruption Policy](#)

[Modern Slavery Policy](#)

[Diversity and Inclusion Policy](#)

[Terms and conditions](#)

[Imprint](#)

[Supply Chain Payment Plan - UK](#)

[Accessibility](#)

[Environmental Policy and Sustainability Initiative](#)



## Cost Proposal

For these estimations, I took as salary reference the Township Manager compensation overview published data on [Govsalaries](#). I took the avg. annual salary of 114,393 USD per year.

The exact percentages for each category can vary based on specific contractual agreements, company policies, and prevailing industry norms. However, here is a breakdown of the calculations.

### Scenario 1:

#### Township Manager Role

- Yearly wage: USD \$114,393
- Total profit margin: 8%
- $\$114,393 \text{ per year} \div 2,080 \text{ hours per year (assuming 40 hours/week)} = \$54.95 \text{ per hour}$
  
- Direct Rate Labor: \$114,393 per year (not hourly)
- Overhead (SCA standard): 10%
- G&A (SCA standard): 3.45%
- Total Mark Up Fee %:  $10\% + 3.45\% = 13.45\%$
- Mark Up Fee:  $\$114,393 \times 13.45\% = \$15,341.11 \text{ per year}$
- Total Standard Rate:  $\$114,393 + \$15,341.11 = \$129,734.11 \text{ per year}$
  
- Monthly rate:  $\$129,734.11 \div 12 = \$10,811.17 \text{ per month}$
- Breakdown: OH: \$1,081.12 (10% of \$10,811.17) G&A: \$372.39 (3.45% of \$10,811.17)

Below some checks costs in case of required. Those are extracted directly from the providers.



**Reference costs chart per candidate per month: (Extracted from providers)**

Description	Price
Criminal background check including county	69.99
Credit	15.99
Employment check	29.99
References check	29.99
Education check	29.99
Clinic based Drug test	60
Visa support (if required)	depending on country and other parameters





executive  
search

# PROPOSAL

## Meridian Township

**July 19, 2024**

Prepared by the Michigan Municipal League

Emily Kieliszewski

Asst. Dir. Member Experience & Learning

1675 Green Rd Ann Arbor, MI 48105

517-908-0302

[emilyk@mml.org](mailto:emilyk@mml.org)

• EST. 1842 •



Meridian Township  
Township Board of Trustees  
5151 Marsh Rd.  
Okemos, MI 48864



executive  
search

July 19, 2024

Dear Board of Trustees,

The Michigan Municipal League is pleased to offer Meridian Township our assistance in selecting its next Township Manager. The League is committed to strengthening Michigan communities, and works hand-in-hand with our members to provide the tools needed to effectively manage and develop their township. This close relationship gives the League a deep understanding of a community's needs and challenges, and makes us uniquely qualified to provide a comprehensive executive search service.

The League's executive search service is designed to ensure the best possible match between a community and its top administrator, with the ultimate goal of providing them with a highly-qualified leader who will add tremendous value to the township. To that end, we are dedicated to serving the needs of our clients before, during, and after a search process. Our service is focused exclusively on Michigan communities, but our recruitment is nationwide. We manage an unparalleled network of applicants, almost half of whom are from outside the state.

Each search process is tailored to meet the community's specific needs and goals. We work closely with our clients to gain a full understanding of the priorities as a basis for structuring the search process. We facilitate consensus-building around the attributes a community is looking for to gain a complete picture of the desired candidate's experience, qualifications, and management style. This helps to ensure the best possible employment match, resulting in a successful, long-term placement.

A typical search requires at least 120 days to complete. The timeline varies on a number of factors including the timing of ad placement, the availability of candidates, township officials, and the needs of the township.

Feel free to contact the League with any questions or to request an in-person presentation from one of our search facilitators.

Thank you,  
Emily Kieliszewski

**We love where you live.**

# Proposal for Executive Search

## Meridian Township—Township Manager

### SERVICE SUMMARY

Our executive search service includes the following activities, which are accomplished over the course of **up to four** personal visits with the search facilitator:

#### Profile Phase (Page 5)

- Engagement of elected officials and township staff in the profiling process to facilitate consensus building around necessary skills, knowledge, attributes, and team leadership expectations;
- Development of an extensive candidate and community profile featured within a professionally designed recruitment brochure;
- Review of current compensation and benefits packages, and recommendations based on market conditions

#### Advertisement Phase (Page 6)

- Featured placement in League’s online classifieds which receive 5,000+ hits per week;
- Advanced marketing and promotion of position utilizing nationwide recruitment boards as well as the League’s social media outlets with more than 5,000 followers;
- Direct recruitment of passive candidates through an exclusive direct email to Michigan municipal managers and others as appropriate

#### Screening & Shortlist Phase (Page 6)

- Pre-screening activities including review of social media activity, general online screening, and other public information;
- Application analysis, personal screening of viable candidates, and reference checks;
- Develop a shortlist of candidates to present for the township’s consideration

#### Interview & Selection Phase (Page 7)

- Guidance and recommendations on a robust interview format and process;
- Development of customized interview questions and attendance during the entire interview process

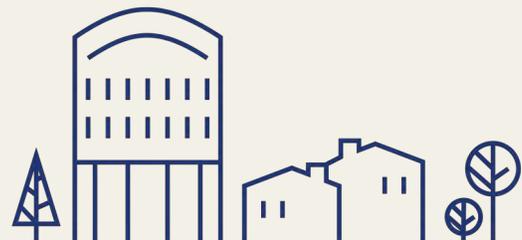
#### Final Phase (Page 8)

- Extension of the conditional offer of employment and initiation of contract negotiation; and
- Completion of a full background check performed by a third-party of selected finalist.

### Optional Services Available

- Solicitation of feedback from township-identified stakeholders (community, neighborhood, and business leaders) during the profiling process to gather input as well as seeking stakeholders’ prerequisites for an administrative executive (page 5); and
- Assistance with, and attendance at, a public forum for an informal “meet and greet” function to solicit community feedback of semi-finalists. (page 7).

We love where you live.



# Why The League

The Michigan Municipal League has been committed to providing the best possible advocacy, resources, and services to Michigan's communities since 1899. With the League's intimate knowledge of the needs and challenges facing local government, we are in a unique position to provide a comprehensive executive search service for Michigan's communities.

The League offers executive search services as a resource to Michigan's communities to help strengthen the quality of municipal government and administration through the successful placement of public leaders.

Key features of the League's search services include the following:

- The League has been providing executive search services *exclusively* to Michigan communities since 1998!
- All four of our recruiters are highly respected former public administrators in Michigan, each with decades of local government experience and proven records of success.
- Every search is facilitated by one of our highly specialized recruiters who work closely and collaboratively with our community clients throughout the entire search process.
- The League and its recruiters have extensive knowledge of Michigan's Freedom of Information Act (FOIA) and Open Meetings Act (OMA), and how they impact the recruitment process.

- We utilize state, national, and international recruitment and promotion sources to solicit a broad pool of potential candidates, including a variety of customized web announcements, our own exclusive email database, and our strong social media presence. Through these efforts, we've found that almost half of our applicants come from out of state!
- While our reach is far and wide, our small team approach allows for excellent customer service, close communication and collaboration with clients, and strong and effective communication and collaboration with other League recruiters which helps ensure a successful search.

As Michigan's most dedicated and longest-serving association for Michigan municipal government, we offer an abundance of programs and services beyond executive searches to help our member communities sustain highly livable, desirable, and unique places within the State. These include state and federal advocacy, placemaking and engagement techniques, legal and insurance services, education on a multitude of municipal topics, and so much more.

When you work with the League, you aren't just selecting a recruitment firm. You are reaffirming a partnership established over 100 years ago that is dedicated to help inspire positive change for Michigan's greatest centers of potential: its communities.

**We love where you live.**

# Your Facilitator

Patsy Moore will be assigned to Meridian Township's executive search. All of our facilitators understand the unique skills and abilities required to succeed in this environment. They are among the most highly-regarded and well-respected public managers in the state and bring immeasurable credibility to a search process. They have well-established professional networks and are highly trusted and approachable within the public employment field.

Here is a closer look at **your** assigned facilitator:

## PATSY MOORE

**Patsy Moore will serve as the primary recruiter for Meridian Township and will perform and/or coordinate the majority of the services within this proposal.**



Ms. Moore is an experienced and respected local government management

professional. She has over 30 years of municipal experience. She retired from the City of Kalamazoo after 26 years of service, culminating as Deputy City Manager of Operations. She also worked for the City of Saginaw for over 12 years in Finance and Budgeting. After retirement, Patsy served as Interim Deputy County Administrator for Kalamazoo County – Internal Services. She has extensive experience overseeing all departmental functions and continues serving on numerous community boards and commissions in retirement. Patsy received her bachelor's degree from Albany State University in Albany, Georgia.

# Additional Project Team

**Emily Kieliszewski** will serve as the primary point of contact regarding negotiation and contractual matters and will provide overall project oversight and administration. Ms. Kieliszewski serves as the League's Assistant Director of Member Learning & Experience administering various member services offered within the league. Ms. Kieliszewski joined the League in 2016, is a graduate of Michigan State University, and holds a bachelor's in political science.

**Heather Elliott** will serve as the project coordinator for this search providing research, task coordination, and administrative support, and will be available to the township during every step in the process. Ms. Elliott is a graduate from Ferris State University with a concentration in political science.

Additional internal staff may be utilized to assist with media and press releases, clerical, financial, and other tasks related to this project.



# SEARCH PROCESS

## Profiles Phase

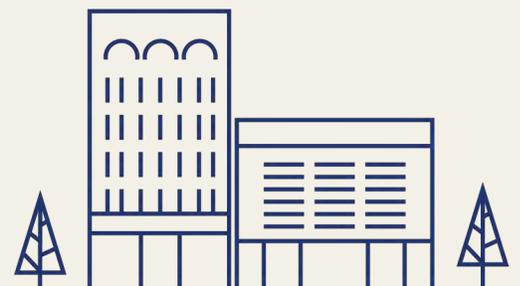
To begin the search process, the search facilitator will coordinate a work session with the board to develop a recruitment profile. During these sessions, the facilitator will spur the development of an ideal recruitment profile that the township can agree on and be proud of. This ensures the quality of applicants recruited, as well as manages and clarifies the expectations of the new position.

- The recruitment profile has two primary components:
  - ◆ **The Candidate Profile** details the qualifications, experience, and professional characteristics required for the position. It is designed to reflect the goals and priorities of the community, and goes beyond what is normally found in succinct ad language. The completed profile is used throughout the selection process as an objective tool for determining the most appropriate candidates to be interviewed, and ultimately a final selection. An essential part of developing the candidate profile is for the community leaders to work with the facilitator to make sure desired qualifications match available financial resources.
  - ◆ **The Community Profile** provides a description of the position, the organization (i.e. organizational structure, culture, services provided, etc.), and the community itself.

This component is an excellent opportunity to highlight the quality of life aspects of your township or region to prospective candidates (i.e. local and regional attractions, school systems, community strengths, and cultural or entertainment opportunities.)

- The profile is used to develop a professionally designed recruitment brochure that will be featured on the League's classifieds page, which receives an average of 5,000 hits per week.
- During the profiling meeting, the facilitator will provide salary information and recommendations in order to attract the best applicants.
- **Note:** It is important for the board to consider the salary recommendations carefully to create a competitive posting, one which will attract candidates to meet your expectations. If the community chooses to offer a compensation package outside of the range of the facilitator recommendations, we cannot guarantee a successful recruitment.
- **Optional:** We are happy to facilitate a third session to meet with township-identified stakeholders to gather additional input on the prerequisites for an administrative executive.

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## Advertisement Phase

In order to recruit and select the most qualified candidates, it is necessary to effectively market the position to widest and most appropriate audience. To accomplish this, we will develop an outreach and advertisement campaign that includes placing advertisements in various professional publications specific to the area of expertise being sought, such as:

- Utilization of our extensive network of professional contacts to identify professionals in transition and managers who may have an interest in the opportunity;
- Featured placement on the League's Classified Ads website, featuring the full recruitment brochure;
- ICMA Website;
- League social media outlets;
- Professional associations as appropriate (i.e. MGFOA, MAP, MME, etc.); and
- Other professional organizations as appropriate to encourage a diverse pool of candidates.

## Screening & Shortlist Phase

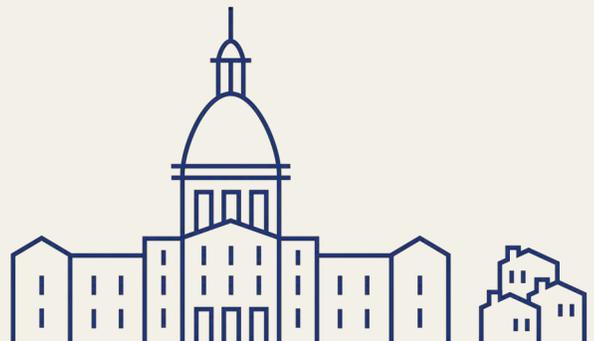
We receive resumes directly and assess each applicant against the criteria established in the recruitment profile to identify viable candidates who most closely meet the municipality's requirements. Following the closing date for receipt of resumes, the League will proceed with resume review and prescreening interviews by:

- Assessing each applicant against the criteria established in the recruitment profile.
- Conducting initial prescreening and online searches, as well as screen the top candidates either by phone or in person.
- Conducting preliminary reference reviews to verify an applicant's prior work history and learn more about the candidates' experience, past performance, and management style.

At the conclusion of the initial screening process, we will:

- Present a confidential summary of the applicants and their qualifications. This serves as the basis for a suggested "shortlist" of candidates for further consideration.
- After discussion and consideration, Meridian Township officials will determine whom to invite for personal interviews.
- **Note:** Once invitations to interview have been extended and accepted, the names and resumes of candidates are no longer protected by confidentiality. Until that time, we closely guard the identity of confidential applicants to ensure your search process yields the strongest pool of candidates. Please note that we do not ever release the name, resume, other identifiers, or application materials of confidential applicants who are not qualified candidates. We only lift confidentiality for candidates who agree to participate in the interview process.

We love where you live.



## Interview & Selection Phase

Once a list of final candidates has been developed, we will:

- Assist in coordinating and scheduling interviews;
- Offer recommendations on an appropriate interview format and process;
- Develop interview questions that focus on the priorities outlined within the candidate profile;
- Offer guidance and advice concerning appropriate interview topics; and
- Attend and participate in one day of interviews and follow-up discussion

At the conclusion of the interview process, the facilitator will:

- Facilitate discussion and evaluation of each candidate.
- Help the community reach consensus on a final candidate from the finalists provided. In the unlikely event that consensus cannot be reached by the elected body, the parties agree that the League will have met its contractual obligation.

- **Note:** While our executive search facilitators have extensive experience in the field of human resources, and specifically interview and selection, they are not attorneys. It is always advisable for the municipal attorney to be apprised of the proposed interview and selection process.
- **Note:** Keep in mind that our search facilitators do not presume to choose the best candidate for the position. That important decision is completely at the discretion of the municipality. Rather, we aide in assessing interview responses and how they relate to the objective criteria established in the candidate profile and provide related guidance and expertise.
- **Optional:** To further citizen engagement in the process, we are available to coordinate and attend community forums, held as an informal “meet and greet” between candidates and residents to gather community feedback of the semi-finalists. A summary of collected comments can be provided to the elected officials as they move into the final decision phase of the process.



## Final Phase

After the community has chosen a candidate, the search facilitator will perform the following tasks:

- Extend a conditional offer on behalf of the client and introduce the two negotiating parties to each other. Please note that the facilitator does not advocate for either party.
- Initiate a thorough background check, as well as conduct additional reference reviews as necessary. The background check is processed by a contracted third party who specializes in employment investigation and includes:
  - ◆ Federal, state, and county criminal check;
  - ◆ Civil record search;
  - ◆ Employment and education verification;
  - ◆ Credit and driving check; and
  - ◆ Sex offender registry.
- Once an agreement is reached with the individual selected for the position, the facilitator will perform closing tasks, such as personal notification of unsuccessful candidates.

- **Note:** In the unlikely event that an offer is withdrawn from the finalist, the finalist withdrawals from the search, or if negotiations fall through, the League will work with the township to determine what additional steps should be taken. There are generally a few different options available to address these situations and your search facilitator will work with the township to determine the best option for your community. Under certain circumstances, however, additional fees may apply.

## Search Timeline

Timing is critical in an executive search and any delay in action can often result in losing a highly sought-after candidate. We encourage our client communities to establish a well-defined project timeline with the search facilitator at the first meeting to ensure the process moves quickly and positions the community to compete for the best talent. An approximate timeline is provided below with the first profiling meeting as the start date.

WEEK 1-3	Hold Initial Meeting(s): Create Profiles, Recruitment Strategy, Ad Language
WEEK 3	Place Advertisements
WEEK 3-6	Direct Recruitment, Active Solicitation of Candidates
WEEK 3-7	Application Screening, Initial Reference Checks
WEEK 8-9	Develop Short List, Meet and Review Candidates
WEEK 11-12	Conduct Interviews
WEEK 13-14	Extend Conditional Offer
WEEK 15	Conduct Background Check
WEEK 16	Perform Close Out Activities

## Our Clients

The League has completed hundreds of executive searches since 1998. Many of our clients return to the League for executive search assistance because of their satisfaction with our work and their trust in the League to do its best for their community. Listed below are searches the League has performed in recent years:

Client	Position	Year	Population
Livonia	Finance Director	2024	17,680
Dearborn Heights	Finance Director/ Comptroller	2024	69,292
Wayne	City Manager	2024	17,713
East Lansing	City Manager	2023	47,741
Ecorse	City Manager	2023	9,216
Flint	CFO/ Finance Director	2023	96,500
Grosse Pointe	City Manager	2023	5,584
Manistique	City Manager	2023	2,828
Elk Rapids	Village Manager	2023	1,529
Lake Odessa	Village Manager	2023	1,988
Ypsilanti	Police Chief	2023	20,648
Bloomfield Hills	Public Safety Director	2023	4,431
Grandville	City Manager	2022	,15,750
Muskegon	City Manager	2022	38,318
Chelsea	Police Chief	2022	5,393
Ironwood	City Manager	2022	5,045
Petoskey	Finance Director	2022	5,877
Petoskey	City Manager	2022	5,877
Marshall	City Manager	2022	7,088
Norway	City Manager	2022	2,845
Belding	City Manager	2022	5,757
Northfield Township	Township Manager	2021	8,245
Manistee	City Manager	2021	6,226
Missaukee County	County Administrator	2021	14,849
Ionia	City Manager	2021	11,394
Farmington Hills	City Manager	2021	79,740
Elk Rapids	Village Manager	2021	1,642
Riverview	Police Chief	2021	10,694
East Grand Rapids	City Manager	2021	10,694
Clare	City Manager	2020	3,118
Flint	Finance Director	2020	102,434
Flint	Human Resources Director	2020	102,434
Ogemaw County	County Administrator	2020	21,699
Vassar	City Manager	2020	2,697
Quincy	City Manager	2020	1,652
Ishpeming	City Manager	2019	6,445
Grosse Pointe Park	City Manager	2019	11,125
Sault St Marie	City Manager	2019	13,631
Albion	City Manager	2019	8,285
Scottville	City Manager	2019	1,214
Caledonia	Village Manager	2019	1,511
Ludington	City Manager	2019	8,061
Gladwin	City Manger	2019	2,884
Battle Creek	Fire Chief	2018	52,347
Dewitt Township	Township Manager	2018	14,321
Hancock	City Manager	2018	4,634
Hart	City Manager	2018	2,126
Stanton	City Manager	2018	1,417
Cass City	City Manager	2017	2,428
Eaton Rapids	City Manager	2017	5,214
Emmet County	County Administrator	2017	32,694
Fraser	City Manager	2017	14,480

## References

Below are three clients who utilized the League's executive search services that the city may use as a reference:

**Client:** City of Wayne

**Contact:** Alyse Leslie, Personnel Director, 734-722-2206

**Project Completed:** January 2024

**Position Recruited:** City Manager

**Client:** City of Grosse Pointe

**Contact:** Sheila Tomkowiak, Mayor, 313-885-5800

**Project Completed:** August 2023

**Position Recruited:** City Manager

**Client:** Village of Lake Odessa

**Contact:** Karen Banks, Village President, 269—38-9863

**Project Completed:** May 2023

**Position Recruited:** Village Manager

## Pricing

The League provides a fixed price of \$18,500 for the standard executive search services outlined within this proposal, which includes both professional fees and project expenses (advertising, travel, etc.). Additional fees for optional services are provided below.

*Optional Services Available (check those that are applicable)*

- Third profiling session with township-identified stakeholders: \$1,100
- Public “meet and greet” function of semi-finalists during interview stage: \$1,100

Services performed that extend beyond the scope of this proposal, including additional visits with the facilitator, will be billed at a rate of \$75 per hour plus the actual cost of related expenses.

This quoted price is guaranteed for 90 days from the date of this proposal. Invoices for the League services shall be submitted in two installments: at the halfway point and upon completion. Invoices shall be payable within 30 days.

## Terms of Service

This agreement is effective upon execution. This agreement may be terminated by the client or the League should the other fail to perform its obligations hereunder. In the event of termination, the client shall pay the League for all services and expenses rendered to the date of termination.

## Our Promise

The League is committed to providing the best possible outcome and employment match for the community. Therefore, we strongly encourage the management professionals placed to comply with Tenet 4 of the ICMA Code of Ethics, which sets a term of employment with a local government. In the highly unlikely event that the incumbent voluntarily vacates the position within a year of placement, the League will offer another search with direct advertising costs, background check costs, and add on services being the only cost to the community.

Services performed that extend beyond the scope of this proposal, including additional visits with the facilitator, will be billed at a rate of \$75 per hour plus the actual cost of related expenses.

The League welcomes the opportunity to assist Meridian Township with the search for its next Township Manager. Please feel free to contact me with questions about our service or this proposal.

Please provide authorized signature below to officially engage the League to provide the executive search services outlined within this proposal dated July 19, 2024.

IN THE AMOUNT OF \$ \_\_\_\_\_

AUTHORIZED SIGNATURE \_\_\_\_\_

TITLE \_\_\_\_\_ DATE \_\_\_\_\_



michigan  
municipal  
league

executive  
search

# Meridian Charter Township

Township Manager Executive Search

PROPOSAL / JULY 19, 2024





Making our world better

The Raftelis Charitable Gift Fund allocates profits, encourages employee contributions, and recognizes time to charitable organizations that support:

- Access to clean water and conservation
- Affordability
- Science, technology, and leadership

Raftelis is investing in improved telecommunication technologies to reduce the firm's number one source of carbon emissions—travel.



Diversity and inclusion are an integral part of Raftelis' core values.

We are committed to doing our part to fight prejudice, racism, and discrimination by becoming more informed, disengaging with business partners that do not share this commitment, and encouraging our employees to use their skills to work toward a more just society that has no barriers to opportunity.

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## COVER LETTER

July 19, 2024

Township Board  
CC to Human Resources  
Meridian Charter Township  
5151 Marsh Road  
Okemos, MI 48864

**Subject: Proposal for Township Manager Executive Search**

Dear Township Board:

We are pleased to submit this proposal for executive search services. Our focus has always been to help local government and utility clients solve their financial, organizational, and technology challenges. We are dedicated to providing management consulting services, including executive search, to local governments and the utility industry.

Our project team for the Township comprises skilled professionals, seasoned in local government management with search experience across the country. Our team has completed over 350 searches, and we have had significant success in identifying and retaining ideal candidates who meet each organization's unique set of needs and expectations. We are confident our approach will result in a successful leader for the organization. Our mission is to strengthen communities, and we do this by helping them find the best leaders to help move their organizations forward.

We have included resumes and qualifications for each team member on the following pages. The Township Manager search would be led by Catherine Tuck Parrish, Vice President and Lead Recruiter, and Pamela Wideman, Senior Manager and Recruiter.

We look forward to the opportunity to serve Meridian Charter Township. If you have any questions, please contact Catherine Tuck Parrish, our executive search practice leader, using the following contact information:

Catherine Tuck Parrish, Vice President  
Phone: 240.832.1778 / Email: [ctuckparrish@raftelis.com](mailto:ctuckparrish@raftelis.com)

Sincerely,



**Julia Novak**  
*Executive Vice President*

# Catherine Tuck Parrish

PROJECT DIRECTOR/LEAD RECRUITER  
**Vice President**



## PROFILE

Catherine has 30 years of management experience working for local governments of all sizes, nonprofit organizations, and associations. She leads the firm’s executive search practice and has conducted over 160 searches for manager/administrator; police chief; fire chief; directors of public works, planning, economic development, finance, human resources, and human services; and other key positions in local governments across the country.

In addition to executive recruitment, she has facilitated numerous governing body workshops, staff retreats, and strategic planning sessions. Her work as a consultant includes project management and contributions to several local government projects such as process improvement studies, departmental assessments, planning and permitting process reviews, and policy development.

Catherine’s most recent local government experience was as deputy city manager in Rockville, Maryland, where she oversaw parks and recreation, human resources, information technology, finance, neighborhood resources (citizen engagement), communications, customer service, and intergovernmental functions. She also served as acting city manager in Rockville for nearly a year. Before joining Rockville, Catherine served as assistant to the county executive in Fairfax County, Virginia, working on change management issues, including a new pay system, employee surveys, implementation plans, and internal communication improvements. Catherine has served as an ethics advisor at the International City/County Management Association (ICMA), counseling elected officials and citizen groups regarding employment agreements, form of government issues, and recruitment. She also worked for the City of Denton, Texas.

She chaired the ICMA’s Acting Manager Task Force, which produced a handbook for interim managers. She also led the Maryland City/County Management Association (MCCMA) as president and vice president. She served as president, vice president, and secretary of the Metropolitan Association of Local Government Assistants in the Washington, D.C. metro area. Catherine has spoken at national and state conferences on a variety of topics, including recruitment trends, civility, effective councils, ethics, forms of government, human resources, long-term financial planning, budget strategies, developing high performing organizations, and leadership. She has also spoken at the National League of Cities’ Leadership Training Institute on recruiting and evaluating the CEO. She is a certified instructor of the Myers-Briggs Type Indicator instrument.

## Specialties

- Executive search
- Strategic planning
- Facilitation
- Strategy development and implementation
- Community engagement
- Employee engagement

## Professional History

- Raftelis: Vice President (2021-present); Senior Manager (2020-2021); Executive Search Practice Leader, The Novak Consulting Group (2010-2020)
- Management Partners: Senior Manager (2009-2010)
- City of Rockville, Maryland: Deputy City Manager/Acting City Manager/Assistant City Manager (2001-2009)
- Fairfax County, Virginia: Assistant to the County Executive (1998 -2001)
- ICMA: Ethics Advisor/ Senior Local Government Programs Manager (1994-1998)
- City of Denton, Texas: Administrative Assistant to the City Manager (1990-1994)

## Education

- Master of Public Administration - University of Kansas (1990)
- Bachelor of Arts in Communication Studies/Personnel Administration - University of Kansas (1988)

## Professional Memberships

- International City/County Management Association (ICMA)
- Engaging Local Government Leaders (ELGL)
- Maryland City/County Management Association (MCCMA)

# Pamela J. Wideman

RECRUITER  
Senior Manager



## PROFILE

Pamela has over 25 years of experience in leading local government teams, with the last 10 years in executive leadership with the City of Charlotte. She is adept at forging creative solutions to government and community issues at the local level, with service to the community as the foundation of her leadership style. She is known for her thoroughness as well as engendering trusting relationships with elected officials, executive leadership across public, private, and non-profit organizations, and residents, all while providing exceptional customer service throughout the process.

Pamela most recently served as the Director of the City of Charlotte’s Housing & Neighborhood Services Department, leading a team of over 200 staff across five key divisions. Pamela shaped Charlotte’s affordable housing landscape and managed the oversight of millions of public dollars. She helped create and preserve over 5,000 affordable housing units, created and successfully deployed COVID-19 Pandemic relief programs for rent, mortgage, utility, and deposit assistance to keep vulnerable residents housed during the pandemic, developed a new local rental subsidy program, and managed over \$68 million in homelessness support and prevention.

During her work there, Pamela hired numerous staff members for her Department and participated on executive search panels for positions both with the City of Charlotte as well as with other municipalities and organizations. Pamela is a highly sought after speaker for her expertise in affordable housing and has spoken on numerous panels across the country. Pamela strongly believes that “service is the rent we pay for living on this earth” and is often asked to share her public sector experiences with students, professional trade organizations, and local municipalities.

Pamela has a passion for developing and implementing solutions that serve the community. She served as an early Advisory Member for the Greenlight Fund in Charlotte, and on the Mayors and CEOs Committee for U.S. Housing Investment. Pamela was awarded the Master of Public Administration Alumna of the Year and received a Leadership in Black Excellence from her alma mater, the University of North Carolina – Charlotte. She was also recognized as a Women’s In Leadership Champion by the Charlotte Chapter of the Urban Land Institute. Additionally, she was recognized as one of the top 10 “Behind the Scenes” newsmakers by the Charlotte Business Journal in both 2017 and 2020. She currently serves on the Board of Directors for the United Way of Greater Charlotte and the Children and Family Services Center. She is a member of the International City/County Management Association and the National Forum for Black Public Administrators.

### Specialties

- Executive Level Management
- Hiring and Recruitment
- Affordable Housing Expertise
- Community Development Policy and Program Development
- Team Development & Leadership
- Consensus Building
- Community Engagement
- Budget Management

### Professional History

- Raftelis: Manager (2021 – Present)
- City of Charlotte: Director of Housing & Neighborhood Services (2017 – 2021)
- City of Charlotte: Housing & Neighborhood Services Deputy Director (2008 – 2016)
- City of Charlotte: Housing & Neighborhood Services Supervisor (2006 – 2008)
- City of Charlotte: Budget Analyst (2003 – 2006)

### Education

- Harvard Kennedy School -Senior Executives in State and Local Government (2015)
- UNC-Chapel Hill - Municipal Administration (2007)
- University of North Carolina at Charlotte- Master’s in Public Administration (2006)
- Belmont Abbey College -Bachelor of Arts in Business Administration (1999)

### Professional Memberships

- International City/County Managers Association
- Urban Land Institute
- National Forum for Black Public Administrators

# Heather Gantz

RECRUITER  
**Senior Manager**

## PROFILE

Heather has over 20 years of leadership experience in recruiting, talent acquisition, and executive search, with the last 15 years focused on local government. She leads executive searches for the firm, where she is known for her thoroughness as well as engendering trusting relationships with both the client and candidate while providing exceptional customer service throughout the process.

Heather has conducted over 75 searches in the public sector. She has delivered positive search outcomes for dozens of high profile public organizations and is an expert at guiding strategy and tailoring outreach to find even the most niche candidates. Heather has successfully recruited for city and county managers and administrators, deputy and assistant managers, human resources, finance, community and economic development, public safety, parks and recreation, public works, and many more local government professionals. In addition, she has led numerous executive-level searches in the social/nonprofit sector and recruited leadership positions for technology, creative, accounting, and finance professionals in the private sector.

In addition to executive recruitment, Heather has experience supporting organizational effectiveness. She is known for providing effective leadership development and contributing to employee growth and development initiatives. Heather has advised individuals and small groups on career transition and job search strategies. Topics include knowledge and skill assessment, resume development, LinkedIn, networking, interview preparation, and salary and offer negotiation. Heather has also completed several leadership evaluations and performance reviews for local government leaders.

Heather has a passion for supporting diversity and innovation in the public sector. She served as an early Advisory Board Member for ELGL and remains an active and involved member in support of their mission of engaging the brightest minds in local government. In addition, Heather has served as a recurring speaker and presenter at the Northwest Women's Leadership Academy (NWWLA) in support of advancing women into leadership roles from a variety of backgrounds in local government.



## Specialties

- Executive Search
- Leadership Development
- Employee Growth and Development
- Innovation
- Facilitation
- Project Management
- Community Engagement
- Diversity of Thought

## Professional History

- Raftelis: Senior Manager (2022-present); Manager (2020 – 2021)
- Waldron: Director (2007-2020)
- Private Sector Recruiter (1996-2007)

## Education

- Bachelor of Arts in Business Management - University of Phoenix (2000)

## Professional Memberships

- Engaging Local Government Leaders (ELGL)

# Robert Colichio

RECRUITMENT SPECIALIST  
**Senior Consultant**

## PROFILE

Robert has over 10 years in full lifecycle recruiting, sourcing, interviewing, and professional coaching. As a recruiter, Robert has engaged in searches within both the public and social sector. He has successfully worked on recruitments for city and county managers and administrators, deputy and assistant managers, and various director and managerial roles in human resources, finance, community and economic development, public safety, parks and recreation, and public works.

In addition to executive recruiting, Robert has over eight years of combined experience in professional development, career coaching, and career transition management. With over 500 clients served leading and coaching them through complicated organizational change ranging from individual executive employees transitions to large reductions in force. Work with these clients often included one-on-one coaching over the course of multiple months. Robert additionally hosted and developed multiple large group workshops for companies. He further has extensive and diverse project management experience including technology changes and implementations.

Robert has a Master of Business Administration degree with an emphasis in organizational behavior and a Bachelor of Science in Business Administration with dual concentrations in operational management and marketing with a minor in economics.



### Specialties

- Executive search
- Project management
- Facilitation
- Employee growth and development
- Data analysis

### Professional History

- Raftelis: Senior Consultant (2023-present); Consultant (2021-2022)
- Waldron: Senior Consultant and Coach (2013-2021)
- Portland State University: Graduate Teaching Assistant (2010-2012)
- Private Sector Consultant: Strategic Planning and Marketing Development (2008-2012)
- Skanska USA: Project and Client Relations Coordinator (2006-2008)

### Education

- Master of Business Administration in Organizational Behavior - Portland State University, School of Business (2012)
- Bachelor of Science in Business Administration - University of Oregon, Lundquist College of Business (2006)

### Certifications

- SHRM-CP

### Professional Memberships

- Society for Human Resource Management (SHRM)

# Kelsey Batt

## RECRUITMENT SPECIALIST Consultant

### PROFILE

Kelsey joined Raftelis in 2021, helping to facilitate executive level recruitments for local governments across the county. As a strong cross-cultural communicator, Kelsey utilizes her skills and background in professional writing to serve as a launchpad for all her endeavors.

Kelsey graduated from the Honors College at Purdue University in West Lafayette, Indiana where she earned a bachelor's in both Professional Writing and Creative Writing, as well as a Minor in Italian.

During her time as a student, Kelsey worked diligently at the world-renowned Purdue OWL Writing Lab, pairing with over 1,000 undergraduate and graduate students to help develop positive relationships with both writing and the English language. She also competed on the women's Division I Track and Field and Cross-Country teams while at Purdue, earning six Academic All-Conference Honors from the Big Ten.

She has previously worked as a copywriter at Sweetwater Sound where she developed the company's first Copy Style Guide and proposed several researched marketing strategies, focusing on inclusion amidst gender inequality in the music industry. Her ideas can be seen implemented throughout their current sales website and internally. Kelsey also has experience in marketing from her time at SDI Innovations where she produced and edited social media and blog content.



### Specialties

- Executive search
- Recruiting
- Editing

### Professional History

- Raftelis: Consultant (2024-present); Associate Consultant (2021-2023)
- The Purdue Writing Lab & Purdue OWL (2017-2021)

### Education

- Bachelor of Arts, School of Liberal Arts – Purdue University, West Lafayette, IN (2021)

# Alexa Worrell

## RECRUITMENT SPECIALIST Consultant

### PROFILE

In May 2022, Alexa joined Raftelis as a recruitment specialist, having completed an internship with the firm's Executive Recruitment Team where she supported numerous search activities.

Prior to Raftelis, Alexa worked as a Talent Generalist Intern at Textron Specialized Vehicles, where she developed a comprehensive leave process guide to ensure more consistent application of the company's policies; researched human resource procedures, policies, and applicable employment laws; and marketed and facilitated an informational event for employees to set up banking needs.

Through her prior work as a Receptionist/HR Assistant, Alexa developed her interviewing and recruiting skills and gained experience in redesigning training manuals for various roles to enhance training processes for future hires.

During her time as a student, Alexa served as recruitment chair of her sorority, where she recruited a new incoming class of over 30 members while also developing positive relationships with the new class and the established members in the chapter. She also assisted with facilitating monthly business development events as a member coordinator for the Advancing Women in Entrepreneurship Business Club.

Alexa earned her bachelor's degree in Sociology and Human Capital Leadership and Management from Miami University in Oxford, Ohio.



### Specialties

- Executive search
- Recruiting
- Relationship building

### Professional History

- Raftelis: Consultant (2024-present); Associate Consultant (2022-2023)
- Textron Specialized Vehicles: Talent Generalist (2021-2021)

### Education

- Bachelor of Arts, School of Liberal Arts – Miami University, Oxford, OH (2021)

## FIRM OVERVIEW

# Qualifications

## RAFTELIS AND THE NOVAK CONSULTING GROUP, HELPING LOCAL GOVERNMENTS AND UTILITIES THRIVE

Local government and utility leaders partner with Raftelis to transform their organizations by enhancing performance, planning for the future, identifying top talent, improving their financial condition, and telling their stories. We've helped more than 700 organizations in the last year alone. We provide trusted advice, and our experts include former municipal and utility leaders with decades of hands-on experience running successful organizations. People who lead local governments and utilities are innovators—constantly seeking ways to provide better service to the communities that rely on them. Raftelis provides management consulting expertise and insights that help bring about the change that our clients seek.

### TNCG is Now Raftelis

The Novak Consulting Group (TNCG) and Raftelis have always shared a focus on delivering lasting solutions for local government agencies. In January 2020, TNCG joined Raftelis. Today, we provide our clients with wide-ranging capabilities and resources in financial, management, technology, and communications consulting for all areas of local government. Our clients now have the expertise of more than 180 of the country's leading local government and utility consultants, who have decades of experience. We know that our combined capabilities and resources will provide added value to our clients, and we're excited about what we can accomplish together.

We believe that Raftelis is the *right fit* for this project. We provide several key factors that will benefit the Township and help to make this project a success.

**RESOURCES & EXPERTISE:** This engagement will require the resources necessary to effectively recruit for your unique position and the skillsets to complete all of the required components. With more than 180 consultants, Raftelis has one of the largest local government management and financial consulting practices in the nation. Our depth of resources will allow us to provide the Township with the technical expertise necessary to meet your objectives. In addition to having many of the industry's leading management and financial consultants, we also have experts in key related areas, like stakeholder engagement and data analytics, to provide additional insights as needed.

**DECADES OF COLLECTIVE EXPERIENCE:** Our associates and subject matter experts have decades of experience in strengthening local municipalities and nonprofit organizations. They've served in a wide range of positions, from city manager to public works director to chief of police.

**PERSONAL SERVICE FROM SENIOR-LEVEL CONSULTANTS:** You appreciate it when deadlines are met, phone calls are returned, and your challenges are given in-depth, out-of-the-box thinking. While other firms may assign your business to junior-level people, our approach provides exceptional service from senior-level consultants.

**NICHE EXPERTISE:** Our expertise lies in strengthening public-sector organizations. We're consulting specialists rather than generalists, focusing our strengths on doing a highly effective job for a specific group of clients.

## FIRM HISTORY

Raftelis is a subchapter S-Corporation incorporated in the state of North Carolina on April 23, 2004. The predecessor to Raftelis, Raftelis Environmental Consulting Group, Inc., was established on May 10, 1993, by George A. Raftelis to provide financial and management consulting services of the highest quality to public-sector clients. In 1999, the firm's name was changed to Raftelis Financial Consulting, PA. Following the sale of a portion of the firm to a group of employees on April 22, 2004, the firm's name changed to Raftelis Financial Consultants, Inc., which remains the firm's legal name. We currently do business as Raftelis.

## LENGTH OF EXISTENCE

31 years



## TYPES OF SERVICES PROVIDED



### **FINANCE: Meet your goals while maintaining a financially sustainable organization**

- Rate, charge, and fee studies
- Financial and capital planning
- Cost of service and cost allocation
- Customer assistance programs
- Affordability analysis
- Utility valuation
- Budget development
- Financial condition assessments
- Debt issuance support
- Economic feasibility and analysis



### **COMMUNICATION: Communicate strategically to build an informed, supportive community**

- Strategic communication planning
- Public involvement and community outreach
- Public meeting facilitation
- Graphic design and marketing materials
- Media and spokesperson training
- Risk and crisis communication
- Social media strategy
- Visual facilitation
- Virtual engagement



### **STRATEGIC PLANNING: Set the direction for the future of your organization and community**

- Organization, department, and community-based strategic planning
- Effective Board / Commission / Council governance
- Retreat planning and facilitation



### **ORGANIZATION: Plan for long-term sustainability and operate with maximum efficiency**

- Organizational and operational assessments
- Stormwater utility development and implementation support
- Performance measurement
- Staffing analysis
- Organizational climate and culture
- Asset management and operations
- Regional collaboration and service sharing
- Process improvement



### **TECHNOLOGY: Use your data and technology to improve experience and gain valuable insights**

- Billing, permitting, and customer information audits
- Business process development
- Data management, analytics, and visualization
- Performance measurement and dashboarding
- Software solutions
- Website development
- Information technology assessments and strategic planning
- Customer management assessments and optimization
- CIS selection and implementation
- AMR/AMI feasibility studies
- Mobile workforce management
- Meter data management
- CMMS selection and implementation
- GIS optimization services
- Fleet management systems



### **EXECUTIVE SERVICES: Identify and develop top talent to strengthen your organization**

- Executive recruitment
- Executive coaching
- Facilitated executive performance evaluations

SCOPE OF REQUIRED SERVICES

# Executive Search Strategy

When organizations need to fill key positions, they turn to Raftelis and benefit from this guiding principle: meaningful hiring involves finding the right employee and preparing them for ongoing success. Our approach to executive search services comprises three key phases.

## Inquiring, Understanding, and Defining

Each of our clients has a unique culture and set of objectives. Because selecting the right individual is critical to success, we begin our relationship by conducting a needs assessment to identify the specific benchmarks the search must accomplish. We will identify qualifications and requirements as well as map out the new hire’s first-year goals, so both our client and the employee remain on the same track for success. We will build an accurate position profile, thus ensuring we attract the right people for the position.

## Candidate Search and Evaluation

To reach the right candidates, Raftelis customizes each search process to fit the client’s needs. Often, the professionals who best fit an open position are already employed and not searching for a traditional job posting. So, we leverage our extensive, diverse professional network to attract the best talent nationwide. We have been successful in identifying a candidate pool that is racially, ethnically, and gender diverse. We are committed to helping local government leadership positions reflect the communities they serve. We work closely with several organizations that support this goal, and we advertise in national publications that target people of color and women, including the National Forum of Black Public Administrators (NFBPA), Local Government Hispanic Network, and the League of Women in Government. We intentionally seek well-qualified women and people of color, so our clients have excellent choices. Once the right candidates are found, we help manage the hiring process from interviews to background checks. Our in-depth service empowers clients to achieve their goals at every step.



**39%** of our recruitments resulted in the hiring of **females**

**21%** of our recruitments resulted in the hiring of **people of color**

## Supporting Success

We support the top candidate’s long-term success by creating a goals-driven work plan actionable from day one. Many firms focus solely on finding qualified applicants, leaving the client on their own once the position is filled. Our team, however, uses the objectives gathered during the inquiry stage to prepare new hires for their first year. We take a tailored, goals-based approach to each recruitment. By looking beyond the hiring process, our holistic view ensures that each candidate will fit the role as well as the organization. In the end, we are not just looking for a successful professional; we are finding the right employee to be successful in their new position long after they are hired.

# Scope of Required Services

## THE FOLLOWING PROVIDES A DETAILED DESCRIPTION OF OUR WORK PLAN FOR THE TOWNSHIP MANAGER RECRUITMENT

### Activity 1 – Develop Candidate Profile

We will begin this engagement by developing a clear picture of the ideal candidate for this position and by speaking with the Township Board as a whole and individually. We will also facilitate meetings to gather input from department directors and conduct a stakeholder focus group. We will discuss not just the technical skills needed for the position, but what makes for the right organizational fit in terms of traits and experiences. All meetings will be virtual, except for the final interviews, which will be in person. An additional fee will be charged by the hour for any additional meetings or community engagement added beyond this scope.

Based on the information learned from our meetings, we will develop a recruitment plan that includes Michigan and the nation. We will prepare a position profile that is unique to Meridian Charter Township. The profile will identify the organization's needs, the strategic challenges of the position, and the personal and professional characteristics of the ideal candidate. This document drives the recruitment. It focuses our efforts on the most capable candidates, and it helps us to persuade candidates to pursue the position. We will develop a recruitment brochure for advertising the position which includes the position profile, as well as information on the organization, the Township, and the community. We will work with the Township to eliminate barriers to underrepresented groups, including years of service, levels of education, and other strict requirements that might eliminate someone who can do the job.

We will also develop first-year organizational goals for the successful candidate. These goals will ensure that the applicants know what will be expected of them should they be hired, the Township has thought about what it wants the person to accomplish in the first year, and the successful candidate can hit the ground running with a work plan. Once drafted, we will review the recruitment plan, position profile, and first-year goals with the hiring manager. Modifications will be made as necessary before recruitment begins.

#### **DELIVERABLES:**

- Detailed recruitment process documents, including recruitment plan, position profile, and first-year goals

### Activity 2 – Conduct Outreach and Initial Screening

As part of the recruitment plan, we will identify key states and metro areas to focus our targeted recruitment. We will prepare and place advertisements in state and national publications and websites to attract candidates from throughout the United States. While this will be a national search, we will target our efforts to those key areas identified in the recruitment plan. We understand the importance of having a diverse applicant pool, so our recruitment strategy includes a robust outreach strategy to identify and attract well-qualified individuals from underrepresented groups and encouraging them to apply. In our outreach, we ensure we place job postings in places that target women, minorities, and other underrepresented groups. We also utilize our networks across the country to find and attract well-qualified candidates from a variety of backgrounds to apply and be considered. In addition, our recruiters have participated in conferences like NFBPA and Engaging Local Government Leaders (ELGL) for networking, a Diversity, Equity, and Inclusion cohort through International City/County Management Association, and several leadership academies for women in local government in different states.

We will place job postings with national, state, and regional professional organizations such as ICMA, Michigan Municipal League, Michigan Townships Association, national and state professional associations that are appropriate for the position and other places as identified in the recruitment plan. We also recommend national organizations such as NFBPA, Local Government Hispanic Network, ELGL, and a LinkedIn Job Ad to attract underrepresented groups and provide a more diverse applicant pool. We will also reach out to historically black colleges and universities and other targeted alumni networks that have graduates from diverse backgrounds and ask them to share our postings.

As soon as the advertisements are completed, we will begin the process of actively and aggressively marketing the position and identifying qualified candidates for assessment. We will pinpoint individuals and jurisdictions to reach out to directly through phone and email. We will also utilize social media (LinkedIn, Twitter, and Facebook) to broaden our reach. We have found that this combination of outreach is an effective way to reach top applicants, especially those who are not currently in the job market but may be willing to consider a move to an excellent organization like Meridian Charter Township.

We will reach out to the applicants in our extensive database as well as the prospective candidates we have targeted in previous recruitments for similar jurisdictions. We will also develop a list of additional candidates to pursue based on the Township's unique needs. Our outreach includes seeking well-qualified women and people of color and encouraging them to apply.

As applications are received, we will acknowledge each one and keep applicants aware of the status of the process. We will screen each applicant against the position profile and first-year goals. We will conduct interviews via phone or videoconference with those who most closely meet the profile to learn more about their interest, qualifications, and experience for this position. A written summary of these candidates will be prepared and shared with the Township. We will then meet with the hiring manager to review the entire list (if desired) as well as the most qualified candidates who have the requisite skills, experiences, and traits needed for success in the position. Based on the hiring manager's direction, we will finalize a list of four to six candidates to invite for in-person interviews.

#### **DELIVERABLES:**

- Placement of ads and job postings
- Targeted outreach to passive candidates
- Candidate review materials including screening results and internet search

### Activity 3 – Support Interviews and Selection

Each person you wish to interview will then be contacted again by our recruitment team. We will plan and facilitate a multi-step interview process specific to the position. The process could include writing exercises, presentations, panel interviews, tours, and a department director or key staff meet-and-greet. A book that contains customized interview questions and information about each of the candidates invited to interview will be provided to those involved in the interview process. We will also facilitate pre- and post-interview briefings.

We will coordinate the logistics of the process and provide the candidates with the details along with any travel policy requirements or other information. We will also work with a Township contact to ensure a suitable venue is arranged for the interviews. Expenses for the candidates will be borne and reimbursed directly by the Township.

The Township will select the top candidate. We can help make a well-informed choice by framing what we have learned about the candidates in the context of the position and its requirements. We will speak with candidates'

references to confirm the strength of their credentials. We will also conduct a media check to review published information found in search engines, online publications, and social media. Reference and background checks will be performed on the top candidates, including but not limited to education, credentials, employment history, criminal background check, civil litigation check, and credit history.

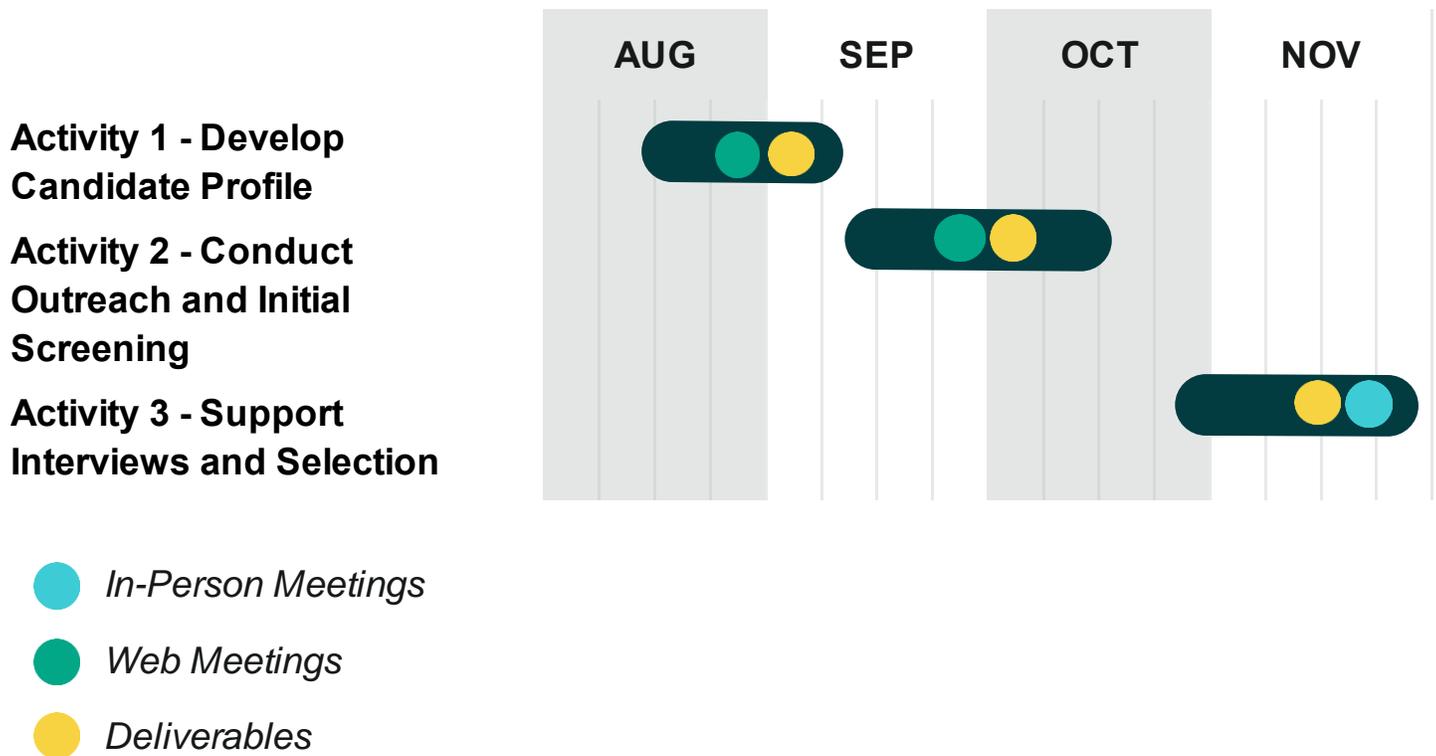
We also can assist in negotiating the employment offer. We will provide information about best practices in salary and total compensation, and we will have obtained information on the candidate’s salary preferences. We will keep candidates apprised of their status and release them at the appropriate time.

**DELIVERABLES**

- Interview book materials including references and background checks

# Detailed Recruitment Timeline

Included below is a draft timeline. This is not binding and we expect to discuss this with the Township Board during Activity 1 and adjust it as necessary as we develop the recruitment plan in consideration of timing and the impact on the candidate pool of the Township Board elections coming up in November. The contract award date may also impact this schedule.



REFERENCES AND EXAMPLES OF PRIOR WORK

# References and Examples of Prior Work

Raftelis is uniquely positioned to perform this recruitment because of our knowledge of local government and our extensive network across the nation. Our clients tell us we are more than just consultants—we are trusted advisors. The following table lists a few comparable recruitments we have conducted and references for each of them. Each search requires approximately three months to complete, depending on the client’s needs and recruitment environment.

Client	Reference
<p><b>City of Novi, Michigan</b></p> <ul style="list-style-type: none"> <li>• Finance Director (2012)</li> <li>• Assistant City Manager (2010)</li> </ul>	<p>Victor Cardenas, City Manager                      45175 Ten Mile Road                      Novi, MI 48375                      P: 248.347.0450                      E: vcardenas@cityofnovi.org</p>
<p><b>City of Westerville, Ohio</b></p> <ul style="list-style-type: none"> <li>• City Clerk (2024)</li> <li>• City Manager (2020)</li> <li>• Deputy Planning and Development Director (2013)</li> <li>• Finance Director (2010)</li> </ul>	<p>Mike Heyeck, Council Chairperson                      21 S. State Street                      Westerville, OH 43081                      P: 614.901.6400                      E: michael.heyeck@westerville.org</p>
<p><b>Washington Township, Ohio</b></p> <ul style="list-style-type: none"> <li>• Assistant Fire Chief (2022)</li> <li>• Township Administrator (2014, 2018)</li> </ul>	<p>Eric Richter, Township Administrator                      6200 Eiterman Road                      Dublin, OH 43016                      P: 614.652.3929                      E: erichter@wtwp.com</p>
<p><b>City of Fairfax, Virginia</b></p> <ul style="list-style-type: none"> <li>• City Manager (2018, 2024)</li> <li>• Deputy City Manager (2023)</li> <li>• Police Chief (2018)</li> </ul>	<p>Robert Stalzer, City Manager                      10455 Armstrong Street                      City Hall, Room 316                      Fairfax, VA 22030                      P: 703.385.7850                      E: rob.stalzer@fairfaxva.gov</p>
<p><b>City of Rockville, Maryland</b></p> <ul style="list-style-type: none"> <li>• City Attorney (2021)</li> <li>• City Manager (2016)</li> <li>• Community Planning and Development Services Director (2018)</li> </ul>	<p>Monique Ashton, Mayor                      111 Maryland Avenue                      Rockville, MD 20850                      P: 240.314.8291                      E: mashton@rockvillemd.gov</p>

ADDITIONAL DATA AND INFORMATION

# Recent Executive Search Experience

Client	Position	Client	Position
AZ Central Arizona Project	General Manager	CO Fort Collins	Community Services Director
AZ Clarkdale	Town Manager	CO Fort Collins	Community Development and Neighborhood Services Director
AZ Cottonwood	City Manager	CO Fort Collins	Environmental Services Director
AZ Oro Valley	Chief Financial Officer	CO Fort Collins	Natural Areas Director
AZ Oro Valley	Police Chief	CO Fort Collins	Recreation Director
AZ Payson	Town Manager	CO Fort Collins	Utilities Executive Director
AZ Peoria	Human Resources Director	CO Health District of Northern Larimer County	Executive Director
AZ Scottsdale	Economic Development Director	CO Lafayette	City Administrator
AZ Yuma	City Administrator	CO Louisville	City Manager
AZ Yuma	Engineering Director	CO Louisville	Director of Parks and Recreation
AZ Yuma	Finance Director	CO Louisville	Director of Planning and Building Safety
AZ Yuma	Planning and Neighborhood Services Director	CO Louisville	Human Resources Director
CO Aspen	Community Development Director	CO Loveland	Budget Manager*
CO Boulder	Chief Human Resources Officer	CO Loveland	Chief Financial Officer*
CO Boulder	City Attorney	CO Loveland	City Clerk*
CO Boulder	City Manager	CO Loveland	Economic Development Director*
CO Boulder	Fire Division Chief	CO Northglenn	Human Resources Director
CO Boulder	HRIS Manager	CO Pueblo West Metropolitan District	District Manager
CO Boulder	Human Resources Director	CO Westminster	Parks, Recreation, and Library Director
CO Boulder	Human Resources Senior Manager	CT Greenwich	Town Administrator
CO Boulder	Independent Police Monitor	CT Mansfield	Town Manager
CO Boulder	Municipal Court Judge	CT Meriden	City Manager
CO Boulder	Planning and Development Services Director	CT Windsor	Police Chief
CO Boulder	Total Rewards Senior Manager	DE Kent County	County Engineer/Public Works Director
CO Boulder	Utilities Engineering Manager	DE Lewes	Municipal Planning and Development Officer
CO Denver	Independent Monitor	DE Milford	City Manager
CO Fort Collins	Cultural Services Director	DE Milton	Town Manager
CO Fort Collins	Deputy City Manager	DE Rehoboth Beach	City Manager

Client	Position
IA Cedar Rapids	Utilities Director
IA Cedar Rapids	City Attorney
IA Cedar Rapids	Public Works Director
IL Peoria County	Director, Animal Protection Services
IN Bloomington	Traffic and Transportation Engineer
KS Baldwin City	City Administrative Officer
KS Edgerton	Building Inspector
KS Edgerton	Community Development Director
KS Johnson County	Human Resources Director
KS Merriam	Finance Director
KS Olathe	Director of Economy
KS Tonganoxie	City Manager
LA Orleans Parish School Board	Chief Operations Officer
MD Aberdeen	Director of APG Privatization
MD Aberdeen	Police Chief
MD Aberdeen	Public Works Director
MD Berwyn Heights	Code Supervisor
MD Berwyn Heights	Town Administrator
MD Cambridge	City Manager
MD Charles County	Director of Community Services*
MD Charles County	Engineer IV*
MD Gaithersburg	City Manager
MD Gaithersburg	Director of Finance and Administration
MD Gaithersburg	Engineering Services Division Chief
MD Gaithersburg	Finance Director
MD Gaithersburg	Public Works Director
MD Gaithersburg	Public Works and Engineering Director
MD Gaithersburg	Director of Information Technology

Client	Position
MD Garrett Park	Town Manager
MD La Plata	Planning Director
MD La Plata	Police Chief
MD La Plata	Town Manager
MD La Plata	Town Treasurer
MD Maryland Municipal League	Executive Director/CEO
MD Mount Rainier	City Manager
MD New Carrollton	City Administrative Officer
MD Ocean Pines Association	General Manager
MD Riverdale Park	Town Manager
MD Riverdale Park	Police Chief
MD Rockville	City Attorney
MD Rockville	City Manager
MD Rockville	Community Planning and Development Services Director
MD St. Michaels	Town Administrator
MD Sykesville	Town Manager
MD Takoma Park	City Manager
MD Takoma Park	Deputy City Manager*
MD Westminster	Finance Director
MD Westminster	Human Resources Director
MI Novi	Assistant City Manager
MI Novi	Finance Director
MI Rochester Hills	Chief Financial Officer
MO Chesterfield	City Administrator
MO Clayton	City Manager
MO Lee's Summit	Human Resources Director
MT Helena	City Manager
NC Guilford County	Assistant County Manager for Strong Communities

Client	Position
NC Guilford County	Assistant County Manager for Successful People
NC Guilford County	County Attorney
NC Guilford County	Communications and Public Relations Director
NC Guilford County	Deputy Finance Director
NC Guilford County	Equity and Inclusion Manager
NC Guilford County	Public Relations Director
NC High Point	Assistant City Manager
NC High Point	Planning Director
NC Matthews	Assistant Town Manager
NC Rolesville	Human Resources Director
NH Keene	City Manager
NH Hanover	Town Manager
NM Las Cruces	City Manager
NY Batavia	City Manager
NY Livingston County Water and Sewer Authority (LCWSA)	Executive Director
NY Oneonta	City Manager
OH Centerville	City Manager
OH Delaware County	Director of Economic Development
OH Delaware County Transit District	Executive Director
OH Hilliard	Deputy Police Chief
OH Hilliard	Police Chief
OH Hudson	City Manager
OH Cleveland Heights	City Manager
OH Cleveland Heights	Finance Director
OH Dayton	Financial Officer
OH Dublin	Director of Public Service
OH Dublin	Deputy City Manager/Chief Operations Officer
OH Granville	Village Manager

Client	Position
OH Hilliard	City Manager
OH Hudson	City Manager
OH Jackson Township	Township Administrator
OH Miami Township	Township Administrator
OH Moraine	City Manager
OH Oberlin	Fire Chief
OH Oberlin	Police Chief
OH Portsmouth	City Manager
OH Prairie Township	Township Administrator
OH Sandusky	City Manager
OH Solid Waste Authority of Central Ohio (SWACO)	Director of Administration
OH The Port - an Ohio Port Authority	General Counsel
OH The Port - an Ohio Port Authority	Industrial Development Manager
OH The Port - an Ohio Port Authority	Vice President of Communications and Marketing
OH The Port - an Ohio Port Authority	Vice President of Economic Equity
OH Union County	County Administrator
OH Upper Arlington	Assistant City Manager*
OH Upper Arlington	Police Chief
OH Washington Township	Assistant Fire Chief
OH Washington Township	Township Administrator
OH West Chester Township	Township Administrator
OH Westerville	City Manager
OH Westerville	Deputy Director of Planning and Development
OH Westerville	Finance Director
OH Worthington	Assistant Fire Chief
OH Wyoming	City Manager
OR Beaverton	City Manager
OR Beaverton	Finance Director

Client	Position
OR Beaverton	Interim City Manager
OR Beaverton	Police Chief
OR Beaverton	Public Works Director
OR Clean Water Services	Chief of Staff
OR Clean Water Services	Chief Utility Operations Officer
OR Clean Water Services	General Counsel and Chief Compliance Officer
OR Gresham	City Manager
OR Gresham	Police Chief
OR Hillsboro	Employee and Labor Relations Manager
OR Hillsboro	Library Director
OR Lake Oswego	City Attorney
OR Lane County	Public Works Director
OR Newberg	Assistant City Manager
OR Newburg	Police Chief
OR Newberg	Public Works Director
OR Salem	City Manager
OR Scappoose	Finance Administrator
OR Sunrise Water Authority	Finance Director
OR Tigard	Assistant City Manager
OR Tigard	Finance Director
OR Tigard	Human Resources Director
OR Tualatin	City Attorney
OR Tualatin Hills Park & Recreation District	Chief Financial Officer
OR Tualatin Hills Park & Recreation District	City Attorney
OR Tualatin Hills Park & Recreation District	District Finance Director
OR Washington County	County Administrator
OR Washington County	Interim County Administrator
OR Washington County	Chief Financial Officer
OR Washington County	County Counsel

Client	Position
OR Washington County	Assistant County Administrators
PA Breakneck Creek Regional Authority	Manager
PA Carlisle Borough	Police Chief
PA Farrell	City Manager
SC Mount Pleasant Waterworks	General Manager
TX Abilene	City Engineer
TX Abilene	Library Director
TX Lancaster	Assistant City Manager
TX Lancaster	Finance Director
TX University Park	Human Resources Director
VA Albemarle County	Chief Financial Officer
VA Albemarle County	County Attorney
VA Albemarle County	Deputy Director of Community Development
VA Albemarle County	Police Chief
VA Albemarle County	DEI Director
VA Albemarle County	Deputy Chief Financial Officer
VA Albemarle County	Diversity, Equity, and Inclusion Director
VA Albemarle County	Human Resources Director
VA Alexandria	Controller
VA Arlington County	Central Library Services Division Chief*
VA Arlington County	Housing Director*
VA Ashland	Town Manager
VA Bedford County	County Administrator
VA Bedford County	Deputy Fire Chief*
VA Bedford County	Finance Director
VA Chesapeake	Chief Financial Officer
VA Chesapeake	Chief Information Officer
VA Chesapeake	City Auditor
VA Fairfax	City Manager

Client	Position
VA Fairfax	Police Chief
VA Fairfax County	County Executive
VA Fairfax County	Deputy County Executive
VA Fairfax Water	Customer Service Manager
VA Fairfax Water	Human Resources Manager
VA Fredericksburg	Public Works Director
VA Harrisonburg	City Manager
VA Harrisonburg	Human Resources Director
VA Harrisonburg	Police Chief
VA Harrisonburg-Rockingham Regional Sewer Authority (HRRSA)	Executive Director
VA Leesburg	Finance Director
VA Leesburg	Town Attorney
VA Leesburg	Planning and Zoning Director
VA Loudoun County	Animal Services Director
VA Loudoun County	Assistant County Administrator
VA Loudoun County	Assistant Director of Human Resources
VA Loudoun County	Chief Financial Officer
VA Loudoun County	County Attorney
VA Loudoun County	Director of Building and Development
VA Loudoun County	Deputy County Administrator
VA Loudoun County	Economic Development Director
VA Loudoun County	Family Services Director
VA Loudoun County	Finance Director
VA Loudoun County	Housing and Community Development Director
VA Loudoun County	Information Technology Director
VA Loudoun County	Mapping and Geographic Information Director
VA Loudoun County	Mental Health, Substance Abuse, and Developmental Services Director
VA Loudoun County	Parks, Recreation, and Community Services Director

Client	Position
VA Loudoun County	Planning and Zoning Director
VA Loudoun County	Systemwide Fire Chief
VA Loudoun County	Community Corrections Director
VA Newport News	Engineering Director
VA Newport News	Waterworks Director
VA Newport News	Human Resources Director
VA Prince William County	Deputy County Executive for Public Safety
VA Virginia Retirement System	Human Resources Director
VA Warrenton	Town Manager
WA Bellevue	Assistant Director, Financial and Resource Management
WA Bellevue	Deputy City Manager
WA Bellevue	Utilities Deputy Director
WA Bothell	City Manager
WA Bothell	Community Development Director
WA Bothell	Finance Director
WA Camas	City Administrator
WA Central Pierce Fire and Rescue	Fire Chief
WA Sammamish	Public Works Director
WA Shoreline	Administrative Services Director
WA Shoreline	City Manager
WA Shoreline	Human Resources and Organizational Development Director
WA Shoreline	Human Resources Director
WA Spokane Regional Health District	Community Health Director
WA Spokane Regional Health District	Deputy Administrative Officer
WA Spokane Regional Health District	Health Officer
WA Spokane Regional Health District	Human Resources Manager
WI Central Brown County Water Authority	Manager
WI Mequon	City Administrator
WV Morgantown	City Manager

COST PROPOSAL

# Cost Proposal

The total fixed fee to complete the Township Manager recruitment, as outlined in this proposal, is \$34,300. This includes all professional fees and expenses for Raftelis.

We estimate the following additional costs to the Township, which would be billed at cost:

<b>Advertising</b>	Approximately \$2,000-\$2,500
<b>Background checks</b>	Estimated at \$175-\$500/finalist
<b>Finalists' interview travel</b>	Borne and reimbursed directly to the finalists by the Township

Advertising and background checks are invoiced as completed. The fixed fee will be invoiced as follows:

<b>Activity 1 – \$11,453</b>	After delivery of the recruitment documents <ul style="list-style-type: none"> <li>• Recruitment plan</li> <li>• Recruitment brochure</li> <li>• First-year goals</li> </ul>
<b>Activity 2 – \$11,207</b>	After the candidate review
<b>Activity 3 – \$11,640</b>	After the interviews are completed

Within six (6) months of the final interview process, should an additional candidate be hired by the Township from the pool of candidates presented by Raftelis for this project, the additional fee shall be \$15,000.

## ADDITIONAL SERVICES

### Coaching

Raftelis has trained coaches with practical experience as former practitioners to provide one-on-one coaching with executives, department heads, and mid-level managers. The process includes setting goals, development and execution of a coaching plan, and individual coaching sessions. Local governments and utilities utilize this service to help new leaders acclimate to new roles and responsibilities, adjust to the complexities of the organization and external factors, navigate difficult conversations, improve their interactions with the governing body and/or in public settings, build strong staff teams, and prepare future leadership within the organization.

### COST:

- Typical cost for this service is \$10,000
- Hourly rate for coaches is \$250/hour
- Work is done virtually

## Facilitated Evaluations

Raftelis has skilled staff who can deliver a facilitated evaluation for governing-body appointed staff, including managers, attorneys, clerks, treasurers, auditors, etc. This process includes input from every governing body member through the facilitator, self-assessment, a guided conversation in executive session, goal-setting for the next year, and the evaluation document. This allows each member of the governing body's voice to be included, ensures the executive receives meaningful feedback, and is done objectively.

### COST:

- Typical cost for this service is \$15,000-\$17,000
- Work is done remotely except for guided executive session



**To: Board Members**

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

**Dan Opsommer, Deputy Township Manager  
Director of Public Works & Engineering**

**Courtney Wisinski, Director of Parks & Recreation**

**Date: August 8, 2024**

**Re: Approval of Ballot Language for the Community and Senior Center Millage**

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Staff has developed, in consultation with the Township Attorney and Bond Counsel, the attached language to place a millage question on the November ballot to fund the construction and operation of a new Senior & Community Center. This facility is greatly needed in Meridian Township as our existing Senior Center will be lost in the next four years when Okemos Public Schools demolishes Chippewa Middle School, where the current facility is located. This project has been one of the Township's top goals for two years as the Township Board has been heavily focused on what the Township can do at the local level to help support the mental and physical health of our residents in this post-pandemic world.

There are significant mental and physical health benefits linked to even the lowest levels of engagement in community center fitness and arts programs. Community centers support far more than physical fitness and leisure activities. They are critical to addressing social isolation and loneliness, and the mental health issues that come as a result. There are a lot of older adults who lose their social network and support system as they age. The community center is usually one of the places they can go to make new friends. Conversely, during the pandemic, research is showing that it was children who felt the most isolated and the loneliest.

This Senior & Community Center will provide a place for the entire community to come together and participate in recreation, arts and community-based programs. The facility will have specialized programming for persons 55 and older, but will have activities for residents of all ages to connect with one another. Our vision is a bustling facility with people of all ages; from older adults, to young families, to children attending after school. According to the 2020 Census, 16% of the Township's population is age 65 or older, while the Ingham County average is only 14.4%. Meridian Township is also home to a higher percentage of children than Ingham County as a whole. Persons under the age of 18 represent 21.5% of the Township's population, while the Ingham County average is 19.7%.

Meridian Township has a great need for indoor recreation and community space for adult and youth activities. The Parks and Recreation Department currently partners with local schools to provide youth basketball; however, the schools also support indoor youth activities, leaving a need for additional gym space to accommodate all children living in the Township the opportunity to participate. This facility would also allow for youth and adult sports that are not currently offered

## **Memo to Township Board**

**August 8, 2024**

### **Approval of Ballot Language for the Community and Senior Center Millage**

due to lack of indoor space, including pickleball, volleyball, adult basketball, and winter recreation, physical fitness, and enrichment activities. Additionally, Meridian Township has very limited community meeting space that is regularly requested by various residents and community organizations. This facility will allow for multiple groups of varying sizes to access community meeting space.

The Township has secured a \$5 million grant from the state of Michigan to help fund land/property acquisition and construction/renovation of the community and senior center. The Township has also been recommended for funding from the federal Community Project Fund (CPF) program. The Township currently anticipates that it will receive \$750,000-\$1.25 million from the CPF program. The Township also currently anticipates being able to contribute \$3 million from the Township's General Fund to help support this project.

The Township currently levies a .1474 mill Community Services millage, which will bring in \$328,619 in revenue in 2025. Fifty-seven percent of this revenue, which comes to \$187,312, funds the operations of the existing Senior Center. Assuming 1.5 percent growth in revenue from the Community Services millage, this will bring in \$4,331,340 over the 20 years just for the Senior Center. This funding will continue to be used to help fund the senior center, which will be housed at this new facility.

The acquisition and construction costs are currently estimated at \$22-\$25 million. Staff will continue to adjust these estimates as we move forward with the project to stay on budget, while bringing a top notch facility to the Township. The cost to operate the facility in the first year that it is open is \$1.9-2 million.

The resolution to approve the ballot language for the Community and Senior Center millage for 20 years at a millage rate of 1.1996 mill is attached to this cover memorandum. This millage will cover both debt for construction and costs of operations for the facility.

**The following motion has been prepared for Board consideration:**

**MOVE TO ADOPT THE RESOLUTION AUTHORIZING THE BALLOT PROPOSAL FOR A 20-YEAR COMMUNITY AND SENIOR CENTER MILLAGE AND TO SUBMIT THE QUESTION TO THE VOTERS AT AN ELECTION TO BE HELD ON NOVEMBER 5, 2024.**

#### **Attachments:**

1. Resolution Authorizing Ballot Proposal for a 20-Year Community and Senior Center Millage

**CHARTER TOWNSHIP OF MERIDIAN  
(Ingham County, Michigan)**

**RESOLUTION AUTHORIZING BALLOT PROPOSAL FOR A 20-YEAR  
COMMUNITY AND SENIOR CENTER MILLAGE**

At a regular meeting of the Township Board of the Charter Township of Meridian, Ingham County, Michigan, held at the Meridian Township Municipal Building, 5151 Marsh Road, Okemos, MI 48864, in said Township on August 8, 2024, at 6:00 p.m. local time.

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

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

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

**WHEREAS**, the Township Board of the Charter Township of Meridian (the "Township") has determined that it is in the best interest of the Township to provide for the acquisition, construction, operation, maintenance and financing of a Township community and senior center; and

**WHEREAS**, the Township Board wishes to submit the question of approving a new additional millage to the voters at an election to be held on November 5, 2024.

**NOW, THEREFORE, BE IT RESOLVED BY THE TOWNSHIP BOARD OF THE CHARTER TOWNSHIP OF MERIDIAN, INGHAM COUNTY, MICHIGAN, THAT:**

1. The following millage renewal proposal shall be submitted to the electors of the Township at the November 5, 2024 election:

**MERIDIAN TOWNSHIP COMMUNITY AND SENIOR CENTER MILLAGE**

For the purposes of expanding and improving existing senior center services and constructing and operating a new community and senior center, including, but not limited to the cost of acquiring, constructing, maintaining, and financing a community and senior center and related improvements and payments of debt service on obligations issued therefor, shall the Constitutional limitation upon the total amount of taxes which may be assessed in one (1) year upon all property within Meridian Charter Township be increased and a new additional millage be levied in the amount of up to 1.1996 mill (\$1.1996 per \$1,000 of taxable value) for the period of twenty (20) years (2024-2043) inclusive? If approved and levied in full, this Millage will raise an estimated \$2,737,308 in the first calendar year of the levy, based on state taxable valuation.

Yes \_\_\_\_  
No \_\_\_\_

2. An election is called to be held on November 5, 2024.
3. The Township Clerk is authorized and directed to certify the proposition to the County Clerk.

